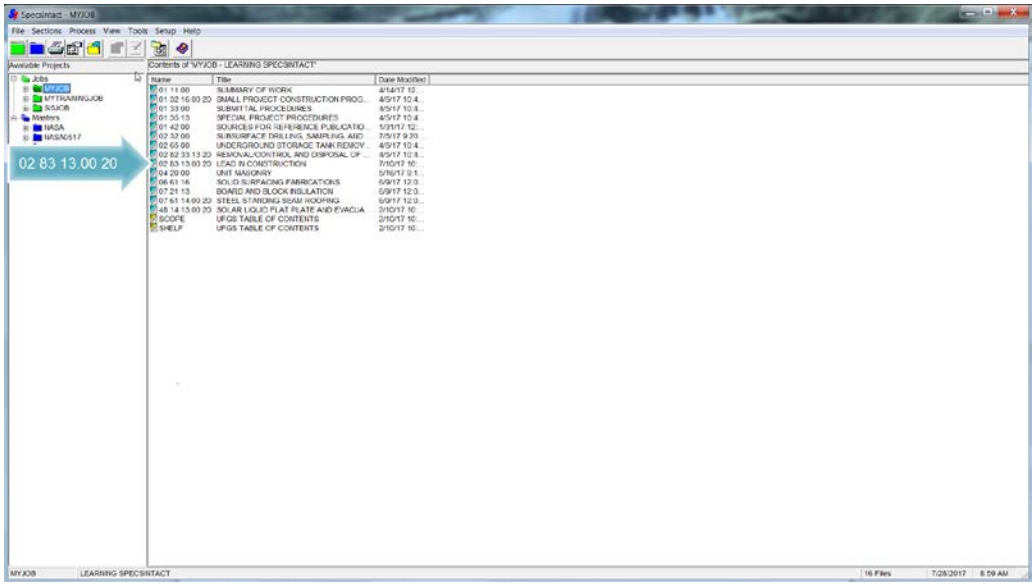
SpecsIntact eLearning Modules Transcript

Module: Chapter 3 - Editing Text, Lists, and Items

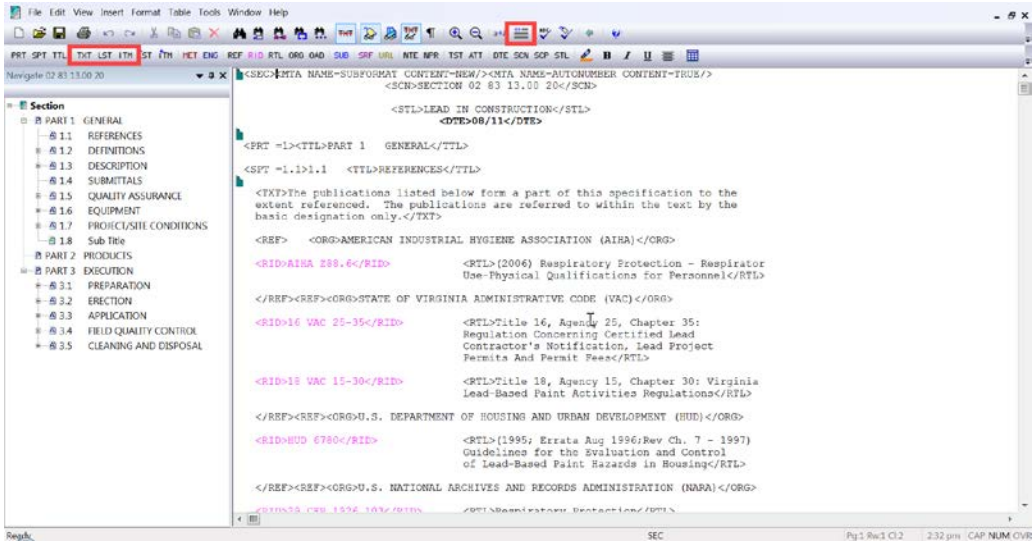
We highly recommend that you view the corresponding eLearning Module visual representation of the subject matter.

00:00:11,066 --> 00:01:00,700

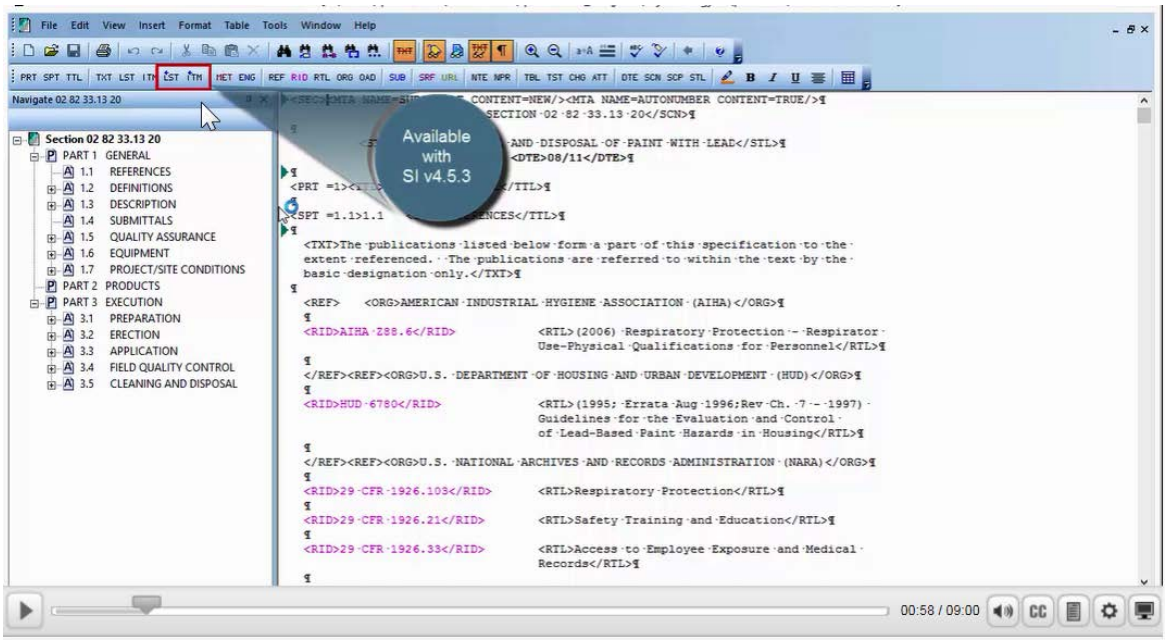
Now that you have learned the necessary techniques for editing subparts, let's learn to properly edit other elements such as Text, Lists, and Items that are used throughout your specification. Let's *open* **Section 02 82 33.13 20**.



Before we start working with the new elements, I would like to provide a few tips that you may not be aware of, on the Tagsbar the TXT, LST, and ITM buttons appear in the order in which they will indent. The Toggle Indentation button located on the Toolbar will change the <LST> and <ITM> tags to a LST or ITM Indent tag with a -0.33 indentation.

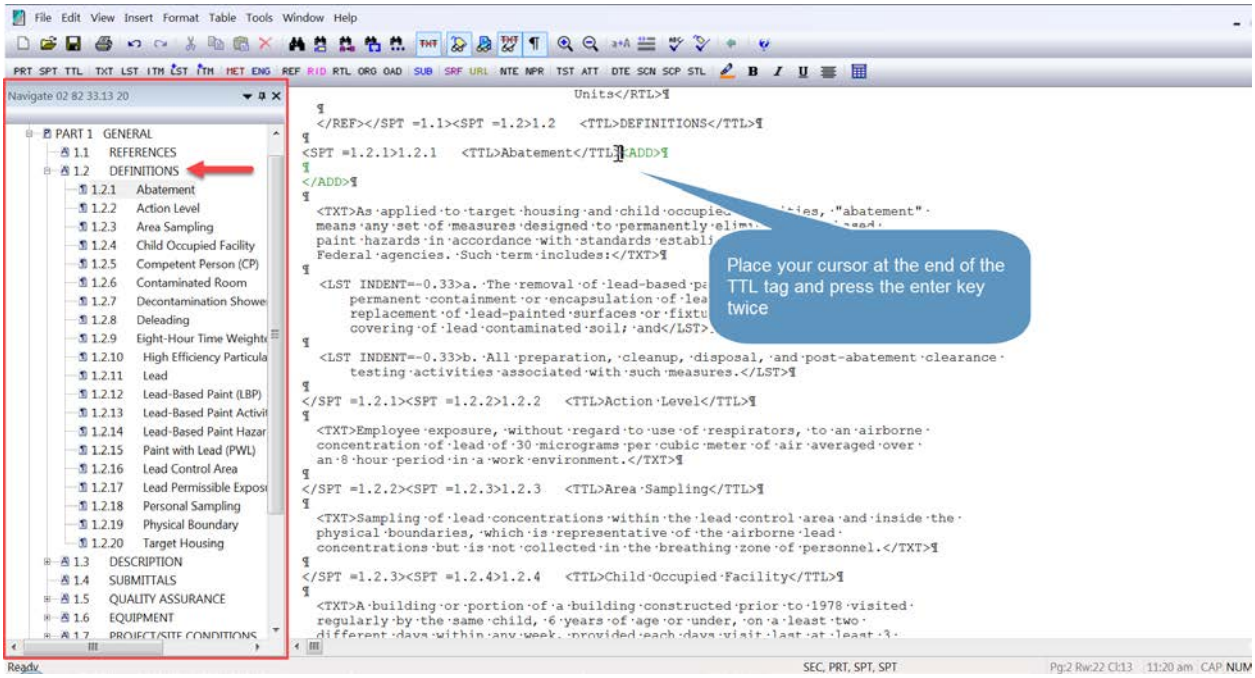


As you see the new SI Editor has added two new buttons to the Tagsbar, a LST Indent, and an ITM Indent, which will minimize the steps when adding these elements.

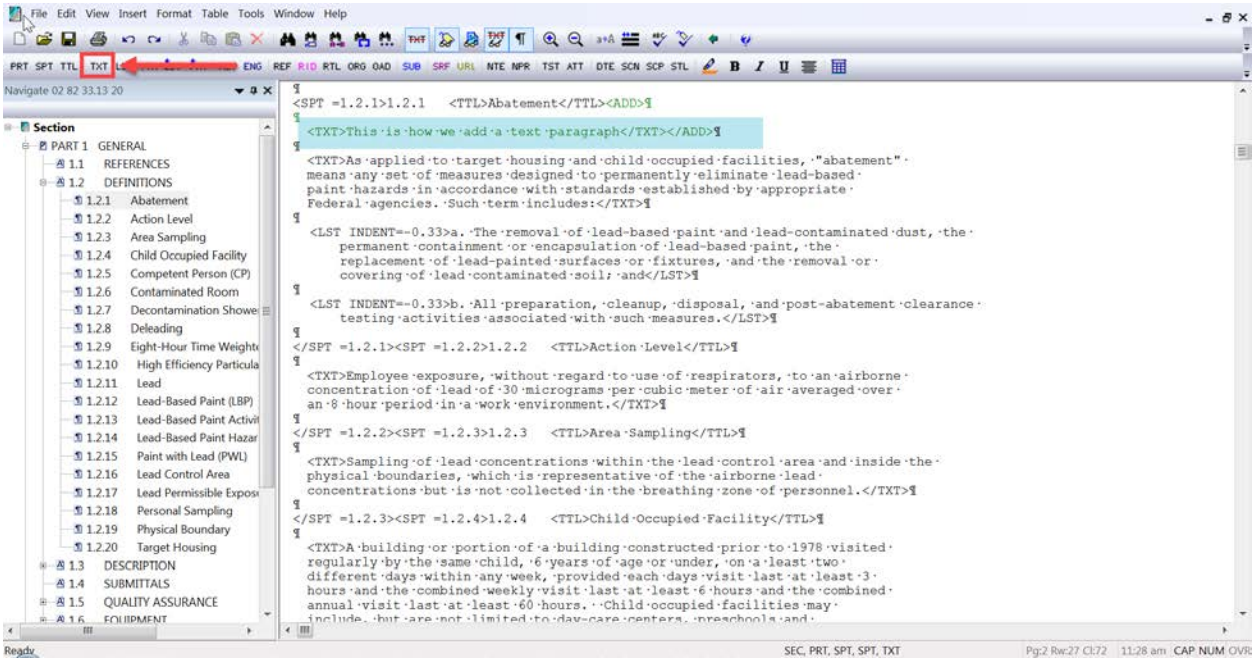


00:01:00,700 --> 00:02:15,500

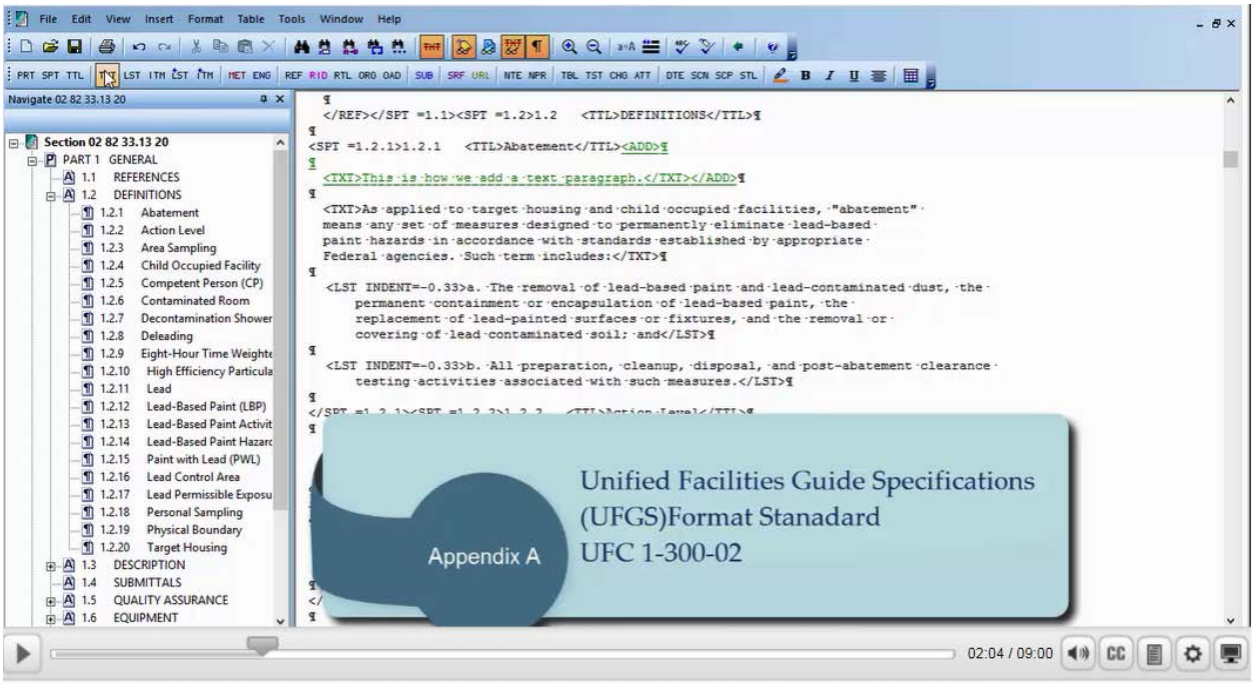
Now that we are familiar with the Toolbar buttons used for inserting and modifying the TXT, LST, and ITM tags, the best way to see how these elements work is by doing them yourself. Let's *navigate* to **1.2 DEFINITIONS** so we can add a TXT paragraph. We are going to place our cursor to the right of the **ending </TTL> tag for 1.2.1 Abatement** and *press* the **enter key** *twice*. Since we are using Revisions, a set of ADD tags will appear.



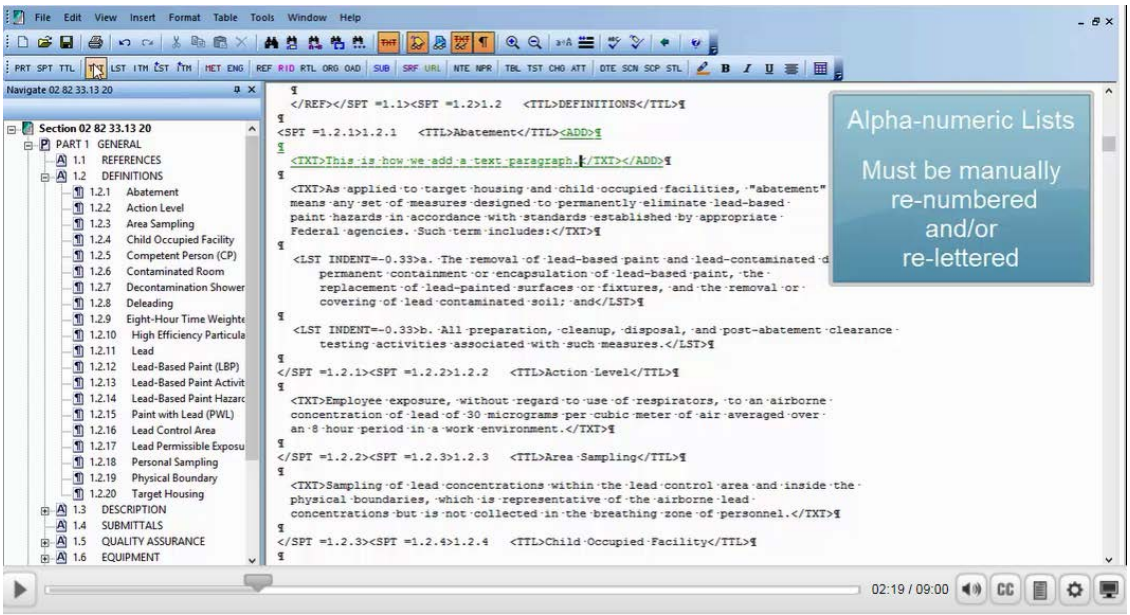
Let's *select* the **TXT button** on the Tagsbar and *type* "**This is how we add a text paragraph.**"



LST and ITM elements can be used below the paragraph or subparagraph level with an alternating alpha-numeric designation. You may refer to the Unified Facilities Guide Specifications (UFGS) Format Standard UFC 1-300-02, Appendix A for more detailed information.

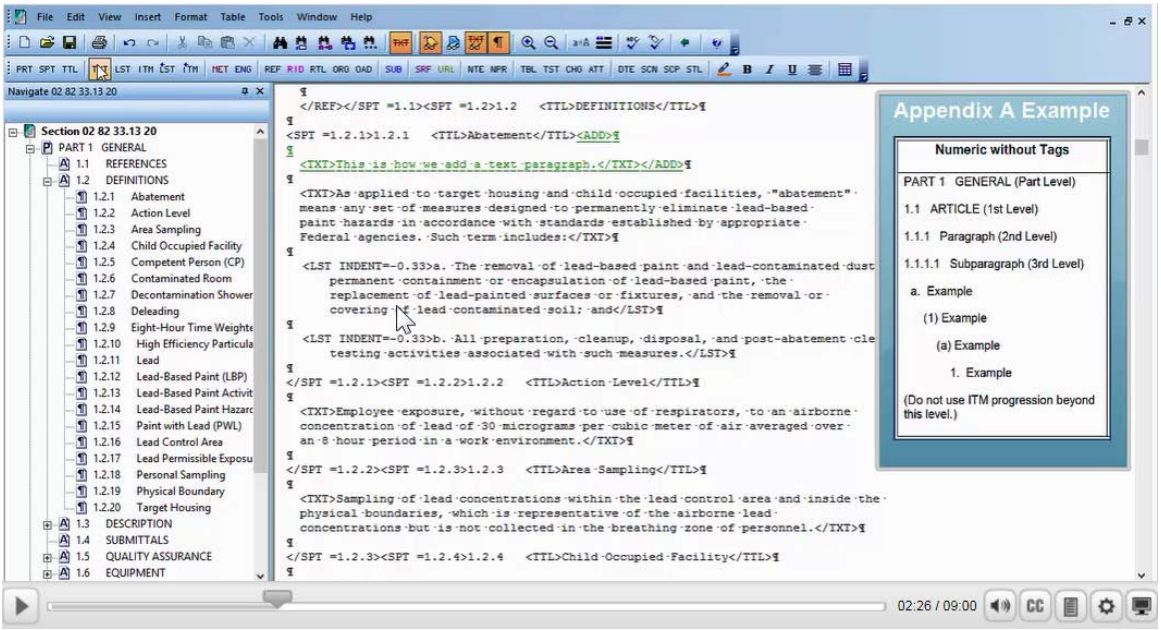


When using these elements, keep in mind that this format will not automatically renumber or correctly translate to the Alphanumeric format.

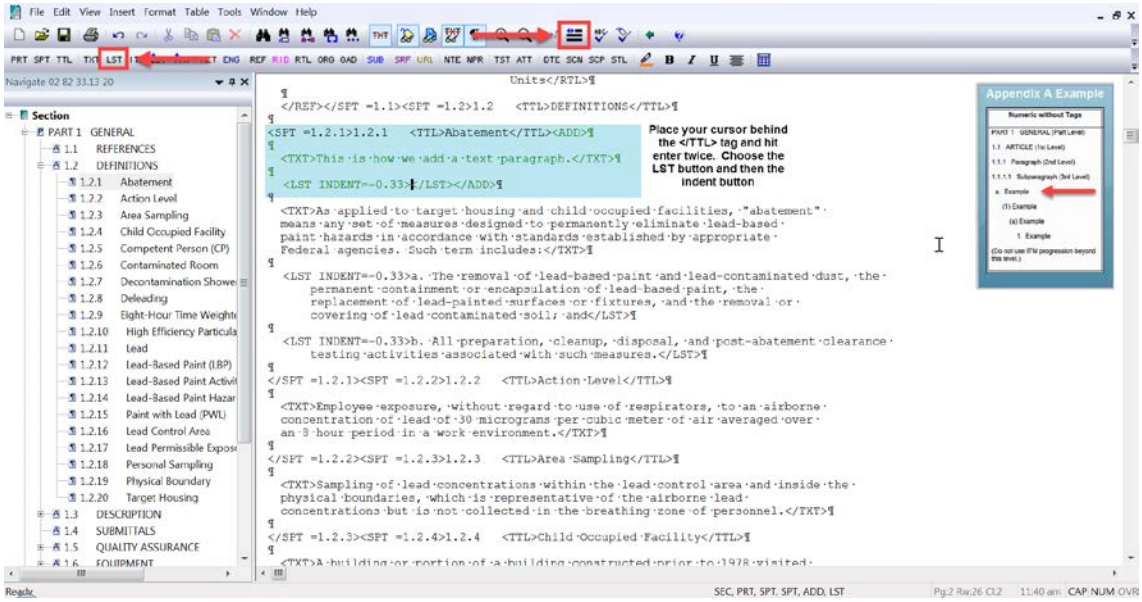


00:02:15,500 --> 00:06:17,500

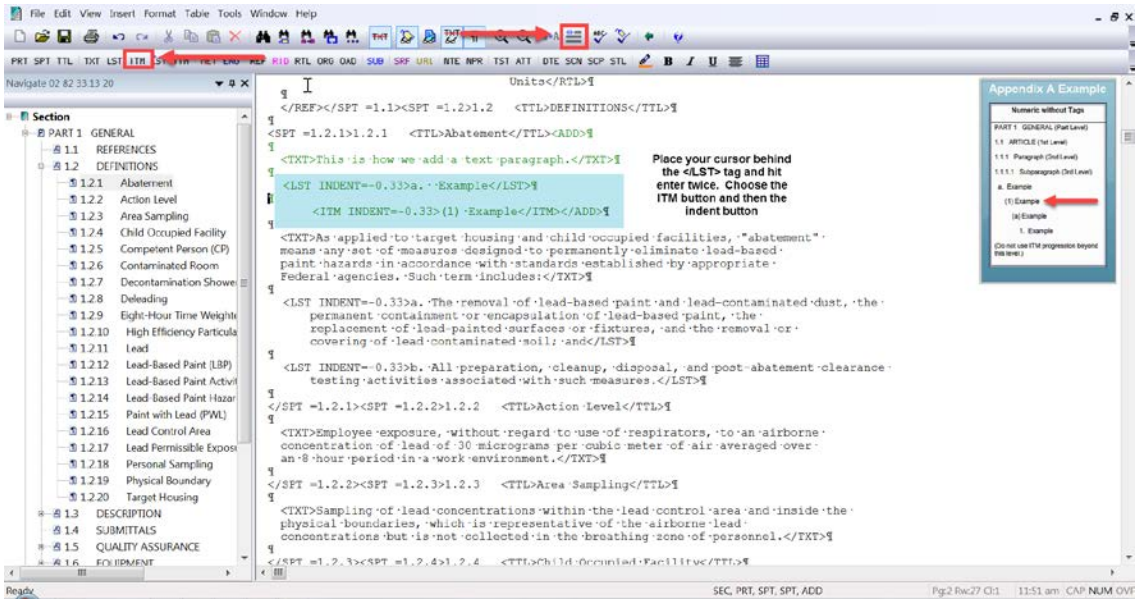
For this exercise, we will use the example specified in the UFC 1-300-02, Appendix A to create a four-tiered multileveled list. Then we are going to focus on the proper method for deleting these elements.



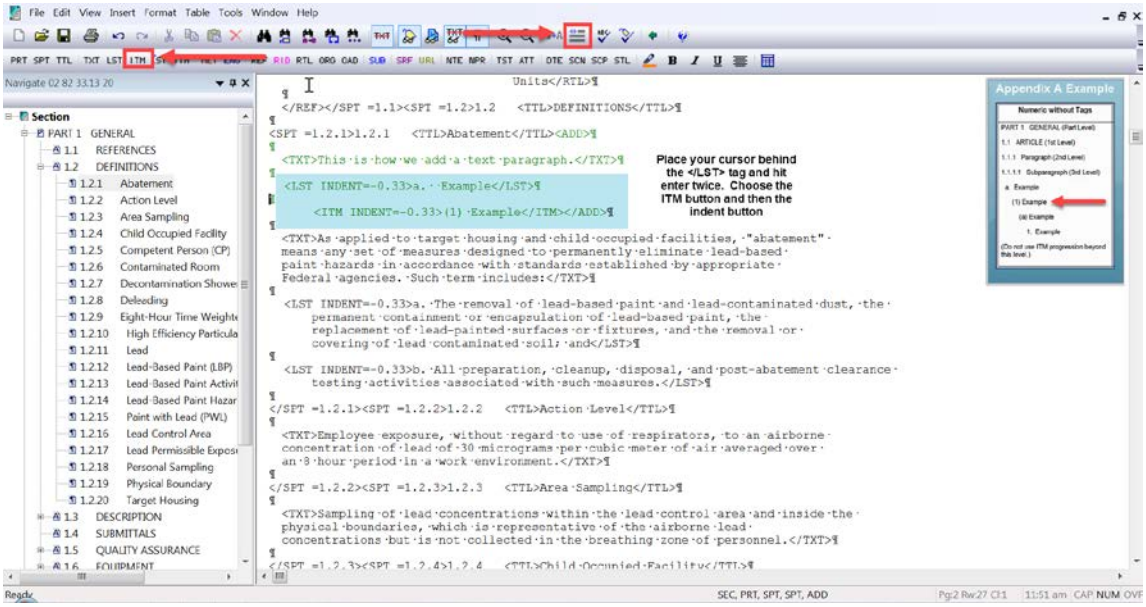
To continue, our cursor should still be at the end of the sentence we just typed. We need to *press* the **right-arrow key** *once* to move the cursor outside of the <TXT> tags, but making sure to stay within the <ADD> tags. Now let's *press* the **enter key** *twice* to add the additional hard returns we need in order to maintain the required double-spacing. Following our example in order to insert the first level, let's *press* the **LST button** on the Tagsbar. Since we need an outdent, we are going to *press* the **Toggle indentation button** on the SI Editor's Toolbar. As you will see this changed the LST tag to a <LST Indent =-0.33> tag.



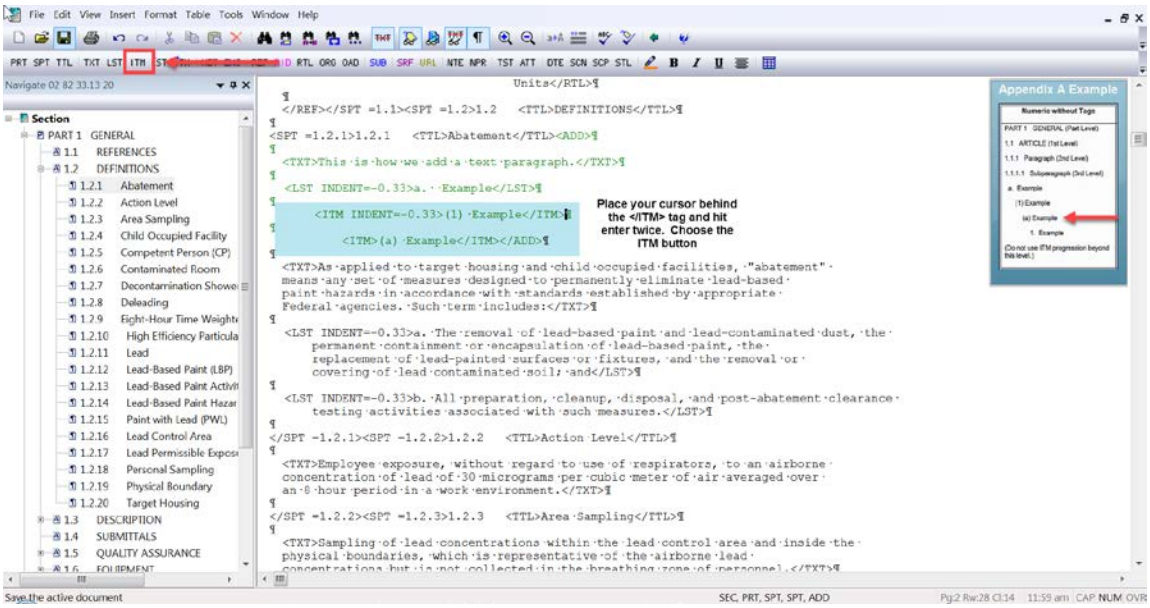
Regardless of the level we add, you want to make sure there is a combination of four characters and spaces before you text begins in order for the text to wrap properly. Since the first level is a lowercase "a." let's go ahead and *type* an "**a**., followed by **two spaces**, and **Example**".



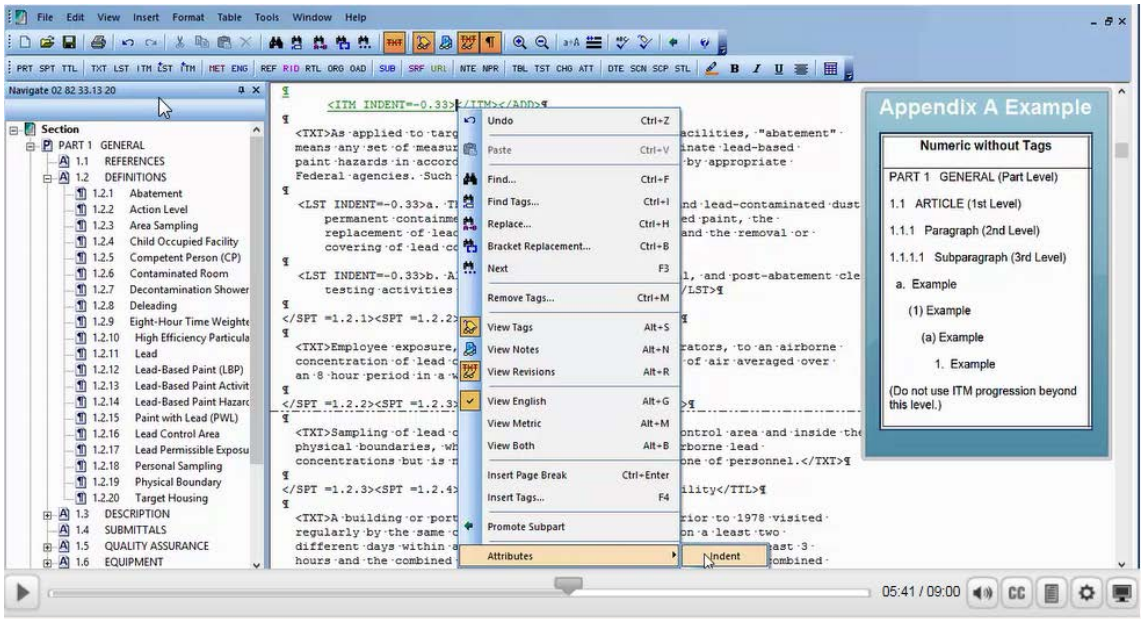
Now we are ready to insert the second level, *press* the keyboard **right arrow key** *once* to move the cursor outside of the LST tags, so we remain within the same set of ADD tags, in order to keep our markup as orderly as possible. Now *press* the **Enter key** *twice,* and then *select* the **ITM button** on the Tagsbar. Just as the first level above, we want to *press* the **Toggle Indentation button** to create a hanging indent. As shown in our example, the second level is a number 1 surrounded by a set of parenthesis, so let's go ahead and *type* this in. Remember In order for the text to wrap properly, we need to make sure there are exactly a total of four characters and spaces before the text begins. Since we have already used three spaces with the text we have already entered, we only need to add one more space. Let's go ahead and *add the space* followed by **Example**.



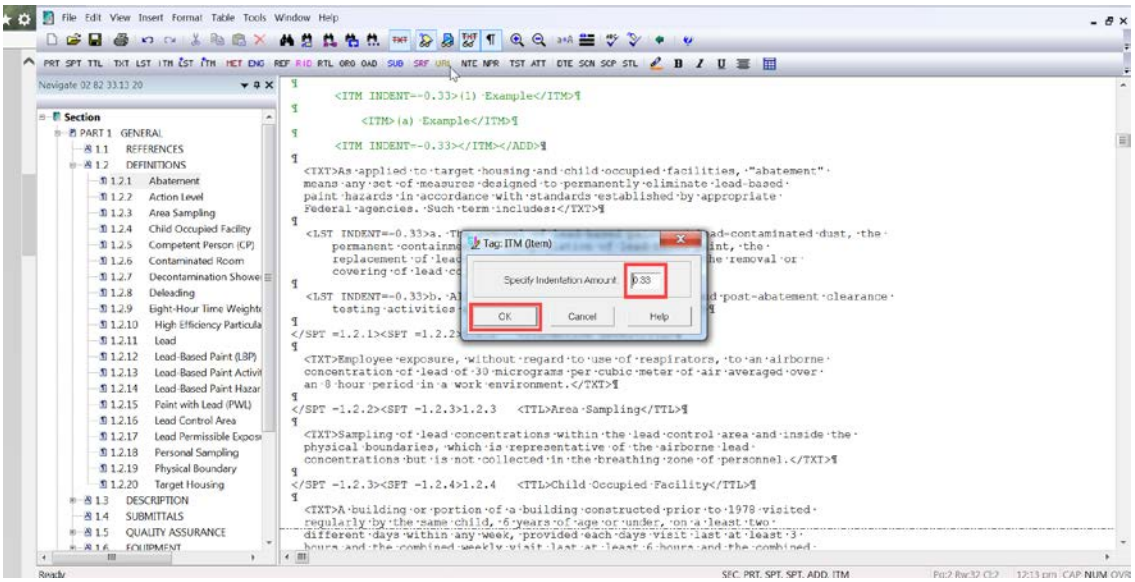
Use the **right-arrow key** to move the *cursor outside* of the **ending </ITM> tags**, and press the **enter key** *twice*. For the third level we are not going use the outdent so we will *select* the **ITM button** on the Tagsbar, *type* a lower case "**a**" surrounded by a set of parentheses, *add a space*, *and type* **Example**.



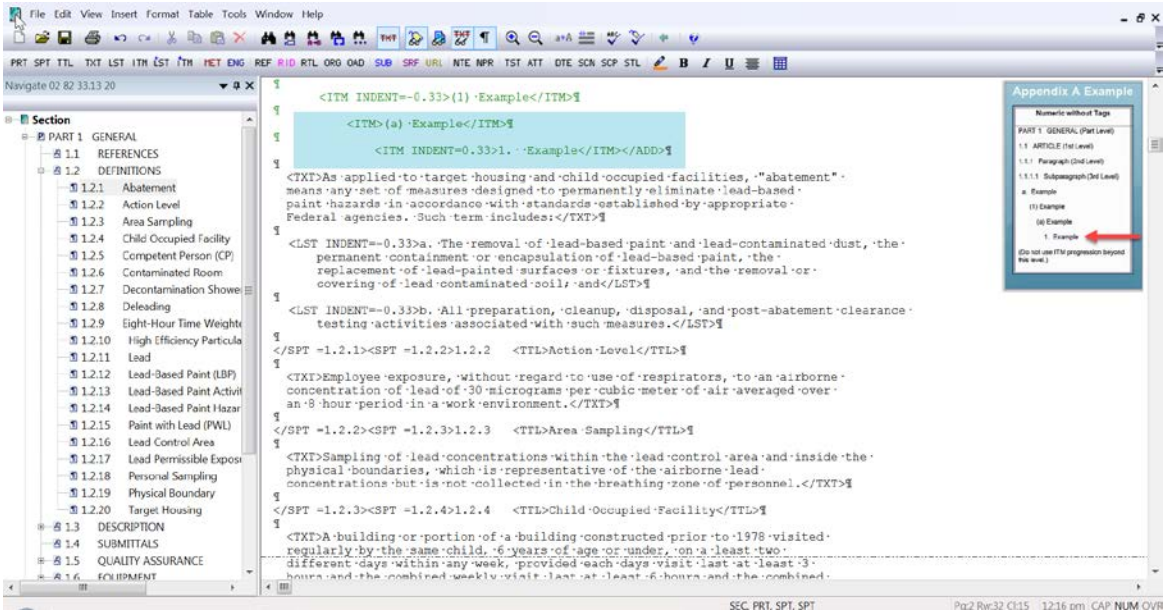
Now let's *press* the **right-arrow key** *once* to move outside of the *cursor outside* of the **ending </ITM> tags**, and *press* the **enter key** *twice*. We are now in position to add the last level. This time, we are going modify the tag attribute so we can change the indention amount from a negative number to a positive number. Let's *select* the **ITM button** on the Tagsbar, and then *select* the **Toggle Indentation button**. With our *cursor positioned* to the **right of the <ITM INDENT=-0.33> tag**, let's *right-click*, select **Attributes**, and then *choose* **Indent.**



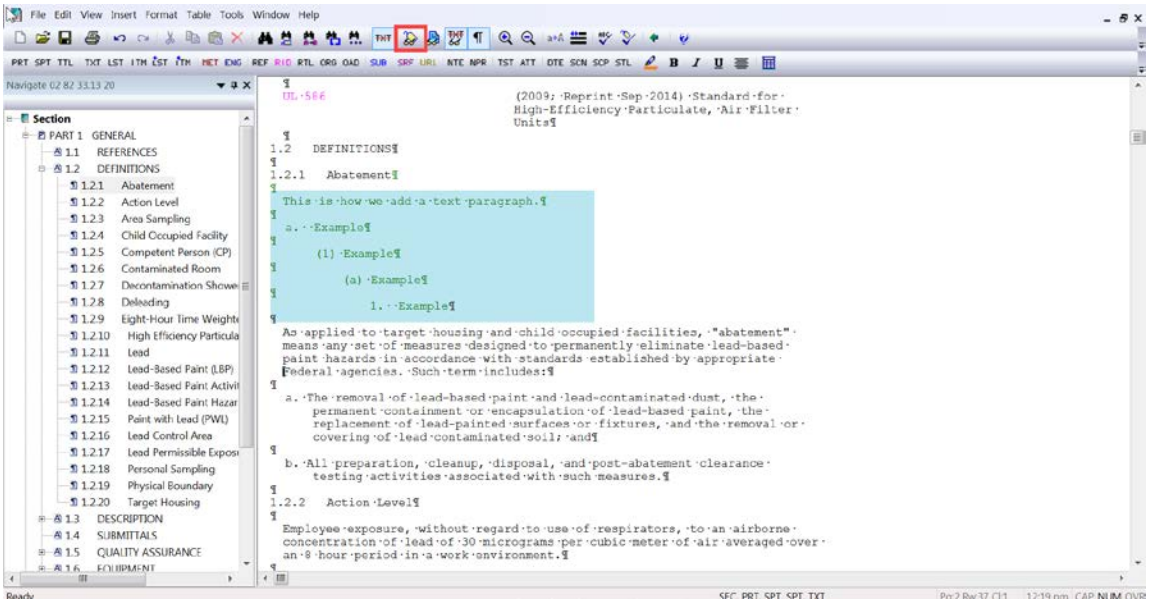
Now we want to *change* the Indentation Amount **from -0.33 to 0.33** by *removing the minus*, now let's *select* **OK**.



Now we can *type* "**1**." followed by *two spaces* and **Example**. Although you will typically not have to insert multileveled lists that use that many levels, it is still good information to know!

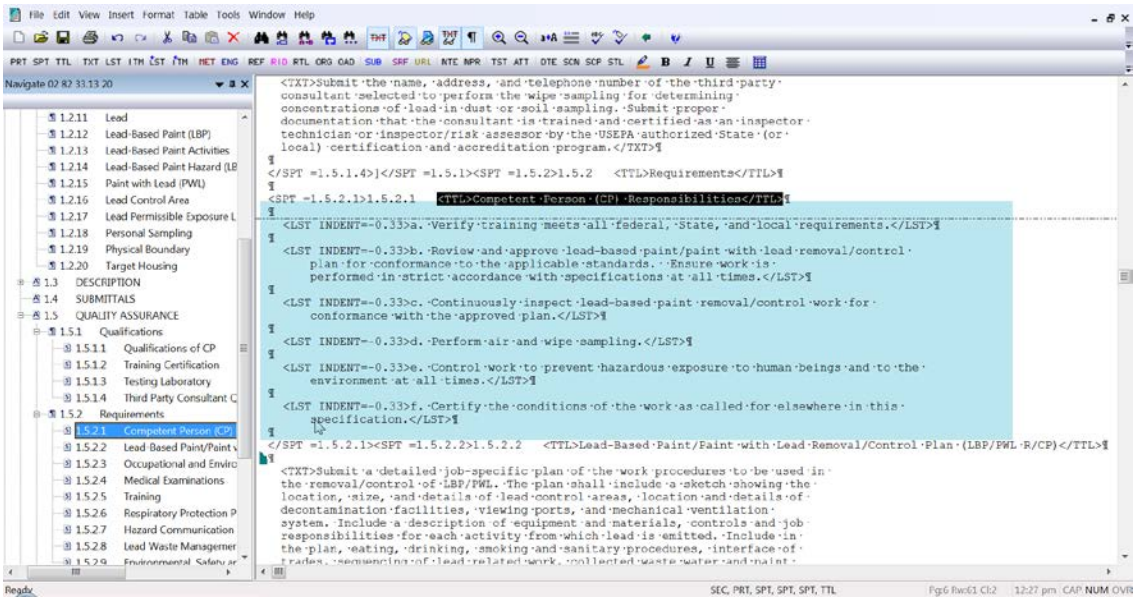


If we scroll up, and then we hide our tags, you will see how well this is formatted.

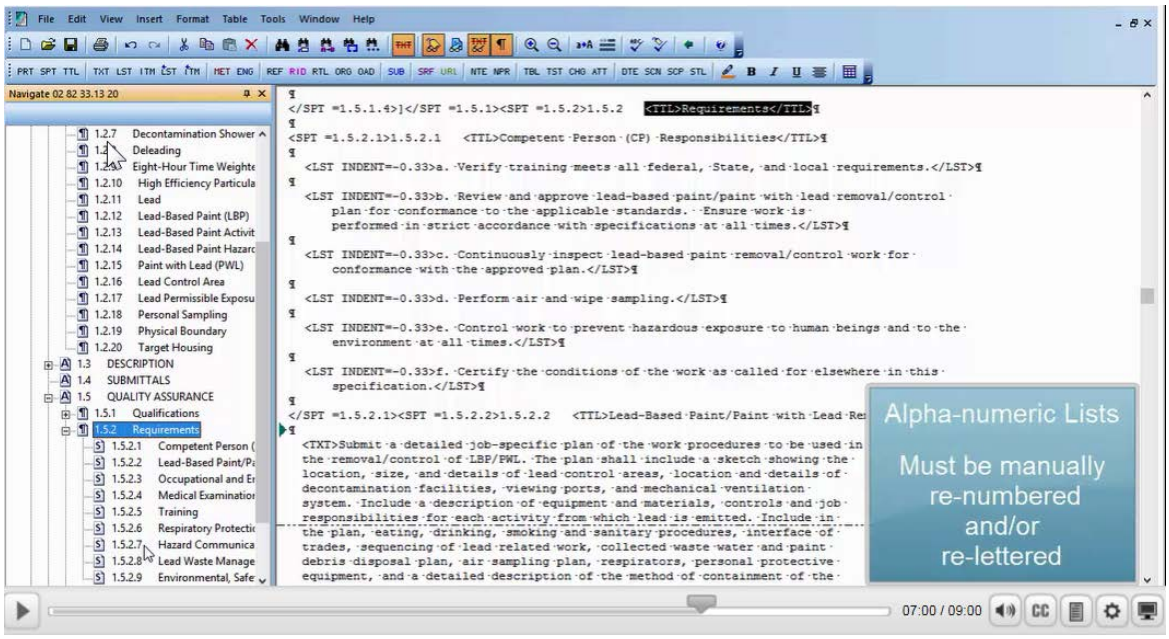


00:06:17,500 --> 00:08:49,832

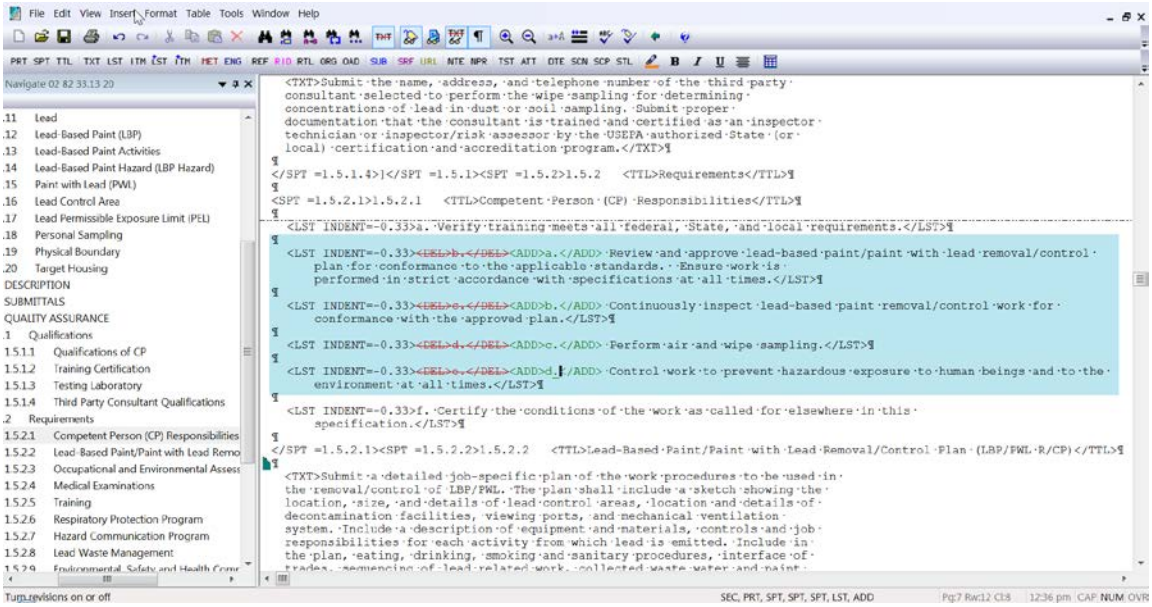
Now let's turn our tags back on in order to proceed. Now that you have mastered adding TXT, LST, and ITMS, it's time we focus on the proper methods used for deleting them. We are going to focus on learning the most efficient way to remove these elements, including List and Item indents. Learning to edit these elements correctly will avoid leaving unnecessary hard returns which cause gaps of empty space when the Revisions are not visible or have been executed. Let's *navigate* to **1.5.2 Requirements**.



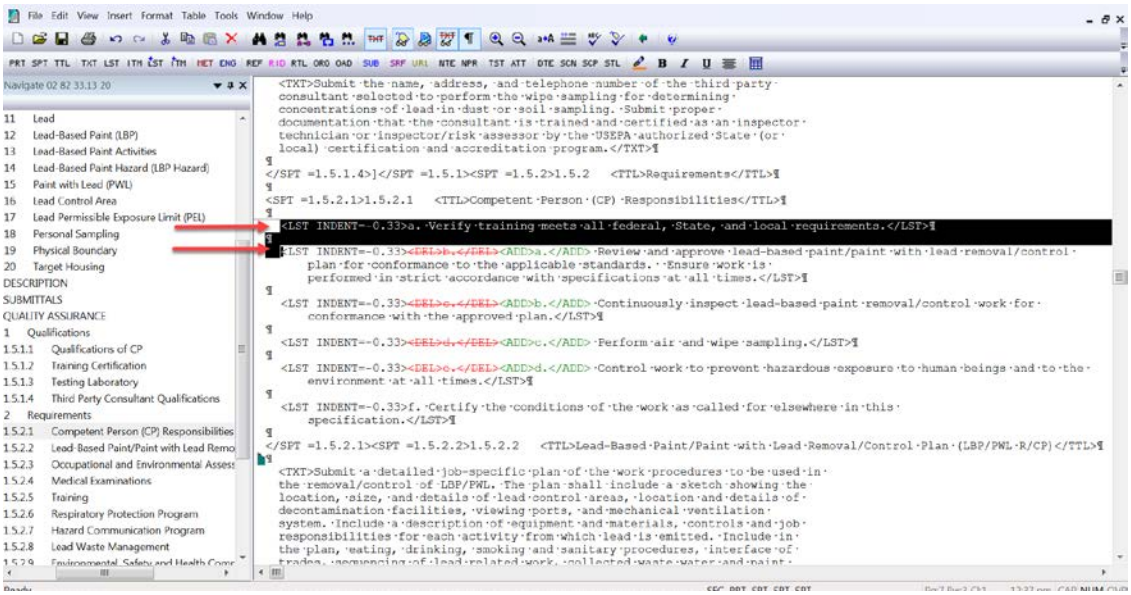
As you see, we have an ordered list using the LST Indent tags that are lettered a through f. These particular elements will not automatically re-letter or re-number and must be done manually. Due to the margin settings for these elements along with using revisions it is best to re-letter the list first, then delete the ones you do not need.



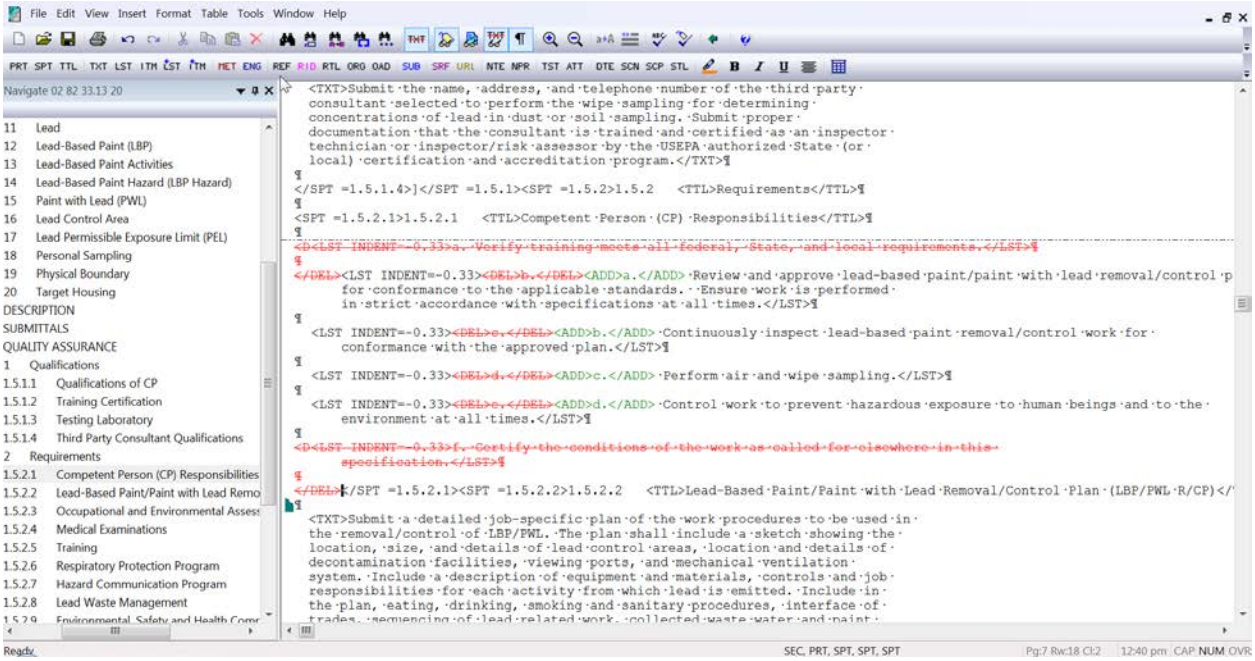
For this demonstration, we want to delete a and f. That means that we need to manually re-letter b through e. Let's start by *changing* the **b. to a**. so let's **highlight b**. and **type a**. Now let's do the same for c, d, and e. The trick to editing these elements is to start highlighting the tagged element you want to delete, stopping in front of the tagged element you want to keep. This technique works regardless if you are deleting TXT, LST, or ITM.



Let's *place our cursor* to the left of **the <LST INDENT=-0.33> tag** for "**a**". Now we're going to *highlight*, and stop in front of the **LST INDENT=-0.33> ta**g for the new "**a**",



now *press* the **DEL key**. Deleting ‘f” is a little different since it is at the end of the Subpart.



It’s time to proceed to the next module so you can learn about SpecsIntact’s Formatted Tables.

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: