

# SPECbuilder Guide

Step-by-step guide to using SPECbuilder



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SPECBUILDER: 1. LOGGING IN

#### SPECBUILDER: LOGGING IN 1

SPECbuilder		
Login		
Email Address		
Password:	forgot password?	
I agree to abide	by the Subscription Conditions	
+D Login	Create account	
	Copyright © 2017 – NATSPEC Construction Information – Disclaimer – Privacy	

Figure 1a: The SPECbuilder login screen

### 1.1 To Log In

- 1. Access SPECbuilder via the link on the NATSPEC homepage (www.natspec.com.au).
- *Email address*: Enter the email address that you supplied on your subscription order form.
   *Password*: Enter the password emailed from NATSPEC. If you haven't received an email from NATSPEC with your password information, click on I forgot my password, and a new password will be emailed to you.
- 4. Click on the l agree to abide by the Subscription Conditions checkbox. Click Login to enter the site and view the SPECbuilder Home page (Figure 1b).

SPECbuilder SPECbuilder is an online application that simplifies the compilation of NATSPEC and AUS- SPEC specifications. Read more • Create project • Subscription Downloads • View projects • View orfice edited files • Upload office edited files Want to continue using the old site? Click here.	Domestic Online Streamline your domestic specification writing process using NATSPEC's Domestic Online. Read more • Create project • View projects	Your Subscriptions • Combined • Complete • Domestic - Annual Subscription • Professional • BUILDING Domestic <b>Latest News</b> October 2017 Update As part of this Update NATSPEC has released Domestic Online, a new online application for creating domestic specifications. Inste Read more
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Figure 1b: SPECbuilder Homepage

Your subscriptions: NATSPEC packages subscribed to by your organisation. You can return to the SPECbuilder Homepage at any time by clicking on the Home tab on the upper toolbar.

### SPECBUILDER : 2. CREATING A PROJECT DRAFT

### 2 CREATING A PROJECT DRAFT

A SPECbuilder Domestic Online Resources Help About Us Contact				🔒 Jocelyn Holley 🔻
SPECBUILDER		Projects	Office Edited Files	Subscription downloads
				New Project
Create Project Select the worksections required for the project, click Create and then you will be asked to insert the Project title and information.				
00 PLANNING AND DESIGN	•	Selected Worksections		
01 GENERAL	•	Clear		
02 SITE, URBAN AND OPEN SPACES	•	(none) Create		
020 Demolition	•	Creale		
□ ì酌 0201 Demolition 谢				
□ ì 间 0201b Demolition 🗟				
□ ) )				
022 Preparation and groundwork	•			
024 candocape of decares	•			
Figure 2a: Create Project pag	je			

#### Steps for creating a project:

- 1. Click on Create Project on the SPECbuilder Homepage. This opens the Create Project page (Figure 2a).
- 2. The Print button creates a printable checklist of all available Worksections to assist with selecting which Worksections will be used in a project.
- 3. Select the worksections required for the specification. Click on the Word icon to download and view the contents of the worksection.

Worksections in blue are NATSPEC. Worksections in red are AUS-SPEC.

- 4. Check your selections in the **Selected** worksections box on the right hand side. Click on the **Create** button and you will see the **Create new Project Specification** popup (Figure 2b).
- 5. Fill in the **Title** for the Project. **Description** and **Metadata** (more information if necessary) are optional. Click **Create.**

### Create new Project Specification

#### Title

SPECbuilder Live Guide

#### Description

Test project for 263 Clarence Street

#### Metadata

Any further information for the project

Worksections

- 0221 Site preparation
- 0223 Service trenching
- 0250 Landscape combined

Create

SPECBUILDER : 2. CREATING A PROJECT DRAFT

NATSPEC Paper

Figure 2b: Create new Project Specification

	uilder Domestic Online Resources Help About Us Contact Administration
SPECBUILDER	Projects Office Edited Files Subscription downloads
	New Project
263 Clar	ence Street Zedit Lownload
description	Test project
title	263 Clarence Street
0110 Specification co	er sheet
0143 Preliminaries - A	5 2124
0171 General require	nents
0423 Roofing - profil	d sheet metal
0431b Cladding – cor	bined
0520 Partitions - com	ined
0521 Partitions – der	puntable
0522 Partitions – fram	ed and lined
	Copyright © 2018 – NATSPEC Construction Information – Disclaimer – Privacy

Figure 2c: Project Specification page

The **Project** page appears (Figure 2c). This page contains information about the project created. This page lists the worksections selected for the project.

