SpecsIntact eLearning Modules Transcript

Module: Chapter 7 – Inserting Bracketed Options

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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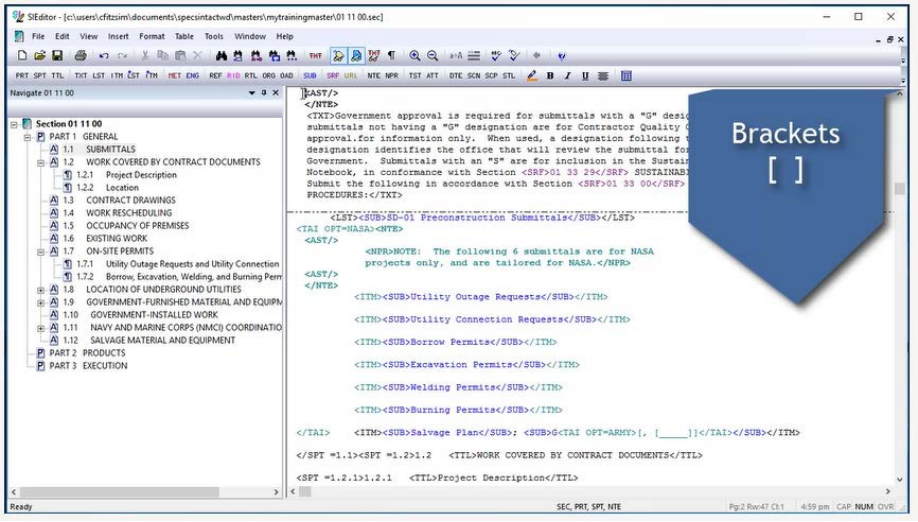
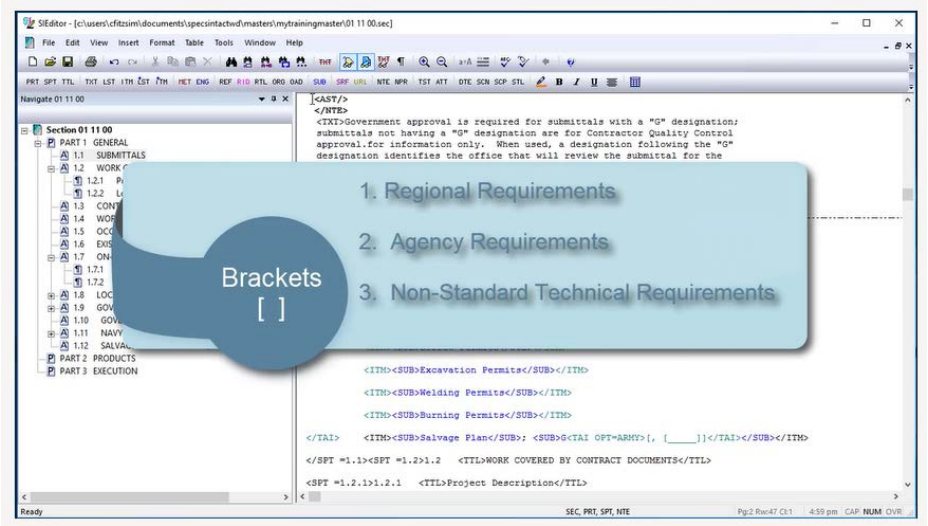
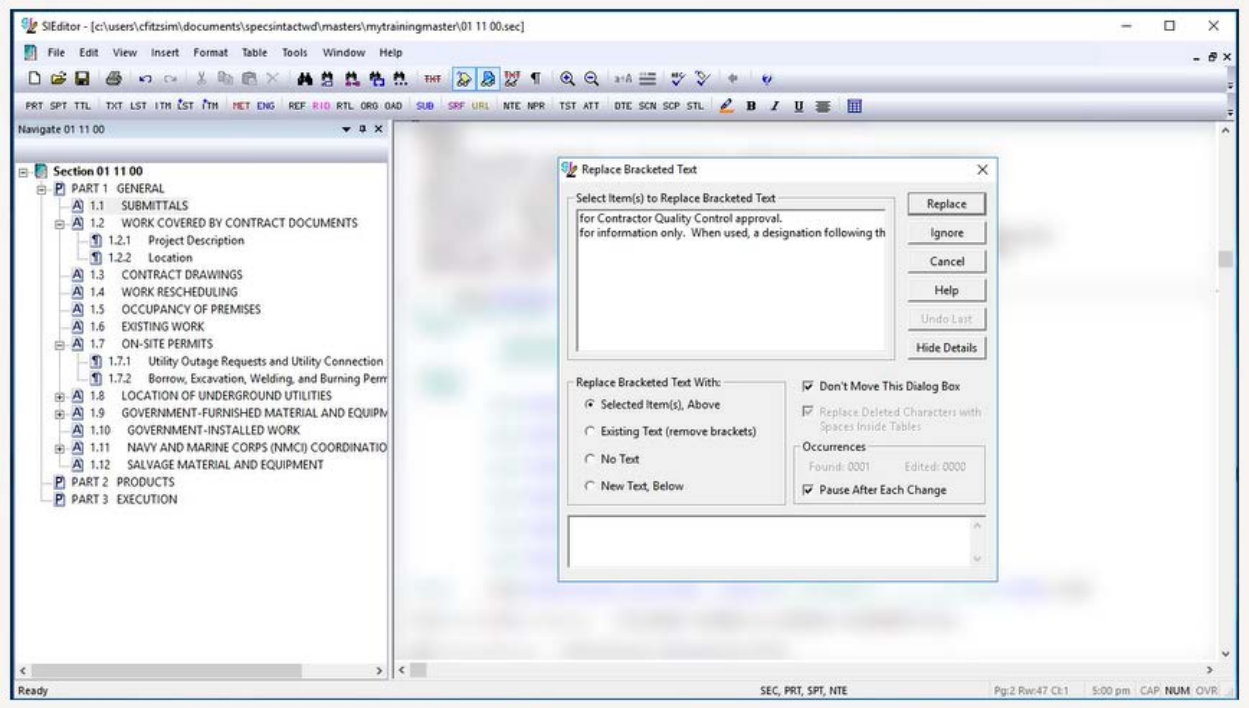
In this module we are going to focus on brackets and how to correctly insert them within a Master specification. Brackets are inserted in the Master text in order to provide the designer with the ability to choose among several options of information, or in some cases, empty brackets to indicate a fill in is necessary.



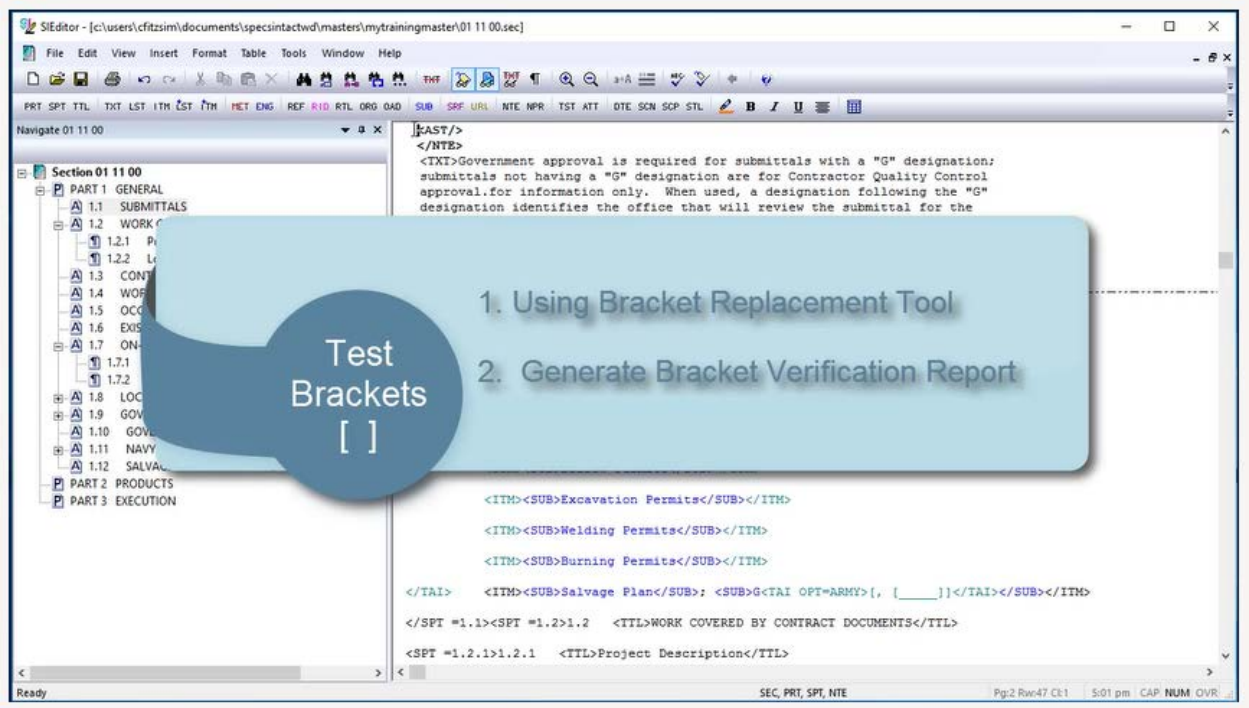
In addition, brackets may be used to identify text that may not be applicable to all projects, for example, regional requirements, agency requirements, or non-standard technical requirements. Unless the bracketed choices are easy to understand, a designer's note should be provided to assist in the editing of the bracketed items.



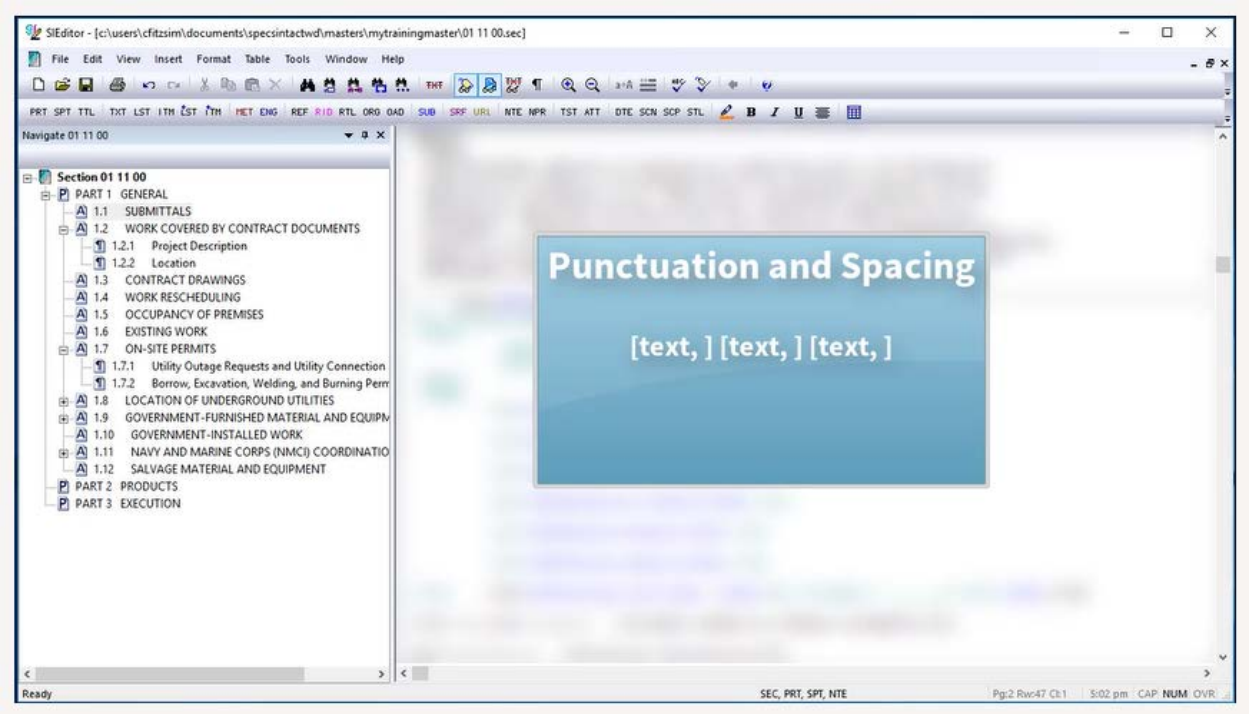
Once brackets have been added to a Master specification, brackets can be easily located with the SpecsIntact Editor's Bracket Replacement Tool. This function will locate each set of brackets so the designer has the opportunity to choose from bracketed text or enter new text.



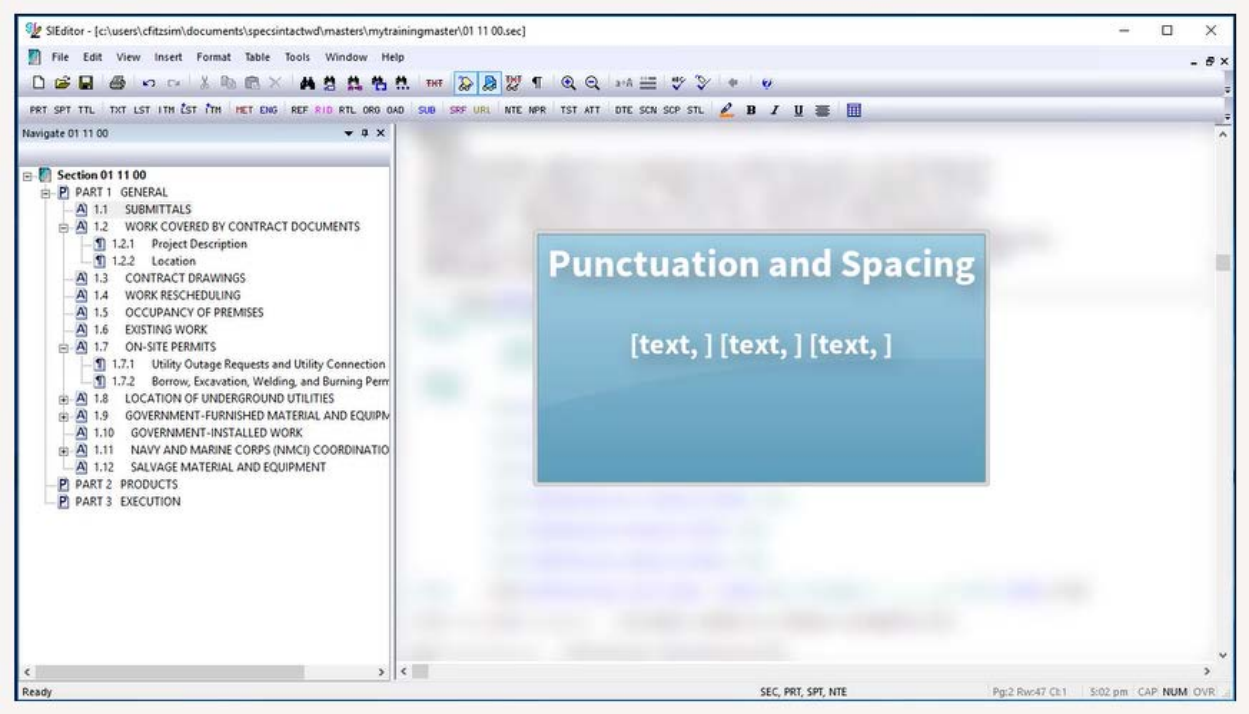
Prior to finalizing and publishing the Master specification you should test the bracketed options using the SpecsIntact Bracket Replacement Tool as well as run the Bracket Verification Report to ensure they are functioning correctly and have no missing beginning or ending brackets.



As you are placing the bracketed options within the text, it is important to consider punctuation and spacing. Punctuation should always be placed within the bracketed option so that when a choice is made, only one instance of the punctuation remains.



When inserting multiple bracketed options, you can separate them by adding a space if that makes it easier to read when all the bracketed options are visible. When the designer or editor is using the Bracket Replacement tool, it is intelligent enough to know there is an extra space that needs to be removed.



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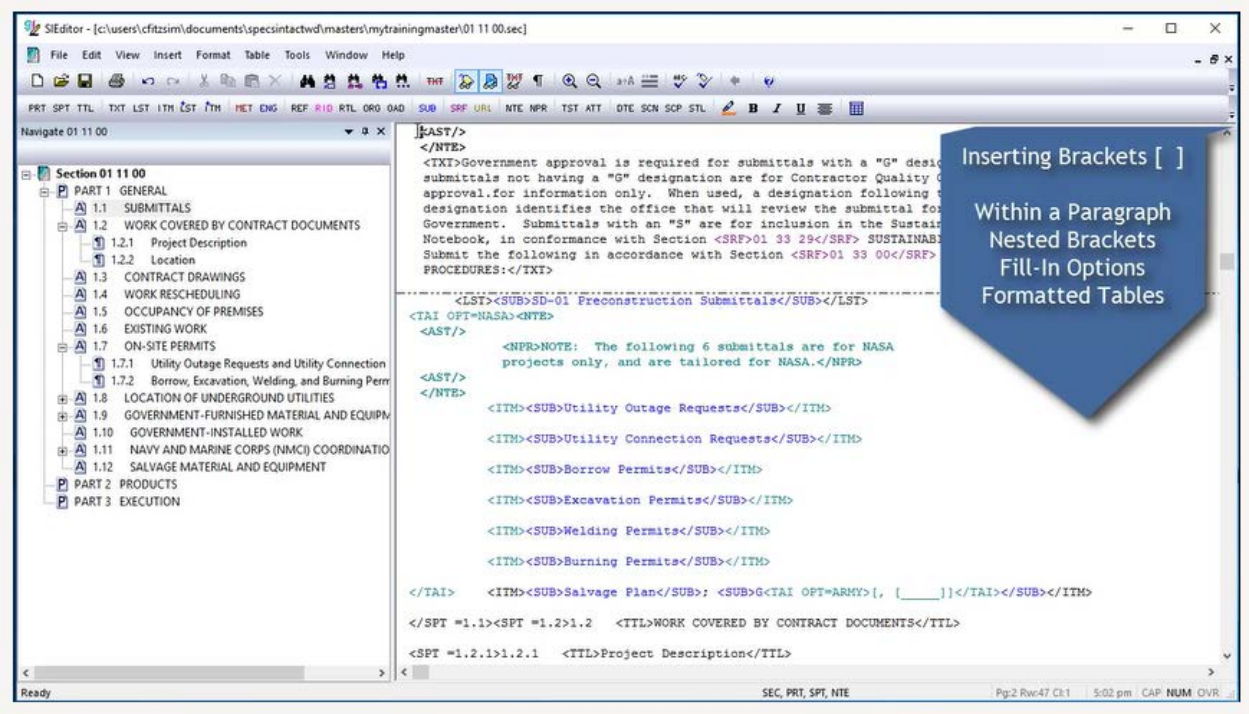
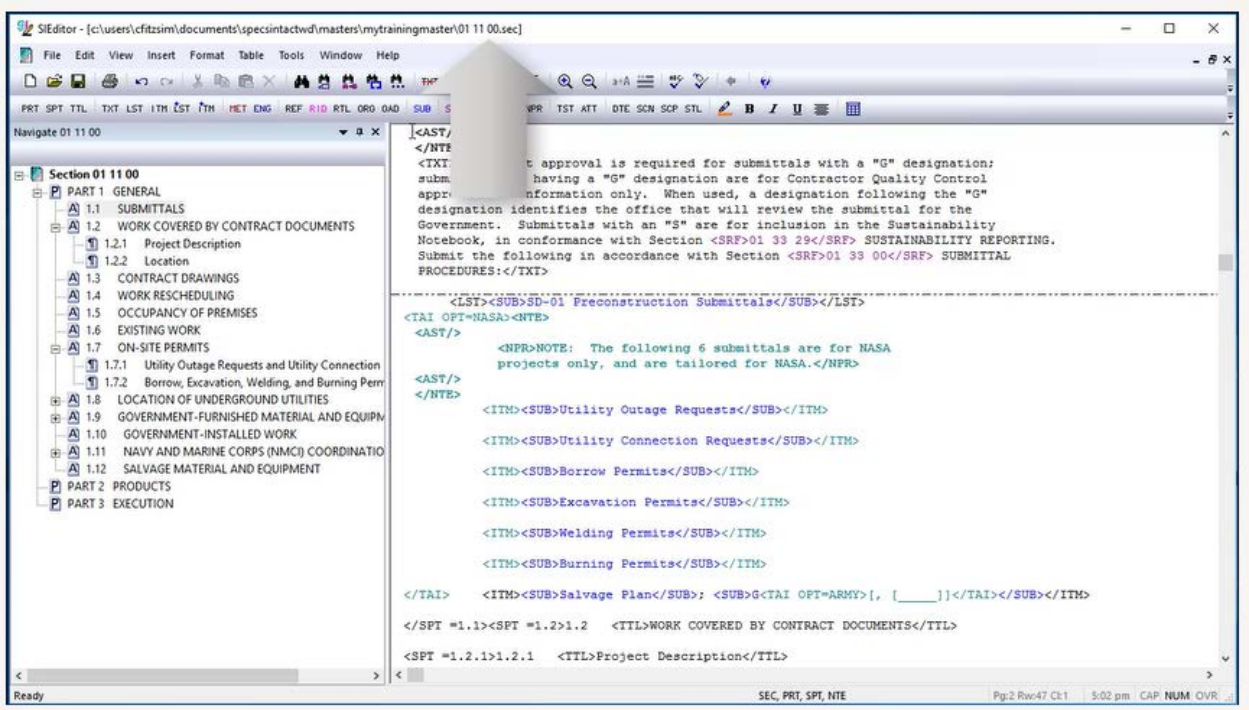
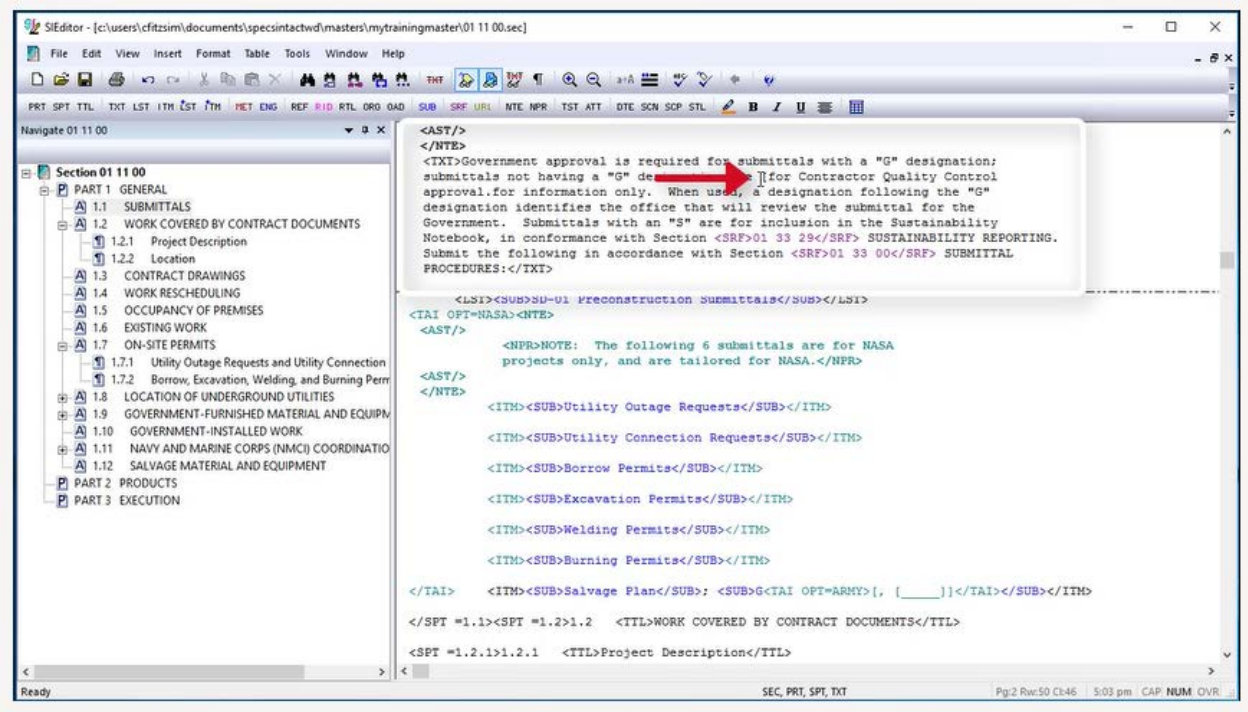
For this lesson, we are going to focus on inserting brackets around text within a paragraph, nested brackets, fill-in options, as well as within and surrounding Formatted Tables.



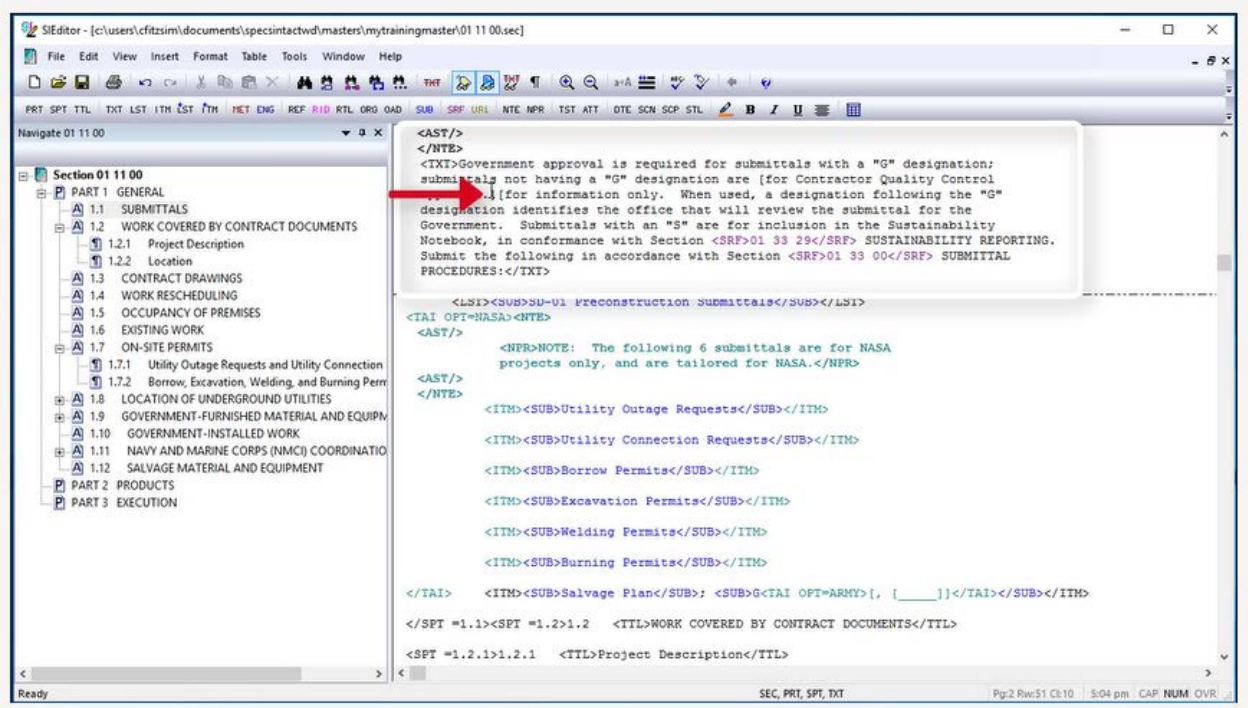
For this exercise, I am using Section 01 11 00 Summary of Work and would like to begin by placing bracketed options within the SUBMITTAL Article.



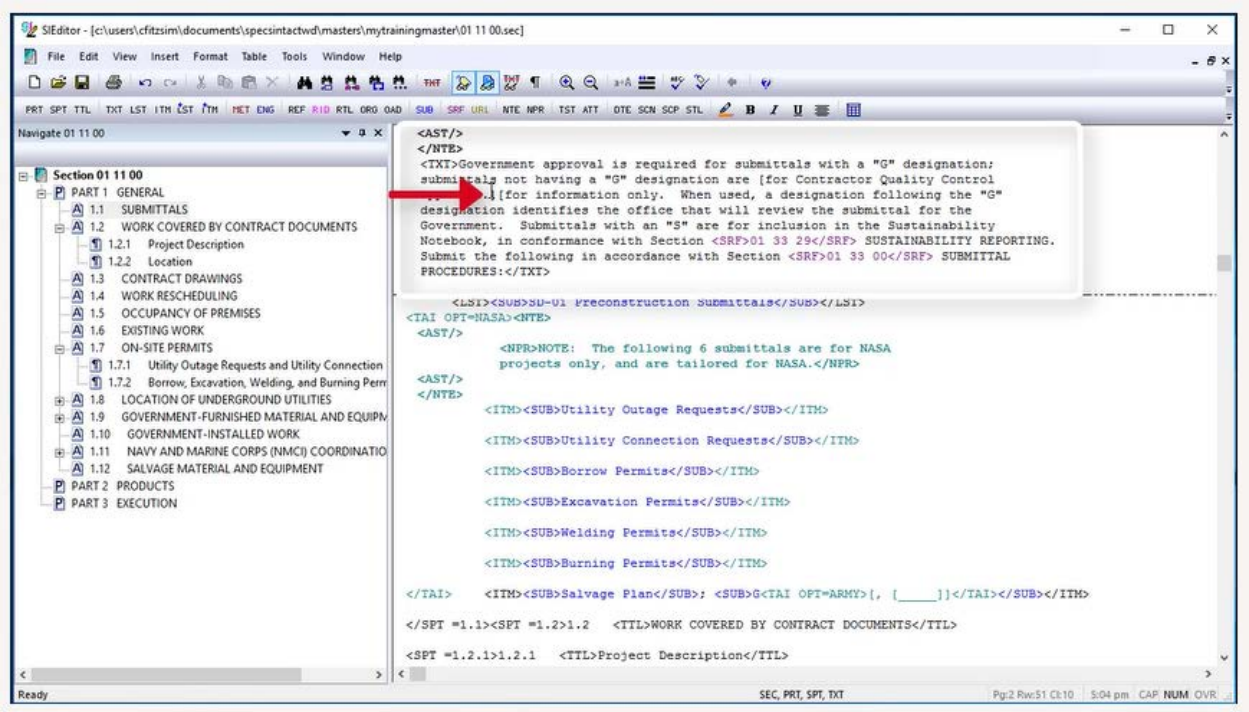
Let's start by placing brackets around "for Contractor Quality Control approval", by *positioning our cursor* in front of the word "**for**" and *enter* an **opening bracket**.



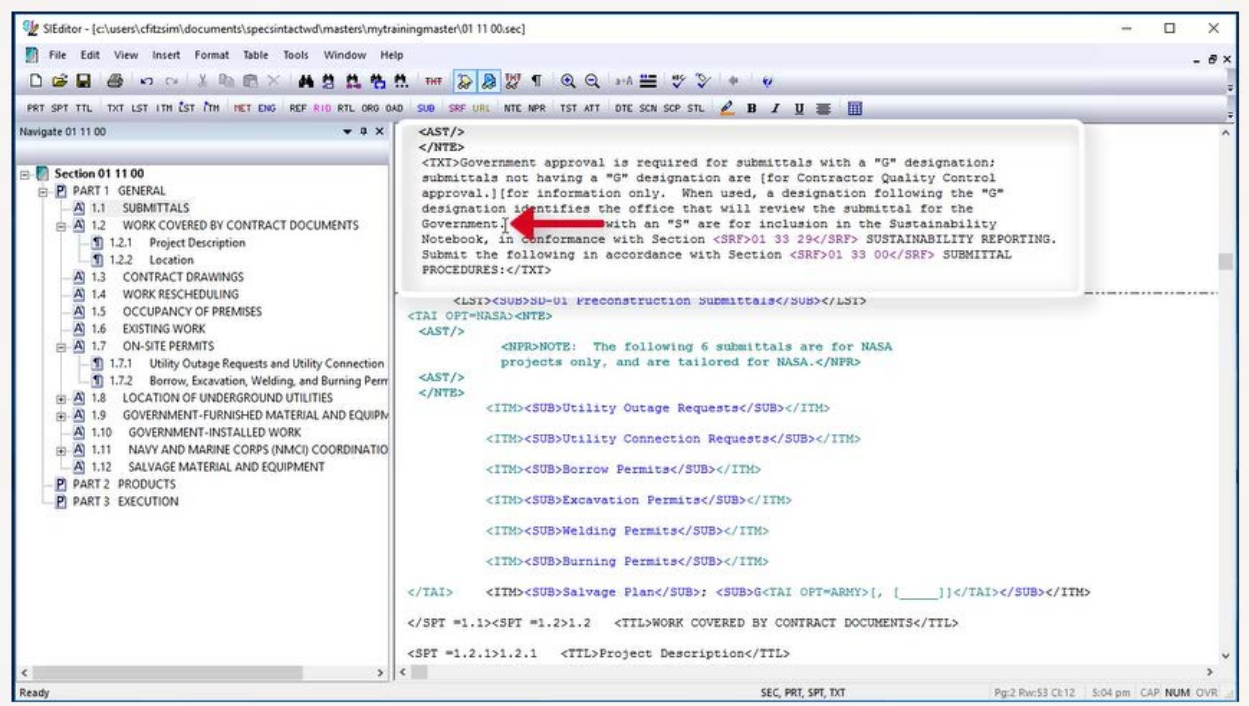
Then *move our cursor* following the **period** after approval, and *enter* a **closing bracket**.



Now we are going to place the brackets within the same paragraph in order to create the second option. Our cursor is in the correct location as we want the second option to be in front of "for information only." so let's *enter* an **opening bracket**.



Move our cursor following the word "**Government**." enclosing the period and *enter* our **closing bracket**.



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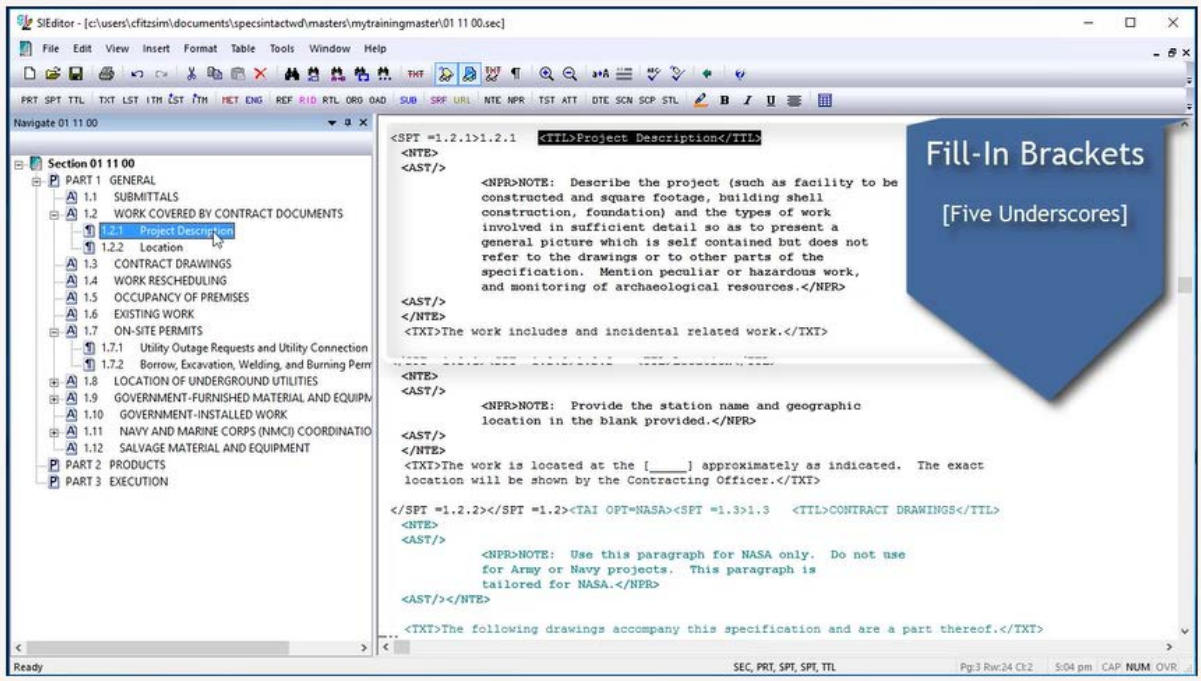
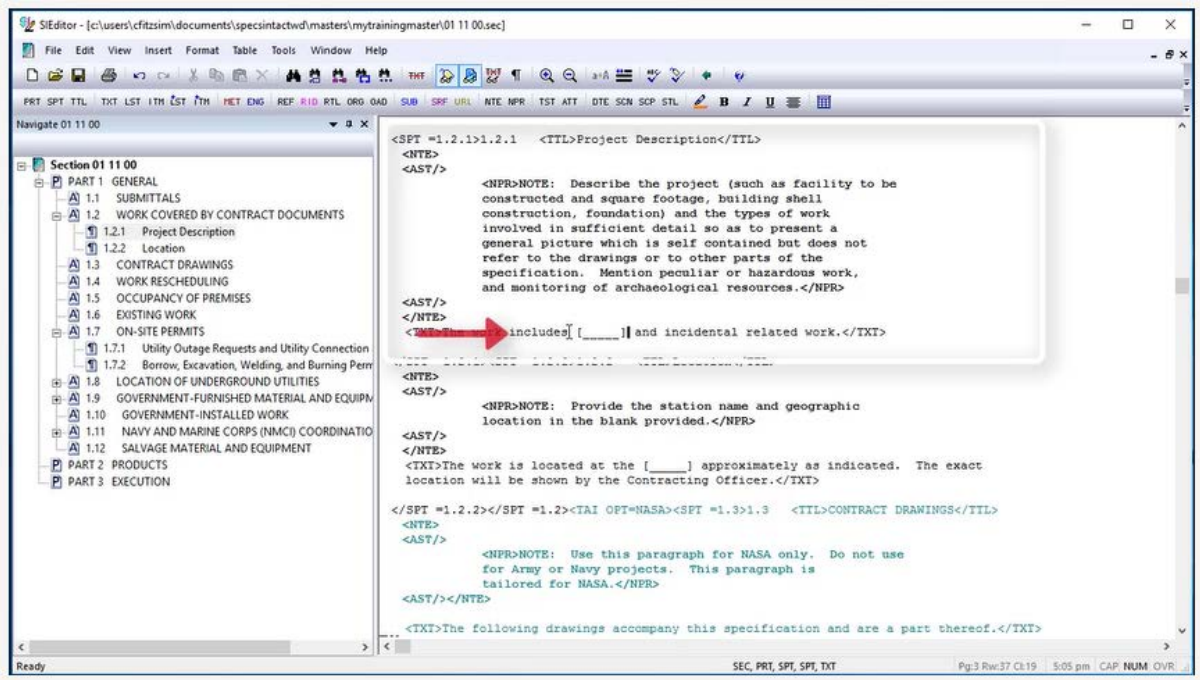
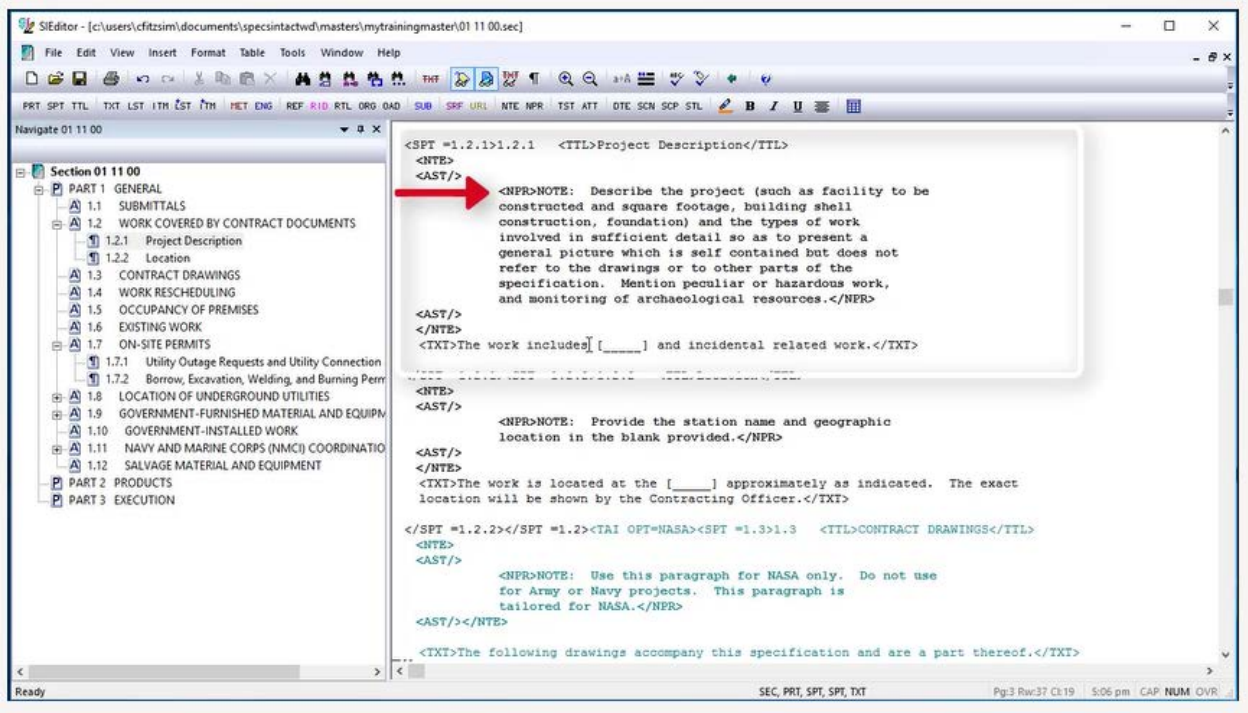
Let's talk about spacing between Bracketed Options. Within paragraph 1.2.1, we need to insert brackets to indicate a fill-in option is required by providing brackets around five blank underscored characters to indicate the designer is to provide wording. The formatting of a fill-in bracketed option has to be precise in order for the Editor's Bracket Replacement Tool to recognize it. Fill-in bracketed options should only contain five underscores between the opening and closing brackets.



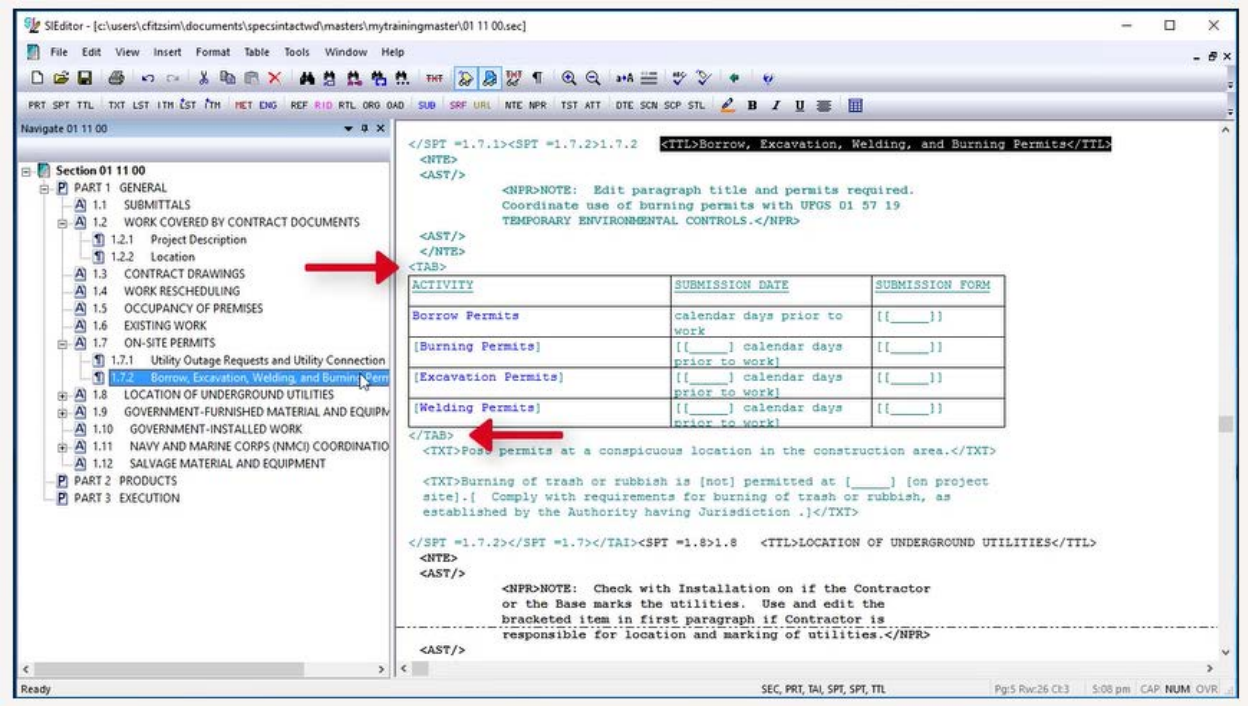
Let's *place our cursor* following "**the work includes**," *add* a **space** and an **opening bracket** followed by **five underscores**, then a **closing bracket**.



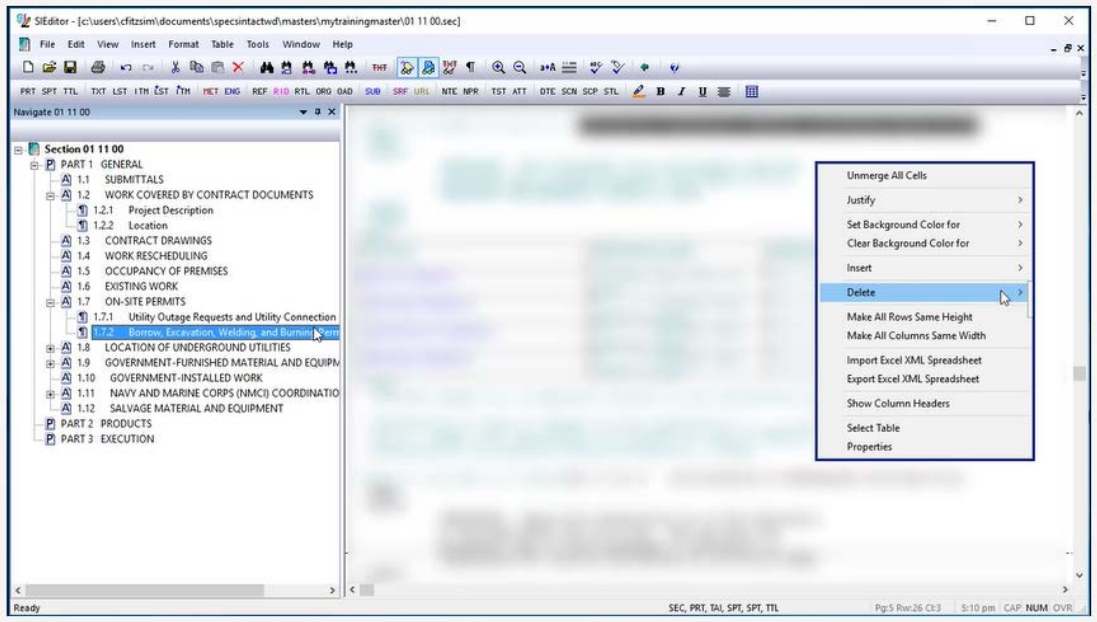
When the sentence or paragraph does not provide enough information for the designer to know what is required, it is up to the specification writer to provide the requirements within a designer note. In this Section, the specification writer provided a note to accompany this particular bracketed option in order to assist the designer.



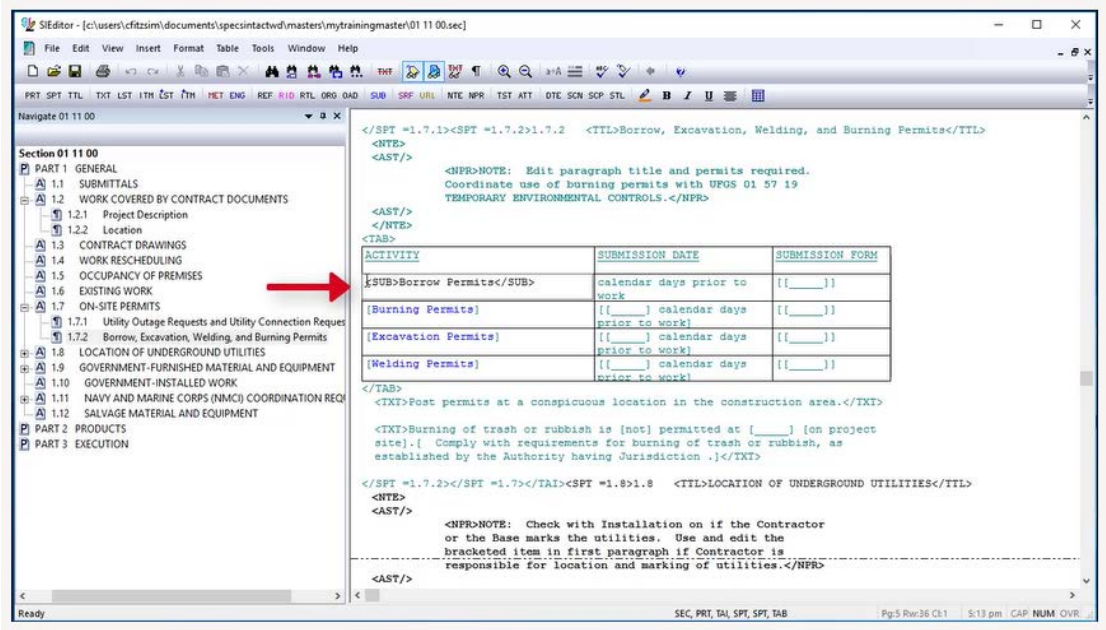
Now we're going to move onto placing brackets around and within a Formatted Table as well as talking about nested bracketed options. Before we get started, there are a few things you need to be aware of. First, placing brackets or even text on the same line as Formatted Tables will cause display issues, so avoid doing this! If I wanted to make this Table an option, I would place an opening bracket before the beginning Table Tag and enter a closing bracket after the ending Table Tag.



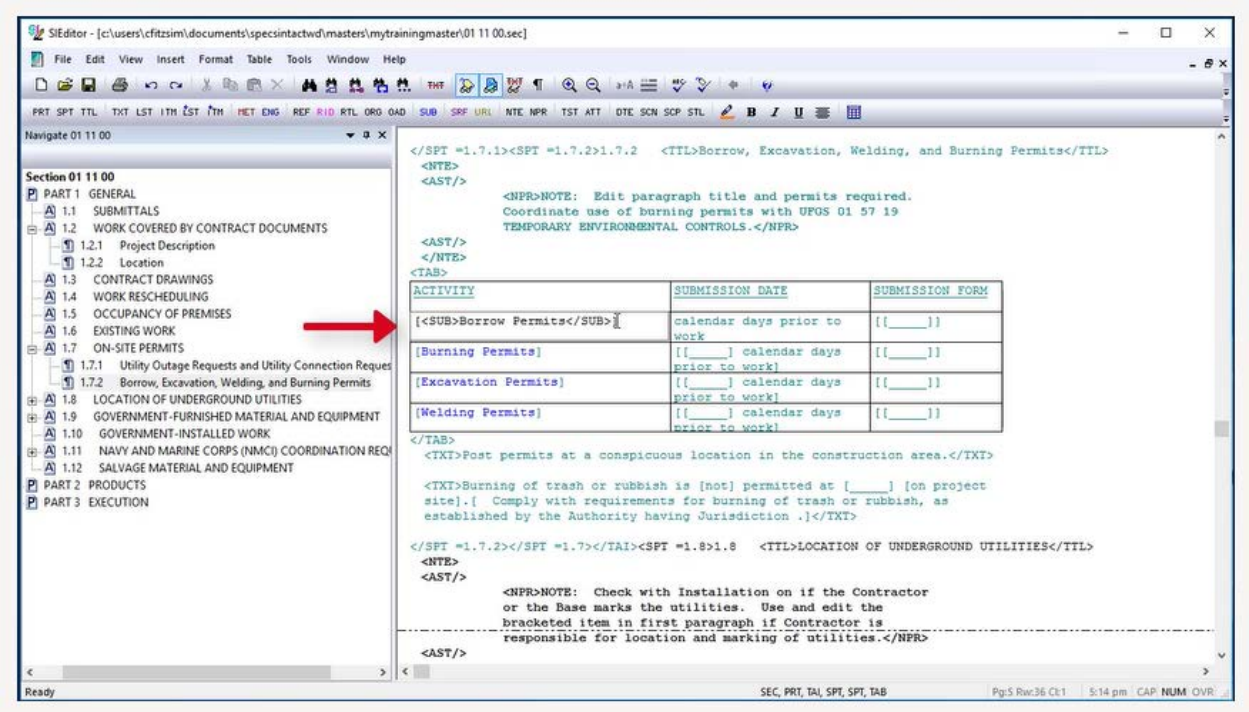
One approach you could consider, is to break the Table up into smaller sets of tables and place the brackets around each Table. The second approach would be to insert brackets within a Formatted Table, which is more complex and comes with a catch. The complexity exists when an entire row or rows need to be bracketed. You may want to consider keeping the data that would be surrounded by brackets in one cell, then place the brackets around that information. Then if the bracketed option is removed all of the cells contents would also be removed. When the designer removes the contents from those cells using the Bracket Replacement feature, the rows will remain. In order for the designer or editor to permanently delete a row that contains bracketed options, they should use the Table Menu to delete the empty rows and/or columns.



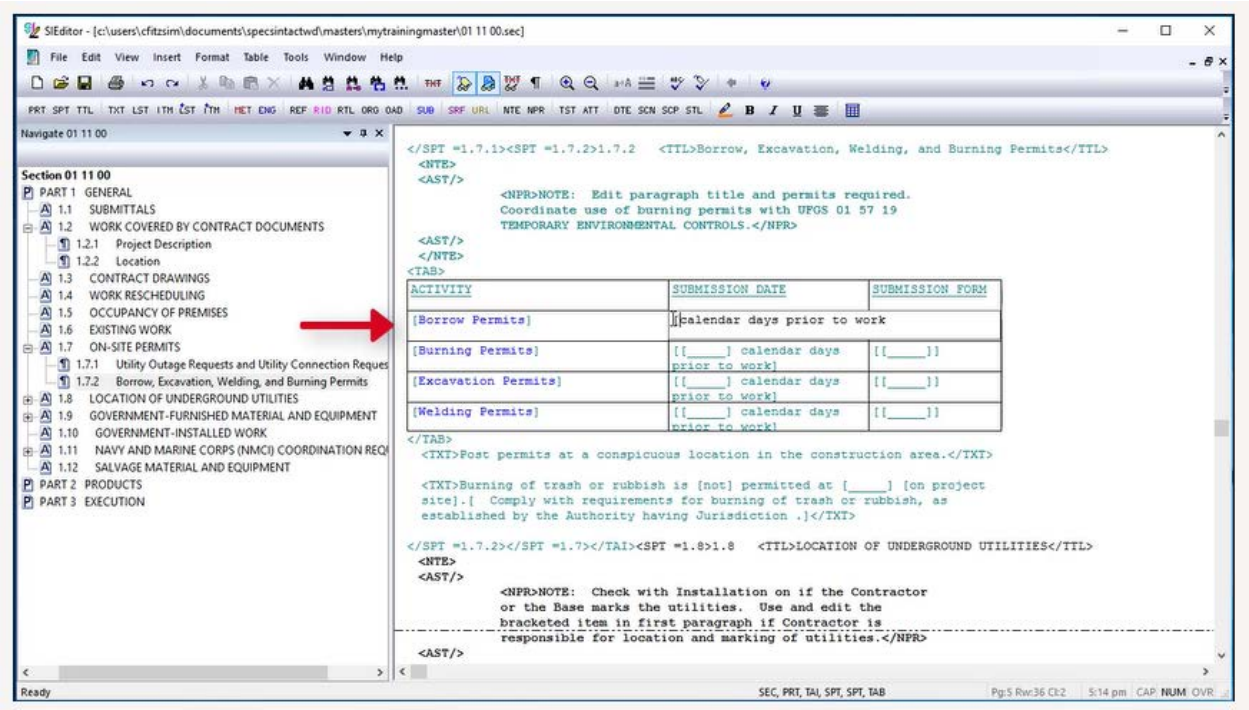
To demonstrate the use of brackets for an entire row within a Formatted Table, I'm going to use the second row of an existing table. In this case, we are going to add brackets around all of the elements within the second row of the Formatted Table while even nesting some of the brackets. Let's *place our cursor* in the **first cell** of the second row in order to add Brackets just before the Submittal Tag in front of the word "Borrow" and *ins*ert an **opening Bracket**.



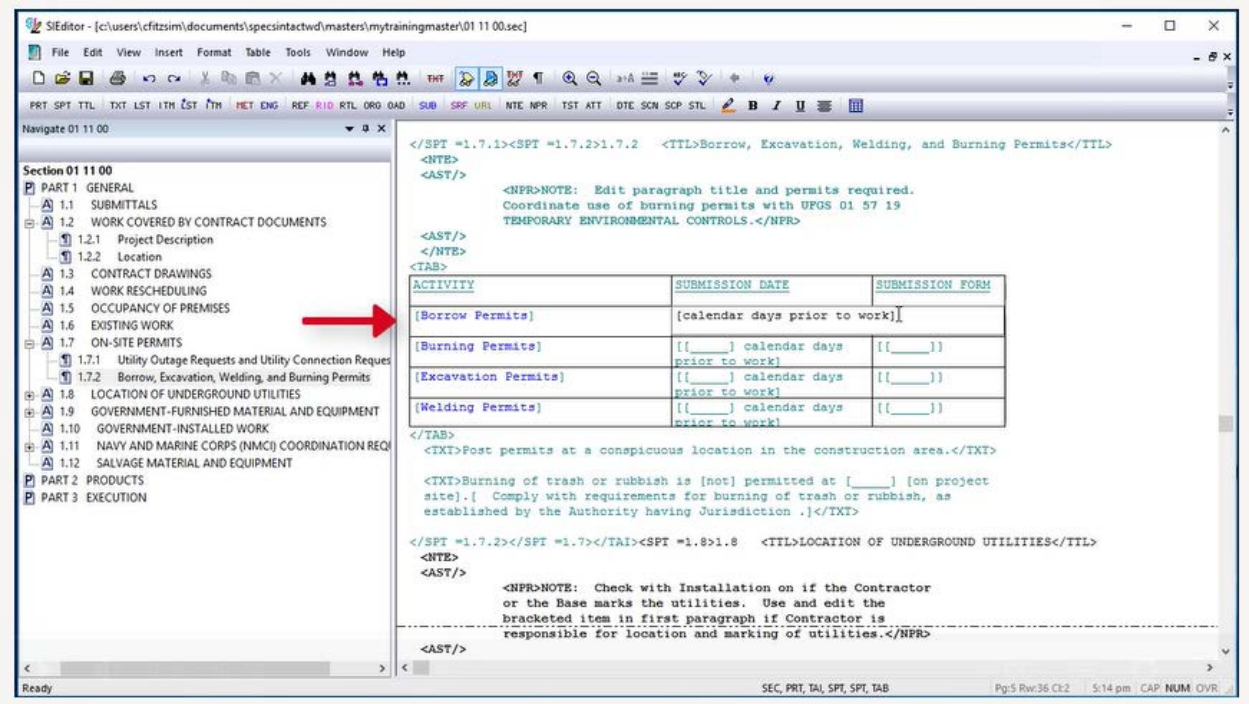
Now let's *move our cursor* following the **ending Submittal Tag** and *insert* a **closing bracket**.



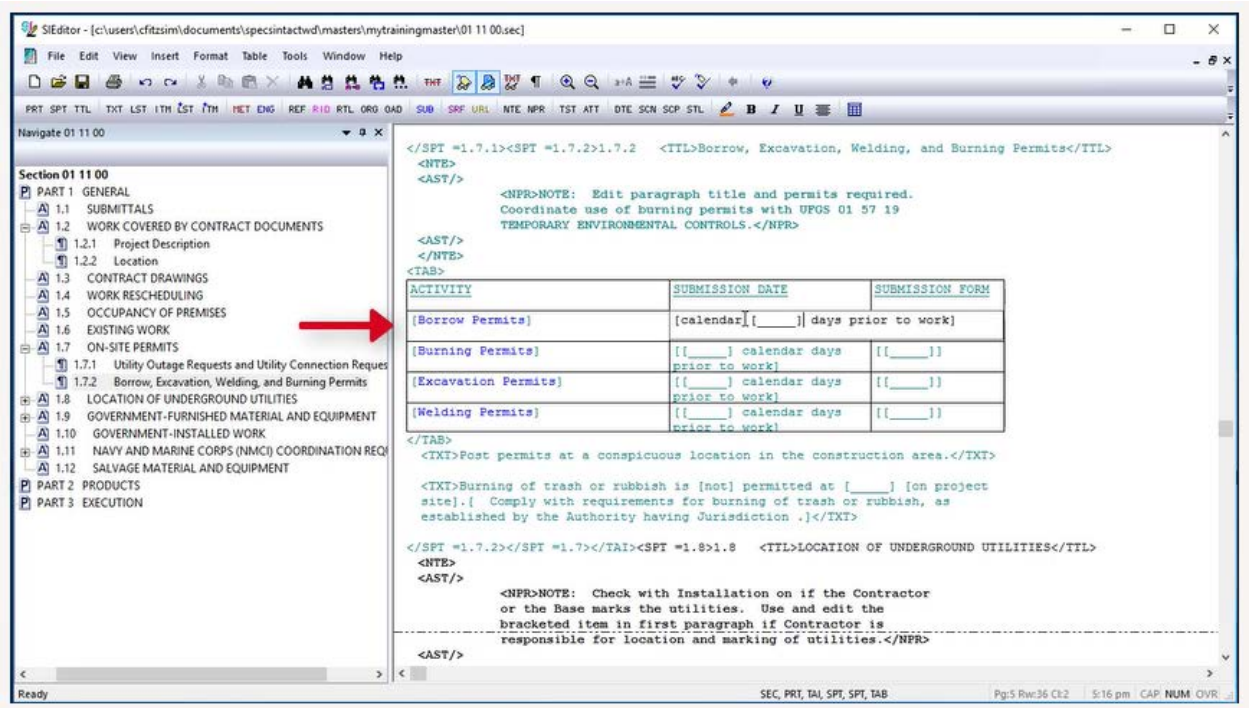
Within the second column, we're going to add nested brackets, by first adding the parent set of brackets followed by the nested brackets to indicate a fill-in. Let's *place our cursor* in front of "**calendar**" to *insert* the **opening bracket**.



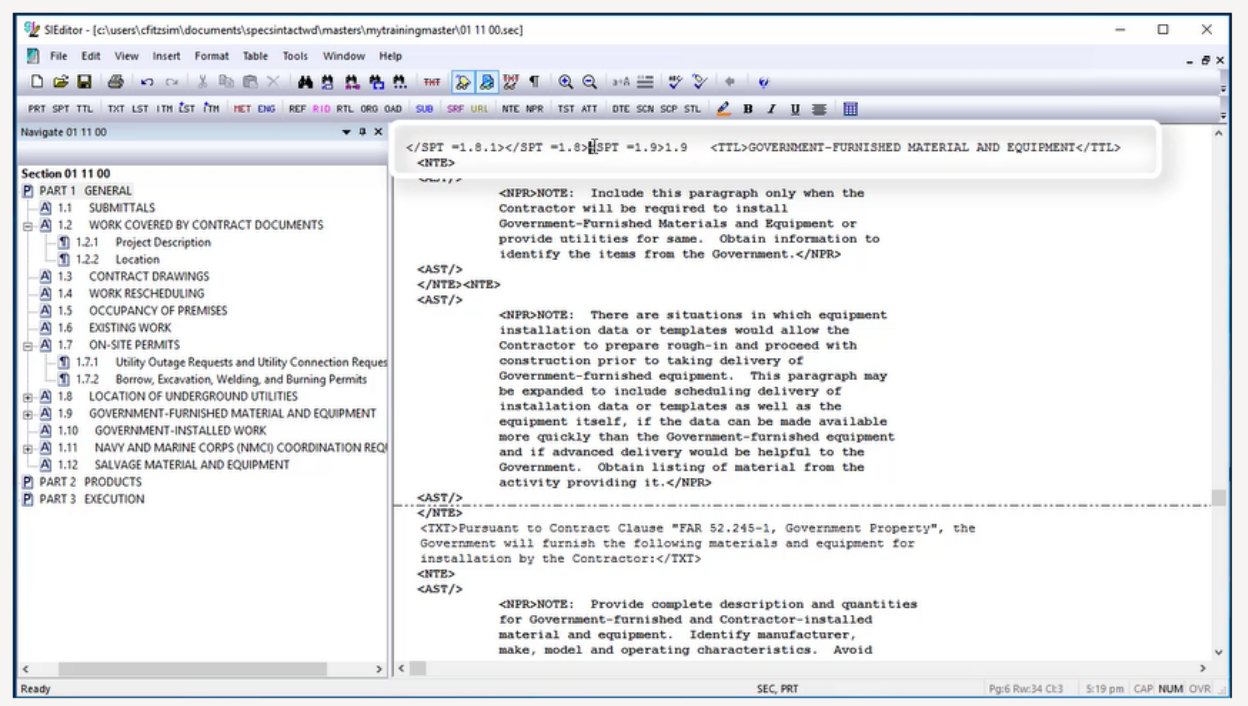
Move to the end of the word "**work**" and *add* our **closing bracket**.



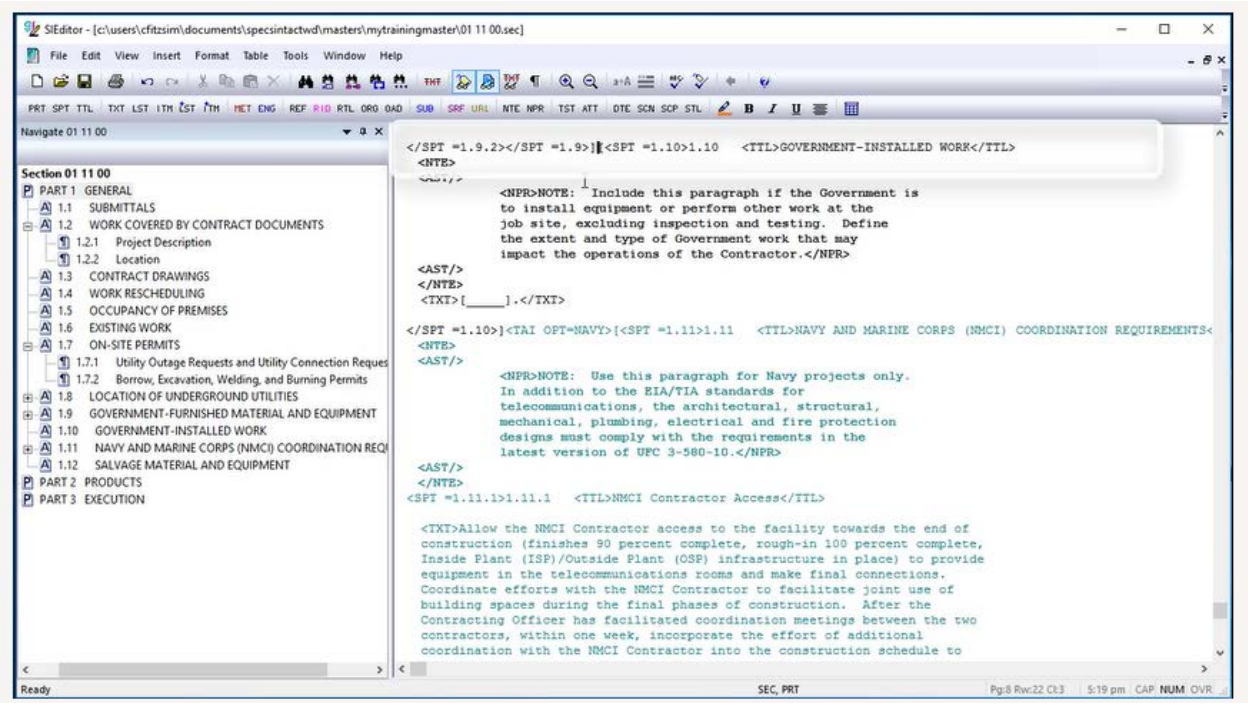
Now that we have the parent brackets in place, we can add the nested brackets that will indicate fill-in information is required. *Place your cursor* between the **opening parent bracket** and "**calendar**," *add* **a space, an opening bracket five underscores, and a closing Bracket**. Now you know how to add a set of parent Brackets, followed by the nested Brackets.



As we move on, we're going to talk about placing Brackets around Subparts to avoid blank spaces or gaps once the Brackets have been removed. In order to add Brackets around a subpart, you will always want to add the opening bracket before the beginning Subpart tag and close it after the ending subpart tag. Using the Navigator, let's select Subpart 1.9, so we can Bracket the Subpart. Let's **place our cursor** between the **ending </SPT =1.8>** and the **beginning <SPT =1.9>** and *enter* our **opening Bracket**.



Now let's *select* **1.10** in order to close our Bracket. Let's *place our cursor* after the **ending of </SPT =1.9>** and *enter* a **closing bracket**.



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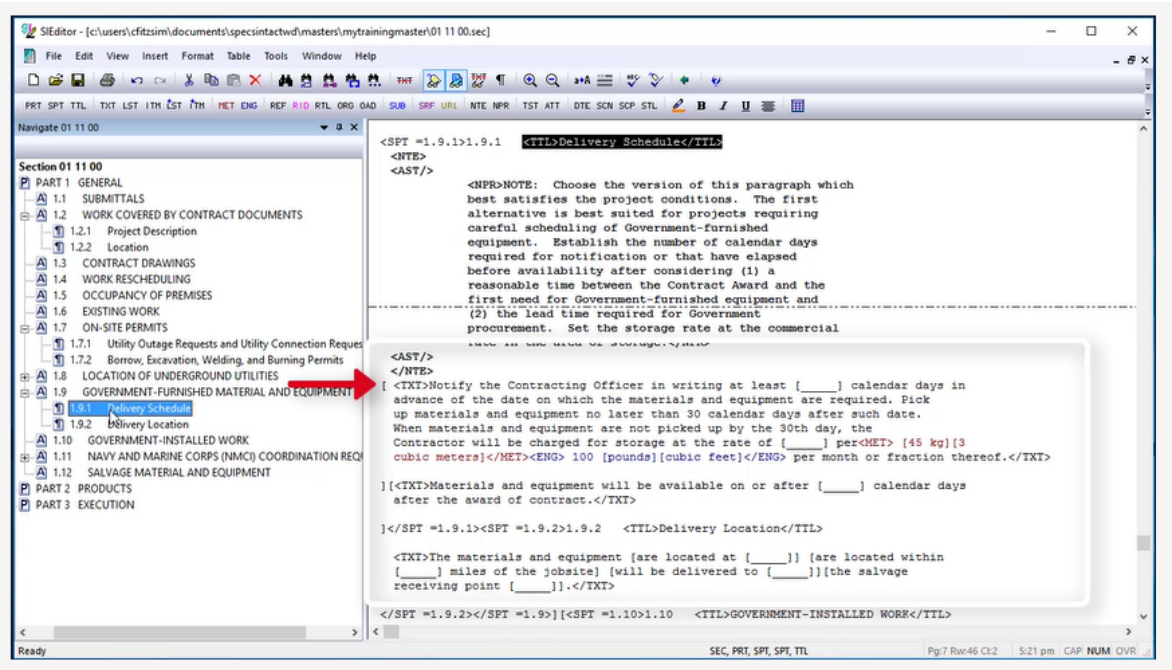
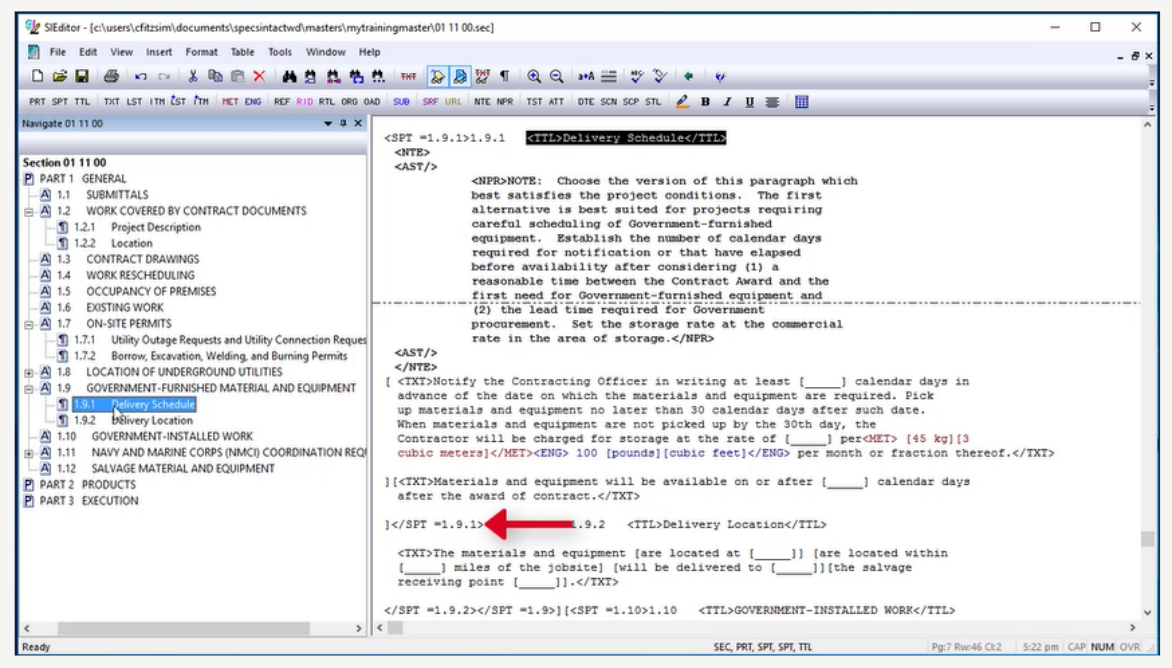
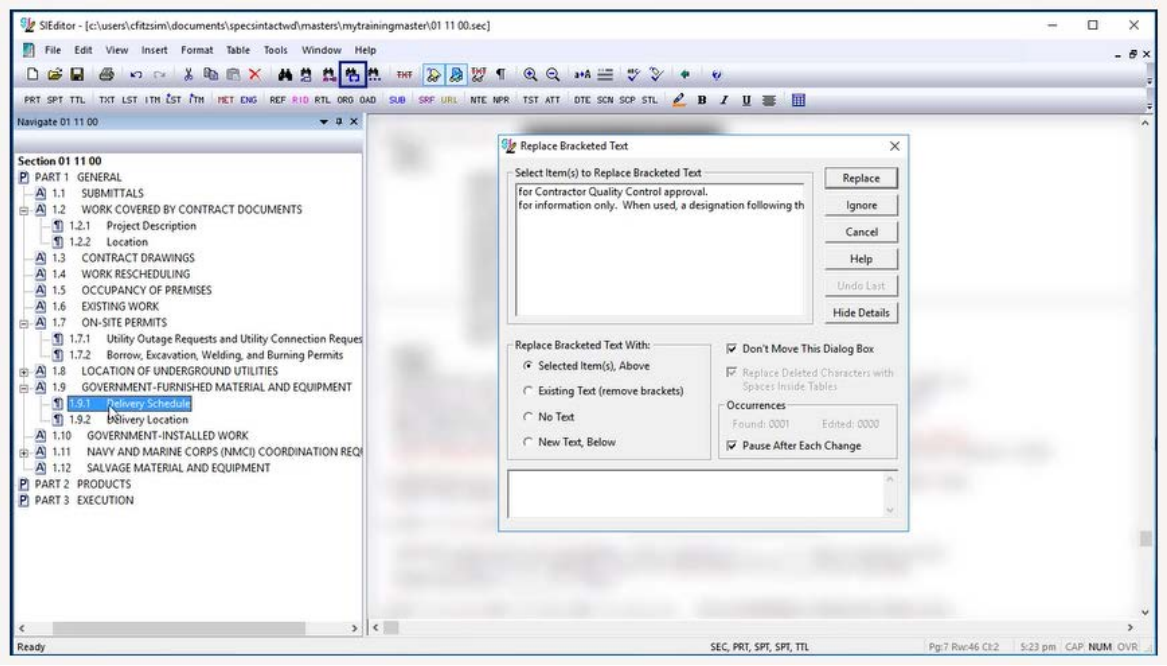
Before we complete this lesson, let's re-select Subpart 1.9. Now I would like to point out some of the bracketed options that are within 1.9.1. Both paragraphs are enclosed within brackets. The brackets for the first paragraph are positioned so the opening bracket is just before the beginning Text Tag whereas the closing bracket for that paragraph ends before the opening bracket and beginning Text Tag for the following paragraph, encompassing the blank line.



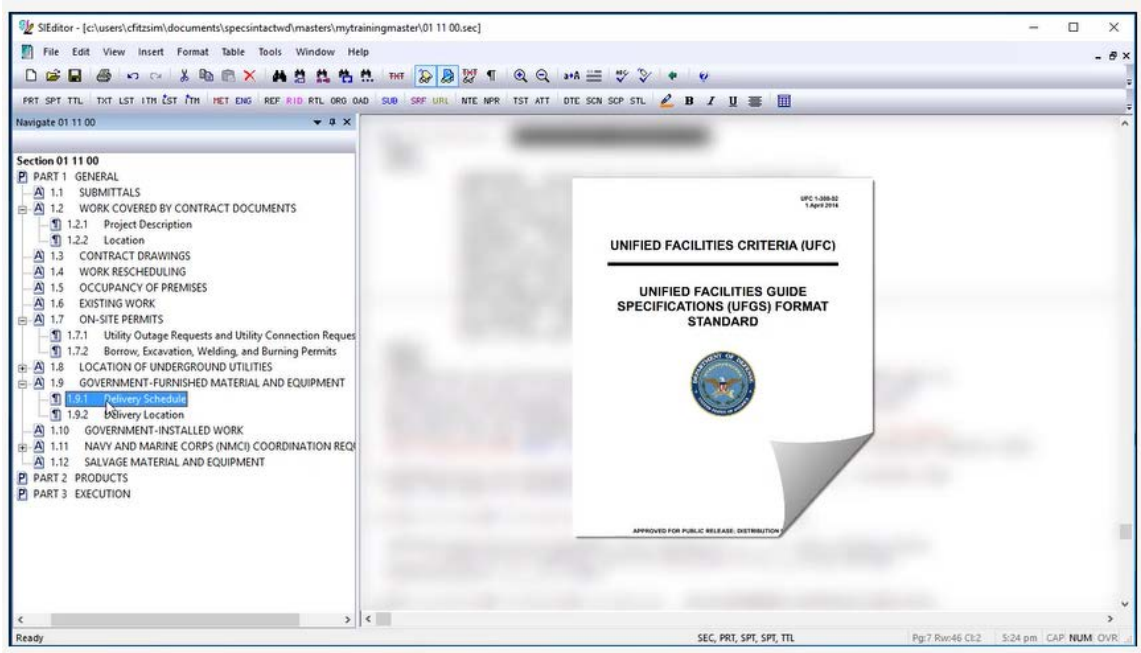
The closing bracket for the second paragraph is positioned before the ending <SPT =1.9.1> tag. Regardless which paragraph is removed, the designer or editor will not have to worry about cleaning up any extra blank lines.



I would like to remind you that unless the Bracketed choices are self-explanatory a Designers Note should be provided to assist in the editing of the Bracketed Items. Again, when inserting Brackets within a UFGS Section, make sure you test them with the Bracket Replacement Tool in order to insure proper usage and generate the Bracket Verification Report to verify there are no stray opening or closing brackets that need to be corrected.



Now that you know how to properly insert and test brackets in a Master specification, you are now ready to begin the editing process. When preparing a UFGS Master, it is imperative that you refer to the Unified Facilities Criteria Unified Facilities Guide Specifications Format Standard (UFC 1-300-02). A link to this document is available on the eLearning Modules Page under the Resources Section. This completes the lesson on inserting Bracketed options within a UFGS Master Section. To learn more, please continue 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: