

NMS-Edit/Plus

for

WINDOWS

Version 1.9

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Introduction

This section of the NMS-Edit/Plus manual consists of:

- An **Overview** of the NMS-Edit/Plus system
- **Installation** instructions
- Functions in the **Icon Bar**

Introduction

Overview

This document describes the function and use of the NMS-Edit/Plus system, developed by Innovative Technology Inc. of Ottawa, Ontario.

The NMS-Edit/Plus editor allows the user to easily manipulate construction specifications. It works with the NMS/DDN Construction Specification database, produced by the NMS Secretariat and Construction Specifications Canada. This database, a standard for the construction industry in Canada, provides specification writers and other professionals involved in the industry with a comprehensive and easy-to-use source of information.

NMS-Edit/Plus may also be used with other master specifications (such as CONSPEC or DEVIS SOMMAIRE TYPE), or with user entered specifications. Because NMS-Edit/Plus understands the specification writing task, it is far superior to general-purpose word-processors for this job.

Contents

The NMS-Edit/Plus package consists of two major parts:

- (a) A **word processing system** for editing construction specifications. NMS-Edit/Plus performs normal word processing tasks as well as special functions such as renumbering and automatic formatting. The unique formatting capability maintains the standard headings and columns of the specifications, both in the editor and while the document is printed. A document can be processed in its original two-column format, or in the CSC Page Format (sometimes called wide page format).
- (b) The **complete NMS/DDN database** itself, provided as files on diskette for ease of use. The NMS files are normally installed onto the system's hard drive.

Requirements

The NMS-Edit/Plus system requires the use of Microsoft Windows version 3.1, 95, 98 or NT. It occupies approximately 7 megabytes of space on your hard disk. The portions of the NMS database you choose to install will occupy up to 8 megabytes of additional space

Installing NMS-Edit/Plus

The NMS-Edit/Plus installer is an easy-to-use program for setting up your specification writing system. You can use it to:

- Install NMS-Edit/Plus and the NMS database
- Upgrade your software to the latest version of NMS-Edit/Plus
- Upgrade your existing NMS-Edit for DOS installation to NMS-Edit/Plus for Windows

If you load the NMS data onto your hard disk with the NMS-Edit/Plus installation program, each division or group of divisions will be loaded into a different directory. For example:

- \NMS\E01 - contains English division 1
- \NMS\E02 - contains English division 2
- \NMS\F15 - contains French division 15

Preparing to Install

The NMS is distributed typically on CD-ROM. However, a diskette version is available. The NMS may be loaded onto your hard disk for ease of use.

Diskette users should make a duplicate 'back-up' copy of the diskettes before use. When the backup is complete, use the duplicate copy, not the ITI originals, for your day-to-day work. The labels on the NMS diskettes show the applicable divisions (i.e. 03-04, 08 etc.). Some divisions are divided into several binders in the hard copy format. To make co-ordination easier, the NMS diskettes follow a similar subdivision. Division 2, for example, is broken down into 02#1, 02#2, 02#3, and 02#4, representing the four binders of division 2.

The diskette label indicates the revision of the NMS. A revision number consists of the last two digits of the year followed by the number of the revision in that year, e.g. '9701'.

Running the Installer

CD-ROM

To access the installer on *CD-ROM*, simply insert the CD and click on 'National Master Specification' then 'Install NMS' from the start-up program. The installer will launch. Next:

1. Type the NMS-Edit/Plus *access key* exactly as printed inside the CD jewel case, paying attention to letter case and distinguishing between the number '1' and small letter 'l', the letter 'o' and the number '0'.
2. Type the drive and directory where you wish to install the software. NMS-Edit/Plus is normally installed on the 'C:\NMS' directory. NMS/DDN packages or divisions you have purchased are automatically installed under the NMS-Edit/Plus directory. Click 'Install'.

3. Select what components you wish to install. It is most efficient to install both program and data to your hard drive. (If you wish to use the NMS with another word-processor, you must always install the NMS to your hard drive.)
4. When installing for an external word-processor, a menu will appear allowing you to select the type of format you wish installed. NMS-Edit/Plus format is installed by default.
5. When the installation is complete, select the program group that is to hold the NMS-Edit/Plus icon.

Diskette

If you have a *diskette* copy of NMS-Edit/Plus, start the installer by double-clicking on the 'install' icon on diskette 1, or type 'a:install' from the 'Run' command prompt. The install program will begin. Next:

1. Enter the name of the drive and directory where you wish NMS-Edit/Plus to be installed. If you are upgrading from NMS-Edit for DOS, enter the name of the directory where you have NMS-Edit already installed.
2. You will normally click on the 'Full Install' button. If you are installing only new NMS database sections, you may skip the installation of NMS-Edit/Plus by clicking on 'Custom Install' and selecting the components you wish installed. The installer will then copy the files to your hard disk.
3. You will next be asked for the name of the program group where you want the NMS-Edit/Plus icon to appear. You can leave it as NMS-Edit/Plus or you can specify a new group if you wish.
4. You will then be asked for the next (NMS or DDN) data diskette. If you wish to install the NMS database on your hard disk, insert one of the database diskettes at this time and click 'OK'. When that diskette has been installed, you will be asked for the next diskette. You may install the database diskettes in any order. Continue until all database disks are installed. When you are finished (or if you do not wish to install any database diskettes) click 'Done'.
5. Lastly, the README.TXT file is displayed on the screen. Please take the time to read this file. It contains information that may be important to you.
6. If you later decide to add more of the NMS to your hard disk, run the installer again and select 'Custom installation' and 'Install database only'.

7. When NMS-Edit/Plus is first started, it will ask for a valid *access key* to permit running the program and reading the NMS sections you have purchased. Type in the access key exactly as printed on the insert included with the NMS-Edit/Plus package. Pay close attention to letter case and distinguish between the number '1' and small letter 'l', the letter 'o' and the number '0'.

Installing NMS-Edit/Plus on a Network

NMS-Edit/Plus is licensed for a *single concurrent use* only. If you wish to run NMS-Edit/Plus on more than one workstation at the same time you must purchase a site license to do so from Innovative Technology Inc. Running more copies than you have a licence for is not legal.

To install NMS-Edit/Plus for network access you need to:

1. Install NMS-Edit/Plus on a network accessible drive using the NMS-Edit installer.
2. Copy BWCC.DLL from your \WINDOWS\SYSTEM directory to the server NMS-Edit directory.
3. COPY NMSPLUS.RF from your \WINDOWS directory to the server NMS-Edit directory.
4. Make the server NMS directory read-only to the workstations.

This configuration allows users to run NMS-Edit/Plus from the single copy on the server. They can perform all operations except setting their own preferences. The preferences they get will be the ones defined by the NMSPLUS.RF on the server directory.

If you wish to allow users the ability to set their own preferences, you must copy the NMSPLUS.RF file to each user's \WINDOWS directory.

Converting NMS-Edit MS/DOS Files

Some users wish to use files from the MS/DOS version of NMS-Edit in the Windows version. Since the file formats are identical, no special conversion is required, and the files may be freely exchanged between the DOS and Windows versions.

The Icon Bar

NMS-Edit/Plus features a shortcut command menu called the Icon Bar. The Icon Bar contains the most common commands and options you will use. Buttons on the Icon Bar are divided into four categories:

File Manipulation



- Open a file
- Save the document
- Print the document
- Spell-check the document
- Undo or Redo the last command

Cut and Paste



- Cut
- Copy
- Paste

Mode Control



- Auto-Format ON/OFF 'Filled-in' indicates
- Insert mode ON/OFF the setting is 'on'.
- Right justify ON/OFF
- Auto-Renumber ON/OFF
- Column counter

Text Formatting



- Plain text
- Bold text
- Underlined text

Clean-up Commands



- Renumber the document
- Delete all Spec Notes from the document
- Delete all Option brackets and underscores
- Convert the document to NMS Page Format
- Convert the document to CSC Page Format



Using th

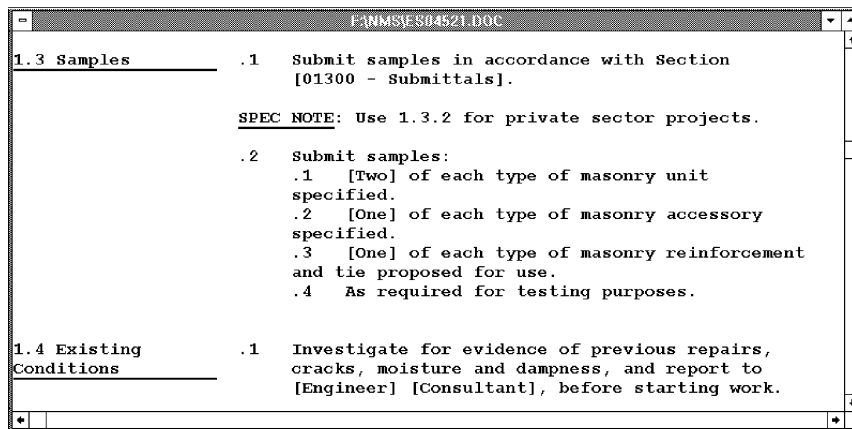
This section of the NMS-Edit/Plus manual explains

- the **Format** of NMS documents
- how to **Create a Project**

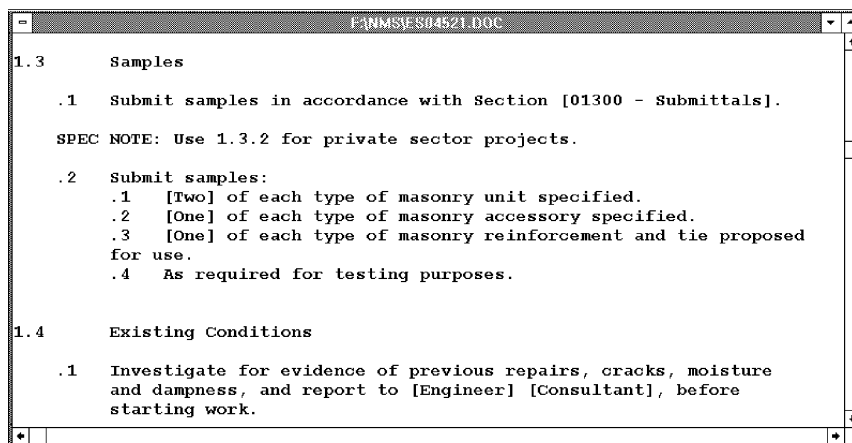
Using the NMS

Document Format

The National Master Specification database installs in the standard two-column format, with headings on the left, and text on the right. This format has often been criticised as being too wasteful of paper. In response to these concerns, the CSC Page Format was developed to allow the text to move almost to the left margin of the paper, while maintaining the same content and paragraph numbering.



Sample NMS Page Format



Sample CSC Page Format

Files may be converted to the CSC format by following these steps:

1. Edit the file

2. Pull down the 'Control' menu and select 'Execute', select 'PAGEFORM.EXC' then click on OK

- or -



2. Click on the CSC Page Format button on the Icon Bar

This will set the editor's defaults to the Pageform values and reformat the document.

Note: The definition of CSC Page Format does not include underlines anywhere in the document. Many users prefer to keep the underlines in their documents. For instructions on how to alter the standard CSC Page Format to include underlines see page 30.



To convert a document back from CSC format to NMS format, follow the same steps but instead, select 'NMSFORM.EXC' or the NMS Page Format button on the Icon Bar.

Users who wish to use a format similar to, but not quite the same as, either of these formats should examine the contents of the 'PAGEFORM.EXC' and the 'NMSFORM.EXC' files in the NMS directory. By changing the parameters and commands in these files, many other specification formats may be incorporated into NMS-Edit/Plus.

Quick Start

Whether your NMS is on the hard disk or on diskettes, the process of creating a project from the NMS is essentially the same.

Create a Project

First, an area to store the project needs to be created. In NMS-Edit/Plus, use the 'New Project' command from the Project menu. If you are using a hard disk, use the 'New Directory' button to create a new directory. Give it the project name or some abbreviation to distinguish it from other projects that may also be on the hard disk.

For simplicity, it is best to create the project directories in the NMS directory.

If you are using diskettes, insert a new diskette and label it with the project name. (You may need to format the diskette and you may need to change to that drive to have it displayed on the 'New Project' dialog).

Once the location for the project is ready, enter the new project name and click on the 'Make' button. You have now created the control file for the project and established the new project as the current project.

Add the Sections

The next step is to copy any master files you wish to add to the project. Pull down the Project menu again and select 'Add File'. Turn to page **82** for more information on the Add File command. When the Add File dialog appears you will be in the current project directory.

This dialog contains two file lists and a directory list. The top file list is a normal list of files. You use it to find files to add to your project. As you select files to be added, they are recorded in the bottom file list. This lets you work quickly and select a number of files for adding to the project at once.

Using the directory list, find the directory containing the file you wish to add to the project. If you were adding files from division 2 of the NMS masters, you would change to directory C:\NMS\E02. If the files were on a different drive, use the 'Drives' list to change disk drives. If you are unsure about navigating through directories using a dialog, refer to your Windows manuals.

The file list shows a selection of the files in the directory. By selecting the 'List Files of Type' list you can have only master files, only document files or some other selection of files listed.

When you have found a file to add to the project, add it to the bottom list by highlighting it and clicking the 'Select' button, or by double-clicking on the file name in the list. You can then find another file and double-click on it. You can even change to a different directory and choose files from that directory.

After you have selected all the files you want to add to your project, click the Add button. This will copy the files to your project directory. The original files will be left in place and a new copy will be in the new project.

Had you accidentally double-clicked on an incorrect file name, you can delete it from the list of files to be copied by highlighting the file in the lower list and clicking the Remove button. This does not delete the file; it just removes it from the list of files to be copied.

Any master (.MAS) files that are copied into a project in this way automatically become working sections (.DOC).



Tutorial

This section of the NMS-Edit/Plus manual takes you through a tutorial on NMS-Edit/Plus for Windows. Work through this tutorial before starting any real projects. It won't take long and you will more than make up the time by knowing how to use NMS-Edit/Plus efficiently.

The first three sessions teach you the fundamentals of NMS-Edit/Plus. After completing these sessions you will be able to begin work. The last session teaches you more about using NMS-Edit/Plus and fine-tuning it to your office practice.

Tutorial

Session 1: The Basics

Starting NMS-Edit/Plus

To launch NMS-Edit/Plus, double-click on its icon. After the copyright notice and version number appears, a dialog asks whether you wish to open a new or existing project, open a section file, or use the menus. Click on the 'Open a Section File' button.

Next, the Open command's dialog box appears. Find the Samples directory in the list and select it by clicking the mouse on it. Then click on the 'Open' button. (You could also have double-clicked on the Samples directory).

The list of files changes to show the files in that directory. The one named 'SAMPLE.DOC' is the one we want, so select it (by clicking on it) and click on the 'Open' button again. After a second or two the sample section appears in a window on the screen.

Screen Controls

The section appears in a 'Maximised' window.



The upper right corner contains the size icon. Clicking it will shrink the window. Clicking it again maximises the window size.

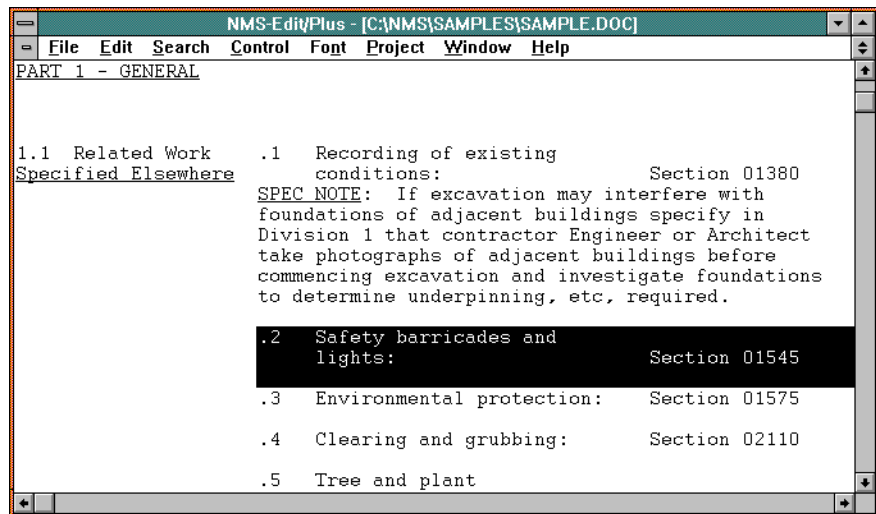
On the right is the scroll bar. Use it now to scroll down through the document. The Page Up and Page Down keys as well as the Ctrl-Home and Ctrl-End keys can also be used to move through the document.

Notice that the header (which contains the section title, number, date, page number and project information) only appears once in the document.

The section will be re-paginated properly and the header replicated onto every page when the section is printed. On the screen we only ever see a single header at the top of the document.

Deleting Paragraphs

One of the most common things you do when working from a master specification is to delete paragraphs. Let's see how to do it with NMS-Edit/Plus. Scroll down so that paragraph 1.1.2 is in the middle of the screen. Then move the I-Beam cursor over the '. 2' and double-click. The whole paragraph is now marked. It is shown in white on black so you can see exactly how much text is marked.



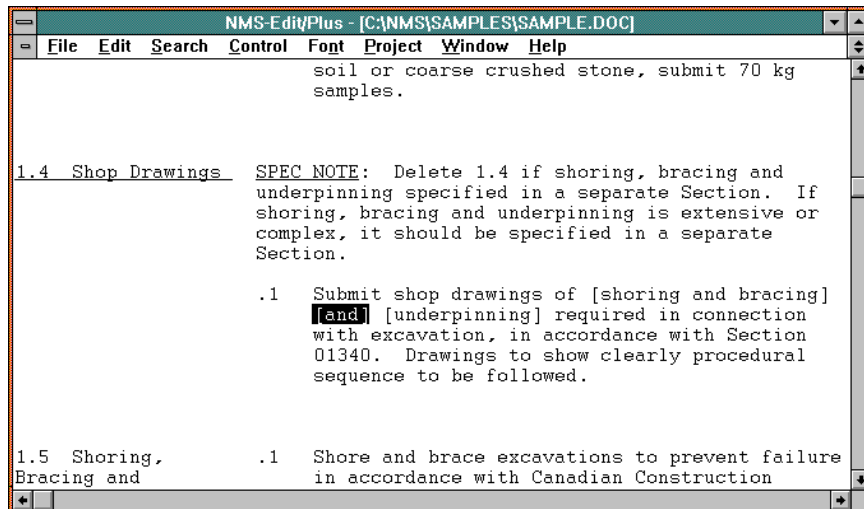
To delete the paragraph you can either pull down the Edit menu and select Cut, or you could press any one of the backspace, delete or Ctrl-X keys. Notice when you do so, the entire paragraph is removed and the rest of the paragraphs are renumbered.

Try it again on 1.1.5. Double-click on the paragraph number and delete the text. Scroll down and delete 1.5.1 in the same way. Notice this time that the title on the left remains in place and the next paragraph is placed opposite it and renumbered.

Working With Options '['']

Another common feature of master sections is that they contain 'options', which are always enclosed in square brackets ([]). In paragraph 1.4.1 there are a number of examples. In this paragraph the options tell us to choose either 'shoring and bracing', or 'underpinning', or both. To choose both we need do nothing else since both are there. But to choose 'shoring and bracing' only we would need to delete the two options '[and]' and '[underpinning]'.

Move the mouse pointer over the '[and]' option and double-click on it. The whole option is selected. Select Cut from the Edit menu or press the backspace, delete or Ctrl-X key. The option is deleted and the paragraph is reformatted. Use the same procedure to delete the '[underpinning]' option.



Another example of options is found in 1.2.1. Scroll to there now. Double-click on the word 'available' at the beginning of the option. Once again the whole option is selected and selecting Cut, backspace or delete removes it.

But this paragraph contains another type of option that looks like '[_____]'. This is an option where there is not a standard value or choice but where you need to fill in the blank. Move the cursor over the option and double-click on it. As you have come to expect the whole option is marked.

Now type '01380'. As soon as you typed the first zero the option disappeared and was replaced by the zero. Then the rest of the numbers were entered in the usual manner. This is another shortcut. Whenever you have something marked in NMS-Edit/Plus, typing a letter replaces it.

Selecting Options and Paragraphs

So far you have only used the scroll bars to move around in NMS-Edit/Plus. Now pull down the 'Search' menu and select the 'Next Option' command.

It automatically finds the next option and marks it for you. You can also execute this command from the keyboard with the Ctrl-O key. Try it several times, moving through the document and finding the options.

Sometimes when editing a document you know exactly what paragraph you want to go to and you want to get there quickly. To do this, pull down the Search menu again and select 'Find Paragraph'. When the dialog pops up asking for the paragraph number, type in 2.2.2.

NMS-Edit/Plus immediately takes you to the paragraph requested. When you are working from a marked up print listing, Find Paragraph is a handy way to move about.

Cleaning Up

Now that you have seen the most common types of things that you will be doing in NMS-Edit/Plus, it's time to learn how to finish off the document. If you want to go through the Sample section making more changes and experimenting with the commands you have already learned, do so now.

When you are ready to finish a document, there are a few special menu commands to help you. The first one cleans up the Spec Notes. These notes are found in master files to aid spec-writers in the use of the master. But once the file is edited, you usually don't want them. You will normally leave them in place while editing, and only remove them at the end.



To do this pull down the Control menu and select 'Drop SPEC NOTE' or click on the 'Drop SPEC NOTE' button on the Icon Bar. And voilà... the spec notes are all gone. Browse through the file and you will see that they have all been removed and that any that were opposite titles have also been correctly handled.

But our file is still not ready. When deleting and filling in the various option fields, the square brackets were left around the option fields that you left in.



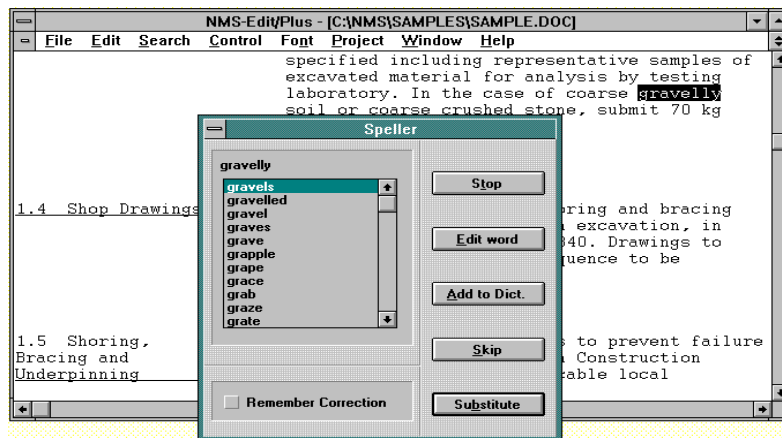
Select the 'Drop Options' command from the control menu or click on the 'DROP OPTIONS' button on the Icon Bar and all of these remaining options are deleted. That was much quicker than removing each square bracket separately.

One other thing that we should do before saving our work is to check the spelling.



Choose the 'Spell' command from the Edit menu or click on the 'SPELL' button on the Icon Bar. This command will check the spelling of the entire document. If there were no errors (there probably weren't unless you made some mistakes), the cursor will turn to the hourglass cursor for a few moments and then it will return to the arrow or I-beam.

If there were errors they will be highlighted, one after another, and you will be given a dialog with a list of words you could use to correct the misspelled one. To substitute a word from the list, just highlight it and click on 'Substitute'. You may also enter a correction manually, ignore the error, or add the word to your dictionary.



The last clean-up task to perform is to renumber the file. In all of your work so far, NMS-Edit/Plus has kept the file properly renumbered. But there are times when it can be out of sequence (explained later).



It is always a good idea to choose the 'Renumber' command from the control menu or from the Icon Bar before printing the file. It renumbers the entire document.

Saving



When you have cleaned up your work, you can save it by selecting the 'Save' command from the File menu or from the Icon Bar. If the sample section was a master file, the Save command would automatically ask you to set a new name for the file, to prevent it from being accidentally corrupted.

To leave NMS-Edit/Plus, select 'Exit' from the file menu. This will close any windows you have open and terminate the application.

In this session we have learned the most common operations in NMS-Edit/Plus and we have seen how NMS-Edit/Plus saves us time. Remember, when editing a file, using double-clicks on options and paragraphs to quickly remove the unwanted text. Use double-clicks to replace fill-in option fields.

When you are finished editing, use the Drop SPEC NOTE, Drop Options and Renumber commands from the Control menu before saving your work.

Carefully review the material you have learned thus far. When you are confident with it go on to the next session.

Session 2: Moving On

Review

In the first session you learned about the most basic and fundamental aspects of NMS-Edit/Plus. These were also the ones that you will use most frequently so be sure you know them well. In this session we will amplify those concepts by giving you some more useful tools.

Typing

Start NMS-Edit/Plus, 'Open a Section File', and edit the 'SAMPLE.DOC' file again. Scroll down to paragraph 1.3.1; move your pointer over the period after the word 'laboratory' and click once. A blinking vertical line appears between the 'y' and the period. If you don't get it in the right place, try again. Using the pointer to place the text cursor sometimes takes a little practice.

This little line is called the 'text cursor'. It indicates the position where any text you type will be placed. Try typing 'in another city'. (Don't type the quotation marks, but do type the space at the beginning). As you typed the text, the letters were entered and the paragraph retained its correct format even though some words needed to be moved to the next line.

Now move up and double-click on the word 'representative'. The whole word is marked. You may also have noticed that the text cursor has disappeared. Now type 'several'.

Of course you expected that. With an area of text marked, whatever is typed will replace the marked text. But you have also learned that double-clicking on a word, highlights that word. You already knew about double-clicking on paragraph numbers and options but now you see one more example.

You can also mark text by dragging the cursor. Let's look at how to do this.

Marking

Move your pointer to the first letter of the word 'for'. Now, while holding down the mouse button, move your cursor up or down a couple of lines. Also try moving it sideways, staying within the right column of the section. As you do, you will see the area marked on the screen. When the button is released the marked area is locked. If you want to change the marked area, just start again - position the cursor, push and hold the mouse button and move the mouse.

When you are marking an area in this way, NMS-Edit/Plus looks at the start and end point of the block to decide how to mark it. If you start and end on the same side of the document, only that side is marked. If you start and end on different sides, all the text is marked.

Scroll down to 1.5.1 to see this. Mark off just the words 'Shoring and bracing'. Now start again with the word 'shoring' but this time drag your cursor over to the right to include some of the text on the right. Now move it down a couple of lines.

Marking text in this way makes editing very easy. Just mark the text you want to replace or remove. Then either type what you want to replace it with or press backspace (or delete or Ctrl-X) to remove it.

Hint: To mark large areas of text: use 'shift-clicking'. Mark a small area of text at the beginning of the block you want to mark. Scroll down, using the scroll bars, to the end of the area you want to mark. Hold down the shift key on the keyboard and click and drag the mouse to mark the end of the block. This extends the previous block to this point.

Adding New Paragraphs

Adding new paragraphs is easy with NMS-Edit/Plus. Just type them in. Position the text cursor somewhere on the left side of the blank line between 1.5.1 and 1.5.2. We will add a new paragraph on this line. Once the cursor is on the line, use the Tab key to move it to the first indentation. Although you could have placed the cursor by eye, you might easily have put it at the wrong column. So you should always use the tab key to position the cursor before typing a paragraph.

Now you are ready to type. Enter:

```
.2 This is a new paragraph that we are putting in  
for learning purposes.
```

As you typed you saw that NMS-Edit/Plus made room when it was needed. All we needed to start a new paragraph was enough space to begin typing.

But what if there isn't enough space? For example how do we add a new sub-paragraph of the one we just entered?

With the text cursor on the last line of the paragraph, select the 'Newline' command from the 'Edit' menu" or press 'F3'. A new, empty line is inserted. Now we can position our cursor (move it to the left then tab to the desired indentation level) and begin typing. Position the cursor at the second indentation and type:

```
.1 We follow this by another example for your  
edification.
```

You may have noticed that there should be blank lines before the new paragraph and before the old '.2' paragraph. In NMS-Edit/Plus you need never worry about this. When the file is printed it will be spaced correctly.

Opening Multiple Windows

So far we have only worked in one file, and that may be the way you work much of the time. But NMS-Edit/Plus will allow you to have as many as 50 files open for editing at once.



Pull down the File menu and select Open or click on the Open File button on the Icon Bar. From the file dialog select the file 'PRTEST.DOC' and then click on the Open button. This section is now displayed in a new window. If your windows are zoomed in (so that they do not fill the screen), you will be able to see both windows. The new one is down and to the right from the first one. If you move your pointer over any part of a partially covered window, then click the mouse, that window is brought to the top of the display so you can work in it. Try changing windows this way now.

If your windows are zoomed, or if you have re-sized them or moved them, you may not be able to see an exposed portion of a partially hidden window. You can switch windows by pulling down the 'Windows' menu and selecting the one you want to view or by pressing 'Ctrl-F6'.

Switch to the PRTEST.DOC file now. Mark the first paragraph by double-clicking on the '.1'. Pull down the Edit menu and select Copy. This makes a copy of the marked text on the clipboard. (The clipboard is an area where text and pictures can be saved while they are being moved from one place to another).

Switch back to SAMPLE.DOC again and scroll up to 1.3. Position the text cursor on a blank line after paragraph 1.3.1 and use the tab key to position it exactly at the first tab position.

Pull down the Edit menu again and select the 'Paste' command. The paragraph that we had on the clipboard is inserted into the document at this point. This technique of marking text, copying it and then pasting it at another point is a very useful way to copy paragraphs from one document to another or within the same document.

If you had chosen the 'Cut' command instead of the copy command, the text would be removed from the original location as it was copied to the clipboard, allowing you to move text.

You can even move text between NMS-Edit/Plus and other word processors using the Cut, Copy and Paste commands.

Using these techniques you can move as much or as little text as you want. But beware! Any underlining or bold facing is lost in the transfer. You will need to replace them later.

Formatting Text



In the paragraph we just pasted, find the phrase 'NMS and DDN' and mark it. Then pull down the Font menu and select 'Underline', or click on the 'UNDERLINE' button on the Icon Bar. All of the text we selected is now underlined.

The 'Plain Text', 'Underline' and 'Bold' commands on the Font menu or the Icon Bar all work this way: they apply to all of the marked text. Be careful with their use. A specification is a legal document, not a work of art. Underlines should be used for titles only. Bold text should be used sparingly, for special emphasis only. Excessive use of bold or underlining defeats their purpose.

NMS-Edit/Plus always displays the document in 'Courier New' font while editing. When printing, it restricts a document to the use of only one font and only one size of text for the entire document. The font menu indicates which font is currently in use for printing. For the present, leave the font selected as 'Courier New' and size '11'.

Getting Help

This tutorial is a good way to learn NMS-Edit/Plus. The reference section of the manual explains all of the commands available. But sometimes while you are working, you don't want to pull out the manual and leaf through it looking for how to do something. Instead, you can use the on-line help.

Pull down the Help menu and select the 'Contents' command. This command opens the Windows Help Manager and displays the complete list of Help topics available.

You can click on any of the topics to see the related help information.

Often, in the help information, words appear underlined. These words are links to related topics. You can click on these words to go quickly to the related topic.

Saving Revisited

You have seen already how to save your work. You can save a copy of it as well to a new file by using the 'Save As...' command on the File menu. With this choice you must always specify a new file name.

You now know most of the common editing features of NMS-Edit/Plus. You should practice them now to gain more familiarity with them. When you are ready, go on to the next session to learn more about controlling NMS-Edit/Plus and to learn about printing.

Session 3: Finishing Up

Using Projects

In the previous sessions you learned to do most of the editing that needs to be done with NMS-Edit/Plus. In this session you will learn how to start a new project in NMS-Edit/Plus. Then you will find out more about controlling the way NMS-Edit/Plus works, and finally you will discover how to print your work.

The best way to control your work in NMS-Edit/Plus is to divide it into projects by putting each project into a separate directory. To begin a new project, the first thing we need to do is to create a new place for it.

Creating a New Project

Start NMS-Edit/Plus now but pick 'Create a New Project' from the opening dialog. This brings up a file dialog box. You should already be in the 'NMS' directory. If not, change to the NMS directory by selecting the NMS directory from the list.

Click on the 'New Directory' button. This will ask you for a new directory name. Type 'Tutorial' and then hit enter. This action has created a new directory called Tutorial within the 'NMS' directory.

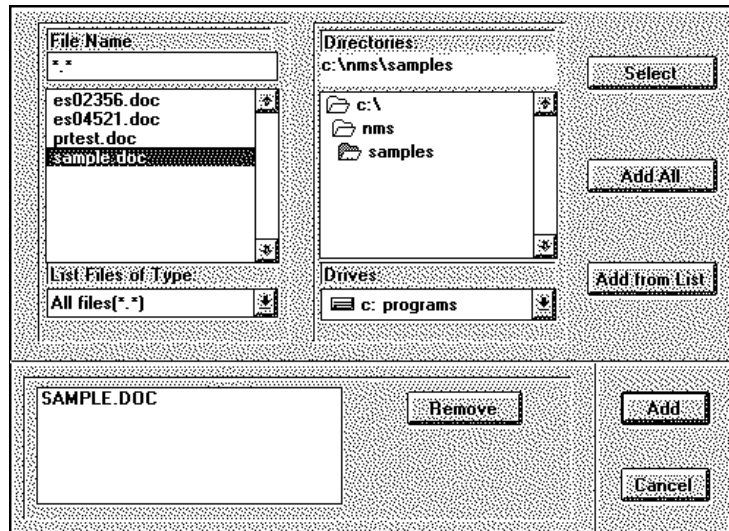
The project name is now 'Tutorial.PRJ'. You could change this name if you wanted but for now, click on the 'Make' button. You have now created a directory and a control file for your new project.

A new window has opened on your screen as well. Right now it is empty but in the future it will show the names of the sections in the project. To access any commands on the project menu, this window must be the top one on the screen.

Adding Files

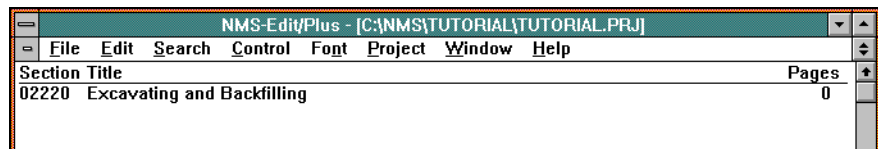
The next step in creating a project is to choose the master files you will be using to start this project. Select the 'Add File' command from the 'Project' menu.

Using the Directory Window, select the NMS directory and then select the 'Samples' directory from that list. Highlight the file 'SAMPLE.DOC' and click the Select button to include it in the list of selected files at the bottom of the dialog. Next, click the 'Add' button to add the files to the project. A copy of 'SAMPLE.DOC' has now been added to your Tutorial project.



Add File Dialog Box

The title of the section you added to the project is now shown in the project window, along with its section number and the number of pages in it. (The number of pages is zero because we haven't calculated it yet.)



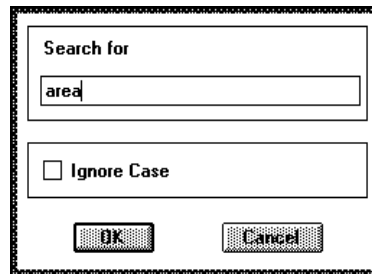
A Sample Project Window

You can open a file in a project just by double-clicking on its name in the project window. Do so now.

Searching and Replacing

You saw earlier how to scroll through a document and how to find your way to a particular paragraph with the Find Paragraph command. There is one more way of moving through the file. Using the Search command it is possible to move quickly to the next occurrence of a particular word or phrase.

Select the Search command from the Search menu now. A window pops up asking what to search for. Enter 'area' and click on the OK button (or hit enter). NMS-Edit/Plus finds the first occurrence of this word and marks it for you.



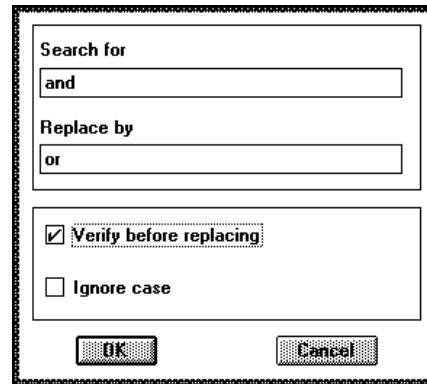
Search Dialog Box

To search for the next occurrence use the 'Search Again' command (Ctrl-A for short). Try it now. Now try it once again. There are no more occurrences of the word 'area' in this file.

If we wanted to search for something else, we would first need to move our cursor to the top of the file. The Search command always starts searching from where our text cursor is located. Scroll back to the start of the file now and click to move the text cursor to the top line of the file.

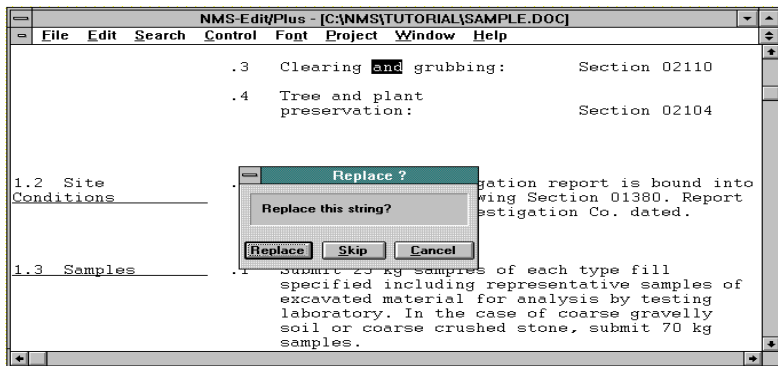
Select the 'Replace' command from the Search menu. In the first field of the window that popped up enter 'case'. In the second box enter 'situation'. (Click the mouse pointer in the second box to move the text cursor). Then click on the OK button. NMS-Edit/Plus will replace the word 'case' throughout the document with the word 'situation'.

The Replace command is a good way to make a common change throughout the entire document. However, it has a disadvantage when changes are done blindly, and you can't see what is going on behind the scenes.



Replace Dialog Box

Move your text cursor back up to the top of the file and try the Replace command again. This time replace 'and' by 'or' and this time check the 'Verify before replacing' box on the dialog. Now when each replacement is made, you are shown the location and asked whether or not to make the replacement.



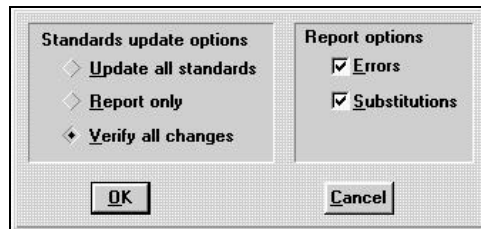
Verify Replacement Dialog Box

Clicking on Replace causes the replacement to be made. Clicking on Skip takes you to the next possible replacement. Clicking on Cancel cancels the rest of the replacements. Try clicking Replace and Skip alternatively. When you have seen how they work, click on Cancel.

Standards Checking

The 'Update Standards' command is a unique and powerful feature of NMS-Edit/Plus. It searches the open section for standard references to ensure that they are up-to-date. When a standard is encountered in your section, Update Standards compares it to its list of current standards and then either flags it as invalid, corrects its format, or sets it to the latest revision.

Start the standards checker now by clicking on Update Standards from the Search menu. A dialog appears requesting more information.



Update Standards Dialog Box

Update Standards performs two functions. First, it searches for and optionally replaces standards in error with correct ones. Second, it produces a report of its findings. The two parts of the dialog box reflect this.

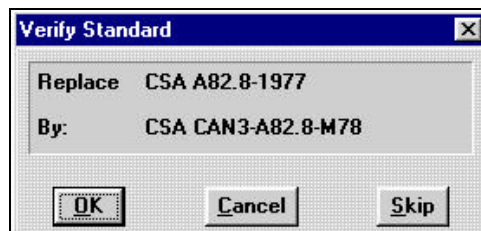
When 'Update all standards' is selected, the command performs its searching and replacing automatically without any user intervention. Clicking 'Report only' tells the command to make no changes to the section, just report its findings when done. Finally, 'Verify all changes' locates each standard number one by one and prompts for the action to take. Click on this selection now, because it is the most interesting one to examine.

By default, the dialog appears with only 'Errors' to be reported in the report file. For our test, click on 'Substitutions' to see what changes the program has made as well. Then begin checking with 'OK'.

Update Standards Results

The 'SAMPLE.DOC' file we are editing is a very simple test for the NMS-Edit/Plus standards checker. In fact, there are only two standards in the section. Let's see what the results of our check are.

Almost immediately a 'Verify Standard' popup appears in reply to our request to verify all standards.

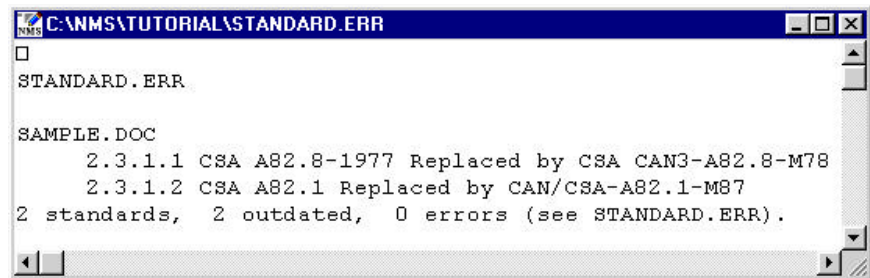


Verify Standards Dialog Box

Update Standards finds the first standard reference, 'CSA A82.8-1977', and determines that it is superseded by 'CSA CAN3-A82.8-M78'. Note that it wishes to correct both the old revision date and the incorrect format of this standard. If you click on 'Skip', the standard will be left unchanged. 'Cancel' ignores the change and stops standards checking entirely. For our example, click 'OK' to accept the change. The new standard is inserted in the document and the search continues.

A second dialog box appears for the second problem standard, 'CSA A82.1'. Update Standards wants to change it to 'CAN/CSA-A82.1-M87'. Accept the change by clicking OK.

Since standards checking for this section is complete, NMS-Edit/Plus displays a summary of changes. Click OK and a new window opens to display the file 'STANDARD.ERR'.



Update Standards Report

The program reports that two standards were found in the section. Of the two, both were outdated and replaced by current versions. There were no standards in error. (Had you requested that Substitutions were *not* to be reported in the file, the error file would not be displayed at all. Since no errors were found, there would be nothing additional to report beyond the summary message that appeared at the end of processing.)

You may print the error file now if you wish. Click on File Close to close the window.

Editing Tables

Now let's look at another case you'll run into. Find paragraph 2.1.1 (for speed, use the Find command on the Search menu). A table follows this paragraph.

To begin with, add a new line to the table by putting the text cursor on the line beginning '9.5 mm', then selecting the Duplicate command from the Edit menu. When working with tables it is often handy to be able to just duplicate a line and change a couple of values in it.

Try changing the '9.5' to '9.7'. The table is suddenly all jumbled up! That's because NMS-Edit/Plus is handling the table as if it was a paragraph and is reformatting it as we type. So we need to find a way around the problem.

Undo / Redo



Click the 'UNDO' button on the Icon Bar. It returns your document to its state before the last edit.

The Undo command is also on the Edit menu.



Once you have hit Undo it changes and becomes 'REDO' so you can make the operation again if you change your mind.

Go to the File menu and select 'Revert to Saved'. This restores the document the way it was the last time we saved it. Click on the OK button to complete the operation.

Turning Formatting Off



Now click the Auto Reformat button on the Icon Bar so the light beside the 'F' dims. This turns Auto Reformat off.

Try changing the '9.5' to '9.7' again. This time the change went in properly. At the right end of the line change the '57-83' to '70-83'. Setting 'Auto Reformat' off allows you to work in tables without destroying them. (You could also have turned Auto Reformat off and on from the Settings dialog.) You should set Auto Reformat on when you resume editing paragraphs. Do so now.

Hint: Another way to turn Auto Reformat off or on is to type Ctrl-F.

Editing a Section Header

The section header is a special part of the document which has it's own formatting rules and so deserves special attention. It contains:

- the Project Title
- the Section Title
- the Section Number, typically 5 digits in length, which follows the MasterFormat numbering convention
- a starting Page Number, normally 1
- the Date when the section was last edited

If you attempt to edit the header directly, you will encounter similar problems to editing tables. (Auto-reformat must be disabled or the text will scramble. Insert mode should be off or text on the right end of the line may wrap.)

The preferred method by far is to use the 'Header' command under the Edit menu. This dialog allows you to change an individual component of the header and not worry about formatting the text: NMS-Edit/Plus will do this for you.

Project Title	Section Title	Section Number
Canadian National Master Construction Specification	Excavating and Backfilling	Section 02220
		Page Number Page 1
		Date 1980-12-31

☒ Line Above
☒ Line Below

Cancel Ok

Header Dialog Box

Try making a change now: set the date to today's date. Simply edit the text in the box and click 'OK'. The new date is set into the header and formatted appropriately for the font and page width that you have chosen. Edit... Header does other work as well, behind the scenes, which will be explained later.

Hint: Use 'Change Header' in the project menu to change the project titles and dates for all sections of a project. This is more efficient than changing one section at a time.

Page Formats

There are two standard layouts used for construction specifications. The format of the 'SAMPLE.DOC' document is called 'NMS Page Format'. This layout has two columns of text: titles are on the left and paragraphs are on the right.

Another commonly used format for specifications is called CSC Page Format. Construction Specifications Canada designed the format for use in private practice specifications. It has the advantage of using less paper. However, it is more difficult to read.



NMS-Edit/Plus allows you to convert your specifications from one format to the other automatically. Click on the 'CSC Page Format' button on the Icon Bar. Alternatively, pull down the Control menu and select 'Execute'. From the list of files select 'PAGEFORM.EXC' and click on OK.

The file is automatically converted. You can see the difference in the formats now.



To convert the file to NMS format click on the 'NMS Page Format' button on the Icon Bar. Or, choose 'Execute' again and select the file 'NMSFORM.EXC'.

The conversion process between formats is controlled by a 'command-file' that can be altered to provide a number of different formats. Using the 'Open' command from the file menu, change to the 'NMS' directory and select the 'PAGEFORM.EXC' file.

You can see that this file is just a series of commands to NMS-Edit/Plus. The 'mode' lines change the specified parameters on the Settings window. The 'separate n' line is a special command to remove the titles from the left and place them on the line above. The 'n' on this line means 'no underlines'. If it is changed to 'y', the format conversion is the same but for the underlining of titles, which are now retained.

Hint: If you prefer your CSC Page Format to have underlined headers and titles, edit the 'PAGEFORM.EXC' file in the NMS directory and change the line that says 'SEPARATE N' to 'SEPARATE Y'. The next time you convert a file to Page Format, the underlines will remain.

If you wish to define your own format that is similar to CSC format but has different settings you can easily do so. Modify this file's values and save it with a new name. Then you will have it available for converting files to your format any time you wish.

Formats with file names other than NMSFORM.EXC and PAGEFORM.EXC can only be executed by selecting them from the Execute command in the Control menu.

Preparing to Print

NMS-Edit/Plus is able to print your specification in a proportional font, such as Arial or Times Roman, but while editing you will only see a Courier-type font on the screen. So, before printing, you will need to select the appropriate font and size.

Selecting a Printer Font

The default font is Courier New at size 11. If this is your preference, you need not change the font at all. Otherwise, select the 'Font...' command from the Font menu. For our sample, pick the Arial font at size 12. When a new font or size is selected, an automatic Reformat takes place.

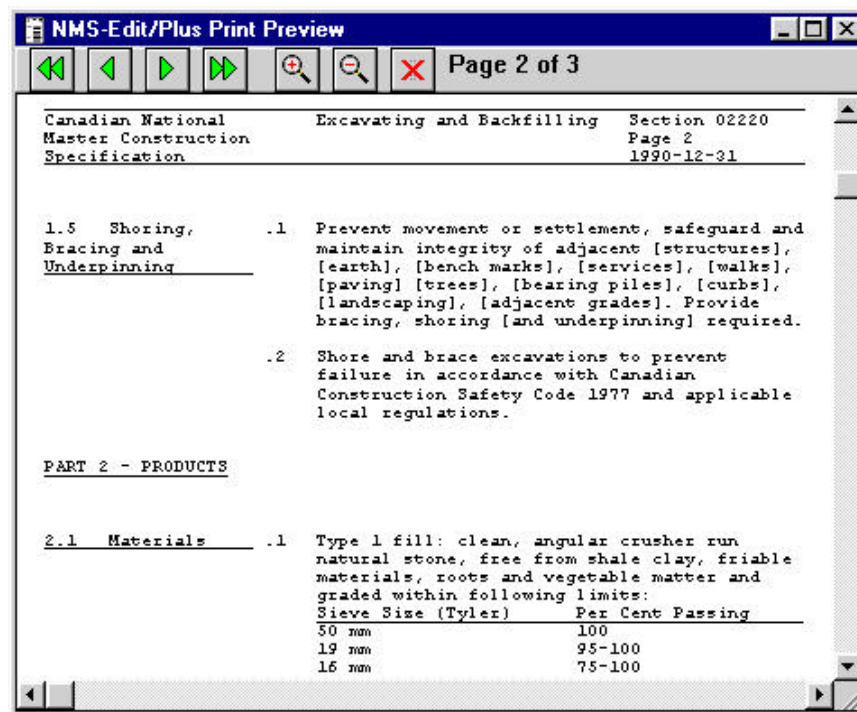
You will notice that the right side of each paragraph appears more ragged than before, and some lines even extend past the header boundary. NMS-Edit/Plus is now creating line breaks, not by counting the number of characters in the line as it would when printing a fixed-spacing font like Courier, but by summing the width of each character and breaking when the line is full. This approach shows clearly where the line breaks will occur. However, it has the drawback of making it more difficult to edit the section.

Hint: Wait until section editing is almost complete before selecting a printer font.

Print Preview

Next, bring up ‘Print Preview’ under the File menu, to see before printing how the document will appear. The four green arrow buttons at the top allow selection of a new page to preview: either at the top of the document, back a page, forward a page, or at the bottom of the document.

The magnifying glass allows you to zoom in to the page to see more detail, or out to normal scale. Finally, 'X' closes Print Preview mode. Try zooming in to view one of the tables on page 2. Then close the view.



Print Preview

The Print Agent

Before printing the final copy of a section, you will want to ensure that all the Spec Notes are removed from the document, and that paragraphs are aligned and numbered properly. NMS-Edit/Plus's 'Print Agent' command, under the File menu, will check your document for these common types of errors and help you locate them. It flags each type of error in a dialog and indicates what portion of the document is at fault. When you correct the problems, run Print Agent again to verify correctness.

Print Agent is invoked automatically each time you print a section.

Printing a Section

To print a file from NMS-Edit/Plus you must have a printer available and selected on your system. If you are unsure about this refer to your Windows User Manual.

The 'Printer Setup' command on the File menu allows you to choose one of the different printers installed on your system, and configure the printer appropriately.



Once these preliminary steps are done, select the Sample File window, then pick the Print command from the File menu, or use the Icon. You can select on this dialog the pages to print and whether the top line should be printed. NMS-Edit/Plus will then print the file.

From the printed copy you can see that NMS-Edit/Plus has paginated the file, added continuation as needed, corrected the number of blank lines between paragraphs, and generally produced a pleasing layout. As well, the number of pages in the section has been updated in the project window.

Page Breaks

As you scroll through the Sample section now, you will notice that there are grey lines across the screen wherever a page break occurred. These lines are calculated whenever the file is printed and they remain with the document only as long as its window is open.

If you wish to see the page breaks before printing a file, select the Repaginate command from the File menu. This will calculate where the page breaks will occur if you were to print the document. If you decide that you do not like where NMS-Edit/Plus has broken the document you can add a special line into the file to tell it to break at that point.

At the point where you want the new page, insert a blank line and at the extreme left side of the line type '\$PAGE'. This line will not print but it will control NMS-Edit/Plus's pagination of the document.

Any changes you make to the file may change where the page breaks occur but they do not change the positions of the grey lines. Only the Print and Repaginate commands do this. So, if you have made changes and want to verify how they affect the pagination, select the Repaginate command.

Using Project Level Commands

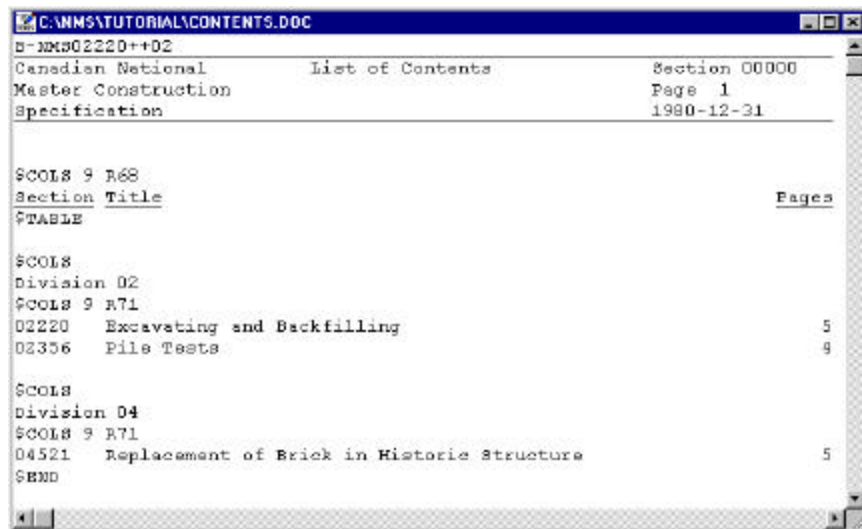
The project menu contains a number of commands that are very useful when working with a full project. To this point, all of the things we have learned to do involve working with one section at a time. In the project view you will work with as many sections as there are in the project.

If the project window is not visible, bring it to the top now by selecting the 'Show Project Window' command from the Project menu. This will give you access to the project commands.

Select the 'Show File Name' command. This changes the project window so file names are shown instead of section titles. To return to the section title listing, select the 'Show Title' command.

Building a List of Contents

Now choose the 'List of Contents' command. Click OK to the 'List of Contents - Options' dialog. This will add a new file to the project with section number 00000. The file will be a list of all the sections in the project, including their page numbers. The sections will be listed in order, by division. For now, you receive the default division titles. We will describe how to change these when we discuss the 'Define Header' command.



```

C:\NMS\TUTORIAL\CONTENTS.DOC
B-NMS02220++02
Canadian National      List of Contents      Section 00000
Master Construction    Page 1
Specification          1980-12-31

$COLS 9 R68
Section Title          Pages
$TABLE

$COLS
Division 02
$COLS 9 R71
02220  Excavating and Backfilling      5
02356  Pile Tests                      9

$COLS
Division 04
$COLS 9 R71
04521  Replacement of Brick in Historic Structure      5
$END

```

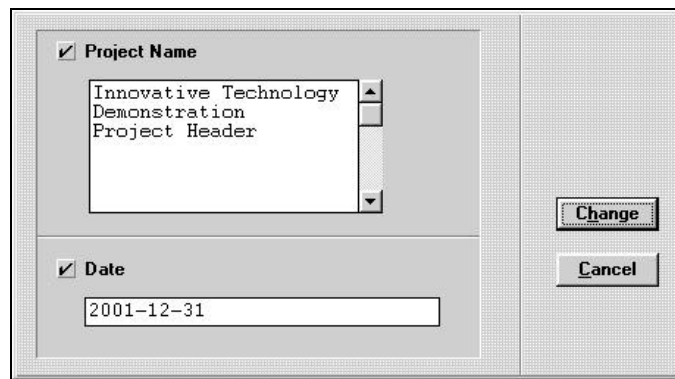
Sample List of Contents

Once the Contents section is complete, it is added to the project and opened in a new window. If you wish to do any special editing on the section, you can do so now.

The List of Contents can be tailored to meet your special needs. For example, non-NMS-Edit/Plus sections can be generated into the List of Contents by using the 'Add External Section' command. As well, special text can be automatically added to the beginning and end of the contents section by filling in the 'List of Contents - Options' dialog. Consult the reference section of this manual under Add External Section and List of Contents for more information.

Changing Headers

Usually, the headers at the top of each specification section are the same for the whole project. They contain the date and project name as well as section specific information. The 'Change Header' command will change the date or project name in all the sections at once. Select Change Header now and you will see a dialog box, showing the project name and date for the current project.



Change Header Dialog Box

Change the project name field from 'Canadian National Master Construction Specification' to your company name and a project number. As soon as you started typing in the new project name, the selection box at the top was automatically checked to indicate the project name is to be changed.

Change the date to today's date as well.

When you are finished, click 'Change' to begin changing the files. A dialog appears showing the header from the first section twice. The top example shows the original file header. The bottom example is the header changed with your new corrections. You should verify at this time that the change is what you expected.

B-NMS02220++02		
Canadian National	Excavating and Backfilling	Section 02220
Master Construction		Page 1
Specification		1990-12-31
B-NMS02220++02		
Innovative Technology	Excavating and Backfilling	Section 02220
Demonstration		Page 1
Project Header		2001-12-31
<input type="button" value="Skip"/> <input type="button" value="Stop Asking"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/>		

Change Header Confirmation Dialog Box

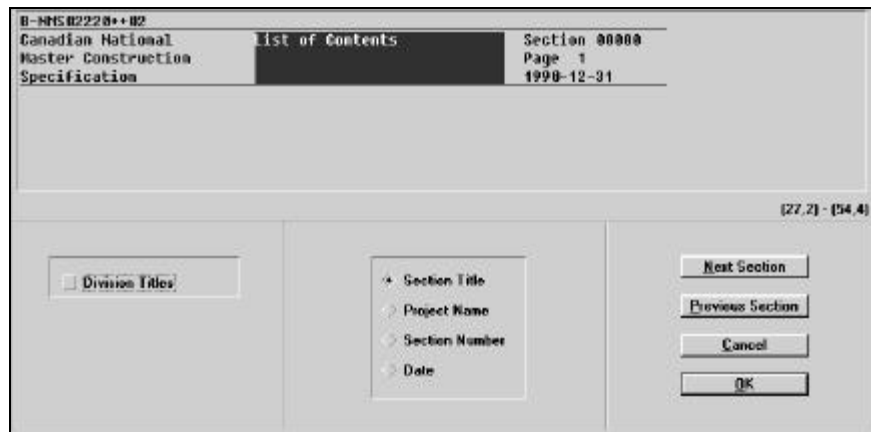
You have four possible options at this window:

- **OK** Make the changes to this file and show the next file for approval.
- **Skip** Don't make the indicated changes to this file but go on to display the next file.
- **Stop Asking** Make the change and make the same changes to all subsequent files without showing them on the screen.
- **Cancel** Don't change this file; cancel the command entirely.

The areas of the header that are changed by the Change Header command are pre-defined to work for standard NMS headers. If you are working with a different layout of header you may need to change the definition of where each item in the header is located. You can do that with the 'Define Header' command.

Setting a New Header Layout

Define Header displays a dialog showing the header from the first section. The radio buttons in the centre of the dialog indicate what part of the header is shown with a grey background. Try clicking the four buttons to see the different areas on the header.



Define Header Dialog Box

You can adjust the size of the areas by holding the mouse button down and shifting the top left or bottom right corners of the grey box. Try it now if you like. The areas defined should not be allowed to overlap. They should be large enough to include the entire contents of that field for any file in the project.

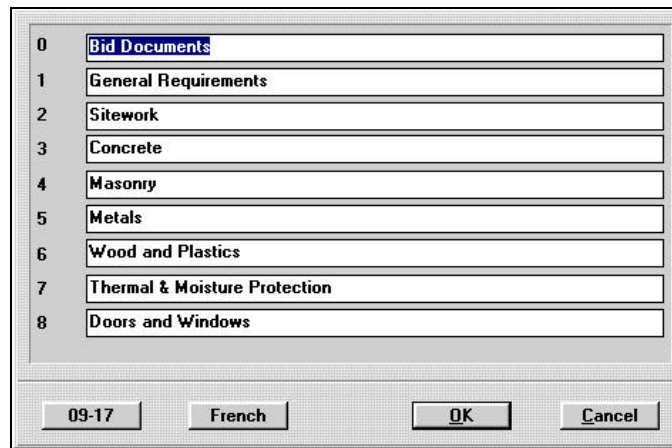
If you want to see how another file looks with these definitions, click on the 'Next Section' button.

It is important to understand that Define Header simply tells NMS-Edit/Plus the location of these fields in the header of each file. It does not actually change the layout of a file header or move the fields in a section.

Division Titles

At the bottom left of this dialog box is a check box called 'Division Titles'. When checked, NMS-Edit/Plus will include division titles in all subsequent Lists of Contents it creates. If it is not checked, only the division numbers will show in the List of Contents.

Click on this item to turn off the division titles, then click it again to turn it on. When turned on, a new dialog appears showing the titles that will be used for each division. Since there is not enough room in the dialog for all of them, only divisions 00 to 08 are shown. Click the 09-17 button to see the remaining ones. You can change any of these titles to whatever you wish. The next time you make a List of Contents the new wording will be used.

A screenshot of the 'Division Titles' dialog box in NMS-Edit/Plus. The dialog box has a list of nine divisions, numbered 0 through 8, each with a corresponding title in a text field. The titles are: 0 Bid Documents, 1 General Requirements, 2 Sitework, 3 Concrete, 4 Masonry, 5 Metals, 6 Wood and Plastics, 7 Thermal & Moisture Protection, and 8 Doors and Windows. At the bottom of the dialog box, there are four buttons: '09-17', 'French', 'OK', and 'Cancel'. The '09-17' button is highlighted with a blue border.

Division Titles Dialog Box

We don't want to save any of the changes we have been making, so click cancel to return to the Define Header window and click cancel again to return to the menus.

Generating a Cross-Reference

Most sections in a project specification contain references to other sections. Sometimes these are in the 'Related Work' part of the section. At other times they are in the body of the text. In either case it is important that these be accurate. NMS-Edit/Plus can help you ensure this.

On the project menu, select 'Cross Reference'. Each file in the project is processed in turn. When the command has finished, the error-list file 'XREF.ERR' opens automatically.

This file contains a list of potential problems in your project. It lists the sections that you referred to but did not include in the project. Unless someone else is providing these sections, you should fix these problems. The report also identifies places where section references are not complete. It is normally advisable, especially in trade sections, to have all references go both ways.

```

C:\NMS\TUTORIAL\XREF.ERR
=====
ERROR LIST
=====

02220 refers to 01380 but 01380 does not refer to 02220
02220 refers to 01545 but 01545 does not refer to 02220
02220 refers to 01575 but 01575 does not refer to 02220
02220 refers to 02110 but 02110 does not refer to 02220
02220 refers to 02104 but 02104 does not refer to 02220
02220 refers to 02210 but 02210 does not refer to 02220
02220 refers to 01340 but 01340 does not refer to 02220
04521 refers to 01340 but 01340 does not refer to 04521
04521 refers to 01400 but 01400 does not refer to 04521
04521 refers to 01300 but 01300 does not refer to 04521
04521 refers to 04115 but 04115 does not refer to 04521

01380 missing, referred to by : 02220
01545 missing, referred to by : 02220
01575 missing, referred to by : 02220
02110 missing, referred to by : 02220
02104 missing, referred to by : 02220
02210 missing, referred to by : 02220
01340 missing, referred to by : 02220 04521
01400 missing, referred to by : 04521
01300 missing, referred to by : 04521
04115 missing, referred to by : 04521

- END -

```

Sample Cross Reference Errors

A second file 'XREF.LST' is also created. It is viewed using the Open command from the File menu. It gives you a full listing of all the inter-section references, listing them in both directions.

```

C:\NMS\TUTORIAL\XREF.LST
=====
02220 refers to 01380 01545 01575 02110 02104 02210 01340
02356 refers to
04521 refers to 01340 01400 01300 04115

BACKWARD CROSS REFERENCE TABLE
=====
01300 referred to by :04521
01340 referred to by :02220 04521
01380 referred to by :02220
01400 referred to by :04521
01545 referred to by :02220
01575 referred to by :02220
02104 referred to by :02220
02110 referred to by :02220
02210 referred to by :02220
04115 referred to by :04521

- END -

```

Sample Cross Reference Listing

Printing the Project

The last thing we want to mention in this session is the 'Print All' command. As you might imagine it prints the entire project in order. It is especially useful when you have changed the headers in all the files and need to reprint the entire project.

At this point you have learned all you need to know to begin editing specifications with NMS-Edit/Plus. It would be a good idea to work through a couple of projects to become entirely familiar with this system before going on to the next session.

Session 4: Advanced Topics

This session of the tutorial deals with some advanced topics in NMS-Edit/Plus. It is a good idea to become familiar with the basic information presented thus far before working through this portion of the tutorial.

In this session we will look at starting new documents, changing NMS-Edit/Plus's defaults, creating new command files and more printer control options.

Creating a New Document

To start a new document in NMS-Edit/Plus simply use the 'New' command from the file menu. This will present you with an empty window in which you can begin typing. When entering a new section be sure to follow the formatting rules for the page format you are using. In CSC Page Format this is usually easy but it is slightly more difficult for NMS format.

In either case remember some simple guidelines.

- (a) The first line of the file is not usually printed but if it is underlined, the underlines are printed.
- (b) All of the lines up to the first blank line are considered to be part of the page header and are repeated at the top of every page. This also means that you must not have a blank line in the header. To get around this problem you can put a 'hard-space' on the line. A hard space is treated like a non-blank character by NMS-Edit/Plus's formatting and printing routines but it appears as a blank. To type a hard space use Ctrl-Shift-spacebar. On the screen a hard space looks like a small box '□'.
- (c) All paragraphs must start with a '.1' or a '.2' etc. This sequence must always be entered at a tab stop position. Therefore always use the tab key to position the text cursor.
- (d) In NMS format, a paragraph that is opposite a title must always be opposite the first line of the title. In other words, this alignment is wrong:

```
1.1 Related Work
Specified Elsewhere      .1    Section      12345
```

but the following is correct:

```
1.1 Related Work      .1    Section      12345
Specified Elsewhere
```

Using House Masters

It is possible to make up your own master files. We strongly recommend that you place them in a separate directory for that purpose. Mixing them up with the NMS masters will only bring confusion and problems later.

To make a master file, create it in the normal fashion. When you are satisfied that it is correct, you can save it with the Save As... command. Check the 'Master' box on this window before selecting the Save button.

If the Master option is not visible it must be enabled from the Preferences command, which will be described shortly.

Adding Special Characters

The NMS uses a number of special characters in its files. These include the degree symbol as well as sub-script and super-script values. The following chart explains how to type these special characters.

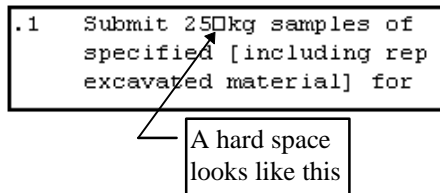
- | | |
|-------------------------|---|
| • sub-scripted digits | Ctrl plus the digits on the top line of the keyboard. |
| • super-scripted digits | Ctrl and the Shift keys with the digits on the top line of the keyboard. (The minus sign may also be used). |
| • degree symbol | Ctrl-Shift-d. |
| • half symbol | Ctrl-Shift-f. |
| • quarter symbol | Ctrl-Shift-q. |
| • hard space | Ctrl-Shift-spacebar. |

Other special characters such as French accented characters are obtained from the keyboard in the usual manner. (See your Windows User Manual).

To make it easier for you to enter these and other special characters, there is an 'Insert Character' command in the Edit menu. This command presents a dialog box showing all the possible extended characters supported by NMS-Edit/Plus. Pick the character you want from the matrix and click the Insert button.

Hard Space Character

The hard space character looks like a box on the screen. When printed it looks like a blank. It can be used to mark a blank line that is not to be suppressed by the printing routines, or it can be used as glue to hold two words together. For example, if you type '35 mm', the formatting routines might break the two words up onto two separate lines. But if you use a hard space between the words they will always stay together.



Controlling Document Formatting

The 'Settings' menu in NMS-Edit/Plus controls the way formatting takes place. The following description should help you to understand this menu.

Level	Tabs	Indent	Spacing
Spec Note			0
Title			3
.1	22	1	1
.2	27	0	0
.3	32	0	0
.4	37	0	0
.5	42	0	0
.6	47	0	0
.7	52	0	0
.8	57	0	0
.9	62	0	0

☒ Auto Reformat
☒ Auto Renumber
☐ Right Justification
☒ English Document
 Width inches

Settings Dialog Box

Auto Reformat (Ctrl-F)



selects whether text in a paragraph is to be reformatted every time the paragraph is changed. Auto Reformat is normally on but should be set off when editing tables. It can be turned on and off quickly using Ctrl-F.

Alternatively, click on the 'F' button on the Icon Bar

Auto Renumber



selects whether paragraphs are to renumber when necessary. This action only takes place on cut, delete, backspace and paste commands. For engineers, architects and spec-writers it is nice to have NMS-Edit/Plus renumber automatically. But for word-processing operators who are working from a marked-up copy, the Auto Renumber feature can be a nuisance. These people should turn it off before editing. (See also the discussion of Control... Preferences later in this session.)

You can change this value quickly by clicking the 'R' button on the Icon Bar.

Right Justification



selects whether paragraphs are to be right justified when they are reformatted. When you confirm the command with OK, you are warned that the settings you have changed affect the way the text is reformatted. If you select 'Reformat' at this time, the entire document will be right justified. If you select 'Continue', only paragraphs you edit will be right justified. (You can force the reformat later with the Reformat command on the Control menu.) Justified paragraphs look much the same on the screen as unjustified ones; however, the justification will be visible the next time you print.

You can change this value quickly by clicking the 'J' button on the Icon Bar.

English Document

selects the language of the document. This selection determines what dictionary is to be used when checking the spelling and what words are to be used for continuation in printing.

Width

defines the width that the text is to be formatted to, in inches. The default is 6.60 inches for the default Courier New 11-point font.

If you change to a proportional printer font like Times Roman, the width will decrease to a value approximating the width of paper required to hold the same number of characters in the new font. Changing back to a fixed-spacing printer font (Courier New) will cause the width to increase. Don't forget to run the Edit... Header command (simply confirm with OK) after changing the document width, to automatically adjust the header width proportionally.

Hint: If you are using a large text size or a large binding margin and are losing text off the right side of the page, reduce the Width value.

Controlling Paragraph Formatting

The three columns of numbers are parameters that affect the various levels of paragraph. Two of the columns affect only numbered paragraphs. The third applies to spec notes and titles as well. The numbers down the left side indicate the successive levels of indentation for each set of parameters.

Tabs

specifies in which column each level of indentation is to begin.

Indent

specifies how many tab stops second and subsequent lines of a paragraph are to be indented. The default is that first level paragraphs continue one stop in from the '.1' and all other levels continue directly under the '.1'.

For example the following paragraph has an indent value of '0' meaning that the second line begins under the period.

```
.1 This is a paragraph with the second  
line beginning at the same place as the  
first.
```

The next paragraph is formatted with an indent level of 1.

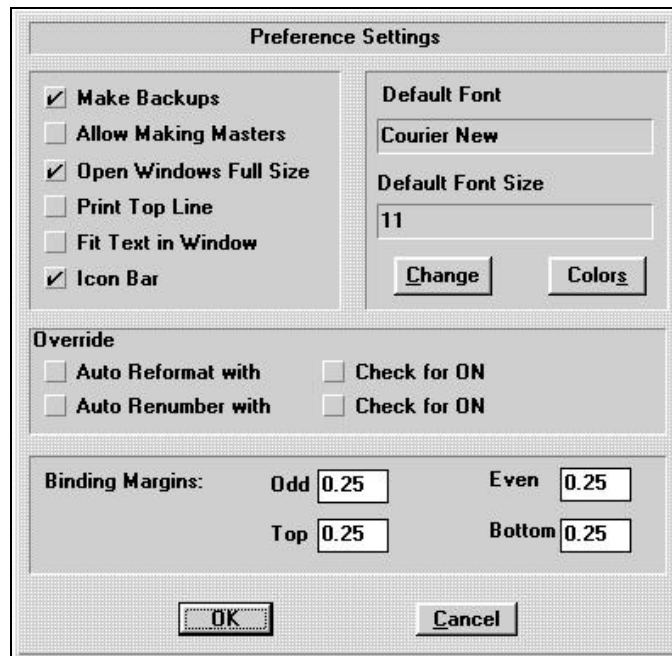
```
.1 This paragraph is different. It is  
formatted with an indent level of 1.
```

Spacing

sets out how many blank lines are to be printed before each level of paragraph. Regardless of how many blank lines are in the file, NMS-Edit/Plus will put the right number in when printing. Normally there are three lines before a title and one before a first indent level paragraph. But if you want spaces between all levels of paragraph you can change their spacing to one as well.

Setting Global Preferences

NMS-Edit/Plus can be configured to operate in certain ways for ease of use. For example, NMS-Edit/Plus does not usually allow you to save documents as masters. But you can change that default by using the Preferences selection under the Control menu. Choose this command now.



Preferences Dialog Box

The following describes each of these settings and how to use them:

Make Backups

tells NMS-Edit/Plus to keep the previous edition of a document (if there is one) as a backup when it saves the document. (It has the same file name but the extension '.BAK' is added.) This is a handy safety feature but it does use extra disk space.

Allow Making Masters

specifies whether you are allowed to create master files in the 'File... Save As...' command. Normally, for safety, this is not allowed.

Open Windows Full Size

Normally NMS-Edit/Plus opens a section in a full-size window, to fill the screen. This makes it easy for you to look at all the text at once. If you open many files and like to see all the windows together, turn this option off.

Print Top Line

determines whether or not the coded top line of the section is printed, by default. You can override this option for an individual file on the print menu.

Fit Text in Window

changes the font size used to display the text on the screen so the full text width appears in the window. This makes the text more visible when editing. Select the Font Fonts... command to activate. It has no effect when a proportional printer font is selected, and it does not affect the font size used for printing.

Icon Bar

turns the display of the Icon Bar on and off.

Default Font***Default Font Size***

Master files do not have a font or font size marked in them. So when you first add them to a project and edit them, they are assigned the default font and size indicated here.

Colours

sets colours for the display of regular text, Spec Notes, and Option Fields in the document.

Override

allows you to override certain settings in the master files. By default these files have Auto Reformat and Auto Renumber set on. If you are usually working from marked up listings you will find the Auto Renumbering default a nuisance, for as soon as you add or remove any paragraphs, the remaining ones are renumbered and no longer compare to your listing. You could set Auto Renumber off every time you edit a document, but that is extra work. So, you can choose to override the option every time you edit a file. As well as specifying that the option is to be overridden, you must also select whether it is to override to the 'on' or 'off' state.

Binding Margins

specifies, in inches, the margins that are to be put on the left edge of the page to allow for binding. You can set four different values, two for odd and even pages to allow for double sided copying, and two for the top and bottom margins of each page.

Print Formatting

NMS-Edit/Plus has a very intelligent print capability. For most specifications, simply printing with NMS-Edit/Plus will break the document up into pages in a pleasing and easy to read manner. Paragraphs will only be split across pages if two or more lines are on each page; headings will be continued (if appropriate) at the top of pages, etc. The result will be an easy to read, well laid out spec.

Sometimes there are special reasons for altering the default specification layout. NMS-Edit/Plus provides for these by allowing a set of special commands to be inserted into the document at any point to tell it how to format the page. These are entered into the document like normal lines of text. They must be typed at the leftmost column of the page. They will not be printed in the final output.

The three most common types of control lines are:

```
$PAGE  
$SPACE  
$FOOT
```

\$PAGE

If you add a line to the document that begins with `$PAGE` then a new page will be started at that point in the listing. If the word `$PAGE` is followed by a number, then the break will occur only if less than that number of lines are left.

For example:

```
$PAGE 10
```

starts a new page if less than 10 blank lines are left on the current page. So, for example, to ensure that an entire table is kept on one page of the document, place the `$PAGE` on the line before the table, and number the `$PAGE` to the number of lines in the table.

\$SPACE

If you add a line to the document that begins with `$SPACE` followed by a number, that number of blank lines will be inserted at that point in the document. If you have asked for more blank lines to be printed than are left on the page then a new page will be started but no blank lines will be placed at the top of the page.

For example:

```
$SPACE 3
```

leaves three blank lines in the document.

\$FOOT

In most specifications the header at the top of the page contains the project name, the date, the page number and the company name. When you look at a document on the screen, all of the lines up to the first blank line will be included in the header. This header will be printed at the top of each page and the pages will be numbered appropriately.

Some companies prefer to have their company name at the bottom of each page instead of at the top. To do this in NMS-Edit/Plus you will need to add two lines to the document. The first one must have \$FOOT at column 1. The next line must contain the message to be printed at the bottom of each subsequent page of the document.

For example:

```
$FOOT
```

```
Innovative Technology Inc.
```

places our company name at the bottom of each page of the document on all subsequent pages.

If your footer contains the word 'page' followed by a number, NMS-Edit/Plus will insert the page number at that point in the footer on every page.

(NMS-Edit/Plus determines where the header ends and the text begins by finding the first blank line after the header. The \$FOOT control should never appear in the header. The best place to put it is separated from the header by one blank line. It will then appear on every page but will not be considered part of the header.)

Automating Operations with Command Files

NMS-Edit/Plus uses command files to automate certain operations. You can make up your own command files either by modifying the ones we provide or by creating new ones in NMS-Edit/Plus.

To create a command file, just create a new file with the 'File... New' command. Then type the commands, one per line. When you are done, save the file and check the 'Control' box on the Save file dialog.

The best place to save command files is in the NMS directory. Then they are always available to you regardless of what directory your project is in.

The commands that you may include in a command file are:

- Mode Tabstops Set the tab stops for paragraph positioning.
- Mode Indent Set the indentation for second and subsequent lines of a paragraph.
- Mode Spacelines Set the inter-paragraph spacing.
- Mode AutoReformat Set automatic formatting on or off.
- Mode AutoRenumber Set automatic renumbering on or off.
- Mode Justify Set right justification on or off.
- Mode English Set the English language to on or off.
- Mode Pagewidth Set the width of formatted text in inches.
- Reformat Reformat the entire document.
- Renumber Renumber the entire document.
- DropSpecs Drop all spec notes from the document.
- DropOptions Remove all square brackets from the document.
- Separate [y/n] Separate the titles on the left and put them on a line by themselves. The parameter specifies whether to retain the underlines or not.
- Unseparate Find all titles on a line by themselves and put them beside the following paragraphs.
- Size Specify the font size to be used.
- Font Specify the font name to be used.

A sample command file that performs the standard cleanup at the end of editing a document might be:

```
dropspecs
dropoptions
mode justify on
reformat
renumber
```

Help Menu

Along with the familiar Windows-style on-line help for NMS-Edit/Plus, you will find in the Help menu:

- the 'Statistics' command, with useful information about the section being edited;
- the 'NMS List of Contents' command, describing each section and package in the current NMS;
- 'About NMS-Edit', containing the current version of the program you are running;
- plus, other useful reference information, as it becomes available.



Menu Reference

This section of the NMS-Edit/Plus manual describes each of the menus and their commands individually. This description contains more detail than that in the tutorial, and is provided for the advanced rather than the novice user.

Many of the commands also have command key equivalents. These are indicated with the command description. Wherever possible, the Windows standard keys are adhered to.

For those commands that appear in the Icon Bar, we also show the icon beside the command name.

Menu Reference

File Menu

The file menu provides standard access and control of files and printers. Many of these commands operate in the normal Windows fashion.

New

The New command opens a new window in order to start a new document. Remember to follow the formatting guidelines given in the tutorial. Before the file can be saved it must be given a name; the Save command will request this automatically.

Open



The Open command opens a file, using a standard file dialog box. This allows changing directories or drives as well as selecting a file to edit. The file is loaded into memory and is displayed in a new window. NMS-Edit/Plus may have up to fifty files open at once (if there is enough memory available).

Click on 'List Files of Type:' to view in the 'File Name:' window only those files that have a particular extension.

Importing Sections from Other Programs

NMS-Edit/Plus has a built-in converter for WordPerfect and MS-Word files. For optimal conversion, the files must be structured in NMS format. Make sure paragraphs are numbered properly according to NMS formatting rules. Conversion takes place automatically when a file in either of the above two formats is opened.

NMS-Edit imports Word DOC files, *previous* to Word 97, directly. RTF (Rich Text Format) files from any version of Word may be imported as well. So, if you have a Word 2000 file to convert for use in NMS-Edit, first save it as type RTF in Word. Then open the RTF file in NMS-Edit.

Word files are converted to wide-page format when opened. For a government job, click on the 2-column NMS format button in the toolbar to convert the document immediately after importing. A SPEC NOTE or REDACTEUR in the document which looks like:

SPEC NOTE: Paragraph level is uncertain

is generated by the conversion program. It means that the indent of the paragraph following the SPEC NOTE may be incorrect. Watch carefully for this message and if you find one, compare the indent level of subsequent paragraphs to a printed Word master, to verify that the paragraph indents were computed properly.

When an NMS-Edit file is opened, its previous settings are restored. Some of these may be overridden by setting the Preferences dialog appropriately before the file is opened. As a shortcut, an Open File button is available on the Icon Bar.

Save



This command saves the current file to disk. If the file has not already been saved (i.e. it was started with the 'New' command), you will be prompted for a file name. If the file is a master section you will also be asked for a file name; the file extension will be changed to '.DOC'. For more information see the description of the Save As... command.

The Save command is only enabled if changes were made to the file.

If you specified on the Preferences dialog that NMS-Edit/Plus is to make backups, the previous version of the file will be left on disk unchanged except that the extension will be changed to '.BAK'.

Save As...

The 'Save As...' command is used to save a file and change its name or type. This command displays a file save dialog that includes a file type selection on it. A normal specification section is saved as a 'Section' file. A command file is saved as 'Control' type. If you are allowed to create master files (see the Preferences command) you will also be able to select 'Master' type files.

If the file is being saved as a document it will be given the default '.DOC' extension. Master files are given the extension '.MAS'. Control files are given the extension '.EXC'.

Hint: Files of type 'Control' are really just ASCII files. To convert an NMS-Edit/Plus file to ASCII for use with another program: edit the file, select the 'Save As...' command, select 'Control' and enter a new file name.

Files may also be converted for use with WordPerfect, MS-Word or AmiPro. Select the File Type appropriately to choose one of these formats. NMS-Edit/Plus will append an extension 'WP' or 'RTF' to the new file.

If you specified on the Preferences dialog that NMS-Edit/Plus is to make backups, the previous version of the file will be left on disk unchanged except that the extension '.BAK' will be added to its name.

Revert to Saved

Sometimes, while editing a section, you make a mistake that is awkward to fix. Often, rather than fixing it, you would like to just start again. This is easily accomplished with the 'Revert to Saved' command. The last saved copy of the file is read into memory. Any changes you made to the document since the last save are lost.

If you have made changes that you are about to lose, you will be prompted to confirm the action.

Repaginate

This command determines where the page breaks would occur if the document was printed immediately. A grey line across the window indicates where each page break occurs. See the Print Preview command to view an image of the document, as it would be printed.

If further changes are made to the file, the page break marks will not adjust automatically. You should Repaginate again after making changes if you want to see their effect.

The Repaginate command also calculates the total number of pages printed so you can adjust the number in your header (if you show the total number of pages there), i.e. 'Page 1 of 9'.

Printer Setup...

The exact format of this dialog is dependent upon the printer on your system. Usually this dialog asks about scaling, paper size, orientation etc. See your printer manual for more details.

Print Agent

'Print Agent' performs a supervisory function that ensures, before a section is printed, that proper cleanup has been done on the document and that the section is in proper NMS format. It flags each type of error and indicates what portion of the document is at fault. When you correct the problems, run Print Agent again to verify correctness.

The error messages currently returned are:

- You appear to have a blank line in the header
Solution: remove the blank line, or add a hard space at the start of the line.
- \$-commands in the header are ignored
Solution: add at least one blank line between the header and a \$-command.
- \$-commands must begin at the left margin
Solution: Move the command to the left margin.
- The paragraph does not appear to start on the same line as the title
Solution: Move the paragraph up or down opposite the title.
- You appear to have a title with no paragraph attached
Solution: There must always be a paragraph opposite a title.
- You have a \$FOOT command at the end of the file
Solution: Your footer command will only apply to the last page. Move it after the header to have it apply to all pages of the section.

- You appear to have an incorrect paragraph number
Solution: Correct the number to proper NMS numbering.
- Spec Notes have not been removed from this file
Solution: Remove the notes if desired.

Print Agent is invoked automatically each time you print a section.

Print (F9)



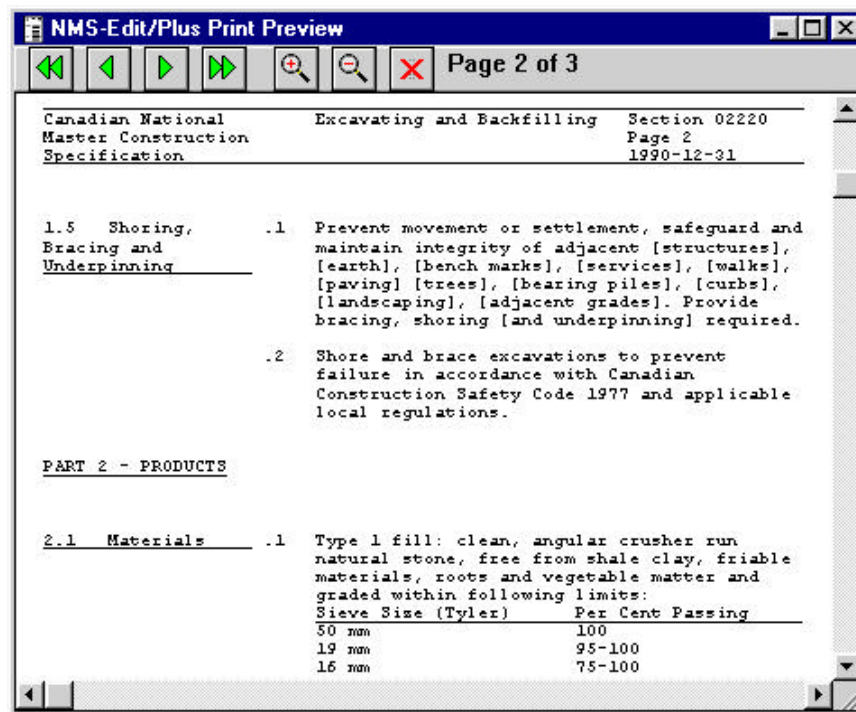
The Print command first launches the Print Agent (see above) to check for coding errors in the section. Then it presents a dialog requesting the range of pages to print, and whether the top line of the file (the line above the header) is to be printed. After completing this dialog, the document in the current window is printed.

After printing, the page breaks will be visible on the screen in the same manner as they are after the Repaginate command.

Print Preview (F8)

'Print Preview' views the document to see how page breaks, page continuation, and headers and footers will appear on the printed page. The four green arrow buttons at the top select a new page to preview: either at the top of the document, back a page, forward a page, or at the bottom of the document.

The magnifying glass allows you to zoom in to the page to see more detail, or out to normal scale. Finally, 'X' closes Print Preview mode.



Print Preview

Close (Ctrl-F4)

This command closes the currently selected window. If changes were made to the file, you are asked whether you want to save your work first.



As a shortcut, click on the close icon of the current window.

Exit (Alt-F4)

This command causes all windows to be closed and NMS-Edit/Plus to terminate. You are given an opportunity to save any documents that were changed since they were last saved.

Edit Menu

Undo or Redo (Ctrl-Z)



This command lets you take back your last operation. Once the operation has been 'undone', the command changes to 'redo' to permit you to change your mind. A button on the Icon Bar provides a quick way to use the Undo command.

When the arrow points left, it is an Undo button.



When right, it functions as Redo.

Cut (Ctrl-X)

The 'Cut' command removes the marked text from the document and saves it to the clipboard. The previous contents of the clipboard are lost.

Copy (Ctrl-C)

The 'Copy' command copies the marked text to the clipboard. The text in the document is not altered by this command. The previous contents of the clipboard are lost.

Paste (Ctrl-V)

The text on the clipboard is inserted into the document at the current insertion point. If there is marked text at the time the 'Paste' command is issued, it is replaced by the text on the clipboard. The data remains on the clipboard. Text from other applications may usually be pasted into NMS-Edit/Plus.

Hint: Be sure your cursor is positioned where you want the text pasted. If you copied text from the right column, paste it on the right. If you copied from the left column, paste it on the left.

Clear

The 'Clear' command removes the marked text from the document without putting it on the clipboard. If no text is marked, nothing happens.

Newline (F3)

The 'Newline' command adds a blank line to the document on the line below the cursor. Lines added this way are used to make room for a new paragraph, a table, or text to the document.

Duplicate (Ctrl-D)

'Duplicate' makes a duplicate copy of the line under the text cursor. It is especially useful when building tables. Once the first line is entered, subsequent lines are added by simply duplicating the first line and changing it

Insert

The 'Insert' command provides an easy way to insert special types of formatting into the document. Select Insert then click on:

Page Break

to force a page break at the cursor position. It generates an automatic \$PAGE command into the text.

Non-breaking Block

to ensure the defined block does not break between two pages. The block of text must be highlighted before the Insert Non-breaking Block command is issued.

Space

to insert a block of blank lines into the printed output, to allow space for a figure, etc. A dialog box appears requesting the number of blank lines to print. (Use the Newline command to add blank lines into the document for new text.)

Table

to block lines of table text so they will not be formatted into a paragraph. The entire table must be highlighted before the Insert Table command is issued. Insert Table also sets up the table columns so they align correctly when printed in a proportional font. See the section 'Printer Controls' at the end of the manual for more information on \$TABLE, \$END and \$COLS.

Footer

to insert a footer line of text into the document. Options are available in the dialog to:

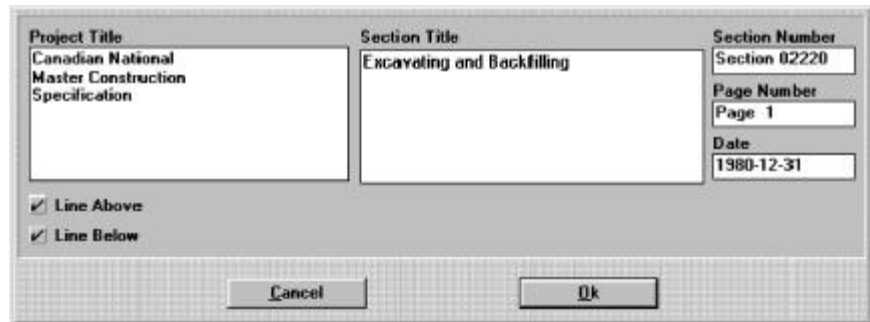
- position the footer so it takes effect for the entire document or from the current page on;
- justify the text to the left, right, or centre of the line; and,
- bold the footer text.

Header

The 'Header' command provides an easy and powerful way to edit the section header. Text entry fields are available in the Header dialog to modify:

- the Project Title
- the Section Title
- the Section Number
- a starting Page Number, normally 1
- the last-edit Date

If you attempt to edit the header directly, you may find that components of the header will wrap to the next line. You may also have to concern yourself with the position and length of the lines above and below. These problems are avoided with Edit... Header.



Header Dialog Box

When the dialog is confirmed with OK (even if no text changes were made to the components of the header), Edit... Header positions and formats the text appropriately. It looks to the project 'Define Header' definition to determine the location of each component. If the section being edited is not part of a project, the command uses a default header layout to determine positioning.

If requested, lines are drawn above and below the header to extend to the width of the document as defined in 'Control... Settings'. Take note that if you change the document width in Settings you should always run Header, confirming with OK, to adjust the header (and footer) lines appropriately. This is not done automatically by the Settings command.

Again, when editing a section header, always open the section where possible from within a project. It will then inherit the header definition of the project and know the where to position the header components.

Hint: Use 'Change Header' in the project menu to change the project titles and dates for all sections of a project. This is more efficient than changing one section at a time.

Insert Character (F11)

This command is used to insert accented language characters, line drawing symbols and other special characters into the document. After selecting the command you are shown a matrix of possible characters. Highlight the character you want. It is now magnified in the box at the right. Click the Insert button to insert the character into your text. You may also double-click on a character to insert it.

To draw lines or boxes, use the 'Line Drawing' command as described later.

Delete Line (Ctrl-F3)

Use 'Delete Line' to remove blank or non-blank lines of data from your section, without regard to content. It performs the opposite function to Newline. Delete Line acts in a somewhat 'brute force' method, with no regard to paragraph formatting or numbering. Run the 'Control... Renumber' command to readjust paragraph numbering, after deleting paragraphs, if required.

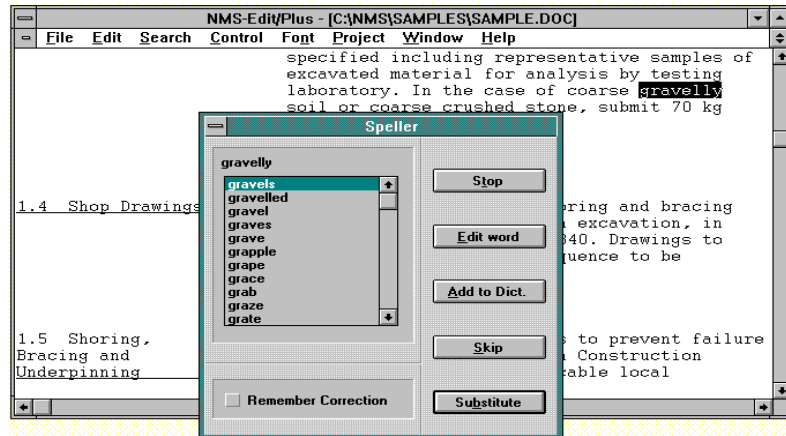
Line Drawing

Simple lines and rectangles can be drawn in a section using 'Line Drawing'. When invoked, the cursor turns into a crosshairs. Just click and drag into a box or line. Hold down the 'Ctrl' key when dragging to create a double-line box. Note that the line and corner characters are inserted as text into your document and may scramble when a paragraph is formatted. It is best to insert blank lines and spaces to make room for the line or box before creating the graphic.

Spell (F5)

The Spell command allows you to check the spelling of an entire section. (If you want to check only a part of the document, use the 'Spell Area' command.) NMS-Edit/Plus's dictionary is specialised for the construction specification industry. It contains many words that are not accepted English (or French) but are common in specifications.

The Spell command will select the dictionary to use based on the language setting. (See the Control... Settings command.) As soon as you select the Spell command, NMS-Edit/Plus begins checking each word in turn. If there is a spelling error, the offending word is highlighted and a dialog of choices appears to correct the error.



A Spelling Error

The dialog contains a list of words that NMS-Edit/Plus thinks are close to the word you intended. To substitute one of these words for the misspelled word, select the word from the list and click on the 'Substitute' button. (You may also double-click on the selected word).

If the word was spelled correctly, you can either add it to the dictionary or simply skip over it. To skip over the word, click on the 'Skip' button. To add the word to the dictionary, click the 'Add to Dict.' button. Before the word is added to the dictionary, you must indicate whether the word can appear in upper or lower case and whether it must appear exactly as shown. Proper names and abbreviations usually must have exact capitalisation and so they must appear 'as shown'. Normal words can appear in either upper or lower case.

Sometimes the word is misspelled but the selections in the list are all wrong. When this happens, click the 'Edit word' button to bring up a dialog which lets you edit the word directly.

The Stop button on the dialog lets you halt the spelling operation at any time.

Sometimes you make the same spelling mistake over and over again. If you do this you can check the 'Remember Correction' box and NMS-Edit/Plus will remember the correction you have made. Whenever it comes across the same mistake again it will make the correction automatically without asking you. NMS-Edit/Plus remembers up to 20 corrections in this way. It remembers them only for the current NMS-Edit/Plus session.

There is a button on the Icon Bar to provide quick access to the Spell command.

Spell Area

Sometimes you only want to check the spelling of a small part of the document. If you've only corrected a couple of paragraphs, you needn't recheck the entire document. Just select the paragraphs in the usual way (double-click the paragraph numbers or click and drag or shift-click), then choose the 'Spell Area' command.

This command works exactly like the Spell command except that it only checks the spelling of the words in the selected part of the document, rather than the entire document. Please refer to the Spell command description for the details of what happens when it detects a spelling mistake.

Search Menu

Find Paragraph (Shift-F1)

The Find Paragraph command prompts for a paragraph number. Any valid paragraph number is acceptable. Examples are:

1 . 1 . 3
2 . 2
3 . 2 . 4 . 5 . 7

If the paragraph number cannot be found, a nearby one is found instead. So if you searched for 3.2.4.5.7 and it didn't exist but 3.2.4.5.6 did, NMS-Edit/Plus would find 3.2.4.5.

This command makes it easy to find your way from a listing to the right place in the document.

Next Option (Ctrl-O)

The 'Next Option' command finds the next option (text contained in square brackets: []) in the document, and marks it for deletion or correction. An *option* can be:

- a *fill-in the-blank* field, shown as underlines between square brackets, i.e. [_____],
- a *multiple-choice* selection, represented by a series of two or more text strings, each enclosed in brackets, i.e. [Engineer] [Architect], or
- an *optional* word or phrase, which could be any text contained in square brackets, i.e. [not].

This command provides an easy way for a spec-writer to move through a document and quickly make his key choices.

Search (F4)

The Search command scans the document for the next occurrence, after the text cursor, of a requested string. Enter the string in the dialog box and click OK when ready. The search process can look for an exact match or it can look for a match ignoring differences in capitalisation. Just select the appropriate choice in the dialog box.

When found, the string is marked for easy reference and editing.

Search Again (Ctrl-A)

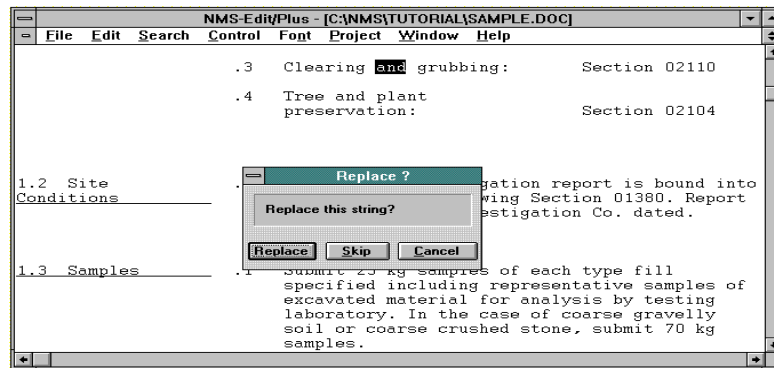
This command scans for the next occurrence of the same string as was specified in the previous Search command.

Replace (F7)

The 'Replace' command searches, beginning at the text cursor position, for every occurrence of a given string. When each is found, it is replaced with a replacement string.

When the command is issued, a dialog box prompts for the string to search for and the string to replace it by. At the same time you can specify whether the search is to find only exact matches or whether the search should include upper and lower case instances of the same string.

If you ask NMS-Edit/Plus to verify the changes, each time a change is to be made, you are shown the change and asked for confirmation. You then can choose to replace it, skip it or cancel the command altogether.



Verify Replacement Dialog Box

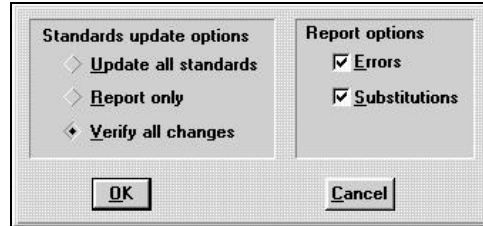
If you do not choose to verify the changes, they are all made automatically.

Update Standards (F6)

The 'Update Standards' command searches the open section for standard references, validates the format of each reference, and ensures that the standard number is up-to-date.

The Update Standards command operates by means of a file in your NMS directory containing more than 15,000 current standards from 22 agencies. When a standard is encountered in the section, Update Standards compares it to its list of current standards and then either flags it as invalid, corrects its format, or sets it to the latest revision. When you purchase the update to NMS-Edit/Plus each year, you will automatically get the latest standards data file.

Starting the standards checker brings up a dialog requesting more information.



Update Standards Dialog Box

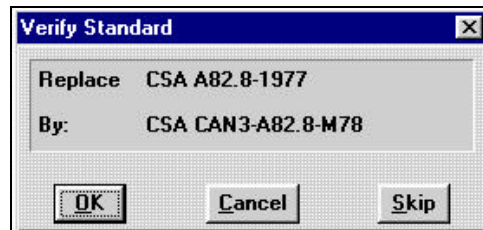
Update Standards performs two functions. First, it searches for and optionally replaces standards in error with correct ones. Second, it produces a report of its findings. The two parts of the dialog box reflect this.

When 'Update all standards' is selected, the command performs its searching and replacing automatically without any user intervention. Clicking 'Report only' tells the command to make no changes to the section: just report its findings when done. Finally, 'Verify all changes' locates each standard number one by one and prompts for the action to take.

By default, the dialog appears with only 'Errors' to be reported in the report file. Clicking on 'Substitutions' allows us to see as well what changes the program has made.

Update Standards Results

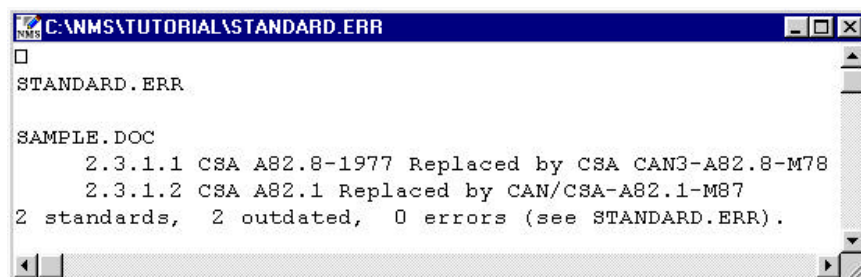
When 'Verify all changes' is selected, as each standard is encountered, a 'Verify Standard' popup appears.



Verify Standards Dialog Box

Here, for example, 'CSA CAN3-A82.8-M78' supersedes 'CSA A82.8-1977'. Note that the command wishes to correct both the revision date and the incorrect format of the old standard. If you click on 'Skip', the standard will be left unchanged. 'Cancel' ignores the change and stops standards checking entirely. Clicking on 'OK' accepts the change; the new standard is inserted in the document and the search continues.

When complete, NMS-Edit/Plus displays a summary of changes. Click OK and a new window opens to display the file 'STANDARD.ERR'.



Update Standards Report

The error file reports standard numbers which it has no record of in its standards file. The example here shows none of these errors. Since we requested that Substitutions be reported, the replacements are shown. The program reports that two standards were found in the section. Of the two, both were outdated and replaced by current versions. (Had we requested that Substitutions were *not* to be reported in the file, the error file would not be displayed at all. Since no errors were found, there would be nothing additional to report beyond the summary message that appeared at the end of processing.)

Standard Errors

A *standard error* is flagged when NMS-Edit/Plus detects (what it thinks is) a standard that cannot be found in its standards database. A standard is flagged in error if:

- it was retired completely,
- it was superseded by a completely new number, or
- it is coded incorrectly in the section and cannot be deciphered

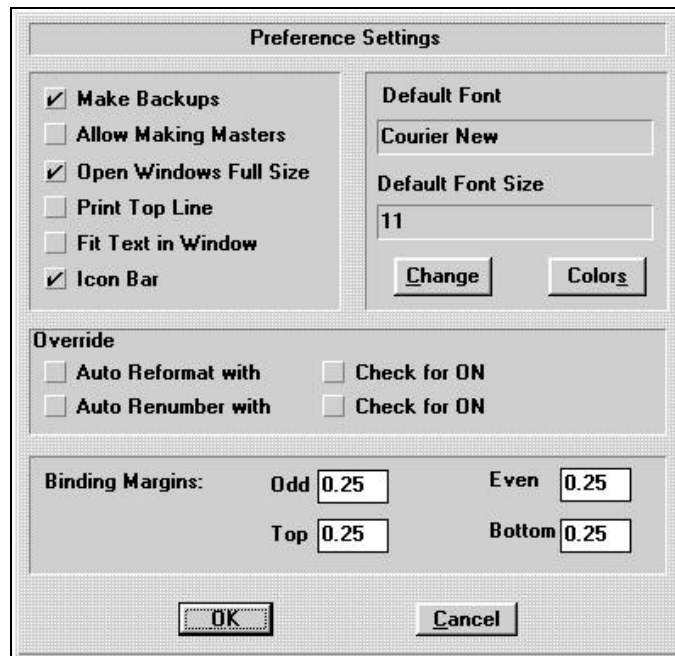
Standards in error should be examined carefully to see what correction should be made, if any.

In many cases, outdated and retired standards should not automatically be replaced by current versions, because the products and processes the new versions refer to may not be the same as that in the specification. Great care should be taken in updating standard numbers to ensure that the new versions address the same issues as the old.

Control Menu

Preferences...

The 'Preferences...' command presents a dialog showing the current NMS-Edit/Plus defaults. When you change these settings they will remain in effect until changed again - even between NMS-Edit/Plus sessions. (Preference settings are stored in the 'NMSPLUS.RF' file in your Windows directory.)



Preferences Dialog Box

Make Backups

tells the 'Save' or 'Save As...' commands to keep the previous version of the file as a backup. This uses additional disk space but provides a helpful safety net in case of errors.

The backup file has an extension of '.BAK'.

Allow Making Masters

indicates whether the user is allowed to create master files. If so, the 'Master' file type selector will be available on the 'Save As...' file dialog.

It is a good idea to leave this function disabled in normal practice, so that master files are not randomly created, using up extra disk space.

Open Windows Full Size

indicates whether NMS-Edit/Plus will open documents (using either the New or Open command) in windows that fill the screen or in windows that overlap one another. This selection does not change the function of the 'Maximise' icon on the window: it just determines the window's starting size.

Print Top Line

determines whether or not the coded top line of the section should be printed. You can override this option on the print menu.

Fit Text in Window

changes the font size used to display the text on the screen so the full text width appears in the window. After selecting 'Fit text in Window', close any open documents so that the option can take effect (or select the Font Fonts... command). When disabled, the actual font size is used. It has no effect when a proportional printer font is selected, and it does not affect the font size used for printing.

Icon Bar

turns on and off the display of the Icon Bar.

*Default Font**Default Font Size*

sets the default attributes for files such as master files which have never been edited in NMS-Edit/Plus. Master files do not have a font or font size marked in them. So when you first add them to a project and edit them, they are assigned default font and size values.

Colours

sets colours for the display of regular text, Spec Notes, and Option Fields in the document.

Override

overrides either or both of the Auto Reformat and Auto Renumber settings for a document. Normally these settings are saved with the document and restored when it is opened. If you prefer to always have documents open in a particular mode, set these overrides.

First, check the override box to indicate the setting to be overridden. Then, indicate (on the right) what the setting is to be (i.e. to the 'on' or 'off' position).

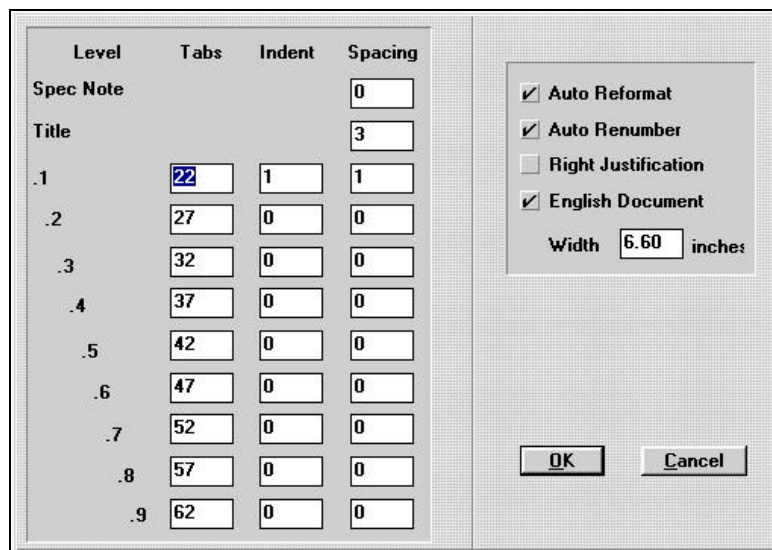
Binding Margins

selects how much left, top and bottom margin is to be added to each page (odd and even) as it is printed. The value is specified in inches.

By setting a larger value for odd pages than for even pages you can produce your sections ready for double-sided copying. Experiment with these values until you find the settings you want.

Settings...

The 'Settings' command controls the way editing is to occur for this document. Changing the settings in one document does not affect any other document.



The Settings Dialog Box is a window with a table on the left and a list of options on the right. The table has four columns: Level, Tabs, Indent, and Spacing. The rows are labeled Spec Note, Title, .1, .2, .3, .4, .5, .6, .7, .8, and .9. The right side has checkboxes for Auto Reformat, Auto Renumber, Right Justification, and English Document, and a Width field set to 6.60 inches. OK and Cancel buttons are at the bottom right.

Level	Tabs	Indent	Spacing
Spec Note			0
Title			3
.1	22	1	1
.2	27	0	0
.3	32	0	0
.4	37	0	0
.5	42	0	0
.6	47	0	0
.7	52	0	0
.8	57	0	0
.9	62	0	0

☒ Auto Reformat
☒ Auto Renumber
☐ Right Justification
☒ English Document
 Width inches

OK Cancel

Settings Dialog Box

Each of the fields is described in the following pages.

Auto Reformat (Ctrl-F)

specifies that paragraphs are to be reformatted whenever anything is removed (backspace, delete, cut, clear) or added (typing or paste commands). This setting also determines whether NMS-Edit/Plus will respect the two columns and keep them separate while editing.

Normally, when working in paragraphs, Auto Reformat should be selected. It should only be turned off when working with tables. (Edit... Header should be used to edit the header elements.) This setting may be overridden by the Preferences command so that it always defaults to one state or another.

Auto Renumber

indicates whether NMS-Edit/Plus should renumber the document after delete, cut and paste operations, or whether it should only renumber when the Renumber command is used. Users who are reading the text on-screen will often want this selection enabled. But users working from marked-up listings will find it hard to find their place if the numbers keep changing.

This setting may be overridden by the Preferences command so that it always defaults to one state or another.

Right Justification

affects the formatting of text by determining whether extra blanks should be inserted into each line, when a paragraph is reformatted, to provide a smooth right margin. Its setting is a matter of personal preference.

If this selection is changed, you are asked whether you want to reformat the document so that it applies immediately, or if you want to delay that operation. If you continue without reformatting, only those paragraphs that are subsequently changed will be reformatted with right justification. Justified paragraphs look much the same on the screen as unjustified ones; however, the justification will be visible the next time you print.

English Document

determines the language of the document. If English Document is not selected, the document is assumed to be in the French language. The document language affects the language used for spelling and the special words used in printing ('Con't' or 'Suite', and 'End' or 'Fin').

Width

changes the width of text, in inches, on the printed page. The default is 6.6 inches for NMS format documents and about 6.8 inches for CSC format documents. (This is with the default Courier New 11-point font.) You can set this value to any width you would like.

If you change to a proportional printer font like Times Roman, the width will decrease to a value approximating the width of paper required to hold the same number of characters in the new font. Changing back to a fixed-spacing printer font (Courier New) will cause the width to increase. Don't forget to run the Edit... Header command (simply confirm with OK) after changing the document width, to automatically adjust the header width proportionally.

Remember that the right margin width is determined by the paper width minus the left margin minus the document width. If the margin width is 1 inch (set in the Preferences command) and the width set here is 6.6 inches, and we are working with 11-point Courier characters then the right margin is calculated as follows:

$$\begin{aligned}\text{Right-Margin} &= \text{Paper-Width} - \text{Left-Margin} - \text{Width} \\ &= 8.5 - 1.0 - 6.6(72\text{-chars} \times 11\text{-point}/120\text{-pts-per-inch})\end{aligned}$$

= 0.9 inches

If this selection is changed, you are asked whether you want to reformat the document so that it applies immediately, or if you want to delay that operation. If you continue without reformatting, only those paragraphs that are subsequently changed will be reformatted to this width.

Tabs, Indent, Spacing

are each a column of values. Each value in a column corresponds to a different level of indentation of paragraph or to a different type of item. The left side of the dialog area shows the meaning of each entry in the columns.

Tabs

determines the placement of paragraphs in NMS-Edit/Plus. If you change a tab setting the paragraphs at that level will all move in or out. Normal NMS-format tab settings are '22 27 32 37 ...'. Page-formatted documents are at '5 10 15 20 ...'.

Indent

determines how subsequent lines of a paragraph are formatted. The first line of a paragraph always starts at the tab stop for that level. The text always starts at the next tab in. If the paragraph is more than one line long, the second and subsequent lines start at the tab stop determined by adding the indent value to the tab stop number where the paragraph started. For example this is what a paragraph formatted with an indent of 0 would look like:

```
.1 This is a paragraph with indent level set to  
zero so subsequent lines begin under the period.
```

Here is another example, this time with indent set to 1:

```
.1 This is a paragraph with indent  
level set to one so that subsequent  
lines start indented from the period.
```

If this selection is changed, you will be asked whether you want to reformat the document so that it applies immediately or if you want to delay the operation. If you continue without reformatting, only those paragraphs that are subsequently changed will be reformatted to these indent settings.

Spacing

determines how many blank lines are to be inserted before each level of paragraph when the document is printed. If you add extra blank lines to your document (see the Newline command) or if you remove extra blank lines, NMS-Edit/Plus will always correct the document and print the number of lines indicated here.

If you need to add extra space so that a diagram can be added, use the \$SPACE command.

The default settings for NMS format documents is 0 3 1 0 0 0 etc. For CSC format documents the defaults are 0 2 1 0 0 0 etc.

Changing these values does not affect the document on the screen. They only take effect when it is printed.

Reformat (Shift-F6)

This command causes NMS-Edit/Plus to reformat every paragraph according to the rules currently in effect. Tables that are bracketed by \$TABLE / \$END controls or tables that are separated from paragraphs by a blank line are not affected by this command.

If you change any settings that affect document format you will be asked whether you wish to reformat the document immediately.

Renumber (Shift-F2)

This command rennumbers the current document. All levels of paragraph are renumbered. If the document is a trade section and follows the standard 3-part format, NMS-Edit/Plus will change the first digit of the numbering only when it sees a line that looks like

PART 2

or

PARTIE 2

This command is usually used at the end of editing to clean up a section before printing.

Drop SPEC NOTE (Shift-F9)

This command removes all Spec Notes from the file and cleans up any problems in the text as a result of their removal. This command is normally done at the end of editing, before printing the file.

Users can insert Spec Notes in their own master files. A Spec Note is identified by the words 'SPEC NOTE' or 'REDACTEUR' in capital letters, beginning at the first tab stop.

Drop Options [] (Ctrl-F9)

This command is normally used to clean up at the end of an editing session. It finds all square brackets in the file, removes them and reformats the paragraphs containing them. Any text between the brackets remains in the file. Any fill-in options (which look like [____]) are completely removed.

The normal process of editing options is to remove the unwanted ones by double-clicking them and deleting them with the Backspace or Cut command. At the end of the editing session, clean up the remaining brackets with the Drop Options command.

Execute (Shift-F3)

NMS-Edit/Plus has the ability to execute special command files. These command files can be used to change formats or provide automated capabilities to NMS-Edit/Plus. .

When the Execute command is launched you must pick a command file to execute from the standard file dialog. Once selected, NMS-Edit/Plus executes each of the commands in the file, in order, until the end of the file.

The NMS-Edit/Plus editor can be used to edit and correct command files. When saving the file ensure the 'Control' File Type is set on the Save File... dialog. Control files have the '.EXC' extension by default.

Two special command files are provided with NMS-Edit:



'Pageform.EXC' converts a section to CSC format.

The file being edited is automatically converted. You can see the difference in formats immediately.



'NMSform.EXC' converts a section to NMS format.

Command Files

A command file is simply a list of commands to be executed. Only one command is allowed per line. The commands allowed are as follows:

Mode Tabstops n1 n2 n3 n4 ...

sets the paragraph tab stops in the same manner as the Tabs values of the Settings dialog. The numbers following the command are the tab values. They must be in ascending order. The last value entered is propagated into all remaining tab stop entries.

Mode Indent n1 n2 n3 n4 ...

sets the paragraph indents in the same manner as the Indent values of the Settings dialog. The numbers following the command are the indent values. They must be in ascending order. The last value entered is propagated into all remaining entries.

Mode Spacelines n1 n2 n3 n4 ...

sets the inter-paragraph spacing in the same manner as the Spacing values of the Settings dialog. The numbers following the command are the spacing values. They must be in ascending order. The last value entered is propagated into all remaining entries.

Mode AutoReformat on/off

sets the Auto Reformat selection on the Settings menu to the indicated state (either on or off).

Mode AutoRenummer on/off

sets the Auto Renumber selection on the Settings menu to the indicated state (either on or off).

Mode Justify on/off

sets the Right Justify selection on the Settings menu to the indicated state (either on or off).

Mode English on/off

sets the English language selection on the Settings menu to the indicated state (either on or off).

Mode Pagewidth n

sets the Width selection on the Settings menu to the indicated value in inches.

Reformat

executes the Reformat command exactly as it would be executed from the menu.

Renumber

executes the Renumber command exactly as it would be executed from the menu.

DropSpecs

executes the Drop Spec Notes command exactly as it would be executed from the menu.

DropOptions

executes the Drop Options [] command exactly as it would be executed from the menu.

Separate y/n

passes through the entire document separating titles from the left side of the text and placing them on a line by themselves. At the same time, it decides how to process any underlines. If the option following the command is 'y' (or 'yes'), the titles are left underlined. If the option following the command is 'n' (or 'no'), all underlines are removed. See the PAGEFORM.EXC command file for an example of the use of this command. This special command is not available from a menu.

UnSeparate

passes through the file looking for all titles that come before a first level '.1' paragraph. It removes the titles and places them to the left of the text. See the NMSFORM.EXC command file for an example of the use of this command. This special command is not available from a menu.

Size n

sets the size of the font for this file to 'n' points.

Font Name

selects font 'name' to be the font used for this file.

Font Menu

Plain Text (Ctrl-P)

Bold (Ctrl-B)

Underline (Ctrl-U)

These commands all operate in the same way. They apply the indicated change in text style to the character following the text cursor or to the marked block of text. Text may be marked as:



Plain (all attributes removed)



Bold



Underlined

or a combination of bold and underlined.

Fonts...

The 'Fonts...' command is used to select a font for printing. NMS-Edit/Plus requires that the entire specification be written using one type of text font, and one text size. This adheres to good spec-writing practice.

Although NMS-Edit/Plus is able to print your specification in a proportional font, such as Arial or Times Roman, while editing you will only see a Courier-type font on the screen. So, before printing, you will need to select the appropriate font and size.

The default font for master sections is Courier New at size 11. If this is your preference, you need not use the Fonts... command at all. Otherwise, when a new font or size is selected, an automatic Reformat takes place.

You will notice that the right side of each paragraph appears more ragged than before, and some lines even extend past the header boundary. NMS-Edit/Plus is now creating line breaks, not by counting the number of characters in the line as it would when printing a fixed-spacing font like Courier, but by summing the width of each character and breaking when the line is full. This approach shows clearly where the line breaks will occur. However, it has the drawback of making it more difficult to edit the section.

Hint: Wait until section editing is almost complete before selecting a printer font.

If you have a Courier font selected and the text size you chose for printing is too large to fit on your screen, pick the 'Fit Text in Window' selection on the Preferences Dialog. This will decrease the screen font size without affecting the printed text size.

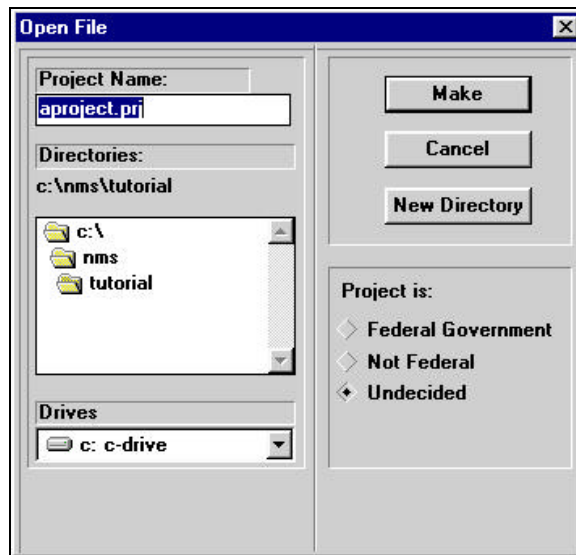
Hint: For best results choose only TrueType fonts. With other fonts, what you see on the screen may not be what you get on the printer.

Project Menu

The project menu is used for project related activities. It is used to build a project, launch the editor to modify a section, and perform global changes and consistency checks to all sections of the project. It is not necessary to edit sections from within a project but we strongly recommend you do so. It is essential to work from within a project if you plan to make any global layout changes to the section headers. It also simplifies many operations and keeps your work better organised.

New Project

Use this command to initialise a new project. The command presents a dialog that permits creating a new directory for the project and naming the project.



New Project Dialog Box

In general you should create a new directory under the NMS directory for each project. Click 'New Directory' to create this. Then, using the Make button, create the project control files. Two files named after the project, with extensions '.PRJ' and '.RF', are created. You should never delete these files.

When adding a file to a project, NMS-Edit/Plus is able to remove from the file uses of the word 'Engineer', leaving 'Consultant', for non-federal-government projects. Conversely, 'Consultant' is removed, leaving 'Engineer', for federal projects. One of these actions is set into effect when you select 'Federal Government' or 'Not Federal' on the New Project dialog. The default 'Undecided' performs no pre-edit on new sections being added to the project. Note there is no warning when these edits are performed during Add File.

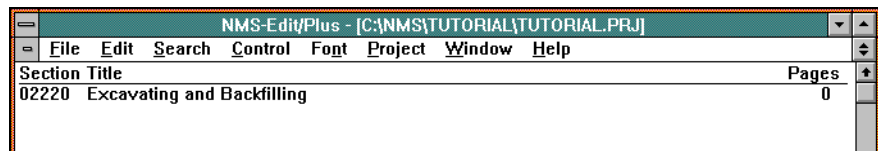
Opening a Project Section

When the project is created, a project window will be displayed on the screen. The project window lists all sections in the project and their page counts (if known). Double-clicking on a section in the list opens that section for editing. Or, highlight the section and click the Open button on the Icon Bar.

Once a project is open, the other commands on the project menu become available. Only one project may be open at a time. Use the Add File command to move sections into the project.

Open Project

This command is used to open an existing project. When the open dialog appears, change to the directory containing the project. If there is more than one project in the directory, select the one you want (file with extension '.PRJ'). Click on the Open button.



When the project opens, a project window will be displayed on the screen. The project window lists all sections in the project and their page counts (if known). Double-clicking on a section in the list opens that section for editing.

Once a project is open, the other commands on the project menu become available. Only one project may be open at a time.

Close Project

Close a project with the Close Project command. If you want to change projects, you must close the current project before opening a new one.

Close Project saves the current information about the project (as shown in the project window) to the project control file on disk.

Latest Update

'Latest Update' creates a special temporary project containing all the sections updated in the most recent NMS update applied to your system. (If you have both the English and French NMS updates, you will be asked which one you want to look at). The only command available from the Project menu when this 'project' is open is the 'Print All' command. You can use the Latest Update command to either print an entire update or to examine the new sections.

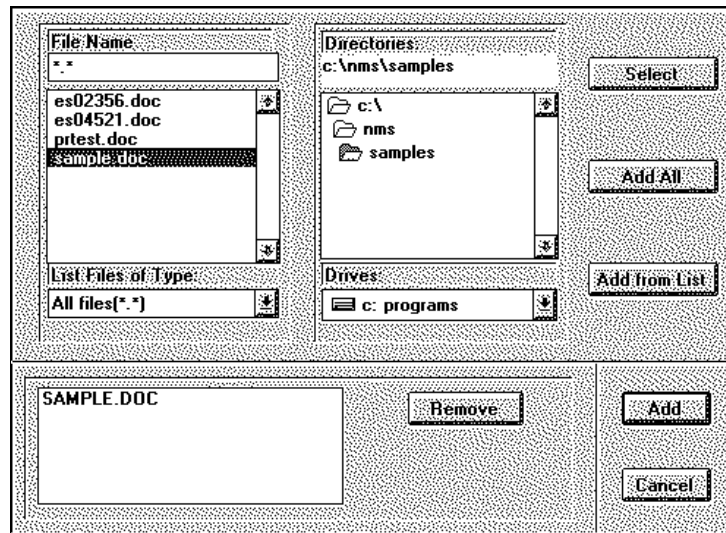
Show Project Window (F10)

Use this command to activate the project window. The project window then becomes the top window and you can access the other commands in the Project menu.

Add File

The 'Add File' command provides a simple way of copying master files or document files from another project into this project. You must have the new project open when you select this command.

The Add File dialog contains two lists of files. The top one is the list of files in the selected directory. The bottom one is the list of files selected for adding to the project. To add master files to your project, first find the directory where the master files exist using the directory list.



Add File Dialog Box

Hint: The NMS master files are organised by division under the NMS directory. Division 01 English files are in directory 'E01' in the NMS directory.

Select the files you want to add to your project from the files in the list. You may do this by double-clicking the file name or by marking it (single click) and then clicking the 'Select' button. As you select each file it appears in the bottom list. To remove a file from the bottom list, mark it by single clicking it and hit the 'Remove' button.

Continue adding files to the select list this way. You can add files from several different directories if you wish. You can review the list of selected files by scrolling through the bottom list.

When you are done selecting files, click the 'Add' button to add all the files in the select list to the project. A copy of each file is added to the current project. The old copy of the file remains untouched.

Some pre-editing may be done to the files as they are copied to the project directory, if the project was set to 'Federal Government' or 'Not Federal' when it was first created. See the New Project command above for more information.

Master files copied by Add File are converted into Section files to save disk space. As the files are copied they are added to the list in the project window. Double-click on a file in the project window to open it for editing.

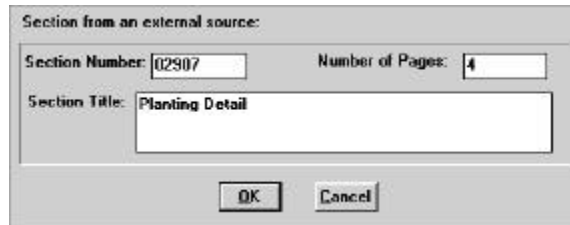
To allow conversion of ProSpec or NMS Specialist projects to NMS-Edit/Plus, the 'Add from List' button is available. Highlight the list file (usually called 'FILE.LST') and click on this button. All the files in the list are added to this project.

Before adding a WordPerfect or other format file (from which NMS-Edit/Plus has a converter) into a project, open and convert the file to NMS-Edit format first, making sure the header layout is consistent with the rest of the project. When the formatting is correct, use Add File to bring it into the project.

If you are cloning an entire project you can use the 'Add All' button rather than selecting each file individually.

Add External Section

Often files need to be associated with the specification that are not NMS-Edit/Plus sections, such as a fill-in form or AutoCad drawing. To add such files to the project List of Contents, use the 'Add External Section' command.

A dialog box titled "Section from an external source:". It contains three input fields: "Section Number:" with the value "02907", "Number of Pages:" with the value "4", and "Section Title:" with the value "Planting Detail". At the bottom are "OK" and "Cancel" buttons.

Add External Section Dialog Box

When launched, the command brings up a dialog that accepts a section number, section title, and number of pages. The section information is then displayed in the project window and entered into a subsequent List of Contents.

Remove File

This command is used to remove sections from a project. Highlight the file in the project window by clicking on it. (Don't double-click). Then select the Remove File command. The section will disappear from the project list.

Note: This command does *not* delete the file from your disk. It just removes it from the list of sections comprising this project. You can return the file to the project later with the 'Add File' command.

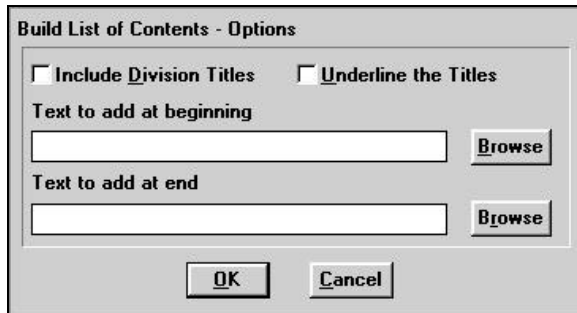
Show Title / Show File Name

When a project is created, sections added to the project show in the project window as section number and title. By selecting the 'Show File Name' command, the paths and filenames of the sections display in place of the titles. To return to the normal view, select 'Show Title' in the Project menu. It makes no difference to NMS-Edit/Plus which view you are using; select the one that is most convenient for you.

List of Contents

The 'List of Contents' command adds a new section to the project, with number 00000, containing the numbers and titles of all other sections in the project. (If there already is a Contents section, it will be replaced.)

The List of Contents can be tailored to meet your special needs. For example, non-NMS-Edit/Plus sections can be generated into the List of Contents by using the 'Add External Section' command. As well, special text can be automatically added to the beginning and end of the contents section by filling in the 'List of Contents - Options' dialog.



Build List of Contents - Options

☐ Include Division Titles ☐ Underline the Titles

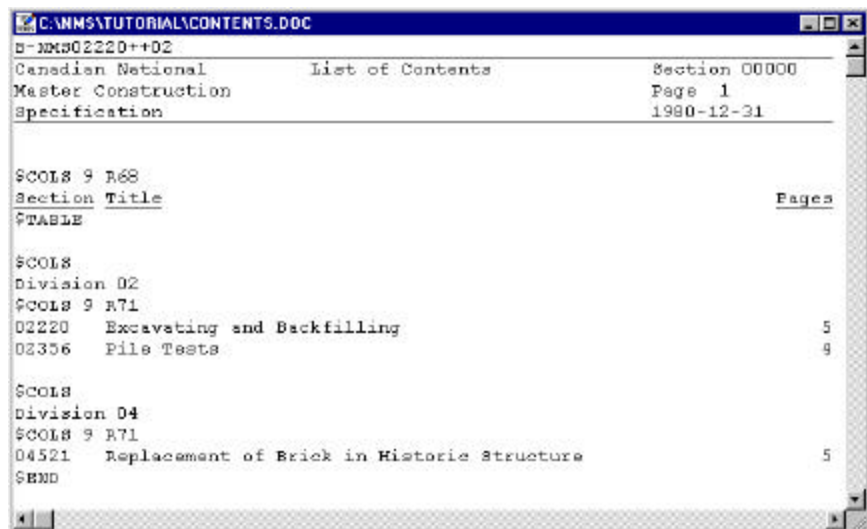
Text to add at beginning

Text to add at end

List of Contents Dialog Box

When checked, the 'Include Division Titles' box adds division titles to the division numbers in the section. 'Underline the Titles' provides additional formatting to the division numbers and titles. To add a fixed block of text at the start and/or end of the List of Contents, put the text into an NMS-formatted file using NMS-Edit/Plus and specify the filename in one of the boxes.

Click on 'OK'. The new List of Contents section is automatically opened so you can check it.



C:\NMS\TUTORIAL\CONTENTS.DOC

B-NMS02220++02

Canadian National	List of Contents	Section 00000
Master Construction		Page 1
Specification		1980-12-31

\$COLS 9 R68		Pages
Section Title		
\$TABLE		
\$COLS		
Division 02		
\$COLS 9 R71		
02220	Excavating and Backfilling	5
02356	Pile Tests	9
\$COLS		
Division 04		
\$COLS 9 R71		
04521	Replacement of Brick in Historic Structure	5
\$END		

Sample List of Contents

If any sections in the project were not printed since they were last changed, NMS-Edit/Plus will process them to determine an up-to-date page count.

Replace

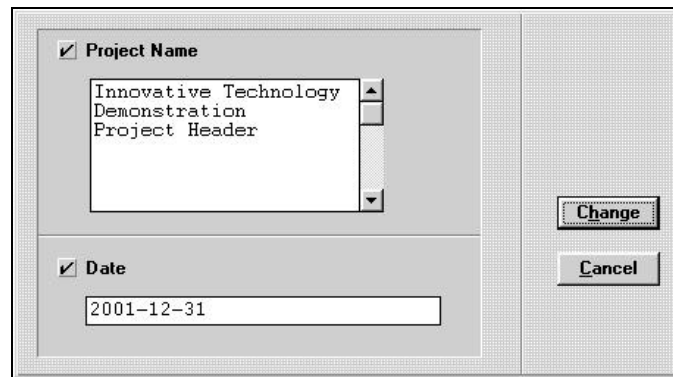
The 'Replace' command for the project operates in much the same way as it does for an individual section. The major difference is that this Replace command performs the replacement on all files in the project, whereas the Replace command on the Search menu does the replacement for only one section.

You are asked what to search for and what to replace the search string by. You can also select whether NMS-Edit/Plus is to prompt you for confirmation before each change and whether NMS-Edit/Plus should ignore upper and lower case differences.

Change Header

The header at the top of each page of a section has special connotations in a project. Some areas of the header change from section to section and some are constant for the entire project. NMS-Edit/Plus provides special control for headers in a project. You can change the project name or date for all sections in the project in one easy step with the 'Change Header' command.

When the command is selected, it shows the project name and the date, taken from the first section of the project, in a dialog box. Change the contents of these areas to what you want to see in your section headers. As soon as you change anything in these fields the corresponding selection box becomes checked. To cancel a change, just un-check the box by clicking on it.



Change Header Dialog Box

When you have entered the new header (and/or date), click the Change button. A new window pops up showing the old and new headers for the first section. The top box is the old header, taken from the file. The bottom box shows the header with your new changes applied.

B-NMS02220++02		
Canadian National	Excavating and Backfilling	Section 02220
Master Construction		Page 1
Specification		1990-12-31
B-NMS02220++02		
Innovative Technology	Excavating and Backfilling	Section 02220
Demonstration		Page 1
Project Header		2001-12-31
<input type="button" value="Skip"/> <input type="button" value="Stop Asking"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/>		

Change Header Confirmation Dialog Box

The buttons across the bottom of the window allow you to select whether the section is to be changed as shown (OK), whether it is to be skipped (Skip) or whether NMS-Edit/Plus should change this and all subsequent sections without asking for your approval (Stop Asking).

Change Header is used to change the contents of all headers in a project uniformly. It cannot be used to rearrange elements of the header. If your project files have a different header layout from the standard, use the Define Header... command first to tell NMS-Edit/Plus what your new layout is.

Hint: If you need to change the size of the header by adding or removing lines from it, you must first change the header definition. Use the Define Header... command to add or reduce lines in the Project Name area. Then use the Change Header command to change the project name in all sections. New lines will be added to or removed from the header of each file as necessary.

Define Header...

The various operations that access information in the header depend on the information being in known places in the header. Commands affected in this way are the 'Change Header', 'List of Contents', 'Add File', and 'Edit... Header' commands. If your headers have a different layout, you will need to tell NMS-Edit/Plus what that layout is. 'Define Header...' provides the way.



Define Header Dialog Box

Define Header displays a dialog showing the header from the first file in the project. The selectors in the centre indicate what part of the header is greyed. Clicking these radio buttons changes the grey area. If you need to change one of these definitions, grab the top left or bottom right corner of the area and drag it with the mouse. Ensure that none of the areas overlap.

You can check your definitions against other sections in the project by selecting the Next Section or Previous Section buttons.

When you are satisfied that your definitions are correct, Click the OK button to accept them. The definitions are now saved with the project.

Changing the Header Size

To add one or more lines to the header (to accommodate a longer project name, for example) simply click on the header elements and move or expand their size appropriately. Click on OK to confirm the change. Then use Change Header to modify all sections of the project, or edit each section individually and use Edit... Header to rearrange the header elements.

To remove one or more header lines: first change the definition in Define Header, then use Change Header to change to the new header text. *Never reverse the order of these commands.*

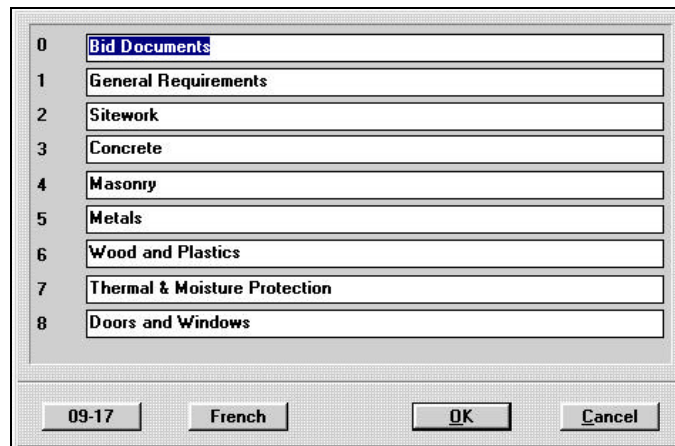
If the Project Name is expanded to four or more lines, Change Header will automatically expand the size of each header in the project when you use it to enter the new project name text. Change Header, however, cannot handle some changes properly, such as moving the date field to a new location in the header. (Change Header will simply write the new date text at the new location and leave the old date intact.) In these unusual cases, run Change Header as you normally would, and then edit each section of the project and run the Edit... Header command from within it to remove the date from the old location.

Still other changes like moving the page number must be done manually from within each section.

Division Titles

The Define Header command is also used to define Division Titles for the List of Contents command.

The 'Division Titles' check box at the bottom of the window indicates whether division titles are to be included in the List of Contents beside the division numbers. If you turn this on, you will be shown the list of division titles. By default they are the standard NMS titles.



Division Titles Dialog Box

You can change them to whatever titles you want and NMS-Edit/Plus will use your new titles when building a list of contents for this project.

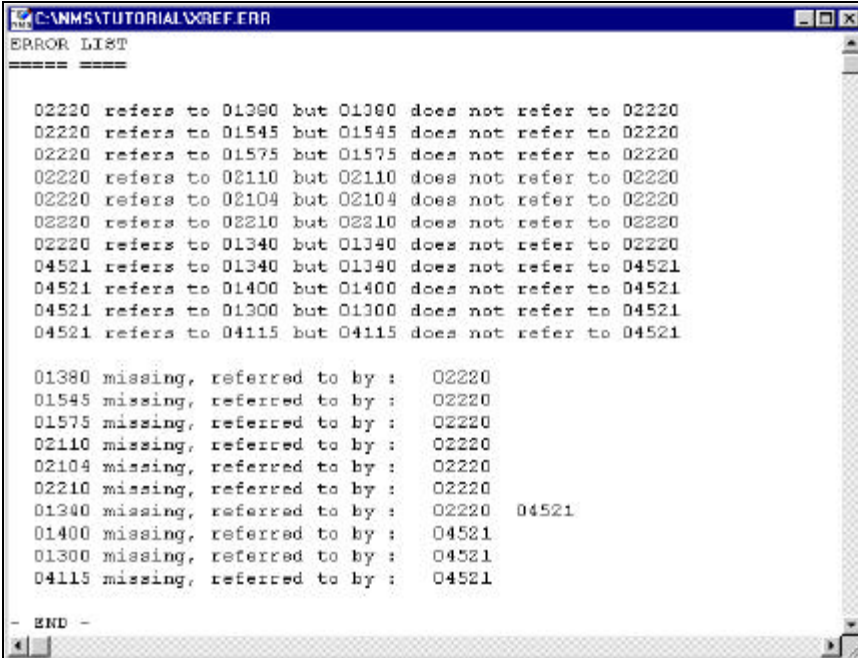
NMS-Edit/Plus allows titles for the standard 16 divisions as well as 0 and 17. To access the divisions you can't see, click on the 09-17 button.

If you want to change the French titles (if you're doing a French project), use the 'French' button.

Cross Reference

The Cross Reference command is very useful for finding errors and potential problems in your project. It takes only a few moments to run, and creates two files on disk that you may edit with NMS-Edit/Plus.

The first file opens automatically. It is called 'XREF.ERR' and contains a list of potential problems in the project. The errors it detects are references to sections that are not in the project and references that are not bi-directional. The first list always contains serious errors. The second list contains problems that may need to be fixed, at the specification writer's discretion.



```

C:\NMS\TUTORIAL\XREF.ERR
ERROR LIST
=====

02220 refers to 01300 but 01300 does not refer to 02220
02220 refers to 01545 but 01545 does not refer to 02220
02220 refers to 01575 but 01575 does not refer to 02220
02220 refers to 02110 but 02110 does not refer to 02220
02220 refers to 02104 but 02104 does not refer to 02220
02220 refers to 02210 but 02210 does not refer to 02220
02220 refers to 01340 but 01340 does not refer to 02220
04521 refers to 01340 but 01340 does not refer to 04521
04521 refers to 01400 but 01400 does not refer to 04521
04521 refers to 01300 but 01300 does not refer to 04521
04521 refers to 04115 but 04115 does not refer to 04521

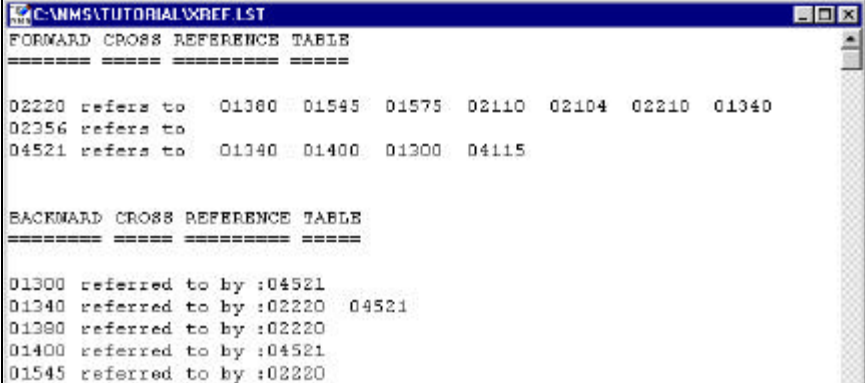
01380 missing, referred to by : 02220
01545 missing, referred to by : 02220
01575 missing, referred to by : 02220
02110 missing, referred to by : 02220
02104 missing, referred to by : 02220
02210 missing, referred to by : 02220
01340 missing, referred to by : 02220 04521
01400 missing, referred to by : 04521
01300 missing, referred to by : 04521
04115 missing, referred to by : 04521

- END -

```

Sample Cross Reference Errors

The second file is called 'XREF.LST'. It contains a full cross-reference of sections in your project. It tells what each section refers to, and from where each section is referred.



```

C:\MMS\TUTORIAL\XREF.LST
FORWARD CROSS REFERENCE TABLE
=====
02220 refers to 01380 01545 01575 02110 02104 02210 01340
02356 refers to
04521 refers to 01340 01400 01300 04115

BACKWARD CROSS REFERENCE TABLE
=====
01300 referred to by :04521
01340 referred to by :02220 04521
01380 referred to by :02220
01400 referred to by :04521
01545 referred to by :02220
  
```

Sample Cross Reference Listing

Update Standards

'Update Standards' from the project menu operates in much the same way as it does for an individual section: it puts up the same prompt window as in the editor, but processes *all* files in the project when confirmed with OK. When complete it conveniently displays a report of its findings for all files encountered in the project.

Spell Check

The Project menu 'Spell Check' command launches the spelling checker for each section of the project. It saves time by processing each file automatically. It uses the same familiar prompts as in the editor version.

Execute

If you run a command file of cleanup commands in the editor when finishing a section, consider running it here in the Project menu for all sections, automatically. In this way you will not miss a section and will ensure that your specification is formatted consistently.

Print All

The 'Print All' command prints each section of the project, in order. It is most often used after changing headers or doing a project replacement. This command may take a while to complete (depending on how fast your printer is).

Window Menu

NMS-Edit/Plus allows you to have up to 50 document windows open at once (assuming you have enough memory to hold them all). You can switch windows by clicking the mouse on any part of a partially hidden window. You may also change windows by pulling down the Windows menu and selecting the window by name.

Each window is also given a number that represents it. With the Window menu open, type the number to select that window.

There are two other selections on this menu. The first, 'Tile', shows all the windows tiled. The second, 'Cascade', shows the windows overlapped.

Help Menu

Contents (F1)

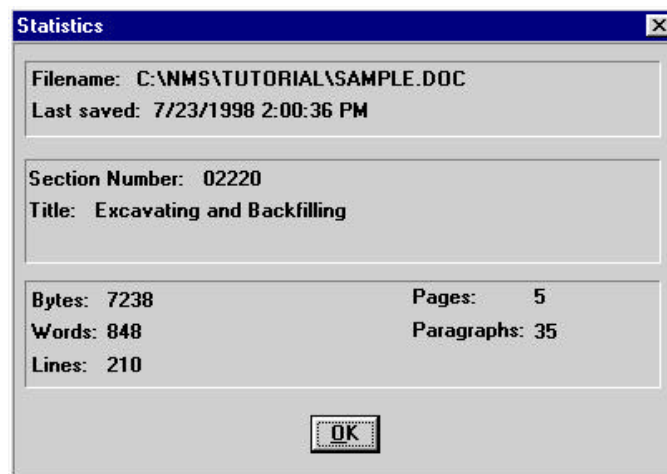
NMS-Edit/Plus uses the Windows Help Manager to provide you with on-line help in a familiar way. (The Windows Help system is described in the Windows User Guide.)

NMS List of Contents

Choose this option to view the current NMS List of Contents as a Windows Help file. NMS Divisions and Packages are broken down to show the individual sections, and each section contains a hypertext link to all related sections. All general Spec Notes at the start of each section are shown as well.

Statistics (F12)

When a section is open. The 'Statistics' command provides information about the section such as the file path, the date it was last modified, and the current page count (if calculated).



Statistics Dialog Box

About NMS-Edit/Plus

This command displays the NMS-Edit/Plus version number and copyright notice. It also shows the amount of free memory available for opening more windows.

NMS-Edit/Plus is licensed for use on a single computer only. Unless you have purchased a site license or multiple copies of NMS-Edit/Plus you should not have this software installed on more than one computer. You may also NOT give away, loan or in any other way distribute a copy of NMS-Edit/Plus to any other person or company. To do so is illegal and unethical.



About NMS-Edit/Plus

Other Help Items

As other spec-writing aids become available, they will appear in the Help Menu. For example, if you installed NMS-Edit/Plus from CD-ROM, you may have access to a help file of CGSB summaries of standards. These aids are documents on spec-writing and related topics. Having them on the Help menu gives you instant access to spec-writing information while you are working on your project.

Mouse

The mouse is used in NMS-Edit to position the cursor or to mark a block of text. When a block of text is already marked in the document, you can adjust the limits of the block by holding down the shift key on the keyboard and dragging with the left mouse button. You can extend or contract either end of any block this way.

Keyboard

There are also a number of special keyboard keys you should know about. The keys that type special characters were described earlier on page 42. This section describes some others used in editing.

Ctrl-® or Ctrl-↵	moves the cursor one word to the right or left
End	moves the cursor to the end of the line
Home	moves the cursor to the beginning of the line
Enter	moves the cursor to the beginning of the next line

(The enter key does *not* insert or change anything in the document. It only moves the cursor. If you need to insert new lines in the document use the Newline command (F3)).

Ctrl-Home	moves to the beginning of the document
Ctrl-End	moves to the end of the document
Insert	toggles between insert and overwrite mode. It also changes the 'I' icon of the icon bar to indicate which mode you are in.

Printer Controls

NMS-Edit/Plus has a very intelligent printing capability. For most specifications, simply printing with NMS-Edit/Plus will break the document into pages in a pleasing and easy-to-read manner. Paragraphs will only be split across pages if two or more lines are on each page; headings will be continued (if appropriate) at the top of pages, etc. The result will be a well laid-out specification.

Sometimes there are special reasons for altering the layout of the specification beyond the normal constraints. NMS-Edit/Plus provides for these by allowing a set of special lines to be inserted into the document at any point to tell it how to format the page. These are entered into the document like normal lines of text. They must be typed at the left margin of the page. They will not be printed in the final output.

See the Insert command under the Edit menu for a convenient way to insert one of these printer controls into a document.

Each of the control lines is described as follows.

\$PAGE [n]

If you add a line to the document that begins with '\$PAGE' then a new page will be started at that point in the listing. If the word \$PAGE is followed by a number, then the break will occur only if less than that number of lines are left.

For example:

```
$PAGE 10
```

starts a new page if less than 10 blank lines are left on the current page. So, for example, to ensure that an entire table is kept on one page of the document, place the \$PAGE on the line before the table, and number the \$PAGE to the number of lines in the table.

\$SPACE [n]

A line beginning with '\$SPACE' followed by a number will leave that many blank lines on the page. If you have asked for more blank lines to be printed than are left on the page then a new page will be started but no blank lines will be placed at the top of the page.

For example:

```
$SPACE 3
```

leaves three blank lines in the document.

\$FOOT

In most specifications the header at the top of the page contains the project name, the date, the page number and the company name. When you look at a document on the screen, all of the lines up to the first blank line will be included in the header. This header will be printed at the top of each page and the pages will be numbered appropriately.

Some companies prefer to have their company name at the bottom of each page instead of at the top. To do this in NMS-Edit/Plus you will need to add two lines to the document. The first one must have '\$FOOT' at column 1. The next line must contain the message to be printed at the bottom of each subsequent page of the document. For example:

```
$FOOT
                                Innovative Technology Inc.
```

places our company name at the bottom of each page of the document on all subsequent pages.

You can include the page number in the footer by including the word 'page' followed by a number. The page number is placed in this location when the page is printed. For example:

```
$FOOT
                                Innovative Technology Inc.                                Page 1
```

(NMS-Edit/Plus determines where the header ends and the text begins by finding the first blank line after the header. The \$FOOT control should never appear just after the header. The best place to put it is separated from the header by one blank line. That way, it will appear on every page but will not be considered part of the header.)

**\$TABLE
\$END**

Sometimes NMS-Edit/Plus is not able to distinguish between a table and a paragraph. This is especially true of free format text and tables with decimal numbers. At other times your file is printed in such a way that the tables do not come out properly. You may have extra blank lines or even be missing some lines. If this should happen you can tell NMS-Edit/Plus to treat any area of a section as a table and to print it out exactly as it is in the file.

You do this by placing a line with the word '\$TABLE' on it (at the left side) immediately before the area causing the trouble. Then place another line after the problem area with the word '\$END' on it (also at the left side). A table heading line should be placed after the \$TABLE line.

The \$TABLE and \$END lines form 'brackets' around that text. Anything between these two lines will be printed exactly as it is. NMS-Edit/Plus will make no attempt to adjust the spacing, accumulate continuation information or headings, or in any other way interpret the data.

For an interesting example of the use of tables, edit and print page one only of the file 'title.doc' from the NMS-Edit/Plus Samples directory.

\$COLS [col1] [col2] [col3] ...

When printing a section in a proportional font, text in a title or paragraph flows appropriately to fit the page width and font size. But in a table with more than one column, the column margins may not form a smooth line but may appear as a ragged line. To correct this problem, use the '\$COLS' command to specify the column positions.

The parameters to \$COLS are character column positions, taken from the column counter in the Icon Bar. A column number may be prefixed with the letter 'R' to indicate a right-justified column. A line with \$COLS and no numbers resets a previous \$COLS command. Also, text aligned to the left margin needs no column position.

Let's take for example a List of Contents generated from the Project menu. Blanks are compressed to show the full line here.

```
$COLS 9 R68
Section Title                               Pages
$TABLE

$COLS
Division 02
$COLS 9 R71
02220   Excavating and Backfilling          5
02356   Pile Tests                          4
$END
```

The first \$COLS sets a column to line up with text at column 9 (the word 'Title' on the next line), and sets the word 'Pages', starting at column 68, to right-justify (to its rightmost character position, that is, to character 72).

The next \$COLS disables column justification for the division number.

The last \$COLS aligns the section titles which are at column 9 on the screen, and right-justifies the page count (allowing for a 2-digit number if required). The page count (plus leading spaces) is found at column 71 on the screen. The section number needs no column number as it is at column 1 and left-justified.

The \$COLS command is not required for a fixed-space font such as Courier New, because text will always remain justified as it appears on the screen.

\$RESET [TABLES]

In NMS format, paragraph and table headings are detected automatically and carried forward as long as required. This means that the text on a page is always given a context. There are times, however, when you would like to disable this feature. The '\$RESET' command allows you to do this.

The command by itself will reset the continuation of all paragraphs and table headings until the next headings or paragraph titles are found.

If the word TABLES is added to the line, only table headings are reset. This is useful if you have two tables in a row with no intervening paragraph. NMS-Edit will consider them to be one table and will only continue one set of headings unless the \$RESET TABLES is added to the document between the tables.

NMS Updates

The NMS is updated once a year, in January. If you subscribe to the updates, we will send you a notice of the new version as soon as it is available. After updating your NMS, you can get a printed copy of all the new sections by using the 'Latest Update' command from the Project menu in NMS-Edit/Plus. This command followed by 'Print All' will produce the printed copy you need to update your binders.

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