



KCD Software

QUICK START USER MANUAL

Includes
**COMMANDS
AND
SHORTCUTS**



The design to manufacture software solution for cabinet & closet professionals.

CNC | Cut Lists | **cabinotch®** | Elevations & Floor Plans | 3D Renderings | Estimates



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Quick Start User Manual

Our powerful yet user friendly software simplifies and expedites your design and delivery of customized kitchens, bathrooms, offices, and more.

From concept through production, KCD Software gives you the tools you need to save time, reduce errors, increase productivity, and help customers understand your design.

NOTE: For additional self-guided help, go to **KCDSoftware.com** and visit our Online Help and Video Tutorials.

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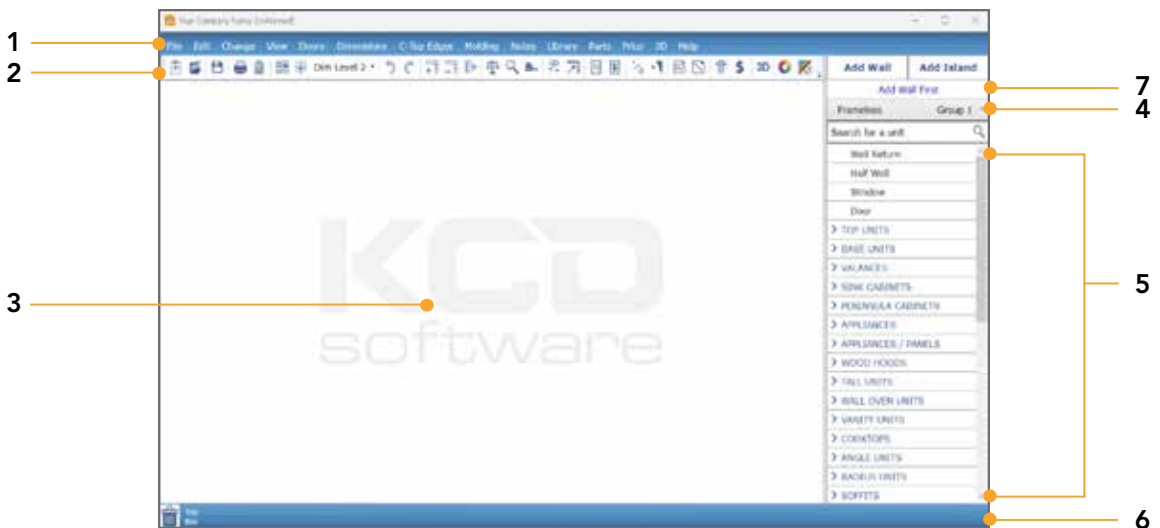
For training videos: KCDSoftware.com/Video-Tutorials

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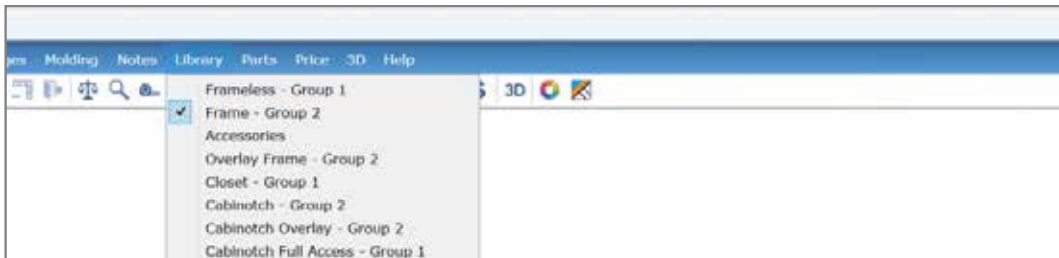
Finished photo designed in KCD Software® and manufactured by The Webhannet Company.

Welcome to the KCD Software community and thank you for your order. The step-by-step procedures in this user manual will get you started; if you need more details, please visit our Online Help and Video Tutorials or call us at 1-508-760-1140. We are always pleased to hear from our customers. Let's begin by describing the main KCD Software screen.



1. Menu Bar – Selections from the menu bar give you access to more detailed commands.
2. Tool Bar – Quick access to common commands and tools. The dropdown arrow to the far right of the toolbar will allow you to add or remove icons.
3. Workspace – Area in which projects are built. Several different views are available for this area, including floor plan, elevation, and 3D.
4. Library – Drop down menu to select current library set, including frame, frameless, overlay frame, closet, cabinetch®, options and accessories.
5. Units Menu – Contains all the elements of your selected design library.
6. Open Space Locator Bar – Amount of open space (in light blue) to the left or right side of an existing unit at the Top and Bottom of a wall. It also indicates where the space begins.
7. Information Box – Size and/or angle of units and walls. This value changes as you drag a unit or wall to size or place. Also displays useful information for using KCD Software, such as "Add Wall First."

KCD Software comes with several libraries, including frame and frameless cabinets, and closets. Each library is pre-set with shop standards. For example, for the frame library, the standards include default measurements for height and depth of cabinets, distance from the floor to the top of the top cabinets, and kick space.



Frame and overlay frame cabinets differ on how the doors overlay the cabinets. In frame the doors are sized from the opening (door lip). The door is larger or smaller than the opening by a fixed value. For example, a 12 by 20 opening might 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 have 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 might have a 20½ by 29½ door (with ¼" reveals).

TO SELECT A LIBRARY:

1. Click on **Library** in the menu bar.
2. Select the library you want. A checkmark appears beside your selection and the menu closes.

THE LIBRARIES INCLUDE:

- **Frame** – Elements for designing face frame cabinetry.
- **Frameless** – Elements for designing European, or frameless, cabinetry.

- **Overlay Frame** – Elements for designing overlay frame cabinetry.
- **Closet** – Elements for designing closet spaces.
- **cabinotch®** – Elements for designing cabinetry using **cabinotch®** Integrated Ordering. Available in KCD Software's Cabinet and Closet Professional and higher level products.

- **Accessories** – Items to enhance the look of your design, such as housewares, office equipment, lighting, furniture, and architectural features. You cannot change shop standards for accessories.

NOTE: Each library uses a default color group and texture group. However, you can change colors as briefly described in Chapter 6 and textures as briefly described in Chapter 13. For more details, go to KCDSoftware.com and visit our Online Help and Video Tutorials.

You should set standards and defaults before you begin your project. You may want to scroll through the entire list of standards to see the many choices available.

Set Standards for [Frame] Library (Sizes In Inches)

2) Floor to top of Top Cabinets	90
3) Height of Top Cabinets	36
4) Depth of Top Cabinets	12
5) Top Cabinet - Top Rail width	4
6) Top Cabinet - Bottom Rail width	2
7) Top Cabinet - Middle Rail width	2
8) Height of Base Cabinets	34 1/2
9) Depth of Base Cabinets	24
10) Base Cabinet - Top Rail width	2
11) Base Cabinet - Bottom Rail width	2
12) Base Cabinet - Middle Rail width	2
13) Top Drawer Opening Height	4 1/2
14) Kick Space Height on Cabinet	4
15) Depth of Kick (Set Back from face of Cabinet)	2 1/2
16) Base Lower rail width	2

Print Preview Use for This job ONLY Cancel

Print Save as Permanent Standards Help

Save To PDF File

Set Wall Defaults

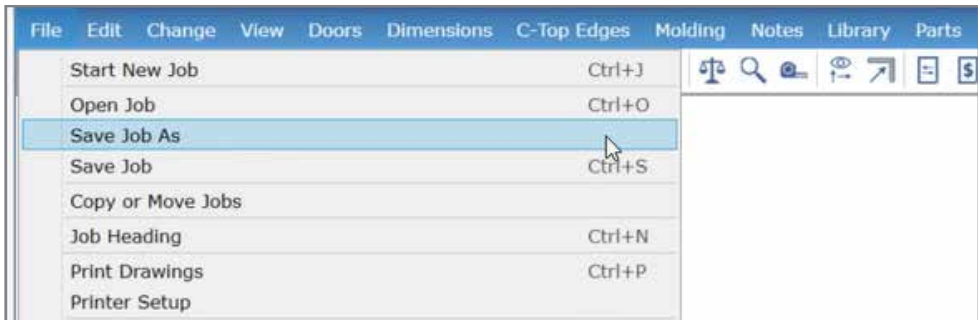
Wall Height: 94 in

Wall Thickness: 4 1/2 in

Set in This Job Only Cancel

Save as Permanent Defaults

1. In the Menu Bar, choose [Change > Set Shop Standards](#).
2. Select the value you would like to change and enter the new value. You can scroll through the menu using either the up and down arrow keys or the scroll bar.
3. Click [Use for This Job ONLY](#) or click [Save as Permanent Standards](#) if you want every new job to use the same standards.
4. In the Menu Bar, choose [Change > Set Wall Defaults](#).
5. Enter new values.
6. Click [Use for This Job ONLY](#) or click [Save as Permanent Standards](#) if you want every new job to use the same standards.



SAVING YOUR WORK

1. In the Menu Bar, click **File**.
2. Either:
 - If this is your first time saving, click **Save Job As**.
 - If you have saved this project before, click **Save Job**.

NOTE: Be sure to note the location where you saved the project.

DELETING PARTS OF YOUR DESIGN

To delete parts of a design from the workspace (walls, windows, cabinets, and so on), drag the object to the trash bin in the lower left corner of the window and release.

You can retrieve an object from the trash bin during the same session by selecting **Edit > Undo**.

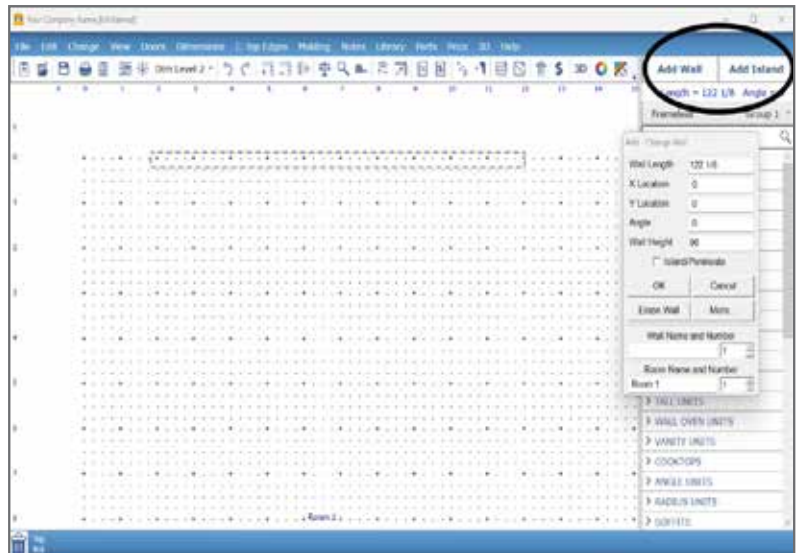
COPY OR MOVE AN ENTIRE JOB

1. Select **File > Copy or Move Jobs**
2. Select Jobs to Move or Copy.
3. Choose Destination Folder.
4. Click **Move Jobs** to move jobs to the selected destination folder.
5. Click **Copy Jobs** to put a copy of jobs in the selected destination folder.

Once you have set your shop standards, you are ready to begin defining the room by adding walls to your project workspace.

ADDING A WALL

1. Click **Add Wall**. A grid appears. (This is your workspace.)
2. Place your cursor anywhere on the grid and hold down the mouse button to drag a wall into place. Look in the top right hand Information Box for sizing information as you move the mouse.
3. Release your mouse. The **Add-Change Wall** menu appears. You may change any number in the menu to customize your wall settings.
4. When your numbers are correct, click **OK**.



Tip 1: The back of the wall is the side with the dimension line on it. You cannot place cabinets on the back of a wall. You can place cabinets on the back of an island or peninsula (see Chapter 8, page 12).

Tip 2: To toggle between the floor plan and elevation view, press the **Space Bar** twice or double-click anywhere in the unused workspace. When repositioning or angling walls you *must* be in the floor plan view.

ADDING A SECOND WALL

1. Click **Add Wall**.
2. Place your cursor approximately where you want the wall and drag to the length you want. The **Add-Change Wall** menu appears.
3. When your numbers are correct, Click **OK**.
4. The second wall will snap into position, attached to the first wall when placed at either end.

NOTE: When creating a drawing, it's best to leave one side open. If you create a closed box, the extra wall will block you from seeing the room in 3D.

SWITCHING BETWEEN WALLS

When a wall (or island/peninsula) is placed on the project workspace, it is assigned a number. Numbers are assigned in the order that walls are created.

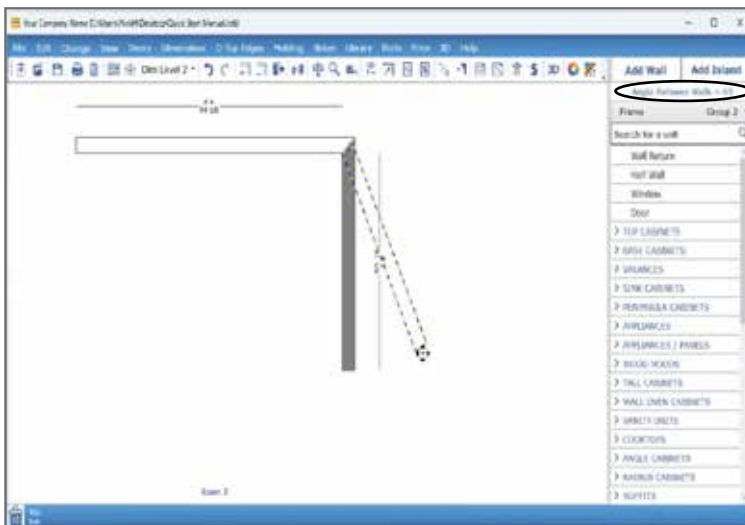
To select a wall, either:

- Click on the wall so that it turns gray.
- Type a wall number (Walls 1-9) to activate a particular wall.

CHANGING THE ANGLE OF A WALL

1. In the floor plan view, place the cursor on one end of the wall.
2. Hold down the mouse button (the mouse pointer will turn into cross arrows).
3. Drag the end of the wall to change its angle on the grid and release the mouse button.

While dragging, look in the upper right hand Information Box of the screen for the wall angle information (see circled area in the screenshot below).



ADDING AN ISLAND OR PENINSULA

Islands and peninsulas operate the same as walls (including positioning and angling), with a few exceptions. They are represented on the floor plan by a dotted line. The most notable difference from a wall is that cabinetry can be placed on both the front and back of an island or peninsula.

1. Click [Add Island](#).
2. Place your mouse pointer anywhere on the grid and hold down the mouse button to drag the island or peninsula into place. (If your line is close to the end of a wall, it will snap into place as a peninsula, not an island.)
3. Release your mouse. The [Add-Change Wall](#) menu appears. You can change any number in the menu to customize your island or peninsula settings.
4. Click [OK](#). (For activating the back wall of an island/peninsula, see Chapter 8.)

NOTE: Walls and islands will not snap together in the middle or along the length of a wall, only at the ends.

Once a wall is added, you can modify it at any time by changing settings such as height, length, thickness, and color at the [Add-Change Wall](#) menu.

1. Place the mouse pointer on any wall or island/peninsula and double-click. The Add-Change Wall menu appears.
2. Click the More button to see the full menu shown here.
3. To change a value, click the value to be changed and type in the new value.
4. Click on OK to apply the change(s).

Wall Length – Length of wall, island, or peninsula.

X Location – The higher the X value the farther from the left side of the grid.

Y Location – The higher the Y value the farther from the top of the grid.

Angle – The wall's angle.

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

Island/Peninsula – Change from a wall to an island/peninsula or back again: click on the [Island/Peninsula](#) checkbox to activate islands and peninsulas. Remove the checkmark to create a wall.

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 to 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. You may need to flip a wall after moving it from one side of the workspace to the opposite side.

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

Thickness – Thickness of wall.

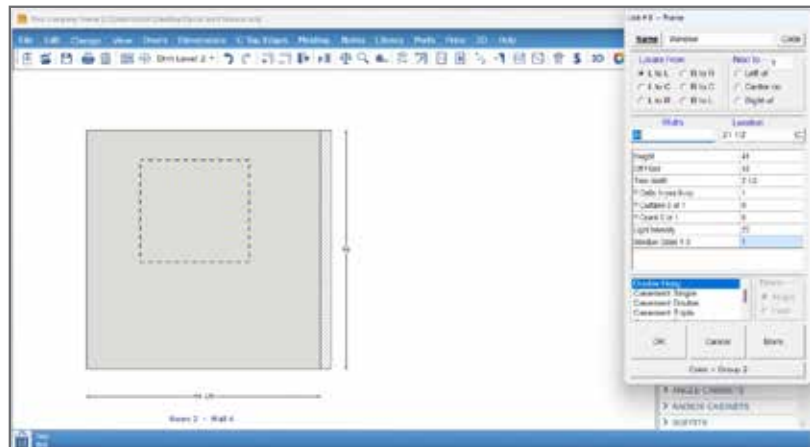
Top/Base # Depth – The distance that a cabinet can be located from a wall (placed on adjacent wall) and still show on the elevation view. Cabinets located on adjacent wall outside of this limit do not appear in the elevation view.

Change Wall Color – Click [Change Wall Color](#); select the color you prefer; then click [Set the Color](#). The wall color may show clearest in elevation and 3D views.

Edit Wall Shape – When you click [Edit Wall Shape](#), the view automatically changes to elevation. Select the shape you prefer, then click [Apply](#).

Windows and doors can be added on the floor plan but it may be easier to see what you are doing in elevation view. To switch views, either press the **Space Bar** twice or double-click anywhere in the unused workspace.

1. Select the wall where you want to enter a window or door to make the wall active (it appears shaded).
2. In the Units Menu, double-click on **Window** or **Door**.
3. Click anywhere on the active wall to bring up the outline of a window or door. A menu appears where you can change all the specifications, including width, height, location, and style (for example, double hung or sliding).
4. To change the location, first select one of the choices under **Locate From**. For example, to locate a window a certain distance from the left wall, select **L to L** (measures the distance from the left wall to the left edge of the window) or **L to C** (measures the distance from the left wall to the center of the window).



5. Enter the distance in the **Location** box or select **C** (next to the **Location** box) to center the window or door on the wall.
6. Click **OK**.

NOTE: The first letter means from L (Left) or R (Right) edge of wall, and then the second letter means position on cabinet.

Ex: R to C means Right side of wall to Center of unit.

Once you have placed and sized your wall(s) and located windows and doors, you are ready to add cabinets.

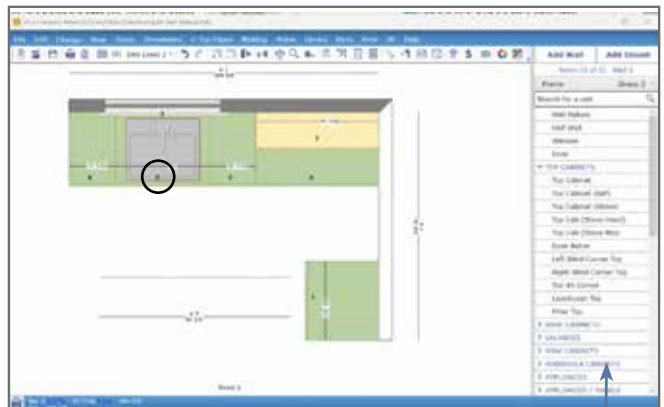
The library you selected earlier (frame, frameless, overlay, closet, **cabinotch®**) determines which units are available. Units are placed on the active (shaded) wall.

NOTE: The steps below for adding a cabinet will work for other types of units, such as refrigerators and stoves.

ADDING A CABINET TO A WALL OR ISLAND/PENINSULA

TIP: Unit numbers are assigned by the software in the order in which the units are added to the design. In the screenshot at the far right, unit #3 is circled.

1. Select the wall (or the dotted line of the island/peninsula) where you want to add a cabinet to make the wall active.
2. Click on the category of cabinet on the **Units Menu** (for example, **Base Cabinets**) or click the dropdown arrow (>) button to expand the list.
3. Click on the type of cabinet you want (for example, **Base 4 Drawer**).
4. Drag the outline of the cabinet to the desired size on the wall you selected.
5. Release the mouse. The **Add Unit** menu appears. From here you can customize sizes and other specifications, including color.
6. When your changes are complete, click **OK**.



Units Menu

ACTIVATING THE BACK WALL OF AN ISLAND/PENINSULA

Cabinets can be placed on both sides of an island/peninsula. It is easiest to work in elevation view. To toggle from front to back of the island/peninsula:

- Click the right mouse button to activate the back of the island.
- Click the left mouse button to activate the front of the island.

REPOSITIONING A CABINET

You can reposition cabinets and other units (like refrigerators) from either the floor plan or elevation views.

1. Place the cursor on the cabinet number.
2. Drag the cabinet to the new location and drop it into place by releasing the mouse button.

Cabinets and other units are easily customized. Once you have placed cabinets on a wall, you may customize their doors, change their color or texture, and add handles, pulls, and hinges. Working in elevation view makes it easier to see your changes.

The screenshot below is an example. The values change depending on the type of unit.

Parameters preceded by "!!" can be toggled between 0 and the shop standard by double-clicking on the "!!".

CUSTOMIZING EXISTING CABINET

1. Double click on the cabinet's number to open the menu.
2. Select the value(s) to be changed and type in the new value(s), including the color.
3. Click **OK** and the changes will be applied.

Continued on page 14

NOTE: To create a door pair (two facing doors opening to one space), choose **Doors > Change 1 Door** and select **Door Pair**.

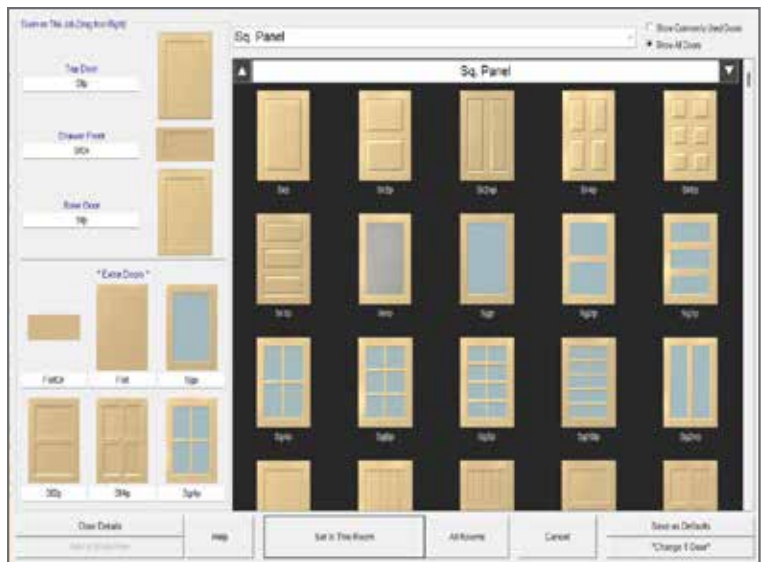
In door pairs, changes applied to one of the pair are automatically applied to the other door in the pair.

NOTE: Once you have changed 1 door, if you then select “Change Doors on This Job” and click “Set in This Room” the door you previously changed individually, will remain intact.

CHANGE ALL CABINET DOORS

Cabinets are shown with default doors but you can customize them at any time.

1. From the Menu Bar, choose **Doors** > **Change Doors on this job.**
2. The door style menu appears.
3. Choose a category of door (including square panel, flat, arch panel, and glass) from one of the two drop down menus on the top right.
4. Drag the door you want from the right side of the menu to the **Doors on This Job** section on the left.
5. Drop the selected door style on the **Top Door**, **Drawer Front**, or **Base Door** picture by releasing the mouse.
6. Click **Set in This Room** or click **All Rooms** if you want the selected door style(s) to apply to all rooms in the project.



CHANGE DOORS ON ONE CABINET

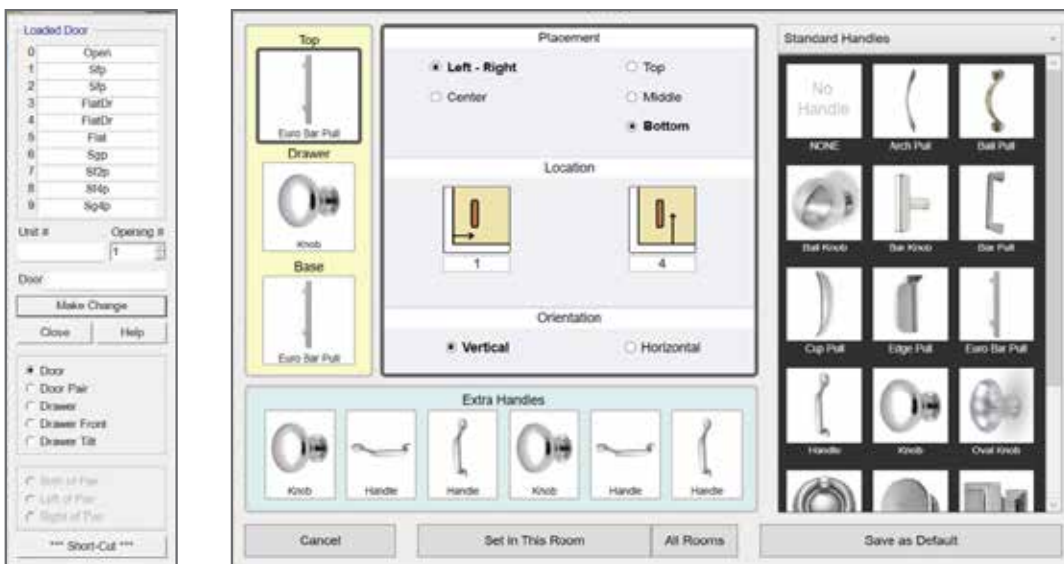
You have two choices for changing the doors on one cabinet: using the **Main Menu** or using the short-cut.

Using the Main Menu:

1. Choose **Doors > Change 1 Door** and a menu appears.
2. Enter the **Unit #** of the cabinet to be changed.

3. Enter the **Opening #**. Openings (drawers, doors) are numbered from top left to bottom right of each cabinet.
4. Select a door type from the **Loaded Doors** list.
5. Click **Make Change**.
6. Click **Close**.

NOTE: *Extra Doors* are used when changing one door and *Extra Handles* are used when changing one handle. Drag your selection from the right to the left, and drop it on one of the available extra door or handle spaces.



Using the shortcut:

1. Place the cursor on the cabinet door to be changed.
2. Hold down the **Ctrl** key and click the mouse. Each click will cycle you through door styles you placed in the **Doors on This Job** and **Extra Doors** sections, plus one additional selection of No Door.
3. Release the **Ctrl** key to apply the door you want.

ADDING HANDLES TO CABINET DOORS

1. From the Menu Bar, choose **Doors > Add Handles & Hinges** to open the handles menu.
2. Drag the handle you want from the right to the **Top**, **Drawer**, or **Base** handle on the left.

3. Select placement, location, and orientation as appropriate.
4. Click **Set in This Room** or click **All Rooms**.

Continued on page 16

CHANGING CABINET DOOR HANDLES

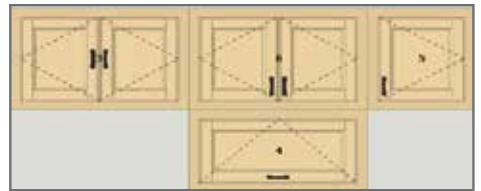
You can change the style and position of a single handle from within the elevation view (not the floor plan view).

To change the handle style:

1. Place the cursor on the handle to be changed.
2. Hold down the Shift key and right-click the mouse.
3. Each click cycles through choices for vertical and horizontal knobs and handles, as well as no handle.
4. Release the Shift key.

To change the handle position:

1. Place the cursor on the handle to be changed.
2. Hold down the Shift key.
3. Click on the new position where you want the handle.
4. Release the Shift key. The handles and hinges both move to the new position.



NOTE: There are 9 positions for door handles: top, middle, and bottom on the vertical; and left, center, and right on the horizontal. There are 6 positions for drawers: top, middle, and bottom on the center; and dual knobs or handles. See screen captures on this page for examples.



CHANGING HINGES

Hinges are defined by dotted lines, which show how a cabinet door will open. The door opens from the wide end of the dotted lines.

1. To change the hinge placement, place the mouse pointer on the dotted line for the hinge.
2. Hold down the **Ctrl** key and right-click on the side of the door where you want the hinge. The handles do *not* change position.

NOTE: Door Profile Editor changes are visual only and do not affect cut lists, material data, or CNC output.

The Door Profile Editor allows you to create and customize the visual shape of your door profiles. Use it to define the outside edge, inside bead, raised panel, or other contour details for framed, mitered, mullion, or wire doors.

CREATING A NEW DOOR PROFILE

KCD Software includes many preset profiles for common door styles. Before creating a new one, check to see if the shape you need already exists. Most popular profiles are included in the software.

1. From the Menu Bar, choose **Doors > Create New Door Profile**.

2. Select a profile type to edit:
Bead, Raise, Edge, Miter, Mullion, or Wire.

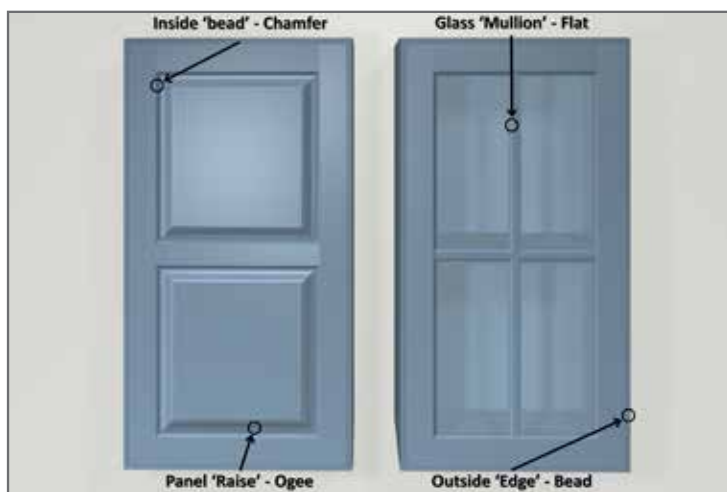
Click **"Enable Add Points"** to customize the profile shape.

Click the **"+" icon** on the image to add points and drag to adjust.

Click **"Make Radius"** to round corners or connect points with a curve.

Use **"Enable Bounds"** to keep edits within material limits.

Use **"Enable Move Endpoint"** to adjust the end position of the profile.



3. When finished, click **Save**, name your new profile, and click **Save** again.

Custom profiles are saved and can be viewed or reloaded at any time by choosing **Load** in the Door Profile Editor.

APPLYING A CUSTOM PROFILE

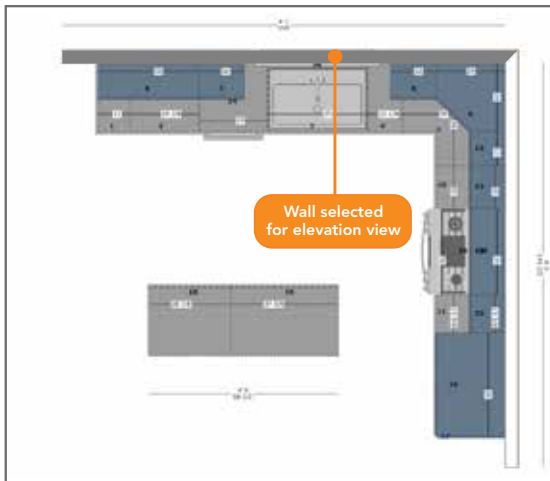
To apply a saved profile, go to: **Doors > Change Doors on this Job > Door Details > Select Name of Profile Shape** (i.e. Profile Shape of Outside 'edge').

Choose your custom profile from the list. The new edge will display visually in your 3D rendering.

TIPS

- Inset doors apply only to framed cabinetry.
- Right-click a point to remove it or choose **Unmake Radius** to revert a curve.
- Saved profiles can be modified or deleted from the Door Profile list.

KCD Software lets you work quickly in 2D, moving back and forth easily between floor plan and elevation views. Viewing your designs in 3D makes it easy to refine your details and present realistic drawings to clients.



CHANGING BETWEEN 2D VIEWS

To switch from floor plan to elevation view:

1. Select the wall you would like to see in elevation view by clicking on it (it turns gray)
2. Double-click anywhere in the unused portion of the workspace or press the **Space Bar** twice.

To switch from elevation to floor plan view:

1. Double-click anywhere in the unused portion of the workspace or press the **Space Bar** twice.

Both floor plan and elevation views are considered 2D (two-dimensional).



To view your design in three-dimensions, click **3D** in the main menu bar and wait a moment while your design renders. Then, using your mouse, touch-screen, touchpad, or the buttons shown in the 3D window on page 19, you can **MOVE** Camera (change your view of the room), **MOVE** Picture (change the placement of the image in the workspace), or **Zoom** (increase/decrease the picture size).

MOTION	MOUSE	TOUCH PAD	TOUCH SCREEN	MENU BUTTONS
MOVE Camera	Left button drag	• Place your cursor over the image.	Touch + drag	"Move Camera" (6 buttons)
MOVE Picture	Right button drag	• May act like a Mouse or like a TouchScreen.	Hold Touch (2 sec.) + drag	"Move Picture" (4 buttons)
Zoom	Mouse Wheel	• Menu buttons are always available as backup.	Two finger pinch	"Zoom Picture" 2 buttons

Select **2D** when you are ready to return to your elevation or floor plan view.

TIPS FOR CREATING A REALISTIC 3D VIEW

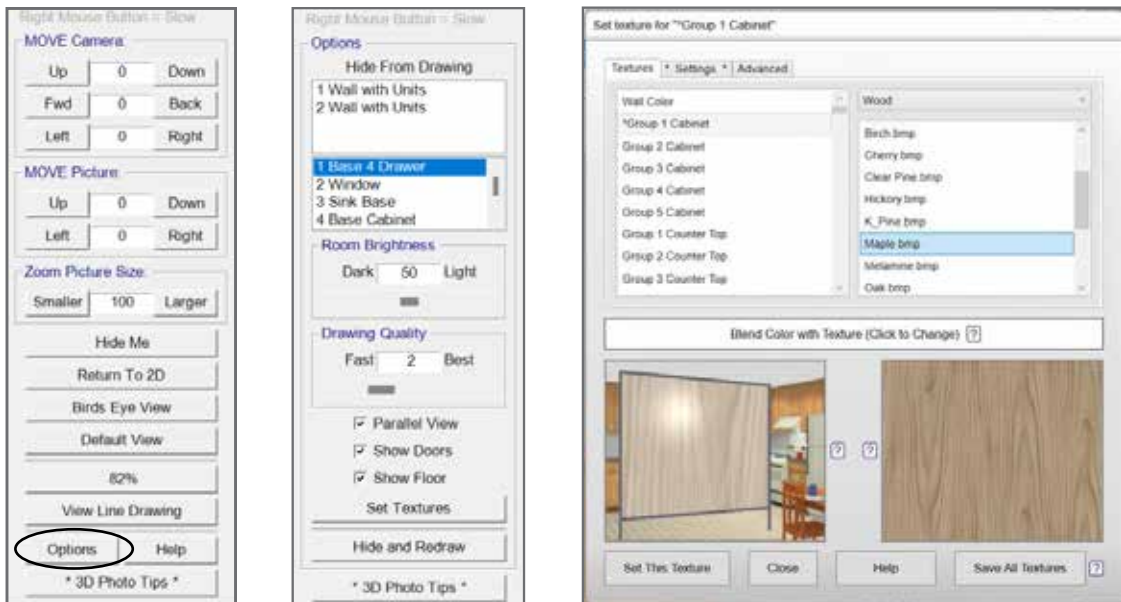
Please keep these tips in mind to create the most realistic 3D view:

- Start your perspective at eye level: **Move Camera** up or down until it is at normal eye level (rather than far below or above).
- Center: **Move Picture** left or right to center it in the workspace.
- Fill the workspace: **Zoom Picture Size** until the room fills the workspace. Generally, rooms look best between 100 and 300.
- Unblock view: **Options** lets you temporarily **Hide From Drawing** any walls or units that are blocking the view you want to feature. Click on the items you want to hide, then click **Hide and Redraw**.
- Fix lighting: **Options** lets you change the **Room Brightness**. Select brightness you want, then click **Hide and Redraw**.

Changing textures allows you to update the materials and patterns shown in your 3D presentation.

This includes changing the wood grain or laminate color on cabinetry, applying a specific laminate, solid surface, or granite pattern to a countertop, or adjusting the paint color and finish on your walls.

NOTE: You may not see *Blend Color with Texture*. If you see *Replace Color with Texture*, then the texture is applied "as is"; color cannot be added. This can be changed under * Settings * tab.



SETTING TEXTURES

1. From within the **3D Menu**, click on the **Options** button.
2. From the Options menu, click on **Set Textures**.
3. From the Textures box, click on the item to be customized (in this case, we clicked on Group 1 Cabinet).
4. Click on the material (in this case, Wood).
5. Click on the texture type (in this case, Maple).
6. If you want to change the color or shade (for example, to darken the maple):
 - Click **Blend Color with Texture**.
 - Make your selection.
 - Click **Set this Color**.
 - Click **Close**.
7. Click **Set This Texture**, then **Close** to apply the changes.

NOTE: Click the drop down arrow to see more texture categories.

The Color Selector allows you to choose precise colors, apply them to color groups, save changes with live 2D preview, and blend color with texture in 3D.

CHANGING COLORS

To Open Color Selector

1. From the menu bar choose **Change > Set Colors**.
2. Or click the **Set Colors** icon from the toolbar. 

Options to Match Desired Color

Hex - If you have desired color's hex value, type the hex code and press **Enter**.

RGB fields - If you have specific RGB values that you are looking for, you may input those numbers in the R, G and B text boxes. Enter Red / Green / Blue values numerically.

Sliders - Helps to fine tune desired color

1. Choose your desired **Color** from the bottom slider.
2. Adjust **Saturation** (top slider) for color intensity.
3. Adjust **Value** (right slider) for light to dark within the selected color.

HSV Values - If you have specific HSV values that you are looking for, you may input those numbers in the H, S and V text boxes. Enter H/S/V values and press **Enter**.

Eyedropper - (Select color from desired display)

1. Click **Eyedropper** icon in top right corner of the sliders. 
2. On multi-monitor setups, choose which monitor to sample.

Tip: **Eyedropper** icon will only appear on monitor you selected.

3. Hover eyedropper target over desired color, then click to capture it.

Tip: The color that appears in the sample box next to the eyedropper is the color in the "target" area of the eyedropper.

APPLY DESIRED COLORS TO COLOR GROUPS

1. Get the desired color showing in the Working Area (current color box - left of RGB value).
2. Click inside the **Working Area**—your cursor becomes a paint brush.
3. Click the desired color group box to apply new color.
4. To save new color selection, click the **Set Color** button. This will update the 2D view in real time, so you can immediately see the results.

5. Once changes have been made, you may close the Set Colors menu.

Note: The paintbrush icon from the toolbar allows you to view and select your color groups.



To print a 3D view of a project, **you must first have the 3D view on the screen** (not an elevation or floor plan view) when you go to Print. From the main menu select 3D. Your job will display in 3D. You can move your image around to your preferred 3D view.

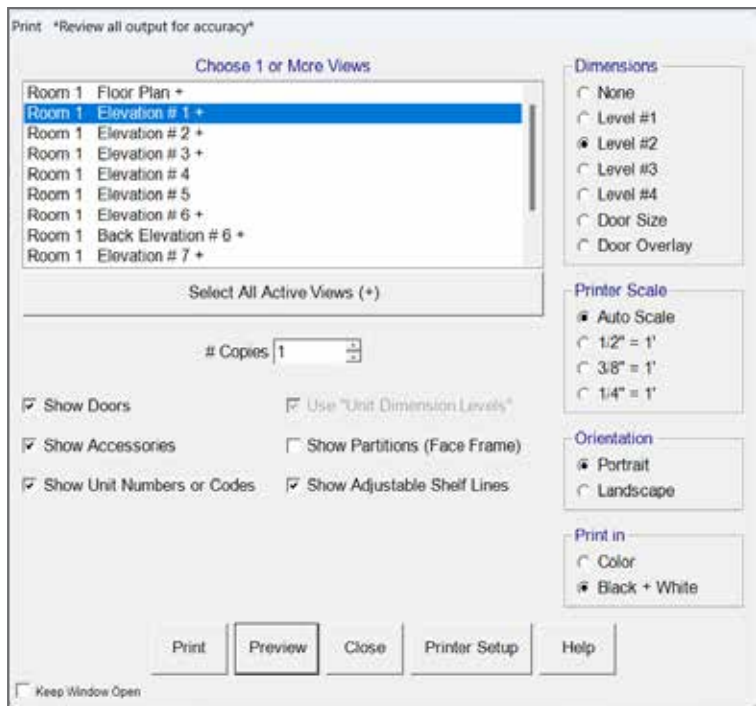
PRINTING VIEWS

To print your desired views:

1. Click **3D** on the Main Menu if you haven't yet and allow the software to render your 3D image.
2. Choose **File > Print Drawings** to open the **Print** menu.
3. Choose **1 or More Views** by clicking on and highlighting the item(s) to be printed (deselect views the same way). (Elevation #1 equals wall or island #1 and so on). All highlighted views are printed when you click **Print**.

Options – Items to be included in print. A checkmark includes that item on the print, for example a check next to **Show Doors** adds doors to the print.

Dimensions – The measurements (length, width, depth, overlay) of cabinets, walls, windows, doors, etc., from None (no measurements shown) to Level #4 (all inside and outside measurements shown). Dimensions will print even if they are not shown on screen.



Printer Scale – 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.

Orientation – The orientation of the print on the page select: **Landscape** or **Portrait**.

Color or Black & White – Prints the view in color or black and white.

NOTE: Your design may contain walls with no units on them. The + symbol after a view in the **Print** menu denotes a wall with units. **Select All Active Views** will highlight only views with units. To include an inactive view, click on the inactive view you want to add to the list.

PRINTING A PAGE OF IMAGES (MULTI-PRINT)

In 3D view, you can also print multiple images to a single page as either .jpg or .pdf files.

1. Go to the image (floor plan, elevation, 3D) that you want to print.
2. Choose **File > Add this Drawing to Multi-Print**.
3. If you want to add a picture from within KCD Software (including 2D pictures) or from another computer location:
 - Choose **File > Import Picture into Multi-Print**.
 - Select the picture you want to add (it must be .bmp, .jpg, or similar format, not .pdf).
 - Click **OK**.
4. Choose **File > Print Multi-Print Drawing**.
5. A draft of the multi-print drawing appears onscreen.
6. On the right side of the screen are images and notes you can drag onto the page that you will print.

7. To remove images and notes from the page that you will print, drag them from the left side back to the right.
8. When you are satisfied, click **Print** to print.

NOTE: Go to "Printer Set-up" to select printer you would like to use before clicking on print.



TO RE-SIZE AN IMAGE:

ENLARGE – Hold down the Shift key and Left-click on the image multiple times or use the scroll wheel.

REDUCE – Hold down the Shift key and Right-click on the image multiple times or use the scroll wheel.

Drag and drop images back and forth to lay out your Multi-Print.

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