SpecsIntact eLearning Modules Transcript

Module: Chapter 3 - Using Bracket Replacement

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

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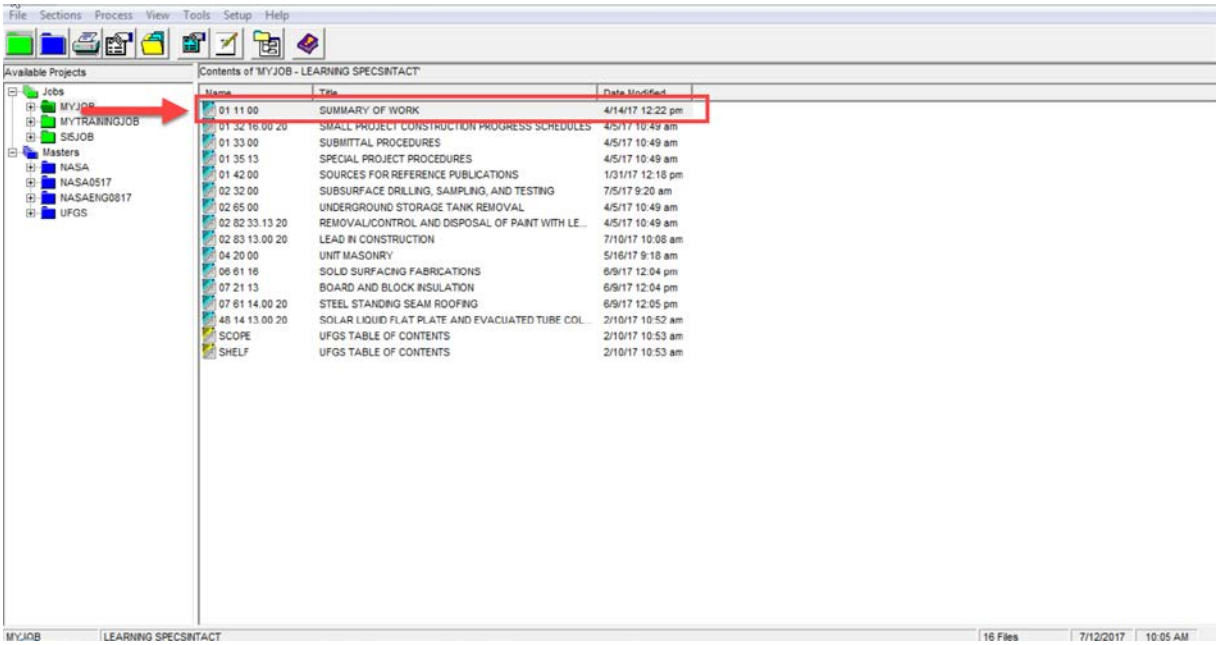
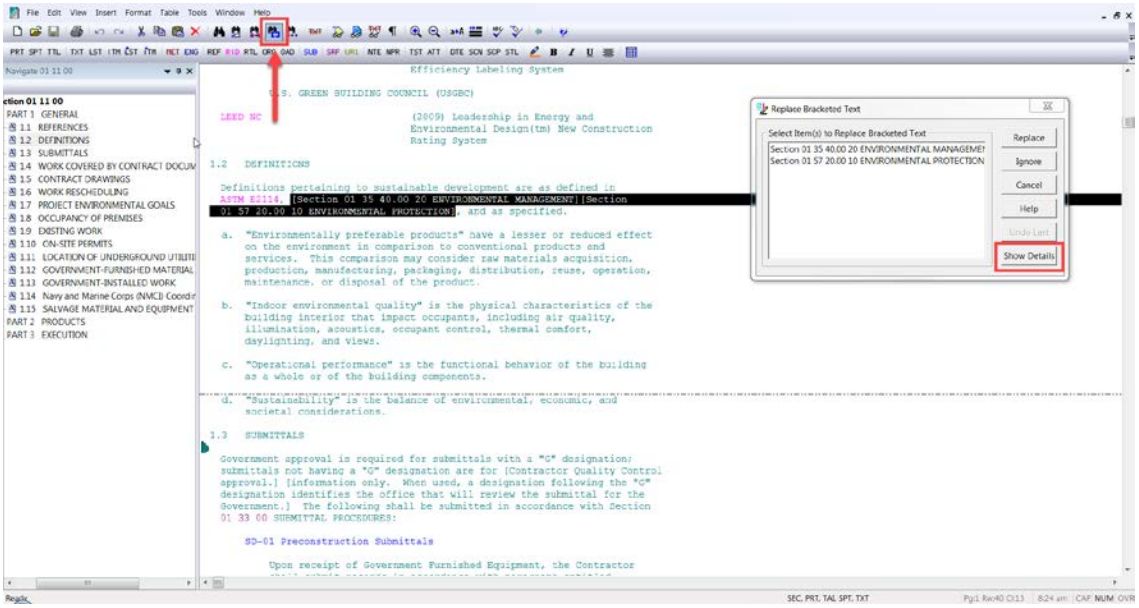
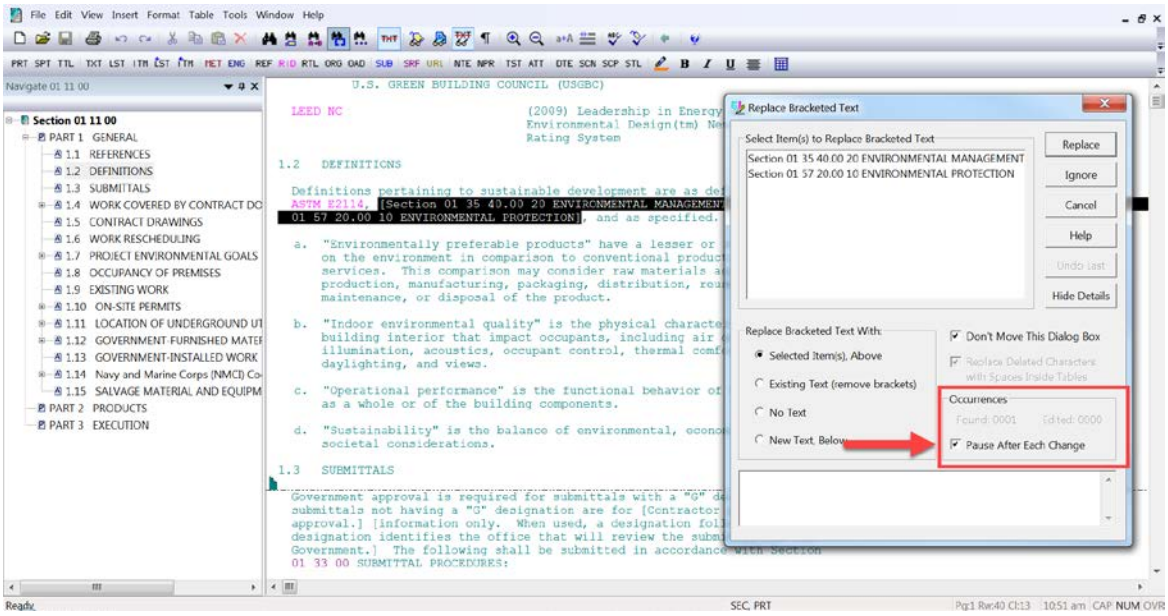
The SI Editor's Bracket Replacement is an advanced text editing tool that provides the ability to choose between several bracketed options of information, and in some cases, empty brackets that you can fill in providing a fast and efficient way to locate and resolve these options. Bracketed options must be resolved before the final submission of the Job. In order to demonstrate the SI Editor's Bracket Replacement let's *open* **Section 01 11 00**, entitled "**Summary of Work**".



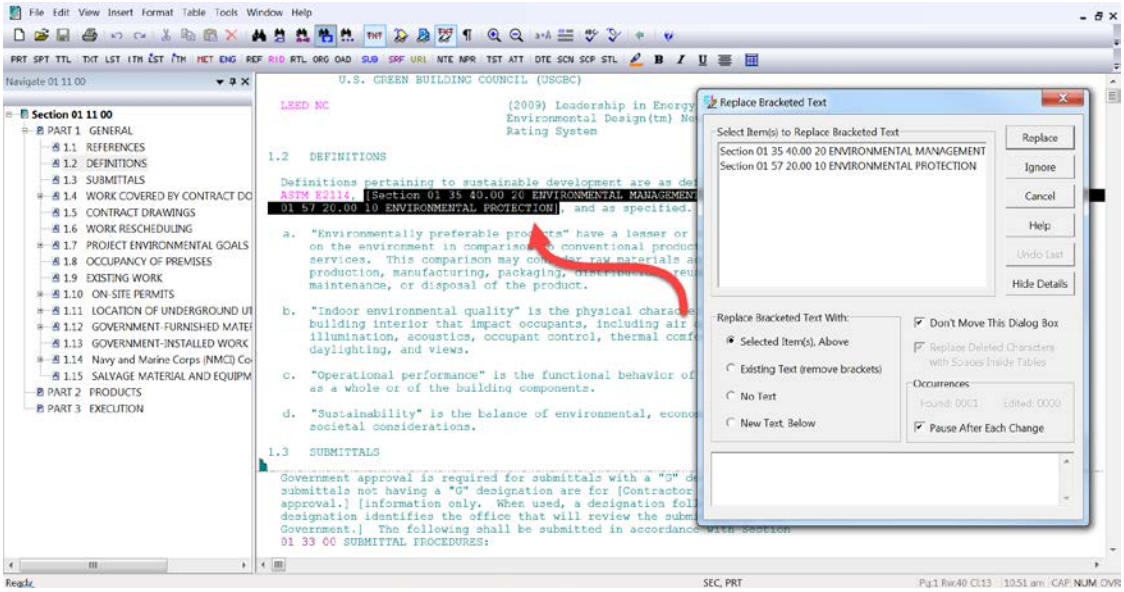
To begin using Bracket Replacement, *select* **the Bracket Replacement button** on the SI Editor's Toolbar, but you can also execute this feature from the Edit dropdown menu. Before we start making our selections, let's make some minor adjustments that will simplify this process. Let's start by *selecting* the **Show Details button**.



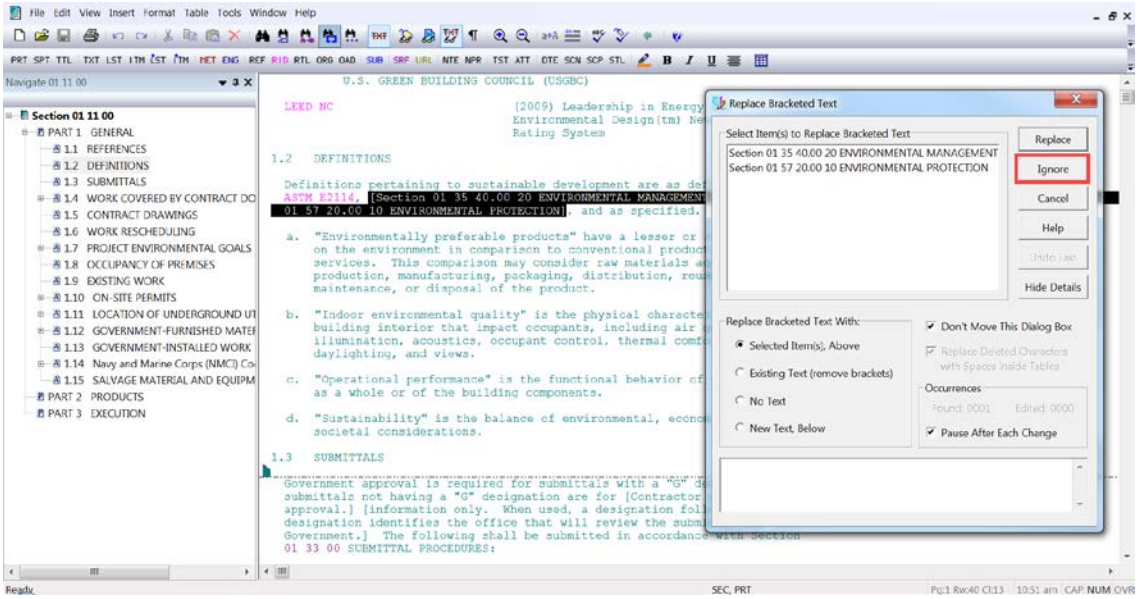
Under Occurrences, we are going to *choose* "**Pause After Each Change**". When this option is selected, you will remain in the same location, allowing you to continue editing. If you do not select this option the Bracket Replacement tool will continue to cycle through each bracketed option found in the Section. Pausing after each change allows us to see that the change did occur as well as how the SI Editor applies these selections we make.



