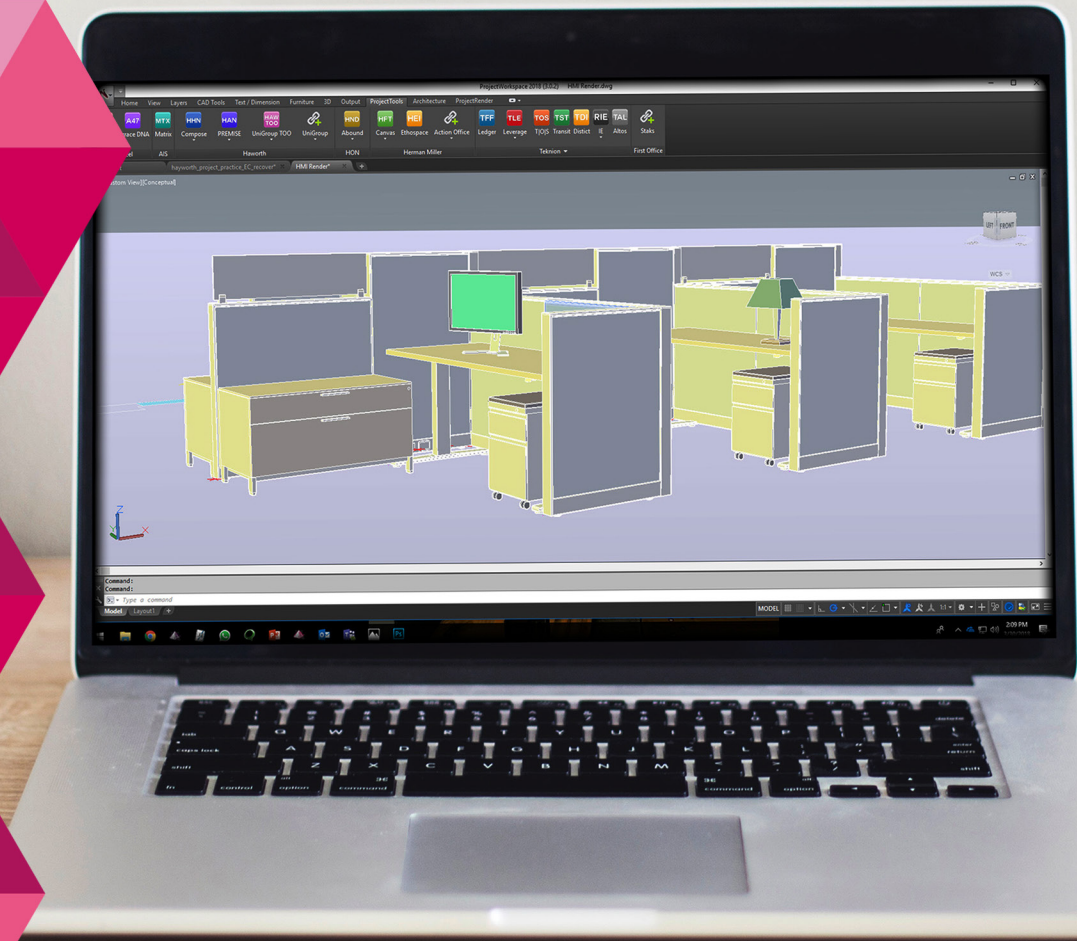


ProjectWorkspaceTM

User Guide



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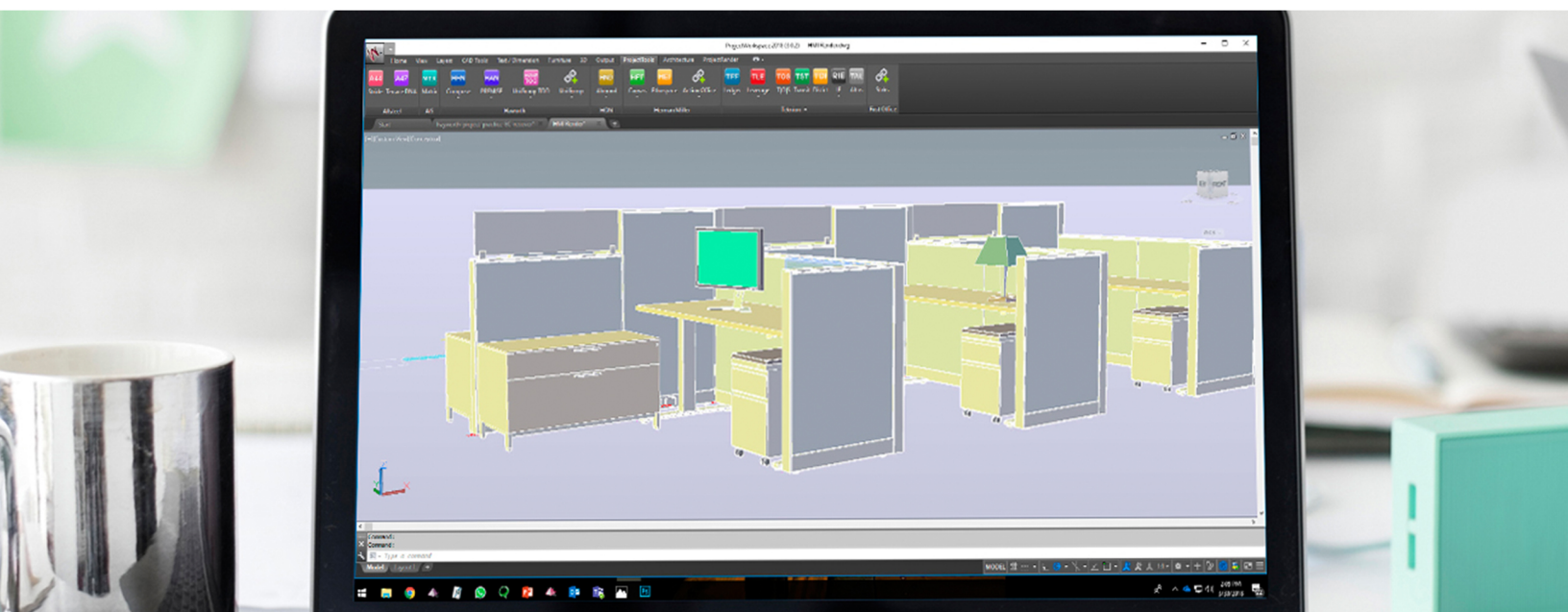
What is ProjectWorkspace™?

