

SpecsIntact

Learning Guide Series

Installation!



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Front Cover

SpecsIntact

SI Learning Guide Series

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About This Guide

Our 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 *Installation* Guide provides an in-depth introduction to the three types of software installations, setting up the Working Directories, and downloading and connecting the Masters. It grew from a need to help new users get a fundamental understanding of SpecsIntact's installation process, but experienced users and system administrator's also find it helpful when performing installations and updates.

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

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 and you should 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.



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 that 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.



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 an automated project management system for processing standard Masters used in facility construction and provides built-in quality assurance reports and automated functions that allows you adapt standardized facility construction specifications to fit your project.



A Brief SI History

1965 - Conceived by NASA

1986 - Adopted by NAVFAC

1988 - Adopted by USACE

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.

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. 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

Installation Basics

In this chapter you'll learn:

- ◆ Where do I get SpecsIntact
- ◆ Other Software Components
- ◆ System Requirements
- ◆ SpecsIntact Terms
- ◆ SpecsIntact Structure



Where do I get SpecsIntact?

At any time the most recent version of the SpecsIntact software can be downloaded from the SpecsIntact Web Site at: <http://si.ksc.nasa.gov/software/software.shtml>

Other Software Components

During the installation process, the software will give you the choice to download and install the latest Unified Facilities Guide Specifications (UFGS). The UFGS Masters are maintained by each of the Agencies for use by NASA, Military Departments (Army, Navy, Air Force etc.), the Defense Agencies and the DoD Field Activities for planning, design, construction, sustainment, restoration and modernization of facilities.

System Requirements

Windows® OS:
2000 / XP SP2 & SP3 / Vista / Windows 7

Pentium processor 75 MHz or better

Hard Disk Space: 60 MB

RAM: 128MB (256MB recommended)

Display: SVGA

Drives: CD-ROM / DVD

Printer: LaserJet / InkJet /
BubbleJet / Multi-Functional Device



After installation, SpecsIntact only requires 30MB disk space for a Local installation and 56MB for a Network installation. Additional space is required for new projects as well as Masters.

SUPPORT PROBLEMS ENCOUNTERED COMMONLY



"I have downloaded SpecsIntact. When I double-click on the SI.exe file it appears to be installing something other than SpecsIntact"

Alex in Arizona

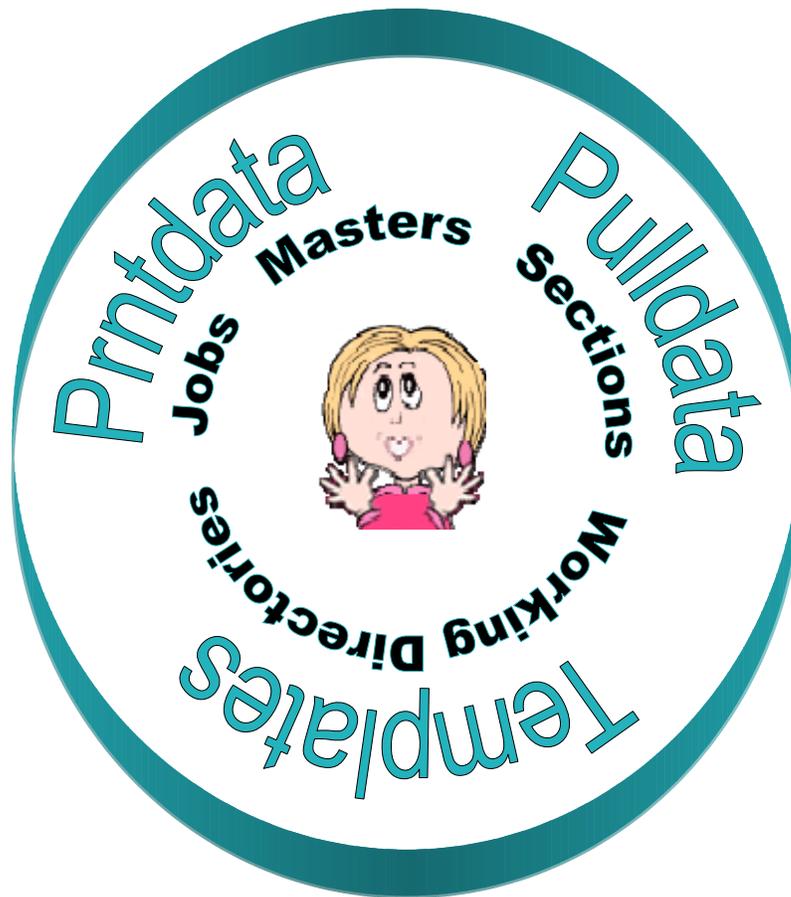
Alex, this only occurs when there is more than one executable in the same folder in which you downloaded SpecsIntact. Create a new folder and move the SI.exe file into the new folder. Once you have done this, you can now run SpecsIntact's installation.

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 setup.

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. To help you avoid confusion, we'll point out SpecsIntact terms



These are terms you will become familiar with when viewing the SpecsIntact structure from Windows Explorer. As you continue through this Guide you will get to know them as you would see them through the SI Explorer view.

SpecsIntact Structure



Here are some definitions of SpecsIntact:

- **Jobs** ~ A consolidation of guide specifications extracted from a Master is called a Job or Project.
 - **Pulldata** ~ Through Windows Explorer, this is where the Jobs working files are located.
 - **Prntdata** ~ Through Windows Explorer, this is where the Jobs processed files are located. These files are temporary files that are deleted each time the Job is processed.
- **Masters** ~ Are groups of standard Agency Guide Specifications used in the preparation of a Job.
- **Sections** ~ Comprised of broad scope, medium scope, or narrow scope guide specifications that cover specific aspects of construction
- **Working Directories** ~ Is where the Jobs, Masters and Templates are stored.
- **Templates** ~ There are two types of templates SpecsIntact uses:
 - **WSection** ~ Is a text outline used to assist the user by providing examples of how text should be entered in SpecsIntact for a *new* Guide Specifications.
 - **WFormat** ~ Are user created outlines used to create cover pages, sign-off page, project information pages, etc.



Learning how to “speak SpecsIntact” makes it easier to fully utilize all of its features!

Chapter 2

Types of Installations



In this chapter you'll learn:

- ◆ Types of Installations
 - ◆ Network
 - ◆ Workstation
 - ◆ Local

It is important to understand the different types of installations in order to make the best decision for you and your organization!

Network

Usually the Network Installation is the preferred installation for Network/System Administrators since it doesn't require as much maintenance in the long run. This installation is recommended when there are more than 10 users who need to use SpecsIntact. During the installation process, the software is copied to a network server directory that is accessible to all workstations that will be using SpecsIntact.

Workstation

The WorkStation Installation works hand in hand with the Network Installation. After a Network Installation has been done, the Network/System Administrator must go to each individual workstation and perform a Workstation Installation from the Network Installation. This installation will copy the shortcuts and system files from the network installation to the local system.

Types of Installations

Local Installation



In the subsequent chapters, we will learn how to perform each of the installations we have learned about in this chapter.

Local

Out of the three types of installations, this is the most popular since the Local Installation places the software on your local hard drive and is user-specific.



Even though the software is installed locally, the Working Directories which contain the Jobs and Masters can be placed on a Network Server. This is a nice setup since most workstations are more up-to-date than network servers therefore, will not slow you down. Placing the Working Directory on the Network drive also has added benefits since the network is typically backed-up on a daily basis whereas local hard drives are not.



What you learned from this chapter:

- ◆ Why Network/System Administrator's prefer the Network and Workstation Installations
- ◆ Network Installations are best when multiple users need to use the software
- ◆ The Local installation is still the most convenient and preferred installation for most users
- ◆ Even though you have chosen the Local Installation, Jobs and Masters can be housed on the Network Drive



Chapter 3

Network & Workstation Installations



In this chapter you'll learn:

- ◆ Downloading SpecsIntact
- ◆ How to do a Network Installation
- ◆ How and when to do a Workstation Installation

In Chapter 2, we learned about the different types of installations that SpecsIntact has to offer. By this time, you should know which one is best for you! This chapter will guide you through the Network and Workstation installations.

First you will need to download SpecsIntact from our website at:

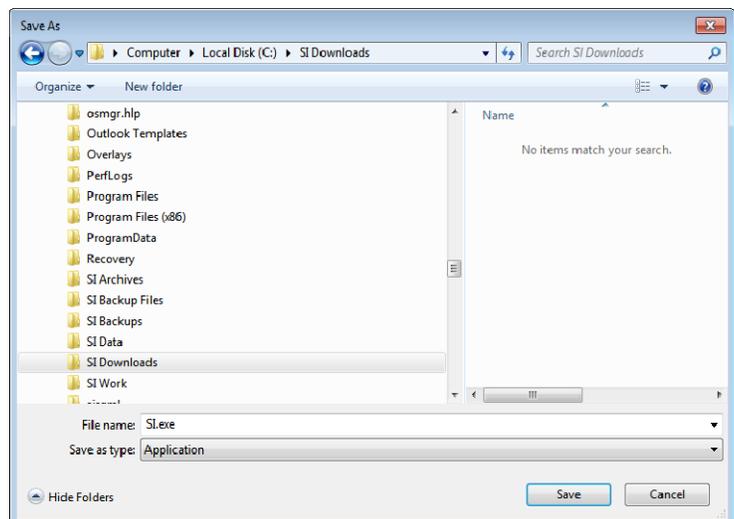
<http://si.ksc.nasa.gov/software/software.shtml>

Before you begin, choose a location where you would like to download the software.



Make sure you do not download the file to the same location in which you plan to perform the network installation!

The best location is often the simplest, such as directly off of a root drive C:\SI Downloads or M:\SI Downloads.



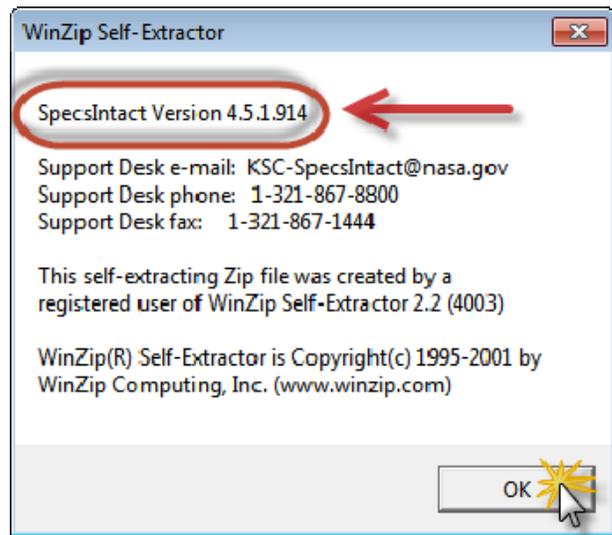
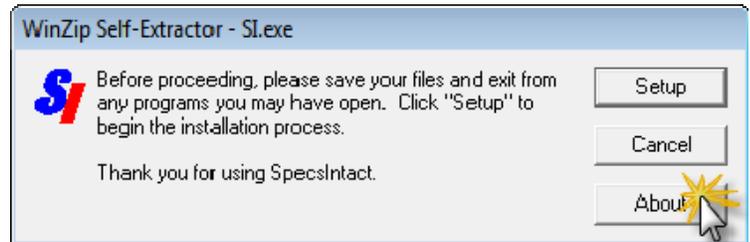
Network & Workstation Installations

Network Installation Process



Before I install, how do I know I have the right version?

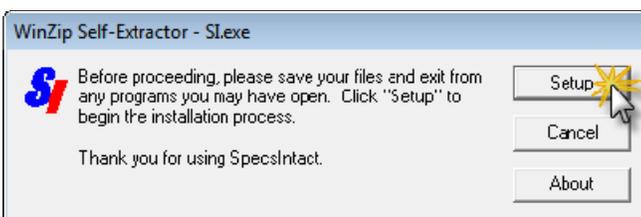
That is a good question! So many times the SI.EXE file has been downloaded into multiple locations. When you double-click on the executable, the WinZip Self-Extractor SI.exe dialog box opens, choose the About button to verify the executable is the correct version. This is another reason you should keep a designated download folder on your system to avoid having multiple versions.



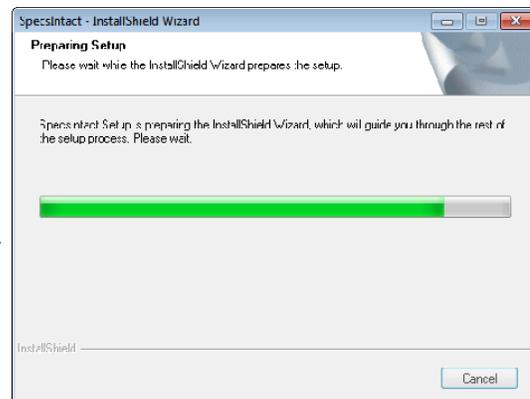
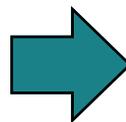
Start



To begin the Network Installation open Windows Explorer in order to locate the SI.EXE file you downloaded. Now that you have located the file, *double-click* to begin the installation process.



Click Setup

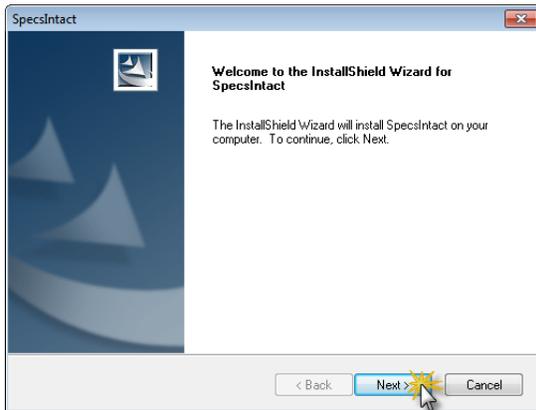


Splash Screen Appears Briefly

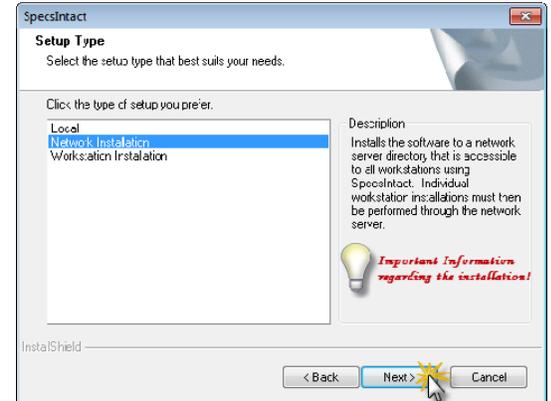


Network & Workstation Installation

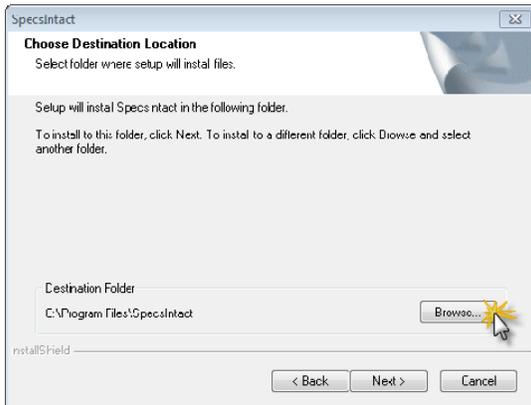
Network Installation Process



Click Next



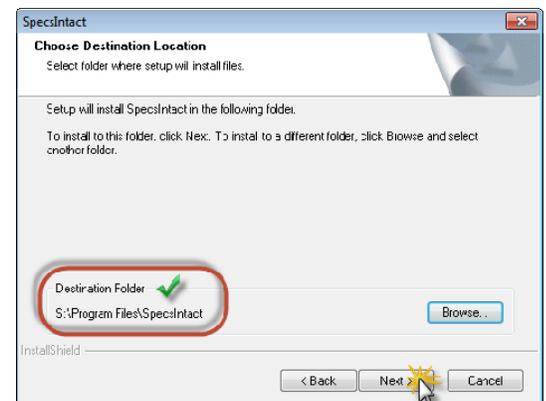
Click Next



Choose Browse to change the Destination Folder, Click Next



Type Path or Browse to change the Destination Folder, Click OK

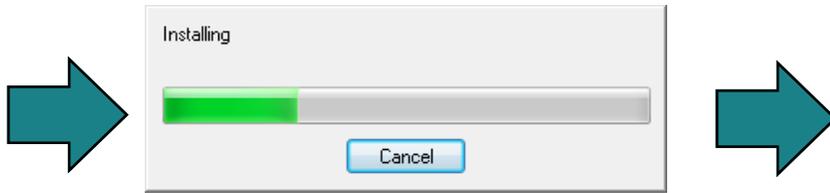


Verify the Destination Folder, Click Next

When choosing the Destination Folder for the Network Installation, the Path can be typed directly into the Path Field - OR - You can use the Directory structure and Browse to the desired destination.

