

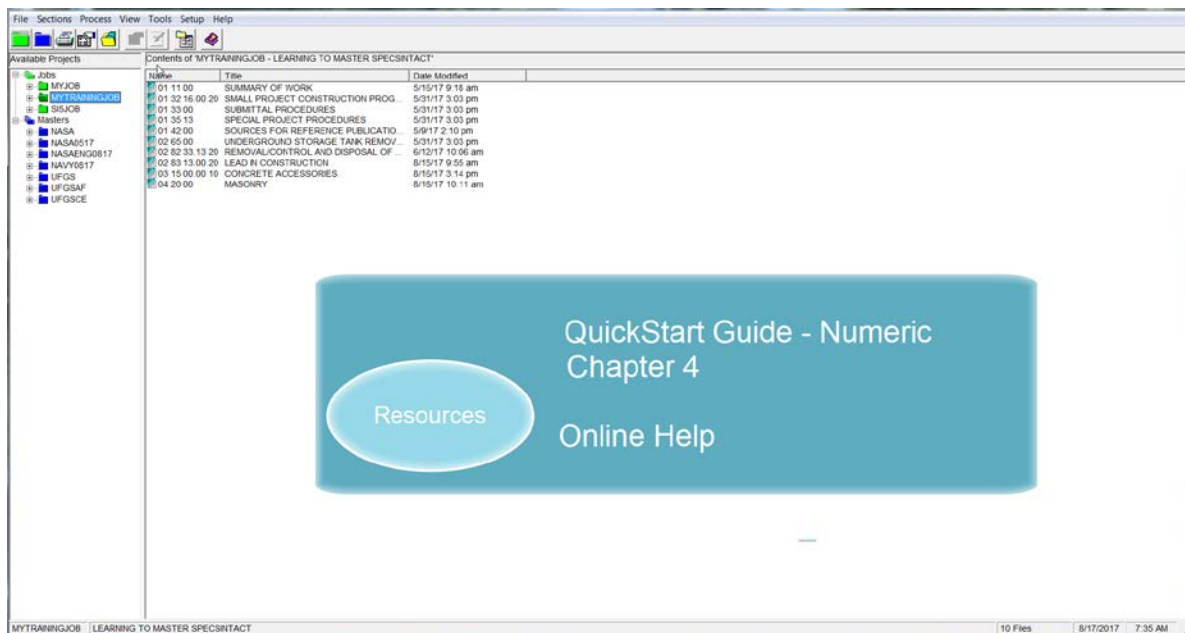
SpecsIntact eLearning Modules Transcript

Module: Chapter 3 - Insert a Formatted Table

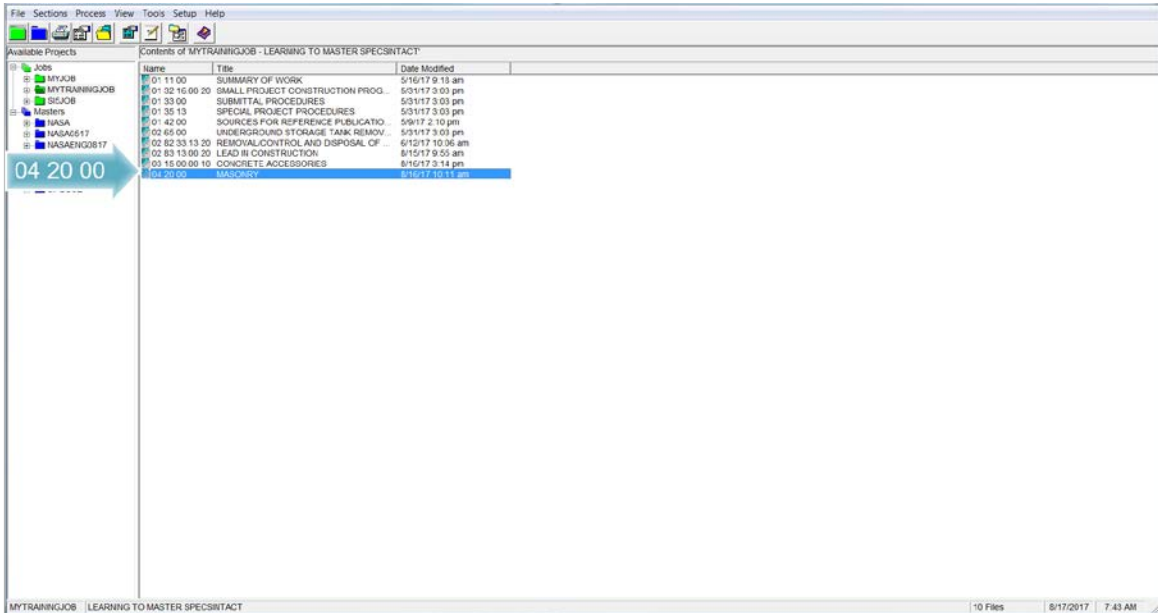
The scripts are text only, therefore we highly recommend that you view the corresponding eLearning Module visual representation of the subject matter.

00:00:10,666 --> 0:01:35,900

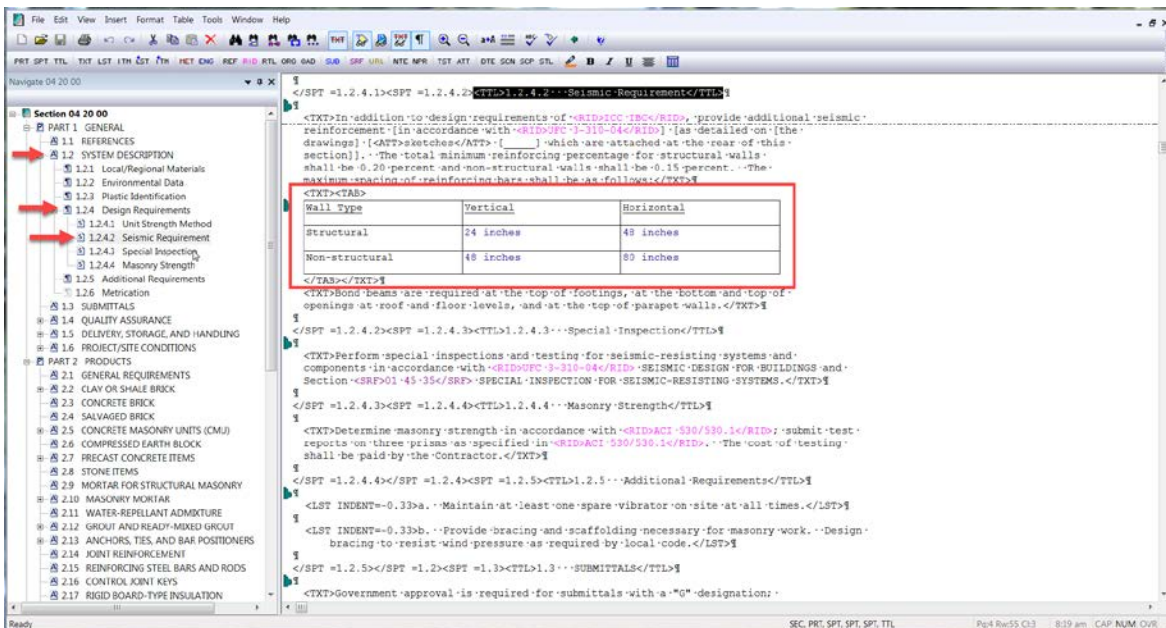
Formatted Tables deserve close attention, as they are a unique breed designed specifically for the SpecsIntact Editor. Formatted Tables allow you to design professional Tables that organize text and data into rows, columns, and cells. In addition to what we will learn in this module, I strongly recommend that you take advantage of the information provided in Chapter 4 of the QuickStart Guide and the Online Help Table Menu topics as they provide all the information and steps you will need to become an expert editor. The Online Help Table Menu's Insert Topic provides useful Tips and Tricks that are essential to your editing experience.



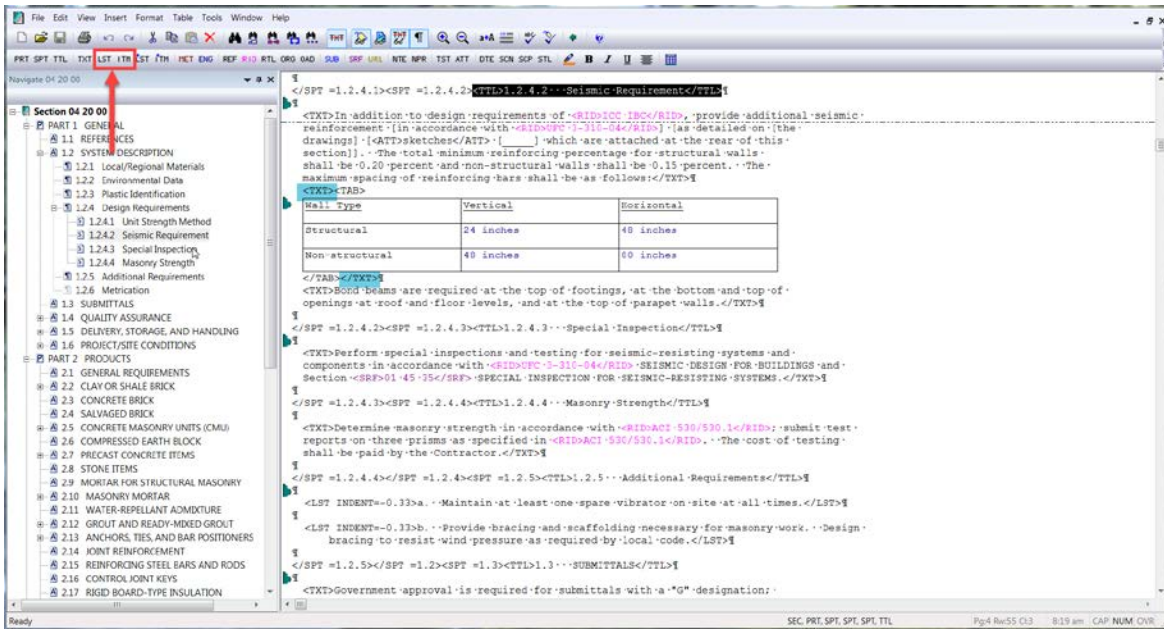
In order to demonstrate how to insert a new Formatted Table, start by *opening Section 04 20 00*.



Now let's navigate to **Subpart 1.2.4.2**. As you see we already have a small Formatted Table in place. So we are going to use this as the example for inserting a new one.

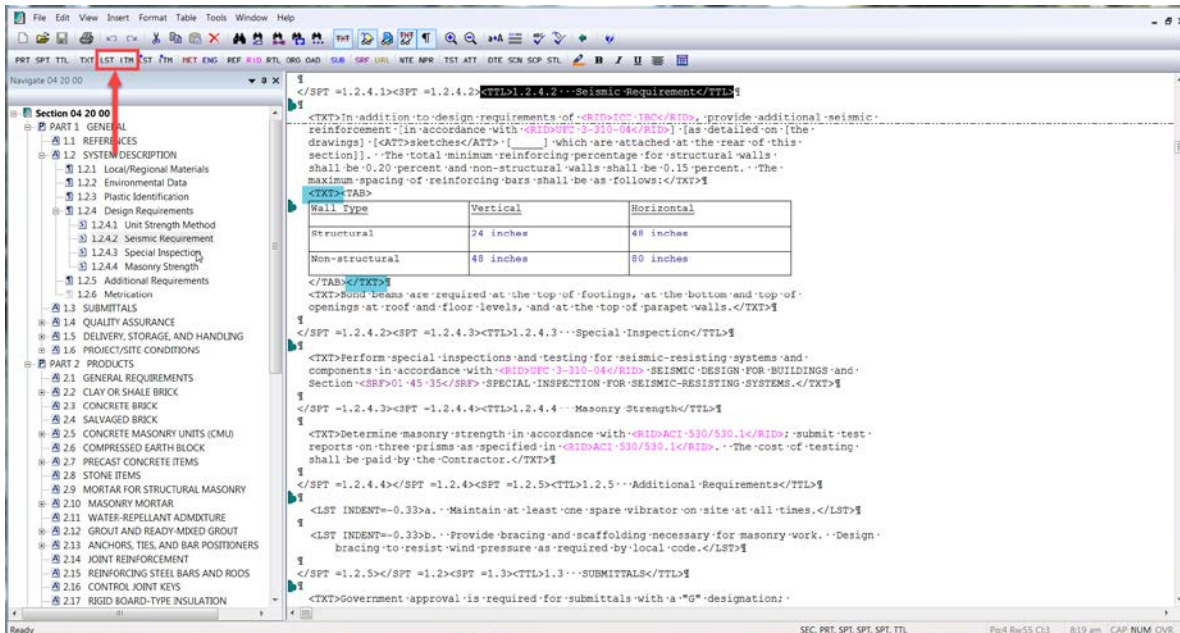


If you notice, the table is surrounded by a set of <TXT> tags. This is so the Formatted Table will line up directly under the Text above. In order to control the placement of your Table, you can also use the LST, or ITM Tags. If you are inserting a large Formatted Table with a lot of columns, I recommend that you do not insert the Formatted Table within any of these elements in order to take advantage of the available space.

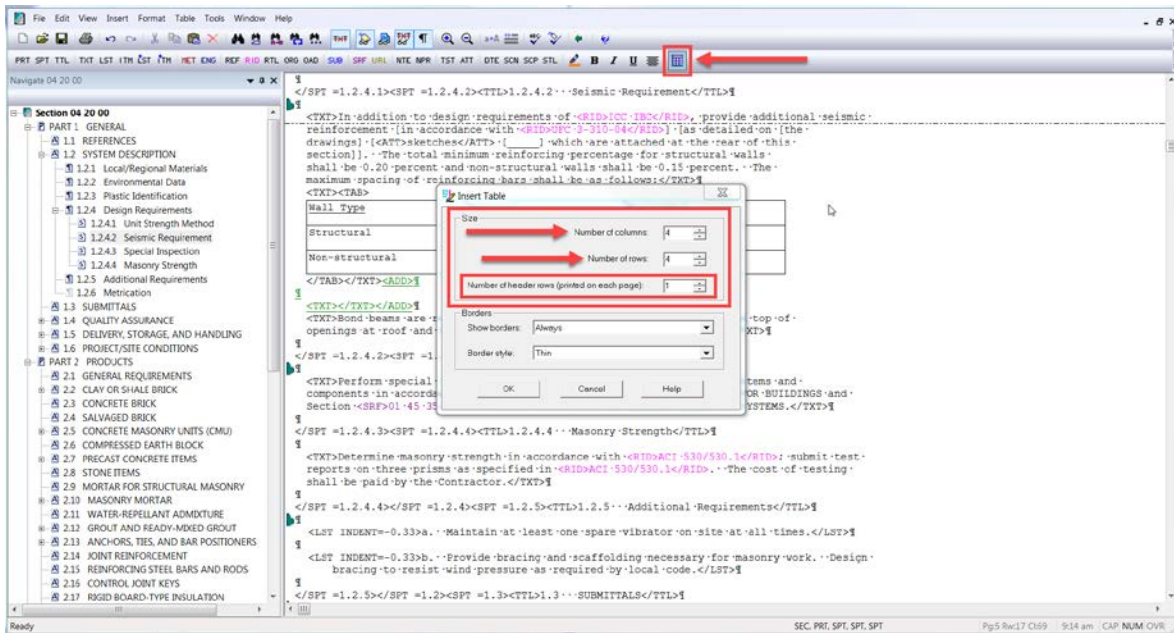


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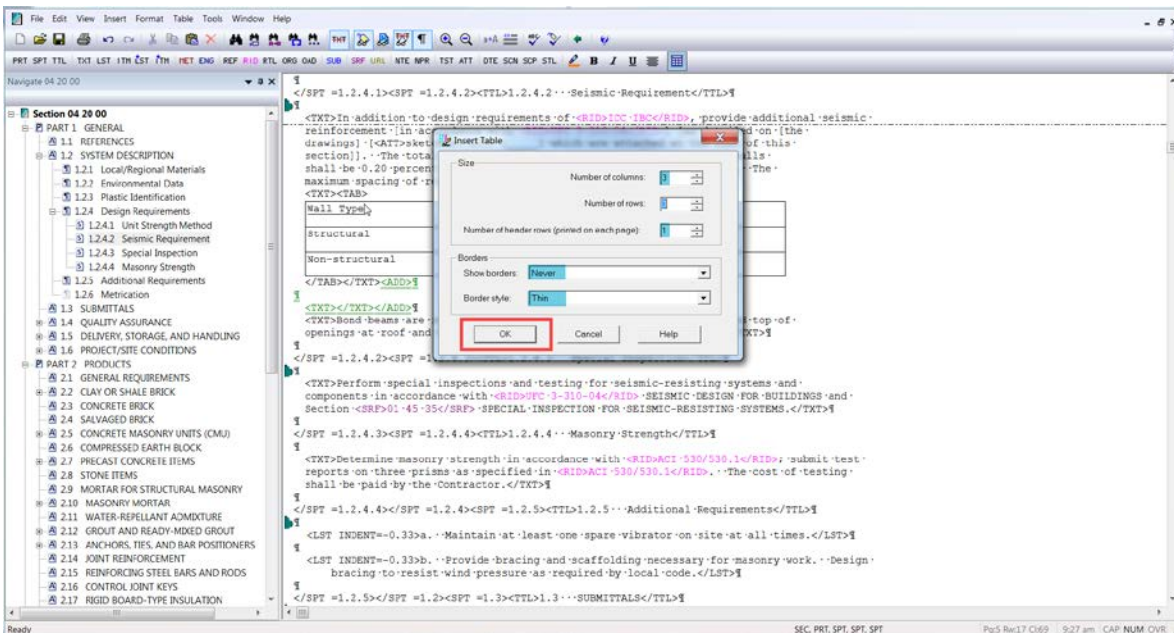
To get started let's place our cursor to the right of the ending </TXT> tag and then press the enter key twice. So that our Table is positioned the same as the one above, let's select the TXT button on the SI Editor's Tagsbar.



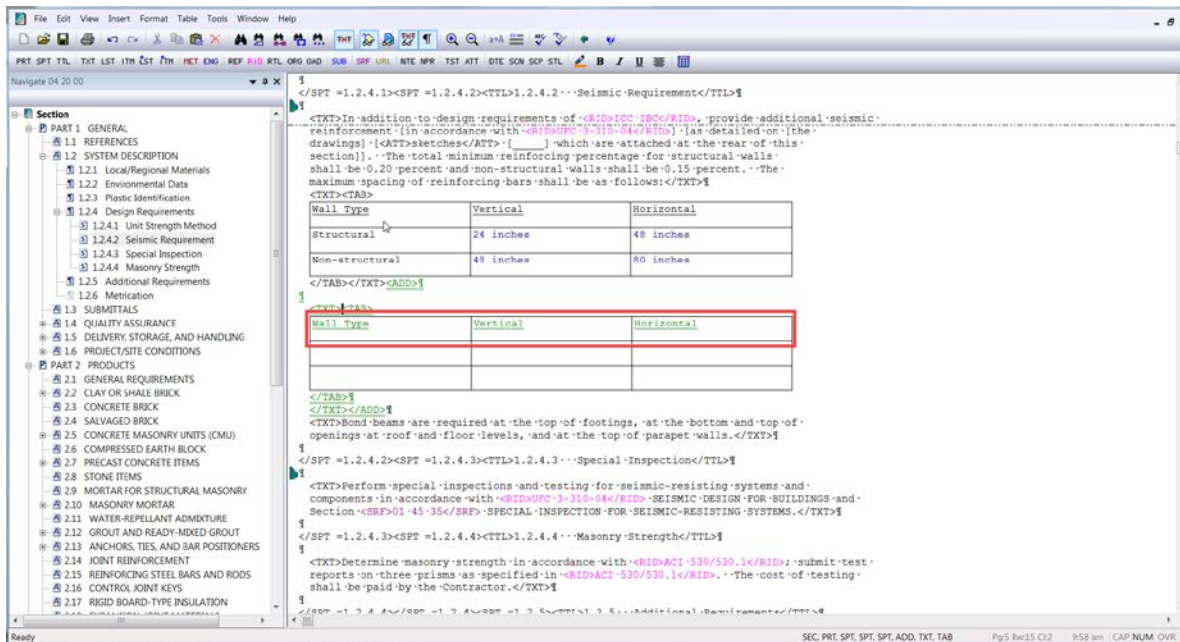
Now we're ready to insert the Formatted Table by selecting the **Formatted Table** button on the Tagsbar. Let's explore the Options you have when inserting a new Formatted Table. Under the Size section, you have the ability to change the Number of columns, the Number of Rows, and the Number of header rows. The Header Rows are the ones that will print when the Formatted Table overflows onto another page.



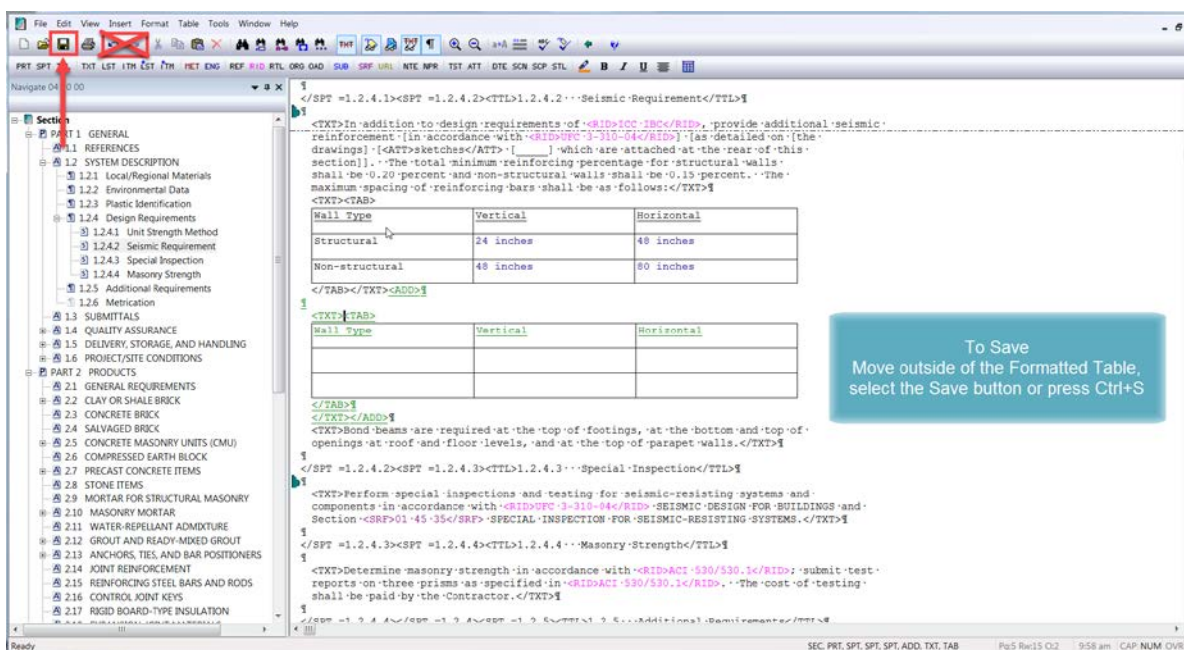
In order to mimic the Formatted Table in this Section, we need to Change the Number of columns to 3 by selecting the **down-arrow**, and do the same for the Number of rows. We will use the default settings for the Header Row, Show border, and Border style, so let's go ahead, and select the **OK** button.



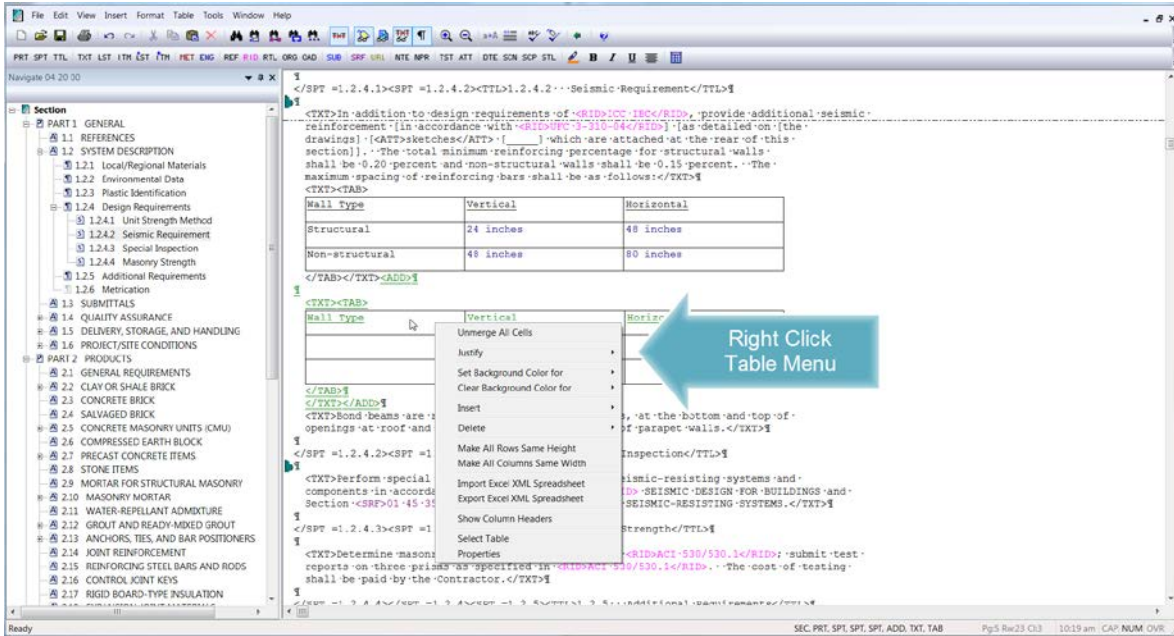
As you see the cursor is positioned in first cell of the first row. Let's go ahead and type "Wall Type". Since the text is underlined, let's highlight our text, then select the Underline button. Now, let's use our TAB key to move to the next cell, and type "Vertical", highlight the text, and select the Underline Button. Tab to the next cell and type "Horizontal", highlight the text and select the Underline Button.



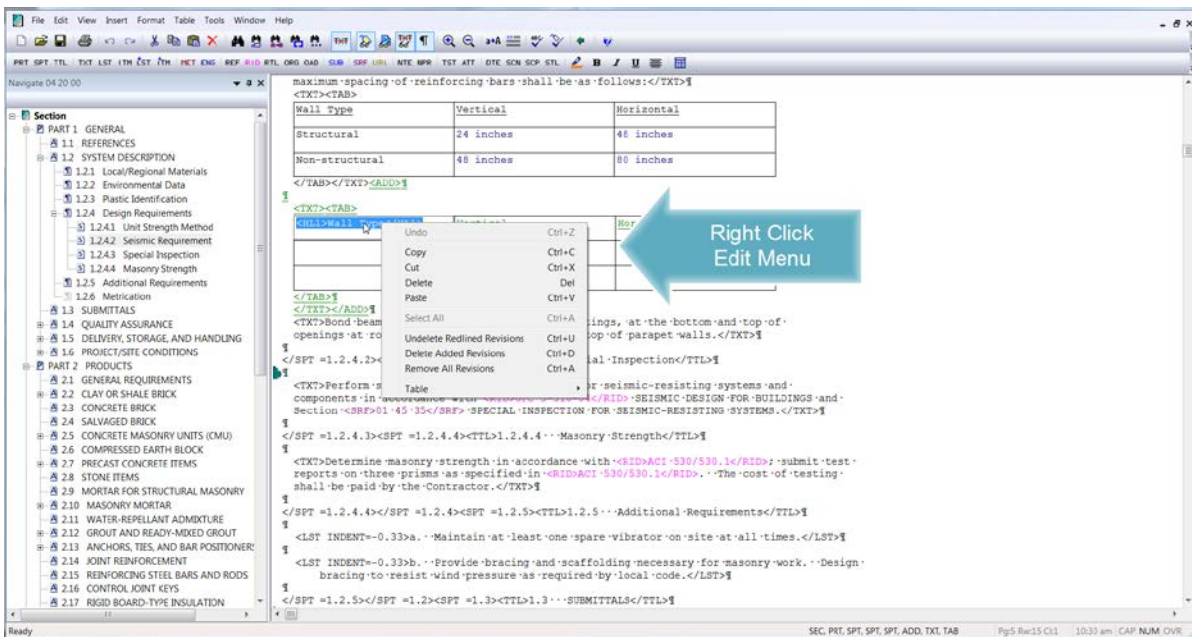
Now that we have our Header Row setup, I'd like to point out a few important details. The only time the tags are visible is when you are in Edit Mode. The Edit Mode is activated by selecting a cell. While in Edit Mode, the Undo and Redo buttons are not available, so it appears as if the features cannot be used. The trick to use these features is to place your cursor outside of the Formatted Table then select the correct command. The same is true for saving your Formatted Tables! This is important especially when entering a lot of data in your Table, so periodically, move outside of the Formatted Table and select the Save button. Once the Section is saved, the Undo and Redo features are reset.



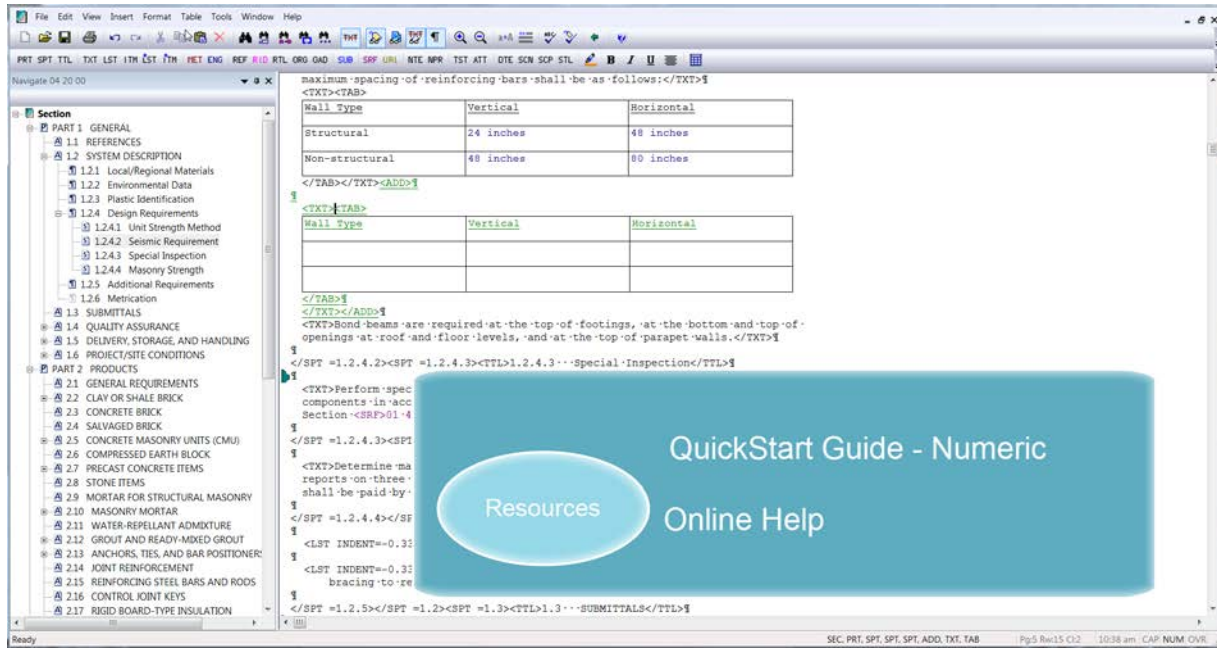
I'd also like to bring your attention to the Formatted Tables, right-click menus. There are three right-click menus available but for now, we will only look at two of them since we will learn more in later modules. The first right-click menu is the Table menu. To activate this menu, let's place our cursor over the cell for "Wall Type", and right-click. As you see there are a number of features available for you to take advantage of while editing.



The Second Menu is the Editing Menu, which is only available when in Edit Mode. To see this menu, let's click in the "Wall Type" cell so we are in Edit Mode, then right-click. Both menus are extremely beneficial, depending on what functions you need to accomplish!



You can learn more about the features available on these menus by visiting the Online Help or from the QuickStart Guide. Now that we have successfully inserted a Formatted Table, and discovered some extremely useful tools that are available to you, let's proceed to the next module to learn more on editing Formatted Tables with Revisions.



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

Phone: 321.867.8800

Email: KSC-SpecsIntact@nasa.gov

eLearning Module Notes:
