

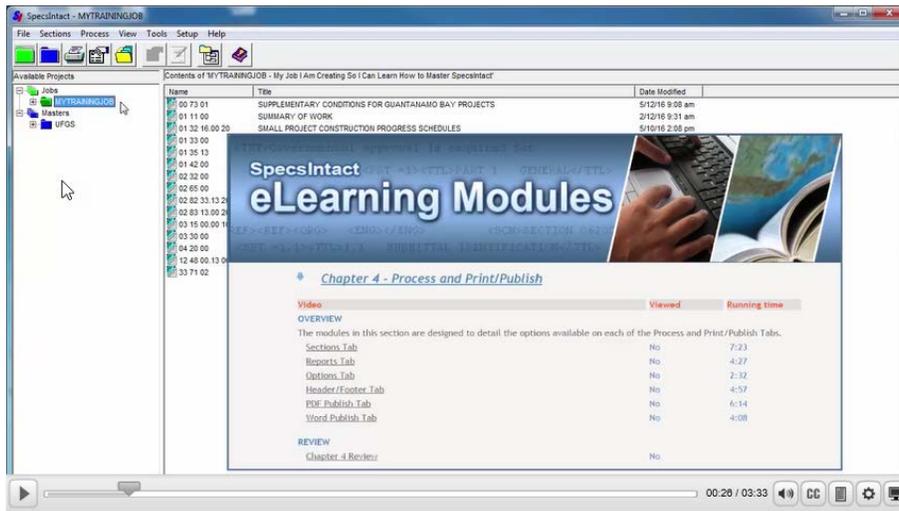
SpecsIntact eLearning Modules Transcript

Module: Chapter 4 – Print/Publish The Submittal Register Only

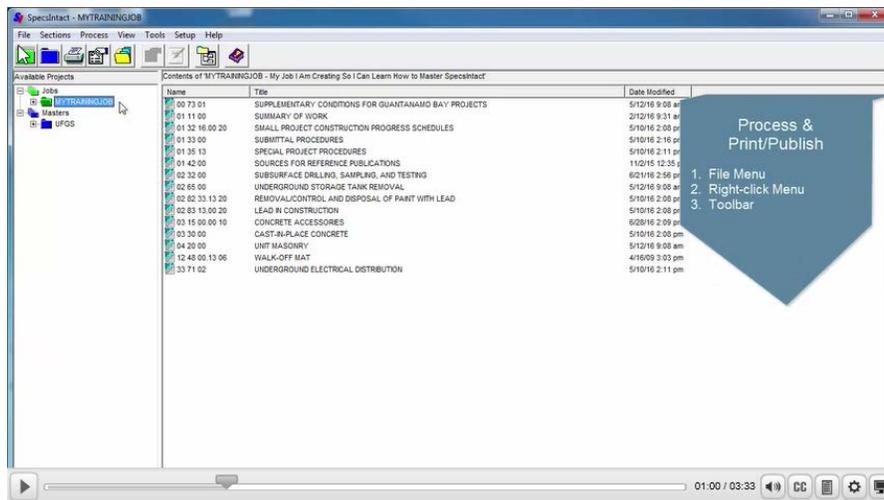
This transcript provides the text from the corresponding eLearning Module. Screenshots have been added as a visual aid however, we highly recommend that you view the corresponding eLearning Module for in-depth visual representation of the subject matter.

