



# M MASTERWORKS™

**Version 5.2**  
**User's Guide**

S P E C W  R E®  
Specification Enhancement Software

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MASTERWORKS™

**Version 5.2  
User's Guide**

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# MASTERWORKS™ Version 5.2 User's Guide

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# 1

## Chapter 1 MASTERSPEC® and MASTERWORKS™ Installation

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This guide gives you easy step-by-step instructions for installing your MASTERSPEC® section text, the Supporting Documents, and the MASTERWORKS™ software.

### Step 1 - Preparation

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Close all Windows programs prior to installing the documents and software on the CD. If your computer is on a network, you may need administrative rights to complete the installation.

### Step 2 - License Agreement

---

Insert the MASTERSPEC MasterFormat 2004 or 1995 CD into a drive. The ARCOM Installer should start automatically. If not, double click on the **My Computer** icon and the **CD** icon on your desktop. Then double click the file **SETUP**.

Follow the instructions that appear on your screen. Installation time is about 10 minutes.


First, you will be presented with a license agreement that defines your rights to use the MASTERSPEC System (Figure 1-1). MasterFormat 2004 or 1995 is indicated near the upper right corner of the dialog. To indicate that you have read and accept the terms of the agreement, click  Yes; and then click the blue arrow  to continue.



Figure 1-1 MASTERWORKS License Agreement

In the next dialog (Figure 1-2), enter your 20-letter MASTERSPEC License Key, four letters per box. The system will tab forward automatically as you type in your key. If your computer does not request the 20-letter key, you do not have administrative rights; you cannot complete the installation until your system administrator assigns you these rights. MasterFormat 2004 or 1995 is indicated near the upper right corner of the dialog.

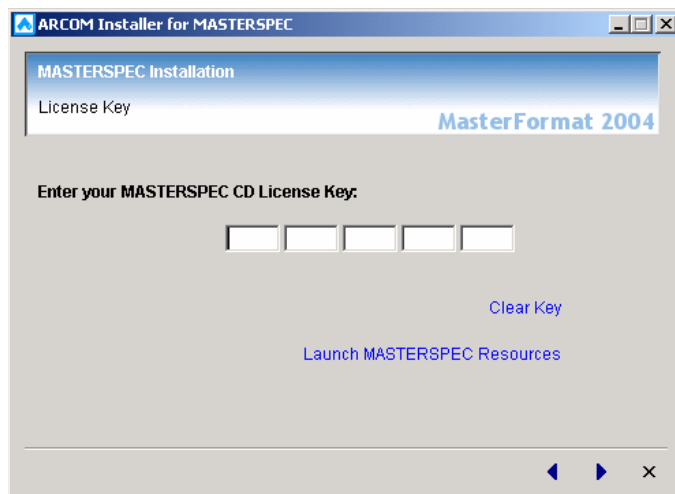



Figure 1-2 Enter MASTERSPEC License Key

The Installer will save your License Key for later use. It is necessary to enter your license key only once per update.

To clear the license key boxes in the window, click **Clear Key**.

To these installation instructions, the Consolidated Table of Contents, the tutorials, the User's Guides, and more, click **Launch MASTERSPEC Resources**.

When finished click the blue arrow  to advance to the next dialog where you will select which component to install (Figure 1-3). The three components are MASTERSPEC Section Text, the MATERSPEC Supporting Documents, and the MASTERWORKS Specification Software. These should be installed in sequence, beginning with MASTERSPEC.

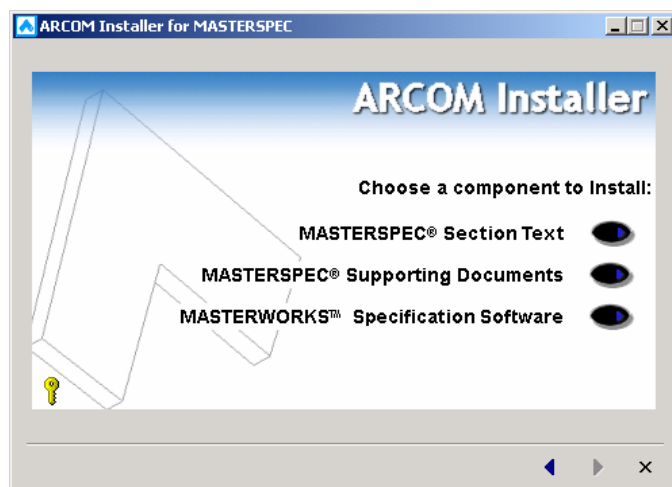


Figure 1-3 Select Component to Install

The license key is remembered by MASTERWORKS. The key symbol on the ARCOM Installer screen allows you to back up to the license key screen if you need to enter a new license key. This is necessary only if you have added a new library to your existing license.

**NOTE: To install only the Supporting Documents, skip to step 4. To install only MASTERWORKS, Skip to step 5.**

### Step 3 - Installing MASTERSPEC

By clicking the **MASTERSPEC Section Text** button, you open a dialog box with installation options including format, location, and word processor support (Figure 1 -4). MasterFormat 2004 or 1995 is indicated near the upper right corner of the dialog.

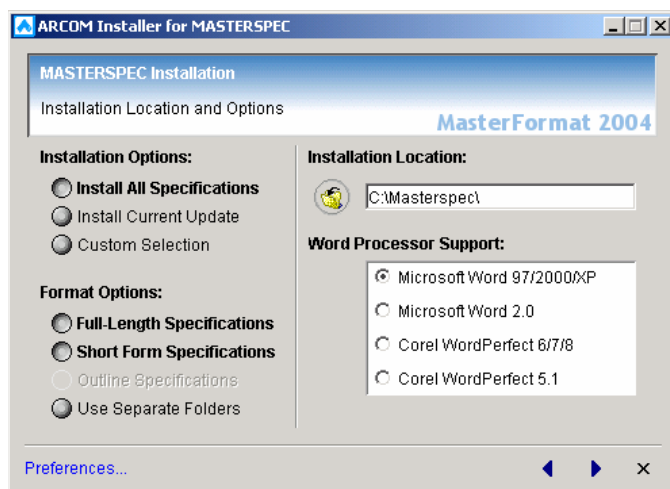



Figure 1-4 Installation Location and Options

**NOTE:** Use caution when selecting the installation location to ensure that you do not overwrite any existing files you wish to save. The Installer will display a warning before overwriting existing files.

The three options for installation are: **Install All Specifications** (the default option), **Install Current Update**, and **Custom Selection**. If you click on the third option, a subsequent **Custom Selection** dialog will allow you to select entire divisions or individual sections for installation (Figure 1 -5). MasterFormat 2004 or 1995 is indicated near the upper right corner of the dialog.

For installation location options, an edit window provides a default location of **C:\MASTERSPEC**. If you choose to install MASTERSPEC in a different location, type in the file destination here or use the **browse** button  to indicate a different folder on your system.

Select one of four options for word processor support in Microsoft Word or Corel WordPerfect (Figure 1-4).

The format options allow you to select licensed MASTERSPEC specifications: Full Length, Short Form, and Outline.

Additional options are available by clicking **Preferences**. This will open the **Preferences** dialog (Figure 1-6).

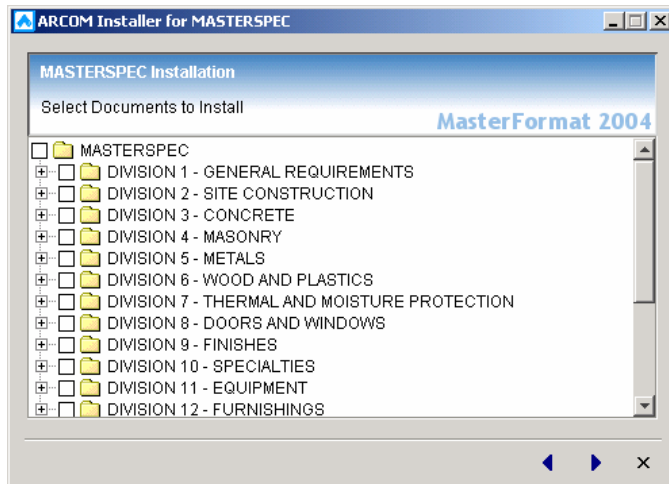


Figure 1-5 Custom Selection Dialog

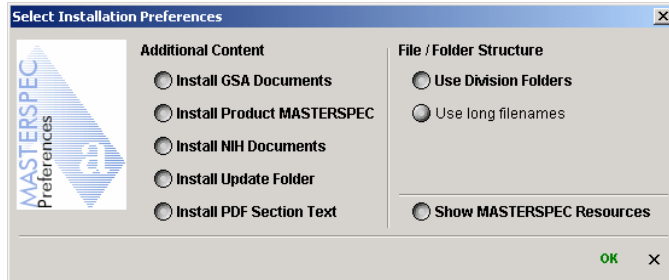


Figure 1-6 Preferences Dialog

The **Preferences** dialog opens with most of the options selected already. The program default will install the GSA Division 1 sections, the NIH Division 1 sections, and Product MASTERSPEC sections. To exclude any of these options, click the appropriate button in the **Preferences** dialog to deselect.

The **Install Update Folder** option will create a folder on your system for use storing MASTERSPEC updates. This will be a separate folder where any update-related information will be installed. If you do not wish to use the update folder, deselect this option in the **Preferences** dialog.

The **Install PDF Section Text** option will install a PDF version of each MASTERSPEC section text included in your license. This will facilitate printing of the original, un-edited MASTERSPEC sections.

MASTERSPEC will by default install all of the specification sections into separate folders organized by division. If you would rather have all of the sections installed into a single folder, deselect the **Use Division Folders** option in the **Preferences** dialog.

The **Use Long Filenames** option will install MASTERSPEC sections with section titles included in the filename. If left unselected, sections will be installed with only the section number and type as the filename.

**Show MASTERSPEC Resources**, if selected, will open the MASTERSPEC Resources dialog (Figure 1-7) whenever the ARCOM Installer is started.

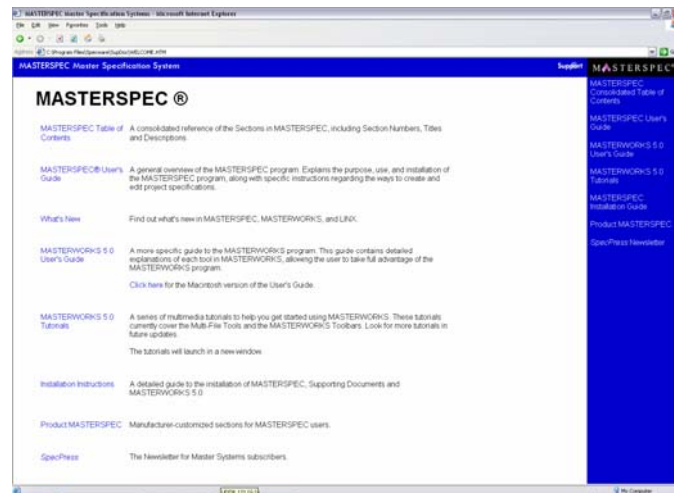







Figure 1-7 MASTERSPEC Resources Dialog

The MASTERSPEC Resources include a collection of information about MASTERSPEC and MASTERWORKS. It contains current versions of the Consolidated Table of Contents, *User's Guides*, Tutorials, the current *SpecPress* newsletter, and other information to keep you updated on changes to MASTERSPEC and MASTERWORKS.


When finished with the **Preferences** dialog, click OK  to accept your changes. To cancel, click Exit .

After you have selected each of your options, click the blue arrow . The ARCOM Installer will then save the selected section files to your hard drive. This operation may take a minute or two. When it is finished, a screen message will confirm that you have successfully installed your files.

Click on the blue arrow  to continue if you want to install the Supporting Documents and/or MASTERWORKS. Otherwise, click on  to conclude the installation. If you continue, the **ARCOM Installer** dialog will reappear (Figure 1-3).

Now click the **MASTERSPEC Supporting Documents** button or the **MASTERWORKS Specification Software** button.

## Step 4 – Installing the Supporting Documents

If you click **MASTERSPEC Supporting Documents**, the **Installation Location and Options** dialog appears (Figure 1-8). MasterFormat 2004 or 1995 is indicated near the upper right corner of the dialog. In the **Installation Location** box, type in the drive and location you prefer, or use the **browse** button  to select a folder. You can also type in a drive and folder location where you want to install the files as shown below. Supporting Documents for Small Project text only versions include only the Covers.

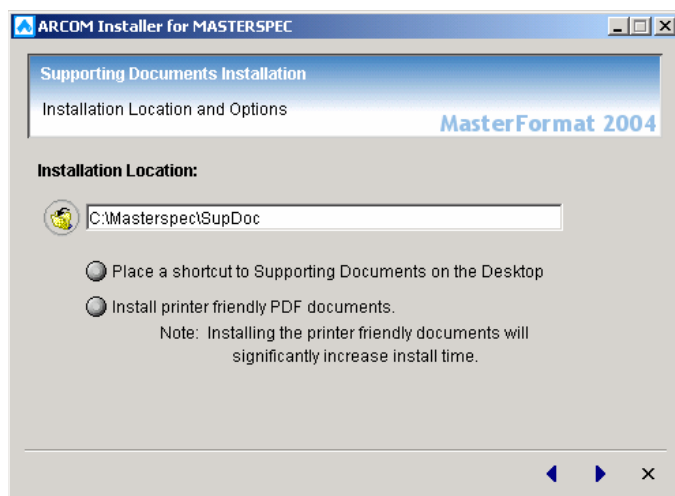





Figure 1-8 MASTERPEC Supporting Documents Installation and Locations Options

The Supporting Documents Installation dialog provides an option to place a shortcut to the Supporting Documents on your desktop. To have only the Supporting Documents available for reference on a computer, click the **Place a Shortcut** button. The Supporting Documents will be installed with a shortcut on your Desktop.

You also have an option button to install printer-friendly Supporting Documents in Adobe Portable Document Format (PDF). To do so, click this button. **NOTE:** Installing the PDF documents will significantly increase installation time and required hard drive space.

When you have made your selection, click on the blue arrow . A screen message will indicate the progress of file installation. After completion, another screen message will confirm that you have successfully installed your files.

To install MASTERWORKS, click on the blue arrow . This will again open the **ARCOM Installer** dialog (Figure 1-3). Otherwise, click on  to conclude the installation.

## Step 5 – Installing MASTERWORKS

---

Click on the **MASTERWORKS** button to begin installation of MASTERWORKS.

You must first read and accept the terms of the License Agreement. Click on  Yes to indicate that you have read and accept these terms, and then click on the blue arrow  to continue.

On-screen messages will provide release information, and directions for installing MASTERWORKS 5.2 for users with previous versions already installed.

If the ARCOM Installer finds more than one word processor on your system, it will display the **MASTERWORKS Select Target Word Processor** dialog (Figure 1-9) where you select which version of MASTERWORKS to install.

Click **Next>** to continue.

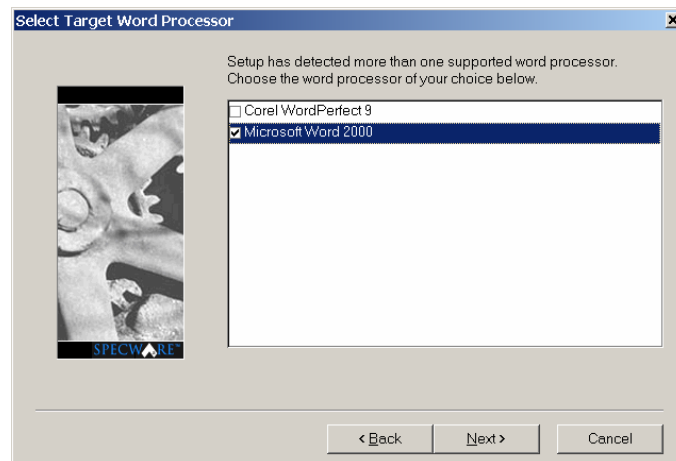


Figure 1-9 Select Target Word Processor

Select the word processor for which MASTERWORKS will be installed.

Click **Next>** to continue to the Setup confirmation dialog. Confirm your word processor choice, and then click **Next>** to continue to the **Choose Destination Location** dialog (Figure 1-10).

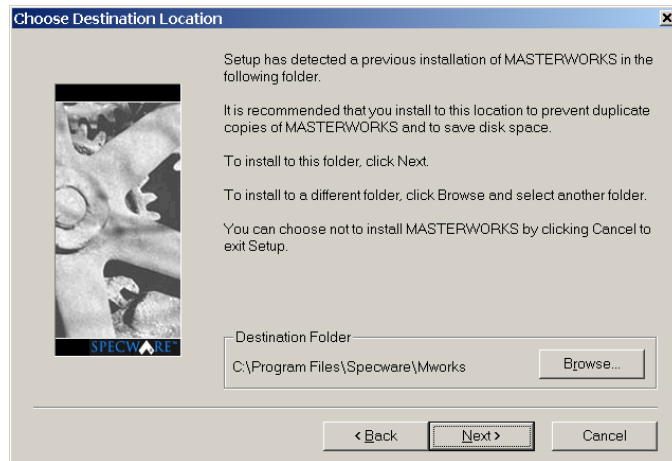


Figure 1-10 Choose Destination Location

The default location is C:\Program Files\Specware\Mworks. To install to a different folder, click the **Browse...** button to indicate another folder.

Click **Next>** to continue to the **Start Copying Files** dialog (Figure 1-11).

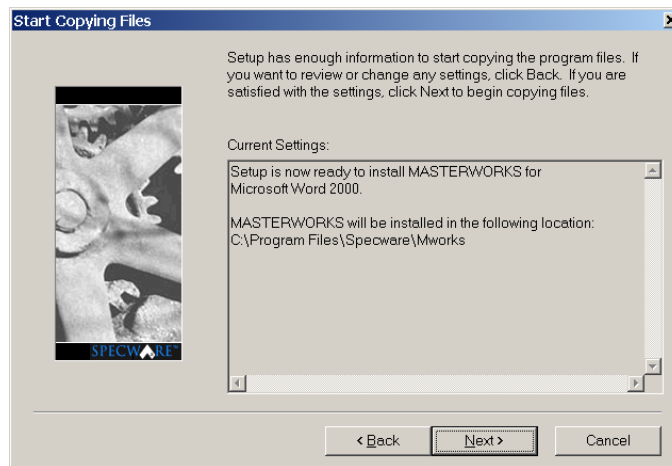



Figure 1-11 Start Copying Files

This dialog will confirm all of your options. If you are satisfied with the options displayed, click **Next>** to begin installation. To change your options, click **<Back** to make any changes.

The MASTERWORKS installer will then install the needed files to your system.

When finished, click the exit button  to close the Installer.

# 2

## Chapter 2 MASTERWORKS Quick Start Guide

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In this chapter, there are brief descriptions of the MASTERWORKS tools. For more detailed information, refer to Help or MASTERSPEC Resources on the MASTERWORKS drop-down menu and in later chapters of this *MASTERWORKS Version 5.2 User's Guide*.

### Introduction

---

A member of the ARCOM SPECWARE family of specification enhancement software, MASTERWORKS is available with all MASTERSPEC Libraries and Versions. MASTERWORKS Version 5.2 provides a variety of tools and features to increase your efficiency and productivity.

MASTERWORKS provides two sets of tools. The first set is the Single File tools for editing the single specification section that is open in your word processor. The second set is the Multi-File tools for editing, reporting, and printing. Multi-File tools operates on all selected sections at one time.

### Accessing the MASTERWORKS Tools

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After installation, the MASTERWORKS drop-down menu will be added to your word-processor menu bar (Figure 2-1).

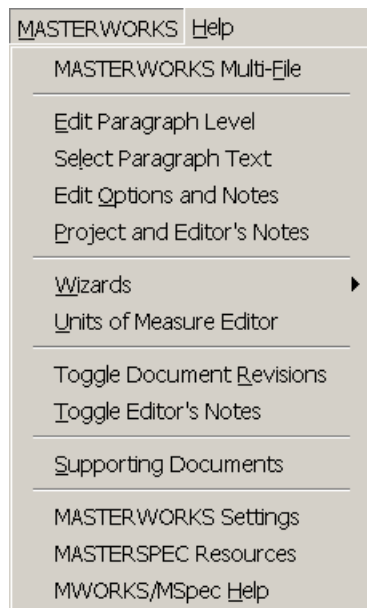


Figure 2-1 MASTERWORKS Drop-Down Menu in Microsoft Word

## **MASTERWORKS Single File Tools**

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The menu items after **MASTERWORKS Multi-File** item on the MASTERWORKS drop-down menu (Figure 2-1) are the Single File tools and Help. When editing a specification section, the following Single File tools provide timesaving assistance.

### **Toolbars**

<b>Edit Paragraph Level</b>	Insert text, set or change paragraph levels, insert or delete space between paragraphs, and reapply spacing.
<b>Select Paragraph Text</b>	Delete or copy paragraphs and delete or copy paragraphs and associated subparagraphs.
<b>Edit Options and Notes</b>	Find, keep, delete, and add optional text (Options) and insert notes (Notes). Options and Notes are included in MASTERSPEC specifications. More information about them can be found in the <i>MASTERSPEC User's Guide</i> .
<b>Project and Editor's Notes</b>	Add, find, or delete Project Notes, or convert Project Notes to Editor's Notes. Project Notes are not in original MASTERSPEC sections. With MASTERWORKS, you add them as reminders or information notes to you or other members of the design team.

### **Other Tools**

<b>Wizards</b>	Create a new project folder, begin a new specification, or apply your format to an open section.
<b>Units-of-Measure Editor</b>	Display or remove English (IP) and Metric (SI) units of measure. More information about units of measure can be found in the <i>MASTERSPEC User's Guide</i> .
<b>Toggle Document Revisions</b>	Enable or disable Track Changes in Microsoft Word only. More information about using Track Changes can be found in the <i>MASTERSPEC User's Guide</i> .
<b>Toggle Editor's Notes</b>	Display or hide the Editor's Notes. More information about Editor's Notes can be found in the <i>MASTERSPEC User's Guide</i> .

<b>Supporting Documents</b>	Display MASTERSPEC Supporting Documents for the section you have open. More information about the Supporting Documents can be found in Chapter 7, "Using the Supporting Documents."
<b>MASTERWORKS Settings</b>	Control the operation of certain MASTERWORKS tools.
<b>MASTERSPEC Resources</b>	Opens the <b>MASTERSPEC Resources</b> dialog for access to current versions of the MASTERSPEC Consolidated Table of Contents, MASTERSPEC and MASTERWORKS User's Guides, the MASTERWORKS and LINX Tutorials, Installation Guide, PRODUCT MASTERSPEC, and the <i>SpecPress</i> newsletter.
<b>MWORKS/MSPEC Help</b>	Display MASTERWORKS and MASTERSPEC Help.

## **MASTERWORKS Multi-File Main Dialog**

Selecting **MASTERWORKS Multi-File** from the MASTERWORKS menu will start the Multi-File program and display the **Multi-File** main dialog (Figure 2-2). In the window, you select documents and choose the tasks you want to perform. Each task is selected from the buttons located on the right side of the **Multi-File** main dialog. The **Browse** button, located at the upper-left corner of the **Multi-File** main dialog, lets you select sections from different folders on your hard drive.

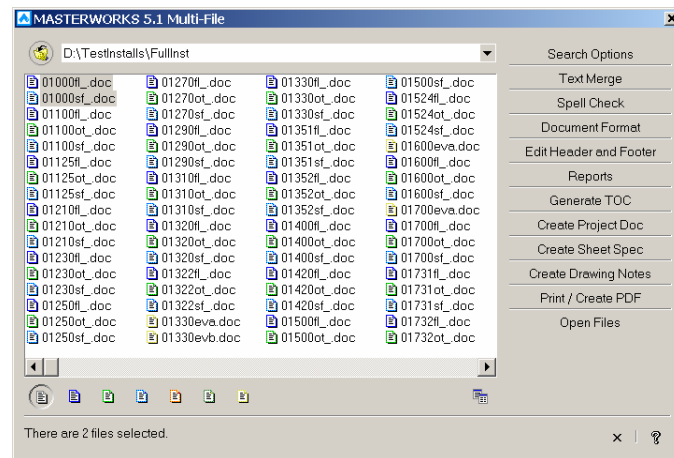
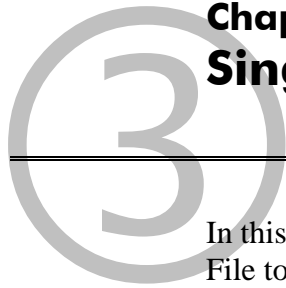


Figure 2-2 MASTERWORKS Multi-File Main Dialog



## Chapter 3 Single File Tools

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In this chapter, there are detailed instructions for the MASTERWORKS Single File tools. For additional information on the MASTERSPEC features mentioned in this chapter, see the *MASTERSPEC User's Guide*.

### **About the Single File Tools**

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The MASTERWORKS Single File tools provide many features that allow fast, efficient editing of specification sections and enhance the capability of your word processor. The Single File tools will help you with the following editing tasks:

- Insert new section text
- Assign, promote, and demote paragraph style levels
- Select paragraphs, or paragraphs and all associated subparagraphs, to delete or copy
- Keep, delete, or add optional text
- Keep, delete, or add insert notes
- Insert tags for a merge text capability
- Insert Project Notes for reminders to you or to communicate with other members of the design team
- Convert Project Notes to Editor's Notes and vice versa
- Choose units of measure or change the order of appearance of units of measure
- Turn on or off Document Revisions (Track Changes in Microsoft Word\*)
- Turn on or off Editor's Notes
- Open the Supporting Documents for the current specification section
- Change program functions and configuration with MASTERWORKS Settings
- Access the *MASTERWORKS and MASTERSPEC User's Guides* and the MASTERWORKS Tutorials
- Get Help on MASTERWORKS and MASTERSPEC

\* If you are using Microsoft Word and do not want to immediately delete text, you can mark it as strikethrough and insert text as redline by clicking **Toggle Document Revisions** on the MASTERWORKS menu. You can accept or reject revisions after editing each section. For more information about using this powerful feature, see Track Changes and related topics in Help on the Microsoft Word menu bar.

## Where to Find the Single File Tools

---

Four of the Single File tools are found on a set of toolbars. These toolbars can be displayed by clicking on the tool titles on the **MASTERWORKS** drop-down menu (Figure 3-1). The toolbars are titled as follows:

- Edit Paragraph Level
- Select Paragraph Text
- Edit Options and Notes
- Project and Editor's Notes

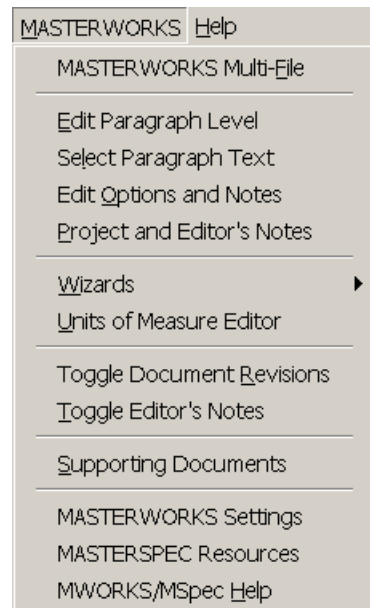


Figure 3-1 The MASTERWORKS Drop-Down Menu in Microsoft Word

## Edit Paragraph Level Toolbar












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The **Edit Paragraph Level** toolbar (Figure 3-2) helps you insert text, set or change paragraph styles, insert or delete space between paragraphs, and reapply paragraph spacing throughout a specification.



Figure 3-2 Edit Paragraph Level Toolbar

The buttons on this toolbar do the following:

-  **Apply the ART Style** (Article Title) to the current paragraph.
-  **Apply the PR1 Style** (paragraph at Level 1) to the current paragraph.
-  **Apply the PR2 Style** (paragraph at Level 2) to the current paragraph.
-  **Apply the PR3 Style** (paragraph at Level 3) to the current paragraph.
-  **Apply the PR4 Style** (paragraph at Level 4) to the current paragraph.
-  **Apply the PR5 Style** (paragraph at Level 5) to the current paragraph.
-  **Add Space.** In Microsoft Word, 12 points of space are added before the current paragraph. In WordPerfect, a blank line is added before the current paragraph.
-  **Remove Space.** In Microsoft Word, 12 points of space is removed before the current paragraph. In WordPerfect, a blank line is removed before the current paragraph.
-  **Reapply Spacing.** Reapply default spacing to all paragraphs in the section. The paragraph spacing setting can be changed by selecting **MASTERWORKS Settings** on the MASTERWORKS drop-down menu. Make the change on the **Paragraph Tab**.
-  **Display Help** for Edit Paragraph Level toolbar.
-  **Exit the Edit Paragraph Level toolbar.**

### Inserting Text

To insert paragraphs and subparagraphs in a specification, place the cursor where you want to insert a new paragraph and press the *Enter* key. This will insert a blank paragraph at the same paragraph level as the paragraph above. Next, type in your new text. Your word processor will automatically renumber and indent as you add new paragraphs to the specification.

### Setting or Changing Paragraph Styles

To change an existing or inserted paragraph to the appropriate subordinate level, or to assign a number to a paragraph that does not have a number, place the cursor in the paragraph text and click the button that corresponds to the paragraph level style you want applied. MASTERWORKS will automatically renumber, indent, and change the paragraph level.

### Adding Space Between Paragraphs

Place the cursor anywhere in paragraph where you want to insert a blank line above and click the **Add Space** button.

## Removing Space Between Paragraphs

Place the cursor anywhere in a paragraph where you want to remove a blank line above and click the **Delete Space** button.

## Reapply Default Paragraph Spacing

Click **Reapply Spacing** to apply the default paragraph spacing (or custom spacing if set in the **MASTERWORKS Settings** dialog) to the open section. This option is useful for changing all paragraph spacing or for correcting the paragraph spacing in a section that has been heavily edited.

For example, text that has been pasted into a section may have paragraph spacing that is not the same as the rest of the text. When you finish pasting text into a specification, click the **Reapply Spacing** button to adjust the spacing and make it conform to your Default Paragraph Spacing setting.

The Default Paragraph Spacing setting is found on the Paragraph Spacing tab in the **MASTERWORKS Settings** dialog.

## Select Paragraph Text Toolbar

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The **Select Paragraph Text** toolbar (Figure 3-3) helps you move between paragraphs, select a paragraph or select a paragraph and all associated subparagraphs to be deleted or copied.

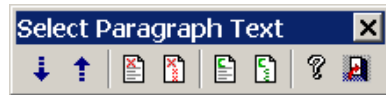










Figure 3-3 Select Paragraph Text Toolbar

The buttons on this toolbar do the following:

-  **Move Down One Paragraph.**
-  **Move Up One Paragraph.**
-  **Delete Current Paragraph.**
-  **Delete Current Paragraph and all Associated Subparagraphs.**
-  **Copy Current Paragraph**
-  **Copy Current Paragraph and all Associated Subparagraphs**
-  **Display Help** for Delete Paragraph toolbar.
-  **Exit the Select Paragraph Text toolbar.**

### **Move Down One Paragraph and Move Up One Paragraph**

The **Move Down One Paragraph** and **Move Up One Paragraph** buttons simplify navigation in the section. With a single mouse click, the cursor will move to the next or previous paragraph. Using the arrow keys on the keyboard would require several presses to move past a single long paragraph, and would also require you to remove your hand from the mouse several times. These buttons will work in any section.

### **Delete Current Paragraph**

Click the **Delete Current Paragraph** button to delete the current paragraph in any section. Using this command to delete a paragraph is faster and more accurate than selecting a paragraph and then deleting it with the *Delete* key.

### **Delete Current Paragraph and All Associated Subparagraphs**

The **Delete Current Paragraph and All Associated Subparagraphs** button works only in MASTERSPEC styled specification sections.

Click the **Delete Current Paragraph and All Associated Subparagraphs** button to delete the current paragraph and all associated subparagraphs, including any Editor's Notes or Project Notes.

Using this feature to delete text is faster and more accurate than any other method of selecting and deleting text. If all text subordinate to a section Part Title is deleted, the Part Title text will be changed to read "Not Applicable."

### **Copy Current Paragraph**

Click the **Copy Current Paragraph** button to copy the current paragraph in any section. Using this command to copy a paragraph is faster and more accurate than selecting a paragraph and then copying it with the Copy icon or using Copy on the Edit drop down menu.

### **Copy Current Paragraph and All Associated Subparagraphs**

The **Copy Current Paragraph and All Associated Subparagraphs** button works only in MASTERSPEC styled specification sections.

Click the **Copy Current Paragraph and All Associated Subparagraphs** button to copy the current paragraph and all associated subparagraphs, including any Editor's Notes or Project Notes.

Using this feature to copy text is faster and more accurate than any other method of selecting and copying text.

## Edit Options and Notes Toolbar








---

The **Edit Options and Notes** toolbar (Figure 3-4) helps you edit Options and Notes found in MASTERSPEC specification sections. Buttons on the toolbar help you find, keep, delete, and add Options and Notes.



Figure 3-4 Edit Options and Notes Toolbar


The buttons on this toolbar do the following:


-  **Find and Select Next Option or Note.** MASTERWORKS will notify you if it could not find any Options or Notes.
-  **Find and Select Previous Option or Note.** MASTERWORKS will notify you if it could not find any Options or Notes.
-  **Keep Currently Selected Option or Note** by removing the bounding brackets and removing the bold font style. MASTERWORKS will notify you if there is no Option or Note selected.
-  **Delete Currently Selected Option or Note.** MASTERWORKS will notify you if there is no Option or Note selected.
-  **Delete All Options or Notes in Paragraph.** MASTERWORKS will notify you if there are no Options or Notes in the paragraph.
-  **Add Option.** Square brackets ( [ ] ) and bold font style will be inserted at the cursor location and a prompt for the Option text will be displayed.
-  **Add Note.** Angle brackets ( < > ) will be inserted at the cursor location and a prompt for the text of the Note will appear.

**Insert Marker from Text Merge List.** See Below.

 **Display Help** for Edit Options and Notes toolbar.

 **Quit** the Edit Options and Notes toolbar.

 **Insert Marker from Text Merge List.** Selecting an item from this drop-down list will insert a marker at the cursor for the Text Merge feature of the MASTERWORKS Multi-File menu. For more information about this feature, see Chapter 5, “*Multi-File Tools.*”

	<b>Insert Marker from Text Merge List.</b> Selecting an item from this drop-down list will insert a marker at the cursor for the Text Merge feature of the MASTERWORKS Multi-File menu. For more information about this feature, see Chapter 5, “ <i>Multi-File Tools.</i> ”
---	--

### **Find and Select Next or Previous Option or Note**

Click the **Find and Select Next Option or Note** and the **Find and Select Previous Option or Note** buttons to find and select Options and Notes in a section. If no Options or Notes are found, MASTERWORKS will display a message.

In Microsoft Word, the **Find and Select Next Option or Note** and **Find and Select Previous Option or Note** buttons do not wrap their search. Options or Notes in the opposite direction of the search will not be found.

You can configure the search features for the **Find and Select Next Option or Note** and **Find and Select Previous Option or Note** buttons in the Single File Settings dialog. The available settings allow you to find Options only, Notes only, or both Options and Notes.

**Find and Select Next Option or Note** and **Find and Select Previous Option or Note** buttons will work in any section that contains text in square ([ ]) or angle brackets (< >).

### **Keep Currently Selected Option or Note**

The **Keep Currently Selected Option or Note** button will remove the brackets from the selected Option or Note and remove the bold font style from any text within the brackets. If no Option or Note is selected, MASTERWORKS will display a message.

If you are keeping a Note, you will usually replace the text of the Note with the indicated information. To save time, after the Note is selected, simply type the information requested by the Note to replace the entire selection instead of clicking the **Keep Currently Selected Option or Note** button.

Be sure to read the remaining paragraph after keeping and removing Options and Notes so punctuation, grammar, and spacing are appropriate for the remaining text.

### **Delete Currently Selected Option or Note**

The **Delete Currently Selected Option or Note** button will remove the selected Option or Note. If no Option or Note is selected, MASTERWORKS will display a message.

If an Option or Note is selected, it will be deleted regardless of the search setting in the Single File Settings dialog.

**Delete Currently Selected Option or Note** will work in any document that contains text in square ([ ]) or angle brackets (< >).

## Delete All Options or Notes in a Paragraph

The **Delete All Options or Notes in a Paragraph** button will delete all remaining Options or Notes in a paragraph. This button is typically used after you have selected an Option or Note to keep.

## Add Option or Note

Use the **Add Option** or **Add Note** buttons to insert a new Option or Note in a section that you are creating or in office masters that you are preparing.

## Project and Editor's Notes Toolbar

---

The **Project and Editor's Notes** toolbar (Figure 3-5) helps you manage Editor's Notes and Project Notes.









Editor's Notes provide editing instructions in MASTERSPEC sections. Project Notes are useful for adding information and comments in the specification. Design team members can insert Project Notes as reminders to themselves, or leave questions, reminders, and suggestions for other team members and the Owner.

Firms that create office masters can also use Project Notes as a way of including editor's notes specific to the firm in addition to the standard MASTERSPEC Editor's Notes.



Figure 3-5 Project and Editor's Notes Toolbar

The buttons on the **Project and Editor's Notes** Toolbar do the following:

-  **Find and Select Next Editor's Note or Project Note.** MASTERWORKS will notify you if there are no Editor's or Project Notes in the section.
-  **Find and Select Previous Editor's Note or Project Note.** MASTERWORKS will notify you if there are no Editors or Project Notes in the section.
-  **Delete Editor's Note or Project Note.** MASTERWORKS will notify you if no Editor's or Project note is selected.
-  **Convert Project Note to an Editor's Note Toggle** (and the reverse). MASTERWORKS will notify you if no Editor's Note or Project Note is selected.
-  **Insert New Project Note** before the current paragraph.
-  **Insert New Editor's Note** before the current paragraph.
-  **Display Help** for the Notes to the Editor toolbar.
-  **Exit** the Notes to the Editor toolbar.

### **Find and Select Next or Previous Editor's Note or Project Note**

Click **Find and Select Next Editor's Note or Project Note** or **Find and Select Previous Editor's Note or Project Note** buttons to find and select Editor's and Project Notes in a section. If no Editor's or Project Notes are found, MASTERWORKS will display a message.

You can configure the search for the **Find and Select Next Editor's Note or Project Note** or **Find and Select Previous Editor's Note or Project Note** buttons in the MASTERWORKS Settings dialog. The settings allow you to find only Editor's Notes, only Project Notes, or both.

### **Delete Editor's Note or Project Note**

The **Delete Editor's Note or Project Note** button will delete the current Editor's or Project Note from the section. MASTERWORKS will display a message if no Editor's or Project Note is selected.

If an Editor's Note or Project Note is selected, the **Delete Current Editor's Note or Project Note** button will delete the note regardless of the search setting in the Single File Settings dialog.

### **Convert Project Note to an Editor's Note**

The **Convert Project Note to an Editor's Note** button will convert the current Project Note (PRN style) into an Editor's Note (CMT style). This button is a toggle and will also convert an Editor's Note to a Project Note. If no Editor's Note or Project Note is selected, MASTERWORKS will display a message.

### **Insert a New Project Note**

The **Insert Project Note** button will insert a new Project Note before the current paragraph. If the Project Note style (PRN style) does not exist in the section, MASTERWORKS will define it.

When MASTERWORKS inserts a new Project Note, the prompt text in the new Project Note is selected. If you type while the note is selected, the selected text will be replaced with the new text. Pasting text directly into a new Project Note will automatically replace the prompt text.

Because Project Notes can be inserted in any type of document, you can use them in correspondence or reports as well as specifications.

If the Project Note style (PRN style) is already defined in a document, MASTERWORKS will not redefine the existing style. Experienced users can define their own PRN style with a specific format, font, or feature.

## Select Units-of-Measure Dialog

---

The **Units-of-Measure** dialog (Figure 3-6) allows you to remove inch-pound or metric units of measure from a section or to change the order of appearance of all units of measure in a section.

**OK** is not enabled in this dialog until you have made a selection from the **Unit of Measure** buttons.

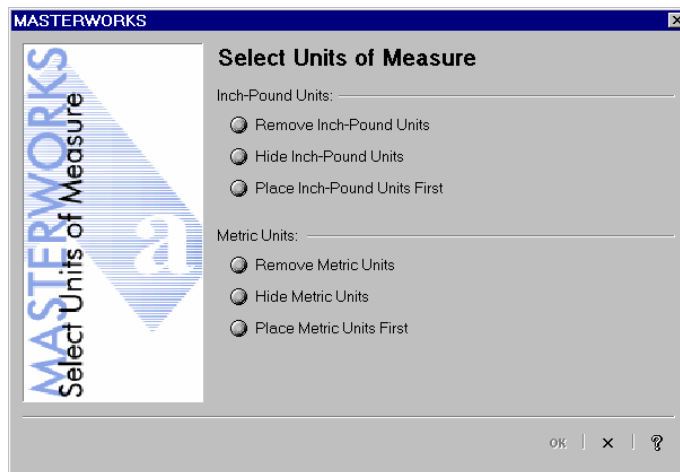


Figure 3-6 Units-of-Measure Dialog

### Remove an Inch-Pound or Metric Unit of Measure

To select the unit of measure you want to remove, click **Remove Inch-Pound Units** or **Remove Metric Units**. Click **OK** and MASTERWORKS will remove the selected unit of measure from the section.

MASTERWORKS can also hide a unit of measure. Click the **Hide Inch-Pound Units** or the **Hide Metric Units** button, to hide, but not remove, the indicated unit of measure. When you display the Units-of-Measure dialog after hiding a unit of measure, the button text will read **Show** rather than **Hide**.

### Change the Order of Appearance

You can change the order of appearance of units of measure in the section. In original MASTERSPEC settings, metric units follow inch-pound units. Clicking the **Place Metric Units First** button will reverse the order of appearance of units of measure.

## MASTERWORKS Settings Dialog

The **MASTERWORKS Settings** dialog provides configuration options for MASTERWORKS tools. With the options on the tabs of this dialog, you can adjust the operation of various **Find Next** and **Find Previous** buttons, set default paragraph spacing, and change the display of the Task Completed dialogs.

Specific settings are stored on your computer and are not available if you move to another computer on a network.

### Next and Previous Item Buttons Tab

The settings on the **Next and Previous Item Buttons** tab (Figure 3-7) govern the operation of the **Next** and **Previous** buttons on the **Edit Options and Notes** toolbar (Figure 3-4).

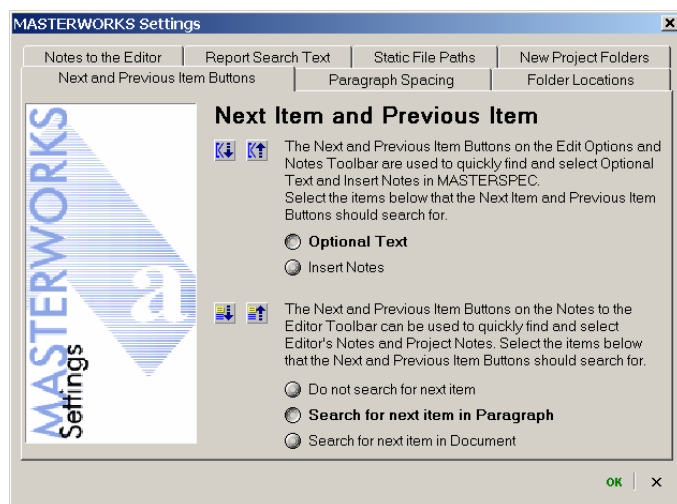


Figure 3-7 MASTERWORKS Settings Dialog, Next and Previous Item Buttons Tab

By making appropriate settings once in this dialog, you can save time editing specifications.

The default settings instruct MASTERWORKS to find Options and Notes and Editor's and Project Notes. Settings made or changed in this dialog take immediate effect. You do not need to restart your word processor.

## Paragraph Spacing Tab

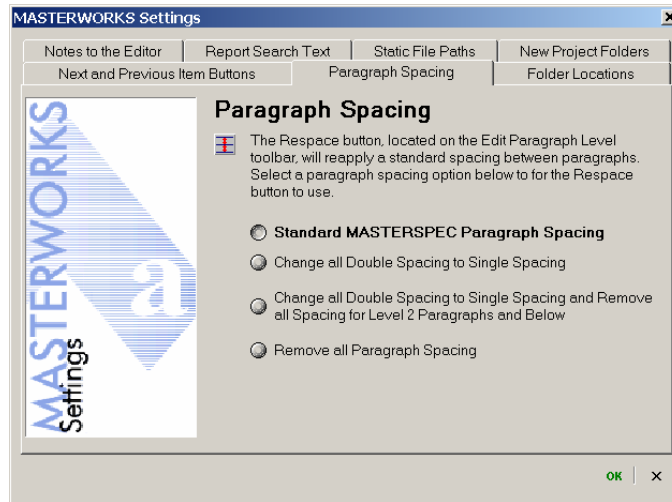


Figure 3-8 MASTERWORKS Settings Dialog, Paragraph Spacing Tab

Four default settings are available on the **Paragraph Spacing** tab (Figure 3-8).

- **Standard MASTERSPEC Paragraph Spacing** is appropriate for most projects and is similar to CSI's *PageFormat*. This paragraph spacing style includes double spaces before Part and Article Titles. Single spaces separate every change in paragraph level and between each Editor's Note and the section text. This paragraph spacing configuration emphasizes subordination changes and is easy to read. This style will use the most paper when printed.
- **Change all Double Spacing to Single Spacing** will save space and condense the overall appearance of the specification.
- **Change all Double Spacing to Single Spacing and Remove all Spacing For Level 2 Paragraphs and Below** will significantly condense the section.
- **Remove all Paragraph Spacing** will result in the shortest document and will require the least amount of paper for printing. It is the most difficult to read.

### Notes to the Editor Tab

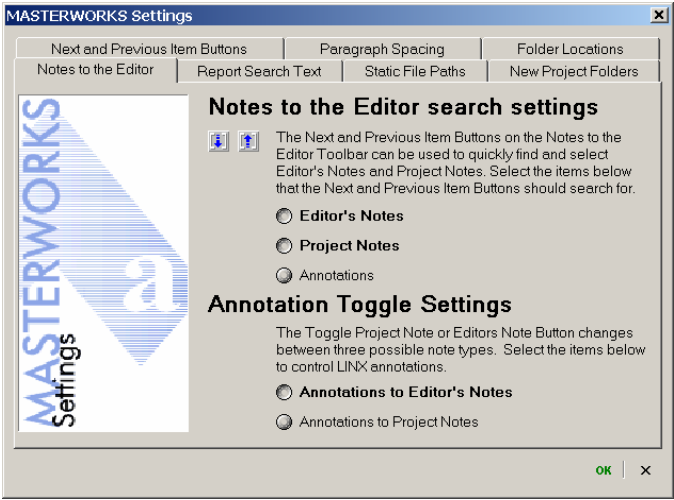


Figure 3-9 MASTERWORKS Settings Dialog, Notes to the Editor Tab

On the **Notes to the Editor** tab (Figure 3-9), the **Next and Previous Item** buttons instruct MASTERWORKS to find and select the next or previous Editor's Notes, Project Notes, or Annotations inserted by ARCOM's LINX software.

The **Annotation Toggle Settings** buttons control whether annotations inserted in the LINX software are converted to Editor's Notes or Project Notes.

### Report Search Text Tab

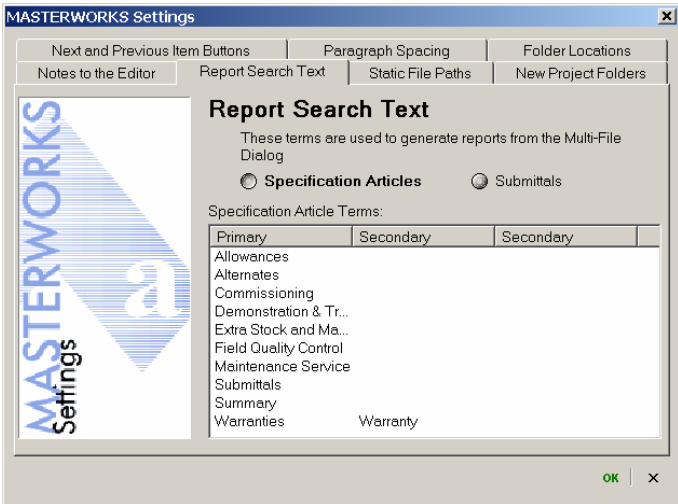


Figure 3-10 MASTERWORKS Settings Dialog, Report Search Text Tab

The **Report Search Text** tab (Figure 3-10) allows you to enter custom search terms that will be used to generate reports using the **MASTERWORKS Multi-File Reports** feature. Terms entered into this dialog will appear as Report Options in the Reports dialog.

Since text searches only search for exact text matches, the **Report Search Text** tab allows you to enter variations of the search term to ensure that all instances of the term are found. For instance, a search for the term “warranty” would not report any instances of the term “warranties.”

For example, enter “warranty” into the Primary search term field, and “warranties” into the adjacent Secondary search term field. This will ensure that any instances of the term “warranties” will be reported as an instance of the term “warranty.”

### Static File Paths Tab

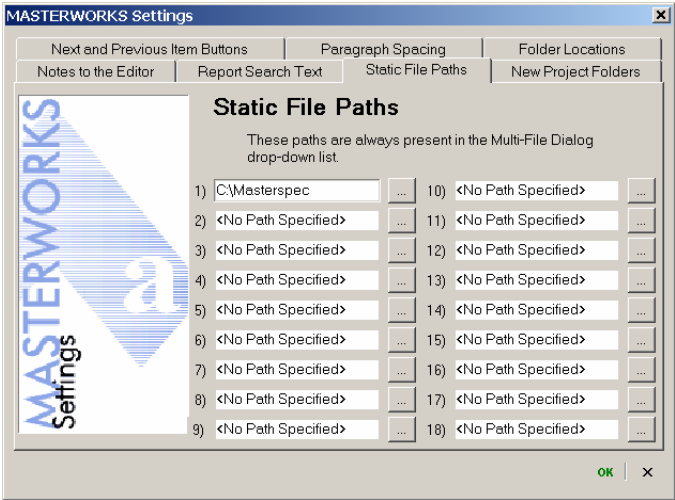


Figure 3-11 MASTERWORKS Settings Dialog, Static File Paths Tab

The **Static File Paths** tab (Figure 3-11) allows you to create a custom list of folder or file paths that will always be present when working with the **MASTERWORKS Multi-File** main dialog.

The drop-down folder menu in the **Multi-File** main dialog acts as a standard "recently used" folder list. Previously used folders will be removed to make way for more recent ones, except for the folders entered in the Static File Paths list, will always remain present in the list.

## Default Folder Locations Tab

The **Default Folder Locations** tab (Figure 3-12) sets the default folder locations for Text Merge information sets, Format Wizard files, Edit Header and Footer files, and Supporting Documents files.

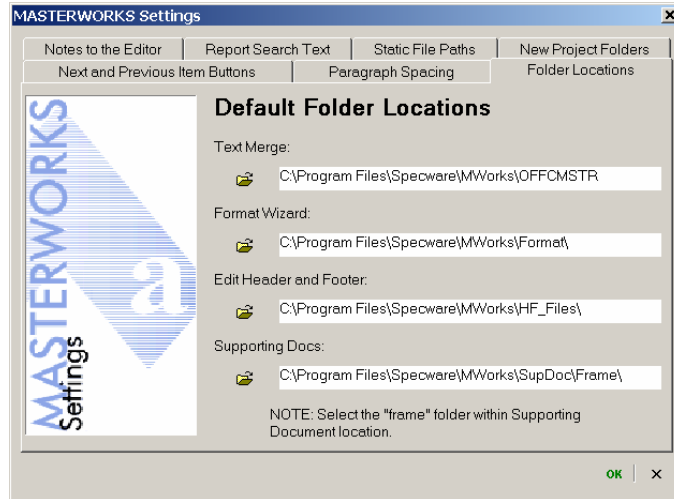


Figure 3-12 MASTERWORKS Settings Dialog, Default Folder Locations Tab

Click a folder button to browse to the desired locations, or type the location into the address box.

## New Project Folders Tab

The **New Project Folders** tab (Figure 3-13) will configure the sub-folders that are created inside a new project folder when generated by the **New Project Wizard**.

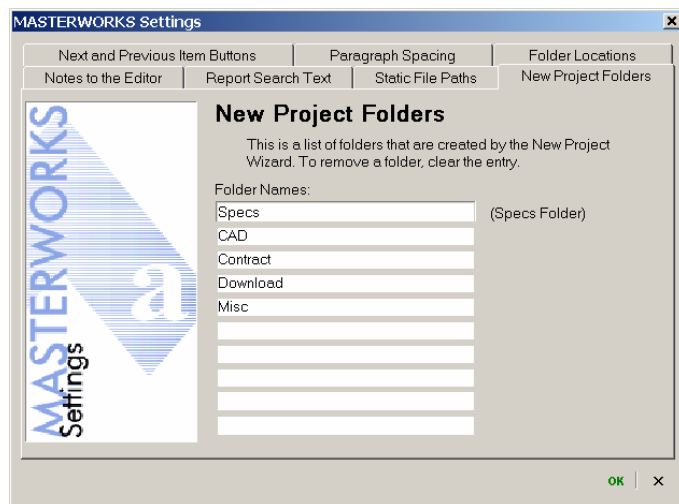


Figure 3-13 Single File Settings Dialog, New Project Folders Tab (sample data shown)

A series of folders will be created inside the new project folder and given the names entered on this list, eliminating the task of having to manually create these folders for each project.

## MASTERSPEC Resources Dialog

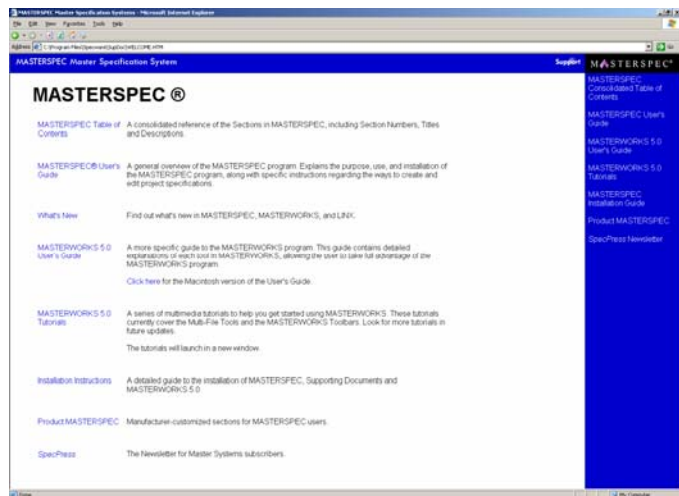


Figure 3-14 MASTERSPEC Resources Dialog

The **MASTERSPEC Resources** dialog (Figure 3-14) gives you access to the **MASTERSPEC** Tables of Contents, the *MASTERSPEC and MASTERWORKS User's Guides*, *What's New*, *MASTERWORKS 5.2* and *LINX Tutorials*, *Installation Instructions*, and the latest edition of *SpecPress*, the **MASTERSPEC** Licensed User's newsletter.

## MWORKS/MSPEC Help

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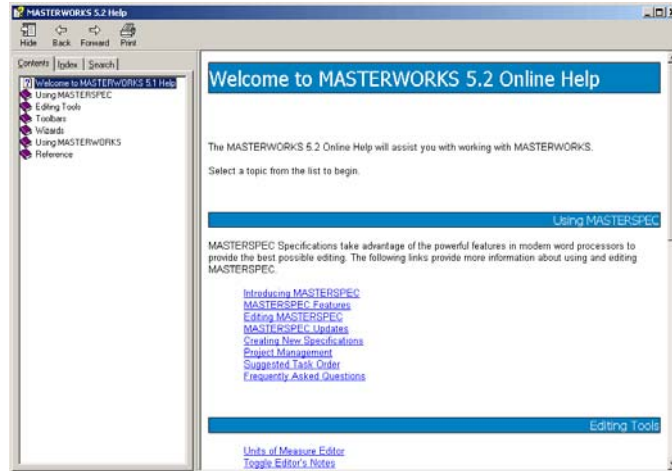


Figure 3-15 MWORKS/MSPEC Help

The **MWORKS/MSPEC Help** dialog (Figure 3-15) gives you access to the MASTERWORKS 5.2 Online Help system. Help includes introducing MASTERSPEC, MASTERSPEC Features, Editing MASTERSPEC, MASTERSPEC Updates, Creating New Specifications, Project Management, Suggested Task Order, and Frequently Asked Questions.

# 4

## Chapter 4 MASTERWORKS Wizards

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In this chapter, there are detailed descriptions of the **MASTERWORKS Wizards**. For additional information about the various MASTERSPEC features mentioned in this chapter, see the *MASTERSPEC User's Guide*.

### About the Wizards

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A Wizard is a program that helps you accomplish an editing task by organizing it into small steps that are easy to complete.

MASTERWORKS provides three Wizards (Figure 4-1) that help you apply custom formatting to your specifications, create new specifications, and create new project folders on your hard drive or network hard drive. Select **Wizards** on the MASTERWORKS menu to display the options.

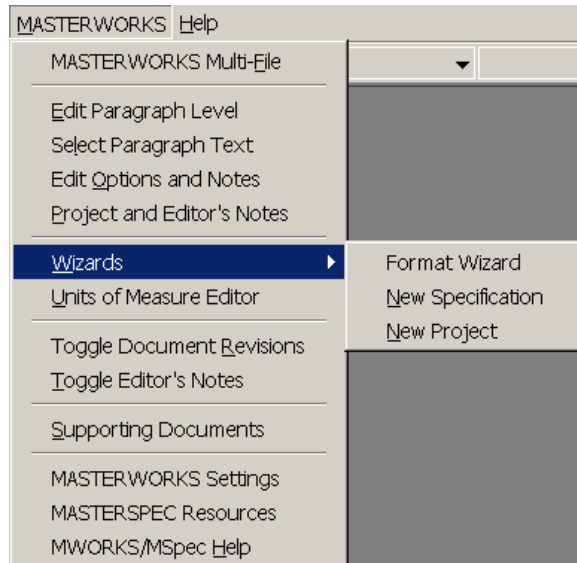


Figure 4-1 MASTERWORKS Wizards Menu Item

## Format Wizard

---

The **Format Wizard** stores and then applies a custom format to specification sections. Your custom format can include basic items such as fonts or complex items such as custom headers and footers. Select **Format Wizard** to display the **Format Manager** dialog with the following three options:

- Apply My Format
- Define My Format
- Clear Settings and Define My Format

You must first define a format or reset and define a new format before you can apply a format.

The first time you start the **Format Wizard**, the **Apply My Format** and **Clear Settings and Define My Format** buttons will be disabled because you have not yet defined your format settings (Figure 4-2). Only the **Define My Format** button will be enabled. Click **OK** to display the **Define My Format** dialogs that allow you to choose your format settings. After your format is defined, you can apply your format at any time by selecting the **Apply My Format** button and clicking **OK**.

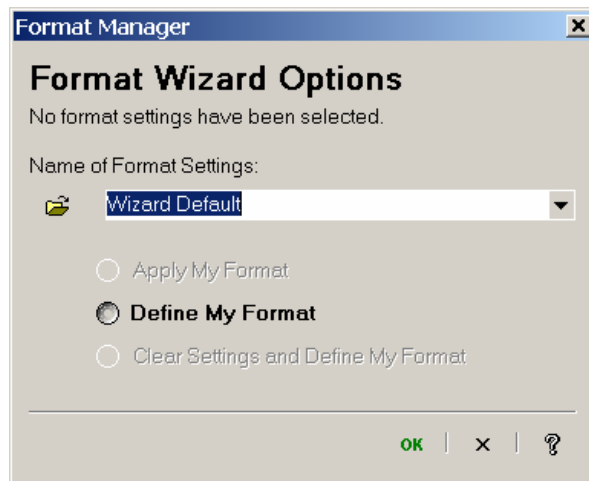


Figure 4-2 Format Wizard Options Dialog

## Define My Format

When you click the **Define My Format** button and then **OK**, a series of dialogs present formatting options. MASTERWORKS will store your selections, including headers and footers, so you can apply them later. When making your selections, you need to set only the options you want to change. The formatting options are as follows:

<b>Document Font</b>	Select the section font, font size, and font attributes (bold, italic, and underline).
<b>Header and Footer Font</b>	Select the header and footer font, font size, and font attributes (bold, italic, and underline).
<b>Document Layout</b>	Set the section left, right, top, and bottom margins; choose to "mirror" margins; and set line-numbering options.
<b>MasterFormat 2004 Section Number</b>	Select the spacing option that you will apply to all all selected sections.
<b>Page Composition</b>	Set the space between the paper edge and the top or bottom of the header and footer. Set the binding width and binding position.
<b>Outline Type</b>	Choose MASTERSPEC Block format, if preferred. <b>Caution:</b> You cannot convert sections back to Paragraph-Numbered format after you have selected Block format.
<b>Outline Spacing</b>	Choose paragraph spacing options for your sections: MASTERSPEC default spacing, change all double spacing to single spacing, remove all spacing from Level 2 paragraphs and below, and remove all spacing between paragraphs.
<b>Units of Measure</b>	Remove a unit of measure from your sections or change the color and the order of appearance.
<b>Editor's Notes Font</b>	Choose font, font size, and font attributes (bold, italic, and underline); convert Editor's Notes from mixed case to uppercase <b>Caution:</b> This is not reversible.
<b>Editor's Notes Format</b>	Choose paragraph border, paragraph indent, text justification, and paragraph shading.
<b>Project Notes Font</b>	Choose font, font size, and font attributes (bold, italic, and underline); convert Project Notes to Editor's Notes.
<b>Project Notes Format</b>	Choose paragraph border, paragraph indent, text justification, and paragraph shading.

## **Header and Footer**

Select a header and footer for your sections. You can use this dialog to enter new text or select an existing header or footer file. If you choose an existing header or footer file, MASTERWORKS will store a copy of the file to protect your settings.

When you have finished your selections, the **Format Wizard** will display a completed list of the settings you selected. Click **OK** to save your settings.

## **Clear Settings and Define My Format**

Selecting this option will reset the default format settings and allow you to define your format settings. This reset action occurs when you click **OK** in the **Format Manager**.

## **Apply My Format**

Once you have defined your format, applying the format one or more times is easy. When you choose the **Format Wizard** option from the **Wizards** item on the MASTERWORKS drop-down menu, the **Apply My Format** option will be automatically selected. Click **OK** and MASTERWORKS will apply your format settings to the section.

## **Using the Format Wizard**

With three clicks of the mouse in the **Format Wizard**, you can format a section. Many of the **Format Wizard** features such as font, margins, and header and footer will operate on any document, not just specification sections. This makes MASTERWORKS an invaluable enhancement to your word processor.

Because the **New Specification Wizard** only creates a MASTERSPEC styled specification section, you can use the **Format Wizard** to apply your format to new specification sections.

When updating your office masters with new and updated sections from a MASTERSPEC update CD, the **Format Wizard** will quickly format the new and updated sections to match the format of your office masters.

If you need to apply your format to many sections, the **Format Wizard** is also available in the **MASTERWORKS Multi-File** main dialog. For more information, see Chapter 5, "*Multi-File Tools*."

## New Specification Wizard

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The **New Specification Wizard** buttons (Figure 4-3) will open a new specification template based on the MasterFormat version and specification type you select and the section title and number you provide.

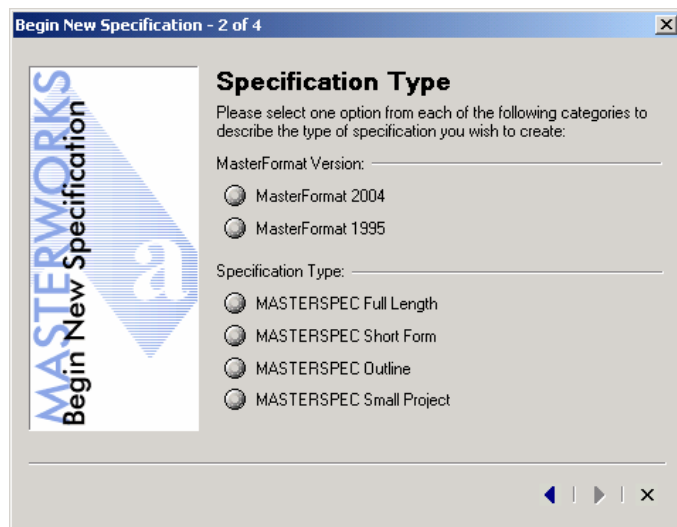


Figure 4-3 New Specification Wizard

The **New Specification Wizard** offers the following new specification section templates for both MasterFormat 1995 or 2004.

- **MASTERSPEC Full Length**
- **MASTERSPEC Short Form**
- **MASTERSPEC Outline**
- **MASTERSPEC Small Project**

Select a Specification Type and click the right arrow. The next dialog box is used to select the section title and number (Figure 4-4). If you are creating a new MasterFormat 2004 document, you may select the format of the six or eight digit number. The default is no separation; no separating spaces in the number.

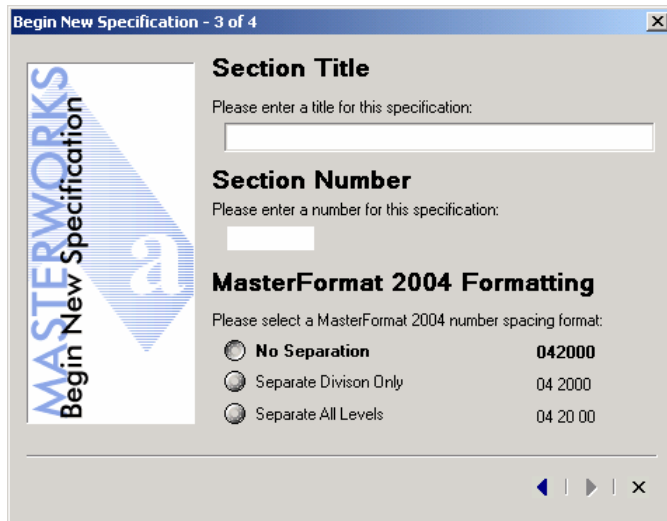


Figure 4-4 New Specification Section Title and Number

Each specification template contains generic *MASTERSPEC Writer's Manual* text to help you create a new specification. The Editor's Notes embedded in each section created by this Wizard provide valuable advice and suggestions.

Before you begin working with a new section created by the **New Specification Wizard**, save the section in your project folder.

The **Edit Paragraph Level** and **Select Paragraph** toolbars in the **MASTERWORKS Single File** tools will be useful for adding and removing text in your new section.

## **New Project Wizard**

---

The **New Project Wizard** (Figure 4-5) helps you create and set up all of the necessary folders and files for a new project. It will create folders, copy office masters, and create a preliminary table of contents.

The **Create Project Folder** dialog will create new project folders in your default documents folder. On installation, MASTERWORKS defines “My Specifications” as the default documents folder in where all project subfolders are created. If you want to change this location, use the browse button. You can select any location, locally or on a network, to create your project folder.

The **Create Project Folder** dialog will create subfolders for specifications, downloaded information, drawings and other items. Delete these folders if they are not required.

The **New Project Wizard** will take you through the following five dialogs:

1. **Welcome.** Read the instructions and click the blue arrow to continue.

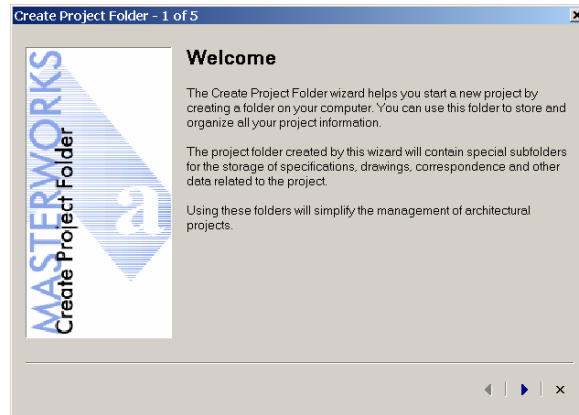


Figure 4-5 Create Project Folder Welcome

2. **Create Folder Name** dialog (Figure 4-6). Enter a name for your new folder and, if necessary, change the folder location. By default, the default folder location is displayed. Additional sub-folders will be created based on the options set in the **New Project Folders** tab of the **MASTERWORKS Settings** dialog. Click the blue arrow to continue.

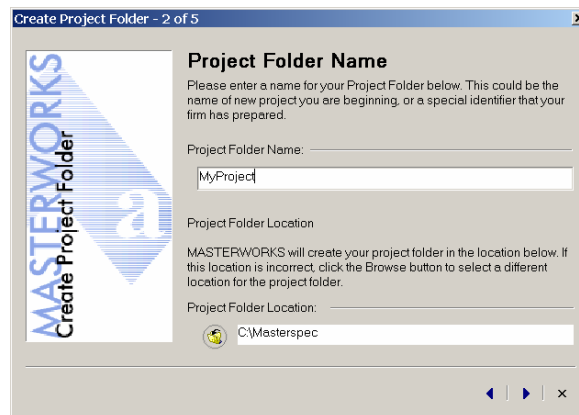


Figure 4-6 Set a Project Folder

3. **Transfer Office Masters** dialog (Figure 4-7). Select the MASTERSPEC master files or the office master files to be copied to the new Project Folder. If necessary, use the folder browse button to locate the folder that contains the master specifications. **NOTE:** This process may take several minutes if your specifications are located in different subdirectories.

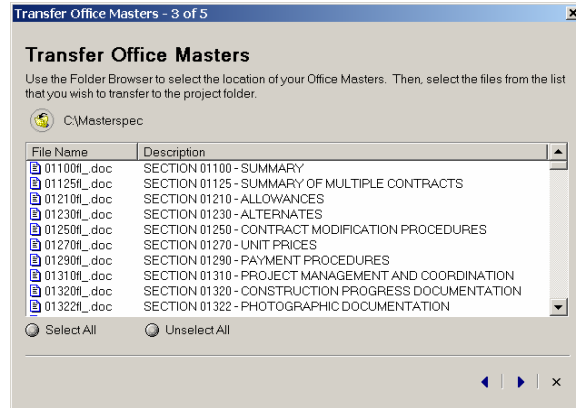


Figure 4-7 Transfer Office Masters Dialog

4. **Create Table of Contents** dialog (Figure 4-8). This is the same dialog found in the **Generate TOC** dialog of the **Multi-File** main dialog. **NOTE:** Any sections selected on the previous screen will already be highlighted in this screen.

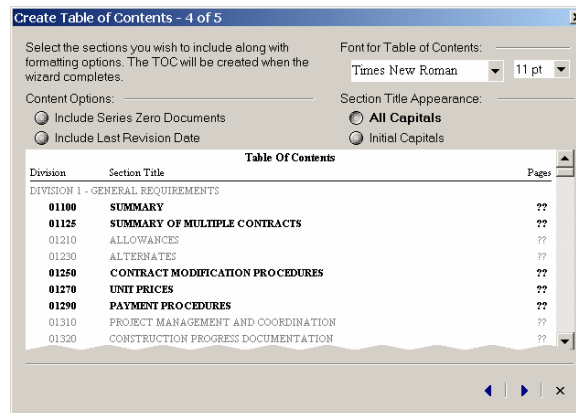


Figure 4-8 Table of Contents Dialog (MasterFormat 1995)

5. **Ready to Create Project Folder** dialog (Figure 4-9). Make sure that your options are set correctly and then click **OK** to accept the options. **MASTERWORKS** will generate a new project in its own folder based on your settings. Click the back arrow to go back and make any changes. Click **X** to cancel.

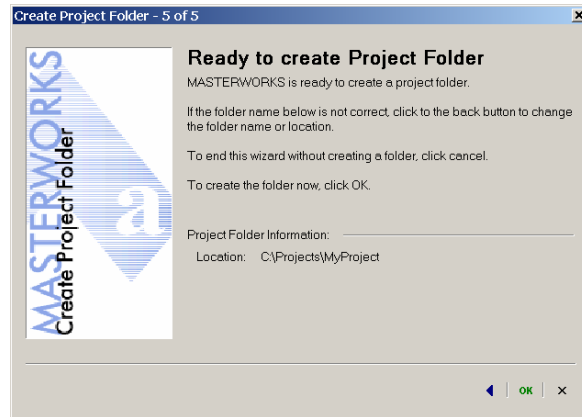


Figure 4-9 Ready to Create Project Folder Dialog

# 5

## Chapter 5 Multi-File Tools

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In this chapter, there are detailed descriptions of the **MASTERWORKS Multi-File** tools. They are presented in the order the buttons appear on the **Multi-File** main dialog. The **Multi-File** main dialog is opened by clicking on **MASTERWORKS Multi-File** on the MASTERWORKS drop-down menu. For more information about the various MASTERSPEC features mentioned in this chapter, see the *MASTERSPEC User's Guide*.

### About the Multi-File Tools

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The **Multi-File** tools provide the unique ability to manage, edit, format, and work with many sections at the same time. The **Multi-File** tools automate many word-processor functions to quickly perform tasks that are time consuming, difficult, and tedious if done individually. The **Multi-File** tools include the following:

- Global search and find, search and replace
- Spell check
- Global format, including fonts, paragraph numbering, and margins
- Global edit of section headers and footers
- Modify and remove units of measure
- Generate reports from selected specifications
- Create a Table of Contents for a Project Manual
- Create Project specification sections
- Create Sheet Specifications and Drawing Notes
- Create OUTLINE sections from MASTERSPEC SMALL PROJECT specification sections
- Print files
- Manage files

## Multi-File Main Dialog

The **Multi-File** main dialog (Figure 5-1) is the starting point for all **Multi-File** tasks. In this dialog, the content of your project folder is shown in the window along with a folder browser. Select the files you want to edit in the file list, and select a **Multi-File** tool or task from one of the task buttons on the right side of the dialog.

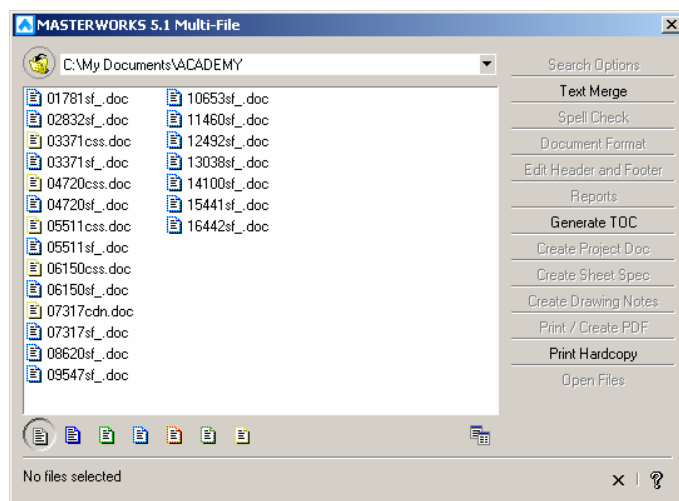


Figure 5-1 Multi-File Main Dialog (MasterFormat 1995)

The **Multi-File** main dialog contains a window that shows a list of the files in the selected folder. Until one or more files are selected, the only options available are **Text Merge**, **Generate TOC**, and **Print Hardcopy**. These options do not require that files be selected to run.

The file name of a MASTERSPEC section includes the section number and type, but not the section title unless they were installed with long file names. MASTERWORKS provides two ways for you to see the section title. If you right-mouse click on any section in the file list, MASTERWORKS will display the section number and title on the status bar (Figure 5-2). This information will remain on the status bar for a few seconds or until the selection in the main file list changes.

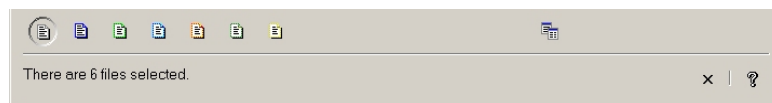


Figure 5-2 Multi-File Dialog Status Bar

The file list in the window can also be displayed with the section number and title. When the **Toggle File List Display** is selected from the System menu (Figure 5-3), you can change the way the main file list displays file information (Figure 5-4). The System menu is displayed by clicking on the program icon (the ARCOM chevron) on the left end of the title bar of the **Multi-File** main dialog.

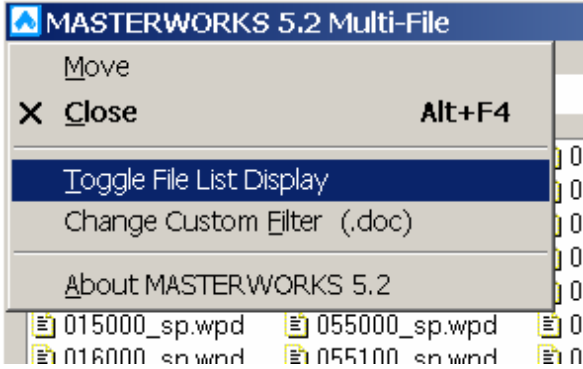



Figure 5-3 System Menu with the Toggle File List Display Enabled

The File List Display may also be changed by clicking on the Toggle File List button  on the **Multi-File** main dialog.

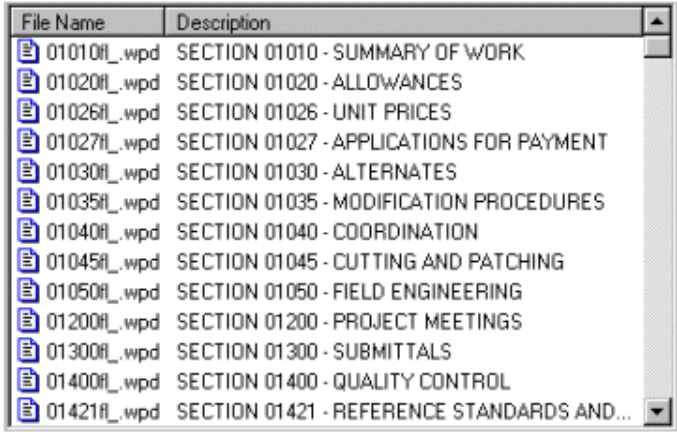


Figure 5-4 Main File List with Section Numbers and Titles (MasterFormat 1995)

MASTERWORKS users also have the option of setting custom section extensions, and displaying only those sections in the **Multi-File** Main Dialog.

The section suffix comprises the three characters following the section number. For MasterFormat 1995, they are fl\_ for Full Length, sf\_ for Short Form, ot\_ for Outline, and sp\_ for Small Project. For MasterFormat 2004, they are \_fl for Full Length, \_sf for Short Form, \_ot for Outline, and \_sp for Small Project.

The extension following the section name and suffix indicates the word processor version of the file. Microsoft Word uses.doc and Corel WordPerfect uses .wpd.

These suffixes may be changed to suit a specific client or project. For example, if you are developing an office master for schools, the section suffix could be changed to sch, for a sample file name of 01040sch.wpd for Corel® WordPerfect, or 01040sch.doc for Microsoft® Word. The file extension should not be changed because the word processor will not recognize the files.

If custom section suffixes are used, the display can be changed to include only these sections by first opening the **System** menu (Figure 5-5), and selecting **Change Custom Filter**. This will open a dialog where you may enter the section suffix you would like to view (Figure 5-6). Enter the preferred suffix and click **OK**.

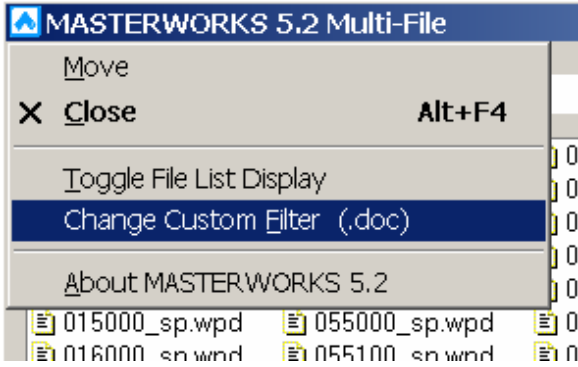


Figure 5-5 Change Custom Filter

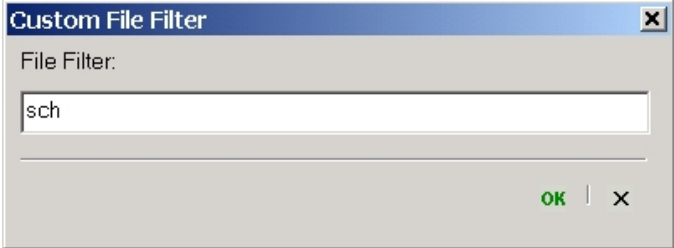


Figure 5-6 Custom File Filter Dialog

By selecting one of the **File Type** buttons (Figure 5-7), located below the main file list, MASTERWORKS will only display files of a certain type (suffix). Because the icons on the buttons match the icons used by the file list, it is easy to select the button for the file type you want to display. From left to right, the **File Type** buttons will select all files, Full Length sections, Outline sections, Short Form sections, Small Project sections, Custom File sections, and MASTERWORKS-generated sections.

If you pause or stop the cursor on any of the **File Type** buttons, a tool tip will appear that describes the type of file selected by the button.



Figure 5-7 File Type Buttons

MASTERWORKS displays the location of the current folder in the drop-down list at the top of the **Multi-File** main dialog (Figure 5-1). If you need to change the folder, click the **Browse** button located to the left of the current folder. Clicking the **Browse** button will open the **Browse** dialog.

MASTERWORKS saves the locations of the last five folders you opened. If you have a set of current active projects, it may be faster for you to click the drop-down button on the right side of the folder list and choose a previous location from the five folders MASTERWORKS has stored.

Selecting the **About MASTERWORKS 5.2** button (Figure 5-8) will display the current build number of your version of MASTERWORKS (Figure 5-9). Use this build number when contacting ARCOM Technical Support.

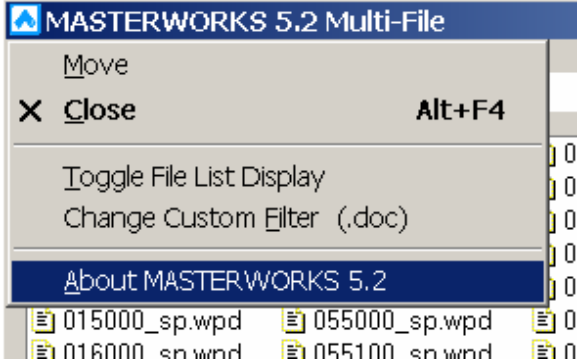


Figure 5-8 About MASTERWORKS 5.2

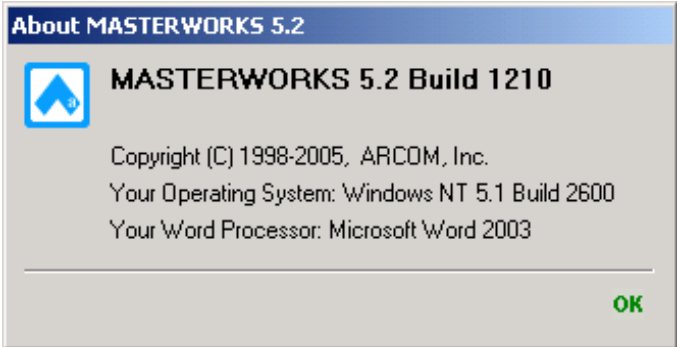



Figure 5-9 MASTERWORKS Version and Build Number

## Browse Dialog

---

Clicking the **Browse** button  on the **Multi-File** main dialog (Figure 5-1) displays the **Browse** dialog.

The **Browse** dialog is used to find and select project folders. When you click **OK**, the selected folder is used by the **Multi-File** main dialog as the project folder. The sections in the folder will be displayed in the main file list.

The **Browse** dialog provides the same functionality as Windows Explorer and supports the same drag-and-drop mouse commands and keyboard "hot-key" combinations. Commonly used hot-keys include the following:

<i>Ctrl+A</i>	Select all sections in the right pane.
<i>Ctrl+C</i>	Copy selected sections to the clipboard.
<i>Ctrl+X</i>	Cut selected sections to the clipboard.
<i>Ctrl+V</i>	Paste selected sections from the clipboard to the currently selected folder.
<i>Alt+Enter</i>	Show properties for selected sections.

The separation bar between the left and right panes may be "grabbed" by clicking and holding the left mouse button. Move the bar to the left or right to provide more viewing width.

## Search Options Dialog

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Clicking the **Search Options** button on the **Multi-File** main dialog (Figure 5-1) opens the **Search Options** dialog (Figure 5-10).

The **Search Type** provides the following multi-section search capabilities:

- Search and Generate Reports
- Search and Open Document(s) for Editing
- Search and Replace Selected Text

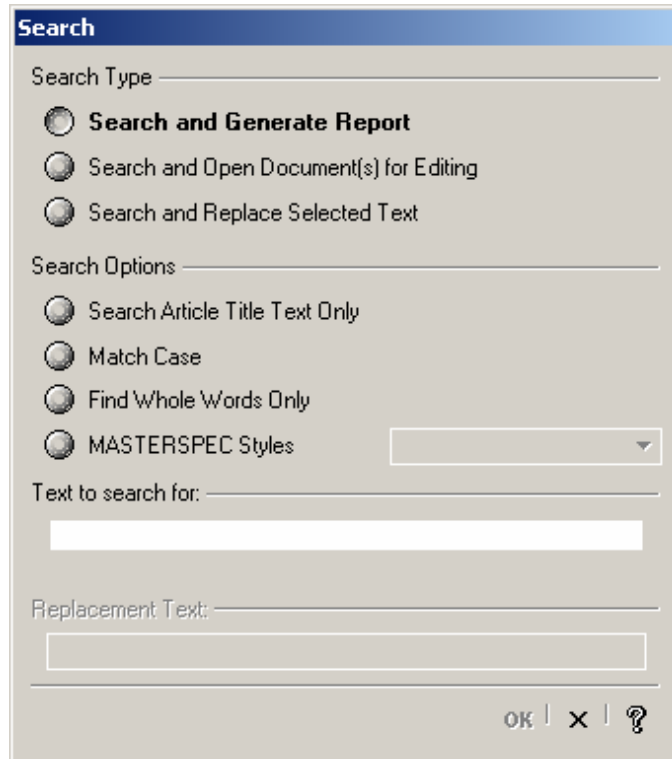


Figure 5-10 Search Dialog

You can limit your search with the following search options: search only Article Title text, perform case-sensitive searching, and search only for whole words. You can also search only for MASTERSPECDC Styles, which is a great help in searching for Project Notes in all selected sections.

### Search and Generate Reports

Use this option to search the selected sections for the search text and to create a report that lists each selected section and indicate whether the search text was found. When the report is finished, the selected sections will be closed.

### Open and Search Document(s) for Editing

Use this option to search the selected sections for the search text. MASTERWORKS opens the first section containing the search text and display the first occurrence. If more than one section is found to contain the search text, MASTERWORKS will display the Open and Search toolbar (Figure 5-11).

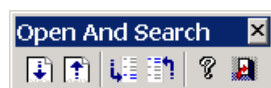







Figure 5-11 Open and Search Toolbar

The **Open Next**  and **Open Previous**  buttons on this toolbar allow you to quickly move through the sections that contain your search text. The **Open and Search** toolbar opens only the sections that contain the search text.

The **Search Forward**  and **Search Backward**  buttons close the open section, open the next or previous section, and locate the first occurrence of your search text.

**Search and Open Documents** stores the list of sections that contained the search text. This list is saved until you click on the **Exit** button  or use **Search and Open Documents** again.

### Search and Replace Selected Text

Use this option to search all selected sections and replace each occurrence of the search text with the replacement text. **Search and Replace** will handle the first three options below. You can search for MASTERSPEC Styles as indicated in the fourth option below, but there is no replacement. This option is particularly useful to search for Project Notes (PRN Style). When **Search and Replace** is finished, all selected sections will be closed.

#### Search Options Include:

- Search Article Title Text Only
- Match Case
- Find Whole Words Only
- MASTERSPEC Styles

### Text Merge Dialog

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**Text Merge** is a powerful feature of MASTERWORKS that allows for easy creation of office master specifications. It accomplishes this by automating the repetitive task of inserting common information into your documents. Information such as names, dates, and places can easily and quickly be changed in all documents for the creation of specifications from the office masters.

The first task is to insert **Text Merge** markers into your master documents. This is done through the **Edit Options and Notes** toolbar. This toolbar features a drop-down list (Figure 5-12) that will insert the selected marker at the cursor.

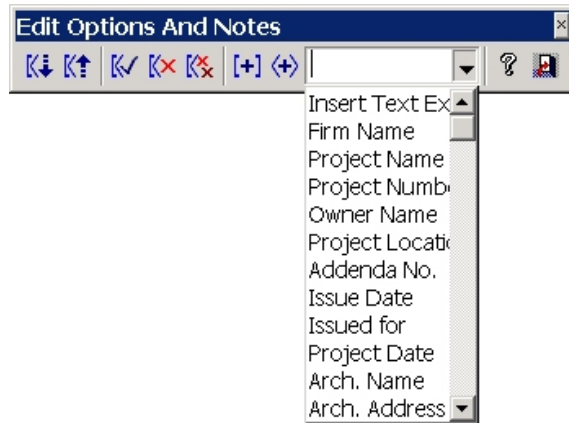


Figure 5-12 Drop-Down List for Text Merge

For instance, selecting “Project Name” from the list will insert the marker “<%=Project Name%>” into your document.

Once the markers have been entered, Text Merge will replace them with the information that you have specified in the **Text Merge** dialog (Figure 5-13).

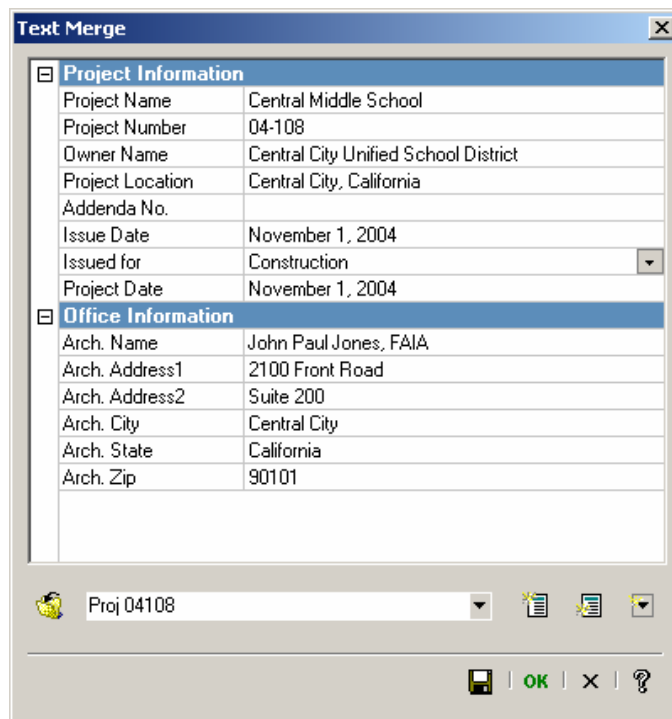




Figure 5-13 Text Merge Dialog


To open the dialog, select **Text Merge** in the **Multi-File** main dialog (Figure 5-1).


Enter information into the fields as necessary. When the OK button is clicked, **Text Merge** will search all of the documents that are highlighted in the **Multi-File** main dialog and replace the markers with the text entered into the same field of the **Text Merge** dialog.

The information entered into **Text Merge** is fully customizable, and **Text Merge** allows you to create, delete and rename information items.

The categories for the default **Text Merge** are “Project Information” and “Office Information.” To add a new category, click on the **Create A New Category** button  or right-click on the desired location in the list and select “Insert New Category” from the menu.

The default information items are pictured in Figure 5-13 above. To add an item, click on the **Insert New Item in Current Category** button , or right-click on the desired location and select “Insert New Item.”

New drop-down lists can also be added by clicking on the **Insert New List in Current Category** button , or right-click on the desired location and select “Insert New List” from the menu.

Entire sets of Text Merge information may be saved for future use. To save an information set, assign the set a name by typing over “default” in the drop-down list box and clicking on the **Save Changes** button . The name you entered into the drop-down list will now appear as an item to be recalled later.

## **Spell Check Dialog**

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Clicking the **Spell Check** button on the **Multi-File** main dialog begins the **MASTERWORKS Spell Check**.

**Spell Check** uses the spelling dictionary that comes with your word processor and MASTERWORKS opens each selected document and begins the spell check. You must accept or correct any misspelled words that are found.

You can also select one or more of the MASTERSPELL spelling dictionaries specific to construction specifications along with your word processor spell check. MASTERSPELL contains dictionaries for the following:

- Technical Terms
- Abbreviations
- Acronyms

If more than one document is selected with **Spell Check**, MASTERWORKS will display the **Spell Check** toolbar (Figure 5-14).

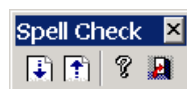


Figure 5-14 Spell Check Toolbar

The **Spell Check** toolbar allows you to open each of the selected sections. MASTERWORKS will start **Spell Check** each time you open a section with the **Next** or **Previous** buttons on the **Spell Check** toolbar.

## Document Format Dialog

Clicking the **Document Format** button on the **Multi-File** main dialog (Figure 5-1) opens the **Format Options** dialog. The Format Features list provides extensive control over the layout and appearance of your sections.

The Section Format list is organized into categories for ease of format editing (Figure 5-15). Categories under **MASTERSPEC Format** and **MASTERSPEC Styles** are specific to MASTERSPEC specification sections. Other options can be used on any document. Clicking any option in the list will display the format options for that feature.

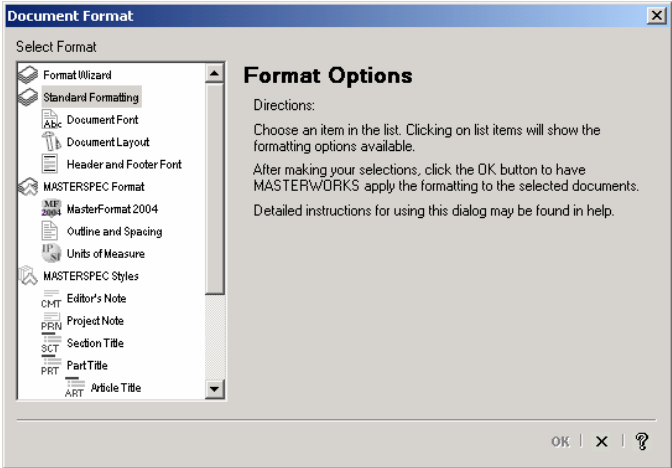


Figure 5-15 Format Options

## Standard Formatting

The **Standard Formatting** dialog provides general directions for using the Format dialogs and access to the **Format Wizard** button (Figure 5-16).

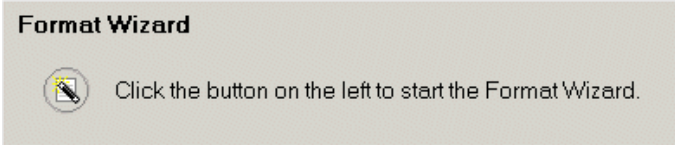


Figure 5-16 Format Wizard

Click the **Format Wizard** button to close the **Standard Formatting** dialog and start the **Format Manager**. More information about the **Format Wizard** can be found in Chapter 4, "*MASTERWORKS Wizards*."

### **Document Font**

The **Document Font** dialog allows you to set the font, font size, and font attributes for the selected sections.

### **Document Layout**

The **Document Layout** dialog includes settings for margins, line numbering, header and footer offset distances, and binding (gutter) width.

The **Mirror Margins** setting is for printers capable of duplex printing. The left and right margins are adjusted for printing on both sides of the page (i.e., inside margins of facing pages are the same width and outside margins of facing pages are the same width).

### **Header and Footer Font**

The **Header and Footer Font** dialog allows you to set the font, font size, and font attributes for the headers and footers of all selected sections.

### **MASTERSPEC Format**

The **MASTERSPEC Format** dialog is instructional only. Categories below this dialog are only for MASTERSPEC-styled sections.

### **Outline and Spacing**

Options for different outline types and paragraph spacing settings are available in this dialog. These options are only available for MASTERSPEC-styled sections.

### **Units of Measure**

Options for removing units of measure, order of appearance of units of measure, and changing the color of units of measure are provided in this dialog.

### **MASTERSPEC Styles**

Categories below in this dialog are for changing the styles of MASTERSPEC-styled sections.

### Editor's Notes and Project Notes

Style adjustments for Editor's and Project Notes allow you to customize the appearance of Editor's and Project Notes in the selected sections. Editor's Notes can be converted to uppercase text, but cannot be converted back to upper and lowercase text. Project Notes can be converted into Editor's Notes.

### Section Title and End of Section

The font, paragraph alignment, and paragraph spacing of the Section Title and associated End of Section Title can be changed using the available options.

### MASTERSPEC Outline Styles

The font and paragraph spacing of MASTERSPEC Outline styles for Part Titles, Article Titles, and Paragraph Levels 1 through 5 (PR1, PR2, PR3, PR4, and PR5) can be adjusted using the available options.

### Edit Header and Footer Dialog

Clicking the **Header and Footer** button on the **Multi-File** main dialog (Figure 5-1) opens the **Edit Header and Footer** dialog (Figure 5-17).

Use the **Edit Header and Footer** dialog to add, remove, or change headers and footers in the selected sections. The two-edit boxes in the dialog allow you to edit text. The upper box is for the section header. The lower box is for the section footer. Click in either edit boxes to enter text or a code.

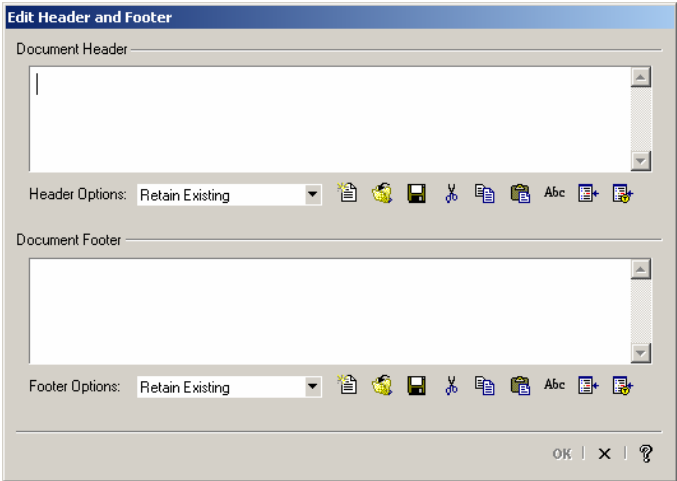


Figure 5-17 Edit Header and Footer Dialog

## Entering Text

To create a header or footer, type the text of the header or footer in the edit box. The header or footer contains information about each selected section, such as the section number, section title, or page number. The **Insert Codes** dialog (Figure 5-18) provides special codes for these purposes. The edit boxes will expand to match the amount of text you enter. If necessary, use the scroll bar to move the view up or down to see of all your text.

The edit boxes are configured to allow easy addition of text at the left margin, center, and right margin. With the cursor in an edit box, use the **Tab** key to move to the next text position. From the left margin, a single **Tab** will move the cursor to the center of the edit box where text entered will be center justified. A second **Tab** will move the cursor to the right margin where text entered will be right justified. To move to the next text line in the edit box, press the **Enter** key.

## Options

Each edit box has a set of options that designate the locations for the headers and footers. The drop-down Options Lists for the headers and footers contain the following items:

<b>Retain Existing</b>	If both Options are set to "Do Not Use," the <b>OK</b> button on the Edit Header and Footer dialog will be disabled.
<b>Use on Every Page</b>	MASTERWORKS will place the header/footer on every page of the selected sections.
<b>Use on Even Pages</b>	MASTERWORKS will place the header/footer on even pages of the selected sections.
<b>Use on Odd Pages</b>	MASTERWORKS will place the header/footer on odd pages of the selected sections.
<b>Use on First Page Only</b>	MASTERWORKS will place the header/footer on the first page of the selected sections.
<b>Skip First Page</b>	MASTERWORKS will place the header/footer on every page except the first page of the selected sections.
<b>Delete from Section</b>	MASTERWORKS will delete all headers/footers from the selected sections. No text will be inserted, and any text in the edit box will be ignored.

## Header and Footer Tools

In addition to the header and footer options, each edit box has the following eight tool buttons:

**Clear** Deletes all text in the edit box, resets the font to the default, and places the cursor at the beginning of the first line.



**Open** Displays the **Open a Saved Header or Footer** dialog. Use this dialog to locate and retrieve a stored header/footer. If necessary, you can browse your computer or network to find a specific header or footer file. For more information, see the **Save** button.



**Save** Displays the **Save a Header or Footer** dialog. Use this dialog to save the header/footer. This dialog allows you to browse your computer or network to find a specific folder used to save the header/footer. After entering a file name, click **OK** to save the header/footer.



Storing headers/footers is beneficial. The browse feature allows the storage of all the header/footer files in a central network folder for access by all MASTERWORKS users in a firm.

**Cut** Removes selected text from the header/footer edit box and places it on the clipboard. The text on the clipboard can be pasted into any Windows program or pasted into the edit box. The text will remain on the clipboard until replaced by another **Cut** or **Copy**.



**Copy** Places a copy of selected text in the header/footer edit box onto the clipboard. The text on the clipboard can be pasted into any Windows program or pasted into the edit box. The text will remain on the clipboard until replaced by another **Cut** or **Copy**.



**Paste** Inserts a copy of the clipboard contents at the cursor insertion point in the header/footer edit box. The edit box can also accept graphic images from the clipboard.



**Font** Displays the Select Font dialog to change or apply a different font or font style, or to apply a paragraph border.



Font changes are made at the cursor insertion point or, if text is selected, changes are applied to the selected text.

Paragraph borders apply to an entire paragraph and are either on or off. A paragraph border is not the same as underline.

**Insert Codes** Allows you to insert special codes in the edit box, which MASTERWORKS will later interpret. Codes are inserted at the cursor insertion point in the edit box. These codes are special keywords within square brackets ([ ]).



The available codes are listed in the Insert Codes dialog (Figure 5-18).

**Insert Text Merge Codes** Allows you to insert markers for **Text Merge** into your headers and footers. See **Text Merge Dialog** section above.



### Insert Codes Dialog

The **Insert Codes** dialog (Figure 5-18) provides a menu of special codes. These codes are processed by MASTERWORKS to insert special text or characters in place of the code.

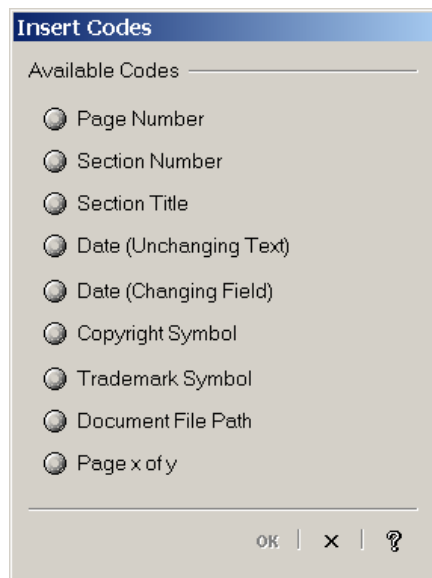


Figure 5-18 Insert Codes Dialog

When you make a selection from the available codes and click **OK**, a code is inserted into the current edit box at the insertion point. These codes are text surrounded by square brackets ([ ]). If a code is changed or a bracket is missing, MASTERWORKS will not interpret it as a code, and your header or footer may include incorrect text.

**Insert Codes** include the following:

- |                       |   |
|-----------------------|---|
| <b>Page Number</b>    | Places the page number wherever it finds a [Page#] code. The page number will automatically renumber as the section length changes. |
| <b>Section Number</b> | Replaces any [Section#] code with the actual number of each section that receives the header/footer.                                |

<b>Section Title</b>	Replaces any [SectionTitle] code with the actual section title of each section that receives the header/footer.
<b>Date (Unchanging Text)</b>	Replaces any [DateText] code with the current date. This date will remain unchanged (i.e. the date previously inserted), unlike the date inserted with [DateCode] (see below). The format of the date is determined by your current word-processor setting. For more information, see the Date (Changing Field) code.
<b>Date (Changing Field)</b>	<p>Replaces any [DateCode] with a special word-processor-specific field or code that will be maintained by your word processor. Each time you open a section with this code in the header/footer, your word processor inserts the current date in place of the code.</p> <p>The format of the date code is configurable. In Microsoft Word, select Insert-&gt;Date and Time. Select the format you want for your default setting then click <b>Default...</b> Word will ask you to confirm the current selection as the default setting. Click <b>Yes</b> to confirm. The next time you use MASTERWORKS to insert a [DateCode] code, the new default date will be inserted.</p> <p>In Corel WordPerfect, select Insert-&gt;Date/Time. Select the format you want for your default setting. You can use the <b>New Format</b> button to create a new format. Click the <b>Apply Format</b> button to set the default date setting to your new format. The next time you use MASTERWORKS to insert a [DateCode] code, the new default date will be inserted.</p>
<b>Copyright Symbol</b>	Replaces the [Copyright] code with the © symbol.
<b>Trademark Symbol</b>	Replaces the [Trademark] code with the ™ symbol.
<b>Document File Path</b>	Replaces the [DocPath] code with the path and file name of the section. Because a document path can be long, you may want to set the font of the [DocPath] code to a smaller font size to prevent problems with text wrapping.
<b>Page x of y</b>	Replaces the [PageXofY] code with the current page number along with the total number of pages in the document (example: <i>page 16 of 35</i> )

## Select Font Dialog

The **Select Font** dialog (Figure 5-19) provides a standard selection of fonts, font sizes, and font attributes.

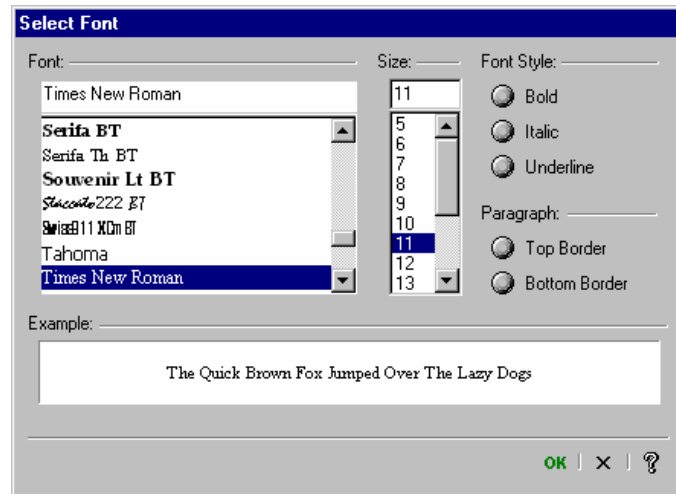


Figure 5-19 Select Font Dialog

If text is selected in your header/footer and you choose a new font in the **Select Font** dialog, only the selected text will have the new font applied. Otherwise, your new font setting will be applied to text entered at the cursor location.

The Paragraph options, Top Border and Bottom Border, apply to the paragraph at the cursor insertion point. These borders apply to the entire paragraph and are toggled on and off. If you inadvertently turn on a border or create a new paragraph with a border, you can remove the unwanted border by deselecting the border option for the paragraph.

## Additional Information

The **Edit Header and Footer** dialog is easy to use. If you add text to an empty edit box, the **Options** will change to **Use on Every Page**. Conversely, if you click the **Clear** button, the **Options** will revert back to **Do Not Use**.

Header/footer positioning options allow for complex arrangement of headers and footers. For example, you may want to place a different header or footer on the even and odd pages of a document. To accomplish this, you will need to run **Edit Header and Footer** twice. The first time, a header/footer is inserted onto the even pages. The second time, a header/footer is inserted onto the odd pages. Text alignment in the edit boxes is accomplished with tab settings. Two tab positions are defined: a center tab in the middle of the text box, and a right tab located against the right margin. For Corel WordPerfect, MASTERWORKS converts these tab settings into center and right justification codes.

MASTERWORKS saves headers/footers as Rich Text Format (RTF) files. Microsoft Word and Corel WordPerfect can read and create files in RTF. If MASTERWORKS does not offer a specific formatting option, you can use your word processor to modify one of the RTF files created by MASTERWORKS and then insert the custom RTF file into the selected sections as the header/footer. This "back-door" formatting is not supported by ARCOM, and should only be performed by users who are very experienced with MASTERWORKS and their word processor.

WordPerfect 8.0 does not have very good RTF capability. You may experience problems when using advanced formatting features such as paragraph borders.

## Reports Dialog

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Clicking the **Reports** button on the **Multi-File** main dialog (Figure 5-1) opens the Reports dialog.

The **Reports** dialog (Figure 5-20) is used to create reports about the sections in a project specification.

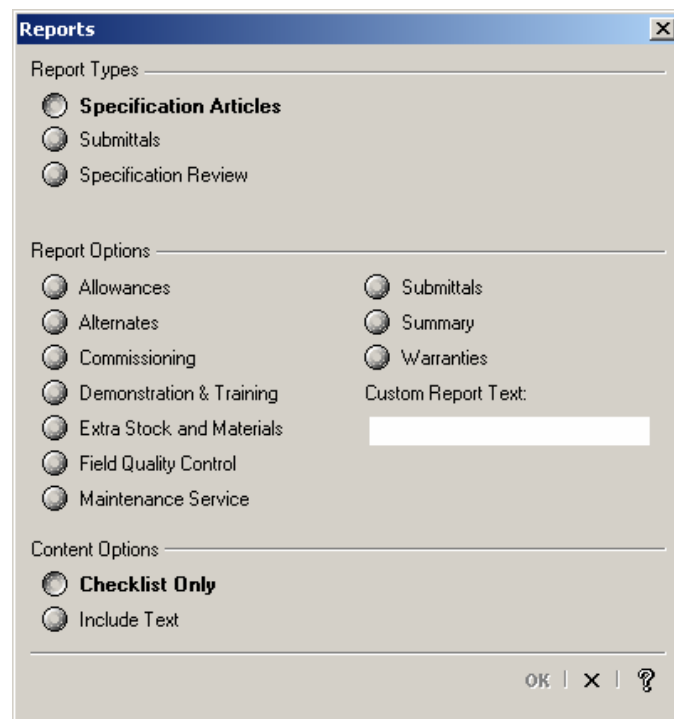


Figure 5-20 Reports Dialog

MASTERWORKS Reports includes the following three types:

<b>Specification Articles</b>	Indicates whether selected sections contain specific Article Titles. Searches only for Article Titles; the text must match the report title. You may also enter a custom Article Title for specific project reporting needs.
<b>Submittals</b>	Indicates whether selected sections contain specific submittal items. Searches only in the Submittals Articles for this information. You may enter a custom submittal item for specific project reporting needs. If you type "Other" into the Custom Submittal text box, MASTERWORKS will indicate the presence of additional submittal items that are not specifically reported.
<b>Specification Review</b>	Indicates whether any selected sections contain both units of measure, any Options or Notes, any Project Notes, or any redline/strikeout text.

The **Specification Articles** and **Submittals** Reports have an option to include the Article Title and all subordinate text.

### **Specification Articles Report**

MASTERWORKS creates the **Specification Articles** Report by searching each selected section for Article Titles that match the selected report title. If you have entered a custom Article Title, or have extensively modified any of the selected sections, remember that MASTERWORKS searches only for exact matches of text when building reports. If you choose to include Article text, MASTERWORKS will insert relevant text in the report. All text will follow the report checklist.

<b>Article Title</b>	<b>Information Contained in Article</b>
<b>Allowances</b>	Items for which a portion of cost is determined by an allowance.
<b>Alternates</b>	Items for which alternate bid prices are requested.
<b>Commissioning</b>	Commissioning activities specific to the section.
<b>Demonstration and Training</b>	Demonstration of equipment operation and training for the Owner's personnel.
<b>Extra Stock and Materials</b>	Extra stock and materials provided to the Owner for future use on the Project.
<b>Field Quality Control</b>	Testing samples obtained at the Project site and inspection of installed work.

<b>Maintenance Service</b>	Continuing maintenance service required after completion of construction.
<b>Related Sections</b>	Related products and construction specified in other sections.
<b>Summary</b>	Work included in the section.
<b>Warranties</b>	Required warranties in addition to the Contractor's warranty.
<b>Custom Report</b>	Based on the Article Title you enter in the edit box.

### **Submittals Report**

The **Submittals** Report is created by searching all Paragraph Level 1 (PR1 style) paragraphs after the "Submittals" Article. Only exact matches of text are reported. Some report option items, such as "Tests," may refer to multiple items like Acoustical Test or Fire-Test Response. If you are searching for a specific item, use the Custom Submittal text box. If you choose to include Article text, MASTERWORKS will insert portions of text containing the relevant items into the report. All text will follow the report checklist.

The **Submittals** Report includes the following submittal items:

- Compatibility Test Reports
- Construction Photos
- Construction Video
- Coordination Drawings
- Delegated Design
- Design Data
- Evaluation Reports
- Field Test Reports
- Installer Certificates
- Insurance Certificates
- Maintenance Data
- Manufacturer Certificates
- Manufacturer's Field Reports
- Manufacturer's Instructions
- Material Certificates
- Material Safety Data Sheets
- Material Test Reports
- Preconstruction Test Reports
- Product Certificates
- Product Data
- Product List
- Product Schedule
- Product Test Reports
- Qualification Data
- Research Reports
- Samples
  - Samples for Color Review
  - Samples for Initial Selection
  - Samples for Kind Review
  - Samples for Pattern Review
- Samples for Review
- Samples for Texture Review
- Samples for Verification
- Shop Drawings
- Welding Certificates
- Wiring Diagrams
- Custom Submittals

### **Specification Review Report**

The **Specification Review** Report alerts you to any items that need your attention in the selected specifications. MASTERWORKS reviews the specifications for any remaining Options surrounded by square brackets ([ ]), Insert Notes surrounded by angle brackets (< >), Project Notes, paired IP/SI units of measure, or redline/strikeout text. MASTERWORKS will create a checklist in the report to indicate whether any of these items are present in any of the selected sections.

## Report Creation Process

MASTERWORKS searches for and identifies report items by looking for exact matches of text and then checking for the appropriate style. For example, if you are generating a **Submittals** report about "Tests," but the section text has been modified to say "Test," MASTERWORKS will not find a match and that item will not be included. It is important to adhere to MASTERSPEC standards when editing or creating specification sections.

For greater flexibility in using search terms, use the **Report Search Text** feature of the **Single File Settings** dialog. For more information on this feature, see Chapter 3, "*Single File Tools.*"

Since February 1998, all MASTERSPEC sections include the section number and title in the Descriptive Name and Subject areas of the section properties. MASTERWORKS checks this area first for the section number and title. If these are not found, MASTERWORKS will look in the section text, searching for the word "SECTION - ", followed by a five-digit number for MasterFormat 1995, or for a six or eight digit number for MasterFormat 2004. If a line of text follows the number, MASTERWORKS uses the text for the section number and title. If an attempt to find the section number and title in the section text fails, MASTERWORKS uses the section file name.

Note: because of the potential difficulty associated with searching the section text for the section number and title, the section properties information should not be changed or removed.

## Generate Table of Contents (TOC) Dialog

Clicking the **Generate TOC** button on the **Multi-File** main dialog (Figure 5-1) opens the **Generate Table of Contents** dialog (Figure 5-21).

Division	Section Title	Pages
DIVISION 01 - GENERAL REQUIREMENTS		
011000	SUMMARY	??
011200	MULTIPLE CONTRACT SUMMARY	??
012100	ALLOWANCES	??
012200	UNIT PRICES	??
012300	ALTERNATES	??
012600	CONTRACT MODIFICATION PROCEDURES	??
012900	PAYMENT PROCEDURES	??
013100	PROJECT MANAGEMENT AND COORDINATION	??

Figure 5-21 Generate Table of Contents (MasterFormat 2004)

Use the **Generate Table of Contents** dialog to create a table of contents based on the selected specifications. MASTERWORKS will organize it by Division, with individual specifications ordered by section number. Any selected sections that are not MASTERSPEC compatible will be included at the end of the Table of Contents, under the heading of "Other."

When MASTERWORKS has finished this task, your new Table of Contents is left open in the word processor as an unnamed document. You will need to give it a name and save it.

The Table of Contents generated will include the section number and titles appropriate for the version of MasterFormat you are using. For MasterFormat 2004, you can choose to have

MASTERWORKS provides a set of content and formatting features for Tables of Contents. Content options are as follows:

<b>Include Series Zero Documents</b>	Includes Series Zero Documents in the Table of Contents under a unique heading.  Series Zero Documents are contract documents and template forms are available through the AIA, the CSI and other sources. Series Zero Documents are not specifications, but are frequently used and included with specifications in project manuals.
<b>Include Dot Leader</b>	Places a dot leader between text entries and the page count in the Table of Contents.
<b>No Page Count</b>	Deletes the page count for each section in the Table of Contents. This option precludes the dot leader option.
<b>Include Last Revision Date</b>	Places the last revision date for each section into the Table of Contents.
<b>Include User Defined Date</b>	Places the date you enter in the Custom Date window for each section into the Table of Contents..

Formatting options for the Table of Contents are as follows:

<b>Font</b>	Sets the font and font size. By default, the title of the Table of Contents is kept slightly larger than the other text point size.
<b>All Capitals</b>	Specification section names appear in uppercase. This setting does not change the section names within the specification.
<b>Initial Capitals</b>	Specification section names appear with initial capital letters. This setting does not change the section names within the specification.

The options available for MasterFormat 2004 include:

<b>No Separation</b>	Section numbers have no separation in six digit numbers. For level 4 numbers, a period is used between the level three and level four pairs of digits.
<b>Separate All Levels</b>	Separates each pair of digits in the section number with spaces. For level four numbers, a period is used between the level three and level four pairs of digits.

**Separate Division Only** Separates the division number from the rest of the section number with a space. For level four numbers, a period is used between the level three and level 4 pairs of digits.

### **Table of Contents Creation Process**

Problems with text wrapping may be encountered with long section titles. Changing font sizes or adjusting the tab settings may help to adjust the layout of the Table of Contents.

Since February 1998, all MASTERSPEC sections include the section number and title in the Descriptive Name and Subject areas of the section properties. MASTERWORKS checks this area first for the section number and title. If these are not found there, MASTERWORKS looks in the section text, searching for the word "SECTION - ", followed by a five-digit number for MasterFormat 1995, or a six or eight digit number for MasterFormat 2004. If a line of text follows the number, MASTERWORKS uses the text for the section number and title. If the attempt to find the section number and title in the section text fails, MASTERWORKS uses the section file name.

Because of the potential difficulty associated with searching the section text for the section number and title, the section properties information should not be changed or removed.

## Create Project Document Dialog

Clicking the **Create Project Doc** button on the **Multi-File** main dialog (Figure 5-1) opens the **Create Project Document** dialog (Figure 5-22).

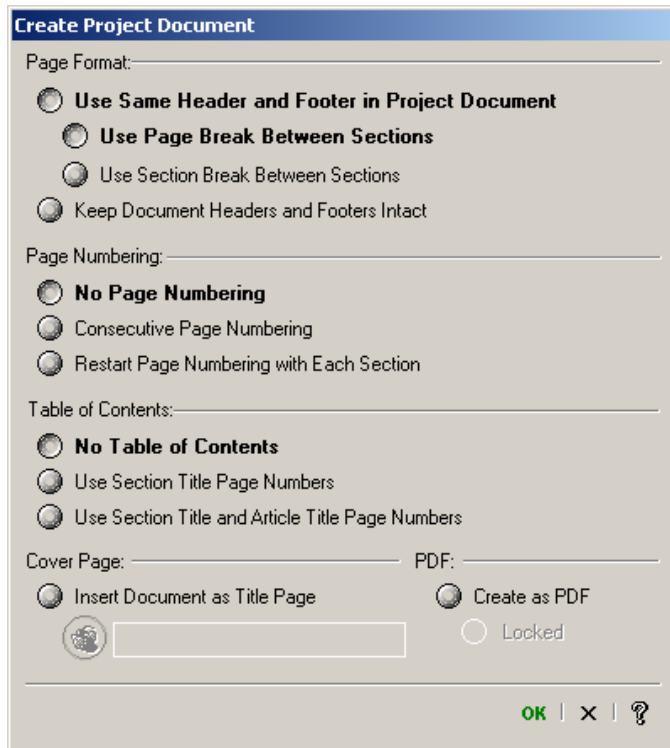


Figure 5-22 Create Project Document

A project document contains all the specification sections you have selected for a project. A project document is most appropriate for a project manual produced from MASTERSPEC Small Project.

Project documents should be created only after all editing and formatting are completed on all individual sections. Because MASTERWORKS makes project document creation easy, it is usually best to create a project document after all changes are made instead of editing a large project document.

MASTERWORKS creates a project document by combining the selected sections into a single large document. The process of creating a project document can require large amounts of computer memory. If your attempt to create a large project document exceeds the physical memory limits of your computer, it may slow down to unacceptable speeds, "lock up," or crash. If your computer shows symptoms of insufficient memory, (slow performance, excessive hard disk access, or excessive crashes), you may want to consider a computer memory upgrade.

Newly created project documents are not automatically saved. You must name and save the project document.

MASTERWORKS offers several options for the composition and formatting of a project document.

### **Project Document Page Format Dialog**

The **Page Format** dialog (Figure 5-23) allows you to select options used by MASTERWORKS to combine the individual documents.

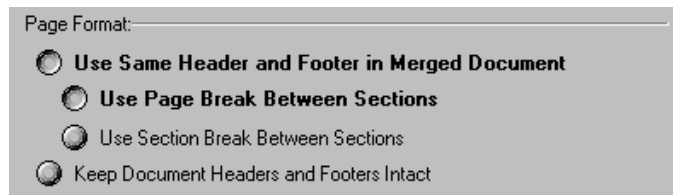


Figure 5-23 Page Format Dialog

The **Use Same Header and Footer in Merged Document** button uses the same header and footer for each section in the project document. MASTERWORKS uses the header and footer from the first section to replace the headers and footers in all subsequent sections as they are merged into the project document.

The **Use Page Break Between Sections** button separates sections with a page break, placing a new page between the end of one section and the beginning of the next section.

The **Use Section Break Between Sections** button allows one section to end on the same page that another section begins. This option results in a shorter project document.

The **Keep Document Headers and Footers Intact** button, places a page break between sections and preserves the headers and footers of each section.

### **Project Document Page Numbering**

The **Page Numbering** dialog (Figure 5-24) provides options that affect the way that pages are numbered in the project document and referenced in the project document Table of Contents.

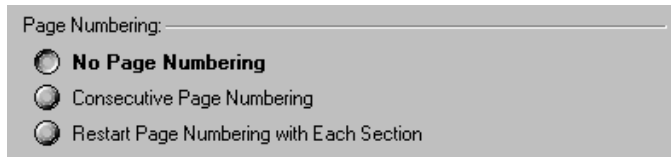


Figure 5-24 Project Document Page Numbering Dialog

The default selection button is **No Page Numbering**. It instructs MASTERWORKS to do nothing with respect to page numbering in the project document. This setting preserves any page numbering that exists in any of the selected sections.

The **Consecutive Page Numbering** button instructs MASTERWORKS to set the page numbering at the beginning of each section to follow the previous section so that the project document is numbered consecutively from beginning to end. This option is useful for a Table of Contents and can reference each section and the subordinate articles by sequential page numbering.

The **Restart Page Numbering with Each Section** button resets the page numbering at the beginning of each section and ensures that each section has consistent page numbering. **Note:** Combining this option with the **Use Section Break Between Sections** format option may lead to errors in page numbering.

## Table of Contents

MASTERWORKS can create a Table of Contents for your project document (Figure 5-25). A Table of Contents provides a useful subject matter index for the project document; however, including a Table of Contents will require considerable time to run, especially if you are merging many documents and including all Section Titles and Article Titles.

A Table of Contents will be most useful with **Consecutive Page Numbering** in the project document.

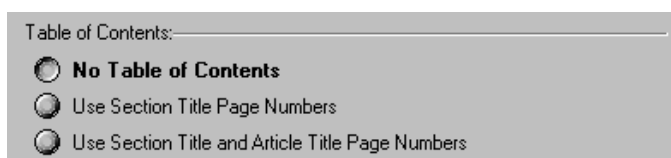


Figure 5-25 Project Document Table of Contents Dialog

The default selection button is **No Table of Contents**. MASTERWORKS will not create a Table of Contents.

The **Use Section Title Page Numbers** button will create a Table of Contents, based on Section Titles only, with the page number at the start of each section.

The **Use Section Title and Article Title Page Numbers** button will create a more complete Table of Contents with Section Titles and Article Titles and the page number at the start of each section. This option requires more time to run than the other options.

### Cover Page

MASTERWORKS will not automatically create a Cover Page, but you can create and include one (Figure 5-26). MASTERWORKS will place the document of your choice at the beginning of the project document.



Figure 5-26 Project Document Cover Page Option

To include a Cover Page, click the **Insert Document as Title Page** button (Figure 5-22). MASTERWORKS remembers the last cover page used and if you have already selected a document for a cover, you may use it again.

If you have not previously selected a Cover Page or want to choose a new Cover Page, click the **Browse** button at the left of the edit box. Use the Browse dialog to find and select a document to use as a Cover Page.

When you include a cover page, the entire document is inserted into the project document. MASTERWORKS preserves font, font size, and text justification for the project document, but other items such as watermarks or headers and footers may carry over from the cover page to the project document. **Note:** Do not use features in the cover page that will adversely affect the project document.

### Create as PDF

If this option is selected (Figure 5-27), the project document will be created as a file in PDF format.



Figure 5-27 Create as PDF options

If the **Locked** option is selected, the resulting file can be opened, read, and printed, but cannot be copied or pasted.

### **Create Sheet Specification**

---

Clicking the **Create Sheet Spec** button on the **Multi-File** main dialog (Figure 5-1) creates a sheet specification section, following confirmation (Figure 5-28), with Part Titles, headers, footers, and end of section titles deleted. Paragraph numbering is redefined and blank lines are removed except those lines before and after Article Titles. Each sheet specification section is saved, with the file extension "CSS," in the same folder as the selected section. Any existing files with the same file name and extension will be overwritten.

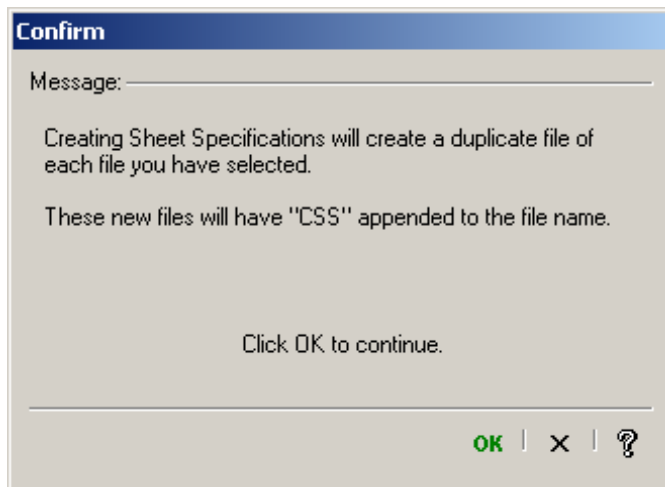


Figure 5-28 Create Sheet Specification Confirmation

## Create Outline Dialog

The **Create Outline** button (Figure 5-29) is available only if you are using Small Project specifications. This dialog is installed with MASTERWORKS only from the Small Project CD. MASTERWORKS does not create OUTLINE sections from MASTERSPEC Full Length, Short Form, or Outline sections.

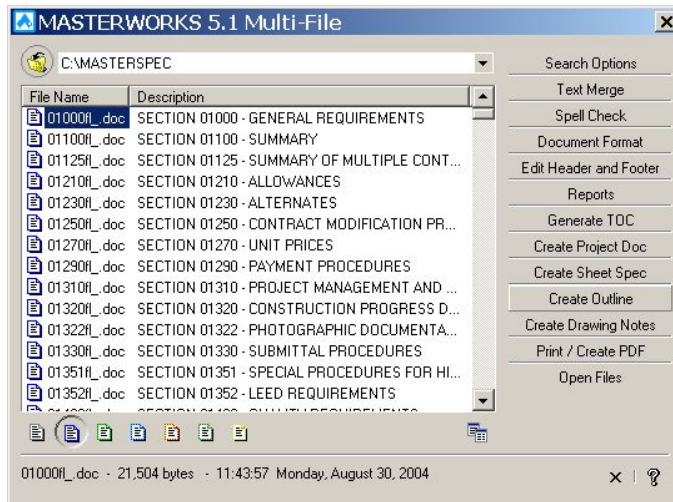


Figure 5-29 Create Outline Button for SMALL PROJECT Specifications (MFmt. 1995)

The **Create Outline** button on the Multi-File main dialog opens the **Create Outline** dialog (Figure 5-30).

The Create Outline dialog modifies selected SMALL PROJECT sections to create basic outline or preliminary project sections.

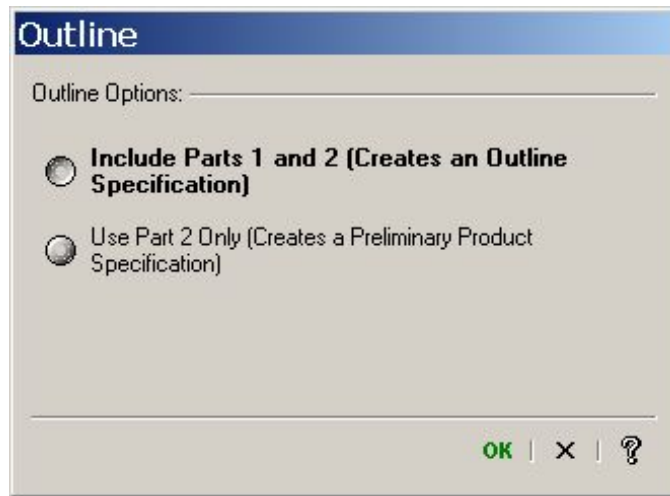


Figure 5-30 Create Outline Confirmation

The **Include Parts 1 and 2 (Creates an Outline Specification)** button, creates basic outline specification sections. The **Use Part 2 Only (Creates a Preliminary Product Specification)** button, creates preliminary product specification sections from the selected Small Project sections. The modified files are saved with the letters "OTL" appended to the file name. The original files are not modified in any way. MASTERWORKS will overwrite files of the same name and extension when it saves the outline sections.

### **Create Drawing Notes**

---

Clicking the **Create Drawing Notes** button on the **Multi-File** main dialog (Figure 5-1) creates a set of drawing notes, following confirmation (Figure 5-31), with Part Titles, Article Titles, headers, footers, and end of section titles deleted. Paragraph numbering is redefined and all paragraphs are single-spaced. The drawing note set from each section will be saved, with the file extension "CDN," in the same folder as the selected section. Any existing files with the same file name and extension will be overwritten.

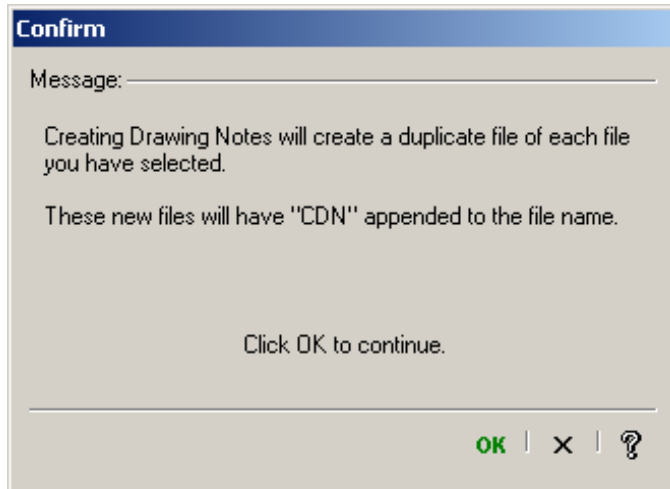


Figure 5-31 Create Drawing Notes Confirmation

### Print/Create PDF Dialog

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Click the **Print / Create PDF** button on the **Multi-File** main dialog (Figure 5-1) to open the Print dialog (Figure 5-32).

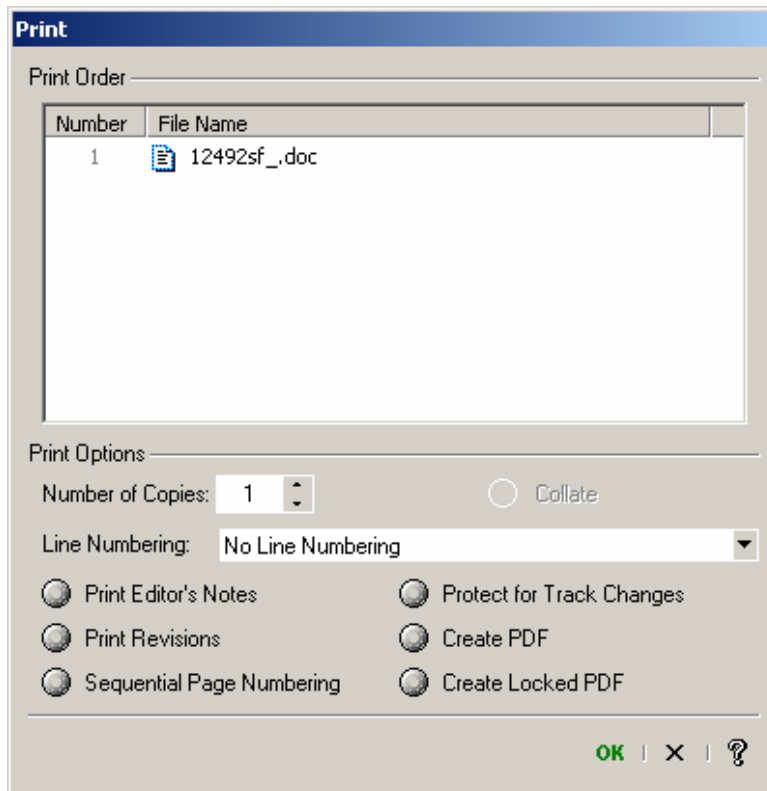


Figure 5-32 Print/Create PDF Dialog

The **Print / Create PDF** dialog allows you to print all selected files, or create a PDF format file of all selected files.

### **Set the Document Print Order**

The file list window displays the print order in which the selected files will be printed. You can change the print order by dragging list items to another position in the file list. The file list will automatically scroll, if necessary, if you drag past the top or bottom of the list box. Use print reordering to place Covers, Table of Contents, Forms, Title pages, and other documents at the top of the print list so they are easier to find in the printed copies.

The Print dialog has the following options:

<b>Number of Copies</b>	You can select the number of copies to print. <b>Note:</b> This number is the total number of printed copies for all of the files and is not a per-file setting.
<b>Collate</b>	This option is only available if you want more than one copy of the documents to be printed and collated in individual copies.
<b>Line Numbering</b>	Allows you to specify Line Numbering settings. In Corel WordPerfect, options to include or exclude blank lines in line numbering are available. Line Numbering will appear in the printed copies of the text only and will not affect the section file.
<b>Print Editor's Notes</b>	Allows you to print Editor's Notes and other hidden text.
<b>Sequential Page Numbering</b>	Instructs MASTERWORKS to set the section page numbering of the printed documents to be sequential.
<b>Protect for Track Changes</b>	Individual files will be created with Word Track Changes turned on and protected with a user input Password. The password is required to remove Track Changes.
<b>Create PDF</b>	Ordered files will be created as a single PDF format file.
<b>Create Locked PDF</b>	Same as above, except the resulting PDF file will be "locked," so that no text can be copied or pasted from your document.

## Print Hardcopy Dialog

The **Print Hardcopy** button of the MASTERWORKS **Multi-File** Main dialog (Figure 5-1) opens the Print Hardcopy dialog (Figure 5-33) and allows you to print sections of MASTERSPEC specifications in their original, unedited form.

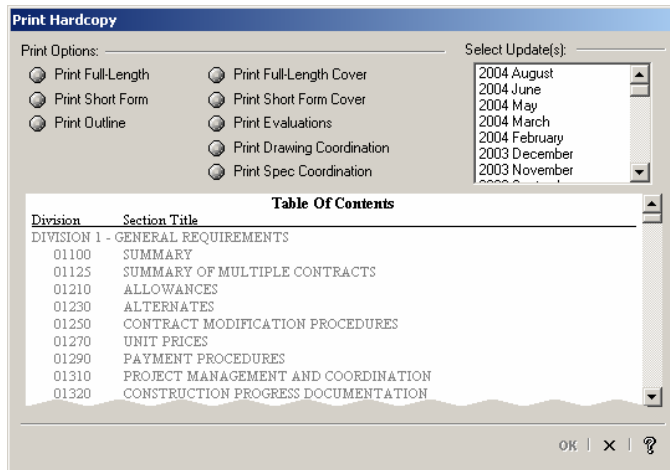


Figure 5-33 Print Hardcopy Dialog (MasterFormat 1995)

The **Table of Contents** window of this dialog shows all of the available sections. Click to highlight the individual sections you want printed, or click the title of a division to highlight that entire division. When all of your desired sections are highlighted and your options are selected, click the **OK** button to begin printing.

**Print Options:** Select the types of sections you want to print. You may select as many of these options as you wish. These options include:

- Full-Length Sections
- Short-Form Sections
- Outline Sections
- Full-Length Covers
- Short Form Covers
- Evaluations
- Drawing Coordination
- Specification Coordination

**Select Update(s):** Use this tool to automatically highlight all of the sections in the list that were replaced during a particular update. More than one update may be selected for easy printing of any missing updates.

## **Open Files Button**



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Click the **Open Files** button on the **Multi File** main dialog (Figure 5-1) to open all selected section files for editing or review.

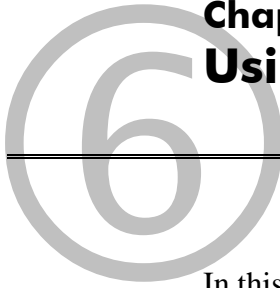
The **Open Files Toolbar** that appears (Figure 5-34) will help you navigate through large numbers of selected sections, one at a time.



Figure 5-34 Open Files Toolbar

MASTERWORKS will automatically open the first selected file (section). You can open subsequent or previous sections by clicking the **Open Next**  and **Open Previous**  arrows on the toolbar. When you open a section using the toolbar, MASTERWORKS will automatically close the current section (if the current section was previously opened by MASTERWORKS) before opening the next section. You will be prompted to save changes, if any, before the current section is closed.

MASTERWORKS will keep the sections selected until you either select a new list of files to open or close the Open Files toolbar by clicking the **Exit** button.



## Chapter 6 Using MASTERWORKS Version 5.2

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In this chapter, is information on the MASTERWORKS interface to your word processor, how the MASTERWORKS buttons work, and suggestions for a sequence of tasks in preparing specifications and a project manual. For more information about the various MASTERSPEC features mentioned in this chapter, see the *MASTERSPEC User's Guide*.

### The MASTERWORKS 5.2 Interface

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The strength of MASTERWORKS lies in the powerful features that enhance your word processor and the unique tools in the Multi-File dialogs. These tools have an easy-to-use interface. Knowing how these tools operate will make MASTERWORKS a very efficient and timesaving tool.

#### Flat Round Buttons

**Flat Round** buttons (Figure 6-1) are like regular buttons except when the cursor moves over a **Flat Round** button, it will "pop up" to indicate it is ready to be clicked.

Some flat round buttons, like those used for the file buttons, remain "pressed" when a selection is made from a group. Others, such as the **Browse** button, have an etched border when selected. Disabled buttons are "grayed out" and do not pop up when the mouse moves over them.



Figure 6-1 Flat Round Buttons: Pressed, Etched, Disabled and Ready

#### Bounce Buttons

**Bounce** buttons (Figure 6-2) are often called radio buttons. A group of **Bounce** buttons may allow you to make many selections from a group. In other cases, you will be allowed to select only one or a few items.

Because **Bounce** buttons are large, they provide instant visual feedback about their position and the selections you have made.

When selecting a **Bounce** button, you can click on the button or the text. A selected **Bounce** button will have a depressed button and dark, bold text. Unselected **Bounce** buttons will have a raised button and normal text. Disabled **Bounce** buttons have "grayed-out" text and no obvious button.

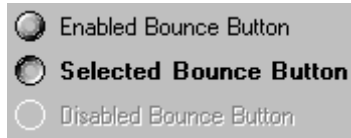


Figure 6-2 Examples of Bounce Buttons

## **Sequence of Tasks**

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Using the MASTERWORKS tools in a specific order can greatly increase efficiency. Below is a suggested order for using the MASTERWORKS tools:

Use the **Create New Project** wizard to begin your new project. This wizard will create the appropriate folder structure and prepare a location for all of the files in your new project.

Use **Windows Explorer** or the MASTERWORKS browser to copy MASTERSPEC master specification files into the new project folder. Other project files, such as drawings, should be placed in the appropriate subfolder in the new project folder.

Use MASTERWORKS to do global formatting.

Use the MASTERWORKS **Multi-File Open Files** tool to queue and manage your project specifications as you edit them.

Use the MASTERWORKS toolbars to assist you as you edit each specification.

For more information about a specification section, use the Supporting Documents or jump to Internet resources through the Resource Links button. If you plan to use products from a single manufacturer, check the PRODUCT MASTERSPEC button on the Evaluations to see if there is a PRODUCT MASTERSPEC section available from that manufacturer.

When you are finished editing the specifications, use MASTERWORKS to generate a table of contents, to create drawing notes, or a project document. Store these items in the project folder.

# 7

## Chapter 7 Using the Supporting Documents

In this chapter, there are directions for using the online MASTERSPEC Supporting Documents.

### Supporting Documents

The MASTERSPEC Supporting Documents provide quick access to detailed information about each specification section. The Supporting Documents include the Cover, Evaluations, Drawing Coordination Checklist, and Specification Coordination Checklist.

When you click **Supporting Documents** in the MASTERWORKS menu, MASTERWORKS checks the open document. If it is a MASTERSPEC specification section, MASTERWORKS will open the Supporting Documents for that section. If no section is open, or if the open document is not a specification section, MASTERWORKS will open the Table of Contents for the Supporting Documents.

The Supporting Documents provided with MASTERWORKS are stored in Hypertext Markup Language (HTML) format for the World Wide Web and for viewing with a Web browser. HTML offers special advantages, notably the ability to move to related areas with one mouse click.

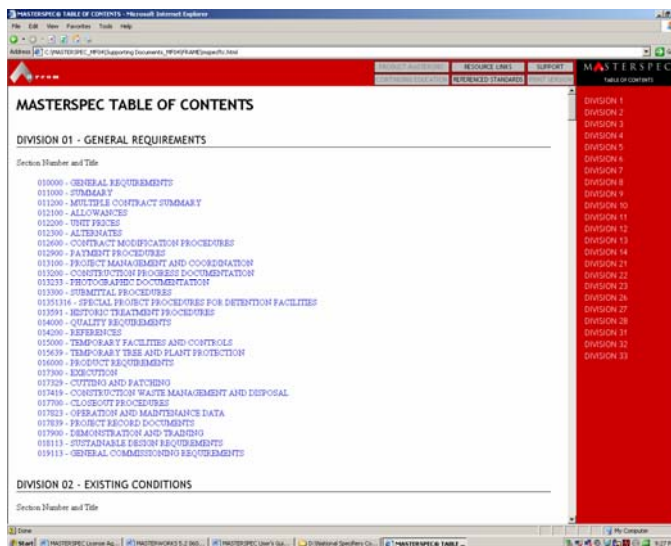


Figure 7-1 Supporting Documents Table of Contents (MasterFormat 1995)

Some sections are marked with "PM" in the column on the right side in the Supporting Documents Table of Contents. These sections have PRODUCT MASTERSPEC sections available with edits made for specific manufacturers. Click on the section to open it and then click the PM button to access the specific manufacturer sections. The sections marked "CES" have a set of questions available for AIA CES credit. Click on the section to open it and then click the Continuing Education button to access instructions and the question set.

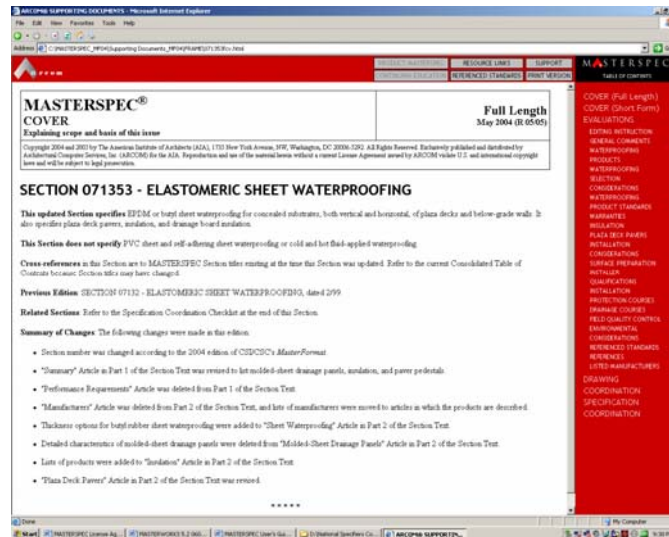


Figure 7-2 Section Evaluations

The six buttons at the top of the screen provide shortcuts to the Resource Links below as well as other MASTERWORKS capabilities. The six buttons are:

- PRODUCT MASTERSPEC
- CONTINUING EDUCATION
- RESOURCE LINKS
- REFERENCED STANDARDS
- SUPPORT
- PRINT VERSION

## Resource Links

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Because the Supporting Documents are stored on your computer, Internet access is not necessary. However, if your computer does have Internet access, you can take advantage of the **Resource Links** button to find more information about a specification topic, product information, green building information, standards, manufacturer's PRODUCT MASTERSPEC sections, the ARCOM Web site, AIA Continuing Education, and CAD sources.

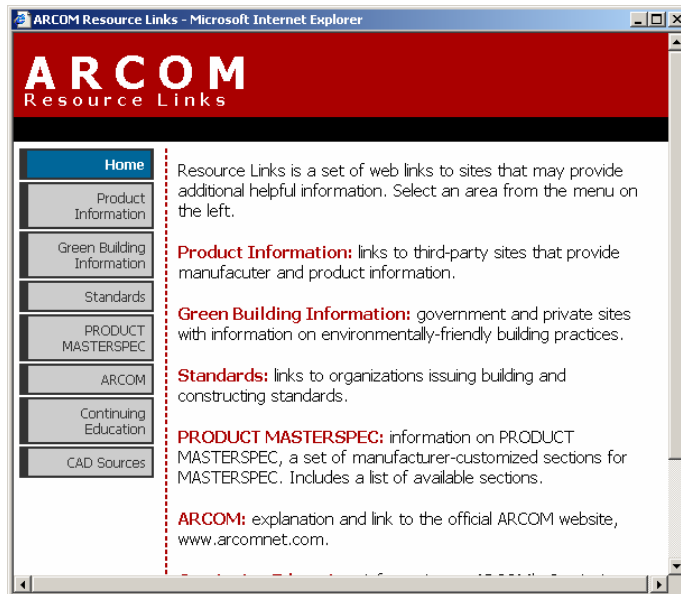


Figure 7-3 Resource Links Tabs

## Product Information

The **Product Information** Tab provides online access to several product information sites. MASTERWORKS sends the section number to Sweets and First Source to direct you to appropriate pages for products included in that section.



Figure 7-4 Product Information Tab

## Green Building Information

The **Green Building Information** Tab provides online access to several sources of green building product information.



Figure 7-5 Green Building Information

## Standards

The **Standards** Tab gives you a choice of accessing standards from ASTM or IHS for the active section. Clicking on ASTM or HIS for a standard will open the appropriate Web site. On the ASTM Web site the Document Summary is displayed (Figure 7-8). The standard may be downloaded for a fee.



Figure 7-6 Standards Tab

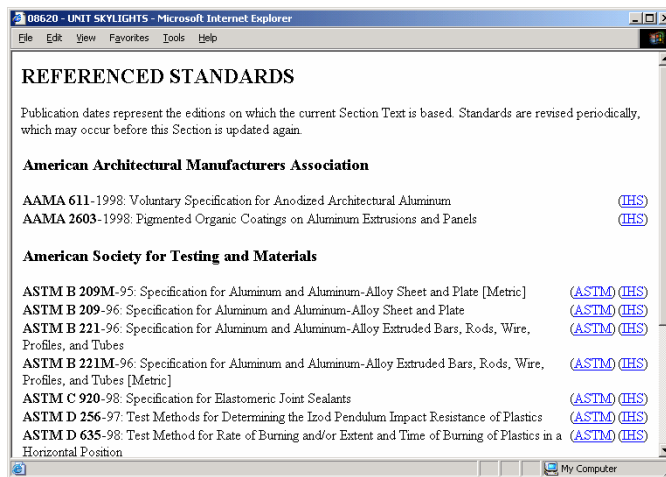


Figure 7-7 Standards in a MASTERSPEC Section

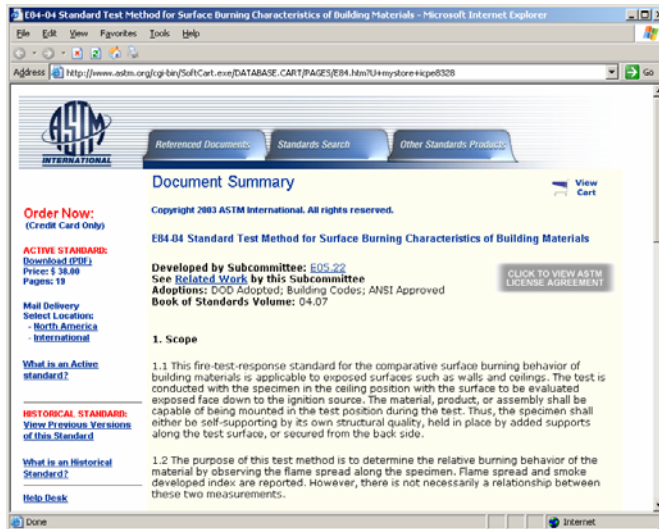


Figure 7-8 ASTM Document Summary

## PRODUCT MASTERSPEC

The **PRODUCT MASTERSPEC** Tab opens a listing of available **PRODUCT MASTERSPEC** specifications. These are **MASTERSPEC** sections pre-edited by various manufacturers to feature their products. Click on a Division Title in the Supporting Documents to access the **PRODUCT MASTERSPEC** sections for sections in the Division.

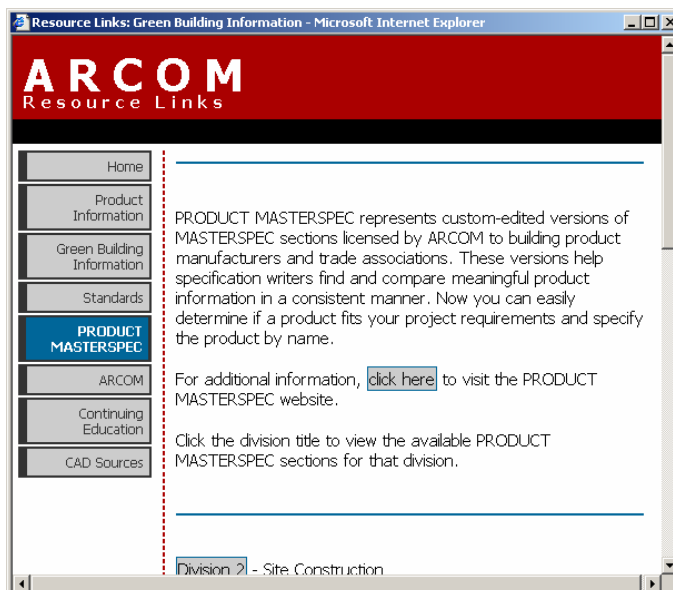


Figure 7-9 PRODUCT MASTERSPEC Tab

## ARCOM

The **ARCOM** Tab opens online access to the ARCOM Web site. Licensed Users may enter a reserved area where there is additional **MASTERSPEC** information, technical support, and access to downloaded sections at reduced license fees.

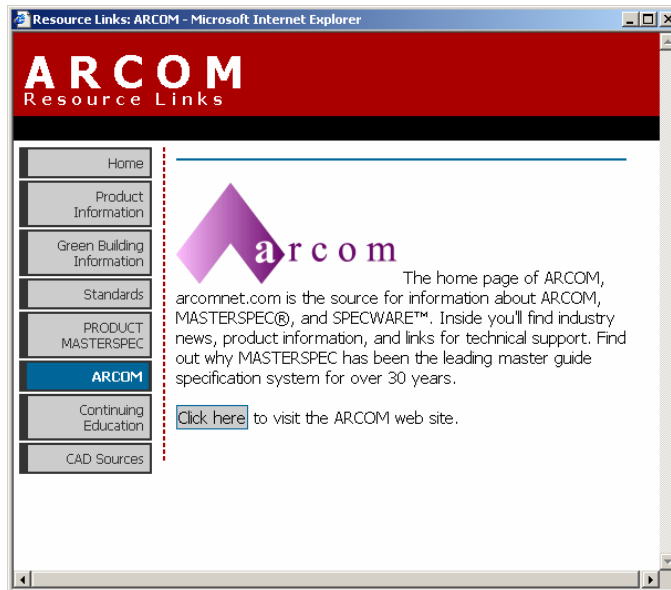


Figure 7-10 ARCOM Web Site Tab

## Continuing Education

The **Continuing Education** Tab lists the MASTERSPEC sections with test question sets available for AIA continuing education.

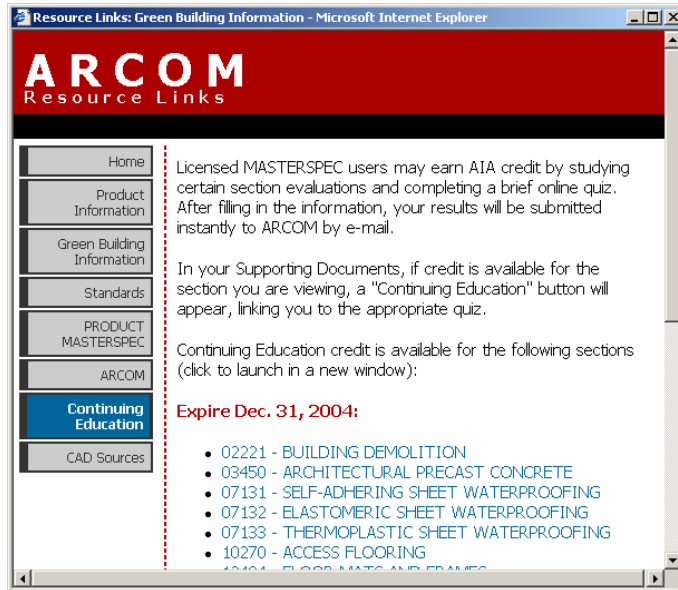


Figure 7-11 Continuing Education (CES) Tab

Clicking on a section will open the online section test questions on the ARCOM Web site.

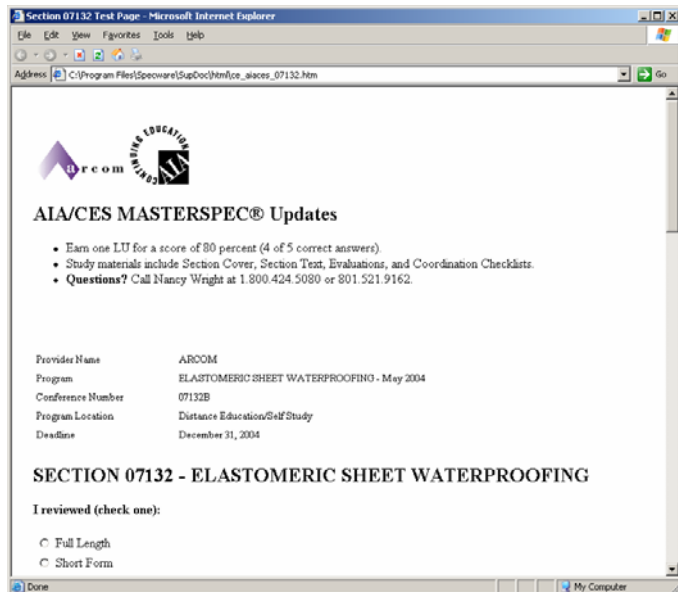


Figure 7-12 Continuing Education Test Page

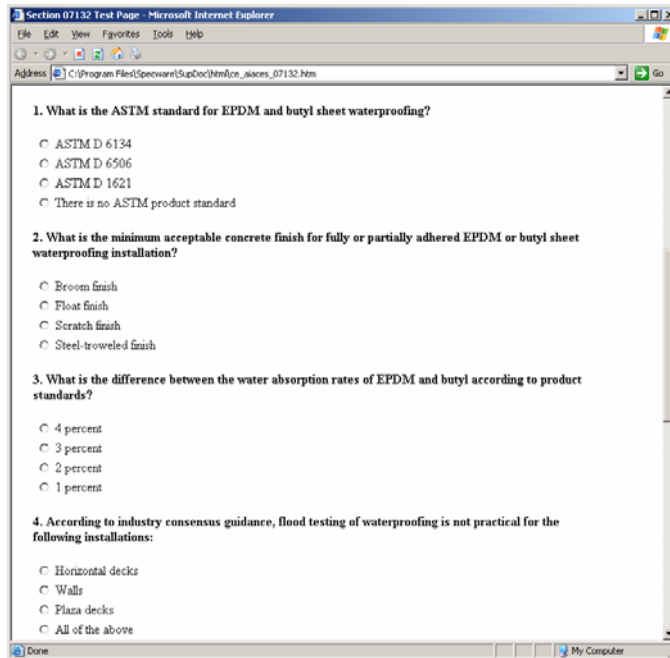


Figure 7-13 Continuing Education Sample Questions

## CAD Sources

The **CAD Sources** Tab provides links to several CAD manufacturers' Web sites.



Figure 7-14 CAD Sources Tab

## **Copying Text**

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Text can be copied from the Supporting Documents into an open specification section. Highlight the Supporting Document text in your browser, and select **Copy** from the Edit menu. Select **Paste** from the Edit menu to insert the copied text into your specification section.

## **Portable Document Format**

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Many graphic images and some complete documents in the Supporting Documents are provided in Adobe's portable document format, or PDF.

PDF documents are compact and ensure that printed output is identical to the original. To view these documents, an Adobe PDF Reader is required. The Adobe PDF Reader is included on all MASTERSPEC CD-ROMs and available without cost from the Adobe Web site.



# Appendix A Contact Information

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## Technical Support

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The MASTERSPEC and MASTERWORKS User's Guides and MASTERWORKS Online Help will answer questions about capability and use of the software. You may also contact the ARCOM technical support and writing staff by mail, e-mail, telephone, or fax.

### Offices

ARCOM  
The Aspen Building  
332 East 500 South Street  
Salt Lake City, UT 84111-3309  
Telephone: (801) 521-9162

ARCOM  
King Street Station  
225 Reinekers Lane  
Alexandria, VA 22314-2875  
Telephone: (703) 684-9153

### Software and Technical Support by Telephone, Fax, or E-mail

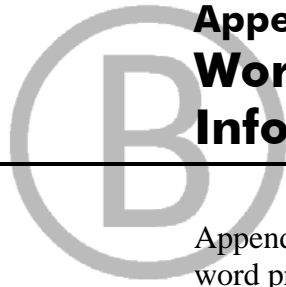
Telephone:	(800) 424-5080
Fax:	(801) 521-9163
E-mail:	support@arcomnet.com

### Specification Writer and Information Specialist by Telephone, Fax, or E-mail

Telephone:	(800) 200-6652
Fax:	(703) 684-9182
E-mail:	support@arcomnet.com

### Internet and Electronic Mail Addresses

ARCOM MASTERSPEC		
Web Site	:	www.masterspec.com
		www.arcomnet.com
E-Mail:		arcom@arcomnet.com



## Appendix B

# Word Processor Software Update Information

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Appendix B provides information and instruction to help you keep your word processor software current and efficient.

### Why Update?

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Software updates, also called *patches*, are the primary way of fixing bugs and problems with software. Installing these updates ensures that your software will operate effectively, efficiently, and with the best possible performance. MASTERWORKS is updated quarterly on the MASTERSPEC CD.

### How Do I Know if My Software Has Been Updated?

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Most Windows programs maintain a number or other version reference in a location known as the **About Box**.

In Microsoft Word, click **Help** in the Menu Bar and select **About Microsoft Word**. The first line of text in the About Microsoft Word dialog will contain the text, Microsoft Word, and additional text that will indicate the Service Release version. Service Release is usually shortened to SR followed by the service release number. Thus, if the first line of text read "Microsoft Word 97 SR-3," you would know that you have Microsoft Word 97 with the Service Release 3 patch.

In Corel WordPerfect, click **Help** in the Menu Bar and select **About WordPerfect**. The About WordPerfect dialog will contain a version number like "9.0.0.528". The version number can be checked against the version numbers posted on the Corel Web site to see if a patch is available for your version of WordPerfect.

The software patches provided by Corel and Microsoft come with installation programs that check the version on your word processor before changing any files, which protects you from accidentally "downgrading" your word processor.

## **Obtaining Updates**

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The Microsoft Web site has a special area for the Microsoft Office suite, [www.microsoft.com/office](http://www.microsoft.com/office). This area contains links to updates, add-ons, and other helpful and informative information.

Corel places updates on its Web site, [www.corel.com](http://www.corel.com). Patches for Corel software products can be found in the technical support area.

Microsoft and Corel both provide telephone numbers on their Web sites. You can call to receive updates if you do not have access to the Internet. A fee will be charged for shipping and materials.



## Appendix C

# Glossary of MASTERSPEC and MASTERWORKS Terms

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Appendix C provides definitions and explanations of MASTERSPEC and MASTERWORKS features, commands, and terminology.

### C

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Construction Document    See Project Document.

### E

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Editor's Notes                      In MASTERSPEC, Editor's Notes are special paragraphs that contain notes or specific instructions to the editor. The text of Editor's Notes is colored blue and styled as hidden text so the display and printing of the Editor's Notes can be controlled.

Because Editor's Notes contain valuable information, hidden text should be turned on while editing MASTERSPEC specifications.

In the past, Editor's Notes were called Comments. The style name for Editor's Notes, CMT, reflects the previous naming convention.

### G

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GB (Gigabyte)                      1024 Megabytes. A GB is a lot of storage space, equivalent to about 1000 floppy disks.

### I

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Insert Notes (Notes)                In MASTERSPEC specification sections, Notes are instructions to insert text. They are surrounded by angle brackets (<>). A Note will typically instruct the editor to replace the Note with a specific value or text.

### K

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KB (Kilobyte) Space required to store about 1000 characters, letters, or numbers. See MB (Megabyte) for more information.

## **M**

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MB (Megabyte) An MB is 1,048,576 (1024 x 1024) bytes. One byte is the space necessary to store one character, or eight "bits."

## **O**

---

Office Masters Specifications that are pre-edited and prepared for repeated use. In the context of MASTERSPEC, Office Masters are often created from MASTERSPEC sections where text may be added, changed, or removed to customize the content, make the section more narrow in scope, add specific client requirements, or format the section to meet the standards of the firm.

Optional Text (Options) In MASTERSPEC sections, Options are surrounded by square brackets ([]) and represent text that may or may not be needed for a specific project. Several Options are often found in a group, with an editor's note directing the choice of one or more of the Options given.

## **P**

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Project Document A Project Document is the entire set of specifications and other documents combined into a single large document for use in bidding, construction, review, or archival purposes.

Project Notes Project Notes are electronic notes comparable to paper sticky notes placed in the specification section. They are styled as hidden text, like Editor's Notes, but are shaded light yellow.

Project Notes are intended as memos and reminders to be used during the editing and review of specification sections. Original

MASTERSPEC sections do not contain the Project Note style (PRN), MASTERWORKS will add the Project Note style (PRN), when a Project Note is added to a section.

## **R**

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Rich Text Format (RTF) A generic method of storing formatted text. Because of their small size and simplicity, RTF files are used by MASTERWORKS to store headers and footers. Word and WordPerfect can open and convert RTF files into their native word processor format.

## **W**

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Wizard A wizard is a feature that asks questions and uses your answers to automatically complete a complex task. MASTERWORKS provides wizards to help you format documents, create new specification sections, and create project folders.



## Appendix D Frequently Asked Questions

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- Why won't MASTERWORKS allow me to select files from all division at folders at the same time?

The MASTERWORKS Multi-file tool is capable of seeing only one folder's contents at any given time. If the files are in separate division folders, MASTERSPEC, can open only one at a time. When setting up a project is it advantageous to store the specification files all together in the same folder so that MASTERWORKS can make changes to all of the files simultaneously. The MASTERSPEC Installer facilitates this by giving you the option to install the specification files with or without division folders.

- Why doesn't the MASTERWORKS Edit Header/Footer tool show me the existing header and footer in the documents I have selected? What if I only want to change one part of an existing header or footer?

Because the selected documents' headers and footers may all be potentially different, the Edit Header /Footer tool does not attempt to display any headers or footers. The tool provides an empty box so that you may type your headers and/or footers exactly as you'd like them to appear. It is necessary to enter all of the new header or footer text and codes even if you only need to make a small change.

- What does the term "Retain Existing" mean as seen in many MASTERWORKS dialogs?

When a MASTERWORKS option is set to "Retain Existing", it means that the tool will leave that particular attribute or text unchanged as it processes each document. MASTERWORKS does not attempt to display what settings are currently present in the selected documents because they may potentially be different for each file.



## Appendix E

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