

SpecLink Cloud Quick Start Lesson #1: Create a New Project - Review Project Settings - Activate Sections - Activate & Edit Paragraphs

Overview

The intent of this first lesson is to create a new project, review the project settings, activate sections, activate paragraphs, and perform basic edits all while exploring the interface and options available during the editing process.

Creating a New Project

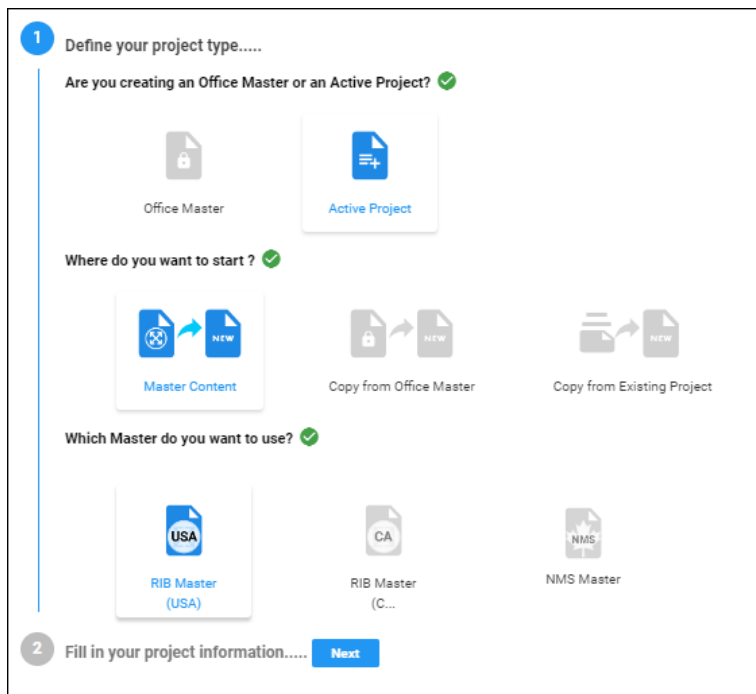
Follow the steps below to create a new project.

1. From the Projects area of the Dashboard, click the red Create New Project button.



The Create New Project window will appear. This window will provide step-by-step selections for creating a new project.

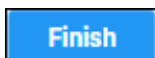
2. Define your project type by selecting Active Project, starting with Master Content, using the RIB Master (USA). When these three selections are made, your screen will appear as below.



3. Click the blue Next button to fill in your project information.



4. Begin filling in your project information by creating a title for your Active Project: Enter the name of the new project here. For example, enter "Atlanta Office Building".
5. Select the project location: Choose the country from the list of available options. For example, choose "United States".
6. Select the project state: Choose the state from the list of available options. For example, choose "Georgia".
7. Select the project city: Choose the city from the list of available options. For example, choose "Atlanta".
8. Select the project type: Choose the appropriate type from the list of available options. For example, choose "Office or Business".
9. Select the work type: Choose the appropriate type from the list of available options. For example, choose "New Construction".
10. Select the estimated size of the project: Choose the appropriate size range from the list of available options. For example, choose "100,001 – 500,000". Use the unit of measure toggle to set Imperial or Metric. (sq. ft. or m²)
11. Select the estimated budget of the project: Choose the appropriate cost range from the list of available options. For example, choose "15,000,001 – 100,000,000".
12. Click the blue rectangular Finish button at the bottom of the Create New Project Window.

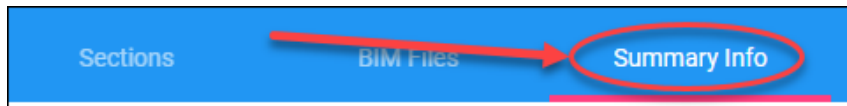


The Sections List will appear. Before diving into the specification sections, it's a good idea to review the project settings in the Summary Info.

Review Project Settings

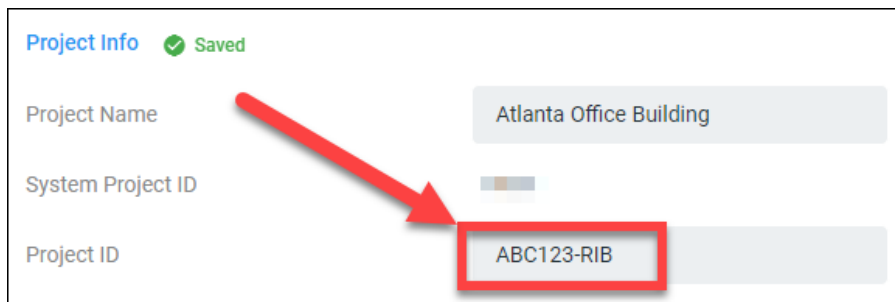
Follow the steps below to review and update project settings in the Summary Info tab.

1. Click on the Summary Info tab.



The General Settings of the project will appear. Changes made in the Summary Info are automatically saved.

2. Review and update the accessible fields within the project info and project details. Update the "Project ID" to "ABC123-RIB".

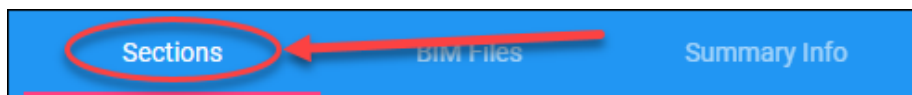


3. Review the Project Sharing/Privacy settings selecting each option and reviewing its definition. Set this quick start project to "Hidden" so that only the System Managers in your organization will be able to access it without being granted access.
4. Review the options and display preferences within the References, Section ID, Unit of Measure, and Date / Time Format settings. Confirm the Section ID setting is "999999".

Activating a Section

Follow the steps below to walk through 3 methods of activating specification sections into the project.

1. Click the Sections tab.



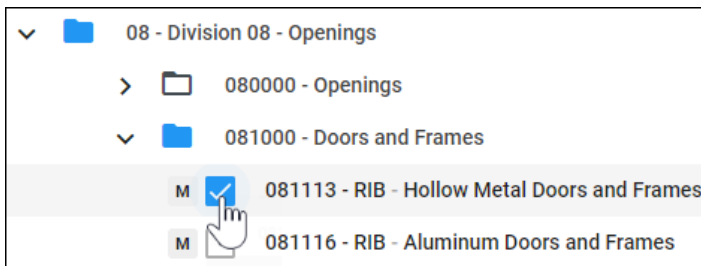
2. From the Sections list, access Division 08 – Openings.



3. Within Division 08 – Openings, locate and access Subdivision 081000 – Doors and Frames.

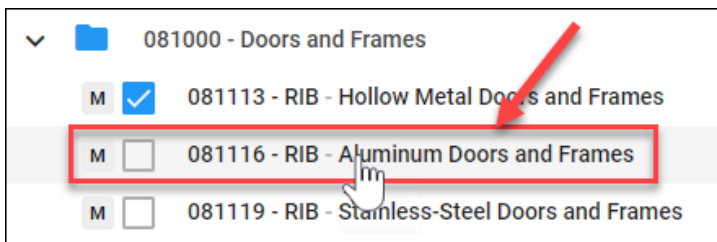


4. Within Subdivision 081000 – Doors and Frames, locate and click the checkbox next to the name of the Section 081113 – RIB – Hollow Metal Doors and Frames. This activates that section within your project but does not access the section.

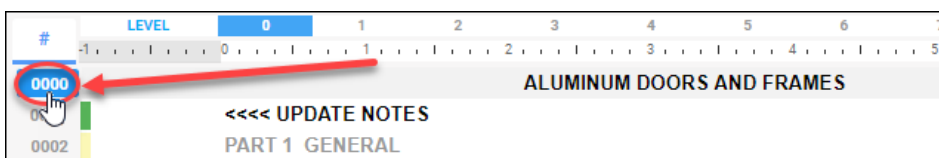


Section 081113 – RIB – Hollow Metal Doors and Frames is now activated into the that project. Using the checkbox from the Sections List allows for the activation of sections but does not open the section for editing.

5. Next, click the name of the Section 081116 – RIB – Aluminum Doors and Frames.



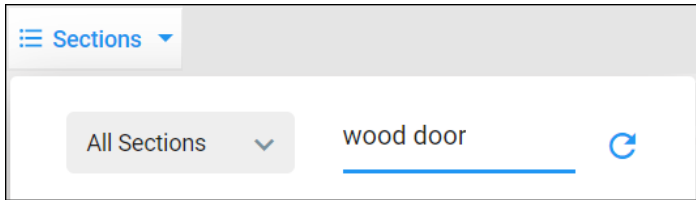
6. Click on the sequence number of the section title "0000" to activate the section into the project.



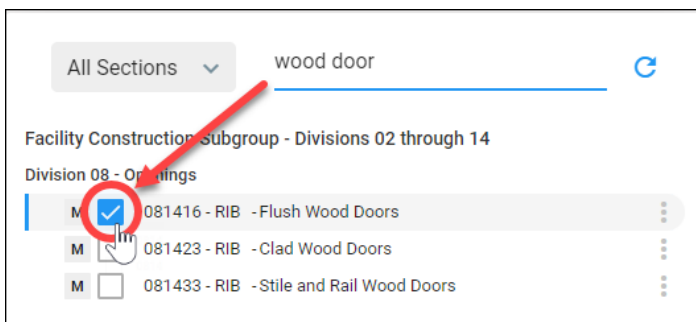
7. Select the Sections menu located in the top left corner of the window below the SpecLink Cloud Project Path and the SpecLink Cloud Toolbar.



- In the Sections menu, type “wood door” into the Search Sections field.



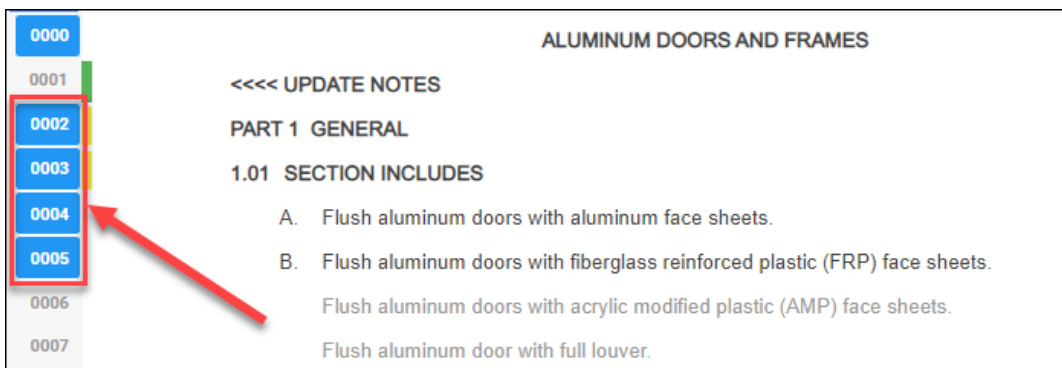
- Under All Sections, activate Section 081416 – RIB – Flush Wood Doors by clicking to the left of the section number to highlight the check mark to activate the section.



The section is now active in your project.

Activating and Editing Paragraphs

- Click the Sections toolbar icon to close the Sections menu. The Aluminum Doors and Frames section is active and open in the editing window.
- Select sequence numbers 0002, 0003, 0004, and 0005, to activate these paragraphs.



- Click within the paragraph text of Sequence number 0004 – “Flush aluminum doors with aluminum face sheets”.

0002	PART 1 GENERAL
0003	1.01 SECTION INCLUDES
0004	A. Flush aluminum doors with aluminum face sheets.
0005	B. Flush aluminum doors with fiberglass reinforced plastic (FRP) face sheets.
0006	Flush aluminum doors with acrylic modified plastic (AMP) face sheets.

4. Right-click to reveal a menu of options. From this menu select “Decrease Indent”.

0002	PART 1 GENERAL
0003	1.01 SECTION INCLUDES
0004	A. Flush aluminum doors with aluminum face sheets.
0005	B. Flush aluminum doors with fiberglass reinforced plastic (FRP) face sheets.
0006	Flush aluminum doors with acrylic modified plastic (AMP) face sheets.
0007	
0008	
0009	
0010	
0011	

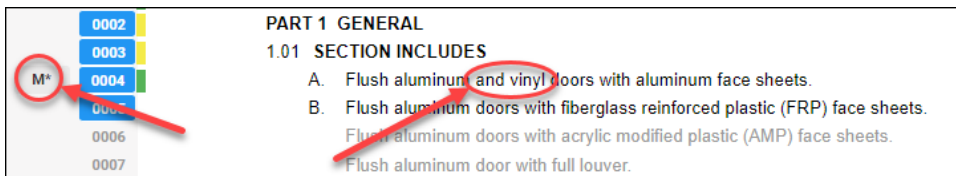
Notice that the paragraph level has changed and has now become “1.02 Flush aluminum doors with aluminum face sheets”.

0000	ALUMINUM DOORS AND FRAMES
0001	<<<< UPDATE NOTES
0002	PART 1 GENERAL
0003	1.01 SECTION INCLUDES
0004	1.02 FLUSH ALUMINUM DOORS WITH ALUMINUM FACE SHEETS.
0005	A. Flush aluminum doors with fiberglass reinforced plastic (FRP) face sheets.
0006	Flush aluminum doors with acrylic modified plastic (AMP) face sheets.

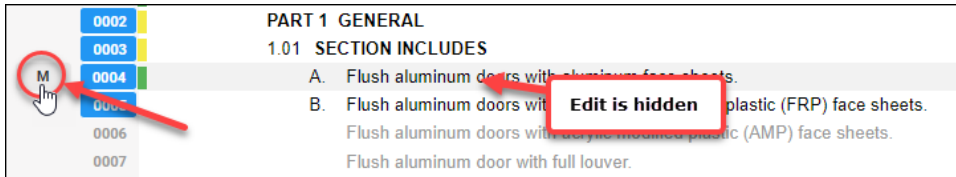
5. Click the undo button or use the keyboard shortcut **Ctrl-Z** to undo this change.
6. Click in paragraph 0004 “A. Flush aluminum doors with aluminum face sheets” between “aluminum” and “doors”.

0002	PART 1 GENERAL
0003	1.01 SECTION INCLUDES
0004	A. Flush aluminum doors with aluminum face sheets.
0005	B. Flush aluminum doors with fiberglass reinforced plastic (FRP) face sheets.

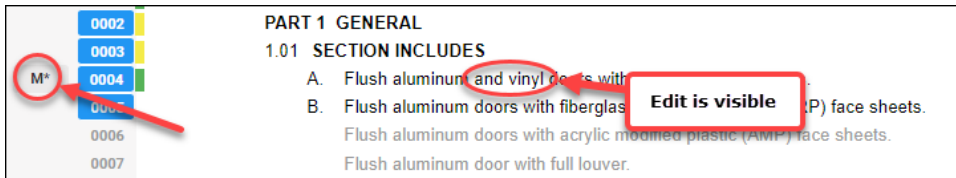
7. Type “and vinyl” to modify the paragraph. This will invoke the **M*** next to the sequence number, in the “O” (Origin) column indicating this is a Master paragraph and the asterisk indicates that it has been modified.



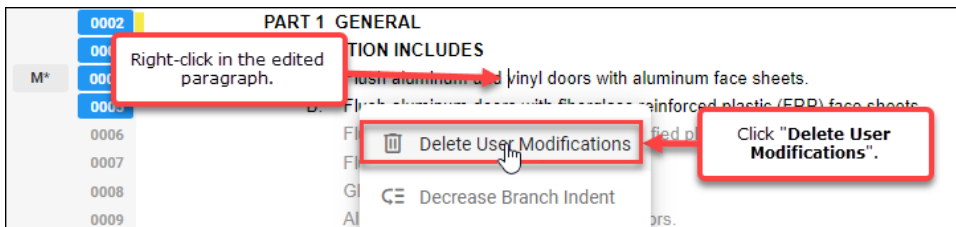
- Click the **M*** to retain the master paragraph by hiding the user modifications. Doing so also removes the asterisk from the origin column.



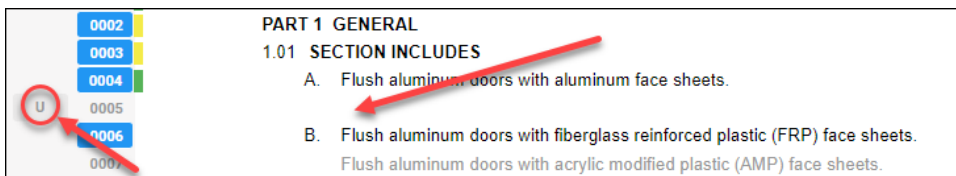
- Click the **M** again to view the user edits.



- Place the cursor on the edited paragraph and right-click bringing up a selection menu to delete the user modifications. From the menu, select **Delete User Modifications**.



- Place your cursor at the beginning of paragraph B. Press enter to create a new paragraph, moving the existing paragraph down one sequence number.



- Remove the new user paragraph if necessary, by right-clicking the newly created paragraph and selecting **Delete User Paragraphs** from the menu.

Review

With this lesson, you were able to create a new project in SpecLink Cloud, review the project settings, activate sections and paragraphs you wish to include in your project manual, and perform basic edits.

As always, our support team is available every weekday to address your questions. You can call us at (800) 266-7732 or email us at support.usa@rib-software.com.