SpecsIntact eLearning Modules Transcript

Module: Chapter 3 - Deleting Subparts

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

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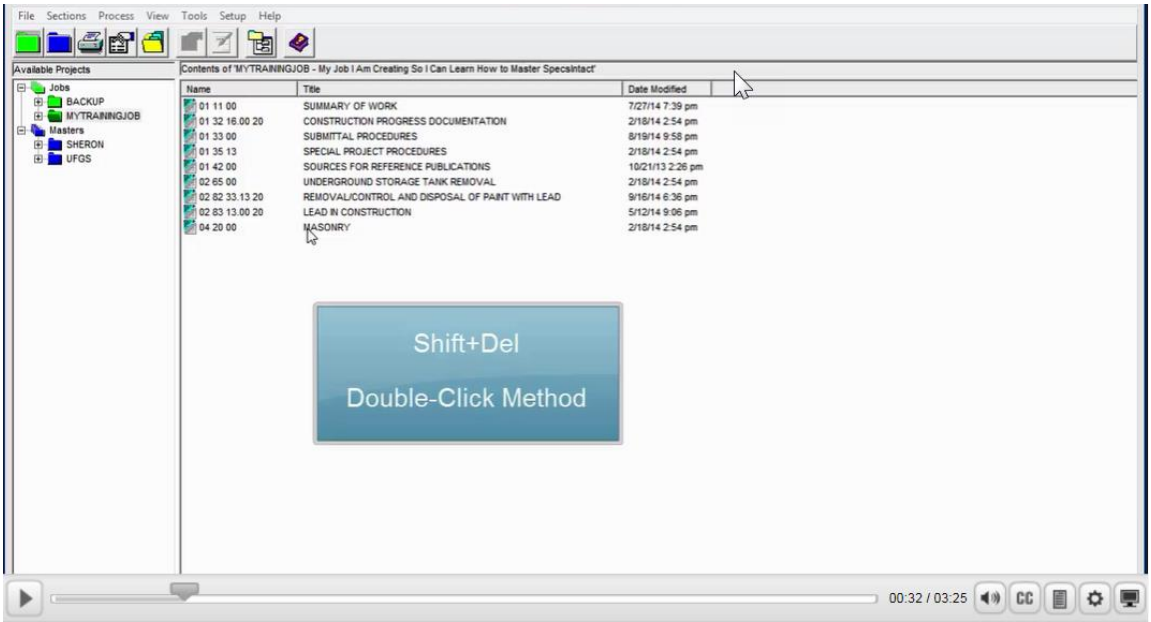
In the previous module we learned how to position our cursor in order to add new subparts for Articles, Paragraphs, and Subparagraphs. Now it is time to discover various techniques that can be used to delete subparts. The two techniques we will learn about in this lesson is the Shift+Del key combination, and the double-click method.



The use of the Revisions feature calls for close attention especially since it is the standard setting when editing. With Revisions, I prefer using the recommended Shift+Del key combination when deleting Subparts while editing because it is quick and easy. When deleting subparts, whether it is an Article, Paragraph, or Subparagraph, you will always want to place your cursor to the left of the subpart tag for the level in which you wish to delete.

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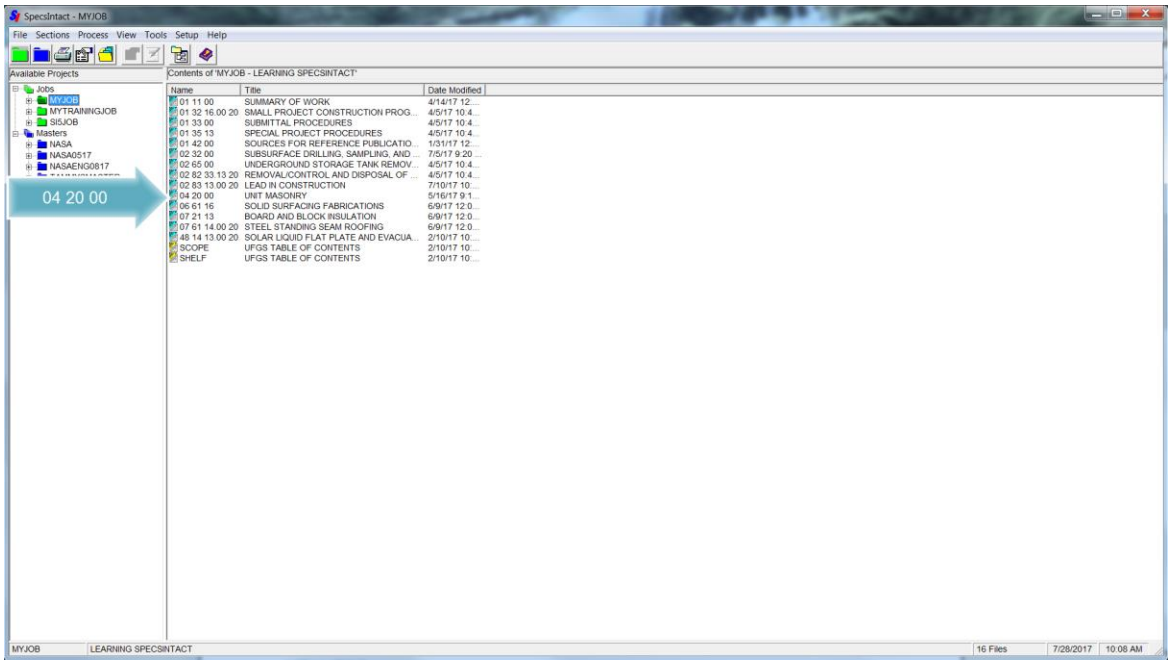
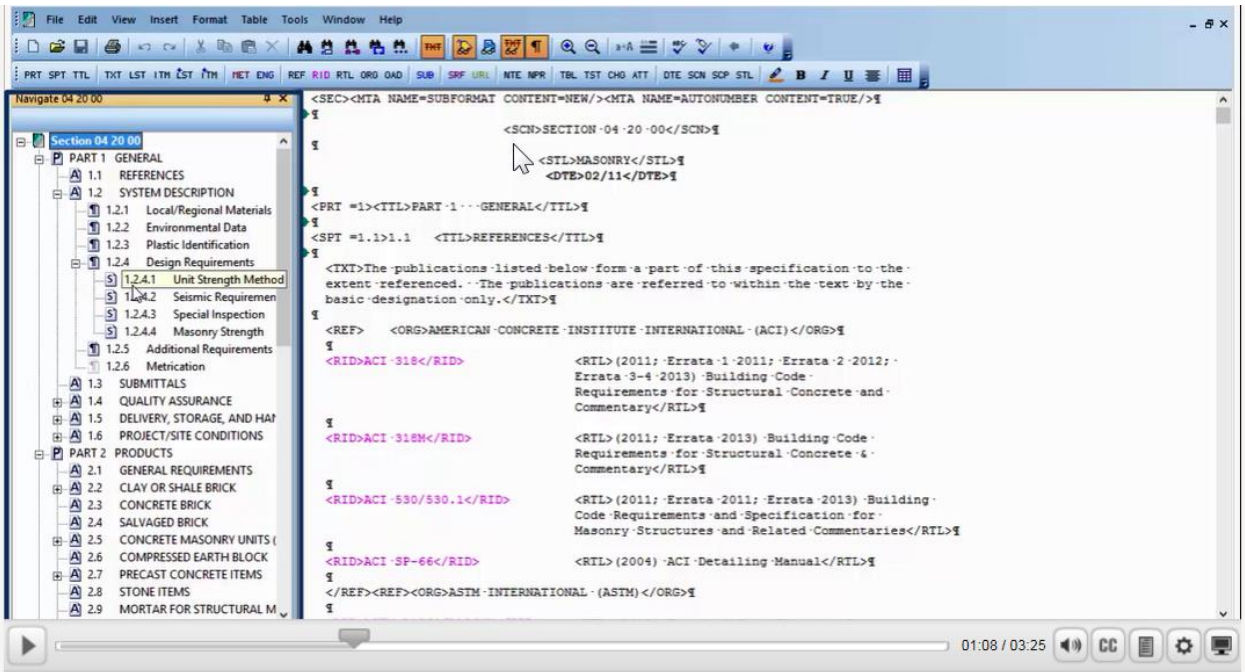
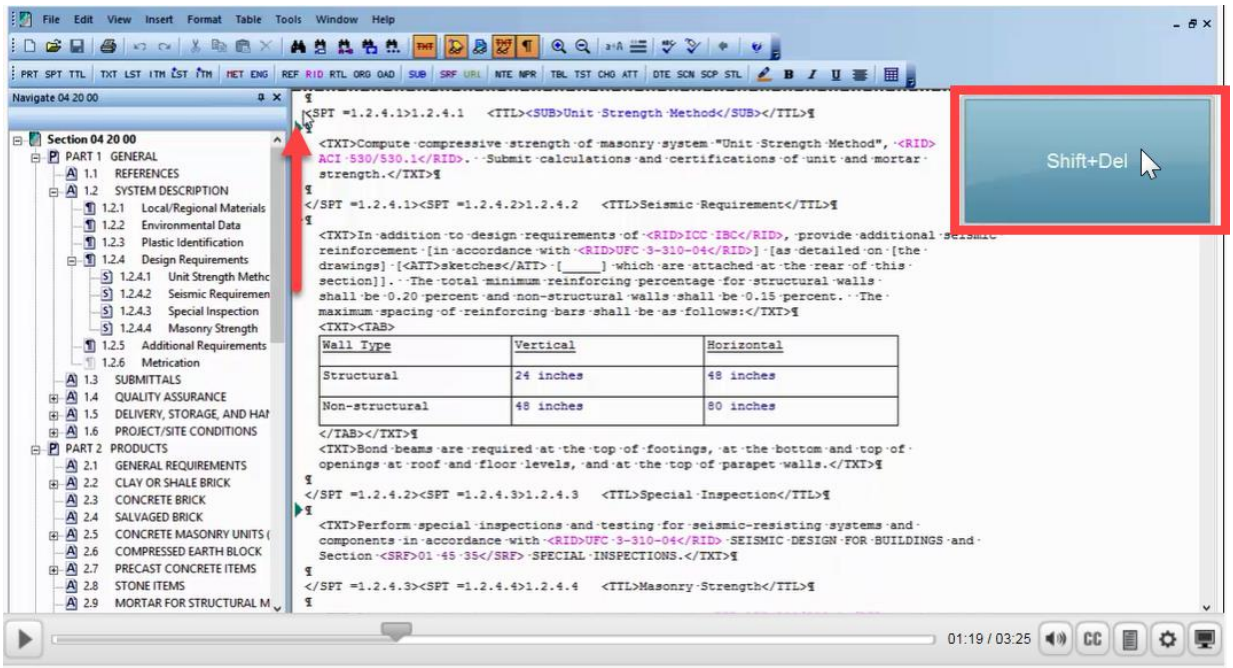
Let's get started by *opening* **Section 04 20 00**.