ProjectWorkspace is a design software that uses an AutoCAD based platform. It features the ability to create 2D and 3D layouts specifically for the contract furniture industry.

Most project designs for contract furniture are based on the AutoCAD standard, this can be slightly expensive and hard to learn for those new to the industry, or with a smaller staff.

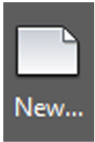
This led us to create a toned down version of AutoCAD specifically for the contract furniture industry.

ProjectWorkspace is a very easy tool for anyone to learn, including a sales team, so that all may have access to perform both basic, and more complicated design functions.



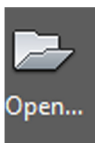
Home Tab

Typed commands in parenthesis ()



New (Ctrl+N, NEW) - Creates a new drawing

This will open a window to allow you to select the template you want to work from. The default is PRJWRKSP.dwt you can download additional templates off of projectmatrix.com for use in ProjectRender.



Open (Ctrl+O, OPEN) - Opens an existing drawing file

This will open a window to allow you to browse to find the file you wish to open. You can open a *.dwg, *.dws, *.dwt file extension.



Save (Ctrl+S, QSAVE) - Saves the current drawing

This will open a window allowing you to name the drawing and save it. You can choose from the following options.

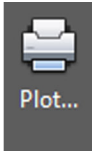
ProjectWorkspace 2018/AutoCAD 2018 Drawing (*.dwg)
AutoCAD 2013/LT2013 Drawing (*.dwg)
AutoCAD 2010/LT2010 Drawing (*.dwg)
AutoCAD 2007/LT2007 Drawing (*.dwg)
AutoCAD 2004/LT2004 Drawing (*.dwg)
AutoCAD 2000/LT2000 Drawing (*.dwg)
AutoCAD R14/LT98/LT97 Drawing (*.dwg)
ProjectWorkspace Drawing Standards (*.dws)
ProjectWorkspace Drawing Template (*.dwt)
ProjectWorkspace 2018 DXF (*.dxf)
AutoCAD 2013/LT2013 DXF (*.dxf)
AutoCAD 2010/LT2010 DXF (*.dxf)
AutoCAD 2007/LT2007 DXF (*.dxf)
AutoCAD 2004/LT2004 DXF (*.dxf)
AutoCAD 2000/LT2000 DXF (*.dxf)
AutoCAD R12/LT2 DXF (*.dxf)



Save As (Ctrl+Shift+S, SaveAS) - Saves a copy of the current drawing under a new file name

Home Tab

Typed commands in parenthesis ()



Plot (Ctrl+P, PLOT) - Prints a drawing to a plotter, printer, or file

Plot - Model

Page setup
Name: <None> Add...

Printer/plotter
Name: None Properties...
Plotter: None
Where: Not applicable
Description: The layout will not be plotted unless a new plotter configuration name is selected.
☐ Plot to file

Paper size
ANSI A (8.50 x 11.00 Inches)
Number of copies: 1

Plot area
What to plot: Display

Plot offset (origin set to printable area)
X: 0.000000 inch ☐ Center the plot
Y: 0.000000 inch

Plot scale
☒ Fit to paper
Scale: Custom
1 inch = 150.6 units
☐ Scale lineweights

Plot style table (pen assignments)
None

Shaded viewport options
Shade plot: As displayed
Quality: Normal
DPI:

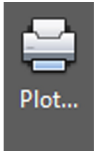
Plot options
☐ Plot in background
☒ Plot object lineweights
☐ Plot transparency
☒ Plot with plot styles
☒ Plot paperspace last
☐ Hide paperspace objects
☐ Plot stamp on
☐ Save changes to layout

Drawing orientation
☐ Portrait
☒ Landscape
☐ Plot upside-down

Preview... Apply to Layout OK Cancel Help

Home Tab

Typed commands in parenthesis ()



Plot (Ctrl+P, PLOT) - Prints a drawing to a plotter, printer, or file

The screenshot shows the 'Paper size' dropdown menu set to 'ANSI A (8.50 x 11.00 Inches)' and the 'Number of copies' spinner box set to '1'.

You can select pages designated by ANSI (American National Standards Institute), ISO (International Organization for Standardization) as well as paper sizes that the drivers from your printer say are eligible.

You can select the number of copies you wish to be made in the box on the right.

The screenshot shows the 'Plot area' section with the 'What to plot:' dropdown menu set to 'Display'.

Here you can tell AutoCAD what to print.

Click on the dropdown arrow and you will see the options for :

Display

Limits

Window

The screenshot shows the 'What to plot:' dropdown menu open, displaying three options: 'Display', 'Limits', and 'Window'. The 'Display' option is currently selected.

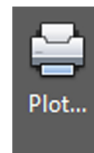
Display : Prints what is on the screen

Limits : Prints the “limits” of the entire drawing

Window : Allows you to make a selection window to print

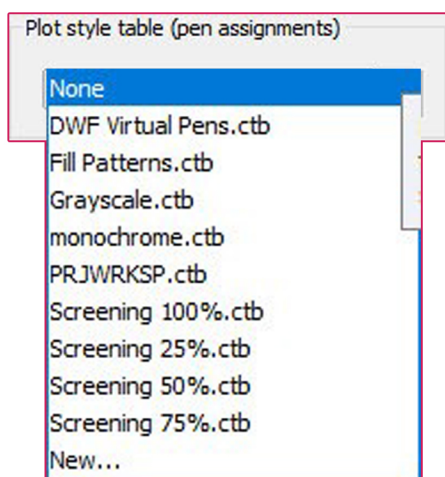
Home Tab

Plot Continued :



Plot Style Table : Common Plot Properties

Following is a list of the settings contained in plot styles tables and their functions



Color - Determines the plot color of objects that use the selected drawing color. For example, to plot a red line in red, set the color property for style Color 1 (red) to Use Object Color. To plot a red line black, set the color property for style Color 1 (red) to Black.

Dither - Approximates a color by making dot patterns with one of the device's supported color. Dithering is typically used if the plot device does not support the color you want to plot. For example, to send a color plot to a monochrome device where each color is distinguished in a different shade of gray, enable the dithering setting so the plot device creates dot patterns for each color.

Note : Dithering is automatically turned on if you set a color screening value of 99 or less.

Grayscale - Plots objects using the selected AutoCAD color as a shade of gray instead of color. For example, yellow is plotted as light gray; blue plotted as dark gray.

Pen Number - This setting is used for pen plotters only, and it determines the pen number used to plot objects of the selected drawing color.

Note : When plotting to a pen plotter all other plot style table properties are ignored.

Virtual Pen - The virtual pen number determines the virtual pen number used to plot objects of the selected drawing color. To use virtual pens, perform these steps:

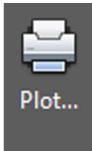
1. Set up the virtual pens on the plotter device.
2. Edit the plotter PC3 file. In the Plotter Configuration Editor, select the Device and Document Settings tab > Graphics > select Vector Graphics > Color Depth and then select 255 Virtual pens.
3. Set the virtual pen number property for each color in the drawing in the plot style table.

Note: When plotting to a plotter using virtual pens, all other plot styles table properties are ignored.

Credit: <https://knowledge.autodesk.com/support/autocad/troubleshooting/caas/sfdcarticles/sfdcarticles/Plot-style-table-settings-explained.html>

Home Tab

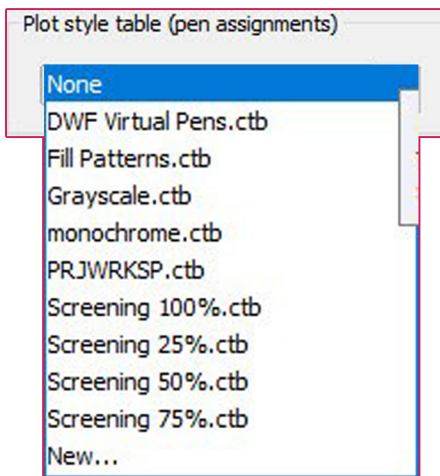
Plot Continued :



Plot Style Table : Common Plot Properties Cont.

Screening - Determines the color intensity of objects that use the selected drawing color when plotted. If you specify 0, the color is reduced to white, and if you specify 100, the color is displayed at full intensity. Color screening requires dithering be turned on, therefore, dithering is automatically enabled if a color screening value of 99 or less is specified.

Linetype - Determines the plotted linetype of objects that use the selected drawing color. The default is Use Object Linetype, which plots objects using the object's own linetype. If you select a linetype, that linetype will override the linetypes specified in the drawing for the selected drawing color.



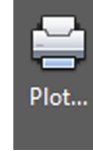
By using color-dependent plot styles to control how objects are plotted, you ensure that all objects that share the same color are plotted the same way.

These color-dependent plot style tables are pre-installed in the Plot Styles folder.

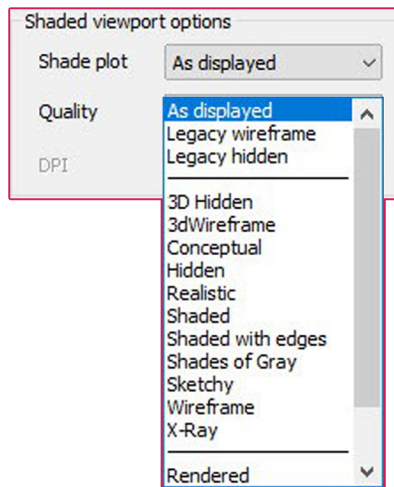
Table	Description
DWF Virtual Pens.ctb	The virtual pen number determines the virtual pen number used to plot objects of the selected drawing color
fillPatterns.ctb	Sets first 9 colors to use first 9 fill patterns, all others to use objects fill
grayscale.ctb	Converts all colors to grayscale when plotted
monochrome.ctb	Plots all colors as black
PRJSRKSP.ctb	Default plot style table
screening 100%.ctb	Uses 100% ink for all colors
screening 25%.ctb	Uses 25% ink for all colors
screening 50%.ctb	Uses 50% ink for all colors
screening 75%.ctb	Uses 75% ink for all colors

Home Tab

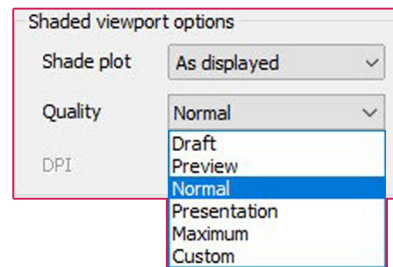
Plot Continued :



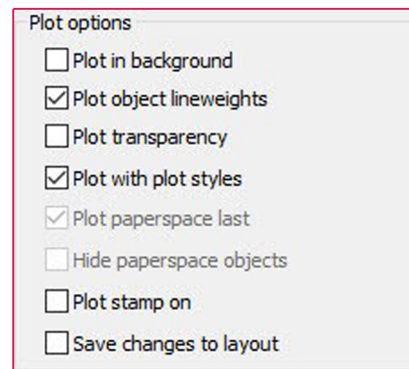
Shaded viewport options -



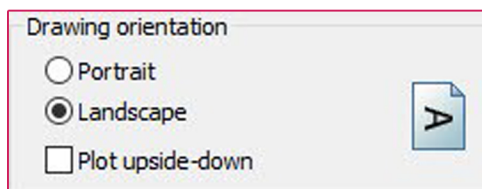
Shade Plot- Shaded viewport and plot options affect how objects are plotted and saved in the page setup.



Quality- Determines the quality in your plot.



Additional Plot Options Available



This allows you to decide the direction of your Plotting.
You can select Portrait or Landscape mode.
You can also select to plot upside down.

Home Tab

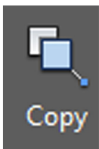
Typed commands in parenthesis ()



Undo (Ctrl+Z) : Reverses the most recent Action.

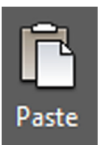


Redo (Ctrl+Y, REDO) : Reverses the effects of the previous UNDO or U command.



Copy (Ctrl+Shift+C, COPYBASE) : Copies selected objects to the Clipboard along with a specified base point.

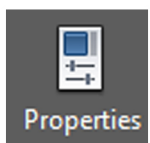
- Use Paste (CTRL+V, PASTECLIP) to paste items from the clipboard to the existing document or to a new document.
- Copy with Basepoint will allow you to paste the object placed relative to the specified base point.



Paste (Ctrl+V, PASTECLIP) : Pastes objects from the Clipboard into the current drawing.

When you copy objects to the Clipboard, information is stored in all available formats. When you paste the Clipboard contents into a drawing, the format that retains the most information is used. You can also use Copy and Paste to transfer objects between drawings.

- Important : To maintain the highest precision when you transfer objects between drawings, use COPYBASE and PASTEORIG.



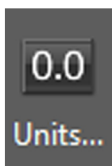
Properties (PROPERTIES) : Opens or closes the Properties Palette.

- For more information on how to best utilize the properties palette please visit the link below.

<https://knowledge.autodesk.com/support/autocad/learn-explore/caas/simplecontent/content/the-power-properties-autocad.html>

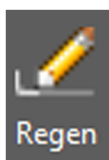
Home Tab

Typed commands in parenthesis ()



Units (UNITS) : Controls the displayed precision and format for coordinates and angles.

- The format, precision, and other conventions to be used in displaying coordinates, distances, and angles are set and saved in drawing template files. These settings can also be changed in the current drawing file.

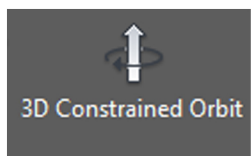


Regen (REGEN) : Regenerates the entire drawing from the drawing database.



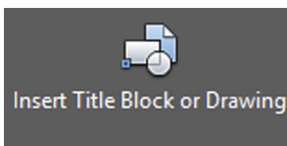
Pan (PAN) : Moves the view planner to the screen.

- Position the cursor at the start location and press the mouse button down. Drag the cursor to the new location. You can also press the mouse scroll wheel or middle button down and drag the cursor to pan.



3D Constrained Orbit (3DORBIT) : Rotates the view in 3D space, but constrained to horizontal and vertical orbit only.

- Selecting one or more objects before starting this command limits the display to those objects only.



Insert Title Block or Drawing (INSERT) : Inserts a block or a drawing into the current drawing.

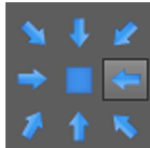
- A good practice is to insert a block from a block library. A block library can be a drawing file that stores related block definitions or it can be a folder that contains related drawing files, each of which can be inserted as a block. With either method, blocks are standardized and accessible to multiple users.

Home Tab

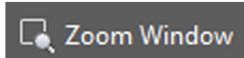
Typed commands in parenthesis ()



PDF Underlay (PDFATTACH) : Attaches a new PDF to the current drawing.

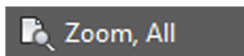


Change Views : Arrows show North, North East, East, South East, South, South West, West, and North West views. The square shows the 2D Plan View.



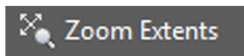
Zooms to display an area specified by a rectangular window.

You can change the magnification of a view by zooming in and out, which is similar to zooming in and out with a camera. Using ZOOM does not change the absolute size of objects in the drawing. It changes only the magnification of the view.



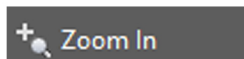
Zooms to display all visible objects and visual aids.

You can change the magnification of a view by zooming in and out, which is similar to zooming in and out with a camera. Using ZOOM does not change the absolute size of objects in the drawing. It changes only the magnification of the view.



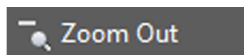
Zooms to display the drawing extents.

You can change the magnification of a view by zooming in and out, which is similar to zooming in and out with a camera. Using ZOOM does not change the absolute size of objects in the drawing. It changes only the magnification of the view.



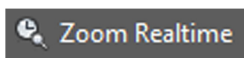
Zooms to increase the apparent size of objects.

You can change the magnification of a view by zooming in and out, which is similar to zooming in and out with a camera. Using ZOOM does not change the absolute size of objects in the drawing. It changes only the magnification of the view.



Zooms to decrease the apparent size of objects.

You can change the magnification of a view by zooming in and out, which is similar to zooming in and out with a camera. Using ZOOM does not change the absolute size of objects in the drawing. It changes only the magnification of the view.



Zooms to increase or decrease the apparent size of objects in the current viewport.

You can change the magnification of a view by zooming in and out, which is similar to zooming in and out with a camera. Using ZOOM does not change the absolute size of objects in the drawing. It changes only the magnification of the view.

View Tab

Typed commands in parenthesis ()

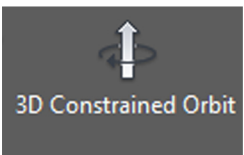


Regen (REGEN) : Regenerates the entire drawing from the drawing database.



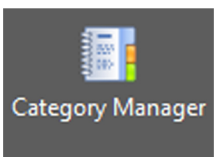
Pan (PAN) : Moves the view planner to the screen.

- Position the cursor at the start location and press the mouse button down. Drag the cursor to the new location. You can also press the mouse scroll wheel or middle button down and drag the cursor to pan.



3D Constrained Orbit (3DORBIT) : Rotates the view in 3D space, but constrained to horizontal and vertical orbit only.

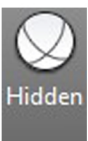
- Selecting one or more objects before starting this command limits the display to those objects only.



Category Manager (CATEGORYMANAGER) : Manages layers and text by category



Visual Styles, 3D view Wireframe-shows all lines.



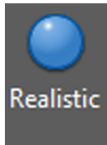
Visual Styles, 3D view Hidden : Hide lines that wouldn't be visible from that angle.



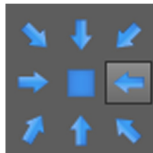
Visual Styles, 3D view Conceptual : Conceptual Visual Style. This is a shade mode that applies a muted version of colors to show you an idea of what furniture may look like if rendered.

View Tab

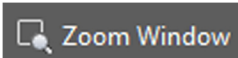
Typed commands in parenthesis ()



Visual Styles 3D view Realistic : Shows you a better idea of what the furniture would look like based on the materials selected.

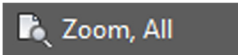


Change Views : Arrows show North, North East, East, South East, South, South West, West, and North West views. The square shows the 2D Plan View.



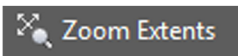
Zooms to display an area specified by a rectangular window.

You can change the magnification of a view by zooming in and out, which is similar to zooming in and out with a camera. Using ZOOM does not change the absolute size of objects in the drawing. It changes only the magnification of the view.



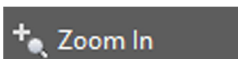
Zooms to display all visible objects and visual aids.

You can change the magnification of a view by zooming in and out, which is similar to zooming in and out with a camera. Using ZOOM does not change the absolute size of objects in the drawing. It changes only the magnification of the view.



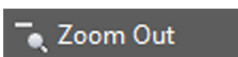
Zooms to display the drawing extents.

You can change the magnification of a view by zooming in and out, which is similar to zooming in and out with a camera. Using ZOOM does not change the absolute size of objects in the drawing. It changes only the magnification of the view.



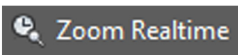
Zooms to increase the apparent size of objects.

You can change the magnification of a view by zooming in and out, which is similar to zooming in and out with a camera. Using ZOOM does not change the absolute size of objects in the drawing. It changes only the magnification of the view.



Zooms to decrease the apparent size of objects.

You can change the magnification of a view by zooming in and out, which is similar to zooming in and out with a camera. Using ZOOM does not change the absolute size of objects in the drawing. It changes only the magnification of the view.

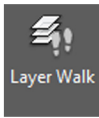


Zooms to increase or decrease the apparent size of objects in the current viewport.

You can change the magnification of a view by zooming in and out, which is similar to zooming in and out with a camera. Using ZOOM does not change the absolute size of objects in the drawing. It changes only the magnification of the view.

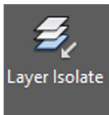
Layers Tab

Typed commands in parenthesis ()



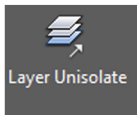
Layer Walk (LAYWALK): Displays objects on selected layers and hides objects on all other layers.

- Displays a dialog box with a list of all layers in the drawing. For drawings with a larger number of layers, you can filter the list of layers that are displayed in the dialog box. Use this command to review the objects on each layer and to purge unreferenced layers.



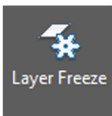
Layer Isolate (LAYISO): Hides or locks all layers except those of the selected objects.

- All layers except the layer of the selected objects are either turned off, frozen in the current layout viewport, or locked, depending on the current setting. The layers that remain visible and unlocked are called isolated.



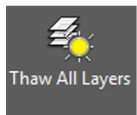
Layer Unisolate (LAYUNISO): Restores all layers that were hidden or locked with the LAYISO command.

- Reverses the effects of the previous LAYISO command. Any additional changes made to layer settings after you use the LAYISO command will be retained.



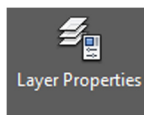
Layer Freeze (LAYFRZ): Freezes the layer of selected objects.

- Objects on frozen layers are invisible. In large drawings, freezing unneeded layers speeds up operations involving display and regeneration. In a layout, you can freeze layers in individual layout viewports.



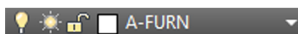
Thaw All Layers (LAYTHW): Thaws all layers in the drawing.

- All layers that were previously frozen are unfrozen. Objects created on those layers become visible, unless the layers are also turned off or have been frozen in individual layout viewports. Layers that are frozen in individual layout viewports must be thawed layer by layer.

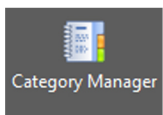


Layer Properties (LAYER): Manages layers and layer properties.

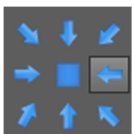
- Use layers to control the visibility of objects and to assign properties such as color and linetype. Objects on a layer normally assume the properties of that layer. However, you can override any layer property of an object. For example, if an object's color property is set to BYLAYER, the object displays the color of that layer. If the object's color is set to Red, the object displays as red, regardless of the color assigned to that layer.



Layer (LAYER): Provides a choice of layers and layer settings defined in the drawing to make current.



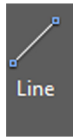
Category Manager (CATEGORYMANAGER): Manages layers and text by category.



Change Views : Arrows show North, North East, East, South East, South, South West, West, and North West views. The square shows the 2D Plan View.

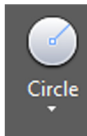
CAD Tools

Typed commands in parenthesis ()

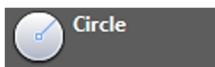


Line (LINE): Creates straight line segments.

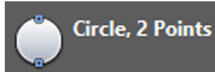
- With LINE, you can create a series of contiguous line segments. Each segment is a line object that can be edited separately.



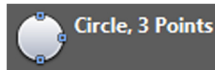
Circle (CIRCLE): Creates a circle using a center point and a radius.



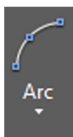
Circle (CIRCLE): Creates a circle using a center point and a radius.



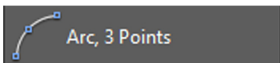
Creates a circle using 2 points (both ends of a diameter).



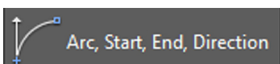
Creates a circle using 3 points (on the circumference).



Arc (ARC): Creates an arc using 3 points.

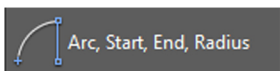


Arc, 3 points: Creates an arc using 3 points.



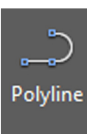
Arc, Start, End, Direction: Creates an arc using a start point, endpoint, and a tangent direction at the start point.

- The tangent direction can be specified either by locating a point on the desired tangent line, or by entering an angle. You can determine with endpoint controls the tangent by changing the order in which you specify the two endpoints.



Arc, Start, End, Radius: Creates an arc using a start point, endpoint, and a radius.

- The direction of the bulge of the arc is determined by the order in which you specify its endpoints. You can specify the radius either by entering it or by specifying a point at the desired radius distance.



Polyline (PLINE): Creates a 2D polyline.

- A 2D polyline is a connected sequence of segments created as a single planar object. You can create straight line segments, arc segments, or a combination of the two.

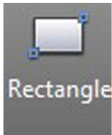
CAD Tools

Typed commands in parenthesis ()



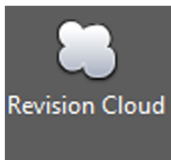
Polygon (POLYGON): Creates an equilateral closed polygon.

- You can specify the different parameters of the polygon including the number of sides.



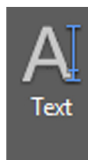
Rectangle (RECTANG): Creates a rectangular polyline.

- Creates a rectangular polyline from the specified rectangle parameters (Length, width, rotation) and type of corners (Fillet, Chamfer, or Square).



Revision Cloud (REVCLOUD): Creates a revision cloud using a polyline.

- You can create a new revision cloud by dragging your cursor, or you can convert a closed object such as an ellipse or polyline into a revision cloud. Use revision clouds to highlight parts of a drawing that are being reviewed.



Text (TEXT): Displays text on screen as it is entered.

- You can use single-line text to create one or more line of text, where each text line is an independent object that you can move, format, or otherwise modify. Right-click in the text box to select options on the shortcut menu.



Erase (ERASE): Removes objects from a drawing.

- Instead of selecting objects to erase, you can enter an option, such as L to erase the last object drawn, P to erase the previous selection set, or ALL to erase all objects. You can also enter ? to get a list of all options.



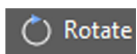
Copy (COPY): Copies objects a specified distance in a specified direction.

- With the COPYMODE system variable, you can control whether multiple copies are created automatically.



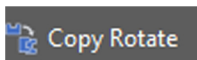
Move (MOVE): Moves objects a specified distance in a specified direction.

- Uses coordinates, grid snaps, object snaps, and other tools to move objects with precision.

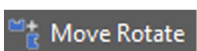


Rotate (ROTATE): Rotates objects around a base point.

- You can rotate selected objects around a base point to an absolute angle.



Copy Rotate: This combines the Copy and Rotate command.



Move Rotate: This combines the Move and Rotate command.

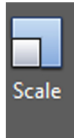
CAD Tools

Typed commands in parenthesis ()



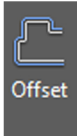
Stretch (STRETCH): Stretches objects crossed by a selection window or polygon.

- Objects that are partially enclosed by a crossing window are stretched. Objects that are completely enclosed within the crossing window, or that are selected individually, are moved rather than stretched. Some types of objects such as circles, ellipses, and blocks, cannot be stretched.



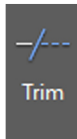
Scale (SCALE): Enlarges or reduces selected objects, keeping the proportions of the object the same after scaling.

- To scale an object, specify a base point and a scale factor. The base point acts as the center of the scaling operation and remains stationary. A scale factor greater than 1 enlarges the object. A scale factor between 0 and 1 shrinks the object.



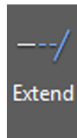
Offset (OFFSET): Creates concentric circles, parallel lines, and parallel curves.

- You can offset an object at a specified distance or through a point. After you offset objects, you can trim and extend them as an efficient method to create drawings containing many parallel lines and curves.



Trim (TRIM): Trims objects to meet the edges of other objects.

- To trim objects, select the boundaries. Then press Enter and select the objects that you want to trim. To use all objects as boundaries, press Enter at the first Select Objects prompt.



Extend (EXTEND): Extends objects to meet the edges of other objects.

- To extend objects, first select the boundaries. Then press Enter and select the objects that you want to extend. To use all objects as boundaries, press Enter at the first Selection Boundaries prompt.

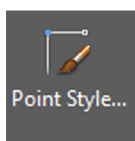


Fillet (FILLET): Rounds and fillets the edges of objects.



Explode (EXPLODE): Breaks a compound object into its component objects.


- Explodes a compound object when you want to modify its components separately. Objects that can be exploded include blocks, polylines, and regions, among others. .




Point Style (DDPTYPE): Specifies the display style and size of point objects.

CAD Tools


Typed commands in parenthesis ()

 Node


Snap, Node (NOD): Snaps to a point object.

 Endpoint


Snap, Endpoint (ENDP): Snaps to the closed endpoint of an object.

 Midpoint


Snap, Midpoint (MID): Snaps to the midpoint of an object.

 Intersection


Snap, Intersection (INT): Snaps to the intersection of two objects.

 Perpendicular

Snap, Perpendicular (PER): Snaps to a point perpendicular to an object.

 From

Snap, From (FROM): Locates a point offset from a reference point within a command.

 Osnap Settings

Snap, Osnap Settings (OSNAP): Sets running object snap modes.

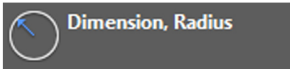
Text/Dimension Tab

Typed commands in parenthesis ()



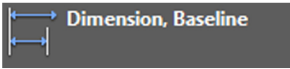
Dimension, Arc Length (DIMARC): Creates an arc length dimension.

- Arc length dimensions measure the distance along an arc or polyline arc segment. The extension lines of an arc length dimension can be orthogonal or radial. An arc symbol is displayed either above or preceding the dimension text.



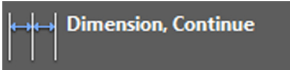
Dimension, Radius (DIMRADIUS): Creates a radius dimension for a circle or an arc.

- Measures the radius of a selected circle or arc and displays the dimension text with a radius symbol in front of it. You can use grips to reposition the resulting radius dimension easily.



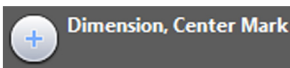
Dimension, Baseline (DIMBASELINE): Continues a linear angular, or ordinate dimension from the baseline of the previous or selected dimension.

- The default spacing between baseline dimensions can be set from the Dimension Style Manager, Lines tab, Baseline Spacing (DIMDU system variable).



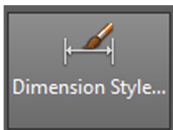
Dimension, Continue (DIMCONTINUE): Creates a dimension that starts from an extension line of a previously created dimension.

- Automatically continues creating additional dimensions from the last linear, angular, or ordinate dimension created, or from a selected extension line. The dimension lines are lined up automatically.



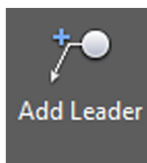
Dimension, Center Mark (DIMCENTER): Creates the center mark or the centerlines of circles and arcs.

- The default sizes of the center mark components can be set from the Dimension Style Manager, Symbols and Arrows tab, Center Marks (DIMCEN system variable).



Dimension, Style (DIMSTYLE): Creates and modifies dimension styles.

- A dimension style is a named collection of dimension settings that control the appearance of dimensions. You create dimension styles to specify the format of dimensions quickly, and to ensure that dimensions conform to standards.



Add Leader (MLEADEREDIT): Add a leader line to an existing multileader object.

- Adds a leader line to a selected multileader object. The new leader line is added to the left or right of the selected multileader, depending on the location of the cursor.

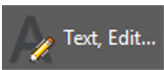
Text/Dimension Tab Cont.

Typed commands in parenthesis ()



Text (TEXT): Displays text on screen as it is entered.

- You can use a single-line text to create one or more lines of text, where each text line is an independent object that you can move, format, or otherwise modify. Right-click in the text box to select options on the shortcut menu.

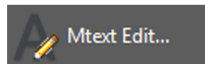


Text, Edit (DDEDIT): Edits text, dimension text, and attribute dimensions.



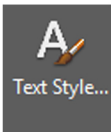
Multiline Text (MTEXT): Creates a multiline text object.

- You can create several paragraphs of text as a single multiline text (mtext) object. With the built-in editor, you can format the text appearance, columns, and boundaries.



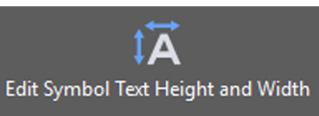
Mtext Edit (MTEDIT): Opens the multiline Text Editor for the selected mtext object.

- Displays either the multiline text tab on the ribbon or the In-Place Text Editor to modify the formatting or content of the selected mtext object.

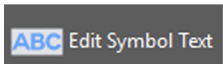


Text Style (STYLE): Creates, modifies, or specifies text styles.

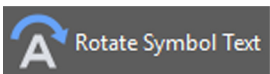
- You can specify the current text style to determine the appearance of all new text. A text style includes the font, size, obliquing angle, orientation, and other text characteristics.



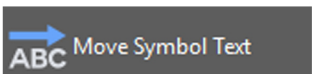
Edit Symbol Text Height and Width: Allows you to edit the Symbol text for an entire selection.



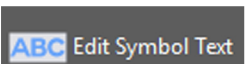
Edit Symbol Text: Allows you to Change the text for the Symbol.



Rotate Symbol Text: Allows you to Rotate the Symbol text.



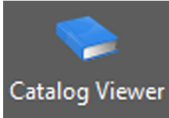
Move Symbol Text: Allows you to change the location of the Symbol text.



Edit Symbol Text Size: Allows you to change the Symbols size for a single block.

Furniture

Typed commands in parenthesis ()



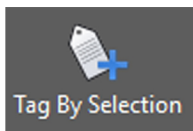
Catalog Viewer: Allows the placement of a part by browsing through the manufacturers electronic catalogs that you have downloaded.



By Part #: Allows placement of a Part by entering in the part # you want to place. If you do not know the entire part number you may use a wildcard (*) to assist in your search.



Change MFG: Allows you to Change the Manufacturer catalog you want to view, as well as activate and/or deactivate catalogs.

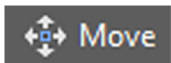


Tag By Selection: Allows you to assign a Tag to a selection of ProjectSymbols.



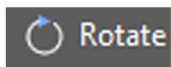
Copy (COPY): Copies objects a specified distance in a specified direction.

- With the COPYMODE system variable, you can control whether multiple copies are created automatically.



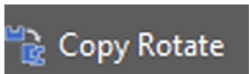
Move (MOVE): Moves objects a specified distance in a specified direction.

- Use coordinates, grid snaps, object snaps, and other tools to move objects with precision.

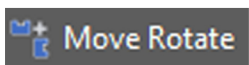


Rotate (ROTATE): Rotates objects around a base point.

- You can rotate selected objects around a base point to an absolute angle.



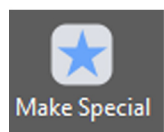
Copy Rotate: This combines the Copy and Rotate command.



Move Rotate: This combines the Move and Rotate command.



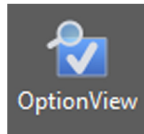
Replace: Replaces a specified 2D or 3D symbol with another specified part #. You can select to Replace One to One or One to Many.



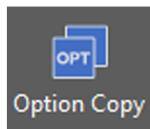
Make Special: Applies attributes to a selection set to be made into a special symbols so it exports properly into a .SIF file.

Furniture Cont.

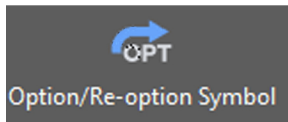
Typed commands in parenthesis ()



Option View: Displays attribute information for a ProjectSymbol block.



Option Copy: Copies an options string to other Symbols based on a search criteria.



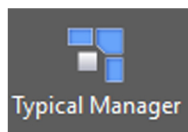
Option/Re-option block: Allows users to assign fabrics and finishes to a selected Symbol.



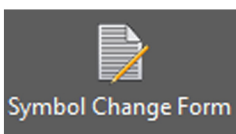
User Text: Allows you to turn on/off Symbols attributes to be seen as text.



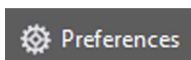
ChangeZ: Changes the Z height of a Symbols in 3D.



Typical Manager: Allows you to create, update, and manage a typical library.

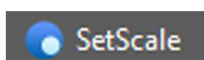


Symbol Change Form: Brings up a form to submit to ProjectMatrix to request changes to a Symbol.



Preferences: Symbols Insertion Preference.

- This allows the user to choose if they are placing 2D/3D combined blocks (Default), 2D only which can be converted to 3D when required, or 3D only. If you work with large scale drawings, it is recommended to place in 2D only can convert to 3D only when needed for presentations.



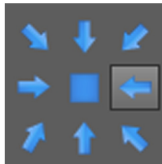
SetScale: Allows user to change insertion scale of symbols in drawing.

Furniture Cont.

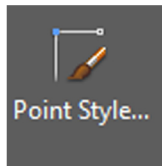
Typed commands in parenthesis ()

↕ Replace/Refresh Blocks

Replace/Refresh Blocks: Takes CAP, FSL, and Z axis blocks and converts them to ProjectSymbols Blocks. It also refreshes any changes to Symbols that may have happened due to a manufacturers update.



Change Views: Arrows show North, North East, East, South East, South, South West, West, and North West views. The square shows the 2D Plan View.



Point Style (DDPTYPE): Specifies the display style and size of point objects.

• Node

Snap, Node (NOD): Snaps to a point object.

• Endpoint

Snap, Endpoint (ENDP): Snaps to the closest endpoint of an object.

• Midpoint

Snap, Midpoint (MID): Snaps to the midpoint of an object.

• Intersection

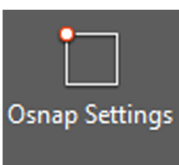
Snap, Intersection (INT): Snaps to the intersection of two objects.

• Perpendicular

Snap, Perpendicular (PER): Snaps to a point perpendicular to an object.

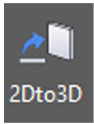
• From

Snap, From (FROM): Locates a point offset from a reference point within a command.



Snap, Osnap Settings (OSNAP): Sets running object snap modes.

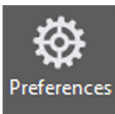
3D Typed commands in parenthesis ()



2D to 3D: Converts selected 2D symbols to 3D symbols.



Change Z: Changes the Z height of a symbol to allow stacked overheads.

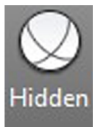


Preferences: Symbols Insertion Preference.

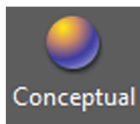
- This allows the user to choose if they are placing 2D/3D combined blocks (Default), 2D only which can be converted to 3D when required, or 3D only. If you work with large scale drawings, it is recommended to place in 2D only can convert to 3D only when needed for presentations.



Wireframe: Shows all the lines in a block.



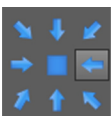
3D Hidden View: Hides lines that wouldn't be visible from that angle.



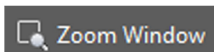
3D Conceptual View: This is a shade mode that applies a muted version of colors to show you an idea of what furniture may look like if rendered.



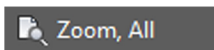
3D Realistic View: Shows you a better idea of what the furniture would look like based on the materials selected.



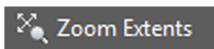
Change Views : Arrows show North, North East, East, South East, South, South West, West, and North West views. The square shows the 2D Plan View.



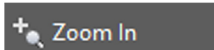
Zooms to display an area specified by a rectangular window.



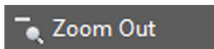
Zooms to display all visible objects and visual aids.



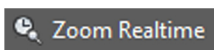
Zooms to display the drawing extents.



Zooms to increase the apparent size of objects.



Zooms to decrease the apparent size of objects.



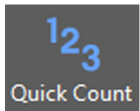
Zooms to increase or decrease the apparent size of objects in the current viewport.

Output

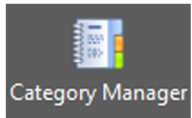
Typed commands in parenthesis ()



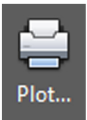
SIF Out: Generates a SIF File which can be opened in ProjectSpec.



Quick Count: QuickCount has been temporarily removed for the 2018 initial release. We will restore this command after some additional testing with 2018.

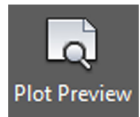


Category Manager: Manage Layers and text by category.



Plot (PLOT): Prints a drawing to a plotter, printer, or file.

- In the Plot dialog box under Page Setup, use the Add button to save your current plot settings as a named page setup. The page setups defined in a layout can be selected from other layouts in the drawing, or imported from other drawings.



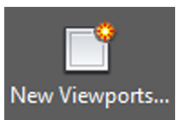
Plot Preview(PREVIEW): Displays the drawing as it will be plotted.

- The preview is based on the current plot configuration, as defined by the settings in the Page Setup or Plot dialog box. It shows exactly how the drawing will look when plotted, including linewidths, fill patterns, and other plot style options.

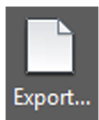


Page Setup Manager (PAGESETUP): Controls the page layout, plotting device, paper size, and other settings for each new layout.

- A page setup is a collection of plot device and other settings that determine the appearance and format of your final output. These settings are stored in the drawing file and can be modified and applied to other layouts.



Viewports, New Viewports (+VPORTS) : Displays a list of standard viewport configurations that can be restored in the current space, model or layout.

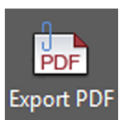


Export (EXPORT): Saves the objects in a drawing to a different file format.

- If you do not see the file format that you need in the Files of Type drop-down list, also check the PLOT command for other file types, including PDF.



3DDWF (3DDWF): Launches 3D DWF Publish Interface.



ExportPDF: This command exports to a PDF.

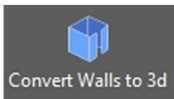
Architecture

Typed commands in parenthesis ()

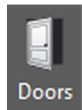


Walls: Will create ProjectMatrix walls.

- Within this command you can select pre-defined wall thickness and wall heights. You can also type in your own.



Convert Walls to 3D: This command will convert ProjectMatrix walls to 3D solids.



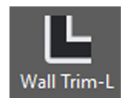
Doors : This places doors in ProjectMatrix walls.

- Within this command you can select predetermined Door heights, widths, swing, double doors, and jambs. You can also type in the dimensions you need.



Windows: This places windows in ProjectMatrix walls.

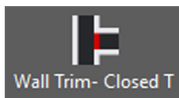
- Within this command you can select pre-determined Header Heights, Widths, and Heights. You can select Single Pane, or Multi-pands as well.



Wall Trim-L: Allows the user to window two connecting walls to clean up the intersection.



Wall Trim-T: Allows the user to window two intersecting walls to clean up the intersection.
3DDWF (3DDWF): Launches 3D DWF Publish Interface.



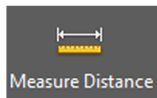
Wall Trim-Closed T: Allows the user to window two connecting walls to clean up the intersection.



Wall Trim-X: Allows the user to window two crossing walls to clean up the intersection.



Wall Trim-Y: Allows the user to window two crossing walls to clean up the intersection.
• Typically an existing corner with added wall.



Measure Distance (MEASUREGEOM): Measures the distance between two points or along a polyline.

- In model space, changes in X, Y, and Z component distances and angles are measured in 3D relative to the current UCS.
- In paper space, distances are normally reported in 2D paper space units. However, when using object snaps on model space objects that are displayed in a single viewport, distances are reported as 2D model space distances projects onto a plan parallel to your screen.



Measure Area (MEASUREGEOM): Measures the area.

- Several commands are available to provide area information including AREA, MEASUREGEOM, and MASSPROP. Alternatively, use BOUNDARY to create a closed polyline.

How to

For the purpose of this walkthrough it is recommended that a few preferences are changed. This will make understanding the walkthrough the simplest. Workspace is a lite version of AutoCAD. You can use a combination of keyboard commands, Right Clicks, and Left Clicks to execute a command.

1. Click on the Workspace icon in the top left corner of the screen.



2. Click on Options, this will bring up a new window.

In this window you can change a lot of different preferences such as change your display colors, plotting preferences and user preferences.

3. Click on the User Preferences Tab

In the top left of the window you will see a button for Right-Click customization.

4. Repeat Last Command should be selected for Default Mode.

5. Repeat Last Command should be Selected for Edit Mode.

6. ENTER should be selected for Command Mode.

7. When all of those are correct check the box for “Turn on time-sensitive right-click”.

