

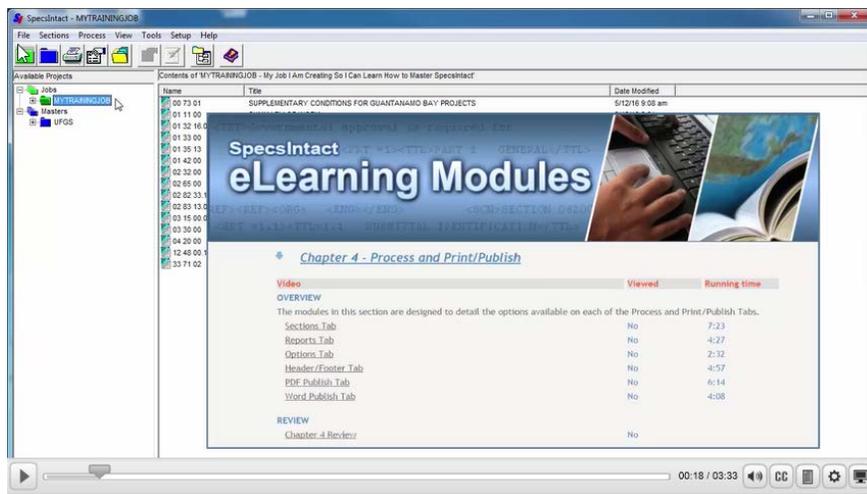
SpecsIntact eLearning Modules Transcript

Module: Chapter 4 – Print/Publish the Project Table of Contents Only

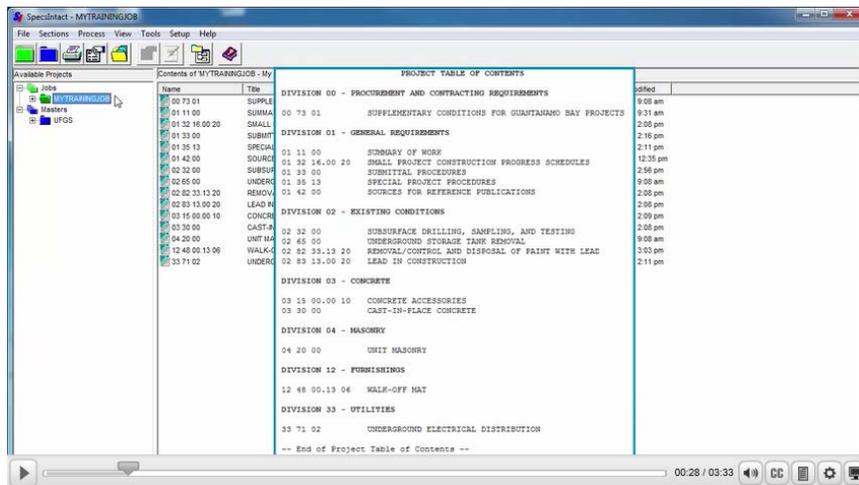
This transcript provides the text from the corresponding eLearning Module. Screenshots have been added as a visual aid however, we highly recommend that you view the corresponding eLearning Module for in-depth visual representation of the subject matter.

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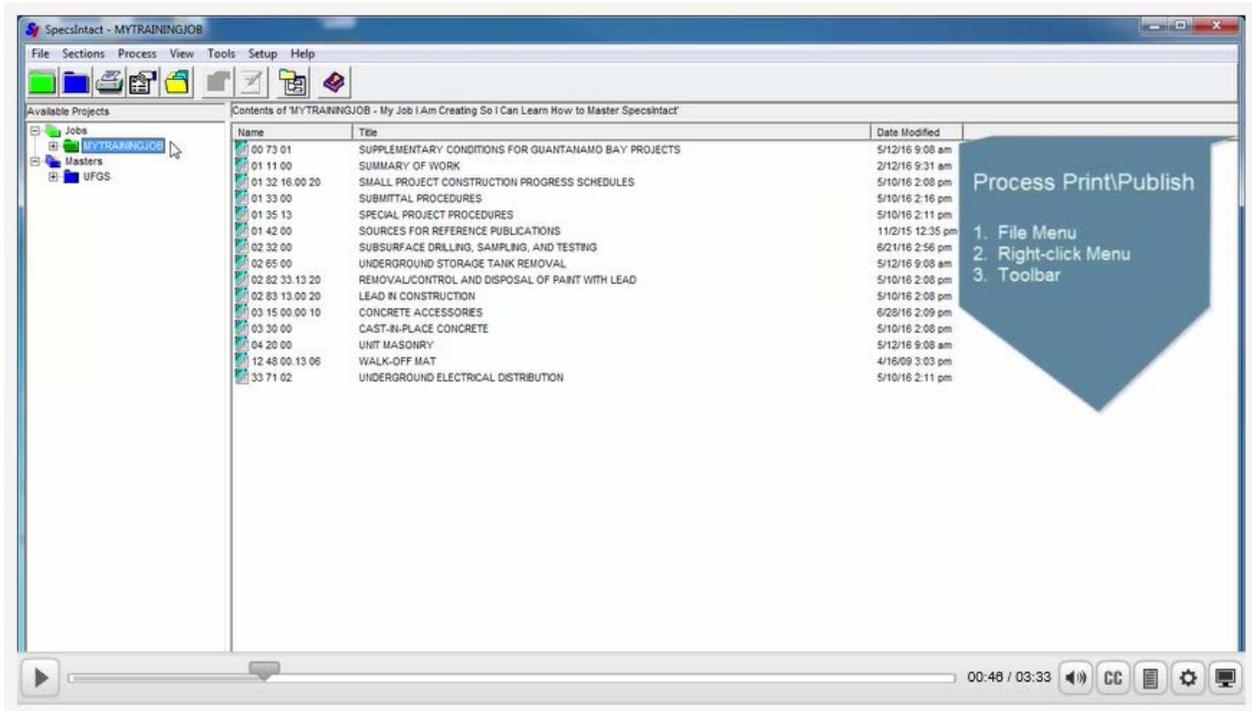
As we begin this lesson, I would recommend that you watch the Overview modules found in this Chapter so you have a full understanding of the features available on each tab within the Process and Print/Publish window.



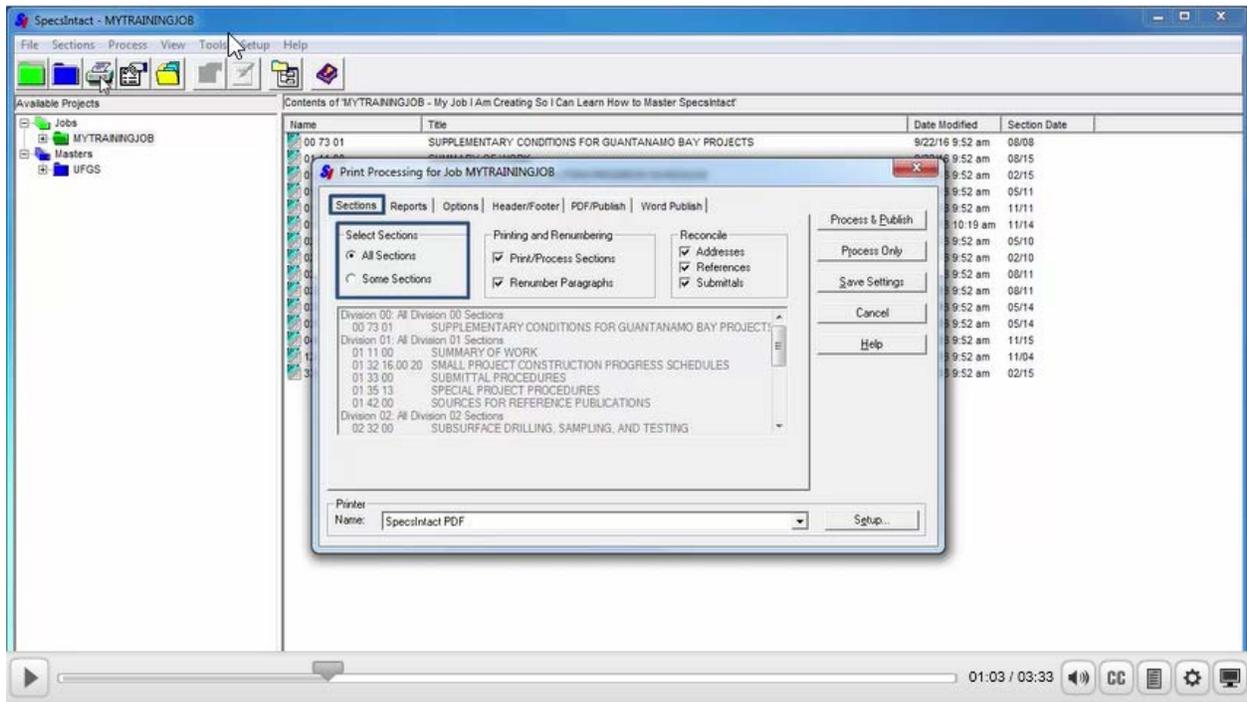
This lesson will focus on the steps needed to print a Project Table of Contents without printing the Section files.



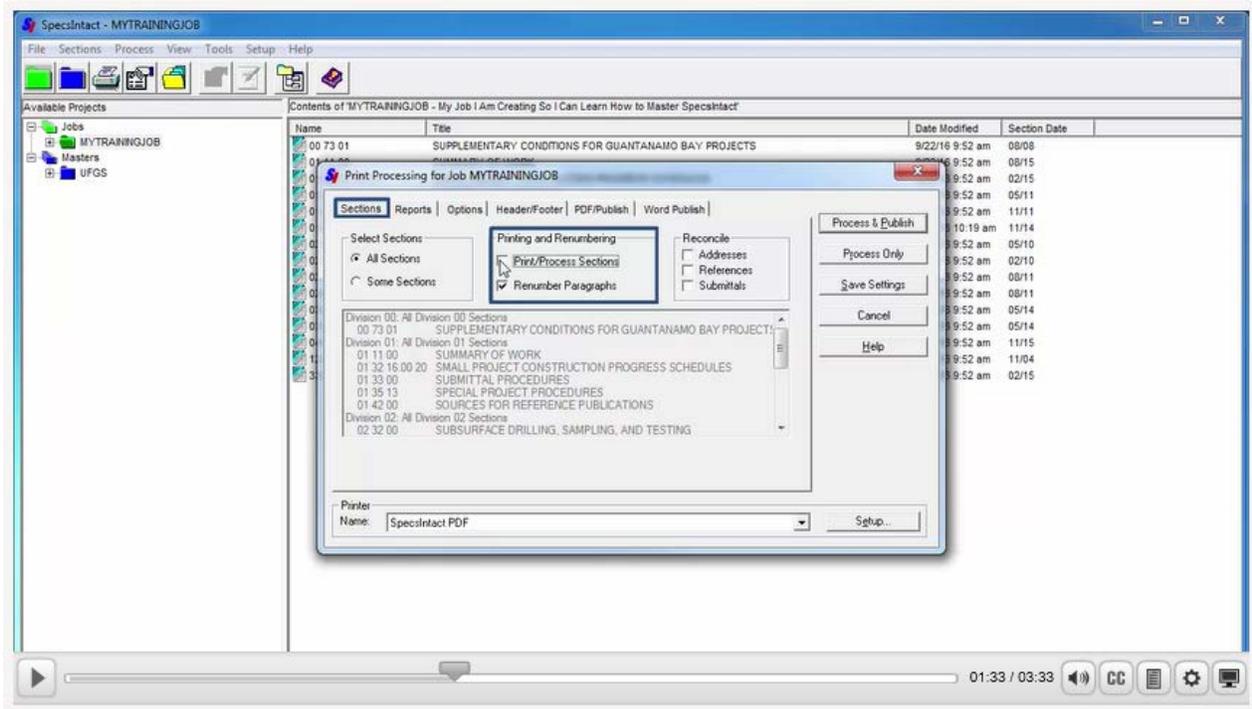
For this lesson, I am going to select 'MyTrainingJob' in order to demonstrate the steps for printing the Project Table of Contents. As I have mentioned in the other modules, there are three ways to access the Process and Print/Publish window. You can either go to the File dropdown menu, right-click on the Job or simply select the Process Print/Publish button on the SI Explorer's Toolbar.



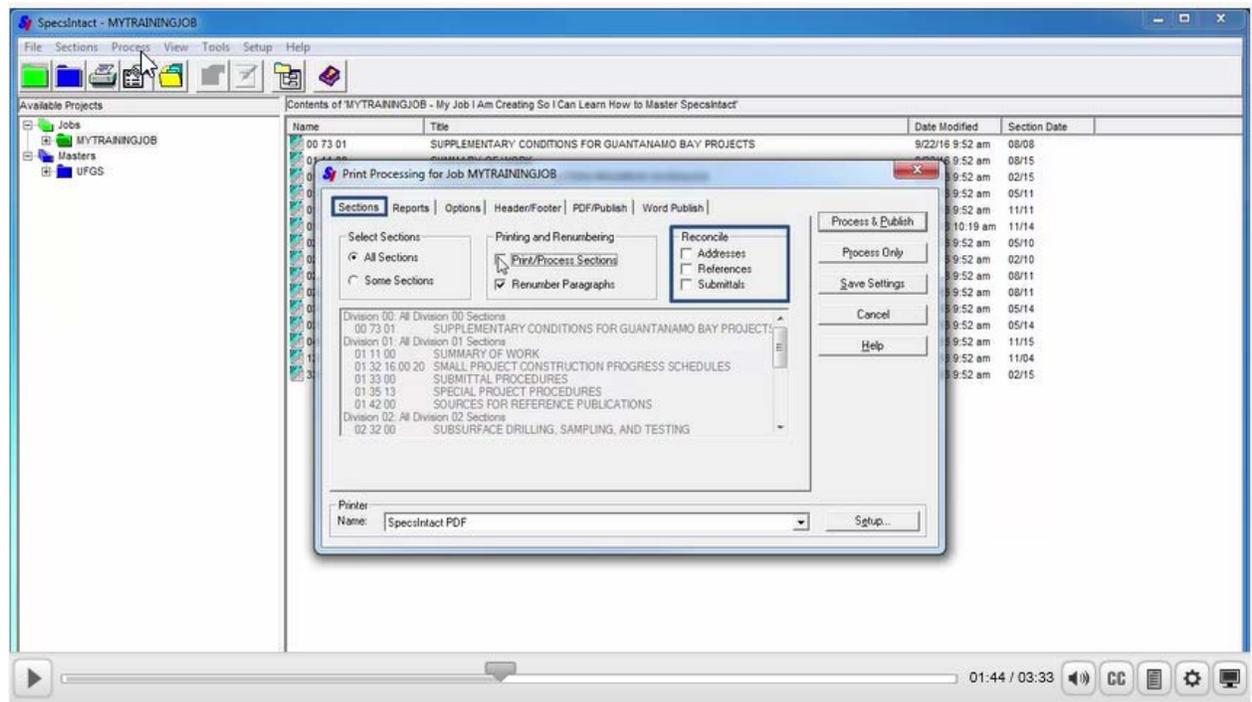
In order to accomplish this task, we are going to begin on the Sections Tab. Below 'Selected Sections', 'All Sections' is selected. This is because I had selected the Job before I selected the Process Print/Publish button.



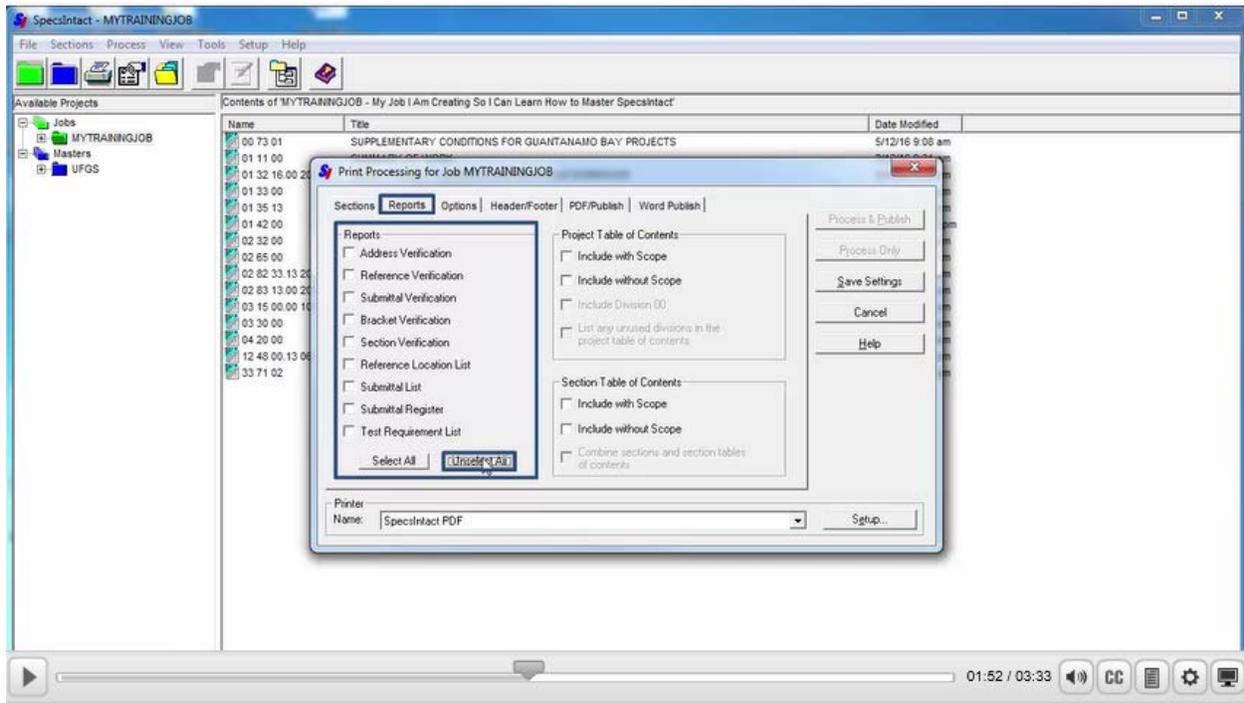
Below Printing and Renumbering, you will see that Print/Process Sections and Renumber Paragraphs are selected by default. The Print/Process Sections is used to tell SpecsIntact to physically print the Section files. Since our goal is to print the Project Table of Contents without the Section files, we want to *uncheck* the **Print/Process Sections** option.



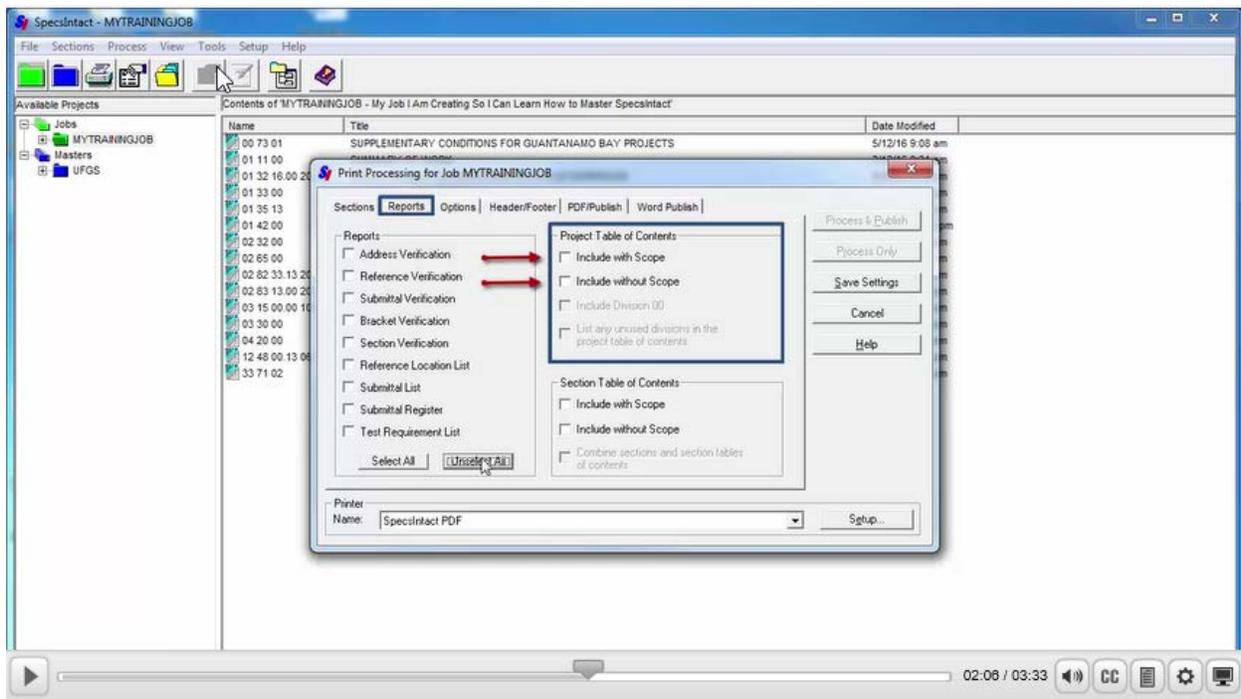
You may have noticed that as soon as we unchecked the Print/Process Sections, the three options below Reconcile are no longer checked, since these features only apply when we are physically printing your Section files.



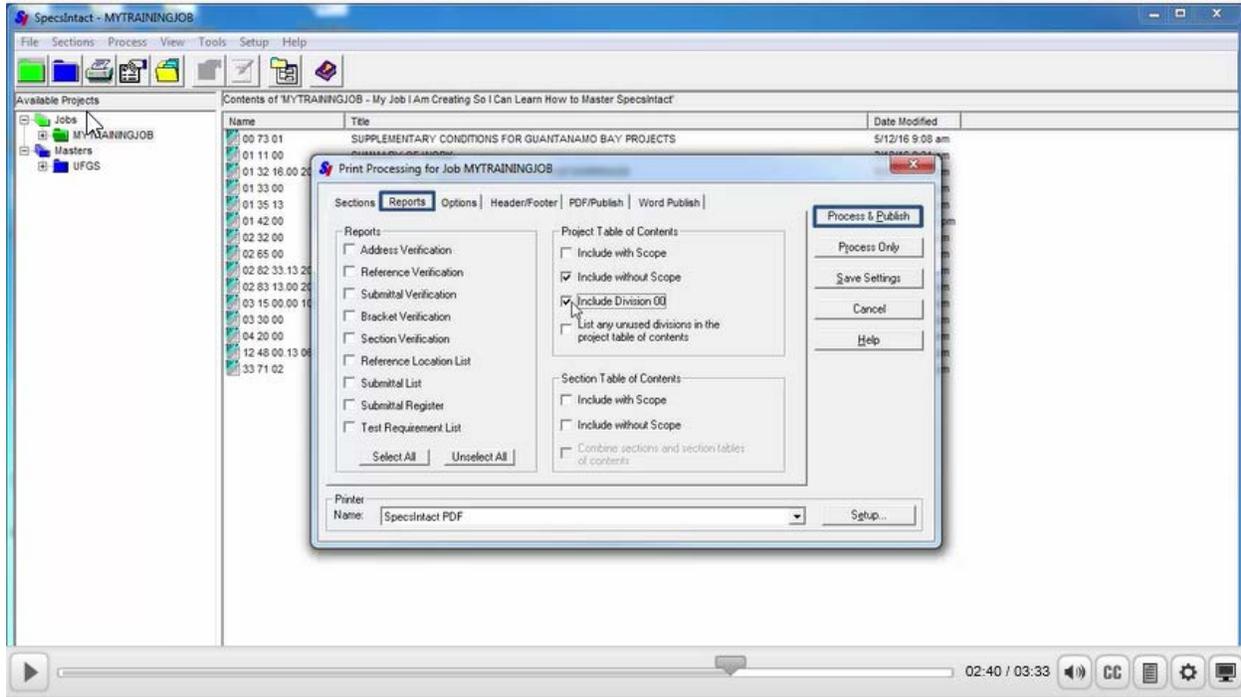
On the Reports Tab, let's choose the 'Unselect All' button.



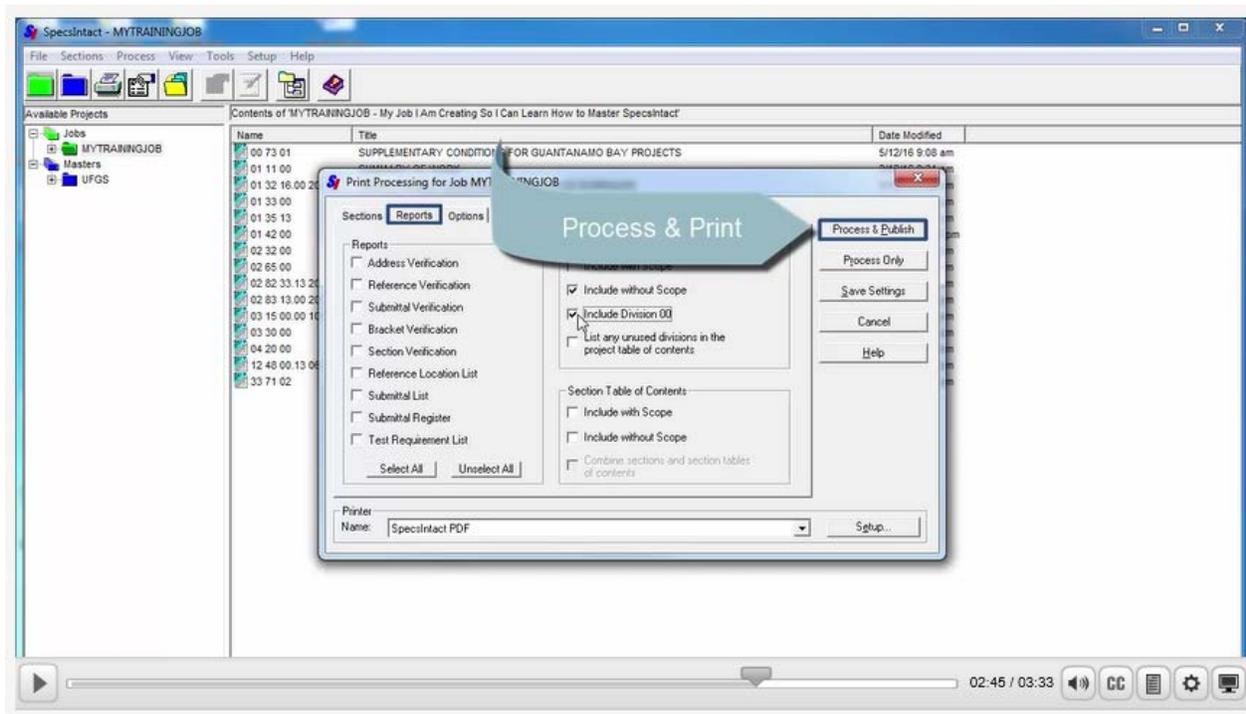
Before we continue, let's discuss the options that are available below the Project Table of Contents Section. When you need to print or publish the Project Table of Contents you have the option to include or exclude the Scope.



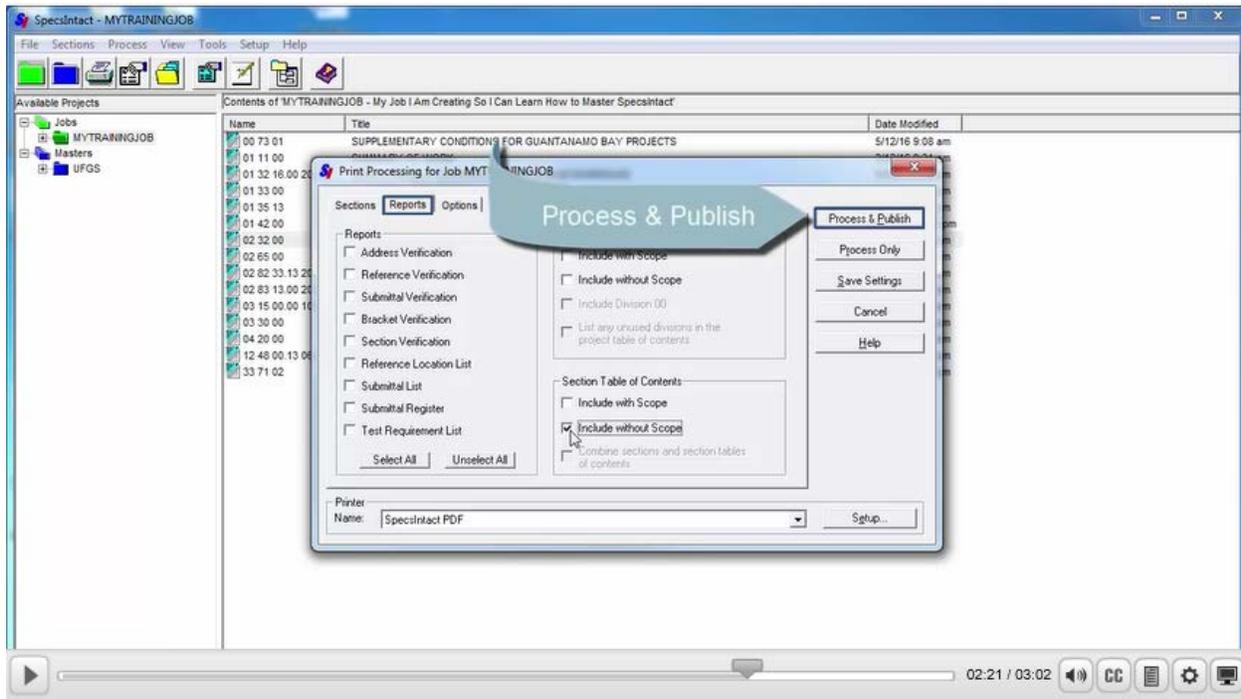
Include Division 00 and List any unused divisions in the project table of contents. The Scope provides a brief description of what the Section is about. For this lesson, we are going to select **Include without Scope and Include Division 00**, since 00 Sections are included in MYTRAININGJOB.



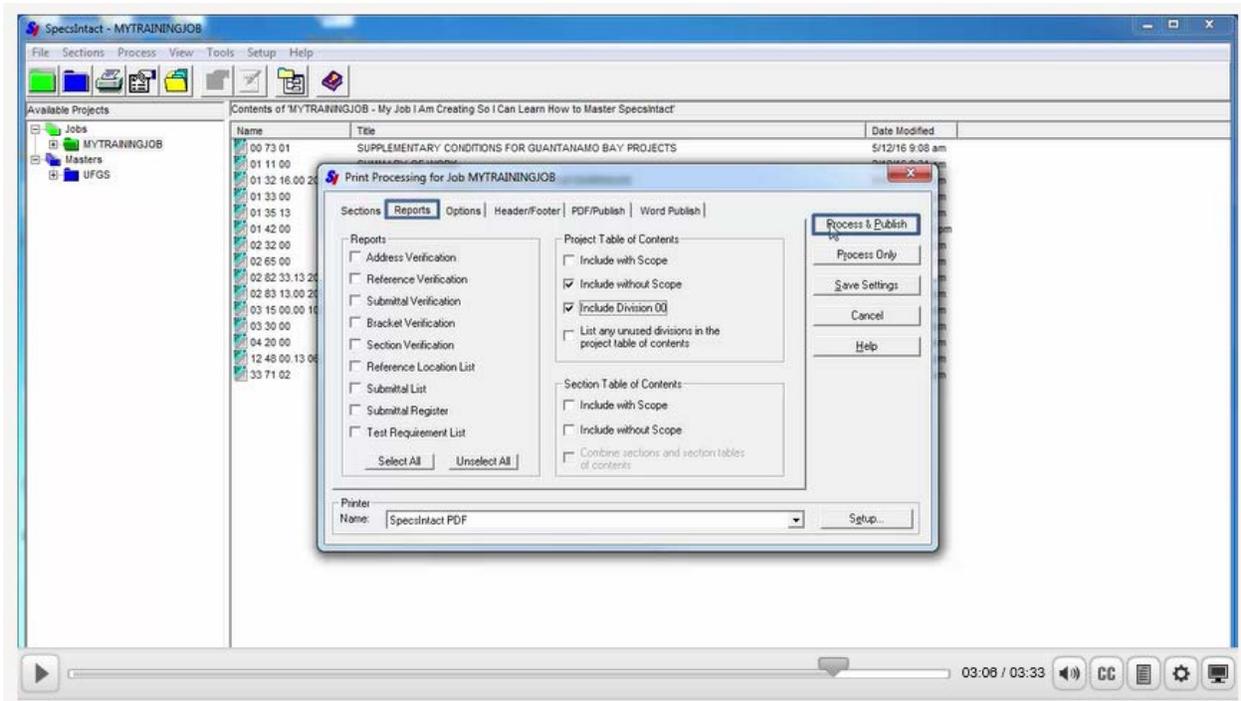
Before we continue, I want to bring your attention to the Process & Publish Button. This is a multi-functional button that is dependent on the selected printer. When your desired output is paper, the button will reflect 'Process & Print.'



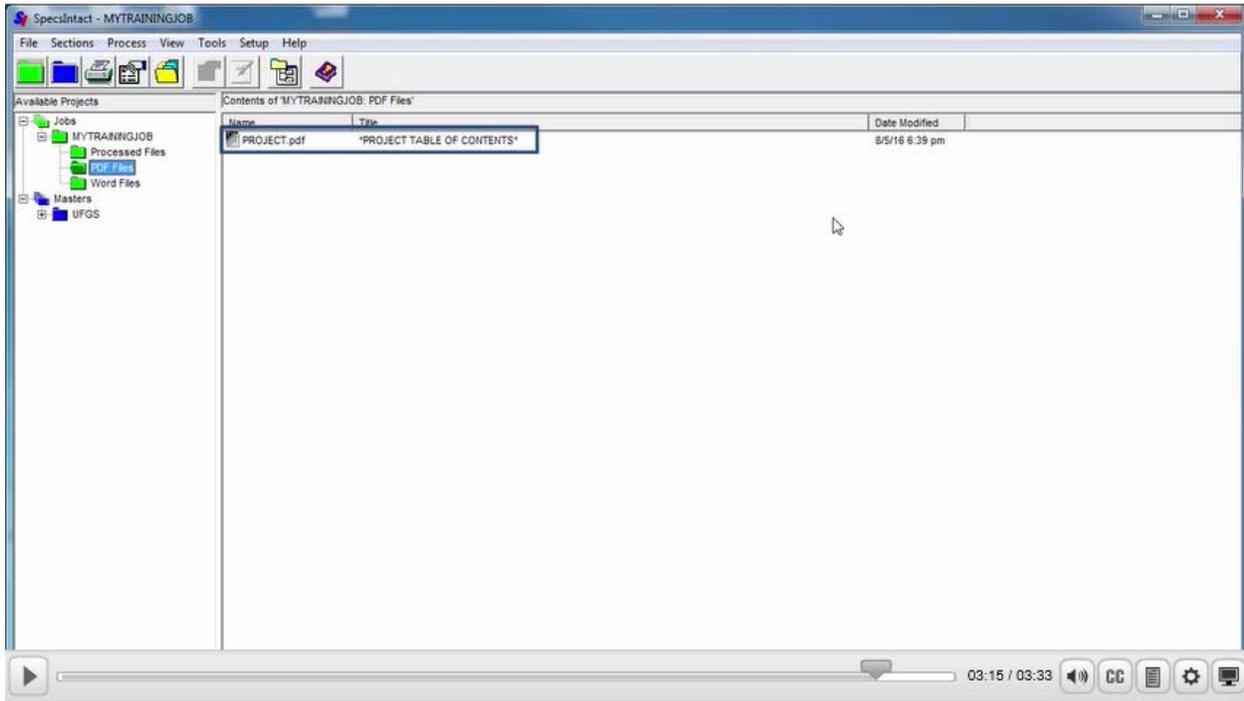
If the desired output was PDF or Word, the button would reflect Process & Publish'.



Now that we have made the necessary selections needed to produce the Project Table of Contents without printing or publishing the Section files, we are ready to complete the process by selecting the **Process & Publish** button.



Once the processing is complete, you will be returned to the SI Explorer's PDF Files folder. If you notice, you have the Project Table of Contents, but no Section files were generated.



To learn more, please continue to the next module of your choice.

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

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eLearning Module Notes:
