Preface

WSDOT's PS&E Word Software supports the agency by being the central point for the WSDOT Specification Special Provisions that consist of Amendments to the Standard Specifications Book, General Special Provisions, Regional Special Provisions, and Project Specific Special Provisions. The Software supports the standardized procedure on how to create the Specification Special Provision Package that is part of the WSDOT Construction Contract Documents. The files are maintained within the Software program by the Administrator in the Design Office. End users are able to use the Software to create packages by selecting and creating files to add to a list to merge into a single formatted document.

Software Requirements (External Users)

Windows 7, Windows 8, or Windows 10
Office 2007, Office 2010, Office 2013 or Office 2016
60mb available storage on hard drive

Troubleshooting

If you are experiencing any issues please reset your settings (See Settings page 7).
If that doesn't resolve your issues, try the following solutions categorized by error. For
further support, contact mlohelp@wsdot.wa.gov

PS&E Main Form is cut off

After opening the program, the PS&E Main Form is not displaying completely.

1. Recheck all settings (See Settings page 7 of user guide)
   This is most likely caused by your screen resolution not set properly.

**Error 5941 the requested member of the collections does not
exist**

When creating a new run-list you get this error

2. Recheck all settings (See Settings page 7 of user guide)
3. Ensure run-list is not in compatibility mode (listed in the title bar)

Word cannot start the converter mswrd632

When in the program, you get this error

1. Click Start
2. Click Run
3. Type Regedit
4. Click OK
5. Locate and click the following registry subkey:
   HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Shared Tools\Text
   Converters\Import\MSWord6.wpc
6. In the Edit Menu, Click Delete
7. Click Yes
8. Exit Registry Editor

Open PS&E Word but forms do not load

1. Recheck all settings (See Settings page 7 of user guide)
2. Click Developer Tab
3. Click Document Template
4. Click Add.
5. Select PSE.DOCM from the list
6. Click OK

Styles do not display in the left pane of your document

When viewing your document, you do not see the styles on the left hand side.

1. Select View Tab
2. Select Draft in Document Views Location
   If still doesn't display:
3. Select the Microsoft Office Button
4. Click Word Options
5. Click Advanced
6. Locate Display options and change the Style are pane width in Draft & Outline
   views to read .2"

Add Style window to quick access toolbar

To view the style window in the quick access toolbar you need to add it in the settings option.

1. Click the drop down arrow to the right of your quick access toolbar
2. Click More Commands…
3. Click All Commands in Choose Commands From
4. Click Style
5. Click Add
6. Click OK

Region files do not include the latest updates (WSDOT only)

If you received notification there was an update and you do not see it in your project files, contact I.T. because the replication is off on the servers.

Error 5121 Word experienced an error trying to open the file

If you receive this error attempting to open a file, try the following.

1. Recheck all settings (See Settings page 7 of user guide)
2. Check the run-list.docx, title.docx, p.docx, and rlist.docx to ensure they are not in compatibility mode.
3. If they are, you need to convert them and resave
4. Delete the temp folder titled WORK beneath the sub-folder PSE (if you do not have rights contact I.T.)
5. Ensure that the default new document is set up for Word 2007.

Error 75 Path/File access error

When creating a new run-list or opening the program, you receive this error.

1. Check your rights to the C drive (or what path it's attempting to save to)
2. You need Modify rights in this location, contact I.T.
3. Delete the sub-folder titled WORK beneath the sub-folder PSE (if you do not have rights contact I.T.)

Microsoft Office Word has encountered a problem and needs to close. We are sorry for the inconvenience

This error may arise when trying to close your run-list while in the program.

1. Recheck all settings (See Settings page 7 of user guide)
2. Ensure that the default new document is set up for Word 2007.
3. Check your rlist.docx, run-list.docx, and p.docx and make sure they are not in compatibility mode.

Program is running excessively slow and freezing

The program is running excessively slow and freezing when attempting to assemble the run-list.

1. Click the Microsoft Office Button
2. Click Word Options
3. Click Add Ins
4. Click Go next to COM ADDINS
5. Deselect the PDFMAKER Addin

Program freezes when assembling p.docx

When assembling the run-list the program freezes and fails to complete.

