



QUICKstart for NATSPEC Domestic

CONTENTS

// STEP 1	Login to SPECbuilder	2
// STEP 2	Create a new specification	3

ADDITIONAL INFORMATION

// A	The extras that help you with your specification writing	5
// B	Edit draft specifications	6
// C	Format specification documents	7
// D	Frequently asked questions	7
// E	NATSPEC worksection components	8



STEP 1. LOGIN TO SPECBUILDER

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

When you initially subscribed you will have received an email with your login details. Enter your registered email address and password, and check the **I agree to abide by the Subscription Conditions** box. Click **Login** and you will be taken to the SPECbuilder homepage. Under NATSPEC licensing conditions you may have as many logins as required for your office.

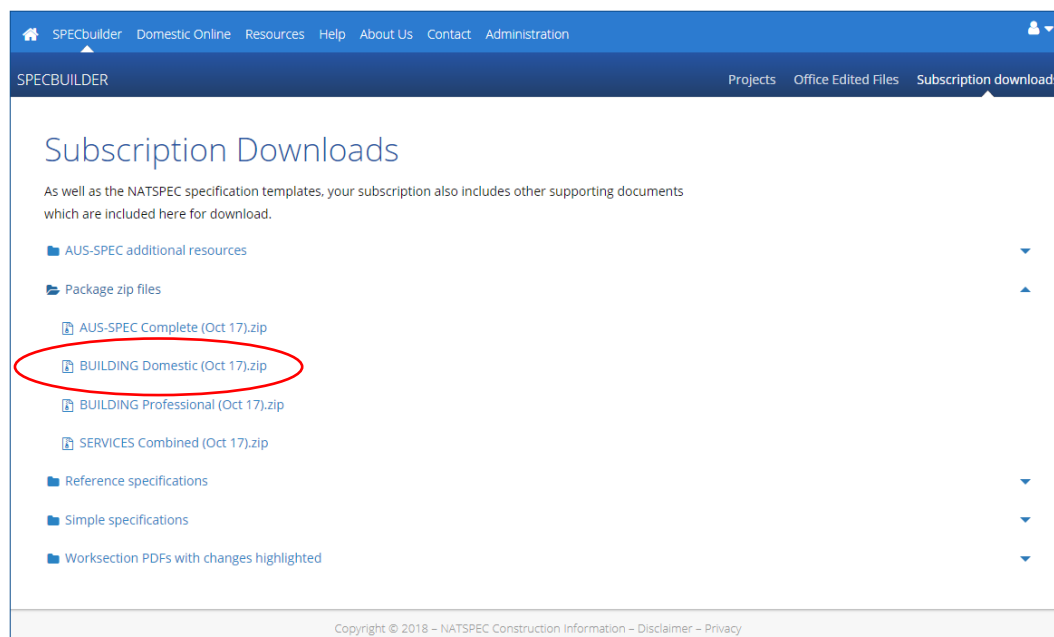
SPECbuilder Login Screen

SPECbuilder Homepage

STEP 2. CREATE A NEW SPECIFICATION

USING MICROSOFT WORD

- STEP 1:** Login to SPECbuilder.
- STEP 2:** In the left hand side SPECbuilder column on the homepage, click on the **Subscription Downloads** link, and click on **Package zip files** to download the Domestic zip folder. The downloaded file will be found in your browser's default download location.
- STEP 3:** Open the **_Domestic** Word document, found in *BUILDING Domestic\DOMESTIC*, and edit the file. For more information on using Microsoft Word please see the NATSPEC paper *Specification word processing and production*.
- Delete worksections not required for your project.
 - [Complete/delete] text as required.
 - Add project-specific information and delete any text not applicable or relevant to your project.
- STEP 4:** Once the editing is complete don't forget the following:
- Update the Table of Contents: In Windows, right click over the top of the Table of Contents and choose the **Update Field** menu item. In Macintosh, hold down the CTRL key 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 use either the **Hide/delete** button or the **Delete Guidance** button. Click on the ¶ button on the Home Ribbon.
- STEP 5:** Print or review your new specification.



SPECbuilder Subscription Downloads page
 Note: different subscriptions will show different downloadable files

USING DOMESTIC ONLINE

STEP 1: Login to SPECbuilder.

STEP 2: In the middle Domestic Online column on the homepage, click on the **Create project** link, or go to *Domestic Online\Projects\New Project* from the top menu. The Create Project page will appear, containing the project details and Selection Tree.

STEP 3: Enter your project details in the fields provided. A cover sheet is automatically generated in the Word document of your specification, using the details entered.

For Single Project Subscribers: site address details are mandatory; you will not be able to create a Preview of your specification or download it without them. Make sure your site address details are correct as once they have been entered and a Preview created they cannot be changed.

STEP 4: Select your required items from the Selection Tree, which is organised by building elements e.g. floors, walls and ceilings. Navigate the Selection Tree by clicking the headings to expand and show available options.

STEP 5: Click on the **(Save and open) Preview** button in the toolbar to save all the items you have selected. A preview of your specification will be created with the worksections compiled.

STEP 6: Enter the details applicable to the project in the schedules associated with selected worksections. These details will be saved automatically when entered.

STEP 7: When you are satisfied with the content in the Preview document and have completed the included schedules, click on the **Download** button. This will generate the Microsoft Word specification document, after which you can click **Click Here** to download the document.

STEP 8: Print or review your new specification.

For further information, see the Domestic Online Guide on SPECbuilder.

The screenshot shows the Domestic Online Create Project page. The top navigation bar includes 'SPECbuilder', 'Domestic Online', 'Resources', 'Help', 'About Us', 'Contact', and 'Administration'. The 'Domestic Online' tab is highlighted with a red circle and labeled 'Domestic Online tab'. Below the navigation bar, the page is titled 'DOMESTIC ONLINE'. The main content area is divided into several sections:

- Project Title:** A text input field with the placeholder 'e.g. Project Title'.
- Specification Title:** A text input field with the placeholder 'e.g. Specification Title'.
- Project Description:** A text input field with the placeholder 'e.g. Project Description'.
- Site Address:** A section containing:
 - Street Address:** A text input field with the placeholder 'e.g. 801/455 George Street'.
 - Suburb:** A text input field with the placeholder 'e.g. Sydney'.
 - State:** A dropdown menu.
 - Postcode:** A text input field with the placeholder 'e.g. 2000'.
- Project Details:** A blue button labeled 'Hide' with a downward arrow.
- Toolbar:** A row of buttons including 'Expand', 'Collapse', 'Clear', 'Save and open', '+ Selected', '+ All', '- All', 'x All', and 'Preview'.
- Selection Tree:** A list of expandable categories: 'Preliminaries schedules (Prelims & Gen. Req. included in all specs)', 'Siteworks', and 'Landscaping'.

Red arrows point from the labels on the right to the corresponding elements in the screenshot: 'Domestic Online tab', 'Project details', 'Toolbar', and 'Selection Tree'.

A - THE EXTRAS THAT HELP YOU WITH YOUR SPECIFICATION WRITING

SUPPORTING DOCUMENTS

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

These supporting documents are available as PDF files downloadable from SPECbuilder or on the supplied USB. To access these, click on **Resources, Subscription Downloads** or **Help**. Content may differ depending on your subscription. See below for more information on the specific material available.

RESOURCES

> **NATSPEC Templates:** This folder contains the NATSPEC Microsoft Word template (.dot) file, which contains all the NATSPEC Style information, as well as the NATSPEC Toolbar. To use this template, copy it to the **Microsoft Word Templates** folder on your system. Please see the *Specification Word Processing and Production* paper for further information.

> **TECHnotes:** A TECHnote is a 1-2 page note prepared by NATSPEC giving general information on specification writing, or technical information relating to more than one worksection. TECHnotes are grouped into three categories: General (GEN), Design (DES) and Products (PRO).

> **TECHreports:** A TECHreport is an in depth report prepared by NATSPEC.

> **SPECnotes:** Current and past copies of the NATSPEC quarterly newsletter, SPECnotes.

> **Standards Information:**

NATsource - a listing of all standards and documents incorporated by reference in NATSPEC and AUS-SPEC worksections, with abstracts.

> **Current Update Information:**

- // Building Worksection Abstracts
- // National Worksection Matrix
- // NATSPEC Package Changes
- // NATSPEC *Update* Summary
- // AUS-SPEC *Update* Summary
- // NATSPEC Worksection Classification

SUBSCRIPTION DOWNLOADS

> **AUS-SPEC materials:**

- // Case Studies
- // Commentaries
- // Papers
- // Schedules
- // TECHguides

> **Package zip files:** Contains a single zip file of the entire package for download and storage locally.

> **Reference specifications:**

- // NATSPEC Maintenance Reference
- // Services Reference
- // AUS-SPEC design and construction references

> **Simple Specifications:**

- // Simple Domestic
- // Simple Office Fitout

> **Worksection PDFs with *Update* changes highlighted:**

This folder contains PDF and Workgroup files of every worksection included in your package subscription. All the changes that have occurred since the last NATSPEC *Update* are highlighted in a printable and fully searchable file.

HELP

> **Specification Writing**

- // NATSPEC Learning Worksection
- // QUICKstart
- // SPECbuilder Guide
- // Specification Wordprocessing and Production
- // Specification Writing Paper
- // Specifying Architecture
- // STYLEguide

> **FAQs**

Many of these documents are available from our website www.natspec.com.au.

B - EDIT DRAFT SPECIFICATIONS

STRUCTURE OF WORKSECTIONS

NATSPEC worksection *Templates* 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 *Template* is divided into the following Subsections:

1. GENERAL Includes clauses setting out material that applies to the worksection as a whole.
2. PRODUCTS Includes clauses on components, assembly and work done off-site.
3. EXECUTION Includes clauses on 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 project-specific details.

GUIDANCE

To assist with completing the prompts and schedules, *Guidance* notes are available in the Hidden text feature of Microsoft Word. By default, the Hidden text is on, but can easily be turned off or on by using the (¶) button on the Home ribbon, the buttons in the NATSPEC Toolbar, or through the *Tools/Options* menu in Word.

REFERENCED DOCUMENTS

Further help is sometimes available in associated notes in Hidden text at end of worksections, giving more extensive information about particular topics. A list of the *Referenced documents*, e.g. Australian and international standards, building codes and industry regulations, is located in Hidden text at the end of each worksections.

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 contains 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 the same footer throughout 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 *Format\Style\Modify\Format\Numbering\Customize Outline Numbered List*.

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\Table of Contents* and choose which levels you want in the Table of Contents.

NATSPEC/STYLES LEGEND

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

See **E - NATSPEC Worksection Components** for more information.

[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. Can you edit a Domestic Online specification in SPECbuilder once you have downloaded it?

A. If you have an Annual Subscription to BUILDING Domestic: Yes. If you have a Single Project Subscription to Domestic Online, then no, you cannot edit the specification after it has been downloaded.

Q. Why is there no Guidance text in Domestic Online?

A. Guidance text is not included in the Word document downloaded from Domestic Online. It was designed this way for simplicity (to avoid guidance unintentionally being included in contract documents) and because it was assumed the spec writer would only make use of Guidance when editing the document and reviewing it in Preview mode online.

