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A  AutoBid Mechanical Default Password
Overview/Requirements

In this chapter:

- Installation Overview
- Quick Reference

The AutoBid Mechanical software can be installed on a network or a stand-alone, single-user computer. This chapter provides an overview of the various types of installation available for the AutoBid Mechanical software.
Installation Overview

Trimble® Quick Link

Tip – You must install the Trimble Quick Link software modules before installing the AutoBid Mechanical software.

The Trimble Quick Link software utility allows you to easily manage licenses for your Trimble products. The AutoBid Mechanical software requires the Trimble Quick Link application for licensing and communication purposes. The software will not run without the Quick Link product.

The Trimble® Quick Link application has two modules available.

Trimble Recommendations

• Trimble Quick Link Hub
  You must install the Trimble Quick Link Hub before you install the AutoBid Mechanical application. The Hub serves as the central communication link between the AutoBid Mechanical database and Quick Link Central (licensing server) located in our corporate offices.

• Trimble® Quick Link Management Studio
  – The Quick Link Management Studio allows you to manage your licenses from one convenient location.
  – You should limit the number of Management Studio installations within your organization. This ensures licensing is managed in the most efficient manner.

Trimble recommends that you install at least one copy of the Management Studio application at each of your company’s physical locations.

Network Overview

A network of computers consists of the following components.

• File Server
• One or more workstations
The file server is the computer that controls the data for the workstations. All database files are stored on the file server, instead of the workstation. Workstations are connected to the File Server by way of a mapped drive. This provides access to the software that is installed on the server.

Tip – The AutoBid Mechanical software includes a backup feature that should also be used routinely. Procedures are covered in the online help system and the online manual, *Master Settings and System Maintenance*. Backups provide you with a safeguard against data loss. Data can be restored easily from backups created in the AutoBid Mechanical application at any time.

Your System Administrator most likely performs routine backups of the files on your server. This provides an additional safeguard of your data; however, it does not offer a method by which to restore data to the AutoBid Mechanical database when the necessity arises.

After you have completed the installation on the designated server computer, you must also install the software on the workstations. These procedures are covered in Chapter 4, *Workstation*.

**Stand-Alone Overview**

A stand-alone is one computer. It may be a part of a network; however the software is installed on only that computer. If the stand-alone computer is part of a network, access to the AutoBid Mechanical software from other workstations is not allowed. Routine network backups do not include a backup of the stand-alone computer’s hard drive.

**Dual Installation Overview**

You can also install the AutoBid Mechanical software on a single computer as both a workstation and stand-alone (dual installation). This provides the flexibility to work on projects at the job site or at another location. You can then take your computer (laptop) to the job site or to another location to work on a bid. For procedures, refer to page 30.
# Quick Reference

Locate the installation information you need using the following information table.

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Trimble® Quick Link

In this chapter:

- Recommendations/Requirements
- Quick Link Hub
- Quick Link Management Studio

The Trimble® Quick Link software utility allows you to easily manage licenses for your Trimble products. The AutoBid Mechanical software requires the Trimble Quick Link application for licensing and communication purposes. The software will not run without the Quick Link product.
Trimble® Quick Link Software Modules

Trimble Quick Link has two modules available.

- **Quick Link Hub**
  This module is required for communicating with Quick Link Central (licensing server). See Quick Link Hub, page 13 for more details on the hub. You must install at least one hub at your physical location.

  **CAUTION** – Prior to installing the Trimble Quick Link software modules, you should verify whether the Quick Link Hub is already installed somewhere on your network. If you are not certain whether the Quick Link Hub is installed, you may contact your IT Professional for assistance.

- **Quick Link Management Studio**
  The Quick Link Management Studio allows you to manage your licenses. You can install it on one or multiple workstations. Trimble recommends that you limit the number of management studios installed at your location. See Quick Link Management Studio, page 15 for more information on this module.

Recommendations/Requirements

To ensure proper operation of the Trimble® Quick Link software after installation, follow the steps below.

Before you install any new or updated software, take the following action:

- Close down all Microsoft Windows® based applications on the server, including e-mail software.
- We recommend that you install the Trimble Quick Link Hub in a central location where all AutoBid Mechanical software stand-alone and workstation software installations can easily connect.
- **Server 2008 and Server 2008 R2**: You may need to enable the .NET Framework 3.0 Features in the Server Manager.
- **Server 2012**: You may need to enable the .NET Framework 3.5 Features in the Server Manager.

  **Tip** – Contact your IT Professional if you need assistance with this processes above.
Insert DVD

Insert the AutoBid Mechanical software installation DVD into the appropriate drive of the computer designated as the stand-alone or server computer. Wait a moment.

If the installation does not start a few seconds after you insert the installation DVD, proceed as follows:

- Double-click on the My Computer icon.
- Locate the drive containing the AutoBid Mechanical software installation DVD. Click on it to display the contents of the DVD.
- Double-click AutoRun.exe to open the AutoBid Mechanical software main installation screen.

*Note – Depending on your computer settings, the file extension (.exe) may not display.*

Trimble Quick Link Video

The installation DVD includes a video introducing Trimble Quick Link features that improve licensing and communication for your Trimble product. We strongly recommend that you view this video before installing any software.

- In the main AutoBid Mechanical software installation screen, go to Videos and then click Quick Link Video Intro. This video provides you with information about the Trimble Quick Link software application. Trimble recommends that you view this video prior to beginning the installation process.
- When viewing is complete, you must maximize the main installation screen by clicking on your Taskbar.
Quick Link Hub

The Trimble Quick Link Hub provides communication with the Trimble licensing server.

- Using the Quick Link Hub typically requires internet access to allow proper communication with the license server. If you do not have access to the internet, you must install the Quick Link Hub and then contact Technical Support for further instructions. You must have access to e-mail to use this option.
- Trimble recommends that you install the Hub on a computer that can be accessed by all Trimble software applications.
- Only one installation of the Hub is required for all Trimble applications.
- If your company has multiple locations using Trimble software applications, you must install the Hub at each physical location.
- You must install a Hub on all computers that are using Trimble software as a Stand-Alone and are not constantly connected to the office network (wired or wireless).

Hub Installation

⚠️ CAUTION – Prior to installing the Trimble Quick Link software, you should verify whether the Quick Link Hub is already installed somewhere on your network. In case you are not certain whether the Quick Link Hub is installed, you may need to ask IT Professional for assistance in locating it.

On the main AutoBid Mechanical software installation screen, proceed as follows:

1. Under Go to, click **Trimble Quick Link Installation**.
2. Click **Quick Link Hub**.
3. The welcome screen displays. Click **Next**.
4. The **License Agreement** displays on the screen. Read the agreement. Choose I accept the terms of the license agreement. Click **Next**.
   🌟 Tip – You must accept the terms of the agreement to proceed with the installation. If you want a hard copy of the agreement, click **Print**.
5. In the **Choose Destination Location** screen, click **Next**. Trimble recommends that you accept the default location.
6. In the *Ready to Install the Program* screen, read the information provided. When you are ready to begin the procedure, click **Install**. The procedure installs the required files and configures the service. Please be patient as this process may take a few minutes.

7. Click **Finish**.

8. Open the Trimble Quick Link Hub to obtain the **IP Address** and **Port** for the computer where the software is installed. You need this information when configuring the AutoBid Mechanical software for communication with the Trimble Quick Link application. Also, you need this information if you are installing the Management Studio.
Quick Link Management Studio

Tip – Trimble recommends that you limit the number of Management Studio installations within your organization. This ensures licensing is managed in the most efficient manner.

1. Click Quick Link Management Studio. The routine prepares the files for installation.

2. The welcome screen displays. Click Next.

3. The License Agreement displays on the screen. Read the agreement. Choose I accept the terms of the license agreement. Click Next.

   Tip – You must accept the terms of the agreement to proceed with the installation. If you want a hard copy of the agreements, click Print.

4. In the Choose Destination Location screen, click Next. Trimble recommends that you accept the default location.

5. In the Ready to Install the Program screen, read the information provided. When you are ready to begin the procedure, click Install.

6. Click Finish. Refer to the Getting Started chapter in this manual for information on configuring the Management Studio. No action is required at this time.

Return to Main Page

In order to install the AutoBid Mechanical software, click [Back to Main screen,] and then refer to Network/Stand-Alone chapter for instructions.
In this chapter:

- Installation Information
- Installation Procedures

This chapter covers installing the AutoBid Mechanical software in a network or stand-alone environment.

Before you begin the procedures covered in this chapter, you must know what environment you will be using the AutoBid Mechanical software.
Installation Information

Preliminary Requirements

Before you install the software, take the following actions.

Close down all Microsoft Windows® based applications on the computer, including e-mail software.

Common Installation Commands

During the installation process, you will see the following in many of the windows.

- To proceed with the installation and advance to the next window, click **Next**.
- If you want to return to the previous page, click **Back**.
- If you want to discontinue the installation, click **Cancel**. You will be asked to confirm the cancellation. Click **Yes** if this is your intent. If you pressed the Cancel button in error, click **No** and the installation will continue.
- **Finish** completes the installation.

Additional Considerations

- You must install the AutoBid Mechanical software onto the network server *from* one of the workstations connected to the server.
- You must map a drive at the workstation you are installing *from* to the server before beginning the installation.

  **Tip** – Trimble recommends that you map drive letter **Q** for the AutoBid Mechanical software.

- All users must have full access control of the drive mapped for the AutoBid Mechanical software application.
Network

Peer-to-Peer Installation

If you are installing the AutoBid Mechanical software on a peer-to-peer network, proceed as follows:

- On the hard drive of the computer designated as the Server/Workstation, create a separate directory called `AutoBid Srvr`, for example, `C:\AutoBid Srvr`. This folder is where the AutoBid Mechanical application will be installed.
- Because all users must use the same network installation directory structure. The entire drive must be shared with all workstation computers. For example, if you are installing the AutoBid Mechanical software into `C:\AutoBid Srvr`, all users must map a drive to the shared drive of the Server/Workstation computer. **You must map all workstation computers to the server using the same drive letter.**
- To avoid sharing the entire hard drive, Trimble recommends that you create a new partition on the Server/Workstation computer.

❗️ **Tip** – Make sure you partition the drive with sufficient space to allow room for expansion of the databases in the future.

- Share only that partition. The AutoBid Mechanical network software can then be installed in this partition.
- Map each user to the shared partition.

When you have completed the installation, each workstation will require installation and setup of the AutoBid Mechanical software. See *Workstation, page 26* for instructions.

File Server

Before you start this type of an installation, proceed as follows:

1. Choose a shared directory or create a new-shared directory on your file server. This is the directory that will be used for all users of the AutoBid Mechanical software application.
   - Create a new folder (for example, `AutoBidSrvr`) on your file server. All users must then be mapped to this folder.
– If you are using an existing shared folder, the AutoBid Mechanical software is installed to this folder.

💡 Tip – If you are using an existing shared drive, make sure that all users requiring access to the AutoBid Mechanical database have full rights to this shared folder.
– A QuickPen folder is created during the installation.

When you have completed the installation, each workstation will require installation and setup of the AutoBid Mechanical software. See Workstation, page 26 for instructions.

**Stand-Alone**

When installing the AutoBid Mechanical software as a stand-alone system, determine the computer on which you want to install the software. This computer will be the access point for the AutoBid Mechanical program. If you have several estimators who require use of the software and you are not installing on network/workstations, you might consider installing the AutoBid Mechanical application on a computer located centrally and used for only this software. This will allow your estimators easy access without disrupting the work of others.

**Insert DVD**

💡 Tip – If you are installing immediately after viewing the Quick Link Video, you can proceed directly to Installation Procedures, page 20.

Insert the AutoBid Mechanical software installation DVD into the appropriate drive of the computer designated as the stand-alone or server computer. Wait a moment.

If the installation does not start a few seconds after you insert the installation DVD, proceed as follows:

- Double-click on the **Computer** icon.
- Locate the drive containing the AutoBid Mechanical software Installation DVD. Click on it to display the contents of the DVD.
- Double-click **AutoRun.exe** to open the AutoBid Mechanical software main installation screen.
Installation Procedures

Tip – If you have not yet installed the Trimble® Quick Link software, you must do so before you can install the AutoBid Mechanical application. You must have the TCP/IP Address and TCP/IP Port for the Quick Link Hub.

1. In the Installers area, click AutoBid Mechanical.

Trimble has built-in several validations to ensure Trimble® Quick Link and AutoBid Mechanical software applications to ensure proper communication after installation. Your Quick Link Hub must be validated before you can continue the installation.

2. In the Check Quick Link Installation dialog, enter the following information:

   Hub Address
   This is the TCP/IP Address assigned to the Quick Link Hub.

   Port
   This is the TCP/IP Port assigned to the Quick Link Hub. Note: The default Port should always be 31958.

   Click Continue.

Validation Procedure

When you click Continue, the application validates the installation and communication with the Quick Link Hub.

- If the installation/communication is validated, the installation routine will proceed. Go to Step 3 below.

- If installation/communication cannot be validated, click Go Back and make sure you have entered the correct information. Make any necessary corrections and then click Continue again. Go to step 3 below.

Tip – If you have entered the correct information and the data cannot be validated, you will need assistance from your IT professional. Trimble has provided an Installation Checklist document to step through some troubleshooting procedures in order to make sure your environment allows the proper required communication.
Continue Installation

3. The installation routine prepares to install the software. Please be patient. This process may take a few minutes.

   In the welcome screen, choose one of the option buttons.

   **Stand-Alone Installation**
   This option should be used if you are installing on a single user computer.

   **Network Installation**
   This option should be selected if you are installing in a network environment (as outlined beginning on page 7).

   Click Next.

4. The Software License Agreement displays. Read the Agreement. Click I Agree.

5. The Support and Maintenance Policy displays. Read the Agreement. Click I Agree.

   Tip – You must accept the terms of the agreement to proceed with the installation. If you want a hard copy of the agreements, click Print.

6. In the Select Setup Type screen, choose Typical. Click Next.

7. **Network Installations:**
   In the Select Network Destination Directory screen, proceed as follows.

   Accept the default installation location. Click Next.

   OR

   Click Browse to select the location where you want to install the AutoBid Mechanical software.
a. From the list located at the bottom of the window, choose the drive to which you want to install the AutoBid Mechanical software.

![Select Destination Directory]

*Network Installations:*
Typically this location will be the mapped drive you previously created. For example, Q:\[server name]\AutoBidSrvr. (The [server name] varies based on your network setup.)

The path in the Select Network Destination Directory screen now reads the location of where you want to install the AutoBid Mechanical program.

![Network folder]

*Note –* The graphic above is for illustration purposes only. Depending on your network setup, the information in the Network folder field may be different.

b. Click **OK** and then click **Next.**
8. In the *Set Setup Options* screen, select the following applicable checkboxes:

**Stand-Alone Installations only**

- *Add Desktop shortcut*
  - Select this checkbox if you want an AutoBid Mechanical software icon on your desktop.
  - Click **Next**.

**Network Installations only**
In the *New Installation Detected* screen, click **Next**.

9. In the *Ready to Install* screen, click **Next**. *Please be patient!* This procedure may take a few minutes to complete. Do not click Cancel during this process.

- **Tip** – During the installation process, the progress indicator may periodically pause. This is normal behavior. Do not click Cancel or the installation terminates and is not complete.

10. **System Administrators**: Click the *View Message* button. Read the important information contained in this message. When done, click the button in the upper right corner of the message window.

11. Click **Next** to continue.

12. In the *Installation Completed!* screen, click **Finish**.

13. Exit the AutoBid Mechanical software installation screen.

When the installation is complete, there are a few more steps that need to be completed before you can use the AutoBid Mechanical software.
Final Steps

You are almost ready to start working in the AutoBid Mechanical software; however, you must complete the following steps first:

Network Installations

After the Trimble Quick Link/AutoBid Mechanical software installation is complete, you must install the AutoBid Mechanical software on each workstation. Refer to Workstation, page 26.

Stand-Alone Installations

Complete the following steps when installation is complete.

- Configure the Trimble Quick Link Management Studio and obtain licensing. Refer to Trimble Quick Link Configuration, page 41 for instructions.
- Install Master Data. See page 45 for instructions.
- In order to open and view the AutoBid Mechanical software online manuals, you must install Adobe® Reader. See Adobe Reader, page 36 for instructions.
- If you purchased hardware to use in conjunction with the AutoBid Mechanical application, it must be set up. Refer to the Hardware Setup, page 50 for instructions.

Miscellaneous Installation Options

The AutoBid Mechanical software includes an option for Dual Installation (network and stand-alone). This allows you to work in the software offsite. For information, see Dual Installation, page 30.

Note – Dual Installation is for advanced users. If you have any questions, please contact Technical Support.
Workstation

In this chapter:

- Map Workstation Drives
- Installation Procedure

After you have successfully installed the AutoBid Mechanical software on your network, you must install the software on each workstation requiring access. This provides the workstations connection to the master database.

Complete the procedures outlined in this chapter at each workstation.
Map Workstation Drives

Prior to installing the AutoBid Mechanical software on the workstations, you must map a drive to the server location of the software. All workstations must use the same drive letter when mapped. The example uses drive letter Q. Substitute this drive letter to one of your own preference.

Tip – You must physically map a drive on the workstation. Do not use UNC (Universal Naming Convention) mapping! If you need assistance, please contact Technical Support.

After doing so all users should have a drive mapped reading similar to AutoBid Srvr on 'server name' (Q:)

All drive mapping should be at the same level on all workstations.
Installation Procedure

After you have mapped a drive at the workstation, the AutoBid Mechanical software must be installed on each individual workstation requiring access.


2. Locate the drive mapped for the AutoBid Mechanical software.

   Tip – For peer-to-peer users the folder you created earlier, for example the AutoBid Srvr folder.

3. Complete the following procedures.
   a. Double-click on the QuickPen folder.
   b. Double-click on the QP_Pipe folder.
   c. Double-click on the Bin folder.
   d. In the Bin folder, locate the setup.exe file. Double-click on it.

4. The welcome screen displays, click Next.

5. The Software License Agreement displays. Read the Agreement. Click I Agree.

6. The Support and Maintenance Policy displays. Read the Agreement. Click I Agree.

   Tip – You must accept the terms of each agreement to proceed with the installation.

7. In the Select Setup Type screen, choose Typical. Click Next.

8. In the Set Setup Options screen, choose the Add Desktop shortcut checkbox if you want an AutoBid Mechanical software icon on your desktop. Click Next.

9. In the Ready to Install screen, click Next.

   A progress indicator displays on your screen. Please be patient! This procedure may take a few minutes to complete. Do not click Cancel during this process.

   Tip – During the installation process, the progress indicator may periodically pause. This is normal behavior. Do not click Cancel or the installation terminates and is not complete.
10. **System Administrators**: Click the **View Message** button. Read the important information contained in this message. When done, click the button in the upper right corner of the message window.

11. Click **Next** to continue.

12. In the **Installation Completed!** screen, click **Finish**.

**Complete Workstation Installations**

Complete the procedures above on each workstation computer. When you are done, the AutoBid Mechanical software has been successfully installed. All workstations can begin using the software.

**Final Steps**

Complete the following steps when installation is complete.

- Configure the Trimble Quick Link Management Studio, if installed on the workstation computer.

- In order to open and view the AutoBid Mechanical online manuals, Adobe® Reader is required. See Adobe Reader, page 36 for instructions.

- If you purchased hardware to use in conjunction with the AutoBid Mechanical software, it must be set up. Refer to the “Hardware Setup, page 50 for instructions.”
In this chapter:

- Overview
- Dual Installation Procedures

The AutoBid Mechanical software can be installed both as a network/workstation and stand-alone on the same computer. This is beneficial when you are using a laptop computer and need to work in the database at another location.

If you want to install the database in this manner, Trimble recommends that you install in the following order.

- Network (server)
- Workstation
- Stand-Alone

This chapter details the instructions for installing the stand-alone version for a dual installation.
CAUTION – In order to properly install using the Dual feature, you must have completed all of the instructions pertaining to Network outlined in the chapter Network/Stand-Alone, page 16. You must also have installed the Workstation module on the computer you want to use in a dual environment.

Overview

Installing the AutoBid Mechanical software as a workstation and stand-alone on the same computer (for example, a laptop) allows you to take the computer to the job site or to another location to continue working on a bid. When you return to the office, you can import the completed work into the AutoBid Mechanical network database, and continue working on the bid in the office in the network version. See the Master Settings and System Maintenance online manual for information on the various backup and restore (export and import) features available in the AutoBid Mechanical software.

Keep in mind that even though you have the software installed as both a workstation and stand-alone, you are working in only the database selected. For example:

- When you are working offsite, you will be using the software as a stand-alone. All data is stored locally on your hard drive.
- When you are in the office and connected to the network, you are working in a shared database and the data is stored on the network server.

CAUTION – When you are working in the office, make sure you select the Workstation version of the AutoBid Mechanical software.
Preliminary Procedures

Before you install the software, take the following actions.

*Close down all Microsoft Windows® based applications on the computer, including e-mail software.*

Common Installation Commands

During the installation process, you will see the following in many of the windows.

- To proceed with the installation and advance to the next window, click **Next**.
- If you want to return to the previous page, click **Back**.
- Some of the screens require you to acknowledge acceptance of the content, click **I Agree** to proceed.
- If you want to discontinue the installation, click **Cancel**. You will be asked to confirm the cancellation. Click **Yes** if this is your intent. If you pressed the Cancel button in error, click **No** and the installation will continue.
- **Finish** completes the installation.

Depending on your computer settings, you may receive a message to restart your computer when the AutoBid Mechanical software installation is complete. Trimble recommends that you restart your computer immediately.
Important Information

Tip – In a dual installation, the AutoBid Mechanical workstation software module must be installed before you install the stand-alone version.

When you begin the install, folders are created under [Drive Letter]:\Program Files\QuickPen\StandAlone.

If you have not already done so, you must install the Trimble® Quick Link update software before installing the AutoBid Mechanical software update.

When installation is complete, two AutoBid Mechanical program icons display on your desktop. The two icons may not display in close proximity on your Windows Desktop.

- One Desktop icon is for the AutoBid Mechanical (Workstation) software module. This icon is used only in conjunction with the network installation.
- The second icon is for the stand-alone version of the AutoBid Mechanical software only.
• The Windows Start menu displays both the AutoBid Mechanical (Workstation) and AutoBid Mechanical programs icons.
• In Windows Explorer, you will have two folders:
  
  * **Microsoft Windows Vista® / Windows 7®**
    
    [Drive Letter]:\ProgramData\QuickPen\Netlocal
    
    [Drive Letter]:\ProgramData\QuickPen
  
  • You can unplug your computer from the network and then run the program at a location other than the office.

**Dual Installation Procedures**

In order to ensure the Dual Installation works properly after installing the AutoBid Mechanical software, follow the instructions in this section very carefully (Steps A through D). There are three steps required to properly install the update.

*Note – To ensure proper operation of the AutoBid Mechanical software Dual Installation, you must complete the procedures in the order presented in these instructions!*

**Step A - Trimble Quick Link**

You must install the Trimble Quick Link software modules before installing the AutoBid Mechanical software update. Refer to the procedures outlined on in the chapter beginning on page 10 in this guide.

**Step B - Network Installation**

Install the AutoBid Mechanical software on a network server according to the procedures outlined beginning on page 16.

**Step C - Workstation Installation**

Install the AutoBid Mechanical workstation software on the stand-alone computer according to the instructions outlined beginning on page 26.
Step D- Install Stand-Alone Update

Install the AutoBid Mechanical software on the stand-alone computer (same as workstation computer) according to the instructions outlined beginning on page 16.

Final Steps

You are almost ready to start working in the AutoBid Mechanical software; however, you must complete the following steps first:

Complete the following steps when installation is complete.

- Configure the Trimble Quick Link Management Studio and obtain licensing. Refer to Trimble® Quick Link, page 10 for instructions.
- Install Master Data. See page 45 for instructions.
- In order to open and view the AutoBid Mechanical online manuals, you must install Adobe® Reader. See Adobe Reader, page 36 for instructions.
- If you purchased hardware to use in conjunction with the AutoBid Mechanical software, it must be set up. Refer to the Hardware Setup, page 50 for instructions.
Adobe Reader

In this chapter:

- Verify Version
- Download/Install Adobe Reader

The AutoBid Mechanical software includes online manuals in a portable document format (PDF). Direct access Hyperlinks throughout the manuals give you easy access to various topics. You can also print all or part of any AutoBid Mechanical online manual.

If the Adobe Reader software is already installed on the workstation, it must be at least version 7.0 to open and view the AutoBid Mechanical software manuals on-screen.

Note – If you currently have the Adobe Reader 7.0 software or above installed on the workstation, you can disregard this step.
Verify Version
To verify that you have Adobe Reader Version 7.0 or greater installed on your computer, do the following.
2. In the product information window verify that the version is 7.0 or greater.
   • If it is, no further action is necessary.
   • If not, you must install Adobe Reader.

Other Considerations
• If you have installed the AutoBid Mechanical software on a network with workstations, you must install Adobe Reader on each workstation.
• If you have installed the AutoBid Mechanical software on a stand-alone computer, Adobe Reader must be installed on this computer.

Download/Install Adobe Reader
To install a free copy of the Adobe Reader software, follow the instructions below.
1. Insert the AutoBid Mechanical software Installation DVD into the appropriate drive of the stand-alone or workstation computer. Wait a moment. The AutoBid Mechanical software installation window displays.
3. Locate the Download area on the home page and then locate Adobe Reader.
4. Follow the on-screen instructions to install the software.
Note the following:

- If you have an older version of Adobe Reader, you may receive a message indicating that the older version must be removed prior to installing the new version. If you receive this message, proceed with the removal process. Once removal is complete, go back to Step 1 and begin the installation again.

- If version 7.0 or above is installed, and you do not want to install an updated version, Click OK to exit the message window. Choose Cancel to exit the Adobe Reader installation program.
Getting Started

In this chapter:

- Trimble Quick Link Configuration
- Open Software
- Install Master Data
- Main Window

When you complete the installation of your AutoBid Mechanical software, there are a few additional steps before you are ready to run the program.

This chapter provides you with instructions on what to do after the installation is complete, including:

- Configuring Trimble® Quick Link
- Installing Master Data
- Attaching/configuring any required hardware

Before you proceed with the directions contained in this chapter, make sure you have installed all required software as outlined in the Network/Stand-Alone chapter of this manual.
Trimble® Quick Link

Quick Link software application also provides licensing for the AutoBid Mechanical software. Refer to Trimble Quick Link Configuration, page 41 for detailed instructions.

Attach/Install Hardware

If you purchased hardware to complement the AutoBid Mechanical program (such as digitizers, Smart Menu™ by GTCO, and so on) Trimble recommends that you attach and install files (where required) immediately after license validation. This ensures availability of all features of the AutoBid Mechanical software. See Hardware Setup, page 50 for detailed instructions.

Training

In order to optimize your use of the AutoBid Mechanical application, contact our Training Coordinator at (800)234-3758 or by e-mail at training@quickpen.com.

You can view our training schedule on our website. Click Educational Services and then click Training on the menu. The training calendar is provided below the text on this page.

Trimble Quick Link Configuration

Before you can use the Trimble Quick Link Management Studio, it must be configured to communicate with the Hub. The Management Studio also allows you to obtain licensing for the AutoBid Mechanical software through the Quick Link Server program.

Tip – You must obtain licensing before you can use the AutoBid Mechanical software.

The Quick Link Management Studio requires a login name and password. This provides security for other sensitive information and your product licenses. Trimble Quick Link includes defaults that allow you initial access to the database. You can add users/passwords under Tools > Quick Link Employees. See the Trimble Quick Link online help system for instructions.
1. Open the Trimble Quick Link Management Studio using one of the following methods:

   - Click on your Desktop.
   - OR
   - Go to the Windows Start menu and navigate to Trimble® Quick Link. Click on it and then click Management Studio.

   Tip – The Trimble® Quick Link Hub must running before you can open the Trimble® Quick Link Management Studio.

2. In the Connect to the Trimble® Quick Link Hub screen, enter the following:

   - Login Name
     admin
   - Password
     admin

   Tip – Trimble recommend that you change the password for the default login as soon as possible in order to protect your data. Make note of the new password.

3. If you want to save the password for future use, click the Remember Password checkbox.

4. Review the information presented on this screen and then enter the IP Address for the Trimble Quick Link Hub.

   CAUTION – Do not change the Port number. Changing the Port number will cause connectivity conflicts to the Hub (based on firewall settings). It is highly recommended that the default Port number is used. Contact your system administrator for more information.

5. Click OK. The Quick Start Wizard opens. This wizard guides you through setting up the Management Studio for proper licensing and communication. Refer to the Trimble Quick Link online help system for instructions on completing the wizard.
Open Software

Stand-Alone Users

1. Open the AutoBid Mechanical software application using one of the following methods:

   **Stand-Alone**
   
   Click on the Desktop icon
   
   **OR**
   
   Start Menu: Navigate to AutoBid Mechanical and then click on Mechanical.

   **WorkStation**
   
   Click on the Desktop icon
   
   **OR**
   
   Start Menu: Navigate to AutoBid Mechanical (Workstation) and then click on Mechanical (Workstation).

   **CAUTION** – The database is automatically updated. Do not click Cancel during this process.
2. The AutoBid Mechanical Login window displays. You must enter a password to access the database. The AutoBid Mechanical software includes defaults to make it easy to login in the first time. Refer to the last page in this manual for the defaults.

![AutoBid Mechanical Login](image)

The version number and copyright change as required.

- **Tip** – If you want to save the password for future sessions, click the **Save Password** checkbox. While this allows you to open the database without password entry, it provides less security access to your important data. Trimble recommends that you change the default password as soon as possible. See the topics in the online help file under *Employee Security and Access* for more details.

3. Click **OK**.
Install Master Data

The AutoBid Mechanical software database includes master data that you must install in your system. This data provides you with thousands of items, as well as a default project. Installing the master data included allows you to begin using the AutoBid Mechanical software immediately.

Trimble recommends that you restore data at this time. While data can be restored at a later time, it is much easier to complete this procedure now. If you choose to install data at a later time, please contact Technical Support when you are ready.

Tip –
- If you have installed on a network, you need to install the master data from a workstation. This adds the data to the network module. This needs to be done only one time.
- If you have installed stand-alone, you must install the master data on each stand-alone computer.

Restore Procedures

After you have logged into the AutoBid Mechanical software database, a dialog displays regarding master data.

Click on the appropriate radio button and then click Restore.
CAUTION – Because this procedure overwrites any data in your AutoBid Mechanical system, this procedure should be completed only after you first install the software OR under the direction of a Technical Support Representative.

When you restore the appropriate master data, a master project is also included. You can modify this project to include your company’s requirements or use it as it is. This project can then be used as a base for projects as you create them. Doing this saves time when you start another project. See the Projects topic in the online help system, the JumpStart Guide, or the online Projects and Specifications manual for more information.
AutoBid Mechanical Messages

Registration

The Register window displays.

You can register with Trimble to receive information about the AutoBid Mechanical program, including software updates when available. You must have an e-mail application installed on the computer in order to complete the registration process.
Yes, register me by e-mail

When you click on this option, a confirmation message displays.

1. Click on the Register button. Your e-mail program opens. The registration information is automatically completed. You can enter additional comments if you desire.

2. Click the Send command in your e-mail program.

The Register screen is disabled after you have registered. It will not display again.

Not now, ask me tomorrow

When you choose this option, this screen opens again the next time you open the application.

Don’t ask me again

If you do not want to register, you can choose this checkbox and the screen will not display again. If you decide at a later time that you want to register, you can complete registration by choosing Help > Register in the main AutoBid Mechanical software window.

Videos

The first time you open the AutoBid Mechanical program, you may see a screen advising you about the online videos available for viewing. After you have viewed this information, close this screen.
Main Window

The AutoBid Mechanical software window is the primary access point to the modules in the software.

The main window provides you with easy access to the various AutoBid Mechanical software modules using a graphical interface. When you click on a button, another screen opens with the options associated with the selection made. For more detailed information, refer to the online help system or the Master Settings and System Maintenance online manual.
Hardware Setup

In this chapter:

- GTCO Tabletworks
- Smart Menu™ by GTCO
- Digitizers
- Other Digitizer/TouchMenu Options
- TouchMenu
- MobileMenu

This chapter explains how to set up and connect the hardware required if you are using a digitizer with the AutoBid Mechanical software. This is the first step towards implementing your hardware.

This chapter explains how to do the following:

- Configure your digitizer for use with the AutoBid Mechanical program
- Mount the TouchMenu
- Connect the Smart Menu
- Connect the MobileMenu
- Set DIP Switches for older Type 5 controllers
- Solve hardware setup problems.
Before you begin, you should know the following information:

- Equipment location
- How the AutoBid Mechanical software is being installed (network or stand-alone)

**USB Adapter**

If your computer comes with USB Ports but does not have Serial Ports (Legacy Ports) available for use with the digitizer, you must use a USB Serial Adapter.

![USB Port](image.png)

The USB Serial Adapter connects to the USB port on your computer. You may then connect your digitizer to the Serial Port located on the back of the USB Serial Adapter.

- To install the USB Serial Adapter on your computer, follow the instructions that accompany the unit.
- Once connected to your computer, refer to the “GTCO Tabletworks” on page 67 for additional instructions.

**GTCO Tabletworks**

If you are using a Smart Menu™ by GTCO or Digitizer that uses a USB connection, you must download Tabletworks software from the GTCO website and install it on your computer in order to use this hardware. This software is required on all workstations using a USB Smart Menu or Digitizer.

💡 **Tip** – Downloading this software is recommended prior to attaching any hardware to your computer.

1. Open your web browser and go to [www.gtco.com](http://www.gtco.com). The main page opens.
2. Click on **Technical Support > Large-Format Digitizers**.
3. In the next screen, click on **GTCO CalComp**.

![Digitizing & Measurement Products]

**Digitizing & Measurement Products**

**Technical Support**

**Important Notice**

As of October 9, 2004, the Wintab™ compliant drivers previously provided for our digitizer products are no longer available from GTCO CalComp. A modified API, similar to Wintab, but with specific functionality removed from the driver (including scaling and region definition) is offered as an alternative—GTCO CalComp TabletWorks Version 10.0. The scaling and region definition functions will have to migrate to the application itself, if needed.

Please review your driver needs and requirements with the application software being used to determine if TabletWorks 10.0 is compatible. In some cases, software applications may have to be updated as well.

**Continue on to Support Sections...**

Select the brand name of the product you are interested in below. If your product does not appear where you think it should, please select "GTCO CalComp" below and look for it there.

![GTCO CalComp Brand Digitizers](image)

![CalComp Brand Digitizers & Graphic Tablets](image)

![GTCO Brand Digitizers, Graphic Tablets & Measuring Systems](image)

![SumaGraphics Brand Digitizers & Graphic Tablets](image)

4. On the next page, click on **Drivers & Software Downloads**.

5. Select the first link on the next screen.

**Tip** — The actual name of the Product may change. However, the latest release of GTCO digitizer drivers will always be listed first.

6. Click on the file in the **Download** column.

**Note** — *This file name will change from time-to-time as GTCO posts recent updates.*
7. In the File Download - Security Warning screen, click **Save**. Navigate to the location where you want to save the file.

Make note of where you saved the file.
Install Drivers

When the download is complete, proceed as follows.

1. Navigate to the location of the downloaded driver file. Double-click on it.

![Open File - Security Warning](image)

2. Click Run. The routine will go through several screens. Click the Next button on each.

3. In the License Agreement screen, click Yes.

4. In the GTCO CalComp TabletWorks screen, accept all defaults and then click Next.

5. An informational screen displays. You can click the Print button for future reference or read on-screen. Click Next. The installation routine performs several steps, including looking for previous versions of the driver.

6. In the final screen, click Finish.

   An icon will now display in the notification area at the far right of the taskbar.
Smart Menu™ by GTCO

The Smart Menu is a tool for estimators. It simplifies functions and features, making them quickly accessible in the AutoBid Mechanical software. This menu is small enough to fit inside your laptop carrying case.

- The Smart Menu you have may use a serial or USB connection.
- You can also use the Smart Menu with or without a digitizer.

This menu is available for purchase from Trimble. Please contact your Trimble Sales Representative for more information.

Serial Connection

Older Smart Menus use a serial port for connection to your computer. You can connect it directly to your computer (for use with On-Screen View TakeOff) or it can be connected to your digitizer. The type of connection is dependant on how you will be using the menu in the AutoBid Mechanical application.

Depending on how you will be using the Smart Menu, connect it according to the documentation included with the menu.

After you have attached the Smart Menu, you must activate it in the AutoBid Mechanical software. See Activate Smart Menu for instructions.

Connect USB Smart Menu (No Digitizer)

The instructions included in this section provide information on connecting a Smart Menu to your computer without a digitizer.

1. The Smart Menu should not be connected to any device during the installation. Make sure it is disconnected (unplugged) from your computer.

2. Review the connection instructions that accompanied your Smart Menu.

3. Attach the Smart Menu to a USB port on your computer.

4. Refer to TabletWorks Control Panel, page 60 and then Activate Smart Menu, page 57 for instructions on configuring the AutoBid Mechanical software to use the Smart Menu.
Connect USB Smart Menu (With Digitizer)

1. The Smart Menu should not be connected to any device during the installation. Make sure it is disconnected (unplugged) from your computer and digitizer.
2. You must also complete the following prior to completing the installation routine.
3. Power off your digitizer
4. Disconnect the power supply from the digitizer
5. Connect the Smart Menu to the digitizer using the phone jack to phone jack cable.
6. Connect the power supply to the digitizer and power it on.
7. With the TouchPen, press the Reset button on the digitizer and then CAD.
   
   Note – These buttons are located toward the top center of your digitizer.

   OR
   If the Reset and CAD buttons are not available on your digitizer, press S 0 9.

8. Connect the Smart Menu USB cable to an available USB port on your computer. See the Smart Menu Installation diagram included with your hardware.

TabletWorks Control Panel

1. Double-click on the TabletWorks icon.
2. Verify that TabletWorks recognizes the Smart Menu, and if applicable, the Digitizer.
   
   Note – You might need to click Refresh List in order for TabletWorks to recognize the configuration. Ensure that no red X displays over the TabletWorks icon.

3. Verify the following:
4. If not already selected, click the Mouse checkbox.
5. Make sure the TabCon checkbox is cleared.
6. In the Cursor Information pane, click the Specify a Cursor and then select Stylus from the list.

After you have attached the Smart Menu, you must activate it in the AutoBid Mechanical program. See "Activate Smart Menu" for instructions.
Activate Smart Menu

After you have attached the Smart Menu to your computer, you must activate it from within the TakeOff module.

1. Open TakeOff and select **Digitizer > Use Digitizer Options**.
2. In the GTCO Menu Options pane, click **Use Smart Menu**.
3. Click **OK**.

**HINT**

TIP – The Smart Menu and MobileMenu (legacy) cannot be used at the same time. In order to use the MobileMenu instead of the Smart Menu, you must complete the process above and click the **Use MobileMenu** option.

Install Smart Menu

Trimble provides you with files for the Piping and Plumbing Smart Menus. Depending on the type of TakeOff you want to do, you must select the Smart Menu you want to use. This is done from within the TakeOff module.

1. Open TakeOff and select **Digitizer > Change Menu**.
2. In the Select Menu window, click the **Smart Menu** tab.
3. Click the menu you want to use in your takeoff.
4. Click **Close**.

You are now ready to begin using the Smart Menu with your AutoBid Mechanical software.
Digitizers

The AutoBid Mechanical software currently works with several GTCO digitizers.

- GTCO Super L Series
- Roll-Up digitizers
- Drawing Board Series

Attaching, configuring and setting up each type of digitizer is covered on the following pages. To configure to work with the Smart Menu by GTCO, refer to “Smart Menu™ by GTCO, page 55.

⚠️ CAUTION – Attaching cables to computers/controllers and ports should always be done when the computer or power strip/surge protector is turned off. When everything is properly cabled, turn the computer or power strip/surge protector on.

USB Digitizers

The instructions in this section detail how to connect digitizers using a straight USB connection. If you are using a Digitizer with a Smart Menu, refer to Connect USB Smart Menu (With Digitizer), page 56 for instructions.

💡 Tip – If your digitizer has a serial cable or you are using a USB adapter, refer to “Serial Port Digitizers” on page 77 for details on connecting these to your computer.

1. Connect the USB and stylus cables to the digitizer.
2. Connect the digitizer USB cable to your computer.

💡 Tip – Do not connect the power supply cable (if available). The digitizer draws power from the USB connection. Connecting the power supply with a USB will cause a power surge to the digitizer. This may result in serious damage and loss of use.

If you are using a laptop computer, you may have to try different USB ports to find one that has sufficient power to run the digitizer. You may find that the ports on the back are generally better than the ports on the side.
Setup USB Digitizer

1. Open *AutoBid Mechanical Utilities* using one of the following methods:
   
   Choose **Start > Programs > AutoBid Mechanical > Mechanical Utilities**.  
   
   **OR**
   In the AutoBid Mechanical main software window, press the **F6** key on your keyboard.
   
   The *Mechanical Utilities* window opens.

2. Choose **Tools > Digitizer Tests**.

3. In the *QuickPen Digitizer Diagnostics* window, click **Setup Digitizer**.

4. In the *Configure Digitizer Controller* window, proceed as follows.
   
   a. Click the **General** tab.
   b. Choose the **Use WinTab drivers/Tablet Works** radio button.
   c. Click **OK**.

   **Tip** – If you have only one screen in the Configure Digitizer Controller window, your installed version of the AutoBid Mechanical software is not up-to-date. You will have to update to the latest version before completing the configuration.

5. A message displays for you to make sure your digitizer is connected properly. Click **OK** and then close AutoBid Mechanical Utilities.

6. Close all programs on your computer and restart your machine.
7. When the computer restarts, you may notice a **Found New Hardware** message in the notification area to the far right of the taskbar. The TabletWorks Control Panel icon displays.

**TabletWorks Control Panel**

1. Double-click on the **TabletWorks** icon.
2. In the **TabletWorks Control Panel** window, clear the **Mouse** checkbox. This enables you to use the TouchPen (stylus) with your digitizer instead of the mouse. Although the mouse feature is available, using both the mouse and TouchPen may cause conflicts.
3. Click **Apply** and then **OK**.

**Serial Port Digitizers**

1. Turn your computer off.
2. Connect the digitizer to your computer according to the directions included with your board.
3. Turn the digitizer power switch to the **On** position.
4. Turn your computer back on. Your system recognizes the new hardware and updates accordingly.

**Note –** Nothing displays on-screen during this process.

Depending on the type of TouchPen you have, it may have a red light near the top end. This is called a proximity light. To determine if the TouchPen and digitizer are communicating, hold the TouchPen above and perpendicular to the active area of digitizer. Move the TouchPen toward the digitizer until the proximity light comes on. This will normally occur when it is within an inch of the digitizer. If the light does not come on, check all connections, including the power supply.

You must now configure your digitizer and stylus (TouchPen) to work with your AutoBid Mechanical software. Refer to **Configure Digitizer**, page 62 for instructions.
Final Digitizer Steps

Before you can use the digitizer with the software, there are some final steps that you must complete. Because your digitizer will only have one of these options, choose the one appropriate to the type you are using.

- Touch the **EST-WIN** button on the digitizer.
  The EST-WIN button on the digitizer causes the digitizer and computer to communicate in the most efficient mode. You will hear four beeps when you choose **EST-WIN**.
- If you have a digitizer that has **SELECT CAD EST RESET** on the top, touch **SELECT+CAD**.
- If you have a digitizer with the **S0123456789** button panel, touch **S04**. This allows the digitizer to communicate with the software.

When you touch these options on your digitizer, you will hear four beeps. This indicates that proper configuration of the digitizer has been established. If you experience problems, contact Technical Support for assistance.

⚠️ **CAUTION** – Do not choose **Reset** at the top of a 5-cell rigid digitizer unless directed to do so by Technical Support. Resetting the digitizer can cause operation and communication problems with the AutoBid Mechanical program.

Test Digitizer

1. Open **AutoBid Mechanical Utilities** once again.
2. Choose **General > Test Digitizer**. Next to the WinTab Connection field, you should now see the message **Connection Successful**.
3. Touch your pen anywhere inside the active area of the digitizer. The Test WinTab Connection window will display your coordinates and position on the board. Click **Close**.
4. Open TakeOff, orient your TouchMenu and align the drawing. You can then process a TakeOff.

For more information on these procedures, see the **TakeOff and Reports** manual or the online help system.
Configure Digitizer

Proceed with the following instructions to configure the digitizer to communicate with your AutoBid Mechanical software system.

Tip – You generally need to set up the digitizer one time. Once the settings are selected, they will remain in place until you manually change them.

1. From the Start menu, choose Programs > AutoBid Mechanical > Mechanical Utilities. The Mechanical Utilities window displays.
2. Choose **Tools > Digitizer Tests**.

The current settings for the digitizer are displayed in the Software Digitizer Configuration pane.
3. Click **Setup Digitizer**. The *Configure Digitizer Controller* window displays.

![Configure Digitizer Controller window](image)

**Tip** – The Digitizer Setup options are preset to the defaults. You do not need to modify these settings *unless* your computer system requires different settings.

4. Complete the following as needed:
   a. **Standard Setup tab**
      
      **Digitizer Type**
      
      If you have more than one type of digitizer installed, choose the digitizer you want to use from the list.
      
      – For most digitizers, the selection will be **GTCO**.
      
      – For Drawing Board III, select **CalComp 9100**.

      **Attached to COM Port**
      
      From the list, choose the appropriate COM Port your digitizer will use. You may need to cycle through the list to locate the port set up for your computer.
b. **On reset, Controller sets Digitizer Mode to**

These settings depend upon what type of digitizer you are using. Choose one of the following options:

**Points**

Choose this option if your digitizer is one of the following:

– Super L series digitizers with the EST-WIN setting
– Roll up digitizers using S04 setting

**Continuous**

Choose this option if your digitizer is one of the following:

– Existing Super LII digitizers with the SELECT/CAD setting
– Older 5 and 5a controllers where you physically change the DIP Switches

c. **On program startup**

Click **Do a full digitizer reset (recommended)**. Additional options are available for selection; however, to make sure your digitizer is working properly every time, Trimble recommends that you select this option.

d. **Options**

Choose one of the following options:

– **After Reset, Force Controller Beep On**
– **After Reset, Force Controller Beep Off**
– **Don’t Set Controller Beep After Reset**
5. Complete the following on the **Advanced Setup** tab

![Configure Digitizer Controller](image)

**Digitizer Tablet**
- Choose **Inches** or **Millimeters**, depending on which units you use.
- Enter the **Tablet Width** of your digitizer.
- Enter the **Tablet Height** of your digitizer.

**Tip** – The above options pertain to the active area of your digitizer and not the total size of the board.

**b. COM Port: Settings**
Do not change this setting from the default.

**Reset Delay ____ Seconds**
Enter the delay from the reset operation to when the digitizer is activated.

**Set to Standard**
Click **Set to Standard** to return all settings to the defaults.
6. Click **OK** when you are done.

7. You will be prompted to reset the digitizer after clicking **OK**. Click **Yes** in this dialog. 

   *OR*

   In the *QuickPen Digitizer Diagnostics* window, choose **Reset Digitizer**. The results of the test are displayed in the Test Results pane.

### Other Digitizer/TouchMenu Options

The *QuickPen Digitizer Diagnostic* window includes additional options that, from time-to-time, may prove helpful when using your digitizer.

#### Reset Digitizer

Choose this button after you have selected the settings for your Digitizer under the **SetUp Digitizer** button. This tests your settings and displays a message if the reset is successful.

#### Tablet Size

Choose this button to view the size of your digitizer tablet.
**Firmware Version**

To view the type of Firmware your digitizer uses, choose this option.

**Diode Dump**

This option should be used with the assistance of Technical Support. Support uses the information produced by this test to assist you with certain problems.

**Orient Menu**

Click **Orient Menu** so the AutoBid Mechanical program recognizes that the menu exists. The *Orient TouchMenu* window displays.

![Orient TouchMenu](image)

Follow the on-screen instructions to complete the orientation of the TouchMenu.
Test Menu

Click **Test Menu** to verify that the TouchPen and TouchMenu are communicating properly. The **Test Menu** window displays.

The TouchMenu is used with the digitizer during TakeOff. Using a TouchPen, you touch cells on the TouchMenu and then points on the drawing. The information is entered into the AutoBid Mechanical database. The TouchMenu is shipped with your digitizer.

Cells on the TouchMenu (TouchBoxes) are named for the various functions they perform.

- Items to take off drawings, such as pipe, fittings, or equipment
- Commands to process TakeOff data, such as printing or saving
- Toggles to change settings, such as turning on and off the automatic calculation of insulation on items.
**TouchMenu**

Other TouchMenu functions include a numeric keypad and arrows that allow you to move the cursor throughout TakeOff. Cells with similar functions are grouped together.

**Mount TouchMenu**

Before you can use the TouchMenu, it must be properly mounted on the digitizer. Complete the following procedures to mount the TouchMenu.

1. Attach the TouchMenu holder frame so it is in the digitizer’s active area. You can use double-sided tape to help you position the frame properly.
2. Place the TouchMenu inside the holder. The graphic below illustrates proper positioning.

You must now configure the digitizer to work with the AutoBid Mechanical program. Proceed to the “Configure Digitizer” on page 79 for instructions.
MobileMenu

The MobileMenu is a legacy portable menu for use with or without a digitizer. This menu is user definable: You can add items, assemblies, or functions to the MobileMenu. (*This menu is a legacy model and no longer available. It has been replaced by the Smart Menu. However, we are providing these instructions for those who already have a Mobile Menu.*)

Tip – The MobileMenu does not require TabletWorks; however, if you are using a USB Digitizer also, it is required.

Connect the MobileMenu

Connect the MobileMenu according to the instructions included when you purchased the menu. *Note:* Always plug in the power cable last. This helps the software recognize signals from the controller to the computer.

If connected properly, the MobileMenu light will flash four (4) times. If you do not see the flashing light, turn the MobileMenu off and check your connections once again.

Tip – If you have trouble getting the MobileMenu to work, touch the digitizer pen to the digitizer to get the signals working.

Activate MobileMenu

After you have attached the MobileMenu to your computer, you must activate it from within the TakeOff module.

1. Open TakeOff and select Digitizer > Use Digitizer Options.
2. In the GTCO Menu Options pane, choose Use MobileMenu.
3. Click OK.

Tip – The MobileMenu and Smart Menu cannot be used at the same time. In order to use the Smart Menu instead of the MobileMenu, you must complete the process above and choose the Use Smart Menu option.
Install MobileMenu

Trimble provides you with files for N-GTO Mobile and Piping MobileMenus. Depending on the type of TakeOff you want to do, you must select the MobileMenu you want to use. This is done from within the TakeOff module.

1. Open TakeOff and select Digitizer > Change Menu.
2. In the Select Menu window, click the MobileMenu tab.
3. Click the menu you want to use in your takeoff.
4. Click Close.

You are now ready to begin using the MobileMenu with your AutoBid Mechanical software.
Online Help/Videos

In this chapter:

- Online Manuals
- Help System
- Video Presentations

Obtaining information is important when you are working in any software package. AutoBid Mechanical provides online documentation and videos that can be accessed from directly within the software.

This chapter explains the organization and content of the documentation. Directions are also included on accessing the documentation.
Online Manuals

The AutoBid Mechanical documentation is organized by topic into the following categories.

- **Installation**
  Contains information on installing AutoBid Mechanical, initial access to the database and installing master data. A hardcopy of this manual is also provided.

- **JumpStart Guide**
  The JumpStart Guide contains exercises that you should complete before you attend the AutoBid Mechanical software training provided by Trimble. A hard copy of this manual is also provided with your software.

- **Master Settings and System Maintenance**
  This manual includes an introduction to the software, system security for the database, detailed information on how to use the AutoBid Mechanical online documentation system. Backing up and restoring AutoBid Mechanical is also explained.

- **Price and Labor**
  Contains the information you need to create price and labor tables, including how to use various compatible pricing services.

- **Projects and Specifications**
  This manual contains the information you need to create a project, including setting up your scopes and specifications.

- **TakeOff and Reports**
  This contains the information you need to process a take off and produce reports.

- **Message Maps**
  This manual provides you with information you need to resolve errors you might receive while running reports in AutoBid Mechanical.

You can access all manuals online from the Help menu in the software. The manual can be viewed on the screen. This allows you to take advantage of the hyperlinks. Hyperlinks are displayed on your screen in *blue italics*. Clicking on *hyperlinks* will take you directly to that information.

Manuals are automatically installed with your AutoBid Mechanical software.
If you do not have Adobe Reader installed, you must install it now. See Adobe Reader, page 36 for instructions.

If you want professionally bound hard copies, see the Permission to Print document in the online help file.

This document contains all the information a printer needs to professionally produce printed and bound manuals. Keep in mind that the manuals are updated all the time. If you print and bind the entire manual, your copy will be obsolete the next time you receive a software update.

Trimble suggests that you follow the instructions included on the following pages to open the online manuals. This will allow you to see how easy it is to use manuals online.

**Manuals from the Start Menu**

To open the online manuals from the Start menu, perform the following steps.

1. Choose the Start and navigate to AutoBid Mechanical > Documentation.
2. Click on the appropriate manual.
Manuals from the Help Menu

To open the online manuals from the Help menu, perform the following steps.

1. In the AutoBid Mechanical main software window, choose Help > AutoBid Mechanical Manuals.

2. Click on the appropriate manual.

Manual Layout

Online manuals are organized into specific topics. The online manuals mirror the help file contents. You can print a single topic from help or several topics from the manuals.

Find Information in the Manuals

There are several methods to find information when using online manuals.

- Check the index for each manual. The topic you want is probably there. If you are unable to locate the topic, try thinking of the topic a little differently. For instance, you might try looking for the word Deleting instead of the word removing.
- Scan the Table of Contents for each manual. Look for the topic you need. The contents are logically arranged for proper use of the AutoBid Mechanical software.

When you open the manual, the Adobe Reader window displays.

- The Navigation Pane is located on the left side of the window. The Navigation Pane displays section, chapter and topic information.
- Use the Hand Tool to click on a topic and the page moves to that topic in the manual.
- Use the Find tool to search for keywords in the online manuals.
- The online manual contains blue references (hyperlinks). Clicking on a hyperlink will immediately take you to the page or topic referenced. Using hyperlinks allows you to navigate quickly through the manuals to find specific information.
Help System

Accessing online help can be done from the AutoBid Mechanical main software window or the AutoBid Mechanical TakeOff window.

You can also press the F1 key in most windows to take you immediately to the help topic.

Video Presentations

The AutoBid Mechanical software includes video presentations that explain certain features and functions of the application. You have the option of installing the videos to your hard drive or viewing them from the Installation DVD-ROM.

Two types of videos are included with the AutoBid Mechanical application.

- The Video Library provides you with information on how to perform certain functions in the software.
- What’s New videos provide you with information detailing how to use new features and commands available in update releases.

Before you can view the videos, you must have either installed the AutoBid Mechanical software or have the Installation DVD available.

See the Master Settings and System Maintenance online manual for detailed information.
9 Online Help/Videos
AutoBid Mechanical Default Password

Admin

Trimble recommends you change the initial password as soon as possible after installation. Doing so will prevent access to the database by unauthorized individuals.
AutoBid Mechanical Default Password