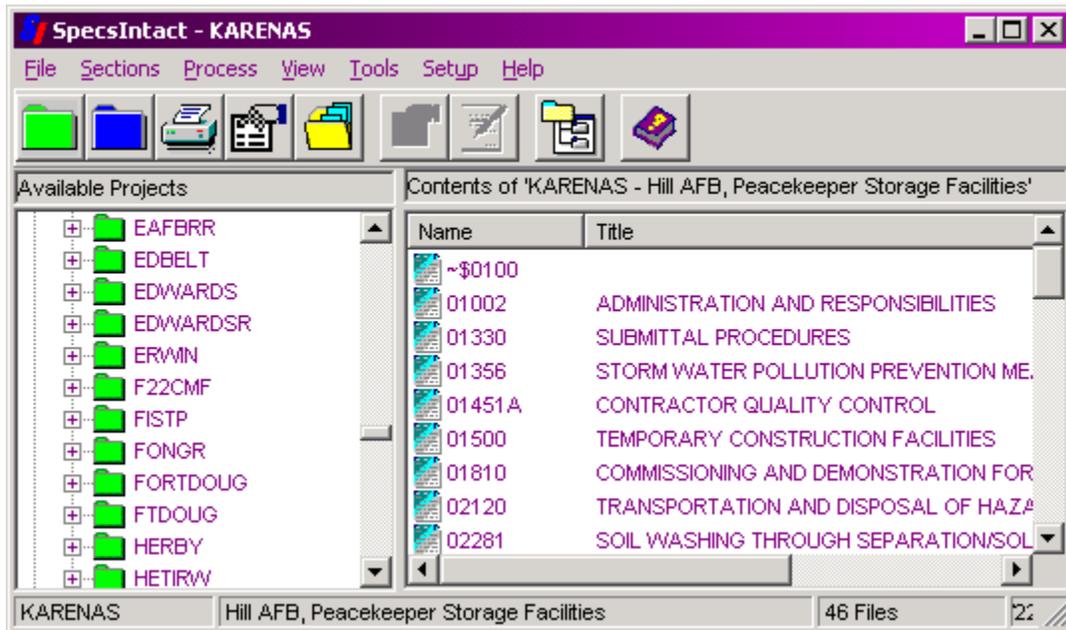
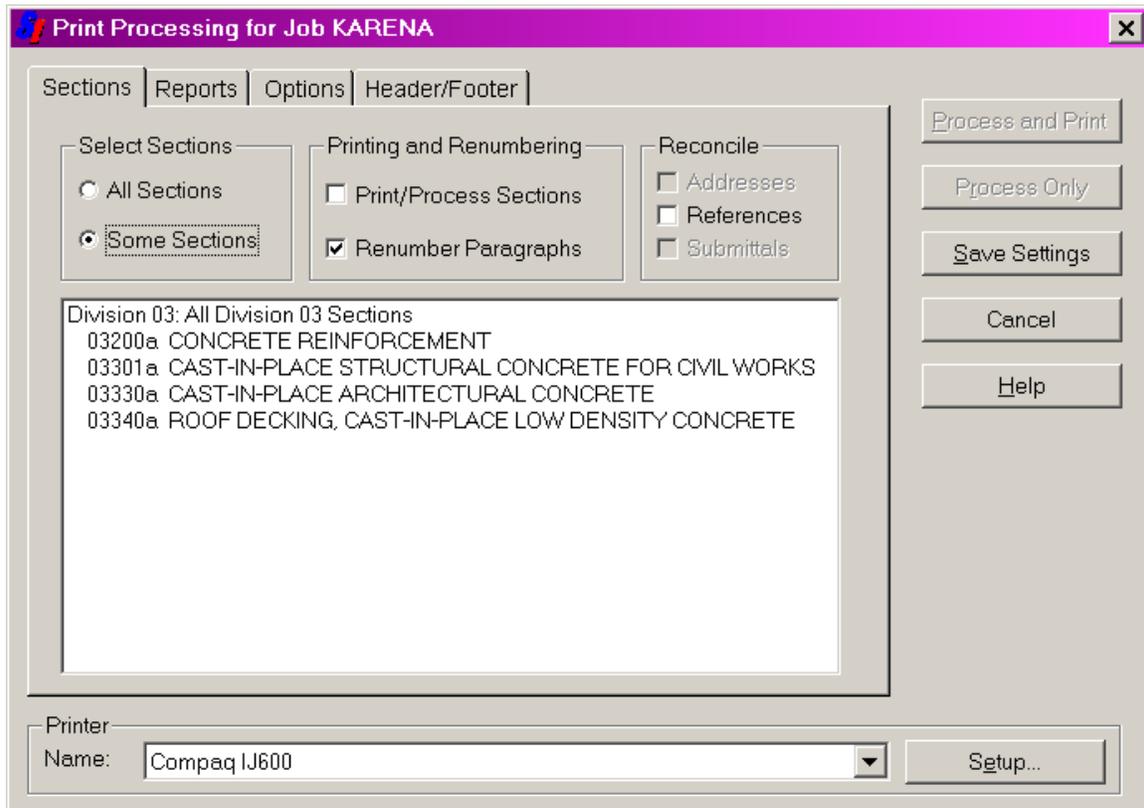


Process & Print

1. Select File/Process & Print



You should see the below dialog box. Each tab is explained.



Select Sections -- The All Sections option will be chosen by default, and will include every Section contained in the Job. Clicking the Some Sections button will allow you to select only the Sections you want from the text box by clicking to highlight them. Highlighting a Division will automatically select all the Sections within that Division.

- Printing and Renumbering -- check the boxes to indicate if you want to generate the processed Sections and whether you want their content renumbered based on the editing that has been performed. The renumbering occurs only in the printed and processed (.prn) files, not in the Section (.sec) files. The .sec files retain the original numbering of the Sections. The paragraphs referenced in the reports will also reflect the renumbered paragraphs. (While editing, <SPT> tags renumber immediately, but the numbers within the <TTL> tags do not.)

- Reconcile -- check the boxes if you want to perform Address, Reference and Submittal reconciliation. These functions provide an automated system by which you can verify References, Organization names, and Submittals used in the Sections of your Job and remove those not used. Just as with renumbering, these changes are saved to the print and processed files, not the .sec Section files, which are left intact.

The following buttons are located on the right side of the box no matter which tabbed screen is visible:

- Process and Print -- applies the choices made on the tabbed screens and sends a copy to the selected printer

- Process Only -- applies the choices made on the tabbed screens and sends the results to the Processed Files folder under the Job in the SI Explorer.

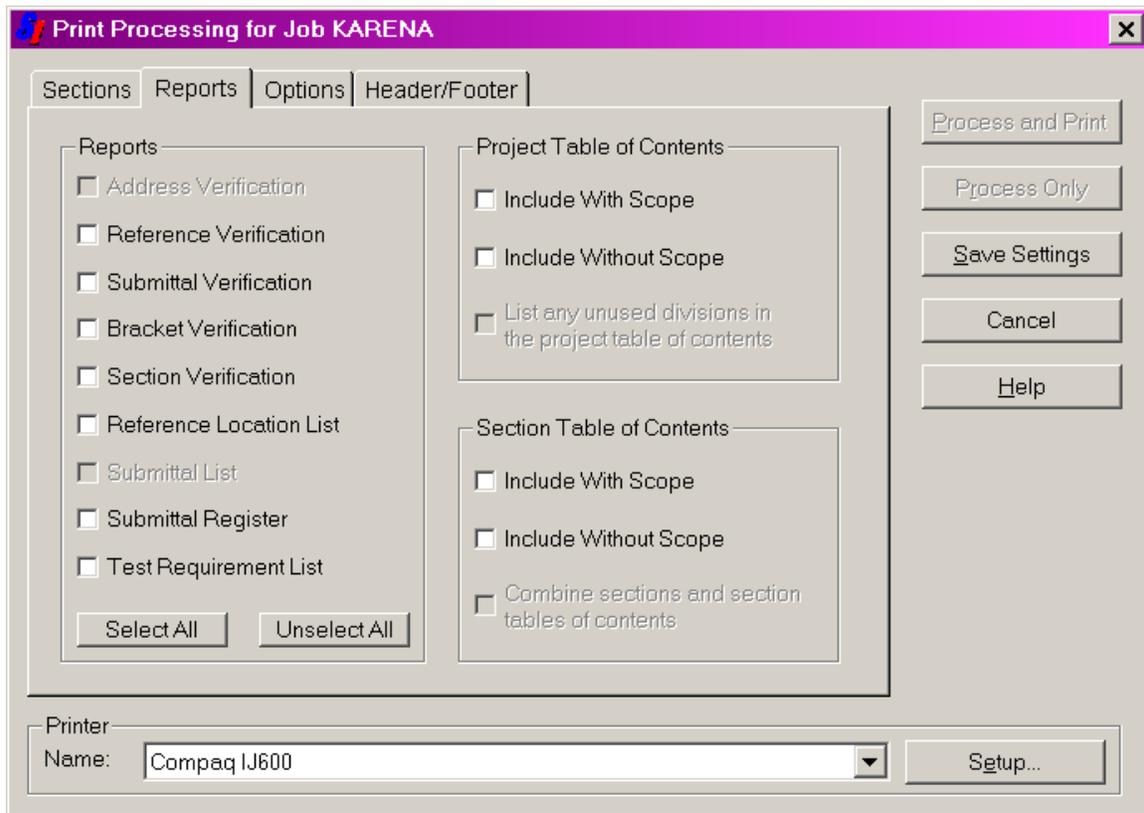
- Save Settings -- will save the choices you make on the tabbed screens (but not the choice of Sections to be processed/printed) so that the next time the box is opened, the selections you saved will be your new defaults.

(If you want to save some but not all the settings, make the ones you want to save first, use the Save Setting button, and then make the additional selections that you don't want to save. Example: You want to make permanent changes to the Headers and Footers, but you will want to select different reports the next time you process Sections. You would make the changes on the Header/Footer tab first, click the Save Settings button, then choose the Reports you want to run.)

- Cancel -- will close the dialog box without executing any of the changes.

- Printer -- drop-down box displays available printers.

- Setup -- opens the Print Setup dialog box to allow setting changes like duplex printing.



- Reports -- The reports generated by SpecsIntact are designed as quality control tools for the project. The ability to read and understand all the reports is essential to releasing a completed specification at 100%. It is the responsibility of the specification editor to point out problems indicated in the reports to the engineers so they can correct the problems in the specs. Always check for typographical errors first before considering a reported error an actual discrepancy.

- You choose to generate a report by clicking it to place a check in the box beside it. If you want to run all the reports, click the Select All button. The documents generated are rpt files and can be printed or viewed. They are placed in the Processed Files folder under the Job in the SI Explorer .

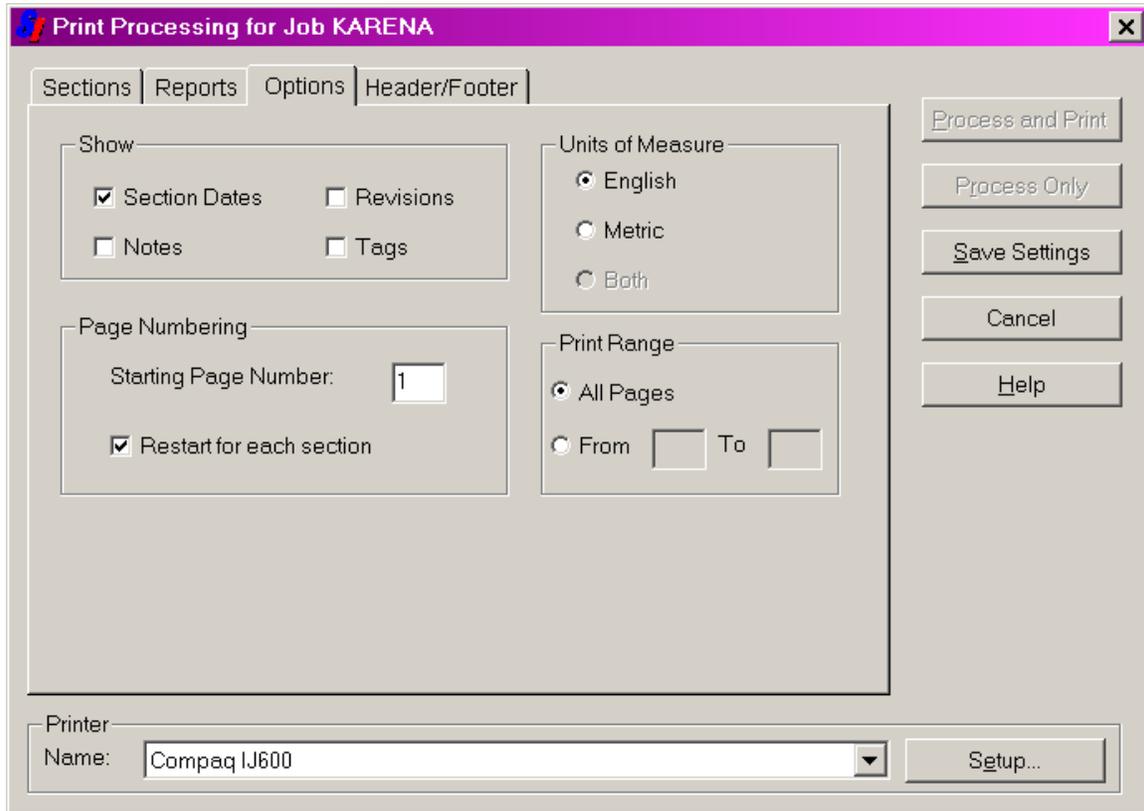
- Verification reports available are: Address, Reference, Submittal, Bracket, and Section.

- Other lists available are: Reference Location, Test Requirements, Submittal List and Submittal Register.

After correcting errors detected through these reports, it is important to run the reports again to make certain that all previous errors have been resolved and that no additional ones have occurred.

- Project Table of Contents (with or without Scope -- a brief description of each Section) -- click to check the correct boxes if you want to include a table of contents for the entire project, and if you want it to list Divisions that are not used in the project. To produce a Table of Contents for distribution with a Master, use the Process menu | Release Processing command (these files will be listed with the Sections in the SI Explorer, rather than in the Processed Folder)

· Section Table of Contents (with or without Scope -- a brief description of each Section) -- click to check the correct boxes if you want to include a Section a table of contents, and if you want to combine it with the Section. A combined TOC will print at the beginning of the Section and be included in the page numbering for that Section. If not combined, it will be printed as a separate document.



Show -- Provides four check boxes for the elements you want visible in the processed Sections -- Section Dates, Notes, Revisions, and Tags. Checking a box will include that element.

· Units of Measure -- For Jobs, you can choose to use either English or Metric; for Masters, you can include either or both.

· Page Numbering -- has two elements:

- The Start Page Number box allows you to set the number assigned to the first processed page (this function is commonly used if you want a cover letter as page 1 instead of the first page of a Section).

- If the Restart for each Section box is checked, the pages will be numbered sequentially within each Section selected. If this option is not checked, all the selected Sections will be numbered as one document.

· Print Range -- You can choose All Pages within the selected Sections, or use the From - To option to specify a range of pages to be included.

Print Processing for Job KARENA

Sections | Reports | Options | **Header/Footer**

Header

First Header Line: Start at Line Number:

Second Header Line:

Footer

First Footer Line: Start at Line Number:

Second Footer Line:

Current Line

Variables

- {jobname}
- {jobtitle}
- {ccbdisc}
- {contract}
- {status}
- {mm/dd/yy}

Current Variable:

Printer

Name:

- **Header --**
- You can adjust the vertical position of the Header on each page by entering a different number in the Start at Line Number box (the default is set at 4).
- You can change the First Header Line (default is {jobtitle}||{jobname}) or add a Second Header Line by using the Variables box described below, or by typing text directly into the box.
- You can also adjust the horizontal position using pipe symbols.
- **Footer --**
- You may adjust the vertical position of the Footer on each page by entering a different number in the Start at Line Number box (the default is set at 62).
- You can change the First Footer Line (default is |SECTION{section} Page{page}|) or add a Second Footer Line by using the Variables box described below, or by typing text directly into the box.
- You can also adjust the horizontal position using pipe symbols.
- **Current Line --** indicates which Header or Footer text box is selected. To change, click in the text box you want.
- **Variables --** provides the valid choices for Header/Footer text to be inserted on each page. To enter a Variable in a Header or Footer Line text box:

- 1 - Click the position in the text box where you want the Variable inserted (box name will display in the Current Line box)
 - 2 - Either double-click the Variable you want to insert, or click it once and then click the Add Variable button. You will see the Variable displayed in the text box.
 - 3 - Clicking the Remove Variable button will reverse the above action.
- Current Variable -- displays the active selection in the Variables box.

[By right-clicking in a Line text box, you can also change its content by using the standard Undo, Cut, Copy, Paste, Delete, and Select All functions.

To create PDF files, additional software – Adobe Acrobat version 4.0 or higher -- is required. Acrobat provides two methods for producing PDF – Distiller and PDFWriter. For utilizing the options below, Distiller is required for the Bookmark Sections and Publish Documents features, but producing PDF documents with the other options can be accomplished with PDFWriter alone. Please see notes below on the required settings for Distiller and PDFWriter.

- PDF Documents – (this option requires either Distiller or PDFWriter)
- Save Copies to PDF Sub Folder (not available for Masters) allows you to process a set of PDF documents that corresponds to the Review Status chosen from the Job Properties Schedule tab and save it in a separate sub-folder.
- Retain Existing PDF Files Unless Replaced With Newer Versions prevents the system from automatically deleting all existing PDF files in the destination folder or sub-folder when new PDF files are generated. Any existing PDF files in the folder or sub-folder that have the same names as ones being generated will be replaced with the newly-generated files.
- Bookmark Sections (this option will not be visible on the screen unless Distiller is installed on your computer) creates a dual-pane view of each document, with an expandable outline in the left pane that contains links to the Parts and Subparts.
- Publish Documents – (this option will not be visible on the screen unless Distiller is installed on your computer)
- Combine Processed Files Into One Document creates one PDF document containing your entire Job, Master or selected Sections.

If you have selected Project Table of Contents from the Reports tab, click the appropriate button to either include the Project Table of Contents in the document or create it as a separate file.

When Project Table of Contents (either with or without Scope) is processed with the Job, Master or Sections, the TOC content that is displayed in the right pane will have hyperlinks to the Sections (even if you choose the option to process the TOC as a separate file).

[Before using Distiller (version 5 with Windows NT or 2000) for these functions, the default checkmark must be removed from the Do not send fonts to Distiller checkbox in either the Acrobat Distiller Printing Preferences or Document Defaults (depending on which operating system you use). If you uncheck it from this screen from inside SpecsIntact by using the Setup button at the bottom of the Print Processing dialog box, it will only remain unchecked until you close SpecsIntact. To make the unchecked status the new default, you must close SpecsIntact, go to the printer properties for Distiller, and uncheck the box from that location.

[To ensure that the Submittal Register prints correctly when using PDFWriter versions 4 or 5, see Printer Setup.