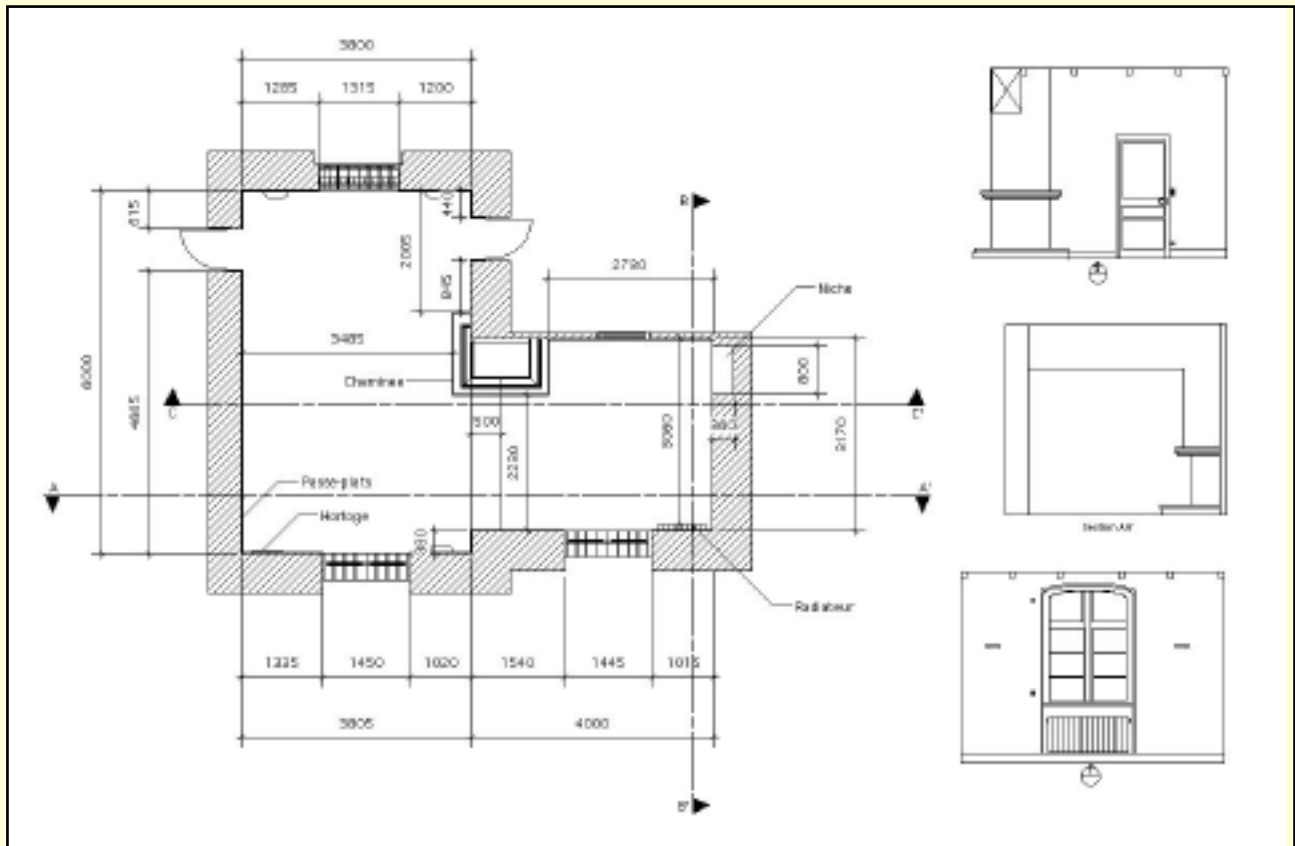


This book focuses on VectorWorks basic tools and main menu commands to help you build a foundation of knowledge that will enable you to understand the way the program works and produce 2D drafting drawings as in the example shown below (Fig. 0.4.).

This will be done through a series of lessons and simple exercises, which you can then adapt to your drawing requirements.



(Fig. 0.4.)

The construction of 3D drawings is the subject of its parent publication, "How to easily construct professional 3D drawings".

These complementary publications are designed to provide you with enough knowledge and understanding of VectorWorks to give you the opportunity to adapt and apply what you have learnt to a myriad of other projects such as any other type of interior or furniture design and even entire buildings.

# 1. UNDERSTANDING VECTORWORKS KEY PRINCIPLES

**2D** - The 2D drafting environment is at the core of VectorWorks drawing capabilities. It contains a huge selection of drawing tools and menu commands to provide solutions to your drawing needs.

**3D** - You create small objects such as furniture or interiors, even entire buildings, with doors and windows. A 3D on-screen model is then created to represent your design. You interact with it by adjusting the view, flying or walking through. 3D drawing is the subject of this book parent publication "How to easily construct professional 3D Interior Design drawings".

**NOTE:** Although this book was created on a Mac using VectorWorks 10, you can easily use it with older versions of the program and either computer system. There are a few discrepancies for those using versions other than 10 and the window interface may look different but at this level, the tools, commands, palettes and drawing strategies are essentially the same.

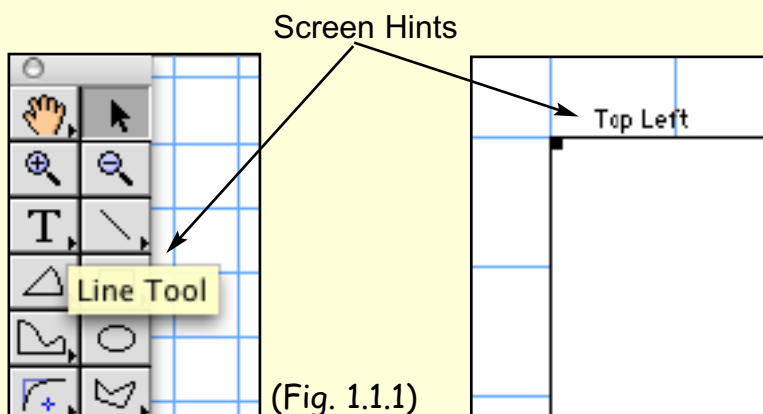
## 1.1. The Screen Environment

Open VectorWorks (Fig. 1.1.0) from your Application folder or the Finder/Dock (Mac) / Program files folder, Start menu (Windows) or double click on the VectorWorks icon (Windows).



(Fig. 1.1.0)

VectorWorks provides **Screen Hints** when you hover the pointer/cursor above the **Tools** on the palettes (Fig. 1.1.1.) and highlights relevant **Snap Points** as you draw. (Fig. 1.1.2.)



(Fig. 1.1.1)

(Fig. 1.1.2)

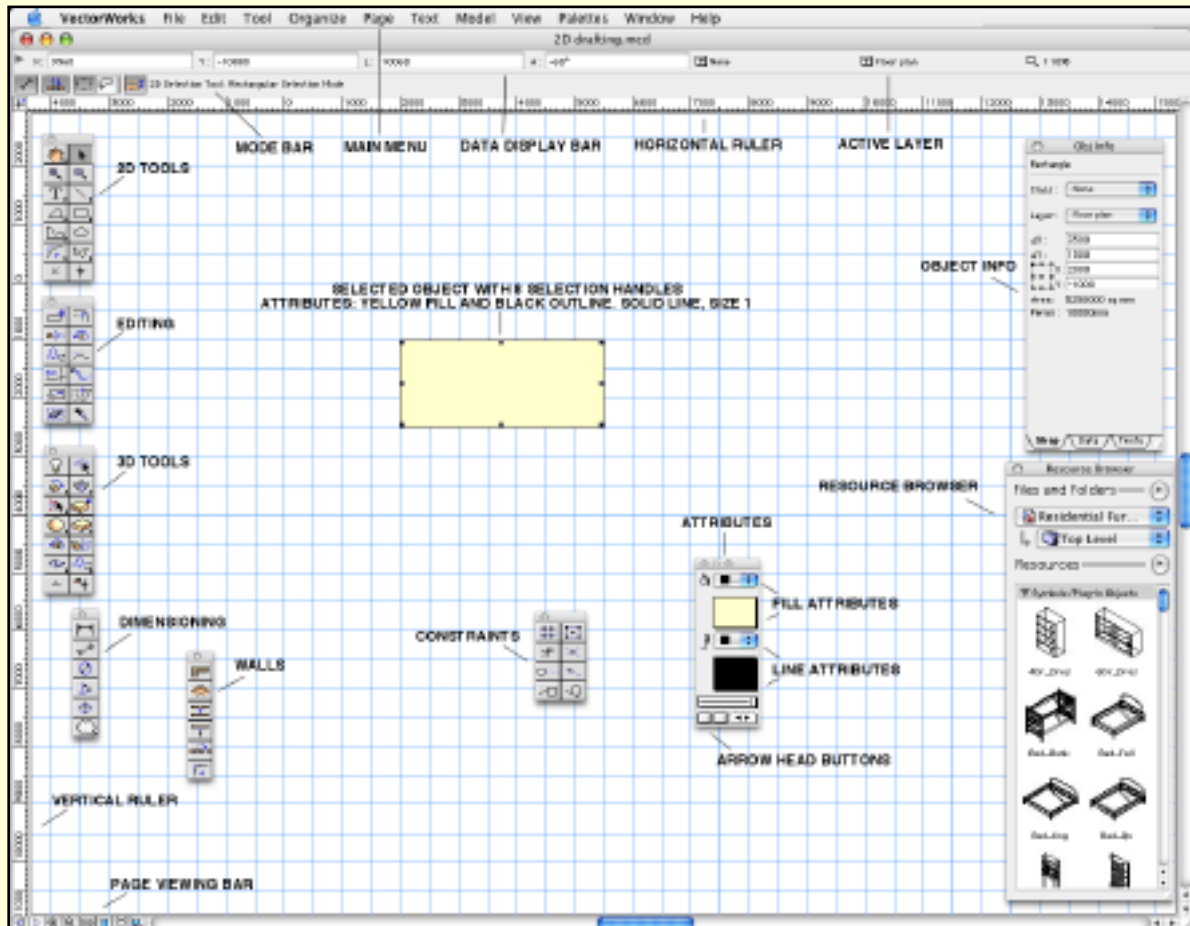
😊 To view **Screen Hints** on an object make sure **Snap to Object** is switched on in the **Constraints Palette**. (Fig.1.1.4)

The centre of the window is the **Drawing Area**. It is surrounded by the **Menu bar**, the **Data Display bar**, the **Mode bar**, the **View bar**, **Rulers** and a series of **Palettes**. This is called the **Workspace** (Fig. 1.1.3.). The choice of Workspace varies depending on which version of the program you are using.

Go to **File > Workspaces** to select the **Classic Workspace** so that all the tools, menus and palettes referred to in this manual are available.

Then go to **Palette** on the **Main Menu** and scroll down until you see the name of the palettes you need to open as shown in Fig. 1.1.3 (If you are still working with the Standard Workspace, palettes are located under Window on the main menu)

## The Workspace



Example of workspace set up (Fig. 1.1.3.) Palettes can be conveniently moved at any time. (See Appendix A for a larger image of the workspace)

**2D Tools** = to create 2D objects.

**Editing** = to edit and manipulate 2D objects.

**3D Tools** = to create and edit 3D objects, change views and walk through.

**Walls** = to create and edit walls.

**Object Info** = displays information about the object selected, such as size and location on the page.

😊 If you are using the **Standard Workspace**, the **2D Tools** and **2D Editing** capabilities are on the same palette