

## GETTING HELP

### INTRODUCTION

This TECHnote summarises the various ways that NATSPEC provides help to specification writers.

### NATSPEC Guidance

NATSPEC worksections include extensive *Guidance* text with suggestions on filling in prompts, alternatives, and background material. *Guidance* is in Microsoft Word hidden text format which can be turned on or off, and appears like this:

NATSPEC does not recommend the use of Scope of Works clauses. If you wish to include such a general description you may add it here, or in the corresponding location of selected worksections.

If you work with an office master, you may find it convenient to add your own guidance notes using NATSPEC's hidden text styles.

See NTN GEN 029 for more on design and specification *Guidance* text.

### NATSPEC Optional style text

Some worksections include *Optional style text in this font (blue with a grey background)* that covers items specified less frequently. It is also a Microsoft Word hidden text format which can be incorporated into *Normal* style text, where it is applicable to a project, by highlighting the text and changing the style and format.

### NATsource

*NATsource* lists more than 1200 documents cited in the specification packages. Use it to check document titles, currency, content and publishers. Access *NATsource* via SPECbuilder/Resources/Standards Info. Changes to cited standards are summarised in *SPECnotes*, a quarterly newsletter for subscribers.

### NATSPEC TECHnotes, TECHreports and AUS-SPEC TECHguides

TECHnotes provide guidance of a more general nature that either relates to several worksections, or does not fit into the normal worksection structure, TECHreports provide more detailed information on specification issues and TECHguides provide guidance on compiling contract documentation for local government projects.

All these documents continue to be developed and updated. The latest versions are available in the Technical Resources area of the NATSPEC website or via the Resources link in SPECbuilder.

### NATSPEC Website

See [www.natspec.com.au](http://www.natspec.com.au). NATSPEC's website has a range of material including:

- Details of NATSPEC specification packages, including abstracts of worksections.
- A link to SPECbuilder and Domestic Online.
- Links to NATSPEC Class 2, Class 3 and Class 9c Reference Specifications.
- Links to Product Partners' websites arranged by worksection.
- Information on publications relating to specification writing.
- Answers to frequently asked questions (FAQs) on specification writing, purchasing NATSPEC, getting started with NATSPEC and word processing.

### NATSPEC BIM Portal

The BIM Portal is home to the *NATSPEC National BIM Guide* and related documents. It also includes resources and tools to assist the implementation of BIM in the construction industry. To go to the BIM Portal, click on the *NATSPEC BIM* logo on the NATSPEC website.

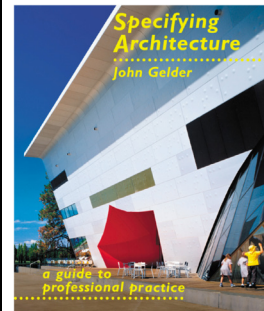
### NATSPEC Training

NATSPEC provides training in specification writing-related subjects.

For details of monthly *Getting started with NATSPEC* webinars and annual training courses in venues around Australia see [www.natspec.com.au](http://www.natspec.com.au).

Videos of previous courses are also available on the website. Subscribers are notified of upcoming training courses.

### Relevant Publications



*Specifying Architecture - a guide to professional practice*

### NATSPEC assistance

NATSPEC does not provide a design or specification service but we can assist with specification writing techniques and dealing with problems using SPECbuilder and NATSPEC in Microsoft Word.

If you have problems finding what you want, feel free to contact us directly.

### CONTACT INFORMATION

NATSPEC  
Level 4  
263 Clarence Street  
SYDNEY NSW 2000  
Australia  
PHONE 1300 797 142  
EMAIL [mail@natspec.com.au](mailto:mail@natspec.com.au)  
WEB [www.natspec.com.au](http://www.natspec.com.au)