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1. Hardware and Software Recommendations

The following equipment is recommended to install and run DocuBuilder:

1. Recommended configuration
  - Intel-compatible processor, 1 GHz or better
  - Windows™ Vista, XP or 2000
  - 512 (or more) megabytes of RAM
  - 200 MB of available disk space
  - XGA or better monitor (1024 x 768 resolution and matching video card)
  - 600 dpi laser printer
  - Internet Explorer 5.5 or higher (5.0 minimum)
  - High Speed Internet Connection required (for Meter Account)

An online connection is required to purchase a Meter Account or register online.

2. Pre-Installation Checklist

For complete instructions, refer to Chapter 2 of the User Manual, which is on our [web page](#).

- Check to make sure you have enough disk space (200 megabytes recommended).
- If you have purchased a single-user license, you can install it as a network version for access from more than one workstation (but only one at a time).
- Check to make sure the time and date are set correctly on your computer.
- Close all other applications except Windows.
- Make sure your Internet Explorer version is 5.0 or higher.
- You must have administrator rights to perform the installation.

3. Installation, General

- Most users should use the Standalone Installation. If more computers need to run the software than the number of licenses you purchased, then perform a network installation. For a network installation, you must perform a network server installation to the server and then perform a network client installation on each computer you want to be able to run the program. It is recommended that you **perform Network Server installations from a client machine**, not the server, because a reboot is sometimes required after installing. If you install from a client you will only need to reboot the client. If you install from the server,

you will need to reboot the server. Once the server installation has been completed, run the client installation from the DocuBuilder\Client folder on the server at each client.

#### 4. Installation Instructions

- Please refer to 02-install.doc for complete installation instructions which can be found on our [web page](#).
- Close all other applications except Windows.
- Note: If this is an update to a previous version, see notes in Section 7 of this document.
- Double click on the downloaded installation file.
- The DocuBuilder installation will start.
- Click Next to begin the installation.
- Choose the installation type and click the Next button.
- If you choose to install the DocuBuilder files to a directory other than the default that is offered, be certain that you install them to their own folder and not on the root of a drive. When you have the destination directory established, click the Next button.
- Review the choices you have made. Once you are ready to proceed, click the Install button to begin the actual installation.
- Installation should take no more than five minutes; a progress bar indicates the percentage of installation completed.

#### 5. After Installation

- Start the software by clicking on Start, then Programs, then click on DocuBuilder, DocuBuilder from the menu of programs available.
- On new installations you will be asked to input an access key.

#### 6. Registration and Settings (for new installations)

- Before you can access and use the master database, you must set your permissions using a special Access Key.
- Open the program; you will receive a message telling you to enter a valid access key. Click OK.
- The Registration and Settings dialog box should open. If not, click on the Registration and Settings (key) icon or pull down the File menu and click on Registration and Settings.
- If you purchased online or were emailed an Electronic Invoice ID, click on the Register Product Online button. Enter your Electronic Invoice ID. Your software will be registered automatically.
- If you did not receive an Electronic Invoice ID, call Technical Support at 800-282-1423 or 404-365-3999 with the Access ID presented on the Registration and Settings dialog. Enter the Access Key provided by Technical Support and click the Apply button. Now you're in business!

#### 7. Updating from a previous release

- Updating a previous installation: Do not uninstall the previous release. Install the update as if it were a new installation, using the original destination drives and directories. Only updated files will be installed; project files will not be affected. Updates must be performed on the Server and each Client machine. If you install to the same location, you should not need a new Access Key.

- Client Installations at each client must be done from the DocuBuilder\Client folder on the server (after the Network Server installation has been performed.) They cannot be performed from the downloaded installation file.
  - Be sure to install DocuBuilder in the same location where it was installed previously. If you need to move it to a new location, you will need to call for an Unpermit code for the old location and then a new access key for the new location. If you are running DocuBuilder from a file server, you will need to perform the network server installation and also the client installation for each client machine.
8. What has changed in DocuBuilder since release 6.1:
- **New Document** – There is one new document. The new document is ConsensusDOCS 301: Building Information Modeling (BIM) Addendum. This Addendum is intended for use on Projects on which the Project Owner and other major Project Participants have made a commitment very early in the Project planning process to utilize Building Information Modeling (BIM) or virtual design and construction.
  - **AGC Contracts** will be available only to users who have a subscription to the AGC Contracts series and will not be available to Meter Mode users.
  - **Updated Help and Documentation** – Both the Help available in the software and in the written documentation have been updated to include changes in this version. To access Help while in the software, simply click on the *Help* menu. For a new version of the documentation, visit our [web page](#).