

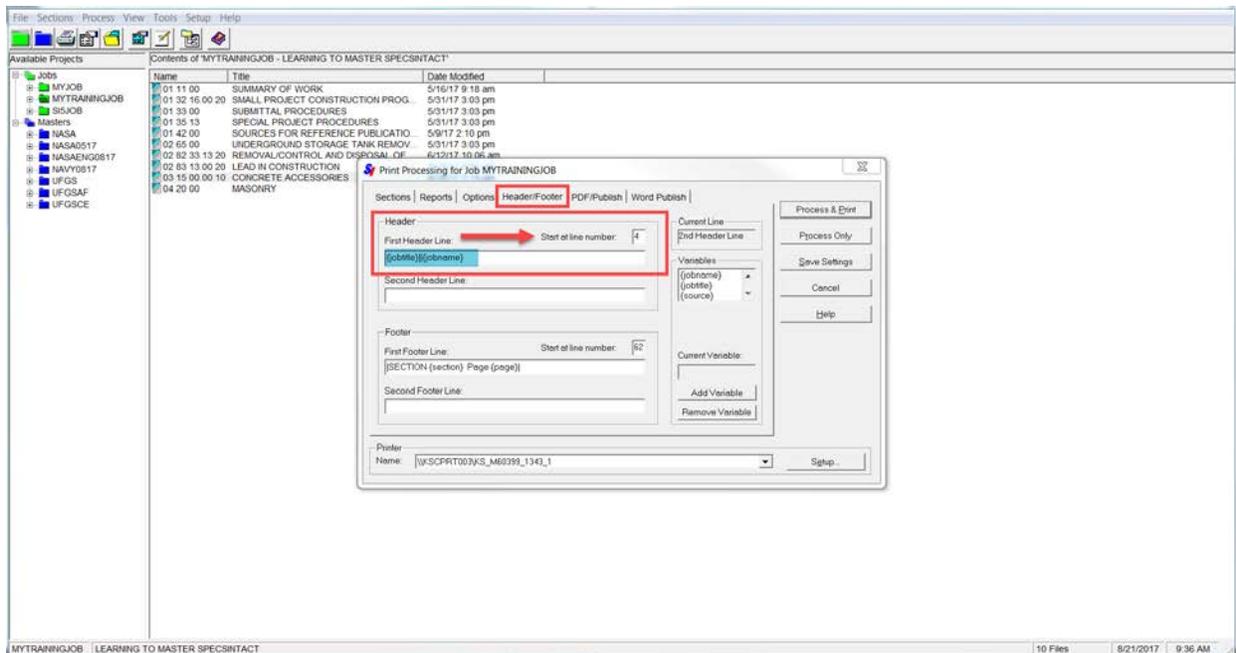
# SpecsIntact eLearning Modules Transcript

## Module: Chapter 4 - Print/Publish Header Footer Tab

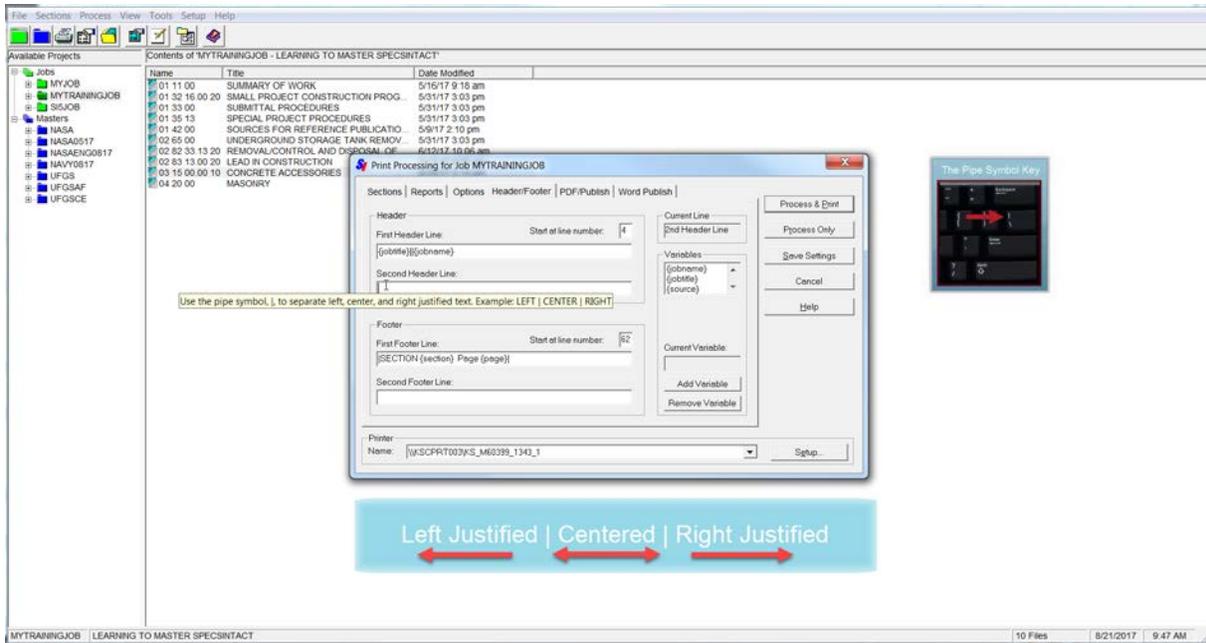
The scripts are text only, therefore we highly recommend that you view the corresponding eLearning Module visual representation of the subject matter.

00:00:13,000 --> 00:03:26,300

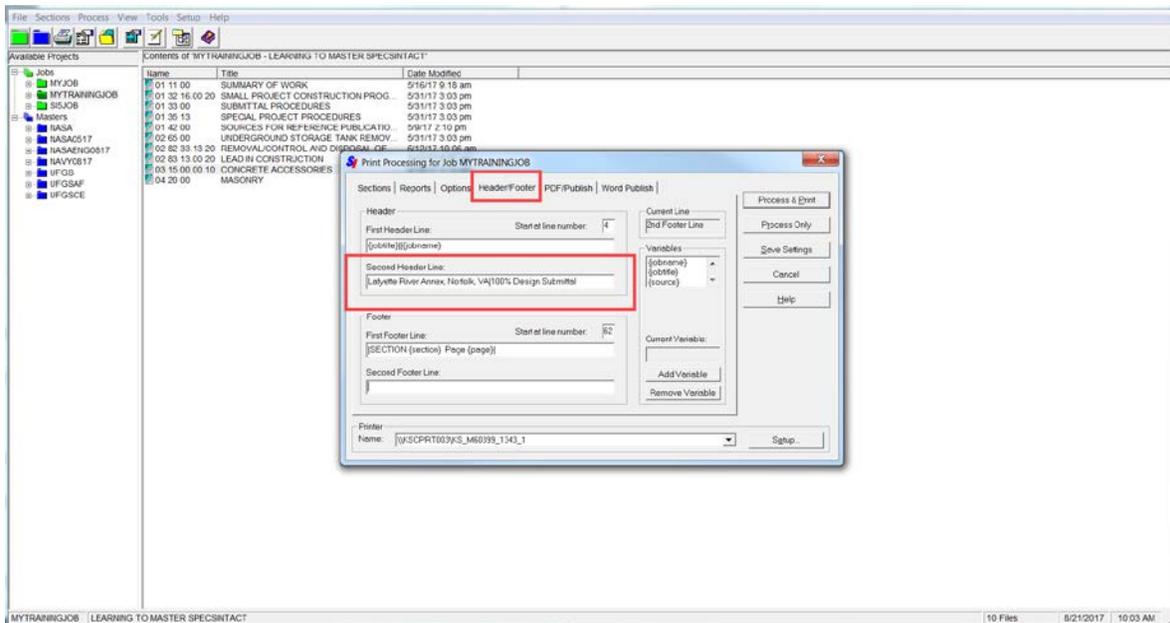
In the previous module we focused on the Process and Print/Publish, Options Tab. Now we are now going to learn about the options that are available on the Header/Footer Tab! By default the First Header Line will print the Job Title and the Job Name that was given when you setup your Job and will start on the fourth line. Although the line number can be changed, most users tend to leave the default setting.



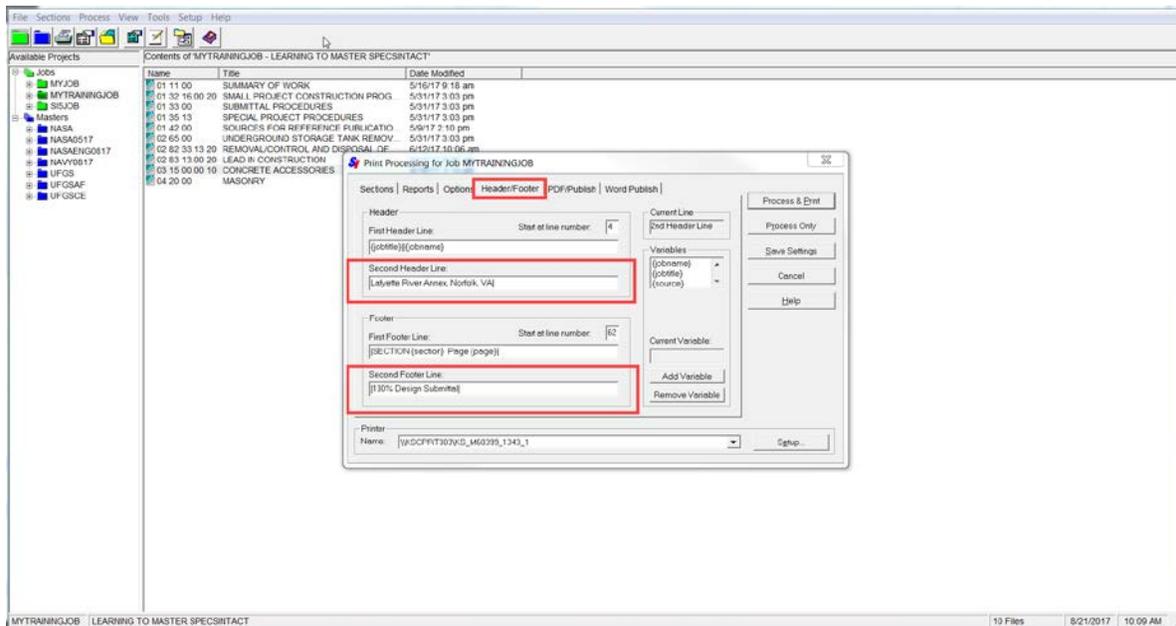
The pipe symbol controls the position of these elements. The pipe symbol is located above the Enter key on your keyboard on the same key as the forward slash. Any text to the left of the first pipe symbol will be left justified. Any text to the right of a pipe symbol will be right justified and any text that is between the two pipe symbols will be centered. If you move your **cursor** slightly over the First Header Line, a text hint will appear. If you need to change the Header and Footer defaults, you can do so by *typing the text* you wish to use, separating them with the pipe symbols in order to control the placement.



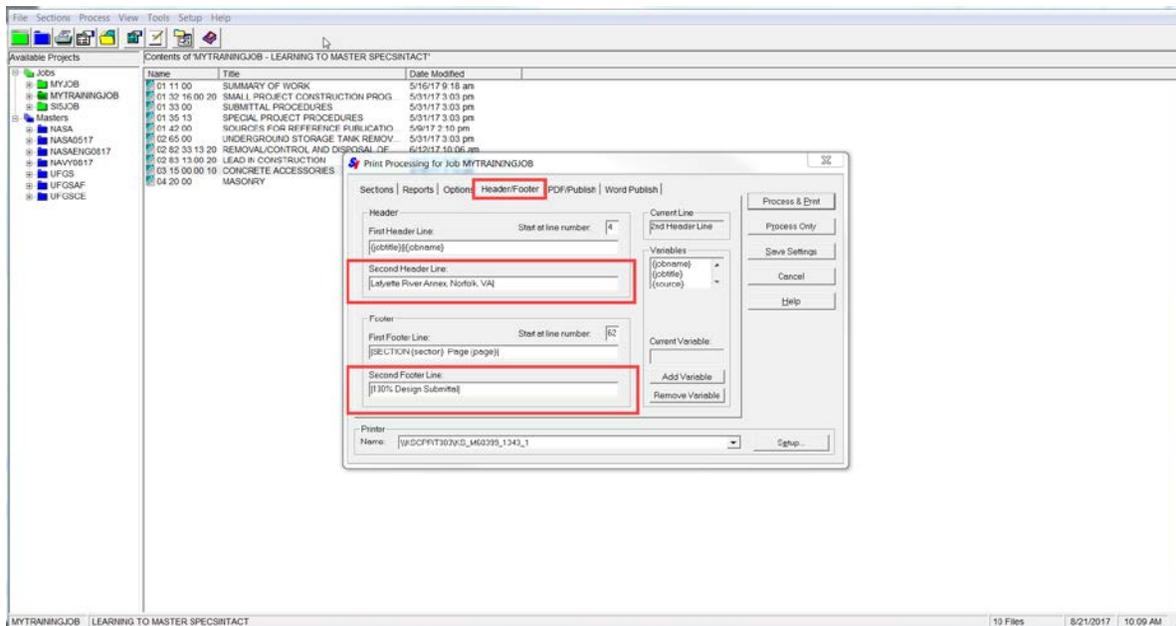
For this exercise, we are going to leave the default selections for the First Header Line and add text for the Second Header Line. We want to add the location and review status so that it lines up directly under the First Header Line. Let's type **Lafayette River Annex, Norfolk, VA** followed by a **pipe symbol**. Since we want the review status to be right justified, we're going to enter another **pipe symbol** and type **100% Design Submittal**.



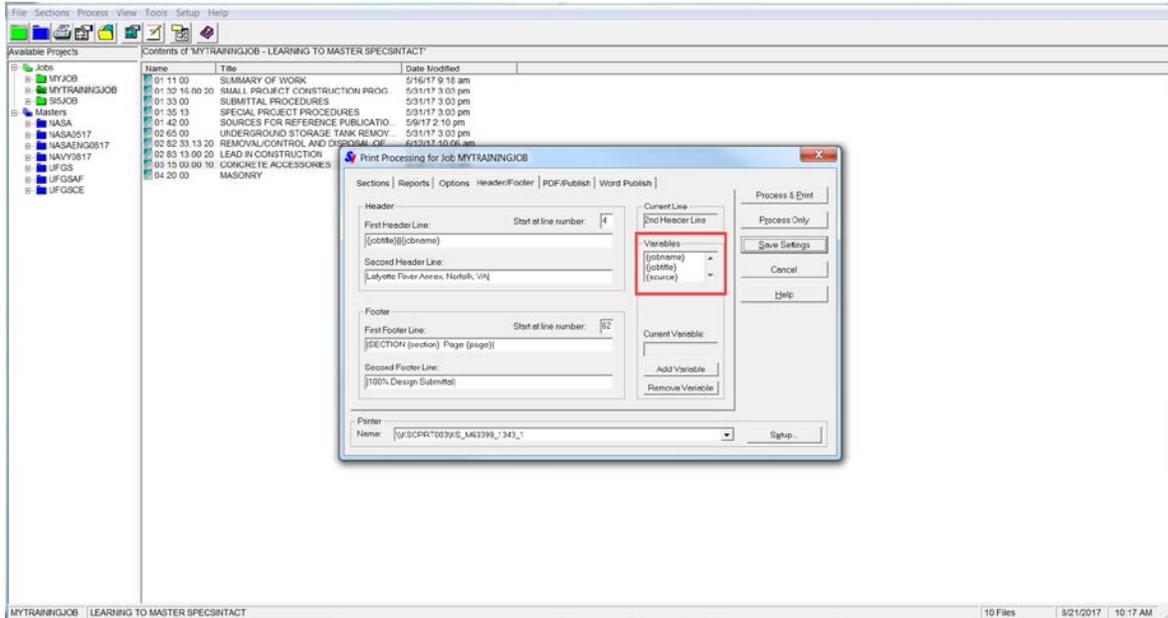
Let's modify the Second Header Line, by *highlighting 100% Design Submittal* and *delete* it.



Now that we have the Header/Footer setup the way we like it, let's make sure to *select the Save Settings button* again. When the message box appears, go ahead and *select OK*. This will keep us from having to re-enter this information each time we Process and Print our Job or Sections.

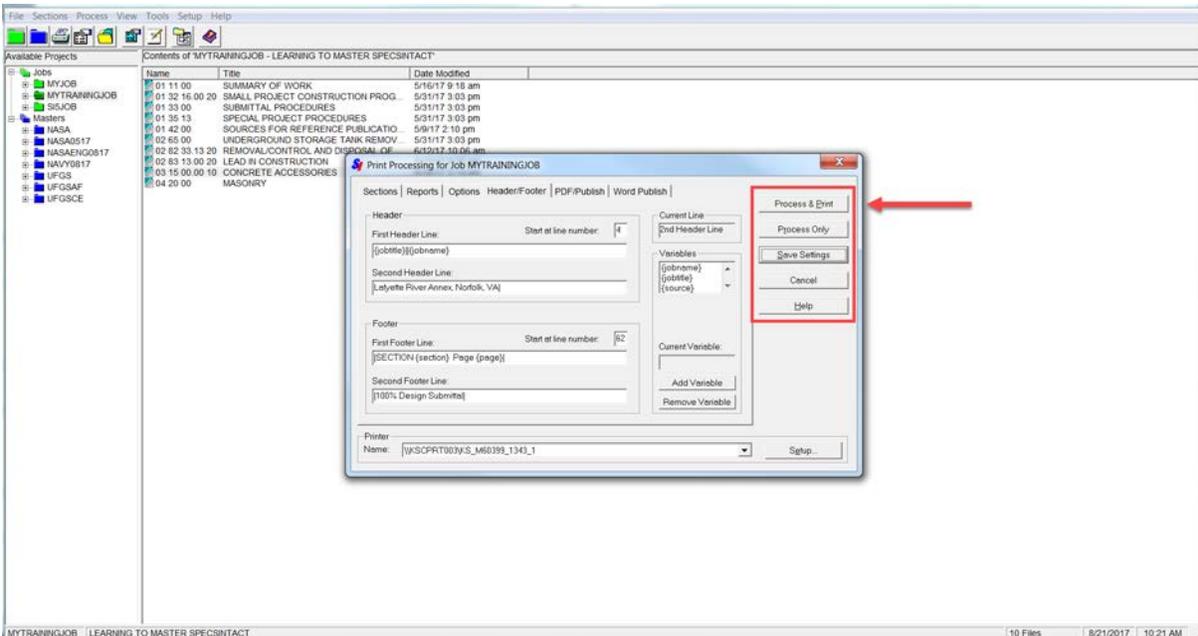


There is one more element on this tab that I want to bring your attention to! We have a set of pre-defined Variables that can be used within your Headers and Footers. Variables are placeholders for information that will be placed on each page in the location indicated. Some of these variables had to be entered when the Job was setup, but can be added by going to the Job Properties if necessary. Once the Jobs print settings are setup, you will find this is a very simple process with a lot of flexibility and will not require you to make many changes in order to produce your final output.

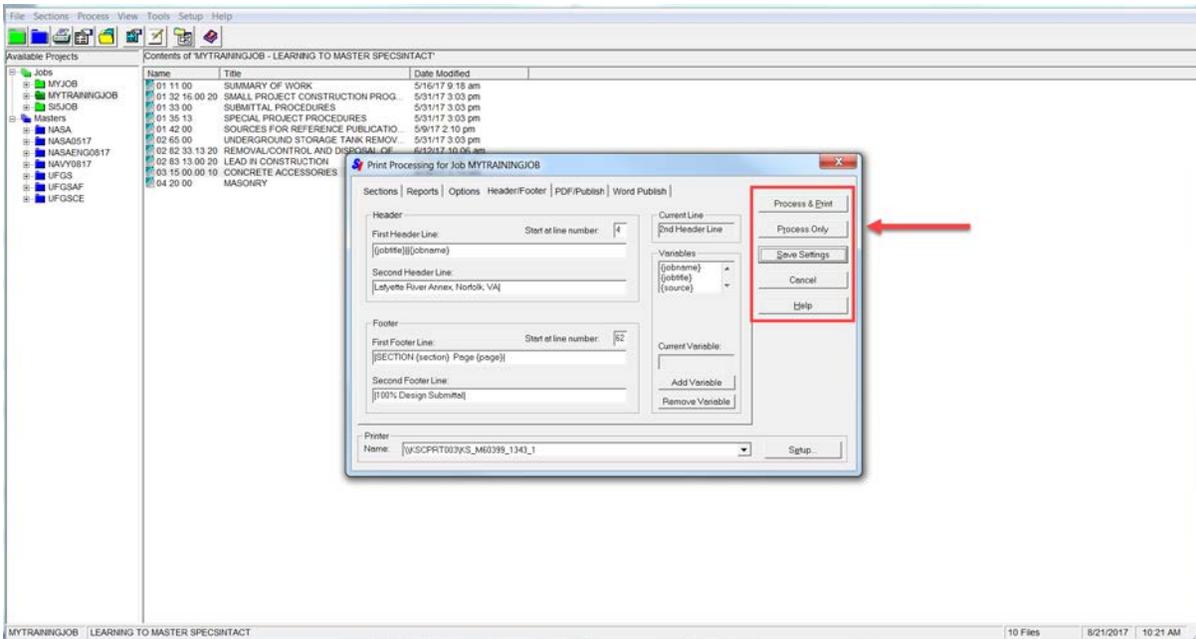


00:03:26,300 --> 00:04:47,100

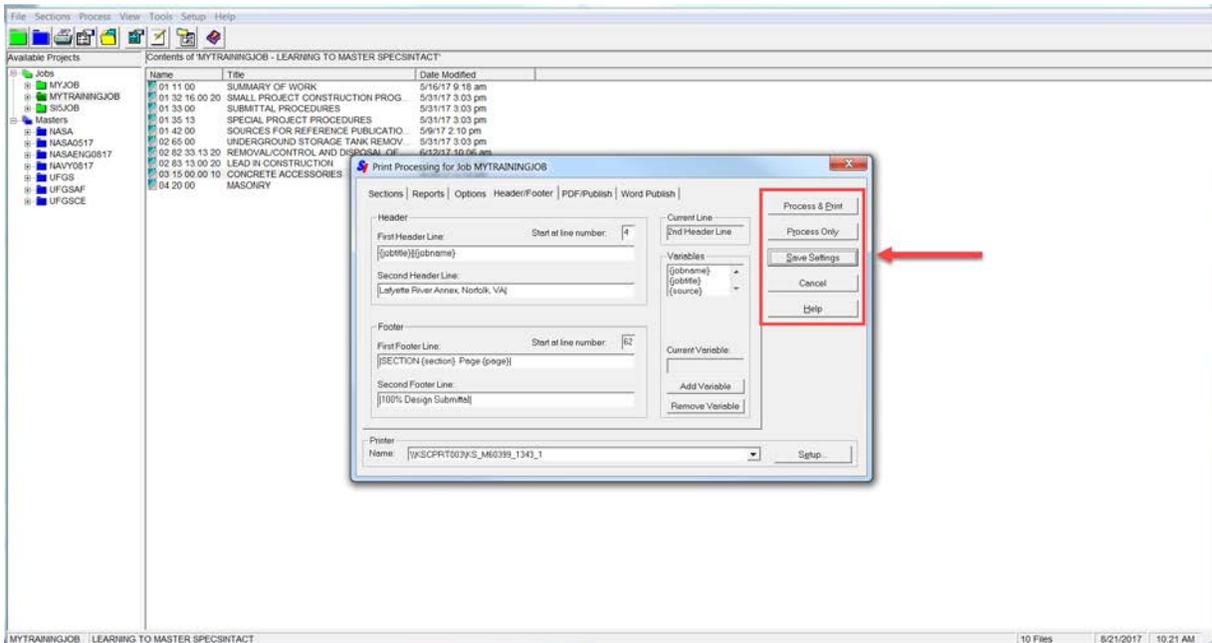
The buttons located on the right of this dialog are very important. We have already discussed the Save Settings Button several times. But we have not gone over the others. The Process & Print button applies the choices made on the tabbed screens and sends a copy to the selected printer.



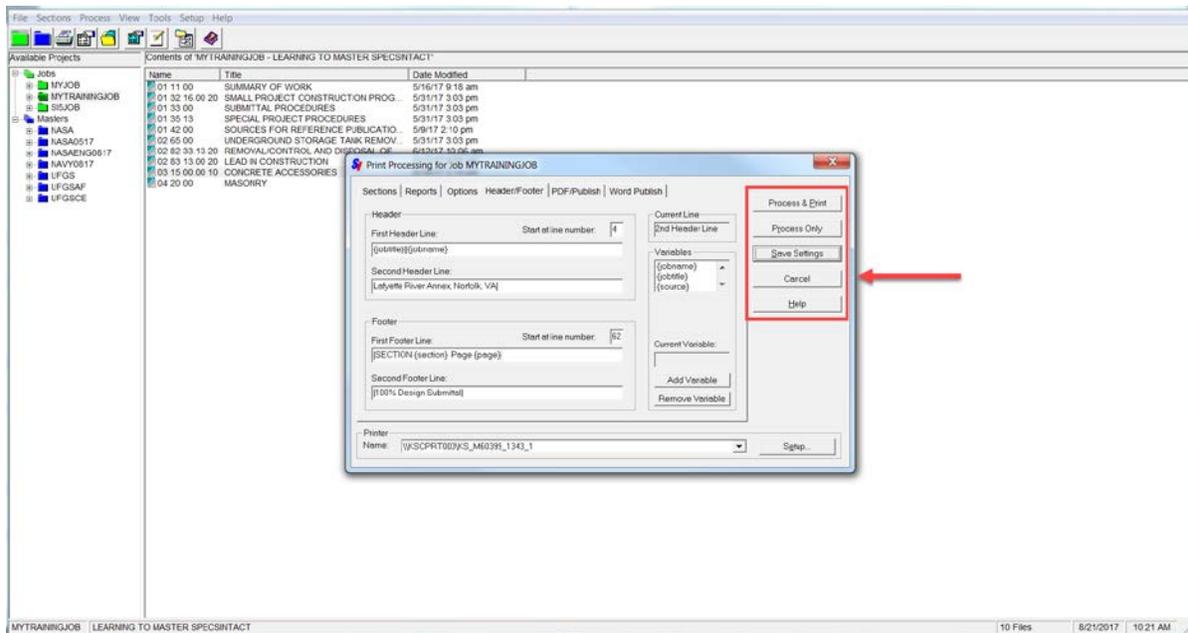
The Process Only button is a very useful tool when you need to review the processed Section to verify the References that you did not want to appear in the Reference Article have been reconciled and removed as well as viewing the QA Reports in order to take advantage of the built-in hyperlinks. Again, this is something you will learn more about in the modules found under Chapter 6. The Process Only feature applies the choices made on the tabbed screens and sends the result to the Processed Files folder under the Job in the SI Explorer.



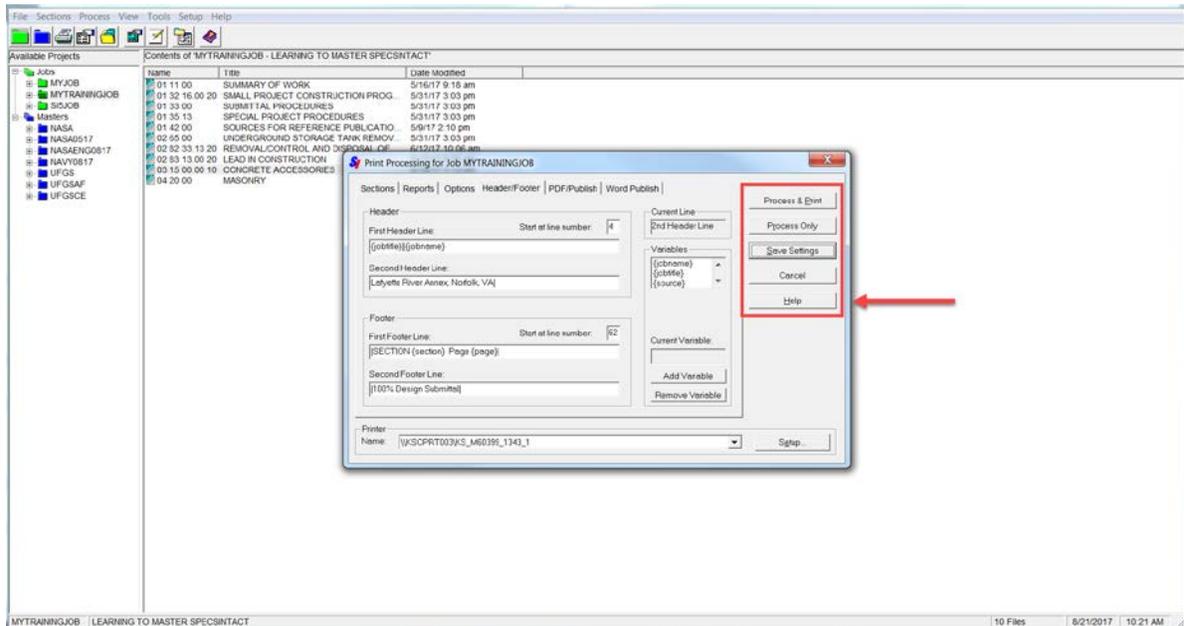
The Save Settings button will save the choices made on the tabbed screens (except for the Sections selected to be processed and printed), so that the next time the box is opened, the selections you saved will be your new defaults.



The Cancel button will close the dialog box without executing any of the changes.



Help button will open the Help topic for the active tabbed screen.



This completes the module for the Header/Footer Tab. Let's proceed to the next module to learn about the available options on the PDF/Publish Tab.

## 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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