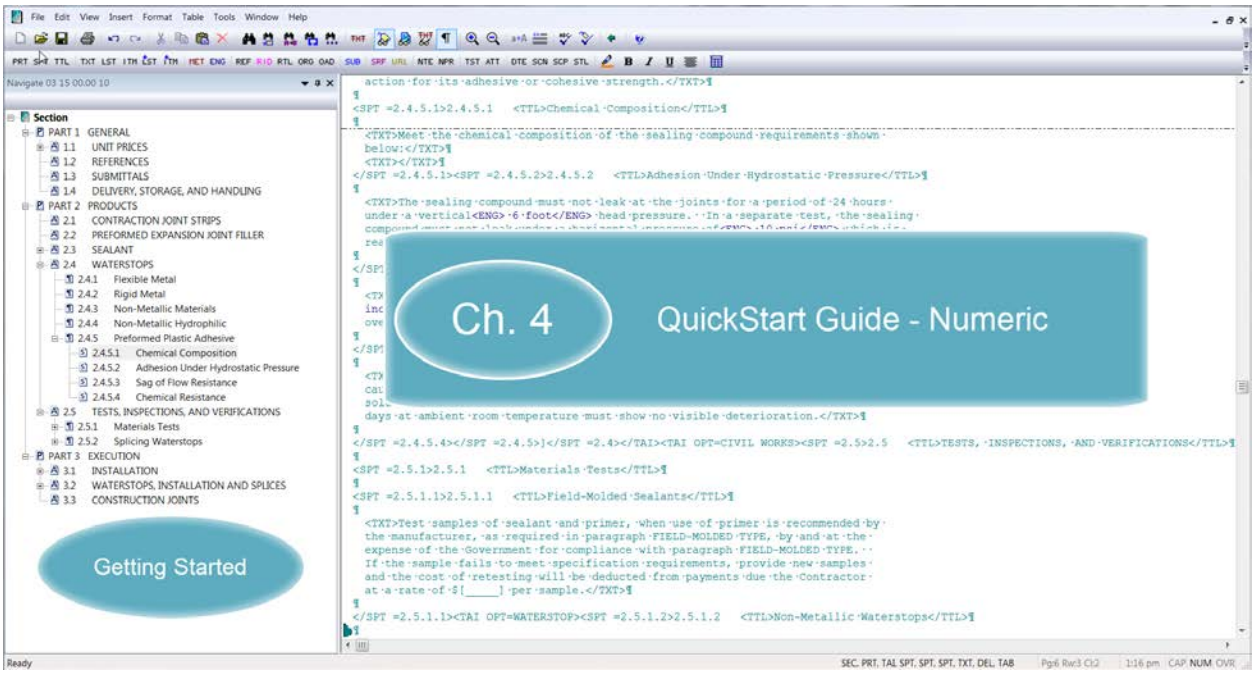
SpecsIntact eLearning Modules Transcript

Module: Chapter 3 - Import and Export Formatted Tables

The scripts are text only, therefore we highly recommend that you view the corresponding eLearning Module visual representation of the subject matter.

00:00:10,333 --> 00:00:44,500

In previous modules we discussed how the Formatted Tables deserve close attention, as they are a unique breed designed specifically for the Editor. In addition to what you will learn in this module, I strongly recommend that you take advantage of the information provided in Chapter 4 of the QuickStart Guide and the Online Help Table Menu topics as they provide all the information and steps you will need. The Online Help Table Menu's Insert Topic provides a number of useful Tips and Tricks that are essential to your editing experience. In this lesson, we are going to focus on learning what is required to Import and Export a Formatted Table.



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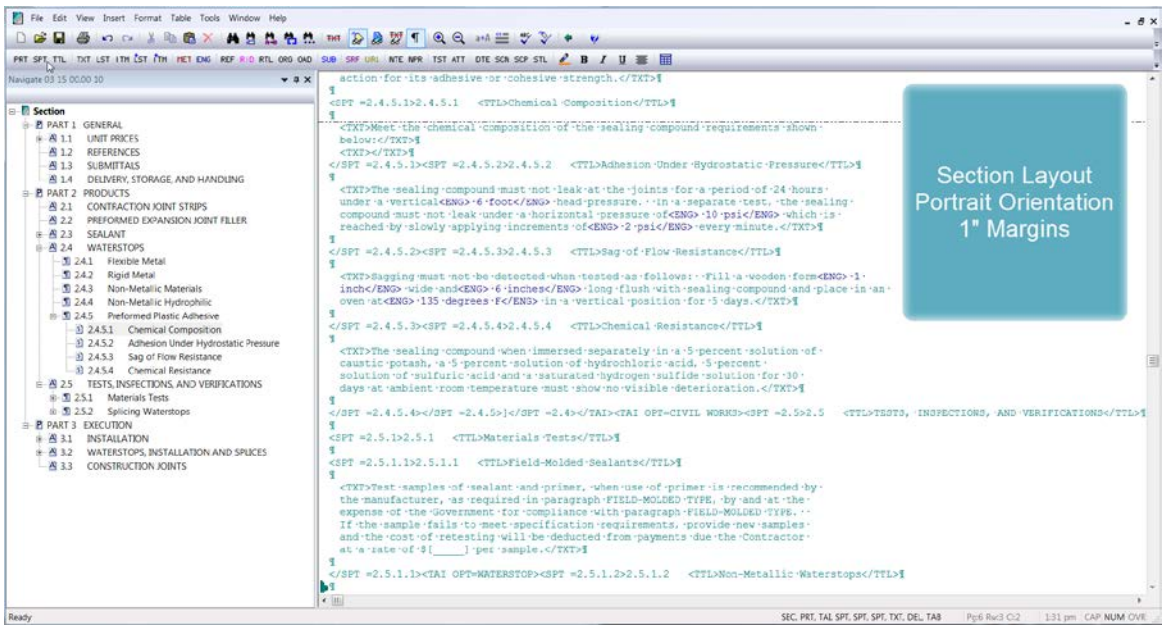
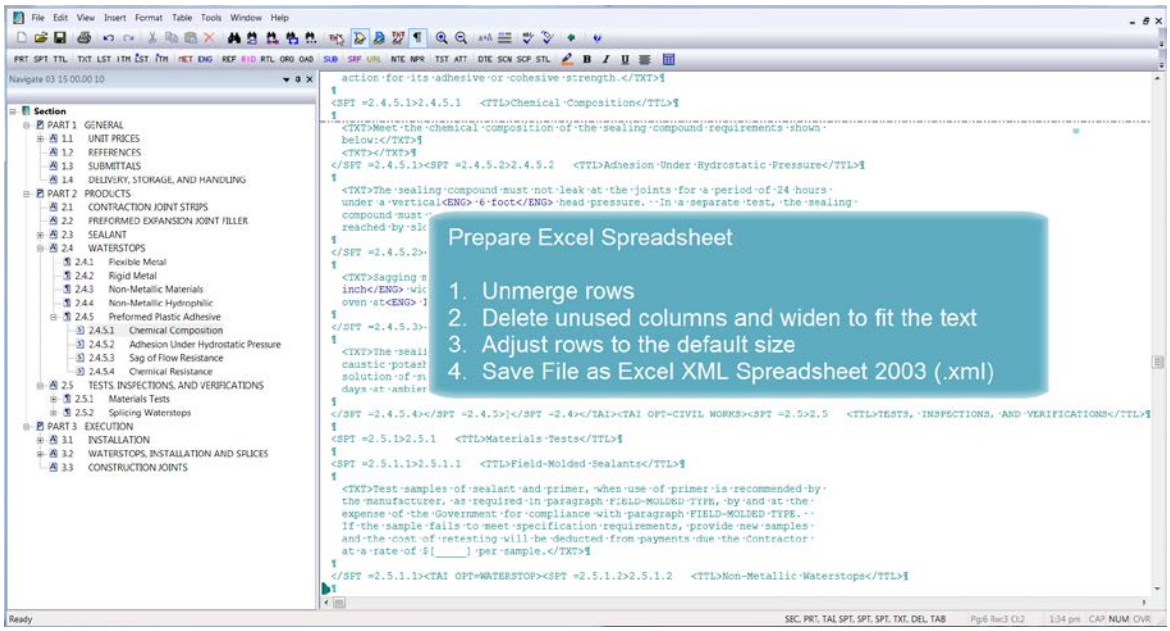
First we will discuss the steps required to Import a Table into SpecsIntact, then we will discuss the steps for Exporting a Table. We are going to cover some important information that needs to be considered when preparing to Import a Formatted Table. At this time, you can import a Table that contains up to 25 columns and 400 rows. Keep in mind that you are still working within specifications that are formatted to only use portrait orientation and 1-inch margins, so attempting to import a large spreadsheet that currently has a large number of columns may be difficult to accomplish and will require manipulation once it is imported into SpecsIntact.



If the table within the spreadsheet is too large, you may want to consider breaking them up into smaller tables or including the spreadsheet as an attachment instead. In order to Import a Table you must first prepare the Excel Spreadsheet. The formatting within the Excel Spreadsheet will determine how well it will import into SpecsIntact. Here are some steps you need to do to prepare the table First Unmerge rows, second Delete unused columns and widen the columns to fit the text, third adjust row heights to their normal size, lastly, save the Spreadsheet as an Excel XML Spreadsheet 2003 (*.xml) file type.



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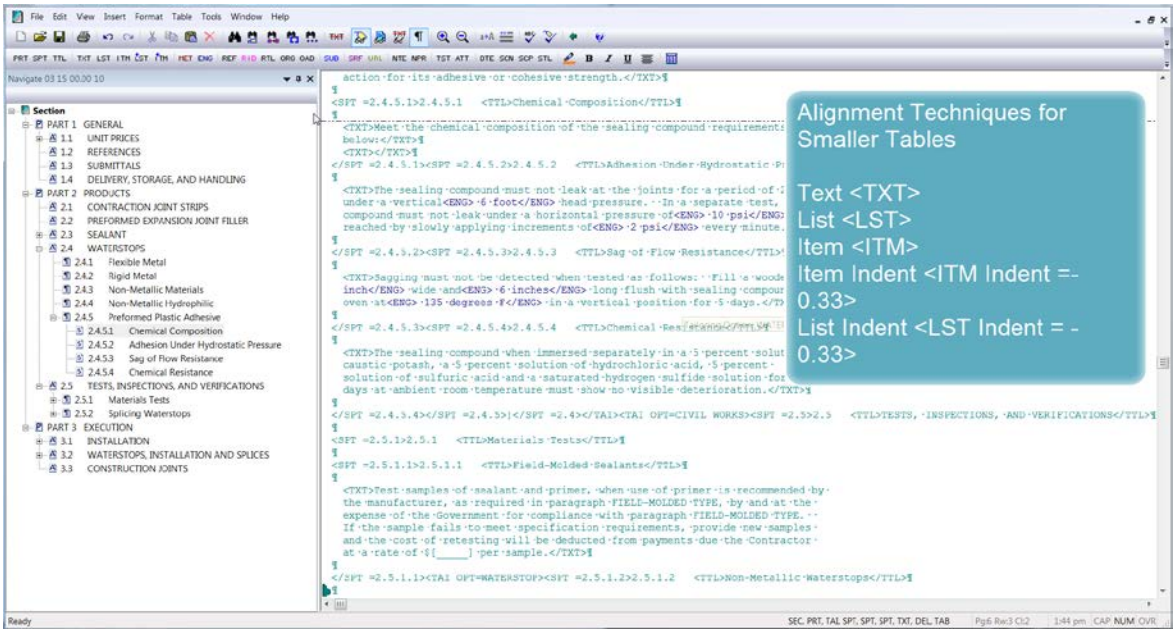
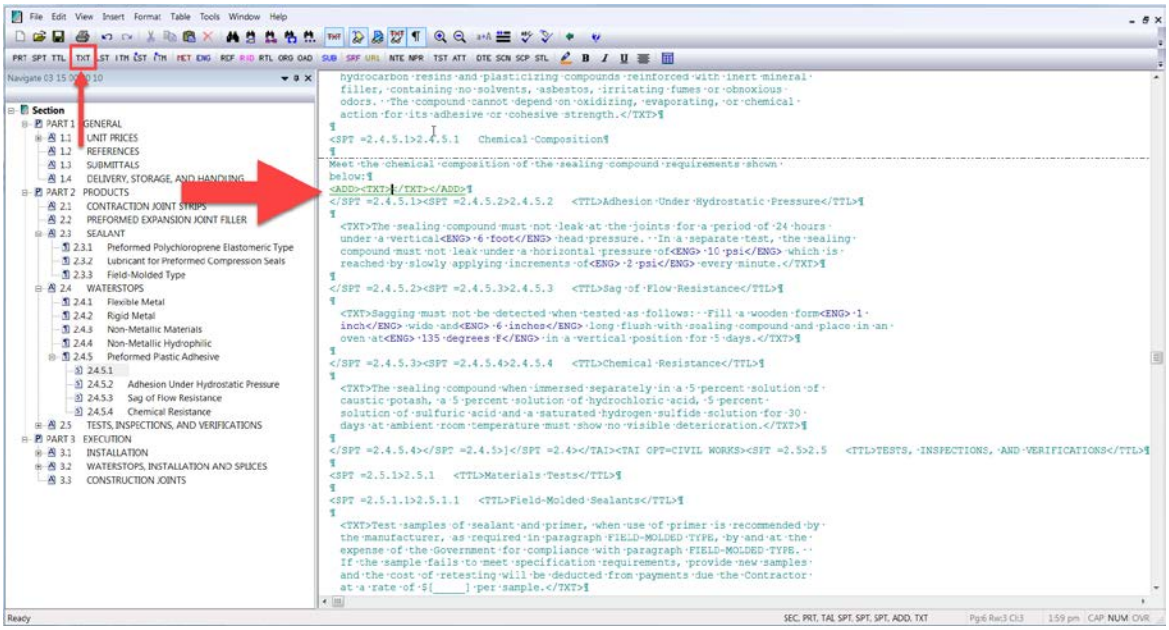
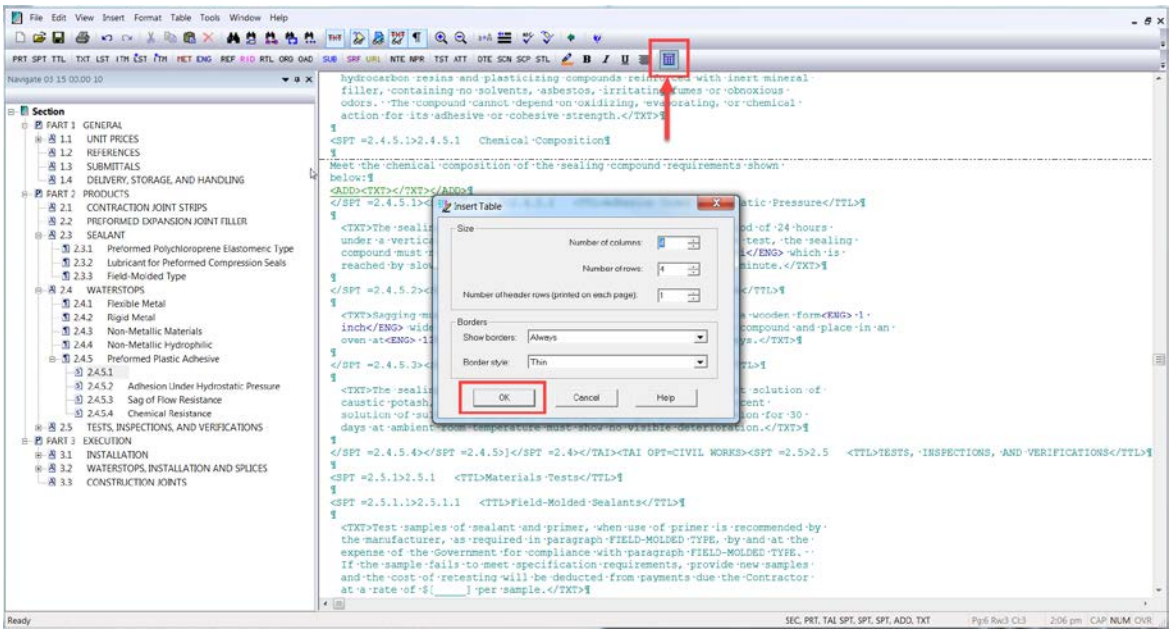
Before we continue, there is a technique I'd like to share with you. Often times you need to align the table with the text paragraph above the table you are inserting or importing. In order to control the alignment you can enclose the table within TXT, LST, ITM, ITM Indent, LST Indent or the HL4 (Center) Tags. The only caveat is paying attention the lack of space since enclosing a table within other tags increases the margin size, therefore decreases the available width. This technique is particularly handy when you are working with smaller tables.



