CAD/FP HELP SYSTEM

The CAD/FP Screen
- **Graphic Buttons**
- **Toolbox**

Menu Options
- **File Menu**
- **Edit Menu**
- **Objects Menu**
- **View Menu**
- **Library Menu**
- **Tools Menu**

Sample Procedures
- **Create a New Plan**
- **Modify a Sample Floor Plan**

Alphabetical Index

--- A ---
Add Object to Library

--- B ---
Bring Object to Front

--- C ---
Create Library of Objects
Create New Floor Plan

--- D ---
Delete Library
Delete Object from Screen
Duplicate Object

--- E ---
Edit Menu Options
Erase Object From Screen

--- F ---
File Menu Options
Fill Page (View)
Flip Object Horizontally
Flip Object Vertically

--- G ---
Graphic Buttons (CAD/FP)
Grid Settings
Group Objects on Screen

--- L ---
Library Menu Options
Load Color Palette
Load Floor Plan

--- M ---
<u>Modify a Sample Plan</u>
<u>Move Selected Object</u>

--- N ---
<u>New Floor Plan (to Create)</u>

--- O ---
<u>Object Menu Options</u>

--- P ---
<u>Previous View</u>
<u>Print Plan</u>
<u>Printer Setup</u>

--- Q ---
<u>Quit Program</u>

--- R ---
<u>Rotate Object on Screen</u>
<u>Ruler Display</u>

--- S ---
<u>Save Color Palette</u>
<u>Save Plan</u>
<u>Send Object to Back</u>
<u>Show Grids on Screen</u>
<u>Show Library</u>
<u>Snap Objects to Grid</u>

--- T ---
<u>Tools Menu Options</u>
<u>Toolbox (CAD/FP)</u>

--- U ---
<u>Ungroup Objects on Screen</u>

--- V ---
<u>View Menu Options</u>

---Z ---
<u>Zoom in View</u>
<u>Zoom out View</u>

File Menu Options

New
Load
Save
Save As
Load Color Palette
Save Color Palette
Print
Printer Setup
Quit

Edit Menu Options

[Duplicate](#)
[Delete](#)
[Rotate](#)
[Flip H](#)
[Flip V](#)
[Erase](#)

Objects Menu Options

[Group](#)
[Ungroup](#)
[Bring to Front](#)
[Send to Back](#)
[Move Selected Object to Layer](#)

View Menu Options

[Zoom In](#)
[Zoom Out](#)
[Previous View](#)
[Fill Page](#)

Library　Menu Options

[Create/Select Lib](#)
[Show Lib](#)
[Add Object to Lib](#)
[Delete Lib](#)

Tools Menu Options

Show Grid
Snap to Grid
Grid Settings
Ruler
Label Text Height

New

Purpose --
    This option clears the screen to display a different plan or to create a new plan.

To use --
▪   Select File...New.
▪   Select Yes in response to the screen message that asks whether you want to erase the current drawing.

Result --
    Any floor plan, object, or other text currently on the screen are deleted.

Load

Purpose --
    This option displays a list of floor plans from which you can choose a plan to display on your screen. You can then modify any sample plan and save it to a different filename, thus retaining the original sample plan and your modified plan as well.

To use --
- Select File...Load. A list of floor plans stored on your system appears in the list box on the left side of the dialog box.

- Double click on the filename of the floor plan you wish to display on screen.

Result --
    The selected floor plan appears on screen, and the dialog box is closed.

Related Topics --
Erase Drawing

⊟Save

Purpose --
   This option saves the current plan as a file so that you can re-use it.

To use -- (two options)
▪   If you have previously saved the plan as a file, the system automatically re-saves the plan to the same filename. This is useful if you have updated or changed the plan in some way.

▪   If you have not previously saved the plan as a file, the system displays a dialog box on your screen and prompts for entry of a filename. Enter a filename and select OK to save the plan to that name.

   Filenames can consist of 8 or less characters and an extension of .fpc. The system accepts letters, numbers, and the underscore (__) mark as filename characters. Do not leave spaces between characters.

Result --
   The plan displayed on your screen is saved on the system as a file. To open the plan another time --
▪   Select File...Load.
▪   Double click on the filename you entered for the plan to display it on the screen.

Hint --
   CAD/FP contains a library of sample plans stored on the CD, while any plans you save with the Save or Save as options are stored on your hard drive or a floppy disk. Therefore, you don't have to worry about "losing" the library of sample plans and can open a sample plan, modify it, and save it on your system in as many different versions as you like.   The original sample plan is always available for loading from the CD.

⊟Save as

Purpose --
This option permits you to save the current plan to a file, and specify a specific filename for that plan.

To use --
▪ With your plan on screen, select File...Save As.

▪ Enter a filename for the plan in the dialog box that appears on your screen and   select OK.

   Filenames can consist of 8 or less characters and an extension of .fpc. The system accepts letters, numbers, and the underscore mark (_) as characters in a   filename. Do not leave spaces between characters.

Result --
   The floor plan displayed on your screen is saved as a file that bears the name you   entered in the dialog box.

Hint   --
   To open the plan another time --

▪ Select File...Load.

▪ Double click on the filename you entered for the plan to display the plan on screen.

Related Topics --
Save a Plan

Load Color Palette

Purpose --
  To change available colors for objects on your screen. Screen colors display only on color monitors; if your monitor is monochrome (black and white), objects will appear only in gray scales.

To use   --
- Select File...Load Color Palette.

- Double click on the filename of the palette you want to use to load that palette.

Result --
  The dialog box disappears from the screen, the selected palette is activated, and the colors available for use appear in the palette section at the bottom right of the CAD/FP screen.

Related Topics --
  Save Color Palette

Save Color Palette

Purpose --
To save a customized color palette for future use.

To use --
Create the customized palette:
▪   Double click on a color bar on the color palette located at bottom right of the CAD/FP screen.

A Color dialog box pops up on the screen.

Click on a color you want to see on the CAD/FP palette and select OK.

▪   Repeat these two steps for any other colors you wish to change.

▪   Select File...Save Color Palette.

▪   Enter a filename for the new color palette. Filenames can consist of 8 or less characters and an extension of .pal. The system accepts letters, numbers, and the underscore mark (_)   as characters in the filename. Do not leave spaces between characters.

Hint --
    To use the new palette another time:

▪   Select File...Load Color Palette.

▪   Double click on the filename you entered above for the palette.

▪   A default color palette is automatically loaded each time CAD/FP is opened.

Related Topics --
Load Color Palette

Print

Purpose --
    This option allows you to specify a scale at which to print the current floor plan and to print the plan.

To use --
- With your plan on screen, select File...Print.

- Click on the radio button beside the print scale of your choice:
    Fit screen to page   =   Fits the plan on screen to 1 printed page
    1/4"   =   1 Ft 1/4" on the printed map = 1 foot
    1/8"   =   1 Ft 1/8" on the printed map = 1 foot
    Custom Scale   =   Enter the dimensions you prefer in a dialog box that pops up when you select this choice.

- Click on OK to sent the plan to the printer.

Result --
    The plan currently on your screen is printed at the scale specified in the Print dialog box.

Related Topics --
    Printer Setup

Printer Setup

Purpose --
   This option permits you to change the current printer setup if you want to change printers.

To use --
■   Select File...Printer Setup. The current printer name is displayed under "default" printer.

■   Click on the radio button beside Specific Printer and follow screen instructions to select the printer you want to use to print the floor plan(s).

■   Select paper orientation: Portrait = vertical paper orientation --   Landscape = horizontal paper orientation.

■   If appropriate, select a different paper size in the paper size box.

■   Click on OK to accept your entries and close the dialog box. (To print the plan with these new settings, select File...Print.)

Result   --
   The changes you have entered in the Printer Setup box are entered by the system and will be effective the next time you print a plan.

Hint --
   CAD/FP automatically defaults to the printer setup specified under Windows. If you already have a printer setup and running under Windows and want to print your plan on that printer, simply select File...Prin t (i.e., you don't have to use this option at all).

Related Topics --
      Print a Floor Plan

Quit

Purpose --
    This option closes the CAD/FP program.

To use   --
▪   Select File...Quit.

Result   --
    The CAD/FP program is closed.

Hint --
    If you have recently made changes to a plan, you will be given an opportunity to save the file before
    quitting out of CAD/FP.

Duplicate

Purpose--
   To duplicate a selected object on the screen.

To use--
- Create an object on the screen, such as a polygon or line.

- Click on the Select tool, and click on the object to be duplicated.

- Select Edit...Duplicate.

Result --
   The selected object is duplicated; the copy appears on your screen very close to the original object.

Hint --
   To move an object:
- Click on the Select tool.

- Click on the object to be moved (click near the perimeter, or on the outside edge).

- Hold the mouse button down and drag the object to the desired location.

Delete

Purpose --
    This option allows you to select an object and delete it from the screen.

To use --
▪   Click on the Select tool and click on the object you want to delete; black handles appear around the object when it is selected.

▪   Select Edit...Delete.

Result --
    The object is deleted from the screen.

Rotate

Purpose --
    To rotate a selected object on the screen in a clockwise or counter clockwise direction.

To use --
    With the object on screen:

- Click on the Select Tool, and click on the object you want to rotate (click on the perimeter, or outside edge of the object).

- Select Edit...Rotate, and slide cursor to cover the triangular pointer at right of the menu option.

- Click on the desired direction you want to use:
Clockwise 45 deg -- moves the object 45 deg. clockwise
Counterclockwise 45 deg. -- moves the object 45 deg. counterclockwise
Other... -- allows you to enter 1 - 360 deg. and the direction in which to rotate.

Result --
    The selected object is rotated on your screen by the specified number of degrees.

Flip H

Purpose --
    This option flips a selected object horizontally on the screen.

To Use --
- With an object on the screen, click on the Select tool.

- Click on the object you want to flip (click on the perimeter, or outside edge of the object).

- Select Edit...Flip H.

Result --
    The selected object is flipped horizontally on your screen.

Related Topics --
    Flip Vertically

Flip V

Purpose --
   This option flips a selected object vertically on the screen.

To Use --
▪   With an object on the screen, click on the Select tool.

▪   Click on the object you want to flip (click on the perimeter, or outside edge of the object).

▪   Select Edit...Flip V.

Result --
   The selected object is flipped vertically.

Related Topics --
   Flip Horizontally

Erase

Purpose --
   This option erases the entire drawing on the CAD/FP screen.

To Use --
- Select Edit...Erase.

Result --
   The system displays a screen message which asks if you want to erase the drawing.

- Select Yes to erase the drawing from the screen; or
- Select No to retain the drawing.

Group

Purpose --
   This option combines several objects into a single object, which is especially useful if you want to move a group of objects around on the screen.

To Use --
- Arrange the single objects on the screen as you want them to appear.

- Hold the Shift key down, and click on the perimeter (outside edge) of each object you want to
- include in a single group. Handles (small black boxes) appear when each object is successfully
- selected. A second way to select objects for a group is to click on the Select tool, hold the mouse
button down, and drag a box around the objects you want to group.

- Select Objects...Group.

Result --
   The selected objects are formed into a single group, which can be moved about the screen, duplicated,   deleted, or added to a library.

Related Topics --
   Ungroup Objects

Ungroup

Purpose --
    To break apart several separate objects combined as a single group with Objects...Group.

To Use --
- Click on the Select tool and click on the group of objects you want to ungroup.

- Select Objects...Ungroup.

Result --
    The group of objects is broken apart into its individual elements.

Hint --
    Please note the Ungroup option ungroups all selected objects. If you happen to select an object loaded from the library (such as furniture or fixtures), that object also is broken apart into its individual elements.

Related Topics --
    Group Objects

🖥️Bring to Front

Purpose --
    This option changes the screen display order of objects stored on the same layer, and displays a selected object on top of all other objects.

To Use --
▪   Click on the Select tool and click on the object you want to move in front of, or on top of, another screen object.

▪   Select Objects...Bring to Front.

Result --
    The selected object is moved in front of, or on top of, all other objects on the layer.

Related Topics --
    <u>Send to Back</u>
    <u>Move Object to a Different Layer</u>

Send to Back

Purpose --
This option changes the screen display order of objects stored on the same layer, and displays a selected object behind or beneath all objecst.

To Use --
- Click on the Select tool and click on the object you want to move behind, or beneath, all
- objects on the screen.

- Select Objects...Send to Back.

Result --
The selected object is moved behind, or beneath,all objects on the layer.

Related Topics --
Bring to Front

Move Selected Object to Layer

Purpose --
    This option moves an object from one layer to a different layer. You might want to do this if you
    plan to save a floor plan and work with individual layers.

To Use --
▪   Click on the Select tool, and click on the perimeter (outside edge) of the object you want to move
to a different layer.

▪   Click on the Layer list box at upper screen left to see a list of available layers.

▪   Click on the layer number or name you want to use for the selected object.

▪   Select Objects...Move Selected Object to Layer.

Result --
    The object is transferred from its original layer to the selected layer.

Hint --
    If you want this change to be saved, select File...Save or File...Save As to save the changed
    floor plan.

Related Topics --
        Bring to Front
        Send to Back

Zoom In

Purpose --
    This option gives you a closeup view of any area of the screen.

To Use --
▪   With a plan or drawing on screen, select View...Zoom In.

Result --
    Each time Zoom In is selected, the screen view is magnified by 2.

Hints --
    If you want to zoom in on a specific object or small section of the screen, select the Zoom tool (first tool on the right in the toolbar), move to the upper left point of the area you want to choose, hold the mouse button down, and drag a box around the area you want to see in closer detail -- when you release the mouse button, the system zooms in to show the area inside the "box."

    Select View...Fill Page to return a zoomed in display to full page size.

Related Topics --
        Zoom Out
        Fill Page

Zoom Out

Purpose --
   This option gives you a distant view of any objects or area on your screen.

To Use --
- With a plan or drawing on screen, select View...Zoom Out.

Result --
   The screen display changes, as though you were looking at the same screen from a further distance.

Hint --
   Select View...Fill Page to return a zoomed out display to full page size.

Related Topics --
   Zoom In
   Fill Page

Previous View

Purpose --
   This option returns the screen display   to the most recent view.

To use --
- Select View...Preview View.

Result --
   The screen display is restored to the most recent view.

Fill Page

Purpose --
   This option restores the screen display to a page view after you have selected Zoom In or Zoom Out.

To Use --
- Select View...Fill Page.

Result --
   The screen display is restored to full page size.

Related Topics --
   Zoom In
   Zoom Out

▦ Create/Select Library

Purpose --
    This option is used to select and open a library of objects -- such as doors, windows, or bathroom
    fixtures -- so that you can copy objects in a library to your floor plan.

To Use --
- Select Library...Create/Select Library.

- Scroll through the list of libraries in the dialog box that appears on your screen.

- Double click on the filename of the library you want to use, such as chairs.flb.

- Select Library...Show Lib to display sample objects in the library on your screen.

Result --
    The selected library is opened, and sample items appear in a box at screen right.

Related Topics --
    Show Lib...

Show Lib...

Purpose --
This option displays on your screen sample pictures of objects contained in the selected library. If no library is selected, the system will prompt you to select a library.

To use --

- Select Library...Create/Select Library.

- Scroll through the list of libraries in the dialog box that appears on your screen.

- Double click on the filename of the library you want to use, such as chairs.flb.

- Select Library...Show Lib to display sample objects in the library on your screen.

Result --
The selected library is opened, and sample objects appear in a box at the right of your screen.

Hint --
To copy an object from the library to your floor plan, hold the mouse button down on a sample picture in the library display and drag the object to the location you want to place it on the floor plan.   Release the mouse button to anchor the object.

Related Topics --
Create/Select   Library

Add Obj to Lib

Purpose --
This option permits you to create your own object on the CAD/FP screen and then save the object in a specific library for future use.

To Use --
- Use CAD/FP tools such as polygons and lines to create an object.

- Select Objects...Group to group the individual elements of the object into a single object.

- Select Library...Select/Create Library.

- Scroll through the list of libraries in the dialog box that appears on your screen.

- Double click on the filename of the library you want to use, such as chairs.flb; alternatively, enter
- a new name for a new library.

- Select Library...Show Lib to display sample objects in the library on your screen.

