

NATSPEC Specification

Word processing & Production

Tips and tricks on how to use some Microsoft Word features that help with the production of specifications

Using Microsoft Word and NATSPEC

Word (Windows and Macintosh)

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SPECbuilder

Please see the **SPECbuilder Guide** for more information on using SPECbuilder.

Word Online

Please note that Microsoft Word Online is a cut-down version and does not have access to all the features that NATSPEC uses e.g. Show/hide hidden text, apply styles, etc.

Macintosh – Pages

NATSPEC is released in Microsoft Word format and is designed to work only with Microsoft Word.

Pages will open and convert the NATSPEC Microsoft Word files:

- *Pages* will not convert the hidden text (guidance and optional) that is used in the files.
- *Pages* will not work with the Master document feature. You will have to merge the files manually.
- *Pages* will convert *Table of contents* and it will be a clickable field.
- You can insert your own *Table of contents* using *Pages (Insert/Table of Contents/Document)*.

You could continue to use *Pages* but you will be missing some features that Microsoft Word has.

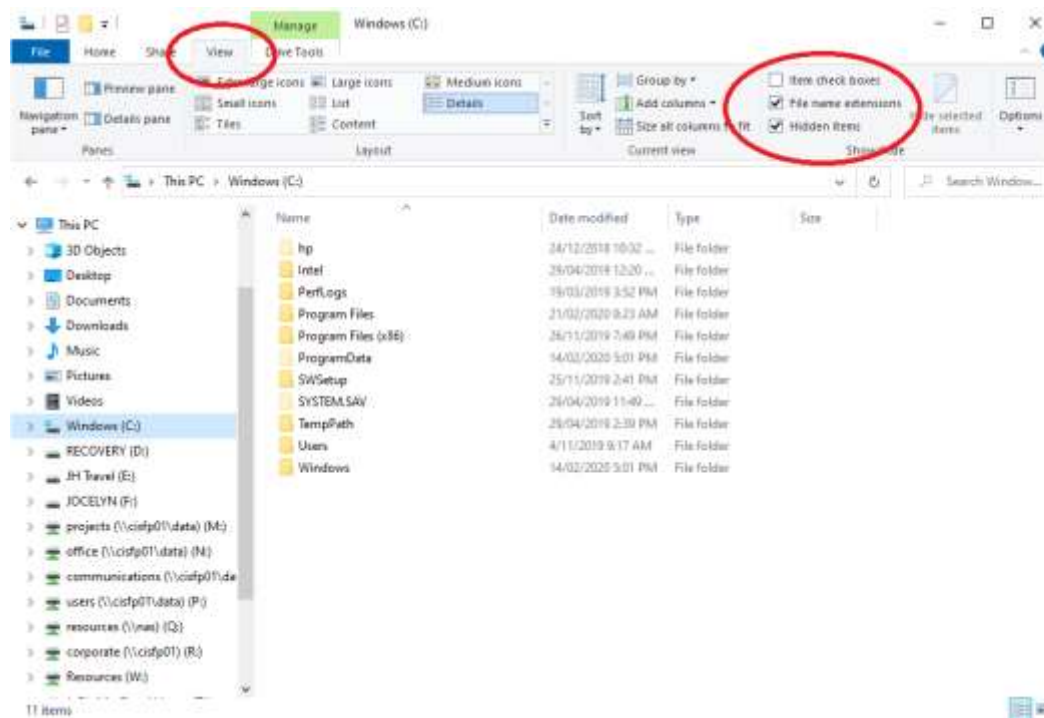
Windows

Viewing Hidden Folders (Windows 10)

In order to save the Template file in the appropriate location you need to be able to view Hidden folders.

