

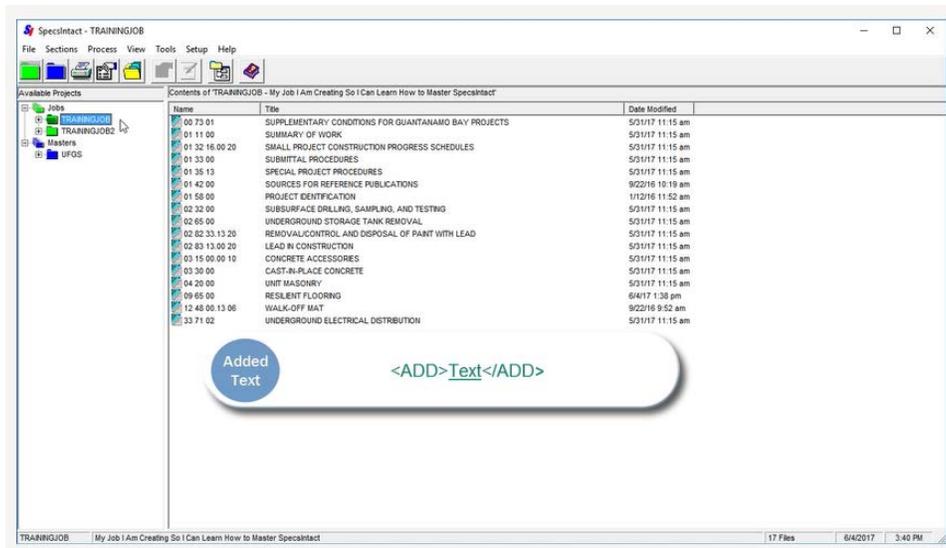
# SpecsIntact eLearning Modules Transcript

## Module: Chapter 8 – Executing Revisions

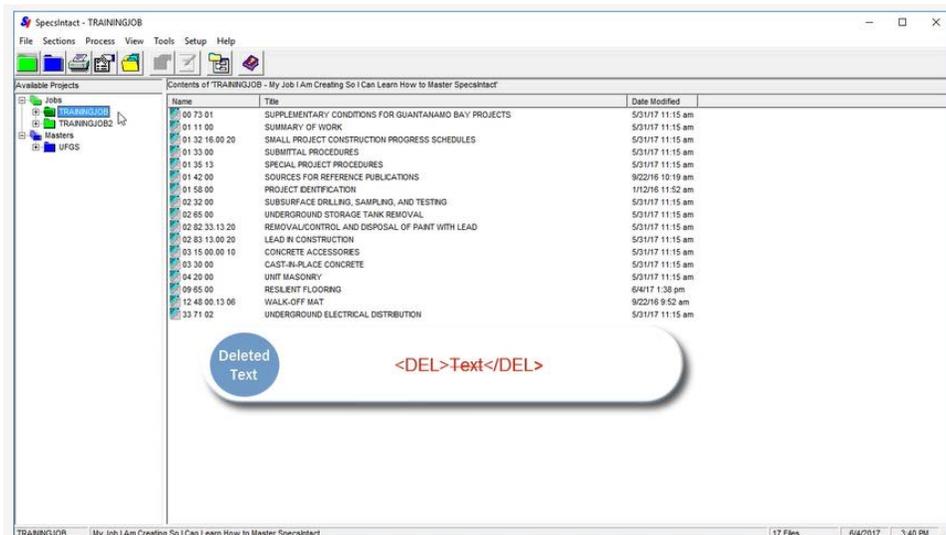
This transcript provides the text from the corresponding eLearning Module. Screenshots have been added as a visual aid however, we highly recommend that you view the corresponding eLearning Module for in-depth visual representation of the subject matter.

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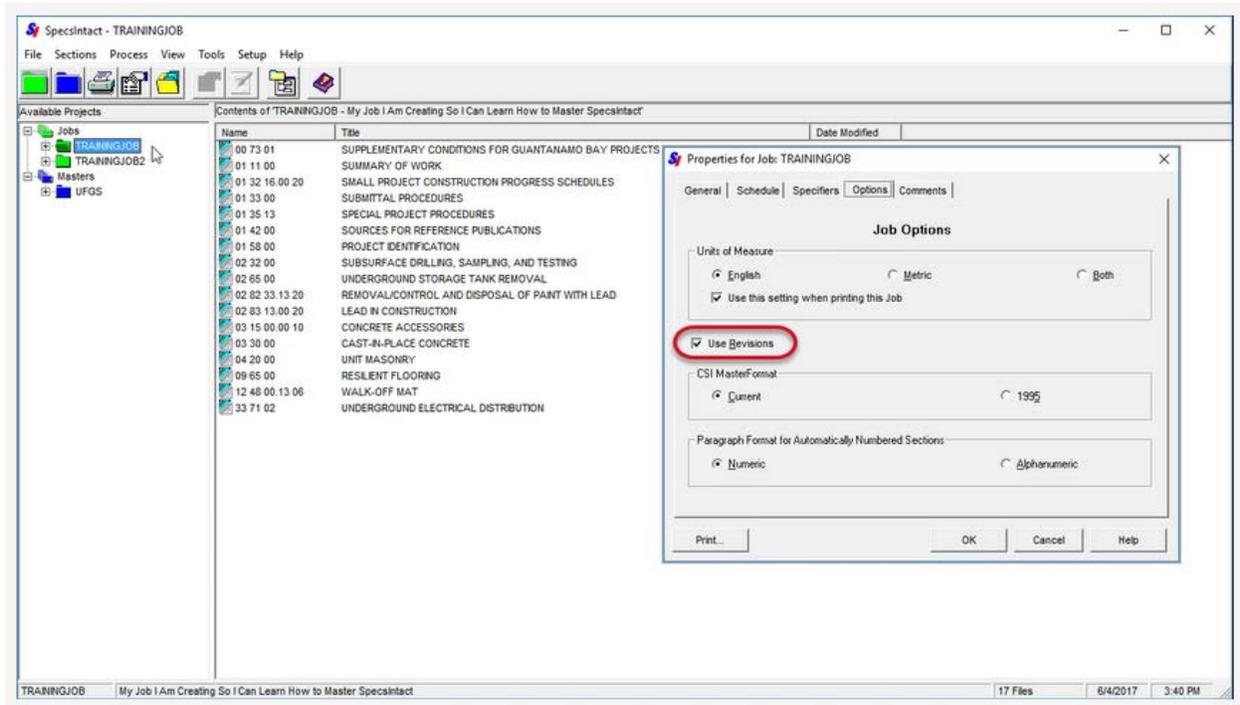
Before you learn to Execute Revisions, you need to have a thorough understanding of Revisions and their purpose. Revisions are designed to track changes you make during the editing process. Text that has been added will be identified by green underlined text and surrounded by a set of ADD Tags.



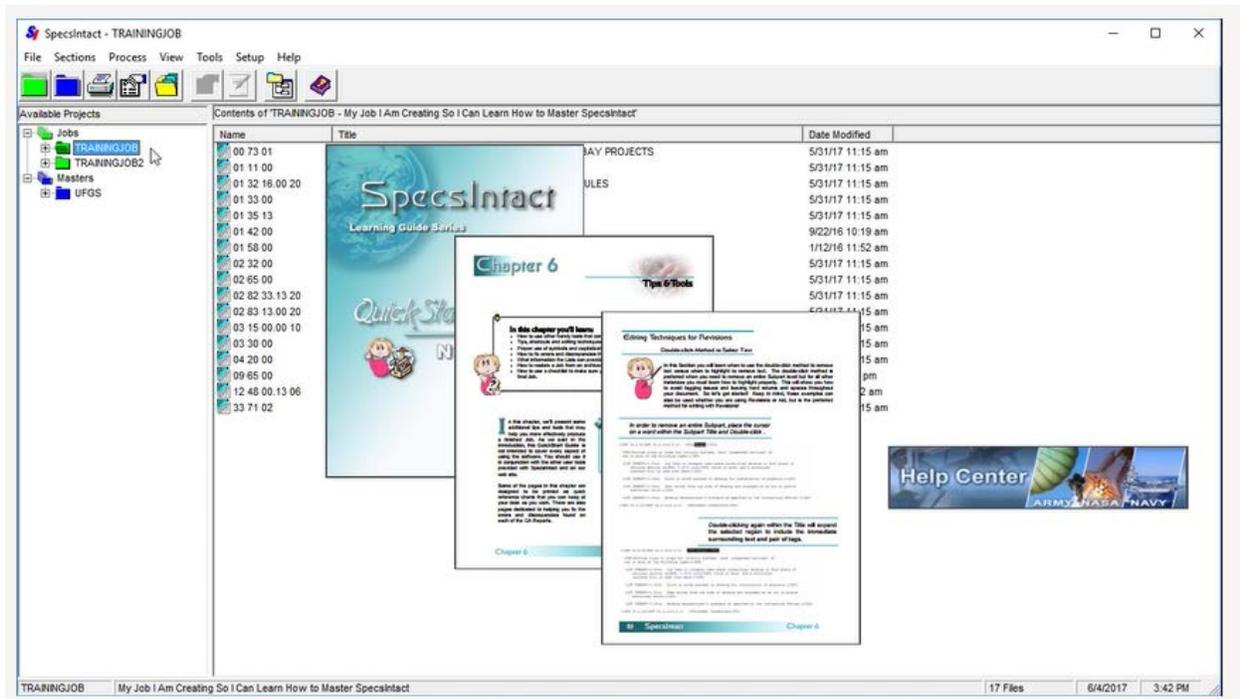
Text that has been deleted is identified by red overstricken text and surrounded by a set of DEL Tags.



