

Sage Estimating

(formerly Sage Timberline Office Estimating)

Getting Started with Digitizer Standard Version

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Contents

| Welcome to Timberline Digitizer |
|--------------------------------------|
| How to use this booklet 1 |
| Help - always at your fingertips 2 |
| Comprehensive help on your computer |
| Technical support 3 |
| First things first 4 |
| Check your product package 4 |
| Install the software 4 |
| How to start Timberline Digitizer |
| Some basic concepts 5 |
| How to work with a digitizing device |
| The Digitizer window |
| What you see in the graphics area |
| How to deal with a large drawing |
| How Digitizer works with Estimating |
| Using Digitizer 8 |

| The ABCs of digitizing | 11 |
|--|----|
| Using the Help system | 12 |
| Locating the tablet menu | 14 |
| Selecting part of the plan to work on | 16 |
| Setting the drawing scale | 18 |
| Counting | 20 |
| Digitizing single lines 2 | 22 |
| Digitizing continuous lines | 24 |
| Digitizing areas | 26 |
| Printing the image | 28 |
| Time-saving tips | 31 |
| Making the most of Digitizer | 32 |
| Shortcut menus | 32 |
| Status bar | 32 |
| Totals bar | 32 |
| Placing the toolbar conveniently | 33 |
| Saving an image | 33 |
| What to do if you make a mistake | 34 |
| Digitizing from Estimating | 35 |
| Setting the digitizing mode in advance | 35 |
| | |
| Go ahead try it out | 37 |



Welcome to Timberline Digitizer

Timberline[©] Digitizer Standard from Timberline Software is intended to bring a full range of digitizer functionality to users of Estimating. As soon as you are familiar with the information in this booklet, you should be ready to begin using Digitizer.

How to use this booklet

We know you are eager to start working as quickly as possible, and the goal of this booklet is to help you do just that. Depending on your level of experience, you may find the following sections of interest.

- Some basic concepts the concepts and philosophy behind Digitizer
- The ABCs of digitizing step-by-step instructions for the most commonly performed procedures
- The discussion about using our extensive Help system should be of particular interest to all users.
 - Time-saving tips helpful hints for using Digitizer
 - Go ahead ... try it out a last word of advice

Help - always at your fingertips

Digitizer provides all the help you need right on your computer. In addition, our competent technical staff is ready to assist you.

- The software includes a comprehensive Help system. It provides not only context-sensitive help about what you are doing, but also step- by-step instructions and "Show Me" demos.
- If you purchased the software, you automatically receive 90 days of free telephone support and other benefits.
- You can also obtain information from our web page (www.timberline.com) on the Internet.

Comprehensive help on your computer

Instead of bulky manuals that you never quite get around to reading, help files come with Digitizer. Our efficient Help system provides faster access to more information than most manuals. With a click of the mouse or a keystroke, you can easily get help for a command, a field, a window, or a procedure.



Technical support

If you have questions or problems not covered by the Help system, you can communicate by telephone, FAX, or e-mail. The US support line is open from 7:00 a.m. to 5:00 p.m. Pacific time, Monday through Friday. Outside the US, contact your nearest distributor.

| For support in | Call | FAX | E-mail |
|---------------------------|-------------------------------|---------------|--------------------------|
| US/Canada | 1-800-551-8307 | 503-439-5940 | pesupport@timberline.com |
| Australia | 1800 120 369 +503 439 5178 | 1503 439 5940 | austrest@timberline.com |
| Asia-Pacific | +503 439 5178 | +503 439 5940 | austrest@timberline.com |
| Other international areas | +503 533 2181 | +503 439 5940 | pesupport@timberline.com |

When calling, have your customer number handy and be at your computer.

- If you are not on a service plan, you can call on a charge-per-call basis. Please be prepared to give the number of a major credit card when you call.
- If you are using the trial software, please contact your local Solution Provider (authorized Timberline dealer).

First things first

The first thing you need to do is to set up the Timberline Estimating products on your computer. Timberline has automated the installation procedure, so the entire process takes only a few minutes.

Check your product package

The product package includes everything you need to install and use Digitizer. In addition to this booklet, you will find the following:

- The Timberline Estimating CD-ROM, which includes the Digitizer software. Your Digitizer access code installs Digitizer and the help files that give step-by-step instructions for using the software.
- A packing slip (with activation codes for each Timberline application).
- An installation card for basic instructions on installing the Estimating products.

Install the software

For information about installing the Estimating products, refer to the installation card included in the product package. You can find more detailed installation instructions, as well as tips for setting up Timberline Estimating, in the *Resource and Installation Guide* located on the CD-ROM in the Documents folder.

How to start Timberline Digitizer

After installing the software, you can open any Timberline application from the Start menu.

- 1 If you did not restart your computer at the end of the installation, do so now.
- 2 From the Start menu, open the Program group and then the Timberline Office group.
- **3** From the Estimating group, choose Digitizer.

Note: The typical method of starting Digitizer is directly from Timberline Estimating.



Some basic concepts

If you are new to Digitizer, there are a few basic concepts you should understand before you begin using the product. The concepts are not difficult, and you may already be familiar with some of them. After reading this section, you will be ready to try the procedures in *The ABCs of digitizing*.

How to work with a digitizing device

Digitizing involves using a pointing device (stylus or puck) to transfer the dimensions, lines, and shapes on the digitizer tablet to your computer. The lines and points you digitize appear in the graphics area of the Digitizer window.

Among the things you can control in the digitizer window are:

- toolbar position and shape
- background color
- kind of units
- number of decimals shown
- line color and style
- count symbol
- display of coordinates

After you attach a digitizer and install the driver, you can use the pointing device as your mouse.

The Digitizer window

The graphics area, which corresponds to the digitizer tablet, occupies most of the main window. The menus, toolbar, and status information are located above and below the graphics area.



What you see in the graphics area

Whenever you start Digitizer, the screen is set up to encompass as much of the digitizer tablet as possible. There is a direct correspondence between the top and bottom of the digitizer tablet and the top and bottom of the active area on the screen. You can easily resize and reposition the screen to include a work area anywhere on the digitizer tablet.



How to deal with a large drawing

If you are working with large plans, it is more efficient to focus on one part of the drawing at a time. You simply define a work area on the drawing tablet by using the Zoom Window command in Digitizer. Defining a work area accomplishes two things:

- It enlarges the digitized image on your screen.
- It keeps the Digitizer menus within easy reach.

See page 16 for more about how to focus on a portion of the digitizer tablet.

How Digitizer works with Estimating

Digitizer is available from takeoff quantity and variable fields in Estimating. You can access the digitizer directly from the Estimating spreadsheet or from windows used to enter variables.

As a productivity tool, Digitizer lets you:

- make measurements on blueprints and transfer the measurements directly into Estimating.
- set the drawing scale used for calculating dimensions.
- Once you choose a digitizing mode, you may notice that the mouse and pointing device move the cursor at different speeds.

In Estimating, the estimate is represented by a spreadsheet that contains items brought in from the database. Digitizer can be used to measure and calculate the takeoff quantities for the items in the estimate.

Using Digitizer

Right-click a variable field to

As you digitize or trace shapes on the blueprint, Digitizer draws the image, measures the shape in the scale you've set up, and displays the result on your screen. This is particularly useful for obtaining the dimensions of formula variables during takeoff. And if the variable has a preset digitizer mode (see page 35), Digitizer automatically starts in that mode (Area, Single Line, Continuous Line, or Count).



You can send a single total to Estimating right away or accumulate several measurements and send them as a single dimension.





The ABCs of digitizing

Now that you understand the basics of Digitizer, you are ready to start digitizing. This section includes an overview of the steps required to complete some of the tasks you perform most often.

- Using the Help system
- Locating the tablet menu
- Selecting part of the plan to work on (Zoom Window command)
- Setting the drawing scale
- Counting
- Digitizing single lines
- Digitizing continuous lines
- Digitizing areas
- Printing the image

Using the Help system

No matter where you are in Digitizer, there is help available. How you get to the information is entirely up to you. One way is to go directly to the appropriate help topic from a field or window. Another way is to look for topics using the Contents, Index, and Find tabs in the Help window.

Keep in mind that the Help system contains all of the information in this book and much more. Step-by-step help topics and "Show Me" demos are available to guide you through many of the procedures covered in this section.



Get help about a field or window

You can get information about the commands, buttons, fields, options, or windows in Digitizer with a single keystroke or click of the mouse.





Learn how to complete tasks with procedural topics

The Help system also includes step-by-step instructions for most tasks and procedures. It is always a good idea to check the "Related topics" at the bottom of a help topic for jumps to these procedural topics.



Find information

In the Help system, you can find information by looking in the table of contents and index and searching for specific word.



Locating the tablet menu

The tablet menu gives access to most of the features on the menus and toolbar in Digitizer. Using the tablet menu is optional, but it can eliminate the need to move back and forth between the digitizer and the keyboard.

The Locate Tablet Menu function tells Digitizer where the tablet menu is located on the digitizer, thus performing the necessary setup for the tablet menu to work.

This option is available only if:

- Your digitizer is hooked up.
- You've checked the Enable tablet menu box in the Options window.
- Digitizer can find the PDWmenu.dat file.



Position the tablet menu

Place the tablet menu within the active area on your digitizer. We recommend you tape the edges to securely fasten the tablet menu to the digitizer.





Choose the Locate Tablet Menu command

You can find this command on the Tools menu.

| | Τo | ols |
|----------------------------|----|--------------------------------|
| | | Define Line/ Count Symbol |
| | | <u>S</u> et Digitizer Buttons… |
| | | <u>L</u> ocate Tablet Menu |
| To locate the tablet menu, | | |



Digitize the points on the tablet menu

When you select the Locate Tablet Menu command, your cursor changes to a crossbar and the first prompt displays in the status bar.



Selecting part of the plan to work on

Before you begin doing takeoff with the Digitizer, you might want to select part of the plan to focus on. You can use the Zoom Window command to identify the portion of the plan where you want to work. "Zooming in" on the plan makes it easier to:

- Digitize large drawings.
- See details of the digitized image in the graphics area.



Choose the Zoom Window command

You can find this command on the View menu and the toolbar.





Digitize the upper left corner

Digitize the upper left corner of the area where you want to work and drag your pointing device (mouse, stylus, or digitizer puck) down and to the right.

A zoom rectangle appears to help you define the boundaries of the section where you want to work.





Digitize the lower right corner

When you reach the lower right corner of the section you want to work on, click again.

| | × |
|--|----|
| <u>File Edit View Digitize T</u> ools <u>H</u> elp | |
|] 1≥ ヽ ≒ ⊾ + − ⊠ ⊡ ⊠ ■ == ∽ ∛ √ ⊕ ¥ ⊟ № | |
| Zoom rectangle Lower right corner | |
| Total 0.00 | |
| Digitize the lower right corner of the zoom rectangle 135.16 45.47 Scale 1/4 Count 1/1 | 1. |



Setting the drawing scale

There are two ways to set the drawing scale:

- Known scale use this procedure when the scale is provided for you and you are confident that it's correct.
- Autoscale use this procedure if the drawing is not to scale or the scale is not provided for you.

You can see the current drawing scale in the right corner of the Status bar.



Open the Scale window

You can find the Scales command on the Digitize menu, the toolbar, and the status bar.





Enter a known scale

If you know the drawing scale and are confident it is correct, enter the horizontal and vertical scales in the Scale window.

| | Enter the horizontal and vertical scales in these fields. | | |
|---------------------------------------|---|--|--|
| | | | |
| Scales | ? × | | |
| Horizontal 1/4 | Autoscale lets you set the scale using a known length from the plan. | | |
| | Digitize two points on the drawing and then enter the distance between the points. | | |
| Count scale | The drawing scale is calculated for you automatically. | | |
| 1 to 1 | Autoscale | | |
| Save current scales as default | | | |
| <u>v</u> <u>o</u> k <u>x</u> <u>c</u> | ancel <u>? H</u> elp | | |



Use automatic scaling

If you aren't sure of the drawing scale, you can have Digitizer calculate the scale for you. To set the scale using a given line, you simply click the Autoscale button and digitize that line.

| Scales | | ? × | | |
|---|--|--|---|----------------------------|
| Horizontal 1/4 | Autoscale lets known length Digitize two po enter the dista | you set the scale using a from the plan. pints on the drawing and then ince between the points. | | [|
| Count scale | The drawing s | cale is calculated for you | | Click here. |
| 1 to 1 | automatically. | <u>Autoscale</u> | | |
| Save current scales as default | | | | |
| <u> </u> | lose ? | <u>Help</u> Autoscale Autoscale can calcu horizontal and vertic different. | late independent sc al scales on the drav | ales if the ving are |
| Click the appropriate option to indicate whether the horizontal and vertical scale are the same or different. | 25 | Mark the appropriate horizontal and vertice different. Horizontal and vertice Horizontal and vertice | option to indicate if al scales are the sar ertical scales are the ertical scales are diff | the or same erent |
| Autoscale Press the Esc key to cancel at any time. | | | X <u>C</u> ancel | <u>? H</u> elp |
| – Same Scale | | Digitize the first and last po | pints | |
| Digitize the first point. 2.73,3.7 Digitize the second point. 5.64,3.0 | 8 | | | |
| Enter the length of the line. | | and enter the length of t | he line. | |
| V DK Cancel | | Click OK to have Digitizer the scale automatically. | calculate | |

Counting

Count mode tells you how many points have been entered with the digitizer. In addition, you have the ability to:

- Choose the count symbol that appears on the screen either before you start or while you are counting.
- See the previous and current dimensions by clicking the totals bar.
- Set up a count scale which is used as a multiplier for each point you digitize.



Start Count mode

You can find the Count command on the Digitize menu and the toolbar.





Digitize the points

As you digitize, the number of points displays in the totals bar. The current total can be added to or subtracted from the grand total. The Undo button allows you to remove count points one at a time.





Send the value to Estimating

You can add several counts and send them as a single total. When you finish counting, clicking the Done button sends the total to the selected field or cell in Estimating.



Digitizing single lines

Single Line mode calculates the straight-line distance between two digitized points. For example, you might use this mode to measure joist or rafter lengths. At any time you can:

- Define the line style and color that appears on your screen.
- See the last and current dimensions by clicking the totals bar.

As mentioned before, the toolbar includes buttons that allow you to add or subtract the current total to the grand total. The Undo button removes the last line digitized.



Start the Single Line mode

You can find the Single Line command on the Digitize menu and the toolbar.





Digitize the beginning and end of the line

For each line, digitize the two ends. Digitizer calculates the length which then appears as the current total in the totals bar. Digitizing a third point starts a new line and adds the current total to the grand total.





Send the value to Estimating

When you finish digitizing single lines, click Done to send the total to Estimating.



Digitizing continuous lines

Continuous Line mode calculates the length of a continuous line. For example, you might use this mode to measure the perimeter of a regular or irregular-shaped slab.

Again, you can:

- Define the line style and color.
- See the last and current dimensions.
- Add or subtract the current total to the grand total.
- Undo the entire line a point at a time.



Start the Continuous Line mode

You can find the Continuous Line command on the Digitize menu and the toolbar.





Digitize continuous lines

To measure a straight line, you simply digitize its end points. If the line is curved, press down on the pointing device as you trace. Digitizer shows the cumulative length in the totals bar as you move along the line.





Send the value to Estimating

When you finish digitizing continuous lines, click Done to send the total to Estimating.



Digitizing areas

Area mode calculates the area of a closed shape. For example, you might use this mode to measure the surface area and perimeter of a regular or irregularshaped slab.

As in the other modes, you can:

- Define the line style and color.
- See the last and current dimensions.
- Add or subtract the current total to the grand total.
- Undo the last point digitized.

When you digitize areas, Digitizer also calculates the perimeter. You can transfer the value of that perimeter to an estimate using the Recall Perimeter command in Estimating.



Start the Area mode

You can find the Area command on the Digitize menu and the toolbar.





Digitize areas

Digitizing an area involves tracing or digitizing the outline of a shape much like the Continuous Line mode. But in Area mode, Digitizer automatically closes the shape by connecting the last point digitized to the first point while continuously calculating the enclosed area. When the shape is complete, click the Add or Done button.



 $i = \frac{1}{2}$ If you want to exclude part of an area from the total, simply digitize the second area and use the Subtract button.





Send the value to Estimating

When you finish digitizing areas, click Done to send the total to Estimating.

When you click Done, the total goes into the estimate.

| tota | al goes into th | e estimate | | | | | |
|------|--|------------|---------------------------|--------------------|---------------------|------------------|---|
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| | McKenzie O | aks 2 | | | | _ 🗆 | х |
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| | | | Trowel Finish | 18.71 sqft | 25.00 /hour | 12 | - |
| Û | | | Broom/Float Finish | 5,250.00 sqft | 20.00 /hour | 2,100 | |
| 0 | | | Broom/Float Finish | 2,500.00 sqft | 20.00 <i>I</i> hour | 1,000 | - |
| | | 3951.00 | Misc: Set Grade Pins | | | | - |
| 0 | | | Set Grade Pins at Footing | 250.00 Inft | 20.00 <i>I</i> hour | 50 | - |
| | 6000.00 | | WOOD & PLASTICS | | | | - |
| • | Phase/Item (Takeoff Order (Assembly (Location/Phase) | | | | | Γ. | |

Printing the image

After you have digitized an image, you can print it. You also have the option of including a project name and reference information in the title block.

The project name and reference are stored for the current digitizing session only. When you exit Digitizer and Estimating, the project name and reference information are cleared.

The printed image is 'scaled' to make best use of the paper size of your printer (either portrait or landscape). The scale on the printed image will not match your plan scale, but is correct for the printout.



Digitize the image

Digitize the image and turn off the digitizing mode. To turn off the digitizing mode and remain in Digitizer, select the cancel button:

X Cancel



Page Setup

To display the Page setup window, select the Page setup command on the File menu. Enter the project name and reference information you want to print in the title block on the printed image.

<u>F</u>ile



C

Print

You can find the Print command on the File menu and the toolbar. If you have set up a project name and reference information, the title block that prints with the image looks similar to the one shown below.





Time-saving tips

This section includes tips to help you work more efficiently. In addition, you'll find these and many other hints throughout the Help system.

If you want to learn more about working with Windows, choose Help on the Start menu.

Making the most of Digitizer

Digitizer provides many convenient features to help you work efficiently. In addition to the standard Windows techniques, there are others which may not be obvious at first glance.

Shortcut menus

Shortcut menus are special menus that open when you click in a window with the right mouse button (or the designated button on the pointing device). Shortcut menus provide quick access to commands related to your current task.

- In Digitizer, most of the toolbar and menu commands are available on the shortcut menu.
- In Estimating, the Digitizer and Recall Perimeter commands are available on the shortcut menu.

Status bar

The status bar is located at the bottom of the Digitizer window; helpful messages and instructions appear here. You can also see the current drawing and count scales. A quick way to open the Scales window is to click on the Scale or Count scale field.

Totals bar

The totals bar is located directly above the status bar. This is where Digitizer displays the current total(s) and grand total for the session. Click the totals bar to open the Current Totals window.



Placing the toolbar conveniently

Initially, the toolbar is positioned below the graphics area. To make digitizing more efficient, you can move the toolbar around or even change its size and shape.



With the pointer on the background of the toolbar, simply drag it anywhere in the digitizer window.

- If you drop the toolbar in the graphics area, you can change its shape and size by dragging one of its borders.
- If you drop the toolbar on the window frame, it becomes attached to the frame.

Saving an image

Digitizer provides a way for you to document the dimensions you digitize. The Save As/Export command on the File menu saves the image in the Digitizer window as a file which can be imported by other applications. There are options for saving the image in a .bmp (bitmap), .emf (enhanced metafile), .jpg (JPEG), or .tif (TIFF) format. You can also edit a saved image in programs such as Paint.

What to do if you make a mistake

Digitizer provides several ways for you to redo one or more digitized entities.

Undo 🔊

Use Undo to reverse your previous action. This button deletes the last entity that was digitized. Each click deletes one more digitized point until the current total reaches zero. In Single Line mode, Undo deletes only the last line digitized.

Clear 🏹

Use Clear when you want to redo a digitized object. This button clears the graphics and totals, but leaves you in the selected digitizing mode. Clear is also available on the shortcut menu.

Cancel 🗙

Use Cancel to start over or turn off a digitizing mode. This button deletes the image and both totals. After that, you can choose a different digitizing mode or close the digitizing session.

Clear Graphic

Use the Clear Graphic command when you want to delete the image from the graphics area without clearing the values in the totals bar.

To use this command, select Clear Graphic from the shortcut menu. Clear Graphic is also available on the Edit menu.

Clear Total 🔀

Use Clear Total when you want to reset the total to zero without losing the digitized image. This allows you to work with several images at the same time. Clear Total is also available on the Edit menu.

Digitizing from Estimating

Digitizer works hand in hand with Timberline Estimating products to make your job easier. You can start Digitizer from any takeoff quantity cell or variable field in Estimating.



Setting the digitizing mode in advance

A most convenient feature is the ability to assign a digitizing mode to the variables used by formulas in Estimating. Then whenever you start Digitizer from such a variable, it automatically starts up in the appropriate mode.





Go ahead ... try it out

Now that you've installed the software and been through this booklet, go ahead—and try digitizing some dimensions. It's so easy that you can just start right in. It won't be long before you'll feel like an old pro.

For assistance beyond this booklet, our comprehensive Help system is always close at hand.

- While working with Digitizer, you can quickly get context-sensitive help with the [?] button or F1 key.
- If you want additional guidance, check out the information in the Help system.

And in conclusion

We think you'll find Digitizer a useful tool. Thanks for taking the time to read this booklet and for becoming one of our valued users.