SpecsIntact

Welcome to SpecsIntact

SpecsIntact software is used worldwide for preparing facility construction specifications for NASA, the Naval Facilities Engineering Command, and the Army Corps of Engineers.

By using Master Text specifications provided by the agencies, you can create a Job folder containing the text Sections you need, edit the text, use quality checking reports, and produce the final specifications for the project.

The following slides will give you a brief introduction to SpecsIntact's features.

Click the arrows at the bottom of each slide to move forward or back.

SpecsIntact

SpecsIntact Program

SpecsIntact is made up of two components -- an Explorer view for managing Jobs and Masters, and an Editor for making changes to the content.

Open the SpecsIntact Explorer by clicking Start | Programs

SpecsIntact

The SpecsIntact Editor can be accessed through the SI Explorer or independently through Start | Programs | SpecsIntact

Editor

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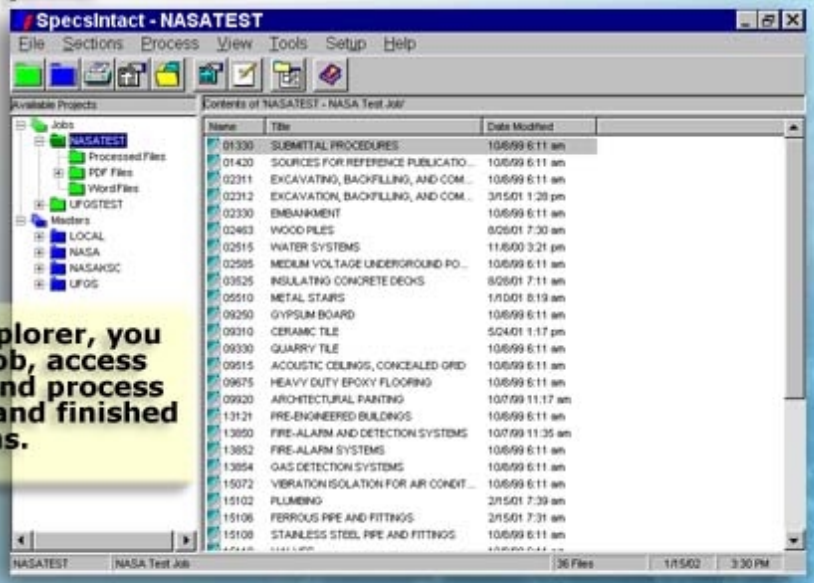
SI Explorer View

The SpecsIntact Explorer is your beginning and ending point.



From the Explorer, you build your Job, access the Editor, and process the reports and finished specifications.

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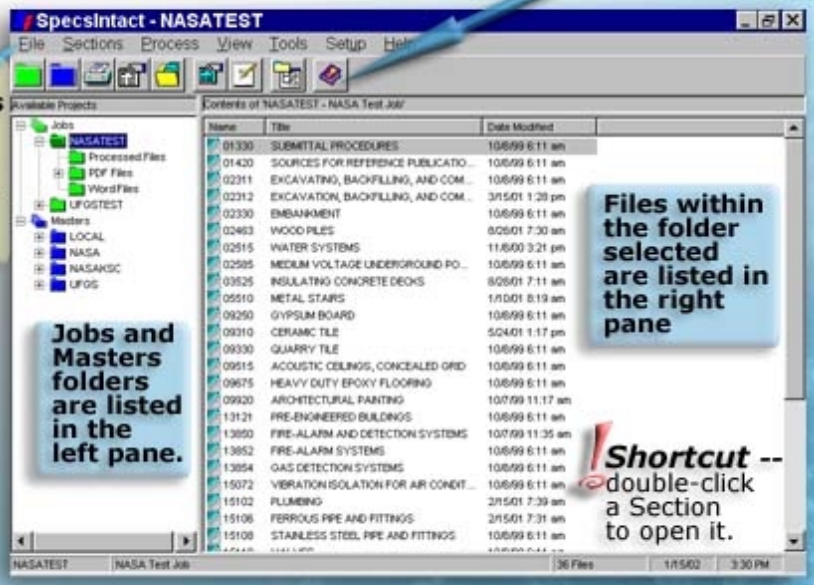
SI Explorer View

The toolbar gives you instant access to commonly used functions, like New Job, Edit, Process & Print, and Help.

