



THE AMERICAN INSTITUTE
OF ARCHITECTS

AIA Contract Documents Software Update – May 2009
New Software Functionality Makes Managing Documents Easier Than Ever
Software Frequently Asked Questions

Q1. What is available in the new May 2009 software update?

A. This latest software update includes four functionality improvements for even greater ease of use:

View and manage projects and documents in one place

- Easily create project folders and subfolders from one screen to improve organization
- View active and archived documents from one source
- Quickly filter, sort, edit or store active and archived documents and projects more effectively

Use Microsoft® Excel functionality in several G-series forms

Quickly import information from these existing forms and automatically update values and calculations. Easily edit and share copies of the following Excel formatted documents:

- G702™-1992 Application and Certificate for Payment
- G703™-1992 Continuation Sheet,
- G702™ CMA-1992 Application and Certificate for Payment
- G722™ CMA-1992 Project Application & Project Certificate for Construction
- G723™ CMA-1992 Project Application Summary

Create documents easily using a Data Dialog

- Data Dialog make it easy for users to complete needed fields in documents
- Dialogs interact with the document so information entered in the dialog is automatically recognized in the document and vice versa.
- It recognizes and alerts users when project information in an active document varies from existing project information.
- Data Dialog launches when you open a draft document. If you prefer to work in the draft document only simply close the Data Dialog and complete the draft as you normally would.

Save a favorite draft document as a custom template in one click

- Favorite edits, clauses and custom information can be regularly reused quickly by creating a custom template. Simply right click on a draft document and select *Customize as Template*. You'll be prompted to provide a new template name and all existing project Information will be removed from the document.

Q2. How are current software users notified of new updates and software releases?

A. The AIA sends all current users a notice via e-mail with detailed instructions on how to update the latest version of the software each time a new update becomes available. Additionally, all future renewal notices will be amended to provide notice of the update. Finally, the AIA Web site will provide details on the latest update.

Q3. Who should download the updated version?

A: All users who have earlier versions of AIA software, e.g., versions 3.5 and earlier, should download and install the 4.0 update to obtain the new software enhancements.

Q4. Is there a price increase for the May 2009 software update?

- A. No. The update is available to current users at no extra charge and there is no software price increase for new customers. The updated software will also not alter the period of time or the number of document units remaining on existing licenses.

Q5. Where can I download the latest update?

- A. To download the latest AIA software, please visit <http://www.aia.org/contractdocs/AIAS076507>

Q6. Where can I purchase the latest AIA Contract Documents in paper format?

- A. Paper format documents are available at many distributors nationwide. To locate a distributor near you, please visit <http://www.aia.org/contractdocs/purchase/index.htm>

Q7. Can I purchase paper versions of AIA Contract Documents through Documents on Demand eShop?

- A. The Documents on Demand partner has discontinued this service. In the coming months we should have details on a new and improved Documents on Demand service.

###