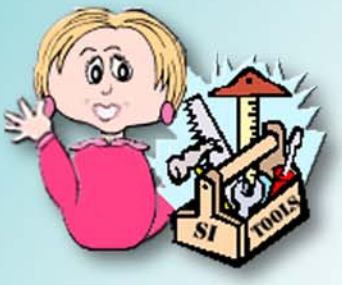
SpecsIntact

Learning Guide Series

Quick Start!



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Front Cover

SpecsIntact

QuickStart

SI Learning Guide Series

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About This Guide

The SI Learning Guide Series is designed to teach SpecsIntact users the concepts involved in successfully completing projects by fully utilizing all the tools provided in the SpecsIntact system. Each guide addresses a particular aspect of the system, and clearly outlines the major points a reader should understand at the completion of each chapter.

This ***QuickStart*** Guide provides a basic introduction to many of the concepts that will be covered in more depth in subsequent guides. It grew from a need to help new users get a fundamental understanding of SpecsIntact, but experienced users also find it helpful as a refresher course. It's not intended to cover in-depth every aspect of using SpecsIntact, but it is a good place to begin. This guide does not cover the installation process and assumes that you already have both SpecsIntact and Master text loaded on your computer system.

You are encouraged to use these guides in conjunction with the other user tools we provide, like the on-screen **Help**, ***QuickTours*** and our **web** site resources, which are all conveniently accessible from the SpecsIntact Explorer's **Help** menu.

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Introduction

How to use this guide

We want learning SpecsIntact to be as painless as possible, so we've designed these guides to give you enough information to get you going successfully without overwhelming you with every possible detail.

Meet Sally

Sally will help guide you through the process of learning SpecsIntact. She'll point out the pitfalls as she prepares you to process your project!

Along the way, we'll point out key information that you should remember, and call your attention to things that you should avoid. At the beginning of each chapter, we'll outline what you need to learn from it, and at the end, we'll summarize the concepts you should have mastered.

Throughout the guide, we'll call your attention to important issues using the symbols at the left. Below is a brief explanation of what they mean:

- **Tip** — helpful hint that might make your work easier.
- **FAQ** — Frequently Asked Question — just that.
- **Note** — important point, so pay attention.
- **Caution** — the condition or action may cause problems — proceed at your own risk.
- **Stop** — means *stop* — don't do it or you may regret it later!

At the beginning and end of each chapter, Sally will outline the important points that the chapter covers. Before moving on to the next chapter, be sure you have an understanding of those points, since the subsequent chapters will build on that knowledge.

In this chapter you'll learn:

- Point one.
- Point two.
- Point three.
- Point four.
- Point five.

What you learned from this chapter:

- What you learned about point one.
- What you learned about point two.
- What you learned about point three.
- What you learned about point four.
- What you learned about point five.

Instructions that should be followed in sequence are numbered.

1 First you do this
2 Then you do this
3 Last, but not least, you do this

Text in **bold** indicates elements you will find on your screen or SpecsIntact terms:
File menu, **OK** button, **Section**

Actions appear in *italics*:
click, select

Lists of important points are bulleted.

Points to remember:

- Something
- Another thing
- Yet another thing

When you see the mouse symbol, it means you can also ***right-click*** to access the function.

SPEC

Support Problems Encountered Commonly

Here's where you'll find some real-life examples from our Tech Support Desk. Learning from others' mistakes is better than making your own! The situations are real, the names are not.

Overview

What is SpecsIntact?

SpecsIntact is short for "Specification Kept Intact." It's an automated system with built-in quality checking controls that lets you adapt standardized facility construction specifications to fit your project.

Used worldwide by the National Aeronautics and Space Administration (NASA), the U.S. Naval Facilities Engineering Command (NAVFAC), and the U.S. Army Corps of Engineers (USACE), SpecsIntact makes it possible to assure quality control for project specifications from beginning to end.

A Brief SI History

1965 - Conceived by NASA

1986 - Adopted by NAVFAC

1988 - Adopted by USACE

The SpecsIntact system -- designed by NASA and managed at the Kennedy Space Center -- is used by engineers, architects, specification writers, project managers and construction managers doing business with the three supported government agencies.

Using SpecsIntact reduces the time and expense required to produce facility specifications, and helps eliminate costly construction changes due to omissions, discrepancies or improper quality controls.

So let's get going with SpecsIntact!

How is SpecsIntact able to check the accuracy of the various elements within the specifications?

It uses a special tagging system similar to the one that tells a web browser how to display a web page. This tagging enables the system's reports and other automated features, reducing the time required to complete your project. The quality assurance reports verify the accuracy of technical references, submittals, and other requirements. Now, you might be thinking that this tagging sounds mighty important — well it is! That's why in the subsequent pages, you'll learn how to get it right!

Chapter 1

SpecsIntact Basics

In this chapter you'll learn:

- What makes SpecsIntact unique.
- Some of the common terms used.
- What type of files can be used.
- The main components of SpecsIntact.
- The steps involved in producing a completed Job.

If not software, then what?

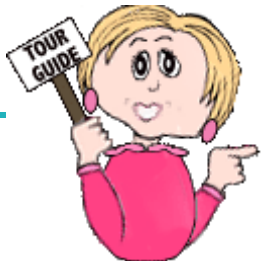
System yes, word processor, no...

One of the first basics you should know about SpecsIntact is that we refer to it as a system rather than just software.

The reason we call it a system is that it's much more than just a specification editing tool. It allows you complete management of your projects — choosing the specifications you need from standard guide specifications known as **Masters**, editing those specifications to fit your project, utilizing automated processes and quality control reports, and finally, producing your completed specifications in a choice of three formats.

If you follow the editing rules and use the quality control and automated features, you can produce a final project that is complete and accurate.

Learning the language...



SpecsIntact Terms

If you're new to SpecsIntact, you may find some terms unfamiliar. Learning what they mean will help you understand how the system works and how to communicate more effectively regarding your project.

Some terms you'll encounter are unique to SpecsIntact, others are industry-related and may already be familiar to you, while still others are computer-related. Since SpecsIntact users come from a variety of backgrounds, we'll define terms for you as we go along.

You'll also discover that some common words have very specific meaning in SpecsIntact. For example, while working in a word processing document, you might say that you're having trouble with a section, referring to a portion of the document. But when working in SpecsIntact, a **Section** is actually an entire document. To help you avoid confusion, we'll point out SpecsIntact terms by capitalizing them and displaying them in **bold** when we discuss them.

Learning how to "speak SpecsIntact" makes it easier for you to fully utilize all its features and keep the Section structure correct . You'll learn more about Section structure in Chapter 3.

SpecsIntact Files

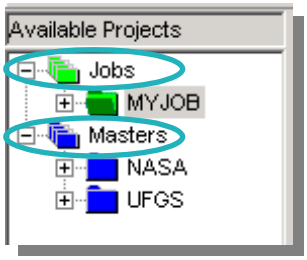
The type of files you edit in SpecsIntact are called **Sections** — when you see them on your computer system, they have a file extension of **.sec**. Although they can be created from scratch, most of the time you'll be editing Section files that you copy from a **Master**.

Masters contain 16 **Divisions** that group the Sections based on their content. You can identify which Division a Section belongs to by looking at the first two numbers in the Section Name. For example, Section **16064 Grounding** comes from **Division 16 Electrical**.

Master Sections are formatted with the tagging (there's that word again!) necessary for SpecsIntact's automated features to work, but you must edit the content of each to fit your particular project — usually referred to as a **Job**.

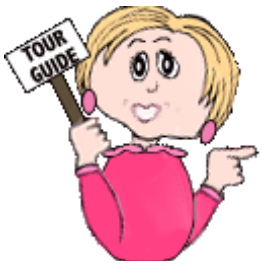
Two menu items on the Explorer's **Setup** menu control which projects display in the left pane. Use the **Working Directories** command to choose the **Jobs** you want visible. **Connect Masters** lets you choose which of the Masters on your system will be displayed. These two commands can be used at any time to change the display.

You'll see two main types of folders displayed in the SI Explorer — **Jobs** and **Masters**. By clicking one of these folders in the left pane, you can display all the Section files it contains in the right pane.

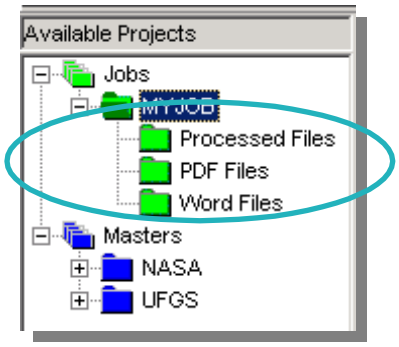


At the start, Section files are the only type your new project will contain, but as you work, you will produce other types, such as Reports and output files. The Section (**.sec**) files are always the "editing" copy from which the others are produced.

The ***only*** file type that is ever *edited* in SpecsIntact is the Section (.sec) file.



When you process and print a Job, you produce files with the **.prn** file extension (you'll learn more about processing in Chapter 5). These files are displayed in the left pane of the SI Explorer in the **Processed Files** subfolder under the Job. Just like the Job folder, clicking a subfolder displays its contents in the right pane. If you need to make further edits, you must ***always*** edit the Section (.sec) file, ***not*** the .prn file. When you process your Sections again, the new Processed Files will *overwrite* any previous .prn or Report files.

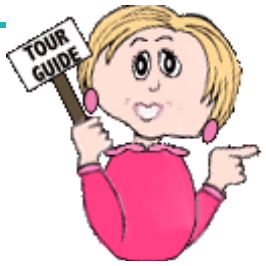


You can also produce processed files in two other popular formats: Microsoft **Word** and Adobe **PDF**. Of course, these require that you have the corresponding software on your system for the output feature to be available. These files cannot be ***edited*** in SpecsIntact — they are only for producing a final copy of your specifications in these formats. The files they produce are displayed in the SI Explorer, each type in its own subfolder under the Job.

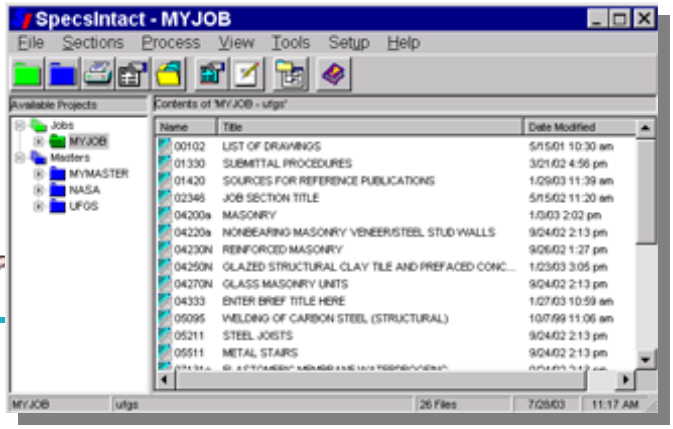
Once I've processed and printed my Job creating Word files, can I edit them in Word?

Well, yes, ***but*** if you do, they must be edited like any other Word document without any of the SpecsIntact quality controls, and they ***cannot*** be returned to SpecsIntact. If you ever have to go back to that Job or Section in SpecsIntact, any changes you made through Word will be lost. It's best to make any changes in SpecsIntact and then process and print the Job again to produce new Word files.

So, what do you see when you open SpecsIntact?



SpecsIntact has two main components: the SI Explorer and the SI Editor.



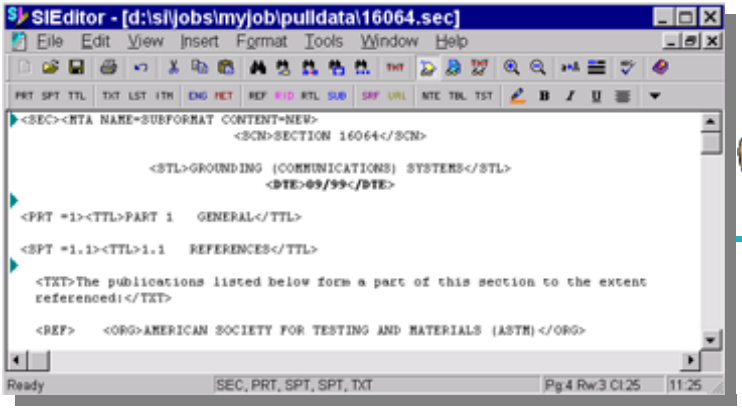
SI Explorer

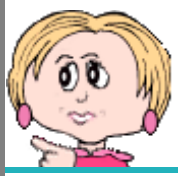
Through the Explorer, you accomplish all the project management, like putting together the specifications you need, running the reports, and producing the final product. It provides a way to visually manage the entire project — or multiple projects at the same time.

Two common features you'll find in SpecsIntact are **drag-and-drop** and **right-clicking**. For example:

- In the Explorer, you can add Sections to your Job by dragging them from a Master or from another Job.
- You can access many common commands by *right-clicking* and choosing them from the pop-up menu.

As you read this guide, this symbol will identify functions that can be alternatively accessed from a right-click menu.





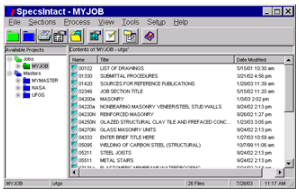
SI Editor

You make changes to your specifications in the SI Editor. Although it's much more than a word processor, it does have many of the same standard features with which you are probably already familiar. But in addition, it has specialized toolbars and features to help you work more quickly and accurately (especially using those all important tags we mentioned earlier). The Editor is opened through the SI Explorer.

SpecsIntact Work Flow

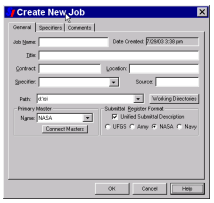
So, just what is the work flow for a Job from beginning to end? Below is a brief explanation of the basic life cycle of a SpecsIntact Job.

Start

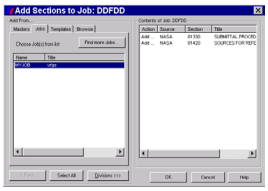


Open the SI Explorer

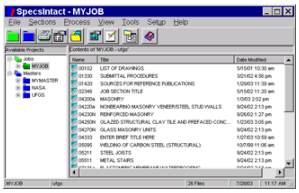
Click the New Job button on the toolbar.



Enter the information in the New Job dialog box.



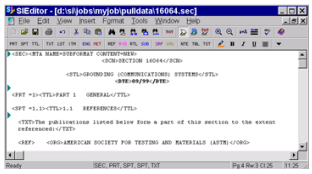
Select Sections you want for your Job using the Add Sections dialog box.



Use the SI Explorer to open each Section in the Editor.

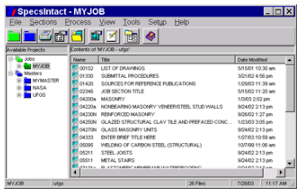
As with most computer programs, there are multiple ways to perform many of the common tasks. This illustration shows one path, outlining the steps involved in using the SpecsIntact system to help you assure a quality end product.

Through the Editor, make all your changes to the Sections.

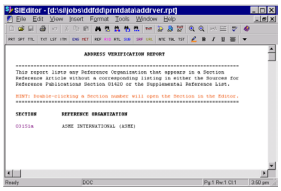


Finish

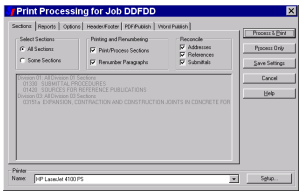
Use the Process feature in the Explorer to produce the quality checking reports.



Use the reports to locate and fix errors in the Sections through the Editor (run the reports again until the corrections are made).



Use the Process and Print function to produce your finished Job.



Check-list

Before Starting a Job

Some very costly mistakes are rooted in a failure to communicate — especially when starting a new project. If you'll be responsible for starting a new Job and editing the specifications, you need to be able the ask the right questions at the outset. This page contains a list of suggestions and questions offered by our Tech Support staff to get you started on the right foot.

1 Download the latest Master text to make certain you are using the most recent specifications.
2 Print the Master Table of Contents with Scope to give to your engineer for the project. It can be found in the SI Explorer with the Master Sections, and is named **SCOPE**.
3 The engineer should give you a list of Sections to print so that he can mark up the edits that you will be making through SpecsIntact. At this point, you need to ask the engineer some questions before you begin.

- Will the units of measure for this project be **English** or **Metric**? Should I print the Sections for mark up with both? (See the next box if only one is required.)
- Will you want me to remove any **Tailoring Options** that may exist? (These options are tagged for easy removal when not needed, and are usually specific to a region or particular agency—learn more about Tailoring in Chapter 3.)
- Do you require that the editing changes I make be shown as **Revisions**? (When using Revisions, the changes are tagged as added or deleted, but they are not permanent until they are executed in the Section.) This must be determined **before you begin editing**.

Now you can print the Sections. It's a good idea to print one at a time and print a **Submittal Register** with *each* for the engineer's review.

1 *Select* the Section in the SI Explorer's right pane.
2 *Click* the **Print** button on the toolbar and the **Print Processing** dialog box will open. The recommended defaults are set for Masters, but if you need to change the setting for **Units of Measure**, *click* the **Options** tab.
3 On the **Reports** tab, check **Submittal Register**.
4 You can change the printer destination at the bottom of the dialog box.
5 *Click* the **Process & Print** button at the top right of the box to send the selected Section and its Submittal Register to the printer.

Support Problems Encountered Commonly

"I've been given a Section in PDF that I'm supposed to add to the Job I'm working on. Can I edit this PDF file in SpecsIntact?"

— Betty in Baltimore

Sorry Betty, but once a Section is published in PDF (or Word) you can't edit that output file in SpecsIntact. What you need for your Job is the actual Section (.sec) file that was used to produce the PDF.

What you learned from this chapter:

- SpecsIntact's not just word processing software, but rather a system that enables both editing and processing of specifications, and includes automated features and quality controls.
- SpecsIntact consists of two main components: the SI **Explorer** and the SI **Editor**. Through the Explorer, you accomplish all the project management and processing, while the Editor allows you to edit the content of the specifications.
- The type of specification files that are edited are **Section** files with a file extension of **.sec**.
- SpecsIntact uses some specific terms that are important to learn so that you can better understand how the software works, how to maintain the proper structure for the Sections, and how to communicate with tech support and others regarding your work.
- The basic steps involved in bringing a project to completion are: creating the Job through the SI Explorer, editing the Sections in the SI Editor, using QA Reports, and finally processing and printing the Job through the SI Explorer.
- The output format for the completed Job can be in the form of the Processed files (**.prn** file extensions), Adobe PDF (.**pdf**), or Microsoft Word (.**doc**). These are output formats only and cannot be directly edited through SpecsIntact. PDF and Word require the corresponding software to produce.

Chapter 2

Setting up your Job

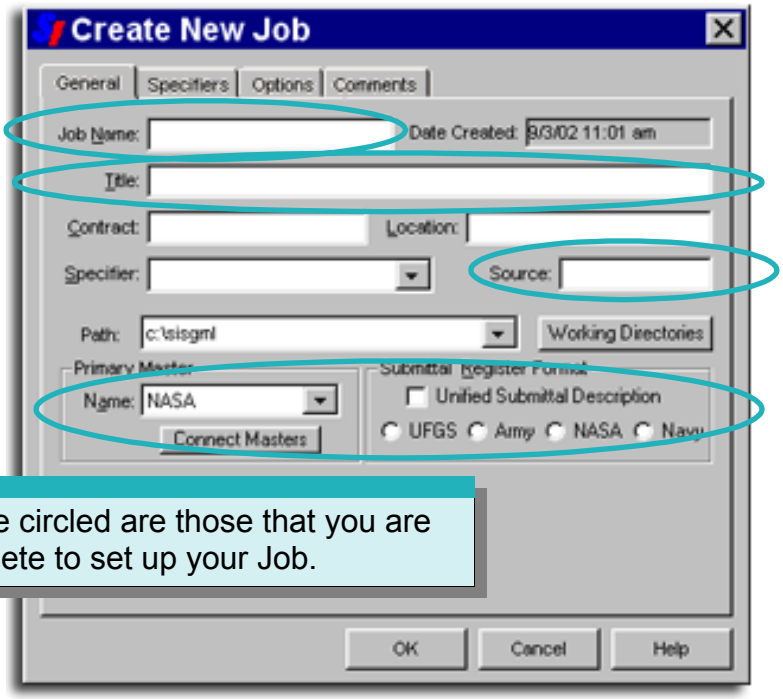
In this chapter you'll learn:

- How to start a new Job.
- How to add Sections to your Job from different sources.
- How to create a new Section using a template.

The time has arrived for you to start your first Job in SpecsIntact!

From the SI **Explorer:**

1. *Click* the **green folder** on the tool-bar, or *click* the **File** menu, then **New | Job**.
2. The **Create New Job** dialog box will open.



The fields that are circled are those that you are required to complete to set up your Job.

Required Fields

Rules & Restrictions

- **Job Name —** identifies your Job in both the SI Explorer and Windows Explorer, and is printed in the top right corner of each page of your Job.
  Rules: The Job Name can't contain any symbols or spaces, and it can't be longer than eight characters. It automatically appears in **UPPER CASE** letters. The name can contain numbers.

