Publicly Advertised Design-Bid-Build Projects
Division 00

INSTRUCTIONS AND INFORMATION

GENERAL

1. The following notes apply to all sections in Division 00.
2. Include all sections listed in Division 00 of Section 00 01 10 Table of Contents in the Contract Documents.
3. Do not alter PDF files.

HIGHLIGHTED AND SHADED TEXT

1. Green shaded text is direction to or information for the specification writer. It is not included in the final document.
2. Yellow shaded or highlighted text requires editing. The edited content becomes part of the final document.
3. Note that shading and highlighting are different functions in Word.

EDITING SECTIONS

1. The "Track Changes" function in Word is on and must remain active until all changes are reviewed and approved by the University's Project Manager.
2. Edit as directed in highlighted and shaded text.
3. Delete green shaded text as edits are made or after all edits are complete.
4. Make no other edits except as directed or as approved by the University's Project Manager.
5. Accept all changes after they have been reviewed and approved by the University's Project Manager.

TIPS

TRACKING CHANGES

1. Before editing, verify settings for Show Markup in the Review tab, Tracking group (figure 1).
2. To view the final document without accepting or rejecting changes and without deleting comments, toggle between Final: Show Markup and Final (figure 2).
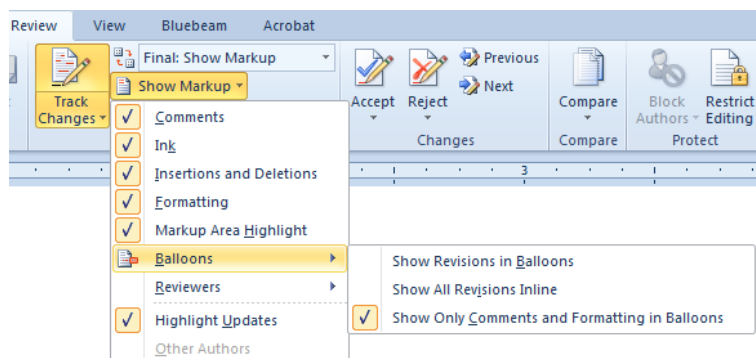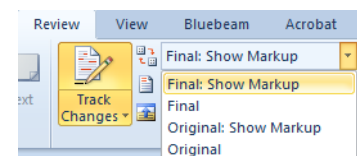
Figure 1   Figure 2

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STYLES

1. The formatting of all content in the specifications is set with styles.

2. A style (as that concept is used in Word) is a set of formatting characteristics, intended to make editing fast and easy and to ensure consistency throughout a document. At a minimum, styles in these specifications establish:
   - Font name and size;
   - Paragraph numbering, alignment, and spacing; and
   - Shading colors.

3. Example: Instead of setting the third level of indexing in a specification section to Arial 10, indented .6" from the left, and numbered "A" (or "B" or "C", etc.) by means of direct formatting, achieve the same in one step by applying style Heading 3. You do not need to remember the characteristics of the styles.

REVISING FORMATTING

1. Revise formatting only by applying a different style to selected text. This should typically only occur as directed in the Table of Contents.

2. To preview styles before selecting one, hover the mouse pointer over the Styles galleries accessed as described below.

3. Do not make direct modifications. Only use styles.

4. Do not modify definitions of styles.

5. See also **RENUMBERING PARAGRAPHS.**

ACCESSING STYLES

1. Styles are accessed in the following ways:
   - In the *Styles* gallery on the Home tab; **or**
   - On the **Quick Styles** button in the ribbon; or
   - Right click on the selected text and choose *Styles*.

2. Styles in the options above appear like this:
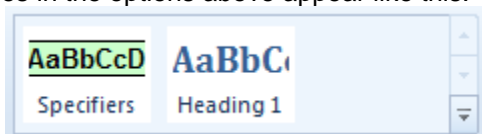
TYPES OF EDITS

1. Shaded text (lighter yellow) that begins with "Click here to. . ." is a content control. To edit:
   - Click anywhere in the shaded area.
   - When the option is "Click here to enter", type the required information.
   - When the option is "Click here to choose or enter", type the date, or click on the arrow on the right side of the control and select the date from the drop-down calendar.
   - Shading will disappear automatically as edits are made.

2. Highlighted text (brighter yellow) that does **not** include "Click here to. . .", is not a content control. To edit:
   - Select the entire highlighted area.
   - Begin typing.
   - Remove highlight if it remains after editing.

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3. <mark>Shaded text</mark> (green) alerts specification writers to possible edits that may or may not be otherwise highlighted or shaded in yellow. The types of edits that may be made include:
   - Delete and retain language among stated options.
   - Delete or retain language depending on a stated condition.
   - Modify language if required for the Project.
   - Verify and potentially modify an internet site address.

RENUMBERING PARAGRAPHS

1. Some sections contain paragraphs that are numbered by styles. When these numbered paragraphs are deleted, the subsequent, numbered paragraphs will automatically renumber.

2. Enter division and section numbers in the Table of Contents manually.

3. In Section 00 21 00 Instructions to Bidders, new paragraphs are numbered automatically where new language is noted to be added. To add a paragraph:
   - Click at the end of an existing paragraph.
   - Tap *Enter*.
   - Begin typing.

4. To change a paragraph number, click in the paragraph to be renumbered:
   - Apply a different **Heading** style
   - **Do not** change by deleting the number and typing a different number.

DELETING NOTES TO SPECIFICATION WRITER

1. <mark>Shaded text</mark> (green) is formatted as Specifiers style. To delete all notes to specification writers in one action:
   Option 1
   - Click in any green shaded text.
   - Right click on Specifiers in the *Styles* gallery.
   - Select *All Instances*.
   - Tap *Delete*.

   Option 2
   - Right click in any green shaded text.
   - Click on *Styles*.
   - Click on *Select Text with Similar Formatting*.
   - Tap *Delete*.