

SPECWARE®



MASTERWORKS

Version 5.0
User's Guide

SPECWARE®

Specification Enhancement Software

ARCOM

Architectural Computer Services, Inc.

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Chapter 1 MASTERSPEC and MASTERWORKS Installation

This guide gives you easy step-by-step instructions for installing your MASTERSPEC, Supporting Documents, or MASTERWORKS software.


Step 1 - Preparation

Close all Windows programs prior to installing this CD-ROM. If your computer is on a network, you may need administrator privileges to install this program.

Step 2 – License Agreement

Insert the CD-ROM into the drive. The install program should start automatically. If not, double click on the **My Computer** icon and the **CD-ROM** icon on your desktop. Then double click the file **SETUP**.

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

You will first be presented with a license agreement that defines your rights to use the MASTERSPEC System (Figure 1–1). To indicate that you have read and accept the terms of the agreement, click Yes ; and then click the blue arrow  to continue.

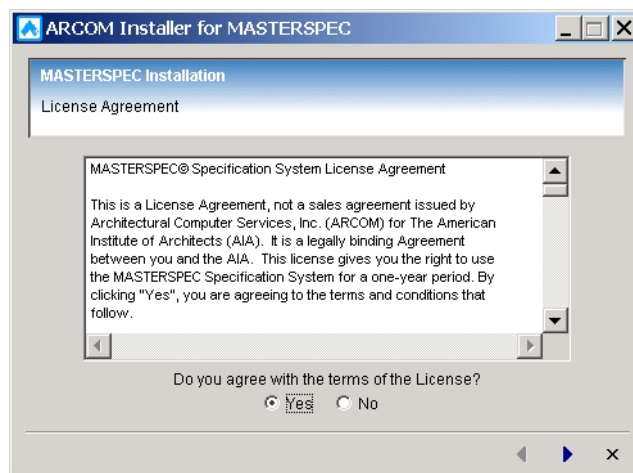


Figure 1–1 – MASTERWORKS License Agreement

In the next screen (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 administrator privileges; the program cannot be installed until your system administrator assigns you installation privileges.



Figure 1–2– Enter MASTERSPEC License Key


Click again on the blue arrow  to advance to the next window where you will select which component to install (Figure 1–3). The three components are MASTERSPEC, Supporting Documents, and MASTERWORKS. These should be installed in sequence, beginning with MASTERSPEC.



Figure 1–3 – Select Component to Install

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 button, you open a window with installation options including format, location, and word processor support (Figure 1–4).

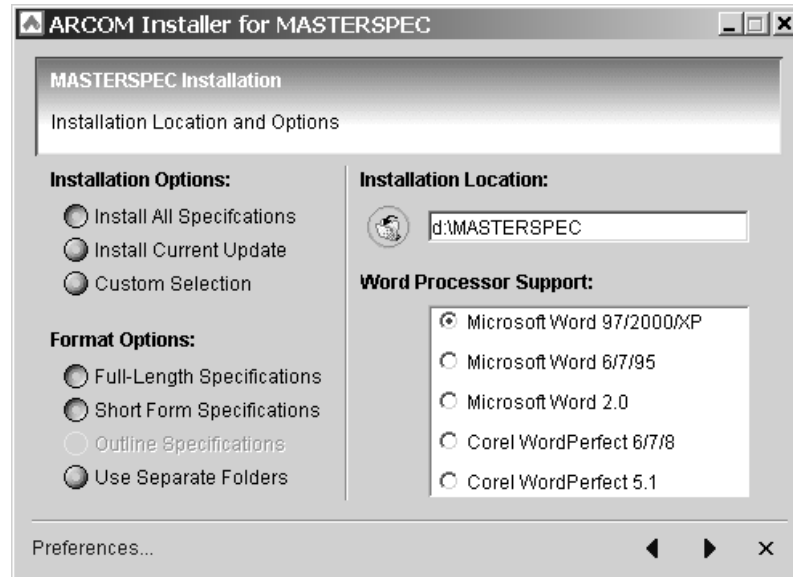


Figure 1–4 – Installation Location and Options

NOTE: Use caution when selecting the installation location to ensure that you do not overwrite any existing files you wish to save.

The 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 screen will allow you to select entire divisions or individual sections for installation (Figure 1–5).

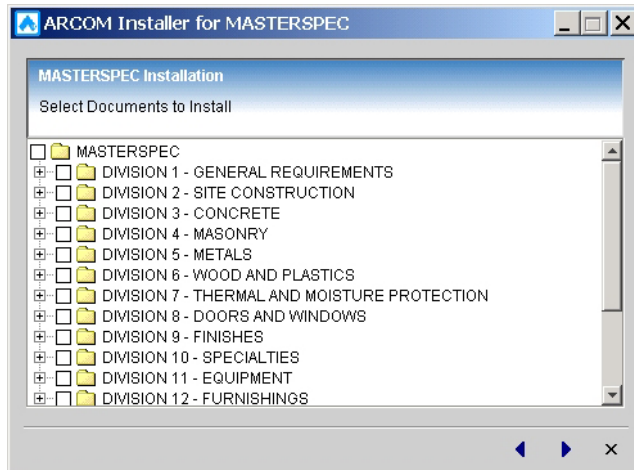



Figure 1-5 – Custom Document Selection

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

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 five options for word processor support in Microsoft Word or Corel WordPerfect (Figure 1-4).

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






Figure 1-6 – Preferences



The Preferences window opens with all three Preference options selected. This is the program default, which will install the GSA documents and Product MASTERSPEC. To exclude any of these options, click the appropriate option in the Preferences window to deselect.

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

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


When finished with the Preferences window, click the OK button  to accept your changes. To cancel, click the exit button .

After you have selected each of your options and clicked the blue arrow , MASTERSPEC Installer will save 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 **MASTERSPEC Installer** window will reappear (Figure 1-3).

Now click either on the **Supporting Documents** or **MASTERWORKS** button.

Step 4 – Installing the Supporting Documents

If you click **Supporting Documents**, the **Installation Location and Options** window appears (Figure 1-7). In the **Installation Location** box, type in the drive and location you want to use for your system, or use the **browse** button  to indicate a folder. For example, if you wanted to install the files to your C drive, you would type in **C:**

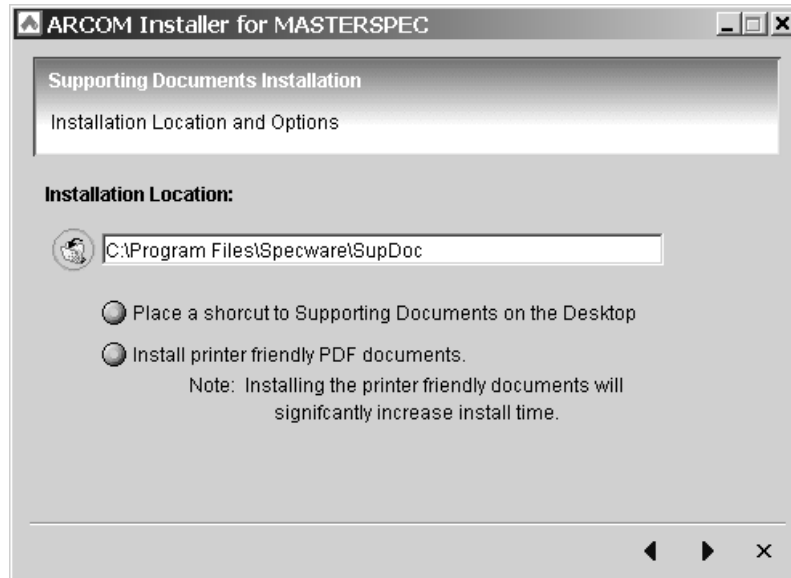





Figure 1–7 – Supporting Documents Installation Options

The Supporting Documents installer provides for the option to place a shortcut to the supporting documents on your desktop, if desired. To do so, click the appropriate button from the Installation Location and Options dialog (Figure 1–7).



You also have the option to install printer-friendly documents in Adobe Portable Document Format (PDF). To do so, click the appropriate 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 , which will bring you once again to the **MASTERSPEC Installer** window (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  to indicate that you have read and accept its terms, and then click on the blue arrow  to continue.

On-screen messages will provide release information, as well as directions for installing MASTERWORKS 4.0 over MASTERWORKS 3.0 for those who have the previous version already installed.

Click **Next>** to continue.

If more than one word processor is found in your system, you will continue to the **MASTERWORKS Select Target Word Processor** window (Figure 1–8).

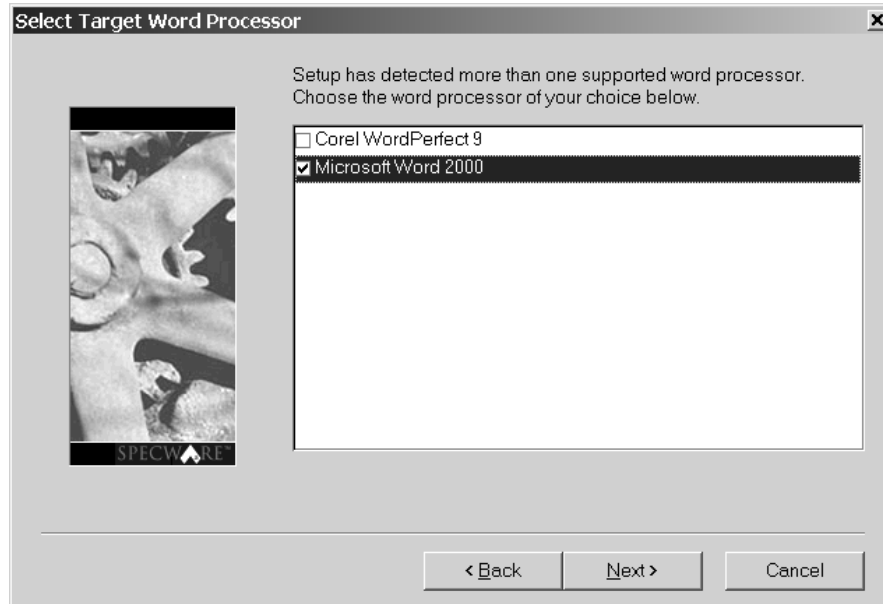


Figure 1–8 – Select Target Word Processor

Select the word processor to which you would like MASTERWORKS installed.

Click **Next>** to continue to the Setup confirmation window. Confirm your word processor choice, and then click **Next>** to continue to the **Choose Destination Location** window (Figure 1–9).

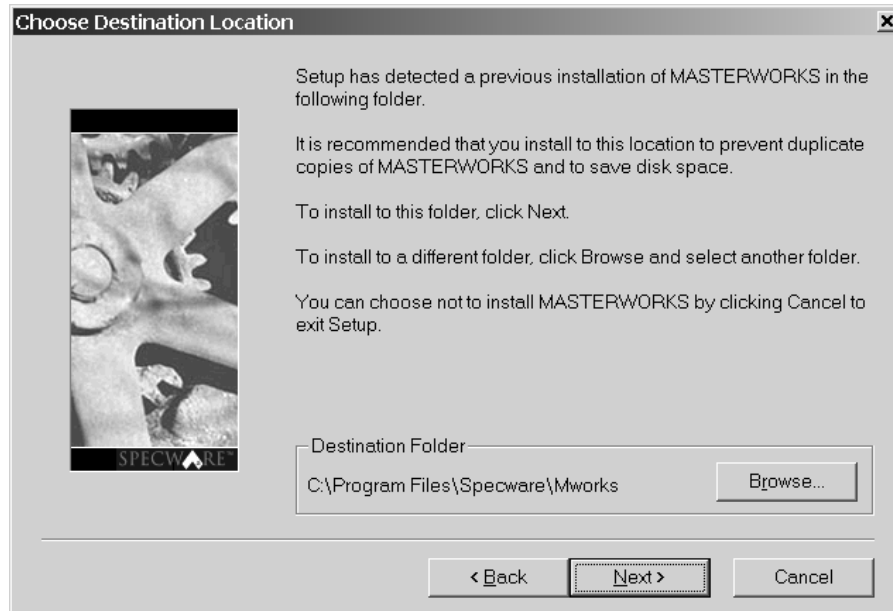


Figure 1-9 – Choose Destination Location

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** window (Figure 1-10).



Figure 1-10 – Start Copying Files

This window 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 desired 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

In this chapter, you will find brief descriptions of the MASTERWORKS tools. For more detailed information, refer to Help on the MASTERWORKS menu and in other chapters of this *MASTERWORKS Version 5.0 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 5.0 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 a single specification section, already open in your word processor. The second set is the Multi-File tools for performing editing functions on more than one section at a time.

Accessing the MASTERWORKS Tools

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

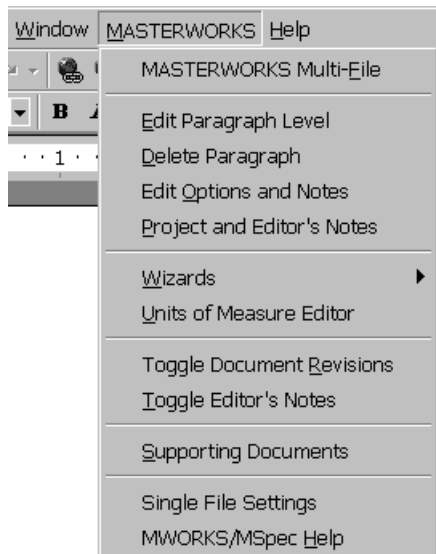


Figure 2-1 — MASTERWORKS Menu in Microsoft Word

MASTERWORKS Multi-File Tools

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 this box, you select the documents you want to edit and choose the task you want to perform. The 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.

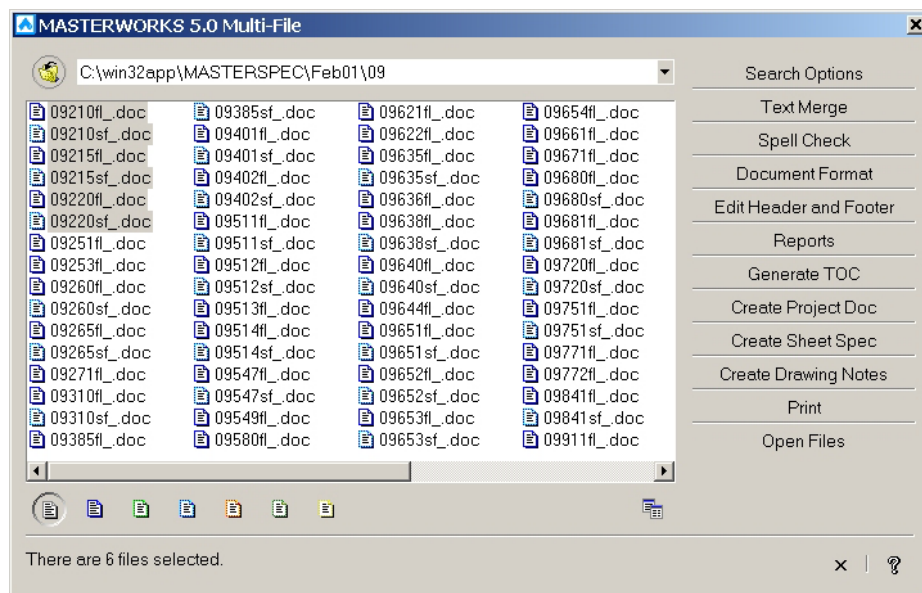


Figure 2–2 — MASTERWORKS Multi-File Main Dialog

MASTERWORKS Single File Tools

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

Edit Paragraph Level

Insert text, set or change paragraph levels, insert or delete space between paragraphs, and reapply spacing.

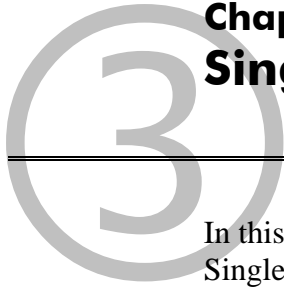
Delete Paragraph

Delete paragraphs or delete paragraphs and associated subparagraphs.

Edit Options and Notes

Find, keep, delete, and add optional text (Options) and insert notes (Notes). Options and Notes are features of MASTERSPEC specifications. More information about them can be found in the *MASTERSPEC User's Guide*.

Project and Editor's Notes	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.
Wizards	Create a new project folder, begin a new specification, or apply your format to an open section.
Units-of-Measure Editor	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> .
Toggle Document Revisions	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> .
Toggle Editor's Notes	Display or hide the Editor's Notes. More information about Editor's Notes can be found in the <i>MASTERSPEC User's Guide</i> .
Supporting Documents	Display MASTERSPEC Supporting Documents for the section you have open. More information about the Supporting Documents can be found in Chapter 7, " <i>Using the Supporting Documents</i> ."
Single File Settings	Control the operation of certain MASTERWORKS Single File tools.
MWORKS/MSPEC Help	Display MASTERWORKS and MASTERSPEC Help.



Chapter 3 Single File Tools

In this chapter, you will find 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

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

- Inserting new section text
- Deleting section text
- Assigning, promoting, and demoting paragraph levels
- Deleting paragraphs, or deleting paragraphs and all associated subparagraphs
- Keeping, deleting, or adding optional text
- Keeping, deleting, or adding insert notes
- Inserting Project Notes for reminders to you or to communicate with other members of the design team
- Choosing units of measure or changing the order of appearance of units of measure
- Searching Multi-File-generated reports

The Single File Settings in the MASTERWORKS menu also provide quick and easy access to the configuration options for specific Single File tools.

If you are using Microsoft Word and do not want to delete text immediately, you can mark it as strikeout 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

The majority of Single File tools are found on a set of toolbars. These toolbars can be accessed on the MASTERWORKS menu (Figure 3–1). The toolbars are titled as follows:

- Edit Paragraph Level
- Delete Paragraph
- Edit Options and Notes
- Project and Editor's Notes

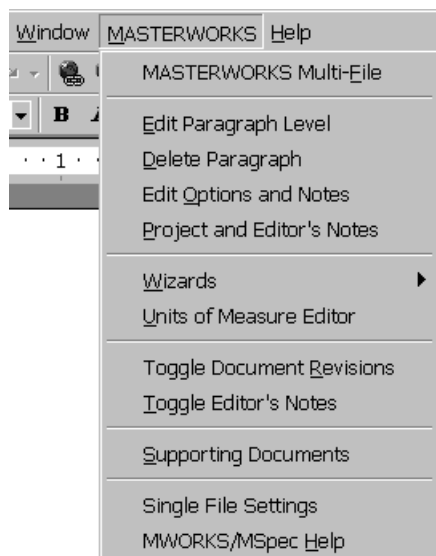


Figure 3–1 — The MASTERWORKS Menu in Microsoft Word












Edit Paragraph Level Toolbar

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, adds 12 points of space before the current paragraph. In WordPerfect, adds a blank line before the current paragraph.
-  **Remove Space.** In Microsoft Word, removes 12 points of space before the current paragraph. In WordPerfect, removes a blank line before the current paragraph.
-  **Reapply Spacing.** Reapply default spacing to all paragraphs in the section. The paragraph spacing setting can be changed in the Single File Settings dialog. This dialog can be viewed by selecting **Single File Settings** on the MASTERWORKS menu.
-  **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, then press the *Enter* key. This will insert a blank paragraph at the same paragraph level. Then 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 a 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 the paragraph to be preceded by additional space and click the **Add Space** button.

Removing Space Between Paragraphs

Place the cursor anywhere in the paragraph to be followed by less space and click the **Delete Space** button.

Reapply Default Paragraph Spacing

Click **Reapply Spacing** to tell MASTERWORKS to apply the default paragraph spacing (or custom spacing if set in the 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 in the Single File Settings dialog.

Delete Paragraph Toolbar

The Delete Paragraph toolbar (Figure 3–3) helps you move between paragraphs, delete a paragraph, or delete a paragraph and all associated subparagraphs.

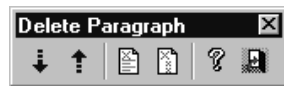








Figure 3–3 — Delete Paragraph Toolbar

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.**
-  **Display Help** for Delete Paragraph toolbar.
-  **Exit** the Delete Paragraph toolbar.

Moving Between Paragraphs

The **Move Down One Paragraph** and **Move Up One Paragraph** buttons simplify movement 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.

The **Move Down One Paragraph** and **Move Up One Paragraph** 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 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."

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.

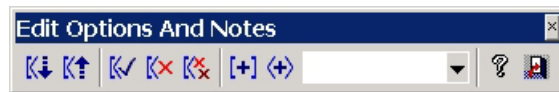









Figure 3–4 — Edit Options and Notes Toolbar

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.

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

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

<input type="text"/>	Insert Option 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, “ <i>Multi-File Tools.</i> ”
F	

Finding Optional Text and Insert Notes

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 for Options and Notes; 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 (< >).

Deleting Optional Text and Insert Notes

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 (< >).

Keeping Optional Text and Insert Notes

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.

If you are keeping an Option, click the **Keep Currently Selected Option or Note** button to remove the brackets and bold font style. Be sure to read the paragraph after keeping and removing Options and Notes so punctuation, grammar, and spacing are appropriate for the remaining text.

Inserting Optional Text and Insert Notes

Use the **Insert New Option** or **Insert New Note** buttons to insert an Option or Note in a new section that you are creating or in office masters that you are editing.

Notes to the Editor Toolbar

The Notes to the Editor 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 a type of editor's note that is specific to the firm and different from the standard MASTERSPEC Editor's Note.



Figure 3–5 — Notes to the Editor Toolbar

The buttons on the Notes to the Editor Toolbar do the following:

-  **Find and Select Next Project Note or Editor's Note.** MASTERWORKS will notify you if there are no Editor's or Project Notes in the section.
-  **Find and Select Previous Project Note or Editor's Note.** MASTERWORKS will notify you if there are no Editors or Project Notes in the section.
-  **Delete Project Note or Editor's Note.** MASTERWORKS will notify you if no Editor's or Project note is selected.
-  **Convert Project Note to an Editor's Note.** MASTERWORKS will

notify you if no Project Note is selected.



Insert New Project Note before the current paragraph.



Insert New Editor's Note before the current paragraph.



Display Help for Edit Paragraph Level toolbar.



Exit the Edit Paragraph Level toolbar.

Finding Editor's Notes and Project Notes

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 Single File Settings dialog. The available settings allow you to find only Editor's Notes, only Project Notes, or both.

Deleting Editor's Notes and Project Notes

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

If an Editor's 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.

Converting a 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). If no Project Note is selected, MASTERWORKS will display a message.

Inserting 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, reports, and 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 selected the **Unit of Measure** button.

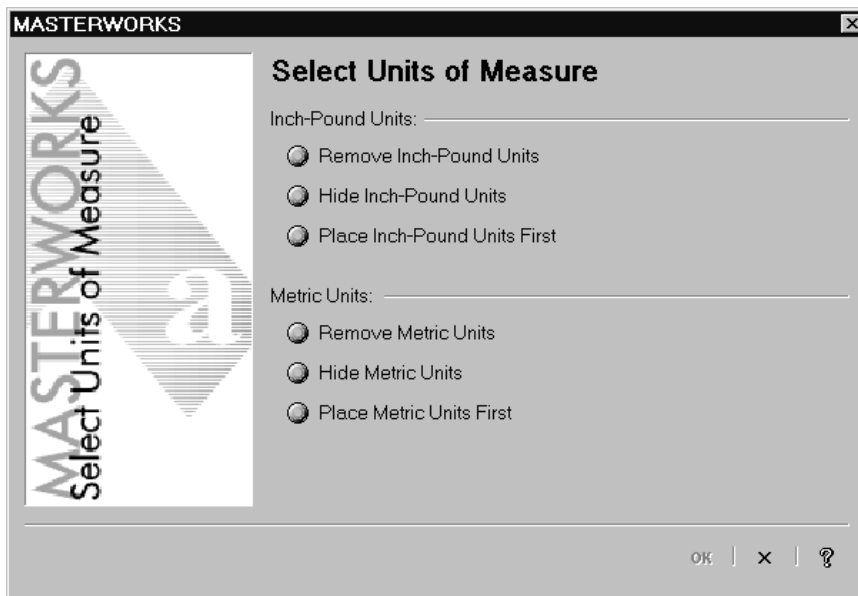


Figure 3–6 — Units-of-Measure Dialog

Removing a 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. If you click the **Hide Inch-Pound Units** or the **Hide Metric Units** button, the indicated unit of measure will be hidden but not removed. When you display the Units-of-Measure dialog after hiding a unit of measure, the button text will read **Show** rather than **Hide**.

Changing the Order of Appearance

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

Single File Settings Dialog

The Single File Settings dialog (Figures 3–7, 3–8, and 3–9) provides configuration options for Single File 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.

The settings are stored on your computer and do not go with you if you move to another computer on a network.

Next and Previous Item Buttons Tab

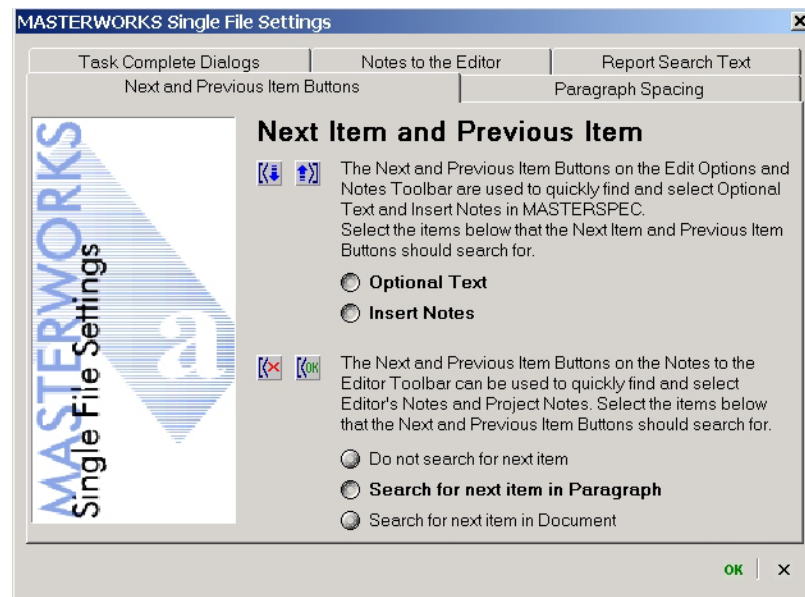


Figure 3–7 — Single File Settings Dialog, Next and Previous Item Buttons Tab

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

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

The default settings cause 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

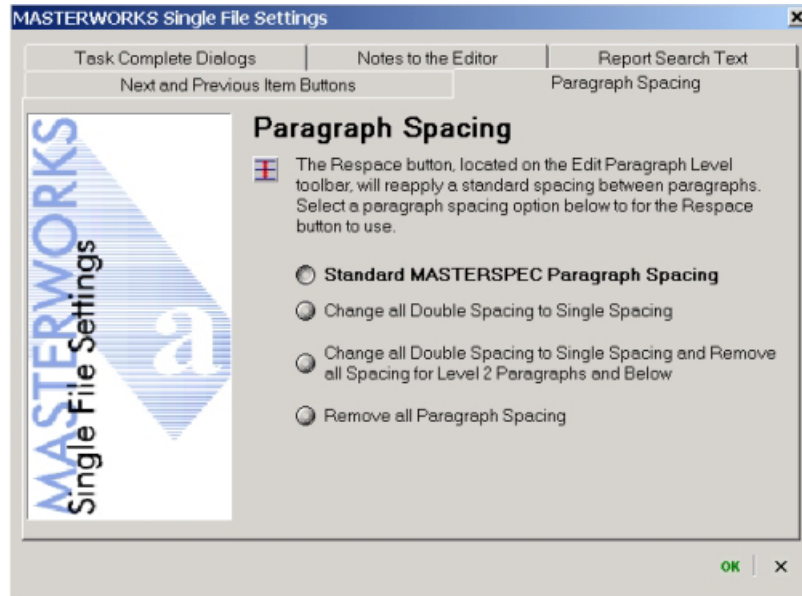


Figure 3-8 — Single File Settings Dialog, Paragraph Spacing Tab

Four default settings are available on the Paragraph Spacing tab.

- **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 conserve the overall appearance and format 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 a very dense document and will require the least amount of paper for printing. It is the most difficult to read.

Task Complete Tab

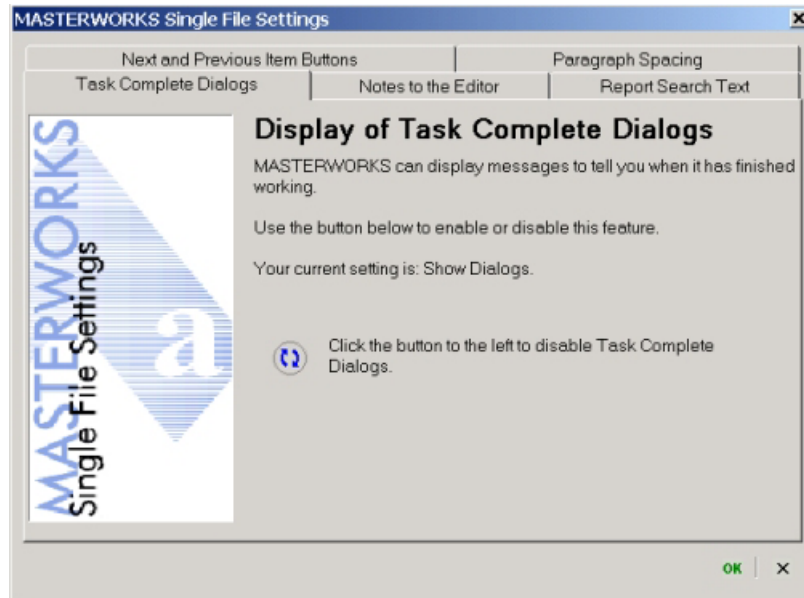


Figure 3-9 — Single File Settings Dialog, Task Completed Tab

By default, MASTERWORKS displays a small dialog to indicate that it has finished a lengthy operation. You can disable the use of these message dialogs if this slows down your editing.

Click the **Blue Arrows** button to toggle this setting on and off. As you change the setting, the text of the dialog will change to reflect the current setting. Any changes to this setting take immediate effect without restarting your word processor.

Notes to the Editor Tab

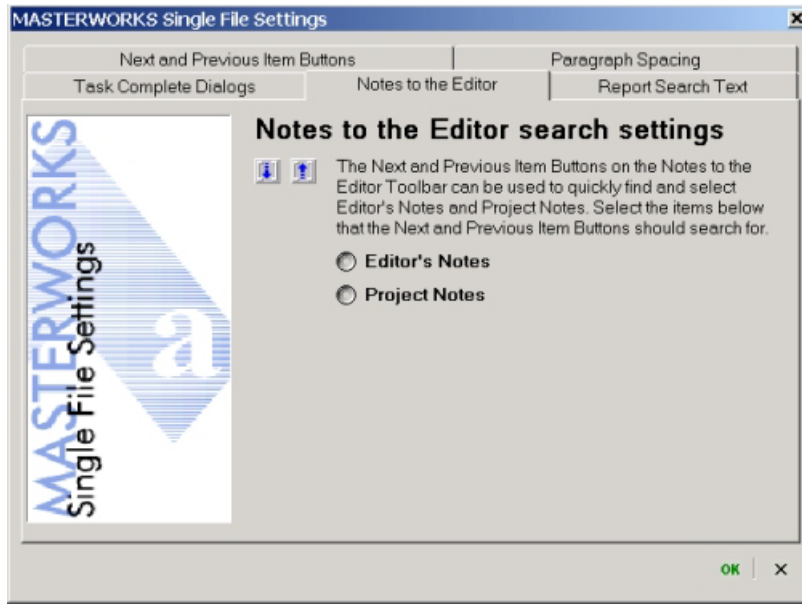


Figure 3-10 — Single File Settings Dialog, Notes to the Editor Tab

By default, when the **Next and Previous Item** buttons are utilized, MASTERWORKS will find and select the next or previous Editor's and Project Notes. You can disable either or both of these search targets.

Report Search Text Tab

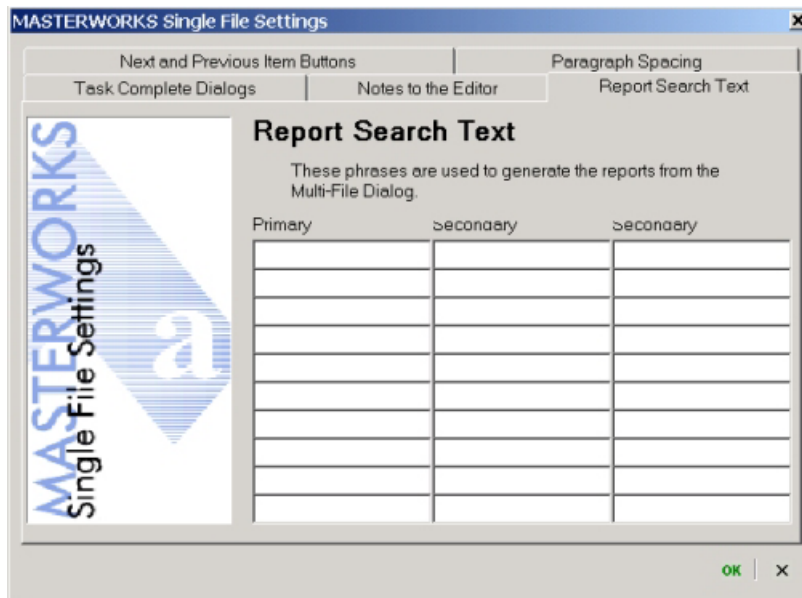


Figure 3-11 – Single File Settings Dialog, Report Search Text Tab

The **Report Search Text Tab** allows you to enter custom search terms that will be used to generate reports using the MASTERWORKS Multi-File tasks. Terms entered into this dialog will appear as Report Options in the Reports dialog.

Since text searches usually only search for exact text matches, the Report Search Text tab allows you to enter variations on 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.”

To rectify this problem, 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.”

4

Chapter 4 MASTERWORKS Wizards

In this chapter, you will find 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

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 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.

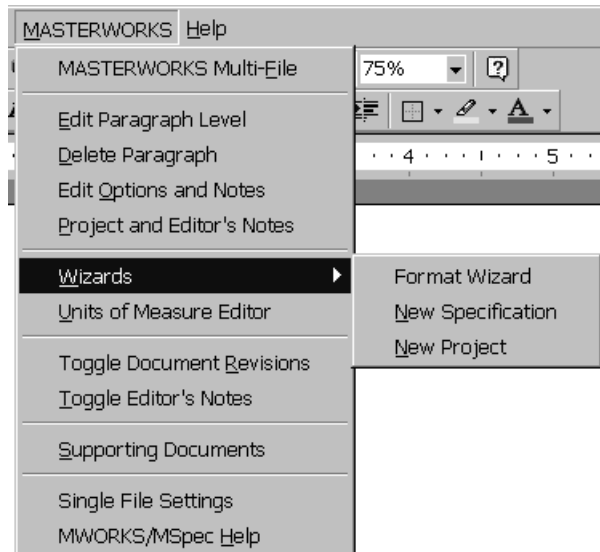


Figure 4-1 — MASTERWORKS Wizards Menu Item

Format Wizard

The Format Wizard applies a custom format to specification sections. Your custom format can include basic items such as fonts or advanced items such as 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 define your format or reset and define your format before you apply your 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**.

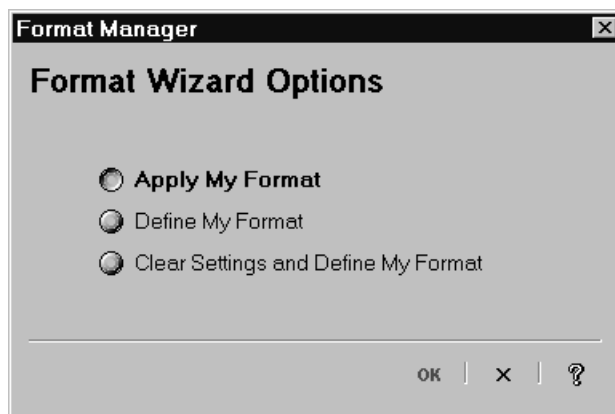


Figure 4–2 — Wizard Options Dialog

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:

Document Font	Select the section font, font size, and font attributes (bold, italic, and underline).
Header and Footer Font	Select the header and footer font, font size, and font attributes (bold, italic, and underline).
Document Layout	Set the section left, right, top, and bottom margins; choose to "mirror" margins; and set line-numbering options.
Page Composition	Set the space between the paper edge and the top or bottom of the header and footer. Set the binding width and binding position.
Outline Type	Choose MASTERSPEC Block format, if preferred. Caution: You cannot convert sections back to Paragraph-Numbered format after you have selected Block format.
Outline Spacing	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.
Units of Measure	Remove a unit of measure from your sections or change the color and the order of appearance.
Editor's Notes Font	Choose font, font size, and font attributes (bold, italic, and underline); convert Editor's Notes from mixed case to uppercase (Caution: This is not reversible).
Editor's Notes Format	Choose paragraph border, paragraph indent, text justification, and paragraph shading.
Project Notes Font	Choose font, font size, and font attributes (bold, italic, and underline); convert Project Notes to Editor's Notes.
Project Notes Format	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, then allow you to define your format settings. This reset action occurs when you click **OK** in the Format Manager dialog.

Apply My Format

If you have already defined your format, applying the format is easy. When you choose the **Format Wizard** from the MASTERWORKS 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 mouse clicks 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, which makes MASTERWORKS an invaluable enhancement to your word processor.

Because the New Specification Wizard 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-ROM, 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

The New Specification Wizard will begin a new specification based on the specification type you select and the section title and number you provide. The Wizard offers the following seven new specification section templates:

- **General Requirements**, or other Division 1 specifications.
- **Architectural, Structural, Civil (A/S/C)** in Divisions 2 through 14.

- **Mechanical, Electrical (M/E)** in Divisions 15 or 16.
- **Short Form**; a specification that is brief in length but may fall into any division.
- **INTERIOR DESIGN**; specifications that are intended for Interior Design applications.
- **SMALL PROJECT**; specifications for projects that are modest in size, scope, and duration.
- **OUTLINE** specifications; preliminary project specifications.

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 Wizard, save the section in your project folder.

The Edit Paragraph Level and Delete 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 helps you create a folder for a new project and stores it in your default documents folder. The default documents folder is defined in Windows as "My Documents." If you want to change this location, use the **Browse** button. You can select any location, including network hard drives, to store your project folder.

5

Chapter 5 Multi-File Tools

In this chapter, you will find detailed descriptions of the MASTERWORKS Multi-File tools. They are presented in the order in which the buttons appear on the Multi-File main dialog. For more information about the various MASTERSPEC features mentioned in this chapter, see the *MASTERSPEC User's Guide*.

About the Multi-File Tools

The MASTERWORKS 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, tedious, or difficult 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 MASTERWORKS Multi-File tasks. In this dialog, you find your project folder with the folder browser, select the files you want to edit in the main file list, and select a Multi-File task from one of the task buttons on the right side of the dialog.

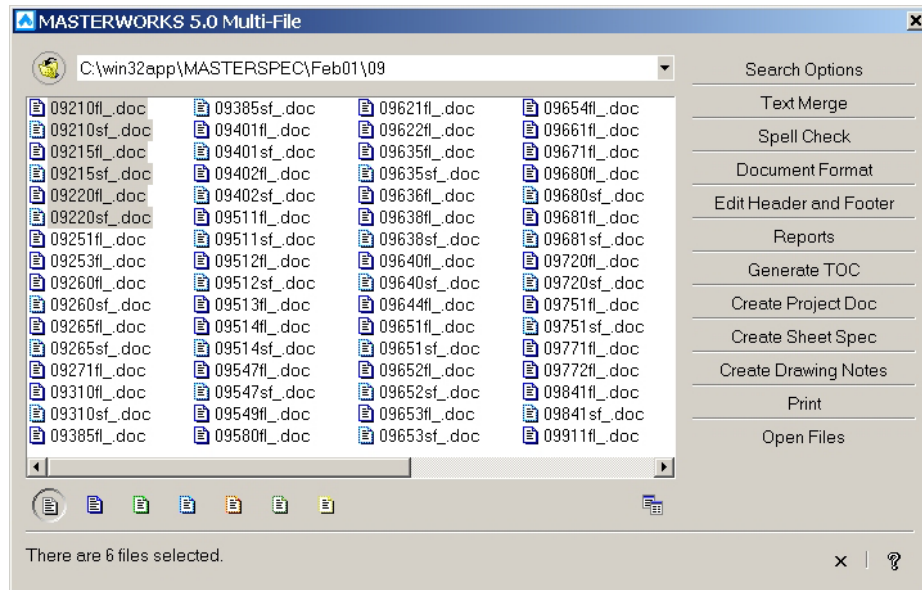


Figure 5–1 — Multi-File Main Dialog

The Multi-File main dialog contains a file list that shows all the files in the selected folder. The task buttons on the right side of the dialog are enabled only when you have selected one or more files in the file list.

The file name of a MASTERSPEC section includes the section number and type, but not the section title. 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.

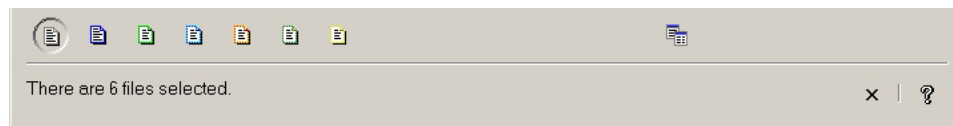


Figure 5–2 — Multi-File Dialog Status Bar

The main file list can also display 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) in the title bar of the MASTERWORKS Multi-File dialog.

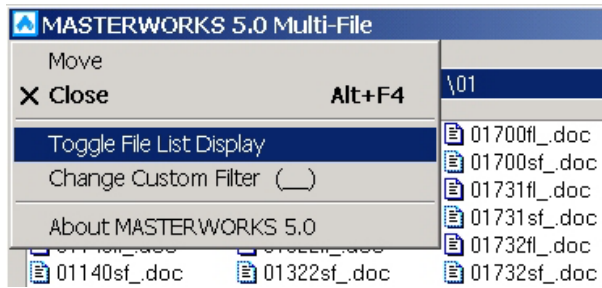


Figure 5-3 — System Menu with the Toggle File List Display Enabled

The File List Display may also be changed by clicking the Toggle File List button



from the Multi-File Main Dialog.

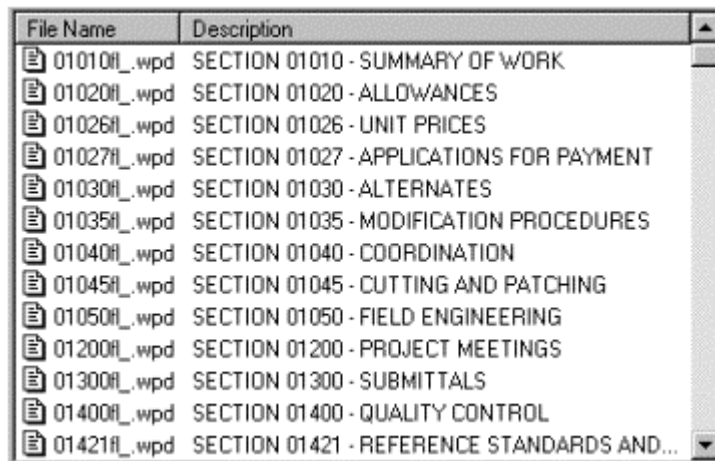


Figure 5-4 — Main File List with Section Numbers and Titles

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

The section extension comprises the three characters following the section number, usually *fl_* for full-length sections, and *sf_* for short-form sections. These extensions may be changed to suit a particular client.

For instance, if the current project is a school, section extensions could be changed to *sch*, for a sample file name of 01040sch.wpd for Corel® WordPerfect, or 01040sch.doc for Microsoft® Word.

If custom section extensions 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 in which you may enter the section extension you would like to view (Figure 5-6). Enter the desired extension and click on **OK**.

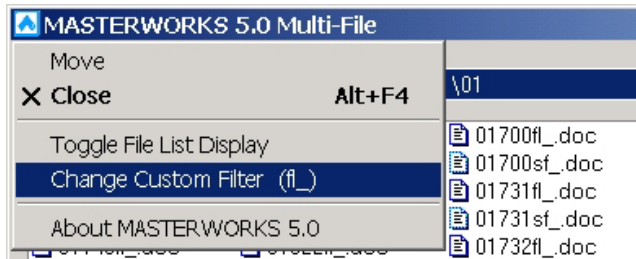


Figure 5-5 – Change Custom Filter

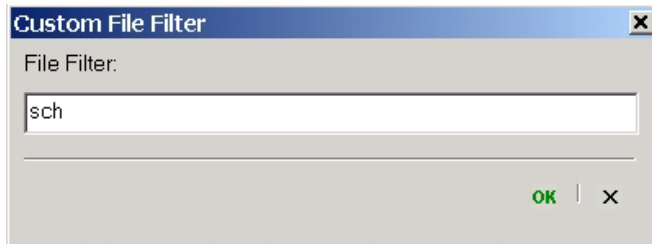


Figure 5-6 – Custom File Filter Dialog Sample

Finally, to view only the files with the selected extension, select the appropriate **File Type** button.

By selecting one of the **File Type** buttons (Figure 5-7), located below the main file list, MASTERWORKS will display only files of a certain type. 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.

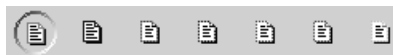



Figure 5-7 — File Type Buttons

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.

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

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

The Search Options dialog provides the following multi-section search capabilities:

- Search and Generate Reports
- Search and Open Documents
- Search and Replace

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.

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.



Search and Open Documents


Use this option to search the selected sections for the search text. MASTERWORKS will then open 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 5–8).



Figure 5–8 — 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

Use this option to search all selected sections and replace each occurrence of the search text with the replacement text. **Search and Replace** will not handle other forms of the search text. When **Search and Replace** is finished, all selected sections will be closed.

Text Merge Dialog

Text Merge is a powerful new 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 be easily changed in all documents quickly and easily for 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 updated toolbar features

a drop-down list (Figure 8-9) for Text Merge that will insert the selected marker at the cursor.

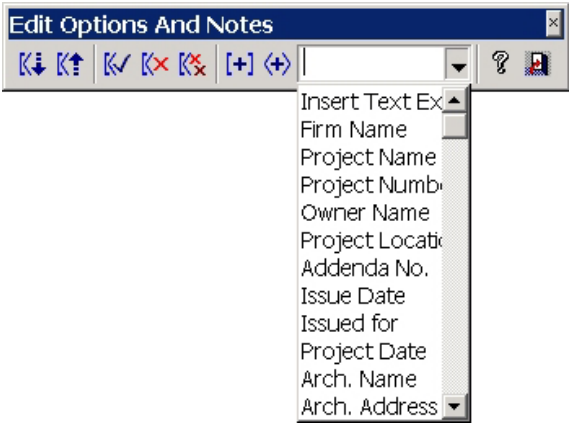


Figure 5-9 – Drop-down list for Text Merge

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

Once the markers have been set, Text Merge will replace them with the information that you have specified in the **Text Merge** dialog (Figure 5-10).

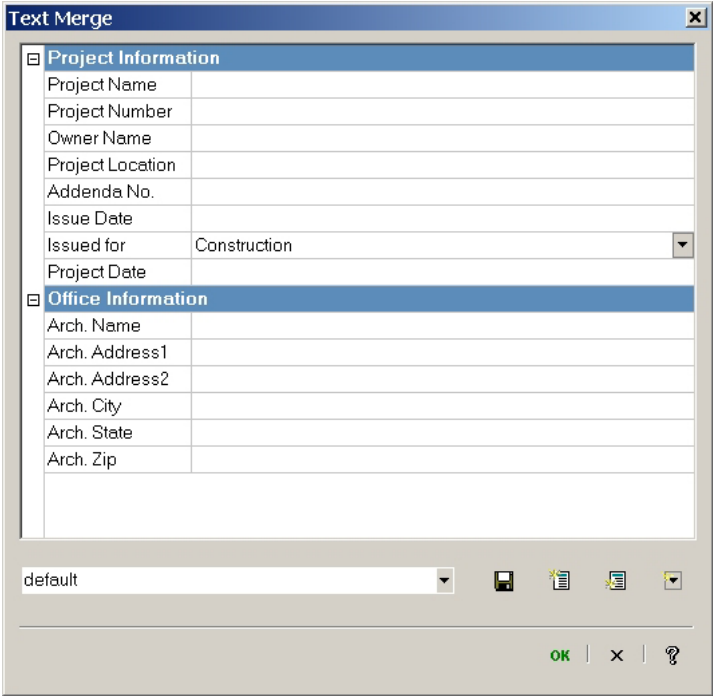




Figure 5-10 – Text Merge Dialog


To open the dialog, select **Text Merge** from 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 default categories for 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 5-10 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 re-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

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. MASTERWORKS opens each selected document and begins the spell check. You must accept or correct any misspelled words that are found.

MASTERWORKS includes MASTERSPELL, a set of spelling dictionaries specific to construction specifications. MASTERSPELL contains dictionaries for the following:

- Technical Terms
- Abbreviations
- Acronyms

If more than one document is selected to Spell Check, MASTERWORKS will display the Spell Check toolbar (Figure 5–11).



Figure 5–11 — Spell Check Toolbar

The Spell Check toolbar allows you to move through 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 Features List. The Format Features list provides extensive control over the layout and appearance of your sections.

The Format Features List is organized into categories for ease of format editing (Figure 5–12). Categories under **MASTERSPEC Format** and **MASTERSPEC Styles** are specific to MASTERSPEC specification sections. Other features can be used on any document. Clicking any feature in the list will display the format options for that feature.



Figure 5–12 — Format Features List

Standard Formatting

The Standard Formatting dialog provides general directions for using the Format dialogs and access to the **Format Wizard** button (Figure 5–13).

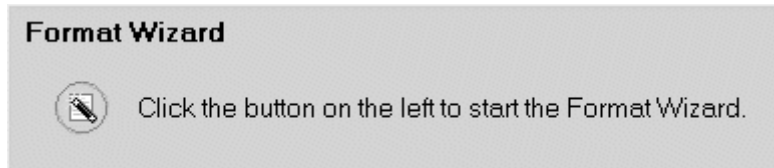


Figure 5–13 — Format Wizard Button

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 provided is for users whose printers are 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.

Paragraph

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 this instructional 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 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.

Header and Footer Dialog

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

Use the 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 either of the edit boxes to select an action.

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 some information about each selected section, such as the section number, section title, or page number. The Insert Codes dialog 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:

Retain Existing	If both Options are set to "Do Not Use," the OK button on the Edit Header and Footer dialog will be disabled.
Use on Every Page	MASTERWORKS will place the header/footer on every page of the selected sections.
Use on Even Pages	MASTERWORKS will place the header/footer on even pages of the selected sections.
Use on Odd Pages	MASTERWORKS will place the header/footer on odd pages of the selected sections.
Use on First Page Only	MASTERWORKS will place the header/footer on the first page of the selected sections.
Skip First Page	MASTERWORKS will place the header/footer on every page except the first page of the selected sections.
Delete from Section	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 5–14).

Insert Text Merge Codes Allows you to insert markers for Text Merge (see above) into your headers and footers.



Insert Codes Dialog

The Insert Codes dialog (Figure 5–14) provides a menu of special codes. These codes are processed by MASTERWORKS to insert special text or characters in place of the code.

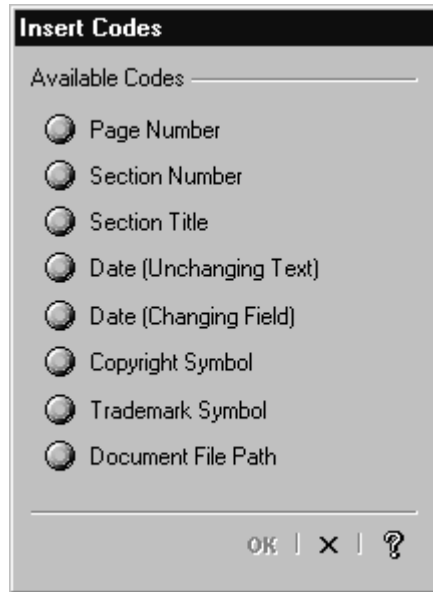


Figure 5-14 — Insert Codes Dialog

When you make a selection 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:

Page Number	Places the page number wherever it finds a [Page#] code. The page number will automatically renumber as the section length changes.
Section Number	Replaces any [Section#] code with the actual number of each section that receives the header/footer.
Section Title	Replaces any [SectionTitle] code with the actual section title of each section that receives the header/footer.
Date (Unchanging Text)	Replaces any [DateText] code with the current date. This date will remain unchanged (i.e. the date it was 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.

Date (Changing Field)	<p>Replaces any [DateCode] code 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 date in place of the code, so that it remains current.</p> <p>The format of the date code is configurable. In Microsoft Word, select Insert->Date and Time. Select the format you want for your default setting, then click Default... Word will ask you to confirm the current selection as the default setting. Click Yes 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->Date/Time. Select the format you want for your default setting. You can use the New Format button to create a new format. Click the Apply Format 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>
Copyright Symbol	Replaces the [Copyright] code with the © symbol.
Trademark Symbol	Replaces the [Trademark] code with the ™ symbol.
Document File Path	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 size to prevent problems with text wrapping.

Select Font Dialog

The Select Font dialog (Figure 5–15) provides a standard selection of fonts, font sizes, and font attributes.

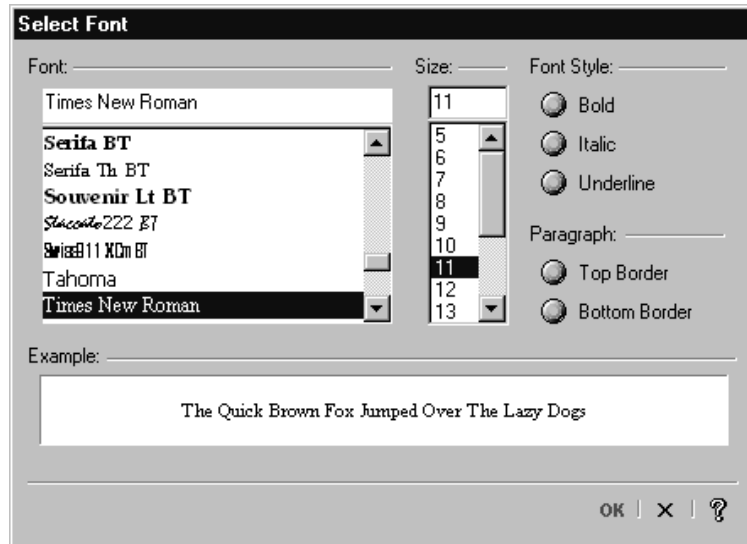


Figure 5–15 — Select Font Dialog

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 insertion point.

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 briefly flash and 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 good RTF capability. You may experience problems when using advanced formatting features such as paragraph borders.

Reports Dialog

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

The Reports dialog is used to create reports about the sections in a project specification.

MASTERWORKS provides the following three report types:

Specification Articles Report	Indicates whether selected sections contain specific Article Titles. Searches Article Titles only; the text must match the report title. You may also enter a custom Article Title for specific project reporting needs.
Submittals Report	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.
Specification Review Report	Indicates whether any selected sections contain both units of measure types, 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.

<u>Article Title</u>	<u>Information Contained in Article</u>
Allowances	Items for which a portion of cost is determined by an allowance.
Alternates	Items for which alternate bid prices are requested.
Commissioning	Commissioning activities specific to the section.
Demonstration and Training	Demonstration of equipment operation and training for the Owner's personnel.
Extra Stock and Materials	Extra stock and materials provided to the Owner for future use on the Project.
Field Quality Control	Testing samples obtained at the Project site and inspection of installed work.
Maintenance Service	Continuing maintenance service required after completion of construction.
Related Sections	Related products and construction specified in other sections.
Summary	Work included in the section.
Warranties	Required warranties in addition to the Contractor's warranty.
Custom Report	Based on the Article Title you type 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 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 if there are 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 fail to 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. 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. 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.

Generate Table of Contents Dialog

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

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 name and save it.

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

Include Series Zero Documents	Includes Series Zero documents in the Table of Contents under a unique heading. Series Zero documents are contract documents and forms 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.
Include Last Revision Date	Places the last revision date for each section into the Table of Contents.
Include Dot Leader	Places a dot leader between text entries in the Table of Contents.
No Page Count	Deletes the page count for each section in the Table of Contents. This option precludes the dot leader option.

Formatting options for the Table of Contents are as follows:

Font	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.
All Capitals	Converts specification section names to uppercase. This setting does not change the section names within the specification.
Initial Capitals	Converts specification section names to initial capital letters. This setting does not change the section names within the specification.

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. 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.

A project document contains all the specification sections for a project. A project document may be appropriate for a small project manual produced from MASTERSPEC SMALL PROJECT.

Project documents should be created last after editing and formatting is 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 than to edit 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 the 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.

Page Format Options

The Page Format options (Figure 5–16) allow you to select the way that MASTERWORKS combines the individual documents.

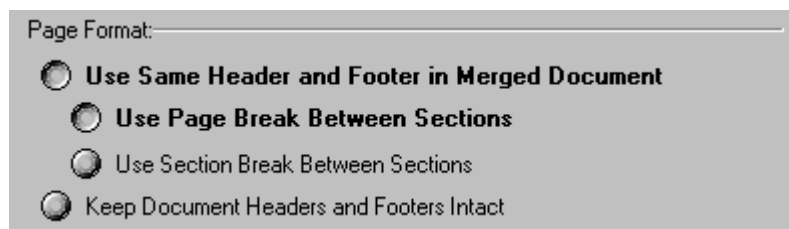


Figure 5–16 — Project Document Page Format Options

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.

Page Numbering Options

The Page Numbering options (Figure 5–17) affect the way that pages are numbered in the project document and referenced in the project document Table of Contents.

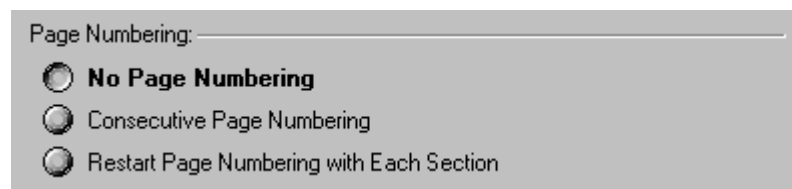


Figure 5–17 – Project Document Page Numbering Options

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, which 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 in case each has references to specific pages in other sections. 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 5–18). 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.

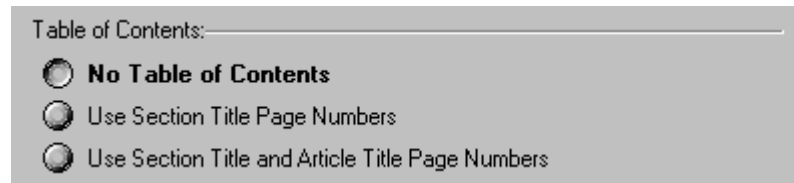


Figure 5–18 — Project Document Table of Contents Options

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 of 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 of the start of each. This option requires more time to run than the others.

Cover

If you require a cover on your project documents, MASTERWORKS will not automatically create one for you, but it can include one you have created (Figure 5–19). MASTERWORKS will place the document of your choice at the beginning of the project document.



Figure 5–19 — Project Document Cover Page Option

To include a cover, click the **Insert Document as Title Page** button. MASTERWORKS remembers the last cover page used; 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 different 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.

When you include a cover, 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. Exercise care when creating your cover to not use features that will adversely affect the project document.

Create Outline Dialog

The **Create Outline** button is only available if you are using SMALL PROJECT specifications. This dialog is installed with MASTERWORKS only from the SMALL PROJECT CD-ROM. MASTERWORKS does not create OUTLINE sections from MASTERSPEC full-length sections.

Clicking the **Create Outline** button on the Multi-File main dialog (Figure 5-1) opens the Create Outline dialog (Figure 5-20).

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

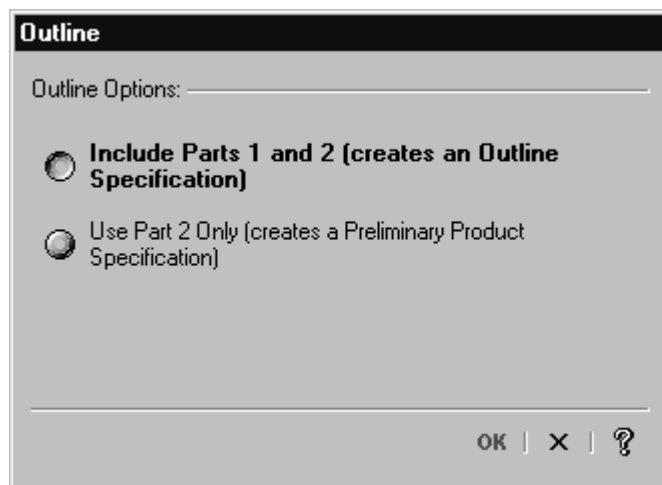


Figure 5-20 — Create Outline Dialog

The first button, **Include Parts 1 and 2 (Creates an Outline Specification)**, creates basic outline specification sections. The second button, **Use Part 2 Only (Creates a Preliminary Product Specification)**, 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 Sheet Specification

Clicking the **Create Sheet Spec** button on the Multi-File main dialog (Figure 5–1) creates a sheet specification section with Part Titles, headers, footers, and end of section titles deleted. Paragraph numbering is redefined and blank lines are removed except those 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.

Create Drawing Notes

Clicking the **Create Drawing Notes** button on the Multi-File main dialog (Figure 5–1) creates a set of drawing notes 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.

Print Dialog

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

The Print dialog allows you to print all selected files. The print order list displays the order that selected files will be printed. You can change the print order by dragging list items to another position in the print order list. The print order list will automatically scroll, if necessary, if you drag past the top or bottom of the list box.

The Print dialog has the following options:

Number of Copies	Allows you to select the number of copies to print. This number is the total number of printed copies for all the files, not a per-file setting.
Line Numbering	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 itself.
Print Editor's Notes	Allows you to print Editor's Notes and other hidden text.

**Sequential
Page
Numbering**

Instructs MASTERWORKS to set the section page numbering of the printed documents to be continuous.

Set the Document Print Order

The print file list in the Print dialog allows you to drag and drop the files into a different order for printing. 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.

Open Files Toolbar

Click the **Open Files** button to open all selected section files for editing or review.

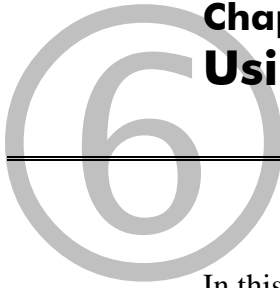
The Open Files toolbar (Figure 5–21) will help you manage large numbers of selected sections.



Figure 5–21 — 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** [↑] buttons 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 5.0

In this chapter, you will find directions for efficiently using MASTERWORKS Version 5.0, suggestions on project management, and how to get the most out of MASTERWORKS with your word processor. For more information about the various MASTERSPEC features mentioned in this chapter, see the *MASTERSPEC User's Guide*.

The MASTERWORKS 5.0 Interface

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 each use an easy-to-use interface. Knowing how these tools operate will help you get the most out of MASTERWORKS.

Flat Round Buttons

Flat round buttons (Figure 6–1) are like regular buttons except that 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 — Examples of Flat Round Buttons: Pressed, Etched, Disabled and Ready

Bounce Buttons

Bounce buttons (Figure 6–2) are a combination of check boxes and 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.

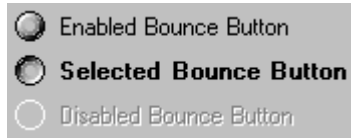


Figure 6-2 — Examples of Bounce Buttons

Sequence of Tasks

Using the MASTERWORKS tools in a certain 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 the files your project will use.

Use **Windows Explorer** or the MASTERWORKS browser to copy 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.

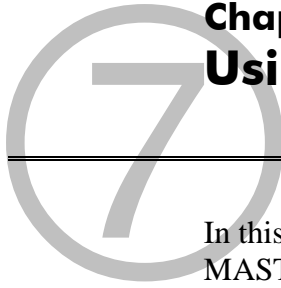
Use MASTERWORKS to do global formatting.

Use the MASTERWORKS **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.

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



Chapter 7 Using the Supporting Documents

In this chapter, you will find directions for using the online MASTERSPEC Supporting Documents.

About 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. From the MASTERWORKS menu, select the **Supporting Documents** menu item. MASTERWORKS will open your browser and display the Supporting Documents for the open section. If you do not have an open section, MASTERWORKS will display the Table of Contents for all Supporting Documents.

The content of the Supporting Documents is identical to that of the hard copy versions. The Supporting Documents provided with MASTERWORKS are stored in Hypertext Markup Language (HTML) format for the World Wide Web and for viewing with your Web browser. The HTML format offers special advantages, notably the ability to "jump" to related areas with a click of your mouse.

Because the Supporting Documents are stored on your computer, Internet access is not necessary. If your computer does have Internet access, you can take advantage of the **Resource Links** button, which will enable you to find more information about a specification topic, product catalogs, and manufacturers' Web sites.

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.

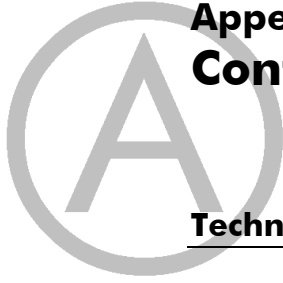
Copying Text

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

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

Technical Support

The OUTLINE and MASTERWORKS User's Guides and MASTERWORKS on-line help will answer questions about capability and use of the software. You may also contact the ARCOM staff by mail, e-mail, telephone, or fax.

Offices

ARCOM
The Aspen Building
332 East 500 South Street
Salt Lake City, UT 84111-14309
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

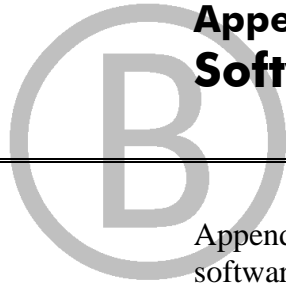
Telephone:	(800) 424-5080
Fax:	(801) 521-9163
E-mail:	support@arcomnet.com

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



Appendix B Software Update Information

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

Why Update?

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-ROM.

How Do I Know if My Software Has Been Updated?

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

In Corel WordPerfect, click **Help** in the Menu Bar and select **About WordPerfect**. The About WordPerfect dialog that appears 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.

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-1," you would know that you have Microsoft Word 97 with the Service Release 1 patch.

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

Corel places updates on its Web site, www.corel.com. Patches for Corel software products can be found in the technical support area.

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

Corel and Microsoft both provide telephone numbers 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

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

C

Construction Document See Project Document.

E

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

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

I

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

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

M

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

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

Project Notes Project Notes should be thought of as electronic sticky notes in the specification. 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. MASTERSPEC sections do not contain the Project Note style (PRN); however, MASTERWORKS will add the Project Note style (PRN), if needed, when a Project Note is added to a section.

R

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 format.

W

Wizard A wizard is a feature that asks questions and then 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.