

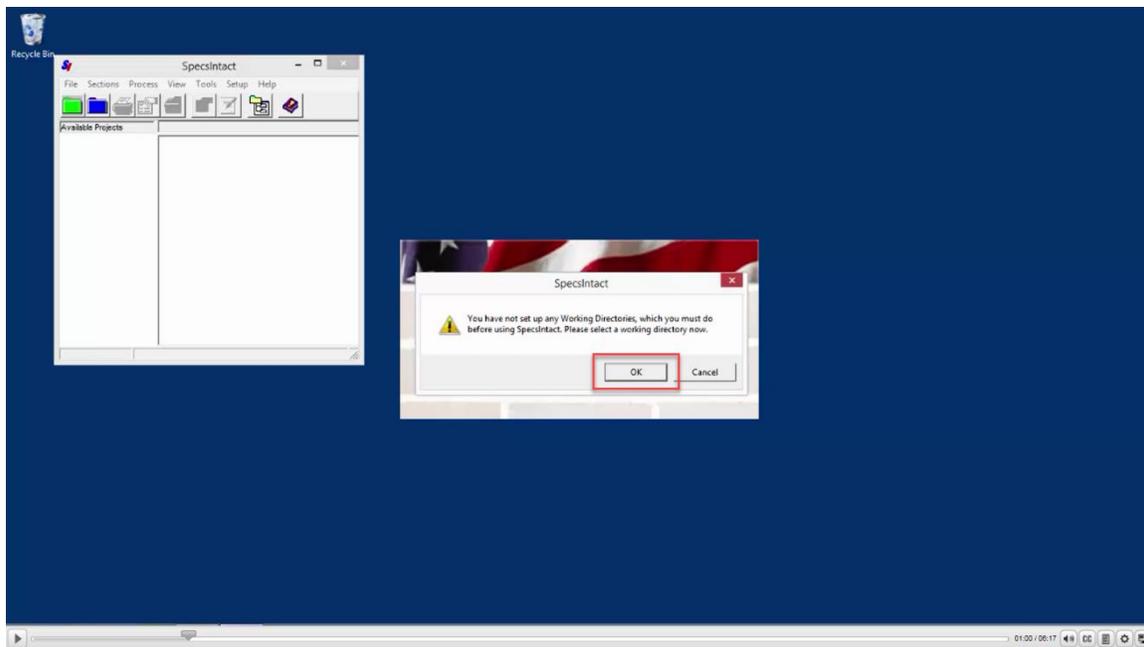
SpecsIntact eLearning Modules Transcript

Module: Chapter 1 - Connect Working Directories and UFGS Master

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

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In the previous modules, we learned about the different types of installations. Since we have completed the Installation, whether it was a Local or Workstation installation we need to finish the process by configuring SpecsIntact. If this is a new installation, 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 based on your previous settings. Working Directories are one of the essential components of SpecsIntact since they hold the Jobs and Masters you create. You also have the ability to create multiple Working Directories so you do not have to store all of your work in one location. If you haven't opened SpecsIntact, let's do so now.



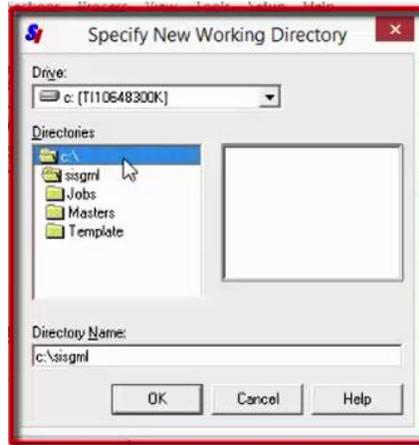
When prompted that you have not setup any Working Directories, which you must do before using SpecsIntact, select **OK**.



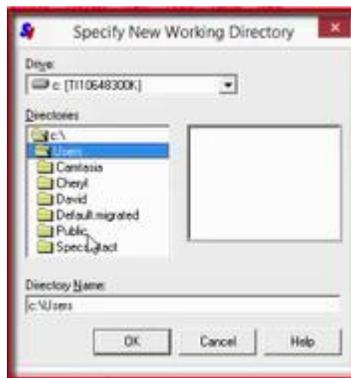
Before we decide where we want to create the Working Directory, let me provide some important information that will keep you out of trouble.

