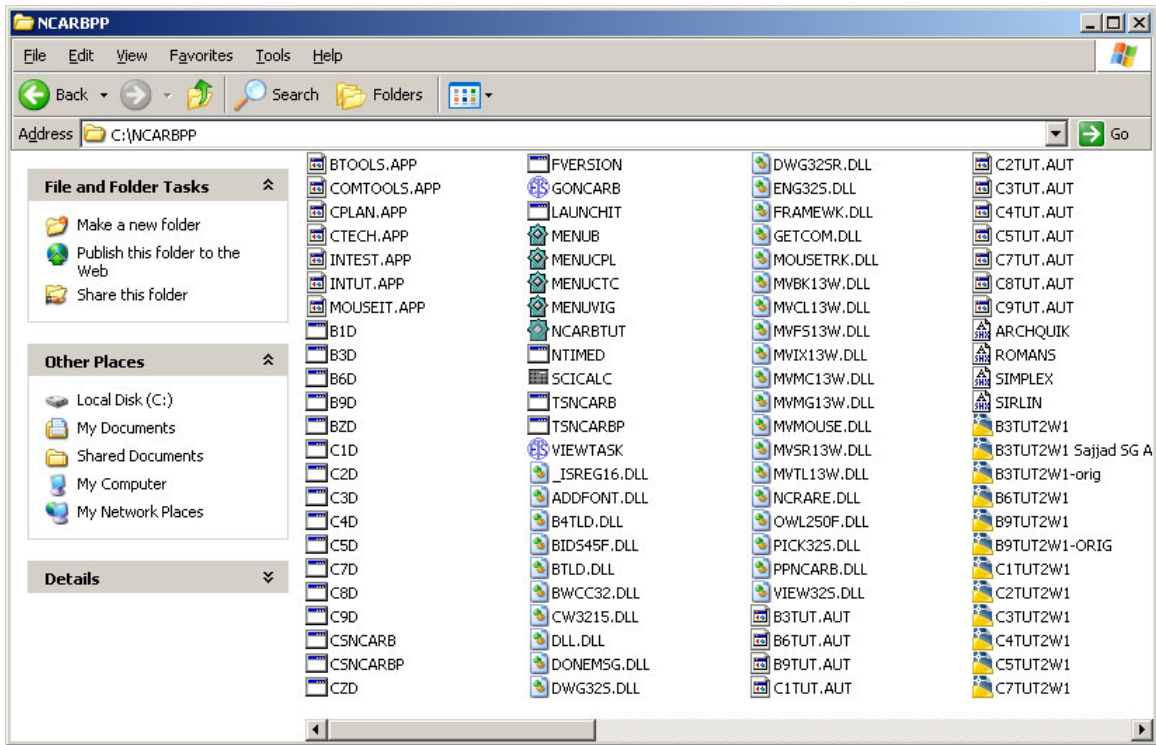
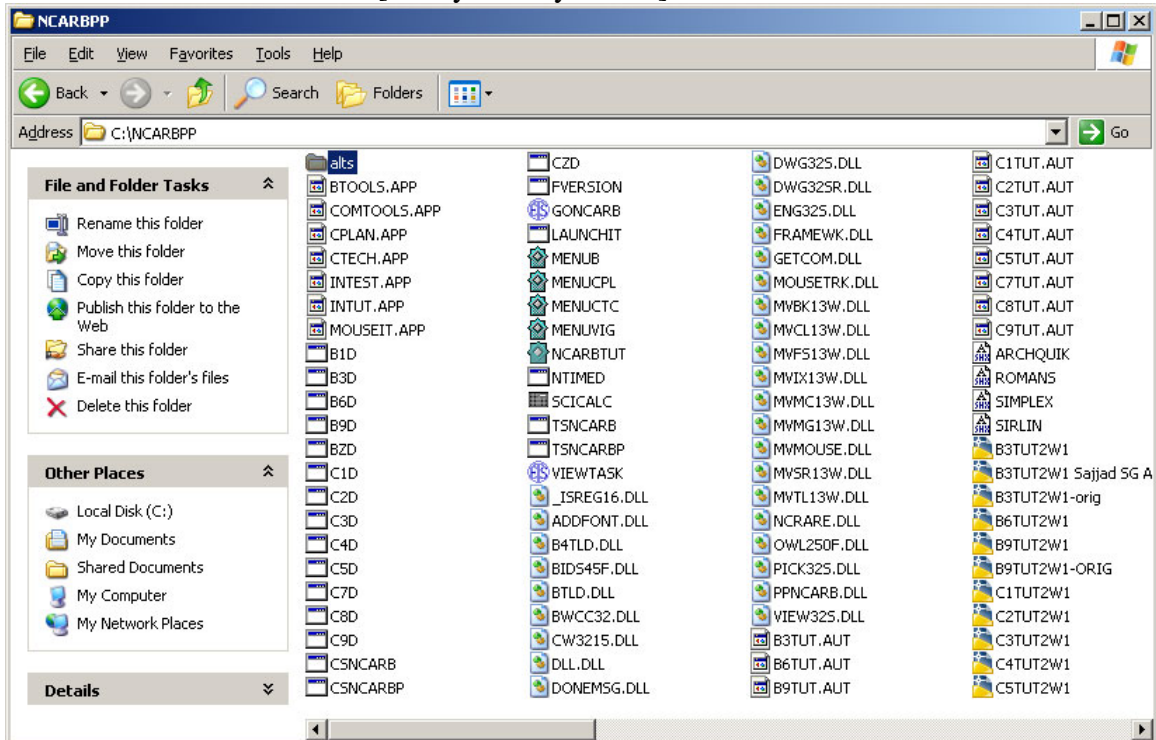


## step-by-step guide to getting the alts into the NCARB practice program.

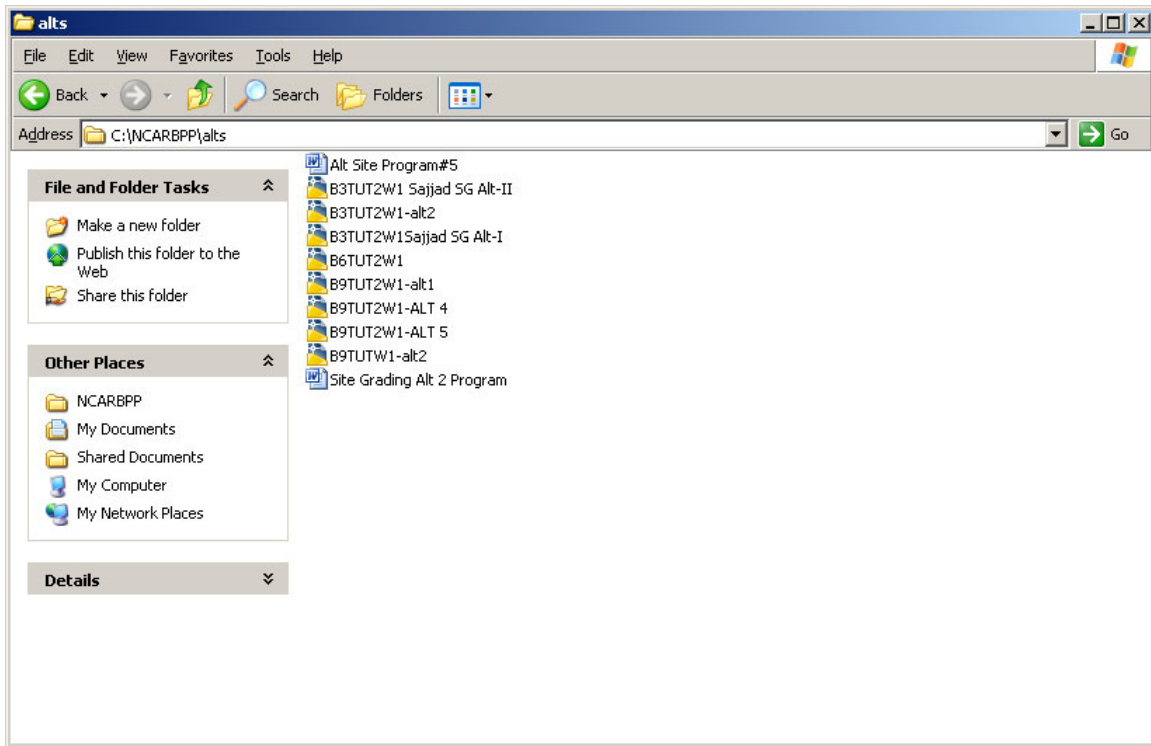
1. open up C:\NCARBPP [hint: if it doesn't look this organized, right-click and select 'Arrange Icons By' > 'Type']:



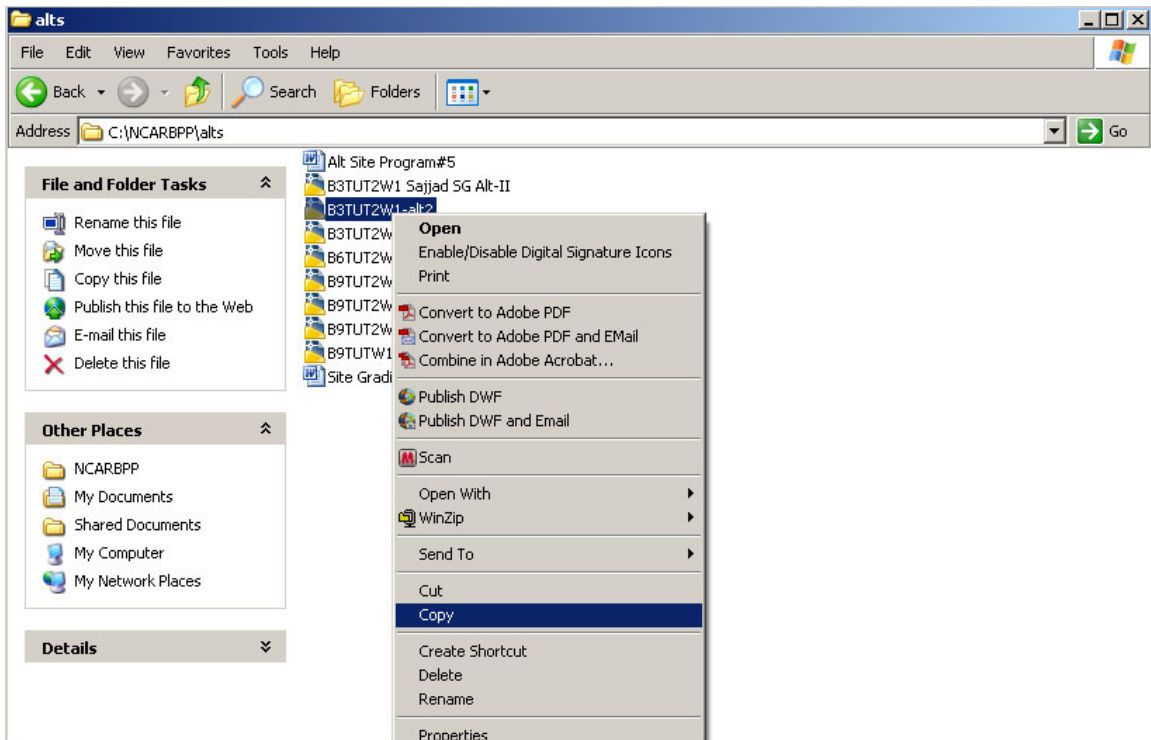
2. create a folder called 'alts' [or any name you like]:



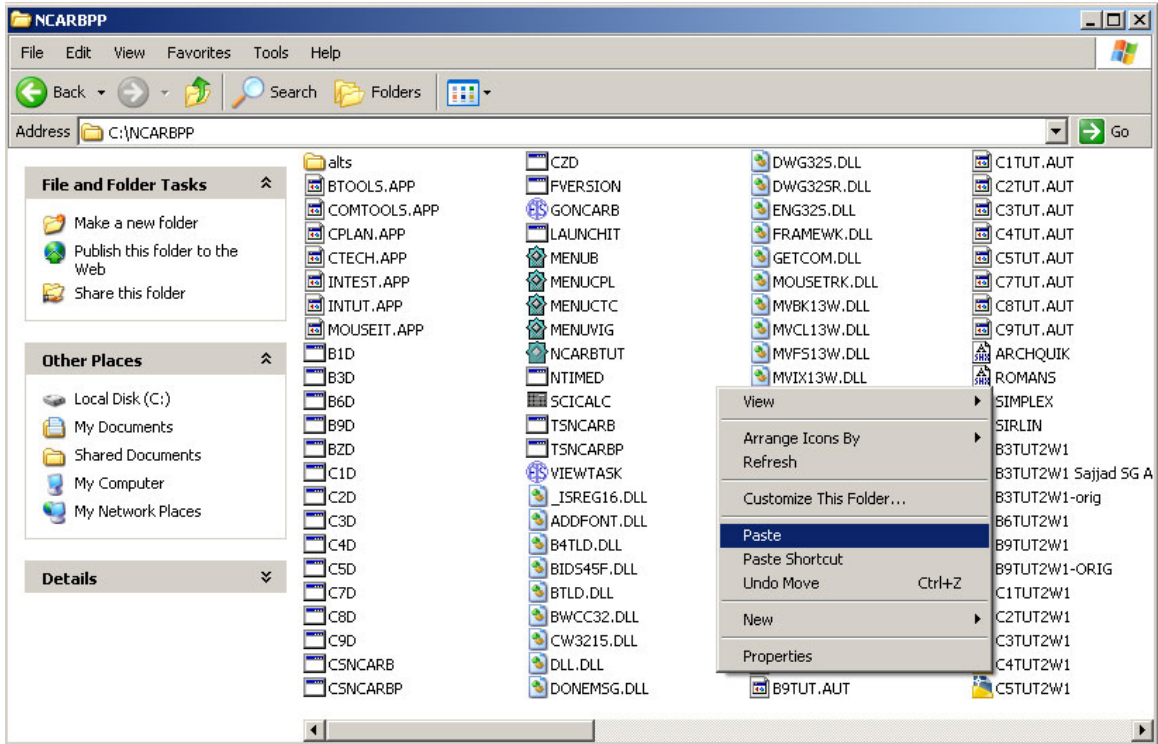
3. save all of the alts and instructions in here for later use:



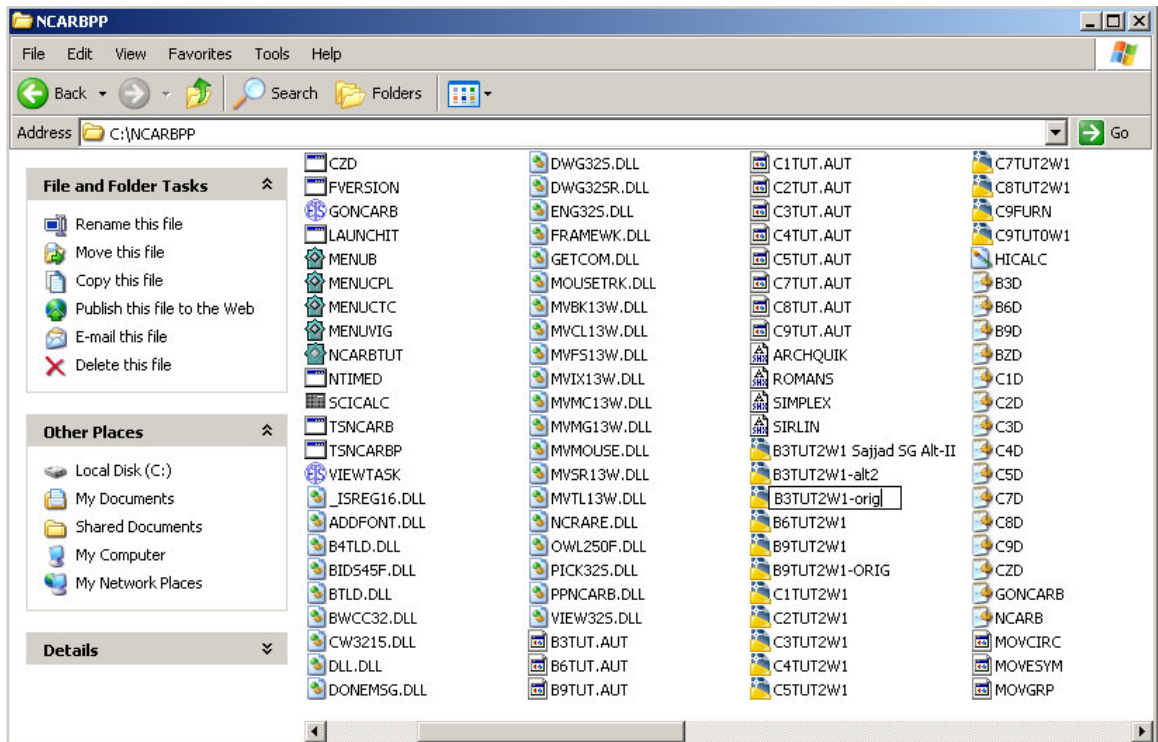
4. copy the alt you want to use [hint: b3...=grading, b6...=zoning, b9...=site design]:



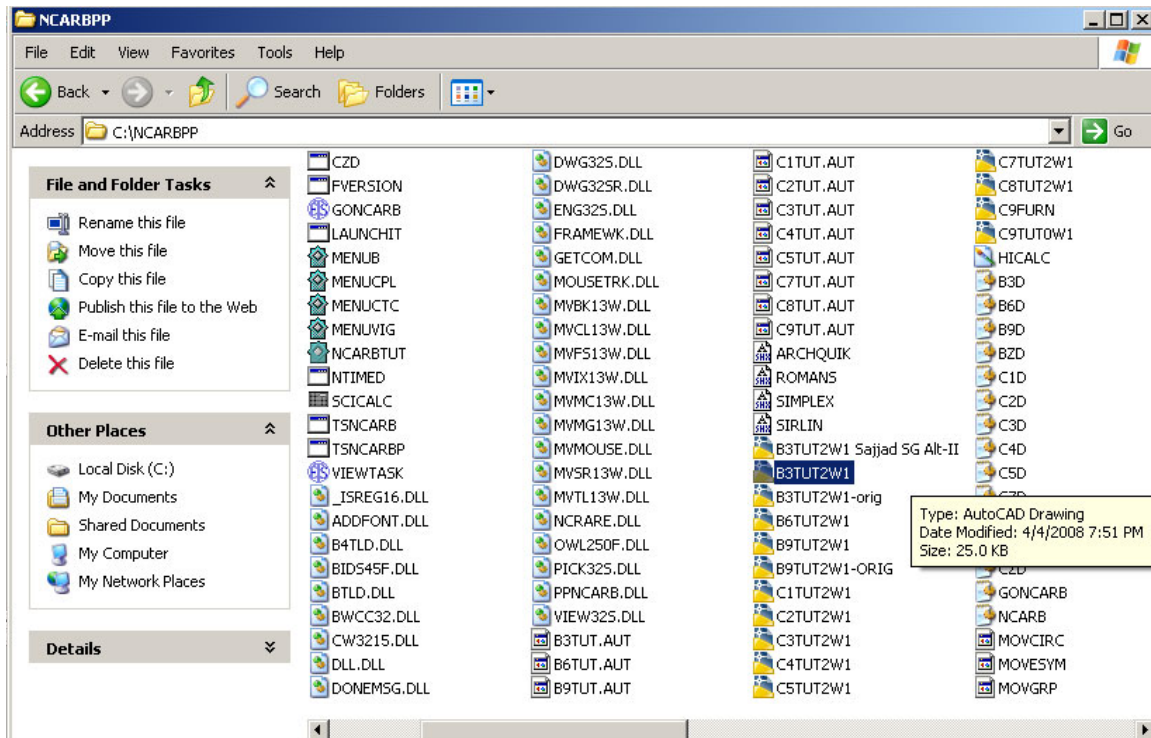
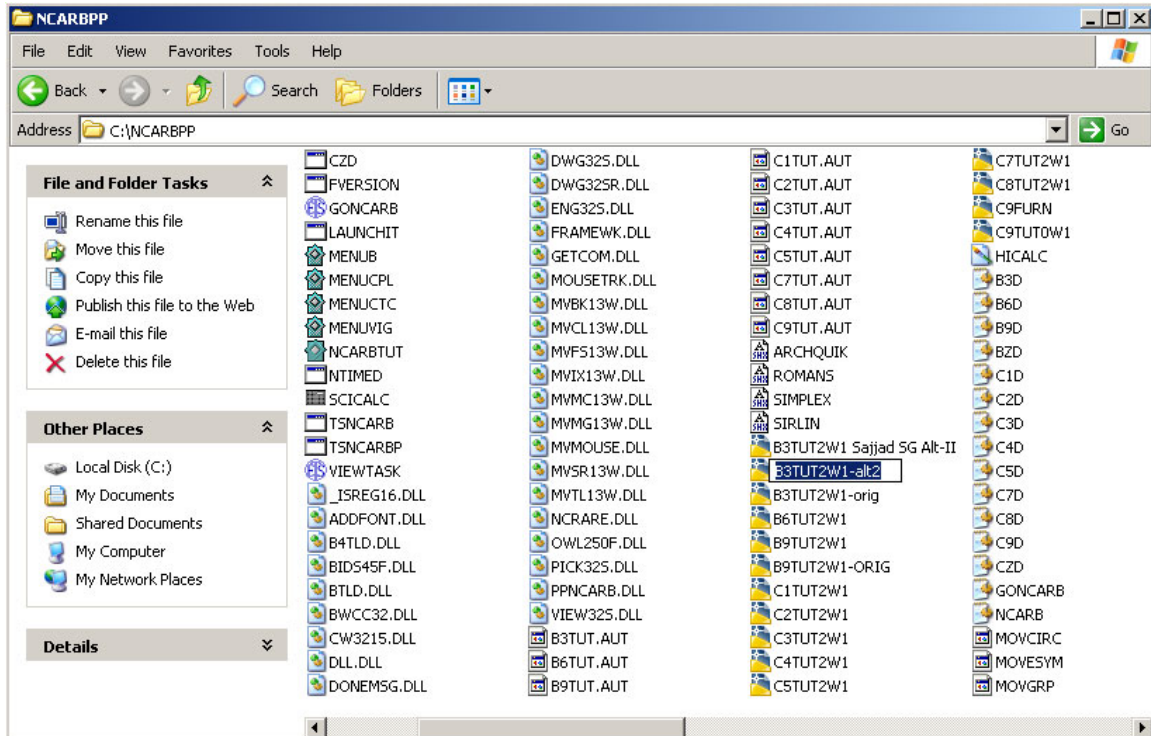
5. go back to C:\NCARBPP and paste the alt:



6. select the original version of the dwg file and rename it to \*\*\*-orig [for your use later on in case you want to go back to it]:



7. select the alt and rename it by just deleting the extra info at the end so it has the name as the original file we just changed [by adding '-orig']:



and that's it! dont forget that the 'program' section does not update in the NCARB practice software. you must view the alt program through word or another word processing program.

best of luck!  
~duct