SpecsIntact offers several options for locating specific content either within a Job or Master. With this feature you have several options that we will discover throughout this lesson that provides options to extend your search and replace capabilities. There are two ways in which you can launch the Search and Replace Feature, either select the Job or Master in which you wish to execute the Search and Replace, then go to the File Menu and select Search/Replace.
Or right-click on your Job or Master and select Search/Replace.

The Search and Replace can be a powerful tool that will allow you to search the contents of the selected Job or Master for the text or Tag entered in the Find area. This feature can be useful when you need to narrow down the search to a tagged element such as a specific Submittal Number.
To do this, you could enter the `<SUB>` tag followed by `SD-11` in the Find field, then select the Find Button.

When the Search is complete, we will be returned to the SI Explorer and positioned on the Found Files subfolder, resulting in 273 files that contain Closeout Submittals.
These files are your working copies, so whatever you do, do not delete the files that are in this folder. The Found Files subfolder is a virtual temporary folder that will no longer appear once you close and re-open SpecsIntact. Therefore, the results of any subsequent Search and Replace in the same Job or Master will replace the previous results in the subfolder.

Let’s go ahead and do another simple search by right-clicking on our Master and selecting Search and Replace.
As we examine the Find field, you will see that the text was used for the last search is still in the field and highlighted.

Since I want to do another search, I’m going to enter **data packages**. This time, I want to Ignore Lowercase and Uppercase so the software will locate the text, regardless if it is within a Title or in the middle of a sentence and then select **Find**.
As we are returned to the Master’s Found Files subfolder, you’ll see there are 23 files in the Master that contain ‘data packages’.

The Search and Replace feature can also be used to conduct a secondary search. To do this, let’s right-click on our Master and select Search and Replace.
Enter **Air Compressors** in the Find field, leave Ignore Lowercase/Uppercase checked and select the **Find button**.

Once we have returned to the Found Files subfolder we see that there are 36 Sections that contain the search term 'Air Compressors'.
Now we are ready to perform our secondary search! When we right-click on the **Found Files folder** you will see that the option is now reflects **Search/Replace**. Again, so let’s go ahead and select this option.

Enter **Reciprocating**, verify Ignore Lowercase/Uppercase is checked and select the Find button.
As we return to the Found Files subfolder, you will see that we have narrowed the search down from 35 Sections to 18 Sections that only contain text for Air Compressors and Reciprocating.

00:03:35,433 --> 00:05:21,766

To expand on the other features that are available, we are going to perform a Search and Replace. Before you execute a Search and Replace, consider backing up the Job or Master first, since the changes cannot be globally reversed! Let’s right-click on the Master and select Search/Replace.
In the Find Field, enter **MSDS**, then place your cursor in the Replace field and enter **SDS**. This time, I want to check **Ignore Lowercase/Uppercase**, check **Search whole word and Mark Revisions**. Using this combination of features, the software will search for **MSDS** and replace it with **SDS** while marking the changes with Revisions. If you failed to backup the Job or Master before entering the dialog box, you can execute the backup from this location, by selecting the Backup button. Let’s go ahead and select the **Replace** button.

As we return to the Found Files subfolder, you’ll see that that **MSDS** was replaced with **SDS** in 47 Sections.
Let's take a look at Section 09 65 00.

When the Tailoring Options dialog box opens, select **Cancel**.
Turn on Tags and Show Revisions. Now let’s select the Editor’s Find button.

Enter MSDS. Select *Whole Word*, uncheck *Ignore Upper/Lowercase* and *Show Revisions* and select *OK*.
As you see MSDS is surrounded by a set of DEL tags and stricken through while SDS was added and surrounded by a set of ADD Tags. Now, let’s close the Section.

So far we have performed a single Search, a double Search and a Search and Replace.
Now we are going to learn how to execute a negative search in order to find Sections that do not contain a Submittal Article. Let’s right-click on the Master and select Search and Replace.

Since the SUBMITTAL Article title is in uppercase, let’s enter SUBMITTALS in uppercase, uncheck Ignore Lowercase/Uppercase and Mark Revisions, and make sure that Whole Word is selected along with Find files without search term then select the Find button.
As we are returned to the Found Files subfolder, we see that nine Sections were found that do not contain a Submittal Article.

If we open Section 09 06 00 and look at the Navigator, you will see that the Submittal Article does not appear below PART 1. This completes the lesson on SpecIntact’s Search and Replace tool. 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.

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eLearning Module Notes: