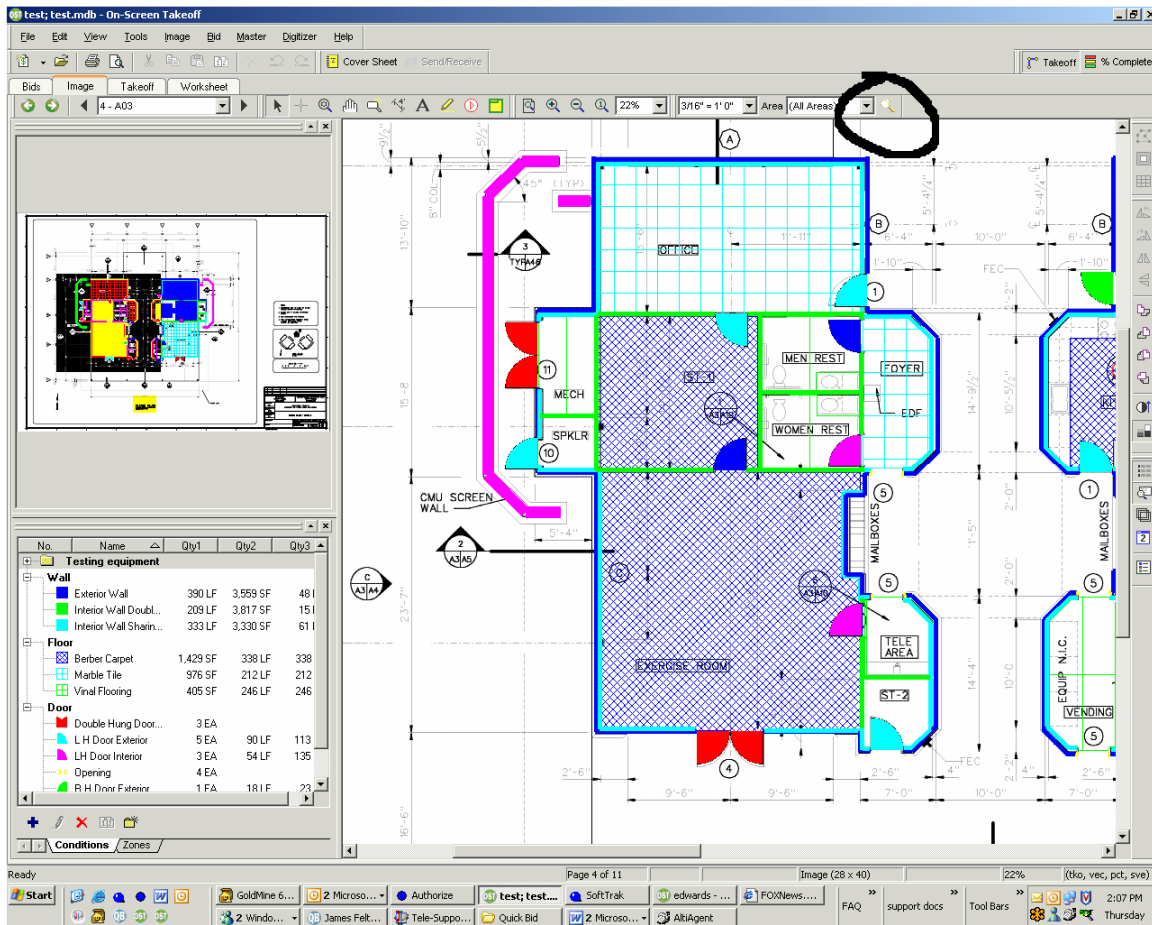
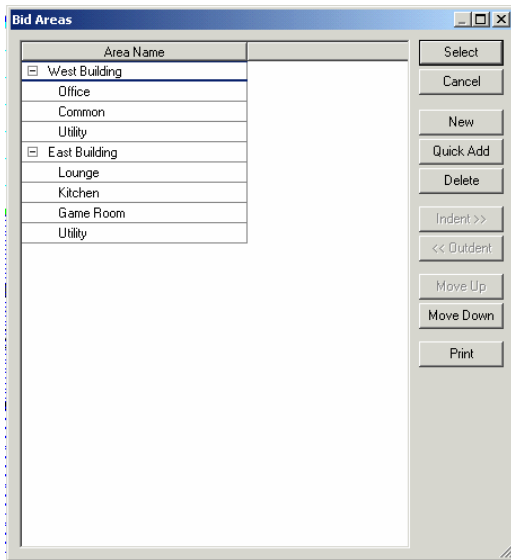


## Creating and Assigning Areas in On Screen Takeoff 3.0

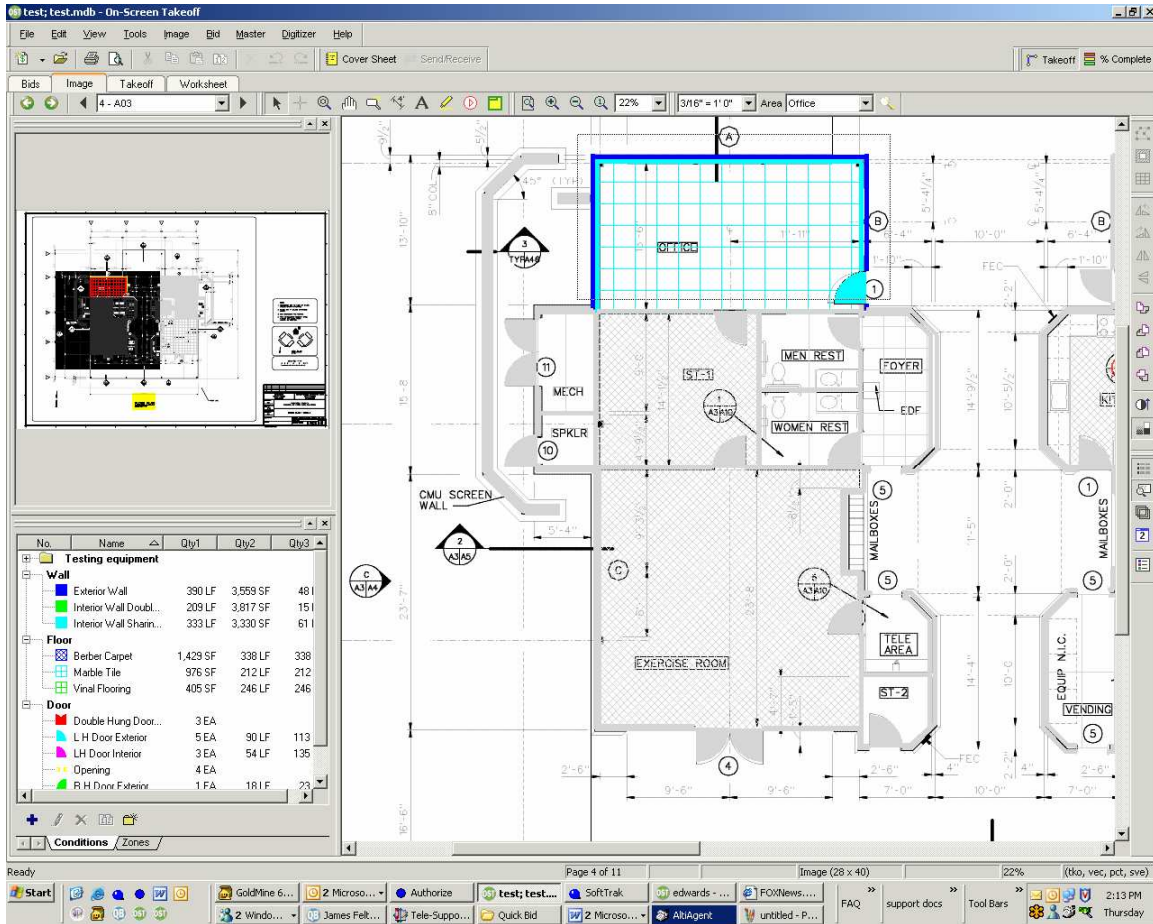
To assign an Area first we need to select an Area. We can do this by clicking on the magnifying glass next to the Area drop down menu.



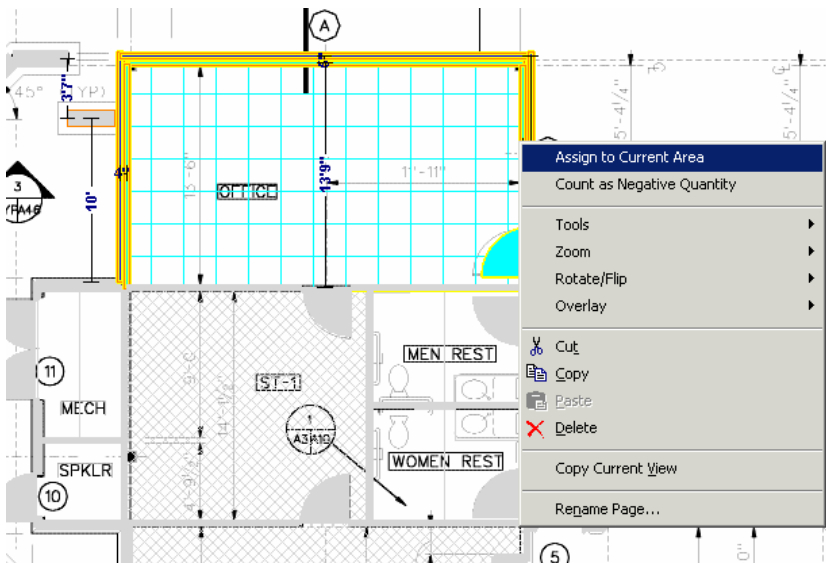
The Bid Areas box will come up. Create each new Area as needed, then select the one you would like to assign objects to next.



Now with the Select tool, draw a window around the items you want in the Area.



Then Right click on any part of the selected objects and select Assign to Current Area



Now everything that was highlighted is assigned to the selected or active Area. You can now go to the Takeoff Tab and right click there to Group By Area.

As you create you bid you can also select an area before doing takeoff. All takeoff will be assigned to the area that is selected as you click.