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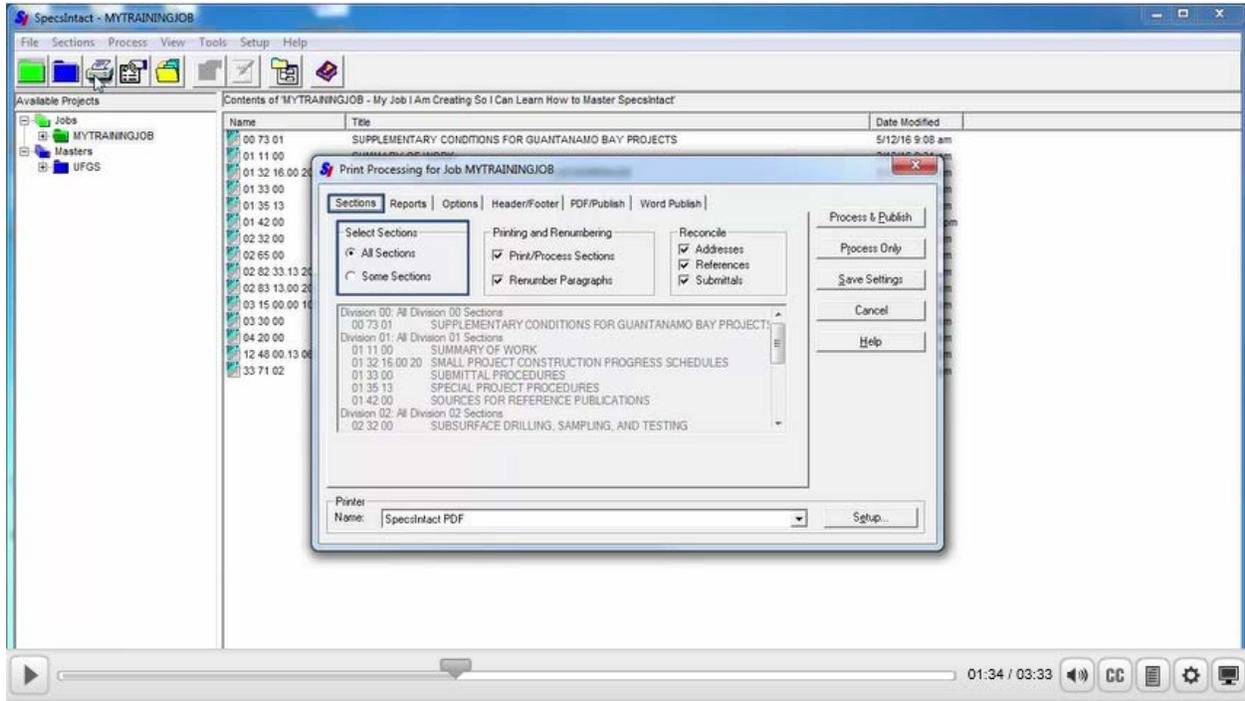
This Chapter of the eLearning Modules focuses on the Process and Print/Publish options. If you have not viewed the Process and Print/Publish Overview Modules, I recommend that you do so you have a full understanding of the features available on each tab within the Process and Print/Publish window.



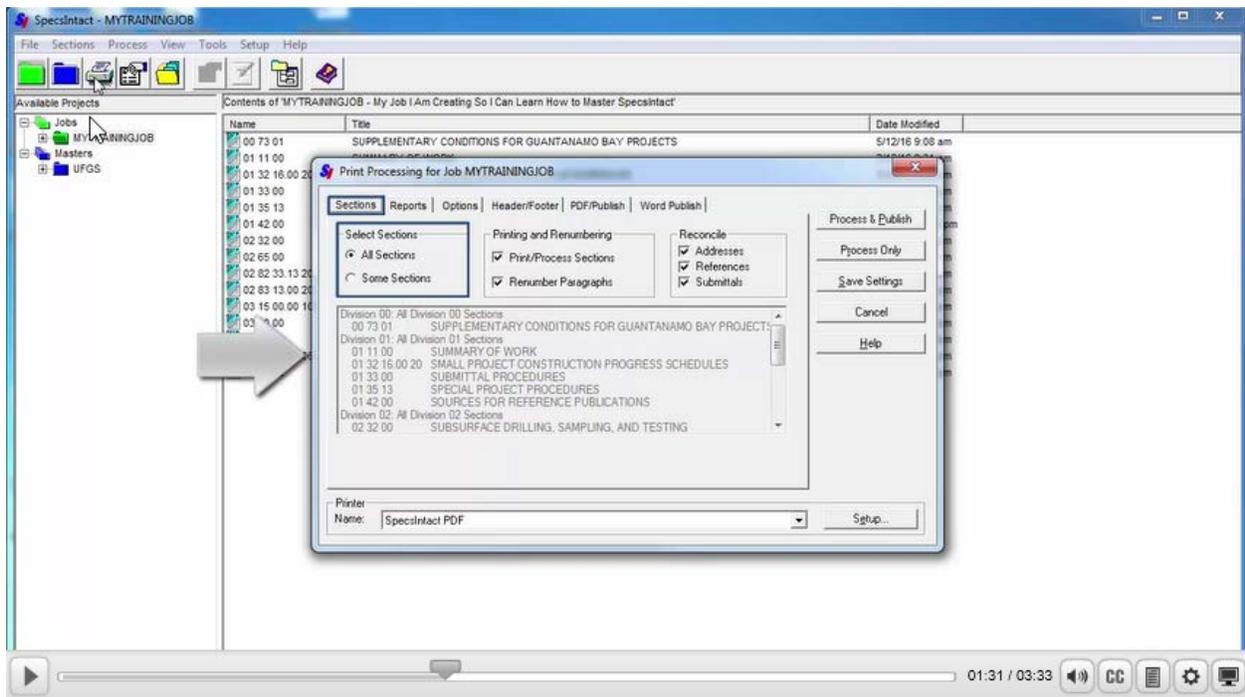
In this lesson we are going to focus on the steps needed to print a Job or Masters Submittal Register without printing the Section files. For this lesson, I am going to use 'MyTrainingJob' in order to demonstrate the steps for printing the Submittal Register. The steps are the same regardless of you are printing the Submittal Register for a Job or Master. 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.



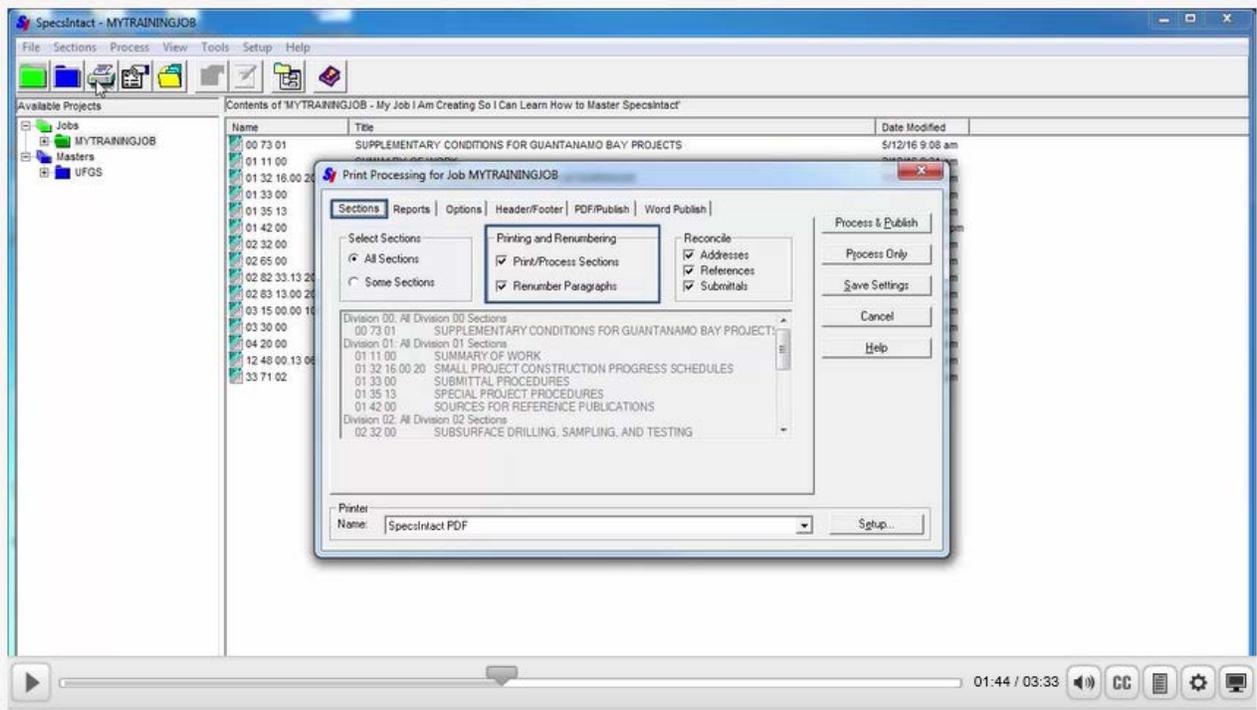
In order to accomplish this task, we are going to begin on the Sections Tab. Below 'Selected Sections', 'All Sections' is selected. This is because I had selected the Job before I selected the Process Print/Publish button.



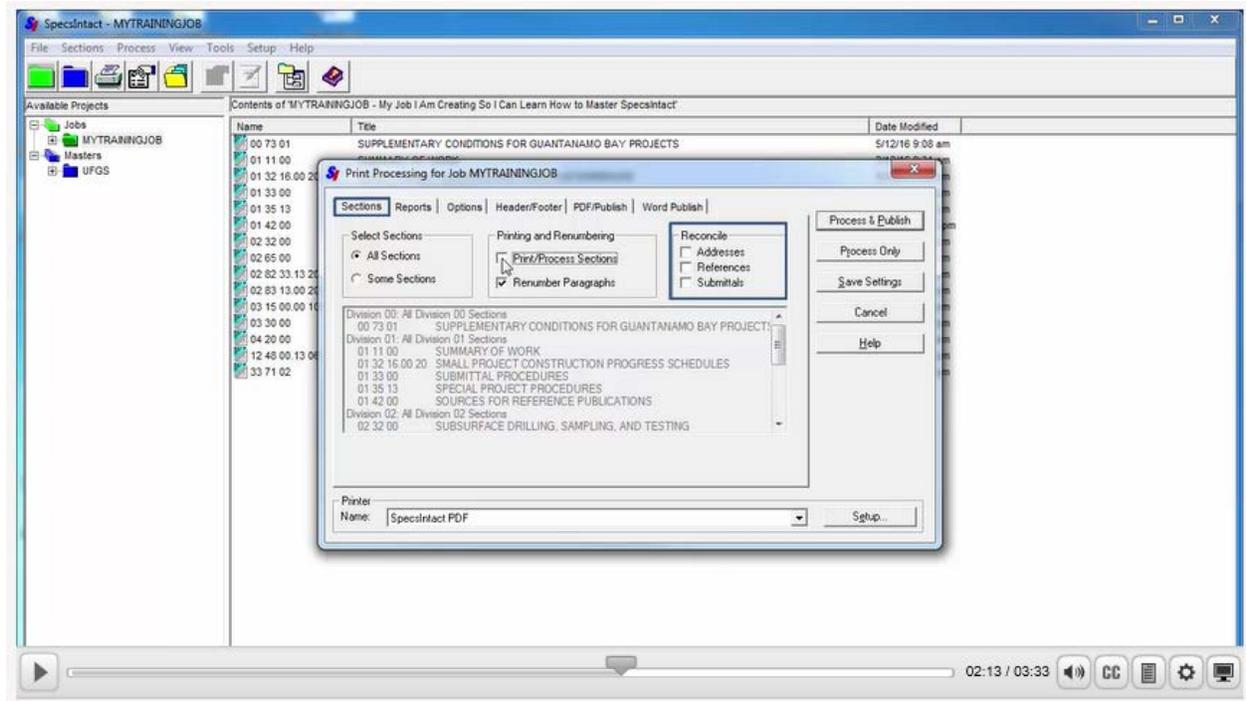
If I had one or more Sections selected, then 'Some Sections' would have been selected, and the Sections would be highlighted in the field below. As with all of the options available in this window, you can change the settings to accomplish the desired output.



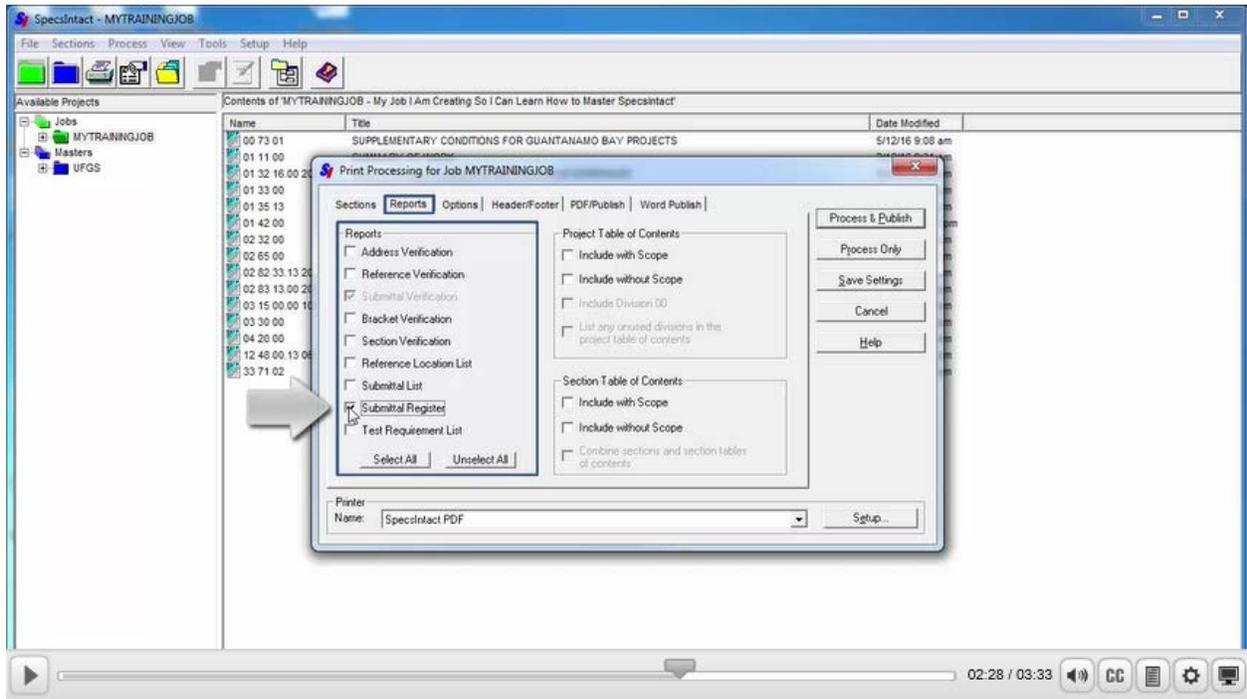
Below Printing and Renumbering, you will see that Print/Process Sections and Renumber Paragraphs are selected by default. The Print/Process Sections is used to tell SpecsIntact to physically print the Section files.



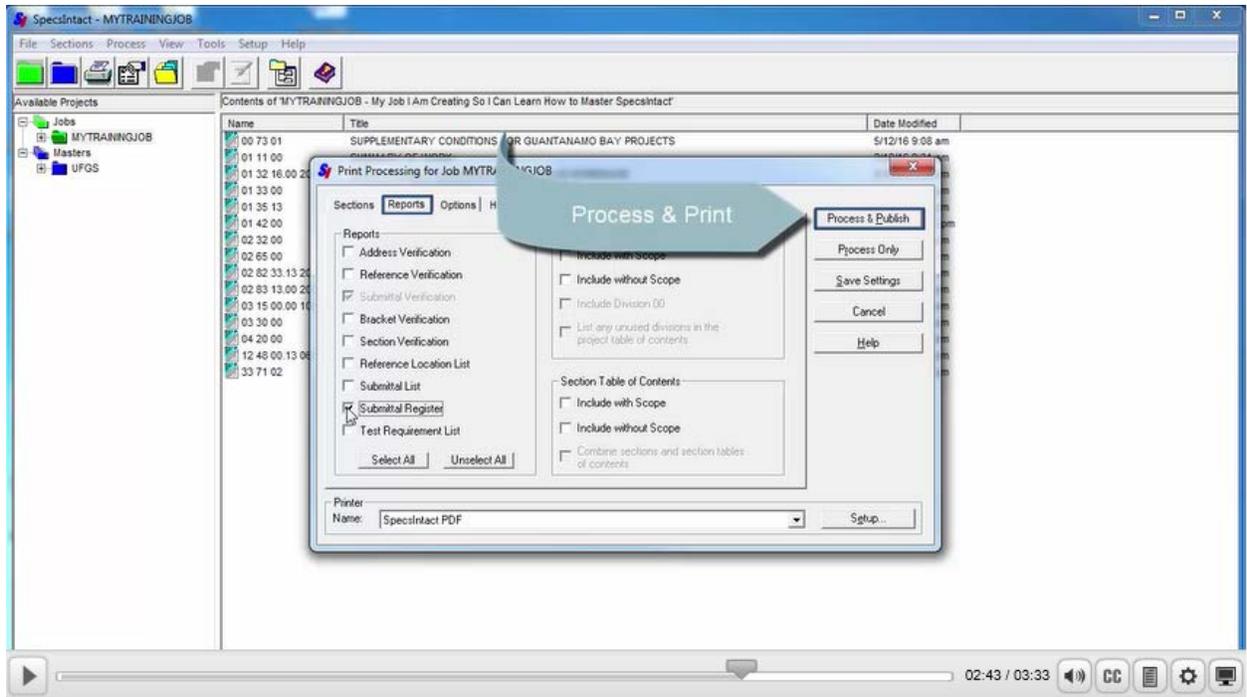
Since our goal is to print the Submittal Register without the Section files, we want to *uncheck* the **Print/Process Sections** option. You may have noticed that as soon as we unchecked the Print/Process Sections, the three options below Reconcile are no longer checked, since these features only apply when you are physically printing your Section files.



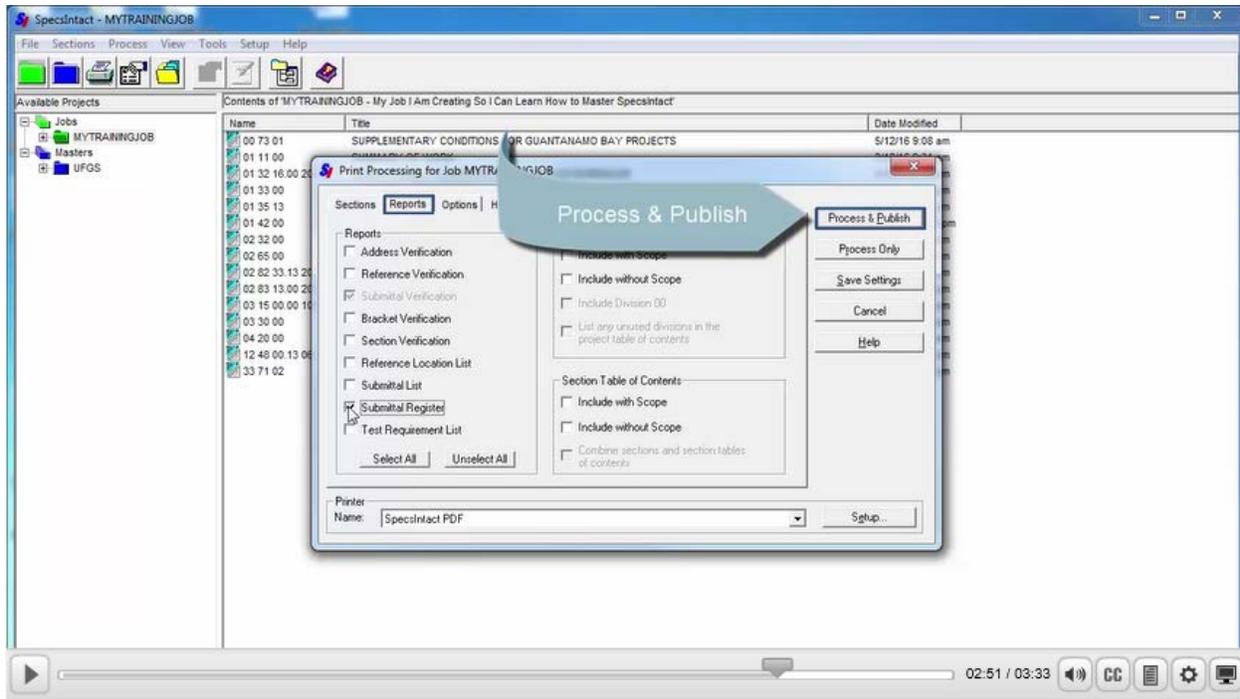
On the Reports Tab, let's choose the 'Unselect All' button and then check the Submittal Register.



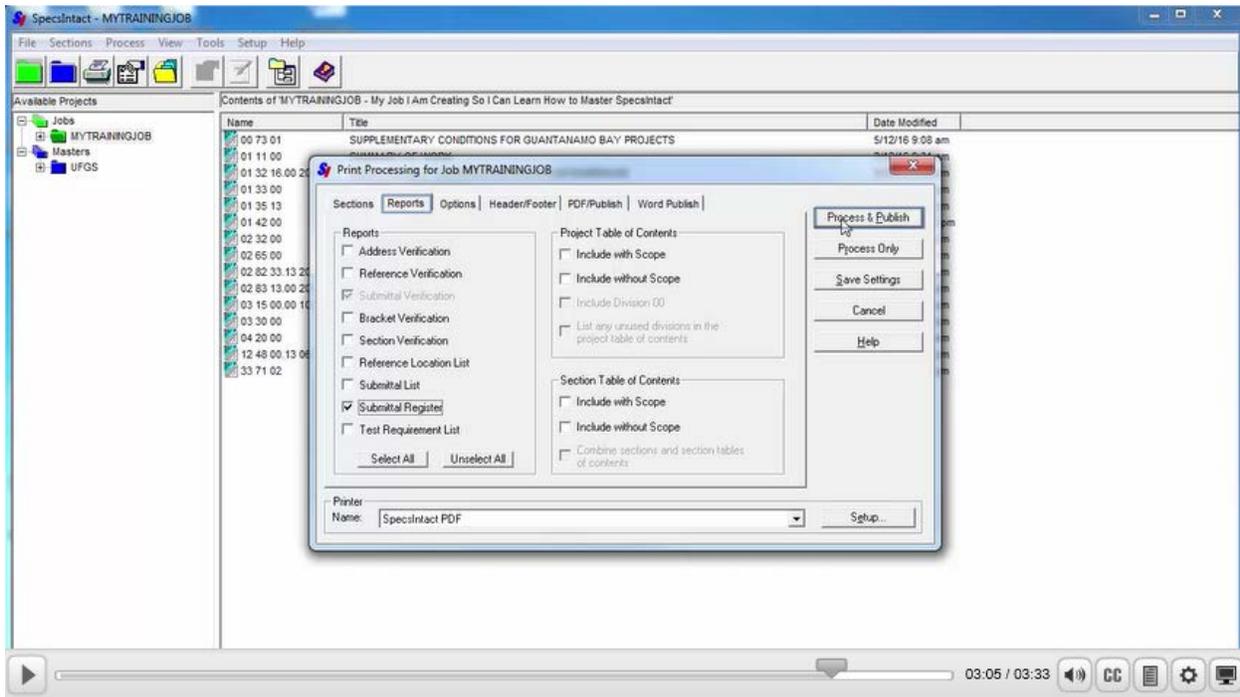
Before we continue, I want to bring your attention to the Process & Publish Button. This is a multi-functional button that is dependent on the selected printer. When the desired output is paper, the button will reflect 'Process & Print.'



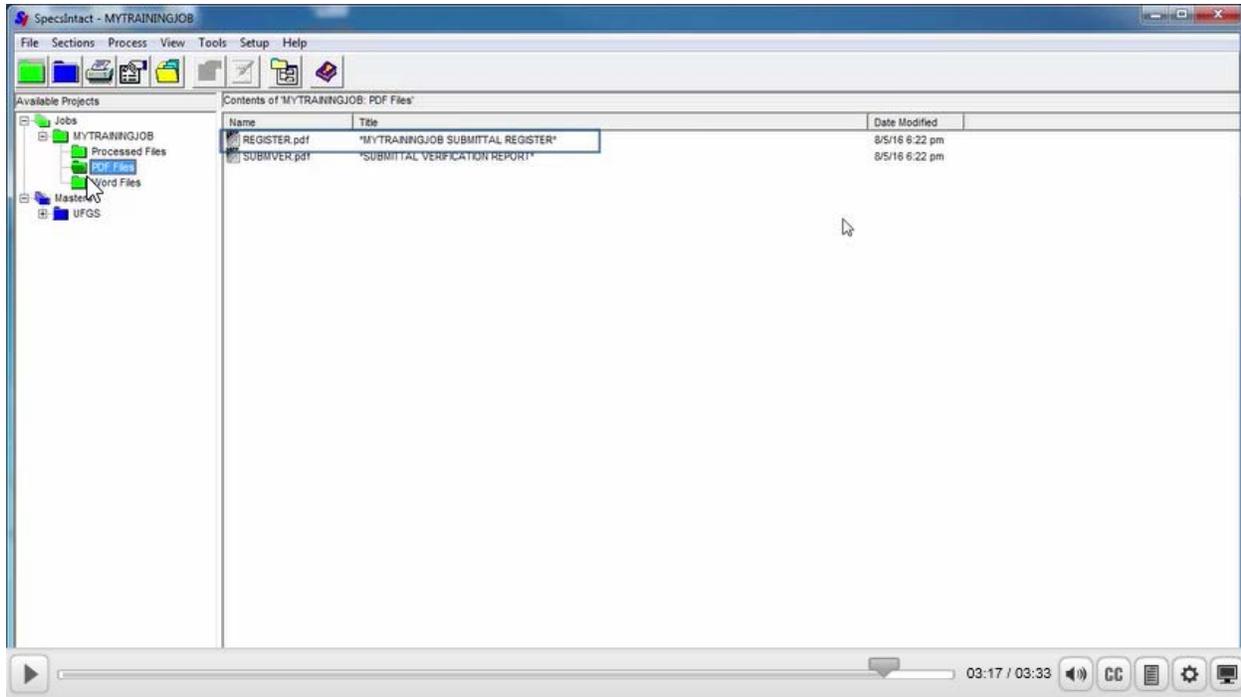
If the desired output was PDF or Word, the button would reflect Process & Publish'.



Now that you have a full understanding of the selection needed to produce the Submittal Register 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 Submittal Register, 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:
