How to Use a Siemens Specification

You have just received new Division 26 specifications from Siemens. These specs were written with you, the specification writer, in mind. All specifications we offer have one common format and appearance. While all these specs look and edit in a similar fashion, we understand that the format we picked most likely will have variations from the format you use. Therefore these instructions were written so that you can modify these specs efficiently and use them regularly.

Please print these instructions so you can reference them easily while editing the spec. The procedures listed below and the section chosen for this example are only a suggested method for editing a section. The example below explores most of the issues that may arise while editing the file.

1. Please open up specification 26 27 13 Electricity Metering, Modular Multi-Tenant.

2. Immediately save it under a new name so that you can keep the original as a master copy.

3. Notice the text that is bold, blue, italicized and [bracketed]. This was done to signify to you that this text needs to be edited. Blue was picked for the engineer who is at his computer. Bold and Italic was picked for the engineer who prints out the specs in black ink and makes notes on the print out. The [brackets] are used for quickly finding the blue text if you are editing it on the computer. Always read the entire document for correctness. Care was taken to bold, blue, italicized and [bracketed] items that need to be change. You may wish to change other text as well. Feel free to do so.

4. So, let’s edit this Modular Metering spec!

5. The first place you see blue text is the top line. Pick either the [26 27 13] or [16221] numbering and delete the other.

6. You will need to do this in the footer as well. Double click the Section numbers in the footer [26 27 13] [16221] and delete the one you do not want. An addition toolbar will appear at the top of the screen. Click <Close> to exit.

7. The next place you see blue text is Section 1.2.B. Delete either [26 28 16.01] or [16410]. Don’t worry about the bold, blue, italicized and [bracketed] text; we will fix that at the end.

8. Scroll down the page to 1.4.A. There are 6 standards listed. Highlight “[ANSI” and hit the <Delete> key. You will notice that items 2 through 5 automatically renumber for you. Likewise, if you wish to add a standard, just place your cursor after EUSERC] and hit <Enter>. When you do a new, numbered line will appear at the beginning of the line. You will be able to add whatever you wish. Type in “Local Code 1”. You will notice it appears in the bold, blue, italicized font. Do not worry; we will fix it at the end.

9. Section 2.1A asks for other manufacturers. Simply highlight the second period and type in a name.

10. In Section 2.2.B delete 100,000 and type in the incoming service amperage. Delete the incoming service amp sizes that do not apply to your job.

11. In Section 2.2.B.1.a delete the bracketed words “top” and “series”.

12. Delete Sections 2.2.B.1.c and 2.2.B.1.d entirely.

13. In Section 2.2.B.2 pick one number 1, 2, 3, 4, 5, or 6 to keep and delete the rest.

14. In Section 2.2.C delete either the word ring or ringless. You pick.

15. In Section 2.2.D let’s keep 200 amps and 120/208 volts at 3-phase, 4 wire and delete the rest.
16. In Section 2.2.D.1 and D.2 let’s leave them both in the spec.

17. In Section 2.2.G.3 let’s keep 200 kA and delete the other options.

18. In Section 2.3.A.2 you may either keep or delete this sentence.

19. In Section 2.5 delete 2.5.A, 2.5.B or the entire 2.5 sections.

20. Now go to the top of the screen and click the word “View” and then “Header and Footer”. Scroll down to the bottom of the page. In the Footer you will see “[Project Name]”. Replace the “{”, the words “Project Name” and the ”}” with the actual Project Name. It will now appear on each page of the document. While you are in the Footer, you may wish to delete or change the “Date” field in the upper left corner of the Footer. It always shows today’s date. You may wish to type over it with the bid date. Click the word “Close” in the task bar and you will close the header and Footer boxes.

21. Now let’s get reformat the bold, blue, italicized and [bracketed] text.

22. Hold down the <Ctrl> key and type the letter “a”. ( <Ctrl>+<a> ). Click the B (bold button) once and I (italics button) twice at the top of the screen. This will eliminate the Bold and Italic text. Now at the top of the screen, look for a capital A on top of a colored rectangle. If the rectangle is black, click the “A” button. If it is another color, click the small black triangle to the immediate right of the “A” button and then click the word “Automatic”. Now all of your text should be black for the entire document.

23. Now, let’s get rid of the brackets. Type <Ctrl>+<h>. The Find and Replace window will pop up. The window opens to the Replace window. On the line called “Find what:” type “[” (without the quotation marks). The “]” bracket is the key to the right of the P key without using <Shift>. Leave the “Replace with:” line empty. Click the “Replace All” button. Then click the <OK> button. This will delete all of the left brackets. The “Find and Replace” window will still be open. On the “Find what:” line type the right bracket “]”. Hit the Replace All button. Click <OK>.

24. Now hit <F7> and run a spelling check. Often it will find double spacing where text has been deleted.

25. Save the document again.

25. **You are done**, unless you want to reformat the document to your company’s style.

27. If you are going to reformat this spec to a new style, then print the document for reference purposes.

28. Type <Ctrl>+A, click “Format”, click “Bullets and Numbering”, click the word “None” and <OK>.

29. Now all paragraph numbering will be gone. (Luckily, you printed the document two steps ago.)

30. If you did not print it, that ok. Hit <Ctrl>+<z> which is undo. The numbering will reappear. Print the document and remove the numbering as stated above.

31. One final step to clear any formatting is to type <Ctrl>++<a> and the <Ctrl>++<c>. This will copy all of the text. Click the “Start” button in the lower left corner, then click “Programs”, then “Accessories”, then “Notepad” then hit <Ctrl>++<v>. This will Paste the text into Notepad and will eliminate all font sizes, font variations, colors, centering, bold, underlines, italics, etc. If you did not remove the Numbering you would have to remove it line by line. All that Notepad remembers is the letters and <Enter>’s typed.

32. Now you can reformat it in your company’s style. Keep in mind that the print out you did five steps ago will be a helpful guide to you when you add numbering back in.