

Archicad Layout of Drawings

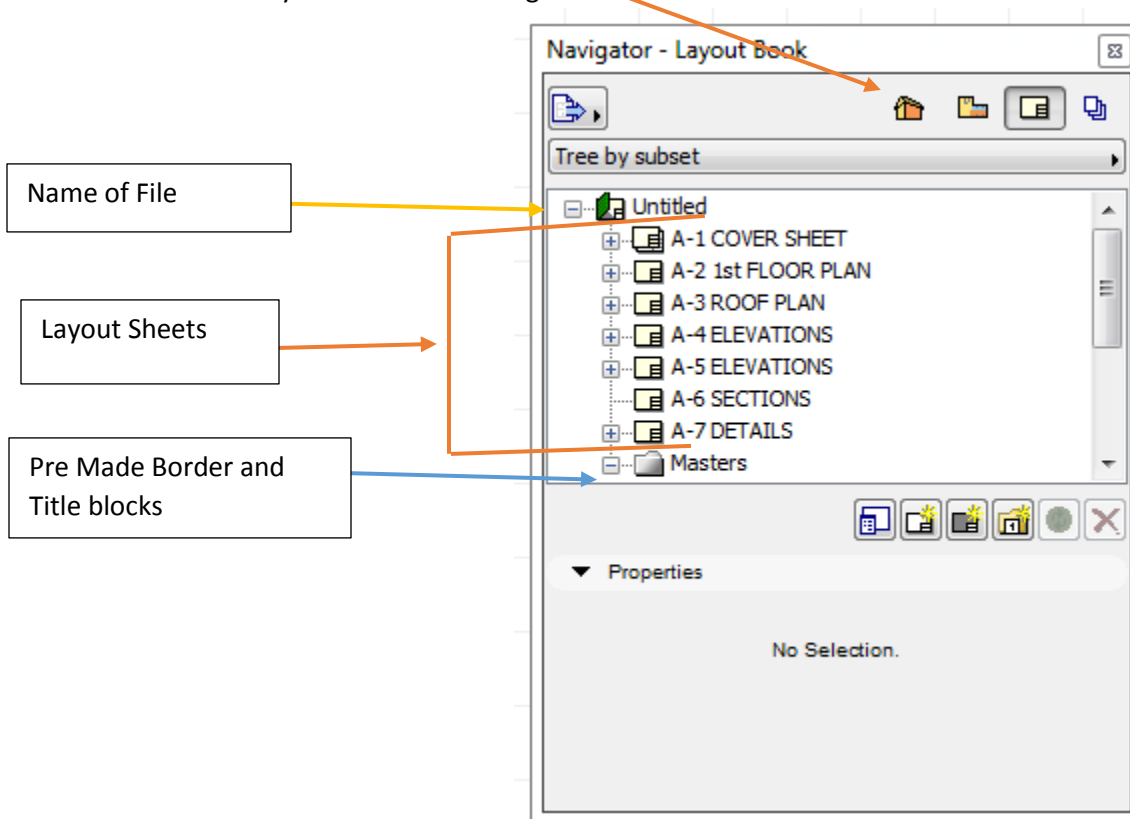
NOTE: It is important that house features (Walls, Cabinets, Floors, etc.) Have been placed on the proper layer and layer combination for ease of transferring your final drawings to the layout.

Project and Title Block Information

1. Drop Down Menu File > Info
2. Fill out the following information
 - a. Contact Company: BHS
 - b. Contact Address: 7878 Brighton RD
 - c. Contact City: Brighton
 - d. Contact State: MI
 - e. Contact Zip Code: 48116
 - f. Project Name: Res. House
 - g. Client Company: May make up a name if you choose (must be school appropriate) or delete from Master Rep
 - h. Client Full Name: May make up a name if you choose (must be school appropriate) or delete from Master Rep
 - i. Project Number (PLN): 1
 - j. Drawn By (CAD Technician): Last Name Only

Drawing Setup

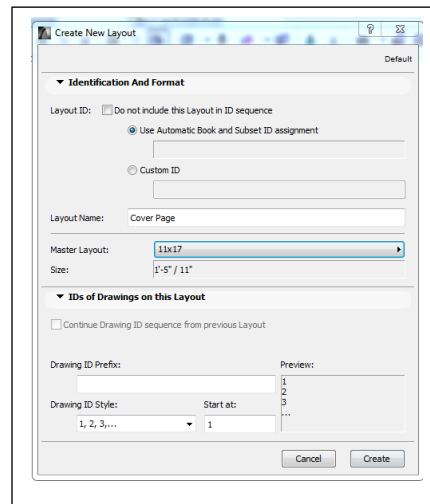
1. Navigator Palette must be open
 - a. If not open go to Windows > Palettes > Navigator
2. Select the Layout Sheet Icon Navigator



These will be the sheets that we will create our layout on. The initial setup is for the wrong size title block and paper. We will delete these and replace them with our own. We are unable to delete all of the drawings at once. So we will create our own first and then delete the other six. NOTE: Be sure not to delete the Masters; these have the pre-drawn border and title blocks.

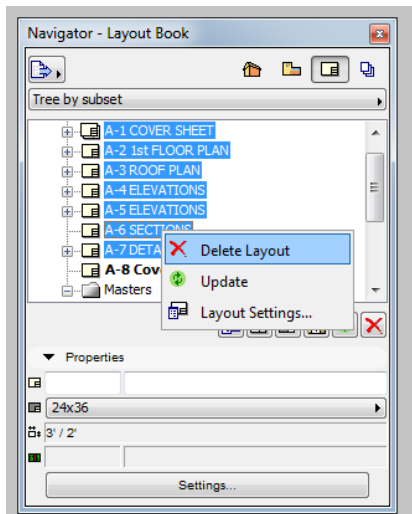
3. Creating a new Layout

- a. Right Click on > Name of File > Select New Layout Sheet > Set the following
 - i. Layout Name: Cover Page
 - ii. Master Layout: 11 x 17
 - iii. Click Create



4. Deleting Extra Layout Sheet.

- a. Select A-1 Cover Sheet > Hold Shift > Select A-7 Details > Right Mouse Button > Select Delete Layouts



5. Create the following Layout Sheets using the same setting paper as the Cover Page

- a. Cover Page
- b. Plot Plan
- c. Floor Plan
- d. Foundation Plan
- e. Exterior Elevation 1
- f. Exterior Elevation 2
- g. Interior Elevations
- h. Photo Renders

6. Filling out the Title Block

- a. Click on the + Sign next to the Masters > Double Click on the 11 x 17 Master
 - i. This will load the screen with the master sheet. Notice how all of the lines turned from Red to Black. Black represents The Master Sheet: Whatever is added here will be added on all other layout sheets
Red represents an Individual Layout Sheet: Whatever is added is only on the individual layout sheet.
 - ii. Select the file name on the left hand side of the border > Press Delete Key to eliminate

- b. Fill out the Title Block we can fill out the information through the file information
 - i. Go To File > Info > Project Info > Fill out the Following
 1. Project Name: Residential House
 2. Contact Info
 - a. CAD Technician Full Name: Your Name
 - b. Client Company/Name: Makeup a company name or person who you are designing the house for (Be sure it is School appropriate)
 - c.
 - d. Contact Company: BHS
 - e. Contact Full Address: 7878 Brighton RD Brighton, MI 48116
 3. Click Ok and Look at the master > Notice how the information is filled in. May go back into Project Info and add other details.

7. Adding Views From the Drawing

We will start on the Floor Plan Page to load the floor plan on the border and title block. Note: That if layers and layer combinations are not correctly setup you will need to go back and modify the layers. See the website for the correct layers and layer combinations

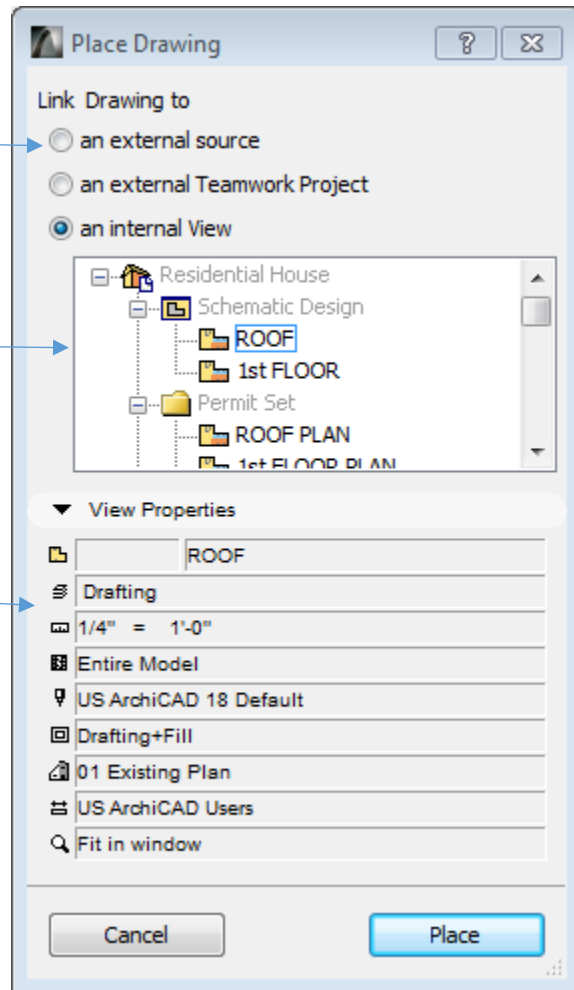
a. Double Click on the A-3 Floor Plan in the Navigator Palette

- i. To Place a drawing Right Click in the work Area > Select Place Drawing > Software may ask to place on a layer: Choose Archicad Layer > a pop up window will appear showing all of your drawings you have created (I.E Floor Plan, Elevations, Etc.)

Allows user to import other files. I.E Cabinet Schedules from Excel, jpegs, etc.

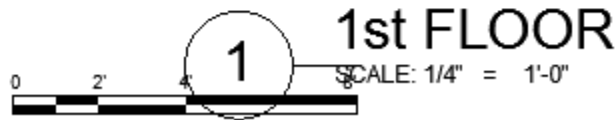
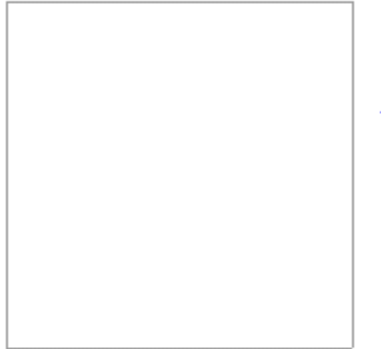
Shows Navigator window

Shows Details of Drawing

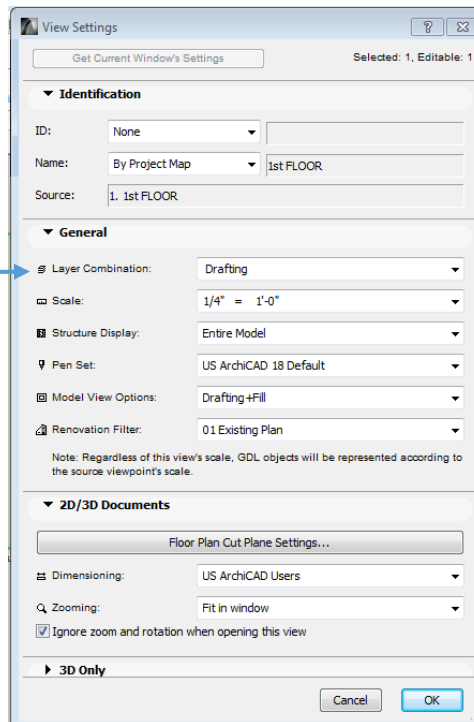


- ii. Select 1st Floor under Schematic Design > Click Place > Two things may happen
 1. View Shows up as needed Continue onto step iii
 2. Rectangular box shows up that is empty. This means that there is not proper layer combination selected

Example of Blank Drawing



- a. Select View > Right Mouse Button > Select Modify Source View Settings
- b.



Change Layer Combination to the correct one. In this Case Layer combination should be Floor Plan.

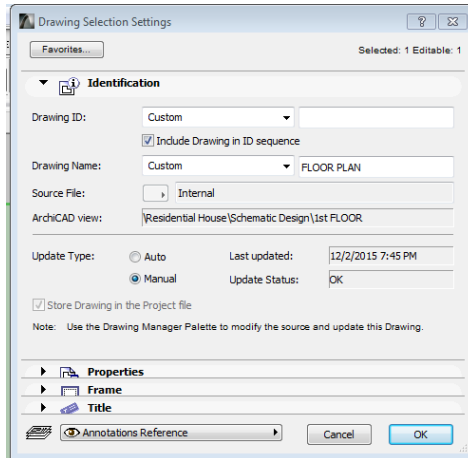
If proper drawing does not show up. Go back to the floor plan > check the following

1. go into layer settings (CTRL-L) and update the Floor Plan Layer combination with the correct layers
2. Make sure construction features (walls, slabs, cabinets, etc.) are on the correct layer.

- iii. The Drawing May come in larger than the page > Select the View > Click on Default Settings in the Info Bar to load the views Properties > Modify the following

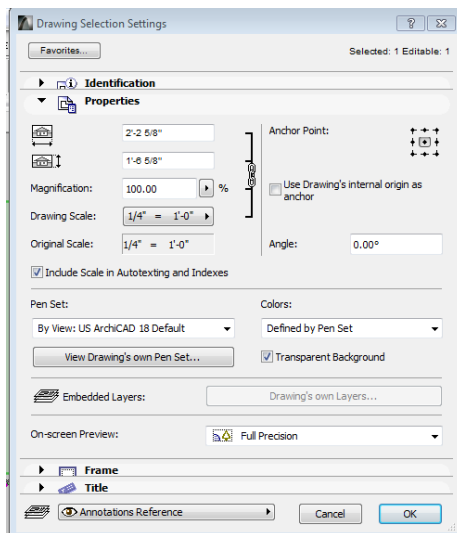


Default Settings



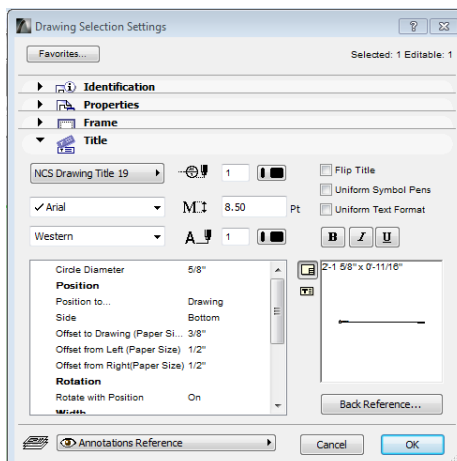
Identification Tab

1. Drawing ID: Custom (Leave Blank)
2. Drawing Name: Custom > FLOOR PLAN
3. Update Type: Manual (Only updates image when you tell it to change. Allows you to turn on/off layers without modifying the layout)



Properties Tab

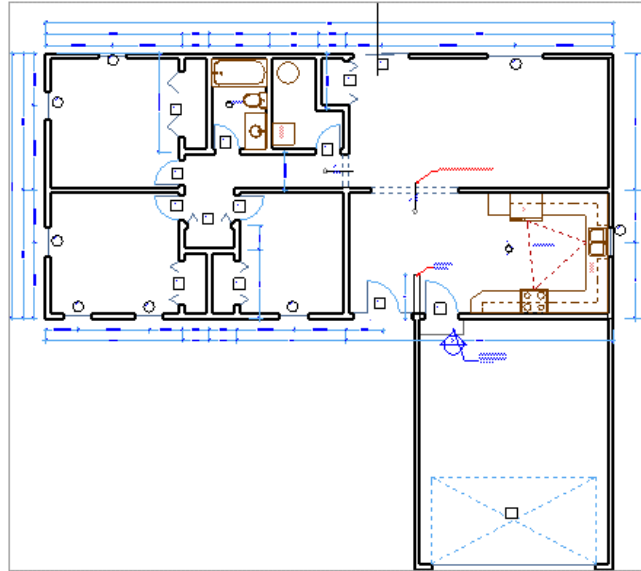
Allows user to adjust size of the frame. Select Drawing Scale and choose a listed scale. Do not use custom scales for drawings. May use Custom Scales when loading jpegs, excel charts, etc. Where scale does not matter



Title Tab

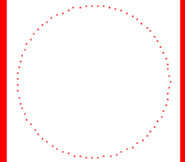
Allows user to adjust settings for the Title. May need to turn off title for features that do not need a title (See Webpage for details) or adjust the text height or location of features (Title Name, Scale, etc.)
DO TURN OFF GRAPHIC SCALE

Final Result



 **FLOOR PLAN**
SCALE: 1/8" = 1'-0"

**#Contact
Company**
7878 BRIGHTON RD
BRIGHTON, MI 48116



RESIDENTIAL HOUSE

BUILDER 'R' US
#Client Full Name

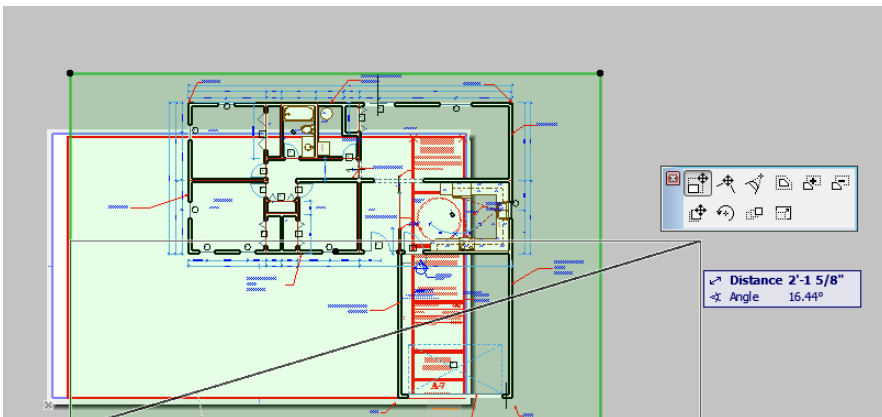
PROJECT NO: #PIn
DATE: 12/3/2015
DRAWN BY: Technician Full
COPYRIGHT Name

Floor Plan

A-3
SHEET 3 OF 7

8. Trimming Views

- a. Double Click on Interior Elevations > Right Click > Place Drawing > Schematic 1st Floor Plan
- b. Select the View > Default View Settings > Change the following
 - i. Drawing ID: Custom (Leave Blank)
 - ii. Drawing Name: Custom > KITCHEN PLAN
 - iii. Update Type: Manual (Only updates image when you tell it to change. Allows you to turn on/off layers without modifying the layout)
 - iv. Turn Off Graphic Scale
 - v. Other modifications as needed
 - vi. Click Ok
- c. Adjust Layer Combination to Kitchen Layer Combination (May have to create) > Layers should include the following Kitchen Cabinets, Interior Walls, Exterior Walls, Cabinet Labels (Cabinet Labels, Interior Elevation Marker, and Work Triangle)
- d. Trimming
 - i. With view Selected Click on one of the black dots > Select Subtract from polygon from options > Trim area around the kitchen > NOTE you will have to do multiple trims in order to eliminate all area around the Kitchen > NOTE tutorial makes more than one cut; may make less cuts to eliminate area



VIEW OPTIONS

After Selecting the view > Select any black dot of the frame to adjust as needed

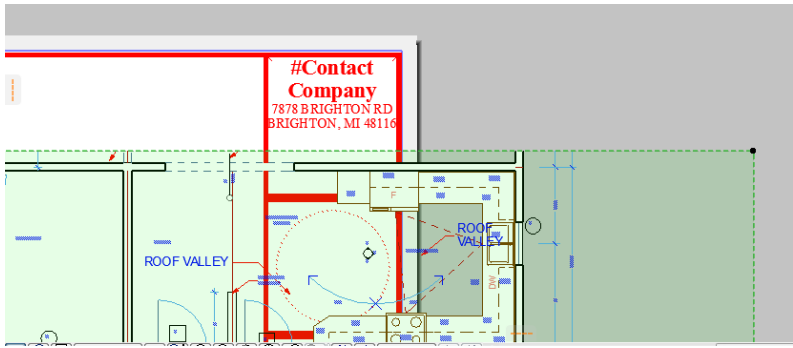
Move Subset: Will move the view within the frame

Move Frame: Keeps View centered in frame when moving

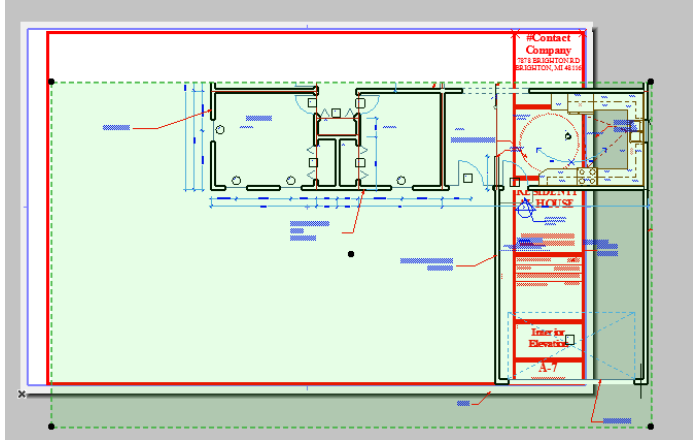
Subtract from Polygon

Resize Frame: Resizes frame to a non-standard scale. ONLY USE when adjusting views that scales do not matter

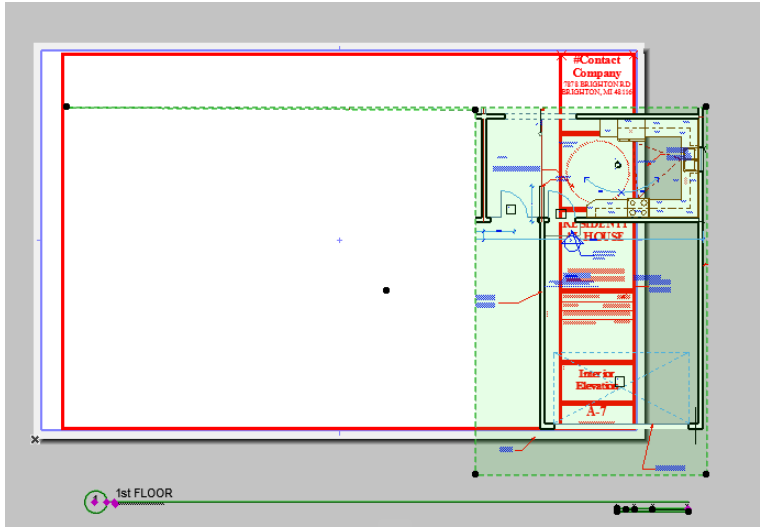
A diagram of the View Options toolbar. The toolbar contains several icons: a square with a crosshair, a square with a circle and crosshair, a square with a circle and arrow, a square with a circle and crosshair, a square with a circle and arrow, a square with a circle and crosshair, and a square with a circle and arrow. Callouts point to these icons with the following descriptions: 'Move Subset: Will move the view within the frame' points to the first icon; 'Move Frame: Keeps View centered in frame when moving' points to the second icon; 'Subtract from Polygon' points to the third icon; and 'Resize Frame: Resizes frame to a non-standard scale. ONLY USE when adjusting views that scales do not matter' points to the fourth icon.



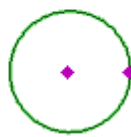
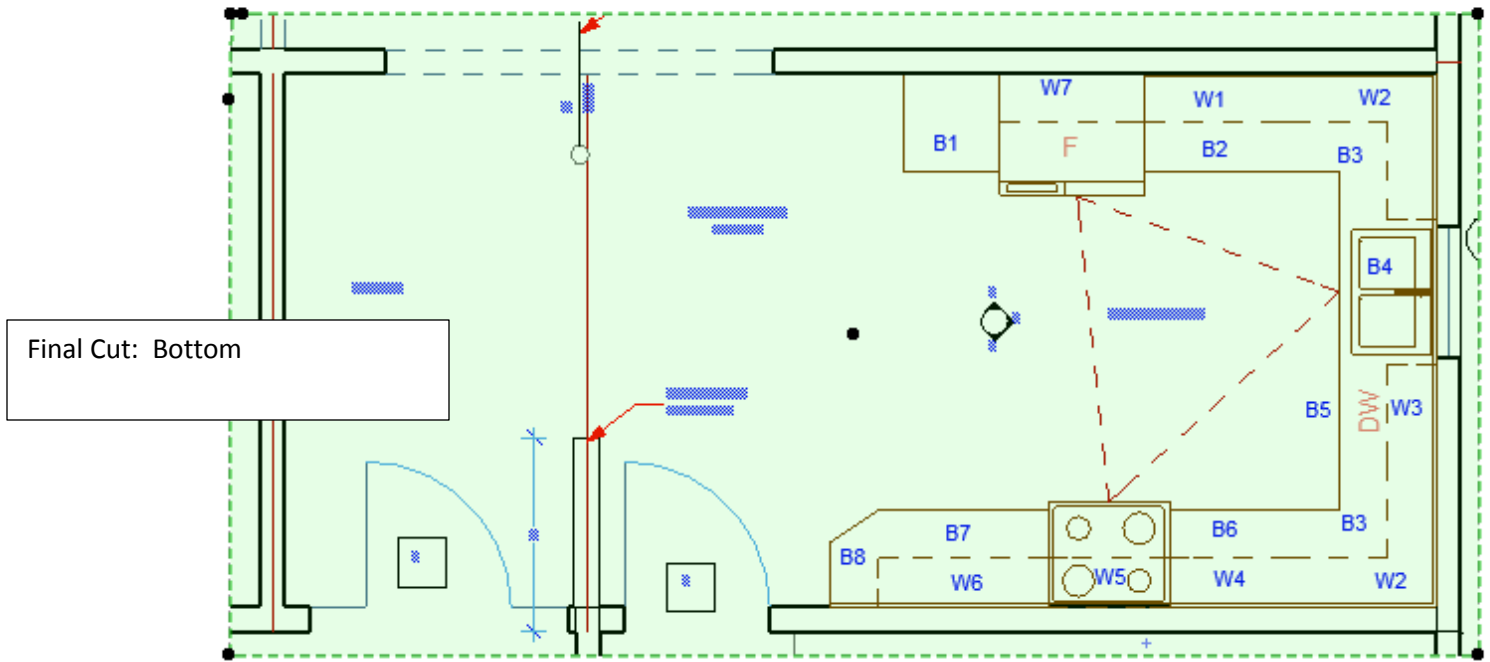
Cut 1: Top



Cut 2: Right Side



Cut 3: Left Side

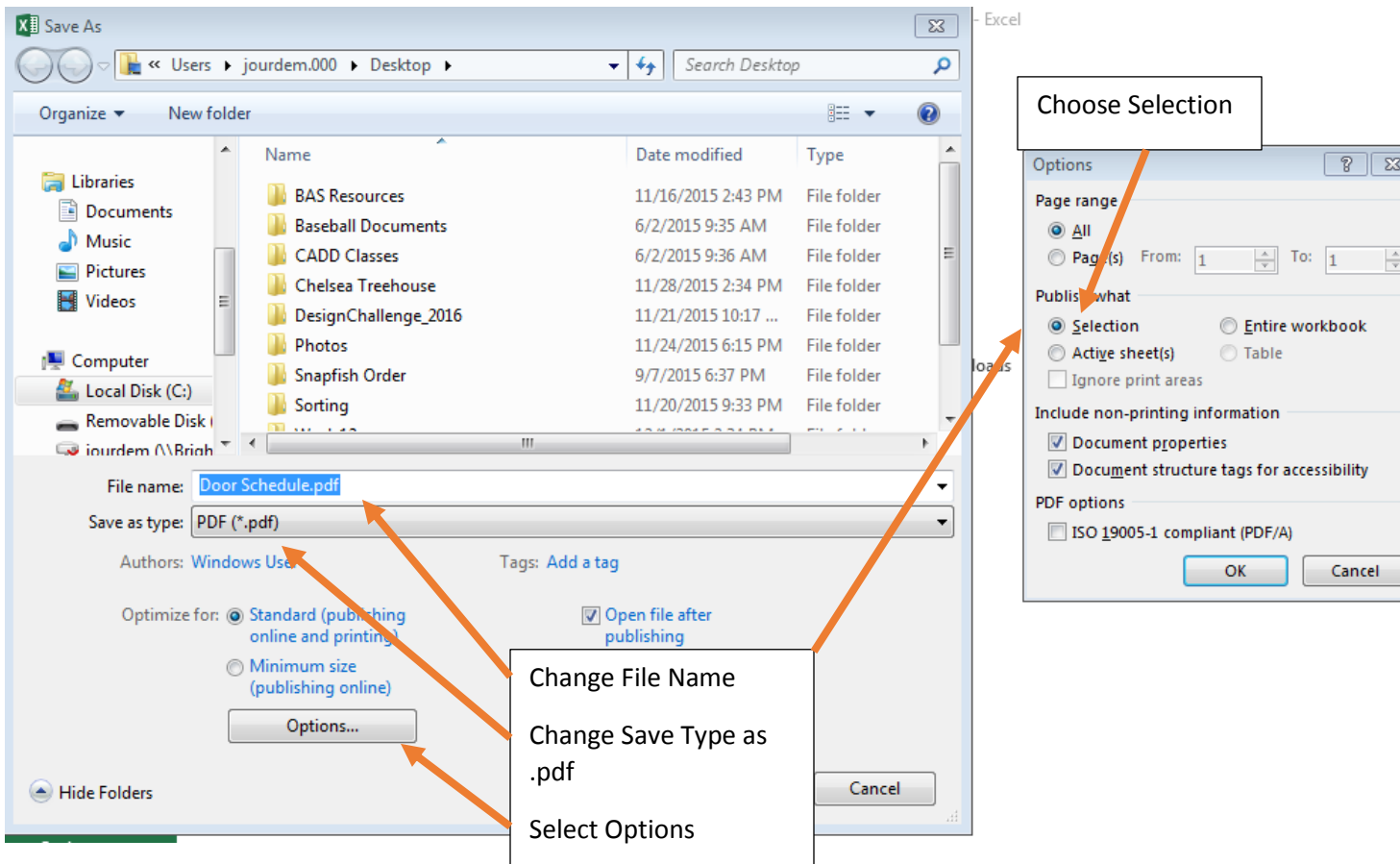
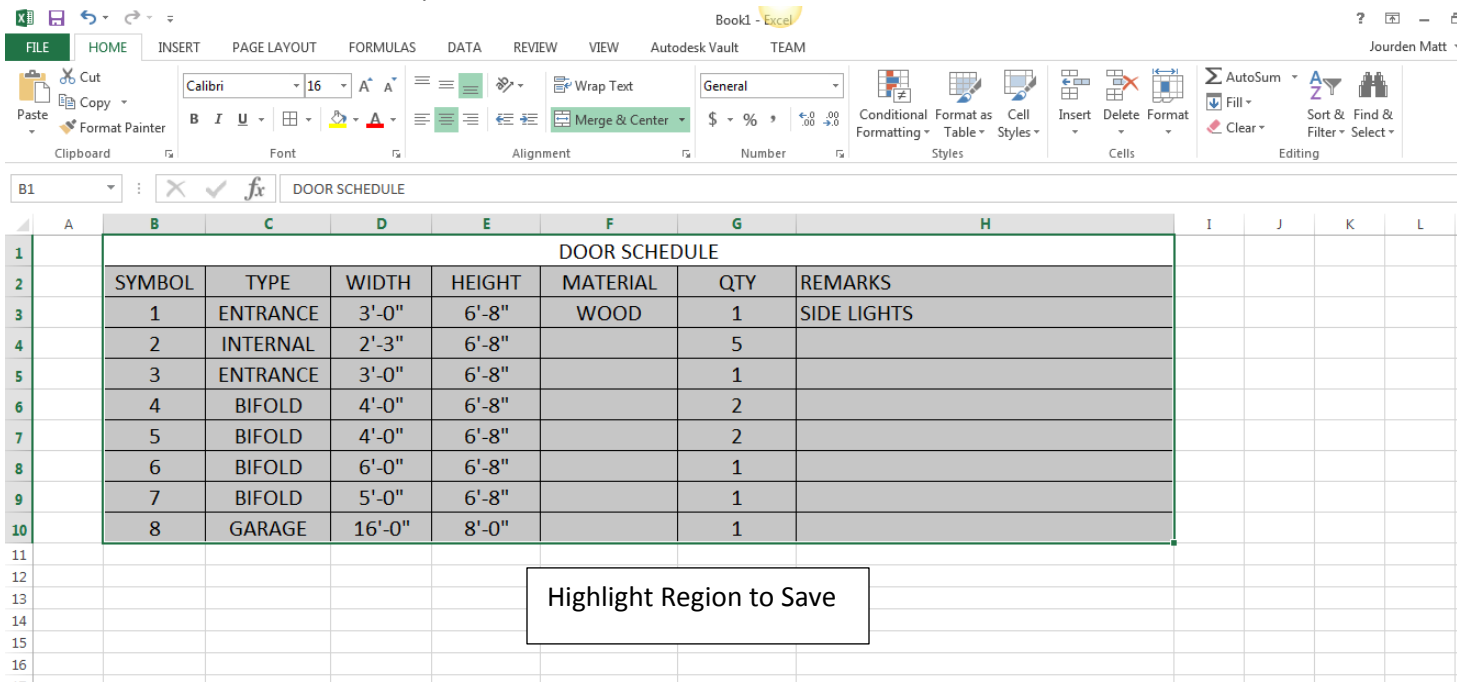


KITCHEN PLAN

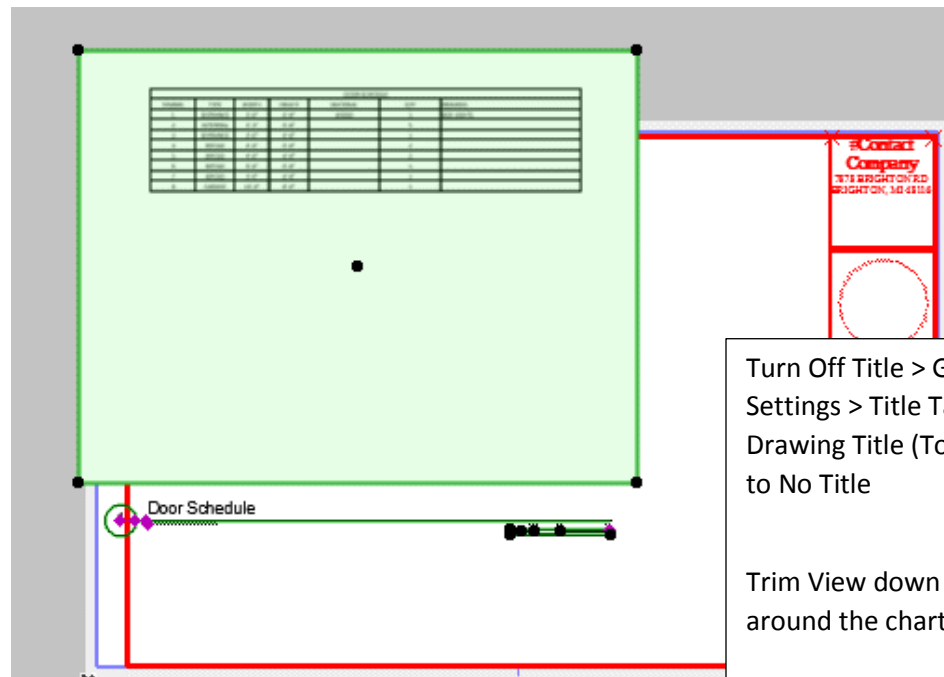
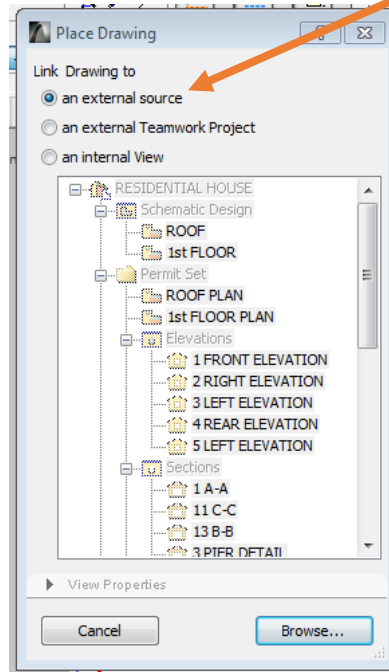
SCALE: 1/4" = 1'-0"

9. Adding a drawing from a different program

- a. Open Window, Door and Cabinet Schedule in Excel
- b. Adjust Paper Orientation > Click on Page Layout Tab > Orientation Icon > Landscape
- c. Highlight the Door Schedule > File > Save As > Choose Your Student Account as a saving location > Change File Type to .pdf > Options > Selected Region > Ok > Change File Name to Door Schedule > Save
 - i. This will export a .pdf file. We will import this file into Archicad
 - ii. The pdf file will open > Check to make sure the it is correct > If not close pdf program and fix the Excel file and re-export



- d. A preview window will open; Check to be sure the correct area is shown > If not all of the information fits on the page you will need to adjust the cell size/text height to fit > Be sure to close this window after analyzing
- e. Go back to Archicad > to place the .pdf Right Click > Place Drawing > Select from External Source > Select Browse > Go to location of file to be imported



10. Repeat for Window Schedule on the Cover Page
11. Repeat for Cabinet Schedule on the Interior Elevation Page
12. Repeat for Saved 3D Render of house

13. Listed below are the sheets and what type of drawings will be found on them. Complete the sheets and make a print of the layouts. Be sure to think about layout and spacing of drawings. Balance on sheets is important similar to laying out standard orthographic drawings (Front, Top, Right Side Views)

Sheet 1: Cover Sheet

Create a Drawing Sheet Chart- NO TITLE (Use line tool to draw on the sheet or as a detail) or use Excel Rendering of house: See Mr. Jourden for Demo

Window and Door schedule- NO TITLE (Export .pdf from Excel File)

Sheet 2: Plot Plan

Outline of house and Roof (Label Square Footage of House)

Driveway, walkways, porches or exterior steps

Landscaping

Dimensions and Labels

Label all man made objects and materials. IE House, Porch, Driveway, Garage. etc(Do not label landscaping)

Plot Plan Dimensions

House setback dimensions

Cardinal North

Sheet 3: Floor Plan

Floor Plan w/ Dimensions (Scale 3/16" = 1'-0")

Bring in the Construction > Floor Plans > 1st Floor

Include Interior Elevation Markers

Sheet 4 Foundation Plan

Foundation Plan w/ Dimensions

Bring in the Construction > Structural Plan > 1st Floor

Foundation Sections (Maybe placed on Second Sheet)

Sheet 5 and 6: Ext. Elevations

Place Ext Elevations. Be sure to keep the

Sheet 4 Front and Rear together

Sheet 5 Right and Left together

Sheet 7: Int. Elevations

Kitchen Floor Plan View w/ Cabinet Labels

Bathroom Floor Plan View

Cabinet Schedule (Export .pdf from Excel File)

Interior Elevations

Sheet 8: Photo Renders

Create a minimum of 3 More renders

1. Additional Exterior

2 Interior

Options for selecting an area

1. Turn on only desired layers (IE Turn Off roof or exterior walls)
2. From Floor Plan view Select Desired area (Draw a marquee around desired area (Left mouse button and drag a window around the desired area > Right Mouse Button > Select Show Selection/Marquee in 3D
3. Turn on Perspective Icon in 3D and move camera in first person perspective to desired location

