
Introduction to the SpecsIntact Editor

The **SI Editor** -- the word processor at the center of the SpecsIntact system -- is specifically designed for editing facility project specifications. It uses many functions common to other Windows-based programs, with additional customized editing features accessible from its [menus](#), [toolbar](#) and [tags buttons](#).

The Editor uses a tagging system for defining elements of information. Jobs are created from [Master](#) files -- called [Sections](#) -- that already contain the tagging mark-up and display [color coding](#) for certain elements.

While editing, you can [turn on or off](#) the view capability for various elements such as [Tags](#), [Notes](#), [Revisions](#), and measurements ([Metric](#) and [English](#)). When using the Editor's [File | Print Draft](#) command, any elements displayed on your screen will be printed as well. A [Tailoring](#) (pre-editing) feature assists in editing Sections that have been marked with Tailoring tags for specific job requirements.

 The **right mouse button** provides a shortcut to many commands. To use this feature, *click* the right mouse button and select a command from the menu displayed. The right-click menu options available will vary based on the functions in progress at the time.



The status bar located at the bottom of the Editor's screen provides the following information:

- The cursor's location within the tagging can be found in the center. In the example above, the cursor is located in a set of Title [<TTL>](#) tags of a Subpart [<SPT>](#) tag, within Part [<PRT>](#) and Section [<SEC>](#) tags. To see a graphic representation of tag "nesting" see the [diagram](#) under The SpecsIntact Format.
- To the right of the tag location you can see the cursor's page, line, and character position.
- At the far right you can view the time, as well as Caps Lock (**CAPS**), Num Lock (**NUM**), and Insert (**OVR**) key indicators when they are active.

On-screen assistance is always accessible from the [Help Menu](#) or by pressing the **<F1>** key to view context-sensitive Help.

 Graphics in specifications are not currently supported.

Toolbar and Tags Bar

Click on the buttons in the graphic below for brief descriptions of their functions, or see [Toolbar Buttons](#) and [Tags Bar Buttons](#) for more detail on each function.

The SI Editor's **Toolbar**



and **Tags Bar**



provide shortcuts to many of the commands that are frequently used in editing guide specifications, along with many of the commonly used tags. You can use the [View](#) menu to display or hide the bars, or you can customize the Tags Bar by adding or removing buttons and dividers. *Click* the down arrow button at the right of the Tag row to display these options.



If you need to know a button's function as you are working in the Editor, place your [mouse pointer over the button](#) to display the description. This can be especially helpful as a reminder for identifying tags.

The tag buttons allow you to insert pairs of beginning and ending tags in the Section. This can be done in one of two ways. Position the cursor at the point of insertion and click the appropriate button on the Tags Bar. The corresponding set of tags will be inserted and the cursor positioned between the beginning and ending tags for text entry. You may also select existing text then click the appropriate toolbar button. The set of tags will then surround the selected text.



It is [highly recommended](#) that you insert tags either by using the Tags Bar or from the menus using the [Insert | Tags](#) command. Manually typed tags will not be recognized by the Editor during that editing session, and any errors could corrupt the Section.

If you select a tag that is not permitted at the cursor's location, you will see a rules violation warning.

Editor Toolbar Buttons

If the buttons below are not visible in the Editor, check the [View menu | Toolbar](#) option.



NEW

Creates a new, unnamed file (This command is *not* available if the Editor has been opened through the SpecsIntact Explorer, and is only visible if the Editor is opened independently from Start | Programs | SpecsIntact | Editor.)



OPEN

Opens a Section



SAVE

Saves the active file with any changes



PRINT DRAFT

Prints a *draft* copy of the active Section to default printer (draft printing includes what is visible on the screen, with no headers and footers)



UNDO

Reverses the last action, and can be repeated for multiple past actions



CUT

Removes selected text (which can be inserted with the Paste command)



COPY

Copies selected text (which can be inserted with the Paste command)



PASTE

Pastes at the cursor location text that has been copied or cut



FIND

Searches for specified text



FIND TAGS

Searches for specified Tags



REPLACE

Searches for specified text and replaces it with new text

**BRACKET REPLACEMENT**

Finds Brackets and identifies text options

**NEXT**

Continues the Search and Replace functions for other occurrences of specified text

**REVISIONS**

Enables or disables the Revisions function. When enabled, it automatically inserts **strike-throughs** surrounded by DEL Tags for text that is deleted, and green underscores surrounded by ADD Tags for text that is added.

**TOGGLE TAGS VIEW**

Turns on and off the on-screen view capability for Tags

**TOGGLE NOTE VIEW**

Turns on and off the on-screen view capability for Notes

**TOGGLE REVISION VIEW**

Turns on and off the screen view capability for Revisions -- ADD (**remove**) and DEL (**add**) tags and related text.

**ZOOM IN**

Enlarges the size of the on-screen display

**ZOOM OUT**

Decreases the size of the on-screen display

**CHANGE CASE**

Allows the case of the letters for the selected text to be change in any of five ways

**TOGGLE INDENTATION**

Indents **TXT**, **ITM** and **LST** tags to a default setting of -0.33

**SPELLING**

Starts spelling checker

**HELP**

Opens Editor Help



If you need to know a button's function as you are working in the Editor, place your [mouse pointer over the button](#) to display the description. This can be especially

helpful as a reminder for identifying tags.



Click to view graphic of [Toolbar and Tags Bar](#).



Editor Tags Bar Buttons

If the buttons below are not visible in the Editor, check the [View menu | Tags Bar](#) option.

You can customize the Tags Bar by adding or removing buttons and dividers. *Click* the  at the right of the Tag row to display these options. Your customized Tags Bar will be retained even when software upgrades are installed.

 Each of these buttons either insert a pair of tags (and any subordinate tags indicated) at the cursor position, or if text is selected, will enclose that text in the tags.

 **[PART](#)** with Title and Subpart

 **[SUBPART](#)** with Title

 **[TITLE](#)**

 **[TEXT](#)**

 **[LIST](#)**

 **[ITEM](#)**

 **[ENGLISH](#)**

 **[METRIC](#)**

 **[REFERENCE](#)** with Organization, Reference Identifier, and Reference Title

 **[REFERENCE IDENTIFIER](#)** with Reference Title

 **[REFERENCE TITLE](#)**

 **[REFERENCE ORGANIZATION](#)**

 **[ORGANIZATION ADDRESS](#)**



SUBMITTAL KEY



SECTION REFERENCE



URL HYPERLINK



NOTE with Note Paragraph



NOTE PARAGRAPH



TABLE with Table Header



TEST REQUIREMENT



CHANGE



DATE



SECTION NUMBER



SCOPE



SECTION TITLE



HIGHLIGHT



BOLD



ITALIC



UNDERLINE



CENTER



CUSTOMIZE TAGS BAR



If you need to know a button's function as you are working in the Editor, place your

[mouse pointer over the button](#) to display the description. This can be especially helpful as a reminder for identifying tags.



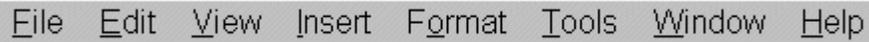
Click to view graphic of [Toolbar and Tags Bar](#) .



The SI Editor Menus

The **SI Editor**, the word processor at the center of the SpecsIntact system, was specifically designed for facility project specifications editing. It uses many functions common to other Windows-based word processors, while providing additional customized editing features accessible from its eight menus, as well as the [Toolbar and Tags Bar](#).

The Editor menus are:



File Edit View Insert Format Tools Window Help

(click to display each menu)

Right-Clicking in Editor

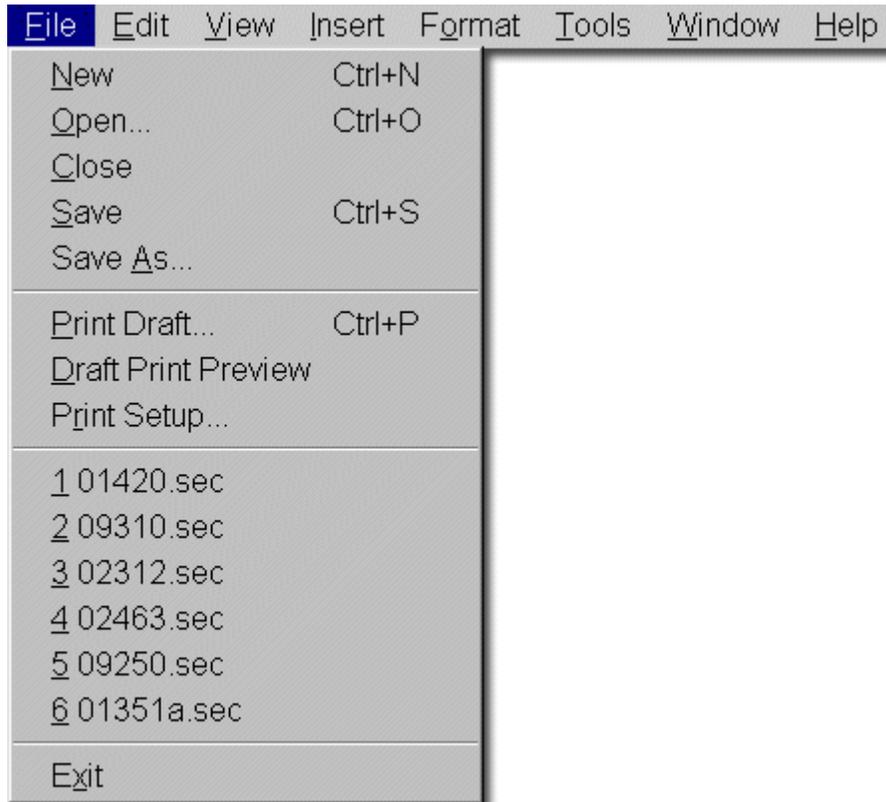
The **right mouse button** provides a shortcut to many commonly used Editor commands. To use this feature, *click* the right mouse button and select a function from the menu displayed.

When *right-clicking*, the options available will be based on the on-going functions in the Editor at that time.

Editor File Menu

From the **File** menu, you can access the following commands:

(click to display each command or a different Editor menu)



Many of these commands are also available on the Editor **Toolbar** or by *right-clicking* the mouse button.

Editor Edit Menu

The **Edit** menu provides the following commands:

(click to display each command or a different Editor menu)

File	Edit	View	Insert	Format	Tools	Window	Help
	U <u>ndo</u>				Ctrl+Z		
	C <u>u</u> t				Ctrl+X		
	<u>C</u> opy				Ctrl+C		
	C <u>o</u> py <u>W</u> ithout Tags				Ctrl+E		
	<u>P</u> aste				Ctrl+V		
	<u>D</u> elete				Ctrl+D		
	<u>F</u> ind...				Ctrl+F		
	<u>F</u> ind Tags...				Ctrl+I		
	<u>R</u> eplace...				Ctrl+H		
	<u>B</u> racket Replacement...				Ctrl+B		
	<u>N</u> ext				F3		
	<u>R</u> emove Tags...				Ctrl+M		
	<u>R</u> evisions				Shift+F8		
	<u>E</u> xecute Revisions...				Ctrl+F8		
	<u>U</u> ndelete Redlined Revisions				Ctrl+U		
	<u>D</u> elete Added Revisions						
	<u>R</u> emove <u>A</u> ll Revisions				Ctrl+A		
	<u>G</u> o To Page...				Ctrl+G		

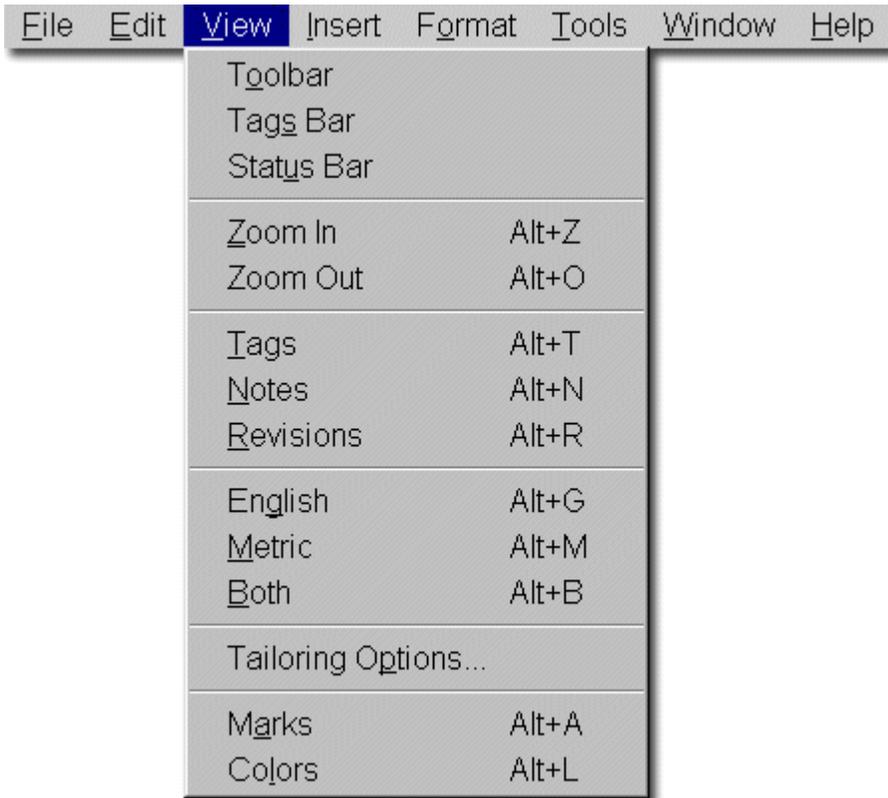


Many of these commands can also be accessed from the Editor's [Toolbar](#) or by *right-clicking* the mouse button.

Editor View Menu

The **View** menu provides the following commands:

(click to display each command or a different Editor menu)



Items on the View menu can be selected or deselected by *clicking* the item. [A check mark will appear next to each option selected](#) .

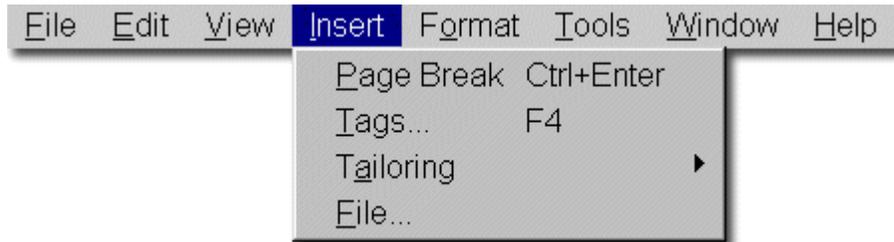


Many of these commands can also be accessed from the Editor's [Toolbar](#) or by [right-clicking](#) the mouse button.

Editor Insert Menu

The **Insert** menu provides the following commands:

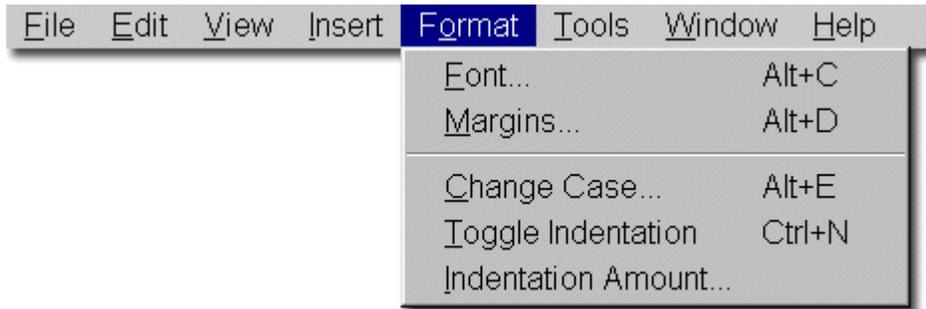
(click to display each command or a different Editor menu)



Editor Format Menu

The **Format** menu provides the following commands:

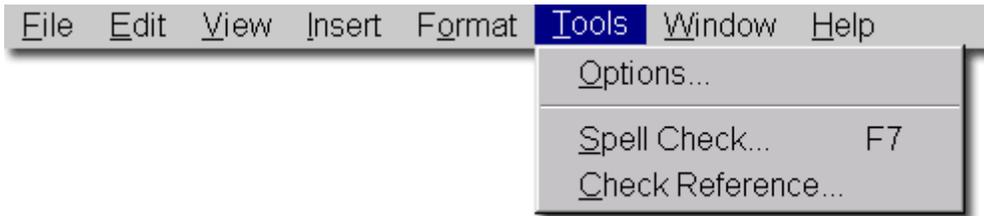
(click to display each command or a different Editor menu)



Editor Tools Menu

The **Tools** menu provides the following commands:

(click to display each command or a different Editor menu)



Editor Window Menu

The **Window** menu provides the following commands:

(click to display each command or a different Editor menu)

