

Text Styles

Uses:

- Standardizing text in notes, title blocks, details, etc.

Method:

- **Edit > Text > Text Style > Load** or **Save Current** or **Delete** or **Show Values**

Notes:

- Color and layer are not saved; just basic settings like font name, size, aspect, etc.
- Limited to 8 characters
- Information is saved in the TEXT.STL file in the **\Support Files** directory. There is no option to save as a different name.

EditDefs > Distances

Uses:

- When you work in both English and Metric units
- When you work in both projects and metal stud projects
- To make your favorite settings transportable
- Just to have your own favorite settings

Method:

- **Utility > Settings > Edit Defs. > Distances > List** or **Add** or **Change** or **Delete**
- Enter distances as you would normally in DataCAD
- Limited to 18 total definitions
- You can then **Save File** and **Load File** to save and reuse settings
 - Information is saved in a **.DIS** file in the **\Support Files** directory
 - So you can save with a name like MTLSTUD.DIS or WOODSTUD.DIS, etc.

Notes:

- Once you use a new Distance definition in a drawing file, it sticks with that drawing file
- Using **Save File** and **Load File** anyone working on a drawing can quickly change to their own favorite settings

01/24/07

Working With Forms and Documents

Getting Documents Into DataCAD

To get documents into DataCAD you want to get them into a bitmap format, like JPG, TIF, etc.

Examples of non-bitmap items you may want to insert into DataCAD:

- UL Assemblies
- Code Reviews
- Product details
- Spec pages
- Handicap Codes

Bitmaps

- **Insert > Bitmap**
- Pick **Outline** or **No Outline**
- Usually want to turn ON **Fixed Ratio**
- Click and drag

PDFs

- Cannot be directly inserted into DataCAD
- Can make into bitmaps with either the free Acrobat Reader or the full version of Acrobat
 - Free Version: pick the **Snapshot** tool (looks like a camera) and drag a box around the area to be copied. The area is copied to the Windows clipboard. Open any graphics program and Past the image into a new document.
 - Full Version: use either the **Graphics Select** tool, or the **Crop** tool.
 - Use the **Graphics Select** tool just like the Snapshot option.
 - If using Crop, once cropped, use **File > Save As > TIFF**
 - If more than one page in the PDF document, should first use **Document > Extract Pages** to isolate the one page you want.

Scans

- Again, you want to get a bitmap to insert into DataCAD
- Can either scan and save directly as a bitmap, or scan and save as a PDF, then follow the steps above to create a bitmap

Word Processing and Spreadsheet Documents

- Some programs let you save a document as a PDF. Once a PDF you can use the above methods to convert to bitmaps.
- If you have the full version of Acrobat (highly recommended), when you install it you can install a PDF printer driver. It looks and acts like any other printer driver, but lets you “print” documents directly to PDF format.

Filling in Paper Forms With MS Word

Method

1. Scan the document into a bitmap format (JPG, BMP, TIF, etc.)
2. Be careful about how big you make the bitmap (size in MB) if you are going to need to e-mail the document, or to make PDFs that will be e-mailed.
3. Insert the bitmap into Word:
 - a. **Insert > Picture > From File**
 - b. Drag the image to fill the page
 - c. Right-click on the picture and pick **Format Picture**
 - d. Select **Layout > Behind Text**
 - e. Go to **Insert > Text Box**. Drag a text box where you want it on the page.
 - f. Right-click on the border of the text box and pick the menu option that says **Format Text Box**
 - g. Pick **Fill > Color > No Fill**
 - h. Suggest you leave **Line > Color** as Black,
 - o 1) so it remains visible, and
 - o 2) when required, it shows where changes were made or data added (we like this for AIA contracts).
 - o If you want, after all data is input you can go back and change the box line color to **None**
 - i. Rather than do this all over again for each new box, just Copy the first box, and paste it everywhere you need it. Then just modify the size of each box as required.
4. Place the cursor in the text box. You can now use all the usual font options (font, color, bold, size, etc.) for your text.
5. If your text goes beyond the end of the box, it wraps to the next line. If your box is too narrow vertically, you won't see the text unless you drag the box to make it larger.

Legalities

- o Documents like AIA documents are copyrighted. It is illegal to scan or copy the files and use them more than once.
- o Our take is that as long as we buy one original for each document we fill in, and maintain the original with the filled-in copy, if the copyright police come to our door they will be satisfied.
- o The legality of copying model Building Codes has been recently litigated with differing results. Some argue that if a Code is a requirement, and is publicly available, then it cannot be copyrighted. The sellers of the Codes disagree. Codes like Massachusetts', which are put together by the State and are not for profit, generally are not a problem. Same with ADA.

01/24/07

DataCAD 12 Productivity Enhancements

Multi-Scale Plotting (MSP)

- Each detail highlights its boundary when the cursor is over the detail
 - And a flyout tag give the detail name and scale
 - Once highlighted, clicking on the detail “picks” it (attaches it to your cursor), just as it would if you had picked the detail from the menu
 - **[Ctrl]+Right Click** to select options for that detail, like Rename, Update, etc.
- A **Rotate** button has been added to MSP Layout menu when you are placing/moving a detail
- .PEN table assigned to each MSP detail
 - **[Ctrl]+Right Click** on a detail in MSP, then pick **Pen Table**
- **Bind** option added to create a DWG exportable version of your MSP sheet (does it by making each detail a symbol)
 - Saves it as a new layer with the same name as the MSP sheet (name on the menu button)
 - Turn on **ONLY** that new layer, then export to DWG
- MSP Detail **Make Current** now sets the current **Plot Scale** to what the detail was saved at.
- MSP Detail names may now contain up to 80 characters.

Reference File Manager

- An option added to **Program Preferences > Misc** tab so that double clicking an Xref opens the Reference File Manager
 - **[Ctrl]+Right-Click** also works to invoke it
- XREF Highlight settings can now be assigned on a per-XREF and/or XREF Layer basis.
- The Reference File Manager dialog has been updated to allow drag-n-drop between the Loaded, Refresh, Reload, Bind, and Delete lists.
- You can also assign custom names to XREFs.
- The Inherit Current Highlight Setting option for Nested XREFs is now remembered on a per drawing versus global basis.

Symbols

- An option added to **Program Preferences > Misc** tab so that double clicking a symbol opens the symbol for editing
 - **[Ctrl]+Right-Click** also works to invoke it

Miscellaneous

- Enabled 3D Stretch for Cylinders !!
- GoTo View detail names may now contain up to 80 characters
- **[Ctrl]+Right-Click** opens new **Properties** dialog box
- An option added to **Program Preferences > Misc** tab so that double clicking any entity opens the new **Properties** dialog box, as well.

- **[Ctrl]+Right-Click** also works to invoke it
- Reference markers and flyout tags for snapping
- An option has been added in the .INI file to allow selection by Area > Crossing as in AutoCAD:
 - Picking area box from upper left corner = no crossing
 - Picking area box from lower right corner = crossing ON
- An option has been added to the .INI file to allow for Double Precision accuracy in the display list (in v11 only the database was DP; the display list was not). If set to TRUE then display accuracy will be increased, but so will file size (x2).
- Clip Fence (“Power Clip”) around XREFs

Plotting and Quick Layout

- Your current plotter and Quick Layout settings can now be saved to a file and loaded into other drawings
 - Useful to coordinate sheet layouts in the office (rotate to save paper, oversize paper selection, etc.) – might be especially nice for new employees who would not have to learn much about plotting at first.
 - And to have a setting for full size sheets, and 50% Check Plots, etc.
 - **Utility > Print/Plot > Save Settings and Load Settings**
- You can also assign unique pen tables to specific **Scales**. So large-scale drawings and details can have thicker pens and small-scale drawings can have thinner pens.
 - **Utility > Print/Plot > Scale To Pen**

01/24/07

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