

You'll Get Hands-on Training in 7.0 at the McCormick Systems User's Conference!

The annual McCormick Systems User's Conference starts with a golf tournament. So is this just a lot of "fun in the sun" in the first week of April in Arizona? No—not even close. In fact, this year electrical contractors will want to sign up themselves, or their chief estimators, as our conference schedule will devote numerous hours to hands-on training on the release of our newest Version, 7.0. (Turn the page for some remarks on 7.0 from one of our beta testers.) Here's the conference schedule:

- ✓ **March 31 and April 1**—two-day pre-conference standard training class at our offices in Chandler, AZ.
- ✓ **April 2**—morning, golf tournament; evening, opening reception.
- ✓ **April 3 and April 4**—full days of conference sessions. Plus, we'll have our usual on-site "lab" open

each day for one-on-one sessions with McCormick's people. We can talk about any system function you like.

- ✓ **April 5**—we open our lab until noon on this day, to accommodate those with extra questions, and attendees who might have a later plane and want to put the morning to work.
- ✓ **Location**—conference events take place in downtown Chandler, at the San Marcos Golf Resort.

About Version 7.0

Much of the conference will focus on every little attribute of the new Version 7.0 of McCormick's software—all of the productivity-enhancing functions we've added to the standard software. Here are a few exciting new capabilities:

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Visit Us at Electric West

If you're coming to the Los Angeles Convention Center on Feb. 4-6 for the Electric West show, we hope you stop in and see us. We're in Booth #1117. The show hours are 10 a.m. to 5 p.m. on Tues., Feb. 4, and Wed., Feb. 5 and from 10 a.m. to 3 p.m. on Thurs., Feb. 6. (For more information on Electric West, visit west.electricshow.com.) x



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Did You Know ... It is a good idea to have the DATABASE MAINTENANCE backed up to another media (CD, floppy disks, another drive on the network, etc.) in case there is a catastrophic system failure (the hardrive crashes!). Make sure the BACKUP is the current version, REINSTALL the program to that version, and RESTORE your backup.

Hardware/Software Corner

Windows Shortcuts—A Partial List



The following is a list of Microsoft Windows shortcuts to help you more efficiently use Windows software.

Basic Windows Desktop Key Combinations

- ✓ F1—Help
- ✓ CTRL+ESC—Open Start menu
- ✓ ALT+TAB—Switch between open programs
- ✓ ALT+F4—Quit program
- ✓ SHIFT+DELETE—Delete item permanently

Windows Program Key Combinations

- ✓ CTRL+C—Copy
- ✓ CTRL+X—Cut
- ✓ CTRL+V—Paste
- ✓ CTRL+Z—Undo
- ✓ CTRL+B—Bold
- ✓ CTRL+U—Underline
- ✓ CTRL+I—Italic

Mouse Click/Keyboard Modifier Combinations for Shell Objects

- ✓ SHIFT+right click—Displays a shortcut menu containing alternative commands
- ✓ SHIFT+double click—Runs the alternate default command (the second item on the menu)
- ✓ ALT+double click—Displays properties
- ✓ SHIFT+DELETE—Deletes an item immediately without placing it in the Recycle Bin

General Keyboard-Only Commands

- ✓ F10—Activates menu bar options
- ✓ SHIFT+F10—Opens a shortcut menu for the selected item (this is the same as right-clicking an object)
- ✓ CTRL+ESC—Opens the Start menu (use the ARROW keys to select an item)
- ✓ CTRL+ESC or ESC—Selects the Start button (press TAB to select the taskbar, or press SHIFT+F10 for a context menu)
- ✓ ALT+DOWN ARROW—Opens a drop-down list box
- ✓ ALT+TAB—Switch to another running program (hold down the ALT key and then press the TAB key to view the task-switching window)
- ✓ SHIFT—Press and hold down the SHIFT key while you insert a CD-ROM to bypass the automatic-run feature
- ✓ ALT+SPACE—Displays the main window's System menu (from the System menu, you can restore, move, resize, minimize, maximize, or close the window)
- ✓ ALT+- (ALT+hyphen)—Displays the Multiple Document Interface (MDI) child window's System menu (from the MDI child window's System menu, you can restore, move, resize, minimize, maximize, or close the child window)
- ✓ CTRL+TAB—Switch to the next child window of a Multiple Document Interface (MDI) program **x**



Did You Know ... The EXCHANGE (EX) TAB in (3) Takeoff will sort the database showing in the TAKEOFF window. If a "header" is selected, it will sort by an alphabetical listing of headers. If an actual Item/Assembly is selected, the database will sort using the name as a guide; i.e. 1 1/4 ANYTHING will sort using 1 1/4 and alphabetize the list as well (EMT, GRC, PVC, etc.). Choosing EXCHANGE again will return the User to the original database listing.

Modifying the Database— Part I



Price Changes—3000

- ✓ McCormick's database has the "Price Book," and two price-adjust multipliers in the 3000 system. To Adjust "Price Bid" modify "P/Adj Bid Prc" and to Adjust "Price" modify "P/Adj Price" accordingly. They are multipliers of "Price Book."
- ✓ Default multipliers are .60, and .90.
- ✓ Try pricing Job Items and changing multipliers before modifying the Permanent Database. **Always backup your system before modifying the Permanent Database.**
- ✓ There are three Labor Units in the McCormick 3000 database. "Labor Bid" is the Labor Unit most companies use for their unique company Labor. "Labor Book" is a Labor Unit entry and "Labor Bid" is obtained by the "Book Labor" times the "L/Adj Labor" multiplier.
- ✓ "Labor Bid" may be modified to reflect your Company's labor conditions. "Labor" is usually a higher labor used for tougher job conditions or Change Orders.

Price Changes—6/8/12000

- ✓ McCormick's database has the "Book Price" and three price adjust multipliers in the 6/8/12000 systems. To Adjust "Price 1," "Price 2," or "Price 3," modify "P/Adj 1," "P/Adj 2," or "P/Adj 3" accordingly. They are a multiplier of "Book Price."
- ✓ Default multipliers are .60, .80, and 1.40.
- ✓ Try pricing Job Items and changing multipliers before modifying the permanent database. **Always backup your system before modifying the database.**
- ✓ There are four Labor Units in the McCormick 6/8/12000 database. "Bid labor" is the Labor Unit most companies use for their unique company Labor. "NECA 1," "NECA 2," and "NECA 3" are NECA's Labor units—a recognized industry standard.
- ✓ "Bid Labor" may be modified to reflect your Company's labor conditions. We recommend that the NECA labor units not be modified, as they reflect an industry standard. ✕

Next month: *More on modifying the database.*

Get Windows Training Now!

Standard Estimating

The class is structured to take you from "Job Startup" through " Bid Summary". It provides in-depth instruction, including good manual experience and "brush-up" exposure for those who want to get more out of the product.

Advanced Management

Designed for the database manager or chief estimator, this class drills down into the bottom of the program. You will learn how to build specification formulas, write reports and reports formulas, and more. Before taking the class, you should be proficient in all takeoff phases of the product and understand your company's needs.

Upcoming Schedule

Unless specified, all classes are at the training center in our office in Chandler, AZ. Classes start at 7 a.m. and wind up about 4 p.m. daily. We make hotel reservations using information from the registration forms sent in from participants. We must receive your registration form in order to reserve a space in our class. To obtain a registration form, call 800-444-4890. ✕

January 20-21 (Baltimore, MD)
Standard Estimating

January 22-24
Advanced Estimating

January 29-31
Standard Estimating

February 19-21
Standard Estimating

February 26-28
Standard Estimating

February 27-28 (Baltimore, MD)
Standard Estimating

March 19-21
Standard Estimating



Did You Know ... Choosing the DETAILS button in the Jobs screen will open the Job Information screen for whatever job is highlighted in the list.