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Error 5941 the requested member of the collections does not exist 46

~~Word cannot start the converter mswrd632~~ 46

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Styles do not display in the left pane of your document 47

Add Style window to quick access toolbar 47
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Error 5121 Word experienced an error trying to open the file 48
Error 75 Path/File access error 48
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Program is running excessively slow and freezing 48
Program freezes when assembling p.docx 49
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Preface

WSDOT's PS&E Word Software supports the agency by being the central point for the WSDOT Specification Special Provisions that consist of Amendments to the Standard Specifications Book, General Special Provisions, Regional Special Provisions, and Project Specific Special Provisions. The Software supports the standardized procedure on how to create the Specification Special Provision Package that is part of the WSDOT Construction Contract Documents. The files are maintained within the Software program by the Administrator in the Design Office. End users are able to use the Software to create packages by selecting and creating files to add to a list to merge into a single formatted document.

Software Requirements (External Users)

Windows XP or Windows 7

Office 2007 or Windows 2010

60mb available storage on hard drive

Quick Start

1. Install PS&E Word program External users only
    a. WSDOT users will use W:\ drive shortcut
2. Adjust settings
3. Double click Icon on desktop
4. Enter project information
5. Click New Project
6. Click OK
7. Click Create New beneath Run List Title in main form
8. Add file to run-list by clicking Add to RL button (cursor needs to be in file name)
9. Click With Names to assemble with file names
10. Click Ad Ready to assemble Ad ready copy
11. Click TOC to create table of contents
12. To save a document click SAVE GSP/DOC
13. To preview document, click OPEN GSP/DOC
14. To open a different Index, pick the radio button and click OPEN
15. If you lose your form, click ADD-INS→ PSE MENU→SHOW FORM
16. To open run-list, click RECALL LAST

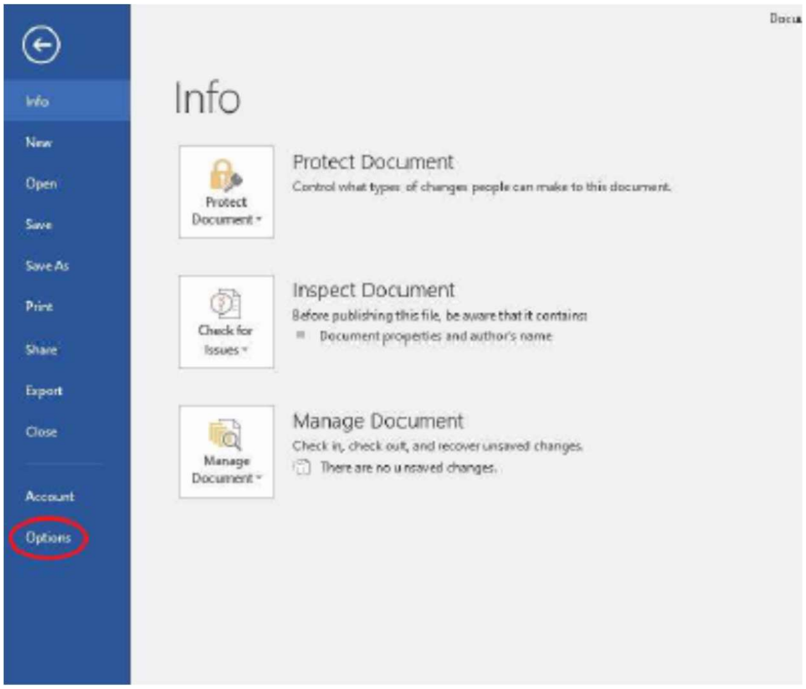
Settings

Adjust the settings covered in this section prior to using the program. These settings only need to be applied once.

Initial Settings in PS&E for Word 2013-2016 & O365 desktop

PS&E will generate errors on open if we do not make a few changes.
Open Word to a blank document to make these changes. Do Not try starting PS&E.

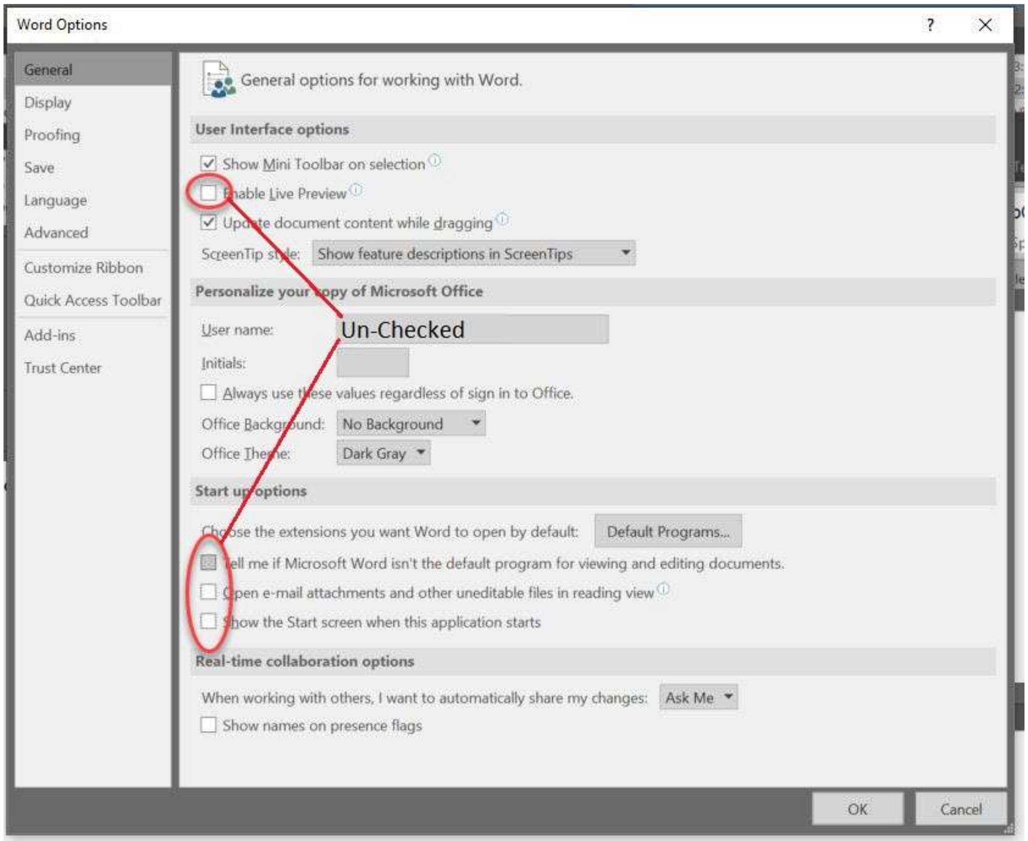
1. Compatibility Mode
2. Live Preview
3. Reading View
4. Start Screen
5. Disable Protected View
6. Go to File – Options.


Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
Info
Protect Document
Check for Issues
Manage Document

Protect Document
Control what types of changes people can make to this document.

Inspect Document
Before publishing this file, be aware that it contains:
- Document properties and author's name

Manage Document
Check in, check out, and recover unsaved changes.
There are no unsaved changes.


Word Options
?
General
Display
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-ins
Trust Center
OK
Cancel

General options for working with Word.

User Interface options

☑ Show Mini Toolbar on selection

☐ Enable Live Preview

☑ Update document content while dragging

ScreenTip style: Show feature descriptions in ScreenTips

Personalize your copy of Microsoft Office

User name: Un-Checked

Initials:

☐ Always use these values regardless of sign in to Office.

Office Background: No Background

Office Theme: Dark Gray

Start up options

Choose the extensions you want Word to open by default: Default Programs...

☐ Tell me if Microsoft Word isn't the default program for viewing and editing documents.

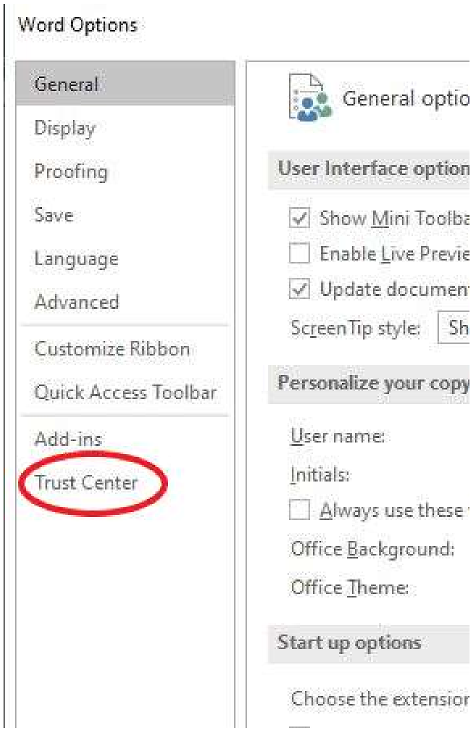
☐ Open e-mail attachments and other uneditable files in reading view

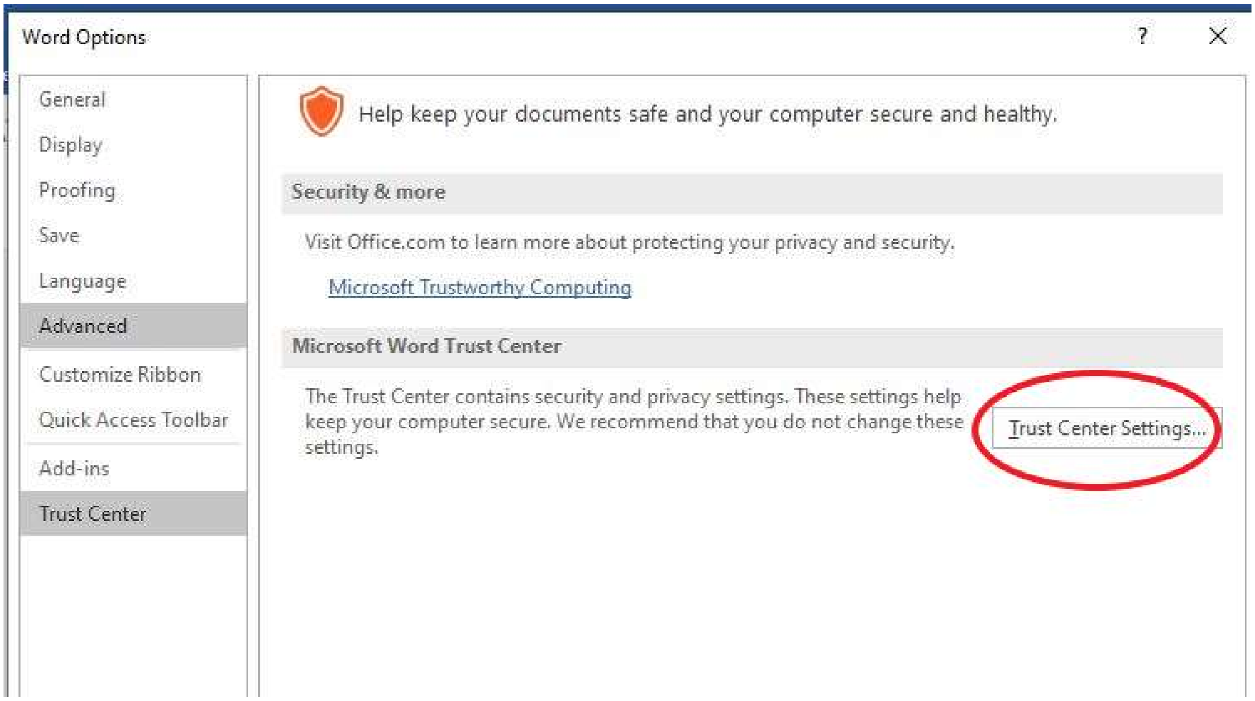
☐ Show the Start screen when this application starts

Real-time collaboration options

When working with others, I want to automatically share my changes: Ask Me

☐ Show names on presence flags

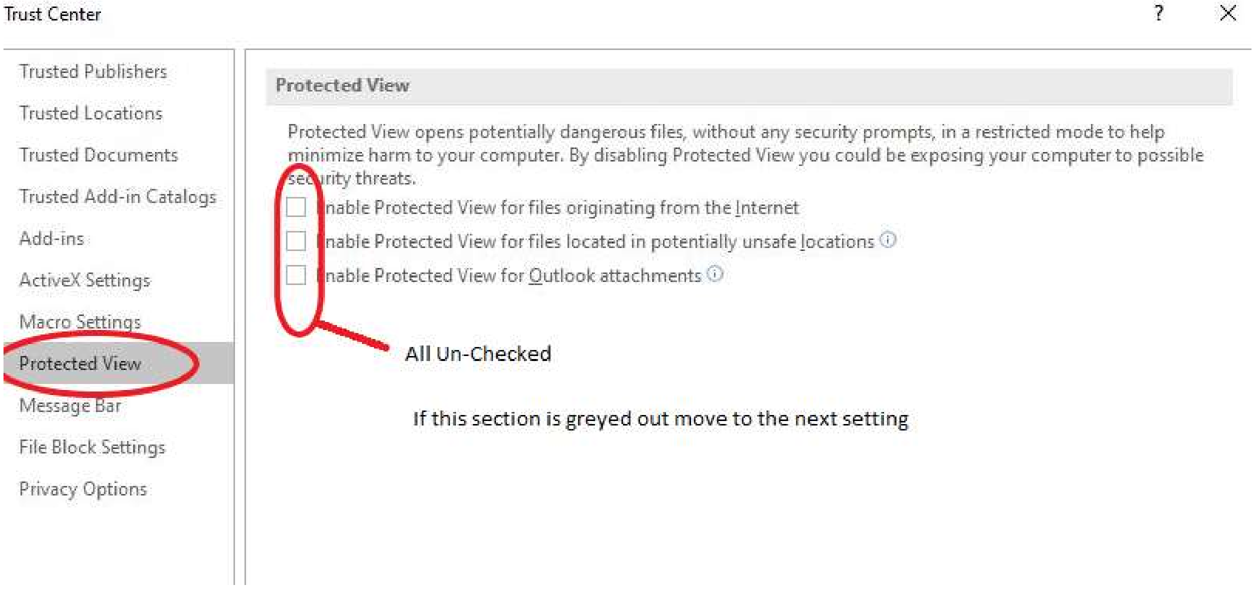

Word Options
General
Display
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-ins
Trust Center
General optio
User Interface option
Show Mini Toolba
Enable Live Previe
Update documen
ScreenTip style:
Sh
Personalize your copy
User name:
Initials:
Always use these
Office Background:
Office Theme:
Start up options
Choose the extensior


Word Options
?
General
Display
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-ins
Trust Center
Security & more
Microsoft Trustworthy Computing
Microsoft Word Trust Center
Trust Center Settings...

Help keep your documents safe and your computer secure and healthy.

Visit Office.com to learn more about protecting your privacy and security.

The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.


Trust Center
?
Trusted Publishers
Trusted Locations
Trusted Documents
Trusted Add-in Catalogs
Add-ins
ActiveX Settings
Macro Settings
Protected View
Message Bar
File Block Settings
Privacy Options
Protected View

Protected View opens potentially dangerous files, without any security prompts, in a restricted mode to help minimize harm to your computer. By disabling Protected View you could be exposing your computer to possible security threats.