The menus give you access to all the commands necessary for producing your finished Job specifications.

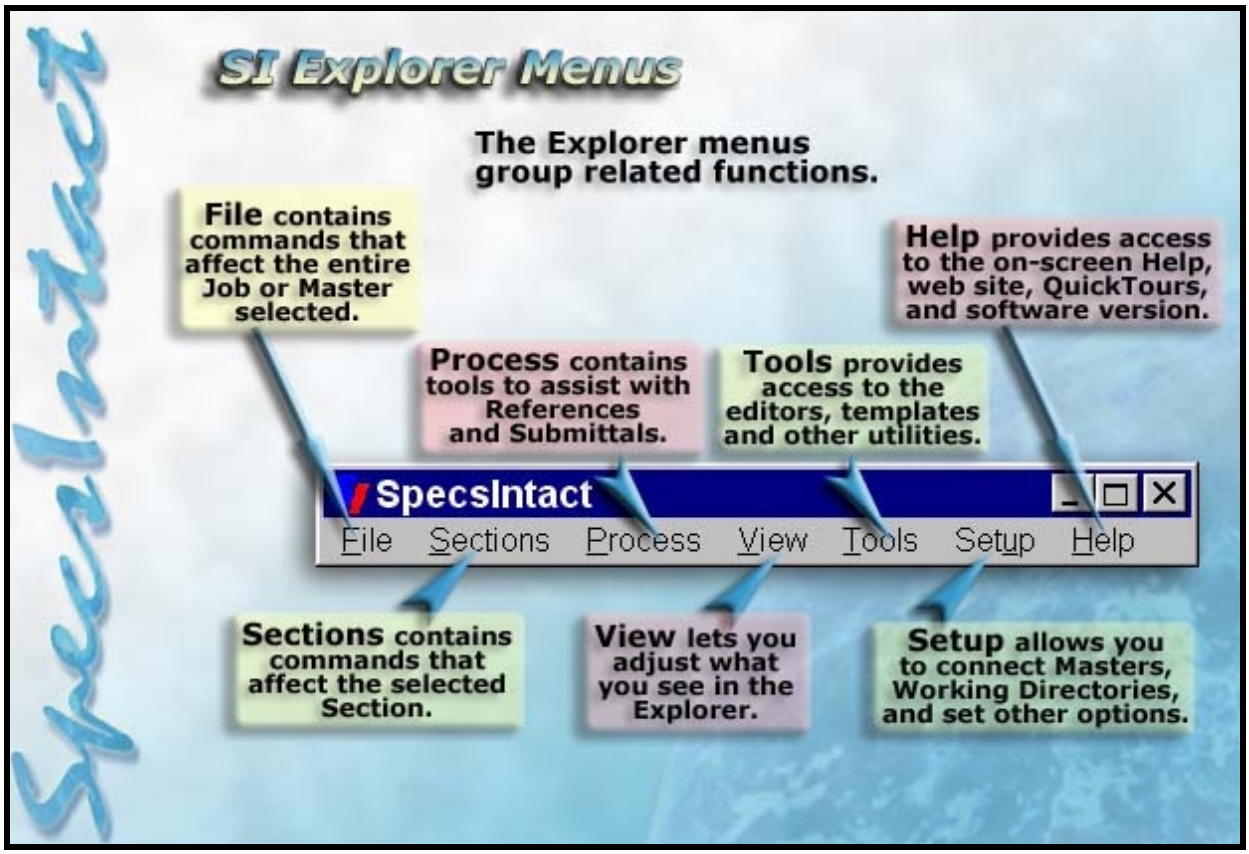


Jobs and Masters folders are listed in the left pane.

Files within the folder selected are listed in the right pane

Shortcut -- You can also gain quick access to many functions by right-clicking.

Shortcut -- double-click a Section to open it.


SI Explorer Menus
The Explorer menus group related functions.
File contains commands that affect the entire Job or Master selected.
Help provides access to the on-screen Help, web site, QuickTours, and software version.
Process contains tools to assist with References and Submittals.
Tools provides access to the editors, templates and other utilities.
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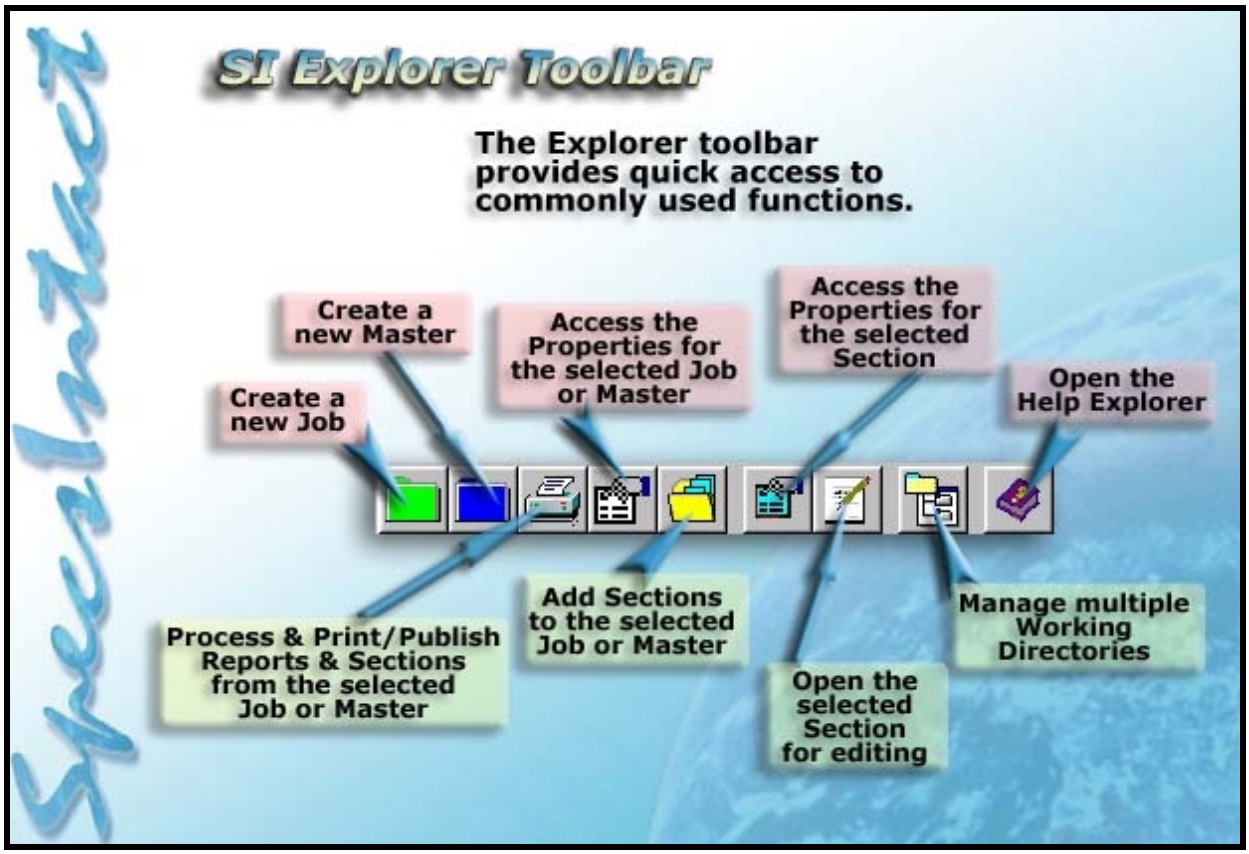
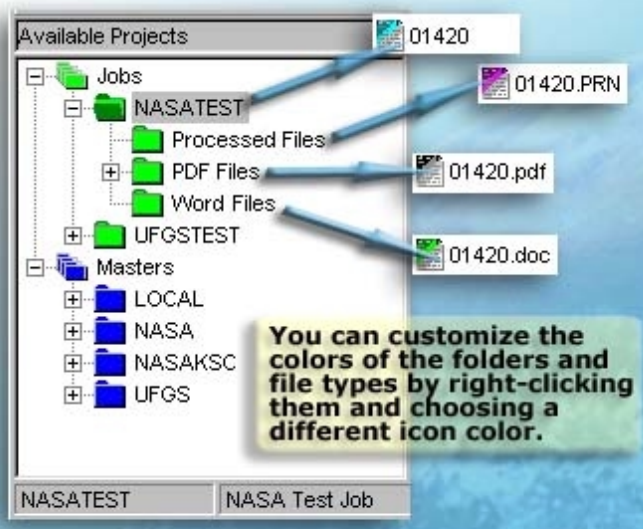
File Sections Process View Tools Setup Help
Sections contains commands that affect the selected Section.
View lets you adjust what you see in the Explorer.
Setup allows you to connect Masters, Working Directories, and set other options.


SI Explorer Toolbar
The Explorer toolbar provides quick access to commonly used functions.
Create a new Master
Access the Properties for the selected Job or Master
Access the Properties for the selected Section
Create a new Job
Open the Help Explorer
Process & Print/Publish Reports & Sections from the selected Job or Master
Add Sections to the selected Job or Master
Manage multiple Working Directories
Open the selected Section for editing

SI Explorer Subfolders

The left pane displays subfolders for *Processed, PDF* and *Word* documents produced from each Job or Master.

The files contained in the subfolder you select in the left pane will be displayed in the right pane, allowing you to visually manage your Jobs and Masters.



Shortcut -- You can print a draft of any of these files by right-clicking them.

You can customize the colors of the folders and file types by right-clicking them and choosing a different icon color.

SI Explorer Functions

You can copy Sections into your Job or Master by using the Add Sections command, accessible from both the

File menu and toolbar.

In addition, the Explorer view allows you to drag-and-drop Sections from one Job or Master into another.

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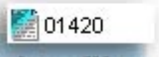
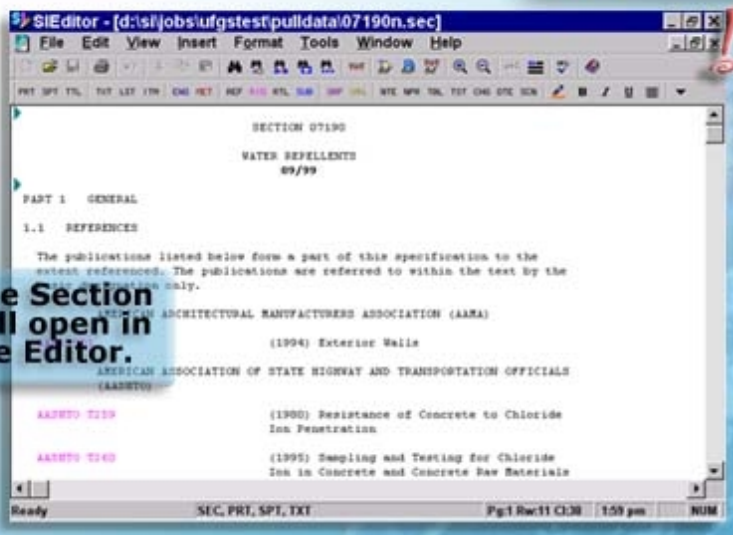
SI Explorer Functions

1 Click a Section file in the SI Explorer.



2 Click the Edit button on Explorer toolbar.



3 The Section will open in the Editor.

Shortcut -- double-click the Section in the Explorer and it will open in the Editor.

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SI Explorer Functions

When you have finished editing a Job, use the quality checking reports to help ensure the accuracy of the specifications.

You run the reports through the Process and Print function, which can be accessed from either the File menu or toolbar.

After you've made any corrections indicated on the reports, you are ready to use Process & Print again to produce your final specifications.

SpecsIntact

Welcome to SpecsIntact

From beginning to end, SpecsIntact offers a complete system for producing quality specifications to meet the requirements of your project.

A little time invested in learning how to make the system work for you will pay off when your project is completed.

See additional QuickTours for more details on the functions that were briefly covered in this overview.

For a complete guide to using SpecsIntact, see the on-screen Help and printed User's Guide. Help is also available through the SpecsIntact web site and Technical Support desk.

To view another QuickTour, click the QT button.