

Installing the Document Mover utility

Users of the AIA Contract Documents desktop software can upload their current projects and documents to the online platform by using the AIA Document Mover utility. The utility allows you to choose which projects, and within those projects, which documents to move to the online platform. The steps below explain how to download and install the utility.

Before you get started, you will need:

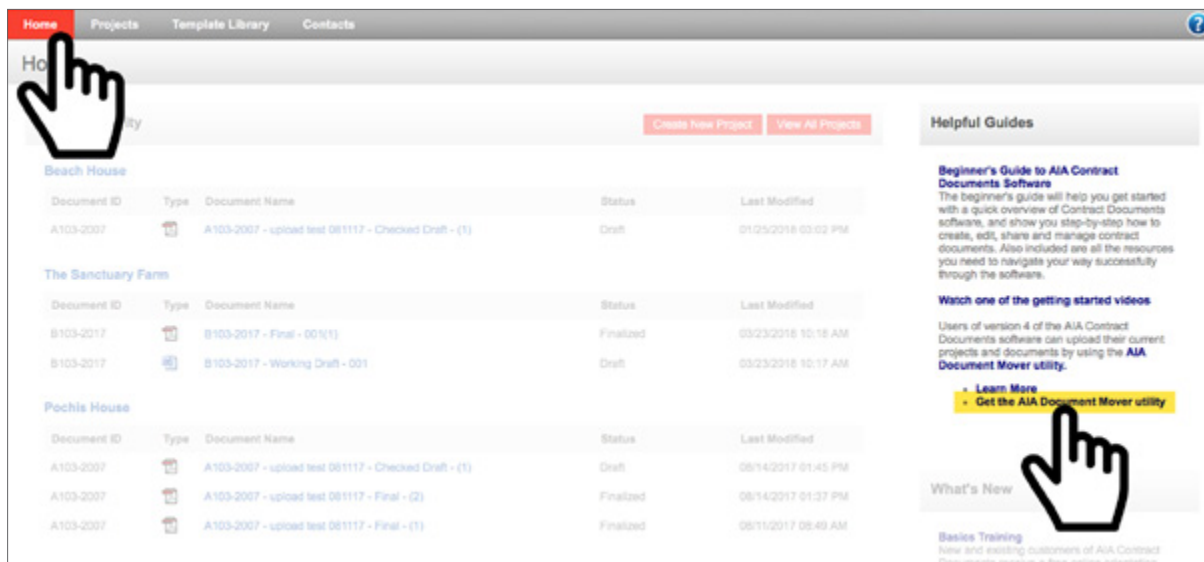
- A license for the AIA Contract Documents online service
- Access to the PC with the desktop software (the utility should be installed on the system where desktop software is installed)

Important tips:

- **Move one project a time** - as needed, for optimal results
- **Files below 5MB** - larger files should be imported instead
- **You will not be able to access** the desktop software or online service while your documents are being moved

Step 1 – Download the Document Mover

- Log in to the AIA Contract Documents online software
- In the **Helpful Guides** area of the Home page, [click Get the AIA Document Mover utility](#) link.

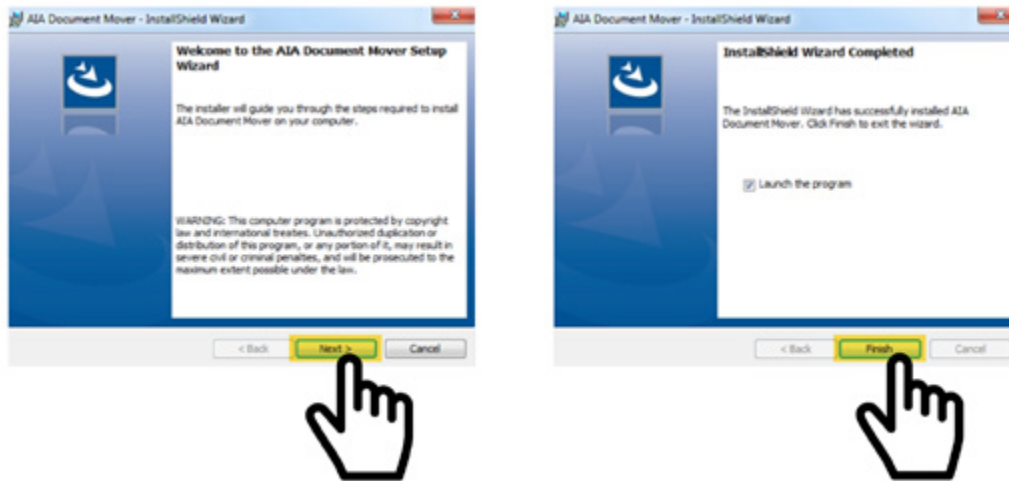


- From the new window, [click the appropriate download icon](#)  – for either 32-bit or 64-bit Windows's version.

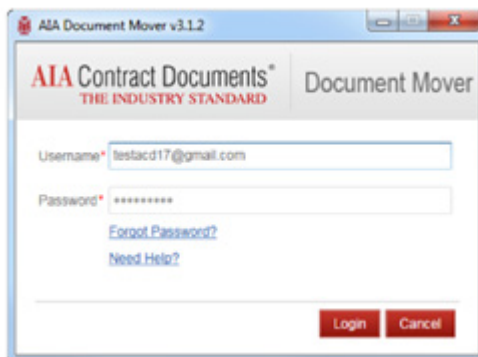
Follow the steps “How can I tell if my computer is running a 32-bit or a 64-bit version of Windows?” from the pop-up screen, if you need help select which download (32-bit or 64-bit).

Step 2 – Install the Document Mover

- When the download is complete, double-click on the [AIADocumentMover.msi](#) (AIA-Document-Mover-x64.msi or AIA-Document-Mover-x32.msi) file to launch the installation and follow the prompts to install the AIA Document Mover utility.



- Upon successful installation, you will see the login screen.



Additional Resources

Training Tools – We provide training tools such as webinars, video tutorials, and beginners guides.

Knowledge Base – Our Knowledge Base is searchable and includes information to Getting Started and frequently asked questions on Document and Software.

Customer Support Site – Need help? Find out all the ways you can get AIA Contract Documents support.

Installing the Document Mover utility – Steps for installing the Document mover utility. [Watch video >](#)

Using the Document Mover utility – Steps for using the Document mover utility. [Watch video >](#)