

# Productivity Gems

Presented by:

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# Welcome to...

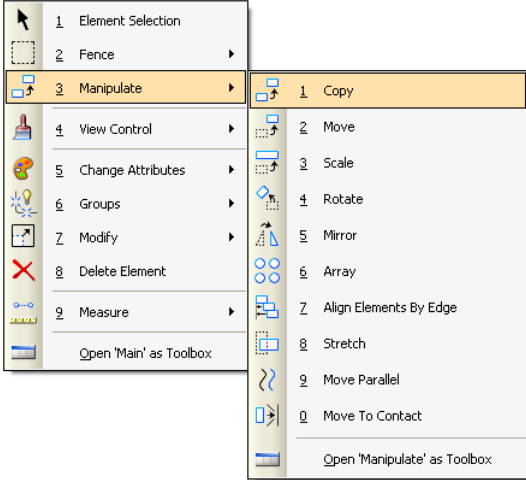
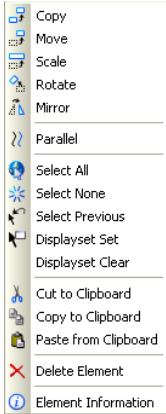
# PRODUCTIVITY GEMS

# Productivity Gems

## The Power Of Your Mouse

Fit View:	Double-Click Wheel
Panning:	Drag the Wheel
Dynamic Panning:	[SHIFT] + Drag Left button
Rotate View (quick):	[SHIFT] + Drag Wheel
Rotate View:	[ALT] + Wheel to Activate. Use Left Click to Rotate.
Save QuickSet:	[SHIFT] + Right Click > Quickset Save > <Number>
Recall QuickSet:	[SHIFT] + Right Click > Quickset Recall > <Number>
DisplaySet:	[SHIFT] + Right Click > Displayset > Set / Clear

# Productivity Gems

Main Toolbar	<p>[CTRL] + Right Click</p> 
Tentative Snap	Left + Right Click Simultaneously.
Reset	Right-click
Context Sensitive	<p>Hold Right-click</p> 

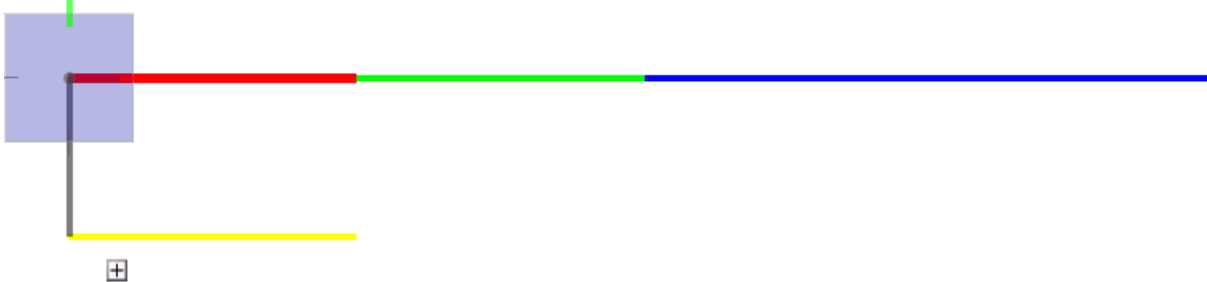
# Productivity Gems

## Reset – Cycle Through Nearby Elements

If you select the wrong element, no worries.

Press **Reset** (right-click) to cycle through the nearby options

1. Select tool (ie. Move)
2. Select the element
3. Right-click to cycle through nearby elements



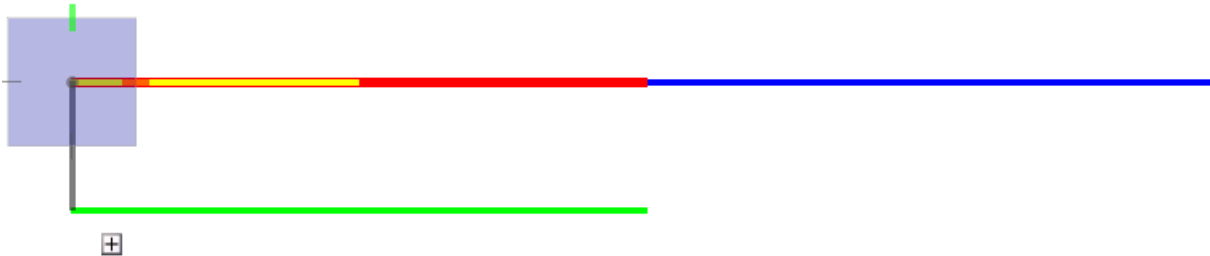
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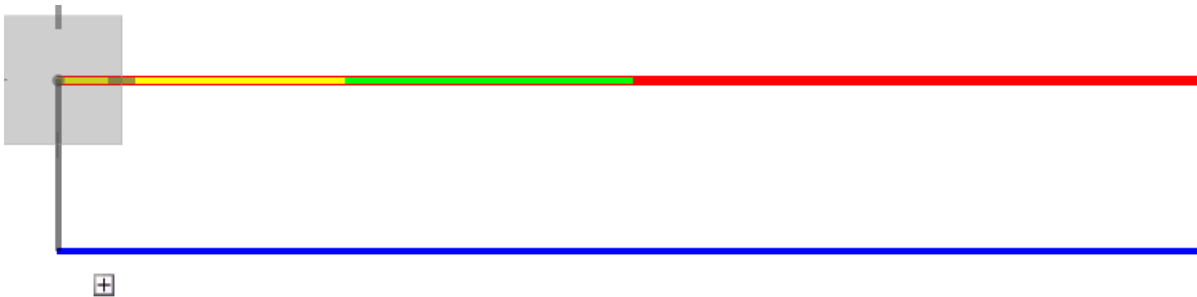
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# Productivity Gems

## Selection Tool

Inside	Drag to the Right
Overlap	Drag to the Left
Toggle Inside/Overlap	[SHIFT]
Toggle Block / Line Mode	[ALT]