Q. Does Domestic Online include Tendering?

A. No it does not. The full Domestic Subscription includes a separate Tendering document.

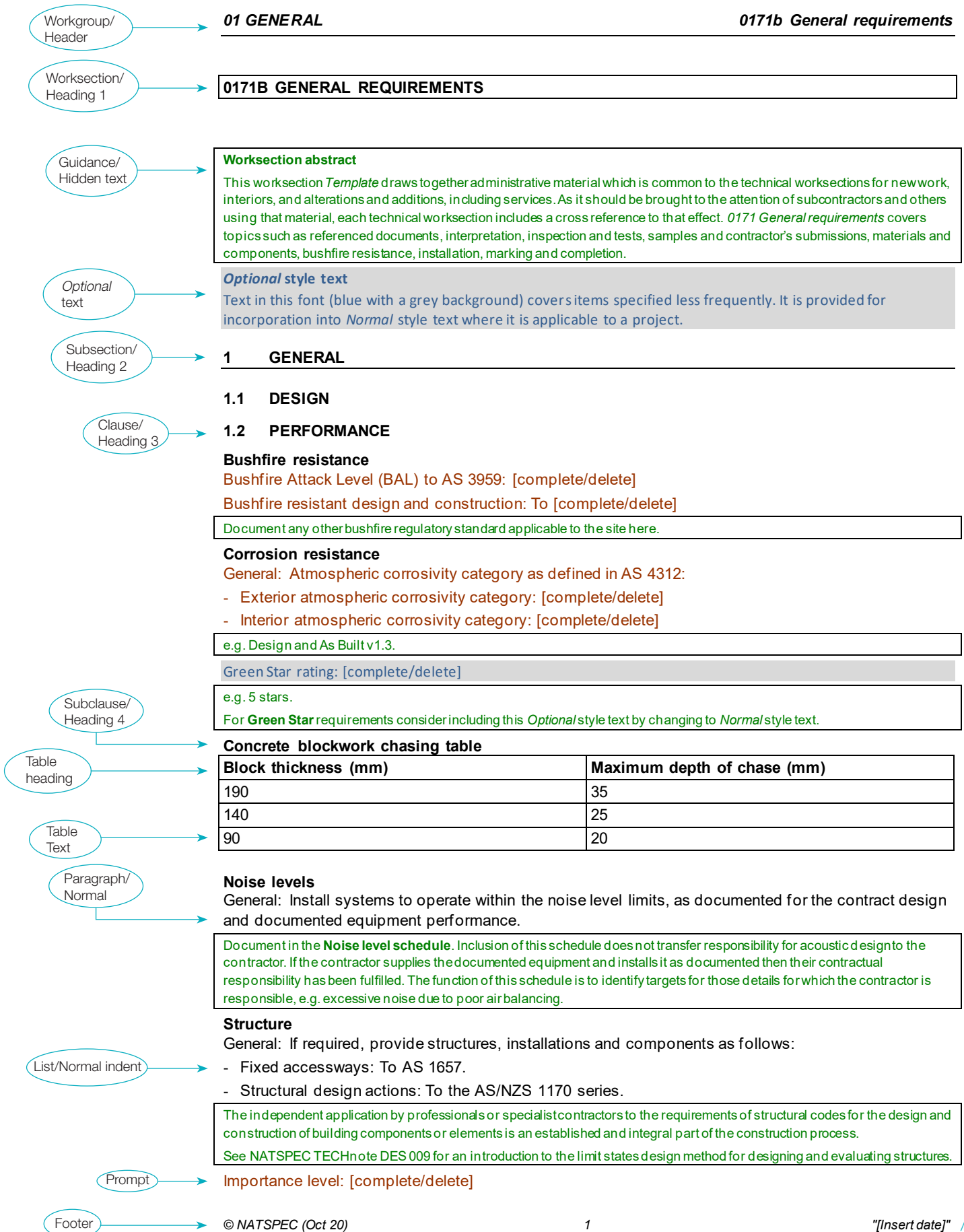
Q. I have no Table of Contents - Domestic Online

A. When you first open the downloaded file Microsoft Word will display a message 'This document contains fields that may refer to other files. Do you want to update the fields in this document?' - answer 'Yes' and it will create your Table of Contents.

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



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 system 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 responsible for the National BIM Guide and its associated documents. NATSPEC is also the publisher of the National BIM Guide and associated documents.

NATSPEC's objective is to improve the construction quality and productivity of the built environment through leadership of information.

STAKEHOLDERS

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

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