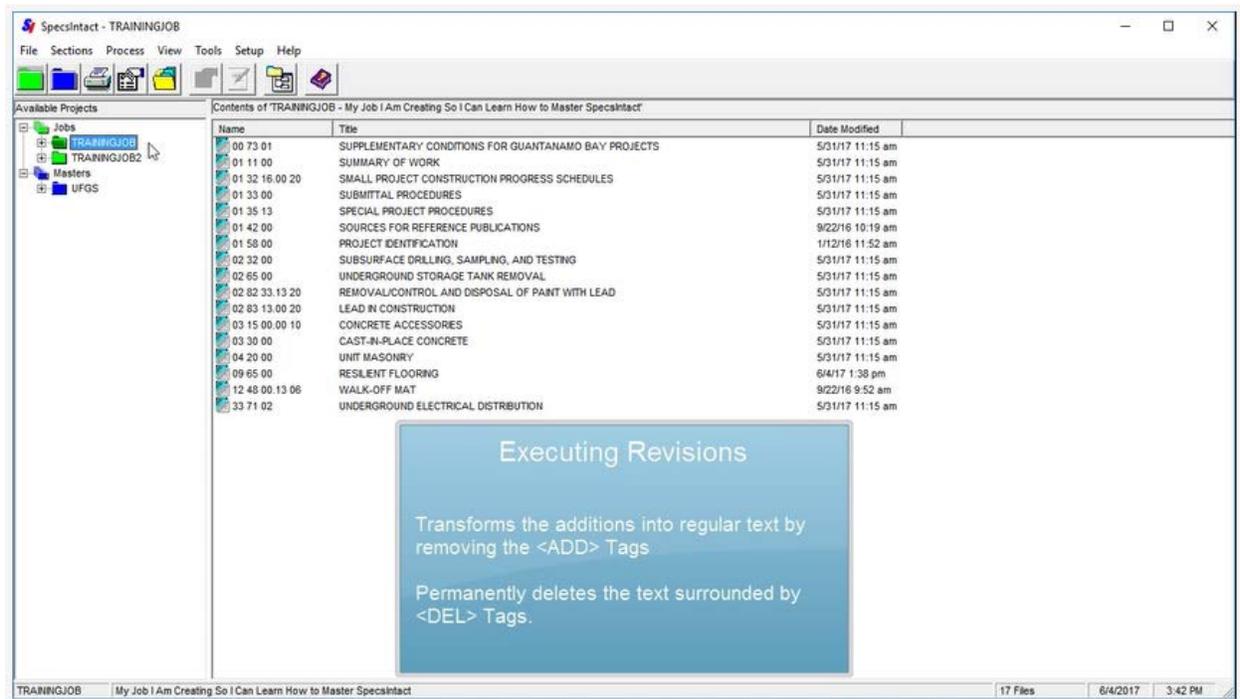
The Revisions function is turned on by default when a new Job or Master is created in order to ensure the changes are recorded.



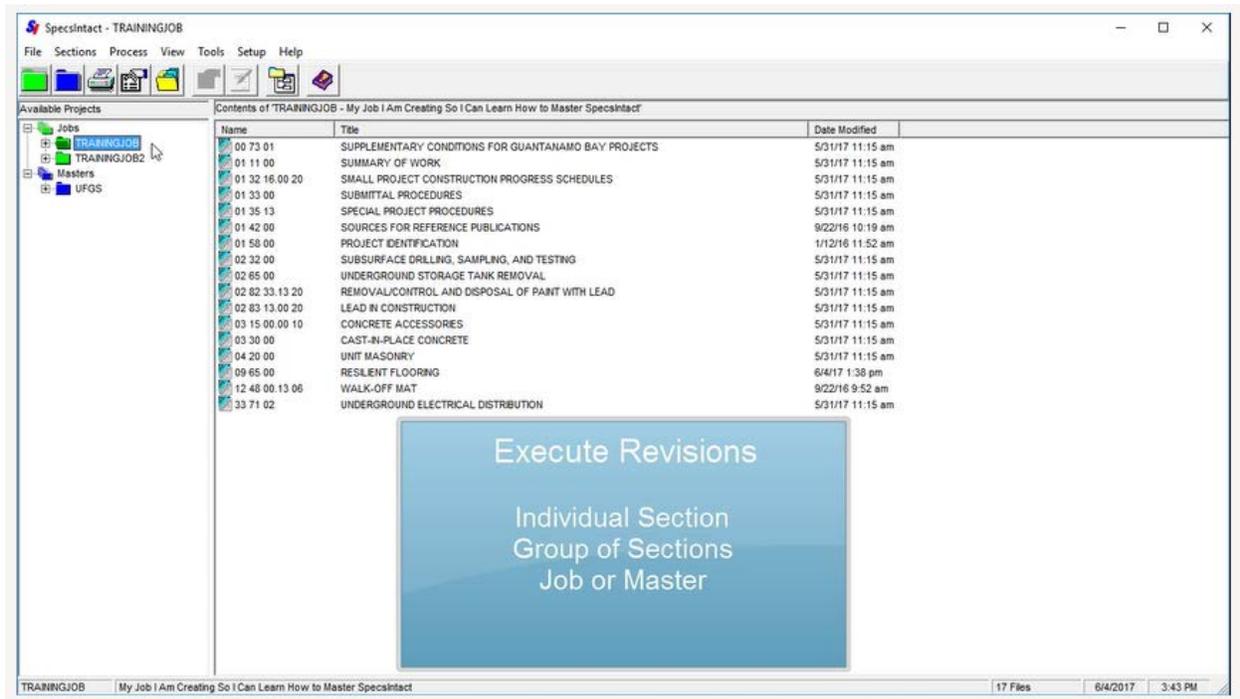
When new Sections are created from a Section Template, Revisions are not required! Although we do not have an eLearning Module that specifically addresses Revisions, they are demonstrated throughout the various modules within Chapter 3 which covers the editing processes. However, you can also find several examples of the techniques used when editing with Revisions in The QuickStart Guide – Numeric, Chapter 6 entitled, “Tips and Tools” found on the SpecsIntact Websites Help Center page.



Executing Revisions will transform the additions into regular text by removing the ADD Tags and will permanently delete the text that is surrounded by the DEL tags. You should always make a separate backup of your Job or Master before you Execute Revisions! Typically, Revisions will remain until the Job has reached the final stage, whereas revisions in a Section that will become part of a Master will be executed by the agency database managers or in house Master coordinators prior to a release.

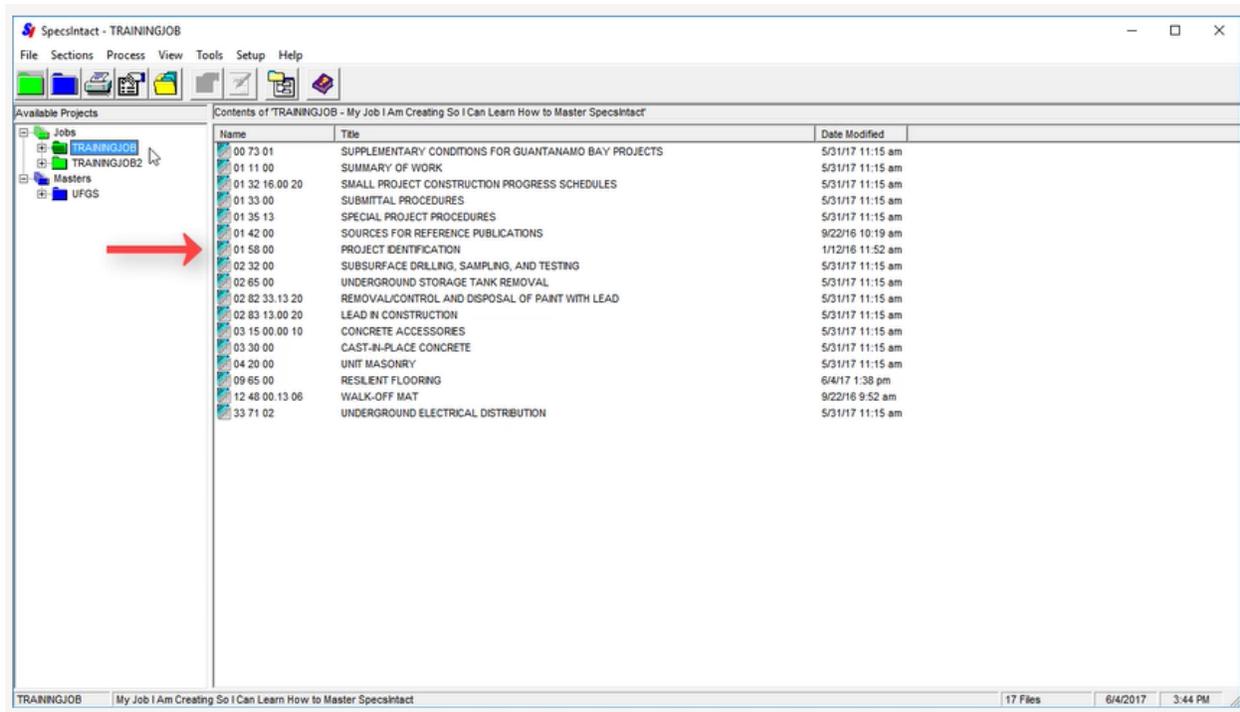


There are a couple of methods designed to perform this functionality. You can either Execute Revisions on an individual Section, group of Sections, or an entire Job or Master.

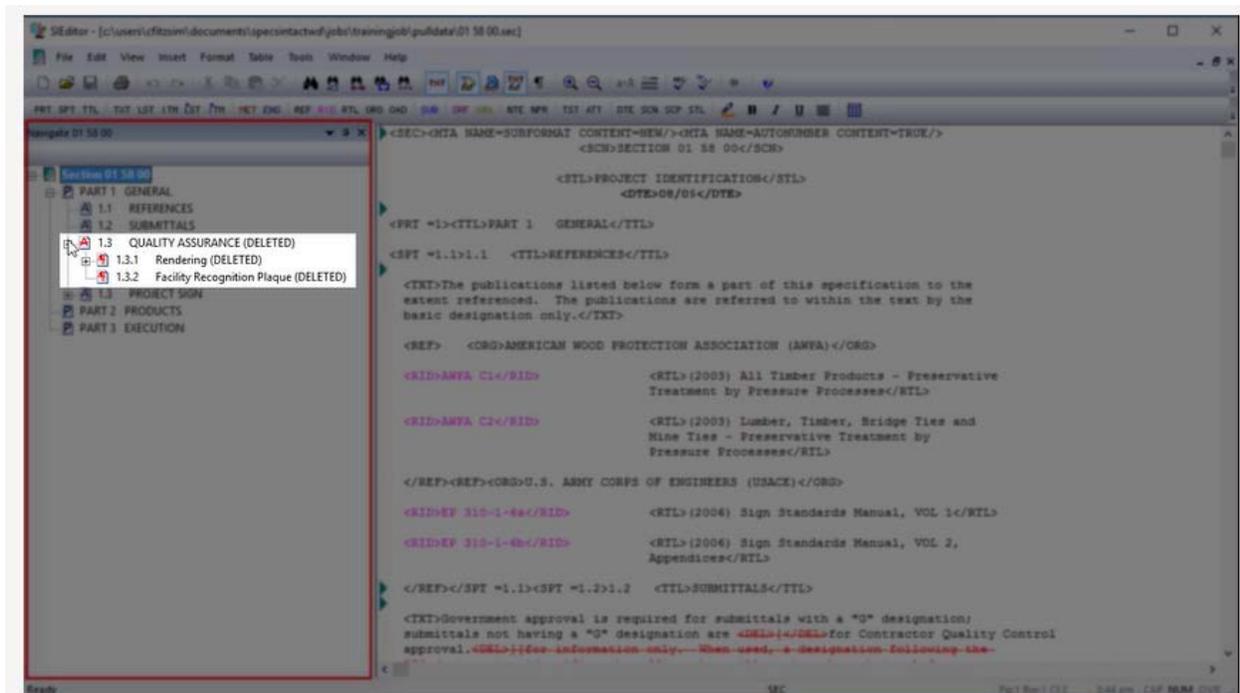


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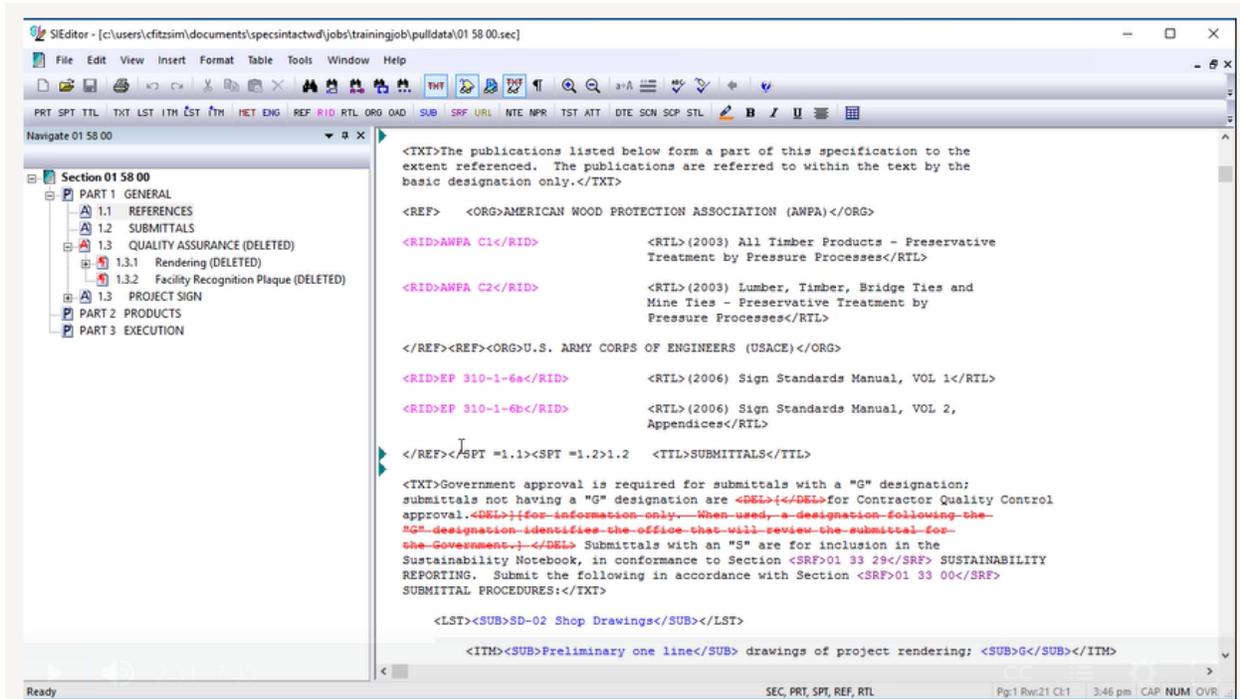
First I'd like to open a couple of Sections so that you can see that the Job I am using for this lesson has been edited with the Revisions turned on, so I'm going to open Section 01 58 00.



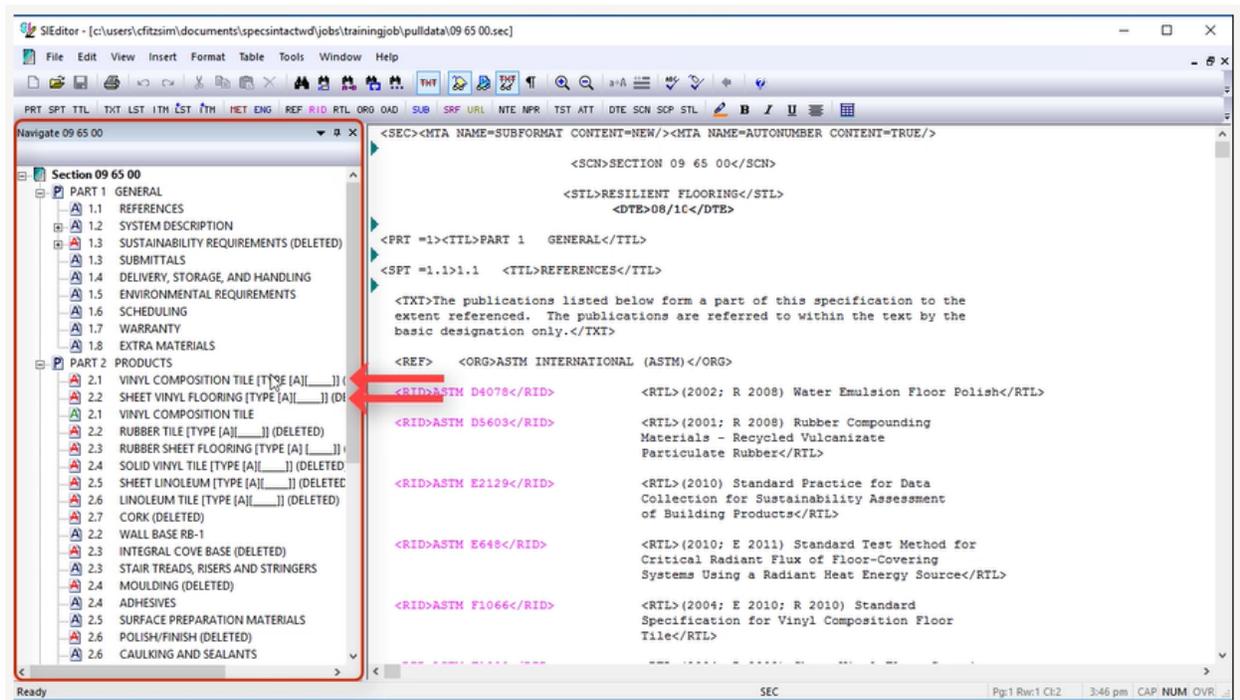
If we use the Navigator and expand 1.3 QUALITY ASSURANCE, you will see that the entire Article and corresponding subparts have been deleted.



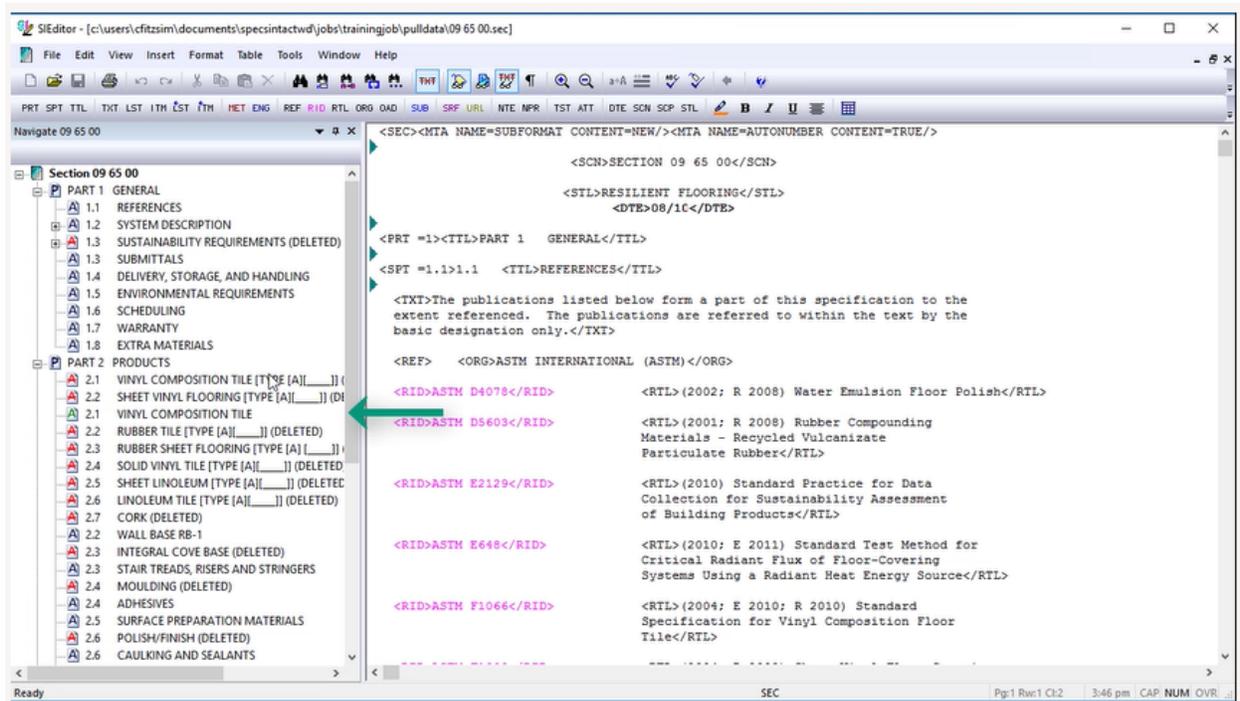
As we change our focus to the Editing Pane we can see that edits have also been made within the Submittal Article to remove the Bracketed Options not required for this particular Job.



Now let's close this Section and open Section 09 65 00. As we examine the Navigator, we see that Subparts 1.3 SUSTAINABILITY REQUIREMENTS was deleted along with 2.1 and 2.2.

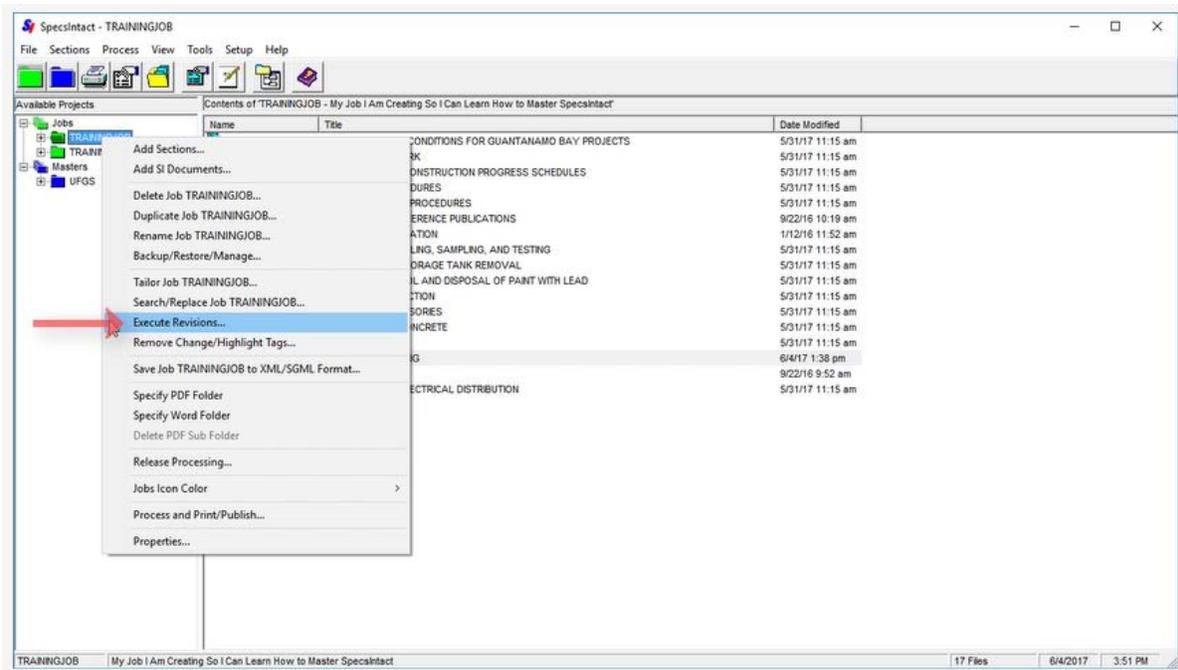


Then 2.1 was added along with several other deletions below this subpart. Now we know we have Sections within this Job that have been edited with Revisions and can close the Section.

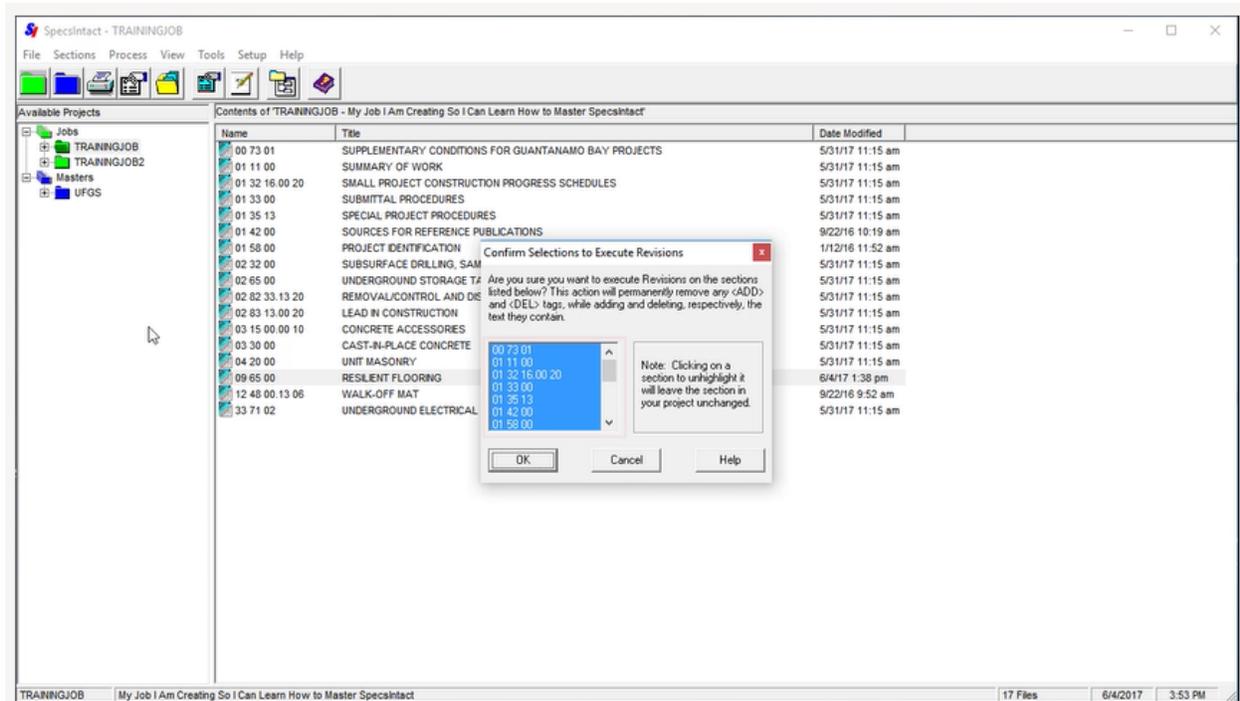


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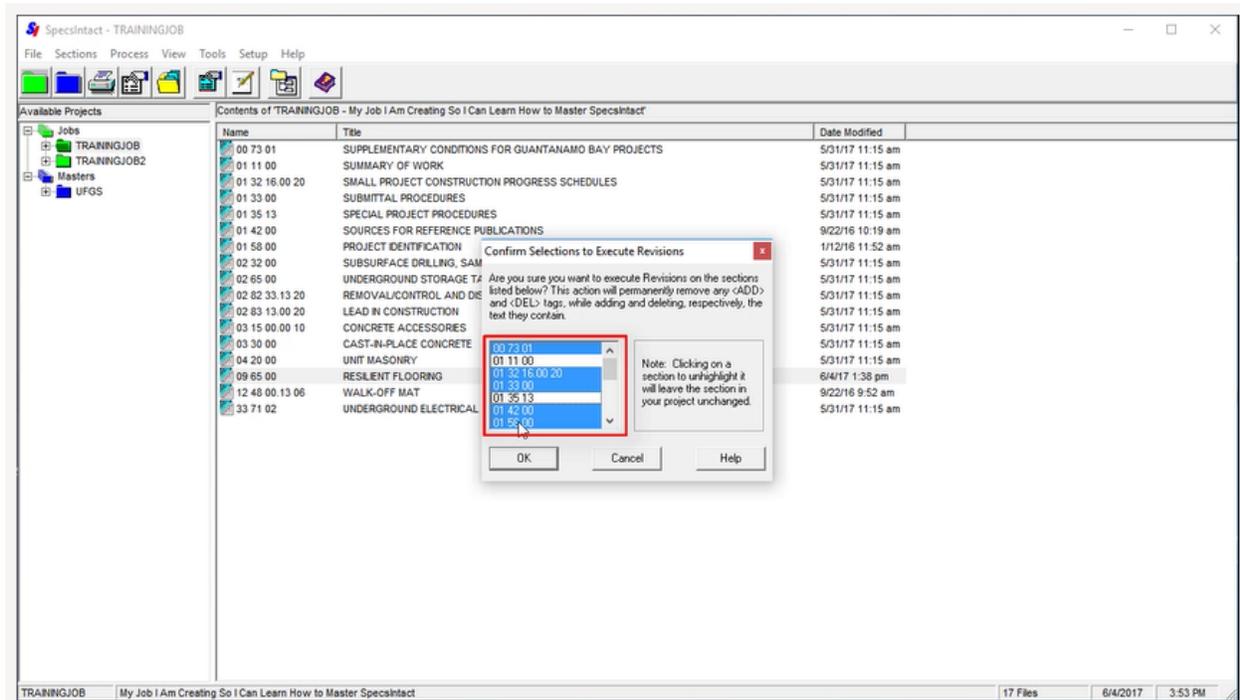
Let's go ahead and Execute the Revisions on a Job by *right clicking* on the **TRAININGJOB** in order to access the Right click Menu since it is an easiest way to access the commonly used SpecsIntact functions. When Executing Revisions on an entire Job, you could also use the File Menu and select Execute Revisions. Now let's *select* the option to **Execute Revisions**.



