

Importing Custom Blocks

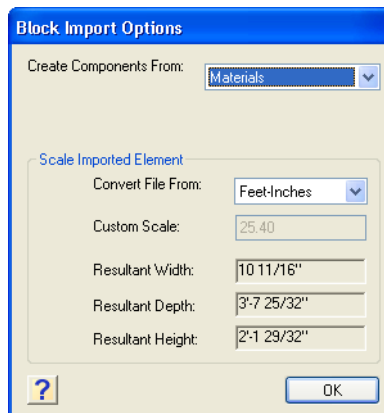
You can import 3DS, DWG, DXF and SKP blocks directly into your drawing or your catalog. If you want to be able to insert the block more than once, you should import it into your catalog instead of your drawing. This way it will be permanently saved and available any time you need it.

This document provides instructions on importing blocks into your catalog as well as importing blocks directly into your drawing.

Importing Custom Blocks into the Catalog

Follow these steps to import a 3DS, DWG, DXF or SKP block into your catalog.

1. Select **File > Catalogs > Element Manager**, or right-click any element in the catalog panel and select Element Manager.
2. In the **Element Manager** dialog, select the folder that you want to add the object to, such as one of the sub-folders in the Appliances folder or Interior Furniture folder.
3. Select **Edit > Add Element**, or right-click the selected folder and select **Add Element**.
4. If the **Define Element** dialog appears, select the **Import geometry from file** option, then click **OK**. This dialog appears with certain types of elements such as Furniture.
5. In the **Open** dialog, select the file extension of your custom block from the **Files of type** drop box (DWG, DXF, SKP or 3DS). Locate and select the desired file, then click **Open**.
6. In the **Block Import Options** dialog, specify what you want the components created from by making a selection in the **Create Components From** drop box. For DWG and DXF files you can choose from *Colors* or *Layers*. Since 3DS objects are essentially an assembly of materials, the only selection for 3DS objects is *Materials*.

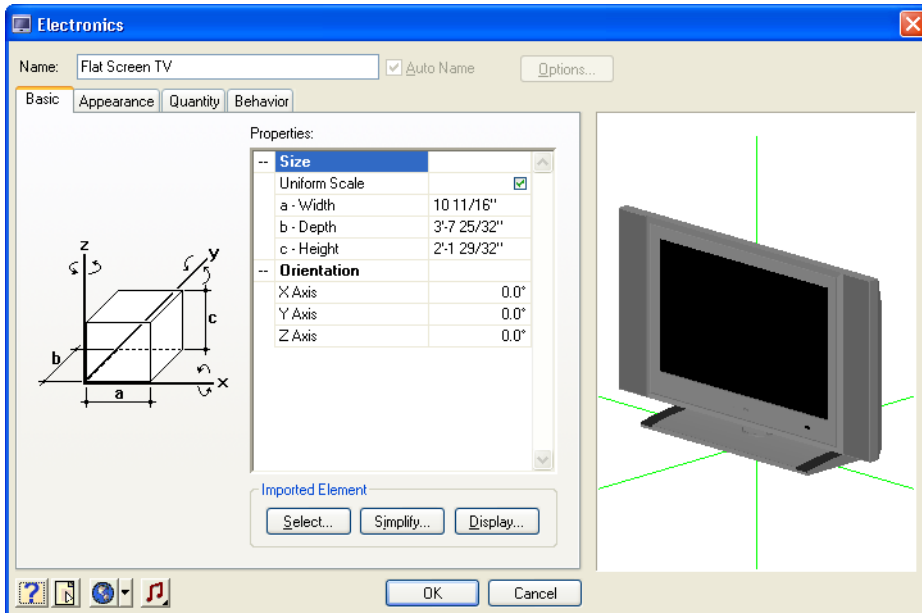


7. If you know what units were used to create the object, select the units from the **Convert File From** drop box. Otherwise, select the unit of measure in the **Convert File From** drop box that will result in a logical **Resultant Width**, **Resultant Depth** and **Resultant Height**. Selecting **Custom** lets you specify a custom scale in the **Custom Scale** edit box.

The scale is the multiplication factor of the units used for objects in the block. For example, if you're converting a file that you assume was created in feet and inches, the scale is 25.4.

8. Once logical dimensions are displayed, click **OK** in the **Block Import Options** dialog.

9. In the properties dialog, enter a name for the element in the **Name** edit box.
10. Define the element's properties. The element will already have size properties assigned to it that are taken from the original file, but you can change these. You may need to edit the orientation of the element so that it inserts correctly in the drawing.



11. Click **OK** in the properties dialog. The custom object is added to your catalog.
12. Click **OK** in the **Element Manager**. You can now insert the element in your drawing.

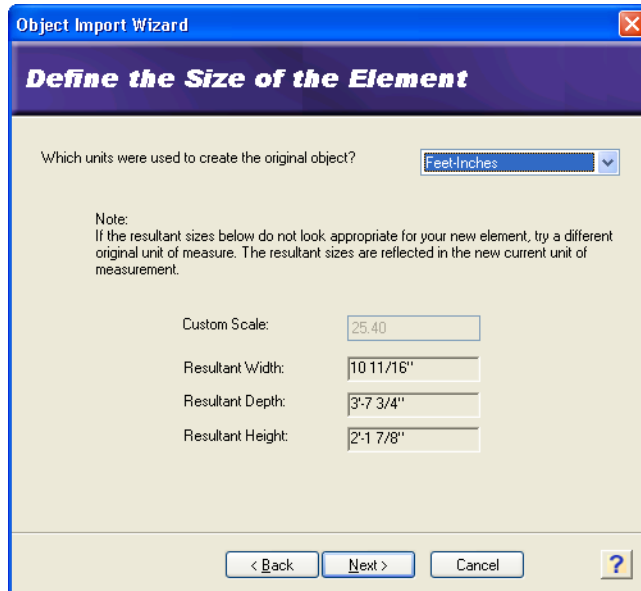
Importing Custom Blocks into Your Drawing

Follow these steps to import a 3DS, DWG, DXF or SKP block directly into the current drawing.

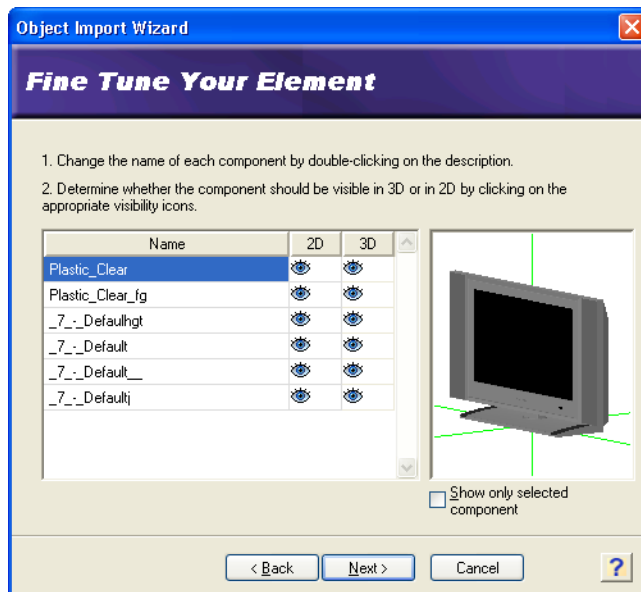
1. Select **File > Import > Object Wizard**.
2. On the **Welcome** screen of the Object Import Wizard, click **Next**.
3. On the **Main Parameters** screen, give the new element a name.
4. Click the drop box below the element name and select the type of element you are inserting (e.g. Appliances, Interior Furniture, etc.).
5. If you selected Exterior Furniture, Exterior Accessories or Exterior Lighting, you have the option of inserting the element on the floor of the current building location, or the terrain. Select either **Insert on location**, or **Insert on terrain**.
6. Click the **Select** button, then in the **Open** dialog locate the 3DS, DWG, DXF or SKP file on your system and click **Open**. A preview of your block appears in the dialog.
7. Specify how you want the components created by making a selection from the next drop box. For DWG and DXF files you can choose either **By Colors** or **By Layers**. Since 3DS objects are essentially an assembly of materials, the only selection for 3DS objects is **By Materials**. (This step does not apply to SketchUp files.)
8. Click **Next**.

- If you know what units were used to create the object, select the units from the drop box at the top of the dialog. Otherwise, select the unit of measure in the drop box that will result in a logical **Resultant Width**, **Resultant Depth** and **Resultant Height**. Selecting **Custom** lets you specify a custom scale in the **Custom Scale** edit box.

The scale is the multiplication factor of the units used for objects in the block. For example, if you're converting a file that you assume was created in feet and inches, the scale is 25.4.



- Once logical dimensions are displayed, click **Next**.
- The next screen lists all of the components that comprise your block. Each component can be visible in 2D, 3D or both. You can turn off the visibility of the component in either mode by closing the eye beside the component name.



- Click **Next**.

13. On the final screen, click **Finish**. The block is attached to your cursor.
14. Click to insert the block in your drawing.
15. Right-click and select **Finish**.

