

WinEx Master™: Quick Start Guide

Before you get started: Optimizing your Takeoff Experience

1. Familiarize yourself with the Plan before getting started.
2. What are the highest and lowest elevations on the Plan?
3. Does the Plan include an overall Site Plan? If there are multiple sheets with match lines use PlanBuilder to stitch together multiple pages to create a single page Site Plan (Requires WinEx Master).
4. Are all the pages of a multipage PDF needed to do the takeoff? If not consider saving the file under a different name, then use a PDF editor to remove unnecessary pages. Excess pages can take longer to load.
5. Decide where you want to save the drawing and takeoff file while you are working on them. The drawing and takeoff files should be saved on the local drive prior to making any significant changes. The files can be saved over a network drive later but, while using WinEx Master, file access and refresh rates will be best if accessing from the local drive.

Getting Started: Opening your First Drawing

1. Click the **File** menu and select **New** from the drop down list.
2. Select **On Screen Mode** and click **Ok**.
3. The **Select Drawing File** dialog box will appear. Select the location of the drawing file you wish to use and click **Ok** or **Open**. (Even if you have a CAD file starting from a PDF is easiest.)

The Basic Functions:




Starting a Scale:

1. **Right click** the mouse anywhere on the canvas then proceed to **left click** the very first option “**Set Scale / Start Job**” or go to **Options** then select **Set / Convert Scale**.
2. Then select “**Use dimension line of known distance on drawing**”. After selecting you will be prompted to select the two end points of the scale. Notice the cursor changes to a **pencil**.
3. Select the beginning and end points of the scale and enter the length when prompted.

Setting a Limit of Disturbance (Total Work Area):



1. If you have just set the scale you will automatically be prompted to enter the Limit of Disturbance / Total Work Area. Type the name of the **Total Work Area** and **left click Ok**.
2. Your cursor will change to a **pencil**. Trace out the boundary of this region by **left clicking** points or press **left click** and hold the **left** mouse button down and drag it along a line to trace the line.
3. **Please note:** Proposed work cannot be placed outside of this region.

Entering Topo/Contour Lines:



1. First, go to our Topo Speed-Button  and then choose either existing or proposed.
2. Enter the elevation when prompted.
3. Press **Ok**, your cursor will change to a **pencil** and LineTracker™ will be activated.
4. **Left click** points **or** press **left click** and hold the **left** mouse button down and drag it along a line to trace the line.
5. If your contour lines occur at regular elevation intervals be sure to hit the **Next Elevation**  or the **New Elevation**  Speed Button.

Entering Pads:

Note: Use PADS for any region/pad that has a constant elevation surface. Use REGION if the surface is NOT constant.

1. Select the Pads Speed Button .
2. Once selected you will be prompted to choose between existing or proposed. Choose and **click Ok**.
3. Choose the elevation, along with the Color and Line Style for shading.
4. Name the Pad and **click Ok**.
5. **Left click** points **or** press **left click** and hold the **left** mouse button down and drag it along a line to trace the line. Do **not** close it because the first and last points you entered will automatically be closed when you hit the Finish Speed-Button .
6. See the User Manual or Features: Quick Guide for more information about Pads and their sub-options.

Entering Regions:

1. **Left click** the Region Speed Button .
2. Choose a **Region with Subgrades** or a **Do Not Disturb Region**. (A Do Not Disturb Region will zero out Cut/Fill within the highlighted area.)
3. Name the Region, choose a line color and style then click **Ok**.
4. Trace the boundary by **left clicking** points **or left click** and hold the **left** mouse button down while dragging it along a line. Do **not** close it because the first and last points you entered will automatically be closed when you hit the Finish Speed-Button .
5. See the User Manual or Features: Quick Guide for more information and the Region types and sub-options.