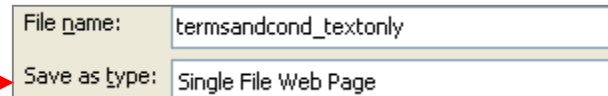
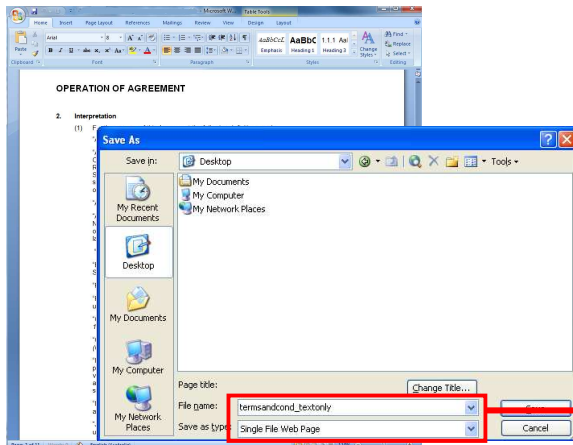


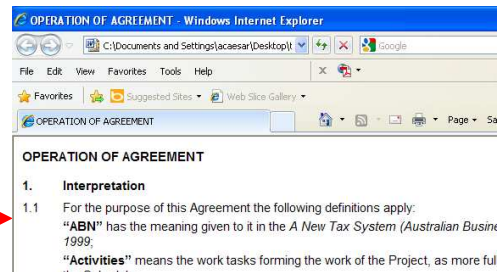
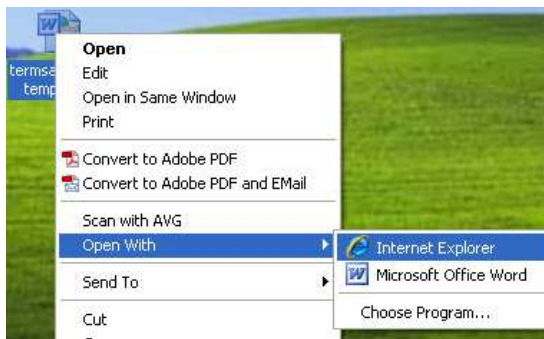
## Use html source code to get accurate Terms & Conditions in your Contract templates

Date: 25/08/11 Audience: BCM

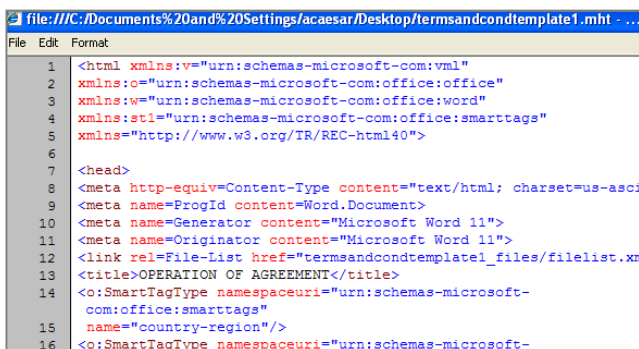
Cutting and pasting from Word saves unnecessary rich text formatting to the clip board. The language of rich text isn't always compatible with enQUIRE. There are a few steps to overcome this problem. Read on...



- Using your word processor (e.g., MS Word), save the text to be inserted in your Terms & Conditions. Select to Save as type **Single File Web Page**. Close the document.



- Navigate to your local drive and right click on the file and **Open with** Internet Explorer. Your terms and conditions will be shown in a web browser.

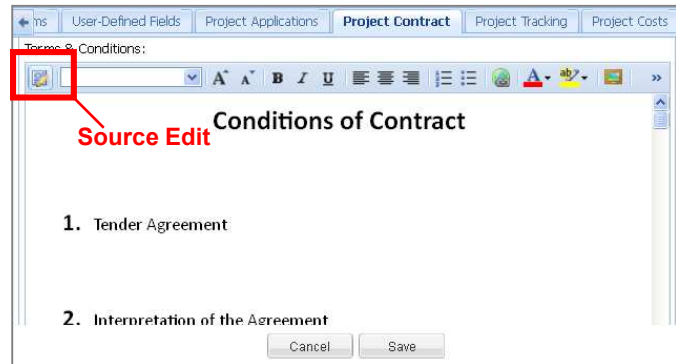


- Right click anywhere in the body of the web page and select **View Source**. Highlight all (Ctrl A) and copy everything to the clipboard (Ctrl C).

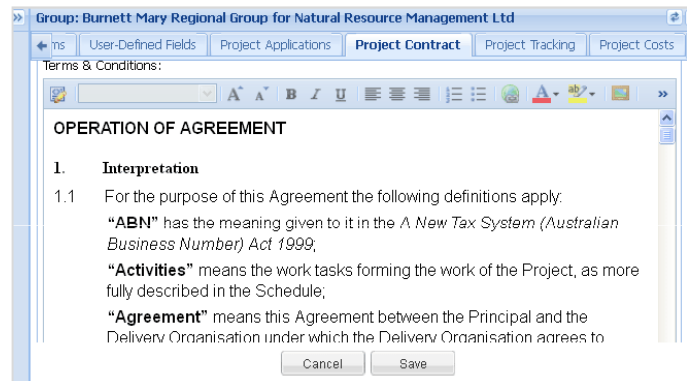


4 Log into enQUIRE ([www.enQUIRE.net.au](http://www.enQUIRE.net.au)). Navigate My Groups -> Project Contract tab. Edit your existing template or Add contract type.

5 Scroll to the Terms and Conditions section. Select **Source Edit** button on the top left of the tool bar.

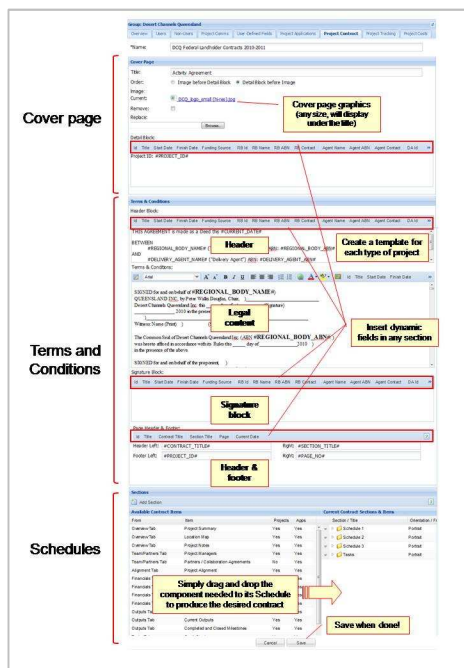


6 Click the mouse cursor into the body of the Terms & Conditions. Paste (Ctrl V) the html into the section. Select the Source Edit button again. Make any changes to the template and **Save** at the bottom of the page.



7 Complete the remainder of your template and Save.

Create a dummy (draft) project and generate a contract to check the accuracy of your template.



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