

Jump Start Training Session

Prerequisite: You must have completed the Step By Step Tutorial for ArchiCAD prior to attending this class

Course Overview – 5 Minutes (9:00-9:05)

Launching the Program/ Opening Files – 10 Minutes (9:05-9:15)

- 4 Options when you launch the ArchiCAD application
- What happens when I open an existing file?
- What settings are retained in ArchiCAD, what settings travel with the drawing?
- I opened a file and now my settings have changed. Why?
- Making and using Template Files

Working With the Interface – 30 Minutes (9:15-9:45)

- Introduction
- Perform a “New & Reset”
 - Hold down the ALT key while starting ArchiCAD (Option Key on the Mac)
- The Info Palette
 - Always Check the Info Palette
 - Default, Selection Settings, Last Selection
 - Limited Ability to Change Settings
- Customizing the appearance of the Tool Palettes
- Organization of Tools (Tool Bar)
 - Selection
 - Design
 - Document
- The Coordinates Palette – (Window Palettes)
 - Direct Coordinate Entry
 - Absolute & Relative Coordinates
 - Divisions
- Window Widgets
 - Scale
 - Pan
 - Zoom
 - Fit in Window
 - Previous/ Next View

Drawing Exercises – 1 Hour (9:45-10:45)

- Cursor Constraints & on-screen display
- Geometry Methods
 - Single Element
 - Multi Segment
 - Rectangular
- Primary Polygonal Shapes
 - Freeform
 - Rectangle
 - Rotated Rectangle
 - Arcs & Circles
- Selection Techniques

- Arrow Tool
- Shift Click
- By Tool
- By Tool w/ Marquee
- Quick Keys
- See Handout
- Control Box

Break & Play Time (10:45-11:00)

The Wall Tool – 45 Minutes (11:00 – 11:45)

- Types of Walls
- Drawing Walls
 - Demonstration of Geometry Methods
 - Using the X and Y and R Coordinates*
 - Using the A to draw at an Angle*
 - Drawing using the Box, Continuous Wall or segmented Wall*
 - Drawing interior walls by offsetting off another wall*
 - Techniques
 - Intersecting Reference Lines*
 - Split from the Keyboard using the Control Key (Command on Mac)*
 - Adjust from the Keyboard using the Control Key (Command on Mac)*
 - Click to Trim using the Control Key (Command on Mac)*
 - Things to Avoid
 - Shared Reference Lines*
 - Reference Lines on Inside of Building*
 - Mismatched Materials*

Lunch Break – 1 Hour

RECAP- of Morning – 5 Minutes (1:00-1:05)

The Window Tool – 15 Minutes (1:05-1:20)

- Window Settings
 - Size of Window - Parametric
 - ArchiCAD allows you to use one window for all Manufacturers*
- Placing Windows
 - Demonstration of Placement Methods
 - Demonstration of Frame Placement inside Window Sill
 - You can save your more Common Windows and Favorites
- Techniques
 - *Direct Coordinate Entry*
 - *Mirroring or Rotating Windows*
 - *Option/ Alt Clicking on a Window to pick up its properties or parameters*
 - *Command-Option (Mac) / Control-Alt (Win) Clicking on existing window to transfer those properties*
 - *Windows do not stretch in a marquee... only drag*
 - *Tagging Windows for Markers to be used in the schedule*
 - *Display Option to turn off window for Reflected Ceiling Plan or turn on marker*

The Door Tool – 10 Minutes (1:20-1:30)

- Door Settings – Just Like Windows
 - Size of Door - Parametric
 - ArchiCAD allows you to use one door for all Manufacturers*
- Placing Doors
 - Demonstration of Placement Methods
 - Demonstration of Frame Placement inside Door
 - You can save your more Common Doors and Favorites
- Techniques
 - *Direct Coordinate Entry*
 - *Mirroring or Rotating Doors (Flip Command)*
 - *Option/ Alt Clicking on a Door to pick up its properties or parameters*
 - *Command-Option (Mac) / Control-Alt (Win) Clicking on existing door to transfer those properties*
 - *Doors do not stretch in a marquee... only drag*
 - *Tagging Doors for Markers to be used in the schedule*
 - *Display Option to turn off door for Reflected Ceiling Plan or turn on marker*

The User Origin – 10 Minutes (1:30-1:40)

- Moving the User Origin via the Keyboard
 - Holding the SHIFT and ALT key at the same time on a point of intersection
(Option and Shift key on the Mac)
- Moving the User Origin via the Coordinates Palette
- When to Use Each Method

Using ArchiCAD's Editing and 3D Tools – 20 Minutes (1:40-2:00)

- Selecting & Editing Tools on Tool Bar
 - The Arrow Tool
 - Used for selecting large area*
 - Used for selecting then editing 1 item at a time*
 - **Shift-Click to Select**
 - The Marquee Tool
 - Types of Marquee*
 - Geometry Methods*
 - Visualization Uses*
 - Editing Uses*
 - Stretching marqueeed items*
- Editing using the Edit Menu Items
 - Drag
 - Rotate
 - Mirror
 - Elevate
 - Multiply
 - Copy Transformations
 - Turning them on and using the keyboard commands
 - Alt Key after selecting item with activate

Placing Columns, Beams and Objects – 10 Minutes (2:00-2:10)

- Column Tool
 - Setting an anchor point
- Beam Tool
- Object Tool

Rotating before placing
Setting an insertion point or anchor point

Dimensions – 20 Minutes (2:10-2:30)

- Set up in the dimension dialog box
 - Description of settings
 - Setting up frame dimensions
 - Setting Leader Line Length
- Use automatic dimension tool to place exterior dimensions
- Editing Dimensions
 - Deleting nodes
 - Adding nodes
 - Changing leader line length
 - Deleting segments

Placing & Editing Text – 10 Minutes (2:30-2:40)

- Using the Text Tool
 - Applying text
 - Anchoring Text
 - Editing Text once it is placed
- The Label Tool
 - Editing Text on the screen once placed
 - Moving the leader line of the label

Adding a Foundation – 20 Minutes (2:40-3:00)

- Set up in the stories dialog box
- Naming a story
- Create New Basement Story
- Copy walls from the 1st Story to the Basement Story
- Edit Wall thickness & height in 2D Window & Edit in 3D Window
- Check both floors to make sure walls meet foundation
- Add some dimensions on this level
- Create a Footing by using the slab tool and cutting a hole in it
 - Offset using the Pet Palette
 - Change width of slab
 - Change Line Type

Break – 10 Minutes (3:00-3:10)

Composites – 20 Minutes (3:10-3:30)

- Reasons for Using
 - More accurate sections & working drawings
 - You can dimension to the frame using cores of composites
 - Standardization of Pen Settings
 - Angled Fill Control
 - Easier to select using Find & Select
- Creating a Brick Veneer Composite
 - Top of Composite is the Reference Line
 - Discussion on Reference Lines
 - Discussion of Cores
 - Discuss angle control

Discuss pen control

Section Markers and Elevations – 30 Minutes (4:00-4:20)

- Setup the Section Dialog box
 - Description of Settings
 - Naming Story
 - Where does this story show in the project map
 - Limited Depth & Limited Height
 - Place section marker & demonstrate limited depth
- Think creatively when using Tools
 - Using 2D tools to aid in 3D drawings
 - Using 3D tools in 2D Drawings

Library Management – 20 Minutes (4:20-4:30)

- What is a Library
- Library Management
- Loading Libraries
- Archive Libraries

Preferences – 10 Minutes (4:20-4:30)

- Setting preferences before you draw your first line
 - Even though you don't understand every item at this time, it is important to establish some settings to avoid problems.*
- Adding Customizing Keyboard Shortcuts

File Management – 15 Minutes (4:30-4:45)

- Need for Organization
- Separate folders for AC, PM, Libraries, DWG, etc.
- Setting Up a Template – What is contained in a template

Layers & Layering Strategies- 15 Minutes (4:45-5:00)

- Overview of Layers relative to merging files
- Overview of Layers Dialogue Box
- Discussion of Layering Strategies

Q&A

Please remember we offer an Intermediate Course. The times of this course along with a syllabus can be found at www.designintegrations.com.

Keyboard Shortcuts

Quick Keys

Shift + Click = Select
Ctrl + Click (with nothing selected) = Trim
Ctrl + Click (with Selection) = Extend or break
Atl + Click = Picks up the Attributes (dropper)
Ctrl + Alt + Click = Injects Attributes (Needle)
Spacebar = Magic Wand Tool (Trace Command)
Shift + Alt = Places User Origin (x)

Mac – Alt = Option Ctrl = Command (Apple)

Pen Settings:

72 pt = 1" font
54 pt = 3/4" font
48 pt = 2/3" font
36 pt = 1/2" font
24 pt = 1/3" font
18 pt = 1/4" font
12 pt = 1/6" font
9 pt = 1/8" font
6 pt = 1/12" font