



TIPS FOR SPEC WRITERS

INSERTING AND FORMATTING TABLES

Use the Insert Table function in Word 6.0 to create tables. Do not use tabs or spaces.

1. Click Insert Table on the Table menu.
2. Fill in the number of rows and columns, then click OK.
3. Mark the heading row(s):
 - a) Type the column headings across one or more rows, then highlight the rows.
 - b) Click Headings on the Table menu.
4. Border the cells (optional):
 - a) Click Borders and Shading on the Format menu.
 - b) Click Grid.
 - c) Click the thinnest line in the line selection box.
 - d) Click OK.
5. Prevent your table from breaking in the middle of a row:
 - a) Click Cell Height and Width on the Table menu.
 - b) Deselect the Allow Row to Break Across Pages box.
6. Type the table.

Tips

- **To add or delete a row:** Click anywhere in the row. On the Table menu, click Select Row. On the Table menu, click Insert Row or Delete Row. A row is inserted (deleted) before the row where you placed the cursor.
- **To add or delete a column:** Click anywhere in the column. On the Table menu, click Select Column. On the Table menu, click Insert Column or Delete Column. A column is inserted (deleted) before the column where you placed the cursor.



TIPS FOR SPEC WRITERS

CONVERT EXISTING TEXT TO A TABLE

This tip is very handy for updating a specification or importing lists from another document. Word uses markers in the original text to decide where to divide the table into cells. Paragraph marks or tab characters work well-- each one designates a cell.

1. Select all of the text to be converted.
2. On the Table menu, click Convert Text to Table.
3. Select the number of columns you want.
4. In the Separate Text At field, click Paragraphs or Tabs (depending on the "separator character" in the text you are converting).

If the conversion doesn't work, click the Undo button (left-curving arrow) on the tool bar. Insert new markers where you want the cells to divide.



TIPS FOR SPEC WRITERS

WRITING EFFECTIVE STEPS

The purpose of a step is to get someone to perform an action. Keep steps short and direct.

Write to the correct audience

Steps are usually instructions to associates. If the step you are writing is NOT for the associate, indicate the audience up front.

Example:

1. Call the supervisor.
2. *Supervisor:* Check the log sheets and all paperwork traveling with the current lot

Keep steps clean and simple

If the reader needs additional information, put it into a separate paragraph under the step. You can use lists also.

Example:

1. Heat the solder to 100 degrees C.
A variance of 2 degrees is acceptable.

Break down complex steps

If the step is really multiple steps in one, separate it into a step and substeps, or a step and a short list.

Example:

If the lot is ACME product:

1. Inspect each leadframe for excess mold runners, which are caused by improper mold degating.
2. Run any leadframes with mold runners remaining through the manual degating tool.



TIPS FOR SPEC WRITERS

Use direct language

Keep the step in “active voice”:

Example:

YES: For ACME product, inspect all units for

NO: If the lot being processed is ACME product, all units must be visually inspected for

[Written and formatted for display on overhead projector]