

NATSPEC, founded in 1975, is a not-for-profit organisation that is owned by the design, build, construct and property industry through professional associations and government property groups. NATSPEC's major service is the comprehensive national specification system endorsed by government and professional bodies. The specification is for all building structures with specialist packages for architects, interior designers, landscape architects, structural engineers, service engineers and domestic owners.

STAKEHOLDERS

- // Air Conditioning and Mechanical Contractors' Association of Australia
- // Australian Council of Built Environmental Design Professions
- // Australian Elevator Association
- // Australian Institute of Architects
- // Australian Institute of Building
- // Australian Institute of Building Surveyors
- // Australian Institute of Quantity Surveyors
- // Building Commission Victoria
- // Construction Industry Engineering Services Group
- // Consult Australia
- // Dept for Transport, Energy and Infrastructure (SA)
- // Dept of Finance and Deregulation (Federal)
- // Dept of Planning and Infrastructure (NT)
- // Dept of Public Works (QLD)
- // Dept of Services, Technology and Administration (NSW)
- // Dept of Territory and Municipal Services (ACT)
- // Dept of Treasury and Finance (TAS)
- // Dept of Treasury and Finance (WA)
- // Engineers Australia
- // Master Builders Australia
- // Standards Australia

**Specifications: Overview, Production
& Word Processing**

The seminar provides an introduction to specification writing and covers the detailed use of SPECbuilder Live and Microsoft Word 2007 as they apply to specification writing using NATSPEC templates.

Pre-course requirements None

Who should attend Prospective and new specification writers and any administration staff wanting to learn more about SPECbuilder Live and Microsoft Word 2007.

Seminar scope The seminar offers:

- An overview of the role of specifications as a:
 - Quality management tool
 - Risk management tool
 - Project management tool
 - Compliance tool
- An overview of SPECbuilder Live - NATSPEC's online specification compilation software
 - Developing the first draft
 - Creating office edited worksections
 - Inserting and deleting worksections
 - Merging the documents
- An overview of Microsoft Word 2007 in the final specification production
 - Master documents and subdocuments
 - Templates, styles and formatting
 - Using Hidden text
 - Trade packaging
 - Table of contents
 - Headers and footers

Benefits for participants Participants will:

- Save time and effort in drafting specifications
- Be compliant with professional accreditation regarding specifications
- Learn about the features of Microsoft Word that are necessary when working with large documents

Benefits for the organisation Organisations will benefit from the following:

- Better specifications leading to better project outcomes
- Reduced risk to organisations
- Reduced time spent on writing specifications using SPECbuilder Live, Word 2007 and office edited worksections

Learning outcomes This seminar will enable participants to:

- Confidently use SPECbuilder Live to create a draft specification
- Understand and edit the NATSPEC template
- Better understand Word 2007 in relation to large documents

Seminar presenter Jocelyn Rashleigh is the Development Manager for NATSPEC and has had 20 years experience in producing project specifications for architects and developing the National Master Specification.

Cost: \$88.00 **Duration:** 2 hrs

See over for venues

Specifications: Overview, Production & Word Processing

1) Contact Details BLOCK letters please

First Name: Surname:
Title:
Organisation:
Address:
Suburb: State: Postcode:
Email:
Telephone: Fax:

2) Select Seminar Session Specifications: Overview, Production & Word Processing

Sydney Monday 19 July NATSPEC, Level 4, 217 Clarence Street, Sydney	<input type="checkbox"/> 9:30 - 11:30 am	Adelaide Tuesday 27 July AIA, 100 Flinders Street, Adelaide	<input type="checkbox"/> 9:30 - 11:30 am
Brisbane Tuesday 20 July AIA, 70 Merivale Street, Brisbane	<input type="checkbox"/> 9:30 - 11:30 am	Perth Thursday 29 July Engineers Australia, 712 Murray Street, West Perth	<input type="checkbox"/> 9:30 - 11:30 am
Darwin Thursday 22 July The Holiday Inn, 122 The Esplanade, Darwin	<input type="checkbox"/> 9:30 - 11:30 am	Melbourne Tuesday 3 August AIA, 41 Exhibition Street, Melbourne	<input type="checkbox"/> 9:30 - 11:30 am
Canberra Monday 26 July AIA, 2A Mugga Way, Red Hill	<input type="checkbox"/> 9:30 - 11:30 am	Hobart Tuesday 10 August Salamanca Inn, 10 Gladstone Street, Hobart	<input type="checkbox"/> 9:30 - 11:30 am

Names of Attendees (please attach list if required)

1	Email
2	Email
3	Email
4	Email

I am unable to attend, but please keep me informed

3) Payment Details Booking and payment is required 5 working days prior to session

Cheque
Please make cheque payable to *Construction Information Systems Limited*

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Card number _____ Expiry ____ / ____

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