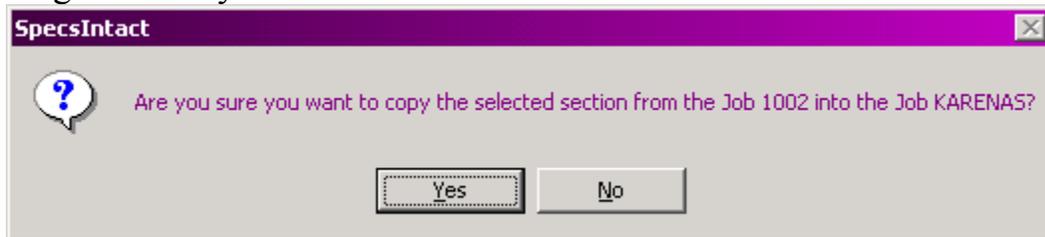


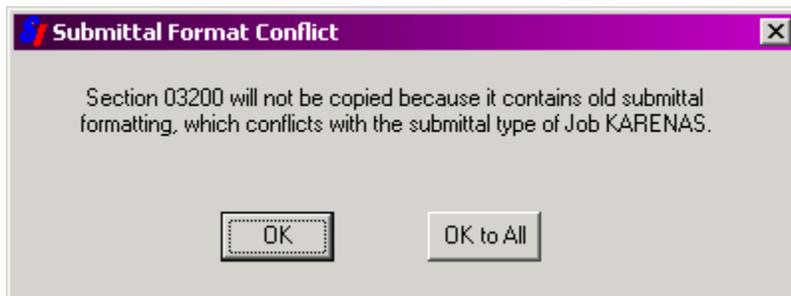
How to get an Old specification into a New Job

****Getting an old section into a new job can be a little tricky.**

1. Open the Job which holds the section you want copied.
2. Click on your specification(s) and drag to the new Job's folder and you will get: Click yes. ▼



3. Click OK ▼



4. Click OK ▼



As you seen no section(s) where copied!!!

5. Right-click on the OLD Job's folder and go down to properties.

Properties for Job: 1002

General | Schedule | Specifiers | Comments

Job Name: 1002 Date Created: 1/24/00 12:18 pm

Title: Alter Building 107, Fort Douglas, Utah

Contract: Location:

Specifier: Source:

Path: J:\SIGML\JOBS\1002

Primary Master Name:

Submittal Register Format

Unified Submittal Description

UFGS Army NASA Navy

Cover Page

SGML Cover Page RTE Cover Page

File Name:

Edit... Copy...

Print... OK Cancel Help

The Problem is the Submittal Register Format. You CAN NOT have different Submittal formatting in the same Job!!!

6. Click the Unified Submittal Description checkbox AND the UFGS radio button.
7. Click OK
8. You will get a the below box. Click Ok.

Submittal Format Warning

WARNING: You have selected new Submittal formatting for this Job, but this disagrees with the contents of Section 01330 in this Job. Please select 'Help' for more information.

OK Help

9. Double-click open the section(s) you want to have copied and paste the below tag at the very top of the specification(s). **Must have your tags on.**

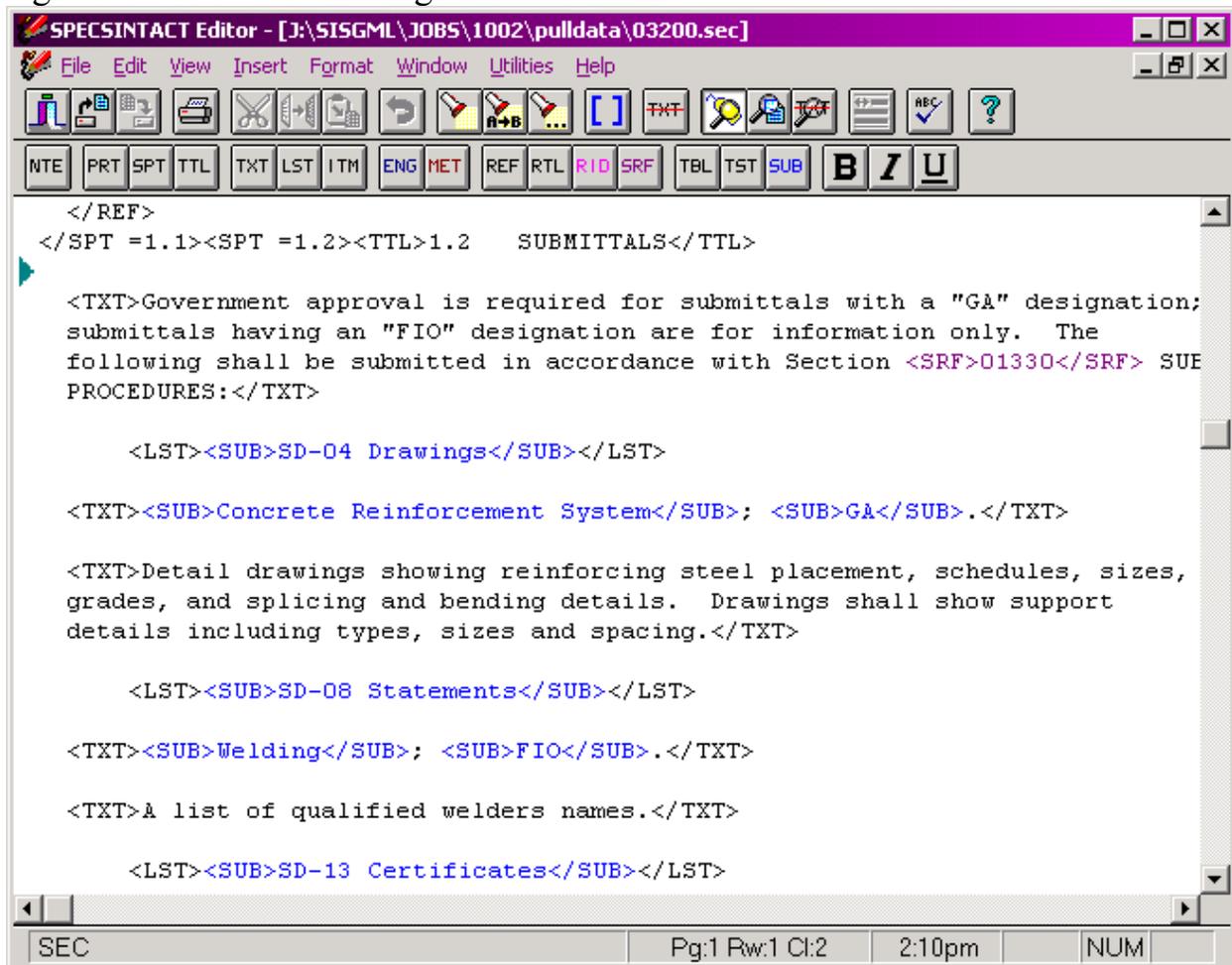


You CAN NOT manually type it in, it will not work!

10. Save and close specification(s).

11. Try steps 1-2 again!!

**Remember you must also go into the Submittals subpart and change the text tags <txt></txt> TO item tags <itm></itm>.



8. Making sure your revisions are OFF which is (txt) with the redline through it, delete the text tag.
9. Highlight everything the text tags had enclosed and click the itm button on you toolbar! That's it!!

**It should work for you if not give me a call Karena x7678!!!