Element and Command Selection Tips

- You can select elements with the **Select Tool** by dragging to "fence" the elements or by holding the **Shift** or **Ctrl** key and clicking the elements. You can also deselect elements by holding the **Shift** or **Ctrl** key and clicking the elements.

- You can use **PickQuick** to select one of multiple overlapping elements. Pause the **Select Tool** over the elements. When the ellipsis appears, click. **PickQuick** is displayed with a box for each element. Select the element by clicking one of the boxes.

- Shortcut menus contain commands that are relevant to the selected element. To display a shortcut menu, click the right mouse button when the cursor is over the element.

- You can clear the select set by pressing the **ESC** key or by clicking away from any elements.

- The **Select Tool** ribbon bar has options for **Top Down** and **Bottom Up** locate. When you use **Top Down** locate, a group or symbol will locate before its elements. When using **Bottom Up**, the elements will locate first.

- You can cancel a command by pressing the **ESC** key.

- You can close a dialog box by pressing the **ESC** key.

- You can copy one element quickly with the **Circular Pattern** or **Rectangular Pattern** buttons on the **Change** toolbar.

- While moving a shape handle on a curve, you can press the **Shift** key and a cusped node will change to a smooth node. A smooth node will change to a symmetric node.

- Hold down the **Alt** key to temporarily disengage relationships; you can then place a line near another element, rather than the element automatically snapping to a particular point.

Display Tips

- The software has two sizes of buttons. From the **View** menu, click **Toolbars**, and then set or clear the **Large Buttons** check box.
- You can view your drawing with line widths as they will be printed. On the **Tools** menu, click **Options**. Then, click the **View** tab and clear or set the **Display As Printed** check box.
- When you use one of the commands on the **View** menu, if you want to stop the repainting of elements in the window, press **ESC**.
- To stop graphics repainting in the window, click your right mouse button.
- Did you lose the symbol, element, fill, or document that you pasted into a document? Click the **Fit** button on the **Main** toolbar and you'll find it!

Viewing Tips

- You can drag the view when using the **Zoom Out** or **Pan** command.
- To update the window, press **F5**.
- You can quickly turn menu bars on and off by clicking the right mouse button over a menu bar.
- Grid snap does not work while you identify elements that are aligned along grid lines. To override this, press the **Alt** key while identifying these elements.

Customization Tips

- The software has predefined colors for highlight, select, background, and more. From the **Tools** menu, click **Options**, and then click the **Colors** tab.
- You can add buttons to a toolbar or remove them. From the **Tools** menu, click **Customize**. Drag a button onto a toolbar, or drag a button off of a toolbar to remove it.
- You can reset your menus to their default arrangement if you have customized them. From the **View** menu, click **Toolbars**, and then click the **Reset** button.
- You can specify where the software looks for documents, templates, and other files. From the **Tools** menu, click **Options**, then click the **File Location** tab.
- You can move a button to a different toolbar by holding the **Alt** key, dragging the button, and dropping it on another toolbar. You can remove the button by dropping it in a window.
- You can create a new toolbar. From the **View** menu, click **Toolbars**, and then click the **New** button.
- You can hide scroll bars, sheet tabs, and other items. From the **Tools** menu, click **Options**, and then click the **View** tab.
- You can hide the unit label that appears in value fields. From the **Tools** menu, click **Options**, click the **General** tab, and then clear the **Display Unit of Measurement Label** check box.
- You can return a toolbar to its original position by double-clicking its title bar.
- You can maximize a window by double-clicking its title bar.
- Toolbars have a shortcut menu. Click the right mouse button anywhere on a toolbar.

Drawing Tips

- You can use drawing tools such as **Line/Arc Continuous** and **Arc By Center** in two different ways: Click the left mouse button to draw using relationships and **PinPoint** or drag the left mouse button to sketch freehand.
- When using drawing tools such as **Line/Arc Continuous** and **Arc By Center**, you can lock a value on the ribbon bar by pressing the **Enter** key or the **Tab** key. You can unlock the value by pressing the **BACKSPACE** key.
- You can draw a line tangent from an arc or circle. For the first point of the line, click on the arc or circle.
- You can select elements with the **Fillet** and **Chamfer** commands three different ways: Click on one element and then another, or click at the intersection of two elements, or drag across two elements.
- You can select elements with the **Trim** command two different ways: Click the portion to trim, or drag across multiple portions to trim. The **Extend To Next** command works that way also.
- When using the **Line/Arc Continuous** command, you can switch between drawing lines and arcs by clicking the buttons on the ribbon, or by pressing "**A**" or "**L**" on the keyboard.
- You can use the **Fillet** command to draw several fillets of the same size by typing the radius on the ribbon before placing the fillet. **Circle By Center** works that way too.
- You can move a fill by dragging its handle and dropping it in another area.
- You can hold the **Shift** key when drawing a rectangle to draw a square.
- You can review and change the properties of an element. Select the element. From the **Edit** menu, click **Properties**.
- You can insert a control point on a curve. From the **Curve** shortcut menu, click **Insert Node**, and then click on the curve.

Relationship Tips

- You can hide relationship handles. On the **Relationship** toolbar, click the **Relationship Handles** button.
- You can delete a relationship like any other element. Select it and press the **Delete** key.
- The connect relationship can attach a keypoint of one element to another element, or it can connect two keypoints together.
- You can use the horizontal/vertical relationship to make lines horizontal or vertical or to align two keypoints horizontally or vertically.

SmartSketch Tips

- You can change the size of the **Select Tool** locate zone. From the **Tools** menu, click **SmartSketch Settings**, click the **Cursor** tab, and then set the locate zone size. You can change the size of the intent zone there too.

- You can customize how the software works by setting what relationships it recognizes. From the **Tools** menu, click **SmartSketch**, and then click the **Relationships** tab.

- If the alignment indicator is on, the pointer shows horizontal and vertical alignment to keypoints of existing elements as you draw. On the **Relationship** toolbar, click the **Alignment Indicator** button.

- You can temporarily suspend the ability of the software to recognize relationships by holding the **Alt** key. When you release the **Alt** key, the software again recognizes relationships.

- Intergraph provides FREE warranty telephone support for 30 days from purchase date. Register now to extend your warranty period to 90 days! To register, select **Register SmartSketch** from the **Help** menu; then select from one of the registration options.

- SmartSketch has predefined colors for highlight, select, background, and more. On the **Tools** menu, click **Options**, and then click the **Colors** tab.

PinPoint Tips

▪ You can reposition the **PinPoint** target three ways. On the **PinPoint** toolbar, click the **Reposition Target** button. From the keyboard, press the **F12** key. From the mouse, click the middle mouse button (if you have one).

▪ You can use function keys with **PinPoint**. Press the **F10** key to lock and unlock the X value. Press the **F11** key to lock and unlock the Y value. Press the **F9** key to turn the display of **PinPoint** off and on.

▪ **PinPoint** uses the highlight and selected element colors for its X and Y values.

Modification Tips

- When you place a driving dimension on an element, you can edit the value of the dimension to change the element.
- You can undo the last action. On the **Main** toolbar, click the **Undo** button, or press **Ctrl+Z**. You can redo what you undo by clicking the **Redo** button, or by pressing **Ctrl+Y**.
- When you drag the handle of a line you can hold the **Shift** key to lock the angle of the line.
- The **Move**, **Rotate**, **Scale**, and **Mirror** commands work two different ways. You can choose the command and then select elements; or you can select elements with the **Select Tool** and then choose the command.
- You can use the **Mirror** command to flip horizontal or vertical, mirror about a line by clicking a line, or mirror about a line by clicking two points.
- You can copy an element by holding the **Ctrl** key and dragging the element.
- You can copy elements when using the **Move**, **Rotate**, **Mirror**, and **Scale** commands. On the command ribbon bar, click the **Copy** button, or hold the **Ctrl** key before placing the elements.
- You can rotate elements to an absolute angle; zero degrees being horizontal to the right. On the **Rotate** ribbon bar, enter an angle in the **Rotation Angle** field.
- You can set the number of actions you can undo. On the **Tools** menu, click **Options**, click the **General** tab, and set the number of undo steps.
- You can remove relationships when you modify an element. Hold the **Alt** key and drag the element or one of its handles.
- The **Move**, **Rotate**, and **Scale** commands have step values to modify elements at regular increments.
- When you select a curve you can use the arrow keys on the curve ribbon to highlight a different modify handle.

Dimension Tips

- You can modify a dimension by dragging its text, arrow head, or dimension line.
- You can change a dimension from driving to driven, or from driven to driving. Select a dimension. From the dimension ribbon, click the **Driving/Driven** button.
- **SmartDimension** dimensions lines, arcs, circles, and curves. You can change the dimension being placed with the **Length**, **Angle**, **Radius**, and **Diameter** buttons on the ribbon. Click on a line, then click the **Angle** button to change from **Length** to **Angle**.
- The appearance of a dimension is defined by its style. From the **Format** menu, click **Style**. Choose dimension as the **Style Type.** Then choose a style from the list to modify, or click the **New** button to create a new style.
- You can place horizontal and vertical dimensions on a line with **SmartDimension**, even if the line is at an angle. When placing the dimension, hold the **Shift** key for a horizontal or vertical dimension.
- You can copy dimensions only by copying the elements that they measure.

Annotation Tips

- You can insert a vertex in a leader. Select the leader, and then hold the **Alt** key and click on the leader line. To remove a vertex, hold the **Alt** key and click on the vertex.
- You can insert a break point in a leader. Select the leader; then hold the **Alt** key and click on the leader line. To remove a break point hold the **Alt** key and click on the break point.
- The hollow handles on a text box allow you to drag it. The solid handles on a text box allow you to re-size it.
- You can edit text in a text box by double-clicking anywhere in the text box.
- If you want to make a balloon automatically associative to an element, just drag the leader line over to an element. The leader automatically attaches to the element and will move when the annotation moves.
- You can create a text label by double-clicking on an element. The text label is now associated to the object and will move with it.

Measure Tips

- You can copy to the clipboard the values measured by the **Measure Distance** and **Measure Area** commands. Pressing **Ctrl+C** will copy the highlighted value to the clipboard. Press the **Tab** key to highlight the value to copy.

Online Help Tips

- The **Status** bar at the bottom of the screen describes commands and displays instructions.
- You can use the context sensitive **Help** button on the **Main** toolbar to get on-line Help about items in the application window, including the commands on menus and toolbars.
- You can press the **F1** key to get online **Help** for an active command.
- You can keep the **Help** window on top as you work by setting the **Keep Help On Top** option on the **Options** menu in the **Help** window.
- You can learn more about features available in the on-line **Help** window by selecting **How to Use Help** on the **Help** menu in the **Help Window**.

Drawing Sheet Tips

▪ You can place your title block on a background sheet. On the **View** menu, click **Background Sheets**. Draw your background. On the **View** menu, click **Working Sheets**. On the **File** menu, click **Sheet Setup**, and choose a background to use for the sheet.

▪ You can place one or more background sheets in a template, one for each drawing sheet size you use.

▪ You can change the size of the active drawing sheet. From the **File** menu, click **Sheet Setup**, click the **Size and Scale** tab, and then choose a drawing sheet size.

▪ You can predefine the size and other properties of newly created sheets. From the **File** menu, click **Sheet Setup**. Set the appropriate options, and then click the **Save As Default** button.

▪ By default, you print the elements that are displayed within the sheet outline. To print what is outside the outline, click the **Print Area** option on the **Print** dialog box, click the **OK** button, and then "fence" the elements to print.

▪ Sheets have a shortcut menu. Click the right mouse button on the sheet tab.

Document Management Tips

- If a document is read-only, you can save changes only by saving the document with a new name.
- You can save changes quickly by clicking the **Save** button on the **Main** toolbar.

Document Tips

- A template is a document that gets copied to create a new document. A template is like any other document. You can open it, work in it, and save it.
- You can open a document that you recently worked on. From the **File** menu, click the file name on the recently used file list at the bottom of the menu.
- You can change the number of files in the recently used file list. From the **Tools** menu, click **Options**, click the **General** tab, and set the number of entries.

Style Tips

▪ You can implement a standard drawing format using styles. You can modify existing styles or create new styles for lines, dimensions, and text. From the **Format** menu, select **Style**.

▪ You can define the color, font size, and other properties of dimensions. From the **Format** menu, select **Style**. You can create a new dimension style or modify one that exists.

▪ You can change the style of an element. Select the element and choose a style from the style list on the ribbon bar.

▪ You can easily copy fill styles from one document to another. You copy and paste a fill from one document to another and the fill's style will now appear on the ribbon bar of the new document, even if you delete the fill that you copied.

Tip of the Day Command (Help Menu)

{button Related Topics,AL("help high",0,`NOT_FOUND')}        {button How To,AL("tip how",0,`NOT_FOUND')}

Displays tips about using features in the software.   This command also offers a tip each time you start the software.

Tip of the Day Dialog Box

Tip of the Day Dialog Box

Displays a tip each time you start the software. You can also activate this dialog box by choosing the **Tip of the Day** command from the **Help** menu.

Dialog Box Options

Did You Know

Displays a tip about using a feature.

More Tips

Displays a list of available tips.

Next Tip

Displays the next tip in the list.

Show Tips At Startup

Displays a tip every time you start the software. If you do not want to display tips when you start the software, clear this option.