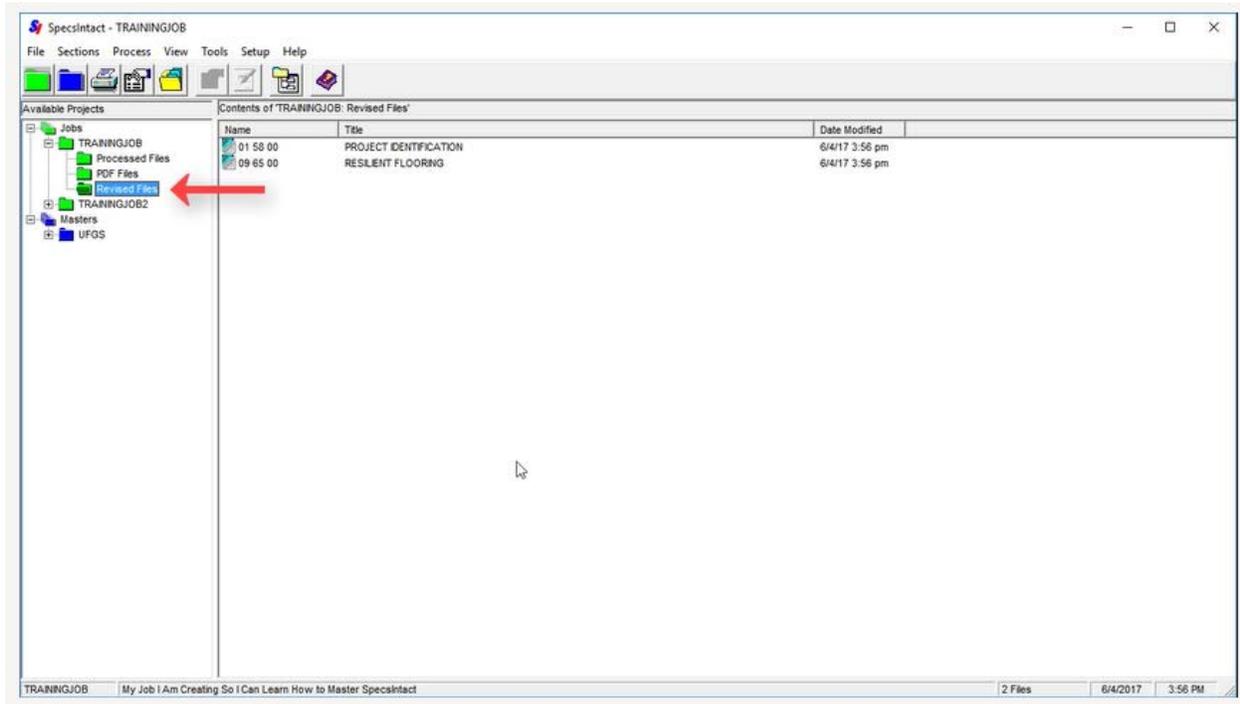
Immediately the confirmation window opens, to inform you that this action will be permanent.



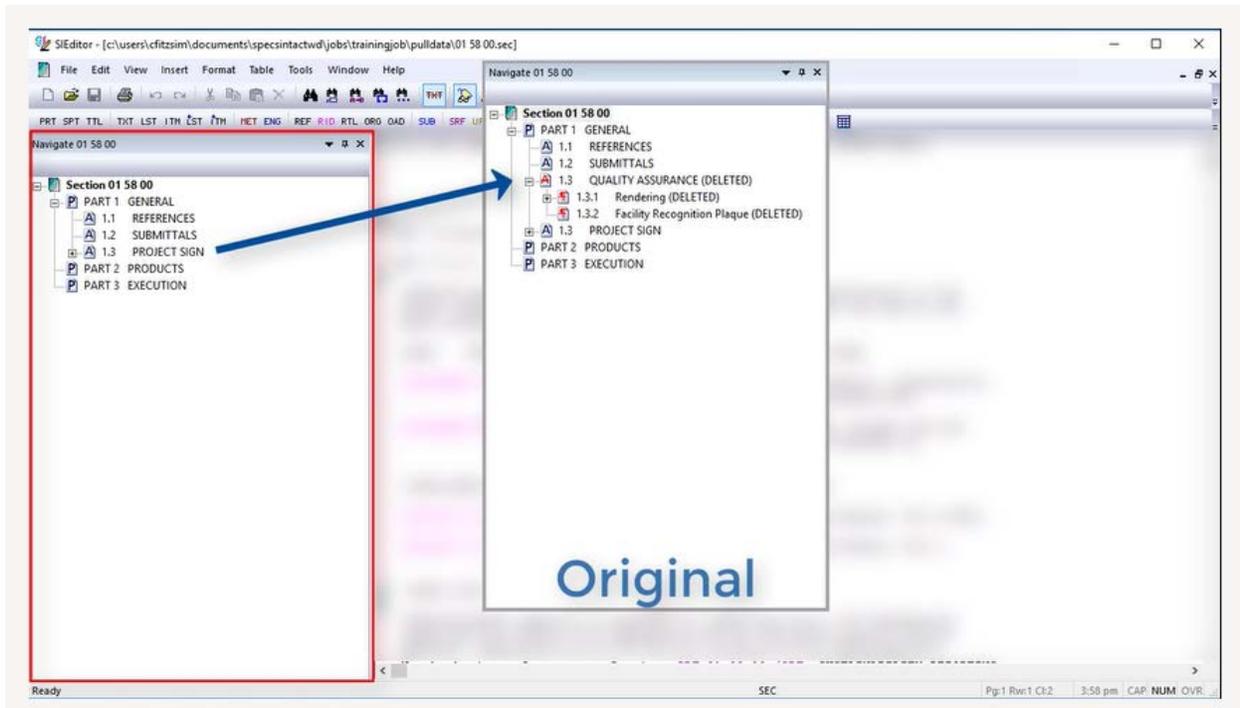
Before we select OK, I wanted provide you with some additional information about this message box. If you decided, you didn't want to Execute the Revisions on all the Sections within this Job, hold down your Ctrl Key and click on the Section(s) to deselect the Sections you do not want to perform this action on. Once you select the OK Button, the function would only Execute the Revisions on the files that are highlighted. Since the purpose of this lesson was to Execute the Revisions on the entire Job, I'm going to click on each one of the de-selected Section(s) in order to re-select them and **select OK**.



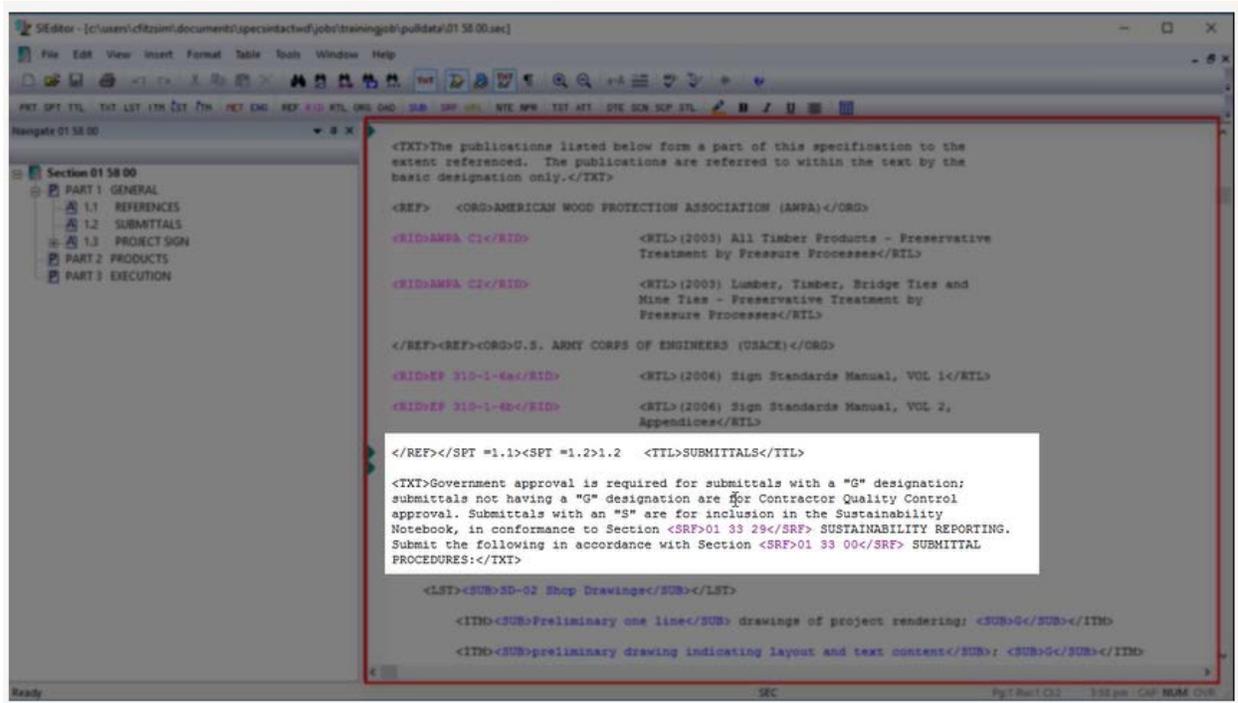
As we are returned to the SpecsIntact Explorer we are positioned in the Jobs Revised Files subfolder with the two Sections that were modified. So let's reopen Section 01 58 00 to verify the changes.



