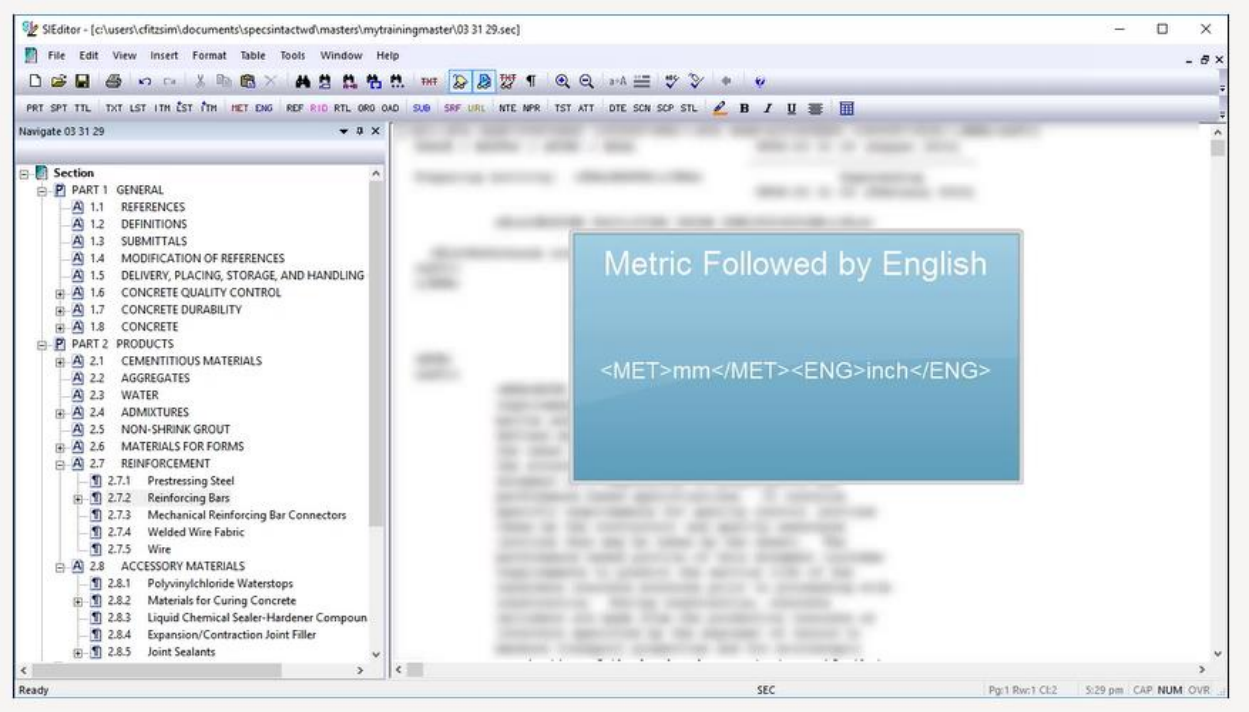
# SpecsIntact eLearning Modules Transcript

## Module: Chapter 7 – Inserting Units of Measure

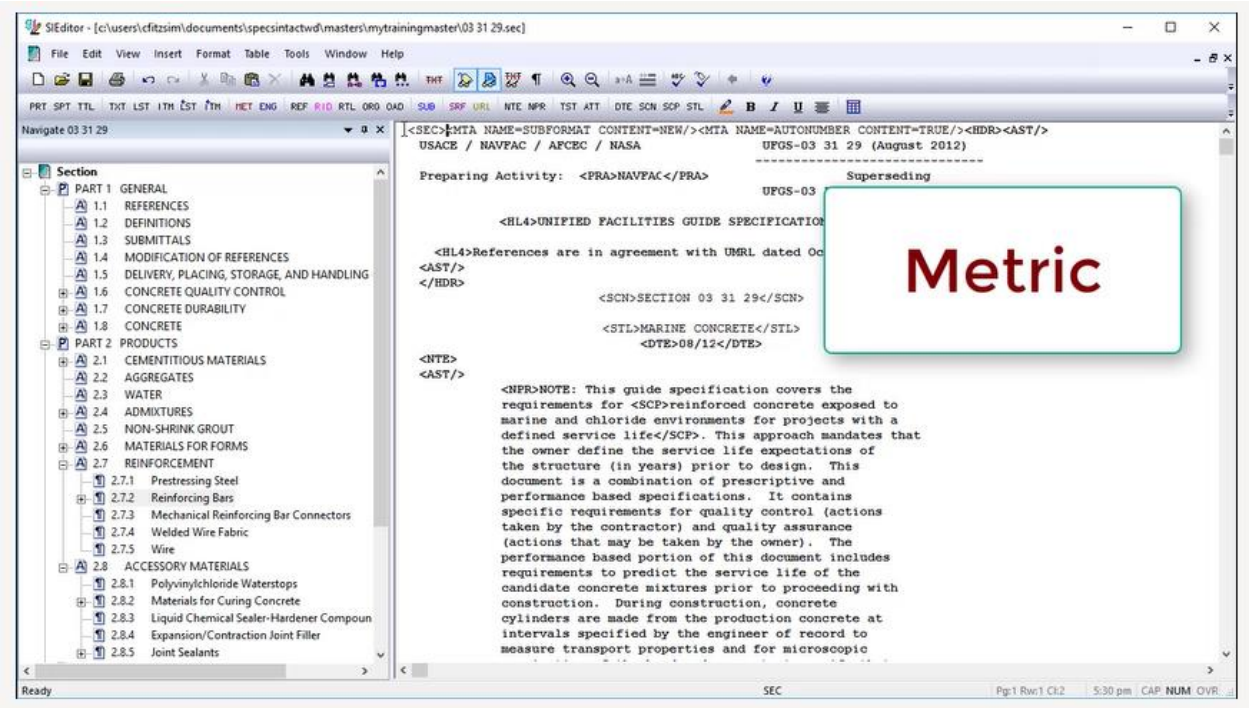
This transcript provides the text from the corresponding eLearning Module. Screenshots have been added as a visual aid however, we highly recommend that you view the corresponding eLearning Module for in-depth visual representation of the subject matter.

**00:00:10,233 --> 00:01:22,333**

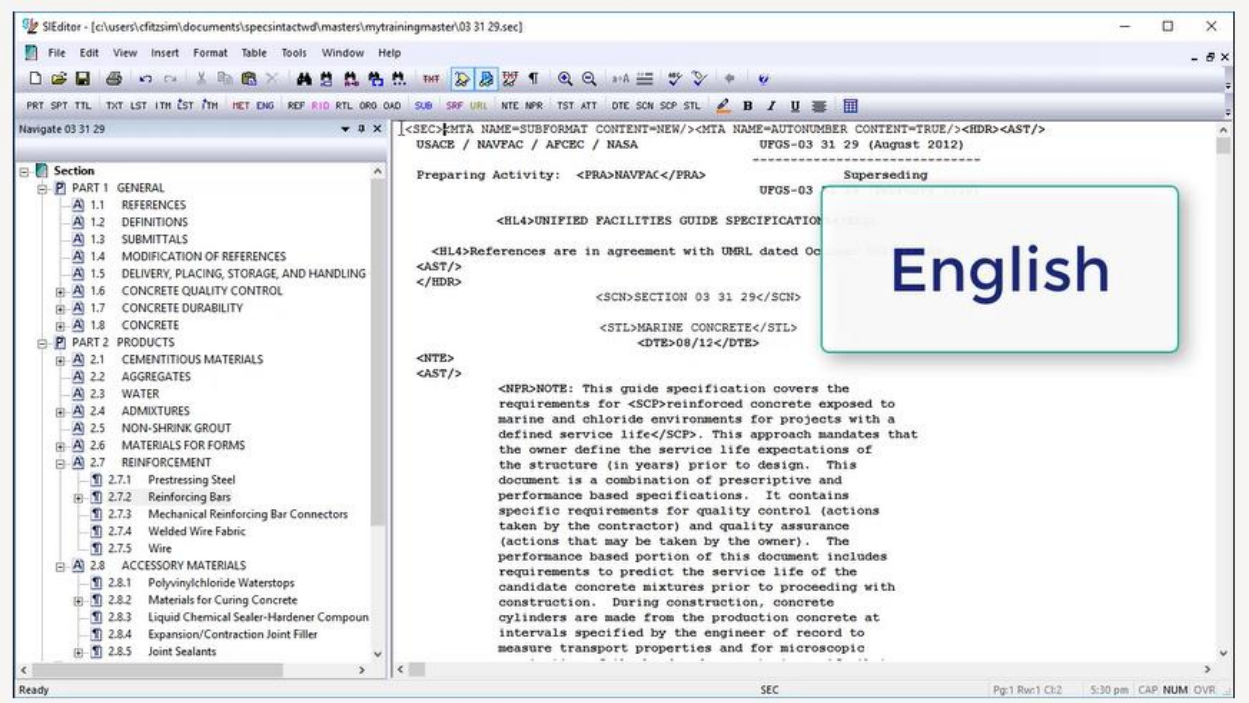
We are going to focus on the requirements for inserting Units of Measure within a Unified Facilities Guide Specifications (UFGS) Master Specification. Masters will display both Metric and English units by default, so as you prepare a UFGS Master Section you must provide both measurements with the Metric Units followed by the English Units. In this module, I will provide several examples in which you may be required to insert the Metric and English Units. As you are placing the Units of Measure within the text, it is important to consider spacing and test your work in order to verify the units are correct before inserting the next set. In most cases, spacing should be placed within the Metric or English tag so that when hidden or printed, the punctuation and spacing will be correct. However, there are instances where including punctuation and spacing within the tags wouldn't be necessary. A simple way to distinguish Metric and English units from regular text is by their color.



