

How CSI and Others are Aiding The Industry's Transition To *MasterFormat*™ 2004 Edition November 2004

Users have several options and strategies for helping the transition to *MasterFormat* 2004 Edition be as brief and painless as possible.

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MasterFormat 2004 Edition has Transition-friendly Features

Two features will be valuable to those transitioning from a previous version.

- The Transition Matrix -- An Excel® file included on CD with the *MasterFormat* 2004 Edition, the matrix compares the 2004 edition's titles and numbers to those for both the 1995 and 1988 editions. It will help users convert to the 2004 edition by showing what the new edition's equivalent section number and title is for an old edition's section number and title.
- The Keyword Index -- An alphabetical list of terms that shows what *MasterFormat* 2004 Edition section numbers are best suited to address those subjects.

CSI Offering Education Programs about MasterFormat 2004 Edition

Early in 2005 CSI will begin offering a variety of education programs for individuals, groups, and firms on *MasterFormat* 2004 Edition.

- The MasterFormat Accredited Instructor Program – To be offered in early 2005, the program prepares people from various segments of the industry to teach others about *MasterFormat* 2004 Edition. Using CSI-supplied materials, accredited instructors will conduct education tailored to the needs of their particular constituencies, whether they are architects, specialty contractors, product suppliers, owners, or others.

- Customized Education Programs – CSI offers education programs directly for groups of *MasterFormat* users – people at architectural, engineering and construction firms, government agencies, corporations, and others. The program will address the differences between *MasterFormat*'s 1995 and 2004 editions, best-practice concepts for the new edition, and transition and implementation strategies. Organizations are invited to contact CSI to arrange a program.
- CSI Chapter Education Program -- A *MasterFormat* 2004 Edition education program has been distributed to CSI chapters. *MasterFormat* users can contact their local chapter to inquire when a program might be scheduled.
- Education at The CSI Show™ -- *MasterFormat* 2004 Edition education sessions will be held at the 49th Annual CSI Show & Convention, taking place April 19-24, 2005 in Chicago.

CSI Encouraging Users to Exchange Information, Tips, and Tactics via the Web.

CSI is encouraging *MasterFormat* users to talk with their peers. There is a *MasterFormat* 2004 Edition chat area on the CSI national website. Go to www.csinet.org. Click on Technical. Then click on Community Discussions. So far, there are four chat rooms – one each for specifiers, architects, engineers, and manufacturer and product representatives.

Master Guide Specifications Providers Transitioning to MasterFormat 2004 Edition.

For subscribers to several major master specifications systems much of the work to transition to *MasterFormat*'s new edition is being done for them. Several vendors have already decided to realign their products with *MasterFormat* 2004.

- Building Systems Design, Inc. (BSD) has released a new version of BSD SpecLink®. It enables users to create performance-based, short form, and prescriptive construction specifications for any project delivery method. A global switch enables BSD SpecLink-developed specifications to be rearranged per *MasterFormat*'s 2004 or 1995 editions with just one mouse-click.
- ARCOM's MasterSpec®, CSRF SpecText®, and Canada's National Master Guide Specifications (commonly known as the NMS) are already reorganizing their master guide specifications according to *MasterFormat* 2004 Edition starting early in 2005.

Product Information Providers Converting to MasterFormat 2004 Edition

Sweet's construction products catalog and the FirstSource construction products catalog are converting to *MasterFormat* 2004 Edition effective with their 2006 editions.

Word Processing Software Features Can Facilitate the Transition

For those using word processing software to write specifications, there are automated features such as global search-and-replace, styles, macros, and other productivity tools that can significantly reduce the work once required to transition to a new edition of *MasterFormat*. Also, using word processing to create a master specifications template, complete with macros, styles, and the like is a potential strategy for shortening the conversion to *MasterFormat* 2004 Edition. Editing a template means changes need only be made once.

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