



BSD

LinkLine

Building Systems Design, Inc.

A Newsletter for BSD SoftLink® Customers and Friends

FALL 2003

PRINTING ENHANCEMENTS IN BSD SPEC LINK®+ & PERSPECTIVE®

Both SpecLink+ and PerSpective have new printing enhancements this quarter. Users who like to print or copy their specifications double-sided will appreciate a new checkbox on the Page Setup dialog box called "Start document on odd page" (Figure C). If this option is selected (the default is Off), a blank page will be added at the end of each section or chapter with an odd number of pages. This means that when you are printing or copying multiple double-sided documents, every section or chapter will begin on the right.

You can also now control your printer properties from within SpecLink+ and PerSpective, allowing you to set up for double-sided printing and for other printing variations without leaving the program and without affecting documents printed from

See "Printing Enhancements" on Page 5

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REALISTIC, UPDATEABLE COST ESTIMATES AT THE SCHEMATIC DESIGN PHASE

BSD CostLink/AE now includes RS Means Commercial Cost Models for 70 different building types. These models make possible the generation of detailed cost estimates very early in a project. Furthermore, the estimates can be refined as the project design develops by adjusting quantities and substituting materials and systems for those used in the model. If the cost estimate is adjusted periodically to remain coordinated with changes in the project design, the final cost estimate should be a reliable predictor of actual project cost.

The RS Means models included in CostLink/AE are constructed of up to 75 separate assemblies, and each assembly comprises 1 to 25 tasks and/or material components. The models are powered by a series of formulas that calculate the quantity of each assembly and the quantity of the member tasks in each assembly. The formulas are based on a small number of key parameters such as gross building area, length of perimeter, and number of floors. These parameters, which are adjustable by the user, are used by the formulas to project assembly quantities such as exterior closure area, slab on grade area, roof area, etc.

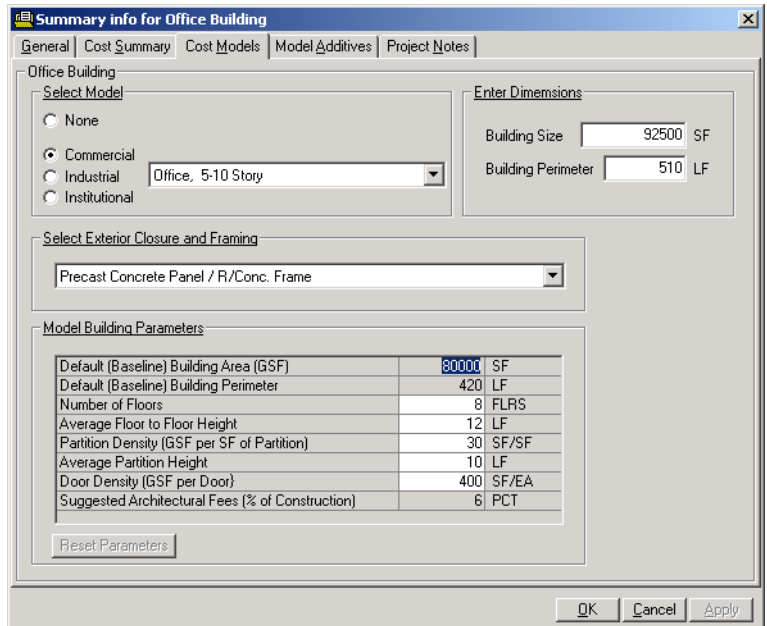


Figure A - Commercial Cost Model in CostLink/AE

WHAT DOES COSTLINK/AE DO?

First and foremost, CostLink/AE manages the models. AE offers an intuitive, easy-to-use interface to help choose a model type,

See "Realistic Cost Estimates" on Page 2

CHECK OUT OUR NEW DOWNLOAD CENTER!

We have introduced a new "Download Center" on our website. Current and prospective customers can now download fully functional copies of our products, demos/tutorials, FAQs, samples, white papers, user manuals, pricing, and more. Go to www.bsdssoftlink.com and click on Download Center on the left hand menu.

“Realistic Cost Estimates” from Page 1

select a structural frame and exterior closure alternative, input the gross building size, review or adjust the critical parameters used to generate construction assembly quantities, and adjust project location and markups.

On the Cost Models tab of the Summary Info dialog box, the user chooses a model category, shown in Figure A, (Commercial, Industrial or Institutional) and then uses the pull-down to select a model type from that category. After choosing the model, the next step is to choose one of the exterior closure and framing alternatives. Then the estimated building size and length of perimeter must be entered. The major building parameters can then be reviewed and adjusted, if desired.

Each model has an associated set of possible “Additive” items. An accompanying tab on the Summary Info dialog displays these additives for the currently selected building model. Additives are individual items that may or may not be appropriate for your particular building. The user can scroll through the list and enter the quantity of each item to be included in the project. There is also a Cost Summary tab on the Summary Info dialog box that allows the user to select any of 700 different U.S. and Canadian locations, enter an appropriate sales tax, and adjust contractor markups and other cost assumptions, such as the

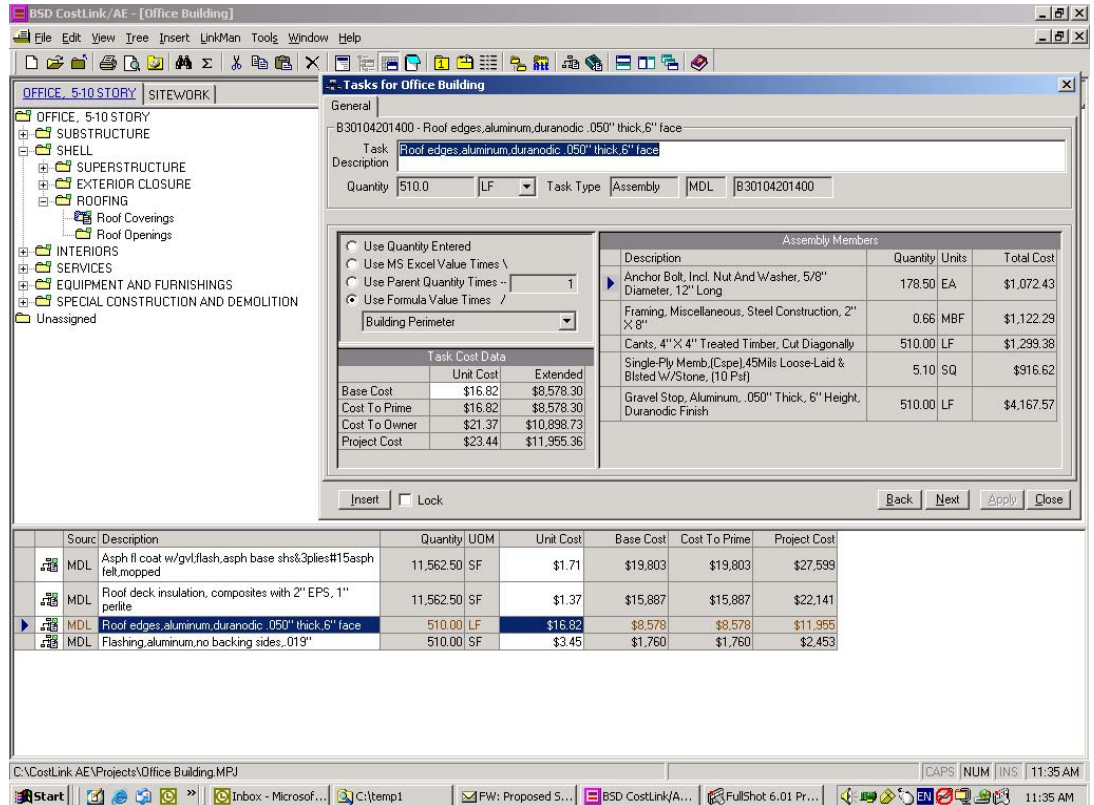


Figure B - Individual Assemblies and Cost Items in CostLink/AE

architect’s fees. When this data has been appropriately adjusted, the preliminary cost information for the project is complete, and the user can print or preview a summary or a detailed cost estimate.

The user can navigate the standard tree structure of the project hierarchy (Figure B) to view the individual assemblies and cost

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ADVANTAGES OF SPEC LINK

Albert Kahn Associates, Inc. Switches to BSD SpecLink®

SpecEdit is a proprietary software developed by AKA. For over 40 years, it has been efficient, with excellent results. Then why change to different software? First, the word processing program previously used to create specifications documents is outdated and no longer has technical support. Further, it has become increasingly common for project specifications to be distributed electronically via email or job-specific websites. While this change in production saves costs, prior to emailing or posting a document, each section must be converted to RTF or PDF file. On a project specification with 80 sections, this takes over 3,000 steps!

The new SpecLink+ database eliminates many of the old system’s inefficiencies, allowing editors to “click-in” text at any time during the specifications development process. Utilizing editor options, drop-down choice lists, or paragraph selections, users are able to

quickly and efficiently customize sections electronically. For greater coordination, text can also be linked within or between sections of a specifications document, and is only a step away from being linked to notes on drawings. SpecLink+ also has the ability to output specifications in hard copy, RTF and PDF format for electronic distribution. On that same specification with 80 sections, this takes only 16 steps!

The conversion of AKA’s master specification system to SpecLink offers clients and AKA employees greater efficiency in document production and improved document quality.

This article first appeared in the Industry Trends column in Issue 2, 2003 of the Kahn Update, and has been reprinted with the kind permission of Albert Kahn Associates, Inc.

About Your SpecLink & PerSpective Updates

SPEC LINK+ STATISTICS:

- 782 sections total, 339 updated or new (43%)
- 1 new generic section
- 446 generic sections, 189 updated or new (42%)
- 13 new proprietary sections
- 336 proprietary sections, 150 updated or new (44%)
- 122,686 paragraphs
- 133,078 internal links (targets and consequences)
- 20,142 notes to specifier
- 2,797 notes with live hyperlinks to Internet web pages
- 2,051 external documents referenced, 51% verified as unchanged or updated
- 8 documents obsolete, replaced or removed
- 179 standards organizations referenced
- 1 new standards organization
- 64 new documents (never before referenced)
- 1,998 manufacturer listings in generic sections, 1,941 with live hyperlinks
- 846 unique manufacturers listed in 2,354 instances
- 857 unique manufacturers listed in 331 generic sections, 813 with live hyperlinks
- 247 unique manufacturers listed in 335 proprietary sections
- 803 manufacturers listed in generic sections but not in proprietary
- 204 manufacturers listed in proprietary sections but not in generic

PER SPECTIVE STATISTICS:

- 179 chapters, 38 updated (21%)
- 25,972 paragraphs
- 30,384 links
- 4,101 notes to specifier
- 608 external documents referenced, 51% verified as unchanged or updated
- 76 standards organizations referenced

ABOUT THE ASTM UPDATES

Standards published by the American Society for Testing and Materials (ASTM) make up 43% of the 2,158 documents referenced in SpecLink and PerSpective — the largest number published by a single organization. All of the ASTMs referenced in SpecLink and PerSpective were verified in the last quarter - 26% had been revised, 3% reapproved, and 10 standards withdrawn. Each revised standard was compared to the previous edition and evaluated for its potential effect on the specifications, before updating the sections. The ASTM updates affected 42% of SpecLink sections and 17% of PerSpective chapters.

Monitoring the continual, irregularly timed changes to ASTMs might be an almost impossible project, except that ASTM publishes an annual 4-volume compendium of the standards referenced in the model building codes, SpecLink and PerSpective, and other guide specifications — *ASTM Standards in Building Codes*. BSD provides ASTM with a list of standards biannually. None of the standards referenced in PerSpective or non-proprietary SpecLink sections is missing from this set.

We use ASTMs in Building Codes as the “current” edition for purposes of referencing edition dates for one reason: It’s simple. We know that most design professionals don’t have copies of many, if not most, of the ASTMs referenced, so we’ve chosen as our definitive edition the simplest (as well as the most economical) way to purchase them. For \$795, you get over 1,500 ASTM’s related to construction, in print and with a CD-ROM. There are three other ways to get ASTMs: Individually at an average of \$30 per standard; individual volumes of the complete 78-volume set of all ASTMs at an average of \$150 each; or the entire collection for over \$7,000 in either print or CD-ROM. If you need only a single standard, ASTM’s web store makes it easy and quick to get the very latest edition.

So, if you decide to add ASTMs to your reference library, we recommend *ASTM Standards in Building Codes*, published annually in early July, for \$795. If you are not an ASTM member, you can get the 10 percent member discount if you place your order with Margie Lawlor at (610) 832-9616; tell her you are a BSD SpecLink/PerSpective subscriber. For more information, go to www.astm.org.

NOTABLE UPDATED ASTMS

ASPHALT FELTS FOR ROOFING: Asphalt-saturated felt has traditionally been designated by rather loose pound-weight numbers, such as “30 lb felt,” “43 lb felt,” etc. These numbers refer to the total mass of felt and asphalt in pounds per 100 square feet (a traditional “roofing square”). These designations are also sometimes shown as #30, etc. (pronounced “number 30”), or 30#, etc. (pronounced “30 pound”). In addition, asphalt felts have long been manufactured in weights considerably higher than the minimums specified in relevant ASTM standards, leading manufacturers to

describe them as “ASTM D 4869 30 pound felt,” or “#43,” for example. In addition to the weight, ASTM standards define the type of felt (organic or glass fiber), minimum amount of asphalt, the tear strength, and characteristics that relate to the use it is to be put to. Felt for underlayment is not meant to be permanently exposed to the weather, whereas roll roofing is intended for weather resistance.

ASTM D 4869 — STANDARD SPECIFICATION FOR ASPHALT-SATURATED ORGANIC FELT UNDERLAYMENT USED IN STEEP SLOPE ROOFING — was significantly revised in 2002. Where there were formerly two Types, Type I and Type II, there are now four

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“Notable Updated ASTMs” from Page 3

Types (I, II, III, and IV). Furthermore, the former Type II is now Type III, which is bound to cause considerable confusion in the industry. The revised standard is apparently intended to cover other products actually available, with four Types of different minimum weights. ASTM D 4869 formerly covered Type I, which was and still is 8 lb/100 sq ft (390 g/sq m), and Type II, which was 20 lb/100 sq ft (976 g/sq m). In the 2002 edition, the 20 pound type is now Type III, while the new Type II is 13 lb/100 sq ft (635 g/sq m). The four Types are also designated as: Type I—#8, Type II—#13, Type III—#20, and Type IV—#26, with the # indications representing the mass. Because of the possible misunderstanding between the former Type II and the new Type II, it is recommended that both the Type and weight be specified, in the manner shown in the ASTM (i.e. Type I—#8). “30 pound” felt would be Type IV—#26 (minimum 26 lb/100 sq ft).

ASTM D 6380 — STANDARD SPECIFICATION FOR ASPHALT ROLL ROOFING (ORGANIC FELT) — is a standard first published in 1999 combining three existing standards: ASTM D 224, D 249, and D 371. The latter have now been withdrawn in favor of the consolidated standard. There are three Classes of roofing felt,

corresponding to the original three standards: Class S (smooth surfaced), Class M (mineral surfaced), and Class WS (mineral surfaced with a “wide selvage”). Selvage is a smooth edge not coated with mineral granules, intended to improve adhesion in lapped edges. Class M is available with 2 inch or 4 inch wide selvages or with no selvage. Class WS has a “selvage” of approximately one-half the width, intended for a very wide lap joint accomplishing a 2-ply roof. Class S is available in two Types which correspond to the minimum mass per unit area: Type III, which is 51.1 lb/100 sq ft (2495 g/sq m), and Type IV, which is 39.8 lb/100 sq ft (1943 g/sq m). These Type designations are the same as they were in ASTM D 224 — the former Type I was very similar to Type IV, and the former Type II was a little heavier in weight than Type III. Class M is available only in Type II, which is the same as in ASTM D 249 — Type I was slightly higher in weight. Class WS is available in two Types, Type III, which is 35.5 lb/100 sq ft (1733 g/sq m), and Type IV, which is 42.8 lb/100 sq ft (2090 g/sq m). Both Type III and Type IV are the same as in ASTM D 371 — the former Type I was similar to Type III and the former Type II was slightly heavier than Type IV. Remember that all these weights are minimums and the standard covers other properties as well. ■

NEW PROPRIETARY SECTIONS

03540 DCC - CEMENTITIOUS UNDERLAYMENT:

Dependable Chemical Company; Skimflow ES is a latex modified, cement-based, self-leveling underlayment; extended set material provides the working time needed for interior floor leveling and repair applications over existing substrates. www.floorprep.com

05511 ALC - METAL LADDERS:

Alaco Ladder Company; fixed and folding aluminum wall ladders and ship’s ladders. www.alacoladder.com

05720 CSJ - ORNAMENTAL HANDRAILS AND RAILINGS:

C. Sherman Johnson Co., Inc.; guardrails made with stainless steel cable fittings or rod infill made by Johnson. Johnson does not make railing framework, so this specification is addressed to the railing fabricator rather than to the cable and fittings supplier. www.csjohnson.com

07213 JMI - GLASS FIBER BUILDING INSULATION:

Johns-Manville; this section covers only a portion of Johns-Manville’s insulation product line: formaldehyde-free batt insulation. Includes polyethylene encapsulated batt for use above lay-in ceilings, unfaced sound control batt, and unfaced thermal batt. www.jm.com

07213 KFG - GLASS FIBER BUILDING INSULATION:

Knauf; renamed from 07210 - BUILDING INSULATION because it covers only glass fiber insulation.

07825 _3M - GREASE DUCT FIREPROOFING:

3M; fire resistive duct wrap, a patented, non-asbestos, inorganic blanket encapsulated by scrim-reinforced foil; and firestopping sealants for use at duct penetrations; to fire rate commercial kitchen grease ducts; 1 and 2 hour rated alternative to shaft enclosure. www.3m.com

08380 ELI - TRAFFIC DOORS:

Eliason Corporation; minimal maintenance swinging traffic doors have gravity and offset pivots for gentle swinging action, and automatic, time delayed closing without springs, heavy cam castings, or other mechanical closing devices. www.eliasoncorp.com

08840 POL - PLASTIC GLAZING:

Polygal, Inc.; polycarbonate structured sheets and glazing systems for outdoor and indoor applications requiring light weight, exceptional strength, maximum light transmission, outstanding insulation characteristics and fire safety. www.polygalusa.com

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Get the latest on BSD by visiting our web page at www.bsdssoftlink.com

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“New” from Page 4

09673 TNE - CONCRETE FLOOR COATINGS

TNEMEC Company, Inc.; coating systems for concrete floors. Includes silicate blend sealer/dustproofers; epoxy and epoxy/urethane coating and laminate for mild to moderate abuse, and epoxy mortar for moderate to heavy abuse. www.tnemeccom.com

09960 TNE - HIGH-PERFORMANCE COATINGS

TNEMEC Company, Inc.; coating systems for commercial and educational facilities; systems for interior and exterior surfaces, including metal, masonry, gypsum, and other substrates, enduring mild to heavy abuse, including weather, UV, chemical, and water exposure. www.tnemeccom.com

10650 MOD - OPERABLE PARTITIONS:

Modernfold, Inc.; electric and manual operable partitions. Acoustic Seal partitions are movable flat wall products used for excellent sound performance and attractive appearance. www.modernfold.com

10730 SCA - COILING INSECT SCREENS:

Screen America Corporation; vinyl coated woven fiberglass mesh insect screens; motorized or manual operation. For screens exposed to weather, and not built into the header or soffit, color coordinated aluminum housings are available. www.screenamerica.com

11131 DRA - PROJECTION SCREENS:

Draper, Inc.; wall and ceiling mounted front projection screens. www.draperinc.com

11151 DKI - PARKING GATES AND OPERATORS

DoorKing, Inc.; swing-up arm gates; operators for overhead, swinging, and sliding gates provided by others. www.doorking.com

NEW GENERIC SECTION

02457 BSD - STEEL SHEET PILES

Permanent earth retaining structures made with steel sheet piling such as caissons, quay walls, and retaining walls. ■

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items in the project. It is possible to replace the formula-calculated quantity on any item with a quantity estimated or calculated by the user. The user can also add (and delete) assemblies and cost items using any of the RS Means Assemblies and Cost Items provided with the software. Such adjustments and substitutions should be made periodically, to keep the estimate coordinated with the project design development. The user can also experiment with alternative assemblies and building elements to investigate the effects on project cost.

CONCLUSION

BSD is the only company that provides the RS Means modeling capability integrated with a full-featured estimating system. CostLink/AE combines the extensive models database with the estimating power of nearly 11,000 assemblies and 20,000 cost items in an easy-to-use, drag and drop interface. Several levels of presentation quality reports add the finishing touch to a very clean and professional cost estimating system that will be useful to any design professional interested in controlling building costs.

For a full list of Building Type Models, see our Download Center at www.bsdfitlink.com. ■

“Printing Enhancements” from Page 1

other programs. To change your printer settings for SpecLink+ or PerSpective, click on the File menu, then click on *Print*, thereby opening the Reports dialog box. From there, you can make changes to the following settings that apply to all projects and printers without affecting the printing for other applications:

- Paper size
- Number of copies
- Paper source (tray)
- Print duplex mode
- Print in color.

These settings remain fixed for all projects printed from SpecLink+ and PerSpective until they are reset from within the program. In addition, you can click on *Printer Setup* from the Reports dialog box, where you can select your printer and change the page orientation for the specific project without affecting other projects or applications.

We’ve made a number of other changes that are discussed more fully in the Release Notes, which we recommend that you review.

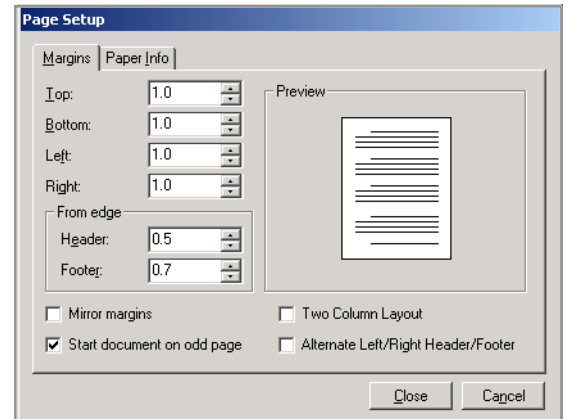


Figure C - Page Setup in SpecLink and PerSpective

UPDATE ENDING FOR 16-BIT SPEC LINK

This will be the last quarter that we update the 16-bit SpecLink product, so we strongly recommend that our few remaining SpecLink users make the switch to SpecLink+ during this quarter. The Release Notes this quarter include a number of pointers for easing the transition, and we’re certain you will quickly come to appreciate the many new features available to you in the 32-bit product. ■



ALL PRODUCTS

Q I want to move the software from one computer to another, but the access key won't work. Why is that?

A The access key you received when you installed the software is specific to the computer on which it was installed. To move the software to another computer, call Tech Support at 800-266-07732 for an Un-permit code before you remove the software from the first computer. Before you call, you can have the software already installed on the new computer, and then after getting the Un-permit code, Tech Support can generate a new key for the new computer.

Q How can I tell the file name and location of the project I have open?

A From the File menu, choose Summary Info. The file name and location are listed at the top of the Summary Info dialog box.

Q I want to start BSD software from an icon on my desktop. How do I do that?

A To start any program from your desktop, you create a shortcut. To create a shortcut, open Windows Explorer (either by right-clicking on the Start menu or by holding down the Windows key on your keyboard while typing the letter 'E') and size it so that you can see your desktop in the background. Navigate to where the software is installed (the default location for PerSpective is C:\Program Files\PerSpective, the default location for SpecLink is C:\SpecLink+, the default location for CostLink/CM is C:\CostLink CM, and the default location for CostLink/AE is C:\CostLink AE). Locate the executable file (Persp32.exe for PerSpective,

SpecLnk+.exe for SpecLink, CstLnkCM.exe for CostLink/CM, and CstLnkAE.exe for CostLink/AE). With your right mouse button, drag the executable file to your desktop. Release the right mouse button when it is over the desktop and a menu will open. From the menu, choose Create Shortcut Here. If you created the shortcut properly, it will have a little arrow on the bottom left corner. If it does not have a little arrow, then you moved the exe instead of creating a shortcut. Move it back and try again using the right mouse button only.

Q When I create new projects, I always want to save them in a certain folder on my server. Is there a way to make the software save to that folder automatically?

A Yes, you can specify a default directory where projects should be saved. To specify a default directory, open the software and close any open projects. From the File menu, choose Permissions. In the Permissions box, click the System Settings tab. The fourth field down is called Project Location. Click the yellow folder icon to the right of that field and navigate to the folder where you want your new projects to be saved by default. Then Click OK. The next time you create a new project, if you type the name in the New Project line, the project will save to the specified folder. If you want to save the new project to a different location, click the yellow folder icon to the right of the New Project line and navigate to the correct location.

Q I'm trying to open a file that is on my server and I keep getting error 3051 cannot open file. What does that mean?

A You need to have full access to where the project file is located - read, write, edit, delete. If you do not know how to change this, ask your system administrator.

BSD COSTLINK/AE & COSTLINK/CM

Q I want my tasks in CostLink/CM to print in a specific order on my detail report. Can I do that?

A By default, line items are sorted by the source tag. If you would like your line items in a different order both on-screen and in your detail reports, turn on the sequence column. From the Tools menu, choose User Options. In the User Options dialog box under Select Project Panel, choose Project Sheet. The right side of the dialog box will update to show a list of available column types. In the Include column, click to place a checkmark in the checkbox for Seq (Numeric user-defined sort order). Click the Close button. The Seq column is now displayed in the Sheet Panel. Type numbers in the Seq column. Click on a different title and back on this one - the tasks are sorted by the sequence column. When the sequence column is on, the tasks are first sorted by the Seq column and then by the Source Tag column.

Q Do the costs in the R.S. Means database include the installing contractor's overhead and profit?

A In CostLink/AE, they do. In CostLink/CM, they don't. In CostLink/AE the bare costs equal the arithmetic sum of Material (which is the bare material cost plus 10% for profit), Labor (the base labor cost plus total overhead and profit), and Equipment (the bare equipment cost plus 10% for profit). In CostLink/CM, you have the flexibility to define the subcontractor markups for each contractor individually. Details for the calculation of Overhead and Profit on labor are shown on the back cover of the appropriate R.S. Means cost book.

Q I printed my cost summary and the number on the report does not correspond to what is on screen. What would cause that?

A The first thing to check is the unassigned folder. Task items in this folder do not roll up into the costs on the reports. You need to assign them to the appropriate folder in your project.

Q I need to email my reports to someone who does not have the CostLink software. How can I do that?

A Reports can be exported to a number of file formats using the Export button in the Print Preview window. Exported files can be emailed to individuals who do not have CostLink, saved as archive copies of estimates, published on websites, or edited. Some of the more popular export options include: Acrobat Format (PDF), Excel (XLS), and Rich Text (Exact) Format which can be opened and edited in any word processor except WordPerfect 5.1. Note that if someone wants you to email an electronic copy of the estimate and they have CostLink, you can use the File > Save to Compressed feature to create a zipped file that you can attach to an email. They can then open the estimate in CostLink, make edits, and send it back.

Q I want to copy just folders from the assemblies database into my project. How do I do that?

A You can do that by dragging and dropping using your right mouse button. It is easier if you have both databases open and tiled vertically. When you drop the folder into the project database, choose the option Copy Folders Here. If you do not need all the folders you copied in, you can use the Delete Empty Folders option under the Tools menu to remove the empty folders.

BSD SPEC LINK+ & PERSPECTIVE

Q I am getting a message that it is time to install my update and that I must install it to gain access to the software. I just renewed my subscription, so why am I getting this message?

A There are two different effective dates for the software. One is your subscription effective date and the other is the master database effective date. Your subscription expires once a year, and the software master expires each quarter. The two dates are not related. To see both dates, close any open projects and click on File and then Permissions. If you have not installed your update by the time the master expires, you will no longer have access to the software. (There is a 4-week grace

period from the end date of the master database effective dates you see in the Permissions box). Installing the update will allow you to use the software. If your subscription has expired and you have already renewed it, you need to enter the access key that you were emailed when you renewed your subscription.

Q I am getting an error 3343 when I open my project, or when I start the software. How can I resolve this error?

A Sometimes a Microsoft Access database becomes corrupt or unstable, and needs to be repaired. If the file that is generating this error is the project you are trying to open, then go to the File menu and choose Repair/Compact Project, and then navigate to the project you are trying to open. That should resolve the error. If the file that is generating the error is the master.spm file, then you will need to reinstall the software. If the file referenced in the error is your aecLMDat.MDB, then you can resolve it by choosing Repair/Compact aecLinkMan from the File menu.

Q How do I rename a section or chapter?

A To change the name of a section or chapter, click on the name of the section or chapter in the Tree panel so that it displays in the Document panel. The current name of the section or chapter displays in the Sequence 0000 paragraph in the Document Panel. Drag across the entire name in the Document Panel so that it is highlighted, then type the new name over the old name. Click on another paragraph so that your edit will be saved. The Tree Panel will update to the new name and the new name will print in the header or footer when the Section Name or Chapter Name key-word is used. It will also update the automatic Table of Contents report in SpecLink.

Q How can I find a section in SpecLink or a chapter in PerSpective if I don't know the ID number?

A Included with each quarterly update is a listing of all the documents,

numbers, and descriptions. This electronic listing can be found on the CD under the Info folder inside the SpecPlus or PerSpec folder named after that quarter (for example 2003Fall.doc or PSPcatalog_fall2003.doc). Open this document in a word processor to search it using the Find command.

Q How can I make a proprietary spec into a generic (non-proprietary) spec?

A In cases where a non-proprietary spec is desired but only a proprietary spec is available, it must first be determined if the product listed is in fact unique. If it is not unique, and there are other known manufacturers, then these should be listed under the Manufacturers section of Part 2. In the absence of listed manufacturers, the language "or equal" could be added. The section should also be searched for references to specific product names or ID numbers and these should be removed or made more general.

Q I want to email my project to someone who does not have the software. How can I do that?

A You can email an individual section or chapter, a branch, or the entire project. To do that, click on the File menu and then select Print. From the Report Setup dialog box, select Document as your Report to Print, and select Section/Chapter, Branch or Project as the Scope of Report. Then click on the Export button on the right side of the dialog box. Select the folder where the files should be created. You will have an RTF (rich text format) file for each section or chapter. These can be emailed and/or opened in most word processors. ■

More questions?

Contact BSD Technical Support:

Toll Free: 800-266-7732

In Atlanta: 404-365-9226

Email: support@bsdsoftlink.com

Training Schedule

BSD SpecLink+ Workshop Changes

The BSD SpecLink+ Workshop has been changed to two one-day workshops. The first day is devoted to learning the basics of SpecLink+, including how to navigate within the software, start a new project, edit sections, understand how the links and choices work, and how to format, print and export the final document. It is designed for new users. The second day is designed for those who want to learn how to create and maintain their own office master. This day covers the concepts of an office master, how to customize your master by adding choices, links, and tags, as well as creating your own Wizards. Users must already be familiar with the basics of SpecLink+ to attend the second day.

BSD SpecLink+ Either Day* \$495 Both Days* \$895

September 8-9
October 20-21
December 8-9

2004 Dates

January 20-21
March 16-17
April 6-7

AIA Members: Submit Course Completion Certificate for 7 or 14 Continuing Education Units

CSI Members: Submit Course Completion Certificate for 7 or 14 Education Contact Hours (ECHs) toward your CCS, CCCA, or CCPR Certification renewal

* Class starts at 9:00 AM and ends at 5 PM.

BSD CostLink/CM 3-1/2 days* \$1295

October 14-17
December 2-5

2004 Dates

March 2-5
June 29-July 2
September 21-24
December 14-17

AIA Members: Submit Course Completion Certificate for 24 Continuing Education Units

CSI Members: Submit Course Completion Certificate for 24 Education Contact Hours (ECHs) toward your CCS, CCCA, or CCPR Certification renewal

* Class starts at -8:30 AM on Tuesday morning and ends at 11:30 AM on Friday.

View BSD class schedules on our website! Go to www.bsdssoftlink.com and click the Training link. Get directions and information on travel, hotels, and Atlanta!



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