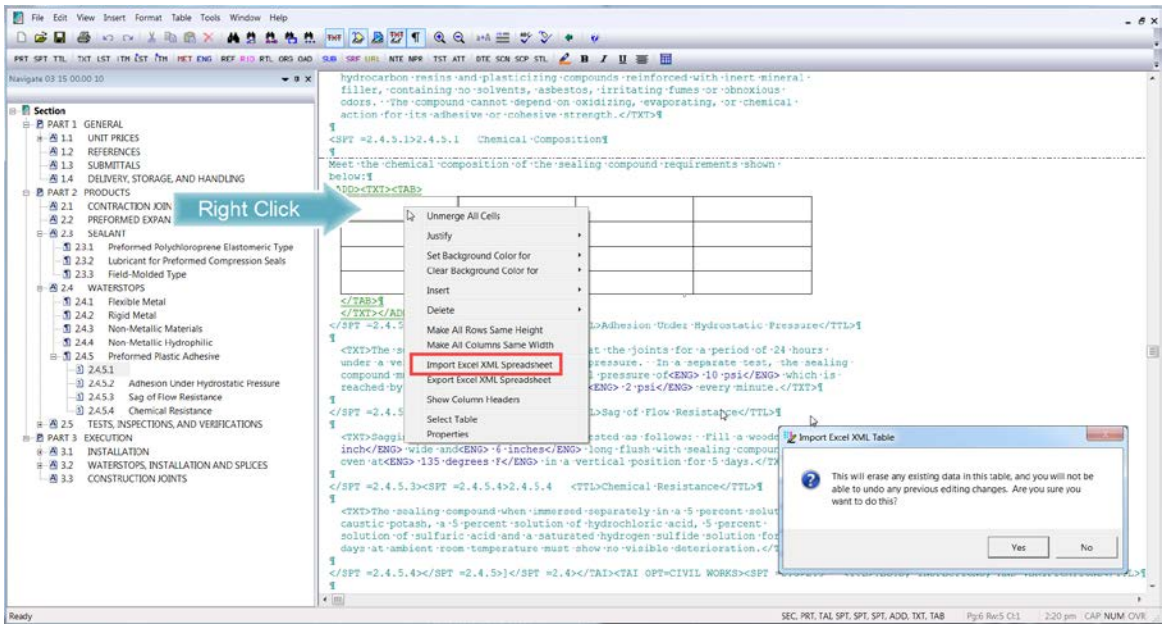
To demonstrate importing a Table, I'm going to *enter a set* of **TXT Tags** from the Tagsbar, so that my table will align below the text paragraph.



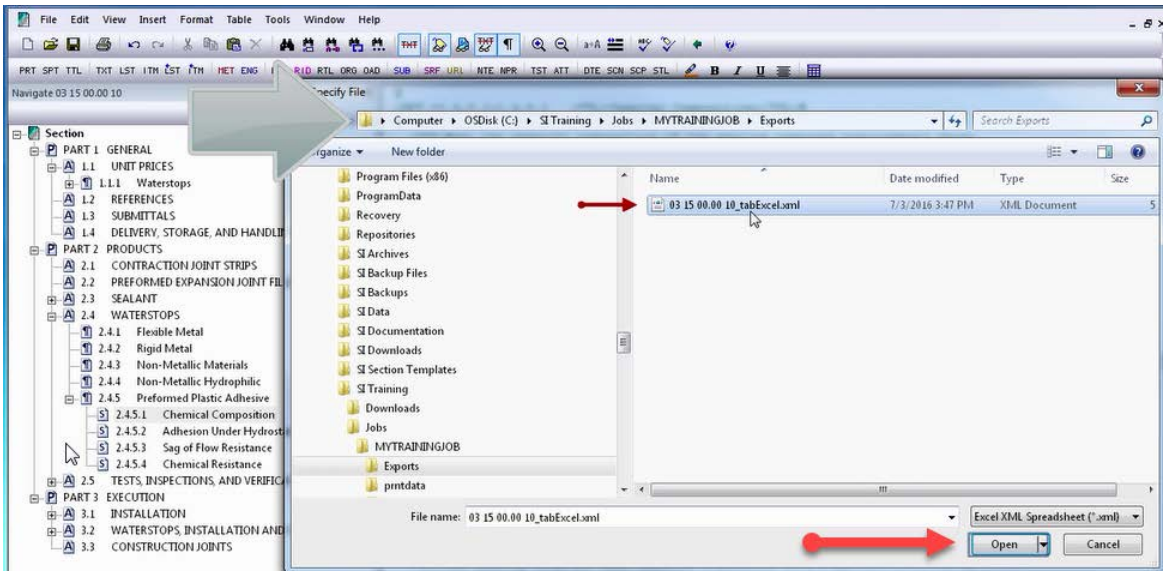
Now I'm going to *select* the Formatted **Table button**. In order to import a table, you need to have a table as a placeholder, so let's *select* the **OK button**.



With the table in place *click off* of the **Formatted Table** in order to take us out of the tables Edit Mode, now *mouse-over* and *right-click* over the **first cell** in order to access the **Formatted Tables** *right-click* **menu**, and then *select* **'Import Excel XML Spreadsheet'**. The Editor will display a Warning to let you know that the data within the table will be erased. Since we are working with an empty table, we will *select* **Yes**.



When the Specify File window opens, you have the opportunity to browse to locate the XML file you wish to import. I am already at the location where I saved my XML Spreadsheet so I am going to *select* the **file** and *choose* **Open**. We just imported the Excel spreadsheet data into a SpecsIntact Formatted Table.



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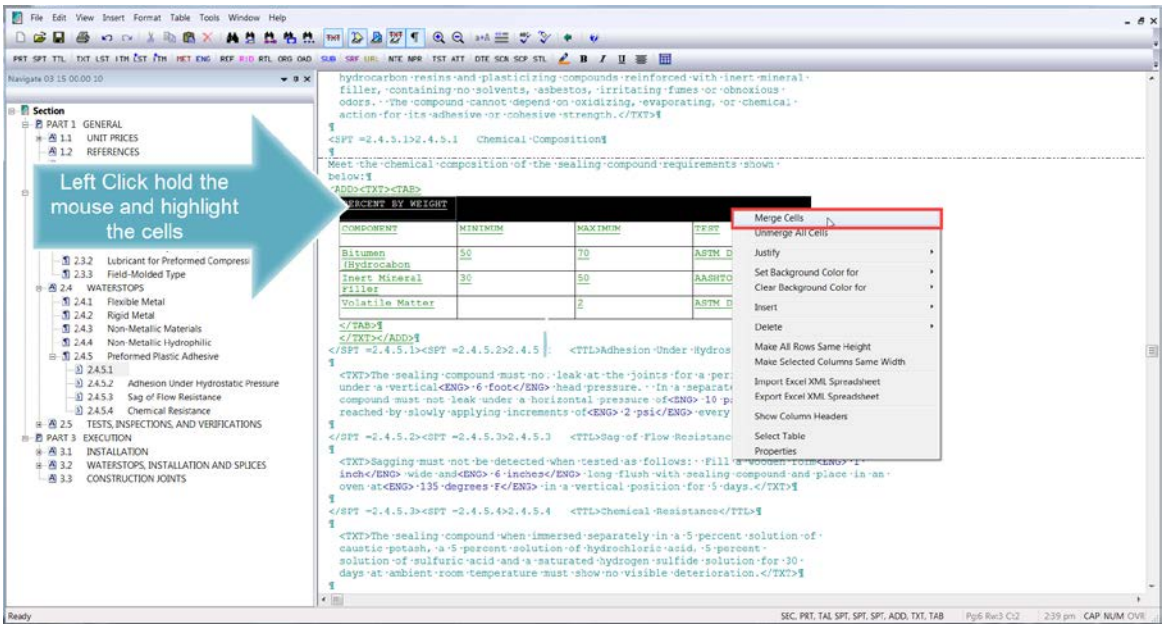
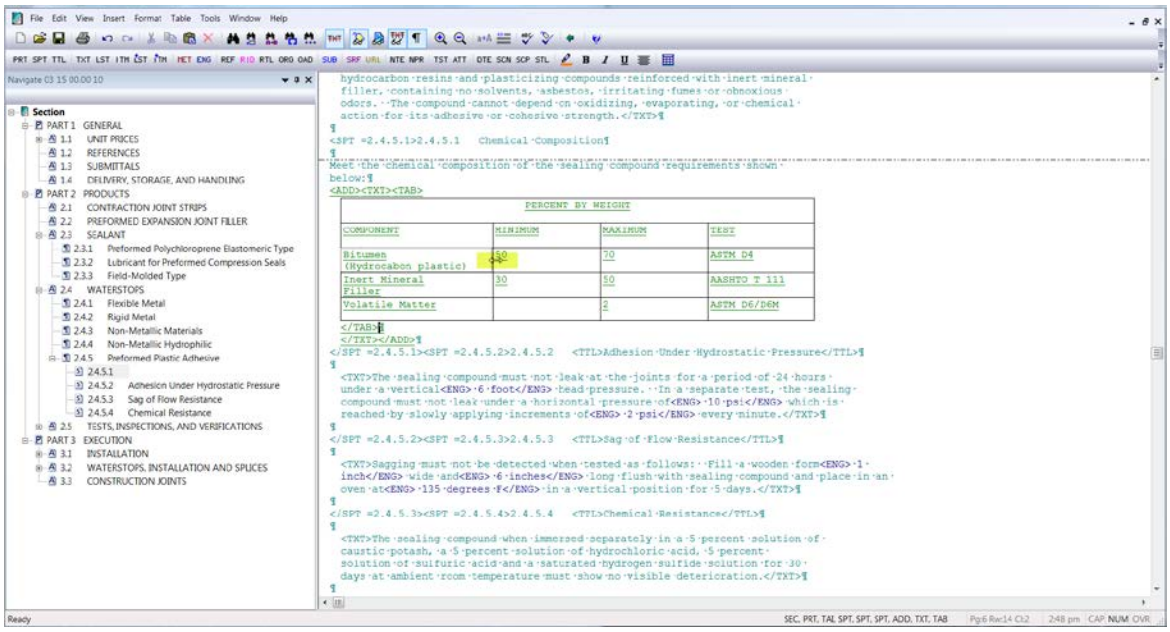
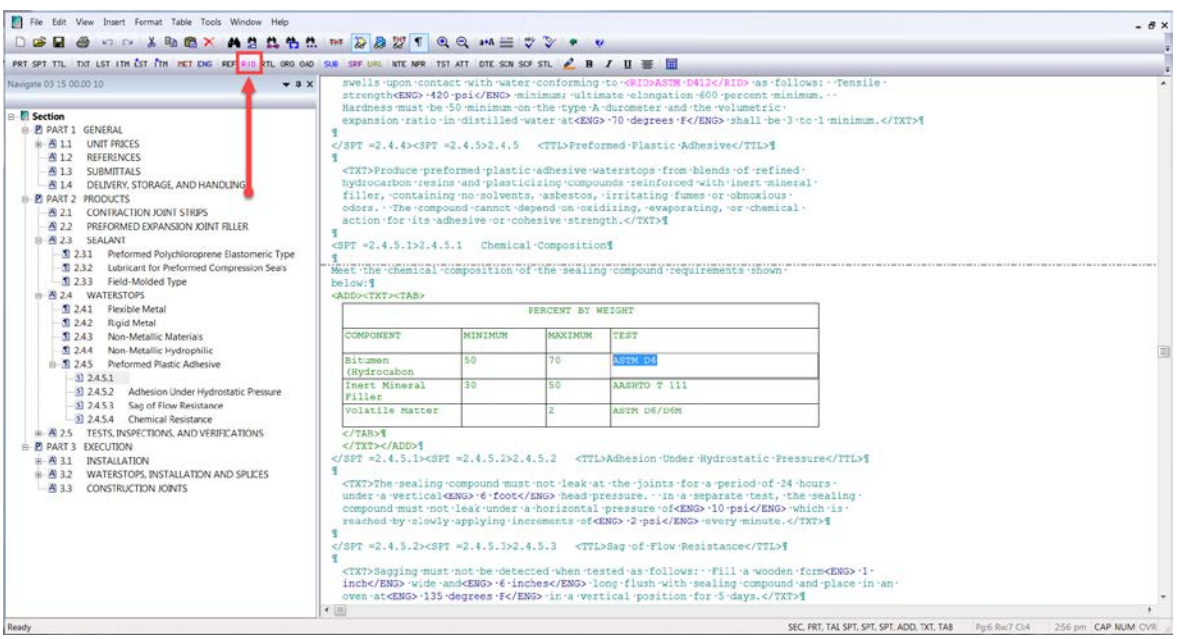
Now that you have the data, you will want to customize the format. For this table, I can merge the header row, by *left-clicking* and *holding down the mouse button* to **highlight the cells**, once I release the mouse button, *right-click* on the **highlighted area** and *choose* **Merge Cells**.



