

CHECK-OUT FEATURE SPEEDS EDITING

In SpecLink+ and PerSpective, individual documents can now be “checked-out.” Check-out temporarily suspends the linking between documents, greatly increasing the speed of editing operations. When the project is stored on a server, the checked-out chapter or section is temporarily copied to your local drive, which also improves editing speed.

For multi-user situations, a related new feature marks chapters and sections as “in use” when they are being edited. This happens whether that document has been checked-out or not. You will not be able to edit documents that are “in use” by someone else.



The features offer speed enhancements, prevent multiple users from attempting to edit the same section or chapter at the same time, and also make it easier to store projects on a server.

To “check out” a section in SpecLink or a chapter in PerSpective, you open the project and click on the document to be edited. Then from the Document menu, you choose *Check Out | Check In*, and then *Check Out Document*. After you click OK on a confirmation message, the software makes a temporary copy of the document on the local drive, and the tree panel closes.

While the document is checked out, it is independent of the project and links to and from other documents in the project are temporarily suspended. Other documents from the project can be opened while you are editing a checked-out document, and text can be copied from them into your checked-out document.

Each user can check out only one document at a time. When editing has been completed,

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	02300 - Earthwork
	02310 GRADING (BSD - in use by BETH\BETH)
	02315 EXCAVATION (BSD - ASCLX) [5/10/2001 2:40:37 PM]
	02316 FILL AND BACKFILL (BSD - in use by CATHI2\CATHI)
	02317 TRENCHING FOR SITE UTILITIES (BSD - ASCMELX) [8/8/2002 2:27:43 PM]
	02318 ROCK REMOVAL (BSD - ASC) [2/15/2002 3:29:03 PM]

Two SpecLink+ sections marked as “in use,” one of which is also marked “checked-out” by the red key

NEW MANUFACTURER FEATURES IN SPEC LINK+

One of the new features added to SpecLink for the winter release is a new requirements report that lists by section and by product type all acceptable manufacturers included in the specifications. We also have added thousands of active hyperlinks to manufacturers’ websites and to the ARCAT website, where additional manufacturers can be identified.

A third manufacturer-related feature on this release is the addition of two new proprietary ARCAT SpecWizard sections, which we have added to the Sample project as demonstrations of what can be done with SpecLink’s new Wizard capabilities. All of these new features are described below.

The new manufacturer report can be found on the list of Requirements Reports in the Print dialog box. It’s called *Manufacturers Listed in Project*. The report uses the ML (manufacturer listing) tag to identify paragraphs naming acceptable manufacturers.

Unlike other requirements reports, this one compiles the actual tagged paragraph text plus the parent text (to identify product type) to generate a complete listing for the project

See “Manufacturers” on page 2

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WE’RE MOVING!

We’re very excited to report that Building Systems Design will be moving to new offices in late December. Our new space is in Atlanta’s upscale Buckhead neighborhood, which is north of our current location in midtown. Visitors to our new office will find it is very conveniently situated, with many hotels, restaurants, and entertainment venues within walking distance. It is also three blocks from the Buckhead MARTA station, so visitors will be able to take the train from Atlanta’s Hartsfield airport and can avoid car rentals and expensive taxi rides.

Our new space has been custom-designed for us, and we are looking forward to a more efficient layout. The new training room will have specially built furniture with adjustable keyboard trays and a ceiling-mounted projector system. We’ll also have a centrally located library that will be convenient for everyone. Our telephone numbers will remain the same, and our address as of December 30 will be as follows:

Building Systems Design, Inc.
3520 Piedmont Road, NE
Suite 415
Atlanta, GA 30305

**08630BSD METAL-FRAMED SKYLIGHTS
MANUFACTURERS**

Metal Framed Skylights:

Bristolite Skylights: www.bristolite.com.

Naturalite Skylight Systems: www.naturalite.com.

Super Sky Products, Inc: www.supersky.com.

**08710BSD DOOR HARDWARE
MANUFACTURERS**

Hinges:

Bommer Industries, Inc: www.bommer.com.

Hager Companies: www.hagerhinge.com.

Stanley Hardware: www.stanleyworks.com.

Lock and Latch Sets:

Best Access Systems: www.bestlock.com.

Schlage: www.schlage.com.

Yale-Corbin U.S.: www.yalesecurity.com.

Excerpt of a SpecLink+ Manufacturer Listing report

"Manufacturers" from page 1

by section. Since all manufacturers in SpecLink have already been tagged, the reports are immediately available, even on projects that are underway or already completed.

However, manufacturers added by users may or may not be tagged, depending on how

they were added. Editing a master paragraph to change the name of a manufacturer, or copying a master paragraph before editing it, will result in a user-added manufacturer that is already tagged correctly.

Other paragraphs can be tagged ML by clicking in the paragraph and then choosing the ML tag from the Tags button drop-down list. To see if a paragraph is already tagged, turn on the Tags status column, which is

available from the View menu.

In earlier releases of SpecLink, we added manufacturers' website addresses to the master text whenever we were able to identify a website. These addresses were not live and required you to open Explorer and enter the address or copy and paste it from SpecLink in order to go to the website. In this Winter release, live hyperlinks have

been added in the master note attached to each manufacturer listing. Now, all you have to do to visit the website of a manufacturer listed in SpecLink is to click on the hyperlink in the corresponding master note.

Over 1,800 manufacturer hyperlinks were added in this release, and the links lead directly to the manufacturers listed, instead of to an intermediate website. In addition, hundreds of hyperlinks to ARCAT's website have been added at the Manufacturer headings in Part 2 of most product sections, allowing you to easily find other manufacturers for most product types.

The new SpecWizard sections added to the Sample project are sections 05515JSL and 15062MIR. These were originally prepared for ARCAT's website and are now available in SpecLink, in a slightly modified form.

In essence, the SpecWizard consists of a short checklist that precedes the master specification text. All the paragraphs in the SpecWizard are tagged either as NS (non-selectable) or NP (non-printing). None of these specially tagged paragraphs will print with the resulting specification section. The

See "Manufacturers" on page 5

An Interview With ...

FRED ANGELO, NCARB, OF ANGELO ARCHITECTURE

Fred Angelo, a SpecLink subscriber since 1997, became BSD's first CostLink/AE subscriber in September. BSD CostLink/AE is our new project budgeting and cost estimating system developed especially for design professionals.

Angelo Architecture, located in Tacoma, Washington, primarily designs governmental or office projects, but project types cover a broad range from commercial retail centers to tenant improvement projects, public facility remodels, and urban design and planning.

What Fred likes best about CostLink/AE is how intuitive it is to use. According to Fred, "Using one of the templates provided, an architect can systematically go through a building, dropping in systems without

leaving a lot of holes in the estimate." He also likes the overall look and feel of the program. Fred has found that the R.S. Means data bundled with the software has a good selection of systems, which he feels is pretty complete for the most part. He thinks that the Means costs may be a little high for his area, but then he has that cushion in the estimate, so he doesn't really mind that. The markups feature in the software could also be used to add a negative adjustment, if desired.

The 7,000 assemblies included in CostLink/AE comprise multiple line items, with their relative quantities already computed. This feature greatly simplifies the preparation of a cost estimate by significantly reducing the number of items in the estimate and minimizing the number of takeoffs. For example, the square foot cost of a slab on

grade assembly includes costs for earthwork, fill, vapor barrier, formwork, expansion joint, welded wire fabric, concrete, concrete placement, concrete finishing, and curing. CostLink/AE also includes 20,000 line item costs, allowing you to easily add items not included in the assemblies. Both assembly costs and line item costs can simply be dragged from their database locations and dropped into the appropriate folder in the cost estimate. According to Fred, the drag and drop feature is what makes preparation of the estimate so simple.

Because the software is so new, Fred has not yet completed any projects using CostLink/AE, but he has five in progress. We are as excited as he is about comparing his final estimates to the bids that will be received on these projects.

ABOUT YOUR SPEC LINK & PERSPECTIVE UPDATES

SPEC LINK+ STATISTICS:

- 724 sections total, 209 updated or new (29%)
- 443 generic sections, 137 updated (31%)
- 282 proprietary sections, 72 updated or new (25%)
- 10 new proprietary sections (see synopses)
- 111,222 paragraphs
- 118,054 internal links (targets and consequences)
- 18,064 notes to specifier
- 2,684 notes with live hyperlinks to Internet web pages
- 1,831 manufacturer listings with live hyperlinks to manufacturers' web addresses in notes
- 167 standards organizations referenced, 108 verified (65%)
- 1,979 external documents referenced, 346 verified (17%)
- 80 new or updated documents
- 14 documents removed or replaced by different documents

PERSPECTIVE STATISTICS:

- 179 chapters total, 6 updated (3%)
- 25,965 paragraphs
- 29,475 internal links (targets and consequences)
- 4,094 notes to specifier
- 75 standards organizations referenced, 23 verified (31%)
- 600 external documents referenced, 48 verified (8%)
- 14 new or updated documents
- 4 documents removed or replaced by different documents

MANUFACTURER STATISTICS (SPEC LINK+ ONLY):

- 1,831 live manufacturer URL's

	Generic	Proprietary
Manufacturers Listed	862	200
Sections Listed In	330	278
Instances of Listings	1,351	284

NEW SPEC LINK SECTION SYNOPSES

05400 DIE - COLD-FORMED METAL FRAMING:

Dietrich Metal Framing; load-bearing studs, joists, runner tracks, etc., for walls, floors and roofs, exterior and interior, fire-rated shaftwall and area separation wall assemblies. Dietrich provides total light gage design services through its design services group, Dietrich Design Group. www.dietrichmetalframing.com

06414 GAI - CABINET HINGES AND DRAWER SLIDES:

Grass America Inc.; cabinet hardware, including hinges, drawer slides, and accessories. www.grassusa.com

07435 CEP - COMPOSITE ARCHITECTURAL BUILDING PANELS:

CEP Claddings; Petrarch & Fasset architectural panels, which are composite sheets made by incorporating natural slate and stone fillers in a resin binder with chopped fiberglass strand reinforcement. The panels are completely homogeneous, highly consolidated, with through color. www.petrarchcladdings.com

07445 STF - AGGREGATE FACED ARCHITECTURAL BUILDING PANELS:

Stoneflex Inc.; glass fiber reinforced polyester resin architectural wall panels that are built up to provide a surface finish of natural stone aggregate, then oven cured. www.stoneflexinc.com

07729 BGR - SNOW GUARDS:

Berger Bros Co.; snow guards designed to prevent snow or ice from avalanching all at once off the roof, causing damage to property and pedestrians below. Snow guards are available in aluminum, bronze, clear polycarbonate, and in a wide variety of stamped patterns and ornamental castings. www.bergerbros.com

08745 RCI - ELECTRICAL LOCKING CONTROL:

Rutherford Controls Int'l Corp.; electromagnetic locks, electric strikes, switches and actuators. www.rutherfordcontrols.com

091100 DIE - NON-LOADBEARING WALL FRAMING:

Dietrich Metal Framing; non-load-bearing framing for partitions, shaftwall, stair walls, and area separation walls.

www.dietrichmetalframing.com

09660 3M - STATIC CONTROL FLOORING:

3M; ESD vinyl floor tile and liquid applied epoxy flooring. This specification includes two different types of static control permanent flooring: 1) 3M static control ("ESD") vinyl floor tile, Series 8400, for conventional installations, raised flooring, and welded seam applications, and 2) 3M static control ("ESD") liquid epoxy flooring, Series 8900.

www.3m.com/ehpd/flooring

09800 GOL - ACOUSTICAL

TREATMENT:

Golterman & Sabo; wall panels, ceiling products, sound diffusers and reflectors.

www.golterman.com

10705 ARQ - EXTERIOR SUN

CONTROL DEVICES:

Arquati USA; rolling sunscreen and blackout/room darkening shades; exterior and interior.

www.arquatiusa.com

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NOTABLE NEW STANDARDS

NFPA 5000 - BUILDING CONSTRUCTION AND SAFETY CODE:

The National Fire Protection Association has published the inaugural edition of their new building code to accompany their many other well accepted standards. In essence, NFPA did not agree with the International Code Council (ICC) about what was the best next generation of building code and therefore developed their own, in competition with the new ICC International Codes. It remains to be seen how the battle for a single consolidated code will end. NFPA 5000 has been approved by ANSI as an American National Standard.

NFPA has this to say about NFPA 5000:

NFPA 5000 is the first model building code developed through full and open consensus-based procedures accredited by the American National Standards Institute. ...In developing the building code, NFPA's Building Code Project endeavored to be responsive to the needs of the enforcement, user, and design communities and to be consistent with the other principles of code development that NFPA adheres to ...

NFPA 101, Life Safety Code, was a fundamental starting point for the content as well as the format and arrangement of NFPA 5000. ...NFPA 5000 also covers a range of subjects, including allowable building heights and areas based upon occupancy and construction; protection schemes for vertical openings; means of egress; and the rehabilitation of existing buildings. Another primary section of the Code provides specific requirements for individual occupancies. ... These chapters largely mimic and replicate the occupancies that have been established by other NFPA codes and standards for many years. Structural design provisions are established in the next set of six chapters. The basis for these criteria was derived from numerous sources, including the American Society of Civil Engineers (ASCE) and the Federal Emergency Management Agency (FEMA). The all-hazard design provisions for NFPA 5000 are rounded out with the use of criteria that include elements for a range of design loads and natural hazards.

The materials allowed by NFPA 5000 for use for construction purposes are described in the next group of chapters. For the most part, these requirements make reference to industry and engineering standards for particular materials. Many of the material specifications and standards used form the basis for the construction industry in the United States and are thus compatible for use in building codes throughout the country.

The last section of the Code governs a broad range of building systems and features. The criteria consist of everything concerning the interior environment, from energy efficiency to mechanical, electrical, and plumbing systems. In addition, the requirements for conveying systems, such as elevators and escalators, and

the application and use of specific fire protection systems are also covered by this section.

NFPA 5000 is coordinated with the following other code documents, which together form the Comprehensive Consensus Code (C3) code set:

- NFPA 70, National Electrical Code (NEC)
- NFPA 101, Life Safety Code
- NFPA 1, Uniform Fire Code (which integrates NFPA 1, Fire Prevention Code with the Uniform Fire Code)
- IAPMO Uniform Plumbing Code
- NFPA 58, Liquefied Petroleum Gas Code
- NFPA 54, National Fuel Gas Code
- IAPMO's Uniform Mechanical Code
- NFPA 30, Flammable and Combustible Liquids Code
- NFPA 30A, Code for Motor Fuel Dispensing Facilities and Repair Garages
- ASHRAE standards 90.1, Energy Standard for Buildings Except Low-Rise Residential Buildings, and 90.2, Energy-Efficient Design of New Low-Rise Residential Buildings (which will eventually be incorporated into the proposed NFPA 900)

For more information about NFPA 5000, including a free on-line preview, go to www.nfpa.org.

NFPA 5000 AND SpecLINK:

In SpecLink, there are few references to codes by name — in most cases, where appropriate, the contractor is instructed to comply with the “applicable building code.” Therefore, NFPA 5000 will have little effect on SpecLink specs, unless it becomes adopted by a large number of jurisdictions and contains significantly different product and material requirements. We will be monitoring the situation.

NFPA 5000 AND PerSPECTIVE:

NFPA 5000 has been added as another code option besides the three traditional model codes (BOCA, ICBO, and SBCCI) and the new ICC International Codes. In Chapter 111, Facility Performance, the applicable national, State/Province, and city codes should be listed, to define the meaning of the term “code” where it appears elsewhere in the documents. NFPA 5000 has been added to the list of code options for State/Province and city codes.

In addition, NFPA 5000 has been added to the list of options for “**Non-Regulatory Criteria Documents**”. This category of “codes” is for use in the event that there is no legally enacted code applicable to the project. Because PerSpective's entire performance concept is dependent on referencing a body of fundamental criteria equivalent to a model code, if there are no regulatory codes at least one of the model codes must be selected as the primary criteria document. The ICC International Building Code and NFPA 5000 are now the two model codes to choose from as non-regulatory criteria documents. Some other NFPA standards (e.g. the Life Safety Code and the National Electrical Code) are also included (and have been since first publication of PerSpective) because they are commonly referenced basic criteria documents as well as commonly adopted by local jurisdictions.

STEEL JOISTS:

The definitive standard on steel joists, the SJI Catalog Of Standard Specifications And Load Tables For Steel Joists And Joist Girders, by the Steel Joist Institute, has been updated and reissued in 2002. As well as the specifications and standards for K-, LH-, and DLH-Series joists and Joist Girders, this revised document includes:

- conformance to the new OSHA steel erection standards,
- new section covering Joist Substitutes,
- included copy of OSHA Steel Erection Standard §1926.757 on open web steel joists,
- new appendix defining SJI bay lengths.

A detailed listing of all changes is included immediately following the table of contents. This document is available free of charge, in .pdf format, at www.steeljoist.org.

WINDOW CLEANING EQUIPMENT:

ANSI/IWCA I-14.1, Window Cleaning Safety Standard, was first published in 2001. According to IWCA (International Window Cleaning Association), this standard is a:

...guide for window cleaners, regulatory agencies, architects and building owners. Part A focuses on safety guidelines for the use of window cleaning access equipment. Part B is geared toward those who manufacture, design or install the equipment. Access equipment addressed in the Standard includes rope descending systems, transportable and permanent scaffolds, ladders and man-lifts.

This standard performs the function of the former ANSI/ASME A39.1 - Safety Requirements for Window Cleaning, which has been out-of-print for several years. Do not reference ASME A39.1 - it is not available. For more information, go to www.iwca.org.

FEDERAL & MILITARY SPECIFICATIONS & STANDARDS:

For some years, the federal government has had an initiative to replace Federal Specifications (FS) and Standards (FED-STD, FTM) and military specifications (MIL) and standards (MIL-STD) with commercial or industry-accepted standards. This process is taking a very long time, as the agencies review their existing standards and attempt, with varying degrees of enthusiasm, to find replacements for them. In SpecLink and PerSpective, there are only a handful of Federal Specs still referenced and we expect that each quarter there will be fewer available. In most cases, even where the agency cancelling the standard has not designated a superceding document, we have been able to find voluntary standards by other organizations to use instead. Two long-referenced standards were removed this quarter.

BITUMINOUS "PAINT":

Federal Specification TT-C-494, Coating Compound, Bituminous, Solvent Type, Acid Resistant, has been cancelled. References in SpecLink to bituminous coating or mastic used to separate dissimilar metals or to separate aluminum from cementitious materials have been changed to ASTM D 4479, Standard Specification for Asphalt Roof Coatings - Asbestos-Free. To obtain a copy of ASTM D 4479, go to www.astm.org.

WALL COVERING:

Federal Spec CCC-W-408, Wall Covering, Vinyl-Coated, has been cancelled. Although ASTM F 793, Standard Classification of Wallcovering by Durability Characteristics, which was derived from CCC-W-408, was first published in 1982, wall covering manufacturers have continued to reference the Federal Spec because specifiers have continued to include it in specifications. CCC-W-408 Type I is equivalent to ASTM F 793 Category IV, Type II to Category V, and Type III to Category VI. To obtain a copy of ASTM F 793, go to www.astm.org. ■

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the document must be checked in to update the links and allow other users to access it.

When a document has been checked out by one user, other users will see the document title grayed out in the tree, with a red key replacing the status box. In addition, the tree will display a message identifying the person who has the document checked out.

If one person is editing a document without checking it out of the project, other users will see the identity of the user and the grayed out title, but the red key will be absent.

These new features assure the integrity of individual documents on networks with multiple users. In addition, they will benefit all users by significantly improving software speed. We hope you like them. ■

"Manufacturers" from page 2

NS paragraphs also are not selectable. They are automatically selected by relevant links from the selectable (but non-printing) paragraphs in the checklist. Ultimately, links connect the checklist options to the specification text, resulting in a specification section that is pre-edited by choices made in the checklist.

Perhaps the most dramatic feature of the SpecWizards, is the information that appears in the notes attached to many of the checklist paragraphs. These HTML files include photos, diagrams, and other graphics that clearly illustrate the available options.

These two SpecWizards have been provided as examples of what can be done in an office master using SpecLink's new Wizard features.

A more complete explanation of how to build a Wizard can be found in Chapter 11 of the SpecLink user manual on the SoftLink CD-ROM.

We look forward to hearing your reactions to these latest innovations. We hope you find them useful and easy to use. ■

More questions?

Contact BSD Technical Support:

Toll Free: 800-266-7732

In Atlanta: 404-876-0052

Email: support@bsdsoftlink.com



ALL PRODUCTS

Q Last quarter, there was an interim release for the BSD product I use. Do I need to install that again after I install my update?

A No. The update CD you just received includes the interim release, plus new software enhancements. Do not install any interim releases over the current update, unless you are otherwise directed by BSD Technical Support.

Q How can I find out what has changed in the software on this update CD?

A Read the release notes. You can open the release notes by going to the Install Products screen on the update CD and clicking the link for the Release Notes under the product you have.

Q I copied a project by choosing Copy or Copy Database from the File menu. Now when I click the Open button, the new file is not listed. Why isn't it there, and how do I open it?

A When you click the Open button, the Recently Used dialog box opens. Since you have never actually opened the newly copied project before, it has not been 'used' on this computer. To open the project, click the Browse button. The standard Windows Open dialog box will open, allowing you to navigate to the new project, select, and open it from wherever you have it saved.

BSD CostLink/AE & CostLink/CM

Q I created a new folder or task and the name of it has two bold vertical bars in it (||). What is that?

A If you press Enter while typing the name of a folder or task, the result will be two bold vertical bars where you pressed Enter. If you would like to remove

them, double-click on the folder or task to open the item form, then use backspace or delete to remove the line break where you had pressed Enter.

Q Is it possible to include my company's logo on the reports?

A To insert a logo into the standard reports, rename the logo to logo.bmp, logo.jpg, or logo.gif, and place that file into your CostLink CM (or CostLink AE)\System\Reports folder. The logo will automatically print in the top right corner of your reports.

Q What is the difference between the Project Title and the Report Header?

A The Project Title is entered on the General tab of the Project Summary Info dialog box along with an optional project number, description, and the names of the Architect, Engineer, and Estimator. All of this information prints on the title page of your estimate, and the Project Title also prints in the header of each page of your report.

The Report Header is entered in the Reports Setup dialog box as an optional name to distinguish your report from other reports of the same project. For instance, you may print a report when the project design is only 65% complete and want to note that on your printout. When you print the final report at 100% complete, you would change the Report Header to reflect this.

Q How can I email my CostLink/CM or CostLink/AE reports to someone who does not have CM or AE?

A Export the report(s) to a PDF file, Excel file, Word file, or Rich Text Format file. PDF files can be opened on any computer using Acrobat Reader and cannot be edited easily. Excel files can be edited in Excel, but keep in mind that the formulas are not exported; just the final report text and numbers will be in the Excel file. Word files can be edited in Word, and Rich Text Format files can be opened and edited in any word processor.

To export your reports, Print Preview a report that you would like to email. In the Print Preview window, click on the export

report button on the toolbar. Choose PDF, Excel, Word, or Rich Text Format. Follow the onscreen directions including entering a file name and location. Once the export is complete, you can email the exported files as attachments.

BSD SpecLink+ & PerSpective

Q When I try to paste or import text from my word processor into my specification, I often get an error message "Importing the data currently in clipboard would create a gap in levels. Import from clipboard operation aborted." What does this mean?

A When text is imported from your word processor, SpecLink or PerSpective assigns levels to the paragraphs. The levels determine paragraph formatting and numbering style.

The software determines what level each paragraph should be in SpecLink or PerSpective using the degree of indentation. The indents can be created by tab characters, left indent formats, and first line indent formats.

Before you paste or import the text in SpecLink or PerSpective, you place your cursor in the paragraph that should follow the pasted or imported text. A paragraph right next to the margin in your word processor will import at the same level as the paragraph where you placed your cursor. A paragraph with a single tab indent will import one level lower. However, if the paragraph has a two tab indent, this would tell the text to import at two levels lower - hence, a gap in levels.

To import the text, change the indentation to avoid such gaps. In addition to checking the indents on your text, check for right-aligned and center-aligned paragraphs, as well as negative indents. All these formats can cause problems with importing or pasting text from your word processor.

Q Is there any way to include a degree symbol or other special characters in my specification?

A You can copy and paste symbols from Windows' Character Map. The Character Map can usually be opened by

choosing Start | Programs | Accessories | System Tools | Character Map, but is located in different places in different versions of Windows. If you cannot locate the character map, open Windows Explorer and search the Help Topics. Once you open the Character Map, choose the font you are using in SpecLink+ or PerSpective from the Font list, and scroll through all the characters until you find the one you need. Use the Character Map's Copy command to copy it to the Windows clipboard. Then Paste it into SpecLink+ or PerSpective.

Q How can I globally change the font in my specification?

A Go to the Tools menu and select Customize Styles. Click on the Fonts tab and then click on the Fonts button to the right of each level. You can change the Font, Style, and Size in this box. This will change the font for the text within each section.

To change the font in the headers and footers, choose View | Show Header/Footer, highlight the header and footer text one line

at a time and choose the font from the toolbar in the Customize Header/Footer dialog box.

Q I have noticed tags in the T column that are not on the list that opens from the Tags button. What are those other tags?

A Tags that are not listed on the Tags button are ones that are used just by BSD for our master database. To satisfy your curiosity, KW means keyword, MT is for manufacturer list titles, and UM is an obsolete tag that has been replaced by the new ML tag.

There are actually two new tags: ML for Manufacturer listing, described in the article on Page 1, and the tag SQ is for Source Quality Control paragraphs that usually appear near the end of Part 2.

Q The names of several chapter or section titles are pink or magenta in my Tree panel. What does that mean?

A In short, it means the project has not been completely updated. The

software automatically marks any section or chapter that has not been completely updated to the latest master by turning the document title magenta. To update the whole project, go to the Tools menu, select *Update to Master*, then select *Update Project* and click the *Update* button. You can also update only certain sections by selecting *Update Section*, selecting the sections you want to update, and clicking the *Update* button. Once the sections are updated, the titles in the tree panel turn black.

Note that SpecLink does not require that you update a project; there can be many legitimate reasons for not updating. The magenta titles simply act as a reminder that those sections contain obsolete data. You can open any of these sections at any time to see which paragraphs have been affected by updates, and you can view the individual paragraph changes before updating them. You can also print a report that lists every paragraph in your project affected by updates. For more detail on updating, see Chapter 12 in the updated User Manual on the latest BSD SoftLink CD-ROM. ■

BSD's Latest Additions ... NEW EMPLOYEES

Three new employees have joined BSD recently, and we would like to introduce them to you.

Amanda Bettendorff is our new receptionist and fulfillment manager. She has a BA from Agnes Scott College and is currently working on a Masters in History and Library Science at Georgia State University. An

Atlanta resident for the past five years, she shares her home with an iguana named Molson and her cat Natasha. Amanda played varsity tennis in college and studied abroad in Toulouse, France. In her free time, Amanda enjoys playing tennis, volunteering with the Girl Scouts, and studying French and Italian to complement her love of travel.

selling AutoCAD, has done many entirely unrelated things, including a stint as a paralegal. She is happy to be back in a technical field. She moved to Atlanta from New Jersey three years ago, along with her husband, young daughter, and cat. When not working, she spends her time reading, writing, working on her saltwater reef tank, practicing aikido, and trying hard to root for the Atlanta Thrashers hockey team.

Laura has a BA degree in English from the University of Georgia with a business and technical writing emphasis. She has previously worked with the enrollment and registration services department of a local college and as a sales coordinator for a major computer software firm. After many moves all over the country, she has lived in Atlanta for the last six years and is happy to call it home. Laura lives with her husband and their two "never-say-die" unnamed fish. Traveling, reading, windsurfing, and spending time with family are some of the things she enjoys most. ■



New Employees - Amanda Bettendorff, Laura Gemmell, and Niki Koplowitz

Niki Koplowitz and Laura Gemmell are new administrative assistants specializing in specifications support. They will be doing much of the legwork for the quarterly updating of PerSpective and SpecLink, validating product information and reference standards and collecting updated material for BSD's specification writers.

Niki went to school for Civil Engineering, but, apart from

Training Schedule

BSD SpecLink+

1-1/2 days* \$495

January 6-7
February 10-11
March 24-25
April 28-29
June 16-17
July 7-8
August 4-5

AIA Members: Earn 12 Continuing Education Units

CSI Members: Earn 12 Education Contact Hours (ECHs) toward your CCS, CCCA, or CCPR Certification renewal

* Class starts at 12:30 PM on Monday afternoon and ends at 5 PM on Tuesday.

BSD PerSpective

2 days* \$695

January 8-10
February 12-14
March 26-28
April 30 - May 2
June 18-20
July 9-11
August 6-8

AIA Members: Earn 16 Continuing Education Units

CSI Members: Earn 16 Education Contact Hours (ECHs) toward your CCS, CCCA, or CCPR Certification renewal

* Class starts at 12:30 PM on Wednesday afternoon and ends at 12:30 PM on Friday.

BSD CostLink/CM

3-1/2 days* \$1295

January 14-17
March 4-7
April 22-25
June 10-13
August 19-22

Government Contractors: Earn MCACES Certification.

May qualify for Continuing Professional Competency credits.

* Class starts at 8 AM on Tuesday morning and ends at 11:30 AM on Friday.

View BSD class schedules on our website!
Go to www.bsdssoftlink.com and click the Training link. Get directions and information on travel, hotels, and Atlanta!



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LinkLine

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