

User Notes For NJTA Supplemental Specifications

The NJTA Supplemental Specifications document is complex and includes a number of advanced features from Microsoft Word. This document is designed to assist you in modifying the master document to create supplemental specifications for individual contracts.

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TYPEFACES

This document is designed to use the typefaces that ship with Microsoft Windows. The majority of the document uses Book Antiqua in a 10 point size. Some parts of the document, such as headings use the Arial typeface in various sizes. The typefaces were selected so that your documents would print properly on most printers.

PAGE NUMBERS

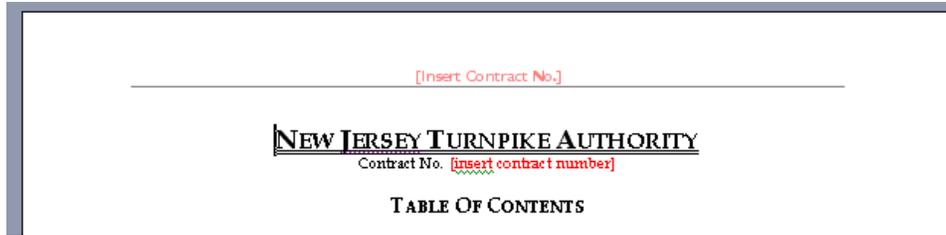
The page numbers in the 2004 Supplemental Specification start at 1 and continue in order to the end of the document. Pages are numbered in the Footer.

HEADERS AND FOOTERS

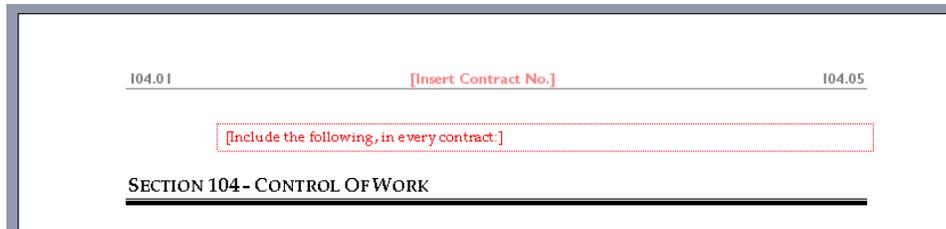
The headers and footers in the document are designed to allow either single or double sided printed. All of the headers are centered.

Headers

The header for each page contains the contract number. This will help identify projects. In the Division sections the header also includes the numbers of the first and last subsections found on the page.



Standard header.



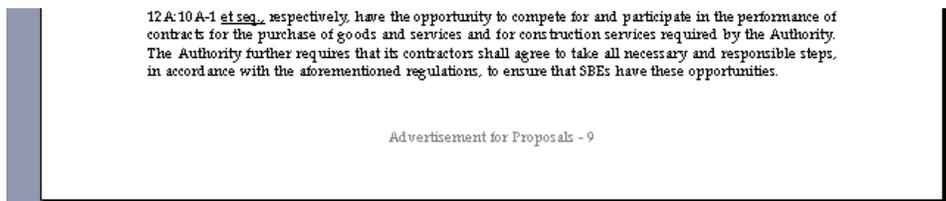
Header in the Division sections.

Fixing Headers in the Division Sections

If the headers in your document become corrupted, reopen the master document and copy the header found in Division 100 into your document.

Footers

The page footer contains descriptive text about the content of the page as well as a consecutive page number.



MODIFYING THE DOCUMENT

The 2004 Supplemental Specification includes a large number of items that require modification. To make those items easier to find, they are highlighted in Red. Several types of notes and replaceable information are found in the document.

Text to be Replaced

When text needs to be replaced or removed, it will be found in square brackets like the example below.

[INSERT CONTRACT NO.]

To replace this text, you can highlight it and type in the new text. You will save time if you change the font color to black before you enter the new text. The steps are shown below.

- 1 Highlight the text you wish to replace.

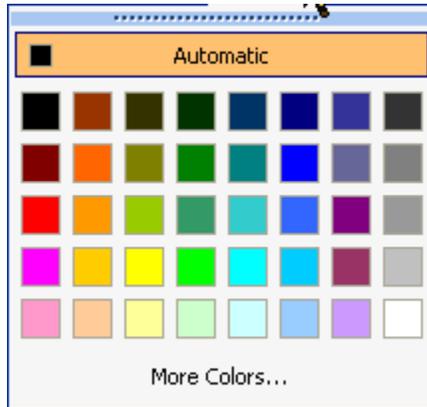
ADVERTISEMENT FOR PROPOSALS

Contract No. **[Insert Contract Number]**

- 2 Change the font color by clicking on the change font color button.



If the bar is not black, you may need to click on the down arrow next to the button to see the color palette.



- 3 You can select either black or Automatic.

- 3 The highlighted text will change color.

ADVERTISEMENT FOR PROPOSALS

Contract No. **[Insert Contract Number]**

- 4 Enter the replacement text.

Proposals are invited for Contract No. **[insert Contract number]**, which involves **[ins**

ADVERTISEMENT FOR PROPOSALS

Contract No. NJTPA 123456-78

Proposals are invited for Contract No. **[insert Contract number]**, which involves **[ins**
n of contract] from Mile **[insert number]** to Mile **[insert number]** in **[insert location]**

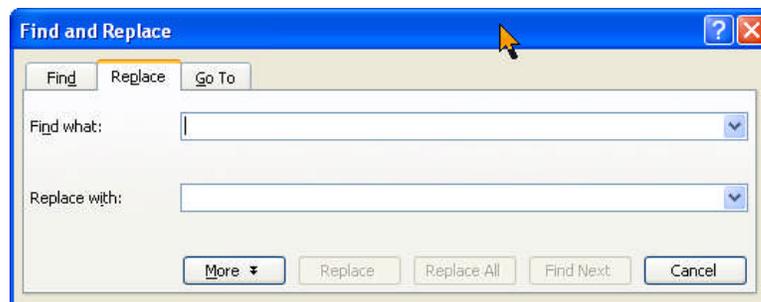
Replacing Text Using Search And Replace

For some items, like the contract number, the document will require numerous replacements. You can automate the procedure using the following set of steps:

- 1 Open the search and replace dialog box by pressing the Cntl and H keys simultaneously. You can also select Edit, Replace on the menu.



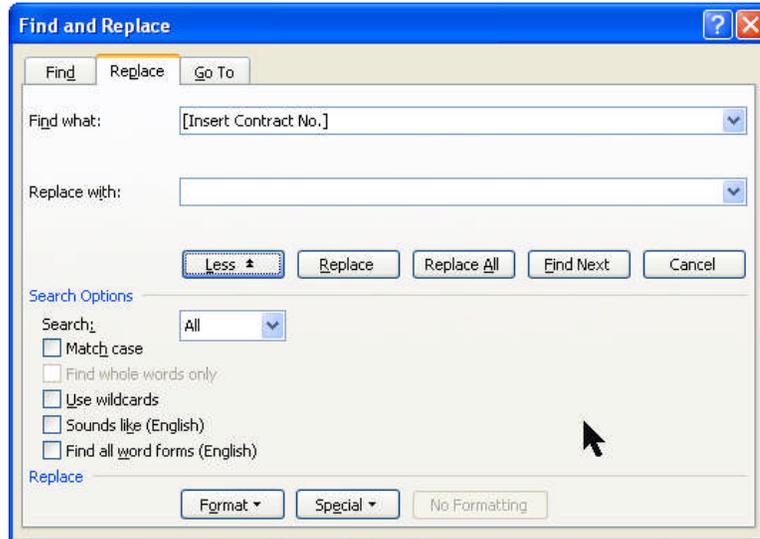
- 2 The Replace Dialog window will appear.



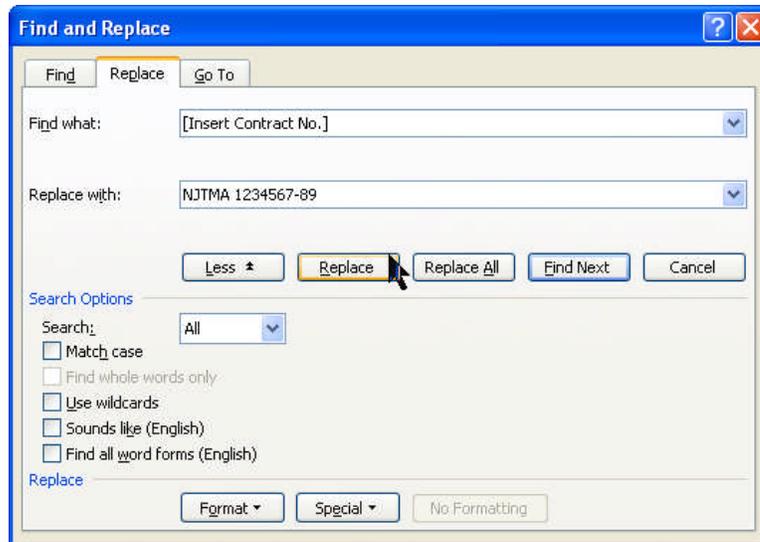
- 3 Enter the text you wish to search for in the upper field. Be sure to include all the text you want to replace. In the case below, we have included the brackets [] that surround the text.



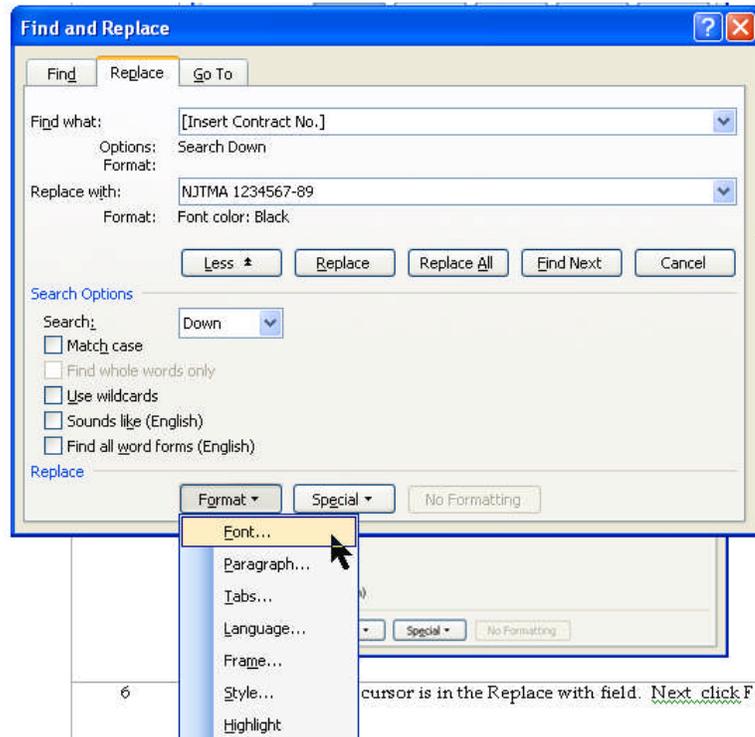
- 4 Click on the More button to see additional options.



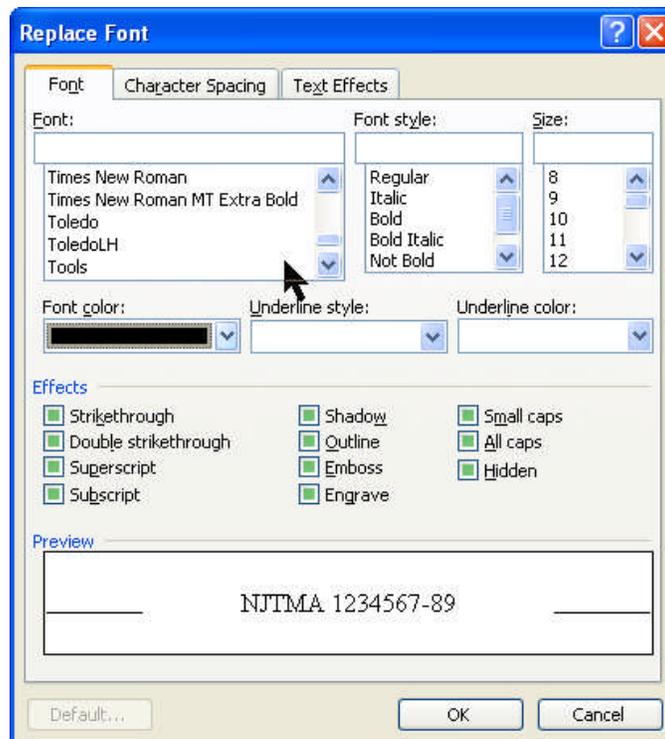
- 5 Click your mouse in the Replace with box and enter the desired text.



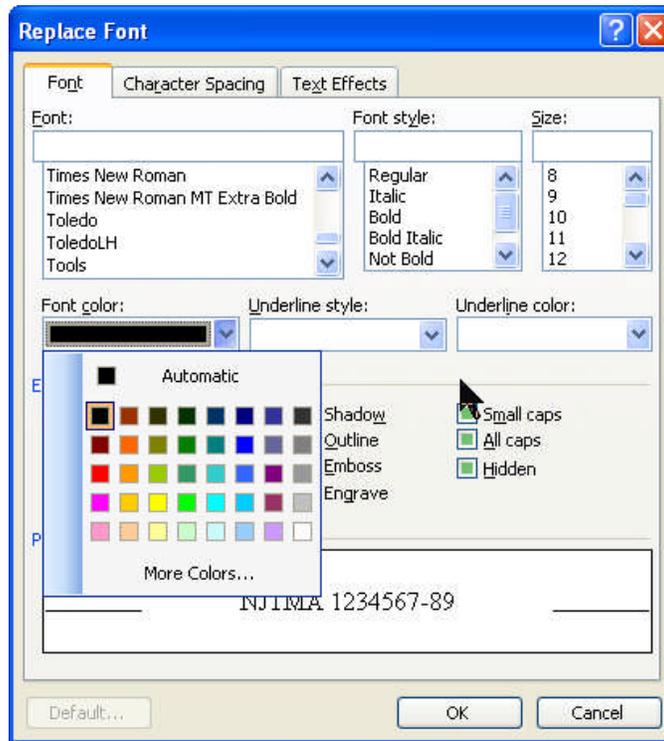
6 Make sure that your cursor is in the Replace with field. Next click Format.



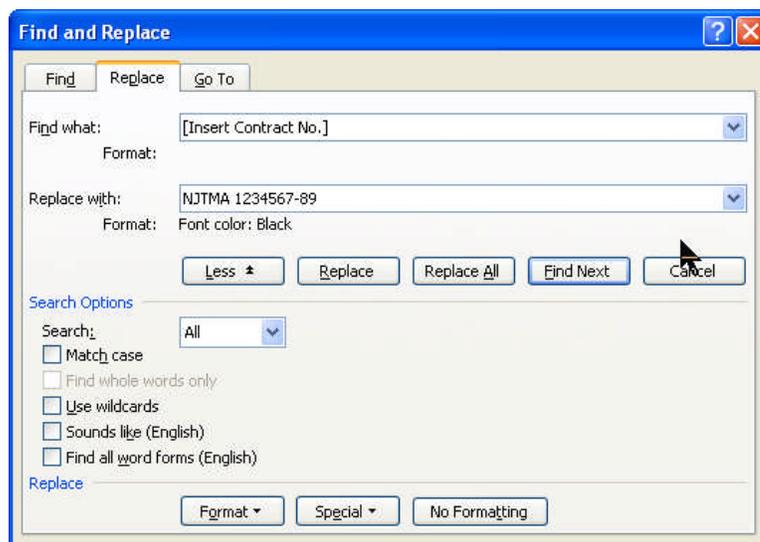
7 The Font window will appear.



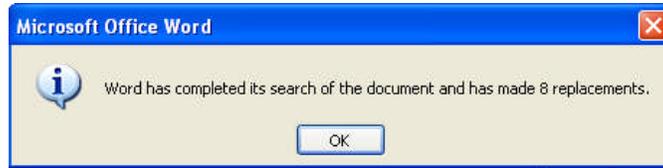
- 8 Leave all of the settings, except Font color alone. This will allow the search to find all instances of the text. Change the font color to black and click OK to close the dialog box.



- 9 Notice that the replace field now indicates that the result should be black in color.



- 10 Replace the text by either clicking Find Next followed by Replace or Replace all. The text will be replaced and turned black. In the example below, we clicked replace all, and the headers were converted throughout the document.



NJTMA 1234567-89

ADVERTISEMENT FOR PROPOSALS

Contract No. [insert Contract Number]

Proposals are invited for Contract No. [insert Contract number], which involves [insert brief description of contract] from Mile [insert number] to Mile [insert number] in [insert location], New Jersey.

Notes to the Writer

The document contains many notes to the writer. These are located in red bordered text.

104.13 SANITARY, HEALTH AND SAFETY PROVISIONS

The following is added:

No ground intrusive activities shall be performed by the Contractor in the [fill in Areas] without prior approval from the Engineer.

[Include the following with contracts utilizing authority furnished insurance:]

Removing Comments and Editorial Notes

To remove an editorial note, highlight it and then press Cntl + X to delete it.

104.13 SANITARY, HEALTH AND SAFETY PROVISIONS

The following is added:

No ground intrusive activities shall be performed by the Contractor in the [fill in Areas] without prior approval from the Engineer.

[Include the following with contracts utilizing authority furnished insurance:]

104.13 SANITARY, HEALTH AND SAFETY PROVISIONS

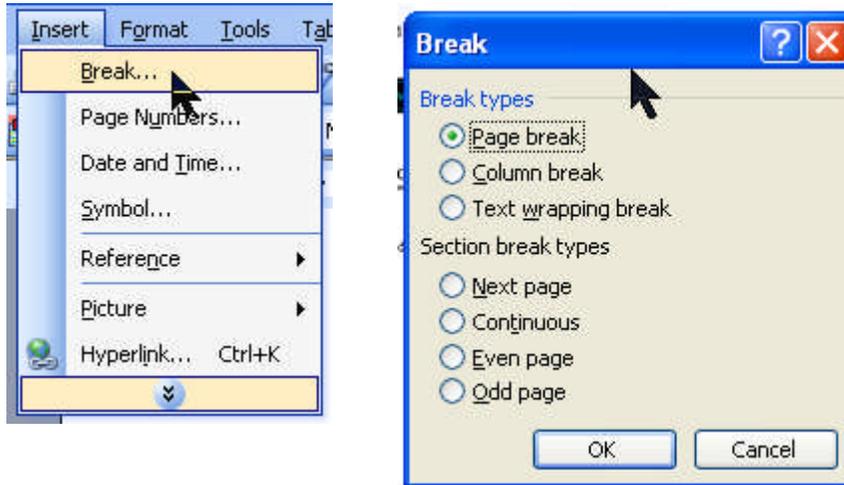
The following is added:

No ground intrusive activities shall be performed by the Contractor in the [fill in Areas] without prior approval from the Engineer.

The following subsection is added:

INSERTING HARD PAGE BREAKS

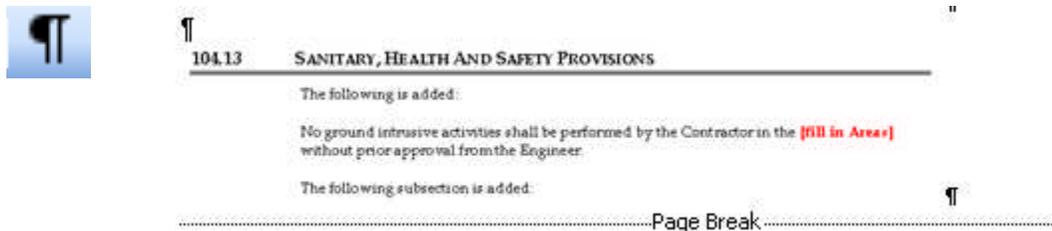
After you have completed your changes to the document, some pages may have headings at the very bottom of the page. If you would like to move the text, you can insert a page break by either clicking on Insert, Page Break. Pressing the enter key while holding down the control key will also insert a hard page break.



Removing a Page Break

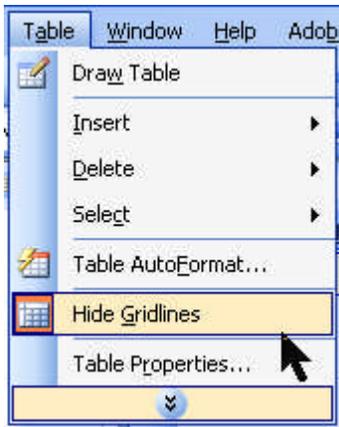
Page breaks are deleted like any other text. Highlight the page break mark and press the delete key.

You can press the Show Hide button to see a page break.



WORKING WITH TABLES

Tables have been used in many places in the Supplemental Specification. Many are traditional tables where the cell walls are visible in the printed document. Some of the tables in this document have unmarked walls to see those tables, make sure that Table, Hide Gridlines is showing in the menu. This is a bit counter intuitive, but is the proper selection.



1				
	2			
		3		
			4	
				5

The sample table above has uncolored walls. The gridlines are showing.

Removing Tables or Table Rows

To remove a table row, highlight it and hold the control key while pressing the X key to delete the selected rows.

1

1				
	2			
		3		
			4	
				5

2

1				
	2			
			4	
				5

Pressing the Delete Key

Pressing the delete key when you have highlighted data in a table will remove the data, but leave the table behind.

1

1				
	2			
			4	
				5

2

UPDATING THE TABLE OF CONTENTS

After completing your modifications, you will need to update the Table of Contents. Follow the steps below:

- 1 First, highlight a portion of the Table of Contents.

NJTMA 12 3456 7-89

NEW JERSEY TURNPIKE AUTHORITY
Contract No. [insert contract number]

TABLE OF CONTENTS

New Jersey Turnpike Authority	1
Advertisement For Proposals	9
Proposal	11
Proposal Bond	25
Contract Agreement.....	27
Contract Bond	30
Power Of Execution	32
Standard Specifications.....	33
Supplementary Specifications.....	33
Division 100 - General Provisions.....	34
SECTION 101 - GENERAL INFORMATION.....	34
101.02 Definitions	34

- 2 Next press the F9 key.

NJTMA 12 3456 7-89

NEW JERSEY TURNPIKE AUTHORITY
Contract No. [insert contract number]

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Update Table of Contents

Word is updating the table of contents. Select one of the following options:

Update page numbers only

Update entire table

OK Cancel

- 3 Select the Update Entire Table choice and press OK.

NJTMA 12 3456 7-89

I **NEW JERSEY TURNPIKE AUTHORITY**
 Contract No. **[insert contract number]**

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- 4 If any of the entries do not go across the page, click your mouse in front of the page number and press the tab key to fix the entry.

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