

Digital Vault: 713.579.1234 • Fax: 713.966.8525 • vault@aecomplex.com • www.aecomplex.com/digitalvault

Activity will be billed at the end of the month unless you have requested and filled out a subscription form.

Step 1: Download a free version of On-Screen Takeoff by:

- 1) Typing this link into your web browser: www.aecomplex.com/osto
- 2) Click **Open**
- 3) Follow the Wizard to install
- 4) Accept all defaults as you follow through the Wizard

Note: This will automatically change your viewer to OSTO.

To change it back simply locate a TIF file and right click. Choose **Open with** and select the program you would like to use. Check the box next to **Always use the selected program to open this kind of file**. Click **OK**.

Step 2: Access a project as if you were going to place an order.

Step 3: Click on the **Details** tab.

Step 4: Click on **Create Takeoff**.

Step 5: Click **Open** from the file download box. You have now entered On-Screen Takeoff.

Step 6: Download a file (located on the left side of the OSTO screen) by right clicking on the file and selecting **Download**. Be careful not to select **Download All** unless you want to download and be charged for every file associated with that project.

Step 7: Select the appropriate scale from the drop down menu in the tool bar.

Step 8: Zoom in on the area to be measured.

Step 9: Select your measuring tool. There is a linear tool and a square foot tool in the tool bar.

Step 10: If you need assistance on creating a takeoff, please login to www.oncenter.com for instructions on how to use this service.

For more information regarding this service, please log onto to www.aecomplex.com.