Metric units are maroon.

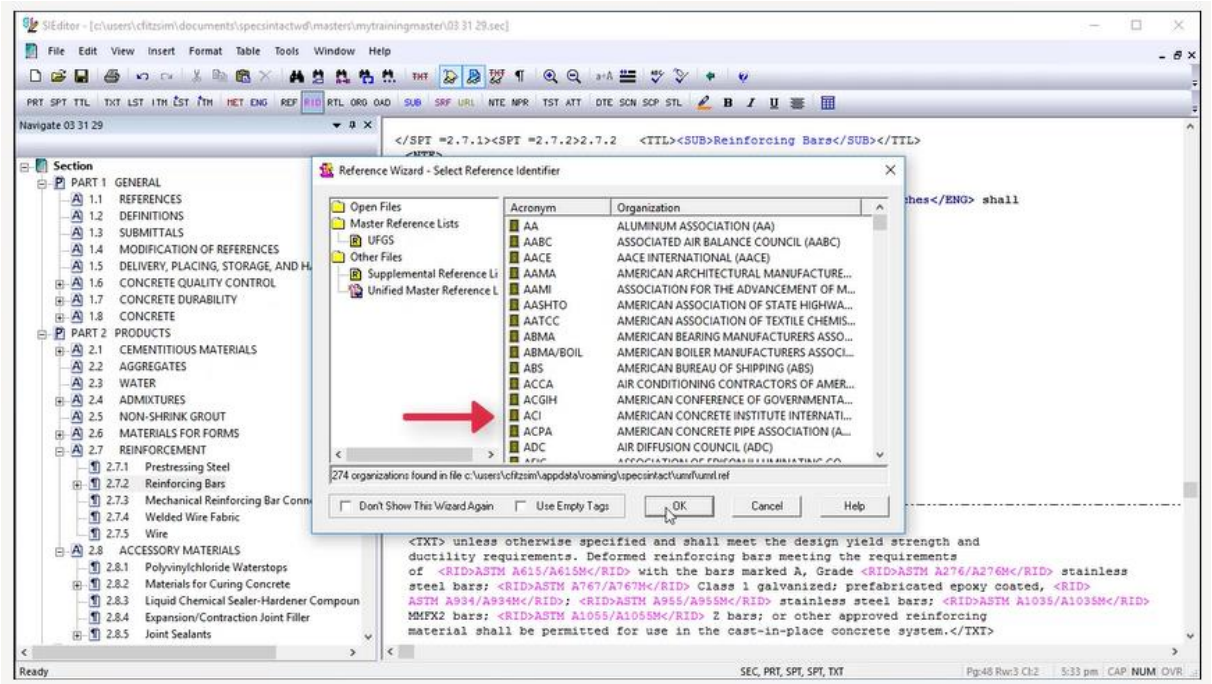



English units are blue.

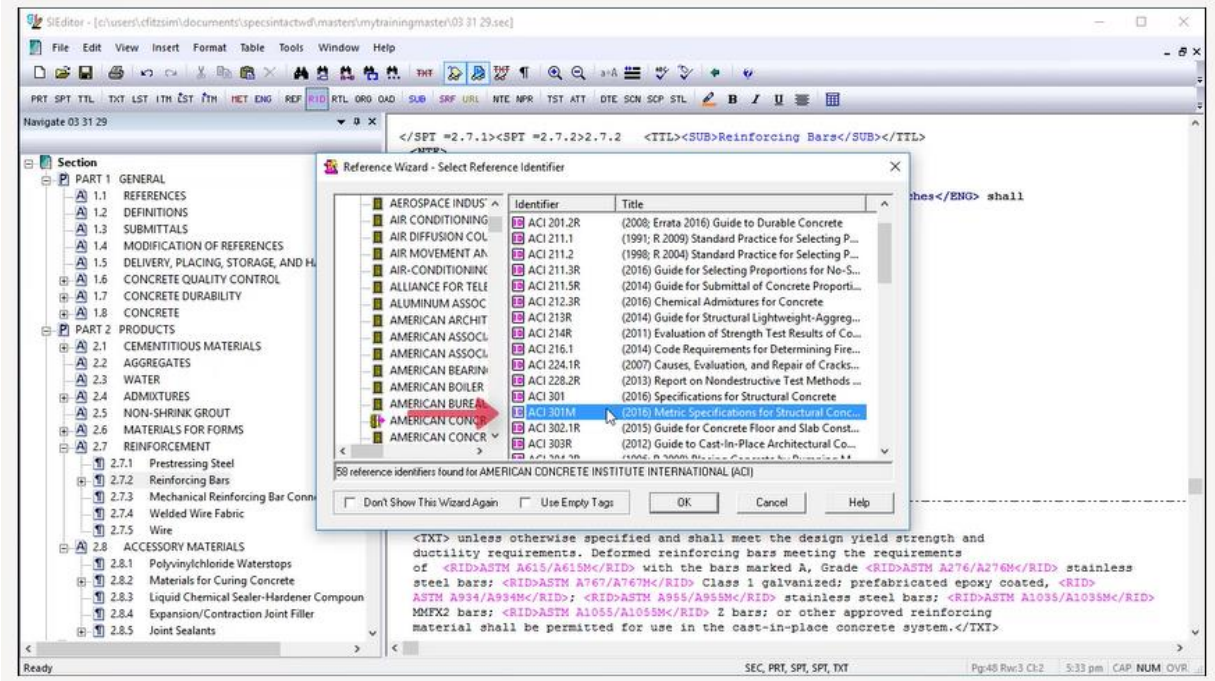


**00:01:22,333 --> 00:03:46,300**

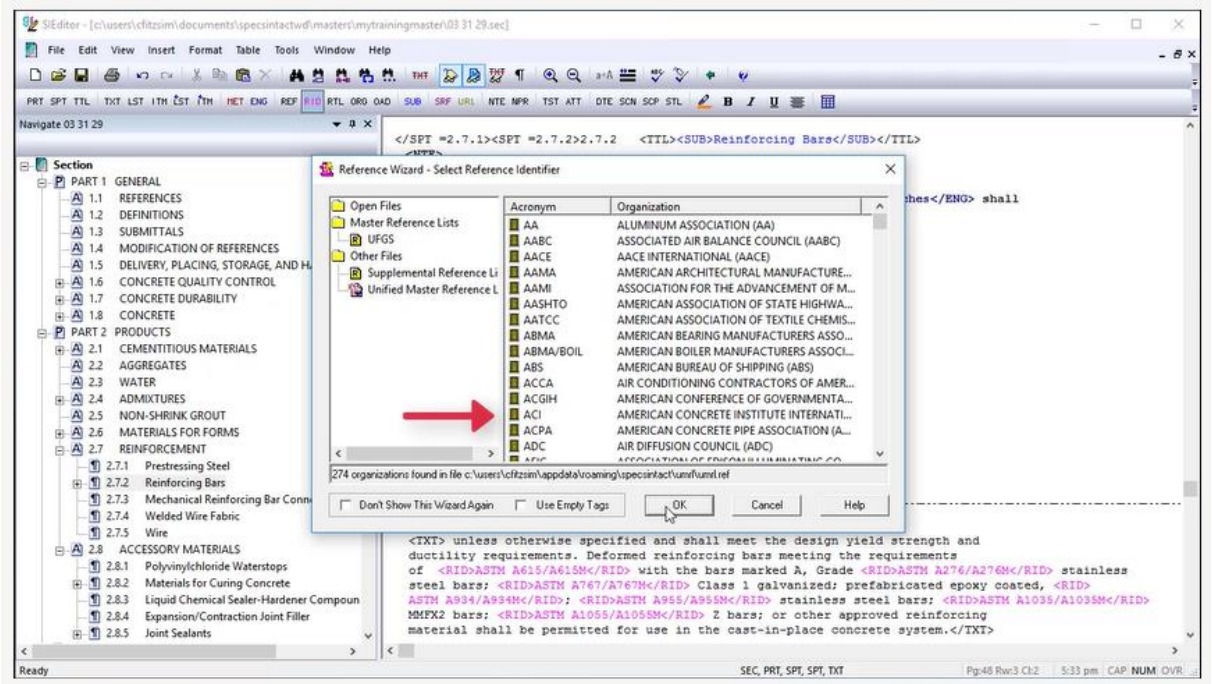
The first example I would like to demonstrate is found in Subpart 2.7.2. I removed the two References that were originally in the text in order to demonstrate inserting Metric and English Reference Standards at the beginning of a sentence. In this case, we do not have to worry about including additional spaces since the References fall at the beginning of a sentence. Let's get started by *placing our cursor* following the **beginning <TXT> Tag**. Now let's *select* the **RID Button** on the Tags bar. When the Reference Wizard opens, let's *double-click* on the acronym **ACI**.



