

Publicly Advertised Design-Bid-Build Projects  
Division 01

## INSTRUCTIONS AND INFORMATION

### GENERAL

1. The following notes apply to all sections in Division 01.
2. Refer to the note to the specification writer above Division 01 in Section 00 01 10 Table of Contents for what sections to include in the Contract Documents.
3. Additional sections may be required if the complexity of the project warrants. Discuss proposed additions with the University's Project Manager.
4. The UW Design Standards should be incorporated into the Division 01 Documents.

### 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

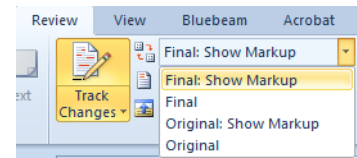
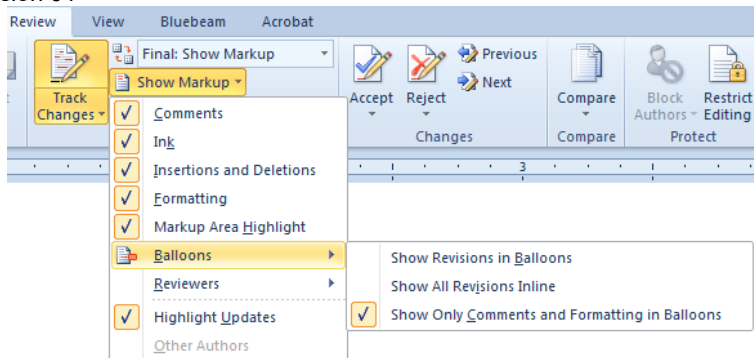
### TRACKING CHANGES

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

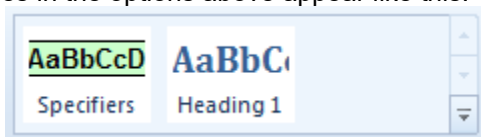
1. The formatting of all content in the specifications is set with styles.
2. A style (as that concept is used in Word) is a set of formatting characteristics, intended to make editing fast and easy and to ensure consistency throughout a document. At a minimum, styles in these specifications establish:
  - 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.
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", click on the arrow on the right side of the control and select the option from the drop-down menu.
  - 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.
2. Shading will disappear automatically as edits are made.


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3. **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.
4. **Shaded text** (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.
  - Copy and paste language for additional, related content.
  - Modify language if required for the Project.
  - Verify and potentially modify an internet site address.

## RENUMBERING PARAGRAPHS

1. When paragraphs are deleted, the subsequent paragraphs will automatically renumber.
2. New paragraphs are numbered automatically. To add a paragraph:
  - Click at the end of an existing paragraph.
  - Tap *Enter*.
  - Begin typing.
3. To change paragraph numbers, click in a single paragraph or select multiple paragraphs to be renumbered:
  - Option 1: apply a different **Heading** style, or
  - Option 2: decrease or increase indent using these buttons on the Home tab: 
  - **Do not** change by deleting the number and typing a different number.

## DELETING NOTES TO SPECIFICATION WRITER

1. **Shaded text** (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*.