

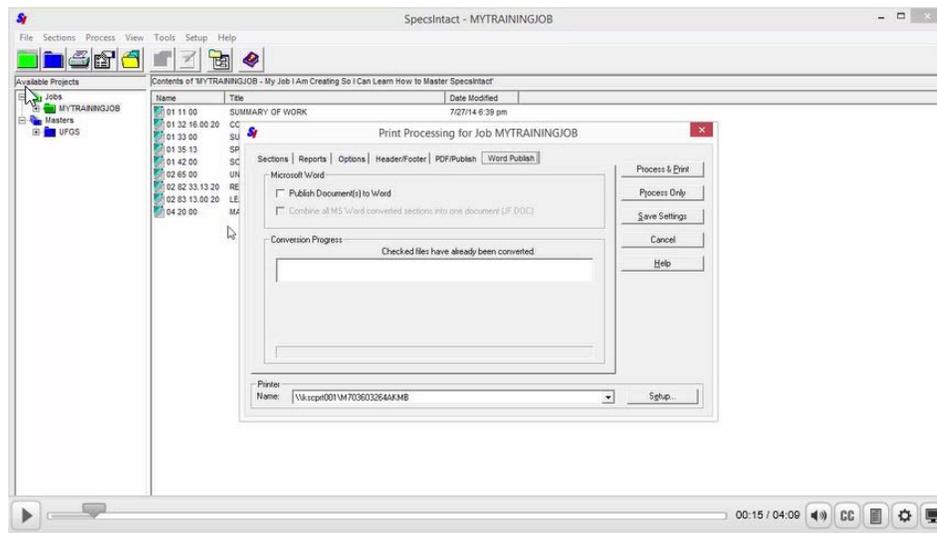
SpecsIntact eLearning Modules Transcript

Module: Chapter 4 - Word Publish Tab

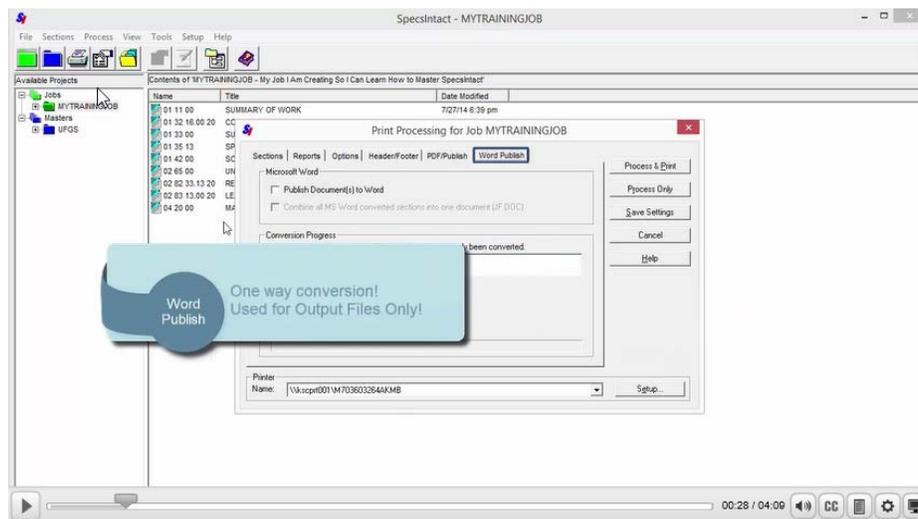
This transcript provides the text from the corresponding eLearning Module. Screenshots have been added as a visual aid however, we highly recommend that you view the corresponding eLearning Module for in-depth visual representation of the subject matter.

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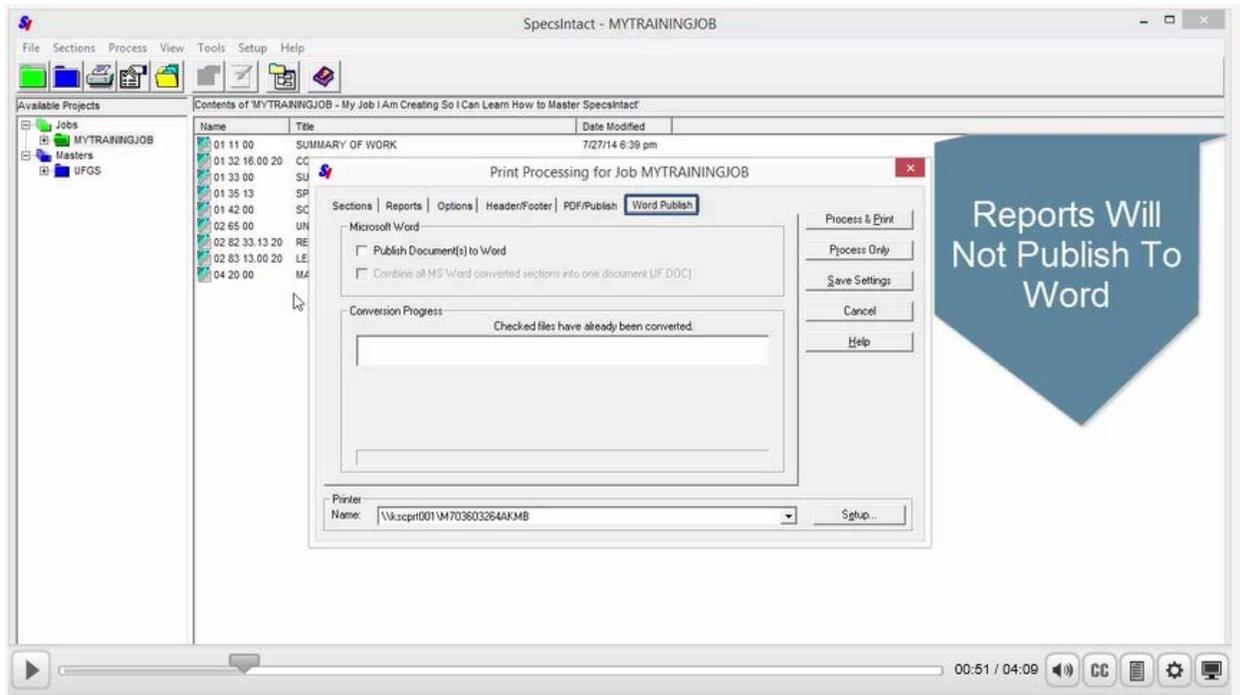
In the previous module we focused on the Process and Print/Publish, PDF Publish Tab. We are now going to learn about the options that are available on the Word Publish Tab!



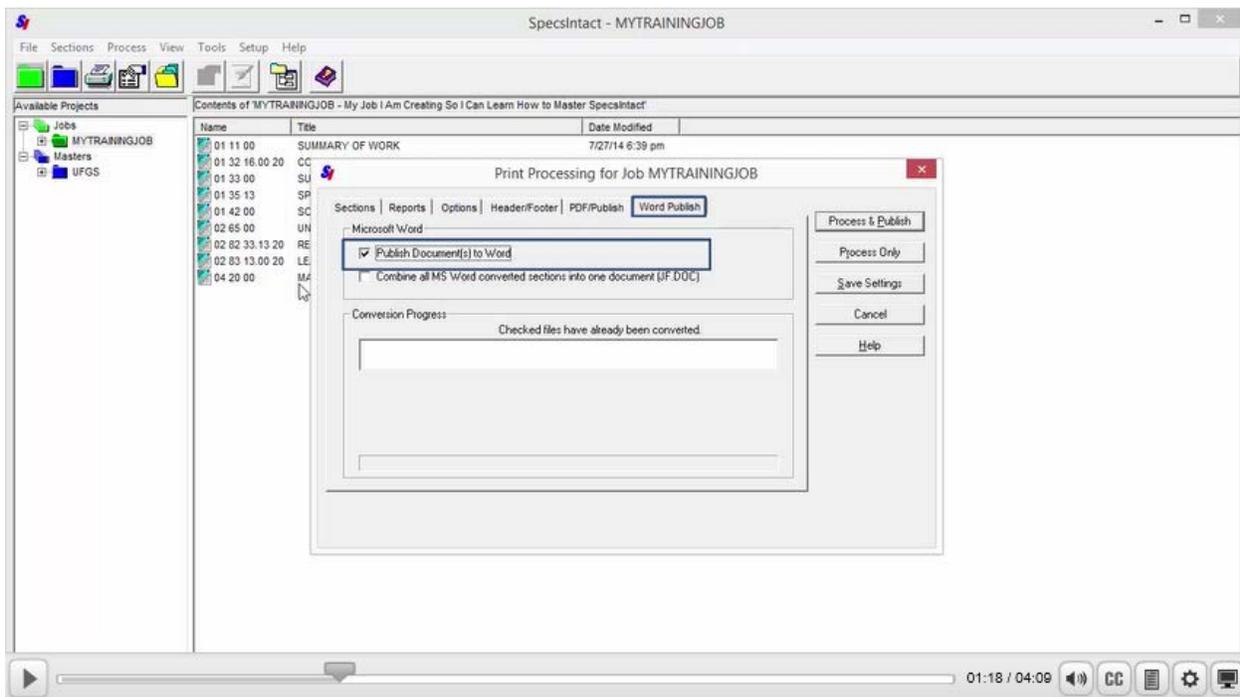
When publishing your Job to Word, there are a few things you need to be aware of right from the very beginning. When you choose to Publish your Job to Word, it is a one way conversion process used for creating output files only. This means that any editing subsequently performed in Word cannot be utilized or converted back to SpecsIntact.



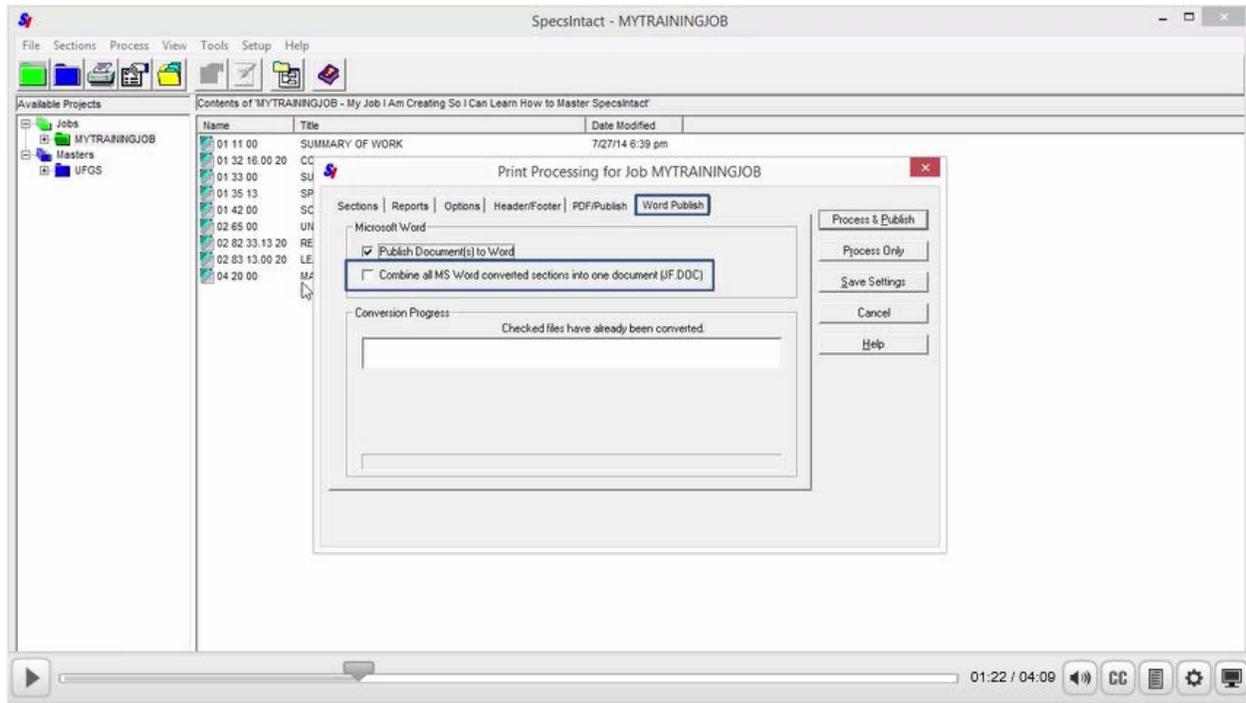
At this time, you can only publish the Section .sec files to Word. The reports, such as the Submittal Register, as well as the Project and Section Table of Contents cannot be published. If you find that you need a Project or Section Table of Contents in Word, there is a workaround that can be accomplished very easily. If you should find that you need to do this, feel free to contact the SpecsIntact Technical Support Desk for assistance.



When you select Publish Document(s) to Word, SpecsIntact will publish each selected file as a separate, processed Word (.doc) file.

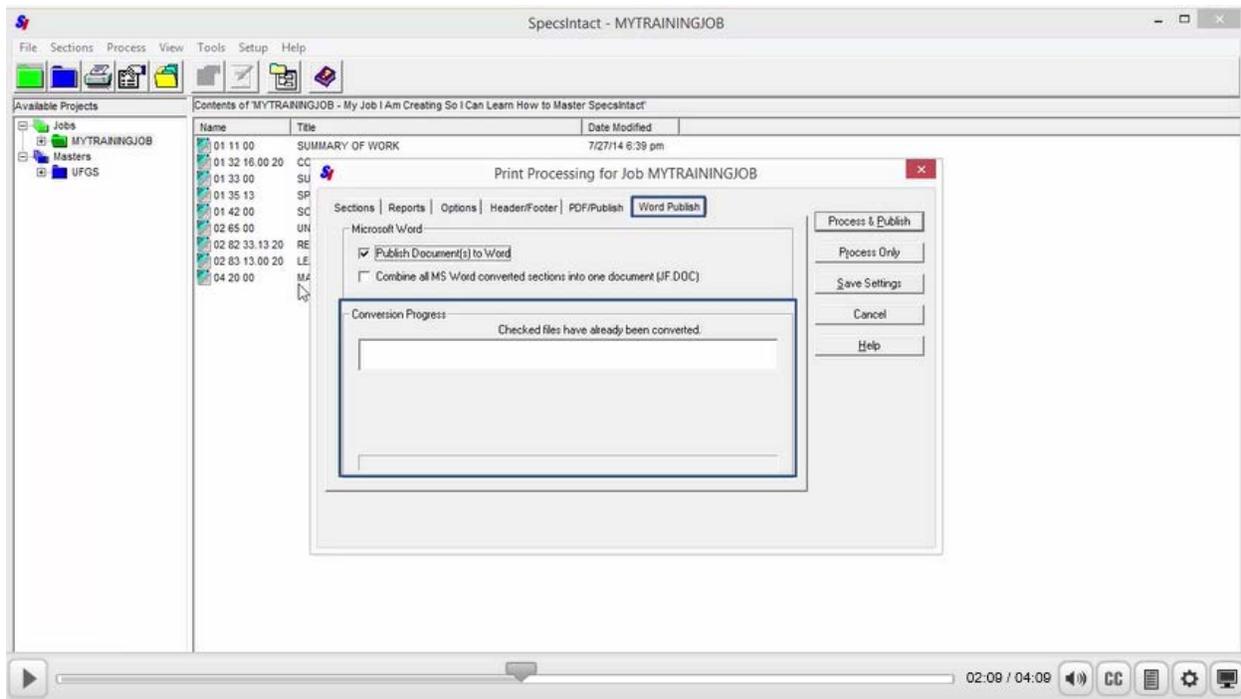


The option to Combine all MS Word Converted Sections into one document (JF.doc) publishes and combines any selected file as well as any previously published Word files that are currently located in the Job's Word Files folder into one Word file. Again, this combined word document will be named JF.doc. If you previously Published to Word, and do not want to overwrite the existing files, you will need to copy them to a different location as all of the files in this folder will be overwritten with the newer published files.

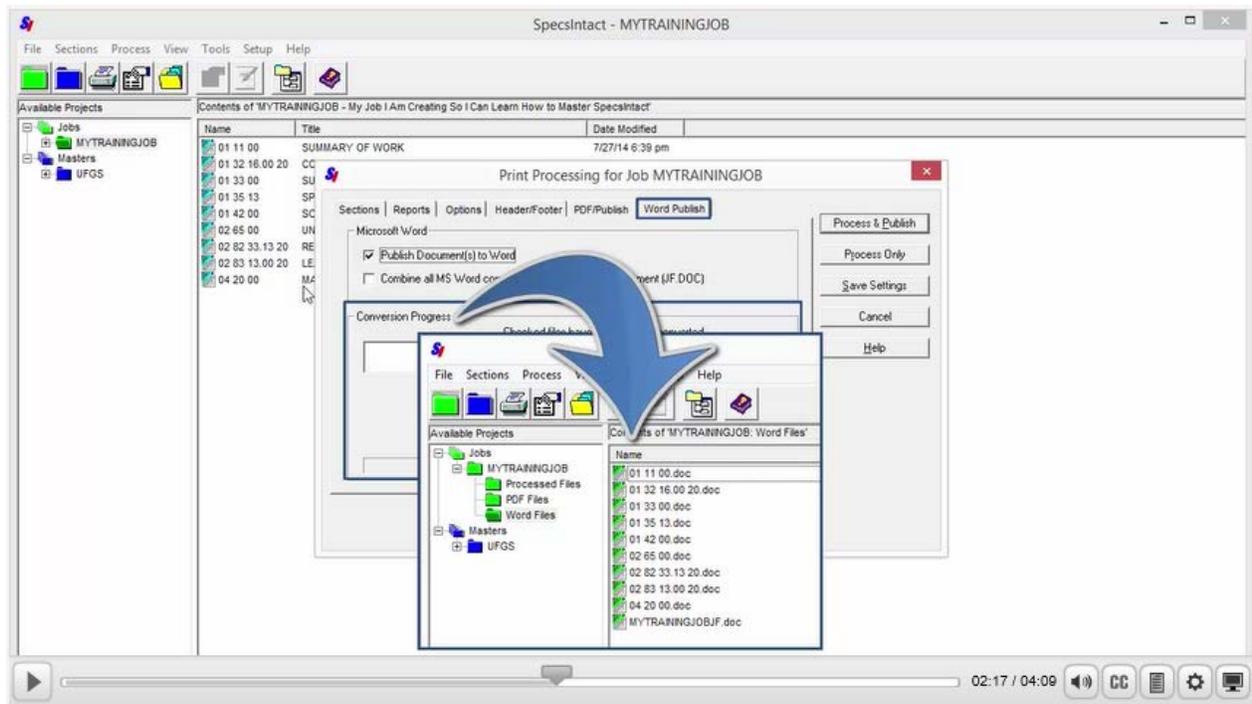


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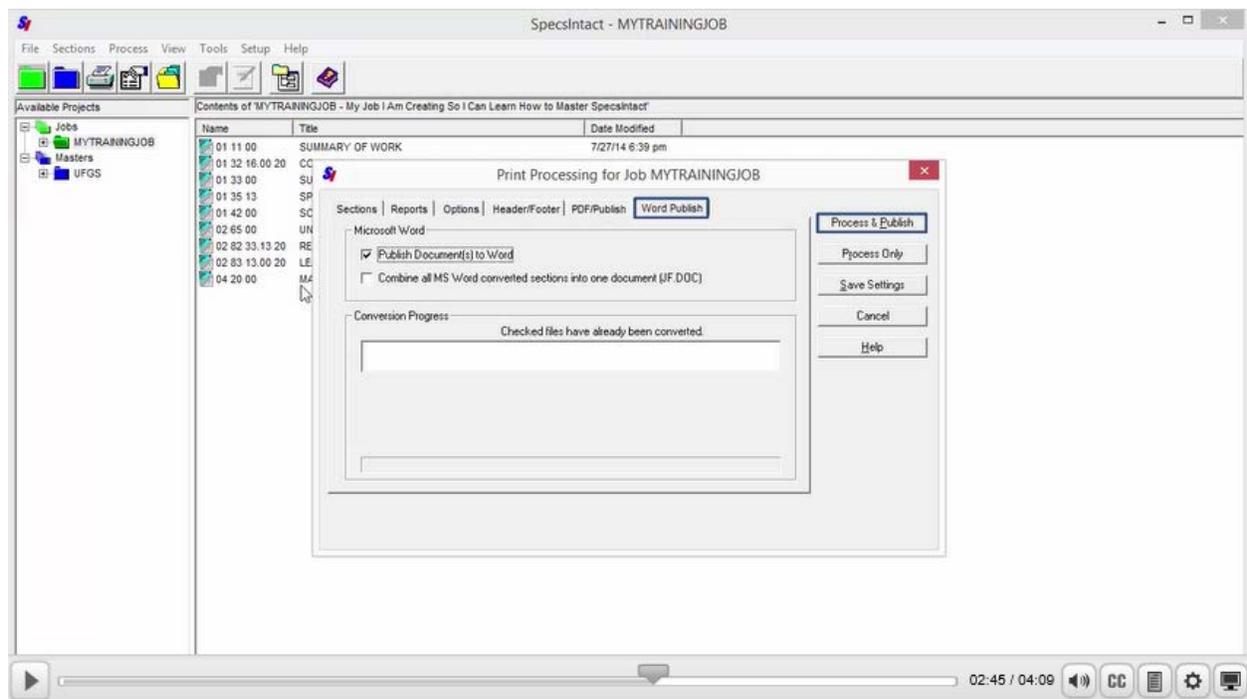
When the Conversion Progress begins, the conversion area and places a checkmark next to the files as they are converted.



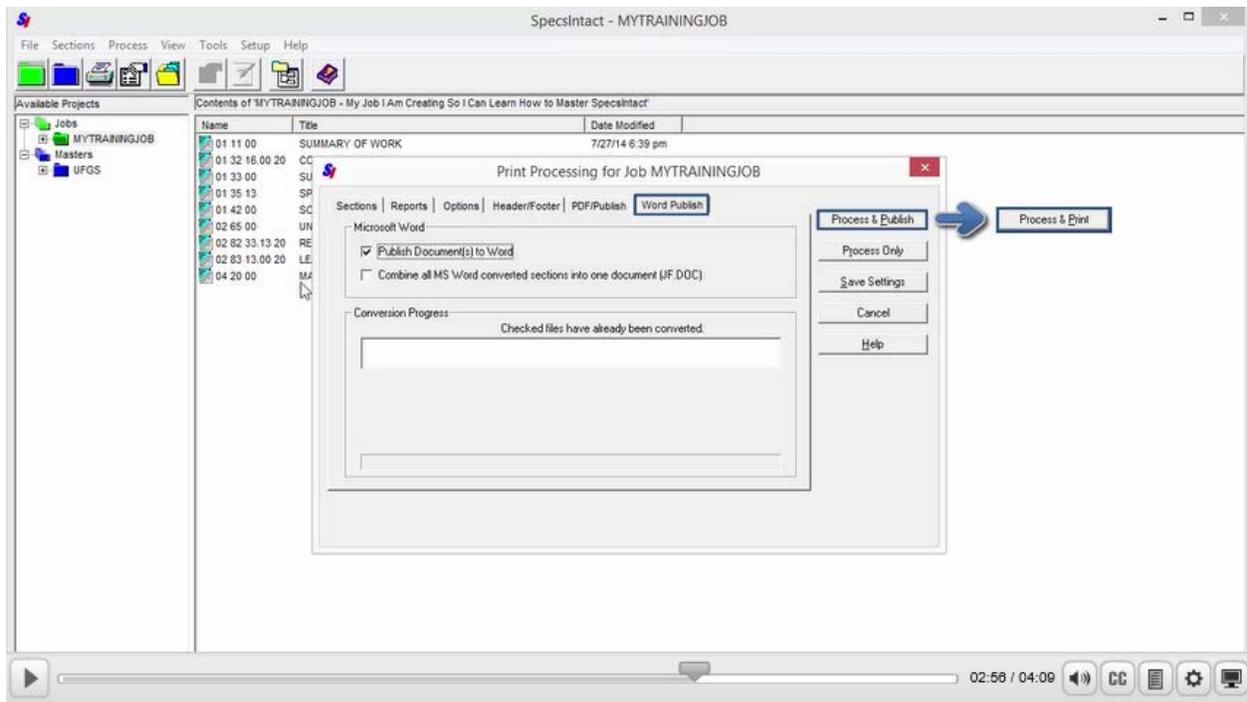
Once the Conversion Process finishes, you will be returned to the SpecsIntact Explorer. Your files will be located under the Jobs Processed Files Folder within a Word folder.



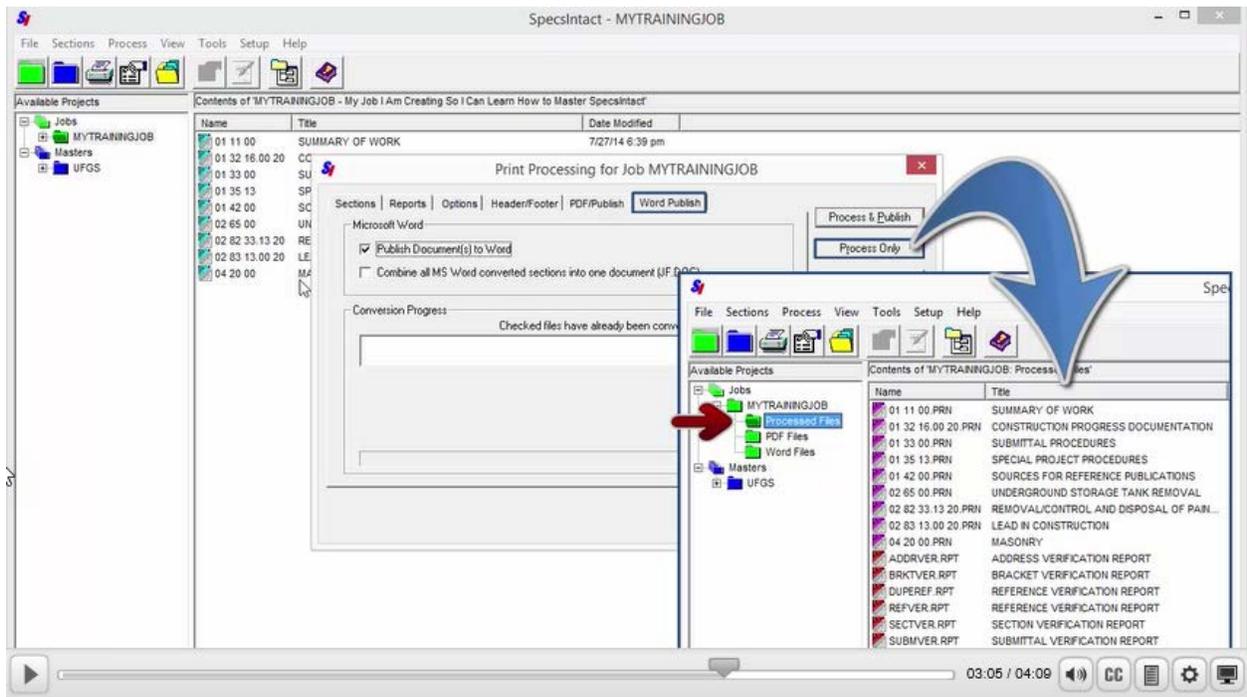
Since this is the last tab in the Overview series, let's go ahead and review the buttons located on the right of this dialog. The Process & Publish button is a multi-function button that serves two purposes. When Publishing to PDF or Word, the button reflects 'Process & Publish', and applies the choices made on all of the tabs and begins the conversion process to Word or PDF.



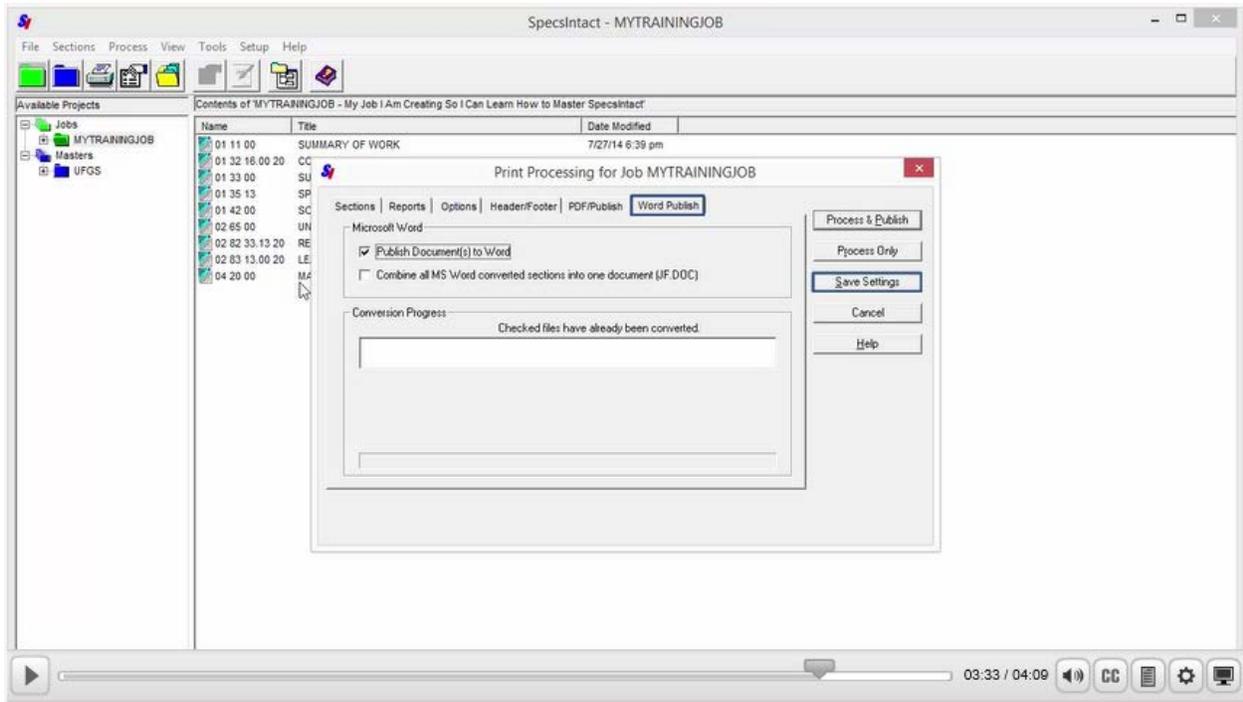
When printing to paper the button reflects 'Process & Print', and applies the choices made on all the tabs and begins to process and print the files to a printer.



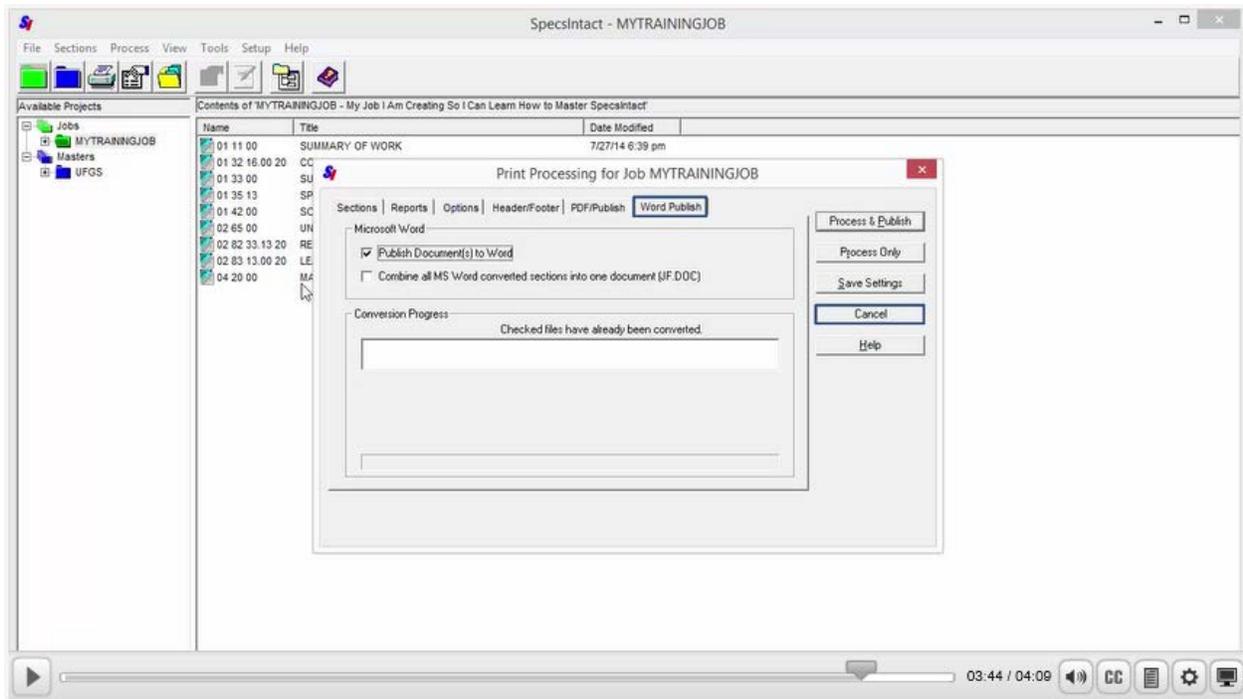
The Process Only button applies the choices made on the tabs and sends the results to the Processed files folder located under the job in the SI Explorer so you can open the files and review the changes. These files have a .prn extension. This option is also highly used in order to produce the Quality Assurance Reports so you take advantage of the hyperlinking, and fix any issues or discrepancies before committing them to paper, PDF, or Word.



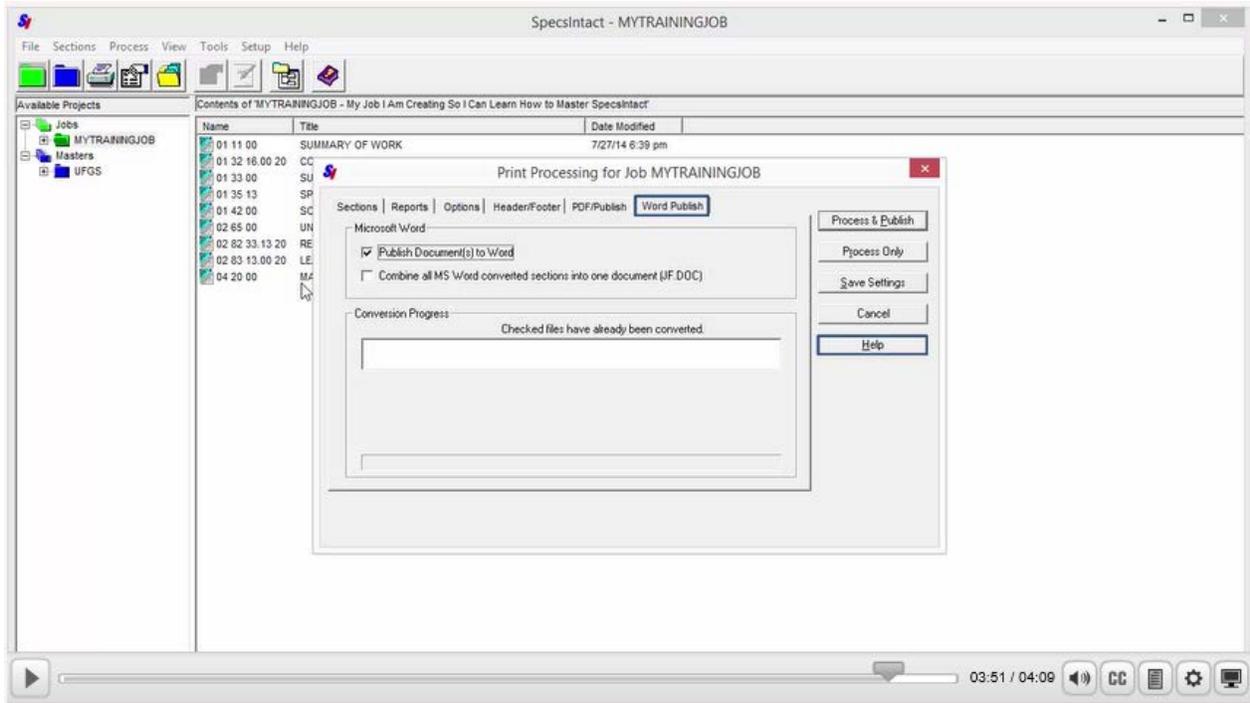
The Save Settings button saves the choices made on all the Process and Print/Publish tabs so that the next time the box is opened the selections you saved will be your new defaults.



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



The Help button opens the Help Topic for the active tab.



This completes the Process and Print/Publish Overview Series. Let's go ahead and proceed to the next module.

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

8:00 AM – 4:30 PM Eastern Time

Phone: 321.867.8800

Email: KSC-SpecsIntact@nasa.gov

eLearning Module Notes:
