

This function lets you open a second drawing page. There are two main drawing pages (Page 1 and Page 2) and a Scratchpad page.

When you select New Page from the File menu a second page is displayed. Accucadd allows you to work on two pages at once. If a second page is already available, New Page will not do anything. To switch between the pages, tile them, or cascade them, use the Window menu. You can use any of the Accucadd functions on all the drawing pages.

Both main drawing pages hold complete drawings, which are kept when you move from one page to another.

Scratchpad: The Scratchpad is meant for temporary drawings. It is created automatically when needed, for example by Edit: Isolate.

Details: You can move part or all of a drawing between Page 1, Page 2, and the Scratchpad by using Edit: Copy.

The drawing scale, paper size, and units of all three pages are separate (independent); the active layer and color are common to all pages. The active drawing page (the one you are on currently) is shown in the Accucadd title bar, at the top of the window.

Open... retrieves a drawing from a library index into the computer and displays it on the screen, replacing the current drawing, if any. It is the same as Library: Load. (If you are using Booking, the drawing is automatically booked out to you.) To Open a drawing without replacing the current one, first select File: New Page. To Open... a drawing saved as a file, use Library: Import RDF.

Preparations If you select Open... while you have a drawing on the current page, the drawing you are opening (loading) will replace the existing one. Accordingly you will see a warning palette, and be given a chance to stop by selecting **No** from the palette. To continue, select **Yes**.

To keep your current drawing, and Open another, first select File: New Page. The drawing will then be loaded onto that new page.

Mouse selection Accucadd shows you the library index page, consisting of an index from the current library with the library palette to the right of it. You can select a different index by using the index palette. The Index palette is described in detail under Library: File

To Open a drawing shown in the index, position the cursor over one of its handles (small triangles, pointing upwards). The drawing's image will be highlighted as you move the cursor onto its handles. Click the mouse button to confirm the selection and load the drawing on to the drawing page. If you click the button when no drawing is selected, nothing will happen. To leave Open without selecting a drawing, select the **Exit** icon from the palette.

Keyboard Selection With the index palette on-screen, type the box number of the drawing you want. You may add a handle number, separated by a comma, but this has no effect when using Open. For example, to Open the drawing in box zero on index 22, type 0 while index 22 is displayed. As soon as you start typing an input window will open automatically.

A chart of box numbers will be found in Appendix D.

Details The drawing is restored to the screen as a collection of separate Entities, just as it was when first drawn (as opposed to a single symbol or insert). This allows you to edit the drawing. When you are finished you can re-file it in the same place (updating it), or in another location (creating a new version). The revised drawing may be filed on any index—or in another library.

When drawings are retrieved, they overwrite any drawing that was originally on the active page. Additionally, Accucadd adopts the scale and paper size set when the drawing was filed, and the view is set to 'base view'. Please note, however, that the Layer Table is not part of the drawing, and won't usually be altered by Open (but see Set Up: Layer Table for more details).

Networking and Booking: If Booking is in use (see Library: File: Booking), Opening a drawing automatically books it out to you, if it is not booked out to another user. A drawing is booked back in (unbooked) by Saving (Filing) it again, in the same position on the Index (over-filing it).

If a drawing is Booked to another user, a warning is produced: "Drawing is already booked", when you attempt to Open it. It is possible for you to Open it, but you should not do so if you intend to alter it unless you intend to file it in a new place (conceptually your version of the drawing). If you file it back where it came from you risk destroying the other user's work. See Library: Book & Log for more details.

Details: The Index Information Dialog (to the right of the index page itself) displays the box number (position), date and time last filed, and the Booking status of each drawing when you position the cursor over its Handle.

Conventions: Although Accucadd has an automatic backup scheme, it is still worthwhile to File the drawing periodically while working on it. This is an extra measure of protection against failure of the computer or power supply. It is sensible to overwrite previous versions of the drawing while doing this, to save index space.

Since the automatic backups are saved in the folder Accucadd is installed in (typically C:\Program Files\Accucadd) then if you periodically file *to a physically different disk drive* you are also protecting your current drawing against catastrophic disk drive failure.

Backward compatibility When you Open a drawing produced with RoboCAD 20 or an earlier version, it is converted into Accucadd format. The copy in the library will not be altered unless you Save it back there — see Save... for details.

Data from versions of RoboCAD prior to RoboCAD-PC version 3.0 are assigned color 0 and placed on layer 0. Booking and Logging data are created in old libraries if you use them with Accucadd, but are ignored by versions prior to RoboCAD 20.

This function saves a drawing on a library index, and it is the same as Library: File. If you prefer to save the drawing as a file, use Library: Export RDF. If you are using Booking, this function allows you to un-book a drawing.

Saving (Filing) a drawing for the first time

Select File: Save (or Library: File) and the current index is displayed. This shows the drawings saved on that index together with information about the index itself, and a palette for changing index and the cursor size. The Index Page and the palette are described below.

Make sure the current index is the one you want to File on to—if not, see Changing Indexes, below. Select the image size you want by positioning the cursor over one of the Box Size numbers (1 - 16) in the Box Size palette, and clicking the button. A box of this size is displayed when you move the cursor back to the index area. Position the box on an empty space on the index and click to file the drawing.

When you have positioned and clicked, a dialog appears, for you to confirm that you have chosen the correct position for filing, and offering you the option of labeling the drawing.

Move

Reposition the drawing

File

File the drawing at the indicated position, without a label.

+Label

File the drawing and label its image (see below)

+Label
Adding a label

If you select '+Label' from the window, the drawing will be filed and a label added to its image on the index. The label is only for annotation of the index; it is not added to the drawing proper. It is recorded in the Library Log file, however. A Text Edit dialog pops up on the drawing screen to allow you to enter the label — use it just as you would for entering text into a drawing. A border in the text editor window show you how much label text you can fit onto the box size you have used. Windows requires that you click the mouse in the box before you can type text into it.

Filing a drawing you filed before

If you use File after Loading a drawing, Accucadd assumes you want to file the new drawing 'over' the old version, updating it. It presents a dialog with four options:

Move

give a free cursor to put the drawing someplace else.

File

File the drawing without a label. A warning dialog with the legend "Update" is produced; click **Yes** to replace the old drawing. Clicking **No** will have the same effect as if you had selected Move, above.

+Label

File the drawing, and label it, as described above.

+Keep Image

File the drawing, as described above, but keep the old image rather than drawing a new one. This can save time, and avoid creating an image too complex to understand. It also preserves the label.

Over-filing It is possible to Overfile (re-use the index space) if that drawing is no longer needed. This operation is referred to as an 'overfile'. If the box cursor covers exactly one drawing, it is permissible to overfile that drawing.

If you file the drawing, a warning palette is produced with the legend "Overfile"; select **Yes** to perform the overfile, or **No** to select another space on the index.

Valid Overfile positions Whatever the sizes of the cursor box and the "old" drawing box, the bottom-left corners of the new and old drawings must coincide for the File to be valid. If the cursor box is smaller than the "old" drawing, then filing using the smaller cursor frees up the space surrounding the "old" drawing for re-use. If the cursor box is larger than the old drawing, additional index space is taken up by the new drawing. Of course, if the cursor is the same size as the "old" drawing, the new image simply replaces the old.

Remember, the bottom-left corners of the new and old drawings must coincide for the File to be valid. If this is not the case, or if the box cursor extends over more than one drawing, you'll get the "Invalid file position" message, and you should move the cursor elsewhere.

Effects of Overfile—Global Update When a drawing that has been used as an insert is over-filed, the drawing that has replaced it on the index will also replace it in all of the drawings that use it as an insert.

For example, if drawings A and B both have C inserted into them, and C is then over-filed by D, then when A and B are Loaded, D will have replaced C within them. This will not be obvious until the drawings are Loaded.

This technique is used for editing whole libraries, replacing or updating inserts (symbols) throughout the library. Care is needed, however. The full ramifications of the process are explained in Appendix D, 'Library Management'.

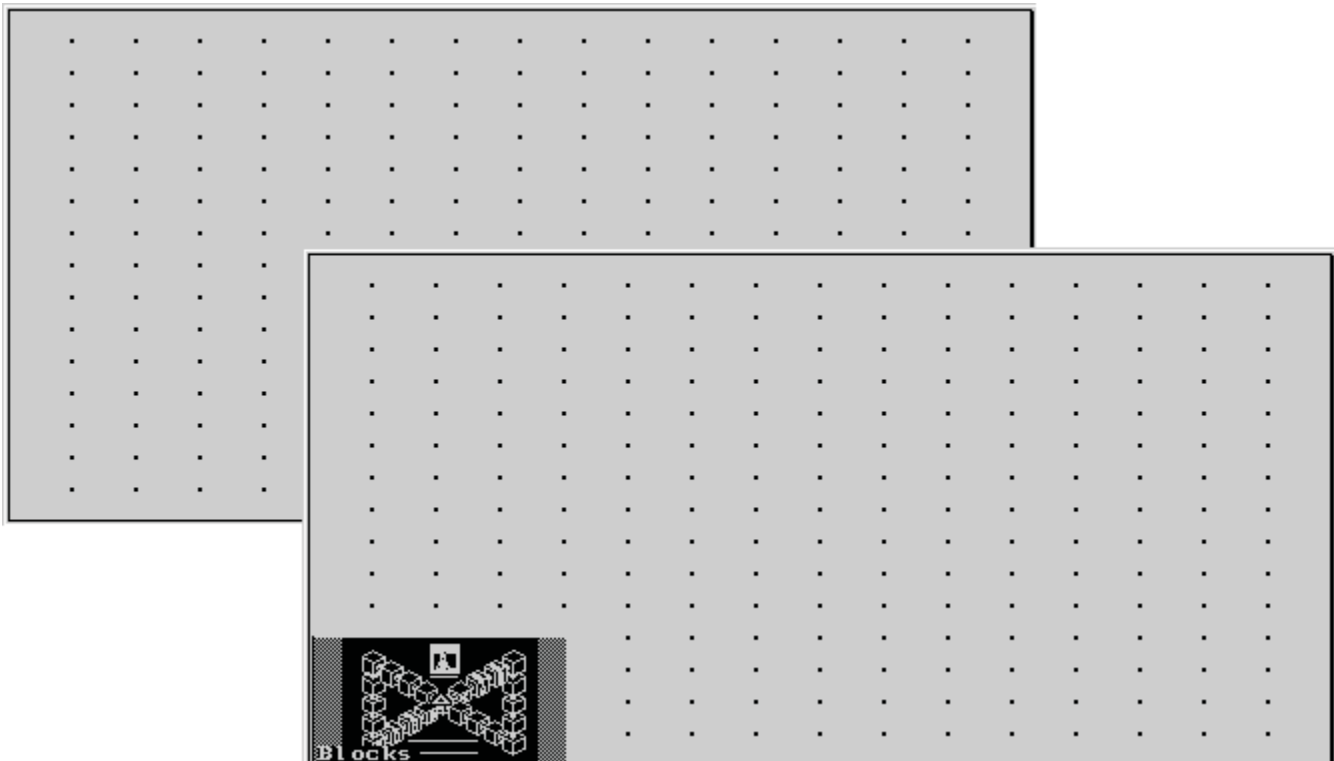
A log is kept of all the File operations done in the library: see Book & Log, later in this section.

The Library Index Page Accucadd Libraries are made up of Index pages. Drawings are usually accessed by clicking on the images of them stored on an index page.

The drawing images

The library index page is divided into two parts. The larger part, on the left, contains images of all the drawings that have been filed on that index. If it is a new index, it will be “blank”. You will see that it is divided up into an array of rectangles or unit boxes. There are 16 of them up and down, and 16 left to right—256 in all. The unit box corners are marked by dots.

You can see this below, where a blank index page is shown “underneath” an index page with a drawing. The drawing was filed using a

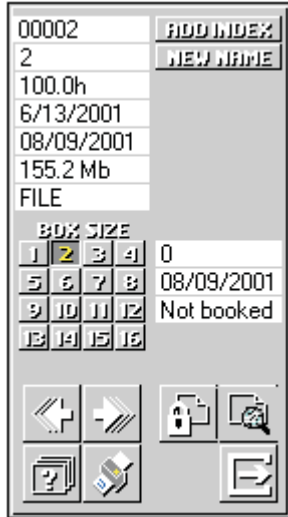


“Size 4” box, as it is 4 “unit dots” high and 4 “unit dots” wide. Boxes can be from 1 unit up to 16 units—the entire index page. Boxes are always the same shape—you can’t use a 4 unit by 3 unit box.

The unit boxes are referred to by number, starting with 0 at the lower right, and increasing left to right, then bottom to top, so that the top right unit box is number 255. The drawing shown on the index page, above, is therefore said to be in “box number 0” or “position 0”. You’ll see a reference to this in the Accucadd Windows Title Bar when you Load a drawing.

There is no fixed relationship between the size of the drawing and the size of the box you file it in. Although it usually makes sense to put a big drawing in a bigger box than a small drawing, Accucadd does not force you to do this.

The information dialog



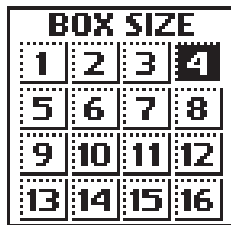
The smaller part, to the right of the index page, contains **information** about the index, the library, the disk drive (and other “system” information), and **icons** to allow you to select indexes and control how and where drawings are filed.

The **information** fields on the dialog are:

1	00002
2	2
3	100.0h
4	6/13/2001
5	08/09/2001
6	155.2 Mb
7	FILE

1. Index Number
2. Index Name
3. Version of Accucadd used to create the index
4. The date the index was created
5. The date the index was last Filed on
6. Free Space: the available space on the Library's disk
7. Current Function: FILE, LOAD or INSERT

The **icons** on the dialog are:



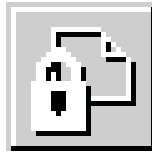
BOX SIZE: The size of the drawing's miniature image on the index. The default is 4 which indicates an area 4 cells square (i.e., 4 cells wide by 4 cells deep). Select an appropriate size for your drawing. This is constrained by the number of Handles in the drawing — see below. There is no connection between box size and drawing size.



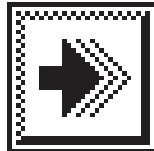
ADD INDEX: A shortcut to using LIBRARY: ADD INDEX, so that you can add an index without having to abort FILE.



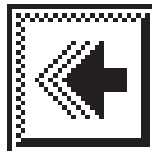
New Name: Allows you to rename the current index. On selection, you are prompted for a new name, which is given to the index.



Booking: If this icon is highlighted, Loads and Files on the Index are recorded (“Booked”). File Unbooks the drawing if it was Booked. On a networked or machine-sharing installation, you can turn Booking on and off by selecting the icon, unless the Index is set to Auto-Booking, when a warning will be produced: “Index has auto-booking which may not be disabled”. On a stand-alone installation, selecting this icon will produce an error message.



Next: display the next index (in order of their numbers). When the last index in the library is reached, the display `wraps around' and continues with the first index.

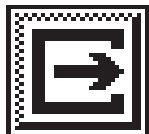


Previous: display the previous index in sequence. When the first index is reached, the display `wraps around' and displays the last index again.



Catalog: list the indexes in the library in a catalog. Select “Sort Index” to set the order in which the indexes are listed; you can display them in order of number, name, or date of creation, in forward or reverse order.

You can select an index by positioning the cursor over its name and clicking the button. Select **Exit** to leave the catalog.



Exit: leave Save... and return to the drawing without saving it on the index.

Details: You can move to a different Index by selecting the Index Number or Index Name information fields on the palette, and then typing the number or name of the new index into the input window produced. Press **Enter** to move to the new index.

Handles If the drawing contains Handles, these are displayed so that you can use them later to retrieve the drawing from the library — they become Insert handles when you Insert the drawing. If there are no handles, Accucadd adds one in the center of the drawing. You will see it displayed as a small triangle when the index is displayed.

We suggest that you limit the number of handles in your drawings to make it practicable to select a drawing by the right handle. As a guide, use no more than 8 handles in the smallest box (size 1), and no more than 2048(!) in the largest (size 16). The most common size (size 4) would have a maximum of 128 on this basis. (The suggestion is to limit

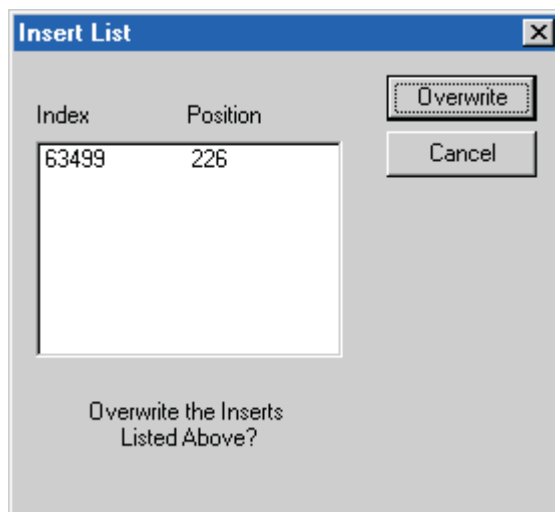
yourself to eight handles per “unit box” that your drawing occupies.) These do not have to be evenly distributed.

Layers Whenever you File a drawing, Accucadd saves a copy of your current Layer Table, as described under Set Up: Layer Table. This ensures that the current Layer Table is always up-to-date.

Accucadd format data Accucadd uses a new, higher-precision, format for storing drawings than previous systems, such as RoboCAD 20.

When you File a drawing, Accucadd always saves it in the new format, converting all the old data. The old format versions of drawings aren't removed automatically — they remain in the library until you remove them. See Appendix D.2, “Library Conversion”, for details.

Multiple Libraries - Inserts If a drawing contains inserts, and all the inserts came from the same library that you are filing to, there is no need to do anything special.



If the drawing is being filed onto another library (i.e. you have changed the library `pathname` since starting the drawing), then the inserts from the “other” library will need a “home” in this library. If this was not taken care of then it would be impossible to use the drawing later on—the inserts would be missing.

Accucadd will try to File these Inserts automatically. However, some of them may already exist in the new library—drawings exist on Indexes in the current library with the same index numbers as the Indexes in the library that the Inserts were originally taken from, and also at the same positions. In this case Accucadd will produce a warning “Referenced Inserts exist in this Library — Overwrite?”. A list of Inserts in the drawing that already exist in the Library is shown on the screen at the same time.

Select **Overwrite** from the warning palette to overwrite the Inserts in the Library, or **Cancel** to avoid this, and make use of the versions of the Inserts already in the library. Appendix D, “Library Management”, explains this in more detail, and you should refer to it when you encounter this situation.

Networking and multiple users:
Booking and Un-booking

Booking was introduced to control access to shared drawings with older operating systems that had poor or no access control features. Since Accucadd will not work with operating systems prior to 32 bit Windows versions, we recommend that access control now be done by the operating system in the usual way. Booking is not recommended, but provided for backward compatibility and upgrade from previous versions in which Booked drawings may already exist.

If you are Over-filing a drawing that is Booked (to you) and you are using Booking, a warning: "Do you wish to un-book this drawing" is produced. If you are about to stop work on the drawing, click **OK**, otherwise click **Cancel**. If you are not using Booking, the drawing isn't unbooked. If the drawing is Booked by another user, a warning is produced: "Drawing is already booked"; and you cannot overfile the other user's drawing. (You can always file your version of the drawing somewhere else, leaving the original unchanged.).

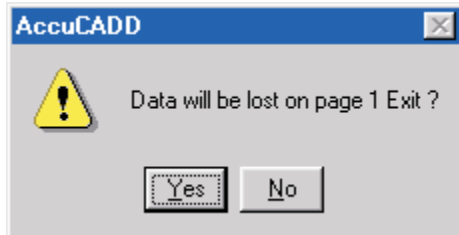
Warnings: There is one special case where FILE is forbidden: If a drawing (say A) has been filed, and later used as an insert into another drawing (say B) then B cannot be allowed to overfile A, as by doing so, it would destroy part of itself. If you attempt to do this, an error message: "Your Drawing Depends On This Data" is produced.

Backward Compatibility Accucadd can make use of all libraries created by earlier versions of our software. It can File into such libraries and will create Logging (and Booking) data within them. No previous version (RoboCAD) will be able to make any use of data Filed with Accucadd. When Accucadd tries to load a drawing it first looks for that drawing in Accucadd (rlf) format. If-and only if-it does not find it, it will then look for the drawing in RoboCAD (PACKnnn) format. This has the following consequences:

If the `RoboCAD 20' format versions of drawings that have been automatically converted (see above) remain in the library, older systems will be able to Load them. However, this is not recommended, as the `20' format versions will not include changes made with Accucadd, and the Accucadd format versions won't include any changes made with a `20' format drafting program after the initial conversion. Appendix D.2, "Library Conversion", describes controlled and orderly library conversion.

Advanced: If two users on a network are attempting to use the same Index at the same instant in time, one will be prevented from doing so until the other finishes. An updated image of the Index will then be produced.

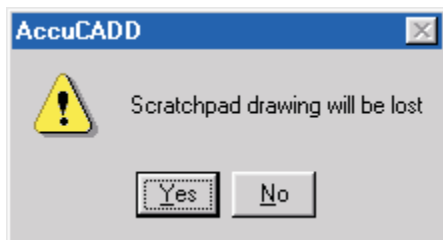
When you use Close Page you will usually have more than one page with a drawing on it. This function closes the active drawing page, and Accucadd returns you to the page you were previously using.



If you have a drawing on the active page (Page 1 or Page 2), a warning palette will be displayed with the legend “Data will be lost on Page 1. Exit?” (or Page 2).

Click **Yes** to continue closing the page. If you have not saved your drawing it will be lost.

Click **No** to stop closing the page. You can now continue using Accucadd.

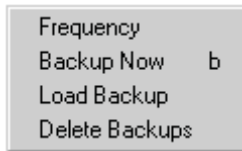


If the active page is the Scratchpad, and you have a drawing on it, a warning palette will be displayed with the legend “Scratchpad drawing will be lost”.

Click **Yes** to continue closing the page. If you have not saved your drawing it will be lost.

Click **No** to stop closing the page. You can now continue using Accucadd.

This function is used to control the automatic backup feature of Accucadd. You should not use backup as a substitute for Filing (Saving) your drawing - next time Accucadd runs it will likely write a new backup, and this will replace the previous one.



When you select File: Backup, a sub-menu is displayed:

- | | |
|----------------|---|
| Frequency | Select this entry in to enter a time interval between 1 & 999 minutes. This is the time between automatic backups. For example, if you enter 5, then an automatic backup will be performed every 5 minutes. |
| Backup Now | Select this entry to make an immediate backup of the drawing in the currently active window. |
| Load Backup | Select this entry load the last backup saved for every window. If there are two backups (one for each window) you can choose to load either or both after taking this selection. |
| Delete Backups | Select this entry delete the drawing backup files. Unless you are working on very large drawings and also are running low on disk space, there should be no need to do this. |

The Auto Backup facility is provided to enable you to reclaim any lost drawing data (up to the last time a backup was saved). This will have occurred if Accucadd was terminated in any way other than using the normal File: Exit or Windows System Menu functions, for example, a power failure or your resetting (re-booting) the computer.

The next time you run Accucadd the program will detect whether or not it was last terminated prematurely. If it was, then you will be given the option of loading the backup data, by a warning palette.

Conventions: Using Auto Backup allows recovery from accidental data loss. Using Backup Now and Load Backup will allow you to save your drawing before making major changes and recover it easily if necessary.

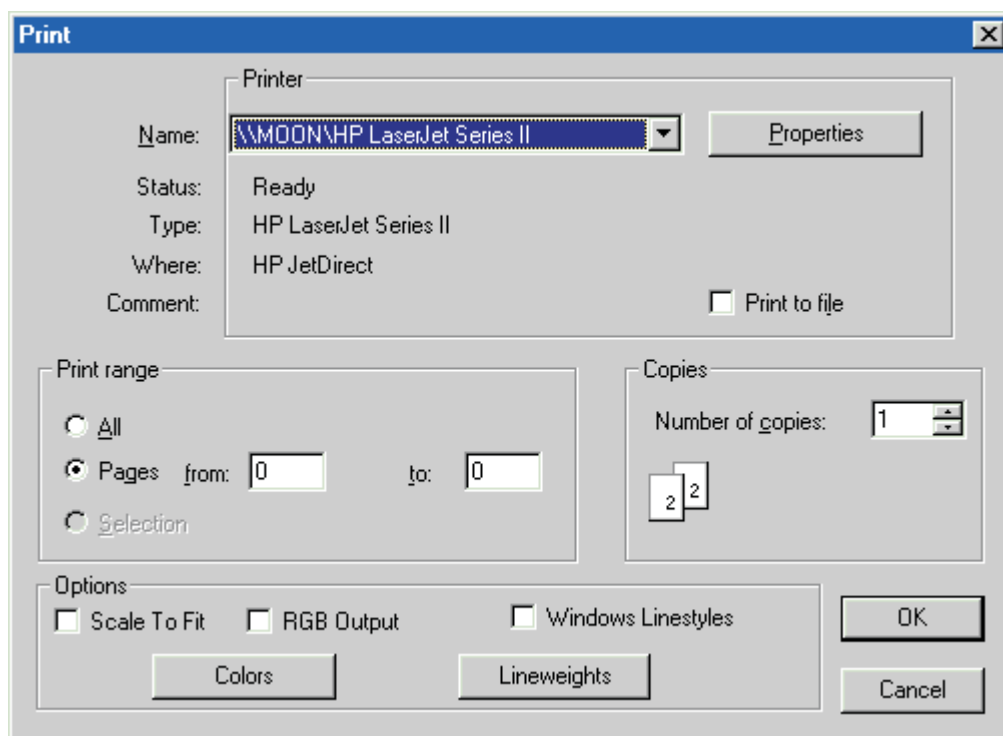
Advanced: There are separate backups for Page 1 and Page 2.

Page 1 backups are stored as files named **_**!ACBAK.BK1**** and **_**!ACBAK2.BK1****

Page 2 backups are stored as files named **_**!ACBAK.BK2**** and **_**!ACBAK2.BK2****

Print will print the current drawing page on any Windows printer connected to or accessible from your computer. To print a scale drawing to correct scale, the printer must be able to use the same size sheet of paper as you are drawing on. To print in color, your printer must *support* color printing *and* be set to print in color.

Print always prints your entire drawing, regardless of how much of it you can see on the screen. If you are in a zoomed view, and only a tiny part of your drawing is visible, Print will still print the entire drawing. To print only the part of the drawing you can see (e.g. In a zoomed view) use Viewprint.



You can use the Layer Table Display control and the View: Speed Filter menu item to control printing of any layer(s) or listed components of the drawing. Print will only print those layers that are set to Display (= YES) and those elements not filtered (not checked) in the View: Speed Filter dialog.

Unlike previous (RoboCAD) products, Windows, and not Accucadd, controls the printing of your drawing. When you select Print you get a standard Windows Print dialog (above), with the addition of an Options group.

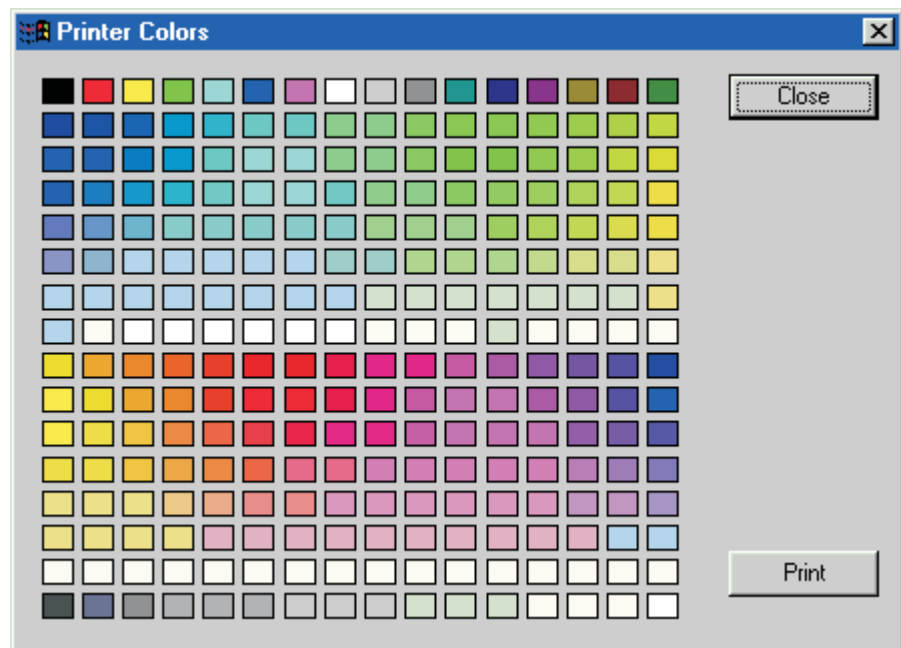
Scale to fit If this option is checked, Accucadd scales the drawing to the chosen paper size. In this way, a B size drawing can be printed on an A size piece of paper. Drawings may be enlarged or reduced by this method.

Scaling occurs proportionally to the **paper** size, even if the drawing data itself would otherwise fit on the printer paper. Please note that if you do this the drawing will not be printed out to the scale that you drew it.

RGB Output With RGB checked, you will get shades of gray on a monochrome printer, and colors following the screen on a color printer. This also means that white (and very light gray) won't print on most printers: you will not see a white line that you have drawn over a darker background - the white line will not print.

With RGB unchecked, all colors will print black on a monochrome printer. On a color printer most colors will be as they are on the screen, except that white (and very light gray) will print as black.

Windows Linestyles Checking the Windows Linestyles box on the print dialog converts Accucadd Linestyles to Windows Linestyles. There are only six Windows Linestyles, so there is some loss of quality. However, all printers can (or are supposed to) print Windows Linestyles. By not checking this box, Accucadd will try and reproduce all of its eight linestyles on the printer. This will work better in most cases, though it may be a little slower.



Colors button and dialog The Printer Colors dialog box (above) appears when you click the Colors button on the Print dialog. This dialog lets you print a test pattern of Accucadd color "swatches" so you can see what they look like on your printer. The results are different on color and monochrome printers, as you might expect, and you may also get considerable color variation from one printer to another. Click the Print button on this

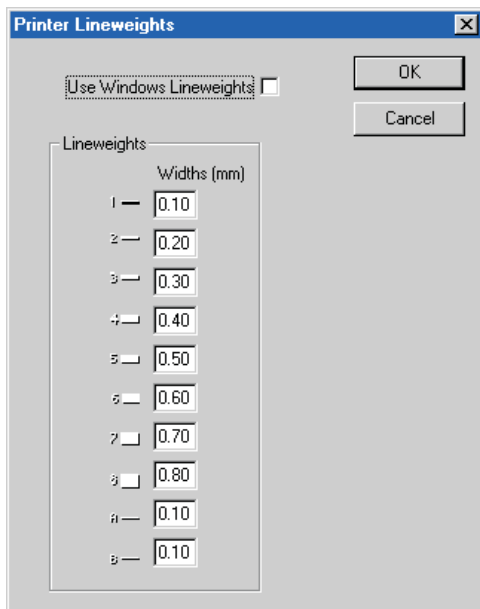
dialog to see how your printer (technically the driver and printer in combination) renders screen colors.

Color printers The colors generally print in a similar tone to the screen color—green on-screen will print as green, red on-screen will print as red, and so on. Don't expect precise color matching - Windows does not support it. If your printed output matches your screen color exactly this is a (fortunate) coincidence. With RGB checked, you will often get better color rendering. However, Accucadd color 7 (white) will print white—lines drawn in color 7 will therefore not print. This is also true of very light grays.

Monochrome printers If you have a monochrome printer, you won't see the Printer Color dialog colors unless you also check the RGB check box. With RGB checked, most monochrome printers will render the 256 Accucadd colors as approximately 32 shades of gray, but white and light gray will not generally print, as noted above. With RGB unchecked (cleared), every one of the 256 colors will print as black.

Lineweights button and dialog

Clicking the Lineweights button on the Print dialog pops up the Printer Lineweights dialog, below. Checking the Use Windows Lineweights box makes Accucadd convert its lineweights to Windows lineweights. These match the default values of the Accucadd lineweights (below).

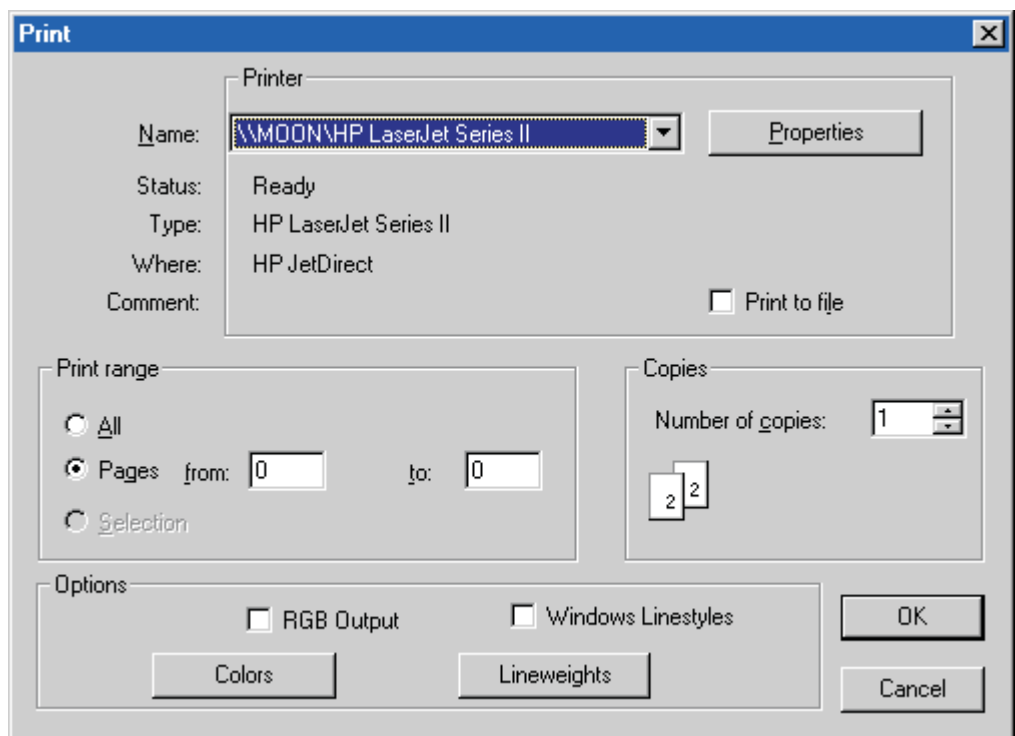


If you want to use different lineweights, uncheck this box and enter values for each Accucadd lineweight number (1 - 8 and A, B) that you wish to change. As with RoboCAD 20, the line widths are always specified in millimeters - as also are drafting pens and pencils.

Viewprint will print the currently selected view of your drawing. Unlike print, which always prints the entire drawing, you can use Viewprint to print only a part of it.

When you select Viewprint you get the Windows print dialog, similar to that presented with Print. However you do not get the “Scale to fit” option.

Viewprint prints the part of the drawing that is visible on the display screen, sized to fill the printer paper and centered on it. This will not print out at the scale that you drew it at unless it is the base view (you just used Redraw) **and** the printer and drawing papers are the same size. In this case (both statements true) Viewprint and Print are essentially the same. You can use zoom, pan, and shrink to select any part or all of your drawing at any size.



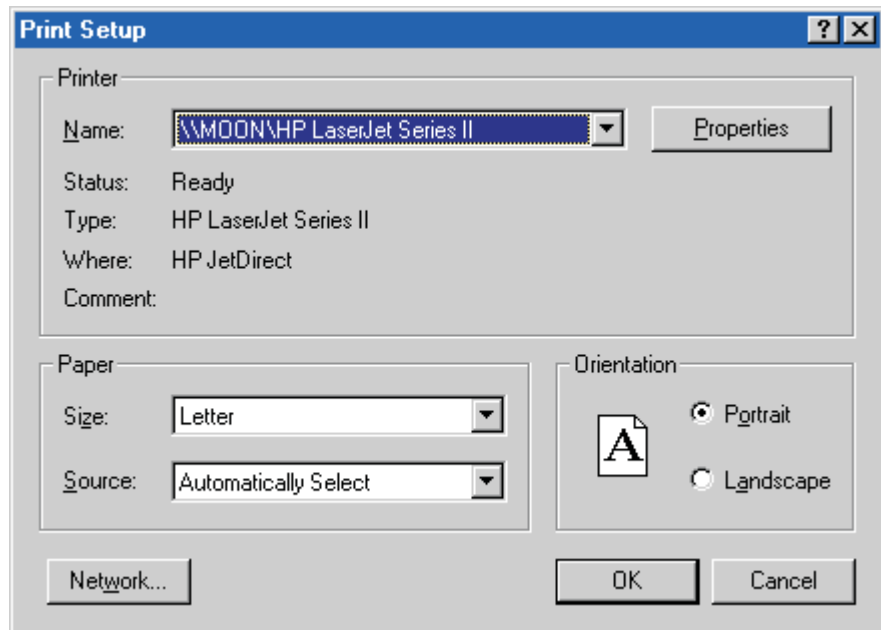
The Print palette can be used in just the same way as for File: Print.

If you zoom on your drawing, Viewprint will print only that part of the drawing that is shown on the screen.

If you use View: Shrink so that your entire drawing is on the screen, but smaller than it would show using View: Redraw, then Viewprint will print out a reduced size version of your drawing.

Print Setup... brings up the Windows Print Setup dialog box for the currently selected printer.

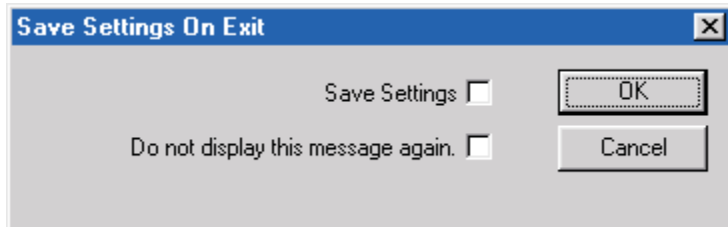
The Print Setup dialog does not usually contain features that cannot be accessed through the Print and Viewprint dialogs, particularly when the “Properties” button on those dialogs is clicked. However it is possible that a particular make or model of printer could have a feature



that can only be accessed through its own setup dialog, and so we have provided access to it here.

It can also be a more convenient place to select the printer paper size, orientation, and source. It can take fewer clicks to access these here than through the **Properties** button in the Print or Viewprint dialogs.

This function is used to shut down Accucadd cleanly, releasing resources and deleting temporary files.



You will get the Save Settings palette (or dialog), unless the “Do not display...again” box has previously been checked.

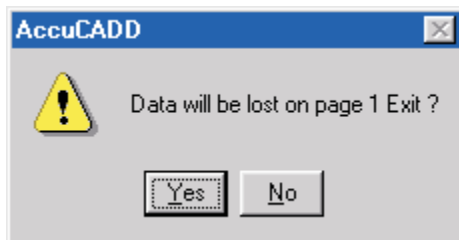
Check “Save Settings” if you want to save the current settings. The settings are things like the paper size, scale, colors, grid settings, and so on. Saving these means that next time Accucadd starts up it will use

these settings. Not saving them means that next time it starts up it will use the same settings as it started with this time.

Check the “Do not display...” box if, **and only if**, the settings Accucadd **started up with this time** are the ones you want to keep, **and** if you don’t want anyone else changing them.

(If you do this, and later change your mind, the utility SaveSet.exe can restore display of the dialog. This utility will be found on the Accucadd distribution CD - it is not installed onto your computer).

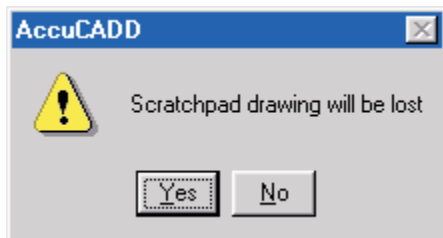
When you have set the two boxes as you want them, click OK to action the settings and move on, or Cancel to not action the settings, and move on.



If you have a drawing on Page 1 or Page 2, a warning palette will be displayed with the legend “Data will be lost on Page 1. Exit?” (or Page 2).

Click **Yes** to continue exiting. If you have not saved your drawing it will be lost.

Click **No** to stop exiting. You can now continue using Accucadd.



If you have a drawing on the Scratchpad, a warning palette will be displayed with the legend “Scratchpad drawing will be lost”.

Click **Yes** to continue exiting. If you have not saved your drawing it will be lost.

Click **No** to stop exiting. You can now continue using Accucadd.