

**DISCLAIMER:** For the best user experience and to reduce errors, the use of *SpecLink Cloud* is **strongly recommended**. These specification section Word files are exported from LANL’s Office Master in SpecLink Cloud; therefore, author notes indicating that articles, paragraphs, or subparagraphs will activate/deactivate automatically—or that options will update automatically—do not apply. When using Word, the specifier/designer must manually tailor the specification section by retaining applicable content and deleting items that do not apply to the project.

## TERMINOLOGY:

SpecLink Term	Equivalent in Word
Activate	Select, retain, choose, or include
Deactivate	Omit, exclude, or delete
Activate/Deactivate automatically	Manually retain or delete
Sequence (Seq)	Each line in the document
Seq #0000	First line with Section ID in the document

## INSTRUCTIONS FOR EDITING SPECIFICATION SECTION WORD FILES:

- 1. Templates:** The Word files are templates and must be edited for each project. The specifier/designer shall incorporate project-specific requirements and remove content that does not apply to the project scope. All edits and reviews must be performed in accordance with [LANL ESM Chapter 1, Section Z10, Attachment F](#).
- 2. Author Notes:** Text in **bold** between asterisks (\*\*\*) represents guidance for the specifier/designer and must be deleted in the final document.
- 3. Options and Choices:** Each set of options is in **bold** text, separated by semicolon (;) and enclosed in angle brackets (<< >>). The specifier/designer shall select the applicable option(s), remove the semicolon and brackets, and present the selected text in plain black text in the final document.
  - a.** Default options are underlined within the brackets and must also appear as plain black text if retained in the final document.
- 4. Fill in the Blank:** This option is indicated with \_\_\_ within angle brackets (<< >>). The specifier/designer shall enter the appropriate content in plain black text and remove the blank and brackets in the final document.
- 5. Section IDs:** Section IDs are in **bold** and underlined text enclosed in angle brackets (<< >>). The specifier/designer shall remove the brackets and present the text in plain black text in the final document.
- 6. Reference Standards:** Reference Standards are in **bold** text enclosed in angle brackets (<< >>). The specifier/designer shall remove the brackets and present the text in plain black text in the final document.
- 7. Revision Statement:** The revision statement at the end of the section (“THE FOLLOWING STATEMENT.....IS BASED ON LANL MASTER SPECIFICATION SECTION.....”) must be retained for tracking purposes.
- 8. Footer Updates:** The footer in the final document must be updated to include the LANL Project ID number, revision number, and date.