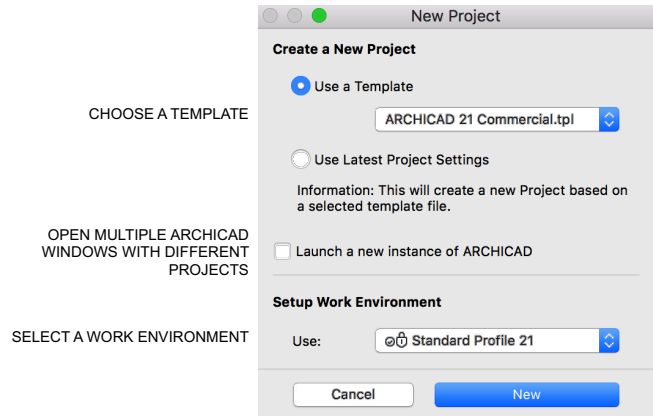


NEW PROJECT	1
INTERFACE	2
NAVIGATOR	3
PALETTES	4
NAVIGATION	5
SELECTION	6
DRAFTING TIPS	7
SAVING + PLACING VIEWS	8
LAYOUT SETUP	9
SHORTCUTS	10

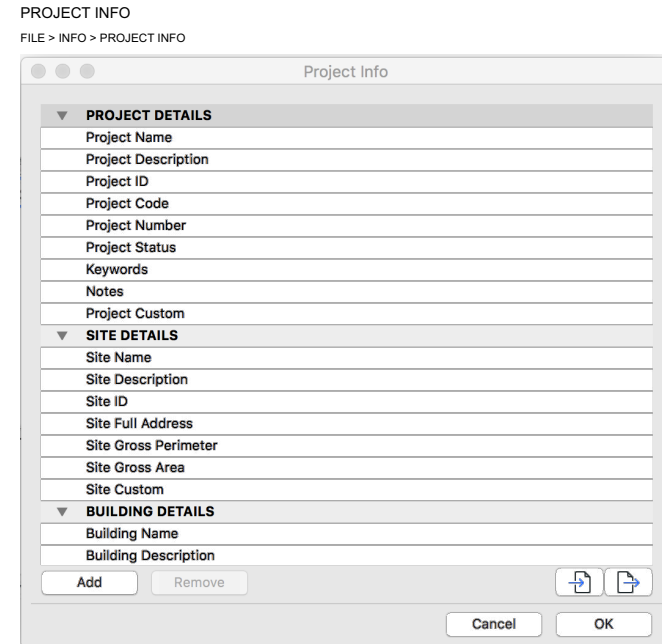
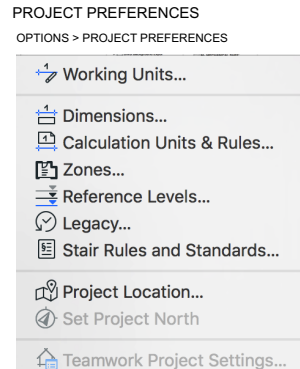


GRAPHISOFT
ARCHICAD



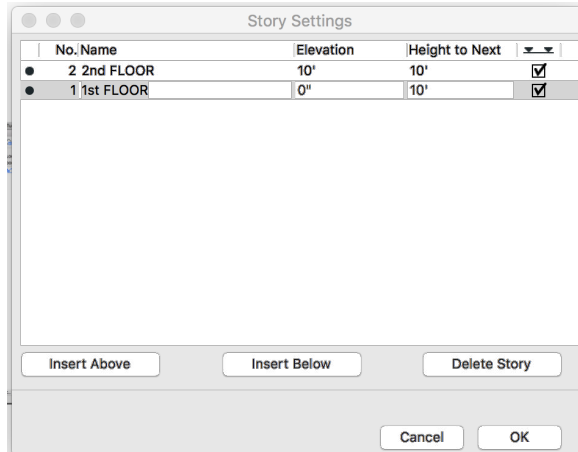
FILE TYPES

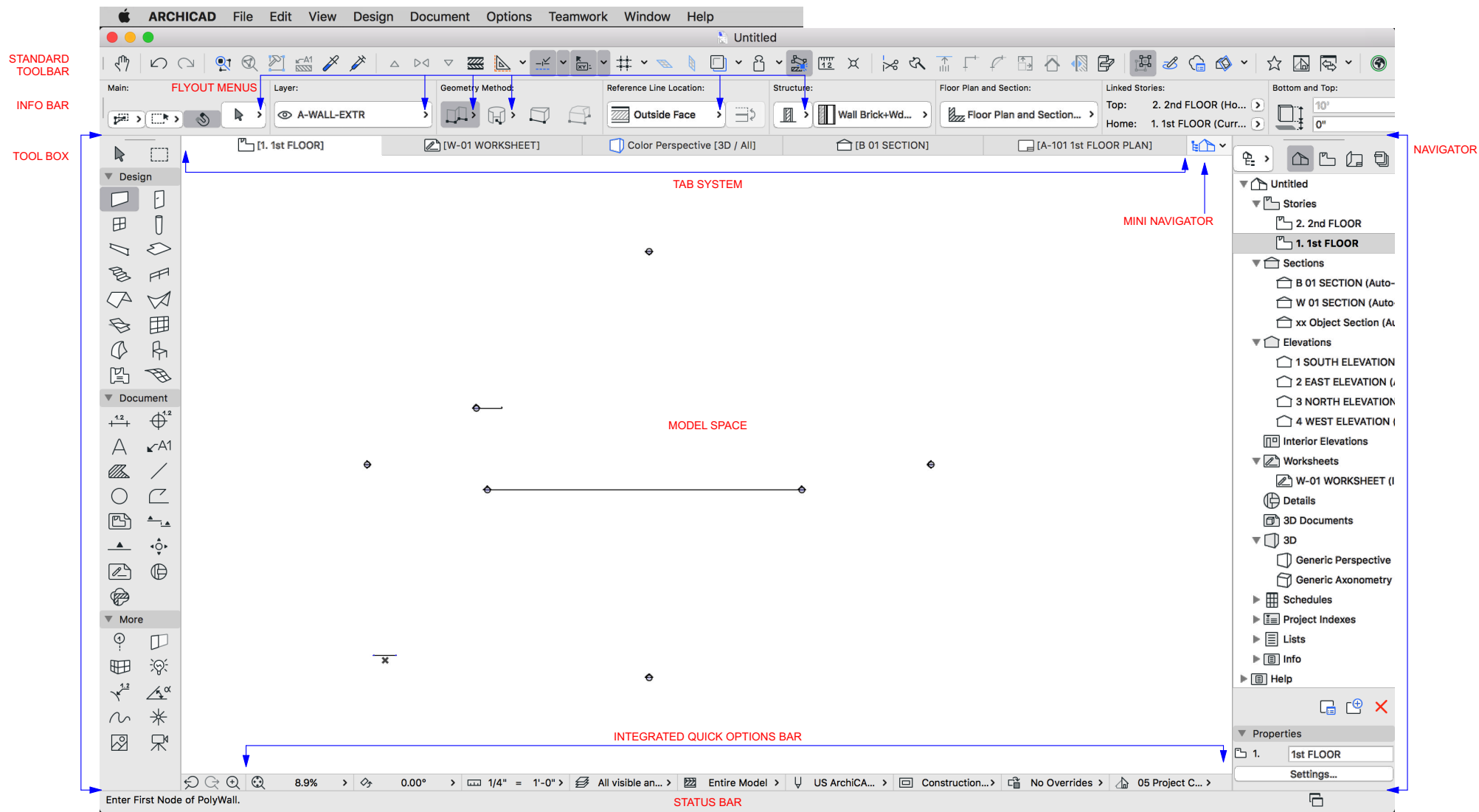
.PLN - ARCHICAD PLAN FILE
 .BPN - BACKUP FILE CREATED IN LOCAL FOLDER
 .PLA - ARCHIVE FILE - WRAP LIBRARY AND PROJECT CONTENTS
 .TPL - TEMPLATE FILE - BASE FILE FOR ARCHICAD PROJECTS

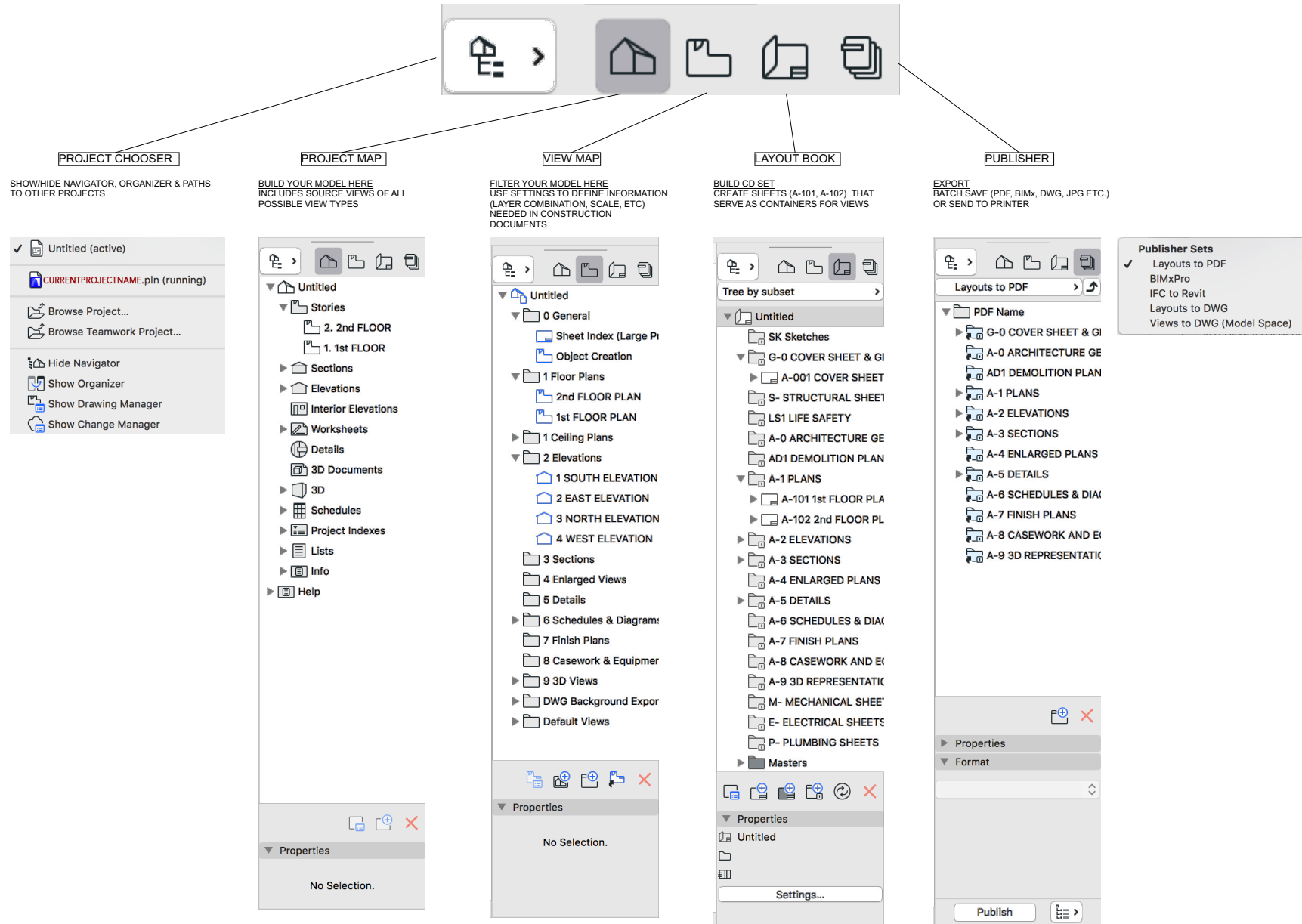


STORY SETTINGS

DESIGN > STORY SETTINGS or
 CNTRL/CMD 7

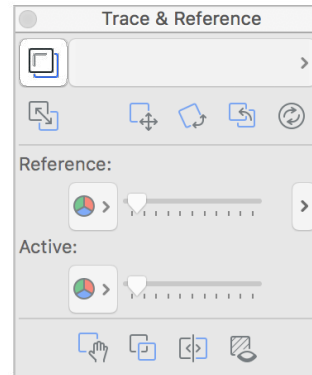




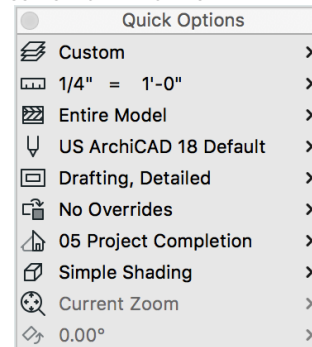


WINDOW > PALETTES

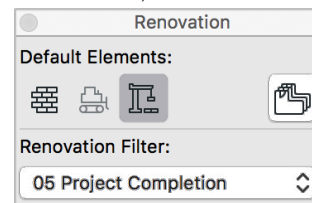
TRACE & REFERENCE
DISPLAY TWO DIFFERENT VIEWS
CONCURRENTLY IN ANY MODEL OR
LAYOUT WINDOW



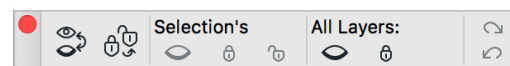
QUICK OPTIONS
USEFUL FOR LAPTOP DISPLAY



RENOVATION FILTER
REFLECT DIFFERENT STAGES OF
RENOVATION (IE "DEMO PLAN" OR "NEW
CONSTRUCTION")



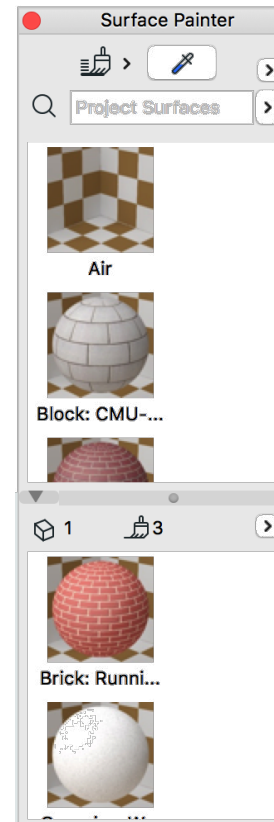
QUICK LAYERS
QUICKLY CHANGE THE STATE OF THE LAYERS IN YOUR PROJECT
WITHOUT HAVING TO OPEN THE LAYER SETTINGS DIALOG BOX



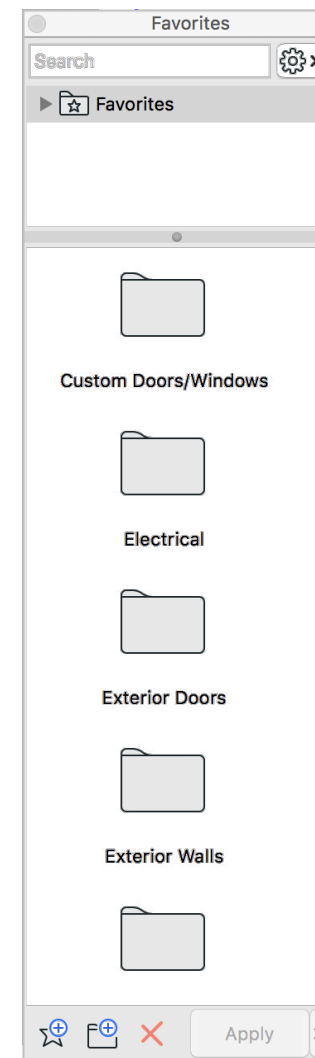
CONTROL BOX
CONTAINS CONTROLS TO A NUMBER OF DRAWING AIDS



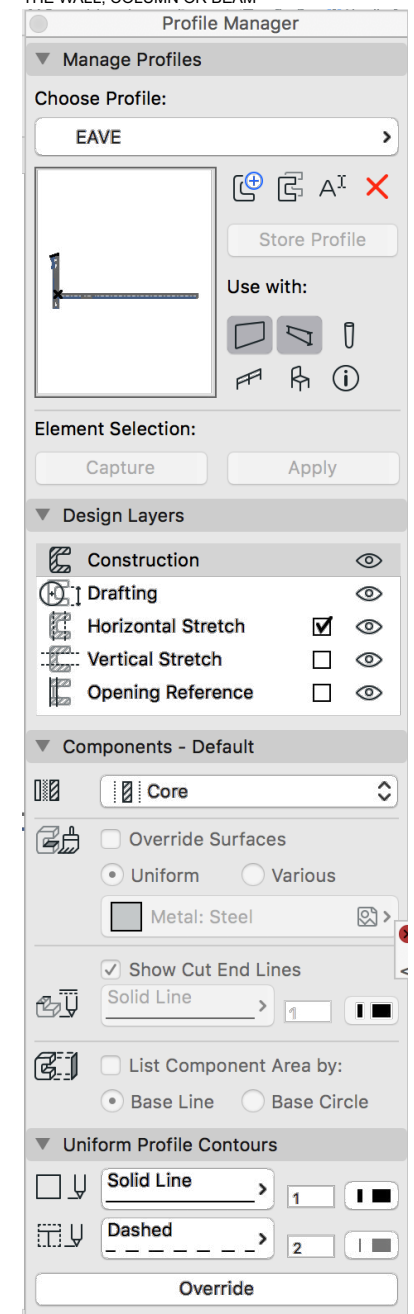
SURFACE PAINTER
ONLY AVAILABLE IN 3D



FAVORITES
SAVE AND APPLY TOOL SETTINGS
CONFIGURATIONS THAT YOU USE
FREQUENTLY



COMPLEX PROFILE MANAGER
DRAW THE EQUIVALENT OF A SECTION CUT
THROUGH AN ELEMENT, AND EXTRUDE THAT
COMBINATION OF SHAPES ALONG THE PATH OF
THE WALL, COLUMN OR BEAM



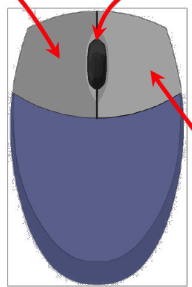
Left Click
Operates standard tools, pet palettes, and Enter. Combine with keys below to add functionality.

CTRL/CMD: Scissors tool to remove elements between nearest intersections.

ALT: Eyedropper picks up the settings to make them current default

CTRL/CMD + ALT: Syringe applies current default settings.

SPACEBAR = Magic Wand: trace an existing shape using active tool.



Scroll Wheel/button

- Double-Click middle wheel/button to **Zoom to Fit Window 2D**
- Roll middle wheel/button to zoom or **REBUILD**
- Press middle wheel/button to pan.

3D

- Roll to move forward and backward
- Press middle wheel/button to pan
- Press middle wheel/button and hold **SHIFT** to orbit

Right Click
Launches Context Menus which offer different options depending on the situation.

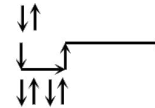
When in doubt, Right Click!

Mouse hardware:

- 3-button wheel mouse required
- Gaming mouse, (without horizontal scrolling tilt wheel/button) recommended

Standard Mouse Technique (*Differences we take for granted*)

- Click
- Click/Hold and Move
- Double Click



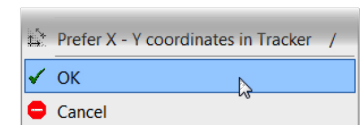
Drawing New Elements

- Draw some walls with each Geometry Method (See Info Box)
- Return to the "Poly" Geometry Method.
Note that the Poly Geometry method draws consecutive segments with each click. You can also step backward in this process by using the **Backspace** key on Windows or **Delete** Key on Mac.



To complete a Poly drawing operation, click a second time on the last point you want to keep, or Right-Click and choose "OK" from the context menu.

- **Escape** (Esc) cancels the operation altogether.



- Use the system command: Ctrl+A or Cmd+A to select All
 - If the Arrow Tool is active, everything visible in the current window is selected.
 - If any other tool is active, the selection will be limited to things made by that tool.
 - If you have drawn a Marquee, the above techniques will be limited to elements inside the Marquee

Control what is shown in the 3D Window:

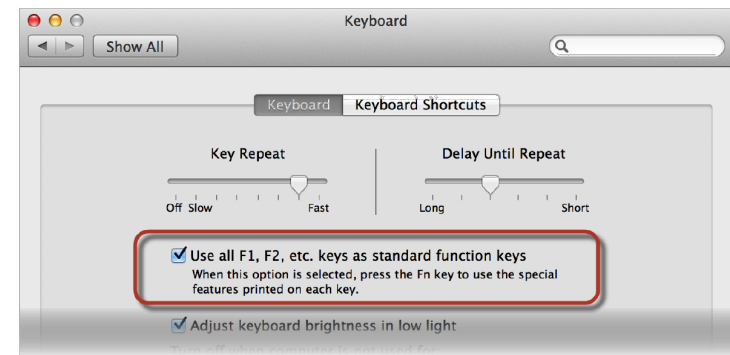
One of the best features of the 3D Window is its ability to show just what you need to see, without other obstructions.

Use the Function Keys to jump between the Plan Window and the 3D Window.



- 3D Window – (F5 on Windows), (F4 on Mac)
- Plan Window – F2

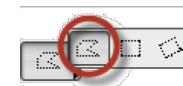
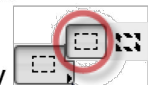
On Mac OS, you may need to enable standard Function Key operation first:



Using this command (F5 Windows, F4 Mac) to open the 3D window, you will see what was selected in the plan window. If nothing is selected in plan, the 3D window will show all the visible elements.

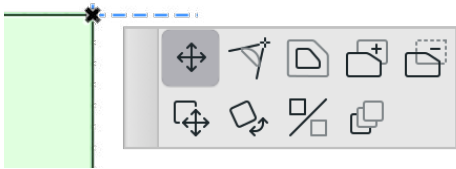
Try the following selections and open the 3D Window with F5 (Windows) or F4 (Mac):

- Select some elements in the Plan Window and then open the 3D Window
- Go back to the Plan and deselect all elements and then open the 3D Window
- Place a single story Marquee (light Marquee) and then open the 3D Window
 - The Bold Marquee will cut through all of the stories.
 - The Marquee does not need to be rectangular:



NODE SELECTION

MOVE THE CURSOR TO THE CORNER TO GET A NODE CURSOR
PRESS AND HOLD TO BRING UP NODE PALETTE



TOP ROW: ADJUST SUB-ELEMENT

BOTTOM ROW: ADJUST WHOLE ELEMENT

EDGE SELECTION

MOVE THE CURSOR TO THE CORNER TO GET A EDGE CURSOR
PRESS AND HOLD TO BRING UP NODE PALETTE



TOP ROW: ADJUST SUB-ELEMENT

BOTTOM ROW: ADJUST WHOLE ELEMENT

- Try each drawing method in the Floating Pet Palette that appears once you start to draw.

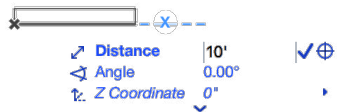
- Straight Segment
- Arc tangent to previous segment
- Arc with defines tangent
- Arc through three points
- Arc through starting point with defined center point



- Try pressing the **Shift** button to constrain the mouse along one of the preset angles. If you use the **Shift** to constrain the mouse, type "D" to enter the length.

Tracker:

- The Tracker is an important palette that should appear during a drawing operation. Turn it on, if necessary. It tracks where your cursor is and is the place for typing in distances or coordinates of where you would like to draw.



Typing a number will put it into the parameter that is Bold.

Other parameters may be accessed by typing the first letter in the parameter name.

- Distance along the current angle
- Angle
- X coordinate
- Y coordinate
- Z coordinate

The cursor changes shape as you work, depending on the tool you are using, and whether an editing/input operation is underway or not. Cursor variations help you identify particular nodes and edges, as an aid in editing.

	Empty Space	Reference Line	Other Edge	Intersection	Node of Reference Line	Other Node
Before Input (Arrow Tool)						
Before Input (Other Tools)						
During Input (Other Tools)						
Magic Wand						
Trim Elements						
Pick Up Parameters						
Transfer Parameters						

Quick Selection option (for surface selection with Arrow tool)

Drag/Rotate/Mirror Element Copy

Drag/Rotate/Mirror Multiple Element Copies

Appears during Curtain Wall input to define its "outside" part.

Appears during element input/editing, when several options are available. E.g.:

- set direction of Roof pitch
- when splitting element: choose which part of element should remain selected
- set Limited depth of a Section
- curved Walls placed with tangential method – choose preferred placement.

Fill Handle

Place Dimension/Zone Stamp/Fill Area, or Close Polygon

Paste, then move contents of Marquee/Clipboard

Choose Plane (Place Dimension in a 3D Document)

Choose Line/Edge (Place Linear Dimension – Any Direction)

Identify if you are working on a "saved view" View/Viewpoint Feedback in the Tab Bar



If the view does not match the current View Settings, the tab is marked with a warning.

Double-click the tab (or use tab's context menu) to restore the view's saved status.

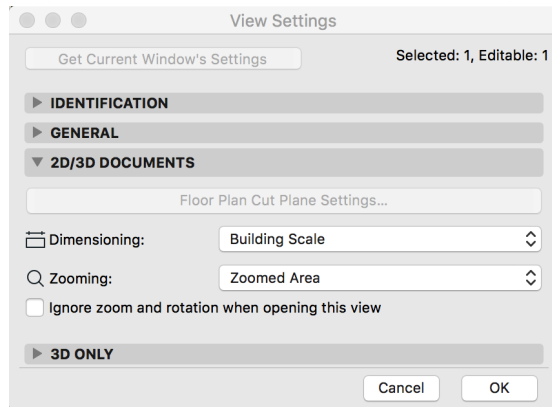
SAVING VIEWS

Saving View Zoom Settings

Any new view created please make sure to change zoom settings

- **Zooming:** Choose a zoom to save with this view:

Note: A view's saved Zoom value includes the Pan and the Oriented View (rotation), if any.



- **Current Zoom:** The view will save the current zoom as part of its settings.

Note: Once a view is saved at "Current Zoom," that setting is henceforth called Zoomed Area in this pop-up list.

- **Fit in Window:** whenever you open this view, or whenever drawings from this view are updated or published, they will be displayed to include the project window's entire contents, subject to Layer status
- any custom-named Zoom you have saved earlier.

See *Save Zooms*.

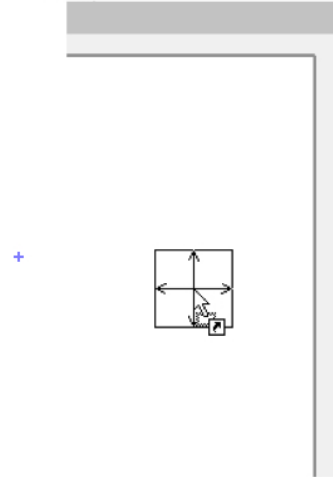
For more information, see *Zoom*.

Ignore zoom when opening this view: If this box is checked, then whenever you open this view, it will be displayed using the zoom value of the last opened ARCHICAD window (not the saved zoom of this view). However, the saved zoom level of this view will still be applied when you place this view as a Drawing, or publish it.

How to place a view on layout

Drag and Drop View onto Layout

With the Layout window active, go to the Navigator or Organizer palette and drag and drop one or several items (viewpoints, views or views originating from external ArchiCAD files) directly onto the layout. When added to a Layout, viewpoints are converted to views with their current settings. The newly created view is added to the View Map, and the newly placed Drawing is added to the Layout Book.



Adding New Layout

Select the folder that the new layout needs to go into and then **Create a new layout**. By selecting the folder, the automatic numbering will follow the order and create the next drawing in the set.

BOOK SETTINGS

Book Settings

Selected: 1 Editable: 1

▼ IDs of Items in this Book

☒ Use Hierarchy (Free View by Subset)

☐ Use Flat Layout Order

ID Prefix: A- Preview: A-0
A-1
A-2
...

ID Style: 1, 2, 3,... Start at: 0

▼ Issue History

ID	Name	Issue Date

Add Layout... New Issue ▼

▼ Change Numbering in Revisions

☐ Use Change ID

☒ Number by Revisions

ID Prefix: 1 Preview: 1
2
3
...

ID Style: 1, 2, 3,...

► Layout Scheme

Cancel OK

ARCHITECTURAL SUBSET

Subset Settings

Selected: 1 Editable: 1

▼ Subset Identification

ID: ☐ Do not include this Subset in ID sequence
☐ Assign ID automatically A-0
☒ Custom ID A

Name: ARCHITECTURAL

▼ IDs of Items in this Subset

☐ Continue using ID assignment of Upper Levels

☒ Customize ID assignment

☒ Use Prefix & IDs of Upper Levels Preview: A-0
A-1
A-2
...

☒ Add Prefix for this Subset

ID Style: 1, 2, 3,... Start at: 0

Cancel OK

DRAWING TYPE SUBSET (GENERAL, PLANS, ELEVATIONS, ETC.)

Subset Settings

Selected: 1 Editable: 1

▼ Subset Identification

ID: ☐ Do not include this Subset in ID sequence
☒ Assign ID automatically A-0
☐ Custom ID A-0

Name: GENERAL

▼ IDs of Items in this Subset

☐ Continue using ID assignment of Upper Levels

☒ Customize ID assignment

☒ Use Prefix & IDs of Upper Levels Preview: A-0
A-0.1
A-0.2
A-0.3
...

☒ Add Prefix for this Subset

ID Style: 1, 2, 3,... Start at: 1

Cancel OK

LAYOUT BOOK

PROJECT TITLE

- ARCHITECTURAL
 - A-0 GENERAL INFO
 - A-001 COVER SHEET
 - A-1 PLANS
 - A-101 1st FLOOR PLAN
 - A-102 2nd FLOOR PLAN
 - A-2 ELEVATIONS
 - A-201 ELEVATIONS
 - A-202 ELEVATIONS
 - A-203 ELEVATIONS
 - A-204 ELEVATIONS
 - A-3 SECTIONS
 - A-4 ENLARGED PLANS
 - A-5 DETAILS
 - A-6 SCHEDULES & DIAGRAMS
 - A-7 FINISH PLANS
 - A-8 CASEWORK AND EQUIPMENT
 - A-9 3D REPRESENTATIONS
- M- MECHANICAL SHEETS
- E- ELECTRICAL SHEETS
- P- PLUMBING SHEETS
- S- STRUCTURAL SHEETS
- AD1 DEMOLITION PLANS
- Masters

ELECTRICAL SUBSET

Subset Settings

Selected: 1 Editable: 1

▼ Subset Identification

ID: ☐ Do not include this Subset in ID sequence
☐ Assign ID automatically A-1
☒ Custom ID E

Name: ELECTRICAL

▼ IDs of Items in this Subset

☐ Continue using ID assignment of Upper Levels






















☒ Customize ID assignment

☒ Use Prefix & IDs of Upper Levels Preview: E-0
E-1
E-2
...

☒ Add Prefix for this Subset

ID Style: 1, 2, 3,... Start at: 0

Cancel OK

Shift + Click		Temporary arrow tool.
Shift + Click/Drag (While drawing/editing)		Constrain to Horizontal, Vertical, Angle.
Space + Click		Magic Wand tool.
F2		Floor Plan window.
F3		3D window.
F4 (Mac) / F5 (Windows)		Selected elements isolated in 3D.
F7		Layout window.
⌘ + D (Mac) Ctrl + D (Windows)		Drag command.
⌘ + E (Mac) Ctrl + E (Windows)		Rotate command.
⌘ + M (Mac) Ctrl + M (Windows)		Mirror command.
⌘ + U (Mac) Ctrl + U (Windows)		Multiply or Array.
⌘ + Click (Mac) Ctrl + Click (Windows)		Trim.
⌘ + ' (Mac) Ctrl + ' (Windows)		Fit to window.
⌘ + L (Mac) Ctrl + L (Windows)		Layer settings.
Q		Create guideline.
M		Measure tool.
G		Switches Geometry Methods in Info Box.
C		Switches Construction Methods in Info Box.
W		Toggles between Arrow tool and last Tool.
F		Switches to next item of the Pet Palette.
O		Orbit in 3D.
Shift + Click Mouse Wheel		In 3D: temporarily simulates Orbit mode.
Shift + Arrow		Nudges selected element(s).
⌥ + Click (Mac) / Alt Click (Windows)		Eye-dropper. Pick up parameters.
⌥ + Cmd + Click (Mac) / Ctrl + Alt + Click (Windows)		Syringe. Inject parameters.