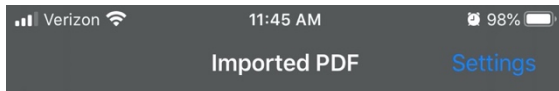


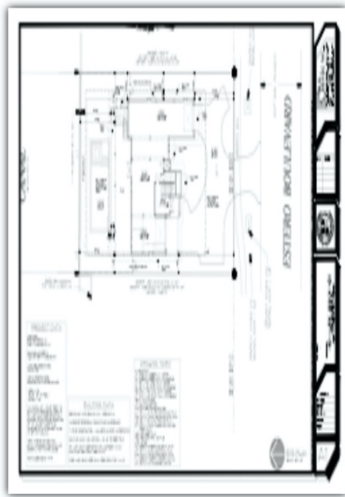
# Timely Bid How To

[This is a how to guide to use the Timely Bid App.](#)

Thank you for giving our app a try. We will be updating our app to help our customers with their needs. We hope the following will provide easy answers for using the app.



Once you have the PDF Blueprint imported from email, the first page you come to will have your document visible. Just touch the document you'd like to work with.

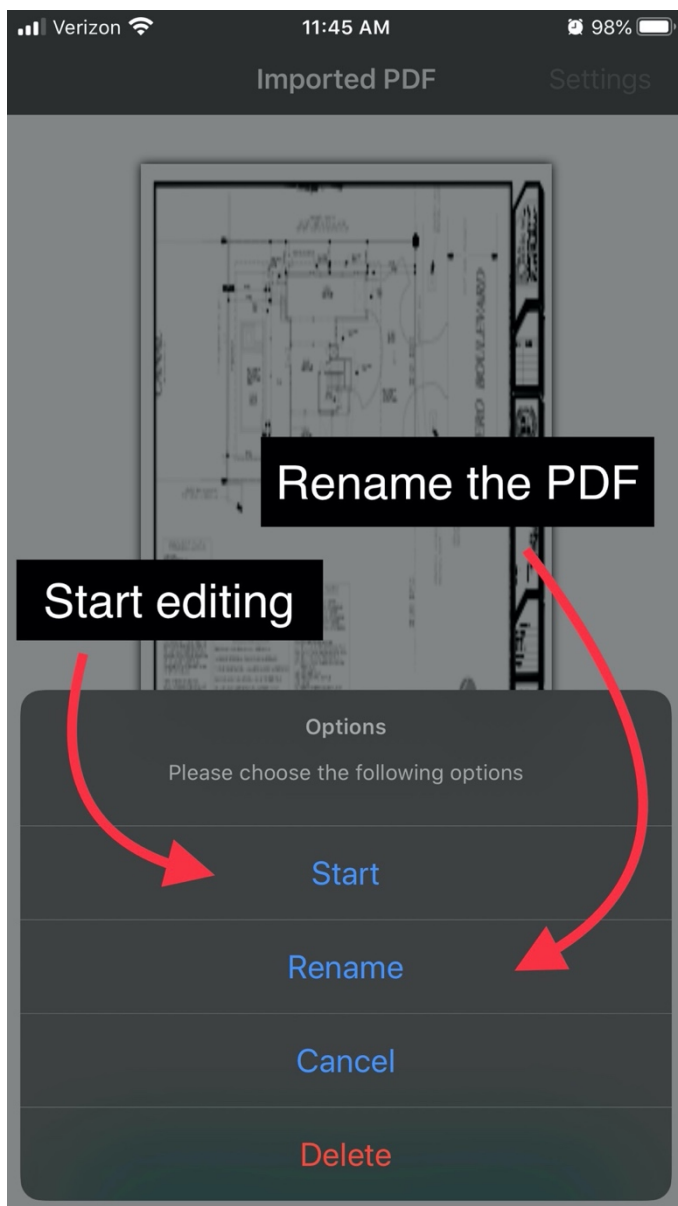


Eckhardt\_1of2.pdf

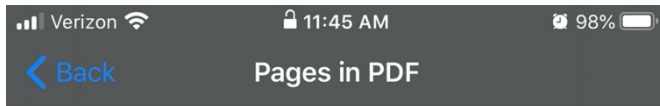
Options for the PDF

How to upload PDFs to Timely Bid

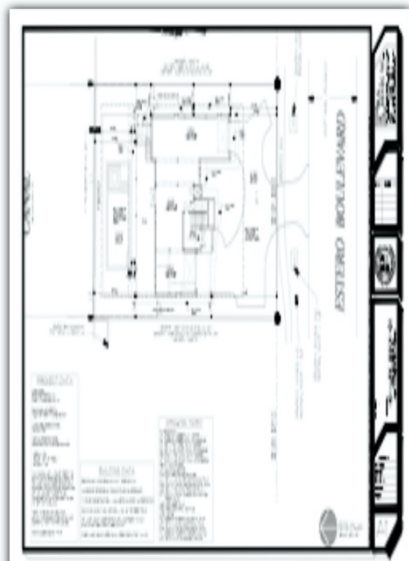
Show Tutorial



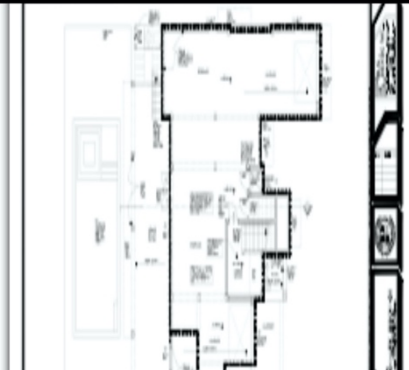
After touching the document you'd like to work with you will have the option to start or rename it. Choose what you'd like to do.

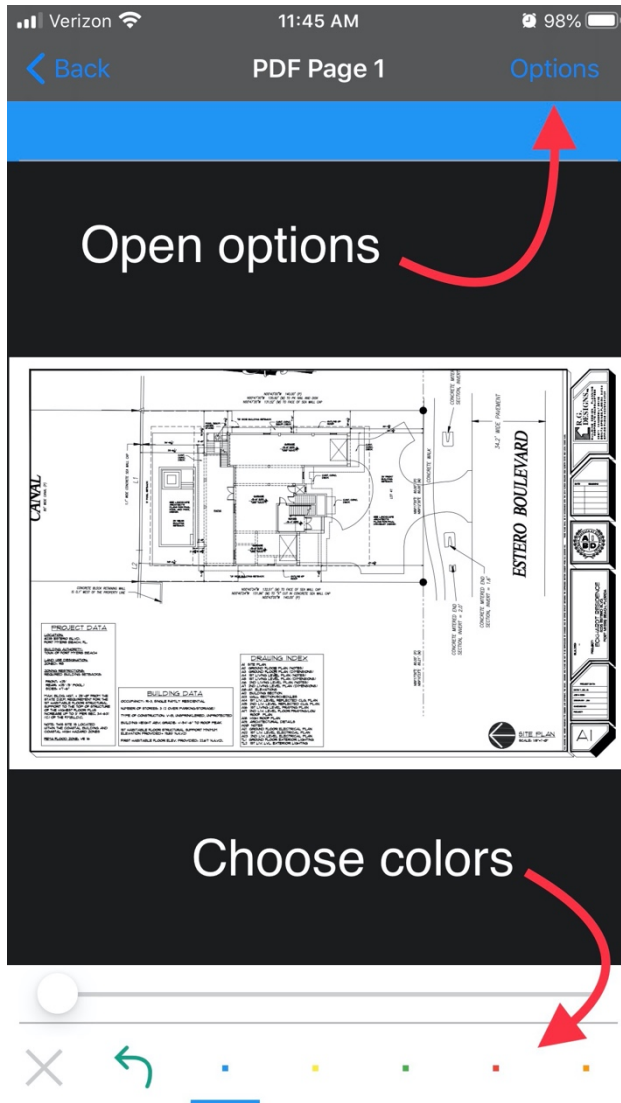


The second page you come to will have the individual pages of your PDF file choose one to start marking up your PDF.

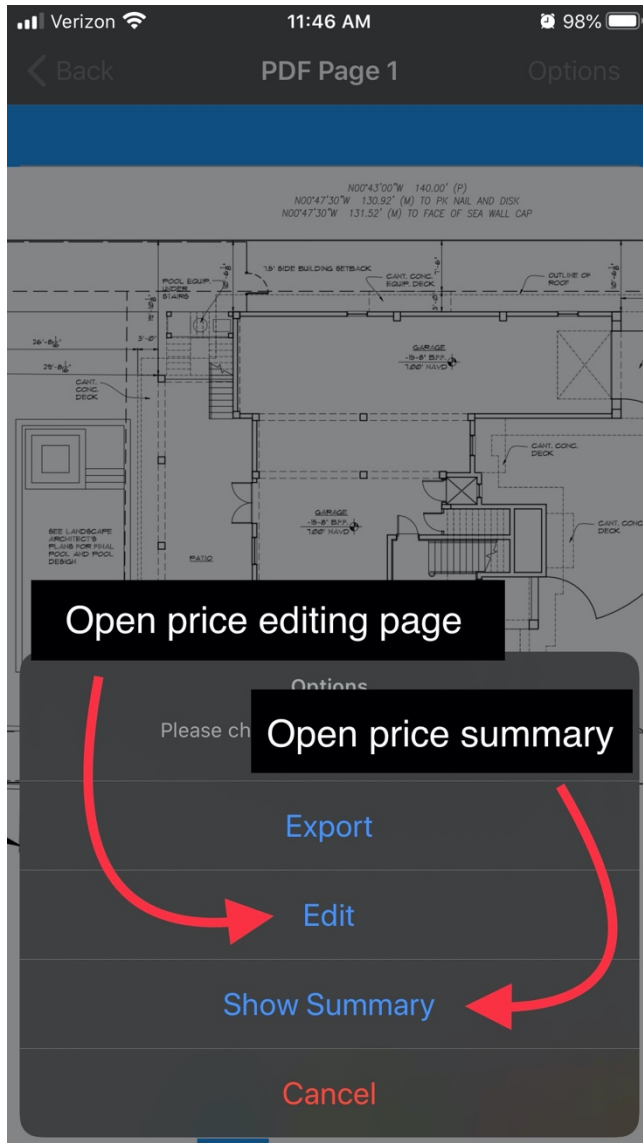


These are pages in your PDF, choose one to edit it

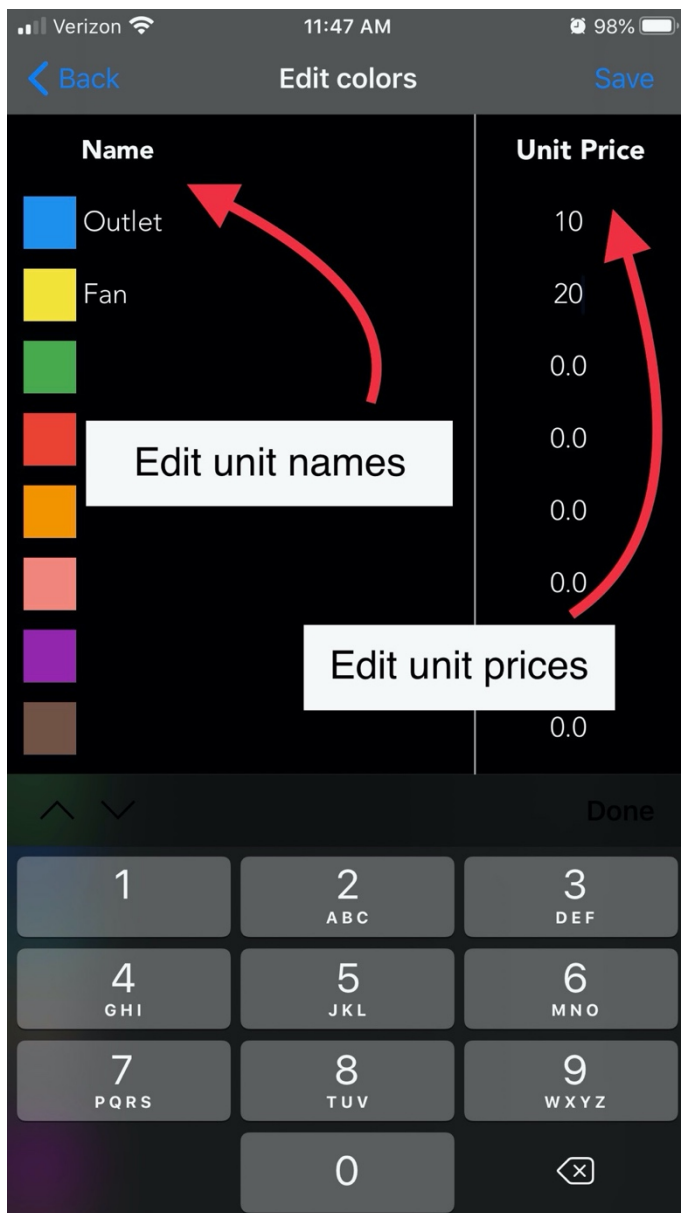




Now you're in the mark up section. At this point you could choose a color and start marking. But it would be best to add information to the summary such as names and prices. So choose options.



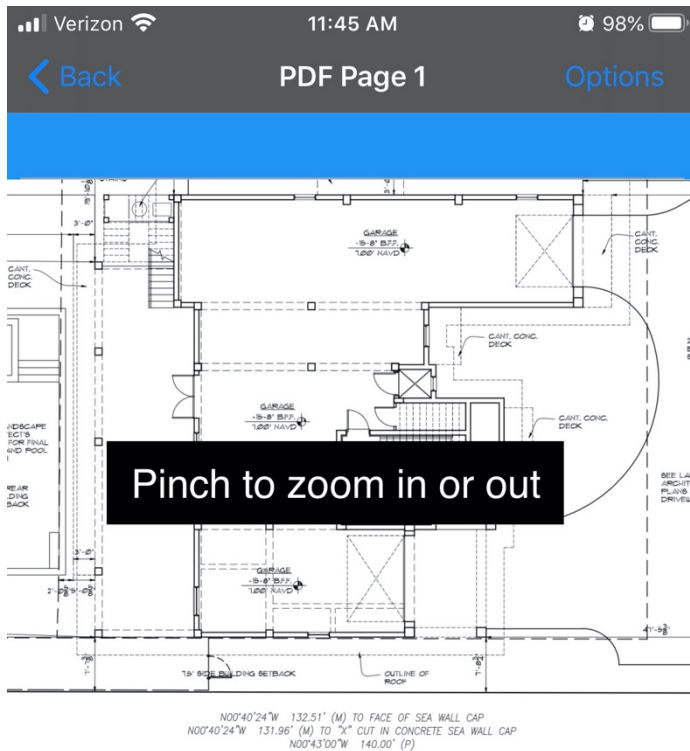
Click the edit button which will bring you to the edit page.



Now on your edit screen you can add the individual unit prices to the color of your choice.

Under the name column go ahead and change the name of the color so it matches the item you highlight.

When the color name and individual item price are what you'd like them to be go ahead and click save.



Once you come back to the markup page you're ready to go.

In order to zoom into your PDF Blueprint pinch with two fingers to zoom.



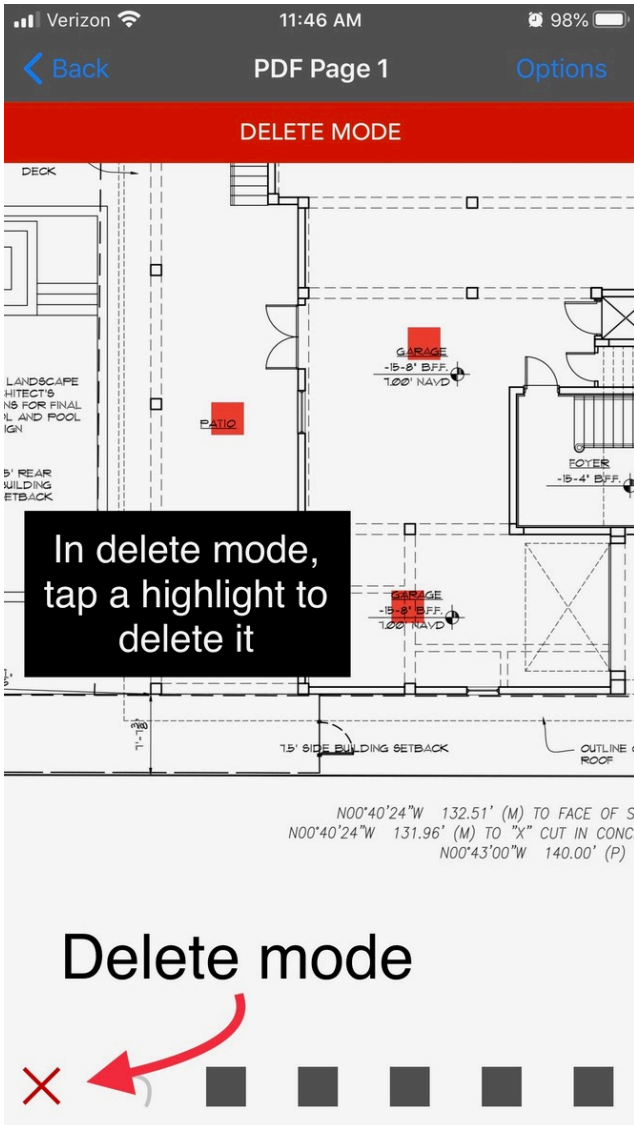


In order to start adding marks pick a color from the bottom of the screen and touch the screen where you'd like the mark to be.

The marks you add will automatically be added on the summary page.

Tap the Undo button to undo the last mark.



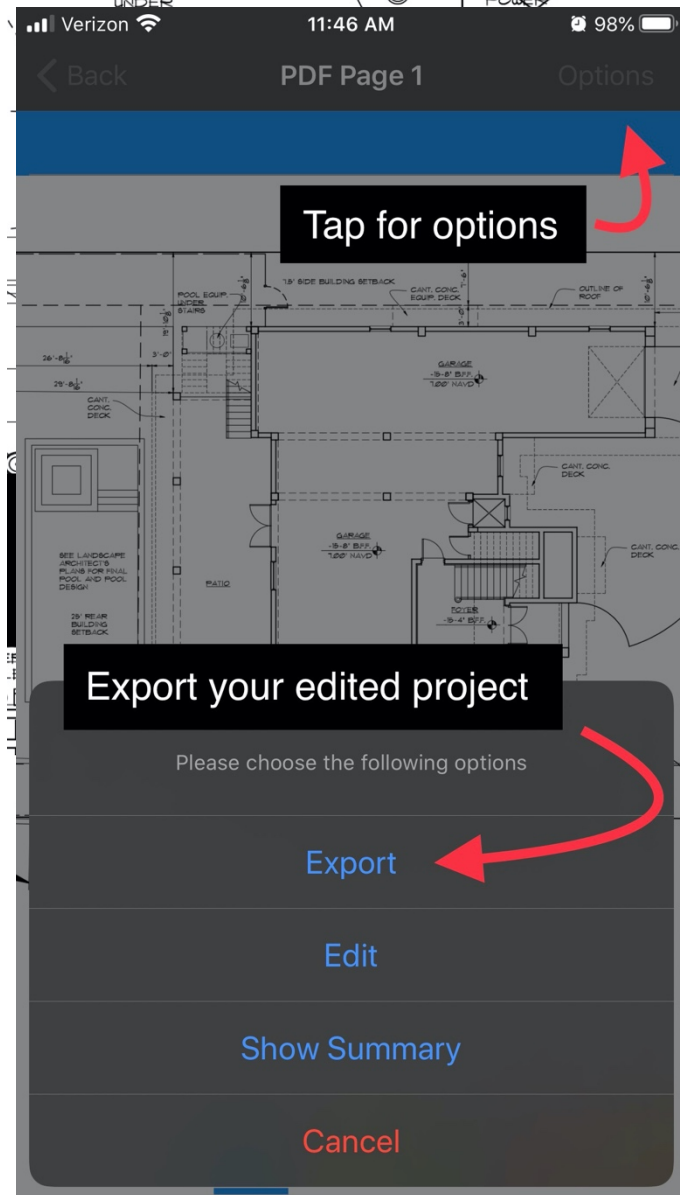


If you'd like to delete a mark prior to the last mark use the delete mode option.

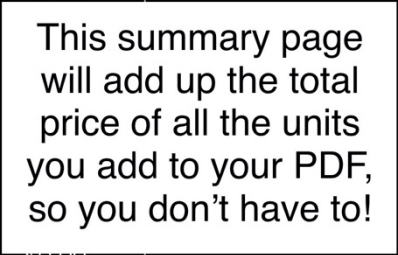
The delete mode option stays in use until you choose another color to start marking again.



Change the size of your mark with the slide at the bottom of the screen.



Tap the options button choose the show summary button to see the sum of the marks you've added.



Once you're on the summary page touch the export button in the upper right corner to export your summary.