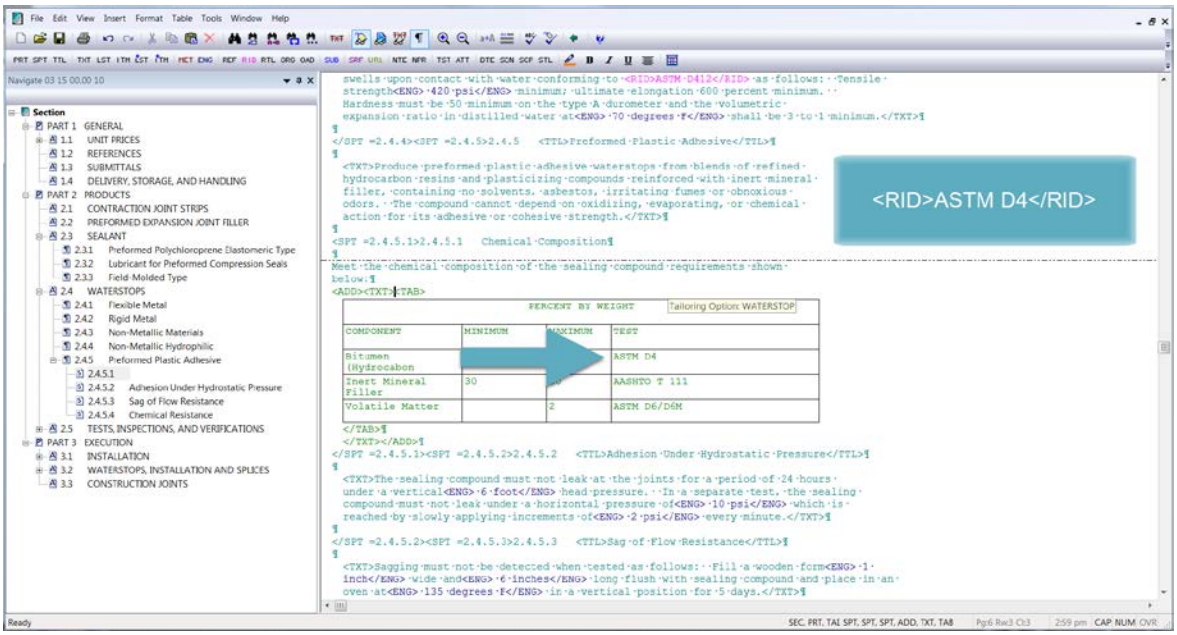
The Rows need some adjusting, so I am going to *place my mouse over the right border* until the cursor changes to a **double-arrow**, then *left-click* holding *down my mouse button and dragging it* until I have the **desired width**. The same technique can be used to adjust the row heights.



I'm almost done formatting my table. The last column contains some Reference Identifiers that need to be tagged. As soon as I *click the cell*, **the text** is immediately **highlighted**, now I can *select* the **RID button** on the Tagsbar to *insert* the **RID tags** around the Reference.



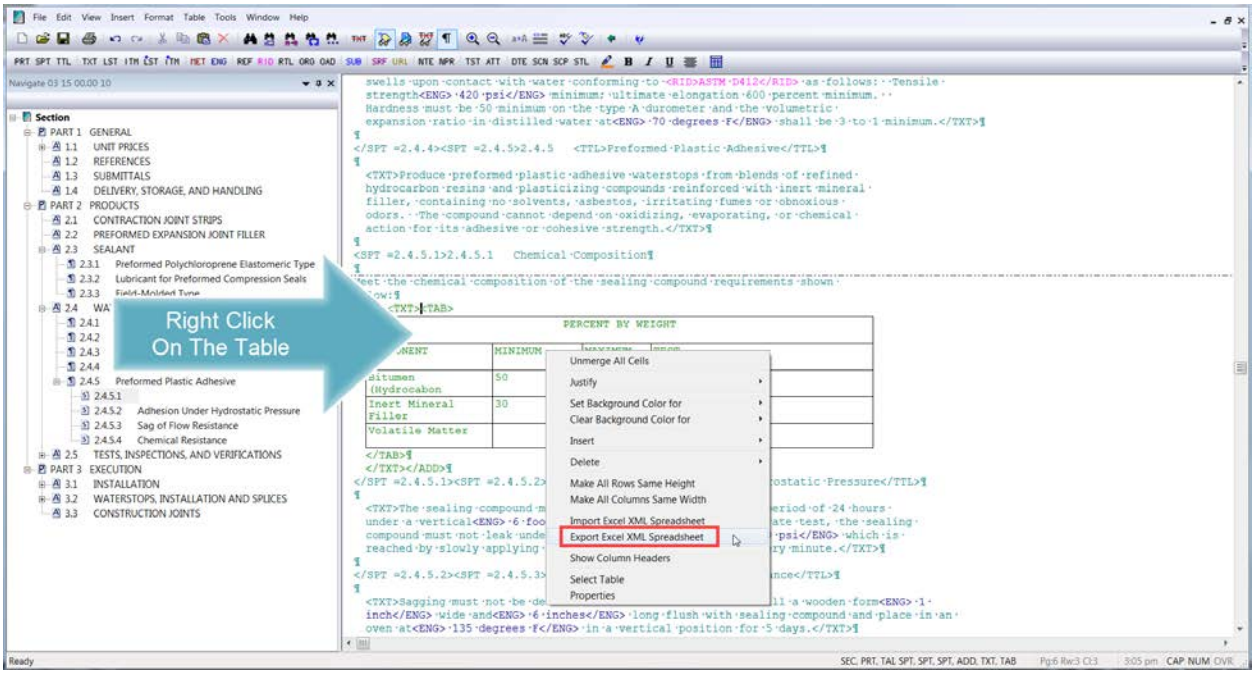
When editing with Revisions as I am, you may have noticed that the Reference Identifier retained the attribute of the ADD tag rather using the Reference Identifiers color attribute. Once the Job is at the Final stage and Revisions have been executed, the Reference Identifiers will display the RID tags attribute.



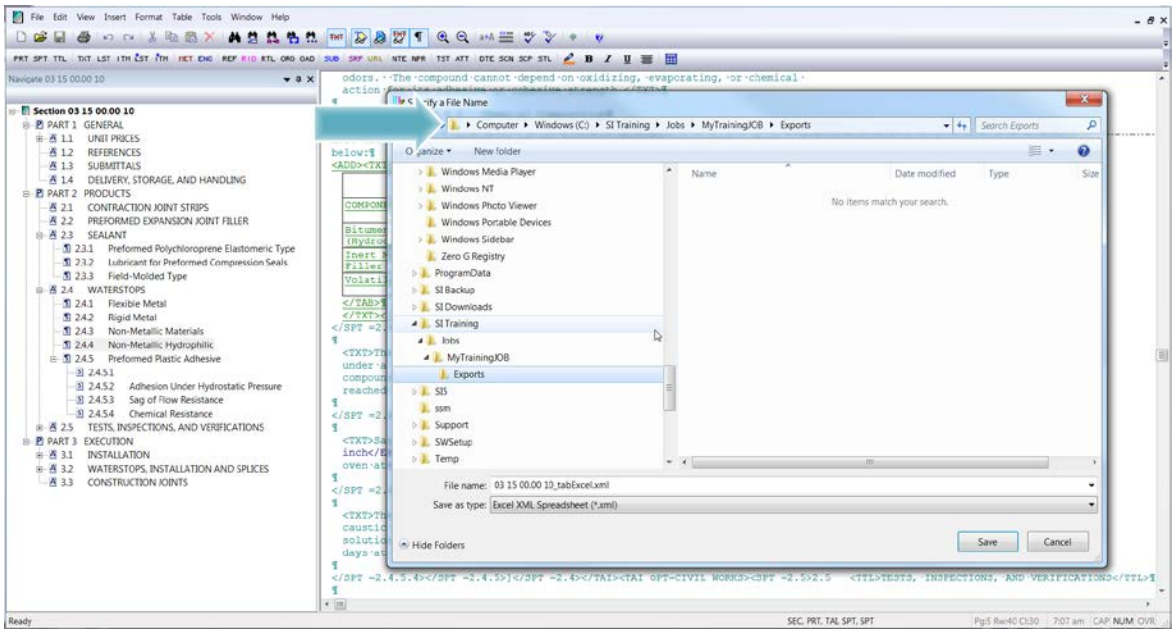
I *clicked off of the Table* in order to get out of **the Table** and *exit* the **Edit mode**. So I could repeat the steps in order to tag the other References within my Table. That looks much better. Not only did you learn how to Import a Table, you also learned some formatting techniques.

00:05:45,400 --> 00:07:01,032

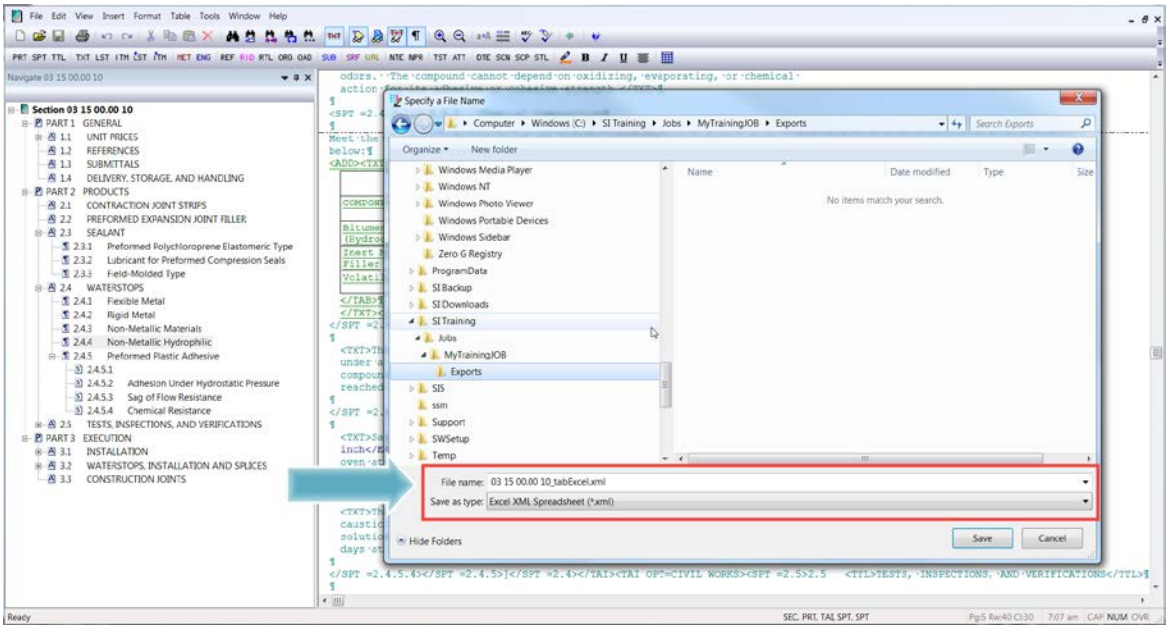
I am going to use the same table in order to demonstrate the steps for Exporting a Formatted Table. Let's *right-click* on **the table**. When the menu appears, we are going to *select* **'Export Excel XML Spreadsheet'**.



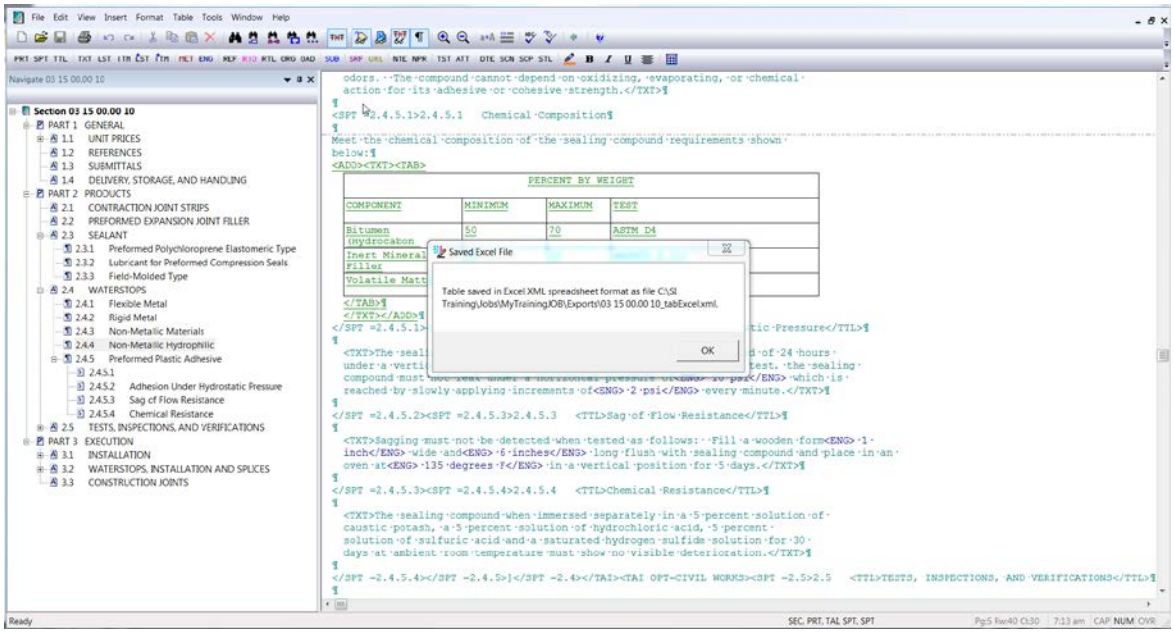
When the Specify a File Name window opens, you have the option to browse anywhere on your computer to save the file. As you see, this table will be saved to My Jobs, Exports folder, but I have the option to change the location if I would like to save it to a different location.



Before we save this file, I would like to bring you attention to the bottom of the Window. The software has already generated a file name for my table. As with any software, you can change the file name to anything you want. Within the Save as type field, the software has pre-selected the 'Excel XML Spreadsheet (*.xml). You do not want to change this format. Now let's *select* **Save**



Immediately the software will confirm the table has been saved to its location.



In this module, you discovered the tools for Importing and Exporting Formatted Tables as well as how to do some minor formatting. To learn more, you can proceed to the next module of your choice.

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: