

# U.S. ARMY ENGINEER DISTRICT, SACRAMENTO

## AMENDMENTS IN SPECSINTACT

The assumption made at this point is the specifications have been through all internal reviews and issued a Biddability/Constructibility/Operability/Environmental certificate and reproduced for distribution to bidders. However, a contractor has a question, or an error or omission has been found and the specifications require an amendment. Creating amendments using SpecsIntact is not a difficult process and like many Windows applications, you can prepare amendments several different ways. This is fortunate because there are as many ways to amend specifications as to prepare them. For most, the simplest way to issue an amendment is to indicate the paragraph change and not worry about reissuing the section or pages. If this is all you need, then read no further. However, many prefer to reissue only the amended pages. Additionally, if the project is in electronic format, then some prefer to reissue the whole section with new pagination. The following presents a generalized way to accomplish amendments using SpecsIntact that can be adapted to suite your needs.

The old “cut and paste” method has yielded to the word processing capability of “redlining” amendments. Most programs that redline, including SpecsIntact, show deleted text with a strikethrough (~~Text~~) character. Programs will show additions as **bold**, *italicized*, or with a single or double underline character, or shaded background. The shaded background is usually printer dependent. Some programs also show changed sections by vertical piping ( | ) or shading in the margin. SpecsIntact uses the single underline character to show additions by default. Sacramento District has changed the <ADD> attributes to a **bold italicized** for amendments.

You need to be familiar with the following SpecsIntact features to prepare amendments:

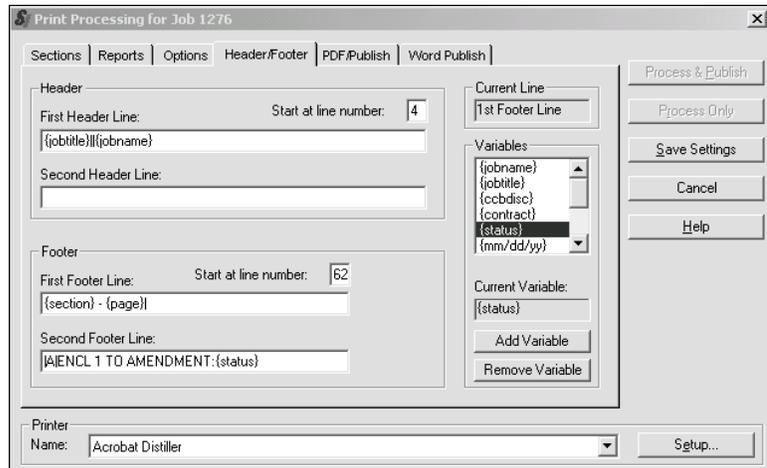
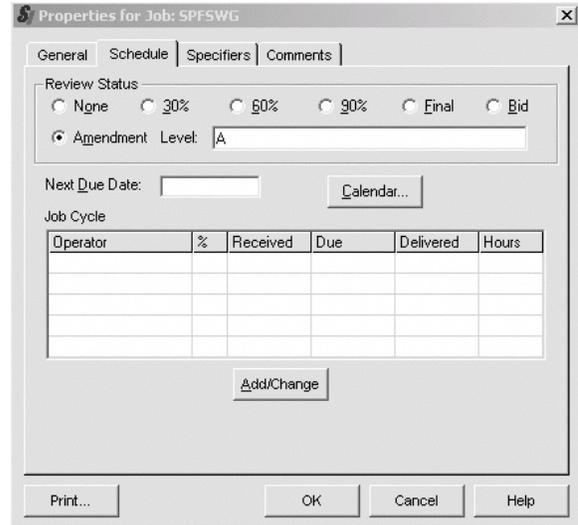
1. **SpecsIntact Jobs Properties.** Select **File/Properties** for the Job and select the **Schedule** tab. The **Review Status** radial buttons define the {status} variable. This is also the default PDF sub-folder name that PDF files are printed to. This allows you to keep record copies of each review and amendment deliverable for the project.

2. **SpecsIntact Jobs Print Processing.** Select **File/Process and Print/Publish...** to get the **Print Processing for** dialog box. The **Print Processing for** dialog box provides selection options for processing and printing reports and sections using the check box to the left of each option.

3. **Header/Footer** tab:

4. **First Header Line.** The default header comprises the Job Title and Job Name. You may change the header by inserting or removing variable fields. You may also change the header by typing in the header fields. Use the default line number of 4 for a single line header.

5. **First Footer Line.** The default footer contains the Section Number and the page Number (centered on the line). You may modify the footer by using the variable fields or by typing text into the footer fields. Use the default line number



of sixty-two for both single and two line footers.

6. **Header/Footer/Text Justification.** You may center text in the header or footer fields, left justify, or right justify by using the pipe symbol as follows:

7. To center text: | enter text between pipe symbols |

8. To left justify: enter text left of pipe symbols ||

9. To right justify: || enter text right of pipe symbols

10. **Options Tab:**

11. **Show.** Check the box to show the adjacent feature.

12. **Section Dates.** Section(s) will be printed with section dates.

13. **Notes.** Section text will be printed with notes.

14. **Tags.** Text will be printed with the SpecsIntact SGML Tags.

15. **Revisions** (redlines). Text will be printed with revisions shown.

16. **Page Range.** Controls the range of pages printed.

17. **All Pages:** All pages of selected sections will be printed.

18. **From/To:** Indicate page number for print to start on and page number to end on.

19. **SpecsIntact Editor and Menu.** The Edit Menu of the SpecsIntact Editor Module contains the following features:

20. **Revisions** (Redlining): Edit text for future addition or deletion.

21. **Execute Revisions:** Remove <ADD> and <DEL> tags and remove deleted text encompassed by the deletion tags. The user is prompted for confirmation before they execute the command.

22. **Text Tag <TXT>.** Use the Text Tag to encompass paragraphs in the document.

23. **Hard Page Break Tag <PGE>.** Use the Page Break tag to insert a hard page break into the file. Use "Insert Page Break" command to insert a hard page break tag at the current cursor position. To delete a hard page break, tags must be visible. Page break tags do not have end tags.

24. The **Tool Bar.** The Tool Bar is a row of buttons that allow quick insertion of SGML tags. Press the desired button to insert SGML tags at the cursor position. You may also select text and then press the desired button to enclose the selected text with the appropriate SGML tags. Tags gray or ungray as the cursor is moved depending on whether the tag is permitted within the current tags, i.e., a sub-part tag is only allowed in a part tag.

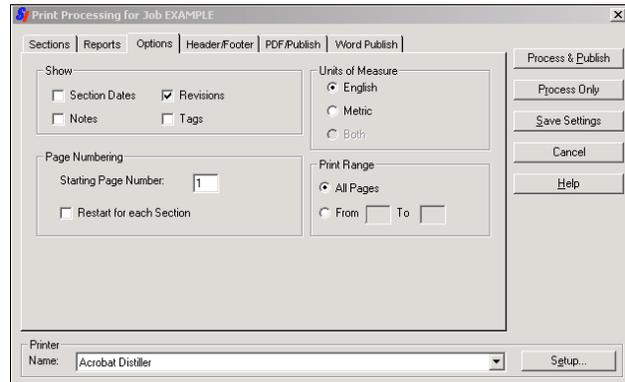
25. **Text Button.** The Text Button inserts text tags <TXT></TXT> at the cursor position if no text was selected before pressing the button. If text was selected, text tags surround it.

26. **Shift and Delete <Shft+Del>.** With tags on, position the cursor on a beginning tag and press Shift and Delete <Shft+Del> keys simultaneously to delete the tags and the text between the tags.

For example, to delete an entire sub-part, position the cursor on the beginning sub-part tag, and press <Shft+Del>. This will remove the entire sub-part with all its contents.

27. **Right Mouse Button.** While editing documents, you may use the right mouse button as a shortcut to reach some Editor commands such as Paste, Find, Replace, etc. Press the right mouse button and then select a command from the menu displayed.

28. **Attributes Command.** The Attributes command is available by pressing the right mouse button when the cursor is between any of the following tags:



<ITM>Item</ITM>

<LST>List</LST>

<TXT>Text</TXT>

29. **Indent.** The Indent option of the Attributes command indents the first line of the tagged text. Enter the numeric value (+/-) for the indented Item, List, or Text.

We must start with a clean slate for each amendment and no longer need to keep the original tagged deletions or additions. Therefore, execute the following steps to prepare and edit sections for an amendment.

Open the SpecsIntact Jobs Folder.

Select the job to be amended.

Select **File/Properties** for the Job and select the **Schedule** tab. Click the **Amendment** radial button in and enter the amendment number or level in the **Level** box. Click **OK** to close the Properties Box.

On the Sections Menu, click on “**Select All.**”

On the Sections Menu again, click on “**Edit/Execute Revisions.**”

You will see a confirmation dialog box to confirm the command. Click **OK** to remove <ADD> and <DEL> tags and the deleted text.

If you only want to print selected pages, then turn Revisions (Redlining) off and insert Hard Page Break <PGE> Tags at the beginning of the page(s) to be amended and the immediate following page to isolate amendments and maintain the existing pagination of the section remainder. Turn Revisions (Redlining) back on.

30. With Revisions (Redlining) on, make your changes.

Save the amended file.

Repeat steps **d.** through **i.** for all sections to be amended.

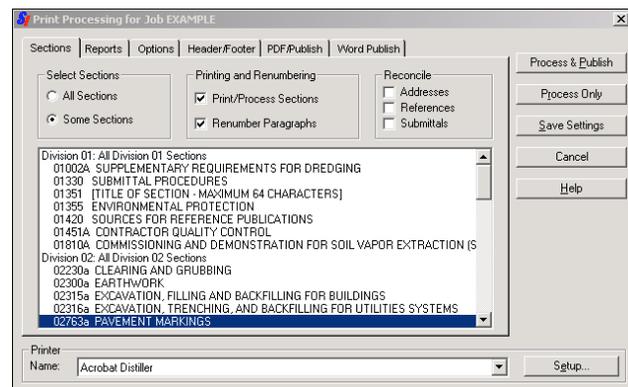
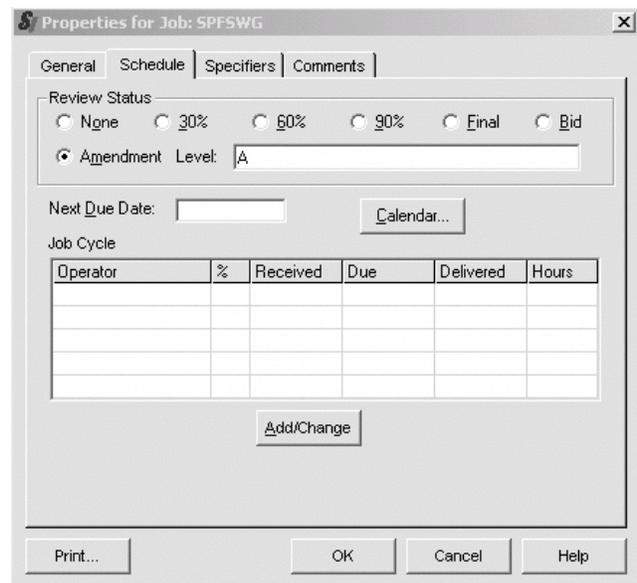
When all sections are amended and ready for printing, select **File/Process and Print/Publish...** to get the **Print Processing for** dialog box. Check your **Printer Setup** and select an “Acrobat PDFWriter” or the “Acrobat Distiller” if available and you have the Adobe Acrobat software available to use. The “Acrobat Distiller” is required for features that Bookmark and Combine Processed Sections.

31. Click on **Some Sections** to print just the amended sections and select the sections to be printed.

32. Click on the **Options** Tab in the Print dialog box and make the following format changes:

33. **Show.** Click the **Revisions** check box to print redlined changes in the amendments.

34. **Print Range:** If you want to print just a few pages, click the **From/To** and enter the pages to begin and end on. Remember to account for any additional pages created by prior amended sub-parts. For instance, one amendment inserts a large subpart on page 2 creates a new page 2-A. The program would show 2-A as page 3 and subsequent



pages will be affected as well. If you create PDF files, you can select extra pages to be sure to capture the target amended page.

35. **PDF Documents:** If you are preparing the amendment for EBS, click the check box to **Save Copies to PDF Sub Folder:** to create the amendment set. The default folder name will be the level entered in the Job Properties/Schedule box earlier, but you can change it if you need to.

Click on the **Header/Footer** tab next. You may add a right justified enclosure line in the lower line of the two line footer, i.e., ||ENCL 1 TO AMEND NO. {status}. The {status} variable is the level entered in the Job Properties/Schedule box earlier.

Click on **Save Settings** to save the changed format options.

If you want to maintain the original pagination, replace the page number variable {PAGE} in the default Footer/Line with the original page number of the amended page. You may also add an alphanumeric page number if you have more than one sequential page in the amendment, i.e., |A|. This usually happens when a large subpart insert turns one page into two. See subparagraph below if the lower footer has already been used for other information.

Click on the **Sections** tab and Select Some Sections and select the amended section.

Click on **Process & Publish** and then do one of the following:

36. If you created PDF files, open them with **Adobe Acrobat** to check and proof them. Delete extra pages that may have been created and correct the footer pagination and/or paragraph numbering using the “**TouchUp Text Tool (T)**.” Also, you can use the “**Text Annotation Tool (S)**” to add “ENCL 1 TO AMEND NO. 0001” footer, if the lower footer in SpecsIntact has already been used for other information. You could also number the pages using the Adobe Acrobat “Document/Number Pages” feature if you forgot to or couldn’t do this in SpecsIntact.

37. If you printed to paper, try, try, try, and try again to get it right. (Good luck.)