- Use the Select tool to click on the object you have created, and select Library...Add Obj to Lib.

- Type a short descriptive title for the object in the dialog box that appear on your screen, and click
- on OK to save the object in the library.

Result --
The new object is added to the selected library, which is automatically saved for future use.

Related Topics --
Create/Select Library
Add Object to Library

⊠Delete Lib

Purpose --
   This option permits you to delete a library of objects (such as a library of windows or doors) from your system.

To use --
- Select Library...Delete Lib.

- Scroll through the list box of libraries that appears on your screen.

- Double click on the filename of the library you want to delete.

- Answer Yes to the screen message that asks whether you want to delete the library; alternatively, answer No to abort the action and retain the library.

Result --
   If you answer Yes to the screen message, the selected library is deleted from your system. If you answer No to the screen message, the library file is retained and the dialog box is closed.

Show Grid

Purpose --
   This option activates display of grid settings on the screen, which are helpful when you are drawing lines or trying to position objects.

To Use --
- Select Tools...Show Grid.

Result --
   A grid pattern immediately appears on your screen.

Hint --
   When you choose Show Grid, the system automatically uses the grid measurement entered the last time the system was used. If you want to change the settings, select Tools...Grid Settings; enter the desired measurement units for the grid pattern; click on the radio button beside Show Grid; and click on OK to accept your changes, close the dialog box, and display the grid.

   Grids do not appear on the screen when the points would appear too close together -- zoom in a bit to display the grids.

Snap to Grid

Purpose --
    This option causes lines and objects you draw on the screen to "snap" or conform to the grid pattern on your screen.

To Use --
- Select Tools...Show Grid to display grids at the current settings; or

- Select Tools...Grid Settings to specify a different grid measurement pattern and display the grids
- on your screen.

- Select Tools...Snap to Grid to activate the snap function.

- Create objects on the CAD/FP screen.

Result --
    As you create objects for the plan, the system forces each object drawn to conform to the grid pattern on your screen.

Grid Settings...

Purpose --
This option permits you to specify the unit of measurement (in inches) for grid patterns displayed on the screen when grids are activated.

To Use --
- Select Tools...Grid Settings...

- Click repeatedly on the scroll arrows in the X Grid box to set the X grid unit of measurement (X
- is the horizontal axis). The up arrow increases the unit of measurement, while the down arrow
- decreases the unit of measurement.

- Repeat the above step for the Y grid unit of measurement (Y is the vertical axis). The up arrow
- increases the unit of measurement, while the down arrow decreases the unit of measurement.

- Click on the radio button beside Show Grid to activate the grid display.

- Click on the radio button beside Snap to Grid if you want the system to force any objects you
- draw on the screen to conform to the grid pattern.

- Click on OK to accept your entries, close the dialog box, activate the display, and return to the
- CAD/FP screen.

Result --
The specified grid pattern appears on the CAD/FP screen.

Ruler

Purpose --
    This option places horizontal and vertical rulers on the CAD/FP screen to use as a guide in creating floor plans -- units of measurement are in feet.

To Use --
    Select Tools...Ruler.

Result --
    The ruler immediately appears on the CAD/FP screen. If you want to disable the ruler view, simply select Tools...Ruler once again.

Modify a Sample Floor Plan

The easiest way to create a plan is to load a sample plan similar to what you want to design, modify that plan with CAD/FP tools and objects, and save it as a new plan. Here are the steps you'd take to load a sample plan entitled "plan01.cfp."

▪ Open CAD/FP.

▪ Select File...Load, click on the filename "plan01.cfp" and click on OK.
   The system displays the plan on your screen.   The name of the active layer (or the layer "on top") is shown in the layer box at the upper left of your screen, just above the workspace area.

▪ Click on the scroll arrow beside the active layer name to see a list of all layers for the sample plan.

▪ Click on any layer to make that layer active; or click on "Show All Layers" to see all layers of the sample plan on your screen. You may find it easier to click on the Layers button, which provides a box on screen for you to work with layers.

▪ Use CAD/FP tools to change the floor plan as you like.

▪ Select File...Save As and enter a name for the modified floor plan; select OK to save the plan on your hard drive.

Related Topics --
Load (Plan)
New (Plan)

Create a New Floor Plan

These are suggested steps for creating your own floor plan from scratch. Although you are not required to divide your plan into separate layers as is suggested here, we recommend that you do so to give yourself more flexibility when changing the plan.

- Select "Layer 1" in the Layer dialog box at screen left, just above the white workspace area.

- Use CAD/FP tools to create the exterior walls of your plan.

- Select "Layer 2" in the Layer dialog box.

- Use CAD/FP tools to create interior walls, chimneys, and stairs.

- Select "Layer 3" in the Layer dialog box.

- Use the CAD/FP text tool to create labels for each room.

- Select "Layer 4" in the Layer dialog box.

- Select Library...Create/Select Library and open a library of objects for the interior (such as bathroom and kitchen fixtures).

- Copy any objects from the Library to your plan.

- Select Library...Create/Select Library to open additional libraries if you want to place additional objects.

- Select File...Save As and enter a filename for your plan.

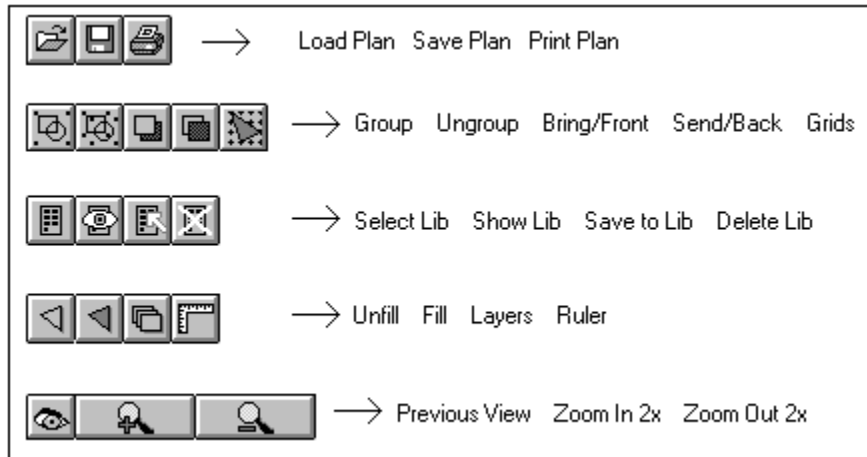- Click on OK to accept the filename and save the plan.

The floor plan on your screen is saved to a file. To display the plan on your screen another time, select File...Load and double click on the plan filename in the dialog box that appears on your screen.

Related Topics --
Modify a Sample Plan

Graphic Icons

CAD/FP can be run by selecting options from the menus, or by clicking on the graphic icons on your screen.   Icons are arranged in five groups in a row along the top of your screen. Please refer to this diagram   for an explanation of the function of each icon.
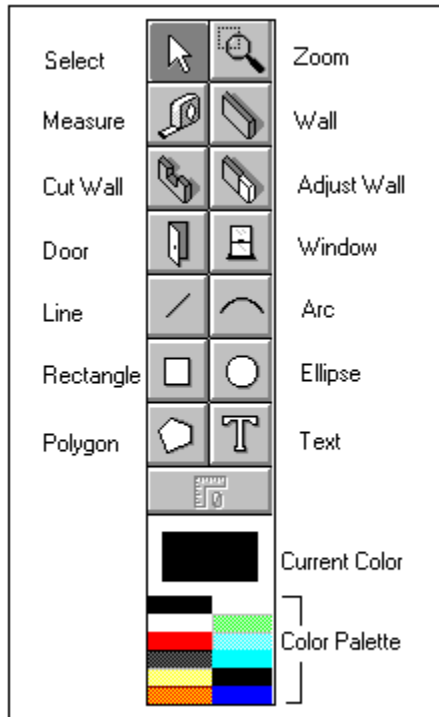

Related Topics --
Toolbox

Toolbox

The toolbox is located on the far right of the CAD/FP screen and contains tools for drawing walls, doors, windows, and other typical elements of a floor plan. Please refer to this diagram for an explanation of the function of each tool in the Toolbox.

Related Topics --

Graphic Buttons

Label Text Height...

Purpose-
This option allows the user to specify the height in inches of the text label associated with the measurement label.