

Installation of BidScreen XL, eTakeoff of ePlans in Excel

Step 1 – Install BidScreen XL Software

- Install BidScreen XL from the Vertigraph disc or go to <http://www.vertigraph.com> and click on the Download Evaluation
- Complete the requested information and click the Submit at the bottom of the page.
- Click on the Evaluation link next to BidScreen XL and select save. Do not run the installation from the web page.
- Save the BidScreen XL_Setup.exe to your desktop and then double click BidScreen XL_Setup.exe on to begin installation (make sure MS Excel is closed before starting the installation). Follow wizard instructions.

Step 2 - Add BidScreen XL to Microsoft Excel

For Excel versions prior to 2007


- From a blank Excel workbook Click on the Tools menu; click Add-Ins; click Browse and navigate to C:\Program Files\Vertigraph\BidScreen XL folder.
- Click on the file named BidScreenXL.xla, and click OK. This will place you back in the Add-Ins list, Click OK.
- **A BidScreen XL menu is added to the left of the Excel Help menu and a BidScreen XL toolbar is added.** If the toolbar is not displayed, click on View, Toolbars in Excel to insure the BidScreen XL toolbar is checked. If the BidScreen XL menu is not active or grayed out, exit Excel and reopen to activate the BidScreen XL menu.

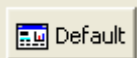
If you have Excel 2007

- From a blank Excel workbook Click on the Office button on the top left hand corner of Excel and Select Excel Options.
- From the Excel Options Window Click on Add-Ins on the left.
- Click the Go button at the bottom of the page next to Manager Excel Add-ins; this will display your Add-Ins list.
- Click browse and navigate to C:\Program Files\Vertigraph\BidScreen XL folder and then Click on the file named BidScreenXL.xla, and click OK. This will place you back in the Add-Ins list. Click OK
- **An Add-Ins Tab is added to Excel and under the Tab the BidScreen XL menu and Toolbar will be located.**

Tips and Important Information for Setup and Operating BidScreen XL with Excel:

- From the BidScreen XL Menu, click the Setup command and confirm “Use Acrobat” is checked under the Options Tab for users running Adobe Acrobat Version 7 or later. Vertigraph **HIGHLY** recommends using Adobe Acrobat Standard or Professional Version 7.0 or 9.0 in conjunction with BidScreen XL to ensure compatibility with ALL versions of pdf files. For those evaluating BidScreen XL and not currently running Adobe Acrobat 7+ you can download an evaluation copy of Version 9.0 at www.adobe.com. If you have purchased BidScreen XL from Vertigraph and are not running Adobe Acrobat 7+ then you may purchase Adobe Acrobat Standard 9.0 at a discounted Value Bundle price from Vertigraph.
- User specific setup options are located under **Setup** Menu at the **Options** Tab:

- Click on the  to change to the recommended User settings for Version 5. This will place user specific Toolbars in the Takeoff Window along with your Style Palette for easy access. Additional Toolbars can be selected to display at the Takeoff Window under the Setup|Takeoff Window tab once you are more familiar with the BidScreen XL program.

- If you prefer the previous versions of BidScreen XL click on the  under the Options Tab to return the Takeoff Window to the “Classic” BidScreen XL look and feel.

- **Important program information:** BidScreen XL writes Cell Comments to each digitized cell as well as the “Default Cell” for a Workbook/Worksheet. Each Workbook should contain only 1 Default Cell which holds the “brains” of the workbook for BidScreen XL; the Default Cell is typically cell A1 but may be A2 or B1 or B2. Care should be taken to:

a) Not delete the Default Cell of a digitized workbook/worksheet should you wish your digitized information to be saved for future reference;

b) Use caution when copying cells/columns/rows/worksheets that contain digitized information and

c) When recycling a used/digitized workbook/worksheet be sure that ALL digitized cells, along with the Default Cell from a previously digitized job are removed.

- All support documentation is installed with BidScreen XL in pdf format under C:\Program Files\Vertigraph\BidScreen XL\pdf. We recommend you go thru the short Tutorial document when starting your first takeoff to familiarize yourself with the basics of the program. A Training/Tutorial Video is also available for download at http://www.vertigraph.com/pub/BidScreen_XL_Training.zip.

Minimum System Requirements:

Microsoft Windows Operating system
Microsoft Excel 2000+
2GB of RAM (XP) or 3GB (Vista)
800 x 600 Display Resolution.

Recommended System Requirements:

Windows Vista Operating System
Microsoft Excel 2003 or 2007
3GB RAM (XP) or 4GB (Vista)
1440 x 900 Display Resolution

If you have any questions, need further assistance or would like to schedule an online demonstration of the program please feel free to call us at 877-902-2979 or 425-223-4311 or email us at support@interworldna.com