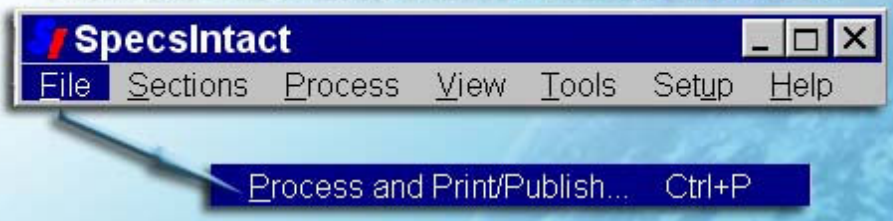
Process & Print/Publish

When you've finished editing your job, it's time to check your work and produce the final specifications.

From the SI Explorer, click the Process & Print button on the toolbar.

or

From the File menu, choose Process and Print.



From here you can access all the quality report functions, as well as settings for producing processed files for your Job.

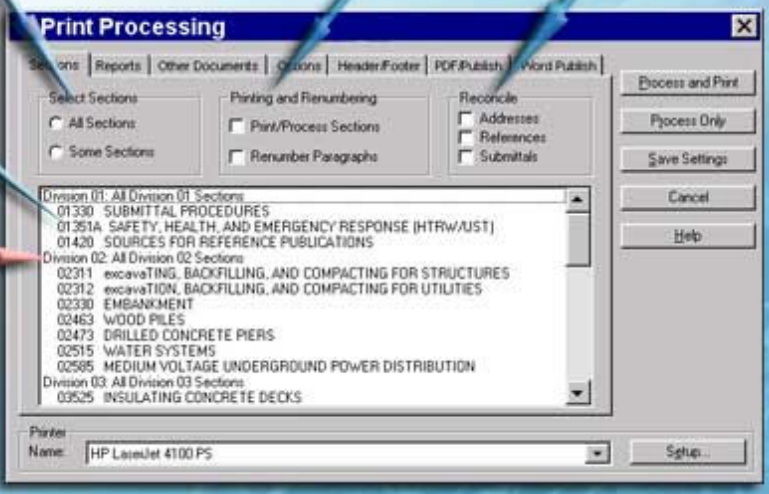
Sections Tab

Select Sections
you can select the entire Job by using the All Sections button or click the Some Sections button and then select only the Sections you want from the text box.

Printing and Renumbering
provides check boxes to indicate whether you want to Print/Process Sections selected, and if you want to Renumber their paragraphs based on editing.

Reconcile
provides check boxes to indicate whether you want to verify Addresses, References, and Submittals used, and remove any that were not.

Shortcut --
Clicking a Division selects all the Sections under it.

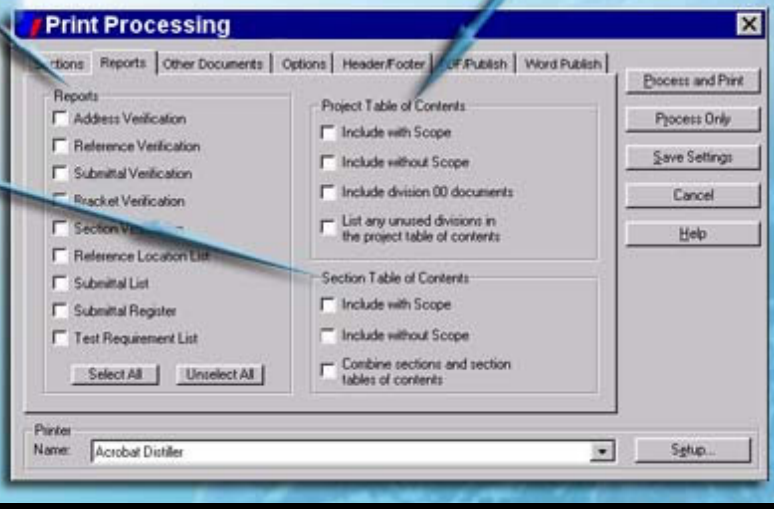


Reports Tab

Reports
allows you to select any quality control reports you want to generated from the Sections you selected on the Sections tab.

