



Purpose

Fast way to remember how to modify the MSU Standards for Construction in Meridian.

Participants

Construction Standard Stewards.

Quick Process

- Only use the **Construction Standard – WIP** folder or any file labeled as ‘**WIP**’ to make modifications.
- Only make modifications to the word or dwg files.
- Select ‘**Begin Revision**’ instead of ‘start quick change’.
- Go to the ‘**Review tab**’, ‘**Show Markup**’ and **turn off** anything you don’t want shown on the pdf.
- When you are done, **save** the word or dwg file, don’t close it yet.
- **Create** the pdf (in Word, click the ACROBAT tab, then Create PDF), click ‘**Yes**’ to replace the current pdf in Meridian.
- **Close** the word or dwg without saving again.
- ‘**Release**’ the word or dwg file in Meridian.

If you have Editors modifying files you have to review

- Remember to check the ‘**my to-do**’ nav view
- Review the files. If they are good:
 - Select ‘**Approve and Release**’
 - If they are incorrect, select ‘**Needs Corrections**’

Definitions

WIP – Work in Progress.

Revision History and Owner of Document

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