

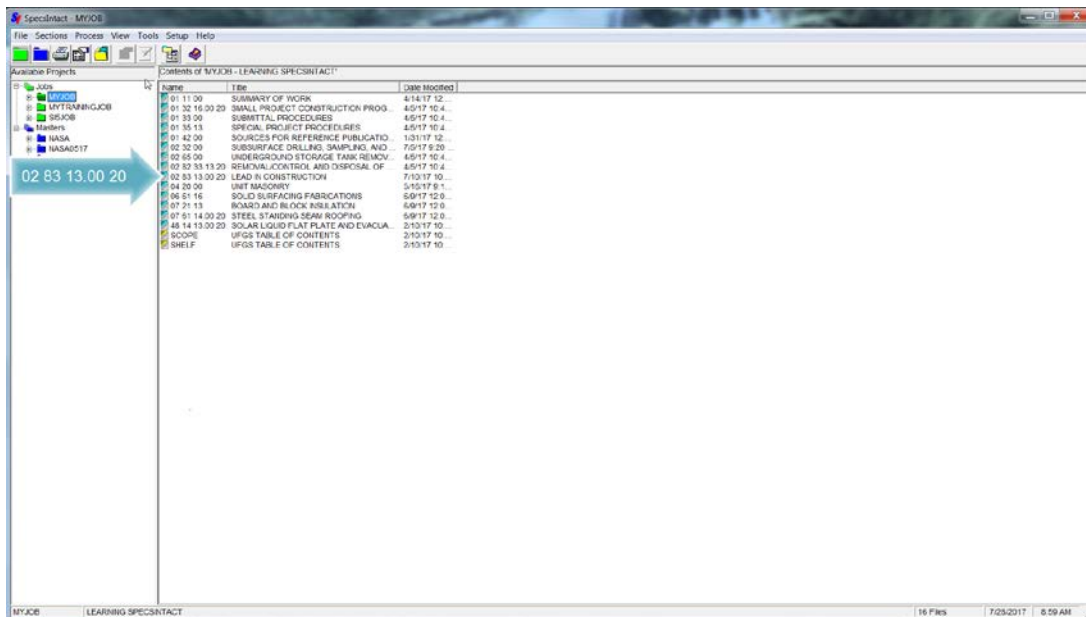
SpecsIntact eLearning Modules Transcript

Module: Chapter 3 - Adding Subparts

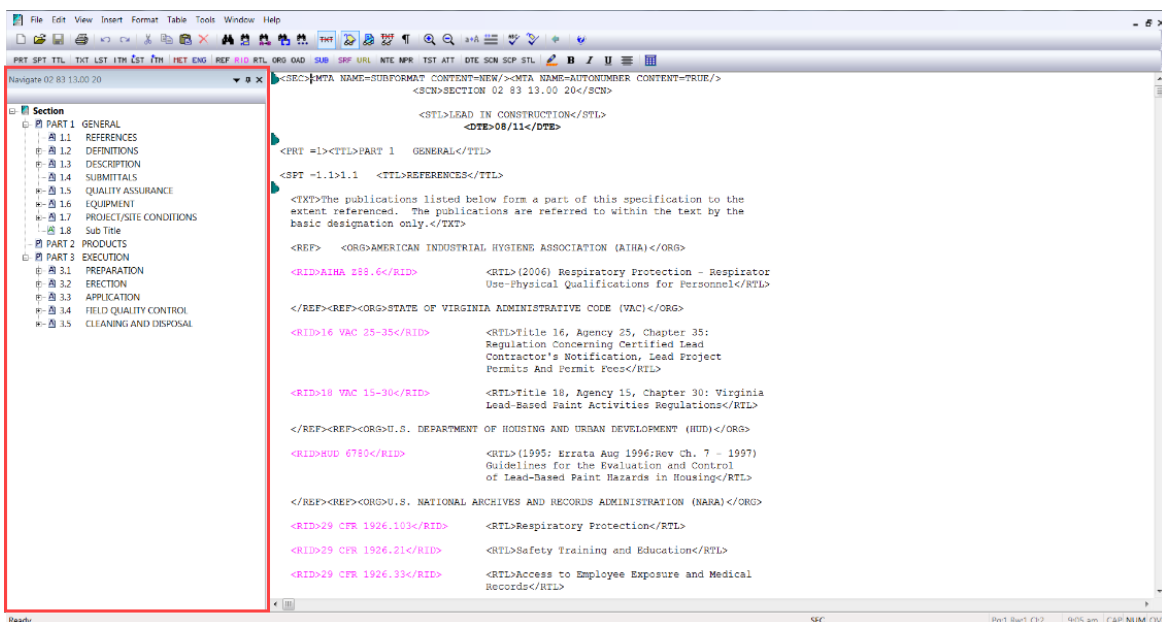
We highly recommend that you view the corresponding eLearning Module visual representation of the subject matter.

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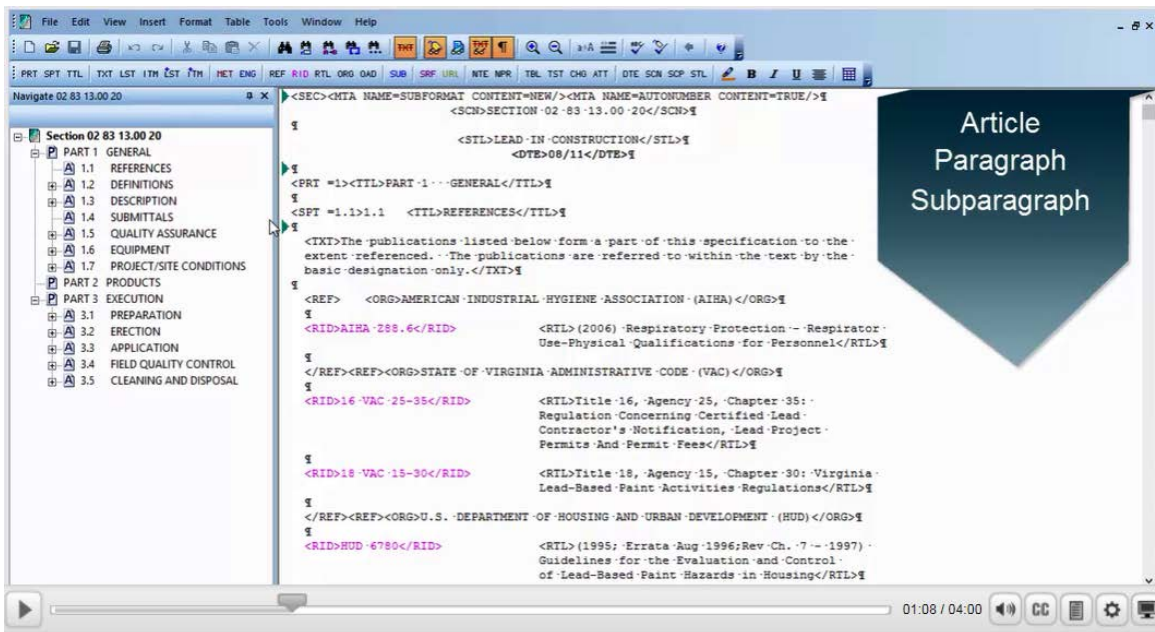
We are now going to focus on adding Subpart levels using the traditional methods. We will begin by *opening* Section 02 83 13.00 20.



When the SI Editor opens you will see the Navigator opens by default.



To begin, let's explore how you would go about adding an **article**, **paragraph** and **subparagraph**, otherwise referred to as **subparts**!

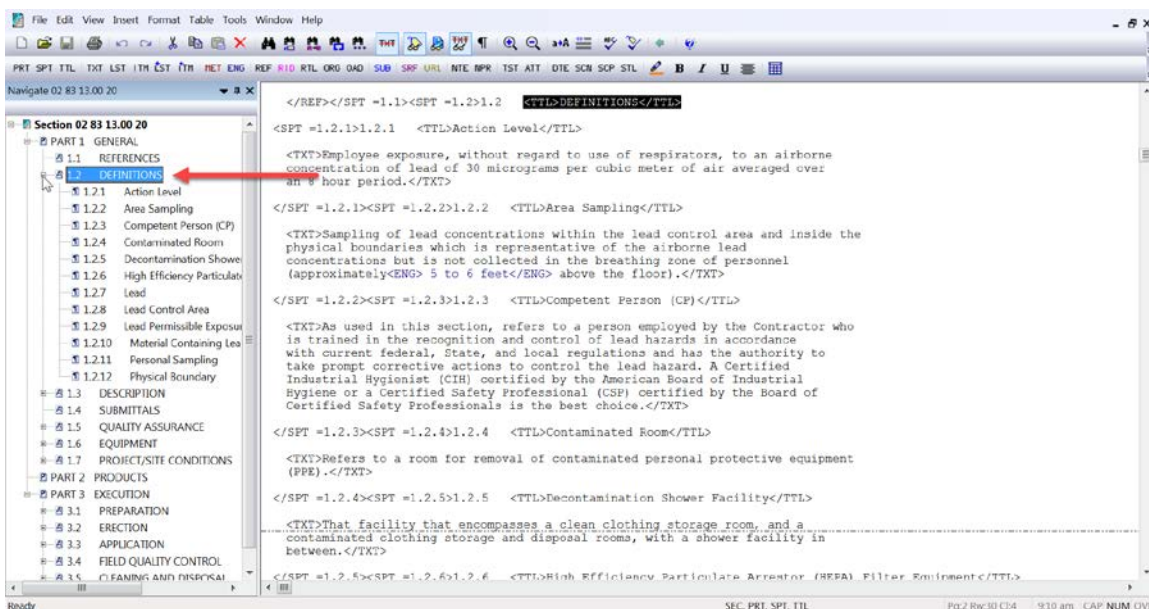


When adding new subparts, the outcome always depends on the placement of your cursor. After we have added various leveled subparts, you can continue to the next module to explore the different methods the SI Editor provides for deleting subparts.

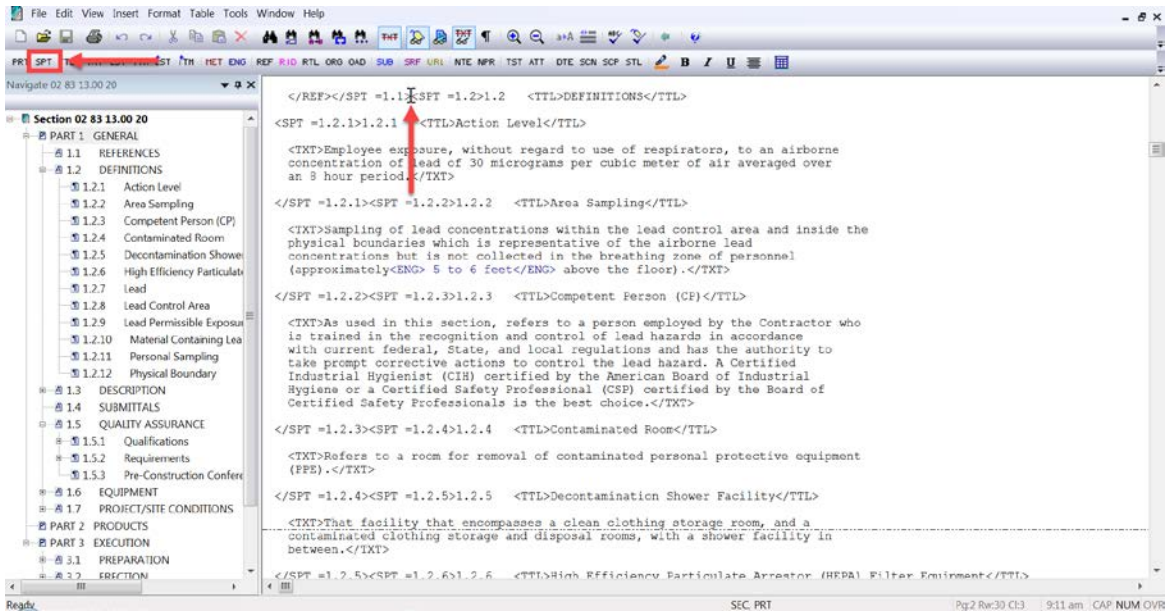
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Let's keep this as simple as possible. Since tagging varies depending on whether you are at the beginning or end of a PART we will illustrate different scenarios for inserting Articles, Paragraphs and Subparagraphs!!!

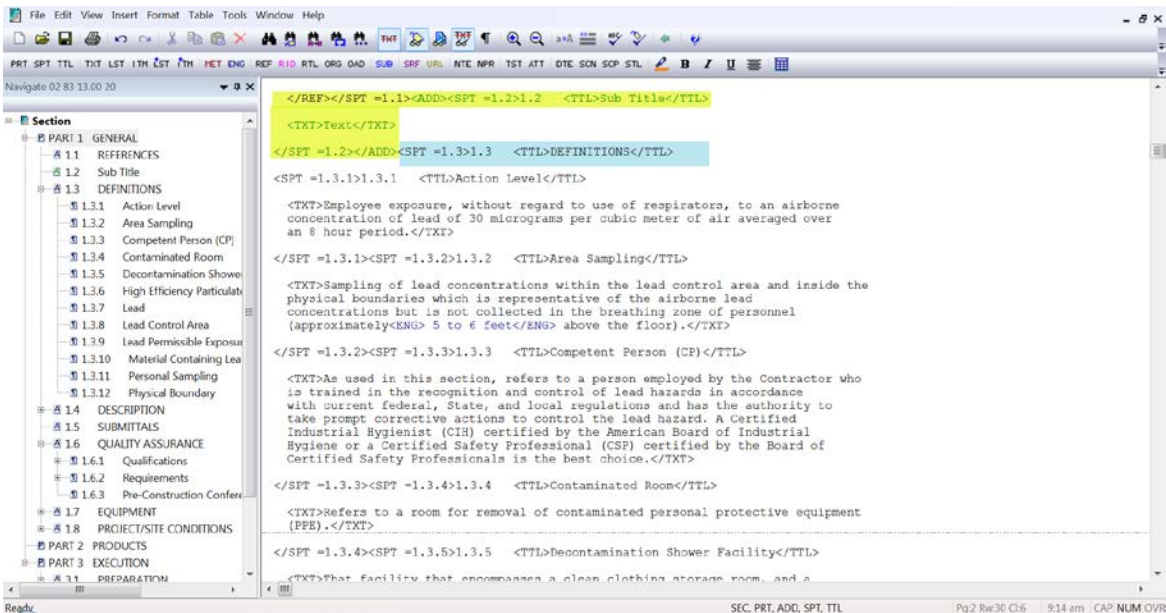
Let's get started by *navigating* to 1.2 entitled DEFINITIONS.



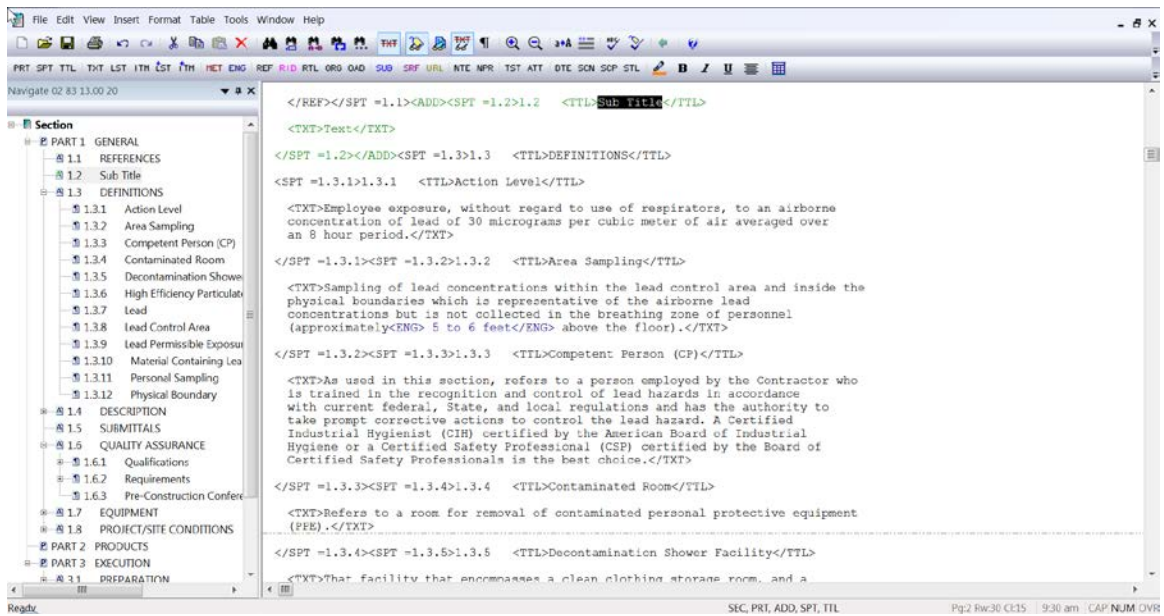
We are going to start by adding a new Article, which we want to be the new 1.2. In order to do this, we need to *place our cursor* to the left of the beginning `<SPT = 1.2>` tag, then *select* the **SPT** button on the SI Editor's Tagsbar.



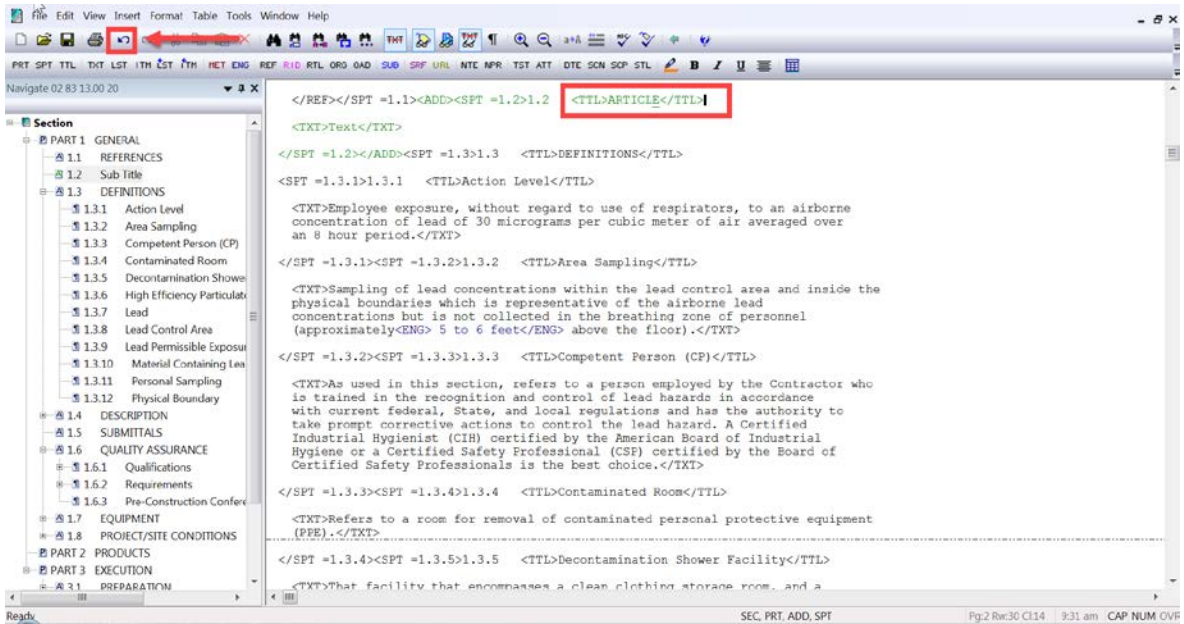
As you see, the new Article is now 1.2 whereas DEFINITIONS is now 1.3.



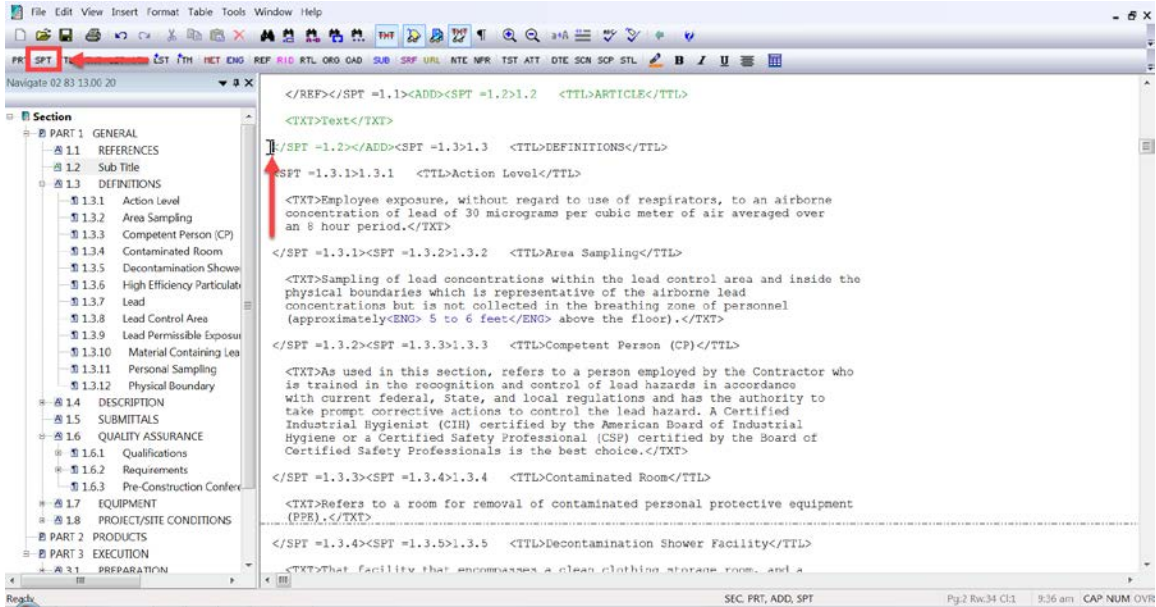
For this exercise, we also want to change the Title so let's highlight "Sub Title"



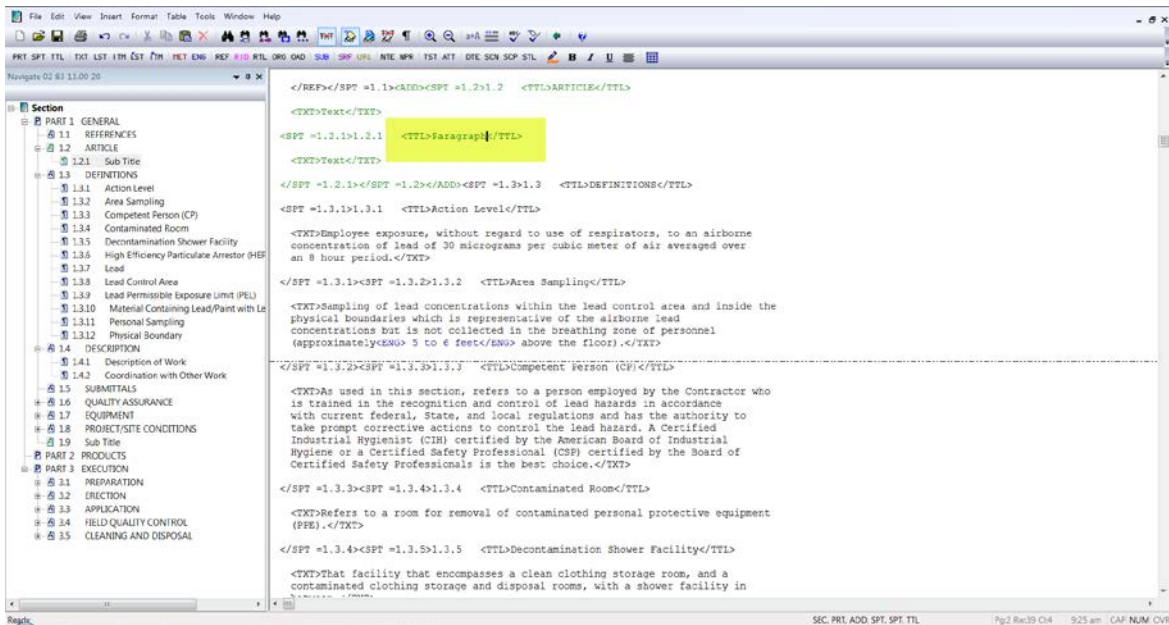
and type "ARTICLE". If for some reason the numbering did not reflect the subpart number you were expecting, use the Undo button on the Toolbar and try again! The SI Editor's SPT button is used whether you are adding an Article, Paragraph, or Subparagraph.



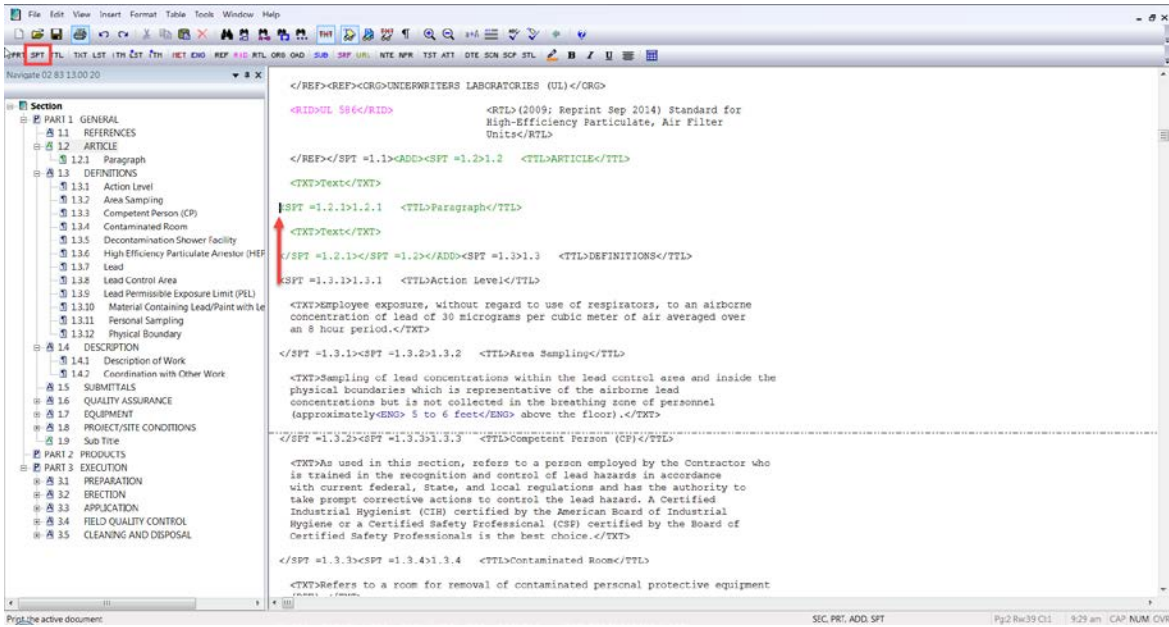
We just added an Article, and now we want to add a paragraph that will be numbered 1.2.1. Let's *place our cursor* to the left of the ending `</SPT =1.2>` tag then select the **SPT** button on the Tagsbar.



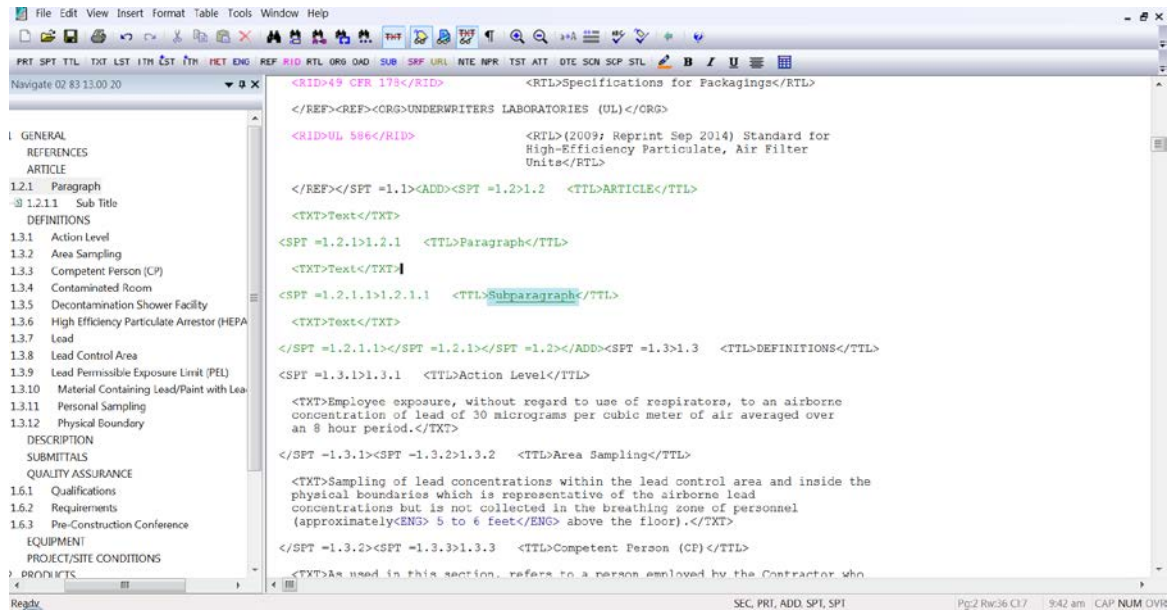
Now we need to change the Title so we are going to *highlight* words "Sub Title" and type "Paragraph".



Now we are going to add a Subparagraph that we want numbered 1.2.1.1. Let's place our cursor to the left of the subpart ending `</SPT =1.2.1>` tag, and select the SPT button,

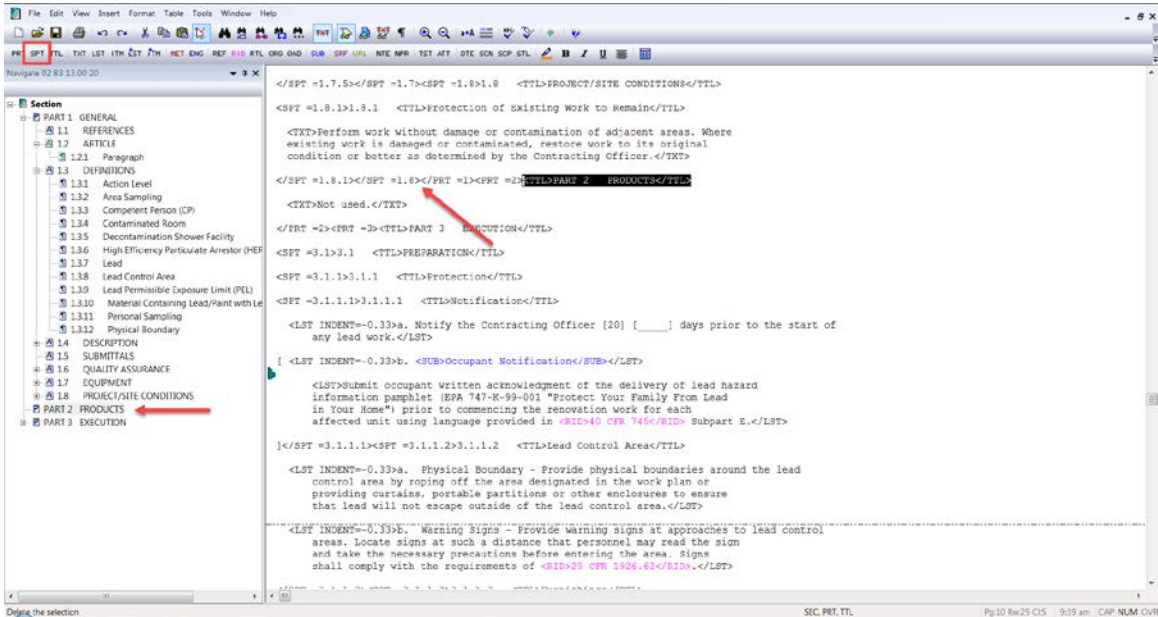


and now we are going to highlight the Title and type "Subparagraph".

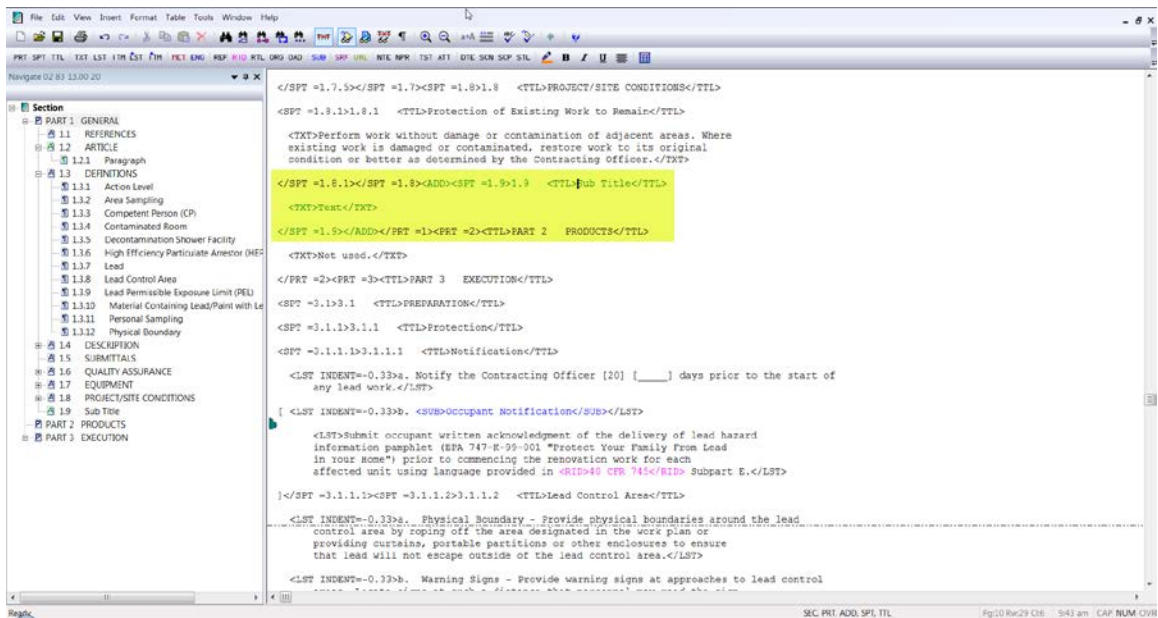


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Let's mix it up a little. We have just added an Article, Paragraph, and Subparagraph at the beginning of a Part, now let's add an Article at the end of a Part by *navigating* to **PART 2 Products**. We want to add a new Article that would be numbered 1.9, so let's *place our cursor* to the left of the ending `</PRT =1>` tag. Now let's *select* the **SPT** button



and we have our new Article 1.9! Wasn't that easy?



Adding Subparts can be quite simple, it's just a matter of where you place your cursor! Remember if you do not see the subpart level you expected, simply press the Undo button and move your cursor either to the left or the right of the tag! As with anything, practice makes perfect so once the video is done, continue practicing! Proceed to the next module to learn how to delete subparts!

Contact Information

If you need further assistance, please contact our Technical Support Desk. We will be happy to answer any questions you may have.

SpecsIntact Technical Support

Monday - Friday

8:00 AM – 4:30 PM Eastern Time

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eLearning Module Notes:
