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# Introduction

Welcome to a new and better way of managing specifications production for all phases of a building construction project. BSD SpecLink<sup>®</sup> is an innovative system for preparing and managing all types of specification documents for buildings. Originally developed for the preparation of construction documents, it now incorporates modules from CSI-DBIA's PerSpective<sup>®</sup> product, which allow preparation of specification documentation at the earliest phases of a project. It is the only specification product incorporating features designed especially for design-build projects, but it can also be used effectively for all phases of conventional design-bid-build projects. Because of its unique linking feature, decisions made early in a project "pre-select" text that will be used during later phases, eliminating the need to re-enter data. Its unprecedented "edit by selection" structure also means that text not needed for preliminary phases of a project can be selected later for inclusion in later phases, including the final construction documents.

SpecLink data is organized on three tabs that will normally be used in sequence. The first tab includes the PerSpective performance data, typically used at the programming phase of a project, before any significant design work has occurred. The second tab incorporates the PerSpective short form specs, primarily intended for schematic design and design development phases. The third tab is the most comprehensive and includes detailed specifications for construction documentation.

SpecLink is also unique in that it can be used effectively by a number of parties involved in the construction process—not just the architect. A global switch changes language throughout the PerSpective database, depending on who is using it. An owner can employ the PerSpective tab of SpecLink to establish design criteria for use in a request for proposals. A design-builder can use the PerSpective and Short Form tabs in the production of a proposal, employing both performance and prescriptive terms. And design professionals can use all tabs sequentially to propose and specify descriptively the intended performance and then the particular products and systems that will be used for the project.

Any participant in a construction project can use SpecLink independent of other parties. It is especially powerful, however, when used in sequence by more than one participant. An owner's RFP documents, delivered electronically in SpecLink, allow a design-builder to respond with more detailed specifications, also in electronic form. Both parties can compare the two versions, using SpecLink's *Compare Projects* feature, to check for responsiveness. Subsequently, the design-builder can use the approved proposal documents to generate short-form descriptive specifications for distribution to potential subcontractors and material suppliers. Ultimately, the design-builder on a design-build project or the design professional on a design-bid-build project can use the SpecLink tab to produce detailed specification documents for construction.

BSD SpecLink is designed to be used directly by persons knowledgeable in construction, rather than by clerical staff. Because of its comprehensive database and thousands of helpful notes to the specifier, it can help the architect or engineer make intelligent decisions about what to include for a particular project. On the other hand, the system is flexible enough to allow a clerical person to edit the documents based on a markup of the master text, which can be printed directly from SpecLink with or without master and project notes.

As you choose sections to include in your project and make product selections, links in the SpecLink database select related text and exclude incompatible options, multiplying your productivity. When you are ready to print your specifications, you can choose a standard page format for your project or create a customized one. Either way, the format is automatically applied to each section in the project.

SpecLink helps you produce project specifications that are better coordinated and more up to date, due to a unique relational database with built-in intelligence. Using SpecLink, you can customize your office master specifications to the needs of your practice without fear of losing your changes when you install BSD's quarterly updates. You can also add your own intelligent links to the almost 150,000 that are already in the database, further increasing productivity gains.

## Using BSD SpecLink on Design-Build Projects

The first two tabs of SpecLink (PerSpective and Short Form) are especially useful for design-build projects, where documents can be produced to facilitate communications between an owner and a single entity who will both design and construct a facility for that owner. The Short Form tab may also be used by a design-builder to communicate with materials suppliers and subcontractors during the proposal process or while refining the design after contract execution. And finally, the SpecLink tab can be used by the design-builder to produce construction documents that can be as sketchy or as detailed as necessary for project circumstances.

SpecLink promotes communication in the design-build arena by allowing the parties to sequentially build a set of documents that will form the basis of their contract. In essence, and no matter how formal or complex the process, they achieve agreement by exchanging a written description of the proposed facility, which they alter until they can agree upon it.

The PerSpective tab of SpecLink offers a relational database of performance-based building descriptions that may be used to define:

- Requirements for entire buildings and their sites, which may be issued by the owner in a requirements document or a more formal Request for Proposal (RFP).
- Proposals, prepared either in response to an owner's requirements document or RFP or by a design-builder working directly with an owner in a direct design-build relationship.

Because the objective of this process typically is execution of an agreement for design-build services, SpecLink's core of performance descriptions on the initial PerSpective tab is supplemented by a group of templates for producing a project manual. This project manual incorporates—physically, electronically, or by reference—adjunct documents that delineate the agreement and its conditions, as well as documents that further define the location, scope, schedule, and cost of the work.

The Short Form tab includes a comprehensive set of short form descriptive specifications that can be used:

- By an owner to expand upon specific material requirements or prohibitions.
- By the design-builder to propose specific materials and systems to the owner in a proposal.
- By the design-builder to request materials suppliers' and subcontractors' proposals for specific products or materials compliant with the project's performance criteria and design requirements.

The final SpecLink tab includes comprehensive construction specifications that can be edited as necessary to produce very simple or highly detailed documents. Because data on the PerSpective tab of SpecLink is electronically linked to the Short Form tab, which in turn is electronically linked to the SpecLink tab, material and system selections made early in the project are preserved and carried forward, thereby resulting in better coordination and reduced production time for the construction specifications. In effect, the design-builder pre-edits the construction documents on the final SpecLink tab through decisions that are made during earlier phases of a project.

## Using BSD SpecLink on Design-Bid-Build Projects

The final SpecLink tab includes data that has been used for years by thousands of subscribers to produce specification construction documents—instructions to a contractor about the quality of materials and workmanship required for a particular project. The first two tabs (PerSpective and Short Form) can now also be used for design-bid-build projects.

The PerSpective tab is primarily useful to architects who provide programming services, because the data on this tab is typically not tied to specific material and system choices. Instead, it includes performance data on topics such as building security, energy budget, aesthetics, maintenance issues, and environmental comfort. The PerSpective tab is therefore useful for producing a set of design criteria to accompany a schedule of required spaces. The resulting documents typically do not specify particular materials or system choices. Instead, the required performance of the various building elements is specified.

In some cases, users may choose to include lists of acceptable and/or unacceptable products to augment the performance statements from the PerSpective tab. If acceptable product lists are included in the resulting documents, links between the PerSpective tab and the Short Form tab will be activated, pre-selecting corresponding short form specs.

For design-bid-build projects, short form specs from the Short Form tab are primarily useful at the schematic design phase or the design development phase. Because the resulting specs focus on products and systems, rather than administrative issues and installation instructions, the specs would not normally be used as construction documents. Instead, they are useful for conveying to an owner the design professional's basic material and system choices, including quality levels.

On residential or light commercial projects where the design professional believes that highly detailed construction specifications would be unnecessary or inappropriate, the abbreviated specs produced through the Short Form tab can be used as construction documents, although for such uses it may be necessary to augment the master text for topics such as submittals and critical installation instructions.

The SpecLink tab, as previously described, has always been used to produce detailed construction documents in CSI's 3-part section format. However, if the user has previously used the Short Form tab to produce schematic design or design development specs, the specifications on the SpecLink tab will be pre-edited to some extent by links from the Short Form specs. Basic material choices from the Short Form tab will result in selection of corresponding information on the SpecLink tab, plus basic installation text for most products.

## Using BSD SpecLink on LEED Projects

**LEED in BSD PerSpective Performance Specifications** - The Performance Specifications of BSD SpecLink reference the LEED Rating System document for environmentally responsible design criteria; certification is optional. For RFP's and early design documentation, PerSpective identifies which credits are required, which are desirable, and which are not required. The Design-Builder can be given the responsibility of performing the Certification documentation, or the Owner can assume that responsibility.

**LEED in BSD SpecLink Construction Specifications** - BSD SpecLink takes a strategic, straightforward approach to specifying LEED requirements in the construction documents. Two sections with non-printing, automated checklists activate the appropriate specification provisions when the project manager or specifier determines which credits will be pursued. In addition, one of the checklists helps the specifier identify the credits that are easiest to achieve and easiest to specify, although not necessarily the lowest cost - the credits are presented in groups based on their importance and ease of achievement, not simply similar issues as the Rating System does.

A LEED Requirements Report can be printed that lists all of the sections that include paragraphs related to LEED.

In addition, there are 8 Submittal sections which are forms that are intended to be used by the Contractor to submit information needed by the Design Professional to demonstrate that particular credits have been achieved. In particular, credits that depend on knowing the cost and quantity of certain types of products cannot be achieved without obtaining that information from the Contractor. These include certified wood, recycled content, rapidly renewable content, locally sourced new products, and reused products. In addition, a form is provided for each installer to certify that they have not used adhesives, sealants, and for suppliers and installers to certify they have not used composite wood with prohibited VOC content. The first section explains how to use the LEED submittal forms. The forms follow, each in a separate section so that each starts a new page. Each form has been designed to fit on a single page using the default page layout, except for the wood and metals product lists, which will probably need more.

See [http://www.bsdsftlink.com/library/speclibrary\\_issues\\_LEED.htm](http://www.bsdsftlink.com/library/speclibrary_issues_LEED.htm) for additional and the most current information on incorporating LEED requirements in BSD SpecLink.

## Key Features of BSD SpecLink

Unlike a word processor, BSD SpecLink is designed specifically for writing specifications. Below are some of the key features that will help you write specifications more efficiently and more accurately in BSD SpecLink.

### Database Integrity

Editing a project in SpecLink does not affect the master database. Each project file is actually an overlay that contains all the changes you make. When you preview or print a section, you are actually seeing the master text as modified by the project overlay. Because of this isolation of project information, your additions and modifications in the overlay file are not affected when the master database is updated.

### Visible Links

Tens of thousands of links in the database make the master database "intelligent." As you select paragraphs for your project file, the on-screen status box for each paragraph indicates link activity by colored codes. Green links add related text, red links exclude incompatible options, and yellow links highlight choices you may wish to make. All of these links are visible in the Links dialog box, so you can tell exactly why a particular paragraph has been included or excluded. You can even add your own links, making your office master project as intelligent as it needs to be for your practice.

### Updating Options

When you receive the quarterly updates via CD or download, you don't have to update any of your project files. However, you must install the master updates on your system shortly after you receive them, in order to keep the data from expiring. Archived projects and active projects approaching completion can be opened without updating, because the old master data is not discarded. Pointers in the database continue to display the old information if you elect not to update a particular project, although data that would be affected by the update is color-coded for your information and potential review. In the meantime, any new projects you start automatically use the latest text.

### Section Check-Out/Check-In

SpecLink includes a Section Check-Out/Check-In feature to facilitate the editing process. When you check-out a section, the links to and from other sections are temporarily suspended, speeding up the processing of your edits. Those links will be implemented when you check it back in. In a multi-user situation, any other users who open the project see a red key indicating that you have the section checked out. Other users can edit and/or check-out other sections in the same project. See Chapter 9 for more information.

# Major Benefits of BSD SpecLink

## Valuable Knowledge Base

SpecLink offers a database of over 800 specification sections that are augmented by over 140,000 built-in links. It also includes over 28,000 notes to the specifier and information about hundreds of reference standards cited throughout the database. Even without the automation features of the software, this knowledge base is a very valuable resource to draw upon when defining requirements for building construction.

## Standardization

The organization of SpecLink's data follows CSI standard formats. Sections on the PerSpective tab are organized according to CSI's *UniFormat*<sup>™</sup>, which structures data based on the building element (substructure, shell, interiors, etc.), rather than on building materials. The Short Form tab is organized according to the 1995 edition of *MasterFormat*, which structures data according to basic materials. Sections on the SpecLink tab, for construction specifications, are organized according to both the 1995 and the 2004 editions of CSI's *MasterFormat*<sup>™</sup>, depending upon which global option has been chosen. Instead of providing huge broad-scope sections that are difficult to edit for specific projects, SpecLink's content is primarily organized into smaller medium-scope and narrow-scope sections. On the SpecLink tab for construction specifications, the organization of the individual sections closely follows CSI's *SectionFormat*<sup>™</sup>. Each section is organized into 3 parts: *Part 1 – General*, *Part 2 – Products*, and *Part 3 – Execution*. The titles and the order of the articles within each part also follow CSI's recommendations. This standardized organization helps users maintain their orientation during the editing process and helps constructors by assuring that similar provisions are always found in the same place within different sections. Finally, the default page format provided with SpecLink is based on CSI's recommended *PageFormat*<sup>™</sup>. This layout is illustrated in the Printing chapter of this manual, but it can be customized by the user or replaced with one of the other formats provided.

## Comprehensiveness

The BSD SpecLink database offers master text for a comprehensive array of sections—currently over 800—that encompass all divisions of CSI's *UniFormat*<sup>™</sup> and *MasterFormat*<sup>™</sup>, plus representative introductory documents that precede the specification sections. On the SpecLink tab for construction documents, the specification sections are divided into “non-proprietary” and “proprietary” documents. Those labeled as non-proprietary are based on industry standards and do not rely on information from particular building product manufacturers. In the Tree Panel of the Main Window, the titles for non-proprietary sections appear in blue. The proprietary sections are based on products by sponsoring building product manufacturers, and their titles appear in black in the Tree Panel. Sections that have been added by the user appear in a green font.

## Automation

While computerized databases are commonly used for construction scheduling and cost-estimating tasks, the application of this powerful tool to specification documents is unique to SpecLink. Some of SpecLink's additional benefits include the following:

**Compare Projects Feature:** You can automatically compare projects in SpecLink to clearly show the differences between them. The Compare Projects feature allows you to compare individual sections, divisions, or whole projects. This feature is especially helpful for addenda, because it allows the design professional to issue a document that clearly shows the differences from the original document. Additions to the original document or documents are underlined, and deletions still appear, but are stricken through.

**Global Options:** You can replace the specific terms "Owner," "Architect," "Contractor," "Design-Builder," and "the State in which the Project is located" throughout your project with terms of your choice—automatically. With one mouse click, you can also establish the units of measure (inch-pound, SI metric, or a combination) used throughout the project. With a single mouse click, you can also switch your projects between the 1995 edition of *MasterFormat*<sup>™</sup> (with 5-digit section numbers and 16 divisions) and the *MasterFormat*<sup>™</sup> 2004 (with 6-digit section numbers and 49 divisions). This global switch also automatically changes all cross references to the appropriate section number and title, in addition to changing the title and number in the sections themselves and in the navigation tree.

**Table of Contents:** At project completion, the last document you print is the Table of Contents (TOC). In BSD SpecLink, there are several TOC options, all of which are generated automatically. On the PerSpective tab, there is a separate *Section 00010—Table of Contents* that is linked from all other sections on the tab so that all sections included on a particular project automatically select their titles in the TOC. On the SpecLink tab there are two options—an automatic Table of Contents report, and two separate sections called "Table of Contents"—one for each of the two MasterFormat editions. The TOC report includes page counts for all sections, and both TOC sections—like the one on the PerSpective tab—are linked from all others so the titles of selected sections are automatically included.

**Requirements Reports:** On the SpecLink tab for construction documents, twenty-two special requirements reports are available for project management during the construction administration phase. Paragraphs within sections that require Product Data Submittals or Shop Drawings, for example, are tagged with a special code. When you have completed your specification, you can print a list of all sections in the project that include paragraphs with the special code. You can also add tags to paragraphs you have added to the project, assuring that those sections will end up in the reports you generate.

**Manufacturer Features:** Hyperlinks are provided to the websites of the manufacturers listed in SpecLink's master database. The hyperlinks are located in the master note for each manufacturer paragraph. When a spec is complete, the Manufacturer Listing requirements report can be printed. This report lists by section and by product every acceptable manufacturer listed in the specs. In addition, some manufacturer listings include a paid "infomercial," or advertisement, in the notes window, with additional information about that manufacturer's products and multiple hyperlinks to various locations with relevant information.

**Reference Standards on Demand:** BSD has entered into an agreement with another organization – IHS, Inc. – which is in the business of gathering information from disparate sources and making it available to various industries, including the construction industry. Under our agreement with IHS, we have provided links to all documents that are available through their IHS Standards Store. To access the hyperlink for a particular standard, find the citation in Part 1 of the section or any place where the standard is referenced, open the master notes panel, and then click on the hyperlink. In a few cases, the document itself is available online at no cost. In most cases, however, at least a synopsis of the standard is available, and the document itself can be purchased online. Once purchased, most documents can be viewed or downloaded immediately. A minority of the reference standards will have to be shipped.

**Word Processing Features:** You can choose an automatic paragraph-numbering scheme or design your own. You can add customized headers and footers, using optional keywords for variables such as section number and section title. You can change fonts by text level and use bold, italicized, or underlined characters. You can select portrait or landscape page orientation. A find/replace feature allows you to search for any word or phrase and replace it, if necessary. A spell checker allows you to find errors in any text you add.

**Notes that Don't Get in the Way:** Context-sensitive notes to the user are designed to give you additional information about choices in the text, helping you make decisions appropriate for your project. The notes do not affect your ability to read and understand the document text, because they appear in separate Notes panels that can be turned on and off or resized. You can also attach notes of your own to any paragraph, including paragraphs you have added. Notes can consist of text, graphic images, or a combination of text and graphic data. Since notes will print only when you specifically request them, there is no danger that they will be added unexpectedly to a printed document.

**On-Line Help and Electronic User Manual:** On-line Help in SpecLink is probably the best way to get answers about the software quickly. Using Help, you can find information from the Table of Contents or by using the index of Help topics. Much of on-line Help has been excerpted from the *User Manual*, which is available in electronic format and may be accessed from the CD-ROM or the BSD website. You can also load it onto your hard drive. Using the "find" feature in the edit menu offers you a quick way to "thumb through" the manual electronically, to find something you might remember

reading but can't find quickly in the hard copy. The most up-to-date version is available on our website ([www.bssoftlink.com](http://www.bssoftlink.com)) in the Download Center.

The benefits of SpecLink described above will improve the quality of your documents. The built-in linking and the many productivity features also will gradually improve your speed. For further information and suggestions on how to realize these gains, read the other chapters in this manual, especially "Using SpecLink Effectively," "Understanding Links," "Managing Projects," and "Creating a Master Project File."

## How Is Editing in SpecLink Different from Word Processing?

Although it incorporates many word processing features, SpecLink is not a conventional word processing application. All information about a project is contained in a single project file created for each new project. This project file can be conceptualized as a transparent overlay sheet through which you can read everything in the database. As you select, edit, or add text, notations of these inclusions and deviations from the master are registered in the project file. Through the overlay, your view of the master database is modified to include your entries to the project file, but the master database itself is never altered.

In SpecLink you *select* the text you want from the master database, instead of deleting text you don't want. Only selected, active text is assembled into the final document and printed; the other text is ignored by the Print and Preview functions. You can also edit master paragraphs (edited paragraphs are indicated by a light blue rectangle across the bottom of the Origin status column) and add your own paragraphs (indicated by a blue and white icon in the Origin column).

You can tell at a glance if a paragraph in the Document Panel is active (selected for inclusion, with valid parentage) or inactive (unselected, excluded, or with incomplete parentage). Inactive text appears in a grayed font and its status columns are a light gray. If auto numbering is toggled on, inactive paragraphs remain unnumbered. Selected text has a green status box (indicating selection by a link), a checkmark in the status box, or both. If the parentage of the selected text is complete, selected text becomes active. It turns black against its white background, and its status columns turn a dark gray. If auto numbering is toggled on, paragraph numbers are applied automatically. For most users, selecting text by clicking on its status box is faster than the word processing alternative of blocking and then deleting unwanted text.

The major advantage of the SpecLink approach, however, is that all the master text is always available for use on future projects. *Nothing is ever deleted.* In SpecLink, when you copy a section or a whole project file for use on another project, you copy only the information in the project overlay. When you view the new project file, you see the entire master as overlaid by the project information. Options not needed on the original project

that might apply to the new one are still visible and available for selection, in contrast with the word processing alternative. For final content review, you can choose Compact View, which hides any text not included in the project file.

When you select text with a cross-reference to other text, whether inside or outside that section, the program activates a link. These links are analogous to formulae in an electronic spreadsheet. Links may highlight a paragraph for your consideration, automatically include it in the project file, or exclude it as incompatible with an earlier choice. While tens of thousands of these links are already embedded in the database, you can also make your own links to customize SpecLink to your own specific needs. Links between sections are as easy to build as links within a section, so this single file structure results in better project coordination.

Because all information is contained in a single project file, you make decisions that apply to the whole project—page setup, formatting, numbering, headers and footers, edition of MasterFormat, and units of measure, for example—in one place. Should you decide to print your document instead of delivering it electronically, you can choose from standard page formats or create and customize one yourself. The format is applied automatically to each section in the project.

The on-screen working environment for SpecLink resembles a document in word processing, except that each paragraph is actually one field in a database record, as indicated by the Sequence Number (#) in the adjacent status column. Other status columns contain additional information about the paragraph, such as its current selection status, its origin, and the availability of master and project notes. Unlike working in a word processor, with BSD SpecLink your work is saved automatically each time you move your cursor to another paragraph. With SpecLink, you never have to worry about losing work inadvertently or forgetting to save your work.

Final printed output differs in appearance from the working environment. For instance, the database contains many embedded choices, which are indicated by the use of colored fonts in the Document Panel. Text blocks shown in blue are embedded multiple choices that are changed by clicking on the choice and selecting alternative text from the menu displayed. Green text indicates global options that can be changed in the Project Summary Information dialog box. Fill-ins are shown in red, within square brackets. Optional text is shown by means of a special indicator [ $\langle \rangle$ ]. When the document is printed, however, these color distinctions and markers disappear (unless you elect to print in color). Also, unlike a word processor, SpecLink prints only the active selected text. Inactive text (paragraphs that are unselected, excluded, or with incomplete parentage) does not appear in the final hard copy, even though it appears on screen.

## Using This Manual to Learn about SpecLink

This manual is an introduction to SpecLink and an aid to learning its use. Each chapter provides an overview to the concepts and functions of the software. In addition, step-by-step instructions guide you through using the features.

SpecLink is designed to be as intuitive as possible. If you are familiar with other Windows programs, it should be easy to learn SpecLink's basic operations. If you are new to Windows, it would be best to learn the fundamental Windows conventions before using SpecLink for the first time. At a minimum, you should understand how to open several windows concurrently and display and re-size them for greater productivity.

Learning to use any new program requires a time commitment, and SpecLink is no exception. If you usually write or edit with a commercial word processing program, some of your skills are immediately useful. For instance, cutting and pasting via the Windows Clipboard is a helpful skill. You may need some time to get used to selecting needed text instead of deleting unneeded text as you do with a word processing master specification. And navigating through SpecLink with maximum efficiency is a skill that improves with practice.

This manual is organized in modules that reflect normal workflow. If this is your first time using the system, start at the beginning and work through the manual chapter by chapter. You should read at least this Introduction and the following chapters in this manual: "Using SpecLink Effectively," "Software Orientation," "Starting a New Project File," and "Editing a Project File." After you are comfortable with the application, you can go directly to topics for which you need additional assistance. You may also want to use on-line Help.

### On-Line Help

On-line Help will get you answers fast, without having to read through a lot of instructions. Using the On-line Help allows you to find information from the Help Table of Contents or by using the Index of Help topics. Additionally, you can use the On-Line Help Search feature to search for any word or term within all Help topics.

On your initial project you may want to experiment with editing and production strategies, perhaps by reviewing some of our suggestions in the chapter "Using SpecLink Effectively." You may also want to experiment with customizing the look of your documents (see the "Printing" chapter in this manual for some ideas). Although your first effort will be a learning process, you will quickly be able to produce better-written project documentation faster and with less effort using SpecLink.

## Manual Overview

The chapter overviews below can help you find information quickly. Check out the table of contents and the index for more detailed topics.

**NOTE:** For installation instructions, directions for moving the software, and system requirements information, see the Installation document available on the *Install BSD Products* screen of the latest version of the BSD SoftLink CD-ROM or on our website at [Subscriber Information](#).

### Chapter 1 - Introduction

This chapter describes SpecLink's basic benefits, lists key features, and explains who might benefit most by using this system. It also includes a brief overview of the remaining chapters.

### Chapter 2 - Using SpecLink Effectively

This chapter gives you an overview of the origins of SpecLink, the assumptions upon which it is based, basic information on how it works, and a methodology for preparing each of the major document types it was designed to produce.

### Chapter 3 - Software Orientation

In this chapter you get a guided tour through SpecLink's windows, menus, and toolbar commands. You get navigation strategies so you can use the product in the way that is most comfortable for you. You also learn how to access and use on-line Help.

### Chapter 4 - Starting a New Project

In this chapter you learn how to create a new project. You also get step-by-step instructions for setting global options, selecting sections, creating new sections, and copying project files. Information is provided about status boxes, notes, and requirements reports so you have a thorough understanding of the principles and steps for creating a new project file. Finally, you learn how to copy one or more sections from one project file to another.

### Chapter 5 - Editing a Project

This chapter describes the editing tools included with SpecLink. You learn how to open and navigate within a section, select and exclude text, and use the Choices function. You also learn how to edit, add, delete, copy, paste, promote and demote paragraphs, as well as import from the Clipboard.

## Chapter 6 - Understanding Links

Links are very effective tools for ensuring that relevant information is included in your documents. SpecLink provides system links and allows you to add, change, and delete your own links. This chapter guides you through understanding and using the Link function.

## Chapter 7 - Comparing Projects

This chapter explains how to use the Compare Projects window to view added text, edited text, and deselected or excluded text, and how to preview a report comparing two project files.

## Chapter 8 - Printing

SpecLink includes many printing and formatting tools so you can prepare documents with a customized, consistent, and professional appearance. This chapter describes how to establish a document format, design the format of paragraphs, establish page settings, and create headers and footers. In addition, you learn how to preview, print, and export your documents.

## Chapter 9 - Managing Projects

In this chapter you learn how to compact and archive projects. In addition, this chapter presents several project management concepts including section check-out and check-in.

## Chapter 10 - Creating a Master Project File

The automated Master Project File is one of the greatest productivity tools in document development. In this chapter you learn basic concepts and how to create a master project file. You are guided through modifying existing projects, adding references, and adding checklists.

## Chapter 11 - Updating

This chapter provides detailed instructions for updating projects, including office master projects.

## Appendixes

Appendix A is a listing of PerSpective (first tab) Documents.

Appendix B comprises content summaries for PerSpective sections.

Appendix C is a listing and content summaries for Short Form specs (second tab).

Appendix D is a description of the CSI 3-part section format for SpecLink (third tab).

Appendix E documents the terms and conditions of the BSD SpecLink license agreement.

