

BSD LinkLine

Building Systems Design, Inc.

A Newsletter for BSD SoftLink® Customers and Friends

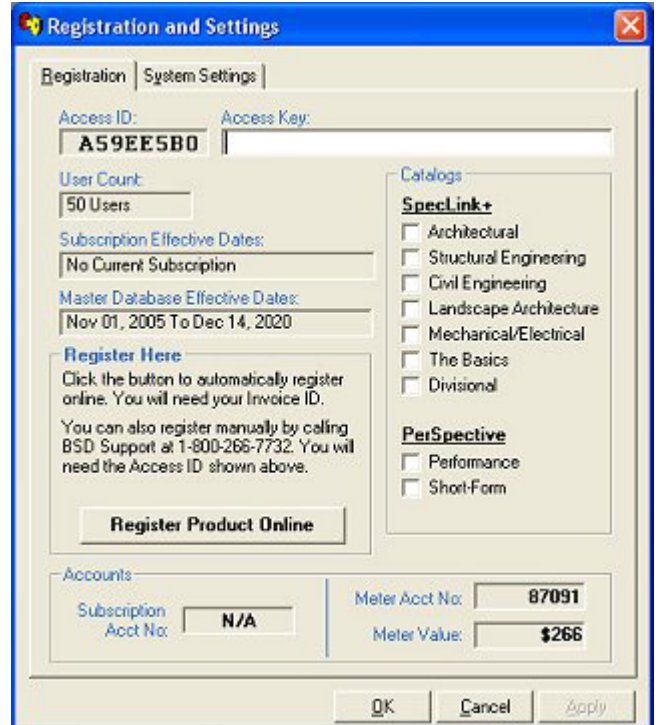
WINTER 2005-06

METER ACCOUNTS ARE HERE

In the past BSD has sold SpecLink® solely by subscription, providing a variety of catalogs to choose from. However, a significant percentage of SpecLink prospects complete a limited number of projects per year and find an annual subscription does not fit their budget. And SpecLink subscribers from time to time need to use a limited number of SpecLink sections that are not included in their current subscription. The Meter Account is a new way to purchase SpecLink specification sections that addresses these needs. A Meter Account allows you to pay for BSD SpecLink, PerSpecView and Short Form sections by the section as an alternative to purchasing an annual subscription. It can also be used to supplement an existing annual subscription.

Here's how it works. You purchase a Meter Account by contacting the BSD Sales Department at 1-888-BSD-SOFT (273-7638). You must have an Internet connection to use a Meter Account. Once you purchase an account you receive an Electronic Invoice ID (EID) that is used to initialize the account on your local network or computer. To initialize, you simply start the software, click on the File menu and then Registration and Settings (*Dialog Box, right*). Click on the Register Product Online button, enter your EID in the space provided and click OK. That's all you have to do. When registration is complete you will see your Meter Account number and current value displayed in the dialog box.

See "Meter Accounts" on page 5



Dialog Box - Registration and Settings

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SPECLINK DATA TO PROVIDE MANUFACTURER LEAD SERVICE

Building Systems Design will be launching a new lead service to building product manufacturers in January 2006. This service will provide more specific information to participating manufacturers about SpecLink usage than the statistical reports that are already being generated.

Currently, BSD gathers data automatically from the computers of SpecLink subscribers that enable us to compile reports on the frequency of use of specific sections and the number of times particular manufacturers have been specified. This statistical data does not identify particular users or projects, so it is of interest primarily as a trend indicator and a tool to determine the relative popularity of specific products. BSD also uses this data to help determine which sections should receive more maintenance attention.

With the winter 2005-06 release of BSD SpecLink, our customers will have the option to

See "Lead Service" on page 5

SPECLINK BRINGS SPECIFICATION AUTOMATION TO NEUMANN/SMITH AND ASSOCIATES

Neumann/Smith and Associates is an award winning architectural firm located in Southfield, Michigan. Their staff of 42 includes architects, interior designers, spec writers and administrative personnel.

Because money matters on every new building, addition and interior renovation project, Neumann/Smith & Associates looks beyond the ordinary to find cost-effective ways to create extraordinary facilities for their clients. Whether designing an office building, museum, fitness center, classroom, library, medical center, place of worship, city hall, parking garage or custom home, they draw upon their diverse experience for novel concepts and approaches that can save hundreds of thousands of dollars. Challenging their creative vision with practical expertise allows them to give their clients more for their money than they ever dreamed possible ... and that's smart design.

The diversity of their experience keeps them thinking "out of the box," inspiring innovative solutions for new and complex challenges. Their staff's understanding of issues and trends in office design is invaluable for creating a work environment that is both efficient and enjoyable for their clients. The personal involvement of their staff, along with an understanding of the developer marketplace in Southfield, is an important component of their total work product.

Their creativity and unwavering commitment to the highest standards of professional practice have earned the firm over 125 design awards, the Firm Award from AIA Michigan, two Marvin M. Black Excellence in Partnering Awards from the Associated General Contractors of America, and numerous features in the international architectural press.

The Need: Ron Lindow joined Neumann/Smith and Associates in 1988. One of his first assignments was to bring the firm's specification system into the "electronic age." They started using a word processing-based spec writing system. While it was better than what they had been using, it was still a protracted process to create specifications. They had a master document, but any changes had to be made by cut and paste. Then, the footers and headers had to be inserted into every section, and each section had to be printed individually. Even though it was a computerized system, it was not very automated. It still required a lot of "manual" oversight. Lindow knew there had to be an easier way



YMCA in Ann Arbor, Michigan is a 70,000 sf neighborhood recreation center designed by Neumann/Smith & Associates with the help of BSD SpecLink®.

to create specifications.

The Solution: The switch to SpecLink occurred in 2001. Lindow uses one word more than any other to describe his SpecLink experience: "Ease." He says the things he likes best about SpecLink are, "The ease with which you can maneuver within a section, within multiple sections and multiple projects at the same time. The ease of importing information into SpecLink from other sources. The ease of restoring text that would have been previously deleted. And the ease of changing the spec when the project requirements change." Other things are easier now, too. With SpecLink, he creates a single header and footer per project. If he needs to make changes – even

after an edit - it just takes a few clicks of the mouse. And, since SpecLink has truly automated his specification writing system, Lindow says, "I can set up the whole project to print while I'm at lunch."

"I would like to compliment SpecLink on the painless conversion to MasterFormat 04. Even our USER sections were very simple to convert."

*Ron Lindow, Specifications Writer
Neumann/Smith and Associates*

See "Neumann/Smith" on page 7

About Your SpecLink & PerSpective Updates

SPEC LINK+ STATISTICS:

- 627 sections total, 291 updated or new (46%)
- 2 new non-proprietary sections
- 515 non-proprietary sections, 254 updated or new (49%)
- 112 proprietary sections, 37 updated (33%)
- 27 sections with built-in checklists
- 101,590 paragraphs
- 110,932 internal links (targets and consequences)
- 23,901 notes to specifier
- 10,087 notes with live hyperlinks to Internet web pages
- 2,114 external documents referenced, 19% verified, with live hyperlinks to order information

- 946 ASTMs referenced, 31% revised
- 3 obsolete ASTMs removed
- 182 standards organizations referenced
- 2,309 manufacturer listings, with live hyperlinks to their web sites
- 921 unique manufacturers listed in 357 non-proprietary sections

SHORT FORM SPECS STATISTICS:

- 16 sections corresponding to MasterFormat 1995 divisions
- 7 sections updated (43%)
- 8,301 paragraphs
- 821 notes to specifier
- 8,826 internal links (targets and consequences)

- 363 external documents referenced, 19% verified
- 226 ASTMs referenced
- 43 standards organizations referenced

PER SPECTIVE PERFORMANCE SPECS STATISTICS:

- 161 sections, 8 updated (5%)
- 17,374 paragraphs
- 21,730 internal links (targets and consequences)
- 3,877 notes to specifier, 24% verified, 603 with live hyperlinks
- 186 external documents referenced, with live hyperlinks to order information
- 49 ASTMs referenced
- 38 standards organizations referenced ■



On-site SpecLink Workshop at RRM Design Group, San Luis Obispo, CA

SPEC LINK WORKSHOPS YIELD BENEFITS

While SpecLink is intuitive and can be learned without a training class, a number of our users have found the workshop to be well worth the time and money. Even users who have already used SpecLink to complete a project have found the class to be extremely beneficial. The workshop is divided into two days – day one is spent learning how to navigate the software, edit the specs, format and print. We also go through the quarterly update process. Day two is spent on learning the concepts and skills required to develop your office master. The workshop is conducted 8 times a year in our Atlanta office, and qualifies for AIA continuing education credits. If you have three or more people who need to attend the workshop, it generally is more economical for us to come to your location.

For more information on the content of the class go to <http://www.bsdssoftlink.com/training/training.htm#SpecLink>. The cost of the workshop in Atlanta is \$495 per person for one day, and \$895 per person for the two day class. For the cost of an on-site training class, call your BSD sales rep at 888-BSD-SOFT (888-273-7638). ■

NEW SPEC LINK SECTIONS

07 7200 (07720) - ROOF ACCESSORIES:

Factory-fabricated unit roof accessories except linear flashing-related items.

This section includes:

- manufactured curbs, equipment rails, and mounting pedestals.
- roof access hatches, for ladders, ship's ladders, stairways, and equipment access.
- smoke and heat activated hatches (vents).
- snow guards, individual and fence type.

Flashing-related items not included are all those that are linear, such as:

- Counterflashings.
- Gravel stops and edgings.
- Parapet copings.
- Fascias.
- Gutters and downspouts.

See:

- Section 07 6200 (07620) - Sheet Metal Flashing and Trim, for custom-made items.
- Section 07 7100 (07710) - Roof Specialties, for manufactured items.
- Section 07 7123 (07631) - Gutters and Downspouts.

Some other accessories that could be specified in this section, but are not, include:

- gravity attic vents (also specified in 07 7100 (07710)).
- roof membrane relief vents (also specified in 07 7100 (07710)).
- melt-out smoke and heat vents.
- ridge vents (for steep roofing).
- roof walkways and walk boards, when not provided as part of the roofing.
- waste containment assemblies, for roofing.
- roofing ballast and deck pavers (if not specified in their own section or in the roofing section).

08 3313 (08334) - COILING COUNTER DOORS:

Commercial quality, upward-acting rolling or coiling counter doors (also referred to as "counter shutters").

The doors in this section are fabricated from steel, stainless steel, and aluminum, with or without an integral frame and hood, fire-rated and non-fire-rated, with manual and electrical operation.

Wood counter shutters are not included in this section. ■

CONTRACTOR CERTIFICATIONS FOR LEED CREDITS

Some of the LEED-NC 2.1 credits are not directly under the Architect/Engineers' or Owner's control. These are for procedures, activities, or materials that are usually delegated entirely to the Contractor. In order to achieve these credits, the Contractor must not only perform as required, but he must also submit the documentation necessary to show that the credit was achieved. For instance, if the waste management credits are to be achieved, documentation of the amount of waste removed, the amount delivered to the landfill, and the amounts recycled must be made all during the construction period — it's way too late at the end to prove that any recycling or landfill diversion occurred. BSD SpecLink includes submittal requirements and forms for documenting many of these credits.

- SS Prereq 1 - Erosion and Sedimentation Control: Submittals in Section 01 5713 (01575) include the Contractor's plan and inspection reports.
- MR Credit 2.1 & 2.2: Construction Waste Management: Submittals in Section 01 7419 (01732) include a Landfill Alternatives Proposal, the Contractor's Waste Management Plan, and Waste Disposal Reports.
- IEQ Credit 3: Construction IAQ Management Plan: Submittals in Section 15 721 (01734) include the Contractor's Plan, Interior Finish Installation Schedule, and Test Plans and Reports.
- IEQ Credit 4.1 - Low-Emitting Sealants and Adhesives: Low-VOC joint sealants are specified in Section 07 9000 (07900). However, adhesives are not typically specified for every application for which they are used and installers could use adhesives in applications where adhesives were not anticipated. So a project-wide requirement for low-VOC adhesives is specified in Section 01 6000 (01600). A special form is used to get the Contractor's certification that none have been used on the project: Section 01 3516.07 (01363) LEED Prohibited Content Installer Certification. The specifier should ensure that any adhesives he does specify meet the low-VOC criteria.
- IEQ Credit 4.4 - Low-Emitting Composite Wood: This is a total prohibition on urea-formaldehyde-containing wood products and is specified in Section 01 6000 (01600). Since installers could theoretically use wood panel products even if not specified, a special form is used to get the Contractor's certification that none have been used on the project: Section 01 3516.07 (01363) LEED Prohibited Content Installer Certification. In addition, the specifier should ensure that the composite wood products he does specify are urea-formaldehyde-free. ■

“Meter Accounts” continued from page 1

The Registration and Settings Dialog

Once registered, you can access and edit all sections in SpecLink, PerSpective and Short Form. If you install SpecLink using the network install option, anybody with access to the network server who has done a Client Installation can access and edit any section. When you print sections using the Reports dialog you will see the current value of the Meter Account displayed. On the pull-down list for Print Section, each section that is not free or part of an annual subscription will reflect its cost next to the section name. You can print Draft Copy and Master Text Copy for any section without charge. When you print clean copy your Meter Account will be debited by the cost of the section you printed. Meter Account sections cannot be exported to RTF or any other external format. For more detailed information, see the current Release Notes at our User Resource web page at http://www.bsdssoftlink.com/speclink/sl_subscribers.htm.

A meter account costs \$490 and can be

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LinkLine

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Summary info for Sample Project

General Report Cover Sheet

Project Data

Owner's Name: Associated Partnership, Inc.

Design-Builder's Name:

Design Professional's Name: XYZ Architects

Contractor's Name: Builders Specialty, Inc.

Project Location: Atlanta GA

Facility Type: Residential, Multiple

Project Type: New Construction

Approx. Square Footage: 650,000 GSF

Approx. Construction Cost: 84,500,000

Date Specification Last Modified: 11/18/2005

Date Specification Last Updated to Master: 11/18/2005

Specification Due Date: 11/18/2005

Contract Documents Due Date: 11/18/2005

Bid Date: 12/15/2005

Approx. Completion Date: 8/15/2007

Allow BSD to Publish Project Data

OK Cancel

Summary Info dialog box

“Lead Service” continued from page 1

release specific project information to BSD for use in a more detailed lead service. The reports that will be generated will be similar in scope to those produced by Reed Construction Data and McGraw-Hill's Dodge Reports. Data for these more detailed reports will be provided voluntarily by SpecLink users on the revised project data tab of the Summary Info dialog box, now named Report Cover Sheet. The type of information that will be gathered includes project name and location; owner's name; architect/engineer's name; and facility type, size, approximate cost, and approximate completion date. In conjunction, as the tab name suggests, BSD has created a new optional cover sheet for the administrative reports that displays this information. If the project information is not entered on the Report Cover Sheet tab, the resulting cover sheets will display default entries or blanks.

A checkbox at the bottom of the dialog box

allows BSD to publish and release the specific project data to participating building product manufacturers. Clicking to remove the checkmark will prevent the specific project data from being included in the lead service reports until the box is rechecked.

At BSD, we believe activation of this new capability will work to the advantage of all parties. Timely release of project data will ultimately result in greater competition between specified manufacturers, benefiting both the project owner and the architect/engineer. Manufacturers will be able to obtain better and timelier data on projects for which they have been specified, allowing them to prepare more competitive proposals. And BSD will be able to tap into a new revenue source that will allow us to keep product costs down and ultimately to lower the cost to our users. We anticipate and welcome your feedback on this new feature.



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 <http://www.bsdssoftlink.com/downloadcenter/userspage.htm>. 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.

Q Can we install a single user license version on our file server?

A Yes, you can use the Network Server installation and then you can install as many Client machines as you like. Your single user access key will restrict the usage to one user at a time.

SPEC LINK+ AND PERSPECTIVE

Q How do I select all paragraphs in a section?

A There is no way to select all paragraphs in a section at once. If your purpose is to print out the section for someone else to review, what you need to do is to print the Master Text Copy or Draft Copy report. Click on the printer icon or File | Print and click on the Down Arrow to the right of the Report to Print field. If the section has any user added paragraphs or edited text choose the Draft Copy. If you have not done any editing, choose the

Master Text Copy report. Both reports will print all paragraphs whether they are selected or not, and will include all choice options for choices. You may also want to turn on the Master Notes and/or Project Notes (in Report Options) to print all available information about the section.

Q I have several user-added paragraphs that I would like to move to another section in the same project. How do I move them?

A The best way to move several paragraphs of text at a time is to drag across the text of the paragraphs with your mouse so that they all turn black in the background, and click the Cut button. (If they are master paragraphs, and not user-added, you can choose Copy instead.) Then, in the section you would like to move the paragraphs to, click to place your cursor in the paragraph below where you want the cut (or copied) paragraphs, and then click on the Paste button. (You do not need to insert an empty paragraph before pasting.) All the text is copied above where you had your cursor.

Q How can I globally change the font in my specification?

A Go to the Tools menu and select Customize Styles. Click on the Fonts tab and click on the Fonts button to the right of each level. You can change the Font, Style, and Size in this box. This will change the font for the text within each section. To change the font in the headers and footers, choose View | Show Header/Footer, highlight the header and footer text and choose the font from the toolbar in the Customize Header/Footer dialog box.

Q I am editing a paragraph with a blue choice and I do not want any of the options that are in the choice. How can I edit the blue choice text?

A You cannot edit blue choice text in a master paragraph. In order to get the text you want, you will have to copy the master paragraph. There are two ways to do this.

Option One: If you want to keep the blue

choice and just add more choices or edit existing choices, copy the whole paragraph by placing your cursor in the paragraph so that it is blinking and click the Copy button. Then Paste it above or below the master paragraph. You will be able to place your cursor in the blue choice field in your new paragraph and choose from the Document menu, Choices, Edit Choice.

Option Two: If you do not want to keep and edit the blue choice field, then copy only the text of the master paragraph to a new paragraph. First create a new paragraph by clicking at the beginning or end of a paragraph and pressing Enter. Then drag across the text of the master paragraph and click the Copy button. Click in the new paragraph you created and click the Paste button. All the text can now be edited.

Be sure to select your paragraph and deselect or exclude the master paragraph. You may also want to insert a Project Note to let subsequent users know which paragraphs they are supposed to use.

Q I will be creating a lot of front-end documents for my office master and I will need to mention a term in them that changes from project to project. Is there any way to easily change that term without finding and editing it in each document where it appears?

A There are replaceable terms in the Summary Information screen that you can use to change information throughout the documents. If the term you need is not one of those listed, there are keywords that are not used in any of the master documents and that you can use for your term instead. In PerSpective, the keyword Design Professional is not used in any of the sections. In SpecLink, the keyword Design-Builder is not used in any of the sections. Just edit the text in Summary Information to whatever you need. Then, click in the user paragraph where you want that term to appear, and from the Document menu choose Choices...Add Choice. From the Choice Group Type drop-down, select the keyword that you used, click the Add button, and click the OK button. The term

Continued on next page

Continued from previous page

will appear in green text. If you edit the text in the Summary Information screen, the green text will update throughout the project.

Q How do I rename/renumber a section?

A To change the name of a section, click on the name of the section in the Tree panel so that it displays in the Document panel. The current name of the section 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 keyword is used. This will also update the name in the automatic Table of Contents report. If you want to renumber a section, right click on the name of the section in the Tree panel. Choose the option to copy or cut section. Right click on the correct folder in the Tree Panel and choose paste section. At this point you will be able to renumber and also rename the section.

COSTLINK/AE AND COSTLINK/CM

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 anyway 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.

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 data-

base, 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.

COSTLINK/AE

Q I don't see the Models tab in my CostLink/AE project. How can I make use of the modeling feature?

A In order to use any of the 73 RS Means building Cost Models, you need to start a project using the template called Uniformat II Project Template with Models.MPJ. Once you have a project started with this template, you will have both the Cost Models and the Model Additives tabs in the Summary Info dialog box.

More questions?

Contact BSD Technical Support:

Toll Free: 800-266-7732

In Atlanta: 404-365-9226

Email: support@bsdsoftlink.com

"Meter Accounts" continued from page 5

replenished at the same price. SpecLink sections cost \$7 each to print. PerSpective sections cost \$21, and Short Form sections cost \$35. Up to 50 users can use a single meter concurrently. When the current meter value is less than the value of a section a user is trying to print, the user is notified and the section is not printed. When a meter reaches \$0, printing ceases and all sections become unavailable. You can replenish the meter at any time and your new purchase will be added to the current value of the meter. You can also upgrade to a subscription and use it in conjunction with the value remaining on your meter or apply the amount on your meter as a credit toward the cost of the subscription.

We're working to make it easier to buy and use sections in SpecLink. We want this new service to help you, we welcome any feedback, and we look forward to working with you.

"Neumann/Smith" continued from page 2

The Outcome: In the four years since they began using SpecLink, Neumann/Smith and Associates have created an office master. Documents (drawings and specifications) in southeast Michigan contain much more information than in some parts of the country. It has been easy for Lindow to accommodate this special need in SpecLink by creating User Sections. SpecLink recently released an update and Lindow was pleased with the outcome, "I would like to compliment SpecLink on the painless conversion to MasterFormat 04. Even our USER sections were very simple to convert."

On his overall experience with SpecLink, he reflects, "All the projects I've done in SpecLink are my BEST projects. I promote its use to professional associates at other firms whenever the opportunity arises."

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 checklists. Users must already be familiar with the basics of SpecLink+ to attend the second day.

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

Dec 6-7
Jan 10-11
Mar 14-15

AIA Members: We will report your course completion 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

December 13-15
March 7-9
June 20-22

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 and ends at 5 PM.

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



LinkLine

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STANDARD
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