

Workflows That Work. Productivity Using 2020 Office Applications.

Thank you for joining us for the February 2018 webinar about workflows within the 2020 Office applications to increase productivity.

A recording of the webinar will be available by request. To request the recording, please go here : <https://www.2020spaces.com/webinar-2020-office-productivity/>. To request a recording of a previous webinar, please go here: <https://www.2020spaces.com/webinars/#office>

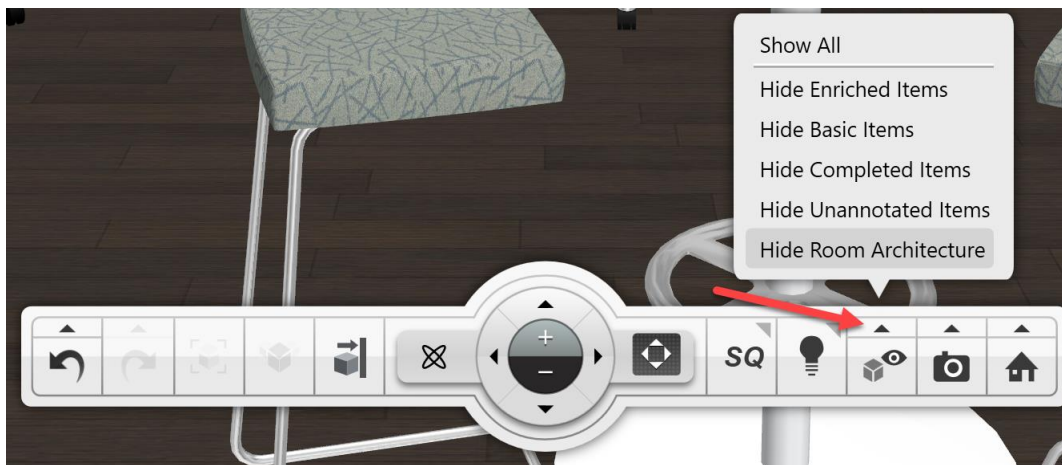
If you are interested in learning more about our training classes, please visit <https://www.2020spaces.com/training/2020office/> or email office.training@2020spaces.com.

Q: How do I turn off French catalogs in 2020 Worksheet? (Devon Smout)

A: You can disable various catalogs through Worksheet's preferences (Tools -> Preferences -> Content).

Q: What is the fastest way to hide the walls within 2020 Visual Impression? (April Nascene)

A: There is a "Hide Room Architecture" choice off the Visual Impression dashboard. Clicking on this choice will hide the walls, floor, walls, and ceiling. Turning those back on is just as quickly accomplished by clicking "Show All".



Q: One issue that comes up is that a catalog isn't fully supported in Visual Impression. How would this be handled within Visual Impression to make items from these catalogs visualized as fully supported catalogs' items are visualized? (Multiple people)

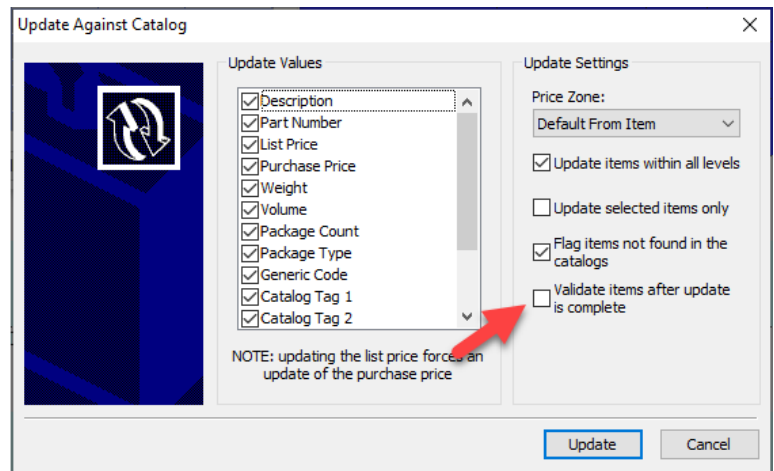
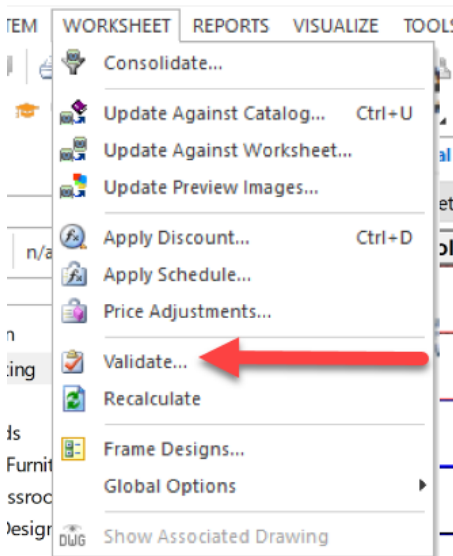
A: If a catalog is not enriched (manufacturer-specific materials mapped), you can add your own finishes through Visual Materials and the Advanced Materials tab within 2020 Visual Impression. 2020 is continually working with manufacturers to add enriched content.

Q: I'm very new to 2020 Visual Impression. How do you orbit, move around, generally "drive the mouse"? (Ali Machedon)

A: If you hold the right mouse button when you move the mouse it will rotate and tilt the camera. If you hold down the mouse wheel when you move the mouse it will pan/zoom the camera. More information is in 2020 Visual Impression's Help, under "Mouse navigation".

Q: Where is the button for "Validate" in 2020 Worksheet? (Multiple people)

A: It can be found under the Worksheet pulldown. There is also a checkbox to Validate when doing an Update Against Catalog.



Q: Where do I access the “Block Replace” function in 2020 Cap? (Krista Wright)

A: The button is on the “Edit” toolbar within 2020 Cap, and within the 2020 Cap Menu, under “Edit”. Here is a screenshot of the toolbar button:

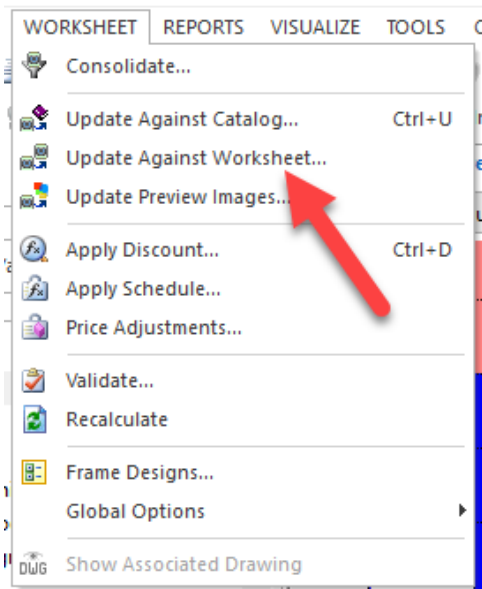


Q: Does Block Replace work for Custom Catalog items? (Lea Schulte)

A: Block Replace will work for Cap Parts (Specials) from a Custom Catalog without making any changes to how the function is used. Block Replace may also be used for Cap Standards or Panel Builder Configurations but doing so requires selecting the “Standard/Panel Config” choice under “Replace Type”.

Q: How do you update one worksheet against another? (Kris Montanini)

A: There is an option to update against a worksheet in the Worksheet menu within 2020 Worksheet.



Q: Can text or notes be added to items within 2020 Visual Impression? (Charles Pound)

A: There are a couple different ways to add what we call “Annotations” within 2020 Visual Impression. If you click on an item, there is a small “sticky note” icon in the bottom right hand corner that you use to add a note to an item. If you want to add notes to an animation in the presentation tab, there is a sticky note icon there to add notes that pop up on the screen during the animation.

Q: Are the option choices/finishes required to be applied in the drawing for them to be shown in 2020 Visual Impression? (Michelle Gullato)

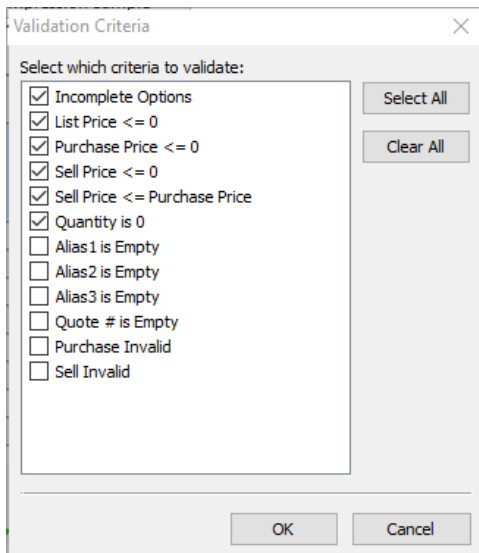
A: Option choices/finishes aren't *required* to be in a drawing to see them in 2020 Visual Impression, but they can be. Finishes may also be applied in a worksheet created by a Worksheet Take-off from a drawing and shown within Visual Impression. Finishes may also be applied to items within Visual Impression, which are then applied back to the source file, which can be either a drawing or worksheet.

Q: Is there a way to strip options from an item within Worksheet? (Kennedy Bunkers)

A: You can delete Options from a single item within Worksheet by right-clicking on it and Choosing Delete > Options. You can also delete options (from one item or multiple) by going to the Item menu and selecting Delete > Options.

Q: Does Validation within Worksheet check for incompatible components, such as incorrect supports? (Michael Zaichik)

A: Validation does not check for an item's compatibility. Validation can check for various pricing values as well as some fields being populated. These checks are customizable within Validation's settings.



2020

Q: Do only furniture items appear in 2020 Visual Impression? Will a building shell come into 2020 Visual Impression, even if it's only 2D? (Michael Zaichik)

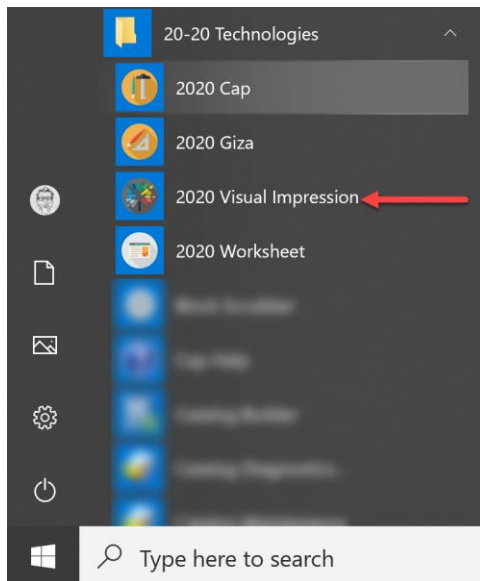
A: Only furniture items from 2020 Cap and 2020 Giza, and items within a worksheet that is created by a Worksheet Take-off from Cap or Giza, will appear in 2020 Visual Impression.

Q: Is there a "strip options" function in 2020 Giza? (Shari Eynon)

A: There is no "strip options" function in 2020 Giza. It is one of the functions *not* common to all 2020 Office applications. To remove options from a single item in Giza, you can re-specify options by selecting the top choice in the "Selected Options" area of the 2020 Options dialog (which is the item itself) and then clicking "Finish". The result is resetting the item to no selected options.

Q: How do I launch 2020 Visual Impression? (Paula Crews)

A: 2020 Visual Impression may be launched on its own, separate from any other 2020 Office application, by using its own Start menu pick. There are toolbar buttons for Visual Impression within 2020 Cap, 2020 Giza, and 2020 Worksheet. There are also menu picks within each application that that open 2020 Visual Impression.



2020 Cap



2020 Giza



2020 Worksheet

