



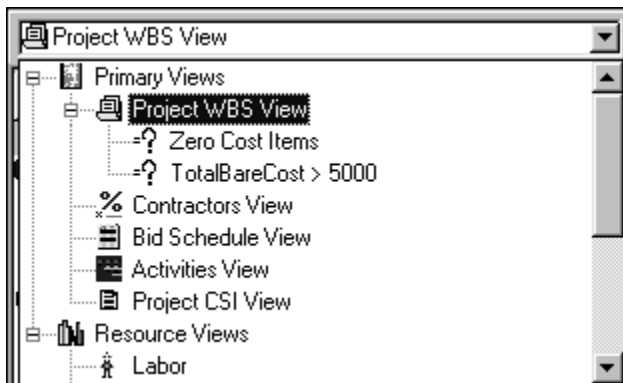
Understanding Queries in BSD CostLink/CM®

Query (kwîàç) noun [from Latin *quaerere*, to ask] **1.a.** A request for information: QUESTION. **b.** An inquiry.

Unless you have done a little relational database work, the word *query* may not be one that rolls off your tongue. But BSD CostLink/CM provides a special query capability to greatly expand your ability to find and view specific items in your project. For example, you might design a query to show only those tasks that have a cost to the prime contractor of \$100,000 or more. After the query is run, the sheet panel displays only those tasks that match the query criteria, and you can review those costs easily.

may have forgotten to enter a quantity. Other query examples can be found at the end of this article.

To build your own query, go to the Tools menu and select Create Query. (Figure 1, Page 2) You can construct queries based on any of the fields stored for tasks in the database and you can use both defined values for the fields and wildcards. Using the pulldowns, select a field name and an operator, and then enter a value. For example: Cost to Prime is greater than 5000 (\$). You can build a query using multiple sets of criteria by selecting And or Or. For example: Cost to Prime is greater than 5000 (\$) **or** task Duration is greater than 100 (Hrs).



When you opened the View pulldown, you may have noticed one or more primary views indicated by a question mark. These views are the results of queries. The **Zero Cost Items** query comes with the software and is a useful tool for finding cost items where you

Queries may be run one time only, or saved within the database. Each query that you define and then save becomes a new view of the database, and can thereafter be accessed at any time from the View pulldown. To save the query, click the Create button in the query box and select a

name. When you rerun a saved query, it will reflect a new subset of the current data (including any changes). If you want to run it one time only, simply click on the Do Query button. If you find a query that you use often, you can

See Queries, page 2

Effectively Preparing and Using Outline Specs

Outline specs are popular because they are brief, easy to read and understand, contain only the essentials, and are not encumbered with legalese and jargon. On the other hand, they are usually too imprecise to be used as the basis for competitive bids. The primary function of an outline spec is to communicate decisions about materials and equipment before the drawings are complete enough to do so. Secondly, the process of writing an outline spec often facilitates the making of those decisions, because decisions must be made before they can be written down. In addition, using an outline spec at an early stage helps avoid putting too much detail on the drawings too soon. And, lastly, in some cases—mostly on small, low-risk projects—outline specs can be used for contract documents.

See Outline Specs, page 7

Table of Contents

Understanding Queries	pg. 1
Outline Specs	pg. 1
Q & A	pg. 2
SpecLink/+	pg. 4
About Your SpecLink	
Quarterly Update	pg. 5
2000 Training Schedule ..	pg. 8

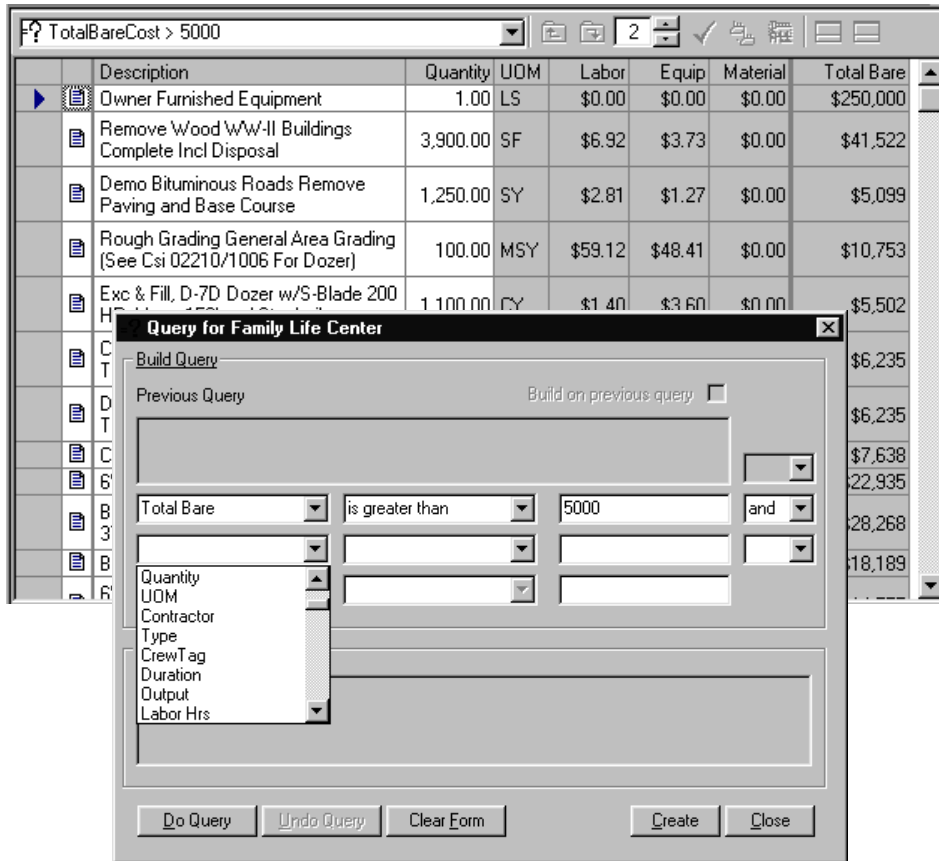
*Queries
continued from page 1*

create it in your template so that it is there when you start a new project.

By default, only the sheet panel is shown when you view query results. To see the resultant tasks with their parent folders shown in the tree panel, go to the View menu and turn **off** the All Tasks in Sheet option. You can build a

new query based on a previous query by clicking in the box at the top of the query form.

When viewing query results, keep in mind that assemblies are tasks, and may therefore be included in any query results. To dismiss the query results, select a different view in the View Pull-down. You can delete previously saved queries by selecting Delete Query from the Tools Menu.



*Figure 1:
Create Query box and the resulting task list in the sheet panel.*

Query Examples

This table shows the queries you would enter to achieve the desired results.

Desired Results	Query
Any tasks with a bare cost over \$3,000	Total Bare is greater than 3,000
Any Site Work task with a bare cost over \$2,000. (Assumes the tasks are coded with Source Tags reflecting the CSI classification of 02 for site work.)	Source Tag is like 02* AND Total Bare is greater than 2,000
Any task with a duration of over 20 hours	Duration is greater or Equal to 20
Any task with concrete mentioned in the Description. (This example uses the asterisk * character as a wildcard.)	Description is like *concr*

Q&A

BSD SpecLink

Q I am trying to copy a custom spec section that I wrote in Word into SpecLink, but it came in as one huge paragraph. What did I do wrong?

A Rather than Copy, you want to use Import from Clipboard. Copy the text as you would in Word, but when you switch back to SpecLink, position the cursor on the paragraph above where you wish to paste the imported text. Then select Import from Clipboard from the Tools menu. The indents or tabs in your Word file will determine the levels of the imported text. If you want to change the text levels, use Promote or Demote Paragraph from the toolbar or the Paragraph menu. Contact technical support for a couple of macros that can be used to clean up a Word document before it is imported into SpecLink.

Q We archive our old projects to CD. When I copied one of these archived files back to my hard drive, I could not open it.

A Files copied from a CD-ROM have their attributes set to read-only. You can change the files attributes by right clicking on the file in Windows Explorer and selecting Properties. Go to the attributes at the bottom of the screen and uncheck the Read-Only box. You now will be able to open the file.

Q I accidentally added a word to my SpecLink dictionary that was misspelled. How do I remove it?

A Words commonly used by you that are not found in the standard SpecLink dictionary (which contains over 50,000 words commonly used in architecture and construction) can be added to the custom dictionary. This is a simple text file named CUSTOM.DCT and it is found in the SpecLink folder of

your installation. This file can be edited using a text editor such as WordPad and you can add and delete words to or from it directly.

Q I inserted the project name into the footer, but it is too long and wraps funny.

A In this project, rather than use the keyword for the project name, type the name into the footer field directly, and then use the Enter key to insert the line break where you want it.

Q I wanted to create a new section that I could specialize for a project, so I copied an existing section to get started. I've noticed that the initials next to the numbers have changed from BSD to USER. What are the implications of this?

A The new section you created is a User section. The main thing to remember about a User section is that it does not get updated with the master each quarter. So while User sections are necessary when you have a unique product or method, it is important to remember that they must be updated by their author, you!

Q How do I get my user-added spec sections to show up in the Table of Contents?

A People often confuse the Table of Contents report with the section 00010BSD Table of Contents. User added and selected sections will show up automatically on the Table of Contents report, which can be printed from the Print menu, Report Option of Table of Contents. If you want to use the 00010BSD section, you would have to manually add paragraphs to reflect user-added sections, just like when you edit any other section.

Q I would like to copy a bunch of sections to create a new master. Will my links copy as well as the text?

A When you copy a section, the link targets between paragraphs copy as well, but the larger issue is that of creating a new "master". BSD SpecLink is shipped with a master

database that is updated and shipped to our customers quarterly. By restricting user access to this master we can ship updates that do not affect your user choices and additions. To create an "office master" you simply start a new project and make the changes desired for your master database. Then, each time you want to start a new project, you start from your office master project.

Q So how can I make sure that my "office master" is used each time I start a new project?

A First, make sure that all your existing projects are closed. Go to the File menu and choose Select Project Setup. In this window enter the name of your "office master" project. Any existing project can be selected.

! Did you know? The listing of all specifications sections and the catalogs they are part of is available electronically on the CD as well as on the hard copy that we send with your quarterly update. Use Explorer to open the CD and look in the Pricing\SpecLink folder. The document's name is the same as that of the CD (example: Fall2000.doc).

CostLink/CM (M32)

Q I have added vendors to one of my templates, and now I would like to copy them to a new template for a different project type.

A Simply open the two templates side by side (you can use Tile Vertically from the Toolbar or the Windows menu). Next, use the View Selector pulldown to change to the Vendor Resource view for each template. Now simply highlight and drag the vendors and/or folders you want into the new template.

Q I appreciate being able to add a hierarchy to my estimate from the hierarchy library rather than having to build it from scratch. This is especially helpful when I want a different WBS for my project buildings and

another for the site. The only problem is that my estimates end up with lots of empty folders that don't have cost items in them.

A When you have finished adding cost items to your estimate, select the primary view with the empty folders. Go to the Tools menu and select the Delete Empty Folders option. This will remove any folders that do not have tasks.

Q I finished my estimate and then switched to the CSI View and Assigned Tasks to Hierarchy to get a CSI summary. I then had to add some additional cost items and they ended up in the Unassigned folder. How come?

A Whenever you add costs to your estimate, they are placed in the Unassigned folders in all of the other alternate hierarchies until you assign them. You can assign them three ways: by opening the Item Form and selecting the folder on the Accounts tab, by dragging the cost items from the Unassigned folder into the desired folder, or, in the case of CSI View, running Assign Tasks to Hierarchy again to reassign the cost items you added.

See Q & A, page 4

LinkLine

A BSD SoftLink® Publication

Editor: Peggy Woodall

The LinkLine is published by Building Systems Design, Inc., 1175 Peachtree Street, Suite 1900, Atlanta, GA 30361.

Permission to use excerpts in other publications is granted provided the publisher is notified in advance at (404) 876-4700.

BSD SpecLink, BSD CostLink, and BSD SoftLink are registered trademarks, and BSD CadLink and BSD LinkMan are all trademarks of Building Systems Design, Inc.

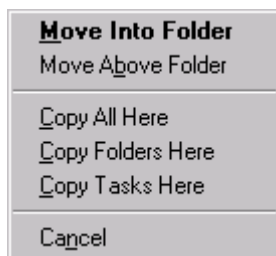
Get the latest on BSD by visiting our Web Page at www.bsdssoftlink.com.

Q I have been a CostLink user for a while now, and I just upgraded to CostLink/CM. Why are the Labor, Equipment, Crews, and Unit Price databases all in one big database now?

A One of the major changes in BSD CostLink/CM is the way that it handles project resources: labor, equipment, crews, and materials. The new CostBook database stores CSI tasks as well as materials, crews, labor, equipment, modifiers, and vendors. When you copy a cost item from the CostBook to your estimate, the resources are copied also. This allows you to review and manipulate project resources directly without changing the CostBook. Alternatively, you can also choose to work in database “reference” mode, which maintains the resources in the CostBook, similar to the way CostLink handled data.

Q I have finished adding a work breakdown structure (WBS) and costs to my estimate, and now I would like to rearrange some of the items. Is there an easy way to do this?

A While it is easy to drag and drop estimate items using your left mouse button, you will find that there are a number of helpful options on your right mouse button. If you drag using the right mouse button, you will see the pop-up menu shown below. Select the option you wish and the estimate items will follow.



Q I have a very large estimate and when I print reports, I get an “out of memory” error.

A In a very large estimate, you might encounter this problem, typically when you select to include the

Table of Contents. Crystal Reports stores your page numbers in memory as your detail and summary reports print. When you have an estimate with a large number of folders, and you select the Table of Contents, especially to level 3, 4, 5, or 6, Crystal Reports may run out of memory. Overall performance depends on your machine’s memory and your actual estimate.

Q The Cost Override feature that was available in BSD CostLink does not appear to be there in CostLink/CM. What should I do?

A Many people used the Override function in CostLink to enter subcontractor quotes. You can do the same thing in CostLink/CM by using the Omit function available on the Item Form. If you want to estimate a portion of a project that you intend to get a quote on, structure your estimate so that those line items are under a single folder (this can be done in any view). When you get a sub quote you want to use, go to the folder where you estimated the cost, open the Item Form, and click on the Omit box. The omitted folders and tasks now appear with a red X next to them so that you can see they are omitted. Close the folder, choose Insert Task, and enter the subcontractor quote.

Omitted items are not deleted from your estimate but they are not included in your estimate total. (If you are showing totals in the Tree you will see a zero cost.) If you want to revert back to your original estimation simply uncheck omit on your folder, and Omit the subcontractor quote task.

CostLink (MFW)

Q I have been printing my estimate reports, including the labor, equipment, and crews backup reports, but now suddenly the backup reports are not available.

A Look and see that the estimate type has been changed from A – Auto Recalc with Crews to U – Unit Cost. The estimate type must be

changed back to A – Auto Recalc with Crews for the backup reports to be available for selection. The U – Unit Cost estimate type does not use crew data to calculate the unit labor and unit equipment costs.

Q I have added a cost item to my estimate, but when I recalculate, the cost item does not appear to be added to the total.

A Check the title above the cost item you added and see if there is a cost override. This override supercedes the sum total of the line items below it. You can see which titles have cost overrides by looking in the Override column of the outline panel (for information on how to do a cost override in CM, see the appropriate question above.)

BSD SpecLink®/+ Update

The 32-bit version of SpecLink is almost—but not quite—ready for distribution. We still lack the requirements reports used by many of our subscribers for construction administration. We also are continuing to work on optimizing the speed of the software. Current plans call for releasing Version 1.0 on the Winter 2000 update.

We have added the ability for users to insert pop-up choices in paragraphs they have added to a master project. All the choice types are available—exclusive and inclusive multiple choice, optional choice, global variables, units of measure, etc. We have also completed the user linking feature. Now you can add links to and from choices, as well as links between paragraphs. Both these features should be especially useful for office master projects that are used by many different people.

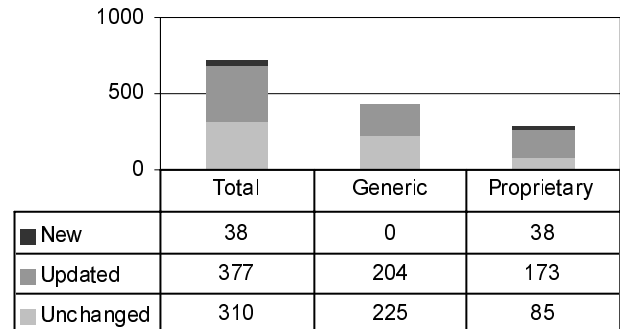
There is also one more new feature that is especially exciting. We have changed the Notes window to permit insertion of hyperlinks as well as graphic files. Now users will be able to add their own internet addresses and project photos and drawings to the project note for any paragraph.

About Your SpecLink Update

BSD SpecLink Statistics:

- 725 sections total, 377 updated (50 %)
- 429 non-proprietary sections, 204 updated (45 %)
- 296 proprietary sections, 173 updated (58 %)
- 38 new sections
- 128,153 links
- 133,388 paragraphs
- 1,915 external documents referenced
- 167 standards organizations
- 898 ASTM standards verified and evaluated
- 253 new or updated ASTM standards
- 9 ASTM standards withdrawn
- 324 sections affected by ASTM changes

Distribution of Updates by Section Type



ASTM Standards: Standards published by American Society for Testing and Materials (ASTM) make up 45% of the 1915 documents referenced in SpecLink – the largest number published by a single organization. All of the ASTMs referenced in SpecLink were verified in the last quarter. Revised standards were compared to previous editions and evaluated for their potential effect on the specifications, before updating the sections to the new edition dates.

Monitoring the continual and irregular changes to ASTMs might be an almost impossible project, except that ASTM publishes an annual compendium of the standards referenced in the model building codes, SpecLink, and other guide specifications. Only 11 of the ASTMs currently referenced in SpecLink’s non-proprietary sections are not included; those will be included in the next edition.

The use of this compendium, “ASTMs in Building Codes” as the definitive edition is good for SpecLink subscribers in several ways: 1) SpecLink sections can be kept up-to-date relatively economically, 2) subscribers can obtain copies of most of the relevant ASTMs at a highly discounted price, and 3) contractors no longer have any real excuse for not having the relevant edition on hand if it is needed.

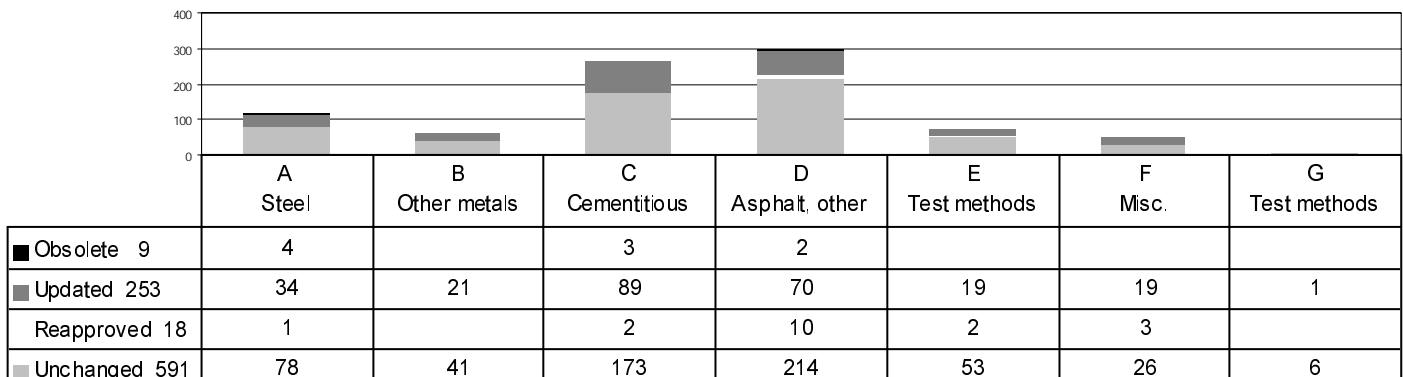
For information about “ASTMs in Building Codes”, published in late June, call (610) 832-9585 or see www.astm.org. The cost is \$795, which is an outstanding value over other purchasing methods.

Notable Changes to Referenced ASTM Standards:

- ASTM C 129, on non-loadbearing cmu, now allows chips up to 1 inch in dimension for up to 5% of a shipment.
- ASTM C 645, on metal drywall framing, includes some changes to material dimensions that are potentially significant.
- ASTM C 754, on installation of drywall framing, includes new mandatory stud height limit tables.
- ASTM C 1063, on the installation and support of portland cement plaster, contains a completely different set of criteria for hanger and support spacing; this is a standard referenced for the contractor’s use in designing supports.
- ASTM D 25, on wood piles, now includes the size tables as a non-mandatory appendix rather than mandatory criteria.
- ASTM D 225, on asphalt shingles, now requires Class C fire resistance and ASTM D 3161 wind resistance.
- ASTM F 1066, on vinyl composition tile, ASTM F 1303, on sheet vinyl floor covering, and ASTM F 1700, on solid vinyl tile, all include new material properties not specified before.

continued next page

Distribution of 869 Referenced ASTM Standards by Subject



Obsolete ASTM Standards:

- ASTM A616 and A617, for steel reinforcing bars, have been replaced with a new standard covering both types:
- ASTM A996/A996M.
- ASTM C 1050, for polystyrene/cellulose board composite insulation, has been discontinued without replacement. It is uncertain whether this product is still manufactured.
- ASTM C 1388, for masonry compressive strength testing, has been discontinued, SpecLink now references C 1314.
- ASTM D 290, on bituminous mixing plant inspection.
- ASTM D 4099, on vinyl windows and sliding glass doors, last revised in 1995, has been discontinued without replacement. Refer to AAMA/NWWDA 101/I.S.2 for essentially the same criteria.

Other Referenced Standards: The vast majority of the over-200 standards developing organizations (SDO's) whose documents are relevant to construction specifications have review and updating cycles that are irregular and unpredictable. That means that it would be very

expensive, both money- and time-wise, for an individual specifier to monitor these changes - and without a continuous monitoring program important updates may not be addressed in a timely manner.

Referencing out-of-date documents will not necessarily cause serious problems; the consequences are highly dependent on the nature of the document. For instance, standards that specify minimum requirements for materials reflect either the prevailing manufacturing practices or are voluntary standards promulgated by industry groups - it would be foolhardy to specify a standard for quality that was not in current manufacture (see ASTM C 1050, under Obsolete ASTM Standards). Rather than trying to concentrate only on the important updates, we continuously monitor all standards and make whatever changes are appropriate. Some changes are negligible, but it is impossible to tell how significant a revision will be without a complete review. So we kill two birds with one stone: we keep all the referenced standards in the database at approximately the same level of up-to-dateness, and we find the important updates in a timely manner.

NEW SECTIONS

- 02822 Polyvinyl Chloride Fences (UltraGuard; prefabricated fences)
- 02834 Modular Concrete Retaining Walls (Rockwood; interlocking units, with/without geotextile reinforcement)
- 03933 Concrete Patching (Sonneborn/ChemRex, vertical, overhead, and horizontal patching)
- 04085 Masonry Anchors and Accessories (Heckmann Building Products; anchors, ties, plates, weeps, vents, flashing)
- 04095 Masonry Weeps and Moisture Control (Masonry Technology Inc.; corrugated polystyrene weeps, slip sheets, accessories)
- 04220 Concrete Masonry Units (Smithtown Concrete Products; architectural units)
- 04730 Simulated Stone (Cultured Stone Corp.; interior/exterior nonstructural lightweight veneer facing)
- 05520 Handrails and Railings (UltraGuard; Star System, snap tight pre-engineered aluminum railings)
- 06251 Slotted Display Paneling (Marlite; decorative interior wall panels for merchandising display)
- 06605 Fiberglass Reinforced Plastic Panels (Marlite; decorative polyester sanitary wall surfacing)
- 07190 Water Repellents (PROSOCO; for above-grade masonry, concrete, tile, and natural stone)
- 07311 Asphalt Shingles (GAF; steep slope granular surfaced reinforced fiberglass shingles)
- 07410 Metal Roof and Wall Panels (Aluma Shield; urethane insulated steel panels for commercial, industrial, and cold storage)
- 07463 Aluminum Siding (Alcoa; residential and commercial; including soffits; same products as formerly in Section 07469)
- 07464 Vinyl Siding (NAPCO; residential vinyl siding and soffits)
- 07464 Vinyl Siding (Variform; residential vinyl siding and soffits)
- 07525 Remedial Roof Coatings (Gardner Asphalt; APOC brand, bright white and aluminum coatings for existing roofing)
- 07650 Flexible Flashing (Advanced Building Products; copper, laminated, flexible flashings; masonry accessories)
- 07650 Flexible Flashing (York; copper, laminated, and flexible

- flashings)
- 08110 Steel Doors and Frames (Republic Builders Products; standard steel doors, frames, and stick assemblies)
- 08115 Steel Door Frames (Marlite; adjustable throat design)
- 08125 Aluminum Door Frames (Marlite; adjustable throat design)
- 08213 Plastic Laminate Faced Doors (Marlite; high pressure laminate faced flush wood doors)
- 08330 Coiling Doors and Grilles (Wayne-Dalton; upward coiling, service, insulated, ventilated, fire rated doors; coiling grilles)
- 08360 Overhead Doors (Wayne-Dalton; non-residential, insulated and uninsulated steel, aluminum, wood)
- 09605 Concrete Floor Sealer (DuPont Flooring Systems; VaprStop(tm) floor sealers)
- 09640 Wood Flooring (Buell; solid wood and engineered wood plank flooring)
- 09655 Interlocking Resilient Tiles (DuPont Flooring Systems; RepTile(tm) and CrocoTile(tm), adhesive-free; made from recycled carpet tile and vinyl)
- 09771 Prefinished Panels (Marlite; "Surface Systems," "Modules," & "Plank" brands; decorative interior wall panels, grid, and trim)
- 10165 Plastic Laminate Toilet Compartments (Marlite; melamine, high pressure laminate, and phenolic; overhead braced)
- 10670 Storage Shelving (LeeRowan; ventilated wire shelving, for residential and commercial uses)
- 10706 Rolling Shutters (Rollac Shutter; rolling shutters of aluminum and PVC)
- 11611 Laboratory Fume Hoods (Labconco Corp.; bypass fume hoods in casework-compatible dimensions)
- 14422 Inclined Wheelchair Lifts (Garaventa XPRESS; inclined lift for one flight of stairs)
- 14425 Vertical Wheelchair Lifts (Garaventa Genesis; indoor/outdoor platform lift with tower and enclosure)

Section Number Changes:

- 07311 ELK Asphalt Shingles (formerly 07310)
- 09305 SGM Tile Setting Mat's and Methods (formerly 09300-Tile)
- 11625 LAB2 Biological Safety Cabinets (replaces 11625LAB)

Are Outline Specs Right For You?

The decision whether to use an outline spec or a conventional full-length spec is critical. The use of an outline spec in the wrong situation may be more dangerous than preparing a poor full-length spec. Don't let the pressure of time convince you that outline specs are appropriate when they are not.

The technique for producing an outline spec with SpecLink is outlined below:

1. Select the sections to be included.
2. Within each section:
 - Make product decisions (PART 2) but don't select any execution or administrative requirements (PARTs 1 and 3). Limit the text included to those items that convey the important characteristics of the products.
 - Preview the section to be sure it includes the text you need.
 - If you wish to eliminate the incongruous PART 2 PRODUCTS heading, "hide" it by deleting the text from the paragraph. A light blue icon will appear next to the paragraph, indicating that the paragraph has been edited and the original text is still available.
3. At this point, the sections can be printed. Each will start a new page.

REMINDER

Notice of Subscription Price Change: Effective May 1, 2000, all multi-user subscription renewals will be invoiced on the basis of the actual number of concurrent users installed, instead of a fixed price. To receive a quotation or to adjust your firm's number of concurrent users, please contact your sales representative at 1-800-BSD-SOFT.

Eliminating Page Breaks: If you don't want a lot of short sections on individual pages, you can export to RTF and make a few simple changes to shorten the number of pages:

1. Set the format as desired. A variation on CSI format is useful; just change Level 0 to show the Section Number and Title on the same line.
2. Export the sections to RTF. Each section will be put into a separate file, named the same as the section number/acronym. The fastest way to export is to do Export to RTF once for each Division. Specify the same path (directory) where the files are to be saved each time.
3. Start Word or WordPerfect for Windows and start a new document. What you want to do is make a single file for each Division. You can do that in 2 ways: 1) just copy each individual RTF file consecutively into the Division file, or 2) create a "master document" and insert each section file into it in consecutive order. If you aren't familiar with master documents, read the on-line Help in Word/WordPerfect about them — look up "master documents" and "subdocuments." Master documents have 3 advantages over single documents:
 - you can work with a lot of sections at once by opening only one file.
 - undesirable page breaks can be eliminated.
 - the subdocuments can be replaced without having to redo the master document.
4. For ease of editing, we recommend that you insert a "section separator" after each subdocument. This can be a row of asterisks or underscores or other symbols. The objective is to separate the sections visually, while making them run continuously without page breaks.
5. If you are using a "master document," once all section files have been inserted, expand the master document. All the text will appear and can be edited just as if it were

the original file. You can choose to leave the subdocuments as separate files or incorporate them into the master document (again, read Help).

6. There may be some editing needed.
 - Word: To eliminate page breaks, delete the Section Breaks that Word inserted. (Suggestion: Find a Section Break and replace with a Paragraph Mark.)
 - WordPerfect: If the overall format needs to be changed, remove the extra format codes that were in the RTF files. Reveal Codes will show them — Find and Replace with nothing. (Note: If you are going to be doing a lot of this, making a macro to remove the extra codes would probably be worthwhile.)
 - There will be a double blank line just after the title of the section (where PART 2 is "hidden"). This can be removed if objectionable. (Replace 3 Paragraph Marks with 2.)
7. When done formatting, each Division file can be printed.
8. Save the SpecLink project file for later in the project.

Changing an Outline Spec to a Full Spec: At a later stage in the project, you can change the SpecLink outline spec to a full spec without starting over:

1. Open the original SpecLink project.
2. Open each section used in the outline spec; open to show Level 1 only.
 - There will be a blank paragraph between PART 1 GENERAL and PART 3 EXECUTION. Click on that paragraph and then press the Delete button (or pull down the Paragraph menu and select Delete). This will restore the original PART 2 PRODUCTS text.
 - Expand the text to show all levels, review the original selections and edits and make any changes needed.
 - Complete the specification as required for the stage of the project. Usually you will want to include PART 1 and PART 3.
3. Print as usual.

continued next page

Training Schedule

BSD SpecLink 1-1/2 day \$395

June 19 - 20
July 17 - 18
August 28 - 29
September 18 - 19
October 23 - 24
November 13 - 14
December 11 - 12

- **Class attendees earn 12 AIA Learning Unit Hours, all of which qualify for HSW hours.**

BSD CostLink/CM (M32) 3-1/2 days \$1095

June 13 - 16
July 11 - 14
August 22 - 25
September 12 - 15
October 17 - 20
November 7 - 10
December 5 - 8

- **Government Contractors earn Mcaces Certification.**
- **May qualify for Continuing Professional Competency credits.**

You can now look for BSD class schedules on our internet site. Just go to www.bsdssoftlink.com and go to the training page. You will find schedules, maps, hotel information, and information about Atlanta.



*Outline Specs
continued from page 7*

Changing a Full Spec to an Outline

Spec: In some cases, particularly when you already have an office master project fully edited, you need to “back off” from the full spec to an outline spec. That’s even easier than building an outline spec in the first place.

1. Open the original SpecLink project.
2. Open each section used in the outline spec; open to show Level 1 only.
 - Exclude PARTs 1 and 3, by double-clicking in the status box until it shows as half blacked out.

3. Print as usual.
4. When you want to change the spec back to a full spec it will be easy to identify paragraphs that need to be re-selected — they are clearly marked by virtue of the fact that

you excluded them rather than simply de-selecting them. Note that any manual selection in a branch that is excluded remains in effect and will be restored when the parent is re-selected.

BSD Support is ready to help with any questions you may have about this process.

To discuss the pros and cons of using outline specs, please contact our spec writers at smcclendon@bsdssoftlink.com.



Building Systems Design, Inc.
1175 Peachtree Street, Suite 1900
Atlanta, GA 30361

BULK RATE
U.S. POSTAGE PAID
PERMIT 6613
ATLANTA, GA