## User Guide Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preface</td>
<td>5</td>
</tr>
<tr>
<td>Software Requirements (External Users)</td>
<td>5</td>
</tr>
<tr>
<td>Quick Start</td>
<td>6</td>
</tr>
<tr>
<td>Settings</td>
<td>7</td>
</tr>
<tr>
<td>Screen Resolution</td>
<td>7</td>
</tr>
<tr>
<td>Macros</td>
<td>8</td>
</tr>
<tr>
<td>Verify Default Location</td>
<td>9</td>
</tr>
<tr>
<td>Show Formatting Marks</td>
<td>10</td>
</tr>
<tr>
<td>Default File Type</td>
<td>10</td>
</tr>
<tr>
<td>Getting Started</td>
<td>12</td>
</tr>
<tr>
<td>Starting PS&amp;E Word</td>
<td>12</td>
</tr>
<tr>
<td>PS&amp;E Project Selection Form</td>
<td>12</td>
</tr>
<tr>
<td>New Project</td>
<td>12</td>
</tr>
<tr>
<td>PS&amp;E Word Screen</td>
<td>14</td>
</tr>
<tr>
<td>PSE Main Form</td>
<td>14</td>
</tr>
<tr>
<td>Add-Ins</td>
<td>17</td>
</tr>
<tr>
<td>Managing Run-Lists</td>
<td>18</td>
</tr>
<tr>
<td>Definition</td>
<td>18</td>
</tr>
<tr>
<td>Create New</td>
<td>18</td>
</tr>
<tr>
<td>Add Files to Run-List</td>
<td>18</td>
</tr>
<tr>
<td>Preview a GSP</td>
<td>20</td>
</tr>
<tr>
<td>Edit Run-Lists</td>
<td>20</td>
</tr>
<tr>
<td>Copy Run-Lists</td>
<td>20</td>
</tr>
<tr>
<td>Delete Run-Lists</td>
<td>20</td>
</tr>
<tr>
<td>Error Reports</td>
<td>21</td>
</tr>
<tr>
<td>Open Last Saved Run-List</td>
<td>21</td>
</tr>
<tr>
<td>Assembling Run-Lists</td>
<td>22</td>
</tr>
<tr>
<td>With Names</td>
<td>22</td>
</tr>
<tr>
<td>Ad Ready</td>
<td>22</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Run-List with Titles</td>
<td>22</td>
</tr>
<tr>
<td>Index’s</td>
<td>23</td>
</tr>
<tr>
<td>File Types</td>
<td>23</td>
</tr>
<tr>
<td>Index Formatting</td>
<td>23</td>
</tr>
<tr>
<td>Index Data</td>
<td>25</td>
</tr>
<tr>
<td>Modifying Files</td>
<td>26</td>
</tr>
<tr>
<td>Saving a File</td>
<td>26</td>
</tr>
<tr>
<td>Fill-In GSPs</td>
<td>27</td>
</tr>
<tr>
<td>Naming Conventions</td>
<td>27</td>
</tr>
<tr>
<td>Saving Files</td>
<td>29</td>
</tr>
<tr>
<td>Creating a New Document</td>
<td>30</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>31</td>
</tr>
<tr>
<td>Create</td>
<td>31</td>
</tr>
<tr>
<td>Add Entry</td>
<td>31</td>
</tr>
<tr>
<td>Projects</td>
<td>32</td>
</tr>
<tr>
<td>New</td>
<td>32</td>
</tr>
<tr>
<td>Open</td>
<td>32</td>
</tr>
<tr>
<td>Delete</td>
<td>32</td>
</tr>
<tr>
<td>Formatting</td>
<td>33</td>
</tr>
<tr>
<td>Styles</td>
<td>33</td>
</tr>
<tr>
<td>Formatting Your Document</td>
<td>35</td>
</tr>
<tr>
<td>Style Settings in Detail</td>
<td>37</td>
</tr>
<tr>
<td>Troubleshooting</td>
<td>41</td>
</tr>
<tr>
<td>PS&amp;E Main Form is cut off</td>
<td>41</td>
</tr>
<tr>
<td>Error 5941 the requested member of the collections does not exist</td>
<td>41</td>
</tr>
<tr>
<td>Word cannot start the converter mswrd632</td>
<td>41</td>
</tr>
<tr>
<td>Open PS&amp;E Word but forms do not load</td>
<td>41</td>
</tr>
<tr>
<td>Styles do not display in the left pane of your document</td>
<td>42</td>
</tr>
<tr>
<td>Add Style window to quick access toolbar</td>
<td>42</td>
</tr>
</tbody>
</table>
Region files do not include the latest updates (WSDOT only) ........................................ 42
Error 5121 Word experienced an error trying to open the file ........................................ 43
Error 75 Path/File access error .................................................................................. 43
Microsoft Office Word has encountered a problem and needs to close. We are sorry for the inconvenience ............................................................... 43
Program is running excessively slow and freezing ......................................................... 43
Program freezes when assembling p.docx ......................................................................... 44
Text has symbols in it and isn’t legible ................................................................................ 44
Fill-In data isn’t showing up in the p.docx ........................................................................ 44
Run-List found errors ........................................................................................................ 44
Run-List found errors that do not match any of the file names in my run-list .................. 45
Missing last document in run-list .................................................................................... 45
Missing first document when assembled .......................................................................... 45
Document could not be found from run-list ...................................................................... 45
Run-List assembles inside the run-list itself and does not complete in the p.docx .......... 46
Table of Contents page numbers are not correct ............................................................. 46
P.docx appears to be zoomed out when printed ............................................................... 46

**Advanced** .................................................................................................................. 47
Searching ......................................................................................................................... 47
Using GSPs/RGSPs as a Baseline for a Project Specific Special ........................................ 49
Default Install (External Users) ........................................................................................ 49
Modify Default Install (External Users) ........................................................................... 49
Create Files to Reuse in Multiple Projects ..................................................................... 50
Index’s ............................................................................................................................. 50

**Helpful Hints** ............................................................................................................. 51
P.DO CX ........................................................................................................................... 51
T.O.C. ............................................................................................................................... 51
Windows ............................................................................................................................ 51
Project Files ...................................................................................................................... 51
Close Word ........................................................................................................................ 51
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run-List</td>
<td>52</td>
</tr>
<tr>
<td>PS&amp;E Main Form</td>
<td>52</td>
</tr>
<tr>
<td>Keyboard Shortcuts</td>
<td>52</td>
</tr>
<tr>
<td>Resources</td>
<td>53</td>
</tr>
<tr>
<td>WSDOT Websites</td>
<td>53</td>
</tr>
<tr>
<td>Manuals/Books</td>
<td>53</td>
</tr>
<tr>
<td>Classes</td>
<td>53</td>
</tr>
<tr>
<td>Glossary</td>
<td>55</td>
</tr>
<tr>
<td>Standard Specifications Book</td>
<td>55</td>
</tr>
<tr>
<td>Standard Specifications</td>
<td>55</td>
</tr>
<tr>
<td>Amendments</td>
<td>55</td>
</tr>
<tr>
<td>Amendment Package</td>
<td>55</td>
</tr>
<tr>
<td>Special Provisions</td>
<td>55</td>
</tr>
<tr>
<td>Contract Provisions</td>
<td>55</td>
</tr>
<tr>
<td>Addendum</td>
<td>56</td>
</tr>
<tr>
<td>WSDOT Construction Contract</td>
<td>56</td>
</tr>
</tbody>
</table>
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
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 different Index’s, 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.

Screen Resolution

Adjust your PC screen resolution to 1024 by 768 pixels.

1. Right click on your desktop
2. Click Properties
3. Click Settings
4. Beneath Screen resolution, adjust slider to 1024 by 768 pixels
5. Click OK
The following settings are adjusted in Microsoft Word.

**Macros**

Enable all macros to allow your PC to run the program code.

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**
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
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

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**
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 @ http://www.wsdot.wa.gov/design/projectdev/specifications

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
**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.

PSE Main Form

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

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

8. **Index Options:**
   Select an Index to view

9. **Index Open:**
   Open selected Index’s

10. **Open GSP/DOC:**
    Open a GSP, Amendment, or Document

11. **Save Doc:**
    Save a revised GSP, Amendment, or Document

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

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

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

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

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

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**.
Managing Run-Lists

Definition

A run-list is 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.
**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 and a date or set of asterisks precedes the provisional text. The heading and instruction precede the option.

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.

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) page 44)

### Open Last Saved Run-List

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

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.
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’.
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’)

![Save File Dialog Box](image_url)
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)

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**

<table>
<thead>
<tr>
<th>Section Number</th>
<th>File Type</th>
<th>File Extension</th>
<th>Bridge GSP</th>
<th>Complete File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-02.1</td>
<td>Heading</td>
<td>.GR2</td>
<td>No</td>
<td>2-02.1.GR2</td>
</tr>
<tr>
<td>2-02.1</td>
<td>Instruction</td>
<td>.GR2</td>
<td>No</td>
<td>2-02.1.INST1.GR2</td>
</tr>
<tr>
<td>2-02.1</td>
<td>Option</td>
<td>.FR2</td>
<td>No</td>
<td>2-02.1.OPT1.FR2</td>
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</tbody>
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**WSDOT GSP File Extensions**

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

<table>
<thead>
<tr>
<th>File Extension</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>.DT1</td>
<td>NWR RGSPs</td>
</tr>
<tr>
<td>.DT2</td>
<td>NCR RGSPs</td>
</tr>
<tr>
<td>.DT3</td>
<td>OR RGSPs</td>
</tr>
<tr>
<td>.DT4</td>
<td>SWR RGSPs</td>
</tr>
<tr>
<td>.DT5</td>
<td>SCR RGSPs</td>
</tr>
<tr>
<td>.DT6</td>
<td>ER RGSPs</td>
</tr>
<tr>
<td>.DT7</td>
<td>Vacant</td>
</tr>
<tr>
<td>.DT8</td>
<td>Vacant</td>
</tr>
<tr>
<td>.DT9</td>
<td>Ferries RGSPs</td>
</tr>
<tr>
<td>.FT?</td>
<td>Fill-Ins</td>
</tr>
</tbody>
</table>

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.**

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.
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’

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
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.

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

Example Using Center Tabs
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 5)
4. Use the Alt Keys (See Helpful Hints page 5)

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.GR

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
**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)

**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)
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 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’s 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 isn’t 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 isn’t 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 isn’t 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 doesn’t’ 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 PSESsaveTo=(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](image_url)
**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

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
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 Index’s 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.

<table>
<thead>
<tr>
<th>Index Option</th>
<th>File Name</th>
<th>Action</th>
<th>Sub-Folder</th>
<th>Temp Name When Opened Through Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional</td>
<td>Index.docx</td>
<td>Save In</td>
<td>RGSPS</td>
<td>EIndex.docx</td>
</tr>
<tr>
<td>Landscape</td>
<td>ELandIndex.docx</td>
<td>Save In</td>
<td>Eland2000</td>
<td>ELand2000.docx</td>
</tr>
<tr>
<td>Misc</td>
<td>D1EIndex.docx</td>
<td>Save In</td>
<td>D1English</td>
<td>D1E.docx</td>
</tr>
<tr>
<td>ITS</td>
<td>Index.docx</td>
<td>Save In</td>
<td>ITS_English</td>
<td>Index1.docx</td>
</tr>
<tr>
<td>Electrical</td>
<td>Index.docx</td>
<td>Save In</td>
<td>Testel</td>
<td>Testel.docx</td>
</tr>
<tr>
<td>AP/GSP</td>
<td>Eamend.docx,</td>
<td>Save In</td>
<td>Index</td>
<td>English.docx</td>
</tr>
<tr>
<td></td>
<td>EGSP1.docx-EGSP9.docx</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Agency</td>
<td>Index.docx</td>
<td>Save In</td>
<td>APWA</td>
<td>Apwa.docx</td>
</tr>
</tbody>
</table>
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 in 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.

<table>
<thead>
<tr>
<th>Command Name</th>
<th>Modifiers</th>
<th>Key</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>T1-T9</td>
<td>Alt+</td>
<td>T</td>
<td>1-9</td>
</tr>
<tr>
<td>N1-N9</td>
<td>Alt+</td>
<td>N</td>
<td>1-9</td>
</tr>
<tr>
<td>H1-H9</td>
<td>Alt+</td>
<td>H</td>
<td>1-9</td>
</tr>
<tr>
<td>Bold</td>
<td>Ctrl+</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>Italic</td>
<td>Ctrl+</td>
<td>I</td>
<td></td>
</tr>
<tr>
<td>Underline</td>
<td>Ctrl+</td>
<td>U</td>
<td></td>
</tr>
<tr>
<td>Change Case</td>
<td>Shift+</td>
<td>F3</td>
<td></td>
</tr>
<tr>
<td>Copy</td>
<td>Ctrl+</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>Cut</td>
<td>Ctrl+</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Close Document</td>
<td>Ctrl+</td>
<td>W</td>
<td></td>
</tr>
<tr>
<td>Save Document</td>
<td>Ctrl+</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>Paste</td>
<td>Ctrl+</td>
<td>V</td>
<td></td>
</tr>
</tbody>
</table>
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, & sign up for email alerts:
http://www.wsdot.wa.gov/design/projectdev/specifications

(Construction→Specifications & Agreements)
Visit this website to view the Standard Specifications, Logs of changes to the Standard Specs, & Schedules for the Standard Specification and GSP updates:
http://www.wsdot.wa.gov/biz/construction/MoreBooks.cfm

(Highways and Local Programs→Local Agency Division/GSPs)
Visit this website to view & download the Local Agency General Special Provisions, logs of updates, & sign up for email alerts:
http://www.wsdot.wa.gov/Partners/APWA/

Manuals/Books

For a complete list, visit our Engineering Publications website:

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

Classes

WSDOT employees can inquire about training opportunities by visiting the Strategic Analysis & Estimating Unit’s website: http://www.wsdot.wa.gov/Design/SAEO/ and visiting the internal page for Project Development Training or calling 360-705-7452.
**External employees** can inquire about training opportunities by visiting http://www.wsdot.wa.gov/LocalPrograms/Training/default.htm or calling 360-705-7355.
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.