

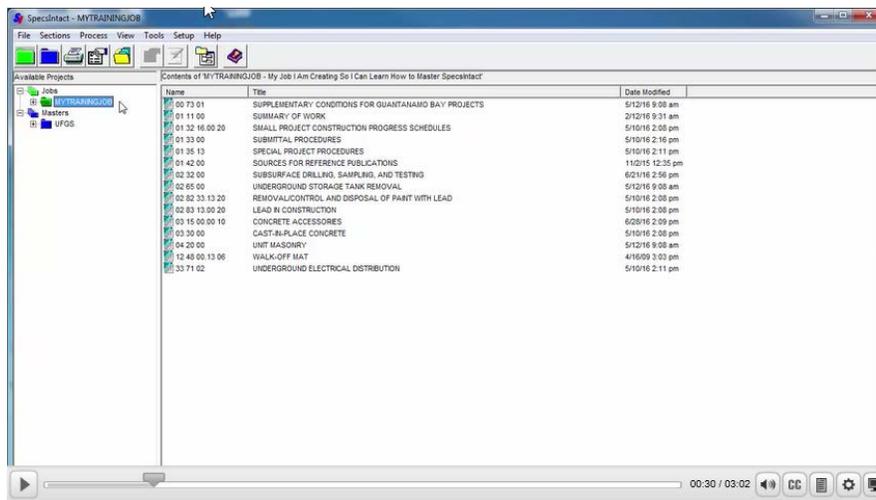
# SpecsIntact eLearning Modules Transcript

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

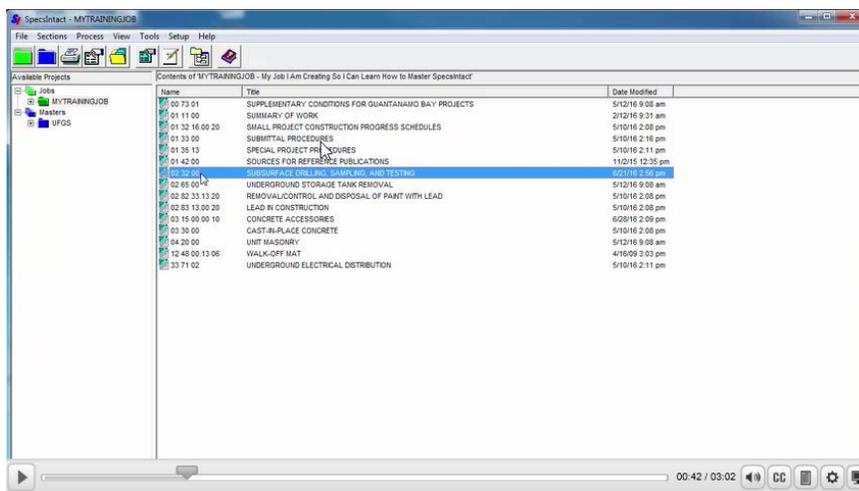
This transcript provides the text from the corresponding eLearning Module. Screenshots have been added as a visual aid however, we highly recommend that you view the corresponding eLearning Module for in-depth visual representation of the subject matter.

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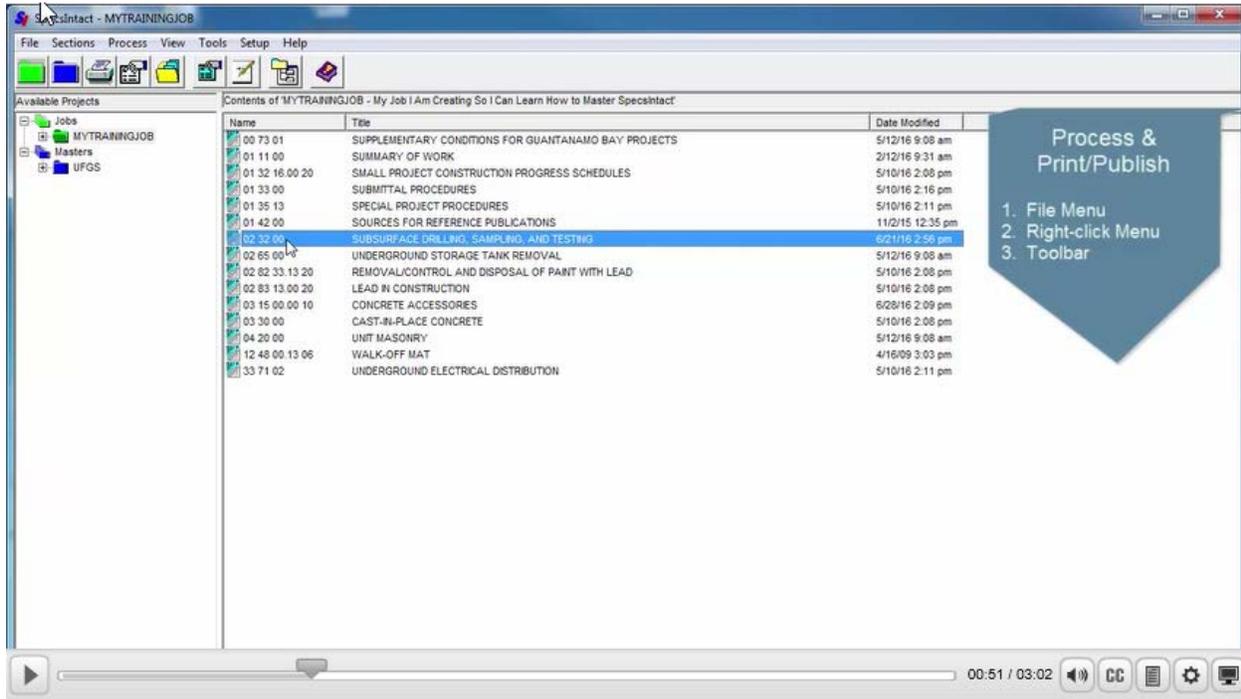
The previous modules in this Chapter have provided an Overview of the features available on each tab within the Process and Print/Publish window as well as lessons on Printing the Submittal Register and Project Table of Contents without the Section files. This lesson will focus on the steps needed to print a Section Table of Contents without the Section files.



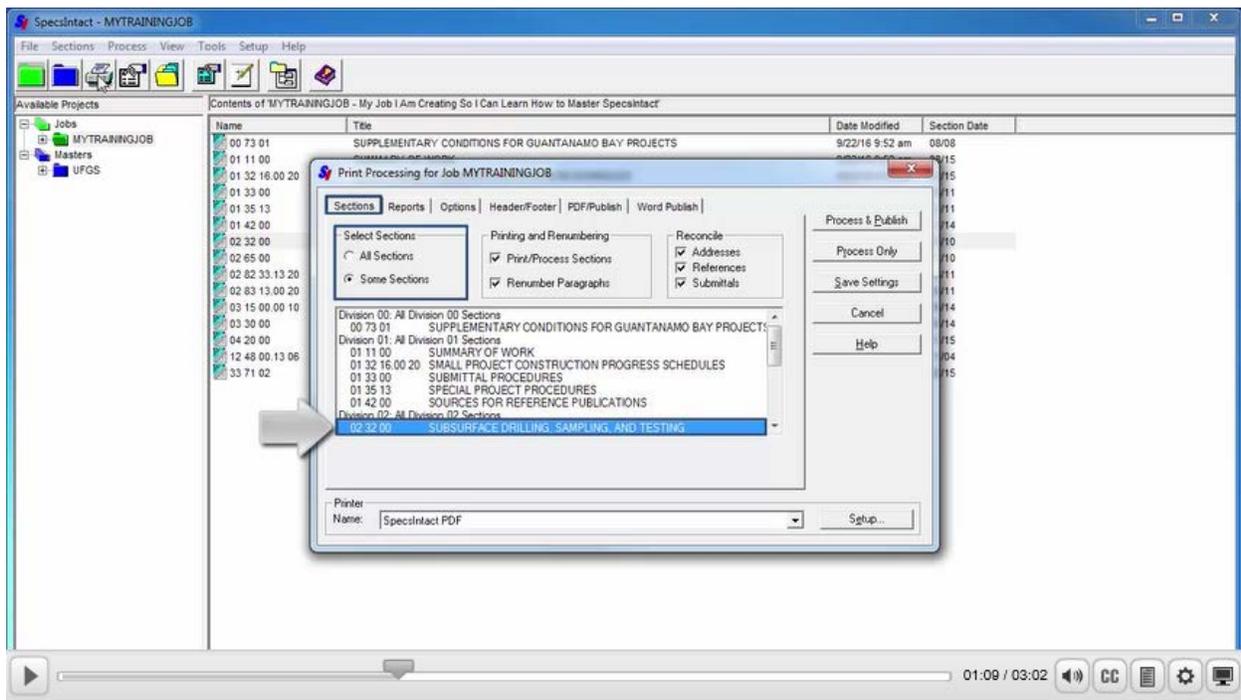
Again, I am going to use 'MyTrainingJob' in order to demonstrate the steps for printing the Section Table of Contents and select Section 02 32 00.



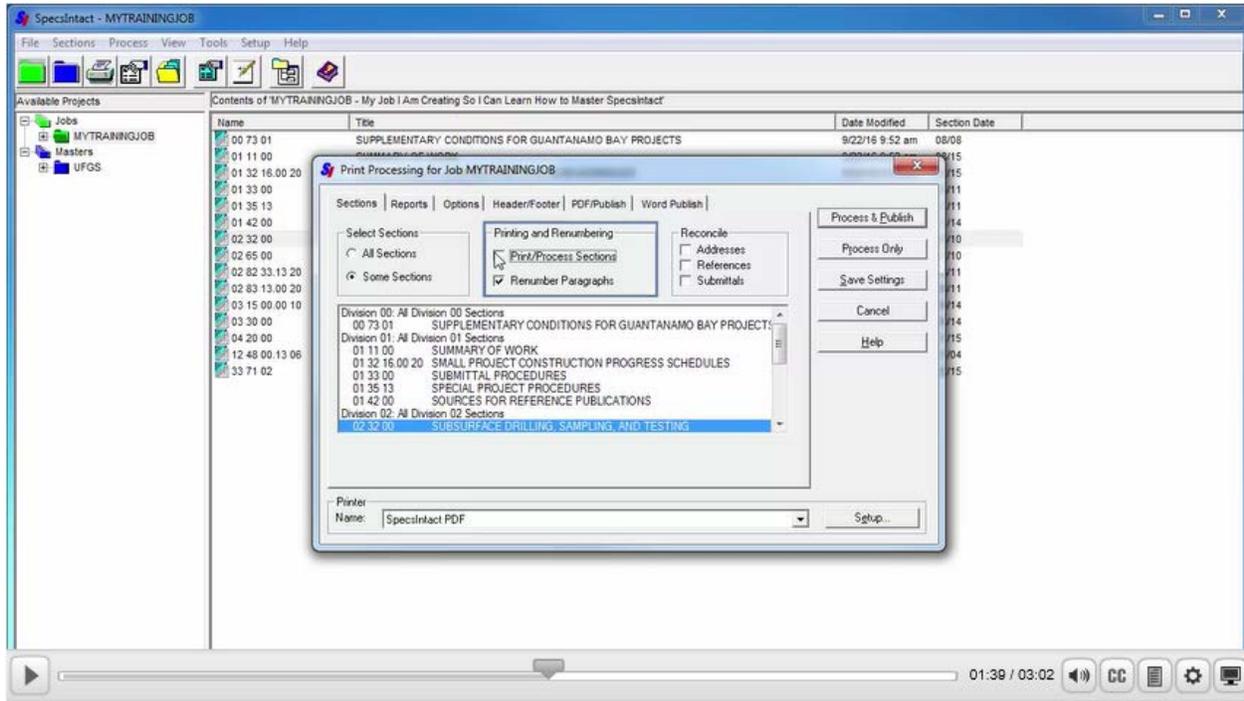
As I have mentioned in the other modules, there are three ways to access the Process and Print/Publish window. You can either go to the File dropdown menu, right-click on the Job or simply select the Process Print/Publish button on the SI Explorer's Toolbar.



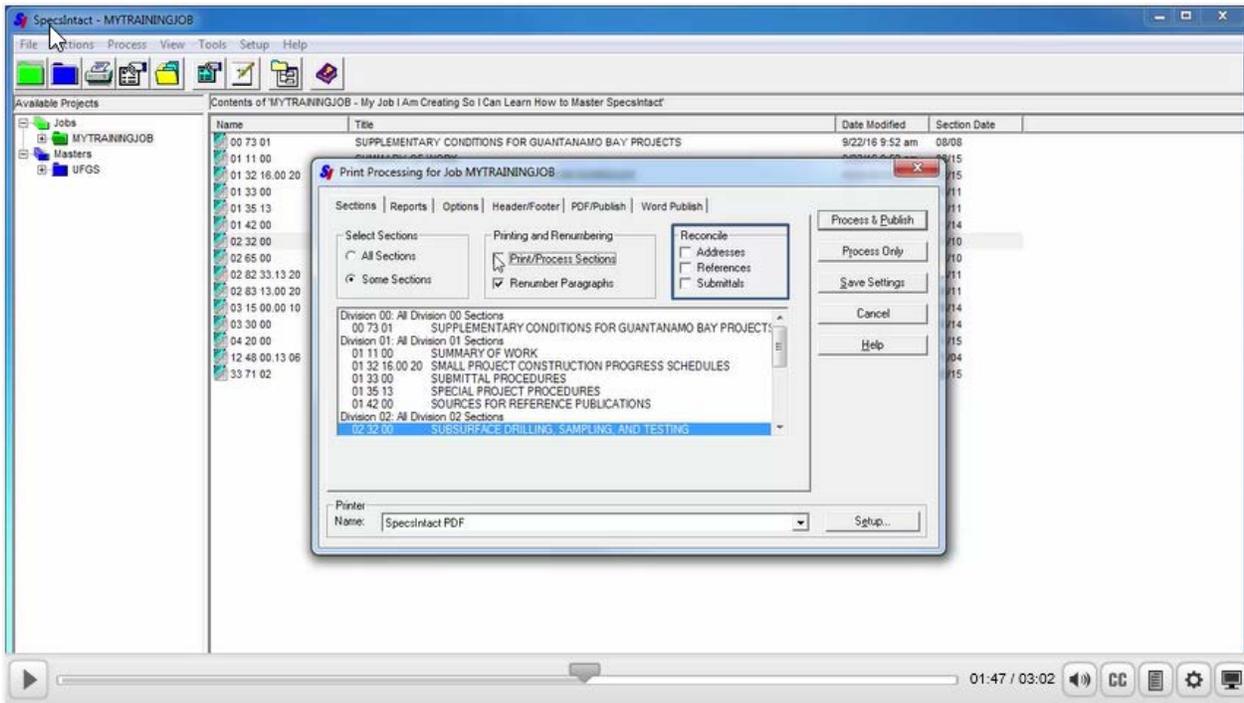
In order to accomplish this task, we are going to begin on the Sections Tab. Below 'Selected Sections', 'Some Sections' is selected and you will notice that 02 32 00 is selected below. This is because I had the Section selected before I clicked on the Process Print/Publish button.



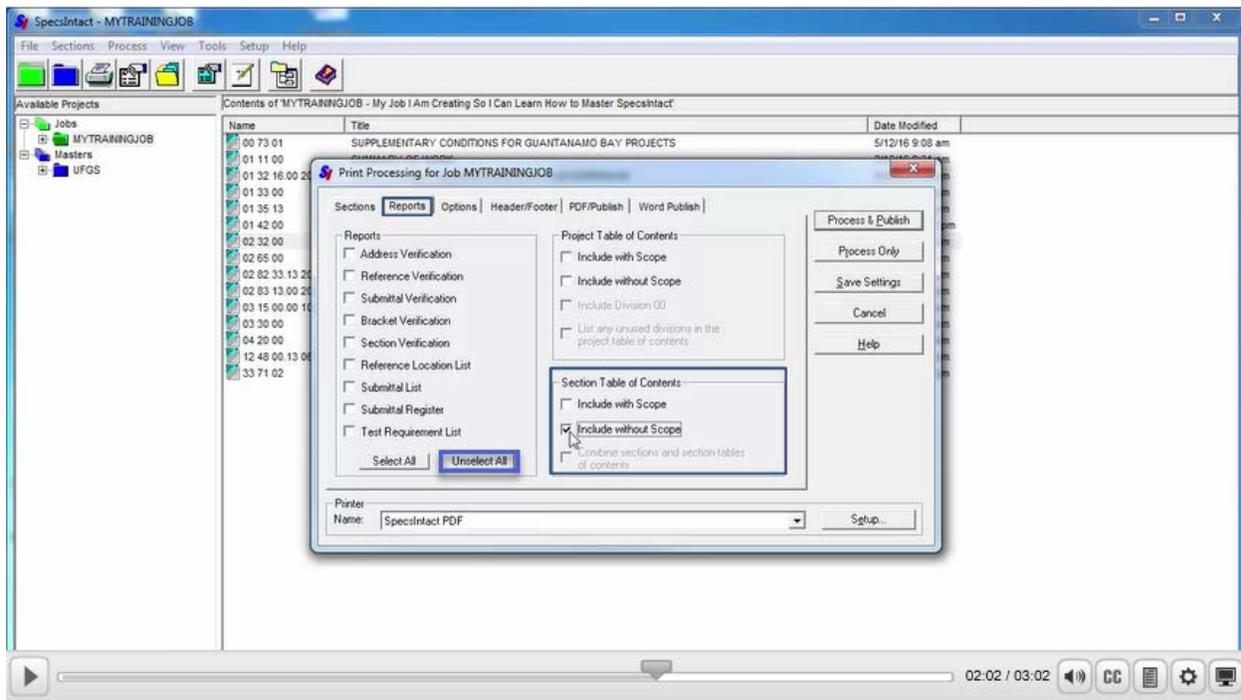
Below Printing and Renumbering, you will see that Print/Process Sections and Renumber Paragraphs are selected by default. The Print/Process Sections is used to tell SpecsIntact to physically print the Section files. Since our goal is to print the Section Table of Contents without the Section files, we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



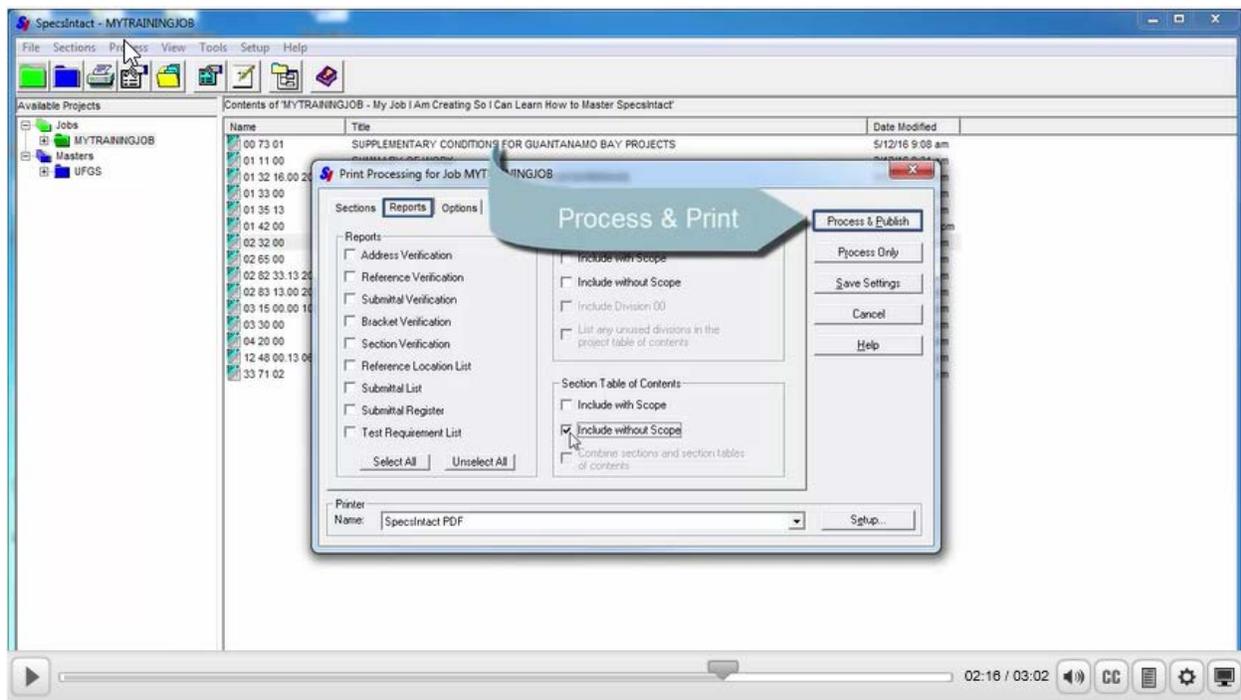
You may have noticed that as soon as we unchecked the Print/Process Sections, the three options below Reconcile are no longer checked, since these features only apply when you are physically printing your Section files.



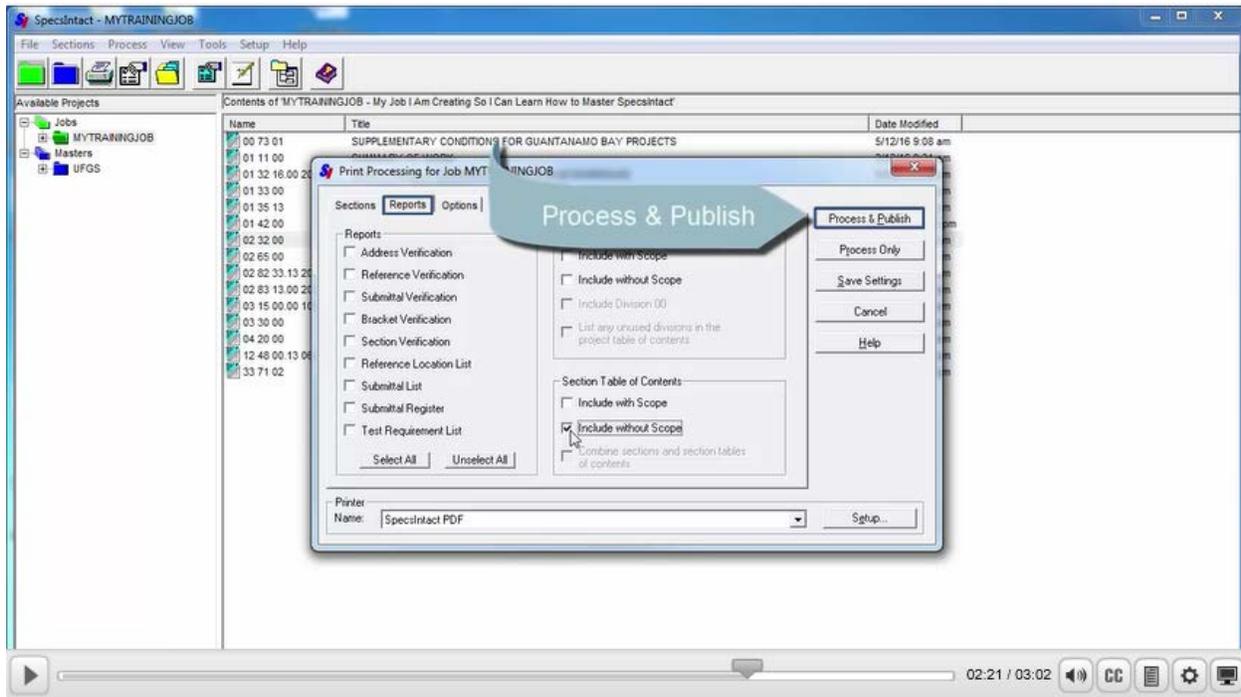
On the Reports Tab, let's choose the 'Unselect All' button. For this lesson, we are going to select Include without Scope.



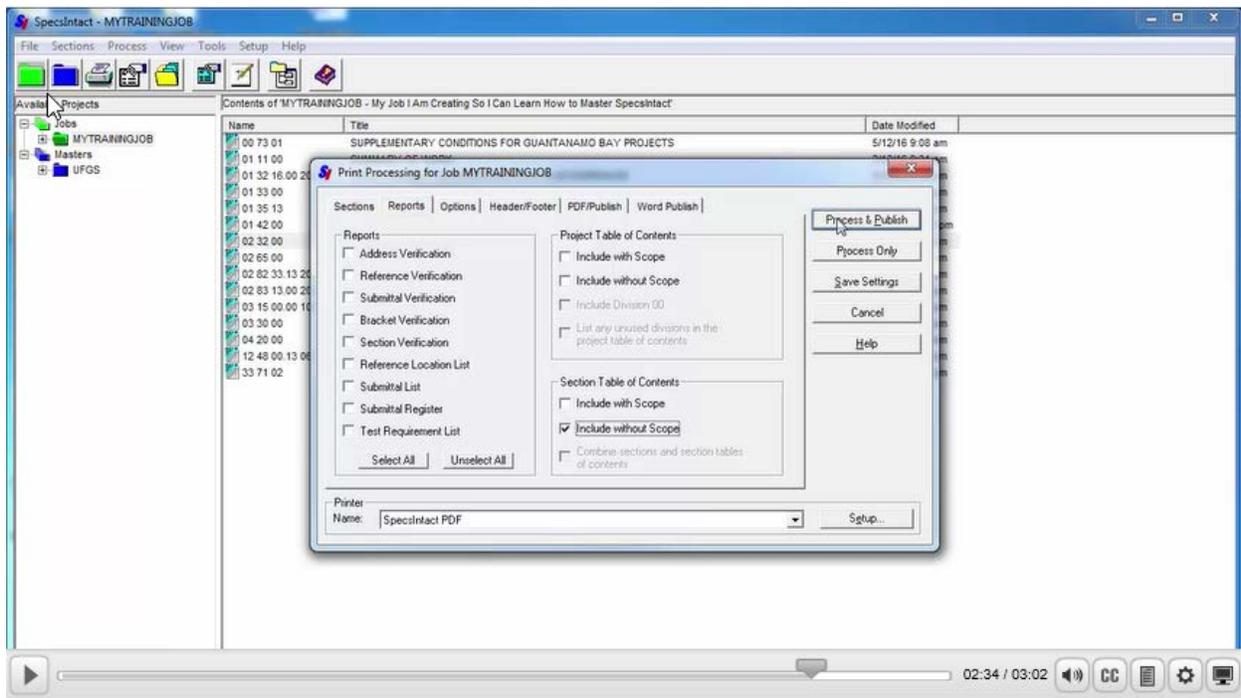
Before we continue, I want to bring your attention to the Process & Publish Button. This is a multi-functional button that is dependent on the selected printer. When your desired output is paper, the button will reflect 'Process & Print.'



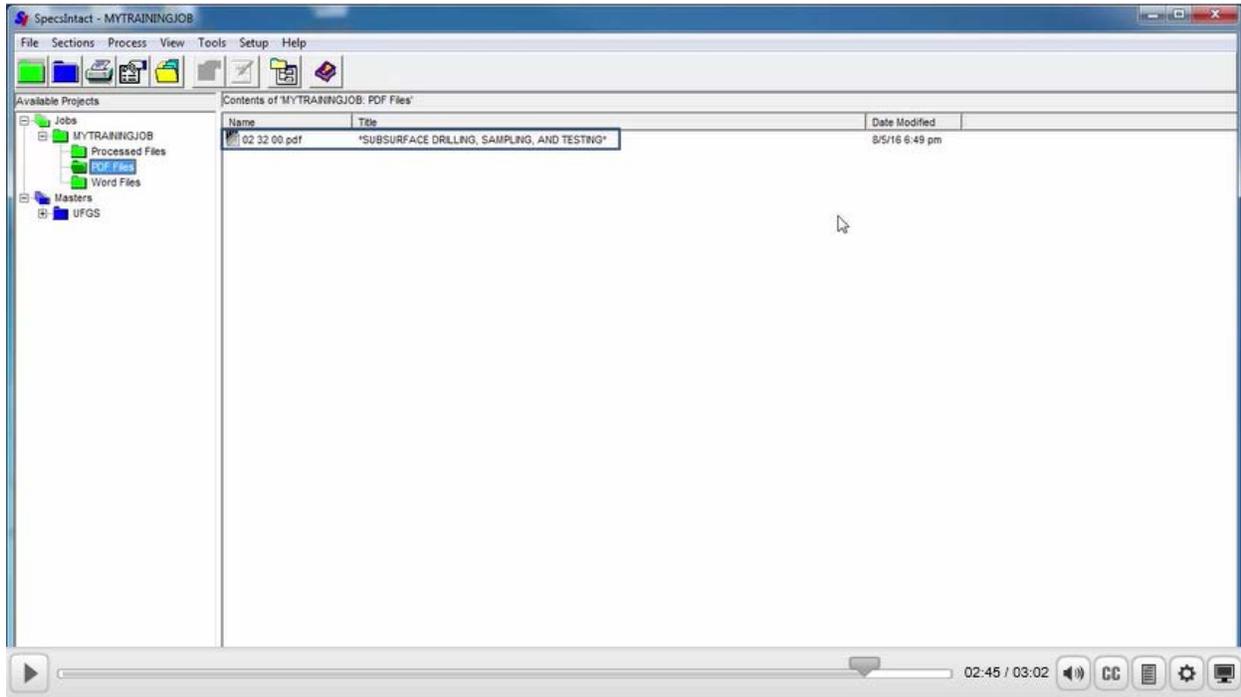
If the desired output was PDF or Word, the button would reflect Process & Publish'.



Now that we have made the necessary selections needed to produce the Section 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. As expected, you have the Section Table of Contents, but no Section files were generated.



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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