

# Solving 12 Chief Architect User Mistakes & Time Wasters

## Welcome To The Webinar



Certified Trainer Dan Baumann



Dan Baumann - Your Presenter

***Any Downloads will be at [ChiefExperts.com](http://ChiefExperts.com) in the "Latest News" Area***



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SHEET TITLE:
Welcome

PROJECT DESCRIPTION:
Solving 12 Chief Architect User Mistakes & Time Wasters
by: Dan Baumann

952-236-4427
<b>CHIEFEXPERTS</b> .COM
Systems, Support & Training for Designers & Contractors

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A-1
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# Solving 12 Chief Architect User Mistakes & Time Wasters

## Information for this Presentation:

- This Webinar Starts at: 3:00 PM Central
- Any Downloads will be at ChiefExperts.com in the "Latest News Area"
- Use your computer speakers to listen to this presentation
- If you want to call in the phone number is: 415-655-0055
- Call In "Access Code": 749-838-507
- If calling in please enter the "Audio Pin Code" when asked

The screenshot shows the GoToWebinar control panel interface. Callouts point to various features:

- Show and Hide GTW Control Panel:** Points to the top-left icon (a square with an arrow).
- Mute & UnMute Audio If Available:** Points to the microphone icon.
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- Settings for this Control Panel:** Points to the 'Settings' link in the Audio section.
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- Choose Audio Device and Settings:** Points to the 'MUTED' status and volume slider.
- Summary of Questions:** Points to the 'Questions' section showing a message: 'We'll be starting in a bit.'
- Webinar Title and ID Code:** Points to the bottom section showing the title 'Solving 12 Chief Architect User Mistakes and Time Wasters' and 'Webinar ID: 257-356-138'.

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A-2

# What We'll be Covering In This Webinar



NO.	DESCRIPTION	BY:	DATE:

SHEET TITLE:
What's Included

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A-3

## What's Included In This Presentation:

- 1) Are you charging enough for your planning services? Some Thoughts!
- 2) Do you have a process that you follow when you start a plan?
- 3) Is Chief not quite the Silver Bullet you thought it would be?
- 4) How to Take Advantage of Preferences and Defaults
- 5) Is your dimensioning a mess?
- 6) Learning How To Use Chief Architect doesn't have to be painful.
- 7) Are Floors and Platforms Driving You Nuts?
- 8) Roofs can be Evil! - But They Don't Have To Be
- 9) Layers and Layer Sets - How They Save You Time
- 10) Annotation Sets - What Are They and When Do You Use Them
- 11) You Want Details? - Using Slabs and Molding Polyines
- 12) What shortcuts should you be using? Here are my Favorites

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# A Bit About Me!

- Remodeling Contractor 1976 to 1996
- Chief User and Trainer 1993 to Present
- Now - Offer the Best Education, Support & Products

00094



Chief Training Since V-2



Chief User Since V-1



Live Training Classes V-2 - V-10



All New

Chief Architect X5  
Training, Support and Products



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SHEET TITLE:  
About Dan Baumann

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# Why Do I Do This?



**James Snyder**

Designer, Builder, & Licensed Property Insurance Adjuster

“ I have hired Dan as both an instructor and as a collaborator on a few projects in the past 15 years. Anyone who has ever worked with him can attest to his seemingly never-ending desire to help his students and /or his clients to achieve whatever goals one wants to meet. He is punctual, on time, and thorough in every thing he does. It has always been a pleasure working with him.

February 20, 2013, James was Daniel's client



**Rob Odden**

Project Manager at On Time Contractors

“ Dan is a true professional and first class businessman. Highly recommended trainer, consultant and designer.

February 20, 2013, Rob was Daniel's client



**Hallie Bowie**

Architect and Green Certified Professional, specializing in home additions and renovations

“ Dan has provided me with training on Chief Architect software, both through his online webinars and via in-person classes. He has a very effective method of organizing and presenting the material. When I've run up against a problem I'm not sure how to solve, his catalog of online training classes is there to provide answers. Chief Experts is an excellent way to improve... **more**

February 19, 2013, Hallie was Daniel's client



**Rick Boatwright**

Owner, Blueprints Made Easy LLC

“ Daniel helped me with the training I needed for the software Chief Architect a CAD program. His method of instruction increased the amount of knowledge I absorbed for the program far beyond the software developers training program. The training I received from Dan has brought my company to a whole new level of expertise. His knowledge and instruction of WEB design is also... **more**

February 19, 2013, Rick was Daniel's client



**Mike Klemesrud**

President at Stellar Realty Inc & Stellar Homes LLC

“ Daniel has been an a major asset with our companies success. We build and design homes using Chief Architect CADD software. Daniel's knowledge and long history with this program has made the learning curve much easier to handle. Daniel's company offers an incredible value in his field of expertise. We highly recommend Daniel Baumann and Chief Experts.

February 19, 2013, Mike was Daniel's client

## Helping Others is a Great Way To Make A Living

## Teaching Is Very Rewarding

## I love This Industry and Want Those In It To Be Rewarded For Their Hard Work



NO.	DESCRIPTION:	BY:	DATE:

SHEET TITLE:  
**Why Does Dan Do This**

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# #1 Why Offering Design Services Saves Everyone Money?

- 1) It's the #1 qualifier to help you stop wasting time with tire kickers.
- 2) You'll raise your level of professionalism.
- 3) You'll build a strong relationship that will help you get the project.
- 4) Explain how your accurate As-Build plans can save money
- 5) You'll be able to produce better and more cost-effective estimates
- 6) Avoid costly delays because something was overlooked in the plan
- 7) You'll avoid the "That's not what I thought I was getting" responses



Read the Full Article at: [chiefexperts.com/public/design-services.cfm](http://chiefexperts.com/public/design-services.cfm)



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SHEET TITLE:  
Are you getting paid fairly  
for the work that you're  
doing?

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A-6

# #1 Why Offering Design Services Saves Everyone Money?

- 8) You'll have the products you need on hand to complete the project
- 9) Avoid the endless time sucking "Why" questions from your clients.
- 10) Everyone will save time including your client
- 11) You'll avoid schedule delays brought on by change orders
- 12) You'll be able to offer money-saving design ideas for the project
- 13) Offering alternative product selections can save your client money
- 14) You and your client will get a better night's sleep
- 15) You'll be able to put away most of your fire extinguishers.



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A-7

Read the Full Article at: [chiefexperts.com/public/design-services.cfm](http://chiefexperts.com/public/design-services.cfm)



## #2 Do You Have a Plan Of Action For Each Drawing?

### People Don't Plan To Fail - They Fail To Plan

*(And Then Things Get Missed And That Costs Someone Lots Of Money)*

- A Plan Helps You Focus On Real Needs
- Helps You Be More Systematic
- Reduce Everyone's Wasted Time
- You Can Be More Accurate With Fees

### Download and Use The “Designers Planning Spreadsheet”

*(Look For The Link On The Tutorial Page Or Type  
<http://bit.ly/design-plan>)*



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SHEET TITLE:  
Having a plan of action  
before starting a plan can  
make the process easier?

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A-8



# #3 Is Chief Your Silver Bullet - What Can It Do For You?

## Chief Architect is Like Having 4 Programs in 1



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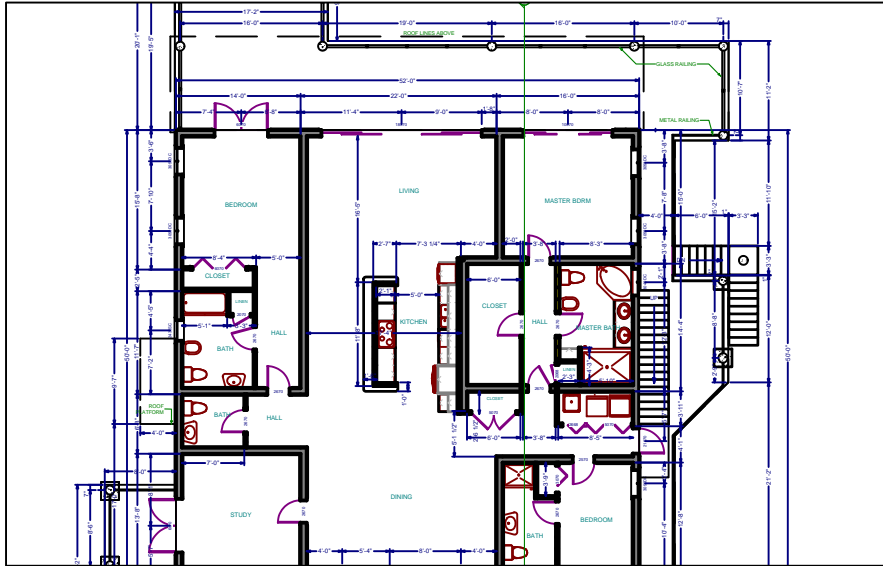
SHEET TITLE:  
Chief Architect is like  
getting 4 programs in 1

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A-9

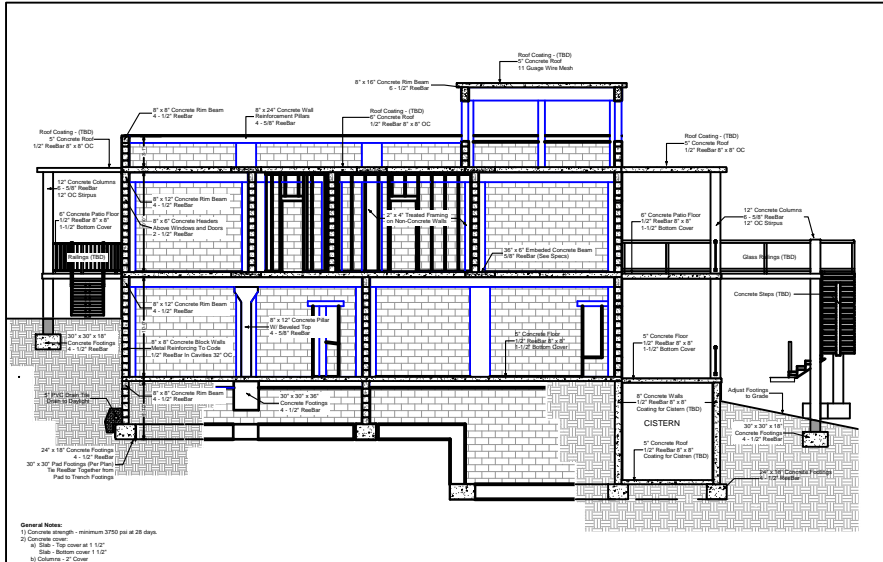
### 1. It's a Fantastic 2D Layout Program



### 2. Powerful 3D Modeling and Rendering Program



### 3. Easy To Use Full Function 2D CAD Program



### 4. Complete Plan Assembly and Layout Capabilities



# #3 Is Chief Your Silver Bullet - What it Does as You Draw?



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SHEET TITLE:  
Think in terms of CAD  
program not house  
building program

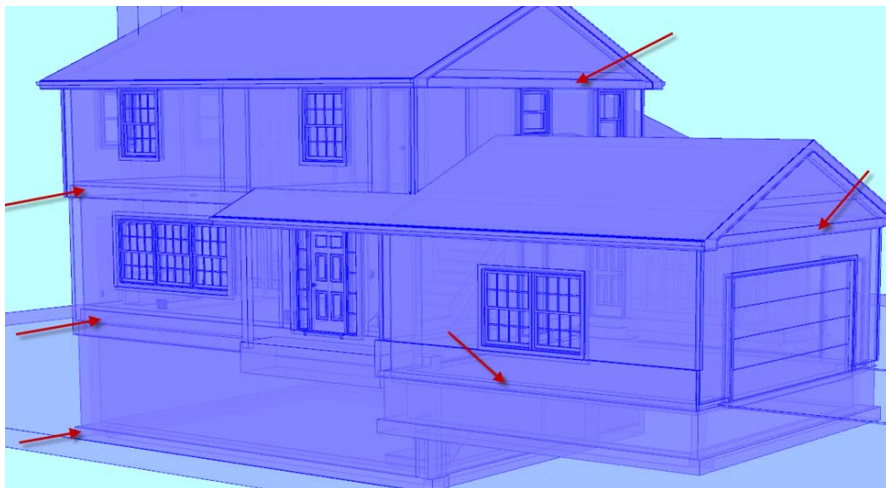
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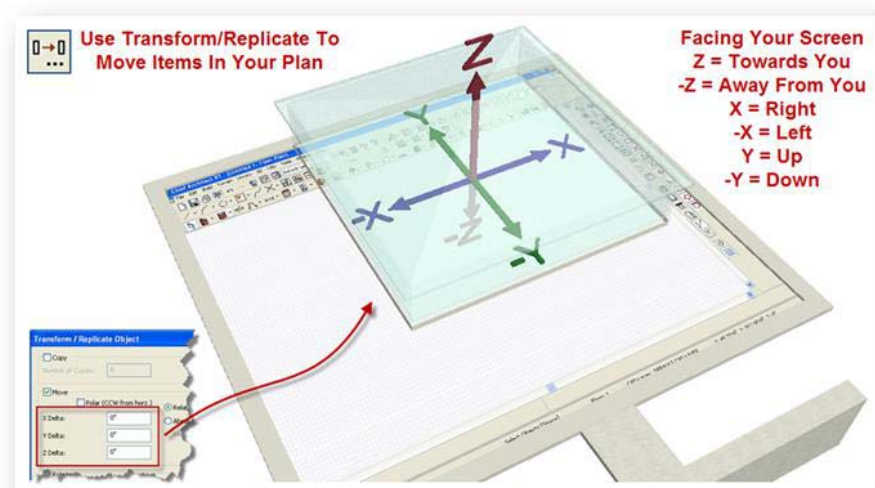
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A-10

## Chief Can Do A Lot Of Things - Thinking For You Is Not One Of Them

- Chief is a Smart Program (Smartly Programmed)
- It Doesn't Know What You Want – You Have To Tell It
- The Automation Can And Will Deceive You
- Chief Draws Boxes – It's Up To You To Get Them Right
  - a) Walls Boxes
  - b) Floor and Ceiling Boxes
  - c) Roof Boxes At Angles
  - d) Terrain Boxes That Can Be Contoured
  - e) Cabinet Boxes That Can Have Different Shapes And Faces
- It's NOT a Structural Program (It's Not That Smart)



Chief Builds Digital Boxes the Look Like a Building



Learn to Think of Chief as a CAD Program

# #3 Is Chief Your Silver Bullet - Can it Make You An Expert?



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SHEET TITLE:  
Educate yourself - Never  
stop improving what you  
do. It will pay big dividends

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A-11

## Tools Are Used To Produce Things You're Skilled At!

Chief Is A Tool – It Does NOT Think For You

### How Do You Become a Good/Great Designer?

- Your Own Or Another's Experience
- Learn To Ask Good Questions - Then Listen
- Use Check Lists To Ask Questions
- Attend Seminars, Classes, Read, Study Design
- Join NKBA, ASID, NAHB, AIBD – Get Involved



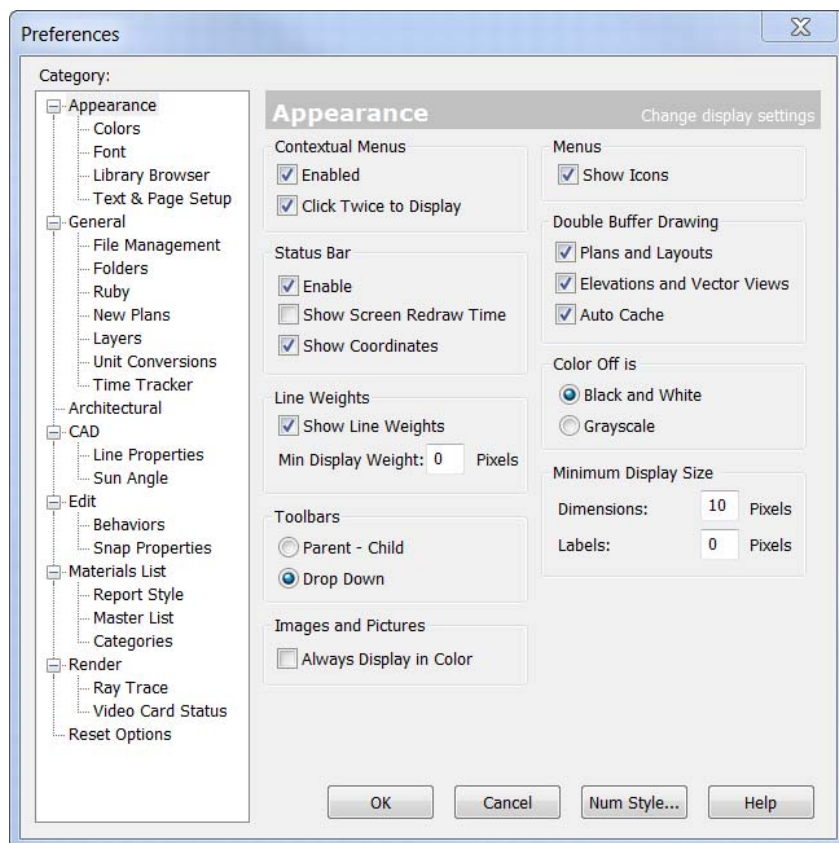
- Attend Home Tours In Your Area
- Talk To Your Building Department
- Use Plans Books and Online Services
- Take Lots Of Pictures
- Google What Your Want – (Use Images)
- Attend National Trade Shows
- Connect With The Pros – Join LinkedIn Groups



# #4 Preferences and Defaults - How They Save You Time



## Preferences Affect How The Program Works



- Set Mouse to “Click Twice to Display”
- Set “Handle” and “Fill” Color
- Set “Crosshair” Preference
- Uncheck “Select Room Before Wall”
- Make “Edit Handle Size” – 5
- Use “Extended Toolbar Configuration”



NO.	DESCRIPTION	BY:	DATE:

SHEET TITLE:  
Preferences affect how  
the Software works

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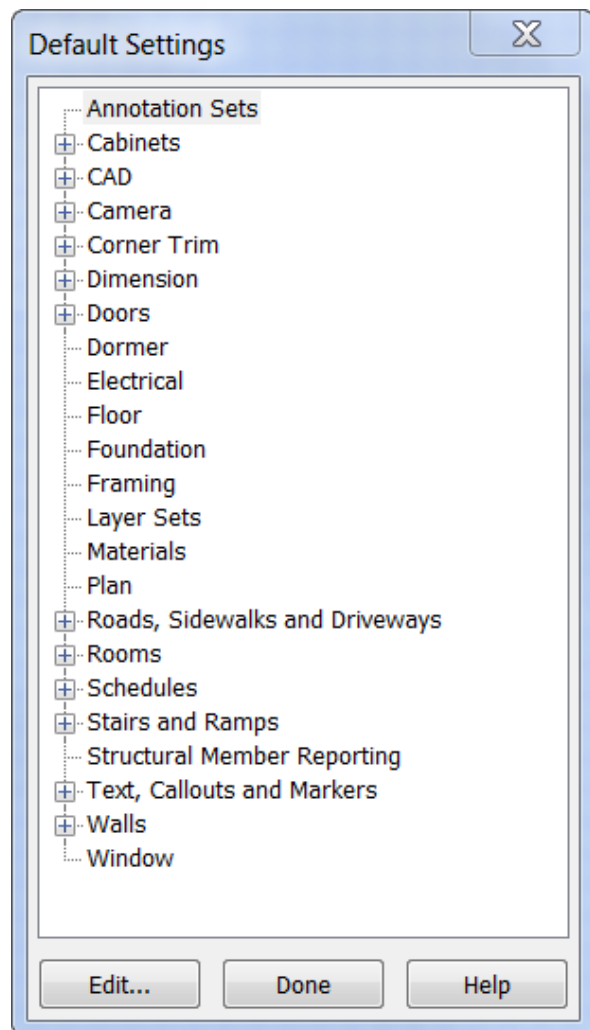
A-12

# #4 Preferences and Defaults - How They Save You Time

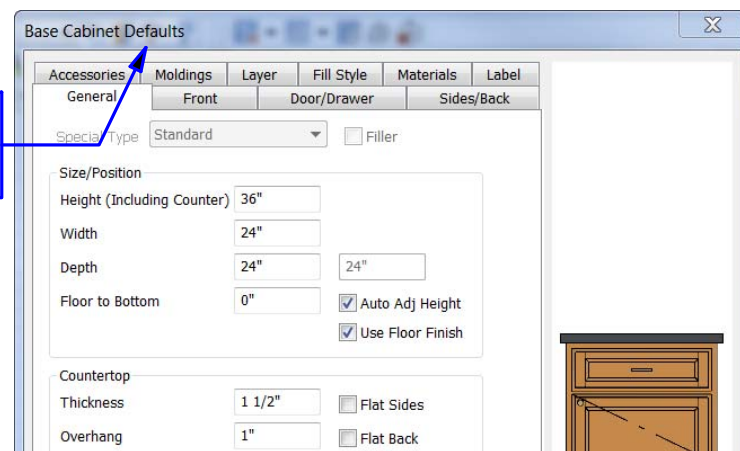


## Defaults Affect How Your Current Plan Works

- Set Cabinet Defaults
- Set Window and Door Defaults
- Set Camera Defaults
- Set Floor Defaults
- Set Wall Defaults (CE Template)
- Many Icons Can Be Double Clicked



Watch for "Defaults"  
in Top of Dialog



## The "Set as Default" Function



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Defaults affect how the  
Plan Works

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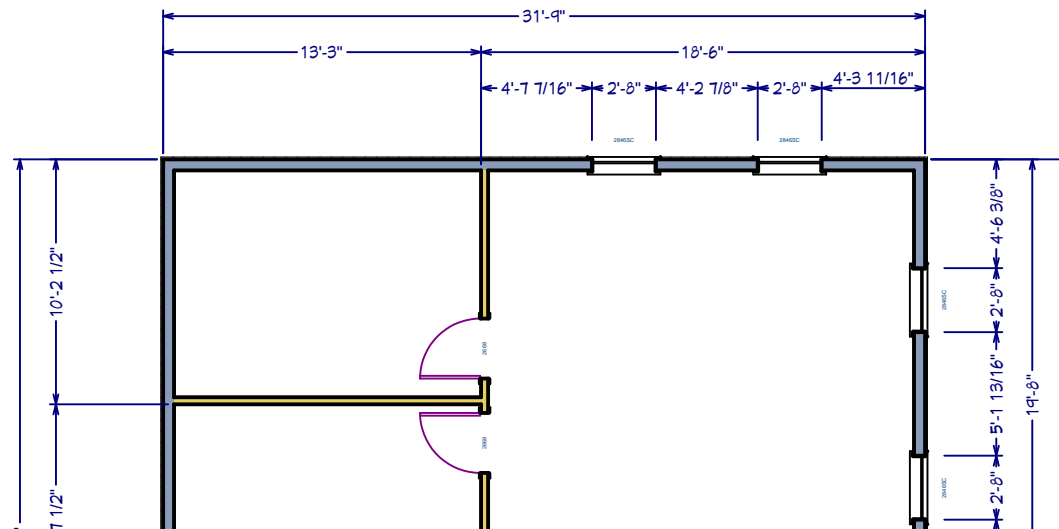
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A-13

# #5 Is Your Dimensioning a mEss - Here's Some Tips



## A Well Dimensioned Plan is an Accurate Plan

- Dimension While Eliminating Fractions
- Set Levels And Platforms Correctly
- Add The Roofs
- Add The Stairs
- Add The Rest Of The Detail



## Using Layers for Final Dimensions



NO.	DESCRIPTION	BY:	DATE:

SHEET TITLE:  
If a carpenter has to use a scale at the job, the plan dimensions are lacking!

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A-14



## #6. Learning Chief Architect Doesn't Have to be Painful



### Help is Available if You're Willing to Learn!

#### Chief Architect Training and Help Resources

- F1 = Contextual Help
- Use [www.ChiefTalk.com](http://www.ChiefTalk.com)
- Use the Videos in the Chief SSA
- Use [www.ChiefTutor.com](http://www.ChiefTutor.com)
- Use the PDF Manual that comes with the program
- Get the books from [www.ChiefApprentice.com](http://www.ChiefApprentice.com)



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A-15

## #6. Learning Chief Architect Can Now Be Enjoyable



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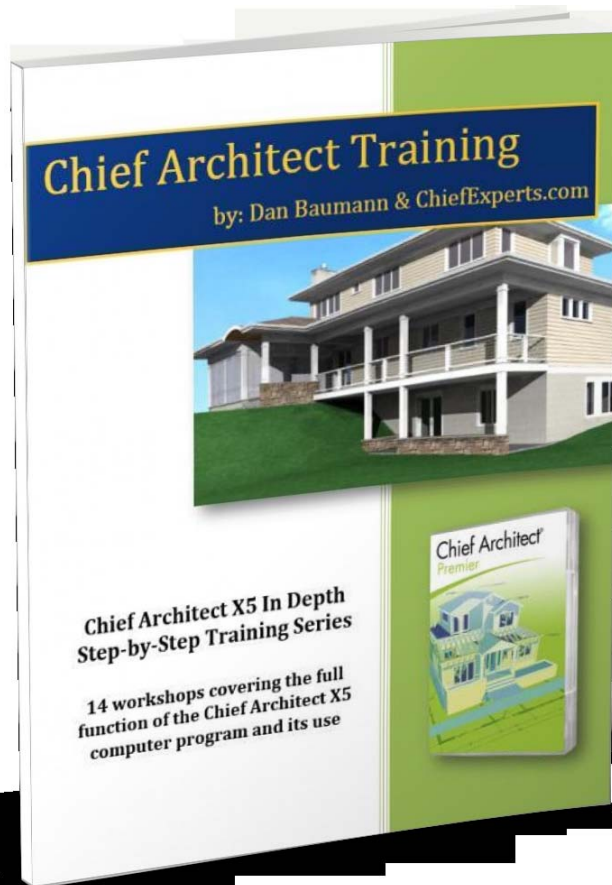
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A-16

# Mastering Chief Architect at ChiefExperts.com

Here's What's Included When You Join ChiefExperts.com

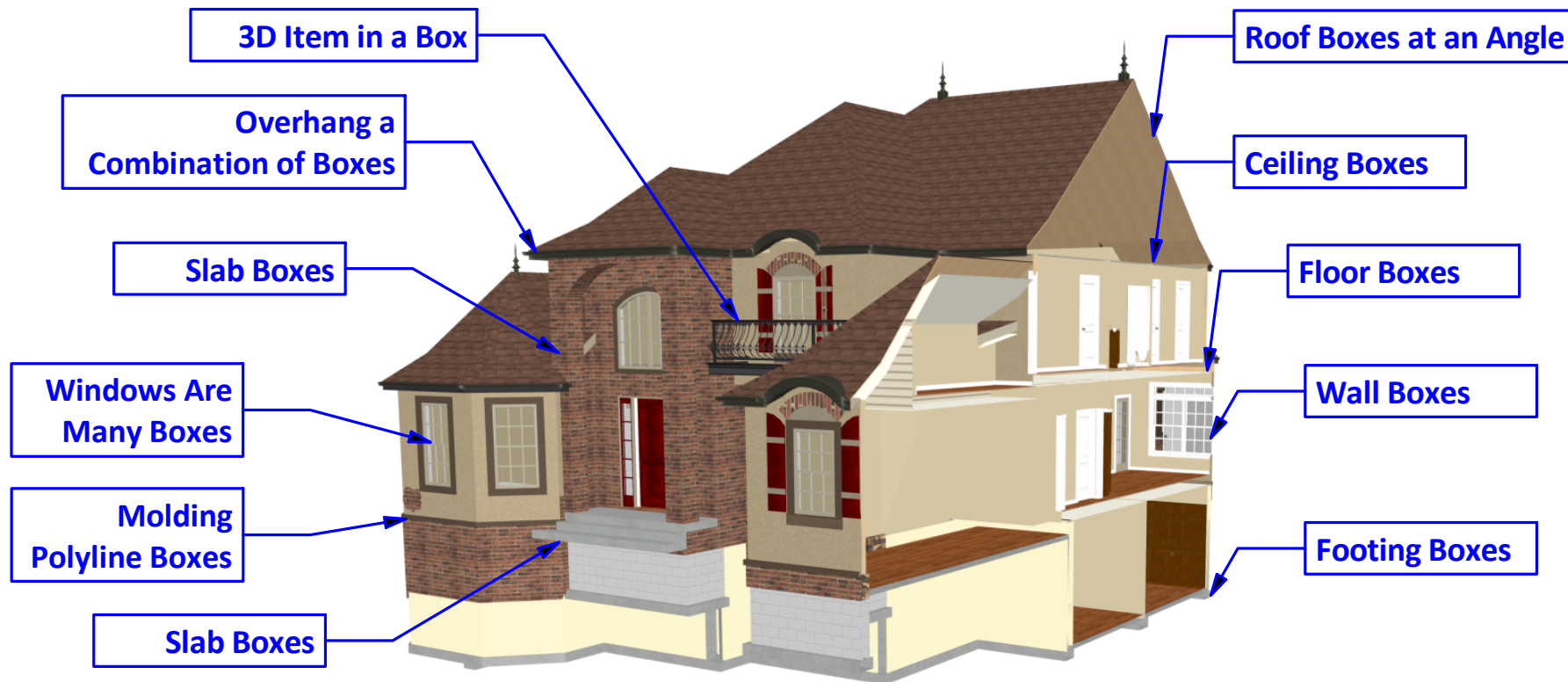
- Quick Start – Creating a Plan with Chief Architect
- Chief Architect X5 Step by Step Workshop Series
- A complete Syllabus that lays out each workshop
- Monthly Tips-Time workshops and Industry Pro guest speakers
- Each workshop is presented live
- Each workshop is recorded and indexed to match the syllabus
- Download each workshop so you can view it offline.
- Hours of archived on-demand videos
- New X5 Template and other Downloads as they become available
- About 20% of the cost of an equal College Course (Not In Colleges)
- 1/3 The Cost of Training at Chief Architect (That's with an SSA)
- You Learn from Dan who uses the program every day!



**All New**

Mastering Chief Architect X5  
Training, Support and Products

# #7. Your Entire Model Is Made Up of 3D CAD Boxes



- Always Start Your Plan On The 1<sup>st</sup> Floor
- Set Platforms ASAP – It's Faster
- Add Platform Dividing Walls
- Raising Ceilings On 1st floor To Move Floor Platforms
- Adding A New Floor Will Reset Model To "Defaults"
- Basement Ceiling Height Moves The Concrete Floor
- Roofs Baselines Are Placed Based On Ceiling Heights



NO.	DATE:
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SHEET TITLE:  
Think of Chief as a CAD  
Software not a Building  
Software

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A-18



# #7. How To Work With Floors and Platforms

## Platforms Are 3D Boxes Controlled By Floor And Ceiling Height

Overridden with Floor Above

Room Specification

General Structure Deck Moldings Wall Covering Fill Style Materials

Absolute Elevations

Floor Above (A) 119 1/8" ☒ Default

Ceiling (B) 109 1/8" ☒ Default

Floor (C) 0" ☒ Default

Floor Below (D) -122" ☒ Default

Relative Heights

Rough Ceiling (E) 109 1/8" ☒ Default

Finished Ceiling (F) 108 1/8" ☒ Default

SWT To Ceiling (G) 109 1/8" ☒ Default

Ceiling Below (H) 112" ☒ Default

Stem Wall (I) 116" ☒ Default

SWT = Stem Wall Top

Ceiling

☒ Roof Over This Room

☒ Ceiling Over This Room

☐ Use Soffit Surface for Ceiling

Ceiling Structure... 5 1/2" ☒ Default

Ceiling Finish (J)... 1/2" ☒ Default

Floor

☒ Floor Under This Room

☐ Floor Supplied by the Foundation Room Below

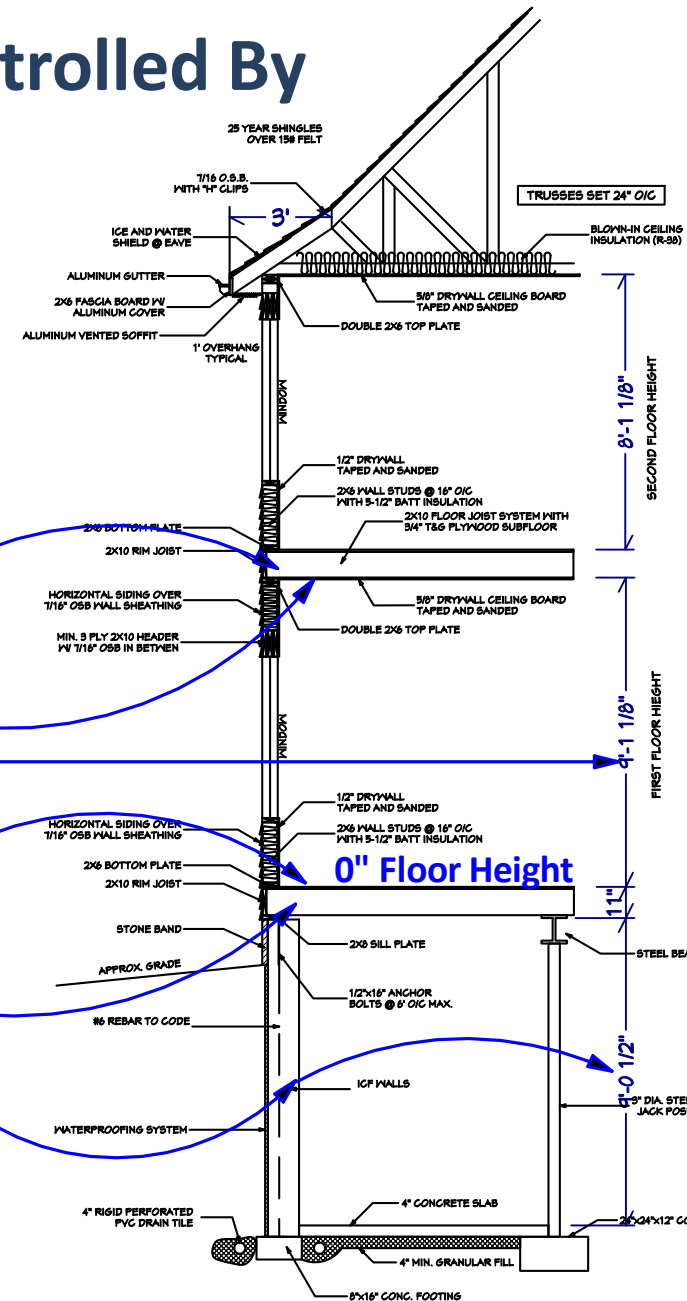
☐ Monolithic Slab Foundation

Slab Pour 1

Floor Finish (K)... 1/2" ☐ Default

Floor Structure (L)... 10" ☒ Default

OK Cancel Num Style... Help



Everything in a Plan Is Measured From The 0" Floor Height on Floor #1



DATE:

BY:

DESCRIPTION:

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SHEET TITLE:

3D Modeling adds a new and different perspective to the planning process

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A-19

# #8. Roofs Are Fun When You Understand How They Work

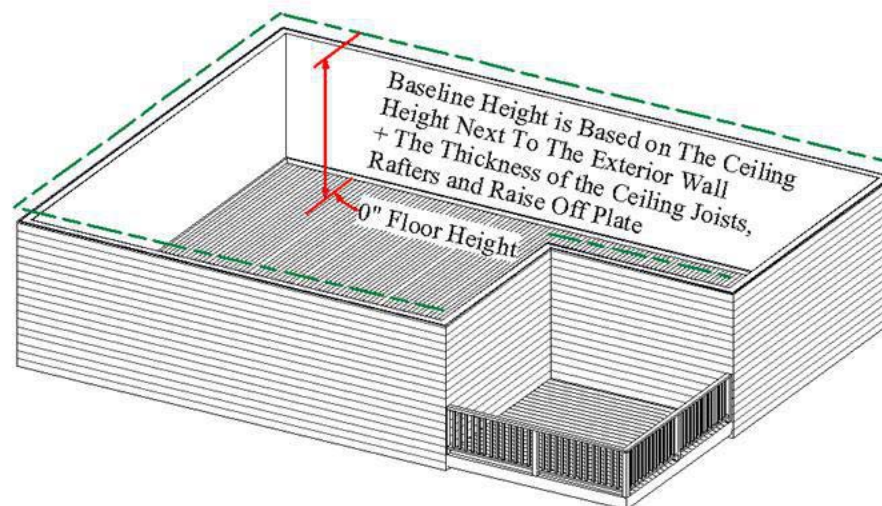


## The Automatic Roof Tool Will Get Between **0% and 100%** Of Your Roof Correct

### Automatic Roof Tool Is Not Magic & Does 1 Thing

- Add a Baseline On All Exterior Walls
- Baseline Height Set By Room Height Next To Wall
- Builds 3D CAD Boxes Up From The Baseline
- Attempts to Join The Roof Planes Together

All Automatically Added  
Roofs Start With A "Baseline"  
Polyline Placed on Top of The  
Main Layer of All Walls  
Facing The Outside of Your  
screen



Get Walls In Place and Platforms Set  
Before Using The Automatic Roof Tools

Roof Baselines Are The Starting Point For All Roofs.  
Baselines Are Initially Set Based On Ceiling Heights.



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SHEET TITLE:  
Don't let the automatic  
function fool you.  
Sometimes it doesn't work!

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A-20

## #8. Automatic Roof Tools Are Great For Starting a Roof



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The Automatic Function  
can be your Allies if  
applied properly

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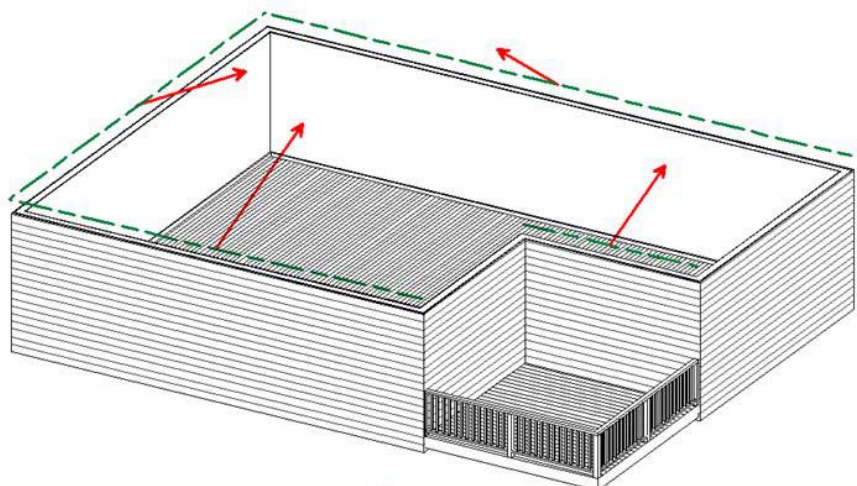
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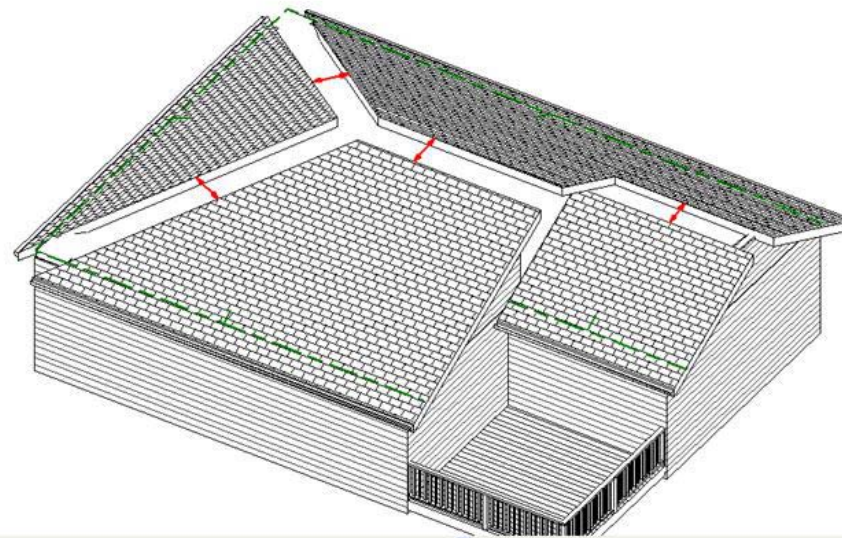
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A-21

Once the Baseline is in Place Chief  
Builds Roof Planes Up From Those Lines



As the Roof Planes Build From the Baseline  
Chief Attempts to Connect all the Edges



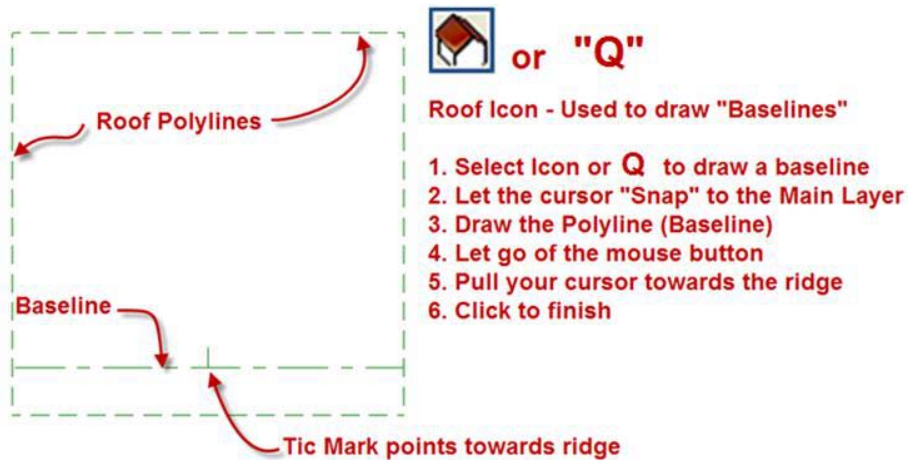
- There is No Database Intelligence to Add Roofs
- No Structural Elements Are Considered
- Does not read your mind
- Is Not Programmed to Confuse You (That's Up To You)
- Won't Add 'Baselines' Over Interior Walls Automatically

**The Automatic Roof Function Is Used to Get Started  
At Some Point You Will Make a Commitment to Use the Manual Roof Tools  
and Stop Using the Automatic Roof Function Completely**

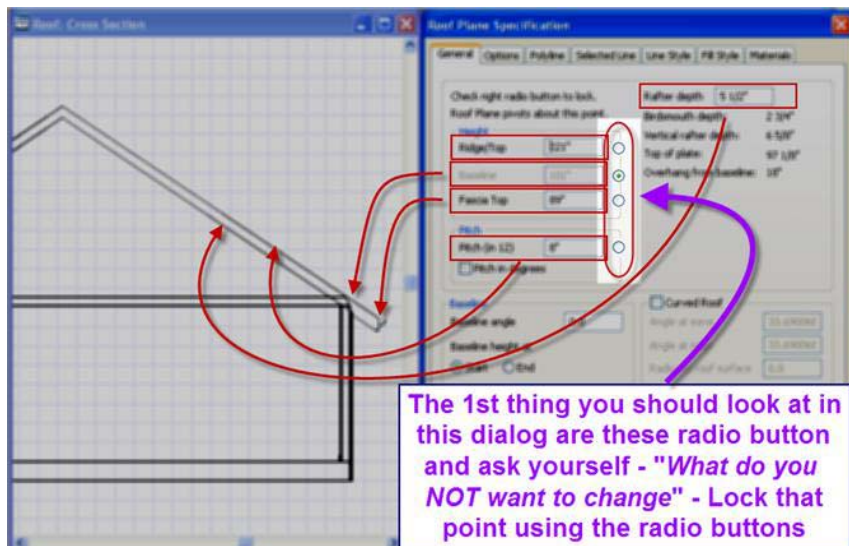


# #8. "ALL" Roof Planes "START" With a Baseline

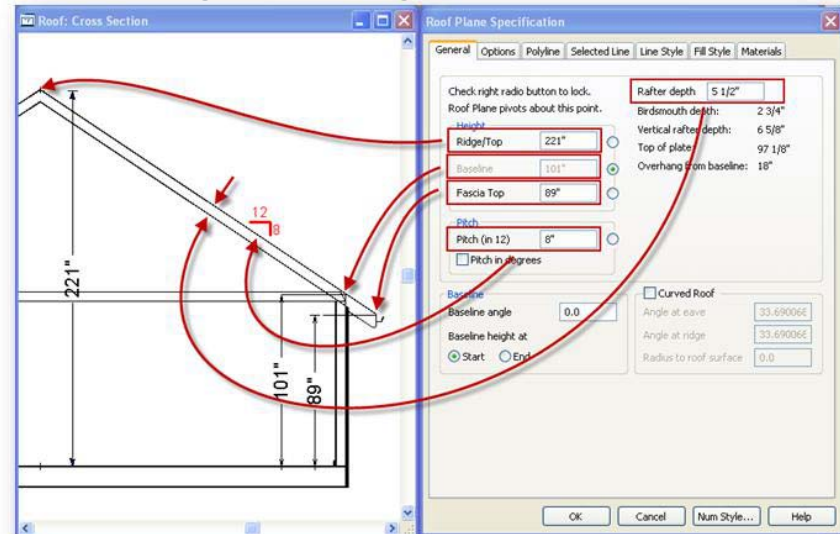
When You Add Roof Baselines Try To Keep Them on The Wall Main Layer



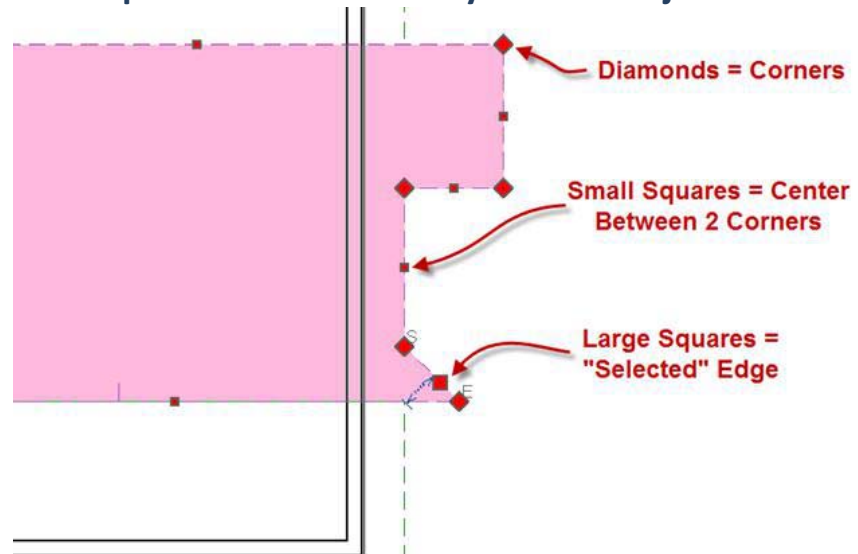
Adjust Roof Planes in 3D (Z-Axis) - Ask Yourself "What Part of The Roof Do I **NOT** Want to Change"



The Parts Of A Roof Plane - The Bullet Points Are The Locking Points (Hinge) Of Each Roof Plane



A Roof Plane Is A Closed Polyline Box That Can Be Reshaped and Sized Like Any 2D CAD Object



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Remember - Roof Planes are 3D CAD Boxes at an angle and can be changed

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A-22

## #8. The Roof Join Tool Works 100% of the Time



### Connecting Edges - Join Tool or #2

**The “JOIN TOOL” Will Join Roof Edges  
Together 100% Of The Time**

The only reasons this tool won't work:

***The Wrong Edges Have Been Selected***

or

***The Roof Edges Were Not Meant To Be Joined Together***

or

***There Is A “Break” In One Of The Edges***

***Transform Replicate Can Be Used to Make a Mirrored Copy of Any Roof Plane***



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**The Manual Roof Tools  
really work if used  
correctly**

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## #8. The Join Tool Works in 2D and 3D Views



The Most Common Joins

Hip to Hip

Ridge to Ridge

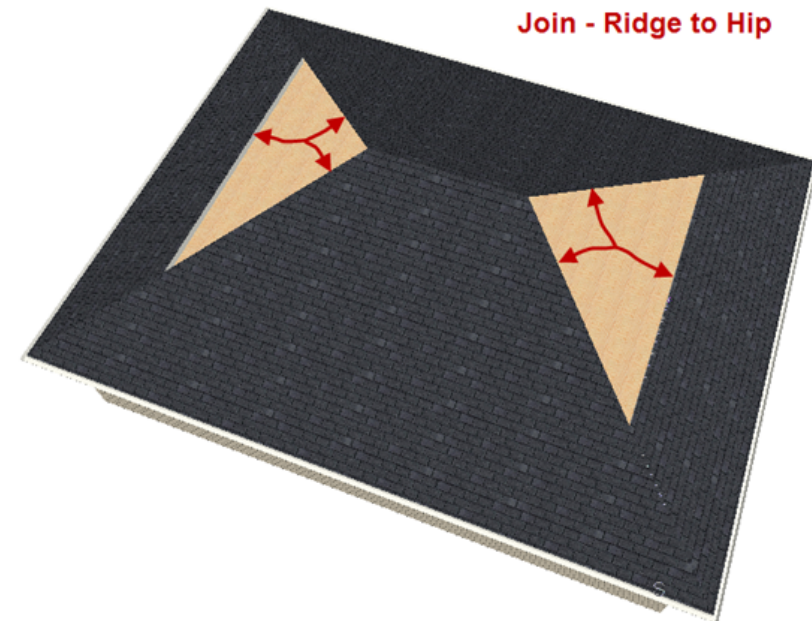
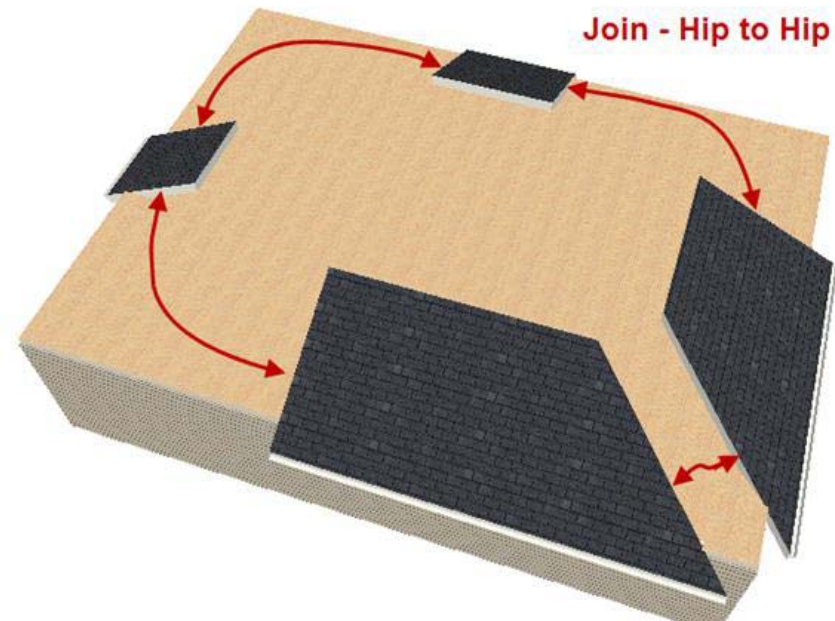
Hip To Ridge

Valley to Valley

Valley to Fascia

Valley to Gable

Fascia to Ridge



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There are only 7 basic join locations - learn them and use them!

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# #8. You Never Have to Guess How Roofs Join Together



The Most Common Joins

Hip to Hip

Ridge to Ridge

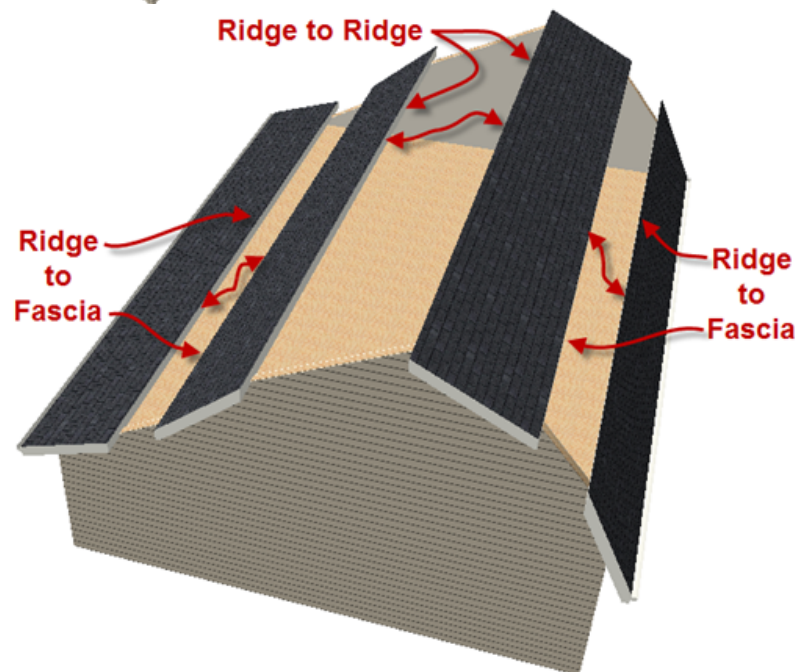
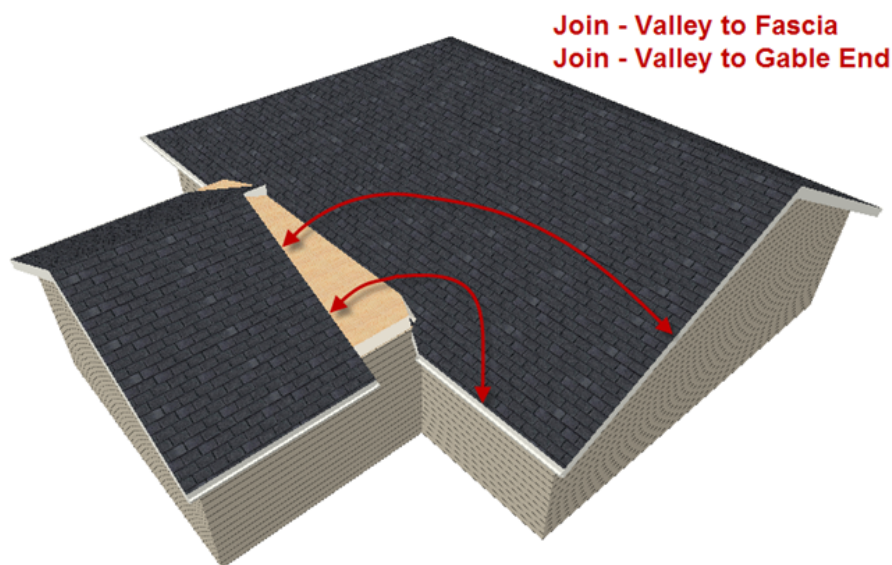
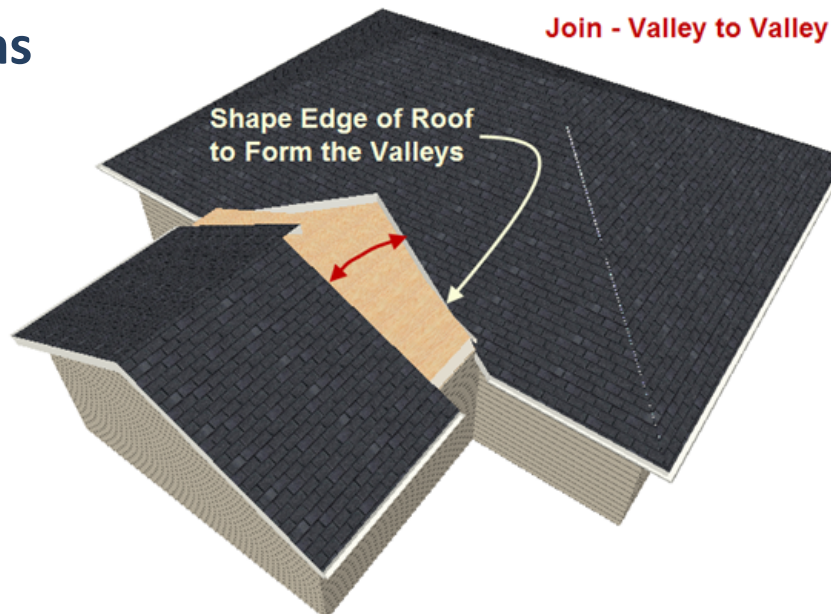
Hip To Ridge

Valley to Valley

Valley to Fascia

Valley to Gable

Fascia to Ridge



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The Roof Tools seem to  
get a bit smarter with  
each version of Chief

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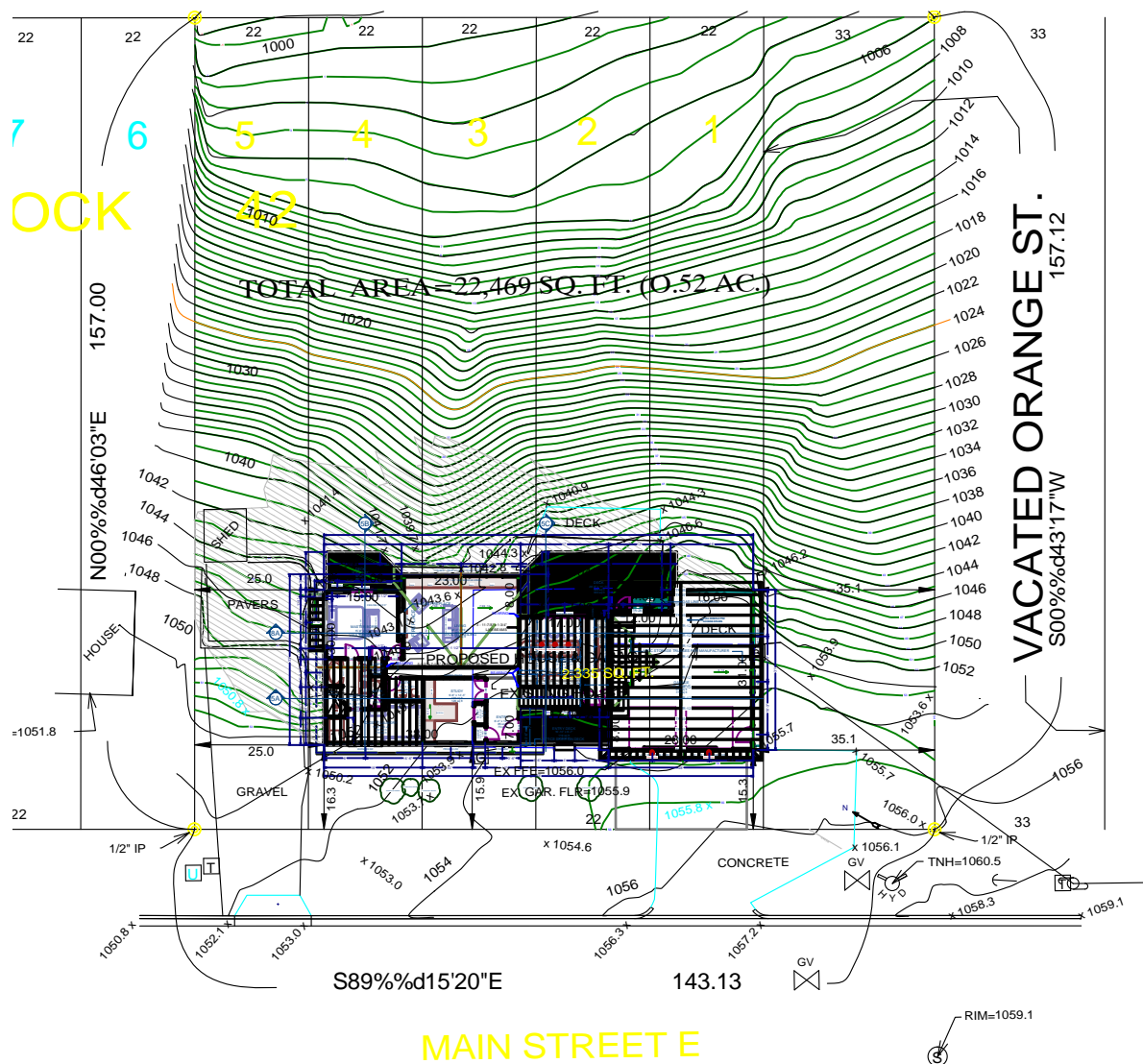
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# #9. Layers & Layer Sets - How you See Things in your Plan



## Without Layers Your Plans Would Look Like This



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SHEET TITLE:  
Without Layers You  
Would Have Multiple Plan

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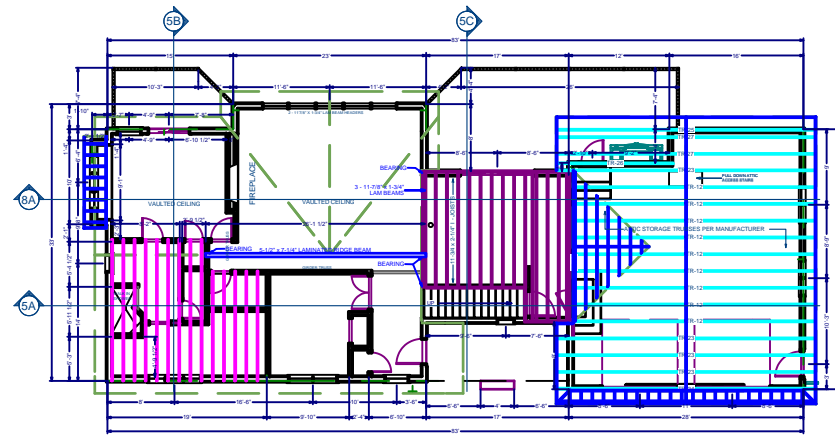
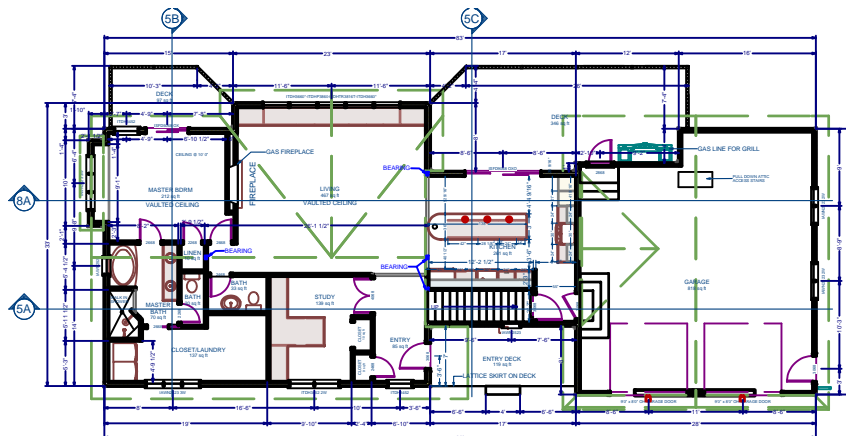
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# #9. Layers & Layer Sets - How you See Things in your Plan



## Goal - Everything In One Plan Use Layers to Control the Views

- Layers = Ability To Turn Things On And Off
- If You Can't See Something It's Either Not In The Plan Or The Layer Is Off
- Layer Sets = Ability To Turn "Defined Groups" Of Items On And Off
- Reason = To Draw Everything In One Plan
- Off/On - Great To See Specific Areas Of A Plan All



NO.	DESCRIPTION:	BY:	DATE:

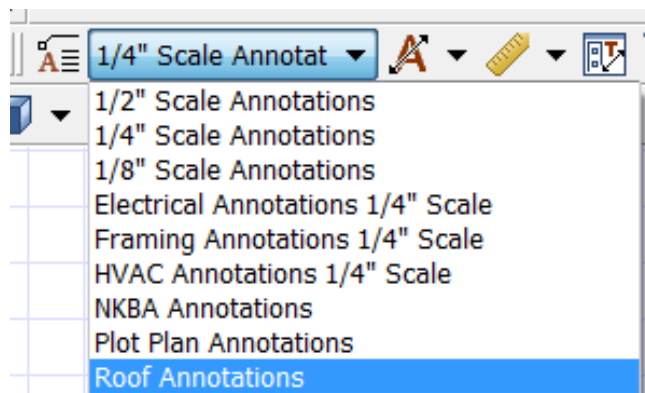
SHEET TITLE:  
**If Changes are Needed  
You Only Have To Change  
One Plan**

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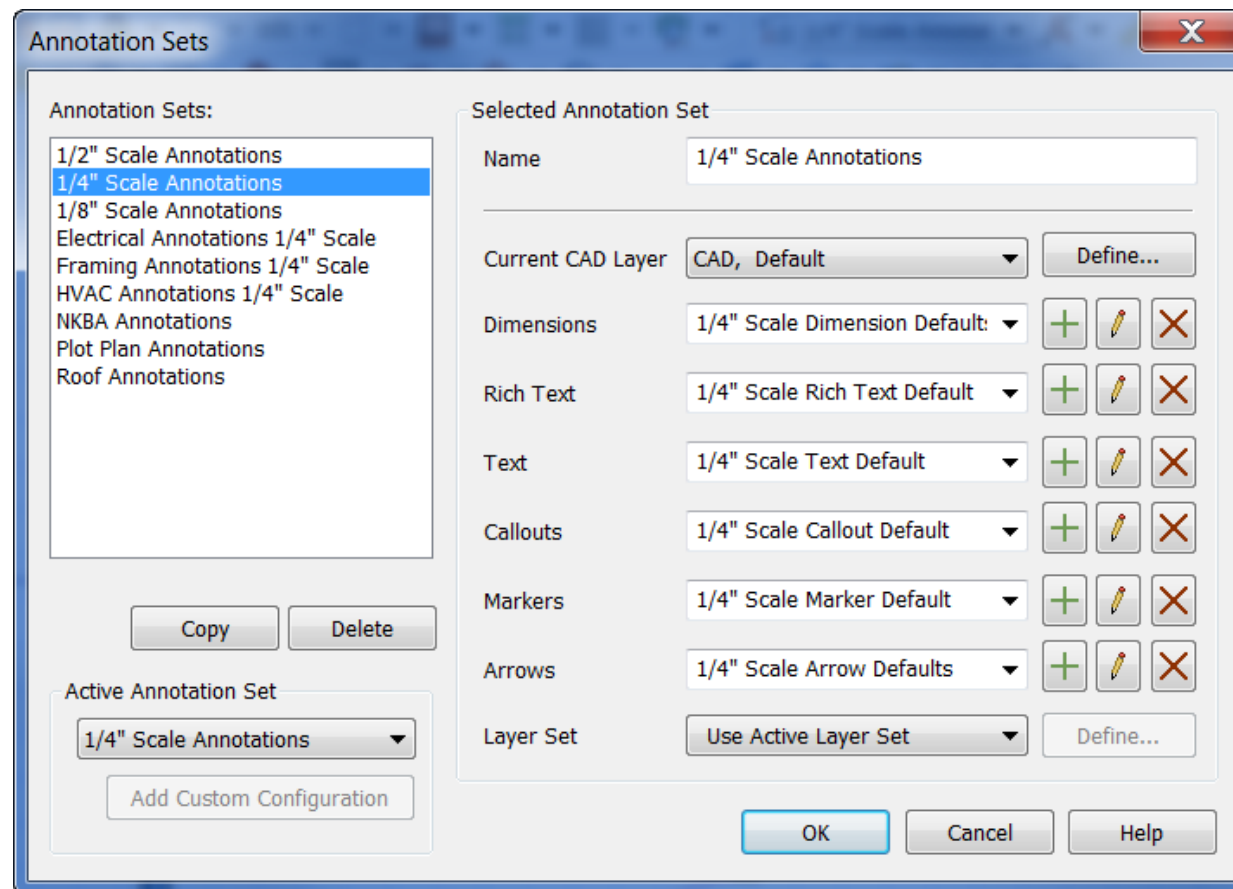
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# #10. Annotation Sets



Annotation Sets affect how your Plan Looks  
They Tie Directly Into The Views From Your  
Layer Sets



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**Annotations Are For  
Different Scale Views On  
Your Layout**

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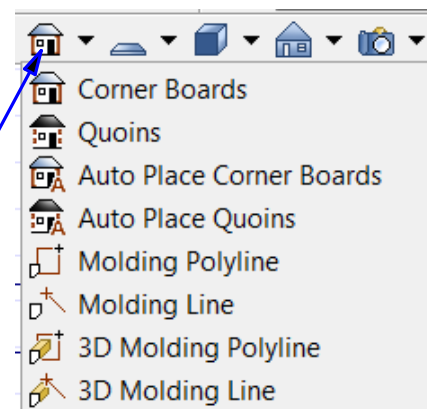
A-28

# #11. Molding Polylines and Slabs - Add 3D Details

Details = Items drawn with the CAD Tools  
Most 2D CAD Items can become a 3D Item

- Point to Point
- Break Tool
- Trim and Extend
- Multiple Copy

Trim Tools



Frieze Boards/Banding



Gable Wall Details



Beam and Column Layout



Lintels and Casing



Cable and Pipe Rail



Barrel Roofs



Concrete Porch & Steps



Distribute Posts



Flat Roofs & Parapet



Downspouts



Columns & Trellis



Solider Course and Brick Cap



Gable Entry with Barrel



Window Wells



Steps, Brackets



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A-29



# #12. Time Saving Shortcuts

-  Shift + A – Auto Dimension Exteriors
-  “Roof Tools” or Q – Draw Baselines For Roof Planes
-  Overview of the “Snap Points” of a Polyline Shape
-  Ctrl+D – Make Edges and Shapes Parallel
-  #3 – Break Polyline tool
-  #2 – Join Roof Tool
-  Ctrl + Alt + V – Copy and Paste in Place
-  Dimensioning Polyline
-  Fillet Tool – To Clean Up Edges

- Shift + A - Auto Dimension
- CTRL Key To Move Items
- CTRL + Z To Undo
- CTRL + S to Save
- Shift Select - Choose Selection Icon First – Space Bar
- 3 Key To Break Lines
- 2 Key To Join Roofs
- Shift + F6 To Tile Screens
- F12 To Rebuild The 3D Model (Turn off Auto Rebuild CTRL+1)



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**Learn The Shortcuts - They  
will save you a ton of  
time!**

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# #12. Your Mouse Has an Important Role In The Process

## Left Mouse Button Used To:

- Draw Items
- Select Items
- (Push Space Bar for Select All)
- Double Click on Items
- Grab and Drag Items
- CTRL Key to Drag Unrestricted

## Right Mouse Button Used To:

- Pick Items
- Show Contextual Menu
- Draw Wall and Lines
- Draw Stairs Going Down
- Bend Lines, Stairs, Roads

## Center Wheel Used To:

- Zoom In and Out
- Hold Down to Pan Your Screen



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Having a Quality Mouse  
makes drawing much  
more pleasurable

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A-31

**Act Now and Save**



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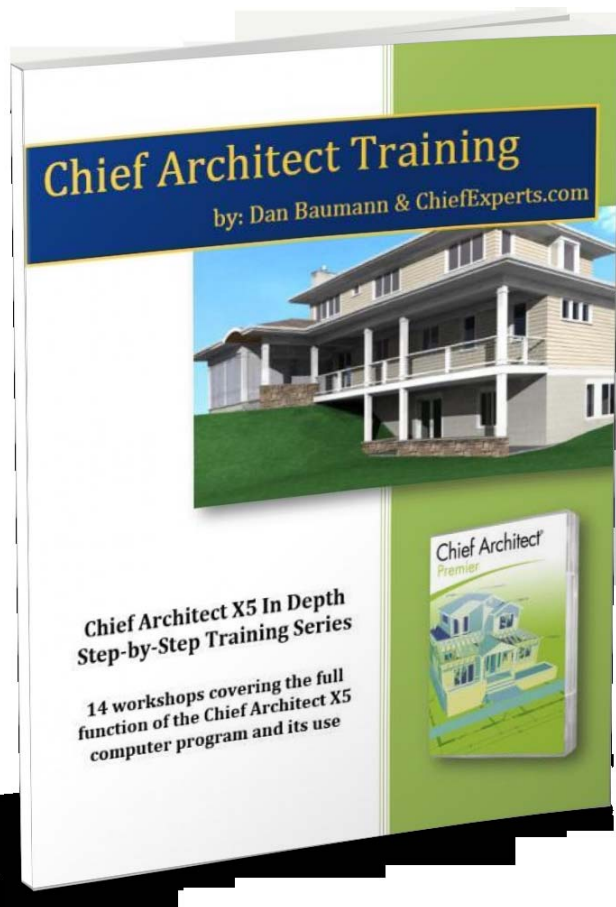
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# Thanks for Attending - Now It's Time for Q&A



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