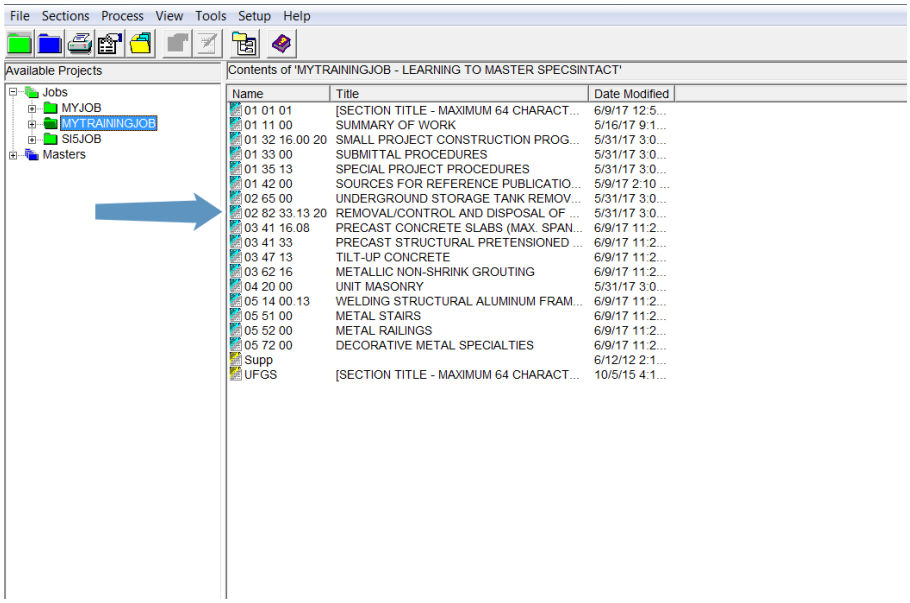
SpecsIntact eLearning Modules Transcript

Module: Chapter 3 – Adding New References

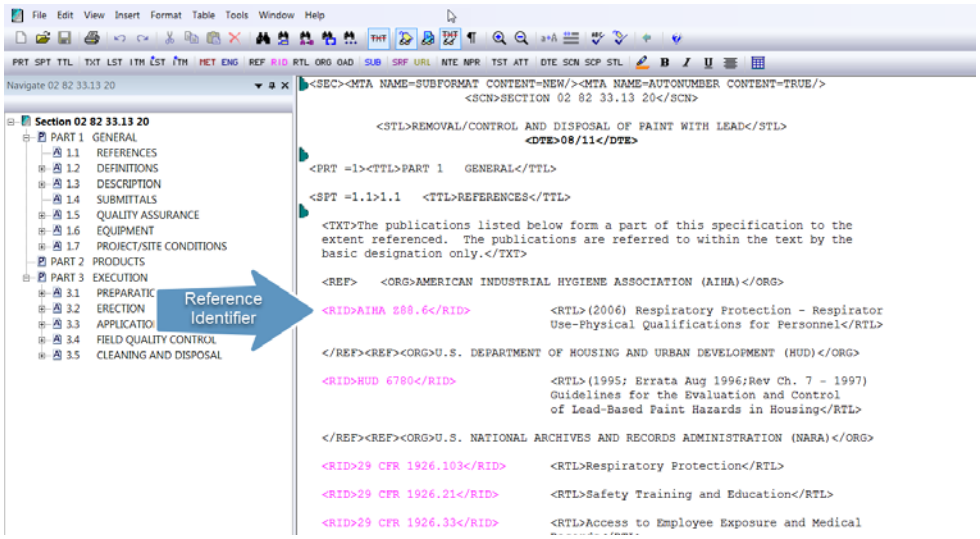
We highly recommend that you view the corresponding eLearning Module visual representation of the subject matter.

00:00:19,900 --> 00:01:22,333

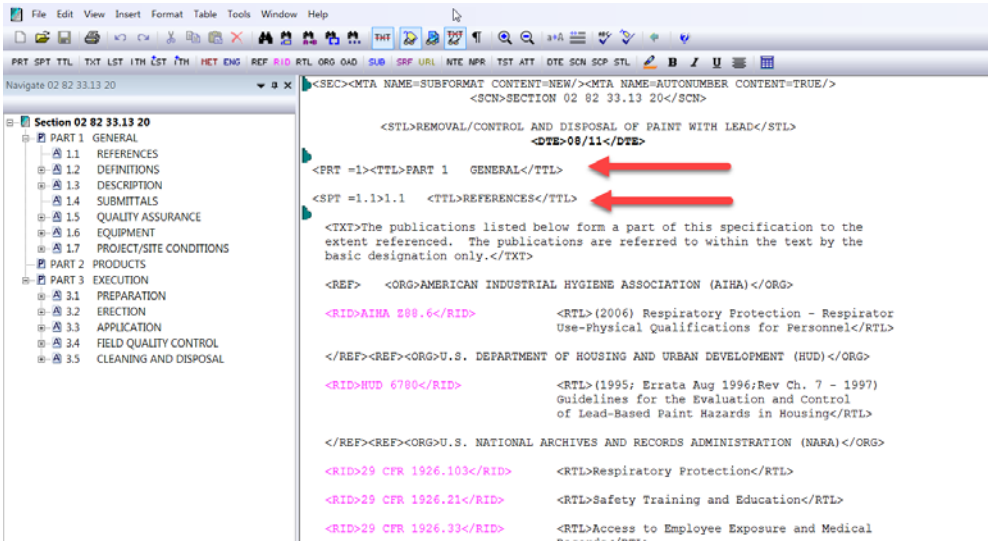
Let's begin by *opening* **Section 02 82 33.13 20**.