1. Open Windows Explorer
2. Click the *View* Tab
3. Check the *Hidden items checkbox*

Using Microsoft Word and NATSPEC Word (Windows and Macintosh)



Where to save the natspec.dotx file

Windows 10

1. Copy **natspec.dotx**
2. Navigate to C:\Users\Your Log in\AppData\Roaming\Microsoft\Templates
3. Paste the file

Macintosh

1. Copy **natspec.dotx**
2. Navigate to Yourlogin\Library\Application support\Microsoft\Office\User Templates\My Templates
3. Paste the file

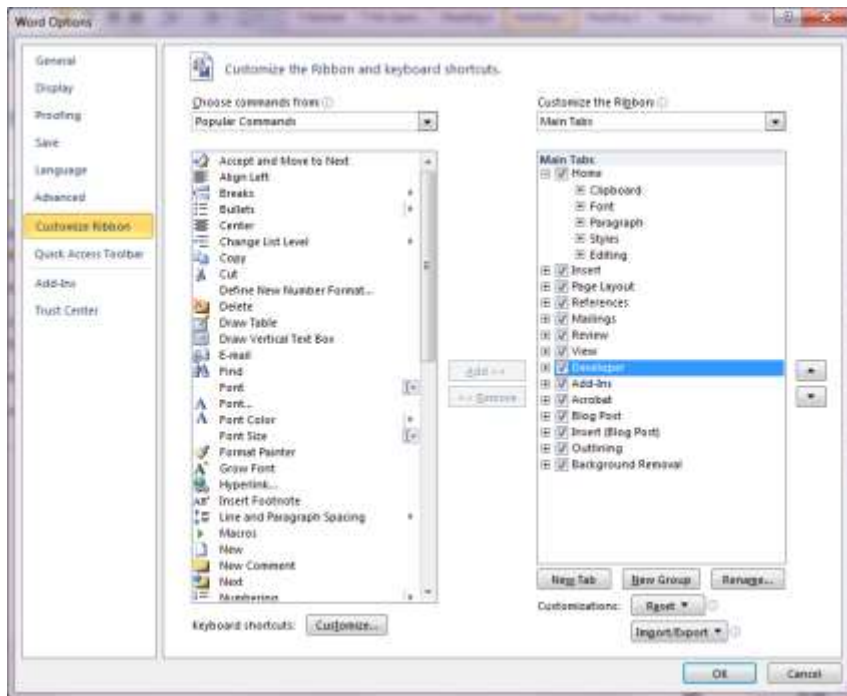
Microsoft Word

Accessing the Developer Tab

To work with Templates you will need access to the Developer Tab, which is not available unless you turn it on. To view the Developer tab:

1. Click on the File Tab.
2. Click the Word Options button.
3. Click Customize Ribbon.
4. Make sure Developer is ticked on the right hand column.

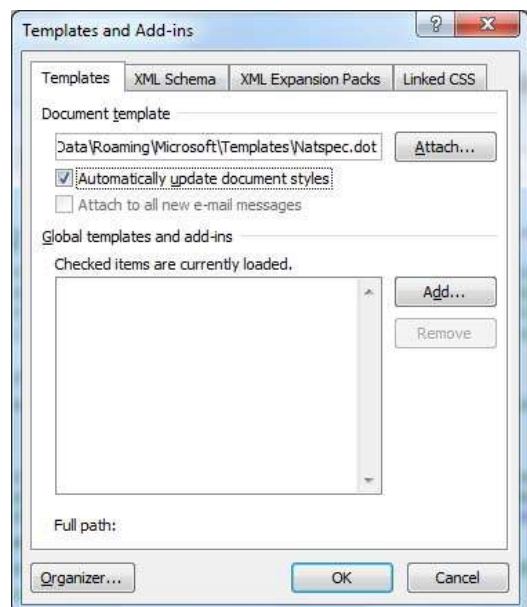
Using Microsoft Word and NATSPEC Word (Windows and Macintosh)



Attaching the NATSPEC Template file (natspec.dotx) to a document

Word (Windows)

1. Click on the Developer Tab
2. Click on Document Template button
3. Click on Attach
4. Navigate to the location where natspec.dot is saved
5. Click on Automatically update document styles
6. Click on OK

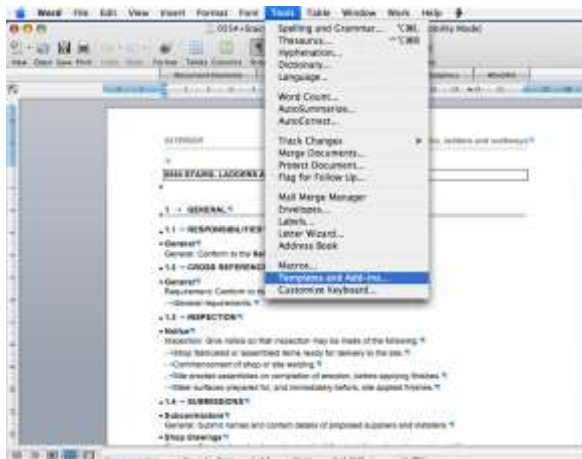


Word (Macintosh)

1. Click on the Tools menu
2. Choose Templates and Add-ins
3. Click on Attach
4. Navigate to the location where natspec.dot is saved
5. Click on Automatically update document styles

Using Microsoft Word and NATSPEC Word (Windows and Macintosh)

6. Click on OK



Working with a Master Document

What is a Master document?

SPECbuilder creates what is called a Master Document from the worksections selected for your project.

A Master Document is a feature found in Microsoft Word. It is basically a standard Word document with links to other Word documents.



Figure 5a: A Microsoft Word Master Document – as created by SPECbuilder

The following instructions guide you through expanding these links. The final document will look like a fully merged file. The master document and each of the subdocuments are linked – any changes

Using Microsoft Word and NATSPEC Word (Windows and Macintosh)

you make to either will appear in both. Once the document is fully expanded you can go back to Page Layout view and update the Table of Contents or make any global changes that are required.

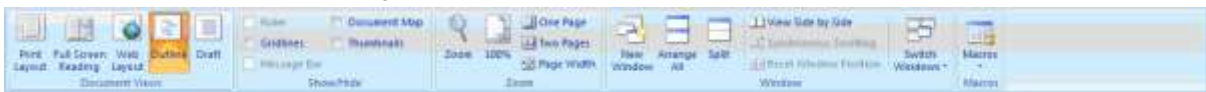
RECOMMENDATION: It is recommended that the bulk of the editing required be done in each of the individual worksection files rather than the Master Document. There will be far less problems with Microsoft Word if you use the Master Document only for generating/updating the Table of Contents, searching for prompts and any global changes that may need to be made.

For more information look at the Microsoft Word Help section on Master Documents.

Using a master document

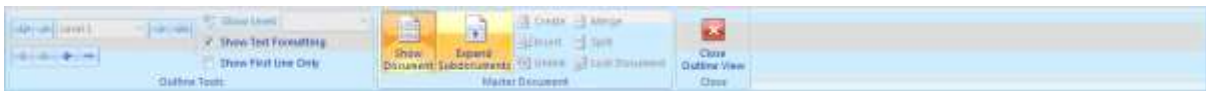
Open the merged document. The document will have hyperlinks to all the subdocuments (worksections).

1. To expand the document, go to View Ribbon and click Outline.



View Ribbon

2. On the Outlining Ribbon click the Expand subdocuments button to see the document in full.



Outlining Ribbon

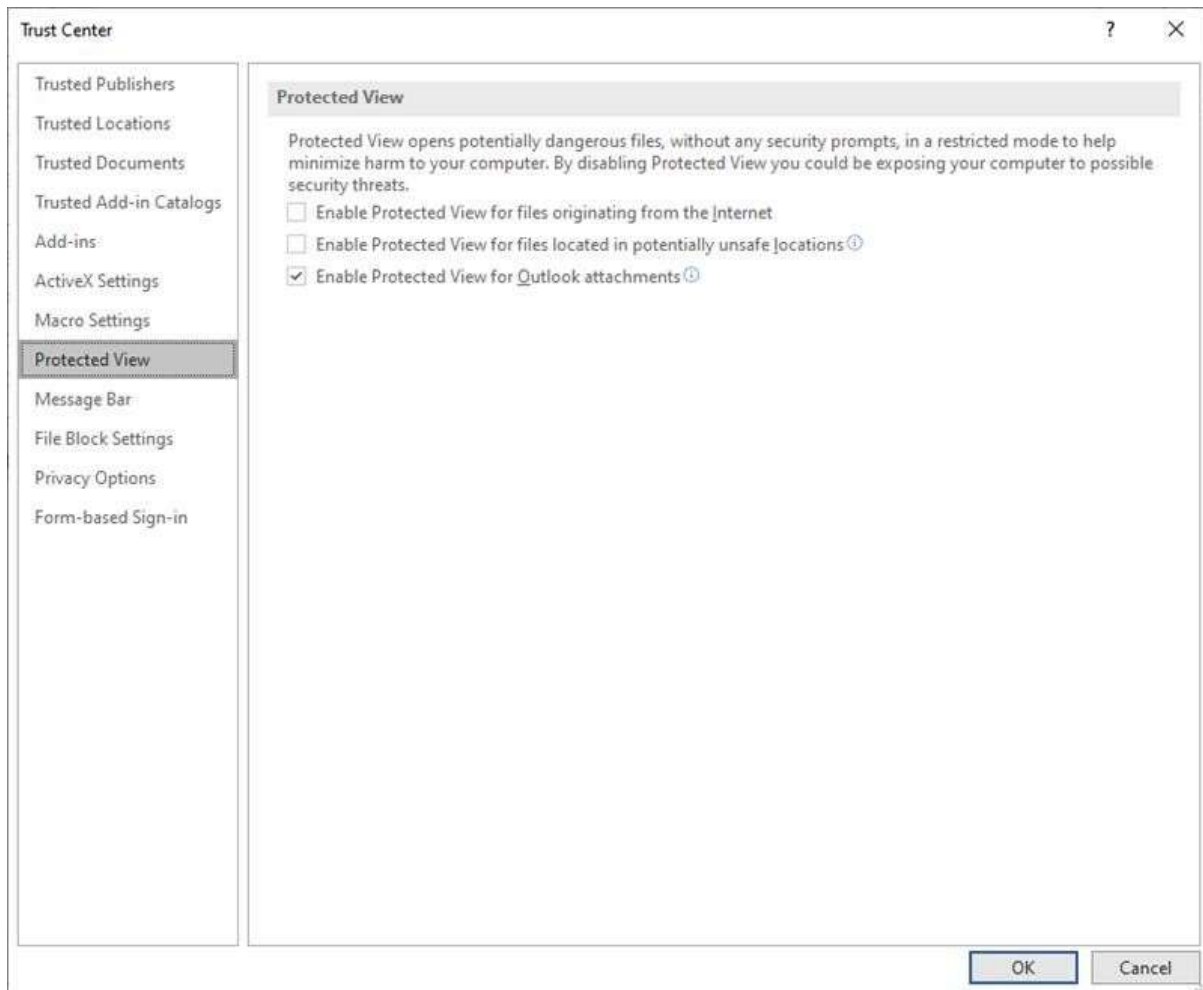
Error when opening the Master document

When opening a Master document for the first time you may get an error *“Word found unreadable content in filename. Do you want to recover the contents documents? If you trust the source of this document, click yes.”*

This just means that Microsoft Word’s security has identified this file as being a downloaded file. Word security needs to be adjusted in order to read the master document:

- Open Word – just a blank file will do
- Go to File/Options
- In Word Options on the left hand side column select Trust Center
- Click Trust Center Settings button
- Make sure the first 2 checkboxes are unchecked
- Click OK and OK again.

Using Microsoft Word and NATSPEC Word (Windows and Macintosh)



Merging a document manually and quickly

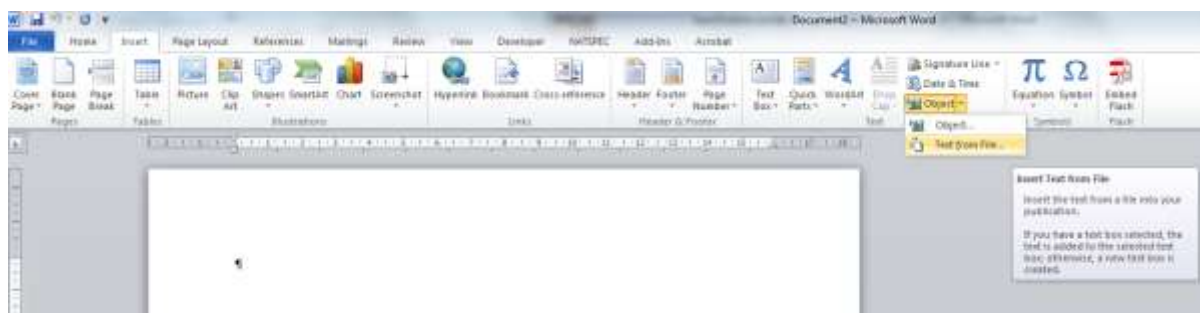
Word (Windows)

A feature in Word is *Insert/Object/Text from file*. This function can very quickly merge a large number of Word documents into a separate, single, stand-alone document.

1. Open a blank document
2. Selection the Insert Tab, Click the arrow to the right of the Object button, select Text from file.
3. Navigate to your project folder
4. Select All (Ctrl A)
5. Keeping a finger on the Ctrl button of the keyboard, deselect any documents that should not be included in the merged document
6. Select Insert
7. Insert Page Breaks between worksections and attach the NATSPEC template (if required).
8. Give the file a name and save the document

This method is similar to a 'cut and paste', it will paste the documents in classification order and the only thing that needs to be done is inserting a Page Break between worksections.

Using Microsoft Word and NATSPEC Word (Windows and Macintosh)



Word (Macintosh)

A similar function exists on the Mac OS, except that multiple files cannot be inserted at once – each file needs to be selected individually. This may seem tedious but is still a reasonably quick and effective method for joining multiple files into a single document.

1. Open a blank document
2. Select Insert/File
3. Navigate to Project folder and select the file to insert
4. Continue until all files are inserted
5. Insert Page Breaks between worksections and attach the NATSPEC template (if required)
6. Give the file a name and save the document

NOTE: You can also use this feature to insert/add individual worksections to your merged document, whether it be manually merged or a Master document.

Show or hide the guidance (hidden) text

Use the Paragraph button  on the Home Ribbon to quickly show and hide the hidden text.

You can also go to the File tab, select Word options, Select Display and select Hidden Text.

Table of Contents

The Table of Contents (TOC) is generated from the Style headings – another reason for the use of styles. If a heading does not appear in your TOC then make sure it is styled correctly.

The TOC is not automatically updated. This means that if you make any pagination changes the page numbers won't automatically adjust themselves. You will need to update the field (right-click over the top of the field and choose **Update Field** or press **F9**).

Also when generating the TOC or updating the field ensure that the Instruction (hidden) text in the document is either not visible or is deleted. If it is visible it will affect the pagination of the document.

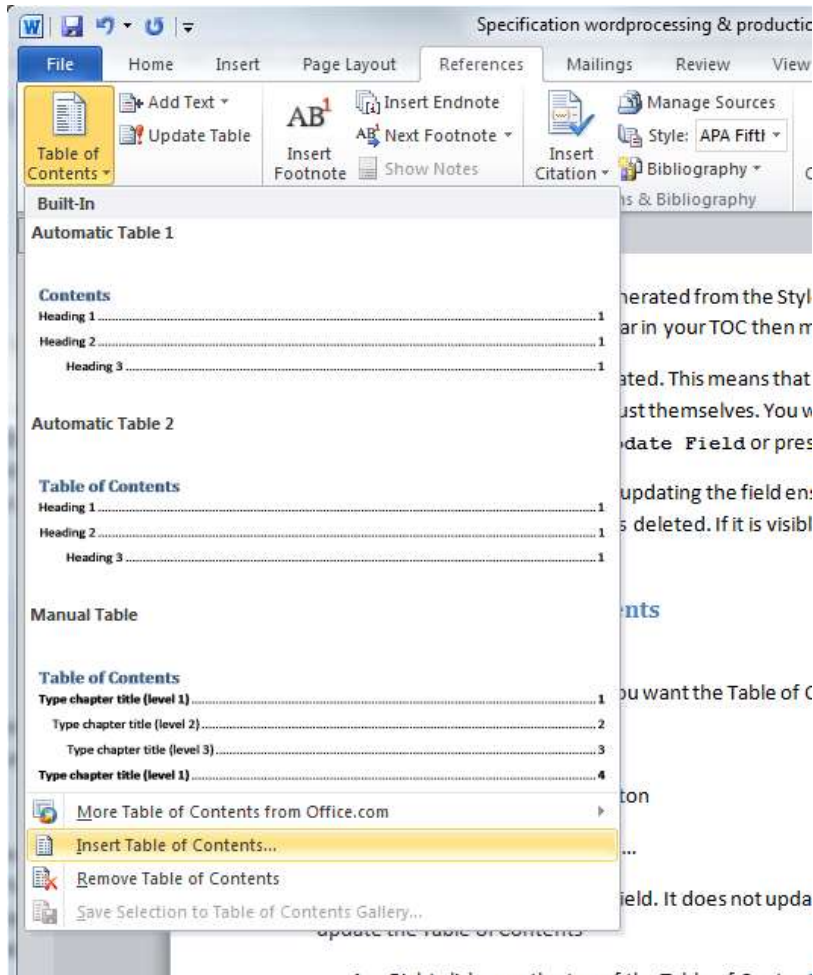
Inserting a Table of Contents

Word (Windows)

1. Click in the document where you want the Table of Contents to appear

Using Microsoft Word and NATSPEC Word (Windows and Macintosh)

2. Click the References tab
3. Click the Table of Contents button
4. Select Insert Table of Contents ...



Note: The Table of Contents is a Field. It does not update as you make changes to the document. To update the Table of Contents

1. Right click over the top of the Table of Contents
2. Choose *Update Field*
3. If only page numbers have changed in the document, select **Update page numbers only**
If headings have changed, select **Update entire table**
4. Click **OK**



Word (Macintosh)

1. Click in the document where you want the Table of Contents to appear
2. Click the Insert menu
3. Click Index and Tables ...
4. Select Table of Contents
5. Check the preferences (usually only the Level)
6. Click OK



Note: The Table of Contents is a Field. It does not update as you make changes to the document. To update the Table of Contents

1. Press [**ctrl**] and click to the left of the TOC and A quick menu appears.
2. Select **Update Field**
The *Update Table of Contents* dialog box appears.
3. If only page numbers have changed in the document, select **Update page numbers only**
If headings have changed, select **Update entire table**
4. Click **OK**

Section breaks

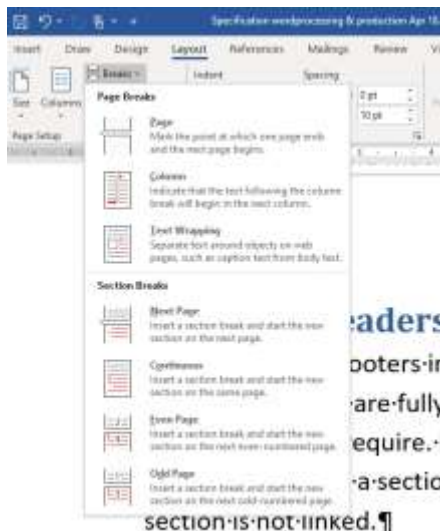
Section breaks are different from standard *Page breaks* as follows:

- Allow you to have different headers and footers within the same document
- Allow you to have different page formats within the same document e.g.
 - . one section of your document has two columns the next does not
 - . different margins between sections of the same document
 - . one section portrait and another section landscape

Section breaks are located under *Layout/Break*.

- **Next page** inserts a section break and starts the new section on the next page.
- **Continuous** inserts a section break and starts the new section on the same page.
- **Odd page** or **Even page** inserts a section break and starts the new section on the next odd-numbered or even-numbered page.

Using Microsoft Word and NATSPEC Word (Windows and Macintosh)



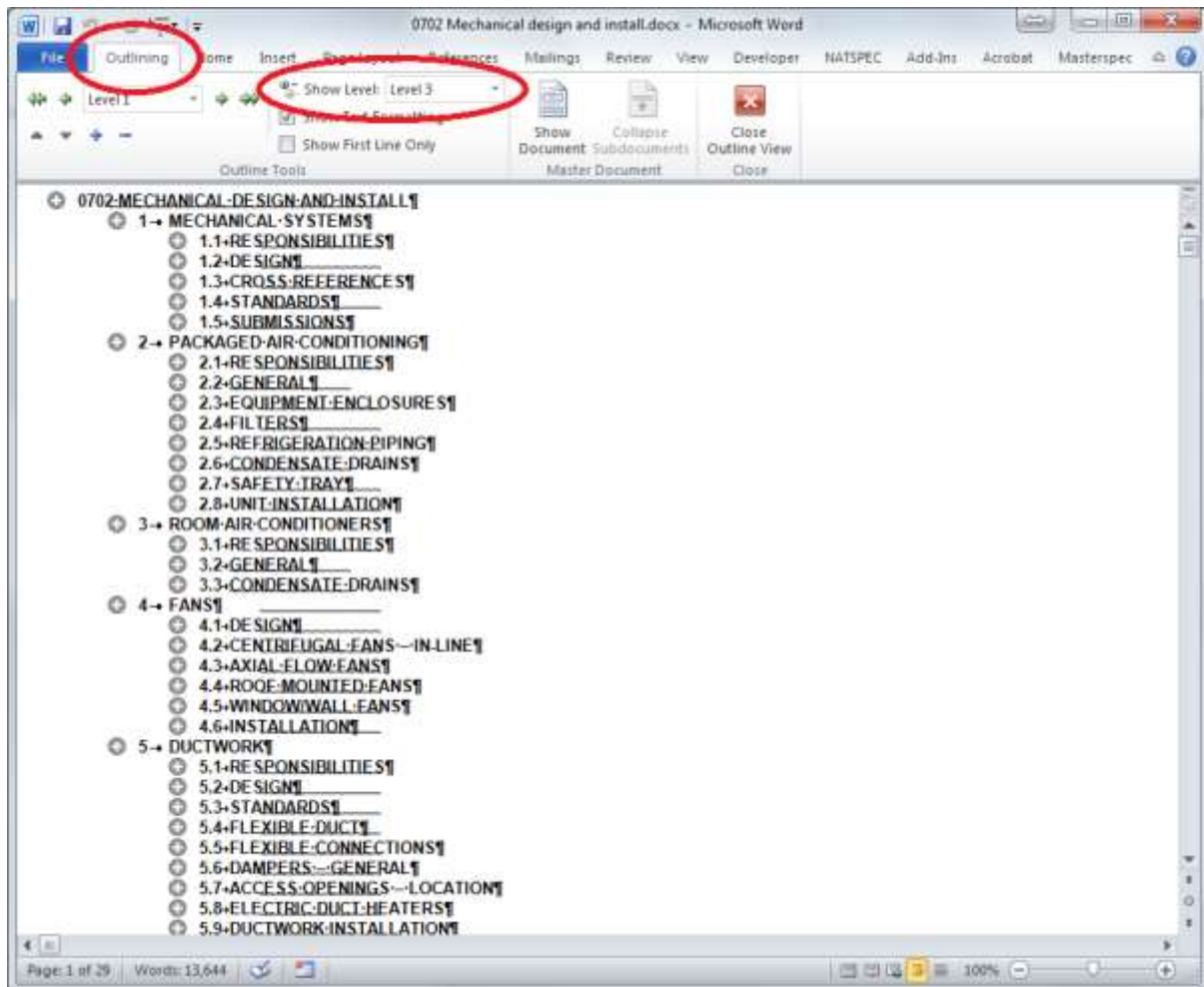
Managing Headers and Footers

The headers and footers in a NATSPEC document are used to identify the worksection and for date information. They are fully editable and specifiers should use this area to insert any project information they require. Documents can have different headers and footers in the same file – you just need to insert a section break between pages and make sure the headers/footers between each section is not linked.

Outline View

Outline View in Microsoft Word allows the user to collapse the document down to its headings. This can be very useful at the beginning of the editing process when you want to delete clauses that are not applicable to the current job. In Outline View it's possible to delete whole clauses by just selecting the heading and pressing the Delete button.

Using Microsoft Word and NATSPEC Word (Windows and Macintosh)

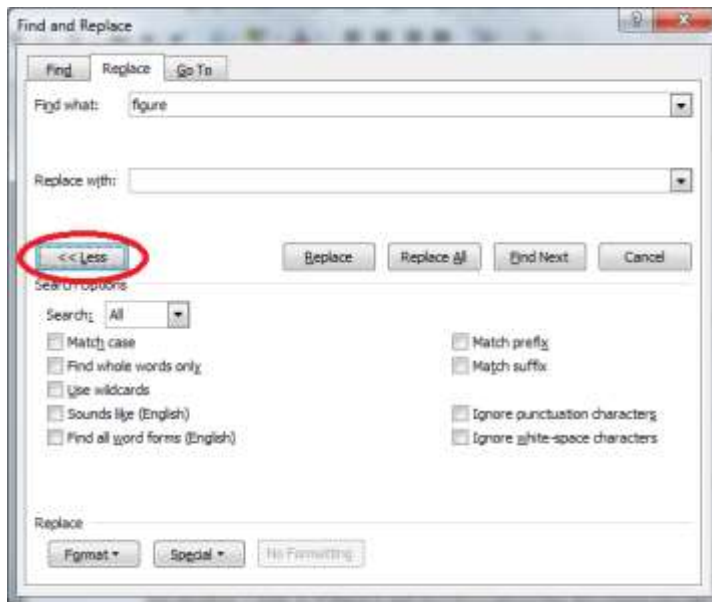


Finding and replacing

This is one of the most overlooked features in Microsoft Word. Find and replace is an excellent feature for formatting large documents – especially if you receive files from outside sources and want to make them more consistent with your own.

The Find and replace dialog box has a button on the bottom left-hand side called **More**. When you click on the button the dialog box enlarges and you get more features.

Using Microsoft Word and NATSPEC Word (Windows and Macintosh)



The usefulness of **Find and replace** is that you can find styles or formats and replace them with other styles or formats.

For example if someone sends you a file and instead of using Heading 2 they've used a style called Subsection you can search your document for all paragraphs called Subsection and replace it with the Heading 2 style or if there is red text throughout the document you can search on any font that is red and replace it with black. This way the document is consistent as well as making sure all the headings appear in the Table of Contents.

Recovering a corrupted file

This trick works about 90% of the time. A corrupted file can act strangely, it does unexpected things. Sometimes a file becomes corrupted because your machine crashed while the file was open, or it was sent to you from someone else, etc. If you can at least open the file then give this a go.

Open the file and Select All (**Ctrl A**). Then press the **Shift** key down and press the **left arrow** on your keyboard. This deselects the last paragraph marker of your document. Once you have done this you can Copy (**Ctrl C**) and Paste (**Ctrl V**) the text into a new blank document.