



QUICKstart for NATSPEC Domestic

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STEP 1. LOG INTO SPECBUILDER LIVE

Open your browser and go to www.natspec.com.au. Click the SPECbuilder Live link. You will see the SPECbuilder Live Login screen.

When you initially subscribed you will have received an email with your login details. Just enter your registered email address, password and check the **I agree to abide by the above Subscription Conditions**, click **Enter** and you will see the SPECbuilder Live homepage. Under NATSPEC licencing conditions you may have as many logins as are required for your office.

NATSPEC the national building specification Login/Logout

[Help](#)

Login

Email address:

Password:

Subscribing to a NATSPEC specification package and/or purchasing a single workstation will license you to reproduce the material in specifications during the subscription period. At all times, ownership of all information and material supplied by NATSPEC remains with NATSPEC.

This license only extends to specifications produced in your office for projects on which you are engaged to produce the specification and either the drawings or the bill of quantities. You may not use it to provide a commercial specification preparation service, or for any other purpose, unless NATSPEC has given approval in writing.

If you have more than one office you must have a subscription for each.

I agree to abide by the above Subscription Conditions

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SPECbuilder Live Login Screen

NATSPEC the national building specification Home for subscribers-subscriber1

Natspec test subscriber 1

Home Groups Documents Members Preferences Admin

Group Home

MEMBERS

Home for SPECBuilder Live

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- [Resource material](#)
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- [Download SPECBuilder Live User Guide](#)

SPECbuilder Live Home Page

STEP 2. CREATE A NEW SPECIFICATION

- STEP 1:** Login to SPECbuilder Live
- STEP 2:** Click on Download Domestic link to open the folder, click on the arrow to the left of Domestic and click on the file to download the Domestic Word document.
- STEP 3:** Download the natspec.dot. Once this file is on your computer move or copy the file to the Microsoft Word Template folder. This is usually located in the following locations:
Windows 7: C:\Users\Your login\AppData\Roaming\Microsoft\Templates
Windows XP: C:\Documents and settings\Your login\Application data\Microsoft Office\Templates
Macintosh: Macintosh HD\Applications\Microsoft Office\Templates
 This file is required for styles. This only needs to be done once and not at all if you are not using Microsoft Word.
- STEP 4:** Open the Word document and edit the file. (For more information on using MS Word please see the NATSPEC paper - *Specification word processing & production*).
 a) delete worksections not required for your project
 b) [complete/delete] text as required
 c) Add project specific information and delete any text not applicable or relevant
- STEP 5:** Once the editing is complete don't forget the following:
 Update the Table of Contents: In Windows just right click over the top of the Table of Contents and choose the *Update Field* menu item. In Macintosh hold down the CTRL and click the Table of Contents, and then click *Update Field* on the contextual menu.
 Hide or delete the hidden/guidance text: If you are using the NATSPEC Toolbar please use either the hide/delete button or the delete guidance button. If you are not using the NATSPEC Toolbar, under Microsoft Word go to Tools/Options/View and uncheck the hidden text box.
- STEP 6:** Print and review your new specification.

The screenshot shows the NATSPEC website interface. The header includes the NATSPEC logo and the text "the national building specification". On the right, it says "subscribers-subscriber1" and "Natspec test subscriber 1". Below the header is a navigation menu with links for Home, Groups, Documents, Members, Preferences, and Admin. A search bar is also present. The main content area is titled "Domestic Worksections Downloads" and contains the following text: "Click on the arrow to view the files:". Below this text is a tree view showing a folder structure: "Branded worksections" (expanded) and "Domestic" (expanded). Under "Domestic", there are four files listed: "0121 Domestic Tendering.doc", "_Domestic April 2012.doc", "QUICKstart.pdf", and "SPECbuilderLive_Guide.pdf".

SPECbuilder Live Domestic Worksections Downloads

A - THE EXTRAS THAT HELP YOU WITH YOUR SPECIFICATION WRITING

NATSPEC supplies a number of supporting documents with your subscription. They cover a wide range of topics from helping you to use your subscription to tips on writing a specification, including tips on using Microsoft Word and technical information.

These supporting documents are in Adobe Acrobat format and located under the Download page.

- > **Worksections:** This link contains a pdf file of your subscription. It contains all the Hidden/*Guidance* text. This file also has highlighting which shows all the changes that have occurred since the last NATSPEC update. The file is printable and fully searchable.
- > **TECHnotes and Commentary:** This section contains all of the NATSPEC TECHnotes. A TECHnote is a one page note prepared by NATSPEC giving general information on specification writing or technical information relating to more than one worksection. Numbering and classification of TECHnotes is based on the classification system used for the BEDP Environmental Design Guide. TECHnotes are grouped into three categories: General (GEN), Design (DES) and Products (PRO).

> **General:** Contains the following documents:

- // QUICKstart
- // QUICKstart for NATSPEC Domestic
- // NATSPEC Classification
- // Update Summary
- // Specification Writing Techniques
- // Specification Wordprocessing and Production
- // NATsource
- // TECHreport

As well as other documents as appropriate.

Also note that many of these documents and updates are available from our website www.natspec.com.au.

SPECnotes: Contains PDF copies of our quarterly newsletter.

Standards for web: Contains standards information released between updates.

Word Templates: Contains a copy of the natspec.dot file.

NATSPEC the national building specification

subscribers-subscriber1
Natspec test subscriber 1

Home Groups Documents Members Preferences Admin Search

Resource Material Downloads

Click on the arrow to view the files:

- ▼ Worksections
 - ▶ Domestic
 - ▶ General
 - ▶ SPECnotes
 - ▶ Standards for Web
 - ▶ TECHnotes and Commentary
 - ▶ Word templates

Microsoft Compatibility Pack

SPECbuilder Live exports your project files in Microsoft Word 2007 format.

To open Microsoft Office word 2007 .docx or .docm files with Microsoft Office Word 2003, Word 2002, or Word 2000, you need to install the Microsoft Office Compatibility Pack for 2007 Office Word, Excel and PowerPoint File Formats and any necessary Office updates. By using the Compatibility Pack for the 2007 Office system, you can open, edit some items, and save Office Word 2007 documents in previous versions of Word.

Go to the [Microsoft Download Center](#) to download the file for Windows.

Go to the [Microsoft Help and Support](#) page to download the file for Macintosh.

SPECbuilder Live Download Page

B - EDIT DRAFT SPECIFICATIONS

STRUCTURE OF WORKSECTIONS

NATSPEC worksections are in Microsoft Word format for use by Windows or Macintosh operating systems. They form a set from which you select the worksections you need, create a copy, and edit for each specification project.

Each worksection is divided into the following Subsections:

1. GENERAL Includes clauses setting out material that applies to the worksection as a whole.
2. PRODUCTS Includes components and assemblies and work done off site.
3. EXECUTION Includes assembly, erection, installation and similar works.
4. SELECTIONS Includes schedules of proprietary products or the properties of generic products.

PROMPTS AND SCHEDULES

In the worksection, prompts ((complete/delete)) and schedules are provided where you can input your requirements/selections for specific project specifications.

GUIDANCE

To assist with completing the prompts and schedules, *Guidance* notes are available in the Hidden text feature of Microsoft Word (this text appears in green). The default is that Hidden text is on, but it can easily be turned off or deleted by using the buttons in the NATSPEC Toolbar (see below), or through the *Tools/Options* menu in Word.

REFERENCED DOCUMENTS

Further help is sometimes available in Hidden text that give more expansive information about particular topics. A list of the *Referenced documents* is located in Hidden text at the end (e.g. Australian and international standards, building codes, industry regulations).






TURNING OFF/ON OR DELETING HIDDEN TEXT

To turn off/on the Hidden text for printing, use the  on the NATSPEC toolbar. To delete the Hidden text from your file use the  on the NATSPEC toolbar.

NATSPEC TOOLBAR

The NATSPEC toolbar is either floating on your screen or can be accessed via *View/Toolbars*.

When you edit a draft worksection based on NATSPEC, you can use the NATSPEC toolbar for the following functions:

-  *Show/Hide Hidden text:* This button turns the Hidden (or *Guidance* – the green text) text on and off.
-  *Delete Hidden text:* When the specification is final or you don't need the *Guidance* text, this button will delete it all out of your file, making a much smaller and tidier file.
-  *Link footers:* This button links all footers within the specification. When SPECbuilder Pro creates a file all the headers and footers are unlinked – this allows the document to have different headers to identify the worksection, but most users want to have a consistent footer in their document.
-  *Unlink footers:* This button is the opposite of the above button and if you have linked all the footers this will unlink them for you.
-  *Go NATSPEC:* This button opens the NATSPEC Website home page.



C - FORMAT SPECIFICATION DOCUMENTS

APPLY YOUR STYLES TO OFFICE EDITED WORKSECTIONS USING THE .DOT FILE

All Microsoft Word documents have an attached Word style template document (.dot file) that holds the style information (fonts, margins, headers, footers etc) about that document. The NATSPEC worksections have an attached natspec.dot file that holds the NATSPEC styles.

You can attach your own customised office.dot file (which has your office styles) to your copy of the NATSPEC worksections. This can be done in Word itself through the *Tools/Templates and Add-ins* menu.

HEADERS AND FOOTERS

The header contains the worksection name on the right, and the Workgroup name on the left.

The footer contains © NATSPEC on the left, the page number in the centre and a prompt for the date on the right.

This section break allows the document to have separate headers and footers for each worksection. You will probably want to keep the headers separate to identify which worksection you are in but you may want to have the footer the same for the entire document. To do this use the "link footers" button on the NATSPEC toolbar.

AUTOMATIC NUMBERING

Automatic numbering has been added to styles Heading 2 and Heading 3. If you delete or add a heading in either of these styles the numbering will adjust itself automatically.

Heading 1 and Heading 4 are not numbered. To add a number to these headings go to the *Customize Outline Numbered List* (under *Format\Style\Modify\Format\Numbering*).

TABLE OF CONTENTS

A Cover sheet file has been supplied within your NATSPEC worksections. The first page of this file is a Cover sheet that can be edited to suit your project.

Page 2 of this file has a Table of Contents field go to the field and right click over it. Choose *Update field*. This will update the field to reflect your job.

Otherwise, to insert a Table of contents via Word, go to *Insert/ Index and Tables* and choose the *Table of Contents* tab. Choose which levels you want in the Table of Contents and press *OK*.

NATSPEC/STYLES LEGEND

Heading 1:	Worksection
Heading 2:	Subsection
Heading 3:	Clause
Heading 4:	Subclause
Normal:	Paragraph
Normal Indent:	List

[COMPLETE/DELETE] PROMPT

This prompt in NATSPEC indicates that the specifier needs to insert information or delete the paragraph.

TABLES AND SCHEDULES

In NATSPEC a Table contains completed information. A schedule needs to be completed by the specifier.

D - FREQUENTLY ASKED QUESTIONS

Q. I can't see the NATSPEC Toolbar

A. At times the toolbar may not appear when a NATSPEC worksection is open. There can be a few reasons for this:

1. The toolbar has been turned off. Check the list of available toolbars under *View/Toolbars* and make sure the NATSPEC toolbar is ticked.
2. The document you have opened is not attached to the NATSPEC template (natspec.dot). To check if the document has the NATSPEC template attached just go to *Tools/Templates and Add ins*.
3. The incorrect natspec.dot file has been loaded. For more information see FAQs on the NATSPEC website (www.natspec.com.au)

Q. I am getting an error message in my Table of Contents. How can I fix this?

A. Simply right click over the table and choose "Update field". This will update the table to reflect your contents.

E - NATSPEC WORKSECTION COMPONENTS

Header

STRUCTURE

0331 BRICK AND BLOCK CONSTRUCTION

Worksection/
Heading 1

0331 BRICK AND BLOCK CONSTRUCTION

Guidance/
Hidden text

Worksection application

This worksection is applicable to unreinforced, reinforced and prestressed masonry for manufactured units of clay, calcium silicate, concrete laid in mortar and for autoclaved aerated concrete (AAC) units laid in thinbed mortar, used in building and related construction. It includes built-in items such as ties and lintels.

Related material located elsewhere in NATSPEC

Related material may be found in other worksections. For example:

- *Adhesives, sealants and fasteners.*

Worksection(s) on which this worksection relies

The following worksections must be included, with this worksection, to provide a complete specification:

- *General requirements.*

Material not included in NATSPEC

Some projects may include items not covered by NATSPEC. For these you may need to create new text or modify this text or a suitable worksection.

Worksection cross referencing

Another worksection that cross reference this worksection is:

- *Partitions – brick and block.*

Documenting this and related work

You may document this and related work as follows:

- *Lateral stability issues are appropriately dealt with in the drawings.*

Subsection/
Heading 2

1 GENERAL

Clause /
Heading 3

1.1 CROSS REFERENCES

Subclause/
Heading 4

General

General: Conform to the *General requirements* worksection.

Associated worksections

Associated worksections: Conform to the following:

Prompt

- [complete/delete]

List worksections cross referenced by this worksection. (*General requirements* references the *Common requirements* worksections. Do not repeat them here.). You may also wish to direct the contractor to other worksections where there may be work that is closely associated with this work. Specify tie-down bolts, steel straps and other built-in roof restraints in this worksection or in the appropriate structural worksection (e.g. *Light timber framing, Light steel framing*).

1.2 INTERPRETATION

Definitions

Paragraph/
Normal

General: For the purposes of this worksection the definitions in AS 3700 clause 1.5.2 and those given below apply:

List/
Normal indent

- Brick: A masonry unit that does not exceed 338 mm long x 225 mm wide x 113 mm high, of a size that allows it to be picked up with one hand while the other is used to apply mortar with a trowel.
- Block: A masonry unit exceeding the size of a brick.

Mortar mix table

Table

Mortar class to AS 3700	Cement, lime, sand ratios (by volume)			Water thickener
	Clay	Concrete	Calcium silicate	
Masonry cement				
M3	1:0:4	1:0:4	n/a	No
M4	1:0:3	n/a	n/a	No

Footer

CORPORATE INFORMATION

NATSPEC is the trading name of Construction Information Systems Limited, ABN 20 117 574 606.

NATSPEC, founded in 1975, is a national not-for-profit organisation that is owned by the design, build, construct and property industry through professional associations and government property groups. It is impartial and is not involved in advocacy or policy development.

NATSPEC's major service is the provision of the comprehensive national specification systems endorsed by government and professional bodies. NATSPEC, the National Building Specification, is for all building structures, with specialist packages for architects, interior designers, landscape architects, structural engineers, service engineers and domestic owners. AUS-SPEC is the Local Government specification system for the life-cycle management of assets. Packages include Urban and Open Spaces, Roadworks and Bridges, Public Utilities, and Maintenance. NATSPEC is also the publisher of the National BIM Guide and associated documents.

NATSPEC's objective is to improve the quality of construction in Australia through its updating services and via the provision of information, tools, products and other services.

STAKEHOLDERS

- // Air Conditioning and Mechanical Contractors' Association of Australia
- // Australian Council of Built Environment Design Professions
- // Australian Elevator Association
- // Australian Institute of Architects
- // Australian Institute of Building
- // Australian Institute of Building Surveyors
- // Australian Institute of Quantity Surveyors
- // Construction Industry Engineering Services Group
- // Chief Minister, Treasury and Economic Development Directorate (ACT)
- // Consult Australia
- // Department for Planning, Transport and Infrastructure (SA)
- // Department of Infrastructure (NT)
- // Department of Finance (Federal)
- // Department of Finance (WA)
- // Department of Housing and Public Works (QLD)
- // Department of Treasury and Finance (TAS)
- // Department of Treasury and Finance (VIC)
- // Engineers Australia
- // Master Builders Australia
- // Office of Finance and Services (NSW)
- // Standards Australia

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