



Purpose

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

Participants

Construction Standard Editors

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’
- When you are done, **save** the word or dwg file, don’t close it yet.
- Click **File**, then **Export**, then click on **Create PDF/XPS** button.
- **Publish** the pdf, click ‘**Yes**’ to replace the current pdf in Meridian.
- **Close** the word or dwg without saving again.
- ‘**Send for Review**’ for the CS Steward to approve and release (the word or dwg file) in Meridian.
 - Select the person that reviews your construction standard edits.

Definitions

WIP – Work in Progress.

Revision History and Owner of Document

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Updated: N/A

FIS Support | fissupport@ipf.msu.edu | 3-3434