

## INSTRUCTIONS FOR ADOT SWPPP TEMPLATES WEB PAGE

Visit this web page for each new project to ensure that you are using the most current ADOT-approved templates. These templates are only compatible with Microsoft Word 2007 or later.

Follow these steps to properly download and use these templates on your projects. *Exception: If you are using Internet Explorer as your web browser, skip these steps and follow the next set of steps under Template Access for Internet Explorer Users):*

1. Click the link for the template file that you wish to use.
2. Select "Open" (or "Open with," depending on your browser's prompt) from the download dialog box.
3. The file opens as a ".docx" copy of the template (you should see a generic temporary title—"Document1," "Document2," etc.—at the top of your Microsoft Word window).
4. Click the Save icon in Microsoft Word to open the "Save As" dialog box.
5. In the "Save As" dialog box, navigate to the desired folder location on your computer where you want the file to be saved and then rename the file for your project. *(Note: If you use Microsoft Word 2010 or later, you should also ensure that the "Maintain Compatibility" box is checked.)*
6. Click Save.

### Template Access for Internet Explorer Users:

1. Click the link for the template file that you wish to use.
2. Select "Open" from the download dialog box.
3. The file opens as a "read only" copy of the template.
4. Click the Save icon in Microsoft Word to open the "Save As" dialog box.
5. In the "Save As" dialog box, navigate to the desired folder location on your computer where you want the file to be saved, rename the file for your project, and then change the "Save as type" to the proper file extension option of "Word Document (\*.docx)." *(Note: If you use Microsoft Word 2010 or later, you should also ensure that the "Maintain Compatibility" box is checked.)*
6. Click Save.