

# CDOT Standard Special Provision File Instructions

*Created by Jack Thorpe – Engineer-In-Training II from the Centennial Residency*

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1. Open the “Standard Special Provisions Roster.xlsm” file
2. If your computer is running with Microsoft Word with macros enabled, skip to Step 3. If not, please continue.
  - a) Should the yellow **Security Warning** row appear, click the “Enable Content” button
  - b) Should the **Security Warning window** appear, click the “Yes” button to continue
3. Click the "Specs Inventory" button to activate Form.
4. In the Form, click on the blank checkbox to place a check next to the specification(s) that apply to your project. One click selects the specification and a second click deselects your selection.
5. Once you have selected the specifications that apply to your project, click the "Post Selected Specs" button to generate the list of Standard Specifications in the excel spreadsheet.
  - If you want a clean start, click the "Clear List" button to completely clear the posted specification list in the Excel spreadsheet.
6. Once you are done selecting the specifications from the form, click "Close Form" Button to shut down the form.
7. Review the generated listing to make sure the information is correct
  - If you have to make an adjustment, you can manually delete the specification by right clicking the number of the row the specification is in with the Excel worksheet and selecting "Delete" from the dropdown menu. This operation will delete that row and specification.
8. Transferring the Excel list into your Specs Document
  - Select the range of cells in the excel worksheet that have the specifications. To select the specifications click the first row of specifications in Column A, hold the mouse clicker and drag down to the last row of the specification in Column C .
  - Right click and select “Copy” from the dropdown menu.
  - Open a Specs document for your project and go to the Standard Special Provisions page
  - Highlight the word “HERE” which is on the line below the **Date** and **No. of Pages** line, right click and Paste. Click “Keep Source Formatting” button so the copied material maintains its format.
  - Congratulations, the Standard Special Provisions are now in your Specs document. You can close the excel document and do not save the document, so it can remain blank for future use.