Layout Basic

File ↓

Choose Template

File ↓

Insert

File name (choose file)

Open

Drawing Window

Single Click – Activate window to be able to 'Move' or 'Rotate' window.

Double Click – Activate inside of window to 'Zoom in/ out', 'Orbit', 'Pan'

Layout Window Size – Scale window by dragging arrow.

Layout Window Copy – Activate move tool, CTRL + Drag

View – Activate drawing window first by clicking on it

For desired view of each window

Right Click (on window frame) – Perspective - turn it off (uncheck)

Right Click (on window frame) – Standard Views

        Choose 'Top/ Bottom/ Right / Left / Iso'

    OR

Double Click (inside window) – Right Click - Perspective - turn it off (uncheck)

Double Click (inside window) – Right Click - Camera Tools

        Choose 'Zoom in/ out', 'Orbit', 'Pan'

Double Click (inside window) – Right Click - Standard Views

        Choose 'Top/ Bottom/ Right / Left / Iso'

Default Tray – (window must be activated to see all the options)

SketchUp model↓

<u>View</u> – change from 'Raster Image' to 'Vector Image'

<u>Styles</u> – Choose appropriate style (for example: 'Architectural Design Style'

Background – turn it off (uncheck)

Dimension Style↓

Dimension (Button) – Click, snap on to two points and create dimension line

Activate dimension line by clicking on it

Dimension style (pull down menu)

Position of dimension – pick

<u>Length</u> – Change to decimal / architectural as desired

Change to meter/ centimeter (in case of decimal)

Change to feet / inch (in case of architectural)

<u>Precision</u> – Change precision as desired

Shape Style↓

Activate dimension line by clicking on it

Shape style (pull down menu)

<u>Stroke</u> – Change color as desired

Change line thickness in pt

Dashes – Change line type to solid / dashed etc

<u>Stroke Style</u> – Change stroke style by clicking and choosing buttons

'Start Arrow' – Change stroke type by choosing from pull down menu

'End Arrow' – Change stroke type by choosing from pull down menu

'Start Arrow' – Change stroke thickness in pt by choosing from pull down menu

'End Arrow' – Change stroke thickens in pt by choosing from pull down menu

Text Style↓

Text (Button) – Click – Create text box – Type in desired text in text box

Activate text box by clicking on it

Text style (pull down menu)

Family - Pick desired Family (Font type)

Type Face – Pick desired type face of text (regular/ bold/ italic etc.)

Size – Pick desired size of text (Font size)

Scale – Activate drawing window first by clicking on it

       Then 'right click' and pick scale from the list.

Dropper (button) – To match the properties of two dimensions / texts

Line (button) – Click - To draw line as needed for annotation

Split (button) – Click - To split one continuously joined line to make segments

Join (button) – Click - To join multiple segments of line to make one continuous line