

SPECDISK[®] USER INSTRUCTIONS – DISKETTE VERSION 3.2

Microsoft Word for Windows 6.0 and 7.0 Users

Welcome to SPECDISK, the easy way to use manufacturers' specifications for your own projects. SPECDISK contains over 2000 pages of specifications in CSI three-part section format, all ready to use with your word processing system.

Installation: The SPECDISK files on these diskettes are compressed to save space. To edit a file, you will first have to install the file to your hard drive, using the included installation program.

1. Insert Disk labeled **Disk 1 of 5, Setup Disk** into your A: or B: drive.
2. Run Setup:
 3. **Windows 3.1, Windows for Workgroups, and Windows NT 3.51:** From Program Manager select File, Run, then enter A:\SETUP.EXE where A is the floppy drive.
 4. **Windows 95 and Windows NT 4.X:** Click on Start and then choose Run. Enter A:\SETUP.EXE, where A is the floppy drive.
5. Follow the instructions given by the setup program. The following are notes on the installation program.
 - **Component** - At first level, it is SPECDISK. At second level, it is Divisions. At third level, it is Files.
 - **Change Directory** - Changes the path where components will be installed.
 - **Change Option** - Shows additional options for the currently highlighted component.
 - **Check Box** - Includes (Check) or Excludes (No Check) a component from the installation.
 - **Select All** - Selects ALL currently listed components.
 - **Continue** - Saves changes for the currently listed components and moves up one level.
 - **Cancel** - Aborts changes for the currently listed components and moves up one level.
 - **Start Setup** - Starts the installation of selected components.
 - **Exit Setup** - Aborts the installation program.

Printing Table of Contents: The Table of Contents (TOC) file is located on each of the Data Disks. Use the following instructions to print the TOC.

1. Insert Disk labeled **Disk 2 of 5, Data Disk 1** into your A: or B: drive.
2. Start Word.
3. Open the Table of Contents file (TOC.DOC). Pull down the **File** menu, click on **Open**; when the dialogue box opens, pull down the **Drive:** box menu and scroll to floppy drive letter and click on it; then scroll through the file names until **TOC.DOC** is visible -- click on it. When the drive letter, directory, and file name in the boxes are correct, click on the **OK** button.
4. Select **Print** from the **File** menu.

EDITING: Once you have installed all the files you wish to edit, switch back to Word and open and edit the files. After editing, save to your hard drive or to a floppy diskette.

EDITING TIPS: The files on SPECDISK have two features designed to make editing for projects easier: 1) editor's notes that do not print and 2) paragraph number codes to facilitate renumbering. To make the most of these features, and reduce word-processing time, follow the instructions below.

Editor's notes appear as hidden text, marked with a dotted underline. It is not necessary to delete the hidden text -- simply print the file normally and hidden text will not be printed.

- If no editor's notes appear on the screen, the option to view hidden text may be turned off. (Go to the Tools menu, click on Options and then click on the View tab. In the list "Nonprinting Characters," click in the box next to the hidden text selection. Click the OK button.)
- If you wish to print the text with hidden text, go to the Tools menu, click on Options and then click on the Print tab. In the list "Include with Document," click in the box next to the hidden text selection. Click OK. The hidden text will print without the underline.
- To print hidden text with an indication that it is an editor's note, replace all hidden text character formatting with underline format -- consult Word Help for more details on replacing character formatting.

Paragraph numbers are implemented using "field codes." These appear on gray background when you place your cursor over them. They can be deleted but they can also be copied to new paragraphs that are inserted.

- To apply a paragraph number to a new paragraph, type and format the new text with the correct tabs and indents. Then block and copy the number (field code) from an existing paragraph of the same level to the beginning of the new paragraph.
- To renumber after making additions and deletions, select all text (pull down the Edit Menu and click on "Select All"). Then press F9. This operation updates the field codes with sequential numbers.
- For more information, read Word Help about Field Codes.

OTHER WORD PROCESSOR SOFTWARE

The Word for Windows files are not usable by earlier versions of Word for Windows or DOS.

WordPerfect 5.1 (for DOS) files and ASCII (text only) files are also available. Call Customer Service.

Many word processing packages come with converters which can recognize and update older versions of their own documents, as well as other document formats. Generally, you are asked if you want to install the converters during the initial software installation; if you did not install them then, you may add them by reinitiating the software installation.

All versions of the files are also on the Internet (address below).

Updates: Updated SPECDISK CD-ROMs are distributed periodically to users on the mailing list and are posted on the Internet.

Internet Address: [HTTP://WWW.ARCAT.COM](http://www.arcata.com)