

# The People in Dairy Generator

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## Quick reference guide

The People in Dairy Generator is a package which includes The People in Dairy Installer.dot, a Microsoft Word template which runs a program to assist you in generating [The People in Dairy Position Description](#), [Standard Operating Procedures](#), and [Safety Procedures and Protocols](#) documents.

Follow the instructions below in [First Time Set Up](#) to download the template installer package to your desktop and run the installer program. You will only need to install the template once, unless you receive notification that an update has been placed on The People in Dairy website.

With normal day-to-day use, follow the instructions under the heading [Creating a People in Dairy document](#) to generate a [People in Dairy Position Description](#), [Standard Operating Procedures](#) and/or [Safety Procedures and Protocols](#) document.

## First time set up

Follow these steps to download The People in Dairy installer package and install The People in Dairy template onto your computer.

1. Select the appropriate installation file for your version of Word and click Download.
2. When prompted, choose to save the download file to your Windows desktop.
3. Once downloaded, double-click on the Exe file called [The People in Dairy Installer 2002.exe](#) or [The People in Dairy Installer 2003-2007.exe](#) (depending on which version you downloaded).
4. A new window will open, click Install to extract the generator files.

*Note: Depending on your version of Windows a window might pop up asking whether you wish to Run this program or not. Click "Run" and the install window will pop up as instructed above.*

5. A folder will be created on your desktop called [The Generator Installer](#).
6. Double click on the folder to open it.

*Ensure that your Microsoft Word Macro security level is not set to "High" or "Very High":*  
**Microsoft Word 2003 or below**

- Run Microsoft Word.
- Select Tools->Macros->Security
- In the pop-up box, ensure that the setting is no higher than "Medium", this setting will ensure you have the option of running macros which is a requirement for the installation and for use of the generator.

### **Microsoft Word 2007**

- Click on the Large Office Button in the top left of your screen.
- From the menu click "Word Options".
- A new window will open. From the left hand side menu select "Trust Center".
- Then click "Trust Center Settings" from the right hand side.
- A new window will open detailing your current security settings.
- Select "Enable All Macros" from the list and click Ok.
- It is recommended that once you have installed "The People In Dairy Generator" that you go back and lower your macro settings using the above process.

7. Double click on the file [The People in Dairy Installer.dot](#)  
*If your Macro settings are incorrect a pop-up window may appear asking:*

#### **Word 2003 or below**

- A pop-up window will ask whether you wish to Enable or Disable Macros.
- Please select Enable Macros.

#### **Word 2007**

- A pop-up window will inform you that Macros are currently disabled.
- Click OK to close this window.
- At the top of the screen will be a bar saying "Security Warning Macros have been disabled"
- Click the "Options" button next to this message.
- A new window will pop up. Select "Enable this content" and click Ok.

8. This will run a quick program which will save The People in Dairy template and source files to their required location. When prompted click Yes to install the template.
9. Once completed, you can remove [The People in Dairy Installer 2002.exe](#) or [The People in Dairy Installer 2003-2007.exe](#) and [The Generator installer](#) folder from your desktop. You can do this by right clicking on the file or folder and selecting Delete.
10. Follow the instructions under the heading [Creating a People in Dairy document](#) to generate [People in Dairy Position Descriptions](#), [Standard Operating Procedures](#) and/or [Safety Procedures and Protocols](#) documents.

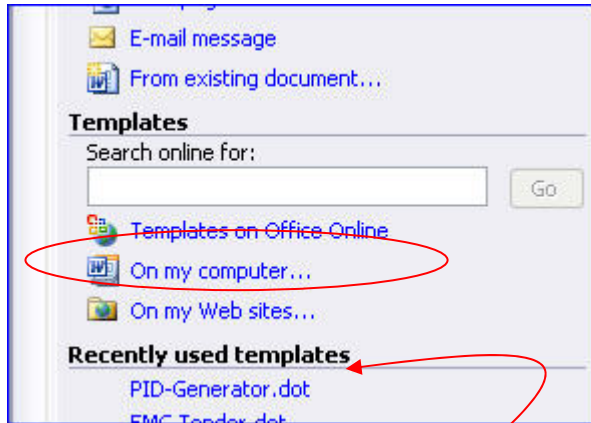
### **Having problems installing?**

If you are experiencing problems using The People in Dairy installer, you can install the files manually by following the instructions below:

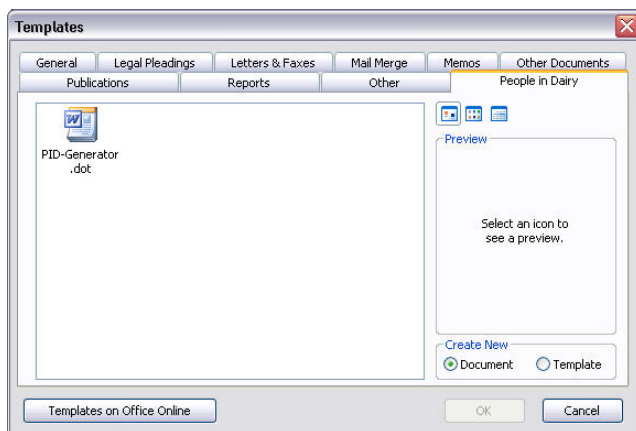
- Select the appropriate generator file for your version of Word and click Download.
- When prompted, choose to save the download file to your Windows desktop.
- Once downloaded, double-click on the Exe file called [The People in Dairy Installer 2002.exe](#) or [The People in Dairy Installer 2003-2007.exe](#) (depending on which version you downloaded).
- A folder will be created on your desktop called [The Generator installer](#).
- Double click on the folder to open it.
- Select [The People in Dairy](#) folder and click **Edit → Copy**
- Load up **Windows Explorer** (press Windows key and E). Navigate to:
  - C:\Documents and Settings\Your Name\Application Data\Microsoft\Templates\
- Once inside this folder, click **Edit → Paste**
- The files will now be in the correct place and should be accessible from Word.

## Creating The People in Dairy document (Word 2002-2003)

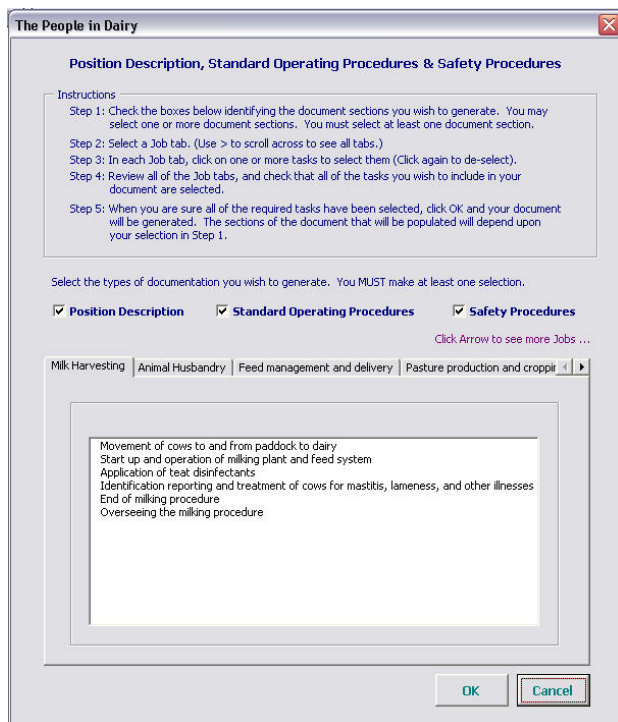
- Open **Microsoft Word**
- Select **File (menu) | New** to display the **New Document** task pane (usually displayed on the right hand side of your screen).
- Select **On my computer** from the **Templates** section the **File New** dialog is displayed.



- **Tip:** Once you have selected the PID-Generator template once, it will be listed in the **Recently used templates** section of the **New Document** task pane. Once listed there, you can just click on the template to start it.



- Click **The People in Dairy** tab and select the **PID-Generator.dot** template. This template allows you to create The People in Dairy employee guideline document.
- Click the **OK** button.



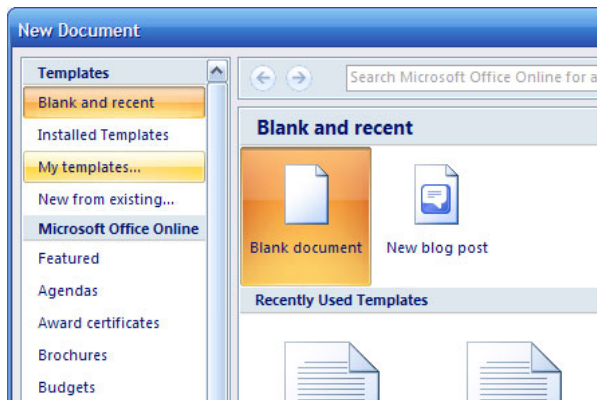
- A program will begin which displays a dialog.
- You can elect to include either one or all of the following document components:
  - Position Description details;
  - Standard Operating Procedures; and/or
  - Safety Procedures and Safety Protocols.
- Follow the instructions in the dialog and select the type of document you wish to generate: position description, standard operating procedures or safety procedures or a combination of these.
- Uncheck the document components you do not want to include. You must have at least one document component checkbox selected.
- Click on any of the tabs, for example milk harvesting, animal husbandry etc., and select Jobs from the list to include the related duties, or procedures in your document.
- Click the **OK** button.

The document will generate and include the [Position Description](#), [Standard Operating Procedures](#) and [Safety Procedures](#) (if selected) for the Job categories you selected.

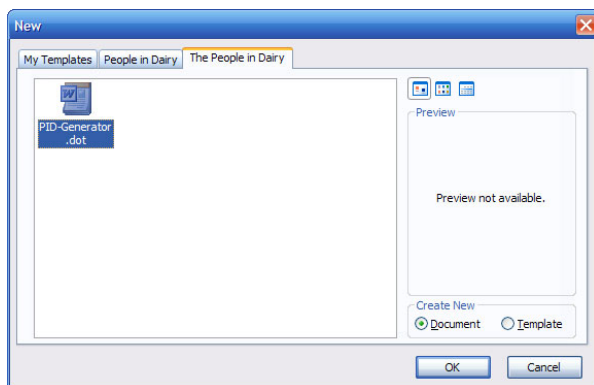
If you make a mistake, close the generated document, and start the template again, as described at the beginning of these instructions.

## Creating The People in Dairy document (Word 2007)

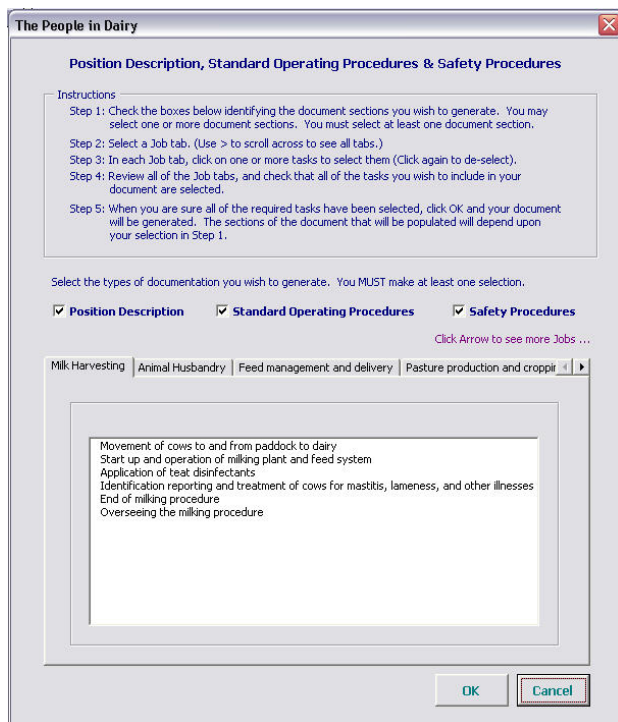
- Open **Microsoft Word**
- Select **Office Button** → **New** to open up the **New Document** window.



- Select **My Templates** from the list on the left hand side. This will open a new window.



- Click **The People in Dairy** tab and select the **PID-Generator.dot**. This template allows you to create The People in Dairy employee guideline document.
- Click the **OK** button.
- A program will begin which displays a dialog.
- You can elect to include either one or all of the following document components:
  - Position Description details;
  - Standard Operating Procedures; and/or
  - Safety Procedures and Safety Protocols.



- Follow the instructions in the dialog and select the type of document you wish to generate: position description, standard operating procedures or safety procedures or a combination of these.
- Uncheck the document components you do not want to include. You must have at least one document component checkbox selected.
- Click on any of the tabs, for example milk harvesting, animal husbandry etc., and select Jobs from the list to include the related duties, or procedures in your document.
- Click the **OK** button.

The document will generate and include the [Position Description, Standard Operating Procedures and Safety Procedures](#) (if selected) for the Job categories you selected.

If you make a mistake, close the generated document, and start the template again, as described at the beginning of these instructions.