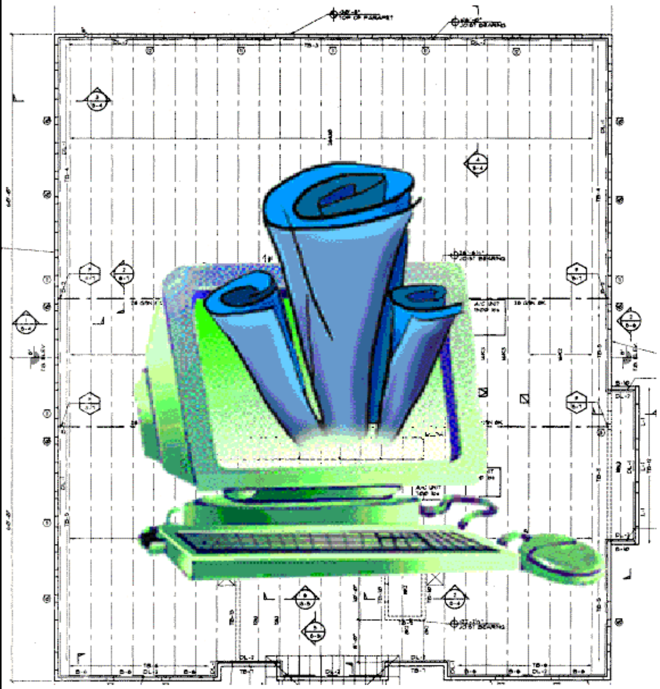

The single source for
construction plans and specifications!

DODGE PLANS
CD MANUAL

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F.W. Dodge
A Division of The McGraw-Hill Companies

CUSTOMER SUPPORT AND TRAINING

Ongoing Customer Support is available by calling 1-800-393-6343 between 7:30 AM & 8:00 PM Eastern Time, Monday through Friday excluding major holidays. A one-hour telephone training session is available for new users. Please call 1-800-393-6343.

SETTING UP DODGE PLANS FOR THE FIRST TIME

Loading the CD for the First Time

1. Place the Dodge Plans CD into the computer's CD Rom drive.
2. Click on the **START** Button located on the Windows Taskbar.
3. Click **RUN** from the pop-up menu.
4. In the Open field, **TYPE THE LETTER OF THE CD ROM DRIVE:\INSTALL.EXE** (For Example: D:\install.exe).
5. Dodge Plans Welcome Screen should appear. Click **NEXT** to continue the installation.
6. Software License Agreement should appear. Click **YES** to accept agreement.
7. At the User Information Screen, **TYPE YOUR NAME, COMPANY NAME, AND PRODUCT SERIAL NUMBER** in the space provided. Click **NEXT**.
8. At the Choose Destination Location Screen, click **NEXT** to accept current location. (Click Browse to change the destination location.)
9. The Information box states set up is ready to copy files, click **OK** to continue the installation process.
10. Once installation is complete, a Statement of Projects box details the number of new and updated projects on that particular CD. Click **OK**.
11. The program verifies that installation is complete and states "Please double-click on the Dodge Plans item on your desktop to start". Click **OK**. Installation of Dodge Plans is complete.

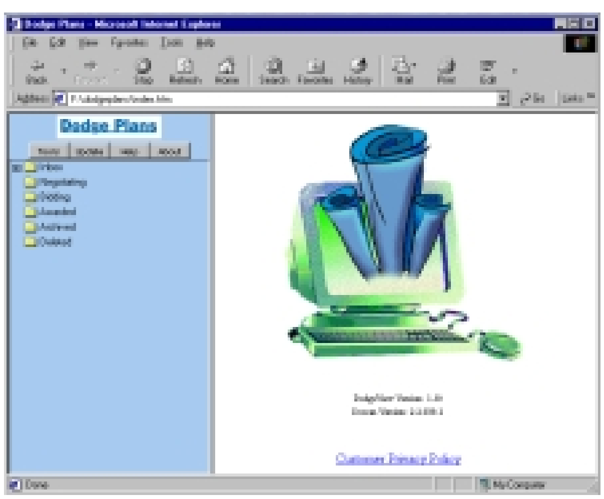
To Use Dodge Plans

1. Place the CD in the CD Rom Drive.
2. Double-click on the Dodge Plans icon on your desktop.

Note: If this is a new CD, the CD needs to be installed. To install the CD, follow the loading the CD for the First Time steps.

The Welcome Screen

The Welcome Screen is the first screen you see after successfully opening Dodge Plans.



The top left portion of the screen (with the light blue background) shows the Main Menu, which has several command options. This portion of the screen provides access to the commands at any time while using Dodge Plans. They include:

Tools	Click here to obtain search, tracking list, and options features.
Update	Click here to connect to the Web Server for most recent projects since the last CD.
Help	Click here for software assistance.
About	Click here for software version information.

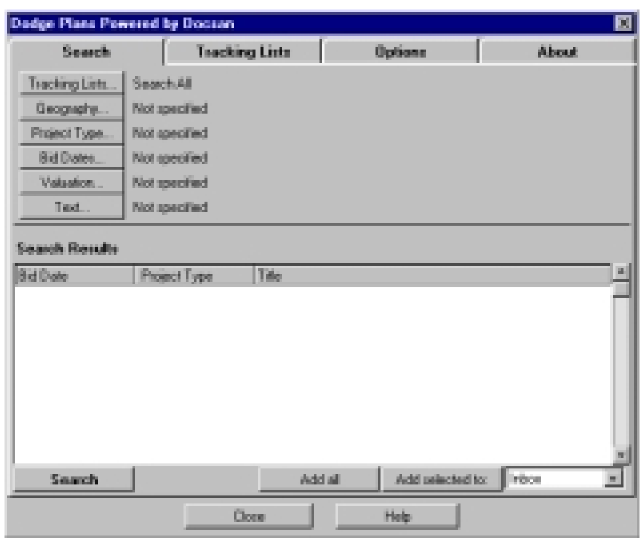
The right half of the screen displays any information retrieved such as the Dodge Summary Reports, search results, plans, specs, etc.

Tools Button

The Tools button provides access to four navigational tabs, which allows users to search for and organize various projects.

- Search — Allows for defining search criteria in order to locate specific projects.
- Tracking Lists — Allows for the creation and manipulation of organizational folders and projects.
- Options — Displays various program settings.
- About — Provides software version information.

Searching for Projects (Search Tab)



1. Click the **TOOLS** button on the Main Menu to access the search tab.
2. Using the buttons listed on the left, enter the information that best applies to the projects you want to find.

- Tracking Lists — Lists all the available organization folders.
- Geography — Click to place an "X" in the boxes of the state and/or counties to be searched. Click the plus sign to the left of the state name to expand the state and reveal the counties.
- Project Type — Click to place an "X" in the boxes of the type of project to be searched. Click the plus sign to the left of the project category to expand the category and reveal the sub-categories.

- Bid Dates — Click the radio button to select a bid date range.
- Valuation — Select the minimum and maximum project rate amounts.
- Text — Specify a keyword to be located.

3. Once the search criteria are specified, click **SEARCH** located at the bottom left of the screen.
4. The Search Results are displayed. Double click on the project title to display the Dodge Summary Report and the location of the project. Click the **TOOLS** button on the Main Menu to return to the Search Results.
5. To move project titles to a Tracking List, use the three buttons on the bottom right of the Search Tab:
    - Add all — Moves all of the project titles listed to another tracking list.
    - Add selected to — Moves only the highlighted project titles to another tracking list.
    - Tracking List field — Displays the tracking list to which projects should be moved.

    To move project titles:
    a. Click on the drop down arrow in the tracking list window (lower right corner of the screen) and click on the tracking list to which projects should be moved.
    b. Click on the project title to be moved to highlight and click the **ADD SELECTED TO** button. This step moves the project titles to the tracking list folder.
    OR
    Click on the **ADD ALL** button to move all of the project titles listed in the Search Results to the selected tracking list.

Searching for projects only. This version of Dodge Plans only searches the Dodge Summary Report. Since this report is a summary report, it is recommended that you search for specific projects and not for the products or services that your company provides. Review the Dodge Summary Report using your experience to ascertain whether that project probably calls for your company's products or services. After determining this, search the specifications to determine exactly what is being specified.

Dodge Summary Reports

Dodge Summary Reports display detailed information pertaining to a specific job title. These reports provide an overview of the project in order to assist with determining an interest level.

The report information includes the following:

- Project Title: — Name and location of project.
- Dodge Plans Number: — Project reference number.
- Bid Date: — Date and time of bid.
- Valuation: — Project value.
- Project Type: — Job category.
- Plans on File: — Location of plans.
- Plans Available From: — Who has ownership of the plans.
- Additional Features: — Further information regarding the project.

Note: Once a project title is clicked upon, the project title loses its bold appearance. When the next CD is installed, any updates, called addenda, which are added to that specific project title cause the title to become bold again.

Tracking Lists

Tracking Lists are folders where you can organize your plans and specs. Storing projects in Tracking Lists gives you the following benefits:

- Easy referral to locating projects of interest.
- To move and specifically organize projects.

First time users should create two new tracking lists named Review and History for better organization of projects. In order to keep current projects separated from older projects, clear the Inbox tracking list by moving all projects into the History tracking list. To easily track current projects, search by bid date and move results into the Review folder.

When you click on the Tracking Lists tab located through the Tools button on the main menu, the tab is organized in two major columns. Each column details the Tracking Lists and the Project Titles. The *Inbox, Archived, a*nd *Deleted* folders are defaults and cannot be renamed or deleted. All folders you create can be renamed or deleted at any time by clicking on the appropriate button. To begin using the Tracking Lists, you must first create a tracking list (folder) to save the project information. When creating tracking lists, it is recommended that you think about how you want to organize your jobs.

To Create a New Tracking List

1. Click the **NEW** button in the center of the columns.
2. **TYPE THE NAME OF THE TRACKING LIST** to create.
3. Click **OK**. The tracking list should appear at the bottom of the Select Tracking List area. Click CANCEL, to return to the Tracking Lists screen without creating a new tracking list.

After you have created and named folders, you can now add projects to them.

To Add All Projects from One Tracking List to Another Tracking List

1. Within the Select Tracking List area on the top right or left, click on the **TRACKING LIST** which holds the projects to be moved.
2. Within the Select Tracking List area on the opposite of step 1, click on the **TRACKING LIST** to which the projects are to be relocated.
3. Click the **MOVE ALL** button with the arrows detailing the direction of the projects to move. The button is located in the center of the two columns. All of the projects from the Tracking List are moved.

To Add Specific Projects from One Tracking List to Another Tracking List

1. Within the Select Tracking List area on the right or left, click on the **TRACKING LIST** which holds the projects to be moved.
2. Within the Select Tracking List area on the opposite of step 1, click on the **TRACKING LIST** which the projects are to be relocated to.
3. Within the Project Title area, **SELECT** the projects to be moved.
4. Click the **MOVE** button with the arrows detailing the direction of the projects to move. The button is located in the center of the two columns. Selected projects from the Tracking List are moved.

To Delete a Tracking List

1. Click the **DELETE** button located in the center of the columns.
2. Click on the **TRACKING LIST** to be deleted.
3. Click **OK**.

The tracking list no longer appears in the Select Tracking List area at the top of each column. Beware that if there are any projects within that tracking list, they are deleted as well.

To Rename a Tracking List

1. Click the **RENAME** button located in the center of the columns.
2. Click on the **TRACKING LIST** to be renamed.
3. **TYPE THE NEW TRACKING LIST NAME** in the Enter a New Name field.
4. Click **OK**.

Options Tab

The Options Tab provides access to various system preferences such as:

• Hide search pane when displaying document	Places the search screen out of sight when viewing a Dodge Summary Report. Click the Tools button on the Main Menu to return to the Search Results.
• Highlight keywords	Places a colored box around a keyword found in a search.
• Show backup reminder every ___ Days	Displays a reminder to backup data.
• User Serial Number	Displays the software serial number.
• Purge Deleted Projects	Removes projects placed in the deleted tracking list.
• Restore Purged Projects	Restores projects which were deleted and purged.

Note: Over time, there maybe data loss in the restoration of purged projects.

About Tab

The About Tab displays software version information.

OPENING AND SAVING PLANS, SPECS, AND ADDENDA

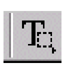
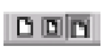
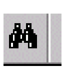
The steps for viewing plans and specs documents are outlined below.

1. **CHOOSE THE PROJECT** you wish to view the plans, specs, or addenda and click on the appropriate title. Click on the plans, specs, or addenda to display a list of Drawing Numbers and Drawing Titles for the plans, Section Classification and Section Descriptions for the specs, or Part and Description for the addenda. Results are displayed on the right side of the Welcome Screen.
2. Click on the **DRAWING NUMBER** to view the plan, **SECTION CLASSIFICATION NUMBER** to view the spec, or **PART** to view the addenda. If the plan, spec, or addenda requires a different CD, you will be prompted for the appropriate CD number to view the document.

USING ADOBE ACROBAT READER TO REVIEW SPECS

After you find a project you wish to view the specs and click on the **Specs** link, a list of available specs will appear. Click on the Section Classification link for the section you wish to view and Adobe Acrobat Reader will automatically open allowing you to read and print specs. Once you open a spec, you have several useful options available to you on the toolbar. They are listed below with a brief description.

Figure 4: Close-up of Adobe Acrobat Reader toolbar.

SYMBOL	FEATURE
	Open another document. Click this symbol to open another specification you have saved on your hard drive. A box will appear allowing you to choose the desired document. You must know the folder where the document is saved.
	Print. Click this symbol to print the document. A box will appear to enter printing specifications such as number of copies, printing certain pages, print size, etc. You can also print by clicking **File** on the menu bar and choosing **Print**.
	Easy scroll. Click this symbol, point the cursor on the spec page and hold mouse button down and drag the cursor. The spec page will move while you drag the mouse.
	Quick zoom feature allows you to enlarge a specified area. Click this symbol, point the cursor to the area you wish to enlarge and click to desired size.
	Select text for copying and pasting. Click this symbol, select text to be copied, right click or click **Edit** on toolbar, and then choose **Copy**.
	Page advance. Click this symbol to quickly move to the next spec page. The arrows with the lines move you to the first and last page.
	Pre-set reduction views. Click these symbols to view the spec as actual size, fit in the window or fit the width of the screen.
	Find feature to search spec by keyword. Click this symbol to display a box. Type the words you wish to locate, the criteria and click **Find**.