

# PSE WORD Troubleshooting

## Amendments documents incomplete or not current

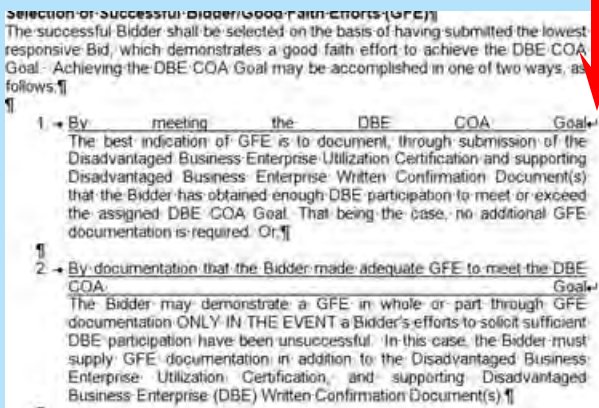
This occurs when amendment packages are downloaded to local drives. Download packages are intended for outside agency use. When using files stored locally on your PC, updates will not be incorporated as they occur.

It is important that the current standard GSP and Amendment Documents for inclusion in the contract specifications used for compilation be those residing on the **W:/ drive**. Designers should never save copies of the Amendment documents to their local drive for inclusion in the contract specifications.

## Text line is spread across entire paragraph

The reason it's doing that is because at the end of the numbered item, it ends with a line break instead of a carriage return. A carriage return resets the paragraph, but with the line break Word treats it as a singular paragraph and justifies the entire but with the line break Word treats it as a singular paragraph and justifies the entire thing instead of just the text below it. ( see Figure 1)

### Sentence ended with a LINE BREAK



### Sentence ended with a CARRIAGE RETURN

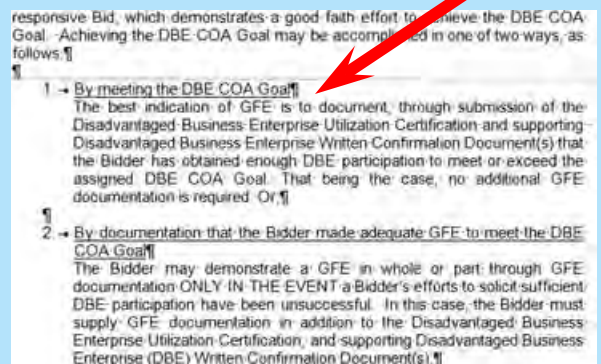


FIGURE 1

## 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 runlist.*

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

## 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
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 and Expand your run-list and hit ctrl+shift+f9
2. Resave your run-list
3. Ensure you state .docx or .doc at the end of your file names that you created
4. Ensure the bat file path is pointing to the correct libraries:
  - Right click on shortcut to PS&E word & Click Edit
  - 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)
5. 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.