1. Ensure in your option files, there isn't spaces before the (Date) or (*****) at the top
2. Make sure there aren't spaces in your file names. If so, right click on the electronic file and remove the spaces
3. Edit your run-list to include the revised file names

Text has symbols in it and isn't legible

When opening a GSP the text isn't legible.
1. Check to see if you are running an older version than Office 2007
2. If so, the program will not work
3. You can view the files by adding '.docx' to the end of the file name

Fill-In data isn't showing up in the p.docx

When the run-list is assembled, the fill-in data doesn't appear.
1. Open the fill-in file in your project folder
2. Make sure the data is in the file
3. Ensure the run-list file name matches the actual file name

Run-List found errors

The file names listed in the error.docx are file names that are incorrect in your run-list.
1. Review the latest updates to see if the GSP was deleted or moved
2. File name typed wrong
3. Space after the file name (turn on formatting marks to view)
4. Hyperlinks in the run-list

Error 4160—Bad file name

If you receive this error attempting to compile the run-list, try the following.
1. Recheck all settings (See Settings page 7 of user guide)
2. Check the run-list.docx make sure all file names are spelled correctly and have correct extension.
3. Check the run-list.docx make sure there are no spaces after any of the file names

Run-List found errors that do not match any of the file names in my run-list

An error report states a file doesn't' exist but the file name is not in my run-list.
1. Make sure you close any error.docx files before you attempt to assemble the p.docx
2. Make sure you close any error.docx files before you rerun your error report

Missing last document in run-list

When assembling, you receive this error or the last document does not merge in the p.docx.
1. Open your title.docx
2. Ensure it is not in compatibility mode
3. Make sure title.docx is at the top of your run-list

Missing first document when assembled

When assembling your run-list, your p.docx is missing the first document.
1. Recheck all settings (See Settings page 7 of user guide)
2. You deleted the title.docx at the beginning of your run-list
3. Retype at the top of your run-list and resave

Document could not be found from run-list

When assembling your p.docx you receive an error that a document could not be found, even though it displays in your p.docx.

1. Recheck all settings (See Settings page 7 of user guide)
2. Expand your run-list and hit ctrl+shift+f9
3. Resave your run-list
4. Ensure you state .docx or .doc at the end of your file names that you created
5. Ensure the bat file path is pointing to the correct libraries:
   a. Right click on shortcut to PS&E word
   b. Click Edit
   c. View the following paths:
      SET PSEWork=(this is where it looks for State GSPs and Amendments
      SET PSESaveTo=(this is where it saves your project folders and specials)
      SET PSERegion=(this is where it is looking for the subfolder RGSPS that contains your region files and/or APWA specials
6. Turn on your formatting marks and make sure the file name in the run-list matches the file name exactly in your project folder (no extra spaces etc.)

Run-List assembles inside the run-list itself and does not complete in the p.docx

Attempt to assemble run-list and the program merges it inside the run-list instead of the p.docx.

1. When you click ad ready or w/names do not click inside the run-list when the code is running
2. Disable NVIDIA if installed by:
   a. Opening the control panel
   b. Click NVidia desktop manager
   c. Deselect all options under Title Bar Options.

Table of Contents page numbers are not correct

Create a table of contents and the page numbers to not match the assembled p.docx.

1. When you click on Print, ensure the printers are the same when you assemble the run-list and create the table of contents.

P.docx appears to be zoomed out when printed

P.docx text is small and there is a larger space for the margins.

1. Accept all track changes in your document and turn off commenting balloons.

Error:46XX--This command is not available because no document is open.

1. Click File
2. Then click Options
3. In the General section and then Start up Options
4. Uncheck "Open e-mail attachments and other un-editable file is reading view"
5. Uncheck "Show the Start screen when the application starts"

Helpful Hints

P.DOCX

Do not make edits to this document (edit the source document from the run-list). When you reassemble your run-list it renames over the p.docx so any changes to this document will be lost.

To save a copy of a p.docx you must rename it to something else i.e. p_version1.docx before assembling another copy.

Assemble w/names to review and quickly identify what files need edits or modifications. Use the Run-List to open the files to make the appropriate changes then reassemble.

T.O.C.

The table of contents looks at the p.docx for the hidden text entries. If you need to update them, then reassemble your run-list before you recreate your table of contents. Make sure you are pointing to the same printer for the T.O.C. & your P.DOCX to ensure the page numbers match.

Windows

The program opens two windows plus the PS&E Main User Form. When modifying a file, make sure your focus is in the desired window prior to making your changes.

Project Files

To view a list of your project files, double click the project path in the PS&E Main Form (Yellow Box).

Save all documents to .docx format when creating project specific specials or fill-in documents.

Use the suggested naming conventions.

Close Word

To close all open word documents, right click on the task bar item for the Word Documents and click Close Group. You will be prompted to save un-saved documents.

To close PS&E Word, click the Microsoft Office Button and click Exit Word. You will be prompted to save un-saved documents.

Run-List

Run an error report before assembling your run-list.

Save your run-list frequently using CTRL+SAVE.

Expand your run-list and highlight or change the font of the names so they pop out when you assemble with names.

Place your cursor in the run-list file name and use the PS&E Main User Form to open the document for quick and easy reviewing.

DO NOT LEAVE your run-list resized if you expand them. Return them to their default positions.

DO NOT insert hyperlinks into your run-list.

PS&E Main Form

If you lose the PS&E Main Form, click the **Add-Ins Ribbon→PSE Menu→Show Form**.

Keyboard Shortcuts

To save time modifying documents, become familiar with the available keyboard shortcuts.