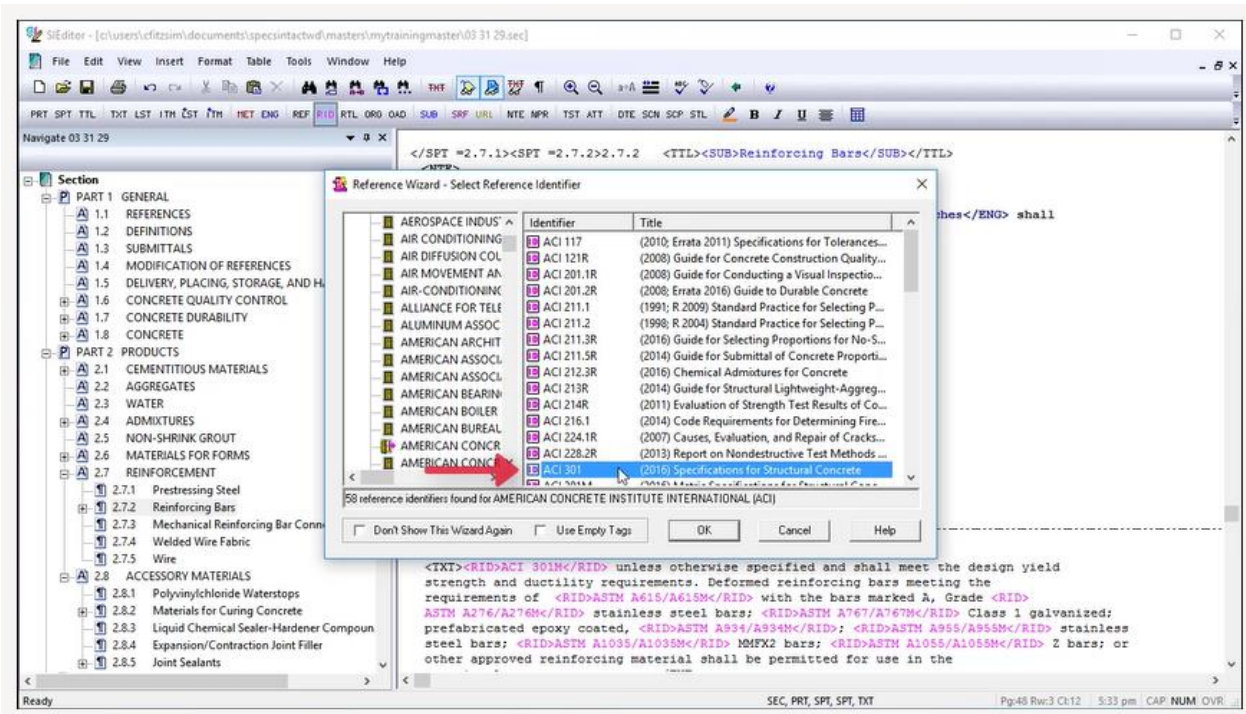

Now we want to *scroll* so we can locate the **Metric Reference Identifier ACI 301M**, *double-click* to *add* it to our **Section**.



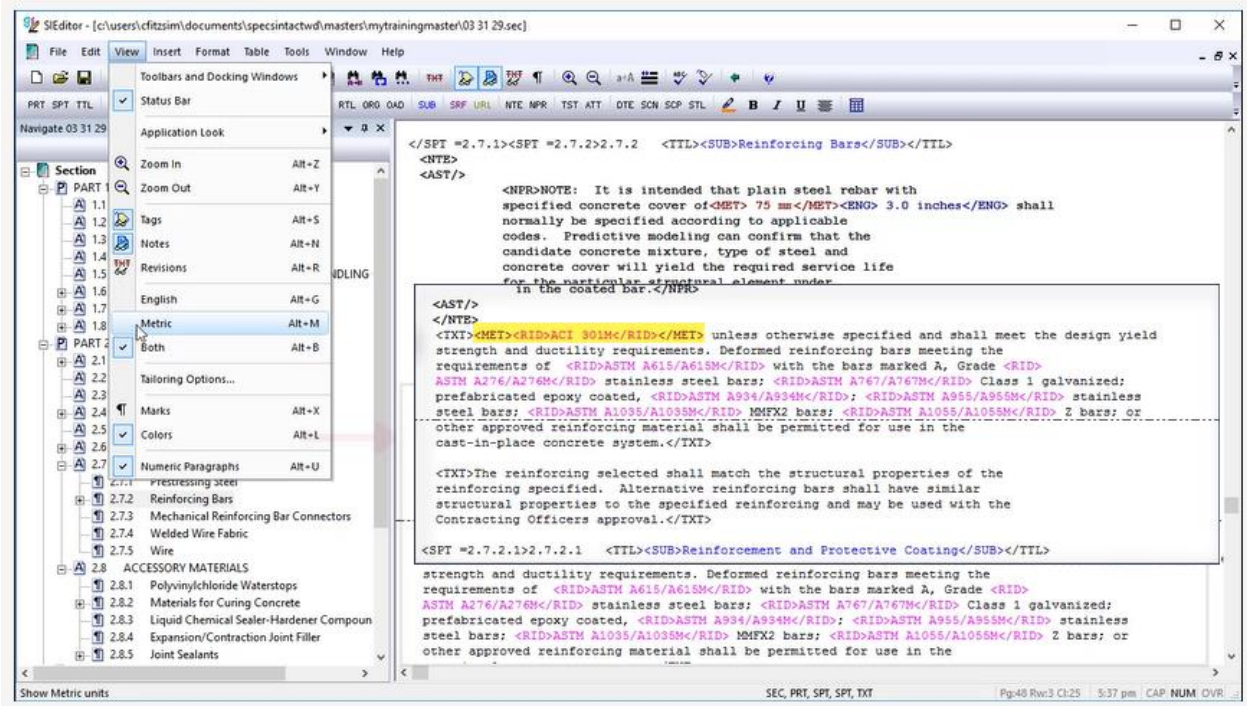
Now we want to add the equivalent English Reference Standard let's *move our cursor* following the **ending </RID>**, *select* the **RID Button** on the Tags bar, from the Reference Wizard, *double click* on **ACI**.



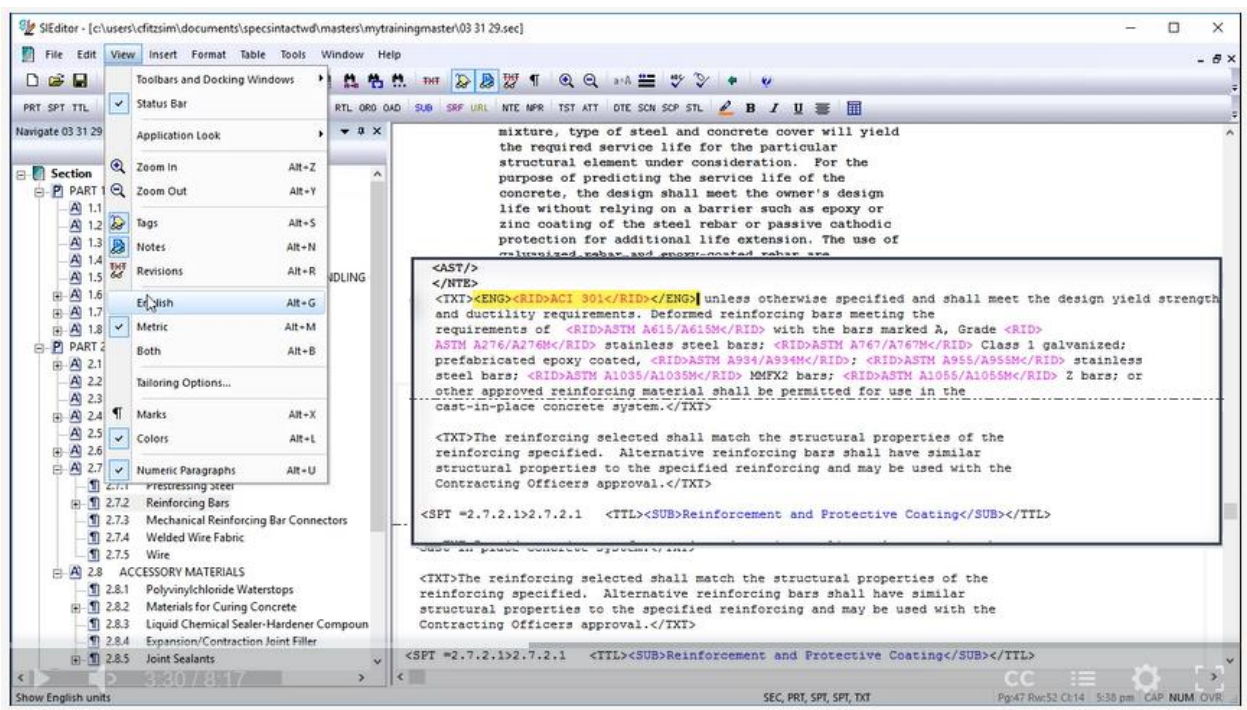

*Locate* the English Reference Identifier **ACI 301** *double-click* to *add* it to the **Section**.



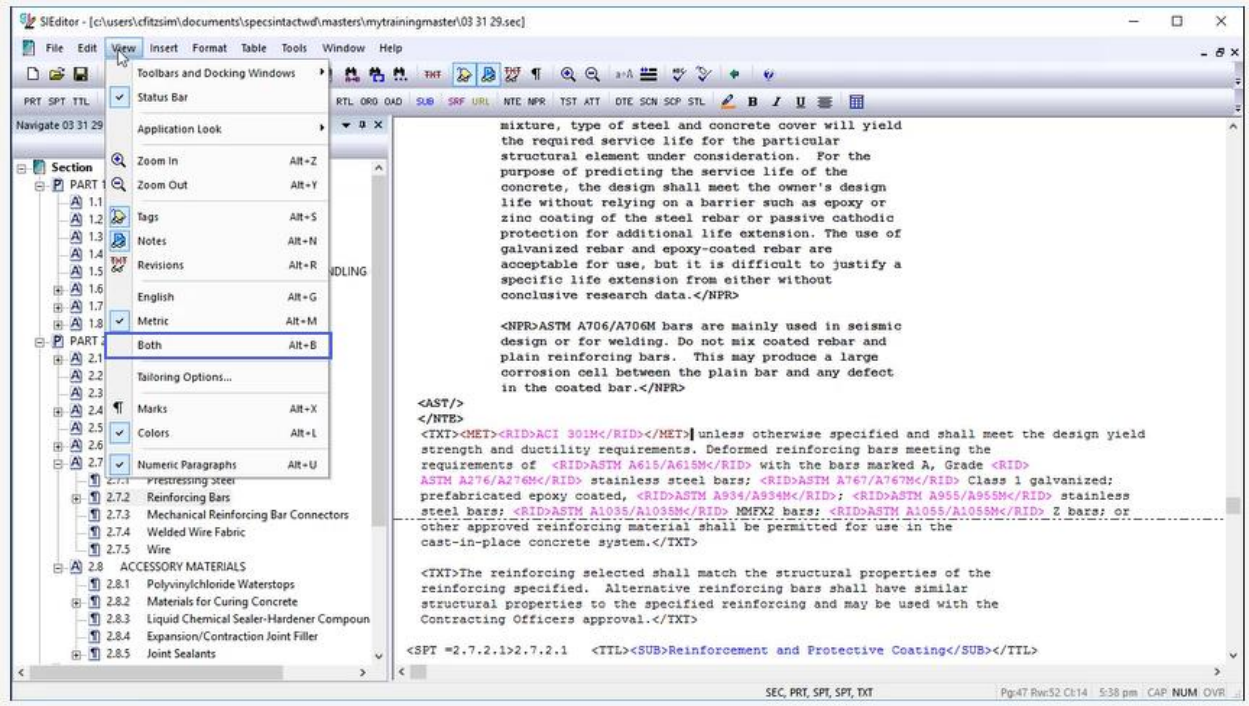
Let's test our work.  First, let's *go to* the **View Menu** and *select* **Metric** so we can see what the paragraph will look like with the English Units hidden. Now that we know that Metric Unit is correct, let's view the English Units.




Let's *go to* the go to the **View Menu** and *select* **English**.  Again, we see that when the Metric Units are hidden, the English Units also correct.

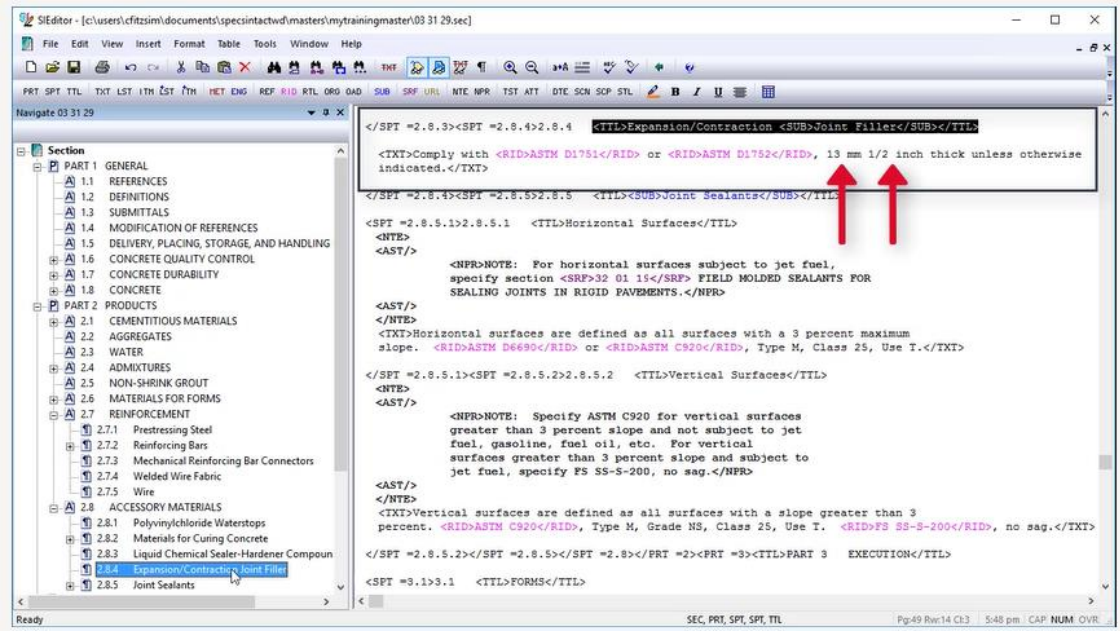


In order to continue we need to go back to the View Menu and select Both.

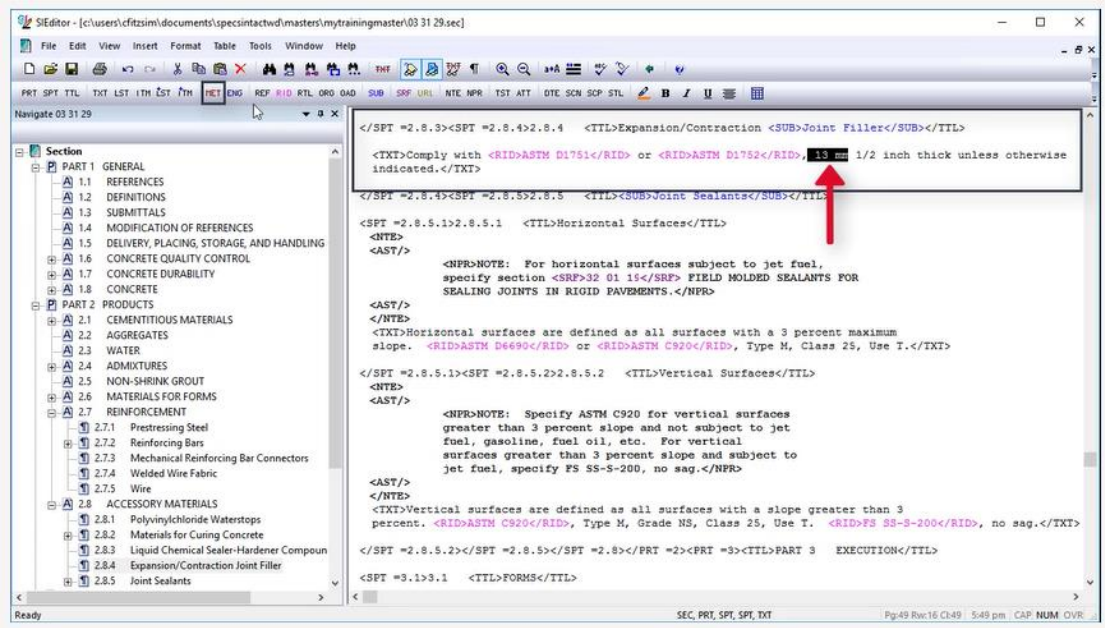


**00:03:46,300 --> 00:05:38,000**

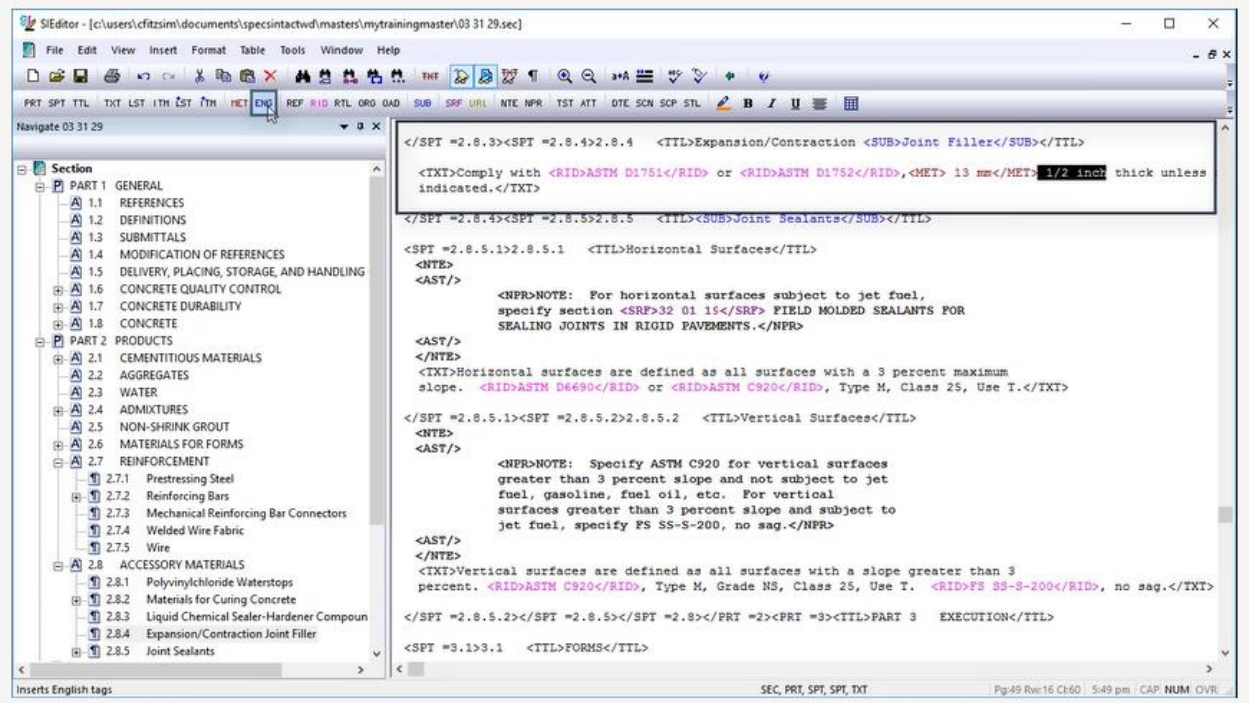
For the next example, I'd like to demonstrate tagging Metric and English Units in the middle of a sentence. When inserting Metric and English units in the middle of a sentence, you must always consider the spacing. In this case, the space should always precede the unit of measure and should be enclosed within the Metric or English tags. Let's navigate to Subpart 2.8.4. Within the first sentence, we have a Metric Unit of 13 mm and an English Unit of ½ inch. Since the two units fall in the middle of a sentence, we have to consider the spacing.



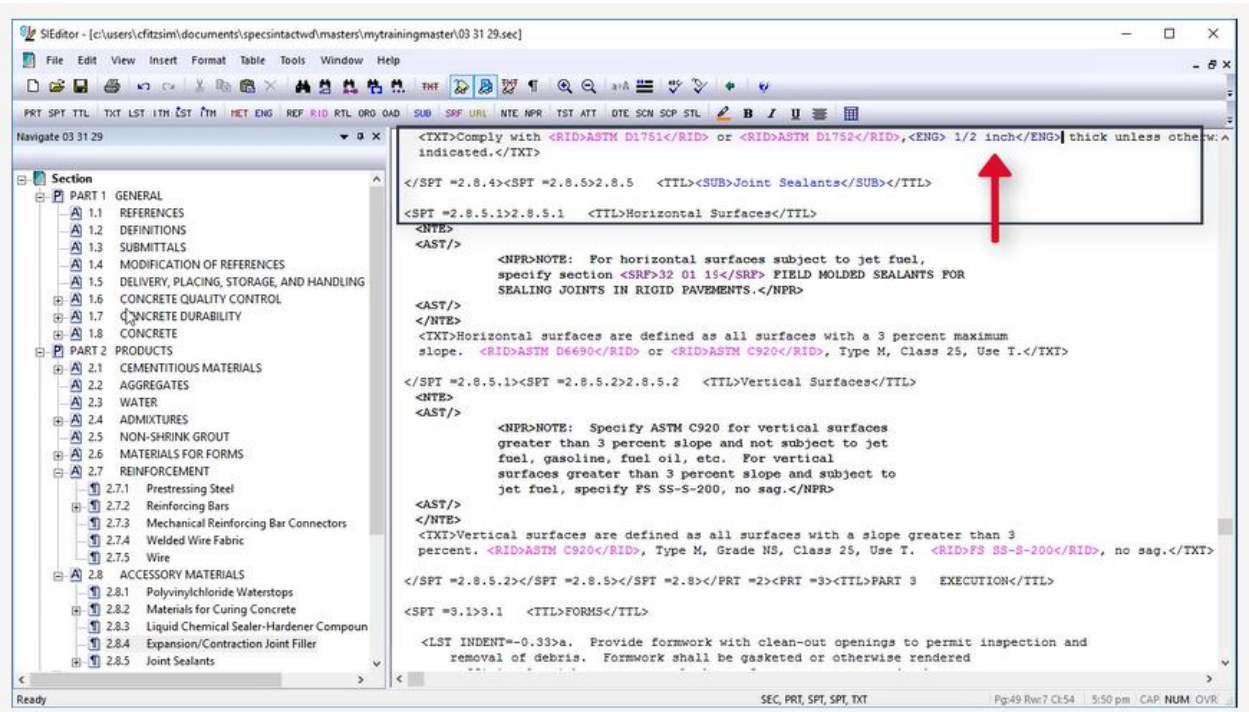

Let's *place our cursor* after the **comma** that follows the Reference ID, now *highlight* through **"13 mm"** and *select* the **Metric Button** on the Tags bar.



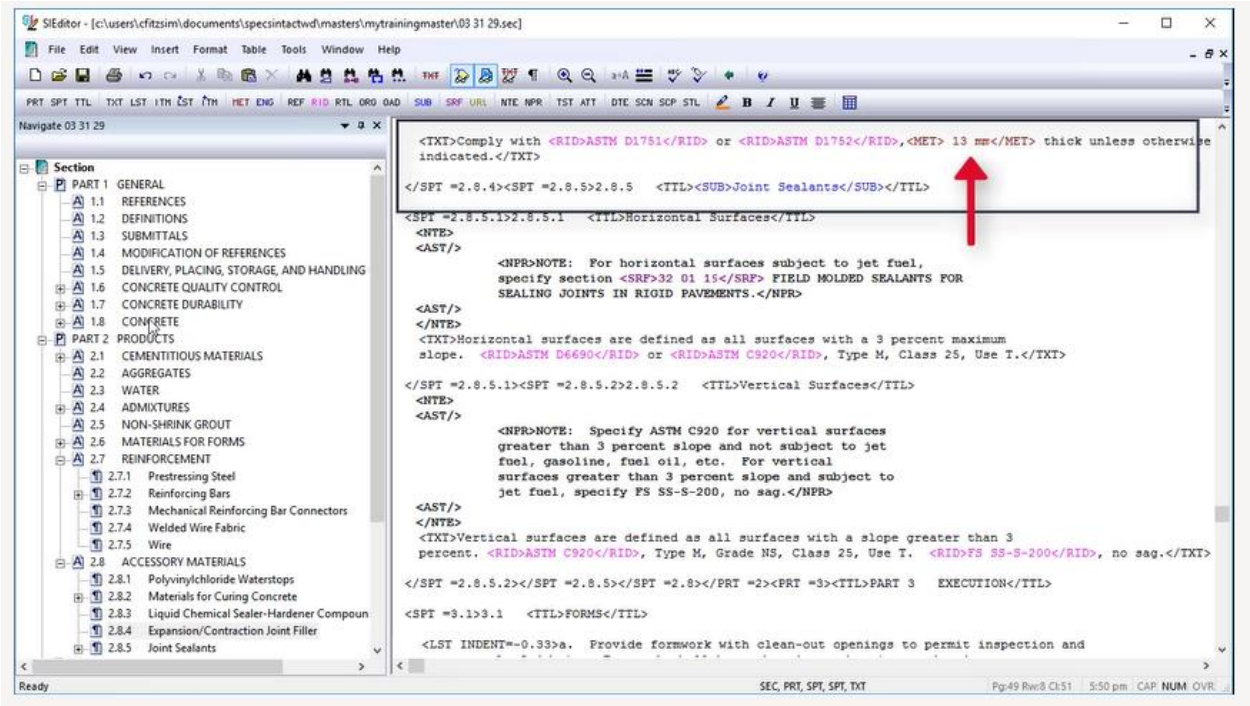
Now let's insert the English tags, let's place our cursor following the ending </MET> tag and highlight through "inch", now select the English button on the Tags bar.



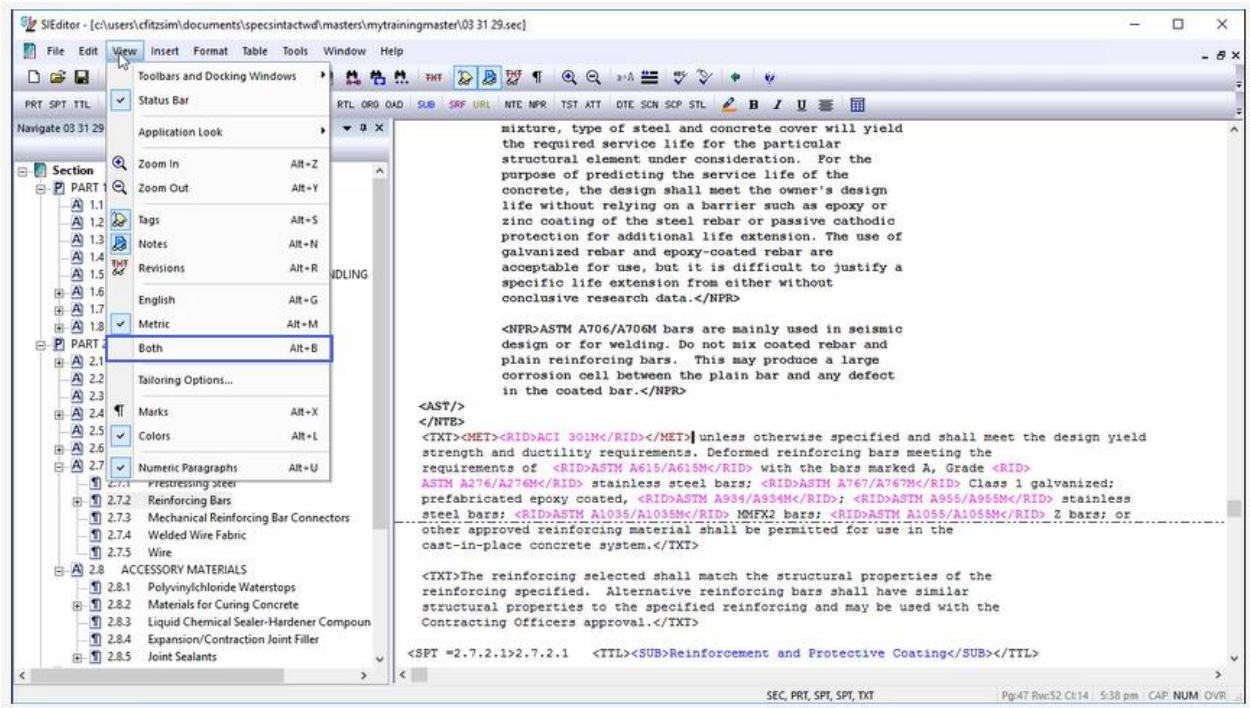

Again we need to test our work by hiding the Metric Unit, so let's *go to* the **View Menu** and *select* **English**. Because we included the space before the Metric unit, our spacing is perfect.



Let's test the English Units now, *go back* to the **View Menu** and *select* **Metric**. Again you see that our spacing is exactly what we expected.

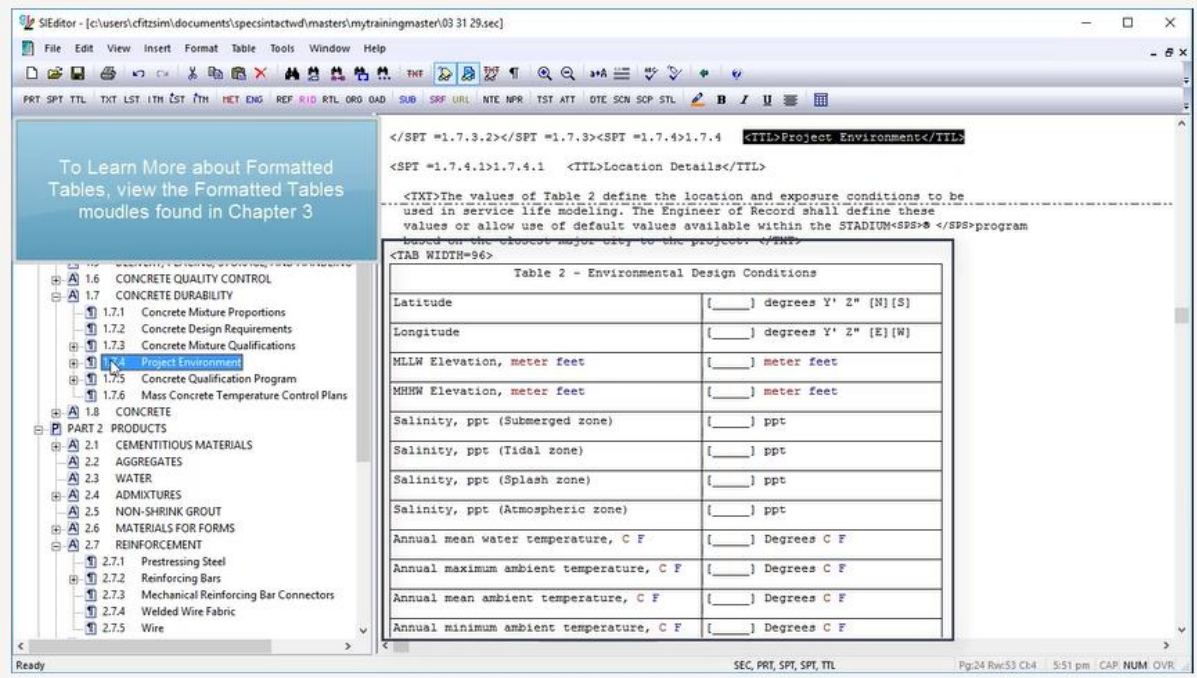



Before we continue, let's *go back* to the **View Menu** and *select* **Both**.

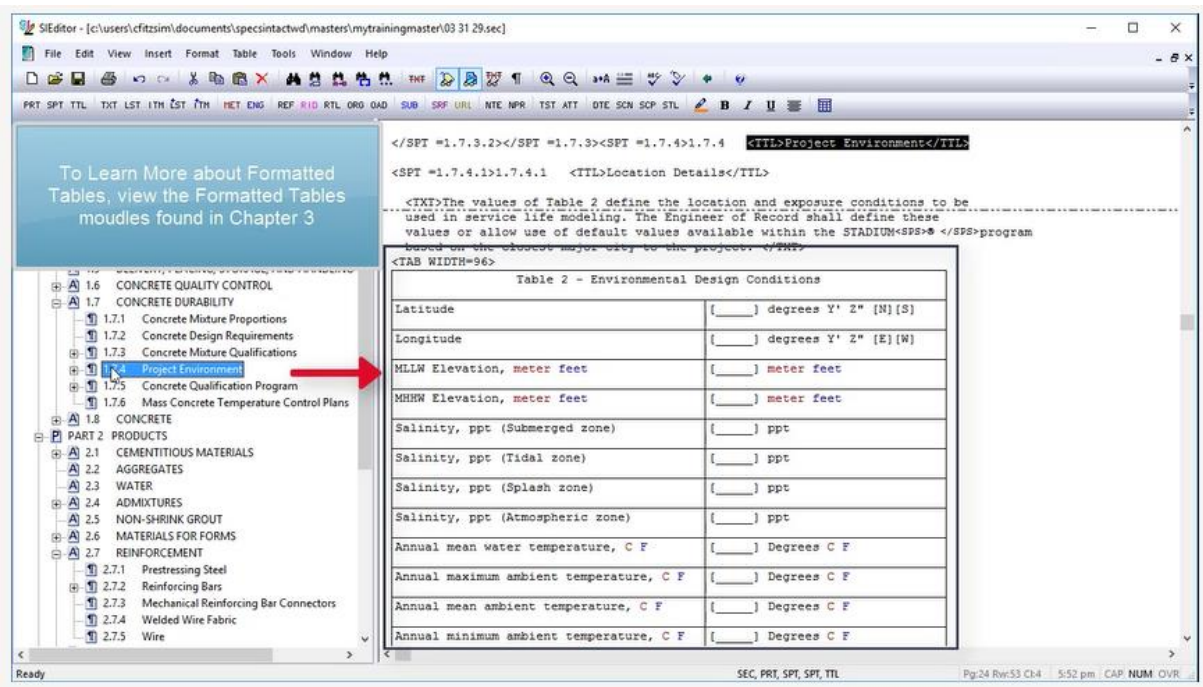


**00:05:38,000 --> 00:08:07,299**

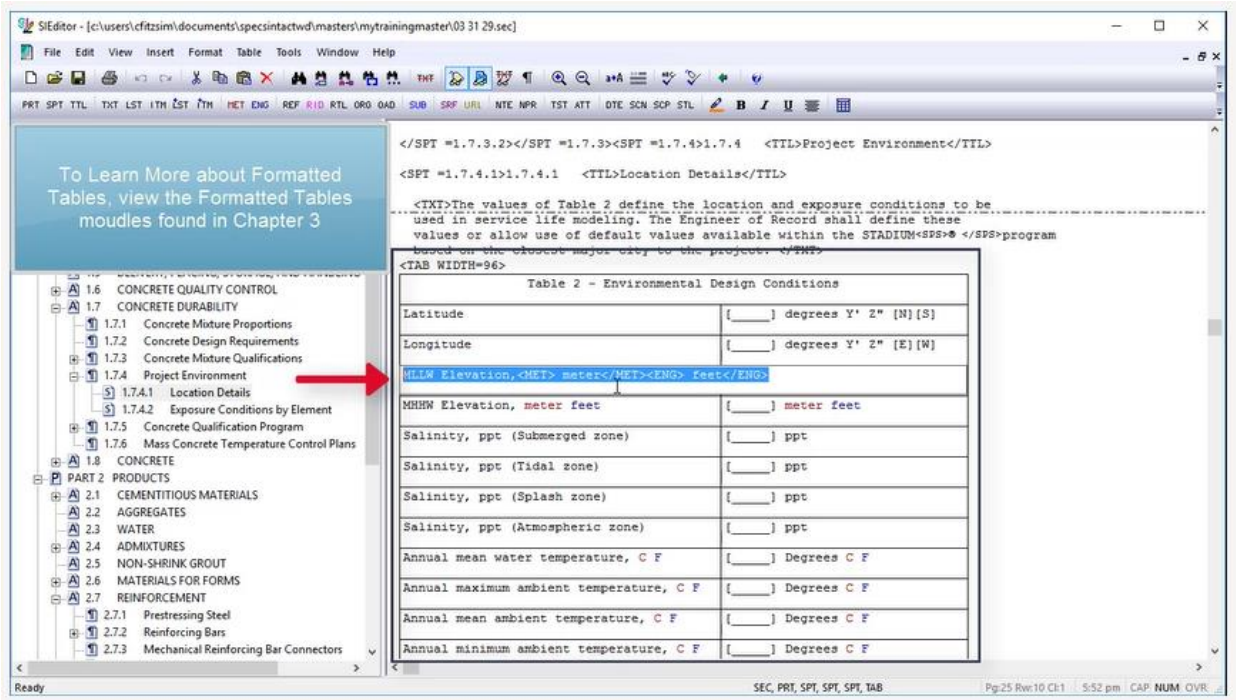
Lastly, I would like to talk to you about Metric and English units and Formatted Tables. Often times tagging the Metric and English Units within a formatted Table can be confusing and time consuming. The first example, I'm going to show you a Formatted Table that has both Metric and English Units within the Formatted Table, and then I'm going to show you a Formatted Table that was duplicated and then tagged separately



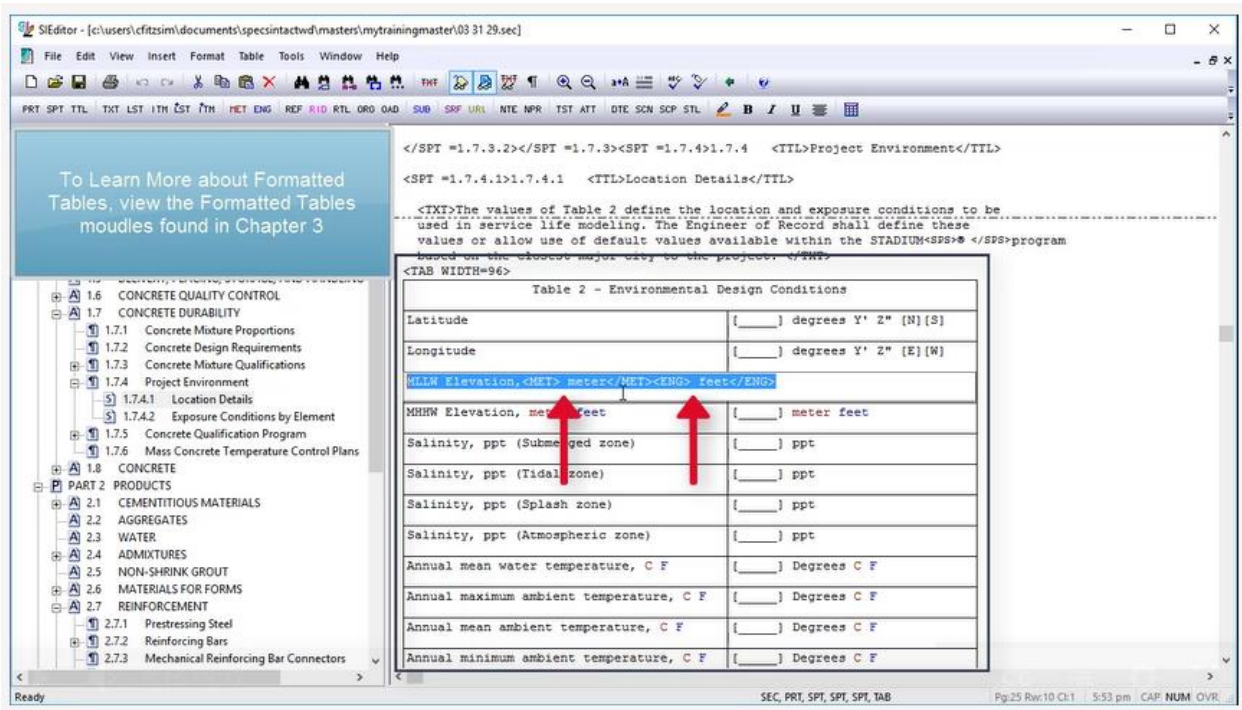

Let's *navigate* to **1.7.4**. This particular Table has both Metric and English Units within the Table. As we examine the first column and fourth row, you can see that there are both Metric and English units within the cell, but the tags are not visible.



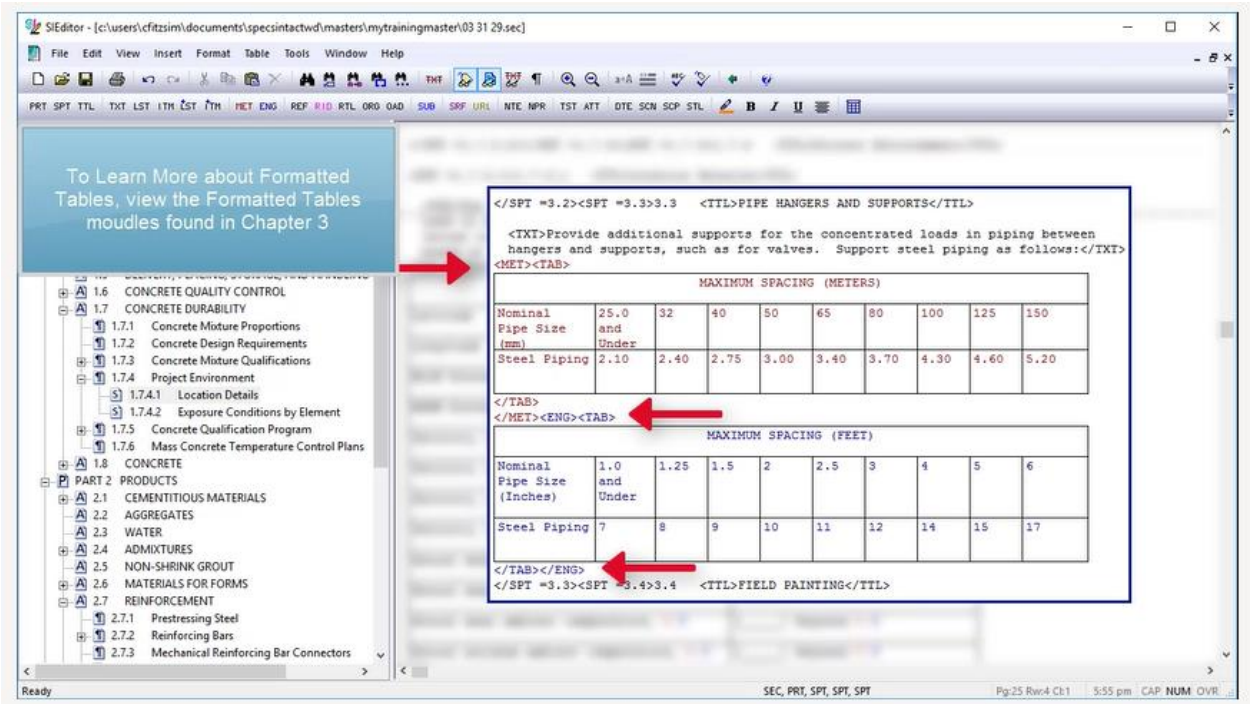
In order to see the tags, we must select the cell so we are in Edit Mode



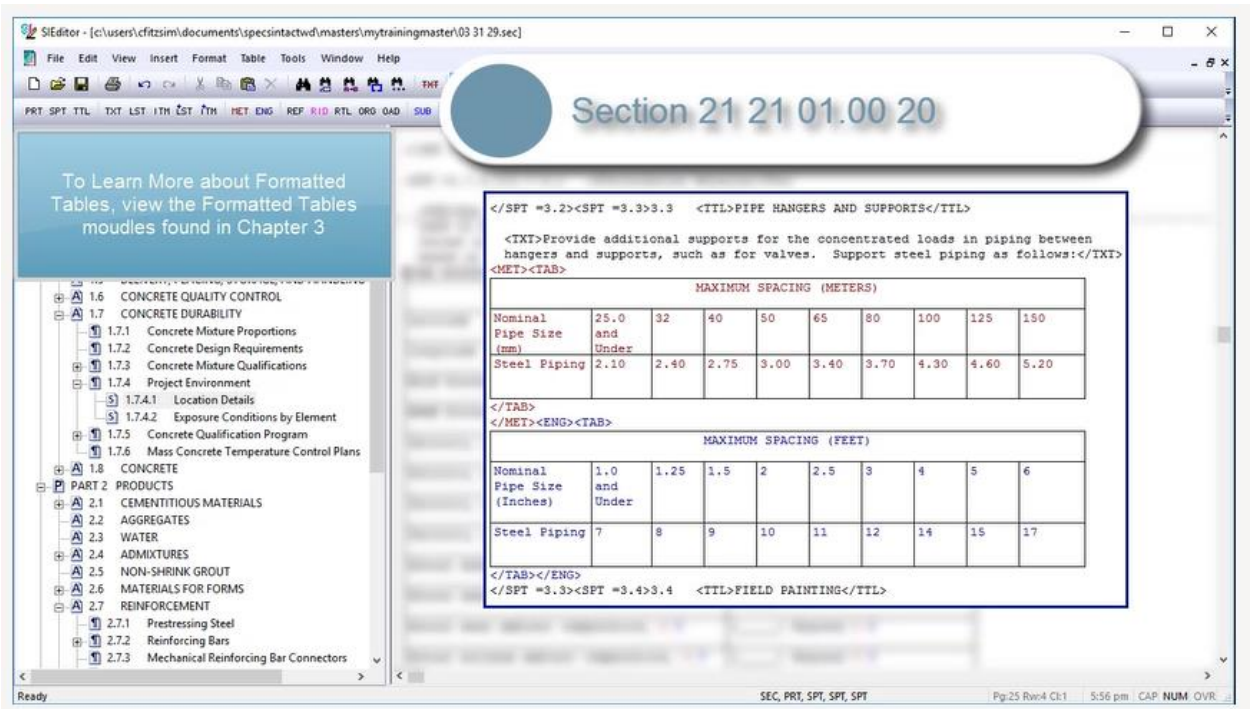

Again, since the Metric and English Tags were in the middle of the sentence, the leading space was included.



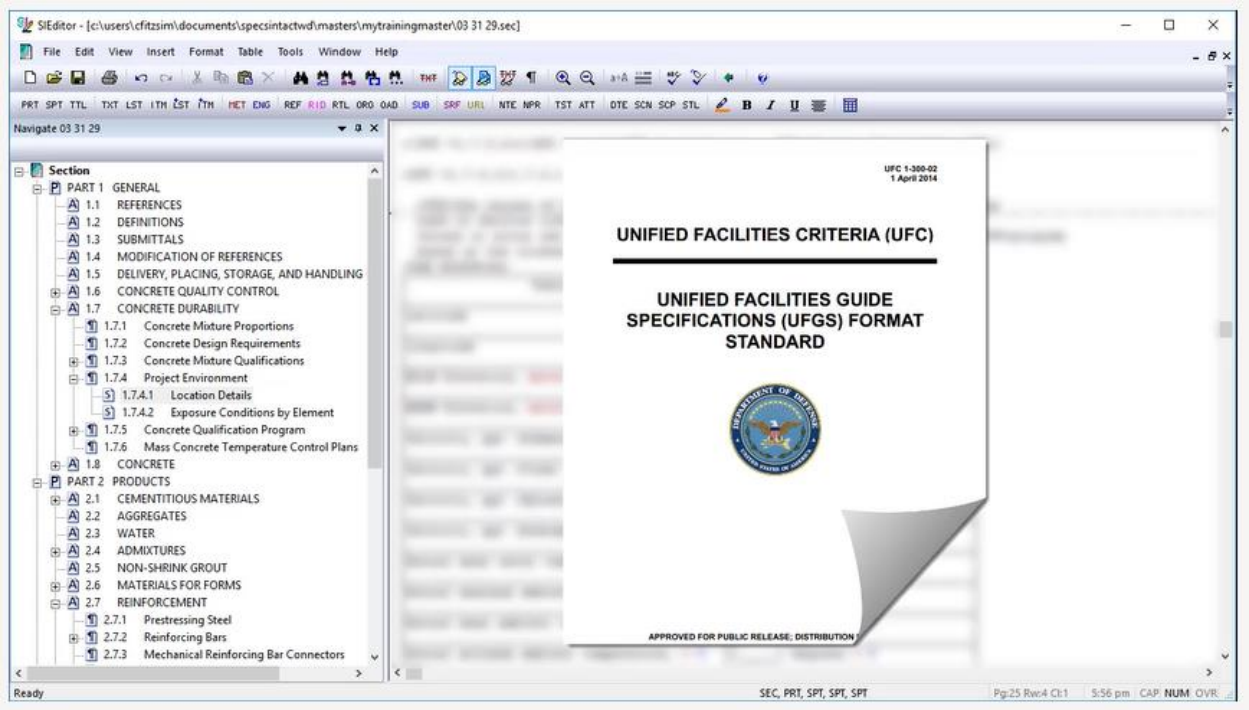
Often times, adding Metric and English units within a formatted Table is too complex. When this is the case, we recommend that you create two separate Tables. First you will create the first Table, then duplicate the Table, modify the contents and then place the Metric and English Tags around each of the Tables. Here's an example of Tables that were setup this way. As you see, the First Table, is Metric Table and the beginning Metric Tag is positioned before the beginning Table Tag, whereas the ending Metric Tag, will end on the same line as the Beginning English Tag and beginning Table Tag. The ending English Tag will end following the ending </TAB> tag. By ensuring the tags are positioned correctly, when hidden, they will align properly.




An example of this Table can be found in Section 21 21 01.00 20.



It is up to you to decide which method will work best for the Table you are inserting. Before we conclude this lesson, I want encourage you to test the English and Metric units as you go! As you become more proficient with the tagging, you will not have to test them as frequently. When preparing a UFGS Master, it is imperative that you refer to the Unified Facilities Criteria (UFC) Unified Facilities Guide Specifications (UFGS) 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 Metric and English Units of Measure 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: