SpecsIntact eLearning Modules Transcript

Module: Chapter 3 – The Navigator

We highly recommend that you view the corresponding eLearning Module visual representation of the subject matter.

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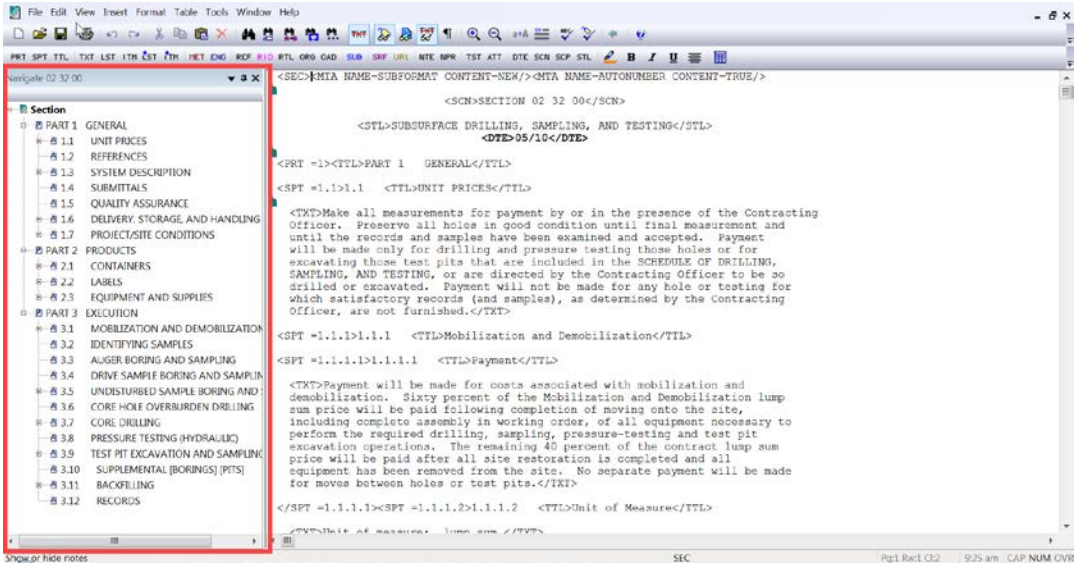
The Navigator is available as long as you have SpecsIntact v4.6.0 or newer installed on your system. Personally, the Editor's Navigator is one of my favorite features! It not only simplifies movement eliminating you losing your place within the text, but it also provides methods for editing Sections.



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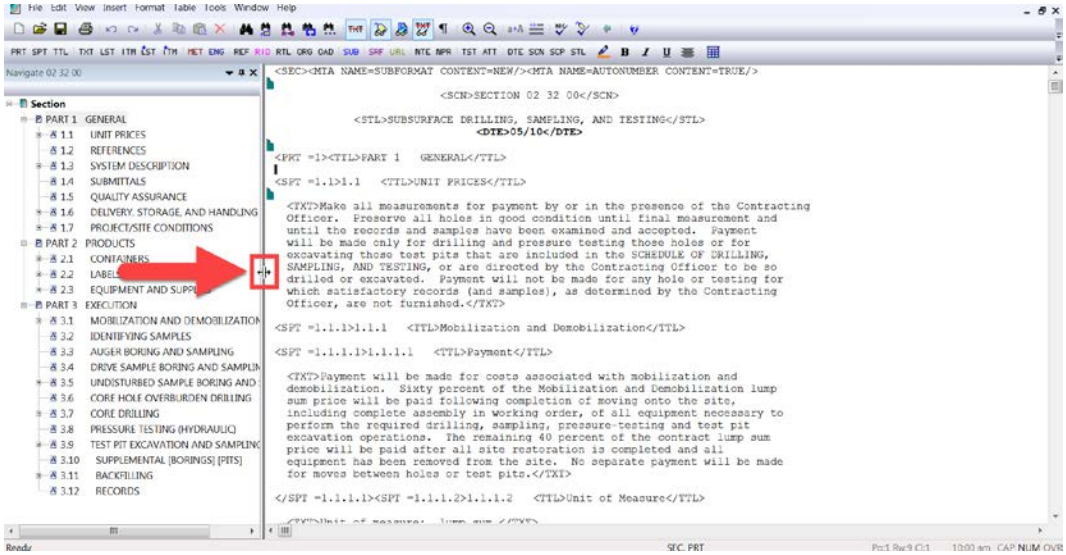
The Navigator's window can be resized to make it bigger or smaller, by *placing the cursor* over the window boarder, then **left-clicking** and **dragging** the window right or left until you have the desired width. To save this setting you must close and re-open the Editor.



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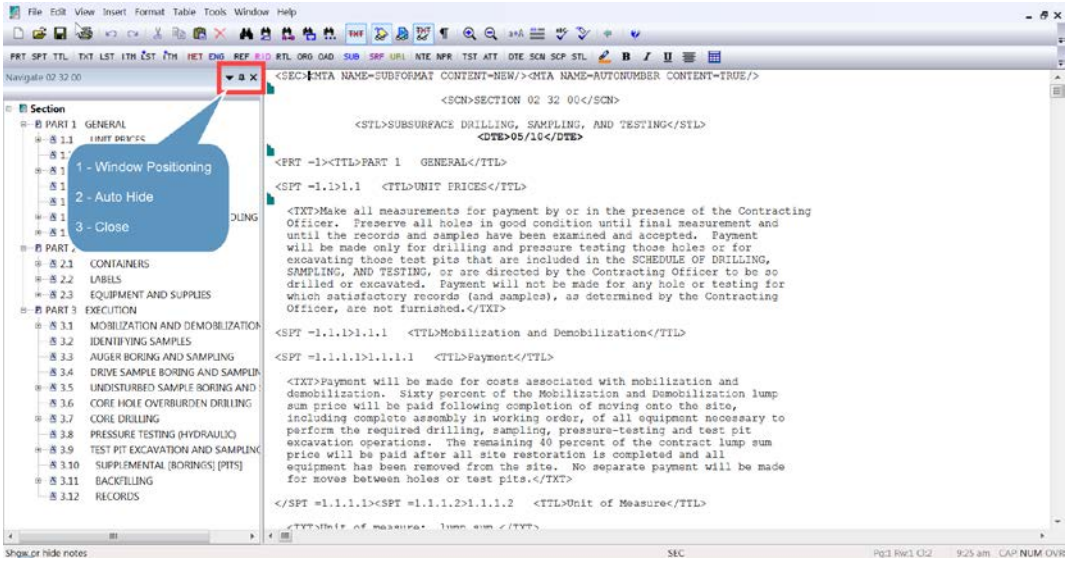
There are several options located at the top of the Navigator's Title Bar. The first option is the Window Positioning control, the second is the Auto Hide control, and the last option closes the Navigator. Most of the features are temporary and will not be saved when the Editor is closed, so if you changed one of these settings and want to return to the default simply close and re-open the Editor.



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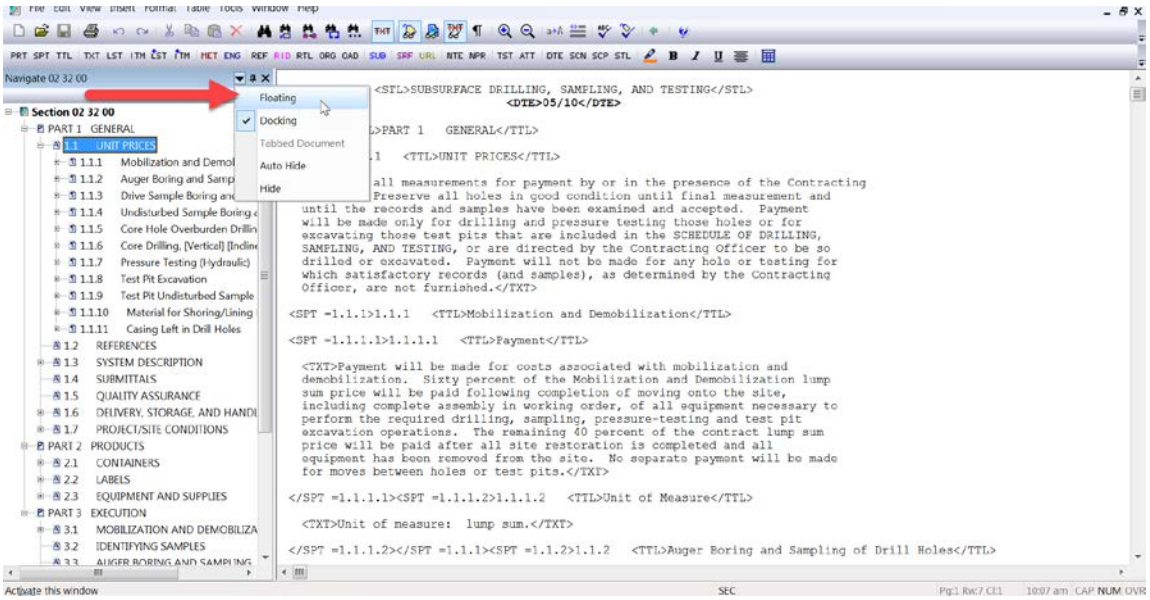
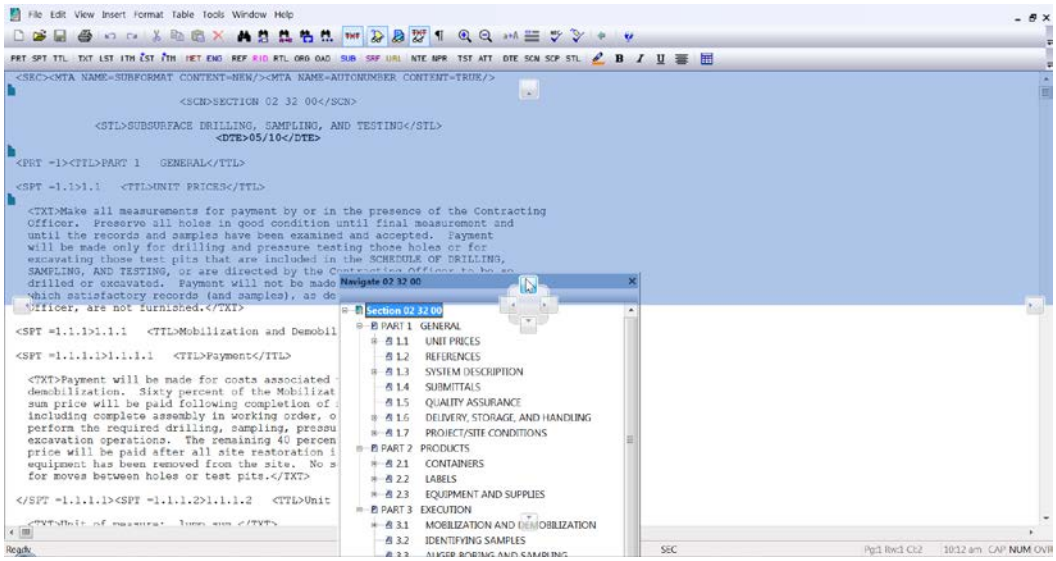
The first feature below the Window Positioning control is the Floating option, which allows you the control placement of the Navigator.

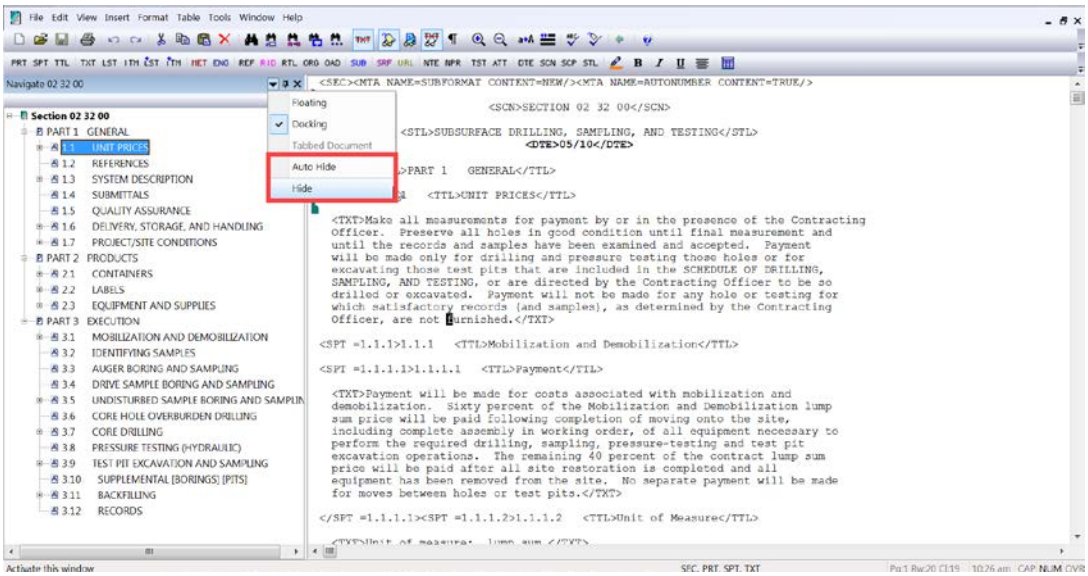


Although the Navigator can be separated from the Editor, I suggest using this feature with caution since it can easily disappear behind other applications. To *move* the Navigator, **left-click** on the Navigators Title Bar, and *hold down* my **left mouse button**. As I begin to move, a set of controls appear on the center, top, bottom and sides of the Editor. When you move the Navigator over the control, it becomes active. I prefer using the center control since it requires less movement. If you noticed, when I re-docked the navigator it returned to the

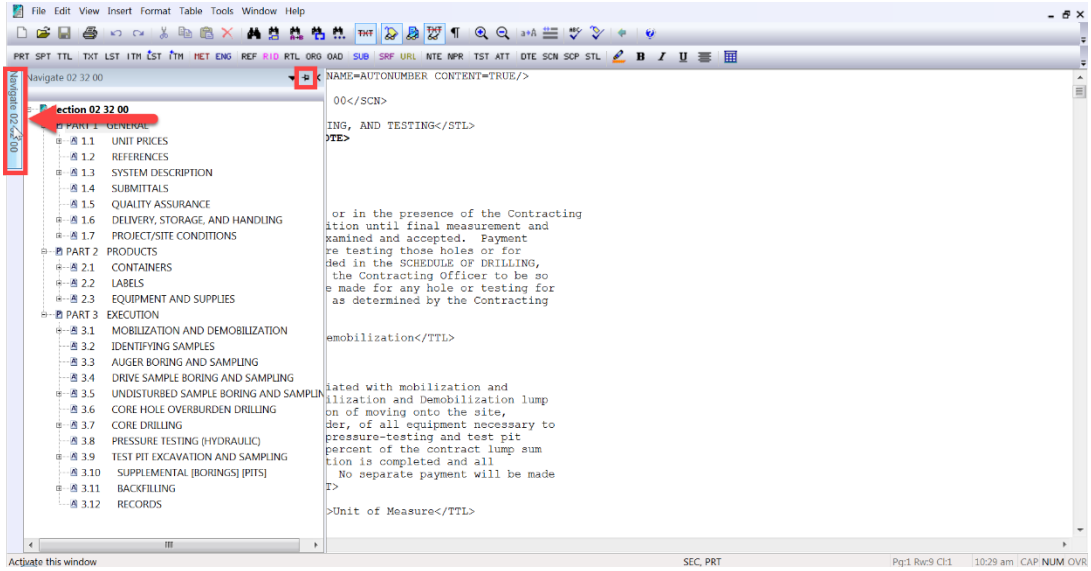
original width because I have not closed and reopened the Editor in order to save the setting. In order to change the position of the Navigator, you do not have to go through the menu. You can *left-click* the **Navigator's Title Bar** and begin to move it. As soon as you do, the same controls will be available.



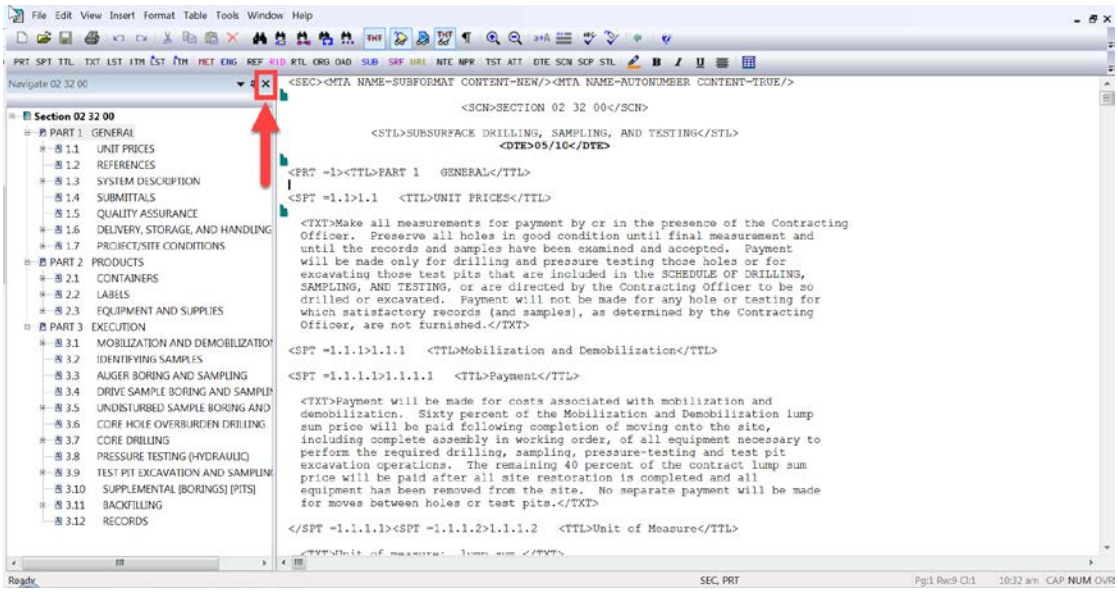
You have the option from the Window Positioning control to Auto Hide or Hide, but I prefer using the Auto Hide control, on the Navigator's Title Bar. When hiding the Navigator, the Editor must be closed and re-opened in order to regain visual access.



As you see, the Navigator collapsed against the left margin, as we move our mouse over the collapsed Navigator, it will reappear. To *re-dock* the **Navigator**, *re-select* the **Auto Hide control**.



The X on the Navigator's Title Bar will close the Navigator. In order to regain access, the Editor must be restarted.



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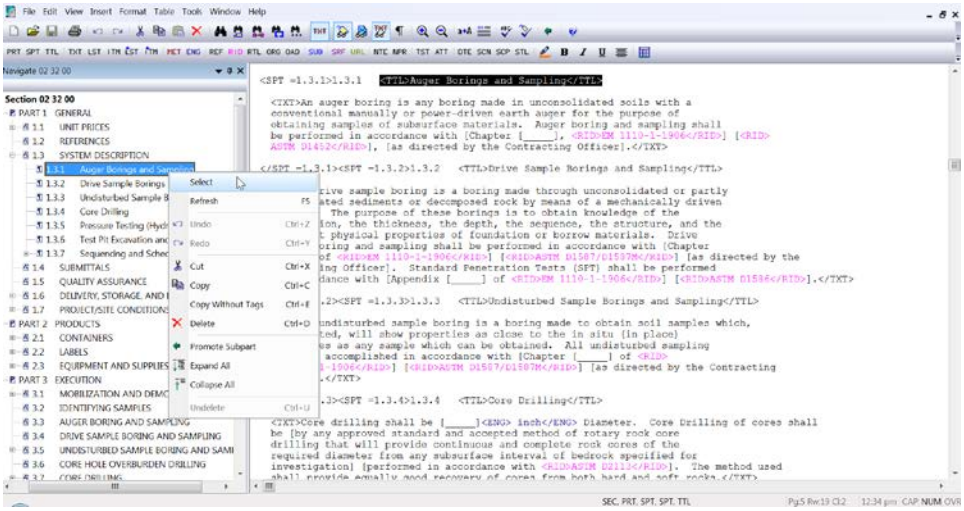
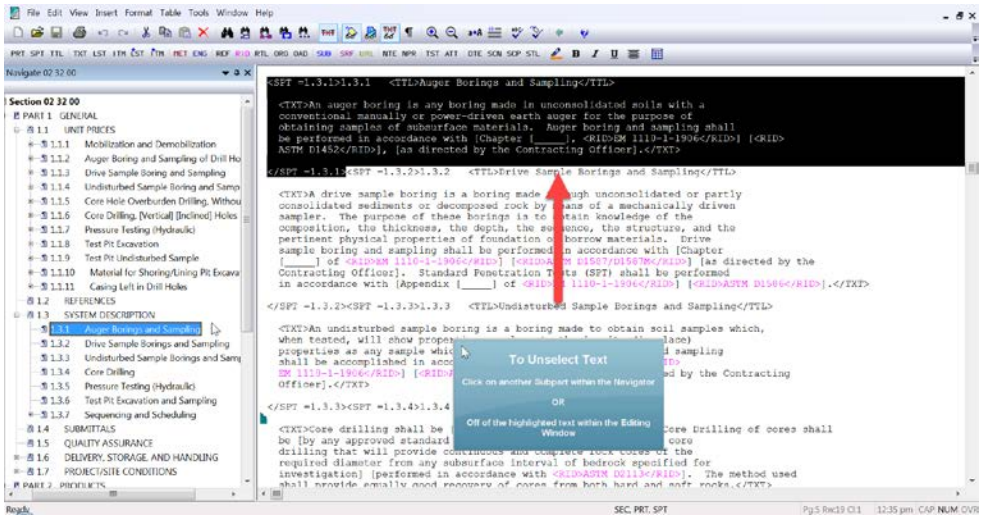
Now let's talk about the Navigator's editing capabilities! Some features work best after changes have been made, so we will not go through each one in the exact order.

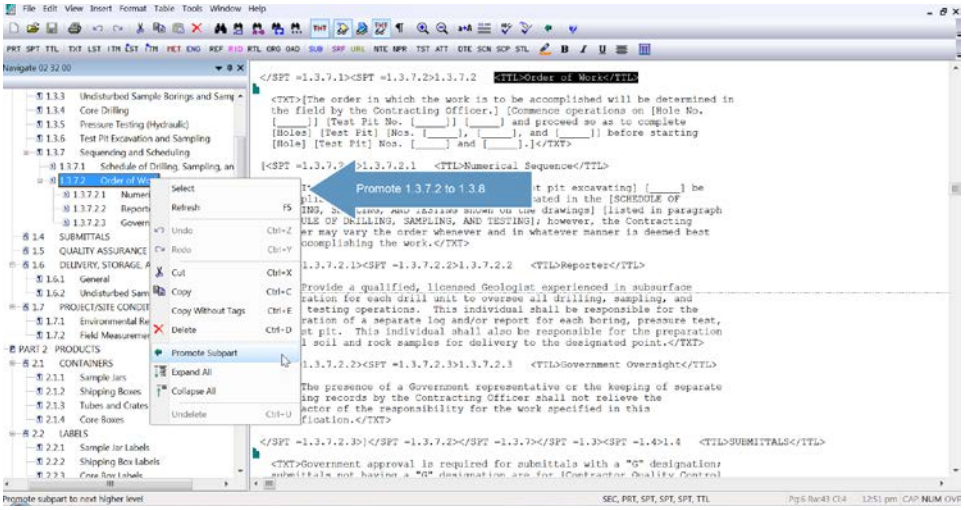
First, I will demonstrate the Select feature. Sometimes you want to review the text prior to executing an action on a Part, Article, Paragraph, or Subparagraph. This feature will visually draw your attention to the specific area. To do this, you can *select* the desired level, then *right-click* and *choose Select*.



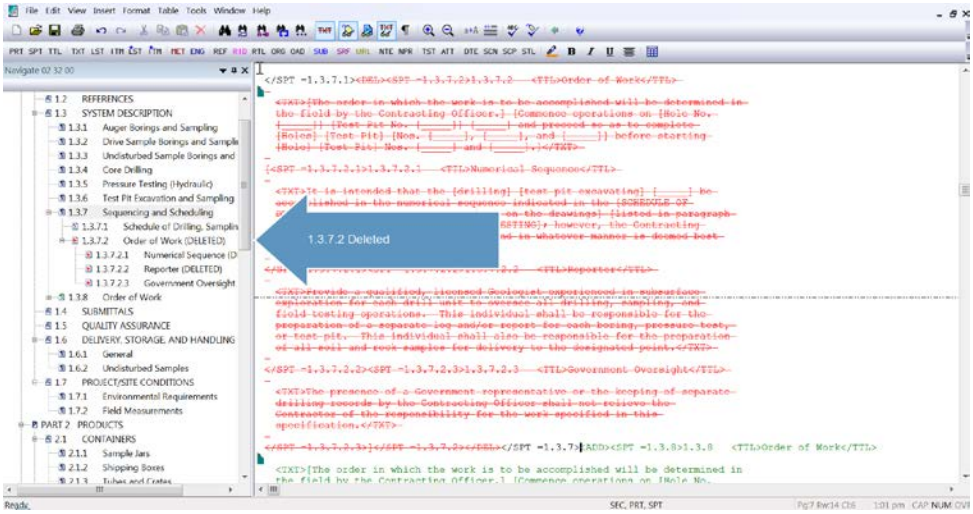
In order to un-select the text simply *click* on another subpart, or off the highlighted text within the Editing window.



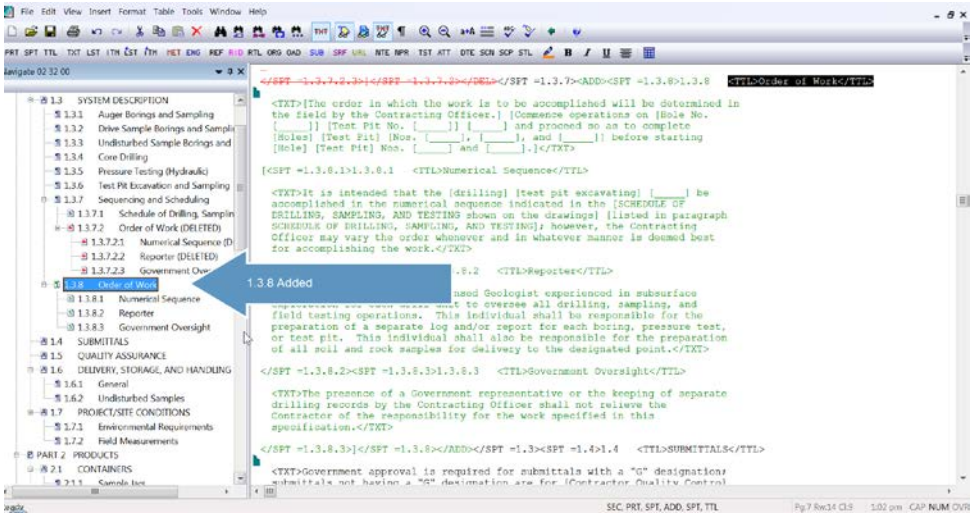
As we continue, I am going to use the Expand All feature, then collapse 1.1 UNIT PRICES in order to demonstrate the Promote Subpart feature! The purpose of this feature is to take a paragraph or a subparagraph and promote it to the next higher level. Let's say you need to promote 1.3.7.2 to 1.3.8. Within the Navigator's Window, *right-click on* **1.3.7.2** and *select* **Promote Subpart**.



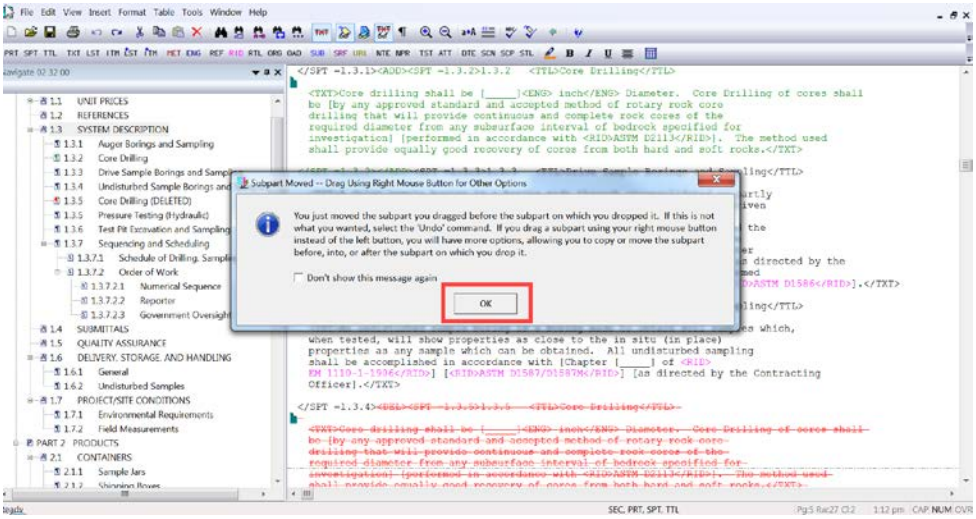
The Navigator displays that 1.3.7.2 was deleted



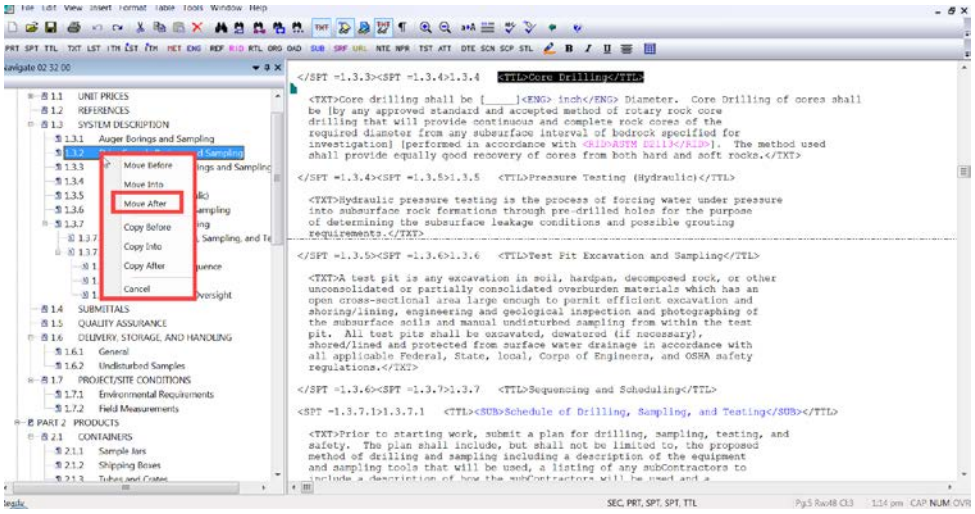
and then added as 1.3.8. Just as if you were editing in the Editor Window, when you make a mistake you can *right-click* within the Navigator and *select* **Undo or Redo**.



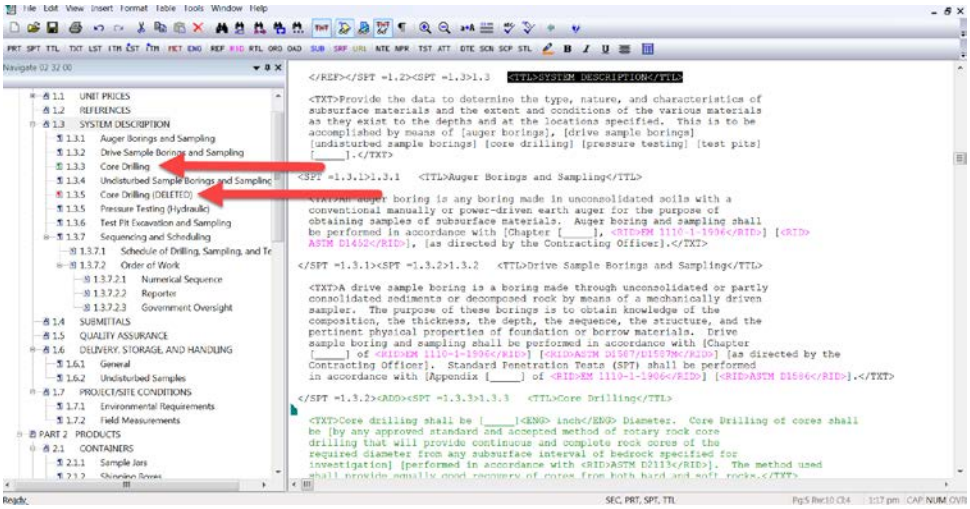
The Navigator also provides two options for moving and copying subparts using the left-click or right-click to drag and drop. I'm going to *select* **1.3.4 Core Drilling**, I'm going to *left-click* holding the mouse button and *drag and drop* it on top of **1.3.2**. Immediately, a message box appears letting you know that you moved a subpart, and you can undo the command if this action wasn't what you had intended. To close the message, *select* **OK**.



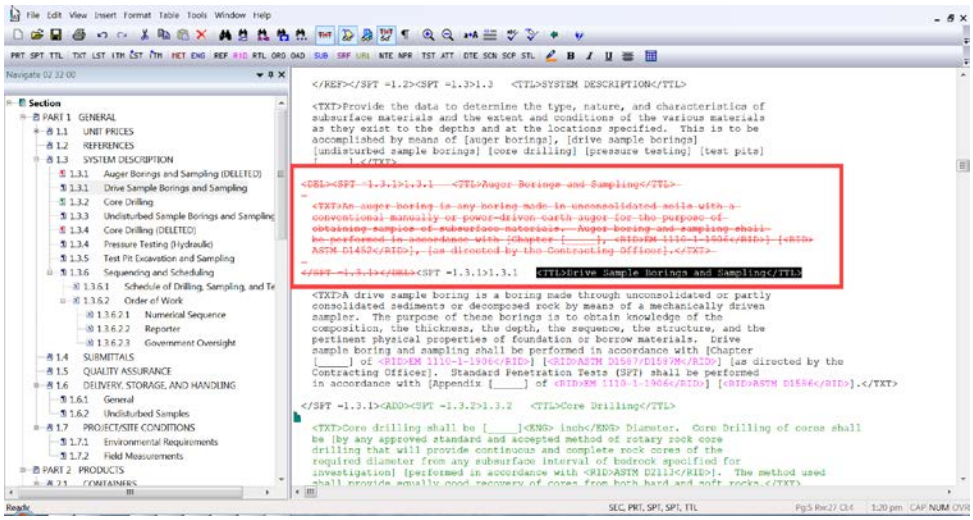
I am going to Undo the Move in order to demonstrate the Copy and Move functions using the right-click drag and drop feature. I actually prefer this method since it provides precise control over the placement of the Subparts. Let's *select* **1.3.4** again, now *right click* and *drag and drop* it on top of **1.3.2**. As you see, we now have more options. We can either Move or Copy the Subpart Before, Into, or After 1.3.2. For this demonstration, I'm going to *choose* **Move After**.



As you see, Core Drilling was added as 1.3.3.



Did you know that you could use the Navigator to delete Subparts! All you have to do is *select* the **Subpart**, and then *press* the keyboards **Delete key**. The Editor will redline the Subpart correctly!



If you delete the wrong subpart, you can *right-click* on the **deleted Subpart** and *choose* **Undelete**.

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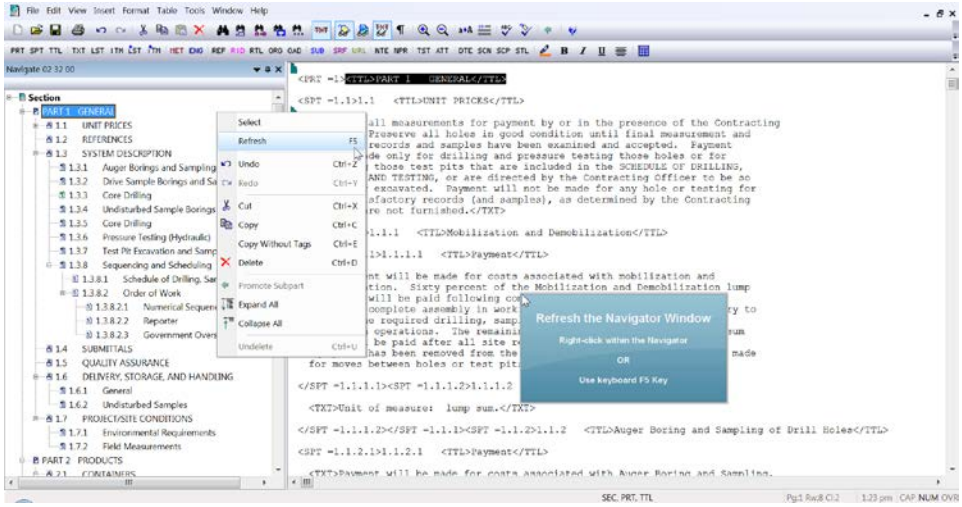
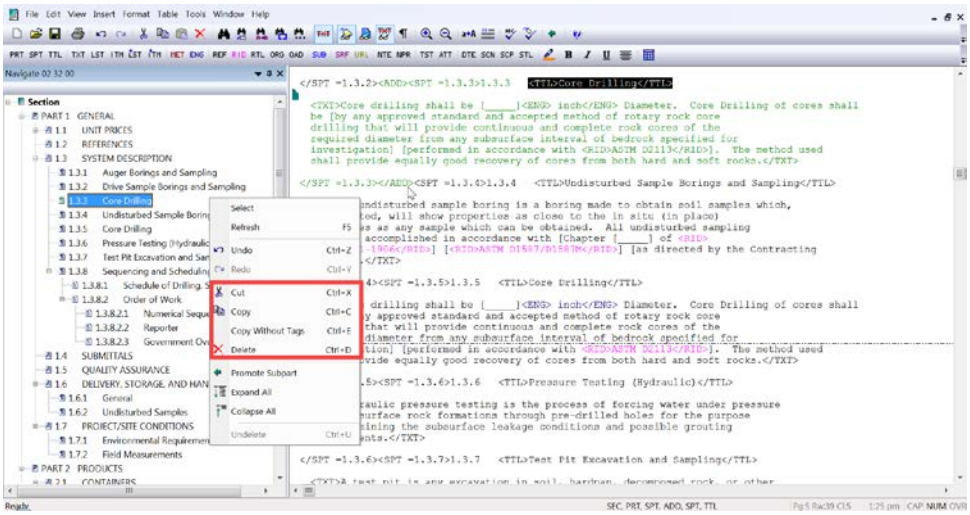
The high level editing can be performed within the Navigator, but any detailed editing must be done within the Editing Window. If you need to Refresh the Navigator window, you can either *press* **F5** or *right-click* and *choose* **Refresh**.



The Navigator right-click menu also provides the standard Cut, Copy, and Delete functions, but also provides the ability to Copy without Tags, which is a nice feature if you need to copy the text without the tags in order to paste the text into another file or email.



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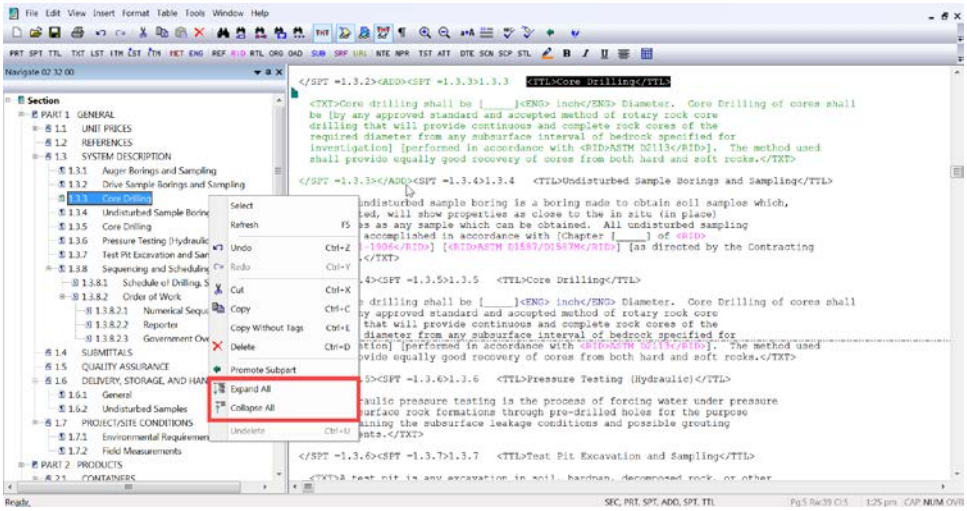
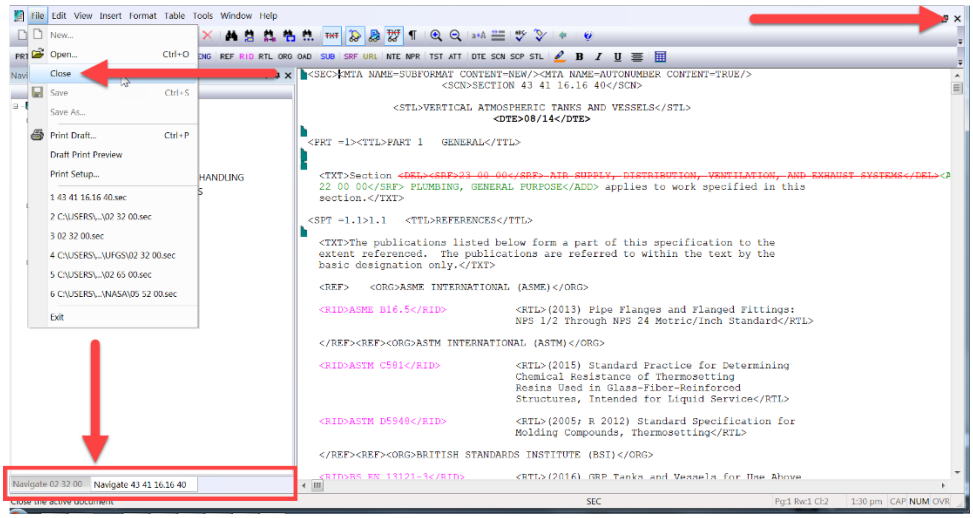
There are two more features the Navigator provides that will assist you while editing and that is the Collapse All and Expand All options.



The last feature I would like to show you only appears when you have opened another Section within the Editor. If you look at the bottom of the Navigator's window, you will see both Sections are available and you can toggle back and forth between the two. To *close* a **Section**, you can *select* the '**X**' located at the end of the Menu Bar or *go to* the **File dropdown menu** and *select* **Close**.



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In this module, we have learned that the Navigator has improved and simplified the high level editing process, but you still need to use the Editing Window to perform the detailed edits. While editing within the Editing Window, make sure the tags are visible! Now you know how powerful the Navigator truly is and can begin taking advantage of all its features. This concludes our lesson on the Navigator.

To learn more 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: