



# TAPER-PLUS

**Quick Start Guide**

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Langley BC. Canada

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# About the Quick Start Guide

This Quick Start Guide is task-based, and is designed to help new **Taper-Plus** users create basic roof estimating projects quickly and easily. It walks you through a sample job—step-by-step—giving you the basics needed to start using **Taper-Plus** to generate roofs and create estimates for your own projects.

Information in this chapter includes:

- using this guide
- getting help with your projects
- getting product information
- an overview of the sample job you will create
- a table of keyboard shortcuts for entering coordinates

## Using the Quick Start Guide

This guide presents information in a consistent way to help you quickly find what you need. Simply follow the steps as they are set out for you. Note that if someone in your office has already been using the program, various options and screens may look slightly different. All screens in this tutorial are shown as if the program were installed selecting the **NEW** option during installation.

Throughout the guide, you will notice **Tips!** in the left hand margin. These tips suggest shortcuts, and act as hints to help you use **Taper-Plus** efficiently.

## Getting Help

Automated Systems Research provides two ways for you to get help for your **Taper-Plus** estimating projects:

- online help
- technical support

### Online help

Our online help is task-based, and provides detailed information on **Taper-Plus** features and optional settings.

To view **Taper-Plus** online help

- Press F1 to view help for a particular menu option, toolbar button, or window
- On the Help menu, click **Table of Contents**

### Technical support

If you cannot find the technical help you need in this guide or in the online help, our Technical Support Representatives can help. Here is how to reach them:

**Automated Systems Research**

**Toll free:** 1-800-818-2051 **Phone:** 604-539-0122

**Fax:** 604-539-1334 **Email:** support@asrsoft.com **Web:** www.asrsoft.com

## Getting Product Information

For information on this product, as well as our entire line of roofing estimating software products, please visit our website at [www.asrsoft.com](http://www.asrsoft.com), or call us at the numbers listed above. One of our helpful company representatives will be happy to assist you.

## About the Sample Job

The sample job teaches the **BASIC** functions of **Taper-Plus**, it does not introduce advanced features of the application. The job you create using this guide is by no means indicative of the limits of the software. It is simply the best way to introduce you to the interface.

For a more complete description of **Taper-Plus**' many advanced features, press **F1** at anytime to view the online help.

Here is the layout of the sample job you will be working on.

You will want to print this page to refer to while you work on the sample job.

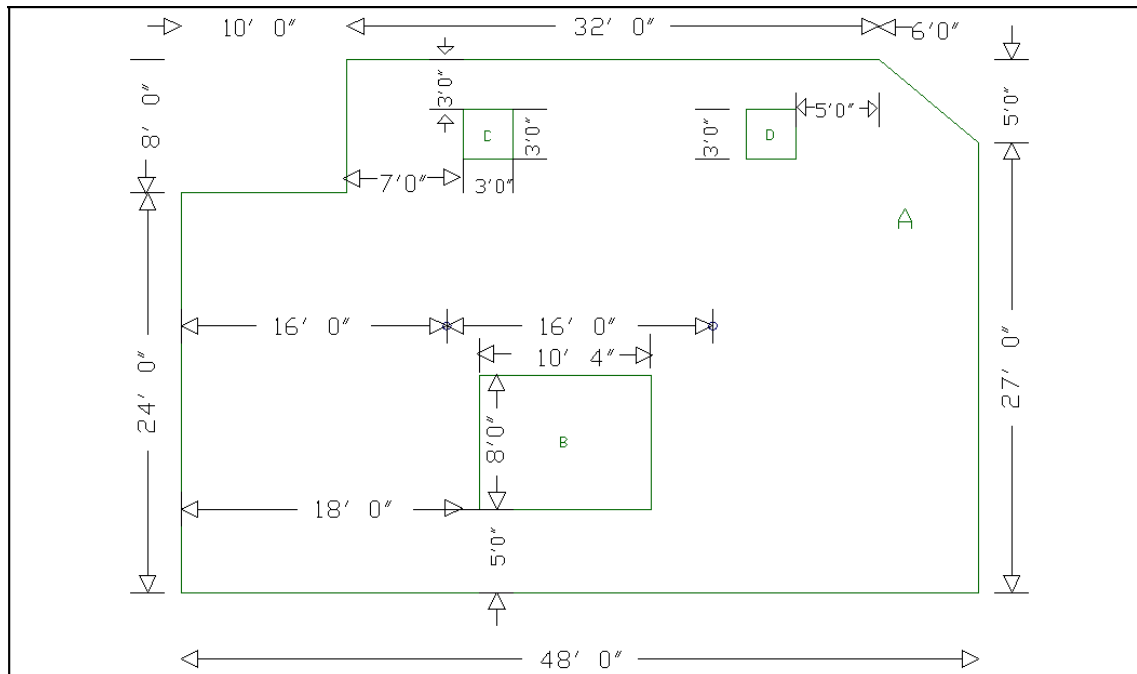


Figure 2-1 The sample job

The instructions set out in this sample job use a combination of keyboard and mouse entry methods, depending on the circumstance.

For information on entering roof coordinates using various entry methods, press F1 to view online help for Taper-Plus.

The following table contains all of the keyboard entry shortcuts you will need while working on the sample job.

## Direction shortcut keys

<b>U</b> = up	<b>V</b> = vertical
<b>D</b> = down	<b>S</b> = sloped
<b>R</b> = right	<b>A</b> = angled
<b>L</b> = left	<b>B</b> = back up a step (undo)
<b>H</b> = horizontal	<b>M</b> = change coordinate display
<b>Q</b> = quit section (closes section automatically)	

## Lesson 1 : Drawing a Roof

The first lesson in this sample project walks you through creating a project.

**Included in this section:**

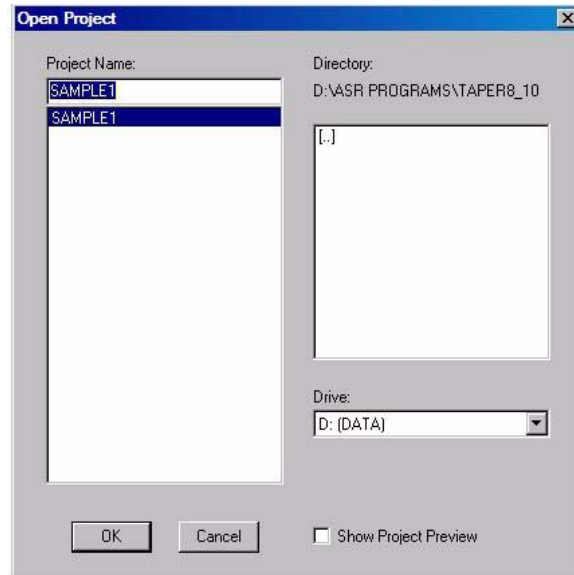
- Opening a new project
- The Taper-Plus Quick Menu
- Adding a roof
- Adding a drain
- Adding a low area on a drain
- Changing drawing options
- Viewing project estimates
- Generating reports
- Printing

# Opening your Project

To open a new project

1. On the File menu, click Open Project.

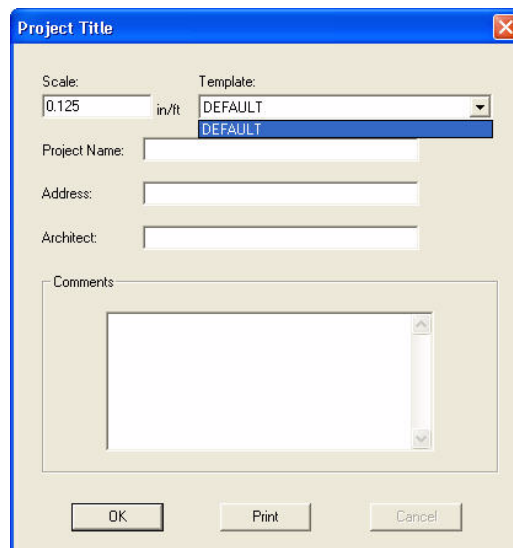
The Open Project window appears as in *Figure 1-1*.



*Figure 1-1 The Open Project window*

2. In the text entry box, type the name of your project. Call this job **Sample 1**.
3. Click OK.

The Project Title window appears, as in *Figure 1-2*.



*Figure 1-2 The Project Title window*

4. From the Template drop down menu, select **DEFAULT**, and click OK.



## The Quick Menu

You can right-click your mouse in the drawing area at any time to view a menu of common tasks. This menu is called the **Quick Menu**, as seen in *Figure 1-3*, and can be customized to display only the tasks you use most often. For information on customizing the **Quick Menu**, see the online help.

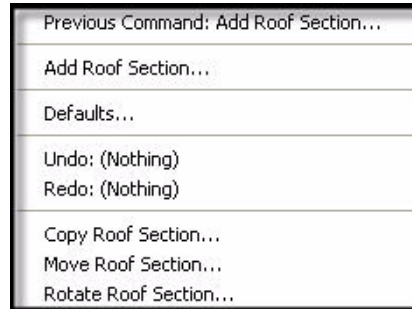


Figure 1-3 The Quick Menu

## Adding a Roof

A roof section can be an entire roof or any part of a complete roof. In this project you will add an entire roof.

