Deltek

Deltek Specpoint

MasterSpec Styles and Template Guide

August 31, 2023

While Deltek has attempted to verify that the information in this document is accurate and complete, some typographical or technical errors may exist. The recipient of this document is solely responsible for all decisions relating to or use of the information provided herein.

The information contained in this publication is effective as of the publication date below and is subject to change without notice.

This publication contains proprietary information that is protected by copyright. All rights are reserved. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, or translated into another language, without the prior written consent of Deltek, Inc.

This edition published August 2023.

© Deltek, Inc.

Deltek's software is also protected by copyright law and constitutes valuable confidential and proprietary information of Deltek, Inc. and its licensors. The Deltek software, and all related documentation, is provided for use only in accordance with the terms of the license agreement. Unauthorized reproduction or distribution of the program or any portion thereof could result in severe civil or criminal penalties.

All trademarks are the property of their respective owners.

Contents

Overview 1
Adding Custom Notes to This Guide 1
Option 1: Import MasterSpec Styles from the Template into Word 2
Modify Existing Styles 5
Option 2: Apply MasterSpec Styles through Document Templates 8
Display the Developer Tab 10
Appendix: If You Need Assistance 12
Customer Services 12
Deltek Support Center 12
Access Deltek Support Center 12
Additional Documentation 13

Overview

Use this guide to learn how to set up MasterSpec styles for your project specification sections in DOCX format through Microsoft® Word.

You can set up MasterSpec styles in the following ways:

Option	Description
Import MasterSpec Styles	Import MasterSpec styles from the template file into Word. This enables you to replace existing styles in your specification section document with the MasterSpec styles.
Attach as Document Template	Through developer options, attach the MasterSpec template file as a document template. This enables you to apply these styles to each paragraph in your specification section document.

Adding Custom Notes to This Guide

If you would like to add custom notes to this guide that are specific to your company, Adobe® Reader® X provides this ability. If you do not already use Adobe Reader X, you can download it here free from Adobe.

To add a custom note using Adobe Reader X, complete the following steps:

1. On the Reader toolbar, click **Comment** at the far right.
2. In the **Annotations** pane that displays, click **Sticky Note**. The cursor changes to match the button.
3. Position the cursor at the location in the guide where you want the note to appear, and click. A note icon is inserted at the location and a text box pops up.
4. Enter your information in the text box.
5. Continue adding notes as needed.
6. Save the document.

> **Note:** Deltek recommends that you save the document to a slightly different filename so as to keep the original from being overwritten.

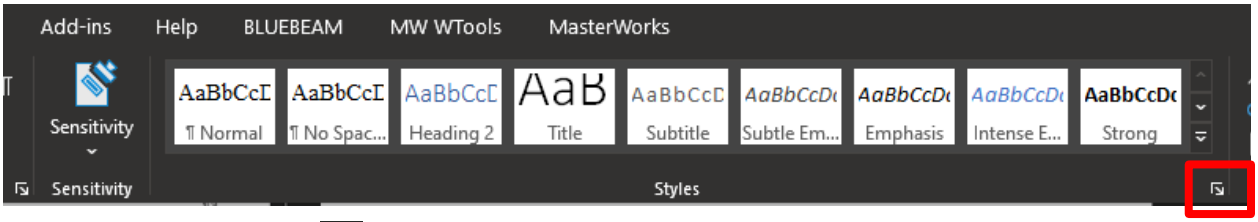
When reading the document, cursor over a note icon to see the information. Double-click a note icon to edit the information.

Option 1: Import MasterSpec Styles from the Template into Word

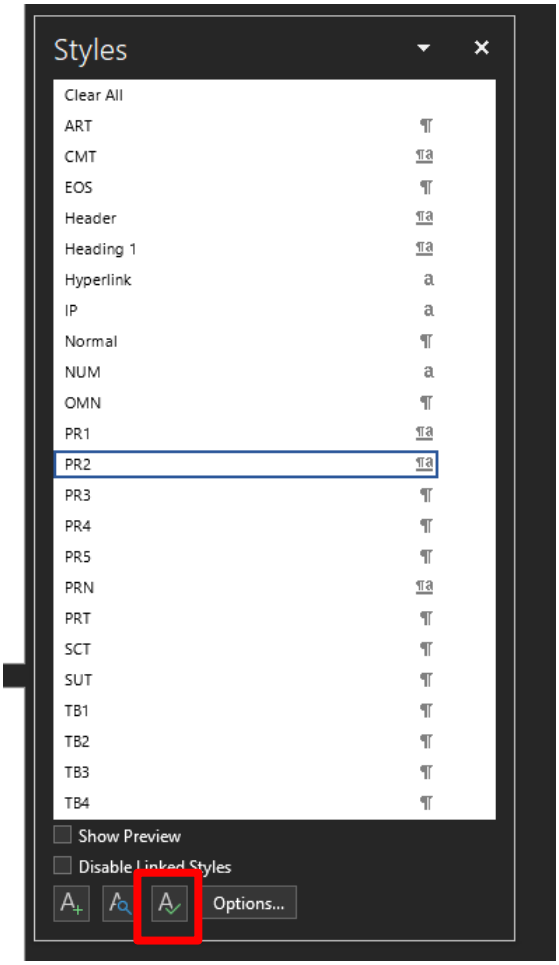
Import MasterSpec styles from the MasterSpec template file to use these files in Word, and apply these styles to your specification section content.

To import MasterSpec style from the template into Word:

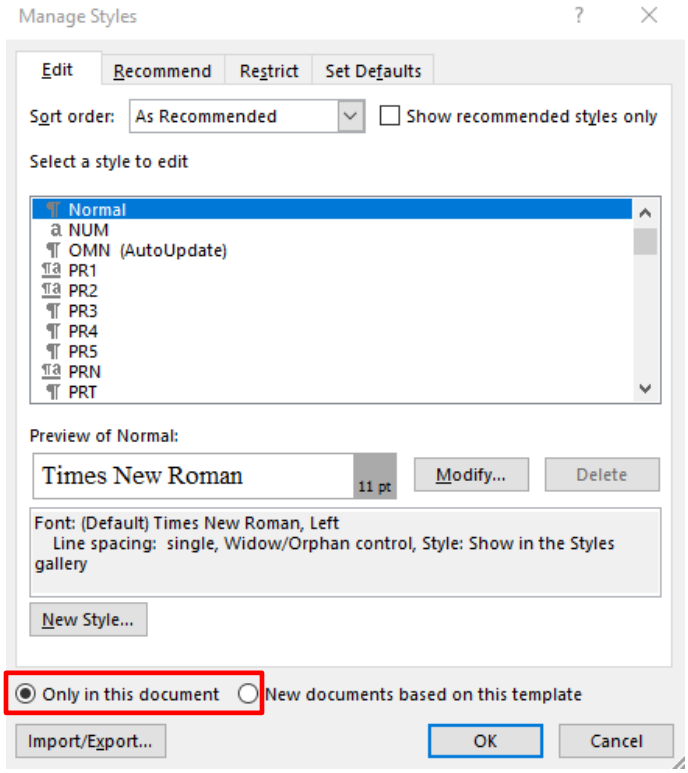
1. In Microsoft Word, open a specification section.
2. On the Home tab of the ribbon, click in Styles to open the Styles window.



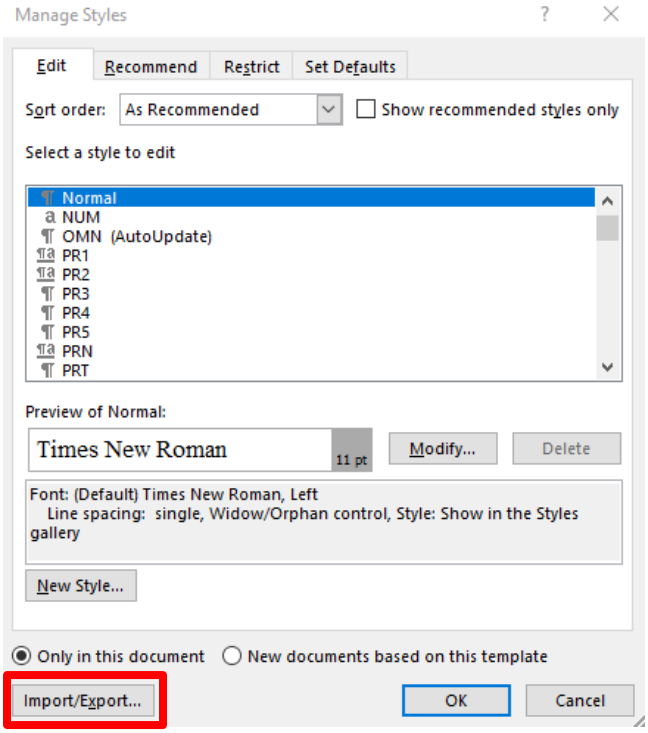
3. In the Styles window, click to manage styles.



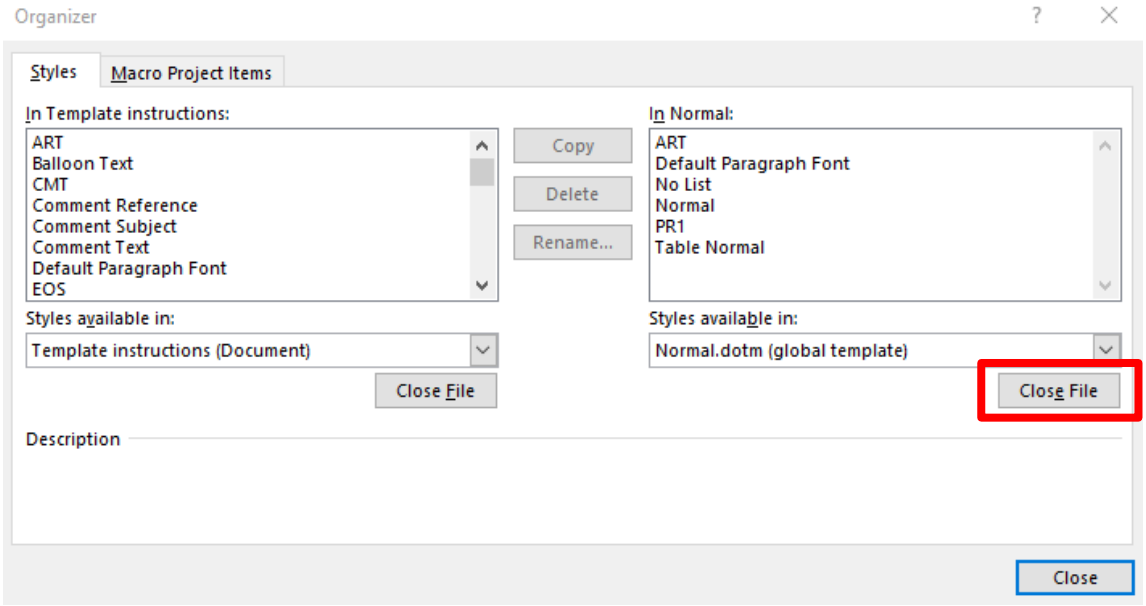
4. On the Edit tab of the Manage Styles window, select the **Only in this document** option.



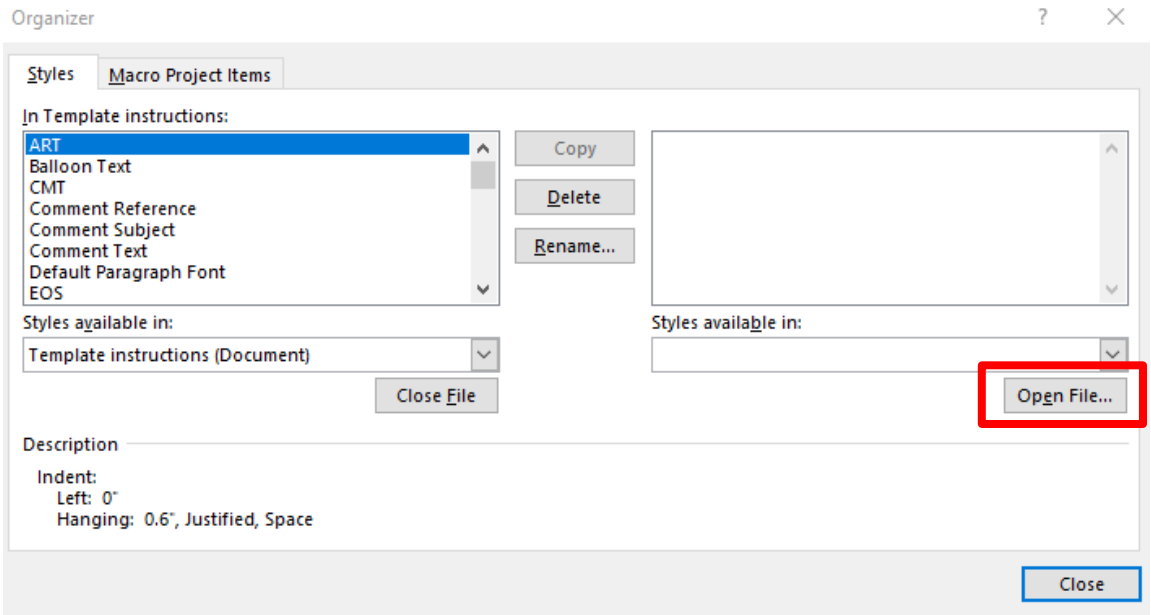
5. Click **Import/Export…**.



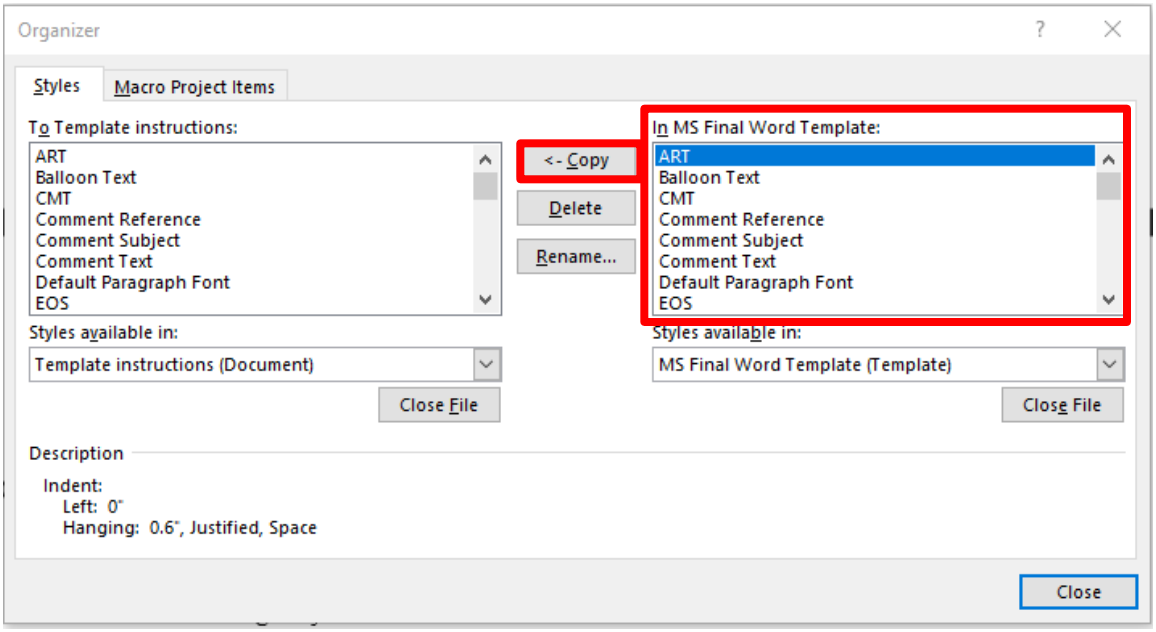
6. On the Styles tab of the Organizer window, click **Close File** for the **In Normal** list, which is the right column.



7. Click **Open File…**.



8. In the file dialog box, search for and select the MS Final Word Template file.
9. Select the style you want to copy from the **In MS Final Word Template** list and then click **Copy**.



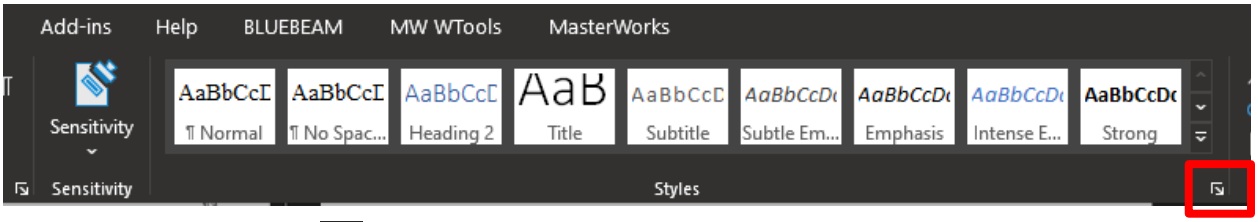
10. Click **Close**.

Modify Existing Styles

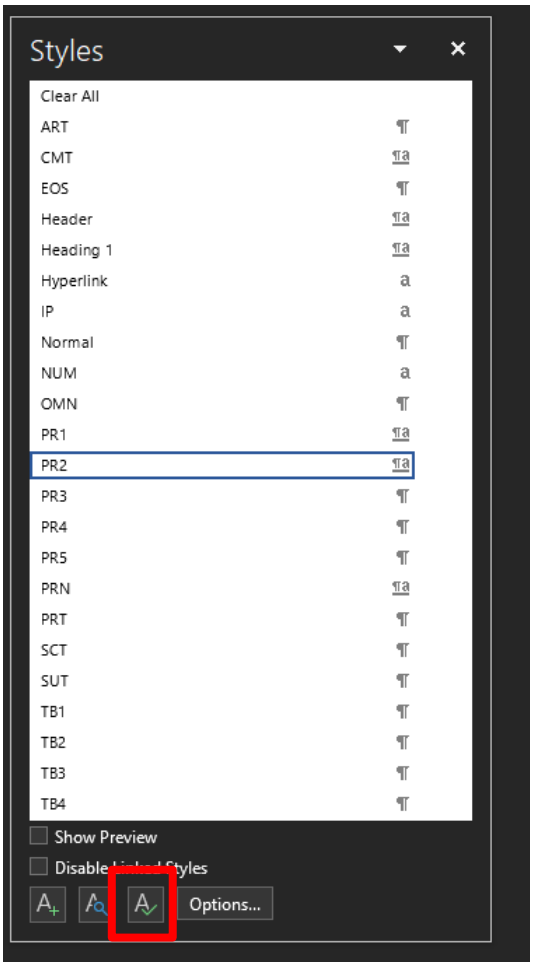
Modify an existing style that your section uses and replace it with a MasterSpec style from the template. This enables you to format all content that uses a given style.

To modify an existing style:

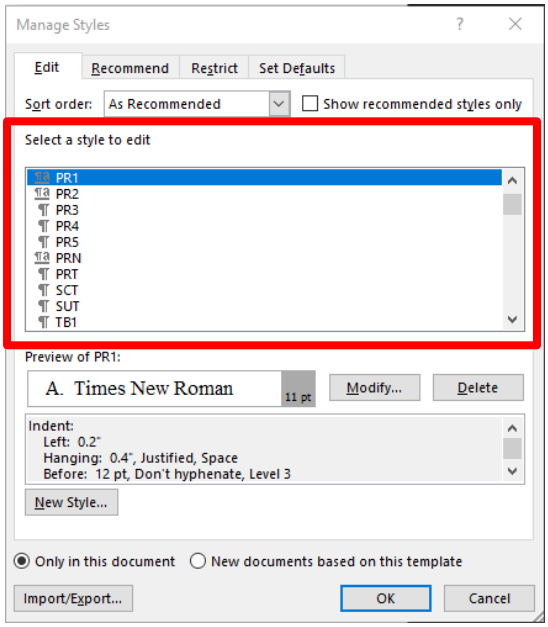
1. In Microsoft Word, open the specification section.
2. On the Home tab of the ribbon, click in Styles to open the Styles window.



