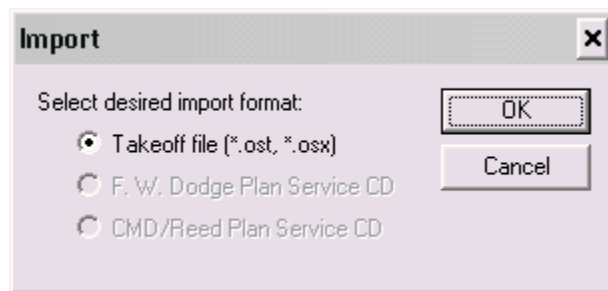


How do I import my existing On-Screen Takeoff Templates and/or On-Screen Takeoff Projects into On-Screen Takeoff 3?

The way our software stores information has changed. In the previous versions of On-Screen Takeoff there was a separate file for every project and a separate file storing any templates you had created. In the new On-Screen Takeoff versions everything is stored in one database file. This means you have all your bids and all your templates stored in one location and information you enter into On-Screen Takeoff has the ability to be shared between the bid you are working on as well as bids you will work on in the future.

First let me explain how existing projects created in previous versions of On-Screen Takeoff are brought into On-Screen Takeoff 3.

1. Open On-Screen Takeoff 3 and make sure the database is selected that you wish to bring your job into.
2. Go to File->Import and select 'Takeoff File (*.ost & *.osx)' and click 'OK'



3. Browse to the location of your project, select the file and click 'Open'.
4. This will bring the job into On-Screen Takeoff 3, create the bid in the database you are presently and bring up the Cover Sheet.
5. Enter any bid specific information into the Cover Sheet as needed.
6. View your bid and your conditions and zones will be visible.

Now let me explain how to bring a template created in previous versions of On-Screen Takeoff into On-Screen Takeoff 3.

1. Start a new project in the version of On-Screen Takeoff that your template was created in.
2. Select the template you wish to move to On-Screen Takeoff 3. This will bring the conditions and zones you have in the template into the newly created project.
3. Save the project in a location that you can browse to.
4. Close the version of On-Screen Takeoff you were working in.
5. Open On-Screen Takeoff 3.
6. Follow the instructions listed above on how to bring an existing project into On-Screen Takeoff 3 (steps 1-6).

7. Now you have a job in On-Screen Takeoff 3 that has all the conditions and zones from the template you imported.
8. Go to the Condition Window and hit Ctrl+A (Select All). This will highlight all the conditions you have.
9. Right-Click on selected conditions and select 'Save To Style Library'. Answer yes to the confirmation dialog.
10. Now go to Master->Style Sets and select 'New'.
11. Click on the Blue Plus sign.
12. Now you will see a row with a magnifying lens, click on the lens and select the condition or conditions you wish to make a part of your Style Set. Be aware that Style Set is the term we now use for Templates.
13. You can select multiple conditions to bring into the Style Set at once by holding the Ctrl-Key down while you click on each condition or if you wish to bring all conditions into the Style Set, simply select the first condition in the list and then hold the Shift Key down and select the last condition in the list. This will highlight all the conditions and you can then click on 'Select'
14. The conditions are now part of your Style Set.

The next time you start a project in On-Screen Takeoff 3 and you wish to use the Style Set, go to the Condition Window and Right-Click in the window and select 'Insert Style Set'. This will drop the Style Set into your conditions just as if you had started with your original template.

Note: Any condition in your Style Library can be selected individually from the pull-down menu for Style at the Condition Properties screen. This will allow you to bring any condition into your project from the Style Library without having to bring them all in at once.