

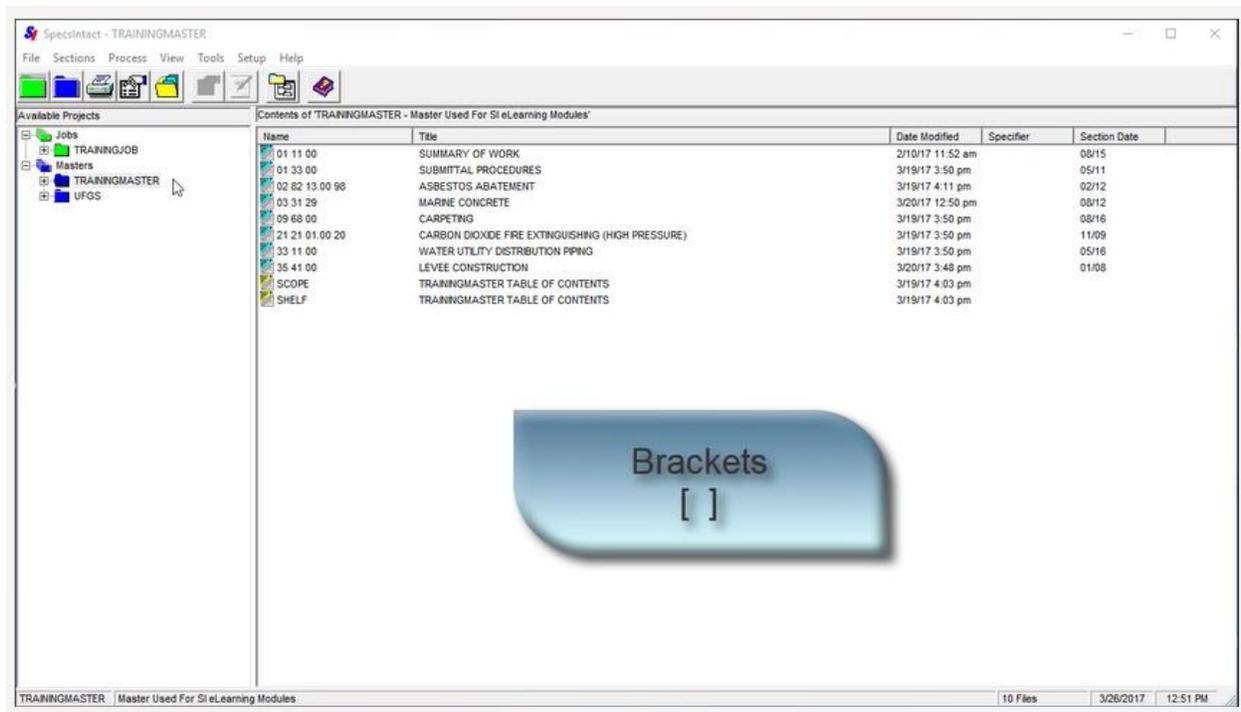
# SpecsIntact eLearning Modules Transcript

## Module: Chapter 7 – Master Bracket Verification Report

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.

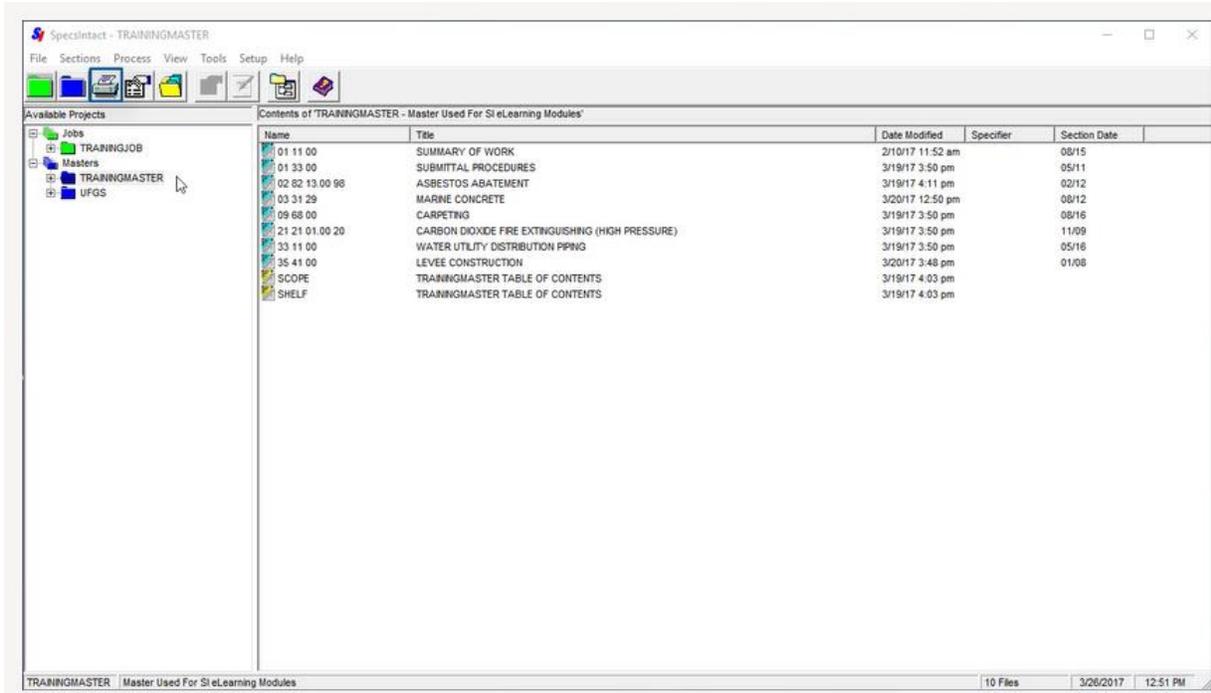
00:00:10,000 --> 00:00:46,233

In this module, you will learn about the Bracket Verification Report for Masters, and how to correct issues that may arise during the editing process. The report will assist you in locating missing beginning or ending brackets. Brackets are incorporated in the UFGS Master Text to provide the Designer or Editor with the ability to choose among several options of information. Unmatched brackets are usually found when performing your quality assurance checks on the Section prior to release.

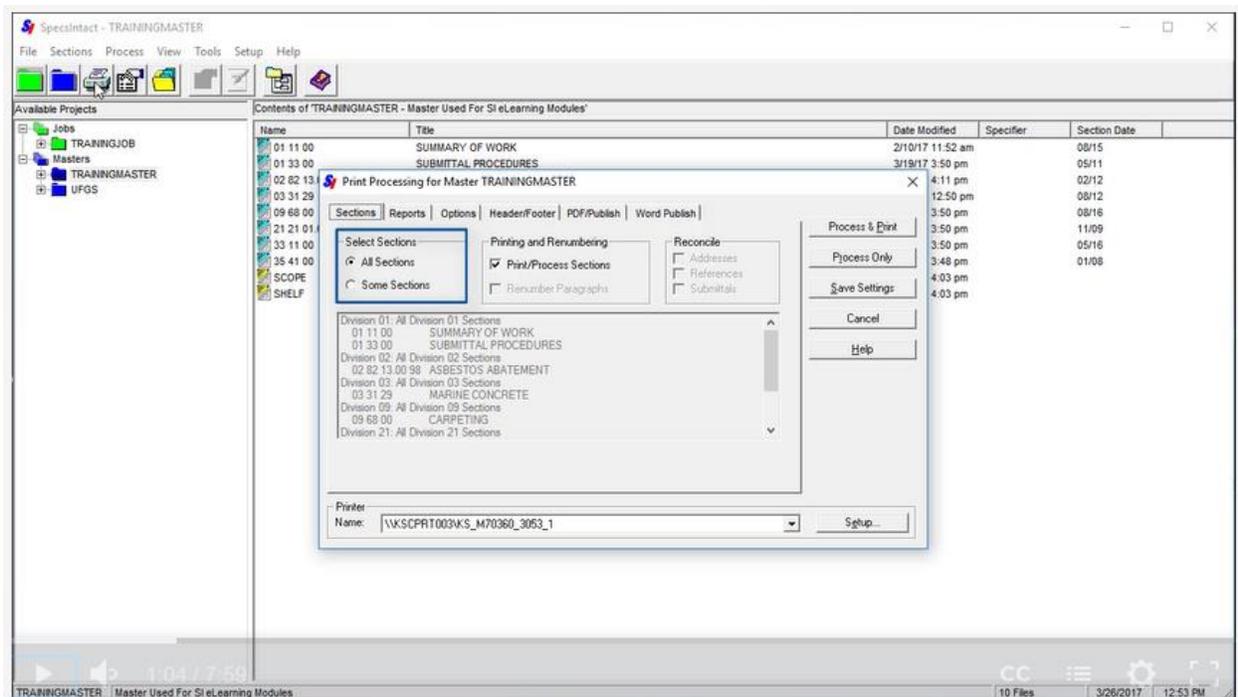


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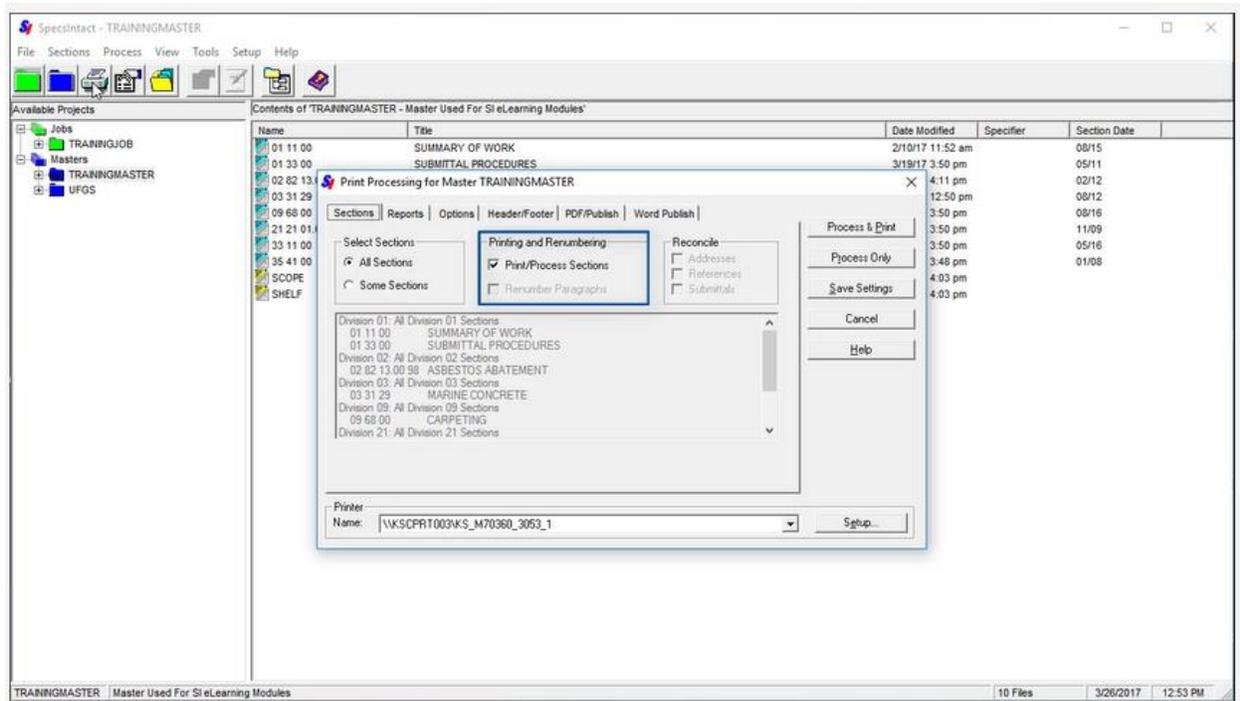
Let's start by generating the Bracket Verification Report. From the SI Explorer, let's select the **Process Print/Publish** command on the Explorer's Toolbar.



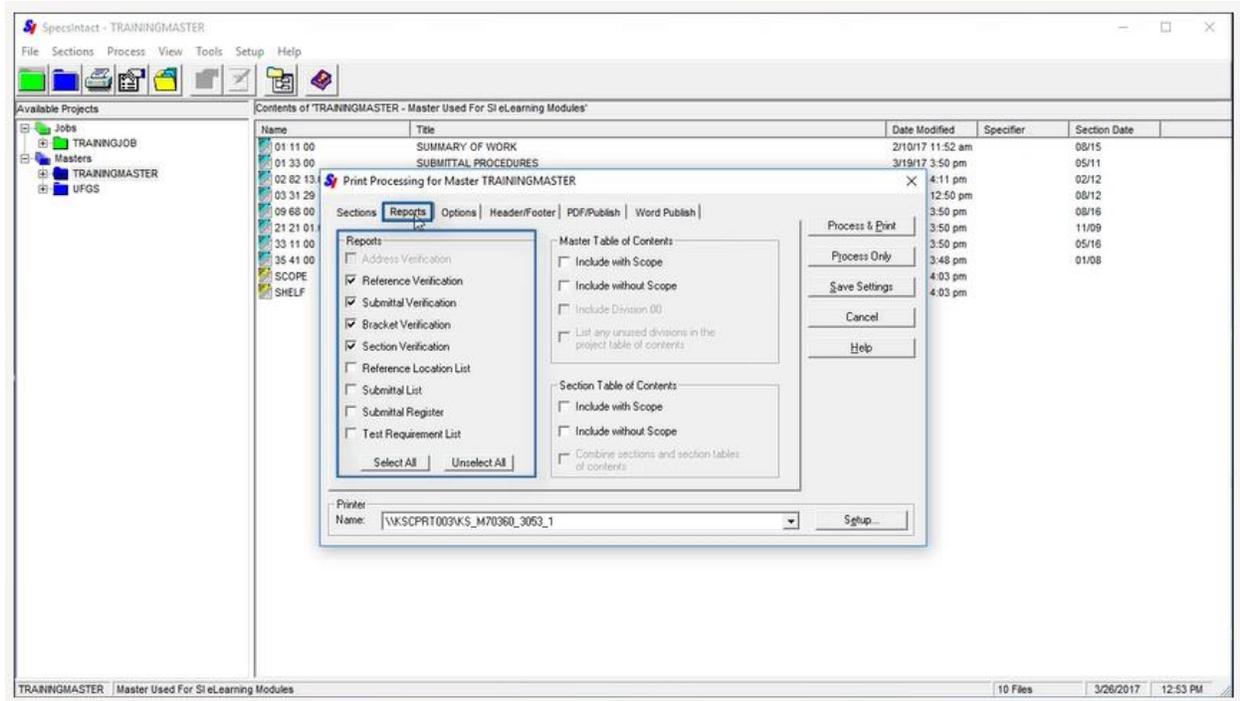
When the Process and Print/Publish dialog box opens we are positioned on the Sections Tab. The Master default options are different than the ones for a Job. Under Select Sections, by default you should have All Sections selected, but you also have the option to select Some Sections, if you want to check one or more sections opposed to the entire Master.



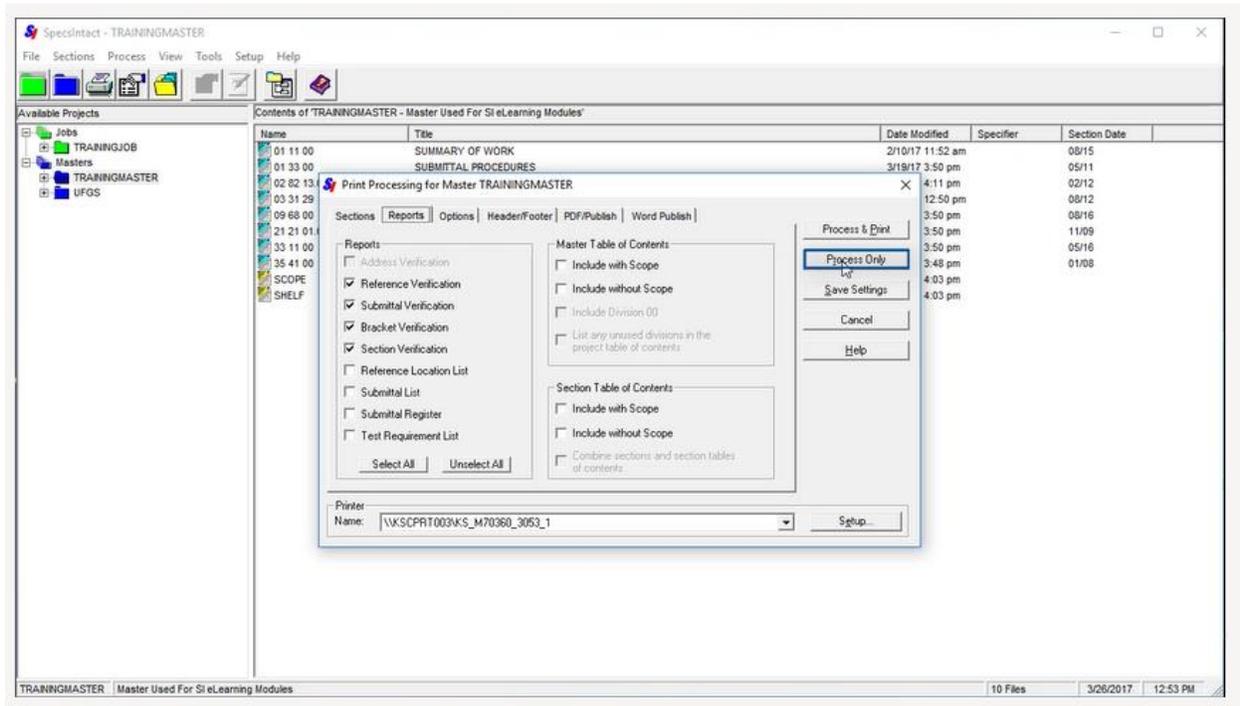
Below Printing and Renumbering, Print/Process Sections is selected.



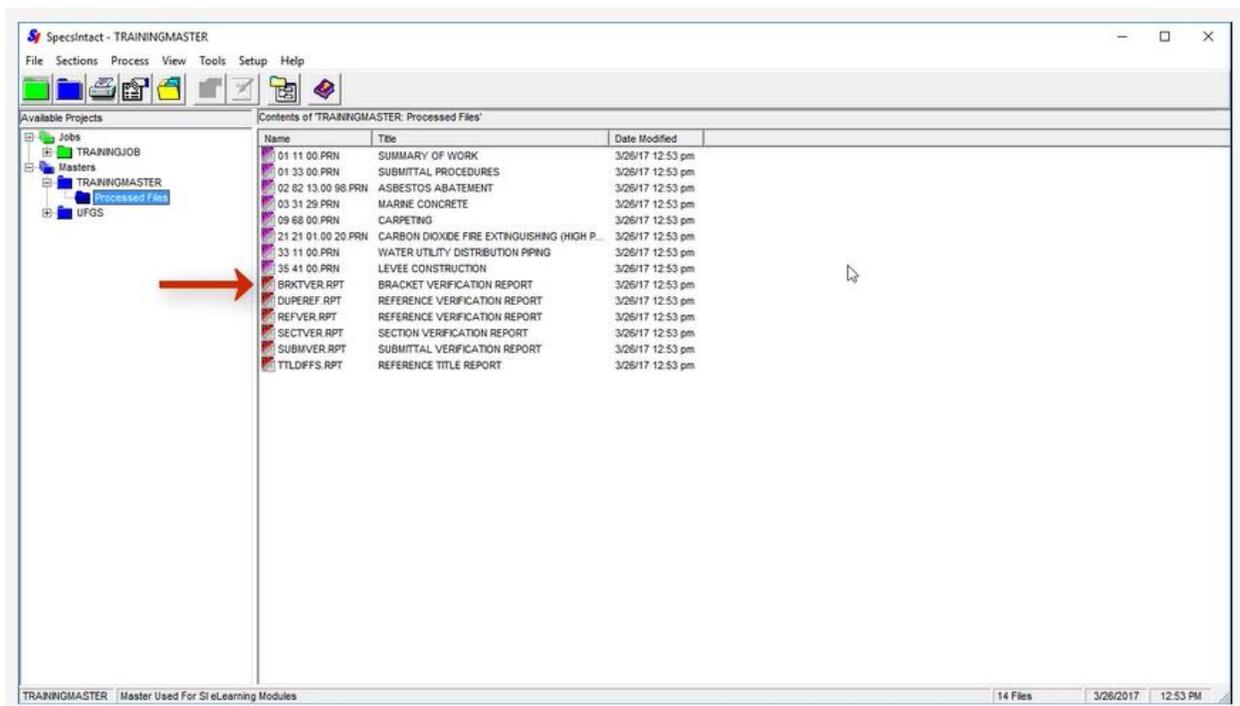
On the Reports Tab, the Verification Reports that are required for a Master are selected by default.



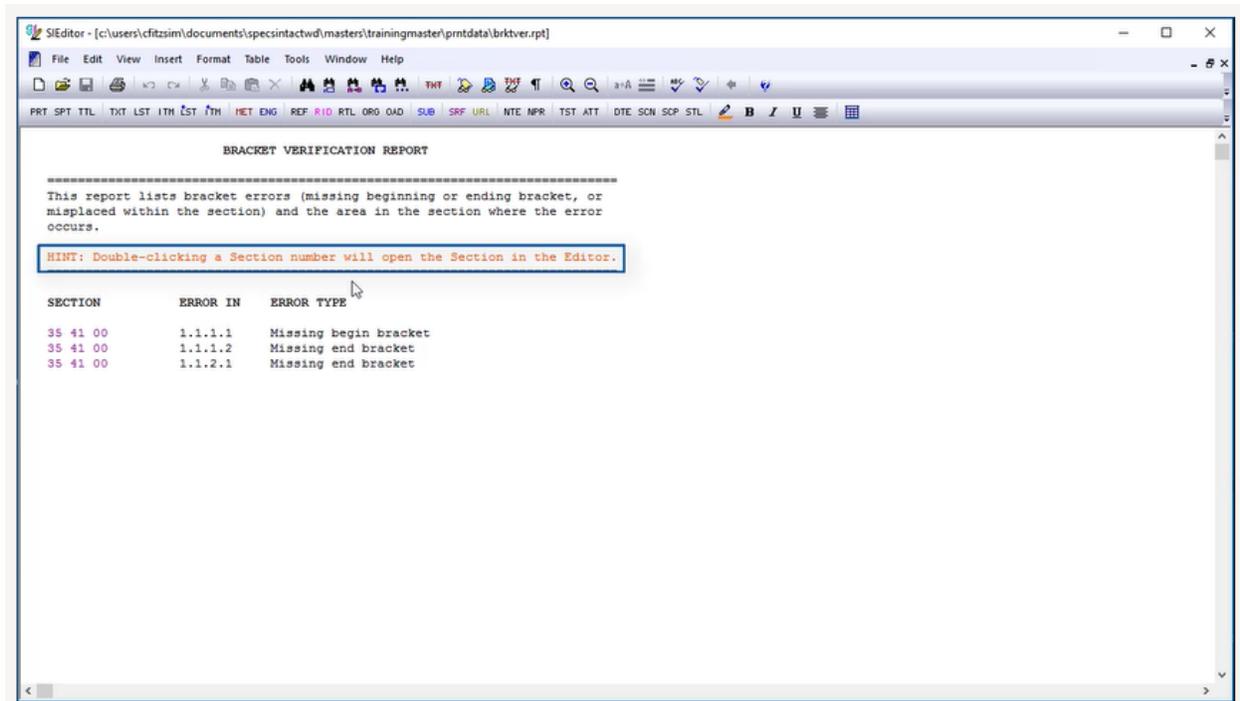
Now that we have verified the settings you should always use to generate the Reports to create electronic files, let's select the 'Process Only' button.



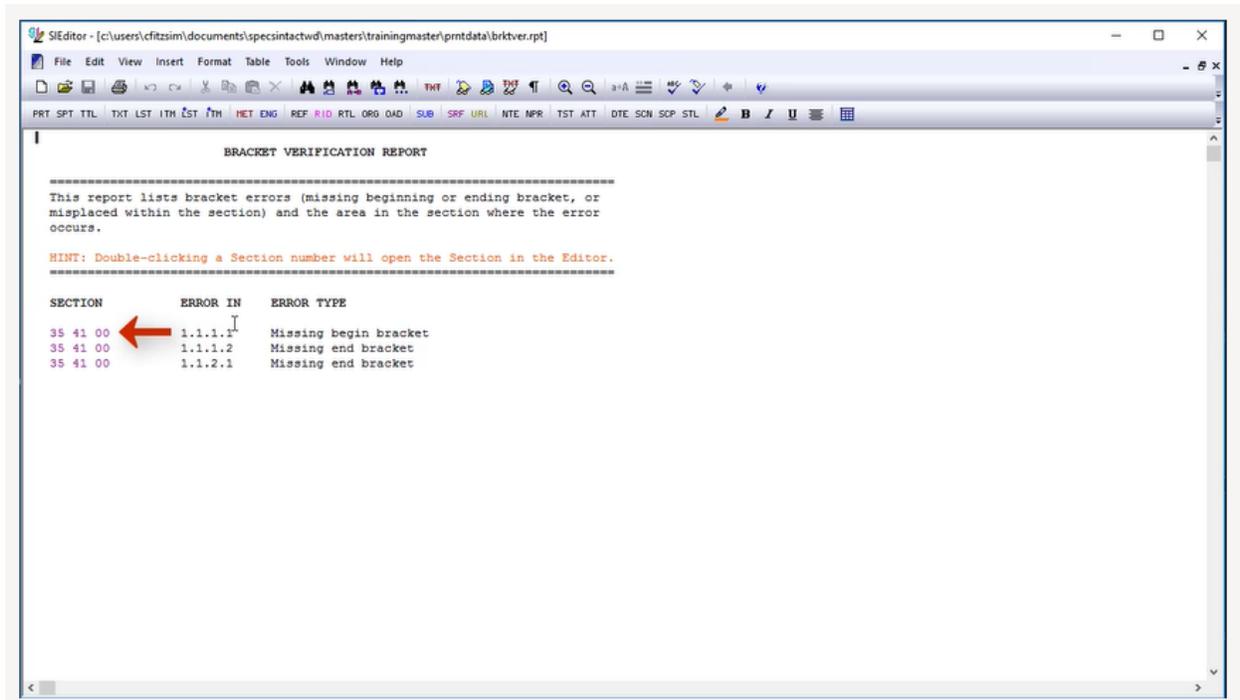
When the processing is complete, we will be returned to the SI Explorer, positioned at the Processed Files folder. Let's double-click to open the **Bracket Verification Report**.



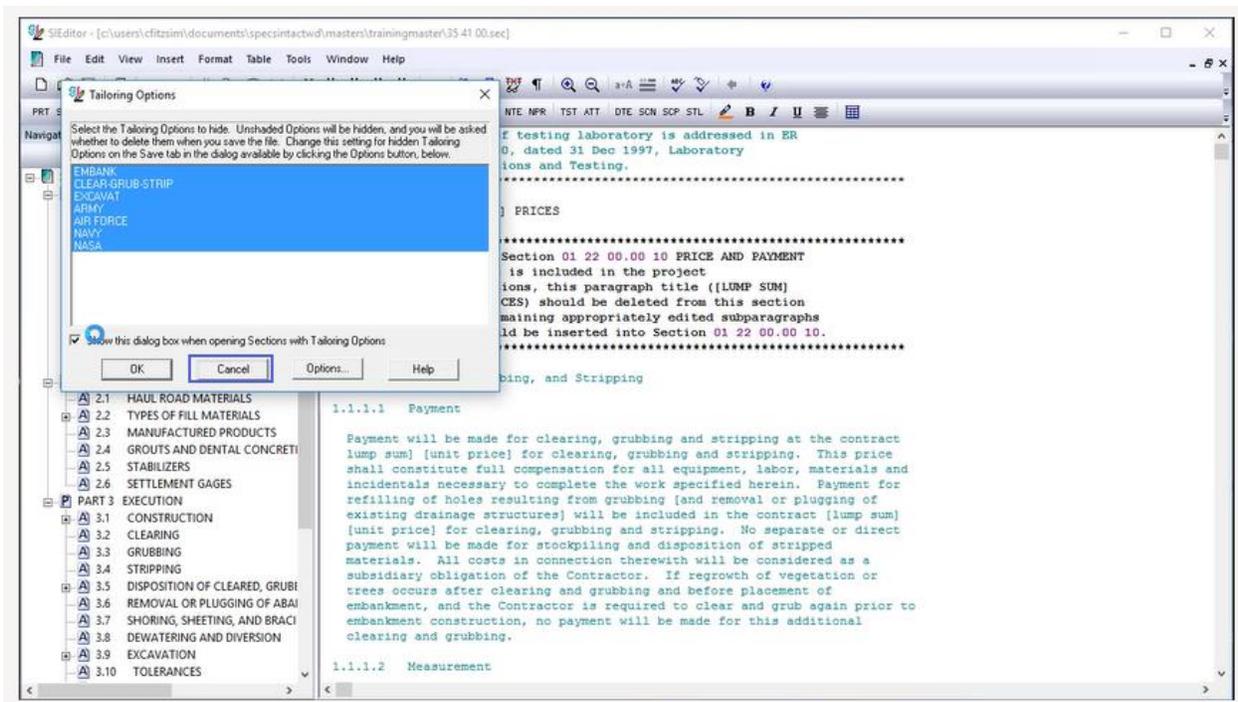
The purpose of this report is to inform you that the Section contains unmatched beginning or ending Brackets so you have the opportunity to correct them before the Section is finalized. I'd like to bring your attention to the Hint that is provided on all the Validation and Verification Reports which states, 'Double clicking a Section number will open the Section in the Editor'. SpecsIntact will attempt to take you directly to the issue or as closely as possible.



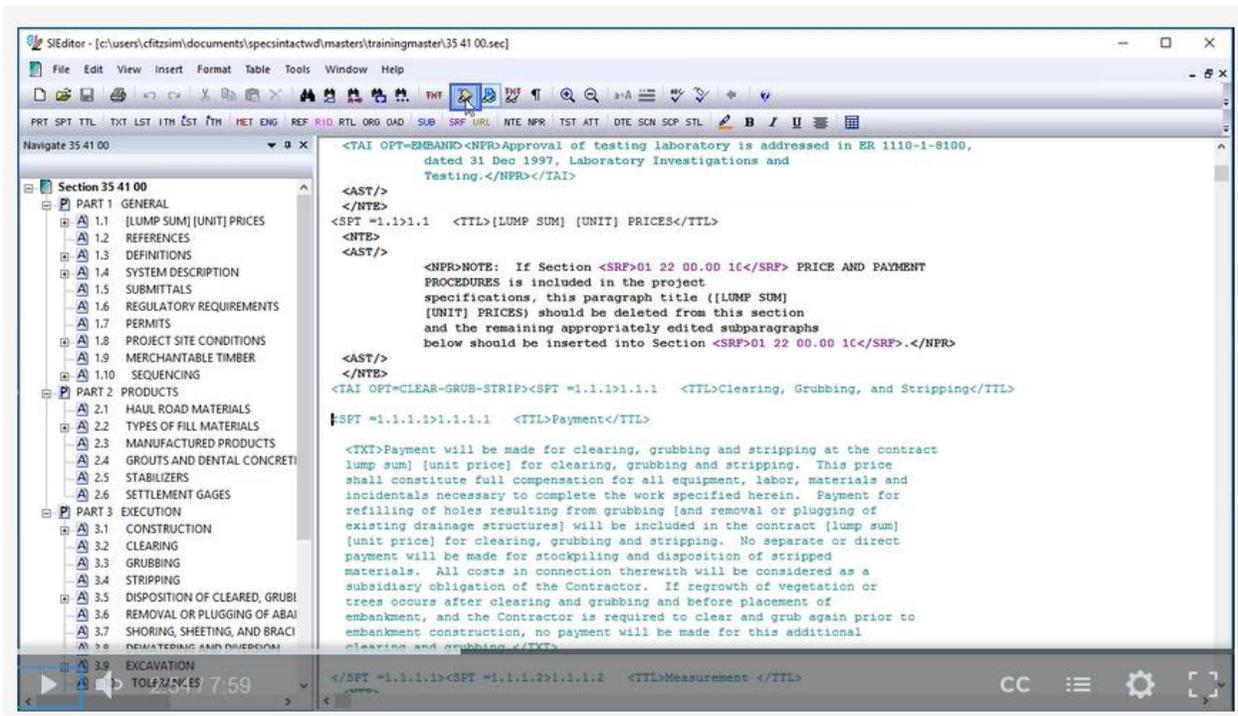
As we examine this report, you see that we have missing begin brackets in Subpart 1.1.1.1 and missing end brackets in Subpart 1.1.1.2 and 1.1.2.1. Let's place our cursor over the **Section number** for the first problem and double-click.



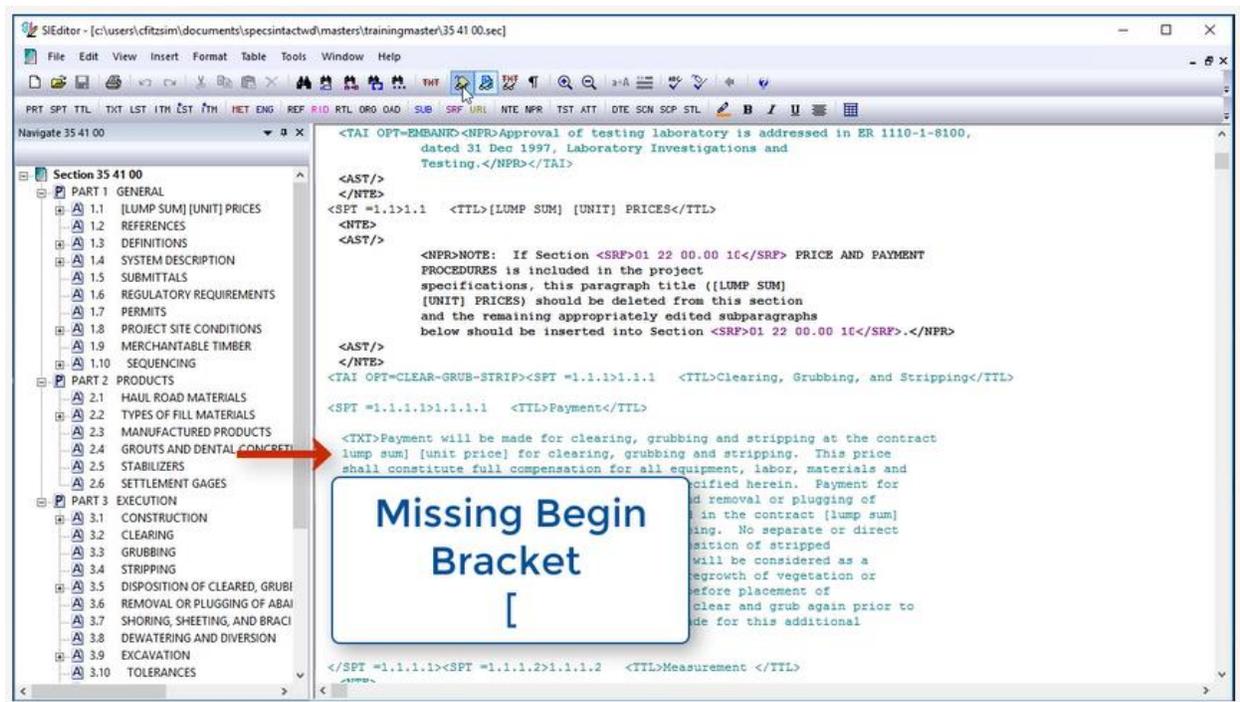
If the Tailoring Options dialog box opens, select **Cancel**.



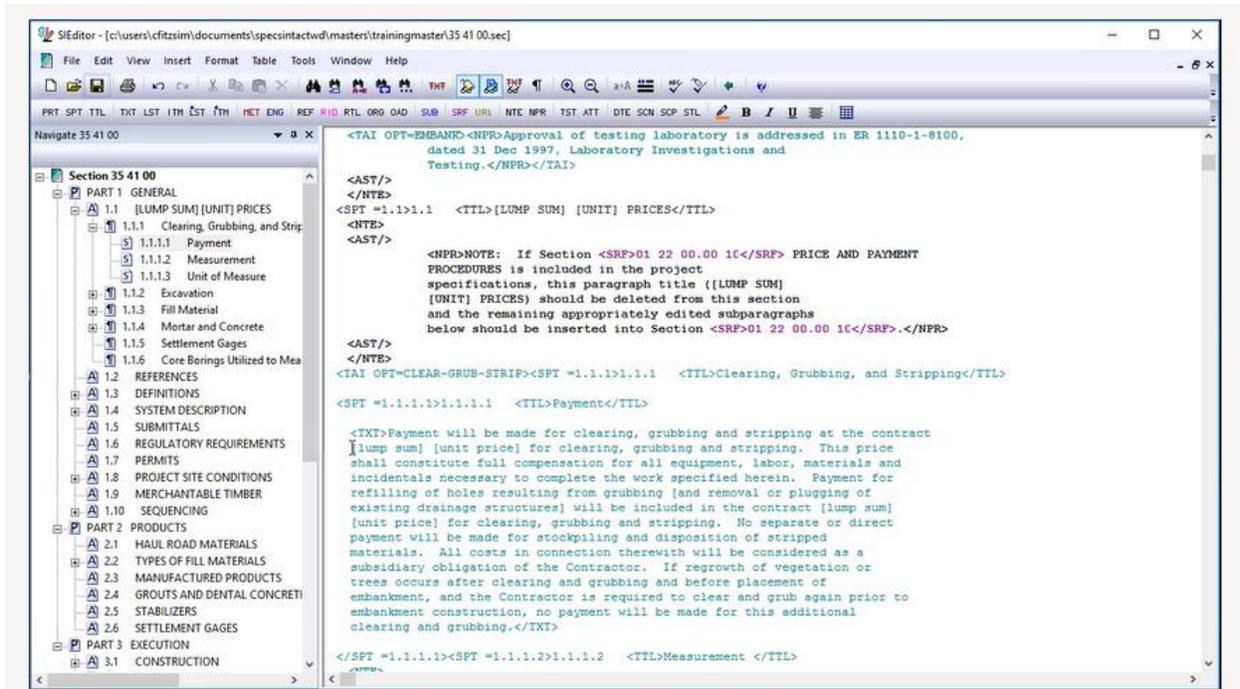
For the Editor to perform an accurate find, the Tags and Revisions must be hidden. In order to continue, let's go ahead and select the **Toggle Tags View** button, so our tags are visible.



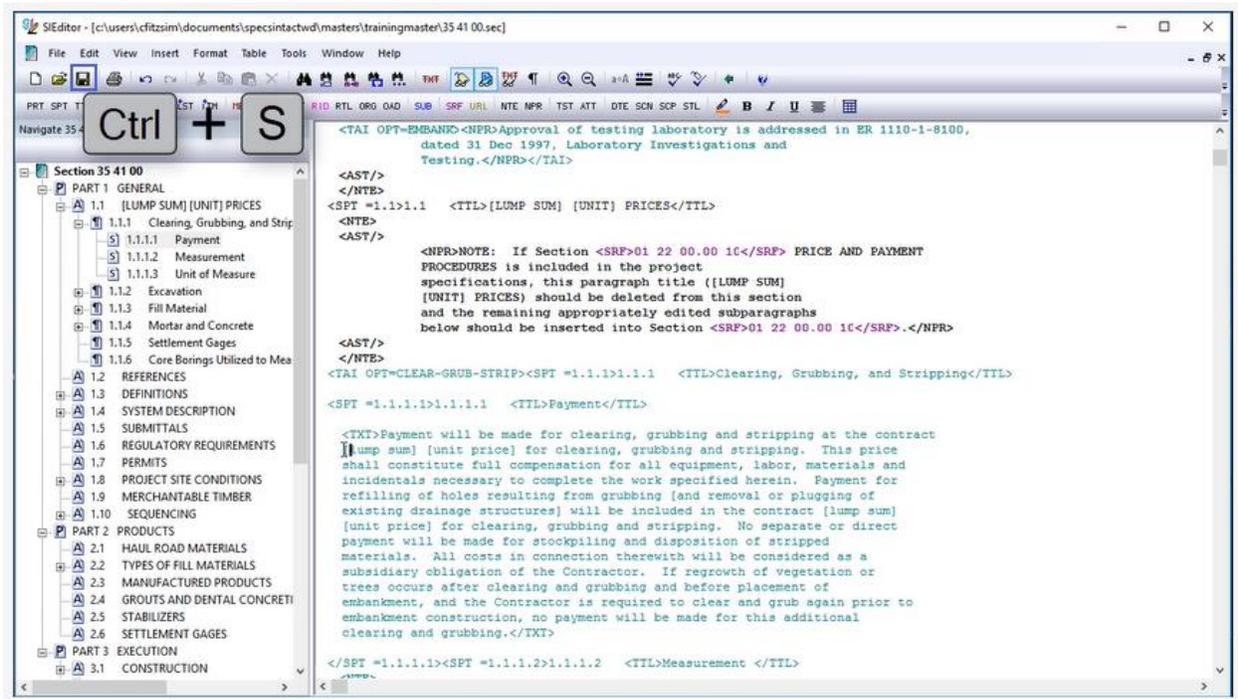
As we examine the first sentence of Subpart 1.1.1.1, we see there is a missing begin bracket just before 'lump sum'.



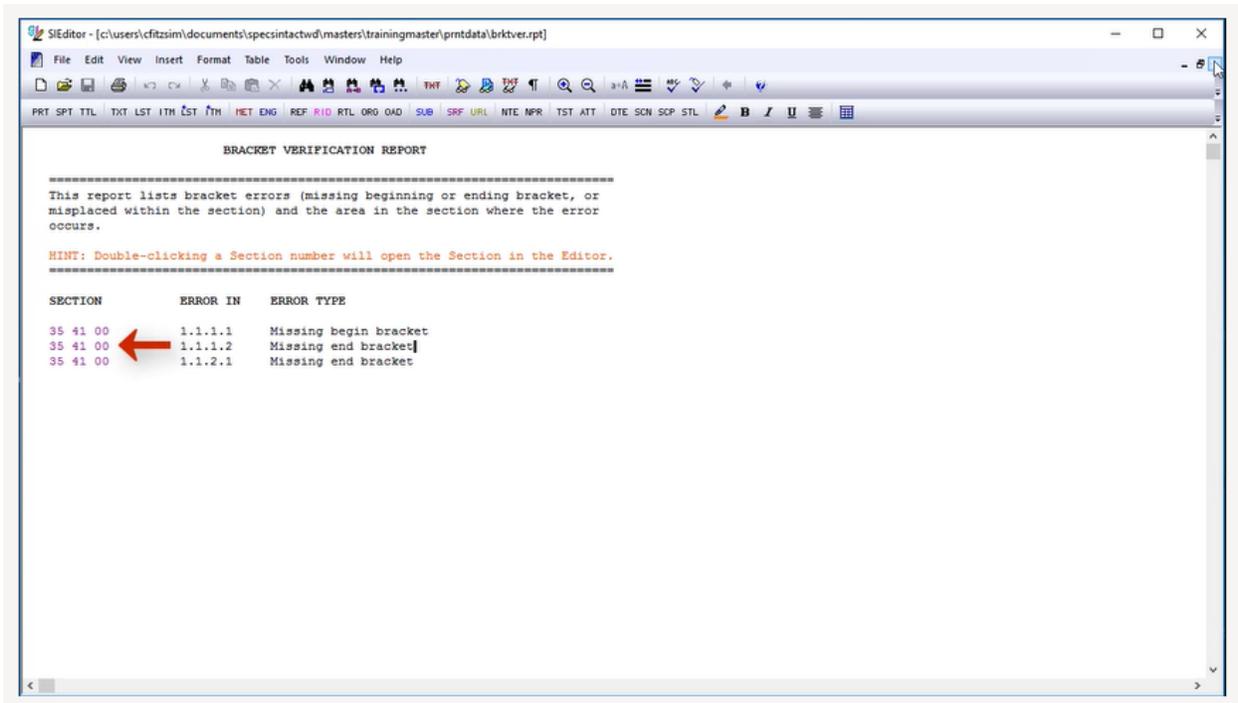
To correct this issue, let's place our cursor before **lump sum** and enter an **opening bracket**.



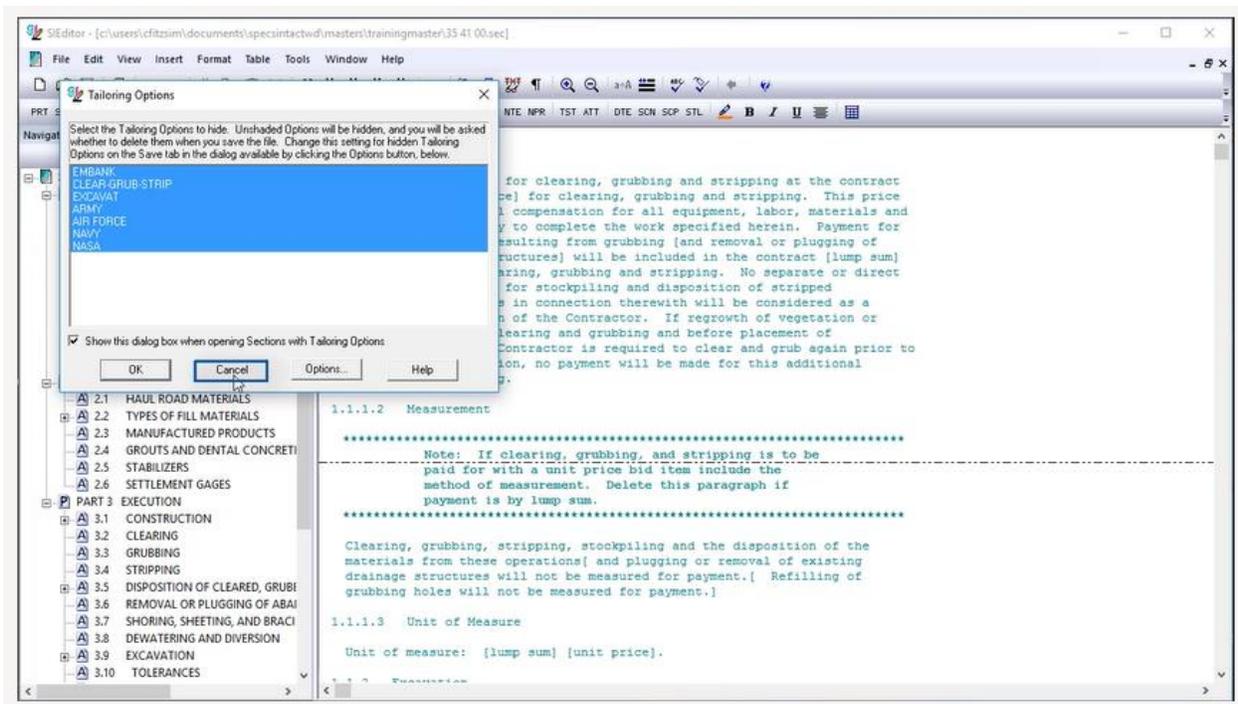
Before we continue, we need to save the Section by either clicking on the Editor's Toolbar Save Button, or by using the keyboard shortcut Ctrl+S. Since we have other issues to resolve, let's close the **Section** so we can easily return to the **Bracket Verification Report**.



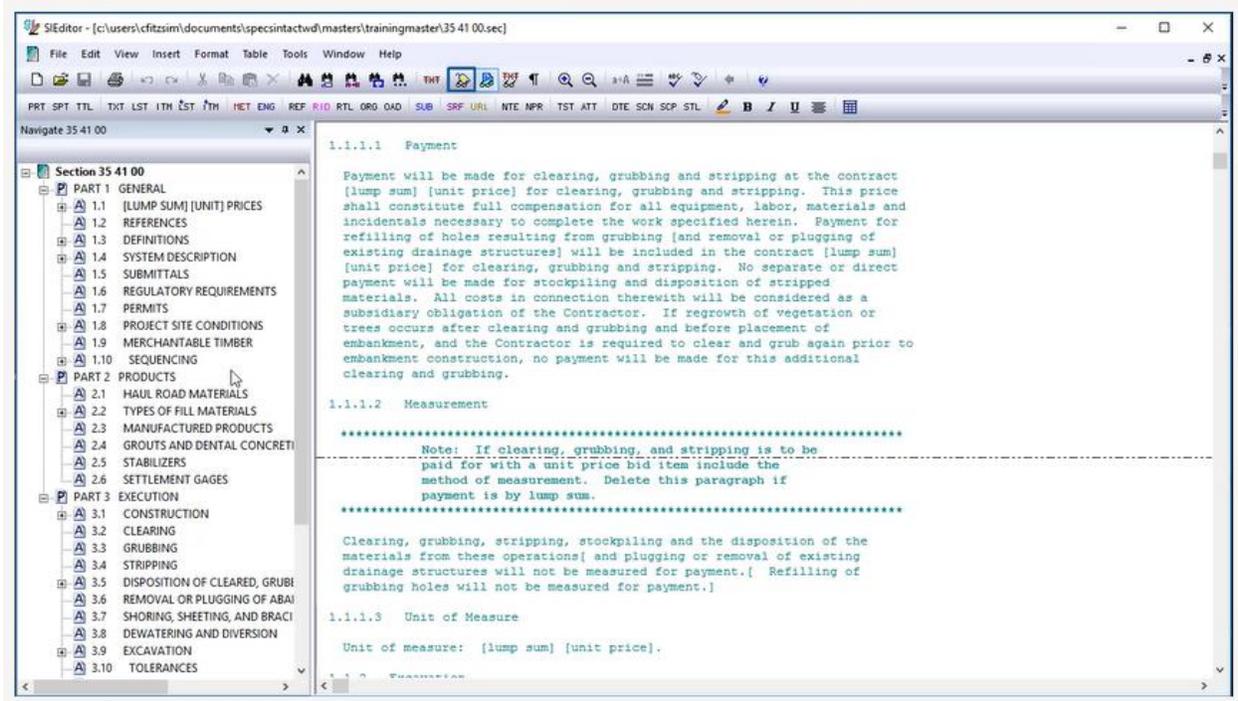
Now double-click on the second issue to locate the missing bracket within **Subpart 1.1.1.2**.



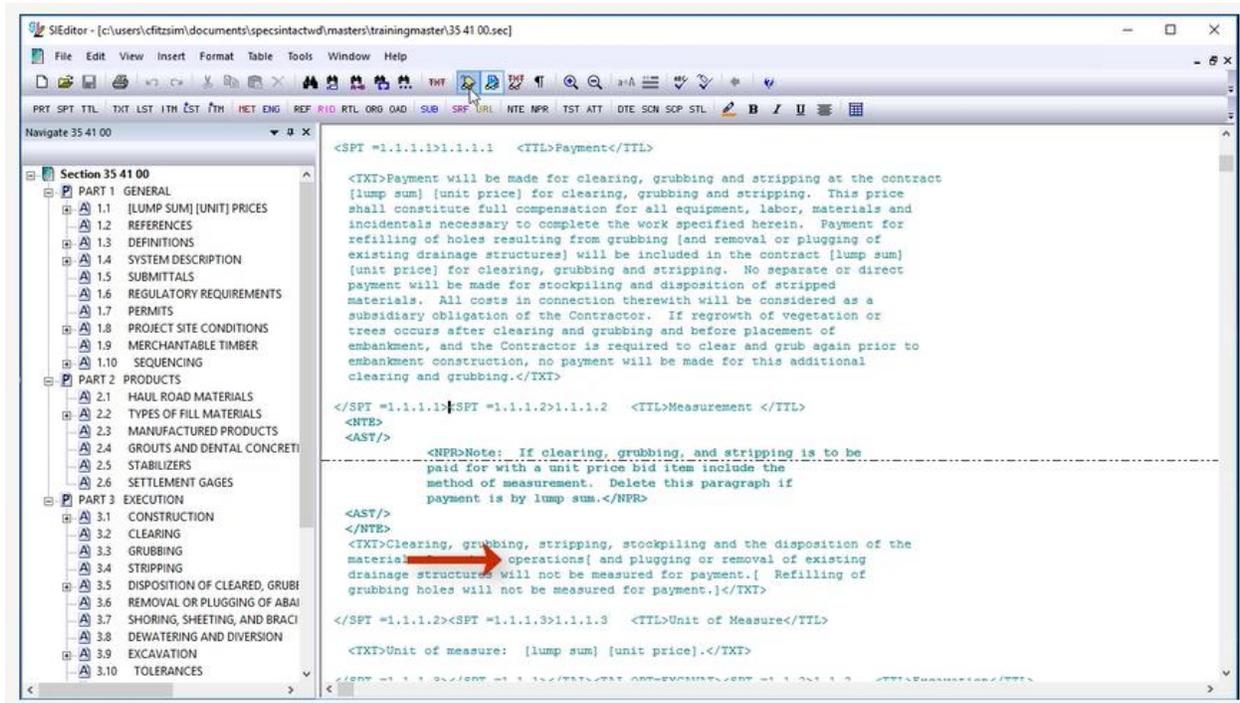
Again, If the Tailoring Options dialog box opens, select **Cancel**.



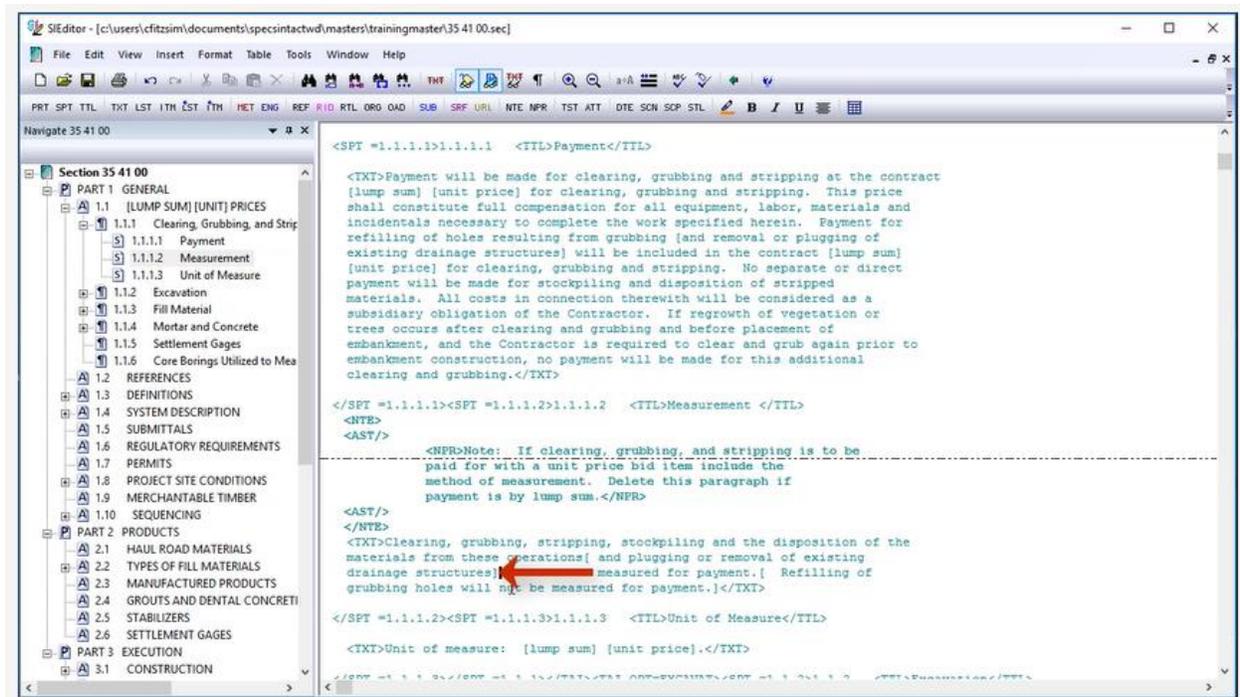
Select the **Toggle Tags View** button.



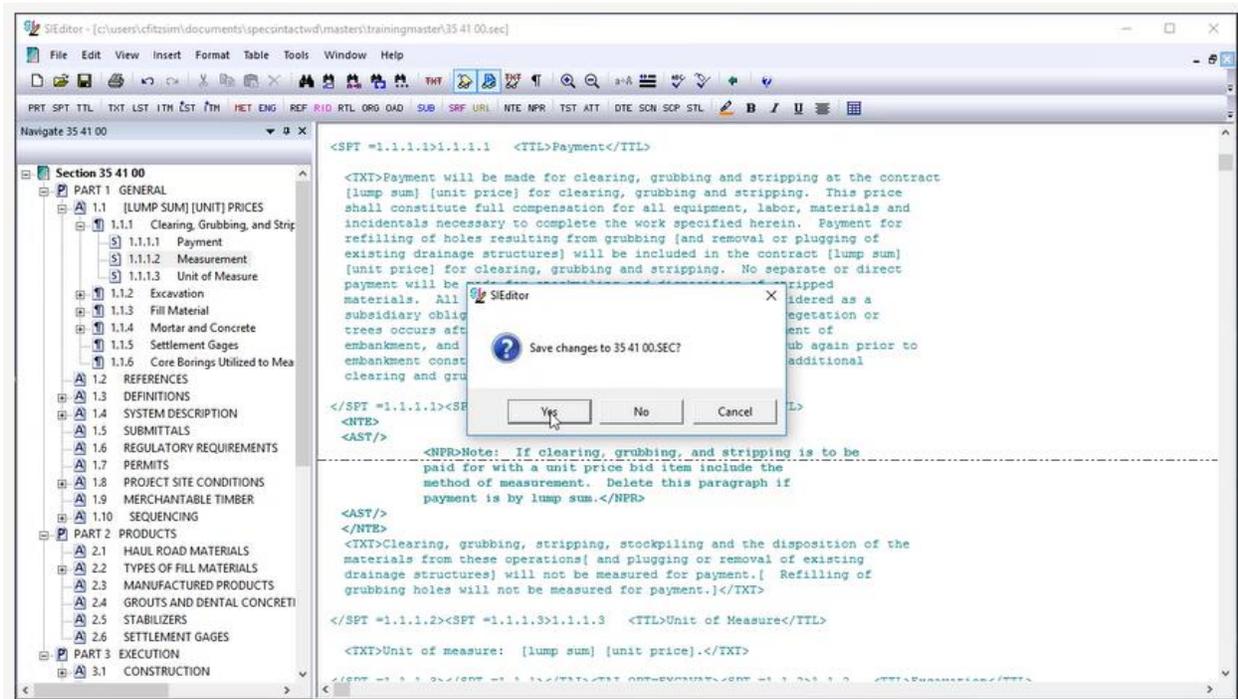
Within the first sentence of 1.1.1.2, you see that we have a begin bracket following 'operations', but there isn't an end bracket.



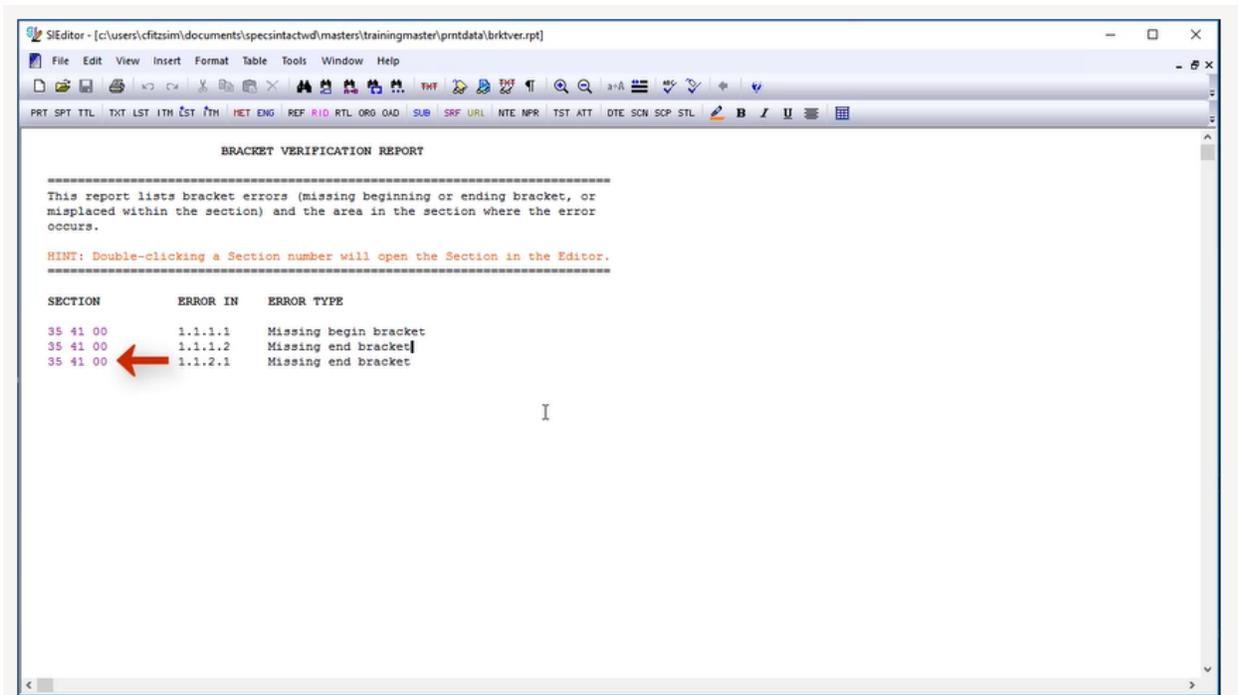
To correct the issue, place your cursor following 'drainage structures' and enter a closing bracket. Since we have another issue to resolve, we need to close the Section.



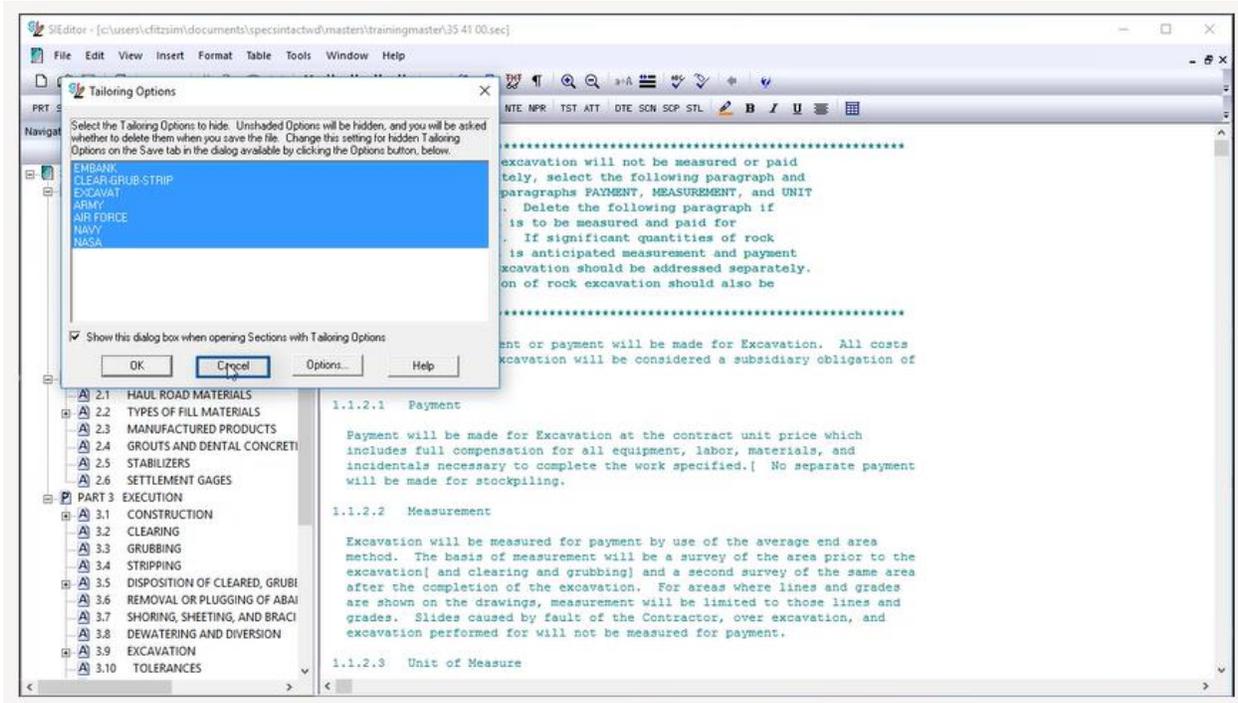
Because we failed to save the Section first, the Editor will verify whether you want to save the Section, so let's select **Yes**.



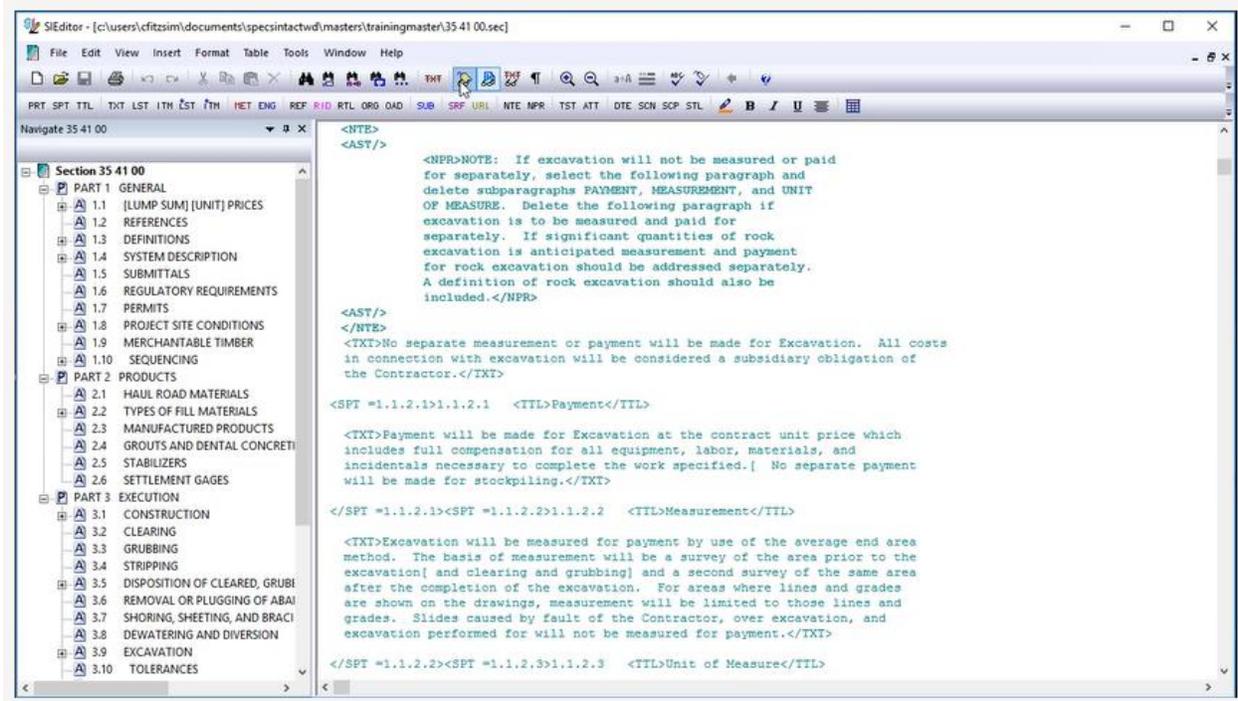
From the Bracket Verification Report, *double-click* on the last issue to locate the missing bracket within **Subpart 1.1.2.1**.



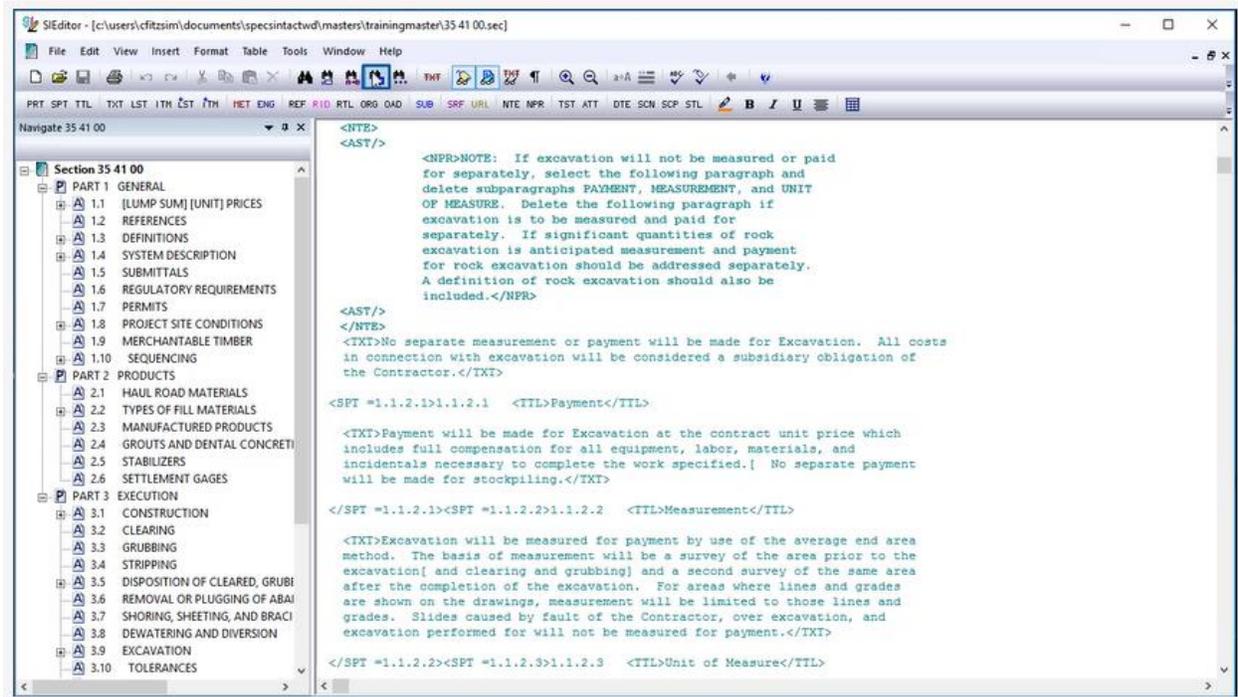
If the Tailoring Options dialog box opens, select **Cancel**.



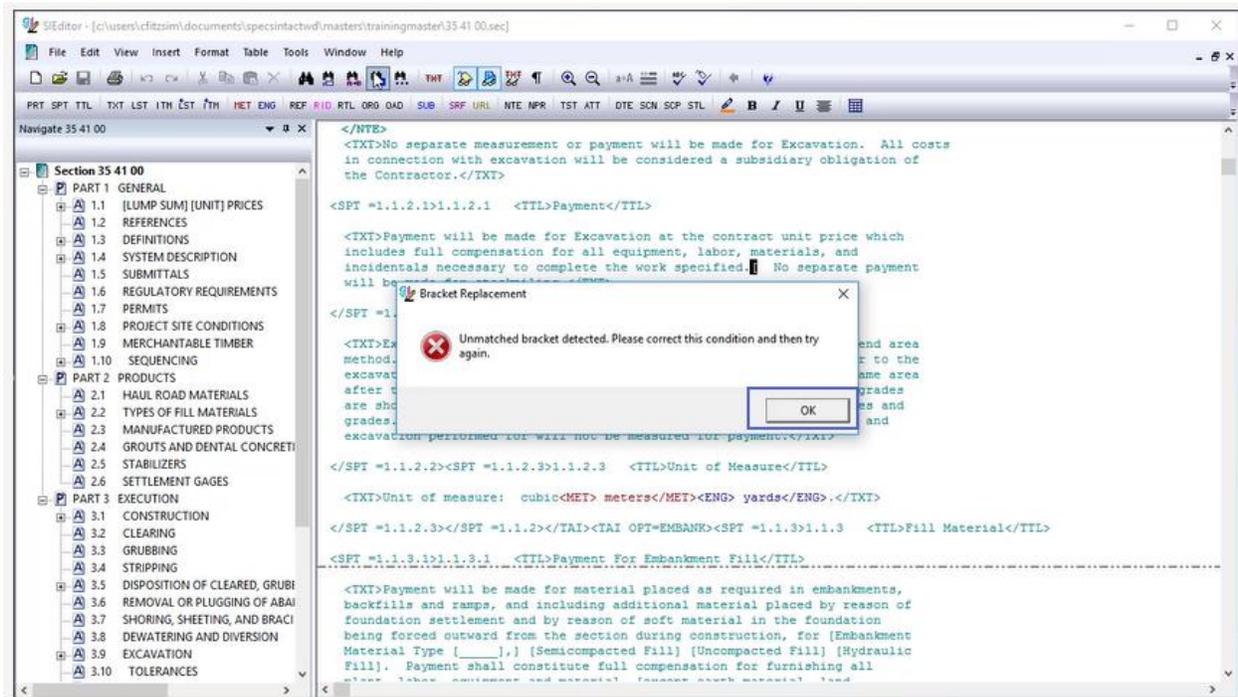
Again select the **Toggle Tags View** so our tags are visible.



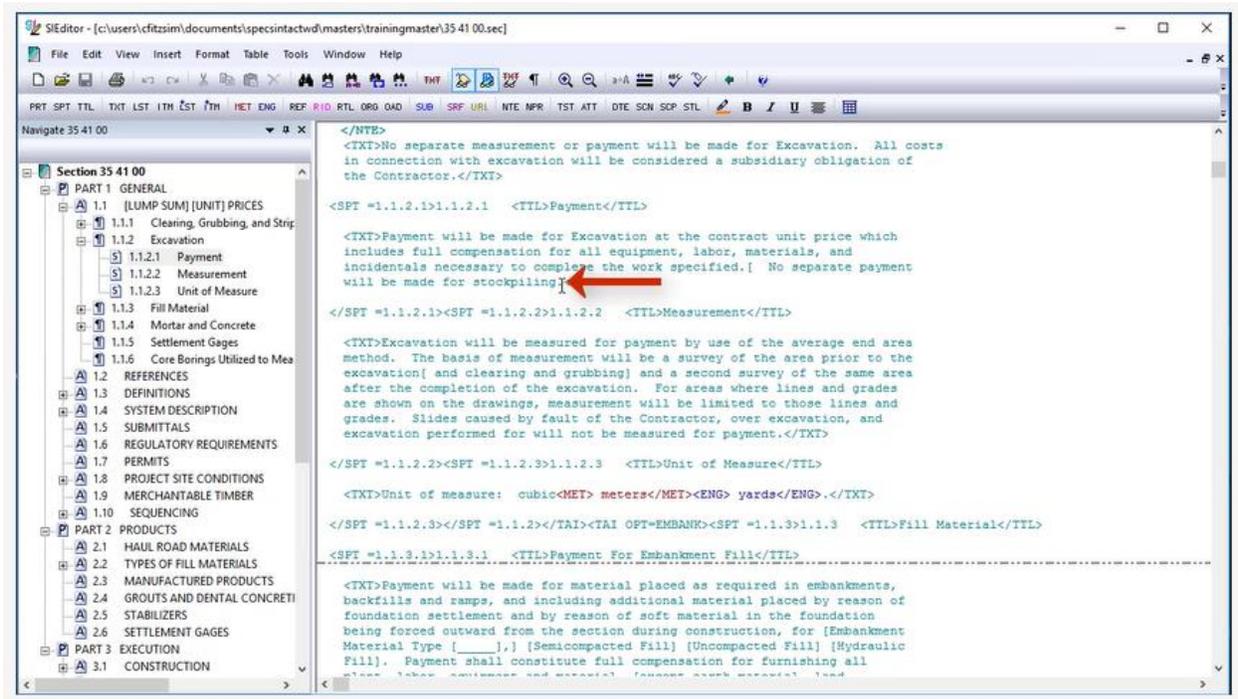
Notice we are positioned in front of the Subpart 1.1.2.1 tag. This time I want to show you a slightly different technique that only works with detecting missing or unmatched end brackets. Rather than trying to look through the text to find the problem, select the **Bracket Replacement Button**.



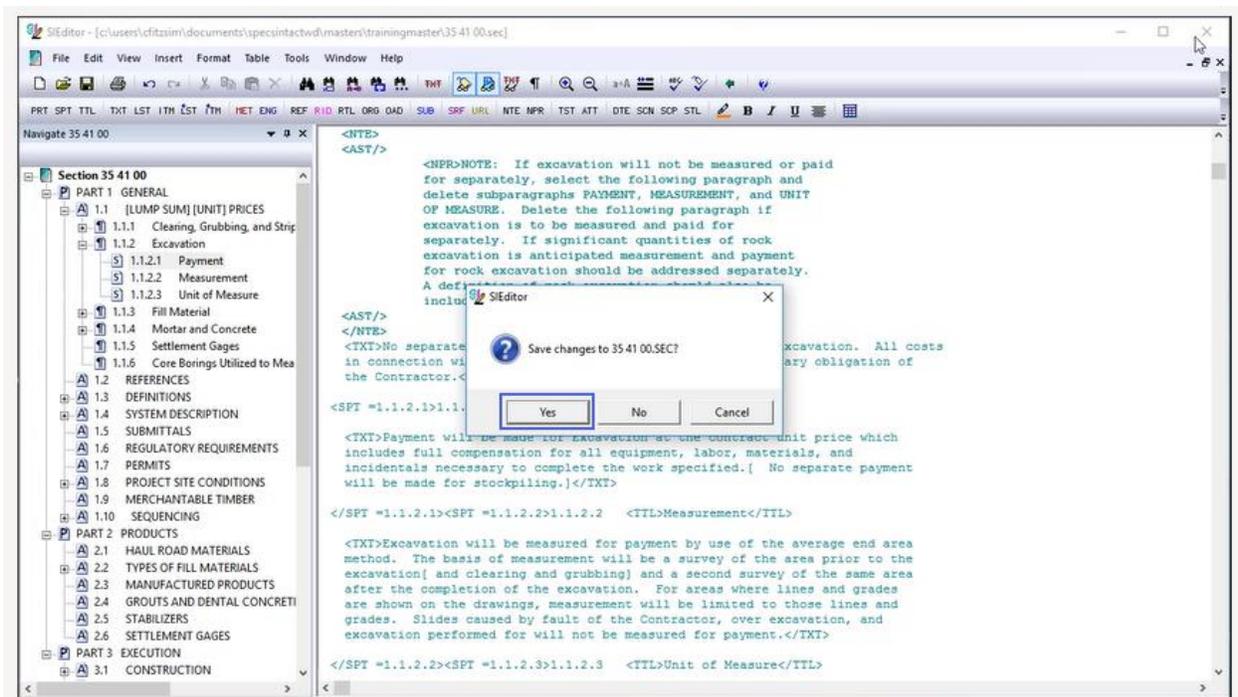
Immediately a message box opens stating 'Unmatched bracket detected. Please correct this condition and then try again.' let's go ahead and select **OK**.



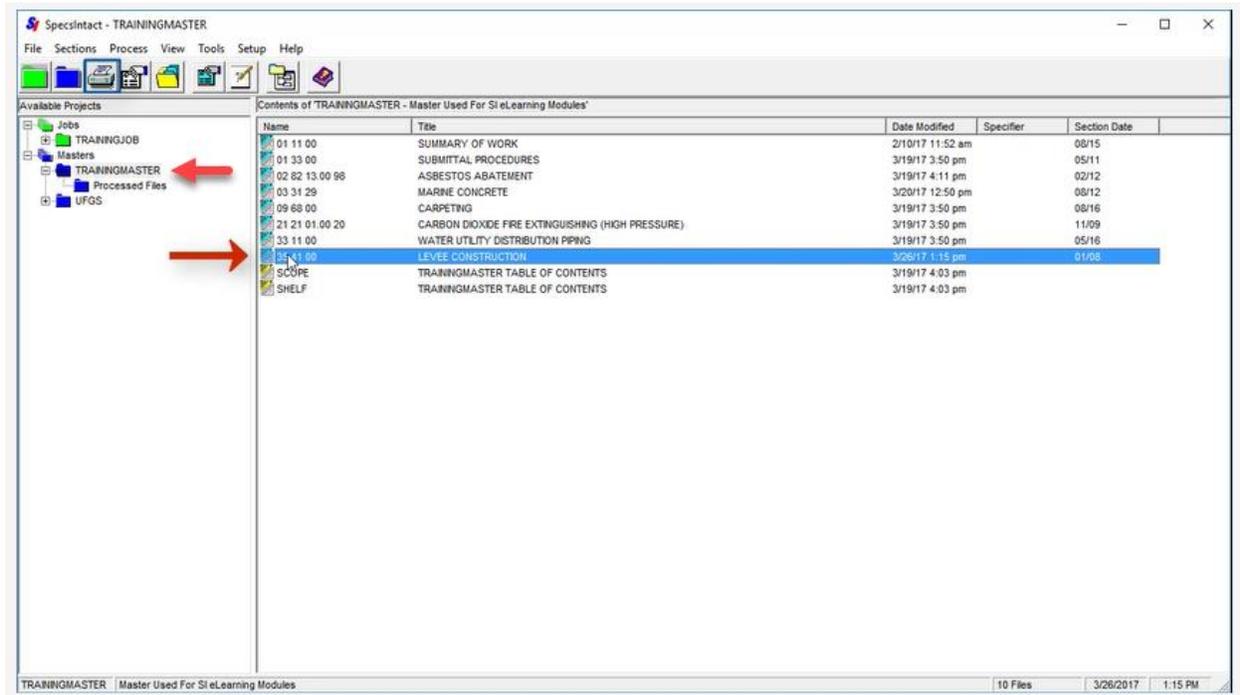
The Bracket Replacement will only find the “unmatched” beginning bracket which gets you a little closer to locating where the ending bracket should be placed. In this case, the ending bracket should be located at the end of the paragraph, so let's place the cursor at **end of the paragraph** following the period after 'stockpiling.' and enter the **closing bracket**.



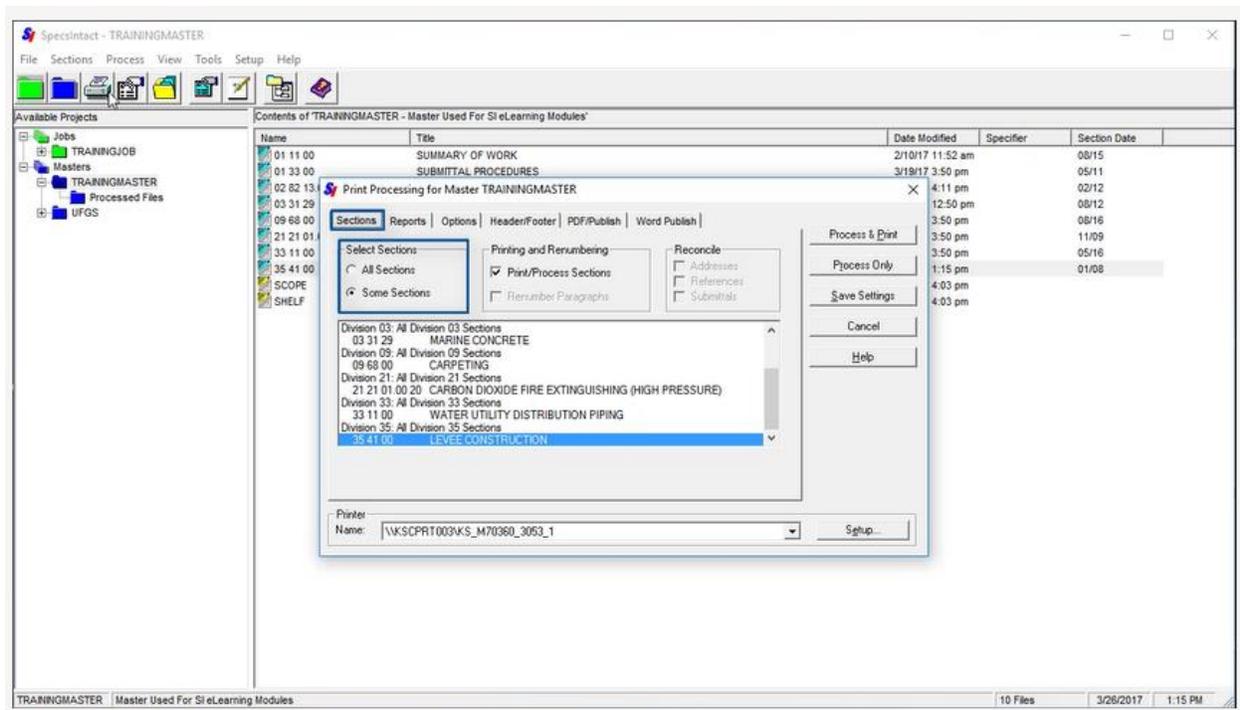
Locating missing begin and end brackets can be somewhat difficult because they are hard to locate, especially when the Section has a lot of bracketed choices. Sometimes it is necessary to print the Section, so you can use a highlighter or red pen to locate and pair the brackets. Since we have addressed the bracket issues in this Section, it is time to regenerate the reports to verify the Bracket Verification Report is clear. Let's close the **Section** and save our **changes**.



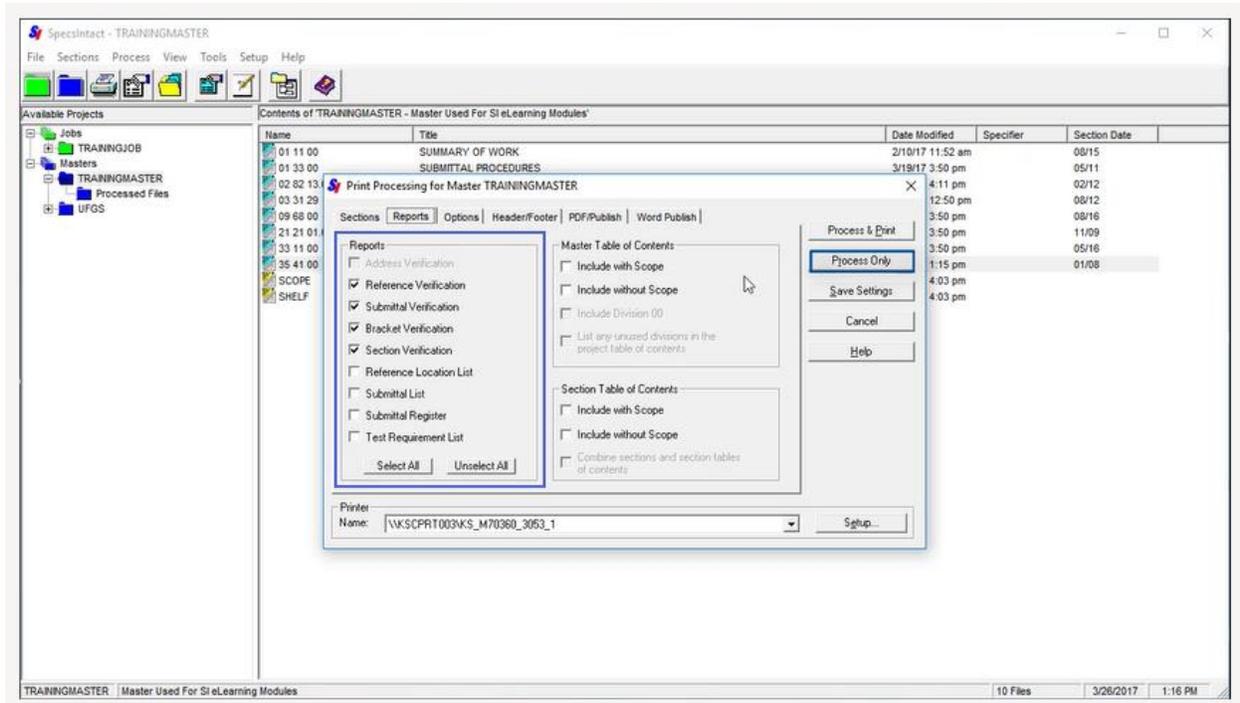
Now let's select our **Master** and select Section 35 41 00, with the Section selected, let's go ahead and select the **Process Print/Publish** button on the Toolbar.



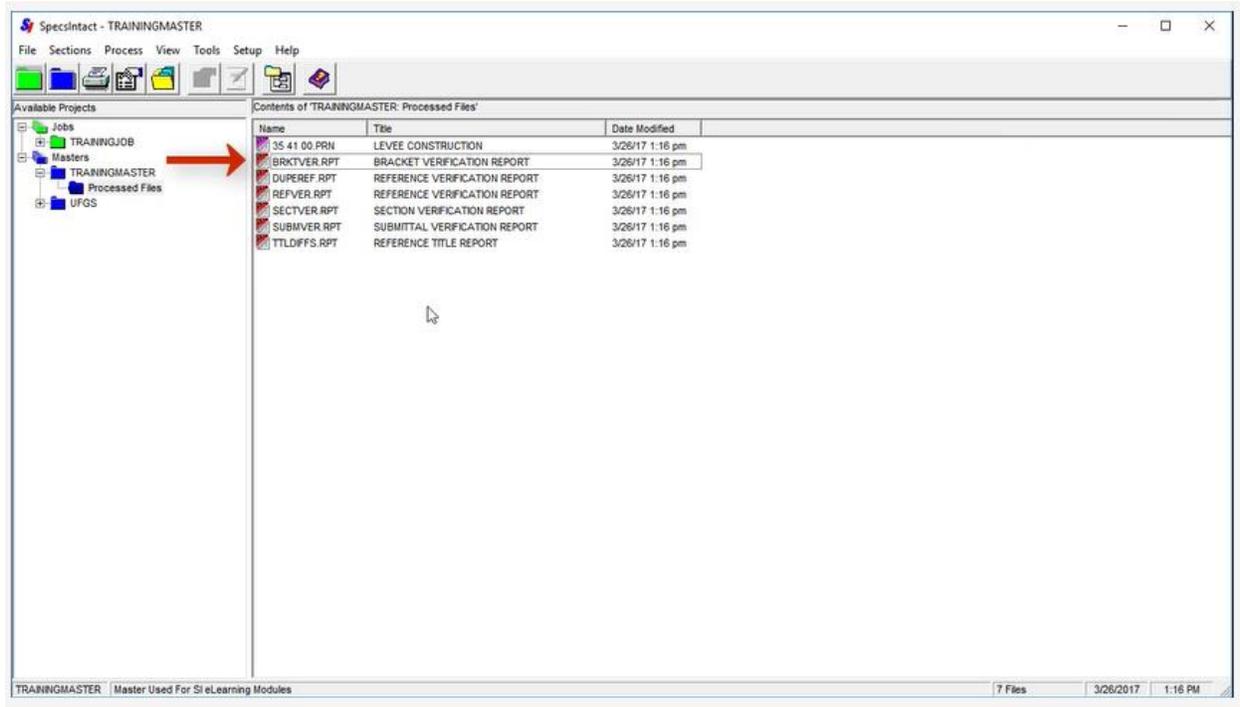
On the Sections Tab, verify that you have Some Sections selected.



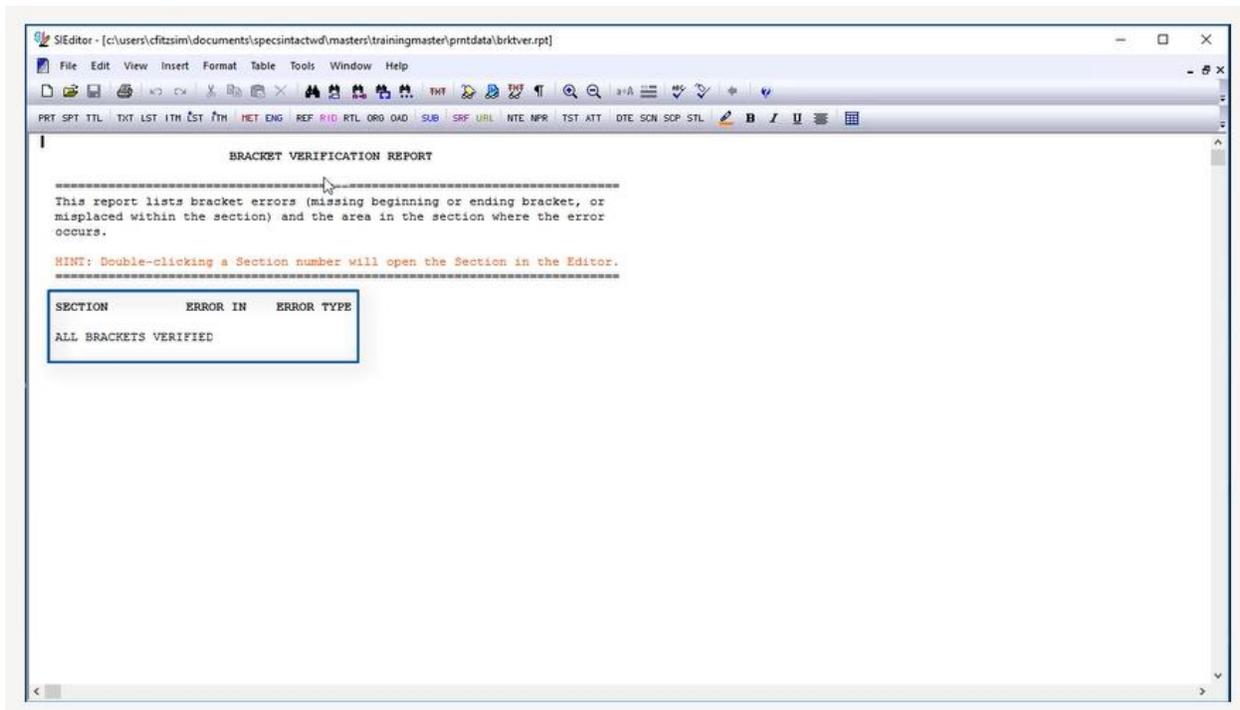
On the Reports Tab, verify that you have all of the available Verification Reports selected, and then select **Process Only**.



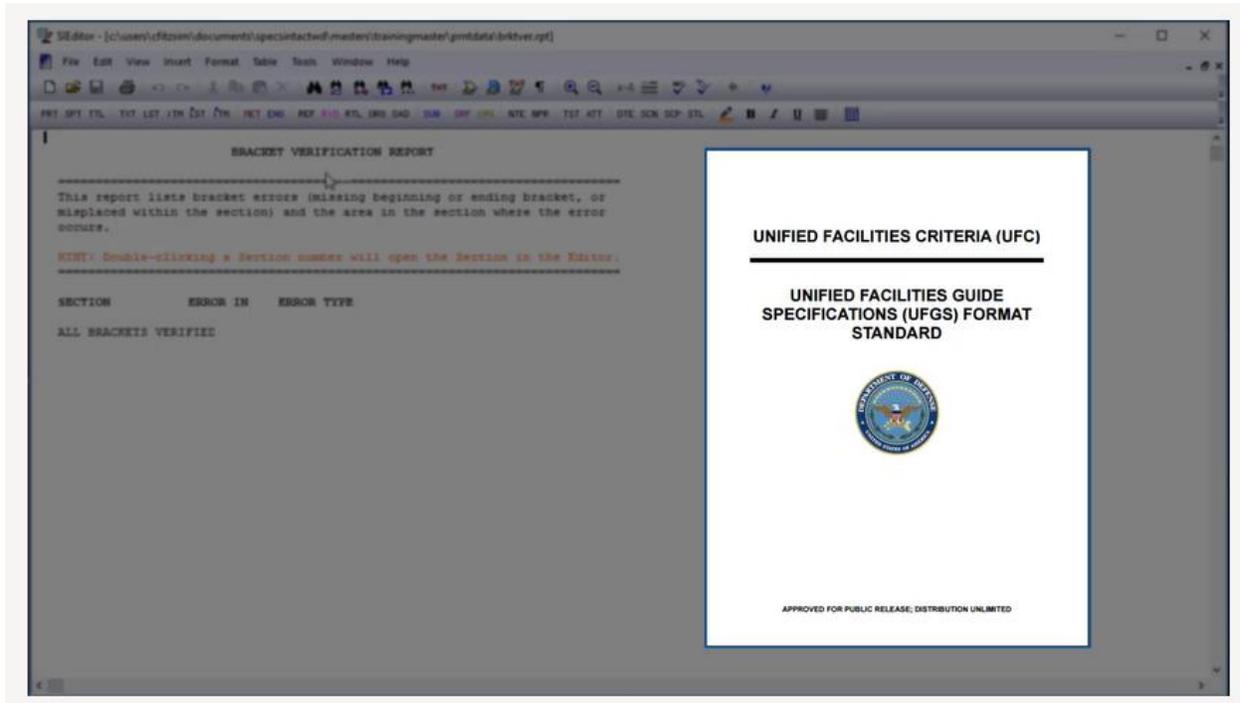
Once the processing has finished, open the **Bracket Verification Report**.



When the report opens, you will see the bracket issues have been addressed.



When you have a lot of issues on any of the Verification Reports, we encourage you to regenerate the reports often in order to remove the discrepancies you have corrected. If you have any questions about the preparation of a Section for a Master, it is imperative that you refer to the Unified Facilities Criteria 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. Now that you know how to correct the problems reported on the Bracket Verification Report, you are ready to proceed 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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