

# SPECbuilder Live Guide

Step-by-step guide to using SPECbuilder Live

Prepared by

**NATSPEC**

[www.natspec.com.au](http://www.natspec.com.au)

# NATSPEC Paper

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### 1 SPECBUILDER LIVE: LOGGING IN

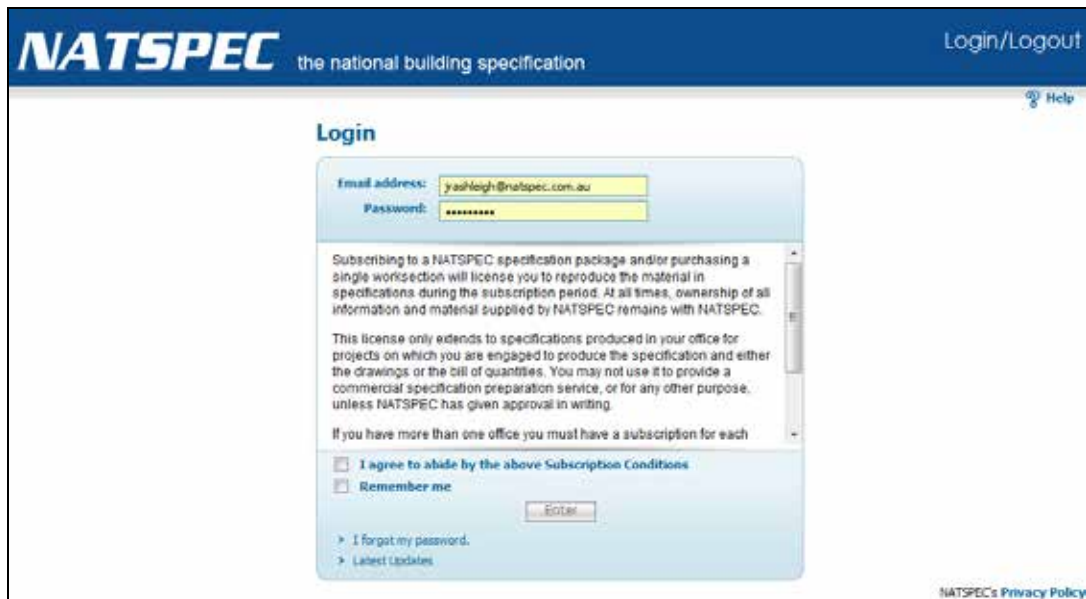


Figure 1a: The SPECbuilder Live login screen

#### 1.1 To Log In

1. Access SPECbuilder Live via the link on the NATSPEC homepage ([www.natspec.com.au](http://www.natspec.com.au)).
2. *Email address*: Enter the email address that you supplied on your subscription order form.
3. *Password*: Enter the password emailed from NATSPEC. If you haven't received an email from NATSPEC with your password information, click on **I forgot my password**, and a new password will be emailed to you.
4. Click on the **I agree to abide by the above Subscription Conditions** checkbox. Click **Enter** to enter the site and view the SPECbuilder Live Group Home page (Figure 1b).



Figure 1b: SPECbuilder Live Homepage

The Members side panel lists those in your organisation with access to SPECbuilder Live. Subscribed packages: NATSPEC packages subscribed to by your organisation.

You can return to the SPECbuilder Live Homepage at any time by clicking on the **Home** tab on the upper toolbar.

### 2 CREATING A PROJECT DRAFT

#### 2.1 Print a list of all available worksection

Click on **Create Project** on the SPECbuilder Live Homepage and just below the **Project title** section there is **Print** link. Click on this link and the system creates a list of worksections and sends it to the printer as checklist to assist in the selection of worksections.

The screenshot shows the NATSPEC website interface. At the top, the logo 'NATSPEC the national building specification' is displayed. The user is logged in as 'Jocelyn Holley' and is in the 'Admin' section. The page title is 'Create Project'. Below the 'Project title' input field, there is a list of worksections. The text 'Select the files to include in the Project Specification or **Print** a list of all available worksections:' is present, with 'Print' circled in red. The worksections list includes: 00 PLANNING AND DESIGN, 01 GENERAL, 02 SITE, URBAN AND OPEN SPACES, 03 STRUCTURE, 04 ENCLOSURE, 05 INTERIOR, 06 FINISH, 07 MECHANICAL, 08 HYDRAULIC, 09 ELECTRICAL, 11 CONSTRUCTION - ROAD RESERVE, 13 CONSTRUCTION - PUBLIC UTILITIES, 14 MAINTENANCE AND OPERATIONS - URBAN AND OPEN SPACES, 15 MAINTENANCE AND OPERATIONS - BUILDINGS, 16 MAINTENANCE AND OPERATION - ROAD RESERVE, 17 MAINTENANCE - BRIDGES, and 18 MAINTENANCE AND OPERATIONS - PUBLIC UTILITIES. A 'Save' button is located at the bottom right of the page.

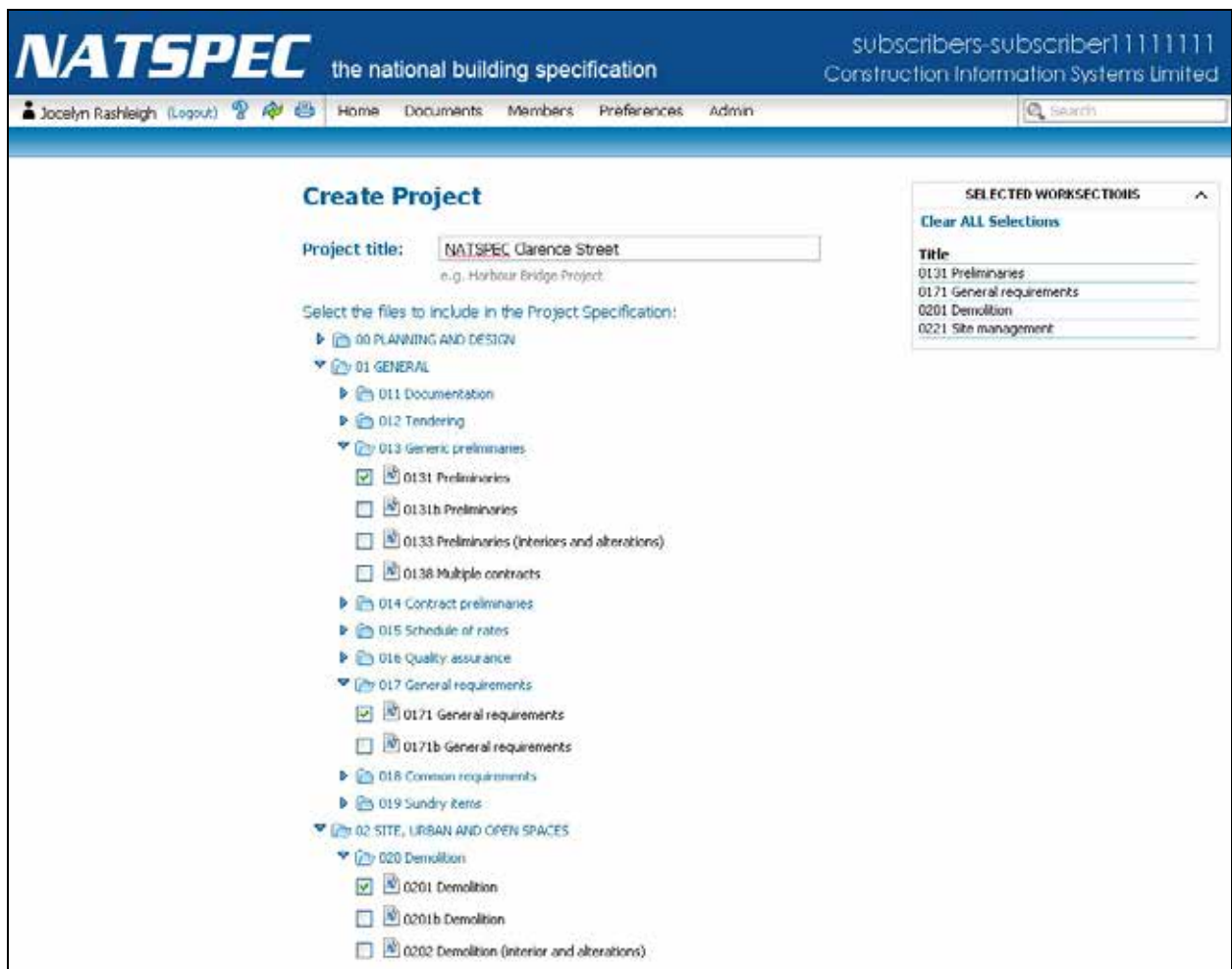


Figure 2a: Create Project page

### Steps for creating a project:

1. Click on **Create Project** on the SPECbuilder Live Homepage. This opens the **Create Project** page (Figure 2a).
2. *Project title*: Insert the name of the project e.g. NATSPEC Clarence Street.
3. Select the worksections required for the specification. Click on the Word icon to view the contents of the worksection.
4. Check your selections in the **Selected** worksections box on the right hand side. Click on the **Save** button (at the bottom of the page) and you will see the **Publish in Progress** screen (Figure 2b):



Figure 2b: Publish In Progress

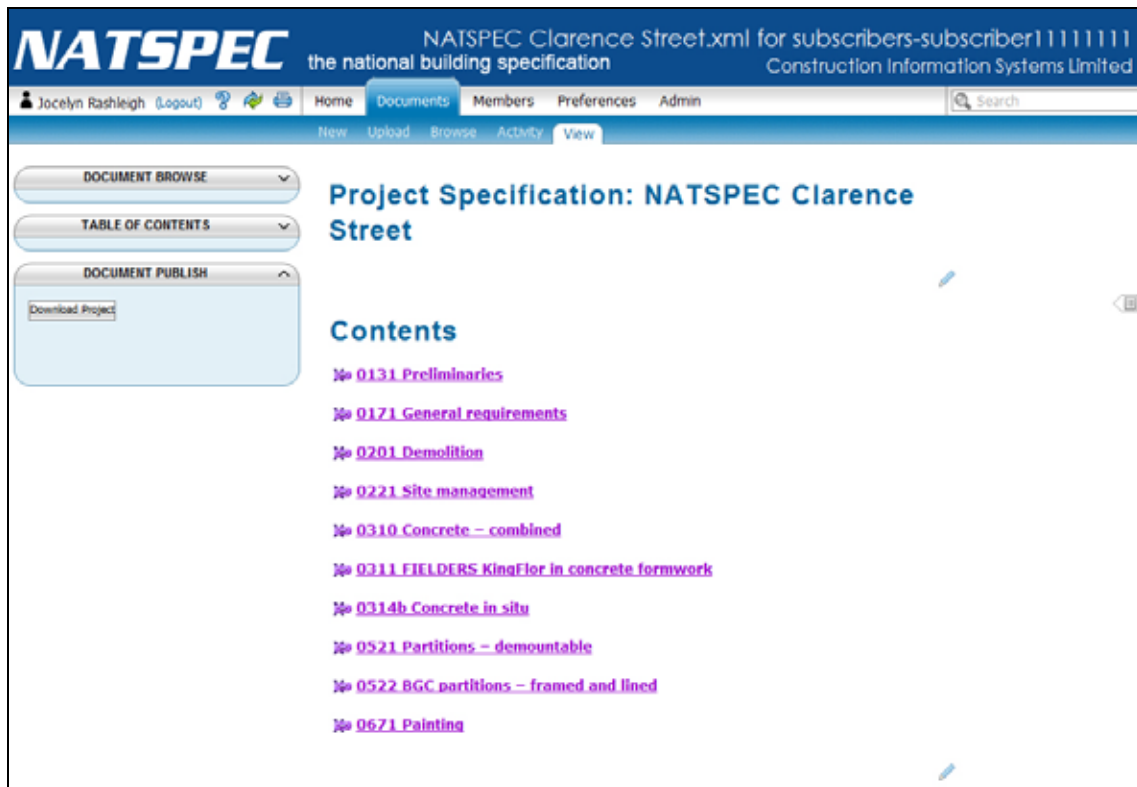


Figure 2c: Project Specification page

After the Publish in Progress screen finishes processing the **Project Specification page** appears (Figure 2c). This page contains information about the project created. The **Contents** section lists the worksections selected for the project.

1. Click **Download Project** on the **Document Publish** side panel to download the project to your computer or server.
2. The downloaded zip file needs to be extracted/expanded/unzipped into a folder.
3. Start editing your project.

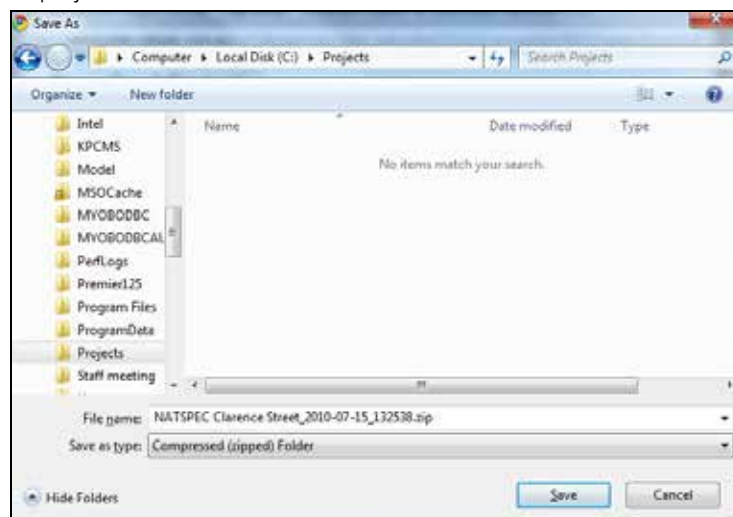


Figure 2e: Download save dialog

SPECbuilder uses your browser download functions to download the zip file. Some browsers automatically download files from the internet to a Downloads folder on your computer, other browsers ask you where you want to save the file.

### 3 ADDING AND DELETING A WORKSECTION

Steps to add a worksection to an existing project.



Figure 3a: SPECbuilder Homepage

1. Click on **Browse Projects**
2. Choose the Project to Add or Delete worksections from



Figure 3b: Project Specification page

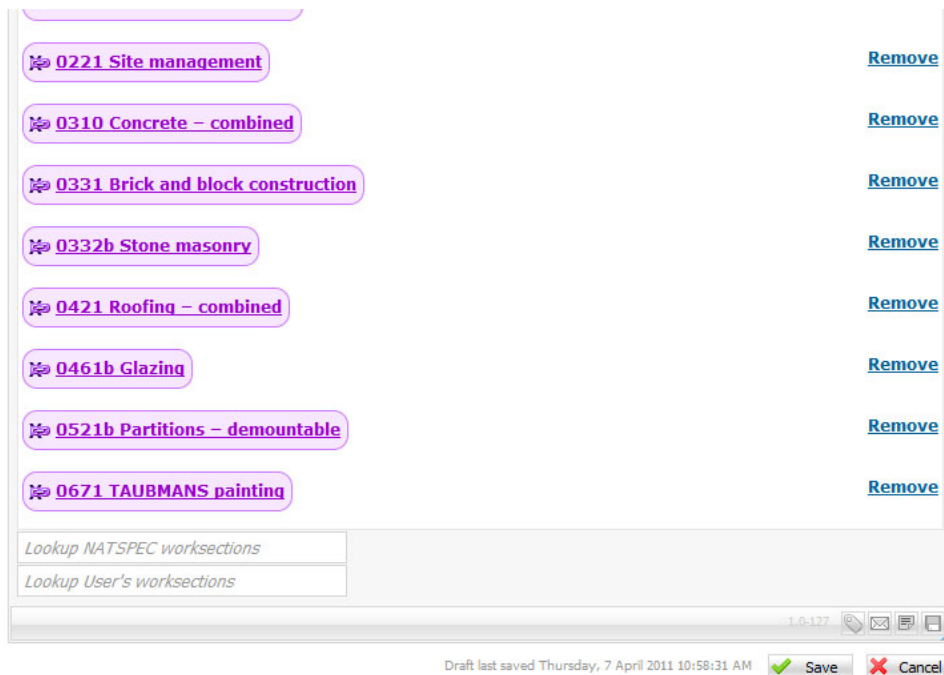


Figure 3c: Editing the Project Contents

To add a worksection to the project

1. Click on the **Edit** link at the bottom of the page which enables Edit mode (Figure 3c)
2. Click in either the Lookup NATSPEC worksections or Lookup User's worksections box and type the classification number of the worksection you wish to add. Choose the appropriate worksection and press Enter
3. When you have finished adding worksections click on the Save button to save your changes.

To delete a worksection from the project

1. Click on the **Edit** link at the bottom of the page which enables Edit mode (Figure 3c)
2. Click on Remove to the right of the worksection you wish to delete.
3. When you have finished deleting worksections click on the Save button to save your changes.

Click on the Download Project button to download the amended project.

**WARNING!!** PLEASE NOTE: The zip file that will be created and downloaded contains ALL the files for the project. You may have already edited some of the project files. Make sure the unzip program you are using does not automatically overwrite existing files or you will lose existing work.



### 4 UPLOADING AN OFFICE EDITED WORKSECTION

It is possible to include your own Office Edited Worksections in the SPECbuilder Live system. These files are uploaded and linked to the NATSPEC Classification system and are then available for users when creating a new project specification.

Note that files uploaded to SPECbuilder must be in the .docx format.

To upload your own Office Edited Files, click on **Upload Office Edited File** on the Homepage. You will see the **Upload User's Document** page.

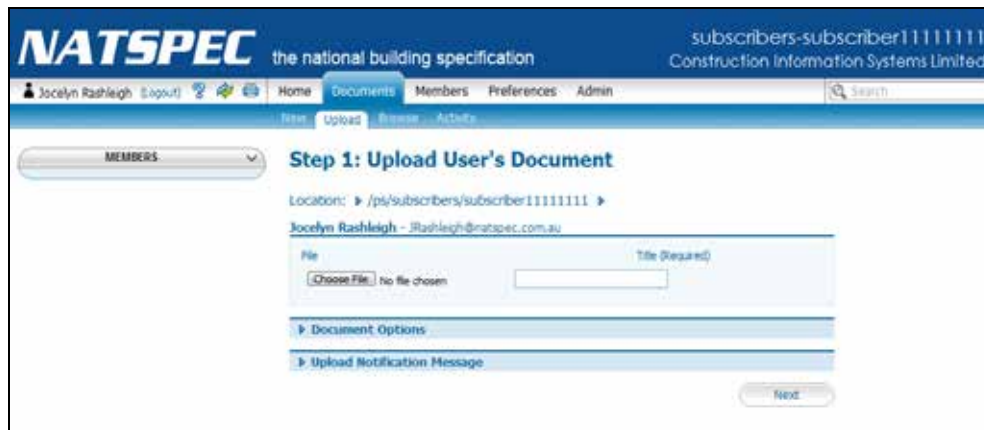
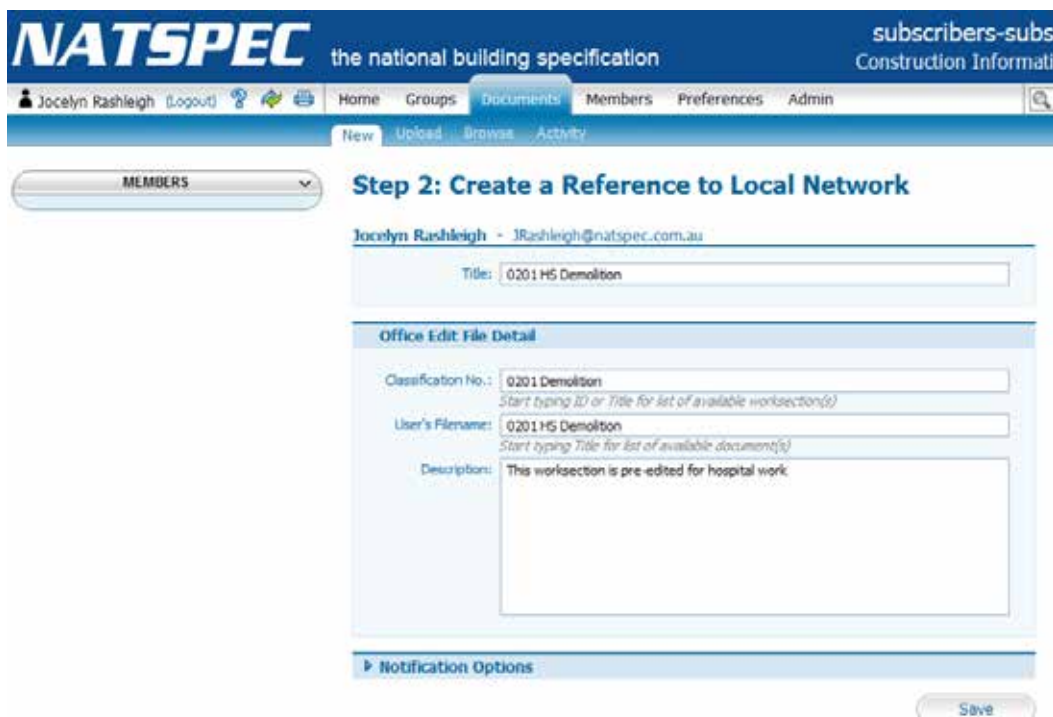


Figure 4a: Upload User's Document page

1. Click on **Choose File** button
2. Navigate to where the Office Edited File is located
3. Select the file and click **Open**
4. Type in a title e.g. *0331 HS Brick and block construction*
5. Click **Next**
6. For Classification number please insert the appropriate 4-digit classification number – this is so the uploaded worksection appears in the correct location in the file tree.



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## SPECBUILDER LIVE: 4. UPLOADING AN OFFICE EDITED WORKSECTION

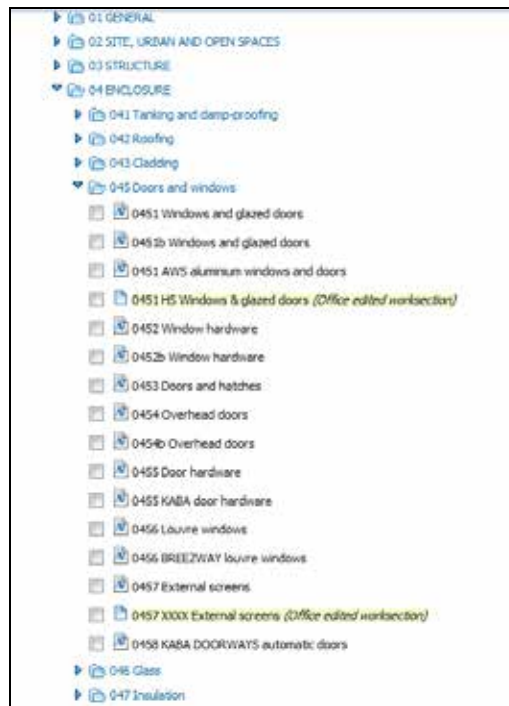


Figure 4b: Worksection classification tree

Once your files have been uploaded and linked they will be available in the classification tree for selection. The Office Edited Files are highlighted and marked "Office edited worksection".

*RECOMMENDATION: It is recommended that you use this feature minimally. Each Office edited worksection that is created will need to be updated manually as NATSPEC does not automatically make changes to your files.*

### 5 WHAT IS A MASTER DOCUMENT?

SPECbuilder Live creates what is called a Master Document from the worksections selected for your project.

A Master Document is a feature found in Microsoft Word. It is basically a standard Word document with links to other Word documents.



Figure 5a: A Microsoft Word Master Document – as created by SPECbuilder

The following instructions guide you through expanding these links. The final document will look like a fully merged file. The master document and each of the subdocuments are linked – any changes you make to either will appear in both. Once the document is fully expanded you can go back to Page Layout view and update the Table of Contents or make any global changes that are required.

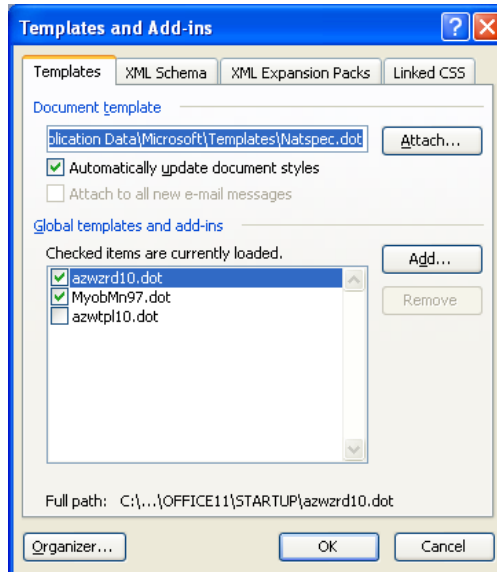
*RECOMMENDATION: It is recommended that the bulk of the editing required be done in each of the individual worksection files rather than the Master Document. There will be far less problems with Microsoft Word if you use the Master Document only for generating/updating the Table of Contents, searching for prompts and any global changes that may need to be made.*

For more information look at the Microsoft Word Help section on Master Documents.

### 6 USING A MASTER DOCUMENT

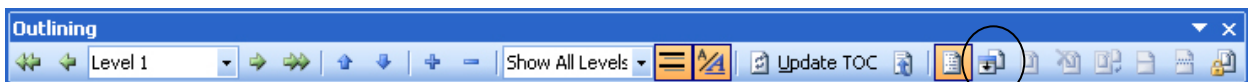
#### 6.1 For Microsoft Word 2003 and earlier

1. Open the Master document (merged) document. The document will have hyperlinks to all the subdocuments (worksections).
2. Attach the natspec.dot template, to have NATSPEC formatting and Toolbar available. Go to Tools/Templates and Add-ins (Figure 5a), click on the **Attach** button and choose natspec.dot, click **Open**, check the **Automatically update document styles** checkbox and click **OK**.



Templates and Add-ins dialog box

3. To expand the document, go to **View/Outline**. On the Outlining toolbar (Figure 5b) click the **Expand subdocuments** button to see the document in full.



Outlining Toolbar

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## MS WORD: 6B. USING MASTER DOCUMENTS (WORD 2007, 2010, 2013)

### 6.2 For Microsoft Word 2007

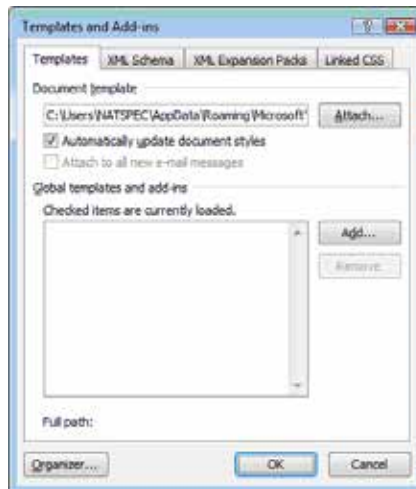
Open the merged document. The document will have hyperlinks to all the subdocuments (worksections).

1. Attach the natspec.dot template, to have NATSPEC formatting and Toolbar available.  
Go to Developer Ribbon and click Document Template.



Developer Ribbon (Word 2007)

2. Click on the Attach button and choose natspec.dot, click Open, check the Automatically update document styles checkbox and click OK.



Templates and Add-ins dialog (Word 2007)

3. To expand the document, go to View Ribbon and click Outline.



View Ribbon (Word 2007)

4. On the Outlining Ribbon click the Expand subdocuments button to see the document in full.



Outlining Ribbon (Word 2007)

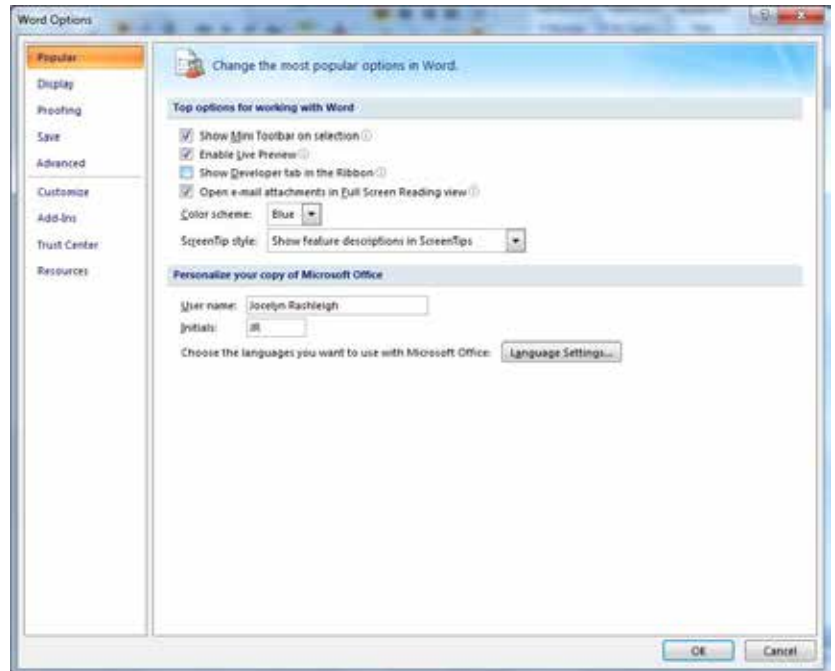
## NATSPEC Paper

### MS WORD: 6B. USING MASTER DOCUMENTS (WORD 2007, 2010, 2013)

If you cannot see the Developer Tab ...

To work with Templates you will need access to the Developer Tab, which is not available unless you turn it on. To view the Developer tab:

1. Click on the Office Button
2. Click the Word Options button.
3. On the *Popular* page click on the *Show Developer Tab in the Ribbon* check box.



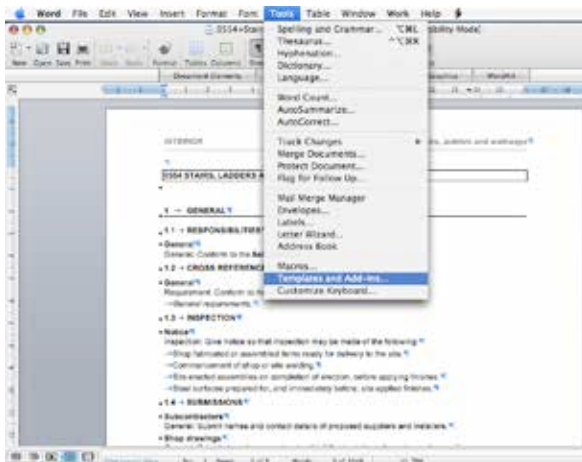
You will now see the Developer Tab on the main screen

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## MS WORD: 6C. USING MASTER DOCUMENTS (WORD 2008, 2011)

### 6.3 For Microsoft 2008 (Macintosh)

1. Click on the Tools menu
2. Choose Templates and Add-ins
3. Click on Attach
4. Navigate to the location where natspec.dot is saved
5. Click on Automatically update document styles
6. Click on OK



1. To expand the document, go to View/Outline. You will see the Outlining Toolbar. The last button on the Toolbar is as shown below



2. On the Master Documents toolbar click the Expand subdocuments button to see the document in full.



### Where to save the natspec.dot file

#### Windows 7

1. Copy **natspec.dot**
2. Navigate to C:\Users\Your Log in\AppData\Roaming\Microsoft\Templates
3. Paste the file

#### Macintosh

1. Copy **natspec.dot**
2. Navigate to Yourlogin/Library/Application support/Microsoft/Office/User Templates/My Templates
3. Paste the file

#### Windows XP

1. Copy **natspec.dot**
2. Navigate to c:\Documents and settings\Your Log in\Application Data\Microsoft\Templates
3. Paste the file

## NATSPEC Paper

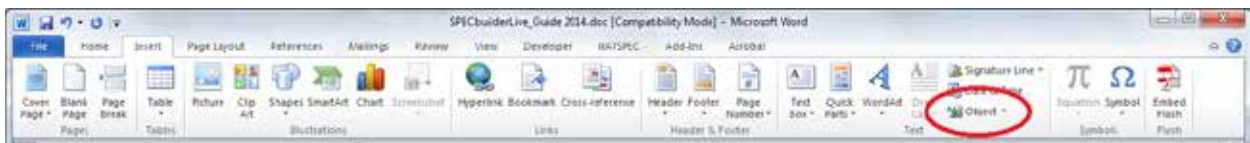
### MS WORD: 6D. MERGE METHOD # 2 - FOR WORD 2007, 2010 & 2013 ONLY

Another way to merge your document is within Word itself. In the later versions of Word you have the Insert/Object/Text from file option.

1. Open a blank document
2. Select the Insert Tab
3. Click the arrow on the Object button and select Text from file
4. Navigate to your Project folder
5. Type Ctrl A (Select All)
6. Keeping the Ctrl key pressed, unselect any files that you DO NOT want in the merged document.
7. Press Insert.
8. Save the file

Please note you will have to manually insert Page Breaks (Ctrl Enter) if you wish.

This method “pastes” the text into a new document – this document is not linked in any way to the subdocuments.



This method also works for Macintosh Users, except that Step 5 is not applicable – you cannot select all the files in the project folder in one go. You need to select each file to be inserted one at a time. Still a reasonably quick and easy way to merge multiple documents.



### 7 RESOURCE MATERIAL



Figure 7a: SPECbuilder Live Homepage

Click on the **Resource material** link on the SPECbuilder Live Homepage.

Note: Only if you subscribe to Domestic or Professional will you see the **Download Domestic** link.

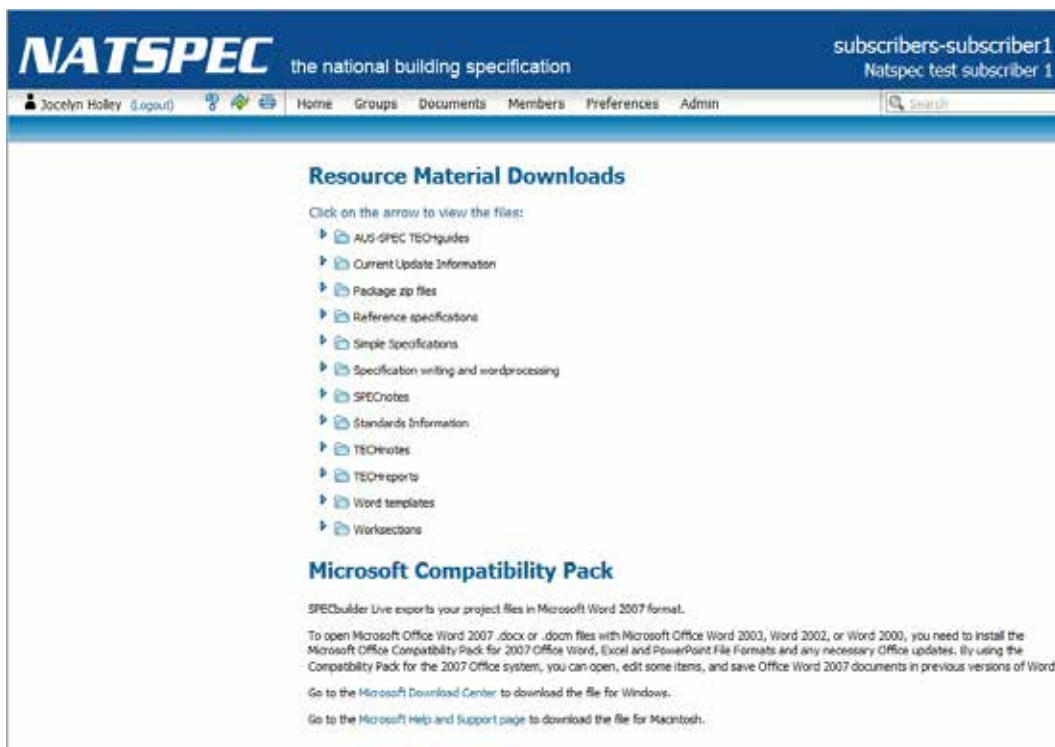


Figure 7b: Resource Material Downloads page

The Resource Material Downloads page links to the PDF documents that are part of your subscription. Documents available for download include TECHnotes, TECHreports, NATsource, NATSPEC Papers, etc.

The Worksections folder contains PDF files of the package you have subscribed to in Workgroups. It is fully searchable and printable. These documents contain the changes since the previous update highlighted in yellow.

If you wish to download your entire package so that it is local rather than online do the following:

- Login to SPECbuilder Live

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### SPECBUILDER LIVE: 7. RESOURCE MATERIAL

- Click on **Resource Materials**
- Click on the left arrow to expand **Package zip files**
- Click on "Your package" zip file to download it to your computer (using your Browser download function)
- Once the file is downloaded, unzip/extract the file and copy it to wherever you wish to keep the files for access.

### 8 ADDING MORE MEMBERS

The nominated office contact in the NATSPEC database is considered the Manager (Administrator). The Manager is able to add more users/members from their organisation.

*NOTE: Under NATSPEC Subscription Conditions each Office has to have its own subscription. Each subscribing Office may have as many members as required.*

#### 8.1 To add another Member

1. Login to SPECbuilder Live.
2. Click the **Members** tab and click on **New**
3. Enter the relevant information.
4. Under **Member Options** choose whether the new member will be a Manager or Contributor.
5. Click **Save**. The new member will be emailed their login information

Figure 8a: Add new member page

#### 8.2 Deleting Members

1. Login to SPECbuilder Live
2. Click the **Members** tab and click on **List**
3. Locate the Member to be deleted and click on the down arrow.
4. Choose **Remove from Group**
5. Click Save

Member	Username	Email Address	Notification	Role/Contact
Corina Hicks	natspec@mhchs@gmail.com	natspec@mhchs@gmail.com	Immediate	Contributor
Corina Hicks	chicks@natspec.com.au	chicks@natspec.com.au	Immediate	Manager
Jocelyn Ralfeigh	jralfeigh@natspec.com.au	jralfeigh@natspec.com.au	Immediate	Manager
Lauren DeGivell	ldgivell@natspec.com.au	ldgivell@natspec.com.au	Immediate	Contributor
Heidi Heltke	hheltke@natspec.com.au	hheltke@natspec.com.au	Immediate	Contributor
Neil Greenstreet	natspec@ngconstruct	natspec@ngconstruct@gmail.com	Immediate	Contributor
Neil Greenstreet	ngreenstreet@natspec.com.au	ngreenstreet@natspec.com.au	Immediate	Contributor
Paul Burke	natspec@burke@gmail.com	natspec@burke@gmail.com	Immediate	Contributor
Philip Spence	pspence@natspec.com.au	pspence@natspec.com.au	Immediate	Contributor
Tina Lee	natspec@lee@gmail.com	natspec@lee@gmail.com	Immediate	Contributor

Figure 8b: Member List page

### 9 CHANGE YOUR PASSWORD

1. Login to SPECbuilder Live.
2. Click the **Preferences** tab and click on **My Details**
3. Enter the relevant information.
4. Click **Save**.

The screenshot shows the NATSPEC website interface. The top navigation bar includes the NATSPEC logo, the tagline 'the national building specification', and the user's current session information: 'Preferences - My Details' and 'subscriber-subscriber11111111: Construction Infor...'. The user is logged in as 'Jocelyn Rushleigh' and can click 'Logout'. The main navigation menu includes 'Home', 'Documents', 'Members', 'Preferences', and 'Admin'. The 'My Details' section is active, showing a 'MEMBERS' dropdown menu and the 'Personal Details' form. The form contains the following fields and options:

- First Name: Joe
- Surname: Rushleigh
- Email: JRushleigh@natspec.com.au
- Re-type Email: JRushleigh@natspec.com.au
- Username: [empty]
- Password: [empty] (marked with a red X)
- Re-type Password: [empty] (marked with a green checkmark)
- or  Blank Password
- Date of Birth (optional): Day, Month, Year dropdowns
- Confirm Date of Birth: Day, Month, Year dropdowns
- For security only
- Not for display or any other use

A 'Save' button is located at the bottom right of the form.

Figure 9a: Change Personal Details page

### 10 THE LAST WORD

#### *Microsoft Word versions*

The documents created in SPECbuilder Live are in Microsoft Word 2007/2010 format (DocX format). If you are running an earlier version of Microsoft Word you will need to download the Compatibility Pack in order to read these files. SPECbuilder Live contains a couple of links to the Microsoft website so you can download the Compatibility Pack and install it on your system. These links are located under **Resource Material** from the Homepage.



#### *A word on Browsers*

The best browsers to use – if you have a choice – are Firefox and Chrome.

There is a known issue with the use of Safari browser on the Macintosh operating system. Some items do not appear in Safari on the Macintosh. It would be better to use Firefox (3 and above) on the Macintosh to use SPECbuilder Live.

#### **Changes**

SPECbuilder Live is an evolving program. We take Subscriber Feedback very seriously and have made some changes to the user interface to address this feedback. Any comments would be appreciated. Please note that there will be changes from time to time but that we do try to keep them to a minimum.