Project Table of Contents
allows you to generate a TOC for the entire Job. You can choose options to include a brief description of each Section (called Scope), to include Division 00 documents (if your Job contains them), and to list any Divisions that are not used in the Job.

Section Table of Contents
allows you to generate a TOC for each Section. You can choose options to include a brief description of the Section (called Scope) and to print it as part of the Section.



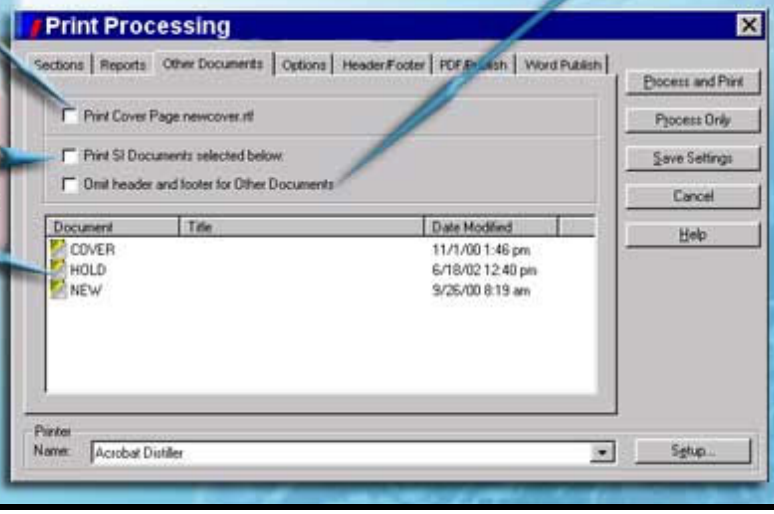
Other Documents Tab

This screen will only be visible if you have added an SI Document or .rtf cover to your Job.

Exclude the standard header/footer information from the SI Documents.

Check to generate your Job's .rtf cover page.

Generate any SI Documents you've added, selecting only those you want from the list.



Options Tab

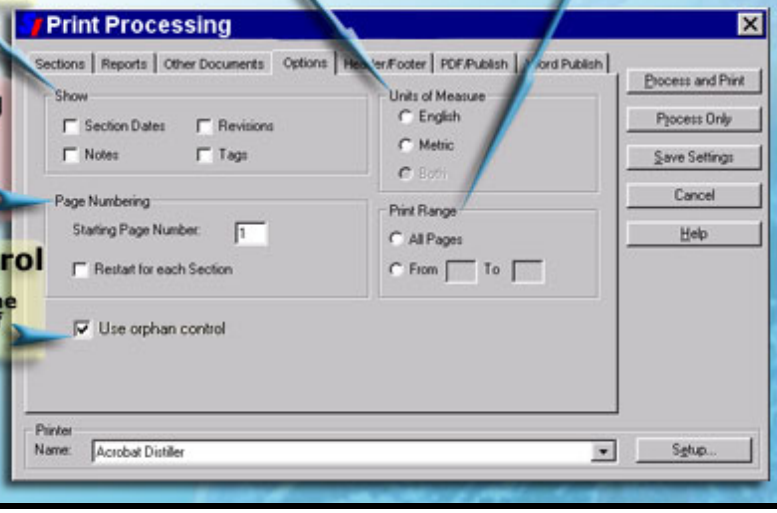
Show
check boxes for the elements you want visible in the generated Sections.

Units of Measure
choose either English or Metric for Jobs; include either or both in Masters.

Print Range
determine which pages you want to print.

Page Numbering
set number for first processed page and whether you want separate numbering for each Section.

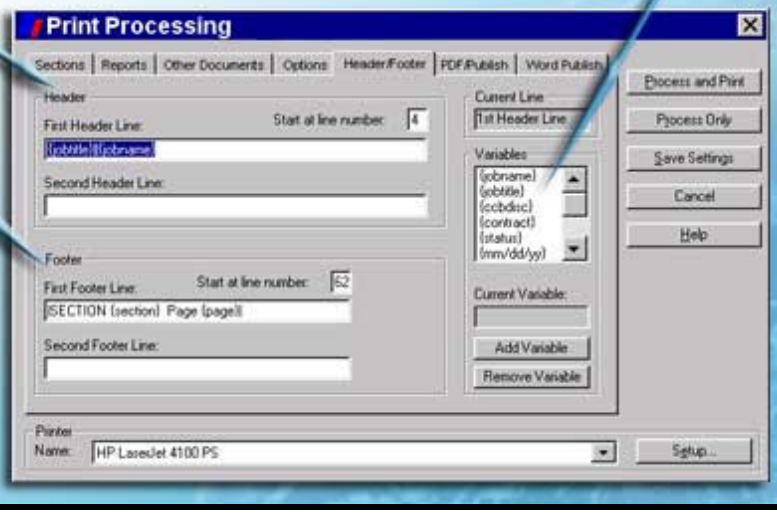
Use orphan control
enable to prevent Titles from printing alone as the last line at the bottom of a page.



Header/Footer Tab

Variables let you add or delete header and footer information.

From here you can set the content and position of your headers and footers.



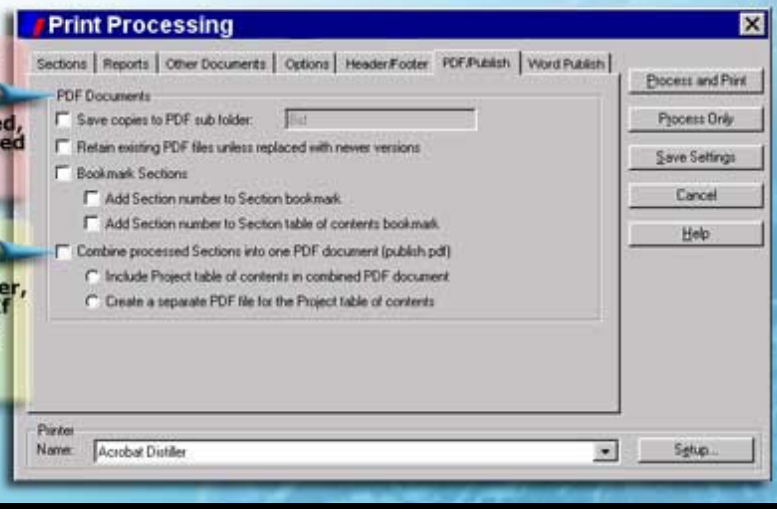
SpecsIntact

PDF/Publish

The functions on this tab require Adobe Acrobat software to produce PDF files. The first two options can be produced with either PDF Writer or Distiller, while the others require Distiller.

You can save the PDF files to a subfolder, retain previous PDF files not being replaced, and create a dual-paned outline view through bookmarking.

In addition, you can produce one PDF file for an entire Job, Master, or selected Sections. If you choose to produce a Table of Contents, it will be hyperlinked to the Sections



SpecsIntact

Publish Word

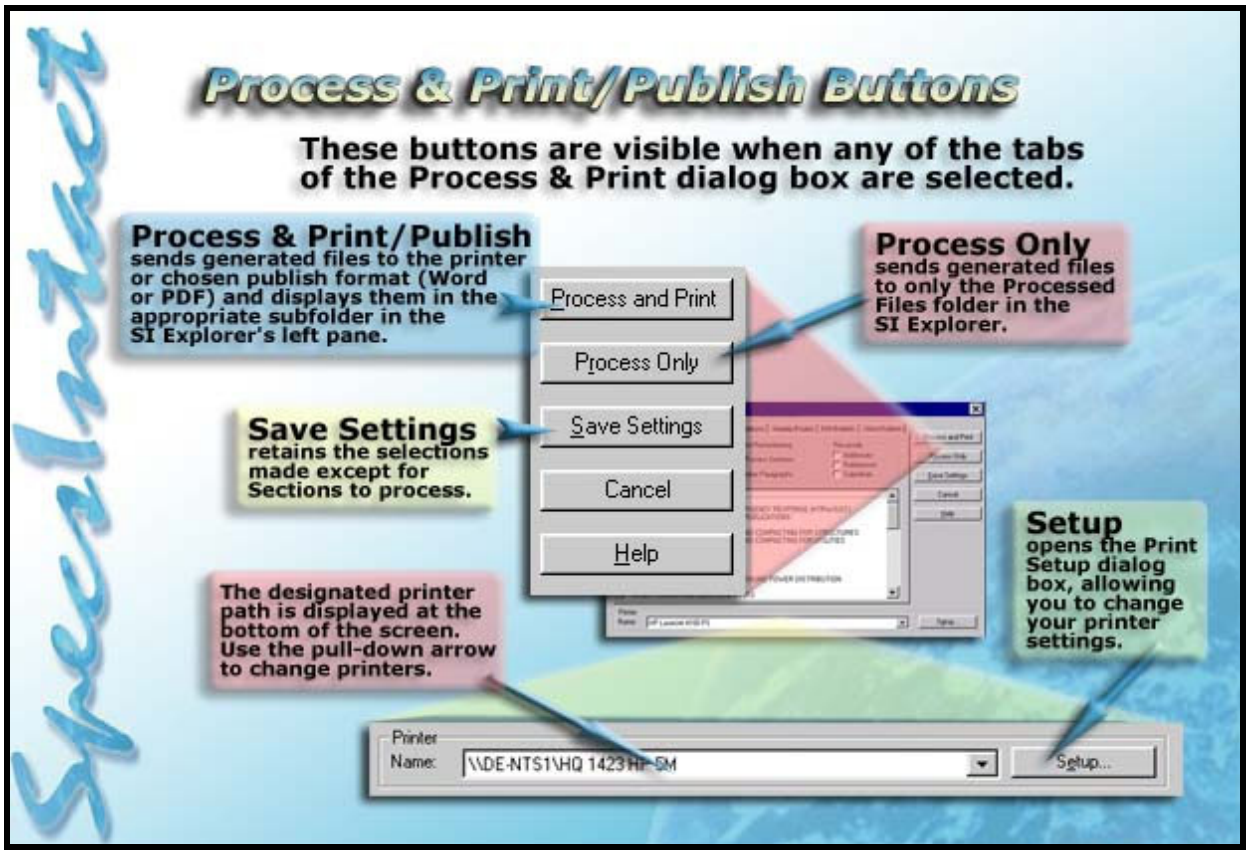
The functions on this tab require Microsoft Word. It allows you to publish fully edited and processed files in the Word (.doc) format.

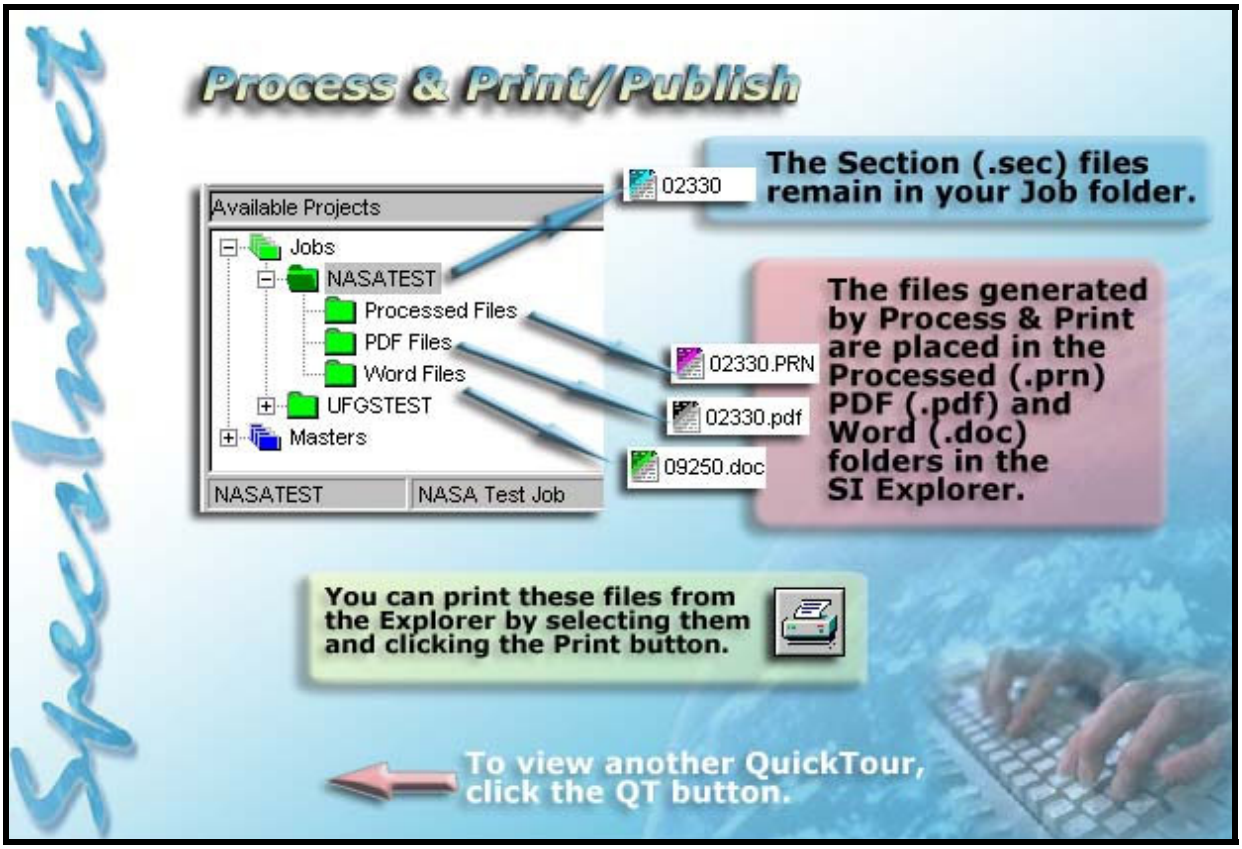
These Word documents cannot be returned to SpecsIntact, and are intended for final output only.

Check to publish in Word format the selected Sections listed. Each Section will be published as a separate file.

Check to combine the selected Sections, and any previously published to Word format, into a single Word file.

This area lists the Sections that have been selected for output to the Word format.


SpecInfact
Process & Print/Publish Buttons
These buttons are visible when any of the tabs of the Process & Print dialog box are selected.
Process & Print/Publish
sends generated files to the printer or chosen publish format (Word or PDF) and displays them in the appropriate subfolder in the SI Explorer's left pane.
Process Only
sends generated files to only the Processed Files folder in the SI Explorer.
Save Settings
retains the selections made except for Sections to process.
Setup
opens the Print Setup dialog box, allowing you to change your printer settings.
The designated printer path is displayed at the bottom of the screen. Use the pull-down arrow to change printers.
Process and Print
Process Only
Save Settings
Cancel
Help
Printer
Name:
\\DE-NTS1\HQ 1423 HP-5M
Setup...


SpecInfact
Process & Print/Publish
The Section (.sec) files remain in your Job folder.
Available Projects
Jobs
NASATEST
Processed Files
PDF Files
Word Files
UFGSTEST
Masters
NASATEST
NASA Test Job
02330
02330.PRN
02330.pdf
09250.doc
The files generated by Process & Print are placed in the Processed (.prn) PDF (.pdf) and Word (.doc) folders in the SI Explorer.
You can print these files from the Explorer by selecting them and clicking the Print button.
To view another QuickTour, click the QT button.