

BSD

LinkLine

Building Systems Design, Inc.

A Newsletter for BSD SoftLink® Customers and Friends

SPRING 2004

BSD SOFTLINK® PRODUCT IMPROVEMENTS

The Spring 2004 release has new versions of all the BSD SoftLink products, and the enhancements include both software changes and data updates. Below is a summary of the major changes for each product. For a more complete discussion of new features, see the release notes for each product of interest. The notes are posted on our website and can also be found on the quarterly CD.

BSD SpecLink® and PerSpective®:

Subscribers with multiple users on a LAN should be pleased about improvements to the quarterly update installation process, even though the real benefits won't be felt until next quarter. The update process for the current release will be the same as it has been in the past. However, in future the software installed this quarter will permit a much simpler update process. Once the server has been updated, individual

workstations will be prevented from opening the software until the workstation has been updated, which can be accomplished automatically from each workstation location. The workstation user will be prompted to begin the update process, which simply requires an OK click to download the necessary files from the server.

We've made a number of enhancements to both programs, including the following:

- **User-added sections/chapters:** They now show up in the tree in a green font, making them more obvious in contrast to the blue BSD sections and the black proprietary sections.
- **Section/chapter check-in:** Checking out a section/chapter is the quickest and safest way to edit in a project with multiple concurrent users. Checking the section back in was sometimes a lengthy process, but it is much faster in the current release.
- **In-memory linking:** We've eliminated unnecessary messages that tell you when in-memory linking is being temporarily disabled—for example, when you open the links dialog box. We've also reduced the time required to save the links when you move from one section to another.
- **Import from RTF/Clipboard:** We've improved the *Add New Section/Chapter from RTF File* process to make it less sensitive to formatting and other errors, and we've added helpful messages for situations when text importing does fail.

See "Product Improvements" on page 2

A NEW APPROACH TO BUILDING PRODUCT MANUFACTURERS IN BSD SPEC LINK®

Building product manufacturers (BPMs) have been included in BSD SpecLink under two different circumstances, both of which are currently changing. This article will set forth the history of BPM data in the SpecLink product and BSD's current policy on manufacturer listings.

Seven years ago, BSD SpecLink became the first and only commercial master specification to include proprietary sections along with its own non-proprietary master specification sections. Under a joint distribution agreement with The Architect's Catalog, Inc. (currently ARCAT, Inc.), proprietary sections written around the products of ARCAT's clients were imported into SpecLink and included as an integral part of the database, free to all subscribers. Even though some sections were withdrawn on occasion, due to non-renewal by ARCAT's clients, the total number of proprietary sections in SpecLink steadily increased over the years, reaching a high point of 363 sections in the Summer 2002 release.

By the summer of 2003, BSD had developed a software technology that allowed us to capture information about our subscribers' use of SpecLink. What we learned was partly predictable and partly unexpected. We learned, for example, that our users overwhelmingly preferred non-proprietary sections when there was a choice. On the other hand, for specialty items with no corresponding BSD non-proprietary section available, some of the proprietary sections receive a significant amount of usage. These

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findings contributed to a decision to terminate our arrangement with ARCAT, under which we were obligated to include sections that were of no interest to our subscribers. Beginning with the Fall 2003 issue of SpecLink, we began the process of withdrawing little-used proprietary sections and replacing them, where possible, with new non-proprietary sections and additional content in existing BSD sections. The proprietary sections currently in SpecLink will gradually be phased out over a 3-1/2-year period. By September of 2007, all ARCAT Sections will be gone. The only proprietary sections that will remain in SpecLink are those that fulfill a real need by focusing on unique items and specialty products for which non-proprietary sections are unwarranted.

Each quarter, we will alert our subscribers to proprietary sections that are being withdrawn. This will allow our users to copy sections they wish to retain for future use. Of course, withdrawn sections that have already been included in previous projects will continue

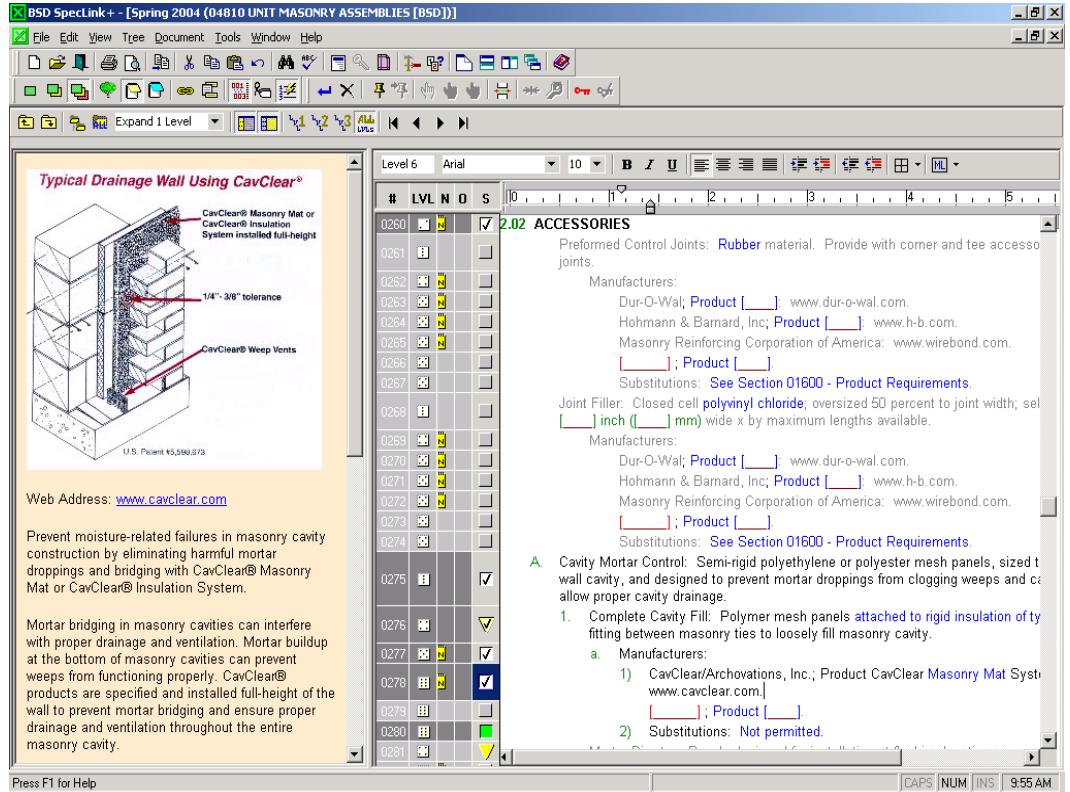


Figure A - Typical Enhanced Listing in BSD SpecLink, showing “infomercial” in note attached to manufacturer listing

to be available in those projects, even without copying to another project file.

The other major BPM category in BSD SpecLink is the list of manufacturers

See “Manufacturers” on page 4

“Product Improvements” continued from page 1

We’ve also changed SpecLink Help dramatically, replacing the older file with a new HTML version, which looks better and operates more effectively. Please check it out and let us know your reaction.

BSD CostLink®/AE:

The biggest change this quarter is new cost data from RS Means. We’ve also added two new building models from RS Means: 1) a one-story office building and 2) a daycare center, bringing the models total to 72.

The 2004 RS Means cost database will be installed automatically when the new version of BSD CostLink/AE is installed. New projects started with any of the BSD templates will automatically use the newest data. Projects created with 2003 data and copies of those projects will continue to use the 2003 data unless you elect to update them to 2004 data. For these older projects, you can also choose to switch the database only for new price items while retaining the 2003 prices for existing items.

In the 2004 data, RS Means has made a number of changes in the Assembly and Line Item codes, to better align them with industry standards. BSD has “mapped” the differences between the 2003 and 2004 versions, so updating a project to the new cost data will result in automatic changes to the relevant codes in your project, as well.

BSD CostLink®/CM:

The major changes this quarter have been in reporting capability. We’ve added the ability to include the unit cost row to the Portrait 2 and Landscape 1 reports, and we’ve added the Labor and Equipment Backup reports to the Landscape 1 report. We have also corrected a problem with the Landscape 2 report that prevented it from printing properly.

Conclusion:

BSD is continually working on improvements to the BSD SoftLink products. We try to respond in timely fashion to comments and suggestions, giving top priority to problem-solving and implementing enhancements as time and resources permit. We welcome your feedback.

AN INSIDE LOOK AT THE MASTERFORMAT 2004 UPDATE

by Dennis J. Hall, FCSI, AIA

For the last three years, the Construction Specifications Institute and Construction Specifications Canada have been working to update MasterFormat to respond to the needs of the entire construction industry and allow for future expandability. During this period, the seventeen-member MasterFormat Expansion Task Team (MFETT) has worked with many industry and professional organizations, including all the major master guide specifications providers in the US and Canada, to ensure that the final document reflects the needs of these groups' users and members.

At the inception of this development process, the MFETT identified eight guiding principles to assist in making decisions. These guiding principles were:

- Make MasterFormat more acceptable to building engineering disciplines
- Expand MasterFormat to cover other than building construction adequately
- Expand MasterFormat to more adequately cover the full life cycle of projects
- Provide space for expansion within each division
- Keep change to a minimum for architectural building subjects
- Make MasterFormat compatible with the OmniClass Construction Classification System and organize information by work results rather than products
- Revise to follow classification principles
- Maintain organizational consistency amongst divisions

The new section titles and numbers from the MasterFormat 2004 edition will debut at The CSI Show and Convention in Chicago, April 21-23. Expect the new numbers and titles to be available online at the CSI website, www.CSINet.org, in May and the printed

document with additional user information, notes, keyword index, and electronic media to be available from CSI in late Fall.



Dennis J. Hall, FCSI, AIA

There have been significant organizational changes in MasterFormat 2004, starting with the top-level organizational structure, which has been simplified from the six groupings used in the current edition, to two Groups. These new Groups are the Procurement and Contracting Requirements Group and the Specifications Group. Procurement and Contracting Requirements are commonly referred to as the front-end documents or Division 00. This is where bidding informa-

tion, project forms, and conditions of the contract are located. The Specifications Group is where the administrative and technical requirements of a project are located. Specifications are divided into the following five Subgroups:

- General Requirements (Division 01)
- Facility Construction (Divisions 02 - 19)
- Facility Services (Divisions 20 - 29)
- Site and Infrastructure (Divisions 30 - 39)
- Process Equipment (Divisions 40 - 49)

Some division numbers are reserved and titles and numbers are not assigned to them at this time. This will allow future expandability of MasterFormat without disturbing the structure or order of existing divisions.

Numbering

MasterFormat first introduced the current five-digit numbers for specification sections in 1978. The numbers in the new edition have six digits or eight digits, depending on their scope, with a pair of digits per level of classification. This new numbering allows for far greater flexibility and expandability, ensuring that numbers assigned today can remain unchanged in spite of the need for continuing updates. In assigning these new numbers, the MFETT has worked to make the transition as easy as possible for current users. Many of the new section numbers

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<u>Current Number</u>	<u>Current Section Title</u>	<u>New Number</u>	<u>New Section Title</u>
07920	Joint Sealants	07 92 00	Joint Sealants
03300	Cast-in-Place Concrete	03 30 00	Cast-in-Place Concrete
09910	Paints	09 91 00	Painting

Figure B - Numbering Changes in MasterFormat

About Your SpecLink & PerSpective Updates

SPEC LINK+ STATISTICS:

- 704 sections total, 212 updated or new (30%)
- 9 new non-proprietary sections
- 460 non-proprietary sections, 144 updated or new (31%)
- 244 proprietary sections, 68 updated or new (28%)
- 111,315 paragraphs
- 117,117 internal links (targets and consequences)
- 18,725 notes to specifier
- 2,951 notes with live hyperlinks to Internet web pages
- 2,110 external documents referenced, 40% verified as unchanged or updated
- 7 documents obsolete, replaced or removed
- 183 standards organizations referenced
- 2 new standards organizations
- 36 new documents (never before referenced)
- 2,144 manufacturer listings in non-proprietary sections, 2,038 with live hyperlinks
- 891 unique manufacturers listed in 326 non-proprietary sections, 870 with live hyperlinks
- 177 unique manufacturers listed in 244 proprietary sections
- 831 manufacturers listed in non-proprietary sections but not in proprietary
- 117 manufacturers listed in proprietary sections but not in non-proprietary

PER SPECTIVE STATISTICS:

- 179 chapters, 20 updated (11%)
- 25,661 paragraphs
- 30,400 links
- 4,089 notes to specifier
- 617 external documents referenced, 41% verified as unchanged or updated
- 77 standards organizations referenced

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"Manufacturers" continued from page 2

included in Part 2 of most non-proprietary product sections. Instead of attempting exhaustive lists of products with widely varying quality, BSD's policy has been to limit the manufacturer lists to three or four nationally distributed companies that make roughly comparable products. BSD does not endorse these companies and provides the names (and hyperlinks to the manufacturers' websites) as a convenience and a service to our subscribers, who are free to include them, add to them, or ignore them in their project specifications.

Initially, the BPM listings in BSD SpecLink were totally free. In recent months, however, BSD has begun a campaign to enlist manufacturers in the ongoing updating and enhancement of SpecLink. By charging manufacturers for listings in SpecLink, BSD hopes to accomplish a number of goals simultaneously: 1) new sources of revenue will allow BSD to keep down the cost of subscriptions to architects and engineers; 2) having principal manufacturers as subscribers will help to assure closer scrutiny of section content by leaders of their respective industries; and 3) BPMs with no interest in SpecLink listings may eventually be replaced by comparable manufacturers who recognize the value of supporting the architectural/engineering community.

In implementing this new BPM initiative, BSD is not abandoning its principles or its editorial integrity. Manufacturers included in SpecLink were selected by BSD and are being given the first opportunity to participate in the new program. Those who elect not to take part will not be summarily removed but may eventually be replaced by manufacturers of comparable products who do wish to participate. Although contributing manufacturers are subscribers who are invited to review and critique section content, ultimate

editorial control remains with BSD. And finally, manufacturer lists will include only products of similar quality.

BSD is offering manufacturers three levels of participation in BSD's non-proprietary sections, in which manufacturer lists will be limited to a maximum of four companies for any single product category. A basic listing includes a hyperlink to the manufacturer's website and the opportunity to include a preferred product name as one choice in the listing. An enhanced listing includes an "infomercial" in the note attached to the listing, complete with a photo or other graphic illustrating the product (see Figure A on page 2). The manufacturer also may include multiple product names in the "pop-up" choice included with the manufacturer's name in the specification text. Finally, manufacturers and trade associations may elect to sponsor a section, which entitles them to credits at the opening note and within the section, in addition to hyperlinks to specific website pages at appropriate locations.

In conclusion, BSD's attitude toward building product manufacturers is that they should participate in the maintenance of BSD SpecLink but should not in any way control it. BPMs benefit from being included in commercial master specifications, and they should be willing to pay reasonable amounts for that benefit. On the other hand, BSD's subscribers in the design community are the *raison d'être* for the product, and their interests are uppermost in our minds. As we move forward with our manufacturer initiative, we pledge that we will do everything possible to continue improving the quality of our products while simultaneously making equitable adjustments in who should pay for them.

Robert Paul Dean, AIA, CSI, CCS
President, Building Systems Design, Inc.

“Updates” continued from page 4

NEW NON-PROPRIETARY SECTIONS

02791 BSD - PLAYGROUND SURFACING:

Playground protective surfacing for the ground under outdoor play structures for schools and parks; CPSC compliant. This section includes four types of synthetic surfacing: 1) poured-in-place, 2) tiles, 3) permeable, and 4) loose fill shredded rubber. In addition, there are four “natural” loose fill materials: a) engineered wood fiber, b) wood mulch, c) sand, and d) gravel. This section must be closely coordinated with Section 02881 - Playground Equipment, as the design of the equipment and the surfacing are interlocked.

02881 BSD - PLAYGROUND EQUIPMENT:

Outdoor play structures for schools and parks; CPSC and ASTM F 1487 compliant. This section specifies the equipment and play structures to furnish a playground, including footings and anchorage. It does not cover sidewalks, landscaping, or protective surfacing.

02935 BSD - PLANT MAINTENANCE:

Turf (lawns), shrubs, trees, ground cover; during establishment period or longer; also renovation. This section is essentially a performance specification, requiring the Contractor to replace all dead plants at no extra cost to the Owner. Section can be used to describe renovation and maintenance of existing plantings and turf.

06415 BSD - COUNTERTOPS:

Plastic laminate, solid surfacing, laminated wood, tile, stone, stainless steel, solid phenolic, epoxy resin. This section is intended to be used in conjunction with other sections specifying cabinets and casework, or for wall-mounted counters, such as vanities.

09840 BSD - ACOUSTICAL WALL SYSTEMS:

Acoustical, fabric-covered wall systems for on-site installation, with minimal fabric seams and concealed framing. Systems specified in this section are intended primarily to cover entire walls, in lieu of framed, prefabricated acoustical panels that are wall-mounted.

10121 BSD - TACKABLE WALL SYSTEMS:

Tackable, fabric-covered wall systems for on-site installation, with minimal fabric seams and concealed framing. Systems specified in this section are intended primarily to cover entire walls, in lieu of framed, prefabricated display panels that are wall-mounted.

11401 BSD - CUSTOM FABRICATED FOOD SERVICE EQUIPMENT:

Fixed, stainless steel furniture and sinks, with minor electrical and gas requirements. This section covers custom fabricated stainless steel serving counters, hot/cold counters, work tables, sinks, casework, and soiled and clean dish tables for schools, health care, and other institutional and commercial applications.

11490 BSD - GYMNASIUM EQUIPMENT:

Indoor basketball goals, wall-mounted exercise equipment, and provisions for movable equipment; wall safety padding. This section does not include scoreboards, divider partitions or curtains, bleachers or gym seating, or movable equipment.

16710 BSD - STRUCTURED TELECOMMUNICATIONS CABLING AND ENCLOSURES:

Voice and data systems; copper and fiber optic; outlets, connector blocks, patch panels, racks, and service entrance surge protection. This section covers the distribution system for a combined voice and data network that can be used with virtually any type of computer or telephone equipment. Both commercial and residential applications are supported, stand-alone or campus; category 3, 5e, or 6; single- and multi-mode fiber optic. This section replaces Section 16721 - Telephone Service, Pathways, and Wiring.

NEW AWWA STANDARD

Wood Treatment: The American Wood Preservers’ Association (AWPA) has significantly improved the way preservative treatments and fire retardant treatments are specified. Their new standard AWPA U1 – Use Category System: User Specification for Treated Wood takes the place of traditional standards AWWA C2, C20, etc. The specifier simply needs to define the Use Category of the wood product to be treated — the supplier or treater can then determine the treatment type and degree of treatment necessary based on AWWA U1. All of the SpecLink and PerSpective sections in which treated wood products are commonly specified have been changed to reference AWWA U1, which has now been fully “phased in” by AWWA and wood treatment firms. For a copy of AWWA U1, go to www.awpa.com or www.techstreet.com.

Along with the changes to AWWA standards, five proprietary sections covering treated wood products have been removed from SpecLink, since those subjects are now more fully covered in the non-proprietary sections. The sections removed are: **06071CSI** (Chemical Specialties), **06071OSM** and **06072OSM** (Osmose), **06072HIX** (Arch), and **06072HTW** (Hoover).

LinkLine

A BSD SoftLink® Publication

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ALL PRODUCTS

Q I've lost my update CD or I didn't receive it! What do I do?

A Check with the point of contact in your company to see if they received the CD directly. If not, you may be on the Download only list and the CD was not shipped to you. If that is the case, go to our website at www.bsdssoftlink.com and click on the Download Center option on the left. Scroll down to the bottom of the page and find the Subscriber Update Download file for your application. Download the file to your local drive and then double click on the file to start the installation. If you are a SpecLink subscriber, you will also need a serial number to complete the installation. That number is slp4457117. You should also download the Release Notes for your application, because they include information you will probably need, and they change every quarter.

SPECLINK+ AND PERSPECTIVE

Q Is there any way to reference documents that are on our file server from within our office master, so that all of our spec writers can access them while they are in the software?

A The easiest way is to store all of these documents on a server to which all users have access. You will need to establish the Root Directory path in the Permissions, Systems Settings dialog box. Then use the following steps to create a hyperlink that will automatically open a Word document: Be sure the Word document you want to link to is in your linked documents folder. In your project, open to the appropriate section and scroll to the paragraph where you want the hyperlink. If the Document Link (DL) status column is not visible, on the View menu, click on

Display Layout and then on Document Links. The DL column opens. Open Windows Explorer and find the document to which you want a link. Click on the document and hold the left mouse button down, then drag the icon from Explorer and drop it in the DL column at your source paragraph. The link is created and a Word icon appears. If you point to an icon without clicking, a balloon will appear with the file name of the linked document. Subsequently, all you have to do to activate the hyperlink is to click once on the Word icon. If Word is closed, clicking once on the icon opens Word and then opens the linked document. You can also create hyperlinks from Word documents to SpecLink projects. Note that each user must establish the root directory path for linked documents in the Permissions dialog box, which allows the program to find the linked documents.

To remove a hyperlink, locate the paragraph that has the hyperlink you want to remove and click in the paragraph. From the Document menu, choose Remove Document Hyperlink.

Q I want to add a new choice to a list of choices in a paragraph so that whenever a new project is made based on this project, the new choice will be available. How do I do it?

A You can add choices to user-added or copied paragraphs. To edit an existing choice list in a master paragraph, copy the paragraph by clicking in it and using the Copy and Paste commands. In the newly copied paragraph, place your cursor in the choice field and then from the Document menu, choose Choices, Edit Choice. To avoid confusion about which paragraph to use, you can exclude the master paragraph and add a project note to it, explaining which paragraph to use instead. Alternatively, you can create links that will automatically exclude the master paragraph and include your modified version of the paragraph.

Q Is there a place that abbreviations such as IMIAWC are spelled out?

A Yes, in SpecLink, section 01425 - Reference Standards, under Part 2 -

Construction Industry Organization Documents, bibliographical citations are listed. In PerSpective, they are listed in chapter 00840. Perhaps the easiest way to search this document is to use Find (located in the Edit menu) and type in the abbreviation you are looking for. (By the way, IMIAWC stands for International Masonry Industry All-Weather Council.)

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

A Words commonly used by you that are not found in the standard SpecLink or PerSpective dictionary can be added to the custom dictionary. This is a text file named CUSTOM.DIC and it is found in the SpecLink+\System or PerSpective\System folder either on the local drive or on the server. (If you are running over a network the software uses the CUSTOM.DIC on the server.). This file can be edited using a text editor such as Notepad, and you can add and delete words to and from it directly. To edit the CUSTOM.DIC, close SpecLink or PerSpective, open CUSTOM.DIC in Notepad, and make any necessary edits. Be sure to type a return after the last item so that there is a blank line at the end of the file.

Q I'm considering making a checklist document that the project manager will use to select what is included in a particular job. I will create links from those selections that will activate the appropriate sections in the job. The only problem I have is that the checklist will print when I print the whole project, and it will be listed in my automatic table of contents report. Is there any way to get around this?

A You can do this using Non-Printing Text. To add Non-Printing text to your project, just add new paragraphs and then apply the NP (non-printing) or NS (non-selectable) tag to the paragraphs that should not print. You can apply the tags to individual paragraphs within sections to keep them from printing. Or, to keep an entire section from printing or being listed in SpecLink's automatic table of contents,

apply the NP tag to the title of the section in the Document panel. The NP tags will then be applied automatically to the whole section.

COSTLINK

Q There is a \$9 difference between what I see on screen and what is printed in my report. The total estimate is \$3 million, so this is a minuscule difference, but why is it there at all?

A On screen, the totals for each folder level are displayed as rounded numbers, even though the real numbers are still being stored and added together to get the sum for the next level. In the reports, the

rounded numbers are added together creating a slight rounding difference, which will always be quite small.

Q I am using the Link to Excel feature to link the quantities of the tasks in my estimate to the overall size of the project that I enter in my Excel spreadsheet. When I change the size of the project, some of the quantities are decimal values when they should be whole numbers. For example, the number of trees required changes based on the length of a sidewalk, so I created a formula to calculate the number of trees. Sometimes the value is 4.52 trees. I want it to be 4 or 5. Is there any way to do that?

A In Excel, edit your formula to read `=ROUND(your formula,0)`. The zero after the comma will cause Excel to round to the nearest whole number. If you want Excel to always round to the next higher number or always to the next lower number, use `ROUNDUP` or `ROUNDDOWN` respectively. ■

More questions?
Contact BSD Technical Support:
Toll Free: 800-266-7732
In Atlanta: 404-365-9226
Email: support@bsdsoftlink.com

“MasterFormat Update” continued from page 3 can be found by simply adding a zero to the end of the current number. This was not always possible, since some section titles and locations and some division contents have changed, but the MFETT tried to do this where possible. See Figure B on page 3 for some examples of current and new section numbers and titles.

The task team has also assigned the same subject matter to some specific occurrences of number pairs to create some consistency and predictability from division to division. For example, when 01 is located in Level 2 or Level 3 pairs, the subject matter covered is operations and maintenance activities.

Work Results

MasterFormat can best be described as an organizational structure that classifies information by work results or construction practices. Its primary uses are for organizing a project manual, reference keynotes on drawings, and detailed cost estimating.

Although previous editions have been focused more on product classification than these primary uses, MasterFormat 2004 is returning to this basic concept of classifying information by work results. This shift has caused a change in some section titles to better reflect their status as work results. MasterFormat is still an excellent index to products, and it will be extremely useful to be able to find a work result title based on a

product commonly used in that work result, so access from products to work result sections will be provided by a keyword index.

MasterFormat 2004 will have sections to classify information on facility operations and maintenance, repairs, and commissioning. It will expand the coverage of information beyond buildings alone and will address both horizontal and vertical construction. The task team has worked to expand the subject matter to adequately cover the rapidly expanding subjects of building engineering and communications.

Implementation

CSI is already working with many other professional and industry organizations to ensure that the implementation process is an industry-wide activity. The first “train the trainers” program will take place at CSI University on July 8-10 in San Antonio. These accredited trainers will begin to provide MasterFormat education in early 2005. Most master guide specifications providers will convert their systems in the first or second quarter of 2005, and most construction industry firms will convert not later than January 2006.

CSI/CSC is committed to assist all users in the conversion process. Electronic tools and educational and training programs are currently being developed to assist with the transition. Most of the CSI strategic alliance partners, including BSD, the National

Institute of Building Sciences, the American Institute of Architects, and many others are being invited to participate in the implementation process. From its development through its implementation, use, and future refinements, MasterFormat 2004 will continue to be a true industry-wide initiative.



Mr. Hall is founder and managing principal of Hall Architects, Inc. in Charlotte, North Carolina with over twenty-five years experience in the fields of architecture, specifications consulting, and forensic consulting.

He is a former Institute Director for the Construction Specifications Institute and is currently the Chairman of the MasterFormat Expansion Task Team, a North American effort to expand the industry standard for organizing specifications. He also serves on the OmniClass Construction Classification System (OCCS) Development Committee. As a leader in the construction industry, Mr. Hall has served on numerous boards, committees, and panels for various professional organizations including the Associated General Contractors, the American Institute of Architects, the Construction Specifications Institute, and the American Arbitration Association. He has made more than 100 presentations throughout the US and Canada on MasterFormat 2004 and the National CAD Standard/UDS. ■

Training Schedule

The BSD SpecLink+ Workshop

The BSD SpecLink+ Workshop consists of 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

April 6-7
June 15-16
July 20-21
Sept 7-8
Oct 5-6

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 days* \$1295

June 29-July 1
September 21-23
December 14-16

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 9:00 AM on Tuesday morning and ends at 5:00 PM on Thursday.

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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STANDARD
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