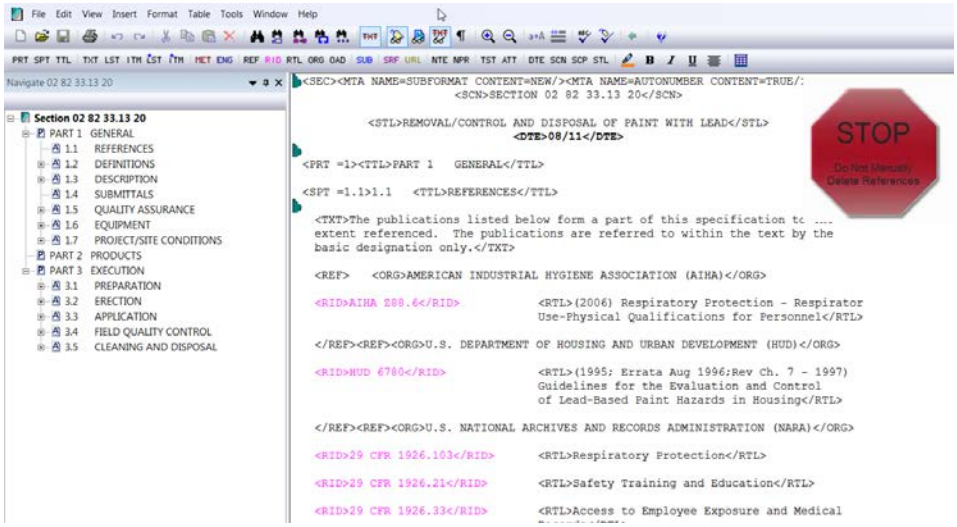
In this module, we are going to focus on References. SpecsIntact automates the Reference Article by utilizing a specific family of tags that identify the Reference-related elements, throughout the body of the Section only the Reference Identifier tag is used! The Reference Identifiers are easily recognized when tagged as they will appear in pink.



The goal at the end is to only reflect the References that are actually used in the Job – a task SpecsIntact will accomplish for you during the processing through Reference Reconciliation – as long as the information is inserted and tagged properly. As you see a listing of References used in the Section is contained in PART 1 within the Reference Article, which for this Section happens to be 1.1



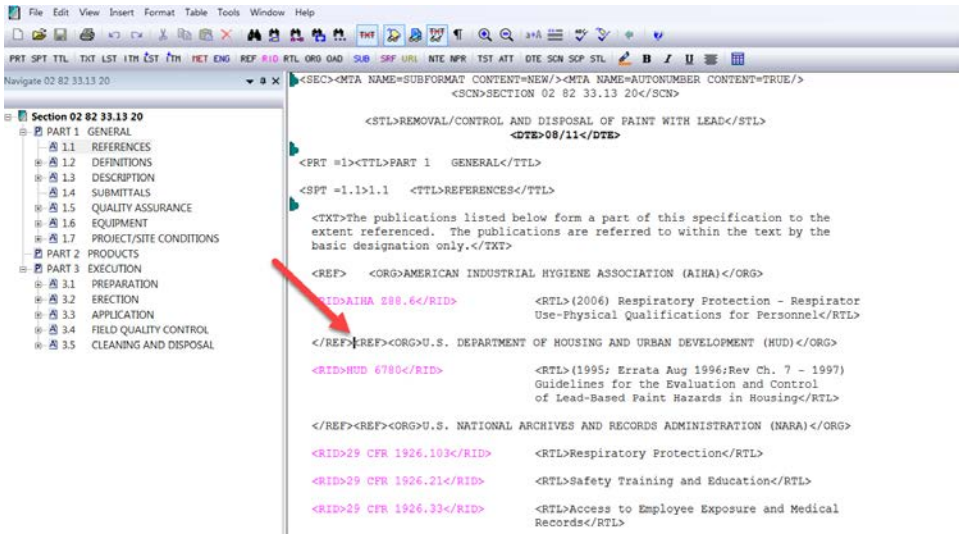
You can add References the list, but you shouldn't remove any References since the ones you do not use throughout the Section will automatically be excluded from the output files you produce during processing.



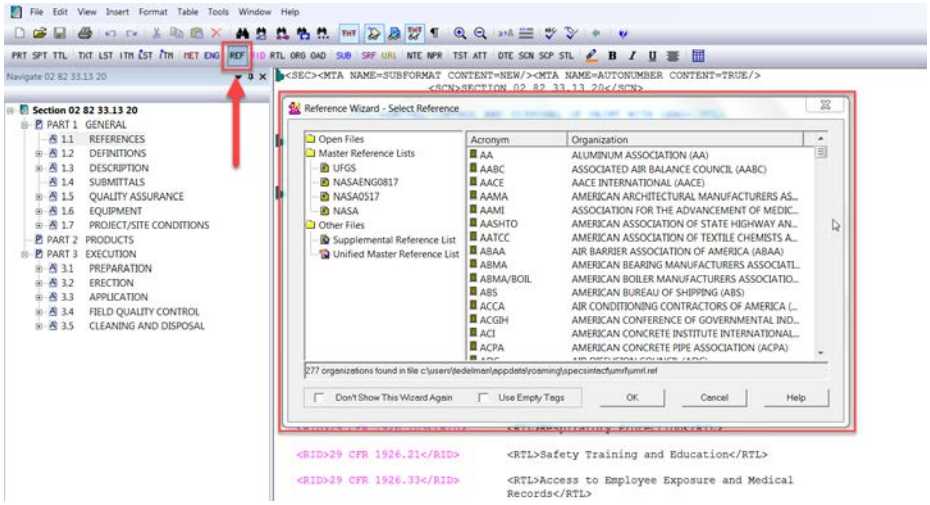
00:01:22,333 --> 00:02:56,700

In this exercise we are going to add two Reference Publications for the State of Hawaii. Since we know these References are not found in the Unified Master Reference List. We want the new Reference Organization to fall in the correct location alphabetically,

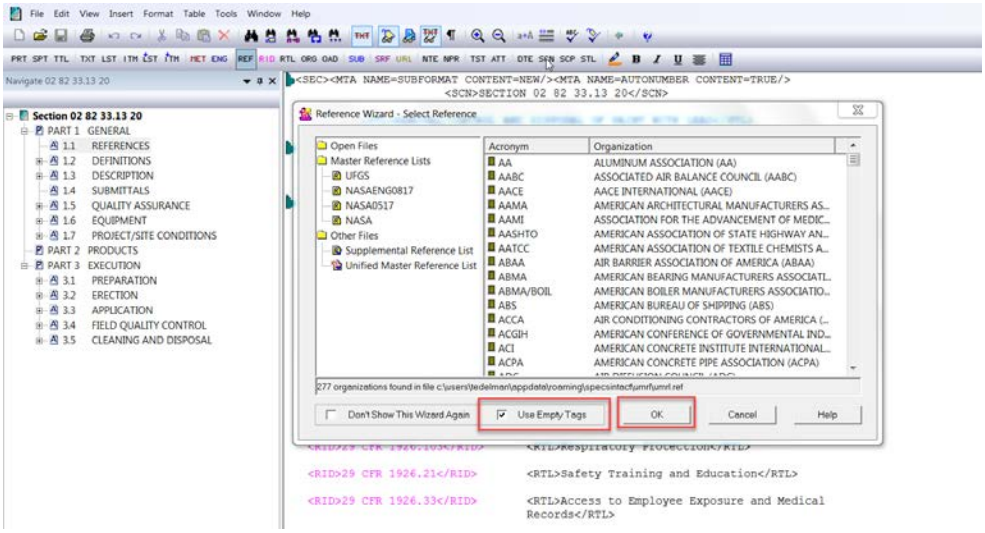
so let's *place* our *cursor* between the **ending and beginning <REF> tags** just before U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD).



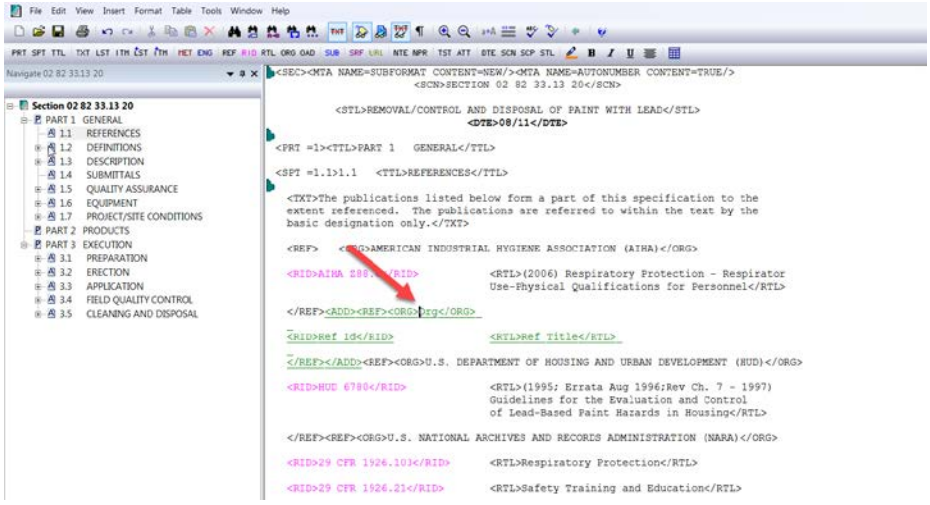
Now we are going to *select* the **REF button** on the SI Editor's Tagsbar, to *open* the **Reference Wizard**



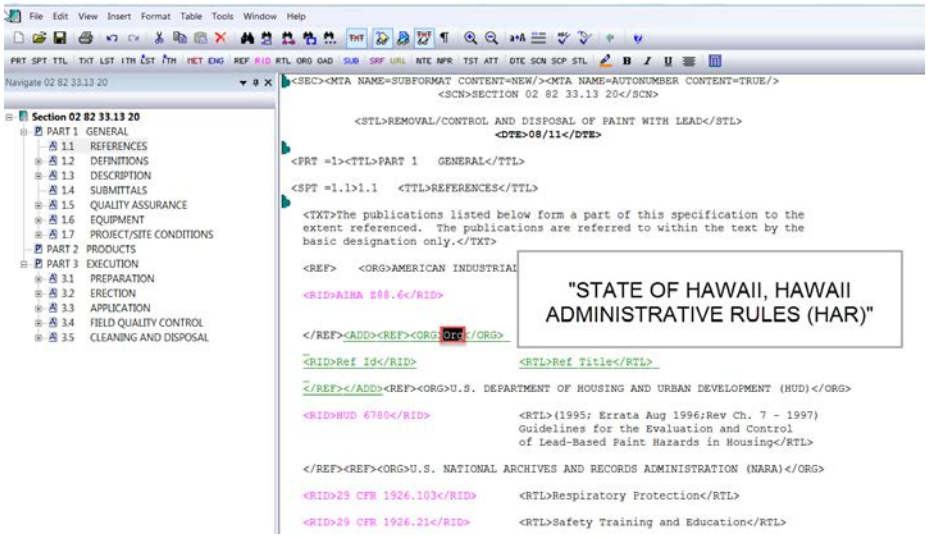
Since we know this Reference is not found in the Unified Master Reference List (URML), we are going to *choose* the **Use Empty Tags** option, and then *select* the **OK button**.



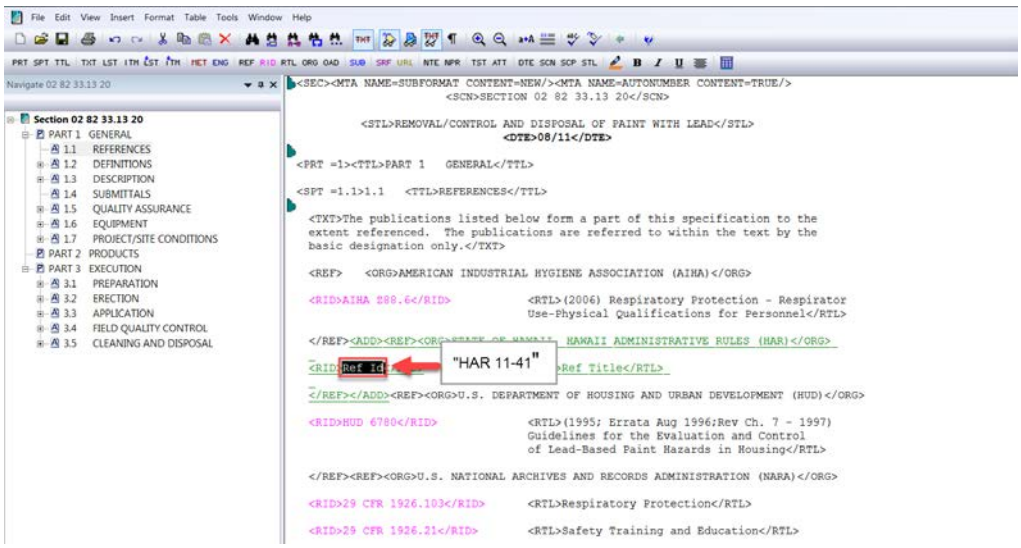
As you see, the Reference Wizard has added the tagging structure required for adding a new Reference and your cursor is positioned between the Organization <ORG> tags.



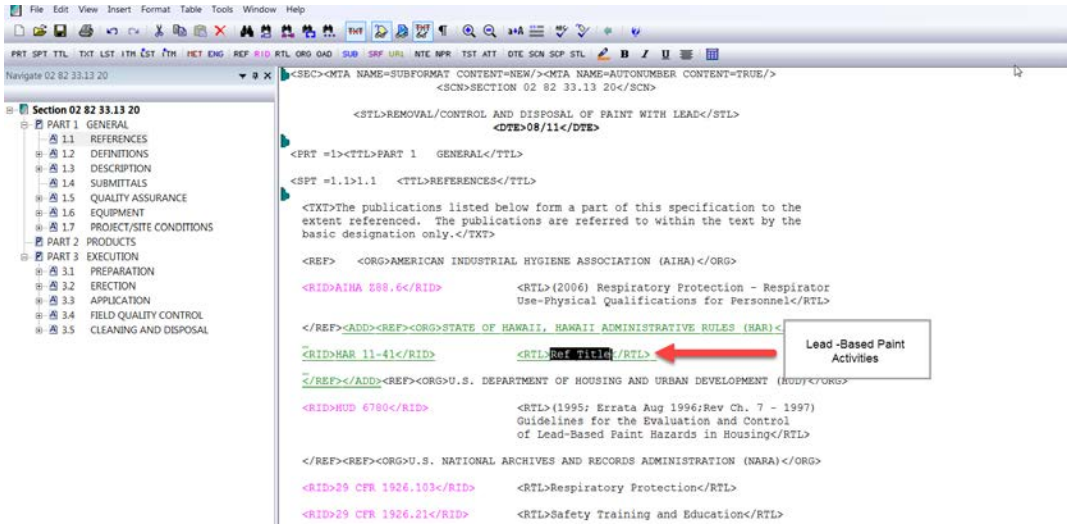
Let's *double-click* the text **"Org"** and *type* in ALL CAPS "**STATE OF HAWAII, HAWAII ADMINISTRATIVE RULES** followed by the acronym.



Now we need to add the new Reference Identifier, so let's *highlight* "**Ref ID**" and *type in* "**HAR 11-41**".

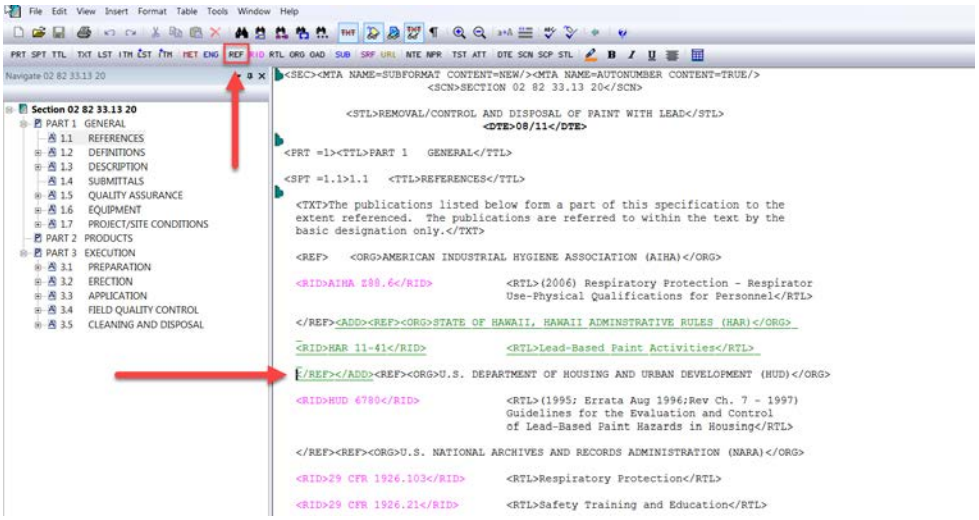


Now we're ready to add the Reference Title <RTL>, so again we will *highlight* the text "**Ref Title**" and *type in* Title Case, "**Lead-Based Paint Activities**".

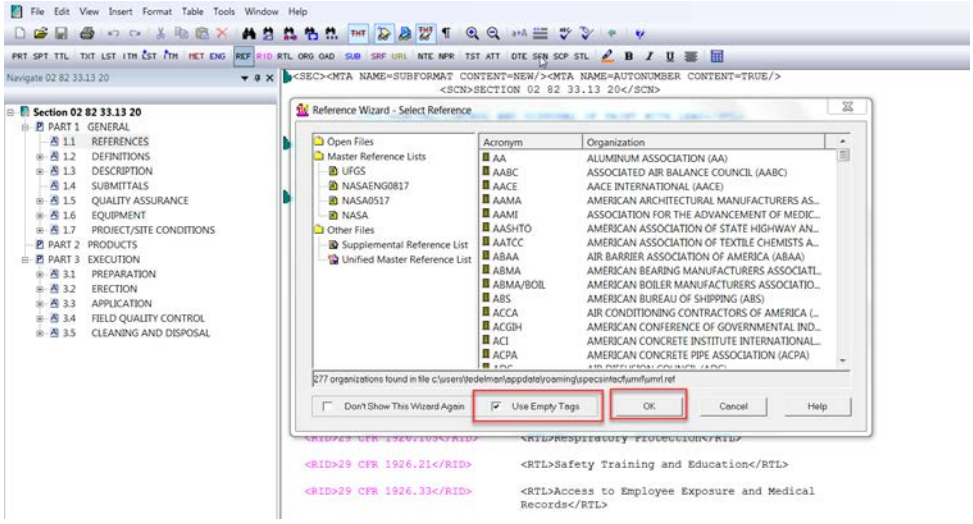


00:04:37,300 --> 00:05:56,033

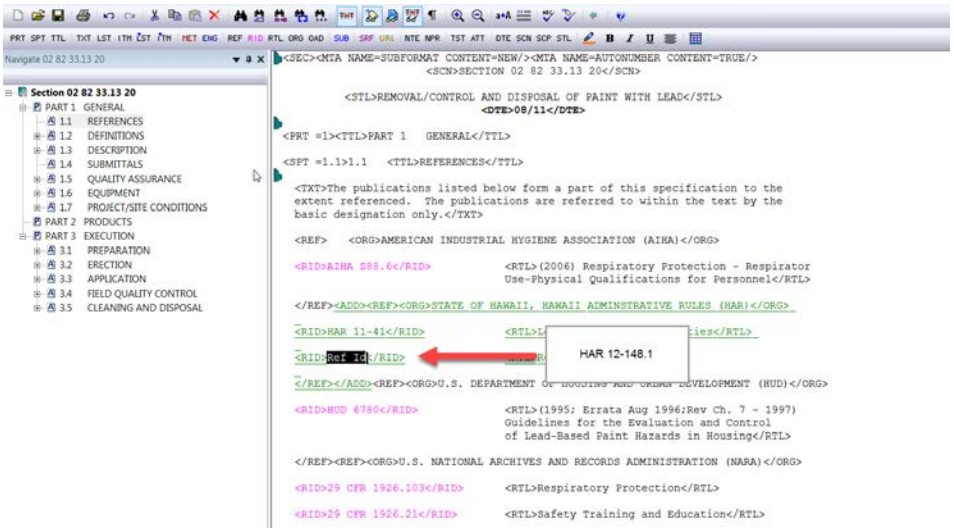
That was pretty easy, but let's add one more! This time, we are going to add another Reference Publication to the same Reference Organization. Place *your cursor* to the *left* of the ending **</REF> tag**, and then select the **< RID> button** on the Tagsbar,



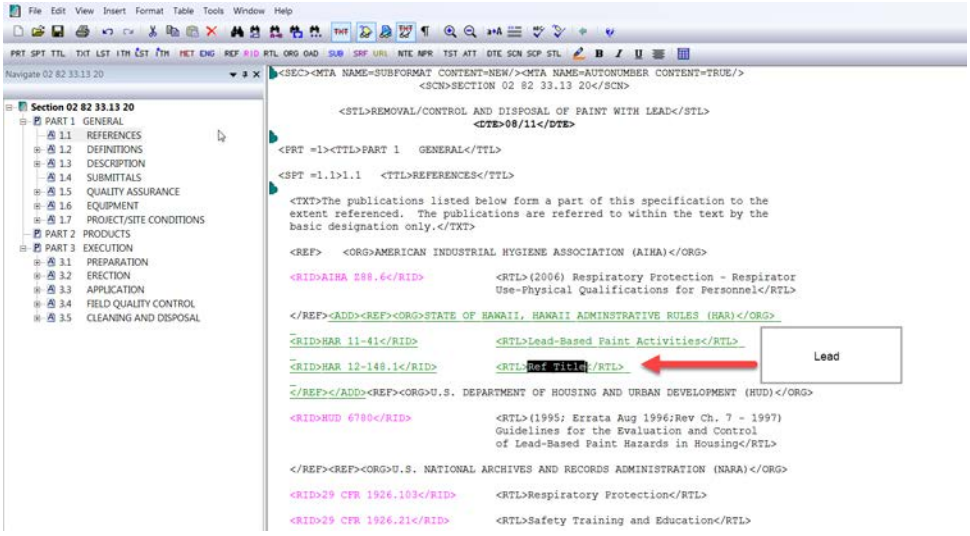
when the Reference Wizard opens, we are going to *choose* the option "**Use Empty Tags**", and *select* the **OK button**.



