CFTT Federated Testing Templates User Guide

The Federated Testing Template allows end-users to record test results and build sharable Word documents quickly and with ease.

1. Begin by downloading the desired template consistent with the tool test you are preforming. *This User Guide will also be packaged as part of your initial download, so look for it there.*
2. Make a working copy of the template before you begin. Place the working template on your desktop (preferred method) or any location you wish to use as a store for your documentation.
3. Next, simply double click on the template or open it in Word, this will insert the template into your workspace.
4. One last thing to remember, make sure you update the documents table of contents at the conclusion of creating your test report.

Template layout

The template layout is composed of **pre-formatted** test fields. Each section of the template allows you type-in your test results as you acquire the data. In effect, you create the test report as you conduct your test. Use this structure as a guide. Delete any pre-text that is not relevant to your findings; but maintain the general overall feel of the report as it is presented to you. Remember, the layout is complaint to 508 guidance so stay within the boundaries presented to you.

Tables and reporting

The tables are a mix of both **fixed text** and **combo box controls**. Test result selection is limited to pre-determine options (As expected, Not as Expected, N/A, etc.,). Column headings are populated with fix text, but you have full control to manually add text headings as desired. The combo box control is activated by moving your mouse over a column and clicking the text area. Locate the arrow just to the right of the column to make a pre-filled text response if desired or simply highlight the text in the column and enter your own text characters if necessary. Add columns or delete them as required, this is a general-purpose template. Feel free to edit the template structure as required. See the next paragraph for manipulating feature controls.

Manual template editing (developer mode)

Refer to Microsoft help links when necessary. Manual editing of this template should be done by someone with a general knowledge of Word table construction and design. Your document’s final design may require that you delete columns or add new ones. If you don’t need a column delete it. If you need a new one, add it. This may require you to put Word in active **Developer mode** to edit some features, refer to Microsoft help in doing so. In most cases, Developer mode should be active upon opening the template.

If you need of further assistance using the template, please contact us at cftt@nist.gov .