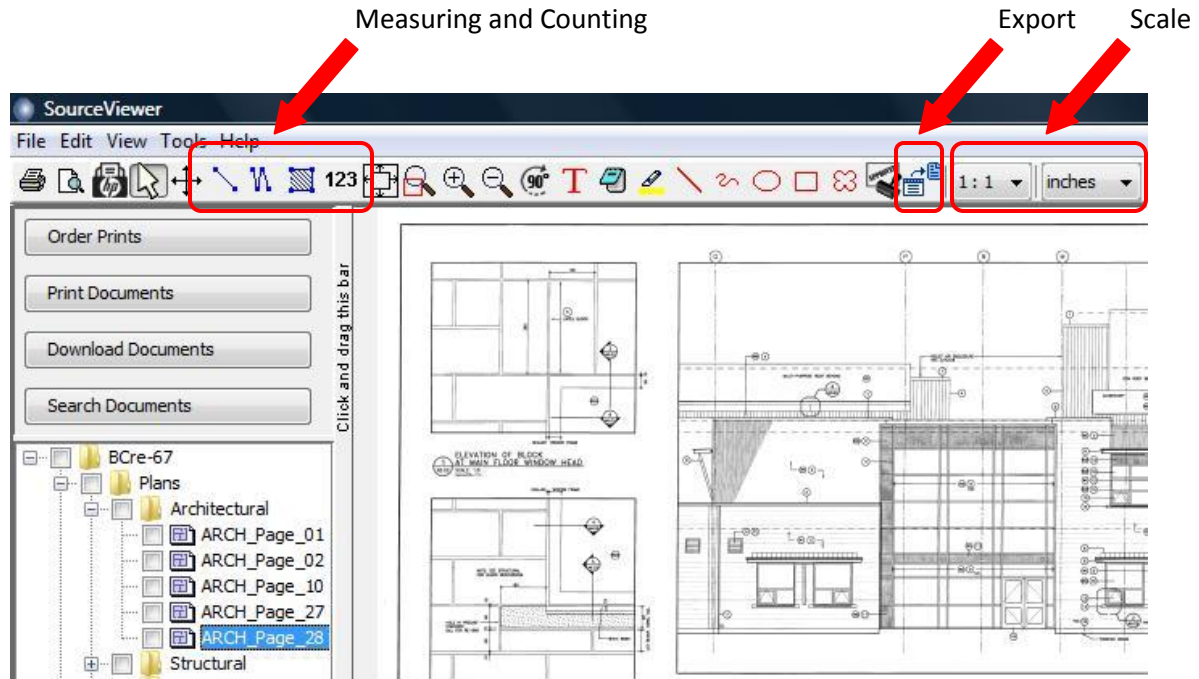


## Online Take-Off Tools



In the SourceViewer, there are six tools that allow you to do an online take-off.





### *Step 1 – Set the Scale*

- The first thing that you want to do when you start your online take-off is to set the scale to match the drawing you are measuring
  1. Click on the arrow beside 1:1 and a drop down will open with all the standard scales as well as an option for a custom scale
  2. Click on the arrow beside inches and a drop down will open with measurement options. Choose how you would like your data to be recorded.

### *Step 2 – Measure and Count*

- Once you have the scale set properly ,you are ready to start your take-off
- There are 4 take-off tools available to you:
  1.  Line Segment – this tool allows you to measure a single line segment. Simply select the tool, click on the beginning then the end of the segment.
  2.  Multi-Line Segment – this tool allows you to measure a multi segment line. Select the tool, click on the beginning of the segment then the next consecutive corners and DOUBLE CLICK on the end of the segment to end your measurement.




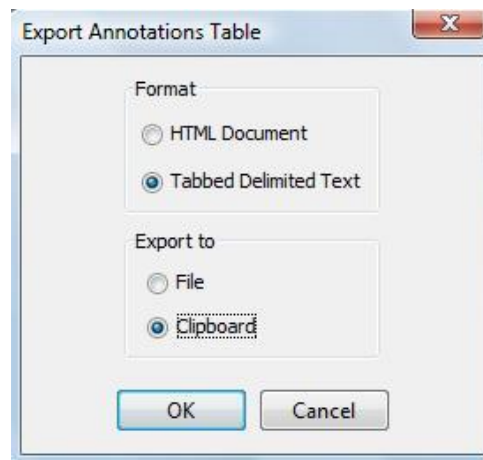
3.  Area – this tool allows you to calculate the area of a space in any shape. Select the tool, click on the first corner of the area you are calculating. Continue clicking on the corners around the perimeter of the area and DOUBLE CLICK on the last corner to end your measurement.
4.  Count – this tool allows you to count items or recurrences without losing track of what you have already counted. Select the tool and click on each of the items you are counting. DOUBLE CLICK on the last item to end the count.

NOTE: As you are measuring and counting, your data is being collected in the table at the bottom of the page. The description column is left blank but is an editable field. Click on the empty cell and enter a description so that you are able to track your measurements.

Owner	Description	Type	Length	Count	Perimeter	Area (units sq)	Scale	Units
You		Measurement	6,225.24				1 : 50	millimeters
You		Measurement	3,705.99				1 : 50	millimeters
You		Measurement	3,802.50				1 : 50	millimeters
You		Measurement	4,302.78				1 : 50	millimeters
You		Polygon		5	30,698.43	44,679,205.00	1 : 50	millimeters
You		Count		9			1 : 50	millimeters
You		Count		3			1 : 50	millimeters

### Step 3 – Export your Information

- Now that your take-off is finished, or you're just finished for now, you can export your data into an excel spreadsheet for convenient use and reference.
1.  Export Annotations – select this tool and a dialog box will open with options for how to export your data.



2. Select the combination that best suits your needs and click OK
  - To export your data to a spreadsheet, select
    - Tabbed Delimited Text
    - Clipboard
  - Open your spreadsheet software (ie: Excel)
  - Paste the data in the spreadsheet