- **Job Title —** prints in the upper left corner of each page in your Job. Although it is not visible in the SI Explorer, you can display it by placing your mouse pointer over the Job Name in the left pane.
  Rules: The Job Title can't contain more than 64 characters. It can contain numbers, symbols, spaces, and both upper and lower case letters.

- **Source —** indicates the original source of the specifications used in your Job, which can be described in any format. Typical sources would be a CCB Disc # or web download. This gives you a way to keep track of where your Sections originated.
  Rules: This information is only required if the corresponding option is checked on the **Setup** menu | **Options** | **General** tab.

- **Primary Master —** displays the Primary Master chosen during installation. A different Primary can be chosen for the Job from among your currently connected Masters, which are listed in the pull-down. You can also connect additional Masters, or change your default Primary Master, by clicking the **Connect Masters** button just below the box.

- **Submittal Register Format —** uses the **Primary Master** you've selected to set the proper Submittal Register Format for your Job. If you want to use an old Submittal Format for one of the agencies, you must *uncheck* the box. If you want to change these designations later, you can do so through the **File** menu | **Properties** command.

In addition to the **General** screen, the **New Job** dialog box has three other tabbed screens — **Specifiers, Options** and **Comments.**

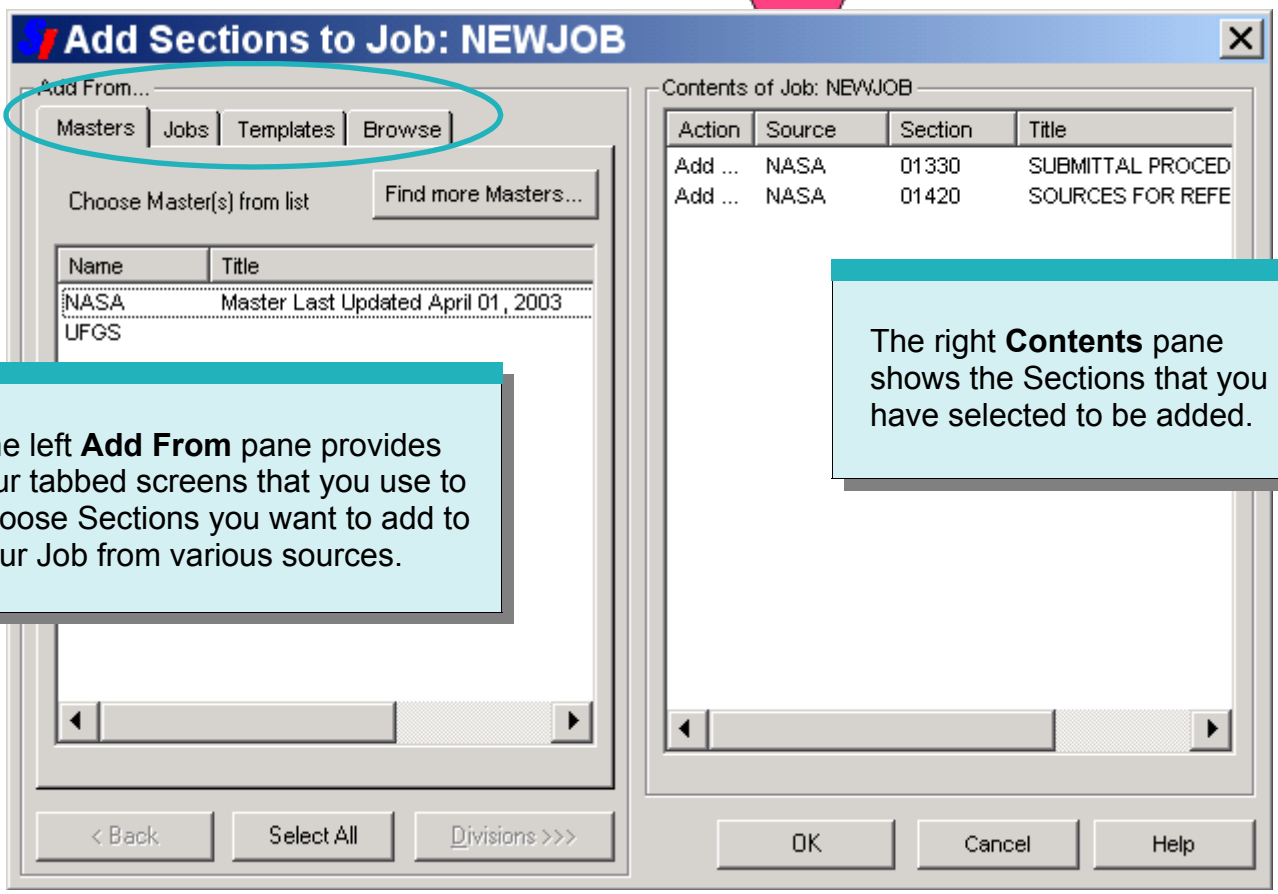
The **Options** tab contains the settings that control **Units of Measure** and **Revisions** for your entire Job. The default for a new Job is set for **English** measurement with **Revisions** off.

The **Specifiers** and **Comments** screens do not contain any required fields, but they provide areas you can use to track additional information about your Job.

All these screens can be accessed at any time by *clicking* the **File** menu and *choosing* **Properties**.

Adding Sections to Your Job

The **Add Sections** box is made up of two panes.



The left **Add From** pane provides four tabbed screens that you use to choose Sections you want to add to your Job from various sources.

The right **Contents** pane shows the Sections that you have selected to be added.

Why do I see two Sections already listed in the right pane when when I haven't added any to my Job yet?

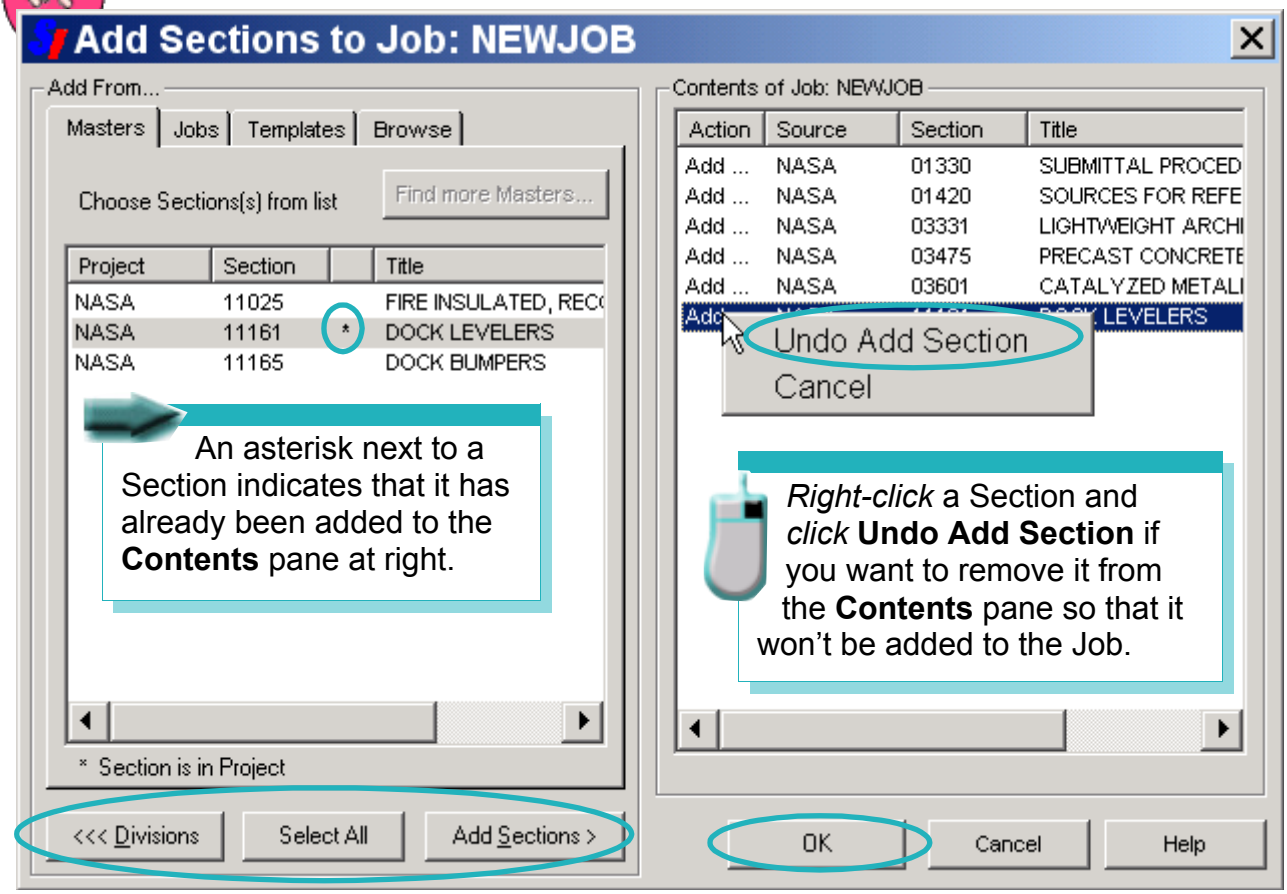
These two Sections — **01330 Submittal Procedures** and **01420 Sources for Reference Publications** — are automatically added to a every new Job because they are necessary for processing the **Submittals** and **References**.

If you ***don't*** see the **01330** and **01420** Sections, then you probably are not using a complete Master. You must have these two Sections in your Job, so hit the **Cancel** button. Either download the full Master from the web or access it from your CD.

Using the Add Sections Box

When either the **Masters** or **Jobs** tab is selected in the left **Add From** pane, the buttons at the bottom will help you:

- *Display* **Masters, Divisions** and **Sections**
- *Select* the **Sections** you want to add to your Job
- *Add* the selected Sections to the right **Contents** pane



An asterisk next to a Section indicates that it has already been added to the **Contents** pane at right.

Right-click a Section and *click* **Undo Add Section** if you want to remove it from the **Contents** pane so that it won't be added to the Job.

As an alternative to using the buttons, you can *double-click* a **Master**, **Job**, or **Division** in the left **Add From** pane to *display* the contents. *Double-clicking* a **Section** *adds* it to the right **Contents** pane.

When you've finished selecting Sections, *clicking* the **OK** button will add them to your Job, close this box, and return you to the SI Explorer.

Adding Sections Using the Masters or Jobs Tabs

To choose Sections using either the **Masters** or **Jobs** tab, in the left pane:

1 *Click* the Master or Job from which you want to copy Sections, then *click* the **Divisions** button,
-- or *double-click* the Master or Job.

2 *Click* the Division from which you want to copy Sections, then *click* the **Sections** button,
-- or *double-click* the Division.

3 To copy an individual Section, *click* the Section, then *click* the **Add Sections** button,
-- or *double-click* the Section.

You can select multiple Sections by either holding the **Shift** key (to select Sections listed consecutively) or the **Ctrl** key (for multiple non-consecutive Sections) as you click your selections in the **Add Sections** box. You can also use the **Select All** button to add every Section visible in the left pane.

A Word About the Unified Facilities Guide Specifications (UFGS) Master

UFGS Sections can be used in either **Army** or **Navy** projects. Fully unified Sections have a five digit Section name, while Army-specific Section names are followed with an **A,** and Navy with **N**. These Sections are the only ones that contain a sixth digit in the Section name.

NASA Sections still only contain five digits and are currently not part of the UFGS.

The other two tabs in the left **Add From** pane allow you to either create a completely new Section from a **Template**, or Browse to choose Sections from your drives and network (**.sec** documents only).

Using Templates

Creating New Sections and Local Masters

If you need to create a new Section, you can copy one of the **Templates** provided. These templates are formatted outlines to be used as a guide so that the Section you create will have the proper structure. Basic Templates distributed with SpecsIntact are:

Template	Description
NASASECT	NASA Unified Submittal Formatting
UFGSMSTR	Unified Facilities Guide Specifications Unified Submittal Formatting for Masters
UFGSSECT	Unified Facilities Guide Specifications Unified Submittal Formatting for Sections
SUPP	Used by software to create Supplemental Reference File

These **Templates** give you the proper structure, but while entering your text, you must insert the proper tags (there's that word again!) in the correct locations. You'll learn more about tagging in Chapter 3. Be sure to either overwrite or delete the sample text that explains the content you should enter, which acts as a place holder.

If you've had past versions of SpecsIntact loaded on your computer, older versions of Section templates were not deleted from your system when you installed a newer version of SpecsIntact. In that case, you may also see the following previous versions listed: ARMYOLD, ARMYSECT, NASAOLD, NAVYOLD, and NAVYSECT. These can be removed by using the SI Explorer's **Tools** menu | **Section Templates** dialog box. *Select* the ones you want to delete from the left side of the box and then *click* the **Delete** button.

A good way to manage any new Sections that you need to create is to maintain them in a **Local Master**. This is a Master that you create to hold any Sections that you may want to use again in other Jobs. After you have created your Local Master and created and edited your specialized Sections, you can add them to any Job in the same way that you add Sections from any other Master.

Creating a **Local Master** is similar to creating a Job.

1. *Click* the **New Master** button on the SI Explorer toolbar, or from the **File** menu, *choose* **New** | **Master**.

2. The **Create New Master** dialog box has two tabs to allow you to define pertinent information about the Master that you are creating. It's advisable to name a Local Master something that is easily recognizable to you, since it will be listed in the SI Explorer with your other Masters.

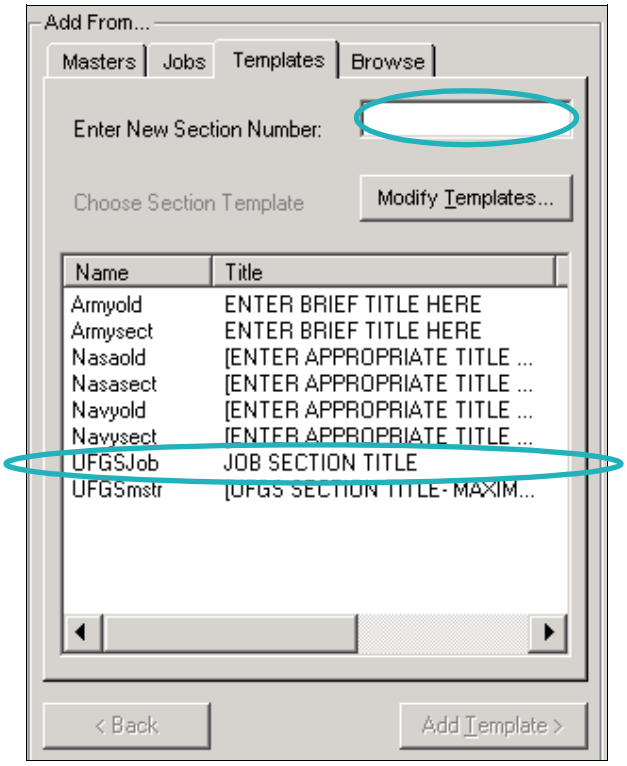
3. *Click* the **OK** button.

You can add Sections to **Local Masters** in the same way that you add them to a Job, or create your own new Sections by *clicking* the **Templates** tab.

Adding Templates Using the Add Sections Box

With the **Templates** tab selected:

1. *Click* the agency **Template** that you want to copy.
2. *Enter* a new **Section Number** in the text box (see **Caution** below about assigning a correct number to a new Section).
3. *Click* the **Add Template** button.



When a new Section is created, it is important that your engineer assign a correct number to it. The **CSI Manual of Practice** should be used as a reference when determining an appropriate number.

You cannot duplicate an existing **Section Title** or **Section Number**.

Revisions *should not* be enabled when using a **Template** to create a new Section. Make sure they are *off*, not just hidden on screen.

Adding a **Template** to your Job in order to create a new Section *should not be confused with* the **Section Templates** command found on the Explorer's **Tools** menu. That function permits you to actually alter your original Templates or create new ones.

Adding Sections Using the Browse Tab

This tab allows you to search your system's drives and network for Sections you want to add. They can be located anywhere, but they must be the **.sec** file type and have the standard five or six character name. For example, you cannot add a Word document (.doc) using this feature. You also could not add a Section that had been renamed with an additional digit, like 04250A**1**. No other file types will be visible using this **Browse** feature.

With the **Browse** tab selected:

1. *Select* the **Drive** you want to search from the pull-down list.
2. In the **Directories** box, *locate* the folder containing the file you want by *double-clicking* the folders to display their contents.
3. In the **Sections** box, *click* the Section you want to copy.
4. *Click* the **Add Sections** button
   -- or *double-click* the Section.

If you choose a Section that is already part of the Job, you will be asked if you want to *overwrite* it. If you do, the Section that exists in your Job will be replaced by the one you selected in the **Browse** process.

SPEC: Support Problems Encountered Commonly

"I received a Section by email, and I saved it in a temporary folder. How do I get this Section into the Job I'm working on?"

— Polly in Peoria

The correct way to add a Section to your Job is through the SI Explorer's **Add Sections** function. After you have saved a Section on your system, use the **Add Sections** box's **Browse** tab to locate the Section and add it to your Job.

Adding More Sections to Your Job

You can always return to the **Add Sections** box at any time to add more Sections to your Job.

Just *click* the button on the SI Explorer's toolbar, or from the **File** menu, *click* **Add Sections**.

Another quick and easy way to add more Sections to a Job is to use the **drag & drop** feature in the SI Explorer.

1. In the left pane, *click* the Job you want to *copy from* to display it's contents in the right pane.
2. From the right pane, *select* the Sections you want to copy and *drag* them to the Job folder you want to *copy to* in the left pane.

What you learned from this chapter:

- How to use the **Create New Job** box to enter the required information to set up a new Job.
- How to use the **Add Sections** box to choose Sections for your Job from Masters or other Jobs.
- How to add a Section **Template** in order to create a new Section.
- How to **Browse** your system drives and network to locate other Section files you want to add to your Job.

Chapter 3

Section Structure & Tags

In this chapter you'll learn:

- The correct format for a Section.
- Proper tagging methods.

In order for SpecsIntact's automated features to make your work easier and your completed project accurate, you need to understand and follow some important formatting guidelines.

Some of the biggest and most time-costly mistakes made by new users of SpecsIntact come from ignoring the **structure** and **tagging** requirements. If you learn these, your editing tasks will be much easier!

Each **Section** begins with a line that contains the **Section <SEC>** tag followed by a **meta <MTA>** tag (this line is not visible when tags are hidden, and it is not printed). It is followed by the **Section Number <SCN>**, **Section Title <STL>** and **Date <DTE>**, each on a separate line as illustrated below. The teal triangle indicates a **Note** that is hidden. When displayed, this Note at the beginning of the Section contains a banner that defines the origin of that Section (more on **Notes** in Chapter 4).

```
<SEC><MTA NAME=SUBFORMAT CONTENT=NEW>
<SCN>SECTION 05211</SCN>

<STL>STEEL JOISTS</STL>
<DTE>09/99</DTE>
```

Character Limits

Section Title
64 Characters

Section Number
5 Characters
(some UFGS use 6)

Date
5 Characters

Following the Section header information, the body of the Section is broken down into three **Parts** that conform to the Construction Specification Institute's (CSI) standard three-part format.

Parts & Subparts

Articles, Paragraphs and Subparagraphs

An exception: **Division 00** and **Division 01** do not require the standard three Parts , but if the **Table of Contents** and **Renumbering** functions are to be used, the **Part** and **Subpart** tags in **Part 1** must be inserted.

Think of **Section** structure like a numbered outline. Each Section has three major top-levels called **Parts**.

Each Part contains a specific type of information:

```
<PRT =1><TTL>PART 1    GENERAL</TTL>
```

Part 1 covers specific **administrative** and **procedural** requirements unique to the Section.

```
<PRT =2><TTL>PART 2    PRODUCTS</TTL>
```

Part 2 describes the **quality of items** required for the Job.

```
<PRT =3><TTL>PART 3    EXECUTION</TTL>
```

Part 3 details **preparatory actions** and explains **how the products** outlined in Part 2 are to be **used** in the Job.

Part Titles are always in UPPER CASE LETTERS.

Each of a Section's three **Parts** is further divided into three **Subpart** levels (but no more than three!). The Subpart numbers are generated automatically by SpecsIntact and placed inside the beginning Subpart tag. **<SPT =1.1>**

The first Subpart level under a Part is known as an **Article**. An Article's number is made up of the Part number (either 1, 2 or 3) followed by a period and the Article number. In addition, the title of an Article is always in **UPPER CASE LETTERS**, preceded by the appropriate **Subpart number**, all of which must be surrounded by **Title tags <TTL>**.

Here's what an Article under Part 1 would look like:

```
<SPT =1.1><TTL>1.1    REFERENCES</TTL>
```

The second and third level **Subparts** follow the same numbering outline — adding a period and number for each level, with their titles surrounded by **Title tags <TTL>** and preceded by the appropriate **Subpart number** — but they appear in **Title Case Letters** instead of upper case.

