

# Table of Contents

**How to Use this Workbook . . . . . 1**

**Vectorworks Concepts . . . . . 3**

**2D, 3D AND HYBRID OBJECTS . . . . . 3**

**GROUND PLANE AND WORKING PLANE . . . . . 4**

**SNAP CONSTRAINTS AND SMARTCURSOR CUES . . . . . 4**

**CLASSES AND LAYERS . . . . . 5**

**SAVED VIEWS AND VIEWPORTS . . . . . 5**

**RESOURCES . . . . . 6**

**SYMBOLS . . . . . 6**

**WALLS, FLOORS, AND ROOFS . . . . . 6**

**PARAMETRIC OBJECTS . . . . . 7**

**WORKSPACES . . . . . 7**

**VECTORSRIPT . . . . . 7**

**WORKSHEETS AND DATABASES . . . . . 8**

**ANNOTATIONS . . . . . 8**

**PLANTING PLANS . . . . . 8**

**SITE MODELING . . . . . 8**

**PAPERWORK . . . . . 9**

**Getting Started in Vectorworks . . . . . 11**

**VECTORWORKS SETTINGS . . . . . 11**

**TERMINOLOGY . . . . . 12**

**VECTORWORKS DRAWING WINDOW - MACINTOSH . . . . . 14**

**VECTORWORKS DRAWING WINDOW - WINDOWS . . . . . 15**

**OBJECT STACKING . . . . . 21**

**ROTATE PLAN . . . . . 22**

**Basic Object Creation . . . . . 23**

**METHODS OF DRAWING OBJECTS . . . . . 23**

**2D DRAWING TOOLS . . . . . 26**

**METHODS OF EDITING OBJECTS . . . . . 28**

**Using Snap Constraints . . . . . 37**

**SMARTCURSOR SETTINGS & SNAPS . . . . . 37**

**SNAP TO GRID . . . . . 37**

**SNAP TO OBJECT . . . . . 38**

**CONSTRAIN ANGLE . . . . . 39**

**SNAP TO INTERSECTION . . . . . 40**



## TABLE OF CONTENTS

SMART POINTS .....	40
SNAP TO DISTANCE .....	41
SMART EDGE .....	42
CONSTRAIN TANGENT .....	42
SNAP CONSTRAINT SHORTCUTS .....	43
<b>The Attributes Palette .....</b>	<b>47</b>
APPLYING ATTRIBUTES .....	47
FILL SETTINGS .....	47
PEN SETTINGS .....	49
LINE WEIGHT AND STYLE .....	50
MARKERS .....	50
EYEDROPPER TOOL .....	51
COLOR PALETTES .....	52
<b>Vectorworks Resources .....</b>	<b>57</b>
USING THE RESOURCE BROWSER .....	57
RESOURCE LIBRARIES .....	59
CREATING AND USING HATCHES .....	61
GRADIENTS .....	66
IMAGE FILLS .....	67
<b>Text .....</b>	<b>69</b>
TEXT TOOL .....	69
TEXT ALONG PATH .....	71
CALLOUT TOOL .....	73
<b>Dimensioning Tools and Preferences .....</b>	<b>75</b>
DIMENSION TOOLS .....	75
DIMENSION PREFERENCES .....	77
<b>3D Viewing Tools .....</b>	<b>79</b>
STANDARD VIEWS MENU .....	79
PROJECTION MENU .....	80
PERSPECTIVE MENU .....	81
SET 3D VIEW .....	82
ROTATE 3D VIEW .....	82
VIEWING TOOLS ON THE 3D TOOL SET .....	83

**3D Modeling Methods. . . . . 87**  
 CREATING 3D SOLIDS FROM 2D SHAPES . . . . . 87  
 DRAWING DIRECTLY IN 3D . . . . . 91  
 CONVERTING OBJECTS TO 3D . . . . . 92  
 BOOLEAN OPERATIONS. . . . . 93  
 CHAMFERS, FILLETS, AND SHELLS . . . . . 94  
 NURBS CURVES. . . . . 96  
 NURBS SURFACES. . . . . 98  
 HYBRID OBJECTS. . . . . 104  
 PARAMETRIC OBJECTS . . . . . 104

**Working Planes . . . . . 109**  
 USING WORKING PLANES. . . . . 109  
 SET WORKING PLANE TOOL . . . . . 110  
 MOVING AND ROTATING THE WORKING PLANE . . . . . 112  
 THE WORKING PLANES PALETTE. . . . . 112  
 ALIGN PLANE TOOL . . . . . 112

**Rendering Modes. . . . . 113**  
 RENDERWORKS. . . . . 115

**Lighting. . . . . 117**  
 LIGHT CREATION TOOL . . . . . 118  
 SET LAYER AMBIENT . . . . . 120  
 SET SUN POSITION . . . . . 121

**File Organization . . . . . 123**  
 CREATING AND EDITING CLASSES . . . . . 123  
 DRAWING WITH CLASSES. . . . . 127  
 CLASSES IN SYMBOLS AND GROUPS . . . . . 128  
 USING LAYERS . . . . . 129  
 VIEWPORTS. . . . . 136  
 DESIGN LAYER VIEWPORTS . . . . . 141  
 SECTION VIEWPORTS . . . . . 145  
 USING SAVED VIEWS . . . . . 147

**Drawing Walls . . . . . 151**  
 CREATING WALLS . . . . . 151  
 ROUND WALL TOOL. . . . . 157  
 USING WALL STYLES. . . . . 158



TABLE OF CONTENTS

DRAWING WALLS ..... 160

JOINING WALLS..... 161

EDITING WALLS..... 163

WALLS, SYMBOLS AND PARAMETRIC OBJECTS..... 168

WALLS IN 3D DRAWINGS ..... 168

WALLS FROM OTHER GEOMETRY ..... 170

**Symbols ..... 173**

CREATING 2D SYMBOLS ..... 173

INSERTING SYMBOLS ..... 176

**Printing ..... 185**

PAGE SETUP ..... 185

DOCUMENT PREFERENCES ..... 188

PRINTING ..... 189

**Configuring Vectorworks..... 195**

VECTORWORKS PREFERENCES ..... 195

VECTORWORKS PREFERENCES EDIT TAB ..... 195

VECTORWORKS PREFERENCES DISPLAY TAB ..... 198

VECTORWORKS PREFERENCES SESSION TAB..... 201

VECTORWORKS PREFERENCES 3D TAB..... 204

VECTORWORKS PREFERENCES AUTOSAVE TAB ..... 206

VECTORWORKS PREFERENCES INTERACTIVE TAB ..... 207

VECTORWORKS PREFERENCES USER FOLDERS TAB..... 209

DOCUMENT PREFERENCES DISPLAY TAB ..... 210

DOCUMENT PREFERENCES ..... 210

DOCUMENT PREFERENCES DIMENSION TAB ..... 211

DOCUMENT PREFERENCES RESOLUTION TAB..... 212

OTHER APPLICATION SETTINGS ..... 213

WORKSPACES ..... 216

RESOURCE LIBRARIES ..... 220

TEMPLATES ..... 223

BACKING UP ..... 224

**File Import ..... 225**

IMPORTING DWG/DXF FILES ..... 225

MULTIPLE FILES ..... 225

DXF DWG IMPORT OPTIONS ..... 226

IMPORT PDF ..... 230