

# SpecLink Cloud Quick Start Lesson #2: Importing Content - Basic Linking - Printing & Exporting

## Overview

The intent of this second quick start lesson is to work through the steps of importing content, perform basic linking, and printing and exporting to the desired output.

For your convenience, we've attached a document of a specification section that you will be directed to use for importing (SECTION015526.docx).

## Importing a User Section

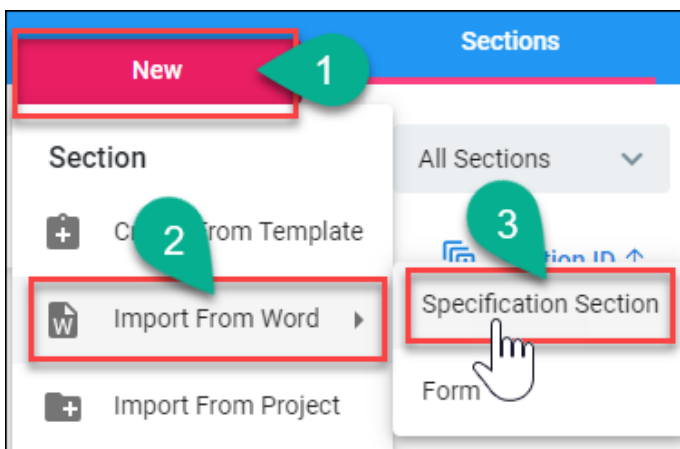
Before beginning this lesson, we suggest that you download, save, and review the attached SECTION015526.docx file located at the bottom of the article to a location on your computer that you can easily access.

Follow the step below to import a user section from a Word document (.DOCX).

1. Once you've created a Project, the list of Sections will be visible. Click the red New button.



2. From the menu that appears, select Import from Word.



A window will open allowing you to choose a Word Document DOCX from your computer.

3. Locate and select the provided SECTION015526.docx file.

- Once you've selected the file and clicked Open, the screen below will appear.

**Import from Word** ✕

Section ID

Folder 📁 Division 01 - Gener... | 015000 - T... 🗑️

Suffix

Section Name

Auto-select all paragraphs in this section

Look for coded fields ⓘ

Auto-tag all paragraphs

Short Form

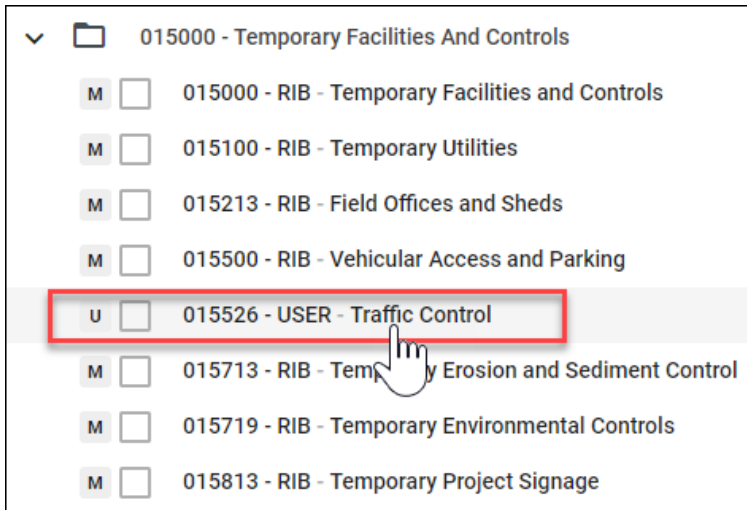
Outline

Cancel OK

The Section ID and Section Name fields are derived from the first two lines of the imported document. The default entry for the Suffix field is USER. All of these fields are editable.

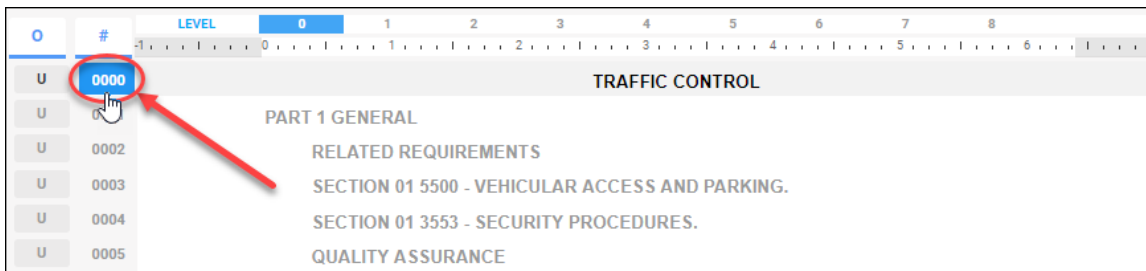
For this lesson, leave the default settings as pictured above.

- Click the blue Ok button to accept the imported section details. The imported section will appear in the appropriate location within the sections list as shown below. Click the name of the section to access it in edit mode.



The U indicates a User created section while the M indicated a Master section.

- Now that you've accessed the imported section, you'll want to activate it. Click the sequence number "0000" that correlates to the section title "TRAFFIC CONTROL".



The next part of the lesson will continue from within the section and introduce linking.

## Linking Basics

It is standard practice in the RIB Master content to link the paragraph "PART 2 PRODUCTS" to activate when the section has been activated.

Follow the steps below to create a link to activate "PART 2 PRODUCTS" when the section is activated.

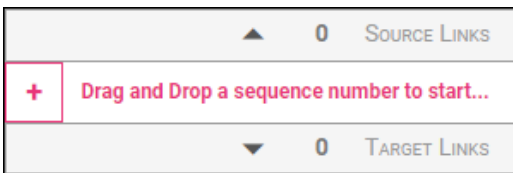
1. Click the Sequence Manager tab on the left side of the document panel.



2. From the Sequence Manager menu, click on "Links".
3. Click the Create New Link button located in the top center of the Links menu.



4. The ability to drag and drop a sequence number will appear.



5. Click on the sequence number "0000" and drag it to the red "Drag and Drop a sequence number to start..." area of the menu.



6. Click in the "+ Click to add a target link" window below 0000 TRAFFIC CONTROL. The "Add a New Target Link" area will open.

Sequence 0000

▲ 0 SOURCE LINKS

0000 TRAFFIC CONTROL

▼ 0 TARGET LINKS

Add A New Target Link

LINK PREVIEW

LINK TYPE: Select

LINK COLOR: Select

Cancel Save

- In the “Add a New Target Link” area, click the Link Type menu and choose P – Paragraph Link.

LINK TYPE

Select

- P Paragraph Link
- C Choice Link
- CS Cross-Section

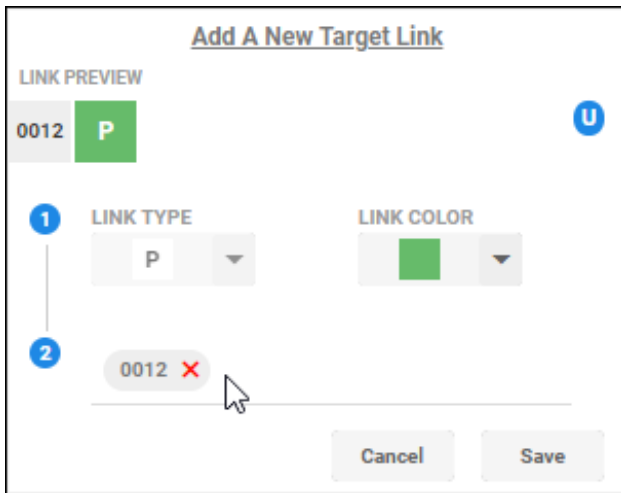
- From the Link Color menu and choose G – Paragraph Link.

LINK COLOR

Select

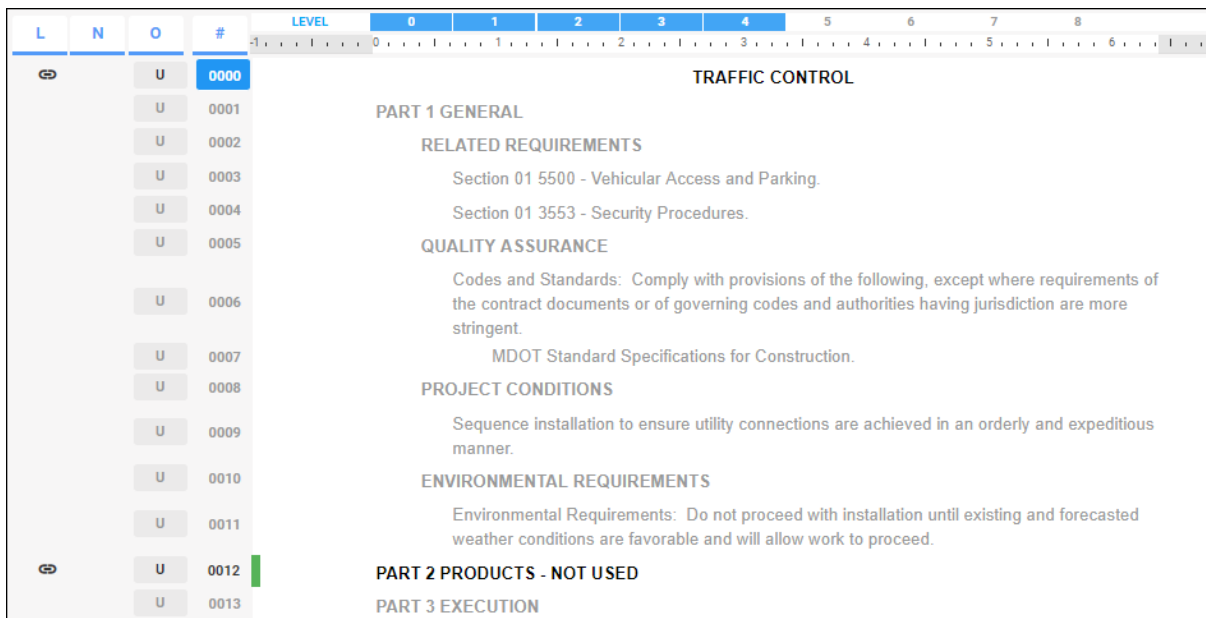
- Activate
- Suggest
- Deactivate

- Return to the document area. Grab and drag sequence number 0012 – “PART 2 PRODUCTS – NOT USED” to step 1 of the Add A New Target Link window.



10. Click the Save button in the lower right corner.

You've successfully linked the section title and PART 2 PRODUCTS. When the section is activated, Part 2 Products will automatically be activated due to the linking you've created. The document window will appear as below.



## Printing & Exporting

Output options of SpecLink Cloud include Print to PDF or Export to a MS Word document. The user will have the ability to select the Project, a Branch, or a Section to create an output file.

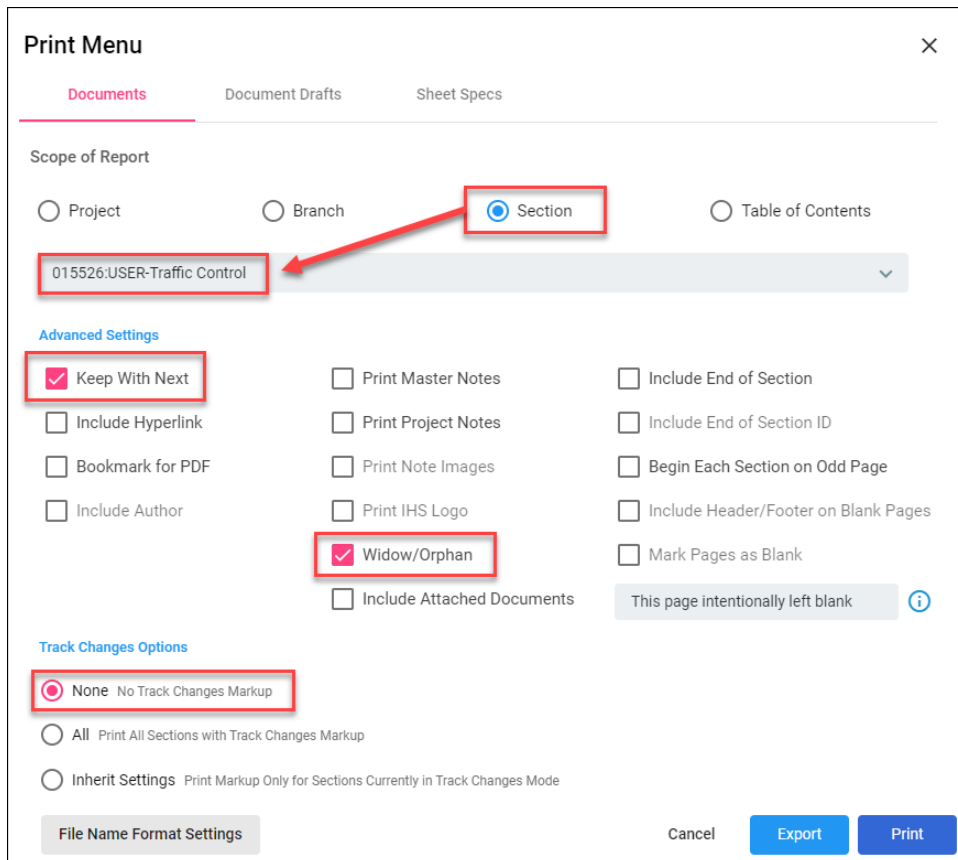
Follow the steps below to access the printing and exporting functions.

1. From within a section in the document window, click the print icon from the SpecLink Toolbar.



The Print Menu will appear providing options of printing or exporting documents and document drafts.

2. For this exercise, match the following settings of the Print Menu in the image below.



The screenshot shows the 'Print Menu' dialog box with the following settings highlighted:

- Scope of Report:**  Section (highlighted with a red box and arrow)
- Section:** 015526:USER-Traffic Control (highlighted with a red box and arrow)
- Advanced Settings:**
  - Keep With Next (highlighted with a red box)
  - Widow/Orphan (highlighted with a red box)
- Track Changes Options:**  None: No Track Changes Markup (highlighted with a red box)

Other visible options include: Project, Branch, Table of Contents, Include Hyperlink, Bookmark for PDF, Include Author, Print Master Notes, Print Project Notes, Print Note Images, Print IHS Logo, Include Attached Documents, Include End of Section, Include End of Section ID, Begin Each Section on Odd Page, Include Header/Footer on Blank Pages, Mark Pages as Blank, and This page intentionally left blank. Buttons for 'File Name Format Settings', 'Cancel', 'Export', and 'Print' are also visible.

- **Scope of Report:** Section
- **Advanced Settings:** Keep With Next & Widow/Orphan
- **Track Changes Options:** None

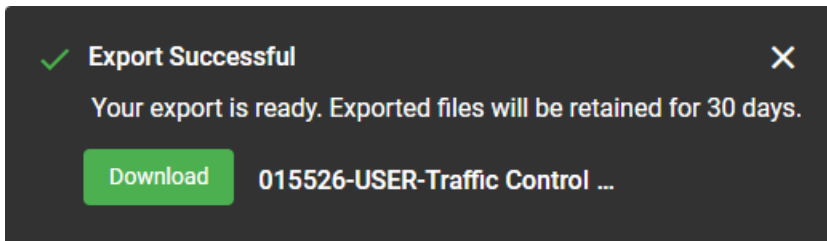
3. Select the 015526:USER-Traffic Control section as pictured above.
4. Click the Print button to create a PDF of the section. The PDF will appear in a separate tab of your browser.



- Return to SpecLink Cloud and click the Export button. From the options that appear, choose Word.



You'll receive a notification that the file has been created. The option to download it will appear.



## Review

With this lesson, you were able to import a user section into SpecLink Cloud, perform basic linking within the imported section, and choose to print or export the section.

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](mailto:support.usa@rib-software.com).