

EDUNews - Christmas 2000



Merry Christmas & Happy New Year

It may seem like we've only just sent you a newsletter, but the end of the year is almost here! We hope your year has been successful and that next year is a prosperous one for you.



We have completed next years course schedule, and have included it with this newsletter. So keep it somewhere safe so you know where to find it when you're ready to learn more!



We will be open through some of the Christmas break, so if you need any training or phone support, call us to arrange some time during this period. For the courses that we will be offering during this time, please refer below, or to next years course schedule for the early January courses. The A03 3D Modelling course is full. Please give us a call if you still wish to attend, we may schedule in an extra course.

If you can't reach us at the office, try any of the following contacts...

RAEWYN - Mobile: 025 274 9331 Email: Raewyn@educad.co.nz

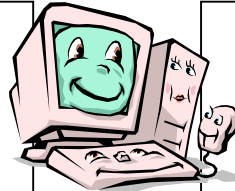
ROBYN - Mobile: 025 773 099 Email: Robyn@educad.co.nz

A01 - AutoCAD Fundamentals

Dates: 27th, 28th 29th December 2000

Duration: 2 ½ days

Price: \$360.00 + gst



A02 - AutoCAD Intermediate

Dates: 4th & 5th January 2001

Duration: 2 days

Price: \$360.00 + gst

TRAINING IN GENERAL

This year we ran several extra courses due to popular demand. Don't hesitate to call us if a scheduled course date does not suit you, we may have already scheduled an extra course, or may be able to.

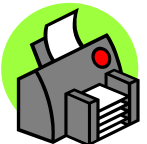
ONE-ON-ONE TRAINING

Here are a few ideas on the sorts of topics we can provide training on...

Template setup, Office CAD standards & Manuals, file path setup & structures – configuring CAD to suit your needs, Titlesheet setup & Logos, Printing/Plotting...

(We have found an increasing number of people are using External Bureau Services to plot/print their drawings. This can be a cost effective way of printing large drawings or bulk printing of jobs, without the hassle of having large printers in your office or staff to man them! We can help you with setting up and creating plot files, attaching and emailing these using your personal email program to your Bureau/copy centres.)

Don't forget to let us know if your contact details/numbers change, so we can update our database for future newsletters, or if you know anyone that would like to receive the newsletters, please let us know so we can send them one in the future.



AutoCAD - Tips & Tricks

AutoCAD 2000i – Multiple Pedit & setting the Fuzz distance!!

There are two major improvements to the Pedit command in AutoCAD 2000i:

1. It now allows for “multiple” **polyline editing**. You can select one or more polylines to edit at the same time i.e. change the width, join together etc.
2. You can now also **join polylines that do not touch** by using the **Multiple Pedit** option and setting the **Fuzz** distance to a value large enough to include the distance between the endpoints of the plines. You can also specify the Jointype, which is the method of joining the selected plines.

Diagram..

Chief Architect - Tips & Tricks

Customising Toolbars

You are able to customise the toolbars of Chief Architect 6, so you can access icons/buttons that you need on the relevant toolbars. To do this:

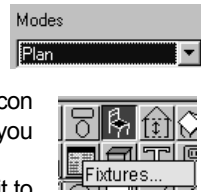
CAD TRAINING SPECIALISTS

PO Box 300 433, Albany, Auckland, New Zealand www.EDUCAD.CO.NZ

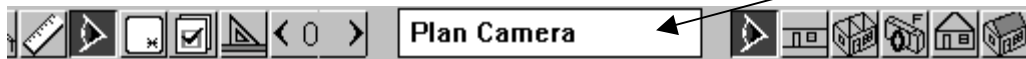
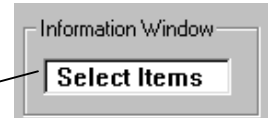
Phone 09 444-5953, Fax 09 444-5101, Email raewyn@educad.co.nz



1. Right mouse click on a toolbar that is showing on the screen or go to Tools menu.
2. Left click "Customise Toolbars".
3. Select the "Mode" that you wish to access the button from i.e. Elevation/Plan/CAD etc.
4. Scroll through the list of icons available until you find the one you would like to use. If you "hover" or "pause" your mouse over the icons, you will get a "tool tip" explaining what the icon is used for. If you click once on the icon, you may see other "child" icons appear, which you can also add to a toolbar, or which will be available when using the main icon.
5. Hold the left button of the mouse down on the icon and "drop" it onto the toolbar you wish it to appear on. If you wish to move or rearrange your icons, simply use this drag and drop method to move/add/ and also to remove any icons (remove by dropping anywhere but on a toolbar).
6. Close the dialogue box.



Note: The "Information Window" is on most toolbars, and is interactive as you work or click on icons. If this disappears from your toolbars, simply drag and drop it from "Select Items" box into the toolbar. (Thanks Ross)



ArchCAD Tuition

EDUCAD's new ArchCAD trainer is ready for action. For One-on-One on-site or group training, give us a call. We would be more than happy to help.

MiniCAD Vectorworks (also refer Windows Tricks)

Quick courses for Vectorworks

In Mid-December we are running a series of Quick courses for Vectorworks, these are Digital Terrain Modelling, Rendering, Simple DXF & Record Formats. We will be organising some more for 2001, and have people already keen on these. If you are interested, please let us know so we can provide you with all the information on these and organise dates/times to suit everyone.



Windows Tip

Using special Characters within your text

To access unusual characters like: m² 10° £ Ø ± ½ ¾ ¼ and so on, you can use the Windows system Tool - **Character Map** to find the symbol you need for a particular font. The Character Map Tool shows the code to be typed to access the symbol required.

Degrees °	ALT + 0176
Plus/minus ±	ALT + 0177
Half ½	ALT + 0189
Quarter ¼	ALT + 0188
Three Quarters ¾	ALT + 0190
Squared ²	ALT + 0178
Cubed ³	ALT + 0179
Diameter Ø	ALT + 0216

To find **Character Map** to go the **Start Menu > Programs > Accessories > System Tools > Character Map**.

NOTE: This is not always installed if you have done a custom installation of Windows.

If it is not available, you may need to add it to your Windows Menu Programs list. To do this:

- Right mouse click on your **Start/Task Bar** – click **Properties** – go to **Start Menu Programs** tab and click **ADD** to add Character Map to your Start menu.
- Click **Browse** to search in **C:\Windows** for **CHARMAP.exe** and click **OPEN**.
- Click **NEXT** and select the category you wish to add Character Map to e.g. **Accessories** or **System Tools** and click **Next**.
- Type in a name for the shortcut i.e. Character Map and click **Finish**.

CAD TRAINING SPECIALISTS

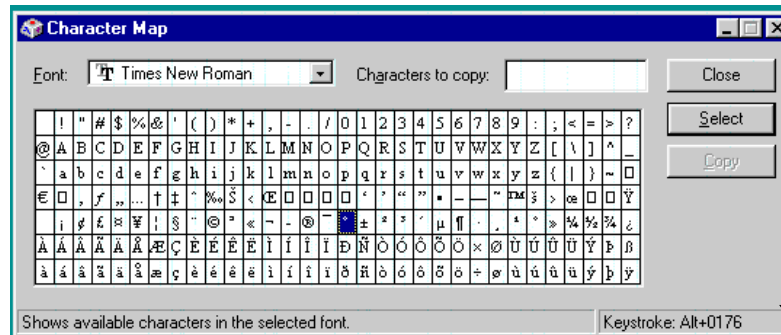
PO Box 300 433, Albany, Auckland, New Zealand www.EDUCAD.CO.NZ

Phone 09 444-5953, Fax 09 444-5101, Email raewyn@educad.co.nz





To access Character Map and find the symbol/character you wish to use in your text, go to **Start menu – Programs – Accessories** or the category you added it to and click on **Character Map**. You should get the following dialogue box.



To use these code numbers - hold down the **ALT** key on your keyboard and type in the code number using your **Numbers pad** of your keyboard. When you release the ALT key, windows will insert the character that you want.

If you use standard Windows Fonts then the character Map should be consistent. However, if you use shareware fonts off the Internet, they may not have the complete font mapping, or they may be incorrect.

Macintosh

Macintosh has a system tool called Key Caps that it uses to display all the unusual Font Characters. The character map displays the special characters, and also displays the key combination that you use to get these characters.

To find Character Map, to go the Apple Menu > Key Caps.

To use the special characters, for example the ° symbol, hold the Option Key and then hit the "0" key once. That inserts the symbol for you.

Training room rental

We have found that some companies require a room external from their office for training purposes. EDUCAD has a training room available for rental. The room includes:

- 5 CAD workstations
- Tea/coffee making facilities
- Free parking
- Quiet, relaxed environment
- Native bush setting

You do not need to use our training expertise, and are even welcome to bring in your own trainer as required.

Vectorworks Property Bounds Tool

When you use the Property Bounds Tool, sometimes you lose the ° symbol. You can use the special characters above, but there is an easier way. Type the bearing into the Property Bound Tool using :

D=degrees

m=minutes

s = seconds.