Character Limits

Article
71 Characters

Paragraph
68 Characters

Subparagraph
60 Characters

A second level Subpart is called a **Paragraph**. An example of a Paragraph under Part 2 would look like this:

```
<SPT =2.2.4><TTL>2.2.4   Steel Valves in Plastic Lines</TTL>
```

A third level Subpart is called a **Subparagraph**. An example of a Subparagraph under Part 3 would look like this:

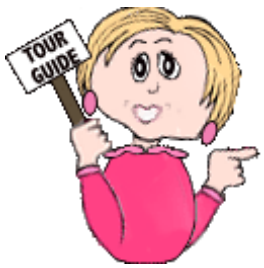
```
<SPT =3.2.4.1><TTL>3.2.4.1   Structural Projects</TTL>
```

Do not attempt to add a forth level Subpart. If you need additional levels under a Subparagraph, then use letters and numbers (surrounded by **<ITM>** tags) as follows:

1.1.1.1 Subparagraph
a. text
(1) text

These extra levels *will not* be renumbered by SpecsIntact the way Subpart levels are, so if you make any changes, you must renumber them manually.

By now, you may be wondering about those funny looking little angle brackets **< >** with the letters in between. User, meet the **Tags**! As we mentioned earlier, without the tagging, SpecsIntact can't do its job. Everything, E-V-E-R-Y-T-H-I-N-G in SpecsIntact is tagged. The Editor gives you a special row of buttons for inserting the tags — they are not typed manually. Without proper tagging, the built-in quality assurance reports and Job processing cannot work properly.



In the next few pages, we'll give you some foundational information to help you understand and use tags correctly. The illustration on the next page shows the structure of a Part with tags and numbering.

```
<PRT =1>PART 1   GENERAL

    <SPT =1.1>1.1   (ARTICLE)

        <SPT =1.1.1>1.1.1   (Paragraph)

            <SPT =1.1.1.1>1.1.1.1   (Subparagraph)
            </SPT =1.1.1.1>         (End of Subparagraph)

            <SPT =1.1.1.2>1.1.1.2   (Subparagraph)
            </SPT =1.1.1.2>         (End of Subparagraph)

            <SPT =1.1.1.3>1.1.1.3   (Subparagraph)
            </SPT =1.1.1.3>         (End of Subparagraph)

            <SPT =1.1.1.4>1.1.1.4   (Subparagraph)
            </SPT =1.1.1.4>         (End of Subparagraph)

        </SPT =1.1.1>         (End Paragraph)

    </SPT =1.1>     (END OF ARTICLE 1.1)

    <SPT =1.2>1.2   (ARTICLE)

        <SPT =1.1.2>   (Paragraph)

            <SPT =1.2.1.1>1.2.1.1   (Subparagraph)
            </SPT =1.2.1.1>         (End of Subparagraph)

        <SPT =1.1.2>   (End of Paragraph)

    </SPT = 1.2>    (END OF ARTICLE)

</PRT =1>   (END PART 1)
```

Notice that **Parts** have their own tag — **<PRT>** — but **Articles**, **Paragraphs** and **Subparagraphs** all share the same **Subpart** tag — **<SPT>**. The way you can tell what level a Subpart tag represents is by looking at the level number contained inside the tag, such as **<SPT =1.1.2>**. This would represent **Part** 1, **Article** 1, **Paragraph** 2.

Tags

The Keys to SpecsIntact

You can't successfully use SpecsIntact without understanding and using the tags correctly — so don't even try! In the long run, taking time now to learn about tagging will pay off in the long run.

The tagging system used in SpecsIntact is similar to its better-known relative, HTML (Hypertext Markup Language) that makes web pages display correctly in your web browser. In much the same way, SpecsIntact uses tagging to distinguish between all the different elements in a Section.

> It is possible to view a Section on your screen without viewing the tags, but when editing, you should always have the tags visible to avoid big problems. We'll discuss this more in Chapter 5.

On the next page, we've listed some basic tagging rules that you should keep in mind. But before we get into those, below is the basic anatomy of a tag.

Most tags come in pairs — the beginning and ending tags encompass the information that they define.
Notice that the end tag is distinguished by a backslash

/

within the tag.

<TAG>information to be tagged</TAG>

> While the tags most immediately surrounding information identify it, that information is also contained within other higher level tags that have a relationship to it as well.
>
> Think of it like a family tree: Mary is *tagged* as <wife> inside the <marriage > tags, but she is also tagged with <mom> tags, too. Outside of the marriage tags, in her extended family, she carries other tags like <daughter>, <sister>, <grand-daughter> and so on. So it is with tagged elements in your specifications: a measurement, for instance, may also be within tags for text, Subparagraph, Paragraph, Article, Part, and ultimately, Section.
>
> With tagging relationships in focus, your editing will go more smoothly!

Tags Rules

Some Basics

Every set of tags either completely encompasses another set, or the set is completely contained within another set of tags. For example:

TXT tags inside

<TST><TXT>text text text</TXT><TST>

TST tags outside

OR

TST tags inside

<TXT><TST>text text text</TST></TXT>

TXT tags outside

BUT NOT

<TST><TXT>text text text</TST></TXT>

TST and TXT tags are never interlinked

Tags are not typed, they are inserted using either the corresponding button on the tags bar of the SI **Editor**, or by using the **Insert** menu and choosing the tag you want from the drop-down box. Inserting tags using these methods insures that they are placed correctly and that both beginning and ending tags are used.

- All content in a Section must be tagged.
- Every **Section** must begin with a **<SEC>** tag and an end with a **</SEC>** tag.
- The <SEC> tag is followed by a meta tag line:
  <MTA NAME=SUBFORMAT CONTENT=NEW>
- All three **Parts** must begin with a **<PRT =#>** tag and an end with a **</PRT =#>** tag.
- Every **Article** must begin with a **<SPT =#.#>** tag and end with a **</SPT =#.#>** tag.
- Every **Paragraph** must begin with a **<SPT =#.#.#>** tag and end with a **</SPT =#.#.#>** tag.
- Every **Subparagraph** must begin with a **<SPT =#.#.#.#>** tag and end with a **</SPT =#.#.#.#>** tag.
- There must be **three blank spaces** between the number that follows a **<TTL>** tag and the **Title** itself.
  <TTL>2.2.4 Steel Valves</TTL>

Typical Part, Subpart and Title tag lines look like this:

<PRT =1><TTL>PART 1 GENERAL</TTL>

Notice the three spaces that precede any title.
PART 1 GENERAL
1.1 REFERENCES

<SPT =1.1><TTL>1.1 REFERENCES</TTL>

<SPT =1.1.1<TTL>1.1.1 General Requirements</TTL>

</SPT= 1.1.1></SPT =1.1><SPT =1.2><TTL>1.2 SUBMITTALS</TTL>

The end tag for an **Article** appears when the numbering goes to the next Article number in sequence. This is also true for Paragraphs and Subparagraphs.
</SPT = 1.1><SPT = 1.2>

</SPT =1.2></PRT =1><PRT =2><TTL>PART 2 PRODUCTS</TTL>

The end tag for a **Part** appears just prior to the beginning tag for the next Part, and on the same line. ***Do not*** add extra lines between them.
</PRT =1><PRT =2>

<SPT =2.1><TTL>2.1 ALUMINUM ALLOY PRODUCTS</TTL>

<SPT =2.1.1><TTL>2.1.1 Aluminum Finishes</TTL>

<SPT =2.1.1.1><TTL>2.1.1.1 Anodic Coating</TTL>

</SPT =2.1.1.1></SPT =2.1.1></SPT =2.1></PRT =2><PRT =3><TTL>PART 3 EXECUTION</TTL>

All end tags for **Articles**, **Paragraphs**, and **Subparagraphs** must appear on the same line before the end tag for the **Part** and the beginning tag for the next Part.

Tags

Definitions

The tags used in SpecsIntact are listed below in alphabetical order, followed by a brief description of each. Some, including their content, are color coded on screen for easier recognition. These colors can be toggled on or off using the Editor's **View** menu.

ADD	Additions (Revisions) - Green
&AST	Asterisk
DEL	Deletions (Revisions) - Red
CHG	Change Notice
DOC	Document File
DTE	Section Date
&END	End of Section
ENG	English - Dark Blue
&EOD	End of Document
HDR	Header
HL1	Underline
HL2	*Italic*
HL3	**Bold**
HL4	Center
HLS	Screen Highlight - Orange
&INC	Include
ITM	Item
LST	List
MET	Metric - Dark Red
MTA	Unified Submittal Format
NED	Need Lines
NPR	Note Paragraph
NTE	Note
OAD	Organization Address
ORG	Organization
OTH	Other File
PGE	Page Break
PRA	Preparing Activity
PRT	Part
REF	Reference
RID	Reference Identifier - Pink
RTL	Reference Title
SBM	Submittal
SBS	Subscript
SCN	Section Number
SCP	Section Scope
SEC	Section
SPS	Superscript
SPT	Subpart
SRF	Section Reference - Violet
STL	Section Title
SUB	Submittal Key - Blue
TAI	Tailoring Option - Teal
TBL	Table
THD	Table Header
TOC	Table of Contents
TST	Test Requirements
TTL	Title
TXT	Text
URL	Hyperlink - Dark Yellow

Entity & Tailoring Tags

Just like every family has some unique individuals, the SpecsIntact tagging family has some as well.

Tags that carry certain attributes and perform functions are known collectively as **Entity** tags. Their functions vary widely, and they are included in the chart on the previous page, but here are a few examples:

When inserting a **Note**, instead of typing a line of asterisks, you insert the **<&AST>** tag to represent a line of asterisks. When you display the Notes and tags on your screen, you will see the <&AST> tag instead of the asterisk line. When you display Notes without tags visible, you will see the asterisk bars surrounding the Note. So in this case, the tag isn't surrounding content, it is actually inserting content — the line of asterisks.

Other Entity tags are:

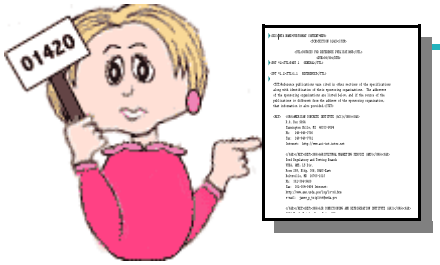
- **<MTA>** designates that a Sections contains the Unified Submittal Format.
- **<&END>** represents the —END OF SECTION— line.
- **<&EOD>** used only for the Division 00 documents to represent End of Document.
- **<&INC>** is used only in Masters (primarily by Navy) to include their standard cover in every Section.

Tailoring Options

Designated by the **<TAI>** tag, Tailoring Options can be a bit confusing, but they're great time savers. They are used by the writers of the Master specifications to set aside information that you can remove completely from the Sections if it doesn't apply to the project on which you are working. By placing it within <TAI> tags, they've made it easy for you to remove this information without manually editing it out of each Section in the entire Job. For this reason, tailoring is often referred to as pre-editing. By using the built-in features of SpecsIntact, it is possible to remove the contents of <TAI> tags from individual Sections, or from an entire Job, without ever opening the Sections in the Editor. You'll learn more about using Tailoring in Chapter 4.

Tags

References



Section 01420 Sources for Reference Publications contains the following tagged information for all the References found in the Master text:

- **Reference <REF>** tags surround the information and other tags for each reference publication listed.
- **Organization <ORG>** tags enclose the name of the sponsoring organization.
- **Organization Address <OAD>** tags surround the address, phone, fax, email and Internet information for each sponsoring organization.

SpecsIntact helps automate the use of **References** in you Job. This great time saver is controlled by the use of a family of tags that identify the Reference-related elements, a listing of References within each Section, and a Section listing all referenced publications. Your goal at the end is to have these lists reflect only the References actually used within your Job — a task SpecsIntact will accomplish for you during processing through **Reconciliation** — as long as the information is inserted and tagged properly.

We'll cover more on adding References in Chapter 4, and describe how the Processing function works in Chapter 5, but for now, here are a few basics:

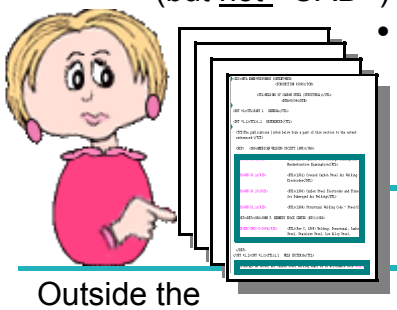
The content of the **References** cited in the Sections is considered part of the specifications. **Section 01420** supplies contractors with information they need to order the necessary referenced publications.

In Chapter 2, we mentioned the two Sections that are automatically added to every Job because they are necessary for processing your finished specifications. One of them — **Section 01420 Sources for Reference Publications** — lists all the sponsoring organizations (with addresses) for publications that are referenced in the Master text. During processing, this list will be used to check the Reference Publications.

Within each Section, a listing of References used in that Section is contained in Part 1 within the **Reference Article** (remember that an Article is a first level Subpart). You can add to this list, but you shouldn't remove any References, since any you don't use in your final text will be automatically excluded from the output files you produce during processing.

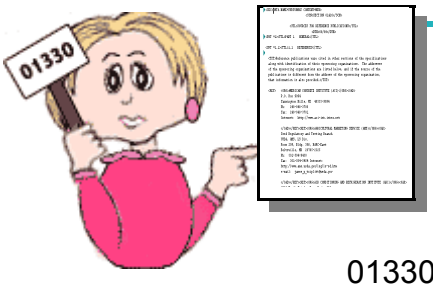
The **Reference Article** of each Section (found in Part I) contains:

- **<REF>** and **<ORG>** tagged information (but not <OAD>)
- **Reference Identifiers <RID>**
- **Reference Titles <RTL>**



Outside the Reference Article, you will only have **Reference Identifiers <RID>**.

Submittals



Section 01330 Submittal Procedures contains the following tagged information:

- **Submittal <SBM>** tags are found only in the 01330, and completely surround the information and tags for each **Submittal Description** and **Submittal Category**.
- **Submittal Descriptions (SD Numbers)** and **Titles** are surround by **<SUB>** tags, which are within a set of **<TXT>** tags.
- Submittal categories are surrounded by **List <LST>** tags.

SpecsIntact also automates the use of **Submittals** in your Job, which brings us to the second of the two Sections necessary to process a finished Job: the **01330 Submittal Procedures**. This Section lists all the **Submittal Descriptions** — as well as pertinent instructions. Submittals fall into one of eleven assigned **Submittal Descriptions** (containing numbers and names) that should not be altered.

Submittal Items are each listed under their corresponding **Submittals Description** in the Section's **Submittal Article** (within Part I). Only Submittal Items actually used elsewhere within the Section should be listed in the Submittal Article, and they must be identical and tagged properly to enable the system to process the information correctly. The Submittal Article can be edited.

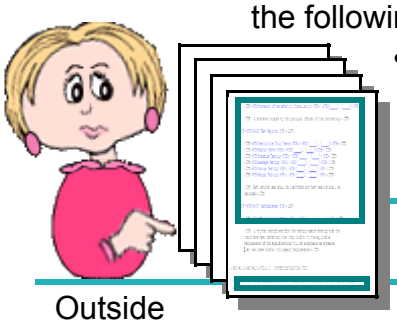
Submittals are items — such as samples or drawings — that must be provided by the contractor. The **Submittal Register** form can be generated from your Job to show all the Submittals in a grid format.

In addition to the information contained in the Job's Sections, another document — called the **Submittal Register** — can be produced when printing a Job if the Submittals have been correctly tagged. It lists the materials, products or items for each Submittal, and cites the **Section** and **Subpart** location where the Submittal is mentioned in the Job's text.

You will learn more about tagging and formatting Submittals in Chapter 4, and in Chapter 6 we'll cover more about producing the Submittal Register.

The **Submittal Article** of each Section (found in Part I) contains the following tagged information:

- **<LST>**
- **<SUB>**
- **<ITM>**



Outside the Submittal Article, you will only have **<SUB>** tags.

Support Problems Encountered Commonly

"I just finished editing six Sections of the first Job I've ever done in SpecsIntact. Now my co-worker (who's used SpecsIntact in the past) says I should have been viewing what she called "the tags" while I was editing. I got confused by all those things mixed in with the text so I did my editing without displaying them on the screen. Was this a mistake?"

Dottie in Dallas

Yes Dottie, that was a mistake. Without the tags visible, your cursor may not be located where you think it is and you may be deleting necessary information and tagging. It's vitally important that your tagging is correct so that all the elements within your Sections are identified properly. You will need to correct any tagging errors in those six Sections, and from now on, always edit with the tags visible on your screen.

What you learned from this chapter:

- Sections have three top levels known as Parts.
- Each Part can have no more than three lower levels known as Subparts.
- The three Subpart levels are called Articles, Paragraphs, and Subparagraphs.
- Parts and Subparts have specific numbering and title requirements.
- All information in a Section must be tagged to be identified, and SpecsIntact uses fifty different types of tags for this purpose.
- Most tags come in pairs with both a beginning and ending tag that encompass the information they identify.
- References and Submittals each use a family of tags to identify their elements and assist in processing.
- You should always display the tags on your screen when editing to avoid costly errors.

Chapter 4

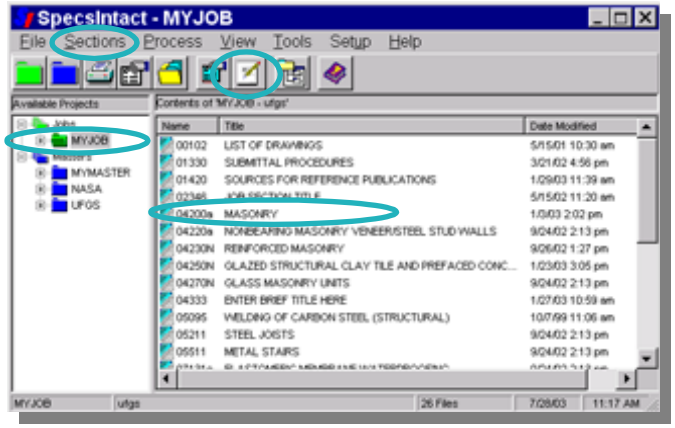
Editing Your

In this chapter you'll learn:

- Pre-editing using Tailoring Options.
- How to open a Section in the SI Editor.
- Toggling on-screen elements using the toolbar.
- Inserting tags using the tags bar.
- To use Revisions while editing.
- Shortcuts for removing tags and text.
- How to remove or insert References.
- How to remove or insert Submittals.

The time has finally arrived! Armed with the knowledge you've gained, you are now ready to tackle editing your first Section!

Taking the printed Sections that have been marked-up by your engineer, you can now use the SI **Editor** to make those changes to the Section files in your Job. To do so, you always start by opening the Job in the SI **Explorer**.



From the SI **Explorer**:

1 *Click* your **Job** folder in the left pane to display the Sections it contains in the right pane.

2 Use one of the following to open the Section you want to edit in the SI Editor:

— *Click* the Section once in the right pane, then *click* the **Edit** button on the toolbar,

OR

— *Click* the Section once in the right pane, then *click* the **Sections** menu and choose **Edit**,

OR

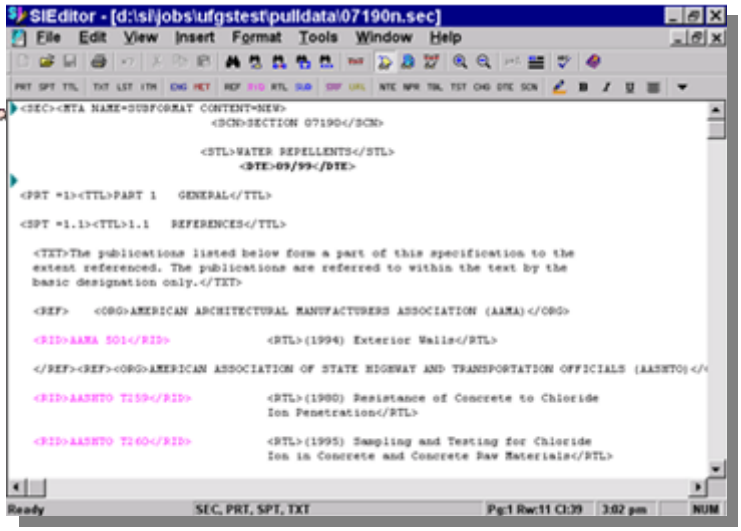
— *Double-click* the Section in the right pane.

Using any of these methods, the Section you select will open in the SI **Editor**.

Welcome to the SI Editor

Learning Your Way Around

You can access all the functions you need to do your editing by using the Editor's menus, toolbar and tags bar.



File Edit View Insert Format Tools Window Help

Many common commands are accessible from both the menus and the toolbar.

A number of them are familiar Windows-standard functions — such as cut, copy, and paste.

Others — such as the commands to show or hide screen elements like tags, notes and revisions — are specific to the SI Editor.

PRT SPT TTL | TXT LST ITM | ENG MET | REF RID RTL ORG OAD SUB | SRF URL

Using a button on the tags bar inserts a pair of the selected tag. You can either insert the tags then type the information between them, or type the information first, select it, then click the tag button to insert the tags around it.

NTE NPR TBL TST CHG DTE SCN SCP STL

The tags bar can be customized — you can display only the tags you use frequently by *clicking* the down arrow at the end of the bar and checking or unchecking the tag name.

! Always edit with the tags visible on the screen. You can turn tags off to check the formatting, but when you make any changes, you must see the tags. Following this rule will prevent major errors.

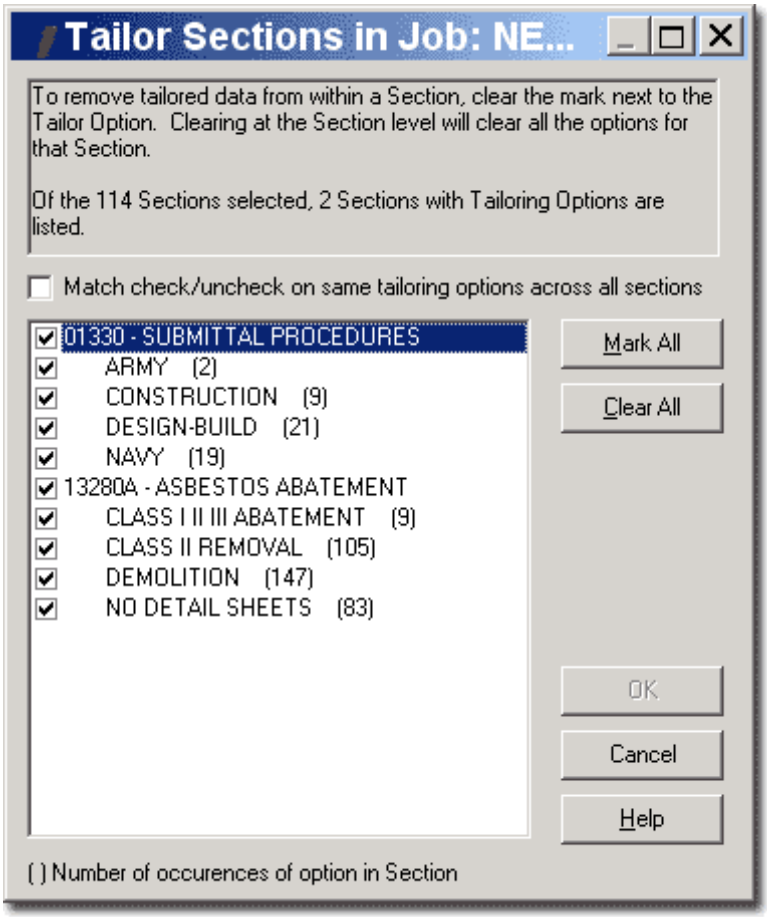
Use this button to toggle the tags off and on.

Tailoring Options

Pre-Editing Your Job

In Chapter 3, we introduced you to the concept of **Tailoring** — a way to pre-edit Sections when the Master text preparers have marked information with Tailoring **<TAI>** tags. If Sections contain **Tailoring Options**, you can choose to *leave* or *remove* all the information within the <TAI> tags — either throughout the entire Job, or in selected Sections — without opening any of the Sections in the Editor. This eliminates the need to manually edit this information in each Section.

It's especially important that you understand Tailoring if you are using the **UFGS** Master text, since the **01330 Submittal Procedures** Section does contain agency-specific Tailoring Options.



1. You can Tailor an entire **Job** by using the SI **Explorer**'s **File** menu | **Tailor** command.
2. You can Tailor selected **Sections** by using the SI **Explorer**'s **Sections** | **Tailor** command.

If you open a Section in the SI **Editor** that has Tailoring Options, you can use the **Editor**'s **View** menu to select which to show or hide. There is an Option on the **Tools** menu | **Options** | **Save** tab where you can indicate what you want the software to do with Tailoring Options that are *hidden* when you close a Section — retain them, delete them, or warn before deleting.

Removing Tailoring Options from a Section is permanent. They cannot be restored once they are deleted.

Viewing a Section

Tags, Notes, & Units of Measure

By looking at this example, you can see the advantage of toggling the tags off to check the formatting.

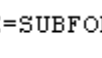
Just remember to turn them back on before you begin to edit again!

When you look at a Section with the tags hidden, only the content is visible. In this example, you see only the Section Number, the Section Title, and the Date. The teal triangle at the left margin indicates that there's a Note hidden as well.

```
SECTION 05211

STEEL JOISTS
09/99
```

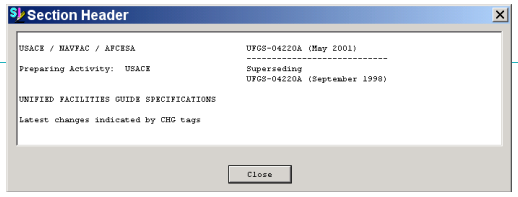
Here is the same information with the tags displayed. As you can see, the Section and meta tags are now visible, in addition to the tags that surround the Section Number, Section Title, and Date. The teal triangle indicates that the Note is still hidden.

```
<SEC><MTA NAME=SUBFORMAT CONTENT=NEW>
<SCN>SECTION 05211</SCN>

<STL>STEEL JOISTS</STL>
<DTE>09/99</DTE>
```



Use this button to view or hide the contents of all the Notes in the Section. When viewed, the Note text appears in bold and set apart from the other text by a row of asterisks above and below.

To view the contents of a single hidden Note, *click* the teal ▶ triangle and the Note contents will display in a pop-up box.



Units of Measure

You can determine which units of measure (**English** or **Metric**) you want to display on the screen while editing by using the **Options** tab of the New Job dialog box. However, if you want to change the display while editing, you can do so from the Editor's **View** menu. Keep in mind you *do not* need to remove the type of measurements and tags that you do not use. When the Job is processed and printed, it will only contain the type of measurement you choose.

Using Revisions

The use of the **Revisions** feature deserves close attention. Before you ever begin to edit the first Section of your Job, you need to know if you are required to show Revisions. This is an advanced feature, but here are a few basics.

You use Revisions when you need to show the information that is to be added or deleted without actually executing the change. If you know that you will be using Revisions when you set up your Job, you can enable it from the **Options** tab in the New Job dialog box (discussed earlier in Chapter 2).

Just how does this feature work? Here's a portion of text that has been edited with Revisions enabled:

<TXT>The publications listed ~~<DEL>below</DEL>~~ form a part of this specification to the extent referenced. The publications are referred to within the text by the<ADD>ir</ADD> basic designation only.</TXT>

- The word "**below**" was deleted. With Revisions enabled, instead of actually removing the word, it was instead surrounded by **<DEL>** tags and displayed in **red strike-through**. This indicates that the text is tagged for deletion.
- The letters "**ir**" were added to the word "the" to change it to "their" so those letters are surrounded by **<ADD>** tags and are displayed in **green underline**, indicating that they are to be added.

Don't confuse the these two buttons!

This button actually *enables* the Revisions function — if you turn it off, your changes won't be marked in the text.

This button lets you *view* or *hide* the Revisions on the screen, in the same way the tags and notes buttons work. It hides the <DEL> tags and text they contain, as well as the <ADD> tags, but displays text between the ADD tags.

To remove tags *without* removing their content, you need to *disable* **Revisions**.

Using Revisions

Reversing or Executing from the Editor

But what if you want to change something that has been marked with either **ADD** or **DEL** tags? There are functions to *reverse* each in the SI Editor. On the **Edit** menu, you'll find these two commands:

- **Undelete Redlined Revisions** will *remove* **DEL** tags and *leave* the text that had been marked for deletion with red strikethrough.

  ~~<DEL>below</DEL>~~

- **Delete Added Revisions** will *remove* the **ADD** tags and *remove* the text that had been added in green text.

  <ADD>ir</ADD>

You can use these two commands to either:

- Remove only one occurrence by *selecting* it, then *clicking* the corresponding command to reverse it.
- Remove all occurrences within a Section by *clicking* the appropriate command without any text selected.

The **Execute Revisions** command in the **Editor** makes permanent all changes marked using the Revisions feature. This action cannot be reversed by the Undo command, so you must be certain that you no longer need the marked Revisions.

In Chapter 5 we'll cover how to use Execute Revisions for an entire Job or for selected Sections from the **SI Explorer** prior to finalizing your Job.

On the SI Editor's **Edit** menu, you'll find the **Execute Revisions** command that you can use for the open Section in two ways:

1. To accept only one occurrence of a Revision in the open Section, *select* that instance of text tagged with either **ADD** or **DEL** tags and *click* the **Execute Revisions** command to *make permanent* only that occurrence.
2. To *execute all* Revisions — both **ADD** and **DEL** — within the open Section, *click* the **Execute Revisions** command without any text selected.

When marked Revisions are executed, the changes will become *permanent*, and the ADD and DEL tags will be removed along with the red strikethroughs and green underlining. The changes now appear as regular text and will carry the attributes of the tags that enclose it.

Begin Editing!

This is it! You're sitting at your computer. You have the first Section you want to edit open on-screen in the Editor. You have the printed copy that has been marked with changes by the engineer. You have determined whether or not you are required to show the additions and deletions by using the Revisions feature. The time has come to edit!

So, with the tags visible on-screen, you locate the first change indicated in your marked copy.

Here's an exercise you can do to help you understand why it is vitally important to only edit when the tags are displayed.

1 **Use the toggle tags button to hide the tags on screen.**

2 **Place your cursor just to the left of a Part.**

```
PART 2    PRODUCTS
```

3 **Now use the toggle tags button again to display the tags on screen and look at where your cursor is sitting.**

```
</SPT =1.5></PRT =1><PRT =2><TTL>PART 2    PRODUCTS</TTL>
```

As you can see from this illustration, the cursor is not to the left of the Part tag as you might have expected, but is actually to the left of the ending tag for the previous Subpart.

Editing Tips

SpecsIntact's automated features include a safeguard to help you avoid tagging errors. If you attempt to place a tag in a location that violates tagging rules, you will see a error message.

Save your changes often! Not only will this prevent you from losing changes if you have a sudden computer problem, but SpecsIntact will check your work each time you use the Save function and produce a **Validate Log** if it detects certain kinds of problems with tagging. Keep in mind this will not identify all types of errors, and you should always run **Reconciliation** and the **QA Reports** during processing (covered in Chapter 5).

Adding Information

If you insert additional information into existing text, the new text will be identified by the existing tags:

<TXT> Floor covers shall be maintained.</TXT>

to

<TXT>Floor covers shall be maintained **in good condition**.</TXT>

The additional words — "in good condition" — are identified by the existing TXT tags.

If you were inserting this as completely new information, you would either:

1. *Type* your text.
2. *Select* the text you just typed.
3. *Click* the **TXT** button.

The tags would be inserted surrounding the text.

or

1. *Place* your cursor where you want to insert the text.
2. *Click* the **TXT** button to insert a set of tags.
3. *Place* the cursor between the tags and *type* the text.

Deleting Information

If you delete some of the information between existing tags, don't delete the tags. An example would be:

<TXT>Floor covers shall be maintained in good condition.</TXT>

to

<TXT> Floor covers shall be maintained.</TXT>

When you remove the words — "in good condition" — you must be careful not to remove the ending </TXT> tag.

If you want to remove this information completely, you would remove both beginning and ending TXT tags as well by doing one of the following:

1 *Select* all the information including both begging and ending tags.
2 *Hit* the **Delete** key (check spacing).

or

1 Place your cursor to the immediate left of the beginning TXT tag.
2 Hold down the **Shift** key while hitting the **Delete** key (check spacing).

- A *double-click* method for selecting text is illustrated in Chapter 6.
- The general rule is one blank line between paragraphs.

After you've edited a few Sections, it is highly recommended that you check your editing skills by running **Reconciliation** and the **Reports** to spot any errors before you've repeated them in every Section of your Job. If you continue to use these tools periodically as your Job progresses, you shouldn't be faced with as many problems to correct at the end of the line when you're trying to get your Job completed on a deadline.

Follow the procedures for using the Reports as outlined in Chapters 5 and 6, and process all the Sections in the Job (even if you haven't edited them all). You will only need to look at and correct errors on the Reports found in the Sections you have actually edited (and ignore the others until those Sections have been edited). Correcting these along the way will save you time at the end!

A common mistake made by new users is deleting the text between tags but leaving the tags. Don't leave behind empty tags!

Text Replacement Methods

Using Brackets & Tailoring Options

Brackets are found in some Master text. They provide you with the ability to choose among several options of information, or in some cases, empty brackets indicate a fill-in is necessary. All bracketed choices in a Section must be resolved before processing, and they can be located by using the **Bracket Replacement** button on the toolbar.

This function will locate each set of brackets and give you the opportunity to choose from bracketed text or enter new text.

```
<TXT>Drawings will be submitted [30] [60] [90] days
prior to commencement of excavation.</TXT>
```

We discussed earlier how **Tailoring Options** make specification editing easier by providing a way to included or excluded blocks of information that have been enclosed in Tailoring tags by the Master specification writers.This gives you the ability to easily eliminate requirements that do not pertain to your Job without editing them manually from the Sections.

```
<TAI OPT=DUST><TXT>Dust and dirt rising during demolition
operations shall be effectively controlled by water sprinkling
or other approved method.</TXT></TAI>
```

However, if you haven't used the Tailoring pre-editing options available through the SI Explorer, you may come across text like this surrounded with the **<TAI>** tags. It's not too late to use the Editor's Tailoring function described earlier in this chapter, or return to the SI Explorer to Tailor the Sections on the Job level. Either way, it's meant to be a time saver!

A major difference exists when it comes to using these two functions with **Revisions**:

- The additions and deletions with **Brackets *will*** be marked as Revisions.
- When you remove **Tailoring Options**, they ***will not*** be marked as Revisions.

Formatting

Parts and Capitalization

One of the keys to using SpecsIntact successfully is correct formatting. Not only is this important to enabling SpecsIntact to work properly, but the agencies served by SpecsIntact require it. In Chapter 3, we covered the basic three **Parts** of each Section, as well as **Article**, **Paragraph** and **Subparagraph** levels. If you need to, review this material again as you begin to edit. Keeping this structure is vital to producing a correctly formatted Job.

When editing Sections in Divisions 02 through 16, do not delete any of the three Parts, even if you do not need them. If they are not applicable to the Section, they must remain in the Job, followed on the next line by the words **Not Used** in title case (without a period) and surrounded by **<TXT>** tags.

With tags visible:

```
<PRT =3><TTL>PART 3   EXECUTION</TTL>

  <TXT>Not Used</TXT>
```

With tags hidden:

```
PART 3   EXECUTION

  Not Used
```

Capitalization should be consistent throughout the Job, including the initial letter of certain specific nouns and of proper names. Some examples would be:

- Contracting Officer - When referring to the representative of a government agency with authority to make decisions.
- Government - When a government agency is a part of the contract.
- Contractor - When referring to the contractor who is party to an owner-contractor agreement.

Formatting

Text and Numerals

Formatting Numbers:

- Spell out **feet** when no inches are used.
  (8 feet)
- Spell out **inches** when no feet are used.
  (8 inches)
- When using **both feet and inches**, it is permissible to use symbols.
  (8'-8", 8'-2-1/2")
- A complete dimension must appear on one line; do not separate.
- Standard designations must appear on one line; do not separate.
  (ASTM C 270, ANSI ASME A17.1)
- Use numbers whenever possible, and always for dimensions. When defining both quantity and dimensions, use the written word for quantity and the number for the dimension.
  (three 1/2 inch holes)
- Always use figures for degrees, percent, and money (3 inches by 5 inches, 50 degrees F (20 degrees C), 20 percent, $5.50).
- Decimals should be expressed in figures.
  (6.235)
- For quantities less than one, a zero should be used before the decimal point.
  (0.235)
- To maintain uniformity throughout the specification, fractions should be typed using individual keys rather than the limited number of fraction keys provided on standard keyboards.
  (1/4 and 1/2)
- Omit unnecessary zeroes in time and money references.
  ($200, 9 p.m.)

The following tags control text appearance:

- **<HL1>** Underline
- **<HL2>** *Italic*
- **<HL3>** **Bold**
- **<HL4>** Center

Don't confuse these with the **<HLS>** tag which allows you to highlight text (in orange) for on-screen display or draft printing only through the Editor. This tag can be used to call attention to particular text as the specifications are being prepared. The **<HLS>** tag has no affect on the final, processed Sections.

When formatting Metric and English measurements, certain spacing works best to ensure that the formatting is right when one or the other of the measurements is hidden, especially during printing. In the following examples, the underscore _ indicates one space.

For mid-line placement:

```
your text<MET>_3 meters</Met><ENG>_10 feet</ENG>_your text
```

But if it falls at the start of a sentence:

```
your text<MET>_3 meters</Met><ENG>_10 feet</ENG>_your text
```

Or at the end of a sentence:

```
your text<MET>_3 meters</Met>ENG>_10 feet</ENG>your text
```

Punctuation is placed outside the tags:

```
your text<MET>_3 meters</Met><ENG>_10 feet</ENG>,_text
```

Keep in mind these are guide-lines that may not work in all situa-tions. You should always check the spacing visually, especially at the beginning or end of a sentence.

Symbol NO-NO List

Because of potential problems, the following should be *written* instead of using the symbols:

- **percent not** %
- **degree not** °
- **plus not** +
- **minus not** -
- **by not** X
- **per not** /
- **at not** @

When you need to insert a table, use the **TBL** button. It will place both table <TBL> and table header <THD> tags at the point of insertion. Here's a formatted table:

```
<TBL><THD>
          <HL1>Color</HL1>                          <HL1>Device Indicated</HL1>
</THD>
          Amber]  _____]                Pull Station

                                          Smoke Detector
                                          Located in:

          Red]  _____]                  Ceiling

          White]  _____]                Underfloor

          Blue]  _____]                 Above Ceiling

          Green]  _____]                Duct
</TBL>
```

Table Tips

- Formatting tags that you can use inside a table are those for **underline**, **italics**, **bold** and **center**.
- A table can be located inside a **Note** (see the next page for more on Notes) as long as it does not extend beyond column 70 before it wraps. Don't place <TBL> or <NPR> tags around a table within a Note.
- When using measurements in a table, the preferred method is to duplicate the formatting and make one for each measurement (English and Metric). Check your formatting by turning off the tags for each type of measurement separately to ensure clean formatting for both.

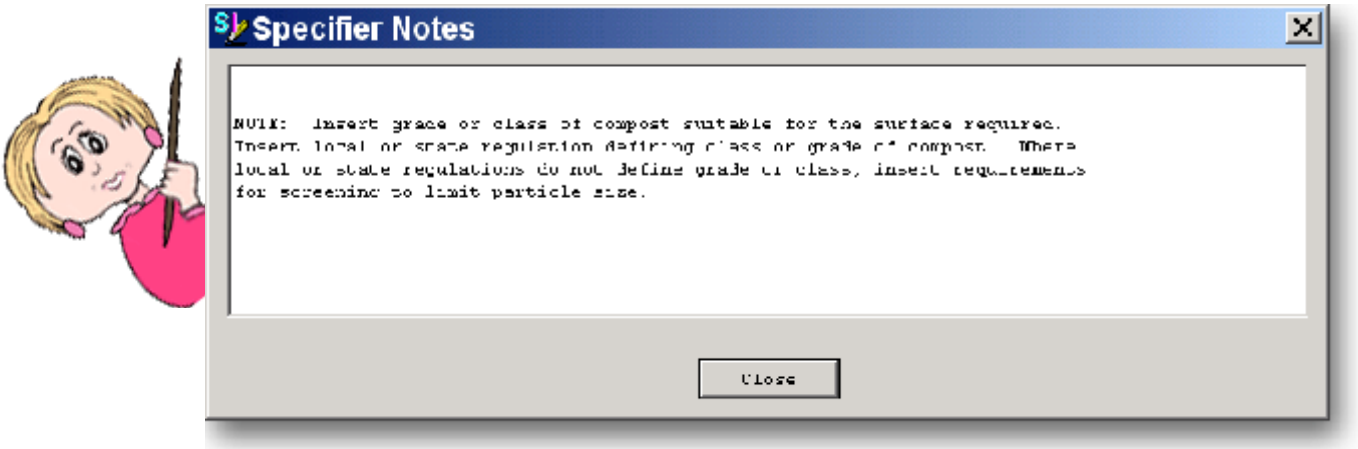
Table columns in SpecsIntact are separated by spaces (they do not use tabs or margins to establish the positions). If you get the first row set up correctly, it will make the rest of the formatting easier.

Notes

When you need to insert a **Note**, use the **NTE** button. This will insert Note **<NTE>** tags, Asterisk **<&AST>** tags, and Note Paragraph **<NPR>** tags, followed by the word **NOTE** and a colon (:). It should be inserted on a new line immediately below the previous one (no blank line between). Here's what a Note looks like with text inserted:

```
<NTE>
<&AST>
          <NPR>NOTE:  Insert grade or class of compost suitable for
          the surface required.  Insert local or state
          regulation defining class or grade of compost.
          Where local or state regulations do not define grade
          or class, insert requirements for screening to limit
          particle size.</NPR>
<&AST>
</NTE>
```

With Notes hidden, only the colored triangle symbol is visible, but clicking on the symbol will display the Note content in a box like this:



When you print with Notes visible, it looks like this:

```
*****************************************************************************
          NOTE:  Insert grade or class of compost suitable for
          the surface required.  Insert local or state
          regulation defining class or grade of compost.
          Where local or state regulations do not define grade
          or class, insert requirements for screening to limit
          particle size.
*****************************************************************************
```

References

In Chapter 3, we discussed the tags that relate to **References**. You may need to review that information as you edit. In the following you'll find an overview of what you need to know to add or delete information and tags relating to References as you edit your Sections.

It may help you understand editing your References better if you know what the end result will be when your Job is processed.

The **Reference Article** of each Section will contain the following tagged information for only the References **<REF>** used in that Section:

- Sponsoring Organizations **<ORG>**
- Reference Identifiers **<RID>**
- Reference Titles **<RTL>**

```
</REF><REF><ORG>ASPHALT INSTITUTE (AI)</ORG>

<RID>AI MS-02</RID>                <RTL>(1994; 6th Ed) Mix Design Methods for
                                   Asphalt Concrete and Other Hot-Mix Types</RTL>
```

Throughout the rest of the Section, only the Reference Identifiers **<RID>** are used.

RIDs and their content appear in pink:

```
2 coats of asphalt varnish conforming to <RID>FS TT-V-51</RID>.
```

If you place your mouse pointer over a RID, a tip box with its corresponding information will display:

```
<RID>FS TT-V-51</RID>.
        NASA Master Reference [ORG: GSA] = (Rev F) Varnish:  Asphalt
```

In Chapter 5, we'll explain more about processing and what occurs to make the **01420 Sources for Reference Publications** Section unique to your Job, while creating a unique **Reference Article** in each Section.

The Reference Wizard's auto open feature can be disabled by clicking the **Don't Show Wizard Again** box at the bottom of the Wizard.

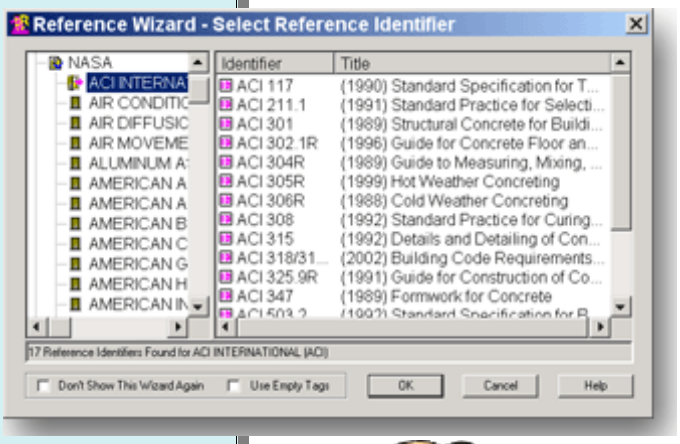
Adding References

Remember that you learned in Chapter 3 that the only Reference-related tagged information that appears in your Section text (outside of the **Reference Article**) is the **Reference Identifier <RID>**.

Adding References has been simplified with the introduction of the SI Editor's **Reference Wizard**. Place your cursor where the new RID should go and click the corresponding button on the tags bar. RID

The Reference Wizard will open (if it doesn't, go to the Editor's **Tools** menu, *click* **Options**, *choose* the **References** tab, and *click* the checkbox to use Reference Wizard). The Wizard will display the Master Reference lists in the left pane.

The **Use Empty Tags** checkbox at the bottom of the Wizard will allow you to insert a set of the tags you want without any content between them



1. *Click* the reference list you want to use and it will display the **Organizations**.
2. *Double-click* the Organization and it will display a list of it's **RID**s with their **Titles** (although only the RID, not the Title, will be inserted at the cursor).
3. *Double-click* the RID you want to insert.

If this RID and its corresponding information is not found in the Section's **Reference Article**, you'll be prompted to insert it — *click* **Yes**. It will return you to the Reference Article so that you can confirm the action. After that, scroll down in the text to where you inserted the RID to continue editing.

You can choose one or more of the listed RIDs by clicking them in the right pane. Hold the **Shift** key to make sequential selections. Hold the **CTRL** key to choose interspersed selections.

When you choose a Reference **<REF>** in the Wizard, it includes **<ORG>** tags surrounding the name of the Sponsoring Organization, plus **RID** and **RTL** tags. If you don't select corresponding information for these, blank RID and RTL tags will accompany your selected REF. If you select a RID, it will be accompanied by the corresponding RTL.

Removing References

Removing a Reference that you are not using in your Section is easier than adding one. Since the only Reference-related tagged information that appears in your Section text (outside the **Reference Article**) is the **Reference Identifier <RID>**, you only need to remove the unwanted <RID> tags and their contents from the text.

You ***do not*** remove anything from the **Reference Article** of the Section. This will be handled automatically later when you select **Reconciliation** during Job processing.

Having said that, there is one exception to this rule. If you are using Revisions and you're are required to show deletions in the Reference Article, you can edit it manually to accomplish this.

It is very important that the RIDs in the text and in the Reference Article are identical — including spacing and dashes — to enable the processing to work correctly. Inserting these by using the Reference Wizard will help.

To check a RID against the Master Reference list:

1. *Position* your cursor between the **RID** tags.
2. *Click* the Editor's **Tools** menu and *choose* **Check Reference**.

```
<RID>FS TT-V-51</RID>.
```

This check occurs automatically when you add a RID to the text of a Section using the Reference Wizard.

In Chapter 5 we'll discuss what happens to References during the processing of your Job. Chapter 6 will help you make corrections based on the QA Report results.

Submittals

We covered the tagging of Submittals in Chapter 3, and it's important to keep that information in mind as you edit. Here is an overview of what you need to know when editing Submittals.

Submittal tags and their content appear in blue.

It may help you understand editing your Submittals better if you know what the end result will be when your Job is processed.

The **Submittal Article** of each Section will contain the following information for only the Submittals used in that Section:

- SD Numbers and Descriptions
- Submittal Items

```
<LST><SUB>SD-03 Product Data</SUB></LST>

    <ITM>Manufacturer's catalog data shall be submitted for the following:</ITM>

    <ITM><SUB>Conduit Piping</SUB></ITM>
    <ITM><SUB>Concrete Mortar</SUB></ITM>
    <ITM><SUB>Brick Mortar</SUB></ITM>
    <ITM><SUB>Gaskets</SUB></ITM>
    <ITM><SUB>Compression Joints</SUB></ITM>
    <ITM><SUB>Frames, Covers and Gratings</SUB></ITM>
    <ITM><SUB>Precast Concrete Manholes</SUB></ITM>
```

As you can see from the example, List **<LST>** and Item **<ITM>** tags are used to provide the proper formatting.

In the text of the Section outside the Submittal Article, only the **Submittal Items** are used.

```
<SUB>Cable Supports</SUB>
```

This creates a unique Submittal Article for each Section and allows the information to be extracted for the **Submittal Register**.

In Chapter 5, will explain more about processing, what occurs in the **01330 Submittal Procedures** Section, and how a **Submittal Register** is produced.

Submittals

There are eleven different categories for Submittals, called **Submittal Descriptions**. They are identified by an **SD Number** followed by the **Title**.

These are found only in the **Submittal Article** of each Section, with the **Submittal Items** listed under each. In the text of the Section, only the Submittal Items are entered, exactly as listed in the Submittal Article, and surrounded by <SUB> tags.

Submittal Descriptions

SD-01 Preconstruction Submittals
SD-02 Shop Drawings
SD-03 Product Data
SD-04 Samples
SD-05 Design Data
SD-06 Test Reports
SD-07 Certificates
SD-08 Manufacturer's Instructions
SD-09 Manufacture's Field Reports
SD-10 Operation and Maintenance Data
SD-11 Closeout Submittals

A **Submittal Classification** indicates when Government approval is required for a **Submittal Item**, and appears only in the **Submittal Article**. If a Submittal Item referenced in the text requires approval, then its listing in the Reference Article should be followed by a semi-colon, one space, and a set of <SUB> tags containing the letter **G.** Make sure it is placed inside the same set of <ITM> tags as the Submittal Item.

```
<ITM><SUB>Fluorescent Lamps</SUB>; <SUB>G</SUB></ITM>
```

Reviewers also are only listed in the **Submittal Article**. If you need to indicate a reviewer, you do so within the same set of <SUB> tags. Following the Classification G, use <u>one separator</u> (you can use <u>either</u> a space, a comma, a pipe symbol (|), or a dash) and insert up to five characters.

```
<ITM><SUB>Fluorescent Lamps</SUB>; <SUB>G A/E</SUB></ITM>
```

Removing Submittals

Unlike the Reference Article, you do edit the **Submittal Article**. Therefore, you need to remove the **Submittal Item <SUB>** from the text as well as from the Submittal Article if it is not to be used anywhere else in the text of that Section. If the Submittal Item you removed from the Submittal Article is the only one listed under that **Submittal Description**, then you should also remove the SD number and description (along with tags) as well.

Adding Submittals

Remember that you learned in Chapter 3 that the only Submittal-related tagged information that appears in your Section text (outside of the **Submittal Article**) is the **Submittal Item <SUB>**.

When adding a Submittal Item, it must be added in both the Submittal Article (under the proper SD number) and also in the text. If the SD number for that Submittal Item does not already appear in the Submittal Article, then it must be added there as well, along with the proper List <LST> and <Item> formatting tags as outline earlier in this chapter.

To insert the Submittal tags, use the

button.

Our engineer gave me a Submittal Item to add to a Section, but he said it belongs under SD-19. Is this possible?

No. Since the agencies adopted the Unified Submittal Descriptions, only the eleven listed earlier in this chapter that are found the the 01330 Submittal Procedures Section may be used. The SpecsIntact web site's Knowledge Base (http://specsintact.ksc.nasa.gov/uic/techhelp.htm) contains a conversion chart for the older numbers.

Post Editing Tips

Now that you've made all the text changes, it's time to move on to the automated processes that make SpecsIntact unique.

But before you do, there are a few things you need to check.

After editing a Section, check the formatting by hiding all the on-screen elements that won't appear in the printed document — tags, Revisions, notes, formatting marks, and which ever unit of measure you're not using for the Job.

With all these hidden, visually check the formatting of the Section. There should be one blank line between paragraphs.

Before making any changes to adjust the formatting, don't forget to turn the tags back on to avoid inadvertently deleting any of them.

Support Problems Encountered Commonly

"I've been editing my Section but I don't see the Sub-part numbers in front of the titles changing. Why are the numbers out of whack?"

Amanda in Albany

Don't worry, Amanda. Remember, your .sec file is your editing copy. The original numbering of the Section makes it easy to go back and find information from the original Master text that the engineer marked for you. The renumbering will happen during processing (more on that in Chapter 5) and will only appear in your output files (.prn, . doc., .pdf). Your original .sec will not show the number changes inside the TTL tags, but you can see what they will be when processed by placing your mouse pointer over the TTL tag. A tool tip box will display the new number as it will appear once the Job is processed.

Post Editing Tips

If you have been using **Revisions**, do not execute them yet.

When you're finished editing, don't forget to use the **Spell Check** feature. You can access this function from the Editor's **Tools** menu.

What you learned from this chapter:

- To edit a Section of your Job in the SI Editor, you always open it from the SI Explorer.
- The SI Editor's toolbar allows you to control which elements are visible on your screen, and check the formatting by hiding the non-printing elements.
- The SI Editor's tags bar provides buttons for easily inserting tags, which should never be typed manually.
- SpecsIntact's advanced Revisions feature allows information that that's being added or deleted to be marked before these changes are actually made permanent (used when this is a requirement of the Job).
- Editing shortcuts can make editing quicker.
- You should use the Quality Assurance tools (covered in Chapter 5) periodically as you edit to spot mistakes and prevent repeating them throughout the Job.
- Adding and deleting References and Submittals have special rules for each that, when followed, enable some of SpecsIntact's automated features to work correctly.
- When you've finished editing, always run a spell check and visually check your formatting with non-printing elements hidden.

Chapter 5

Processing & Printing

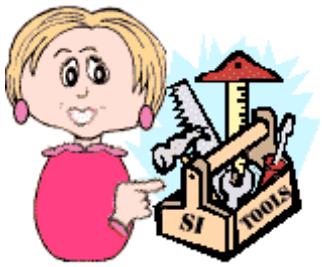
In this chapter you'll learn:

- To use the Quality Assurance tools.
- What happens when you use the Process feature.
- How to locate and correct the problems found on the Reports.
- How to produce a finished Job in the output format required.

As mentioned earlier, one of the things that sets SpecsIntact apart from word processing programs is its automated features that help assure the quality of your finished specifications. The QA tools can help you find problems so that you can correct them before you commit your Job to paper. As we mentioned in Chapter 4, it is highly recommended that you use the **Reconciliation** feature and **Reports** periodically as you edit the Sections of your Job so that you're not faced with editing errors you've repeated throughout the Job. Regardless, you should run these Reports again at least twice before printing — once to find any final errors, and again to confirm that you've fixed those errors.

The Process & Print function includes the Reconciliation functions and QA Reports, which are key to completing your Job successfully.

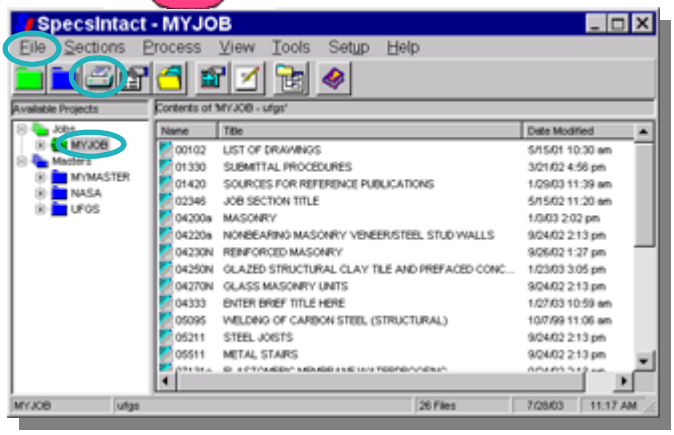
The **Process and Print/Publish** function provides one-stop shopping for all the tools you need to take you to the finish line. So let's take a look at the tools in this multi-function tool kit!



Process & Print/Publish

Since the **Process & Print/Publish** command has multiple functions, you will need to become familiar with it as you work on your Job, and especially as you finish your text editing.

You access it from the SI **Explorer**:



Click your **Job folder** in the left pane and use one of the following to open the **Process & Print/Publish** dialog box:

— *Click* the **File** menu and choose **Process & Print/Publish**.

OR

— *Click* the **Print** button on the toolbar

OR

— *Right-click* the **Job** folder and choose **Process & Print/Publish** from the pop-up menu.

The Print Processing dialog box has seven tabbed screens

If your Job doesn't contain a cover page, you will not see the **Other Documents**

If you don't have Adobe Acrobat, you will not see the **PDF/Publish** tab, and you must have Microsoft Word installed for the **Word Publish** tab to be visible.

To make the correct choices in the Print Processing dialog box, it is important to understand the relationship between **Reconciliation** and **Verification** — think of *active* versus *passive*.

- **Verification Reports** are *passive* in that they only provide information — reporting errors and discrepancies that are found. Verification doesn't *do* anything about the problems — you have to fix the errors and resolve the discrepancies.

- **Reconciliation** is *active* because it actually *does* something — it checks and compares, and then *makes changes* based on those findings.

These two work hand in hand, so it is important to *select* **Reconciliation** to achieve the correct results on the **Verification Reports**.

The three types of **Reconciliation** — **Reference**, **Address**, and **Submittal** — are all slightly different, and produce different results. But what they all have in common is that their goal is to eliminate the listing of elements that are not used in the text of your Job.

So what automatic changes does **Reconciliation** produce in the output files?

Briefly, here are the changes that the three **Reconciliation** functions make. Keep in mind these changes appear in the output versions of the Sections, not in the original .sec files.

- **Reference Reconciliation** only makes changes within the **Reference Article** of each **Section** so that it lists only those **References** that are actually cited in that Section's text.

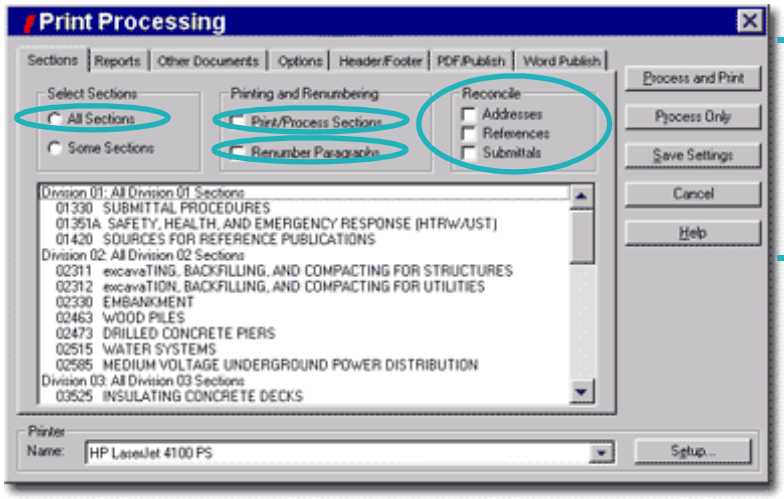
- **Address Reconciliation** should be used in conjunction with Reference Reconciliation. It only changes the **01420 Section**, making it unique to the Job by listing only the **Sponsoring Organizations** of References actually cited throughout the Job.

- **Submittal Reconciliation** only changes the **01330 Section**, making it unique to the Job by listing only the **Submittal Descriptions** actually used throughout the Job.

Process & Print/Publish

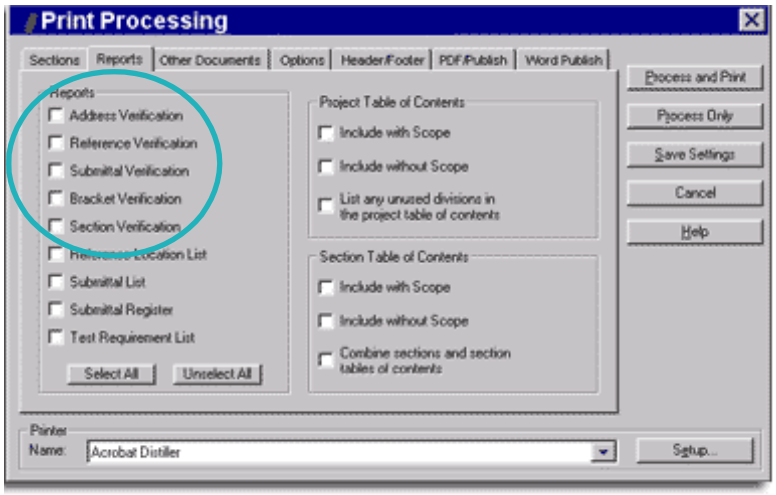
Producing QA Reports

The first thing to remember when using the **Reports** function is that to get accurate results, you must process the entire Job as well as using the **Reconciliation** functions. Here are the selections you should make on the **Sections** and **Reports** tabs:



Sections Tab

- **All Sections**
- **Print/Process Sections**
- **Renumber Paragraphs**
- **Addresses**, **References**, and **Submittals**



Reports Tab

- **Address Verification, Reference Verification Submittal Verification, Bracket Verification, and Section Verification**

After you've made these selections, *click* the **Process Only** button to create the electronic files for your Reports (.rpt) and processed Sections (.prn).

If you select **Process and Print,** it will send your entire Job and the Reports to your printer in addition to creating the electronic files.

Viewing & Printing Reports

The Report results can be found in the

Processed Files folder under your Job in the SI Explorer's left pane, with the contents of the folder displayed in the right pane with an **.RPT** file extension.

You can print any of these reports from the SI Explorer by selecting the ones you want from the right pane and clicking **Process & Print** again.

ADDRVER.RPT	ADDRESS VERIFICATION REPORT
BRKTVER.RPT	BRACKET VERIFICATION REPORT
DUPEREF.RPT	REFERENCE VERIFICATION REPORT
REFVER.RPT	REFERENCE VERIFICATION REPORT
SECTVER.RPT	SECTION VERIFICATION REPORT
SUBMVER.RPT	SUBMITTAL VERIFICATION REPORT
TTLDIFFS.RPT	REFERENCE TITLE REPORT

The Report files (.rpt) can be opened in the SI Editor just like Section files. When you open a Report, you'll either see that there were no problems found or it list any that were. The listed problems are hyperlinked to the Sections where they appear — just *double-click* and the Section will open with the cursor placed at the location of the problem.

Will it affect the results I see on the Reports if I don't check the boxes to perform Reconciliation?

Yes, Reconciliation does effect the Report results. That's why the Reconciliation boxes need to be *checked* any time you produce the Verification Reports — and all Sections in the Job selected for processing — otherwise, you'll see reported errors that would be taken care of automatically using the Reconciliation process.

Keep in mind that the changes resulting from Reconciliation are only seen in the **output files** (prn, pdf or doc) — your .sec files remain unchanged.

Viewing Report Results

So now that you've produced the Reports, what do they show you?

In Chapter 6 we'll show you in more detail how to use the various types of Report results you may encounter. For now, it's important to learn how the QA process works.

Here's a sample of the kind of results you might see on a **Section Verification** Report. The top portion explains the type of problem, followed by the list and locations. These are hyperlinked to the Section so that all you have to do is *double-click* and the Section will open in the Editor, and locate the cursor at the Subpart with the problem.

In this example, you would need to show the list to your engineer to determine how to resolve these issues — by either adding the missing Sections that are being referenced, or by eliminating the references to the them.

SECTION VERIFICATION REPORT

This report lists all Sections that are referenced in other Sections, but that are not in the Job or Master.

HINT: Double-clicking a Section number will open the Section in the Editor.

SECTION	SUBPART	SECTION REFERENCED
03305	1.4	05095
05312	1.4	05095
06200	2.2.2.1	08710
14600	0.4	05095
14600	1.7	09970
15119	1.3	15003
15119	3.1	15050
16286	1.3	16003
16286	2.12	09960

Viewing Report Results

Here's another example. This report shows that some of the bracketed choices have not been selected. In this case, you would locate the error, check your marked-up printed copy to determine whether your engineer had marked a selection or entered information. Each set of brackets in the Sections needs to be replaced with text and the brackets themselves removed before the Job is complete.

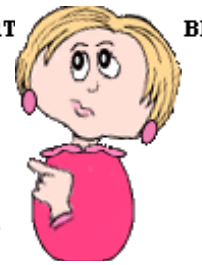
BRACKET VERIFICATION REPORT

==========

This report lists all brackets remaining in the text.

HINT: Double-clicking a Section number will open the Section in the Editor.

==========



SECTION	SUBPART	BRACKETS FOUND	EXPLANATORY NOTES
02311	2.4.1	4	
02311	2.3	4	
02311	2.11	6	
02311	3.11.2	2	
02311	3.13.1	8	
02311	3.16	8	

Always check first to see if a problem is simply the result of a typo.

When no problems are found — your goal before the Job is complete — the Reports will indicate that no errors or discrepancies remain.

```
                    ADDRESS VERIFICATION REPORT

==========================================================================
This report lists any Reference Organization that appears in a Section
Reference Article without a corresponding listing in either the Sources for
Reference Publications Section 01420 or the Supplemental Reference List.

HINT: Double-clicking a Section number will open the Section in the Editor.
==========================================================================

SECTION          REFERENCE ORGANIZATION

ALL REFERENCE ADDRESSES HAVE BEEN VERIFIED
```

Keep in mind that in the case of both **Submittals** and **References**, the listing must be identical — including spaces — in the text, the corresponding Submittal or Reference Article in the Section, as well as in the 01330 or 01420 Section. Otherwise, they will appear on the Reports as discrepancies.

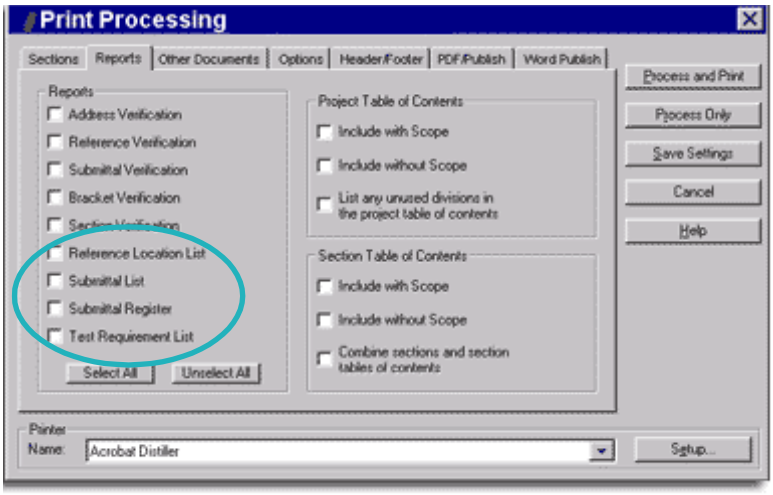
One major difference is that **References** are <u>case sensitive</u>, while Submittals are not.

Chapter 6 has details on fixing the different types of errors and discrepancies you may encounter on the Reports.

Other QA Tools

Submittal Register and Lists

In addition to the Verification Reports, you can also produce several lists and the **Submittal Register** from the **Reports** tab in the Print Processing dialog box.



Reports Tab

- **Reference Location List**
  Itemizes all the References cited in the text, followed by the Section and Subpart locations where they are found.
- **Submittal List**
  Itemizes all the Submittal Descriptions found in the Sections' Submittal Articles, along with the Section and Subpart locations in which they are found.
- **Submittal Register**
  Lists the materials, products or items for each Submittal, as well as the Section and Subpart locations in which they are found.
- **Test Requirements List**
  Itemizes all the test requirements cited and includes the Section and Subpart locations in which they are found.

After you've made these selections, *click* the **Process Only** button to create the electronic files for your Reports (.rpt) and processed Sections (.prn).

If you select **Process and Print,** it will send your entire Job and the Reports to your printer in addition to creating the electronic files.

Backup Your Job

Using the **Backup** function to make a copy of your Job is a good idea any time — especially before executing Revisions, since once these marked changes are accepted, the they are permanent and cannot be reversed by the Undo command.

1 From the SI Explorer's **File** menu, *click* **Backup/Restore/Manage.**

2 From the **Backup** screen, *click* the **Jobs** tab.

3 In the text box, *select* the Job you want to backup.

4 In the **Include in Backup** area of the dialog box, *check* the boxes if you want to backup any **Processed Files**, **PDF Files**, and **Word Documents** that are part of the Job.

5 In the **Backup to (Destination)** area of the dialog box, *choose* the **Drive** from the pull-down list.

6 In the **Directory** box, *click* to select the folder in which you want to save the backup.

7 If you want to create a new folder for the backup, add it to the end of the path by *typing* a backslash (\) and a folder name in the **Backup Path** text box.

8 In the **Backup Type** area, select either of the following:

- **Normal Format** — Makes individual copies of all the files contained in the Job.
- **Archive (Zip) Format** — Compresses all the files into a single file, requiring less space (required for the e-mailing function on the **Restore/Send** tab).

8 *Checking* the box for **Delete Existing Files in Backup Directory** will delete any type of files (not just previous backups) that already exist in that folder and should be used with extreme caution.

Executing Revisions

Now that you've used the **Backup** feature to make an archive copy of your Job, and you've made all the corrections found on the **Reports**. If you have not used the Revisions feature, you can move on to the next page to learn how to Process & Print your Job.

However, if you've used the **Revisions** feature while editing, it's now time to turn the **ADD** and **DEL** tagged changes into permanent text.

To *accept* all the **Revisions** that you've marked throughout the entire Job (both additions and deletions):

1. *Click* your **Job folder** in the left pane of the **SI Explorer**.
2. *Click* the **File** menu and *select* the **Execute Revisions** command.
3. The resulting dialog box will list all the Sections in your Job and give you to opportunity to *choose* any Sections in which you want to *retain* the Revisions. *Click* a Section to *deselect* it and keep its marked Revisions.
4. *Click* **OK** and the marked Revisions in all the Sections remaining *selected* on the list will become permanent. The ADD and DEL tags will be removed along with the red strikethroughs and green underlining. The changes now appear as regular text and will carry the attributes of the tags that enclose them.

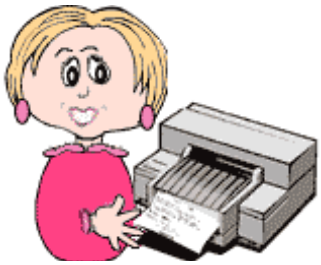
To *accept* all the **Revisions** in selected **Sections**:

1. *Click* your **Job folder** in the left pane of the **SI Explorer**.
2. *Select* one or more **Sections** from the right pane.
3. *Click* the **Sections** menu and *select* the **Execute Revisions** command.
4. The resulting dialog box will list all the Sections you selected and give you to opportunity to *deselect* any in which you want to *retain* the Revisions.

Click **OK** and the marked Revisions in only the Sections selected will become permanent.

After you **Execute Revisions**, the files that have been permanently changed by this function are temporarily displayed in the left pane of the SI Explorer in a folder called **Revised Files**, located under the Job folder. These are the actual Section files, so do not delete them from this folder or they will be permanently removed from your Job!

Printing Your Job

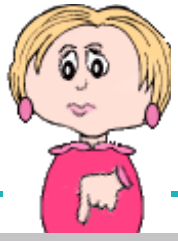


You've arrived! You've now reached the point where you want to produce your Job's edited Sections in their final format — all the changes, no tags, perfect!

Once again, you'll use the **Process and Print/Publish** command on the SI Explorer's **File** menu or the corresponding button on the toolbar. This time, you'll make different selections than you did when you accessed this box to produce the Reports. It's important to understand how to make the right choices so you can achieve the exact results you want.

As we mentioned before, the **.sec** files are your *editing* copies of the Sections — they are used to produce your final copy. We've discussed the processing that occurred as you used the QA tools from the Process & Print/Publish function. But instead of using the Process Only button as you did before, you'll now use the Process & Print button.

But before you click that button, you want to make certain that the settings on all the tabs are correct to produce the Job the way you want. In addition, you may have been asked to deliver the electronic files in **Word** or **PDF** instead of SpecsIntact's **.prn** files — the two additional output formats that can be produced through SpecsIntact , as long as you have the corresponding software.



By this time, you should be familiar with the first two tabs of the **Process & Print/Publish** box, but you'll now learn how to use their settings to produce your Job. In addition, you'll see how the settings on the **Other Documents, Options** and **Header/Footer** tabs are used to determine what your output files contain. And finally, you'll learn about the settings you'll use if you choose to **Publish** your Job in either **PDF** or **Word**.

Process & Print/Publish Settings

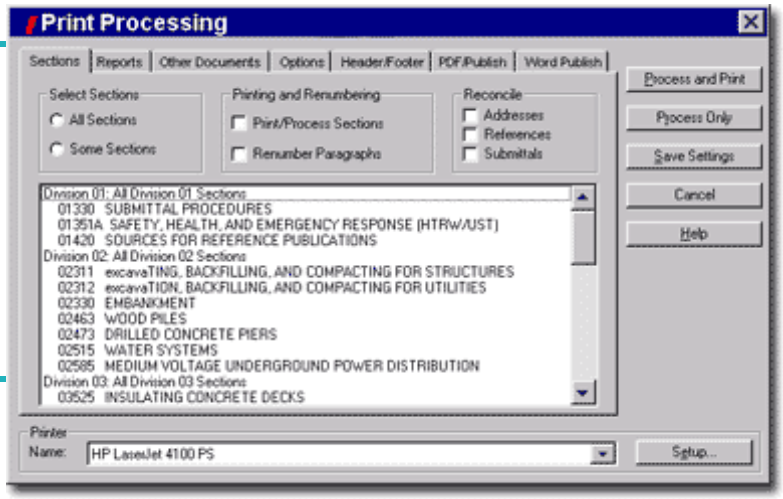
Sections & Reports Screens

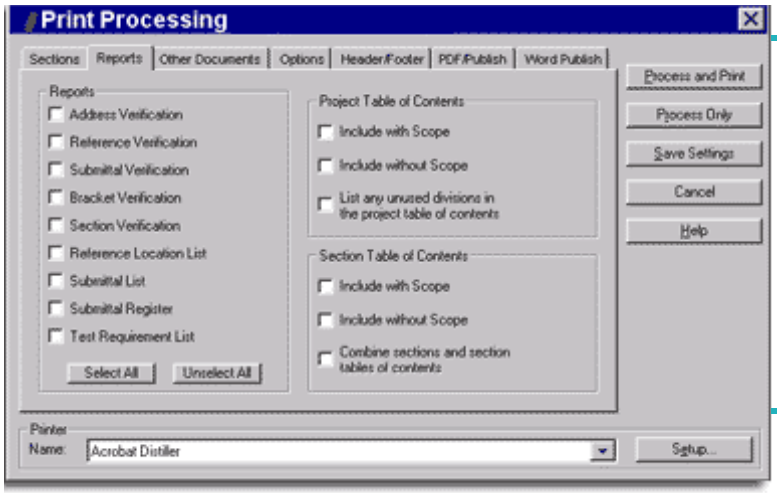
On the next few pages, we'll show you the settings and choices you should make to produce your final, processed and printed Job.

If you want to save some but not all the settings made on the various screens of this dialog box, make the ones you want to save first, *click* the **Save Settings** button, then make the additional selections that you want to use for just this printing.

Sections Tab

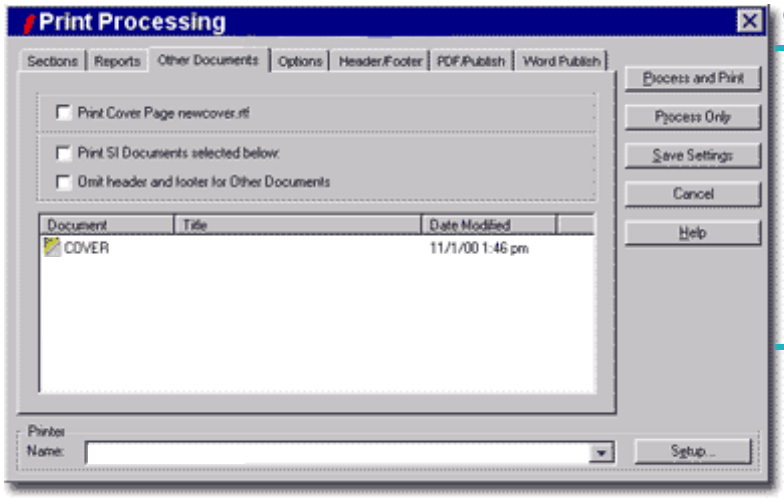
- **All Sections**
- **Print/Process Sections**
- **Renumber Paragraphs**
- Reconcile **Addresses**, **References**, **Submittals**
- Choose **Printer** from drop-down list (If you plan to produce the output files in Word you can skip this step.)





Reports Tab

- **Submittal Register**, if required
- Any of the **Lists** requested by your project engineer
- All **Verification Reports** (Run again to double check that all issues have been resolved.)
- Make **Project** and **Section Table of Contents** selections based on requirements (**Scope** is a brief description).

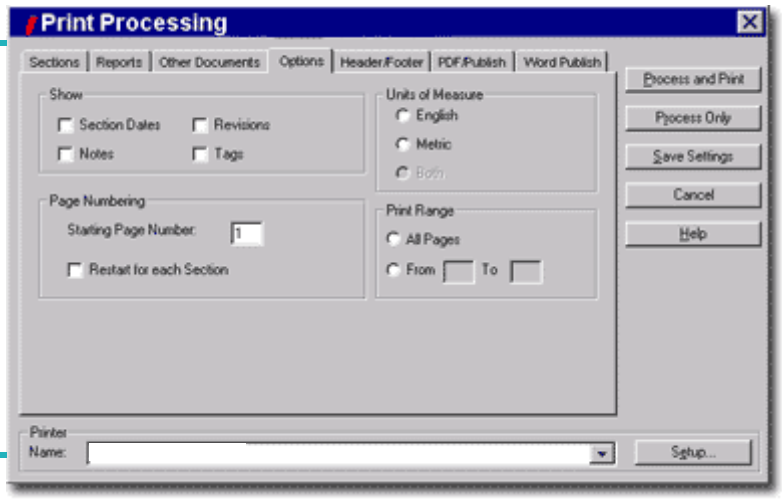


Other Documents Tab

- If you created a **Cover Page** to include, in either **.sec** or **.rtf** format, you will see this tab. If you do not have a Cover Page, this tab is not visible. Check to include the cover with the Job. Covers can be added using the SI **Explorer**'s **File** menu | **Properties** | **General** tab.

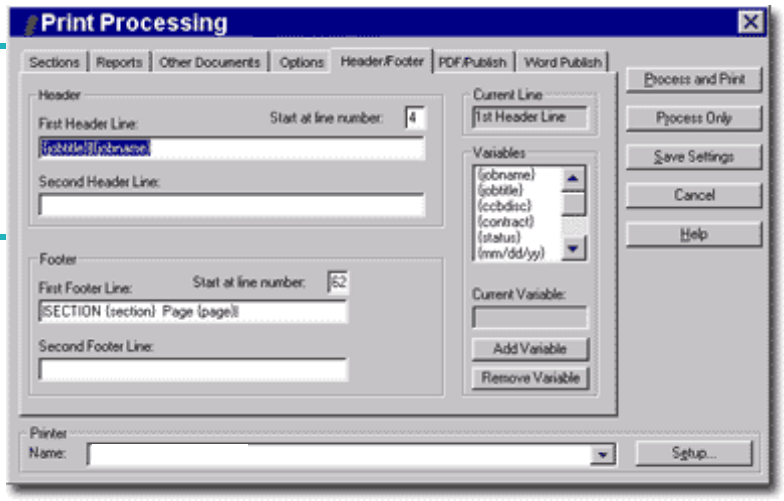
Options Tab

- **Section Dates** (if required)
- **Units of Measure** (you must choose **English** or **Metric** since a Job cannot be printed with both)
- The starting **Page Numbering** can be changed
- Select whether you want each Section to start over with it's own numbering
- Print Range **All Pages**



Header/Footer Tab

- Make any changes to **Headers** or **Footers** (see tips below). The defaults reflect the standard requirements for printing a Job.



Pipe (|) symbols control the horizontal position of the text in the **header** and **footer** lines. The **pipe symbols** are inserted by using the **Shift** and \ (backslash) key. Here are the formatting rules:

- To **center,** place text between two pipes: **|this text will be centered|**
- To **align left,** use no pipes: **this text will align left**
- To **align right,** place two pipes to the right of the text: **||this text will align right**
- To **align both right and left,** place two pipes dividing the text: **this text will align left||this text will align right**
- To **center and align both right and left,** use pipes to divide: **this text will align left|this text will center|this text will align right**

When setting headers and footers, here are two tips to help you with formatting:

- The vertical position can be changed by entering a different number in the **Start at Line Number** box (header default is 4; footer default is 62).
- Change the first line or add a second line for either header or footer by using the **Variables** box.

So just what is a **Variable**? Think of it as a place holder. It represents the information that will be placed on each page in the location indicated.

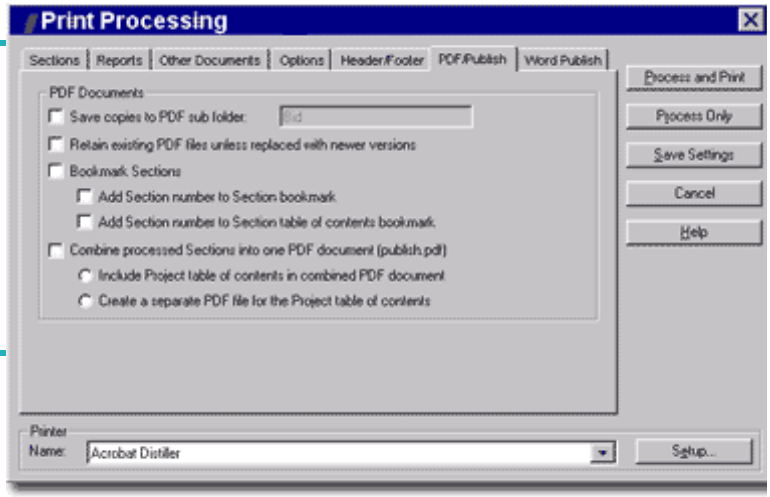
Process & Print/Publish Settings

PDF Publish & Word Publish Screens

Creating **PDF** or **Word** files is called **Publishing** since it produces electronic files that can later be printed on paper through the SI Explorer. Once published, they can be found in PDF and Word folders under the Job in the Explorer's left pane.

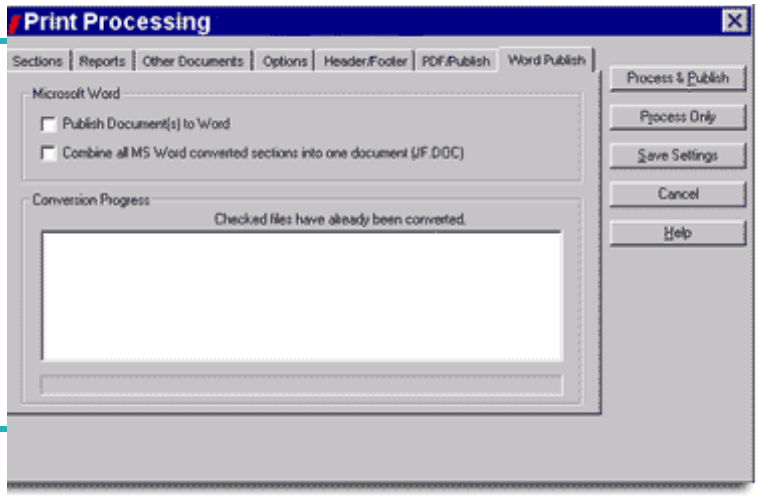
PDF Publish Tab

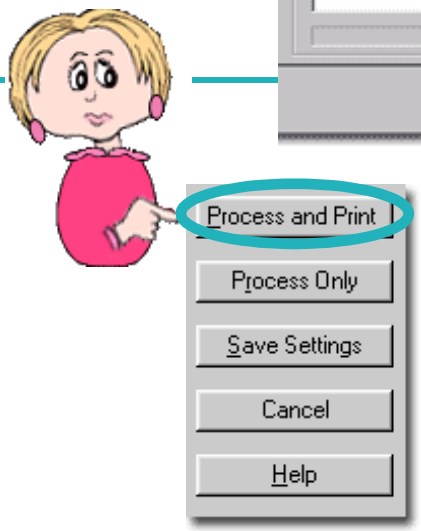
- If **PDF** output files are required, select the desired settings. The electronic files produced will be visible in the left pane of the SI Explorer under the Job in a **PDF Files** folder. Your **Adobe Acrobat** software should be chosen from the Printer drop-down box (names will vary by Adobe version).



Word Publish Tab

- If **Word** output files are required, select the desired settings. The electronic files produced will be visible in the left pane of the SI Explorer under the Job in a **Word Files** folder. When Word is selected for output, the Printer box is no longer visible. Only Section files can be published in Word, not the Tables of Contents or Reports.





After you've made all your selections, *click* the **Process and Print** button. If your choice of output format is **PDF** or **Word**, then the button will say **Process and Publish**, indicating that the files produced will be electronic and not printed on paper.

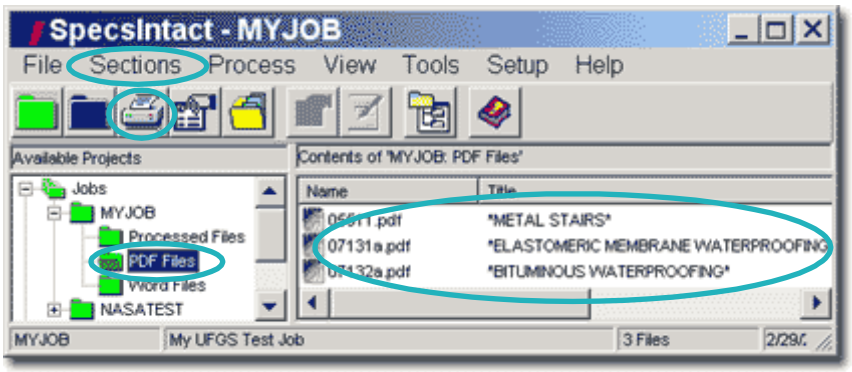
Printing PDF and Word Output Files

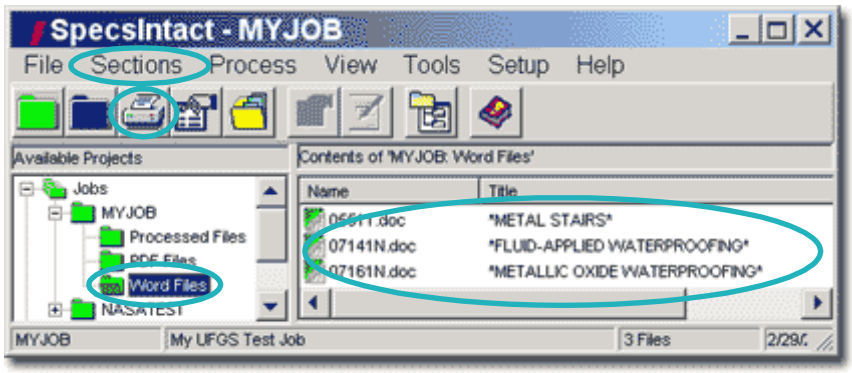
If you use the **Publish** function to produce either **PDF** or **Word** electronic files, you may want to print a hard copy. You can do this from the **SI Explorer** — either for all the Sections that you have in the output folder or for selected Sections.

If you find additional changes you need to make, you can rerun the **Process & Print** function again — just keep in mind that the previous output files — processed Sections (.prn), PDF (.pdf), and Word (.doc) — will be replaced by the new ones (the exception is if you chose the option to retain previous files on the PDF screen).

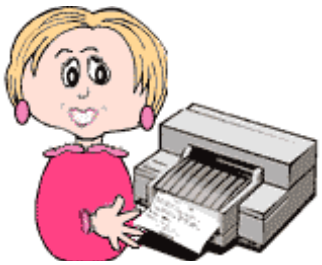
1. *Click* the output folder in the left pane (**PDF Files** or **Word Files**) to display its contents in the right pane.
2. *Click* anywhere in the right pane, then *click* the **Sections** menu and choose the **Select All** command. You can also choose only selected Sections from the right pane if you don't want to print them all .
3. *Click* the **Print** button to send the files to your default printer.

You can also print the **Processed Files** (.**prn**) in the same way.





If you edit your Word output files, these changes will not be reflected in your source .sec files, so if you subsequently generate new Word output files, your changes will be lost.



Support Problems Encountered Commonly

"Help! I changed my headers and footers, but when I went back to Print & Process again, the changes were gone! What happened? Do I have to reset the headers and footers every time I process?"

Karen in Kansas City

No, you just needed to *save* those settings to make them your new defaults. If you open the **Process & Print/Publish** dialog box and go to the **Header/Footer** tab, you can make any changes you want, and then *click* the **Save Settings** button on the right. Keep in mind that doing this will also save any other changes you've made since you opened the dialog box, and they will become the new defaults. It's a good idea to make changes you want to keep first, *click* the **Save Settings** button, and then continue to make one-time changes you don't want to save as your defaults.

By now, you have been through all the major features of SpecsIntact that you need to use to produce your Job successfully.

As with all software, there are many factors that can affect how you need to adapt as you work. In Chapter 6, we'll give you some additional tips and cover just a few of the extra features found in SpecsIntact that can help you use it to it's full potential and yours!

What you learned from this chapter:

- There are a variety of Quality Assurance tools to assist you by checking the various elements of your Job. They are accessed through the Process & Print/Publish function.
- Reconciliation actually makes changes within the Job, while Verification only locates errors and discrepancies that need to be resolved and displays them on Reports.
- By viewing the results of the Reports, you identify the errors and discrepancies found, and hyperlink to their locations so that you can resolve them by first checking for typos, then consulting with your engineer if the issue involves technical content.
- Reports should be rerun until all problems have been eliminated.
- Additional lists and the Submittal Register can also be produced through the Process & Print/Publish function.
- SpecsIntact has a Backup feature that lets you make an archive copy of your entire Job.
- If you are require to use Revisions, you need to execute them prior to the final processing of your Job. It's recommended that you backup your Job before executing Revisions, since those changes will become permanent.
- After all the Reports are clean, you use the Process & Print/Publish function to produce your Job in the desired output format.

As always, if you have questions or encounter problems, we provide live tech support Monday - Friday, 8 a.m. - 4:30 p.m. (EST).
The support email is specsintact@jbosc.ksc.nasa.gov.
You can reach them by phone at 321-867-8800,
or fax at 321-867-1444.

Chapter 6

Tips & Tools

In this chapter you'll learn:

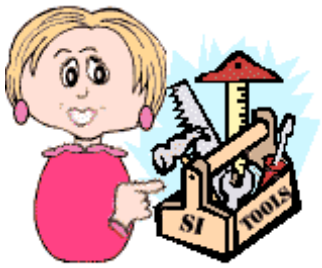
- How to use other handy tools that come with SpecsIntact.
- Tips, shortcuts and editing techniques to make your work easier.
- Proper use of symbols and capitalization.
- How to fix errors and discrepancies that appear on QA Reports.
- What information the Lists can provide.
- How to restore a Job from an archived backup copy.
- How to use a checklist to make sure you're ready to deliver the final Job.

In this chapter, we'll present some additional tips and tools that may help you more effectively produce a finished Job. As we said in the introduction, this **QuickStart** Guide is not intended to cover every aspect of using the software. You should use it in conjunction with the other user tools provided with SpecsIntact and on our web site.

Some of the pages in this chapter are designed to be printed as quick reference charts that you can keep at your desk as you work. There are also pages dedicated to helping you fix the errors and discrepancies found on each of the QA Reports.

As you continue to work in SpecsIntact, you'll find which methods work best for you. As with most software, there are several ways to access functions and perform tasks. With a little experience, you'll discover how to streamline your work process.

More SI Tools



In addition to the features we've covered in the previous chapters, SpecsIntact has some other handy tools you can choose to use along the way.

Customizing Your View

Here are a few changes you can make to adapt what you see on your screen in the SI **Explorer**:

- **Column Headers** — by using the **View** menu, you can change the information that appears in the right pane of the SI Explorer by either adding to removing Column Headers. (See caution below)
- **Setup** menu **| Options | General** tab — allows you to adjust settings that control various functions, as well as resetting some defaults.
- **Colors** — You can change the color of the Job, Master and file icons by *right-clicking* on them and choosing the icon color option from the right-

Choosing to display some of the column headers — particularly **Date** — may cause a slow down in the speed with which the Sections display in the SI Explorer. This is especially true with large Masters.

Keeping Track

Here are tools you might find useful in tracking some of the information about your Job:

- The **Job Properties** box — accessed from **File** menu **| Properties** or toolbar button — has three handy tabs for tracking information. The **Schedule** screen lets you keep track of review status, dates and hours expended. The **Specifiers** screen lets you assign different engineers to specific Divisions. The **Comments** screen allows free-form entry that adds an automatic date/time stamp to each. The Properties box also has a **Print** button in the lower left so that you can produce a printed copy of this information.
- You can use **Setup** | **Options** | **Specifiers** tab to make a reusable list of Specifiers that will be available from the drop-down boxes on the **Specifiers** screen mentioned above.

Emailing Files

It's always a good idea to make a backup of your Job files, and it's a good way to archive a finished Job. But this same function also provides a method for emailing your entire Job in the .zip file format. The **Backup/ Restore/Manage** box can be accessed from the SI Explorer's **File** menu. You must first make the backup copy of the Job, then select it for emailing. Due to file blocking at NASA, if you're sending a Job to SI Tech Support for problem resolution, you must change the file extension (for instance, change from .zip to .zap). If you're emailing it elsewhere, the.zip file format should be acceptable.

To email Section files, select them in the SI Explorer's right pane and choose the **Sections** menu **| Email** command. With this function, they are sent uncompressed in the .sec format.

Templates

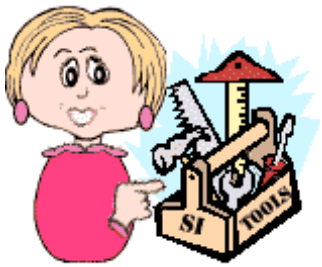
You'll see two different types of templates used in SpecsIntact. You can access both from the SI Explorer's **Tools** menu.

- **Section Templates** — Outlines used as guidelines for creating new Sections. The option to create Section templates on the Tools Menu should be used to create unique Section outlines, *not* new Sections. New Sections can be created from **Add Sections** dialog box.

- **SI Document Templates** — Blank document which may be used to create a cover sheet, project information sheet, sign-off sheet, or other unique document to be used with specifications.

SI Tips

Menus



Keep in mind that in the SI Explorer, the **File** menu commands are for **Job** or **Master** level actions, while the **Sections** menu commands pertain to individual or groups of **Sections**.

SI Explorer Help Menu

From the **Help** menu you can access the following:

- On-Screen **Help** — Features an Explorer view that displays topics in the right pane and a table of contents in the left pane, as well as offering search capabilities.
- **QuickTours** — A basic series of graphic overviews of the fundamentals of SpecsIntact that can be viewed on screen (with printable versions on our web site).
- **SI Web Site** —Link directly to the SpecsIntact web site resources to download software and Masters, view the Knowledge Base, and keep up on new developments regarding the software.
- **About SpecsIntact** — Allows you to check the SI version number you are using, and documents where SpecsIntact is installed on your system (both important when contacting tech support for assistance).

SI Editor Format Menu

Formatting commands you can access from the Editor's **Format** menu are:

- **Font**
- **Margins**
- **Change Case**
- **Toggle Indentation**
- **Indentation Amount**

You should use **Font** and **Margins** changes with caution since these are global settings that will affect every Job and Master you have. Check the **Help** topics for these commands to learn more before deciding whether to make changes to the defaults .

Remember that the **right-click menus** change depending on the actions available in any given situation. If there is something you are trying to do, and you don't know how to perform the action, try *right-clicking* to see if there is a menu option for it.

Don't forget that you can customize the **Editor's Tags Bar** to display only the tag buttons you use frequently. Use the down arrow button at the right end of the Tags Bar to add or remove buttons from the display.

Shortcuts

SI Explorer Keyboard Shortcuts

New Job	Ctrl + J
New Master	Ctrl + M
Add Sections	Ctrl + A
Process & Print	Ctrl + P
Edit	Ctrl + E
Search & Replace	Ctrl + F
Delete	Delete key
Screen Refresh	F5
Options	F2
Help	F1

SI Editor Keyboard Shortcuts

Open	Ctrl + O
Save	Ctrl + S
Print Draft	Ctrl + P
Undo	Ctrl + Z
Redo	Ctrl + Y
Cut	Ctrl + X
Copy	Ctrl + C
Copy without Tags	Ctrl + E
Paste	Ctrl + V
Delete	Ctrl + D
Find	Ctrl + F
Find Tags	Ctrl + I
Replace	Ctrl + H
Next	F3
Revisions On/Off	Shift + F8
Page Break	Enter key
Insert Tags	F4
Spell Check	F7
Help	F1

To toggle the following screen elements on or off:

Tags	Alt + S
Notes	Alt + N
Revisions	Alt + R
English Units	Alt + G
Metric Units	Alt + M
Both English/Metric	Alt + B
Marks	Alt + A

Editing Techniques

Double-clicking to Select Text

You can *double-click* on an individual **word** to select it.

```
</SPT =2.2.6><SPT =2.2.7><TTL>2.2.7   Hanger</TTL>

  <TXT>Provide clips or loops for [utility systems] [and] [suspended ceilings] of
  one or more of the following types:</TXT>

      <ITM INDENT=-0.33>a.  Lip tabs or integral tabs where noncellular decking or flat
          plate of cellular section is<ENG> 0.0474 inch</ENG> thick or more, and a
          structural concrete fill is used over deck.</ITM>

      <ITM INDENT=-0.33>d.  Decking manufacturer's standard as approved by the Contracting
          Officer.</ITM>

</SPT =2.2.7><SPT =2.2.8><TTL>2.2.8   [<SUB>Mechanical Fasteners</SUB></TTL>
```

Continue *double-clicking* to expand the selected area to include the **surrounding tags**.

```
</SPT =2.2.6><SPT =2.2.7><TTL>2.2.7   Hanger</TTL>

  <TXT>Provide clips or loops for [utility systems] [and] [suspended ceilings] of
  one or more of the following types:</TXT>

      <ITM INDENT=-0.33>a.  Lip tabs or integral tabs where noncellular decking or flat
          plate of cellular section is<ENG> 0.0474 inch</ENG> thick or more, and a
          structural concrete fill is used over deck.</ITM>

      <ITM INDENT=-0.33>d.  Decking manufacturer's standard as approved by the Contracting
          Officer.</ITM>

</SPT =2.2.7><SPT =2.2.8><TTL>2.2.8   [<SUB>Mechanical Fasteners</SUB></TTL>
```

Double-clicking to Select Text

Double-clicking again inside the selected block of text will expand the selected region to include the **immediately surrounding text and pair of tags**.

```
</SPT =2.2.6><SPT =2.2.7><TTL>2.2.7   Hanger</TTL>

  <TXT>Provide clips or loops for [utility systems] [and] [suspended ceilings] of
  one or more of the following types:</TXT>

      <ITM INDENT=-0.33>a.  Lip tabs or integral tabs where noncellular decking or flat
          plate of cellular section is<ENG> 0.0474 inch</ENG> thick or more, and a
          structural concrete fill is used over deck.</ITM>

      <ITM INDENT=-0.33>d.  Decking manufacturer's standard as approved by the Contracting
          Officer.</ITM>

</SPT =2.2.7><SPT =2.2.8><TTL>2.2.8   [<SUB>Mechanical Fasteners</SUB></TTL>
```

You can precisely select an entire Subpart (or TXT paragraph, PRT, RID, ORG, etc.) simply by positioning the cursor on any word in the entire Subpart, and then continue *double-clicking*. Each time you *double-click*, the selected region will expand, until you have selected the entire **Subpart**. If the start of the selected region is not on your screen, the Editor will automatically scroll there. You can use this feature to select levels up to an entire **Part** (but you *cannot* select an entire Section by this method).

```
</SPT =2.2.6><SPT =2.2.7><TTL>2.2.7   Hanger</TTL>

  <TXT>Provide clips or loops for [utility systems] [and] [suspended ceilings] of
  one or more of the following types:</TXT>

      <ITM INDENT=-0.33>a.  Lip tabs or integral tabs where noncellular decking or flat
          plate of cellular section is<ENG> 0.0474 inch</ENG> thick or more, and a
          structural concrete fill is used over deck.</ITM>

      <ITM INDENT=-0.33>d.  Decking manufacturer's standard as approved by the Contracting
          Officer.</ITM>

</SPT =2.2.7><SPT =2.2.8><TTL>2.2.8   [<SUB>Mechanical Fasteners</SUB></TTL>
```

If your goal is to select an entire **Subpart**, *double-clicking* within the **Subpart Title** is the fastest method.

Keystrokes for Selecting Text

- **Shft + Right** or **Left arrow** — selects one character at a time.
- **Shft + Ctrl + Right** or **Left arrow** — selects one word at a time.
- **Shft + End** — selects from cursor to end of a line.
- **Shft + Home** — selects from cursor to beginning of a line.
- **Shft + Down** or **Up arrow** — selects one line at a time in the applicable direction.
- **Shft + PgDn** or **PgUp** — selects a page at a time in the applicable direction.
- **Shft+Ctrl + Home** — selects from cursor to the beginning of the Section.
- **Shft+Ctrl + End** — selects from cursor to the end of the Section.

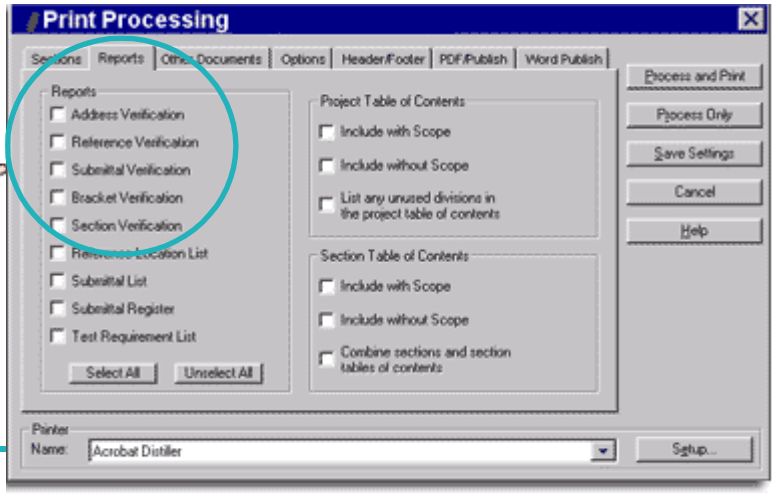
You can delete tagged text using the **Shift** and **Delete** keys. The Shift and Delete key combination can be used to delete an entire tagged element (including any other tagged elements nested within the selected tags). To use this function, the Editor must be in the **View Tags** mode. Position the cursor immediately to the left of the beginning tag of the element you want to delete, *hold* the **Shift** key and *press* the **Delete** key. The beginning and ending tags will be deleted, along with <u>everything</u> in between.

↓ Place cursor here

```
|<TXT>For portions of the building to remain, protect
building interior and materials and equipment from the
weather at all times. Where removal of existing roofing is
necessary to accomplish work, have materials and workmen
ready to provide adequate and temporary covering of exposed
areas so as to ensure effectiveness and to prevent
displacement.]</TXT>
```

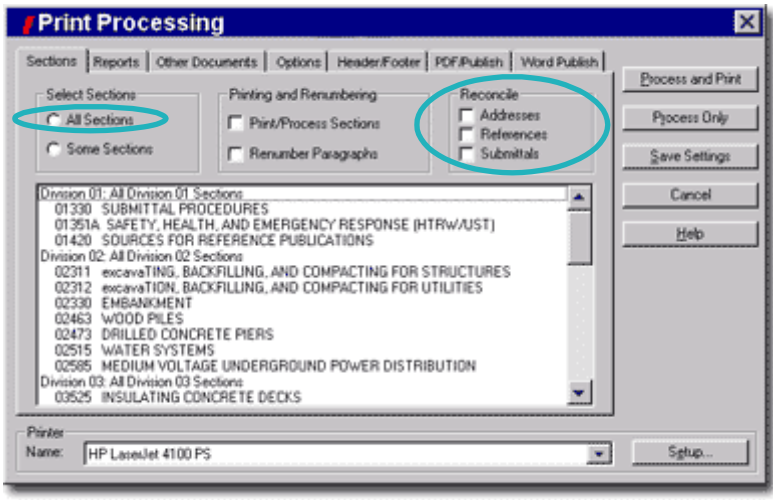
Fixing QA Report Errors and Discrepancies

Using the Reports to identify, find, and fix problems in your Job is key to producing final specifications that are accurate and complete. In the next few pages, we'll illustrate some of the errors and discrepancies you may find and tell you how to resolve them.



Don't forget, the keys to getting accurate Report results are:

- Make sure your Job contains **Sections 01330** and **01420**.
- Process <u>all</u> Sections, not just some Sections
- Choose <u>all three</u> **Reconcile** (**Address**, **Reference**, and **Submittals**) checkboxes from the Print Processing **Sections** tab.



After processing, the Reports reside in your Job's **Processed Files** folder. *Click* this folder in the SI Explorer's left pane to display it's files in the right pane. The Reports will have a file extension **.RPT** and a red icon. *Double-click* to open a Report in the SI Editor.

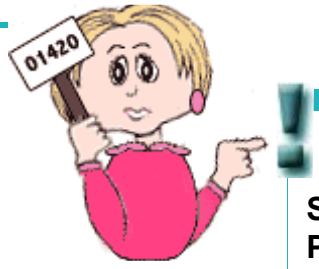
Three helpful hints that apply to resolving problems on <u>any</u> of the Reports:

1 Always check first to see if the problem is the result of a typographical error.

2 Display the **Marks** to check spacing — each space will be represented by one dot on the screen. Show Marks using the command on the Editor's **View** menu.

3 *Double-click* any **Section number** within a Report to open that Section in the Editor. Your cursor will be placed at the **Subpart** containing the problem. Tags are automatically hidden when you use this hyperlinking from the Reports, but before making any changes, display the tags on your screen to insure accuracy.

The **Address Verification Report** (**ADDRVER.RPT**) lists **Reference Organizations** that appear in any Section's **Reference Article** without a corresponding listing in either the **01420 Section** or the **Supplemental Reference List (SRL).**



Remember: If you don't have the **01420 Sources for Reference Publications** Section as part of your Job you can't use this report.

Address Verification :

- *Verifies* that all **Sponsoring Organizations** with **References** cited in the processed Sections' text appear in the Job's **01420 Section**.
- *Generates* a list of **Sponsoring Organizations** used in any Section's **Reference Article** but not found in the Job's **01420 Section**.

Example of Address Verification Results:

```
SECTION REFERENCE ORGANIZATION

16208   DIESEL ENGINE MANUFACTURERS ASSOCIATION  (DEMA)
```

Resolving Discrepancies

If the 01420 Section of the Job already lists the Reference's Sponsoring Organization:

1. *Add* the **Sponsoring Organization name**, **acronym**, **Reference Identifier** and **Reference Title** (with all corresponding **tags**) to the Section's **Reference Article**.
2. *Verify* that the information that you added to the Section's Reference Article is identical — including text, spaces, and capitalization — to the one found in the 01420 Section.

If the 01420 Section of the Job doesn't list the Reference's Sponsoring Organization:

1. *Add* the **Sponsoring Organization name**, **acronym**, **Reference Identifier** and **Reference Title** (with all corresponding **tags**) to the Section's **Reference Article**.
2. *Right-click* on the **Reference Identifier** you just added, and choose **Check References** from the pop-up menu.
3. *Click* **Yes** when prompted to automatically add the Reference to your **Supplemental Reference List** (which will open so that you can confirm the addition).
4. *Open* your Job's **01420 Section** and *add* the **Sponsoring Organization name**, **acronym**, **address**, **phone/fax numbers**, **email address** and **web address** (with all corresponding **tags**) making certain that text, spaces and capitalization are identical to the listing you added to the **Reference Article**.

The **Reference Verification Report** actually produces three separate listings: **Duplicate References (DUPEREF.RPT), Reference Title Discrepancies (TTLFIFFS.RPT),** and **References Verification (REFVER.RPT)**.

Reference Verification:

- *Compares* the **References** in each Section's **text** with those in its **Reference Article** and in the **Supplemental Reference List (SRL)**.
- *Identifies* discrepancies by producing three separate reports that list duplicate References, conflicting Titles, and unresolved References.

Duplicate References

The **DUPEREF.RPT** lists of all the **References** that are found in the **Reference Articles** and duplicated in the **Supplemental Reference List**. The **Reference Descriptions** listed on the report are from the **Supplemental Reference List**.

Example of Duplicate Reference Results:

```
SECTION REFERENCE

16208   ANSI B16.11

AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI)

ANSI B16.11 1980 Forged Steel Fittings, Socket-Welding and
Threaded

02200 ASTM C29

ASTM C29 1978 Unit Weight and Foids Aggregate
```

Resolving Duplicate References

Check **References** in the Sections' **Reference Articles** against those in the **Supplemental Reference List (SRL)**.

- If the duplicates are identical in both locations (exactly the same text, spacing and capitalization) then *remove* the duplicate from the **SRL**.

If the duplicates have differences in the titles or dates, your engineer should review the publications to determine which is applicable to the Section:

- If the **SRL** contains the correct Reference, *edit* the Section's **Reference Article** to *correct* it, then *remove* the duplicate from the **SRL**.
- If the Section's **Reference Article** contains the correct Reference, *remove* the duplicate from the **SRL**.

After all corrections are made, run **Reference Reconciliation** again.

Reference Title Discrepancies

The **TTLDIFFS.RPT** lists **Reference Identifiers** with conflicting Reference Titles in two or more Section **Reference Articles**.

Example of Reference Title Discrepancies

```
SECTION REFERENCE   Reference Title

03300 NEMA TC 2 (1983) Electrical Plastic Tubing (EPT) and Conduit

03302 NEMA TC 2 (1983) Electrical Plastic Tubing (EPT) and Conduit
(EPC-40 and EPC-80)
```

Resolving Reference Title Discrepancies

- *Compare* **Titles** and determine which is correct for the publication. If publication dates differ, the engineer should review the publication to determine which applies to the Section.
- *Edit* the listed Sections' **Reference Articles** so that they all reflect the correct Title and date for the publication.

Unresolved References

The **REFVER.RPT** lists **References** that appear in any Section's text but not in either the Section's **Reference Article** or the **Supplemental Reference List**.

Example of Unresolved References Results:

```
SECTION    SUBPART        REFERENCE

02515      2.1.1          AWWA C110
```

Correcting Unresolved References

- *Add* the **Reference** and **Reference Title** (which includes the Publication date) to <u>either</u> the Section's **Reference Article** <u>or</u> **Supplemental Reference** (SRL).
- If you made your changes in the **SRL**, then *run* **Reference Reconciliation** again to automatically insert them in the **Reference Articles**.

The **Submittal Verification Report** (**SUBMVER.RPT**) lists **Sections** that do not cite **Submittal Items** in both the **Submittal Article** and elsewhere in the text, that cite invalid **Classifications**, or that contain **Submittal Descriptions** or Classifications outside the Submittal Article. It also reports **Submittal Descriptions** from Sections' **Submittal Articles** that differ from those found in the **01330** or that are missing from it.

Remember: If you don't have the **01330 Submittal Procedures** Section as part of your Job you can't use this report.

Submittal Verification:

- *Checks* that all **Submittal Items** appear both in the Sections' **Submittal Article** and also in the Sections' **text**.
- *Generates* a list of **Submittal Items** missing from either location. See **Example A**.
- *Checks* that all **Submittal Descriptions** used in the Sections' **Submittal Articles** are also listed in the Job's **01330** Section.
- *Generates* a list of **Submittal Descriptions** missing from the **01330** Section. See **Example B**.

Example A of Submittal Verification Results:

```
SECTION    SUBPART          SUBMITTAL DISCREPANCY

05120      2.1              Classification "GA"
                            is invalid for the unified Submittal format.

05120      2.1              "GA"
                            was not found in the Submittal Article

05120      2.4              "SHOP PRIMER"
                            was not found in the Submittal Article

05120      1.4              "Accessories"
                            was not found outside the Submittal Article
```

Correcting Submittal Verification Discrepancies Example A

- If a **Submittal Item** appears under an **SD** number within the **Submittal Article** but nowhere in the Section text, either *add* the **Submittal Item** at the appropriate point in the text, or *delete* it from the **Submittal Article**.
- If a **Submittal Item** is located within the text but not in the **Submittal Article** *consult* your engineer to determine which one of the following methods of correction is appropriate:
  Insert it in the **Submittal Article** below the correct **SD number**.
  Remove the **<SUB>** tag surrounding the **Item** within the text.
  Delete both the **Item** and **<SUB>** tag from the text.
- Submittal Descriptions (SDs) and Classifications (G for Government Approved) can only appear in the Submittal Article. Any citations of these in the text (outside the Submittal Article) must be deleted.

Example B of Submittal Verification Results:

```
STANDARD DESCRIPTION
SECTION    SUBPART            INVALID DESCRIPTION

SD-03 Product Data

03300A     1.4                SD-03 Product Materials
```

Correcting Submittal Verification Discrepancies Example B

Submittal Description (SD) Numbers used in the Job must be listed in the Job's **01330 Section**.

- If the **SD Number** reported is a valid Submittal that is not found in **Section 01330**, then *add* it to the **01330**.
- If the **SD Number** reported is invalid, it must be *changed* to one of the eleven valid numbers cited in the **01330 Section,** or *omitted* from the Section.

The **Bracket Verification Report** (**BRKTVER.RPT**) lists all **brackets** remaining in the Sections that must be removed and replaced with text before a Job is complete.

Example of Bracket Verification Results:

SECTION	SUBPART	Brackets Found
01011	1.4.3	2
05210	1.3	3
05210	1.4	1
05210	2.2	4
05210	3.1	2

Resolving Bracket Verification Problems

- If a **bracket** was inadvertently left in the text, *delete* the bracket.
- If **Bracketed Options** were left in the text, a selection must be made or information filled in and the brackets deleted. Consult your engineer to determine the correct option to include.

The **Section Verification Report** (**SECTVER.RPT**) lists any **Sections** that are referenced in other Sections of the Job, but that are not part of the Job.

Example of Section Verification Results:

SECTION	SUBPART	Section Referenced
07270	3.3.3	15895
15330	1.4.7	01730

Section Verification:

- *Checks* to see that all **Sections** cited in the text are included in the Job.
- *Generates* a list of any Sections referenced that are not included in the Job.

Resolving Section Verification Discrepancies

Check with your engineer to determine if you should:

- *Add* the referenced **Sections** to the Job.
- *Remove* the **text** that references the missing Section.

The **Reference List** (**REFKYLST.RPT**) includes all the **References** cited in the Job, followed by the **Sections** and **Subpart Numbers** where they can be found.

```
10 CFR 430

SECTION:  15400         SUBPART:  1.1

SECTION:  15400         SUBPART:  3.10.1.1

16 cfr 1201

SECTION:  08810         SUBPART:  1.1

SECTION:  08810         SUBPART:  2.5.1
```

The **Submittal List** (**SUBMLIST.RPT**) includes all the **Submittal Descriptions** found in the **Submittal Articles**, along with the **Sections** and **Subparts** in which they can be found. The SD definitions are extracted from the 01330 Section.

```
SD-02

Submittals which graphically show relationship of various components
of the work, schematic diagrams of systems, del of fabrications, lay-
out of particular elements, connections, and other relational aspects
of the work.


SECTION:  09330         SUBPART:  1.2

SECTION:  09515         SUBPART:  1.2

SECTION:  09675         SUBPART:  1.2
```

The **Test / Requirements List** (**TSTRQLST.RPT**) includes all the **Test Requirements** cited in the text, along with the **Sections** and **Subparts** in which they can be found.

.

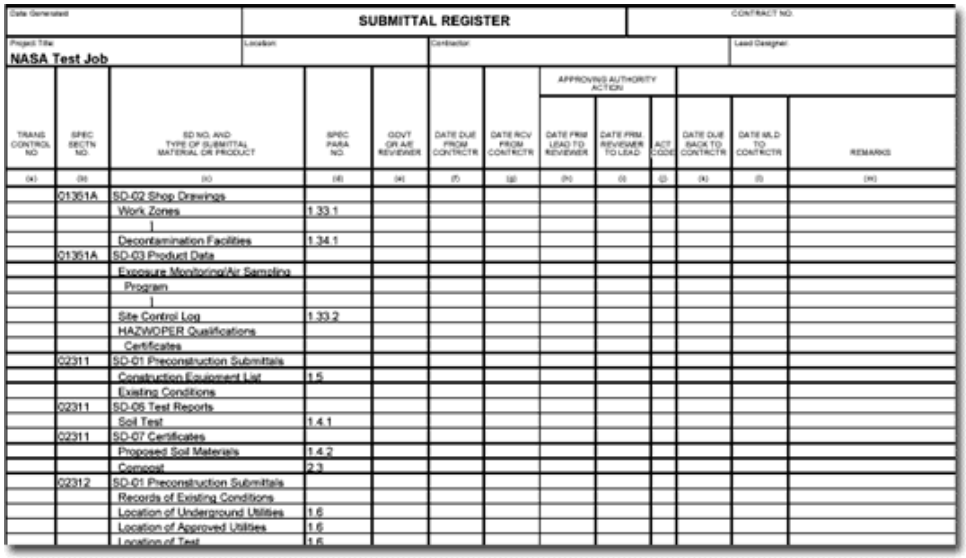
```
SECTION:  02220         SUBPART:  1.2

Do not begin demolition until authorization is received
from the Contracting Officer.
```

The Submittal Register

The **Submittal Register** lists the **materials**, **products** or **items** for each Submittal cited in the Job, as well as the **Section** and **paragraph number** locations, and any **required approval**.

When the Submittal Register is generated, the system:

- *Searches* for the **Submittal Article** within **PART 1** of each Section.
- *Locates* all tagged **Submittal Descriptions** (**SDs**) listed in each Section's Submittal Article.
- *Locates* the **Submittal Items** appearing below the SDs <u>and</u> throughout the Sections.
- *Generates* the **Submittal Register** and *inserts* the **Subpart** location for each **Submittal Item** in the Sections' **text** (<u>outside</u> the Submittal Articles).



Date Generated	SUBMITTAL REGISTER	CONTRACT NO.
Project Title: NASA Test Job	Location	Contractor / Lead Designer

TRANS CONTROL NO	SPEC SECTN NO	SD NO. AND TYPE OF SUBMITTAL MATERIAL OR PRODUCT	SPEC PARA NO	GOVT OR A/E REVIEWER	DATE DUE FROM CONTRCTR	DATE RCV FROM CONTRCTR	APPROVING AUTHORITY ACTION: DATE FRM LEAD TO REVIEWER	DATE FRM REVIEWER TO LEAD	ACT CODE	DATE DUE BACK TO CONTRCTR	DATE MLD TO CONTRCTR	REMARKS
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
	01351A	SD-02 Shop Drawings										
		Work Zones	1.33.1									
		Decontamination Facilities	1.34.1									
	01351A	SD-03 Product Data										
		Exposure Monitoring/Air Sampling Program										
		Site Control Log	1.33.2									
		HAZWOPER Qualifications Certificates										
	02311	SD-01 Preconstruction Submittals										
		Construction Equipment List	1.5									
		Existing Conditions										
	02311	SD-06 Test Reports										
		Soil Test	1.4.1									
	02311	SD-07 Certificates										
		Proposed Soil Materials	1.4.2									
		Compost	2.3									
	02312	SD-01 Preconstruction Submittals										
		Records of Existing Conditions										
		Location of Underground Utilities	1.6									
		Location of Approved Utilities	1.6									
		Location of Test	1.6									

The Submittal Register <u>does not</u> appear in the **SI Explorer's Processed Files** folder the way the other reports and lists do. It will, however, print when you choose **Process & Print**. If you are publishing to PDF, it <u>will</u> appear in the **PDF Files** folder in the SI Explorer, and you can view it in that format.

Troubleshooting the Submittal Register	
Problem	**Cause**
Column (f) Classification Government or A/E Reviewer has double **G G**	The **Submittal Item** is listed <u>twice</u> in the **Submittal Article** under the same **Submittal Description**.
Column (e) Paragraph # is blank	The **Submittal Item** is <u>only found</u> in the **Submittal Article** and is not used anywhere in the Section's text.
A/E appears in **Column (d)** instead of **Column (f)**.	Classification **G** must <u>precede</u> Reviewer as follows: **_{G A/E}**
FIO appears in **Column (d)** instead of **Column (f)**.	FIO is <u>no longer recognized</u> on the **UFGS Submittal Register** and <u>should not be used</u> in the **Submittal Article**.

Restoring a Job From a Backup

Whether it's a Job in progress or a former Job, you may want to take an archived backup you've created through SpecsIntact and restore it. In addition, this is the same function you'll use when adding a downloaded Master to your default Working Directory and the SI Explorer.

1 From the **SI Explorer**, *click* the **File** menu and *choose* **Backup/Restore/Manage**

2 *Click* the **Restore/Manage** tab.

3 In the **Restore From** area of the dialog box, *select* the **Drive**, **Folder** and **File** you want to restore.

4 The information about the backup chosen will be entered in the boxes on the right side of the screen. You may change the **Name** in the field (a name appearing in red indicates a project with that name already exists).

5 You can *choose* to:

◊ **Overwrite Existing** files, which will completely *remove* the files under this name in its original Working Directory and *replace* them with the backup files

or

◊ **Merge with Existing** files**,** which will both *replace* all files of the same names with the backup versions, and will also *add* any additional files in the backup that do not already exist in the Working Directory version.

6 *Click* **OK**.

You can only change the **Working Directory** destination if you change the **Name** of the project you are restoring.

Job Checklist

- Make sure you have the most recent **Software** and **Masters**, and, if necessary, download newer versions from the SpecsIntact web site (software and NASA Masters) or CCB web site (UFGS Masters).
- Print the **Master Table of Contents with Scope** (which lists the Section numbers, Titles, and a brief descriptions of each Section in the Master).
- Give this list to your engineer so that the Sections necessary for the Job can be determined.
- When the engineer returns the list, print the Sections requested. Before printing them, ask whether they should show **English** or **Metric** Units of Measure, and make sure that you also show the **Notes**.
- When you receive the marked-up Sections from the engineer, make certain to ask whether you are required to show the edits using the **Revisions** feature.
- Create the Job and add the Sections requested. Remember that the software will automatically add two Sections — **01330** and **01420** — which are necessary for processing the Job.
- Begin editing, and remember to always edit with **Tags** visible on the screen. You can also toggle on and off the **Marks**, **Notes**, and **Revisions** (if you're using Revisions). **Save** your Section often as you edit. When you do, it will produce a **Validation Log** that will flag certain mistakes (the Validation Log can be turned on or off from **Tools | Options | Save** screen).
- Use the **Process & Print/Publish** function to generate the **Reports** and perform **Reconciliation** (processing the entire Job for accuracy), and correct any errors or discrepancies found. Don't forget to rerun the reports after any changes and until all findings are resolved.
- Run a **Spell Check** after all changes are made.
- Visually check the formatting by toggling off all the screen elements. Check spacing and lines. Generally, you should have one blank line between paragraphs. Turn Tags and Marks back on before deleting any blank lines.
- Create the finished Job (selecting all the Reconciliation options) choosing the output file type desired — SI print (.**prn**) files can be sent directly to the printer, while **PDF** and **Word** files are only produced electronically. These files can be printed to paper through the SI Explorer. Remember the **Submittal Register** is not visible in the SI Explorer (except in PDF), nor is an .rtf cover sheet, and they cannot be produced if you are using Word for your output format.

Support Problems Encountered Commonly

"I think I am prepared to use SpecsIntact, but I have a few questions. Can I call tech support for assistance?"
— Shirley in Shreveport

Of course you can! The SI Tech Support staff will be happy to answer your questions. It's better to ask before you make a serious mistake than to wait until you've spent hours working on a Job, only to find out you need hours more to correct it. Don't forget to use the **Help menu** as you work, and to use the *SI web site* as a resource as well.

What you learned from this chapter:

- How to use tools, shortcuts and other techniques to edit more efficiently.
- There are specific rules regarding use of symbols and capitalization with the text.
- Using the results from the QA Reports help you locate problems in the Sections and fix them.
- Helpful information is provided when the various Lists are generated during processing.
- An archived Job can be restored using the SI Explorer.
- Using a Job checklist can help you make certain you've completed all the necessary steps to finish your Job.
- SI Tech Support is there when you need it.

Sally hopes you have found her guided tour helpful. If you have any comments or feedback regarding this guide, please feel free to pass them along to SpecsIntact Tech Support.

Back Cover

SpecsIntact

Learning Guide Series

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SpecsIntact

Quick Start!