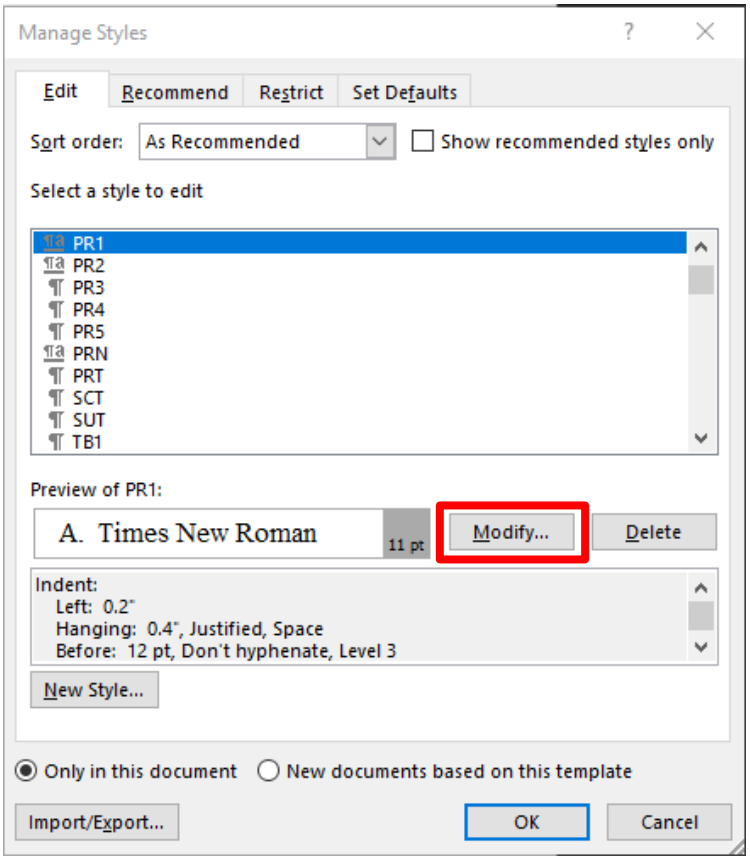
3. In the Styles window, click to manage styles.



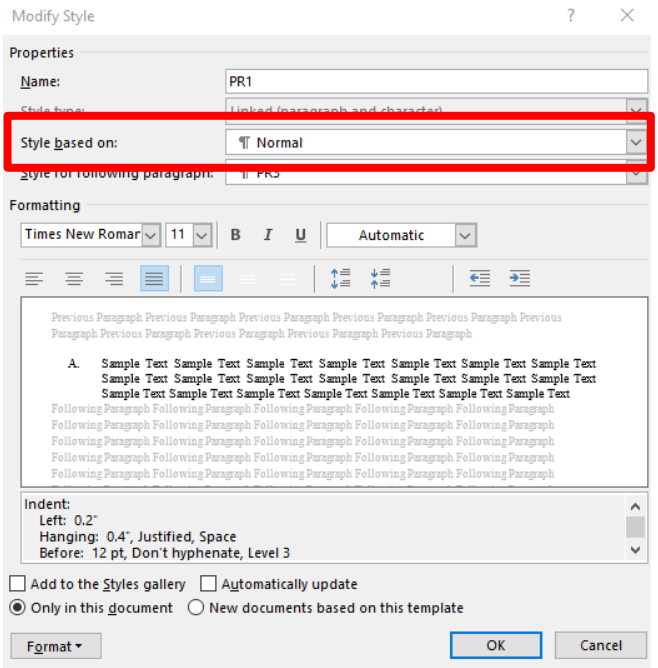
4. On the Edit tab of the Manage Styles window, select a style to edit.



5. Click **Modify…**.



6. In the Modify Style window, select a new style in the **Style based on** option.



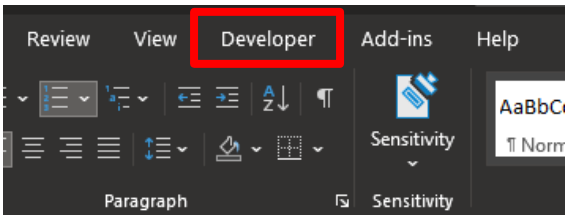
7. Click **OK**.

Option 2: Apply MasterSpec Styles through Document Templates

Use an attached document template to apply styles from the template to your specification section content.

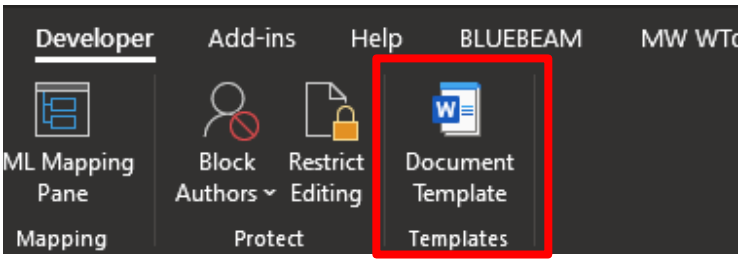
To apply MasterSpec styles through Document Templates:

1. In Microsoft Word, verify that the Developer tab is available on the ribbon.

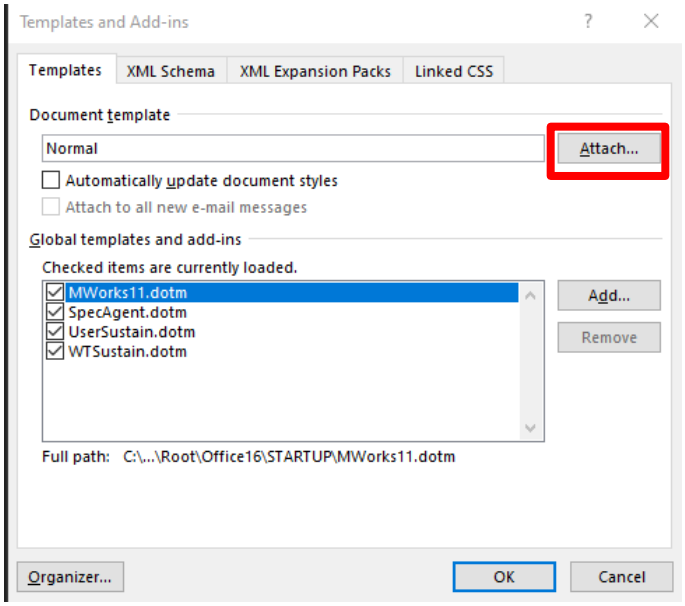


   To display the Developer tab, see Display the Developer Tab.

2. On the ribbon, click the **Developer** tab.
3. On the Developer tab, click **Document Template**.



4. On the Templates tab of the Templates and Add-ins window, attach a document template:
   a. Click **Attach**.



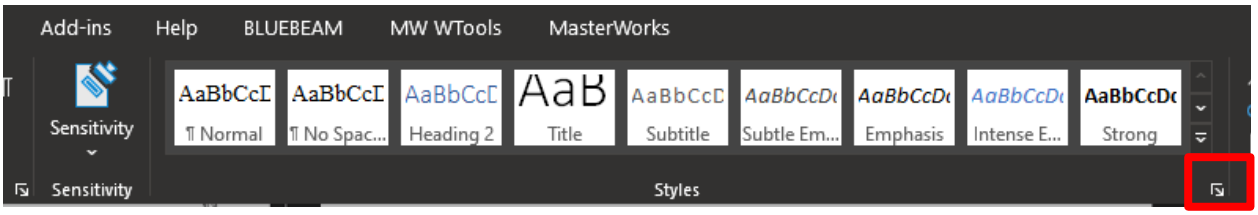
b. In the Attach Template dialog box, search for and select the template file.

c. On the Templates tab, select **Automatically update document styles**.

d. Click **OK**.

This automatically applies the styles and may change the styles in your specification section.

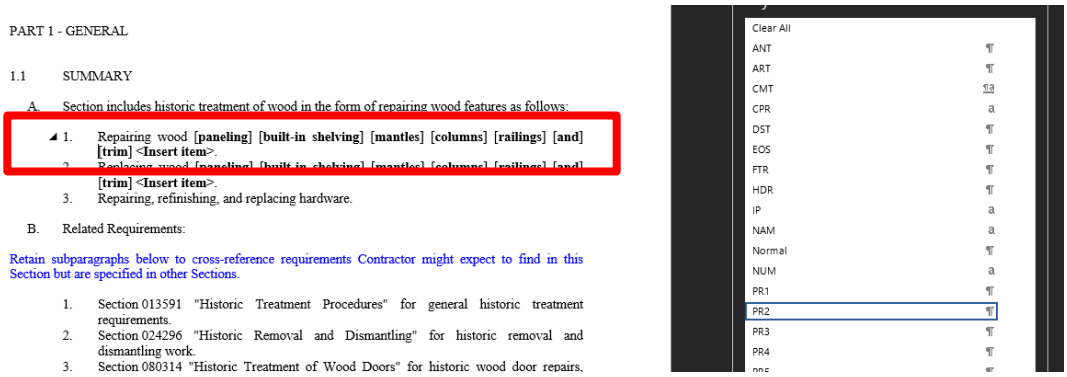
5. On the Home tab of the ribbon, click in Styles to open the Styles window.



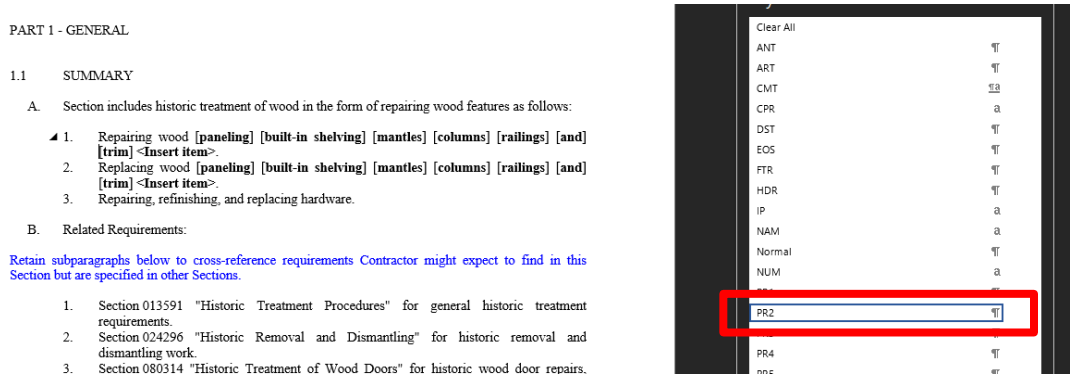
6. Set paragraphs styles.

For each paragraph:

a. Click a paragraph in your specification content.



b. In the Styles window, click the style that you want to apply.

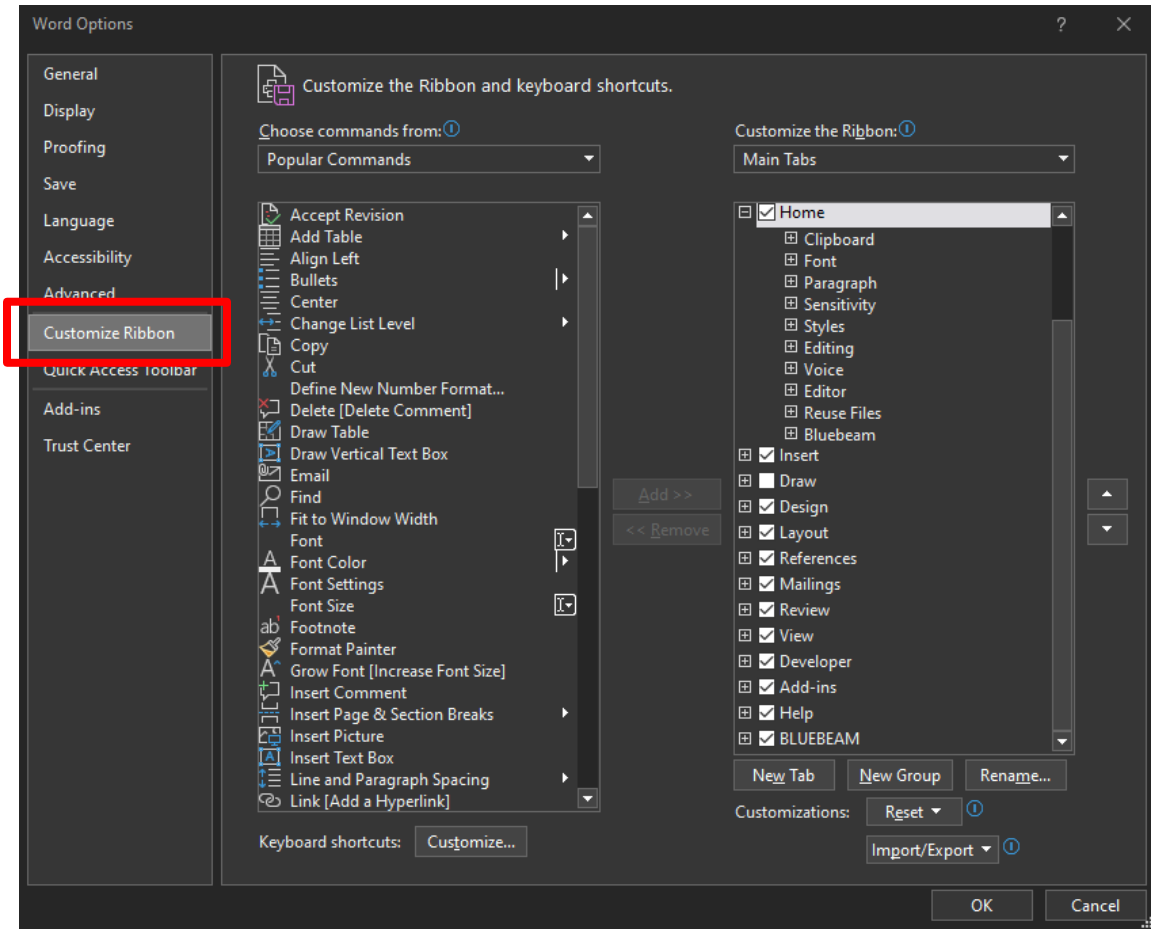


Display the Developer Tab

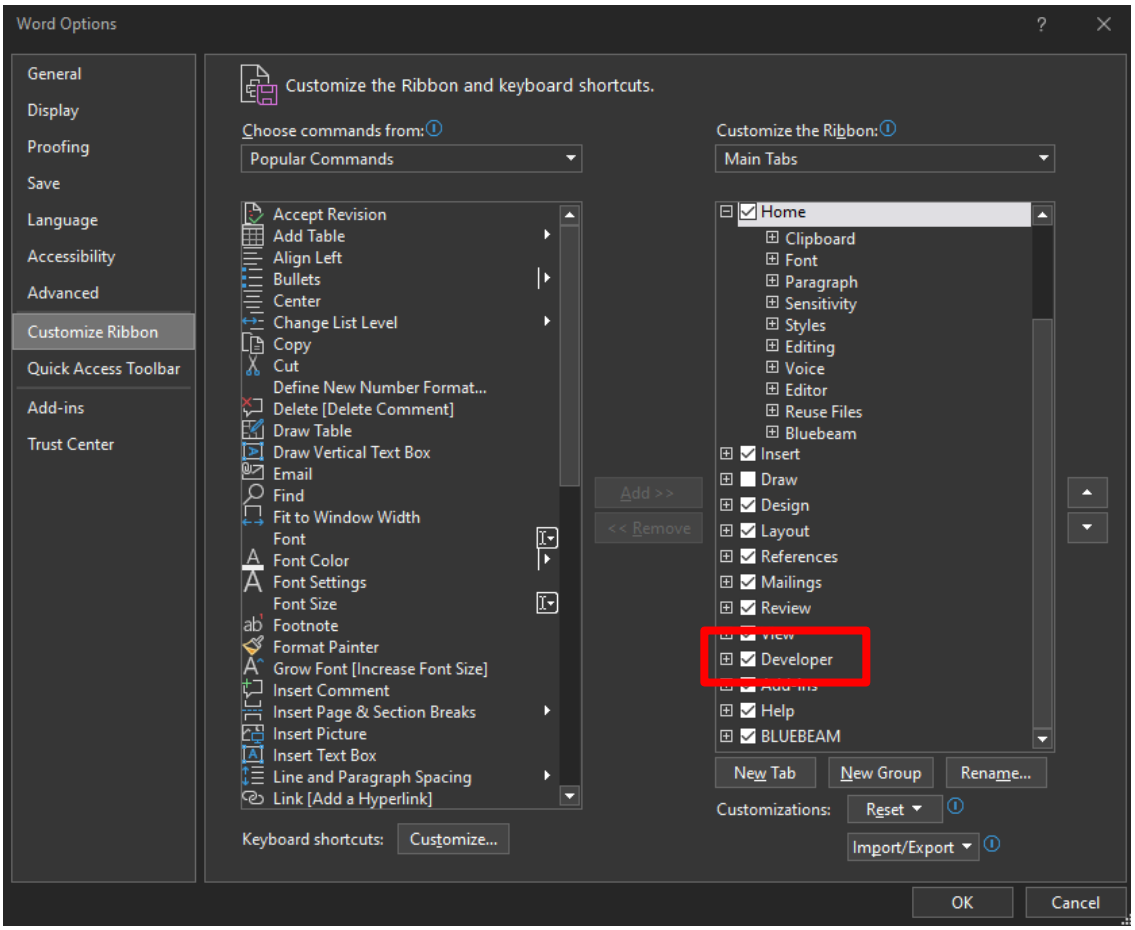
Display the Developer tab of Word to use the Document Template feature for applying MasterSpec styles in your project specifications.

To display the Developer tab:

1. In Microsoft Word, click **File » Options**.
2. In the Word Options window, click **Customize Ribbon**.



3. On the Customize Ribbon tab, select **Developer** from the **Customize the Ribbon** list.



Note: Ensure that the **Customize the Ribbon** list is set to **Main Tabs**.

4. Click **OK**.

Appendix: If You Need Assistance

If you need assistance installing, implementing, or using Deltek Specpoint, Deltek makes a wealth of information and expertise readily available to you.

Customer Services

For over 30 years, Deltek has maintained close relationships with client firms, helping with their problems, listening to their needs, and getting to know their individual business environments. A full range of customer services has grown out of this close contact, including the following:

- Extensive self-support options through the Deltek Support Center.
- Phone and email support from Deltek Customer Success analysts

Attention: Find out more about these and other services from the Deltek Support Center.

Deltek Support Center

The Deltek Support Center is a support website for Deltek customers who purchase an Ongoing Support Plan (OSP).

The following are some of the many options that the Deltek Support Center provides:

- Search for product documentation, such as release notes, install guides, technical information, online help topics, and white papers
- Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Support Center Community
- Access Cloud-specific documents and forums
- Download the latest versions of your Deltek products
- Search Deltek's knowledge base
- Submit a support case and check on its progress
- Transfer requested files to a Deltek Customer Success analyst
- Subscribe to Deltek communications about your products and services
- Receive alerts of new Deltek releases and hot fixes
- Initiate a Chat to submit a question to a Deltek Customer Success analyst online

Attention: For more information regarding Deltek Support Center, refer to the online help available from the website.

Access Deltek Support Center

To access the Deltek Support Center:

1. Go to https://deltek.custhelp.com.
2. Enter your Deltek Support Center **Username** and **Password**.

3. Click **Login**.

> **Note:** If you forget your username or password, you can click the **Need Help?** button on the login screen for help.

Additional Documentation

The following table lists the Deltek documentation available for this release. Except where noted, all the user guides and quick reference guides listed in this table are available for download from the Deltek Support Center.

Document Name	Description
Deltek Specpoint 1.7 Release Notes for A/E Users	These release notes are cumulative and contain a summary of the new features, enhancements, and resolved software issues.
Deltek Specpoint 1.0 Release Notes for A/E Users	These release notes contain a summary of the key features for the first release of Specpoint.
Deltek Specpoint Help for A/E Users	This guide contains descriptions of and procedural information about features included in Specpoint. You can access this guide from Specpoint's help menu.
Deltek Specpoint SaaS Administrator Guide	This guide contains descriptions of and procedural information about features that are available for administrators who are responsible for the initial activation and ongoing management of Specpoint.

About Deltek

Better software means better projects. Deltek delivers software and information solutions that enable superior levels of project intelligence, management and collaboration. Our industry-focused expertise makes your projects successful and helps you achieve performance that maximizes productivity and revenue. www.deltek.com