

SPECSINTACT Training Schedule

Typical

Day One

Morning:

- Introduction – Presentation Specifications Engineering
- SI for Spec Engineers & Designers – Presentation
- Spec Markup (Task 1)
- SI Setup Presentation

Afternoon:

- SPECSINTACT Installation and Setup (Task 2)
- SI Folders & Networking - Presentation
- SI Jobs - Presentation
- Job Creation Exercise (Tasks 3-7)
- SI Masters – Presentation

Day Two

Morning:

- Master Creation (Task 8-10)
- SGML Editor Presentation
- Edit Section (Task 11)
- Print Job (Task 12)

Afternoon:

- Convert JOB to WordSpec (Task 13)
- WordSpec Presentation
- Using WordSpec (Task 14 & 15)
- Submittal Register Program (Task 16-17)
- Adobe Acrobat and Acrobd Program
- Discussion of Quality Checks and Wrap Up

SPECSINTACT Training Program

The SPECSINTACT Training Program will be tailored to the needs of each organization. It will consist of a number of presentations, hands-on exercises, and other materials designed to help the Specifications Engineer to understand and use the Standard Generalized Markup Language version of SPECSINTACT. The presentations discuss the technological and management challenges that must be addressed if SPECSINTACT is to be effectively used. The hands-on exercises consist of creating a job, creating a Master, markup of a section, editing a section in the SPECSINTACT Editor, and editing a section with WordSpec.

The presentations discuss the technological and management challenges that must be addressed if SPECSINTACT is to be effectively used. Descriptions of the presentations in the program are as follows:

- Specifications Engineering Presentation. This presentation is intended to introduce management, designers, and specifications engineers to the specifications preparation process and the concept of Specifications Engineering.
- SPECSINTACT for Specification Engineers and Designers. This presentation is a discussion of the software, what it does and how it should be used.
- SPECSINTACT Setup. This presentation discusses installation and setup procedures and options for SPECSINTACT.
- JOBS Processing. This presentation is intended to give the Specifications Engineer and the support staff information about setting up and producing specifications.
- MASTERS Processing. This presentation is intended to give the Specification Engineer and the support staff information about using the SPECSINTACT program to maintain “in-house” and “temporary” guide specification masters.
- SPECSINTACT folders and networking. This presentation discusses the location of specification files on the computer and how the software works with these files to produce the specifications.
- SGML Editor. This presentation is intended to give the Specification Engineer and the support staff information about using the SGML Editor to produce specifications.
- WordSpec. This presentation discusses how to setup and use the Microsoft Word add-in macro template for editing specification sections. This presentation is intended to provide the Specifications Engineer a foundation in WordSpec.
- Miscellaneous demonstrations and presentations on creation of the “Submittal Program” on a floppy, and the use of Adobe Acrobat and the Acroblid program to create Electronic Bid Set specifications.