- Keep your Working Directories Simple!
- Avoid creating Working Directories in the same location SpecsIntact is installed so that uninstalling the software would not completely delete your Jobs and Masters.
- Avoid placing them directly on a root drive such as C: Drive or S: Drive.
- Avoid making the path too long or using punctuation other than a hyphen or underscore, this is simply bad practice and produces unexpected results.

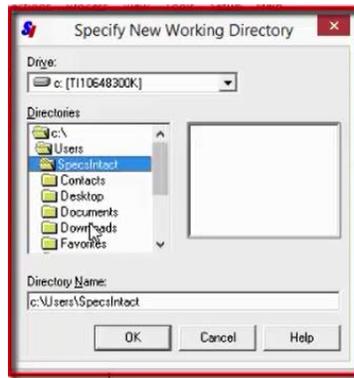
In the Specify Working Directory box, you can browse to the desired location. For this exercise, we are going to create the Working Directory on the C: Drive, under Directories, we're going to *double-click* on the **C:** folder.



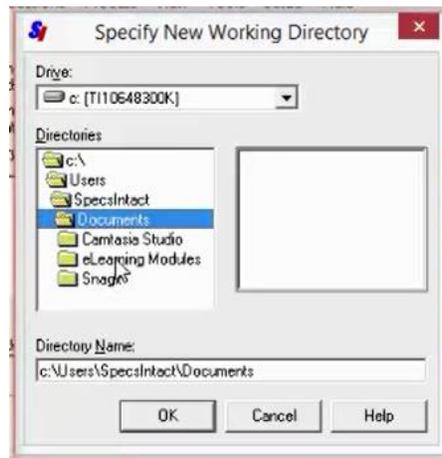
We're then going to *scroll down* and *select* the **Users** folder,



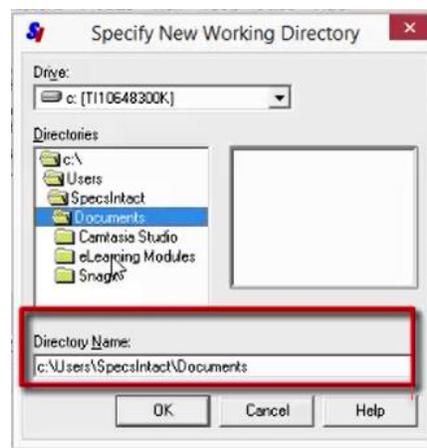
the **UserID**,



and **Documents**.

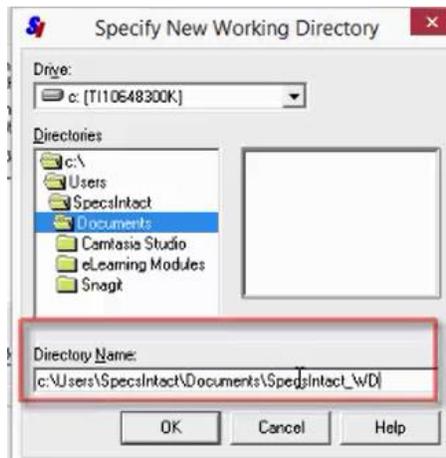


If you look at the **Directory Name**,



you will see the full path is displayed.

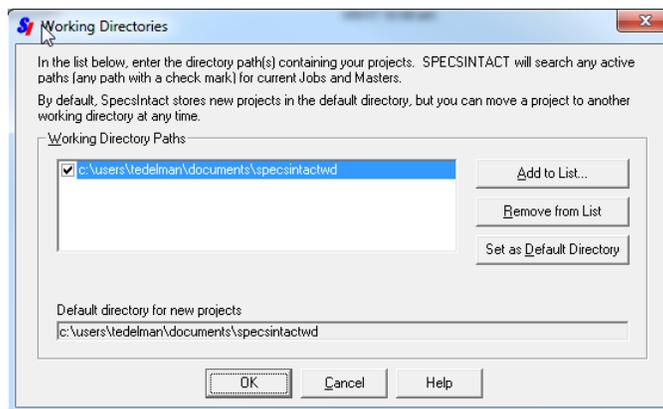
Now, I want to place my cursor after Documents, and I want to enter a backslash followed by SpecsIntact_WD.



If you decide to create the Working Directory on your hard drive, this is a safe location but placing the Working Directory on a Network Drive is even better since Networks are typically backed up daily. Now that I have the full path for my Working Directory displayed, I'm going *select* the **OK** button. Immediately the software knows, this directory did not exist, and will ask if you want to create it so we're going to *select* **Yes**.



When the Working Directories box opens, make sure the new Working Directory is *highlighted* and *select* **Set as Default Directory**.



