



Quick Tips For Formatting Special Provisions in Microsoft Word 365

These step-by-step guidelines will help you format your Special Provision document.

Before You Start

In the tab listing of the *Microsoft Word* toolbar:

1. Choose the tab **Layout**, then in the ribbon select **Page Setup**.
2. **Set all margins at 1"** (ignore gutter settings).
3. **Before leaving the window**, choose **Layout** tab (3rd tab at top).
4. In the small window next to **Section start** choose **New page**.
5. Under **Headers and Footers** check **Different first page**.
6. Set header and footer margins to **0.5"**.
7. Click **ok** at the bottom of the tab.
8. Still in the **Layout** tab select **Paragraph**.
9. Under **General/Alignment** choose **Left**.
10. Under **General/Outline Level** choose **Body Text**.
11. Click **Tabs** in the bottom left and enter **0.25"** in **Default Tabs** (top right).
12. Click **ok** at the bottom of the pop up window.
13. **Turn off automatic numbering**. Choose **File** in the toolbar, select **Options** from the ribbon, then select **Proofing**, select **AutoCorrect Options**, then go to the **AutoFormat As You Type**.
14. In the middle of the menu under **Apply As You Type** remove the check marks from **Automatic bulleted lists** and **Automatic numbered lists**. Once this is done for Word it probably will not need to be repeated again.
15. Click **ok** twice.
16. Choose the **Home** tab then go to the styles and select **Normal**.
17. Choose the **File** in the tool bar, select **Options** for the ribbon, then select

Advanced, scroll down to **Layout options for:**, then check the box stating “Don’t use HTML paragraph auto spacing”, Click okay.

Your Document

SP ID Code

1. The first-page Header should **only** include the SP Identification (ID) Code.
2. Choose the **Insert** tab on the toolbar. Click **Header**. A drop down menu will appear, select blank.
3. Type the SP ID Code in the box using X for unknown characters.
4. ID Codes have 11 characters (*see Road Design Manual, chapter 11 about populating ID Codes.*)
5. Choose the **Home** tab. On the ribbon choose **Paragraph** then under **Alignment** click **Right**; set **Spacing Before** and **After** to 0 pt, set **spacing** to single.
6. Click **Tabs** in the bottom left corner and then press **Clear All**.
7. Click **ok**.
8. This positions the **SP ID Code** properly on the page.
9. Highlight the **SP ID Code**. Click the arrow next to the font window in the toolbar. Choose **Arial**.
10. In the window next to font, choose **12** for font size.
11. Double left click on the body of the page outside the header.

Title Block

1. In the window next to font, choose **Arial** font and **12** for font size. Type and center your special provision **title block** following the information below.
2. All SPs should have:
 - First line - MICHIGAN – hit Shift-Enter
 - Second line - DEPARTMENT OF TRANSPORTATION- click paragraph, under spacing select 12 pt under after, click okay, Hit enter.
 - Third line - SPECIAL PROVISION – hit Shift-Enter
 - Fourth line – FOR –click paragraph, under spacing select 0 pt under after, click okay, hit enter,

Fifth line - TITLE OF SP (do not use abbreviations in title), on the **Home** tab go to the styles and select **Heading 1**, right click on the heading 1 tab, select **Modify**, under **Formatting** select Arial, 12 pt, bold and automatic from the drop-down menus. At the bottom of the page check the “Automatically update” and “New documents based on this template” boxes. Then select the **Format** button, then select **Paragraph**, select the **Lines** and **Page Breaks** tab, ensure all boxes are unchecked, select **Indents and Spacing** tab, in the alignment box select centered, all indents, and spacing should be at 0, the **Line spacing** should be reading single, click okay twice. Then hit enter and select paragraph and left justified.

3. The Title Block should always be in **Capital** letters

Approval Header

1. The Approval Header contains the source code, page number and approval code.
2. Refer to the Road Design Manual, Chapter 11 for more on populating **Source Code** and **Approval Code** fields.
3. Type **Source Code**, select **Insert** from the tool bar, click on the **Page Number**, select current position, scroll down until you find Page X of Y and click on Bold Numbers, delete the word Page from the page numbers and un-bold the page numbers, and type in the **Approval Code** (APPR:XXX:ZZZ:00-00-00) with tabs between the parts.
4. Highlight them, select the **Home** tab and choose **Arial** as the font and **12** for font size.
5. Position them by choosing **Home** tab in the toolbar then **Paragraph** in the ribbon and then **Tabs** in the lower left.
6. Clear any set tab stops by clicking **Clear All**.
7. Type **3.25** in the **Tab stop position** window. Under **Alignment** click **Center** then click **Set**.
8. Type **6.5** in the **Tab stop position** window. Under **Alignment** click **Right** then click **Set**.
9. In the same pop up window, click **ok** in the lower right.
10. This positions **Source Code**, **Page Number**, and **Approval Code** properly on the page.
11. From the **Home** tab in the toolbar select **Paragraph** in the ribbon, on the **Indents**

and Spacing tab, go to **Spacing** and enter 12 pt before and 6 pt after, then click okay. Hit enter.

Body Text

1. The cursor for body text should be at the left margin. Set the spacing to 6 pt before and 6 pt after.
2. Select the cursor and choose **Arial** as the font and **11** as the font size.
3. Refer to the Road Design Manual, Chapter 11 for an example of correct outline formatting. Each indent is **0.25"**.
4. Put **two spaces** between sentences.
5. To set new section indents, choose the **Home** tab, then select **Paragraph**.
6. Under **Indentation** increase **Left** indent by **0.25** for each new section or subsection indent in the outline after the first subsection.
7. Make sure **Special** is set to **First Line** and **By** is set to **0.25**. Click **ok**.
8. Capitalize **Contractor** and **Engineer** whenever they appear in the document.
9. Capitalize **Standard Specifications for Construction** only if you cite a section or subsection number, if not citing a section number then just use **standard specifications**.
10. Use active voice by putting the verb first in sentences, when possible.
11. "Shall" is passive; "must" is active and is used when the Contractor is going to do something, use "will" when the Engineer or the Department is going to do something. There are sample passages in the Road Design Manual, Chapter 11.
12. Use single spacing within an indented section. Between sentences or paragraphs, set the spacing to 6 pt before and 6 pt after to avoid any hard returns between paragraphs.
13. **Spell out primary units in the text**, such as "inch" or "foot."
14. **Write out compound units**, such as "pounds per square inch", unless the abbreviation is found in the subsection 101.02 of the Standard Specifications for Construction manual. After writing out the compound units the first time place the abbreviation in parenthesis following the written-out units. Use the abbreviation from that point forward.
15. Use **italics** for **publication or standards names** other than MDOT's Standard Specifications for Construction.
16. Most SPs should use the standard four sections - **Description, Materials,**

Construction, Measurement and Payment. There are a few exceptions to this but normally we want to use these four sections.

17. Use the text “**None specified.**” for sections when there is no content required in the SP.

Measurement and Payment Section

1. The **Pay Item** heading is indented to **0.5”** and **Pay Unit** is set at a right tab at **6.5”**.
2. **Pay Item** and **Pay Unit** headings are **bold**.
3. Actual pay items under the headings are not bold but are indented to **0.5”**.
4. To locate the pay unit and set the dotted line from pay item to pay unit, choose **Home** tab, then **Paragraph** from the ribbon.
5. Click **Tabs** then set **Tab stop position** at **6.5”** then under **Alignment** click **Right**.
6. In the same tab, under **Leader** click **2**. Click **Set** then **ok**.

Tables and Figures

1. Minimize the use of tables and figures; **reference them in the text** when used.
2. **Center tables and figures** and separate them from the text above and below by a few lines.
3. Include an appropriately descriptive **table number and title in bold** above the content.
4. Put a **colon** and **two spaces between the table number and title** with no other punctuation.
5. **Align table subheads and column heads** to provide the best readability and do not bold them.
6. **Font size** is 11 point type.
7. There should be no merged cells in any table. The columns and rows must transition the height and width of the table.
8. Add alternate text to explain the title and purpose of the table or figure.

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation’s (MDOT) Americans with Disabilities Act (ADA) coordinator at [Michigan.gov/MDOT-ADA](https://www.michigan.gov/MDOT-ADA).