

ND CNMP Template Instructions

Create a “CNMP” folder under S:\Service_Center\NRCS\

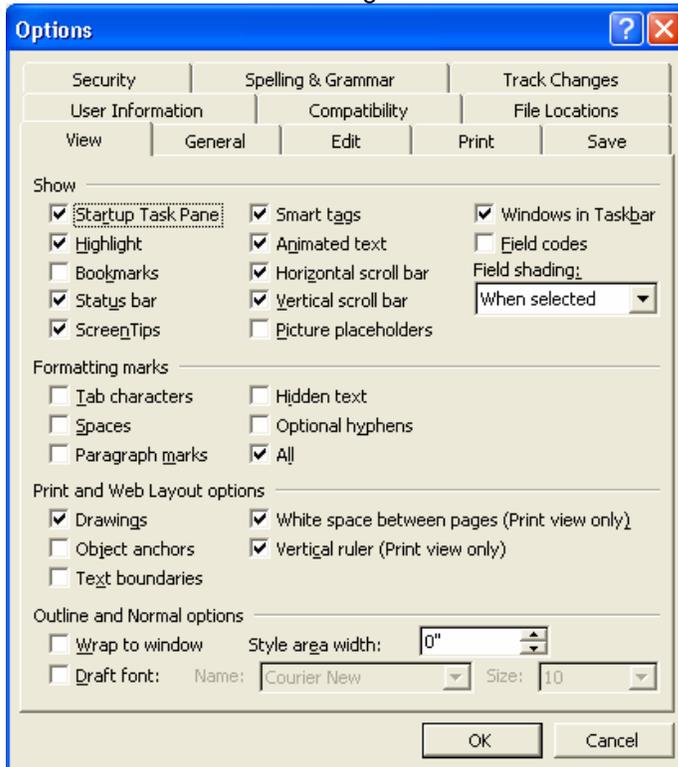
Save both attachments to this folder. The “Instructions file” should be saved as a .doc file and the “Template file” should be saved as a .dot file.

In order to use the template simply double click on the “ND CNMP Template.dot” file. When this file is opened, it will be labeled as “Document 1-Microsoft Word in the upper left hand corner of the screen.

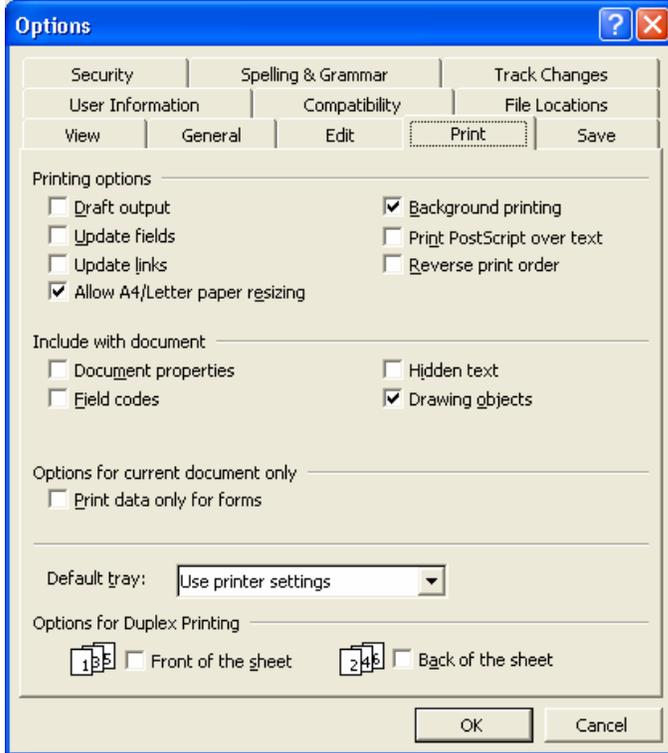
After entering the appropriate information, save and rename the file as a “.doc”. This should automatically come up as a .doc file, but you will need to rename it for each producer.

Before entering data, go to “Tools” Menu and select “Options”

On view tab – under Formatting marks – either check “All” or “Hidden text”



On print tab – under Include with document – make sure that “Hidden text“ is NOT checked.



These settings will allow you to view text in red that helps explain the entries but will not include the red in the hardcopy printed version.

All items that are in brackets are designed to require entries and will require that you delete any information that remains after making your entries.

Questions should be directed to your Area Agronomist or to myself.

This template will help you create a CNMP document that will be consistent with NRCS policy.

Alan Ness
State Conservation Agronomist