

SPECTEXT® TRAINING SYLLABUS - Sample

- I. SPECTEXT® OVERVIEW AND BENEFITS - 10%
 - A. The Benefit of Master Guide Specifications
 - B. SPECTEXT
 - 1. SPECTEXT Specification Libraries
 - 2. SPECTEXT® II Specification Libraries
 - 3. OUTLINE Specification Libraries
 - C. SPECTEXT Technical Review and Quality Standards
 - D. SPECTEXT User's Manual
 - 1. SPECTEXT Section Template
 - 2. SPECTEXT II Section Template
 - E. EDITSPEC® Section-Editing Tools
 - F. SPECTEXT Glossary of Terms
 - G. SPECTEXT Glossary User's Manual
 - H. SPECTEXT Speller
 - 1. Supplemental Dictionaries
 - I. Supplemental Documents
 - 1. Drawing Coordination Considerations
 - 2. SPECTEXT and SPECTEXT II Combined Table of Contents
 - 3. Summary of Changes
 - 4. SPECTEXT Referenced Organizations List
- II. INSTALLATION AND GETTING STARTED - 5%
 - A. Installing EDITSPEC Macros and Toolbar Templates
 - B. SPECTEXT Speller
 - C. SPECTEXT Glossary of Terms and Sorting Macro
 - D. SPECTEXT Combined Table of Contents
 - E. SPECTEXT, SPECTEXT II, OUTLINE Specification Sections
 - F. Local Area Network (LAN) Installation
 - G. Wide Area Network (WAN) Installation
- III. IMPLEMENTING SPECTEXT® - 50%
 - A. SPECTEXT Organization
 - B. SPECTEXT Style
 - C. Specification Production Using SPECTEXT
 - 1. Managing a Specifications Project Using SPECTEXT
 - 2. SPECTEXT, SPECTEXT II or OUTLINE Specification - Which to Use
 - a. Selecting the Right Section for the Project
 - 3. Specifications as a Coordination Tool
 - 4. Preparing Project Specifications Using SPECTEXT
 - a. Section Overview
 - b. Pre-Editing Sections
 - c. Table of Contents - Checklist and Project Manual Table of Contents
 - d. SPECTEXT Paragraph/Heading Styles and Editing the Section
 - e. Improving Section-Editing Using Word Processing Outlining and Styles
 - f. Specifier Notes
 - g. Creating Headers and Footers
 - h. Editing Bracketed Choices
 - i. Selecting Units of Measure
 - j. Manufacturer/Product Information
 - k. Final Section Cleanup
 - 5. Creating a New Section
 - a. Using SPECTEXT or SPECTEXT II Templates
 - b. Using SPECTEXT Paragraph/Heading Styles
 - 6. EDITSPEC® Section-Editing Tools
 - a. Using EDITSPEC® Tools to Create a Project Specification Section
 - 7. Developing and Maintaining an Office Master Specification System

- a. Updating an Office Master Using Document Compare
- b. Incorporating SPECTEXT Semi-Annual Editions into an Office Master
- c. Pre-Editing for an Office Master Specification System
- d. Customizing the Project Manual and Project Files Using Word and WordPerfect® Styles and Templates

IV. SOURCES OF ADDITIONAL SPECIFICATION-RELATED INFORMATION - 5%

- A. Specification-Related Web Sites
 - 1. CSRF
 - 2. SPECTEXT®
 - 3. 4Specs
 - 4. SCIP
 - 5. Periodicals and Publications
 - 6. CSRF Newsletter - Creating a Common Language®

V. QUESTIONS AND ANSWERS - 10%

VI. INTERACTIVE HANDS-ON DEMONSTRATION - 20%

SPECTEXT® and SPECTEXT® II Master Guide Specifications and EDITSPEC® Section-Editing tools are products of The Construction Sciences Research Foundation, Inc.