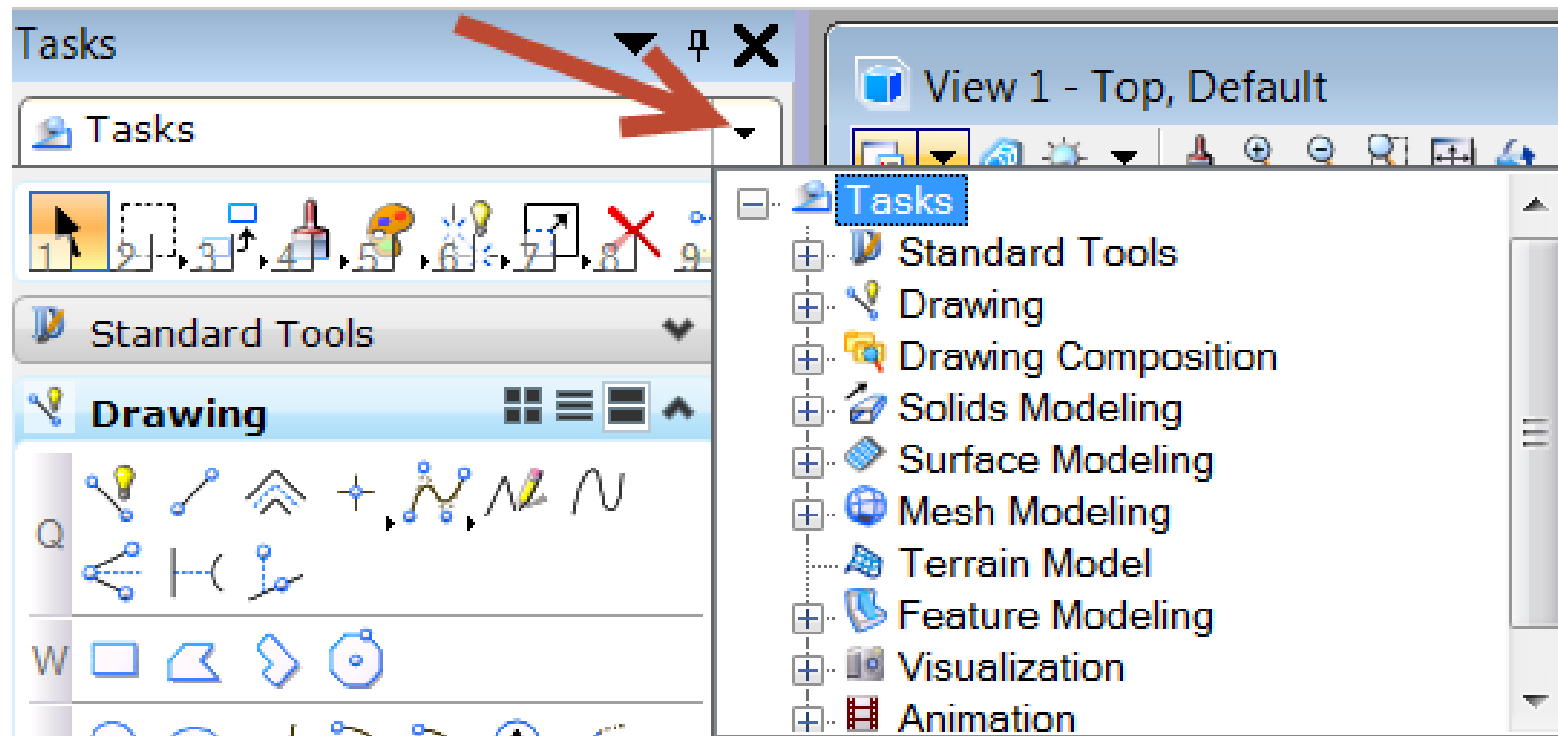
# Productivity Gems

DEMO

# Productivity Gems

## Navigating to a Task

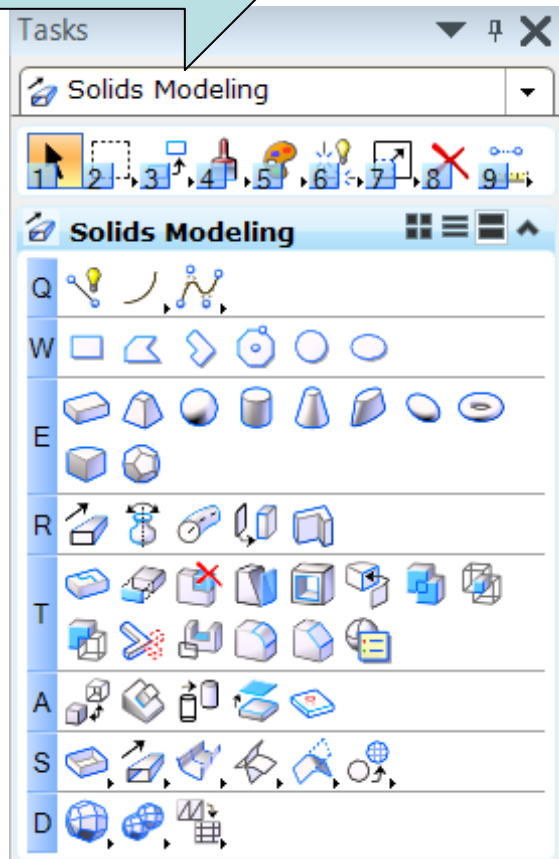
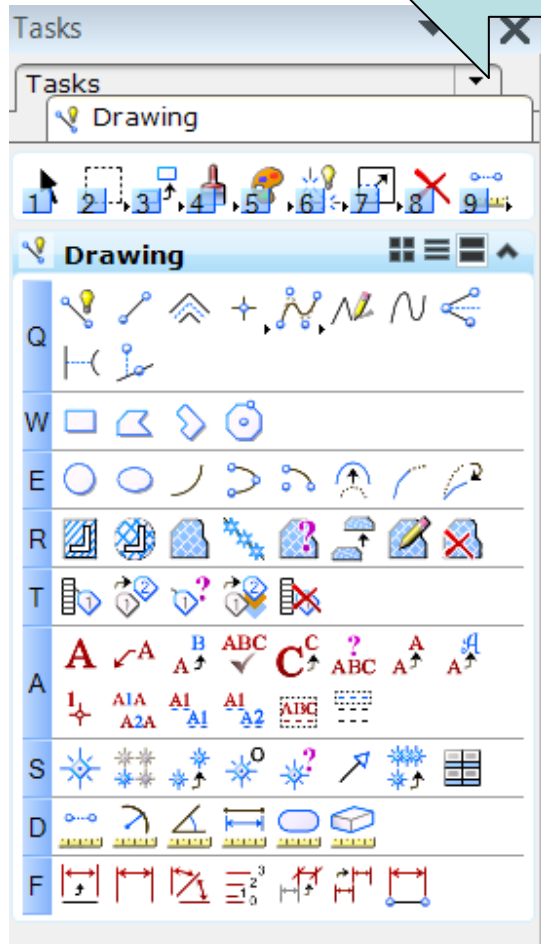
Select it from the Task pull-down list



# Productivity Gems

## Going to the Previous/Next Task

[PgUp] / [PgDn]



# Productivity Gems

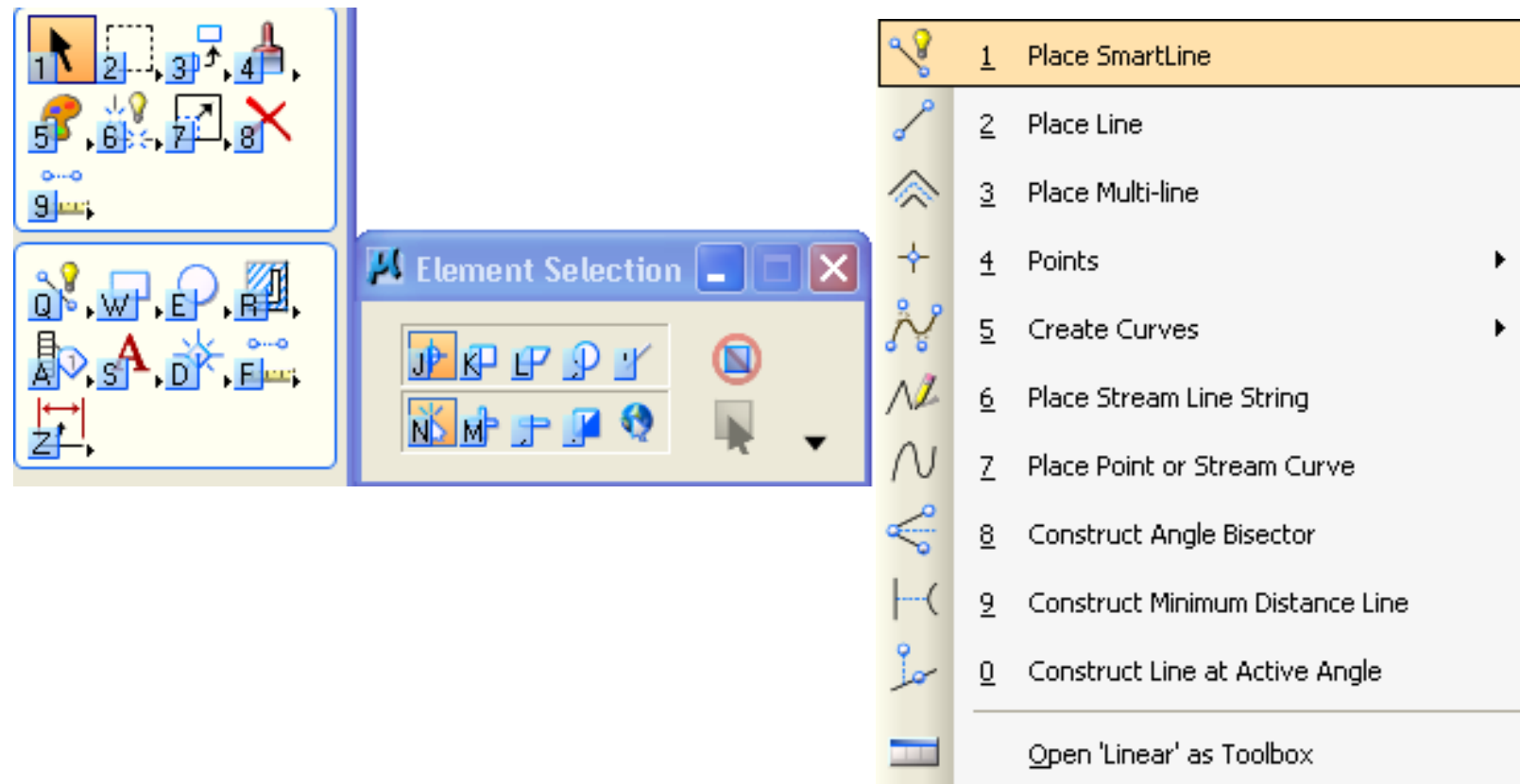
DEMO

# Productivity Gems

## Positional Mapping

You can now access any command with one or two keystrokes.

**EX:** Place SmartLine = [Q] [1].  
Move = [3] [2]



The screenshot displays the software interface with the 'Element Selection' window open. The window shows a grid of icons for various tools, including a lightbulb icon for 'Place SmartLine'. To the right of the window, a list of commands is shown, each preceded by a number and a small icon. The commands are:

- 1 Place SmartLine
- 2 Place Line
- 3 Place Multi-line
- 4 Points
- 5 Create Curves
- 6 Place Stream Line String
- 7 Place Point or Stream Curve
- 8 Construct Angle Bisector
- 9 Construct Minimum Distance Line
- 0 Construct Line at Active Angle

At the bottom of the list, there is a link that says 'Open 'Linear' as Toolbox'.

# Productivity Gems

## Focus Keys

[Esc]	Return focus to the Tasks
[Space]	Return focus to Accudraw
[Enter]	Returns focus to Keyin dialog. <i>If not already opened, it will open as popup dialog.</i>

# Productivity Gems

## Previous / Next Model

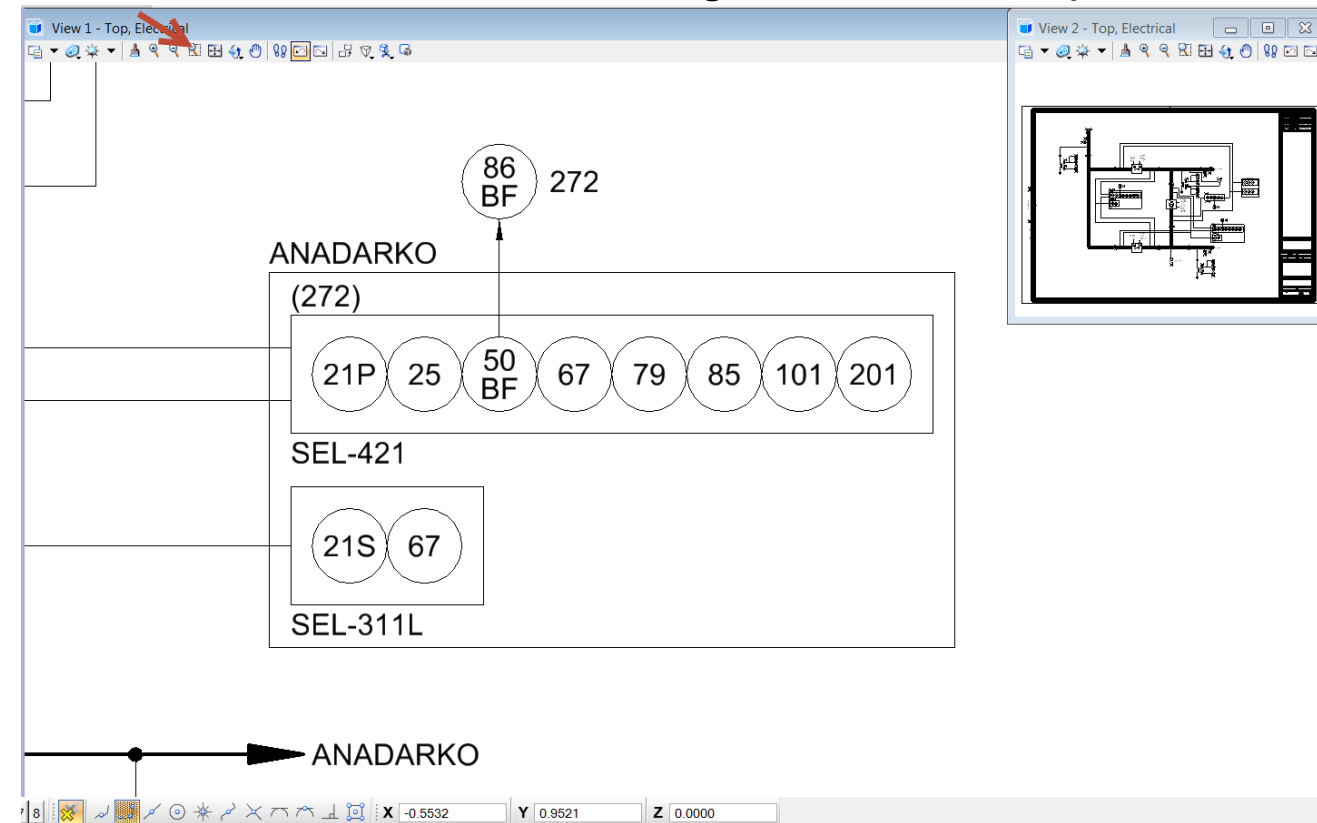
Easy way to access previously opened files and models.



# Productivity Gems

## Making Views Work For You (Two Views)

1. Setup a maximized view to do your work (Main view)
2. Setup a small view for navigation (Fitted View)
3. Use Window Area in Navigation view to update main view





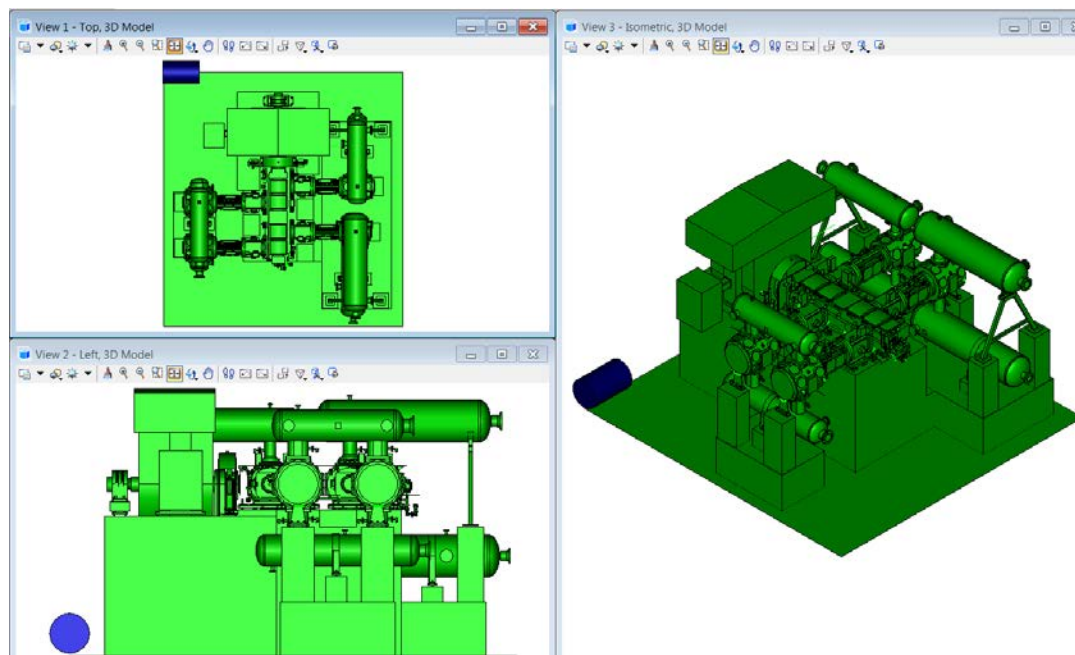
# Productivity Gems

DEMO

# Productivity Gems

## Making Views Work For You in 3D (Three Views)

1. Setup a view in the top orientation
2. Setup a view in a side orientation
3. Setup a larger view in isometric orientation
4. Remove Gaps among the views. (Window > Arrange)



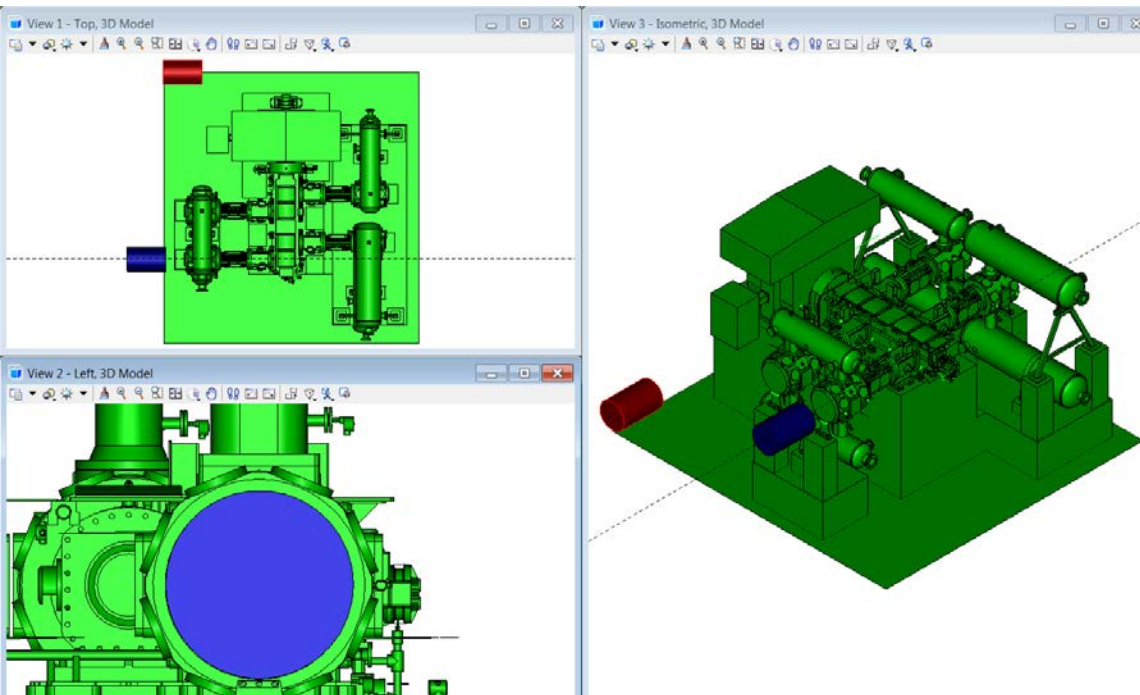
# Productivity Gems

## Making Views Work For You in 3D (3D Tentative Point)

Define a point using two orthogonal views:

1. Define the x,y coordinates using **[ALT] + Tentative** on an orthogonal view  
*You will see a dashed line on the other views*
2. Define the z coordinate using **[ALT] + Tentative** on another orthogonal view

**HINT:** Disable Accudraw and AccuSnap



# Productivity Gems

DEMO

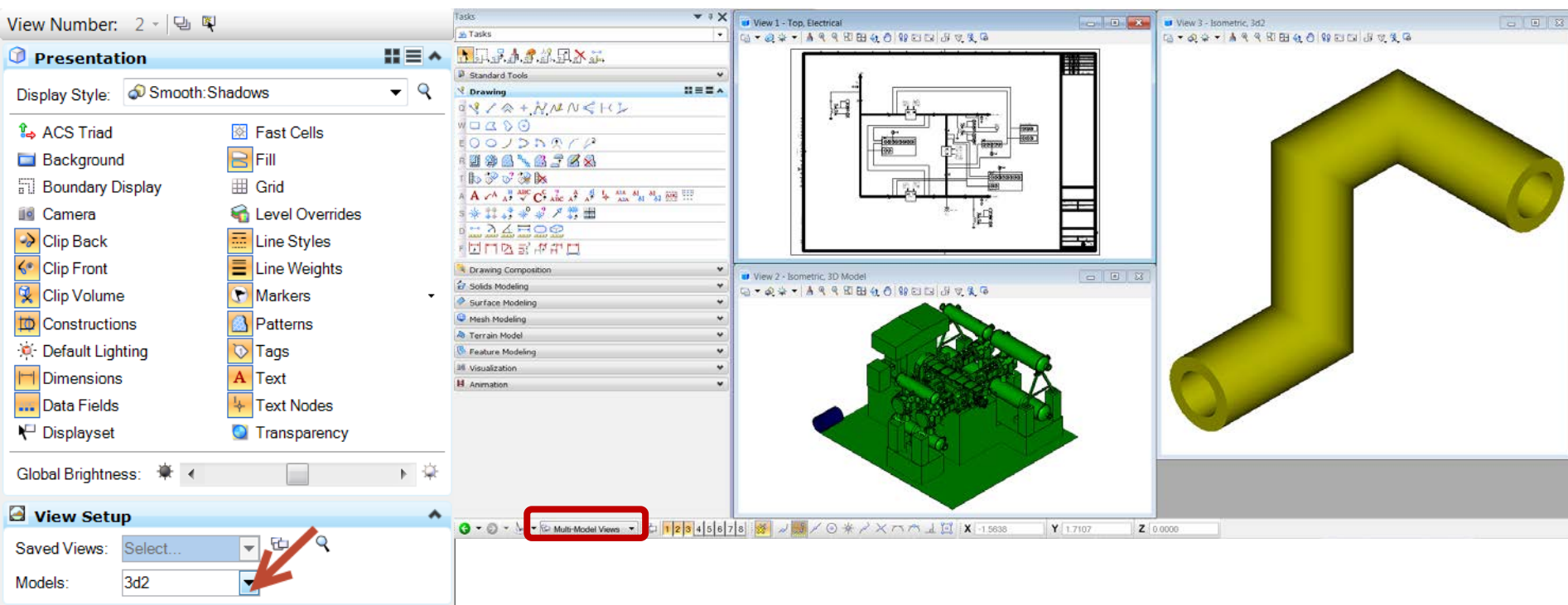
# Productivity Gems

## Making Views Work For You - Assigning a Different Model to each View

Each View can point to a different model (design, drawing or sheet Model)

1. Create a new 3D Design Model (*File > Models*)
2. Open multiple views
3. Under View Attributes Change the model for each view

*Settings > View Attributes > View Setup > Models*



# Productivity Gems

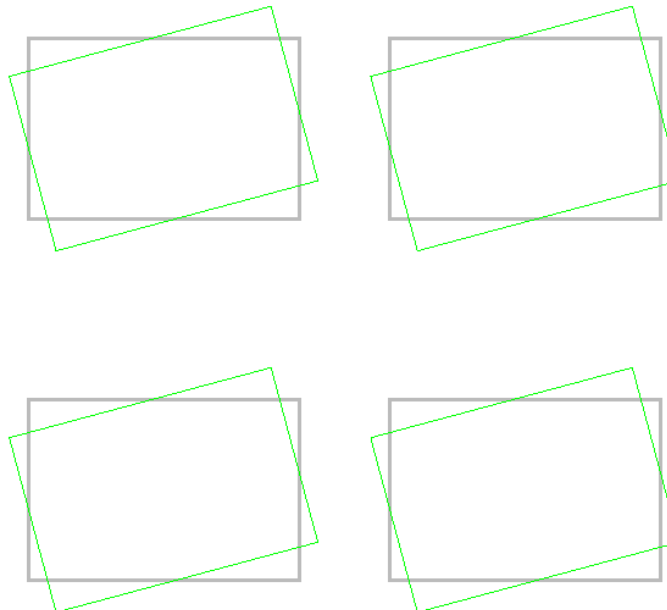
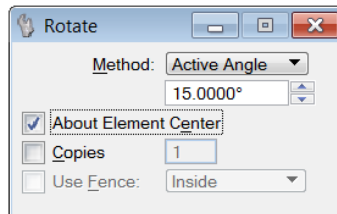
DEMO

# Productivity Gems

## Rotate Elements- About Elements Center

You can rotate multiple elements (at the same time) about their center.

1. Select Rotate Tool
2. Set Method to “Active Angle”
3. Specify the angle
4. Select “About Element Center”



# Productivity Gems

DEMO

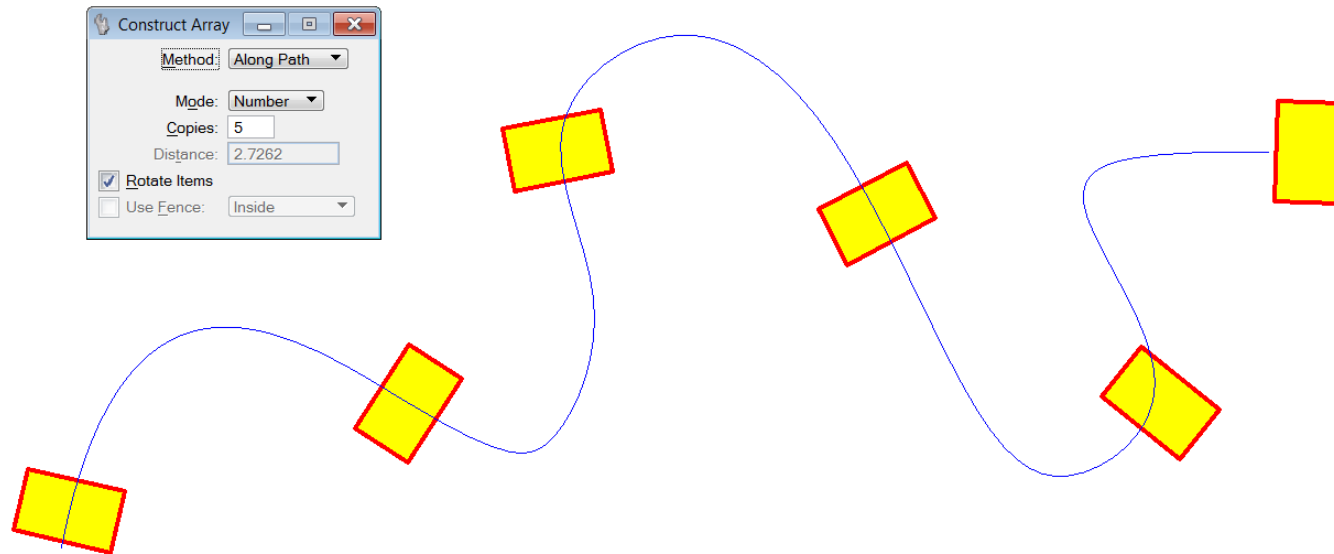


# Productivity Gems

## Construct Array - Along Path

You can have an element trace a path

1. Select Construct Array Tool
2. Set Method to “Along Path”
3. Select Element to be copied
4. Select Start and End Point of Path



# Productivity Gems

DEMO

## Origin Offset

Placing an element relative to a Snap point

[O]

## View Rotation

Aligns Accudraw compass with current view.

[V]

## Cycle through all 3 standard orientations

Cycles compass through Top, Front and Side orientations

[E]

## Rotate View

Rotates the view to match orientation of Accudraw compass.

[RV]

## Rotate Element

Rotate Compass to match slope of element

[RE]

## Snaps

Intersection

[I]

Center

[C]

Reviewing List of Shortcuts

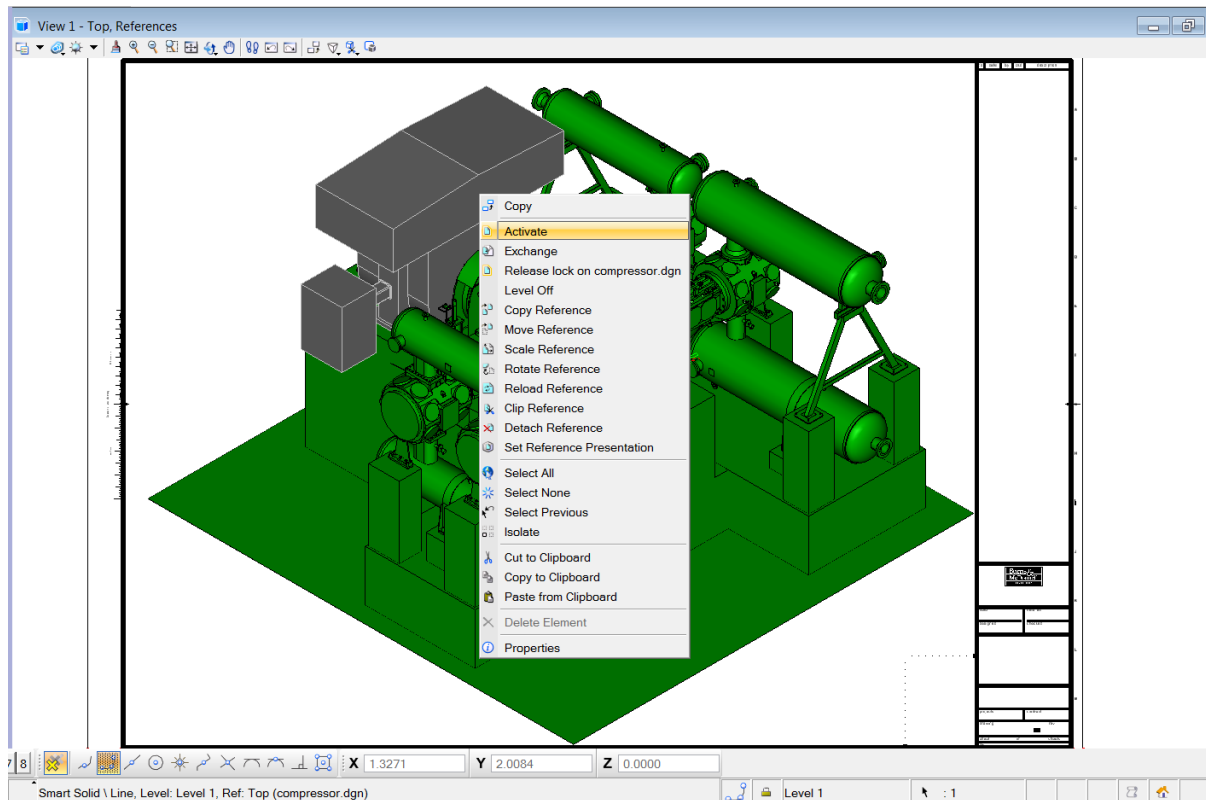
[?]

# Productivity Gems

## References- Activate/Deactivate Reference Files

Reference Files are Read Only, but you can edit them by activating them

1. Right-click on the Reference File
2. Select Activate
3. Edit the Reference File
4. Deactivate the Reference File



# Productivity Gems

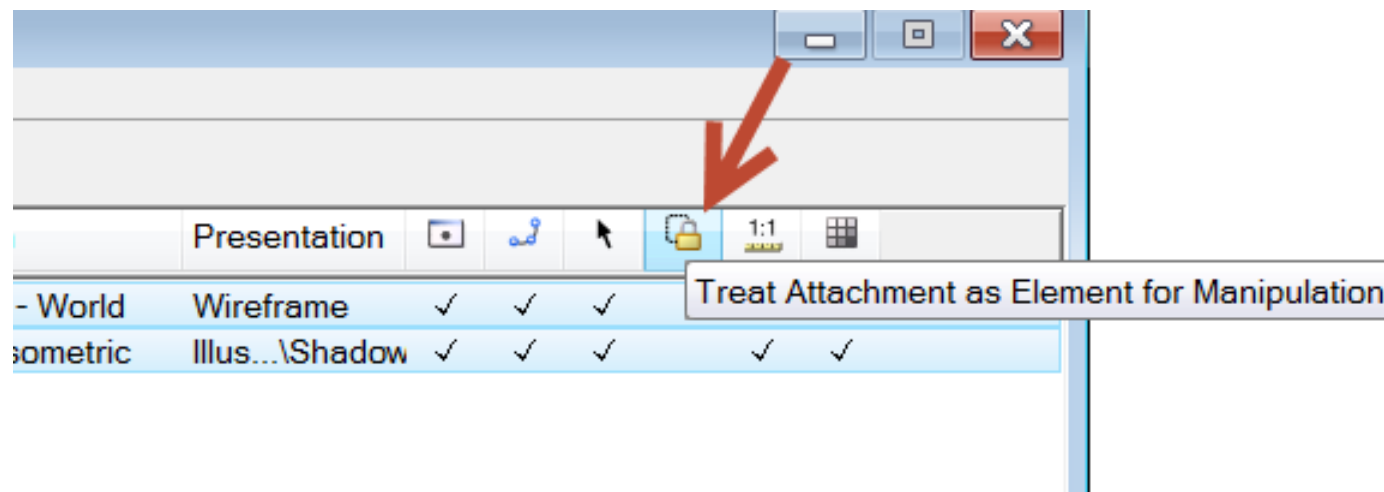
## References - Treat Attachment as Element for Manipulation

You can move and manipulate References with regular tools.

Application:

When you need to manipulate active and reference elements together

1. Toggle on “Treat Attachment as Element for Manipulation”
2. Use regular move command
3. Un-toggle “Treat Attachment as Element for Manipulation” when done



# Productivity Gems

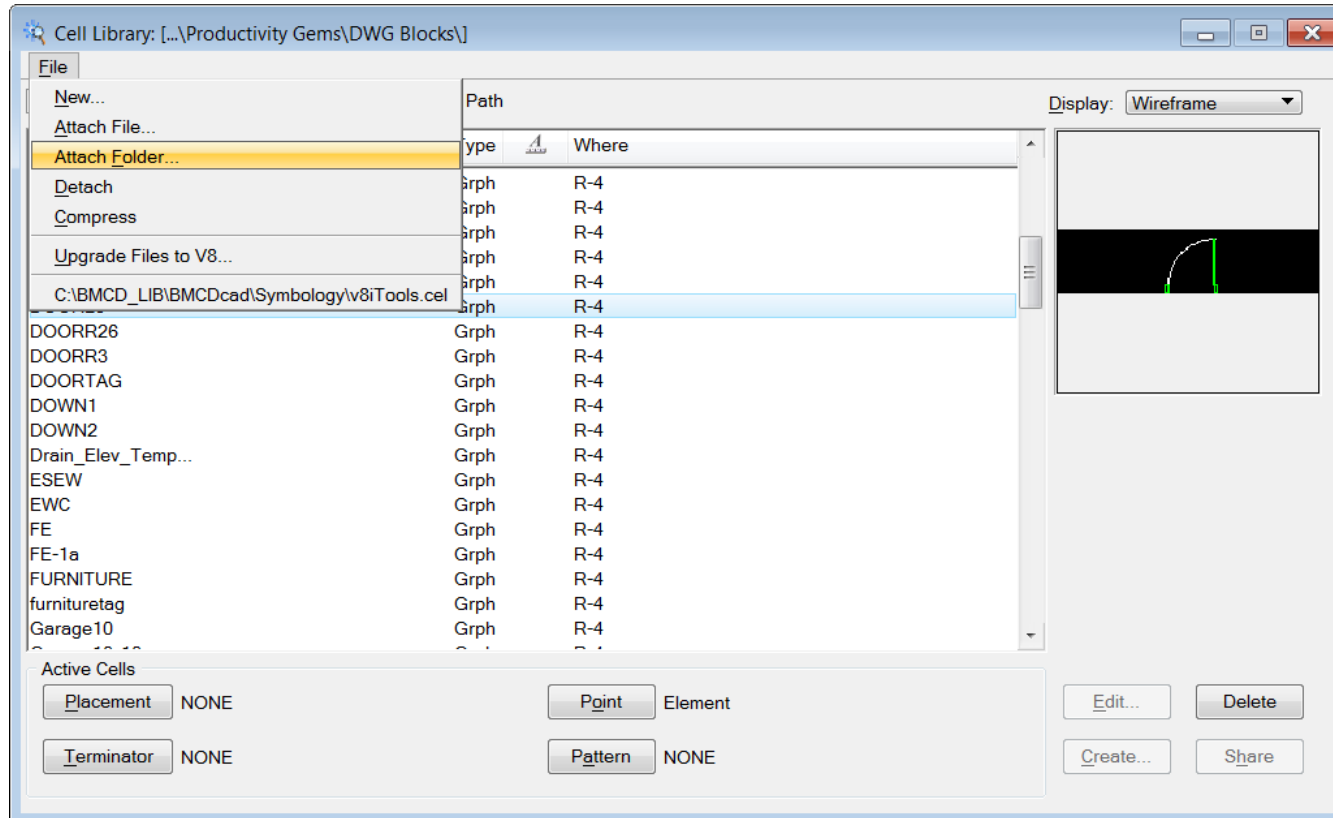
DEMO

# Productivity Gems

## Cells – Inserting DWG Content

You can insert DWG Blocks into your DGN or DWG files.

1. Element > Cells > **Attach Folder**
2. Browse for the folder with the dwg files





# Productivity Gems

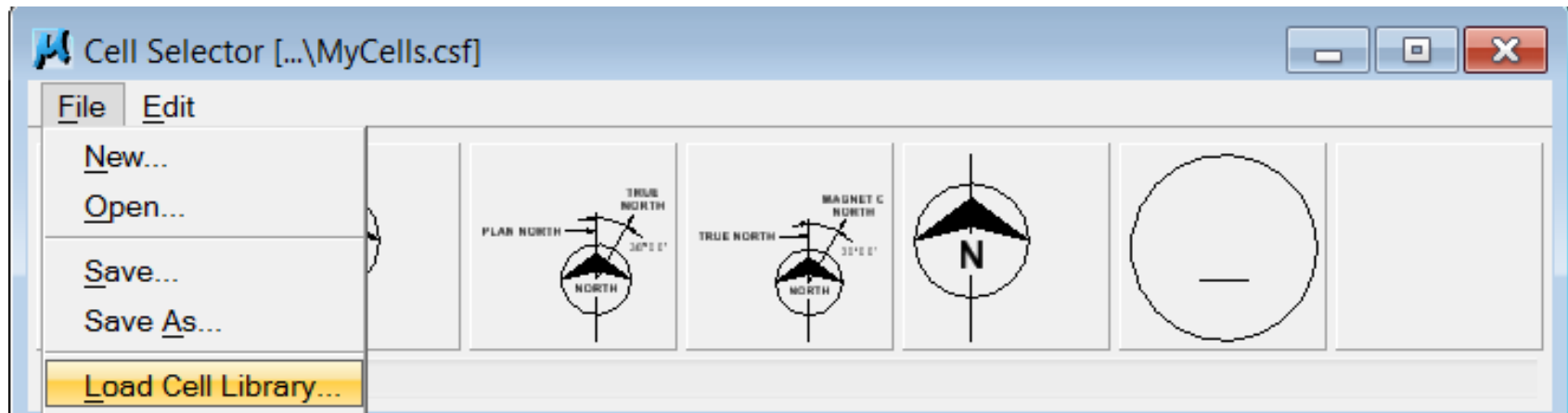
## Cells – Cell Selector

You can insert your favorite cells graphically.

1. Utilities > Cell Selector
2. Load Cell Library

You can :

- Combine multiple cell libraries
- Remove cells from the list
- Change button sizes.



## Project Explorer Applications

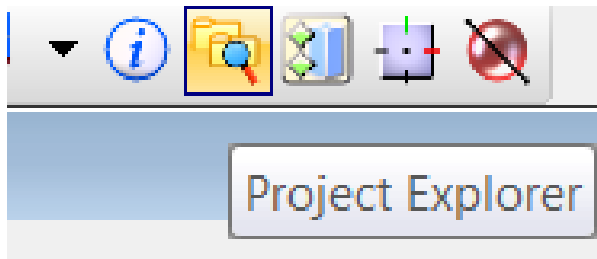
- Quick Access to Project Files (CAD, Office, PDF)
- Easy way to attach Reference Files
- Easy way to Insert Cells
- Easy way to Print set of drawings
- Easy way to Batch Process project drawings

## How do you Access it?

File > Project Explorer

Keyin: Dialog Project Open

Primary Toolbar icon

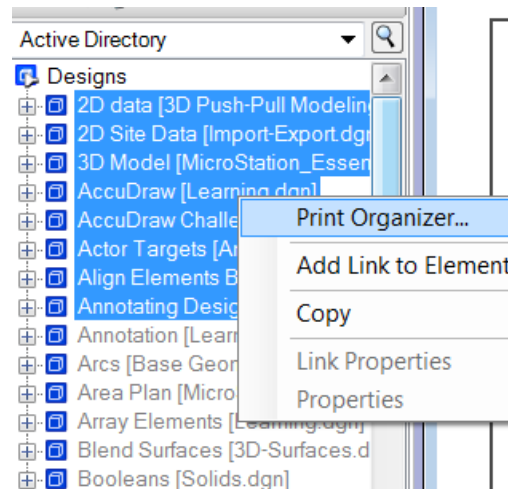


## Using the drag-and-drop feature

- |                                |   |
|--------------------------------|---|
| <b>Drag-and-drop:</b>          | <b>Attach as a Reference File</b>                       |
| <b>[Ctrl] + Drag-and-drop:</b> | <b>Insert as a cell</b>                                 |
| <b>[Alt] + Drag-and-drop:</b>  | <b>Link project resource to elements in the drawing</b> |

## Easy way to Print set of drawings

1. Selecting a set of models
2. Right-click and choose Print Organizer



## **Batch Process and Batch Conversion**

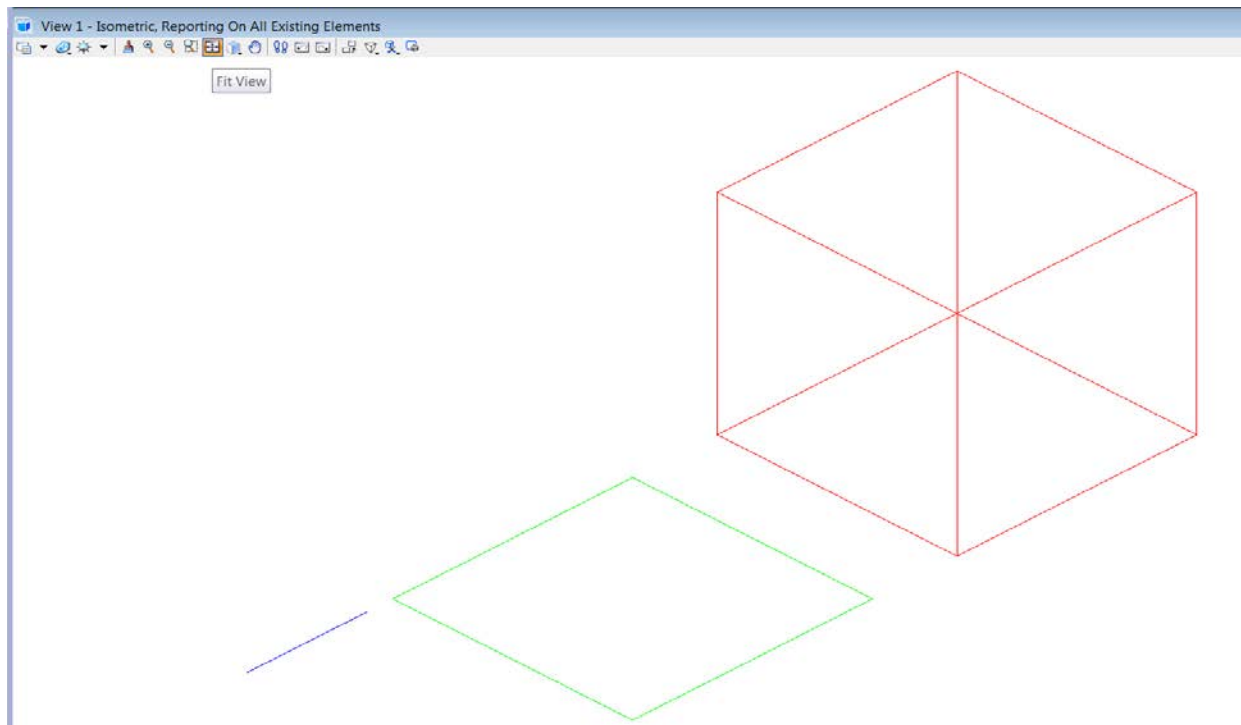
You can drag-and-drop models from Project Explorer into:

- Batch Process utility dialog
- Batch Convert utility dialog

# Productivity Gems

## Reporting – On All Elements

You can generate a report for the elements in your drawing.  
This report will list the properties specified in your tag template.  
The elements in the drawing do not need to be tagged.  
However, a Tag Set must be defined in the drawing (this is easy)



# Productivity Gems

## Reporting – On All Elements

You can generate a report for the elements in your drawing.

## Creating a Tag Set

The first step is to create a tag set:

1	Element > Tags > Define
2	On the left side, click Add and name your tag set (EX.. “Elememt”)
3	On the right side, click Add and name your first tag (EX “id”) <div data-bbox="280 818 1078 1275" data-label="Image"> </div>

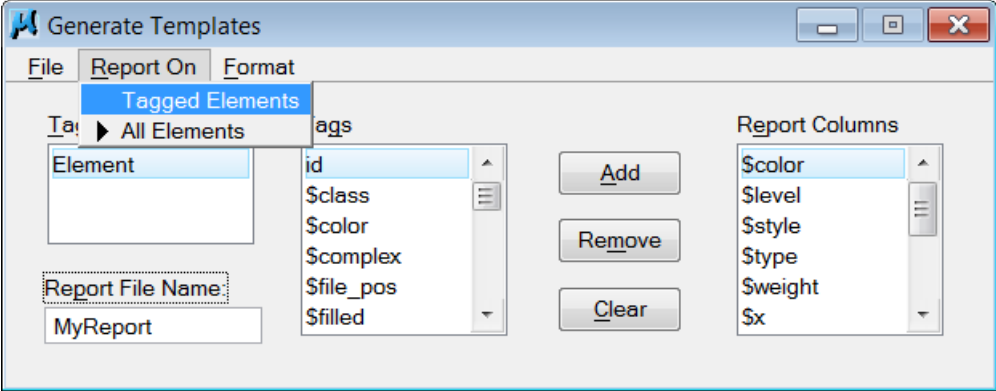


# Productivity Gems

## Reporting – On All Elements

### Creating a Tag Report Template

The Second step is to create a report template:

1	Element > Tags > Generate Templates
2	Report On > All Elements
3	<p>Enter the “Report File Name” (EX “MyReport”)</p> 
4	<p>Select the properties you want to report on and click “Add”.</p> <p>(Ex: \$color, \$level, \$style, \$type, \$weight, \$x, \$y, \$z, \$length, \$area, \$volume)</p>
5	File > Save (Save your Report Template for future use)

# Productivity Gems

## Reporting – On All Elements

### Creating a Report

The third step is to create the report:

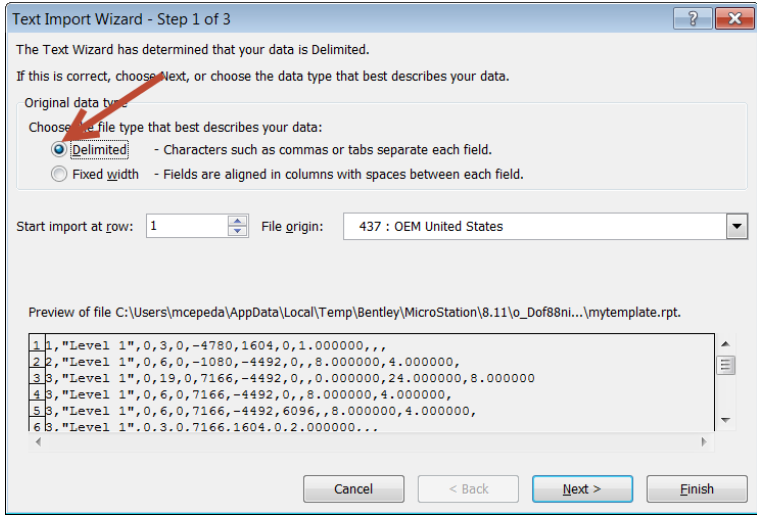
1	Element > Tags > Generate Reports
2	Browse for your report template (tmp file created in the previous slide)
3	Where is my report?? a. Go to Workspace > Configuration > Tags > Tag Reports b. Select the path and press [CTRL]+[C]
4	Start Excel to open generated .rpt file.
5	File > Open Paste the path you copied before Select the .rpt file

# Productivity Gems

## Reporting – On All Elements

### Creating a Report

The fourth step is to open the report:

1	<h3>Select Delimited</h3>  <p>Text Import Wizard - Step 1 of 3</p> <p>The Text Wizard has determined that your data is Delimited.</p> <p>If this is correct, choose Text, or choose the data type that best describes your data.</p> <p>Original data type:</p> <p>Choose the file type that best describes your data:</p> <p><input checked="" type="radio"/> Delimited - Characters such as commas or tabs separate each field.</p> <p><input type="radio"/> Fixed width - Fields are aligned in columns with spaces between each field.</p> <p>Start import at row: 1 File origin: 437 : OEM United States</p> <p>Preview of file C:\Users\mcepeda\AppData\Local\Temp\Bentley\MicroStation\8.11\q_Dof88ni...\mytemplate.rpt.</p> <pre> 11,"Level 1",0,3,0,-4780,1604,0,1.000000,, 22,"Level 1",0,6,0,-1080,-4492,0,,8.000000,4.000000, 33,"Level 1",0,19,0,7166,-4492,0,,0.000000,24.000000,8.000000 43,"Level 1",0,6,0,7166,-4492,0,,8.000000,4.000000, 53,"Level 1",0,6,0,7166,-4492,6096,,8.000000,4.000000, 63,"Level 1",0,3,0,7166,1604,0,2.000000...</pre> <p>Buttons: Cancel, &lt; Back, Next &gt;, Finish</p>
2	Click Next
3	Check the “comma” checkbox
4	Click Finish.
5	Add a row labeling each column

# Productivity Gems

## Reporting – On All Elements

### Creating a Report

My All Element Report											
Color	Level	Line Style	Type	Weight	X	Y	Z	Length	Perimeter	Area	Volume
1	Level 1	0	3 (line)	0	-4780	1604	0	1			
2	Level 1	0	6 (shape)	0	-1080	-4492	0		8	4	
3	Level 1	0	19 (cube)	0	7166	-4492	0		0	24	8
3	Level 1	0	6 (shape)	0	7166	-4492	0		8	4	
3	Level 1	0	6 (shape)	0	7166	-4492	6096		8	4	

# Productivity Gems

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