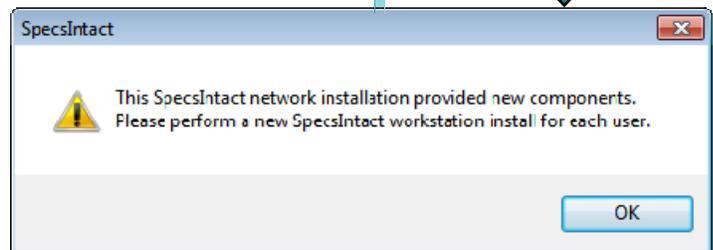
Network & Workstation Installations

Network Installation Process

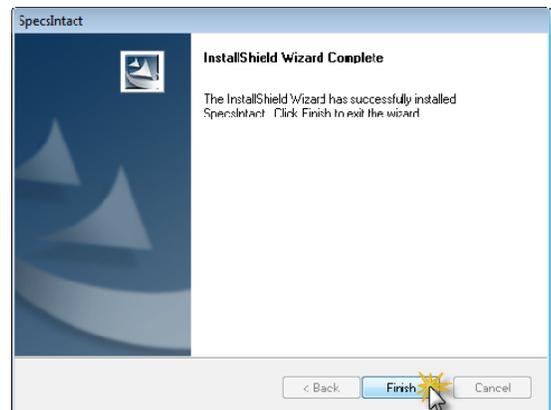


Files begin to copy to the Network Drive (Destination Folder)

The dialog box illustrated appears during the initial Network Installation. The only other time this dialog will appear would be in the event of a **Major** update. After the initial installation has been performed, the Network/System Administrator is *required* to go to each Workstation and perform a **Workstation Installation/Update** from the Network Server.



Another quick and easy way to recognize a **Major** update is by looking at the version number. If the first or second number increases, this indicates major changes/enhancements were made to the Software.



Click Finish

Network & Workstation Installations

Workstation Installation Process

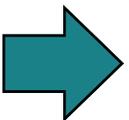
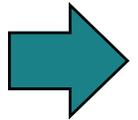
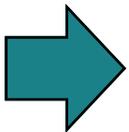
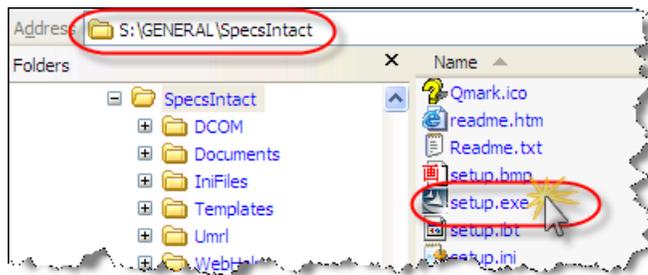


Now that we have successfully completed the **Network Installation**, it is time to move onto the **Workstation Installations**.

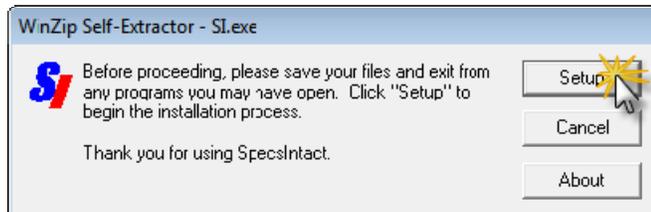
As we mentioned before, **Workstation Installations** *must* be done on each system the first time! The only other time a Workstation Installation should be done is when the System/Network Administrator is prompted during the Network Installation. This indicates there was a major update to SpecsIntact.

Start

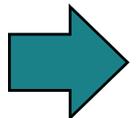
To begin the **Workstation Installation** *open* Windows Explorer to locate the **Setup.exe** file from the Network Installation you just did. Now that you have located the file, *double-click* to begin the installation process.



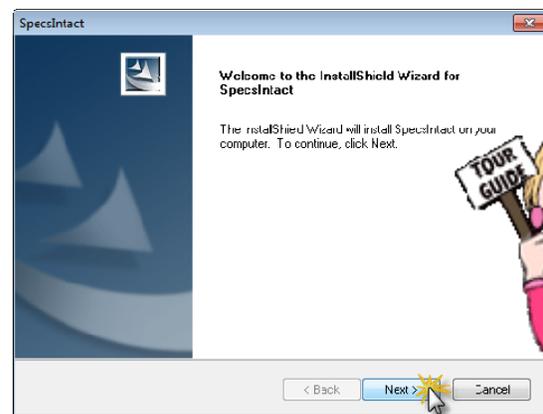
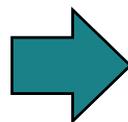
If you haven't already done a **Network Installation**, Stop now and go to the beginning of this Chapter to do so.



Click Setup



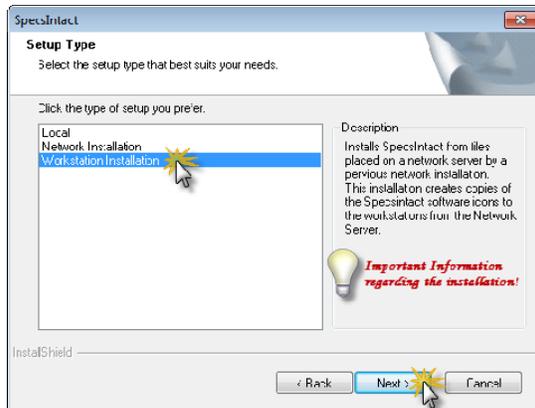
Splash Screen Appears Briefly



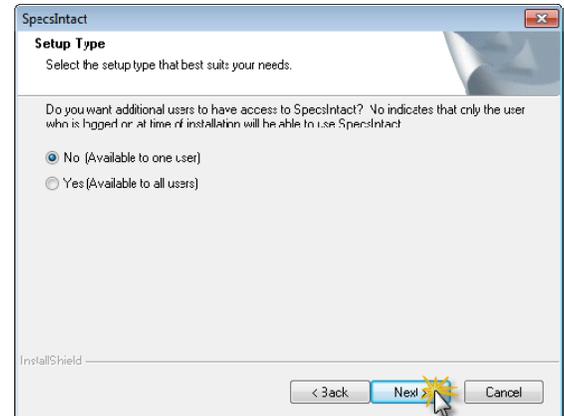
Click Next

Network & Workstation Installations

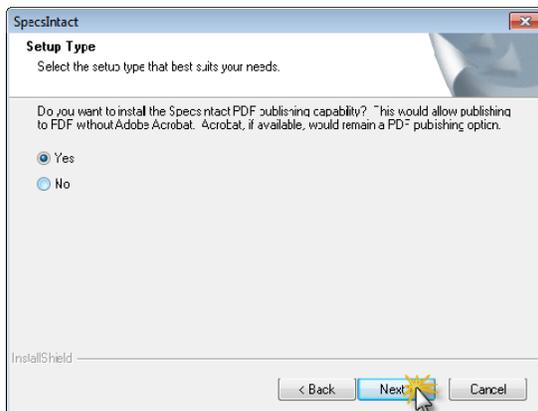
Workstation Installation Process



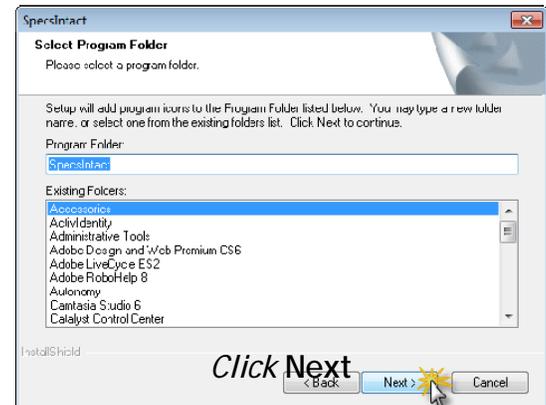
*Choose Workstation Installation
click Next*



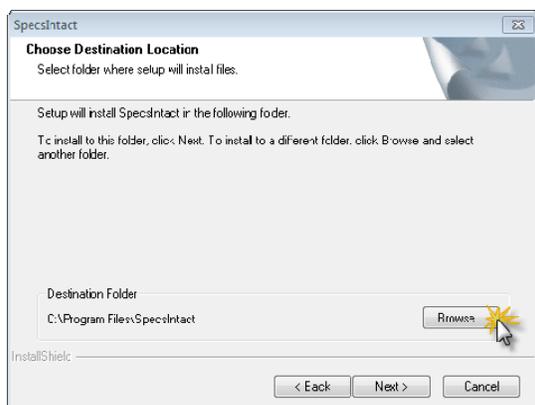
*Choose No or Yes
Click Next*



Click Next



Click Next

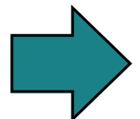


*Choose Browse to change the
Destination Folder, Click Next*



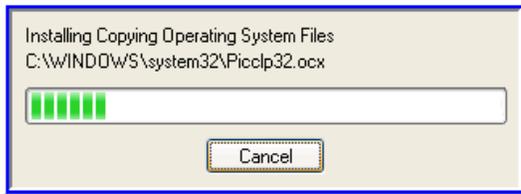
Windows 7 default destination folder for 32-bit applications is C:\Program Files (x86).

