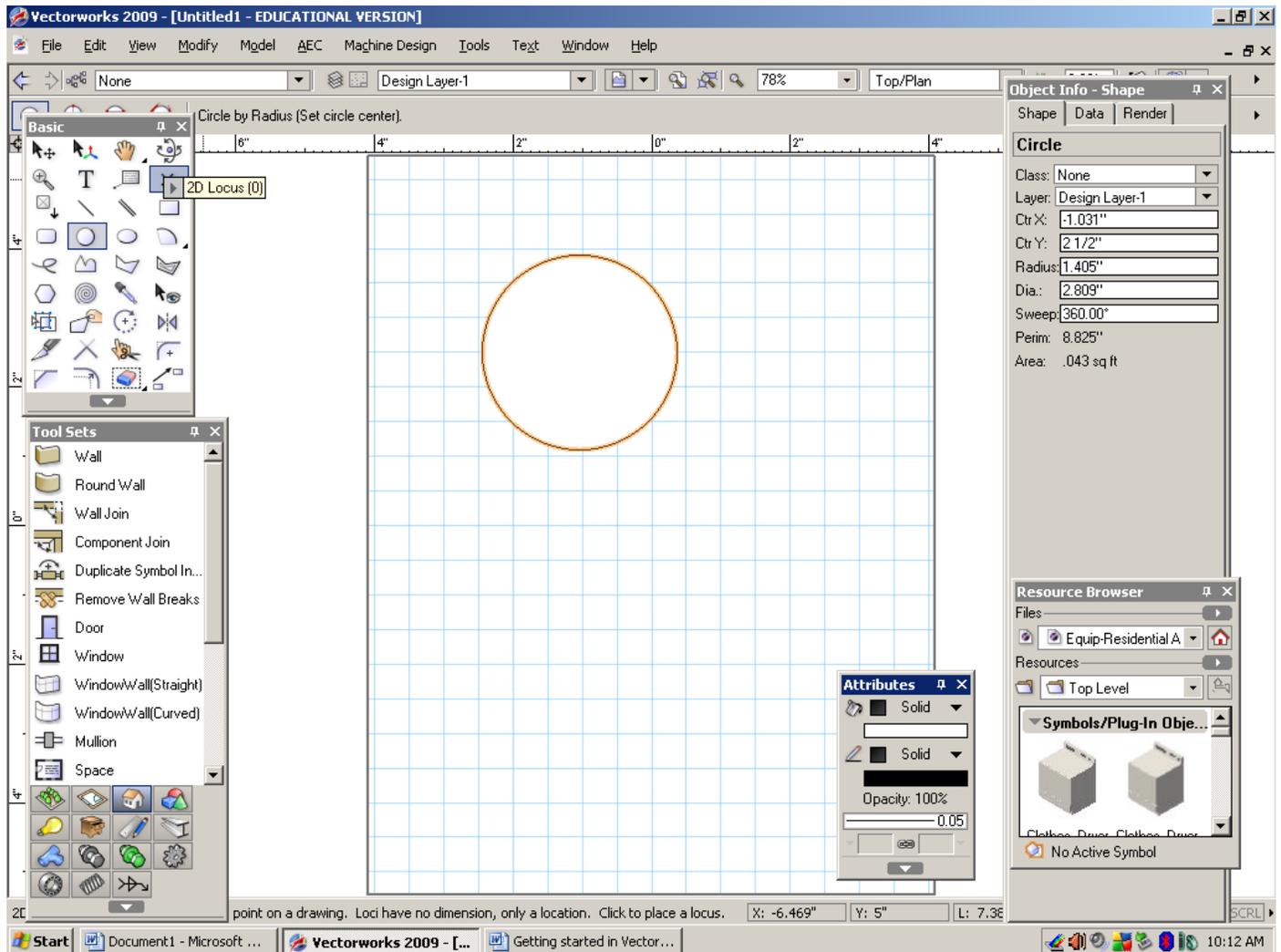


Vectorworks 2016

Setup Booklet

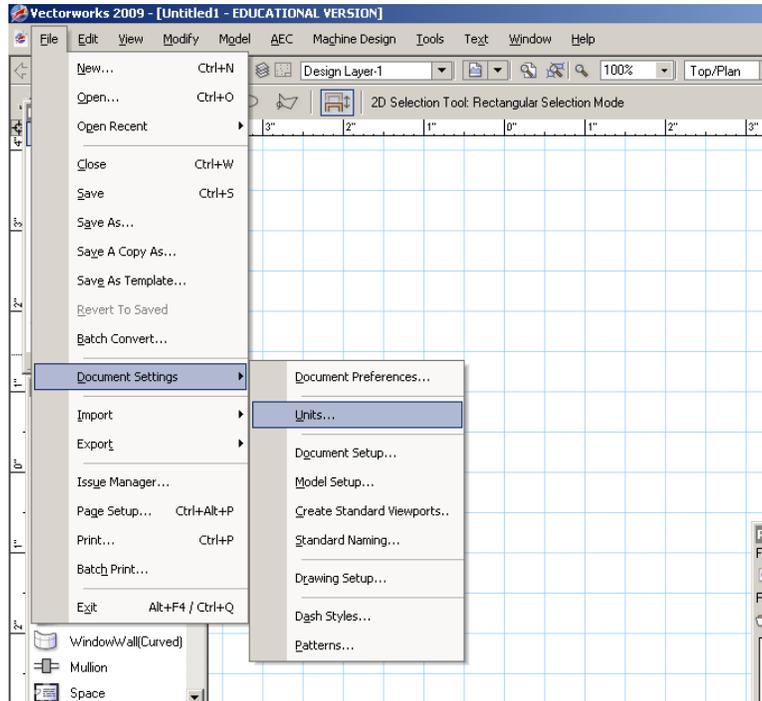
Your start up screen should look something like the picture below. Tool bars across the top, windows around the perimeter, and the drawing page with rulers in the centre of the screen.



