Step-by-Step Instructions

Special Notes

· This download is not recommended for those with dial-up Internet service. You can contact AIA Contract Documents Technical Support to have a CD mailed to you. Please send an e-mail with your street address to docstechsupport@aia.org.

· Make sure that you install the software on the computer that will use the software.

· All e-mail correspondence, including the Order Number/Password which is needed to activate the software, will be sent to the e-mail address of the customer ID number given.

· Please keep a copy of the e-mail confirming your purchase of the software for your files. You will need to refer to this when addressing issues concerning your software.

Download Instructions (Step 1 of 3)

Click the download button. This will link you to the Documentation page. Read the important instructions on this page. When you are ready, click on the green Download Software button. A pop-up window will contain information about the file download

· *choose* **save**

A pop-up window will ask you to select the location of the downloaded file on your PC

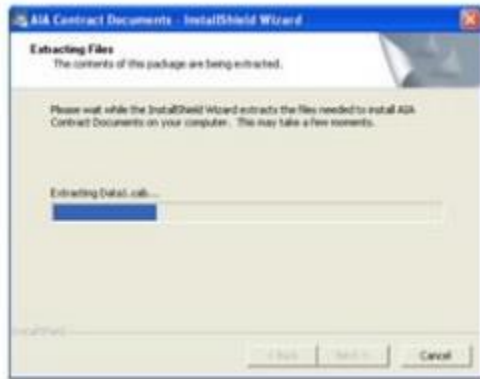· *select* the location for the saved file
· *click* **save**

The file will be downloaded into the folder that you selected.

Installation Instructions (Step 2 of 3)

Go to the folder on your PC where you downloaded the installation file and double-click on the AIAContractdocuments.exe file.

The **InstallShield Wizard** will extract the files. This window will close automatically after the files have been extracted. Select **Yes to All** if a prompt asks you whether you want to overwrite earlier setup files.

An installation requirements test is performed to make sure your system will support AIA Contract Documents software; click **Continue**.
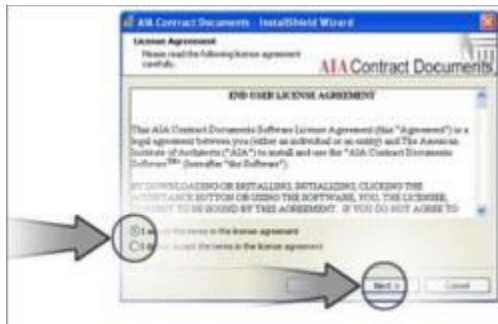

Welcome to the InstallShield Wizard! This will guide you through the process required to install your new software
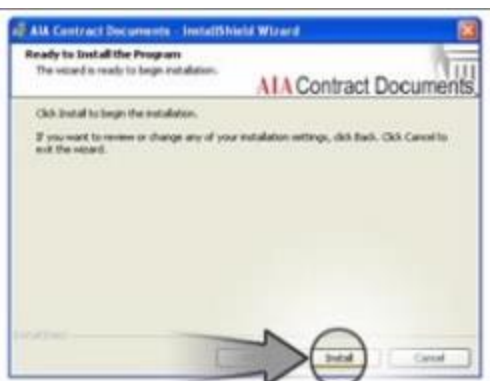
· *click* **Next**

· *read* the **End User License Agreement**
· *choose* **I accept the terms in the license agreement.**
· *click* **Next**

· *choose* **Typical** for your setup type
· *click* **Next**

· *click* **Install**

Please wait for Windows to install your downloaded software

· *choose* **Launch the program**
· *click* **Finish**

Activation Instructions (Part 3 of 3)

View License Info
· *click* **Next** to purchase a license for your software
An email will confirm your purchase. Be sure to make a note of your order number and password

By clicking **View License Info** in the previous window, a pop-up will display the license information for your software
· *click* **Close**

If you have purchased your license and received your **order number** and **password**, to activate your software
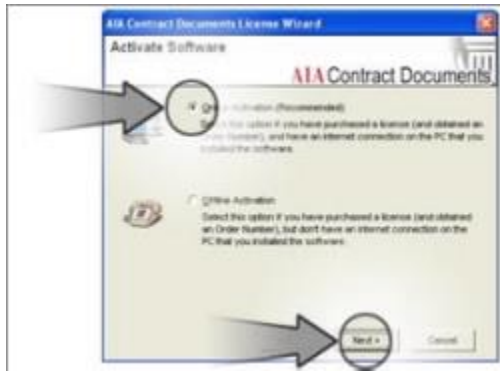· *choose* **Yes**
· *click* **Next**
If you have not purchased your license

· *choose* **No**
· *click* **Next**

· *choose* **Online Activation** (recommended)
· *click* **Next**

After you have purchased the license for your software:

· *input*:
Order Number
Password
First Name
Last Name
E-mail address

· *click* **Next**

Offline Activation

· *call*
1-800-942-7732

Our Customer Support Representatives will send you an activation file.

Getting Started
Your software includes a 10-minute Flash demo, Software Help, and Document Instructions. A free web based tutorial is also available at AIA.org to help you learn about the software.