# Using MakeSpec - Consultant Instructions

Below is a quick start guide. More in depth instruction can be found under the Start Menu once MakeSpec has been installed.

1. MakeSpec requires Word 2002 to run correctly. It will not operate correctly with Word 2007 or later.
2. Install “MakeSpecSetup.exe” on your computer from the CD supplied by the City.
3. Copy MasterSpecs directory, from the CD supplied by the City, to your network or hard drive.
4. Copy "MakeSpec Admin.dot" and "MakeSpec New Project.dot", from the CD supplied by the City, to C:\Program Files\Microsoft Office\Templates. These two new templates contain the most recent formatting and will replace any templates of the same name currently stored in this location.
5. Create a new specification project by opening a new MS Word document based on the “MakeSpec New Project.dot” template found in C:\Program Files\Microsoft Office\Templates.
6. You will see a dialogue box that says, “Enter a name for your new project”.
   1. Enter a descriptive project name in the window.
      1. A file folder will be created with this same name. So “contract documents” may be applicable.
   2. Click “OK”
7. A dialogue box will come up that says, “Choose the folder under which you wish to save your new project”
   1. Browse the folders and select the project folder you want to save the file in.
8. A dialogue box comes up that says, “Your new project will be created in C:\wherever you chose to save it” as a confirmation
   1. Click “OK”
9. A dialogue box comes up that says, “Choose the folder which contains the specification sections you wish to use for the project”. This is the folder where the MasterSpecs were placed in step 3.
   1. Browse to C:\wherever\MasterSpecs
   2. Click “OK”
10. A dialogue box comes up that says, “Your specification sections will be copied from C:\wherever\MasterSpecs” as a confirmation.
    1. Click “OK”
11. A dialogue box comes up that says “Your new MakeSpec Project, “Project Name you selected in step 6a”, has been created
    1. Click “OK”
12. On the toolbar menu in WORD, you should see three new tools
    1. Specifications
    2. Units
    3. MakeSpec Help
13. Click on the “Specifications” drop-down arrow to reveal a list of selections
    1. Click on “Choose Specification Sections”
14. A dialogue box appears entitled “Choose Specification Sections”
    1. There are four tabs on the top of the dialogue box
       1. Choose Specification Sections
       2. Optional Topics\Text
       3. Refresh Spec Option
       4. Edit Specification Sections
15. Go to the “Choose Specification Sections” tab
    1. There are several gray highlighted specifications that are required. The others are options you can select.
    2. Scroll down the list of specifications and click on the check box to the left of each section that you need in your project.
    3. Include “990 Bid Item Summary” temporarily as a tool to make sure you have all the bid items that you need. Delete it before final printing.
    4. Click on the “Save Selections” button on the bottom left hand side of the dialogue box.
16. Go to the “Optional Topics\Text” tab
    1. There are three blank windows that appear
       1. Show Optional Topics
       2. Show Optional Text
       3. Select Optional Text
    2. These show all the specifications that you selected that had optional text such as “measurement and payment”, etc.
    3. Double click on the first specification in the list in the “Show Optional Topics” window.
       1. A WORD document will open showing the specification so you can read the options to choose from.
       2. Read the options and select your WORD document from the “Window” toolbar or along the bottom of your screen
    4. Go to the “Show Optional Text” window.
       1. Each of the options included in the specification will be listed here.
       2. Double click on each of the options, one at a time.
    5. Go to the “Select Optional Text” window
       1. Select the option you want included in the specification by double clicking.
       2. This removes the specification from the top window and goes to the next specification with options.
    6. Repeat Steps 16.d. to 16.e. for each of the options included in a specification
    7. Repeat Steps 16.c. to 16.e. for all of the specifications listed in the “Show Optional Topics” window.
17. Go to the “Refresh Specification Option” tab
    1. You will see all of the specifications that have options again. If you made a mistake in any one of the options, place a check mark in the box next to it.
    2. This will remove it back to the original list under the “Optional Topics\Text” tab.
    3. Then you can follow Steps 17.c. to 17.e. again until you have corrected all your mistakes.
18. Go to the “Edit Specification Sections” tab
    1. If you want to edit any specification from the standard, you can do it here. Then if you need to add additional specifications and recompile, it won’t erase your changes. **There are other ways to edit specifications to which will be covered later in this document.**
19. Close out of the dialogue box by clicking on the red “X” in the upper right hand corner of it.
20. On the WORD toolbar, click “Specifications”
    1. Click “Compile Specifications” on the drop-down menu
    2. You will see a message that says, “Are you sure you want to compile the specification? Any changes made in the Project Specifications that were not saved in the Project’s Specification Section will be lost.”
    3. Click “Yes”
    4. Compiling will begin. It takes a few minutes depending on how large your specification document is.
21. After compiling, you will have to globally change the units to English. Do this as follows:
    1. On the tool bar, you should see “Units” on the right side. Click “Units” to get the drop down menu.
    2. Click “Enable Conversion”
    3. Click “Show English Units”
    4. Click “Disable Conversion”
    5. You can turn field codes “on” or “off” by holding the <Alt> and “F9” keys.
22. After you are complete, it is probably a good idea to strip out all the field codes so they do not get turned on inadvertently. Follow the procedure below to strip out the field codes.
    1. Highlight the entire document except the Table of Contents and the Bid Item Summary. (The Bid Item Summary should be deleted before final printing)
    2. Hold down the <Shift><Ctrl> and ”F9” keys simultaneously.
23. To get your document back to a normal WORD document instead of a document is SpecMaker, you will need to turn it back into a normal document as follows.
    1. On the toolbar, click “Tools”
    2. Click “Templates” on the drop down menu.
    3. Click “Attach” on the dialogue box
    4. Double click “Normal.dot”
    5. Click “OK”
24. Save the document in your project folder as “preliminary specifications.doc” or something different. Then if you ever need to add in a new specification from SpecMaker, follow the steps below.
    1. Open the original SpecMaker version of the document that you saved in steps 5, 6 and 7.
    2. Add the new specifications to this file and recompile.
    3. After recompiling, find the specification that you added and simply cut and paste it into the “preliminary specifications.doc”
25. If you pasted another specification to your “Preliminary specifications.doc” you will need to update the table of contents.
    1. Right click the mouse in the table of contents field
    2. Select “Update Field”
    3. Select “Update Entire Table”