INTRODUCTION

The attachments from Section II of the Recurring Special Provisions & Plan Detail Menu and Basis of Use must be combined into a single MSWord document for the Final Tracings submittal. This document contains two options for combining attachments.

During this process, the text of the recurring special provision **must not be altered** as this language has been approved for use by the INDOT Standards Committee and the Federal Highway Administration. **If text revisions are required for a project, the recurring special provision (RSP) must be converted into a unique special provision and reviewed accordingly by the Specifications Engineer.** INDOT's technical writers who assemble the CIB use only the approved language; therefore, changes to an RSP that are not converted to a unique special provision will be overwritten.

The contact information for the Department's Specification Engineer and the Specifications Coordinator is available from the Department's website at http://www.in.gov/dot/div/contracts/standards/rsp/index.html .

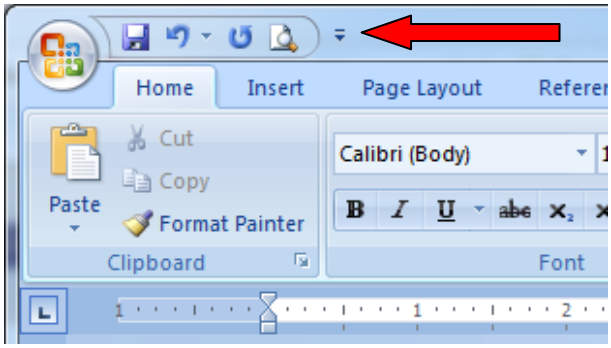
DIRECTIONS (OPTION 1) – Cut and Paste after Turning off Document Protection

1. Complete the fill-in-the-blank boxes and save.
2. Turn off the document protection. See instructions on page 2.
3. Select all of the text and copy into a blank Word document.
4. (Optional) Insert a **Page Break** below the horizontal line that denotes the end of the provision. Another horizontal line may appear on the next page. It does not need to be removed.

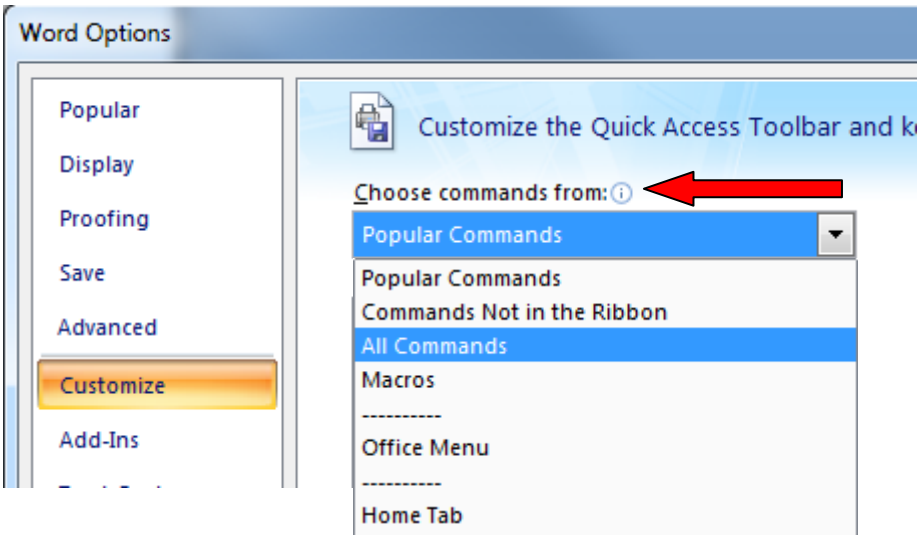
   NOTE: Do not use Section Breaks. Section Breaks and other formatting such as Heading Styles, Track Changes, Bulleted or Numbers Lists, and Review Comments can affect the integrity of the Contract Information Book (CIB) formatting and should be removed. In addition, the document should not contain images or other information that cannot be edited.
5. Repeat the process for additional contract-specific special provision attachments.
6. Turn on document protection. See instruction on page 2.
7. Save the document, using a filename in accordance with the Department's naming convention.

NOTE: Headers and footers are not required, i.e. the header and footer information from the RSP does not need to be transferred into the combined document. The CIB has its own header and footer information; therefore, the individual provision header and footer information is not necessary and is not transferred.

<u>Adding the Lock function to the Quick Access Toolbar.</u> The lock button is used to turn document protection off and on.



Click the drop down arrow. Select *More Commands*. Note that your toolbar may be above or below above the ribbon.



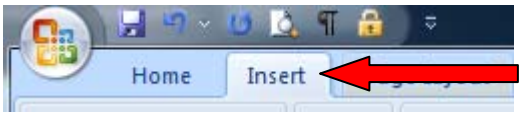
Change the *Choose commands from* list to All Commands and choose Lock.

The image of a lock will be placed on your Quick Access Toolbar. Selecting the Lock will turn document protections on and off.

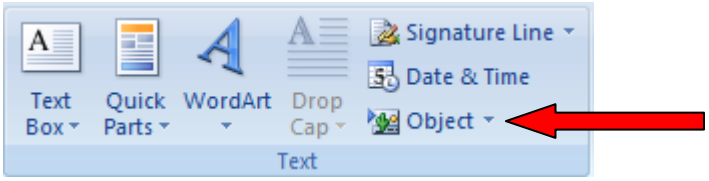
NOTE: When document protection is off, some forms (check boxes, etc.) will not function.

DIRECTIONS (OPTION 2) – Insert Text from File

1. Complete the fill-in-the-blank boxes for all provision attachments and save files.
2. Open a new Word document.
3. Select the INSERT tab.



4. Select the pull down arrow next to **Object**, then **Text from File**.



5. Browse for your saved attachments and select all files to be combined. The Ctrl key can be used to select multiple, non-sequential files.
6. Select **Insert**.
   NOTE: Your computer defaults may override the attachment format. Having your Style set to Normal with the properties (right click – Modify) set to Times New Roman will typically prevent most issues.

7. Save the document, using a filename in accordance with the Department's naming convention.

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