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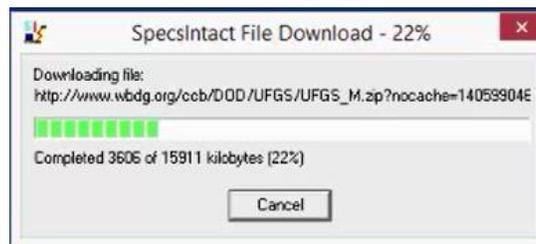
Before we select Ok, I'd like to talk about using Multiple Working Directories. Using multiple Working Directories tend to be more cumbersome! So if you decide this is the direction you wish to go, I recommend that you create a separate Working Directory to house the UFGS Master or any Local Masters you wish to create since you do not want them embedded under a project folder. Once the key Working Directory is established, you can set it as the Default Directory. Once you are ready to start your Job, you will want to go to *Setup | Working Directories*, select the **Add to List button**, and follow the same steps for creating the New Working Directory. Once the Working Directory has been established, you will set that as the new Default Working Directory. You will repeat this each time you start a new Job. Now we are going to go ahead and *select the OK button*.

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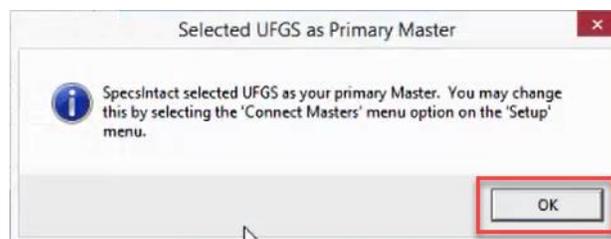
Now that you have successfully established a new Working Directory, it's time to Connect the UFGS Master. When the *Connected Master Required* box opens,



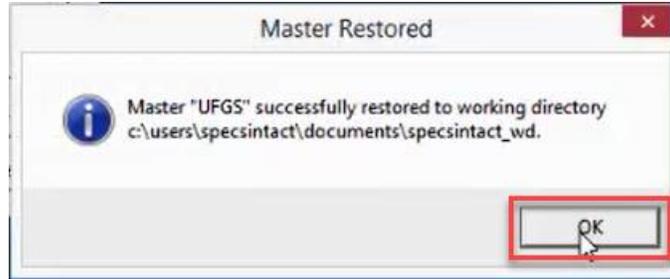
you will be given three different options in which you will need to choose one. The first option, "**Have SpecsIntact obtain the Unified Facilities Guide Specifications (UFGS) Master**", is the default option for new installations. The second option, "**Restore a SpecsIntact Master that is already on the computer in SpecsIntact backup format**", is used when you have manually downloaded the UFGS Master. The third option, "**Connect a SpecsIntact Master that is already accessible to this computer on a local or mapped network drive**", allows you to connect to a Masters that is already available perhaps on a shared network. Since this is a new installation, we are going to use the default option and we are going to *select OK*. SpecsIntact connects to the Whole Building Design Guide's web site to download the UFGS Master.



When the download is complete, SpecsIntact will set the UFGS as your Primary Master, go ahead and *select OK*.

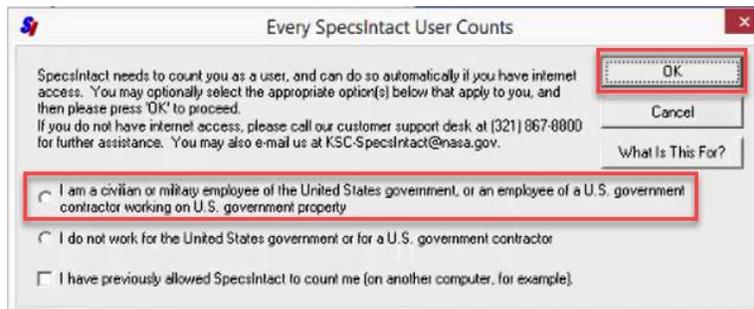


The next message box notifies you that the UFGS Master was successfully restored to the Working Directory, go ahead and select **OK**. We're almost done.



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SpecsIntact needs to Count you! This is a new installation so let's select the first option and then select **OK**.



This completes the SpecsIntact Installation and setup process. To learn more about Connecting Masters when a Master has been manually downloaded or one that resides on a Network drive, refer to the Installation Guide found on the SpecsIntact Web Sites, Help Center Page.

You are now ready to proceed to the next Chapter.

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:
