

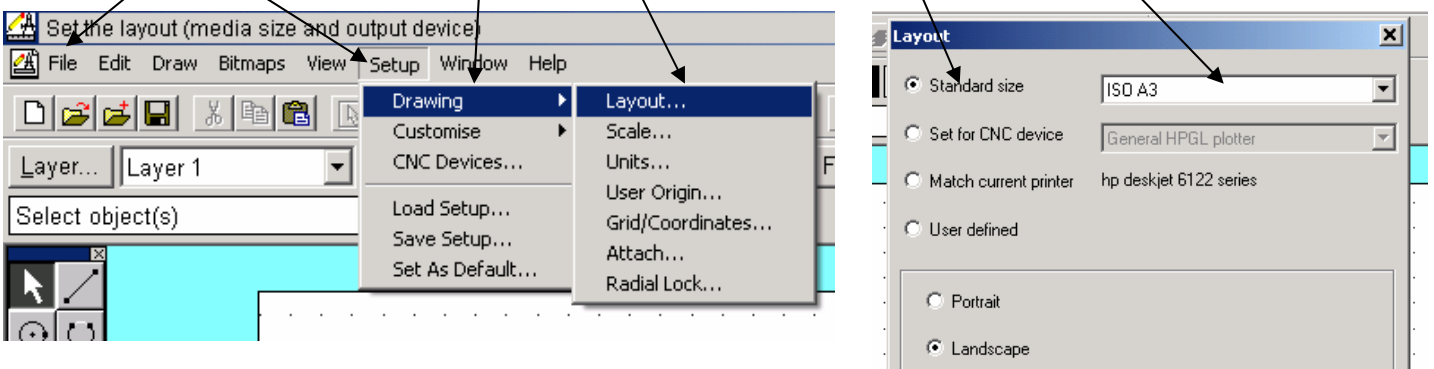
# A BEGINNERS GUIDE TO USING 2D Design Tools

## 1. Opening 2D Design Tools

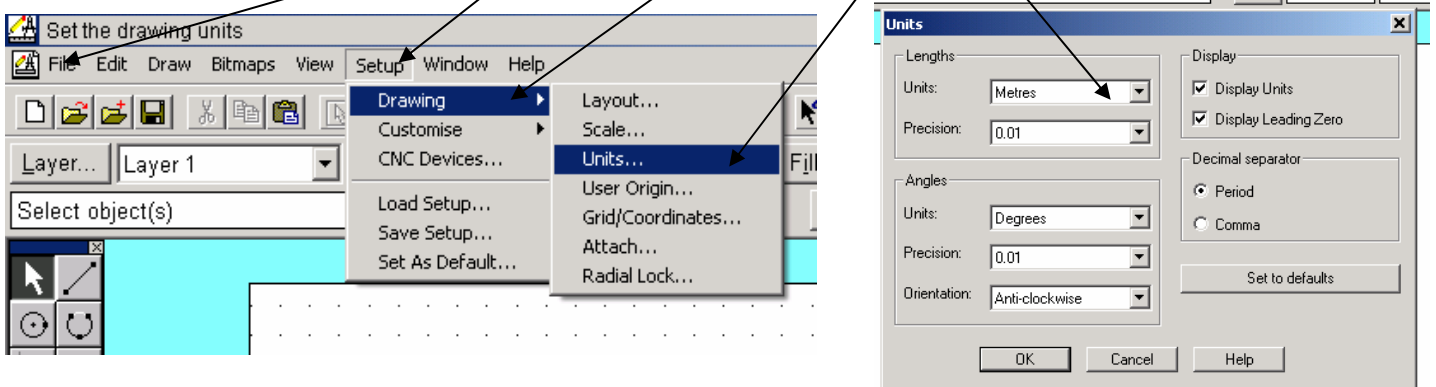
log in and open programs / go to departments / technology / open 2D- Design Tools V2

## 2. Setting Paper size

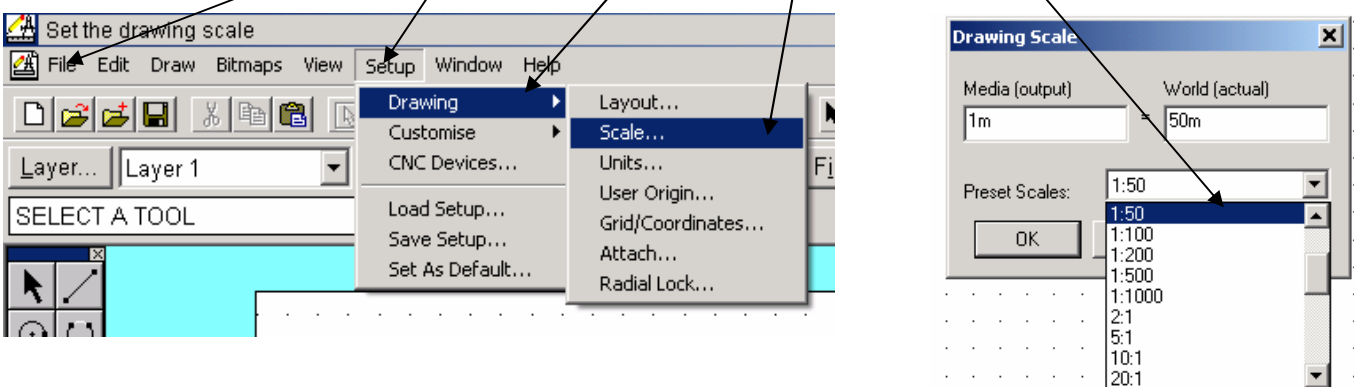
Go to file / setup / drawing / layout / set standard size / A3



## 3. Setting units file / setup / drawing / units / select metres



## 4. Setting scale file / setup / drawing / scale / select 1 : 50



## Using 2D Design Tools

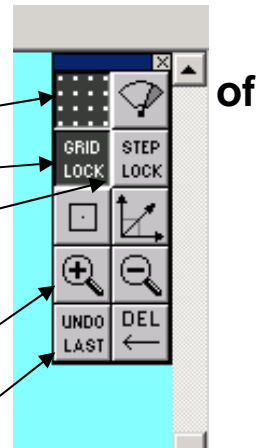
**Setting the grid**—this tool bar is set up on the top right of the screen

Click on **grid** and **grid lock** to select.

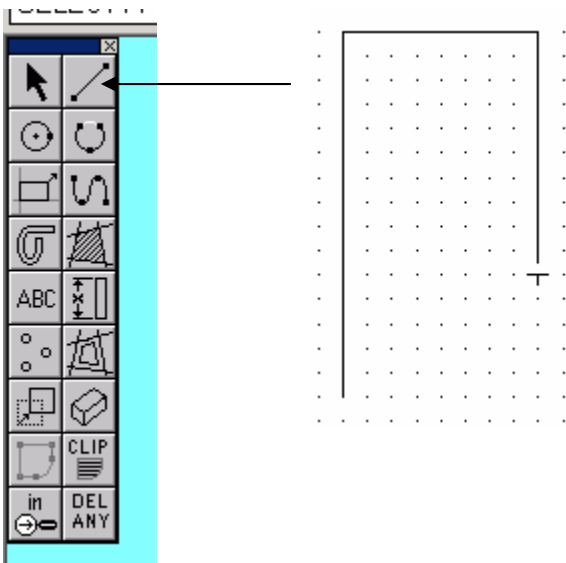
**Step lock** uses smaller steps when drawing

**Zoom tool**

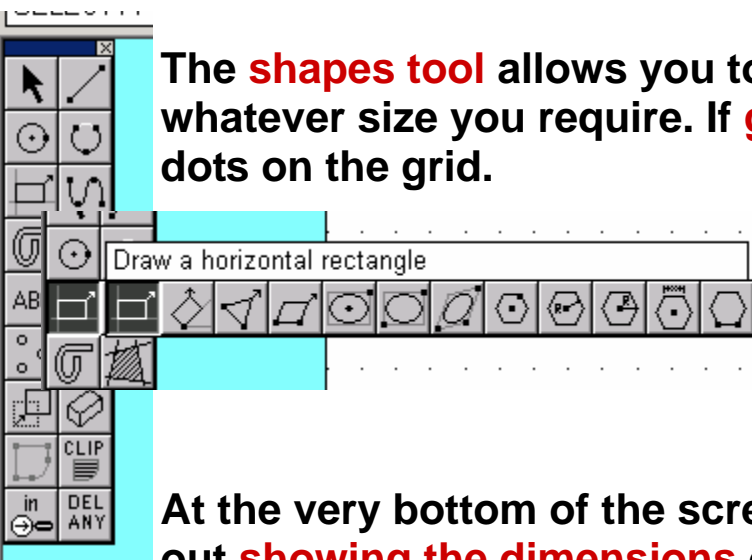
**undo** cancels last action



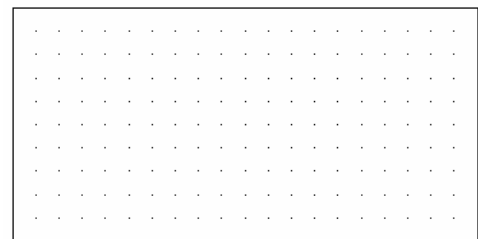
## Starting Drawing



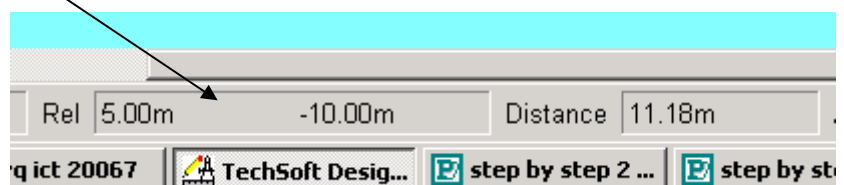
The **line tool** simply lets you draw straight lines by right clicking and dragging the cursor. If **grid lock** is on the cursor will step to each dot on the grid. Remember in your drawing **2 dots equals 1m**



The **shapes tool** allows you to click and drag rectangles to whatever size you require. If **grid lock** is on it will lock to the dots on the grid.



At the very bottom of the screen you will find a useful feed out **showing the dimensions** of your rectangle in the scale you set earlier.



# Using the Main Tools Menu

## Select Tool

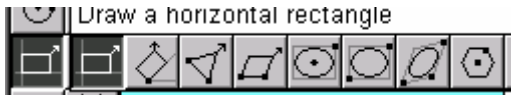
Used to select objects by clicking on them or dragging a box around them.

## Circle Tool

Use this to draw circles

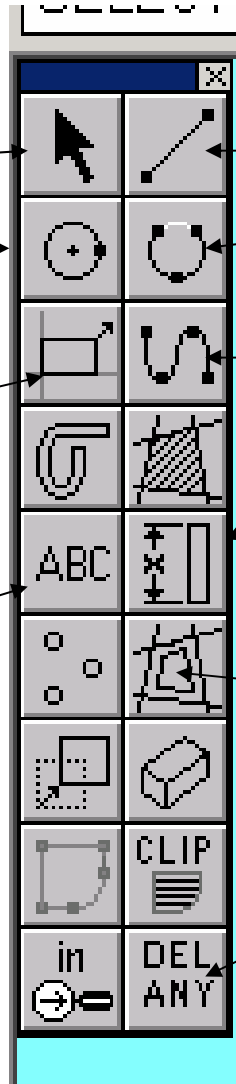
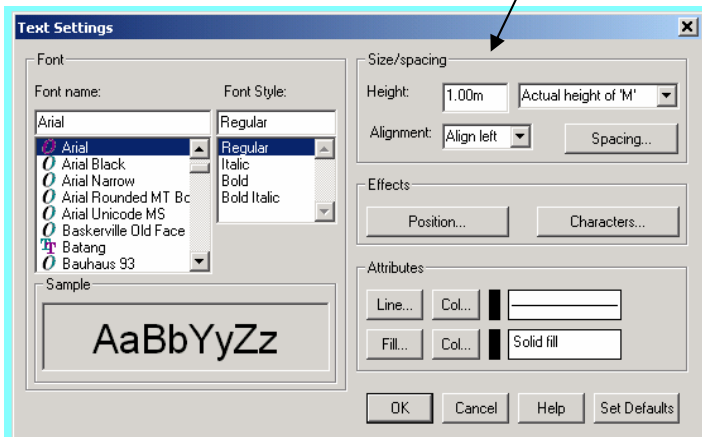
## Shapes Tool

Allows you to draw different closed shapes such as squares, triangles etc.



## Text Tool

A **double left click** on this option allows you to set the style, size and colour of your text in the dialogue box.



## Straight Line Tool

## Arc Tool

## Curved Line Tool

## Dimension Tool

See below for more information

## Contour Tool

## Delete Tool

Delete any will delete the last object you drew.



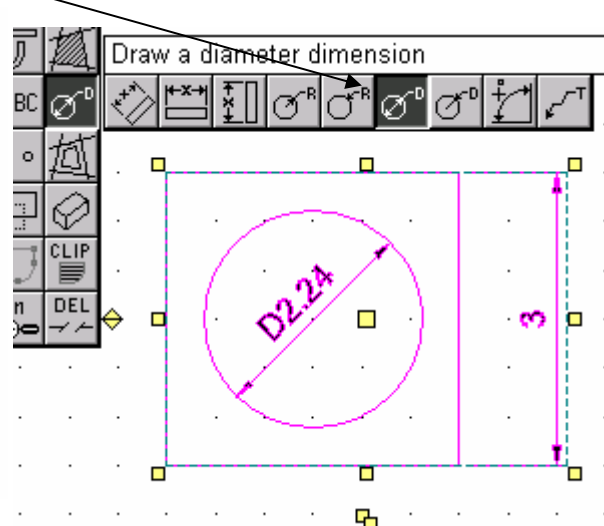
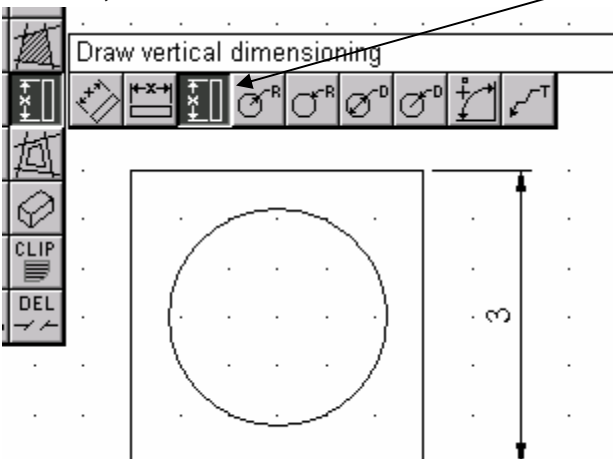
Delete part of an object is very useful to delete small parts of a drawing.

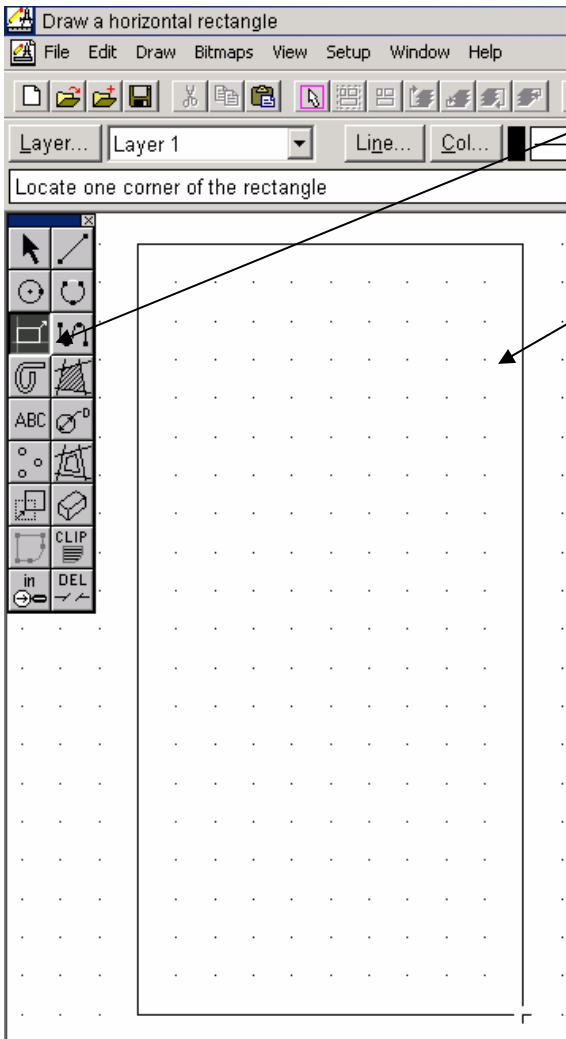


## Dimensioning

The dimensioning tool allows you to put **accurate measurements** onto your drawing.

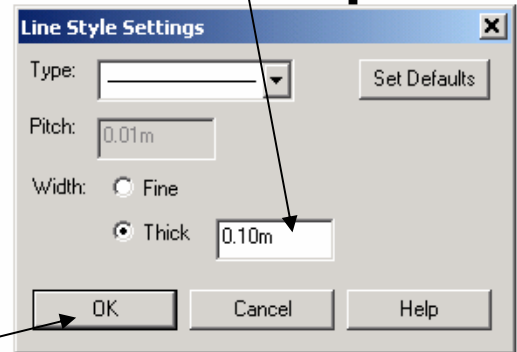
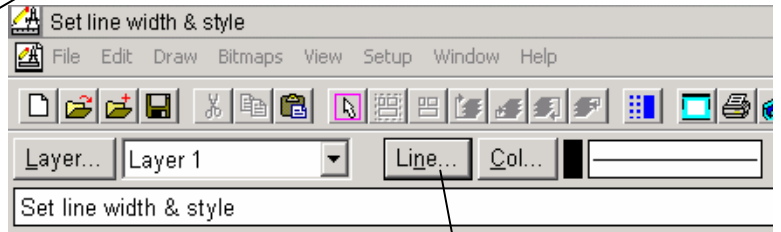
Select and slide to get the options for horizontal, vertical circular or arcs





## Drawing the room layout

Select rectangle tool, make sure the scale and grid are set then draw a rectangle 10m x 5m.



## Making line thicker

Select the rectangle and highlight it. Left click on line and then click on thick—set to 0.10m click ok and the line will thicken.

Select rectangle tool, make sure the scale and grid are set then draw a rectangle 10m x 5m.

## Drawing Doors

1. Select **circle tool** and draw a circle with **centre 3 dots in** and on the wall line.
2. Select **line tool** and draw a **vertical line** down from edge of circle to wall at centre of circle.
- 3 **Select delete part of an object** and delete the parts of the drawing you don't need.
4. **Drag a select box** around the door and **press control—group**.
5. The door can then be **copied and pasted** on to other parts of the drawing.