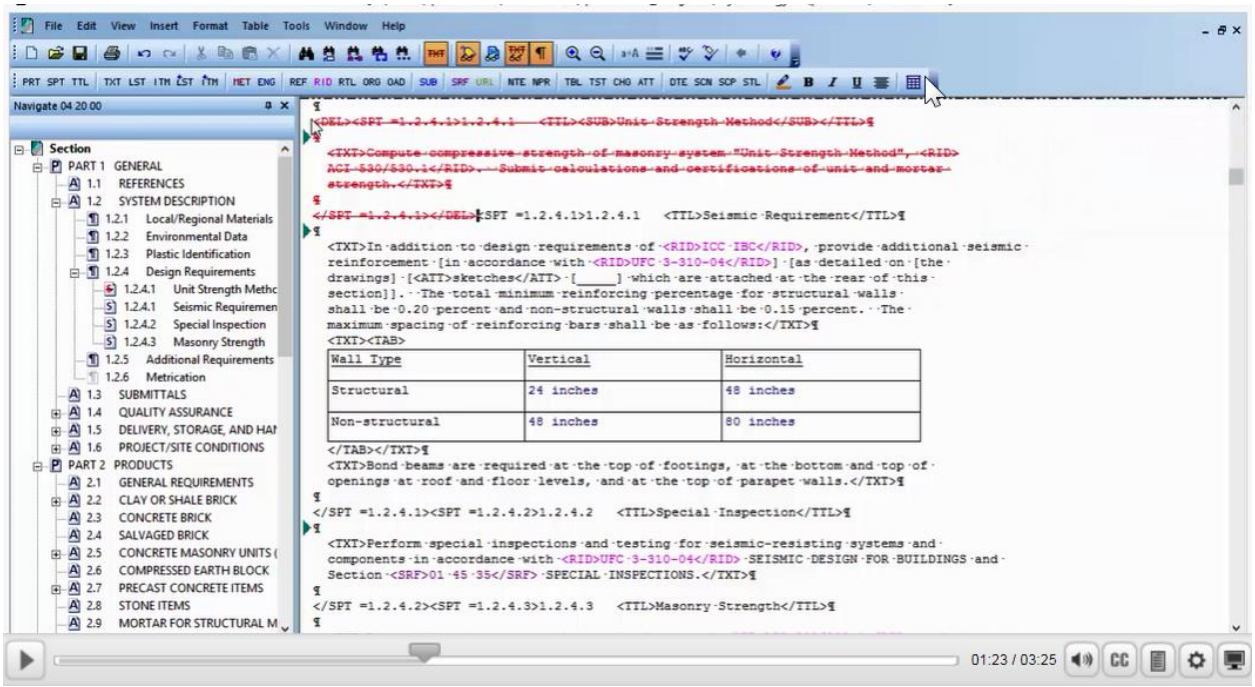
Now let's *Navigate to* **1.2.4.1**, **entitled Unit Strength Method**.



In order to delete this Subpart, let's *place our cursor* to the left of the **<SPT =1.2.4.1> tag**, now let's *press* the **Shift+DEL key combination**. Wasn't that easy!



As you see, the entire **1.2.4.1 subpar**t is now *redlined*. It can't get any easier than that!



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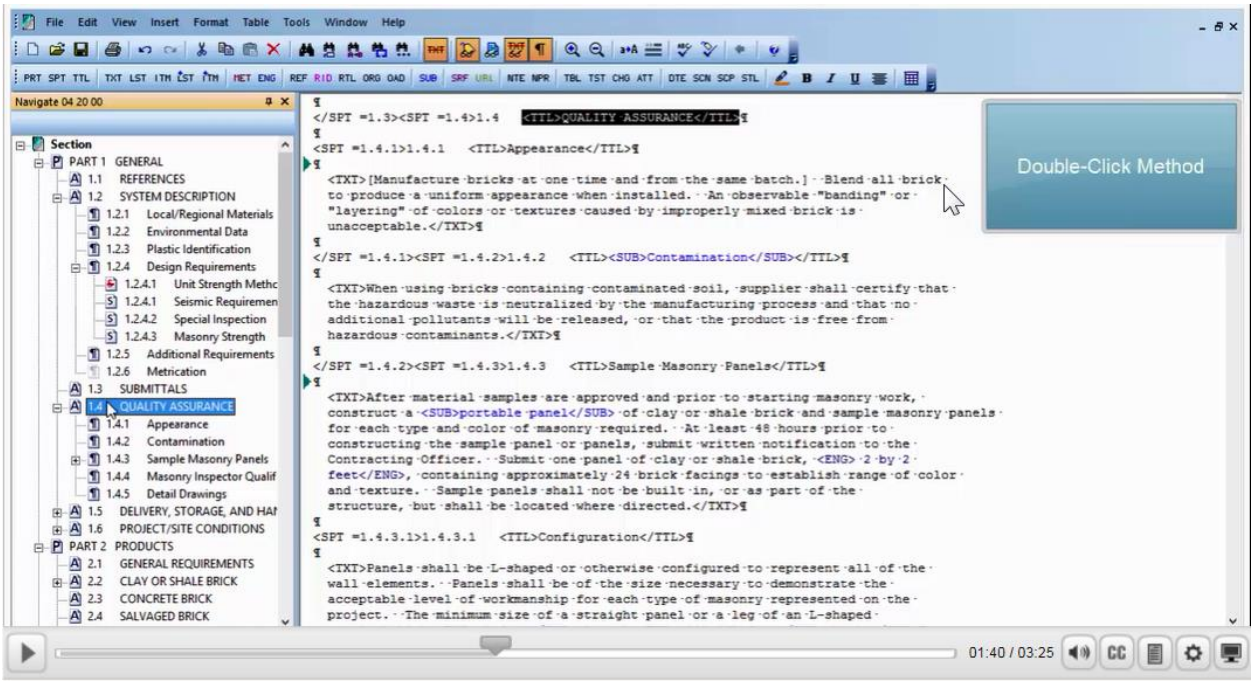
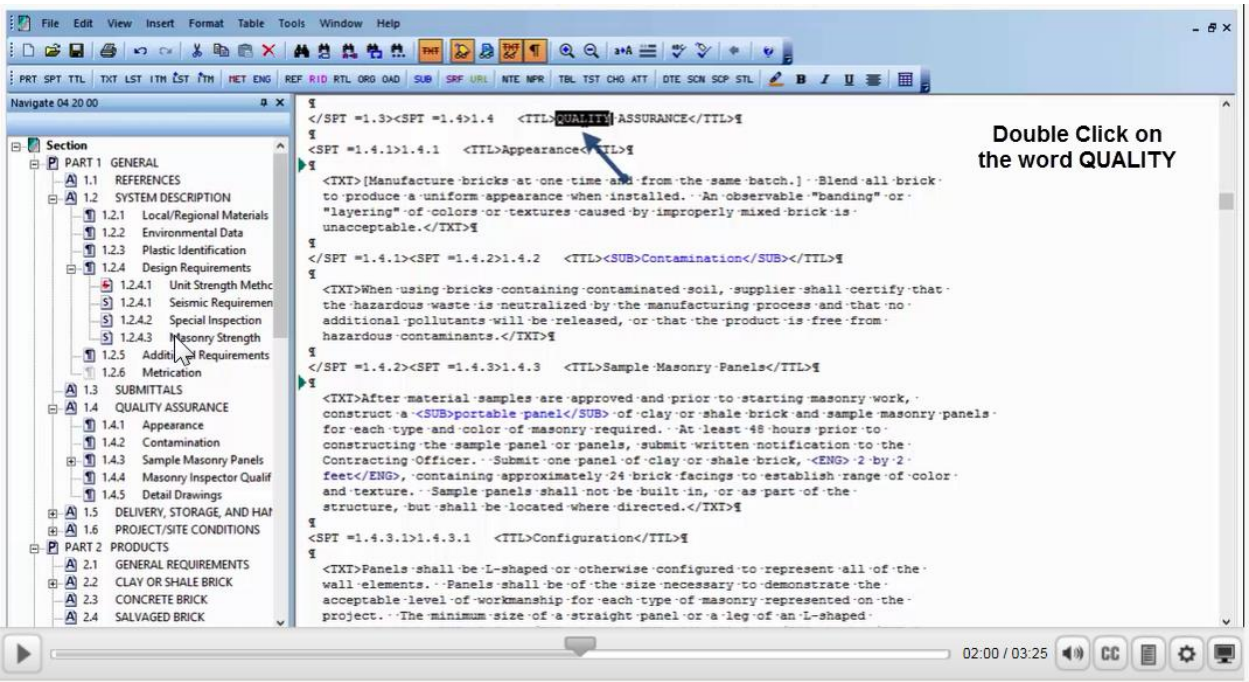
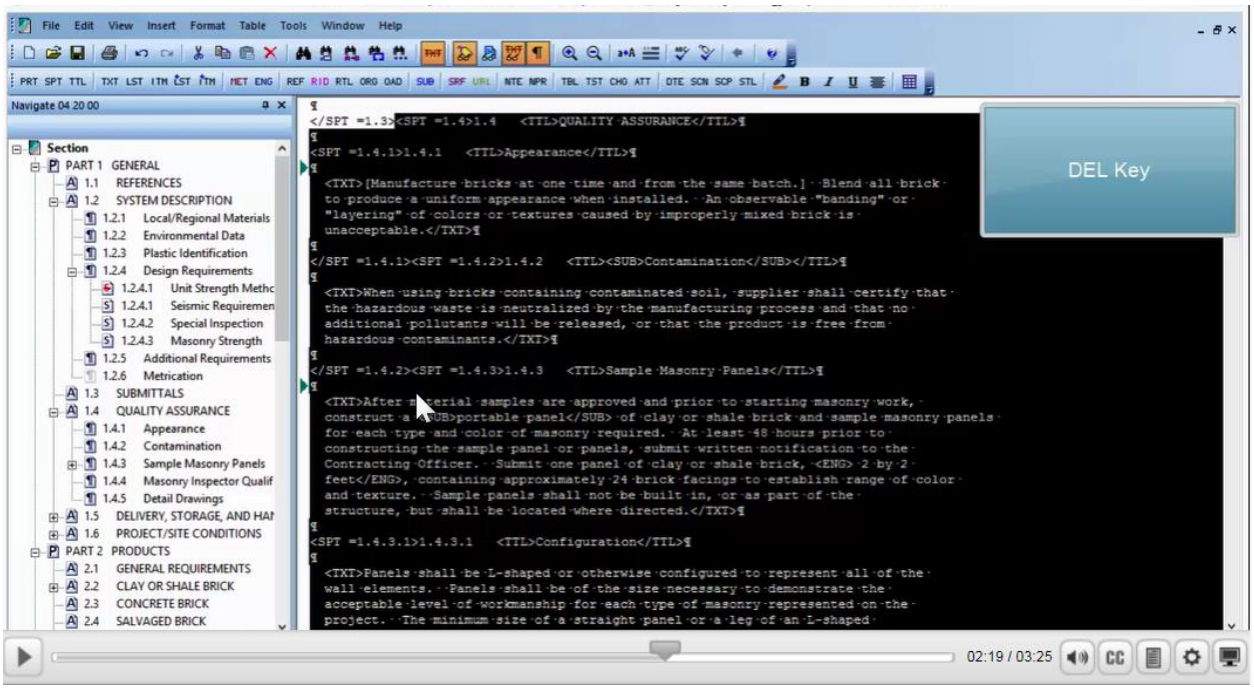
For the next exercise, let's *navigate to* **1.4, entitled QUALITY ASSURANCE**. We are going to delete the entire Article. This time, we are going to use the double-click method. This method is used to select tagged elements within the subpart, as you continue to double-click the next tagged element will be selected. Before Revisions, this was the preferred method by most new users. To begin, *place your cursor* on the word **QUALITY** within the Subpart Title and then *double-click*. As you see the word **QUALITY** is now *highlighted*.



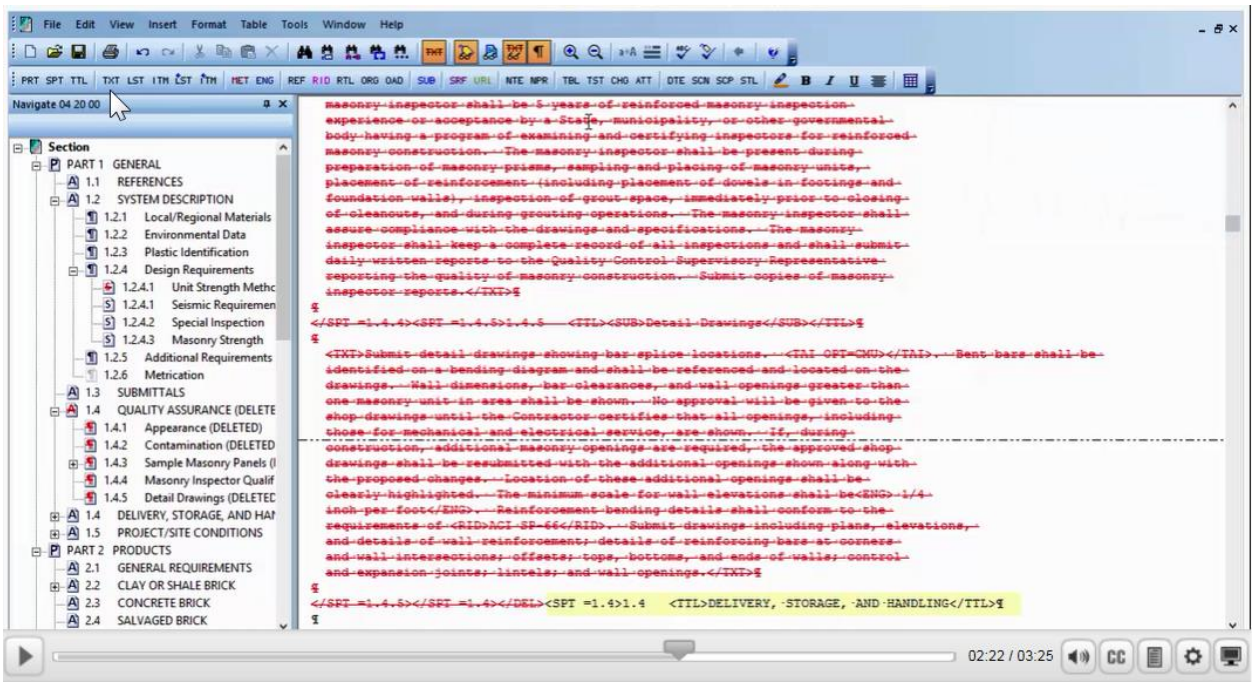
Double-clicking on **QUALITY** again within the title expands the selected region to include the entire subpart Title.



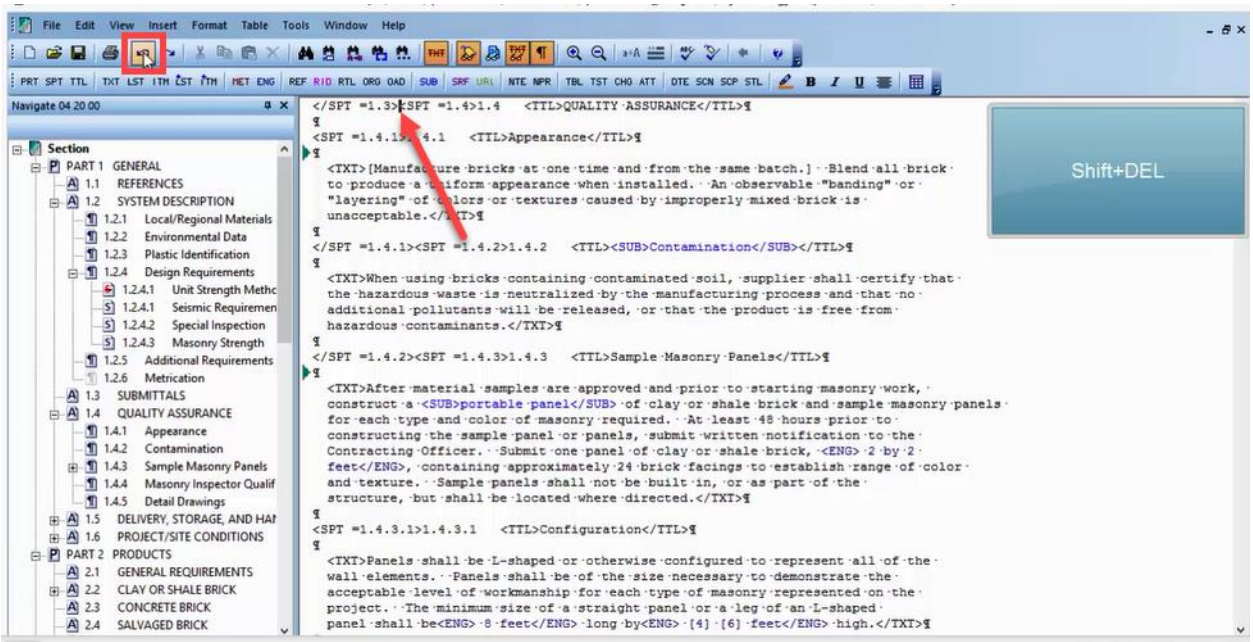
Double-clicking on **QUALITY** again will expand the selected region to include the entire Article. In order to finish, *press* the **DEL key**.



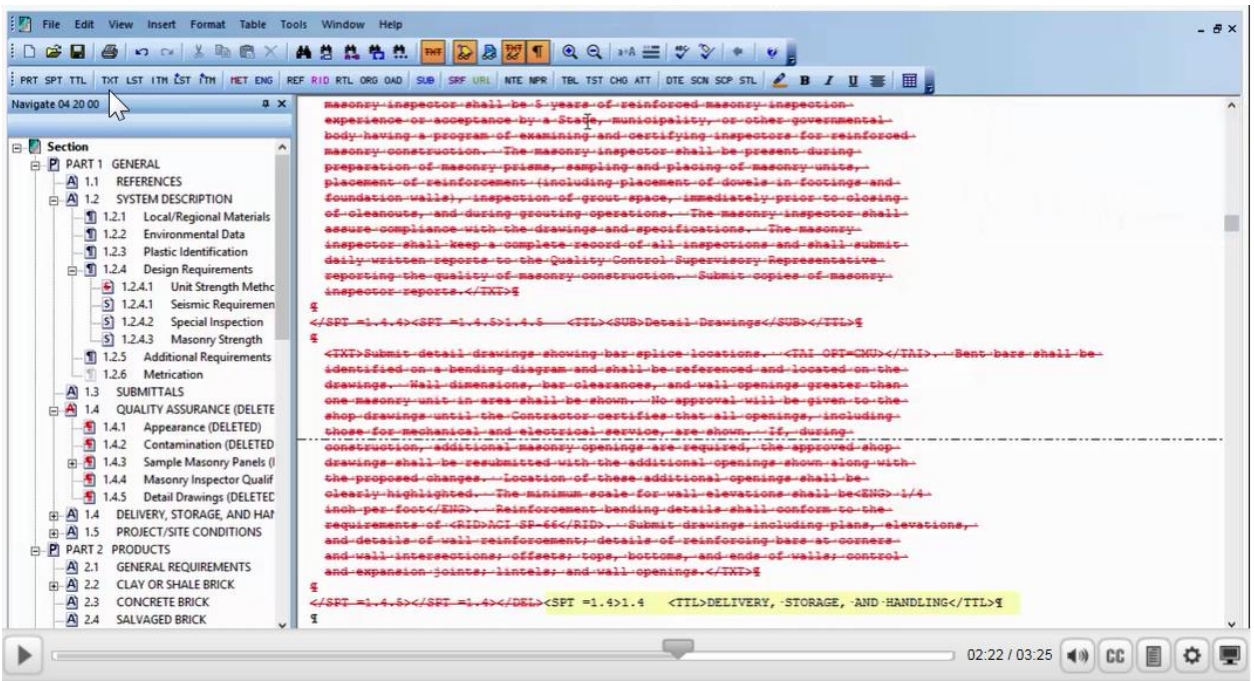
As we look at the text below the Revisions, you will notice that DELIVERY, STORAGE, AND HANDLING was automatically renumbered and now reflects 1.4.



So we can see the difference between the two techniques in the same location, let's *press* the **Undo button** on the Toolbar. The cursor is automatically positioned to the left of the <SPT =1.4> tag, now *press* the **Shift+Del combination keys** in order to delete 1.4.



The results are identical.



It's up to you to decide which technique works best for you! The Shift+DEL key combination is used for deleting subparts, although this technique can be used with other elements throughout the Section, it is not recommended. Make sure you proceed to the next module to learn the techniques used to delete other elements such as Text, List, and Items.

Contact Information

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

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eLearning Module Notes: