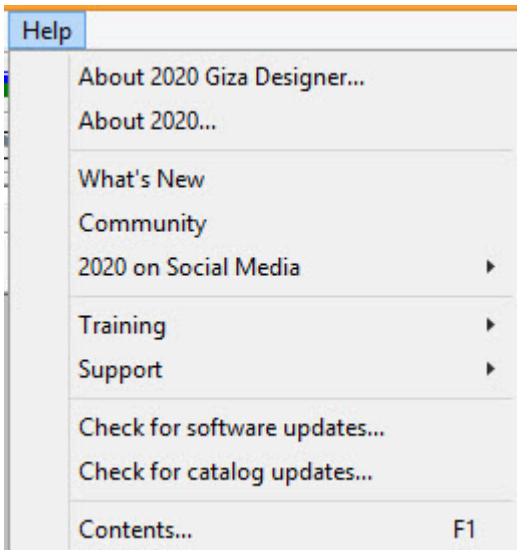
2020 Giza
User Guide

Table of Contents

Using Help

The following sections describe how to use options from the Giza **Help** menu and the Giza help **Toolbar**.



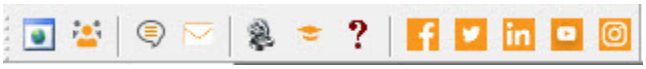
The question mark - **Topics** option/icon  in the Help toolbar takes you to the Contents page of this help file.

See also:

- Help toolbar
- What's new
- Community
- 2020 on Social Media
- Training
- Support
- Check for software updates
- Check for catalog updates

Help toolbar

For the most part, the Help toolbar offers the same options as the Help menu.



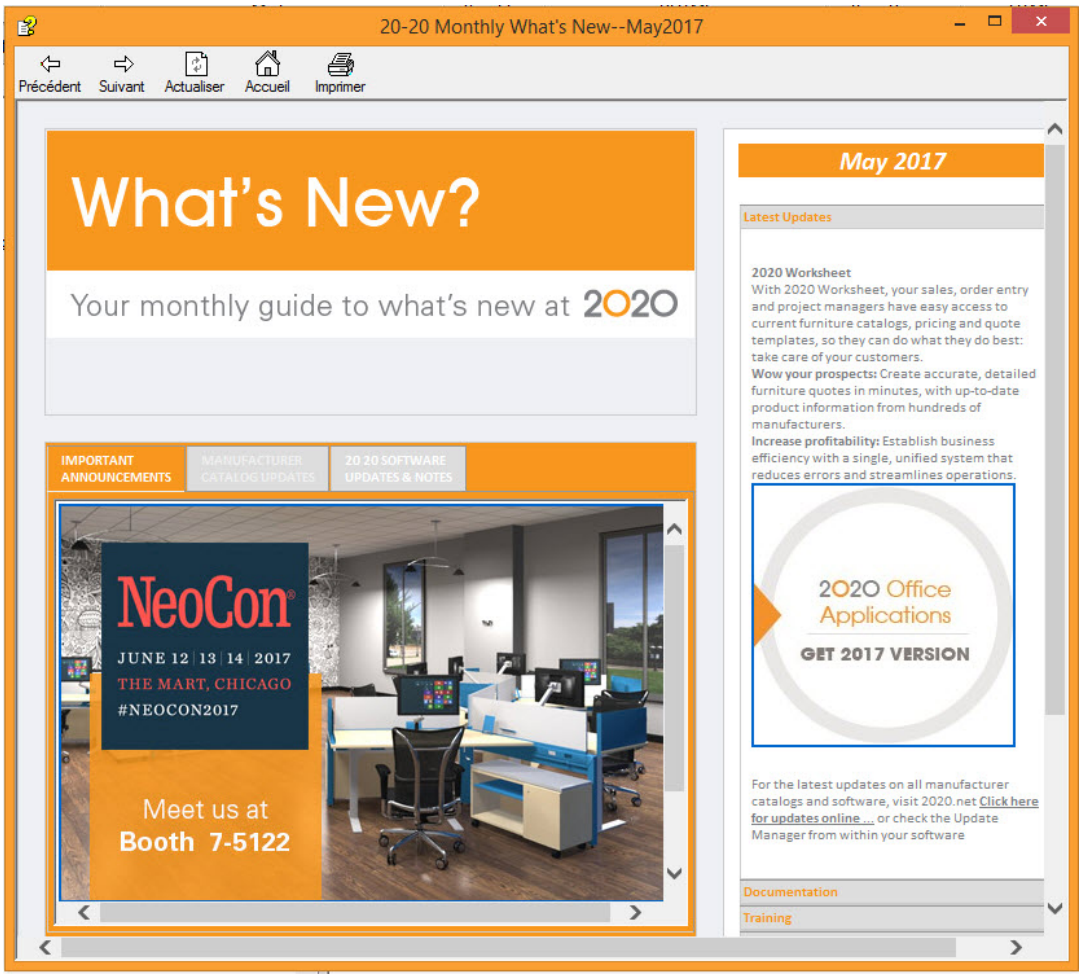
You can move this toolbar as you would for other Worksheet toolbars by clicking and holding the dotted line on its left.

See Using Help

What's new

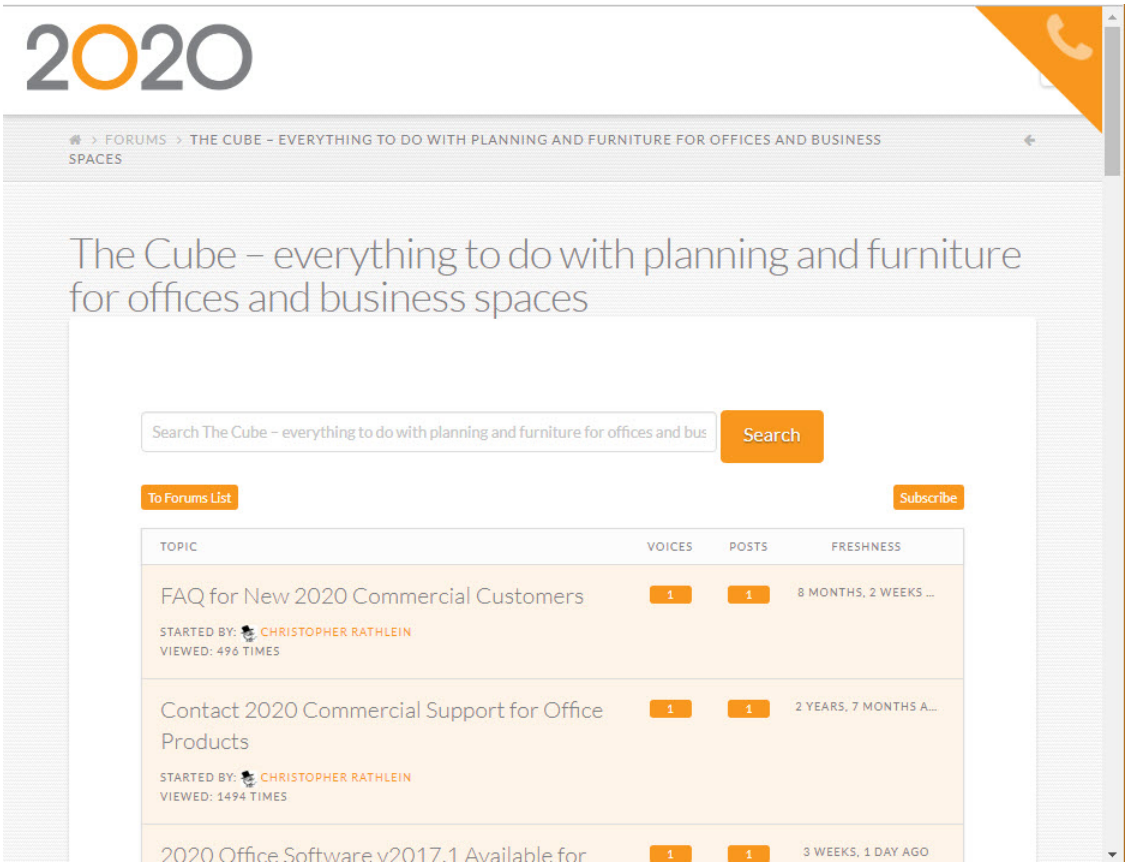
From the **Help** menu, click **What's New**. From the window shown below, you can:

- view announcements on 2020 Technologies commercial software
- read about and download manufacturer catalog updates
- view information about new commands, software fixes and known issues
- download software or catalog updates. See also Check for software updates, Check for catalog updates
- download PDF versions of the 2020 Technologies commercial software user manuals
- download PDF files of Release Notes (What's New) as they become available
- find training courses for 2020 Technologies software
- view a list of upcoming industry events in which 2020 Technologies will participate
- obtain 2020 Technologies' contact information


20-20 Monthly What's New--May2017
Précédent
Suivant
Actualiser
Accueil
Imprimer
What's New?
Your monthly guide to what's new at 2020
IMPORTANT ANNOUNCEMENTS
MANUFACTURER CATALOG UPDATES
20 20 SOFTWARE UPDATES & NOTES
NeoCon
JUNE 12 | 13 | 14 | 2017
THE MART, CHICAGO
#NEOCON2017
Meet us at
Booth 7-5122
May 2017
Latest Updates
2020 Worksheet
With 2020 Worksheet, your sales, order entry and project managers have easy access to current furniture catalogs, pricing and quote templates, so they can do what they do best: take care of your customers.
Wow your prospects: Create accurate, detailed furniture quotes in minutes, with up-to-date product information from hundreds of manufacturers.
Increase profitability: Establish business efficiency with a single, unified system that reduces errors and streamlines operations.
2020 Office Applications
GET 2017 VERSION
For the latest updates on all manufacturer catalogs and software, visit 2020.net Click here for updates online ... or check the Update Manager from within your software
Documentation
Training

Community

This Help option takes you to the Cube forum of the 2020spaces web site where you can find and share information on 2020 Commercial Software (Office) products and its community.



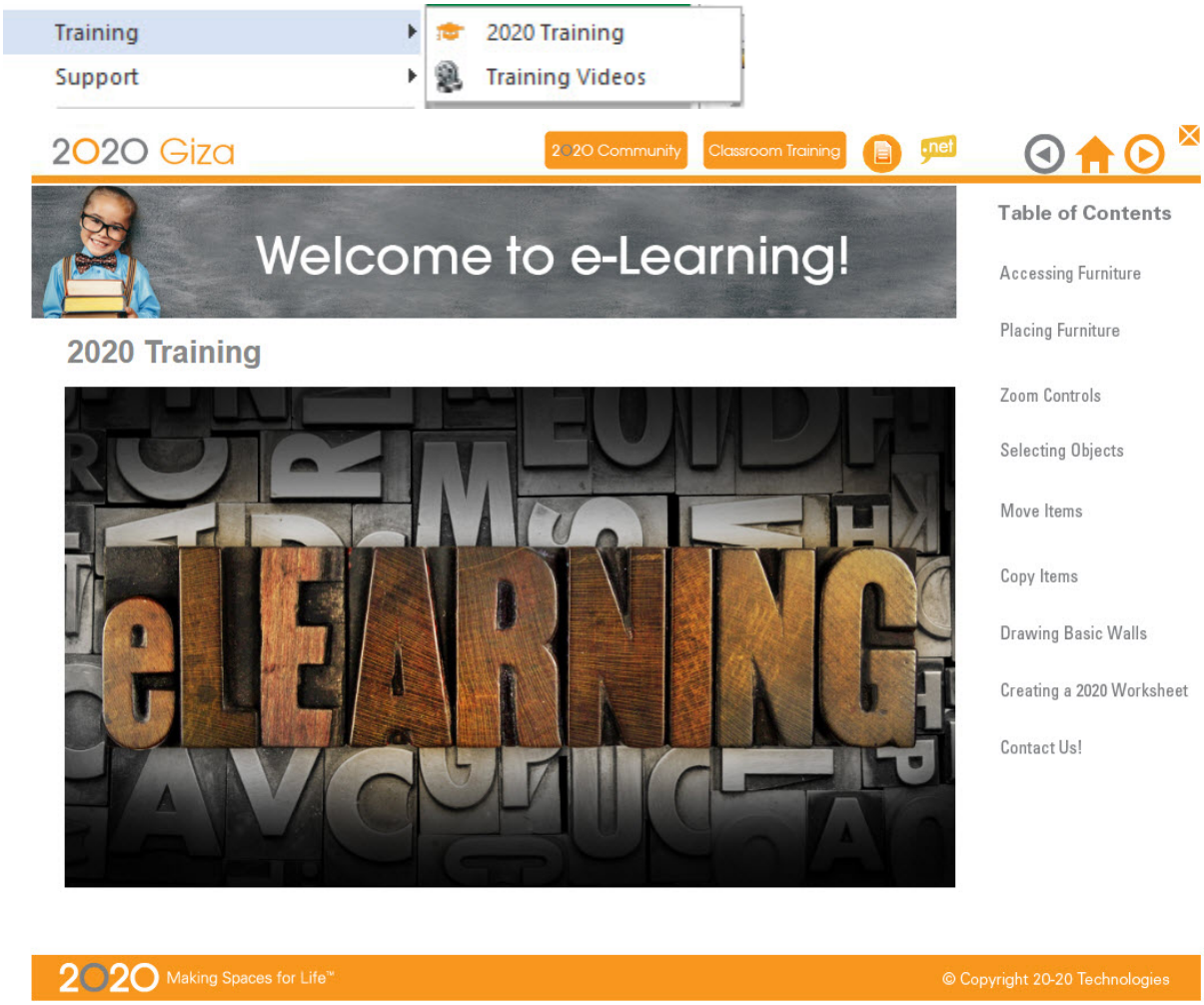
2020 on Social Media

As this is the trend in software applications, the options offered take you to various 22020 social media plate-forms so you can stay informed and share as you deem appropriate.

Training

The **2020 Training** option takes you to the 2020 Training page of the 2020 website where you can see scheduled training, sign up for classes, and learn more about what each class offers.

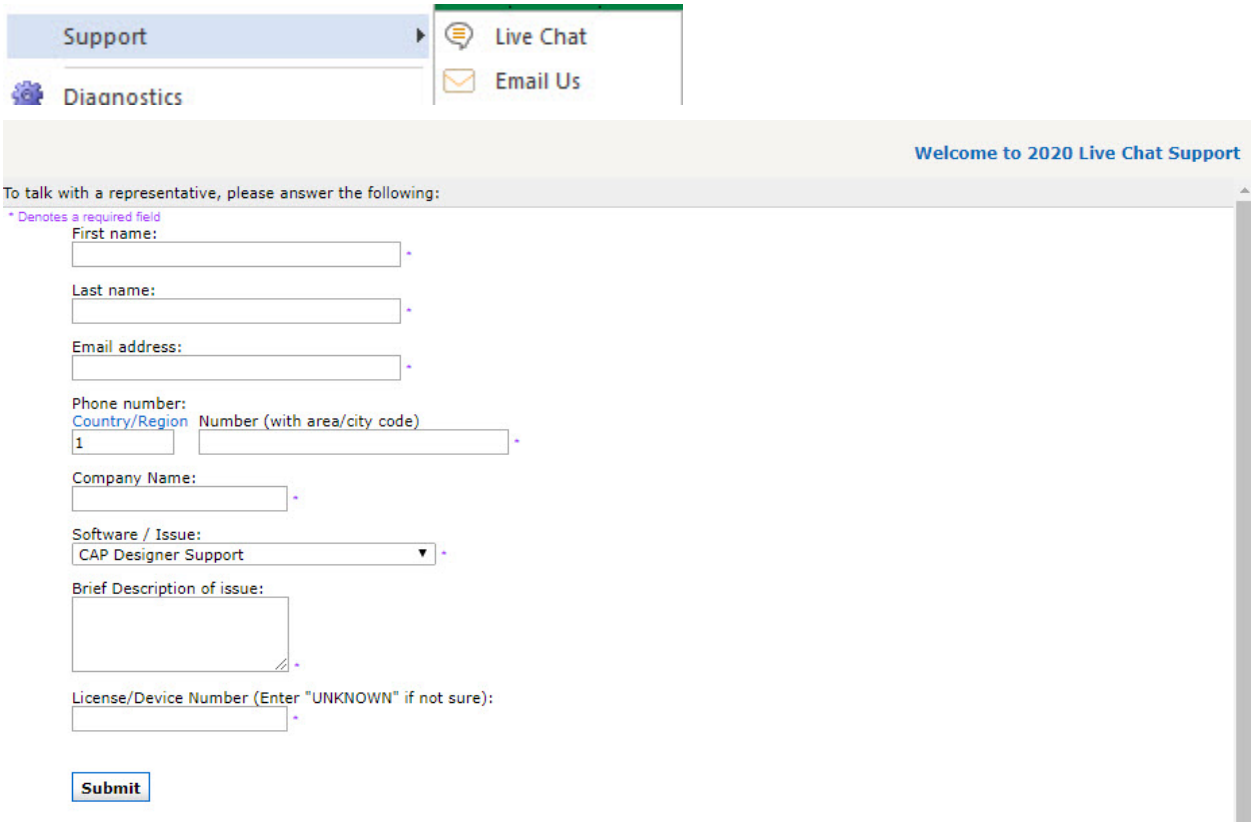
The **Training Videos** option takes you to the e-learning page of the 2020 website where you can watch videos that provide basic information about the Giza functionality.

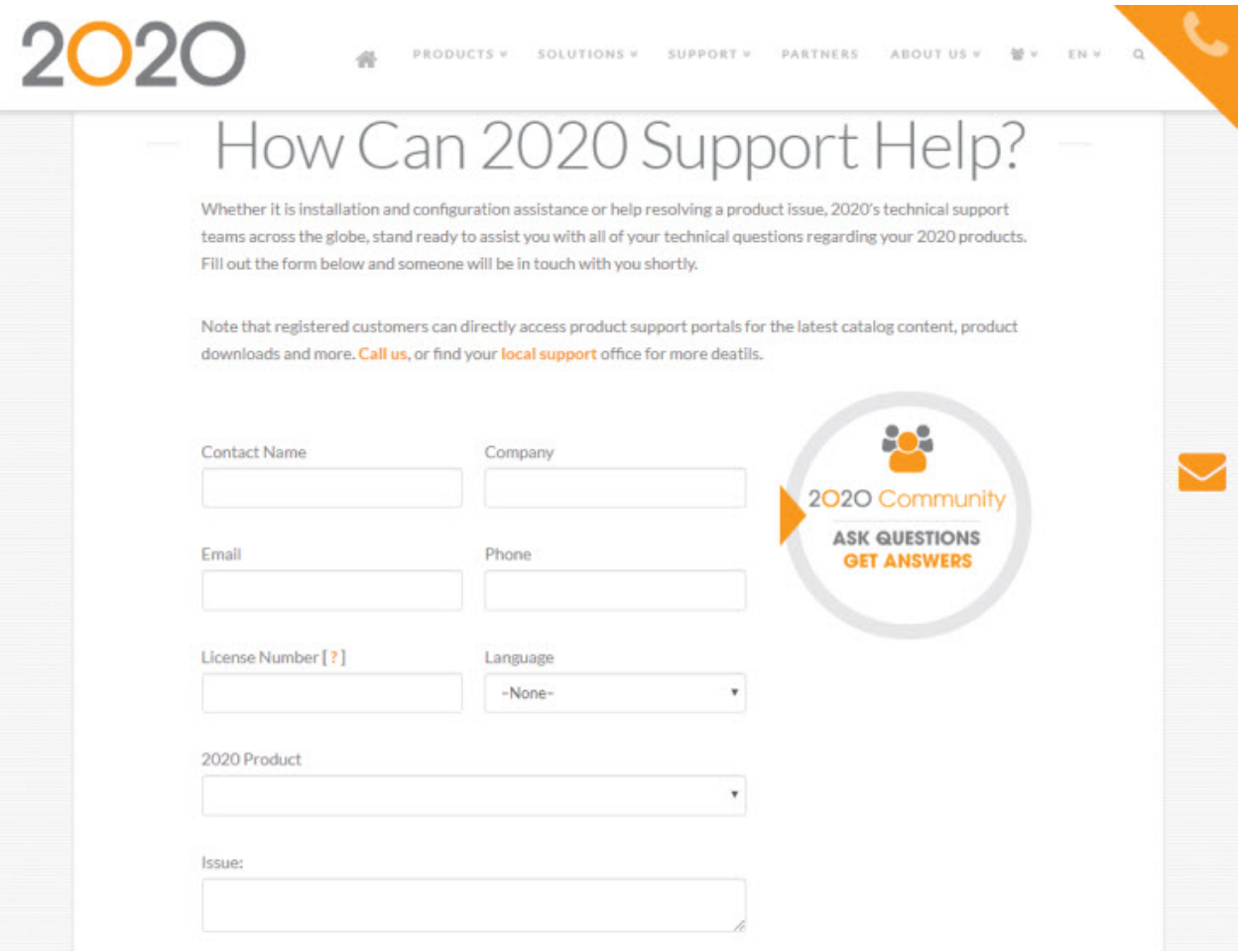


Support

The **Live Chat** option opens a web page where you are required to enter information in preparation for starting a live chat with a Support agent.

The **Email Us** option opens a web page where you can send 2020 an e-mail regarding an issue and to access the 2020 Community page.





Check for software updates

From the **Help** menu select **Check for Software Updates**.

The **Update Manager** appears. From here you can view updates for your system, view update descriptions and download and install updates.

For help on Update Manager click on the **Help** link on the bottom right of the Update Manager window.

Check for catalog updates

From the Help menu select **Check for Catalog Updates**.

The Update Manager appears. From here you can view catalog updates for Giza Designer, update descriptions, time and file size.

For help on Update Manager click on the **Help** link on the bottom right of the Update Manager window.

2020 Giza Designer

2020 Giza Designer is the non-AutoCAD based design tool. It helps users to create an accurate bill of materials based on the drawings. You can create various views as well as page layouts depending on the customers' specific requirements.

See:

- 2020 Giza Overview
- 2020 Giza Designer Toolbars
- Menus Overview– 2D CAD, Walls, Furniture Placement
- Draw Lines
- Edit – Delete/Copy/Move
- Fillet
- View Commands
- Save Drawings

Overview

Welcome to the 2020 Giza Designer Online Help. This file is designed to fit the needs of space planners, sales people, facility managers, and designers. You will develop furniture quotations, budget proposals, orders, and other documents used in the design, sales, specification, and management of systems furniture.

We will provide the detail assistance necessary for you to increase your production and give you a solid base for learning advanced features and techniques.

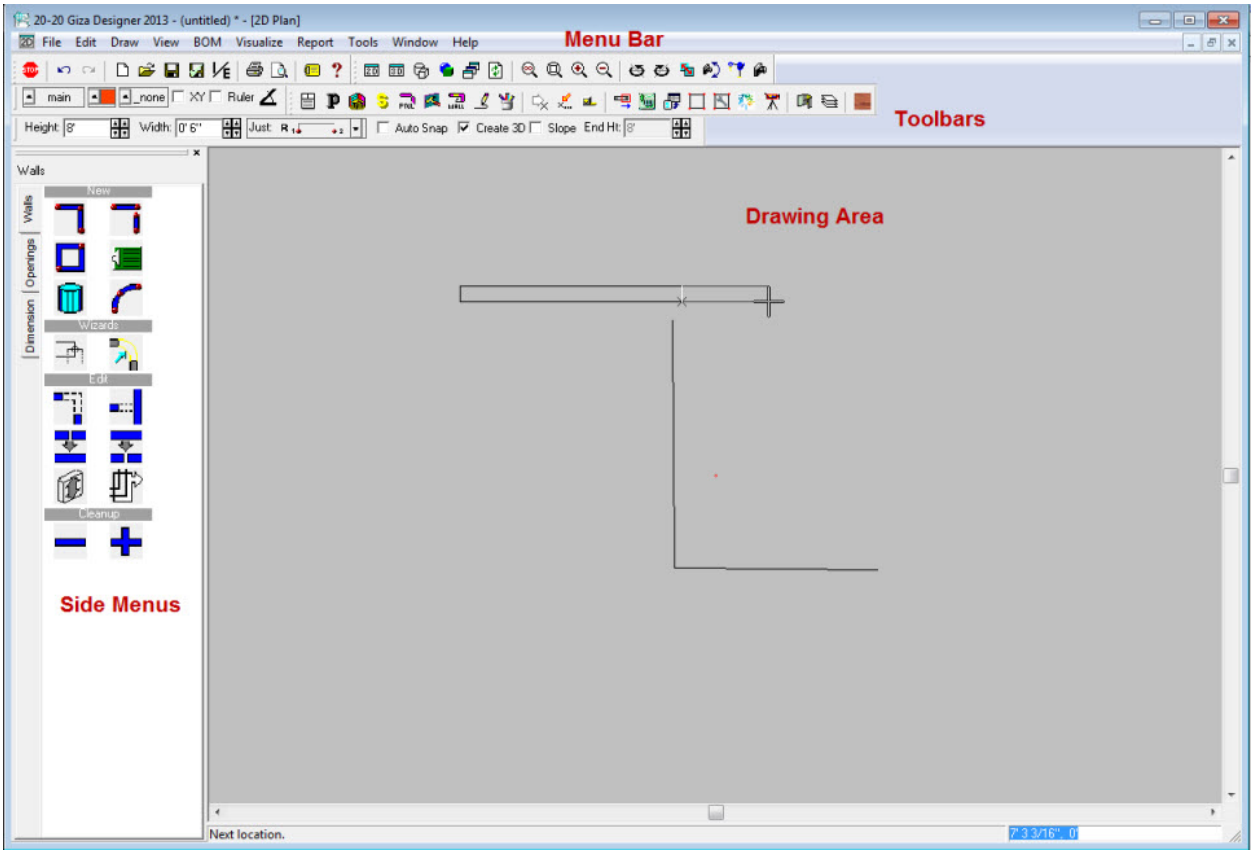
All users should have basic familiarity with the concepts and practices of modern business office design and product knowledge.

- 2020 Giza Designer is the ideal tool for sales people. Some of the features include Icon Menus to aid product selection for particular product lines. The Panel Placer tool allows for accurate panel placement. Auto Hardware is included for some product lines that automatically place panel connectors. Panel Checker alerts you when overlapping panels occurs to aid you in determining proper panel placement. Frame Designer allows you to build frames up with skins when available. Products brought into the drawing area are brought in on layers that allow for easy viewing and editing. You have the ability to place parts or typicals in a grid configuration easily. Multiple views can be generated including 2D, 3D, hidden line and 3D color views. Parts lists can be exported to Worksheet, Microsoft Excel or Word. The media menu allows access to a catalog of typical workstations that can be placed for ease of presentation.

- 2020 Giza Designer includes the ability to share AutoCAD drawings. It is the most popular drafting tool for both sales and design professionals. Enhanced allows you to work smoothly with designers and architects who use AutoCAD by importing and exporting to .dwg and .dxf format. The software also aids by creating smart 3D architecture that will help to create walls, windows, doors, and columns. Three-dimensional renderings generate realistic shadows. Perspective cameras let you control the viewpoint to get realistic previews and print outs. A Bill of Materials report allows for a parts list and base pricing to gain a quick estimate. Designer also has an inventory function that can compare two drawings to determine what can be reused.
- 2020 Giza Designer can also meet the needs of the most demanding users who need to modify standard catalog items and generate high-end presentations. Designer allows you to create custom items by stretch, rename, and specify items to meet exact client requirements. It includes 2020 Giza Publisher, which gives you the ability to print full-color presentations and marketing materials using built-in templates.

Main Screen

Most commands can be accessed from menu options or Toolbar buttons. For a complete list of buttons see Toolbars.



Toolbars

- Standard Toolbar
- View Toolbar
- Tools Toolbar
- Drawing Toolbar
- Furniture Toolbar
- Walls Toolbar
- Help toolbar
- Customize Toolbars

Standard Toolbar

Stop
The Stop button ends the current operation. The ESC key also performs this function. You may also click Stop to deselect highlighted items in the drawing.

Undo
Click this button to undo past commands in your drawing. You may reverse up to 30 commands in the drawing. This function can be very useful if you discover that you made a mistake some time earlier in your drawing process: you may simply undo commands until you reach the point where you wish to start again. You may also access this function by selecting Undo from the Edit Menu. If you undo a command you wish to keep, simply click the Redo button, right next to Undo on the Toolbar.

Redo
Click Redo to reinstate commands you have removed using the Undo function. You may reinstate up to 30 undone commands.

New
Click this button to create a new drawing. If applicable, you will be prompted to save the existing drawing.

Open
Click this button to open an existing drawing without having to go through the File menu. Choose Open to open a drawing, Typical, DXF file, DWG file, defaults file, view file, bitmap image file, color map file, or Hidden Line file.

Save
Click this button to save the current drawing without having to go through the File menu. Use the Save command to save your drawing with a .cdb extension. If this is a new drawing, the Save As dialog appears and you are prompted for a name for the drawing.

Check and Save
Click this button to run a Drawing Integrity Check before saving. The 'Drawing Integrity Check' dialog appears, allowing you to check your drawing for various problems. When the check is complete, the drawing is saved or, if not previously saved the Save As dialog appears.

Import/Export/Style Files
Click this button to load and save styles and special files.

Print
Click this button to access the Print function without having to go through the File menu. The Print Drawing dialog appears, or the Print dialog if a Render window is active.

Print Preview
This function shows you an approximate image of what your print will look like. The magnifying glass function allows you to zoom in and examine areas of the potential print image.

Set Options
Click Set Options to bring up the Options dialog, where you may set your preferences for Giza.

Load Help System
Click this button to access the help file.

View Toolbar

Activate 2D Window
Click this button to switch focus to the 2D window. A new 2D window is created if none currently exists.

Activate 3D Window
Click this button to switch focus to the 3D window. A new 3D window is created if none currently exists.

Create Hidden Line 

Click the Create Hidden Line button to execute a Hidden Line Drawing. A Hidden Line drawing (a black and white 3D view with solid faces) of the current 3D drawing window is generated. If the Hidden Line process is already in progress, an error message is displayed.
This process may take some time on larger drawings, and prompts indicating progress appear in the status line.

Render 3D Window 

Click the Render 3D Window button to execute a Full Color Shaded Rendering. The Rendering process is invoked to create a shaded image of the current 3D drawing window. If the Render process is already in progress, an error message is displayed. *This process may take some time on larger drawings, and prompts indicating progress appear in the status line.* The Render tab of the Options dialog (called from the Tools menu) is used to set up rendering parameters.

Lightscape Rendering

Click this button to launch the Lightscape Visualization Module (Professional Only), which creates an advanced, shaded color image of the 3D Drawing Window. Lightscape renderings help you visualize the effects of lighting on the furniture in your drawing.

Select Window 

Click Select Window to choose an active window. This is a convenient function if you prefer to have windows maximized, but keep more than one type of window open. The Choose Window dialog appears, showing you a list of the windows you have open. Click the desired window, and it is brought to the top.

Redraw Window 

Click the Redraw Window button to redraw the current drawing window. This function is useful for redisplaying the drawing when you have made changes, especially erasing, that may not be properly visible until the screen is redrawn.

Zoom All 

Click the Zoom All button to zoom the drawing window so that all items in the drawing fit into the view. The scale of the view in the current window is recalculated so that all elements in the drawing fit within the display window. Elements in layers, which are not on for display, are not included.

Zoom Area 

Click the Zoom Area button to zoom in on an area of the drawing window. You are prompted to define the corners of a rectangular area, which then fills the window. The scale of the view is adjusted so that the area selected fits just within the display window. The rotation of the view is not affected.

Zoom In 

Click the Zoom In button to make items displayed in the current window appear larger. The scale of the view in the current drawing window is increased. The rotation of the view is not affected. The amount the view scale is increased can be configured on the View Setups dialog.

Zoom Out 
Click the Zoom Out button to make items displayed in the current window appear smaller. The scale of the view in the current drawing window is decreased. The rotation of the view is not affected. The amount the view scale is decreased can be configured on the View Setups dialog.

Rotate View 
Click one of the two Rotate View buttons to rotate the view in the current drawing window either counter-clockwise or clockwise. The View Control dialog provides additional controls for adjusting the view in different directions.

Swap View 
Click the Swap View button to Swap between the current view and the last view.

Perspective Camera 
Click the Perspective Camera button to bring up the Perspective Camera icon. The camera icon appears, and a Perspective view window is added to the drawing. Manipulate the camera icon to control the contents of the Perspective window.
The Camera dialog also appears where you may set parameters for the Perspective Camera.

Birdseye View 
Click Birdseye View to bring up a Perspective window, showing a Birdseye view of the drawing.

View Control 
Click this button to bring up the View Control dialog, allowing you to set the view.
The View Control dialog provides controls for manipulating the display in the current drawing window. Standard view angles can be selected. Incremental rotation around the view or the drawing axes can be performed. View scale can be increased or decreased. View control parameters can be modified.

Tools Toolbar

Vignette Print 
Select this button to create a Vignette print of your drawing. The Print Vignette Sheet dialog appears, allowing you to set the parameters for plotting your drawing.

Publisher 
Publisher is an application within Giza Design designed to allow you to print detailed reports, complete with illustrations of your drawings, in a layout and format you control. For more information on Publisher and how to use it, see the Publisher chapter.

Furniture Placement 

Click the Furniture button to display the current furniture product line menu. This button has been added so that you may go directly to furniture placement if you are in another mode, such as 2D Drawing.

Select 

Click the S button to bring up the Select dialog, where you can place symbols by part number. You may use this function to place a symbol without having to locate it on a library menu.

Panel Placement 

Click the Pnl button to bring up the Panel Placement dialog, where you may place panels automatically. You may also access this function from the Draw menu.

Frame Designer 

Select Frame Designer to bring up the Frame Designer dialog, where you may apply frame designs to panels in your project. See the Frame Designer section for more information.

Draw Walls 

Click this button to activate the Wall Drawing application. This button has been added so that you may go directly to Wall Drawing mode, without having to go through the Draw Menu.

Draw CAD 

Click this button to activate the 2D Drawing (CAD) application. This button has been added so that you may go directly to drawing mode, without having to go through the Draw Menu.

Add Image 

Select Image to bring up the Add an Image dialog. Here, you can select a .bmp or .jpg image and place it in your drawing.

Point Input 

Click this button to bring up the Point dialog. This dialog allows you to enter exact X (horizontal) and Y (vertical) distances, used in many Giza Design functions.

Set Snap and Reference 

Click this button to activate the Snap/Set Reference dialog. When using the status line for distance input, the relative distance is measured from the reference point, which is usually the last point entered. To set a different reference point, click the Set Reference button, and then enter the new point. Several different references (Midpoint, End Point, etc.) are available. See the Point Input section for more information. This command may be executed in the middle of another command—such as running line—to set a reference point and then continue with the previous command.

Measure Distance 

Use this function to measure distances or items in your drawing. Click on the start and finish locations of the length you wish to measure. You may right-click to snap to the corner of an item you wish to measure, to ensure an exact measurement. The Measure Distance dialog appears and displays the length measured, the horizontal and vertical distances, the elevation and the angle of the area defined. This function is also available under the Tools Menu.

Note: It is recommended that you measure items without the Ruler function (on the Lower Status Bar) enabled, as the Ruler can affect measurements in the drawing.

Special Symbol Creation 

Select Special Symbols to launch Giza Specials, which contains special functions to create and modify custom furniture symbols for Giza. See the Giza Specials topic for more information.

Worksheet 

Click this button to launch Worksheet. Worksheet allows you to determine the cost of all the items in your drawing and generate pricing reports. For more information on how to use Worksheet, access the help system after you have launched Worksheet.

Update from Visual Worksheet 

To update the current drawing with any finish changes made in 2020 Worksheet or Visual Impression.

Create Scene Bond 

To organize your drawing into scenes around different points of interest that you want to call attention to when viewing in Visual Impression.

Manage Scenes 

To add or delete a scene for Visual Impression.

2020 Visual 

To open Visual Impression.

Media Program 

Click Media Program to open the Media Program application, which allows you to access pictures of Giza furniture and layouts. There are Typicals associated with these pictures, which can be placed in your drawing.

Inventory 

Click the Inventory button to access the Inventory comparison application. Inventory allows you to compare two projects. This gives you the option of reusing furniture components, reducing the number of new components you must purchase.

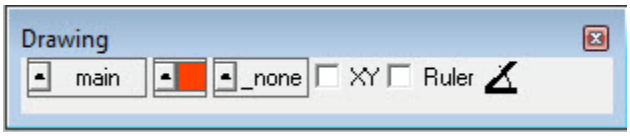
Load Layer Dialog Box 

This button brings up the Layer Selection dialog, where you can select a work layer, and turn layers on or off for display in your drawing. This function is also available from the Layer button, located in the lower left of the Giza Design 2004 screen. See the Status Bars chapter for more information on this dialog.

Material Assignments 

When you select Material Assignments, the Material Assignments dialog box appears. From here you can set colors for or apply image textures to various surfaces.

Drawing Toolbar



Layer Setup

This button brings up the Layer Selection dialog, where you can select a work layer, and turn layers on or off for display in your drawing. This function is also available from the Layer button, located in the lower left of the Giza Designer screen.

Current Color

To change the color, click the button. The Select Color dialog appears. Click the color you want, and click OK. If you wish to modify a color, double click it to bring up the Color to Modify dialog.

Pen

This dialog appears when you click the arrow next to the Pen box on the Lower Status Bar. Pens are used to display lines differently in the drawing. To change the current pen type, select a pen from the list and click OK.

XY Forcing

Check XY to enable XY Forcing in your drawing. This makes it so that all lines or walls you draw are forced to be at 90 degree angles to one another (in general, this is true vertical and horizontal).

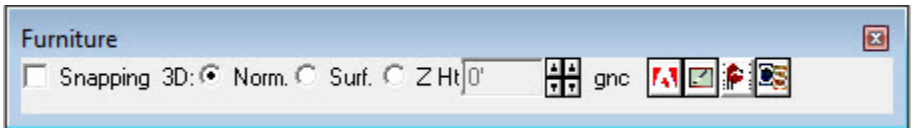
Rounding

Turn the Ruler on to force placement of elements to conform to the increment set for the Ruler. This increment is set on the Input tab of the Options dialog, located on the Tools menu. The default Ruler increment is 1'-0".

Work Angle

Click the Work Angle button to bring up the Set Work Angle dialog, where you may control your drawing angle.

Furniture Toolbar



Snapping
If this box is checked, the symbols you place are snapped to the nearest existing item in the drawing when clicking with the left button. If Snapping is not checked, furniture items you place are rounded, but not snapped to existing items except when right-clicking.

3D
The status bar placement options help you determine how symbols are placed in the Z plane. Click the button next to a placement mode to select it.
Norm. Used for placing symbols on the floor of your model (without a Z Height). If default library elevation settings are in place for specific furniture items, they are placed with these defaults rather than on the floor.

Surf Use the 3D surface placement mode when you wish to place symbols on top of one another: for example, when you are placing desktop items. If you try to place a phone on top of a desk without first selecting 3D Surface, the phone is placed on the floor instead of on the desk. You may also set a specific Z Height, but 3D Surface is useful because you need not know the exact height of the desk to place a phone on it.

ZHt Use the Z Height mode to set symbols a specific distance above the floor of your model. Use the arrows to the right of the box to change the value, or enter a value directly.
When you are finished placing symbols with Z height, remember to return to Normal placement mode.

Other icons concern installed databases or on CD-ROM. Please contact Support for more details.

Walls Toolbar

Height
Enter the height for the walls in the box. You may enter the value directly or use the increment arrows. Any walls you draw are of the height entered here.

Width
Enter the width for the walls in the box. You may enter the value directly or use the increment arrows. Any walls you draw are of the width entered here.

Justification
The justification set for the walls appears here. To change the wall justification, click the arrow button to bring up the Wall Justification dialog. You may also set justification on the Wall Parameters dialog, reached by clicking the green clipboard icon on the Walls Tab menu.

Auto Snap
Check this box to enable wall snapping. This mode snaps new walls to the closest existing wall, within the Auto Snap tolerance. This tolerance is set on the Wall Parameters dialog, which you may access by clicking the green clipboard icon on the Walls tab menu.

Create 3D
Check Create 3D to have walls drawn as 3D symbols in the 3D drawing window as each wall is drawn. Otherwise, walls appear as 2D lines. Walls can be remade, from 2D to 3D and vice versa, after they are established.

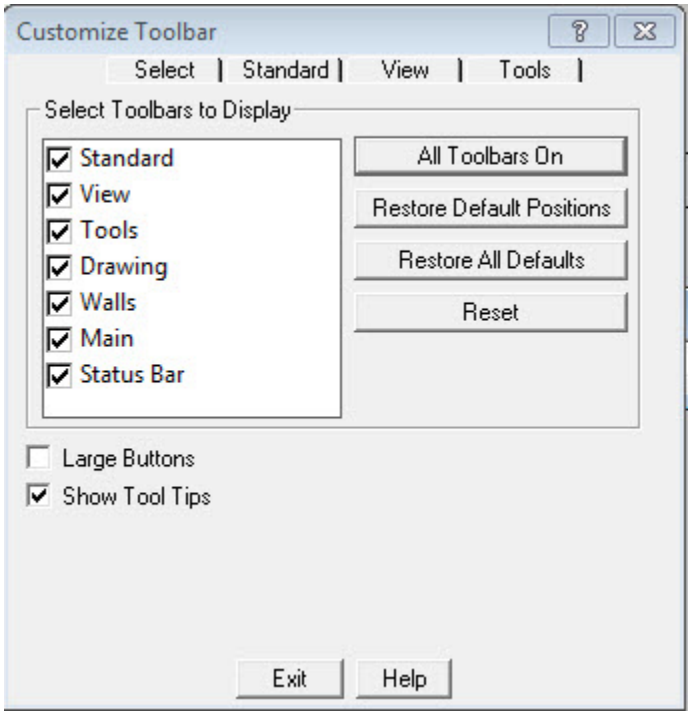
Slope
Check this box to enable wall slopes. This allows a wall to be placed with different end heights. Enter the other height in the End Ht box.

End Ht
Click End Ht to set the end height of the wall. Use the arrows, or enter a value directly.

Customize Toolbars

Toolbars in Giza Designers can be turned on and off. You may also rearrange them to meet your personal preferences. This dialog box allows you to manipulate the toolbars as well as reset them when necessary. You may also choose to turn off or turn on specific buttons on the Standard, View, & Tools toolbar.

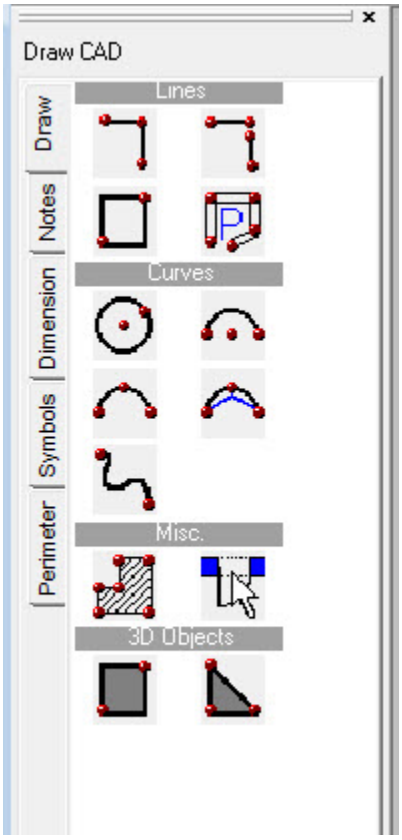
1. Click **Tools**/**Customize Toolbar**.
2. In the Customize Toolbar dialog box, select the toolbar functions to appear on the toolbar by placing a checkmark next to the chosen function of that toolbar.



3. To remove icons for functions not frequently used, Click on the tab that represents that toolbars function and remove the check mark by clicking on it, scroll through the toolbar functions by clicking the direction arrows in the lower right of the dialog.
4. Adjust the size of the icons by checking the **Large Buttons** check box.
5. Click **Exit**.

Side Menus Overview

The left side menus change depending on the tools you use.

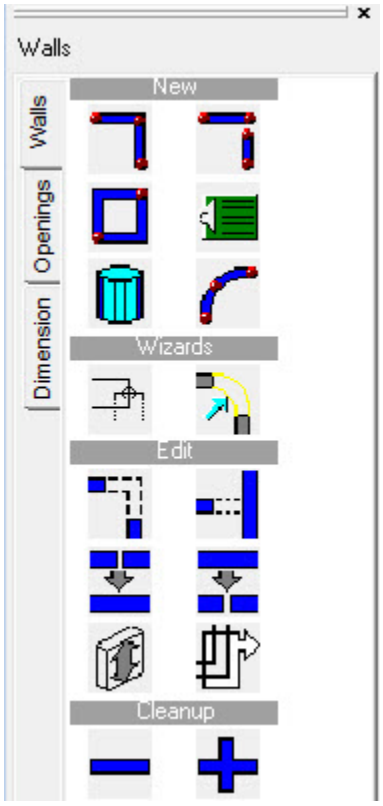


1. Click the **Draw CAD** button to see the Drawing menu side bar or Pick 2d CAD from the Draw pull down.

   Notice the Draw, Notes, Dimension, Symbols and Perimeter tabs. Each tab has different drawing tools. We will cover these tools later in this manual.

2. Click the **Draw Walls** button to see the Walls menu side bar or click Walls from the Draw pull down.

   Notice the Walls, Openings and Dimension tabs. We will cover these tools later in this manual.



3. Click the **Furniture Placement** button to see the Furniture menu side bar. The default library is Generic. Other furniture libraries are available.

   Notice the tabs for each section of the library, the tabs will change depending on the library loaded.

Draw Lines

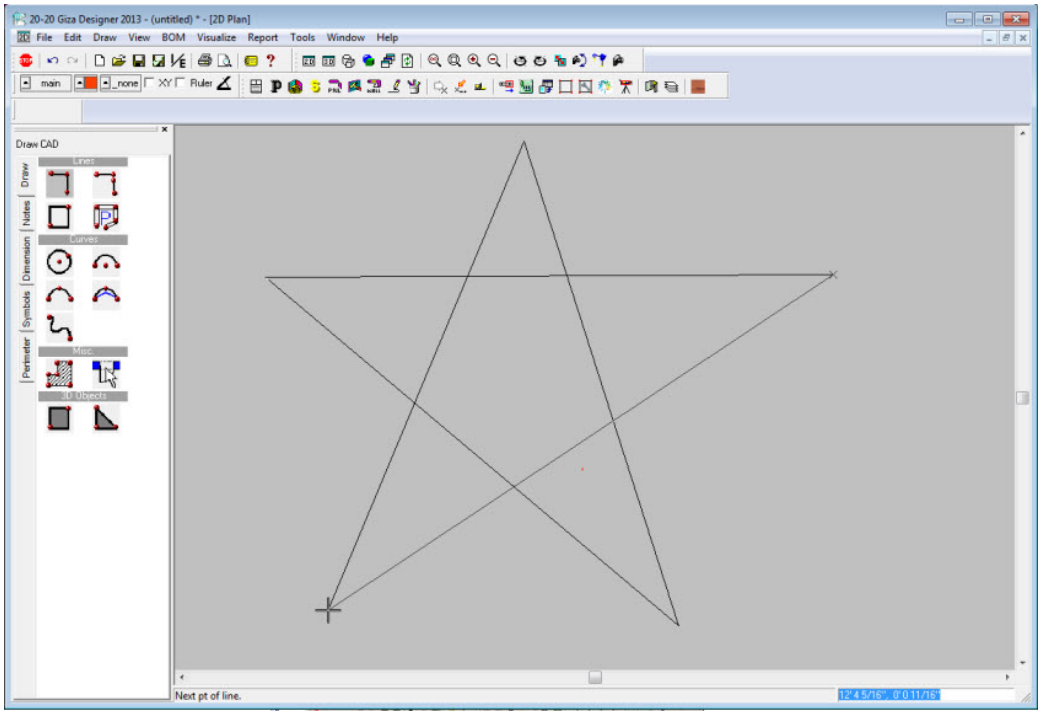
Use the Draw menu to drawing basics in Giza.

1. Click the **Draw CAD** icon  to see the Drawing menu side bar or choose **Draw**, **2d CAD** from the menu bar.

2. Click the **Draw Running Line** icon  on the **Draw** tab.

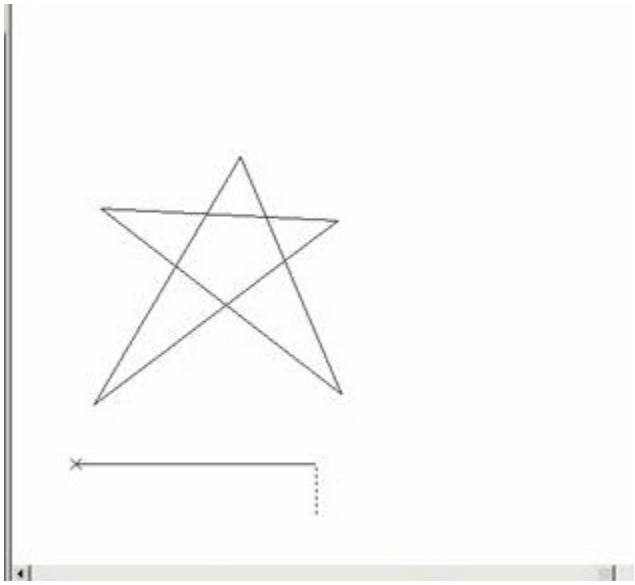
3. Pick a point in the drawing area.

4. Draw a star.

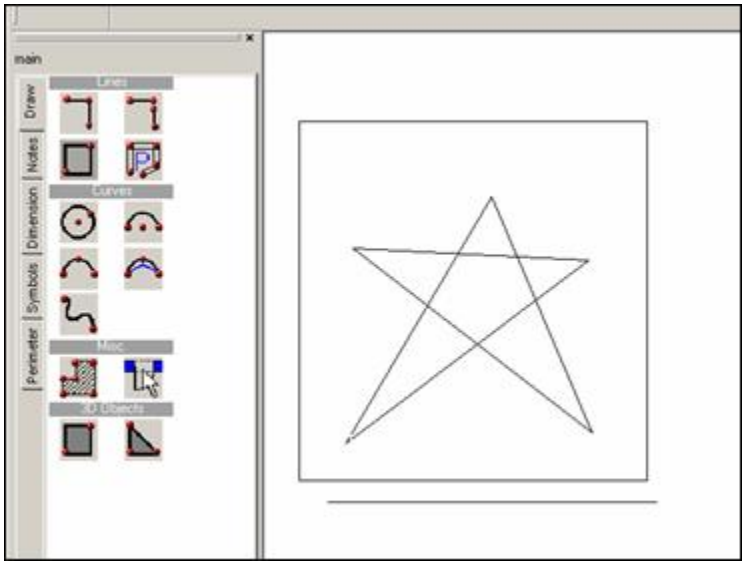


5. To snap the lines together, right-click over the end of the first line.
6. To stop drawing a line, click the **Stop** button or press the ESC key on your keyboard.
7. Click the Single Line icon  on the Draw Tab.
8. On the Drawing Toolbar check the XY box to draw a line using orthographic projection (on 0°, 90°, 180° and 270° angles)

9. Draw a line under the star.



10. Use the Rectangle tool to draw a box around the star. 



Edit – Delete/Copy/Move

To access the editing tools, right-click on the object you want to edit.

Select a Single Object

1. Click on the rectangle you have drawn. Notice that it turns red.
2. Right-click any highlighted item and choose a modification command from the Edit menu.

Select Multiple

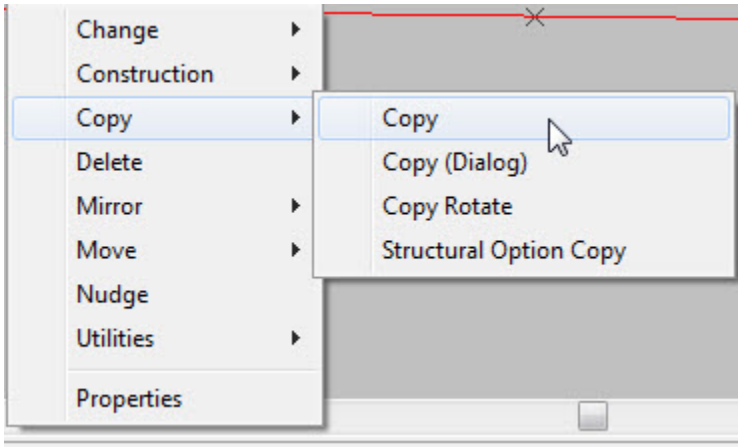
1. To select multiple items for edition hold down the CTRL key on the keyboard and click each item. Each item you click on will be highlighted. If you select an item by error, hold down the CRTL key and click that item again to deselect it.
2. Right-click any highlighted item and choose a modification command from the Edit menu.

Select a Group

1. To edit an area of adjacent items, place the cursor near the group of items to be deleted in the drawing window.
2. Hold down the left mouse button and drag the cursor so a dotted line box encompasses the group of items to be selected. When you release the mouse, everything within the box or touching the box will be highlighted.
3. Right-click any highlighted item and choose a modification command from the Edit menu.

Copy

1. Select the line under the star.
2. Right-click on the line.



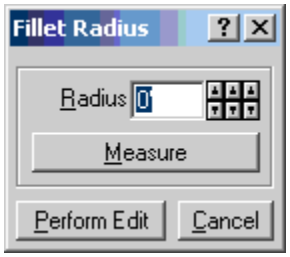
3. Click Copy, Copy.
4. Pick two points on the screen. The copy command stays active if you want to continue copying the item you can keep picking locations. To stop either click the Stop button or press ESC on your keyboard.
5. Another quick way to copy an item is to select it, hold the CTRL key on keyboard and drag the item to a new location. To copy something exactly from one spot to another use the right-click function.
6. Right-click on a line and click Move, Move.
7. Pick two points to move the line.

Note: Another quick way to move a line is to select it and drag it.

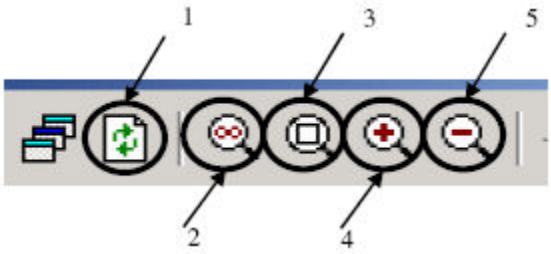
Fillet

1. Draw a single line perpendicular to a line.
2. To select both lines, click in the drawing space and drag the mouse over both lines or select one line then select the other while holding your CTRL key down.
3. Right-click on one line and select **Fillet**.

4. In the **Fillet Radius** dialog, leave the radius at **0** and click the **Perform Edit** button.



View Commands

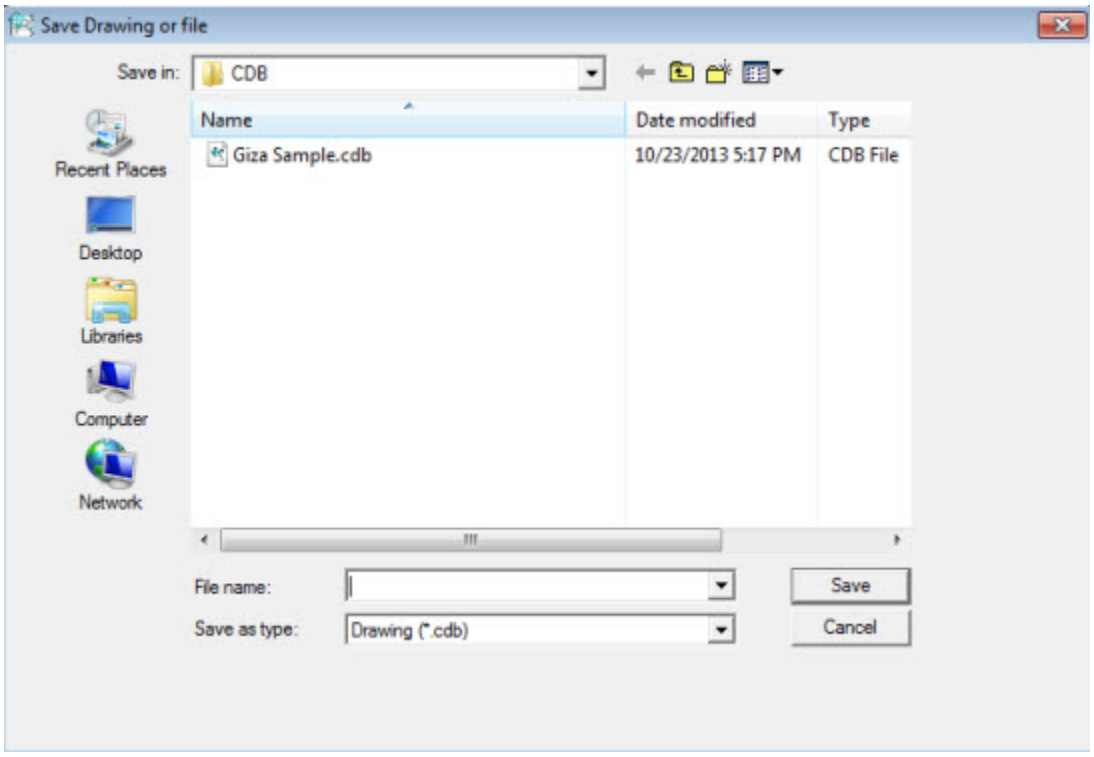


To see different areas of the drawing you will need to use different view commands.

1. To refresh the drawing window, click on the **Redraw Window** icon #1
2. If the drawing extends beyond the size of the screen click the **Zoom All**icon #2
3. To view a specific area, click on the **Zoom Area** icon #3. Then click one corner of the area then click the opposite corner of the area to view.
4. To enlarge the drawing, click the **Zoom In** icon #4
5. To reduce the drawing, click the **Zoom Out** icon #5

Save Drawings

1. Click this icon  or from choose **File**, **Save** from the menu bar. The **Save Drawing or file** dialog box opens.



2. In the **Save in** field, note that the file is being saved in the CDB folder this path can be changed to the desired location.
3. In the **Save as type** Field, note the type of file you are saving. In this example, you are saving a .cdb file.
4. In the **File name** field, type in the name of your file.
5. Click **OK**.

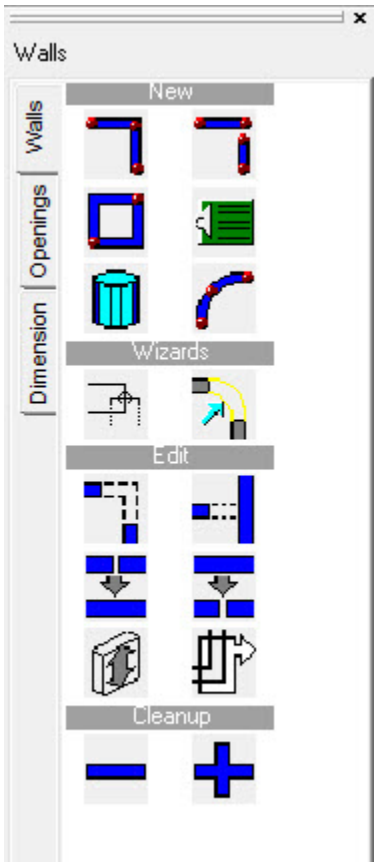
Note: Catalog symbols are saved locally in the drawing to prevent symbols not showing up when a catalog is missing or changed.

Walls and Dimensions

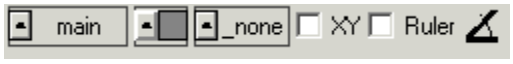
Draw Walls

Giza Designer and Professional allow you to generate 3D walls, windows, and doors. These walls allow you to generate the exterior shell of buildings or areas within buildings. Walls that are generated using the Draw > Wall tools consist of two lines that act as a unit in plan view. When generated in a 3D view these walls have thickness as well as height. Editing features allow existing walls to be moved and changed to represent changes to the floor plan. Windows, openings and doors can be added and placed in the structure. Draw > Walls also allows for floor plans to be dimensioned for placement of furniture and additional information.

1. From the Draw pull down, left click on Walls or the Walls icon.
2. The Walls menu opens on the left side of the screen.



3. From the Draw Walls Icon Menu, make sure that the Walls tab is selected.
4. The top row of icons on the Walls Icon Menu is used to create walls. The top left icon draws continuous (or running) walls. The top right icon draws a single wall only.
5. On the Drawing Tool Bar, usually located just above the left-hand icon menu, turn on XY and Ruler by left clicking in the white boxes in front of them. The XY forces the walls to draw orthogonally (straight right, left, up or down), and the ruler allows you to draw walls to an exact length.



6. On the Walls Tool Bar, usually just to the right of the Drawing toolbar, you can change the wall settings such as height, width and justification.

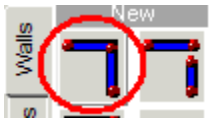
7. The Height and Width of the walls can be project specific.

8. Wall Justification determines how walls are created based on the dimensions that are given.

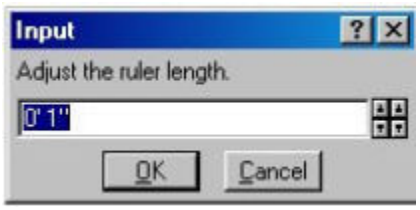
- Right justification places a second line the width of the wall to the left if you were standing on the line being drawn.
- Left justification places a second line the width of the wall to the right if you were standing on the line being drawn.
- Center justification places a line half the width of the wall on either side of where you are standing.

Running Walls

1. Click on the Draw Running Walls icon on the Walls Icon menu.



2. Choose a starting point at the bottom left hand side of the drawing window.
3. Move the cursor up (one or two inches). A preview of your wall will appear.
4. Hold the left mouse button until the Input dialog box appears. This allows for entry of an exact distance.

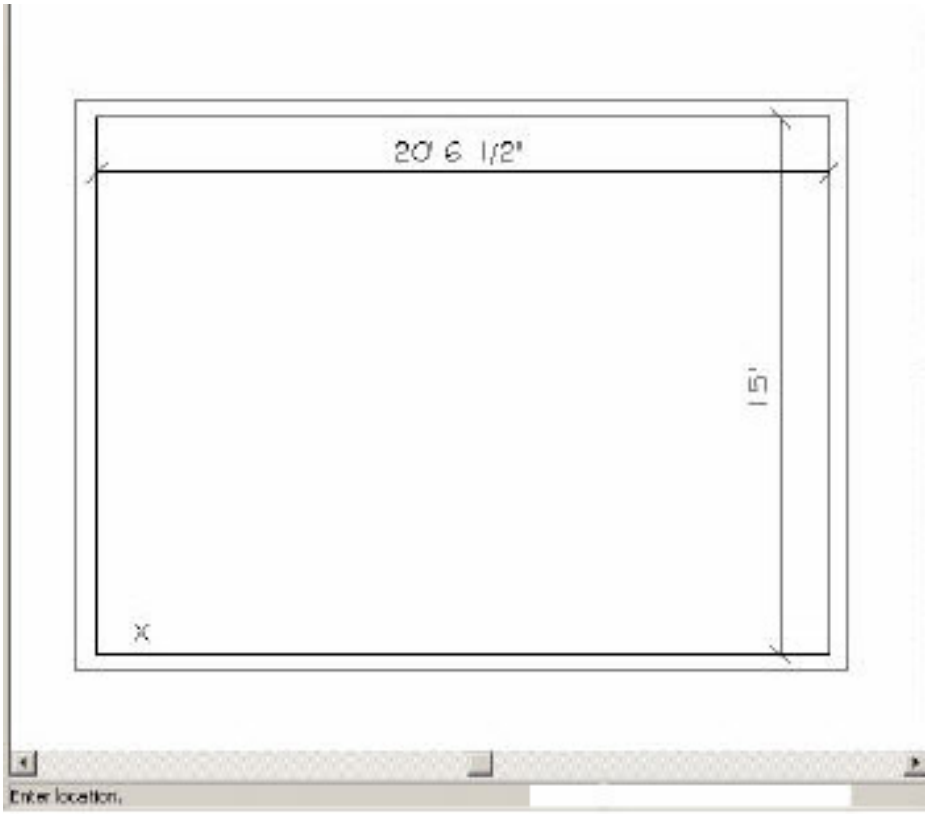


Note: The Ruler  must be checked for Input to work correctly.

5. Type in the length of the wall (or use the increment arrows: the left arrow is for feet, right is for inches), and left click OK.

Note: You can type in decimals or fractions. Be sure to use the foot (') and inch (") marks. If the distance is in feet you do not need to use the foot mark. Giza defaults to feet unless told otherwise. If using fractions, be sure to put a 'space' between the whole inch unit and the fraction.

6. The cursor is still attached to the end of the first wall. Move the cursor to the right and again hold down the left mouse button to open the Input dialog.

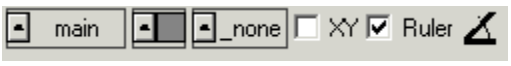


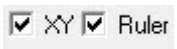
7. Continue drawing walls in this manner until a room perimeter is complete.
8. If you make a mistake, use the Undo button just to the right of the Stop sign to remove the wall. Left click on the Running Wall icon again and right click near the end of a wall to snap and reconnect the wall cursor.

   Note: If you right-click, you can "snap" items together. This means that they are touching or connected. This allows you to accurately place walls as well as furniture.

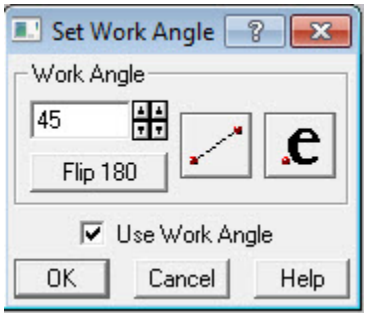
Draw Walls on an Angle

1. Choose the Running Wall button.
2. Select a starting point near the center of your drawing area.
3. On the Drawing toolbar, there is a compass to the right of the ruler check box. Select this icon and a dialog referencing a work angle is shown.



Note: XY & Ruler  must be checked for work angle to work.

4. Change the **Work Angle** to **45**, then click **OK**.



5. Drag the mouse up and to the left and click and hold to enter a distance of 10’6”. The distance will be along the 45-degree angle.

Note: This allows you to continue drawing walls at a consistent 90 degrees to each other but it is very important that this be used as a toggle to draw items at the appropriate angle.

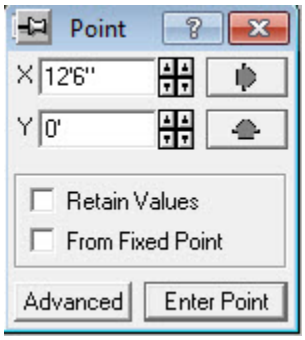
6. When done drawing angled walls, turn off the Work Angle icon.

Interior Walls

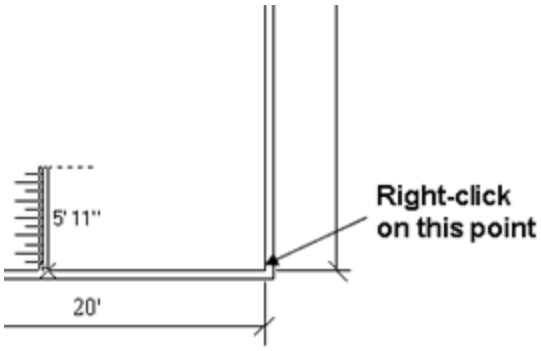
Now that the exterior of the building is designed or drawn, specific interior walls need to be placed for the interior offices.

1. Select **Single Wall** from the Walls icon menu.
2. Choose the Point Input icon from the second row of toolbars.

3. From the Point dialog box, determine where you would like to place the single wall. In this case we want a 12’-6” interior dimension to the offices that we are going to create. We want to go to the left so we need to verify that the arrow is pointing to the left and the value is entered in the white box on the left side of the arrow. The **From Fixed Point** box needs to be checked. This will allow us to indicate from what fixed point we want to affect the distance of 12’6”. When the values are entered left click on **Enter Point**.



4. Bring your crosshairs to the inside corner of the bottom right hand side of your floor plan and right-click. This will click the exact point where the two walls join end to end.

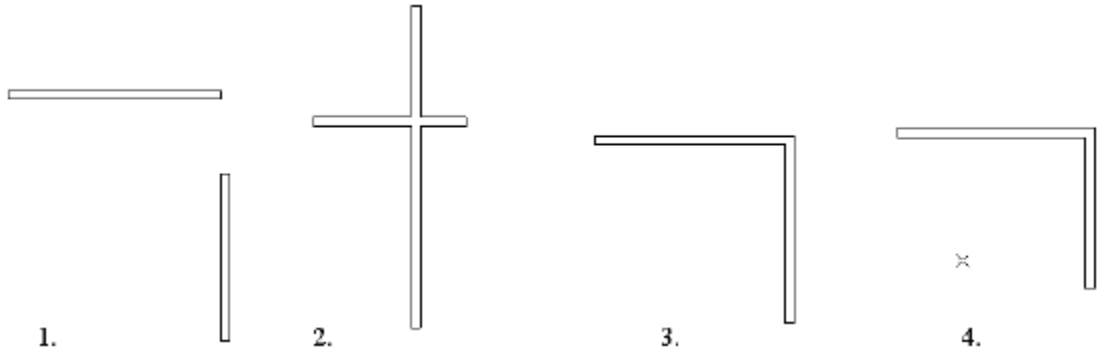


Note: If you need to use a different justification to place the wall correctly. Make the change to the Walls Tool Bar before beginning the wall command.

5. Your ruler will appear connected to the wall 12’ 6” from the corner. Pull the crosshairs up until the crosshairs are in-between the two lines of the top horizontal wall and click.
6. Add a second horizontal wall that is 25’ from the bottom wall of the building using point input.

Corner Editor

To discuss corner editor, begin by drawing these four wall configurations. The dimensions of the walls are not important.

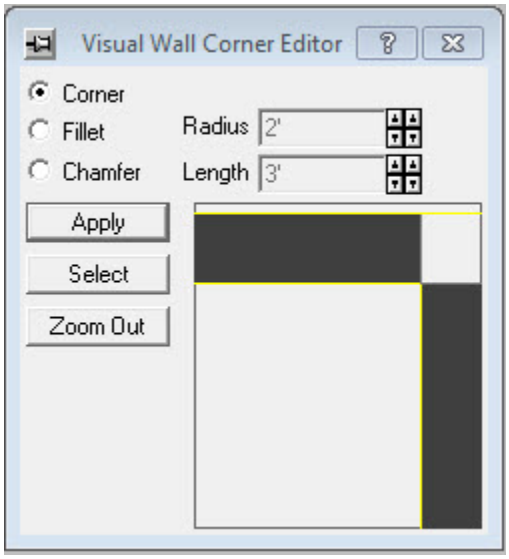


Corner

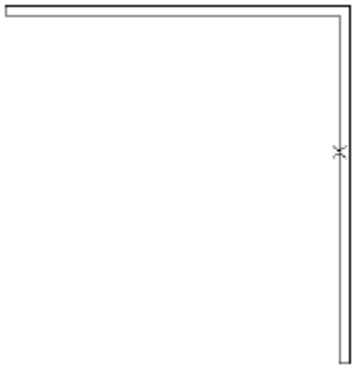
Using the corner editor, you can connect two non-intersecting walls to form a corner or you can take two walls that are crossing and create a clean corner connection.

1. On the Walls icon menu under the section called Wizards, click the **Corner Editor** icon.

2. At the bottom of the drawing window, in the status bar, will are asked to select the intersection of the walls you want to edit. Click on the right side of the horizontal line in configuration 1. The Visual Wall Corner Editor dialog appears with a graphic preview of the corner that has been selected.



3. Select **Corner**. In the graphic preview, a closed corner is represented by yellow lines.
4. Click **Apply**.



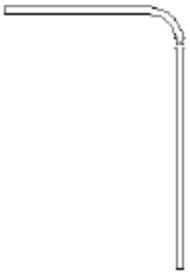
Fillet

Using the corner editor, you can also round a corner to a chosen radius.

1. Click the **Corner Editor** icon.

2. Click on configuration 3, the corner to be curved.
3. In the Visual Wall Corner Editor dialog, select **Fillet** (curve).
4. Enter the radius of the curve.

5. Look at the preview in the dialog.
6. Click **Apply**.



Chamfer

You can modify a corner by using a chamfer command. This will create a 45-degree angle at the apparent intersection of the corner.

1. Click the **Corner Editor** icon.
2. Click on configuration 4, the corner to be angled.
3. In the Visual Wall Corner Editor dialog, select **Chamfer** (angle).
4. Enter the interior length of the angled wall.
5. Look at the preview in the dialog.
6. Click **Apply**.

Modify Walls

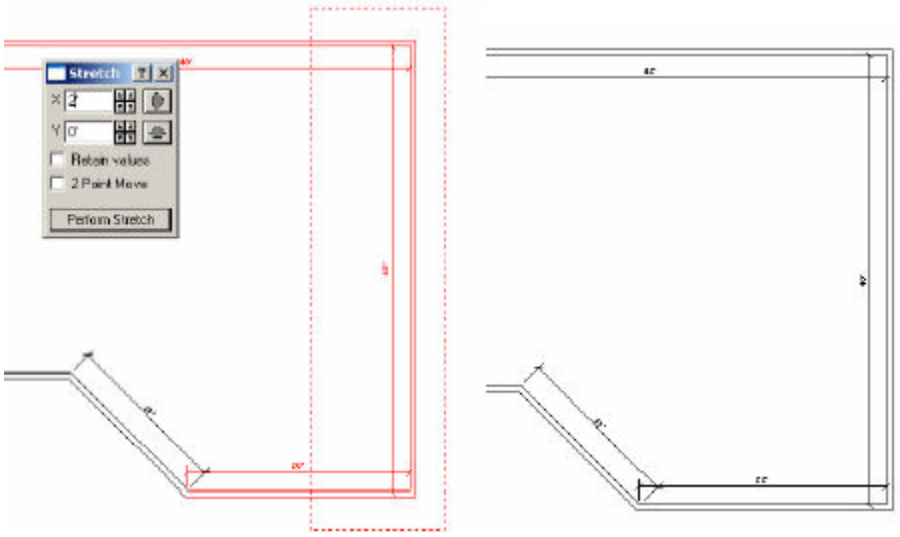
- Stretch Walls
- Extend Walls
- Join Walls
- Trim Walls

Stretch Walls

The stretch feature allows you to lengthen/shorten an existing space.

1. Click the **Stretch Area** icon.

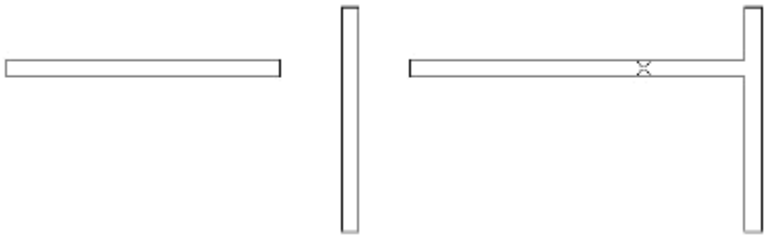
2. Select the wall area to stretch/shorten. To stretch an entire room, the end of the room must be selected.
3. In the Stretch dialog box, enter an X or Y value.
4. Click the directional arrow to ensure it is pointing in the correct direction.
5. Click **Perform Stretch**.



Extend Walls

1. Click the **Trim/Extend** icon.

2. Click the wall to extend.
3. Click on the end of the wall to extend.



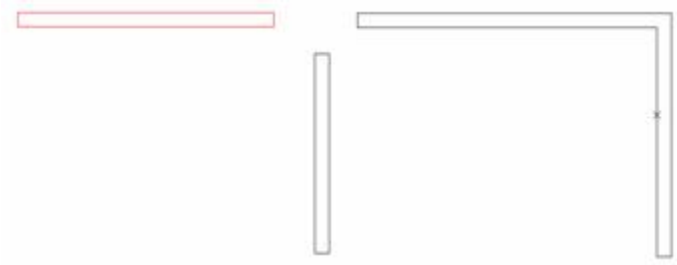
4. Use **Cleanup** if necessary.

Join Walls

Another way that two non intersecting walls can be joined is by using the Join Walls icon.

1. Right-click on the radial corner and select Delete from the Edit menu.
2. Click on the Join Walls at Corner icon.

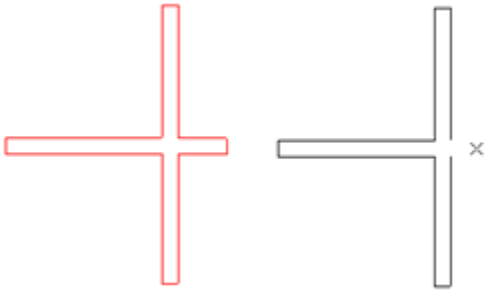
3. With the cursor, select the ends of the two walls you want to join as a corner.



Trim Walls

1. Click the **Trim/Extend** icon.

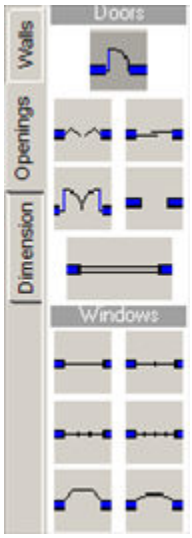
2. Click the wall that will be cut.
3. Click on the wall to be trimmed off.
4. Use **Cleanup** if necessary. Choose either an intersection or a single wall to close in any open walls.



Openings - Windows and Doors

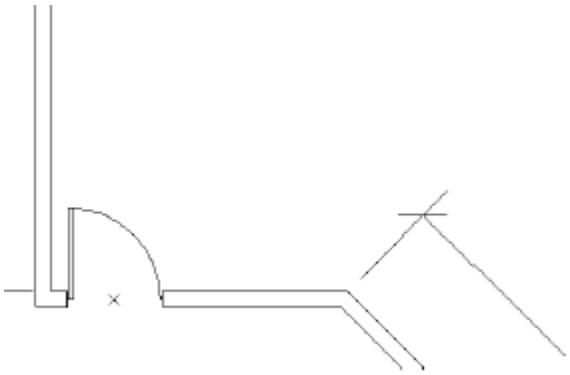
Now that you have your floor plan, let's begin to add doors and windows.

1. To place openings on the perimeter of the room, make sure that the Walls icon menu is available.
2. Click on the **Openings** tab on the left side of the screen.



3. Click the single door icon  .
4. To the right of the drawing toolbar, you can change the Height and Width for openings before placement.

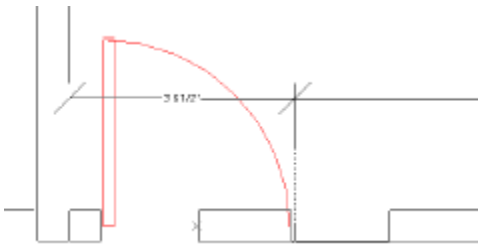
5. Move the opening along the wall where the opening will be placed.
   Notice the symbol rotates automatically depending on whether the wall is horizontal or vertical, and whether the cursor is inside or outside the perimeter. The keyboard arrow keys will change the swing of the door from left hinge to right hinge and back.
6. Once the opening is properly oriented, click to place the opening on the wall.



Move Openings Using Slide

After placing an opening (door or window), you can move it as follows:

1. Right-click on the opening to access the Edit menu.
2. Click on **Slide**.
3. As you move the mouse, notice the dimension lines appearing on screen. The dimensions indicate the measurement from the corner to the center of the opening.
4. Click to place the door at its new location.

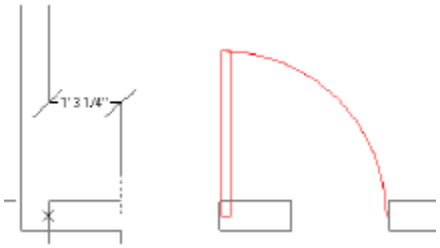


Note: To place a 3’ door so that it will begin 3’ from the bottom left hand corner, you must measure 4’-6”. The slide command moves the opening from its center line so in order to place it 3’ from the corner half of the width of the door needs to be added in the slide.

Move Openings Using 2-Point Slide

You can use 2-point slide to place an opening relative to the corner of a room or any portion of the wall.

1. Right-click the opening to access the Edit menu.
2. Choose **Slide**, **2 Point**.
3. The status bar asks for the reference point move. Move the pointer to the opening be used as a measurement point, for example, edge doorjamb.
4. Right-click to set the point exactly on the corner.
5. The status bar asks for the reference point for the slide. Move to the point that will be moved from. For example, an interior corner of the room.
6. Move the pointer along the wall. Notice, the dimension showing on the screen. When the opening is at the correct position, click to move the opening, or you can type in the slide dimension in the dimension box in the bottom right hand corner of the screen.



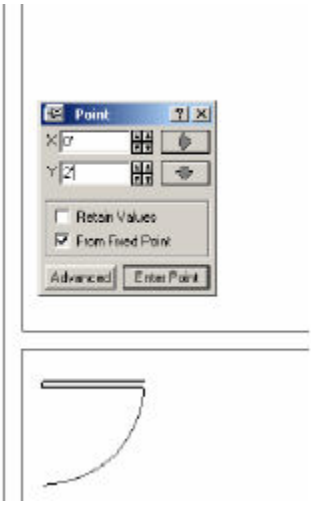
Note: In our example, place the door at 6" from the bottom left hand corner. You can also use the Move Dialog command to move the door a specific distance.

Place Openings at a Specific Distance

Openings can be placed at the desired distance when placing from the Walls icon menu.

1. Select a single swing door from the Walls Icon menu. This door is to be placed at the entrance to one of the offices. Use the Up and Down keys on your keyboard to change the swing.
2. Choose the Point Input button. Place the edge of the door 6" from the corner. The cross hairs are at the center line of the 3' door. In order for the door to be 6" from the inside corner of the office there must be 2'0" to the center line of the door. In the dialog enter 2'0" in the Y direction box and choose the appropriate arrow direction. Click on the Enter Point button.

Right-click on the inside corner of the room.



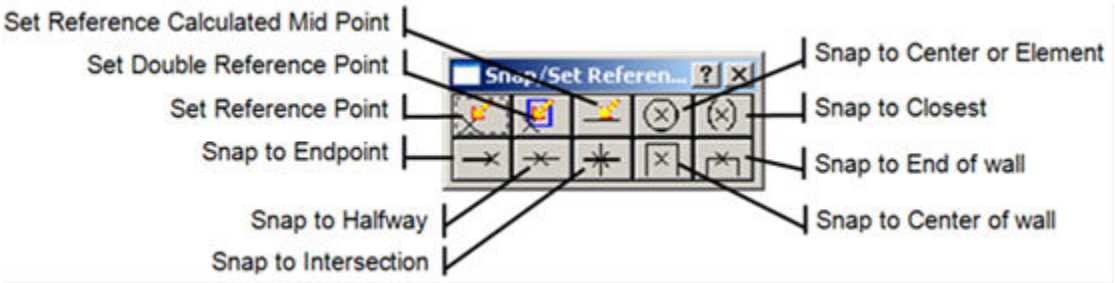
3. If the door swings the wrong direction or the hinge is on the wrong side, right-click on the door and choose either Reverse Hinge or Reverse Swing.

Snap/Set Reference

For more advanced placement of doors and windows use the **Snap/Set Reference** tool box.

1. To place a window in the center of a wall. Select the window from the Walls Menu.
2. Click the **Snap/Set Reference** button.

3. Use **Snap to Halfway** to find the center of the wall. Right-click on either end of the wall you want the window centered in.

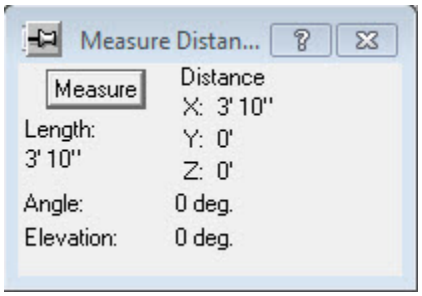


Measure Distance

Measure Distance allows you to accurately measure the distance between two objects in your drawing.

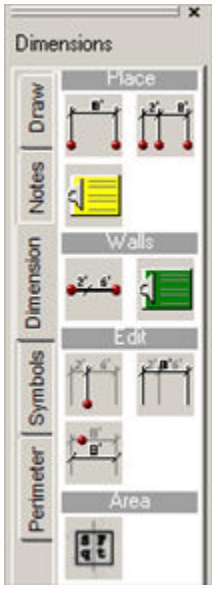
1. Click the **Measure Distance** icon .
2. Right-click on the starting point of your measurement in the drawing window. This allows you to get a precise measurement by snapping to an exact point.

   Notice that a line forms from the original point of placement to the cursor. If you have the Ruler box checked, a dimension will be shown in real-time as you move the cursor.
3. Right-click on the second “snap” point in the drawing. A dialog box will appear giving you the exact measurement between the two points. The length, distance, elevation, and angle will be shown.



Dimension Walls and Furniture

1. To access the Dimensions side menu, click the Draw menu and select 2D CAD or the Draw CAD icon  .
2. Click the Dimensions tab on the side menu.



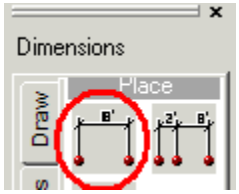
See:

- Standard Dimensions
- Dimension Walls
- Running Dimensions

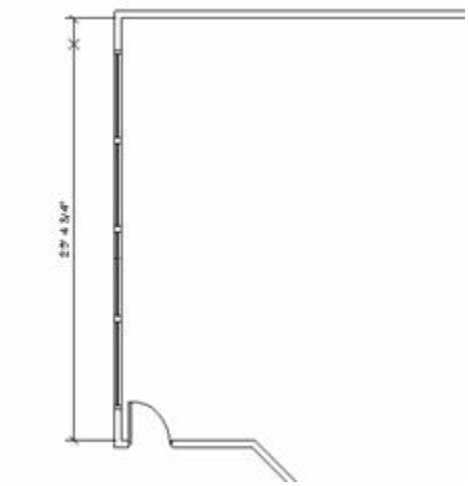
Standard Dimensions

Standard dimensions can be placed for walls or portions of drawings. The actual dimension line can be placed anywhere on the drawing.

1. Click the **Standard Dimension** icon.



2. Bring the cursor to the drawing screen and right-click at the point to begin the dimension. (Right-click snaps to an end point. This provides for accurate dimensions.)
3. Bring the cursor to the point in the drawing where the dimension will end.
4. Right-click to end the selection. The dimension line attaches to the cursor. Move the cursor to an area in the drawing where you want the dimension line to appear and click to place it.



Note: Right-clicking grabs onto the end of lines, whether it is panels or walls.

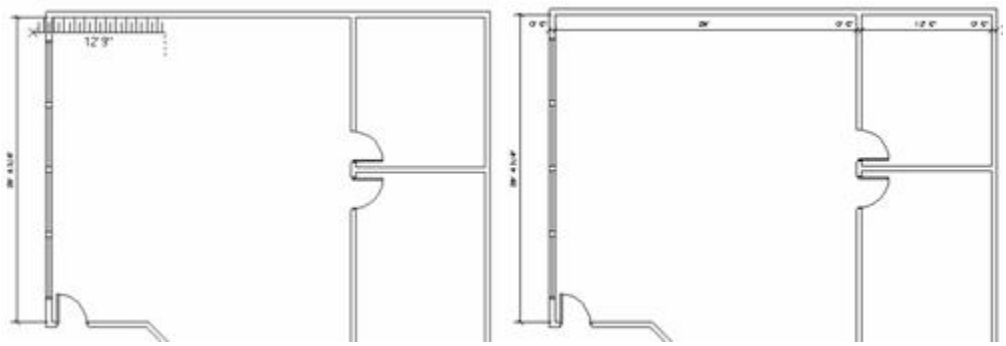
Dimension Walls

This feature allows you to make sure the walls are drawn to the correct dimensions. To dimension walls, the line drawn by the dimensioning tool must cross at least two walls.

1. Click on the **Dimension** tab of the side menu.
2. Click the **Dimension Wall** icon.

3. Bring the cursor to the drawing and click outside of the left wall.

4. Bring the cursor past the opposite wall. Click to end the dimension string.

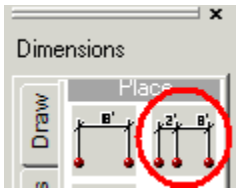


Note: These dimensions cannot be moved easily but do not have extension lines and can easily be moved out of line. These dimensions are best for verifying room dimensions then to remove and manually place other dimensions in a more appropriate location.

Running Dimension

Running Dimension allows for a continuous string of dimensions to be connected in a straight line.

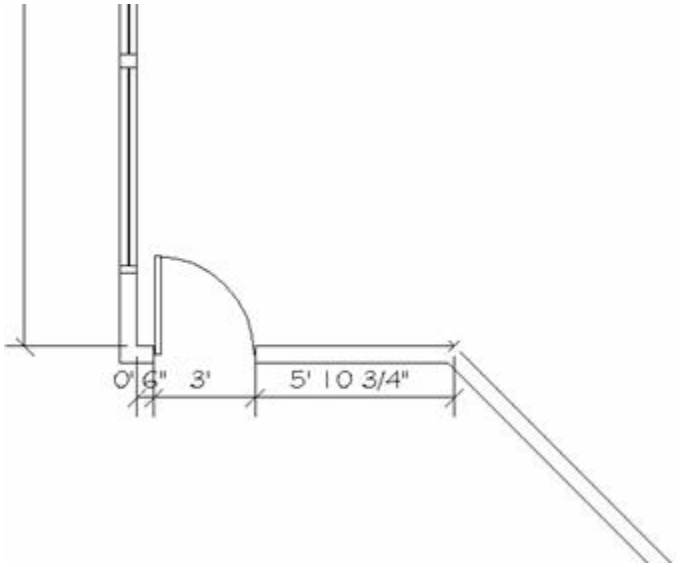
1. Click the **Running Dimensions** icon.



2. Bring the cursor to the drawing and right-click at the point to begin the dimension.
3. Bring the cursor to the point in the drawing where the dimension will end. Right-click again.

   Note: The dimension line attaches to the cursor. Move the cursor to an area in the drawing where you want the dimension to appear and left click to place it. You must work right to left or left to right.
4. The **Dimension Command** is still active. To continue placing the running dimension lines, move the cursor to the next point to be dimensioned on that string and right-click. This will calculate the dimension and place the dimension line aligned with the first one.
5. Continue to move the cursor and right-click to add dimensions.
6. To begin a new dimension string or end the running dimension command click on **Stop**.

7. If you would like to begin a new dimension string, click on the Running Dimension icon again.



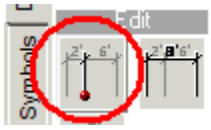
Modify Dimensions

- Witness Line (Cut Dimension)
- Join

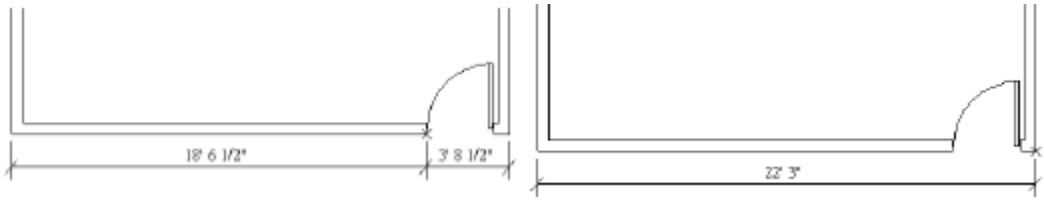
Witness Line (Cut Dimension)

This allows an overall dimension to be broken into smaller sections.

1. Click the **Witness Line** icon.



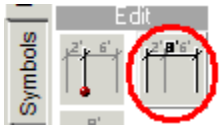
2. Click the dimension to be cut.
3. Click at the point on the wall where the revised dimension will be placed.



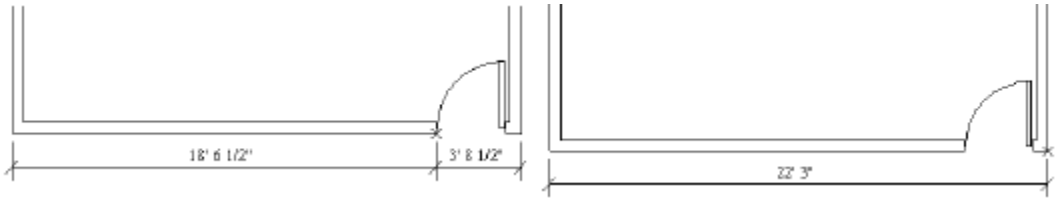
Join

Join allows for individual sections of an overall dimension string to be merged together and create one larger dimension.

1. Click the **Join** icon.



2. Click the first dimension to be joined.
3. Click the second dimension to be joined.

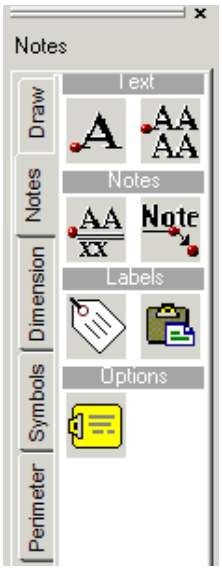


Notes

There are various types of notes in Giza Designer:

- Single Line Text
- Multi-line Text
- Title and Scale
- Leader Note

To access the Notes tab, choose Draw, **2D CAD** from the menu bar, then click the **Notes** tab in the side menu.



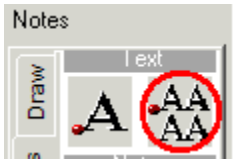
Single Line Text

1. Click the **Add Text** icon.

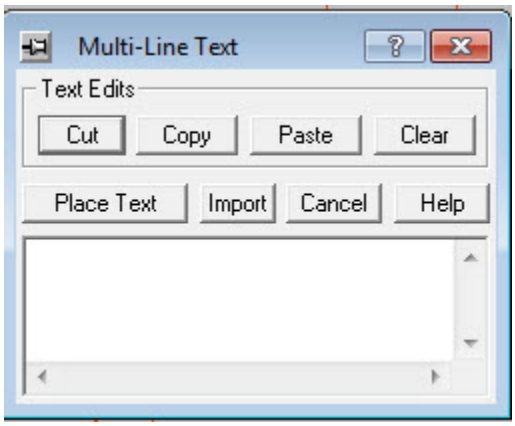
2. Below the toolbars, set the Size - this depends on the size of your drawing.
3. Click in the drawing screen where the text will be placed. Notice that you can rotate the text box attached to the cursor to change the orientation of the text using the arrow keys.
4. Type the desired text (it appears on screen).
5. When you are done typing, press the **Enter** key**.**
6. To edit a single line text that has been placed, right-click on the text.
7. In the Edit menu, choose **Edit Paragraph**.
8. Make any adjustments and left click **Replace**.

Multi-line Text

1. Click the **Multiple Lines** icon.



The Multi-line Text dialog box opens.

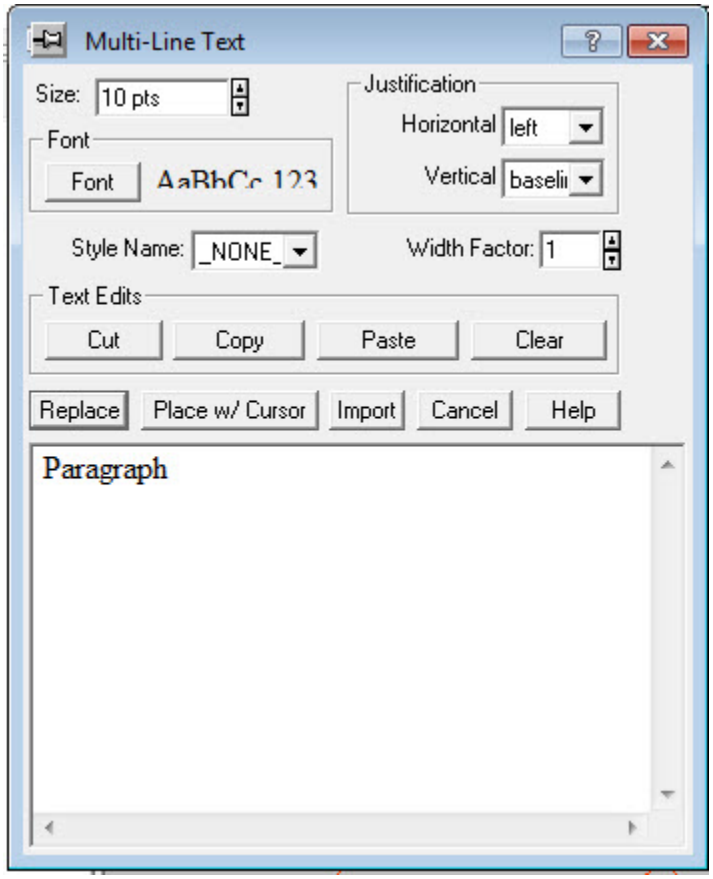


2. In the large white box, type in the text you want to place.
3. Click **Place Text.**
4. Click in the drawing screen where the text should be placed.

Note: The text can be rotated using the arrow keys on the keyboard, before placement.

5. To edit multi-line text, right click on the text.

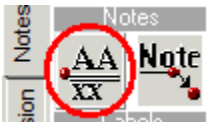
6. In the Edit menu, choose **Edit Paragraph.**



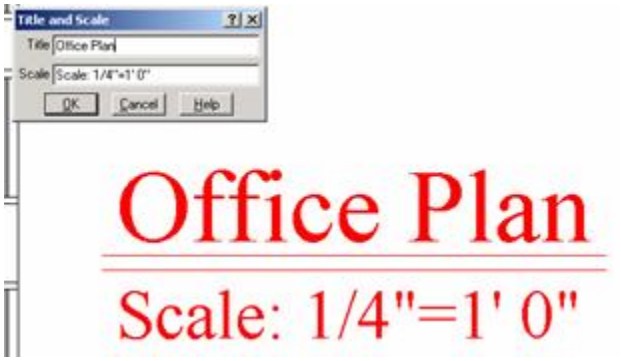
7. Adjust the text including justification and size.
8. To replace the text exactly where it already is, click Replace.
9. If you want to replace and reposition the text, click **Place W/Cursor**.
10. In the drawing area, click where the text should appear.

Title and Scale

1. Click the **Title** and **Scale** icon.



2. The scale factor defaults to 1/4", however, you can replace it with whatever you want.

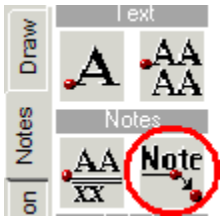


3. Click **OK**.
4. Click to place the text on the drawing.

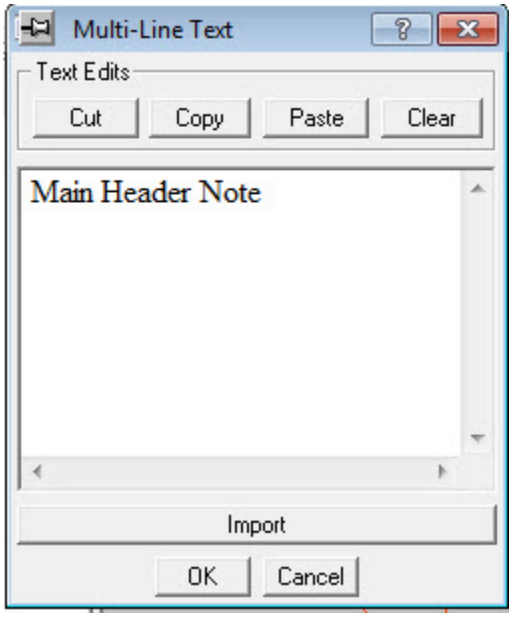
Note: You can rotate the text using the up and down keyboard arrow keys.

Leader Note

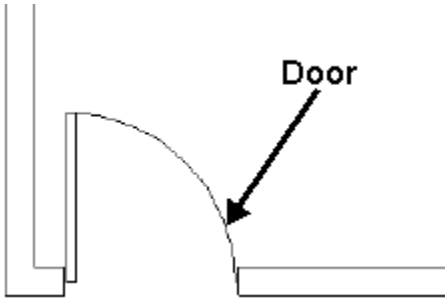
1. Click the **Note** icon.



The Multi-line Text dialog opens.

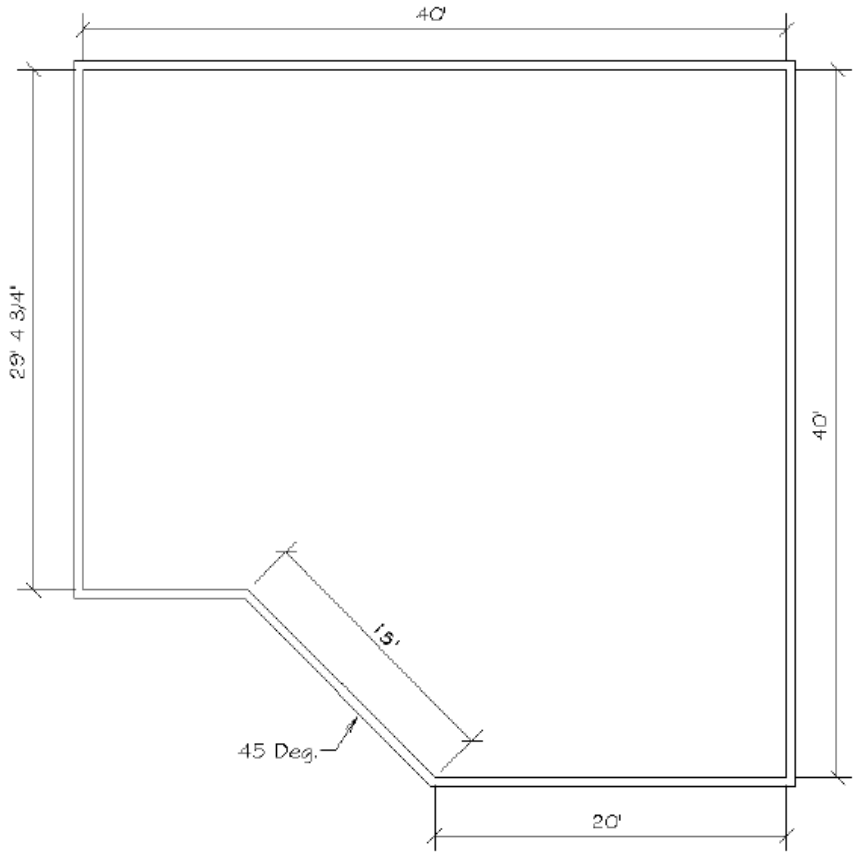


2. Type in the text you want to place, then click **OK**.
3. Click in the drawing screen where the point of the arrow should be placed.
4. Move the cursor to where the text should be placed and click to set.



Exercise - Draw Walls

Draw the floor plan below using the tools learned in the previous topics.



Furniture

Once a building shell is drawn you can add furniture. In this exercise, you will place Generic furniture using different automation tools. When you use your individual manufacturer symbols, the tools and dialog boxes vary to accommodate that particular line. We will cover the following tasks and furniture-related topics:

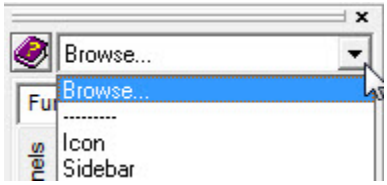
- Select a Furniture Library
- Freestanding Furniture
- Panels
- Worksurfaces
- Pedestals
- Chairs
- Place Furniture at Specific Angles
- Change the Height of a Symbol
- Search by Exact Part Number

- Search by Partial Part Number
- Move or Copy an Item
- Move Multiple Items
- Move to a Measured Distance
- 2 Point Move
- Copy Multiple Items
- Mirror
- Move Rotate
- Copy Rotate
- Align
- Specialized Symbol Placement
- Grids
- Place Symbols at a Specific Location
- Typicals
- Tags
- Select Items
- Select Items by Sub-Layer
- Select Items by Attribute
- Layers
- Existing and New Furniture Using Pen Override
- Masks
- Renderings
- Presentation Extras
- Material Assignments
- Bill of Materials (BOM)
- Print
- Vignette Plot
- Logo

- Templates
- Raster Background
- AutoCAD
- Set Drawing Options

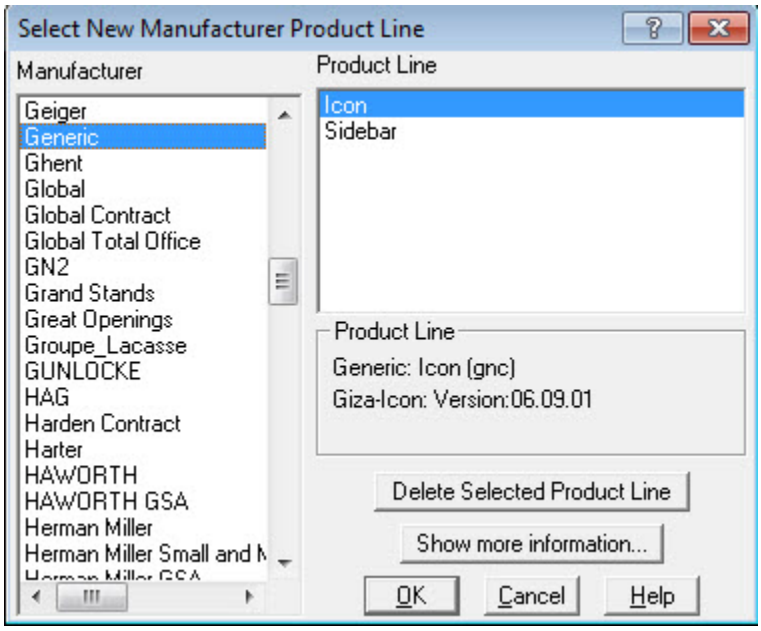
Select a Furniture Library

1. Select **Draw** from the pull down menu and then select Furniture.
2. Click the Library Title Bar drop-down from the furniture sidebar menu and select **Browse**.

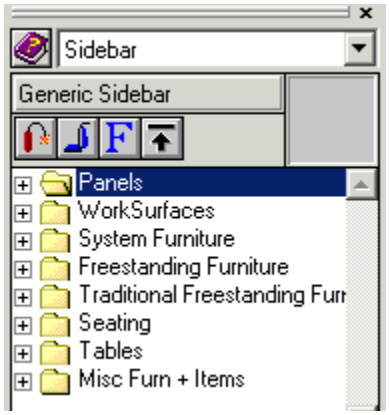


In the list on the left, you will see all of the installed manufacturers. Once the manufacturer is selected, you will see the product lines for the selected manufacturer to the right.

3. On the left, select the **Generic** manufacturer.

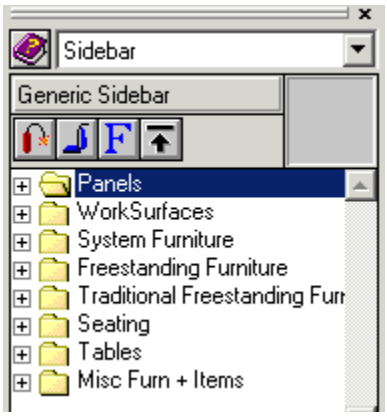


4. On the right, you will notice two choices, Icon and Sidebar. Choose **Sidebar** and click **OK**. The Icon menus displayed allows you to select products based on the pictures of the items selected.



Sidebar Menu

This is a File/Folder menu. You will see the main folders, Panels, Worksurfaces, System Furniture, etc.



1. Left-click on a main folder, the sub-folders for that selection will appear.
2. Continue to click, making the appropriate selections for that part.
3. When a list of part numbers appear in the bottom screen, click once on the part you wish to select, this will attach the symbol to your cursor.

The Firecracker icon  opens all folders.

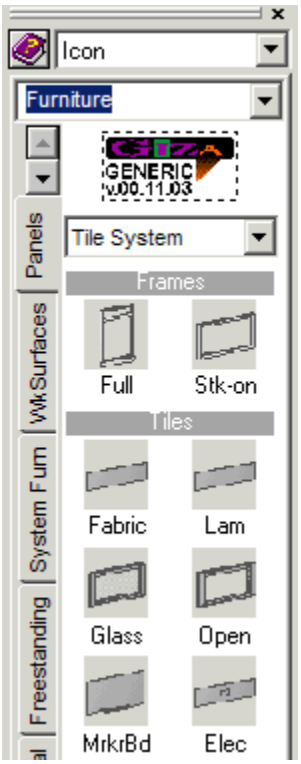
The Vacuum Cleaner icon  closes all folders.

The Blue F icon  allows you to change the font of the library text.

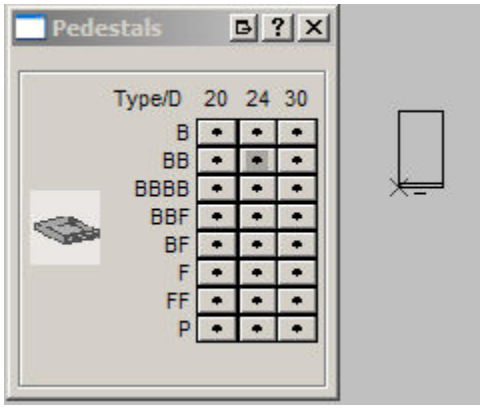
The Arrow icon  brings you up one folder level.

Icon Menu

1. In this icon menu, you will see tabs for the divisions of furniture, Panels, Worksurfaces, System Furniture, etc.



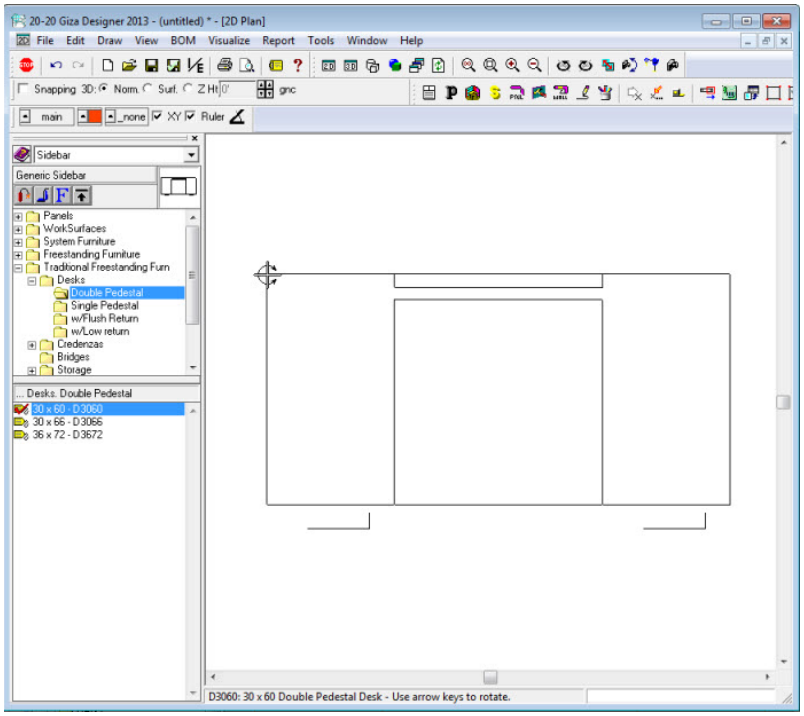
2. Click a tab to select the division you want to use.
3. Click the icon to select the furniture type.
4. The furniture matrix opens and allows you to select the exact symbol you want to place.
5. Click on the dot that indicates the proper symbol. The furniture symbol is now attached to your cursor.



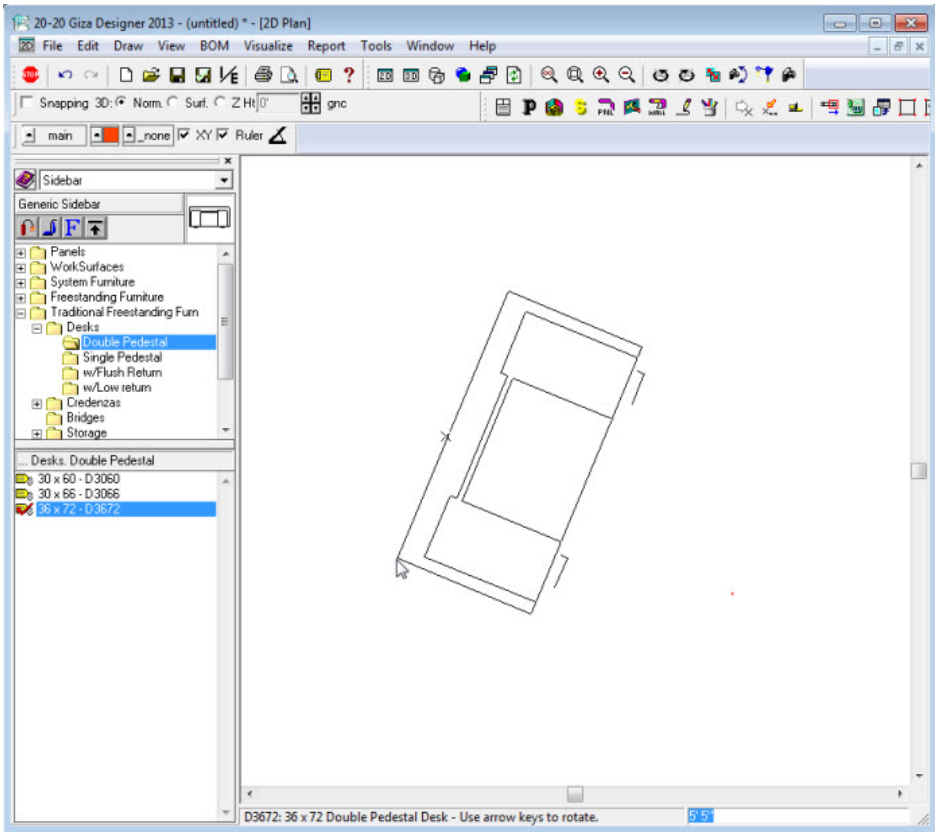
Freestanding Furniture

Now it is time to turn off the X, Y forcing and the Ruler by removing the check marks at the top of the drawing window. This is necessary when you place furniture because x,y forcing only allows furniture to be placed in line with the first symbol placed.

1. Select the correct product line
2. Click to choose sections of the catalog.
3. When you are at the product level, click on the symbol you would like to place, the symbol should now be on your crosshairs.



4. To rotate an object you can use the arrow keys. Right and left arrows spin the furniture 11.25° at a time. The up and down moves 90° at a time.
   The right and left arrow key rotation increment of 11.25° can be changed in the Options Dialog box. Found under the Tools pull down.



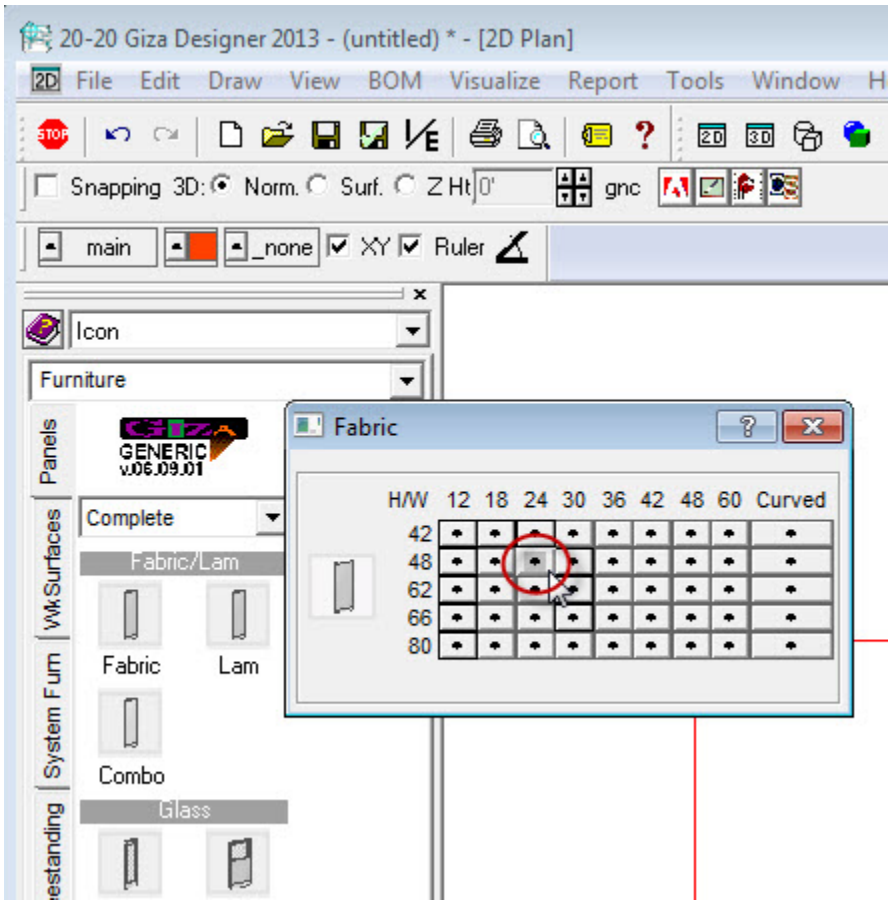
5. Place the object with a click at the starting location in the drawing window.

Panels

1. From the *Furniture* icon menu, make sure that the icon library is selected.
2. Click the **Panels** tab. Make sure that **Complete** panel is selected from the drop-down menu on the panels tab.

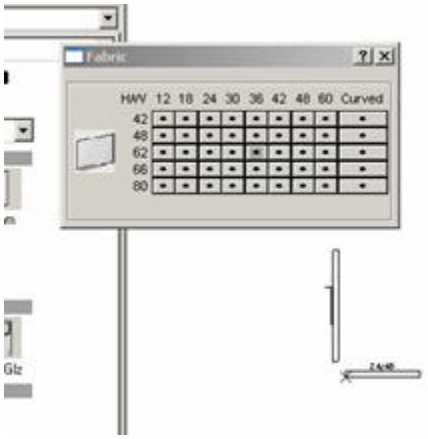
3. Click the icon marked Fabric.

4. Click the box representing a **24/48** panel from the furniture matrix.



Change the Panel Orientation

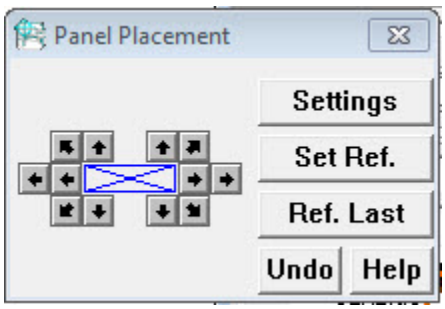
1. Using the arrow keys on the keyboard, rotate the panel until it is in a horizontal orientation. The Up and Down arrow keys spin the panel 90° until the Left and Right arrow keys spin the panel 11.25° at a time.
2. Position the cursor in the drawing area where you want to place it and click once.



Note: To attach a panel to the end of another panel right-click when you have the panel you are placing near the first one.

Panel Placer

1. In the Furniture Matrix, select the **36/62** panel.
2. Click the **Panel Placer** icon  . This displays the **Panel Placement** dialog.



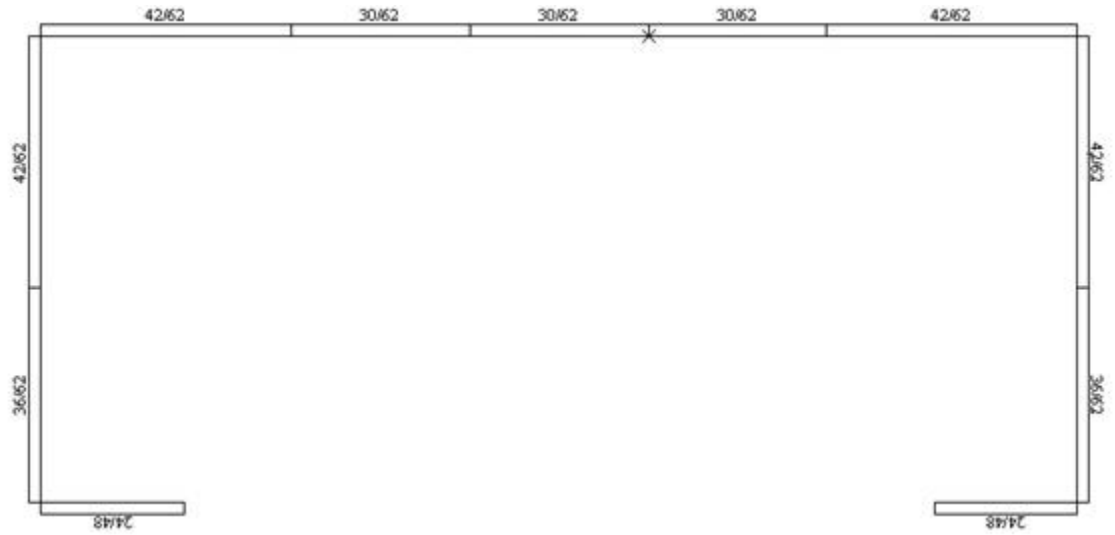
Note: Notice that the orientation of the diagram in the center of the dialog is the same as the last panel that you placed.

3. The darker arrows indicate where you can place the next panel relative to the first panel. Click the far left up arrow to snap a vertically positioned panel attached to the first panel.

4. Select and place the following panels: (2) 42 x 62 to create a 90 degree corner; (3) 30x62 to the right, (2) 42x62 to form a 90 degree corner, (1) 36 x 62 going down, (1) 24 x 48 to the left.
5. If you make an error, click the Undo button in the Panel Placement dialog - NOT the Undo icon on the toolbar.

See Sample Panel Layout

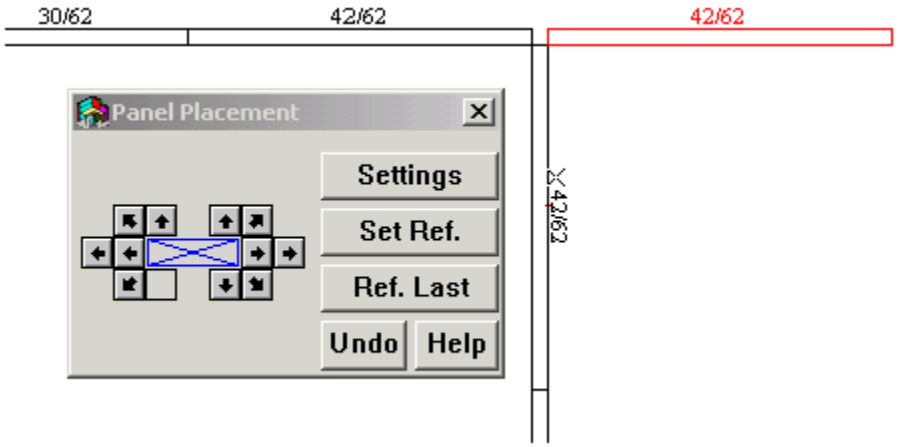
Sample Panel Layout



Change the Panel Reference

1. If you need to change the panel you are working with, click the **Set Ref** button.
2. Place the cursor on the panel you need to reference in the drawing and click once. The panel you just clicked on is now highlighted. This is a visual aid letting you know when you place the next panel using the dialog direction arrows, it will snap to the highlighted panel. The Ref. Last button will automatically highlight the last panel placed in the project.
3. Using the panel system you just completed**,** open the Panel Placement dialog.
4. Click the **Set Ref.** button.
5. Bring the cursor over the upper right vertical 42 x 62 panel.

6. Click once to highlight the panel and set that panel as the referenced panel.



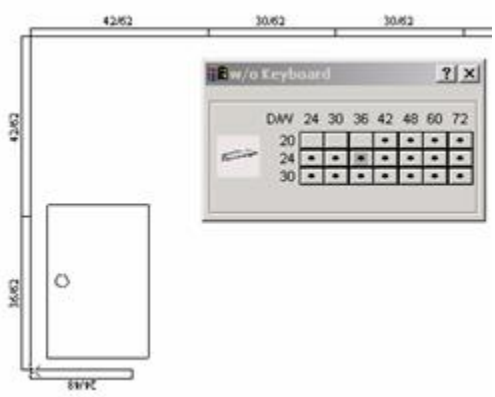
7. Click the upper right arrow to place a panel making a 3-way connection. Notice the spacing is correct for a 3-way connector.

Worksurfaces

When placing worksurfaces, the cross hair will be on the back corner of the worksurface. Be sure that the back of the worksurface is attaching to the panel.

1. Click the **WkSurfaces** tab on the Furniture Icon Menu, then select w/o KB (without keyboard).

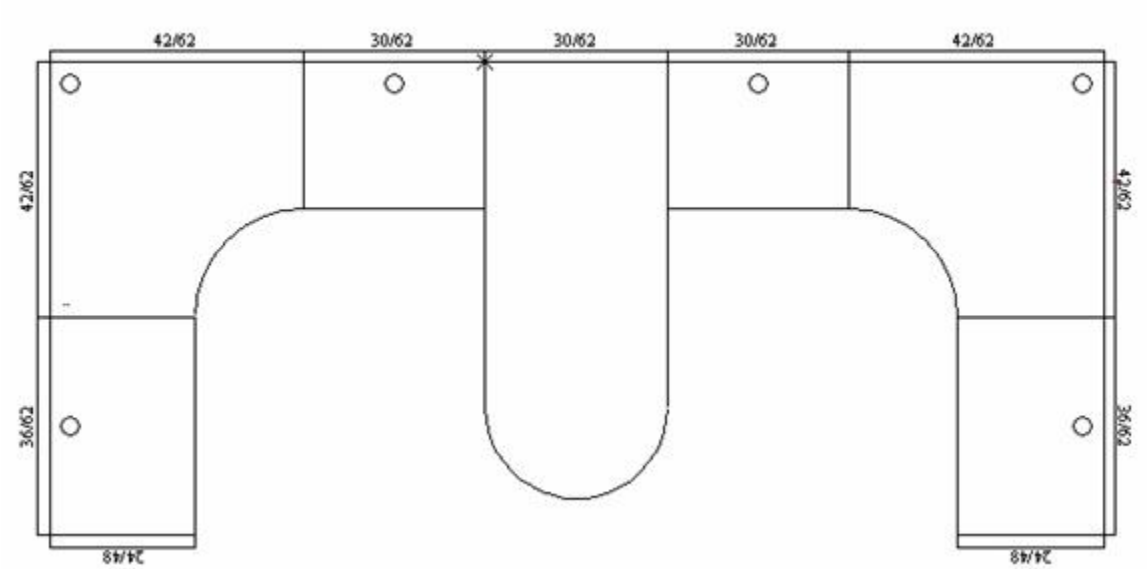
2. Select a 36x24 rectangular worksurface.



3. Bring the cursor into the drawing area. An outline of the worksurface is attached to the cursor.
4. Use the arrow keys on the keyboard to rotate the worksurface.

   Note: If the symbol will not rotate, select it again from the menu.

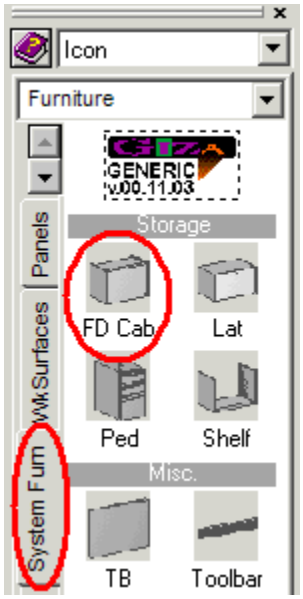
5. Bring the worksurface close to, but not touching, the corner created by the panels in the lower left.
6. Right-click to snap it to the panels. If you have the symbol too close to the panels, it may snap to the wrong side of a panel. Make sure you place the worksurface correctly before continuing.
7. Continue placing additional worksurfaces in the same manner, with a 42” corner worksurface in each corner and a 30 x 72 peninsula attached to the 30” panel as shown below.



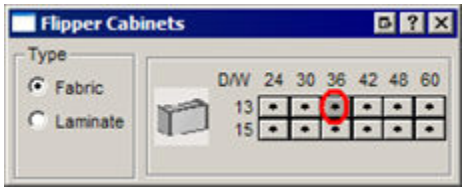
Overhead Storage

When placing overheads you need to investigate each product line as each manufacture inserts the overhead at different elevations. Generally the insertion point for the overheads is at the top left corner of the back of the cabinet. The following steps set your drawing up to place the overheads at the appropriate location.

1. On the Furniture Icon Menu, click the **System Furn** Tab, then click the **FD Cab** icon.



2. Select the **13” X 36”** flipper.

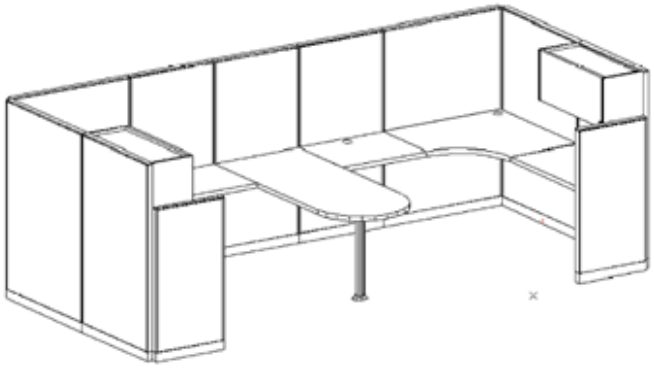


3. To place the overhead cabinet at the proper height, select **Z Ht** to set the furniture elevation Z-height .

4. To the right of **Z Ht** type in or use the increment arrows to enter the desired Z-height. In this example, the panel is 62” high. Therefore, set the Z-height to 62” (or 5’ 2”).
5. Bring the flipper directly over the 36” straight worksurface along the left side.
6. Right-click once to snap it into place. Place the same flipper above the other 36” straight worksurface.

7. On the toolbar, click the Activate 3D Window icon to see that the flipper has placed at the proper height.

8. Click on the **Create Hidden Line** icon to hide lines.



9. Click the **Activate 2D** Window icon to return to the 2D view.

Note: Be sure to change the **Z Ht** back to **Norm** after inserting overheads, otherwise any items that you place after making this change will come in 62” above the floor.

Pedestals

1. In the System Furniture tab, click on the **Ped** (pedestal) icon.

2. From the furniture matrix, select a 20”, box, box, file pedestal (BBF).

   Note: The cursor is attached to the front of the pedestal. This gives you the ability to snap the front of the pedestal to the front edge of the work surface.

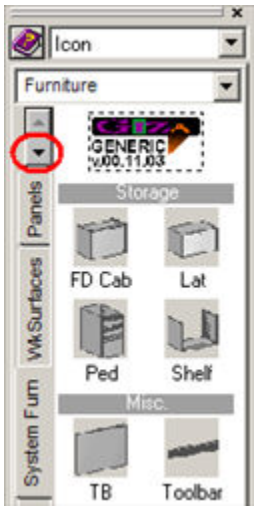
3. Bring the pedestal to the 30”x24” worksurface located to the left of the peninsula. Move it onto position about where it should be installed.

4. Right-click to snap the pedestal into place.

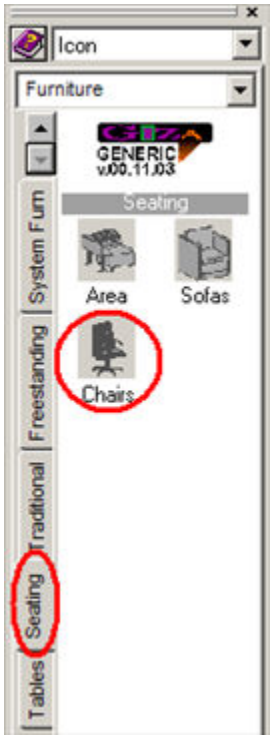
5. Place three more pedestals: one under the opposite 30”x24” worksurface, and one under each 36”x24” worksurface.

Chairs

1. Click on this button to display the **Seating** tabs.

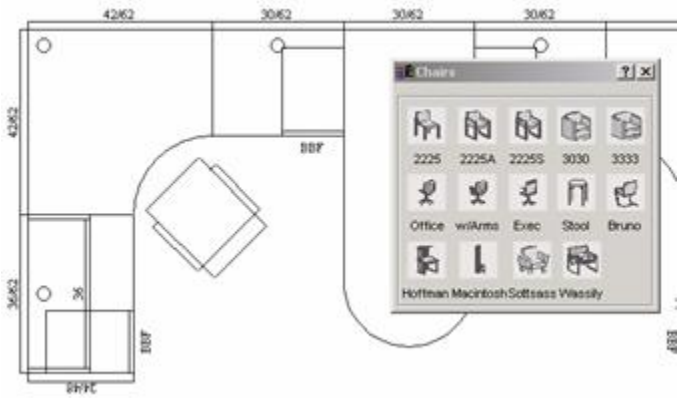


2. Click on the **Seating** tab, then on the **Chairs** icon.



3. From the furniture matrix, click on the **Exec chair**. Notice that the cursor is in the middle of the chair.

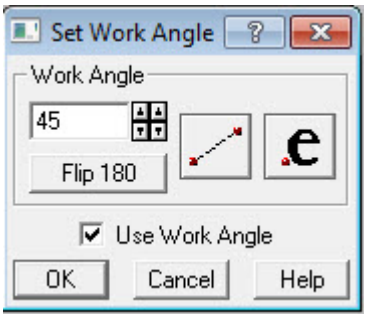
4. Use the keyboard's left and right arrow keys to rotate the front of the chair parallel to the front edge of the corner worksurface.
5. Click to place the chair.



Place Furniture at Specific Angles

With the Work Angle command used earlier to draw walls, furniture can also be placed at angles:

1. Click the **Work Angle** icon .
2. In the **Work Angle** dialog, enter the angle in the **Work Angle** field.

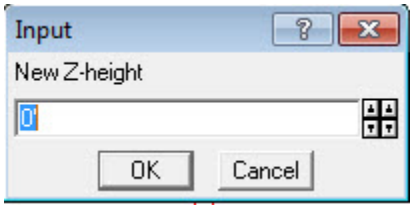


3. If the angle is unknown, click the **Select an element** icon .
4. Click on the angled wall to calculate the angle. The angle is automatically entered in the **Work Angle** field.
5. Check **Use Work Angle** and click **OK**.
6. Choose a furniture symbol. Note it is set to the same angle as the wall that was clicked. The symbol will also rotate at this angle
7. Place the symbol as normal.
8. When done placing symbols at this angle, click the **Work Angle** icon to stop the command.

Change the Height of a Symbol

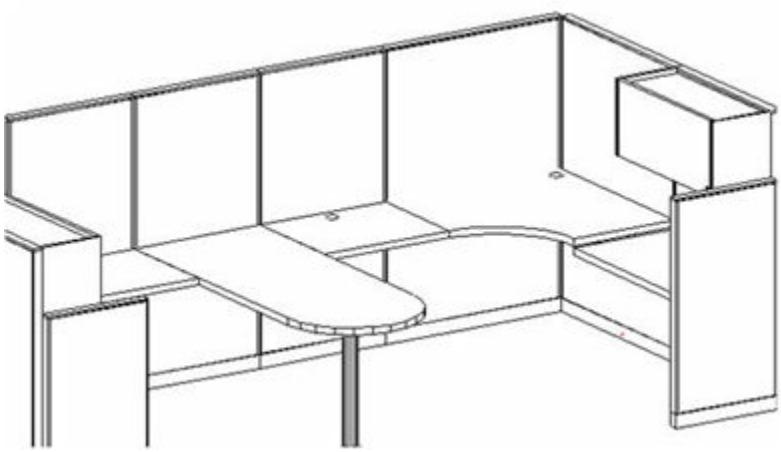
In this example, we will lower the 36” worksurfaces from the preset height of 29” to a typing height of 27”.

1. Right-click on the symbol.
2. Hold down the CTRL key and click on each of the worksurfaces so they are all highlighted.
3. Right-click on any red line, then choose Elevate from the edit menu.
4. The Input dialog box opens.



5. To move the symbols up, enter positive numbers or use the Up increment arrows. Worksurfaces will insert at standard worksurface height and must be moved in relationship to their default insertion point. To lower the symbols enter negative numbers or use the Down increment arrows.

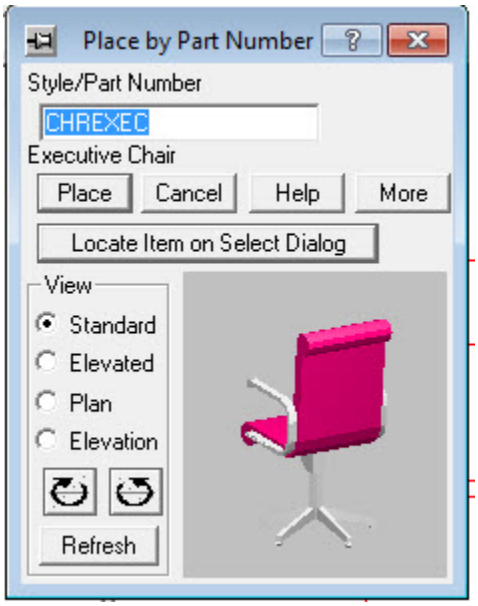
   Enter -2” in the **New Z-height** field and click **OK**.



Search by Exact Part Number

The select symbol feature allows you to find and place products based on their complete part number if they are in the current library.

1. Click the **Select Symbols** icon  .
2. Enter the exact part number in the **Style/Part Number** field.



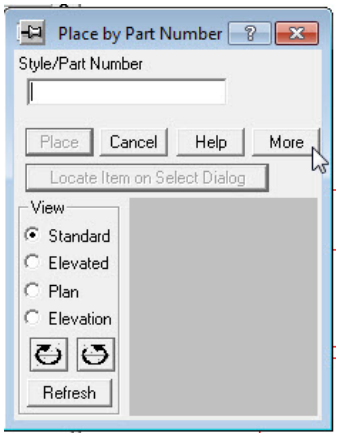
Once the product is located, a graphic preview will be shown.

3. Click on the **Place** button and the item will be on the crosshairs in the drawing window.

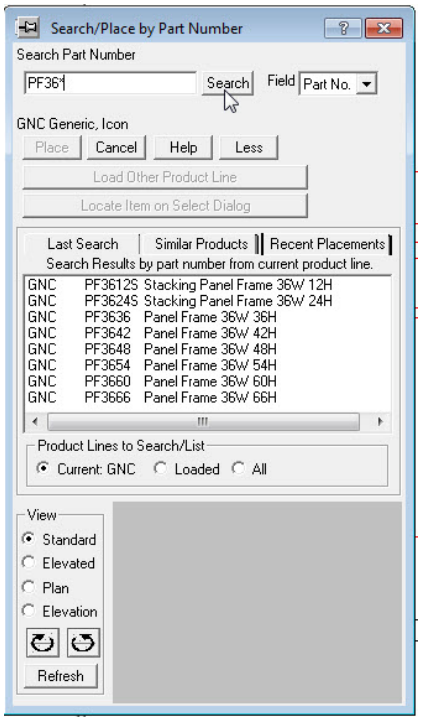
Search by Partial Part Number

The select symbol feature allows you to find and place products based on their partial part number or description.

1. Click the **Select Symbols** icon  .
2. In the Place by Part Number dialog click the **More** button.



3. In the following dialog box, enter the partial part number or description to search and type an asterisk (*).



4. Beside **Field**, choose whether to search by **Part No.** or **Desc.**.
5. Under the search results window you see **Product Lines to Search/List**. Choose **Current** Manufacturer, the **Loaded** manufacturers, or **All** to search all installed libraries.
6. Click the **Search** button.

   A list of all product codes that begin with letters/numbers entered appears in the bottom window.
7. Click on the part number to be placed, then click the **Place** button to place the symbol in the drawing.

Move or Copy an Item

1. Click and hold the left mouse button on the symbol to move.
2. Drag it to the required location and release the mouse button.

OR

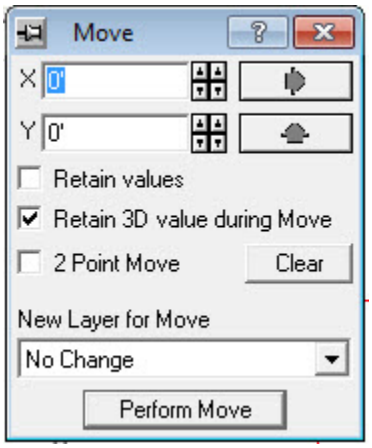
1. Right-click on the symbol to move.
2. From the menu, choose Move, Move or Copy, Copy. The Symbol will be picked up by crosshairs.
3. Move the symbol to the required location and click to set.

Move Multiple Items

1. Select the symbols to move.
2. Click and hold the left mouse button on one of the highlighted symbols.
3. Drag the mouse to the required location and release the mouse button.

Move to a Measured Distance

1. Select the symbols to move.
2. Right-click on one of the highlighted lines and choose **Move**, Move (Dialog).



The **X** setting is where you enter the distance you want to move left or right. The **Y** setting is where you enter the distance to move up or down.
You can enter both an X and a Y distance.

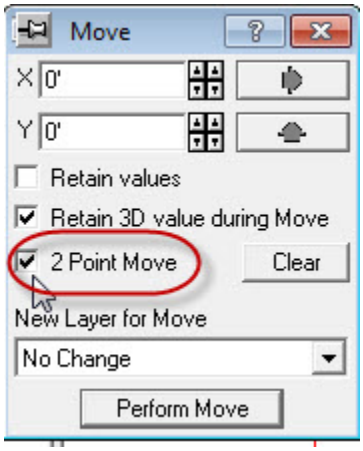
Use the directional arrows to the right of the fields to change the direction.

3. Click **Perform Move** after entering the distance to move and or using the direction arrows.

2 Point Move

2 Point Move allows you to move objects to a specific distance from a reference point.

1. Select the symbols to move.
2. Right-click on any highlighted item, choose **Move**, Move (Dialog).

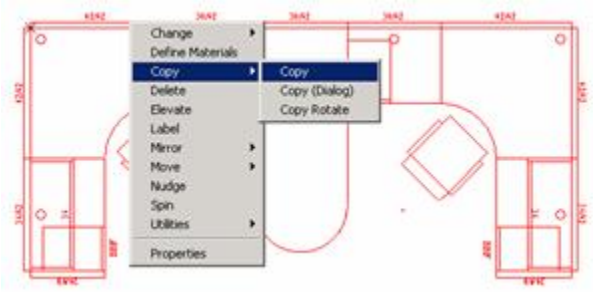


3. Enter an **X** distance and/or **Y** distance for the move.
4. Verify that the directional arrows are pointing in the right direction.
5. Check **2 Point Move**.
6. Click on **Perform Move**.
7. Select a reference point. You can right-click on a point and the objects will move the specified distance from the point you select.

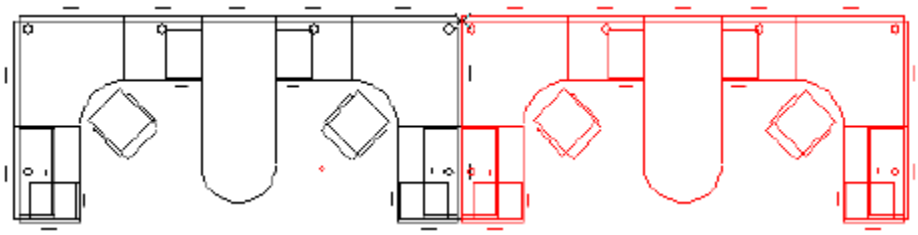
   Note: If you don't type an X or Y distance you will be prompted for a reference point and a new location. You can also change the rotation at that time.

Copy Multiple Items

1. Select the symbols to copy.
2. Right-click on one of the highlighted symbols and select **Copy**, **Copy**.



3. Select a **Reference Point for Duplicate**.
4. Place the center of the crosshair cursor at the back of the left corner worksurface and right-click to set the reference. This tells the program you want to snap the corner worksurface to another point in the drawing.



5. Move the cursor to the far right side of the workstation, so the corner of the worksurface is near the panel that the corner worksurface would hang on and Right-click to snap.
6. When this dialog box appears, click **Delete Overlapping Panels**.

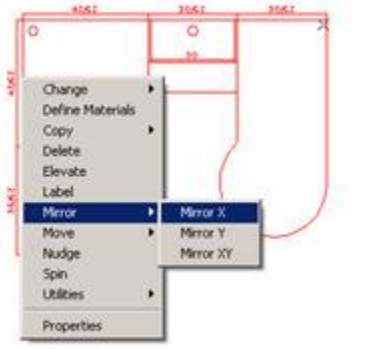
Mirror

Mirror allows workstations to be placed back to back without duplicating panels. If a symbols is “handed” the software will automatically update the symbol with correct part number.

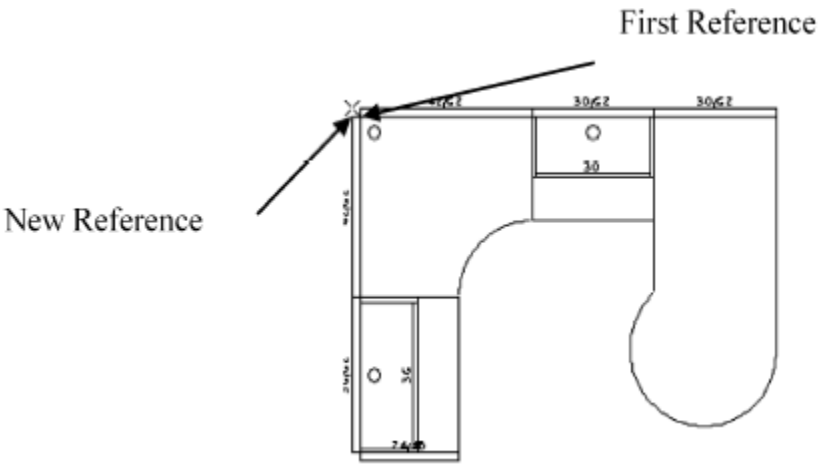
- Mirror X
- Mirror Y
- Move Rotate

Mirror X

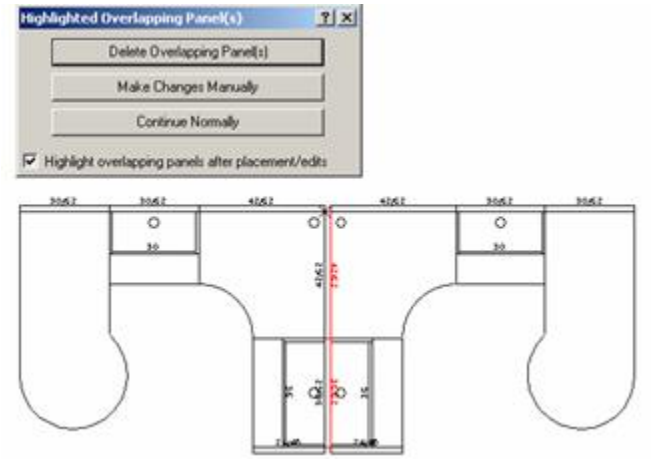
1. Select the symbols to mirror.
2. Right-click on one of the highlighted symbols and select **Mirror**, **Mirror X**.



3. Select a **Reference Point for Mirror Copy**.
4. Click on the left side of a vertical panel to select the first reference point.
5. Click on the point that is on the opposite side of the vertical panel when the status bar displays **New location for reference point**. Essentially are making a mirrored copy of your worksurface and flipping it over the panel that you are choosing.



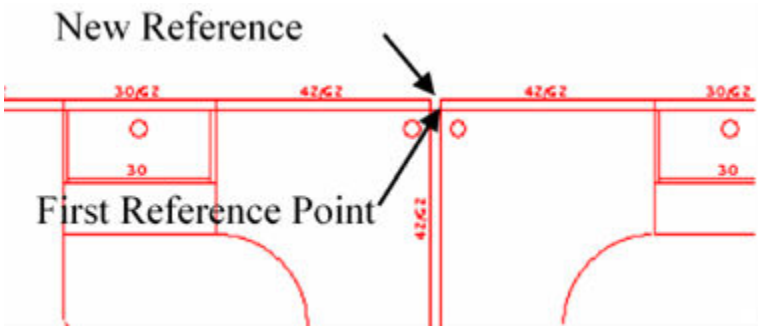
6. Click on **Delete Overlapping Panel(s)**.



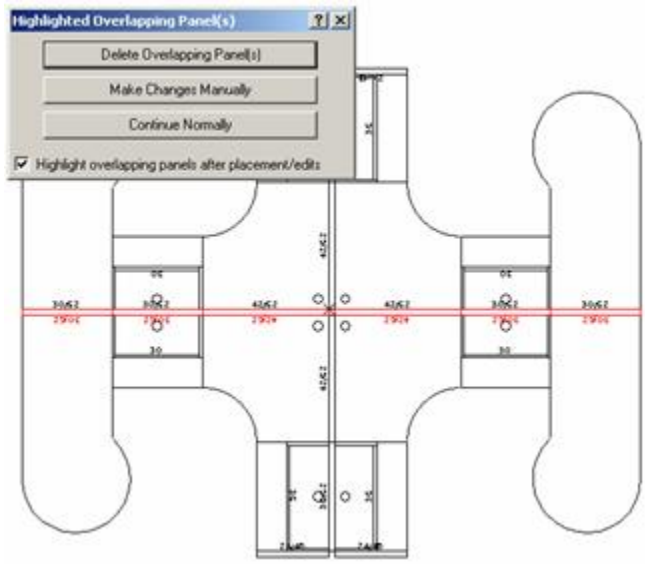
Mirror Y

1. Select the symbols to mirror.
2. Right-click on the selected furniture and choose **Mirror**, **Mirror Y**.

3. Select the first reference point (see below).
4. Select the **New location for reference point** on the opposite side of the vertical panel. Essentially you are making a mirrored copy of your worksurface and flipping it over the panel that you are choosing.



5. Click **Delete Overlapping Panels**, this dialog appears.



Move Rotate

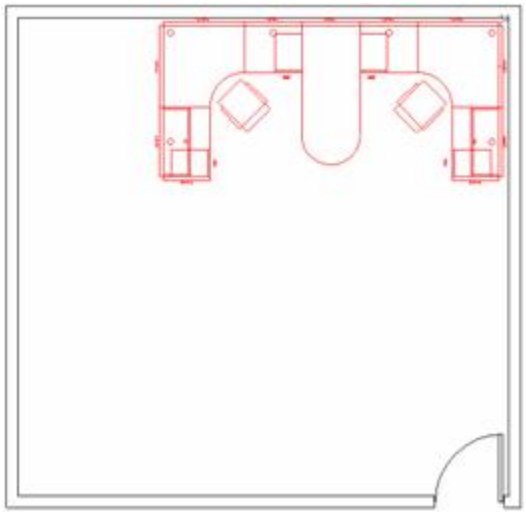
Use this command to rotate or to rotate and move the symbol(s) at the same time:

1. Select the symbols to move and rotate.
2. Right-click on one of the selected symbols and choose **Move, Move/Rotate**.
3. Enter the degree and direction for rotation in the **Rotate** dialog.

4. Click **Perform Edit**.
5. Right-click at exact point on the selected symbol(s) to be referenced as the axis (the point the symbol(s) will rotate around).

   To rotate only - right-click again at the same spot.

   To move and rotate - move the cursor to the exact point on screen to move to (the first point selected will move to this point). Right-click again to snap to an existing symbol, or click once to move without snapping.



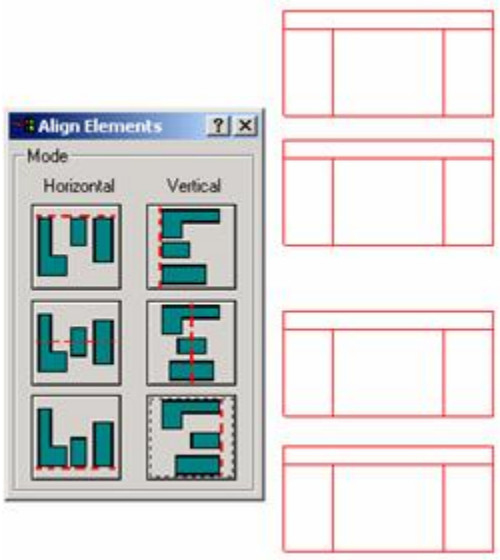
Copy Rotate

This function is performed the same as the Move Rotate, the only difference being the name of the command chosen from the Edit menu.

Align

The Align feature automatically aligns selected symbols with one click of the mouse. For example, a row of chairs or desks can quickly be aligned by the front, rear, center or sides of the symbols.

1. Select the symbols to align.
2. Right-click on one of the selected chairs and choose **Utilities**, **Align**.
3. In the Align Elements dialog, click on the alignment to be used.



Note: Multiple rows of items that are selected for alignment will be aligned to the same point. Align is best used for single items to be aligned rather than workstations.

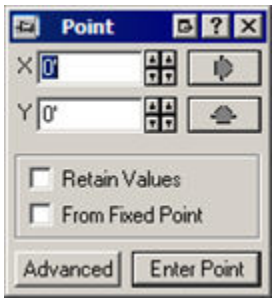
Specialized Symbol Placement

The program allows you to place symbols, typicals and columns in grid patterns. This is helpful when setting up a large seating arrangement or a classroom setting.

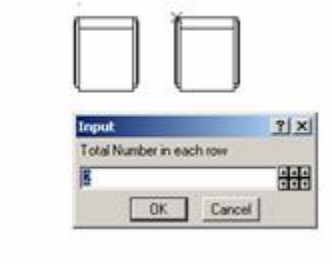
Grids

Single Symbol Placement

1. Select the symbol to be placed.
2. From the menu bar choose **Draw**, **Symbol Placement**, **Grid**.
3. Place the first symbol as usual.
4. To place subsequent symbols, click the **Point Input** icon  and enter the appropriate X and/or Y values. . For example, if you placed a chair and want to place each chair with a 1’ space between them and the chair is 2’ wide, enter an X value of 3’.

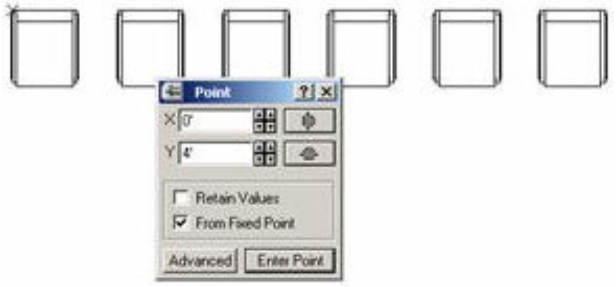


5. Make sure that the directional arrow is pointing in the proper direction.
6. Check **From Fixed Point** and click **Enter Point**.
7. Right-click at a point on the symbol that is already placed, in this case the insertion point of the chair.

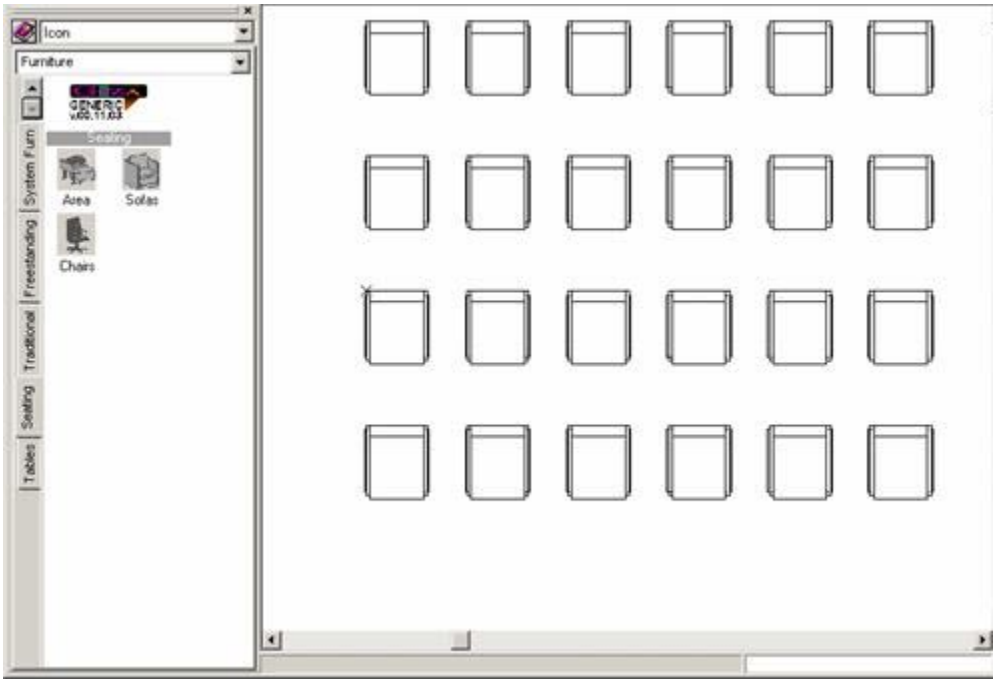


8. In the Input dialog, enter the number of chairs to be placed per row and click **OK**.

9. Now the program needs to know where to place the second row. Again, use the Point Input and enter a Y value (ensure the directional arrow is pointing correctly - up or down).



10. Click Enter Point.
11. Right-click at a point on the symbol that is already placed, in this case the insertion point of the chair.
12. In the Input dialog, enter the number of rows to be placed and click **OK**.



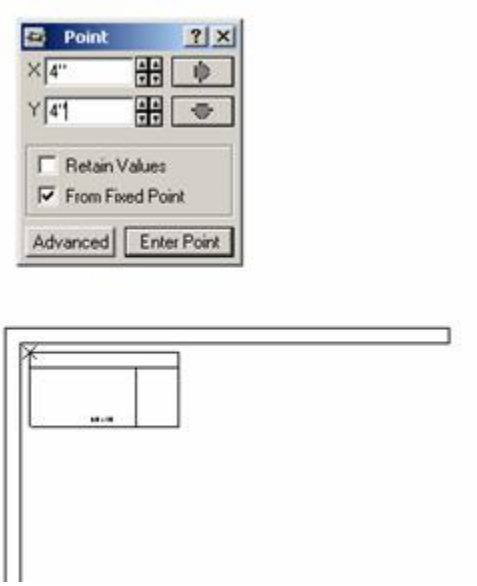
Note: Another way to perform this routine is to use the formula X, Y. Rather than using the Point dialog, simply place the first piece of furniture in the grid and type in the X (left or right) or Y (up or down) coordinates. X comes before the coma, and Y after. Remember to include width of each piece as you are measuring from center point to center point.

Place Symbols at a Specific Location

1. To place a symbol at a specific location, first choose the symbol to be placed. In this example, our desk will be placed 4” to the right and 4” down from the upper left-hand corner of the main room.

   Because the Origin Point of the typical is on the interior of the upper left corner, this will leave 2” of space between the typical and the wall.

2. Select a desk from the furniture menu
3. Click the **Point Input** icon  .
4. Enter **4”** in the **X** field and make sure the arrow is pointing to the right.
5. Enter **4”** in the **Y** field and make sure the arrow is pointing down.



6. Check **From Fixed Point** and click **Enter Point**.
7. Move the crosshair cursor just inside the upper left corner and right-click to place the typical. The desk is now placed 4” from the corner of the room.

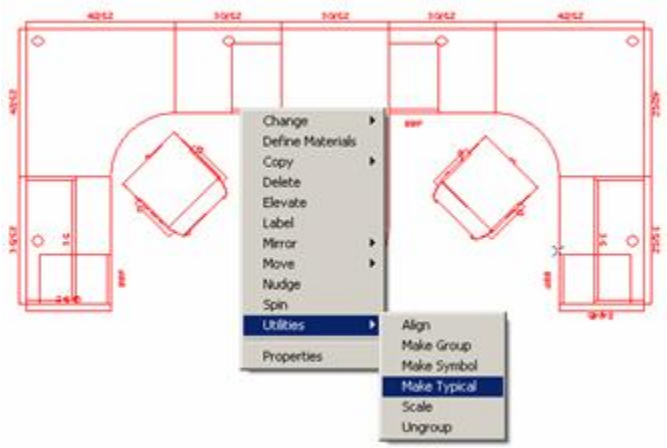
Typicals

- Create Typicals
- Place Typicals
- Place Typicals on a Grid

Create Typicals

Rather than recreating this configuration from scratch every time it is needed in a project, Giza can save it as a typical, which can then easily be reused and placed in many different drawings. To do this:

1. Select the entire workstation, including the panels.
2. Right-click on one of the highlighted symbols and choose **Utilities**, **Make Typical**.



3. In the Make Typical dialog, assign a name to the typical in the **File** field.
4. Under Make Typical From, choose **Selected Elements**.

5. The next step is to set an Origin Point**.** The Origin Point is the point in the typical where the cursor will be attached. This provides a visual reference when you place the typical.

   Under Origin,select **Choose Point**.

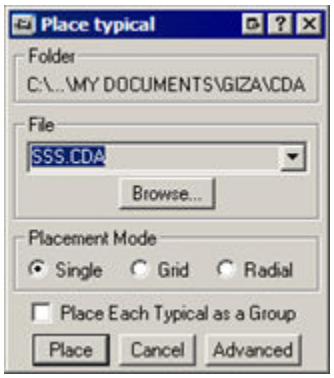
6. Click this icon  to the right of Choose Point.
7. Move the center of the crosshairs cursor inside the panels in the upper left corner.

8. Right-click to set the Origin Point.
9. In the **Save Typical** dialog box click **Save**.

Note: When choosing the origin point for a typical it is important to consider how these typicals will be connecting to each other. The point selected should be at the corner of a worksurface where it attaches to a panel, usually a panel that will act as a spine wall.

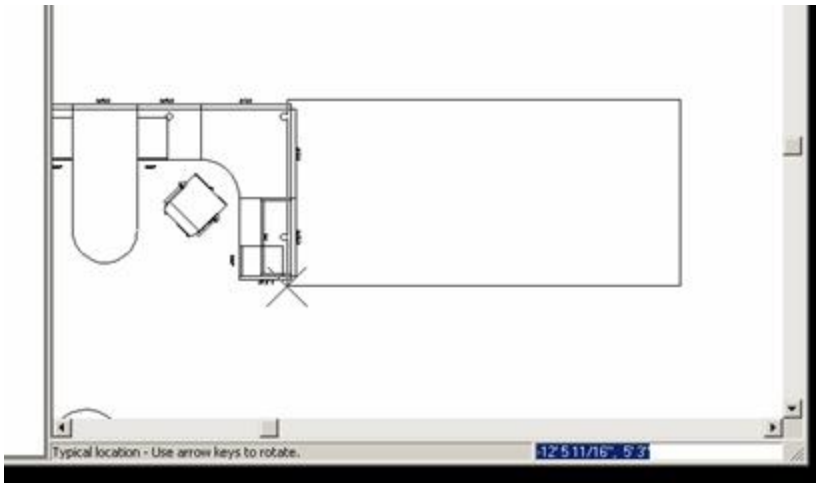
Place Typicals

1. To place a saved typical choose **Draw, Typical** from the menu bar. The Place Typical dialog appears.



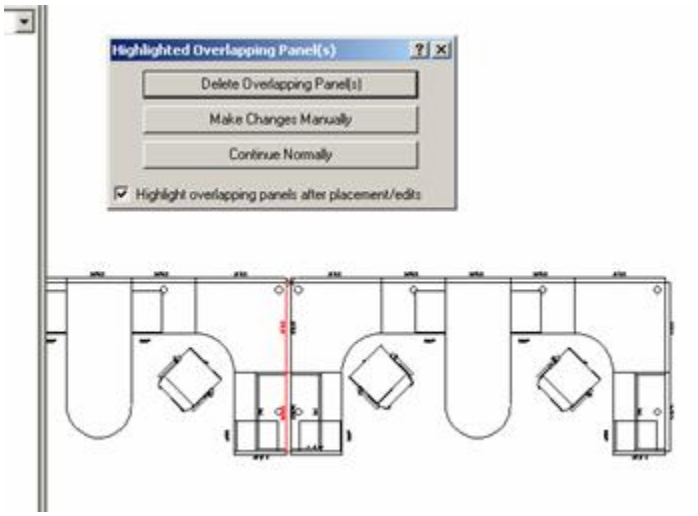
   Note: The name of the last typical that you saved appears in the dialog. Click the **Browse** button to find other typicals.

2. Click on the **Place** button. An outline of the typical appears, which is attached to the point you set as the Origin Point. To rotate the typical, use the arrow keys on the keyboard. The large X at the bottom left of the typical is a visual aid to help when you rotate the typical.
3. Position the typical on screen where you want to place it then click to set it in the drawing.
4. To snap the typical to an existing symbol, place the cursor near that point and right-click. If you make a mistake, click the Undo icon to erase the typical and try again.



Note: The cursor is the only active snapping point in the typical before you place it. Once placed, all the snapping points become active.

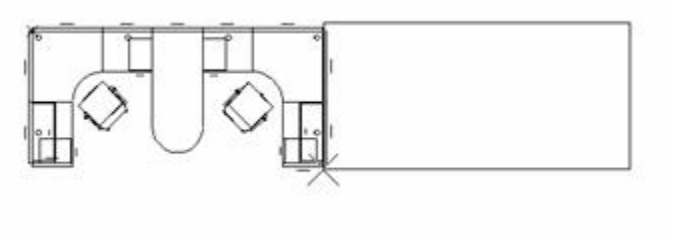
5. If there are any overlapping panels, the Highlighted Overlapping Panel(s) dialog appears. If you click **Delete Overlapping Panels**, any duplicate, overlapped panels will be removed.



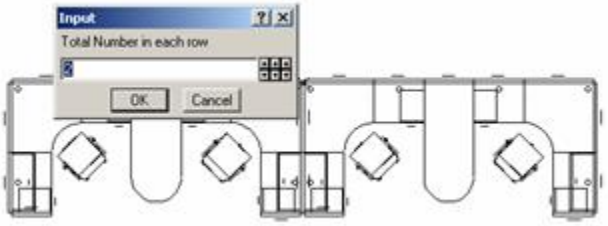
Place Typicals on a Grid

1. To place a typical on a grid choose **Draw, Typical** from the menu bar. The Place Typical dialog box appears.

2. Choose **Grid** and click **Place.**
3. Snap the next Typical by right-clicking to the outside panel.

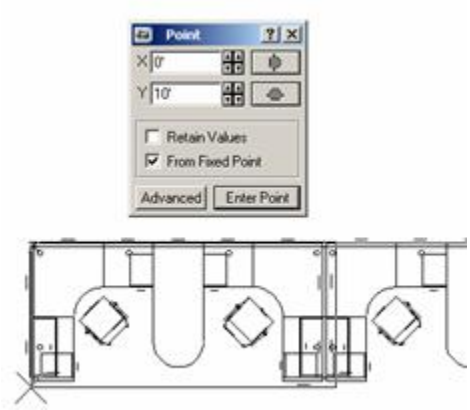


The Input dialog pops up.

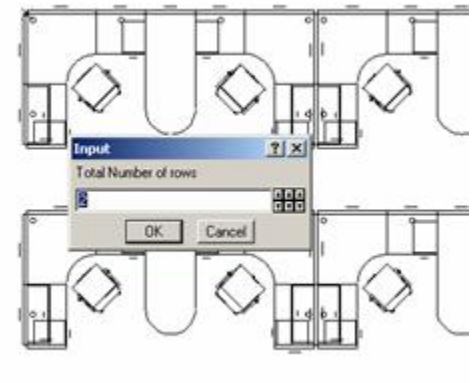


4. Enter the number of typicals you need in the row and click **OK**.
5. When you are asked to place the typical again for the next row placement, if you only want one row click **Stop** or press ESC.

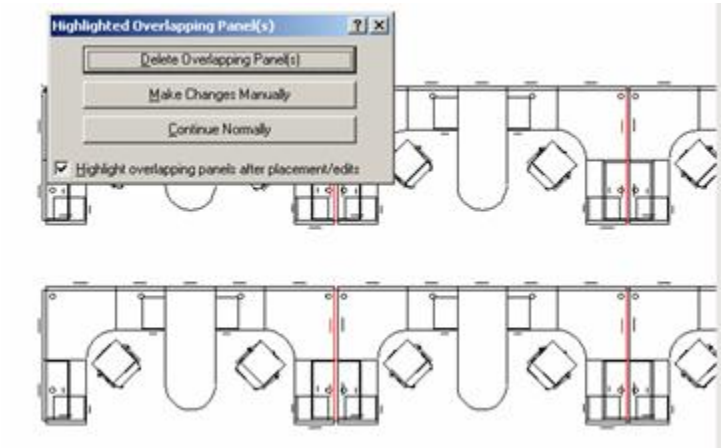
To place the next row, use the Point Input tool. Add the width of the typical to the aisle size for your Y distance.



6. Select From Fixed Point and Enter Point.
7. Right-click the insertion point of the first typical.
8. Enter the number of rows you want and click **OK**.



9. If there are any overlapping panels, the **Highlighted Overlapping Panel(s)** dialog appears.

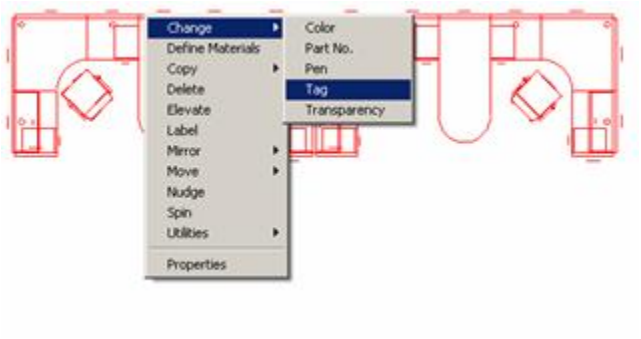


If you click **Delete Overlapping Panels**, any duplicate, overlapped panels will be removed.

Tags

To further define the parts within your drawing for the Bill of Materials report, or Worksheet, tags can be added, these can also be used for selection sets. This can be useful if you need to separate the drawing into areas for phasing or Department.

1. Right-click on an item and select **Change, Tag**.



2. Click the **Down Arrow** to see more fields.

3. In the Department field, type **Sales** and click **OK**. The tags will appear in the Bill of Materials. These can be placed using selection sets as well.

Select Items

There are various ways to select symbols and/or walls in Giza.

From the menu bar choose **Edit**, **Select** and choose one of the following:

- **All** to select the entire drawing
- **By Attribute** to select symbols by various attributes such as part number, frame design name, tags, etc.
- **By Part No.** to select by part number. A list of all the part numbers in the current drawing appears. Click on the part number to be selected.
  Note: You can select multiple part numbers by clicking the different part numbers.
- **Restore Last** to restore the last selection set used (you can also right-click on a blank area of the drawing screen and choose Restore Last)
- **Invert** to deselect symbols and automatically select symbols that were not selected in the previous selection set. For example, if you had two workstations and selected one of them, you would then choose Edit/Select/Invert to select the other workstation.

Select Items by Sub-Layer

1. From the menu bar choose **Edit**, **Selection Set**. The Selection Set dialog box appears.

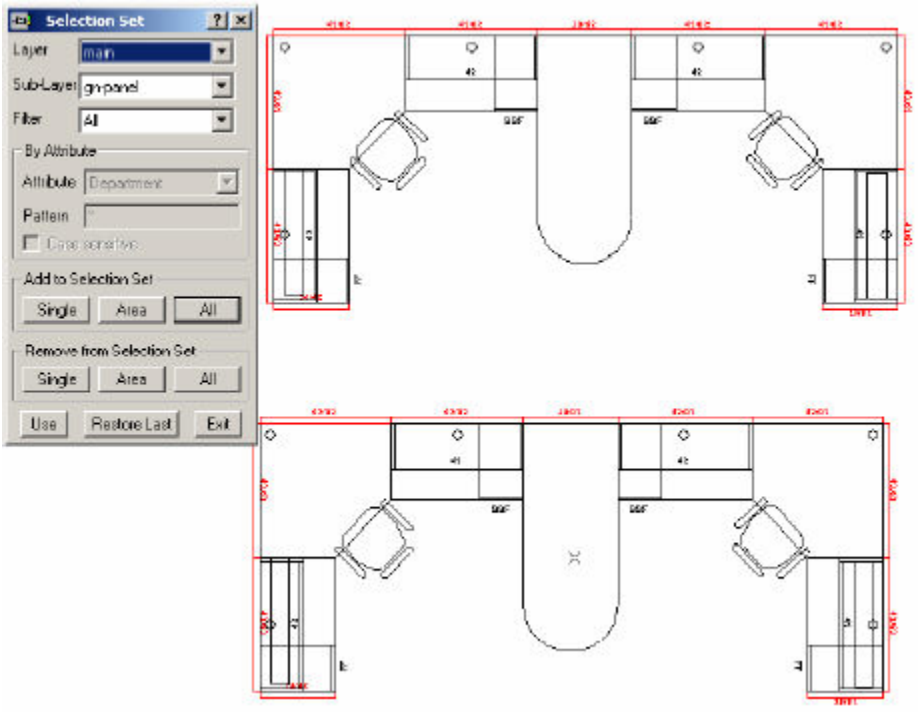
2. Select the **Sub-Layer** of the items that you want to work with in your drawing. For example, select **gn-panel**.

   - To add all items in the drawing to the selection set, click on **All** under **Add to Selection Set**.
   - If only the panels from a portion of the drawing should be added, click **Area** and

select the desired area.
- Select **Single** to select each panel. It will not allow you to add anything to the selection set that does not meet the criteria specified above.

3. To remove items from a selection set, utilize the same criteria as above but use the **Remove from Selection Set** area.

The following figure demonstrates all of the panels being included in a selection set.



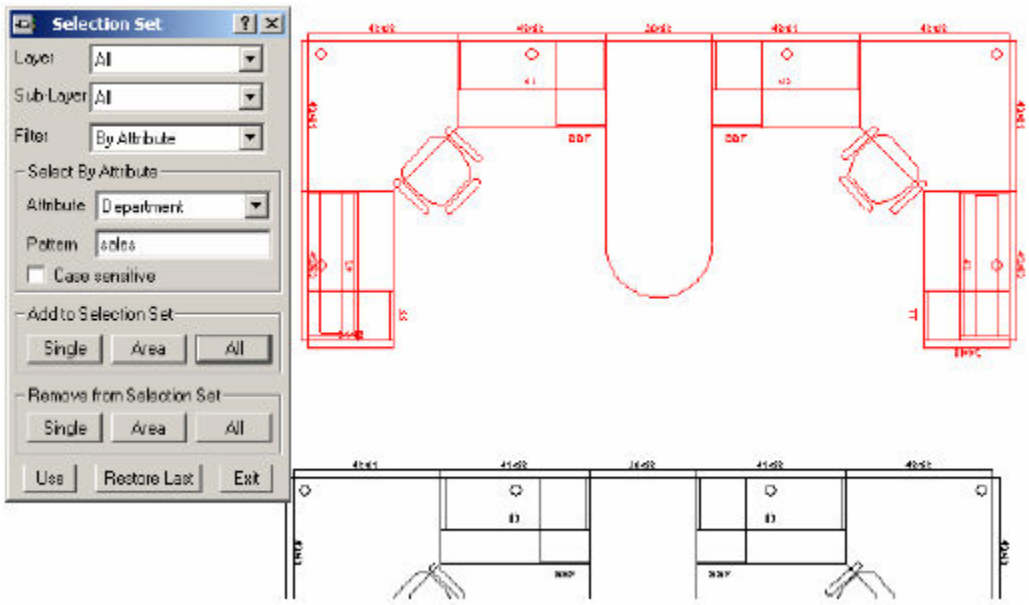
Select Items by Attribute

1. From the menu bar choose **Edit**, **Selection Set**. The Selection Set dialog appears.

2. Click the drop-down arrow beside **Filter** and select **By Attribute**.
3. In the **Attribute** field, select the attribute of the items that you want to work with in your drawing. For example, select **Department**.
4. Beside **Pattern**, you can either select all items by entering an asterisk * or enter the data, in this case “Sales”.
5. To add all items in the drawing to the selection set, click on **All** under **Add to Selection Set**.

   If only the panels from a portion of the drawing should be added click **Area** and select the desired area.

   Select **Single** if you want to select each panel. It will not allow you to add anything to the selection set that does not meet the criteria specified above.

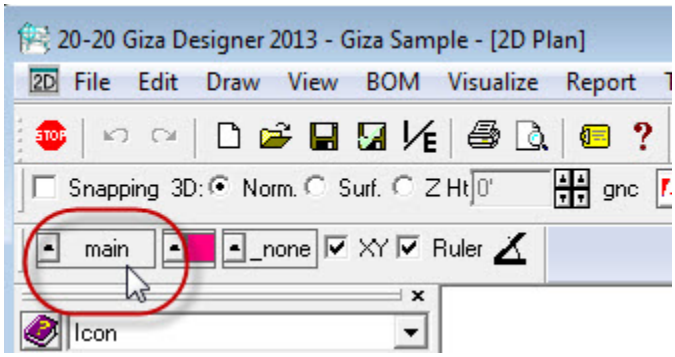


Note: To remove items from a selection set, use the same criteria as above but use the **Remove From Selection Set** section.

Layers

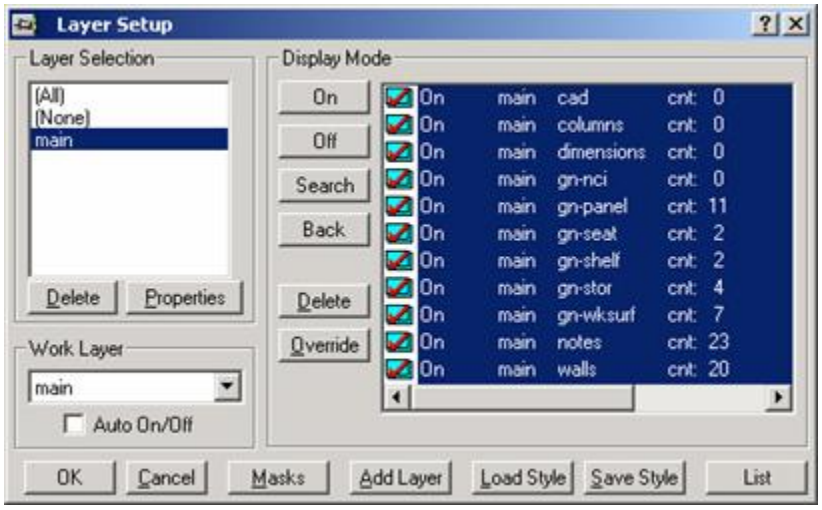
2020 Giza allows you to organize your drawing into multiple overlapping layers. The use of layers makes it easy to control the display and printing of elements, and can help prevent accidental modification. When you turn a layer On, the layer displays in your drawing. If you turn a layer Off, it does not appear in your drawing. This allows you to view different aspects of your drawing without certain elements. If you set a layer to Background, it appears in your drawing, but may not be edited, and Search allows a layer to appear in the drawing and in searches, but not for editing.

1. Click on **main** in the Drawing toolbar to access the Layer Setup dialog box.



2. Click on main under Layer Selection.

3. To turn off all the layers except the panels click the **Off** button. This turns off all the selected sub-layers.



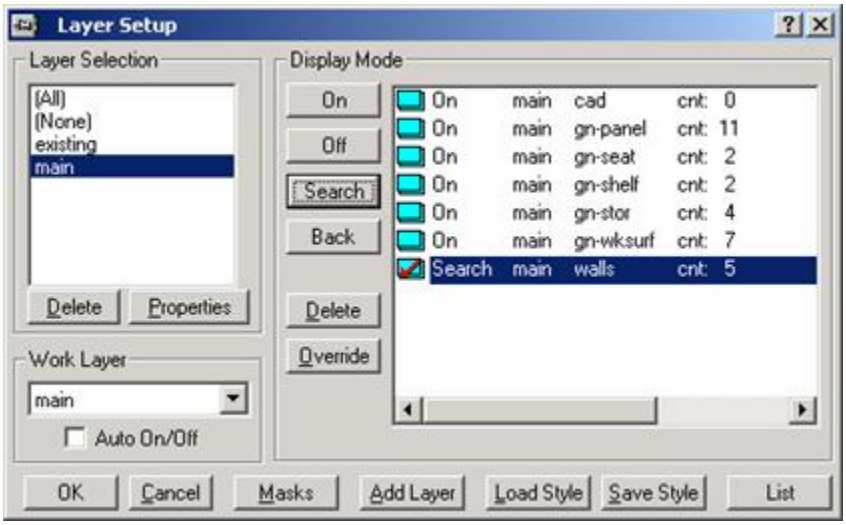
4. Click on the **gn-panel** sub-layer to highlight that layer only.
5. Click the **On** button to turn that single sub-layer on.
6. Click **OK**.

Note: To turn the layers back on, follow the first steps above, but click the **On** button instead of the Off button.

Display Mode

The display area on the left of the **Layer Setup** dialog shows all the layers in the drawing, and highlights the sub-layers of the layer currently selected on the right. These sub-layers are automatically created when items are placed in the layer. For instance, if you have drawn walls and placed a panel with *main* selected as your work layer, these appear as sub-layers. If you are using the Generic furniture library, for example, the panel appears as *gn-panel*.

The blue boxes beside each layer are checked whenever layers are selected, and read On, Off, Search or Back, depending on the option selected. The default is On. To change the display mode of a layer, highlight it, and click the button of the desired display mode.



- **On** - Turns the selected layers or sub-layers on for search, edit and display.
- **Off** - Turns the selected layers or sub-layers off for search, edit and display.
- **Search** - Turns the selected layers or sub-layers on for search and display, but not edit.
- **Back** -Turns the selected layers or sub-layers on for background display only. They are not available for searches or edits.
- **Delete** - Removes a sub-layer from the drawing. This does not remove the layer itself. To remove a layer, use delete from the Selection section of this dialog.
- **Override** - Overrides the pen or color of a sub-layer.

Note: It is a good idea to go into layers and turn the walls layer to Search before starting to place furniture. This allows you to edit the furniture without accidentally moving a wall. Follow the steps above, but click Search rather than Off. The walls will still show on screen.

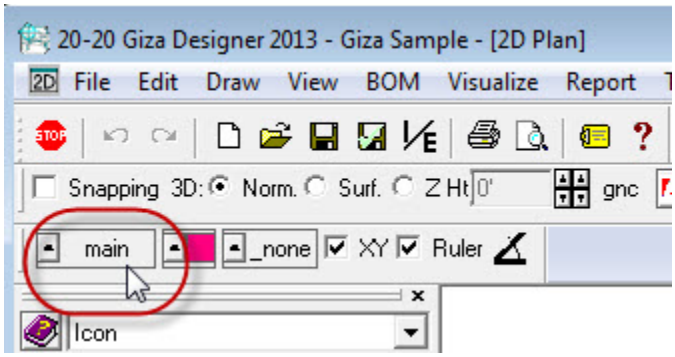
Existing and New Furniture Using Pen Override

In this example, we will create a drawing for an existing customer who is expanding and adding new workstations to their current configuration. This example covers adding a layer named “existing”, using pen override and moving symbols to a different layer.

- Move an Object to an Existing Layer
- Place Furniture on Specific Layers
- Use Layers to Get Information in the BOM
- Installation View
- Delete Layers

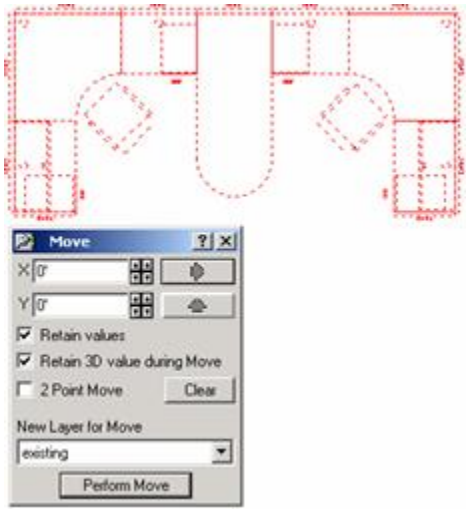
Move an Object to an Existing Layer

1. Open a drawing.
2. In the Drawing toolbat, click **main** to open the **Layer Setup** dialog.



3. Click Add Layer.
4. Under Layer name, type Existing.
5. Under **Pen Override**, select **Dot** and click **OK** to close the **New Layer** dialog.
6. Click **OK** in the **Layer Setup** dialog.
7. Make a copy of your workstation and highlight the copied workstation.

8. With the cursor on a highlighted line, right-click and choose **Move (Dialog)**.

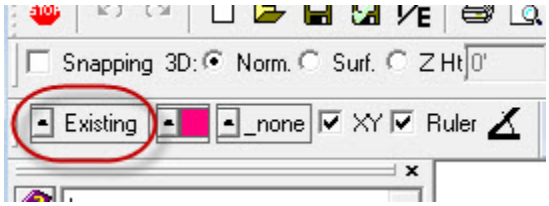


9. Under **New Layer for Move**, click the drop-down arrow and choose **Existing**.
10. Click **Perform Move**. The selected furniture has now been moved from the main layer to the existing layer, and shows as dotted lines rather than solid lines.

Place Furniture on Specific Layers

When placing furniture you can specify which layer you will use.

1. In the Drawing toolbar, click the **Existing** (layer) button.

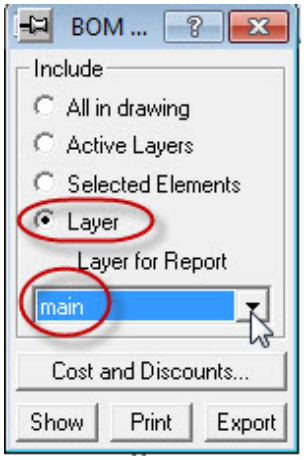


2. Under Work Layer, click the drop-down arrow and choose **main**.

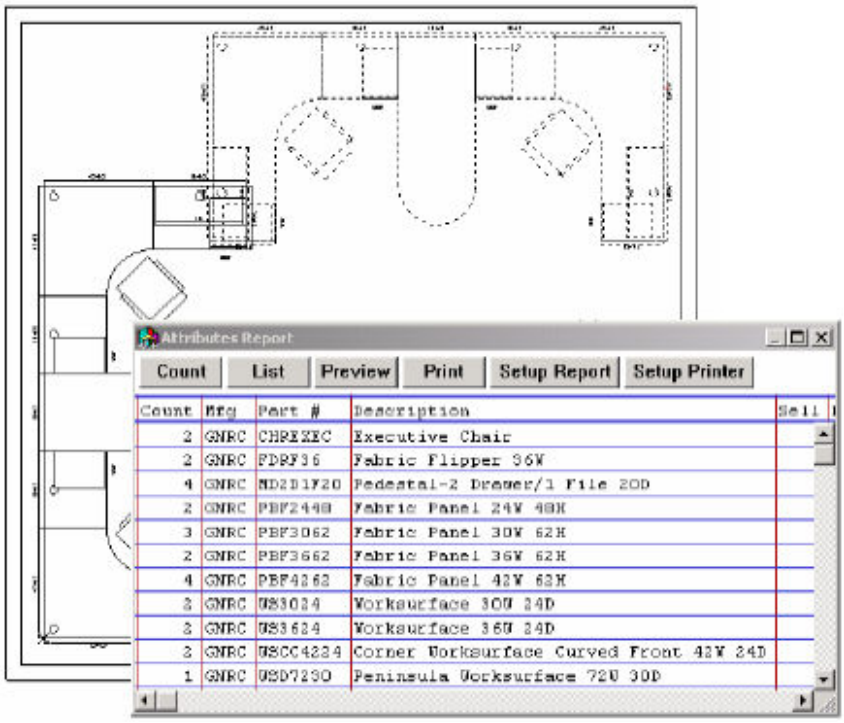
3. Click **OK**.
4. Place the new furniture symbols. The new furniture will draw solid lines to differentiate it from the existing pieces.

Use Layers to Get Information in the BOM

1. To print a Bill of Materials for the new pieces only, choose **BOM**, **Report** on the menu bar.
2. Select **Layer**.
3. Click the drop-down arrow and choose **main**.



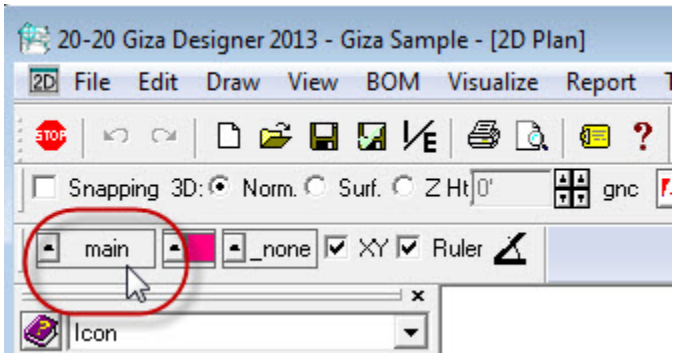
4. Click **Show**. This will preview and/or print only the new furniture, which was placed on the main layer.



Installation View

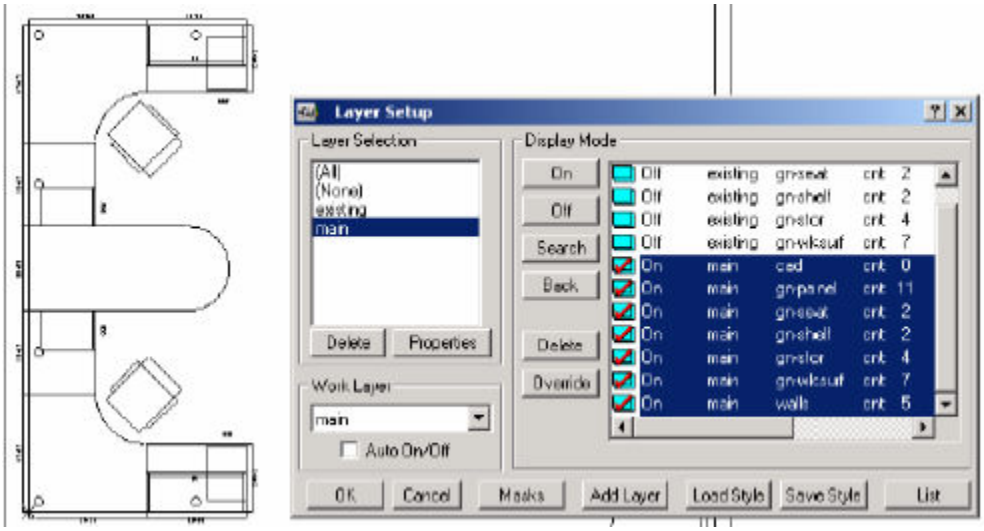
In this example, we will create a printout of only the new pieces. To accomplish this, the existing layer must be turned off (not deleted).

1. In the Drawing toolbar, click **main**.



2. In the **Layer Setup** dialog box, note the sub-layers in the right window.
3. Click **Existing** under **Layer Selection** - this will highlight all the sub-layers of Existing.
4. Click Off under Display Mode.

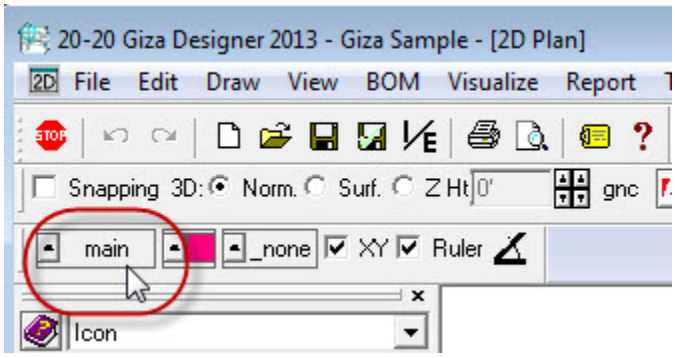
5. Click **OK**. Only the new furniture symbols should be showing on-screen. When this file is printed, it will only print the furniture showing on-screen.
6. To turn the existing pieces back on, open the **Layer Setup** dialog. Under **Layer Selection**, choose **All**, click **On**, then click **OK**.



Delete Layers

Warning: Be careful when deleting layers as this cannot be undone!

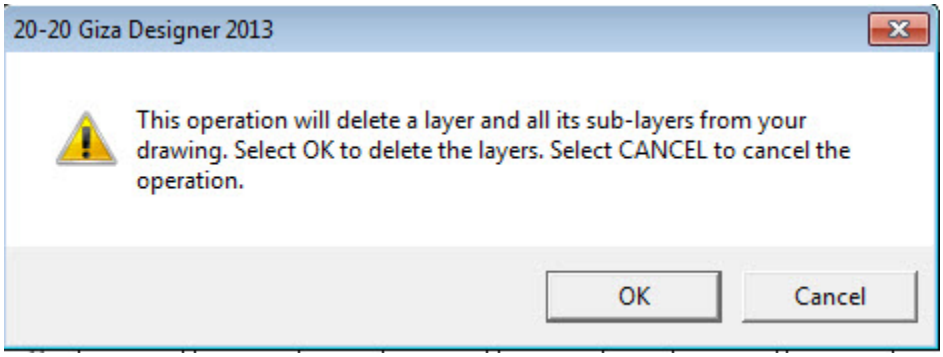
1. In Drawing toolbar, click **main** to access the **Layer Setup** dialog box.



2. To delete a sub-layer, select the sub-layer to delete under **Display Mode**.

   To delete a layer, select the layer to delete under **Layer Selection**. For example, to delete all the existing furniture, click on **existing** under **Layer Selection**.
3. Click the corresponding **Delete** button.

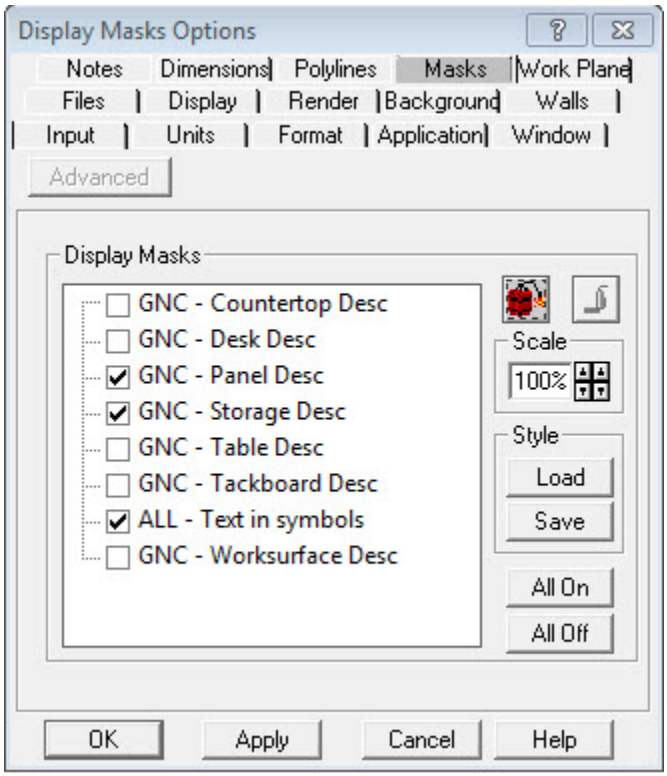
4. When this warning appears, click **OK**.



Masks

Display masks allow you to turn on or off the display of certain items in symbols, such as text or grommets:

1. From the menu bar choose **Tools**, **Options** or click the **Set Options** icon .
2. In the **Display Masks Options**, click the **Masks** tab. A list of masks appears in the Masks window.



3. Check the masks that you want to display. Uncheck the masks that you want to hide.
4. To save this mask style future use, click **Save**.
5. Assign a name to the mask style, then click **Save**.
6. Click **OK** to apply the mask.

Renderings

- Hidden Line Renderings
- Color Renderings
- Perspective Camera
- Birds Eye View
- Render Options

Hidden Line Renderings

The hidden line rendering is the same as the 3D view with all lines removed that would not appear if the model surfaces were solid. The **Zoom All** icon  can be used in the Hidden Line Render window. Do not use the Rotate View icons in the Hidden Line Render window. Rotate the drawing first in the 3D window, and then render the Hidden Line.

Click the **Create Hidden Line** icon  .

Note: Text can be added to hidden line renderings.

Color Renderings

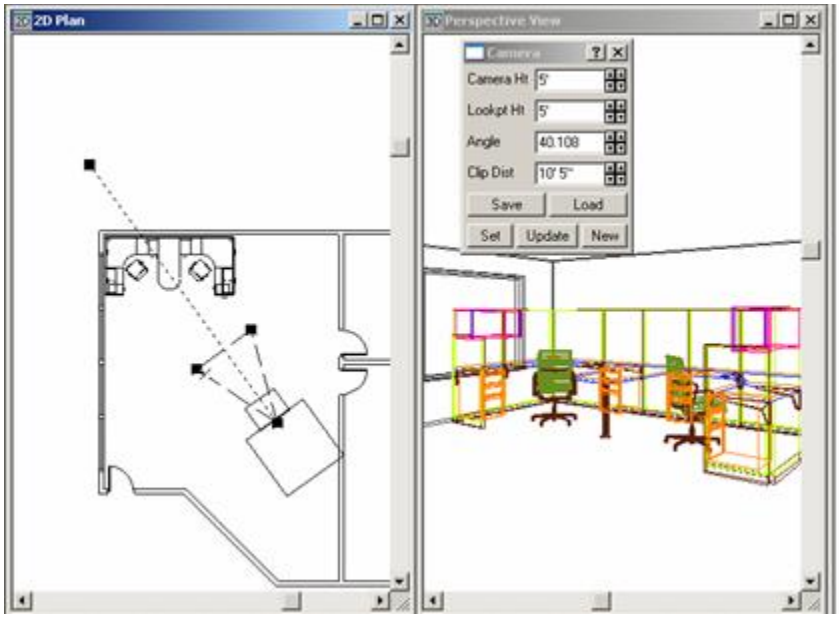
The Color Render window only captures what is currently showing in the 3D window.

To ensure the full drawing is rendered, click the **Zoom All** icon  , then click the **Render 3D Window** icon  .

Perspective Camera

Use the Perspective Camera dialog to set different 3D views of the drawing. For example, you can set the view to look as if you are standing in the room looking at the furniture rather than the overhead view of a normal 3D, Hidden Line or Color Render window.

1. Click the **Perspective Camera** icon  . The 2D and Perspective windows appear tiled on-screen. The 2D Plan is the camera.



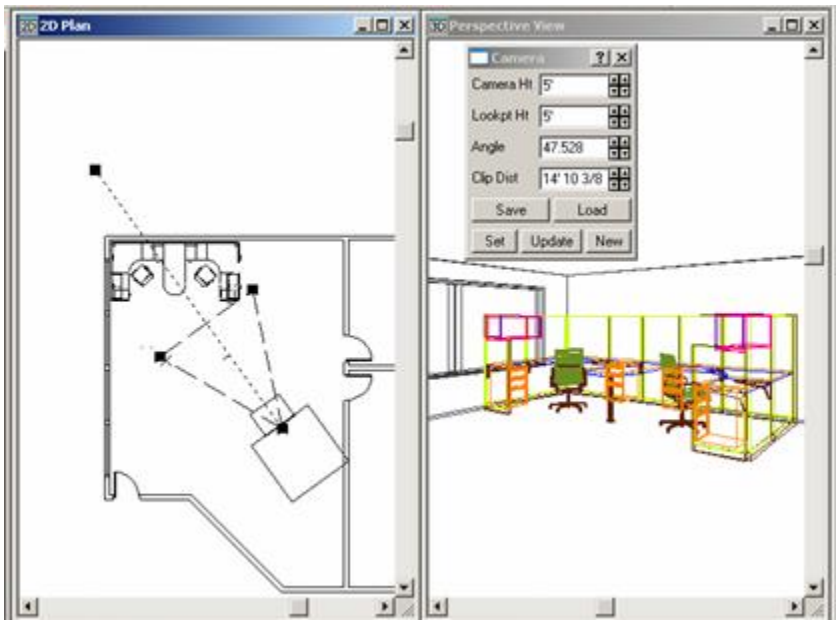
2. Choose the desired options described below:

   The camera has 4 square boxes on it:

   - The black box attached to the camera with a dashed line sets the direction the camera is facing.
   - The black box on the camera itself allows the camera to be dragged around the screen to set a different angle.
   - The two black boxes at either end of the camera “lens” are used to change the zoom factor.
   - To change direction, angle, or zoom place the cursor on one of the boxes (the cursor changes to a round cursor with arrows). Hold down the left mouse button and drag the box around the screen. When the mouse button is released, the changes will appear on-screen immediately.

3. The settings in the **Camera** dialog, default to a forward view:

   Camera Ht.: 5’- This represents the eye level of the viewer.
   Lookpt Ht.: 5’- This represents the height that the viewer is looking at
   Angle: 45 - This represents the angle that is visible by the viewer.
   Clip Dist.: 5’ – This represents the distance from the viewer that will be eliminated to see items beyond



4. Once the view is set, click **Save**.
5. Assign a name to the view.
6. To use saved views in other drawings, click **Load** in the Camera dialog.
7. To produce a Hidden Line or Color Render from the perspective view, maximize the Perspective window.
8. Click **Zoom All**.

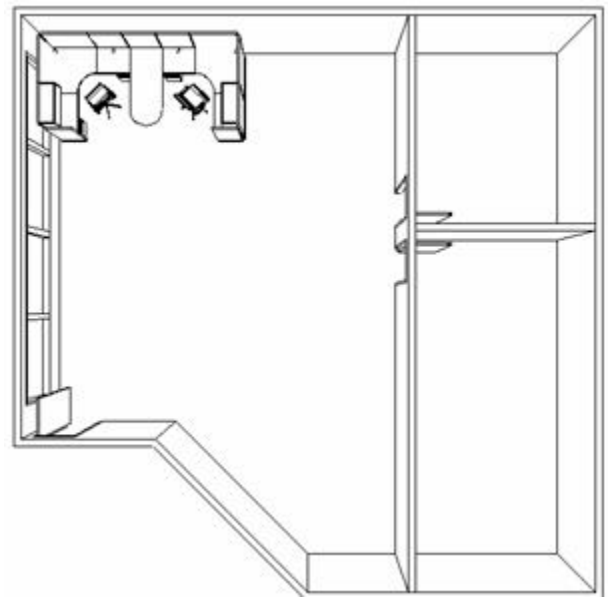
9. Click the **Hidden Line** or **Color Render** icon.

Note: When the Perspective window is open, any render will default to that view. To render the 3D view, you must close the Perspective window.

Birdseye View

Birdseye gives you a 3D perspective view that allows you to look down on your drawing. To get the full effect of this view, do a hidden line or full color rendering.

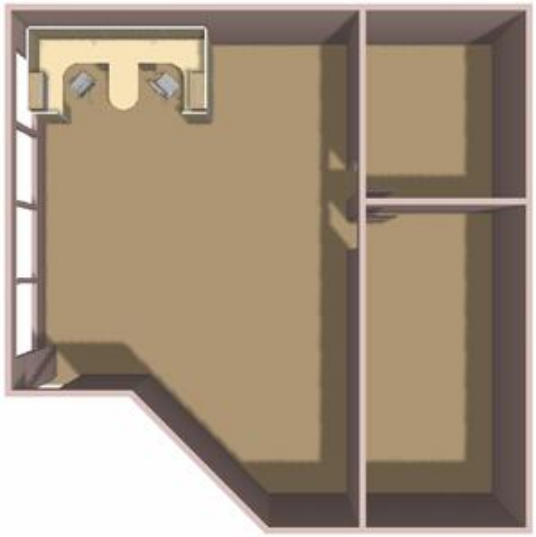
1. Click the **Birdseye** icon  . The entire drawing appears in 3D view from above.
2. Click either **Hidden Line** or **Render**.



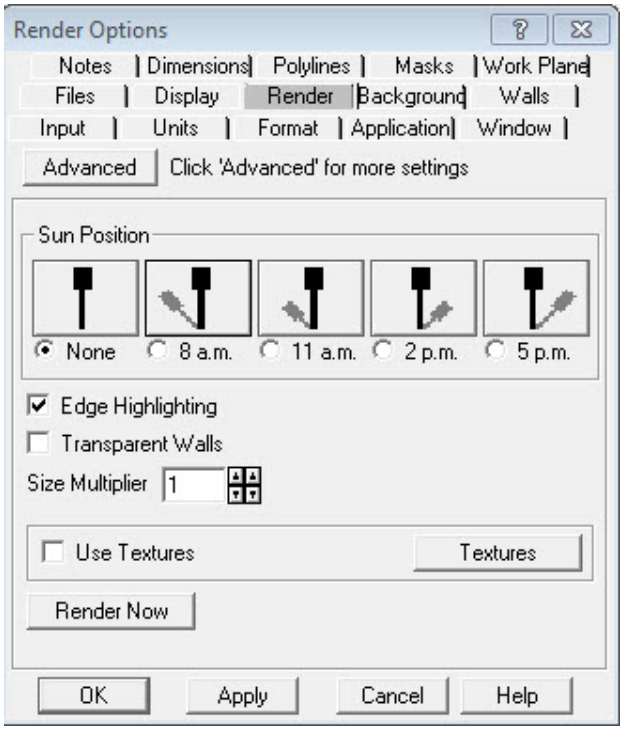
Note: To get a more realistic look draw a floor using 3D objects from the Draw Menu.

Render Options

You can set the options that affect the rendering in the **Options** tool.



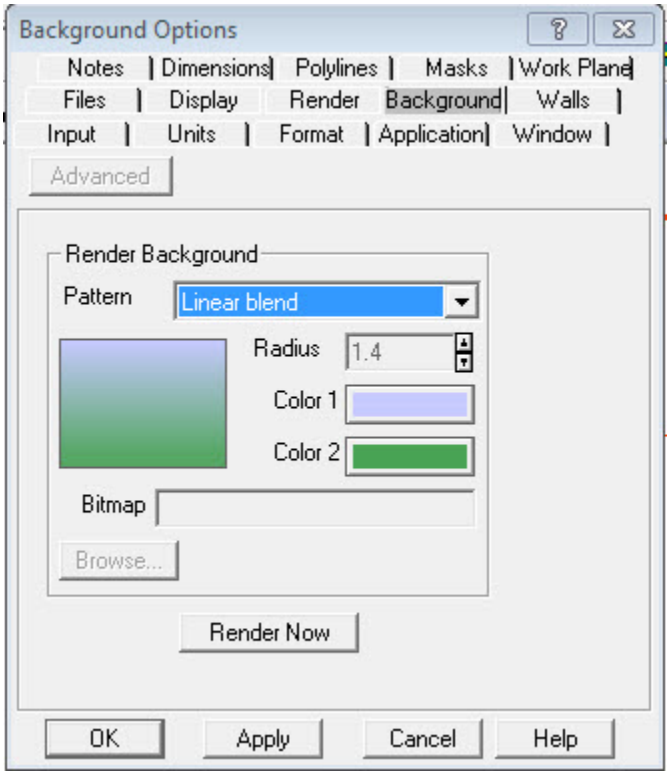
1. From the menu bar choose **Tools**, **Options** or click the **Set Options** icon  .
2. In the **Display Masks Options**, click the **Render** tab.



- You can add shadows to the rendering by selecting a **Sun Position**
- Uncheck **Edge Highlighting** to make the rendering more realistic
- To show furniture in a room without showing walls, select **Transparent Walls**
- The **Size Multiplier** sets the rendering resolution, if you are going to save the rendering for printing you may want to change this. Typically, you would create a rendering with a multiplier of 2 or 3 if you wished to save the renderings as bitmaps at a higher resolution. If you create an oversize rendering and print it out, you get a better quality image than from a normal size rendering.
- Check **Use Textures** to use textures instead of colors on entities. Click **Textures** to set surface materials and textures used on rendered items.

3. Change the options you want to try and click **Render Now** to see the results.
4. Click the **Background** tab.

5. Change the color of your background to **White** or to a **Linear blend**.



6. Click **Render Now** to see the changes.

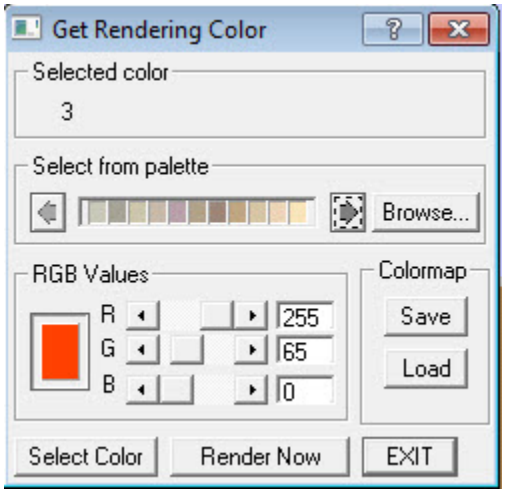
See also:

- Change Colors
- Color Maps
- Save Image Files
- Transparent Walls

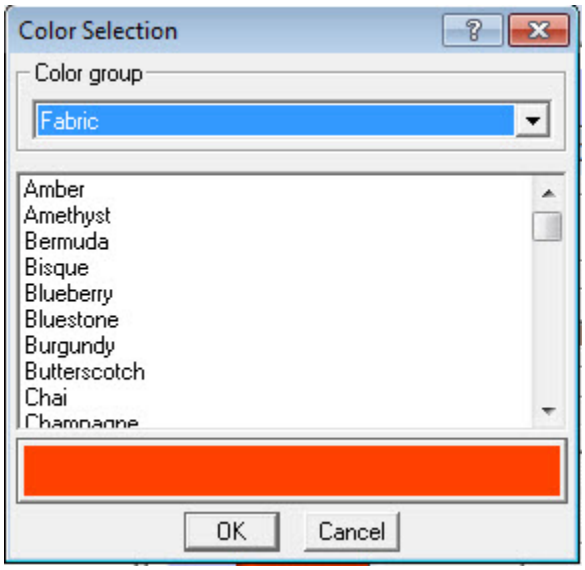
Change Colors

1. Click the **Render 3D Window** icon  .
2. Right-click anywhere on the screen and select **Choose Color**.
3. When a message box appears, click on any furniture symbol to change that color.
4. In the **Get Rendering Color** dialog choose one of these options:

   - choose a new color from the palette
   - use the RGB (red, green, blue) slider bars to set a new color or shade
   - click the **Browse** button.



5. If you clicked the **Browse** button, the **Color Selection** dialog appears. Choose a finish type (Fabric, Laminate, etc.) from the drop-down menu and a new color from the list, then click **OK**.

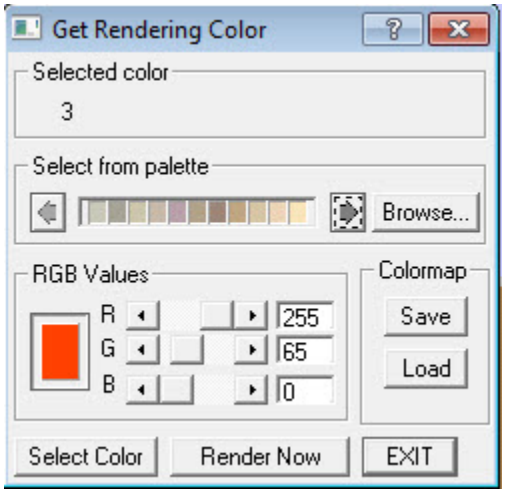


6. Click **Render Now** to see the color change.
7. To change another color, click **Select Color** and click on another symbol.

Color Maps

Once the colors are set the way you want them, the color scheme can be saved as a **Color Map** to be reused in future projects.

1. Click the **Render 3D Window** icon .
2. Right-click anywhere on the screen and select **Choose Color**.
3. When a message box appears, click on any furniture symbol to change that color.
   In the **Get Rendering Color** dialog, choose a new color.



4. Click **Save**.
5. In the **Export Color Map File** dialog, enter a name for the color map (i.e., grays, blues, etc.).

To apply a saved Color Map to a project:

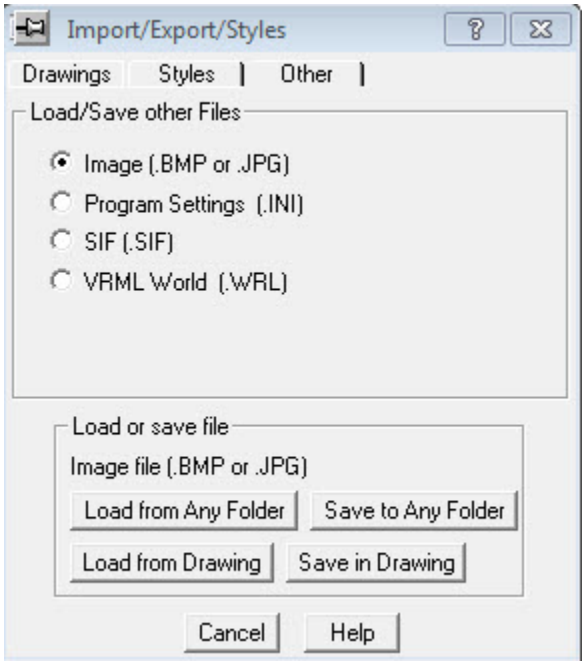
1. Access the **Get Rendering Color** dialog, and click **Load**.
2. Select the name of the color map and click **Open**.
3. Click **Render Now** to see the changes.

Save Image Files

Any rendering can be saved and sent as an email attachment, or imported into other Windows apps.

1. Click the **Render 3D Window** icon .
2. Click the Import/Export/Style Files icon .
3. In the **Import/Export/Styles** dialog, click the **Other** tab.
4. Select **Image** (.BMP or .JPG).

5. Click **Save to Any Folder**.

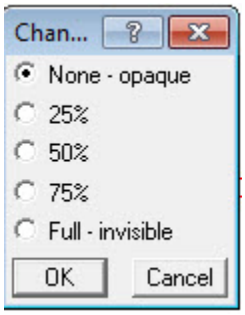


6. Navigate to the folder where the image file must be saved and assign a name to the image file, which can be the same as the name of the drawing.
7. Choose a file type beside **Save as type**.
8. Click **Save**.

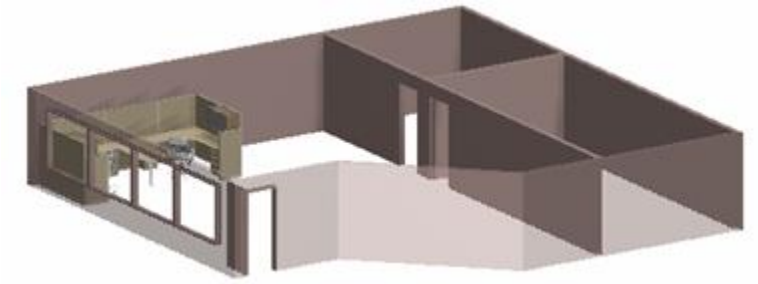
Transparent Walls

Walls can be changed to lesser transparencies, giving the illusion of being see-through or glass. This is particularly helpful when viewing rooms in 3D.

1. Right-click on the wall that you want to see through and choose **Change, Transparency**.
2. In the **Change Transparency** dialog, choose the level of transparency and click **OK**.



3. To change a wall back to solid, follow the same steps, and set the transparency to **None-opaque**.



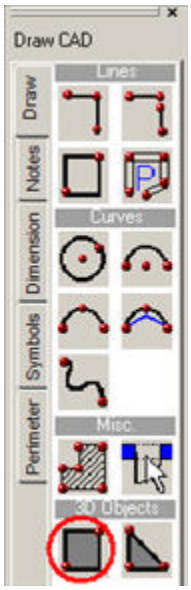
Presentation Extras

- Floor
- Ceiling
- Lighting
- Decorative Items

Floor

Follow these steps to add floors to your presentations and make them more realistic. Here we will use a simple 3D object to create an opaque floor to which you can assign materials and colors.

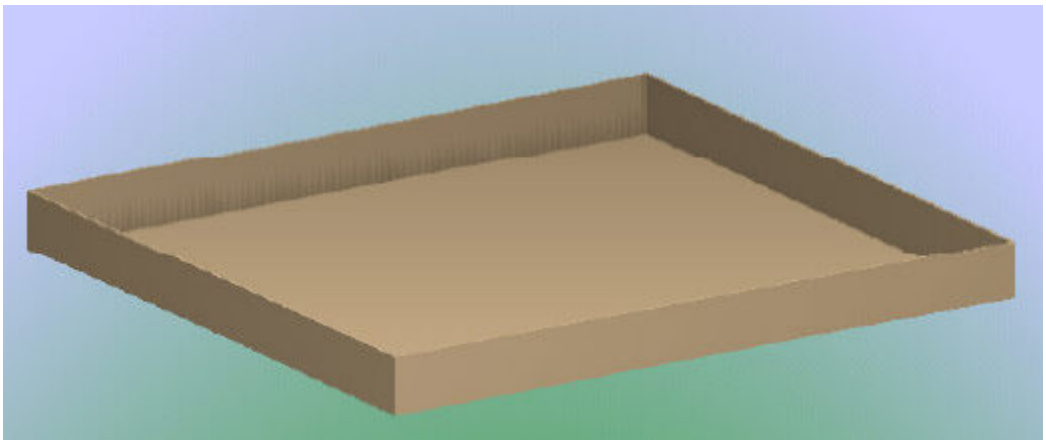
1. From the menu bar choose **Draw**, **2D CAD**.
2. In the **Draw** tab choose the **3D Rectangle** icon.



3. Using the corners of the building or room draw a rectangle to fill in the floor.
4. Right-click on the corners of the room or building to snap the carpet/floor covering to the exact dimensions of the space.

Note: If more than one floor covering is used, draw a rectangle for each floor covering.

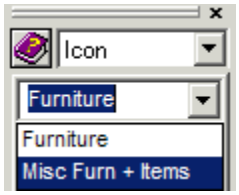
The following example shows that adding a floor helps to 'ground a rendering'.



Ceiling

Ceilings are only necessary when you use the perspective camera for renderings. Ceilings are removed from 3D views so that you can see into a room.

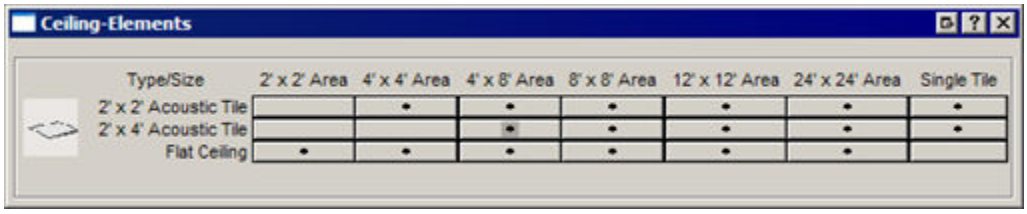
1. From the menu bar choose **Draw**, **Furniture**.
2. Click the drop-down arrow beside **Furniture** and choose **Misc Furn + Items**.



3. Choose the **Lights/Ceiling** tab.

4. Click the **Ceiling** icon under **Ceilings**.

5. Choose the ceiling type and size from the matrix. You may need to piece the ceiling together depending on the size of the room.

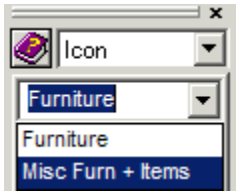


6. When you create a regular 3D view, the ceiling will obstruct the furniture. You will need to create perspective views to see furniture once ceilings are placed. Unless the ceiling layer is turned off, in which case 3D views will show the inside of the room).

Lighting

Lighting may be added to the ceiling and walls to make the rendering realistic. The lighting will not change the shadows created using the Rendering properties settings.

1. From the menu bar choose **Draw**, **Furniture**.
2. Click the drop-down arrow beside **Furniture** and choose **Misc Furn + Items**.

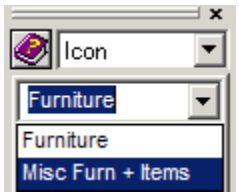


3. Choose the **Lights/Ceiling** tab.
4. Select any lighting options you want under **Lights**. This will help to make renderings more realistic. Colors and textures can be assigned to these items.

Decorative Items

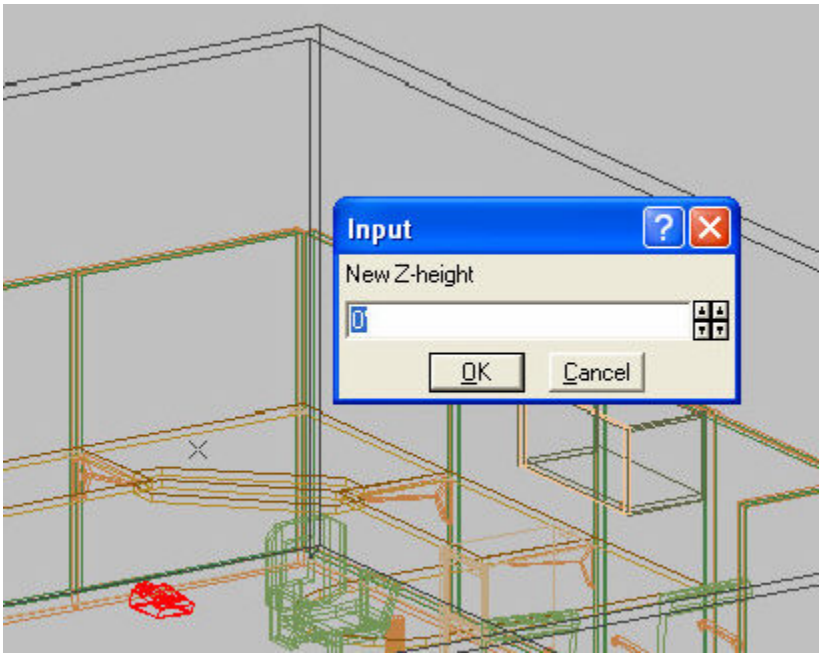
Add decorative items to drawings to create realistic presentations. Decorative items include: Art, Desktop items, Desktop Clutter, Electronics, and People.

1. From the menu bar choose **Draw**, **Furniture**.
2. Click the drop-down arrow beside **Furniture** and choose **Misc Furn + Items**.



3. Choose from the various tabs available.

You may need to change your snapping to Surface to place objects on worksurfaces, or you may modify the Z-height of certain objects after they have been placed to make the most realistic rendering.



Material Assignments

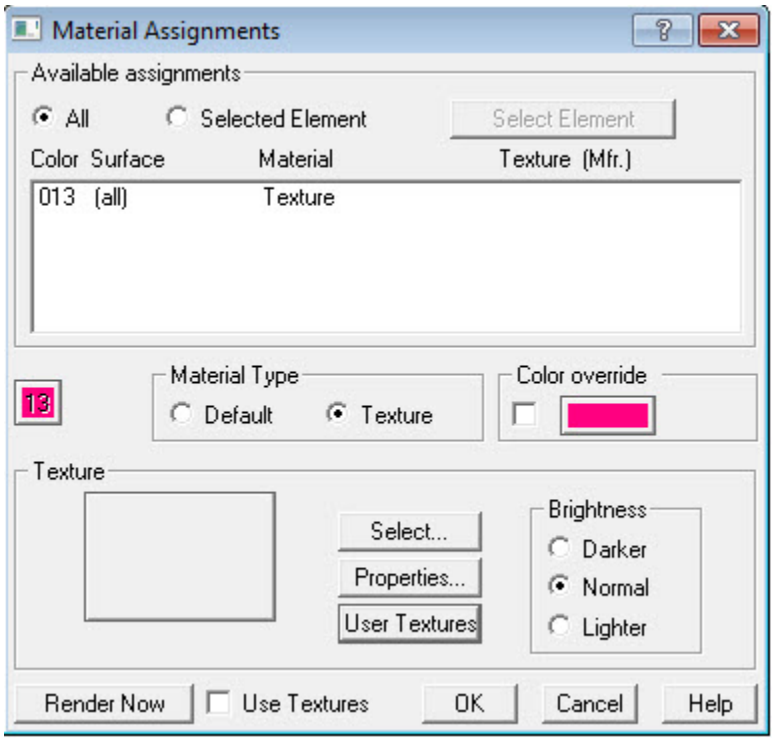
By adding Material Assignments to your drawing, you have the ability to add your own fabrics and colors for a truly accurate and realistic rendering of your space plan. Many manufacturers have fabrics available on their website that you may download and use to create a user texture to be applied to the drawing. To open the Material Assignments dialog box from within the Lightscape™ dialog, simply click on the Material Assignments icon  .

- Textures
- Properties
- Color Override
- User Textures
- Apply Textures to Specific Items

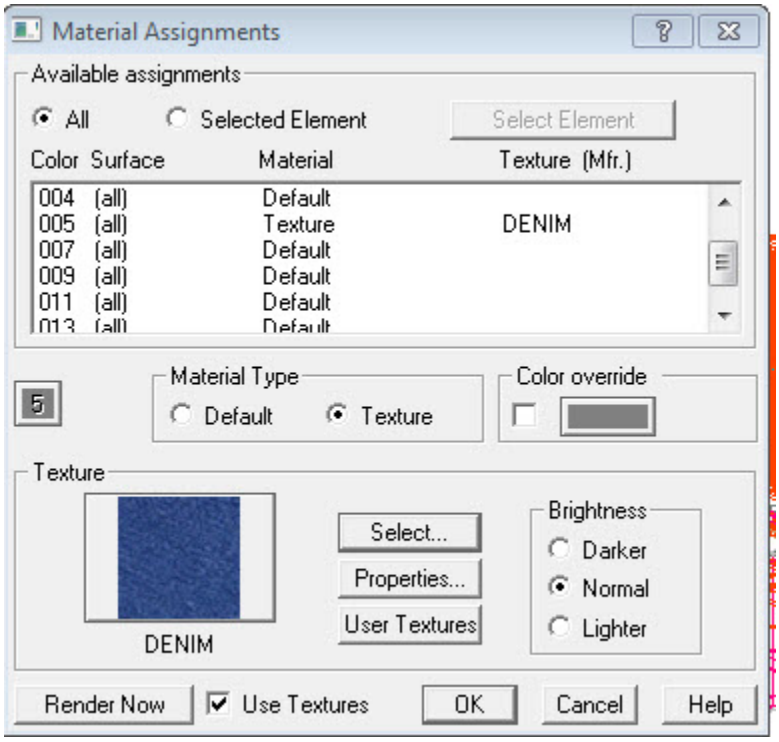
Textures

Material assignments begin with understanding that all symbols that are drawn in Giza are created out of 20 different colors. This can be expanded by utilizing material assignments for individual object. This also helps to get all objects that are similar like work surfaces to be the same color and texture.

1. Click the **Material Assignments** icon to access the corresponding dialog box.



2. Select the color from the list.
3. Change the Material Type to Texture.
4. In the **Select Texture** dialog, select a Standard Texture (provided by Giza) or a User Texture, and then click **OK**. The texture will be applied on all surfaces that have the color 005 as shown below.



Properties

The Properties button in the Texture area allows you to manipulate the selected texture for that color number.

The Scale of the texture may be modified to make it as photo-realistic as possible.

The texture pattern used may also be set up to repeat in a Mirrored or Tiled fashion. Mirrored allows for a pattern to repeat with fairly smooth joints where a tiled texture appears more segmented. The choice will depend on what texture is being applied and how large the object is.

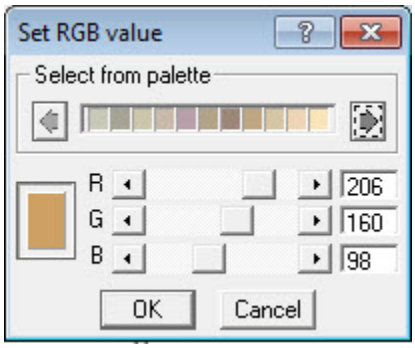
Note: Textures can be applied to something as large as a carpet or as small as a chair arm so the pattern and repeat will vary.

Color Override

Color override allows you to modify the color of a texture that has been selected. A texture will be maintained but the overall color may be modified to more properly match the color scheme of the projects.

1. Once a texture has been selected and the properties set, place a check in the **Color Override** box.

2. Click on the color to the right of the check box and select a color from the color palette.
3. The color may be further modified by adjusting the RGB value of the color.

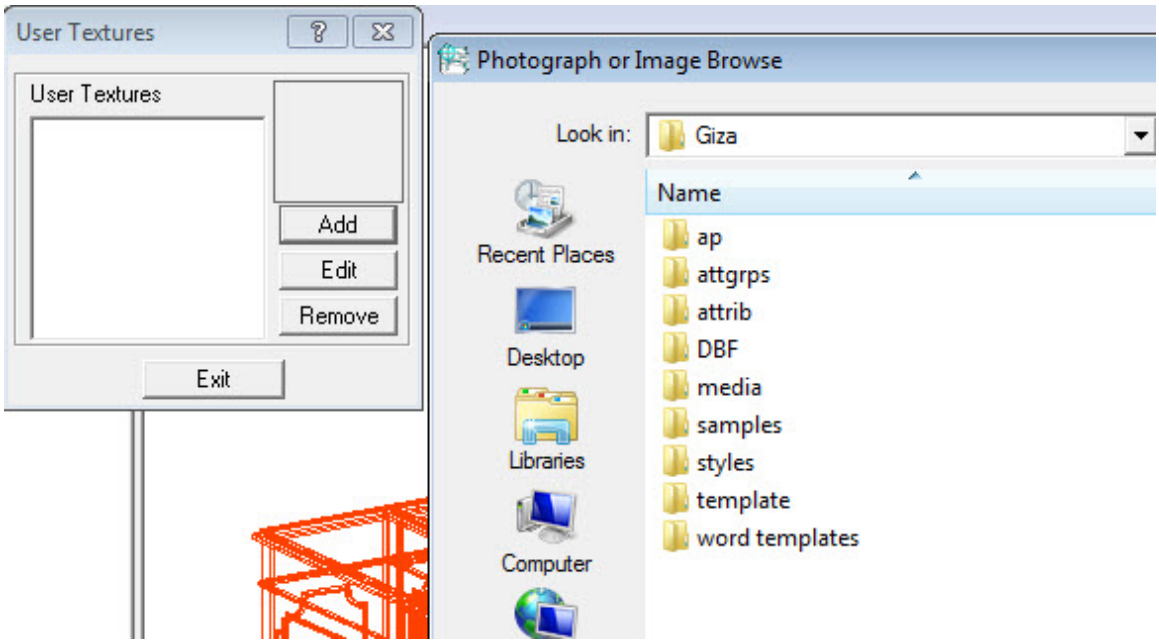


4. After the color has been modified choose the **Render Now** button to see the modified rendering.

User Textures

You are not restricted to the few textures that Giza provides; you may download textures from manufacturers' websites or scan the texture to get the best looking textures. To add a user texture:

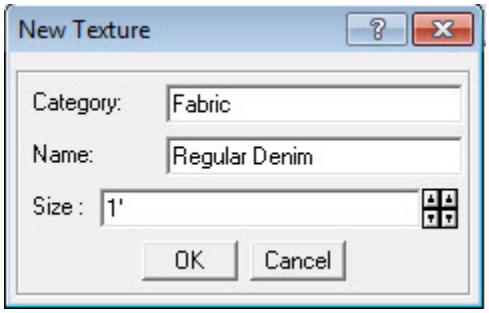
1. Select **User Texture** in the Material Assignments dialog box.
2. Click the **Add** button.



3. Browse for the appropriate .bmp or .jpg image on your computer and choose **Open**.

   Note: The file must already be downloaded to your computer or a server; it cannot be taken directly from a manufacturer's Website.

4. Provide a **Category** (this helps to organize the textures), a **Name** for the texture and an approximate **Size** of the texture image, and then click **OK**.

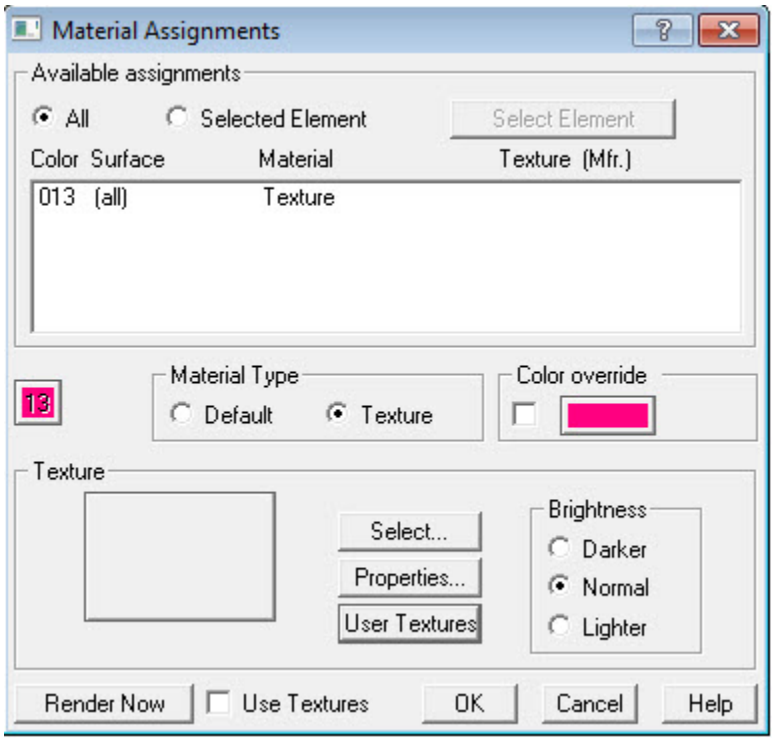


Note: Providing a size will help the texture to map correctly. If a woodgrain is 6" across the size should be 6". If it is entered as 6' the graining will seem unrealistic and overly large. After the texture is added you can go to the Select function and browse user textures to select the desired texture.

Apply Textures to Specific Items

When you assign textures, you have 2 choices: All Items, or Selected Element. Use Selected Element for more precise renderings. This is due to the limitation that all symbols drawn fall into just 20 colors and symbols of varying textures may fall on the same color. To address this individual object(s) may be selected and textures applied to only those items.

1. Click the **Material Assignments** icon to access the corresponding dialog box.



2. Choose **Selected Element**.
3. If no item is selected, click the **Select Element** button to select an object in your drawing. Only the colors available for that object will be listed.
4. Textures and colors may now be applied to these elements.
5. A worksurface that is of the same color as a panel may receive a different texture to meet the overall design concept.
6. Each color for the selected element receives its own texture/color; some of the areas are more obvious than others.
7. To view the results of the texture mapping, click on the **Render Now** button when the assignments are complete.

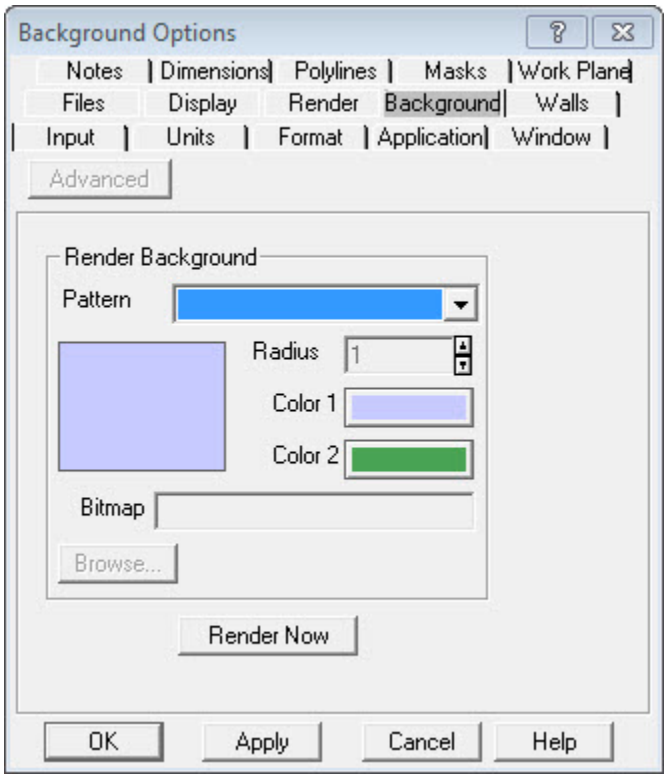
Background Options

1. Choose **Tools**, **Options** from the menu bar or click the **Set Options** icon .
2. Click the **Background** tab in the **Options** dialog.

   Choose a **Render Background** to determine the backdrop for your renderings. When you display a rendering, it is placed in front of the background defined here.

You can create eye-catching images by providing an interesting background. You can provide:

- **Mono**- One color on screen- choose color 1
- **Linear Blend**- Color 1 on top, Color 2 below
- **Spot Blend**- Color 1 in center fading to Color 2
- **Curved Blend**- Color 1 on top, Color 2 below but arched
- **Bitmap Image**- Any bitmap image can be applied. A single image to fill the rendered screen.



Bill of Materials (BOM)

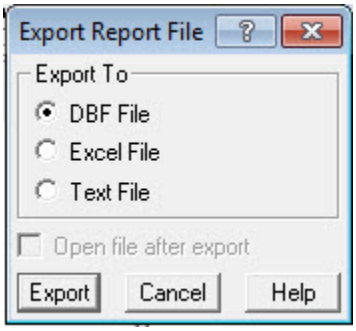
1. Click on the BOM pull-down, then select **Report**.
2. The BOM Report dialog allows you to choose which symbols will be included in the BOM report.

The default is **All in drawing**.

The **Show** button will show a preview of the report before you print it.

The **Print** button will send the report to the printer.

The **Export** button saves the report as a database (.dbf) file, an Excel file (.xls) or a text file (txt).

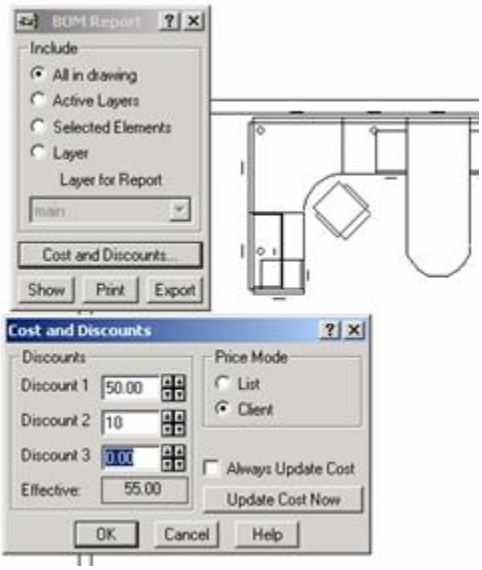


Bill of Materials with Costs and Discounts

The Bill of Materials can be printed showing list, purchase or sell pricing:

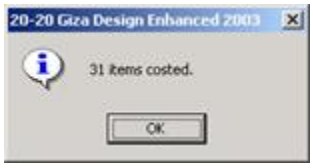
1. Click **BOM/Reports**.
2. Click **Costs and Discounts**. To show:

   - **List**: Click List and do not enter any discounts.
   - **Purchase**: Click Client and enter the standard discount (i.e., 50/10/5 or 50/20) in Discounts 1 through 3.
   - **Sell**: Click Client and enter the client discount in Discount 1.



3. Click **Update Cost Now**.

4. Click **OK** to close the confirmation box.



5. Click **OK** to close the cost and discounts dialog.
6. Click **Show** to view the report on-screen.
7. Click **Print** to print the BOM.

Export a Bill of Materials to an Excel Format

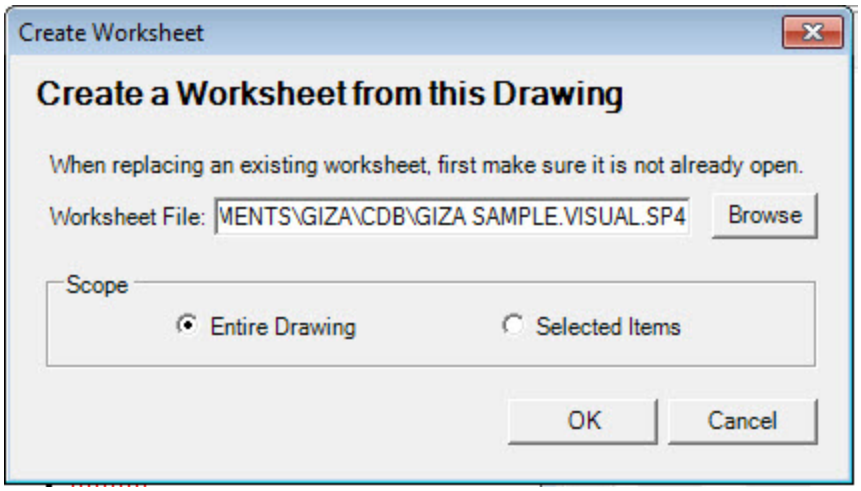
Giza has the ability to export the Bill of Materials to an Excel file (.xls):

1. Click **BOM/Reports** from the menu bar.
2. Change any settings and apply Costs & Discounts if needed.
3. Click the **Export** button.
4. Choose the file type **Excel**.
5. Click the **Export** button.
6. In the **Save Report As** dialog, enter a file name. Change to a different folder if necessary.
7. Click **Save**.

Create a Worksheet from 2020 Giza

Once 2020 Giza is installed on your computer you can create a 2020 Worksheet directly from 2020 Giza.

1. Click on BOM > Worksheet.
2. The **Create Worksheet** dialog box opens. It allows you to specify what you want you want in your worksheet; the entire drawing or selected items only. Selected items need to be selected before you access this dialog. Select one of the radio buttons.



Worksheet must be closed, however, only an open worksheet of the same name as the one being created must be closed. By default worksheets are created with the same name as the drawing file, so multiple worksheets created from a drawing attempt to overwrite each other. An open worksheet cannot be overwritten.

3. Click **OK** to access Worksheet where you can specify line items, add discounts and order.

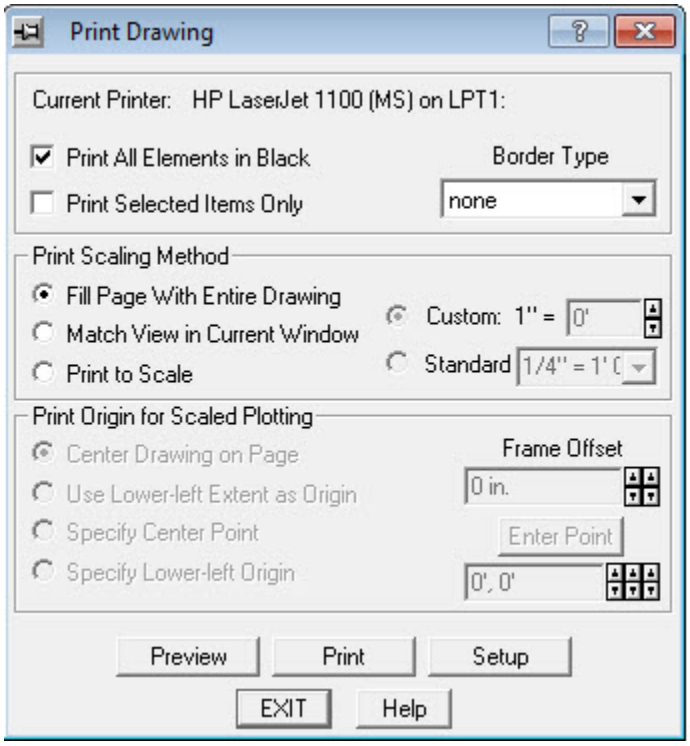
Print

- 2D or Hidden Line Renderings
- Color Rendering

2D or Hidden Line Renderings

1. Make sure the view on screen is the one you want to print.
2. Click the **Print** icon or choose **File**, **Print**.

3. In this dialog, check **Print All Elements in Black**.



4. If the drawing needs to be printed to scale, choose **Print to Scale.**

   If the drawing does not need to be printed to scale, choose **Fill Page With Entire Drawing.**

   To set a specific scale, choose **Standard**. If necessary, click the drop-down arrow to select a scale other than ¼".

   To create a custom scale for an item not available in the standard drop-down, choose **Custom**. Use this formula. 12"/desired scale equals the custom scale in inches. For example, the desired plot scale is 3/16 so 12”÷3/16= 64” enter the 64 in the custom field and that will provide the correct plot scale.

5. The print origin for scaled plotting allows you to determine where on the paper your plot will begin.

   - **Center Drawing on Page** finds the center of the drawing and places it at the center of your paper
   - **Use Lower Left extent as origin** finds the lower left corner of your drawing and places it at the lower left corner of the paper
   - **Specify center point** allows you to choose where the center of the drawing will be placed on the center of the paper

- **Specify lower left origin** allows you to choose what you want to be the lower left hand corner of the drawing

6. If desired, click **Preview** to preview the print job.
   Choose **Setup** to change the paper from portrait to landscape. What is shown in the Setup dialog depends on which printer is installed.
   Click **Print** to send the job to the printer now.

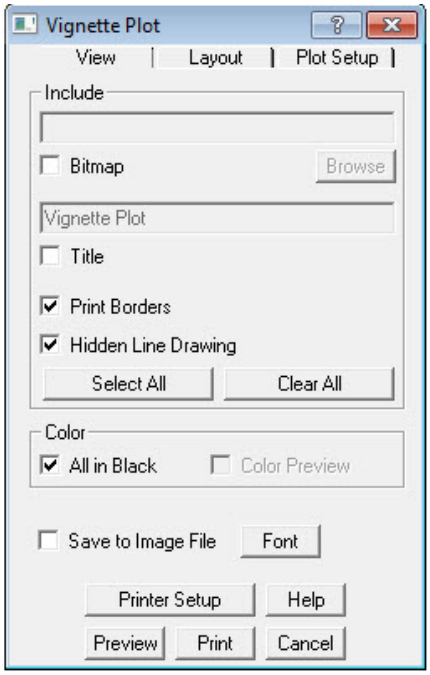
Color Rendering

1. Click the **Render 3D Window** icon  .
2. Choose **File/Print**, or click the **Print** icon  .
3. In the **Print** dialog, click **Print**.

Vignette Plot

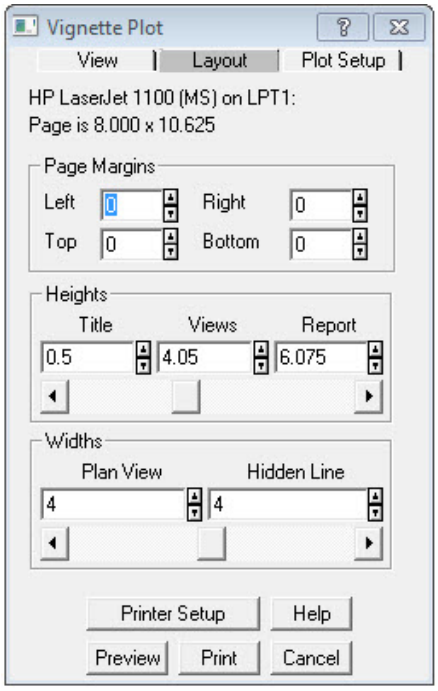
Vignette plot allow for multiple views of the same area to be printed on the same page. This plot includes both a hidden line and plan view as well as a Bill of Materials.

1. Click the Report menu, and select **Vignette Plot** to open the Vignette Plot dialog. Or click the Vignette Plot icon  .
2. Click the View tab to access the View Options. The View options are:



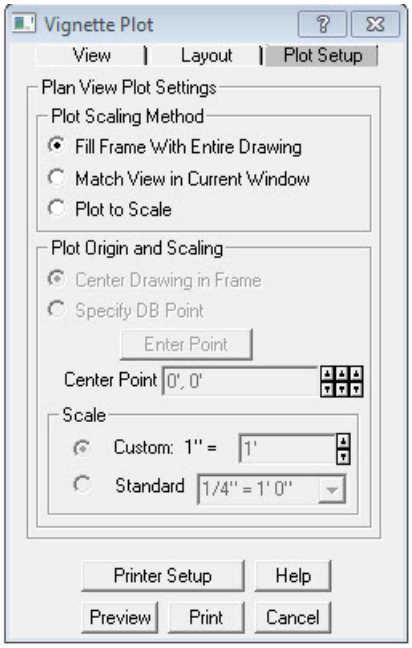
Bitmap: A company logo can be included on the printout by checking on the bitmap box, then left clicking browse and navigating to the correct .bmp or .jpg file.
Title: To enter a title, type it in the title field and check **Title**
Borders: To print borders, check **Print Borders**
Color: The All in Black checkbox tells a color printer to use the black print cartridge. This will save color ink (printer mixes all colors to make black if not checked on).
Color Preview: If the program is set to see 2D in color, this will preview in color.
Font: Sets the font for the Title and the Bill of Materials.
Save to Image File: Allows for each page of the Vignette Plot to be saved as an image file for insertion or email purposes.

3. Click the **Layout** tab to set up the layout of the printed page(s):



- **Page Margins**: Usually do not need to be changed - will default to printer defaults.
- **Heights**: The height of the Title can be changed - usually .5” is sufficient. The height of the image Views (2D and Hidden Line) can be changed. The height of the Report (Bill of Materials) can be changed. If it is preferable to have the BOM print on a separate sheet of paper, set the Report height to 0”.
- **Widths**: The width of each pane can be changed - one for the plan view and one for the hidden line render.

4. Click the **Plot Setup** tab to plot to scale:



Plot Scaling Method: Choose Plot to Scale to print at a specific scale factor.
Scale: Use the drop-down arrow to select a standard scale factor.

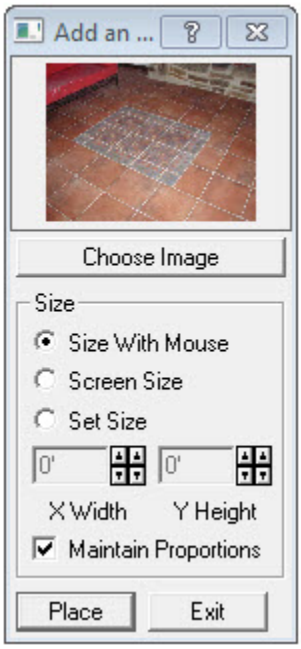
Logo

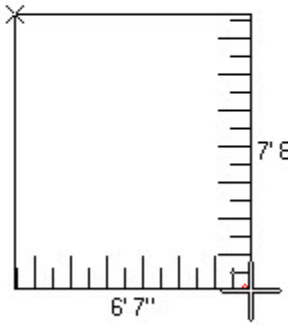
To add a .bmp or .jpg graphic (such as a company logo) to a drawing:

1. Click **Add Image** in the Tools toolbar.

2. Click the **Choose Image** button and locate the .bmp file.
3. In the Size area, select a sizing option. The options are:

   Size With Mouse - after clicking the **Place** button, hold down the left mouse button and drag from the lower left to the upper right. Release the mouse button.
   Screen Size - this uses the same size the bitmap was originally saved as.
   Set Size - Enter a width and height. This depends on the overall size of your drawing.
   Maintain Proportions - It is best to check this box, as the graphic will be properly proportioned rather than having a “stretched” appearance.

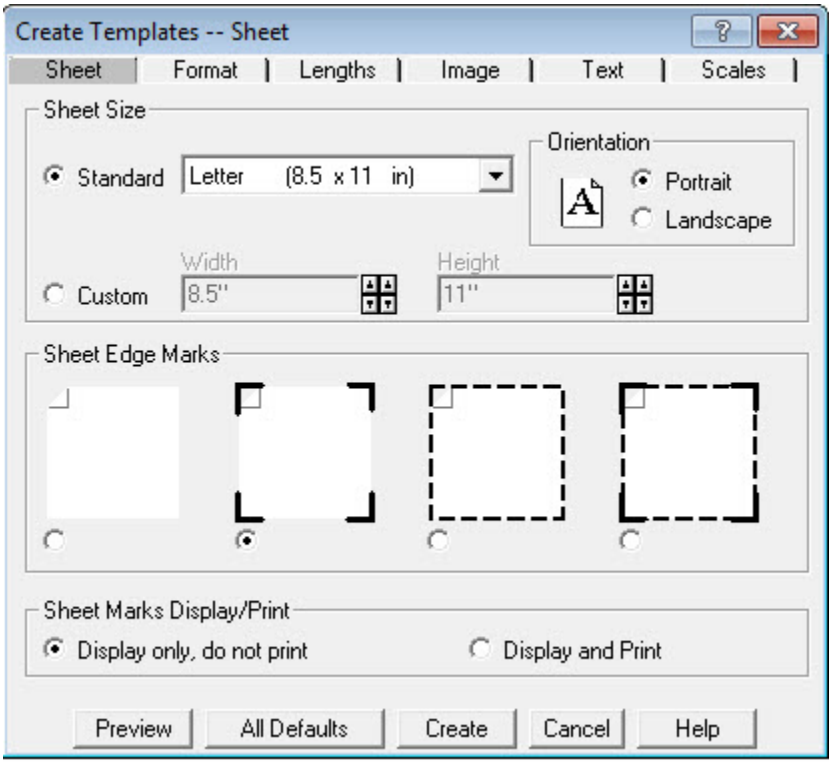




Templates

Custom templates can be created and saved to be used with any drawing. Templates can contain title block information for your company with areas for customer information. If you print at various scales, the templates can be created in multiple scales:

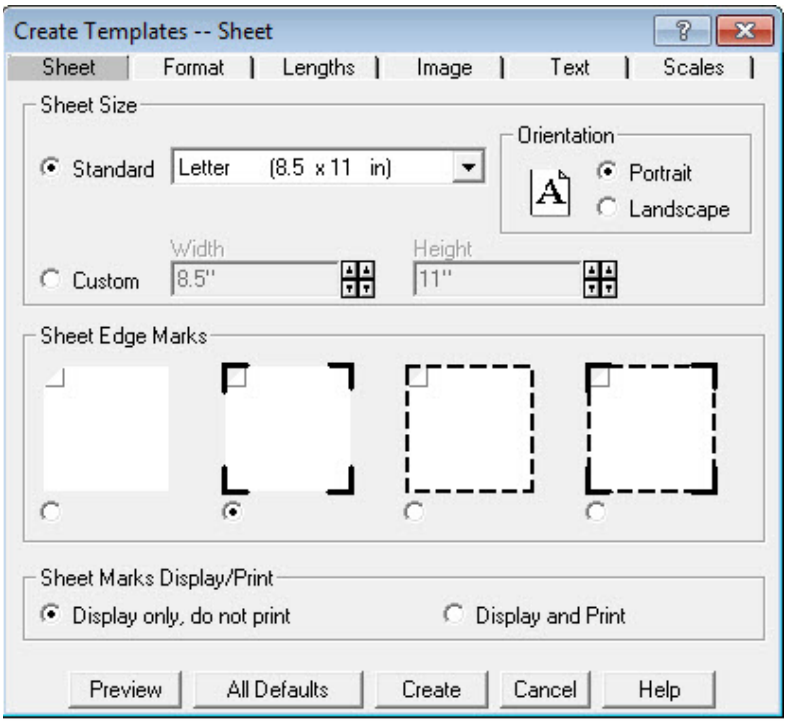
Click **File/Drawing Templates/Create**.



See:

- Sheet Tab
- Format Tab
- Lengths Tab
- Image Tab
- Text Tab
- Scales Tab
- Select a Template
- Create New Drawings without Using a Template
- Apply a Template to an Existing Drawing

Sheet Tab



1. Set the paper **Orientation** to landscape or portrait.
2. Choose a sheet size using the drop-down arrows or enter a custom size paper settings.
3. Click a **Sheet Edge Marks** thumbnail to determine where sheet marks will appear. Sheet edge marks represent where the edge of the paper is and will let you know if something does not fit on a page.
4. Click whether the sheet marks will appear only on the screen or on both the screen and the printout.

Format Tab

Allows you to choose your title block location as well as what type of borders will appear on your template.

1. Select a Title Block Location thumbnail.
2. Select a border setting.

Lengths Tab

Allows you to decide what type of margins and the size of the title block.

1. Set the margins.
2. Set the **Title Block Measurements**.

   If the **Title Block Location** chosen was the first or last choice on the Format tab, the only measurement to be set is Height (default is 2”).

   If the Title Block Location chosen was either the second or third option (partial page), both Height and Width must be set (Width defaults to 7.5”).

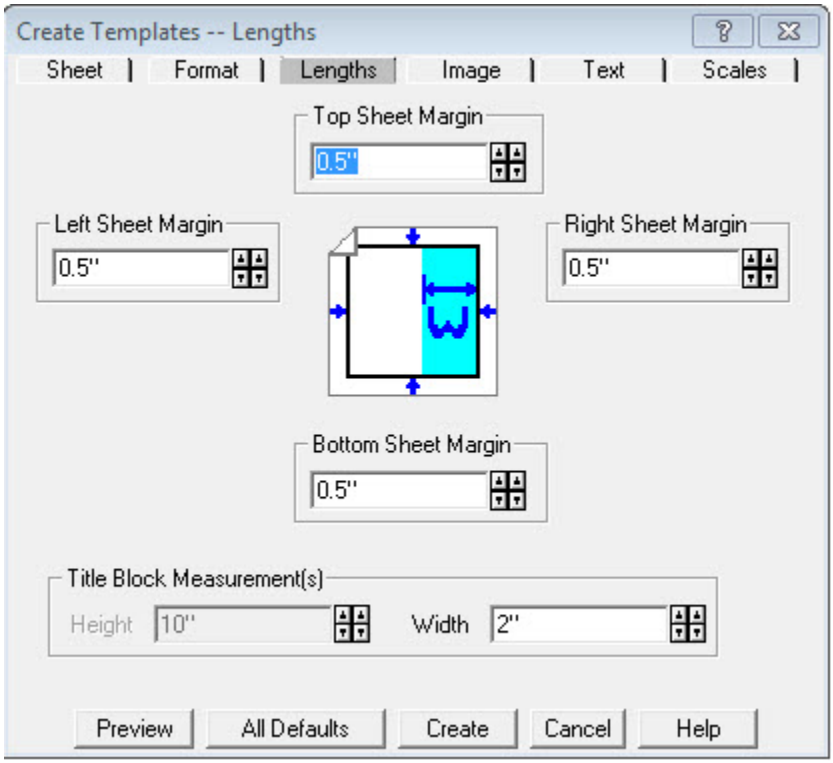
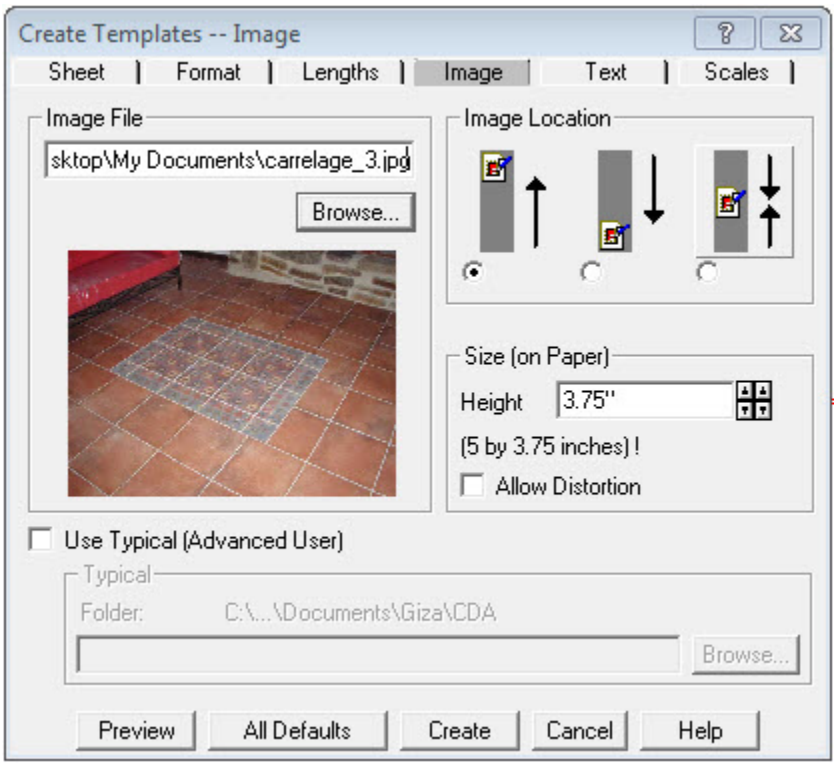


Image Tab

Allows for a logo to be placed on a template on this tab the location and size of the image may also be specified.

1. Click **Browse**.
2. Locate and select the .bmp or .jpg image file to be used in the title block.
3. Set the image location.

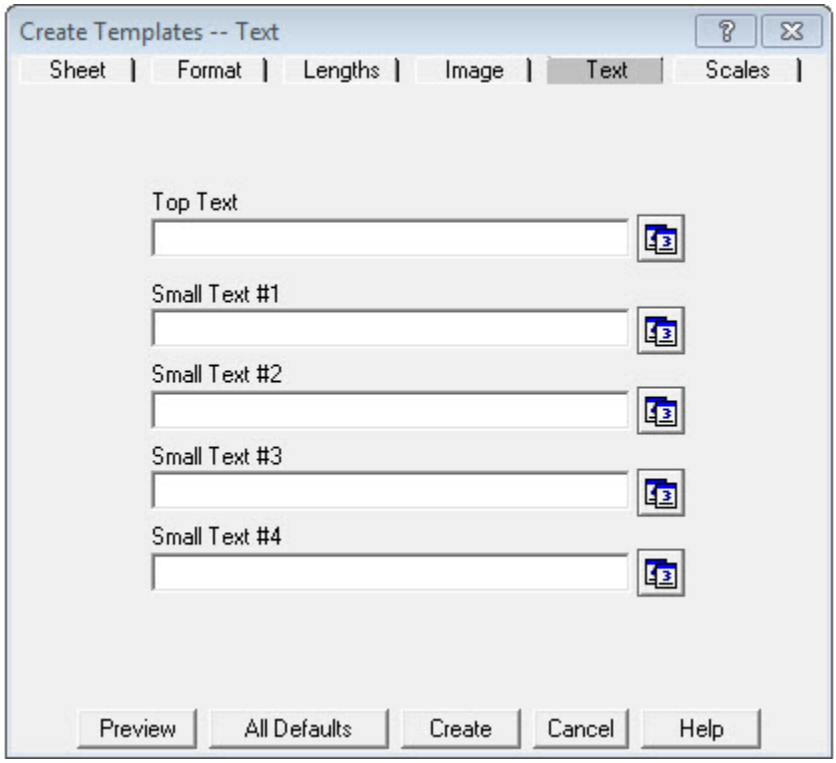
4. Set the image size.



Text Tab

Allows for individual lines of text to be added to a template.

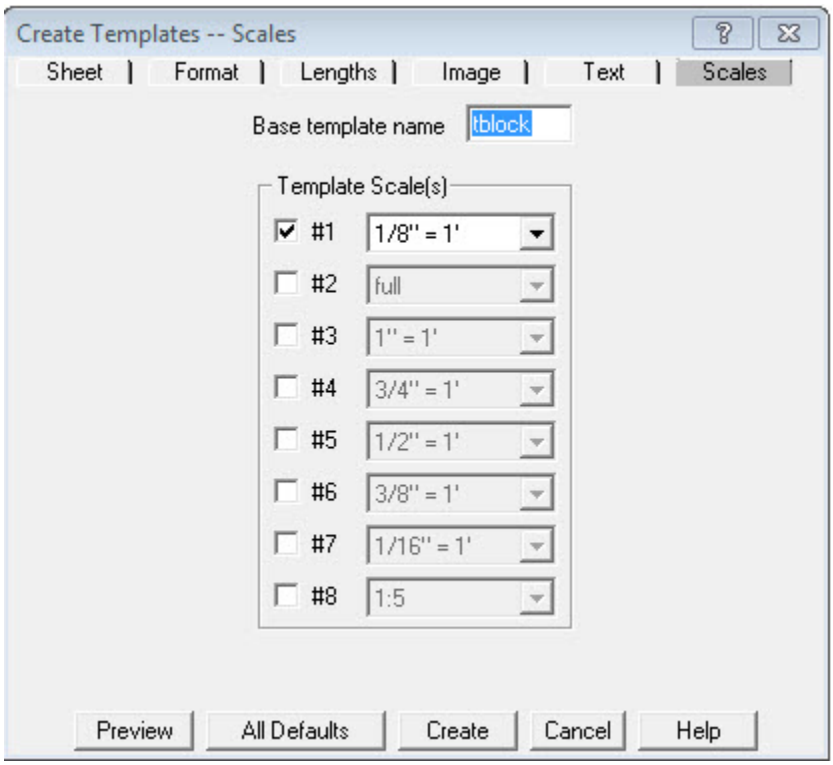
1. There are five possible lines of text. Enter the text in the fields.
2. The buttons to the right of each field will enter the **Date Code** on that line. The Date Code will automatically enter the current date in the title block.



Scales Tab

1. Select the scale sizes for which a template will be created. Multiple sizes can be selected.
2. If the scale desired is not shown, click a drop-down arrow and select the desired scale.
3. Click **Create**.

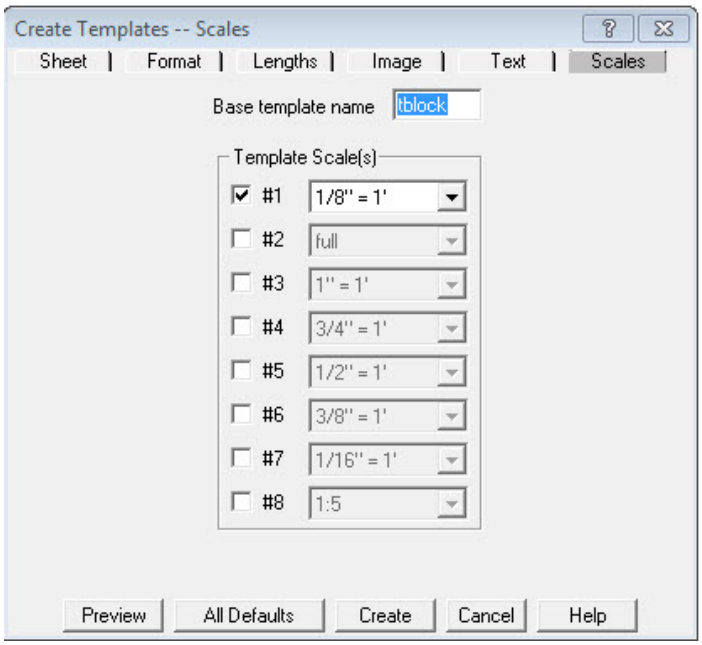
4. Click **OK**.



Select a Template

To set a default template to be used when a new drawing is created:

1. Click **File/Drawing Templates/Select Current**.
2. Click **Browse**.
3. Select the template to be used and click **Open**.
4. Click **OK**.
5. Click the **New** icon or **File/New**.
6. To change to a different template, follow the steps above and select a different template name.



Create New Drawings without Using a Template

1. Click **File/Drawing Templates/Select Current**.
2. Erase the template name in the **Drawing** tab and click **OK**.

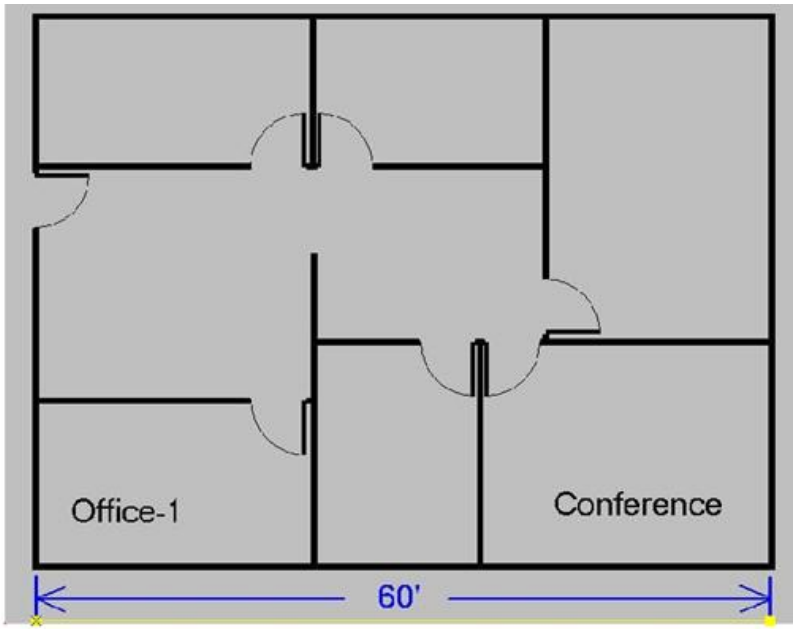
Apply a Template to an Existing Drawing

Click the File pull down, go to Drawing Templates, and then click on Apply. This allows for an existing drawing to accept a new or a revised template.

Raster Background

This allows you to import a scanned image of a floor plan, and use it as a background in the 2D view.

1. Click **File** > **Raster Background**.
2. Click the **Browse** button to select the saved image to make into the new background.
3. To be sure that the new image is rendered at the specified scale, click **Set Register Points in Image**.
4. Click and hold on the yellow squares and move each box so that a known dimension is represented by the yellow line.
5. Set the distance to the distance that is known.
6. Click **OK**.

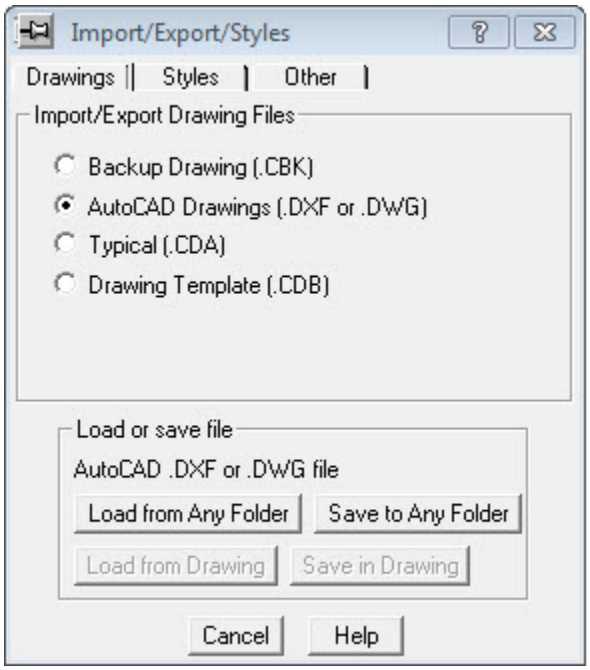


AutoCAD

Import DWG/DXF Files

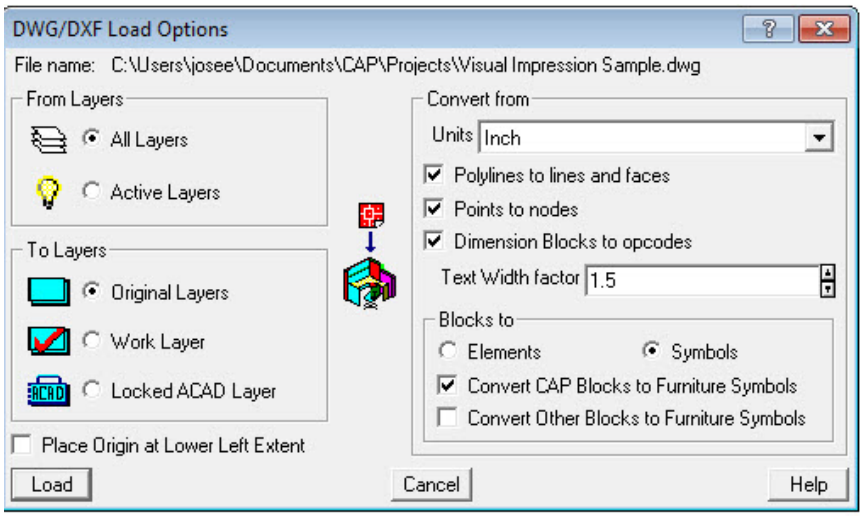
This section explains how to import an AutoCAD .dwg file and put the AutoCAD layers on back (ground) so furniture can be placed without accidentally selecting or editing an AutoCAD layer.

1. Click **File**, **Import/Export/Styles**.
2. In this dialog, select **AutoCAD drawings**.



3. Click the **Load from Any Folder** button.
4. Select the file to import and click **Open**.

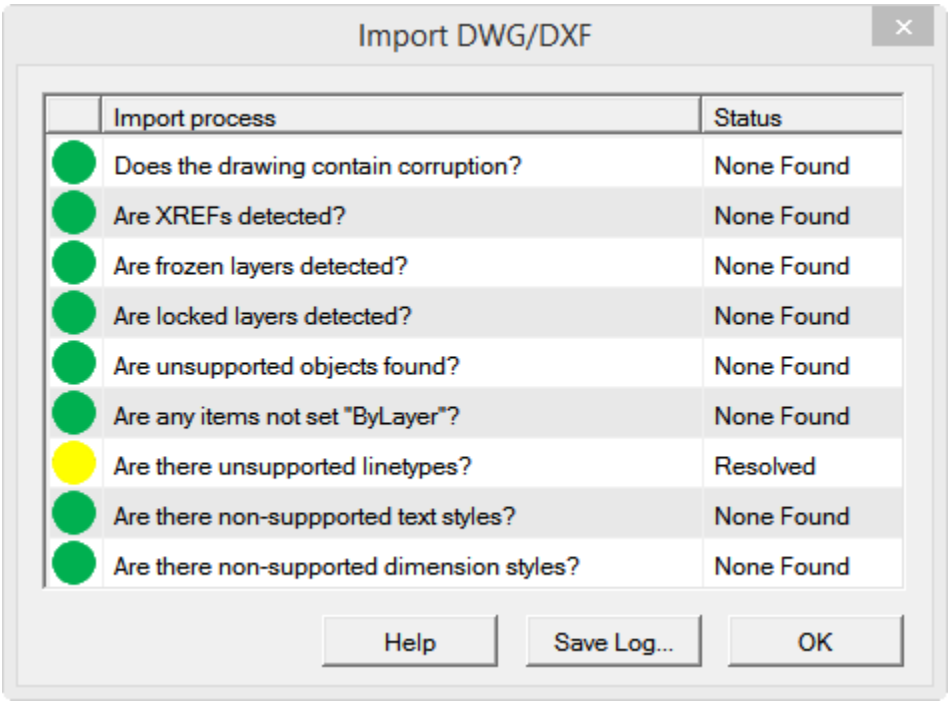
5. In the DXF/DWG Load Options dialog make sure the following are selected:



From Layers = All Layers. This will insure that everything in the drawing is imported. If **Active Layers** is selected, only the layers that are turned on in the original AutoCAD drawing will be imported into Giza.
To Layers = Original Layers. This will keep the elements in the drawing on the original layers they were meant to be on. If Work Layer is selected, then all of the objects from the ACAD drawing will be placed on the Work Layer. If Locked ACAD layer is selected, all ACAD layers will appear but they will be locked and unable to be changed.
Convert From Units = Inch.
Check each box for **Polylines to lines and faces, Points to nodes,** and **Dimension Blocks to opcodes**
Maintain the value of 1.5 as the **Text Width factor**
Blocks to = Symbols. If there are 2020 Giza symbols in the AutoCAD drawing, choose Symbols to load the symbols.
If you are importing a 2020 CAP Designer drawing select Covert CAP Blocks to Furniture Symbols.

6. Click **Load**. Furniture can now be placed in the drawing as usual when the import completes.

7. During the import process, a status screen will appear, indicating verifications that are being made during the import process. You can **Save the Log** and then click on **OK**. Refer to the table following this table for all of the possible the Status results.
None Found (green circle) = Nothing was detected in the source file relating to the verification
Detected (red circle) = There is an issue that could not be corrected.
Resolved (yellow circle) = One or more issues were detected and resolved by converting the element(s) that caused the issue(s) to a Standard Giza equivalent.



Import process question	Meaning
Does the drawing contain corruption?	**Detected**- The file cannot be imported because it is corrupted in some way. You can contact the file provider and let them know that the file is corrupted. Many applications such as AutoCAD have functions that can attempt to repair corrupted files.
Are XREFs detected?	**Detected** - The import detected an External Reference (XREF) attached to this file. The import process filtered the XREF; it is not part of the results in Giza. The XREF may not be necessary to use the file. You should contact the provider of the file and ask them if any XREF(s) attached to the file is required for your use of the file.
Are frozen layers detected?	**Detected** -The import detected that one or more layers are "frozen" in the file being imported. Layers frozen in AutoCAD are not visible and modification is restricted. These frozen layers are set to "Off" within the results in Giza.
Are locked layers detected?	**Detected** - Locked layers are set to "Back" in Giza which means the import process detected that one or more layers are "locked" in the file being imported. Layers locked in AutoCAD are visible, but modification is restricted. These locked layers.

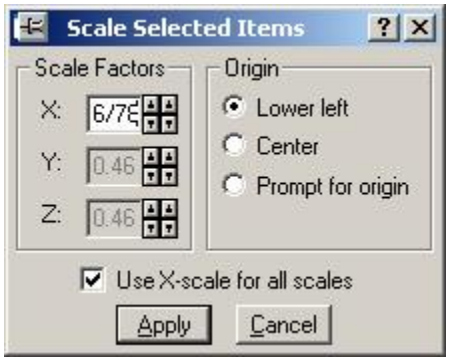
Are unsupported objects found?	**Detected** - Unsupported objects are filtered during the import and are excluded from the results within Giza. The import detected one or more objects that are not supported by Giza. These objects were filtered and they are not part of the results in Giza. These unsupported objects are often "AEC" objects which come from AutoCAD's Architecture (also known as Architectural Desktop). You should contact the provider of the file and ask them what might be unusual with the file. Most unsupported objects are proprietary to a specific application; the source CAD application can usually simplify the items to basic geometry.
Are any items not set "ByLayer"?	**Detected** - Non "ByLayer" items have been left as is. One or more of these items have been detected. Their properties have been preserved within the Giza results. An example of a non "bylayer" item would be a line that is on layer A, where layer A is yellow, but the line's color has been set to blue. The line in this case is "non bylayer". Therefore, the result in Giza would be a blue line, not a yellow one.
Are there unsupported linetypes?	**Detected** - Lines on Unsupported Linetypes have been converted to the standard Giza line type. The import process has detected that one or more lines were created using a linetype that is not supported by Giza. Items that are drawn with these types of line lay also be present. Lines and items with unsupported linetypes have been converted to use the standard Giza linetype within the results in Giza.
Are there non-supported text styles?	**Detected** - Text made using unsupported text styles has been converted to use the standard Giza text style. The import process has detected that text was made using a text style not supported by Giza. This text has been converted to use the standard Giza text style within the results in Giza.
Are there non-supported dimension styles?	**Detected** - Dimensions made using an unsupported dimension style have been converted to use the standard Giza dimension style. The import process has detected dimensions that were made using a style not supported by Giza. The import process filtered these dimensions and excluded them from the results in Giza.

Re-scale DWG/DXF Files

Some DWG/DXF files import at an incorrect scale. Use these steps to rescale properly:

1. Turn all layers from **Back** to **On**.
2. Measure a door or window for which you know the correct size.
3. Use the following formula to determine the correct scale: Correct Size (CS) / Measured Size (MS) = Scale Factor

   For example, a door should be 3’ but measures 6’ 6” on screen. Convert to inches and divide 36 by 78 to get a scale factor of 0.4615. Or type 36/78 in the X field.



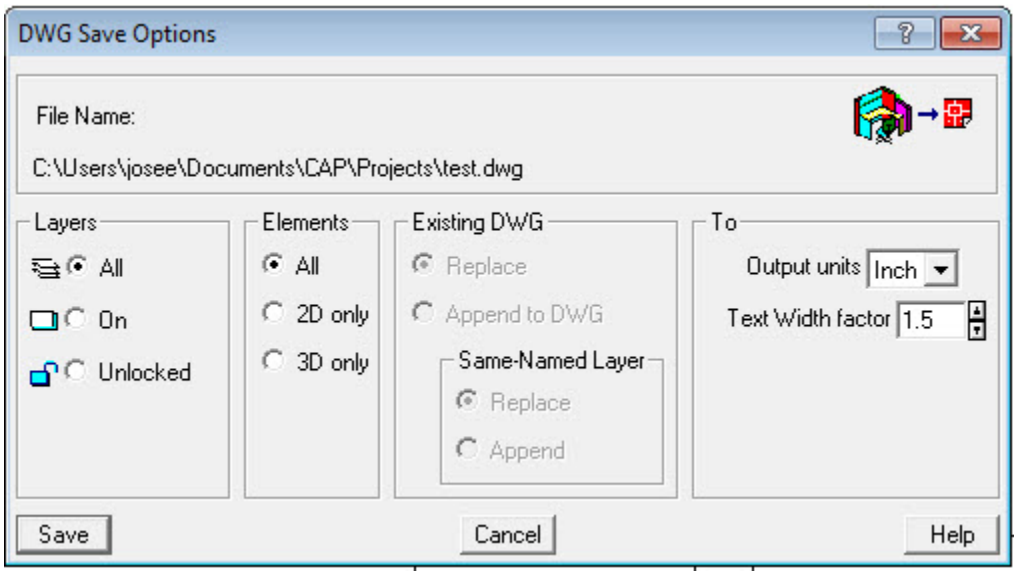
4. Select the entire drawing (by either windowing the entire drawing, or by clicking **Edit/Select/All**).
5. On a highlighted line, right-click and choose **Utilities/Scale**.
6. In the **Scale Selected Items** dialog, enter **0.4615** in the **X** field.
7. Select Use X-Scale for all scales.
8. Click **Apply**.
9. Measure the same door again to ensure the scale is now correct.

Export to AutoCAD

Any drawing created in Giza (or imported as .dwg/.dxf) can be exported as AutoCAD .dwg/.dxf:

1. Click **File**, **Import/Export/Styles**.
2. Select **AutoCAD** Drawings.
3. Click the **Save to Any Folder** button.
4. Type a file name and click **Save**.

5. In the **DWG Save Options** dialog, the following options should be set:
   Layers: All
   Elements: All



6. Click **Save**.

Set Drawing Options

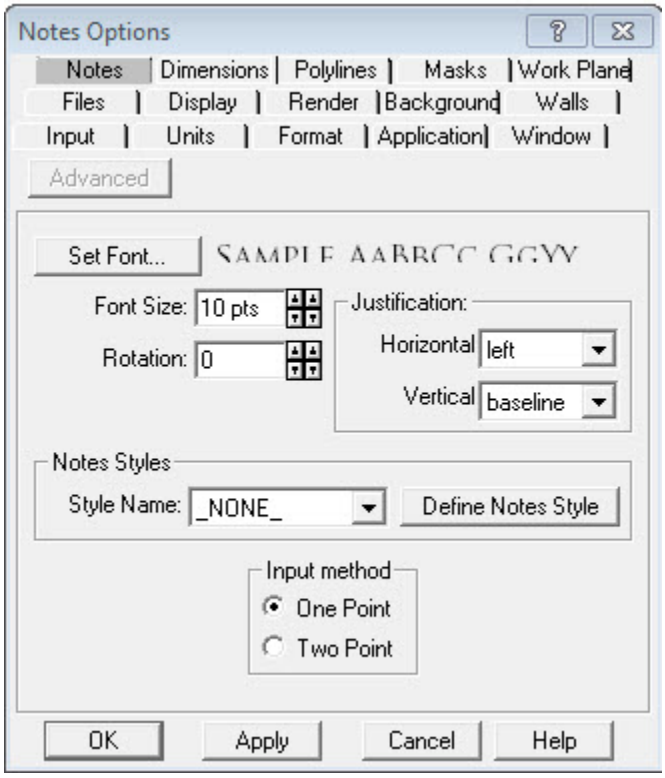
Choose **Tools**, **Options** from the menu bar or click the **Options** icon  to access the **Options** dialog. In some cases specific tabs can be accessed directly from one of the sidebar menus. See the following topics**:**

- Notes Options
- Dimensions Options
- Polyline Styles Options
- Display Masks Options
- Work Plane Options
- Files Options
- Display Options
- Render Options
- Background Options
- Walls Options
- Input Options
- Unit and Scale Options
- Drawing Format Options
- Application Options
- Window Layout Options

Notes Options

These options apply to the next text entered by the user, or any text created directly by commands which do not override these options.

1. Choose **Tools**, **Options** from the menu bar or click the **Options** icon  .
2. Click the **Notes** tab in the **Options** dialog.

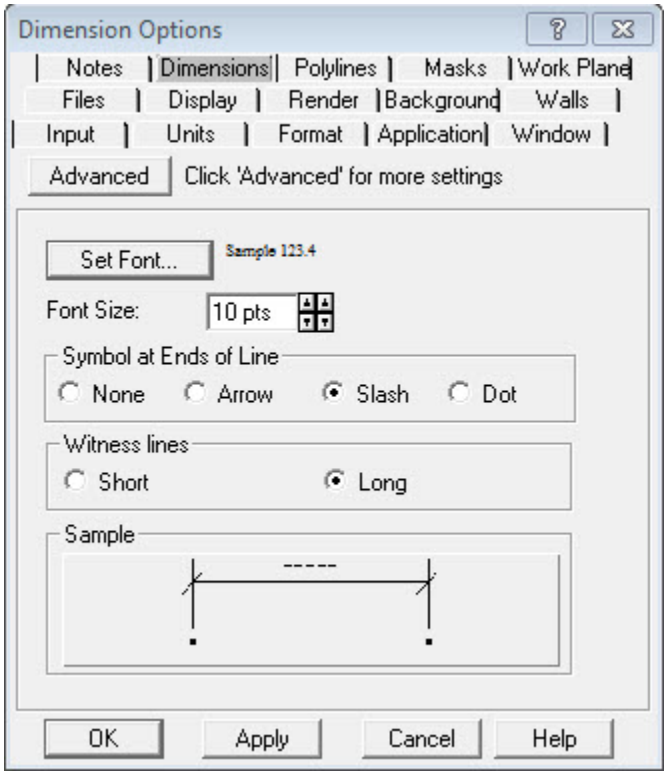


Dimensions Options

To access this tab, click the **Dimensions** tab in the **Options** dialog. It can also be accessed by clicking the Options icon  in the Dimension tab of the 2D CAD tab menu.

These options apply to the next dimension entered by the user, or any dimension created directly by commands which do not override these parameters. It does not affect previously placed dimensions.

1. Choose **Tools**, **Options** from the menu bar or click the **Options** icon  .
2. Click the **Dimensions** tab in the **Options** dialog.

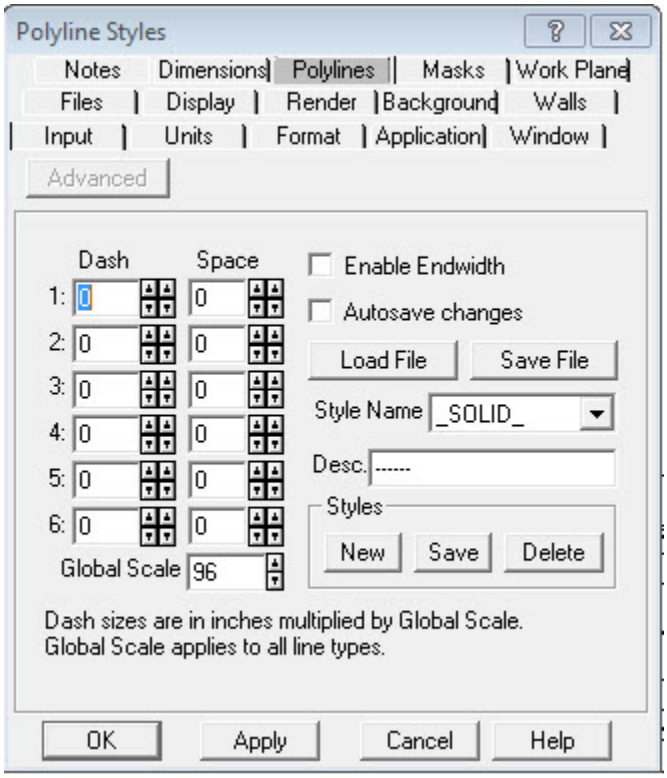


Polyline Styles Options

Polylines are lines with thickness that may be used to show specific graphic conditions in a drawing. Polylines can be drawn with a defined pattern. They may be used to denote boundary lines.

These parameters apply to the next polyline entered by the user, or any polyline created directly by commands which do not override these parameters.

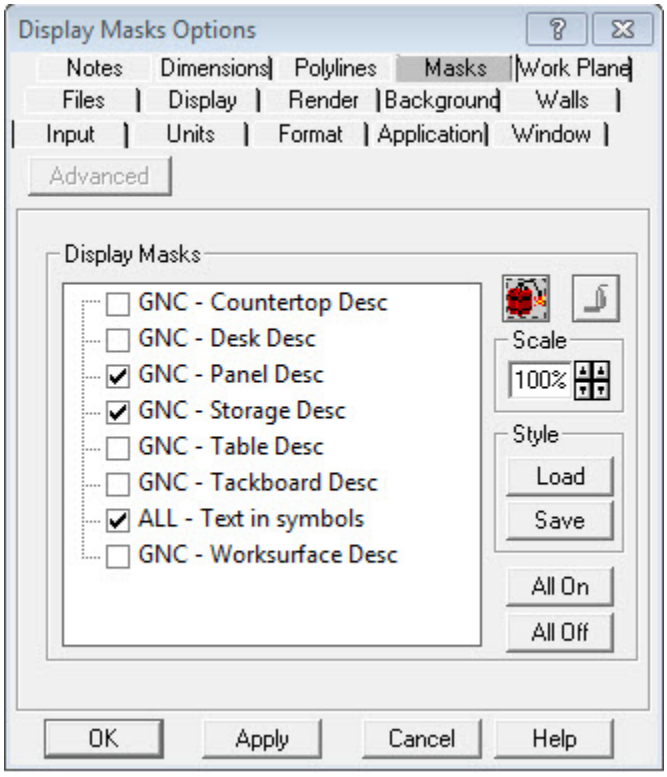
1. Choose **Tools**, **Options** from the menu bar or click the **Options** icon  .
2. Click the **Polylines** tab in the **Options** dialog to set polyline style parameters and choose the polyline style for the next polyline.


Polyline Styles
Notes
Dimensions
Polylines
Masks
Work Plane
Files
Display
Render
Background
Walls
Input
Units
Format
Application
Window
Advanced
Dash
Space
1:
2:
3:
4:
5:
6:
Global Scale
96
Enable Endwidth
Autosave changes
Load File
Save File
Style Name
SOLID
Desc.
Styles
New
Save
Delete
Dash sizes are in inches multiplied by Global Scale.
Global Scale applies to all line types.
OK
Apply
Cancel
Help

Display Masks Options

Use this tab to set up display masks. Display masks allow you to turn off display of certain items in symbols, such as text or grommets.

1. Choose **Tools**, **Options** from the menu bar or click the **Options** icon .
2. Click the **Masks** tab in the **Options** dialog.



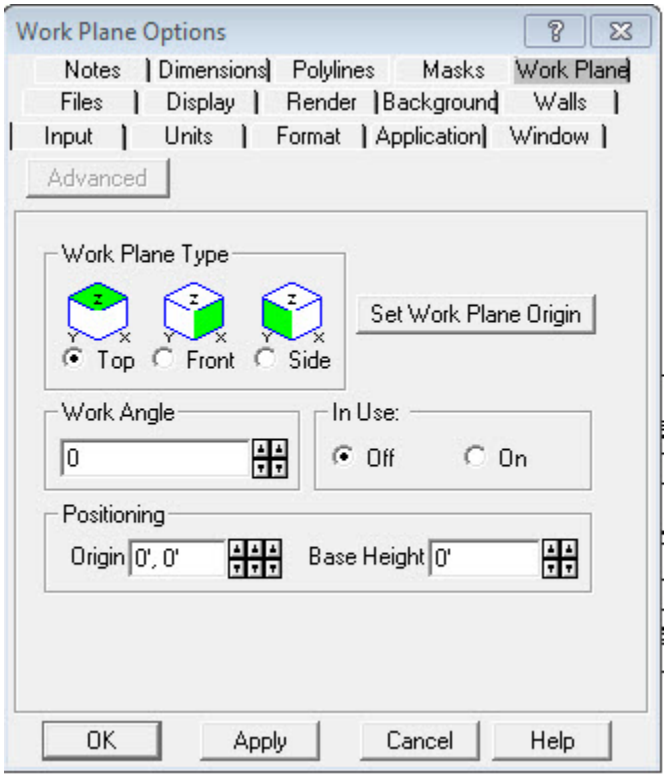
Work Plane Options

Whenever you draw or place symbols with the mouse (as opposed to entering exact values at the status line) the point you click is defined as a position in the Work Plane. The Work Plane is defined by an orientation and an origin.

A work plane is used when you place items above the floor (not on top of another symbol.) It is also used to draw items in a Front, Side or Back elevation.

1. Choose **Tools**, **Options** from the menu bar or click the **Options** icon .

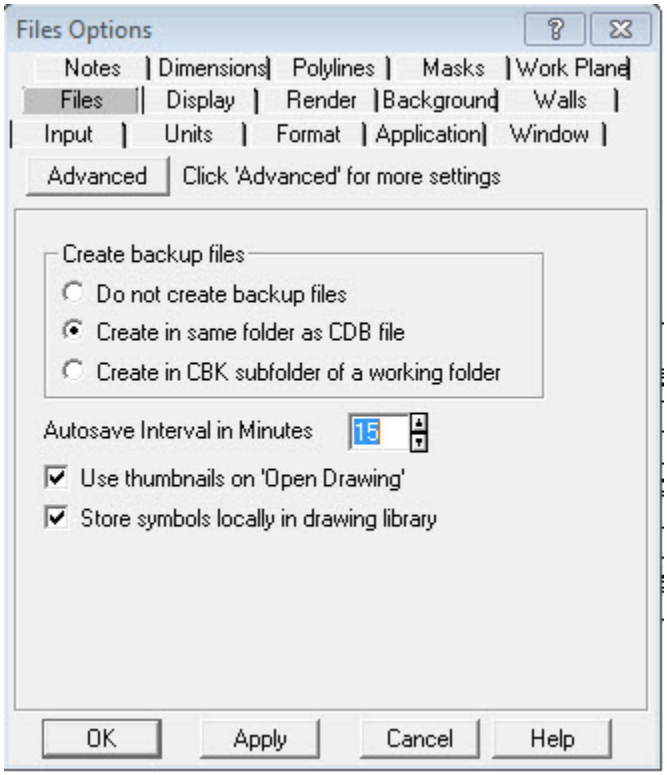
2. Click the **Work Plane** tab in the **Options** dialog.



Files Options

Use this tab to modify file settings, such as folder and backup options.

1. Choose **Tools**, **Options** from the menu bar or click the **Options** icon  .
2. Click the **Files** tab in the **Options** dialog.

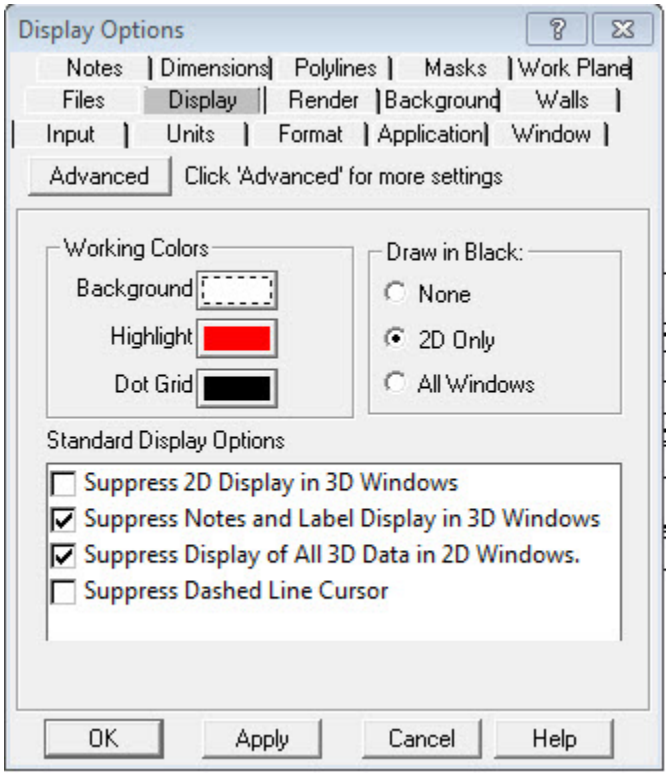


Display Options

Use this tab to:

- change the color of there background, highlighted items, dot grid.
- choose what to display or hide items in specific windows
- choose the windows in which you want to draw in black color

1. Choose **Tools**, **Options** from the menu bar or click the **Options** icon .
2. Click the **Display** tab in the **Options** dialog.

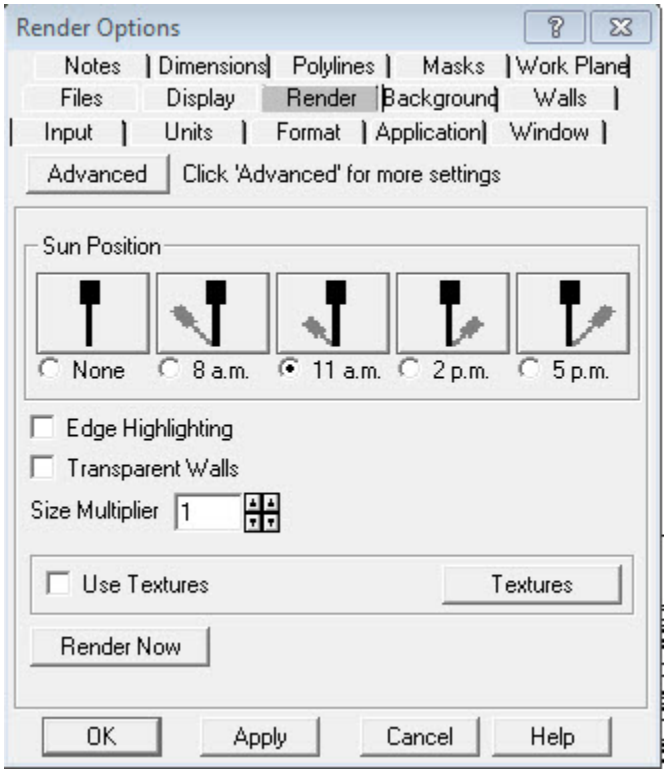


Render Options

Use this tab to change the default settings of your renderings. These include:

- shadows
- edges
- wall transparency
- texture use
- size multiplier

1. Choose **Tools**, **Options** from the menu bar or click the **Options** icon .
2. Click the **Render** tab in the **Options** dialog.

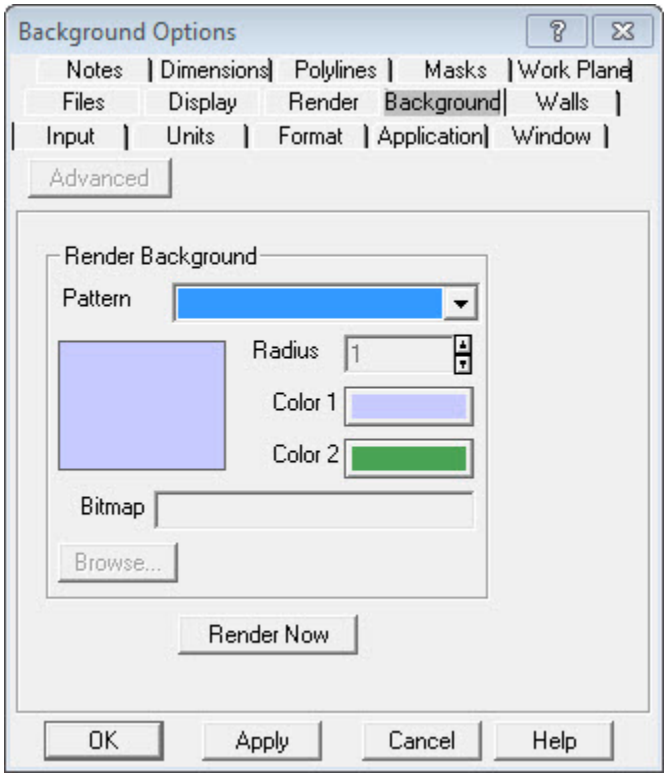


Background Options

1. Choose **Tools**, **Options** from the menu bar or click the **Set Options** icon .
2. Click the **Background** tab in the **Options** dialog.

   Choose a **Render Background** to determine the backdrop for your renderings. When you display a rendering, it is placed in front of the background defined here. You can create eye-catching images by providing an interesting background. You can provide:

   - **Mono**- One color on screen- choose color 1
   - **Linear Blend**- Color 1 on top, Color 2 below
   - **Spot Blend**- Color 1 in center fading to Color 2
   - **Curved Blend**- Color 1 on top, Color 2 below but arched
   - **Bitmap Image**- Any bitmap image can be applied. A single image to fill the rendered screen.



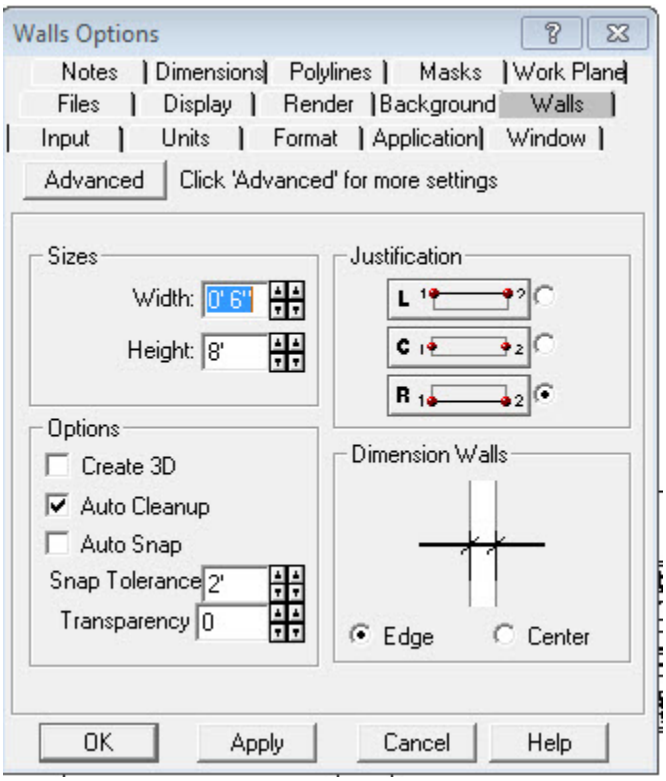
Walls Options

Use this tab to set your wall preferences, which include:

- dimensions (width and height)
- justification (left, right center line)
- dimension line display (from the edge or center)
- snapping settings
- cleanup
- 2D or 3D walls

1. Choose **Tools**, **Options** from the menu bar or click the **Options** icon .
2. Click the **Walls** tab in the **Options** dialog.

Note: **Wall orientation**: In the descriptions below, the Starting Point is the first end of the wall, and is Edge 1. The Ending Point is the other end, Edge 2. The Left and Right sides of the wall are defined as if you were looking at the wall from the top, with the Starting Point up and the Ending Point down.

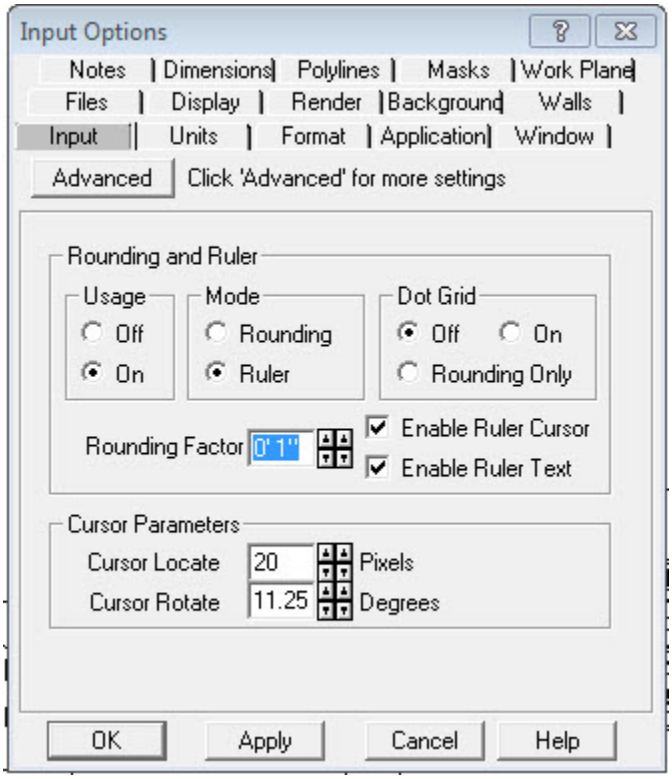


Input Options

Use this tab to set your input preferences, which include:

- Rounding and Ruler settings
- Dot Grid settings
- Cursor settings

1. Choose **Tools**, **Options** from the menu bar or click the **Options** icon .
2. Click the **Input** tab in the **Options** dialog.

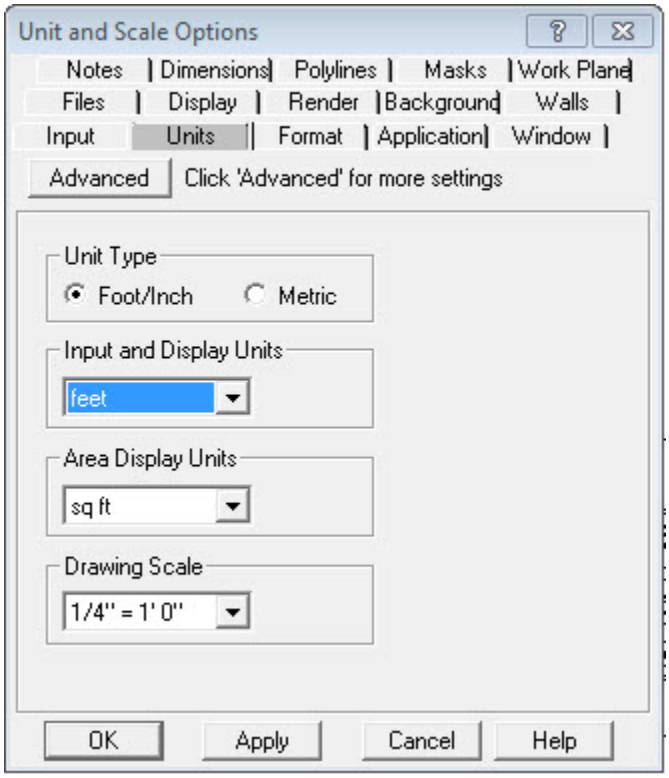


Unit and Scale Options

Use this tab to choose your measurement system, unit and drawing scale.

1. Choose **Tools**, **Options** from the menu bar or click the **Options** icon .

2. Click the **Units** tab in the **Options** dialog.

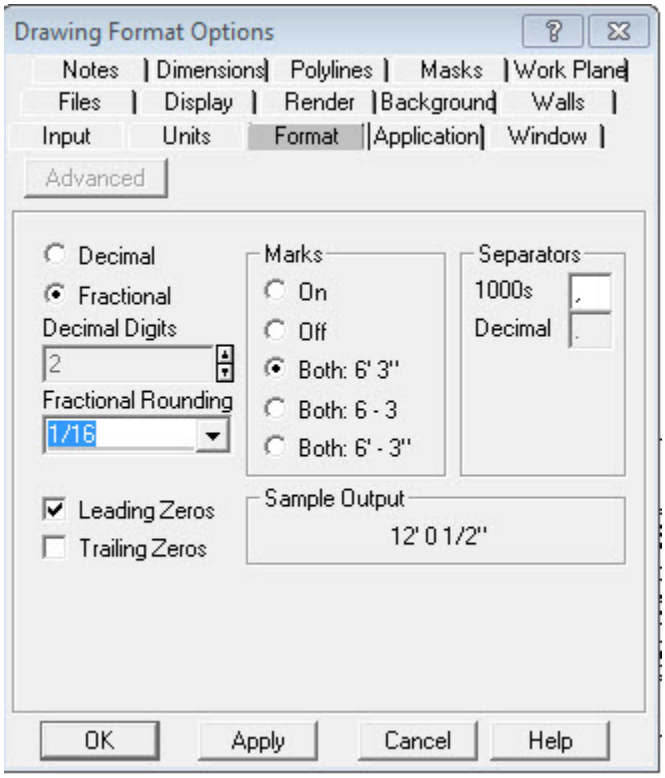


Drawing Format Options

Use this tab to choose how to display fractions, marks, separators, and zeros.

1. Choose **Tools**, **Options** from the menu bar or click the **Options** icon  .

2. Click the **Format** tab in the **Options** dialog.

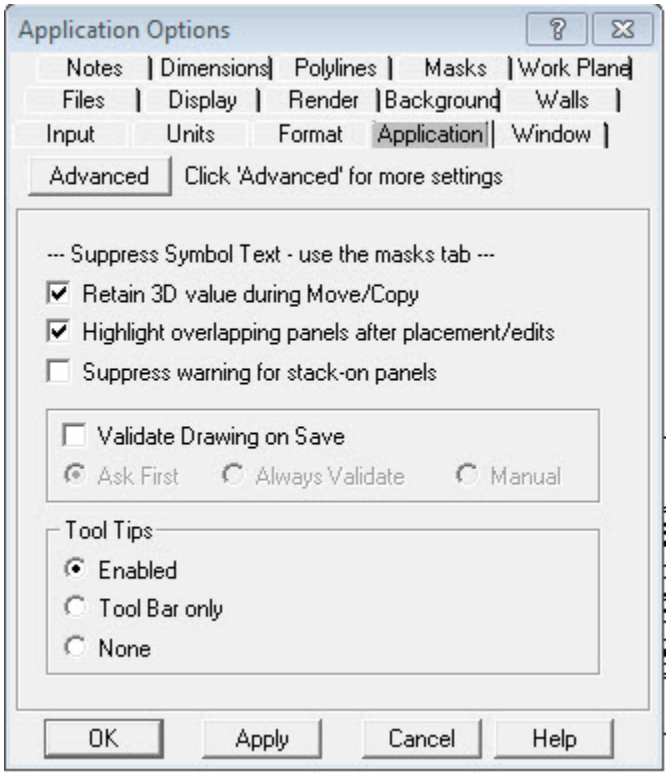


Application Options

Use this tab to choose preferences on:

- saving files
- tooltips
- stack-on panel warnings
- various display options

1. Choose **Tools**, **Options** from the menu bar or click the **Options** icon  .
2. Click the **Application** tab in the **Options** dialog.

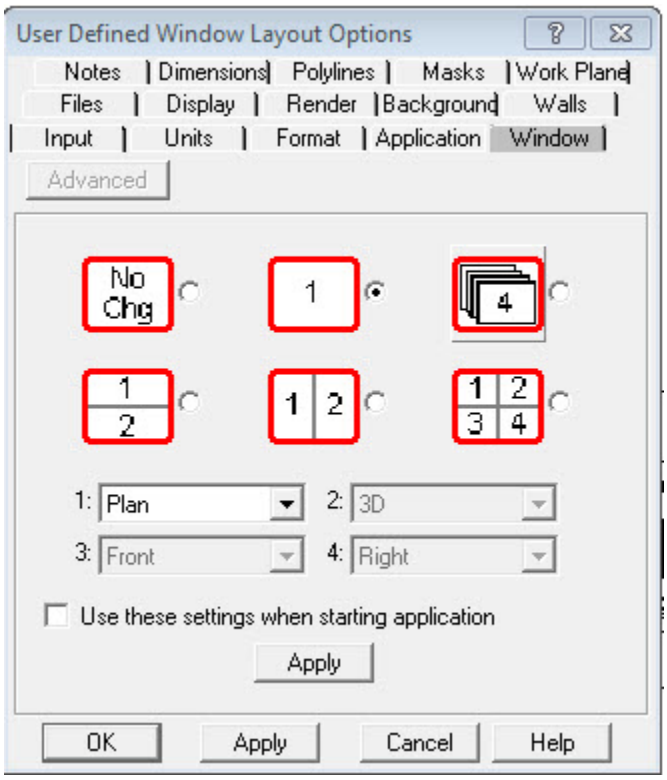


Window Layout Options

Use this tab to choose options for the layout of drawings and display windows.

1. Choose **Tools**, **Options** from the menu bar or click the **Options** icon  .
2. Click the **Window** tab in the **Options** dialog.
3. Directly beneath the screen layouts are numbered boxes which correspond to the numbers in the screen layouts. For each of these, select the desired view from the list.

   Select **1** to display only one type of window. The window is maximized on your desktop. If selected, these settings are used each time you run the application. Otherwise, a default window is loaded.

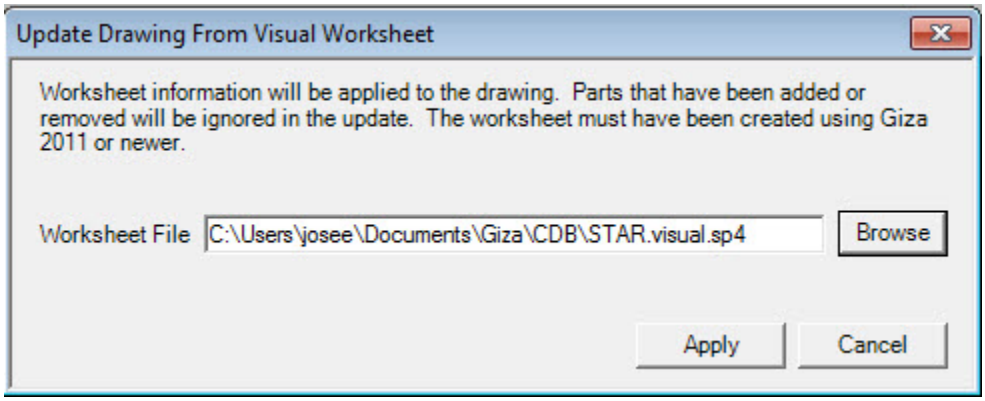


4. Click **Apply**, and then **OK**.

Update a Giza Drawing from a Visual Woksheet

You can update the drawing with Worksheet information with no regards to any added or deleted part in Worksheet. Make sure to choose a worksheet created from the current drawing.

1. Click **Update With Visual Worksheet**  on the Tools Toolbar.



2. Click **Apply**.

See Visualize in Visual Impression

Visualize in Visual Impression

Using 2020 Visual Impression in addition to Giza benefits everyone in the sales cycle. It keeps the designers in control of product configuration and design while allowing those who are interfacing with the customer the ability to make required tweaks needed to close the sale. Customers are now able to "see" what they are getting rather than "interpret" it from floor plans, brochures, and product catalogs.

2020 Visual Impression simplifies both the learning curve and the time needed to create high quality presentations making visualization feasible for every project.

All users of 2020 Visual Impression can create high quality presentations using the assets built into the process of visualizing the scene. These assets are collected in one place for the user to save, copy or drag-and-drop into their favorite presentation software, such as Microsoft PowerPoint.

In addition to specifying finishes in Worksheet, 2020 Visual Impression allows the user to visually specify items and see the finishes apply to the item as they are being specified. Users can experiment with color schemes by applying finishes to products and changing them until the desired results are achieved. The resulting specifications can be saved back to the worksheet or drawing file.

Using 2020 Visual Impression, finishes can be changed and manipulated to meet the customer's preferences. Product or configuration changes can be annotated and sent back to design for required drawing revisions. This smooth's the communication path between those who are creating the drawings and those presenting to the customers and making revisions for the final order.

See:

- Define a Scene for Visual Impression
- Edit a Scene
- Go to Visual Impression
- Update a Giza Drawing from a Visual Woksheet

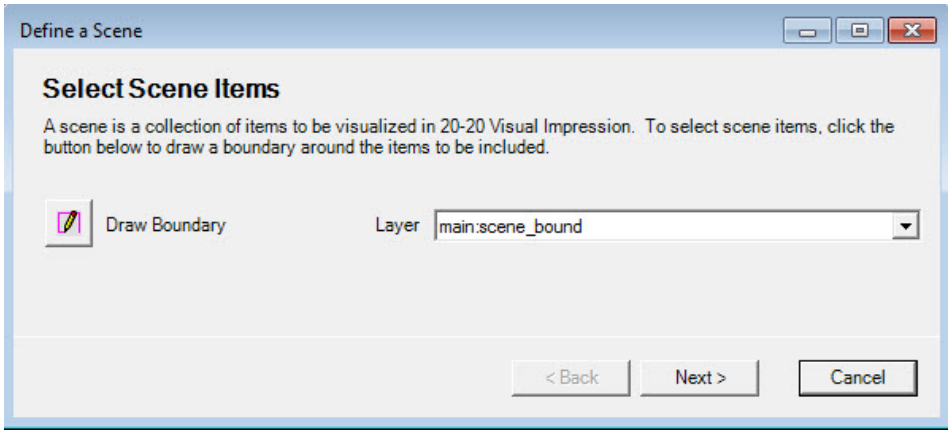
Define a Scene for Visual Impression

Visual Impression can treat the entire drawing as a scene, but performs best when your drawing is organized into scenes around different points of interest that you want to call attention to. Performance can vary by machine and by the complexity of the items you include in your scene.

Visual Impression saves your room configuration back to Giza Designer. If a scene is not defined and the room information is applied back to the entire drawing, future product additions to the drawing may appear outside of the original room dimensions. If scenes are defined in the drawing and you make additions that move outside of the room dimensions, the scene can be deleted allowing you to redefine your scene from scratch. If you anticipate additions to your drawing, it is best to define scenes before you go onto Visual Impression. Scene components also may be resized and/or moved to allow for more furniture items that might appear outside of the saved room's dimensions.

To define a scene for Visual Impression:

1. Click the **Create Scene Bond** icon in the Tools toolbar.



2. Click the **Draw Boundary** button to go back to the drawing, define the boundary around the items you want to be part of the scene and then press Esc.

3. Back to the Define a Scene dialog box, select a **Layer** for that scene and then click **Next**.
4. Enter a **Name** and a **Description** for the scene and click **Finish**.
   A scene boundary tag is displayed in Floor Plan view.

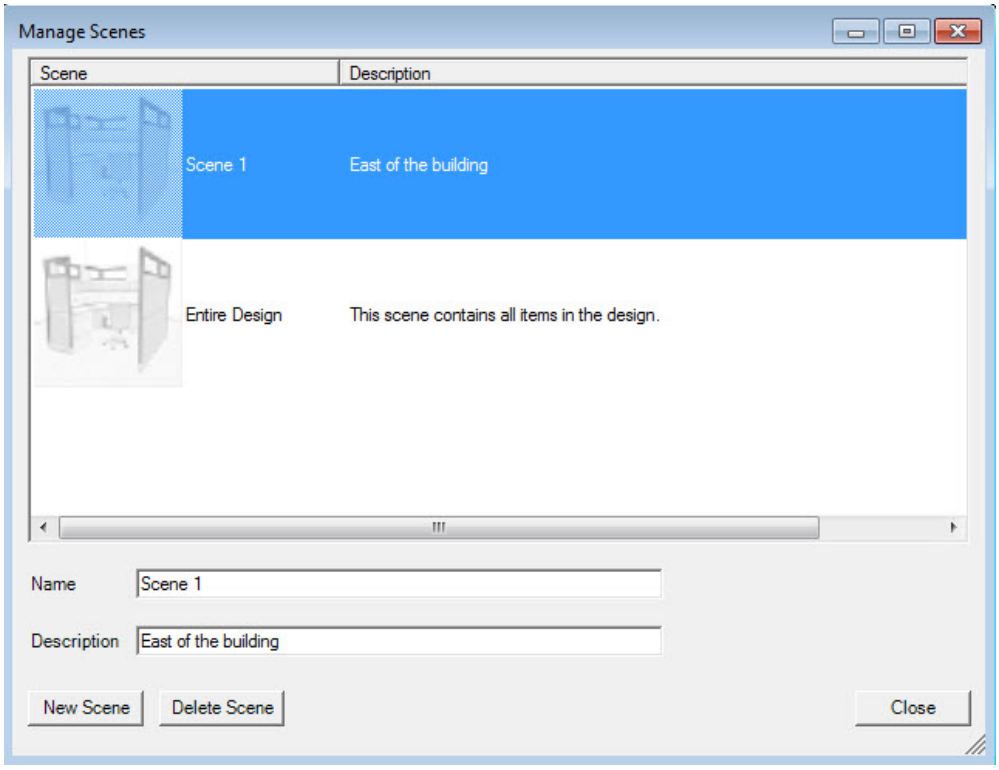
See also:

- Manage scenes
- Go to Visual Impression

Edit a Scene

You can add or delete a scene for Visual Impression. This helps you organize, name and keep all scenes as you manage your drawing.

1. From the **Tools** toolbar menu, click the **Edit a scene** icon .
2. Click **New Scene** or select a scene and click **Delete Scene** (no confirmation asked).

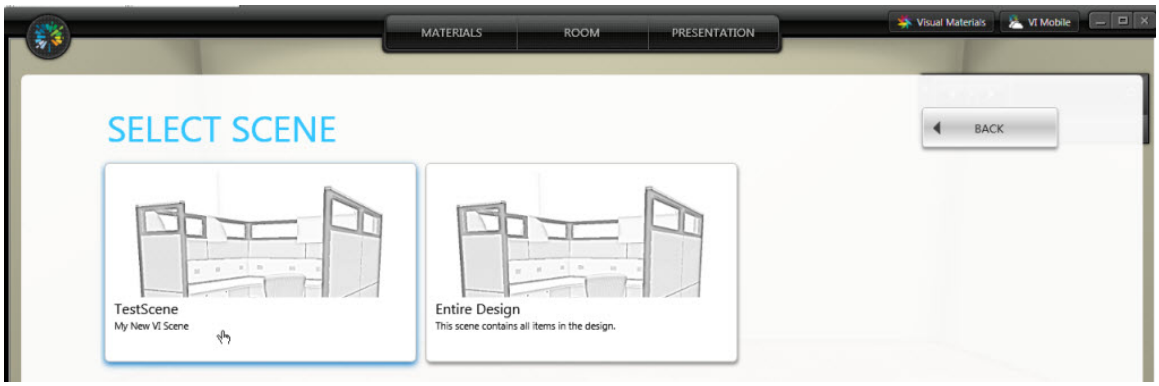


3. Click **Close** when done.

Go to Visual Impression

To visualize a scene in Visual Impression:

1. Click the **2020 Visual** icon in the Tools Toolbar.
2. When Visual Impression opens and displays the Select Scene pane, choose a scene.
   If no scene was created, then the entire Giza drawing shows up in Visual Impression.
   Click BACK to return to your drawing in Giza Designer.



3. Specify your products in 3D using all the presentation tools.
   Refer to the Visual Impression Quick Tour Help file to learn about 3D specification.

   To learn about training, contact commercial.support@2020.net.

See also:

- Help file on Visual Impression
- Manage Scenes
- Define a scene for Visual Impression
- Update a Giza Drawing from a Visual Woksheet

Giza Automation

Giza has features that simplify the design/specification process and provide more accurate product orders.

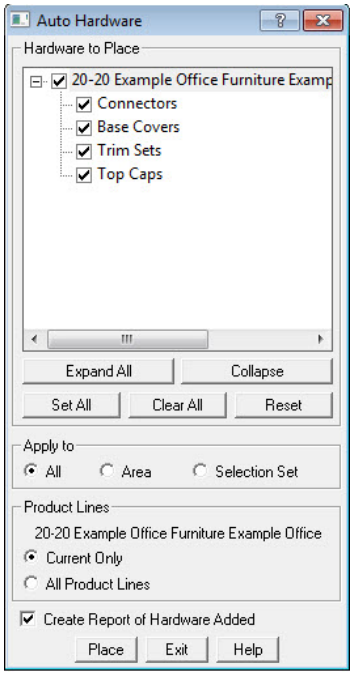
See:

- Auto Hardware
- Giza Frame Designer

Auto Hardware

Auto Hardware automatically places hardware such as trims and connectors. This feature may not be available for all manufacturers. The hardware not only appears on screen but; it is also added to the Bill of Materials.

1. From the menu bar choose **Tools/Auto Hardware**. The **Auto Hardware** dialog opens. Different hardware will be listed depending on which manufacturer library is open.



2. Check the box(es) next to the hardware to place. If there are multiple product lines within a drawing any product that has Auto Hardware available will appear in the dialog. You may choose to place all connectors or deselect any options depending on the project.

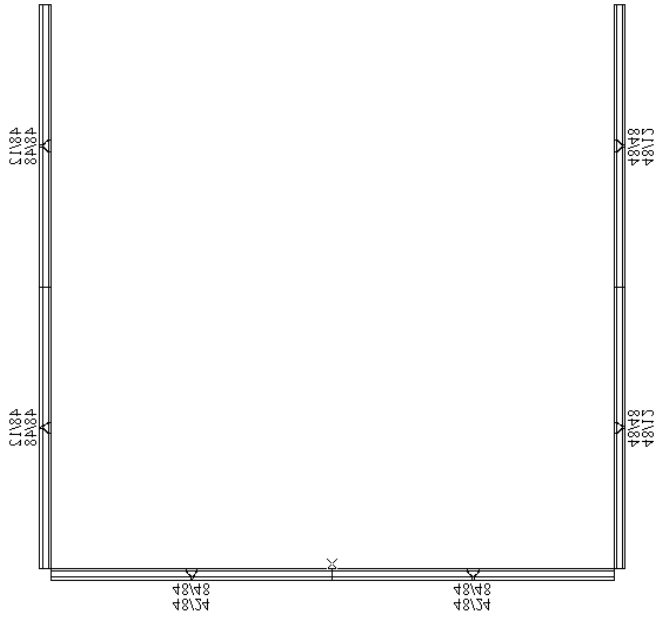
3. Under **Apply to**, choose **All.** You may also choose an area of a drawing or a previously selected selection set.
4. Under **Product Lines**, choose either the **Current** (Library) **Only** or **All Product Lines** in the drawing.
5. Check **Create Report of Hardware Added** to verify if the correct connectors have been placed.
6. Click **OK.** The hardware will appear on screen and will be added to the Bill of Materials.

To remove the hardware, click **Tools/Delete Auto Hardware**. If you make changes to your layout, always delete Auto Hardware before re-running Auto Hardware.

Giza Frame Designer

Frame Designer simplifies panel frame configurations in Giza. When you create and apply a frame design to frames in your project, Giza Frame Designer automatically inserts tiles, top caps, stack-ons, and segment kits. Frame designs can be shared across projects and even shared with Worksheet projects.

Build a workstation using base frames and stack-ons as required for project. Use the example below:

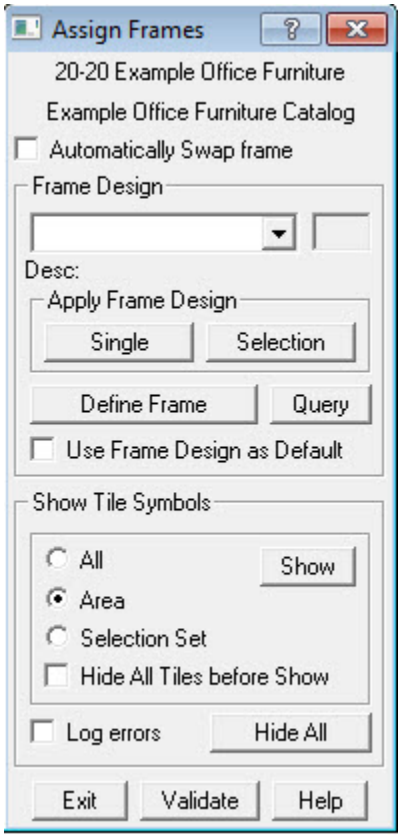


Assign Frames

This **Assign Frames** dialog is only available if you have manufacturer libraries that support 2020 Giza Frame Designer. It allows you to create, modify, apply, delete, import, and export frame designs. Also, you can print the Frame Design report and view a Bill of Materials (BOM). The 2020 Generic catalogs support Frame Designer for your perusal.

1. Click the **Frame Designer** icon  to display the **Assign Frames** dialog.

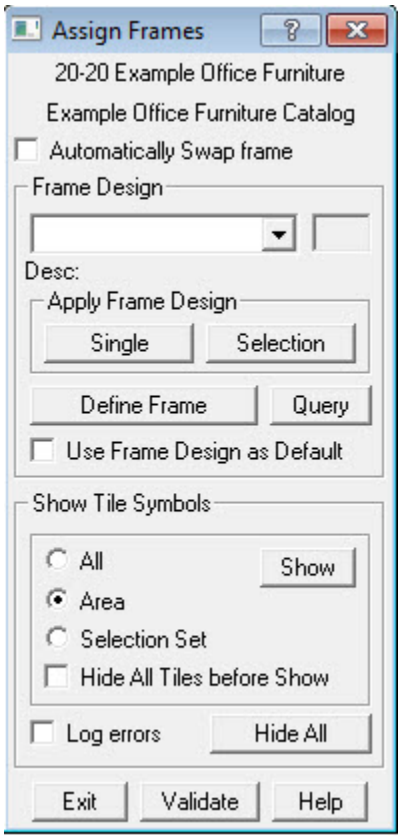
   Or, from the **Tools** menu select **Assign Frames**.



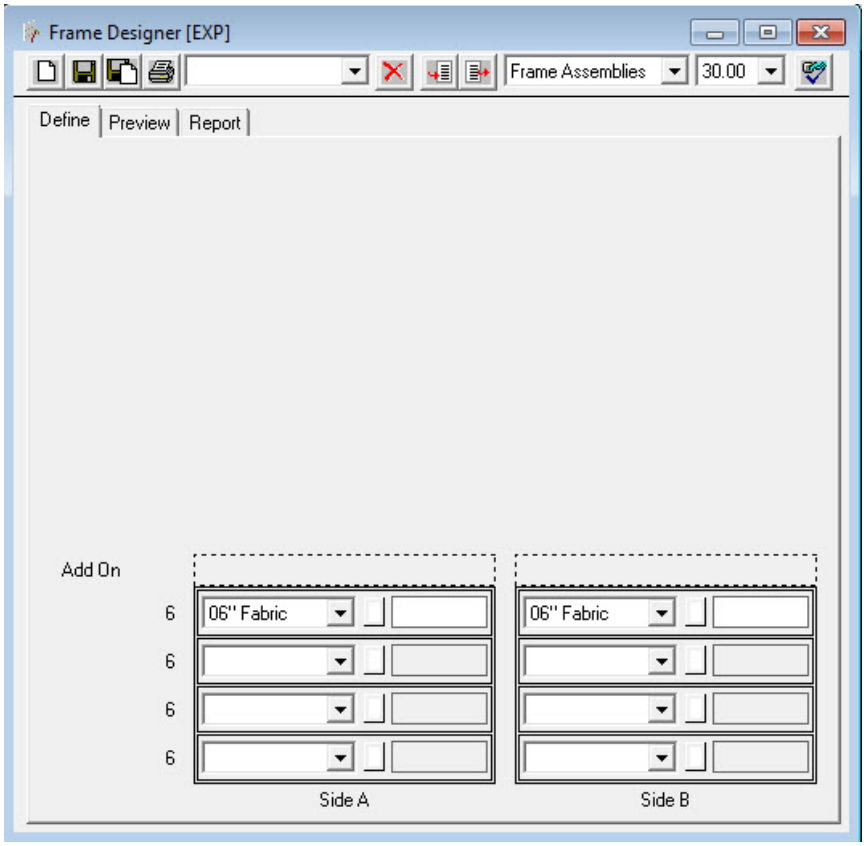
2. Click the **Define Frame** button to begin creating the first frame configuration.

Specify Structural Elements

1. Click the **Frame Designer** icon  .



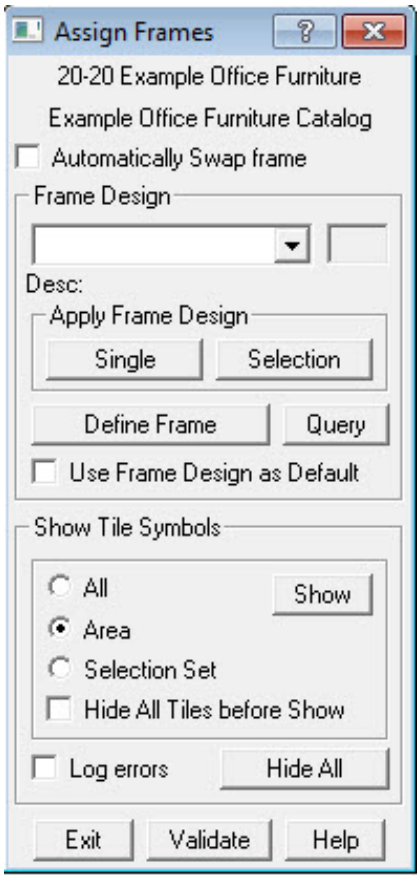
2. Click the **Define Frame** button. The **Frame Designer** dialog box appears.



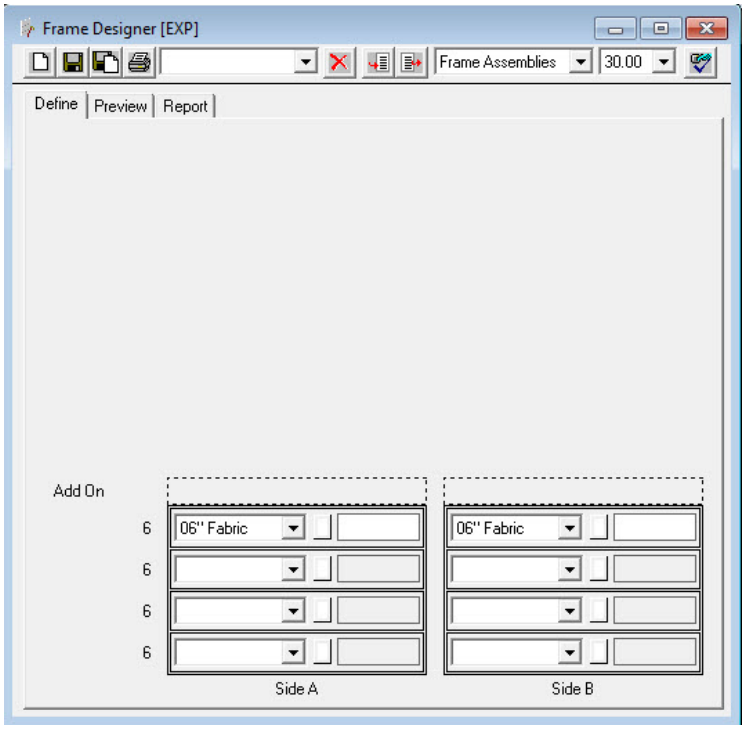
3. Select **Panel Frame** and **48.00**. This will set up the design for the appropriate frame.
4. To add the stack-on frame, right-click in the **Add-On** section to add, change, or remove an add-on frame. Choose **Add-on** and then **12" H Stacking Frame**.
5. To specify segment kits for individual tiles, right-click-in a slot to choose a **Segment Kit** and the appropriate size. This allows smaller tiles to be specified. To remove a Segment Kit, right-click on it again and select the checked segment kit to uncheck it, or, select a different new one.

Specify Top Caps and Tiles

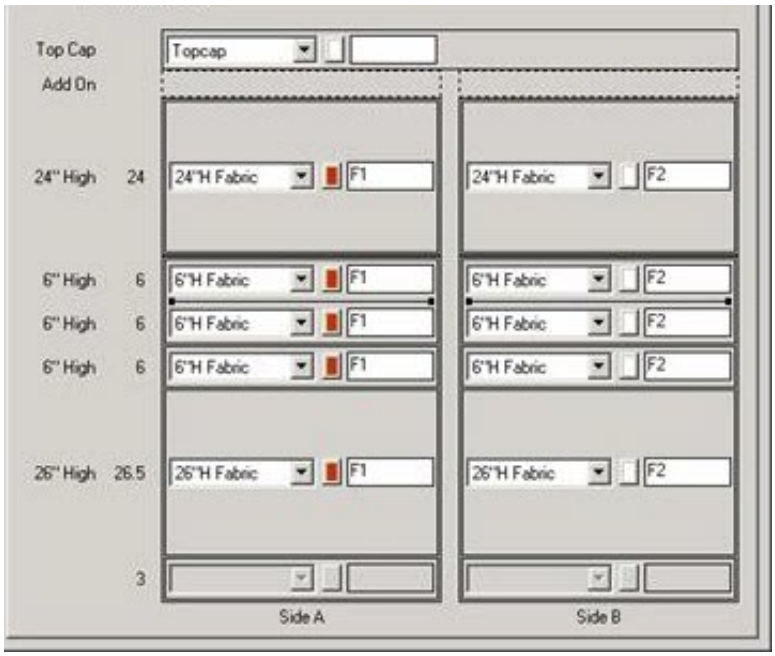
1. Click the **Frame Designer** icon  .



2. Click the **Define Frame** button. The **Frame Designer** dialog appears.



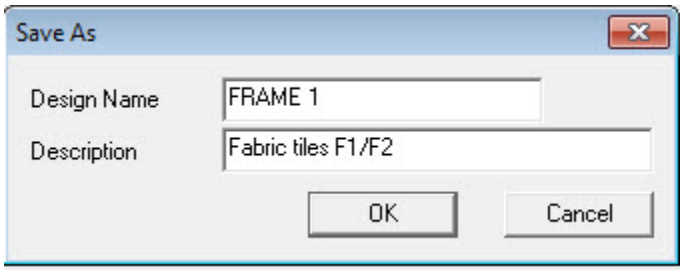
3. Specify a tile and the top cap for each position on each side as follows.



- Select a top cap or a tile from the drop-down list. The **Option Set** field can now be tagged. This allows for easy selection of finishes once a BOM is created using Option Sets. These Option sets must correspond to the option sets created in Worksheet.
- Click the box just to the right of the drop-down to display the Color dialog. Select a color. This is meant to more accurately represent the finishes in the 3D drawing.
- Specify an option set name. F1 For a specific fabric color and F2 for a different fabric color. The tiles will be counted differently in the BOM. Any name can by assigned to the option sets.

Note: The selected tile may affect the tile on the opposite side.

4. Click the **Save** icon to assign a name and a description to the frame. The **Design Name** can be up to 15 characters and the **Description** up to 20 characters. Special characters are not allowed in the Design Name. A warning will appear if invalid characters are used.



5. Click the **Print** icon to print the Frame Design report. If you want to preview the frame design or view a BOM for the design, click the **Preview** tab.

Apply Frame Designs

1. Click the **Frame Designer** icon .
2. In the **Assign Frames** dialog box, select the frames that will receive the frame design.
3. Select the design you wish to apply in the **Frame Design** area from the drop-down.
4. Under **Apply Frame Design**, you can choose to apply the Frame Design to a **Single** frame or to a **Selection** of panels.
5. Under **Show Tile Symbols**, select if you choose to place tiles to **All**, **Area** or a **Selection Set**.

- **All** shows the tiles on all the applicable panel frames in the drawing that have been assigned a design
- **Area** places tiles in a specific area of your drawing. You will be prompted to define

the area using the mouse.
- Select **Selection Set** places tiles in a selection set you have defined

6. Check **Automatically Swap Frame** to automatically replace the frame in your project with a frame type and height from the selected design.

   Note: If you choose automatically swap frame and a frame you have selected is not of the same height as the design you have in your drawing it will change the frame to be of the same configuration. This is a good thing if the customer has changed their mind.

7. Check **Hide All** if you want to hide tiles in either the 2D or 3D drawing screens.
8. Check **Log errors** if you want to log errors that may be generated when you apply the design.

Validate Frame Designs vs Panel Frames

This will verify that each tile that is applied to a frame configuration is valid and can be built.

1. Click the **Frame Designer** icon  . The **Assign Frames** dialog appears.
2. Click **Validate** to check frame designs against all panel frames. Errors for incompatible frames appears in the Panel Design Errors dialog.
3. The Panel Design Errors dialog will display. Select Highlight Panel Frames with errors, Show errors in Notepad, or Both.

Highlight Panel Frames with errors highlights those frames in the drawing window.

Show Errors in Notepad opens the **validate.txt** file in Notepad and lists the errors

Both highlights problem frames and opens the Notepad document for referral.

Tag the Frames with the Frame Design Name

Tagging frames is a helpful tool when working on large-scale projects where configurations can be spread throughout a drawing. This makes selecting all of the panels that will receive a specific configuration much easier.

1. In the drawing window, select all of the panels that will receive the “Frame 1” configuration in the drawing.

2. Right-click on any highlighted item and choose **Change, Tag**.

3. In the dialog, type **Frame 1** and click **OK**. That tag is now be applied to all selected frames.
4. From the menu bar choose **Edit, Select, By Attribute**.
5. Now that the items are selected, click the **Frame Designer** icon to choose the appropriate frame design and apply it to the selection.

Edit Frame Designs

1. If an incorrect Frame Design is assigned, select the frame.
2. Right-click on a highlighted item and select **Edit Frame**.
3. Make all changes to the Frame design and save the changes.
   You need to apply the frame design again to display the edited design.

Export Frame Designs

1. Click the **Frame Designer** icon .
2. In the **Assign Frames** dialog, click the **Define Frame** button.
3. In the **Frame Designer** dialog, click the **Export** icon .
4. In the **Export Design** dialog, click **New** and assign a **Design Set** name (this will allow you to group frames that you want to reuse).

5. Select the frame designs to export in the Designs area. To select a range of designs, click the first design, hold down the SHIFT key, and then click the last item in the range. To select a noncontiguous group of designs, hold down the CTRL key and click the desired designs.
6. Click **Export**.

Import Frame Designs

1. Click the **Frame Designer** icon  .
2. In the **Assign Frames** dialog, click the **Define Frame** button.
3. In the **Frame Designer** dialog, click the **Import** icon  .
4. In the **Import Design** dialog, select the source in the Import From field. You can choose Giza Project or Design Sets, select a project or design set to import.
5. Select frame designs to import in the Designs area.
6. Click **Import**.

Create a BOM with Frame Designer

1. Select the **BOM** pull down then select **Worksheet**.
2. Click either Entire drawing or Selected Elements.

   If you would like to create BOM for a specific area of a drawing select the frames then choose **Selected Items Only**. In Worksheet the Frame Designs will have to be imported and updated in order for the tile elements to be included in the project.

For more information about working with Frame Designs in Worksheet, see the Frame Designs section in the Worksheet help.

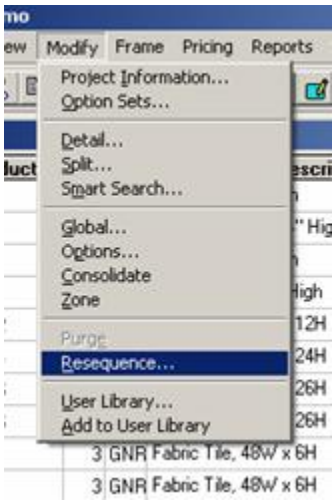
Consolidate Frame Components

The Frame assemblies will help with checking the specification but before placing an order you will need to combine like items such as tiles and frames.

1. Click the **2020 Worksheet** icon  .
2. Choose the **Frame/Unlink**.
3. When prompted “Unlink frames in project?”, select **Yes**.

4. Choose **Modify/Consolidate** to combine like items.

5. Sort the file by **Product number** or Description.



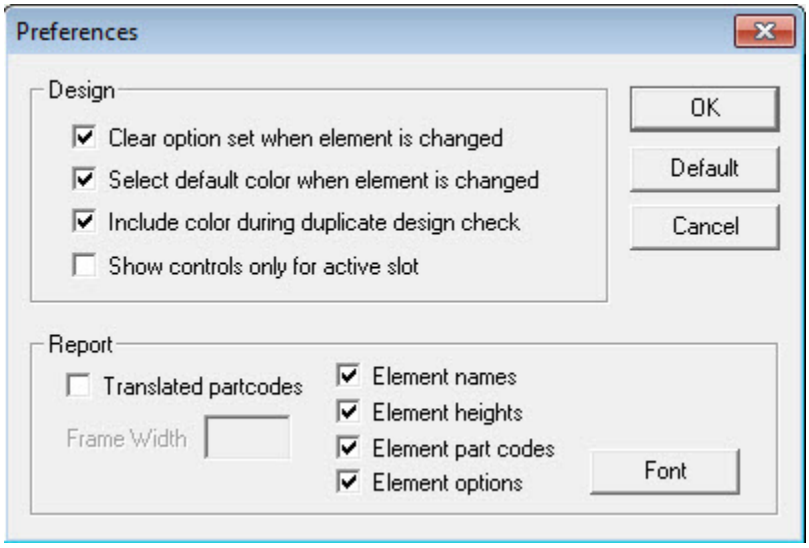
6. Choose **Modify/Resequence** to reset the sort numbers.

Frame Designer Preferences

Allows for some features within Frame Designer to be customized.

1. Click the **Frame Designer** icon  .
2. In the **Assign Frames** dialog, click the **Define Frame** button.
3. In the **Frame Designer** dialog, click the **Preferences** icon  .

4. In the **Design** section, check the required options described below.



Clear option set when element is changed: If a tile is changed from fabric to laminate it will assume that the option set chosen will also change. Uncheck the option to allow for the same option set to continue to be applied without retyping the information.

Select default color when element is changed: If a tile is changed from, fabric to laminate, for example, it will assume that the color of the element will also change. Uncheck the option to allow the same color to continue to be applied without reselecting.

Include color during duplicate design check: Frame Designer compares colors when checking for similar designs with other Frame Design names. When this option is disabled, the program ignores the color and will state that similar configurations exist even when the colors are different.

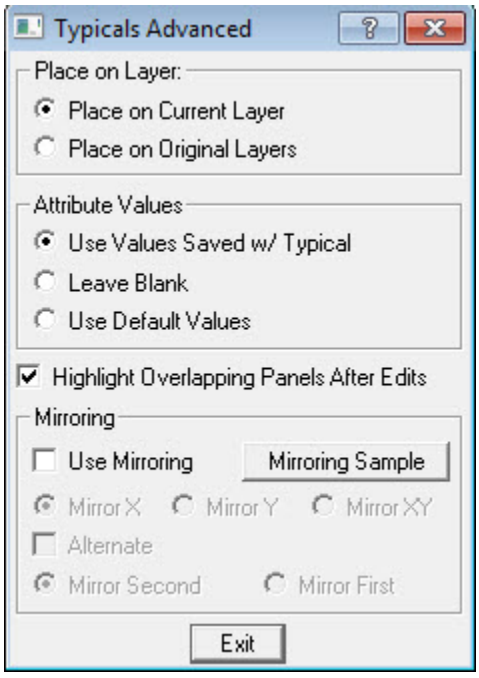
Show controls only for active slot: Hides all other slot selections, essentially “locking” the selections. Only chosen selections are visible.

Advanced Topics

Advanced Typical Placement

Advanced typical placement allows items to be placed on their original layers or other work layers or manage attributes that may have been associated with a typical when it was created

1. From the menu bar choose **Draw**, **Typical**.
2. In the **Place Typical** dialog, click the **Advanced** button to access the **Typicals Advanced** dialog.



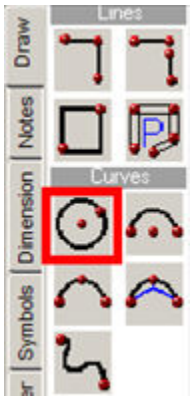
3. Under **Place on Layer**, you may choose to place the typical on the Current working layer of the drawing or on the original layers that the typical was created on.

4. Under **Attributes Values**, select the appropriate option.
5. Check or uncheck Highlight Overlapping Panels After Edits.
6. Check **Use Mirroring** if you would want to mirror the typicals being placed in the Grid or Radial format. Set the mirroring preferences accordingly. Click the **Mirroring Sample** button for a sample of how the typical will be placed with the mirroring preferences you choose.
7. Click **Exit** to return to the **Place Typical** dialog.
8. Click **Place** to place the typical into the drawing.

Make Symbol

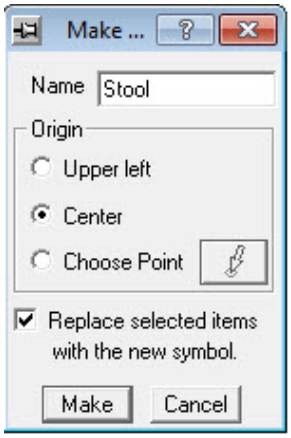
Create your own 2D symbols - in this example, we will create a symbol that represents a stool:

1. Click the **Draw CAD** icon  .
2. Click the **Circle** icon.



3. Click in the drawing area and draw a circle to represent a stool.
4. Click the **Stop** icon  .
5. Right-click on the circle and choose **Utilities, Make Symbol**.

6. In the **Make Symbol** dialog, enter **Stool** in the **Name** field.



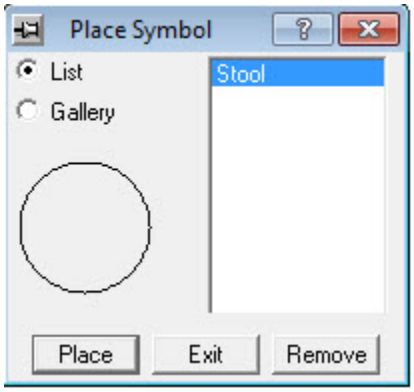
7. Under **Origin**, select **Center**. The origin point is determined by the object that is being created.
8. Check **Replace selected items with the new symbol** to replace any existing symbol with the same name. This will remove the circle from the drawing and replace it with the symbol that was just created.
9. Click **Make**.

Place User-Defined Symbols

1. Click the **Draw CAD** icon  .

2. In the 2D CAD icon menu, click the **Symbols** tab.

3. Click the **User** button at the bottom of the menu.
4. Choose **List** to see a text list of user-created symbols.



5. Choose **Gallery** to see user-defined symbols.
6. Click on the symbol to place and click **Place**.

20-20 Giza Designer

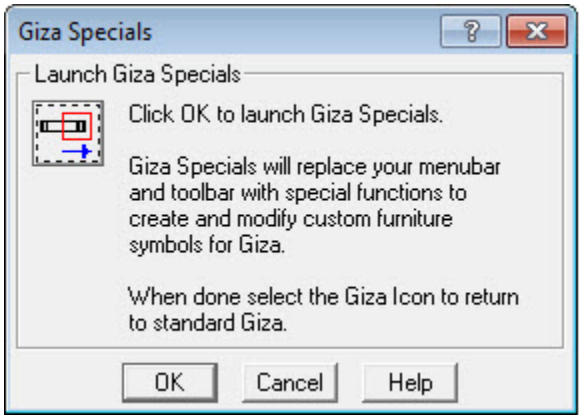
Giza Designer allows you to create custom sized furniture symbols based on a manufacturer's symbol or to create a symbol based on a .dwg or .dwf file.

See:

- Launch 2020 Giza Designer
- Stretch Symbols
- Edit Text Labels
- Import DWG Files into 2020 Giza Designer
- Save Symbols
- Edit a Category
- Return to Giza
- Select the User Library

Launch 2020 Giza Designer

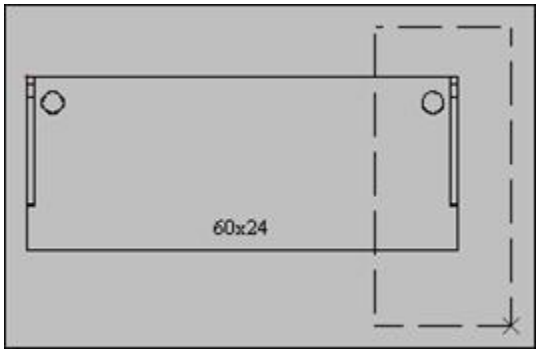
1. Click the **Special Symbol Creation** icon  or choose **Draw**, **Special Symbols** from the menu bar.
2. Click **OK** in the following box.



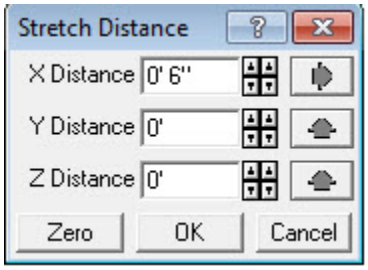
3. Select a furniture symbol that is the closest representation of the symbol you want to create. Notice that the selected symbol immediately jumps to the 2D and 3D windows. To change the manufacturer library, choose **File**, **Open Manufacturer** from the menu bar.

Stretch Symbols

1. Access 2020 Giza Designer and select a furniture symbol without curves.
2. Click the Stretch Current Symbol icon  .
3. Place the cursor in the drawing area (depending on how the symbol will be stretched). You cannot stretch curved furniture symbols. In this example, you will stretch the right side of a worksurface and change the dimensions to 66” X 24”.



4. Hold down the left mouse button and drag a window around the area to stretch. The selection box is represented by a dashed line rectangle. Release the mouse button.
5. In the **Stretch** dialog, enter the distance you wish to stretch the symbol in the appropriate fields. The direction of the arrows indicates the direction of which the symbol will be stretched. If you need to change the direction of the stretch, simply click on the arrow to reverse the direction.



X Distance refers to the horizontal (left and right) coordinates

Y Distance refers to the vertical (top and bottom) coordinates

Z Distance refers to the elevation (floor and ceiling) of the symbol

Edit Text Labels

As most symbols contain some form of text, such as the dimensions, you may need to edit the text to match the changed dimensions.

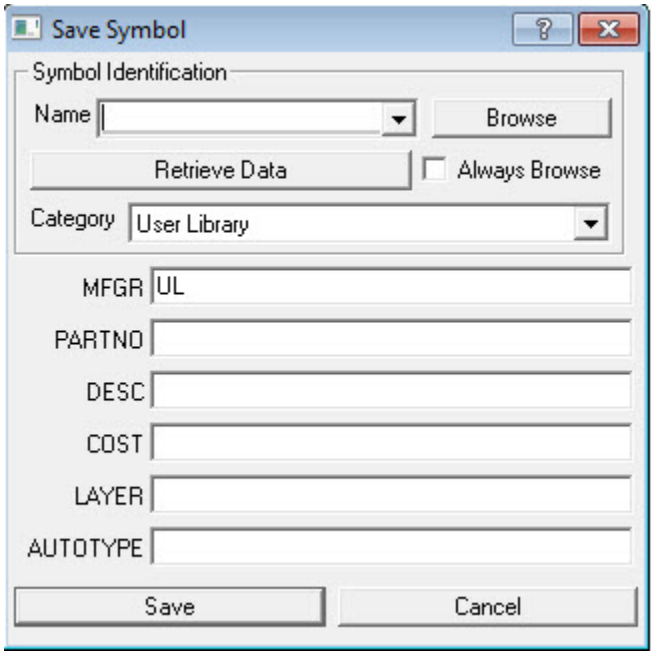
1. To edit the text, right-click on it and choose **Edit Single**. Or, if you have multi-line text, choose **Edit Paragraph**.
2. Make any changes to the text as necessary and click **Replace Text**.

Import DWG Files into 2020 Giza Designer

- 2D and 3D symbols that are available in AutoCAD can be imported into 2020 Giza Designer (choose **File, Import** from the menu bar)
- 3D graphic must be composed of 3D Faces only
- Symbols can be edited and modified as necessary for the new symbol

Save Symbols

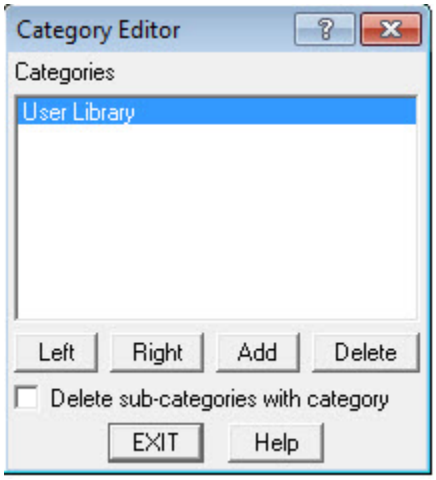
1. To save the symbol in the User Library, click the **Save** icon  or choose **File, Save Symbol** from the menu bar.
2. In this dialog, enter a new symbol **Name** under **Symbol Identification**. It must be different from the current symbol name.



3. The **Category** section defaults to **User Library**. To save new symbols in a different category, click the drop-down arrow and choose another one.
4. You can change the **MFGR** (manufacturer name) of the symbol by editing the text in the field.
5. Change both the **PARTNO** (part number) and **DESC** (description) to accurately represent the new symbol.
6. If applicable, enter a **COST** for the symbol.
7. To change the **LAYER** in which the symbol will be placed in the drawing, enter another layer name in the field.

Edit a Category

1. To create, edit, or delete a category for your symbols, choose **File**, **Category Edit**.
2. In the **Category Editor** dialog:, click **Add** to add a new category.



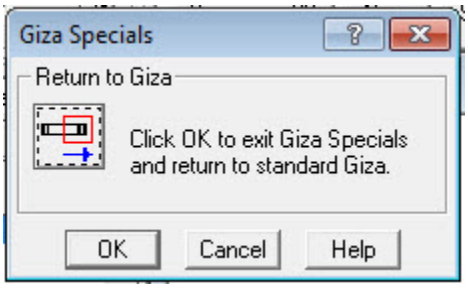
3. Enter a new category name and click **OK**.
4. Click the **Right** button to demote the new category to a sub-category.

   Click the **Left** button to promote a sub-category.

   Click the **Delete** button to remove the selected category or sub-category.

Return to Giza

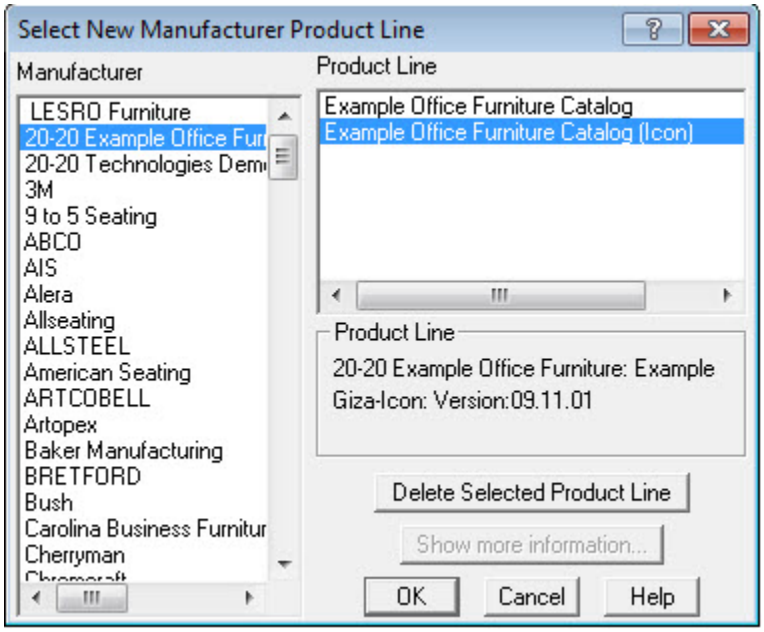
1. After saving a symbol, click the **Return to Giza** icon or choose **File**, **Return to Giza** from the menu bar.
2. Click **OK** when this message appears.



3. When prompted, choose **Yes** to regenerate the display list of the User Library. The User Library will be updated with the newly created symbol.

Select the User Library

1. To retrieve and insert a symbol from the User Library, choose **File**, **Select Product Line** from the menu bar.



2. Under **Manufacturer**, select **User**.
3. Under **Product Line**, select **Library**.

4. Click **OK**.

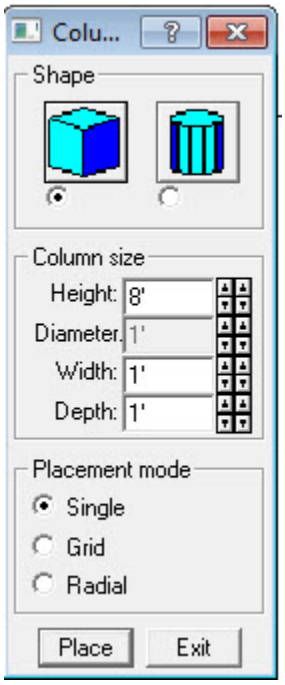
You may now place the special symbol you have just created.

Note: The symbol can be used in any drawing at any time simply by loading the User Library and placing the desired furniture symbol.

Columns

1. Click the **Draw Walls** icon  .
2. Click the **Place Column** icon from the walls icon menu.

3. In the **Columns** dialog box, select the required column shape (square or round).

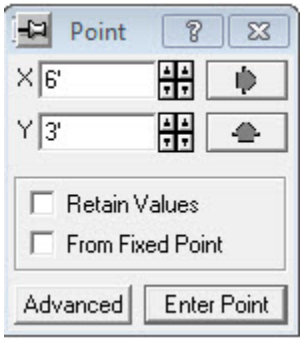


4. Set the **Height** of the column. Note that columns are typically the same height as the walls within that area.

5. For square or rectangular columns, set the **Width** and **Depth** of the column. For circular columns, set the **Diameter**.
6. Under Placement Mode, choose Single.
7. Click the **Place** button.
8. Click anywhere in the drawing area where the column should appear. Or, to precisely place the column, click the **Point Input** icon  .

Try this yourself! Place a 2' x 2' square column 5' from the left wall, and 2' up from the bottom wall:

1. In the **Point** dialog, type **6'** in the **X** field.
2. Type **3'** in the **Y** field. Note that for rectangular and square columns, add half the width and depth of the column, since they are placed using the center of the column as its insertion point. That is why in this example we enter 6' in the X field and 3' in the Y field. When placing circular columns, add one-half of the diameter of the column.



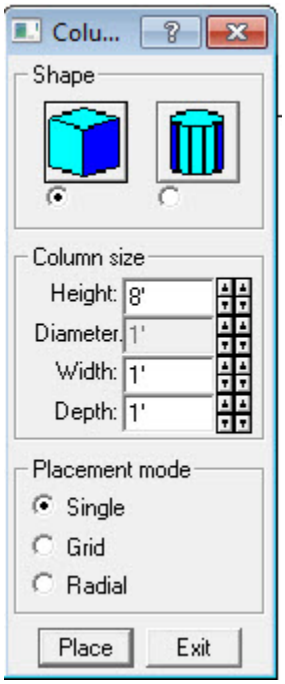
3. Make sure the directional arrows are pointing right and up, respectively.
4. Check **From Fixed Point**. The fixed point is the point on the drawing area that the program will measure from. In this case, the bottom left corner of the room.
5. Click the **Enter Point** button.
6. Move the center of the crosshair just inside the bottom left corner and right-click to place the column.

Place Columns with the Grid Command

Note: When calculating the distance between columns, the program measures from the center of columns. Therefore, add half of the width/depth or diameter your placement calculations.

1. Click the **Draw Walls** icon  .
2. Click the **Place Column** icon from the walls icon menu.

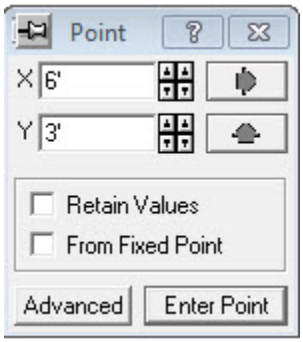
3. In the **Columns** dialog box, select the required column shape (square or round).



- For square or rectangular columns, enter the **Height**, **Width** and **Depth**
- For circular columns, enter the **Height** and **Diameter**

4. Under **Placement Mode**, select **Grid**, then click the **Place** button.

5. To place the column at a precise location, click the **Point Input** icon .
6. After placing the first column, the status bar shows **Next column in row (horizontally)...**
   Place the second column using the **Point Input** dialog. **Remember!** Add half of the width/depth or diameter!



7. After placing the second column, the **Input** dialog asks you for the total number in each row.

   Enter the total number of columns then click **OK**.
8. Determine the spacing between the (vertical) rows.
9. Click the **Point Input** icon and choose the spacing.
10. In the **Input** dialog, enter the total number in each row.
11. Click **OK**.

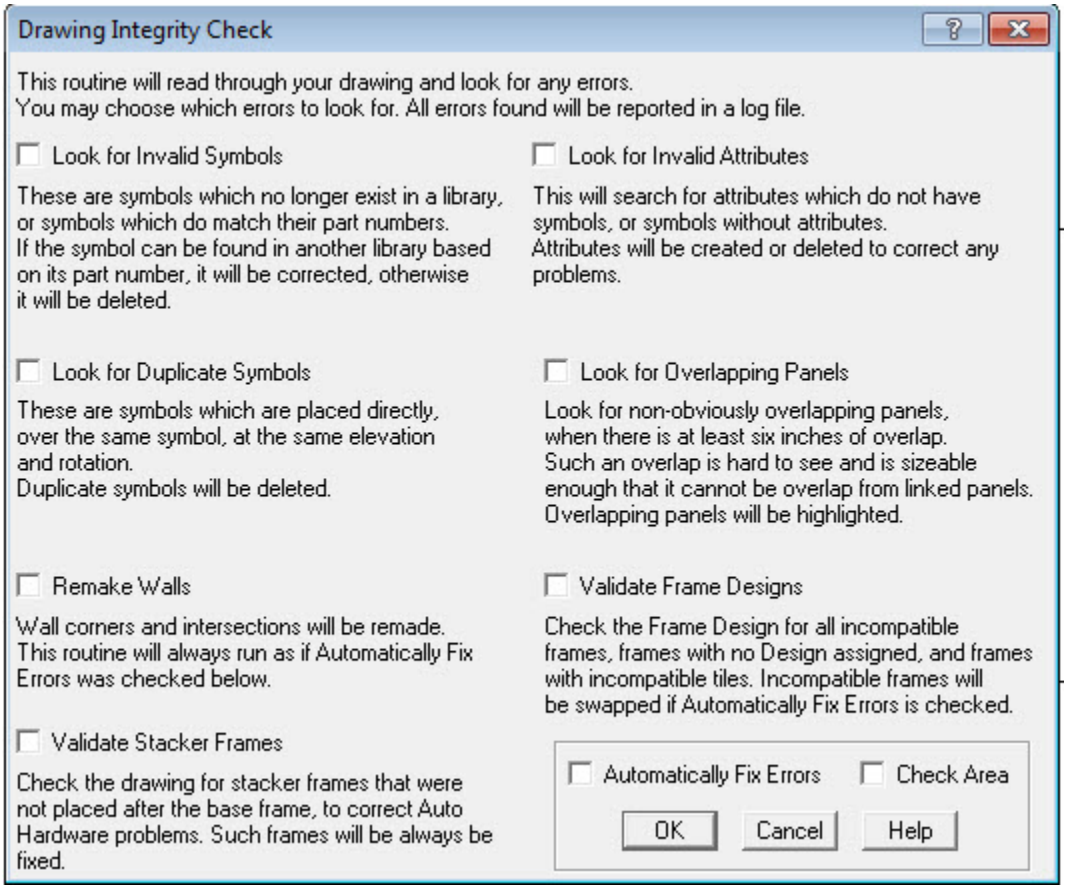
Check Drawing Integrity on Save

Giza has the ability to check the integrity of a drawing while saving that drawing. Drawing integrity does the following:

- finds invalid and duplicated symbols
- remakes all walls
- validates all stacked frames
- finds invalid attributes and overlapping panels
- validates frame designs

1. To automatically check each file, choose **Tools**, **Options** from the menu bar or click the **Set Options** icon  .
2. Click the **Application** tab.
3. Check Validate Drawing on Save and click OK.

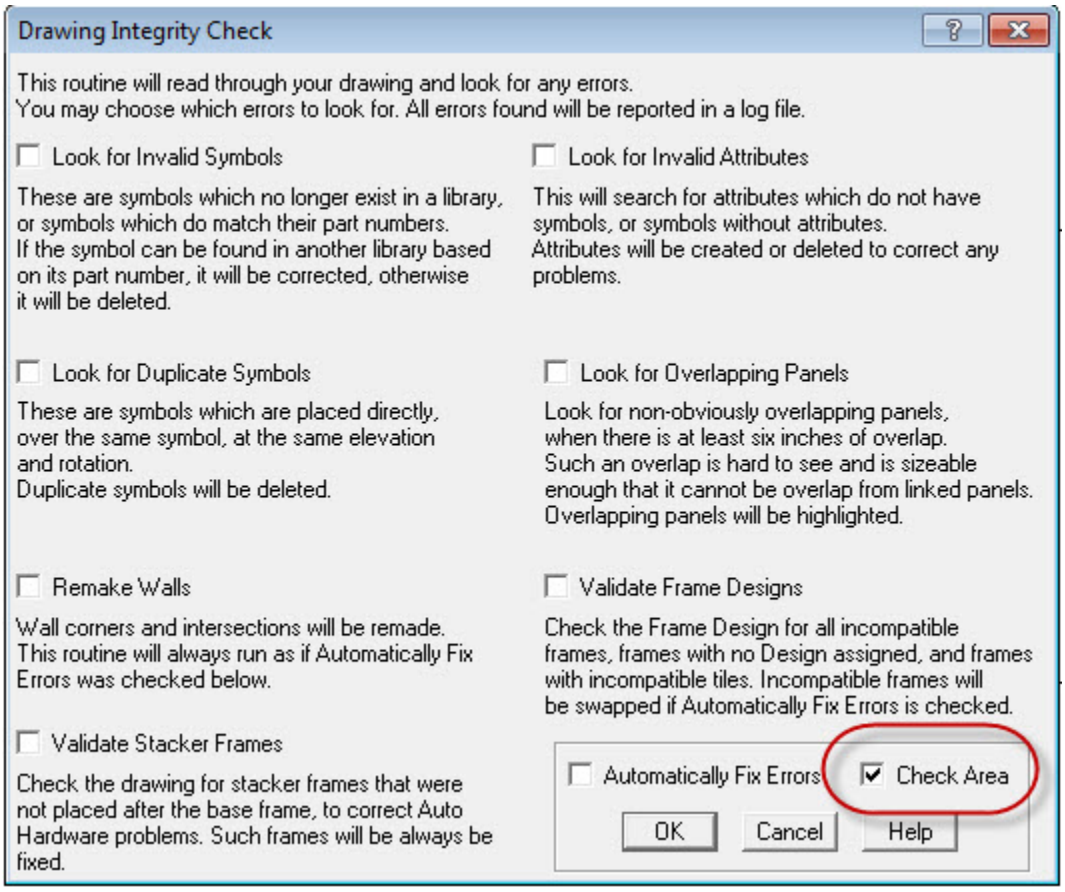
To modify the list of options that Drawing Integrity looks for, choose **Tools**, **Drawing Integrity** from the menu bar.



Check Drawing Integrity of an Area

The Check Drawing Integrity function can be used on a selected area or an entire drawing. Check Area is useful when you have a large drawing and only want to check the frame design on a certain area. Any feature of Drawing Integrity may be done to only a selected area of the drawing.

1. Choose **Tools**, **Drawing Integrity** from the menu bar.
2. Check the required options in the following dialog box.



3. Choose **Check Area** at the bottom right of the dialog box and click **OK**.
4. To select the area, position the cursor near the symbols.
5. Click once and move the cursor so the area is enclosed within the dashed line box.
6. Click again to set the area.

   A report is generated.

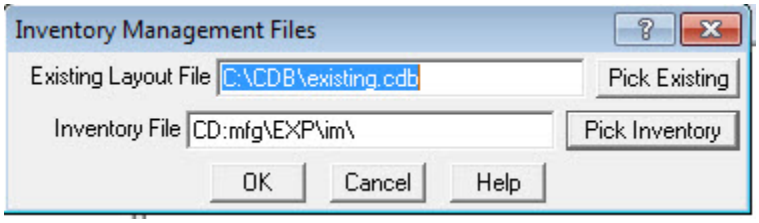
Note: An integrity report should ALWAYS be viewed after running Integrity Check.

Inventory Management

Inventory Management allows you to compare your current layout with up to two other files. By reusing parts that are in an existing layout for the same space, or even parts that are in storage, you can reduce the number of new parts that you must order for a new layout. This feature works with CDB (design) files only. In the following example, Existing. CDB is the original office layout sold last year. The same company has decided to expand and New. CDB is the new layout.

Compare CDB Files with Inventory Management

1. Choose to **File**, **Open** from the menu bar.
2. Select the new layout file (new.CDB).
3. Choose to **Tools**, **Inventory** from the menu bar.
4. In the **Inventory Management Files** dialog, the **Existing Layout File** represents the existing layout. Click **Pick Existing** and select the file name (existing.CDB).



5. The inventory file can be skipped in this example since we are comparing two files only. Therefore, empty the **Inventory File** field and click **OK**.
6. In the next the box, click **Continue** to compare the two files or click **Return** to go back and specify an inventory file.

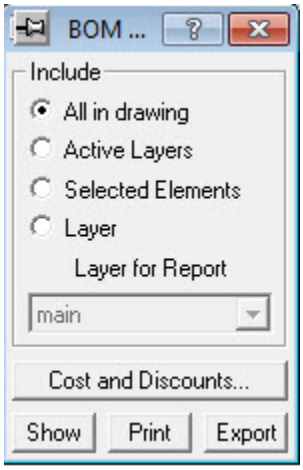
Note: If you do not have an existing layout, leave the field empty. You will be notified that no Existing Layout File was found. Click **Continue** to search the Inventory File.

In the **Done** message box, click **OK**. You may now generate a Bill of Materials (BOM).

new - items that need to be purchased
inv - items in the warehouse or inventory files that are needed for the project
ext - items that already exist from the previous layout

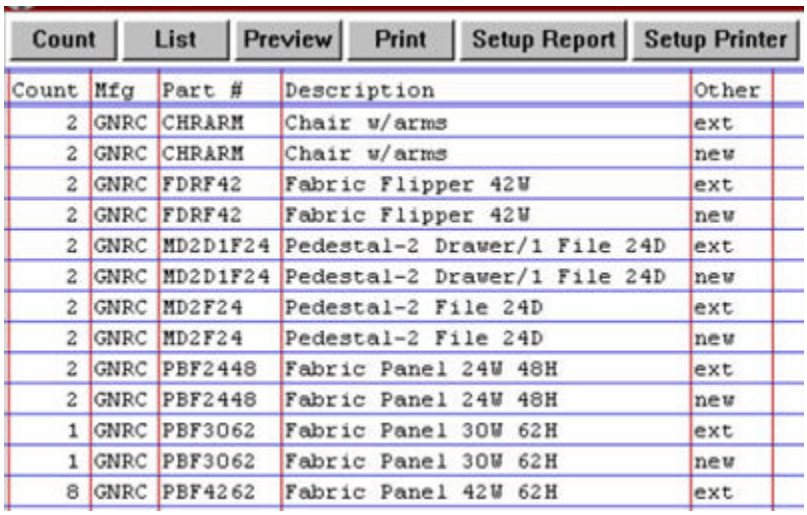
View a BOM

1. Choose **BOM**, **Report** from the menu bar.
2. In the **BOM Report** dialog, select **All in drawing**.



3. Click **Show**.

4. All symbols are now tagged in the **Other** column.



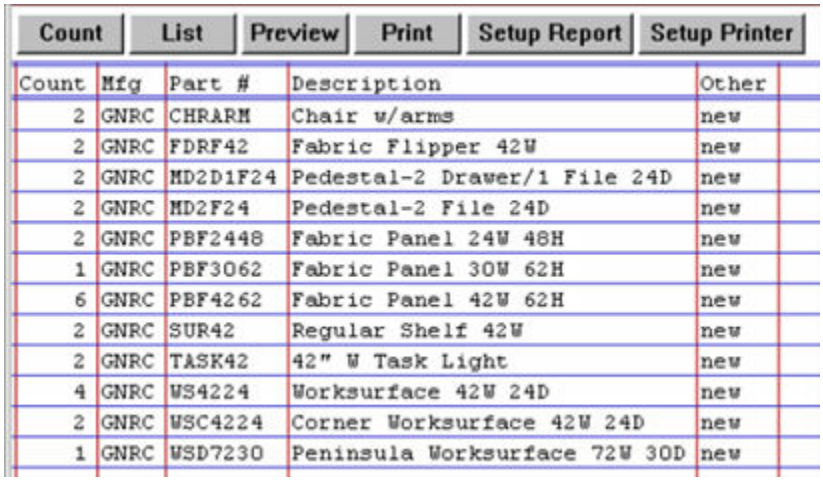
Count | List | Preview | Print | Setup Report | Setup Printer

Count	Mfg	Part #	Description	Other
2	GNRC	CHRARM	Chair w/arms	ext
2	GNRC	CHRARM	Chair w/arms	new
2	GNRC	FDRF42	Fabric Flipper 42W	ext
2	GNRC	FDRF42	Fabric Flipper 42W	new
2	GNRC	MD2D1F24	Pedestal-2 Drawer/1 File 24D	ext
2	GNRC	MD2D1F24	Pedestal-2 Drawer/1 File 24D	new
2	GNRC	MD2F24	Pedestal-2 File 24D	ext
2	GNRC	MD2F24	Pedestal-2 File 24D	new
2	GNRC	PBF2448	Fabric Panel 24W 48H	ext
2	GNRC	PBF2448	Fabric Panel 24W 48H	new
1	GNRC	PBF3062	Fabric Panel 30W 62H	ext
1	GNRC	PBF3062	Fabric Panel 30W 62H	new
8	GNRC	PBF4262	Fabric Panel 42W 62H	ext

Generate a BOM with New Items Only

1. From the menu bar choose **Edit, Select Set**.
2. In the **Selection Set** dialog box, click the drop-down arrow beside **Attribute** and choose **Other**.
3. In the **Pattern** field type, select new. All line items wlll have **new** as their **Other** attribute.
4. In the **Add to Selection Set** section click **All**.
5. Click **Exit**.
6. Click the **BOM, Report** menu.
7. In the **BOM Report** dialog box, choose **Selected Elements**.

8. Click **Show**. The report displays the highlighted (selected) items only.



Count | List | Preview | Print | Setup Report | Setup Printer

Count	Mfg	Part #	Description	Other
2	GNRC	CHRARM	Chair w/arms	new
2	GNRC	FDRF42	Fabric Flipper 42W	new
2	GNRC	MD2D1F24	Pedestal-2 Drawer/1 File 24D	new
2	GNRC	MD2F24	Pedestal-2 File 24D	new
2	GNRC	PBF2448	Fabric Panel 24W 48H	new
1	GNRC	PBF3062	Fabric Panel 30W 62H	new
6	GNRC	PBF4262	Fabric Panel 42W 62H	new
2	GNRC	SUR42	Regular Shelf 42W	new
2	GNRC	TASK42	42" W Task Light	new
4	GNRC	WS4224	Worksurface 42W 24D	new
2	GNRC	WSC4224	Corner Worksurface 42W 24D	new
1	GNRC	WSD7230	Peninsula Worksurface 72W 30D	new

Giza Publisher

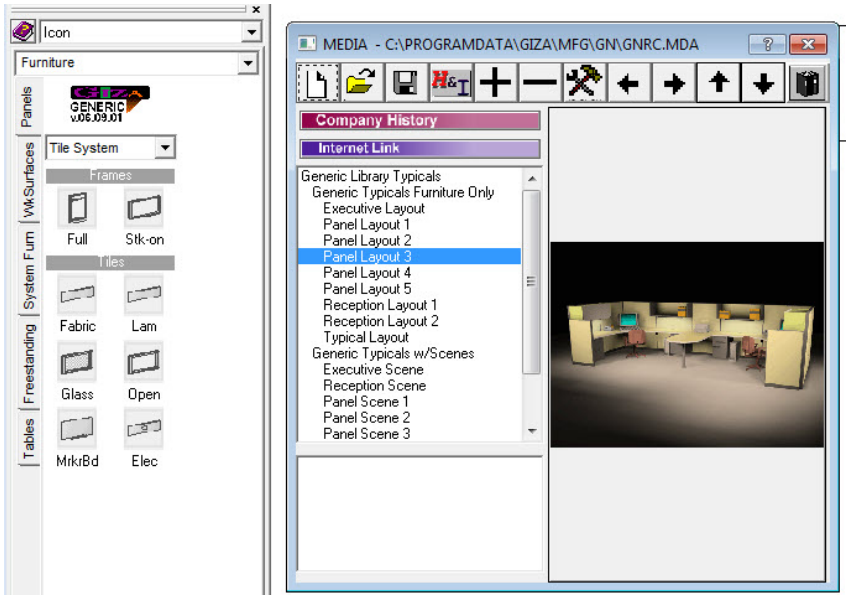
A Giza Publisher document can contain up to four pages. Every page can show from one to several types of information, including directly entered text, imported text, bitmaps, plan view, hidden line view or a rendered image. A variety of layouts are available for organizing the information. Publisher layouts can be saved and reused on other projects. Publisher documents can be printed as hard copes or output as web pages. On the next several pages is an example publisher project with the following components:

- The **first page** includes your company logo, company information, who the document is prepared for or an attached text file. (Note that Publisher can only attach files with the extension .txt. To attach a Word document, save it in a .txt file format first).
- The **second page** includes the 2D plan view
- The **third page** includes a Hidden Line view and a Color Rendering
- The **fourth page** includes the Bill of Materials

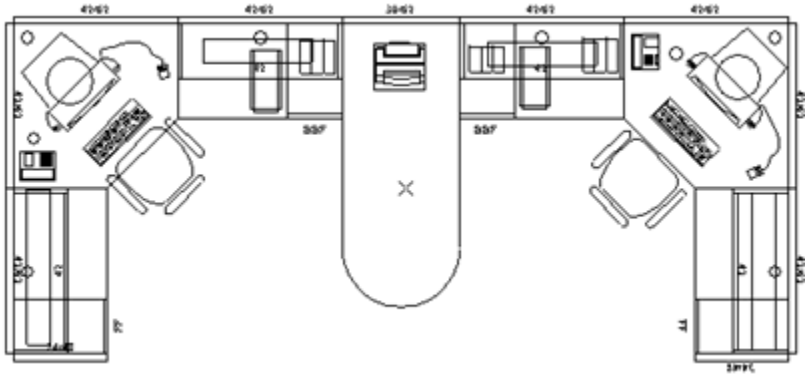
Create a Publisher document

1. Choose **File**, **New** to start a new drawing or click the **Create New Drawing** icon  .
2. With the **Generic GNRC** product Line selected, click the **Media Program** icon  .

3. In this window, select the **Panel Layout 3**.



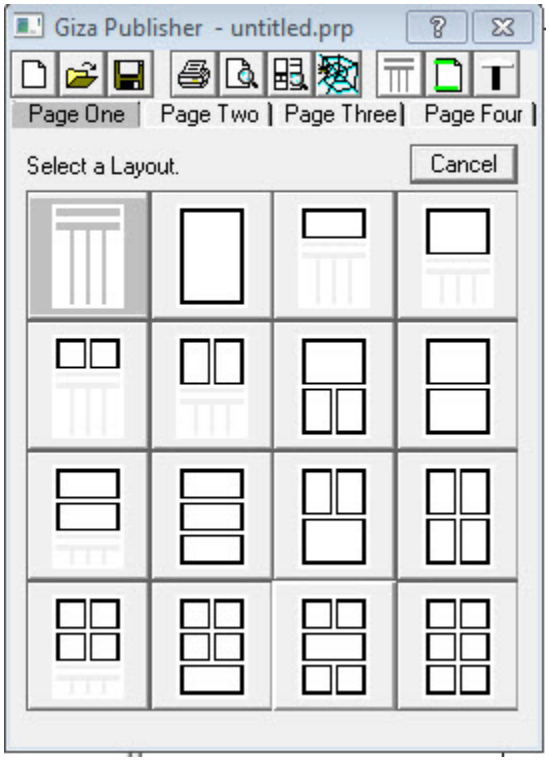
4. Click on the picture on the right. The **Place Typical** dialog appears.
5. Click the **Place** button.
6. Click to place the typical. Click the **Stop** icon  to cancel the typical command.



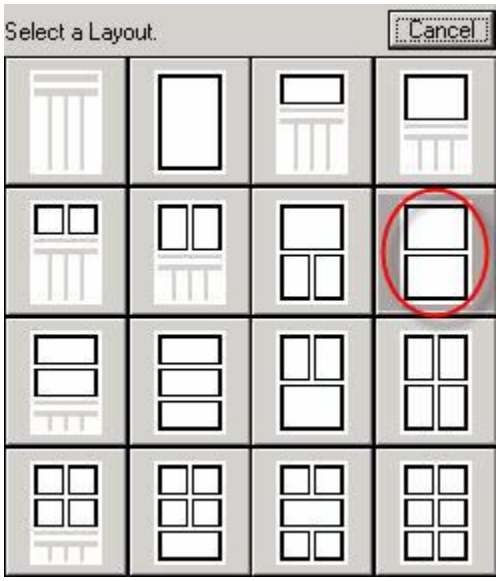
7. Click the **Hidden Line Render** icon  . When the drawing appears, click the **Zoom All** icon  (for your own drawings, you also want to create a Color Render and save it as a .jpg or .bmp file).
8. Click the **Publisher** icon  .

Page One

1. In the Giza Publisher dialog box, click the **Change Layout** button.

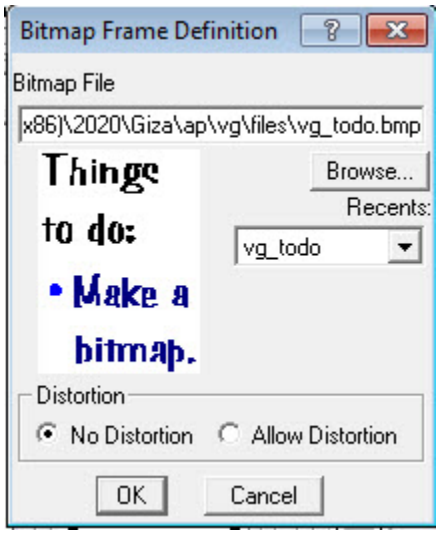


2. In the dialog that appears, choose this layout.

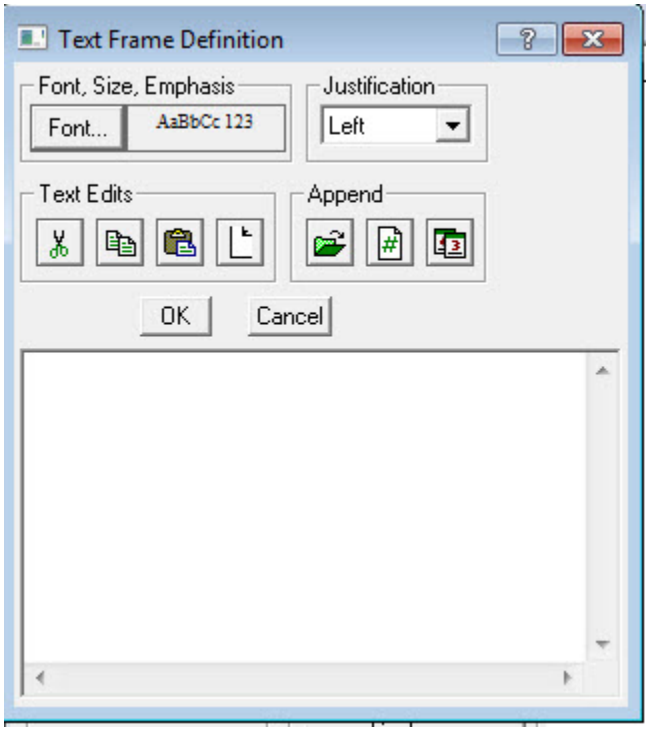


Note: In this example we will place a logo centered on the top and the customer information centered on the bottom.

3. In the **Giza Publisher** dialog, click the upper frame.
4. To the right, under **Type**, click the drop-down arrow, choose **Bitmap File**.
5. Click the **Contents** button, a dialog appears. Click **Browse** and locate the file to be inserted (any currently available bmp).



6. Click the lower frame.
7. To the right, under **Type**, click the drop-down arrow. Choose **Text**.
8. Click the **Contents** button. A dialog will appear where you can type in the text. (Customer information).

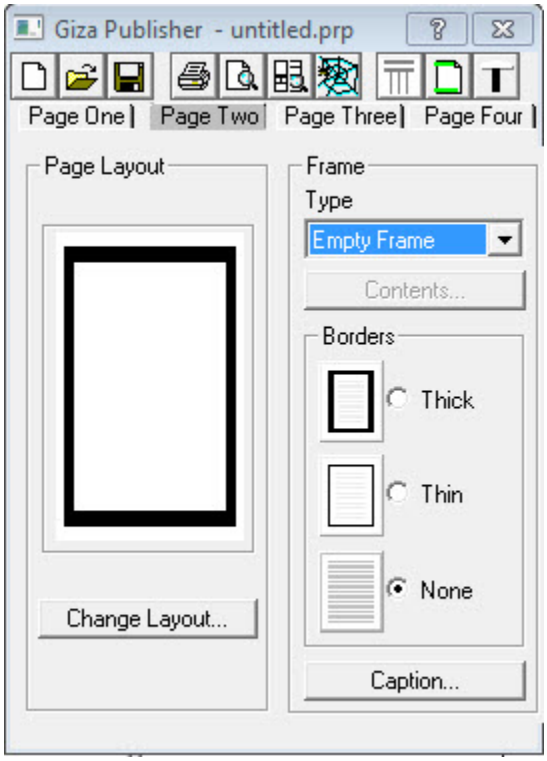


9. Set the **Border Type** to **None**.

Page Two

1. In the **Gize Publisher** dialog, click **Change Layout** and choose the icon in the first row, in the second column.
2. Under **Type**, click the drop-down arrow and choose **Plan View**.

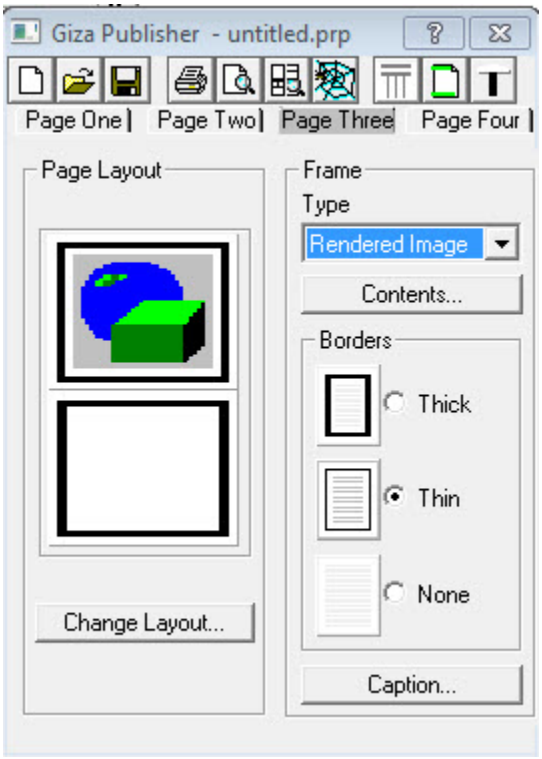
3. Set the **Borders** to **None**.



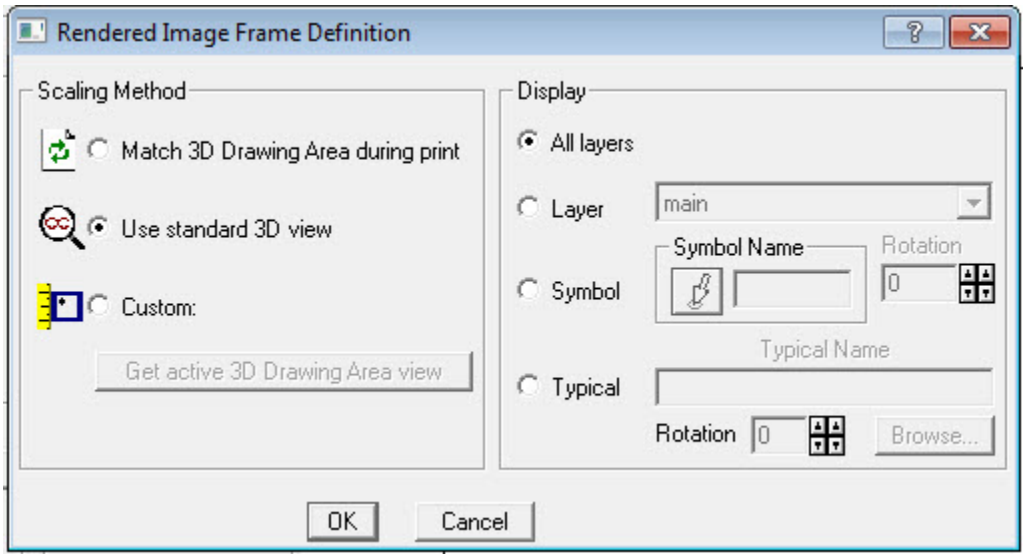
Page Three

1. In the **Giza Publisher** dialog, click **Change Layout** and choose the icon in the second row, in the fourth column.
2. Click the upper frame.
3. Under **Type**, click the drop-down arrow and choose **Hidden Line View**.
4. Click the bottom frame.

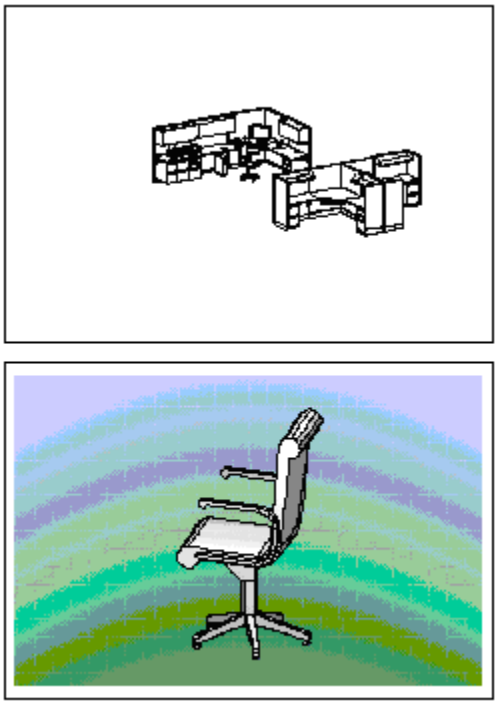
5. Under **Type**, click the drop-down arrow and choose **Rendered Image**.



6. Click on the **Contents** button to alter the default Rendered image. Select the type of scaling for the rendered image. Then, choose what will be visible, choose **All layers**, **Layers**, **Symbol** or **Typical**. Symbols or typicals can be rotated differently than the hidden line drawing.

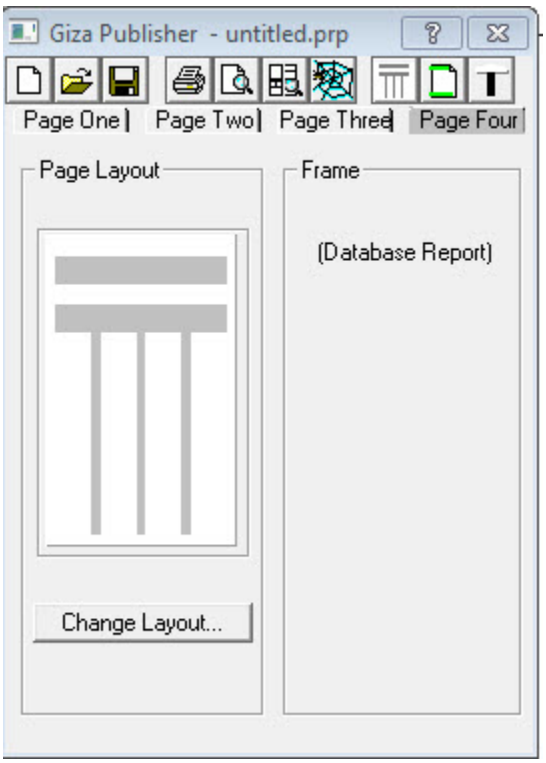


7. Set the **Border Type** to **None**.



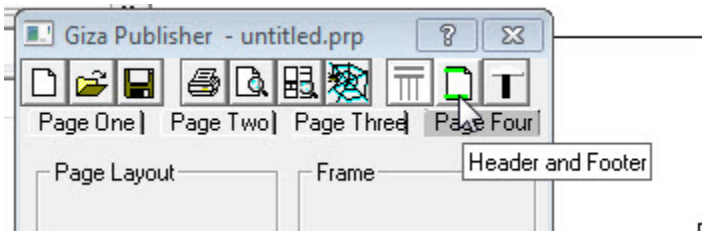
Page Four

Giza Publisher automatically prints the Bill of Materials on the last page.

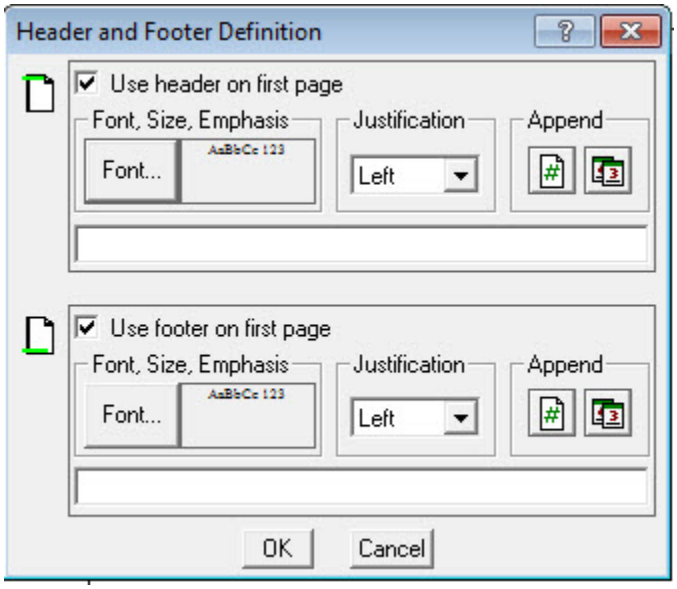


Header and Footer

1. If you want a headers and/or footers, click the **Header and Footer** icon in the Giza Publisher dialog box.

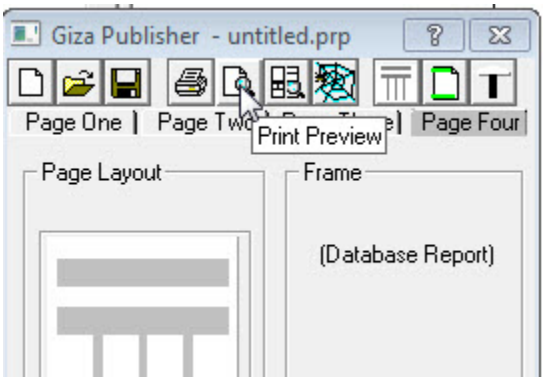


2. Select the required options in the following dialog.



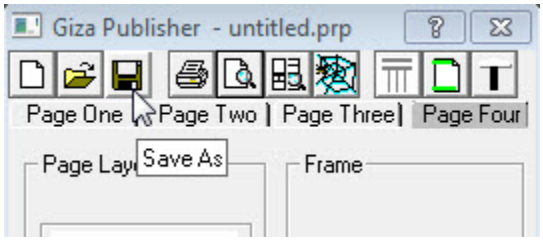
Print Preview

To see a preview of the Publisher document, click the **Print Preview** icon.



Save Layout as Template

1. To save a layout as a template to be used in the future, click the **Save** icon.



2. Assign a name to the template in the **Save As** dialog and click **Save**.