PartyCAD 12

Users Guide

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Hufnagel Software

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Chapter 1: Getting Started

PartyCAD 12 is event design software for the Windows operating system. Using PartyCAD, you can create designs in open spaces up to a quarter of a mile square, in tents of nearly any size, and in nearly any interior space.

This manual explains the basics of using the program. Dozens of video tutorials are available at www.PartyCAD.net. Also, as you are using the program, you can click Help to access detailed information about all of PartyCAD's commands and features.

If you have problems or questions, please visit www.PartyCAD.net to find the latest information on the program, including ways you can contact Hufnagel Software.

Installing PartyCAD

If you have an Older Version

PartyCAD 12 keeps projects and program related data in completely different locations than earlier versions of the program. For this reason, you may have both PartyCAD 12 and any earlier version installed on your machine at the same time. Once you have mastered PartyCAD 12, you will probably want to remove your older version, but there is no need to do this immediately.

Machine Requirements

To use PartyCAD 12, you must have the Windows 7, Vista or Windows XP operating system installed on your computer. Your computer must also have a graphics board capable of supporting DirectX graphics. Most Windows computers have this type of graphics board. In order to view the PDF files that PartyCAD 12 produces, you will need to have installed a PDF viewing program such as Adobe Reader (free on the internet.) You will need Windows Media Player to view the instructional video on the PartyCAD CD, and a .swf player such as Adobe Flash Player (also free on the internet) to view online instructional videos.

Downloading PartyCAD 12

To download PartyCAD 12 from the internet, visit www.PartyCAD.net

Installing from the PartyCAD CD

If you have received a PartyCAD 12 CD you should first make sure you are in an account on your computer that has administrative privileges, then insert the PartyCAD 12 CD into your CD drive. After a minute, the installer will start automatically.

If the installer does not start, do the following:

1. Insert the PartyCAD CD into your CD-ROM drive if you have not done so already.

2. Click Start then Computer and then click the CD drive that contains the PCAD12 CD. Usually, this will start the autoplay.exe program. If it does not, double-click autoplay.exe in the list of files stored on the CD.

The First Time you Run PartyCAD 12

After installing, you should immediately run PartyCAD 12 for the first time. You can do this by double-clicking the PartyCAD 12 icon the installer places on your desktop.

The first run is special. The program begins by organizing a large amount of data that it will draw upon as you use the program. When this step is complete, you will be asked if you want to use the program in Trial Mode for 30 days, or if you want to enter your serial number. Make your choice and then fill in the registration form that appears. It is important that this information is accurate because PartyCAD will use it to keep track of your usage of the program.

Once you have filled out the form, click Register and the program will send the information to www.PartyCAD.net where it will be saved. Your serial number is associated with your name and PartyCAD can thereafter determine if you are using the software or if someone has acquired your serial number illegally.

When you have registered successfully, the program will automatically check online for any updates. Usually there will be one. You should always update to the latest version of the program, especially on a new install, as this assures that you are not plagued by problems that have already been solved. For most machines, just clicking Update when you are offered the choice is all you need do. PartyCAD will download the update, run the updater program and PartyCAD will end.

Whew! When you have completed the above you can switch to a Limited User account if that is the way you use your machine.

And then, it will be time to again double-click the PartyCAD 12 icon on your desktop and actually begin using the program.

About your License

Unless you have purchased a site license or have otherwise made special arrangements with Hufnagel Software, PartyCAD 12 is licensed on a per-user basis. This means that your serial number is associated with a single licensed user who may install and use the program on multiple machines. Other people are not authorized to use your serial number and should acquire their own license if they wish to use the program.

If you plan to use PartyCAD 12 at a single machine where more than one person may be using the machine for design work, this is allowed as long as the licensed user registers the program on that machine and takes responsibility for insuring only one person is using the software at any given time.

PartyCAD 12 keeps track of your usage of the software. If does not record any of your design data, but it does keep track of the features you use and any problems you encounter. PartyCAD 12 also keeps track of where and when you use the program.

Periodically this information is sent to www.PartyCAD.net for analysis. This allows us to fix problems and to know where to concentrate our efforts in improving the program. It also allows us to know if the program is being used in an unauthorized manner. Unauthorized use can cause the program to lock out certain functions, including the ability to create or modify projects. See the License Agreement for details. You can find the License Agreement by clicking Help and then Browse Help in the Start Menu of the program.

The Start Menu

When you double-click the PartyCAD 12 icon, the Start Menu appears:
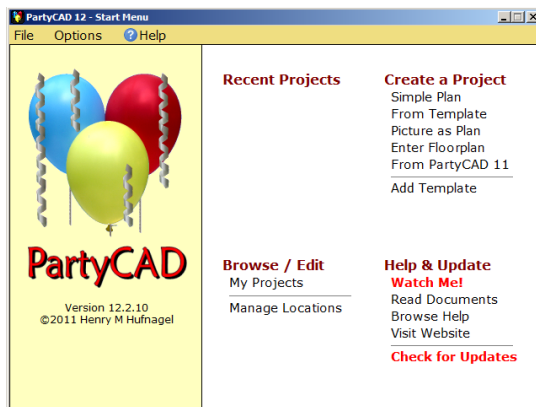
Recent Projects

Once you have created some projects, they will appear in the Recent Projects section. There will be nothing in this list the first time you use the program.

Browse / Edit

This section lets you explore your projects on disk. Clicking My Projects takes you to your My PartyCAD Files folder, which is a subfolder of your My Documents folder. This is where most people keep their PartyCAD 12 projects.

Create a Project

This section allows you to create new projects in 4 or 5 different ways:

Simple Plan just makes a simple rectangular plan, as you might want if you were designing an event in someone's backyard.

From Template makes a new project based upon an event template provided with PartyCAD or from a template you have created from one of your projects. You will learn how to create your own templates in Chapter 2.

Picture as Plan allows you to use an image as the plan for a design. This is the thing to do if you have an aerial photo, scanned image or CAD drawing of an area on which you want to construct an event design.

Enter Floorplan lets you build a 3D floorplan of a venue. You will learn how to do this in Chapter 3.

From PartyCAD 11 will appear if you have an earlier version of PartyCAD installed on your computer. Clicking this allows you to import your old work into PartyCAD 12.

Help & Update

This section gives access to various PartyCAD 12 resources. The red items are those the program believes to be of pressing importance. Click **Watch Me!** to take a whirlwind video tour of PartyCAD 12 in which the basics of using the program are demonstrated. Once you have done that, the text on this item in the Start Menu will change to Watch Videos. Clicking this gives access to PartyCAD 12's extensive collection of online videos.

Learning PartyCAD 12

The best way to learn the program is to watch some of the many online videos. At a minimum, you really should watch the **Watch Me!** video. The videos in the Basic Training section of the video catalog will give you a good general knowledge of the program. Refer to the other sections of the video catalog when you have something special you want to do.

As with any new program, you will have some minor problems as you get used to the way things work. With a little experience though, you will become more adept and will look forward to the time you spend using PartyCAD 12.
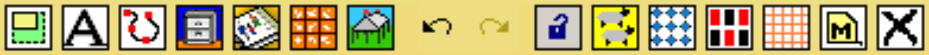
Things to Know

Exit / Minimize / Maximize / Restore

As with all Windows programs, clicking the ☒ button at the upper right of any PartyCAD menu will close that menu.

If available, clicking the ▬ button at the upper right minimizes PartyCAD to the task bar. Clicking ▫ and ▱ expands a menu to fill the screen or restores it to its former size.

Tool Tips

Some PartyCAD menus contain many buttons. These can be a bit bewildering until you get used to them, but always remember that hovering your cursor over a button causes what is called a *tool tip* to appear. This is just a short English description of what the button does.

PartyCAD 12 Project Files

Each project you save in PartyCAD 12 is placed in a single file with an extension of .pcad. You do not need to be in PartyCAD to open such projects. Just go to the folder where you have stored a project file, double-click its name and PartyCAD will open to the project.

Many people organize projects into subfolders. Thus you might want to keep all the designs you do at the local Holiday Inn in a Holiday Inn subfolder. You can make subfolders and duplicate, rename or delete projects using standard Windows techniques.

The one place you should not store projects is in the **_Resources** folder, as this is where PartyCAD keeps any furniture, forms and templates you create.

To sending a project to another PartyCAD 12 user, just send them an email with the .pcad file as an attachment.

Multiple Instances

You can have more than one copy of PartyCAD 12 running at the same time. This mean you can work on different projects or different versions of the same project simultaneously.

Chapter 2: A Sample Party

A customer named *Clint Westwood* walks into your store and asks you to design a small party. Here is exactly how you would use PartyCAD 12 to create Westwood's event. Sit down at your computer and work along with what follows. You will be learning most of what you will ever need to know to design your own events using the program.

Begin by starting PartyCAD 12. To do this, double-click the PartyCAD 12 icon on your desktop. If someone has removed the icon, click:

Start then Programs then PartyCAD 12

When the program begins, the PartyCAD 12 Start Menu will appear as described in the previous chapter. Now we are set to begin work on the Westwood project.

Creating a New Project from a Template

We will use a template to create a starting version of Westwood's party and then modify this to suit the needs of the actual event.

Click From Template in the **Create a Project** section of the Start Menu. The Template Menu will appear:
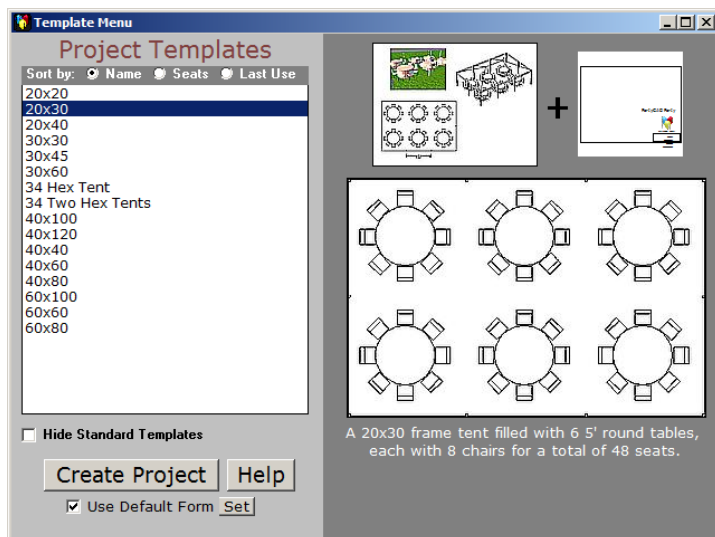
On the left side of this menu is a list of the available templates. Over time, as you add your own templates, this list will become longer. Notice that you can sort the list in various ways, and that when you click on an entry in the list, a preview of the page and design of the related event appears to the right.

For Clint Westwood's party, click the 20x30 entry then click Create Project. PartyCAD will go to work to create a new project based upon information stored in the template and the form that has been selected for use with the project. We will see how to create a form containing your logo later in this chapter. There is also an online video that shows how to make forms.

When PartyCAD has completed its calculations, the resulting page will be displayed, and we are now ready to begin work on Westwood's event.
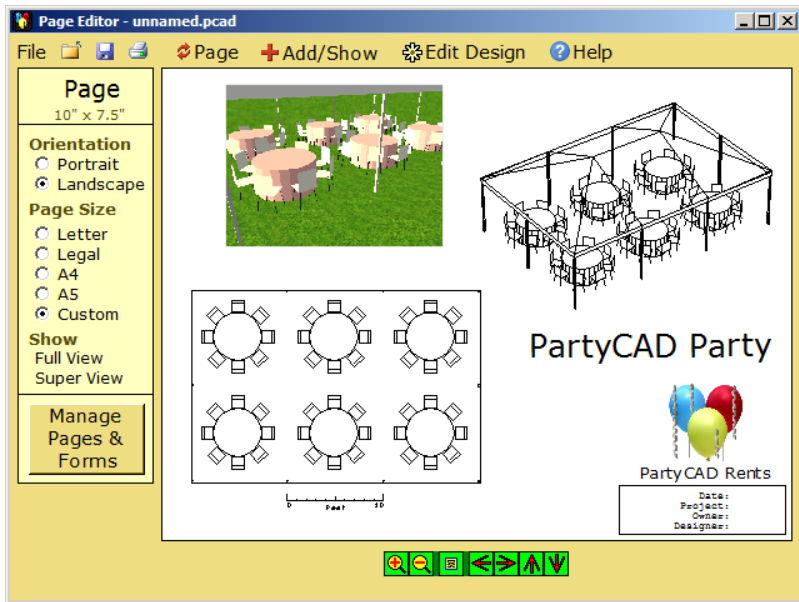
What's Next?

What we now have on the screen is just a starting point for the design we intend to create. It is a lot easier to modify something than to create it from scratch, and that is really the whole point to using templates.

At the top left of the window, you will see that we are in the Page Editor. This is an important menu in PartyCAD, but there are others we will visit first to get the Westwood design whipped into shape. Our strategy will be to use the:

· **Design Editor** to fiddle with the tent type and the furnishings of the event

· **View Editor** to modify the 3D views at the top of the page above

· **Page Editor** to adjust the layout of the page, modify the labels, and finally to print the finished event design.

Once we are done with that, we will save the Westwood project, construct a form containing your logo and add the Westwood party as a new template to the template library.

That is a lot to do, so let's get started.

Using the Design Editor

If you left click on parts of the page in the Page Editor, you will see the panel at the left of the menu changes to tell you about the part you have selected. If you look, you can find text parts, views, a scale, some lines, a picture and finally, the design. Can you find the design? It is the top-down view of the event at the lower-left of the page.

When you click on the design, the Design panel will appear. In the panel, click Edit Design to indicate you want to edit the design.

Or, you can just right-click the picture of the design, and that, too, will take you to the Design Editor.

The Design Editor is where you will spend the bulk of your time when using PartyCAD, and so we will spend a lot of time in this tutorial discussing how to use it. The illustration at the right shows what the Design Editor window will look like before we start customizing the standard 20x30 design to suit the needs of the Westwood event.
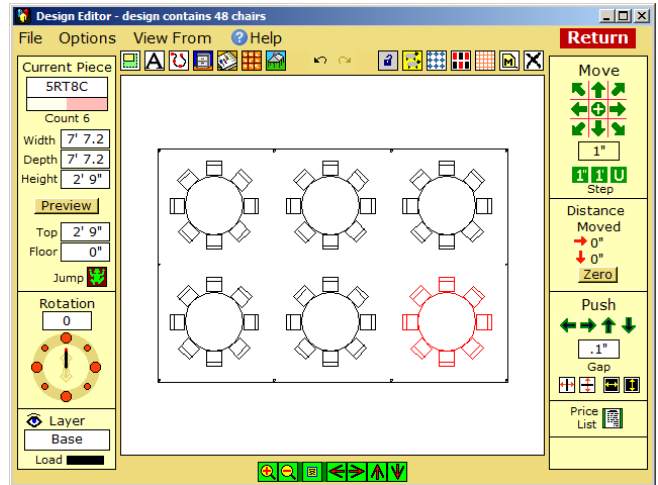
Selecting Pieces / The Current Piece

In the discussion that follows, when I say to click on something, this means to click with your left mouse button. If you need to right-click or double-click, that is what I will say.

Begin by clicking on the table/chairs sets. Notice how clicking causes them to turn red. The red piece is the *current piece.* A piece is anything PartyCAD treats as a piece of furniture and can include table/chair sets as here, but also individual tables and chairs, tents, fountains, people… anything you might be including in the design. The current piece is the one on which the program's attention is currently focused and is shown in red.

Click between the table/chairs sets and the surrounding tent will turn red, indicating you have selected the tent as the current piece. Now, if you click a table/chairs set, it won't work… it will not turn red. The tent will remain selected. This is because the piece you clicked is inside the current piece (i.e. the tent.) What you need to do in this situation is double-click to select if the piece you want is inside the current piece. This will confuse you the first time it happens, but your reflex will be to double-click when single-clicking doesn't work, and that is exactly the right thing to do.

Selecting a Different Tent

Click between the table/chairs to select the tent. Now click [image] the Tent Wizard button. You will find this at the right of the set of buttons at the top-left of the menu. Hover your mouse over the button to get a tool tip if you are in doubt.

When you click, the Tent Wizard will appear and show a preview of the currently selected tent. The Tent Wizard is capable of producing nearly any tent you might need in your designs. Words along the top of the menu, in what is called the *menu bar,* allow you to select which control panel is displayed at the left of the menu. Click Library to display the Library control panel. Click Pole in the library list to show available pole tents, and then in the lower list, click P20x30 to select a 20x30 pole tent from the list of available pole tents. Your screen should now look much like this:
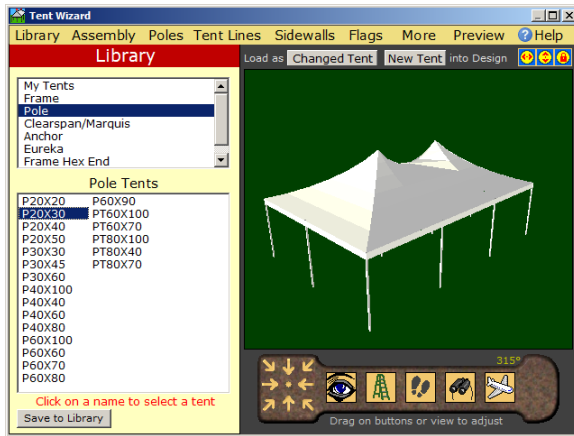
Click the *Load as* Changed Tent *into Design* button above the picture. The Tent Wizard will disappear and the pole tent you have selected will be substituted for the frame tent that was used in the original design.

There is much, much more you can do with the Tent Wizard, but we have had a peek, and you can supplement your knowledge later by watching online videos or clicking Help in the menu bar at the top of the Tent Wizard menu.

Plans... Undo... Locking...

Now that we are back at the Design Editor, let's fiddle with the tent just a bit. Click to select the tent as the current piece and then drag with your mouse to move it. Do you see the black outline of the plan on which our design is being constructed? This was hidden by the outline of the tent and is the area in which PartyCAD expects us to create our design.

[image] The Resize Plan button can be used to change the size of the plan, but we won't use that here. Instead, let's get that tent back where it belongs.

Click [image] the Undo button, near the middle of the buttons at the top of the screen. This will undo the move and return the tent to its original position, centered on the plan. Now click [image] the Lock button to lock the tent in place so it cannot be moved accidentally.

Deleting Furniture

Next, let's get rid of the tables and chairs in the design and replace them with something else. Double-click on one of the tables to select it as the current piece. (Remember, you have to double-click because the table is inside the tent which is the currently selected piece.)

Click [X] the Delete button (the rightmost button as the top of the screen) and the table/chairs piece you have selected will be removed from the design.

That is one way to do it. Here is another. **Click** [⊞] the Select Group button. Now click on or drag a box around the remaining tables/chairs. Selected pieces are in red. Do not select the tent. We want to keep that. Clicking a red piece deselects it. When all the tables and chairs have been selected, click the Delete Selected button at the top of the screen. The selected pieces will be deleted and the main Design Editor screen will reappear.

Now that we have emptied the tent, let's fill it up again.

Loading Pieces from the Party Gallery

Click [⊞] the Load from Gallery button (the button just to the left of the Tent Wizard button.) The Party Gallery will appear.

Fiddle with the list at the right of the menu. Click on some category names to display available furniture in the gallery at the left. Click on the [+] and [−] boxes in the list to expand and contract categories. Type Slide in the Find box above the list and then press enter to see what pieces of this type can be found in the gallery. You can explore the gallery more later on — just click Help in the menu bar to read about all the possibilities.
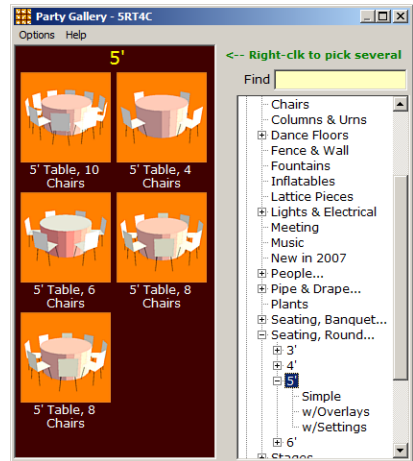
For now, look in Popular Furniture and find the Seating Round category. Under this, click the 5' sub-category and your screen should look much like the illustration above. Now click the picture of the 5' Table 10 Chairs piece, and this will be loaded into your design, which will then look like the illustration on the following page.

> **TIPS**: Sometime try clicking [icon] the Load from Album button, just to the left of Load from Gallery. This takes you to a furniture album that contains nearly every piece of furniture that comes with PartyCAD. It will take a bit of time to become familiar with the album, but some old hands prefer it to the Party Gallery.
>
> Later, once you begin building your own furniture, you will click [icon] the Load Custom Piece button to load these pieces. Watch the online videos to learn how to make your own furniture.

At this point the Design Editor should look like this:
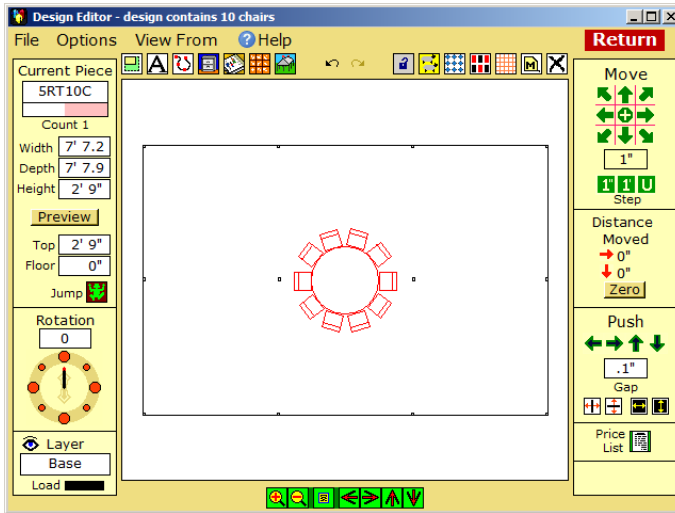
The internal name of the table/chairs set we have loaded is 5RT10C (meaning it's a 5' Round Table with 10 Chairs.) You can see this internal name at the upper left, in the Current Piece panel. New pieces of furniture always load directly on top of the current piece, and then they themselves become the current piece. It is important to understand about the current piece because many of the commands described below operate on the current piece… that is, whatever piece is drawn in red.

Zooming In

Click the Zoom button at the bottom of the window, to zoom in on part of your design. This puts the program into zoom setup mode. Position your mouse above and to the left of the table/chairs piece, click and hold down the left mouse button, and drag the mouse down and to the right to draw a zoom box (this is called "dragging a box".)

When you release the mouse button the view of your design will zoom in so that the part you have boxed fills the screen. You will have to practice with this a bit get the hang of it, but it is well worth the effort. The illustration shows what your screen will look like if you zoom in as described.
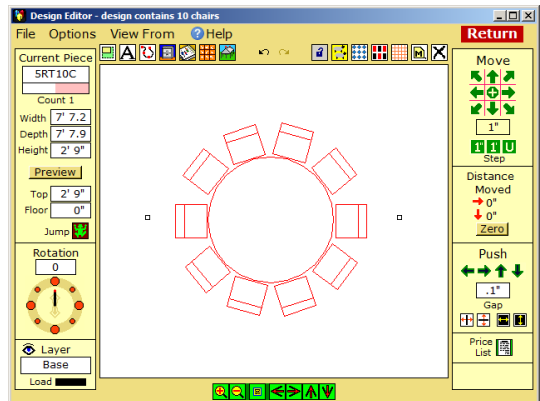
Click on the Zoom Out button, or the Zoom All/ Refresh Screen button (among the view buttons at the bottom of the screen) to return to a full view of your design.

Moving the Current Piece

Next we will position the 5RT10C table/chairs piece. There are a number of ways to do this. First, let's just drag the piece with the mouse. Just as you did earlier with the tent, click down on the piece and then move your mouse to move the piece. Release the mouse button to end the drag operation. Sometimes when working with small pieces, you will miss the piece you intend to drag when you click down. This mistake usually causes the tent to be selected. If this happens and you have not locked the tent into place, just click (Undo) and then try again as we did earlier. Locking the tent into place protects you from accidentally moving the tent when this happens.

Dragging pieces is an excellent way to do freehand designs, but often you will want exact spacings. How can you do that?
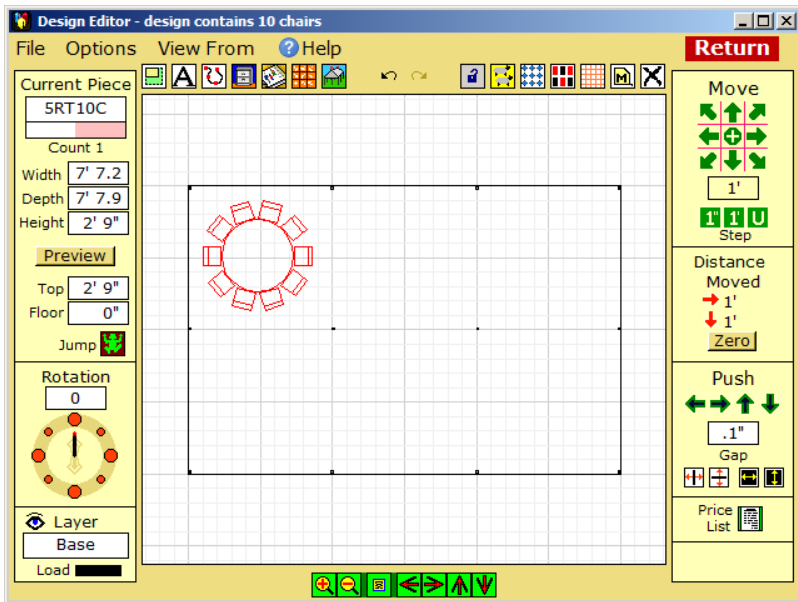
One way is to click the Grid button. This turns on a grid that can be used in conjunction with freehand dragging to quickly position elements of a design. Click the grid button a second time to remove the grid. You can also right-click the Grid button to set the grid spacing and grid position to whatever values you might like. Have a look and then turn the grid off.

Before continuing, move the table and chairs piece so it is positioned roughly as in the illustration above.
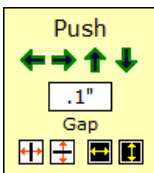
Grids are fine in some situations, but here is how I usually prefer to precisely position pieces. At the right of the screen, find the Push section and **click** to push the piece up until it hits something. Now click to push the piece left until it hits something. These two clicks will place the piece tight against the upper left corner of the tent.
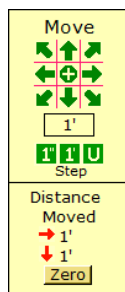
Next, find the **Distance Moved** section at the right of the window. Click **Zero** to zero the numbers. Now, in the **Move** section just above, click on **1'** to set the move amount to 1 foot. Find the arrows just above this. Click ⬇ and then ➡ to move the piece one foot down and one foot to the right. Check the **Distance Moved** section to satisfy yourself that this, indeed, has happened.

The **5RT10C** piece has been moved precisely one foot over and down from the corner of the tent. Now we will load more tables and chairs.

Dup, Move and Kill

Wasn't it neat how the **Move** arrows moved the piece exactly 1 foot at a time? This is a good trick that you can use in lots of situations. Pressing the arrow keys on your keyboard has exactly the same effect as clicking the arrow buttons in the **Move** section and is even faster!

If you want to move 1 inch with each press, click the **1"** button and then press the arrow keys. To set a different amount to move, use the **U** User button. Do that now. Click the **U** button, and then click on the white move increment box above it. Change the value in the box to **10'** Now when you click a **Move** arrow or press an arrow key, the currently selected piece of furniture will move 10 feet. Don't do this quite yet though — that first table is just where we want it.

Click 📍 the Duplicate button — remember Dolly the cloned sheep? This button causes a copy of the currently selected piece of furniture to be placed exactly over the current piece. You can tell it is there because the color of the current piece will change to blue instead of the normal red. Now move the duplicate so that it is exactly 10 feet to the right of the original. To do this, **click** the ➡ **Move** arrow. Remember setting the "move increment" to 10 feet a second ago?

You could use Duplicate and Move to fill the tent with tables and chair, and in fact that is how it used to be done. In modern times, though, everyone uses Fill, which is much, much faster.

Get ready to use Fill by killing that second table you just added with Duplicate. To do this, click ✖ the Kill Piece button we learned about earlier. Now select the original **5RT10C** table/chairs piece as the current piece by double-clicking.

Filling the Tent with Tables

Click ▦ the Fill button located next to Dup. This brings up the Fill menu. Notice how the current piece has a box around it? Notice too, the red and green dots at two corners of the box. Click down and drag the green dot toward the lower-right corner of the tent. The original table will be duplicated automatically so there are now six of them. Release the mouse button and look at the information at the right of the screen. Notice that the centers are set to **10'** This means that from the center of one table to the center of the next is exactly 10'. There are other options in the Fill menu, but you can experiment with those another time. When you are ready to learn more, click the **Help** button while in the Fill menu, or watch the online videos on all the available ways to use this powerful command.

For now, click **OK** to add the tables to the design.

Rotating and Jumping Pieces

Click on the upper right-hand table to select it, and then click the Kill Piece button to make room for a stage.

Click to bring up the Gallery. Find Stages and click on the Stage 8'x8' piece to load it — its internal name is S8x8. Using the techniques you have already learned, position this stage 8 inches down and to the left of the corner of the tent. Your design should now look like the one at the right.
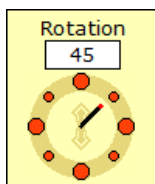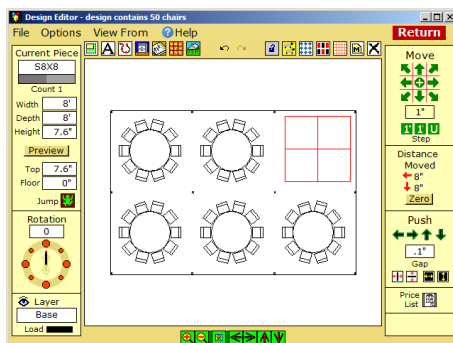

Once again, go to the Gallery. Find Lattice and load the Arch, Lattice piece. Rotate this 45 degrees using the Rotation rosette at the left of the screen. The easy way to do this is to click on the northeast orange dot, but you could also drag on the center of the rosette or enter a rotation value in the box above. Experiment, but return the lattice arch to a rotation of 45 degrees and drag it up and to the right on the stage as above.
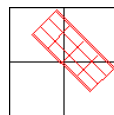
When placing one piece on another, it is important to remember to "jump" it up. If you don't do this you will get some funny looking 3D drawings. Here is how to get good jumps:

Select the piece that you want to jump onto by clicking or double-clicking. It will turn red. This is how the program knows how high to jump the next piece you select.

Select the piece you want to jump. Again, it will turn red when you do this.

Click the Jump button, and the current piece will be jumped up on top of the first piece you selected
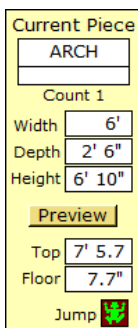
Look at the left of your screen where it says Current Piece. The box labeled Floor shows how high the piece is above the floor. It should be 0 at this point, indicating that the ARCH (the lattice arch) is zero inches above the floor. Now click the stage to select it, double-click the **arch** to re-select it, then **click** the Jump button to jump the arch on top of the stage. When you do this, you will see that its Floor value changes to 7.7″ meaning that the ARCH piece is now 7.7" above the floor and sitting on top of the stage.

Load a Susan piece (FLATFEM4) from the Gallery. Position this in front of the arch.

You can just **click** to adjust the floor height of this piece to match that of the ARCH — the last piece we worked with. This sort of non-3D person is peculiar — in the Design Editor she looks almost like a horizontal line but in 3D views Susan will rotate to face the camera and appear as a person.

Your design should now look like this →
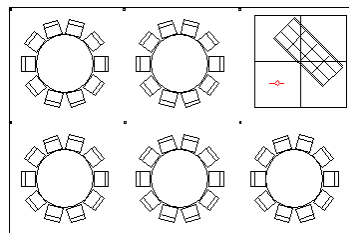
Listing Pieces

Click ▦ the Price and List button below the Push section at the right of the screen.

1	Arch
50	Chair, White
1	Pole Tent - 20x30
4	Stage, 4' x 4'
5	Table, 5' Skirted

(You may have to click twice.) This brings up PartyCAD's List & Report menu, where you will see a list of the pieces used in creating the Westwood design. To learn more about List & Report, watch the Help videos, but for now, click ❌ (the red exit button) at the top-right to return to the Design Editor.

* * * * *

We have now completed the design of the Westwood party. Click the **Return** button at the top-right of the Design Editor screen. This causes PartyCAD to digest the changes you have made and display a revised page for the project in the Page Editor, like so:
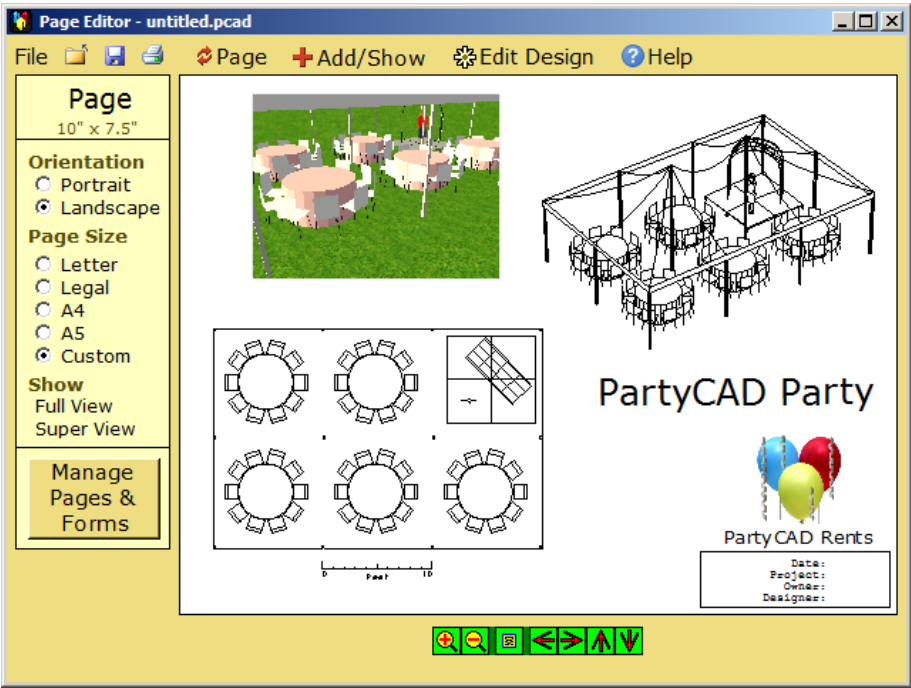
Notice how the page has been transformed. Not only has the design been changed, but the views based upon the design have been recreated to reflect the design changes.

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More about the Design Editor

Below are a number of Design Editor features we didn't touch on here. Some are quite useful. Refer to the online videos for full details on all of the Design Editor's capabilities.

The Layer control allows you to organize your pieces of furniture onto different layers. A given layer can be made invisible or un-selectable. This can be of great utility in creating complex designs, or where you want to try out alternatives.

The size boxes can be used to change the size of any piece of furniture. Many times it does not make sense to do this — changing the size of a 5RT10C table/chairs piece will just mess it up. Other times though, as with rug or boxes, these size controls are invaluable.

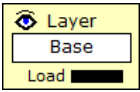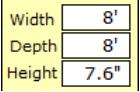allows you to treat any number of pieces as a group that can be moved, rotated and duplicated. Groups can contain sub-groups and can be saved as pieces of furniture that can in turn be loaded into other PartyCAD projects. As we saw, grouping is also an easy way to delete multiple pieces. Grouping is a very powerful tool and well worth learning more about. Watch the Basic Training videos.

Some other buttons at the top of the screen deserve brief mention:

allows you to edit the size of the plan associated with a design. This is useful if you need to create designs with more than one tent or decide to change the size of your design area.

allows you to draw lines on your design. See the online videos for more information.

loads a piece of furniture you have made. See the Advanced Techniques videos to learn how to build your own furniture.

adds a text label to your design. Most text is added in the Page Editor, but there are times when it is a lot handier to do this in the Design Editor.

at the upper-right, is a tape measure you can use to make measurements of your design.

The menu bar contains less frequently used commands. File and Options contain lists of useful but seldom used features. View From lets you change from a top view of your design to viewing it from the front, left or right. This is occasionally very useful in fine tuning the floor heights of pieces. (Tip: Click **Options > Show More Buttons** to add handy 'View From' buttons to the bottom of the Design Editor menu.)

Help is by far the most useful of the items in the menu bar, as here you will find detailed descriptions of everything you can do with the Design Editor.

Using the View Editor

At this point you should still be in the Page Editor with the revised design loaded and showing on the screen. Do you see the colorful 3D view at the upper-left? Click on this to select it, and then click the Edit View button in the View panel that appears at the left… or just right-click on the view. Either action will cause the View Editor to display, so we can make changes to the view.

 Find the Standard View Selector at the left of the control bar below the picture. Experiment with the selector by clicking on some of the arrows to view Westwood's party from various vantage points.

Moving Around

Click the lower-left arrow in the Standard View Selector, then move your cursor onto the picture, click-down and drag downward. The cursor will disappear and the picture will start to change. It is as though you are back away out of the tent. Keep backing up until you have a view something like the illustration at the right, then release the mouse button. Movement through the design will cease, and your cursor will reappear.

Experiment a little by dragging on the picture, pushing up and steering left and right as you move along. Easy, isn't it? Once you have played around a bit, return to the backed away view shown here.

Rotating, Tipping and Looking at the View

Here is an easy way to rotate your design. Click on the tent in the picture to select it as the center of rotation, then click down and drag right or left on [icon] the Rotate/Slide button in the control bar below the picture. The view rotates to give a 360 degree look at your design. Stop when you get back to your starting point and the picture once again resembles the one on the previous page. (If you get lost, return to the previous page and begin again with "Moving Around.")

Tipping is another useful form of movement. To tip the view, click the tent again to make sure it is still selected as the center of rotation,
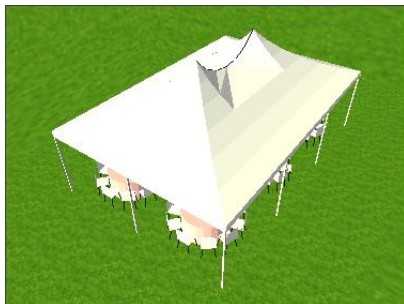
then **right-click** and drag up on [icon] the Height button in the control bar. The camera rises but is kept tilted toward the selected piece.

Once you get to about the same height as the

view shown here, right or left drag on [icon] the Look button. This rotates the camera left and right, up and down to allow you to center your view. Can you make your screen match the illustration?

View Selection via a Plan

Yet another way to move around is by dragging dots in the Plans Panel. Click the Show Plans button near the upper-left corner of the picture. The screen will change to include a floor plan and elevation of your design.

Dots indicate the position and orientation of the camera. You can drag on these dots to change the view. The movement will be a little jerky, but some people prefer this method for setting up views to all others.

Drag the upper and lower sets of dots to match the illustration and you will get the view shown at the right.
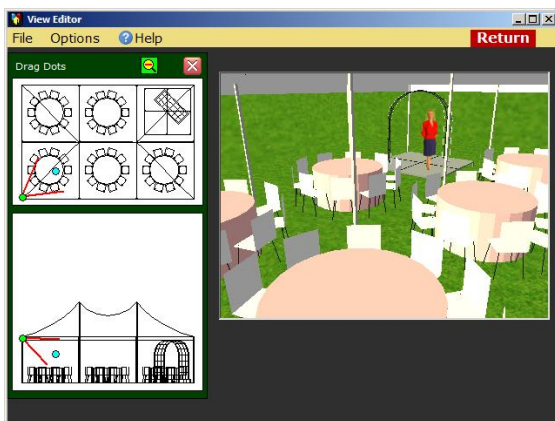
Once you have matched the picture, click the [X] button at the top of the Plans Panel to hide the plans, then click the **Return** button at the top right of the screen to pass the modified view back to the Page Editor.

Your page should now look something like the illustration here.

Next let's work on the line drawing at the upper right. This is just a different sort of view the View Editor can create, and so to change it, we first click the view and then click Edit View in the View panel, or just right-click the view to again go to the View Editor to make changes.
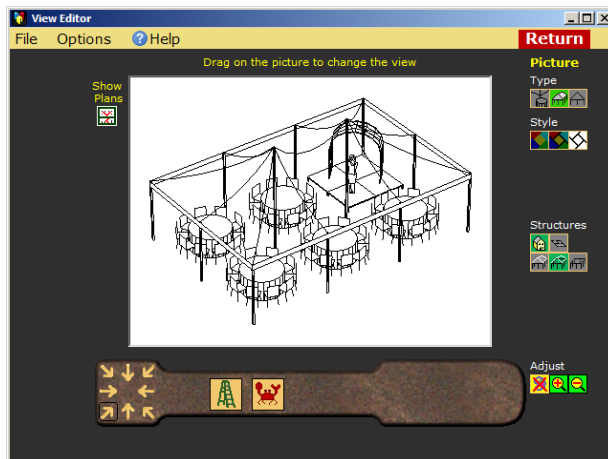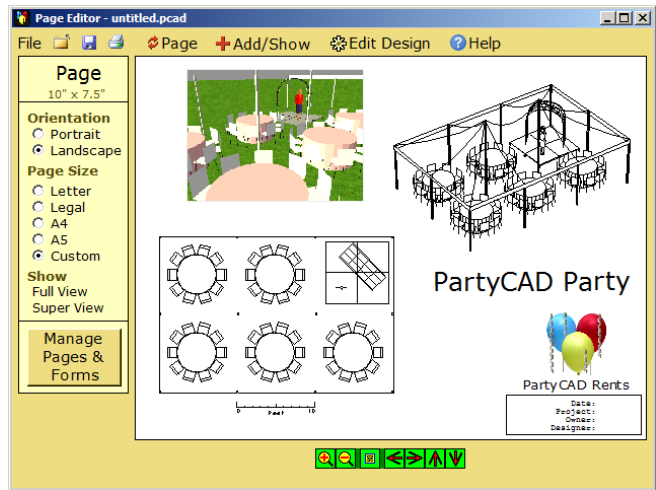
As before, we can drag on the picture, use the buttons in the control bar beneath the picture, or click Show Plans and drag dots to modify the view—though in that case you may have to click [icon] the zoom out button to see all the dots.

Initially it may seem you can do anything you could do before, but it will soon become evident you can only create full views of the design. This is because [icon] the Full View button is selected as the Type in the Picture buttons to the right of the picture.

Using Picture Options

Let's experiment with some of these Picture buttons to see just what they do:

The buttons in the top row allow you to set the Type of picture the View Editor is to produce. The choices from left to right are Window View, Full View and Plan View. When we were in the View Editor earlier, we were working on a Window View. This time around, Full View is selected. Plan View creates plans and elevations of your designs and is not much used. Try clicking on all the possibilities, then return to a Full View. Your picture will have changed a bit, but don't be concerned by that.

Below Type comes Style. The View Editor can produce three styles of drawings: Render, Render with Lines and Line Drawing. Clicking the Render button gives a result similar to what you would get with a camera. Clicking Line Drawing gives just lines, as in the illustration at the bottom of the previous page. The middle button is Render with Lines and combines the two approaches to give a view with the impact of a rendered view and the clarity of a line drawing. Try all three buttons but finish with the left-most button… Render… as this is the fastest and thus the easiest to work with. Often times, especially with large designs, I set up my views in Render style and only select the final style as the last step before returning to the Page Editor.

The Background buttons control what shows in the background of your picture. With Full and Plan Type views, you must select a solid color and only two buttons appear here. The upper one shows the current background color and the lower lets you change this. This lower button is the one with the X in the illustration, and the way you use it is to either click one of the corner colors—white, maroon, dark green or buff—or click the tiny ⊠ at the center to select any other color.

Switch to a Window type view. Now the full range of Background buttons appear. In addition to a solid colored background, you now have four other choices that will set the background to a sunny day, cloudy day, sunset or night landscape. Experiment if you like, but when you are done, return to a Full View type view.
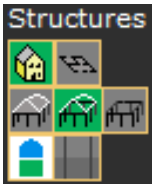
The Structures section only appears if your design includes tents or a 3D floor plan. Its purpose is to allow some control over how these elements are displayed. The top two buttons show tents or the plan in 3D or flattened so interiors can more easily be seen. The second row of buttons control how the tops of tents are displayed: in 3D, as lines, or not at all. If your tent has sidewalls, flags or other 'extras,' buttons in a third row allow you to show or hide these features.

If you are not doing a line drawing, the Lighting section will appear. Here you can move the sun about to get the most pleasing shading effect. The first two buttons work differently than others in the Picture section in that you drag on them to move the sun. Click the third button to lock the current sun settings relative to the camera, so the lighting will be maintained as you move about your design.

Adjust is the bottom-most set of buttons. The left button allows you to temporarily change the color of pieces in your design. The other two enlarge and reduce the size of the picture on the screen. None of these are used very much, but changing colors on the fly may be a way impress clients.

Xing Out of the View Editor

By now the picture we started with is a thing of the past. We could fiddle with the View Editor's many controls and recreate it, but there is an easier way. Let's just abandon the picture as it now stands and go back to the Page Editor, then return again to make the changes we really want.
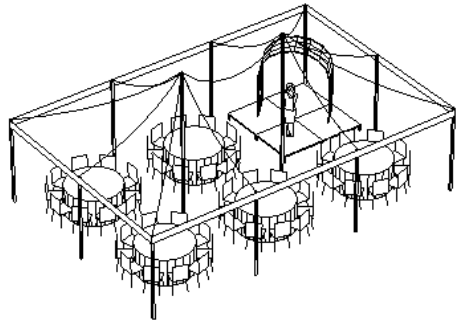
To return without saving, click the [×] button at the top right of the View Editor window. It is just above and to the right of the normal Return button. The Page Editor will reappear.

Right-click the line drawing at the upper-right of the page as we did before, and the View Editor will start with the picture looking like the above.

In the Style section click the center button, Render with Lines to add color.

Click the **Return** button to pass the modified view back to the Page Editor.

This is one way to add color to a view. Another is to click the view in the Page Editor then in the View panel, in the Style section, click Draw, Color or Do Both.

Painting the Design

Everything on the page is now in color except the design. To add color to that, click the design to select it, then checkmark the Color box in the Design panel. Doing this causes an automatic call and return to the View Editor, the result of which is a colored version of the design.

The page should now look something like the picture at the right.

Notice the missing upper-right corner of the design? This is missing because a white part of the overall view in on top of it.

To fix the problem, click on the design, then on Bring to Front in the Design panel. This moves the design forward so it is now on top of any other art on the page.

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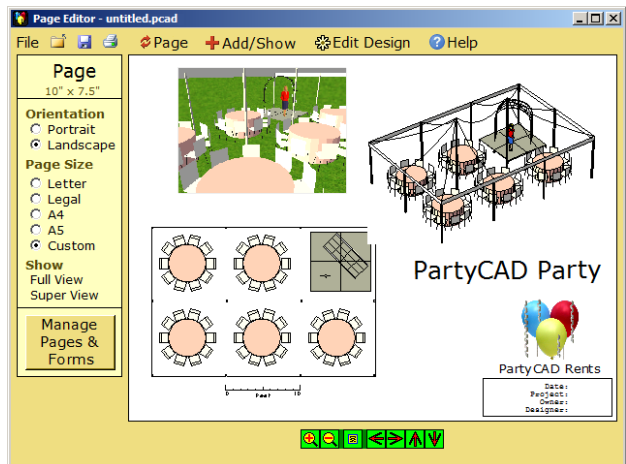
Tweaking the Page

We are now pretty much done with the project and nearly ready to produce some results, but first let's neaten up the page a bit. At the right is what we are shooting for.

By now you know what happens if you right-click on any of the art on the page — you go sailing off to a different editor. Should you ever do this by accident, it's a good to remember what you learned in the previous section… the quickest way
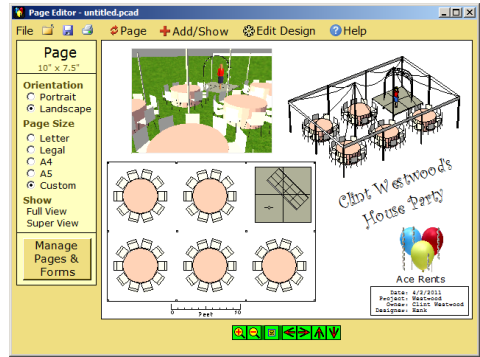
to return to the Page Editor without making changes is to click ☒ the standard Close Window button. This appears at the top right of nearly every window in PartyCAD, and clicking it tells the program to exit without saving any changes.

Click the rendering at the upper-left to select it. In the View panel, in the Size on Page section, drag up on the Width box to make the rendering 3.8″ wide. This will be the actual width of the view when it is printed.
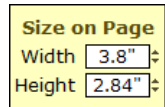
Now, let's make the design a bit bigger on the page. Click the design to select it. We could change the size of this part just as we did above, by using the Size box, but there is another way. Click the Scale box, then the little square labeled 3/16 This sets the scale of the printed plan to 3/16″ to the foot. Click OK to close the scale setting menu. Notice the drawn scale below the plan automatically adjusts to this change in size.
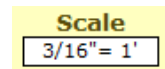
Next let's change the font and size of the title. Right-click on the "PartyCAD Party" text. This will bring up PartyCAD's text editor.

Match the text and settings shown in the illustration at the right. Make sure the Rotatable box is checked. If the *Curlz* font is not available use another you like. Click the OK button when you are done.
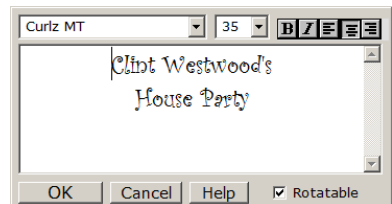
Now in the Text panel, drag on the Pitch and Rotation boxes so your text looks much the same as in the illustration at the top of this page.

Edit the other text entries on the page in similar fashion. Edit the company name and cornerblock text to match the illustration. You could also add new text to the page by clicking ➕Add/Show in the menu bar and then clicking the Add Text entry.

> **TIP**: If you find you need to position a label very precisely, select a Hershey font in the font list. Hershey fonts contain only lines and are handled differently than other fonts in PartyCAD.

Finally, drag the various parts of the page into their final positions, click ♻Page in the menu bar to refresh, and then examine the page for correctness. After you click ♻Page, what you see is what you will get when you print.

Printing, Emailing and Saving

Click the Print button at the left of the menu bar to produce and display a PDF file of your page.
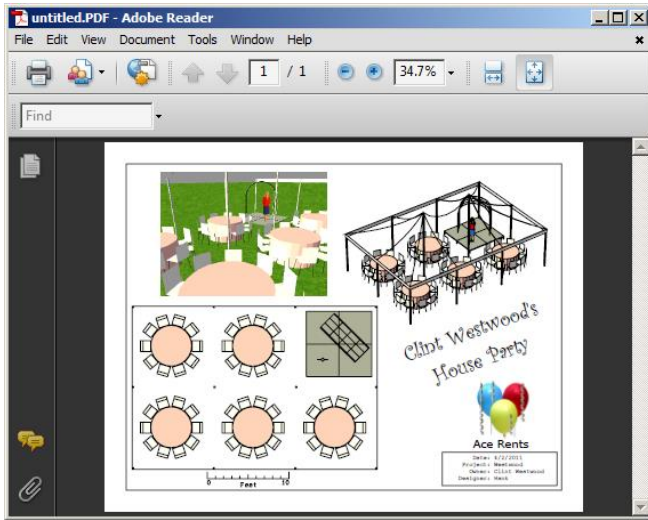
Your PDF viewer software will open to display this, and there you can click File to print, email or save the PDF produced by PartyCAD.

Or, if you would like more print options, right-click the button to bring up the Print Options menu where you can add watermarks, annotation and other sorts of fanciness.

Have a look at your page in the PDF viewer, then close the viewer and the Page Editor will again be visible.

Saving the Project

There is a save button in the menu bar, but an easier way to save your project is to just click the button at the upper-right of the Page Editor screen. This will close PartyCAD, but not before the program asks you if you want to save your project. Click Save, enter Westwood as the name of the project, and click Save again.

PartyCAD will save your work and the program will end.

More about the Page Editor

The Page Editor is the most intuitive of the major PartyCAD menus. It has far fewer buttons than the Design or View Editors, and that helps, but also page design is less of a mystery than making designs or views, and often you will be able to just fiddle around and get the effect you want. If all else fails, click Help in the menu bar or watch the related online videos.

There is one more thing, though, that is worth saying here… there is a lot of magic under the File button in the menu bar. Look there if you want to do something special, such as making a web page of your project, or a 3D walk-through movie showing off your design. As usual, there are online videos that explore these topics. Just visit www.PartyCAD.net

Reloading the Westwood Project

Here are three ways to reload the Westwood project, in case you might want to work on it some more. Each of these presumes that PartyCAD is not running at the time you start.

1. Go to your My Documents folder, select the My PartyCAD Files subfolder, and double-click on the Westwood.pcad file. PartyCAD will open and display the page for the project, all set for further editing.

2. Run PartyCAD. Look in the Recent Projects list for Westwood, and click the name. The project will open and the page will be displayed.

3. Run PartyCAD. Click My Projects in the Browse/Edit section. Look for the Westwood.pcad file in the list of projects and double-click it. The project will open, all set for editing.

Making a Form with Your Logo

There is a video that shows all of the in and outs of making forms, but here, in summary, is how you can make a form containing your logo and company name.

Begin by loading any page into the Page Editor. We'll reload Westwood as described in the previous section.

Any text, pictures and lines you include on this page will be part of the form we are about to create. Designs, views and scales will be ignored.

Alter the page to suit by editing text, deleting the balloons logo, and using **+ Add/Show** and then Add Picture to add a previously created picture of your logo. At the end of this process click **↻ Page** and you might have something like the illustration above. (I tucked the stuff that will not be a part of the form into the upper-left hand corner, but there is no need to do this.)

Click **💾** the Save As button at the left of the menu bar. Save the revised project, calling it something like My Sample Form, in case you might want to work on it again at a later time.

Click the Manage Pages & Forms button in the Page panel. In a second the Page Management Menu will appear with your revised page selected.

Click the Make a Form from the Selected Page button.

Click the picture of your new form in the Forms section of the menu.

Click the Set Selected as Default Form button, and the menu should match the illustration at the right.
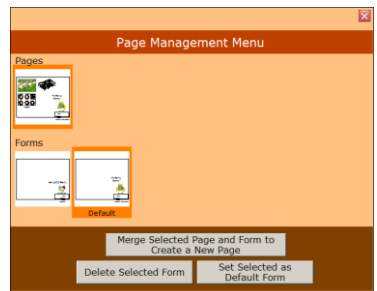
Click **❌** at the upper-right to close the menu. That's it, so close the Page Editor. Your form will now be used anytime you create a new project with PartyCAD 12.

Watch the videos to learn how to change the form associated with an existing page.

Adding a Project as a Template

If you have taken the trouble to scan an image of a floorplan of a venue you frequently use; if you have built a 3D model of such a venue; if you do nearly the same design into a 40x60 tent again and again and again, then templates are for you.

A template is really just a project that has been saved in a special way. This is easy to do and will save you a ton of time on recurring projects.

Let's add the Westwood project to the template list.

Run PartyCAD and look for Westwood in the Recent Projects section. Right-click on the name and a pop-up menu will appear listing various things you can do with the Westwood project.

Click Add to Template Library and the Template Information menu will appear.
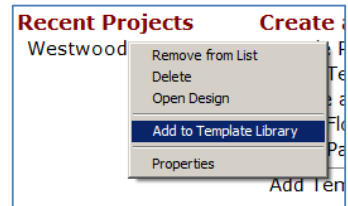
Change the List Name from Westwood to some-thing more evocative, say: 20x30 with Arch.

The Seats value is correct, so leave that alone.

If you like, type a description of the template in the white box below the design view.

Click Add Template
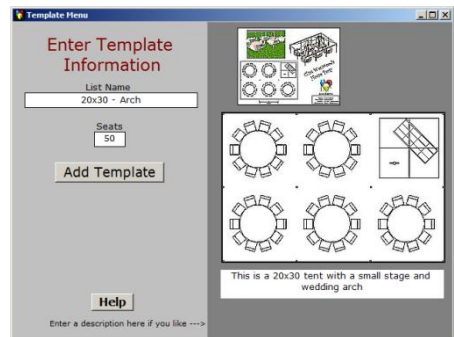
That's it. From now on, anytime you might want to use this template as a starting point, all you need do is look for 20x30 with Arch in the template list.

Are We Done Yet?

Congratulations! You have completed your introduction to PartyCAD. Now you need to put all of this good knowledge to use. Your best plan is to work with PartyCAD for a few weeks and then re-watch the Basic Training videos. You will be surprised how much more you will get from the videos once you have a little better understanding of how PartyCAD works.

The other videos will be invaluable in adding to your basic understanding of the program. Just visit www.PartyCAD.net, sit back and learn.

For more specific information, never forget the word Help in the menu bar of the various menus within the program.

Finally, clicking Help in the menu bar of the Start Menu gives a list of still more possibilities for mastering the program.

Enjoy!

Chapter 3: Making 3D Floorplans

Chapter 2 introduced you to most of the editors in PartyCAD 12. One that was not covered was the 3D Plan Editor which is used to create 3D floorplans within the program. If you are planning a meeting, an indoor reception, a conference or a trade show, you must somehow enter the venue of the event into PartyCAD to serve as a plan. If you have an accurate image of the floorplan, it is very simple to use this picture as a plan. If you do not, or if you want a 3D floorplan, then you can use the 3D Plan Editor to create one.

The tutorial that follows summarizes how to create a small, single room venue. If you have more extensive needs, have a look at the online videos where all aspects of the 3D Plan Editor are explored.

Measure, Measure, Measure

Step 1 in creating any 3D plan is to acquire accurate data regarding the venue's dimensions. If you have scale drawings of the venue's floor plan, you can perhaps make use of these. Usually, however, you will have to go to the site, make a sketch and take some precise measurements.

At the right is the sort of sketch you should make. See how I have recorded the height and thickness of the walls, the width of each door and window opening (do not include the trim in such measurements), and various other values whose meanings will become clear as we proceed.
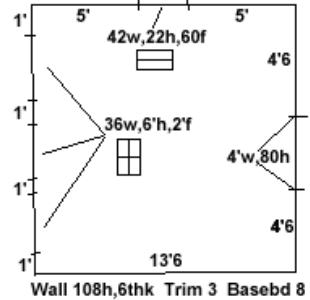
Getting Started

Run PartyCAD 12 and click Enter Floorplan in the Create a Project section.

The small menu illustrated at the right will appear. This is used to tell the editor where in the first room you wish to begin entering data.

Almost always the best strategy is to begin with the largest room you want to enter, and to start building in the upper-left corner, inside wall of that room. These are the default settings for the menu, and so you will usually find yourself just clicking OK when you see this menu. Do that now and the 3D Plan Editor will appear as on the next page.
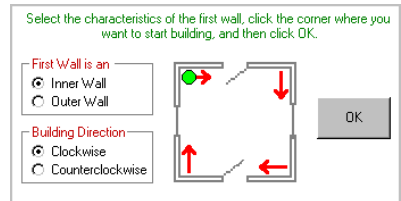
Entering Measurements

When entering measurements, 108 means 108 inches. You do not have to add a double quote, though you can if you like. For measurements in feet, add a single quote at the end of the number. Measurements can be entered in many different ways:

96 = 96" = 8'   30 = 2'6" = 2'6 = 2.5'

13.5 = 13 1/2 = 1'1.5 = 1' 1 1/2
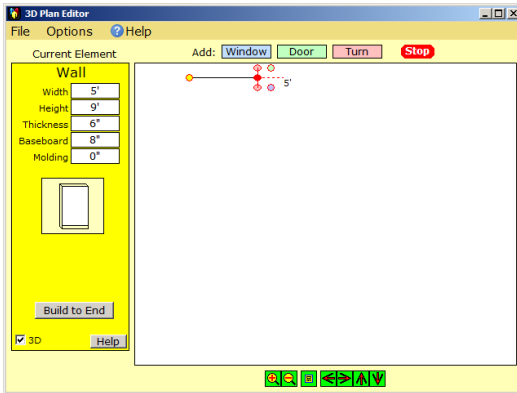
The 3D Plan Editor expects you to begin in a corner and add walls, windows and doors; and make turns until you come back to the starting point of the room.

The first wall takes just a bit more work than the others because you need to fill in some starting information. In the white boxes in the Wall panel at the left of the screen, fill in data for the first wall of the room - Width 5', Height 108, Baseboard 8"

Click on the picture preview of the wall below the boxes. This brings up the Color & Texture menu. Click a light yellow for a cream wall color.

The 3D check box at the bottom of the panel indicates that a 3D wall is to be generated when the plan is saved. Make sure this is checked.

Click Window to indicate you now want to add a window to the plan. Fill in the panel values to match those at the right. Notice how the preview of the window changes as you change the numbers. Experiment a little if you like, but return to the values shown at the right before continuing. Make sure to click the 4th Panes button.
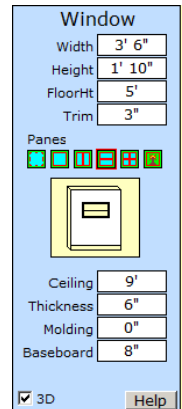
Click Wall to add the next wall. This one is also 5' long, so you will not need to change any values in the Wall panel this time.
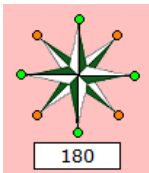
Click Turn to make a turn. The Turn panel appears. Click the south green dot in the rosette to indicate you want to build in a southerly direction. You could click any of the dots, or you could enter the building direction in degrees if that is handier... generally it is not. With the turn panel showing, you can also click anywhere on the plan and the turn direction will be set to take you to that point. This is fun, but not nearly so accurate as using the rosette.

Click Wall to make another wall. Notice that the length still defaults to 5', the last wall length used. You could just change this value in the Wall panel, but we will make the change in a different way this time.

I'm sure you have been wondering what all those dots are at the point where building is taking place in the plan. These allow you to do much of the work needed to build the plan by clicking and dragging with your mouse. When you are working on a wall, the dots look like the illustration at the left.

You can drag on the central solid red dot to change the length of the wall. When the wall is the correct length, just click on one of the other dots to indicate what you want to do next. The pink dots will make a right or left turn, the blue dot will add a window, and the green dot will add a door. Notice how these dots are color-coded to match the labeled element buttons at the top-left of the screen. Drag on the solid red dot ● to set the wall width to 4'6″ and then click on the green dot ○ at the lower right to complete the wall and start work on a door.

There are just 2 dots when you are working on a door or window. A solid red one ● that can be dragged to change the width and a yellow one ☼ you click when the door or window is complete. Drag the red dot ● to make this door 4' wide, then look at the Door panel and select an inward-opening double door by clicking 🔼 the Double Door button and the �🇮 Inward button. Feel free to try out the other buttons in the Hinge section to see what they do, but return to these setting before continuing. Finish up the door by setting its Height to 80″

We will start moving a little faster now. Click on the yellow dot ☼ to finish the door and make a wall. This is already the correct length, so click the left pink dot ⊖ to make a right turn relative to the southerly direction in which we are currently building. This automatically starts the next wall, because, after a turn, always comes a wall.

See that yellow dot ☼ way over to the left? This is directly under the starting point of the room. Click on this yellow dot to make the south wall exactly the right length to match up with the starting point of the room.

To finish the room, first click the upper pink dot ⊖ to turn northward and start a wall. Adjust the width of this wall to be 1', then click on the blue dot 🔵 to generate a window. Set the characteristics of this window to Width 36″, Height 6', FloorHt 2'. In the Panes section of the Window panel, click 🔳 to select 2-over-2 glazing.

The rest is very easy. Click on these dots: yellow ☼, blue 🔵, yellow ☼, blue 🔵, yellow ☼. Click one more yellow ☼ and your room is complete. The editor will see this and present a different set of buttons at the top of the screen.

Click the Outside Walls button, click Add and your screen should look much like the illustration at the right.
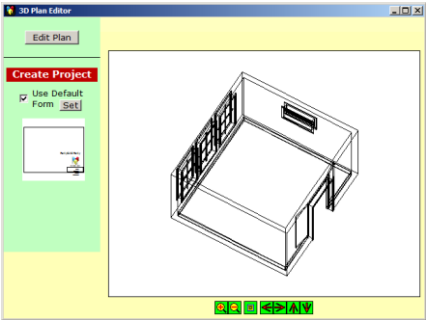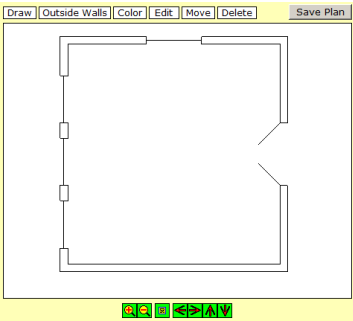
Click the Save Plan button and the editor will construct a 3D version of your plan, save it and show a wireframe picture as at the left.

It is a good idea to carefully check this for accuracy. You can click Edit Plan if changes are required, but I would not recommend doing this until you have watch a couple of the online videos on making 3D plans.

Once you are happy with your plan, choose the desired form and click the Create Project button.

PartyCAD will process your 3D plan, create an initial page for the project and display this in the Page Editor, where you can use the techniques you learned in Chapter 2 to pretty up the page, furnish the design and modify the default views.

It is a lot of work to create a nice 3D plan, so don't forget to add the finished project to your template library, so you will never have to go back and build the plan a second time.

More about the 3D Plan Editor

The 3D Plan Editor has many capabilities that were not touched on in this brief tutorial. Here is a quick look at some of them:

Draw Click this to tell the editor you want to start a new series of walls, windows and doors. This is how you can add additional rooms to your plan.

Undo Click this to undo mistakes you make while constructing a room.

Edit Click this to make changes to your rooms after the construction process is complete. Need to change the height of a door, or the number of panes of glass in a window? This is the button to click. Also see Options in the menu bar.

Color Click this to change the wall, ceiling and floor colors of your rooms. You can also apply textures such as wallpaper patterns to the parts of your room. See the illustration below.

Delete Click this to delete unwanted parts from your plan.

Options Click Options in the menu bar to show a grid over your plan, check its geometry, curve a wall, and in general, perform a variety of less frequently used functions.

Click Help or watch the online videos to learn more about all the available options.

> **TIP**: Really, really… it is a very good idea to get the floorplan right the first time. One of the more difficult things to do in PartyCAD is to edit an existing floorplan. Don't guess, measure!