

FORMATTING INSTRUCTIONS FOR SUBMITTING DESIGN BUILD SCOPE OF WORK TO CONTRACT OFFICE

May 7, 2004

NCDOT uses Microsoft Word as its word processing software. In order to have a more professional looking document, please use the attached DB template which has built in formatting features. Please review this listing for additional instructions *before* you begin your document.

GENERAL COMMENTS ON DEVELOPING AND FORMATTING SCOPES OF WORK

MAIN TITLES

All Capitals

UNDERLINE

Do NOT use.

ITALICS

Use in referencing books and other published references; for example: shall be in accordance with the *Standard Specifications and Manual of Uniform Traffic Control Devices*.

USE BLOCK PARAGRAPHS.

A *block paragraph* means no indentation at new paragraph. Leave one single line between paragraphs. Ex: See the first paragraph of this document.

MARGINS

Use full justification. (This is already formatted in the DB template.)

HEADERS AND FOOTERS

Do NOT use

PAGE NUMBERING

None (will be added in the Contract Office)

LISTS, TABLES

TABLE

Insert table

Put in information

Go to FORMAT

BORDERS AND SHADING

Click NONE

(By creating your lists and tables in this format, it will not shift or move and you will not see a table when printed.)

Questions?
Call Norma Smith, Specifications Engineer
At 250-4124 ext. 271

OUTLINE NUMBERING OF TEXT

There is a template under bullets and numbering to match the following outline. Please use it instead of manually inserting numbers.

To begin, type your text, then go to

Format

Bullets and Numbering

Outline Numbered and pick appropriate box

Click OK

When ready to add another number, whether subnumber or another Roman numeral, go to *indent tool* on toolbar. The numbers will automatically change.

- I.
 - A.
 - 1.
 - a.
 - (1)
 - (a)
 - i.
 - a.
 - i.
 - ii.

PAGE BREAKS

Do not use. Will be added if needed in Contract Unit.

HYPERLINKS

You may put in website addresses, but please do not hyperlink.

REVISIONS

When revising scopes, please adhere to these instructions and highlight changes in 25% gray. Final updates will be made in the Contracts unit.

When blank document is displayed on screen, go to file, save as <C:/Program Files/Microsoft Office/Templates/Design Build Template> and click on second drop down menu to save as *document template (*.dot.)*

Before beginning text in new document, save and name in order to keep template blank for future use.

The Design Build Template is located on the Website in the vicinity of this instruction document.