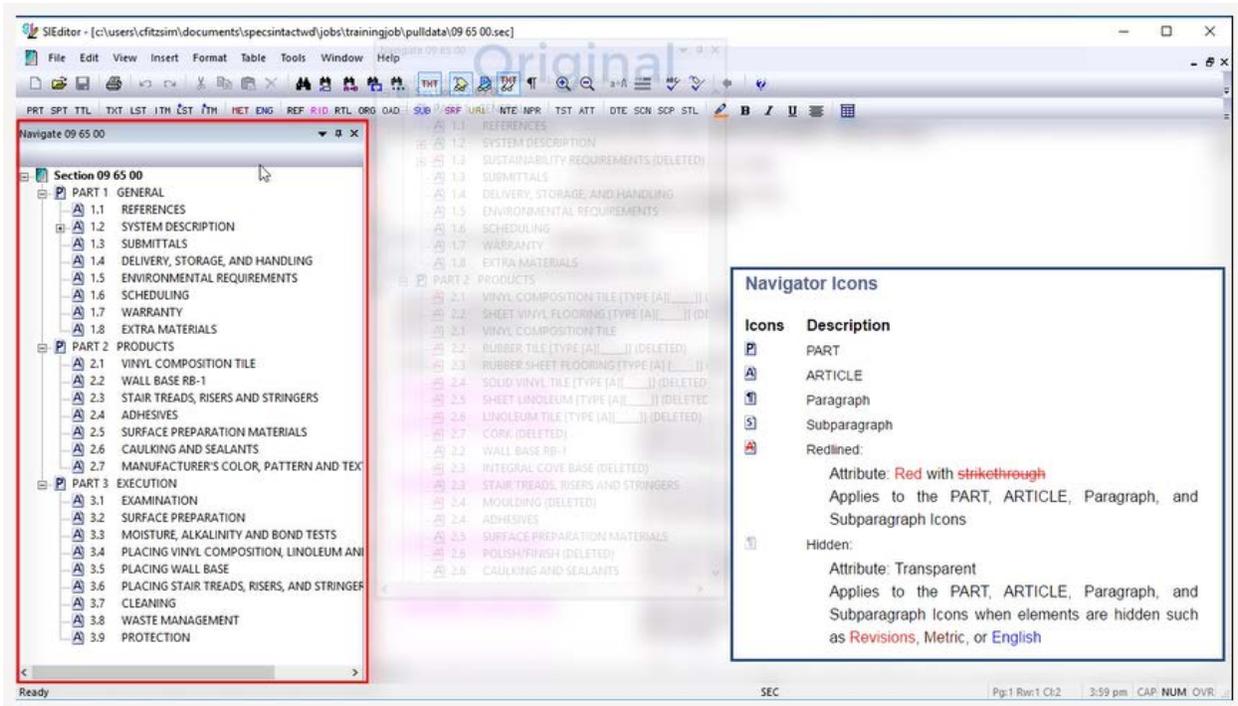
As we focus on the Navigator, we see the original 1.3 and the corresponding subparts were permanently deleted



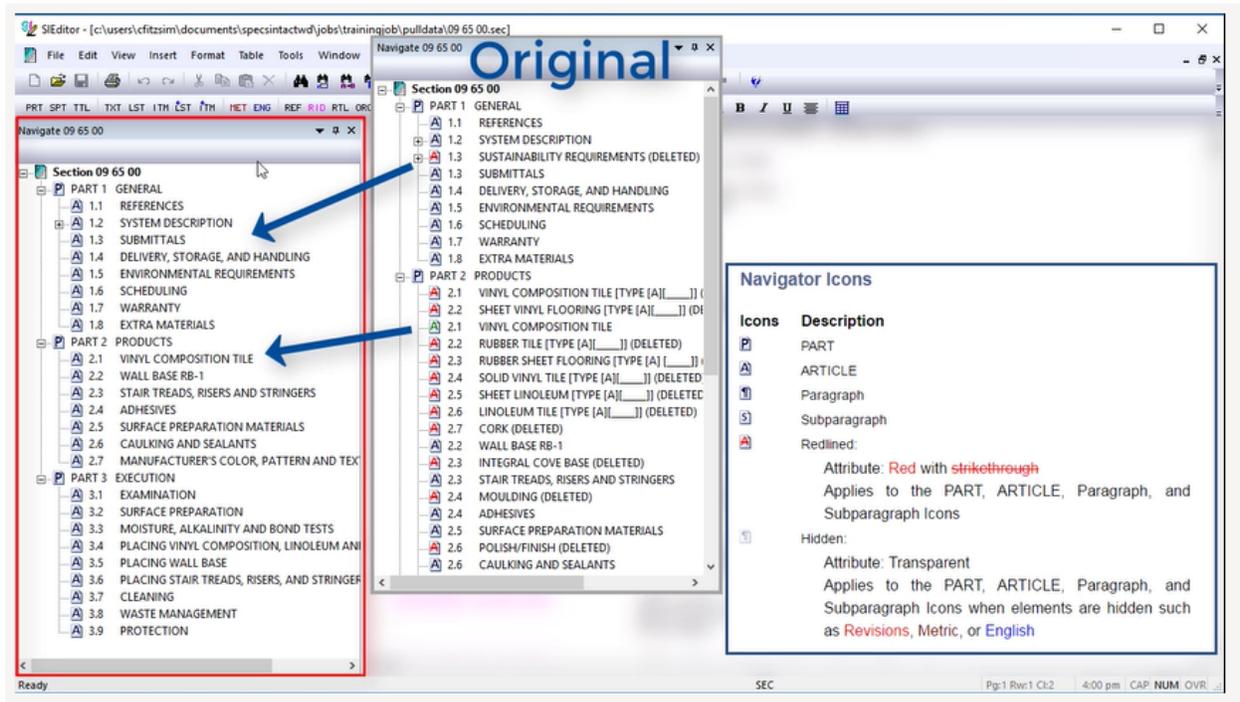
and the redlined bracketed options within the standard Submittal Paragraph were also permanently deleted.



Let's close this Section and open Section 09 65 00 so we verify the Revisions were Executed properly. Again, let's turn our focus towards the Navigator and we'll notice immediately that the icons do not reflect that Subparts have been added or deleted.

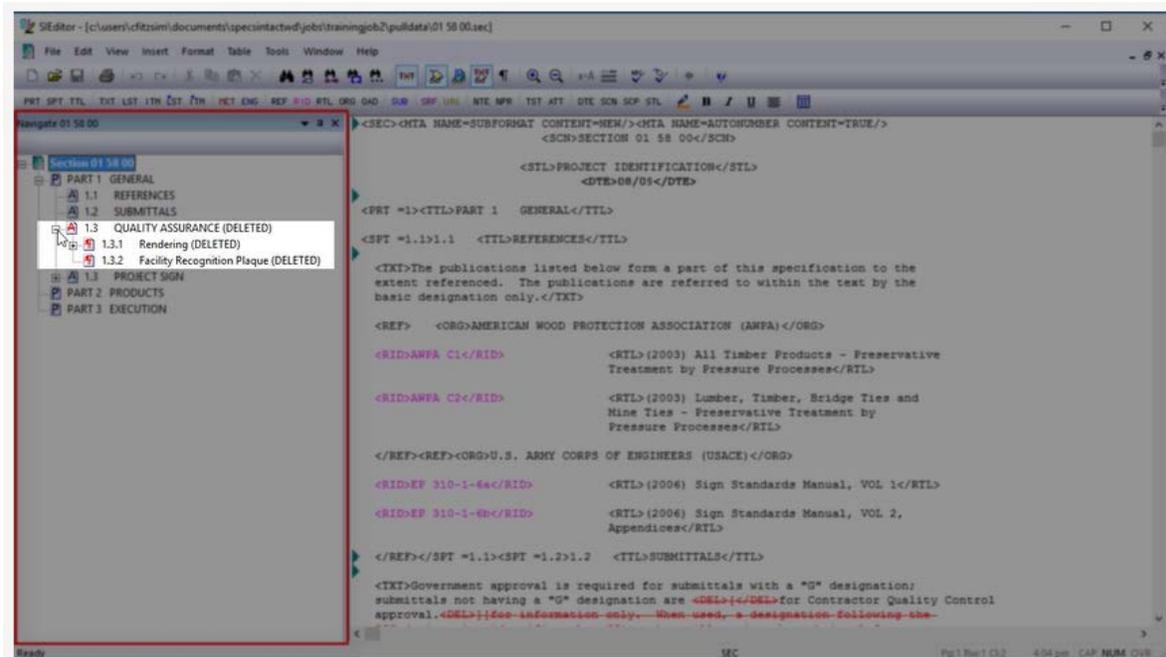


The Original 2.1 and 2.2 were deleted, the added Subpart 2.1 is now permanent and all the deleted subparts below are also deleted. Now that we have verified the changes in Section 09 65 00, let's close the Section.

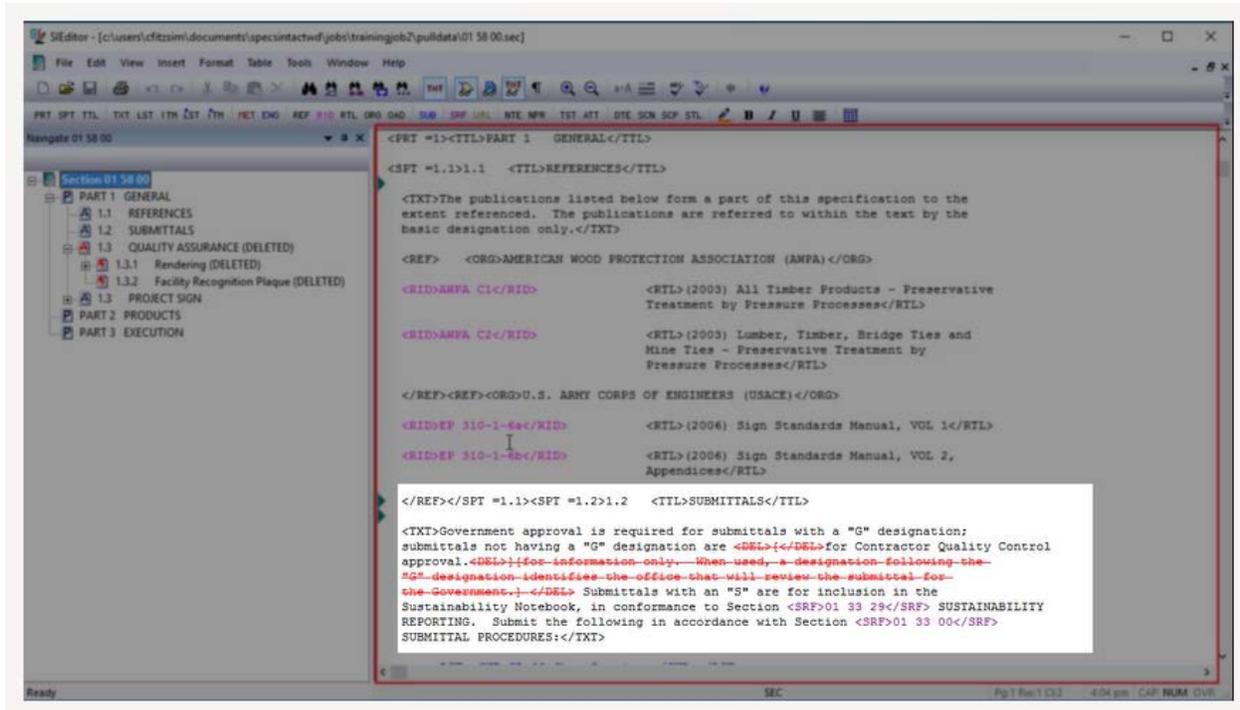


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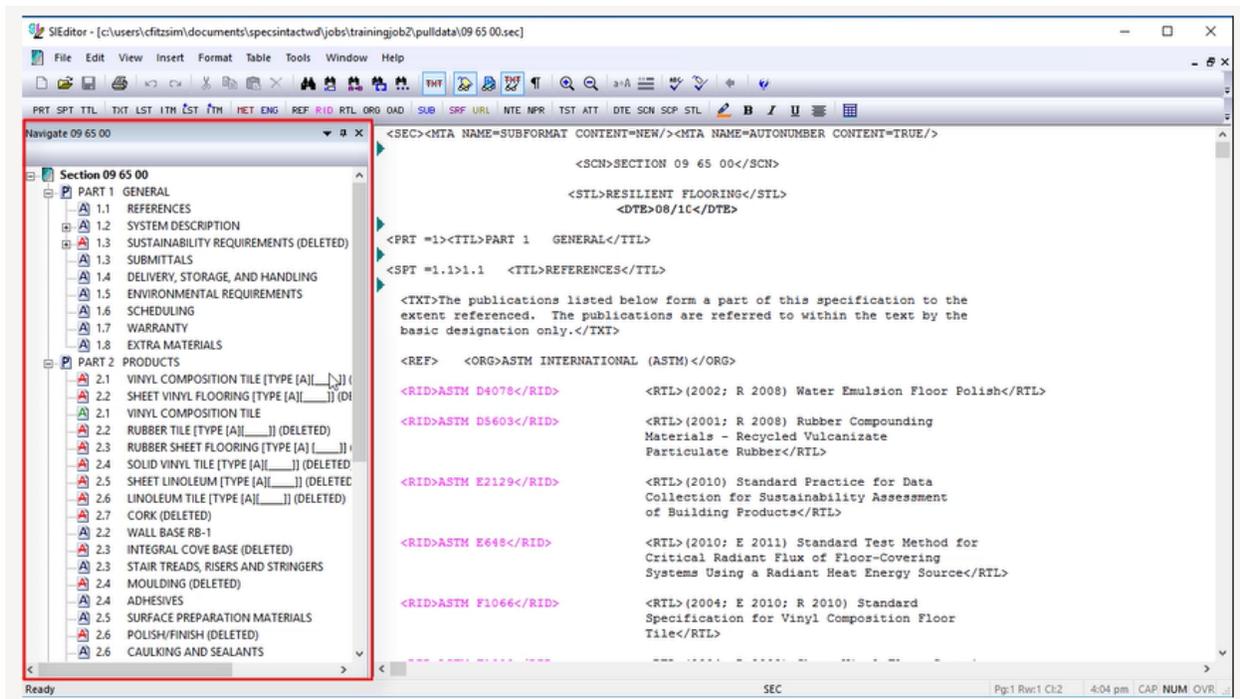
As we continue this lesson, we are going to Execute the Revisions on two Sections within TRAININGJOB2, rather than the entire Job. Let's start by opening Section 01 58 00, so we can see we have the same Revisions as before. If we use the Navigator and expand 1.3 QUALITY ASSURANCE, the entire Article and corresponding subparts were deleted.



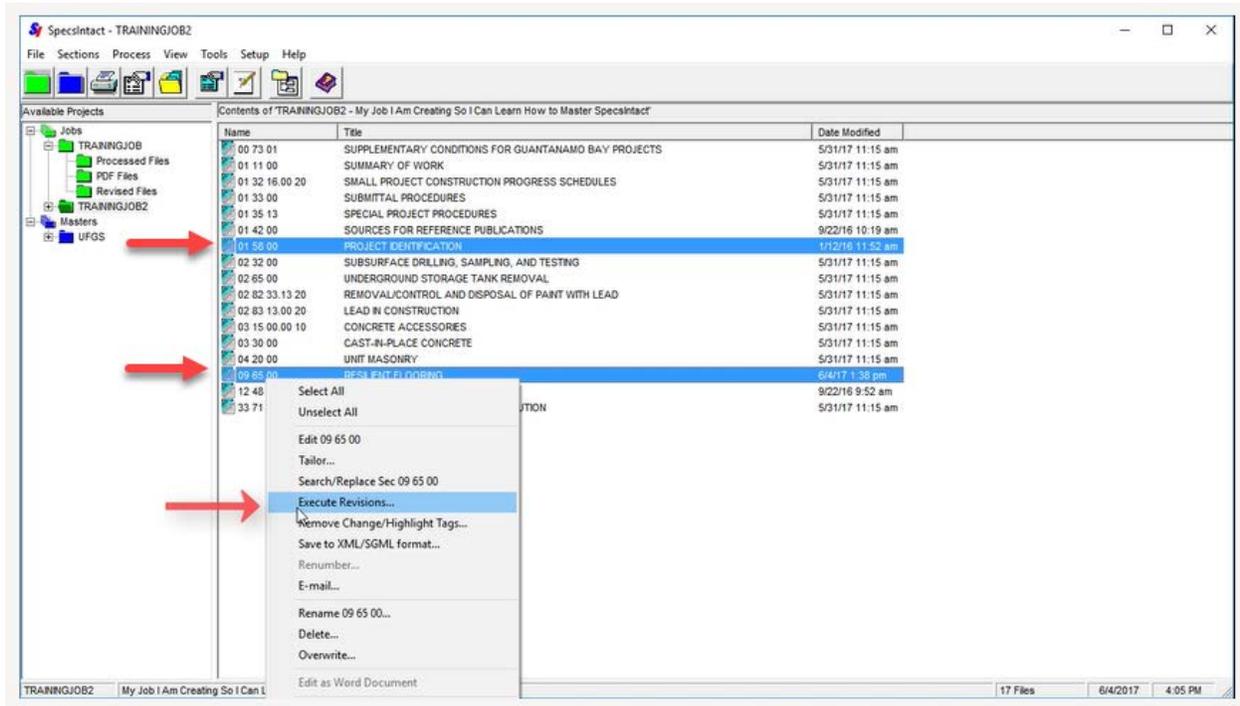
and the same bracketed options were deleted in the Submittal Article, now let's close the Section and quickly open 09 65 00 so we can verify the markup in this Section as well.



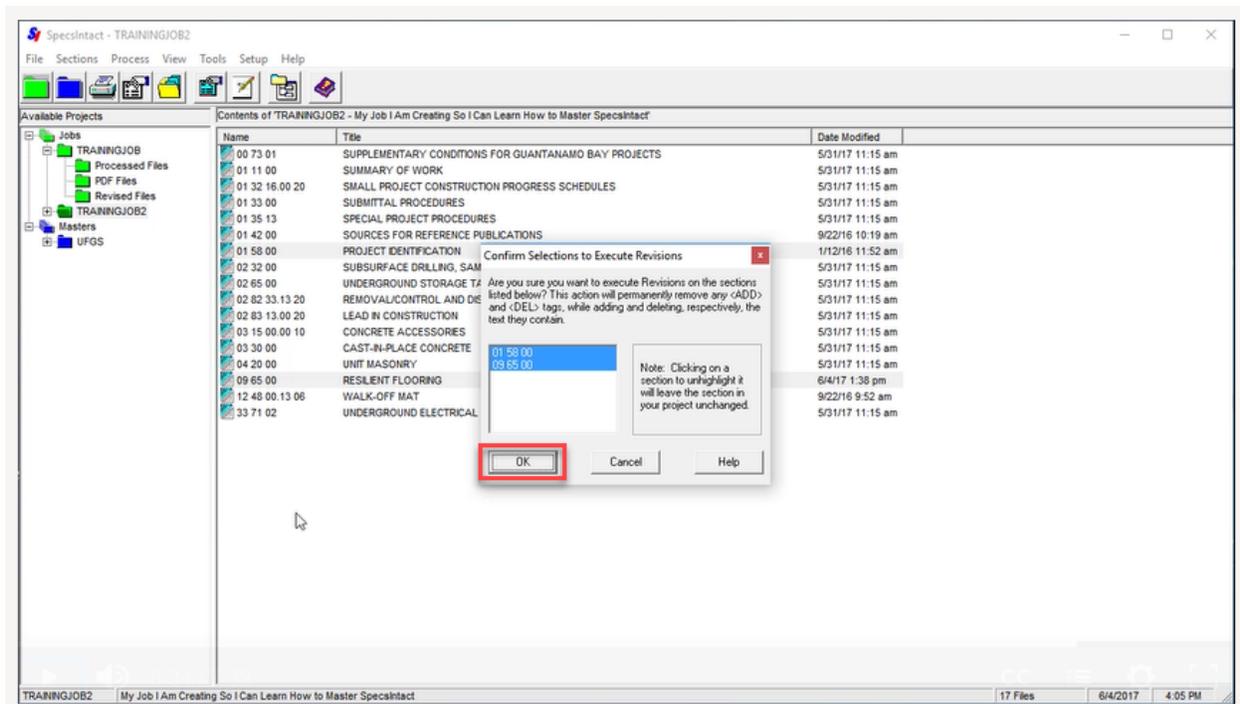
As we examine the Navigator, we see the same Revisions as before, so let's close the Section.



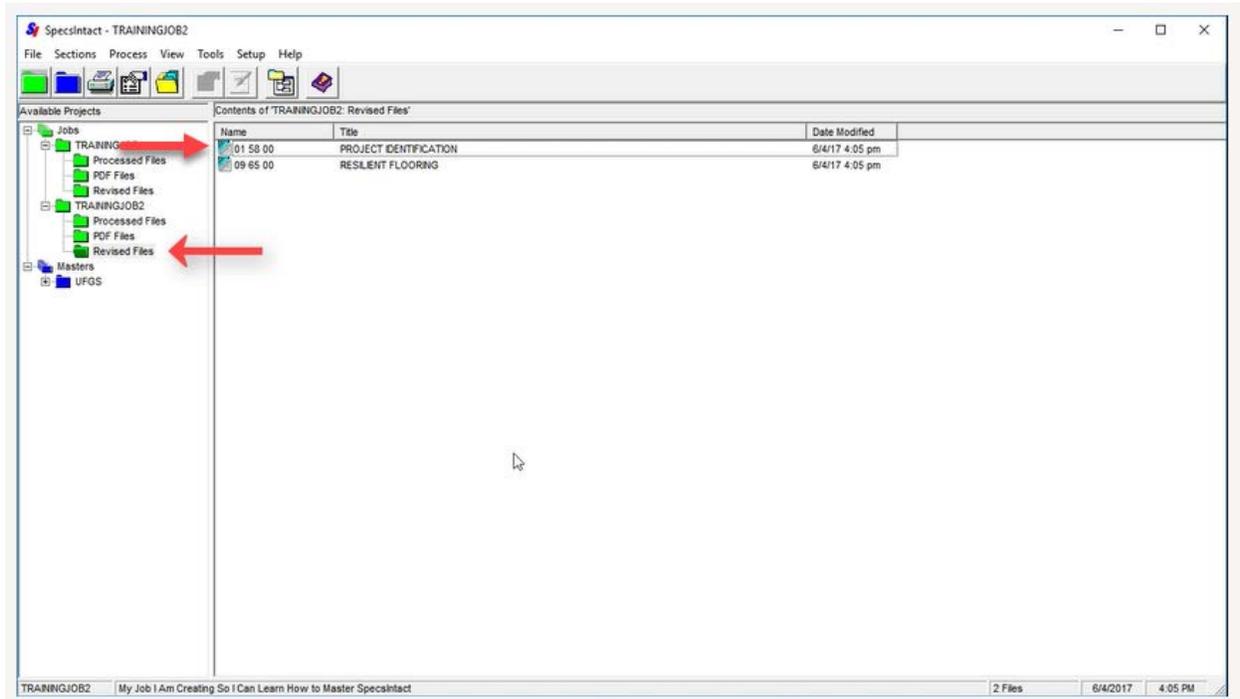
This time, we are going to select **Section 01 58 00**, hold down the **Ctrl** Key and select **09 65 00**. Now let's right-click and select **Execute Revisions**.



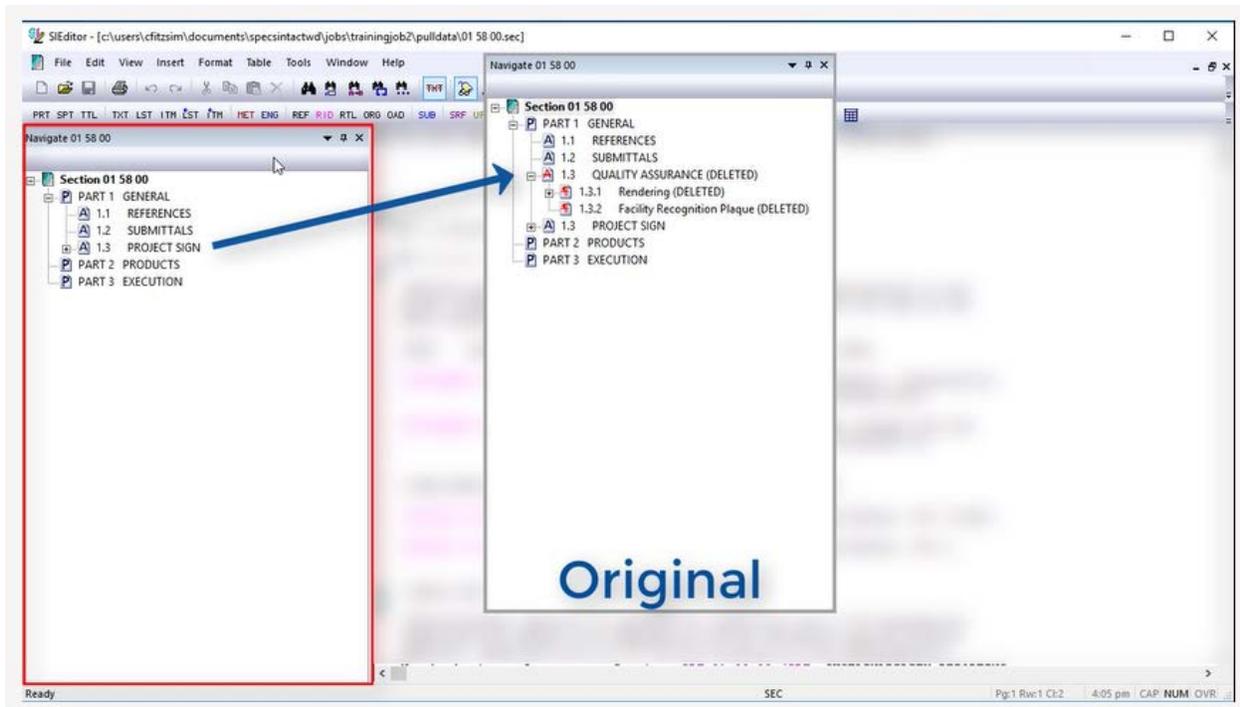
Immediately, the Confirmation dialog box opens but this time, only the two selected Sections will be displayed. Let's go ahead and select **OK**.



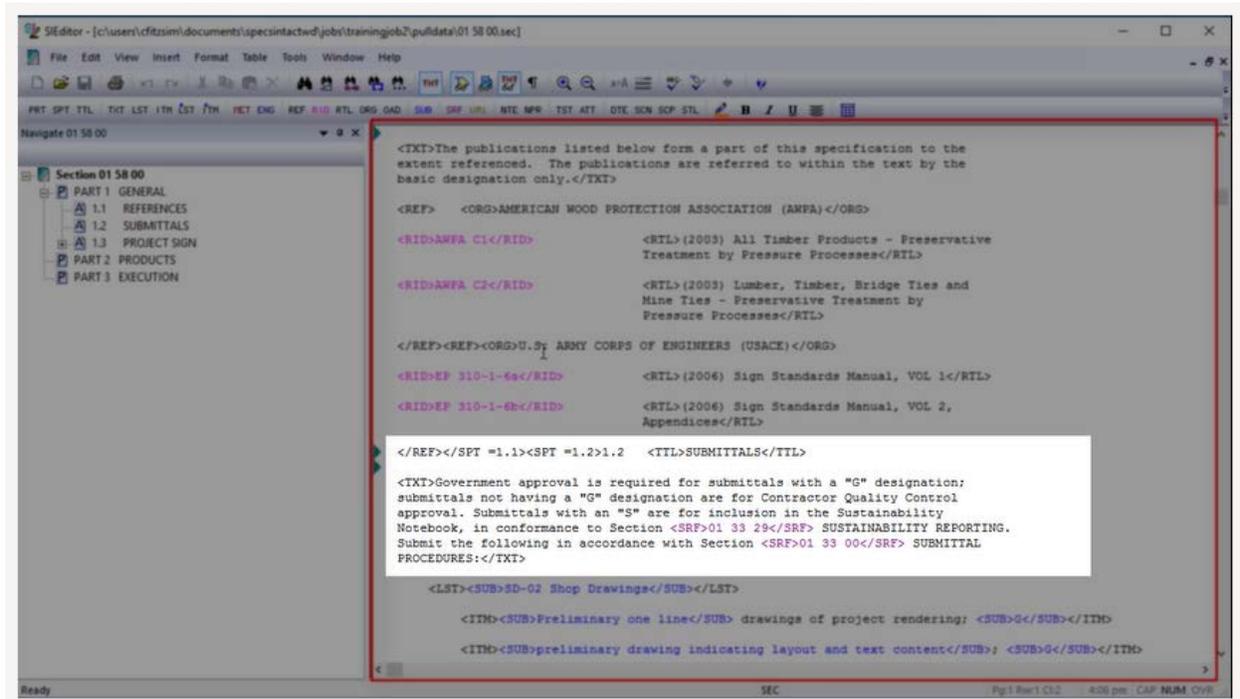
As we are returned to the SpecsIntact Explorer we are once again positioned in the Jobs Revised Files subfolder with the two Sections that were modified. Let's open **Section 01 58 00** just to quickly confirm the changes.



As we focus on the Navigator, we see that 1.3 QUALITY ASSURANCE was permanently deleted,



as well as the deletions within the SUBMITTAL Article. This completes the lesson on Executing Revisions, I hope this module has demonstrated the value and usefulness this feature offers. To learn more, please continue to the next module of your choice.



## Contact Information

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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](mailto:KSC-SpecsIntact@nasa.gov)

## eLearning Module Notes:

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