New installations will use the Windows 7 default destination folder, whereas existing installations will continue to use C:\Program Files.

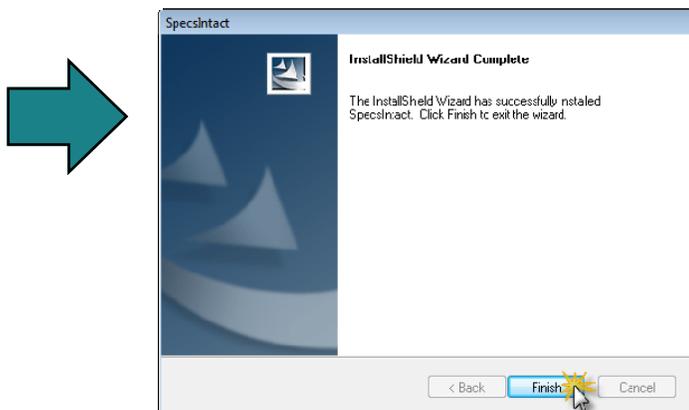


Network & Workstation Installations

Workstation Installation Process



Files begin to copy to the Workstation



Click Finish

Now you are ready to move on to *Chapter 5* to finish the setup for the Working Directories and Connecting Masters.

SUPPORT PROBLEMS ENCOUNTERED COMMONLY



"I downloaded the latest version of SpecsIntact, then ran the SI.exe and thought I was installing the latest version. I installed the Network installation option. After I finished the installation, I started the program and got the message again saying that I did not have the most current version. I checked my version and it said 4.2.0.785, what do I need to do to get it to run the correct version?"

Cheryl in Chicago

Cheryl, more than likely this is because the software was downloaded to the same location on the server as the Network Installation. You cannot install the software within the software directory!! Move the SI.EXE file to another directory. Once you have done so, run the Network Installation again. Once SpecsIntact starts up, you will have the correct version.



What you learned from this chapter:

- ◆ Where to download SpecsIntact for installation
- ◆ You can check the executable to see if you have the correct version before you run the installation.
- ◆ The version number is an indication of a Major release
- ◆ How to do a Network Installation
- ◆ How to do a WorkStation Installation
- ◆ You cannot do a Workstation installation without first doing a Network, they go hand in hand



Chapter 4

Local Installation



In this chapter you'll learn:

- ◆ Downloading SpecsIntact
- ◆ How to do a Local Installation

In this chapter will guide you through a Local installation. As we discussed in Chapter 2, the software can be installed on the local system and it's user-specific, so your Working Directories can still be on the Network with this installation.

First you will need to download SpecsIntact from our website at:

[Http://si.ksc.nasa.gov/software/software.shtml](http://si.ksc.nasa.gov/software/software.shtml)

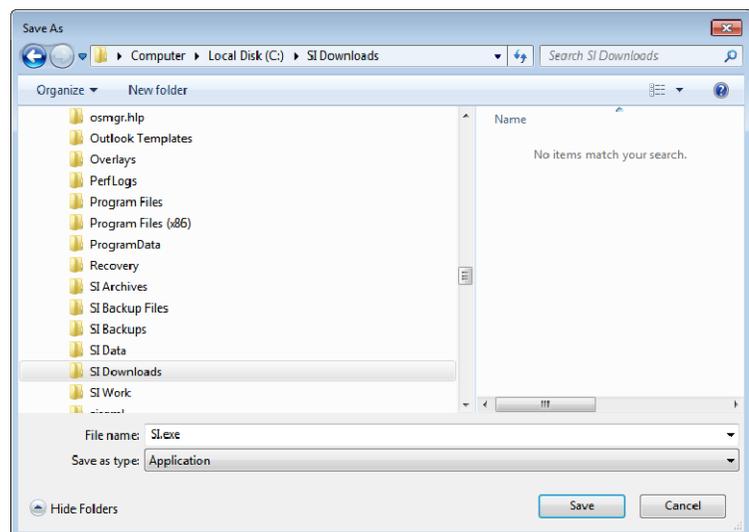
Before you begin, choose a location where you would like to download the software.



Make sure you do not download the file to the same location in which you plan to perform the installation!



The best location is often the simplest, such as directly off of a root drive C:\SI Downloads or M:\SI Downloads.



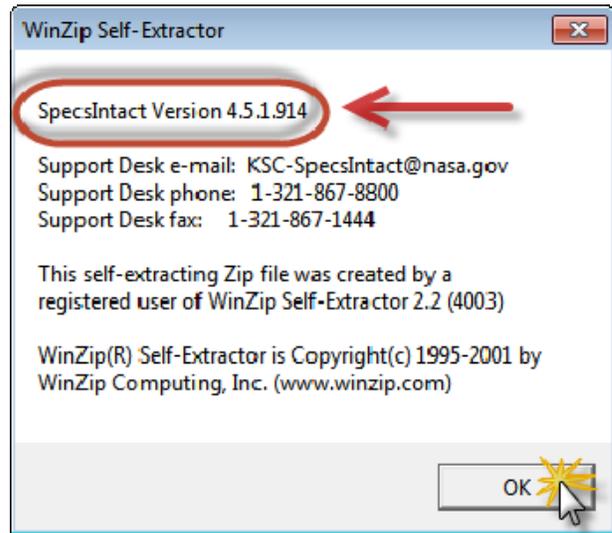
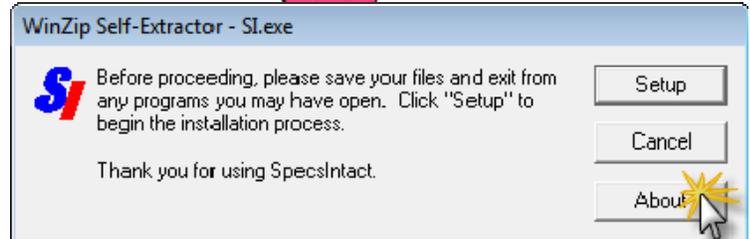
Local Installation

Local Installation Process



Before I install, how do I know I have the right version?

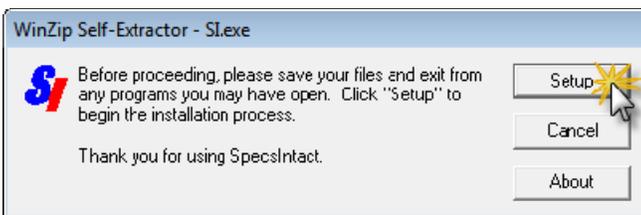
That is a good question! So many times the SI.EXE file has been downloaded into multiple locations. When you double-click on the executable, the WinZip Self-Extractor SI.exe dialog box opens, choose the About button to verify the executable is the correct version. This is another reason you should keep a designated download folder on your system to avoid having multiple versions.



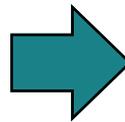
Start



To begin the Local Installation *open* Windows Explorer in order to locate the SI.EXE file previously downloaded. Once located, *double-click* to begin the installation process.



Click Setup

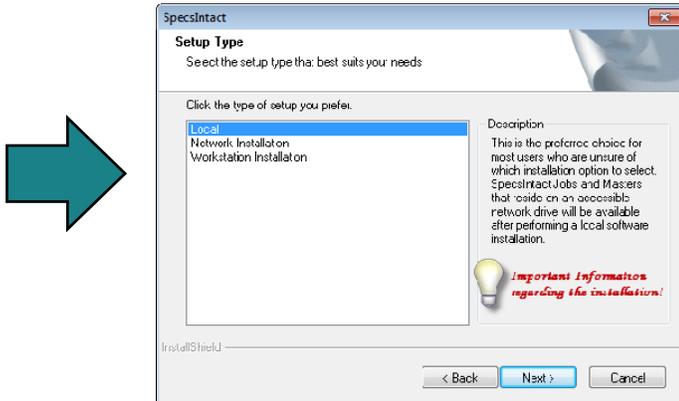


Splash Screen Appears Briefly

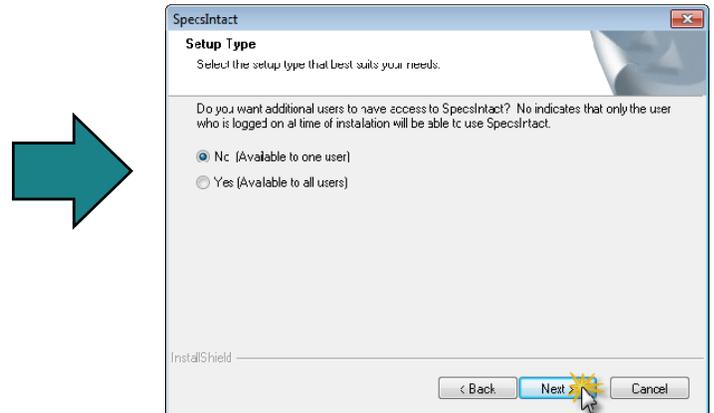


Local Installation

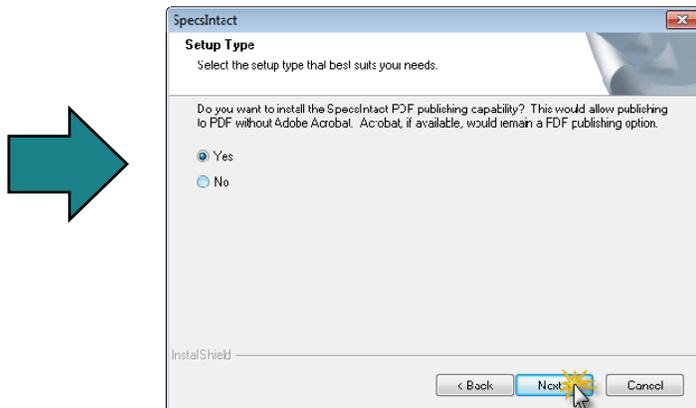
Local Installation Process



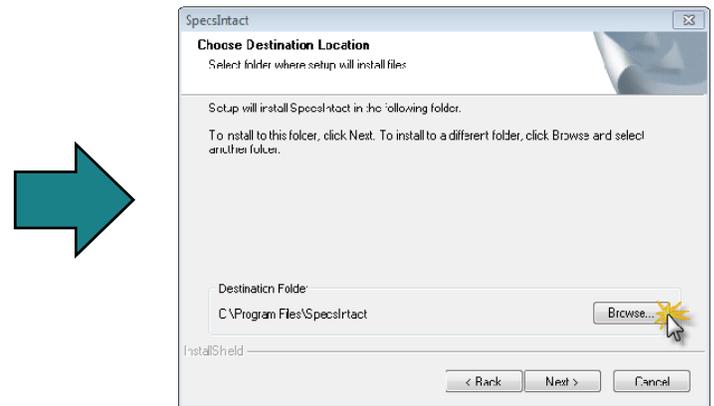
*Choose Local Installation
Click Next*



*Choose No or Yes
Click Next*



*Choose Yes or No
Click Next*



*Choose Browse to change the
Destination Folder, Click Next*

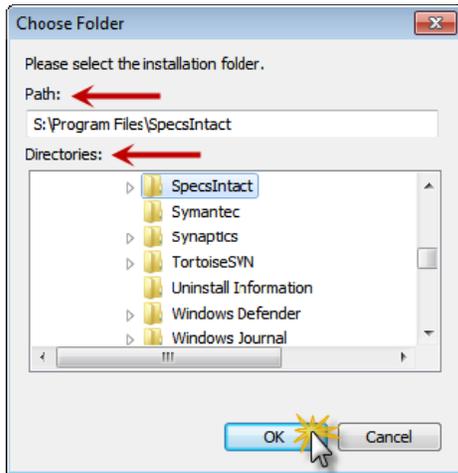
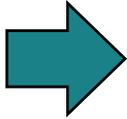
Windows 7 default destination folder for 32-bit applications is C:\Program Files (x86).
New installations will use the Windows 7 default destination folder, whereas existing installations will continue to use C:\Program Files.



Skip the next three steps if using the Default Destination Path!!

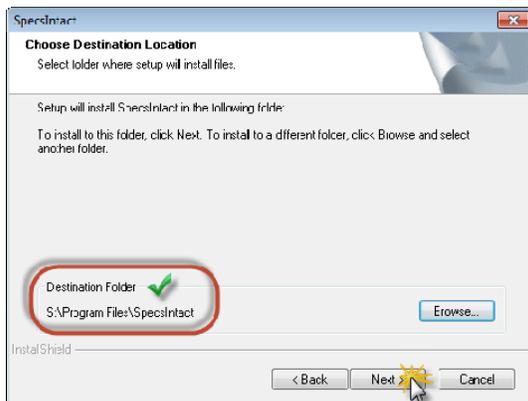
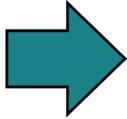
Local Installation

Local Installation Process

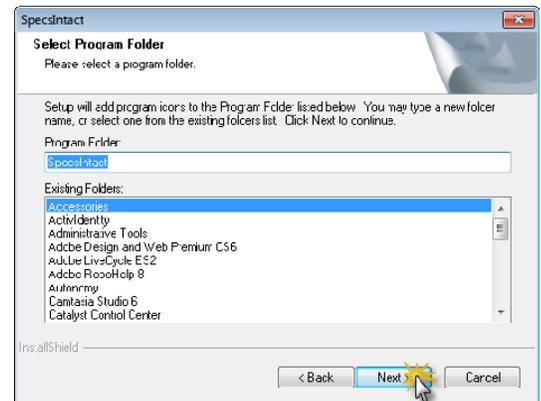
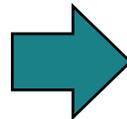


Type Path or Browse to change the Destination Folder, Click OK

When choosing the Destination Folder for the Local Installation, the Path can be typed directly into the Path Field - OR - You can use the Directory structure and Browse to the desired destination.



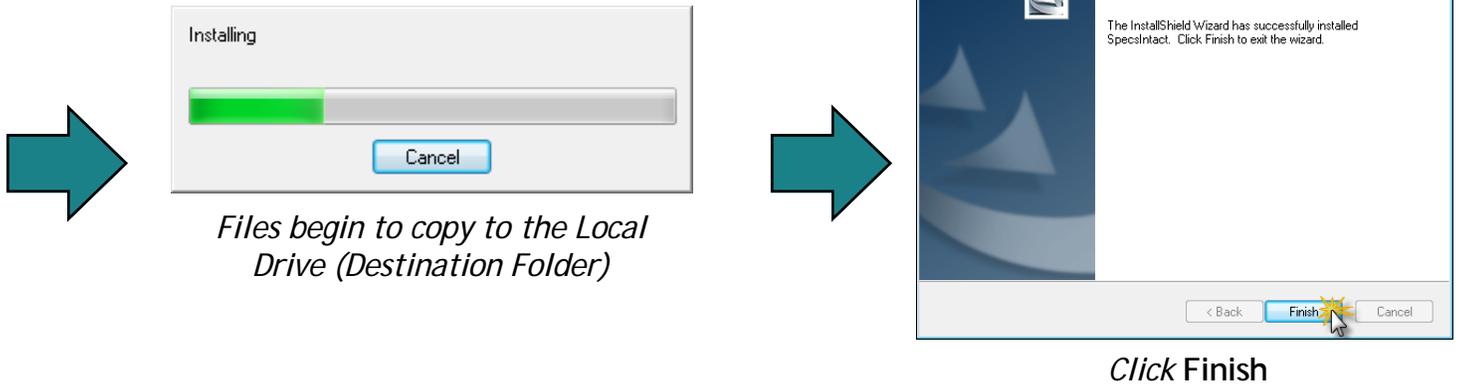
Verify the Destination Folder, Click Next



Click Next

Local Installation

Local Installation Process



Now you are ready to move on to *Chapter 5* to finish the setup for the Working Directories and Connecting Masters.



What you learned from this chapter:

- ◆ Where to download SpecsIntact for installation
- ◆ You can check the executable to see if you have the correct version before you run the installation
- ◆ How to do a Local Installation



Blank

Chapter 5

Working Directories & Connecting Masters



In this chapter you'll learn:

- ◆ How to setup Working Directories during installation
- ◆ Multiple Working Directories
- ◆ How to Connect Masters during installation
- ◆ Count Users Option

In the previous chapters, we have learned about the different types of installations, as well as how to install all three types. Now it is time to learn how to setup your Working Directories and Masters within the SpecsIntact software.

Since we have completed the Network, Workstation or Local Installations, it is now time to finish the process by configuring SpecsIntact. If there have been no previous installation of SpecsIntact on your computer, you will be prompted to setup your Working Directories.

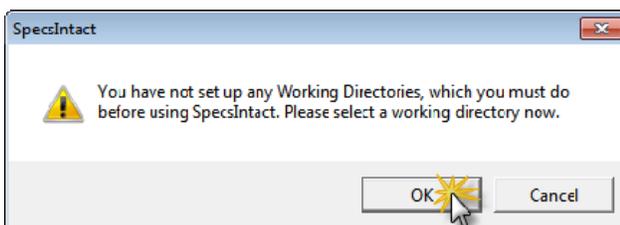
If a previous version of the software exists, the software will attempt to locate your Masters and Working Directories.



As you learned in Chapter 1, Working Directories are one of the essential components of SpecsIntact since the Working Directories hold the Jobs and Masters you create. SpecsIntact also allows you to create Multiple Working Directories so you do

not have to store all of your projects in the same location.

! Using Multiple Working Directories tend to be more cumbersome! Each Working Directory has its own structure to include folders for Jobs, Masters, and Templates as indicated in Chapter 1.

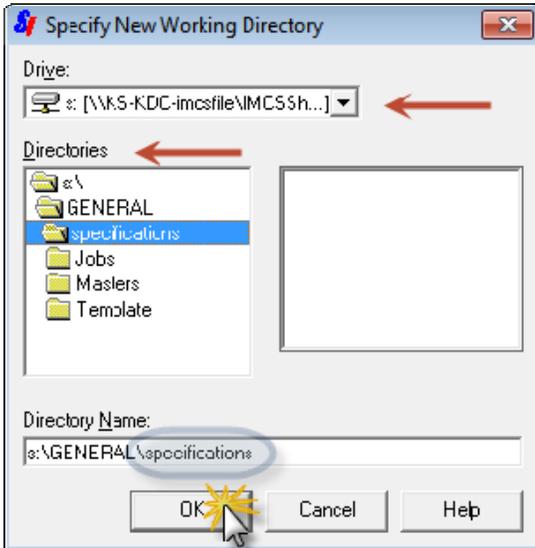


Working Directories

Setup



Caution: Avoid creating Working Directories in the same location in which SpecsIntact is installed or directly on the Root Drive, for instance C:\ or S:\. This will not only cause problems with your Working Directories, but the Masters as well.



When specifying a new Working Directory, the path can be typed directly into the Directory Name field

- OR -

You can use the Directory structure and *Browse* to the desired destination.

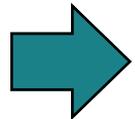


To avoid problems with your Working Directories, avoid making the path too long. Keep the Working Directories simple!! We recommend only using a path of four levels.



Caution: When creating new Working Directories *Do Not* use Jobs or Masters in the path name, since these are folders already in use by the software.

Also, *Do Not* use commas in the path name, this will cause unexpected results.



Support **P**roblems **E**ncountered **C**ommonly



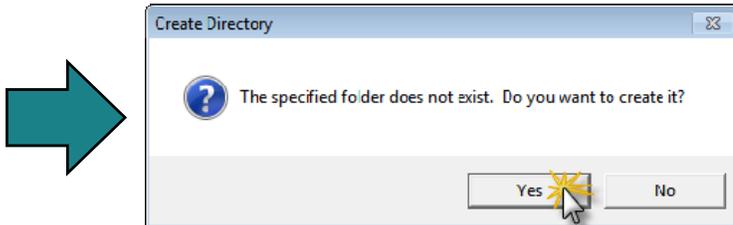
"Can I work with someone on the same Job?"

Michelle in Minnesota

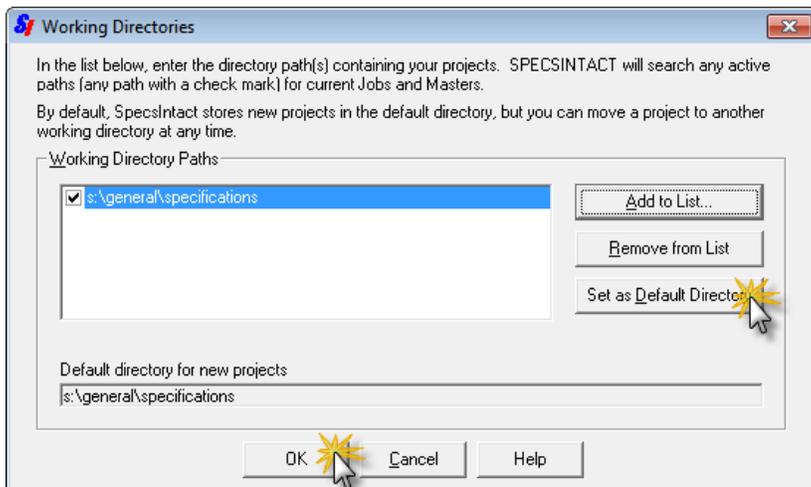
Yes Michelle, It is possible for more than one person to work on the same project regardless of whether you have a Local or Workstation installation. In order to do this, you need to make sure that your Working Directory is on a Network drive. Once that is done, from their computer, go to Setup | Working Directories and browse to the same Working Directory.

Working Directories

Setup



Click Yes - So the New Working Directory Folder can be created for your Jobs and Masters.

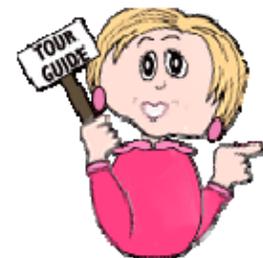


The Set as Default Directory allows you to designate the highlighted Working Directory as the default for new Jobs and Masters.

Choose Set as Default Directory
Click Next



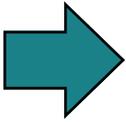
In most cases, when you choose to use **Multiple Working Directories**, you will want to create one Working Directory to house just the Masters so that everyone can connect to them!



Connect Masters

Setup Options

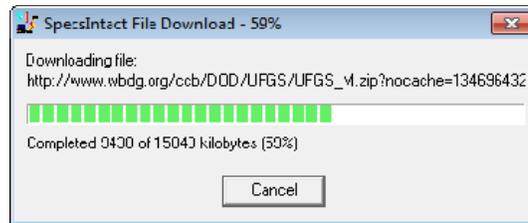
Start



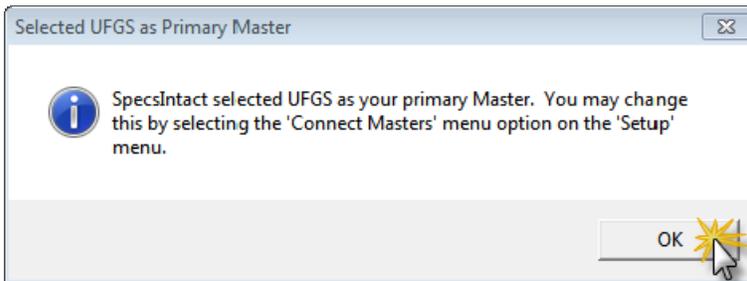
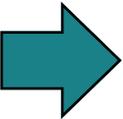
The first choice is the Default Setting for "New Installations".

Click OK

The software connects to the Whole Building Design Guide (WBDG) web site to download the UFGS Master.



Status Screen, no action required

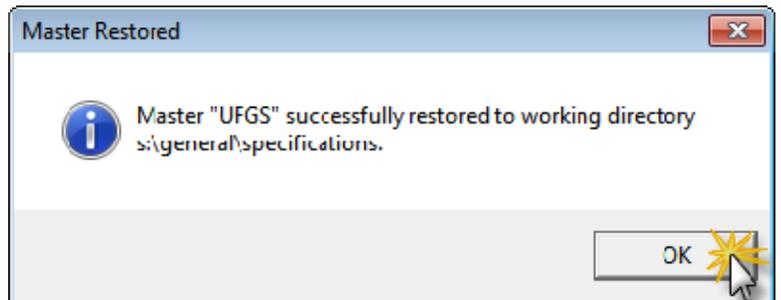


The software then sets the UFGS Master as the Primary Master automatically.



Click OK

Finish



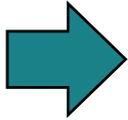
Click OK



Connect Masters

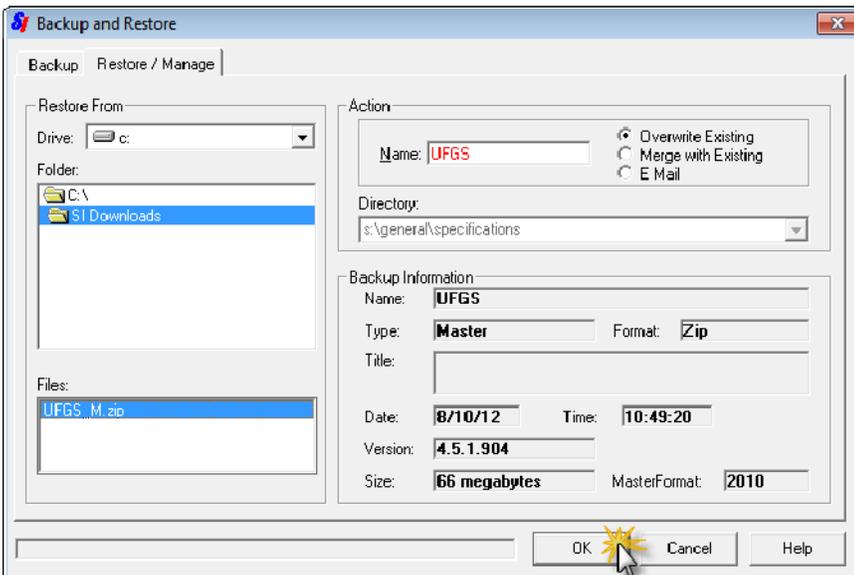
Setup Options

Start



The second choice allows you to restore a Master that is in SpecsIntact format that you have already downloaded.

Click OK



When the Backup and Restore screen appears, simply *Browse* to the location in which you downloaded the Masters, under the **Files** Section, *select* UFGS_M.zip, verify the Directory path and then *select* OK.

Click OK



Finish

Start

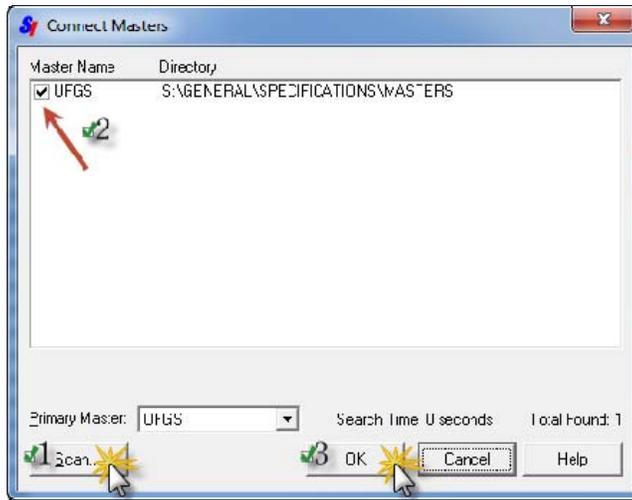


The third choice allows you to connect to a Master that is already available.

Click OK

Connect Masters & Counting Users

Setup Options



Click OK

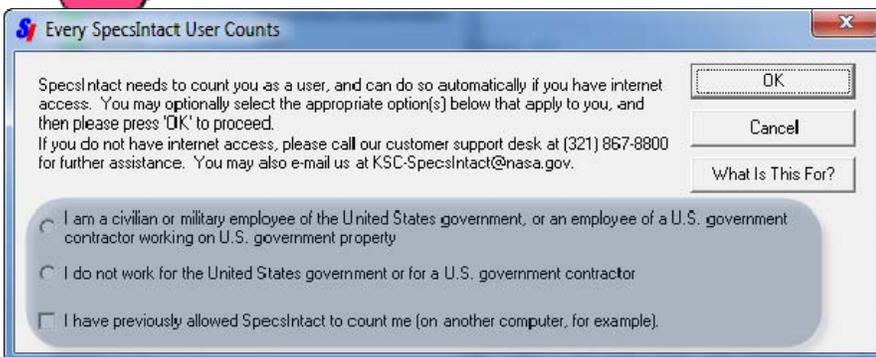
As soon as you select the third choice, the software brings you to the **Connect Masters** dialog box, so you can Scan a selected drive for your Masters.



The Scan option allows you to search for Masters on any drive or network available to your system!



Counting Users



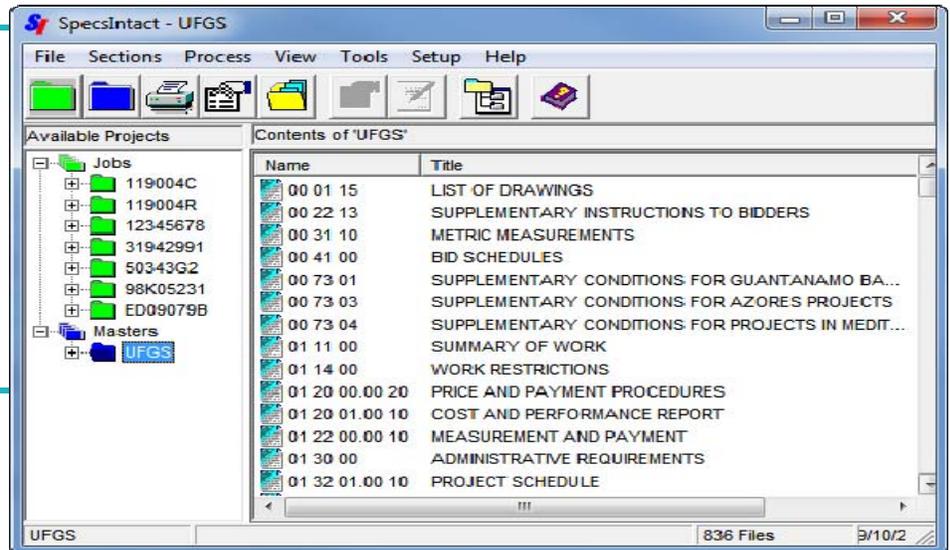
Choose One of the Options

You're almost done; all you have left to do is allow us to count you!

Connect Masters & Counting Users

Setup Options

Once you have completed the installation and setup, the SI Explorer will open and display the contents of your Jobs and Masters. If you have connected to a Working Directory that contains Jobs, they too will be displayed.



When you open SpecsIntact, the software will locate the same Working Directories and Masters unless you go through the Setup menu to change them.



Is it necessary to uninstall SpecsIntact if we are just updating to the latest version?

No, if you just want to update to the latest version of SpecsIntact, just download and run the installation program. If you are not sure where SpecsIntact is installed on your system, from the SI Explorer, go to the Help pull down menu and choose "About SpecsIntact". The installation path will be displayed.

If you do choose to uninstall SpecsIntact, we do not touch your Working Directories.



SUPPORT PROBLEMS ENCOUNTERED COMMONLY



"When I open SpecsIntact the "Every SpecsIntact User Counts" window continues to pop up, how can I close this window so it doesn't appear every time I open the software?"

Debbie in Denver

Debbie, in order to count you as a SpecsIntact user, you must have Internet access. If you are able to connect to the internet, go ahead and do so prior to opening SpecsIntact. If not, contact our Technical Support Desk at (321) 867-8800. They will be able to give you a code that can be typed in the dialog box that will close the window.



What you learned from this chapter:

- ◆ You can use a single Working Directory or Multiple Working Directories
- ◆ Multiple Working Directories are more cumbersome
- ◆ Jobs can be shared by setting up Working Directories on the Network
- ◆ When using Multiple Working Directories, you should create one Working Directory just to house the Masters that will be shared by everyone.
- ◆ Keep Working Directories simple!! Don't use long paths for your Jobs and Masters.
- ◆ There are three choices for connecting Masters during the installation process.
- ◆ SpecsIntact needs to count you as a user.
- ◆ Its not necessary to uninstall SpecsIntact if you are just wanting to update to a newer version.
- ◆ If you uninstall SpecsIntact, we do not touch your Working Directories.



Chapter 6

Installation Tips



In this chapter you'll learn:

- ◆ System Files
- ◆ Create desktop shortcut
- ◆ A default printer must be available
- ◆ Updating the Software

In this chapter, we'll present some additional tips to help you with your installation. With so many agencies/companies restricting user permissions, it is important to ensure users have access to the SpecsIntact system files. In newer versions of SpecsIntact (v4.4.0 or newer) these files have been relocated to the Operating System's, Application Data folder. This change was made in order to prevent problems when user permissions have been restricted or locked down.

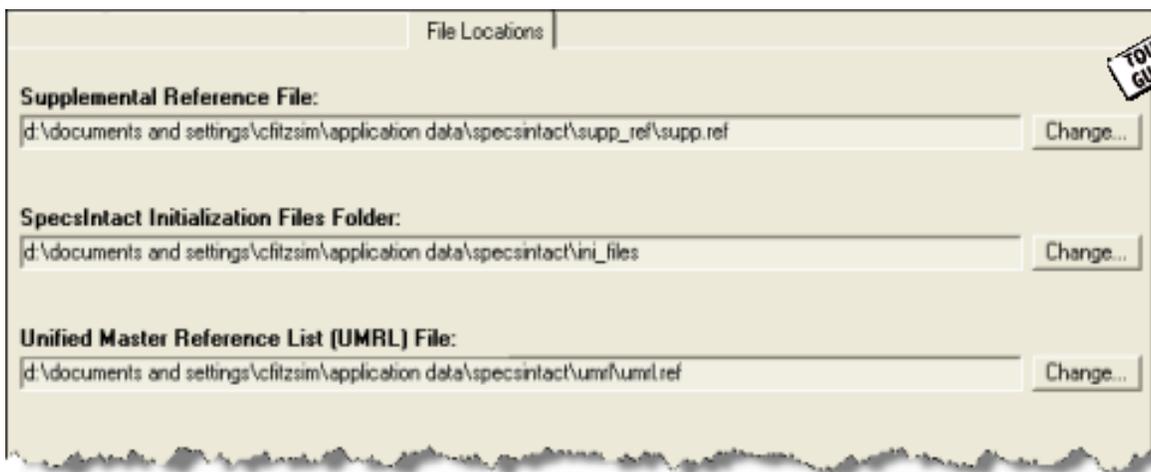
Location of the OS Application Data Folder:

For Windows XP:

..\Documents and Settings\Users\UserID\Application Data\SpecsIntact

For Windows 7:

..\Users\UserID\AppData\Roaming\SpecsIntact



More SI Tips



If you choose to move the system files to a different location other than the default, you can do so from the SI Explorer go to **Setup | Options** and *choose* the **File Locations** Tab.



If you do move these files, do not place them in a Shared Working Directory, otherwise the files will continually be overwritten by each user!



By default when the SI Editor opens, it will automatically check and download the latest Unified Master Reference List (UMRL). This file is used by the SI Editor's Reference Wizard.



Creating a shortcut on your desktop will allow you to access SpecsIntact quickly. Here's how:

Windows XP:

- 1 *Click* the **Start Button**
- 2 *Select All Programs*
- 3 *Slide over & Select* the SpecsIntact Program Group
- 4 *Right-click & Hold* the SpecsIntact Icon
- 5 *Drag* to your Desktop and *release*
- 6 Select **Copy Here** or **Create Shortcut here**
8. Now that you have successfully created a Shortcut on your desktop, you can rename it to read, just 'SpecsIntact'.
9. *Right-click* on the SpecsIntact Icon (shown above)
10. *Choose* **Rename**
11. *Type* SpecsIntact

More SI Tips



In Windows 7, rather than creating a shortcut we are going to 'pin the application to the Taskbar'.

Windows 7:

1. *Click* the Start Button
2. *Select All Programs*
3. *Locate and select the SpecsIntact Program Group*
4. From the drop-down list, *select SpecsIntact*
5. *Right-click and choose 'Pin to Taskbar'*



Before opening SpecsIntact, make sure you have a valid printer connected to your system. This is a common mistake when SpecsIntact has been installed, especially with new computers or Laptops!! A valid printer would be Adobe Acrobat or any physical printer. SpecsIntact will not recognize Windows XP / 7 Internal Printers or any other type of internal printer.

In order for the SpecsIntact icon to appear correctly, a system shutdown is necessary. After a system startup has been performed, the icon will display correctly!

SUPPORT PROBLEMS ENCOUNTERED COMMONLY



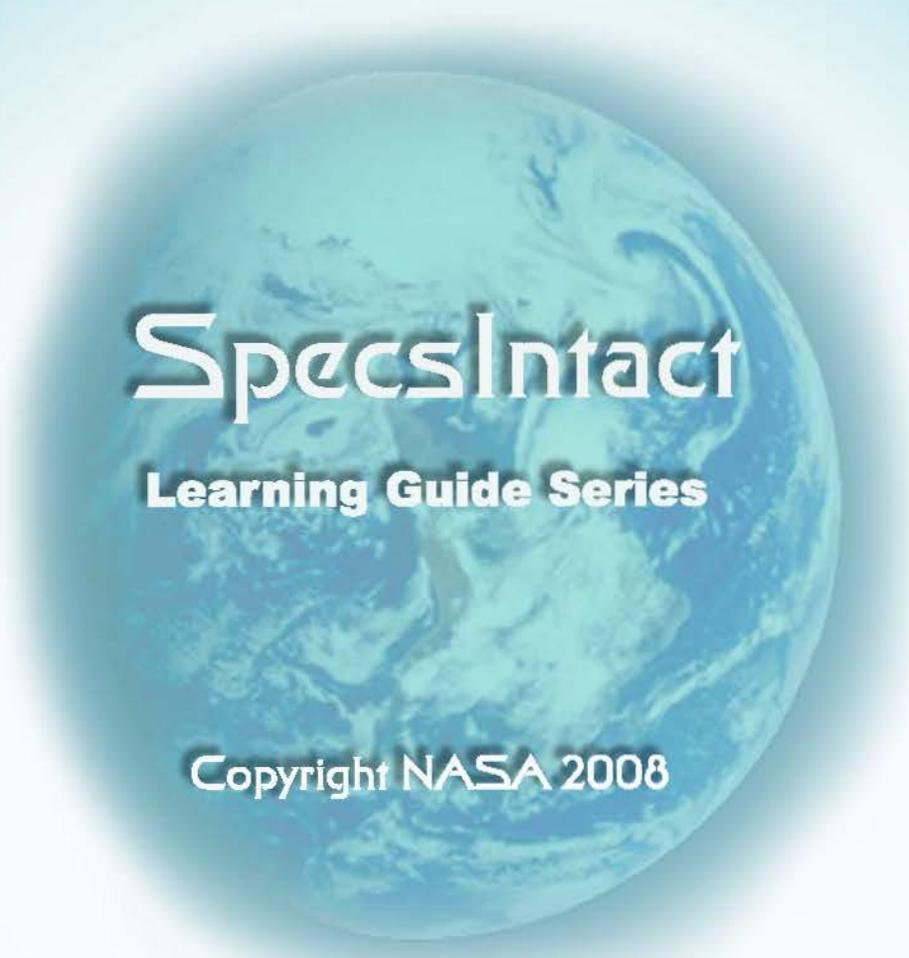
If I'm in the middle of a Job, is it okay to install the latest version of SpecsIntact?

- Maggie in Manhattan

Maggie, you can update SpecsIntact at any time. Updating SpecsIntact to the latest version provides you with a better tool for doing your job. The update will not touch your Jobs or Masters therefore, you should not hesitate to update!



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.



SpecsIntact

Learning Guide Series

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web: <http://si.ksc.nasa.gov>
phone: 321-867-8800
fax: 321-867-1444**

Back Cover



SpecsIntact

Installation!

Trim for
binder
spine label