Getting started in Vectorworks:

1) Selecting Units:

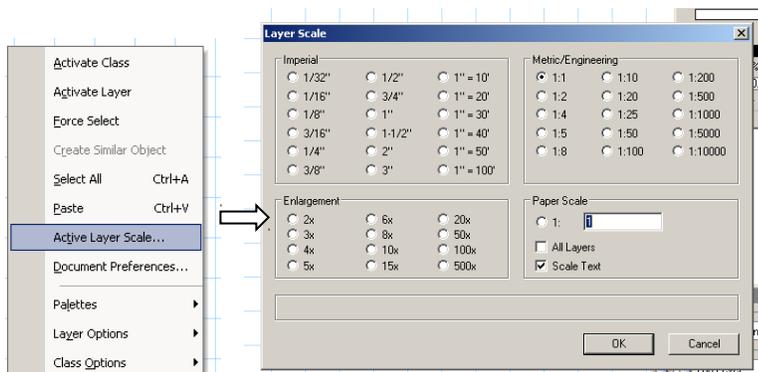
Go to **File > Document Settings > Units**
Select: mm for length



2) Selecting Scale:

Right Click on mouse Select: **Active Layer Scale**. You will need to determine which scale will allow your object to fit on the page (blue box on screen). Sometimes this is a trial and error process.

For now select 1:1 scale



3) Using Layers:

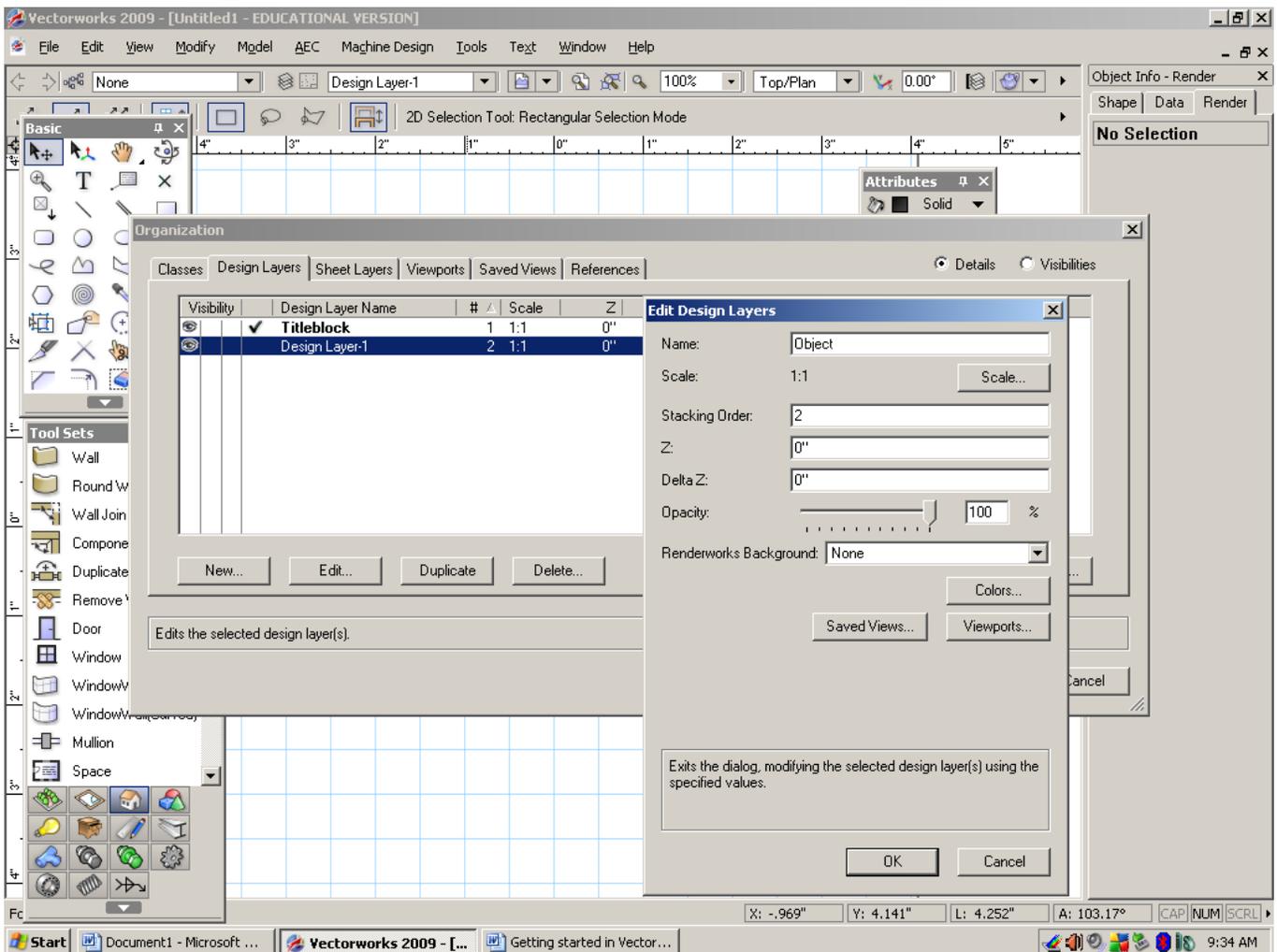
Vectorworks allows us to put information on separate layers. Imagine drawing on layers of clear plastic that can be shown or made invisible. We would use different layers for titleblocks, text, walls, dimensions, etc.

On the tool bar click on the **Layers** Icon (looks like a stack of paper).

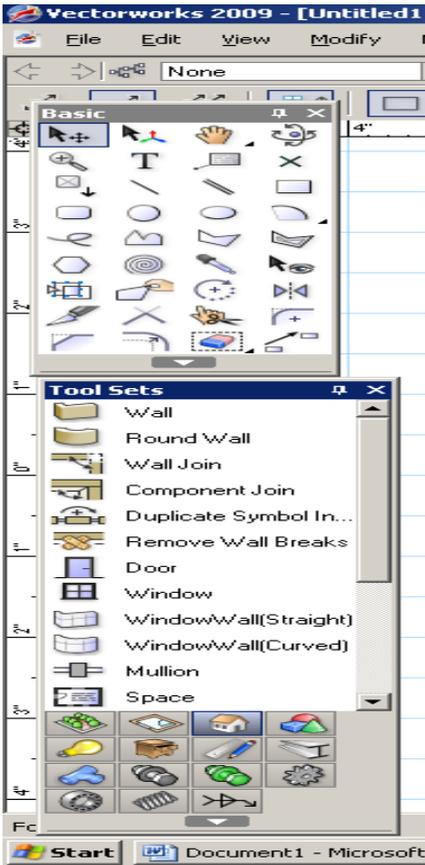
A window will appear. Click the “**NEW**” button and enter the name “**Titleblock**”. Repeat this for layers called “**Object**”, “**Dimensions**”, and “**Text**”.

We can further select how we see and modify the layers. Sometimes we want to see only some of the layers. In the Layer Window above we can click in the left hand columns to either show, hide, or gray any layer.

Furthermore, we can right click and select **Layer Options**. There are several choices here to make it easier to work on our drawings.



4) Windows:



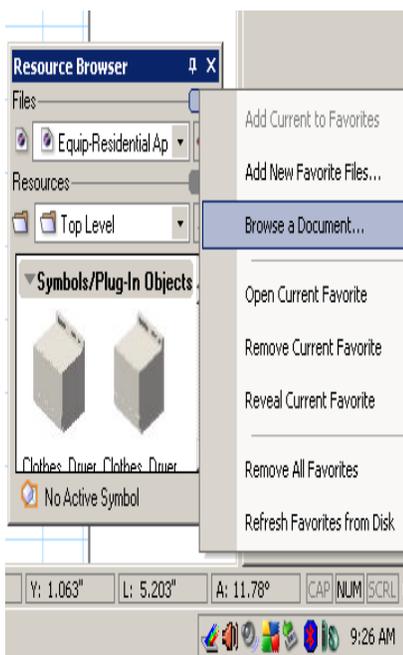
In addition to the page there are several windows open on the screen such as **Tool Sets, Basic, Object Info, and Resource Browser**. These can be moved around the screen at your preference.

The **Basic and Tool Sets** windows hold all the tools we need to draw our objects. The **Basic** window has most of the 2-D tools for drawing lines, curves, etc. The **Tool Sets** window can be changed by selecting the icon at the bottom for the particular tool you want to use.

For example, if you wanted to start drawing walls you would select the icon of a house and the Tool Set would change to show different tools such as walls, doors, and windows.

If your window should get closed by mistake or you need others just go to **Window** on the upper menu select **Palettes** and then select the windows you want to open or close.

5) Resources:



Many of the objects inside a house are complex such as stairs, appliances, fireplaces, sinks, bathtubs, etc. It would take too much time to draw them from scratch each time we needed them.

Vectorworks has compiled a library for us in order to have these objects already made and ready to put in our drawing.

To get to the library objects go to the **Resource Browser** window and click the arrow beside **Files**. Click **Browse a Document**. In the '**Look in**': box select C:/, Program Files, Vectorworks 2016, Libraries.

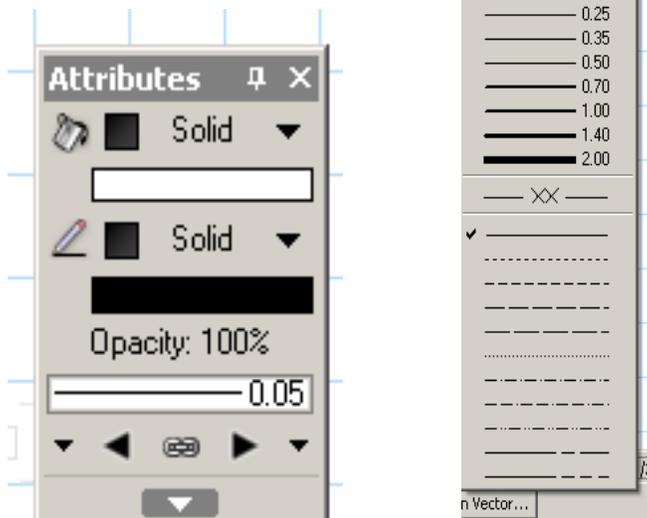
You may want to right click and select 'Make Short cut' and add the short cut to your Desktop!

You can scan through the different categories to find what you want. This is not always an easy thing to do!

6) Attributes:

This small window allows you to change lines thickness, opacity, colour, and hatching (texture) of your objects. This is particularly good for Dimension and Border lines that are a different thickness than object lines.

If you set the attributes without clicking an object first then these new attributes will be applied to ALL new objects. If you want to change the attributes of a single object just click on the object first and then make your changes.

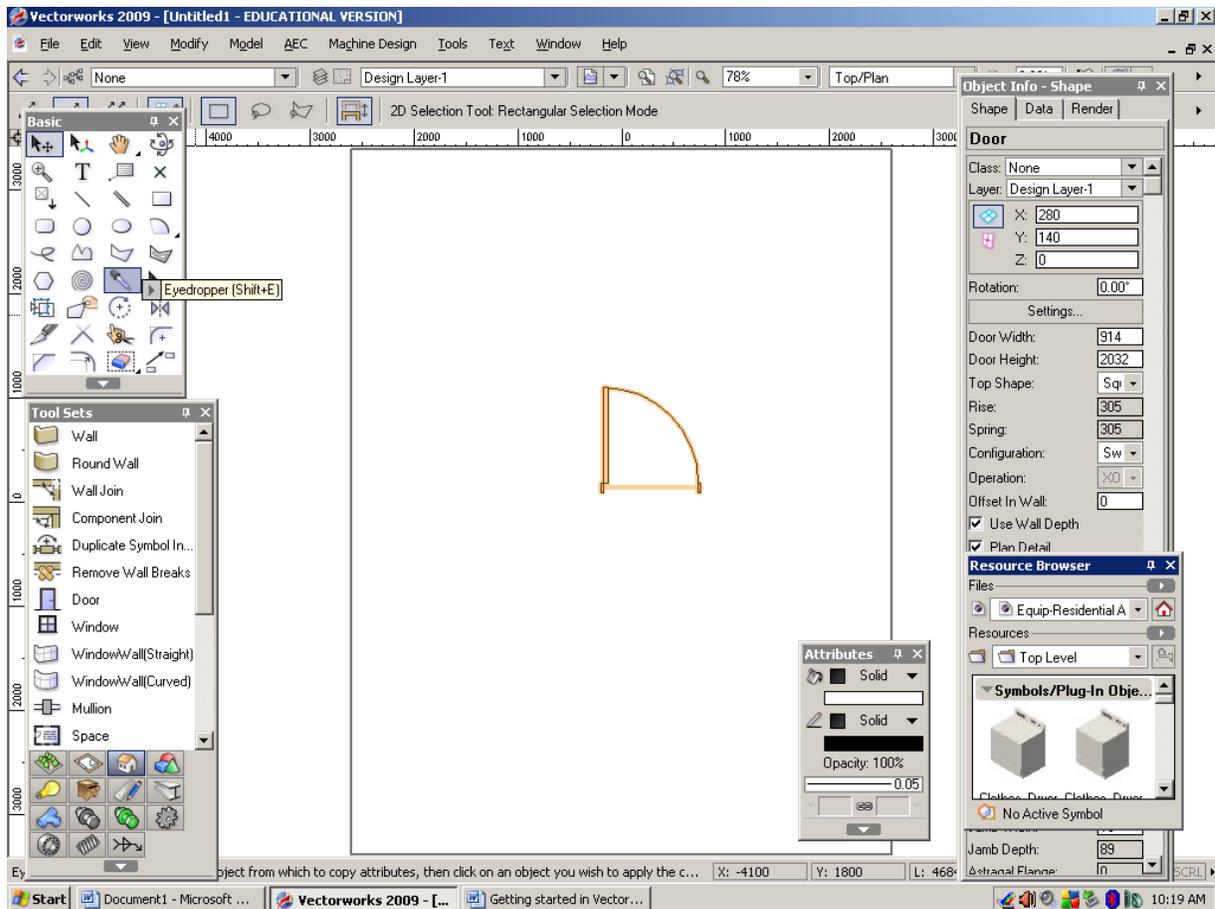


7) Object Info:

This window provides to detail of an object. Length, width, and other dimension can be modified here.

The exact position of an object is usually here also and is shown in X, Y, Z coordinates.

Library object usually have a great deal of detail information that can be changed in order to change to size, shape, or display properties to suit your needs.

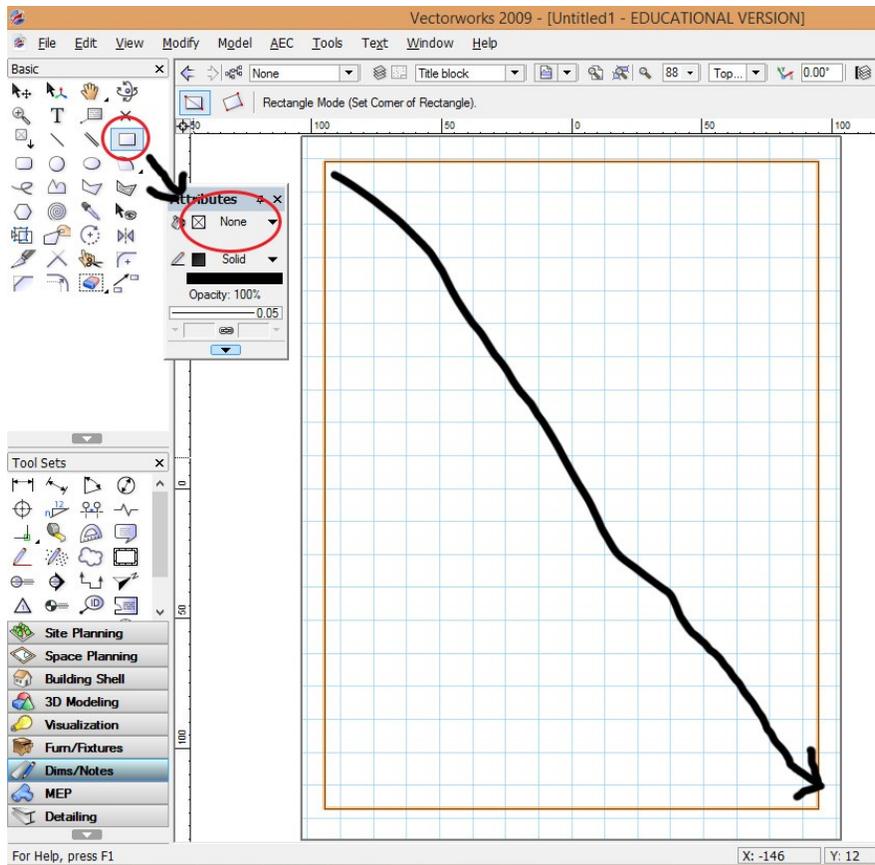


Titleblocks Assignment:

For each of the files you made above (Portrait, Landscape, and Big Paper) use the tools in the right-hand window to add borders and titleblocks to the pages. Mr. B will demo the 1st page for you and detailed instructions are outline below. Remember to include proper units, scale, and layers for each titleblock.

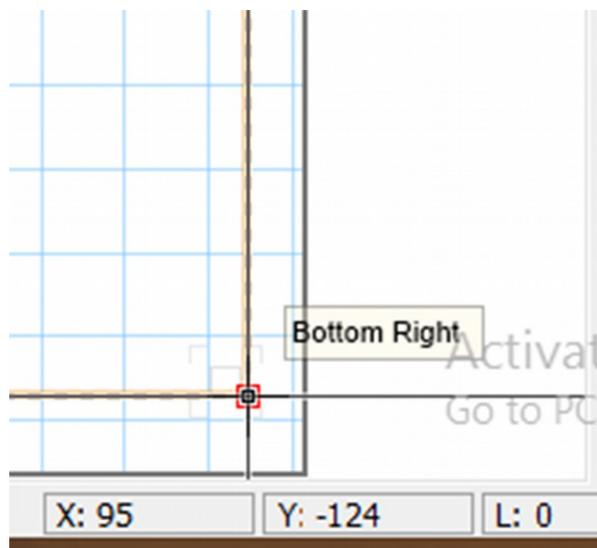
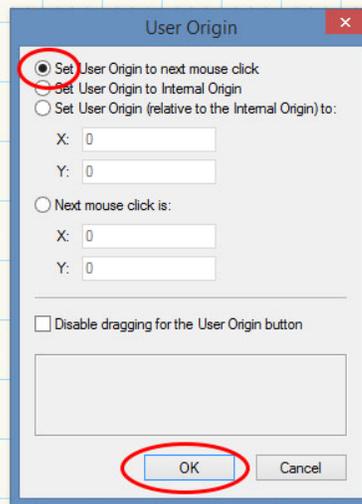
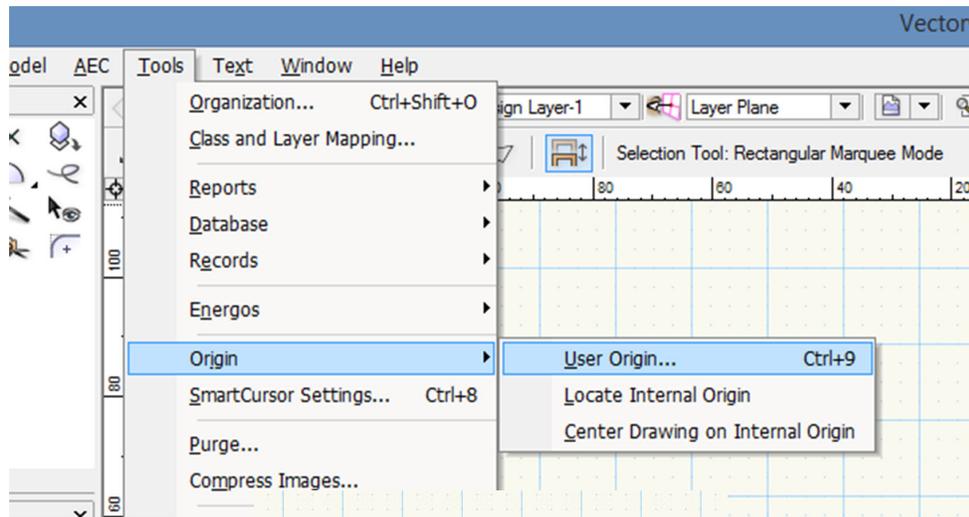
Here is the step-by-step instructions for the Portrait titleblock.

- 1) Make sure you have set up your units, scale, and layers as shown above.
- 2) On the **Titleblock layer**, use the **Rectangle Tool** to draw a rectangle approximately 10mm from each edge (hint the blue grid lines are 13mm square). Make sure **Attributes** are set to **None** for fill, and a line **thickness** of **1.0**.

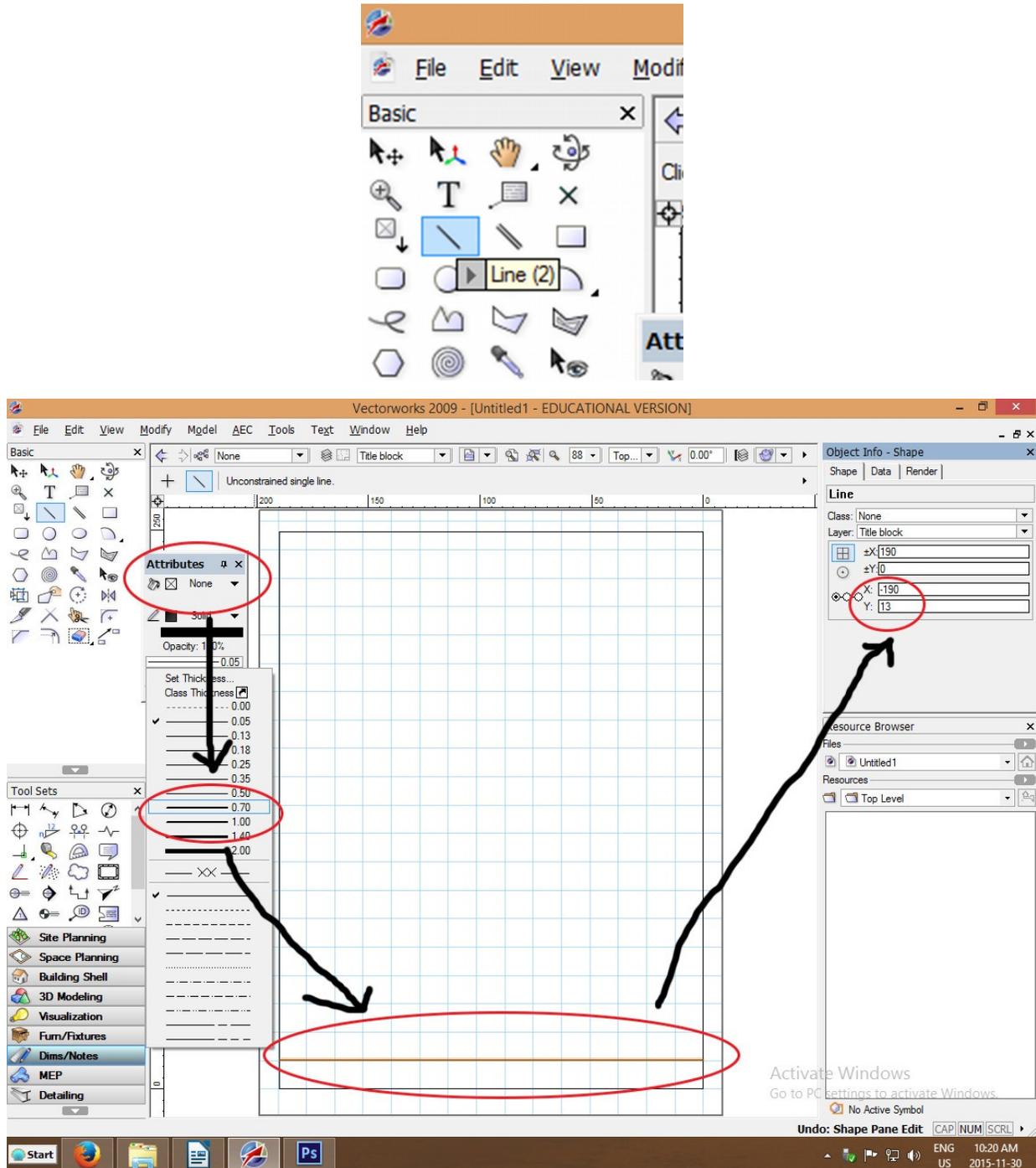


- 3) Move your **origin** (0,0) to the bottom right corner of your titleblock

Do this by Clicking the **Tools** tab at the top of the page, select **Origin, User Origin**. In the pop up window, select "Set User Origin to next mouse click", select OK the click the **bottom right corner** of the titleblock.

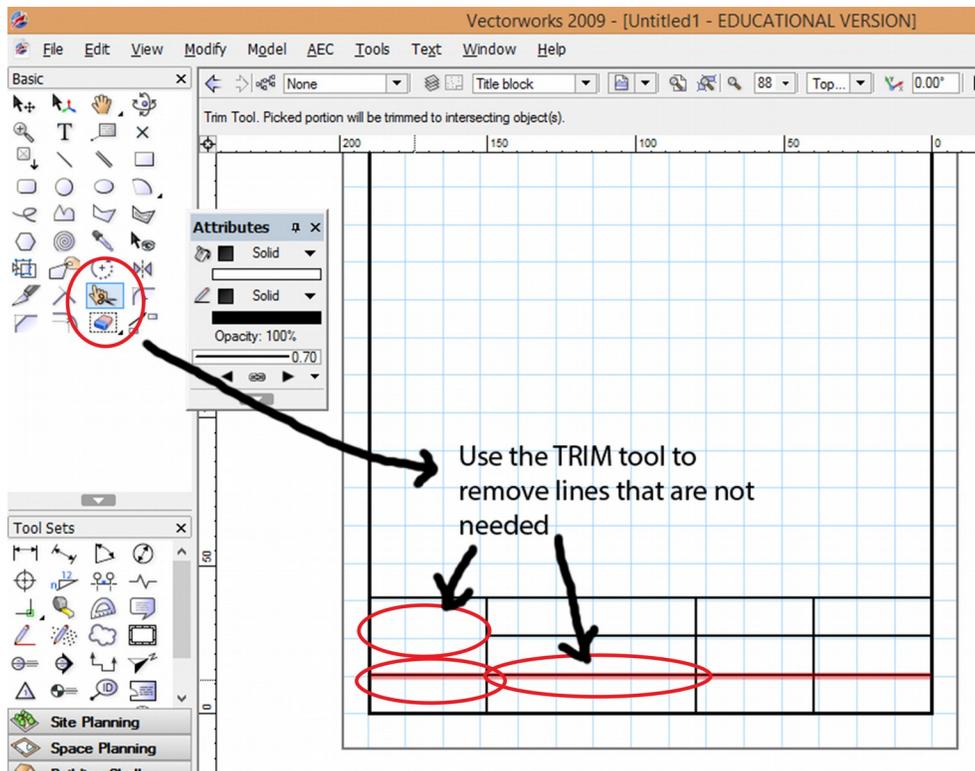


4) Click the **Line tool**, set your line thickness to **0.7** in the **Attributes** window, draw a horizontal line from one side of the title block to the other, in the **Object Info** window set the **Y** to **13**.

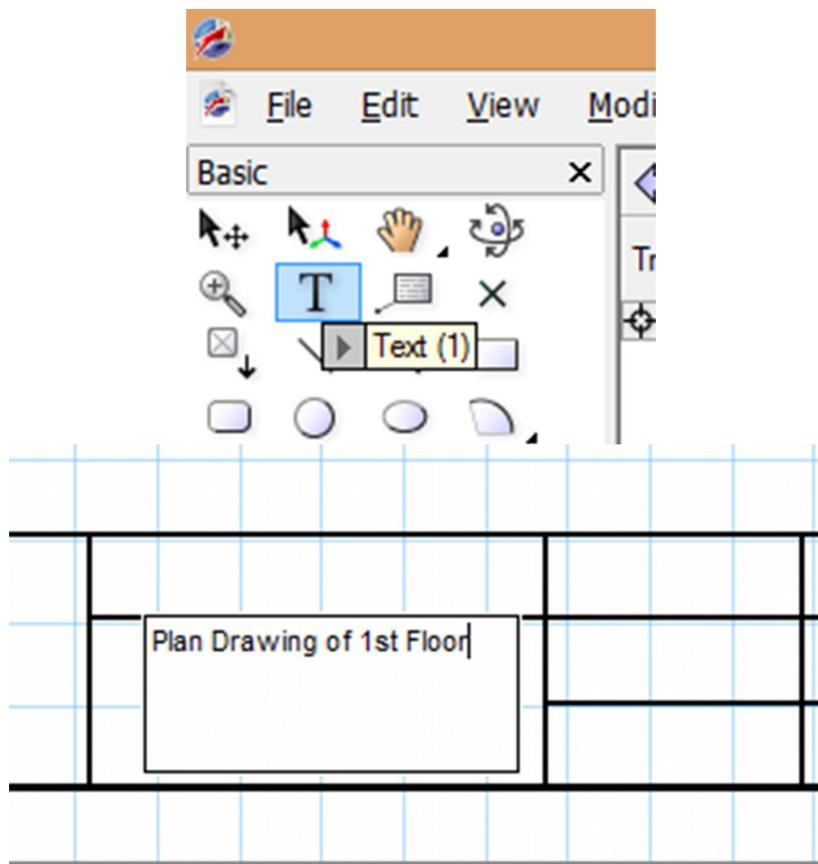


5) Following the dimensions given to you on the Portrait title block example in the Unit, add the other vertical and horizontal lines in the correct positions. Remember that the position of the vertical lines is entered in the **X:** box and is **negative**.

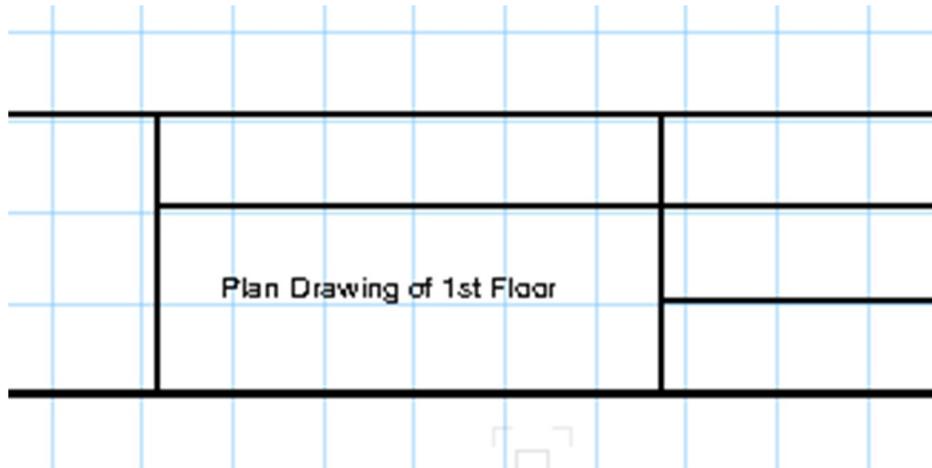
6) Use the **Trim** tool to remove lines that are not needed.



7) Using the **Text** tool, add appropriate text to the boxes of your titleblock.



Centre text in box and enter info into the other boxes. Some of these will need to be changed for new drawings.



8) Select your proper printer and paper size as shown on the next page.

Save your titleblock as "Portrait Titleblock".

Now instead of redoing all your units, scale, and layers for the next titleblock just Click 'Save as' and to create a new file and name it 'Landscape Titleblock'

Set up your new printer and paper size for Landscape (as below), erase your Portrait titleblock and draw your Landscape titleblock.

Repeat this for the Big paper settings (Save as to create a new file)
Big paper title block will be simple and the same as your 'paper' house titleblock.

You should now have 3 files - 1 for each titleblock in your H:/ space

Selecting the correct printer and paper size

You need to make 3 files and save them in your space (Student number)

File 1) Go to **File, Page Setup**, select **Printer Setup**
Settings: Printer: **ComputerLabRICOH (SEE BELOW)**
Select paper size: **8 1/2 x 11**
Orientation: **Portrait**
Press **OK, OK**

Go to **File > Save As**
Make sure you're saving to your space and name the file "**Landscape Title Block**"

File 2) Go to **File, Page Setup**, select **Printer Setup**
Settings: Printer: **ComputerLabRICOH**
Select paper size **8 1/2 x 11**
Select **Landscape**
Press **OK, OK**

Go to **File > Save As**
Make sure you're saving to your space and name the file "**Portrait Title Block**"

File 3) Go to **File > Page Setup**, select **Printer Setup**:
Settings: Printer: **NorthLabPlotter**
Select paper size: **Oversize ANSI D**
Select **Landscape**
Press **OK, OK**

Go to **File > Save as**
Make sure you're saving to your space and name the file "**Big Paper**"

You should now have 3 blank files in your space.

