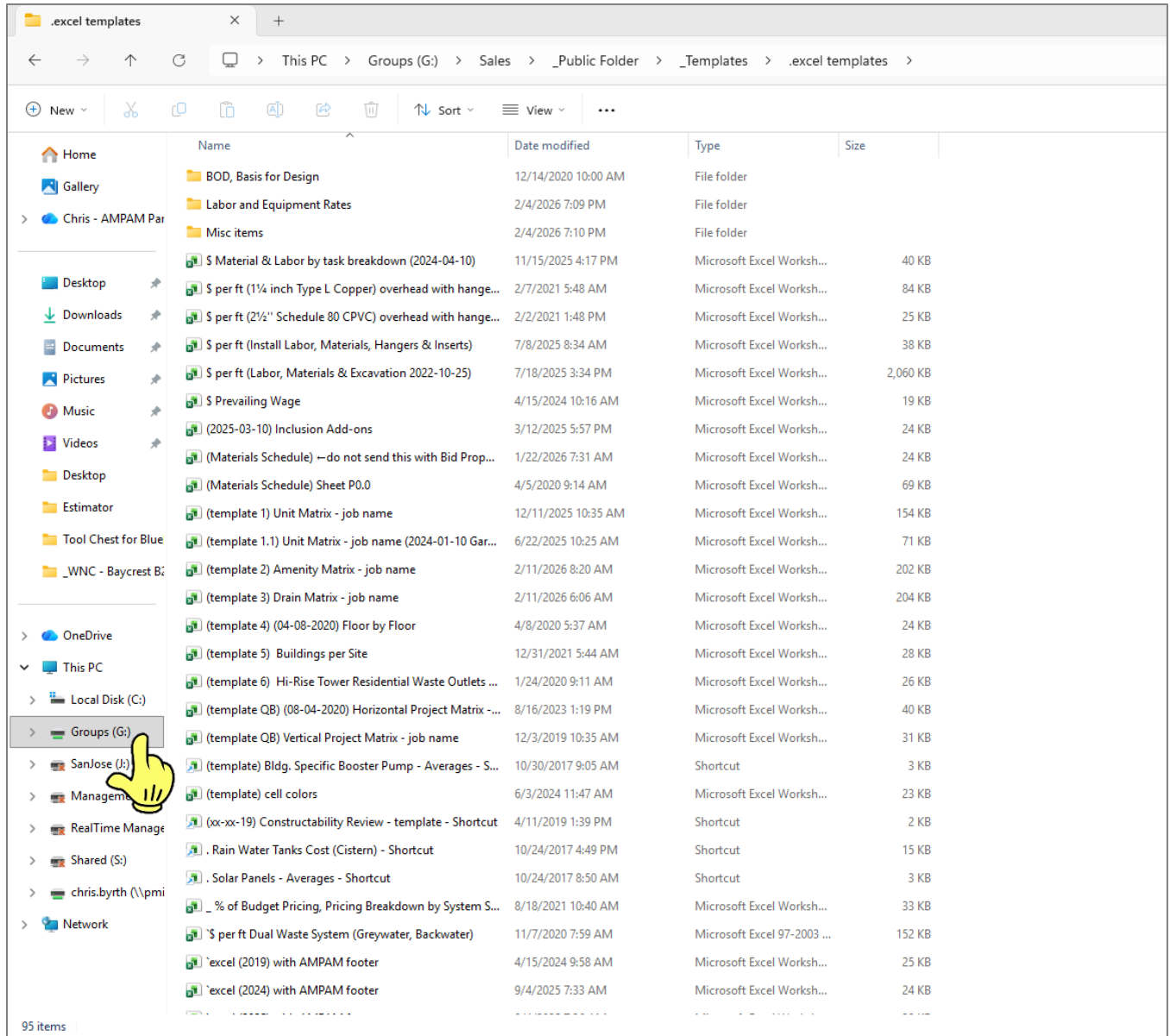


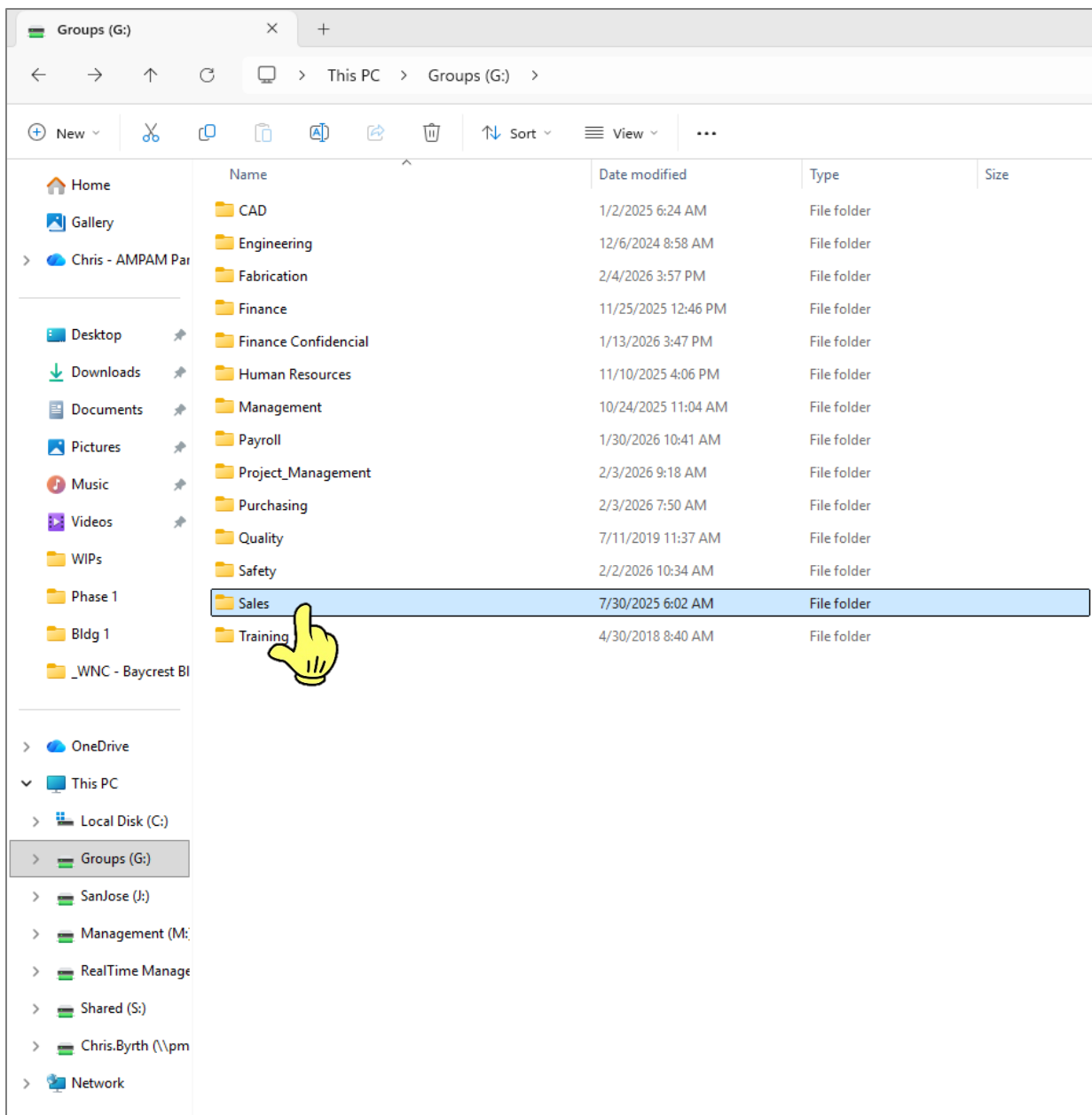
Estimator Training: Extract PDFs for Take-Offs

