

How do I copy a bid to a disk or email a bid?

The following steps may require Windows XP or a third-party compression product such as WinZip.

1. In Quick Bid 4 or On-Screen Takeoff 3, make a new database by going to File->New->Database. In the next window, give the database a descriptive name. (ex. "Email")
2. Right-click on your bid in the Bids tab and select Copy. Then right-click on your new database on the Bids tab and select Paste. This will copy the bid to your new database.
3. Close Quick Bid 4 or On-Screen Takeoff 3
4. Find your new database in My Computer under C:\OCS Documents\Quick Bid or C:\OCS Documents\OST
5. Right click on the new database
6. In the menu that appears, select Send To->Compressed (zipped) Folder
7. A zipped file will be created with the same name as your database. Right click on this new file and select Send To->3 ½ Inch Floppy. This will copy the zipped database to your floppy drive.

IMPORTANT NOTE: If the file size of the zipped database is greater than 1.4 mb, you will not be able to use a floppy disk.

If you are trying to email the bid instead, do not send it to the floppy. Instead, open a new email and follow the procedure for sending an attachment with your email software.

8. On another computer open the file from the floppy or email. You should then see a window containing the database that you 'zipped' in step 6
9. Right click to copy the database file in the window and then paste it into the C:\OCS Documents\Quick Bid folder for a Quick Bid 4 bid or the C:\OCS Documents\OST folder for On-Screen Takeoff 3 bids.
10. Open Quick Bid 4 or On-Screen Takeoff 3 and go to File->Open... You should see the new database. Put a check in the box next to it and click OK.