

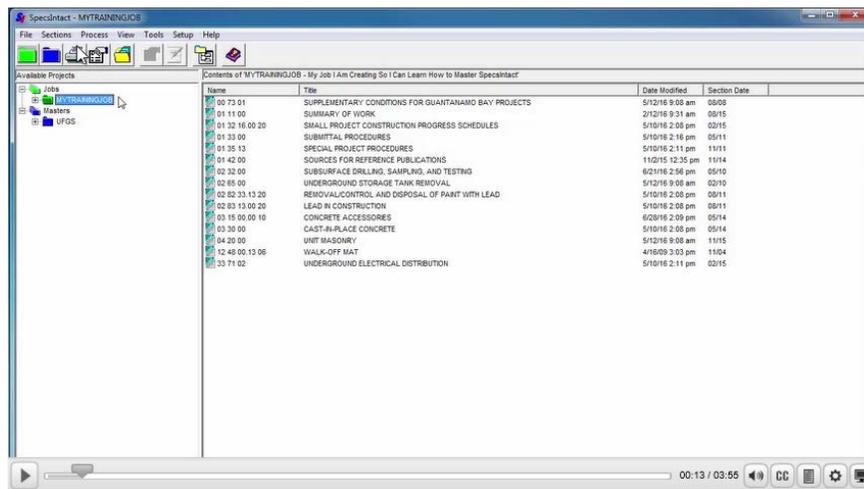
# SpecsIntact eLearning Modules Transcript

## Module: Chapter 4 – Print/Publish The 01 42 00 Sources for Reference Publications Section Only

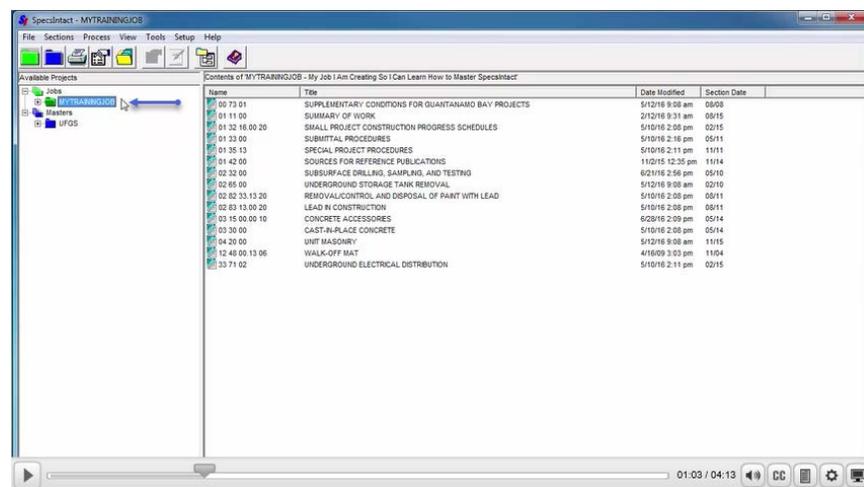
This transcript provides the text from the corresponding eLearning Module. Screenshots have been added as a visual aid however, we highly recommend that you view the corresponding eLearning Module for in-depth visual representation of the subject matter.

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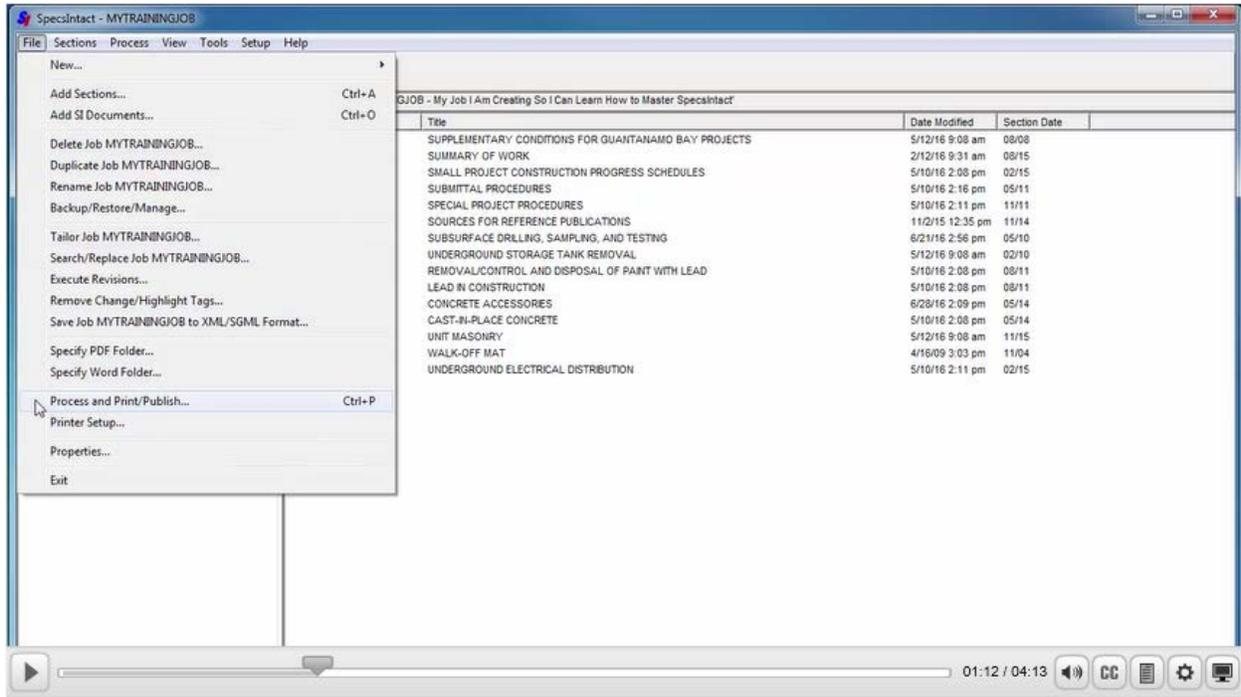
This lesson we are going to focus on the steps needed to print a Jobs reconciled 01 42 00 Sources for Reference Publications Section without printing the entire Job. The process is different when you are required to print or publish the 01 42 00 Section separately, since the Sections need to be processed against the Job, prior to printing or publishing in order to remove the Reference Address and contact information that are not used throughout the Job.



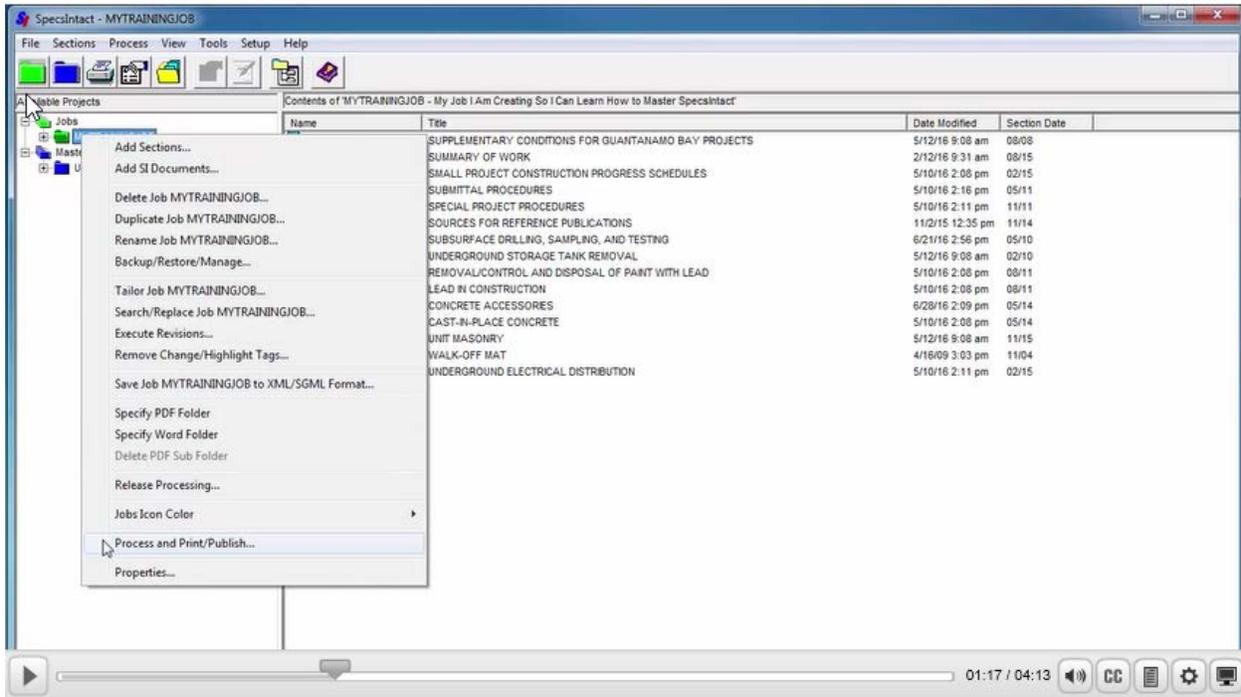
As we begin, you will see that 'MyTrainingJob' has already been selected.



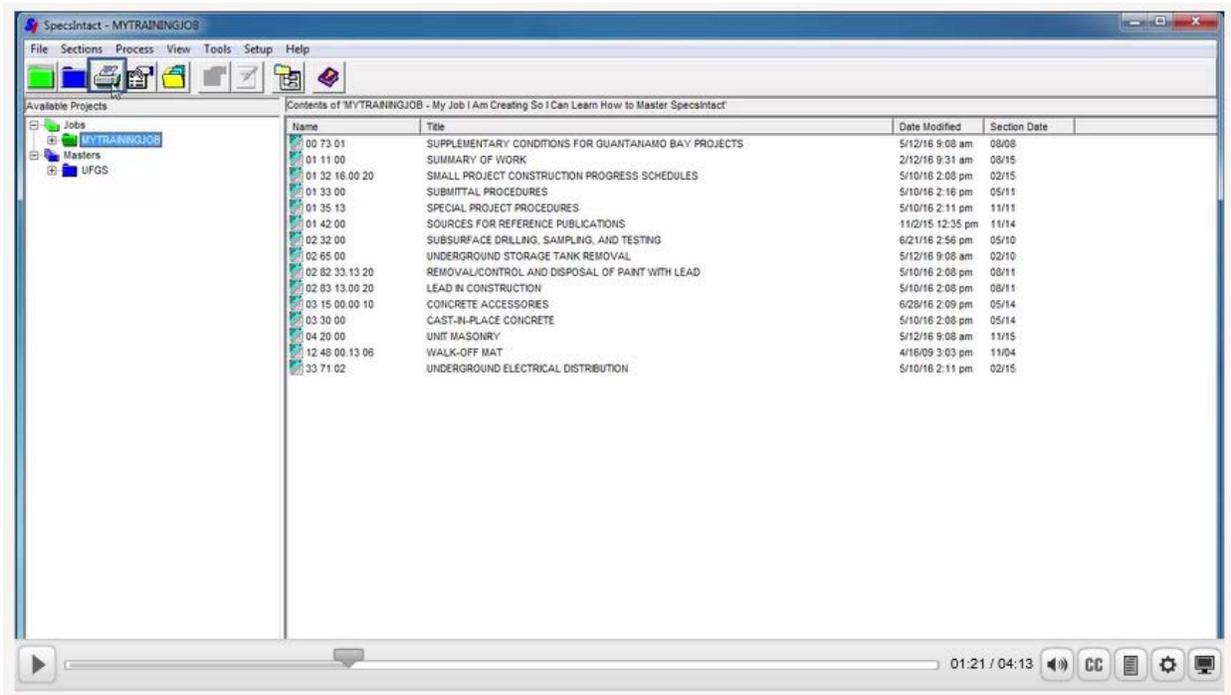
In other modules, you learned there are three ways to access the Process and Print/Publish window. You can either go to the File dropdown menu and select Process and Print/Publish,