☐ Enable Protected View for files originating from the Internet
☐ Enable Protected View for files located in potentially unsafe locations
☐ Enable Protected View for Outlook attachments

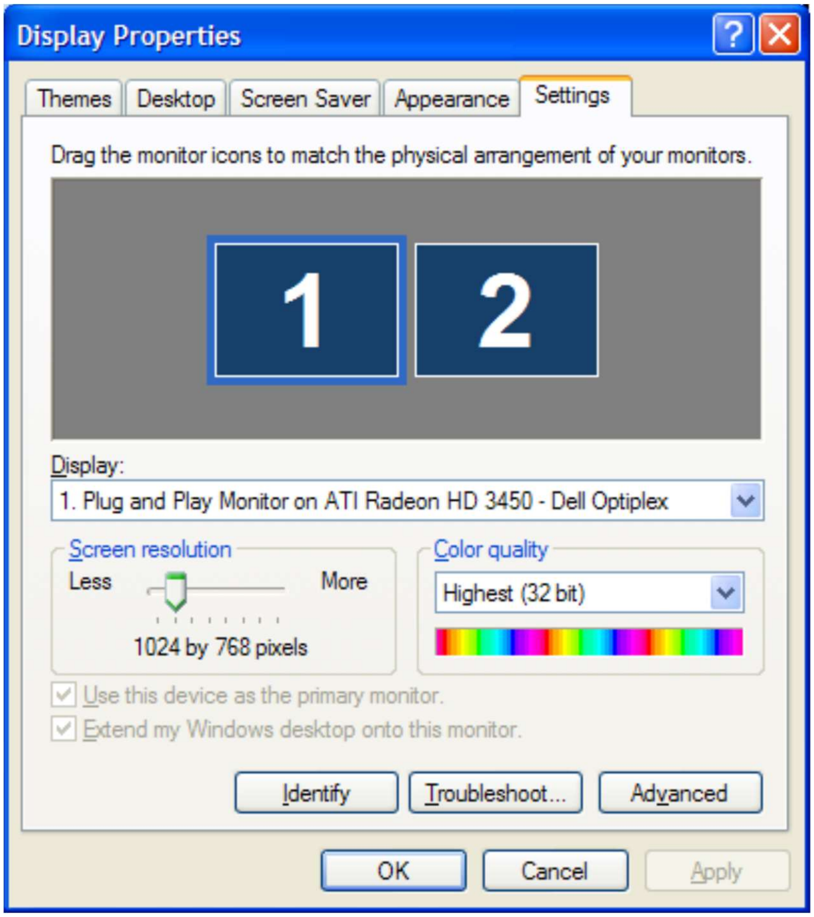
All Un-Checked

If this section is greyed out move to the next setting

Screen Resolution

Adjust your PC screen resolution to 1024 by 768 pixels.

7. Right click on your desktop
8. Click **Properties**
9. Click **Settings**
10. Beneath Screen resolution, adjust slider to 1024 by 768 pixels
11. Click **OK**



Drag the monitor icons to match the physical arrangement of your monitors.

Display: 1. Plug and Play Monitor on ATI Radeon HD 3450 - Dell Optiplex

Screen resolution: 1024 by 768 pixels

Color quality: Highest (32 bit)

☑ Use this device as the primary monitor.

☑ Extend my Windows desktop onto this monitor.

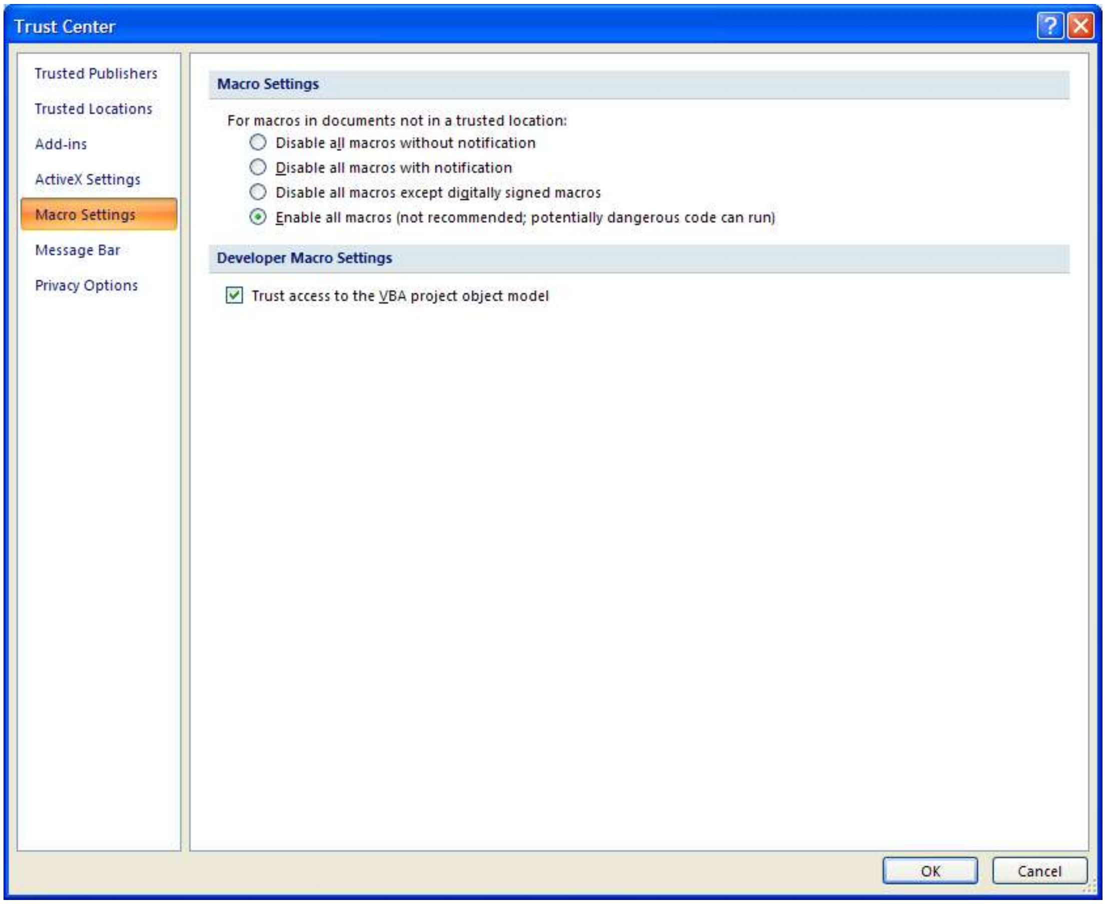
Display Properties
?
Themes
Desktop
Screen Saver
Appearance
Settings
1
2
Less
More
Identify
Troubleshoot...
Advanced
OK
Cancel
Apply

The following settings are adjusted in Microsoft Word.

Macros

Enable all macros to allow your PC to run the program code. NON WSDOT users only.

1. Click the **Microsoft Office Button**
2. Click **Word Options**
3. Click **Trust Center**
4. Click **Trust Center Settings**
5. Click **Macro Settings**
6. Click **Enable all macros**
7. Click **OK**


Trust Center
Trusted Publishers
Trusted Locations
Add-ins
ActiveX Settings
Macro Settings
Message Bar
Privacy Options
OK
Cancel

Macro Settings

For macros in documents not in a trusted location:

○ Disable all macros without notification
○ Disable all macros with notification
○ Disable all macros except digitally signed macros
● Enable all macros (not recommended; potentially dangerous code can run)

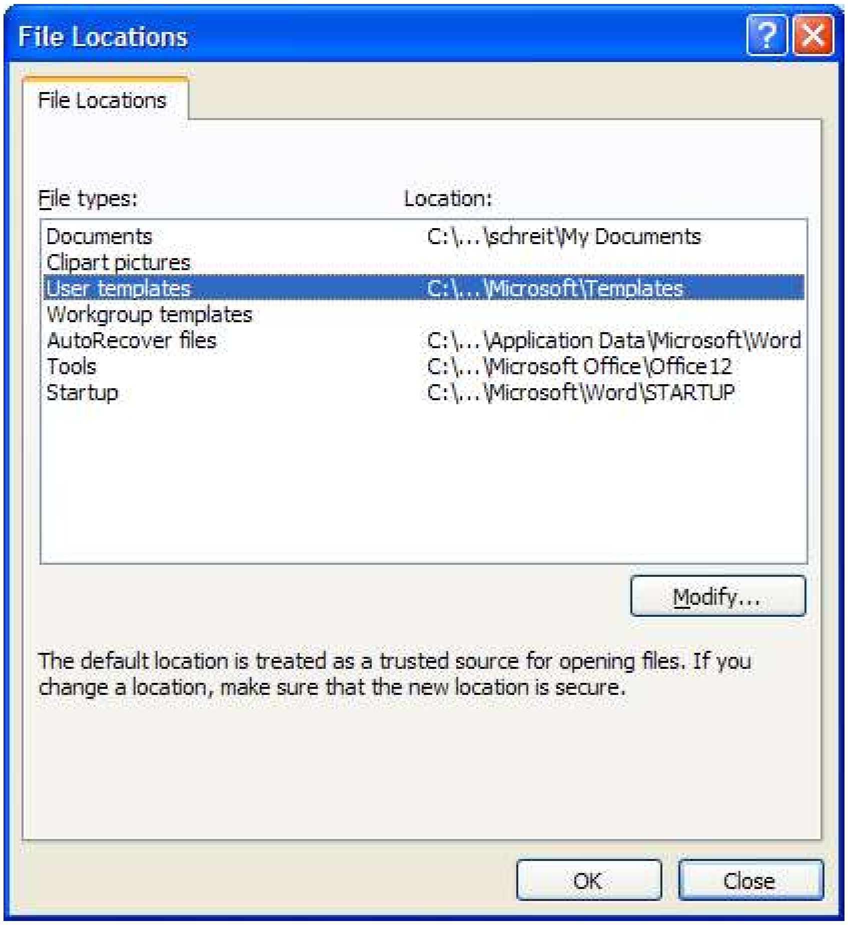
Developer Macro Settings

☑ Trust access to the VBA project object model

Verify Default Location

Your User Template path must match the path in the program.

1. Click the **Microsoft Office Button**
2. Click **Word Options**
3. Click **Advanced**
4. Scroll down to General
5. Click **File Locations**
6. Click **User Templates**
7. Click **Modify**
8. **For Word 2007** Point to %userprofile%\application data\microsoft\templates
   For Word 2010 Point to %userprofile%\appdata\roaming\microsoft\templates
9. Click **OK**


File Locations
File Locations
Modify...
OK
Close

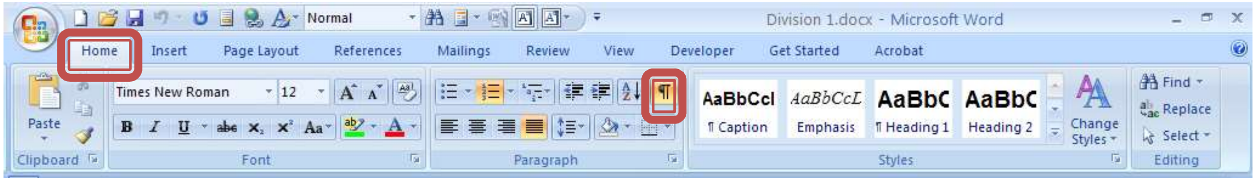
File types:	Location:
Documents	C:\...\schreit\My Documents
Clipart pictures	
User templates	C:\...\Microsoft\Templates
Workgroup templates	
AutoRecover files	C:\...\Application Data\Microsoft\Word
Tools	C:\...\Microsoft Office\Office12
Startup	C:\...\Microsoft\Word\STARTUP

The default location is treated as a trusted source for opening files. If you change a location, make sure that the new location is secure.

Show Formatting Marks

Some options require formatting marks to be displayed.

1. Click the **Home Tab**
2. Click the **Show/Hide** button in the Paragraph group


Normal
Division 1.docx - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Developer
Get Started
Acrobat
Paste
Times New Roman
12
AaBbCcI
¶ Caption
AaBbCcL
Emphasis
AaBbC
¶ Heading 1
AaBbC
Heading 2
Change Styles
Find
Replace
Select
Clipboard
Font
Paragraph
Styles
Editing

Default File Type

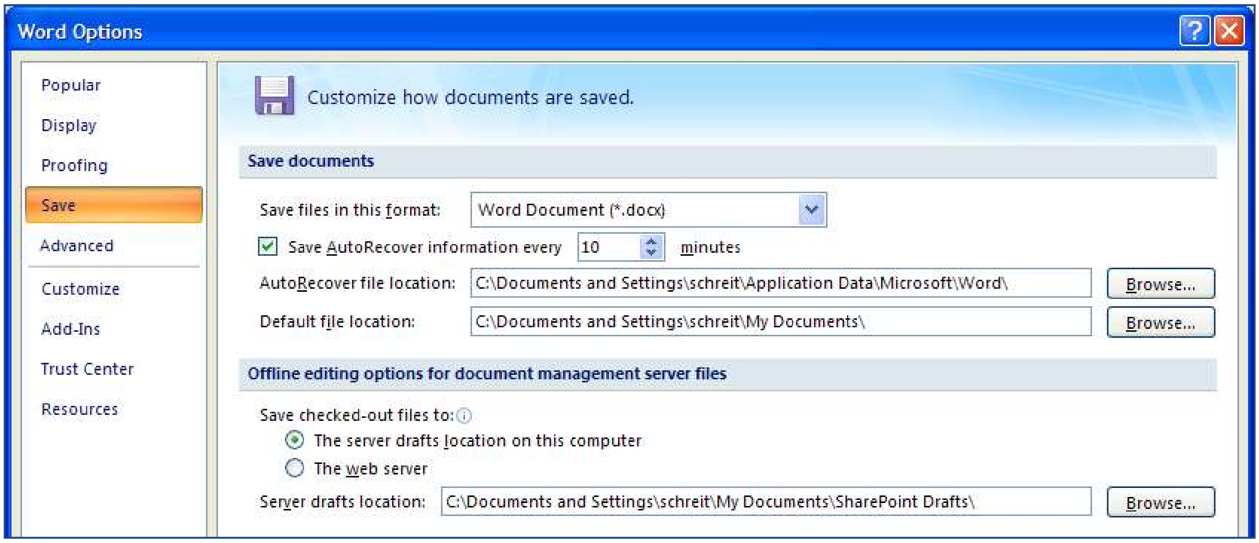
Adjust all files to be saved in .docx format.

1. Click the **Microsoft Office Button**
2. Click **Word Options**

3. Click **Save**

4. Select Word Documents (*.docx) next to Save files in this format:

5. Click **OK**


Word Options
Popular
Display
Proofing
Save
Advanced
Customize
Add-Ins
Trust Center
Resources
Browse...
Browse...
Browse...

Customize how documents are saved.

Save documents

Save files in this format: Word Document (*.docx)

☑ Save AutoRecover information every 10 minutes

AutoRecover file location: C:\Documents and Settings\schreit\Application Data\Microsoft\Word\

Default file location: C:\Documents and Settings\schreit\My Documents\

Offline editing options for document management server files

Save checked-out files to:

● The server drafts location on this computer

○ The web server

Server drafts location: C:\Documents and Settings\schreit\My Documents\SharePoint Drafts\

Getting Started

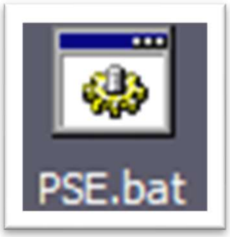
Starting PS&E Word

WSDOT employees request access through the Project Development Division. Either email MLOHelp@wsdot.wa.gov or call 360.709-5454.

For external use only, the program is available to download via the web @ General Special Provisions (GSPs) | WSDOT (wa.gov)

Warning: WSDOT employees should not use the download available on the web. Follow the instructions listed in this guide to obtain access.

After installing the program, an icon is placed on your desktop. To start PS&E Word, close all previously opened word documents & double-click the icon.

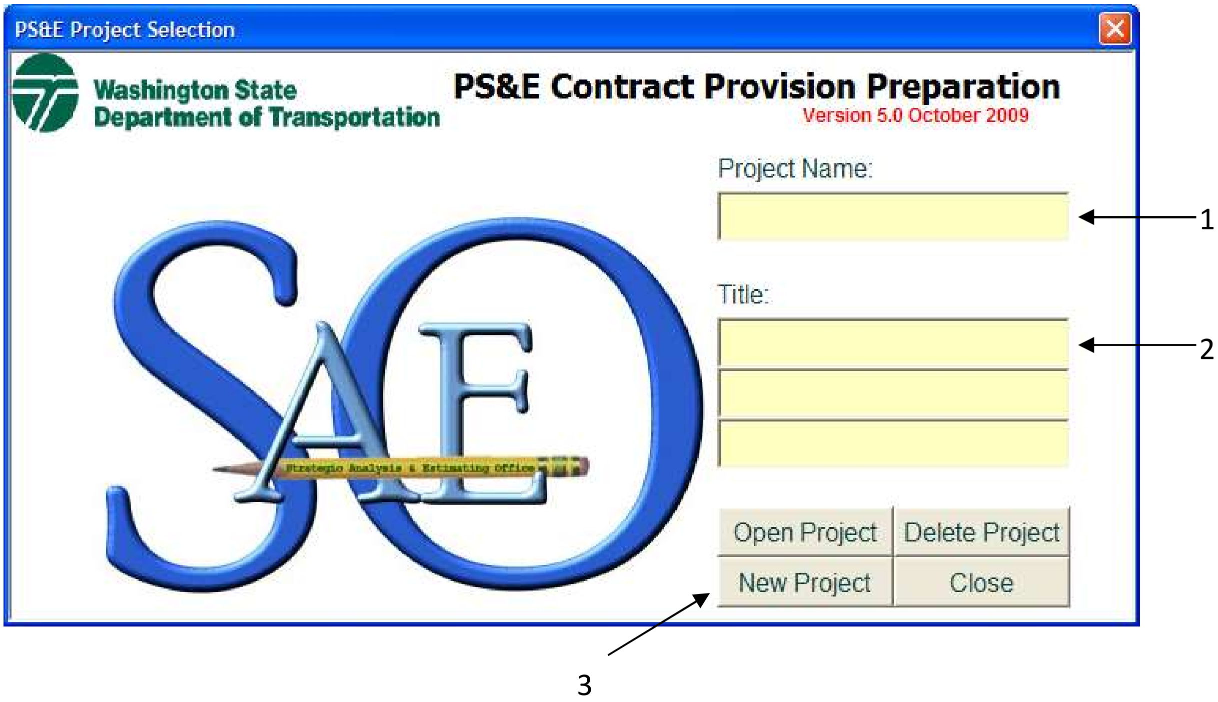


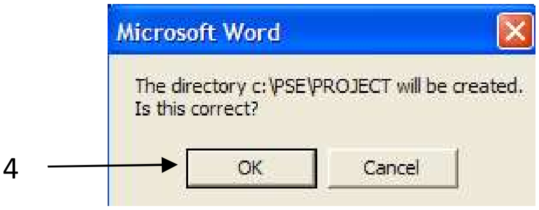
PS&E Project Selection Form

After double clicking the icon, the PS&E Project selection form appears. You can create a new project, delete an existing project, or close the form.

New Project

1. Type the project name
2. Type the title information
3. Click **New Project**
4. Click **OK** when prompted to create a new directory


PS&E Project Selection
Washington State Department of Transportation
PS&E Contract Provision Preparation
Version 5.0 October 2009
Project Name:
Title:
Open Project
Delete Project
New Project
Close
Strategic Analysis & Estimating Office
1
2
3


Microsoft Word
OK
Cancel
4

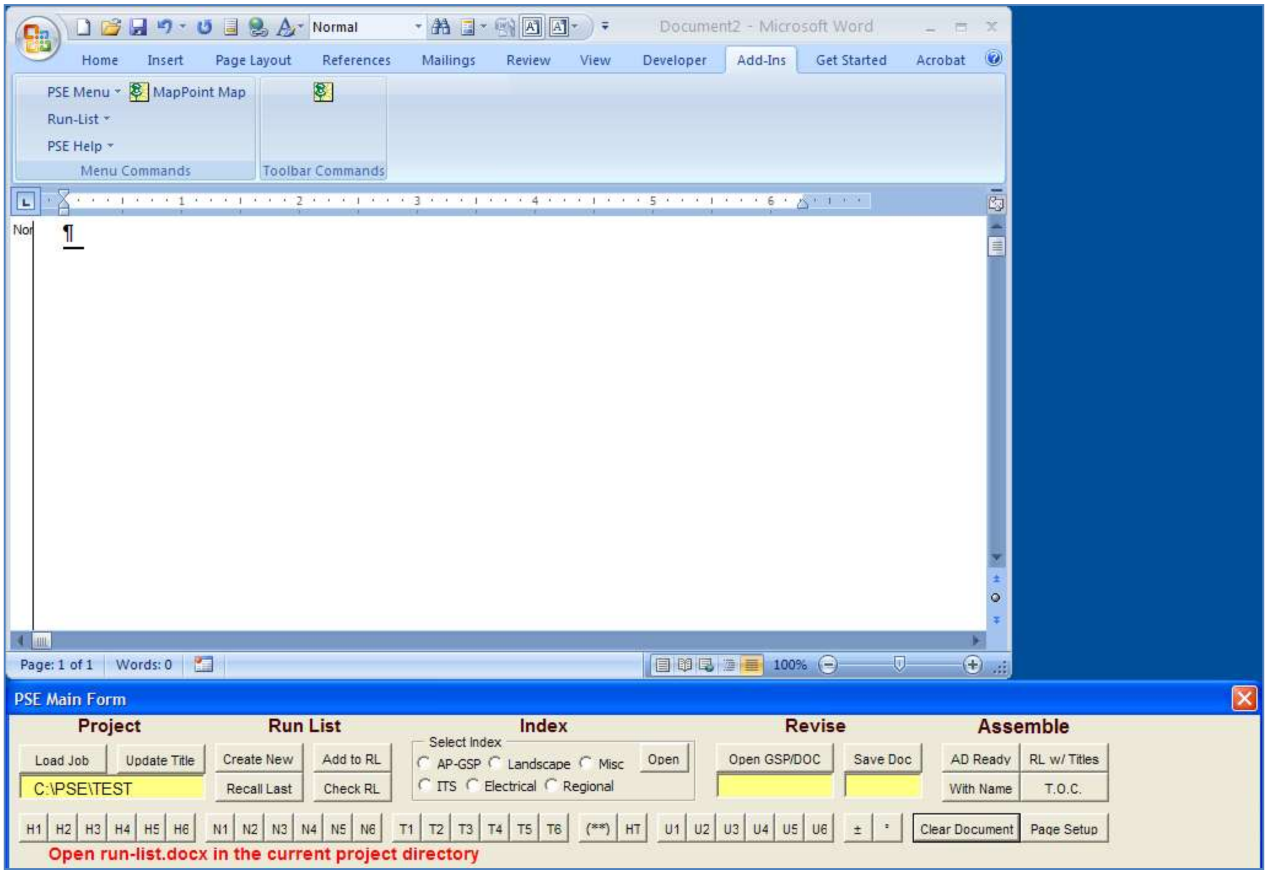
The directory c:\PSE\PROJECT will be created.
Is this correct?

Project Name
The Project Name is used to identify your project. The program will create a folder with this name to hold your project files. This field is mandatory at time of project creation.

Title
The Title is information that will appear in the footer of your assembled contract provisions. This field can be updated at a later time.

PS&E Word Screen

The program opens Microsoft Word and attaches the PS&E template. The template holds all of the code needed to run the program. The PSE Main form loads at the bottom of your screen & extra commands loaded in your add-ins tab.


Normal
Document2 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Developer
Add-Ins
Get Started
Acrobat
PSE Menu
MapPoint Map
Run-List
PSE Help
Menu Commands
Toolbar Commands
Page: 1 of 1
Words: 0
100%
PSE Main Form
Project
Load Job
Update Title
Run List
Create New
Add to RL
Recall Last
Check RL
Index
Select Index
AP-GSP
Landscape
Misc
ITS
Electrical
Regional
Open
Revise
Open GSP/DOC
Save Doc
Assemble
AD Ready
RL w/ Titles
With Name
T.O.C.
H1
H2
H3
H4
H5
H6
N1
N2
N3
N4
N5
N6
T1
T2
T3
T4
T5
T6
(**)
HT
U1
U2
U3
U4
U5
U6
±
°
Clear Document
Page Setup

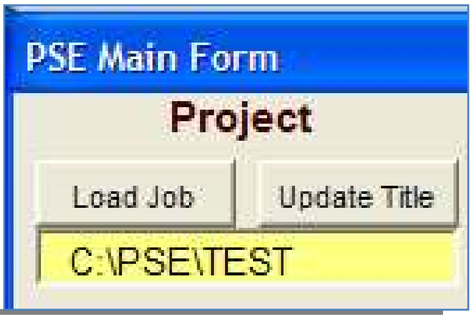
Select Index: ○ AP-GSP ○ Landscape ○ Misc ○ ITS ○ Electrical ○ Regional

C:\PSE\TEST

Open run-list.docx in the current project directory

PSE Main Form

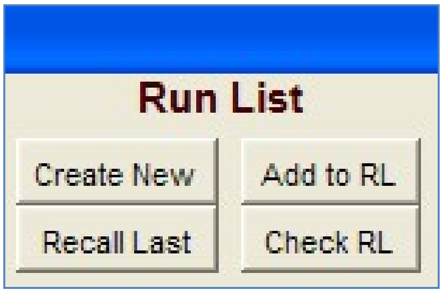
All of the commands are stored in the **PSE Main Form**. Using this form you can select from the following options:


PSE Main Form
Project
Load Job
Update Title

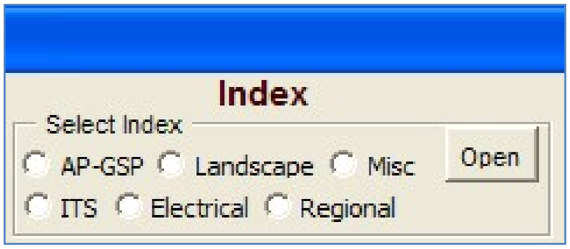
C:\PSE\TEST

1. **Load Job**: Load a new or existing Job
2. **Update Title**: Update Title information
3. **Project Path**:
   Double click to open the current project folder

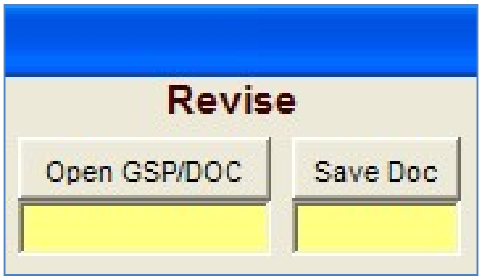
4. **Create New**:
   Create a new run-list
5. **Add to RL**:
   Add files to the run-list
6. **Recall Last**:
   Recall a closed run-list
7. **Check RL**:
   Check a run-list for errors


Run List
Create New
Add to RL
Recall Last
Check RL

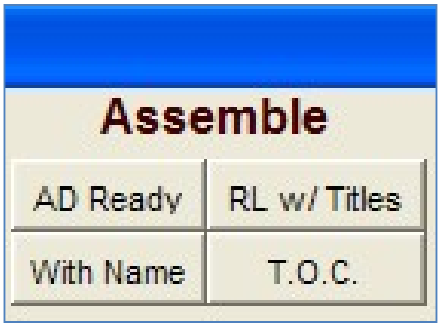
8. **Index Options**:
   Select an Index to view
9. **Index Open**:
   Open selected Index's


Index
Select Index
○ AP-GSP
○ Landscape
○ Misc
Open
○ ITS
○ Electrical
○ Regional

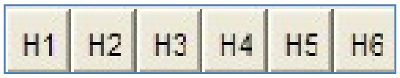
10. **Open GSP/DOC**:
    Open a GSP, Amendment, or Document
11. **Save Doc**:
    Save a revised GSP, Amendment, or Document


Revise
Open GSP/DOC
Save Doc

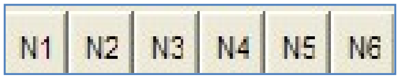
12. **With Name**:
    Assemble the run-list for review
13. **Ad Ready**:
    Assemble the run-list for Advertisement
14. **T.O.C.**:
    Create a table of contents
15. **RL w/Titles**:
    Assemble the run-list with titles


Assemble
AD Ready
RL w/ Titles
With Name
T.O.C.

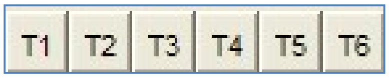
16. **H1-H6**:
    Apply H1-H6 styles to your document


H1
H2
H3
H4
H5
H6

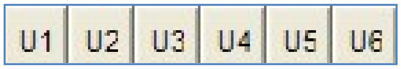
17. **N1-N6**:
    Apply N1-N6 styles to your document


N1
N2
N3
N4
N5
N6

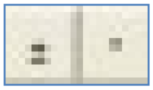
18. **T1-T6**:
    Apply T1-T6 styles to your document


T1
T2
T3
T4
T5
T6

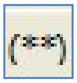
19. **U1-U6**:
    Apply U1-U6 styles to your document


U1
U2
U3
U4
U5
U6

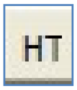
20. ± **,** °:
    Insert these symbols into your document



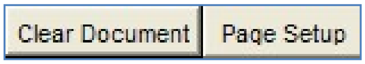
21. **(**)**:
    Inserts stars above cursor into your document



22. **HT**:
    Marks text to include in the table of contents



23. **Clear Document**:
    Clear active document and replace with a blank

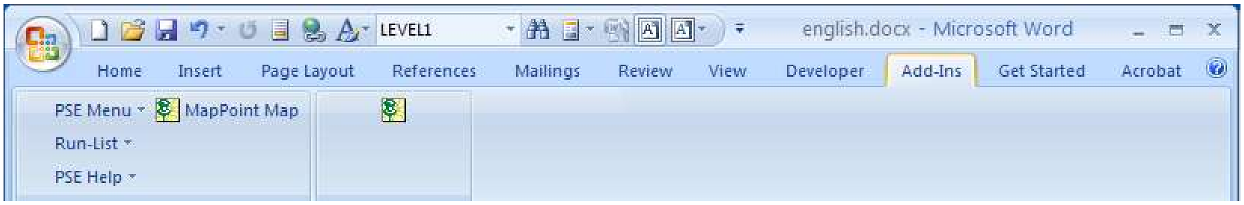

Clear Document
Page Setup

24. **Page Setup**:
    Apply line numbers and adjust margins to your document

Add-Ins

There are three toolbar options in the Add-Ins Tab and they are titled **PSE Menu, Run-List, & PSE Help.**

1. **PSE Menu:** All of the items in this menu are also found in the **PSE Main Form** except for the first item "Show Form". This item is used to display the **PSE Main Form** if it is closed or missing from the bottom of your screen.
2. **Run-List:** These items will open available Index's when selected. This option is also available in the **PSE Main Form** beneath the Index title.
3. **PSE Help:** These items are available to assist in learning more about the program. The available topics are; *Getting Started, Creating a Run-list, Working With GSPs, Creating New Documents, Revising Documents, Assembling Contract* Provisions*, Table of Contents, Run-list With Titles, Delete Job, & Document Styles.*


LEVEL1
english.docx - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Developer
Add-Ins
Get Started
Acrobat
PSE Menu
MapPoint Map
Run-List
PSE Help

Managing Run-Lists

Definition

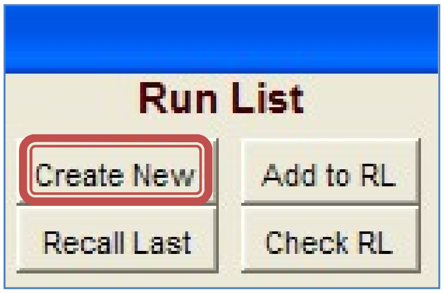
A **run-list** a word document that contains the entire file names in order that will be assembled into one final document.

In this section you will learn how to create, manage, preview, edit, copy, delete, open, and execute a run-list error report.

Create New

After creating your project, the first step is to start your run-list.

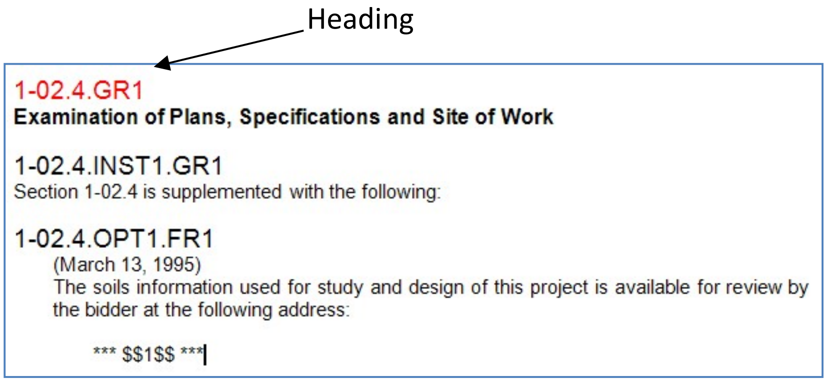
1. Place Focus in the blank document that's open on the left-hand side of your screen
2. In the **PSE Main Form**. Click **Create New** beneath the Run List title
3. The program will open the WSDOT State Index's on the left hand side of your screen and create a new run-list on the right hand side of your screen
   Do not resize your screens
4. By default, all of the current Amendments will be added to your run-list
5. All 10 WSDOT Index's will be combined into one document title English.docx. Your focus will be at the beginning of the GSPs for Division 1



Add Files to Run-List

First, understand the 3 main file types when scanning the Index are headings, instructions, and options. If you select a heading, you will need an instruction and an option.

Heading:
The heading is simply the heading in the Standard Specifications Book. The heading precedes the instruction and option. The heading file does not contain either 'INST' or 'OPT' in the file name.


Heading

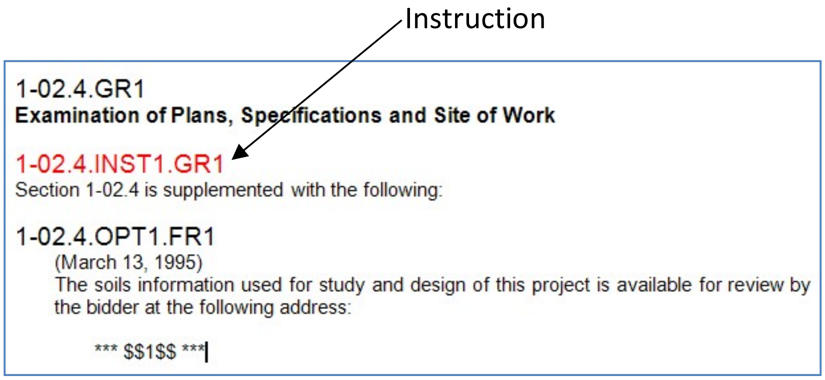
1-02.4.GR1
Examination of Plans, Specifications and Site of Work

1-02.4.INST1.GR1
Section 1-02.4 is supplemented with the following:

1-02.4.OPT1.FR1
(March 13, 1995)
The soils information used for study and design of this project is available for review by the bidder at the following address:

*** $$1$$ ***

Instruction:
The instruction is a description of how the option will supplement, revise replace, delete, etc., the text within the specified section of the Standard Specification Book. The instruction follows the heading and precedes the option. The instruction file contains 'INST' in the file name.



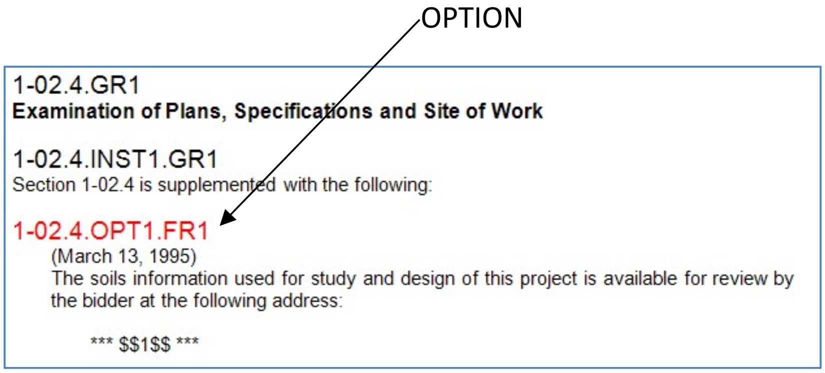
1-02.4.GR1
Examination of Plans, Specifications and Site of Work

1-02.4.INST1.GR1
Section 1-02.4 is supplemented with the following:

1-02.4.OPT1.FR1
(March 13, 1995)
The soils information used for study and design of this project is available for review by the bidder at the following address:

*** $$1$$ ***

Option:
The option is the special provision that applies to the heading and instruction. The Option files have 'OPT' in the file name and a date or set of asterisks precedes the provisional text. The heading and instruction precede the option.



1-02.4.GR1
Examination of Plans, Specifications and Site of Work

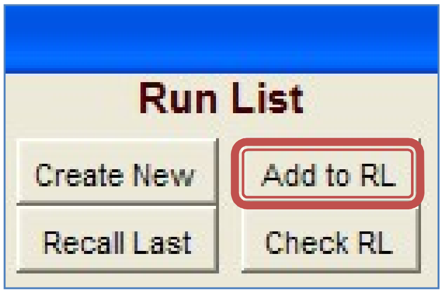
1-02.4.INST1.GR1
Section 1-02.4 is supplemented with the following:

1-02.4.OPT1.FR1
(March 13, 1995)
The soils information used for study and design of this project is available for review by the bidder at the following address:

*** $$1$$ ***

After creating your run-list, you can add GSPs and other provisions.

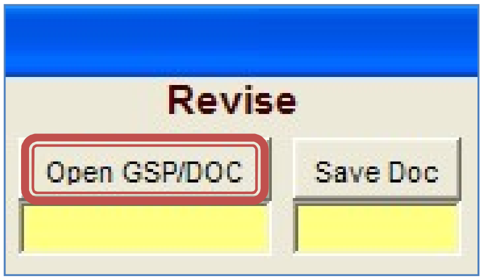
1. Scroll through the open Index and read the instructions for use
2. Place your cursor in the file name
3. Click **Add to RL**
4. The program will add the filename to your run-list



Tip: The file name will be added where the current focus is in your run-list. By default, it will be at the bottom of the list. After adding a file name, the focus automatically moved down to the next position.

Preview a GSP

You can open the GSP when scrolling the Index *or* Run-List to preview the file.



1. Place your cursor in the file name
2. In the **PSE Main Form**, click **Open GSP/DOC** beneath the title **Revise**
3. To close the file, click the x in the upper right hand corner of the document

Edit Run-Lists

The run-list is a word document. If you expand this document, all of the features available in Word are available. You can:

1. Rearrange file names (click and drag)
2. Modify file names (click in name & edit)
3. Save the run-list (CTRL+SAVE)
4. Change Font and/or highlight names (expand the run-list to use options in main window)
5. Delete files (click on file name and delete)
6. Add files (See Add Files to Run-List page 18)

Copy Run-Lists

You can use a run-list in multiple projects.

1. Locate the project folder that contains the run-list you want to copy
2. Right click on the run-list.docx and click copy
3. Paste into the project that you want to use it in
4. Open that project with the PS&E Word program
5. Click **Recall Last** in the **PSE Main Form**

Delete Run-Lists

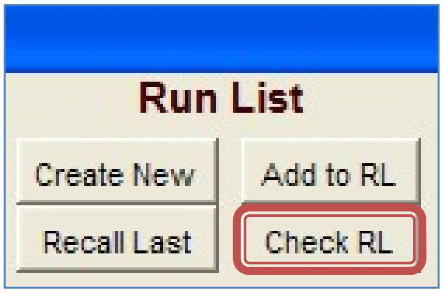
1. Locate the project folder that contains the run-list you want to copy
2. Click on the run-list

3. Right click and select Delete

Tip: You can also double click on the yellow box to open the project folder and delete the run-list.

Error Reports

You can run an error report to ensure all of the files exist prior to assembly.

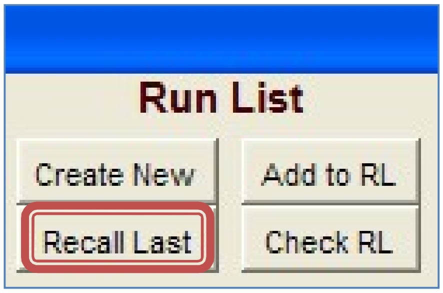

Run List
Create New
Add to RL
Recall Last
Check RL

1. Click **Check RL**
2. Click **OK** when prompted
3. The prompt will tell you if your run-list contains errors
4. If you have errors, it will list them in a word document titled errors.docx

Tip: Clear the errors.docx document before recreating another error report. If you do not, the error report will not be accurate. (See Run-List Error Troubleshooting page 44)

Open Last Saved Run-List

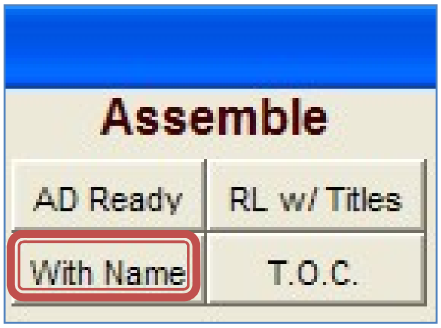
You can open the last saved run-list if it's closed.


Run List
Create New
Add to RL
Recall Last
Check RL

1. Click **Recall Last**
2. Your run-list will open in the correct position
3. Do no resize

Assembling Run-Lists

In this section, you will learn how to assemble your run-list into one document. Using these options, the program pulls the data from the individual documents and places them in order into one final document. To edit the assembled document, make the changes to the original document and reassemble.

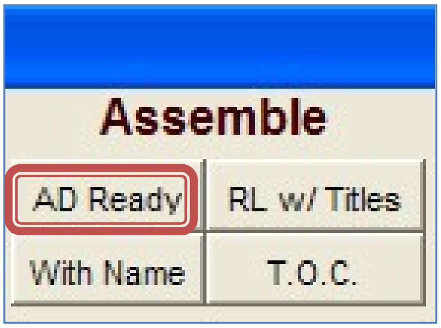


With Names

When you assemble with names, the program combines all of the run-list documents into a final document titled p.docx. It inserts the project name, title, date, and page numbers in the footer.

1. Click **With Name** in the **PSE Main Form**
2. If prompted, click **OK**

Tip: Use this option to review projects. You can highlight the file names in the run-list prior to assembly and open the files in the program to edit. Then resave and reassemble with names to view your changes.

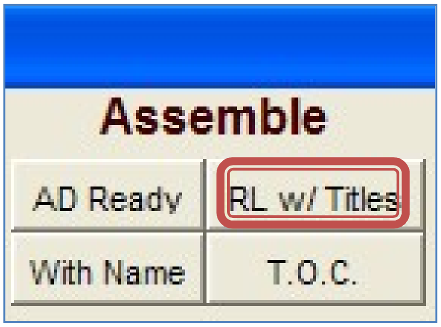


Ad Ready

When you assemble Ad Ready, the program combines all of the run-list documents into a final document titled p.docx. It inserts the same information in the footer except it does not include a date.

1. Click **AD Ready** in the **PSE Main Form**
2. If prompted, click **OK**

TIP: Use this option for projects going to advertisement.



Run-List with Titles

When you assemble with titles, the program inserts the file name and the first line of text in that file into a document titled RUNLIST.docx (notice no hyphen).

1. Click **RL With Titles**
2. If prompted, click **OK**

Index’s

WSDOT Index’s are formatted to display what files should be used together.

File Types

The 3 main file types are headings, instructions, and options. If you select a heading, you will need an instruction and an option.

Heading:
The heading is simply the heading in the Standard Specifications Book. The heading precedes the instruction and option. The heading file is does not contain either ‘INST’ or ‘OPT’ in the file name.

Instruction:
The instruction is a description of how the option will supplement, revise replace, delete, etc., the text within the specified section of the Standard Specification book. The instruction follows the heading and precedes the option. The instruction file contains ‘INST’ in the file name.

Option:
The option is the special provision that applies to the heading and instruction. The Option files have ‘OPT’ in the file name. A date or set of asterisks precedes the provisional text. The heading and instruction precede the option.

Stand Alone:
A less common type of files in addition to the 3 main types described above is called a Stand-Alone GSP. This file stands alone and in some cases, may be the only file selected from the Index for the applicable Division. This is because a Stand Alone does not apply to a specific Sub-Section. These types of files have no instructions and are just headings and text. They are placed at the end of the applicable Division or Special Provisions, before the Standard Plans. These files contain all inclusive provisions for the Description, Materials, Construction Requirements, Measurement and Payment sections.

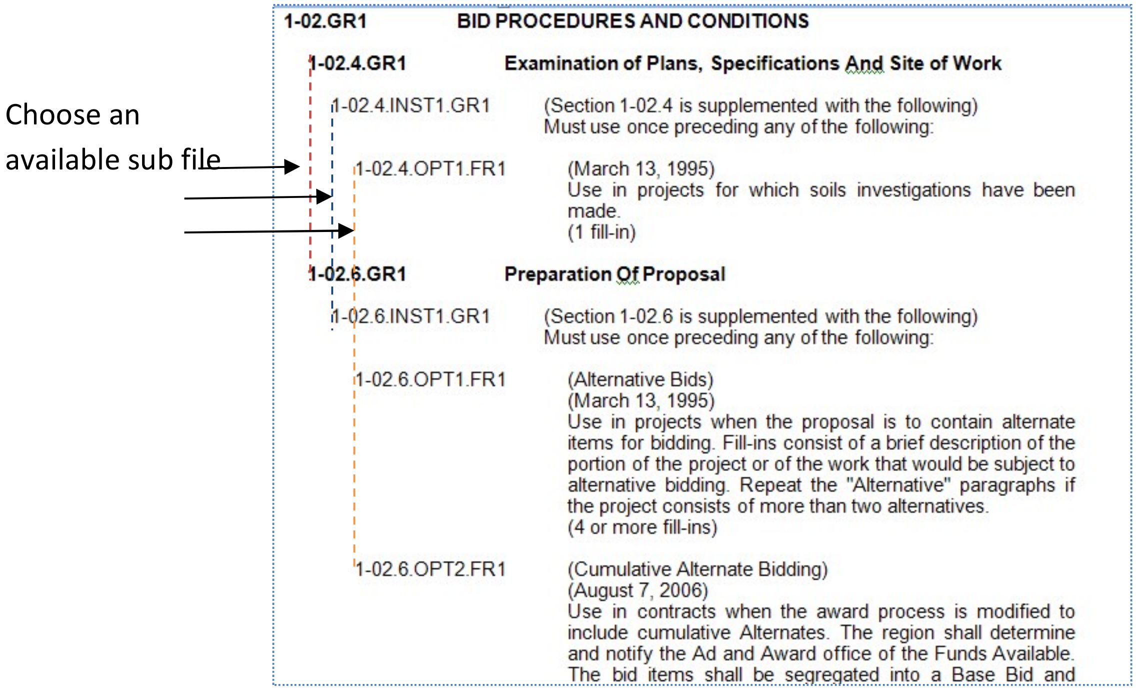
Index Formatting

If you select a file, the sub-files that belong with your selected file will be listed below and indented one level. Select from these files. If these have another sub-file to select from they will be listed.

Typically the heading files will be bold. The instruction files will have ‘INST’ in the file name and the option files will have ‘OPT’ in the file name.

In the example below, if you select the heading 1-02.GR1 you would need to choose either 1-02.4.GR1 or 1-02.6.GR1 to follow. If you chose 1-02.6.GR1 then you would select the instruction and choose either option that follow. The number matches the section in the Standard Specifications Book.

If there is more than 1 option or instruction for that section they will be indicated with a numerical value of 2 or more. In the example below, there are 2 options that are available for 1-02.6 and are named 1-02.6.OPT1.GR1 & 1-02.6.OPT2.GR1



1-02.GR1 **BID PROCEDURES AND CONDITIONS**

1-02.4.GR1 **Examination of Plans, Specifications And Site of Work**

1-02.4.INST1.GR1 (Section 1-02.4 is supplemented with the following)
Must use once preceding any of the following:

1-02.4.OPT1.FR1 (March 13, 1995)
Use in projects for which soils investigations have been made.
(1 fill-in)

1-02.6.GR1 **Preparation Of Proposal**

1-02.6.INST1.GR1 (Section 1-02.6 is supplemented with the following)
Must use once preceding any of the following:

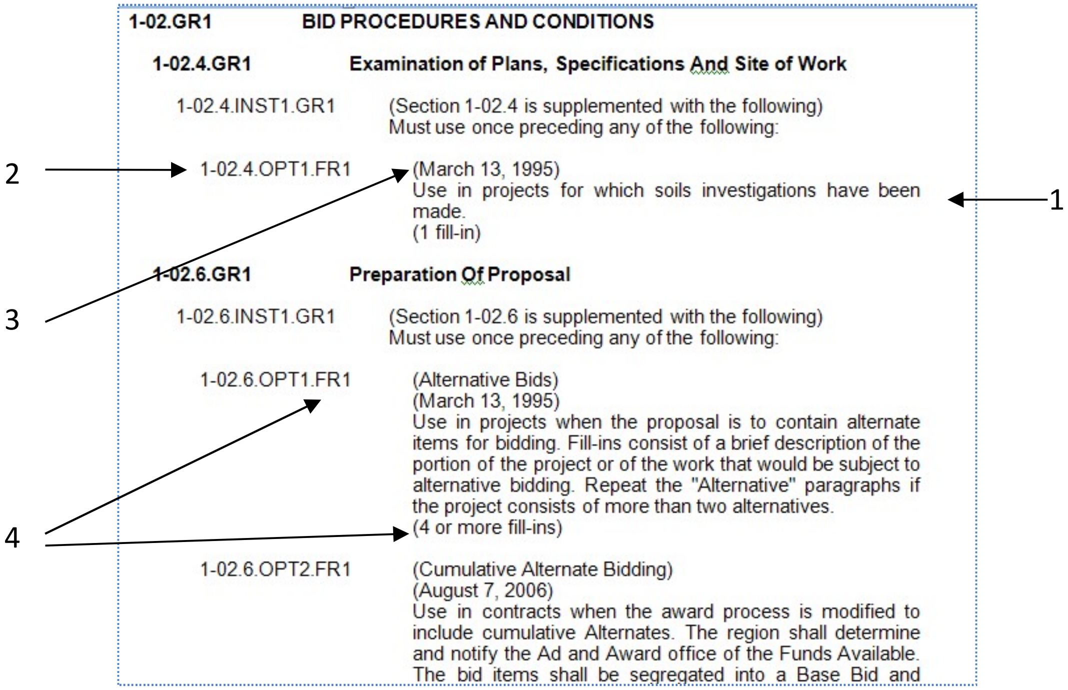
1-02.6.OPT1.FR1 (Alternative Bids)
(March 13, 1995)
Use in projects when the proposal is to contain alternate items for bidding. Fill-ins consist of a brief description of the portion of the project or of the work that would be subject to alternative bidding. Repeat the "Alternative" paragraphs if the project consists of more than two alternatives.
(4 or more fill-ins)

1-02.6.OPT2.FR1 (Cumulative Alternate Bidding)
(August 7, 2006)
Use in contracts when the award process is modified to include cumulative Alternates. The region shall determine and notify the Ad and Award office of the Funds Available. The bid items shall be segregated into a Base Bid and

Index Data

The Index includes Instructions for Use, the GSP name, the date of last revisions, and it indicates if the GSP is a fill-in file.

1. **Instructions for Use:** Each Instruction & Option file has a set of instructions listed for the file. These instructions may tell you when to use the file, if there are other files you must use with it, and if there are fill-in fields.
2. **GSP Name:** The GSP name is listed to the left of the instructions. This is the text that will be added to your run-list when you select this option. (See Add Files to Run-List page 18). This is also where you place your cursor to view the file if you select this option. (See Preview a GSP page 20).
3. **Date of Last Revision:** The date of last revision is to the right of the file name. It is enclosed in parenthesis and is not included in heading or instruction file types.
4. **Fill-In Indicator:** If the file includes a fill-in field, the instructions will list the (fill-ins) at the bottom & it may list how many fill-ins. You also will know if the file is a fill-in because the file extension starts with an 'F'.



1-02.GR1 **BID PROCEDURES AND CONDITIONS**

1-02.4.GR1 **Examination of Plans, Specifications And Site of Work**

1-02.4.INST1.GR1 (Section 1-02.4 is supplemented with the following)
Must use once preceding any of the following:

1-02.4.OPT1.FR1 (March 13, 1995)
Use in projects for which soils investigations have been made.
(1 fill-in)

1-02.6.GR1 **Preparation Of Proposal**

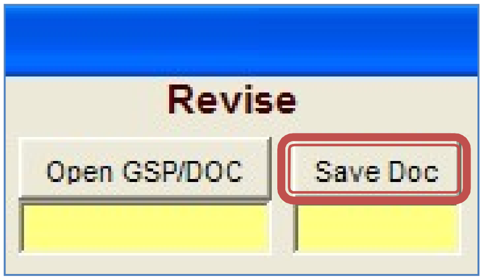
1-02.6.INST1.GR1 (Section 1-02.6 is supplemented with the following)
Must use once preceding any of the following:

1-02.6.OPT1.FR1 (Alternative Bids)
(March 13, 1995)
Use in projects when the proposal is to contain alternate items for bidding. Fill-ins consist of a brief description of the portion of the project or of the work that would be subject to alternative bidding. Repeat the "Alternative" paragraphs if the project consists of more than two alternatives.
(4 or more fill-ins)

1-02.6.OPT2.FR1 (Cumulative Alternate Bidding)
(August 7, 2006)
Use in contracts when the award process is modified to include cumulative Alternates. The region shall determine and notify the Ad and Award office of the Funds Available. The bid items shall be segregated into a Base Bid and

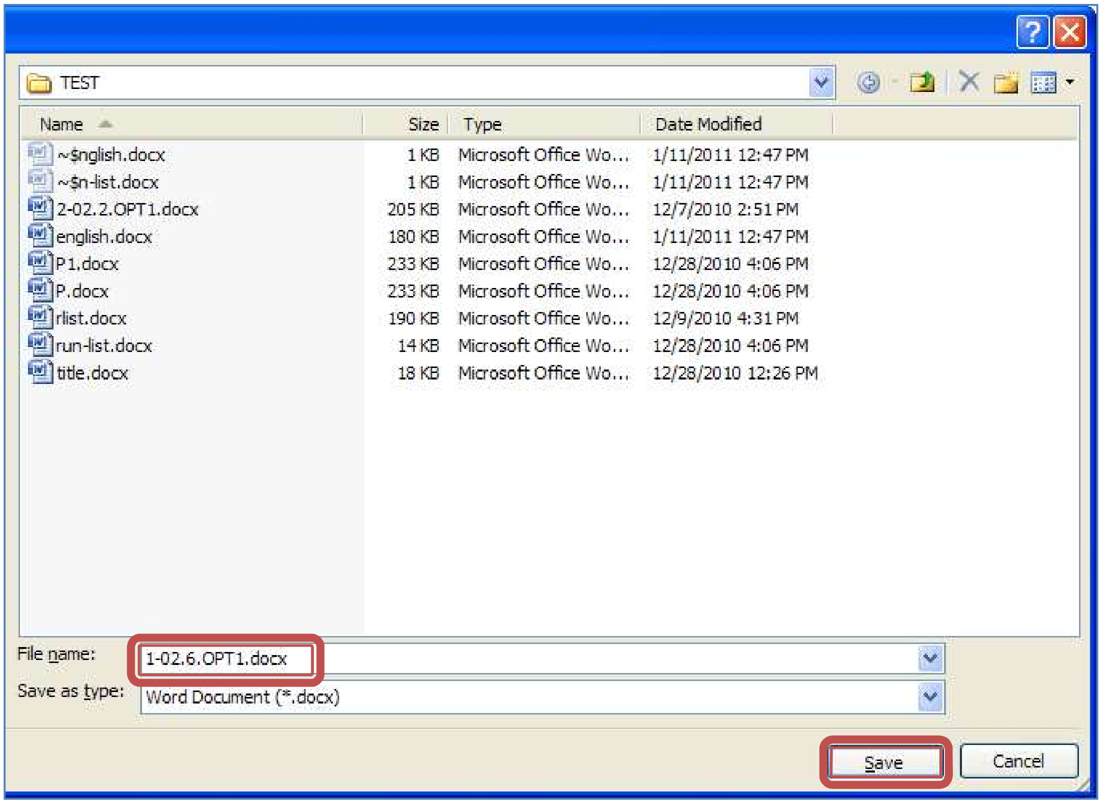
Modifying Files

Saving a File



Every file you modify or create, you save the same way.

1. Click on **SAVE Doc**
2. Type in the file name
   (See Naming Conventions page 27)
3. Click **Save** (make sure to save it as a '.docx')



Name	Size	Type	Date Modified
~$nglish.docx	1 KB	Microsoft Office Wo...	1/11/2011 12:47 PM
~$n-list.docx	1 KB	Microsoft Office Wo...	1/11/2011 12:47 PM
2-02.2.OPT1.docx	205 KB	Microsoft Office Wo...	12/7/2010 2:51 PM
english.docx	180 KB	Microsoft Office Wo...	1/11/2011 12:47 PM
P1.docx	233 KB	Microsoft Office Wo...	12/28/2010 4:06 PM
P.docx	233 KB	Microsoft Office Wo...	12/28/2010 4:06 PM
rlist.docx	190 KB	Microsoft Office Wo...	12/9/2010 4:31 PM
run-list.docx	14 KB	Microsoft Office Wo...	12/28/2010 4:06 PM
title.docx	18 KB	Microsoft Office Wo...	12/28/2010 12:26 PM

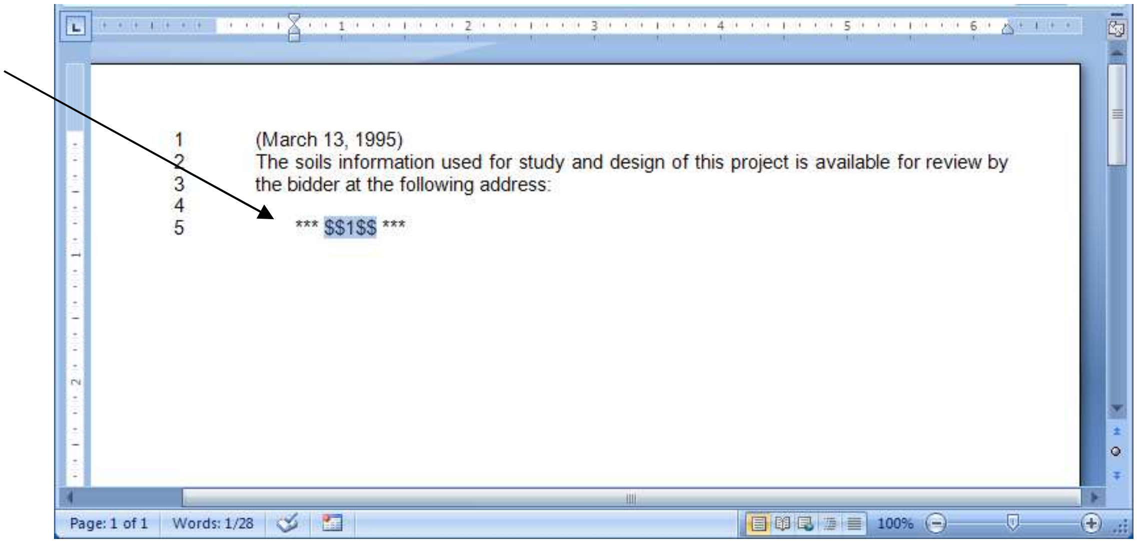
File name: 1-02.6.OPT1.docx
Save as type: Word Document (*.docx)

Fill-In GSPs

When you select a fill-in GSP, you must add the information inside the file in the fill-in fields. These fields are marked with asterisks, money symbol, and a number ***$$ 1 $$***. The number indicates the number of fill-in the field is in the file. If there are 3 fill-ins, you will find numbers 1, 2, & 3 listed between the symbols.

1. Open the fill-in document (See Preview a GSP page 20)
2. Fill in the field by highlighting the money symbol & number
3. Type over the highlighted text leaving the asterisks around your text
4. Insert a file name (See Naming Conventions page 27)
5. Save the file (See Saving a File page 26)

Fill-In Field



(March 13, 1995)
The soils information used for study and design of this project is available for review by the bidder at the following address:

*** $$1$$ ***

Naming Conventions

WSDOT requires Designers to follow a naming convention when saving files. This makes it possible to review the project to ensure items are in order and are all inclusive.

GSPs/RGSPs

The GSPs and RGSPs are named the Section Number + File Type + File Extension and in some cases there might be an indicator before the File Extension noting a Bridge GSP (.BSP).

The Section Number matches the number in the Standard Specifications Book. The file type is a heading, instruction, or option. The file extension for GSPs is either .GR1-.GR9/.GB1-.GB9 or .FR1-.FR9/.FB1-.FB9. The file extension for RGSPs is either .DT1-.DT9 or in some instances, the region may use .FT1-.FT9.

File Name Portions

Section Number	File Type	File Extension	Bridge GSP	Complete File Name
2-02.1	Heading	.GR2	No	2-02.1.GR2
2-02.1	Instruction	.GR2	No	2-02.1.INST1.GR2
2-02.1	Option	.FR2	No	2-02.1.OPT1.FR2

WSDOT GSP File Extensions

File Extension	Description
.AP1	Division 1 Amendment
.AP2	Division 2 Amendment
.AP3	Division 3 Amendment
.AP4	Division 4 Amendment
.AP5	Division 5 Amendment
.AP6	Division 6 Amendment
.AP7	Division 7 Amendment
.AP8	Division 8 Amendment
.AP9	Division 9 Amendment
.GR1/.GB1	Division 1 Road Provision/Bridge Provision
.FR1/.FB1	Division 1 Fill-In Road Provision/Bridge Provision
.GR2/.GB2	Division 2 Road Provision/Bridge Provision
.FR2/.FB2	Division 2 Fill-In Road Provision/Bridge Provision
.GR3/.GB3	Division 3 Road Provision/Bridge Provision
.FR3/.FB3	Division 3 Fill-In Road Provision/Bridge Provision
.GR4/.GB4	Division 4 Road Provision/Bridge Provision
.FR4/.FB4	Division 4 Fill-In Road Provision/Bridge Provision
.GR5/.GB5	Division 5 Road Provision/Bridge Provision
.FR5/.FB5	Division 5 Fill-In Road Provision/Bridge Provision
.GR6/.GB6	Division 6 Road Provision/Bridge Provision
.FR6/.FB6	Division 6 Fill-In Road Provision/Bridge Provision
.GR7/.GB7	Division 7 Road Provision/Bridge Provision
.FR7/.FB7	Division 7 Fill-In Road Provision/Bridge Provision
.GR8/.GB8	Division 8 Road Provision/Bridge Provision
.FR8/.FB8	Division 8 Fill-In Road Provision/Bridge Provision
.GR9/.GB9	Division 9 Road Provision/Bridge Provision
.FR9/.FB9	Division 9 Fill-In Road Provision/Bridge Provision

WSDOT RGSP file Extensions

File Extension	Description
.DT1	NWR RGSPs
.DT2	NCR RGSPs
.DT3	OR RGSPs
.DT4	SWR RGSPs
.DT5	SCR RGSPs
.DT6	ER RGSPs
.DT7	Vacant
.DT8	Vacant
.DT9	Ferries RGSPs
.FT?	Fill-Ins

Saving Files

When saving a file either as an instruction, option, fill-in, or stand-alone project specific special, follow the following guidelines:

1. **Instruction**:
   First check to see if there is an available instruction to use in the State GSP Index. If not:
   Name the project specific special instructions the Section Number that it is supplementing/revising in the Standard Specifications Book + INST1 + .DOCX. For example, a project specific special instruction that supplements Section 2-02.1 should be named 2-02.1.INST1.DOCX. If you have more files for a section than increase the number following INST. For example, 2-02.1.INST2.DOCX.

2. **Options**:
   Name Project Specific Special Options the Section Number that they are supplementing/revising in the Standard Specifications Book + OPT1 + .DOCX. For example, a project specific special that supplements Section 2-02.1 should be named 2-02.1.OPT1.DOCX. If you have more than 1 file for a section than increase the number following OPT. For example, 2-02.1.OPT2.DOCX.

3. **Fill-In GSPs:**
   Name Fill-In GSPs the original file name including the extension + .DOCX. For example, a fill-in that was original named 2-02.1.OPT1.FR2 will be named 2-02.1.OPT1.FR2.DOCX when filled in and saved to your project folder.

4. **Stand Alone GSPs:**
   Name a stand-alone GSP the Section it is supplementing + SA1 + .DOCX. For example, a stand-alone special that supplements Section 2-02 will be named 2-02.SA1.DOCX.

5. **Division 9**
   You must go through the appropriate Divisions when revising/supplementing Division 9. Do not go directory through Division 9 because that will change the entire book opposed to the specific section that you need to revise/supplement. Name the Division 9 instructions the appropriate section plus the Division 9 section and INST1.DOCX. For example, an instruction that goes through Section 2-02.2 but is supplementing Section 9-33.2 would be named (2-02.2(9-33.2).INST1.DOCX (you include the heading with the Division 9 instructions). Name the Division 9 option the appropriate section plus the Division 9 section and OPT1.DOCX. For example, an option that goes through Section 2-02.2 but is supplementing Section 9-33.2 would be named 2-02.2(9-33.2).OPT1.DOCX.

6. **Deleting Text**
   The instruction and option are combined when deleting text. For example, if you wrote a GSP that says "The last paragraph in Section 8-15.4 is deleted" then it would be named 8-15.4.OPT1.DOCX. You do not separate the instructions from the option because they are combined.

Creating a New Document

You will need to create a new document if writing a project specific special.

1. Click Clear Document (See Clear Document page 16)
2. Click Page Setup (See Page Setup page 16)
3. Type text
4. Format Document (See Formatting Your Document page 35)
5. Click Save Doc (See Save Doc page 15)
6. Name your project specific special (See Naming Conventions page 27)
7. Click in the run-list where you want to add this file
8. Manually type the new file name

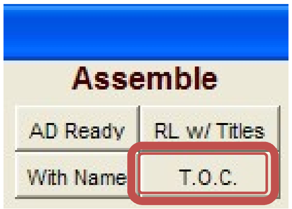
Table of Contents

A table of contents is created to display the corresponding page numbers for a subject. When you create the table of contents, a document titled contents.docx will be created in your project folder.

Create

After you create a p.docx, you can create a table of contents. This option scans your p.docx and uses the TOC hidden text entries to identify the subjects to include in the table of contents.

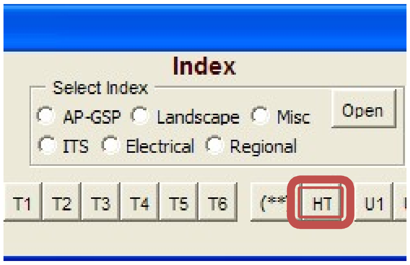
1. Create a p.docx (See Assembling Run-Lists page 22)
2. Click **T.O.C.**

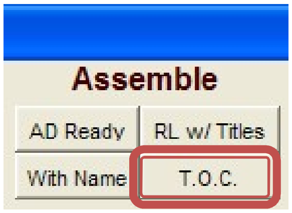

Assemble
AD Ready
RL w/ Titles
With Name
T.O.C.

Add Entry

By default, the GSPs and Amendments have the TOC hidden text included in the file. You may also include this in a file you create so that it appears in the table of contents.

1. Create your document
   (See Creating a New Document page 30)
2. Place your cursor in the heading you want to appear in the table of contents
3. Click **HT**
4. Save your active document (ctrl+save)
5. Reassemble your p.docx
   (See Assembling Run-Lists page 22)
6. Click **T.O.C.**
7. Your entry will now appear in your table of contents.


Index
Select Index
○ AP-GSP ○ Landscape ○ Misc
Open
○ ITS ○ Electrical ○ Regional
T1
T2
T3
T4
T5
T6
(**
HT
U1


Assemble
AD Ready
RL w/ Titles
With Name
T.O.C.

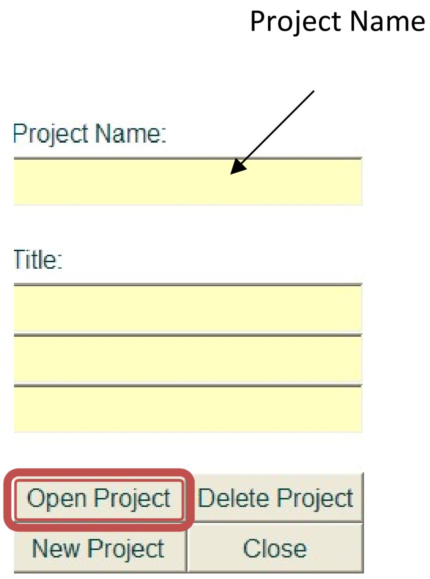
Projects

New

You can create a new project at anytime (See Create New Project page 12)

All new projects will be created as a folder in your programs 'save to' library. You can view this path. All files you save will be placed in your projects folder.

1. Right click on your PS&E shortcut (See Starting PS&E Word page 12)
2. Click Edit
3. The path will be listed after 'SET PSESaveTo'


Project Name
Project Name:
Title:
Open Project
Delete Project
New Project
Close

Open

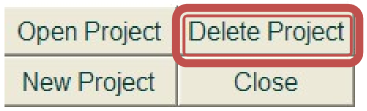
After you have created a project, you can open it from the **PS&E Project Selection** form.

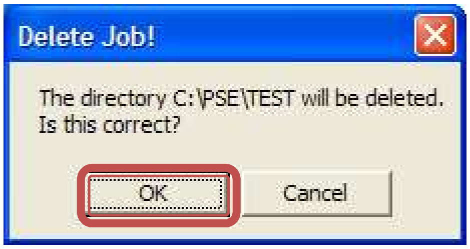
1. Open the PS&E program (See Starting PS&E Word page 12)
2. Type your existing Project Name in the appropriate yellow box below the title Project Name
3. Click **Open Project**

Delete

After you are finished with your project you can delete it from the **PS&E Project Selection** form.

1. Open the PS&E program (See Starting PS&E Word page 12)
2. Type your existing Project Name in the appropriate title box.
3. Click **Delete Project**
4. Click **OK** if prompted


Open Project
Delete Project
New Project
Close


Delete Job!
OK
Cancel

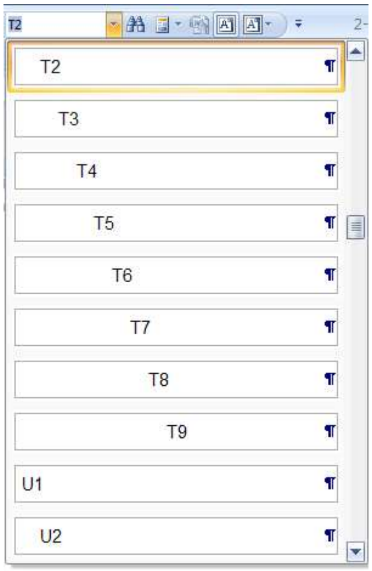
The directory C:\PSE\TEST will be deleted.
Is this correct?

Formatting

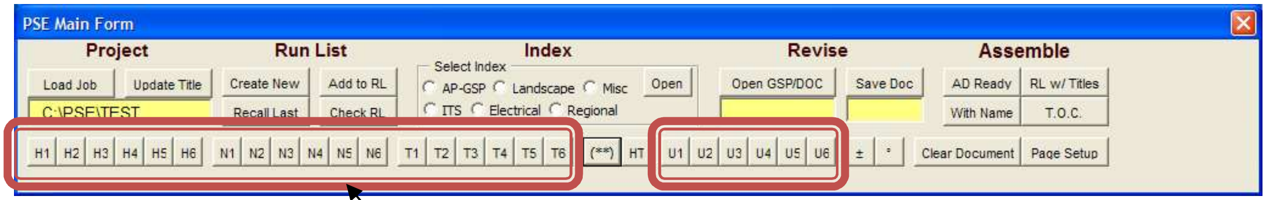
Styles

Styles provide an easy way to automate formatting. Each style contains different formatting instructions and can ensure that all of the documents have the same format. Instead of applying each formatting command individually, you can apply them to each paragraph by attaching a style. The PS&E Program comes installed with custom formatting styles to follow WSDOT formatting standards.

Some of these styles can be found in the style buttons listed in the PSE Main Form. The rest are available in the Style section in the Word Ribbon or you can use the ALT key to apply them, i.e. ALT H1.


T2
T2
T3
T4
T5
T6
T7
T8
T9
U1
U2

Style Menu in Ribbon


PSE Main Form
Project
Load Job
Update Title
C:\PSE\TEST
Run List
Create New
Add to RL
Recall Last
Check RL
Index
Select Index
AP-GSP
Landscape
Misc
ITS
Electrical
Regional
Open
Revise
Open GSP/DOC
Save Doc
Assemble
AD Ready
RL w/ Titles
With Name
T.O.C.
H1
H2
H3
H4
H5
H6
N1
N2
N3
N4
N5
N6
T1
T2
T3
T4
T5
T6
(**)
HT
U1
U2
U3
U4
U5
U6
±
°
Clear Document
Page Setup

Style buttons in pse main form

Default Font

Default text uses T styles and is used for instructions and options.

Headings

Headings use H styles and are used for all headings & may be used in options.

Numbers or Letters

Numbered or Lettered lists use N styles and are used for numbered or lettered lists in options.

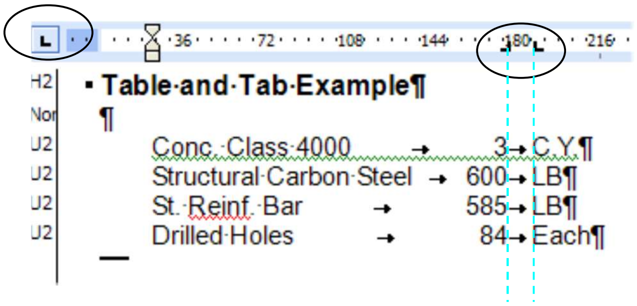
Tables

Tables use "U" styles and are used to list tables in options.

1. Use one tab instead of spaces to separate columns in tables.

2. Set the tabs by selecting from the tab options at the far left of the horizontal ruler.
3. Click the tab until it changes to the type of tab you want. Most likely, you will use Left Tab └ Right Tab ┘, Center Tab ┴, or Decimal Tab ┴.
4. After you have selected what type of tab you want, click on the ruler where you want the tab stop.
5. If you hold down the mouse button it will display a dotted line down your screen indicating where the text will line up.
6. You can also remove tabs by clicking on the tab and dragging them off of the ruler.
7. To set multiple tabs at once, for example if you have multiple lines of text and you want the tab to be the same all the way down, highlight all of the text and set the tabs.

Example using Right and Left Tabs

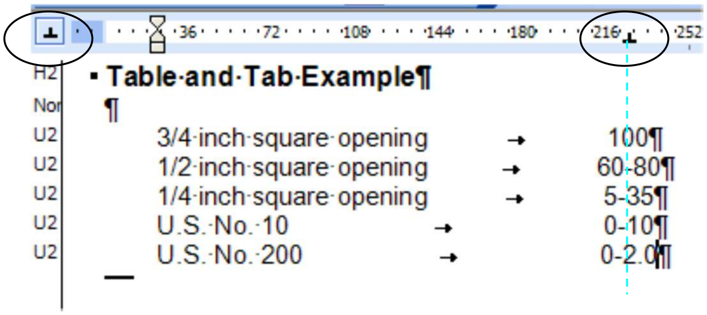


▪ Table·and·Tab·Example¶

¶

Conc.·Class·4000 → 3 → C.Y.¶
Structural·Carbon·Steel → 600 → LB¶
St.·Reinf.·Bar → 585 → LB¶
Drilled·Holes → 84 → Each¶

Example Using Center Tabs



▪ Table·and·Tab·Example¶

¶

3/4·inch·square·opening → 100¶
1/2·inch·square·opening → 60-80¶
1/4·inch·square·opening → 5-35¶
U.S.·No.·10 → 0-10¶
U.S.·No.·200 → 0-2.0¶

Formatting Your Document

When you create a document from scratch, you need to format using the pre-existing style options.

Apply Formatting

1. Place cursor in text to format
2. Select the style using the PS&E Main Form buttons or
3. Select from the Style List in the toolbar or (See Helpful Hints page 51)
4. Use the Alt Keys (See Helpful Hints page 51)

When you select a format, the program applies it to all of the text up until the paragraph marker.

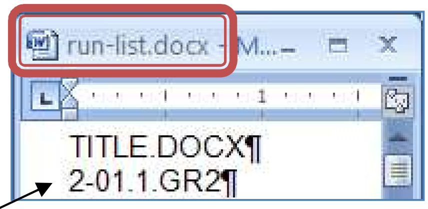
TIP: Turn on formatting marks to see paragraph markers (See Settings page 7)

All of the headings for the Standard Specifications exist in your program files and are available to use. These are already formatted!

The instruction and option document follow the heading and these are the two types of documents that you will need to format.

Headings

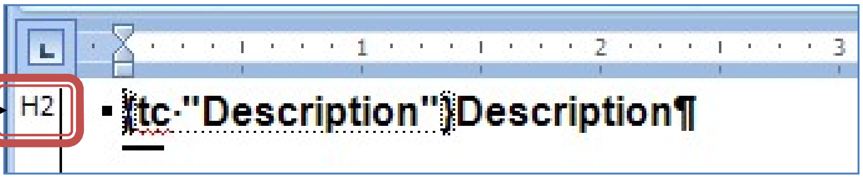
1. Add the heading that is needed in your run-list by typing:
   Section number + .GR + the Division number.
   For example, a heading for
   Section 2-01.1 would be named 2-01.1.GR2.
2. Place cursor in heading name and open file
   (See Preview a GSP page 20)
3. Take note of the applied style
4. Close Document



TITLE.DOCX¶
2-01.1.GR2¶

Heading file

Opened File

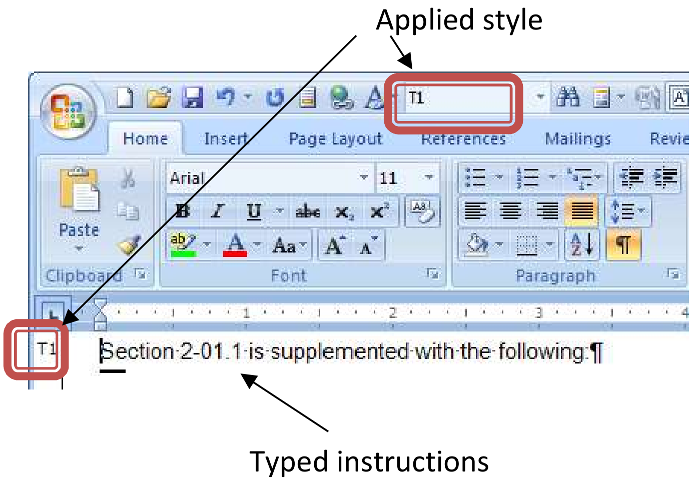


{tc "Description"}Description¶

Applied style

Instruction

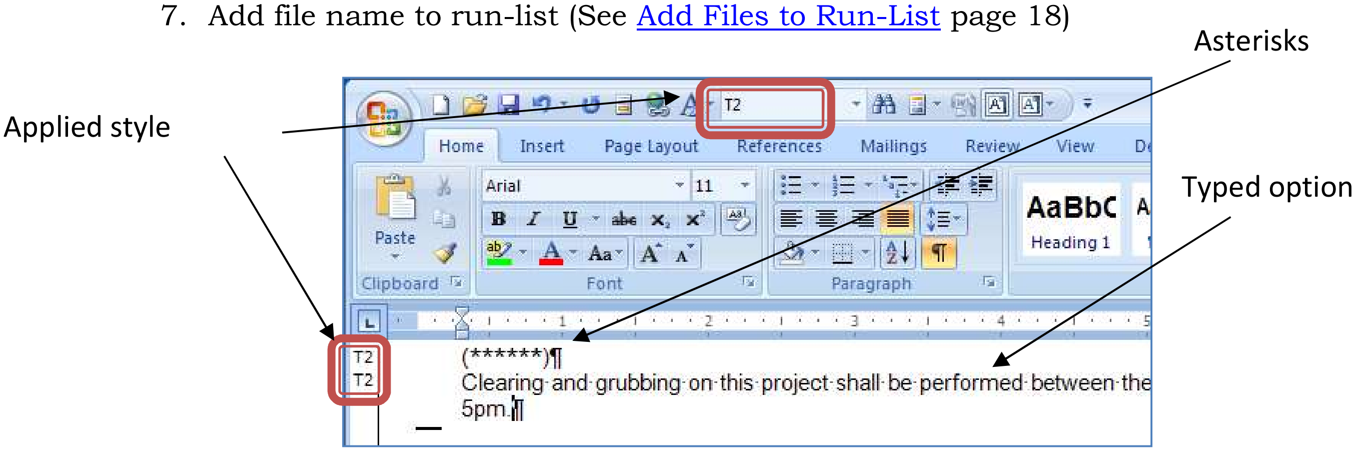
1. Type your instruction (if there isn't one available in the statewide Index)
2. Place your cursor in the text
3. Apply a T1-T9 style so the text lines up with the preceding heading
   Example: If heading style is H2 than the instruction style needs to be T1.
4. Save (See [Saving a File]() page 26)
5. Close Document
6. Add file name to run-list
   (See [Add Files to Run-List]() page 18)


Applied style
T1
Home
Insert
Page Layout
References
Mailings
Arial
11
Paste
Clipboard
Font
Paragraph
T1
Typed instructions

Section·2-01.1·is·supplemented·with·the·following:¶

Option

1. Type your option
2. Place your cursor at the beginning of the text
3. Insert asterisks
4. Apply your document styles so that this text starts one indent to the right of the instruction
   Example: If instructions are a T1 than the option will be a T2.
5. Save (See [Saving a File]() page 26)
6. Close Document
7. Add file name to run-list (See [Add Files to Run-List]() page 18)


Asterisks
Applied style
T2
Home
Insert
Page Layout
References
Mailings
Review
View
Arial
11
Paste
Clipboard
Font
Paragraph
AaBbC
Heading 1
Typed option
T2
T2

(******)¶
Clearing·and·grubbing·on·this·project·shall·be·performed·between·the
5pm.¶

Style Settings in Detail

Listed below are the different style settings for Contract Provisions. All of the following styles are ARIAL font.

HEADING STYLES

The headings styles are in two font sizes. Headings 1 through 3 are font size 12 and Headings 4 through 8 are font size 11.

H1 Main Heading style. Full margin, bold and all in caps. This style automatically puts the blank line after the heading and "keeps" to ensure the heading is always with the text.

H2 Second Heading. Full margin and bold. Only the first character of each word is in caps. There is no blank line after this heading, but it will stay with the text.

H3 Third Heading. One indent with bold italics. Only the first character of each word is in caps. There is no blank line after this heading, but it will stay with the text.

H4 Fourth Heading. Two indents and bold. Only the first character of each word is in caps. There is no blank line after this heading, but it will stay with the text.

H5 Fifth Heading. Three indents and bold. Only the first character of each word is in caps. There is no blank line after this heading, but it will stay with the text.

H6 Sixth Heading. Four indents and bold. Only the first character of each word is in caps. There is no blank line after this heading, but it will stay with the text.

H7 Seventh Heading. Five indents and bold. Only the first character of each word is in caps. There is no blank line after this heading, but it will stay with the text.

H8 Eighth Heading. Six indents and bold. Only the first character of each word is in caps. There is no blank line after this heading, but it will stay with the text.

TEXT STYLES JUSTIFIED

Justified text styles for normal text. Font size is 11.

T1 Paragraph Standard.
The system automatically defaults to this style. Full margin justified text.

T2 Justified text indented one.

T3 Justified text indented two.

T4	Justified text indented three.
T5	Justified text indented four.
T6	Justified text indented five.
T7	Justified text indented six.
T8	Justified text indented seven.
T9	Justified text indented eight.

TEXT STYLES NOT JUSTIFIED

Styles for tables or if un justified text. Font size is 11.

U1	Full margin text not justified.
U2	Text not justified indented one.
U3	Text not justified indented two.
U4	Text not justified indented three.
U5	Text not justified indented four.
U6	Text not justified indented five.
U7	Text not justified indented six.
U8	Text not justified indented seven.
U9	Text not justified indented eight.

TEXT TABBED AFTER NUMBERS OR LETTERS JUSTIFIED

These styles are used when the text is numbered or lettered. Font size is 11N1 Full margin text justified with numbers or letters.

N1	Text tabbed after numbers or letters justified.
N2	Text tabbed after numbers or letters justified indented one.
N3	Text tabbed after numbers or letters justified indented two.
N4	Text tabbed after numbers or letters justified indented three.

N5	Text tabbed after numbers or letters justified indented four.
N6	Text tabbed after numbers or letters justified indented five.
N7	Text tabbed after numbers or letters justified indented six.
N8	Text tabbed after numbers or letters justified indented seven.
N9	Text tabbed after numbers or letters justified indented eight.

TEXT TABBED AFTER SHORT WORDS JUSTIFIED

This style is like numbered text, but tabbed after short words (6 characters or less). Font size is 11.

S1	Full margin text tabbed after short words justified.
S2	Text tabbed after short words justified indented one.
S3	Text tabbed after short words justified indented two.
S4	Text tabbed after short words justified indented three.
S5	Text tabbed after short words justified indented four.
S6	Text tabbed after short words justified indented five.
S7	Text tabbed after short words justified indented six.
S8	Text tabbed after short words justified indented seven.
S9	Text tabbed after short words justified indented eight.

TEXT TABBED AFTER LONG WORDS JUSTIFIED

This style is like the short word text except it’s tabbed after long words. (8 characters or less). Font size is 11.

L1	Full margin text tabbed after long words justified.
L2	Text tabbed after long words justified indented one.
L3	Text tabbed after long words justified indented two.
L4	Text tabbed after long words justified indented three.

L5 Text tabbed after long words justified indented four.

L6 Text tabbed after long words justified indented five.

L7 Text tabbed after long words justified indented six.

L8 Text tabbed after long words justified indented seven.

L9 Text tabbed after long words justified indented eight.

CENTERED TEXT

C1 Centered text, font size 11.

C2 Bold centered headings, font size 12.

Troubleshooting

If you are experiencing any issues, please reset your settings (See Settings page 7).

If that doesn't resolve your issues, try the following solutions categorized by error. For further support, contact MLOHelp@wsdot.wa.gov.

PS&E Main Form is cut off

After opening the program, the PS&E Main Form is not displaying completely.

1. Recheck all settings (See Settings page 7)
   This is most likely caused by your screen resolution not set properly.

Error 5941 the requested member of the collections does not exist

When creating a new run-list you get this error

2. Recheck all settings (See Settings page 7)

3. Ensure run-list is not in compatibility mode (listed in the title bar)

~~Word cannot start the converter mswrd632~~

~~When in the program, you get this error~~

~~1. Click Start~~

~~2. Click Run~~

~~3. Type Regedit~~

~~4. Click OK~~

~~5. Locate and click the following registry subkey: HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Shared Tools\Text Converters\Import\MSWord6.wpc~~

~~6. In the Edit Menu, Click Delete~~

~~7. Click Yes~~

~~8. Exit Registry Editor~~

Open PS&E Word but forms do not load

1. Recheck all settings (See Settings page 7)
2. Click Developer Tab
3. Click Document Template
4. Click Add..
5. Select PSE.DOCM from the list
6. Click OK

Styles do not display in the left pane of your document

When viewing your document, you do not see the styles on the left hand side.

1. Select View Tab
2. Select Draft in Document Views Location
   If still doesn't display:
3. Select the Microsoft Office Button
4. Click Word Options
5. Click Advanced
6. Locate Display options and change the Style are pane width in Draft & Outline views to read .2"

Add Style window to quick access toolbar

To view the style window in the quick access toolbar you need to add it in the settings option.

1. Click the drop-down arrow to the right of your quick access toolbar
2. Click More Commands…
3. Click All Commands in Choose Commands From
4. Click Style
5. Click Add
6. Click OK

Region files do not include the latest updates (WSDOT only)

If you received notification there was an update and you do not see it in your project files, contact I.T. because the replication is off on the servers.

Error 5121 Word experienced an error trying to open the file

If you receive this error attempting to open a file, try the following.

1. Recheck all settings (See Settings page 7)
2. Check the run-list.docx, title.docx, p.docx, and rlist.docx to ensure they are not in compatibility mode.
3. If they are, you need to convert them and resave
4. Delete the temp folder titled WORK beneath the sub-folder PSE (if you do not have rights contact I.T.)
5. Ensure that the default new document is set up for Word 2007.

Error 75 Path/File access error

When creating a new run-list or opening the program, you receive this error.

1. Check your rights to the C drive (or what path it is attempting to save to)
2. You need Modify rights in this location, contact I.T.
3. Delete the sub-folder titled WORK beneath the sub-folder PSE (if you do not have rights contact I.T.)

Microsoft Office Word has encountered a problem and needs to close. We are sorry for the inconvenience

This error may arise when trying to close your run-list while in the program.

1. Recheck all settings (See Settings page 7)
2. Ensure that the default new document is set up for Word 2007.
3. Check your rlist.docx, run-list.docx, and p.docx and make sure they are not in compatibility mode.

Program is running excessively slow and freezing

The program is running excessively slow and freezing when attempting to assemble the run-list.

1. Click the Microsoft Office Button
2. Click Word Options
3. Click Add Ins
4. Click Go next to COM ADDINS
5. Deselect the PDFMAKER Addin

Program freezes when assembling p.docx

When assembling the run-list the program freezes and fails to complete.

1. Ensure in your option files, there is not spaces before the (Date) or (*****) at the top
2. Make sure there aren't spaces in your file names. If so, right click on the electronic file and remove the spaces
3. Edit your run-list to include the revised file names

Text has symbols in it and is not legible

When opening a GSP the text isn't legible.

1. Check to see if you are running an older version than Office 2007
2. If so, the program will not work
3. You can view the files by adding '.docx' to the end of the file name

Fill-In data is not showing up in the p.docx

When the run-list is assembled, the fill-in data doesn't appear.

1. Open the fill-in file in your project folder
2. Make sure the data is in the file
3. Ensure the run-list file name matches the actual file name

Run-List found errors

The file names listed in the error.docx are file names that are incorrect in your run-list.

1. Review the latest updates to see if the GSP was deleted or moved

2. File name typed wrong
3. Space after the file name (turn on formatting marks to view)
4. Hyperlinks in the run-list

Run-List found errors that do not match any of the file names in my run-list

An error report states a file does not' exist but the file name is not in my run-list.

1. Make sure you close any error.docx files before you attempt to assemble the p.docx
2. Make sure you close any error.docx files before you rerun your error report

Missing last document in run-list

When assembling, you receive this error, or the last document does not merge in the p.docx.

1. Open your title.docx
2. Ensure it is not in compatibility mode
3. Make sure title.docx is at the top of your run-list

Missing first document when assembled

When assembling your run-list, your p.docx is missing the first document.

1. Recheck all settings (See Settings page 7)
2. You deleted the title.docx at the beginning of your run-list
3. Retype at the top of your run-list and resave

Document could not be found from run-list

When assembling your p.docx you receive an error that a document could not be found, even though it displays in your p.docx.

1. Recheck all settings (See Settings page 7)
2. Expand your run-list and hit ctrl+shift+f9
3. Resave your run-list

4. Ensure you state .docx or .doc at the end of your file names that you created

5. Ensure the bat file path is pointing to the correct libraries:
    a. Right click on shortcut to PS&E word
    b. Click Edit
    c. View the following paths:

        SET PSEWork=(this is where it looks for State GSPs and Amendments
        SET PSESaveTo=(this is where it saves your project folders and specials)
        SET PSERegion=(this is where it is looking for the subfolder RGSPS that contains your region files and/or APWA specials

6. Turn on your formatting marks and make sure the file name in the run-list matches the file name exactly in your project folder (no extra spaces etc.)

Run-List assembles inside the run-list itself and does not complete in the p.docx

Attempt to assemble run-list and the program merges it inside the run-list instead of the p.docx.

1. When you click ad ready, or w/names do not click inside the run-list when the code is running

2. Disable NVIDIA if installed by:

    a. opening the control panel

    b. click nvidia desktop manager

    c. Deselect all options under Title Bar Options.

Table of Contents page numbers are not correct

Create a table of contents and the page numbers to not match the assembled p.docx.

1. When you click on Print, ensure the printers are the same when you assemble the run-list and create the table of contents.

P.docx appears to be zoomed out when printed

P.docx text is small and there is a larger space for the margins.

1. Accept all track changes in your document and turn off commenting balloons.

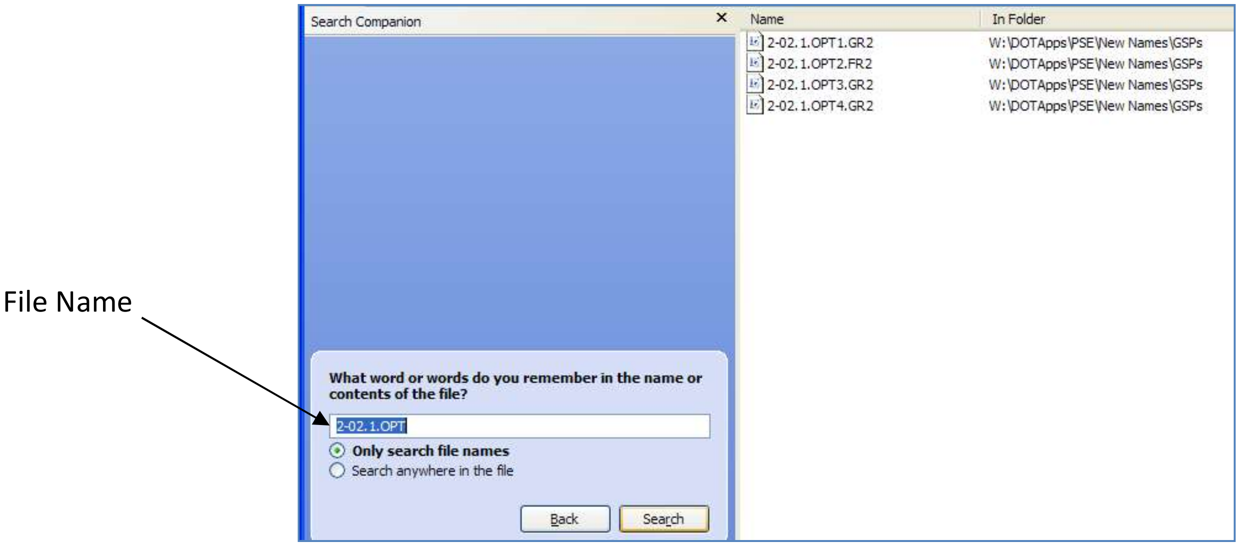
Advanced

Searching

GSPs

You can search the entire GSP directory for an available option for a specific Section.

1. Right click on the folder GSPs
2. Click Search
3. Type the Section number PLUS OPT
4. Click Search
5. The search results will be displayed



File Name

What word or words do you remember in the name or contents of the file?

2-02.1.OPT

● Only search file names
○ Search anywhere in the file

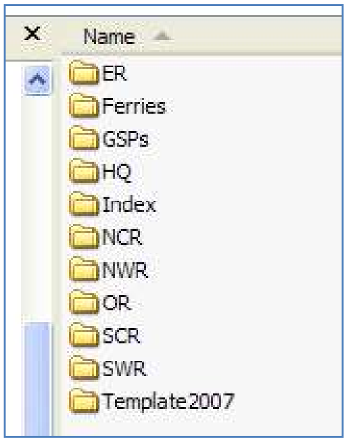
Name	In Folder
2-02.1.OPT1.GR2	W:\DOTApps\PSE\New Names\GSPs
2-02.1.OPT2.FR2	W:\DOTApps\PSE\New Names\GSPs
2-02.1.OPT3.GR2	W:\DOTApps\PSE\New Names\GSPs
2-02.1.OPT4.GR2	W:\DOTApps\PSE\New Names\GSPs

RGSPS (WSDOT Users)

All of the RGSPS are centrally located on W:/dotapps/pse/new names. This allows for the special provisions to be viewed by other regions.

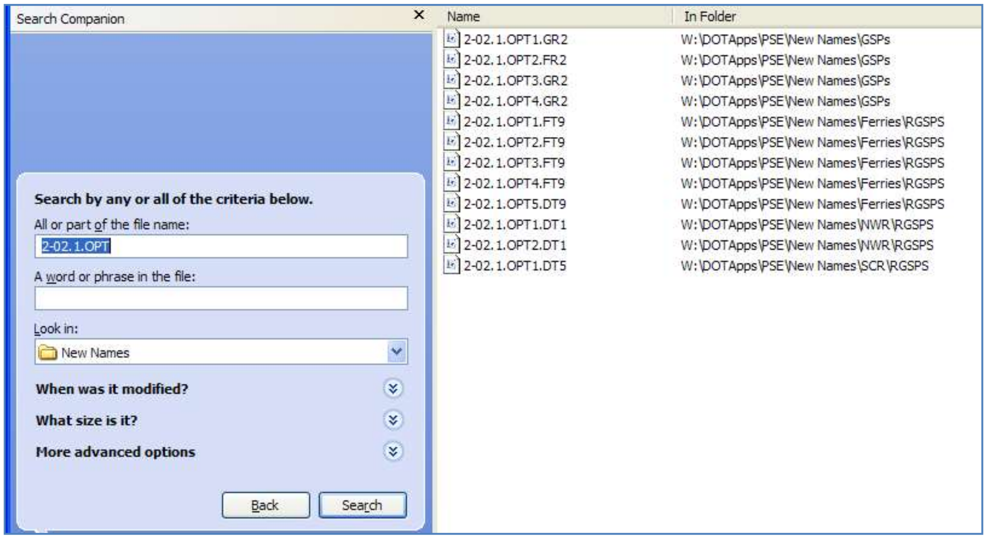
Each region has a RGSPs folder located in their sub-folder.

1. NWR-Northwest
2. SWR-Southwest
3. ER-Eastern
4. SCR-South Central
5. OR-Olympic
6. Ferries-Ferries
7. NCR-North Central


Name
ER
Ferries
GSPs
HQ
Index
NCR
NWR
OR
SCR
SWR
Template2007

To search all RGSPs for an option:

1. Right click on the folder ‘new names’
2. Click Search
3. Type the Section number you want to view
4. Click Search
5. The Search Results will be displayed



All or part of the file name: 2-02.1.OPT

A word or phrase in the file:

Look in: New Names

Name	In Folder
2-02.1.OPT1.GR2	W:\DOTApps\PSE\New Names\GSPs
2-02.1.OPT2.FR2	W:\DOTApps\PSE\New Names\GSPs
2-02.1.OPT3.GR2	W:\DOTApps\PSE\New Names\GSPs
2-02.1.OPT4.GR2	W:\DOTApps\PSE\New Names\GSPs
2-02.1.OPT1.FT9	W:\DOTApps\PSE\New Names\Ferries\RGSPS
2-02.1.OPT2.FT9	W:\DOTApps\PSE\New Names\Ferries\RGSPS
2-02.1.OPT3.FT9	W:\DOTApps\PSE\New Names\Ferries\RGSPS
2-02.1.OPT4.FT9	W:\DOTApps\PSE\New Names\Ferries\RGSPS
2-02.1.OPT5.DT9	W:\DOTApps\PSE\New Names\Ferries\RGSPS
2-02.1.OPT1.DT1	W:\DOTApps\PSE\New Names\NWR\RGSPS
2-02.1.OPT2.DT1	W:\DOTApps\PSE\New Names\NWR\RGSPS
2-02.1.OPT1.DT5	W:\DOTApps\PSE\New Names\SCR\RGSPS

Using GSPs/RGSPs as a Baseline for a Project Specific Special

You can use a GSP as a baseline for a project specific or another regions general special provision (if approved).

1. Locate the GSP or RGSP you want to use
2. Save it to your project folder (.docx)
3. Remove the date at the top
4. Insert asterisks at the top
5. It is now a project specific so follow the same approval steps regarding this file type

Default Install (External Users)

When you download the program from the web, it installs the program on the C drive.

The default install creates a subfolder in your C drive titled PSE. Inside this folder it creates the sub-folders: GSPS, Index, APWA, RGSPS, & Template 2007.

The GSPS folder will contain all of the WSDOT STATE GSPS

The INDEX folder will contain all of the WSDOT STATE Index’s

The APWA folder will contain the APWA Index Only

The RGSPs will contain the APWA GSPs & any files you create to use with MULTIPLE PROJECTS

The TEMPLATE 2007 folder contains the PSE template file, help files, and the bat file. The bat file is the icon you double click to start the program.

Modify Default Install (External Users)

If you move the program to a shared folder you move the entire PSE folder plus contents to the new location.

Then:

1. Right click on PSE.bat file (located in the Template 2007 folder)
2. Click Edit
3. Replace "C:\PSE\" next to the 3 different library paths so they match your new location:

SET PSEWork=new path goes here (make sure it ends with a backslash)
SET PSESaveTo=new path goes here (make sure it ends with a backslash)
SET PSERegion=new path goes here (make sure it ends with a backslash)

4. Replace "C:\pse\template2007\pse.docm" path with the new path.
5. Then right click on the pse.bat file (wherever you moved it to) and drag it to your desktop to create a shortcut if needed.

Create Files to Reuse in Multiple Projects

To have the program look for your files for multiple projects, replace the .docx extension with. DT1 (external users) or .DT1-.DT9 (WSDOT Regions) and place them in your RGSPS folder.

Index's

To create an Index to use in any of the available Index options, format this file the same way that the WSDOT Indexes are; file name followed with a tab and then the date or other instructions for use. The file name must be followed with a tab character for the program to recognize it when adding to the run-list.

After you create your Index document, save it using the following settings depending on what Index option you choose. After you place the file in the appropriate folder, when you select the applicable Index Option and click OPEN the Index will open. The program places it in a temporary file with a temporary name so the User opening the file doesn't change the original.

Tip: To modify your Index, open it through Windows Explorer and not through the Index Open option through PS&E Word. Make sure your Index contains the file names PLUS extensions.

Index Option	**File Name**	**Action**	**Sub-Folder**	**Temp Name When Opened Through Program**
Regional	Index.docx	Save In	RGSPS	EIndex.docx
Landscape	ELandIndex.docx	Save In	Eland2000	Eland2000.docx
Misc	D1EIndex.docx	Save In	D1English	D1E.docx
ITS	Index.docx	Save In	ITS_English	Index1.docx
Electrical	Index.docx	Save In	Testel	Testel.docx
AP/GSP	Eamend.docx, EGSP1.docx-EGSP9.docx	Save In	Index	English.docx
Local Agency	Index.docx	Save In	APWA	Apwa.docx

Helpful Hints

P.DOCX

Do not make edits to this document (edit the source document from the run-list). When you reassemble your run-list it renames over the p.docx so any changes to this document will be lost.

To save a copy of a p.docx you must rename it to something else i.e. p_version1.docx before assembling another copy.

Assemble w/names to review and quickly identify what files need edits or modifications. Use the Run-List to open the files to make the appropriate changes then reassemble.

T.O.C.

The table of contents looks at the p.docx for the hidden text entries. If you need to update them, then reassemble your run-list before you recreate your table of contents.

Make sure you are pointing to the same printer for the T.O.C. & your P.DOCX to ensure the page numbers match.

Windows

The program opens two windows plus the PS&E Main User Form. When modifying a file, make sure your focus is on the desired window prior to making your changes.

Project Files

To view a list of your project files, double click the project path in the PS&E Main Form (Yellow Box).

Save all documents to .docx format when creating project specific specials or fill-in documents.

Use the suggested naming conventions.

Close Word

To close all open word documents, right click on the task bar item for the Word Documents and click Close Group. You will be prompted to save un-saved documents.

To close PS&E Word, click the Microsoft Office Button and click Exit Word. You will be prompted to save un-saved documents.

Run-List

Run an error report before assembling your run-list.

Save your run-list frequently using CTRL+SAVE.

Expand your run-list and highlight or change the font of the names so they pop out when you assemble with names.

Place your cursor in the run-list file name and use the PS&E Main User Form to open the document for quick and easy reviewing.

DO NOT LEAVE your run-list resized if you expand them. Return them to their default positions.

DO NOT insert hyperlinks into your run-list.

PS&E Main Form

If you lose the PS&E Main Form, click the **Add-Ins Ribbon→PSE Menu→Show Form**.

Keyboard Shortcuts

To save time modifying documents, become familiar with the available keyboard shortcuts.

Command Name	**Modifiers**	**Key**	**#**
T1-T9	Alt+	T	1-9
N1-N9	Alt+	N	1-9
H1-H9	Alt+	H	1-9
Bold	Ctrl+	B	
Italic	Ctrl+	I	
Underline	Ctrl+	U	
Change Case	Shift+	F3	
Copy	Ctrl+	C	
Cut	Ctrl+	X	
Close Document	Ctrl+	W	
Save Document	Ctrl+	S	
Paste	Ctrl+	V	

Resources

WSDOT Websites

(Project Development Support→Specifications, GSPs, & Amendments)
Visit this website to view pdf files of the Index and GSPs, download the PS&E program, download the GSPs/Amendments, view the Standard Specification Book, view & download the Local Agency General Special Provisions, Logs of changes to the Standard Specs, & Schedules for the Standard Specification and GSP updates & sign up for email alerts:

General Special Provisions (GSPs) | WSDOT (wa.gov)

Manuals/Books

For a complete list, visit our Engineering Publications website:
http://www.wsdot.wa.gov/publications/manuals/htm.

Plans Preparation Manual
http://www.wsdot.wa.gov/Publications/Manuals/M22-31.htm

Standard Specifications
http://www.wsdot.wa.gov/Publications/Manuals/M41-10.htm

Design Manual
http://www.wsdot.wa.gov/Publications/Manuals/M22-01.htm

Construction Manual
http://www.wsdot.wa.gov/Publications/Manuals/M41-01.htm

Standard Plans
http://www.wsdot.wa.gov/Publications/Manuals/M21-01.htm

Glossary

Standard Specifications Book

A manual of standard specifications that is published every two years by the WSDOT Construction Office.

Standard Specifications

Provisions and requirements for prescribed work on WSDOT Contracts that contain description, materials, construction, measurement, and payment requirements for standard items of road, bridge, and municipal construction work. They are automatically included in every project.

Amendments

Revisions to the Standard Specifications Book that occur between publishing.

Amendment Package

All of the Amendments that have been created to the version of the Standard Specification book that will be used by a specific construction project, as of the Advertisement date.

Special Provisions

Supplemental specifications and modifications to the Standard Specifications and the Amendments to the Standard Specifications that apply to an individual project. WSDOT defines different types of provisions:

1. **GSPs** (General Special Provisions): Statewide pre-approved provisions to use in any given Contract.
2. **Project Specific Special Provisions:** A provision written for a specific project that needs approval.
3. **RGSPs** (Region General Special Provisions**):** Region pre-approved provisions to use in any given Contract administered in the applicable Region.
4. **APWA GSPs** (General Special Provisions): Approved Local Agency provisions to be used by local agencies (not WSDOT).

Contract Provisions

A publication addressing the work required for an individual project which includes the Amendments to the Standard Specifications and may include special provisions, a listing of applicable standard plans, the prevailing minimum hourly wage rates, and an informational proposal with a listing of the bid items, and other documents.

Addendum

Written or graphic documents, issued to all bidders prior to the bid opening, which modifies or supplements the bid document and becomes a part of the contract.

WSDOT Construction Contract

An agreement between WSDOT as the Contracting Agency and a Contractor for work performed on a Roadway, Bridge, or Municipal Construction project delivered to the public by WSDOT.