
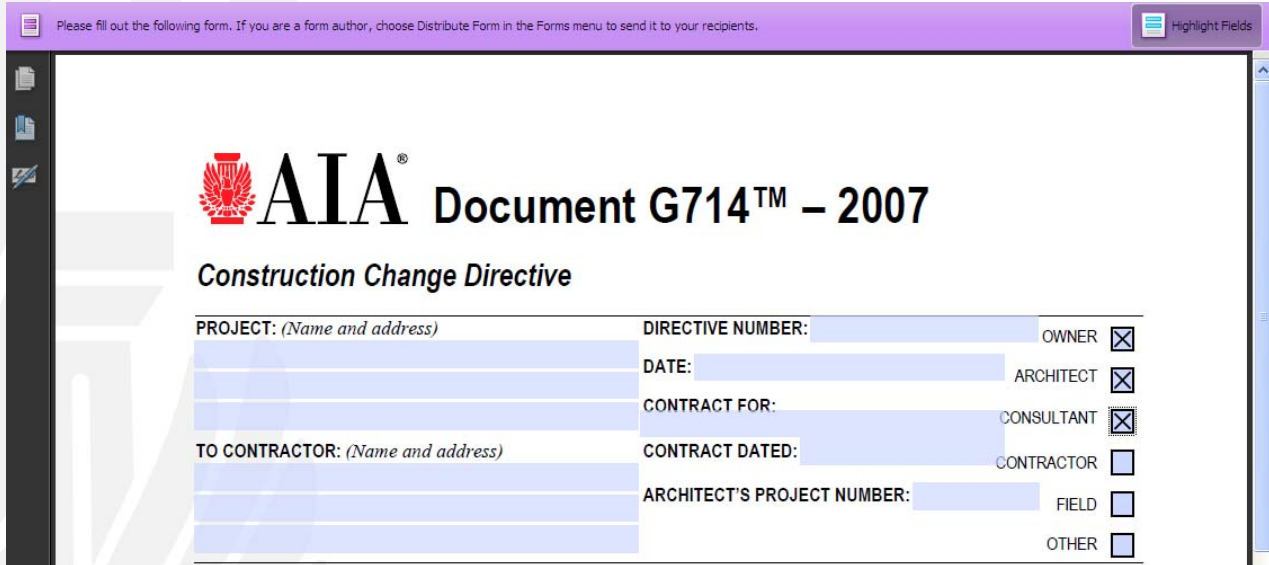


AIA® Document Instructions

Completing AIA Documents on Demand® Forms

DATA FIELDS

AIA Documents on Demand® forms include two types of data fields: text boxes and check boxes. To display data fields on a form, click the **Highlight Fields** button  in the upper right-hand corner of the document window. Press the TAB key to move the pointer from field to field, or point to field and click the mouse button. To select a check box, point to a check box and click the mouse button. To clear a check box, click the mouse button again.



DATA OPTIONS

Several AIA documents provide options for data fields. For example, on AIA Document G714™-2007, Construction Change Directive, under the subhead “Proposed Adjustments,” if the Contract Sum or Guaranteed Maximum price is adjusted by a Lump Sum, users should specify whether the adjustment is an *increase* or *decrease* of the original amount. Users should also specify whether the Contract Time will be adjusted or remain the same.

On AIA Documents on Demand® forms, data options are specified by *tool tips*. Point to a data field to display a tool tip, and then type the appropriate data option in the box.

PROPOSED ADJUSTMENTS

1. The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price:

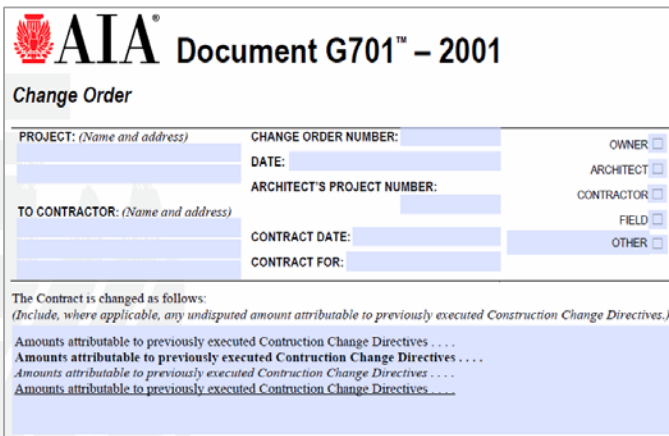
- Lump Sum of \$ "increase" or "decrease"
- Unit Price of \$ per
- As provided in Section 7.3.3 of AIA Document A201™-2007
- As follows:

2. The Contract Time is proposed to . The proposed adjustment, if any, is "an increase of" or "a decrease of" days.

NOTE. On AIA Documents on Demand® forms, only fields with data options have tool tips.

RICH TEXT FORMATTING

You can underline text or style text in bold, italic, subscript or superscript in any data field with enough space for two or more lines of text. To apply rich text formatting, (1) point to and select text to restyle, (2) click the right mouse button, and then on the shortcut menu that appears, (3) choose **Text Style** and a text style option: **Bold**, **Italic**, **Underline**, **Subscript** or **Superscript**.



AIA Document G701™ – 2001

Change Order

PROJECT: <i>(Name and address)</i>	CHANGE ORDER NUMBER:	OWNER: <input type="checkbox"/>
	DATE:	ARCHITECT: <input type="checkbox"/>
	ARCHITECT'S PROJECT NUMBER:	CONTRACTOR: <input type="checkbox"/>
TO CONTRACTOR: <i>(Name and address)</i>		FIELD: <input type="checkbox"/>
	CONTRACT DATE:	OTHER: <input type="checkbox"/>
	CONTRACT FOR:	

The Contract is changed as follows:
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives.)

Amounts attributable to previously executed Construction Change Directives
Amounts attributable to previously executed Construction Change Directives
 Amounts attributable to previously executed Construction Change Directives
 Amounts attributable to previously executed Construction Change Directives

NOTE: The **Clear Formatting** option on the Text Style shortcut menu restores data to the normal font, which on most AIA Documents on Demand® forms is Times New Roman 10.

COMPLETING FORMS WITH ADOBE READER

Users completing AIA Documents on Demand® forms with Adobe Reader can print, but not save, data typed into fields. Some AIA documents have large numbers of data fields, and Adobe Reader users may find it difficult without data saving capabilities to complete a large document in a single computer session. For large documents, Adobe Reader users may want to consider completing introductory sections of a form with Adobe Reader, printing the partially completed form, and then finishing the form in longhand.