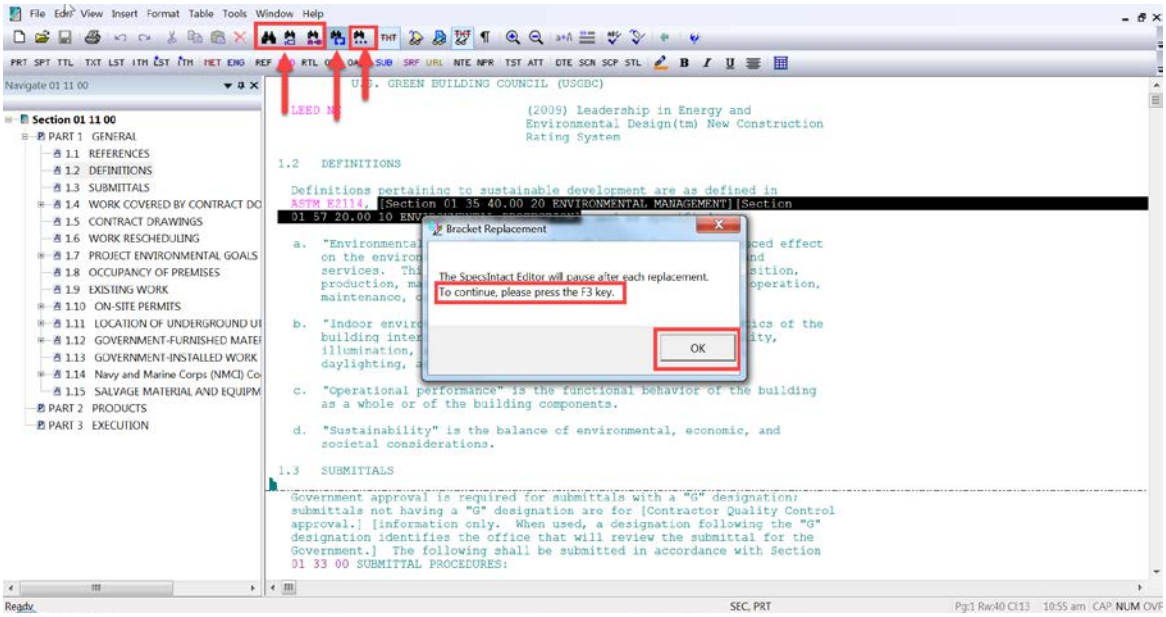
When the Replace Bracketed Text box opens the first set of bracketed options will display under the Select Item(s) to Replace Bracketed Text Box. You will also notice that behind this box, the SI Editor has highlighted those options.



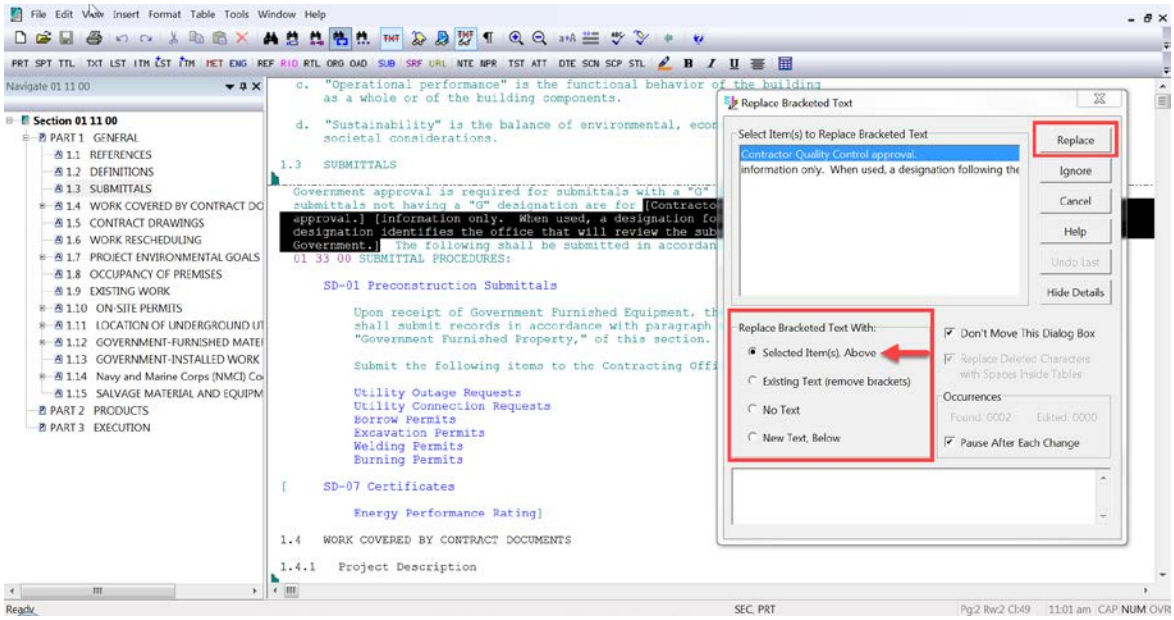
We've been given the choice to select "Section 01 35 40.00 20 or Section 01 57 20.00 10. Since I have just started this project, I'm not ready to decide which of the two Sections I want to incorporate, so I am going to *choose* **Ignore**.



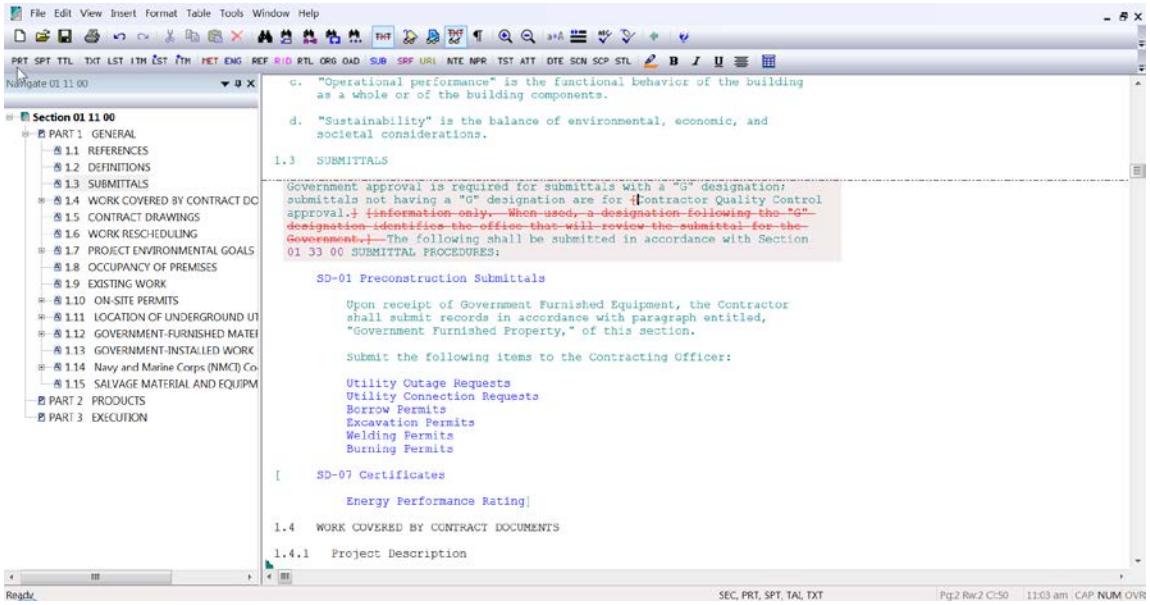
The first time you use this feature a message box will open stating “The SpecsIntact Editor will pause after each replacement. To continue, please press the F3 Key.” The F3 Function Key is a keyboard shortcut for “Find Next”. This function works with all of the SI Editor’s Find features. If you use one of the other Find features, before continuing with the Bracket Replacement you will need to select the Bracket Replacement button on the SI Editor’s Toolbar in order to proceed. Let’s go ahead and *select* **OK**.



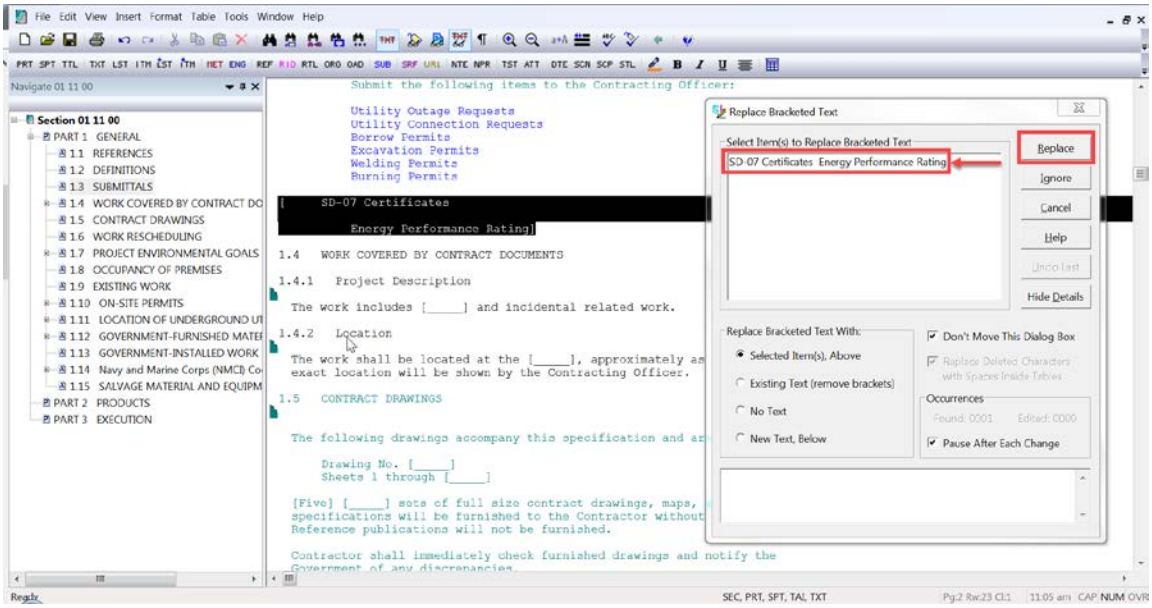
As you see, we are now positioned under 1.3 SUBMITTALS. This time we know that we want to use “Contractor Quality Control approval”, and remove “information only…”, so we are going to *select* the option “**Contractor Quality Control approval**. Under the Replace Bracketed Text with pane, the focus is on the option “Selected Item(s) Above”, now let’s *select* our **Replace button**.



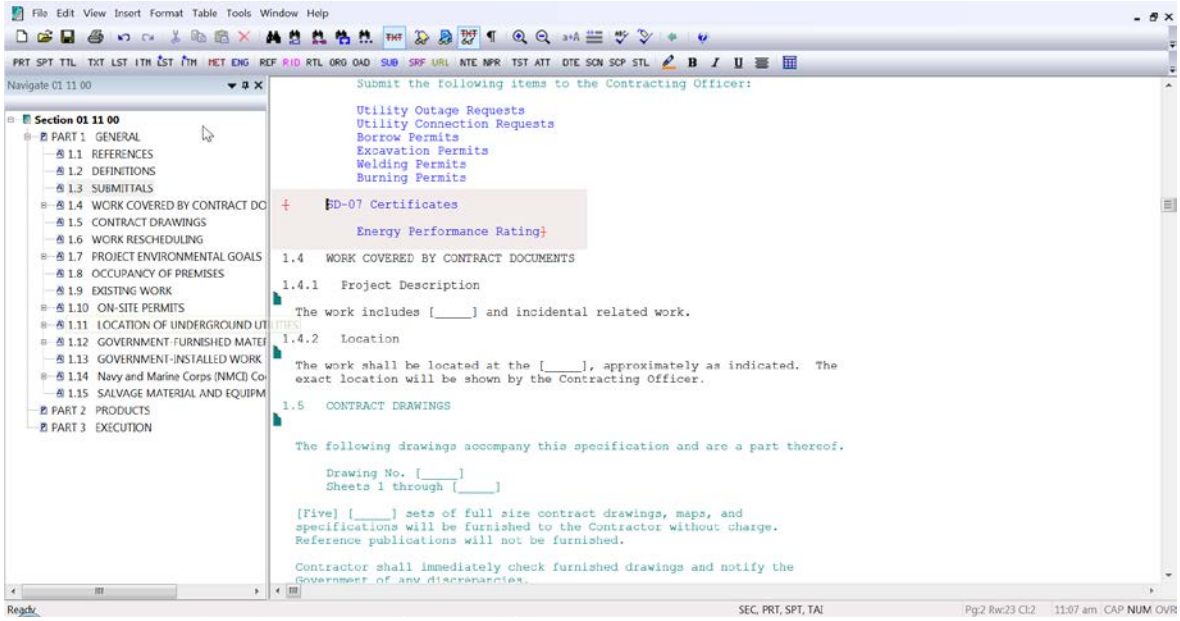
Notice the brackets that surrounded “Contractor Quality Control approval” as well as the option “information only....” Has been redlined. I find using that Bracket Replacement is easier than having to search for the opening and closing brackets around each of these items and manually deleting them!



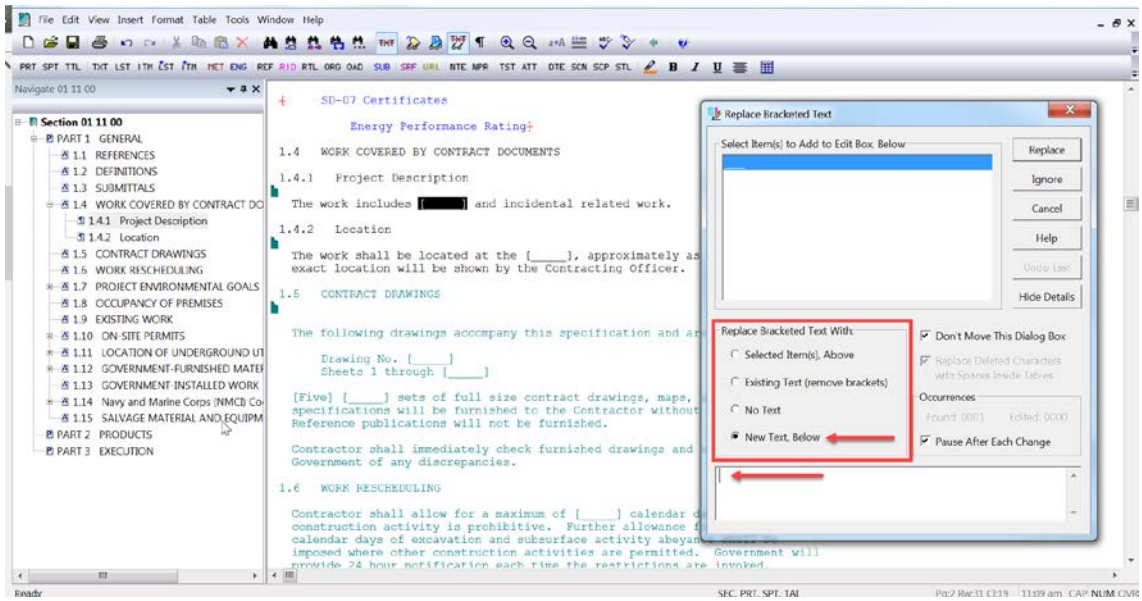
Let’s continue by *selecting* the **F3 Key** in order to re-initiate the Bracket Replacement feature so we can continue making our selections. This time we are presented with one choice for “SD 07 Certificates”. For this exercise, I want to use SD-07 Certificates, so I am going to *choose the option*, and then I’m going to *select* the **Replace button**.



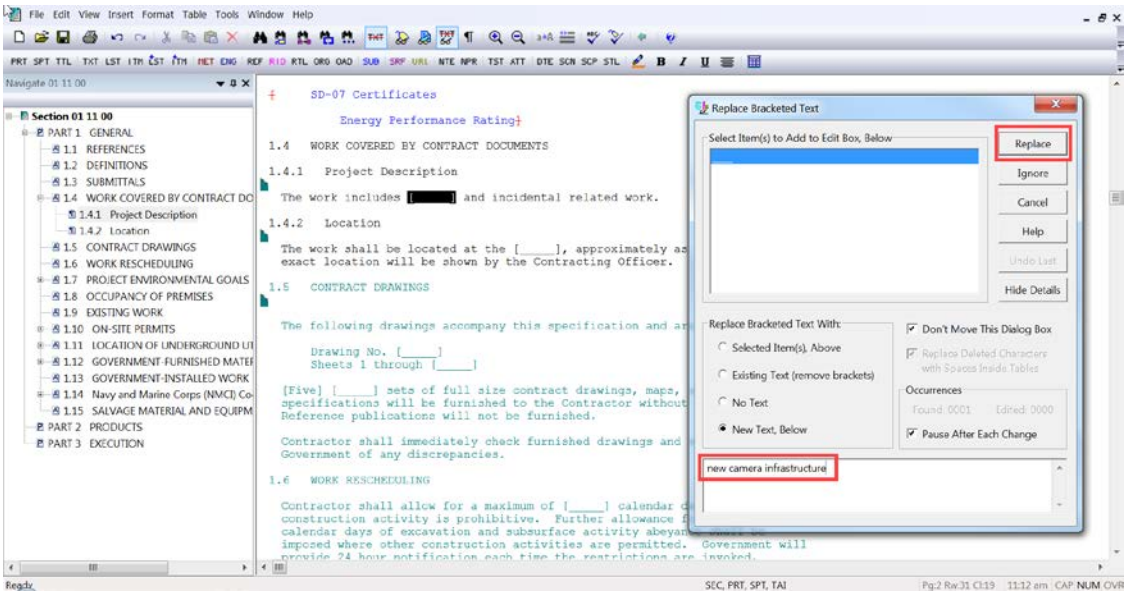
Again, you will see that opening and closing brackets have been redlined.



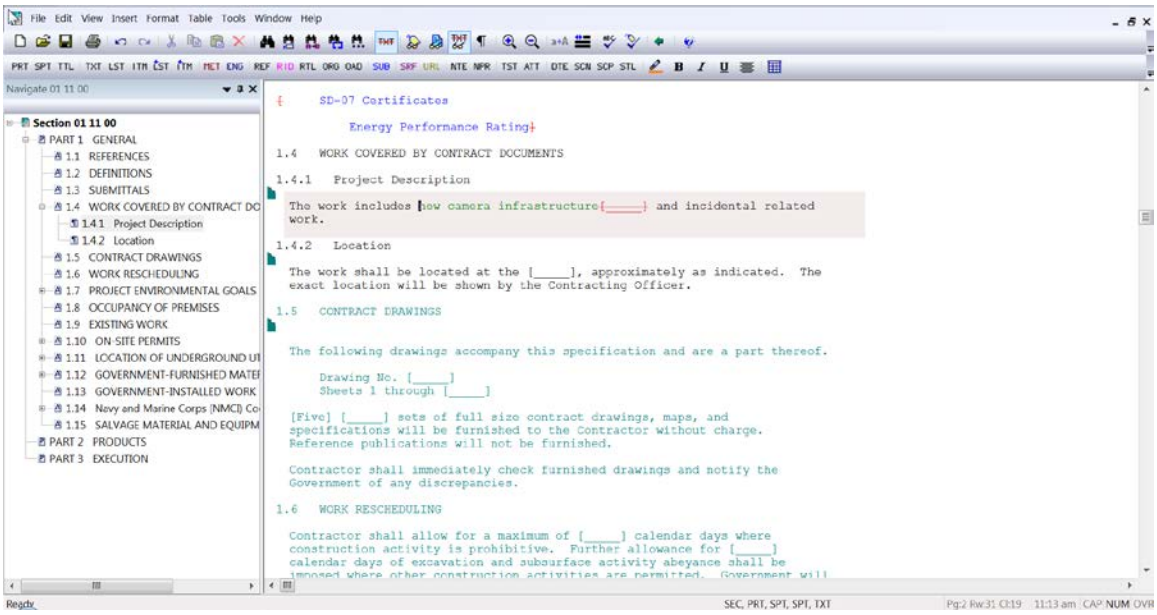
Let's *select* **F3** to continue. In this particular case, we have the option to fill-in the information we need. To do this, under **Select Items**, *choose* the **blank line**. This time you will notice under the Replace Bracketed Text pane, "New Text, Below" was automatically selected, and your cursor was in the blank field ready for you to type your information.



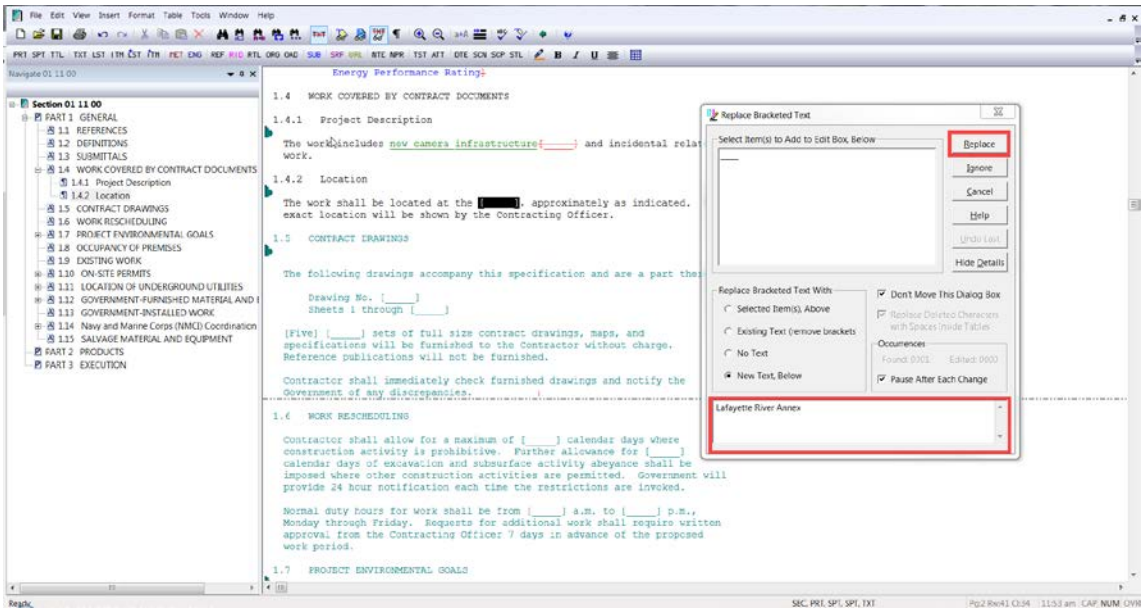
So let's proceed by *typing in* "**new camera infrastructure**". If you have large amounts of text, rather than typing it into this field, as there are limitations, simply leave the field empty and select the Replace button, then enter the information as needed. In this case, we have the text we need entered so we're going to *select* the **Replace Button**.



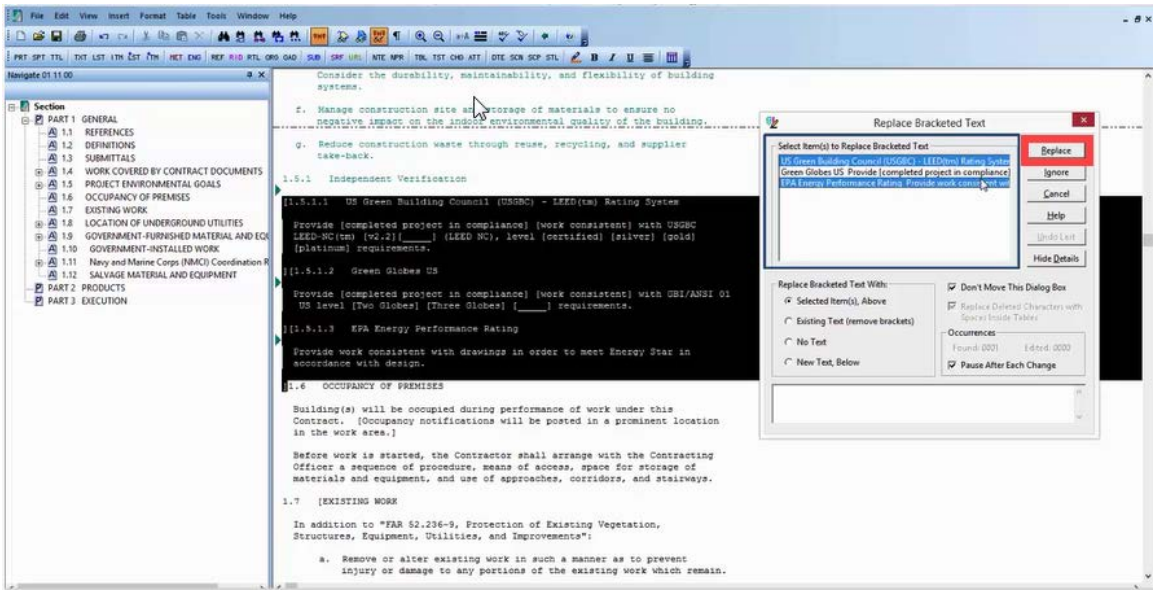
As you see the empty bracket option was removed and replaced with the text that we entered.



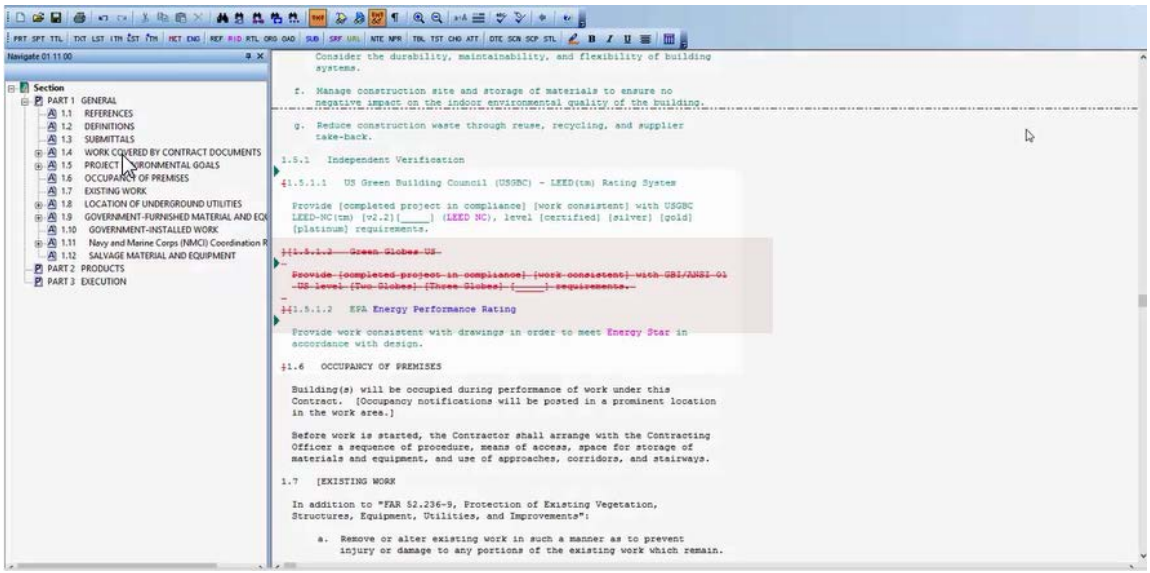
Let's continue by *pressing* the **F3 key**. Again, we are presented with the option to fill-in the text we need, so we are going to *choose* the **blank line** and *type* "**Lafayette River Annex**". Once the text has been entered, *select* the **Replace button** and *press* the **F3**



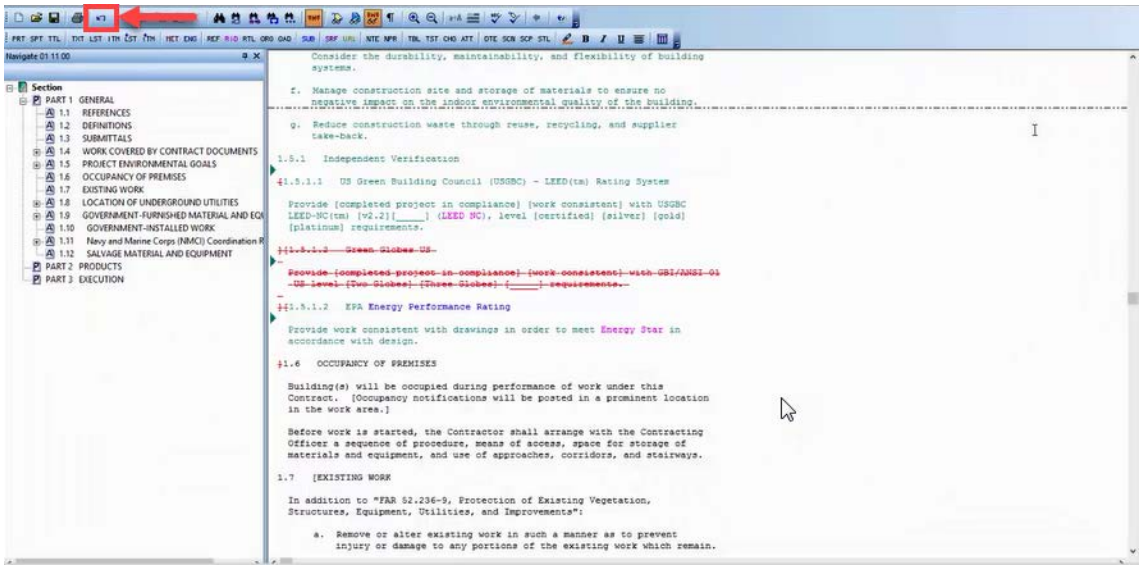
In this instance, we have three bracketed options to choose. In some cases, you may want to keep more than one of the available options. Just as you would do in Windows, you can use the Shift Key to select a group of items, or the Ctrl key to select non-consecutive items. We are going to use the keyboards Ctrl Key, and we're going *select* the first option "**US Green Building Council (USGBC) ....**" and "the last option "**EPA Energy Performance Rating**", now we're going to *choose* our **Replace Button**.



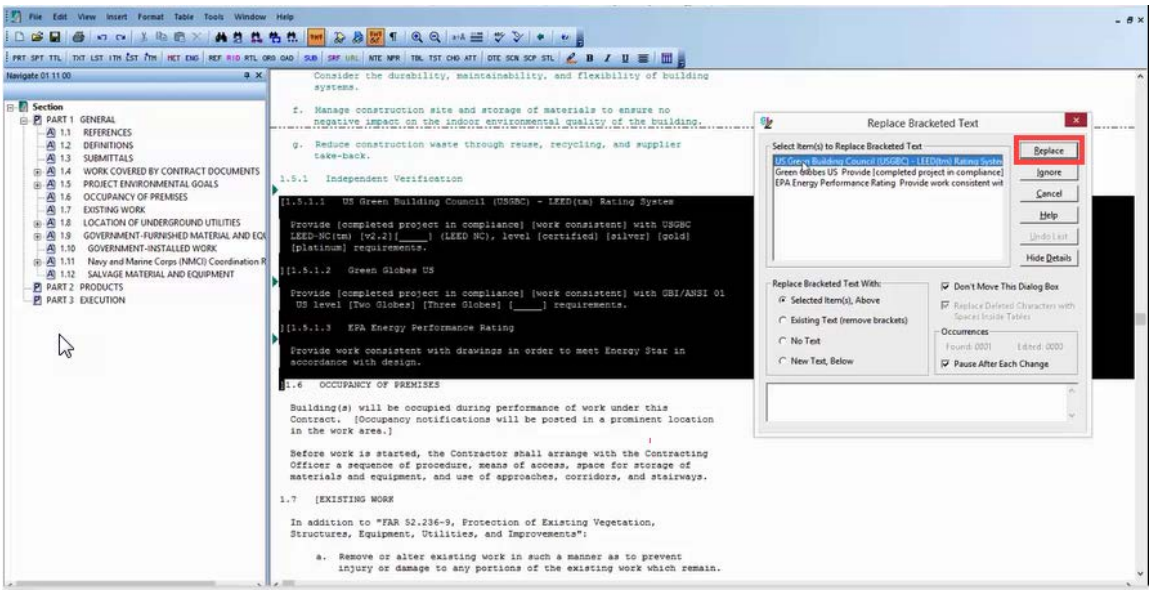
As you see, the opening/closing Brackets for the two choices we made have been redlined as well as the subparagraph entitled “Green Globes US”.



Let’s say that you realized that you should have only selected “US Green Building Council. Now you have to use the SI Editor’s undo button to reset the text. Make sure you place your cursor above the options you just chose.



Now you're going to *select* your **F3 Key**. This time we will only *select* the first Option for "**US Green Building Council (USGBC) ...**", and now we will *select* **Replace**.



Now that we have gone through several examples of the choices you would be presented with when using the Bracket Replacement tool, you are ready to experience this feature on your own. To learn more editing functions, 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.

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eLearning Module Notes: