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1. Hardware and Software Recommendations

The following equipment is recommended to install and run DocuBuilder:

- Intel-compatible processor, 1 GHz or better
- Windows™ 7, Vista or XP
- 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 chapter 2 of the User Manual 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.

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 or Invoice ID.
- 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 6.4:
- **New Documents**
 - **703: Standard Purchase Agreement for Noncommodity Goods by a Constructor**
A standard purchase agreement between a Constructor and an equipment manufacturer for noncommodity goods, which may include some installation labor. This document replaces the previous 702 document, which has been removed.
 - **Exhibit E to ConsensusDOCS 725, Insurance Provisions**
This document provides a standard exhibit of insurance provisions to be used in conjunction with the ConsensusDOCS 725 Subsubcontract Agreement.
 - Logos have been updated to incorporate new endorsing organizations.
 - Documents that have significant changes include 200, 205, 221, 240, 245, 410, 420, 500, 721, 750 and 751.
 - By default, all new ConsensusDOCS documents will use the term *Constructor* in place of *Contractor*, and the term *Design Professional* in place of the term *Architect/Engineer*. If you have changed either of these terms in the Summary Info dialog box of your DocuBuilder project, your changes will remain. If you have not changed these terms in your project, then they will be changed automatically to reflect the new terms. If you do not update your contract to the current version, you will need to edit the terms in the Summary Info dialog box to coordinate with the terms used in the contract.. The AGC Contracts continue to use *Contractor* and *Architect/Engineer*, although they are no longer global terms.
 - Other notes on updating documents from a previous version. When you open a document from a previous version, you can choose to update it to the new master. If you do not update it, it will not change. If you do update it, the following will happen:
 - Paragraphs with changes will have a rust color background in the S (status) column.
 - Master paragraphs in your project that have been edited in the master are replaced with the new text.
 - Paragraphs that have been added to the master appear in your project but are not selected. They have an X in the S column and no icon in the O (origin) column. To include them in your document click on the X in the S column to remove the X.
 - Paragraphs that have been removed from the master remain in your project, but they are excluded by an X in the Status column and have been converted to user paragraphs so that you can remove them. They will have a blue icon in the O column. Click on the paragraph and then click on the X in the toolbar to remove the paragraph from the document completely. If the paragraph includes a master paragraph below it, you will need to demote the removed paragraph before you can delete it.
 - Paragraphs you have added to the project are unaffected.
 - Paragraphs you have edited continue to appear as you have edited them.
 - If you have edited a paragraph that has been changed in the master, the Document Comparison report will compare your edited text to the new master paragraph.
 - Project notes you have added to any paragraphs in the project are unaffected.
 - New links in the master are implemented.

- New Meter Mode purchases and replenishments will expire after one year. If you replenish your meter within that year, the amount remaining in your previous meter will be added to the new meter amount and the clock starts over.
- **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](#).