



eLearning Library

Chapter Module

CHAPTER 1: GETTING STARTED

- Local Installation
- Connect Working Directory and UFGS Master
- Manually Download and Restore UFGS Master
- Chapter 1 Review*

CHAPTER 2: CREATING A JOB AND ADDING SECTIONS

- Creating and Setting up a New Job
- Adding Sections to Your Job
- Tailor a Job
- Add Sections from Another Job
- Add External Sections to a Job
- Add and Manage a Section Templates
- Overwrite a Section
- Chapter 2 Review*

CHAPTER 3: EDITING

- References**
- Adding New References
 - Adding References from the Unified Master Reference List (UMRL)
 - Adding References from the Supplemental Reference List
 - Using the Check Reference Feature
 - Chapter 3 Review: References*

- Brackets**
- Using Bracket Replacement
 - Chapter 3 Review: Brackets*

- Subparts**
- Adding Subparts
 - Deleting Subparts
 - Chapter 3 Review: Subparts*

Text, Lists, and Items

Editing Text, Lists, and Items

Chapter 3 Review: Editing Text, Lists, and Items

Formatted Tables

Insert a Formatted Table

Edit Formatted Tables Using Revisions

Insert and Delete Rows and Columns

Import or Export a Formatted Table

Merge and Unmerge Cells

Chapter 3 Review: Formatted Tables

CHAPTER 4: PROCESS AND PRINT/PUBLISH

Sections Tab

Reports Tab

Options Tab

Header/Footer Tab

PDF Publish Tab

Word Publish Tab

Print or Publish the Submittal Register Only

Print or Publish the Project or Section Table of Contents Only

Print or Publish the 01 33 00 Submittal Procedures Section Only

The 01 42 00 Sources for Reference Publications Section Only

Chapter 4 Review

CHAPTER 5: RESOLVING VALIDATION LOG ERRORS

Resolving Unknown titles

Resolving Reference Errors

Resolving Missing Del Tags

Chapter 5 Review

CHAPTER 6: CORRECTING QA REPORT ERRORS AND DISCREPANCIES

Address Verification Report

Reference Verification Report

Reference Title Report

Bracket Verification Report

Chapter 6 Review

CHAPTER 7: MASTER PREPARATION

Creating a new Master and UFGS

Inserting Bracketed Options

Inserting and Managing Tailoring Options

Inserting Units of Measure

Master Reference Processing

Master Bracket Verification Report

Chapter 7 Review

CHAPTER 8: ADDITIONAL TOOLS AND TECHNIQUES

Backup a Job or Master

Restore a Job or Master
Search and Replace
Tracking and Managing Job Schedules
Execute Revisions
Export Tailoring Options List
Export Submittal Register
<i>Chapter 8 Review</i>

CHAPTER 9: GUIDELINES FOR CUSTOMIZING THE UFGS MASTER FOR A DISTRICT MASTER

Custom UFGS Master Guidelines
<i>Chapter 9 Review</i>