

Putting Together Your Own Scrapbooks

Most hardcore LayOut users make their own scrapbooks of scale figures, cars, trees, drafting symbols, typography — anything they need to use again and again.

Like templates, *scrapbooks* are just LayOut files that have been saved in a special folder on your system. When you open the program, it checks that folder and displays the files it finds in the Scrapbooks panel.

Follow these steps to build your own LayOut scrapbook:

1. **Build a LayOut file with the elements you want to include in your scrapbook.**
2. **Choose File ⇒ Save As Scrapbook.**
3. **Type a name for your scrapbook.**

In the Save As Scrapbook dialog box, the Scrapbook Folder list shows the location of the folder where your new scrapbook will be saved. If you prefer to use another folder, you can add one using the Folder panel of the Preferences dialog box.

4. **Click OK (Save on a Mac).**

The next time you restart LayOut, your scrapbook appears at the top of the Scrapbooks panel.

A few notes about making your own scrapbooks:

- » **A good size is 6 x 6 inches.** You can choose any paper size for the file you plan to save as a scrapbook, but smaller sheets work better. The scrapbooks that come with LayOut are 6 inches square.
- » **Scrapbooks can have multiple pages.** In fact, just about all the default scrapbooks in LayOut do. The first page in your document becomes the cover page for the scrapbook; all subsequent pages appear below it in the list. Pay attention to your page names, which appear in the Scrapbooks panel, too.
- » **Use locked layers.** Anything you put on a locked layer can't be dragged out of the scrapbook. Take a look at the People scrapbook that comes with LayOut — the word *People* and the information next to it are on a locked layer. Notice how you can't drag them into your drawing?
- » **You can put model viewports into scrapbooks.** Open the Arrows ⇒ 3D ⇒ Curved scrapbook. Drag one of the arrows onto your page. Now double-click it — it's a model! Aidan created that scrapbook specifically to provide story boarders with orbitable arrows that they could pose however they liked. The moral of this story is that you can put *anything* into a scrapbook: graphics, images, viewports, and text.

Getting Your Document Out the Door

After you create a LayOut document, you can do the following four things to show it to someone else:

- » Print it.
- » Export it as a PDF or image files.
- » Export it as a DWG or DXF (CAD) file.
- » View it as a full-screen presentation.

Simple, huh? The next four sections provide more detail on each of these options.

Printing your work

[Chapter 12](#) is about printing from SketchUp; notice that it's more than ten pages long. The instructions for printing from LayOut, on the other hand, would easily fit on a business card:

1. **Choose File ⇒ Print.**

In the Print dialog box, choose which pages to print and how many copies you want.

2. **Click OK to send your document to the printer.**

And that, dear reader, is why you should always insert your SketchUp models into a LayOut document if you need to print them.



TIP

That said, Aidan almost never prints directly from LayOut. Ninety percent of the time, he exports a PDF and uses Adobe Acrobat (or Reader) to send the actual job to the printer. The settings in Adobe's Print dialog box give you more control over the finished product.

Exporting a PDF or image files

Anyone with Adobe Reader software (which is free and is already loaded on millions of computers) can look at a PDF document you create; all you have to do is email it to your recipient.

Or you can export the pages of your file as individual raster images in either JPEG or PNG format. Take a look at [Chapter 13](#) for more information on the differences between JPEG and PNG if you need to.

Follow these steps to export your LayOut document as a PDF file or images:

1. **Choose File ⇒ Export ⇒ PDF or File ⇒ Export ⇒ Images.**

On a Mac, choose File ⇒ Export and then make sure PDF, PNG, or JPEG is selected in the Export dialog box. An export dialog box opens.

2. **Name your file and tell LayOut where to save it on your computer. If you're saving an image, select the file format for the image.**
3. **Click the Save button (Windows) or the Options button (Mac).**
4. **In the dialog box that appears, set the options for your PDF or images.**

Here's what each option does:

- *Pages:* Choose which pages you want to export. If you're exporting images, each page in your LayOut document exports as a separate image file.
 - *Image resolution:* If you're exporting a PDF, you can select High, Medium, or Low. Here's a good guideline: For documents that are small enough to be handheld, we recommend a setting of High. For anything bigger, go with Medium. If you're exporting an image, you can specify a width or height in pixels or type a resolution in pixels per inch (ppi). 96 ppi works well on screens, and 300 ppi works well for prints.
 - *Image compression:* You see this option only if you're exporting a PDF. Select this setting to apply JPEG-style compression to images.
 - *Layers:* You see this option only if you're exporting a PDF, because PDFs can have layers, just like LayOut documents do. If it makes sense to do so, you can export a layered PDF so that people who view it can turn the layers on and off.
 - *Finish:* Select this check box to view your PDF or images after they're exported.
5. **Mac only: Click OK to close the Options dialog box.**
 6. **Click the Export button (Save button on a Mac) to export your document as a PDF or images.**

Exporting a DWG or DXF file

You'd be hard-pressed to find a piece of professional computer-aided drawing (CAD) software that can't read the DWG and DXF formats, which are the industry standard for exchanging CAD files with people who use apps like AutoCAD. Here's how to turn your LayOut document into a CAD file:

1. **Set all your SketchUp viewports to vector rendering mode.**

Viewports that are rendered as rasters export to DWG/DXF as raster images. That's usually not what you want to happen — especially if you're exporting a CAD file. See [“Making your models look their best”](#) earlier in this chapter for details about setting a viewport's rendering mode.



TIP

If a viewport contains a view whose edges you don't want to manipulate in CAD (such as a glitzy rendering), leave it as a raster.

2. **Choose File ⇒ Export ⇒ DWG/DXF.**

On a Mac, choose File ⇒ Export and make sure DWG/DXF is selected in the Export dialog box.

3. **Name your file, tell LayOut where to save it on your computer, and click the Save button (Options on a Mac).**

The DWG/DXF Export dialog box opens.

4. **Set the DWG/DXF Export options.**

Here's what all the knobs and switches do:

- *Format:* Unless you know you need a DXF, export a DWG file. As for which version, stick with the most recent one in the list.
- *Pages:* Choose which pages you want to export. Keep in mind that each page in your LayOut document exports as a separate file.
- *Layers:* If you want LayOut to export your layers as DWG/DXF layers select that option. If you want to export hidden layers, select Export Invisible Layers. See [“Customizing a document’s pages and layers”](#) for details about layer visibility.
- *Other:* Select the check box for any option you like. Color by Layer exports each layer as a different color. You can export the LayOut entities as native DWG/DXF entities. If you tell LayOut to ignore fills, shapes that are drawn in LayOut and filled with a color or pattern don't appear in the exported file.

5. **Mac only: Click OK to close the DWG/DXF Export dialog box.**

6. **Click the Export button (Save button on a Mac) to export your document as one or more DWG/DXF files.**

If your LayOut file included any inserted raster images (such as JPEGs or PNGs) you also end up with a folder that contains copies of those. They're necessary for the DWG/DXF files you produce.

Going full screen



REMEMBER Many times, design presentations for clients go beyond printed boards and booklets. These presentations include a digital slide show that usually involves a few hours of work in a program like PowerPoint or Keynote. LayOut helps you skip the PowerPoint step by letting you display your presentation in a full-screen view. You can move back and forth between pages with the arrow keys on your computer, and you can even double-click SketchUp model views to orbit them. Follow these tips:

- » **Switching to Presentation mode takes less than a second.** Choose View ⇒ Start Presentation to view your presentation full screen. Press the Esc key to exit Presentation mode.
- » **Specify where you want your presentation to appear.** Use the Presentation panel in the Preferences dialog box to tell SketchUp which monitor (or projector) you want to use to show your presentation.

- » **Move from page to page.** Use the left- and right-arrow keys.
- » **Choose which pages to show full screen.** You can decide not to show certain pages in full-screen mode by toggling the Show Page in Presentations icon to the right of those page names in the Pages panel. (You have to be in List view to be able to do this.)
- » **Double-click to change your view of a SketchUp model.** When you're in full-screen mode, you can double-click any SketchUp model viewport to orbit and zoom around inside it. Click anywhere outside the view to exit.
- » **Draw while you're in full-screen mode.** Try clicking and dragging while you're in full-screen mode; doing so lets you make red annotations right on your presentation. If a client doesn't like the porch you designed, scrawl a big, red X over it to let her know you understand. When you press Esc to exit Presentation mode, you can choose to save your annotations as a separate layer.
- » **Play scene animations in full-screen mode.** You can double-click and then context-click a model view with scenes that you've set up in SketchUp; then choose Play Animation. LayOut transitions from scene to scene. You can read more about scenes in [Chapter 11](#).