

# OPEN GOVERNMENT TOOLKIT INSTRUCTIONS



The Federation of Prince Edward Island Municipalities has prepared a toolkit to help municipalities implement practices that reflect the principles of open government – accountability, accessibility and transparency. This guide has been prepared to provide advice about using technology, such as a municipal website, to proactively disclose municipal records, notices, bylaws and open data.

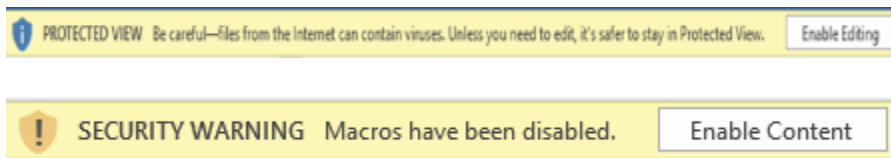
## Using the Toolkit

This toolkit consists of several resources in different formats for Municipalities. Each topic has a short introduction, followed by a several downloads to assist in implementation. Those downloads may be in either pdf or in Word format.

For the documents in Word format, there are two options. The macro-enabled version has been created to provide the option of auto-filling the Municipality name into the entire document. The regular Word document does not provide this option.

## Macro-Enabled Word Documents

When the macro-enabled Word documents are first opened, depending on your individual security settings, you may see warnings such as the following:



Click on the "Enable Editing" and/or "Enable Content" buttons to allow the document to work properly.

You will then be prompted for the name of your municipality. Use a format such as "Town of Alberton" or "Rural Municipality of Morell" for best results. If you provide this name, the document will be filled in with the name of your municipality. You also have the option of skipping this step.

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