

# GlobalCAD Symbols Pack 4 (2016)

Version 1.2



## Getting Started Guide



GlobalCAD

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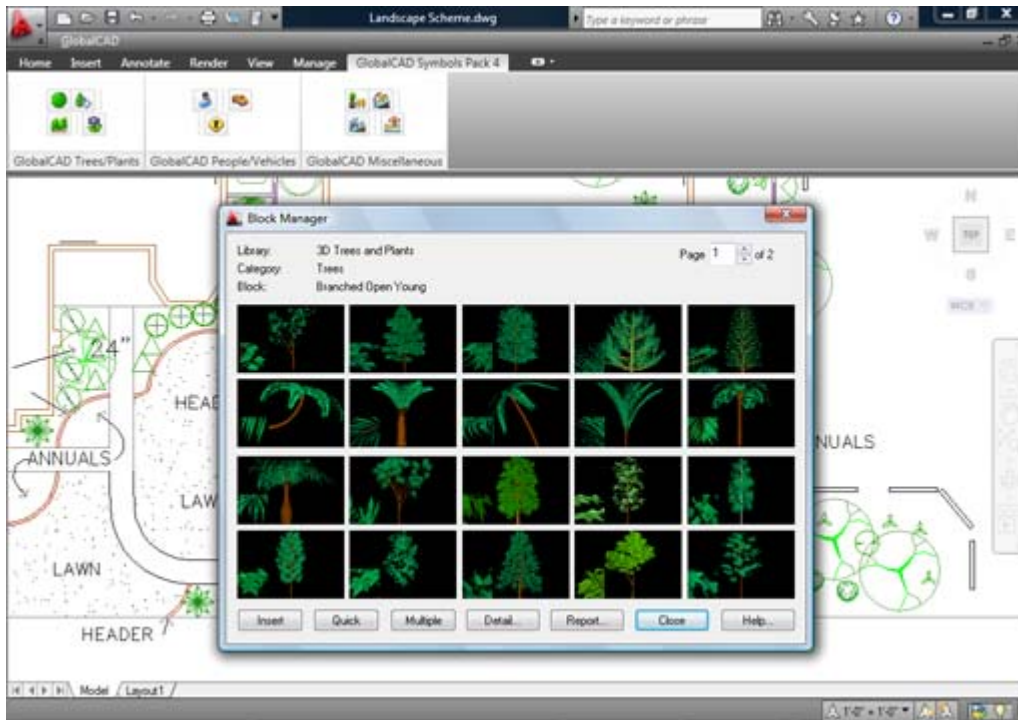
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## Introduction

GlobalCAD Symbols Pack 4 serves the essential needs of landscape designers, land planners and irrigation professionals. Present your clients with attractive, optimal designs as your ideas effortlessly flow from concept to completion. Published in association with industry experts, the symbol libraries are all fully indexed into familiar categories, helping save valuable drafting time.



This user guide provides step-by-step instructions on creating your own symbol libraries using the Block Manager interface provided with GlobalCAD Symbols Pack 4. Additional product documents and/or tutorials are available from the relevant [www.globalcad.com](http://www.globalcad.com) product page.

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The software can also be used in conjunction with other BricsCAD and AutoCAD third-party applications. Multi-user licensing options are available and provide support for all major network platforms including Windows Server.

Email Pre-Sales: [info@globalcad.com](mailto:info@globalcad.com)

Tel: +44 (0) 1252 703939  
Fax: +44 (0) 1252 703910

Web Site: [www.globalcad.com](http://www.globalcad.com)



## Acknowledgements

GlobalCAD Symbols Pack 4 (2016).

Our thanks go out to everyone involved in the development and production of GlobalCAD Symbols Pack 4.

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Tel: +44 (0) 1252 703939

Fax: +44 (0) 1252 703910

Web Site: [www.globalcad.com](http://www.globalcad.com)

## To Display or Close Toolbars

Select the **Toolbars** entry from the **GlobalCAD** drop-down menu or type **TL** at the AutoCAD/BricsCAD Command line to display the Toolbars dialog box.


- Pick the check box next to the toolbars you wish to display.
- Click **OK** to close the Toolbars dialog.

You can display multiple toolbars at once, and you can dock or float toolbars. Docked toolbars lock into place along the top, bottom, or sides of the AutoCAD/BricsCAD window. Floating toolbars move freely – move them using your pointing device. Floating toolbars can overlap other floating and docked toolbars. You can also hide toolbars until you need them.

**Note** – refer to the relevant **AutoCAD/BricsCAD Help** topics for further details on toolbars.

## The Shortcut Keys

Use the shortcut keys (sometimes called accelerator keys) below at the AutoCAD/BricsCAD *command line* for quick access to GlobalCAD Symbols Pack 4 tools.

Icon	Command	Shortcut	Description
	Block Manager	<b>BM</b>	Block Manager enables you to create and manage 2D and 3D symbol libraries. Automated options means libraries containing hundreds of blocks can be created in seconds without the need for user intervention.

## Ordering Information

GlobalCAD Symbols Pack 4 is compatible with BricsCAD Pro/Platinum V10-V15 and the entire family of AutoCAD products including AutoCAD 2007-2016, AutoCAD Architecture, AutoCAD Civil 3D, AutoCAD Land Desktop and AutoCAD Map 3D.

The software can also be used in conjunction with other BricsCAD and AutoCAD third-party applications. Multi-user licensing options are available and provide support for all major network platforms including Windows Server.

Free unlimited screen-based technical support is provided, with telephone options also available to registered customers. In addition, all GlobalCAD products carry a 30-day guarantee against defects in material and workmanship.

Purchase orders are accepted only from government and accredited educational institutions and major corporations, provided that they are submitted on purchase order forms with a purchase order number (net 30 days). Please be sure to include the standard order form with your order.

All product orders are dispatched with a printed invoice. For further details, please view the GlobalCAD Symbols Pack 4 order form.

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Tel: +44 (0) 1252 703939

Fax: +44 (0) 1252 703910

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## Block Manager

Block Manager allows drawing blocks and details to be effectively stored within a powerful database, providing for a more controlled and managed working environment. This form of control is essential for the efficient and productive use of AutoCAD/BricsCAD.

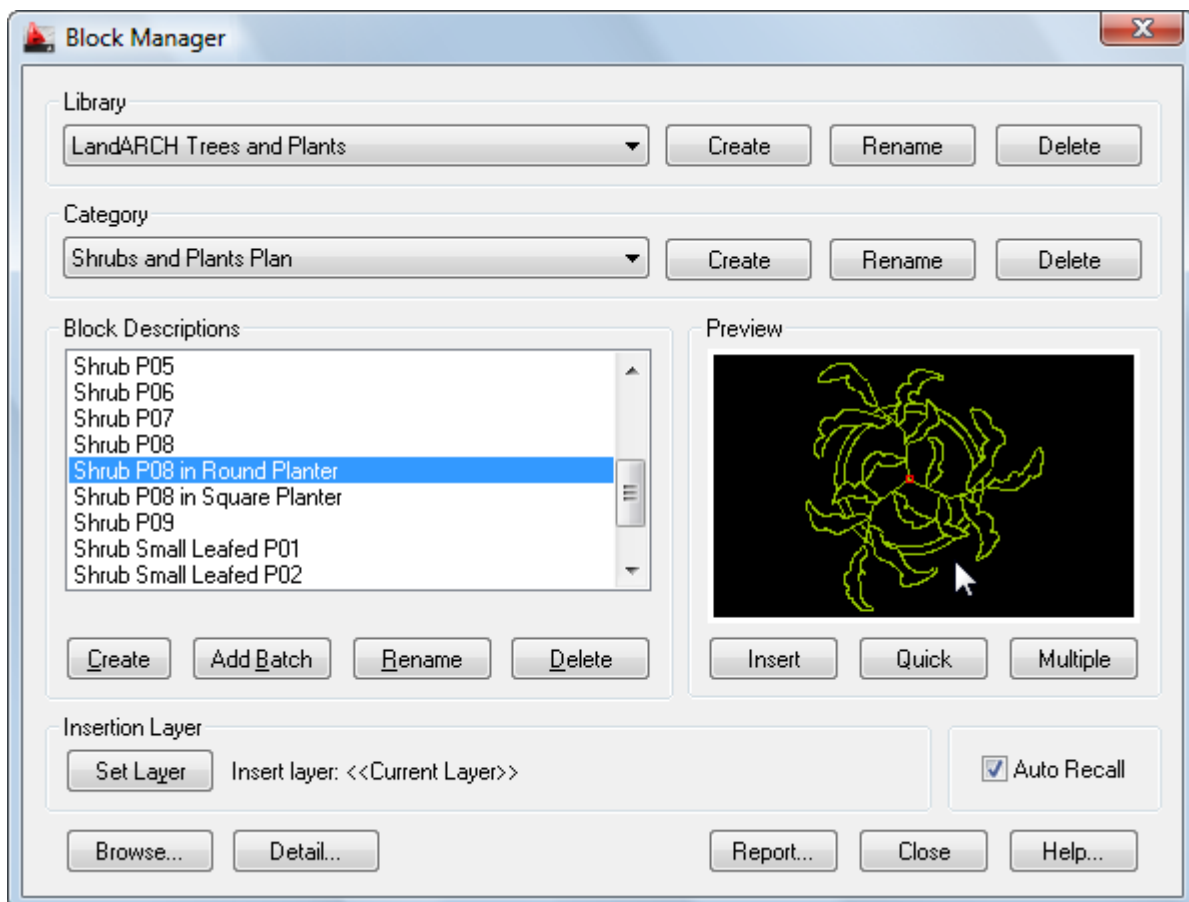
Now your entire collection of blocks can be sensibly organized within distinct libraries with advanced viewing capabilities. This means that blocks can be identified fast and are accessible right when you need them. Management tools ensure the database is always up to date, with the ability to view and print block details and other library information. Blocks can be contained on local drives or on a network.

With Block Manager you can:

- Create categories containing 2D, 3D and attributed blocks.
- Add multiple blocks in seconds using the unique batch-processing tools.
- Build 3D libraries with photo-realistic rendered thumbnails.
- View and compare blocks fast within libraries.
- Avoid unnecessary duplication of blocks with full network compatibility.
- Secure your work with full library password protection.
- Effectively manage and keep track of all your blocks.

## Initial Steps

Block Manager's main dialog displays the contents of the blocks database. The current library and category is shown at the top with the relevant block descriptions listed below. Displayed right is the preview image for the block currently highlighted and below is shown the current layer for insertion. Libraries are stored within the GlobalCAD...\Libs folder.



Creating a working library and category is the first step in adding your blocks to the database. The library can be assigned a full and meaningful description, such as the working discipline e.g. 'architectural symbols' or maybe a project name.

Note when using the Add Batch feature to add multiple blocks: To successfully add multiple blocks under Block Manager, each block must be capable of being independently opened within the current AutoCAD/BricsCAD session. This means that the associated menu, font files and any other dependent files are present and the block(s) open without error.



## Creating a Library

Select the **Create** button under the **Library** heading from the main display.

- Enter the proposed library description within the text box.
- Next, enter your signature details. Note the default shown is the user's login name.
- Choose **OK** to accept the descriptions and proceed.

To rename an existing library, pick the chosen description from the **Library** list box and click on the **Rename** button shown right. Next, enter the proposed new library heading within the text box and choose **OK** to accept this description.

Similarly, to delete an existing library, pick the chosen description from the **Library** list box and click on the **Delete** button shown right. Next, to confirm your wish to remove this library, click on the **OK** button shown or **Cancel** to exit.

Note that when a library is deleted, its corresponding contents (including blocks) are also deleted.

## Creating a Category

Select the **Add** button under the **Category** heading from the main display.

- Enter the proposed category description within the text box.
- Choose **OK** to accept the description and proceed.

To rename an existing category, pick the chosen description from the **Category** list box and click on the **Rename** button shown right. Next, enter the proposed new category heading within the text box. Choose **OK** to accept this description.

Similarly, to delete an existing category, pick the chosen description from the **Category** list box and click on the **Delete** button shown right. Next, to confirm your wish to remove this category, click on the **OK** button shown or **Cancel** to exit.

Note that when a category is deleted, its corresponding contents (including blocks) are also deleted.

## Creating a Block

Blocks can be added individually to the database, created from existing drawing objects in the normal way.

- Open the drawing or block that contains the details to be added.
- Select the **Create** button under the Block Descriptions heading from the main display.
- Select the objects that will make up the new block.
- Specify the insertion point for the block and Block Manager will automatically zoom in around the selected objects to create the preview image.
- Enter the proposed description for the block within the text box and click on the **OK** button.

## Adding Multiple Blocks

Blocks can also be added in multiple selections with the unique and powerful Add Batch feature. Use this method to create a complete category listing from a set of blocks stored anywhere on disk (local and network drives).

- Select the **Add Batch** button under Block Descriptions from the main display.
- From the Add Batch dialog the following options are available, according to preference:
  - Include sub-folders
  - Create categories from sub-folder names
  - Ignore duplicate-named blocks
  - Ignore illegally-named blocks

The Advanced section of the dialog also provides a range of options for creating 3D wireframe or photo-realistic libraries. These are available by picking the **Create 3D Library** tick box:

- Wireframe (hidden lines removed)
- Define Viewpoint
- Utilize existing Bitmap files

Selecting the Wireframe (*hidden lines removed*) option will create wireframe preview images of all blocks (containing 3D objects) encountered during the Add Batch operation. The viewpoint location used to display each block will be the value specified within the *Define Viewpoint* text box.

Choose the *Utilize existing Bitmap files* option if you prefer the Add Batch operation to use existing, manually created, Bitmap images. This enables you to define each 3D object's unique viewpoint and therefore obtain the very best rendered image. The BMP extension files must be located within the same folder, and share the same filename, as the associated DWG blocks. Use the standard AutoCAD Render command to create the Bitmaps, with the following settings:

Set the Render Type to Photo Real and the File Type to BMP.

The User Defined Size (image size) is X=216 and Y=137 with the default Aspect Ratio of 1.0.

The recommended Color setting is 8 Bits (256 colors).

- Next, click on the **Browse** button to select the folder containing the relevant blocks. Note, if the *Include sub-folders* option has been specified, blocks contained within any sub-folders will also be added. In addition, selecting the *Create categories from sub-folder names* option means that new categories will be created, containing the contents of each sub-folder.

You can also create photo-realistic rendered preview images (thumbnails) of your 3D blocks by selecting the *Render preview* option and defining the viewpoint setting to be applied.

- Returning to the main Add Batch dialog, click on **OK** to proceed.

Please wait while the blocks are now processed and added to the database. Once this operation is complete, the main Block Manager dialog displays the current category and new block entries.

To rename an existing block description, pick the chosen description from the Block Descriptions box and click on the **Rename** button shown below. Next, enter the proposed new block title within the text box and choose **OK** to accept this description.

Similarly, to delete an existing block description, pick the chosen description from the Block Descriptions box and click on the **Delete** button shown below. Next, to confirm your wish to remove this description, click on the **OK** button shown or Cancel to exit.

## Inserting Blocks

Blocks can be inserted by clicking on the **Insert**, **Quick** or **Multiple** buttons.

The **Insert** button functions in the same way as the AutoCAD/BricsCAD standard block insert command i.e. it prompts for the block's insertion point, axis and rotation angle. **Quick** requests only the block's insertion point and rotation angle. **Multiple** requests the same parameters as the **Quick** button, but once specified, multiple copies of the block can be inserted in succession.

Select the block for insertion from the Block Descriptions text box, click on one of the insert buttons described above and follow the prompts.

## Setting the Insertion Layer

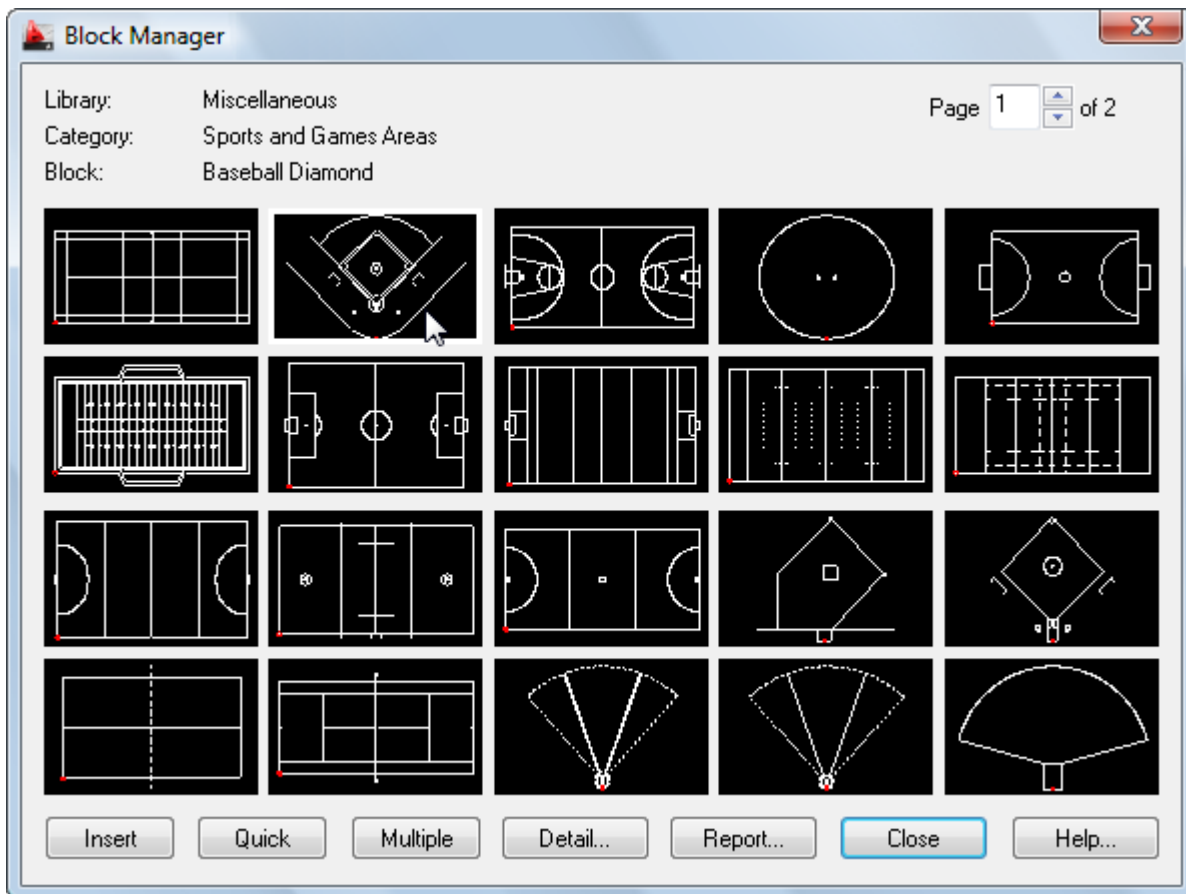
The layer upon which blocks will be inserted is shown near the bottom of the main dialog display, under the heading Insertion Layer. The default insertion layer is 0. In order to change this setting:

- Select the **Set Layer** button. The existing drawing layers available are displayed in a text box.
- Select the desired layer for block insertion and click on the **OK** button.

Note, to create a new layer, enter the new name in the Create New Layer text box below and click on the **OK** button. This will be created and made the current layer.

## Browsing Libraries

Sometimes it is useful to view and compare blocks simultaneously, usually in order to make an informed choice from similar blocks within a library. Using Block Manager's Browse feature you can view blocks in this way, rapidly browsing an entire library if desired.



- Select the **Browse** button from the main display.

The page scroll box is located in the top right-hand corner of the Browse dialog.

- Click on the scroll box arrows to change the page number to view.

## Current Library Details

This feature displays information concerning the current library.

Select the **Detail** button from the main display and click on **OK** when finished.

Information displayed includes the library filename and folder location, the library description, creator, current category and total number of blocks present within this category.

## Library Protection

Once created, you may wish to protect specific libraries from accidental modification or deletion.

- Select the **Detail** button from the main display.
- Pick the **Library Protected** tick box at the base of the dialog display.
- Enter a unique password and confirm this in the text box below.

All library maintenance functions (i.e. Add, Delete and Rename) will now be disabled until the tick box is de-selected. Note that the original password specified must be re-entered in order to unprotect the library. It is recommended that you make a note of this and store it in a safe place.

## Viewing the Block Report

Click on the **Report** button to display the full list of blocks stored under the current category.

Blocks are listed in alphanumerical order.

Choose the **Print Report** button to obtain hardcopy records.