To add a roof

1. On the main menu, click **Add**, then click **Roof Section**, or click the **Add Roof** icon, .

The **Add Roof Section** window appears as in *Figure 1-4*.

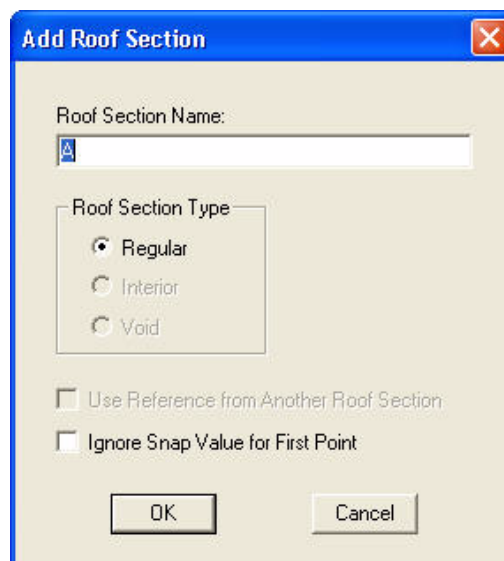


Figure 1-4 The Add Roof Section window

Notice that the **Roof Section Name** defaults to A. You can name your roof sections, for example “garage roof” by typing the name in the **Project Name** text box.

2. Click **OK** to accept the default name.

The **Add Roof Section** window closes, and a crosshair appears in your drawing window. The command line at the bottom left of your screen tells you what to do next. It looks like *Figure 1-5*.



Figure 1-5 The Add Roof message bar

**Tip!**

To choose a new position for your starting point, type **A** (adjust) and enter the new coordinates.

3. By default, the starting point is X:0.0000 and Y:0.0000. Press Enter to accept the default starting point.

The command line now tells you which keyboard options are available to enter the next point.



Figure 1-6 Command line

4. Type U to go up.

A text box opens in the task bar on the bottom-left corner of your screen, as in *Figure 1-7*.



Figure 1-7 The Coordinate Entry box

5. Type 24 in the text box, and hit Enter.

**Tip!**

If you make a mistake at any time, simply type **B** to back up a step or several steps.

6. Type R to go right, type 10 in the text box, and press Enter.
7. Type U to go up, type 8 in the text box, and press Enter.
8. Type R to go right, type 32 in the text box, and press Enter.

You can move your mouse in the general direction you want to place a point. Doing so eliminates the need to enter negative coordinates.

9. Move your mouse down and to the right.
10. Type S to enter a slope.
11. Type 6 in the horizontal text box, tab to the vertical text box, and type 5.
12. Press Enter.
13. Type D to go down, type 27 in the text box, and press Enter.
14. Type Q to close the roof outline.

Four options appear on the task bar at the bottom left of your screen, as in *Figure 1-8*.

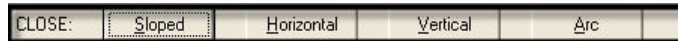


Figure 1-8 The Close options

15. Type H, or click Horizontal to close your roof outline horizontally.

Your roof outline should look like *Figure 1-9*.

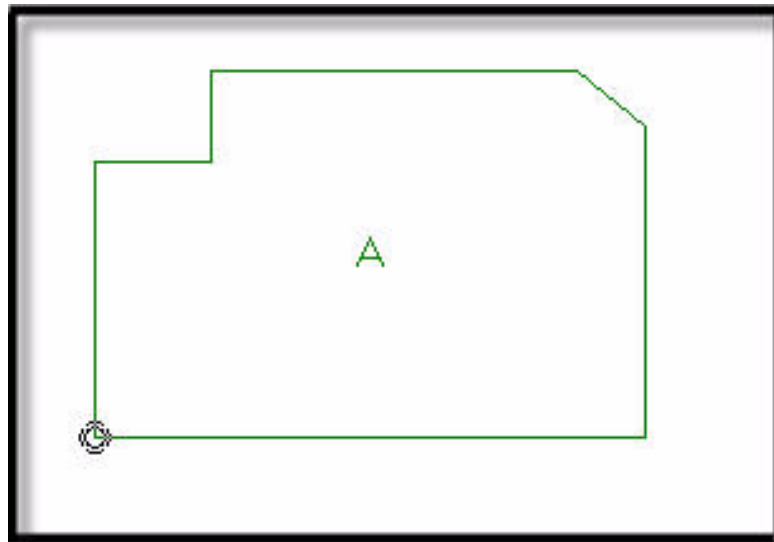



Figure 1-9 Outline of Roof Section A

## Zooming into a Roof

You can quickly zoom into the roof section to get a closer view.


### To zoom into the roof section

- On the main toolbar, click **Zoom Current** .

## Adding Drains

There are several ways to add drain locations. You can use your mouse or enter the coordinates using your keyboard. In this lesson, you will use the keyboard to add drains to your roof.

### To add a drain using the mouse

1. On the main toolbar, click **Add Drain** 

Your cursor becomes a crosshair, and the following appears in your message bar:



*Figure 1-10 Positioning the drain*

2. Move your cursor **Up** and to the **Right** of the reference point.
3. Type **A** to position the drain using the keyboard.
4. Type **16** for the **Horizontal** drain coordinate, tab to the **Vertical** drain coordinate box and type **16**.
5. Press **Enter**.
6. Move your cursor to the **Right** of the first drain.
7. Type **A** to position the second drain using the keyboard, and type **32** in the **Horizontal** drain coordinate box.
8. Ensure that the **Vertical** drain coordinate is set to **16**, and press **Enter**.
9. Press **ESC** to stop adding drains to the roof.

Your roof outline looks like *Figure 1-11*.

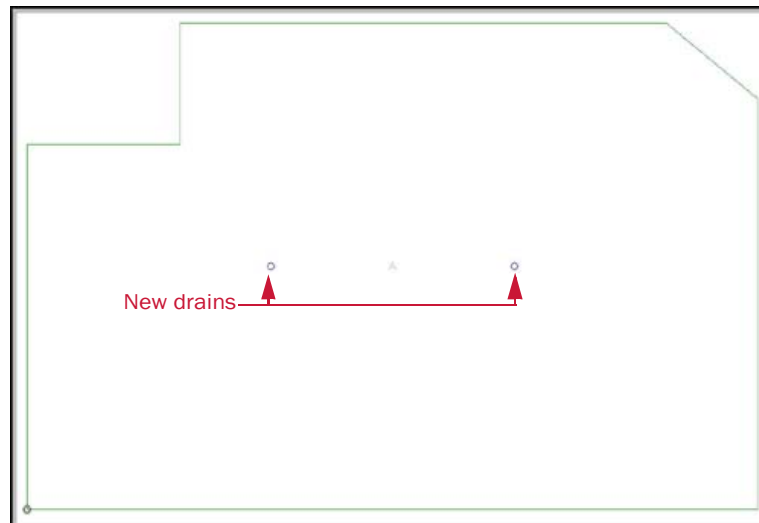


Figure 1-11 Roof outline showing added drains

## Using Toolwindows

The toolwindows are located on all four sides of the drawing window. Each toolwindow can contain multiple toolbars. Toolbars are small windows that contain groups of icons that give you quick access to a set of related commands as shown in Figure 1-12.

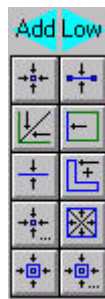



Figure 1-12 Add low area toolbar

To customize or remove toolwindows select **Settings** in the **View** menu and click on **Toolwindows**.

## Adding Low Areas on Drains

You can quickly add low areas on all drains in a roof section with the Add Low Area toolbar

To add a low area on all drains

- On the Add Low Area toolbar, click **Low All Drains** .

The low areas are added automatically, and labeled 0 and 1. Tapered insulation is drawn on the roof section.

The roof should look like Figure 1-13. (If it looks different - select Draw from the View menu. Then select Rows for the Section Taper and Section Letters and press **Enter**.)

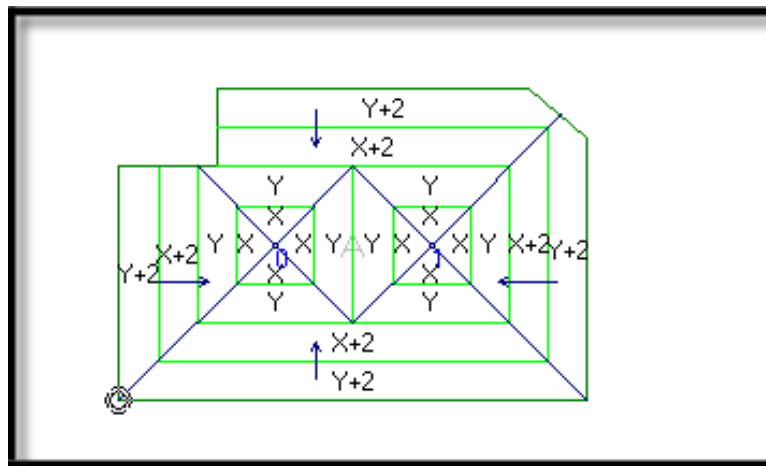


Figure 1-13 Roof outline with low areas

## Viewing Estimates

To view an estimate of your roof plan

- On the main toolbar, click **Estimate**.



Your drawing appears in your drawing window. Notice each taper panel is now labeled. You should estimate your projects before generating reports.

## Generating Reports

You have several choices of reports from which to choose. For this sample job, you will create a summary cut list report.

For more information on generating reports, click F1 to view our online help.

To generate a report

- On the **Output** menu, click **Reports**.

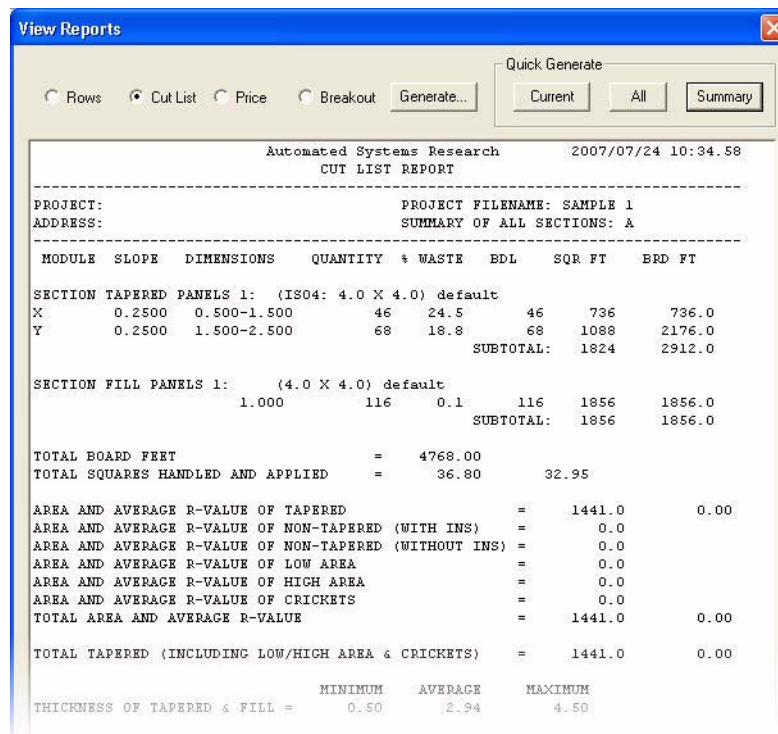
The **View Reports** dialog box opens, as in Figure 1-14.



Figure 1-14 The View Reports window

- At the top of the dialog box, click **Cut List** to select a cut list report.
- In the **Quick Generate** area, click **Summary**.
- If the **Taper Coverage** dialog box opens, click **OK**.

The **View Reports** window changes and quickly generates a summary report of all the panels required for the project, as in Figure 1-15.



The screenshot shows the 'View Reports' window with the 'Cut List' radio button selected. The report is titled 'Automated Systems Research CUT LIST REPORT' and is dated '2007/07/24 10:34.58'. It provides a summary of all sections for 'PROJECT FILENAME: SAMPLE 1' and 'SUMMARY OF ALL SECTIONS: A'.

MODULE	SLOPE	DIMENSIONS	QUANTITY	% WASTE	BDL	SQR FT	BRD FT
SECTION TAPERED PANELS 1: (ISO4: 4.0 X 4.0) default							
X	0.2500	0.500-1.500	46	24.5	46	736	736.0
Y	0.2500	1.500-2.500	68	18.8	68	1088	2176.0
SUBTOTAL:						1824	2912.0
SECTION FILL PANELS 1: (4.0 X 4.0) default							
		1.000	116	0.1	116	1856	1856.0
SUBTOTAL:						1856	1856.0
TOTAL BOARD FEET					=	4768.00	
TOTAL SQUARES HANDLED AND APPLIED					=	36.80	32.95
AREA AND AVERAGE R-VALUE OF TAPERED						=	1441.0 0.00
AREA AND AVERAGE R-VALUE OF NON-TAPERED (WITH INS)						=	0.0
AREA AND AVERAGE R-VALUE OF NON-TAPERED (WITHOUT INS)						=	0.0
AREA AND AVERAGE R-VALUE OF LOW AREA						=	0.0
AREA AND AVERAGE R-VALUE OF HIGH AREA						=	0.0
AREA AND AVERAGE R-VALUE OF CRICKETS						=	0.0
TOTAL AREA AND AVERAGE R-VALUE						=	1441.0 0.00
TOTAL TAPERED (INCLUDING LOW/HIGH AREA & CRICKETS)						=	1441.0 0.00
THICKNESS OF TAPERED & FILL =							
			MINIMUM	AVERAGE	MAXIMUM		
			0.50	2.94	4.50		

Figure 1-15 A summary report in the View Reports window

5. Click OK to close the View Report window.

Note that you can also export your report automatically to an Excel spreadsheet. In the **View** menu, select **Settings**, then click on **Report Settings** and make sure **Export Excel File** is checked. Then click on **Directories Settings** and choose where you want the Excel file stored. If you select **Standard** the the Excel report will be stored in the Project directory. If you select **Specify**, then you can choose a different directory. The Excel files are named as follows: PROJECTNAME\_REPORT TYPE.xls

## Printing your Roof Plan

When you have completed drawing your roof plan, you can generate a roof plan image to send directly to your printer.

### Tip!

*For information on saving images to be viewed and modified in other CAD programs--.dxf files-- or popular graphic programs--.tif files, please see our online help.*

#### To print a roof plan

1. On the Output menu, click Plot.

The Plot Preview window opens with a copy of the project in the center of the page, as in Figure 1-16

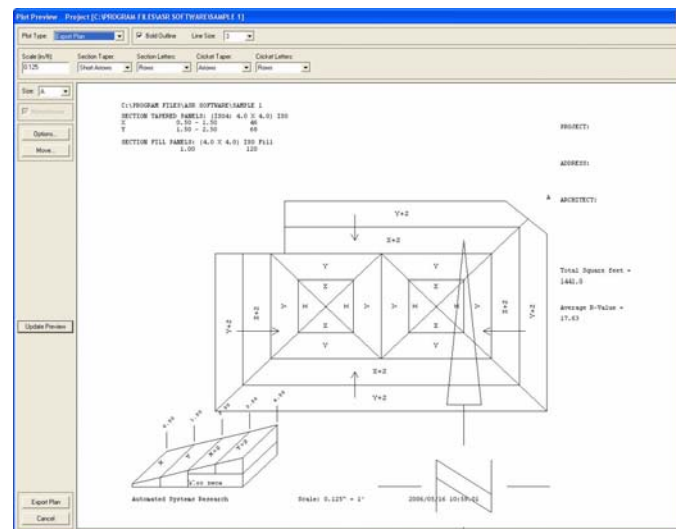


Figure 1-16 The Plot Preview window

**Tip!**

For information on using the Options and Move buttons to change your roof plan preview, see the online help.

2. In the **Plot Type** box, choose **Printer Plot**.
3. Select **Bold Outline**. **NOTE:** You can print in black and white by selecting **Monochrome**.
4. In the **Section Taper** area, select **Grid**.
5. In the **Size** box, select **A**.  
The A size is 8 1/2 by 11 inches.
6. Click **Update Preview**.
7. Click **Print**.

A dialog box appears asking you if it is OK to print, as in Figure 1-17.



Figure 1-17 The Print dialog box

**Caution!**

Clicking **Cancel** closes the Plot Preview window without saving any changes you made to your roof image.

8. Click **Print and Exit** to print your roof plan. Or click **Cancel** to close the dialog box and return to the preview pane without sending your roof plan to the printer. By pressing F1 while you have the plot window open, you can learn more about all the options available. After you've completed all the tutorials, be sure to check out the online help or manual for information on Borders and Default Header on the Setup menu so that you can customize your plot layout for your company.

**You have completed Lesson 1. Lesson 2 covers Modifying your Design.**





## Lesson 2: Modifying a Design

The second lesson in this sample project walks you through modifying the taper design created in Lesson 1.

### Included in this section:

- Creating a modified 2-way tapered layout
- Erasing low areas
- Adding a low area between drains
- Adding a full cricket
- Viewing your new tapered design

## Creating a Modified two-way Tapered Layout

You can create a 2-way tapered design by entering a linear low area--in this case, between two drains. Since we created a 4-way design in **Lesson 1**, the first step is to get rid of the existing low areas.

### Erasing Low Areas

To erase low areas

1. On the Erase toolbar, click **Erase Low/High Area** . Or on the Erase menu, click **Low/High Area**.

Your mouse pointer turns into a box.

2. Place the box over the first low area (the left drain, as indicated in *Figure 2-1*), and click to select.

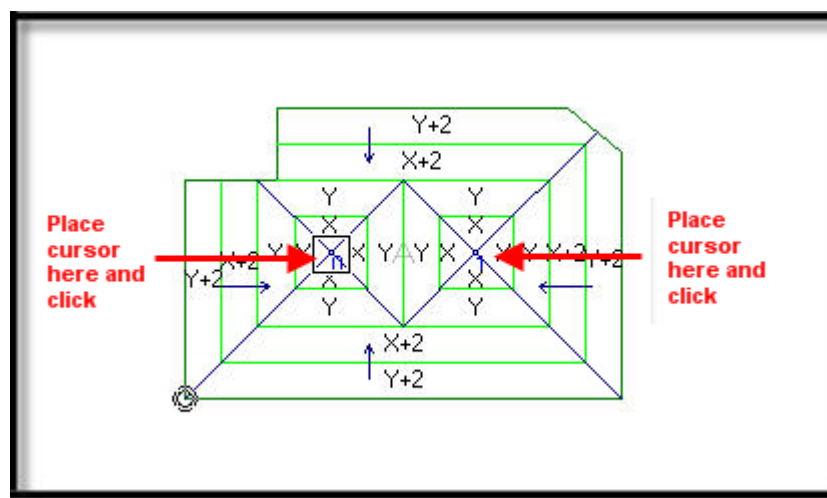


Figure 2-1 Select the first low area

The Erase Low Area dialog box opens, as in *Figure 2-2*.

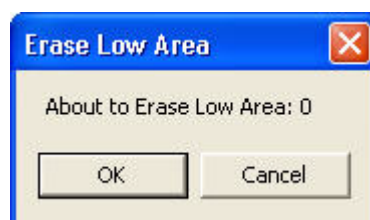


Figure 2-2 The Erase Low Area dialog box

3. Click **OK**.

The first low area is erased.


4. Place the cursor over the second low area (the right drain) and click.
5. When the **Erase Low Area** dialog box opens, click **OK**.

The second low area is erased.

Your outline is redrawn without the tapered insulation.

## Adding a Low area Between Drains

To add a low area between drains

- On the Add Low Area toolbar, click Add Low Area Between Drains . Or on the Add menu, point to Low Area, then click Between Drains.

Since there are only two drains on the roof, the low area is drawn automatically, as in Figure 2–3.

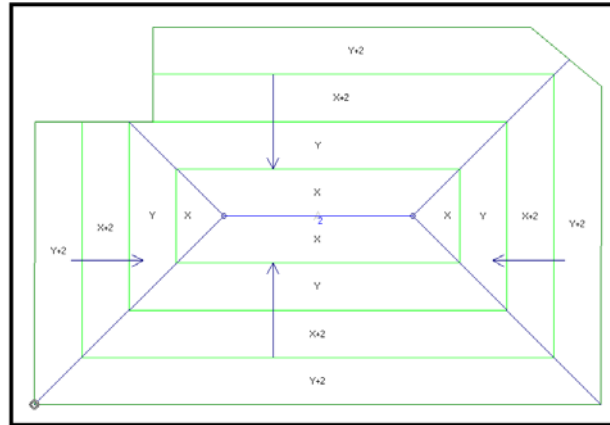


Figure 2–3 Low area between drains

## Adding a Cricket

Taper-Plus can add a cricket in 12 different ways, and each is recognized as a unique type. In this lesson, you will add a full cricket.


### Tip!

*When the total width of the cricket panel is important, choose the Perpendicular cricket type. This setting indicates that the cricket width is the perpendicular distance between the cricket edge and the cricket high point.*

To add a full cricket

- On the View menu, click Settings, then Cricket Entering.
- Verify that the cricket type being used is Normal.

The normal setting indicates that the cricket width is the distance between the two cricket tips.

- Click OK to close the Cricket Entering window, and click OK again to close the Settings window.
- On the Add Cricket toolbar, click Add Full Cricket . Or on the Add menu, point to Cricket, then click Full.

The following options appear in your message bar at the bottom left of your screen:




Figure 2–4 The Enter First Cricket Point message bar

Since you want to use the mouse to attach the cricket to the drains, you will use Attach mode. Attach mode allows you to attach a new point to an existing point without having to calculate the exact coordinates.

**Tip!**

*Attach mode only works when there is an existing point to attach to.*

5. On the main toolbar, click **Attach**  to turn on attach mode.  
The icon on the toolbar turns blue to indicate that it is on, and your cursor becomes a box.
6. Place the cursor on the first drain (left), and click.
7. Place the cursor on the second drain (right) and click.  
A cricket is created using the drains as the end points, and the following prompt appears in your message bar at the bottom left of your screen:

CRICKET TIP V (Value) A (Adjust) R (Reference) G (Gemini)

Figure 2-5 The Cricket Tip message bar

8. Type **V** for value, then type **8** in the cricket width text box, and press **Enter**.  
The complete cricket appears in your drawing window, as in Figure 2-6.

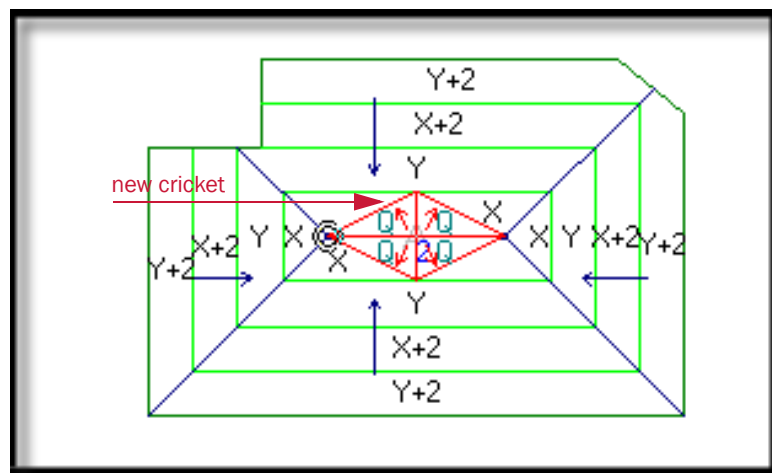



Figure 2-6 Your roof outline with the added cricket

9. Right-click or press **ESC** to exit the command.

## Viewing the Tapered Layout

You can use the drawing options to view your projects in different ways. You'll view the layout without the rows of tapered insulation.

To view your layout

1. On the main toolbar, click **Draw** .  
The **Drawing Options** window opens.
2. In the **Section Taper** area, click **Layout**.
3. In the **Cricket Taper** area, click **Layout**.

The **Drawing Options** dialog box should match Figure 2-7.

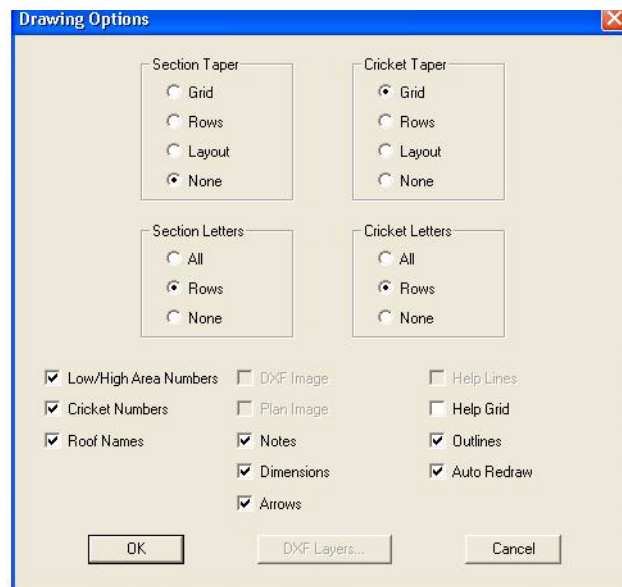


Figure 2-7 The Drawing Options window

4. Leave all other settings as they appear, and click **OK**.  
Your drawing should look like Figure 2-8.

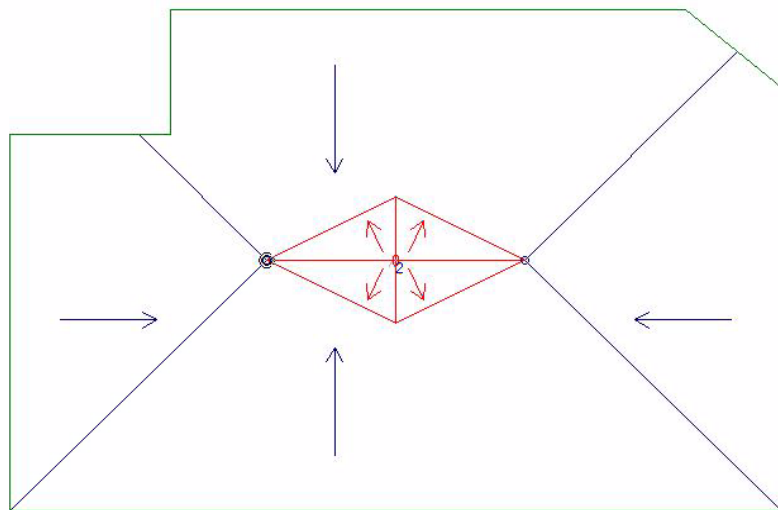


Figure 2-8

Note that the **Quick Draw button** in the Status Bar gives you a quick access to commonly used Drawing Options

**You have completed Lesson 2. Lesson 3 covers Voids and Interior Sections.**



## Lesson 3: Voids and Interior Sections

The third lesson in this sample project introduces adding different types of roof sections. You will continue to modify the roof plan you worked on in the previous two lessons.



### Included in this section:

- Adding voids
- Adding an interior section
- Adding a low area on an edge
- Adding long crickets

## Adding Voids

Void sections don't have any insulation. You add a void in much the same way you added a roof section in **Lesson 1**. In this lesson, you will add two identical voids.

To add a void

1. If attach is still turned on from the previous lessons, click Attach  to turn it off.
2. On the main toolbar, click Add Section . Or on the Add menu, click **Roof Section**.

The Add Roof Section window appears, as in *Figure 3-1*.

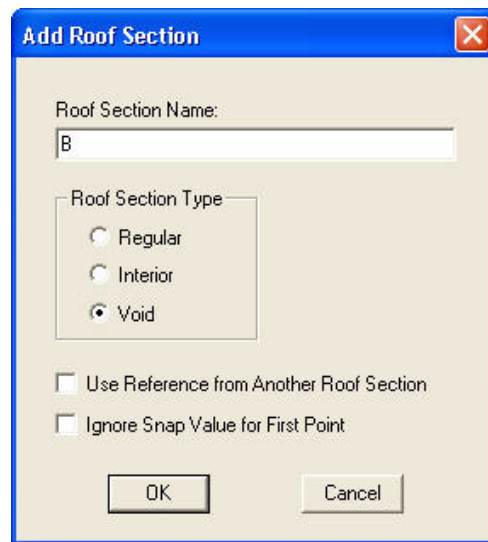

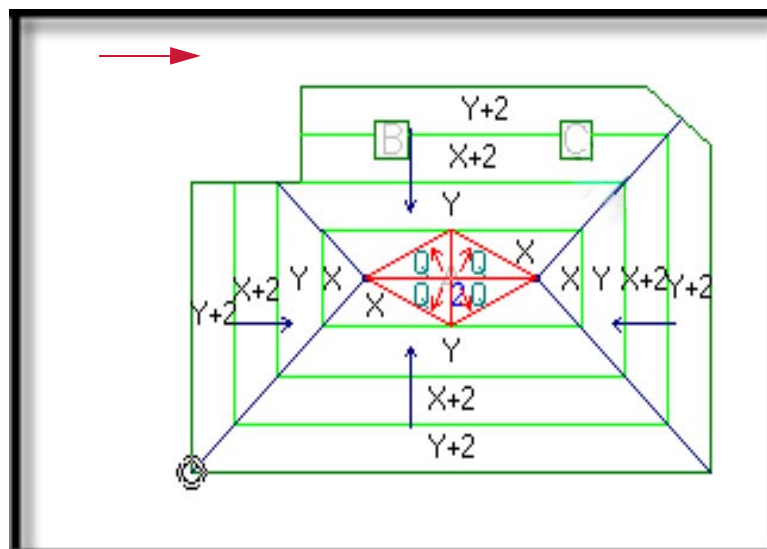


Figure 3-1 The Add Roof Section window

3. In the **Roof Section Type** area, click **Void**, then click **OK**.
4. On the main toolbar, click **Reference Point** , then click the point indicated in *Figure 3-2*.

This changes the location of the reference point.





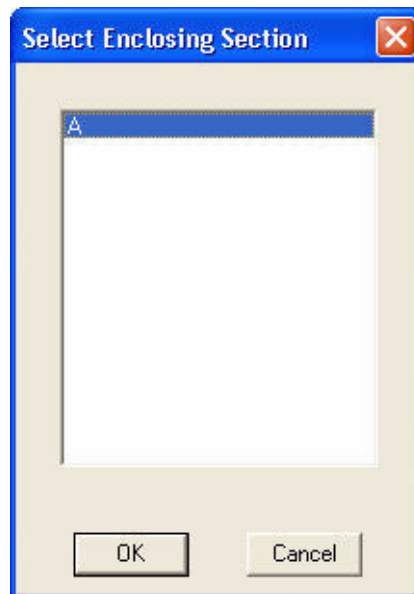
*Figure 3-2 Changing the reference point*


5. Using your mouse and watching the coordinate boxes on your screen, move **right 7** and **down 3**.
6. Click to set your new starting point.
7. Type **R** to go right, type **3** in the text entry box, and press **Enter**.
8. Type **D** to go down, type **3** in the text entry box, and press **Enter**.
9. Type **Q** and select **Right Angle** to close your roof section at a 90 degree right angle.

**Note**

*Right Angle is only available when a right angle is possible*

The **Select Enclosing Section** window opens, as in *Figure 3-3*.

*Figure 3-3 The Select Enclosing Section window*

10. Click **OK** to enclose the roof section and return to your drawing.  
Now you can add the second void.
11. Click **Add Section** . Or on the **Add** menu, click **Roof Section**.

The **Add Roof Section** window appears, as in *Figure 3-4*.

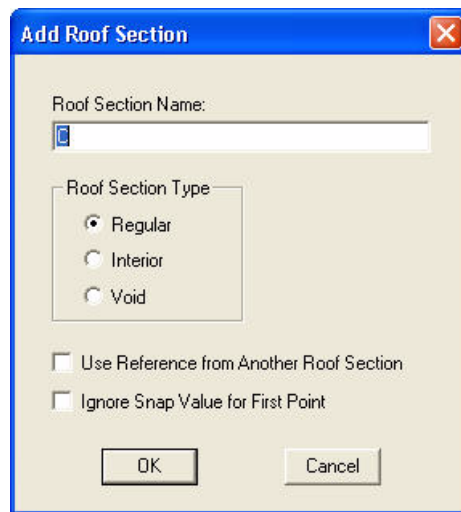



Figure 3-4 The Add Roof Section window

12. In the **Roof Section Type** area, click **Void**, then click **OK**.
13. Click the **Reference Point** icon, , and position the reference point as shown in Figure 3-5.

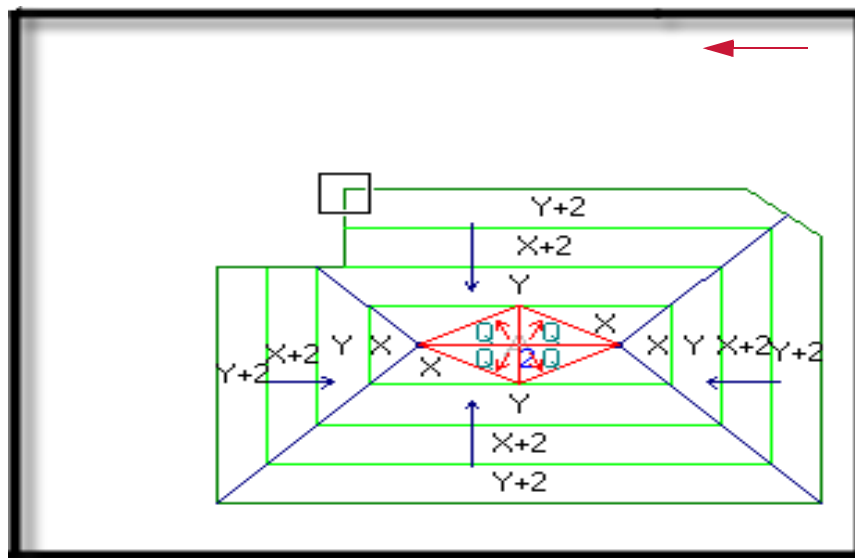


Figure 3-5 Changing the reference point again

14. Using your mouse, move your cursor to the **left 5**, and **down 3**.
15. Click to set your starting point.
16. Type **D** to go down, type **3** in the text entry box, and press **Enter**.
17. Type **L** to go left, type **3** in the text entry box, and press **Enter**.
18. Type **Q**, then select **Right Angle**.

The **Select Enclosing Section** dialog box opens once more, as above in Figure 3-3.

19. Click **OK** to select **A** and close the **Select Enclosing Section** dialog box and return to your drawing.

Your roof outline looks like Figure 3-6.

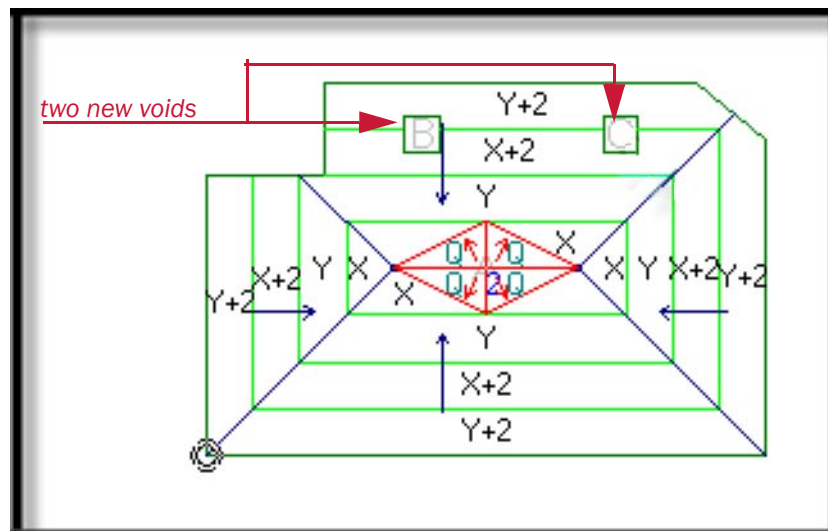



Figure 3-6 Your roof outline showing two new voids

## Adding an Interior Roof

Interior roofs are enclosed by other roof sections. You can add them the same way you added voids.

To add an interior section

1. On the main toolbar, click **Add Section** .

The **Add Roof Section** window opens, as in Figure 3-7.

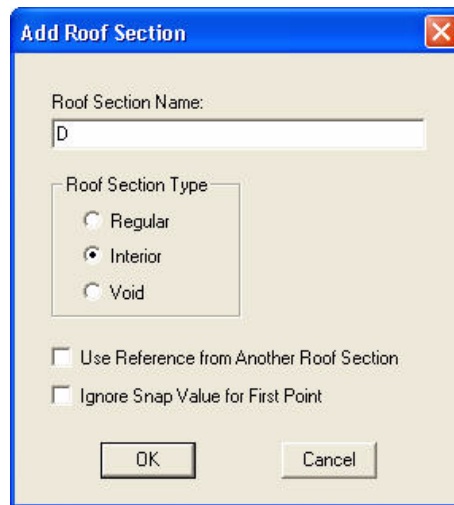



Figure 3-7 The **Add Roof Section** window

**Note that the Roof Section Name is D. This is because you added two voids (sections B and C).**

2. In the **Roof Section Type** area, click **Interior**, then click **OK**.

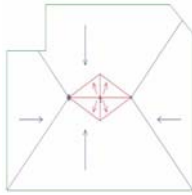
The **Add Roof Section** window closes and you are returned to your drawing window.

3. On the main toolbar, click **Reference Point** .

4. Click the bottom-left corner of the roof outline to make this corner the new reference point.
5. Using your mouse, move your cursor **up 5** and to the **right 18**.
6. Press **Enter**.
7. Type **U** to go up, type **8** in the text entry box, and press **Enter**.

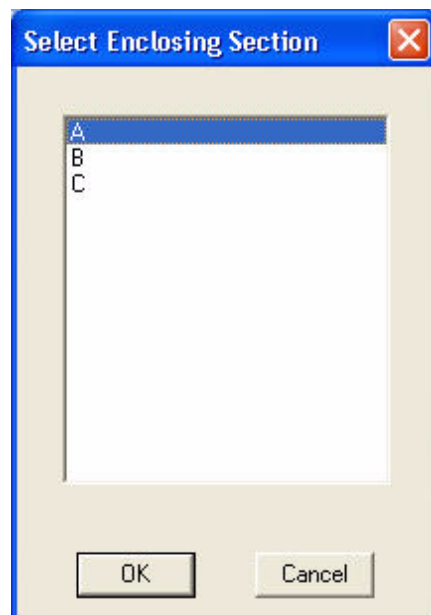
**Tip!**

*You can also use decimals to enter feet and inches. For example, 14'6 can be entered as 14.5.*



8. Type **R** to go right, then type **10'4** in the text entry box, and press **Enter**.
9. Type **D** to go down, then type **8** in the text entry box, and press **Enter**.
10. Type **Q** to quit, then type **H** to close the section horizontally.

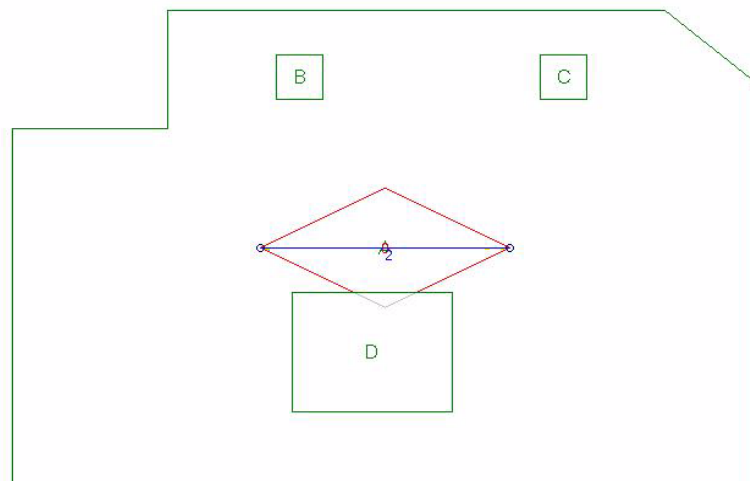
The **Enclosing Roof Section** window appears, as in *Figure 3-8*.



*Figure 3-8 The Select Enclosing Section window*

11. Select **A** and click **OK**.


Your interior roof is added, and looks like *Figure 3-9*.



*Figure 3-9 Your outline with an interior roof*

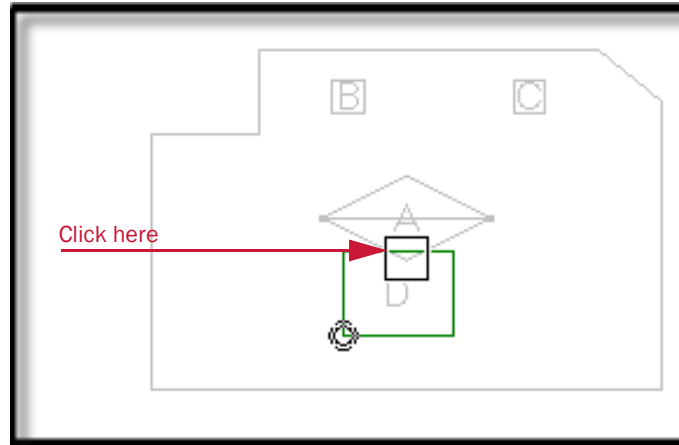
## Adding a Low Area on an Edge

To add a low area on an edge

1. On the Add Low Area toolbar, click **Add Low Area on Edge** . Or on the Add menu, point to **Low Area**, then click **On Edge**.

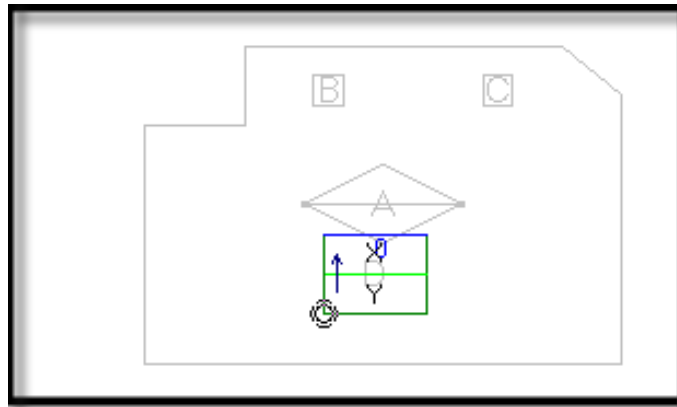
Your cursor becomes a box.

2. Select the top edge of the interior roof, as in *Figure 3–10*.



*Figure 3–10 Select the top edge of the interior roof*

Your roof outline looks like *Figure 3–11*.




*Figure 3–11 Your roof outline with a low area on the interior roof*

3. Press **Esc** to exit the command.

## Adding Long Crickets

The next step is to add long crickets to the voids and interior section you created earlier in the lesson.

To add a long cricket

1. On the main toolbar, click **Attach**  to turn on **Attach** mode.
2. At the top left side of your drawing area—immediately under the main menu—select **A** from the **Section** drop-down list., as shown in *Figure 3–12* and left click or press **Enter**.

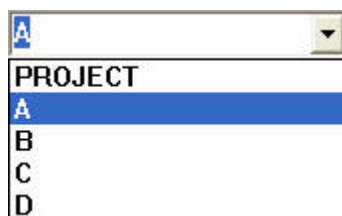



Figure 3-12 Selecting a roof section

3. On the **Add Cricket** toolbar, click **Add Long Cricket** . Or on the **Add** menu, point to **Cricket**, then click **Long**.
4. Place your cursor on the top left corner of the first void and click, as in *Figure 3-13*.

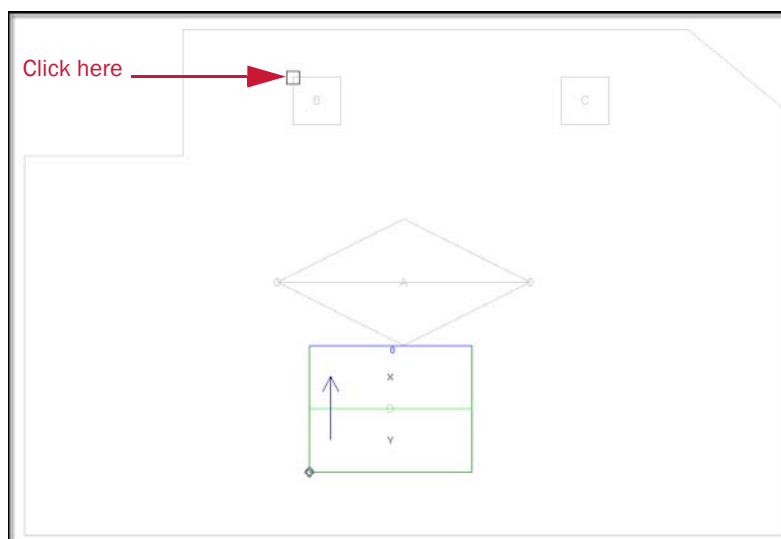


Figure 3-13 Select the first point for your long cricket

5. Place your cursor on the top right corner of the first void (section B), and click.

The **Cricket Tip** message appears, as in *Figure 3-14*.



Figure 3-14 The Cricket Tip message bar

6. Type **V** for value, then type **1** in the text entry box.
7. Press **Enter**.
8. Your message bar asks “**Is this the correct side?**”. Press **Enter** for **Yes**.  
Now you can add a long cricket on the second void.
9. Place your cursor over the top left corner of the second void and click.
10. Place your cursor over the top right corner of the second void and click.
11. Type **V** for value, then type **1** in the text entry box.
12. Press **Enter**.
13. Press **Enter** again when you are asked “**Is this the correct side?**”  
Your roof outline looks like *Figure 3-15*.

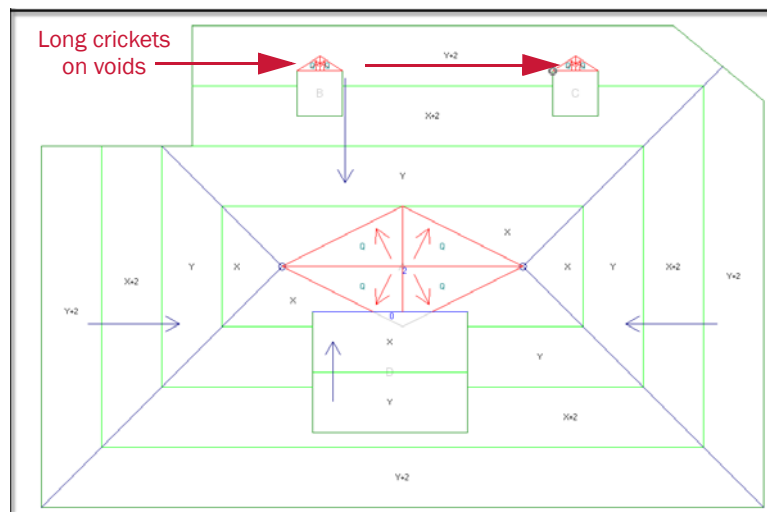


Figure 3-15 Your roof outline with long crickets on voids

Now you can add a long cricket on the interior roof.

14. Place your cursor on the bottom left corner of the interior roof and click, as in Figure 3-16.

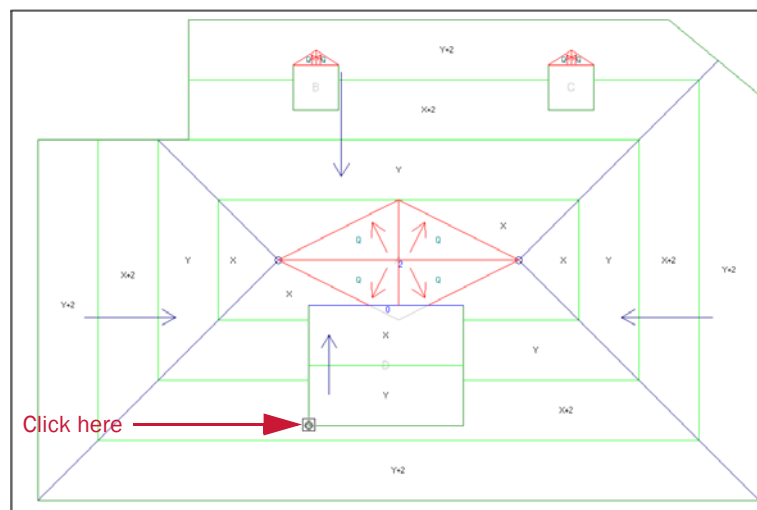


Figure 3-16 Select the bottom left corner of the interior roof

15. Place your cursor on the bottom right corner of the interior roof and click.
16. Type **V** for value, then type **3** in the text entry box.
17. Hit **Enter**.
18. When you are asked “Is this the correct side?,” click **No**.

Your roof outline looks like Figure 3-17.

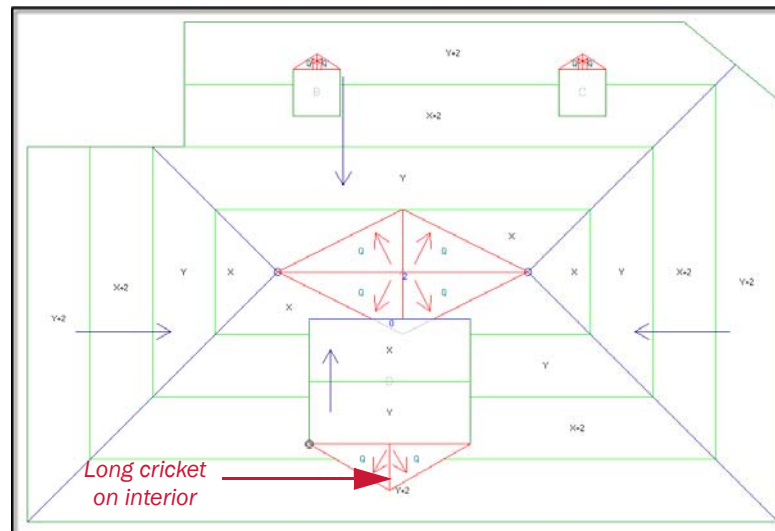


Figure 3-17 Your roof outline with a long cricket on the interior roof

19. Press **Esc** to exit the command.

**You have reached the end of Lesson 3. Lesson 4 covers working with the Materials Database.**



## Lesson 4: Letter Schemes and the Materials Database

The final lesson in this sample project introduces you to customizing Letter Schemes and the Materials Database.

Included in this section:

- Creating letter schemes
- Accessing the materials database
- Specifying material data

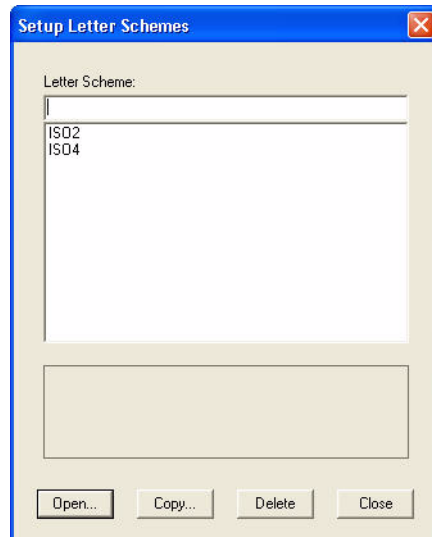
## Creating Letter Schemes

In this lesson you will set up a letter scheme.

To create a letter scheme

1. On the **Setup** menu, click **Letter Schemes**.

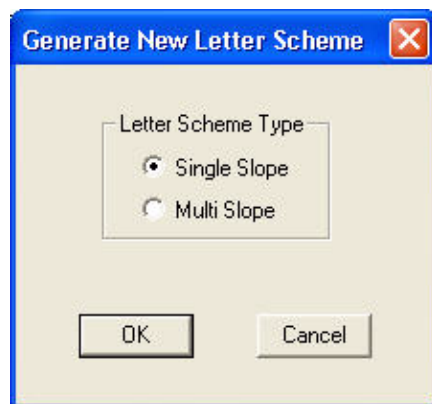
The **Setup Letter Schemes** dialog box opens, as in *Figure 4-1*.



*Figure 4-1 The Setup Letter Schemes dialog box*

2. In the **Letter Scheme** text entry box, type the name **ISO8**, and click **Open**.

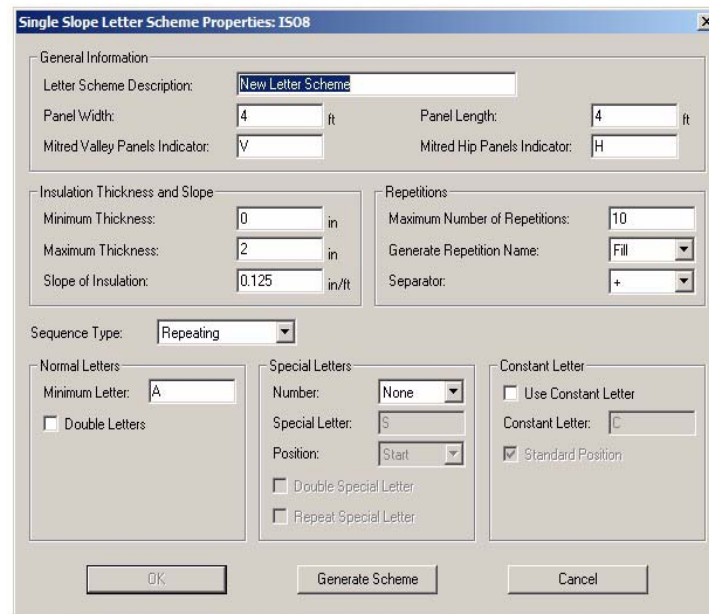
The **Generate New Letter Scheme** dialog box opens, as in *Figure 4-2*.



*Figure 4-2 The Generate New Letter Scheme dialog box*

3. Ensure that **Single Slope** is selected, and click **OK**.

The **Setup Single Slope Letter Scheme: ISO8** window appears, as in *Figure 4-3*.



**Single Slope Letter Scheme Properties: ISO8**

**General Information**

Letter Scheme Description:

Panel Width:  ft      Panel Length:  ft

Mitred Valley Panels Indicator:       Mitred Hip Panels Indicator:

**Insulation Thickness and Slope**

Minimum Thickness:  in

Maximum Thickness:  in

Slope of Insulation:  in/ft

**Repetitions**

Maximum Number of Repetitions:

Generate Repetition Name:

Separator:

Sequence Type:

**Normal Letters**

Minimum Letter:

☐ Double Letters

**Special Letters**

Number:

Special Letter:

Position:

☐ Double Special Letter

☐ Repeat Special Letter

**Constant Letter**

☐ Use Constant Letter

Constant Letter:

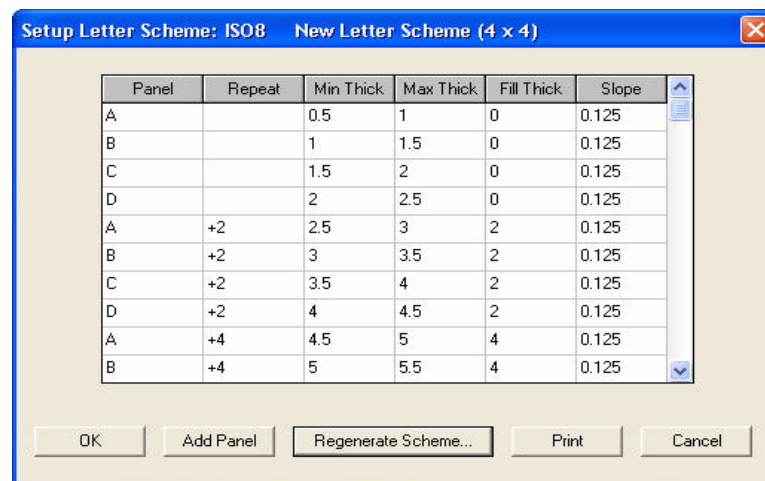
☒ Standard Position

OK      Generate Scheme      Cancel

Figure 4-3 The Setup Single Slope Letter Scheme: ISO8 window

4. Under **General Information**, enter a panel width of 4 feet, and a Panel Length of 4 feet.
5. Under **Insulation Thickness and Slope**, enter a Minimum Thickness of 0.5 and a Maximum Thickness of 2.5.
6. Check to make sure the **Slope of Insulation** is set at the program default of 0.125 in/ft. This means that the panel rises 1/8 of an inch for every foot.
7. Under **Repetitions**, enter 10 for the Maximum Number of Repetitions.
8. Under **Generate Repetition Name**, select Fill.
9. Under **Separator** select +.
10. Under **Normal Letters**, select A for the Minimum Letter.
11. Click **Generate Scheme**.

The new letter scheme appears, as in Figure 4-4.



**Setup Letter Scheme: ISO8    New Letter Scheme (4 x 4)**

Panel	Repeat	Min Thick	Max Thick	Fill Thick	Slope
A		0.5	1	0	0.125
B		1	1.5	0	0.125
C		1.5	2	0	0.125
D		2	2.5	0	0.125
A	+2	2.5	3	2	0.125
B	+2	3	3.5	2	0.125
C	+2	3.5	4	2	0.125
D	+2	4	4.5	2	0.125
A	+4	4.5	5	4	0.125
B	+4	5	5.5	4	0.125

OK      Add Panel      Regenerate Scheme...      Print      Cancel

Figure 4-4 Your new single slope letter scheme

12. Click **OK** to close the **Setup Letter Scheme** dialog box.
13. Click **Close** to return to the drawing area.

## Accessing the Materials Database

The Taper-Plus database is designed to provide total flexibility in specifying your roof system. Initially, you have some work to do to customize the database according to your requirements; however, doing so will save you time when you are estimating jobs and ordering materials.

To view the materials database

- On the **Setup** menu, click **Materials**.

The **Setup Materials** dialog box opens as in *Figure 4–5*.

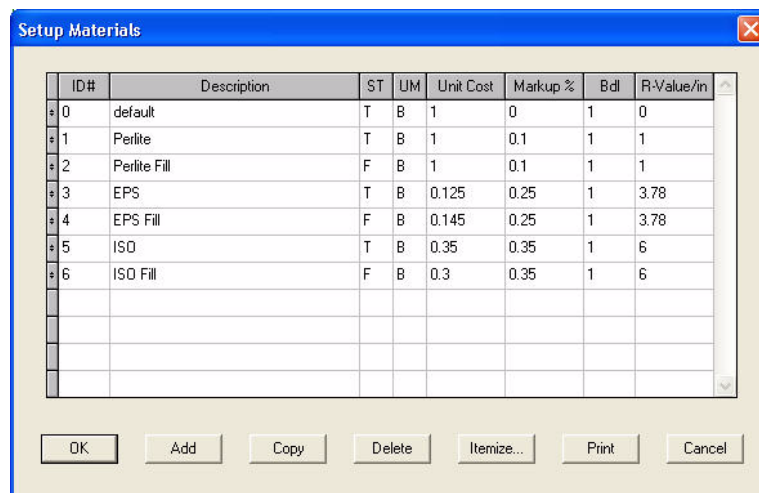


Figure 4–5 The Setup Materials dialog box

## Specifying Material Data

You can specify the dimensions and costs of the materials you use in your projects.

The materials database has the following columns:

### Material data columns

Column title	What is it?
ID	the unique number given to the material
Description	the type of material
ST	the material sub-type, either T for taper or F for Fill
UM	the unit of measurement (item, sq ft, bd/ft)
Unit Cost	the price of a material, per unit of measure
Markup %	the markup expressed as a decimal (for example .25 is 25%)
Bdl	the number of panels needed per bundle (only shown if known). Note: the bundle value is only useful for a material with only one thickness. For materials with multiple thicknesses, use the <b>itemize</b> option.
R-Value/In	the measure of thermal resistance

## Changing Material Data

When you start using Taper-Plus for your own projects, you will need to change material data from time to time. In the next step, you will change the price of ISO to .39.

### To change material data

1. In the **Setup Materials** dialog box, click **ISO**.
2. Tab over to the **Unit Cost** column and type **.39**.

The **Unit Cost** is changed to **.39/unit** of measurement.

If you were only making the one change, you would click **OK** now, but you are going to add a material to the database using the same window.

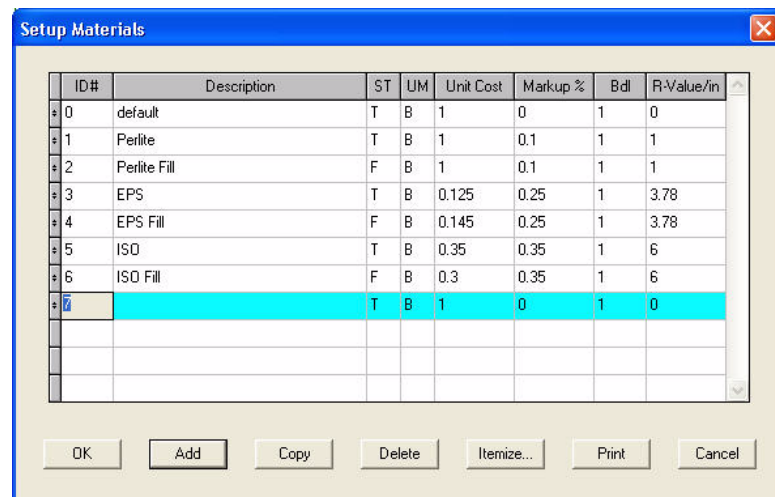
## Adding Material Data

Just as you will need to modify information about materials in your database, occasionally you will need to add new materials. For example, in the next step you will add a regional-specific material called **ISO - West**.

### To add a material to the database

1. Click **Add** to add a material.

A new row is added, and a unique ID number is generated for the new material, as in *Figure 4–6*.



*Figure 4–6 The added row*

2. Tab to the **Description** column and type **ISO - West**.
3. Tab to the **Unit Cost** column and type **.44**.
4. Tab to the **Markup** column and type **.35**.
5. Tab to the **R-Value/In** column and type **6**.

Your **Setup Material** dialog box looks like *Figure 4–7*.

ID#	Description	ST	UM	Unit Cost	Markup %	Bdl	R-Value/in
0	default	T	B	1	0	1	0
1	Perlite	T	B	1	0.1	1	1
2	Perlite Fill	F	B	1	0.1	1	1
3	EPS	T	B	0.125	0.25	1	3.78
4	EPS Fill	F	B	0.145	0.25	1	3.78
5	ISO	T	B	0.35	0.35	1	6
6	ISO Fill	F	B	0.3	0.35	1	6
7	ISO - West	T	B	.44	.35	1	6

Buttons: OK, Add, Copy, Delete, Itemize..., Print, Cancel

Figure 4-7 Your new material data

- Click OK to save your new material data.

**Note:** For insulation materials with non-linear R-Values or pricing, you must itemize the materials. If you itemize fill thicknesses you will also have to set up a different material for each sheet size, for example, 4x4 and 4x8.

For further information on itemizing materials, see the Taper-Plus online help.

Congratulations! You have completed the final lesson of the Taper-Plus Quick Start Guide.

To learn about some of the more advanced features in Taper-Plus, see the Taper-Plus Advanced Tutorials.