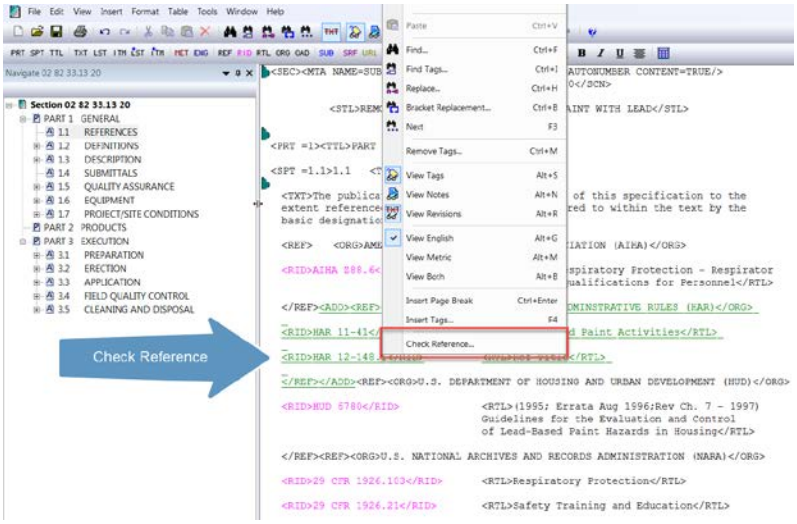
Let's *highlight* the text "**Ref ID**", and *type* in **"HAR 12-148.1"**.



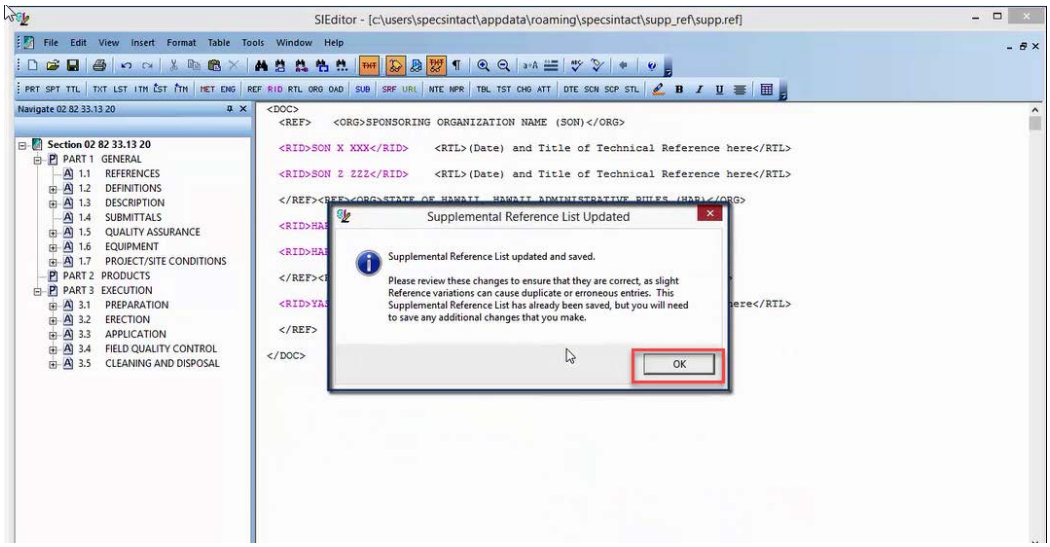
Now let's highlight the text "Ref Title", and type in "Lead".



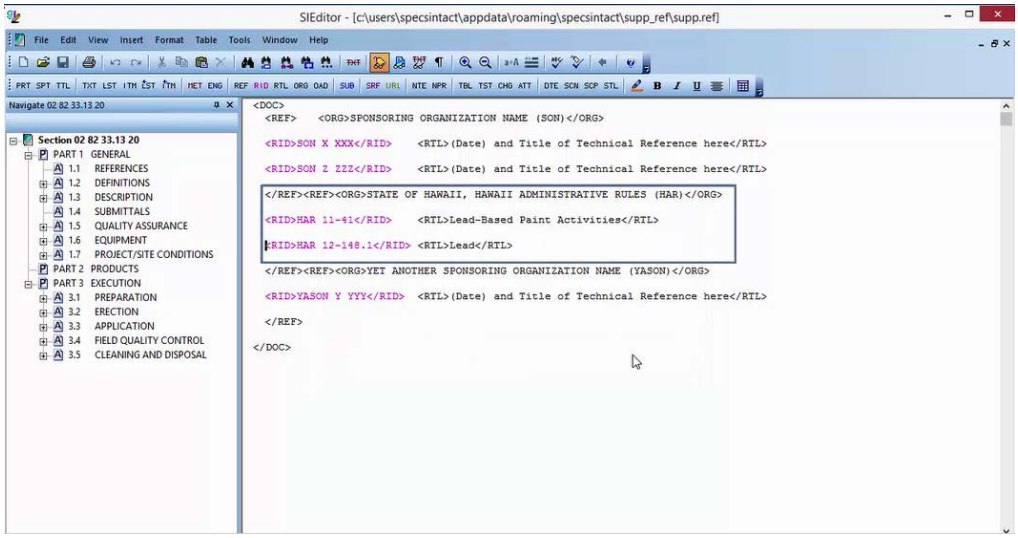
Again, we want to use the Check Reference feature to add the Reference Publication to the Supplemental.



