



AIR CRE CONTRACTS

QUICK TIPS

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CREATING A NEW CONTRACT PACKAGE

- From the Main Menu select **File > New > New Package From Scratch**.
- Enter the file Name (Required) and Description (Optional) > **Create**.
- From the Forms Panel select the forms you would like to add to the package > **Add Selected Forms**.
- You can add multiple forms at the same time by holding down the **CTRL** key while making your selections.

OPENING SAVED CONTRACT PACKAGES

- From the Home Page > **File** > **Open** > **Recent Packages**.
- The app will display all the recent packages you have worked on.
- If the package you're looking for is not on the list select **My Packages** and click on the **Browse** icon to view all the other packages that you have created.

HOW TO STRIKE OUT & UN-STRIKE OUT TEXT

You cannot delete any of the standard boilerplate text in the Contracts, however, you can strike out a word, a sentence, or even a paragraph.

- Highlight the text you want to strike through.
- Click on the **Strike-Thru** icon located on the **Main Home** ribbon.
- If you want to undo a strike through, highlight the text and click the **Un-Strike** icon.

ADDING CUSTOM TEXT

- Click anywhere in the contract and start typing.
- Custom text is displayed in a different color and font for quick identification on the contract.
- The font will remain different, even on the finalized document to ensure that changes are noticeable.

EXTENDING A BLUE FIELD

- When entering data in the blue fields, the field will expand automatically to fit the text.
- You cannot delete any existing fields.
- You can **Copy** and **Paste** from one field to another.
 - **Highlight the text** you want to copy.
 - **Right-Click** on the highlighted text > **Copy**.
 - To Paste, click in the location that you want to paste into > **Right-click** > **Paste**.

CUSTOMIZE TEXT SIZE

- From **Main Menu** > **Package Properties**.
- From the **Package Properties Ribbon** > **AIR Form Size** icon.
- Select the desired **Font Size** from the drop-down menu.
- The text font size will change in all of your forms in the Contract Package.

CUSTOMIZE CUSTOM TEXT FONT

- From **Main Menu** > **Package Properties**.
- From the **Package Properties Ribbon** > **Custom Text Font** icon.
- From the drop-down menu, select the desired **font type**.
- The Custom Text font type (red text) will change in all of your forms in the Contract Package.

CUSTOMIZING TEXT IN THE BLUE FIELDS

- From **Main Menu** > **Package Properties**.
- From the **Package Properties Ribbon** > **Fields Font**.
- Select your desired font, font size, and style of the text in the blue fields.
- This will change the text in the blue fields throughout the entire package.

INSERT AN IMAGE

Images, such as pictures, clip art, company logos and floor plans can be inserted into your contract.

- Click on the location where you want the graphic to appear.
- From the **Home Ribbon > Insert** > browse and select your desired image > **Open**
- Once the image is inserted into the document, you can adjust the size by dragging on one of the corners.
- To delete an image: **select the image > Delete.**

CREATE A PDF OF YOUR CONTRACT

- From the **Main Menu** > **File** > **Print**.
- In the **Print Setup** dialog box > **Save As PDF** > **Print**.
- From the **Create PDF Document** section select the option to create a PDF for the **entire package** or a **specific contract** and click on **Create PDF**.
- Enter the desired name of the file > **Save**.

PRINT A PACKAGE

Using Default Print Settings

- From the **Main Menu** > **File** > **Print**.
- Select the option to print the **entire package** or a **specific contract**.
- You also have the option to print the **Data Entry** fields.

Customizing Your Print Settings

- From the **Main Menu** select **File** > **Print** > **Page Layout Settings**.
- Select **Page Size** to change from **Letter** to **Legal**.
- Select **Page Numbering** to change the option to print **Continuous** or **Start Over for Each Form**.
- Select **Margins** to change the **Top**, **Bottom**, **Left** and **Right** margins of the package.

FINALIZING A CONTRACT PACKAGE

Follow these steps once you have finished preparing your contract. The finalized package will remove the word DRAFT from the documents. You will be charged credits to finalize a package.

- Complete all of the required fields in all of the contracts (the required fields are indicated in **red** in the **Data Entry** view).
- From the **Home Ribbon** > **Finalize** Icon.
- Note: If you make changes to the required fields in any of the forms in the Contract Package, the system will charge you for credits again.