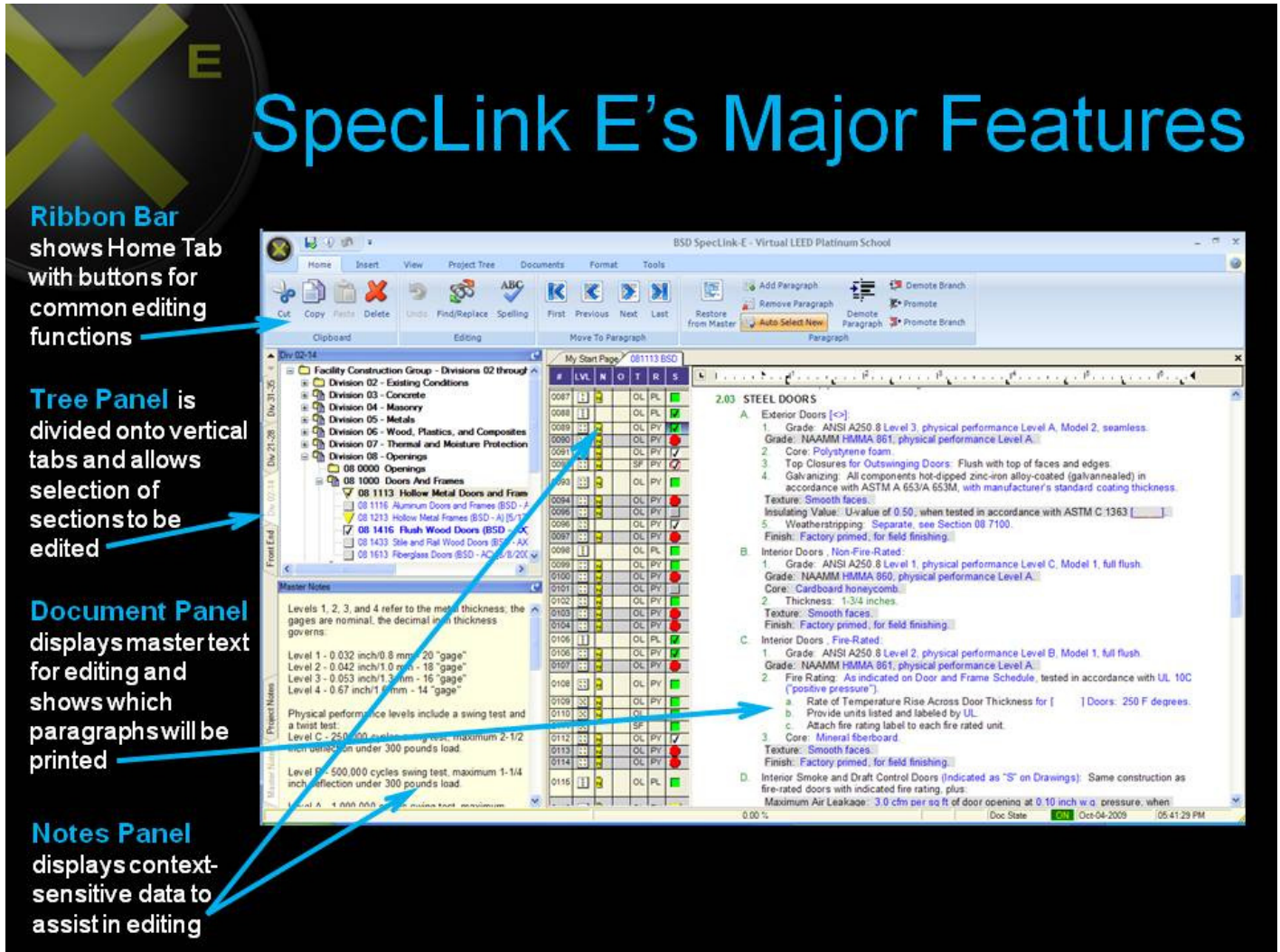


See **Speclink-E's** major features in 15 minutes!



# SpecLink E's Major Features


**Ribbon Bar** shows Home Tab with buttons for common editing functions

**Tree Panel** is divided into vertical tabs and allows selection of sections to be edited

**Document Panel** displays master text for editing and shows which paragraphs will be printed

**Notes Panel** displays context-sensitive data to assist in editing

**1. Open the sample project:**

- Click on  (Application Menu).
- Scroll down to Open Project; select Virtual LEED Platinum School – 101.
- Click project to open.

**2. Explore the Tree Panel:**

- Scroll down to **Division 9**; click the + sign to expand the Division.
- Scroll down to **09 3000 - Tiling**; click the + sign to expand the next level folder.
- Scroll down to **09 3000 – Tiling (BSD – Free)**; click on its title in the tree, and click yes to check the section out.

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### 3. Explore navigation in a section:

- In the **Document Panel**, move your cursor to the title of the section, **Tiling**, and click.
- Experiment with the scroll down bar or use your mouse wheel to move around the section.

### 4. Try selecting master paragraphs to add to your project for print (and de-selecting to remove them from your project):

- To add any grayed-out (unselected) paragraph to the project, click once on the status button in the **S (Status) column**. The checkmark indicates a user selection. Notice that no paragraph will become active unless its parent paragraph is already active. Also notice that the paragraph is automatically formatted and numbered upon selection.
- Click again on the **Status Button** of a paragraph to excluded the paragraph or click a second time to neutralize the paragraph. One more click returns the paragraph to a neutral status. This makes last minute changes a breeze compared to other systems and methods.

### 5. Explore the **Notes Windows**:

- Move your cursor back to the title of the section, **Tiling**, and click. Notice the master note at the bottom of the left window, describing section content.
- The yellow icon in the **N (Notes) column** indicates availability of a Master Note. Click on other paragraphs with a yellow **N** icon and see the note change. There are thousands of notes in Speclink designed to assist you.
- You can add a **Project Note** to any paragraph. To open the **Project Notes** display, click on the projects note tab in the lower corner of the application. Click in the blue area of the display and enter a note. This is great for leaving reminders or instructions for other specifiers.


### 6. Explore Links:

- As you move through the section, you will notice that many **Status Buttons** are colored. A green button means that the paragraph has been automatically selected by a link. Yellow triangles mean the paragraph may be relevant, and red octagons (stop signs) indicate the paragraph has been excluded by a link. Links help you reduce errors & omissions.

### 7. Try editing master paragraphs:

- Notice that when you move the cursor from any user-edited paragraph (You will need to type or modify the text), a blue icon appears in the **O (Origin) column**, indicating a user edit.

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- User edits do not actually change a master paragraph; they merely conceal the master paragraph with an edited project version in the user's project overlay. To toggle back to a master paragraph, click on the **paragraph # box**, to the left of the paragraph.
8. **Add your own custom paragraph to a section:**
    - Move the cursor to the end of an existing paragraph and click.
    - Press enter, then type your text.
  9. **Preview your edited section:**
    - Click on  (Application Menu).
    - Click on the Print Preview button to see how your section will look.
  10. **Customize the format by adding a header and footer:**
    - Click on the **Format Tab** in the ribbon bar.
    - In the **Page Setup group**, select **Header/Footer**.
    - Choose the format you want and enter your Header/Footer.
  11. **Toggle between Full Spec / Short Form / Outline Spec in a single database:**
    - On the **Ribbon Bar**, open the **View** tab.
    - In the **Mode Group**, try clicking on the **Full Spec, Short Form, and Outline** buttons to see how you can toggle between three versions of the spec with a single click and the document will change accordingly.

Congratulations! You've just learned the basics about Speclink-E. But there are many more features you need to see. Please call us to schedule a personal web demo. You'll be glad you did.

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