

## PS&E Word Description and Program Download Instructions

WSDOT PS&E Word macro is compatible with Windows 7, 8 and, 10 and Word 2010, 2013 and, 2016. The web version of Office 365 is not supported

This program will compile Amendments and Special Provisions into one document for Construction Contracts.

### **WSDOT users**

Navigate to the WSDOT Corporate drive \PSE\Regions, open your region specific folder. Copy one of the shortcuts to your desktop. Use the newly copied desktop shortcut to start Word PS&E.

### **Non-WSDOT users**

Select the link titled 'Download PS&E' on the WSDOT Construction web site. When prompted select 'Run'. This will install the program onto your pc and download all of the files needed to create Construction Contracts (Does not include APWA files) into a directory C:/PSE (on your hard-drive.) APWA's download located is at <ftp://ftp.wsdot.wa.gov/public/HALP/APWA/>

PS&E updates occur quarterly. PS&E must be download and reinstalled quarterly to remain current.

Sometimes there is a delay in updates vs. program updates and in these instances manually update the program files. To update manually go to <http://www.wsdot.wa.gov/Business/Construction/GSPs.htm> and select "Download" The files are broken into two groups; WSDOT GSPs & Amendments and WSDOT Index's to mimic the setup on your pc. Click on the "Word Files" beneath WSDOT GSPs & Amendments and download the files to C:/pse/gsp folder and click on the "Word Files" beneath WSDOT Indexes and download the files to C:/pse/index folder.

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