Editing the templates

Templates are provided as Word documents that are meant to be edited by users to document their project-specific requirements.

Text formatting used in templates

The boxed green text is 'Hidden text' which serves as guidance for the template user. This is how it should appear:

> Guidance text is not intended to be seen by the final recipients of the document and is turned off or deleted prior to the issue of the completed Template.

To show Guidance text in the document:

- **Word 2003 users:** Go to the **Tools** menu, choose **Options** (last item), click on the **View** tab and make sure that **Hidden text** is ticked (under the Formatting marks heading).
- **Word 2007 users:** Click on the **Office** button, choose **Word options** (last item), click on **Display** and make sure that **Hidden text** is ticked.
- **Word 2010 users:** Go to **File** menu, choose **Options** (last item), click on **Display** and make sure that **Hidden text** is ticked.

If you still have problems viewing Guidance, please contact NATSPEC on 1300 797 142.

Dark red text followed by: [complete/delete] (known as prompts) indicates that information prompted by the text should be entered after the colon. If the wording of the prompt is not appropriate for the project, it can be edited to suit. If the item is not relevant, simply delete it.

Normal italicised text, e.g. *NATSPEC National BIM Guide* indicates the name of a document or standard.

Bold text other than headings, e.g. **BIM meeting schedule** indicates a cross reference to a section, clause or schedule elsewhere in the document.

Instructions for use

Step 1: Save the template to the required location on your system.

Step 2: Make sure the Guidance text is visible: If you cannot see any green boxed text when you open the document, then the Guidance text needs to be turned on by adjusting the settings in Word. Figures 2.4.2a and 2.4.2b show a page with Guidance text turned off and on.

Step 3: Edit project identification items: Edit the cover page, headers and footers to suit the project and remove the word 'Template'.

Step 4: Delete items not required for the project including text, prompts and schedules/matrices. To cover a wide range of project requirements, templates include a comprehensive set of items. Few projects will use all of them. Retaining items 'just in case they might be needed' creates confusion and makes it more difficult to find relevant information when required.

Step 5: Complete prompts. Enter text at the prompt by placing your cursor anywhere between the square brackets [ ].

Step 6: Edit schedules/matrices by adding and deleting columns and rows as required and entering text in cells.

Step 7: Add any additional material that is required but not in the Template.

Step 8: Delete all pages before the Table of Contents except the cover.

Step 9: Add your organisation's logo to the cover if you wish. The version number and date on the cover are those of the Template. Edit them to apply to the project and to conform to your organisation's standards and practices.

Step 10: Delete Guidance text.

Step 11: Final proof: Check spelling, grammar, internal cross references, cross references to other documents, drawings, models, etc.

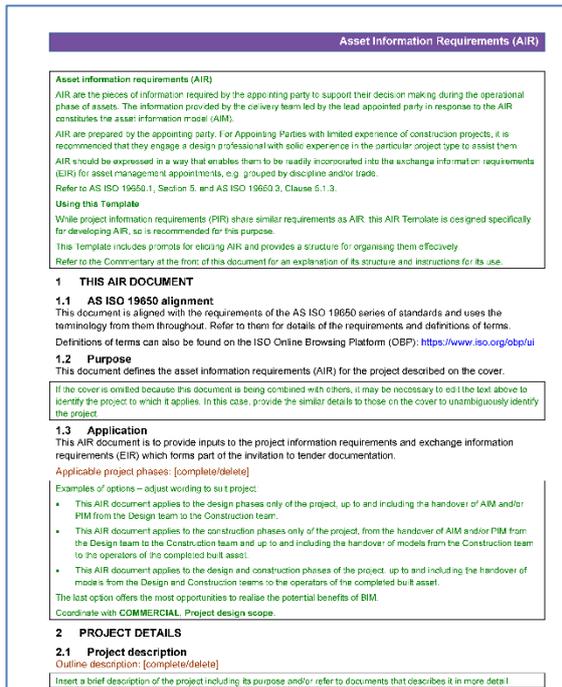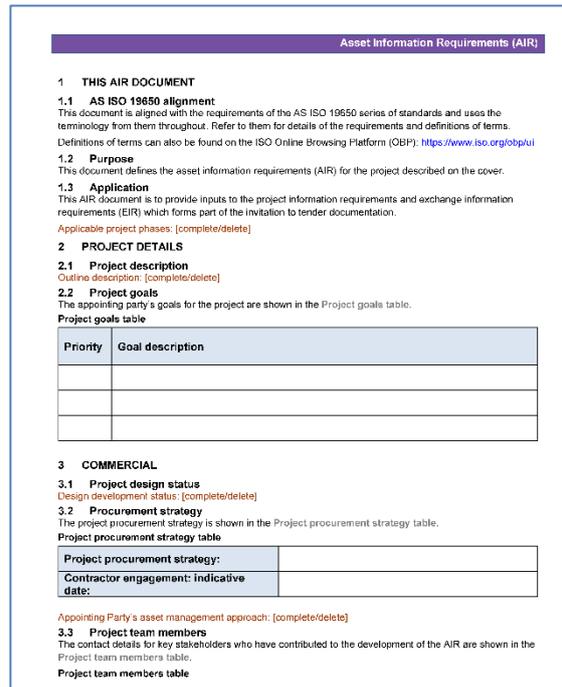**Step 12:** Update the Table of Contents.

Figure 2.4.2a Guidance text displayed

Figure 2.4.2b Guidance text not displayed