Let's move our cursor over the new Reference ID "HAR 12-148.1", and you'll notice that it states that it is only in the Current Section. Right-click and choose the option to Check Reference. When asked, "Would you like to add it to the Supplemental Reference List?" select Yes. When the SI Editor informs you that the Supplemental has been updated and Saved, select OK.

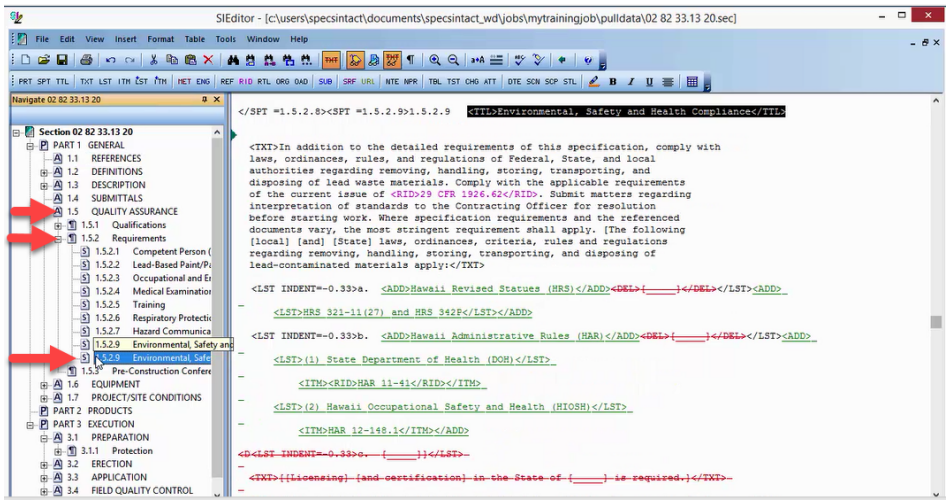


You see the new Reference Identifier and Title has been added below the State of Hawaii's Organization. Let's *close* the **Supplemental** by selecting the **lower-tiered close button**.

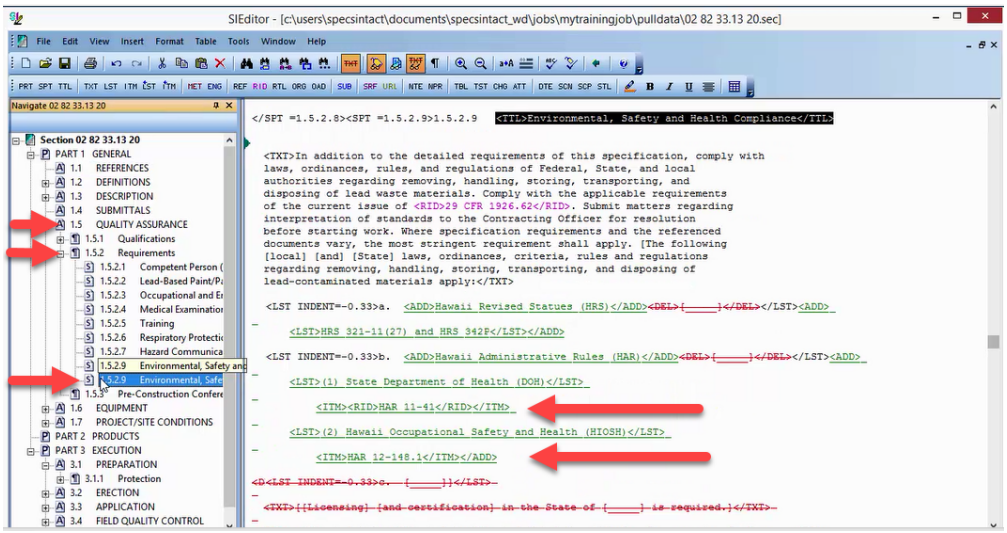


00:05:56,033 --> 00:07:01,166

Although the new References have been added to the Reference Article, don't forget you will need to add the Reference Identifier surrounded by the <RID> tags to body of the Section, outside of the Reference Article! In order to demonstrate, I am going to use the Navigator to locate Subpart 1.5.2.9, entitled "**Environmental, Safety and Health Compliance"**.



As you see I've added text that contains the two References we just added to the Reference Article "HAR 11-41", and "HAR 12 148.1. Since the References are used identically in the Reference Article and in the body of the Section, they will print when the Section is processed.



Proceed to the next module.

Contact Information

If you need further assistance, please contact our Technical Support Desk. We will be happy to answer any questions you may have.

SpecsIntact Technical Support
Monday - Friday
8:00 AM – 4:30 PM Eastern Time
Phone: 321.867.8800
Email: KSC-SpecsIntact@nasa.gov

eLearning Module Notes: