

SpecsIntact eLearning Modules Transcript

Module: Chapter 4 – Print/Publish Sections Tab

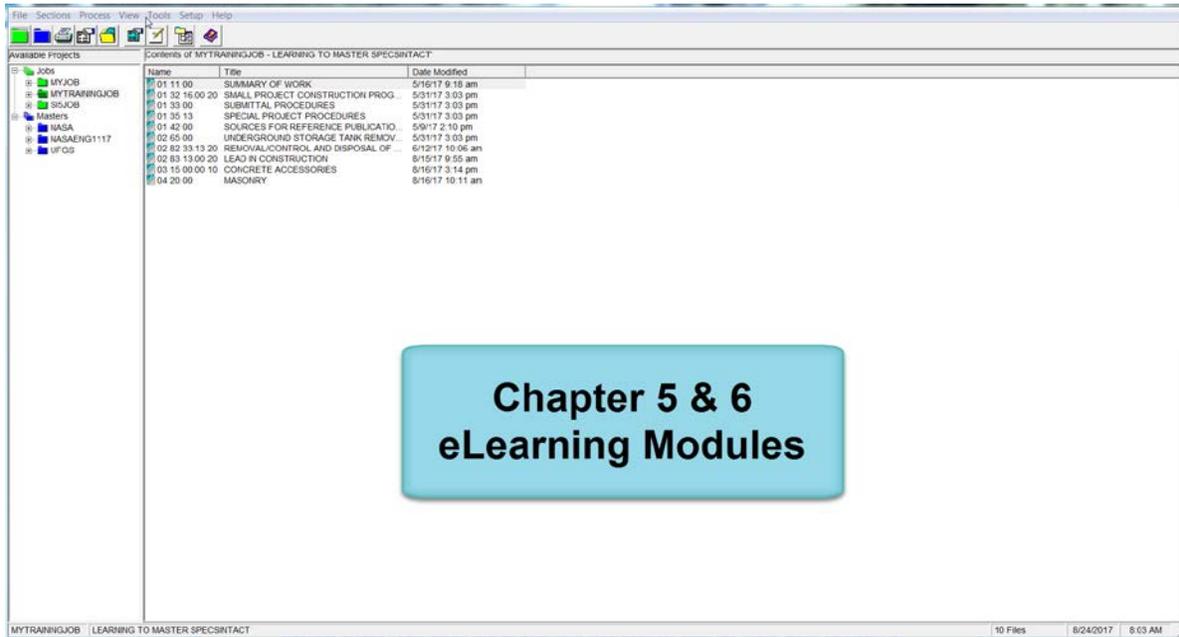
The scripts are text only, therefore we highly recommend that you view the corresponding eLearning Module visual representation of the subject matter.

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In the previous chapter, we learned how to edit a Section along with all the tools and techniques you need to become a proficient editor. You've now reached the point where you want to produce your Jobs edited Section in their final format. What sets SpecsIntact apart from Word Processing programs are the built-in automated features that help assure the quality of your finished specifications. The Quality Assurance tools aid you in finding problems and inconsistencies so you can correct them before you commit your Job to paper.

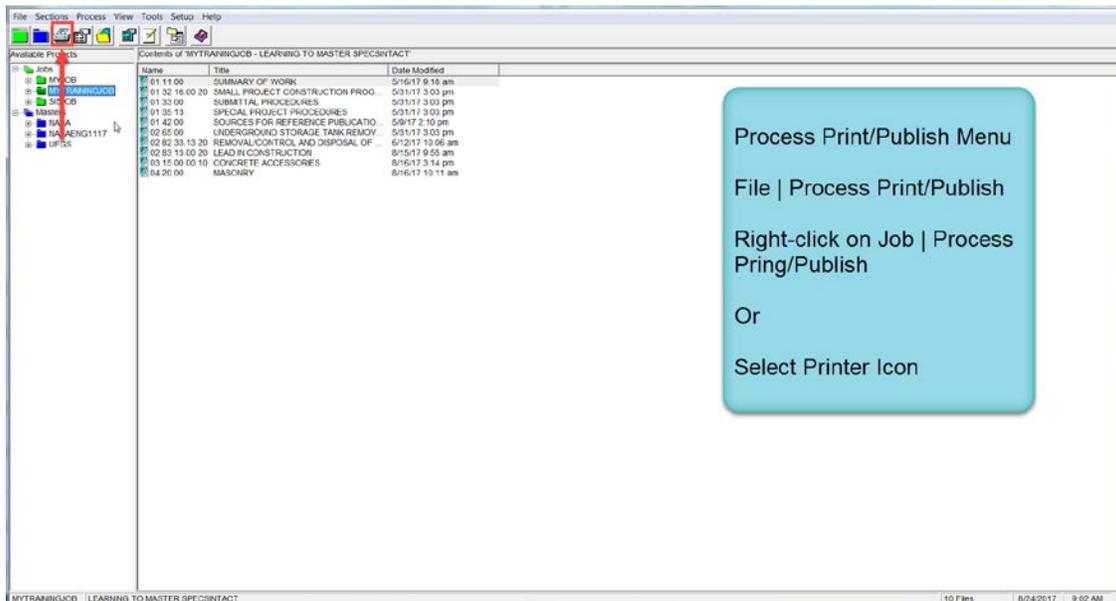


It is important that you use the Reconciliation feature and Reports periodically as you edit the Section of your Job so that you are not faced with correcting errors you've repeated throughout the Job. The reports can be run as many times as you like in order to keep these errors to a minimum. Some reports such as the Section Verification and Bracket Verification Reports may show discrepancies until the Job has reached 100% and by that time there should be no discrepancies remaining. If you have not processed your reports and cleaned up the discrepancies, make sure you do this before you print. The modules located under Chapter 5 and 6 will arm you with the knowledge and skills needed for correcting Validation Errors and QA Report discrepancies. The Process and Print/Publish function provides a one-stop shop for all the tools you need to take you to the finish line.

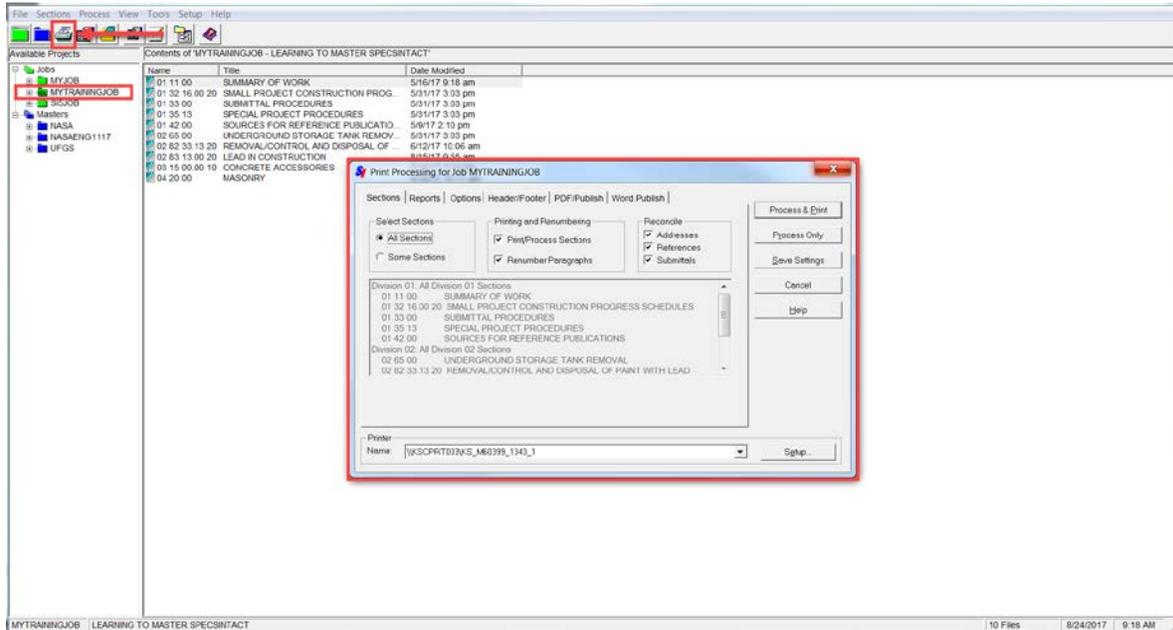


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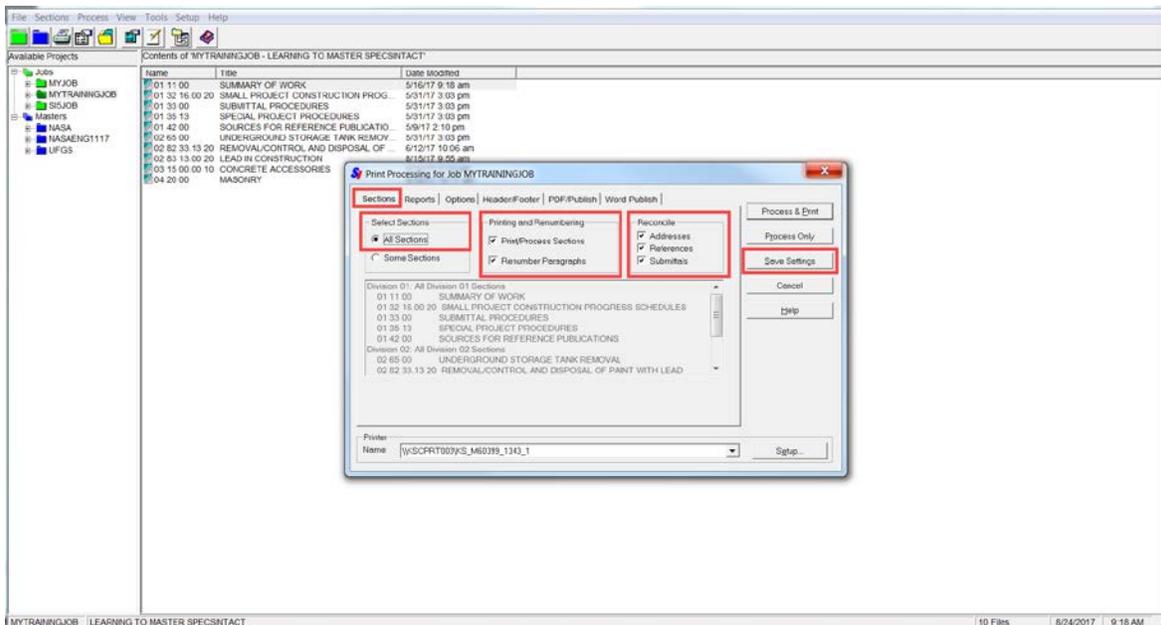
Let's get started, There are three ways to access the Process and Print/Publish menu. You can either go to the File dropdown menu, *right-click on the Job* or simply select the **Process Print/Publish** button on the SI Explorer's Toolbar. I find that using the Process Print/Publish button is the easiest way.



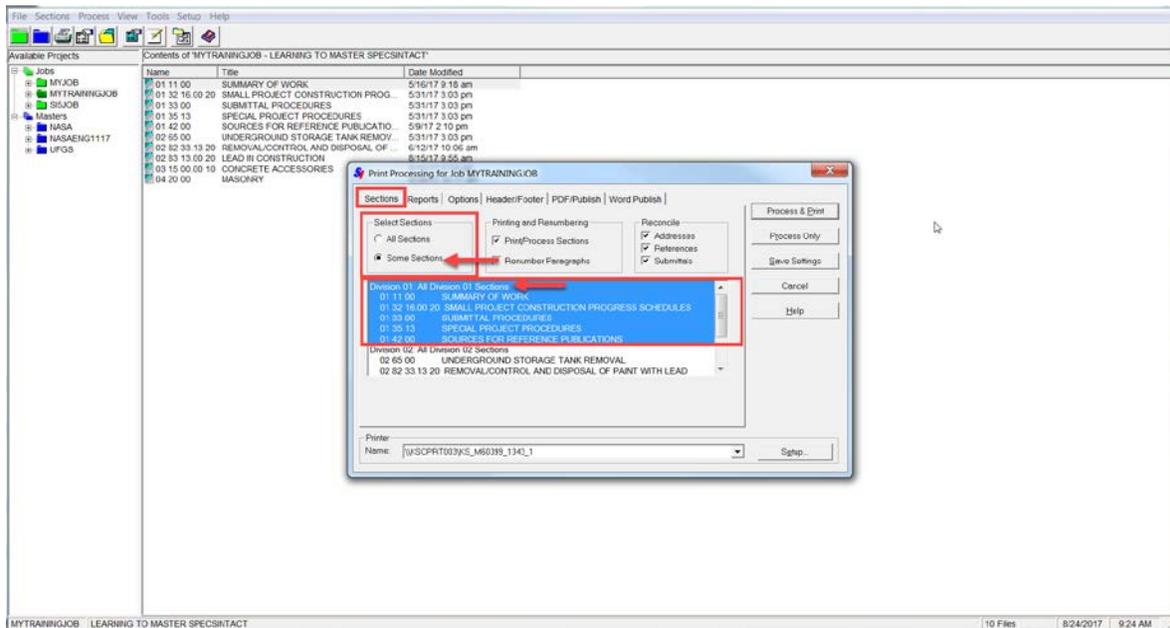
With the "MYTRAININGJOB" selected, let's go ahead and select the **Process Print/Publish** button on the SI Explorer's toolbar so we can discover all the tools available to you for producing your printed Job.



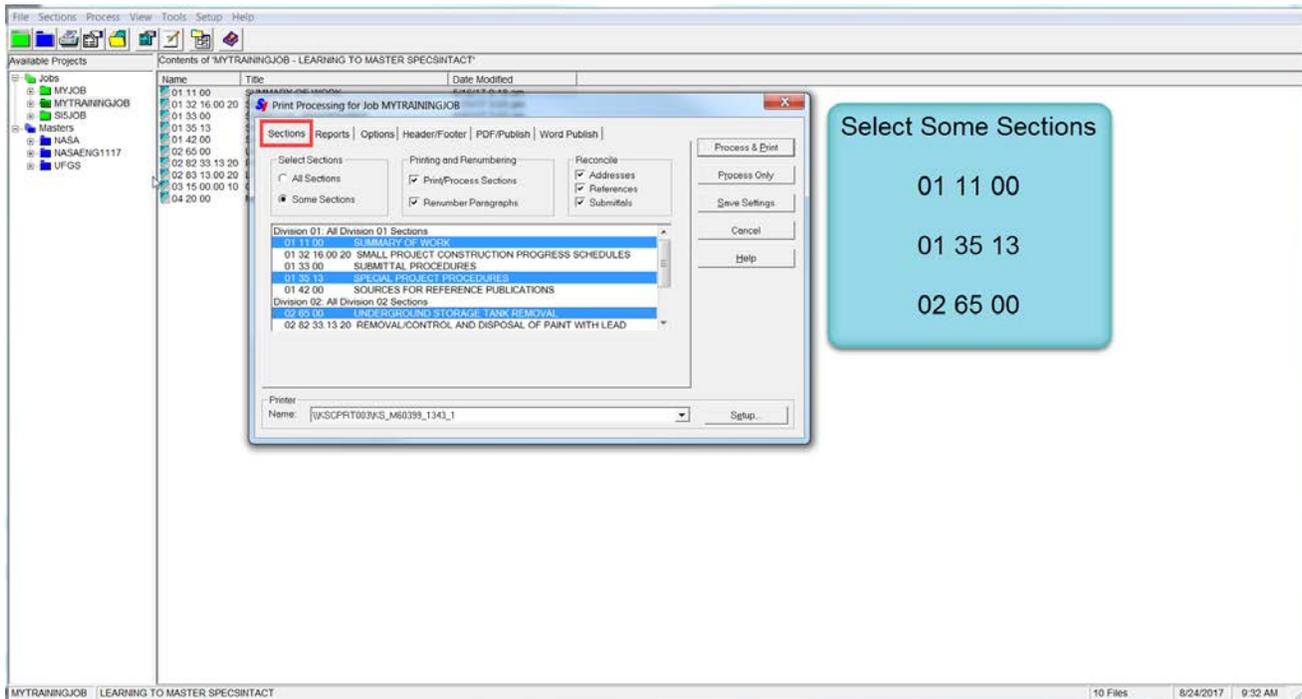
We are going to begin with the **Sections Tab**. Before we begin exploring the different aspects of the Sections Tab, you will see that the options that are required are already selected by default. If for any reason, you want to update the defaults to add more functionality, you can choose the **Save Settings** button.



It's time to start exploring, let's begin with "Select Sections", you have the option to choose "All Sections" or "Some Section". By choosing "Some Sections", you have the ability to pick and choose what you wish to print. If you want to print an entire Division, you can select it by left clicking on the Division. As you see all of the Sections within Division 01 have been highlighted.

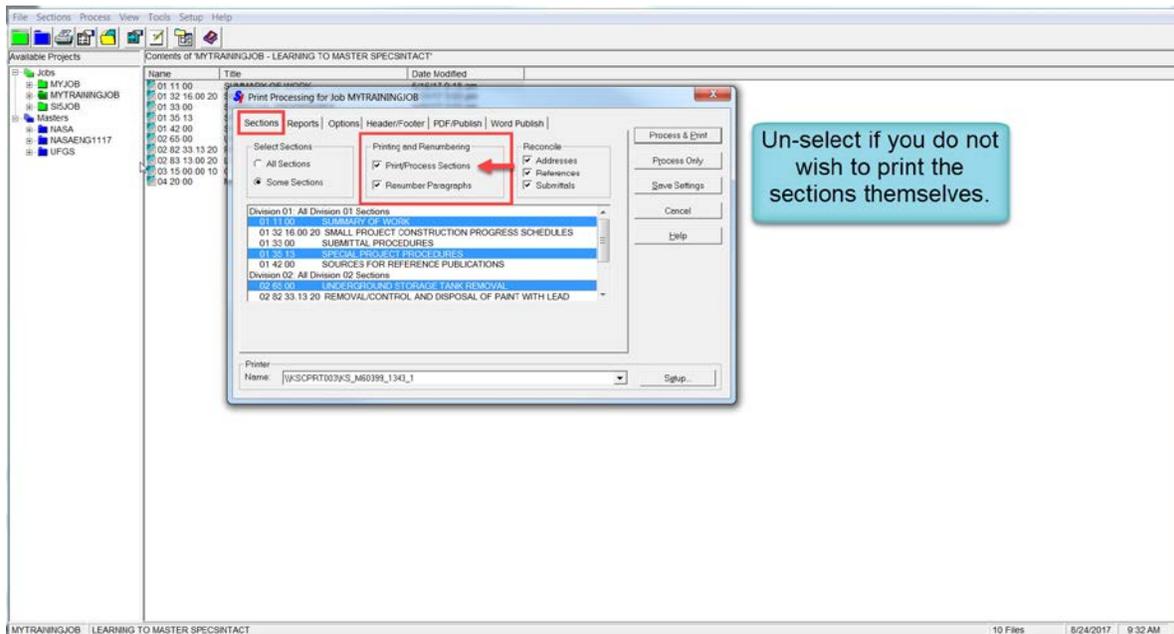


Likewise, if you decided you do not want to print all of the Sections within Division 01, you can unselect the Division by left-clicking on the highlighted Division. This technique works on any selected item when choosing "Some Sections". If you do not want an entire Division, you can pick and choose the Section(s) by left-clicking on the Section separately. Let's go ahead and left-click on Sections 01 11 00, 01 35 13, and 02 65 00. Again, if you decide you don't want one of the selected Sections, left-click on the Section again to unselect it.

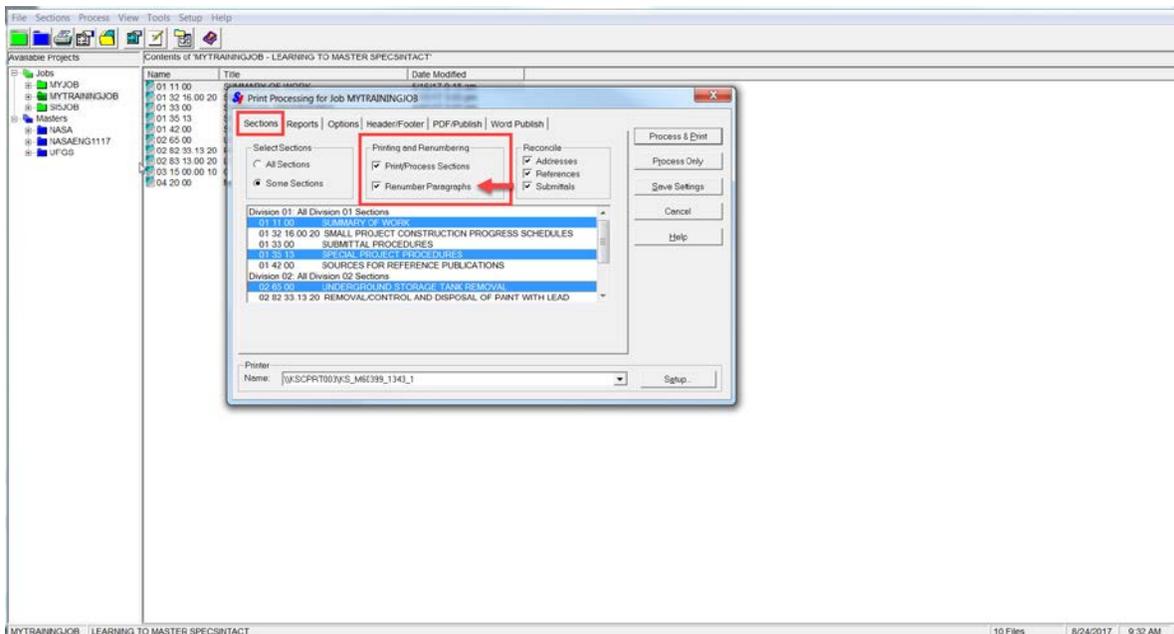


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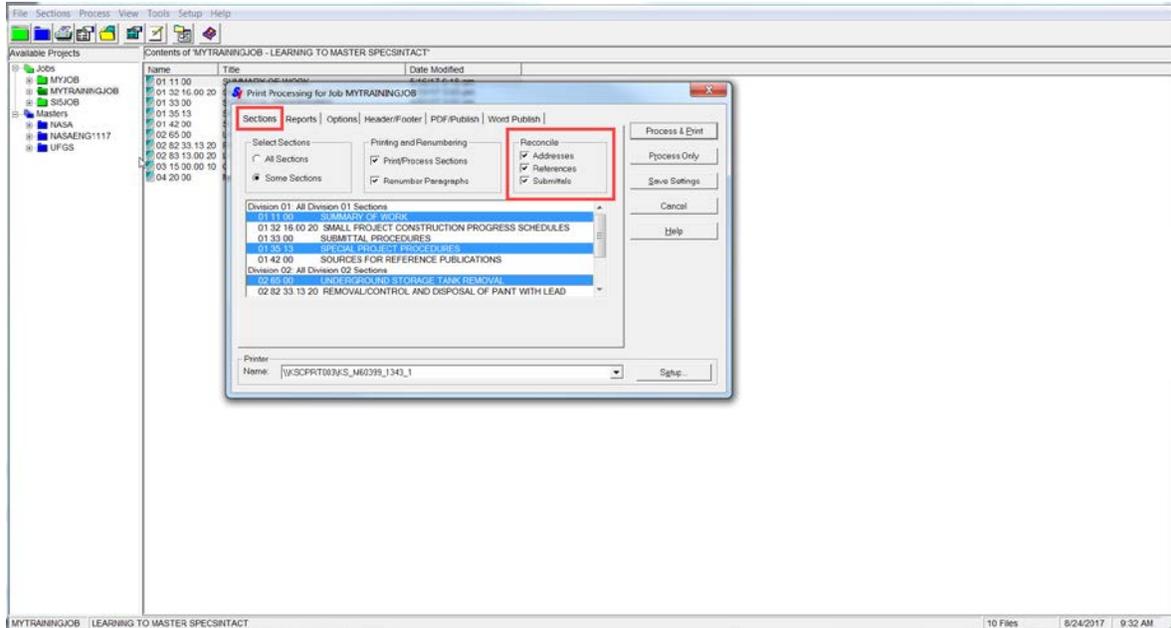
As you see both options under Printing and Renumbering are selected by default. The option "Print/Process Sections" is used to tell SpecsIntact you want to physically print the selected Sections. This option is important because there are times when you will only want to print chosen elements on the Reports tab such as the Submittal Register, Project Table of Contents, and/or Section Table of Contents, but you do not wish to print the actual Section(s). If this is the case, you can uncheck this option temporarily for this printing session. Since it is selected by default, when you return to the Process and Print/Publish menu, the option will be selected.



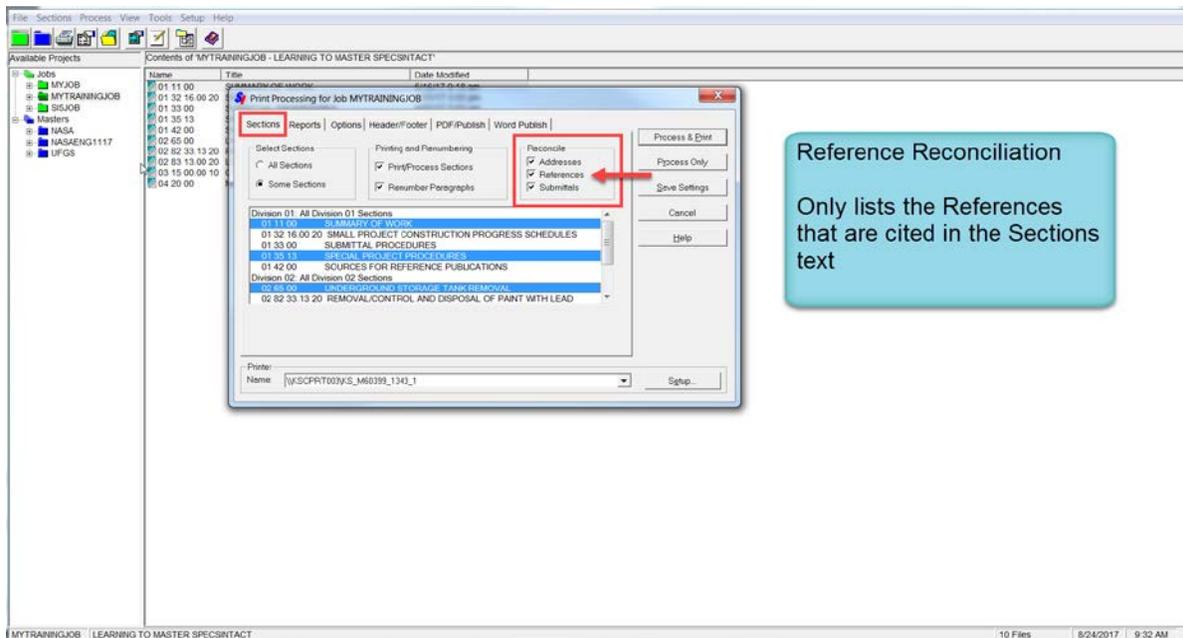
Since Automatic Paragraph Numbering was implemented in version 4.5.0, the option to Renumber Paragraphs isn't necessary but remains for backward compatibility with Jobs that required paragraphs to be renumbered. For this reason the option remains selected by default.



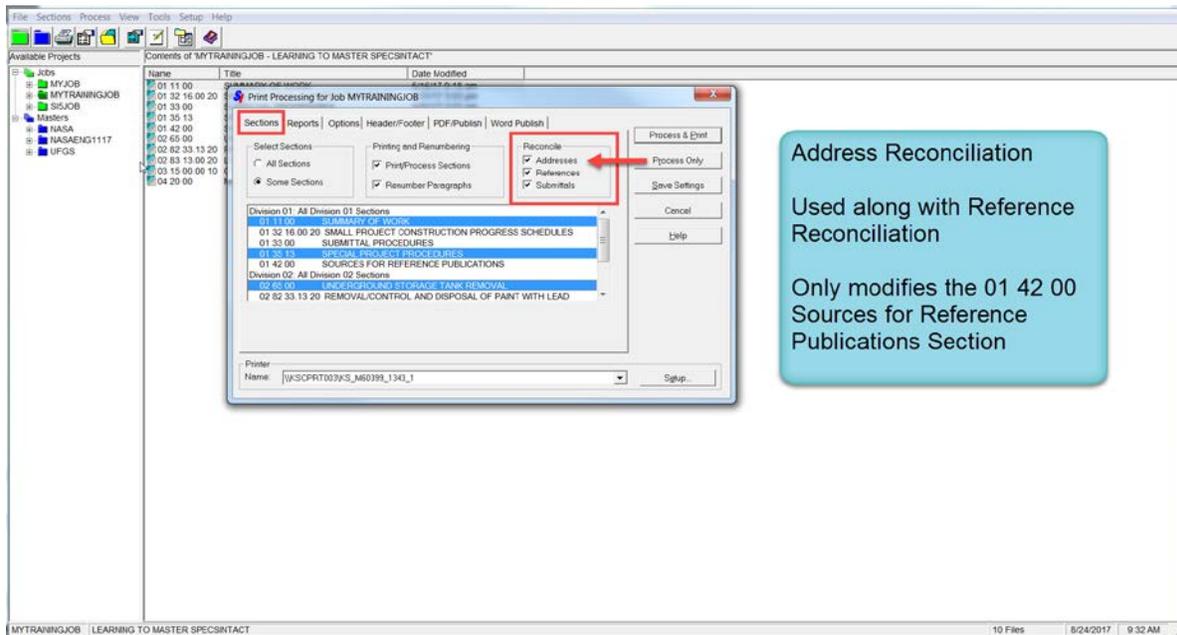
Now let's talk about the Reconcile Section. As you see, they are all selected by default. If by chance the Submittal Procedure or Sources for Reference Publications Sections were not included in your Job, then the Addresses and Submittals options would be unavailable and would be grayed out. In order for them to appear, you would need to add the **01 33 00** and **01 42 00 Sections** to your Job. Reconcile actually does something to your Job. It checks and compares, and then makes changes based on those findings. The three types of Reconciliation – Address, References, and Submittals are all slightly different and produce different results. But their goal is to eliminate the listing of elements that are not used in the text of your Job.



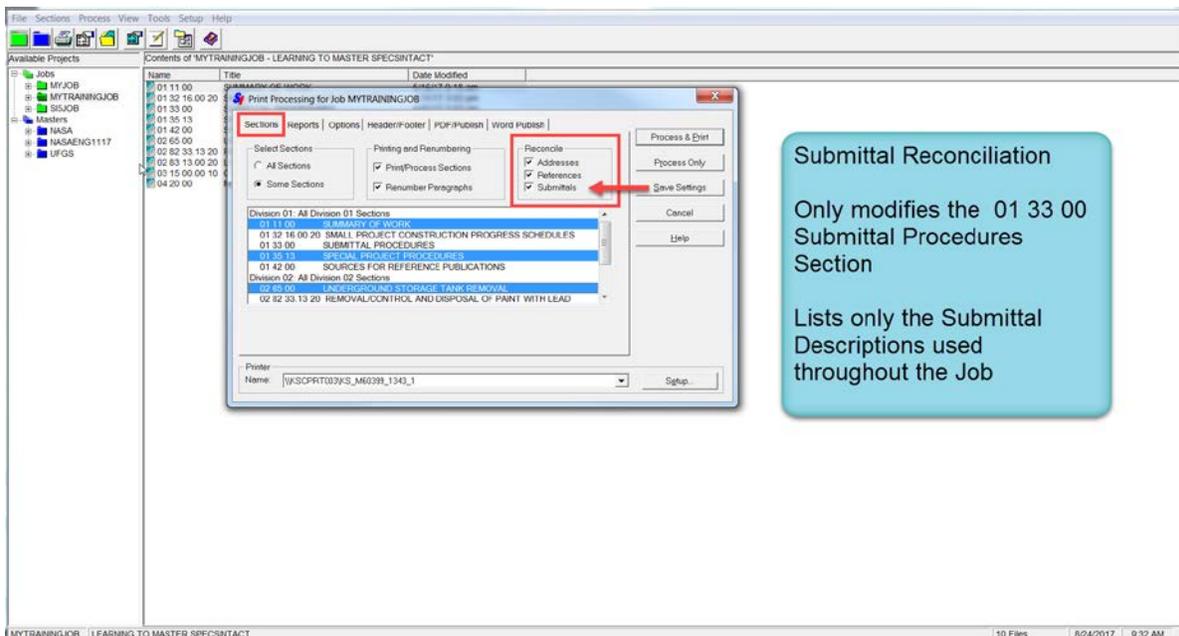
Briefly, here are the changes that the three Reconciliation functions make. Keep in mind these changes appear in the output version of the Sections, not in the original Section (.sec) files! Reference Reconciliation only makes changes within the Reference Article of each Section so that it lists only those References that are actually cited in the Section's text.



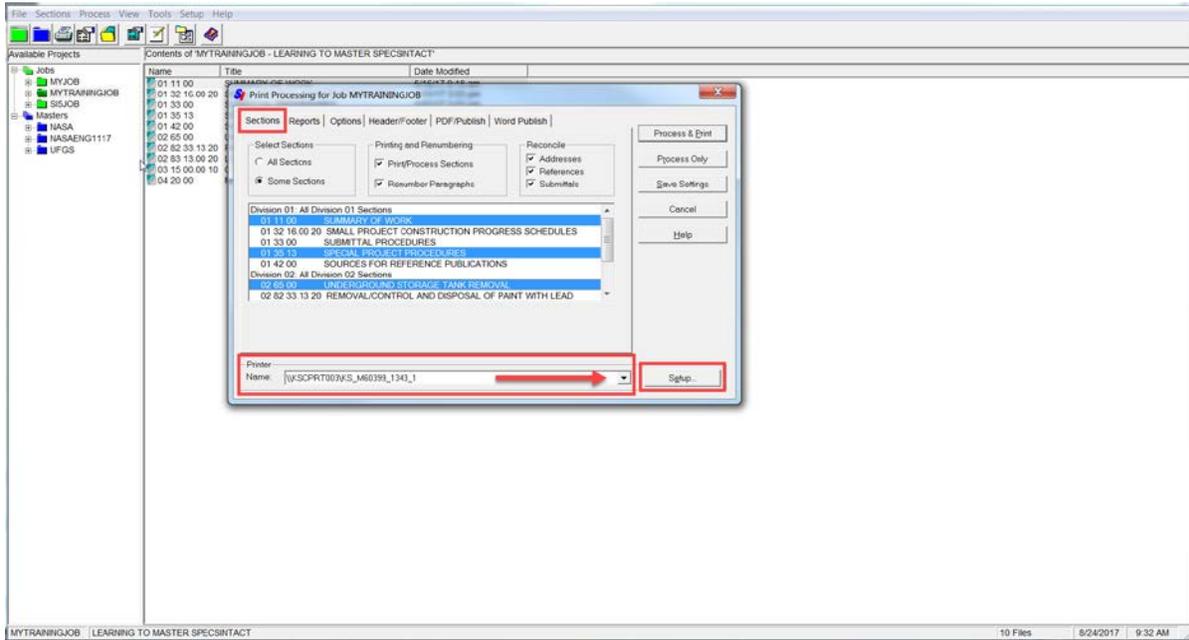
Address Reconciliation is used in conjunction with Reference Reconciliation. It only changes the 01 42 00 Sources for Reference Publications Section, making it unique to the Job by listing only the Sponsoring Organizations of References actually cited throughout the Job.



Submittal Reconciliation only changes the 01 33 00 Submittal Procedures Section, making it unique to the Job by listing only the Submittal Descriptions actually used throughout the Job.



The Printer that appears, is your systems default printer, to choose a different printer, you can select the **drop-down arrow**. To change your printer settings, you can select the **Setup button**.



This completes the module for the Sections Tab. Let's proceed to the next module to learn about the available options on the Reports Tab.

Contact Information

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

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eLearning Module Notes:
