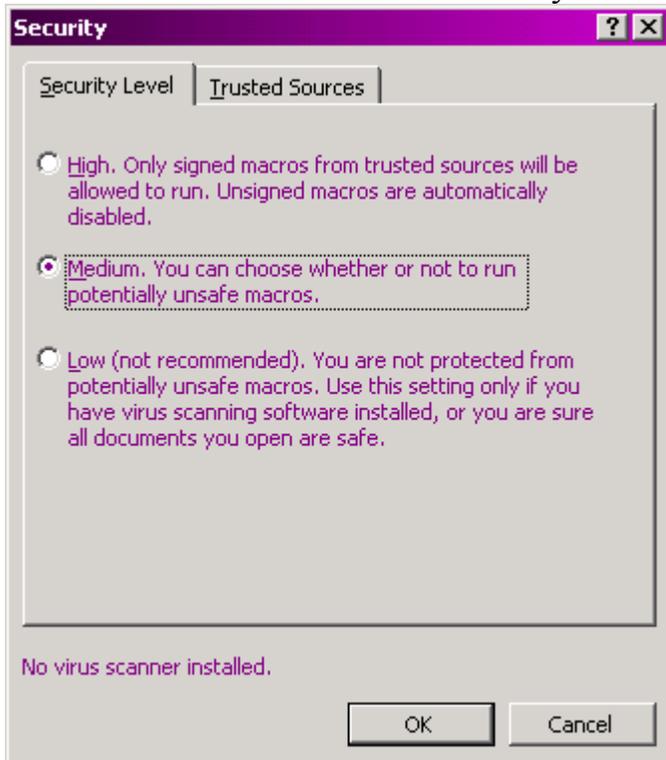


Change the Security

****If you have not converted a specification on your machine to Word you must first change the macro security in Word. Follow directions below first. If you have skip steps 1-3!**

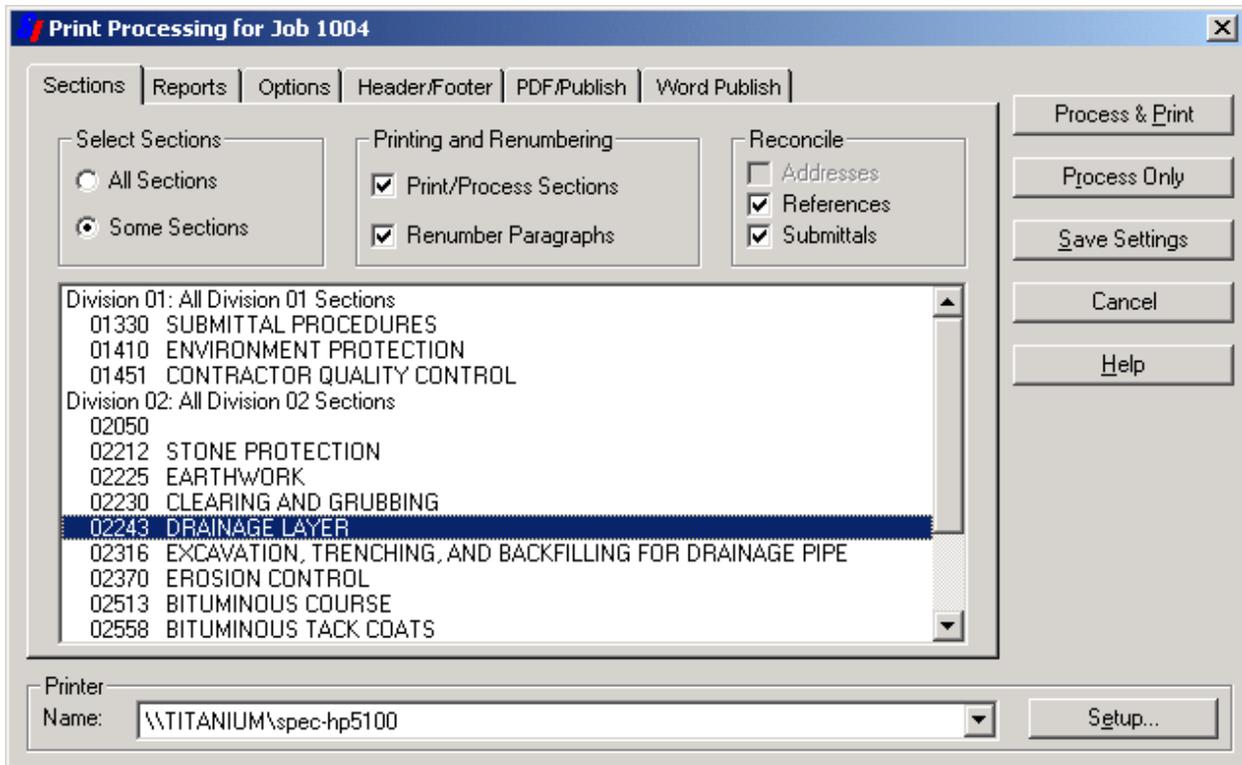
1. Open Word
2. Select Tools ► Macro ► Security and select the Medium radio button



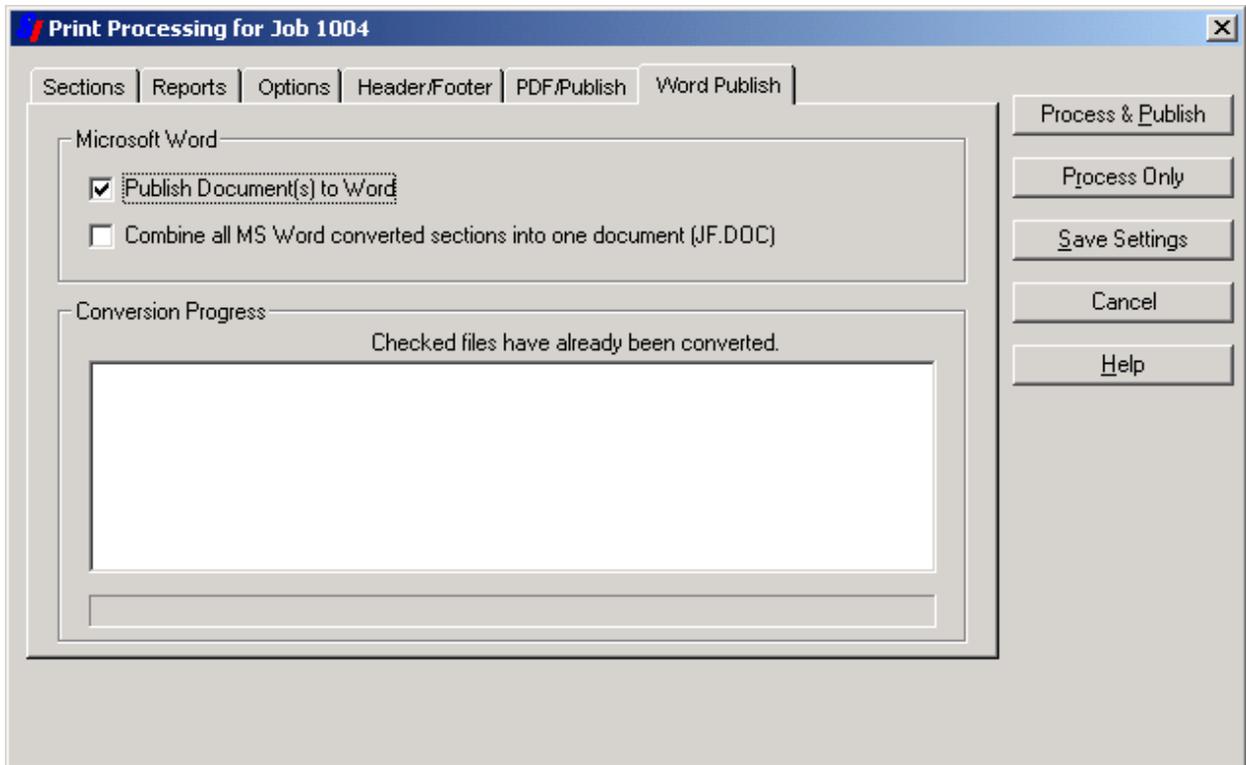
3. Click ok
4. Exit Word.

Convert to Word from Specsintact

1. Click open Job which contains your section(s)
2. Select, File ► Process/Print and Publish on the Menu Bar.
3. Click the Section's tab and make sure the section(s) you want converted are selected.

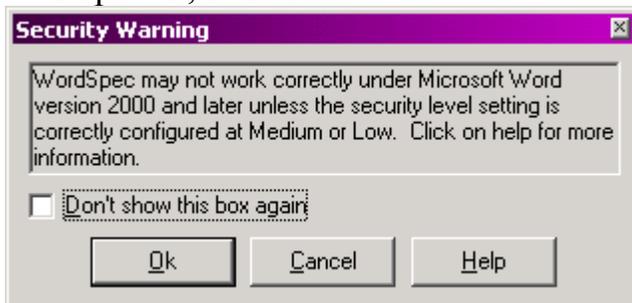


4. Go through each tab, making sure what you want converted is selected. Deselect whatever doesn't need converting.
5. Click the Word Publish tab and place a check mark in the first box. If you have multiple sections and want them placed into **one** word document, select the second box also.

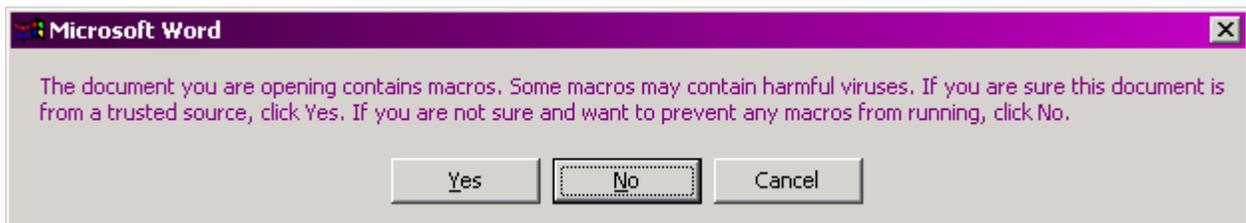


Click the Process & Publish button and your documents will be converted into Word.

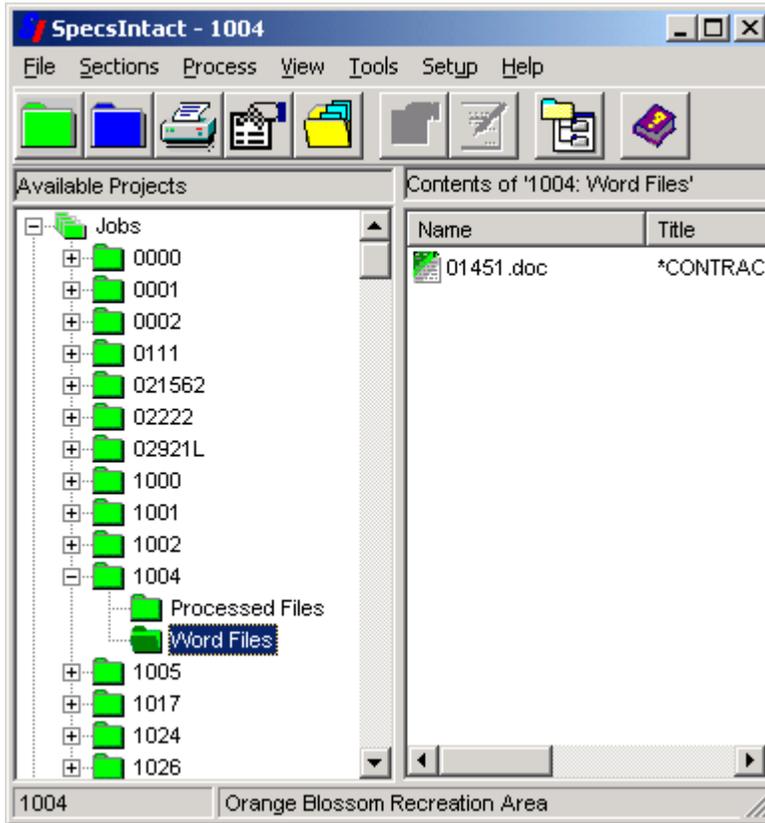
6. This next window is warning you about the macros. That was handled in steps 1-3, click ok.



7. Next dialog box is telling you that the document you are converting has macros. Click ok.



Your Word document will be saved under your Job's folder. The folder is named Word Files. You can double-click open the document from within Word.



FINISHED!!!!