

## MEMO

**DATE:** March 2009



**FROM:** Stephen J. Kramer Architecture + Design, Inc.

**TO:** Arris Viewport Seminar Attendees

**RE:** Arris Viewport Seminar a.k.a.: Viewports for Dummies

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### Procedures for using ARRIS Viewports

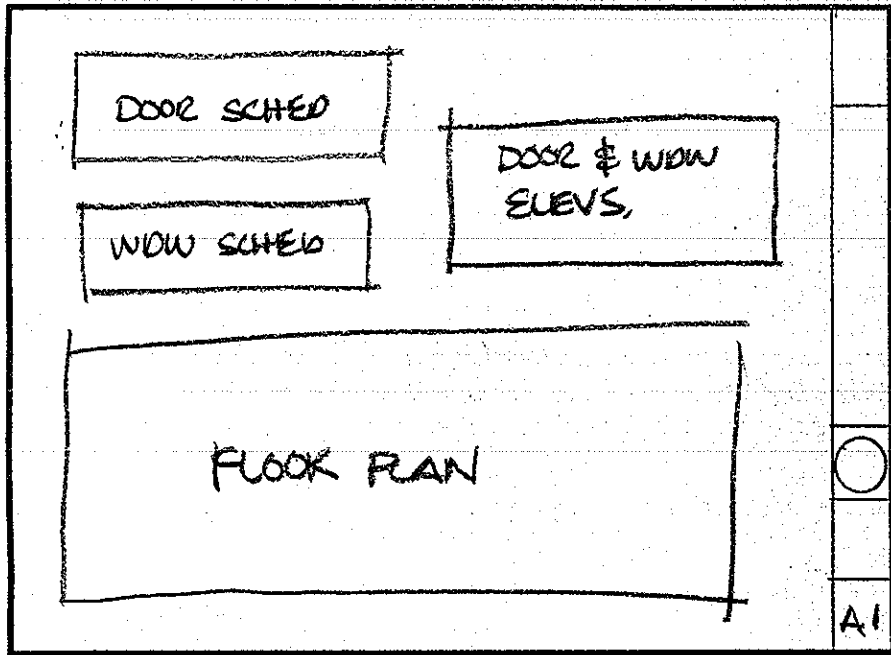
1. Start your project using normal techniques. It is very helpful to make sure that the project is well organized before starting to use the viewport techniques. Correct colors, line weights and layers. Also use our layout mock up sheets to determine which sheets and drawings will be used for the project. (Fig 1.)
2. Complete floor plan, elevation, building sections and cabinet block outs, all at native database scale, either 1/4" or 1/8". Do not draw these on top of each other but spread them out around the plan which will be centered in the title block. (Fig. 2)
3. Insert typical details from SJK ri library of standard details dt\_user.ri into the database on the appropriate detail layer at the native database scale.
4. Be sure that all objects in the database are on the correct layers prior to starting the viewport procedure.
5. When you have done all of the items above create a sheet template for the project. Go to the file box and select new sheet. At the bottom right of the sheet create menu select template creation menu. Select \_sht24x36.sht as the basic project template. Give it a new name related to the project. Modify the title block by adding a typical sheet name & number, specific project name, address, city, state, zip code, project number, and your initials and save. When it asks if you want to copy to archive library select no unless you see reusing the sheet you just created for other projects. (Fig 3.)
6. Once you have a template you can create any of the project sheets that you want. You may want to still use drawings for any sheet that is going to be at the native database scale such as floor plan, rcp, roof plan, exterior elevations and building sections, although these can be done on sheets also. I have not determined yet which way is better but either way works. You will want to create sheets for any drawings that are not at the native database scale such as cabinet elevations, wall sections and construction details.

7. To create a sheet go to the file box and select new sheet. You will now see your template in the upper right corner of the menu. Select the template by double clicking. When prompted give it a new name and description. It will then ask if you want to open the sheet. I would suggest creating all the sheets you know you will need before working on them but it can be done either way. If you choose to create all sheets and open them later they will not show up on the template creation menu until the end of the process.
8. Now the fun part. Creating the viewports. Go back to the either the master drawing file or any other drawing file. Once again it pays to be very organized in this process. You will now create one or more layers for viewport text and dimensions. The reason for this is that you will not be able to use your text or dimensions from drawings that are used at more than one scale. You may want to create a viewport text layer for the plan, (vptxt) elevations, (evptxt) cabinet elevations (cabvptxt) etc. but I have done it with just one viewport text layer as well and think that this is easier. The reason this works is that all of the drawings occupy their own space in master.dwg.
9. Once you figure out what viewports you are going to create turn on only the layers you need from the original drawings as well as the viewport text layer. For example if you are doing an enlarged floor plan turn on the poche layer, wall layer, fixture layer, equipment layers and viewport text layer. Do not turn on the regular text layer, dimension layer, electrical layer, furniture layer, schedule layer or title block layer since you do not want these in your viewport. If you mess up don't worry. You can always go back and recreate the viewport in about a minute. I typically end up creating each viewport 3-4 times before getting them the way I want them.
10. To create the viewport select the viewport (VP) icon in the middle of the top of the screen. Enter the viewport name in the space provided. Make it something you and others will recognize later. (eplan, doorsched, cabelev1 etc.) Determine what scale you want the final drawing to be and adjust the scale factor accordingly. For instance if the native scale of you plan is 1/8" and you want an enlarged plan at 1/4" us a scale factor of 2. Cut as many viewports as applicable using the same layer set up to save time.
11. You are now ready to place the viewport. Select the applicable sheet from the file, open menu. The first time you open a sheet edit the sheet number and name from the typical notation you used in the template to the specific sheet information. You will need to change the layer permission for layer -100 which is typically set to RO. To place the viewport go to the VP menu and choose the select & place option. A menu of viewports will come up. Select by double clicking and place on the sheet. (Fig. 4)

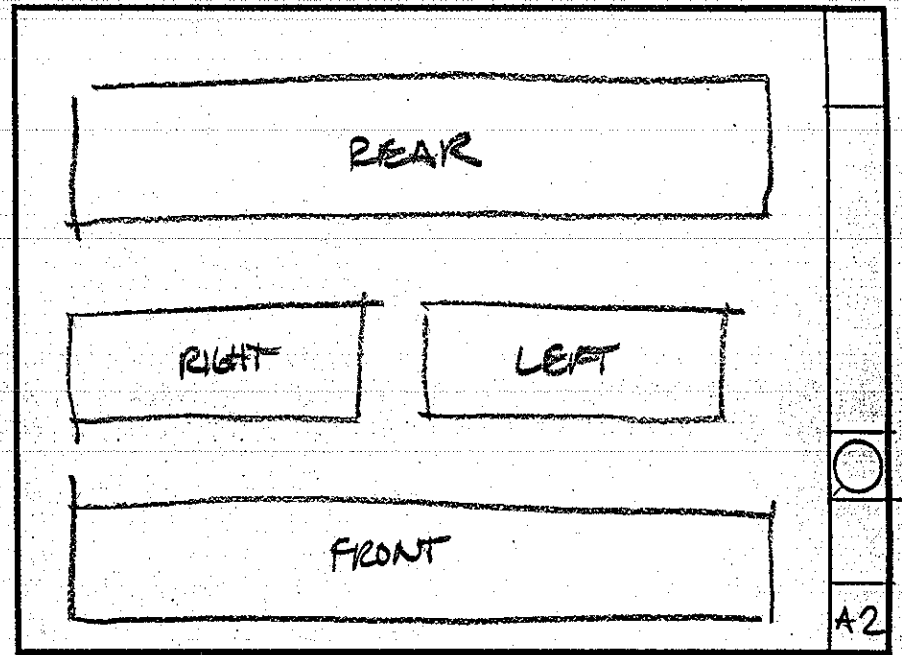
12. You can pan the view, move, stretch, erase and rescale a viewport in a sheet but you cannot work on the information in a viewport unless you select the sheet icon in the middle of the top of the screen. Once you do this you are taken into the viewport and can work on the information inside. You will notice that only the information on the layers contained in the viewport is available. When you are working in the viewport you will notice that the red sheet icon now is blue and has the name of the current viewport in it. By selecting this icon you will be taken back to the sheet view. Once in the viewport go to the viewport text layer and place one of each type of text and dimension that you will be using in that viewport. This is a critical step to insure that your text and dimensions will be correctly scaled. Once you have done this you can go back to the master.dwg and either place or copy all of the text and dimensions on the viewport text layer at the correct scale.
13. If you follow these steps viewports will be your friend. They will allow you to use existing plans and other drawings to create details and other drawings that will be linked and will change if the base drawing changes. You will also not have to worry about scale conversions, line weights and other items that need to be dealt with as drawings are scaled up and down.
14. We can also discuss some of the options in the viewport menu and then open the session up for questions.

GOOD LUCK AND ENJOY!

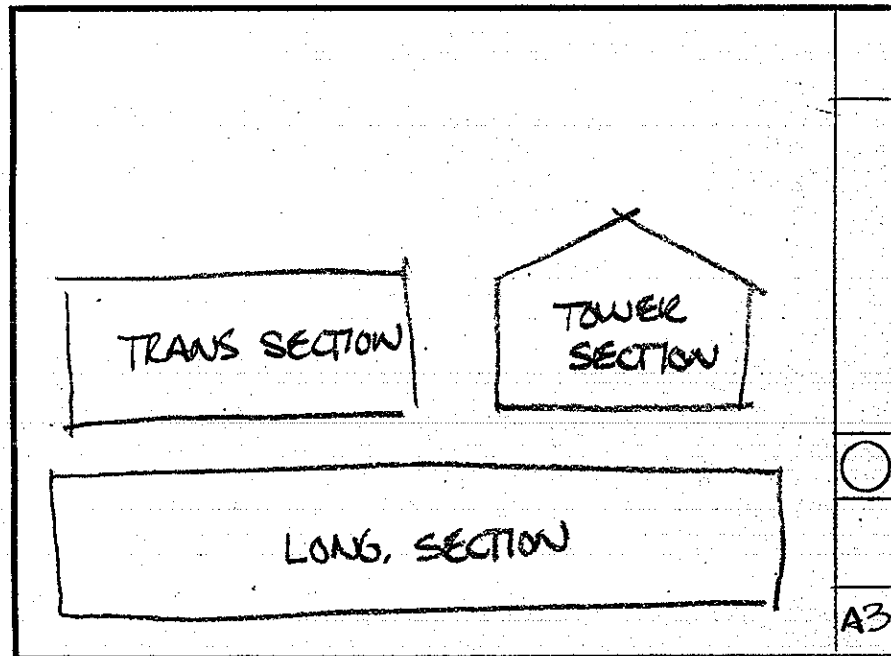
STEVE



FLOOR PLAN/SCHEDULES



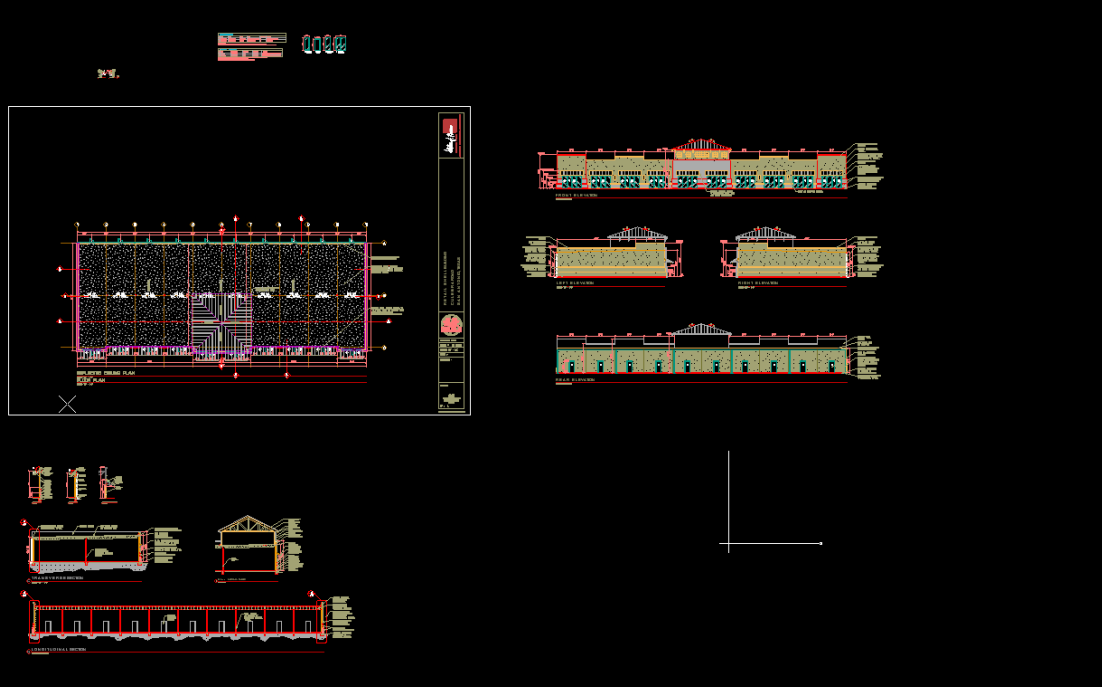
EXTERIOR ELEVATIONS



SECTIONS/BUILDING



SECTIONS/WALL



<DETAILS>  
 DRAW  
 ARCH CATALOG  
 ARRIS INFO  
 TEXT  
 EDIT  
 CHG SING CHG MULT ALIGN TEXT  
 CHG CASE CHG PARA UNGRP PARA  
 EDIT EDIT EDIT  
 TOOLS SETUP SELECT

Make selection:  
 WARNING: No RI library for RI - sneezel  
 31'-5 1/4", 37'-1/2", 0"  
 Z-HGT CAPS T-BAR SAVE LAY DISP LOAD MOVE COPY STRETCH EXAKE TEXT PR SING  
 off on s1d SAVE LAY OFF MULTI SAVE MOVE MOVE POINT RI LINE TEXT ON PARA BOX  
 XYF REL PEN COL SIZE JUSTIFY CAPS FONT ROTATION SLANT ULINE LN SPACE LN EXTN SPELL CHK

FIG. 2

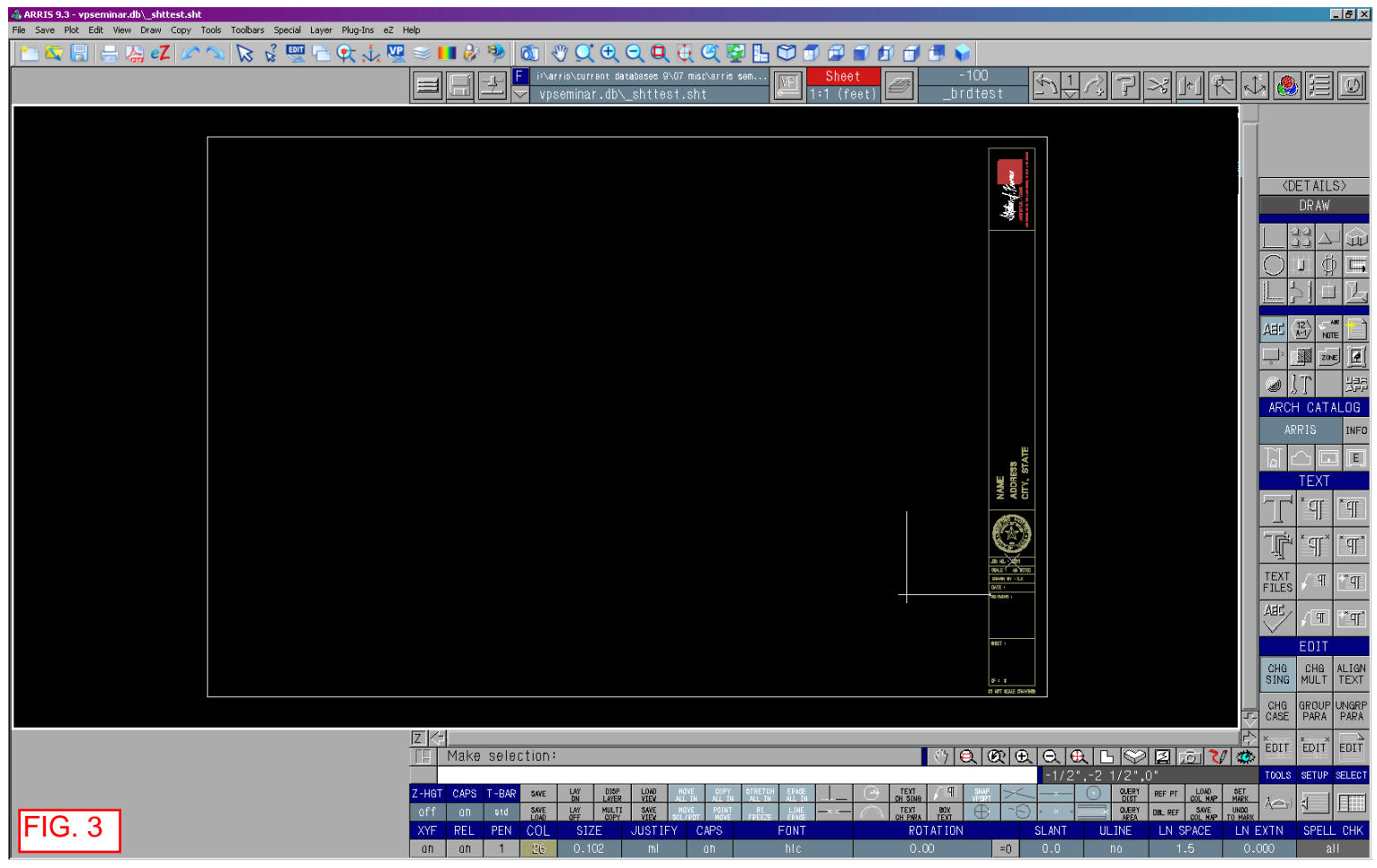
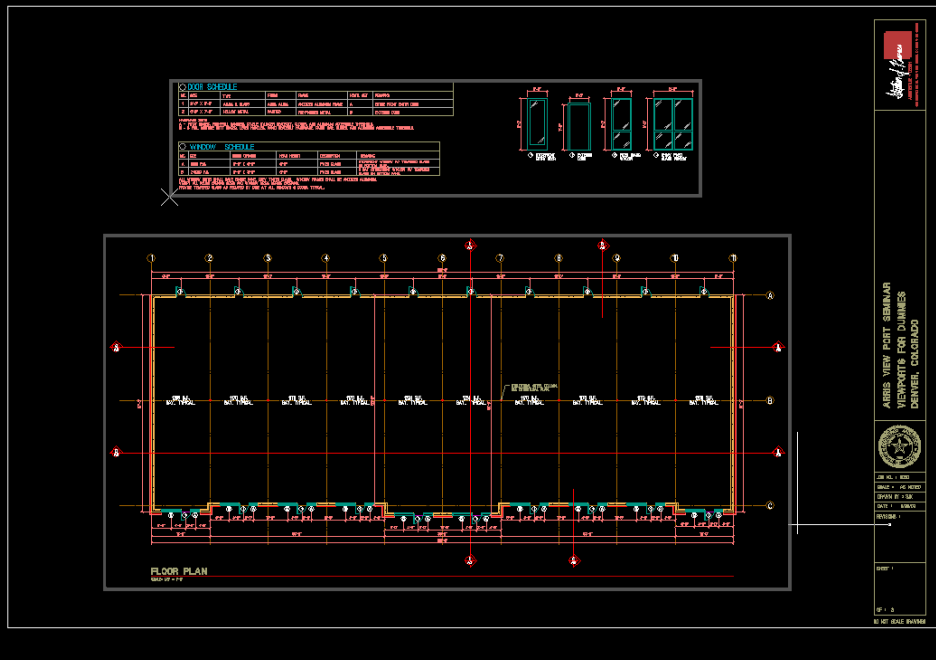


FIG. 3



<DETAILS>  
 DRAW

ARCH CATALOG

ARRIS INFO

TEXT

TEXT FILES

EDIT

CHG SING CHG MULT ALIGN TEXT

CHG CASE GROUP PARA UNGRP PARA

EDIT EDIT EDIT

Make selection: 2 1/2", 1'-3", 0"

TOOLS SETUP SELECT

Z-HGT	caps	T-BAR	SAVE	LAY ON	DISP LAYER	LOAD VTEXT	MOVE ALL TO	COPY ALL TO	STRETCH ALL TO	EXTRU ALL TO	TEXT ON STYLE	REF PT	LOAD SOL MAP	SET MARK
XYF	REL	PEN	COL	SIZE	JUSTIFY	CAPS	FONT	ROTATION	SLANT	ULINE	LN SPACE	LN EXTN	SPELL	CHK
on	on	1	26	0.102	ml	on	h/c	0.00	=0	0.0	no	1.5	0.000	all

FIG. 4

