

## Contents

<b>Merging Two or More Estimator Files</b> .....	1
Before Merging.....	1
Copying Groups to the Project Estimate.....	2
Copying Bid Items to the Project Estimate.....	3
<b>Change Source Catalog</b> .....	5

## Merging Two or More Estimator Files

This guide was made for Estimator 2.12a-1. Structure estimates are expected to be the main type of estimate being merged into project estimates. This guide could be used to combine any number of estimates developed by multiple designers into one project estimate.

### Before Merging

- **Both the project estimate and the structure estimate need to have the same source catalog. To change the source catalog of an estimate, see the [Change Source Catalog](#) section of this document.**
- **Verify that all structure estimate prices are rounded or retyped. Any regression prices in the structure estimate will be changed with prices of regression models from the project estimate. Ad hoc prices will not be altered.**

### Copying Groups to the Project Estimate File

1. Open the project and structure estimates (file extension .est).
2. In the structure estimate, copy the category (group) to be copied into the primary estimate, see Figure 2-1 below.
  - a. Select and right-click the category (group) from the Tree view to be copied into the project estimate.
  - b. Select Copy.

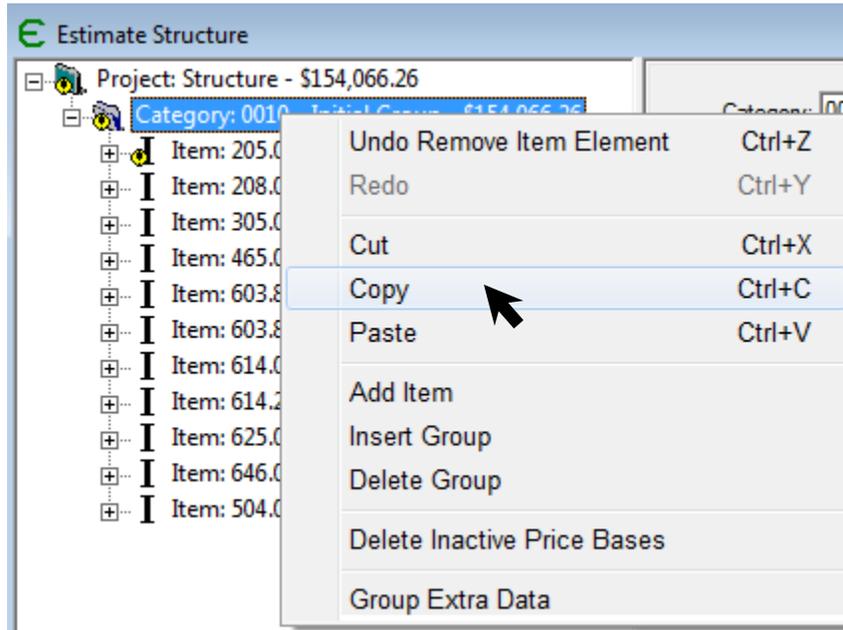


Figure 2-1: Copy Group

3. In the project estimate, paste the copied category (group), see Figure 2-2 below.
  - a. Select and right-click the Project in the Tree view, receiving the structure group.
  - b. Select Paste.

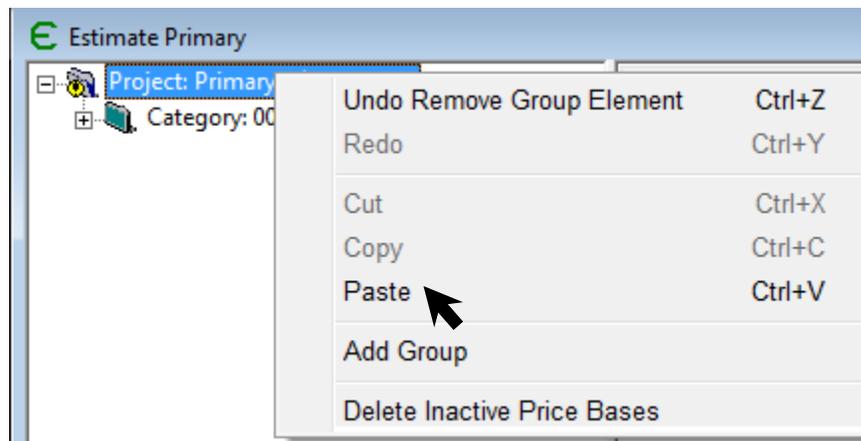


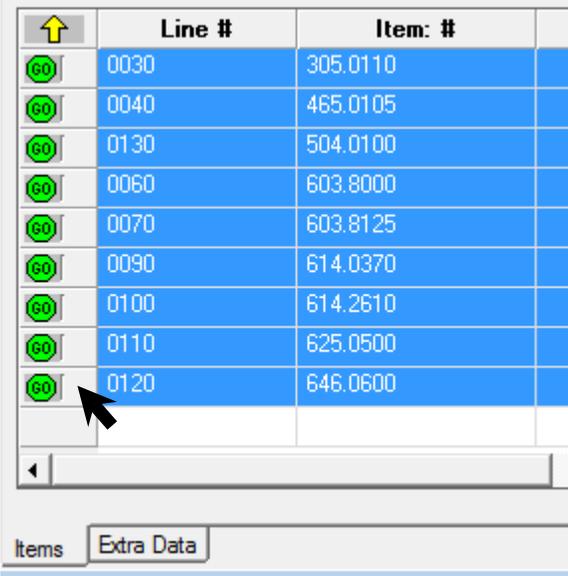
Figure 2-2: Paste Group

4. Verify that all structure bid items were copied correctly.
  - a. Don't forget to check that the group total amounts are the same if they need to be.
5. Save the project estimate.

## Copying Bid Items to the Project Estimate File

The following steps are meant to add all items for a structure estimate into the project estimate. These steps could also be used to combine two files or two categories into one category.

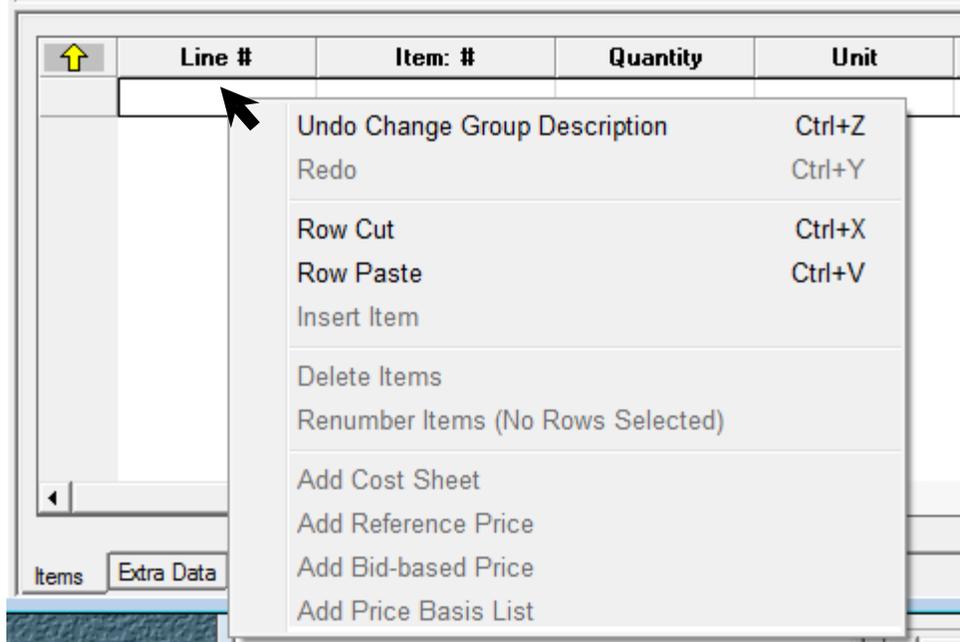
1. Open the project and structure estimates (file extension .est).
2. In the project estimate, add the structure category (group).
3. In the structure estimate, select the rows from the Grid view to be copied into the project estimate.
  - a. To select a row, click the cursor between the “Go” symbol and the Line # column, see Figure 1-1 below.
  - b. Select the first row of bid items to be copied.
  - c. Scroll down to the last bid item.
  - d. Hold Shift and select the last row of bid items to be copied.



	Line #	Item: #	
60	0030	305.0110	
60	0040	465.0105	
60	0130	504.0100	
60	0060	603.8000	
60	0070	603.8125	
60	0090	614.0370	
60	0100	614.2610	
60	0110	625.0500	
60	0120	646.0600	

**Figure 1-1: Selecting Rows**

4. Copy the selected rows.
  - a. Move the cursor over one of the columns.
  - b. Right-click and select Row Copy.
5. Paste the copied rows into the Grid view for the structure Group of the project estimate, see Figure 1-2 below.
  - a. Move the cursor over the first row under one of the columns.
  - b. Right-click and select Row Paste.



**Figure 1-2: Pasting Rows**

6. Verify that all structure bid items were copied correctly.
  - a. Don't forget to check that the Group total amounts are the same if they need to be.
7. Save the project estimate.

## **Change Source Catalog**

1. In Estimator with the estimate open, Edit -> Estimate Options
  - a. In the Estimate Options window, press the Catalog drop-menu and select the relevant catalog.
  - b. Click OK.
2. Save the estimate.