


## **Section**

To display dimensions with a shape, right-click the shape, then choose Properties. In the Properties box, type the dimensions you want, then click OK. The dimensions appear above the shape. To hide the dimensions, right-click the shape, then choose Hide Properties.

## Deflecting Damper

To connect other shapes, glue an endpoint on this shape to a connection point  on the other shapes. To add text, select the shape, then type. To move the text, drag the control handle

 .


## **Duct**

To display dimensions with a shape, right-click the shape, then choose Properties. In the Custom Properties dialog box, type the dimensions you want, then click OK. The dimensions appear above the shape. To hide the dimensions, right-click the shape, then choose Hide Properties. To change the form of some ducts, right-click the shape.

## Centrifugal Fan

To hide or show the center circle, right-click the shape. To resize the outlet end or width, drag the control handle ■. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point ☒ on this shape.

## Propeller Fan


To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape. To add text, select the shape, then type the text. To reposition the text, drag the control handle




## **Joint and Bend**


To display dimensions with a shape, right-click the shape, then choose Properties. In the Custom Properties box, type the dimensions you want, then click OK. The dimensions appear above the shape. To hide the dimensions, right-click the shape, then choose Hide Properties. To change the form of some joints and bends, right-click the shape. Control handles provide other shape actions. To see what a control handle ■ on a selected shape does, pause the pointer over the handle.


## Junction

To resize a duct, drag the corresponding control handle . To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point

 on this shape.

## Duct

To change the bend of the duct, drag a control handle . To change the diameter of the duct, right-click the shape, then choose Set Duct Diameter. To change length, drag an end point.

Connect the shape to other shapes by gluing its endpoints to connection points  or endpoints on other shapes.





## **Damper**

To add text, select the shape, then type. To move the text, drag the control handle ■.


## **Grille Diffuser**


To display dimensions with a shape, right-click the shape, then choose Properties. In the Properties box, type the dimensions you want, then click OK. The dimensions appear above the shape. To hide the dimensions, right-click the shape, then choose Hide Properties. Control handles provide other shape actions. To see what a control handle ■ on a selected shape does, pause the pointer over the handle.

## Condenser 2


To specify a coil or plate type, right-click the shape. To add text or replace existing text, select the shape, then type. To move the text, drag the control handle . To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

## Damper

To show a deflector, right-click the shape. To replace existing text, select the shape, then type. To move the text, drag the control handle . To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point

 on this shape.

## Fan Blades

To change the orientation or number of blades, right-click the shape. To connect the fan blades to another shape, glue the fan blades' endpoint to a connection point  on another shape.

## Rotary Pump

To set flow direction, select the shape, then click the Line Ends button or choose Lines from the Format menu. To add text, select the shape, then type. Control handles provide other shape actions. To see what a control handle ■ on a selected shape does, pause the pointer over the handle.

## Single Duct

To set dimensions or diameter for a duct, right-click the shape, then choose Properties. The dimensions or diameter appear above the duct. To hide dimensions, right-click the shape, then choose Hide Properties. To move the text, drag the control handle ■. To connect other shapes, glue an endpoint on this shape to a connection point

☒ on the other shapes.

## **HVAC Equipment**


To add text or replace existing text, select the shape, then type. To move the text, drag the control handle

■. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point

⊠ on this shape.




## **Bend**

To hide a section of the bend, right-click the bend. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.


## **Grille**

To change the number of arrows or their direction, select the shape, then click the Line Ends button on the toolbar or choose Format > Line. To indicate a hidden grille, right-click the shape. To resize the shape, drag a selection handle.


## **Water Surface**

To add water surface to a tank shape, glue the endpoints of the shape to the connection points  on the tank shape.


## Heating/Cooling Coil


To resize the coil, drag the selection handle. To connect this shape to another shape, glue this shape's endpoints to connection points  on the other shape.

## Plumbing Accessory

To widen or lengthen the shape, drag a side selection handle. To resize proportionally, drag a corner selection handle. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

## Selectable Equipment

To specify an equipment type, right-click the shape. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape. Control handles provide other shape actions. To see what a control handle

 on a selected shape does, pause the pointer over the handle.

## **Pump**

To set flow direction, select the shape, then click the Line Ends button or choose Lines from the Format menu. To add text, select the shape, then type. Control handles provide other shape actions. To see what a control handle ■ on a selected shape does, pause the pointer over the handle.



## Pipe Coil

To specify a coil type, right-click the shape. To move the break point after you add a break to the shape, drag the control handle ■. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point

☒ on this shape. To add text, select the shape, then type. To move the text, drag the control handle.



## Radiator

To add text or replace existing text, select the shape, then type. To move the text, drag the control handle . To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.