- 1. Click **Download** to download the project to your computer or server.
- 2. The downloaded zip file needs to be extracted/expanded/unzipped into a folder.
- 3. Start editing your project.

Drganize 🔻 New fo	alder			111 - 🔞
Intel Intel KPCMS KPCMS Model MOSCache MYOBODBCAL PerfLogs Premier125 Program Files Program Data Frogrets	▲ Name	A No ite	Date modified	Type
File <u>n</u> ame: N	+ ATSPEC Clarence St mpressed (zipped)	reet_2010-07-15_132538.	m zip	

Figure 2e: Download save dialog

SPECbuilder uses your browser download functions to download the zip file. Some browsers automatically download files from the internet to a Downloads folder on your computer, other browsers ask you where you want to save the file.

### SPECBUILDER: 3. ADDING AND DELETING A WORKSECTION

#### 3 ADDING AND DELETING A WORKSECTION

- Steps to add a worksection to an existing project.
   Click on View Projects
   Choose the Project to Add or Delete worksections from
- Click the **Edit** button this will take you back to the Selection tree. 3.

PECbuilder 🏶 SPECbuilder Domestic Online Resources Help Abo	it Us Contact Administration 💧 Jocelyn Holley 👻
SPECBUILDER	Projects Office Edited Files Subscription downloads
	New Project
263 Clarence Street	🕼 Edit 🕹 Download
metadata	
description Test project	
title 263 Clarence Street	
0110 Specification cover sheet	
0143 Preliminaries - AS 2124	
0171 General requirements	
0423 Roofing – profiled sheet metal	
0431b Cladding – combined	
0520 Partitions - combined	
0521 Partitions – demountable	
0522 Partitions – framed and lined	
	truition Information - Disclaimer - Drivary

#### Figure 3b: Project Specification page

uilder 🆀 SPECbuilder Domestic Online Resources Help About Us Contact	👗 Jocelyn Holley
00 PLANNING AND DESIGN	<ul> <li>Selected Worksections</li> </ul>
01 GENERAL	Clear
02 SITE, URBAN AND OPEN SPACES	0221 Site preparation 0223 Service trenching
020 Demolition	✓ 0250 Landscape – combined
022 Preparation and groundwork	Create
☑ 🗟 0221 Site preparation	
🔲 📓 0222 Earthwork	
🗌 🗟 0222q DHPW (QLD) Earthwork	
☑ 🗟 0223 Service trenching	
🔲 😼 0224 Stormwater – site	
024 Landscape structures	•
025 Landscape cultivation	
🗹 📓 0250 Landscape – combined	
🗌 😡 0250b Landscape – combined	
🔲 🗟 0251 Landscape – soils	
🔲 📓 0252 Landscape - natural grass surfaces	
🔲 🗟 0252p LAWN SOLUTIONS in landscape – natural grass surfaces	
🔲 🖻 0253 Landscape – planting	
🔲 📾 0254 Irrigation	
🔲 🗟 0255 Landscape – plant procurement	

Figure 3c: Editing the Project Contents

Make the edits required using the same method used when creating the project. Click on the Download Project button to download the amended project.

## SPECBUILDER : 3. ADDING AND DELETING A WORKSECTION

**WARNING!!** PLEASE NOTE: The zip file that will be created and downloaded contains ALL the files for the project. You may have already edited some of the project files. Make sure the unzip program you are using does not automatically overwrite existing files or you will lose existing work.

### **NATSPEC** Paper SPECBUILDER : 4. UPLOADING AN OFFICE EDITED WORKSECTION

#### 4 UPLOADING AN OFFICE EDITED WORKSECTION

It is possible to include your own Office Edited Worksections in the SPECbuilder system. These files are uploaded and linked to the NATSPEC Classification system and are then available for users when creating a new project specification.

Note that files uploaded to SPECbuilder must be in the .docx format.

To upload your own Office Edited Files, click on Upload Office Edited File on the Homepage. You will see the Upload User's Document page.

	estic Online Resources Help About Us Contact Admin	istration		
PECBUILDER		Projects	Office Edited Files	Subscription downlo
				Upl
files are uploaded and linked to the (and the team) when creating a new Note that files uploaded to SPECbu filename as the original NATSPEC v RECOMMENDATION: It is recommend	office Edited Worksections in the SPECbuilder Live system. The e NATSPEC Classification system and are then available for us w project specification. allder must be in the .docx format and cannot have the same worksection. ded that you use this feature minimally. Each Office Edited to be updated manually as NATSPEC does not automatically man protection	ers	•	
E <b>builder ल</b> े SPECbuilder Dom	Copyright © 2018 – NATSPEC Construction Information – Dis estic Online Resources Help About Us Contact Admir		ý	💄 Jocelyn Ho
		istration		
ECBUILDER	iestic Online Resources Help About Us Contact Admir	istration		Locelyn Ho Subscription downlo
ECBUILDER Upload Office	iestic Online Resources Help About Us Contact Admir	istration		
ECBUILDER	estic Online Resources Help About Us Contact Admir Edited File	istration		
ECBUILDER Upload Office File Properties	estic Online Resources Help About Us Contact Admir Edited File Title	istration		
ECBUILDER Upload Office File Properties	Edited File Title 0520hs Partitions combined	istration		
ECBUILDER Upload Office File Properties	Edited File Title 0520hs Partitions combined Description	istration		

1. Click on Choose File button

Select the file and click Open

2.

3.

Navigate to where the Office Edited File is located

### SPECBUILDER : 4. UPLOADING AN OFFICE EDITED WORKSECTION

- 4. Type in a title e.g. 0331 HS Brick and block construction. Please make sure it is different from the NATSPEC file title to identify that it is different.
- 5. For Classification number please insert the appropriate 4-digit classification number this is so the uploaded worksection appears in the correct location in the file tree.

SPECbuilder A SPECbuilder Domestic Online Resources Help About Us Contact Administ	tration		🐣 Jocelyn Holley 🔻
SPECBUILDER	Projects	Office Edited Files	Subscription downloads
SPECBUILDER		ted Worksections	Subscription downloads New Project
034 Steel			

Figure 4b: Worksection classification tree

Once your files have been uploaded they will be available in the classification tree for selection. The Office Edited Files are in green.

RECOMMENDATION: It is recommended that you use this feature minimally. Each Office edited worksection that is created will need to be updated manually as NATSPEC does not automatically make changes to your files.

### MS WORD: 6D. MERGE METHOD # 2 - FOR WORD 2007, 2010 & 2013 ONLY

### 5 WHAT IS A MASTER DOCUMENT?

SPECbuilder creates what is called a Master Document from the worksections selected for your project.

A Master Document is a feature found in Microsoft Word. It is basically a standard Word document with links to other Word documents.



Figure 5a: A Microsoft Word Master Document - as created by SPECbuilder

The following instructions guide you through expanding these links. The final document will look like a fully merged file. The master document and each of the subdocuments are linked – any changes you make to either will appear in both. Once the document is fully expanded you can go back to Page Layout view and update the Table of Contents or make any global changes that are required.

RECOMMENDATION: It is recommended that the bulk of the editing required be done in each of the individual worksection files rather than the Master Document. There will be far less problems with Microsoft Word if you use the Master Document only for generating/updating the Table of Contents, searching for prompts and any global changes that may need to be made.

For more information look at the Microsoft Word Help section on Master Documents.

### 6 USING A MASTER DOCUMENT

### 6.1 For Microsoft Word 2007 and later

Open the merged document. The document will have hyperlinks to all the subdocuments (worksections).

4. To expand the document, go to View Ribbon and click Outline.

Print Full Screen Web Outline Draft	Ruler     Document Map       Gridlines     Thumbnails       Message Bar	Q   Image: Constraint of the second		witch Macros			
Document Views	Show/Hide	Zoom	Window	Macros			
View Dikker							

#### View Ribbon

5. On the Outlining Ribbon click the Expand subdocuments button to see the document in full.

Level 1		Create Merge			
2 4 4 m	Show First Line Only	Show Expand Document Subdocuments Unlink Document Outline View			
	Outline Tools	Master Document Close			
	Outlining Bibbon				

Outlining Ribbon

### NATSPEC Paper SPECBUILDER : 4. UPLOADING AN OFFICE EDITED WORKSECTION

### 6.2 Merging – Method 2 (Windows only)

Another way to merge your document is within Word itself. In the later versions of Word you have the Insert/Object/Text from file option.

- 1. Open a blank document
- 2. Select the Insert Tab
- 3. Click the arrow on the Object button and select Text from file
- 4. Navigate to your Project folder
- 5. Type Ctrl A (Select All)
- 6. Keeping the Ctrl key pressed, unselect any files that you DO NOT want in the merged document.
- 7. Press Insert.
- 8. Save the file

Please note you will have to manually insert Page Breaks (Ctrl Enter) if you wish.

This method "pastes" the text into a new document – this document is not linked in any way to the subdocuments.

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File	Ho	ome	Insert	Page Lay	out	Reference	ces N	Aailings	Review	View	Developer	NATSPEC	Add-I	ins	Acrobat								
Cover Page *	Blank Page	Page Break	Table	Picture	Clip Art	-	SmartArt	Chart	Screenshot	Q Hyperlink	Bookmark Cro	ss-reference	Header F		Page Number *	A Text Box *		A WordArt		Signature Line ▼ Signature Line ▼ Date & Time Object ▼	π Equation	Ω Symbol	Embed Flash
2357	Pages		Tables			Illust	trations				Links		Head	der & F	ooter	1			Text	Object	Symt	bols	Flash
L	E	• 2	2 1 2	1 '	1 2	8 ·				ALIL	3 · · · ·		· 5 ·	1	• 6 ;	10.00	7 ·	1 2 3	в .	Text from File		1 11	1.1.1

This method also works for Macintosh Users, except that Step 5 is not applicable – you cannot select all the files in the project folder in one go. You need to select each file to be inserted one at a time. Still a reasonably quick and easy way to merge multiple documents.

### MS WORD: 6B. USING MASTER DOCUMENTS

1. Attach the natspec.dot template, to have NATSPEC formatting and Toolbar available. Go to Developer tab and select Document Template.

85.	0 <b>&amp;</b> - =									SPEC	buik
File Ho	ome Insert	Draw	Design Layout	References	Mailings	Review	v View	Develope	r NA	TSPEC	A
Visual Macros Basic	Record Macro II• Pause Recordi A Macro Securit Code	ing Add	- Word COM Add-ins Add-ins Add-ins	Aa Aa IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Design M	s	ML Mapping Pane Mapping	Block Authors - Prot	Restrict Editing ect	Docume Templat	te

**Developer Ribbon** 

2. Click on the Attach button and choose natspec.dot, click Open, check the *Automatically update document styles* checkbox and click OK.

emplates	XML Schema	XML Expansion Packs	Linked CSS
ocument <u>t</u> e	emplate		
C:\Users\	NATSPEC AppD	ata\Roaming\Microsoft'	Attach
Attach	atically update of to all new e-ma lates and add-in:	il messages	
Checked it	tems are current	ly loaded.	Add
			Remove
		₹.	

Templates and Add-ins dialog

If you cannot see the Developer Tab ...

To work with Templates you will need access to the Developer Tab, which is not available unless you turn it on. To view the Developer tab:

- 1. Select the File tab.
- 2. Select Options.

3. On the *Word Options* dialogue box select *Customize Ribbon* on the Left Menu and then Tick the checkbox next to Developer.

### MS WORD: 6B. USING MASTER DOCUMENTS



You will now see the Developer Tab on the main screen

#### 6.3 For Microsoft 2008 (Macintosh)

- 1. Click on the Tools menu
- 2. Choose Templates and Add-ins
- 3. Click on Attach
- 4. Navigate to the location where natspec.dot is saved
- 5. Click on Automatically update document styles
- 6. Click on OK

G Word File Edit View Insert	Format Font Tools Table Window Work Help 🐓	Templates and Add-ins
Image: Sever Print     Undo     Radio     Format     Table       New     Open Save Print     Undo     Radio     Format     Table	SS4+stan     Spelling and Grammar * #L     tiblity Mode]     Thesaurus     **XR     typenation     so     Dictionary     tagates     wodAn	Document template Macintosh HD:Users:jocelynrashleigh:Deskto Attach
	2 3 4 Word Court AutoSummarize AutoCorrect	Automatically update document styles     Global templates and add-ins
INTERIO	R Track Changes F in, ledders and walkways Merge Documents Protect Document IRS, LADDERS A Flag for Follow Up	Checked items are currently loaded.
• General* General: • 1.2 • CR • General*	sponseintres terr wizard Address Book OSS REFERENCI Macros Templates and Add-Ins	Remove
-*Genera	ent: Conform to m Customize Keyboard / regulaments.10 PECTION 11	Full path:
-→Shop fi -→Comm -→Site en	Clive notice so that inspection may be made of the following " bicitate of assemblid terms ready for ositivery to be site." Interest of that op and weating " Cated assembles on completion of exection, before apprying finates. " Integes prepared for, an immediately before, the applied finities."	Description:
• 1.4 → SU	BMISSIONS	
	Submit names and contact details of proposed suppliers and installers. 1	Organizer Cancel OK

1. To expand the document, go to View/Outline. You will see the Outlining Toolbar. The last button on the Toolbar is as shown below



2. On the Master Documents toolbar click the Expand subdocuments button to see the document in full.



### 6.4 Where to save the natspec.dotm file

### 6.4.1 Windows 7 and 10

### 1. Copy natspec.dot

- 2. Navigate to C:\Users\Your Log in\AppData\Roaming\Microsoft\Templates
- 3. Paste the file

#### 6.4.2 Macintosh

- 1. Copy natspec.dot
- 2. Navigate to Yourlogin\Library\Application support\Microsoft\Office\User Templates\My Templates
- 3. Paste the file

### SPECBUILDER :8. ADDING MORE MEMBERS

### 7 RESOURCE MATERIAL

Welcome to SPECbui	ilder and Domestic Or	nline
SPECbuilder SPECbuilder is an online application that simplifies the compilation of NATSPEC and AUS- SPEC specifications. Read more • Create project • View projects	Domestic Online Streamline your domestic specification writing process using NATSPEC's Domestic Online. Read more • Create project • View projects	Your Subscriptions Combined Complete Professional Domestic Online - Single Project
View office edited files     Upload office edited files     Want to continue using the old site? Click     here.	Trial use: If you have not yet subscribed to Domestic Online, you can use it to complete a specification, but will not be able to download it. At this point you will be given the option to pay \$99.00 for a Single Project Subscription by PayPal. Subscription Conditions.	Latest News October 2017 Update As part of this Update NATSPEC has released Domestic Online, a new online application for creating domestic specifications. Inste Read more

Figure 7a: SPECbuilder Homepage

Click on the **Resource material** link on the SPECbuilder Homepage.

ECbuilder 🖀 SPECbuilder Domestic Online F	lesources Help About Us Co				4	Jocelyn Hollej
ESOURCES	NATSPEC templates	TECHnotes	TECHreports	SPECnotes	Standards Info	Update Inf
Resources Here you will find all the extras that will help you NATSPEC supplies a number of supporting docum subscription. They cover a wide range of topics in SPECbuilder, tips on using Microsoft Word and te Most of the supporting documents are in Adobe A	ents to help you use and get the cluding tips on writing a specifica chnical information.		ur			
Also note that many of these documents are avail	able from our website www.nats	pec.com.au				
Copyrigh	t © 2018 - NATSPEC Construction Ir	formation – Dis	claimer – Privacy			

Figure 7b: Resource Material Downloads page

The Resource Material Downloads page links to the PDF documents that are part of your subscription. Documents available for download include TECHnotes, TECHreports, NATsource, etc. This is material that is available to all subscribers.

#### Subscription downloads

If you wish to download your entire package so that it is local rather than online do the following:

- Login to SPECbuilder
- Click on the **SPECbuilder** link to the right of the Homepage.
- Click on **Subscription downloads** (far right).
- Click on Package zip files to open the folder and select the file to download it to your computer (using your Browser download function)

## MS WORD: 6B. USING MASTER DOCUMENTS

• Once the file is downloaded, unzip/extract the file and copy it to wherever you wish to keep the files for access.

					Projects	Office Edited Files	Subscription download
PECBUILDER					Projects	Office Edited Files	Subscription download
Subscription Dov	wnloads	5					
As well as the NATSPEC specification terr	plates, your subsc	ription also in	cludes other su	pporting			
documents which are included here for o	lownload.						
AUS-SPEC additional resources							•
Package zip files							-
Reference specifications							•
Simple specifications							•
Worksection PDFs with changes high	ighted						*

The Worksections folder contains PDF files of the package you have subscribed to in Workgroups. It is fully searchable and printable. These documents contain the changes since the previous update highlighted in yellow.

### 7.1 Adding more members

The nominated office contact in the NATSPEC database is considered the Manager (Administrator). The Manager is able to add more users/members from their organisation.

NOTE: Under NATSPEC Subscription Conditions each Office must have its own subscription. Each subscribing Office may have as many members as required.

### 7.2 To add another Member

- 1. Login to SPECbuilder .
- 2. Click the Admin tab and click on Manage users

SPE			n 🔒 Jocelyn Holley 🔫
1.0	OME		My Details
1	OWE		Organisation
			Manage Users
	Welcome to SPECbu	ilder and Domestic O	nline Help
	SPECbuilder SPECbuilder is an online application that simplifies the compilation of NATSPEC and AUS- SPEC specifications. Read more • Create project • View projects • View office edited files • Upload office edited files	Domestic Online Streamline your domestic specification writing process using NATSPEC's Domestic Online. Read more • Create project • View projects	Your Subscription Combined Complete Professional Domestic Online - Single Project Administration-user Latest News
	Want to continue using the old site? Click here.	Trial use: If you have not yet subscribed to Domestic Online. you can use it to complete a specification, but will not be able to download it. At this point you will be given the option to pay \$99.00 for a Single Project Subscription by PayPal. Subscription Conditions.	Detober 2017 Update As part of this Update VATSPEC has released Domestic Online, a new pnline application for creating domestic specifications. Inste Read more

- 3. Enter the relevant information.
- 4. Under **Member Options** choose whether the new member will be a Manager or Contributor.
- 5. Click Save. The new member will be emailed their login information

#### Figure 8a: Add new member page

#### 7.3 Deleting Members

- 1. Login to SPECbuilder
- 2. Click the Members tab and click on List
- 3. Locate the Member to be deleted and click on the blue cross under the Action column.
- 4. Click **Remove** on the popup box.

## MS WORD: 6B. USING MASTER DOCUMENTS

SPECb	uilder 希 SP	ECbuilder   Domestic C	nline Resources Help About Us	Contact		💄 Jocelyn Holley 🗸
	Manage Only Managers car receive.		When new users are invited, they will	need to check the	ir email inbox	and follow the instructions they
	Active Us	sers				
	Firstname	Surname	Email address	Role	Status	Action
	Carlos	Cabral		manager	active	×
	Nick	Carr		manager	active	×
	Ringo	Chan		manager	active	×
	Chris	Edwards		manager	active	×
	Donna	Hicks		manager	active	×
	Wayne	Krygsman		contributor	active	×
	Nandini	Mehta		manager	active	×
	Tammy	Phounsavanh		manager	active	×
	Phillip	Spence		contributor	active	×
(	Invite member					
	-					

Figure 8b: Member List page

#### **CHANGE YOUR PASSWORD** 8

- Login to SPECbuilder .
   Click the menu under your name and select on My Details
   Enter the relevant information.
   Click Save changes.

nestic Online Resources Help About Us Contact Administration	🐣 Jocelyn Holley
Current Password	
New Password	
Re-enter New Password	
	Current Password New Password

### Figure 9a: Change Personal Details page

### 9 THE LAST WORD

#### 9.1 Microsoft Word versions

The documents created in SPECbuilder are in Microsoft Word DocX format. If you are running an earlier version (\*.doc) of Microsoft Word you can still use these files though you will need to download the Compatibility Pack in order to read these files.

### 9.2 A word on Browsers

The best browsers to use – if you have a choice – are Firefox and Chrome. Sometimes if things are not working as they should – try a different browser to see if you can duplicate the issue.

#### 9.3 Other wordprocessing applications

We have some users who are using other wordprocessing programs such as *Pages* on the Macintosh and Google Docs. There is no reason why you can't use these programs but there will be issues with the Guidance (hidden) text and other more advanced features.

If you wish to continue using these applications the Guidance text is available for you to read in the supplied PDF files.

#### 9.4 Changes and Feedback

SPECbuilder is an evolving program. We take Subscriber Feedback very seriously and have made some changes to the user interface to address this feedback. Any comments would be appreciated. Please note that there will be changes from time to time but that we do try to keep them to a minimum.