

BidScreen XL™

Setup & User's Guide



If you have any questions, comments or suggestions please contact us at any time:

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BidScreen XL Preface

A few words on performing the takeoff and estimate for construction activities:

- **Quantity Takeoff** is performed by measuring certain items and then calculating the desired quantities from these measurements.
- **Estimating** is applying costs to the quantities.

Applying the estimated cost to the quantities is usually performed in either an Excel workbook or through a relational database estimating program. We believe that organizing your takeoff quantities in Microsoft Excel, regardless of the software used for estimating, is often the easiest, most logical and best way to organize the takeoff for most contractors. With this in mind, BidScreen XL is software that is specifically designed to be added to Microsoft Excel to allow you to measure items directly from electronic files such as PDF, TIFF, AutoCAD DWG and most other file types while working in MS Excel. Additional calculations applied to these BidScreen XL measurements are performed in Excel to arrive at the takeoff quantities and estimate. A concise audit trail is provided by automatically storing the drawing with the digitized measurement into any Excel workbook cell. In summary, BidScreen XL allows you to view and measure from many file types while clearly organizing your takeoff in any Excel workbook.

How easy is it to digitize measurements with BidScreen XL?

Instructions for using BidScreen XL after adding it to MS Excel:

1. Load the drawing and click the green checkmark to accept it
2. Set the scale or CAD drawing unit
3. Click on the cell where you want the quantity measurement recorded
4. Select the measurement from the toolbar (i.e. Count, Section Length, Continuous Length or Area)
5. Begin measuring with your mouse
6. To finish, click the checkmark to record the number, drawing and overlay into the Excel cell

Excel is not for everybody however; certain divisions of work, such as site excavation and some of the mechanical trades may be better served by performing the takeoff in trade specific, non-spreadsheet applications. Overwhelmingly however, Excel is the number one application by far for both large and small contractors for documenting takeoff quantities. In addition to the takeoff, Excel also has the largest market share among contractors for estimating the costs.

As a result of the widespread use and power of Excel, we promote Excel estimating and have included a collection of takeoff and estimating workbook files for your use and review. Many of our customers have already created their own Excel estimating template. Others use the included Excel workbooks and customize these templates to fit their needs. After installing the software, the Excel takeoff and estimating workbooks provided with BidScreen XL can be accessed from the BidScreen XL programs list (*Start|All Programs|BidScreenXL|Example Workbooks*).

Minimum System Requirements:

Microsoft Windows Operating system
Microsoft Excel 2000+
2GB of RAM (XP) or 3GB (Vista)

Recommended System Requirements:

Windows Vista Operating System
Microsoft Excel 2003 or 2007
3GB RAM (XP) or 4GB (Vista)

Information regarding electronic files

Architectural drawings are either vector or raster image files. A raster image, such as a TIFF, PDF, BMP, and JPEG file, is a data file representing a grid of pixels (dots) on a computer monitor. A vector file on the other hand represents an image in computer graphics created through the use and assembly of geometrical, mathematical shapes such as points, lines, curves and polygons. AutoCAD DWG and DXF files are example of vector files.

BidScreen XL operates differently depending on the type of file loaded.

Please note the following:

If you have licensed and installed the recommended version of Adobe Acrobat on your computer (*Adobe Acrobat Standard or Professional 7 or later, not Reader*), BidScreen XL will use the installed Acrobat for viewing all PDF files. Vertigraph can bundle Adobe Acrobat Standard version 9 product at special pricing with BidScreen XL. For further information, please contact Vertigraph, Inc. at 800-989-4243 or support@vertigraph.com.

One of the advantages of vector files such as DWG and DXF is that you don't select or calculate a drawing scale like you do with raster files. Rather you'll select the CAD drawing unit directly from the vector file, as long as the model layout is used, which generates much more accurate takeoffs than raster files.

With vector files you're able to turn on and off design layers (i.e. isolate layers). Layer information that is not relevant to the current takeoff may be eliminated from view for easier takeoffs.

Most importantly, the big advantage of CAD, vector files is the ability to snap to the design object while measuring with your mouse. You can now obtain the exact measurements from the design object with vector files. With raster files on the other hand, you'll generate approximate, not exact, measurements by digitizing on points contained on the raster file.

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

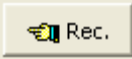
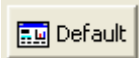
- From a blank Excel workbook Click on the Tools menu; click Add-Ins; click Browse and navigate to C:\Program Files\Vertigraph\BidScreen XL folder.
- Click on the file named BidScreenXL.xla, and click OK. This will place you back in the Add-Ins list, Click OK.
- **A BidScreen XL menu is added to the 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.

The BidScreen XL Setup window

The following merely outlines some basic setup and operating tips of BidScreen XL. More detailed help and instructions may be accessed anywhere in the program by

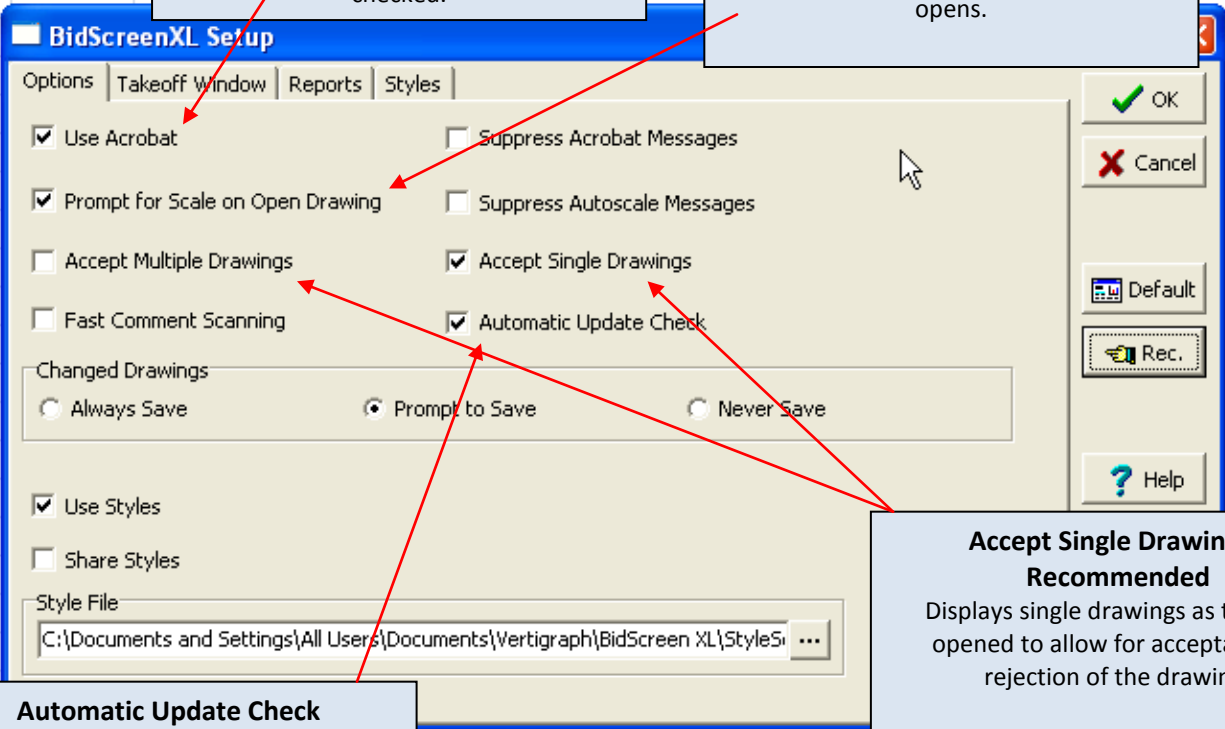
clicking on the Help button in any window. 

The **Setup** command is essential for properly configuring BidScreen XL. The setup has four different tabs: **Options**, **Takeoff Window**, **Reports** and **Styles**, all of which can be setup and changed based on individual user preferences.



The following options are the recommended settings.

Options Tab Window



Use Acrobat
This option will only be enabled when Adobe Acrobat 7 or higher is installed (not Reader). If Adobe Acrobat is installed, please confirm this box is checked.

Prompt for Scale on Open Drawing
After loading and accepting a single drawing, if the Prompt for Scale on Open Drawing is checked, the scale dialog will automatically display. This option does not apply to multiple page or multiple file opens.

Accept Single Drawings - Recommended
Displays single drawings as they are opened to allow for acceptance or rejection of the drawing.

Accept Multiple Drawings - Option
If enabled, each page of a multiple page file or each file of the same format in a common folder that is loaded will have to be accepted or rejected individually. If this option is disabled, then all pages or files are accepted and added to the drawing list. The default setting for this option is disabled.

Automatic Update Check
Enables Automatic electronic checking for updates/upgrades to BidScreen XL with electronic notification to user.

The screenshot shows the BidScreenXL Setup window with the Options tab selected. The following options are checked: Use Acrobat, Prompt for Scale on Open Drawing, Accept Single Drawings, Automatic Update Check, Use Styles, and Share Styles. The 'Changed Drawings' section has 'Prompt to Save' selected. The 'Style File' path is shown as C:\Documents and Settings\All Users\Documents\Vertigraph\BidScreen XL\Style5...

Takeoff Window Tab

All of the following selections control the look and feel of the display of the takeoff window

Status Bar
Displays information about the drawing found at the bottom of the takeoff

Information Bar
Displays the following at top of takeoff window:

- Name of drawing
- Style being used
- File format
- Current scale and factor.

Auto Hide Style Palette
Will automatically hide or display the Style Palette when the cursor is moved over it.

Style Palette
Select styles from a palette that appears on the left hand side of the takeoff window

Tool Style
Classic displays Version 3 of BidScreen XL.
Version 5 displays the toolbar groups in the takeoff window.

Cad Toolbar
Select the layout, snap to the object, select or deselect different layers in the drawing, change the color to monochrome, and change the thickness of the lines.

Draw Toolbar
The following options are available on the takeoff window.
Circle, Rectangle, Annotate, Highlight and Negative/Positive

Zoom Toolbar
Zoom, zoom to selection, restore to full size, enable or disable scroll bars and pan.

Show Current Cell or Show All Cells
All of your digitized measurements are displayed as you measure into a new, blank cell.

Options | **Takeoff Window** | Reports | Styles

Show Status Bar Show Information Bar

Show Style Palette Auto Hide Style Palette

Tool Style

Classic Version 5

OK Cancel

Cursor Style

Box Cross Shadow Cross Thin Cross

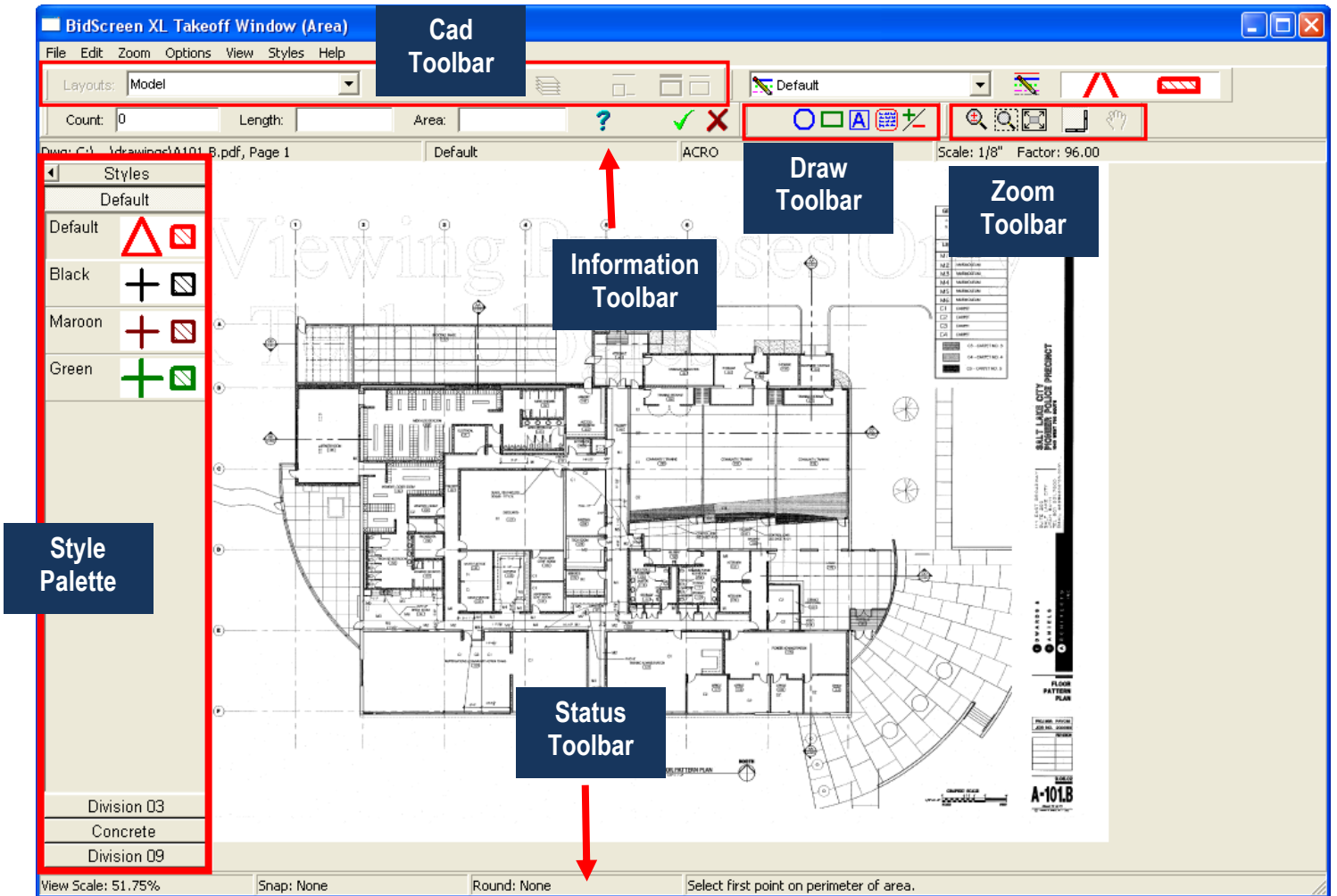
Takeoff

Show Current Cell Show All Cells

Edit Shortcuts

The **Takeoff window** is where measuring will be done and the drawing will display. The **Cad, Draw, Zoom, Information** and **Status Toolbars** will appear in this window if Version 5 is selected in the Setup menu.

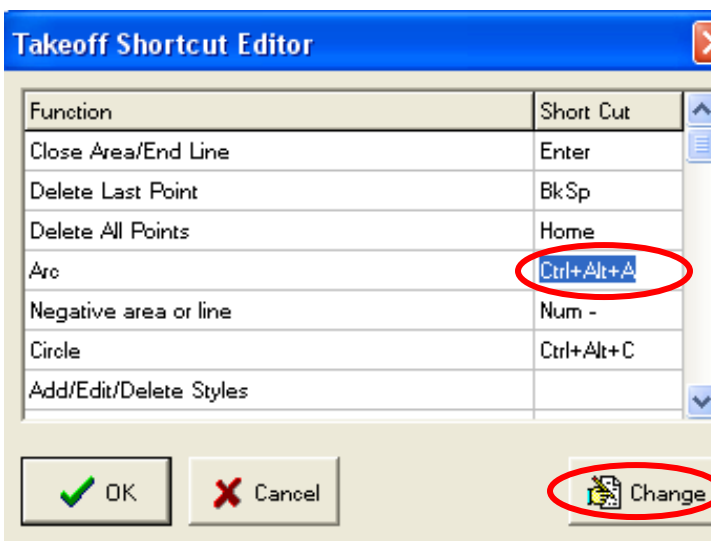
If **Styles** has been selected under the Options and Takeoff tab and **Show Style Palette**, they will both appear in this window as well. **Auto Hide Style Palette** can be selected in the Takeoff tab under Setup to hide the palette when not needed.



Edit Keyboard Shortcuts

BidScreen XL has numerous keyboard shortcuts assigned to many of the functions used during takeoff, such as Close Area or Delete Last Point. The keyboard shortcuts are already setup by default. However, if needed, the user has the option to change those keyboard strokes.

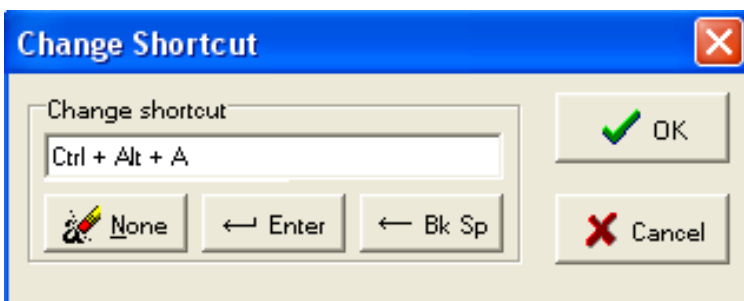
To change any of these keyboard shortcuts, click on Edit Shortcuts. This button is found by clicking on the setup command from the BidScreen XL menu and then clicking on the Takeoff window tab.



This shortcut editor displays (left) a list of all the actions that are assigned keyboard shortcuts.

To change the combinations, select the action by clicking on the Shortcut Key column of the action.

Then press the "Change" button.



Change shortcut dialog appears.

Press desired key combination and it will appear in the edit box.

Click OK to save settings.

Vertigraph Recommendations:

<u>Function</u>	<u>Short Cut</u>
Arc	A
Circle	C
Rectangle	R

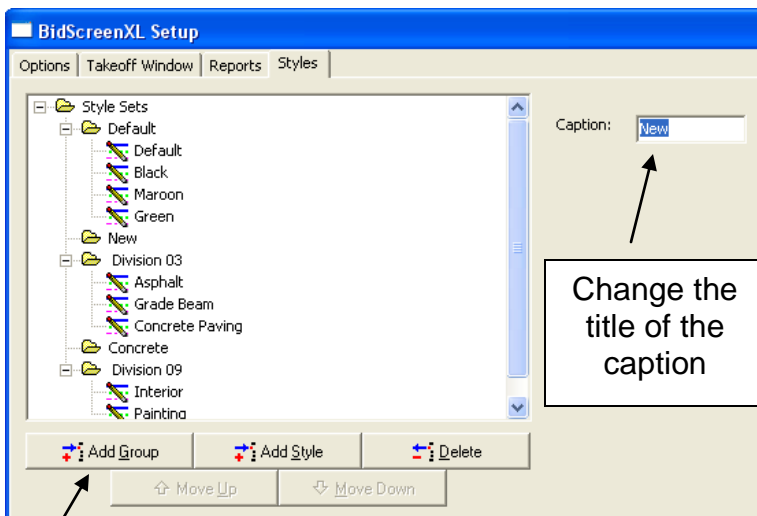
Styles Tab Window

Create and organize measurement styles at the Styles tab. If the Styles tab does not appear, click back on the options tab and confirm **Use Styles** is checked.

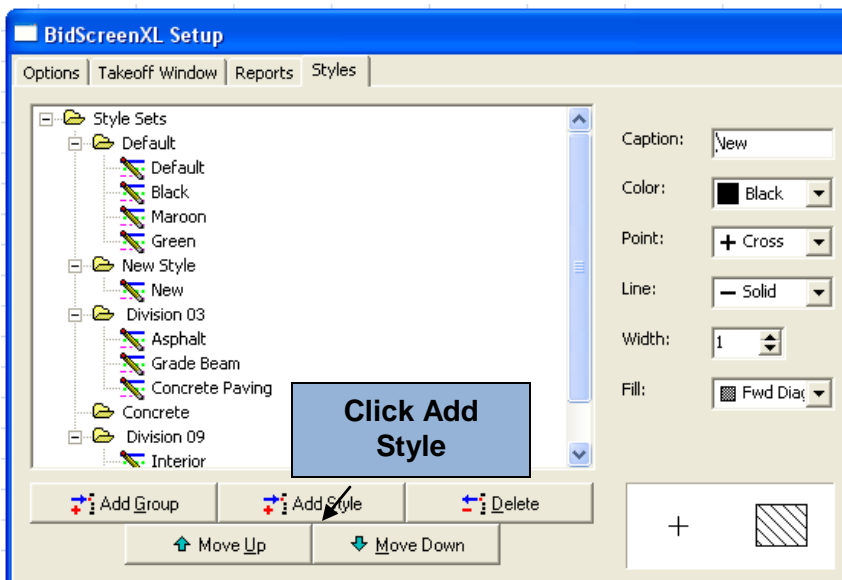
Use Styles

Styles refer to the way the takeoff is displayed on the screen and how it appears when printed. To quickly identify different type of measurements or certain areas, there are five style characteristics available to make identifying those easier.

Individual styles are organized into groups. Groups may be defined in any logical manner. Some users organize their style groups by project name, CSI division, material type, subcontractor trade or even color.



Click Add Group



Name the style; change the color, the style of pointer, the line width and style, and the fill pattern.

If Show Style Palette is selected, the styles created are available while digitizing drawings by clicking on them.

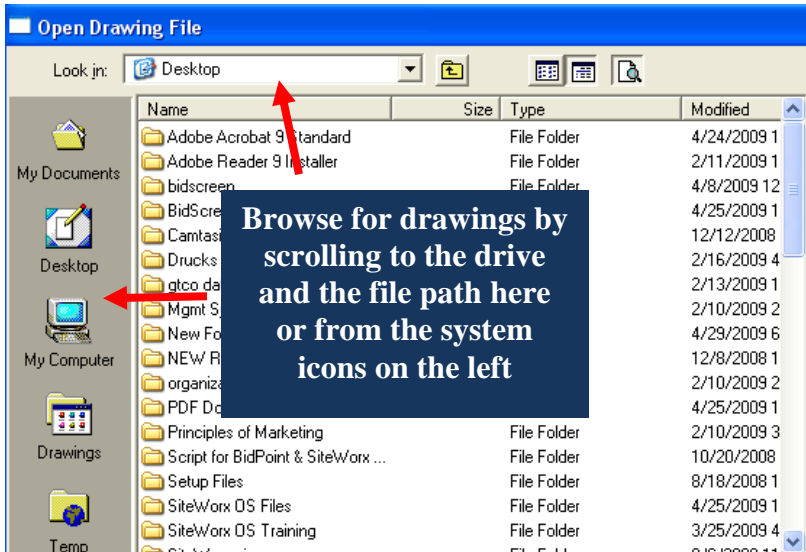
In the **Setup/Options** tab you have the option to:

1. Use Styles
2. Share Styles,
3. Change the default path of the Style File to a common location for sharing across multiple users and programs (ie.. BidPoint XL)
4. Allow Writing

Loading and Viewing files with BidScreen XL

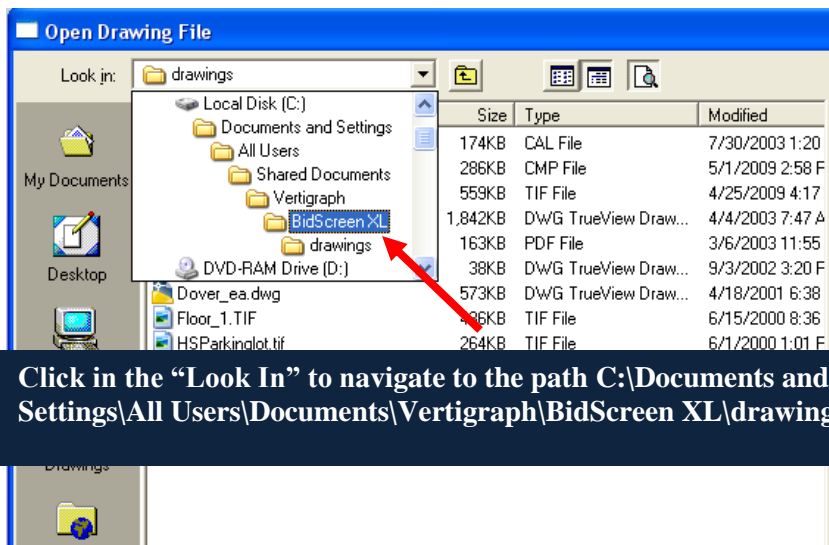


Open an Excel workbook, click on any cell except A1 and then load the desired drawing by clicking on the Load Drawing command found on the toolbar or by clicking on the BidScreen XL menu then the Load Drawing command.

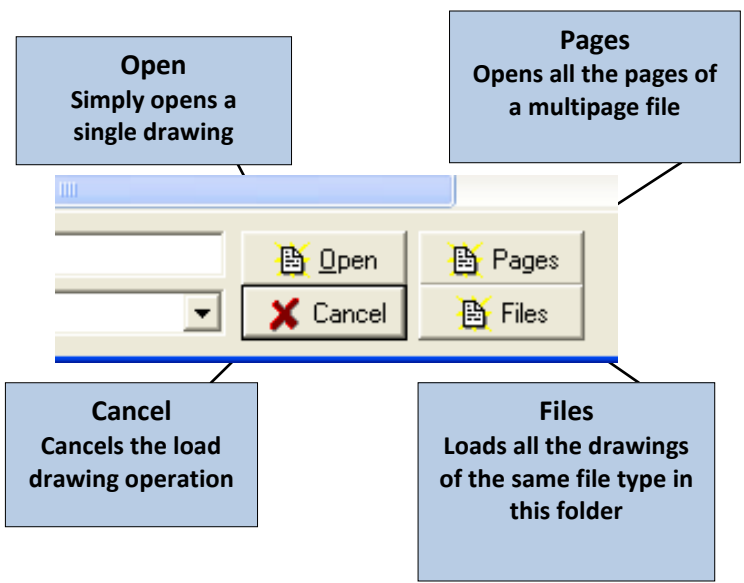
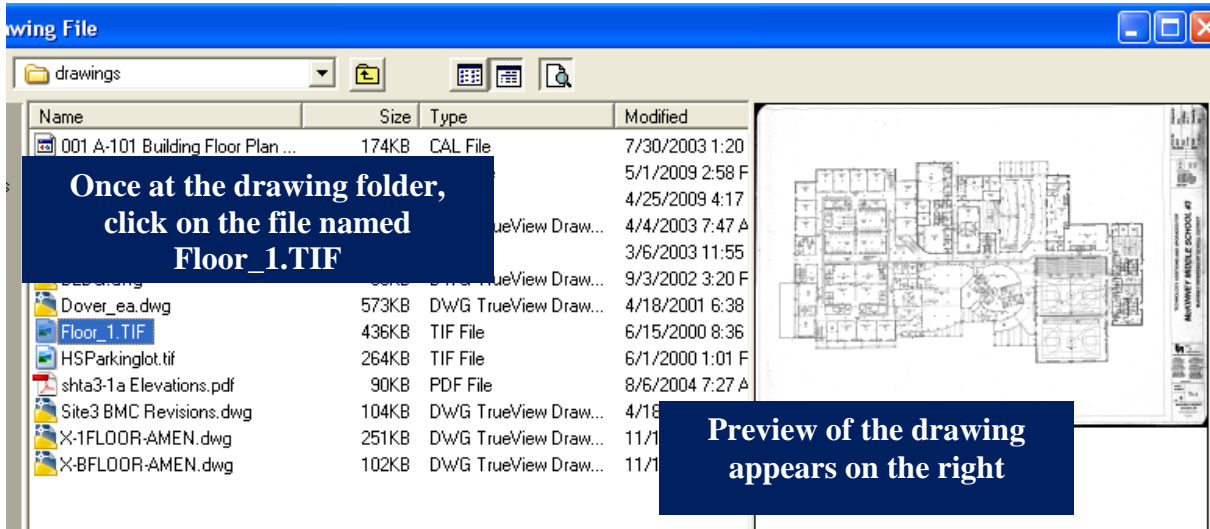


Tips when loading drawings with BidScreen XL.

- Any shortcuts to url web sites or program executables in the path will prompt a message that "BidScreen XL is Unable to Resolve the Path...".url", ".lnk". You can click OK thru these prompts but if you have several we recommend moving them to a closed folder.
- If there is an = anywhere in the file name, an error message will appear.
- We recommend drawings received via email, cd, or download be saved to a folder on your hard drive.



Here we will initially select the Floor_1.TIF file by browsing to the file path
 C:\Documents and Settings\All Users\Documents\Vertigraph\BidScreen XL\drawings folder to select the Floor_1.TIF under Windows XP.
 and
 C:\users\Public\Public Documents\Vertigraph\BidScreen XL under Windows Vista.



Click on the file name and then the **Open** button to load an individual file.

If there are multiple files of the same format in a folder, click on one of the files and then click the **Files** button to load all of the files of the selected type. All files are loaded sequentially within the folder. If you only need 10 files out of 50 for example, move the 10 files to a subfolder and load all of them with 1 click.

Some PDF and TIF files contain multiple pages within one file. BidScreen XL has the capability to load all of the pages or only certain selected pages. To load all pages within a file, click on the file and then the **Pages** button. If there is a page number under the image thumbnail on the right side of the Open Drawing File window, then the file has multiple pages. *Unless you know you want all pages in this file we recommend you select Accept Multiple Drawings under the Setup/Options menu.*

To open a single page of a multiple page file, scroll through the page numbers and click Open on the

Important: Please note that if the recommended version of Adobe Acrobat is not installed, we DO NOT recommend loading multi-page PDF files or multiple PDF files from a folder. Load one file at a time.

Zoom

1. Toolbar
2. By using the scroll wheel on the mouse.
3. Holding Shift key and left click mouse (*zooms in*) and Shift key and right click mouse (*zooms out*)

Click the green checkmark to accept this drawing

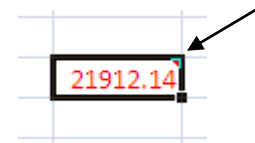
Pan

1. Toolbar
2. Holding Ctrl key while pressing left mouse button and then dragging the mouse.
3. Scroll bars

View Scale: 18.75% Snap: None Round:

When loading drawings, a “Default” cell comment is placed in cell A1 or A2 that contains the drawing list index for the Excel workbook. This is a critical cell comment. **DO NOT DELETE OR ERASE THIS CELL COMMENT IF YOU PLAN TO RETURN TO THIS WORKBOOK FOR FUTURE USE.**

An Excel cell comment is placed in the cell where the measurement is recorded and indicates a digitized drawing supports the number in the cell. The cells with drawings may be copied and moved in MS Excel but care should be taken.



We suggest maximizing the BidScreen XL takeoff window since many prefer to have the largest viewing area possible.

There are three scale options

Auto Scale – Recommended to ensure accuracy. Press the digitize button and measurement two points a known distance.

Manually enter the factors of the scale

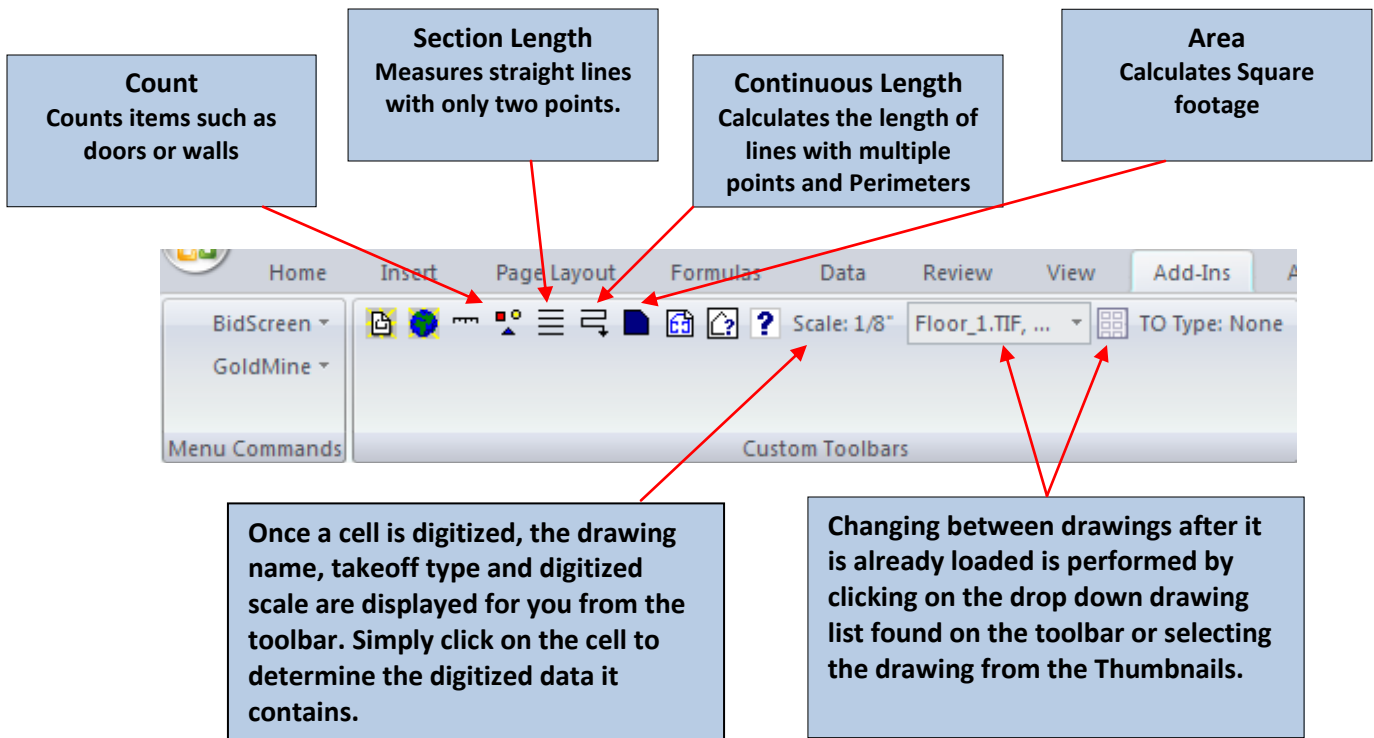
Select the scale from the drop down list

Use the buttons at the top to select English or Metric units

Choose between Architectural and Engineering

Scale dialog details:
 Units: English Metric
 Digitize: [Digitize button]
 Manual: [Manual button]
 Select: 1/8" Architectural Engineering
 Factor: 96.00

Note: If you are loading a CAD file, such as a DWG, DXF or DWF, the CAD Drawing Unit dialog is displayed. Select the drawing unit by clicking on the down arrow, normally displayed as feet or inches. It is highly recommended to digitize the scale, using only the model layout, to determine the proper scale.




Shortcuts and Tips:

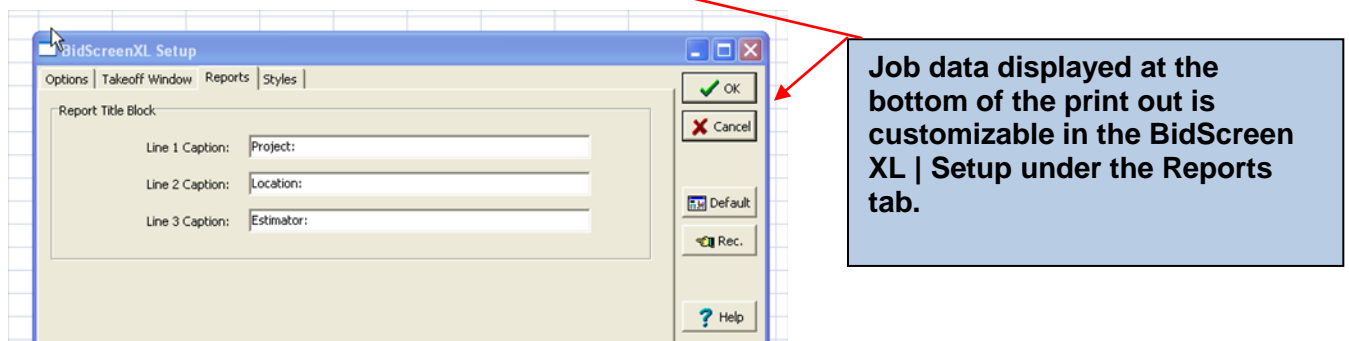
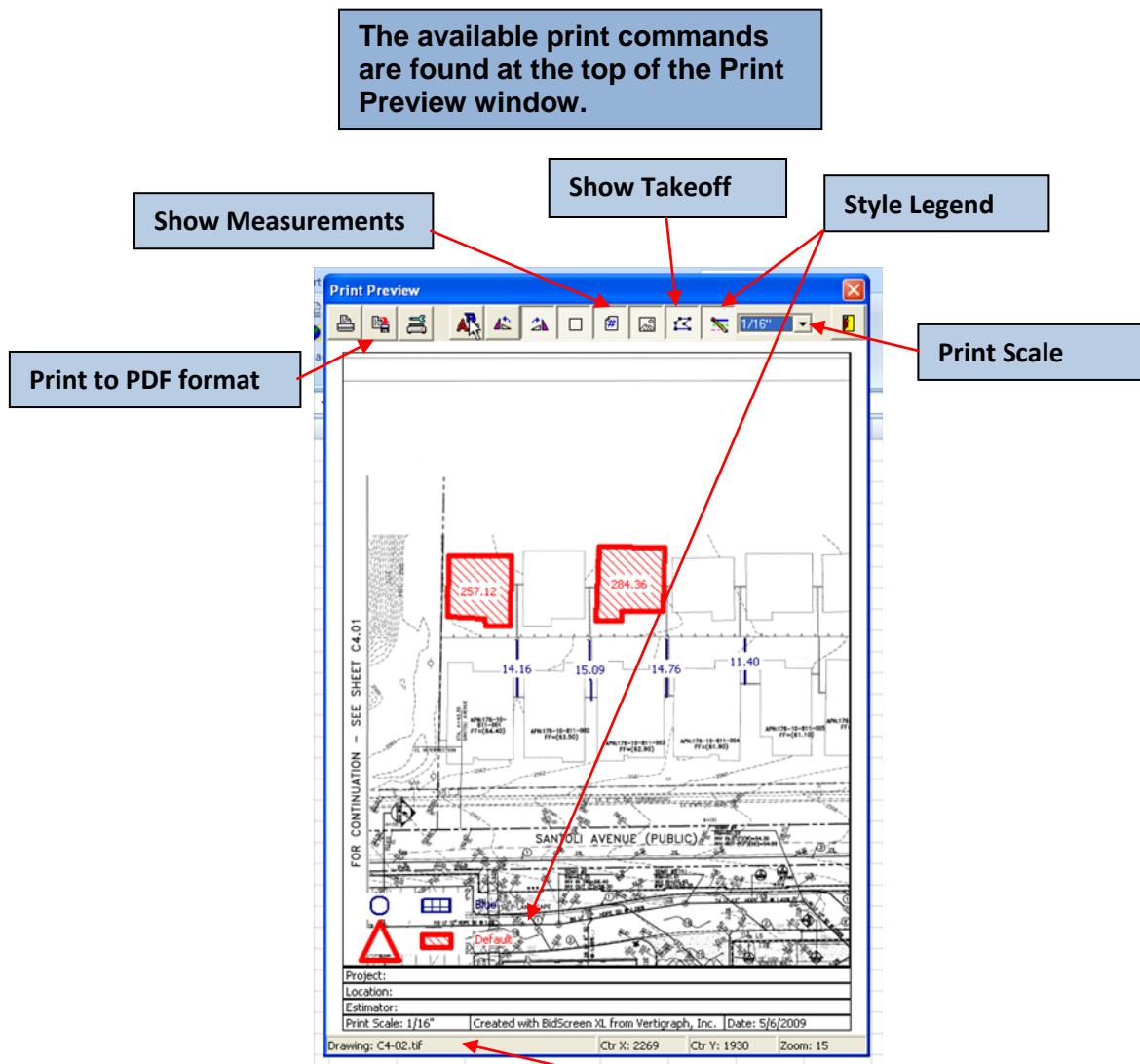
To record the perimeter length of an area, you can digitize the area takeoff in one cell and then move to a new, blank cell and select the BidScreen XL | Continuous Length command. Click the green checkmark to accept the measurement. The perimeter length of the last area measured is placed in that cell.

Section lines are ideal for measuring straight lines. A section line will only have two points, a beginning of line point and an end of the line point. If the count number is even, the next point you click will be the beginning of the next line. If the count number displayed is an odd number, the next point you click will be the end the line.

Once digitized, you can retroactively go back and change the digitized scale of a single, or multiple, cells by selecting the cell/cells and selecting the BidScreen XL | Change Scale command.

Printing in BidScreen XL

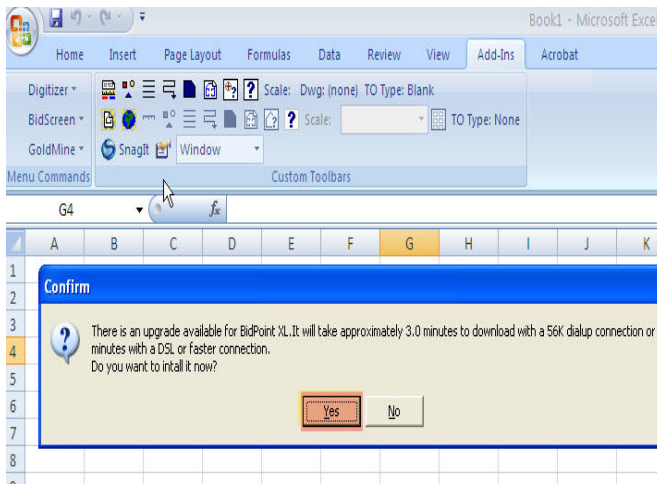
To overlay and view or print takeoffs in multiple cells, click on the first cell and hold down the Ctrl key on the keyboard as you click on other cells that have digitized data. Once all the cells are selected, select BidScreen XL | Print Drawing  to display the Print Preview Window.



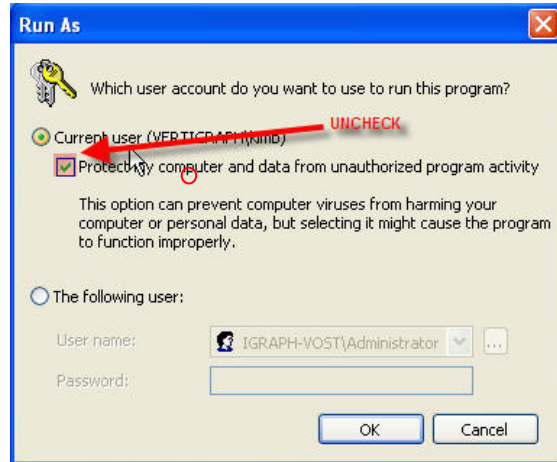
If you have any questions, suggestions or comments, please contact us at any time at 425-223-4311, 877-902-2979 or www.vertigraph.com. Congratulations, you're now ready for a real project with BidScreen XL.



Updates are sent periodically to fix bugs and to update and upgrade software products. These updates are done electronically via the web and notifications are prompted weekly when available for each product. **When in doubt, you can also manually check for updates thru the programs menu option in MS Excel by clicking on the Check Updates option.** To ensure the latest version is installed and your software continues proper operation, it is imperative that updates are performed. The following will illustrate how to update the Excel Add-in Programs, BidPoint XL and BidScreen XL. Your company's full serve must be up to date in order to receive updates and upgrades.

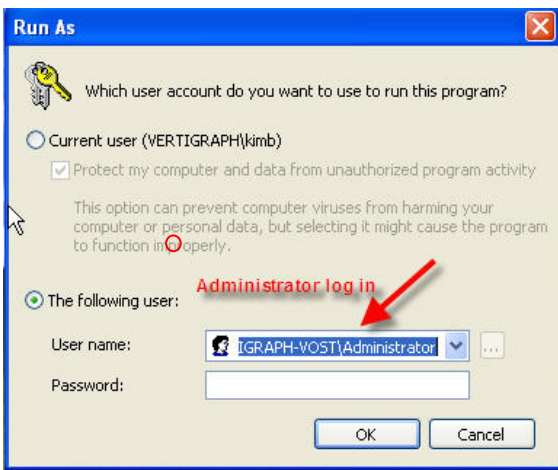


Click "Yes" to begin installing the update.

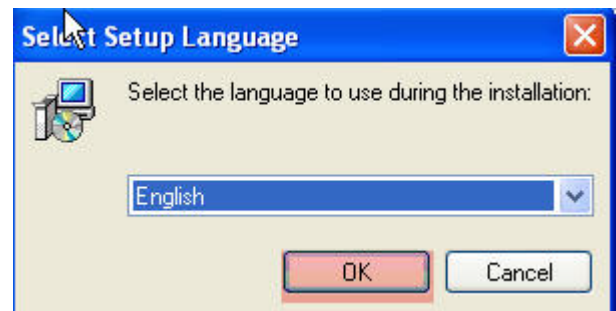


Leave as current user, if your login provides the privilege to install, and uncheck the box next to "Protect my computer..."

"An access denied" error will occur if left checked. Click ok to continue.



If the Current User does not have the proper privileges to install, select "The following user" and type the proper administrator login. Click ok.

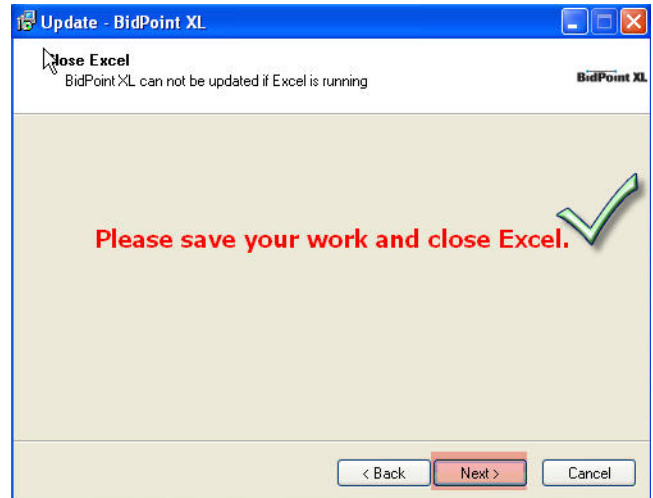


The Update Setup Wizard will begin.

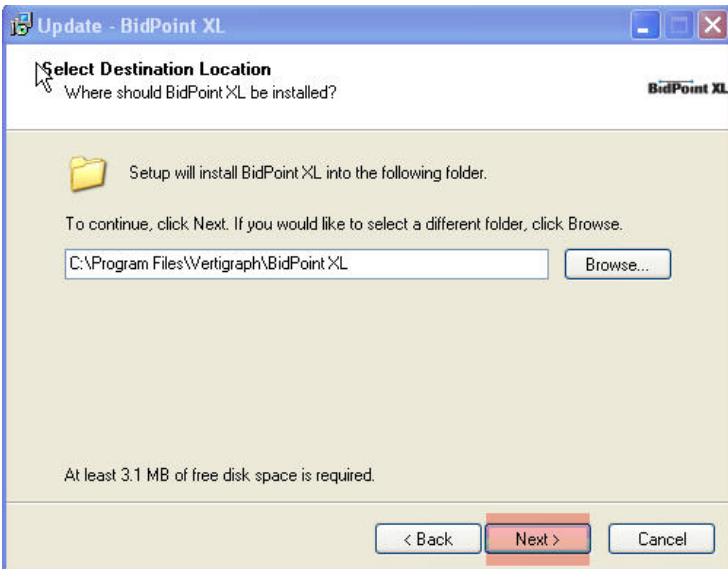
Click OK



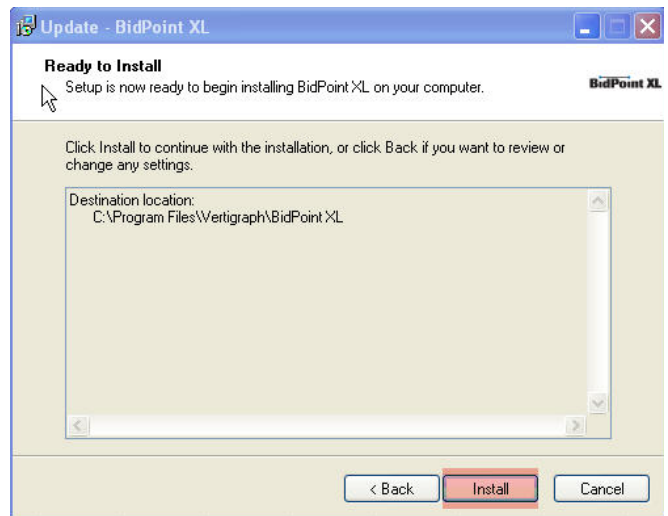
You are prompted twice to Save Your Work and Close Excel.



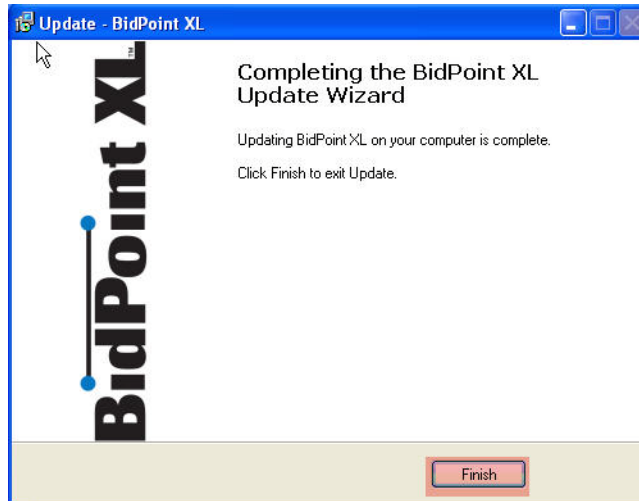
An error message will appear if the program is not closed. Save your work, Close the program as usual and Click next.



All updates are placed in this folder under the path file name. Click Next.

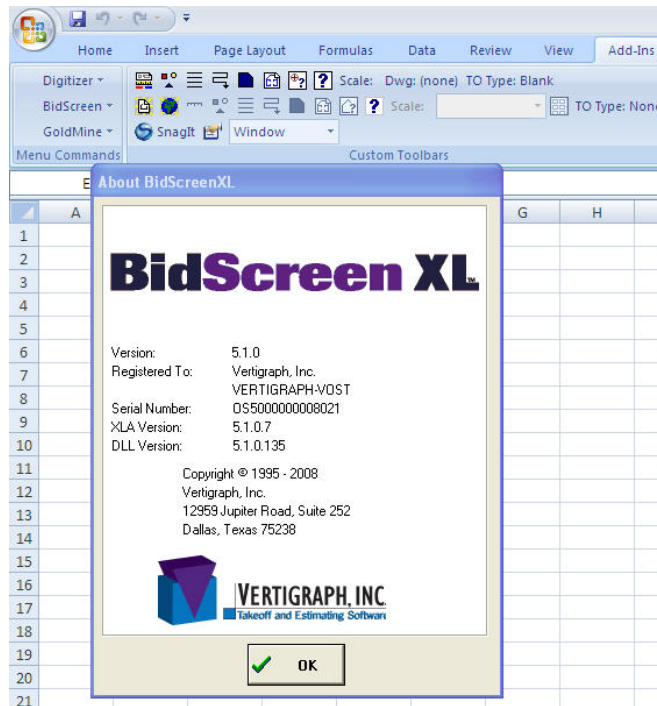


Click Install.



Click the Finish button to
Complete the Update Wizard

Your BidPoint XL and/or BidScreen XL software is now up to date. If you have any questions or need assistance please email support@vertigraph.com and include your Name, Company and Product Serial # located as follows:



For further information, contact:
Ms. Kim Border
Vertigraph, Inc.
214-340-9436
kborder@vertigraph.com

Vertigraph, Inc. to bundle its quantity takeoff software with Adobe Acrobat 9

Dallas, TX (March 31, 2009) Vertigraph, Inc. has entered into a Value Added Bundle Agreement with Adobe System Incorporated and Adobe Systems Software Ireland Limited whereby Vertigraph, Inc. will bundle its **BidScreen XL** and **SiteWorx/OS** software with Adobe Acrobat 9 Standard.

Vertigraph, Inc., incorporated in 1991 and a worldwide leader in the development of takeoff and estimating software for the construction industry, appears to be the first and only takeoff and estimating software entity to join Adobe in revolutionizing how the world engages with ideas and information by offering a bundle of its innovative on-screen digitizing solutions with Adobe Acrobat. Adobe Acrobat 9 Standard now ships with BidScreen XL and/or SiteWorx/OS and will be made available for those Vertigraph customers not currently using Adobe Acrobat Version 7 or later.

Kim Border of Vertigraph states “Bundling Vertigraph’s latest BidScreen XL and SiteWorx/OS on-screen digitizing software with Adobe Acrobat Version 9 provides the construction professional with the complete solution. Estimators and Quantity Surveyors can conveniently work with the native electronic file without the need of time consuming file conversions. BidScreen XL and SiteWorx/OS bundled with Adobe Acrobat will now access all versions of PDF files with clarity and without regard to their origination.”

Most competing electronic takeoff software applications either automatically force a conversion of the native file into their propriety format, thus making the original file useless in any other imaging software except theirs; or have limited functionality with certain PDF files and/or display pdf images that are distorted and grainy, both requiring time consuming file conversion processes that are subject to error and problems. Vertigraph has recognized and addressed these issues. Now you’ll no longer need to contact the author of the file to request them to re-save the PDF files in an alternate format which has long been, and still remains, a standard fix when dealing with PDF files.

Corina Harrison of Vertigraph states, “Vertigraph appears to be the first and only takeoff and estimating software entity to recognize the wide use and distribution of PDF files in the construction industry and compatibility issues that exist when using any on-screen digitizing software. By bundling Acrobat Standard with our BidScreen XL on-screen digitizing software for MS Excel, the construction professional now has the ability to record measurements and digitized drawing information from an expanded variety of native file formats, documenting their quantity takeoff into any MS Excel workbook with the added document management capabilities of the popular, industry leading, Adobe Acrobat software. Construction professionals can now manage their electronic files and quantity takeoffs with two of the most popular and widely utilized software applications - Microsoft Excel and Adobe Acrobat.”

Vertigraph’s SiteWorx/OS application also uses Adobe Acrobat to work with the native PDF files and provides cut and fill calculations from virtually any file format. Three dimensional graphics are automatically generated with SiteWorx/OS.

Erich Schoenkopf of Vertigraph adds “Digitizing measurements on-screen offers many benefits in comparison to quantity takeoff from paper blueprints. By digitizing on-screen, the volume of paper is significantly reduced resulting in a greener environment. By reducing the volume of paper, you’ll reduce your paper costs resulting in a superior return on investment. Other benefits of on-screen digitizing include increased speed, improved accuracy with a clear, concise audit trail and the ability to work anywhere. You’re no longer tied down to blueprints and a digitizer tablet for quantity takeoff with Vertigraph’s BidScreen XL and SiteWorx/OS software.”

Vertigraph mission is to exceed your expectations and provide you with the software solutions that quickly add value to your business.

Vertigraph Excel Tips & Tricks

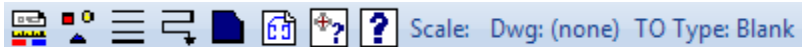
For BidPoint XL & BidScreen XL Software

Excel 2007 Hotkeys/Keyboard Command Shortcuts Gone?

To view your Hotkey/Keyboard Commands open MS Excel 2007 simply depress your "Alt" key on your keyboard. This will display the new keyboard commands.

BidPoint XL users:

New Hotkey/Keyboard Command setup from your digitizer Tabletworks Control Panel:



Scale (or Change Drawing) = Alt + X, C, 1

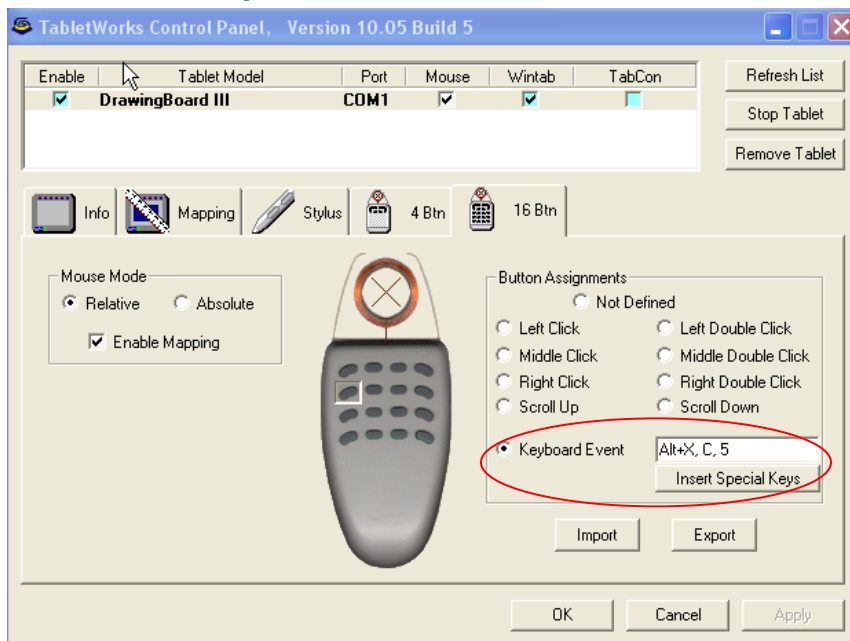
Count = Alt + X, C, 2

Section Length = Alt + X, C, 3

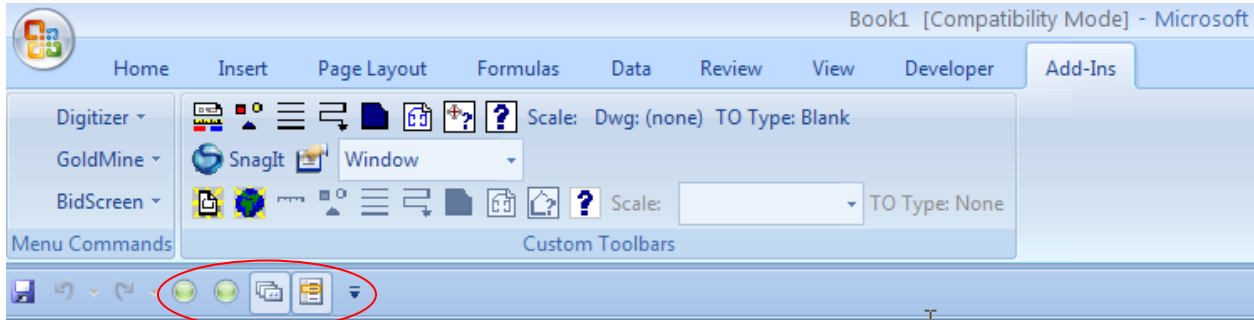
Continuous Length = Alt + X, C, 4


Area = Alt + X, C, 5

Section Length = Alt + X, C, 3

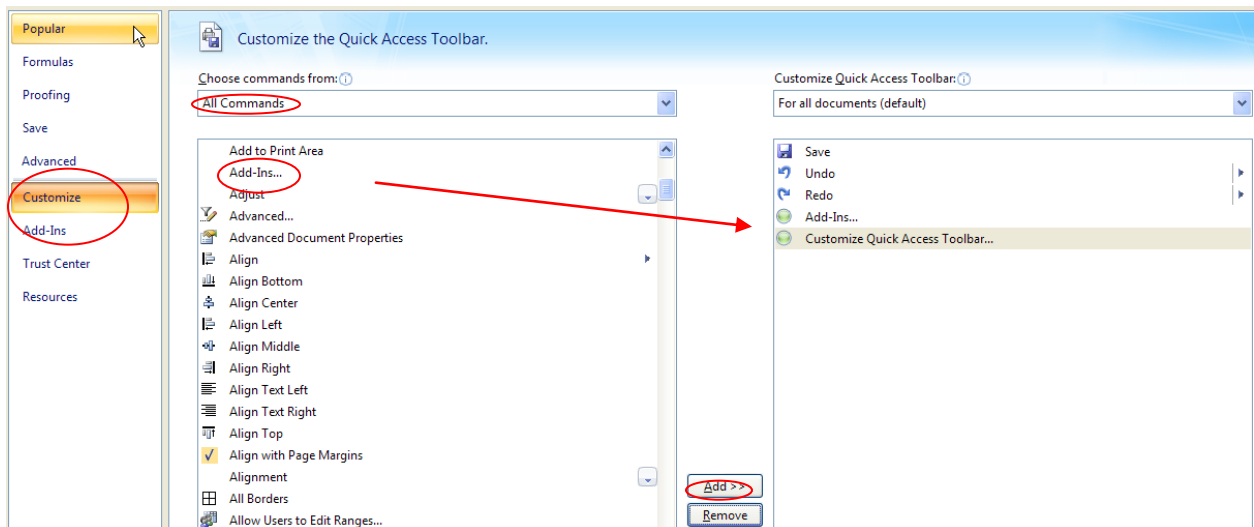


Customize your Quick Access Toolbar with your favorite functions and go straight to what your looking for!



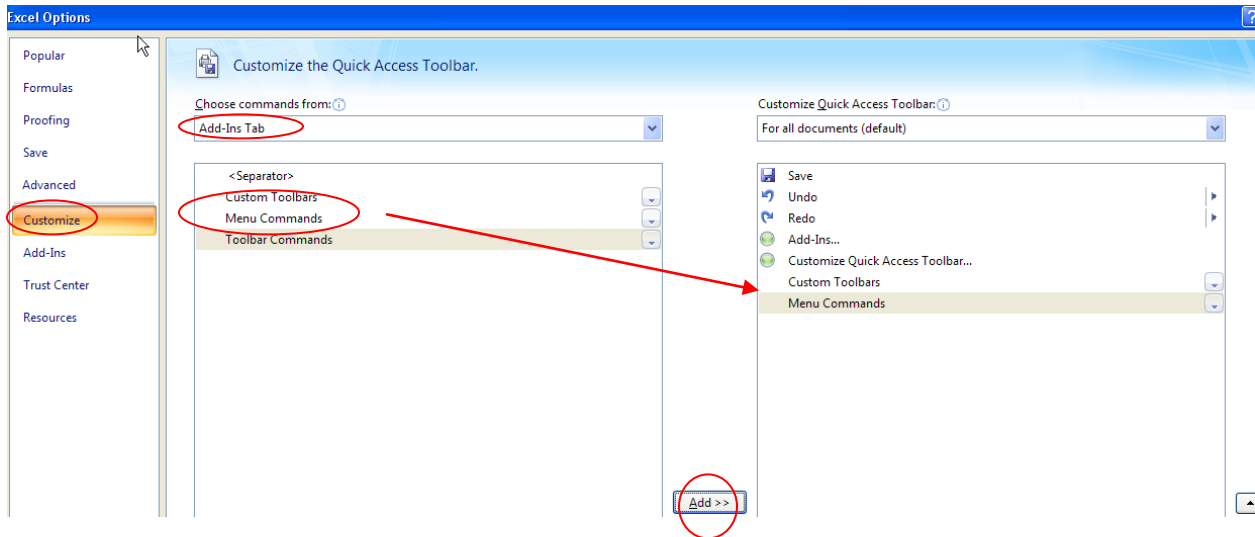
From your Office Button  in MS Excel select “Excel Options”. This will prompt you to the Excel Options window where you should select the Customize menu on the left hand side.

From the All Commands List select “Add-Ins” and then the Add button in the center of the page and select “Customize Quick Access Toolbar” and then the Add button. This will add shortcut buttons to your Add-In list and your Excel Options right on your Quick Access Toolbar.



Now add your Vertigraph software Menu and Toolbars right to your Quick Access Toolbar so they are always quickly accessible:

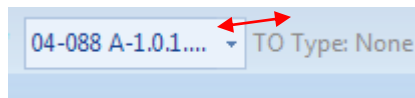
From the Customize menu on the left hand side of the Excel Options select the Add-Ins Tab. Click on Custom Toolbars and click the Add button in the center of the page and then select Menu Commands and click the Add button in the center of the page and then click OK.



For Excel 1997 – 2003 users:

Please note this does not apply to Excel 2007. To increase the size of your Toolbar buttons and/or change the width of a drop-down list box on a toolbar please perform the following:

1. On the **Tools** menu in MS Excel, click **Customize**
2. Make sure the toolbar you want o change is visible.
3. With the **Customize** dialog box open, click the list box you want to change..... for example



on the **Formatting** toolbar.

4. Point to the left or right edge of the box. When the pointer changes to a double-headed arrow, drag the edge of the box to change its width.