

CET EXPERIENCE

DEVELOP. DESIGN. MASTER

Setting up CET Designer

Kaylie Tucker

COURSE LAYOUT OVERVIEW

The goal of this course is to improve your efficiency in CET Designer and to act as a bridge between the Beginner CET Designer course and the Advanced CET Designer course.

There will be optional topics to review at the end of each day from the Setting up CET Designer workshop and the Beginner CET Designer course. New content will also be introduced in preparation for the Advanced CET Designer course.

This Live Participant Guide can be used to follow along during class and take notes on. During the live portion of training we will be using the free Fika extension that is available on the Marketplace.

TRAINING AT A GLANCE

- Contents:
 - Course Information
 - MyConfigura
 - Extensions
 - Control Panel
 - Views and Navigation
 - Keyboard Shortcuts
 - Pin Tabs
 - Component Tab Configurator
 - Work Modes
 - Custom Toolbox
 - Styles
 - Reusable Files
 - Template/Seed Drawings

My Configura

WHY - The portal that is used for the program CET Designer

DETAILS:

- Portal to manage licenses & accounts
- Communicate & receive information from Configura
- Save & share information with others in secure Briefcases
- Access MyConfigura account
 - Online:
 - Configura.com – clicking MyConfigura
 - my.configura.com
 - In CET Designer:
 - Pull down on name – access dashboard or account
 - Briefcase Icon next to name

STEPS:

1. Marketplace – manage licenses & account
2. Briefcases – save & share information
3. Dashboard & Account section
4. Downloads – download program, documentation & reference guides
5. Support – video tutorials, system recommendations & chat support
6. Academy – free webinars, self-paced training & scheduled training
7. Forum – CET Designer Q & A

NOTES:

MyConfigura

21 hours ago by Danielle Hirko
in Introduction to CET Designer (Sep 9 - 13, 2019)

Configura's E-Learning Platform

Hi Everyone!

Our training will be hosted on Configura's e-learning platform My Learning.

Now that you are registered for training, you will automatically be created as a learner in My Learning, you just need to assign a password to your account. An email will be sent to you with a link for adding your password, check your junk/spam folders!

Once you've added a password to your Bridge account, you can access training at any time, just use this link!

<https://configura.bridgeapp.com>

Please let me know if you have any questions!

P.S. There is Class Pre-Work that will need to be completed before class starts so make sure you get your account set up. Thank you!

[Like](#)

21 hours ago by Danielle Hirko
in Introduction to CET Designer (Aug 5 - 9, 2019)

Configura's E-Learning Platform

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[Like](#)

3

- MY ACCOUNT
- MY LICENSES
- LOG OUT

2

Dashboard

Briefcases

- Advanced CET Designer (Jun 17 - 21, 2019)
 - Advanced CET Designer (May 13 - 17, 2019)
 - Introduction to CET Designer (Apr 22 - 26, 2019)
 - Introduction to CET Designer (Aug 5 - 9, 2019)
 - Introduction to CET Designer (Jul 8 - 12, 2019)
 - Introduction to CET Designer (Jun 24 - 28, 2019)
 - Introduction to CET Designer (May 6 - 10, 2019)
 - Introduction to CET Designer (Sep 9 - 13, 2019)
- Show all briefcases

4

- Downloads
- Marketplace
- Events
- User Conference
- Awards

- 1
- CET DESIGNER 64-BIT
 - LEAVE FEEDBACK

5

Support

- Video tutorials
- System recommendations
- Chat support

6

Academy

- Classes
- Report
- Instructors
- CET Designer
- Promotions
- Webinars
- Self-Paced
- Scheduled

7

Forum

- CET Designer Forum
- OFS
- InstantAR Forum
- Enwork user support Forum
- Diversified Woodcrafts Extension Forum
- Indiana Furniture
- Allsteel Forum
- Dauphin Extension Users
- ofcdesk Connect

4

- Downloads
- Marketplace
- Events
- User Conference
- Awards

- 1
- CET DESIGNER 64-BIT
 - LEAVE FEEDBACK



- MY ACCOUNT
- MY LICENSES
- LOG OUT

Manage your Name and MyConfigura ID

Your Profile Picture



2

[Edit](#)

Your Name

Danielle Hirka

[Edit](#)

Your MyConfigura ID [Email Address]

danielle.hirka@configura.com

[Edit](#)

Edit your MyConfigura ID

You can make changes to your MyConfigura ID at any time. Change your MyConfigura ID and password, change your name and email address, or update your contact information.

Account

◀ Name and email address

◀ Password

◀ Information

◀ Agreements

◀ Billing address

◀ Invoices

◀ Completed courses

Notification settings

◀ Notifications

Licenses

◀ Licenses and Extensions

◀ Downloads

EXERCISE

1. Post profile photo in “My Account” in MyConfigura
2. Download the CET Designer Reference Guide

Extensions & Updating

WHY – Learning about the free extensions available on the Marketplace and how to update your CET Designer

DETAILS:

Free Extensions

- Characters – Make your drawings more realistic with human models
 - Background download
- Plants & Flowers - Decorate your drawing with different potted plants and flowers
- Office/Kitchen Accessories - Decorate your drawing with accessories such as electronics, stationery, presentation boards etc.
- Material Pack - Gives you additional materials to place on walls, floors, accessories etc. Directly added to Material explorer
- Edit Graphics - Let´s you create special objects in CET Designer by manipulating standard symbols and change the graphical appearance
- SketchUp - CET Designer support the import of SketchUp objects and this extension gives you access to a huge library of objects of all sorts
- Catalogue Browser - Enables you to browse through online Catalogues from different manufacturers and place their products in your drawing in CET Designer

Updating CET Designer

- Help Pull- Down Menu / Check for Updates
- Background Download and installation
- Show Updates/Details
- Release Schedule

STEPS:

Free Extensions

1. Navigate to Marketplace and install extensions
2. Updating CET Designer

Updating CET Designer

1. Help pull down – check for updates
2. Restart with update when downloads and installation complete

NOTES:

Extensions

Dashboard

Briefcases

- Advanced CET Designer (Aug 28 - Sep 1, 2017)
- Advanced CET Designer (May 13 - 17, 2019)
- CET Designer
- CET Designer Trainer's Briefcase
- CET Developers
- Getting Started with CET Designer (May 8, 2019)
- Jira - Support Team
- Knoll Development
- Show all briefcases

- Downloads **1**
- Marketplace
- Events
- User Conference
- Awards

- CET DESIGNER 64-BIT
- LEAVE FEEDBACK

Project Access

\$20.00 / year

QA Tools

Accessories

Bathroom Accessories

Free

Characters

Free

Uninstall **2**

Chief

Free

FSR

Free

Home

Free

Kitchen Accessories

Free

Lights

Free

Office Accessories

Free

Plants and Flowers

Free

Building

Building Mechanicals

Free

Electrical

Free

Emagispace

Free

Fika

Free

Industrial Equipment

Free

Discount

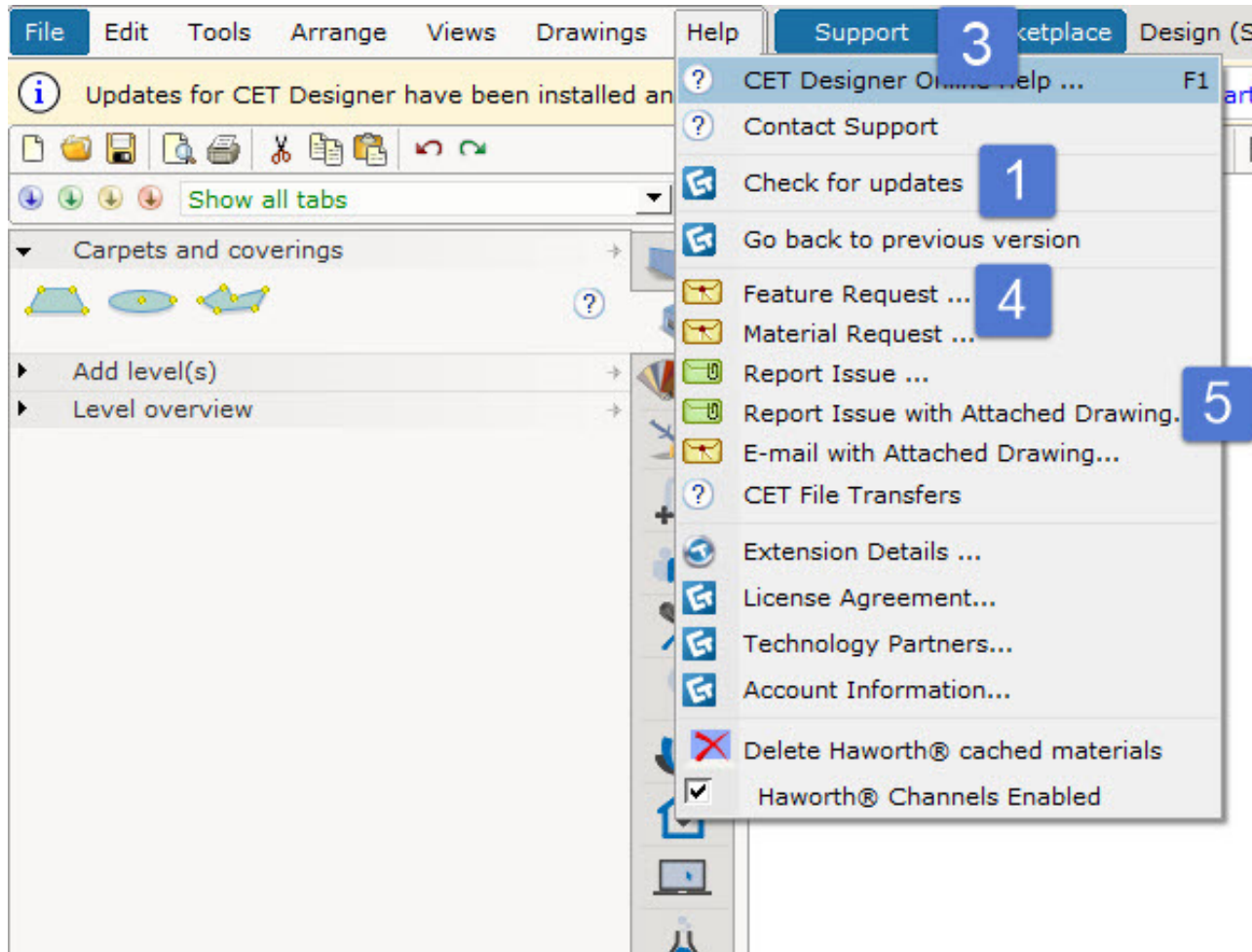
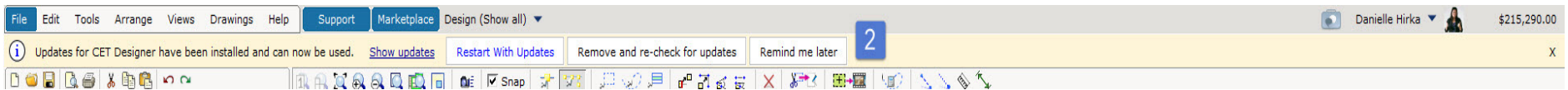
There are discounts on CET Designer.

[Learn more about prices and discounts](#)










%	No. licenses
30%	30+ licenses
25%	25 licenses
20%	20 licenses
15%	15 licenses
10%	10 licenses
5%	5 licenses

Chat Support











Updating



Accessories

 Bathroom Accessories Free	 Characters Free	 Chief Free	 FSR Free	 Home Free
 Kitchen Accessories Free	 Lights Free	 Office Accessories Free	 Plants and Flowers Free	

Building

 Building Mechanicals Free	 Electrical Free	 Emagispace Free	 Fika Free	 Industrial Equipment Free
 Vitabonetto	 Maars 4D	 Snip	 Stamps	 Structural

EXERCISE

1. Visit the Marketplace to download any extensions you would like
2. Update CET Designer once download/installation is finished

Control Panel

WHY – Adjusting & understanding the settings for CET Designer

DETAILS:

- File Pull-Down Menu/ Control Panel
- Includes default settings for currency, dimensions & program setup
- General
 - Preview Prices – show pricing or not
 - F5 – to refresh
 - Enable multiple drawings – open multiple drawings
- Region
 - Set Defaults- Language, Currency, Distance Unit, Date format & Time format
- Views
 - Use view focus point – pink dot 3D view (left click to move)
 - Keep dialogs on same screen – open dialogs default to main screen
- Graphics – contact support if needed
 - Recommended graphics cards can be found on our system recommendations page - <http://www.configura.com/cet/support/systemrequirements/>
 - Turn off- Enable higher 3D-detail in realtime, Enable smooth textures & Enable realtime lights for faster work speeds
- Security
 - Auto backup – recovers unsaved drawings
 - Auto-save – saves automatically

NOTES:

STEPS:

1. Control Panel – file pull down
2. General – work modes & general section
3. Region – Language, Currency & Distance unit
4. Views – 3D views, Miscellaneous & 2D/3D Background
5. Graphics
6. Security – Auto backup & Auto-save\

Control Panel

The screenshot shows the Control Panel dialog box in a CAD application. The dialog is titled "Control Panel" and has a close button (X) in the top right corner. It is divided into two main sections: a left sidebar with a list of tabs and a main content area on the right.

Left Sidebar (Numbered 1-6):

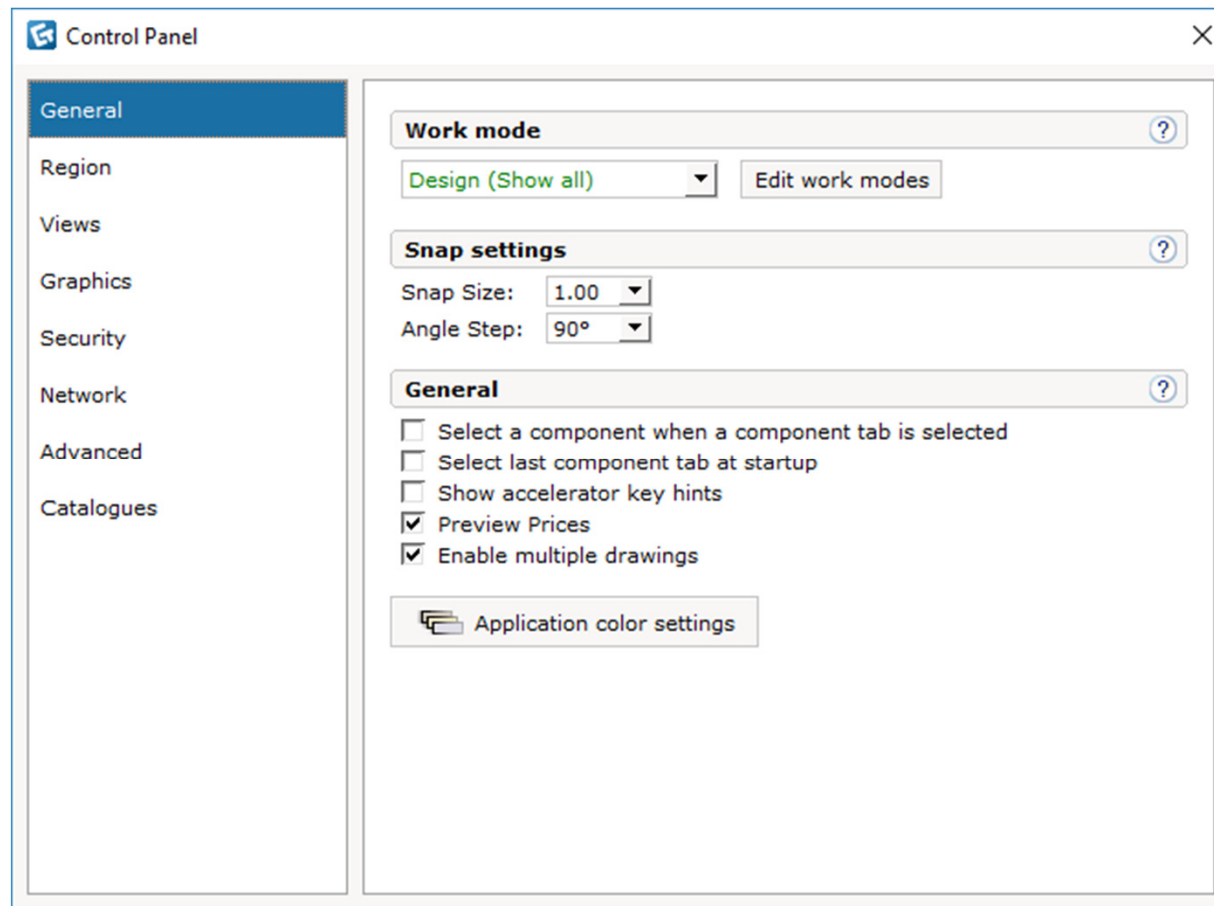
- 1: Control Panel (selected)
- 2: General
- 3: Region
- 4: Views
- 5: Graphics
- 6: Security

Main Content Area:

- Work mode:** Design (Show all) (dropdown), Edit work modes (button)
- Snap settings:** Snap Size: 1.00 (dropdown), Angle Step: 5° (dropdown)
- General:**
 - Select a component when a component tab is selected
 - Select last component tab at startup
 - Show accelerator key hints
 - Preview Prices
 - Enable multiple drawings
- Application color settings (button)

Recent Drawings (Background):

- Advanced Training 5.13.19.cmdrw
c:\Users\danhi\Documents\Training & Webinar Documents\CET Designer Drawings Training\
- ADV Training_ADV CAD BASE-COLUMNS Day 2 Homework.dwg.cmdrw
c:\Users\danhi\Downloads\
- HOMEWORK (2) (3) (1).cmdrw
c:\Users\danhi\Downloads\
- Homework - Katie Carlson (3).cmdrw
c:\Users\danhi\Downloads\
- Homework Part 4- Janice Kustera.cmdrw
c:\Users\danhi\Downloads\



EXERCISE

1. Verify these settings are to your liking in the Control Panel:
 - Enable Multiple Drawings – on/off
 - Distance Unit
 - Angle Step
 - View Focus Point – on/off

Views and Navigation

WHY – Learning the different areas within CET Designer & how to navigate

NOTES:

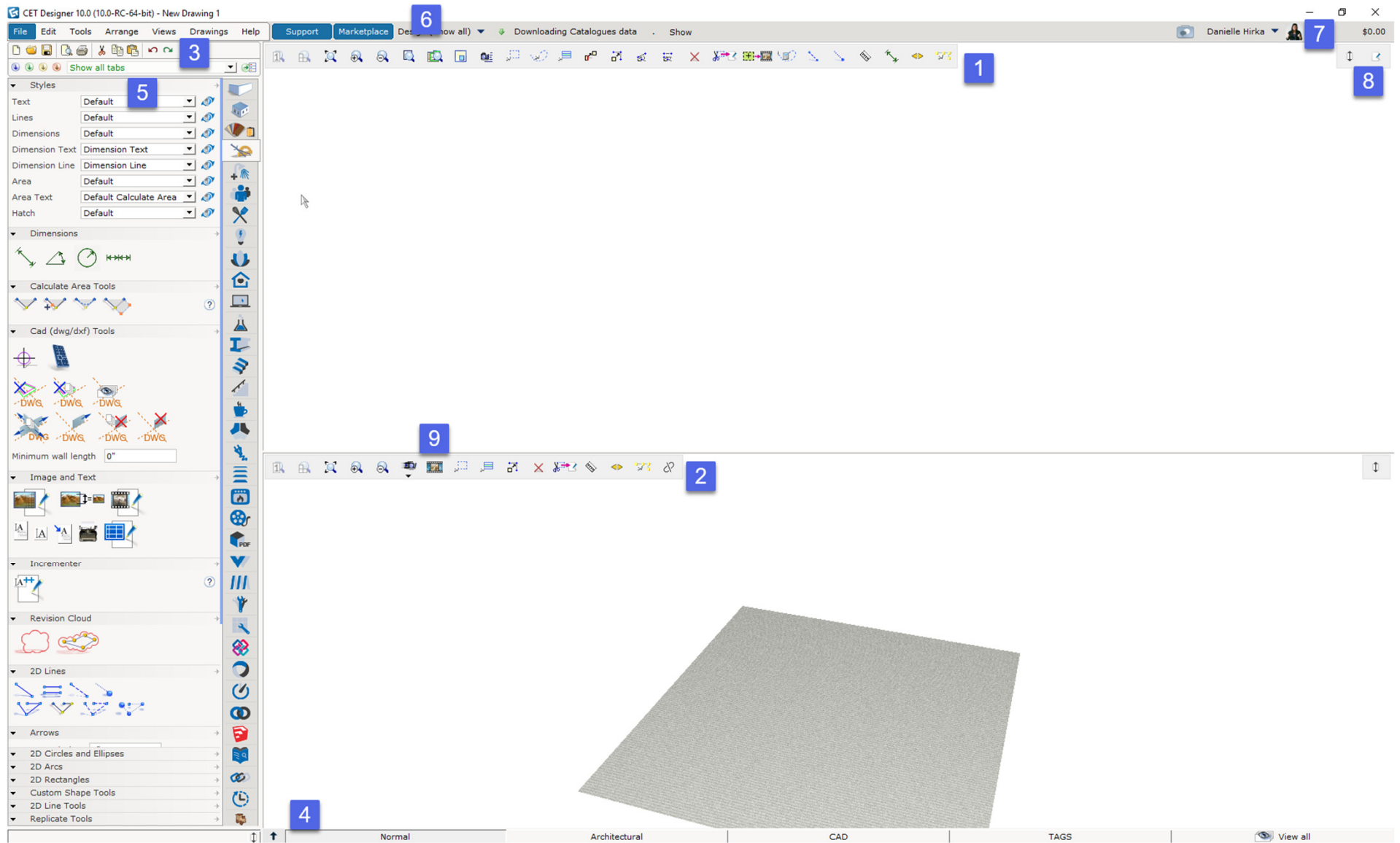
DETAILS:

- Navigation in 2D view/3D View
 - Scroll wheel to zoom
 - Hold scroll wheel to pan
 - 3D View – Hold right mouse button to pan
- Split screen mode – default
 - Change view - icons in upper right corner of 2D view
- New View – Separate window of 2D View or 3D view
- Component Tabs – tab to right hand of program
- View Modes – Specific views in 2D & 3D
- Calculations – shows product in your drawing & pricing
 - Refresh – to populate if blank
- Paper Space – Create installation documents & presentation materials
- Photo lab – Create high quality realistic renderings of drawings
 - Linked to current drawing

STEPS:

1. 2D view & 2D toolbar
2. 3D view & 3D toolbar
3. New View – Views drop down 'New 2D View' or 'New 3D View'
4. View modes – toggle between different views in drawing
5. Components Area – contains extensions you have access available
6. Top area – Additional tools in pull down, help, support and marketplace
7. Calculations – clicking on pricing icon upper right corner
8. Paper Space – Paper & pen icon in upper right hand corner of 2D view
9. Photo Lab – 3D toolbar icon, tools pull down or 3D component tab

Views and Navigation



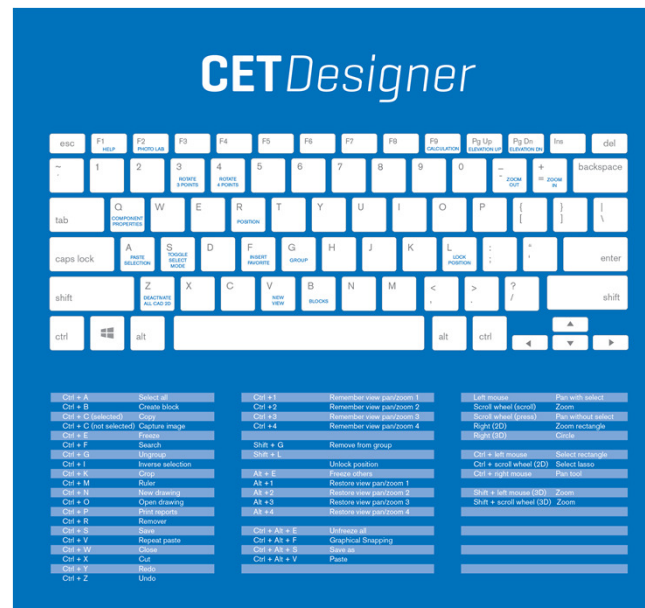
Keyboard Shortcuts

WHY – Important keyboard commands to speed up workflow in CET Designer

DETAILS:

- Default keyboard shortcuts are assigned to some commands
- Create own shortcuts with keystrokes
 - Select command & type in desired key or combination of keystroke & choose assign
- Once keyboard shortcut is assign can use that keyboard shortcut in any drawings moving forward
- Cannot assign the same keyboard shortcut to multiple commands
- Can assign more than one keyboard shortcut to a command if not already in use

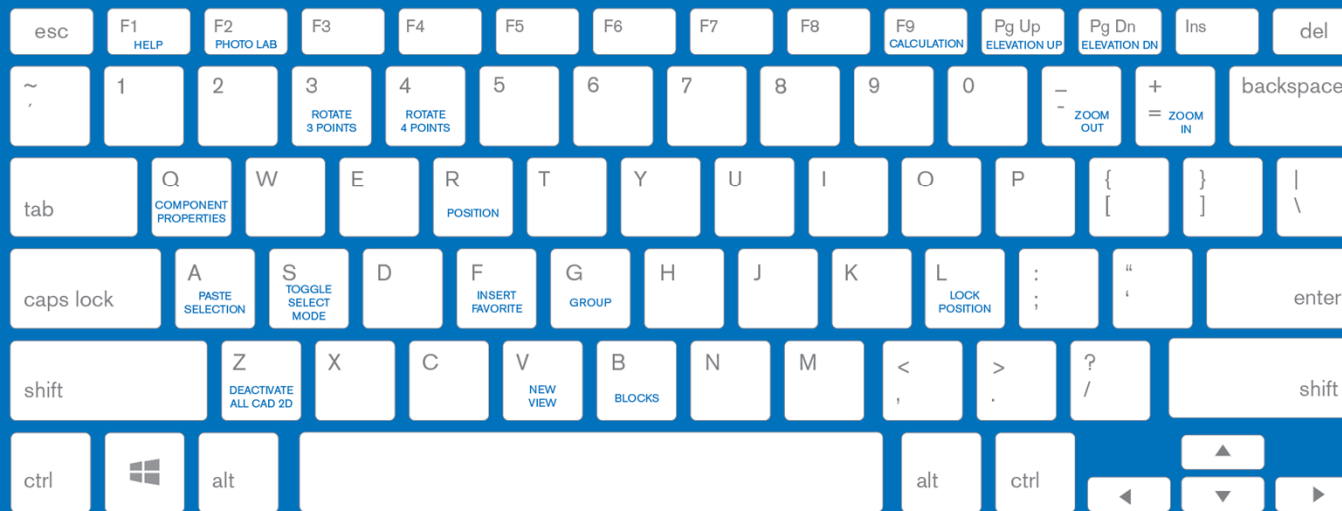
NOTES:



STEPS:

1. Keyboard Shortcut – File pull down
2. Assign a keyboard shortcut – click action, click a key or multiple keys & hit assign
3. Remove keyboard shortcut – click on current keyboard shortcut & hit remove button

CET Designer

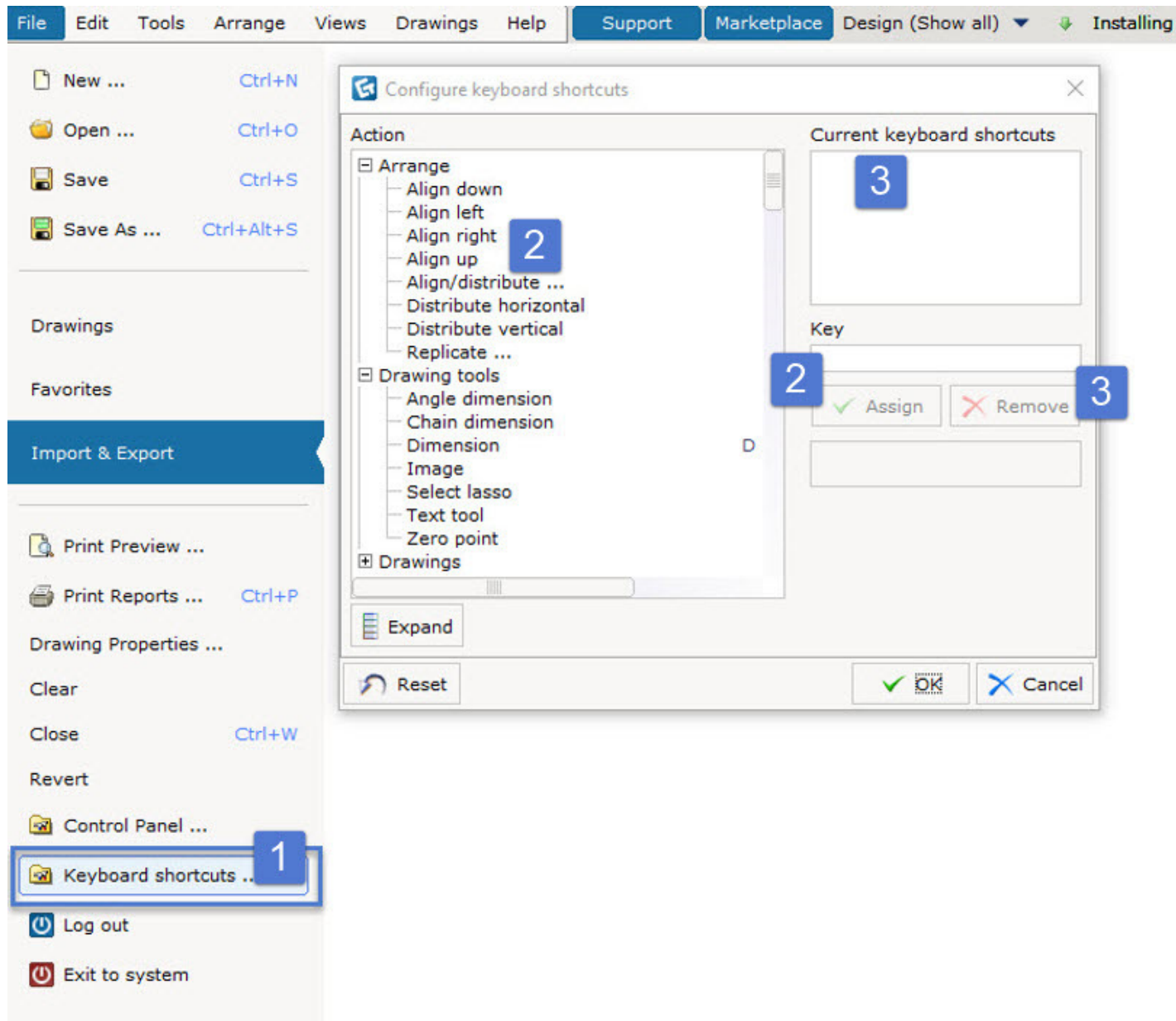


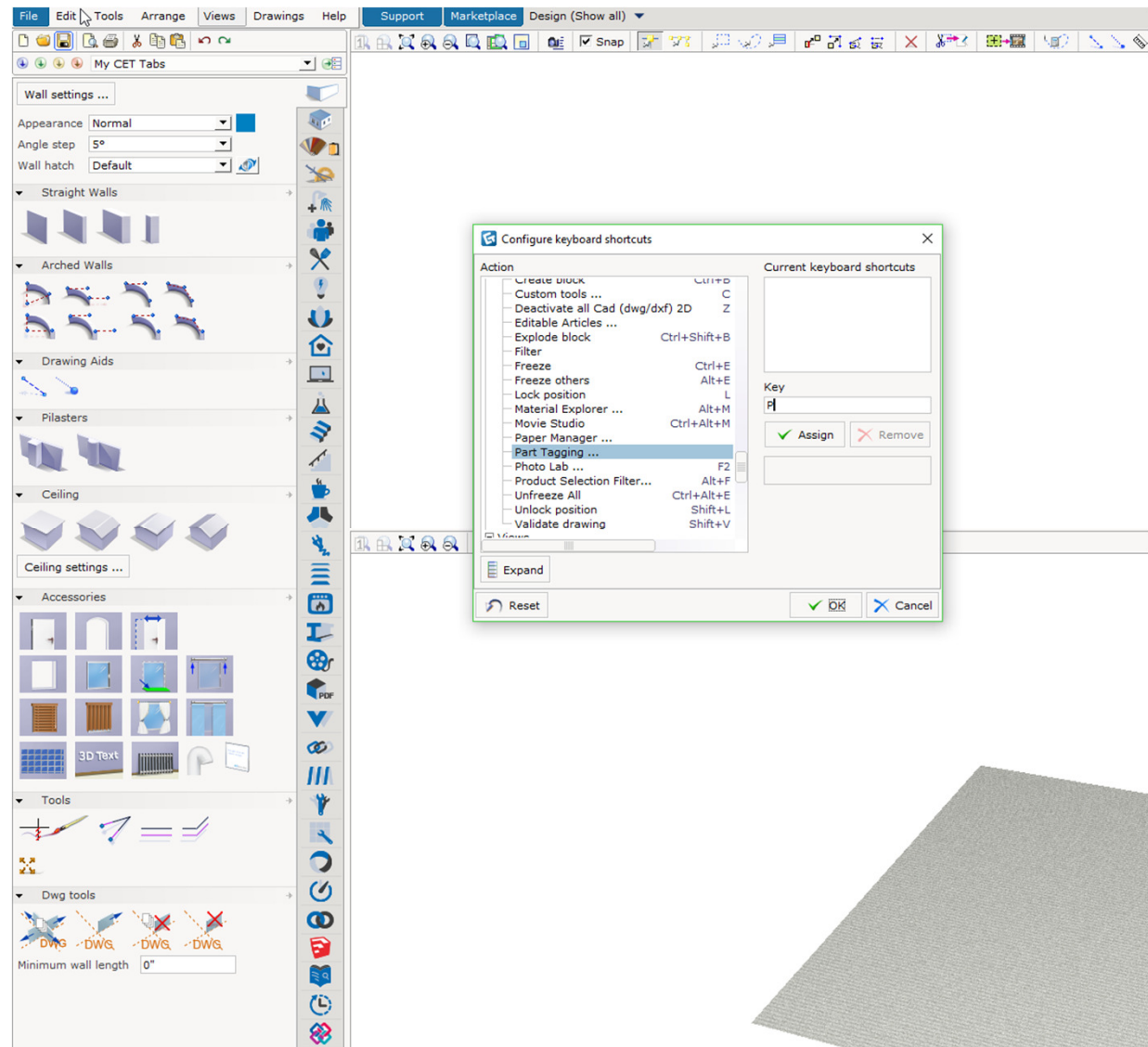
Ctrl + A	Select all
Ctrl + B	Create block
Ctrl + C (selected)	Copy
Ctrl + C (not selected)	Capture image
Ctrl + E	Freeze
Ctrl + F	Search
Ctrl + G	Ungroup
Ctrl + I	Inverse selection
Ctrl + K	Crop
Ctrl + M	Ruler
Ctrl + N	New drawing
Ctrl + O	Open drawing
Ctrl + P	Print reports
Ctrl + R	Remover
Ctrl + S	Save
Ctrl + V	Repeat paste
Ctrl + W	Close
Ctrl + X	Cut
Ctrl + Y	Redo
Ctrl + Z	Undo

Ctrl + 1	Remember view pan/zoom 1
Ctrl + 2	Remember view pan/zoom 2
Ctrl + 3	Remember view pan/zoom 3
Ctrl + 4	Remember view pan/zoom 4
Shift + G	Remove from group
Shift + L	Unlock position
Alt + E	Freeze others
Alt + 1	Restore view pan/zoom 1
Alt + 2	Restore view pan/zoom 2
Alt + 3	Restore view pan/zoom 3
Alt + 4	Restore view pan/zoom 4
Ctrl + Alt + E	Unfreeze all
Ctrl + Alt + F	Graphical Snapping
Ctrl + Alt + S	Save as
Ctrl + Alt + V	Paste

Left mouse	Pan with select
Scroll wheel (scroll)	Zoom
Scroll wheel (press)	Pan without select
Right (2D)	Zoom rectangle
Right (3D)	Circle
Ctrl + left mouse	Select rectangle
Ctrl + scroll wheel (2D)	Select lasso
Ctrl + right mouse	Pan tool
Shift + left mouse (3D)	Zoom
Shift + scroll wheel (3D)	Zoom

Keyboard Shortcuts





EXERCISE

1. Add a keyboard shortcut for Part Tagging as Ex - "Shift + P" or "T"
2. Change another keyboard shortcut of your liking

DAILY GOALS

- Pin Tabs
- Component Tab Configurator
- Work Modes
- Custom Toolbox
- Styles
- Reusable Files
- Template/Seed Drawings

DAY TWO

Pin Tabs

WHY – Learn how to pin your favorite component tabs show they show at the top

DETAILS:

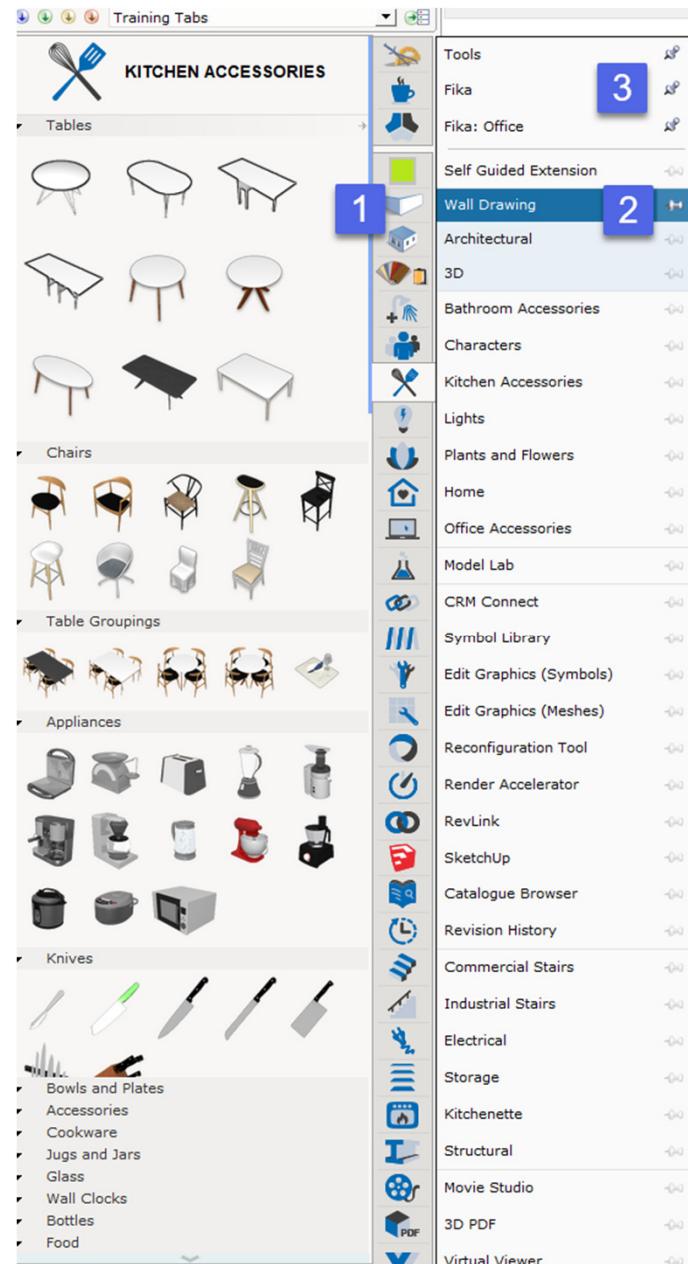
- Hover over extension – left-click on pin
 - Will bring extension to the top
 - Pin as many extension as you want – will default one under the other
- Permanent – will stay until you unpin
 - Left-click on pin again to unpin

NOTES:

STEPS:

1. Hover over extension
2. Left-click on pin
3. Will move tab up to top

Pin Tabs



Component Tab Configurator

WHY – Learn how to create your own component tab configurations to just show the components you want to show

DETAILS:

- Located at the top of the component tabs
 - Default component tab configurations available in drop down in blue
 - Create your own – Component Tab Configurator
 - Need to copy over selected Configurations
 - Uncheck component tabs wish to turn off/check which to turn on
 - Select component tabs & choose show details to see additional component tabs for extension to turn on/off
- Block down arrow – rename, remove or show created configurations in CET Designer folder
 - File location: CET Documents>Preferences>toolbox
 - Save as .cmtbx
 - To share would have to copy and past this file in same location on computer
- Quick Buttons – colorful buttons at the top of the component tabs
 - Assign commonly used component tab configurations in Component Tab Configurator by clicking Quick Buttons icon
 - Choose which configurations for each color

STEPS:

1. Choose existing component tab configuration
2. If new – open Component Tab Configurator
3. Select default component tab configuration and choose ‘copy’
4. Uncheck or check component tabs – or select and choose ‘show all’ to see additional component tabs for extension to turn on/off
5. Assign quick buttons – choose commonly used component tab configurations for each color

NOTES:

Component Tab Configurator

The image illustrates the Component Tab Configurator interface in three stages:

- 1**: The initial configuration window. The 'Configurations' list on the left includes components like CET Designer, Accessories, Utilities, Buildings, Presentation, Tools, Developer, Calc Test, and QA Tools. The 'Hide details' section shows categories like Wall Drawing, Architectural, 3D, and Tools. A blue box labeled '1' highlights the 'Show all tabs' button in the top right.
- 2**: The configuration window with the 'Copy' button highlighted by a blue box labeled '2'. A notification at the top states 'Updates for CET Designer have been installed and are now be used.'
- 3**: The configuration window with the 'Show all tabs' button highlighted by a blue box labeled '3'. A message below the button reads: 'You need to copy this configuration to be able to edit it.'
- 4**: A close-up of the 'Configurations' list. A blue box labeled '4' highlights the 'Tools' component.
- 5**: The 'Configure Quick Buttons' dialog box. A blue box labeled '5' highlights the 'CET Designer tabs' dropdown menu. The dialog text reads: 'With this dialog, you can link each of the three Quick Buttons to any component tab configuration you wish. The first button is always used for displaying all component tabs and cannot be linked.' The dropdowns show 'CET Designer tabs', 'Fika', and 'Intermediate Course'.

Work Modes

WHY – Learn how to change your work mode in CET Designer for demos, specifications and create your own!

DETAILS:

- Located at the top of CET Designer next to 'Marketplace' button or in Control Panel in General Tab
- Default Work Modes:
 - Design (Show All) – automatically placed in when download the program and shows everything
 - Demo (no edit) – only shows tools necessary for demoing in front of a customer
 - Easy Design – simplified buttons for simple designs
 - Make Movie – For creating movies/fly thrus
 - Specification – tools for specifying
- Edit Work Modes – create your own work mode or edit an existing one
 - Opens Work mode editor
 - Choose work mode or copy over view mode to create own
- Work mode editor
 - Visibility – CET Designer buttons/tools to turn on & off
 - Tabs – keep component tabs, hide all tabs, use a specific component tab configuration or use custom tabs (pick and choose tabs to show)
 - Keyboard shortcuts – turn on & off specific keyboard shortcuts
 - Normal: default
- Black down arrow – allows renaming, resting or deleting work modes
 - Show in folder – shows location of saved work mode
 - CET Documents > WorkModes
 - Saves as reusable file - .cmwrk
 - Import work mode – bring in saved work mode

STEPS:

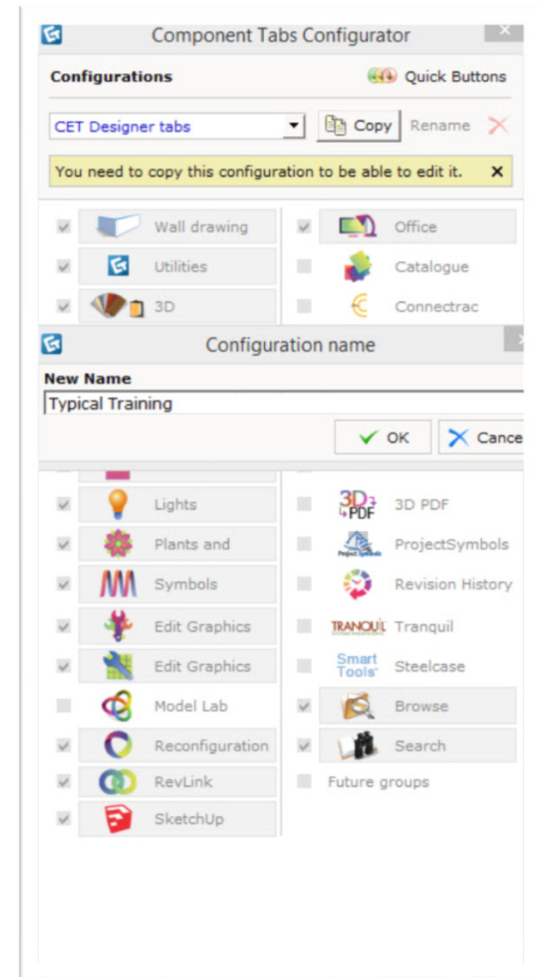
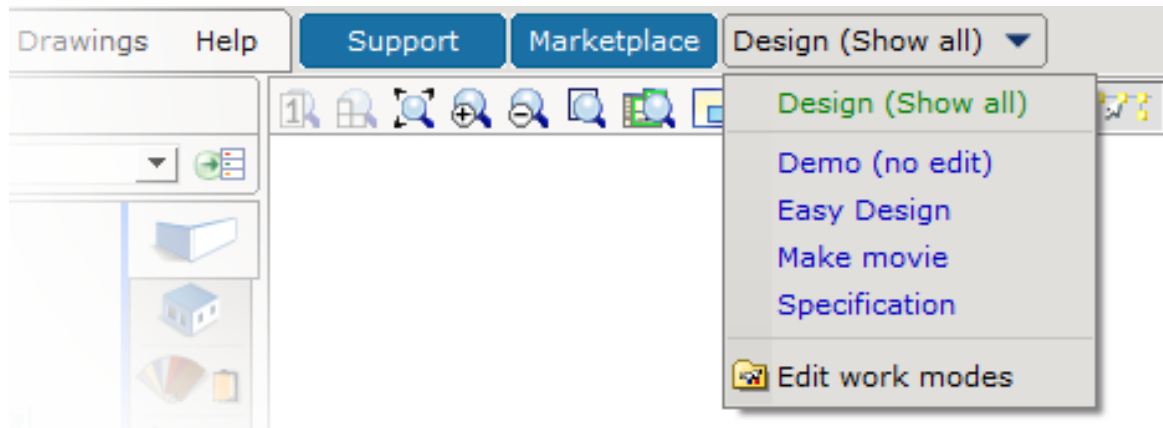
1. Choose existing work mode from top of CET Designer or Edit Work Mode
2. Work mode editor – choose existing work mode and copy
3. Choose visibility options, tabs, and keyboard shortcuts
4. Share work mode or import new work mode

NOTES:

Work Modes

The screenshot illustrates the process of editing work modes in a CAD application. The main workspace shows a 2D layout of two workstations, STN1 and STN2, with dimensions such as 42", 8'-4", 3'-6", 11'-11", and 8'-4". A 'Design' menu is open, highlighting 'Edit work modes' (1). The 'Work mode editor' dialog is open, showing the 'Work mode' dropdown set to 'Intermediate Course' (2). The 'Visibility' tab is selected, displaying a list of visible elements for the 'CET Designer' work mode (3). A file explorer window is open, showing the 'WorkModes' folder containing 'HM Sales.cmrk' and 'Intermediate Course.cmrk' files (4). The 'Work mode editor' dialog also shows options to 'Rename this work mode ...', 'Reset this work mode ...', 'Remove this work mode ...', 'Import work mode ...', and 'Show in folder' (4).

Name	Date modified	Type	Size
HM Sales.cmrk	5/6/2019 3:56 PM	CMWRK File	28 KB
Intermediate Course.cmrk	5/13/2019 2:19 PM	CMWRK File	36 KB



EXERCISE

1. Set a work mode of your choice
2. Create a component tab configuration of your choice
3. Set as a quick button

Custom Toolbox

WHY – Learn how to create a free floating custom toolbox of commonly used product

NOTES:

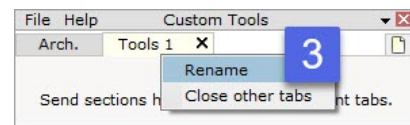
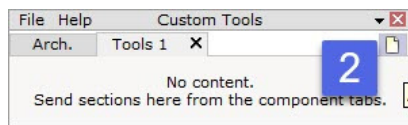
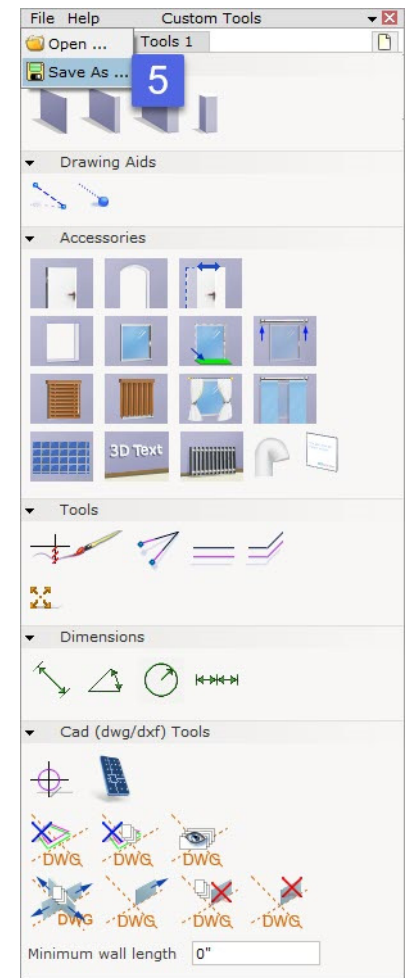
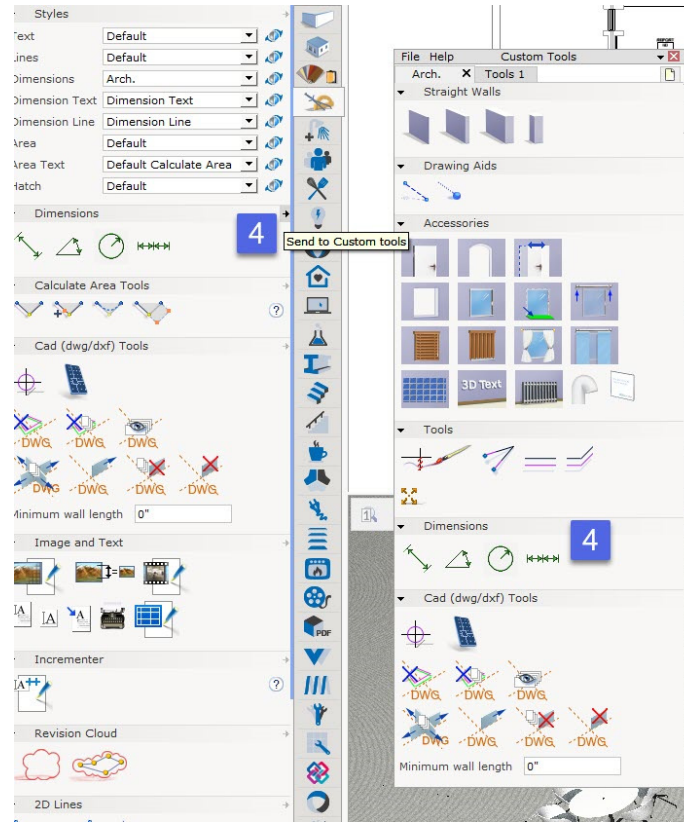
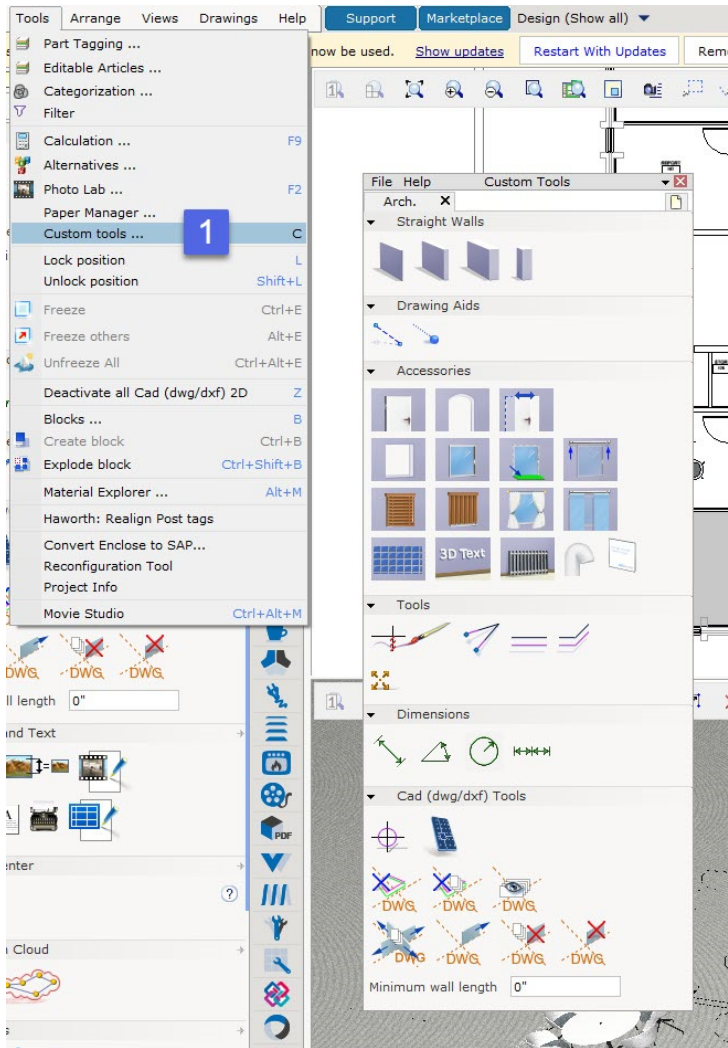
DETAILS:

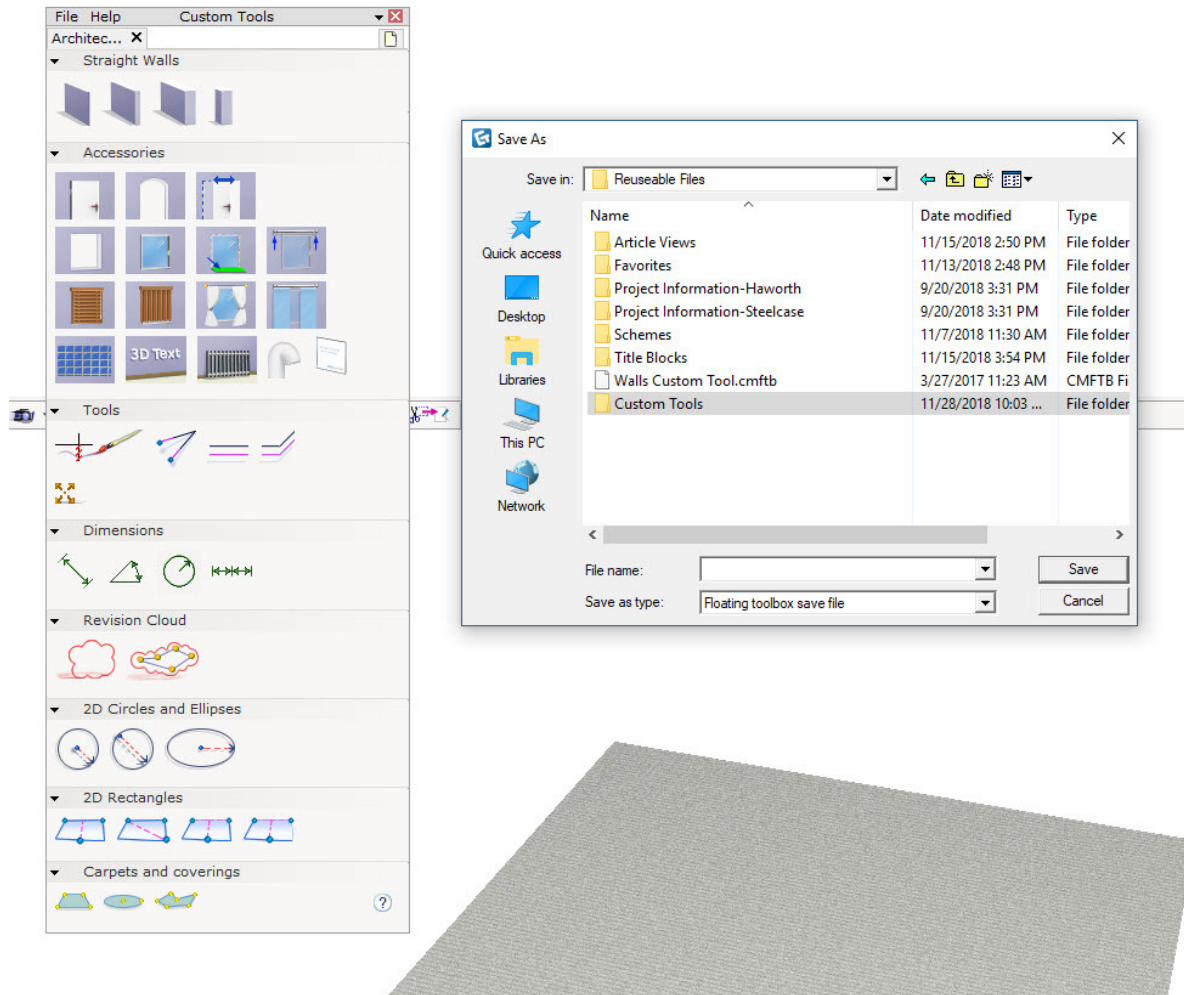
- Located in the tools pull down or 'C' on keyboard for keyboard shortcut
- Create a new tab – paper icon
 - Rename tab – right-click 'rename' or double click on tab (make sure to hit enter after type in new name)
 - Click on arrow in section name within tab to send to custom toolbox
 - When sending a new section will be placed in the custom toolbox with tab selected
 - Remove a section – left-click and hold for edit mode and click red x icon that appears (or right-click and switch into 'edit mode')
 - Switch back to 'normal mode' – right-click
 - Collapse or expand all – right-click or by clicking on black down arrow
- Save as a reusable file - .cmftb
 - Assign commonly used component tab configurations in Component Tab Configurator by clicking Quick Buttons icon
 - Choose which configurations for each color

STEPS:

1. Tools pull down or 'C' on keyboard
2. Left-click on paper icon to create new tab
3. Right-click – rename or double click on tab to change name and hit enter
4. Navigate to tab and click on arrow to send to tab selected in custom toolbox
5. Save custom toolbox as reusable file – file, save as

Custom Toolbox





EXERCISE

1. Create a toolbox of your choice
2. Save as a reuseable file

Styles

WHY – Learn how to change text, lines, dimensions, dimensions text, dimension line, area, area text and hatch styles in CET Designer

DETAILS:

- Located in the tools tab
- Available Styles:
 - Text, Lines, Dimensions, Dimension Text, Dimension Line, Area, Area Text & Hatching
- Click on blue globe icon next to style to make changes
 - Choose component group
 - Edit default style or click blue + to create own (- icon will remove style selected)
 - Make changes in properties section
 - Must save globally to be available in new drawings – blue save icon
 - Saves to CET Documents > Styles folder
 - Saves as .cmstl
 - Must copy & paste in this location on computer if wish to share
 - Reset style back to default settings
- Can choose new style in drop down in Styles section or in green property box drop down when item selected

STEPS:

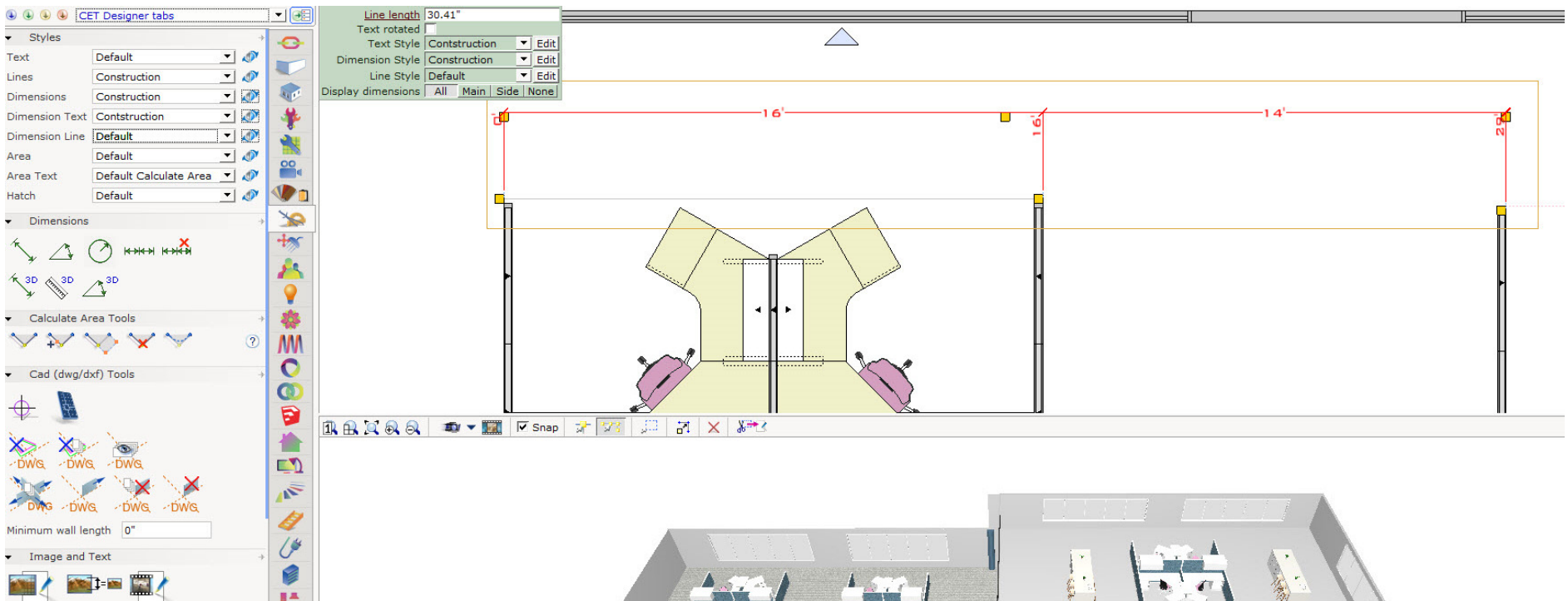
1. Open Tools Tab
2. Click on blue globe icon next to specific Style
3. Click on blue + to create a new style or edit default style
4. Save globally
5. Choose style in drop down on tools tab or from green property box when item selected
6. Share .cmstl file type with others
7. Paste .cmstl file – CET Documents>Styles folder

NOTES:

Styles

The image illustrates the process of managing styles in AutoCAD, divided into several numbered steps:

- 1:** The **Style Editor** dialog box is open, showing the **Dimensions** tab. It displays a list of styles, including **Arch.** (Default) and **Standard countertop dimensions**.
- 2:** The **Styles** palette on the left side of the interface is visible, showing various style categories like Text, Lines, Dimensions, and Hatch.
- 3:** The **Properties** section of the Style Editor is shown, detailing settings for the selected style, such as **Text alignment** (Center), **Distance unit 1** (Feet and inches ("")), and **Arrow Head 1** (Architectural Tick).
- 4:** The **Properties** section is further detailed, showing settings for **Arrow Head 2** (Architectural Tick), **Gap** (0"), and **End line length** (0.39").
- 5:** The **Styles** palette is shown with the **Dimensions** category selected.
- 6:** A Windows Explorer window shows the **Styles** folder, containing a file named **dimArch.cmstl**.
- 7:** The Windows Explorer window shows the **Styles** folder, containing a file named **dimArch.cmstl**.



EXERCISE

1. Place a couple items in your drawing
2. Add a special dimension style with a red font for construction documents
3. Change the line style to red to match the font
4. Dimension an area within your drawing using the new dimension style

Reusable Files

WHY – Understand shared files or saved files within CET Designer to speed up your workflow

DETAILS:

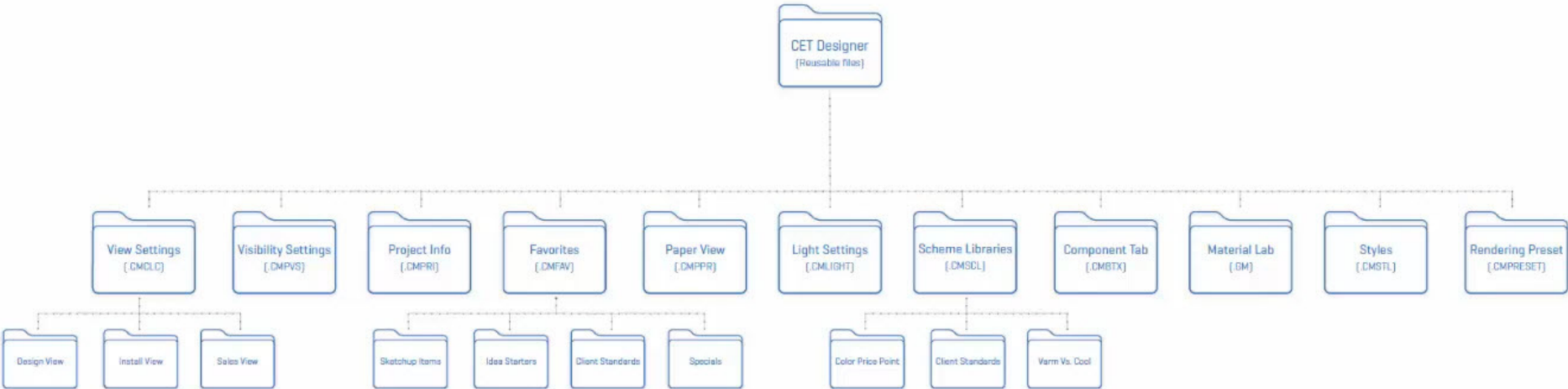
- Reusable Files – files meant to be saved & re-used
- Organization is key
 - Recommend saving folder locations on network location
- Examples of reusable files:
 - Paper Space – papers (.cmppr)
 - Photo Lab – rendering preset (.cmpreset)
 - Favorites – commonly used product or objects can be saved (.cmfav)
 - Scheme Libraries

STEPS:

1. See next page for flow chart on the different reusable files available

NOTES:

Reusable Files



Template Files/Seed Drawings

WHY – Learn how to create template files or seed drawings to start all new projects with to avoid re-doing work

DETAILS:

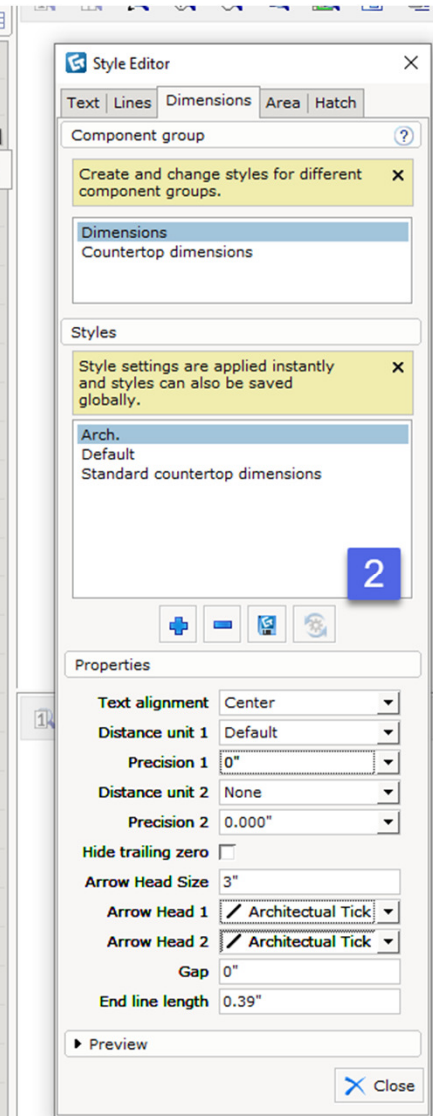
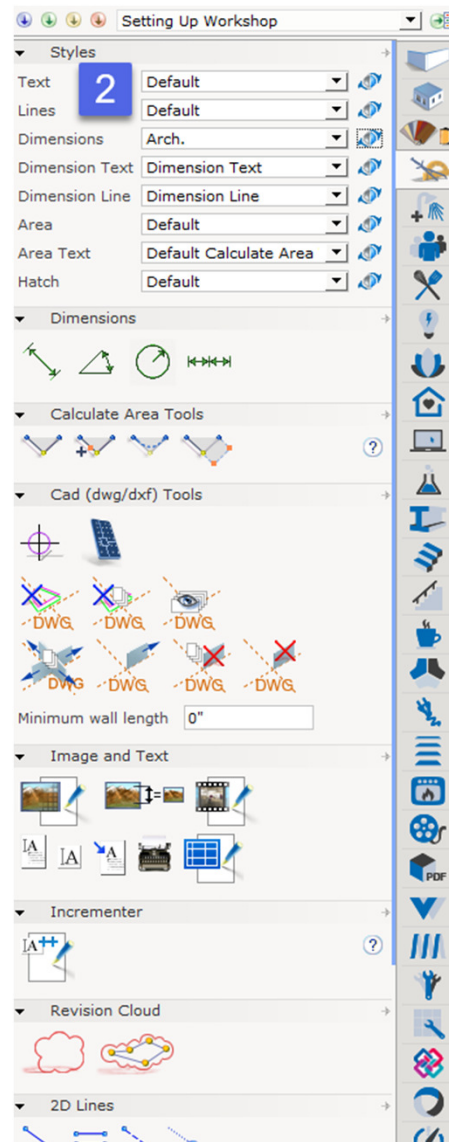
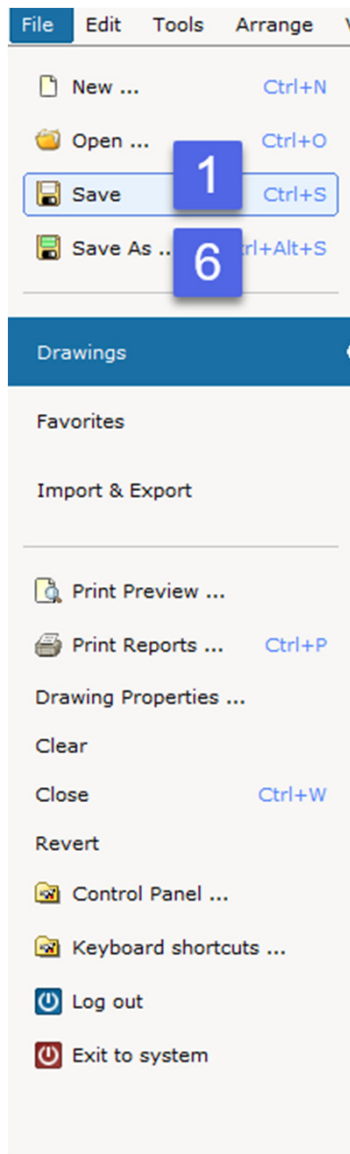
- Examples of what to add:
 - Styles – i.e. construction dimensions, electrical dimensions & installation text
 - Titleblocks – load in papers with titleblocks created (.cmppr)
 - Custom Categories – i.e. revision cloud & electrical dimensions
 - Schemes – load in saved schemes
- Save As to avoid overriding template file
- Examine after every main release – re-save over file to update

STEPS:

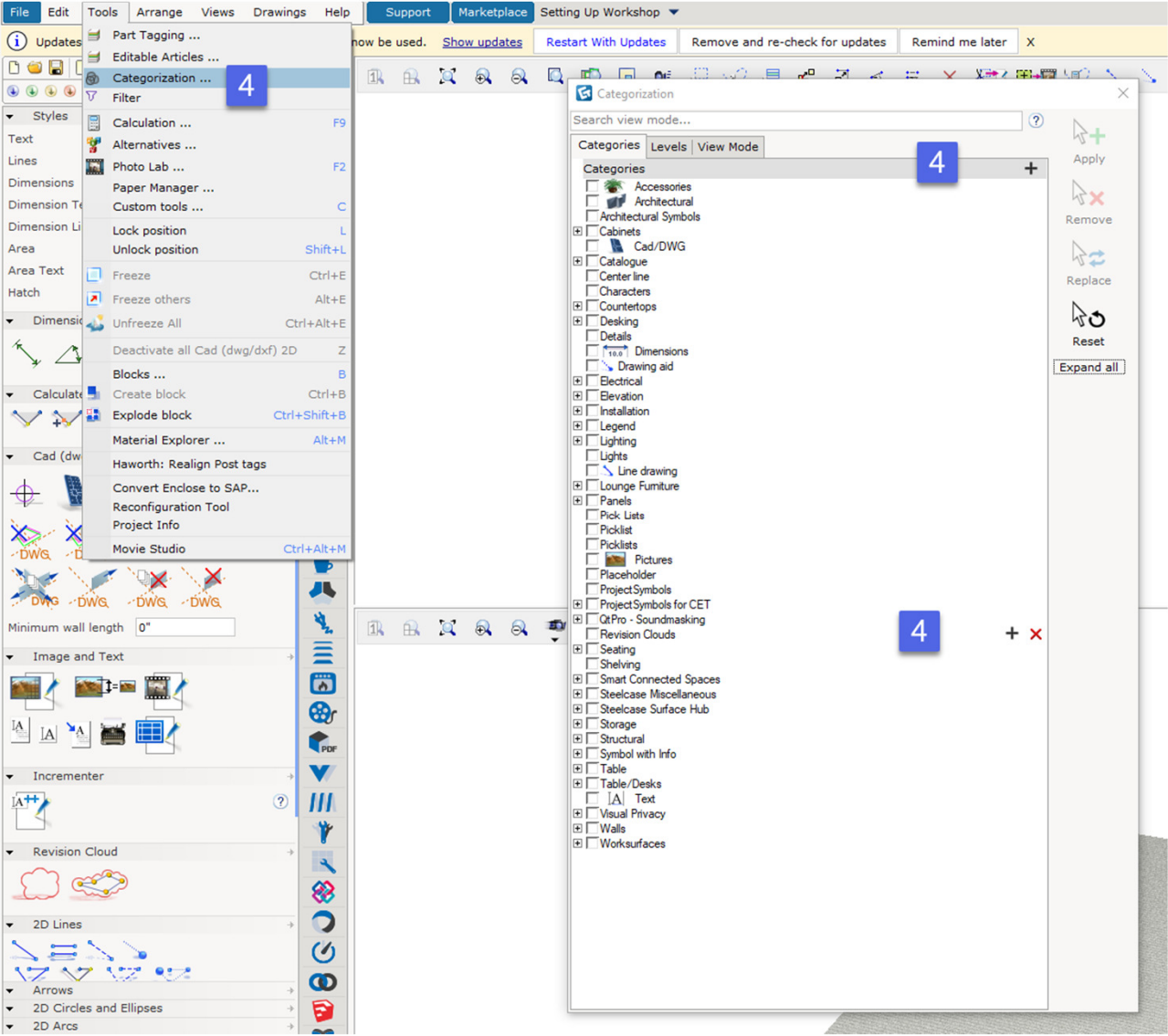
1. File – Save blank drawing as template file or seed drawing
2. Create and save styles
3. Create custom categories
4. Load in saved papers with titleblocks
5. Load in saved schemes
6. Save As – when starting new project

NOTES:

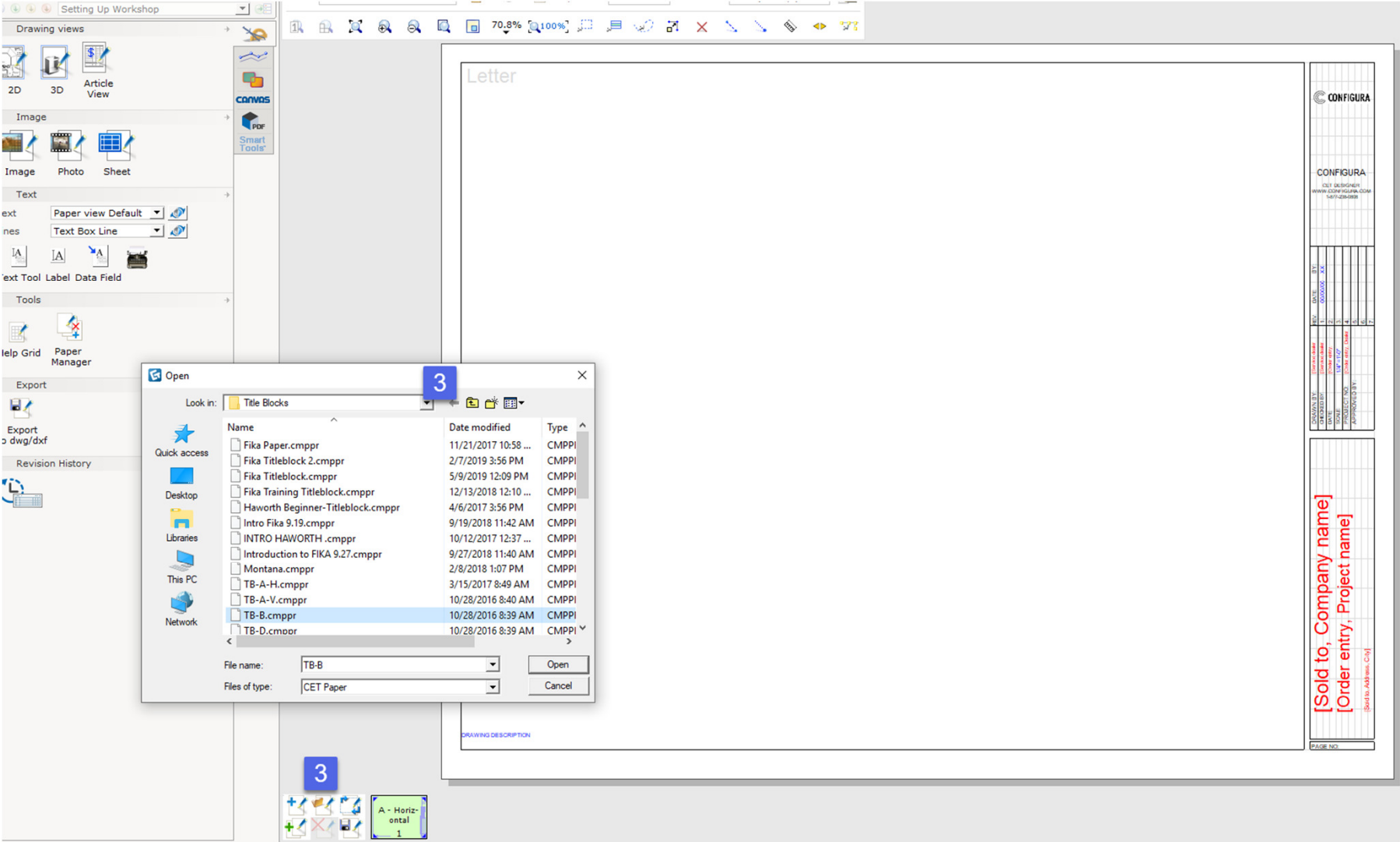
Template Files/Seed Drawings – Saving & Styles



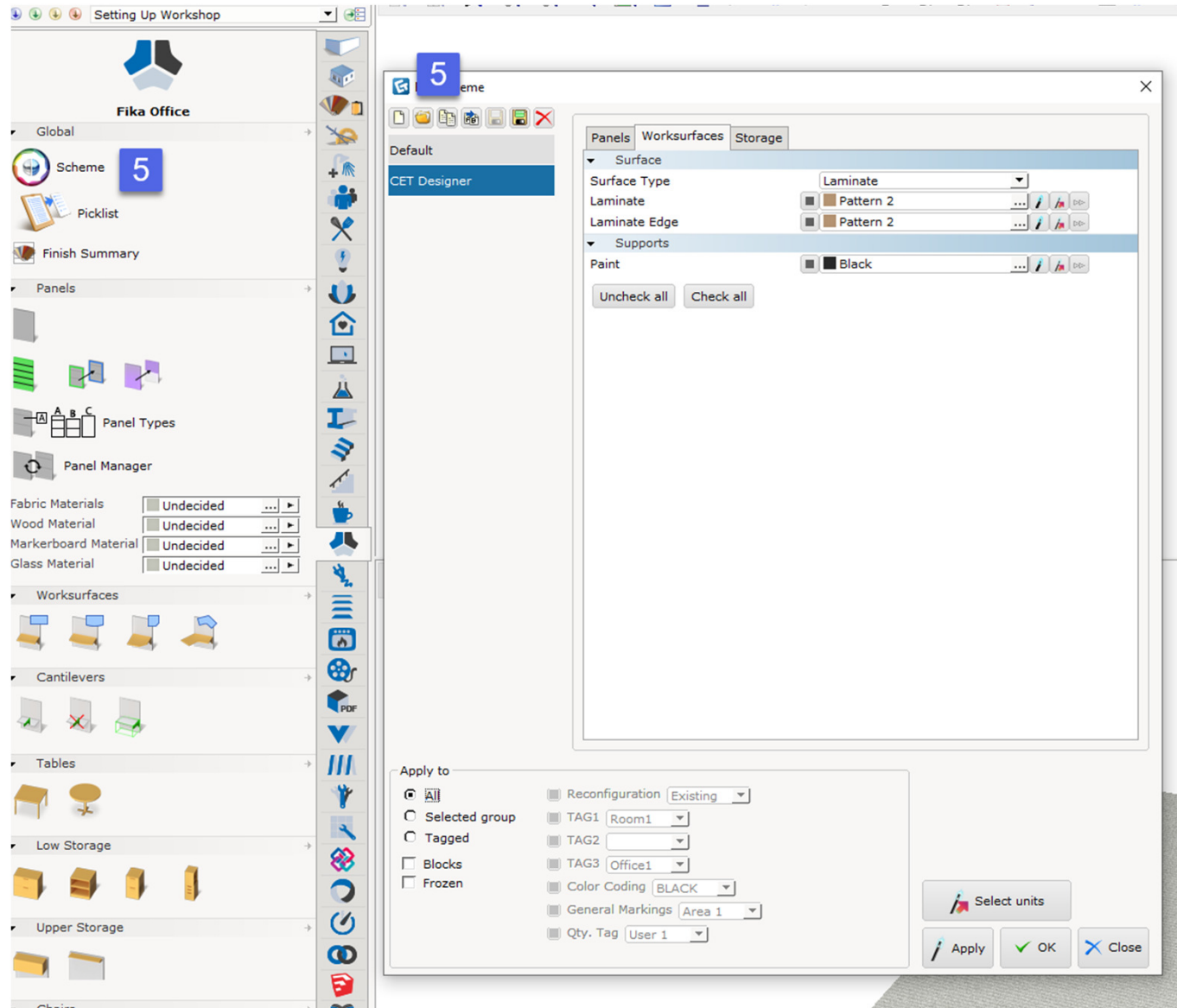
Template Files/Seed Drawings – Custom Categories

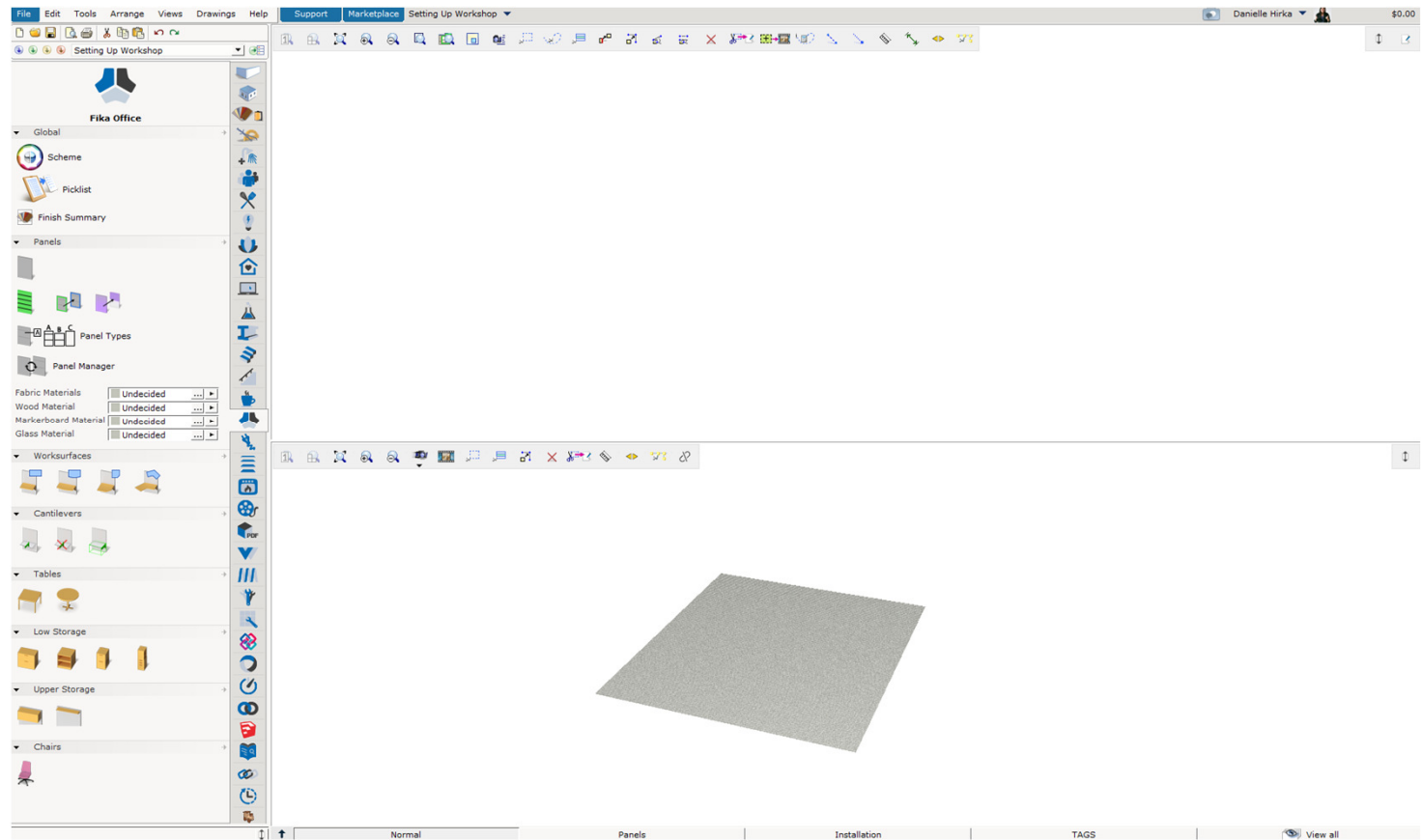
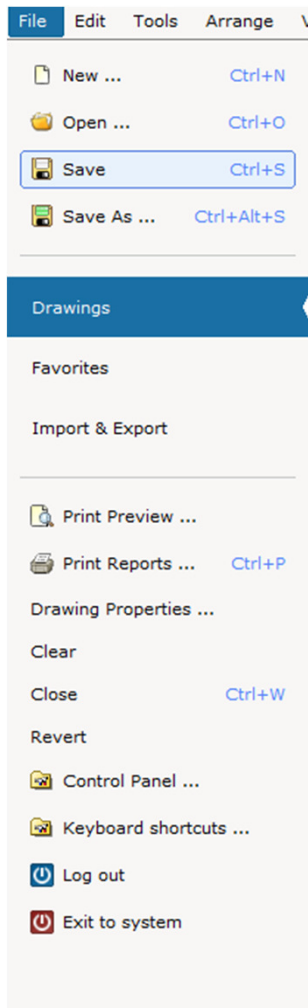


Template Files/Seed Drawings - Titleblocks



Template Files/Seed Drawings - Schemes





EXERCISE

1. Save your drawing that you've been building up as a template file:
 1. Add any additional reusable files needed
 2. Make sure customizations to CET Designer are in place
2. Start new projects from your template file!

GLOSSARY

- **Keyboard Shortcuts** – Keystrokes to use a command without clicking on that tool. Located in the File pull-down
- **Clean Start** – Restart CET Designer to refresh the program. Located in CET Install Helper - search “CET” or “Clean” in the Windows start menu.
- **Control Panel** – Adjust settings for the program. Located in the File pull-down
- **Component Tabs** – String of icons determined by extensions installed. An extension is comprised of one or multiple component tabs. Located on the left-hand side of CET Designer
- **2D View** – Plan view of drawing that shows layout in 2D. Managed at the top portion in split screen view, full view, or New View
- **3D View** – View that shows layout in the 3D. Can be seen at the bottom portion in split screen view, full view, or New View
- **Split Screen View** – Show both 2D and 3D views simultaneously. Control in the upper right-hand corner of current view
- **New View** – Open 2D or 3D view in a separate window. Right click & select New View
- **PGC** – Parametric Graphical Configuration. Technology behind specification and rules-based software, allowing the symbols to be ‘smart’ symbols
- **Catalogue Browser/Explorer** – Library containing all catalogue symbols that may also be available in an extension
- **Favorites** – A reusable file (.cmfav) of 2D or 3D objects that can be inserted in future drawings. Right-click to create or insert favorite
- **Part Tagging** – Tag areas or individual products to group, sort, or filter in Calculations or apply Schemes. Located in the Tools pull-down
- **Material Explorer** – Library of materials (.gm) that can be painted on floors, walls, SketchUp models, accessories, and more. Located in the 3D Component Tab
- **Material Lab** – Customize materials from the Material Explorer or import saved material (.jpeg, .png, or .gm). Located within the Material Explorer

GLOSSARY

- **Categorization** – Use Categories to modify visibility in drawing or Paper View. Edit Category item is on in Categorization dialog. Located in Tools pull-down
- **View Modes** – Combination of Categories set by manufacturer determining what is visible in drawing or Paper View. View Modes along bottom of drawing view are based on the extension opened. Located at bottom of drawing view or Visibility dialog for Viewports
- **Filter** – Temporarily hide visible categories in drawing view or Viewport. Located in the Tools pull-down or Visibility dialog for Viewports
- **Calculations** – List of product with pricing and other information for ordering purposes & generating quotes
- **Article Views** – Tabs that show different quote layouts. Main Article View lists all product and cannot be filtered. Located in Calculations
- **Paper View** – Create installation documents for clients or for installation purposes
- **Viewport** – Show 2D or 3D view on paper. Located under the Drawing views section of Tools (paper) Component Tab in Paper View
- **Visibility Settings** – Customize view in selected viewport with a predefined View Mode, Custom View Mode, or Filter. Located in green property box for 2D or 3D Viewport
- **Custom View Modes** – Create own View Modes showing the specific categories you want to see. Located within the Visibility Settings dialog box
- **Print Reports** – Print Paper Views and Article Views to printer or PDF. Located in the File pull-down
- **Photo Lab** – Create photo realistic renderings. Access from the 3D toolbar, 3D Component Tab or the Tools pull-down
- **Photograph Setup** – Settings on the left-hand side of Photo Lab that can be chosen before a rendering has started
- **Post Processing** – Settings on the right-hand side of Photo Lab that can be applied after a rendering is complete
- **Render Tasks Dialog** – Shows progress and preview of a rendering. Automatically pops up when a rendering has started in Photo Lab

IMPORTANT KEYBOARD SHORTCUTS

- **F1** – CET Designer Online Help
- **S** – Toggle between select single object & select all objects in a group on the 2D and 3D toolbar
- **A** – Copy and automatically have copied item on end of cursor to paste
- **Alt + G** – Gather open dialogs (*opens all CET Designer dialogs on the same screen CET Designer*)
- **F5** – Refresh
- **Shift** – Holding down shift will override snapping
- **Ctrl + N** – Open up new drawing
- **Ctrl + O** – Open drawing
- **V** – New View
- **Ctrl + A** – Select all
- **Ctrl + Z** – Undo
- **Ctrl + Y** – Redo
- **Ctrl + R** - Remove
- **Ctrl + left mouse** – Rectangular select
- **Ctrl + scroll wheel** – Lasso select
- **Ctrl + Alt + F** – Graphical Snapping
- **G** – Group
- **Ctl + G** – Ungroup
- **R** – Position
- **F** – Insert favorite
- **Alt + M** – Material Explorer
- **F2** – Photo Lab
- **Ctl + P** – Print reports
- **F9** - Calculations