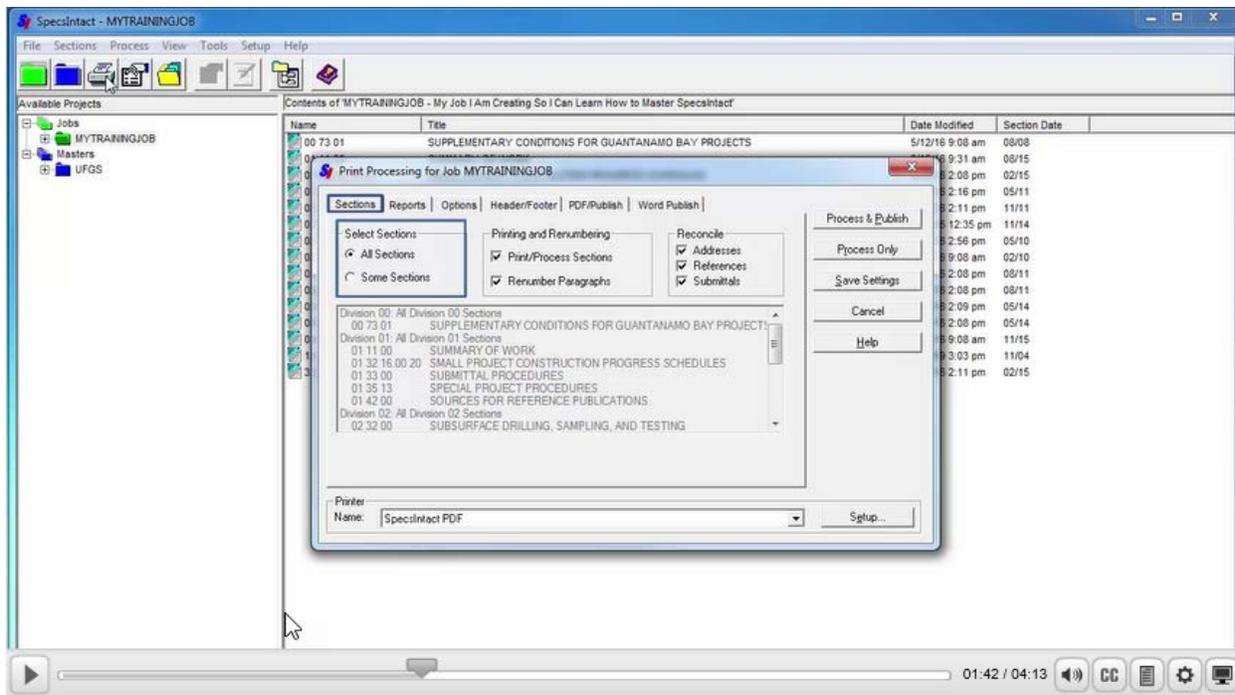
Right-click on the Job and select Process and Print/Publish



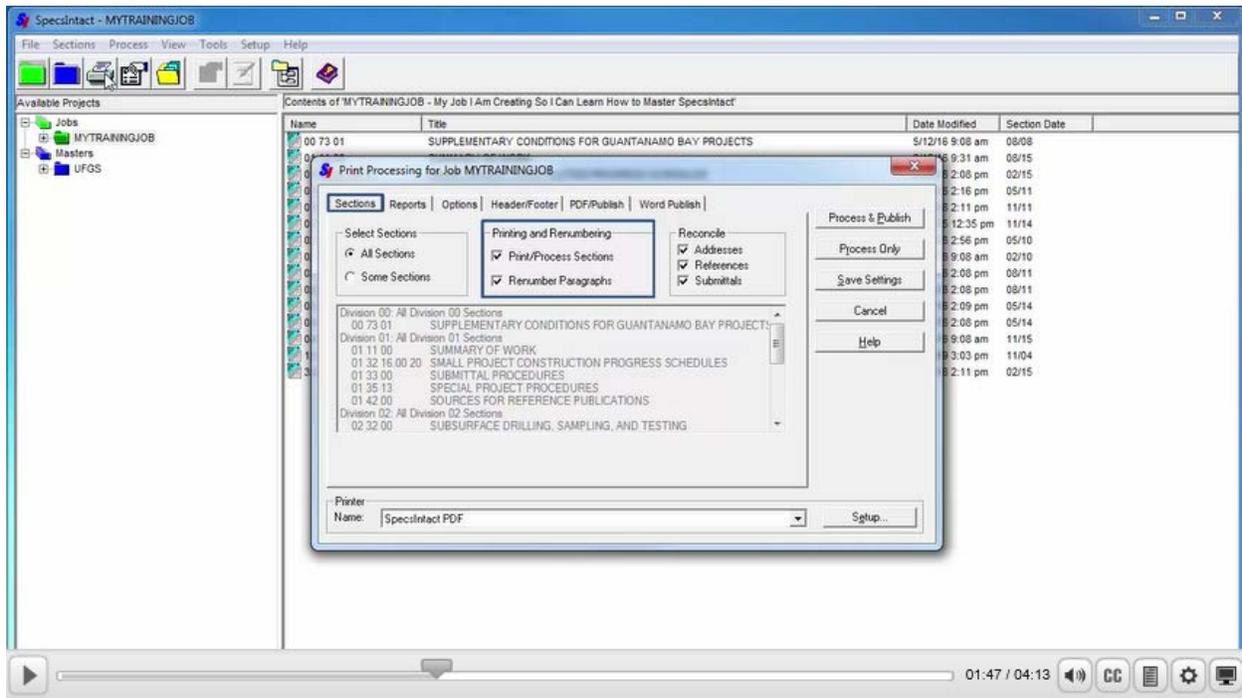
or select the Process and Print/Publish button on the SI Explorer's Toolbar.



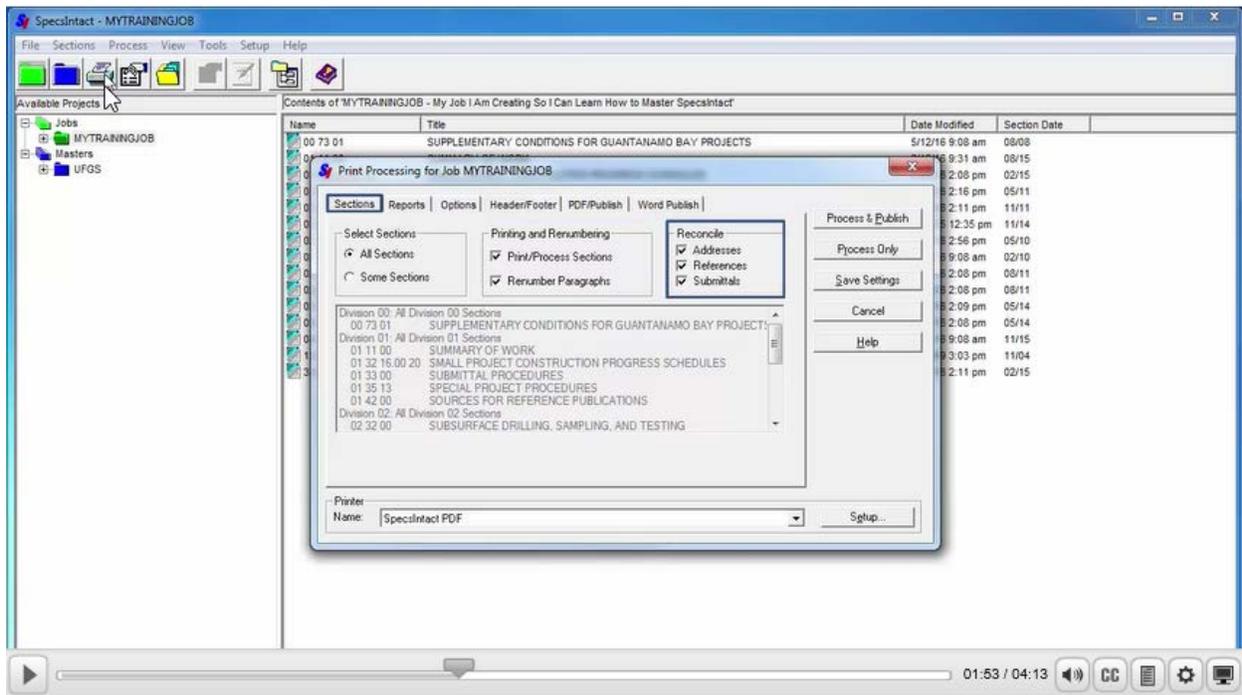
When the Print Processing window opens, we are automatically positioned on the Sections Tab, we want to verify the default settings. Below 'Selected Sections', 'All Sections' is selected because I had selected the Job prior to selecting the Process Print/Publish button.



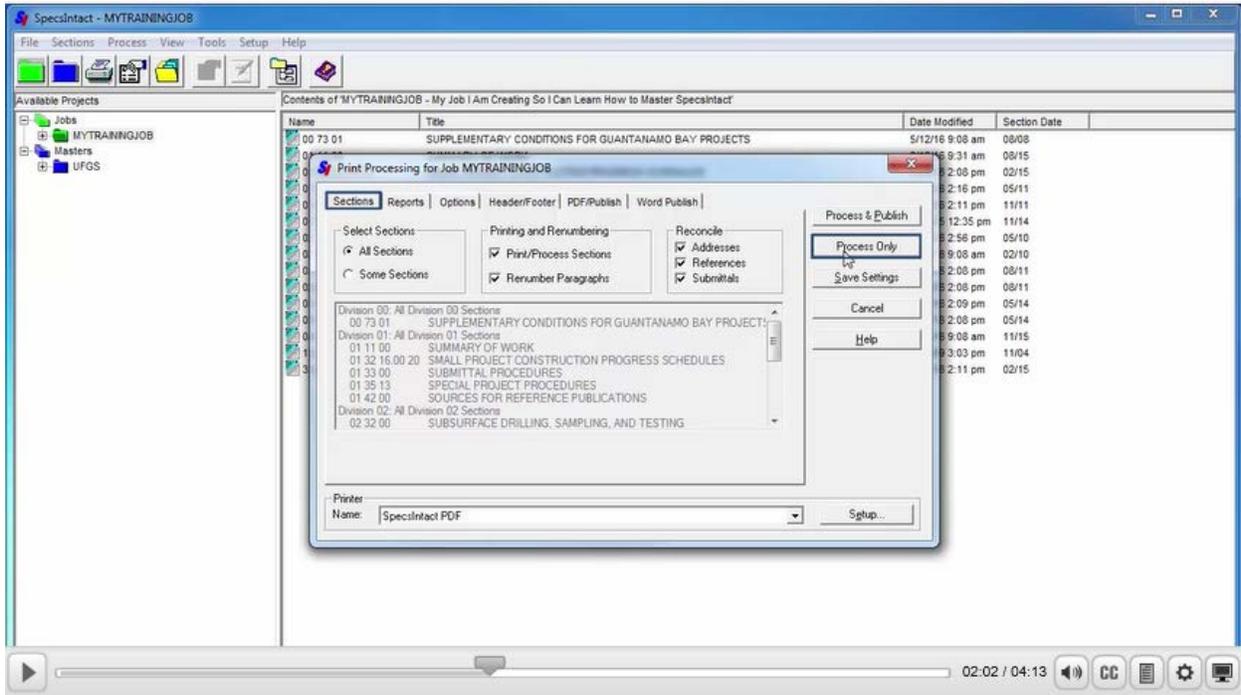
Below Printing and Renumbering, you will see that Print/Process Sections and Renumber Paragraphs are selected by default.



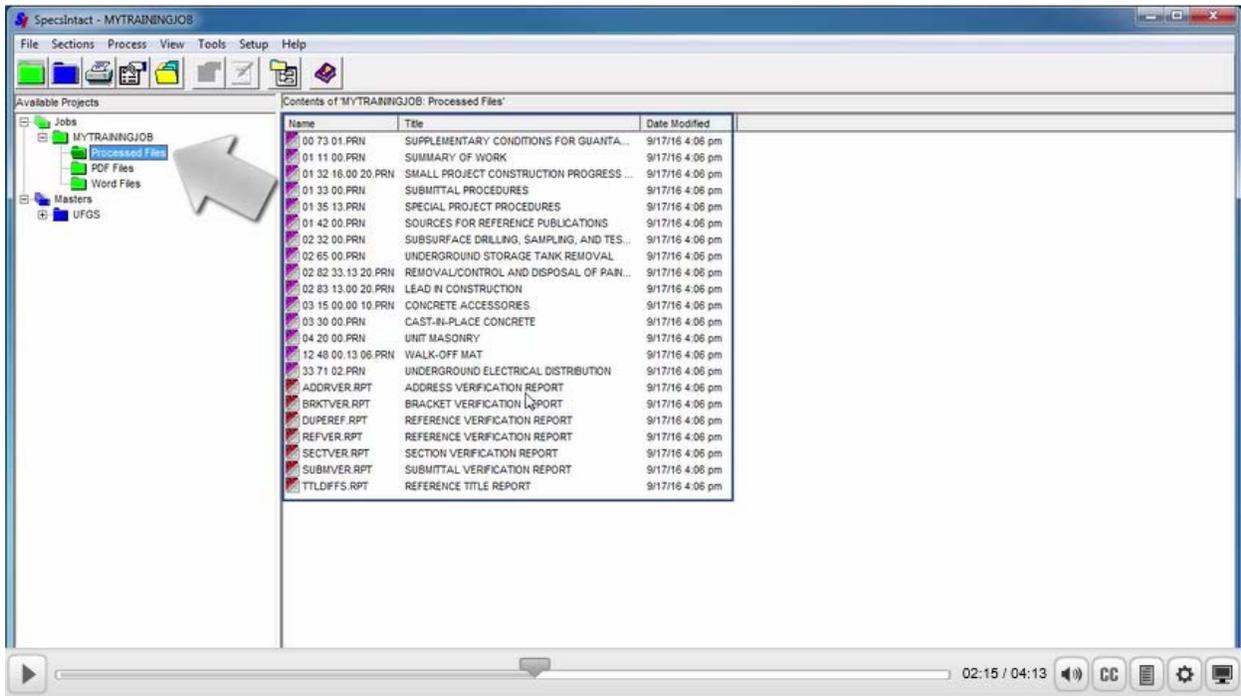
Below Reconcile, the three options for Address, References, and Submittals are also selected.



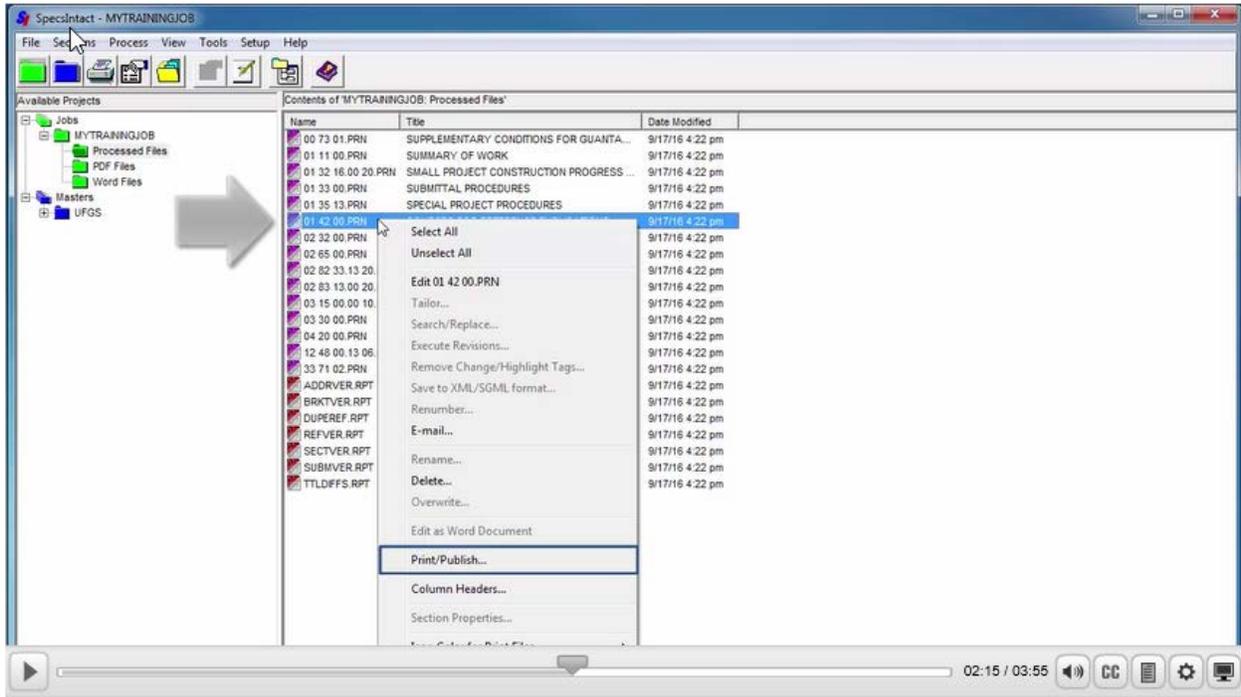
Now we are going to choose the 'Process Only' button in order to process the 01 42 00 Section against the entire Job. When the processing



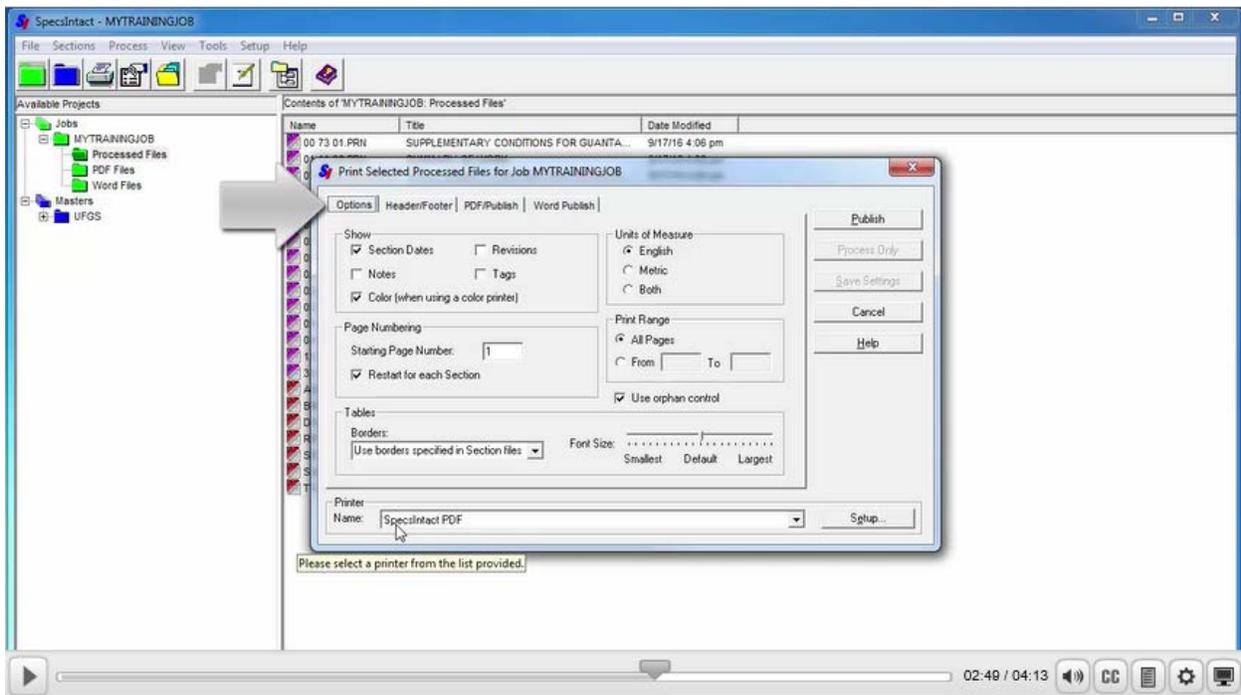
When the processing finishes, you will be returned to the Jobs Processed Files folder where you will see the processed files were generated for the entire Job, along with the reports.



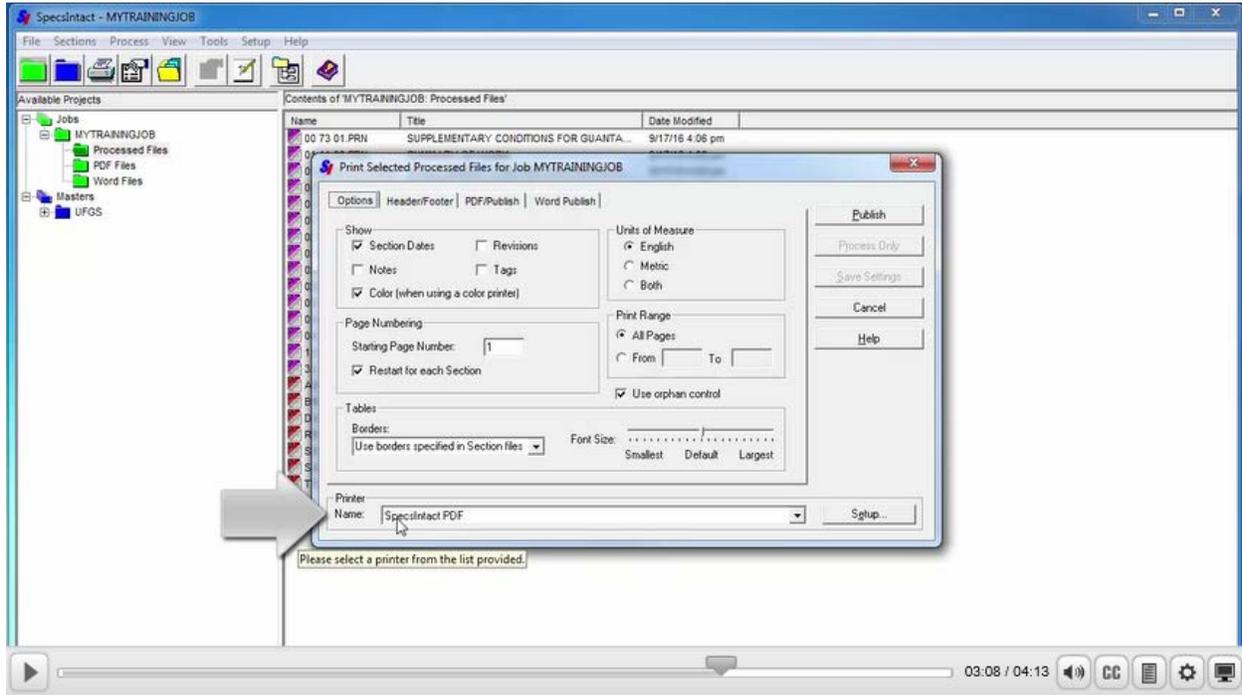
In order to print the reconciled Section, *right-click* on the **01 42 00 Section**. Since we just processed the Job, you will notice the option on the Right-click Menu reflects Print/Publish. The Job was already processed so there is no need to do that again. Let's go ahead and select **Print/Publish**.



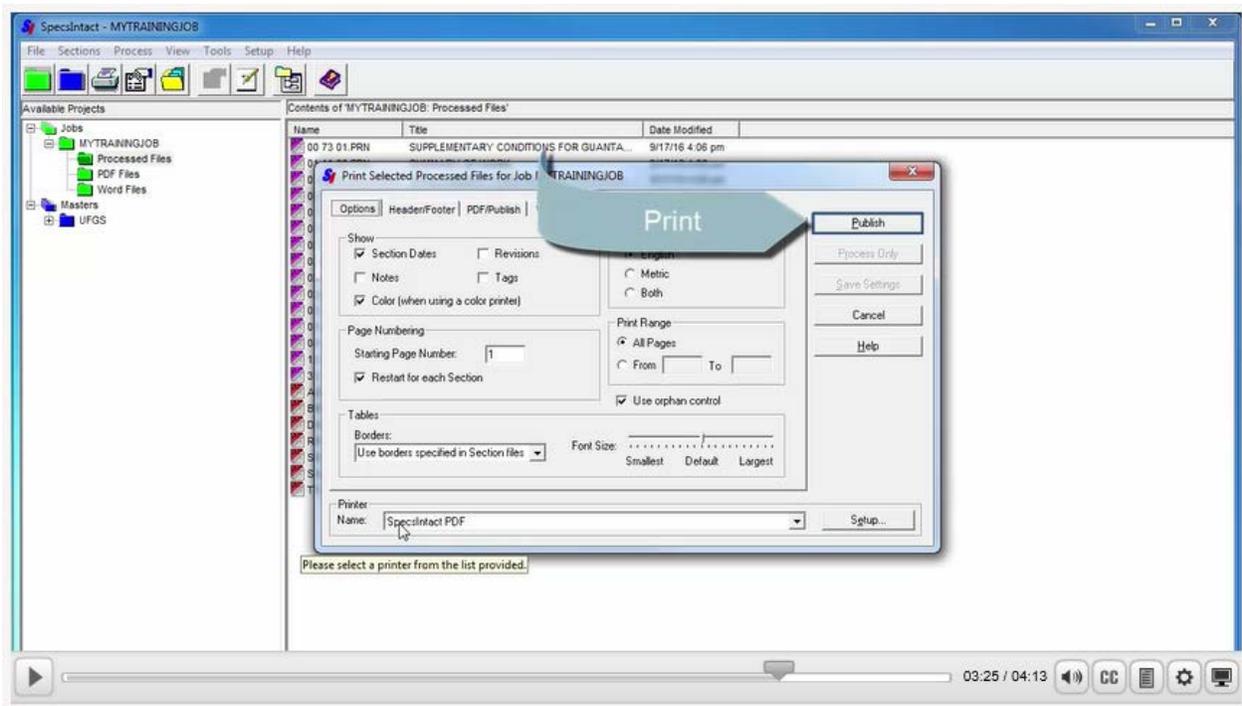
When the Print Selected Processed Files window opens you will notice that you only have access to the Options, Header/Footer, PDF/Publish, and Word Publish Tabs, since the options on the other tabs are no longer applicable.



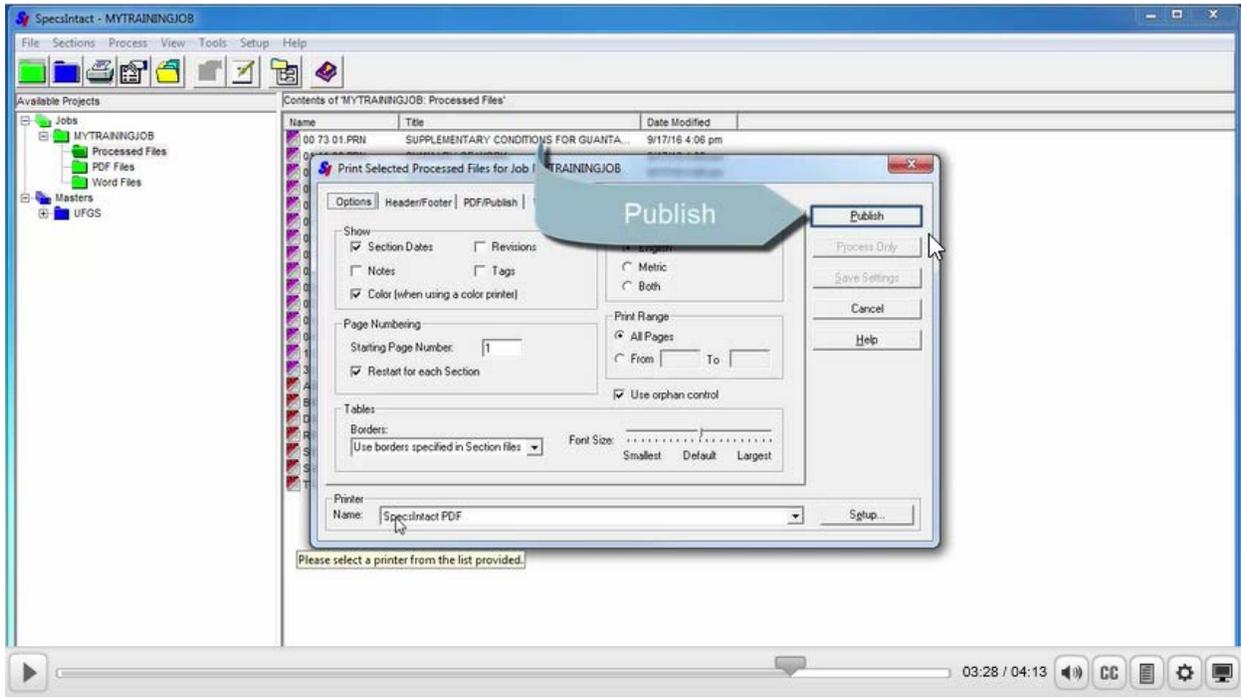
Depending on whether you want to physically print the Section or generate a PDF File, you will need to change the printer before continuing. For this lesson, I am going to use my default SpecsIntact PDF printer.



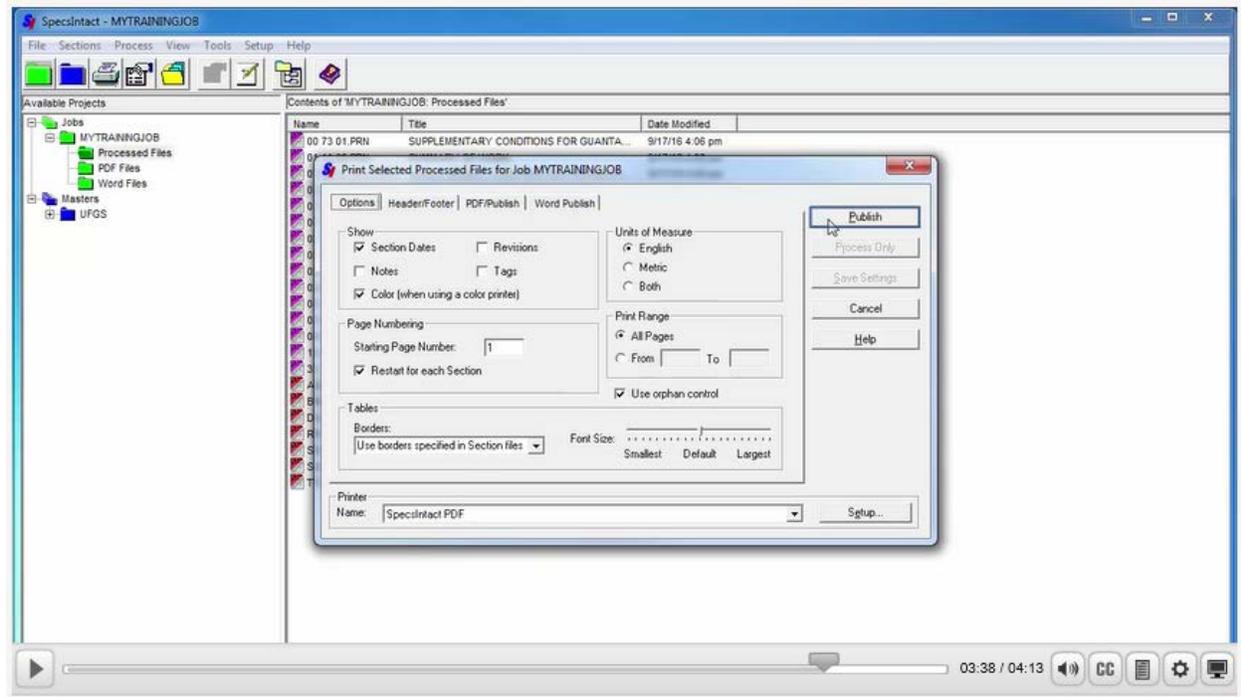
Before we continue, I want to bring your attention to the Publish Button. This is a multi-functional button that is dependent on the selected printer. When your desired output is paper, the button will reflect 'Print.'



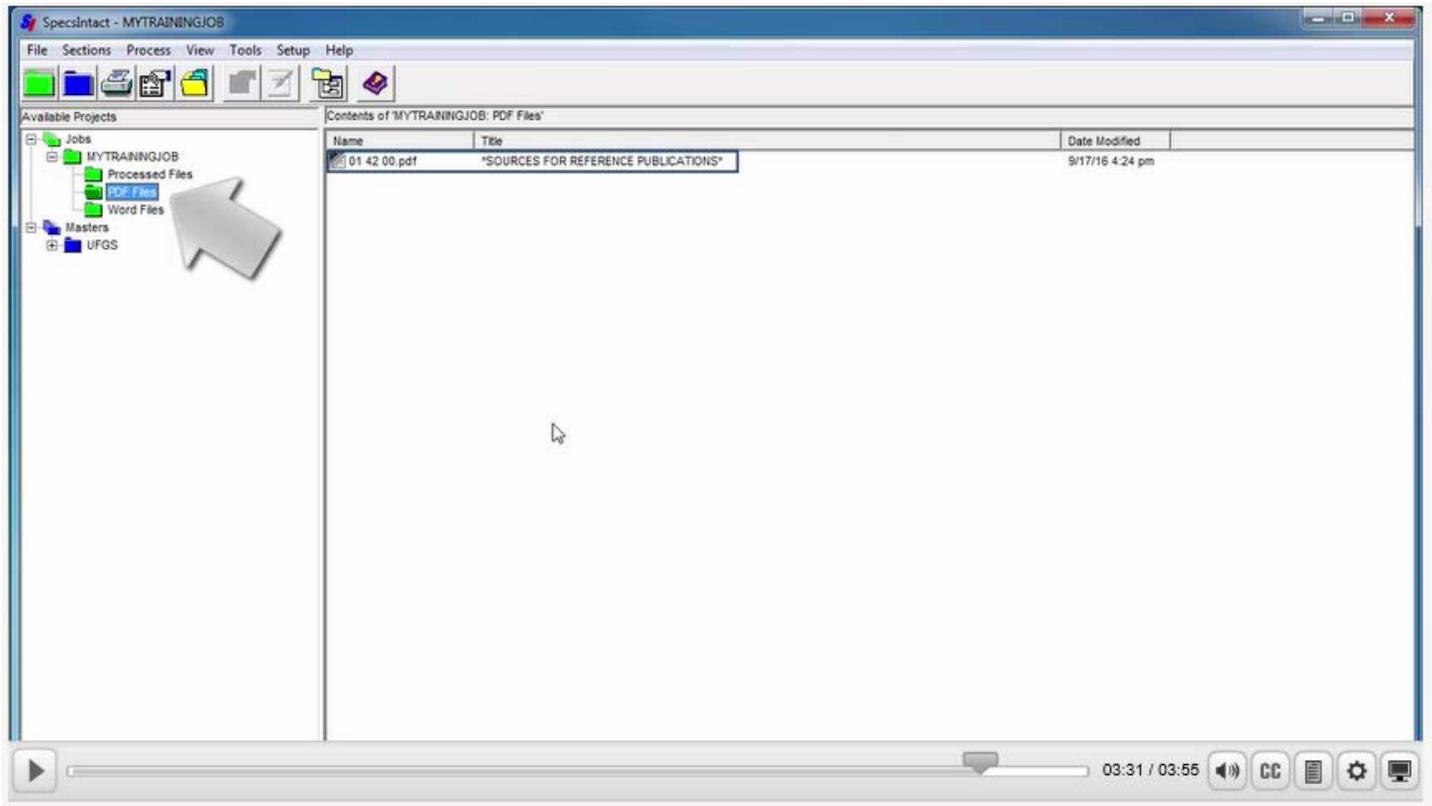
If the desired output is PDF or Word, the button would reflect 'Publish'.



Now we are ready to complete the process by selecting the Publish button.



Once the processing is complete, you will be returned to the SI Explorer's PDF Files folder. If you had chosen a physical printer, the 01 42 00 Section will be ready and waiting for you to pick up on your printer.



This completes the lesson on Printing or Publishing the 01 42 00 Section. To learn more, please continue 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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