Extracting PDFs for Take-Offs

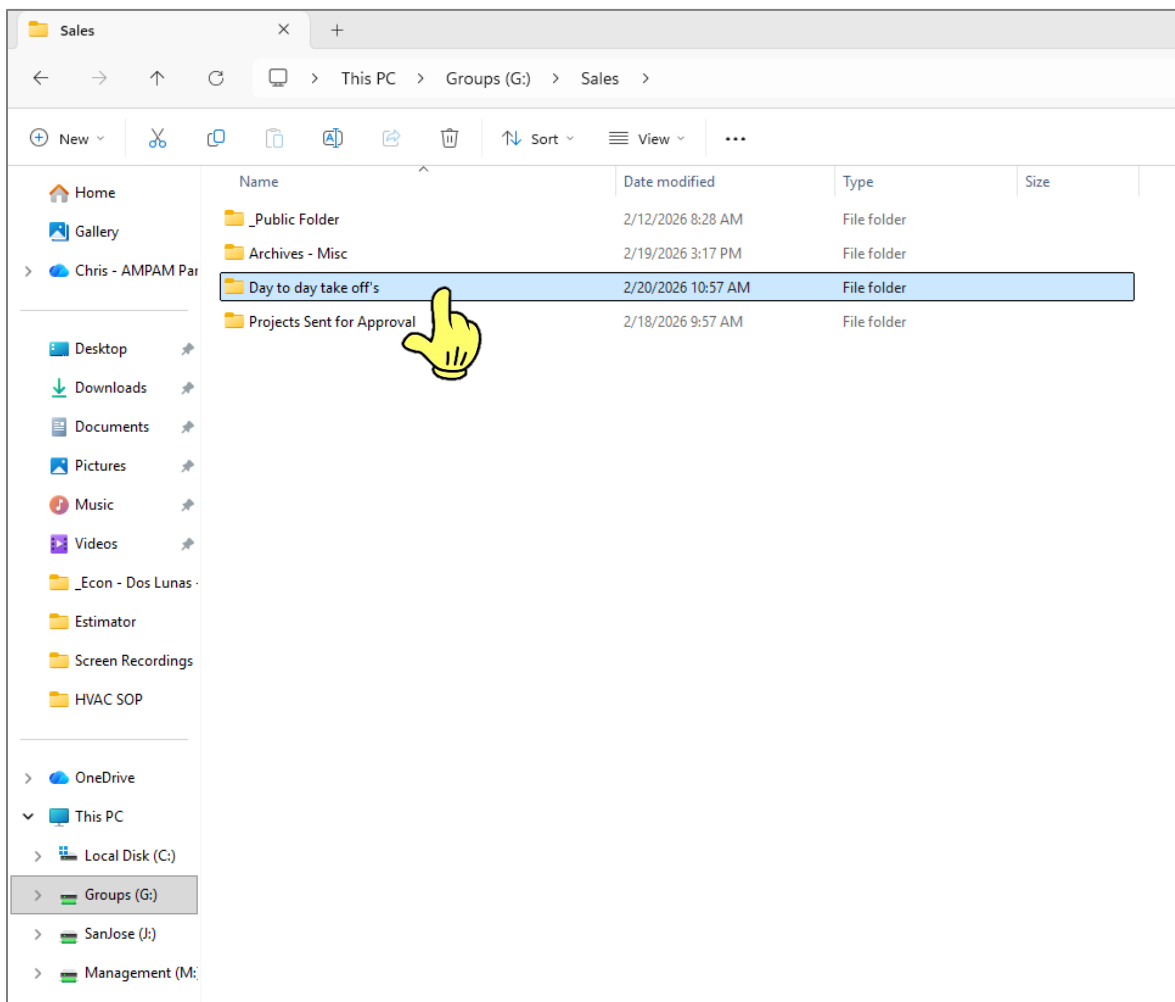
1. Select Groups (G:)drive



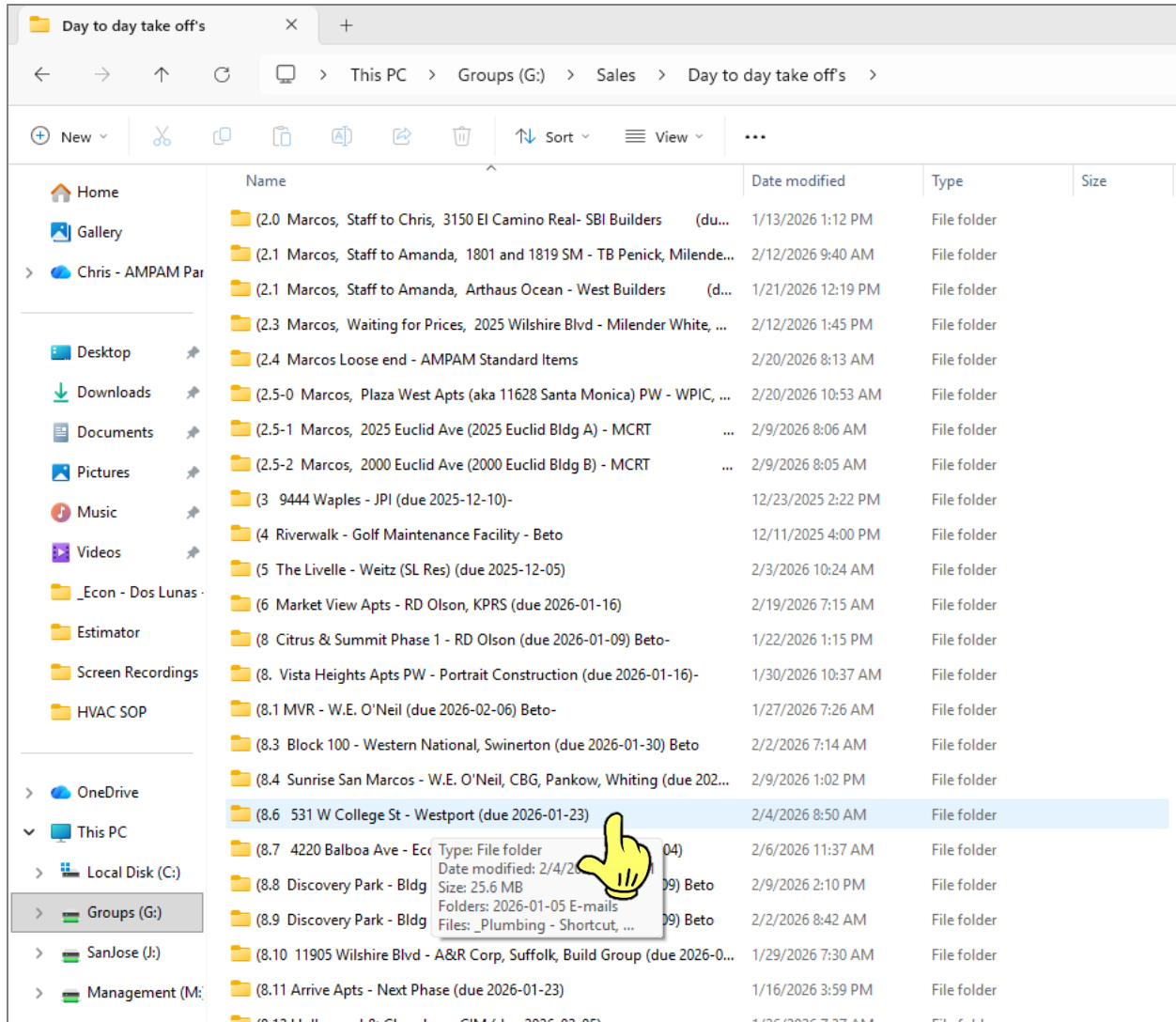
2. Select Sales folder



3. Select Day to day take off's folder



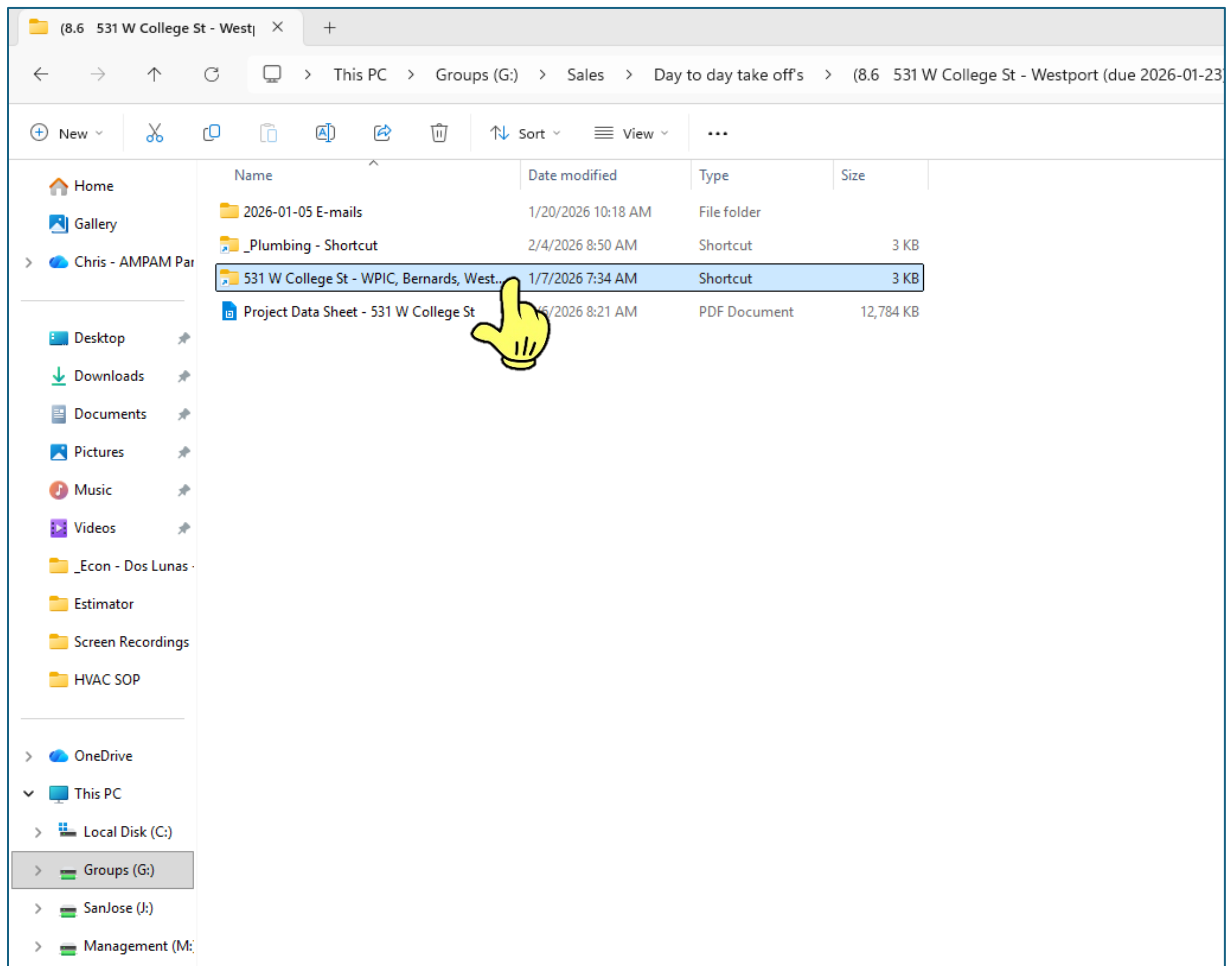
4. Select Project folder



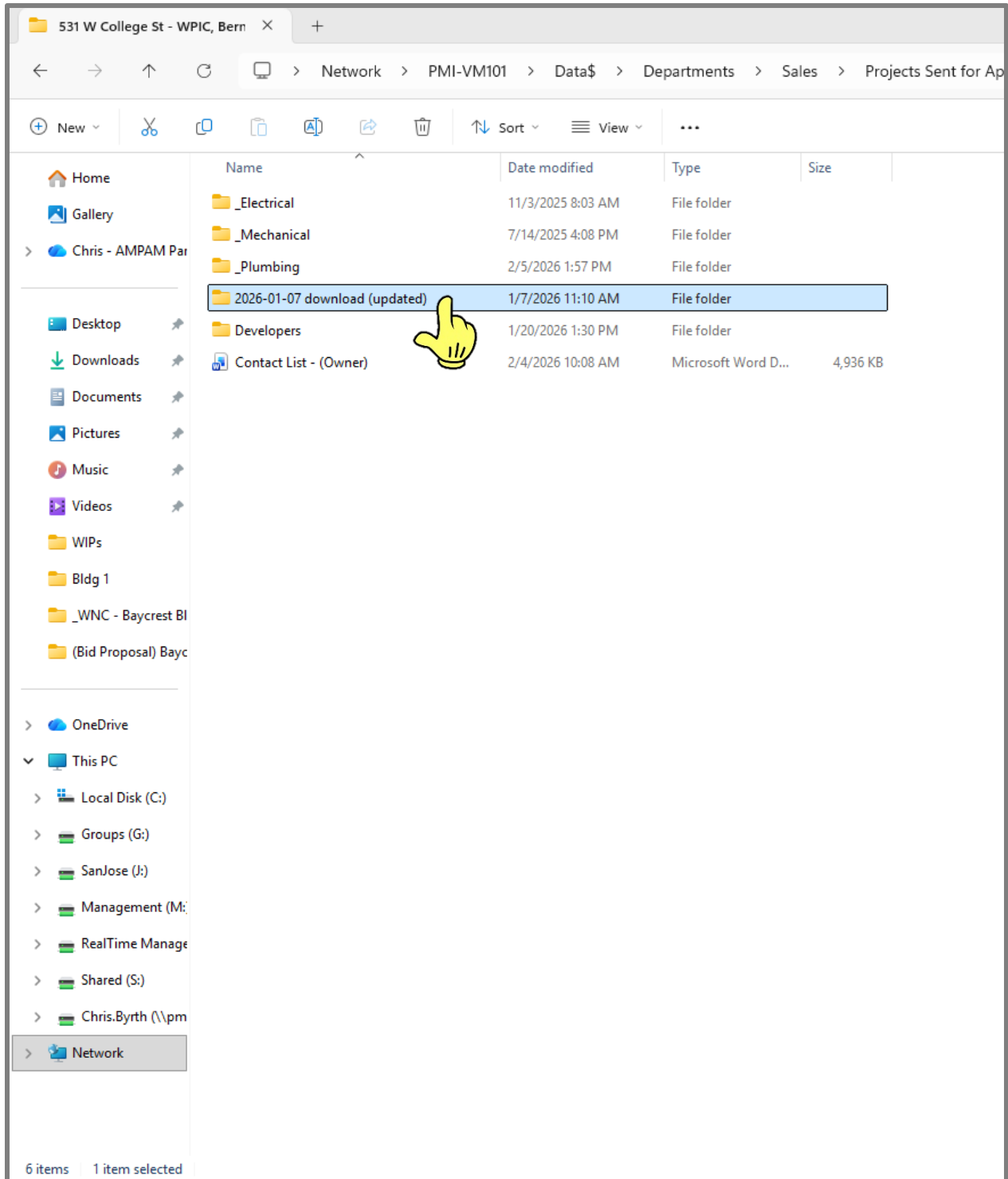
The screenshot shows a Windows File Explorer window titled "Day to day take off's". The address bar shows the path: This PC > Groups (G:) > Sales > Day to day take off's. The left sidebar shows the navigation pane with "Groups (G:)" selected. The main pane displays a list of folders with columns for Name, Date modified, Type, and Size. A yellow hand cursor is pointing to the folder "(8.6 531 W College St - Westport (due 2026-01-23))". A tooltip is visible over the cursor, showing details for the folder.

Name	Date modified	Type	Size
(2.0 Marcos, Staff to Chris, 3150 El Camino Real- SBI Builders (du...	1/13/2026 1:12 PM	File folder	
(2.1 Marcos, Staff to Amanda, 1801 and 1819 SM - TB Penick, Milende...	2/12/2026 9:40 AM	File folder	
(2.1 Marcos, Staff to Amanda, Arthaus Ocean - West Builders (d...	1/21/2026 12:19 PM	File folder	
(2.3 Marcos, Waiting for Prices, 2025 Wilshire Blvd - Milender White, ...	2/12/2026 1:45 PM	File folder	
(2.4 Marcos Loose end - AMPAM Standard Items	2/20/2026 8:13 AM	File folder	
(2.5-0 Marcos, Plaza West Apts (aka 11628 Santa Monica) PW - WPIC, ...	2/20/2026 10:53 AM	File folder	
(2.5-1 Marcos, 2025 Euclid Ave (2025 Euclid Bldg A) - MCRT	2/9/2026 8:06 AM	File folder	
(2.5-2 Marcos, 2000 Euclid Ave (2000 Euclid Bldg B) - MCRT	2/9/2026 8:05 AM	File folder	
(3 9444 Waples - JPI (due 2025-12-10)-	12/23/2025 2:22 PM	File folder	
(4 Riverwalk - Golf Maintenance Facility - Beto	12/11/2025 4:00 PM	File folder	
(5 The Livelle - Weitz (SL Res) (due 2025-12-05)	2/3/2026 10:24 AM	File folder	
(6 Market View Apts - RD Olson, KPRS (due 2026-01-16)	2/19/2026 7:15 AM	File folder	
(8 Citrus & Summit Phase 1 - RD Olson (due 2026-01-09) Beto-	1/22/2026 1:15 PM	File folder	
(8. Vista Heights Apts PW - Portrait Construction (due 2026-01-16)-	1/30/2026 10:37 AM	File folder	
(8.1 MVR - W.E. O'Neil (due 2026-02-06) Beto-	1/27/2026 7:26 AM	File folder	
(8.3 Block 100 - Western National, Swinerton (due 2026-01-30) Beto	2/2/2026 7:14 AM	File folder	
(8.4 Sunrise San Marcos - W.E. O'Neil, CBG, Pankow, Whiting (due 202...	2/9/2026 1:02 PM	File folder	
(8.6 531 W College St - Westport (due 2026-01-23))	2/4/2026 8:50 AM	File folder	
(8.7 4220 Balboa Ave - Ecc	2/6/2026 11:37 AM	File folder	
(8.8 Discovery Park - Bldg	2/9/2026 2:10 PM	File folder	
(8.9 Discovery Park - Bldg	2/2/2026 8:42 AM	File folder	
(8.10 11905 Wilshire Blvd - A&R Corp, Suffolk, Build Group (due 2026-0...	1/29/2026 7:30 AM	File folder	
(8.11 Arrive Apts - Next Phase (due 2026-01-23)	1/16/2026 3:59 PM	File folder	
(8.12 Hollywood & Cheeser...	1/26/2026 7:37 AM	File folder	

5. Select the Project Shortcut folder



6. Open “Download” folder

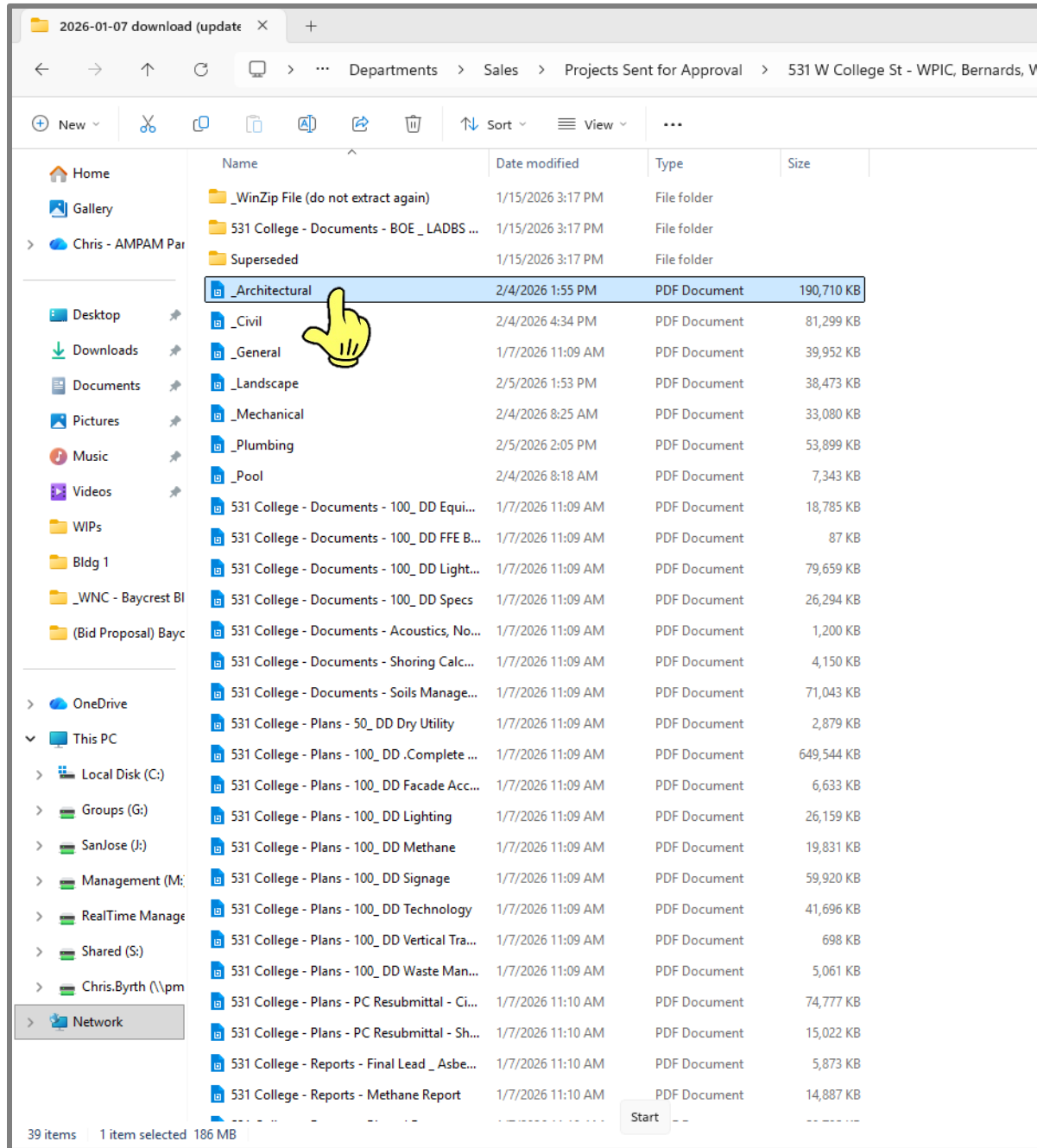


The screenshot shows a Windows File Explorer window with the address bar displaying the path: Network > PMI-VM101 > Data\$ > Departments > Sales > Projects Sent for Ap. The left sidebar shows the navigation pane with 'Network' selected. The main pane displays a list of folders and files:

Name	Date modified	Type	Size
_Electrical	11/3/2025 8:03 AM	File folder	
_Mechanical	7/14/2025 4:08 PM	File folder	
_Plumbing	2/5/2026 1:57 PM	File folder	
2026-01-07 download (updated)	1/7/2026 11:10 AM	File folder	
Developers	1/20/2026 1:30 PM	File folder	
Contact List - (Owner)	2/4/2026 10:08 AM	Microsoft Word D...	4,936 KB

A yellow hand cursor is pointing to the folder '2026-01-07 download (updated)', which is highlighted in blue. The status bar at the bottom indicates '6 items' and '1 item selected'.

7. Locate “Architectural Plans”



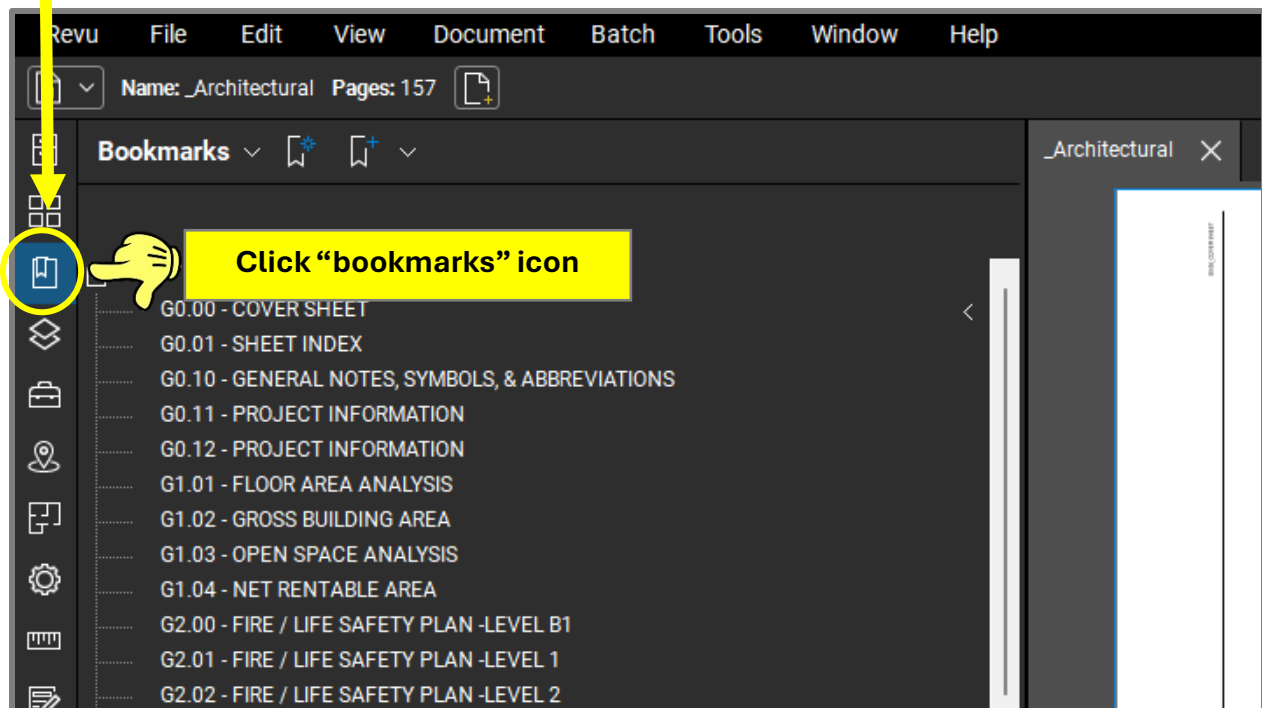
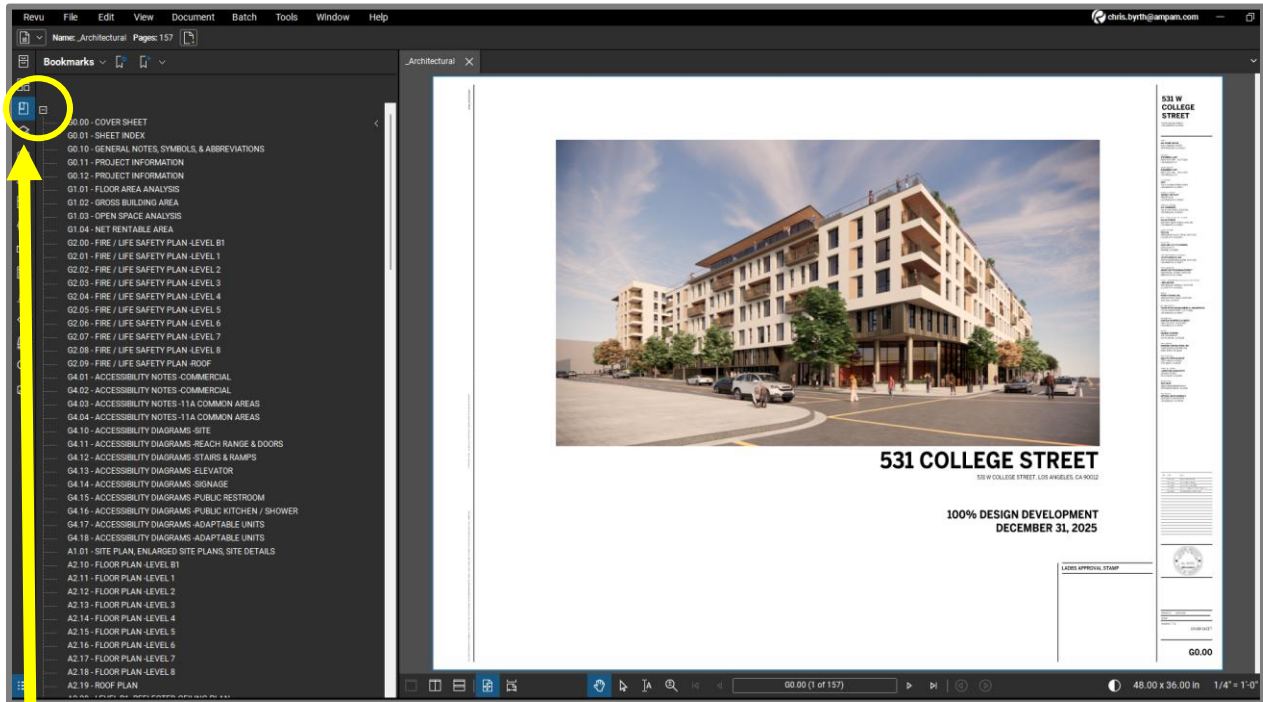
The screenshot shows a Windows File Explorer window with the following details:

- Address Bar:** 2026-01-07 download (update) > Departments > Sales > Projects Sent for Approval > 531 W College St - WPIC, Bernards, V
- Navigation Pane (Left):** Home, Gallery, Chris - AMPAM Par, Desktop, Downloads, Documents, Pictures, Music, Videos, WIPs, Bldg 1, _WNC - Baycrest Bl, (Bid Proposal) Bayc, OneDrive, This PC, Local Disk (C:), Groups (G:), SanJose (J:), Management (M:), RealTime Manage, Shared (S:), Chris.Byrth (\\pm), Network.
- File List Table:**

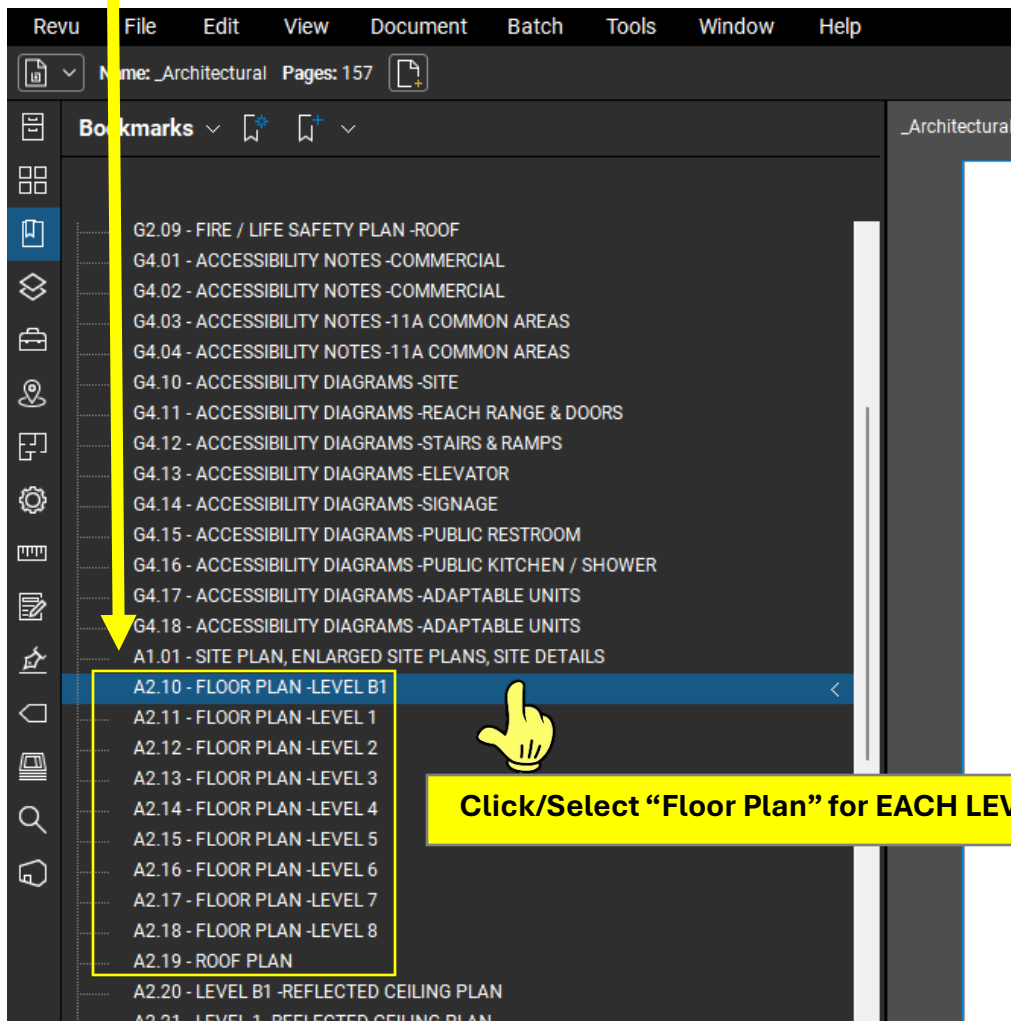
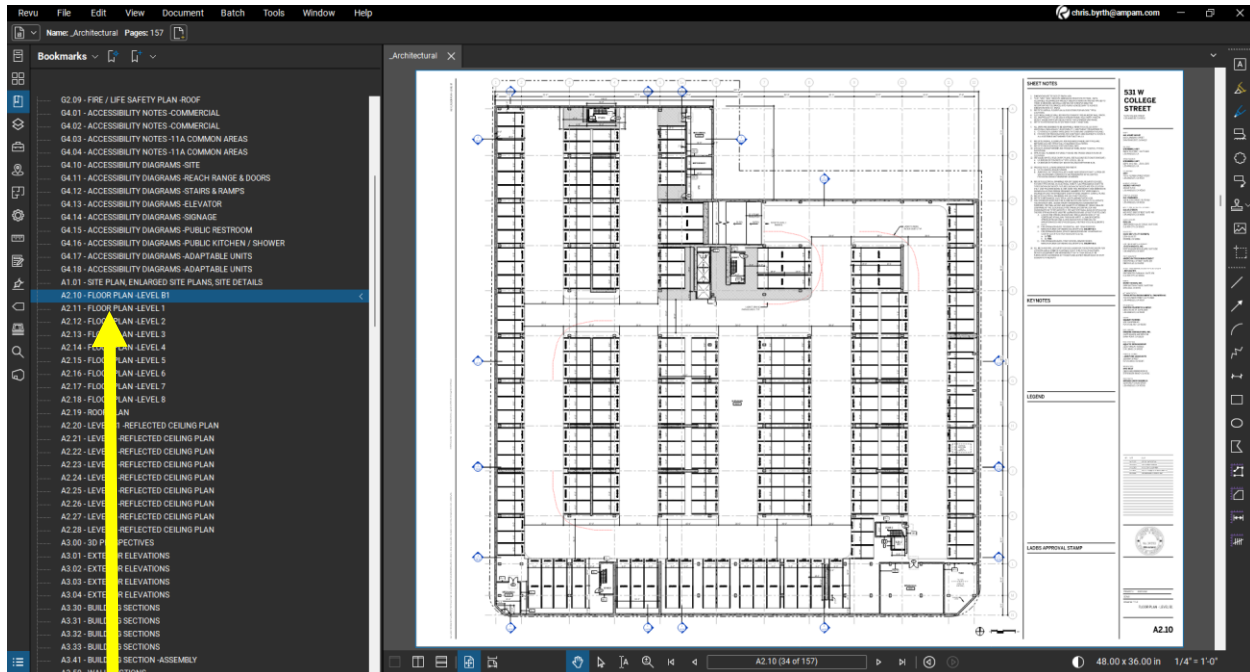
Name	Date modified	Type	Size
_WinZip File (do not extract again)	1/15/2026 3:17 PM	File folder	
531 College - Documents - BOE_LADBS ...	1/15/2026 3:17 PM	File folder	
Superseded	1/15/2026 3:17 PM	File folder	
_Architectural	2/4/2026 1:55 PM	PDF Document	190,710 KB
_Civil	2/4/2026 4:34 PM	PDF Document	81,299 KB
_General	1/7/2026 11:09 AM	PDF Document	39,952 KB
_Landscape	2/5/2026 1:53 PM	PDF Document	38,473 KB
_Mechanical	2/4/2026 8:25 AM	PDF Document	33,080 KB
_Plumbing	2/5/2026 2:05 PM	PDF Document	53,899 KB
_Pool	2/4/2026 8:18 AM	PDF Document	7,343 KB
531 College - Documents - 100_DD Equi...	1/7/2026 11:09 AM	PDF Document	18,785 KB
531 College - Documents - 100_DD FFE B...	1/7/2026 11:09 AM	PDF Document	87 KB
531 College - Documents - 100_DD Light...	1/7/2026 11:09 AM	PDF Document	79,659 KB
531 College - Documents - 100_DD Specs	1/7/2026 11:09 AM	PDF Document	26,294 KB
531 College - Documents - Acoustics, No...	1/7/2026 11:09 AM	PDF Document	1,200 KB
531 College - Documents - Shoring Calc...	1/7/2026 11:09 AM	PDF Document	4,150 KB
531 College - Documents - Soils Manage...	1/7/2026 11:09 AM	PDF Document	71,043 KB
531 College - Plans - 50_DD Dry Utility	1/7/2026 11:09 AM	PDF Document	2,879 KB
531 College - Plans - 100_DD .Complete ...	1/7/2026 11:09 AM	PDF Document	649,544 KB
531 College - Plans - 100_DD Facade Acc...	1/7/2026 11:09 AM	PDF Document	6,633 KB
531 College - Plans - 100_DD Lighting	1/7/2026 11:09 AM	PDF Document	26,159 KB
531 College - Plans - 100_DD Methane	1/7/2026 11:09 AM	PDF Document	19,831 KB
531 College - Plans - 100_DD Signage	1/7/2026 11:09 AM	PDF Document	59,920 KB
531 College - Plans - 100_DD Technology	1/7/2026 11:09 AM	PDF Document	41,696 KB
531 College - Plans - 100_DD Vertical Tra...	1/7/2026 11:09 AM	PDF Document	698 KB
531 College - Plans - 100_DD Waste Man...	1/7/2026 11:09 AM	PDF Document	5,061 KB
531 College - Plans - PC Resubmittal - Ci...	1/7/2026 11:10 AM	PDF Document	74,777 KB
531 College - Plans - PC Resubmittal - Sh...	1/7/2026 11:10 AM	PDF Document	15,022 KB
531 College - Reports - Final Lead _ Asbe...	1/7/2026 11:10 AM	PDF Document	5,873 KB
531 College - Reports - Methane Report	1/7/2026 11:10 AM	PDF Document	14,887 KB

39 items 1 item selected 186 MB Start

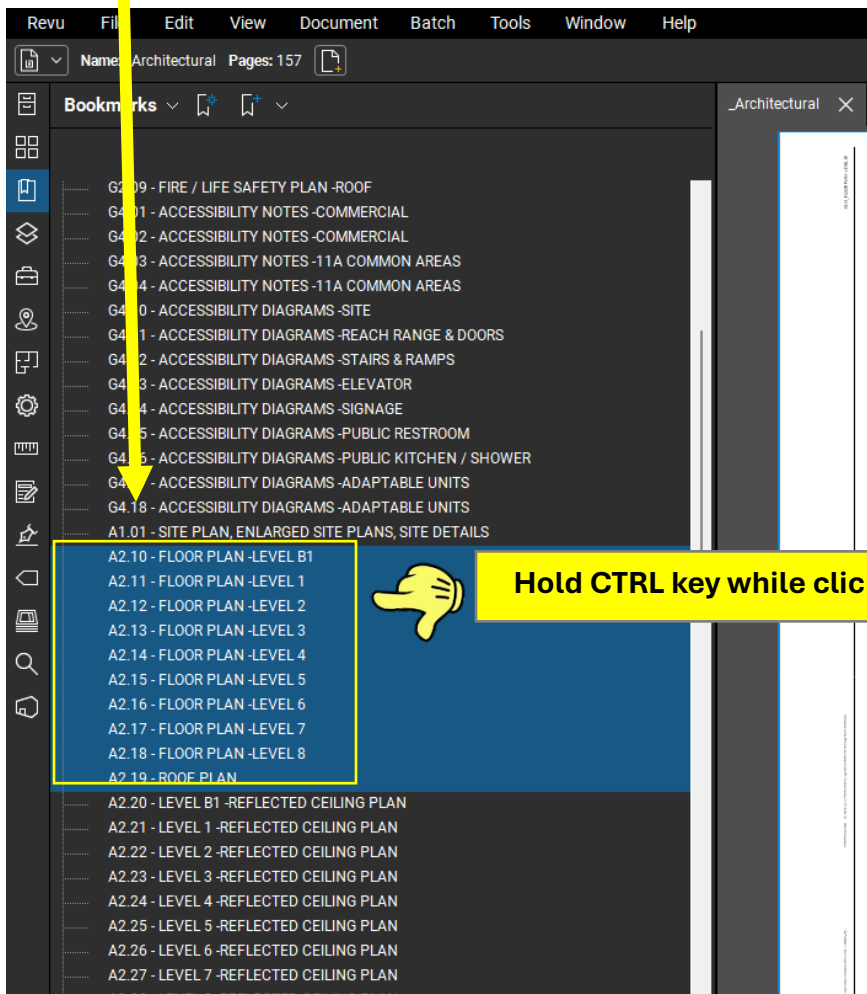
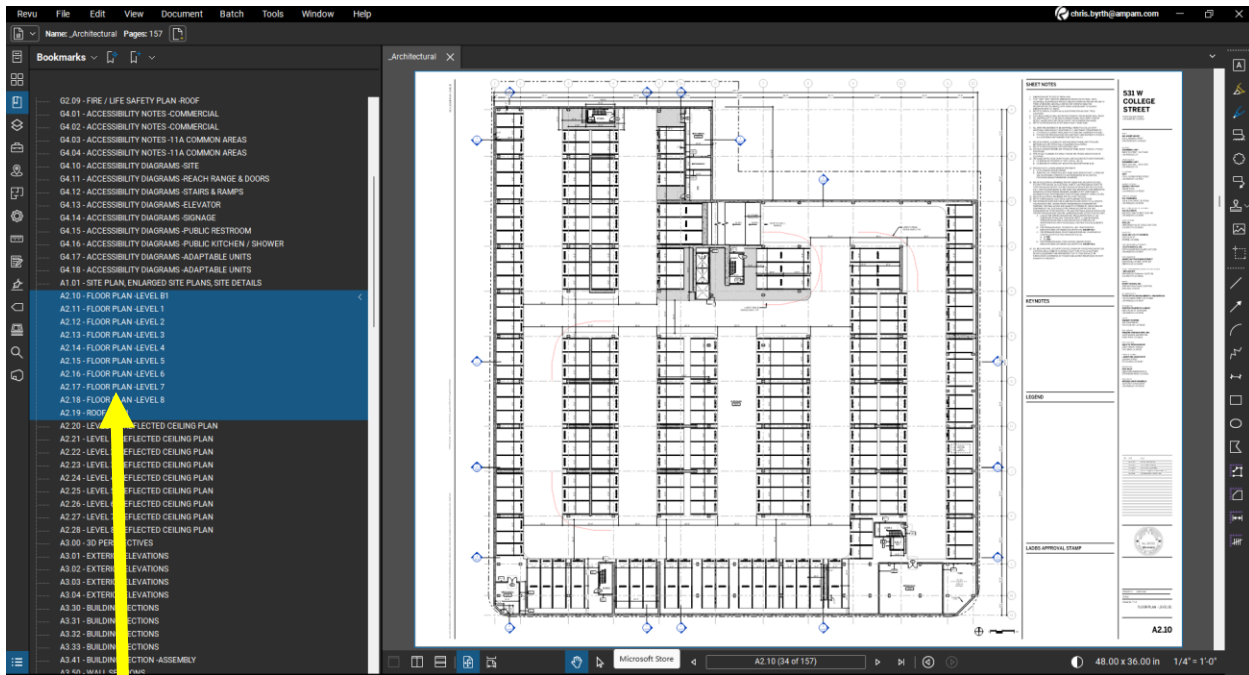
9. Go to “bookmarks” icon



10. Select “Overall Floor Plan” for each level



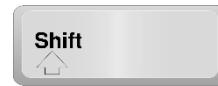
11. Hold key and select each level



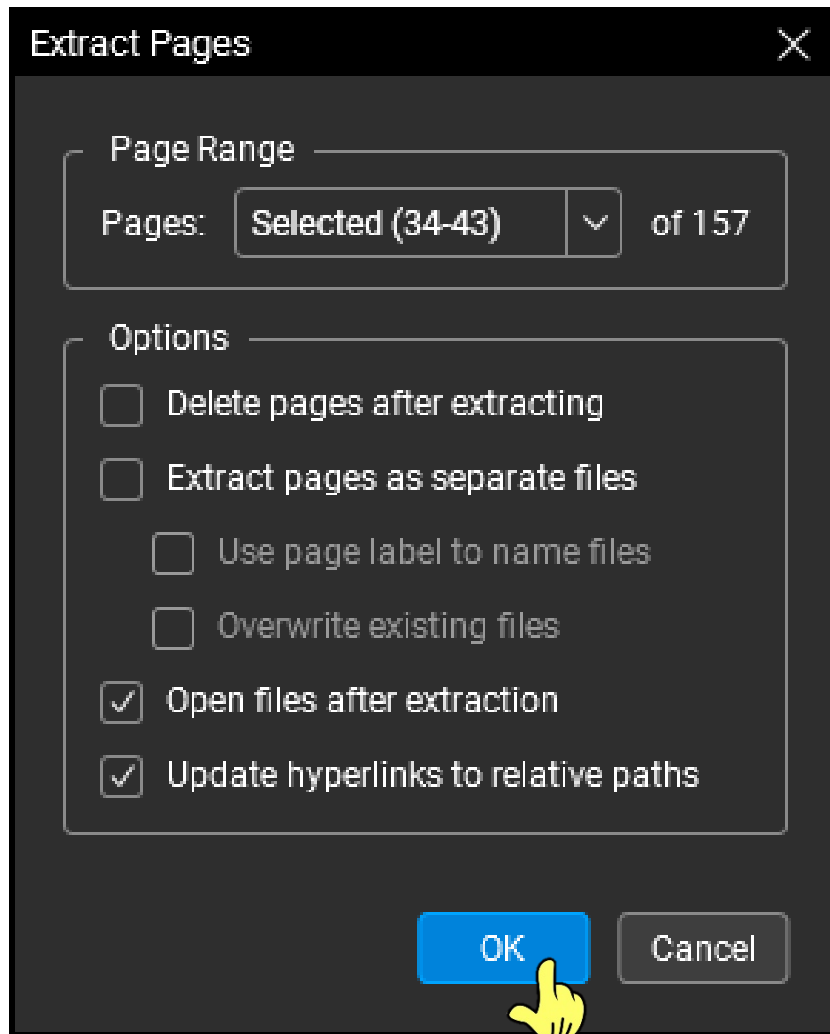
12. Once all levels are selected, hold



+

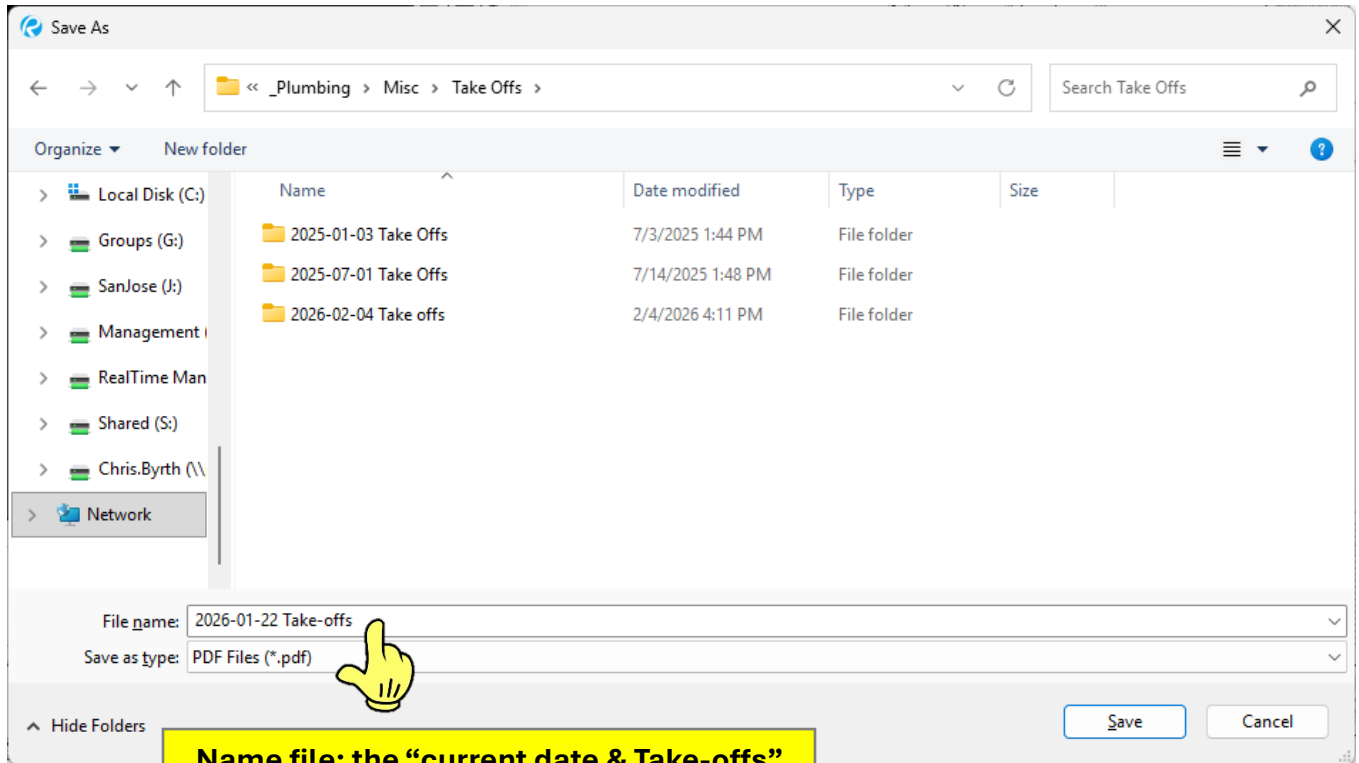


+ X



After holding CTRL + SHIFT + X, Click "OK"

14. Name file the current date & “take-offs” (example: **2026-01-22 Take-offs**)



15. Save file in the plumbing subfolder > Misc > Takeoffs

