

Quick Start User Guide

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KCDsoftware.com



Software You Can Build On™

KCD Software

With our powerful yet easy to use software you can increase and simplify your business. From concept to design through production, our software gives you tools you need to save time, reduce errors and increase productivity.

After you have reviewed the software, call to schedule a walk through. During your walk through we will give you detailed information on what KCDw software can do for your business, and answer any question you may have. Call us today to schedule your walk through.



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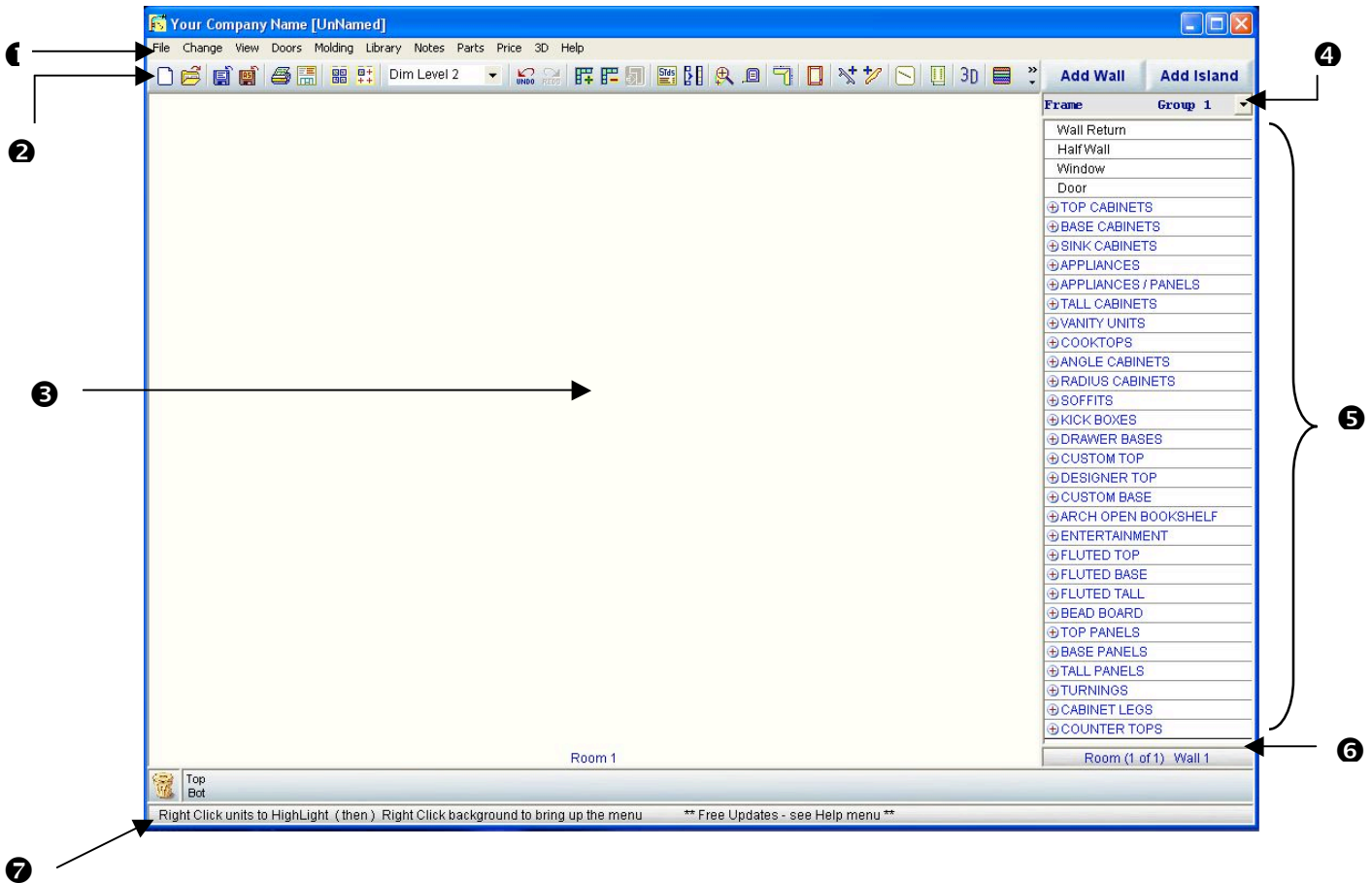
home page: <http://www.KCDsoftware.com>

Installation

1. Place the CD into your drive. The auto load should appear within one minute.
 - If the auto load does not appear, click on your computer's **Start** menu and select **Run**.
 - Type the drive letter of your CD drive, generally D or E, followed by a colon and the word setup. (for example: **D:setup**)
2. Read and accept the agreement terms.
3. The set up will lead you through the rest of the installation.

Main Screen

Open the program using the KCD icon that has been installed to your desktop. The main screen will appear. Noted are the basic areas of the screen to help you navigate.




1. **Menu Bar** – Selections from the menu bar will give you access to more detailed commands.
2. **Tool Bar** – Quick access to common commands and tools.
3. **Workspace** – Area in which projects are built. There are several different views from this area including: Floor plan, Elevation, and 3-D.
4. **Library** – Drop down menu to select current library set, Including: Frame, Frameless, Overlay Frame, Closet and Accessories.
5. **Units Menu** – All the individual elements of your cabinet or closet design based on the library selected.
6. **Number Area** – Size and/or angle of units and walls. This value will change when you are dragging a unit or wall to size or place.
7. **Quick Help Bar** – displays tips and hints while you work.

Libraries and Setting Shop Standards


Before you begin your design, you will want to customize the software by setting shop standards, which are the default sizes for cabinets and other objects within your project. Standards can be set for each Library (available libraries include: Frame, Frameless, Overlay Frame and Closet).

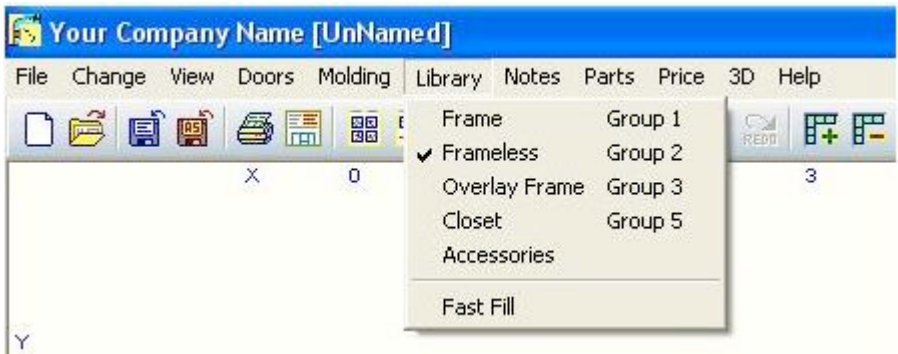
Frame and Overlay Frame cabinets have similar questions, a difference being how the doors overlay the cabinets. In frame the doors are sized from the opening (Door Lip). The door would be larger or smaller, by a fixed value, than the opening. For example, a 12 by 20 opening would have a 12½ by 20½ door (with ¼" Lip).

In overlay frame or frameless, the doors are sized from the outside edges of the cabinet. The doors use reveals, which are the amount of cabinet frame or box that is exposed when the door is closed. For example, a 21 by 30 cabinet would have a 20½ by 29½ door (with ¼" reveals).

 **NOTE:** Any changes made to shop standards do not affect an existing project. Standards should be set prior to beginning your design. We suggest that you scroll through the entire list of standards, to better acquaint yourself with the many choices available.

1. Start by clicking on Library in the menu bar.
2. Select the library for the standards you want to set. A checkmark will appear beside your selection and the menu will close.
 - **Frame** - This library contains elements for the design of face frame cabinetry. When accessing the parts list while using this library, you are accessing the face frame parts list.
 - **Frameless** – This library contains the elements for designing European, or frameless, cabinetry. When accessing the parts list while using this library, you are accessing the frameless parts list.
 - **Overlay Frame** – This library contains the elements for designing overlay frame cabinetry. When accessing the parts list while using this library, you are accessing the overlay frame parts list.
 - **Closet** - This library contains the elements for designing closet cabinetry. When accessing the parts list while using this library, you are accessing the closet parts list.
 - **Accessories** - This library has items to enhance the look of your design; items such as house wares, office equipment, lighting, furniture, and ceilings.

 **NOTE:** By default each library uses a specific color group and counter top group. However, any color or counter top can be applied to a wall or unit.



3. Click on **Change** in the menu bar.
4. Select **Set Shop Standards** from the drop down menu.
5. Click on the value you would like to change and enter the new value. You can scroll thru the menu using either the up and down arrow keys, or with your mouse on the scroll bar.

Measurement Description	Measurement Value
1) Wall Height	90
2) Floor to top of Top Cabinets	84
3) Height of Top Cabinets	30
4) Depth of Top Cabinets	12
5) Top Cabinet - Top Width	3/4
6) Top Cabinet - Bottom Width	3/4
7) Top Cabinet - Mid Shelf Width	3/4
8) Height of Base Cabinets	34 1/2
9) Depth of Base Cabinets	24
10) Base Cabinet - Top Width	3/4
11) Base Cabinet - Bottom Width	3/4
12) Base Cabinet - Mid Spanner Width	3/4
13) Base Lower Spanner width	0
14) Top Drawer Opening Height	4 3/4
15) Kick Space Height on Cabinet	4
16) Depth of Kick (Set Back from face of Cabinet)	?

You can change the standards on a project-by-project basis. Making customization easy.

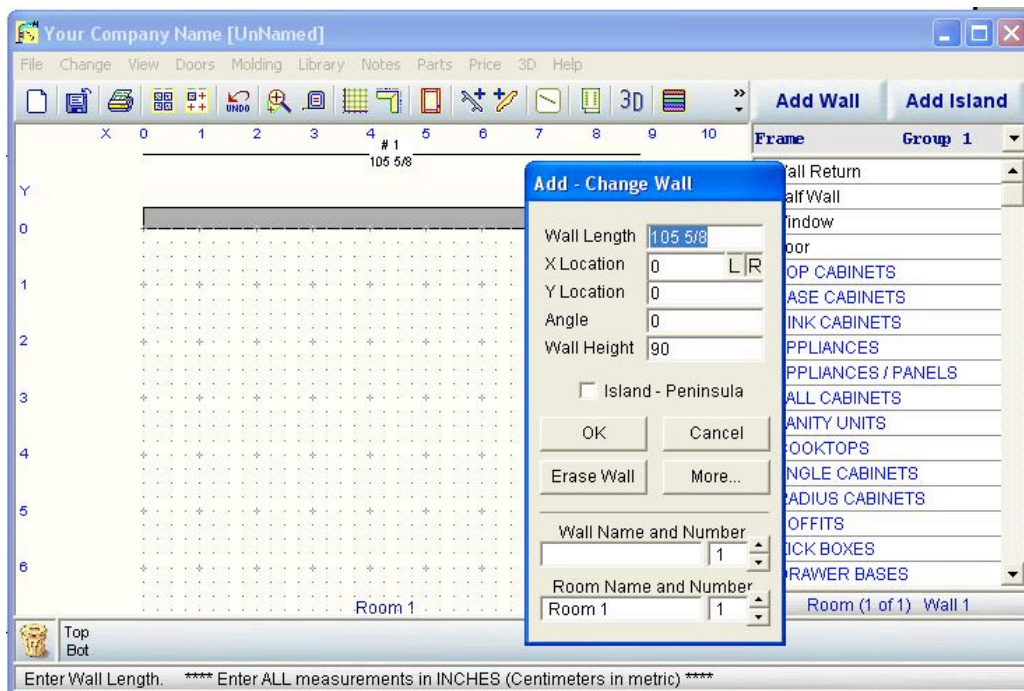
You can set the standards so that each new project uses the same measurements.

Adding and Positioning Walls and Islands

Once you have set your shop standards, you are ready to begin your design. The first step is to add walls to your project workspace. Adding and positioning walls sets the stage for your project design.

Adding a Wall

1. Click **Add Wall**. A grid will appear. (This is your room)
2. Place your mouse pointer anywhere on the grid and hold down the left mouse key to drag your wall into place. Look in the lower right hand number area for sizing information.
3. The **Add-Change Wall** box will appear. From here you can customize your wall settings.



NOTE: To toggle between the Floorplan view and Elevation view, press **Space Bar** twice. When re-positioning or angling walls you **must** be in the Floorplan view. (The back of the wall is the side with the dimension line on it.)

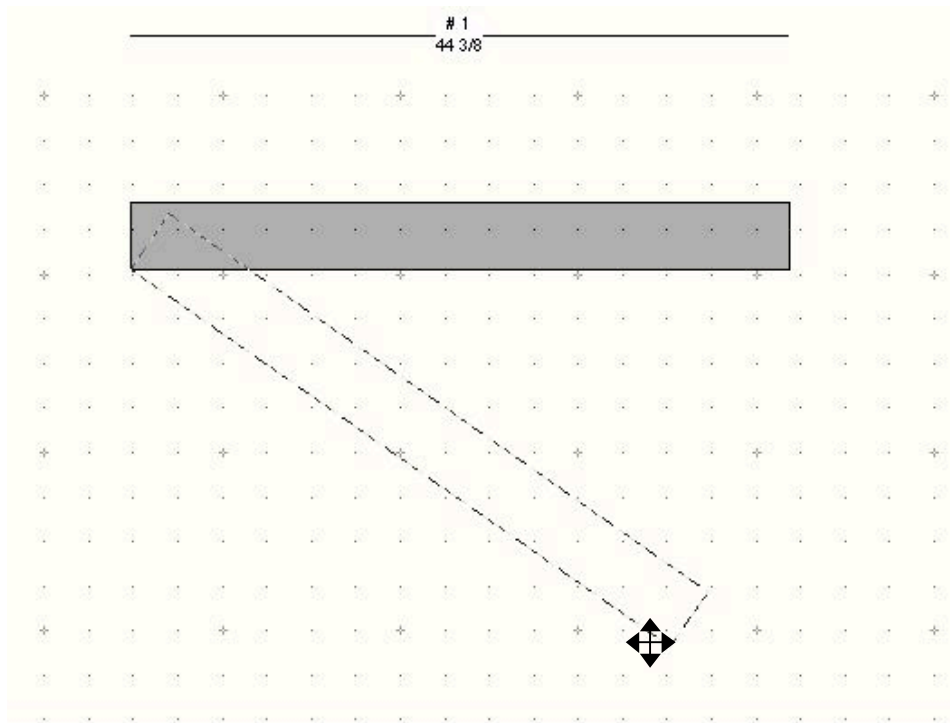
Repositioning a Wall

1. From the Floorplan view, place the mouse pointer on the center of the wall.
2. Hold down the left mouse button (the mouse pointer will turn into cross arrows).

3. Drag the wall to a new position on the room grid and release the mouse button.

Changing the Angle of a Wall

1. From the Floorplan view, place the mouse pointer on the left or right end of the wall.
2. Hold down the left mouse button (the mouse pointer will turn into cross arrows).
3. Drag the end of the wall to change the angle on the room grid and release the mouse button.
 - While dragging, look in the lower right hand number area of the screen for the wall angle information.



NOTE: You can remove a cabinet or wall from the project workspace, by dragging the object to the trash bin in the lower left corner of the project window and release. You can retrieve an item from trash bin with in the same session by pressing **Ctrl Z** or **UnDo**.

Adding an Island or Peninsula

Islands and peninsulas are the same as walls, with a few exceptions. They are invisible in the 3D view and have no thickness or depth. They are denoted on the floorplan view by a dotted line. The most notable difference from a wall is that cabinetry can be place on the front and back of an island or peninsula; however they can be angled and repositioned in the same manner as a wall.

1. Click **Add Island**.
2. Place your mouse pointer anywhere on the grid and hold down the left mouse key to drag your wall into place.
3. The **Add-Change Wall** box will appear. From here you can customize your wall settings.

Customizing Walls and Islands

All new walls follow the shop standards that have previously been set. However once a wall is added, it can be customized at anytime during your project. Settings such as height, length, thickness, and color can all be modified from the **Add-Change Wall** box. When a wall is placed on the project workspace it is assigned a number. These numbers are assigned in the order the walls are created.

Changing Wall/Island Settings

To open the **Add-Change Wall** box, place the mouse pointer on any wall and double click. To change any value on the **Add-Change Wall** box, click in the box with the value to be changed and type in the new value. Once you have completed your changes, click on the **OK** button and the changes will be applied.

Wall Length – Length of wall.

X Location – Position of the front left, lower corner, going left to right. The higher the X value the farther from the left of the screen.

Y Location – Position of the front left, lower corner, going top to bottom. The higher the Y value the farther from the top of the screen.

Angle – Changes the wall's angle.

Wall Height – Height of the wall from floor to ceiling.

Island –Peninsula – Checking this box changes the wall to an island/peninsula.

Less/More – This button hides/reveals additional fields located below the Room Name and Number fields.

Wall Name & Number – Label for the current wall. You can cycle through the walls within the room by using the up and down arrows next the number box.

Room Name & Number – Label for the current Room. If you change the room number, the wall and any units attached to it will be added to the room indicated.

Flip Wall 180 Degrees – Flips the wall with all its units, while maintaining its position within the workspace.

Change Length on – Which end of the wall will extend or retract with a change in length.

Thickness – Thickness of wall.

Add - Change Wall

Wall Length 86 3/8
X Location 1/4 L R
Y Location 12 7/8
Angle 0
Wall Height 90

Island - Peninsula

OK Cancel

Erase Wall Less...

Wall Name and Number 1

Room Name and Number Room 1 1

Flip Wall 180 degrees

Change Length on
 Left End Right End

Thickness 4 1/2

Top # Depth 12
Base # Depth 24

Change Wall Color Help

Top/Base # Depth – The measurement that a cabinet can be located from the wall, and still show on the elevation view. Cabinets located outside this limit will not appear in the elevation view.

Accessing the Back of an Island-Peninsula

In the floorplan view cabinets can be placed on both sides of the dotted line that denotes an island or peninsula. When in the elevation view there are 2 ways to make the back of the island active.

- In the elevation view, from within the dotted line, click the right mouse button to activate the back of the island. Clicking the left mouse button will toggle you from back to front of the island.
- Press **B** on your keyboard and the wall number assigned to the island. This action only works for islands numbered 1-9.

Locating and Sizing Units on Walls

Once you have placed and sized your wall(s), you are ready to add units to them. From the Unit Menu chose a category. To expand and collapse the specific elements within the menus click on the + / - button next the category heading. You can view the specific Unit before adding it to the wall. Place your mouse pointer on the Unit you want to view and hold down the left mouse button.

Library Selection Menu




The selected library will determine the individual Units available. Units will be placed on the active wall. Select an element by clicking once on it. When an element is selected it will be highlighted in blue.

Adding a Unit (Click + Drag)

The new unit will be assigned a number based on the order in which it is added to the project. Like walls, units can be customized at anytime during your design process.

1. Select the desired Unit by clicking once on it.
2. Place the mouse pointer anywhere on the active wall. Press and hold the mouse button, and drag the unit to the desired size.
3. When creating a unit by clicking + dragging, the mouse pointer can be used to increase or decrease the size of the unit. When increasing the unit size using the mouse pointer, the pointer will move quickly, closely following the pointer movement. When decreasing the unit size, the mouse point follows movement more slowly to allow for precision sizing.

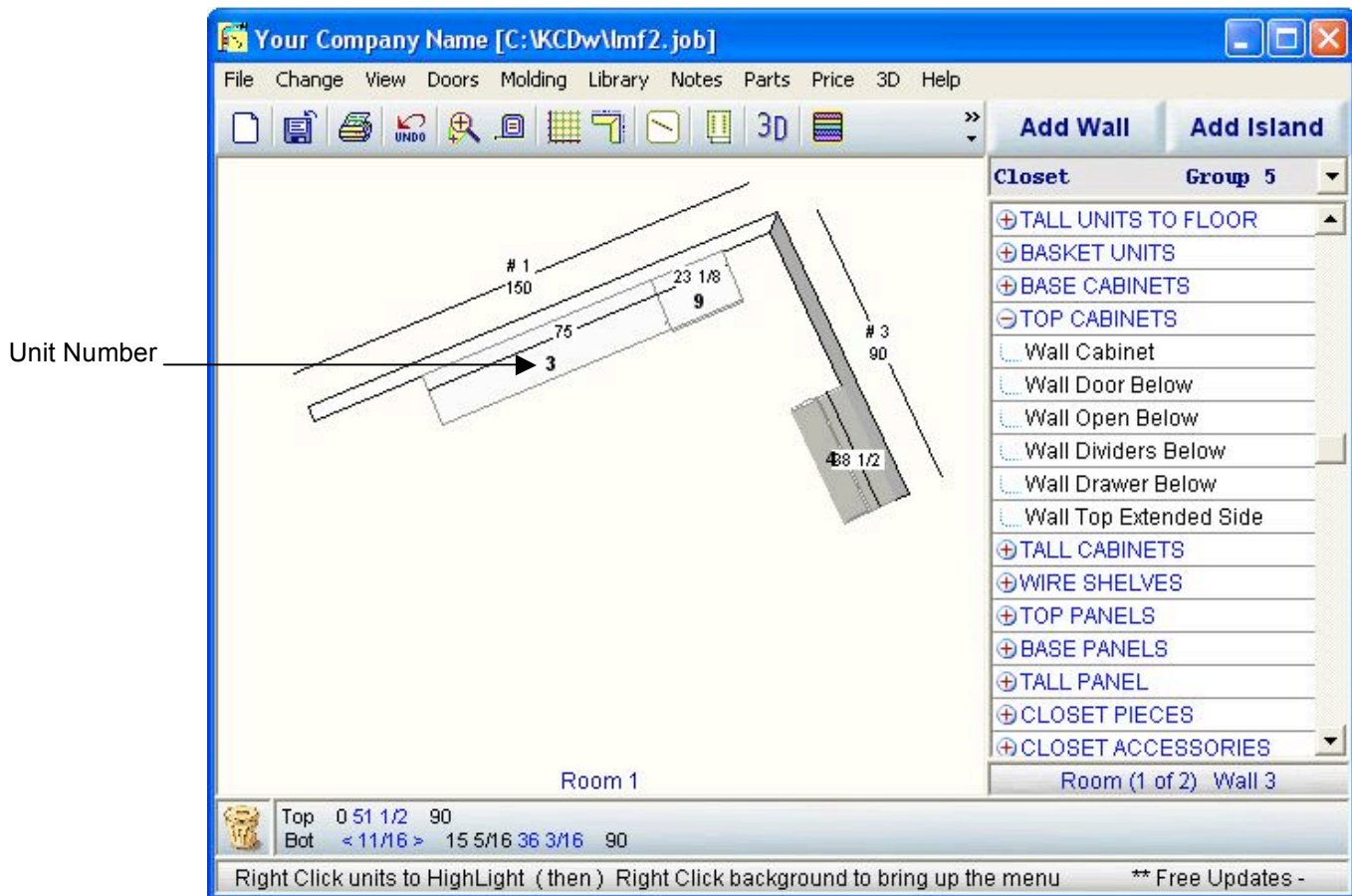
- The unit will appear as a dotted outline, and the **Add Unit** box will open. From here you can customize your Unit sizes.

 **NOTE:** You can toggle between the floorplan and elevation view. From the floor plan view double click the left mouse button within the workspace, but not on a wall or unit. From within the elevation view double click the left mouse button within the workspace, but not on a wall or unit.

Repositioning a Unit

Units can be repositioned from either the floorplan or elevation views. They can also be repositioned to a different wall.

- Place the mouse pointer on the unit number and hold down the left mouse button.
- Drag the unit to the new location and drop it into place by releasing the mouse button. Remember units can be dragged to a different wall if desired.
 - Look in the lower right hand number area of the screen for location information.



Customizing Units

Units, like walls are completely customizable. Their sizing and style can be changed to fit your design. KCDw software provides you the tools to make your vision come to life. Once you have placed your units on a wall, you can access Units that will allow you to customize the doors and add handles, pulls and hinges from our extensive design library.

Sizing an Existing Units


To open the **Change Unit** box, place the mouse pointer on any unit number and double click. To change any value on the **Change Unit** box, click in the box with the value to be changed and type in the new value. Once you have completed your changes, click on the **OK** button and the changes will be applied.

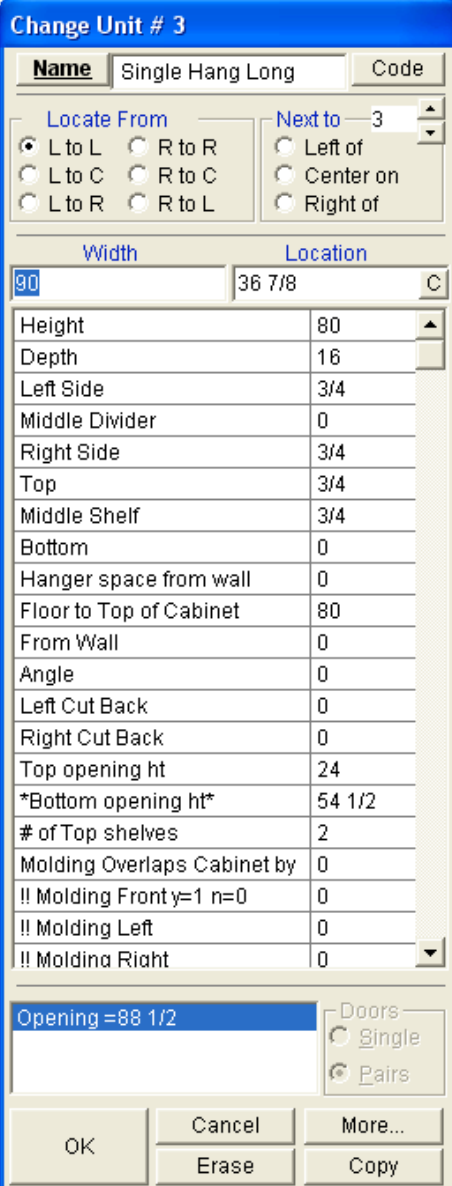
The graphic is an example of values within the unit box. These values change depending on the unit type selected.

Joining Multiple Units

To join two units by clicking and dragging, simply overlap the new unit onto the existing unit and the two units will be automatically joined. (Overlap about 5" in the scale of the drawing.)

To join two existing units, open the **Change Unit** box by double clicking on the unit number. Set the left or right stile value to 0. (Be sure to set the stile on the proper side of the unit to zero.)

 **NOTE:** Parameters preceded by “ !! ” can be toggled between 0 and the shop standard by double clicking on the “ !! ”.



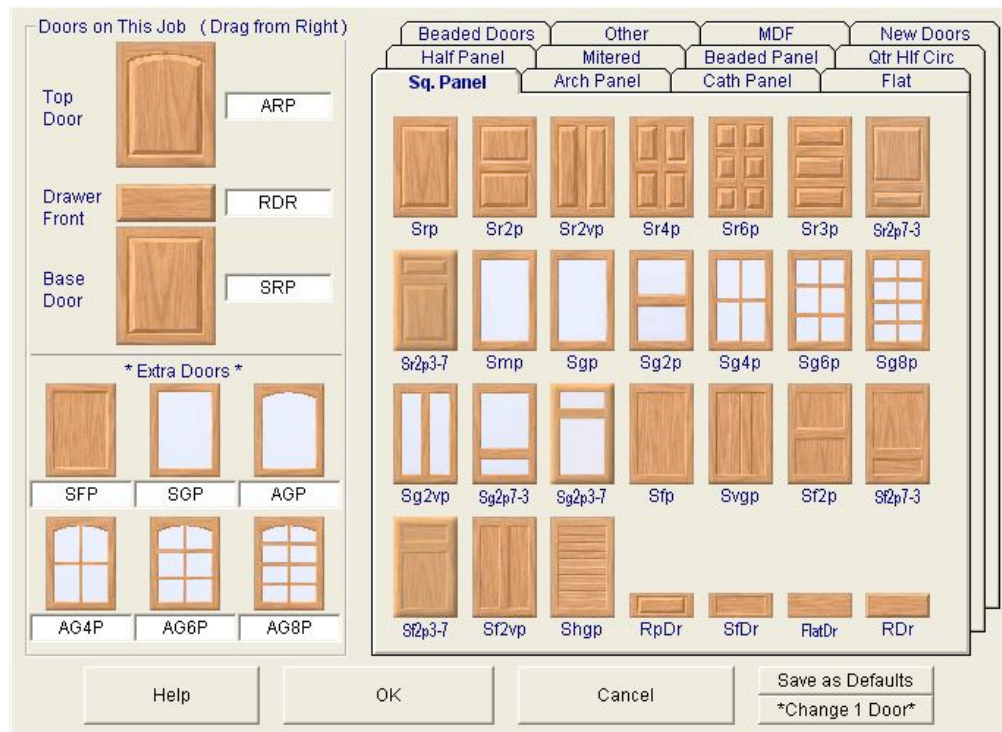
Change Unit # 3	
Name	Single Hang Long
Code	
Locate From	
<input checked="" type="radio"/> L to L	<input type="radio"/> R to R
<input type="radio"/> L to C	<input type="radio"/> R to C
<input type="radio"/> L to R	<input type="radio"/> R to L
Next to — 3	
<input type="radio"/> Left of	
<input type="radio"/> Center on	
<input type="radio"/> Right of	
Width	
90	Location
	36 7/8 C
Height	80
Depth	16
Left Side	3/4
Middle Divider	0
Right Side	3/4
Top	3/4
Middle Shelf	3/4
Bottom	0
Hanger space from wall	0
Floor to Top of Cabinet	80
From Wall	0
Angle	0
Left Cut Back	0
Right Cut Back	0
Top opening ht	24
Bottom opening ht	54 1/2
# of Top shelves	2
Molding Overlaps Cabinet by	0
!! Molding Front y=1 n=0	0
!! Molding Left	0
!! Moldina Riight	0
Opening = 88 1/2	
Doors	
<input type="radio"/> Single	
<input checked="" type="radio"/> Pairs	
OK	Cancel
	More...
Erase	Copy

Door Styles

KCDw software allows you to customize the door style for your design. You can change them using the menus or using keyboard and mouse short cuts. To open the **Door Style** box, select **Doors** from the main menu. Click on **Change All Doors**, or press **Ctrl D**.

Change All Doors

1. Open the **Door Style** box.
2. Hold the mouse button and drag the selected door to the “Doors on This Job” section and drop on the top or base door.
3. Hold the mouse button and drag the selected drawer style and drop on the drawer front.



N


OTE: Extra doors are used when changing 1 door. The extra door selections can be changed by holding the mouse button and dragging the selected door to the “Extra Doors” section and dropping on one of the available slots.

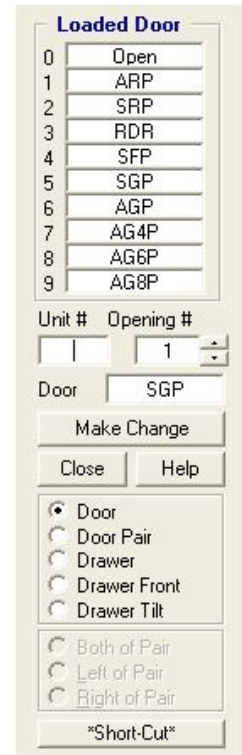
Change a Door Using Shortcuts

1. Place the mouse pointer on the door to be changed.
2. Hold the **Ctrl** key and click the left mouse button. This action will cycle you through the selected door styles from “Doors on This Job” and “Extra Doors” sections, plus one additional selection of No Door.

Change One Door Menu

1. Select **Doors** from the main menu. Click on **Change 1 Door**, or press **Ctrl F**.
2. Enter the number of the unit to be changed in the **Unit #**.
3. Enter the opening number. For example a base cabinet with one drawer on top and doors on bottom, the drawer is opening 1.
4. Select the door style to be applied and press **Make Change**.

 **NOTE:** 0 represents no doors, 1 and 2 is the top and bottom door style defined in the “Doors on This Job” section of the **Door Style** box, 3 represents the Drawer Front style, and 4 – 9 represent the “Extra Doors”.



Loaded Door

0	Open
1	ARP
2	SRP
3	RDR
4	SFP
5	SGP
6	AGP
7	AG4P
8	AG6P
9	AG8P

Unit # Opening #

Door SGP

Make Change

Close Help

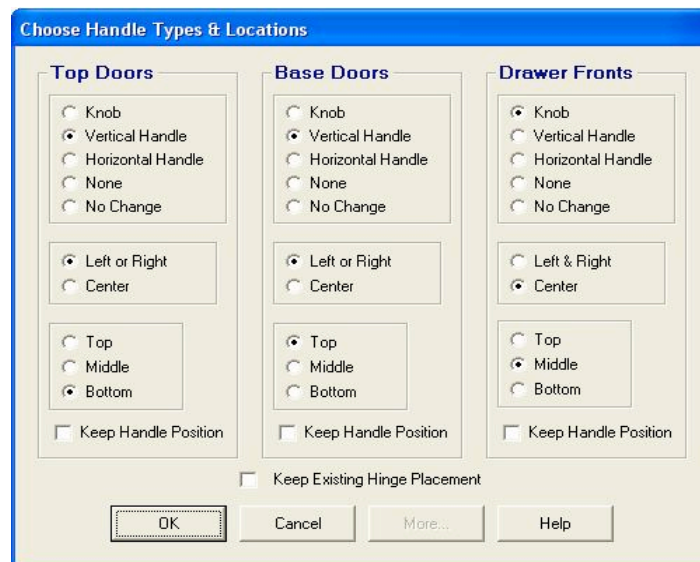
Door
 Door Pair
 Drawer
 Drawer Front
 Drawer Tilt

Both of Pair
 Left of Pair
 Right of Pair

Short-Cut

Adding Handles


1. Open the **Choose Handles Types & Location** box, Press **Ctrl H** or select **Add Handles & Hinges** from the **Doors** Menu
2. Select the handle types and placement for top and base doors and drawer fronts.
3. Press **OK** to apply changes. Handles will be added to all doors types for which handles have been chosen.



Choose Handle Types & Locations

Top Doors	Base Doors	Drawer Fronts
<input type="radio"/> Knob	<input type="radio"/> Knob	<input checked="" type="radio"/> Knob
<input checked="" type="radio"/> Vertical Handle	<input checked="" type="radio"/> Vertical Handle	<input type="radio"/> Vertical Handle
<input type="radio"/> Horizontal Handle	<input type="radio"/> Horizontal Handle	<input type="radio"/> Horizontal Handle
<input type="radio"/> None	<input type="radio"/> None	<input type="radio"/> None
<input type="radio"/> No Change	<input type="radio"/> No Change	<input type="radio"/> No Change
<input checked="" type="radio"/> Left or Right	<input checked="" type="radio"/> Left or Right	<input type="radio"/> Left & Right
<input type="radio"/> Center	<input type="radio"/> Center	<input checked="" type="radio"/> Center
<input type="radio"/> Top	<input checked="" type="radio"/> Top	<input type="radio"/> Top
<input type="radio"/> Middle	<input type="radio"/> Middle	<input checked="" type="radio"/> Middle
<input checked="" type="radio"/> Bottom	<input type="radio"/> Bottom	<input type="radio"/> Bottom
<input type="checkbox"/> Keep Handle Position	<input type="checkbox"/> Keep Handle Position	<input type="checkbox"/> Keep Handle Position
<input type="checkbox"/> Keep Existing Hinge Placement		


OK Cancel More... Help

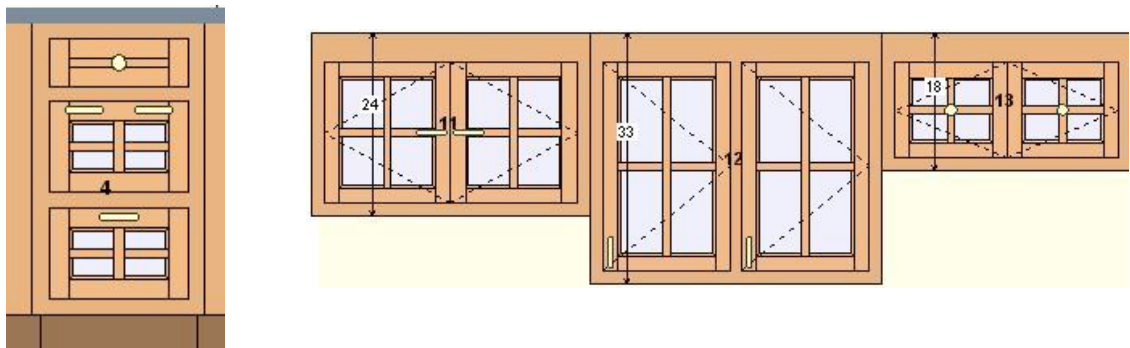
 **NOTE:** Once you have **Choose Handles Types & Location** the handles, knobs, and hinging will be visible in the elevation view.

Changing Handles

The style and position of a single handle can be changed using shortcuts from within the elevation view.

- To change the handle style, place the mouse pointer on the handle to be changed. Hold down the **Shift** key and click the **Right** mouse key. This action will cycle through vertical, horizontal and knob handles, as well as no handle.
- To change the handle position, place the mouse pointer on the handle to be changed. Hold down the **Shift** key and click the **Left** mouse key. Then still holding the **Shift** key, click to the position you want to place the handle.


 **NOTE:** There are 9 positions for door handles; top, middle and bottom on the horizontal and left, center and right on the vertical. There are 6 positions for drawers, top, middle and bottom on the center and dual knobs or handles. For example:



Changing Hinges

Hinges are defined by dotted lines, which note how the door or drawer will open.

- To change the hinge placement, place the mouse pointer on the dotted line representing the hinge to be changed. Hold down the **Ctrl** key and click the **Right** mouse button on the side of the door that the hinge should be placed.

 **NOTE:** The doors on a unit can be made into a door pair. In door pairs, changes applied to one of the pair are applied to the other door in the pair automatically. Door pairs can be made using either the **Change Unit** box or the **Change 1 Door** box. (Remember **Ctrl F** also opens the **Change 1 Door** box.)

Colors and Textures

Colors, textures and materials can be changed to enhance the look of your design. The ability to customize every aspect of your design is one of the ways that KCDw Software can increase your productivity, while simplifying your process. Changes to Colors, textures and materials are accessed while in the 3D view.

Accessing 3D View

The 3D view gives you a beautifully realistic view of your design. It allows you to maneuver within your design to any angle. You can zoom in close to a single unit or pull back to view the overall placement and look of the design. The 3D view can be accessed from the menu bar. The **3D View** box will appear.

Move Camera – Changes the perspective of the view. Think of yourself as the camera.

- Up/Down changes the perspective as if the camera were being elevated or lowered from within the room.
- Forward/Back changes the perspective as if the camera were being moved into or away from the room.
- Left/Right changes the perspective as if the camera were being angled in one direction or the other.

Move Picture – Changes the placement of the entire image within the frame.

- Up/Down will change the placement of the image higher or lower within the frame.
- Left/Right changes the placement of the image to one side or the other of the frame.

Size Picture – Enlarges or shrinks picture based on a default of 100%.

Hide Me – Closes the **3D View** box. The box can be reopened by pressing 3D from the menu bar.

Return to 2D – Returns you to the floorplan view.

Birds Eye View – Changes the perspective to above the room, as if the camera were on the ceiling. (This view will not make a Photo Realistic Rendering.)

Default View – is a 3D view of the elevation view. Unit numbers are still visible from within this view. Changes to unit sizing and position cannot be made while in 3D view.

View Presentation – This shows you the 3D image with colors and texture applied. You can switch between **View Line Drawing** and **Presentation View** by pressing this button.

Options – Opens the options menu.

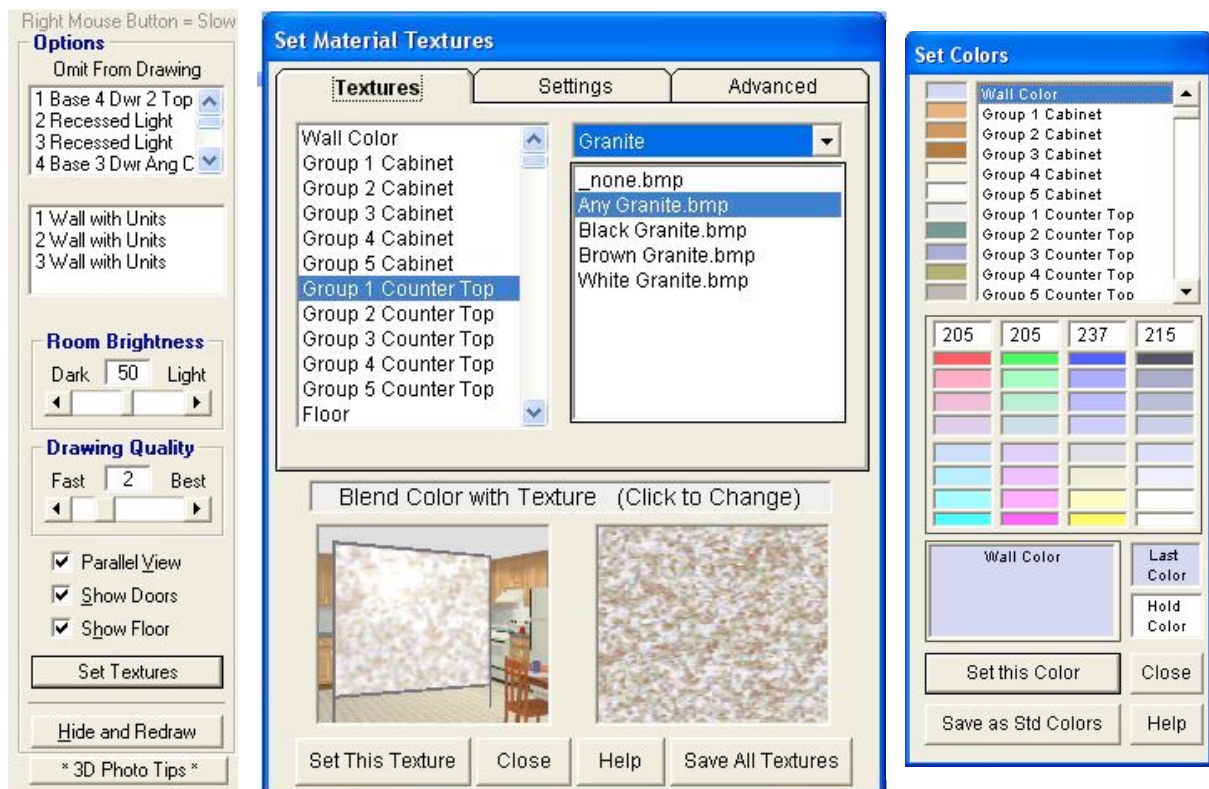


Help and 3D Photo Tips – Access the help menu and gives additional information on using features within the 3D view.

Customizing Colors

Color can be changed or added for most items with in your design, including walls, floors, appliances, counters, and units. Depending on the units you are using in the design, frame, frameless, or frame overlay, there is a default color group assigned. These default colors can be modified to suit you overall design. Unit colors can be modified from the **Change Unit** box. However, all design elements can be modified from the 3D view.

1. From within the 3D view, click on the **Options** button.
2. From the **Options** menu, click on **Set Textures**.
3. From the **Set Material Textures** box, click on the Item to be customized.
4. Click on **Blend Color with Texture**, to open the **Set Colors** box.
5. From the **Set Colors** box, click on the default color group at the top of the box, or click on a color from the palette and the palette will change to hues within the color you selected.
6. Once you have the color you want, click **Set This Color** and then click **Close**.
7. You will be at the **Set Material Textures** box, Click on **Close** to apply changes.



Customizing Textures

Textures can be applied, as well as colors, to enhance the look of your design. The texture materials can have color applied to them to further the customization and allow you to offer any combination to your customer.

1. From within the 3D view, click on the **Options** button.
2. From the **Options** menu, click on **Set Textures**.
3. From the **Set Material Textures** box, click on the Item to be customized.
4. From the **Set Material Textures** box, click on the texture type for example, Granite, wood, floor.
5. Click on the specific texture from the list below the drop down menu.
6. Click on **Set This Texture**, and then click **Close** to apply the changes.

Customizing Counter Tops

Counter tops can be customized in the same way that units, flooring and walls are customized. Some textures and colors can be blended to represent other types of counter top surfaces. There are textures for granite, Formica, wood and other materials to customize the counter tops. Depending on the units you are using in the design, frame, frameless, or frame overlay, there is a default counter top group assigned. The default counter top can be modified to suit your overall design.

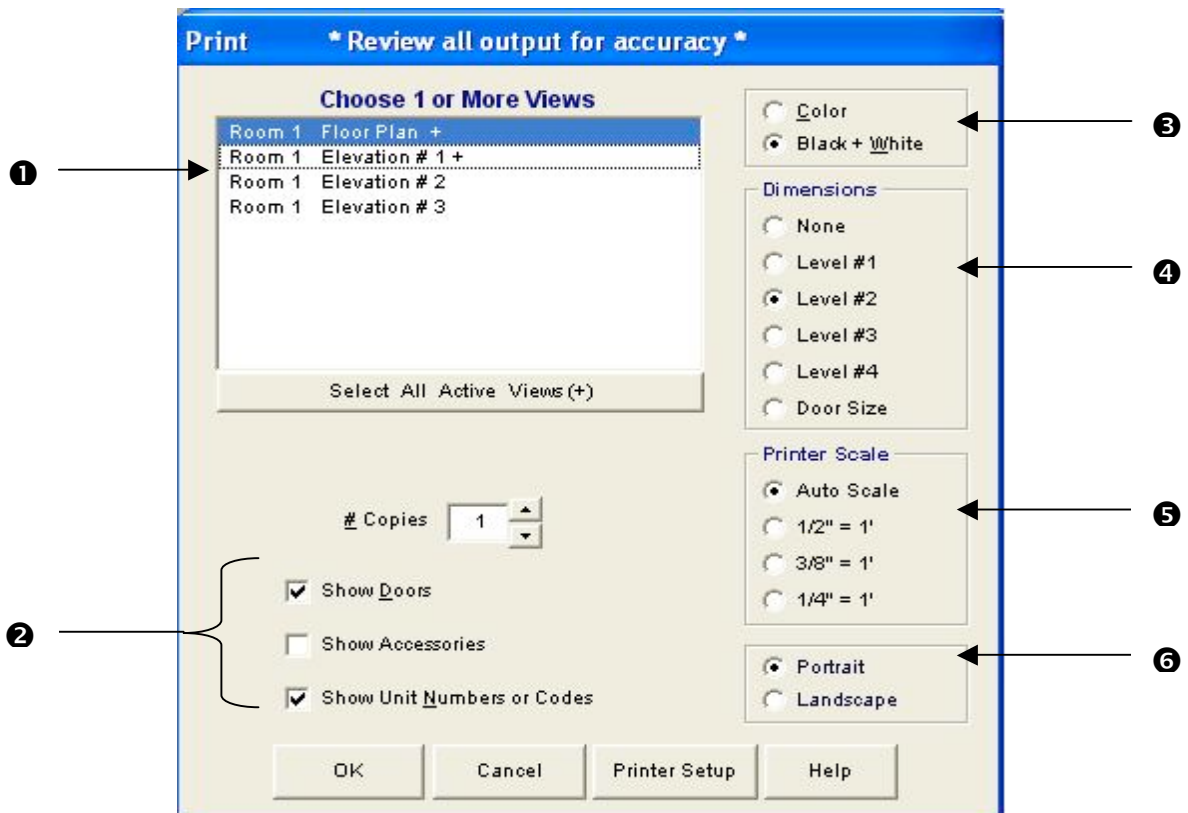
1. From within the 3D view, click on the **Options** button.
2. From the **Options** menu, click on **Set Textures**.
3. From the **Set Material Textures** box, click on the counter top group to be customized.
4. From the **Set Material Textures** box, click on the texture type for example, Granite, wood, floor.
5. Click on the specific texture from the list below the drop down menu.
6. Click on **Set This Texture**.
7. If you see **Blend Color with Texture**, click on it to open the **Set Color** box.
 - If you see **Replace color with texture**, than the texture is applied “as is” without the color being blended with the texture.
8. Click on **Set This Texture**, and then click **Close** to apply the changes.

Printing Your Design


KCDw software allows you to print floor plans, elevations and 3D presentations of your design. In the trial version printing is disabled; please contact our technical support department at 508-760-1140 for assistance on printing designs from the trial version.

Printing Floorplan and Elevation View

From the File menu click on **Print Drawing** or press **Ctrl P** to open the **Print** box.



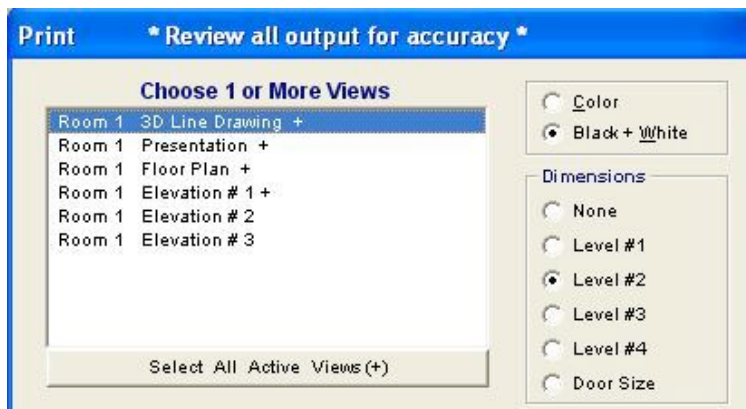
1. **Choose 1 or More Views** – Selects the item(s) to be printed. Click on view(s) to highlight or remove highlight. Only highlighted items will be printed.
2. **Options** – Items to be included in print. A check mark includes that item on the print, for example a check next to **Show Doors** adds doors to the print.
3. **Color or Black & White** – Prints the view in color or black and white.
4. **Dimensions** – Selects the level of detail in the print, higher the number the more detail included.
5. **Printer Scale** – Selects the scale of the print. Auto scale fits the whole page. If the selected scale does not fit on the page, only a portion of the design will print.
6. **Orientation** – Selects the orientation of the print on the page, Landscape or Portrait.

 **NOTE:** Your design may contain walls with no units on them. The + symbol after a view in the **Print** box denotes a wall with units. **Select All Active Views** will only highlight views with units, to include any inactive views, click on the desired view and it will be highlighted and included in the print.

Printing 3D View.


The option to print 3D line drawing or presentation view is only available from within the 3D view. Before opening the **Print** box, position your design using the **Move Camera** and **Move Picture**. In order to print the presentation view, the design must complete rendering in 3D presentation and visible on screen.

From within the 3D view, prints of the design for either the 3D line drawing or presentation views can be printed. From the File menu click on **Print Drawing** or press **Ctrl P** to open the **Print** box. The 3D print options are available from the **Choose 1 or More Views** section of the **Print** box. The same options are available in the floor plan and elevation views **Print** box.



Building a Page of Images to Print

KCDw software allows you to print multiple images of the various views to a single page. From within any view, Click on **File** from the menu bar, click on **Add This Drawing to Multi-Print**. The image, as it is viewed on the screen, will be added to the **Multi-Print** box.

 **NOTE:** You can import pictures from other sources into the **Multi-Print** box. From the file menu, click on **Import Picture into Multi-Print** and a Browser box will open. Select the picture you want to import and it will be added to the **Multi-Print** box. Several formats are supported including **.bmp** and **.jpg**. (Not in Trial Version)

Start New Job	Ctrl+J
Open Job	Ctrl+O
Save Job As	
Save Job	Ctrl+S
Delete Job from Disk	
Move Jobs to Disk	
Job Heading	Ctrl+N
Print Drawings	Ctrl+P
Printer Setup	
Save Drawing to Disk	
Print Multi-Print Drawing	
Add this Drawing to Multi-Print	
Import Picture into Multi-Print	

Once you have added all the drawings that you want to the multi-print, from the file menu, click on **Print Multi-Print Drawing** and the **Multi-Print** box will open. From the **Multi-Print** box Images can be dragged onto the preview page and arranged. Clicking on the **Image Borders** checkbox will toggle on and off the frame box that appears around each image. To resize an image, place the mouse pointer on the image. Then hold the **Shift** or **Ctrl** key and click the right or left mouse button.

