



ALTium **365**

Altium Designer

Essentials Course - Altium 365

Module 2: The Workspace Folder
Structure

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Module 2: The Workspace Folder Structure

1.1 Purpose



This exercise is about the structure of the training workspace *Altium Designer Essentials Training Course - A365*. You will access the training workspace using the Altium Explorer panel and the Web Interface.

1.2 Important notice



The Training workspace is preconfigured with a specific folder structure and subfolders, with specific user/folder permissions. Please note: this course does NOT cover the configuration of a workspace.



Please note that the training workspace will only be accessible during the training, once the training is completed, you will no longer have access to the workspace. It is important to avoid uploading personal files, projects, or other materials to the Altium Training Workspace.

1.3 Shortcuts



Shortcuts when working with Module 2: The Workspace Folder Structure

K » R: Open the *Explorer* panel


1.4 Preparation

1. **Close all existing projects and documents.**
2. Open a Web Browser (e.g., Google Chrome / Firefox / Opera /...).

1.5 Open Web Interface for a Workspace

Altium provides a convenient web interface that facilitates tasks such as Item Management and Project Viewing. While training, we will primarily utilise the built-in Explorer panel to open the Workspace Web Interface.

Now, let's open the web interface for the training workspace *Altium Designer Essentials Training Course - A365*.

3. Make Altium Designer the active application.
4. With a left click on the Workspace name open the list of available Workspaces, Figure 1.
5. Click on the Globe button  from the workspace *Altium Designer Essentials Training Course - A365*.

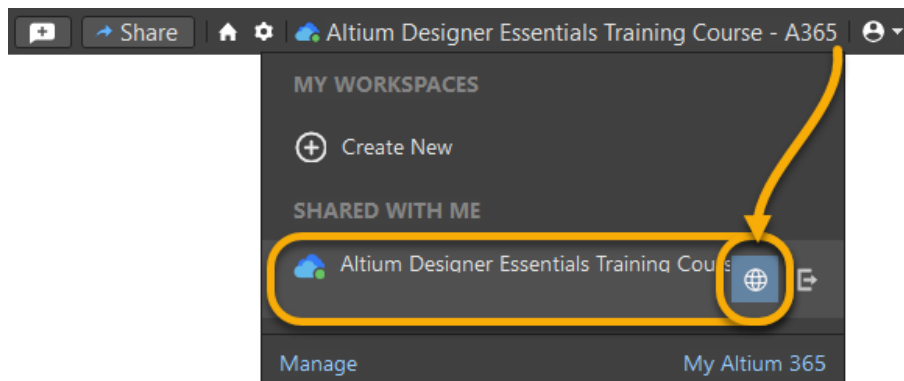


Figure 1. Open the Web Interface for the Training Workspace

Altium will open the Web Interface for the workspace.

6. Once you have successfully opened the web interface, the workspace will become visible, as shown in Figure 2. Please note that the image provided represents an Admin account, and it is possible that not all folders on the left sidebar will be visible to you.

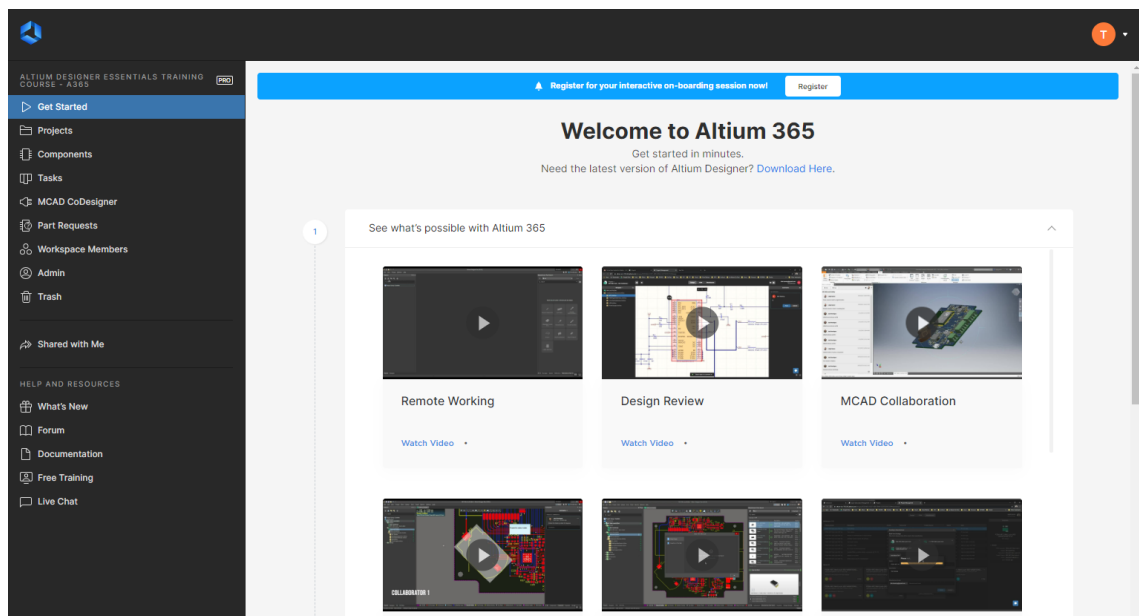


Figure 2. Image if from an admin, you may not see all folders on the left

1.6 Project View - Web Interface

- Now that the Web interface is open, double click to select the folder **Projects** on the left to see the Training Folders / Projects stored in the Training Workspace *Altium Designer Essentials Training Course - A365*, Figure 3
- Feel free to navigate to the **Default Sample Project** to see a preview of one of the sample Projects, Figure 3.

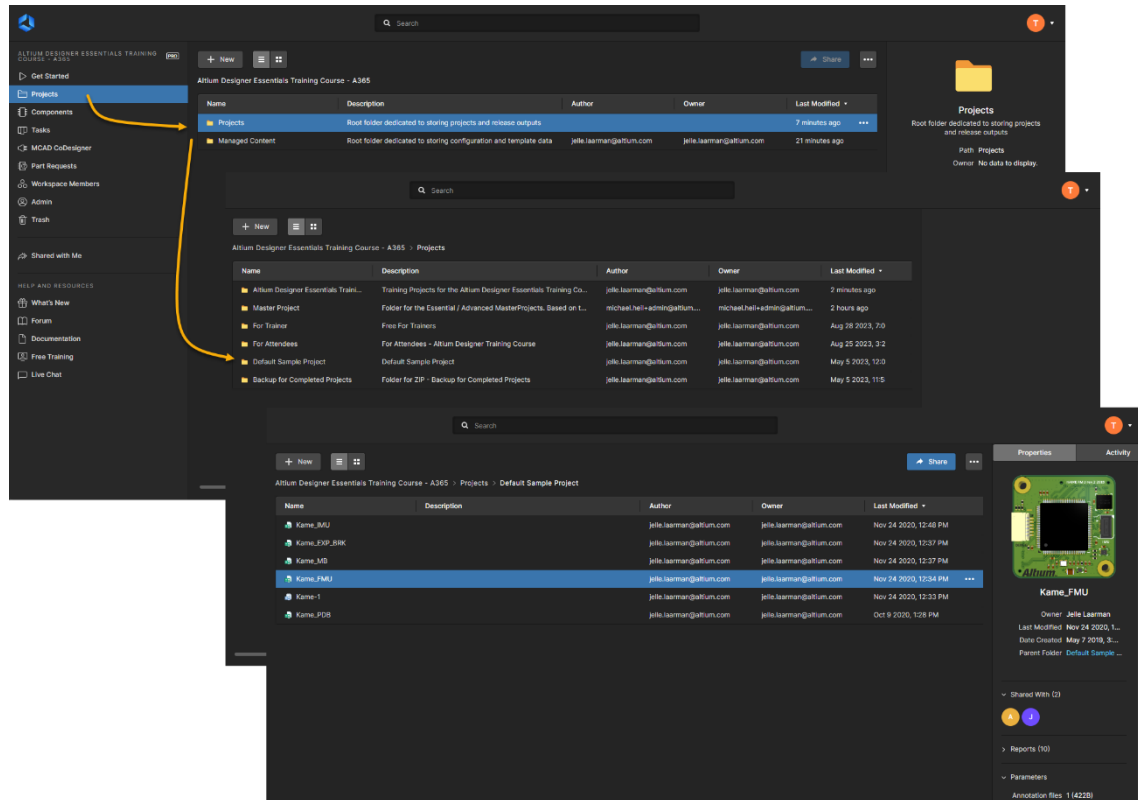


Figure 3. Project View from a Altium Workspace with Admin Access.

- To open the project in a web browser, simply double-click on the project name, Figure 4. The Web Browser View provides the capability for you and those with whom you share the design to conduct reviews and add comments, which can also be viewed within Altium Designer.

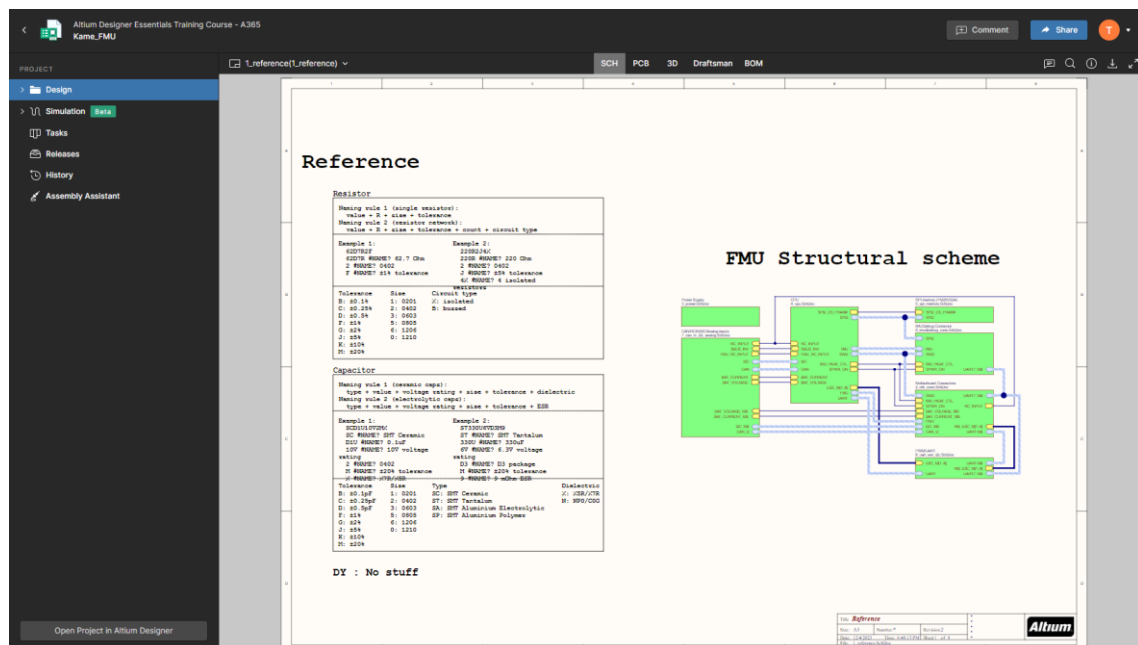


Figure 4. Project Web View

- Sign out from the Workspace Web Interface. To sign out select the drop down at the upper right and choose **Sign Out**, Figure 5.

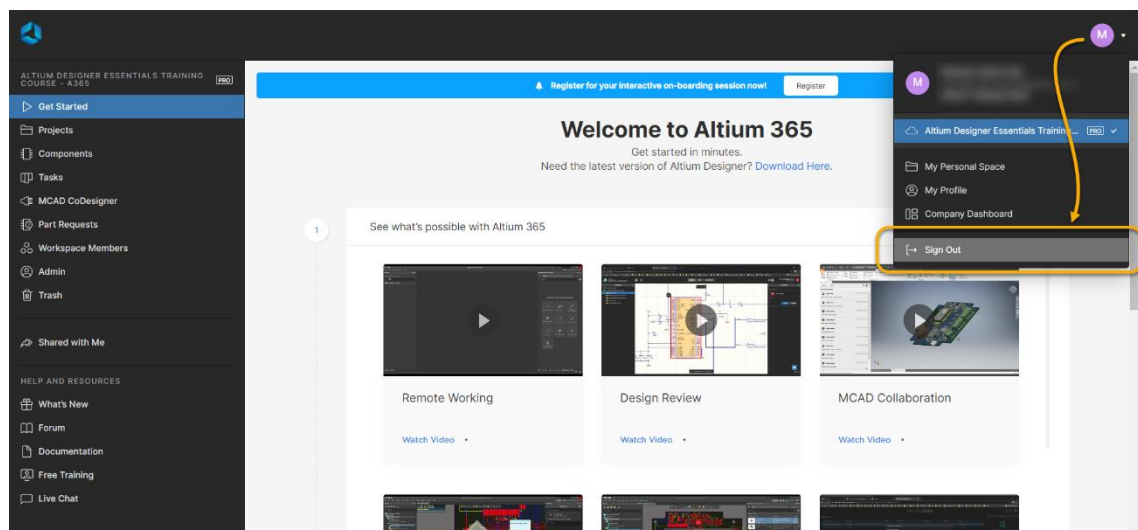


Figure 5. Sign out from the Workspace. Image if from an admin account, you may not see all folders on the left.

- Close the tab from the Internet browser.

1.7 The Explorer Panel

The Explorer panel provides a direct interface to your connected Workspace. From the Explorer panel, you can perform many activities, including:

- a) Create and manage the organizational structure used in the Workspace.
- b) Create any number of Items, each representative of a design object.
- c) Review and manage the lifecycle of Item revisions.
- d) Interrogate the usage of a particular Item revision (Where Used)
- e) Browse and manage supply chain information for Component Items

1.7.1 Opening the Explorer panel

- 12. Change back to Altium Designer as the active application.
- 13. Open the Explorer Panel using either of the options below:
 - a) With the shortcut key combination **K»R**
 - b) or the main menu **View » Panels » Explorer**, Figure 6

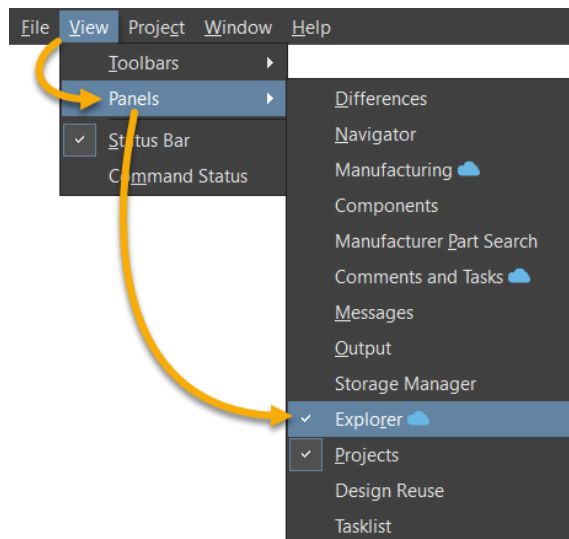


Figure 6. Explorer Panel - Main Menu

- c) or with the **Panels** button **Panels** , lower right side of the Altium Designer window, Figure 7.

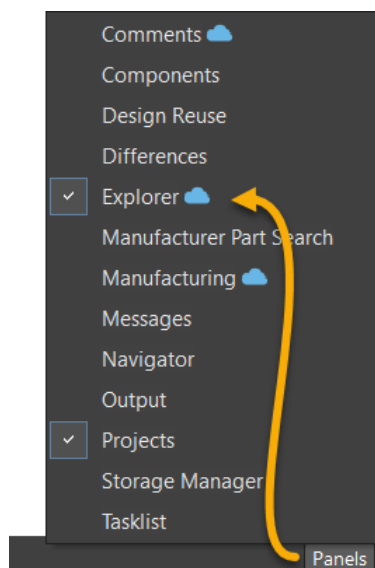


Figure 7. Panels Button for Explorer Panel

- d) or open the list of available workspaces and left click on the Training Workspace *Altium Designer Essentials Training Course - A365* Figure 8. If you by accident, click on another workspace from your list, you can simply switch to that other workspace.

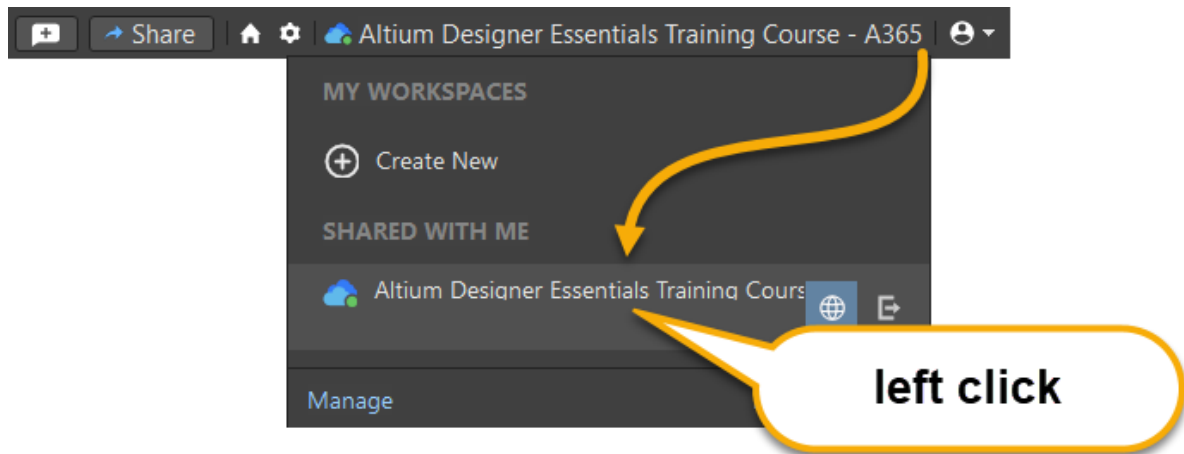




Figure 8. Open the Explorer Panel

14. The *Explorer* panel has six distinct information areas, see Figure 9.

- Name of the connected workspace
- Navigation path
- Server Folders
- Item Information Area
- Refresh Button 
- Explorer panel Settings 

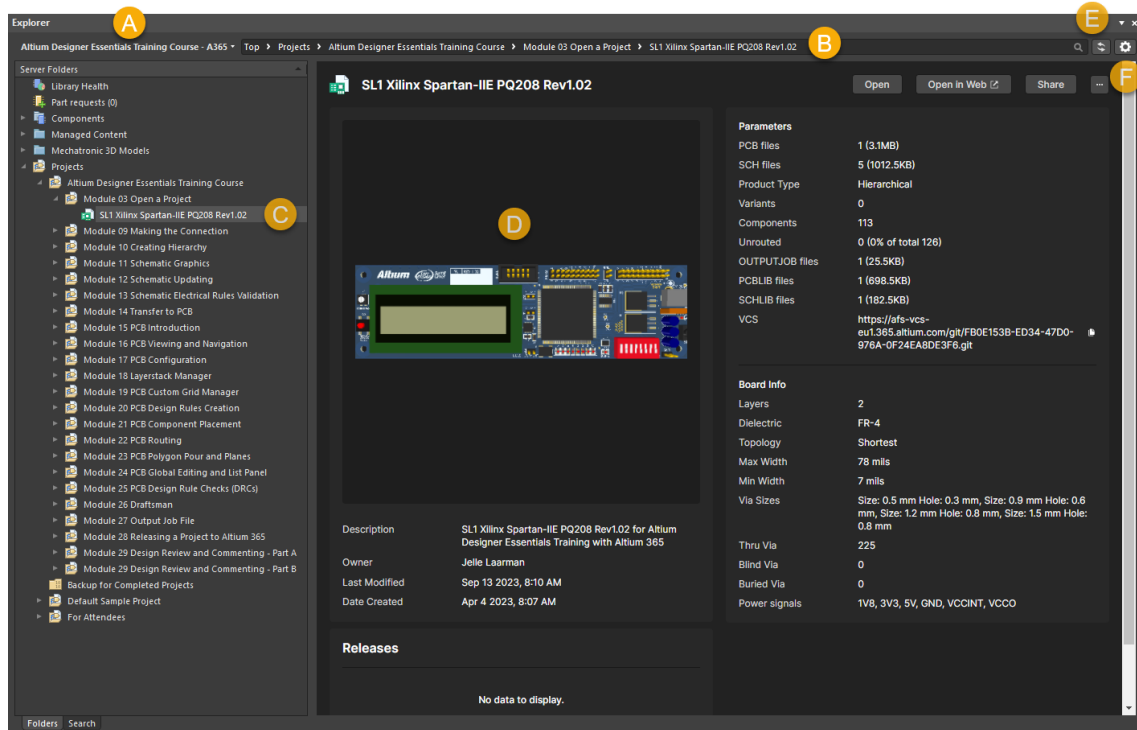


Figure 9. Explorer Panel

15. Explorer Panel: Work Space Project Folders section.

- a) Select the Projects folder:
- b) Expand the folders Altium Designer Essentials Training Course » Module 03 Open a Project, as seen at Figure 10.
- c) Select the Project SL1 Xilinx Spartan-IIE PQ208 Rev1.02. This selection will display a preview of the project, along with various actions available in the Item Information Area, as shown in Figure 10Figure 9.

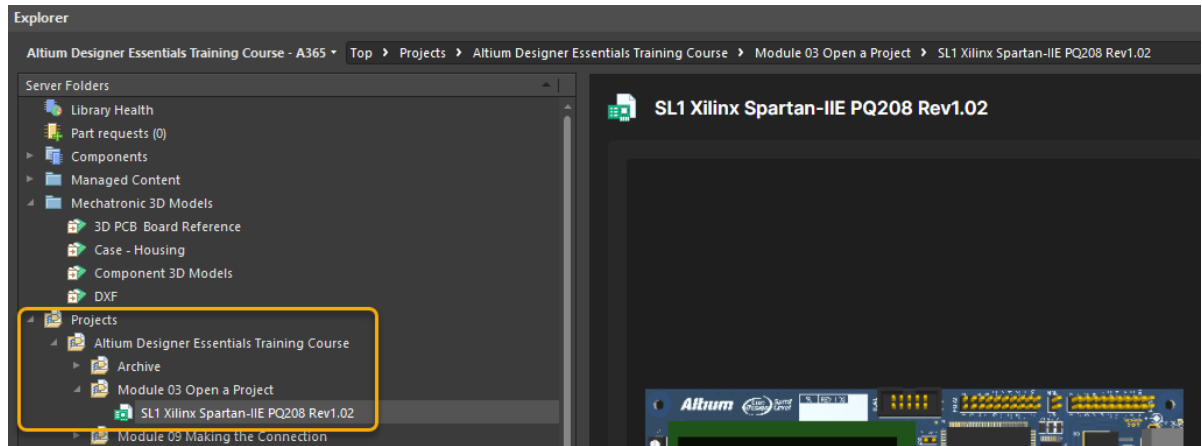


Figure 10. Training Project Folder - Workspace

16. Now, let us access the For Attendees folder. Later in the training, you will be uploading files to the Workspace, this is the folder where you will create a subfolder to organize your training files, Figure 11.

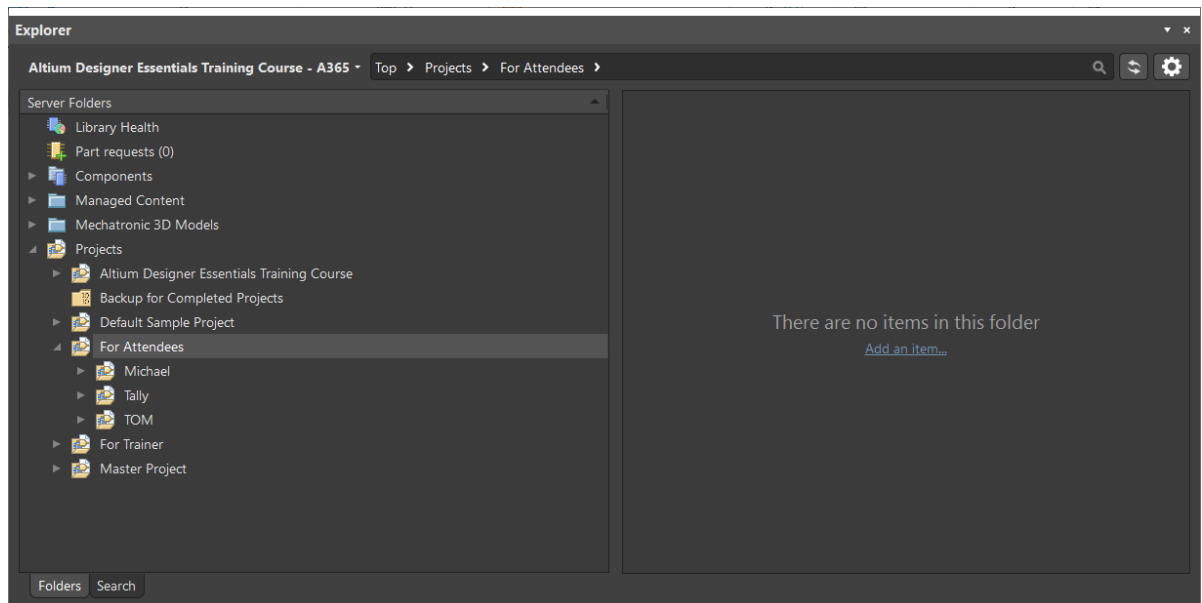


Figure 11. Section for attendees, Image created with Administrator account, you may not see all folders.

1.7.2 Explorer Panel: Workspace Components Section

17. Let us proceed to the **Components** section, as indicated in Figure 12.
 - a) In this section, you will notice subsections organised by different component types. Please choose **Capacitors**.
 - b) On the top-right, you will find a list of components categorised under the selected type.
 - c) In the section below, you will find detailed information about the selected component.

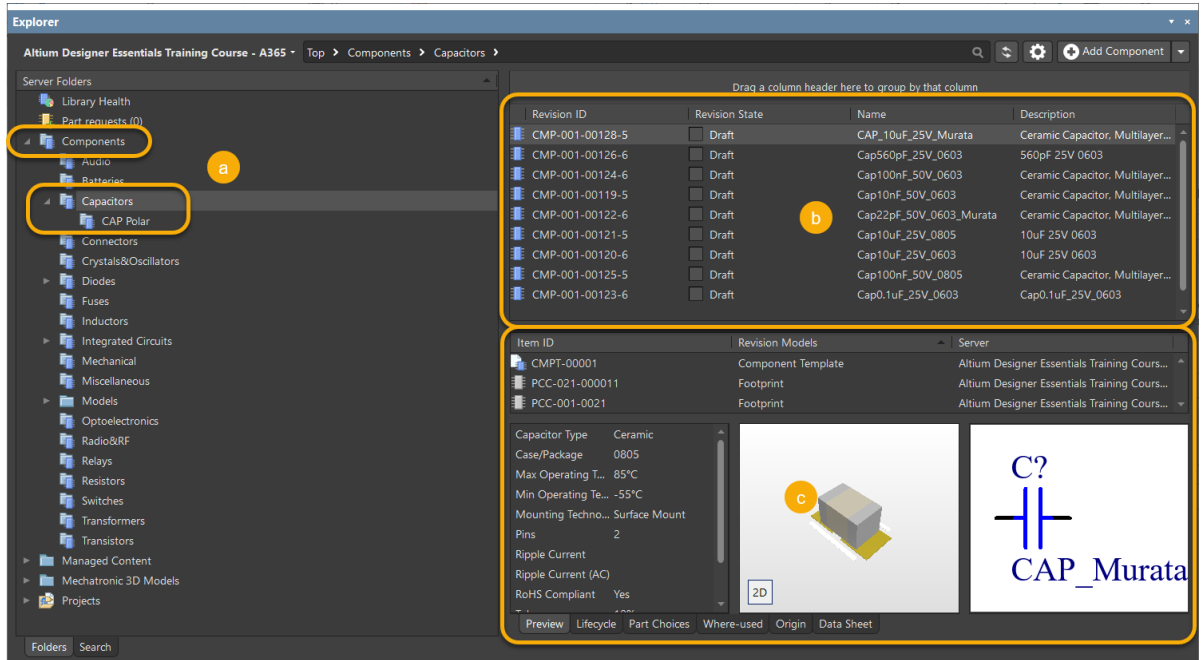


Figure 12. Components

18. If you currently have any projects or documents open, close them without saving any changes. To close, use the menu **Window » Close All**.

Congratulations on completing the Module!

Module 2: The Workspace Folder Structure

from the

**Altium Designer Essential Course
with Altium 365**

Thank you for choosing Altium Designer