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About 2020 CAP

2020 CAP is a suite of labor-saving tools that help you visually search through thousands of furniture products, then place those products into AutoCAD drawings. You can output those drawings in Plan View or 3D View.

Use 2020 CAP to:

- Create large-scale project drawings directly within AutoCAD
- Accurately space plan with complex furniture lines using accurate Design Automation tools
- Rapidly draw walls, doors, windows, curved walls, reflected ceiling plans, custom windows and doors directly within AutoCAD
- Create Standards — groups of product that are combined to represent complete assemblies like workstations
- Export drawings into 2020 Worksheet for product optioning and pricing

2020 CAP is an AutoCAD-based design tool. For first-time start-up, launch AutoCAD, then start CAP Designer. CAP Designer supports the most recent versions of AutoCAD.

Hints and procedures

As in other Windows applications, there are many ways to perform tasks in 2020 CAP Designer. You can:

- Use the CAP Designer menu to select the command
- Click on icons in the available toolbars
Procedures in this help file show you only one way or performing a task so that you can quickly learn how to use the application.

**Note:** Make sure all the CAP Designer [toolbars](#) are displayed for procedures directing you to click icons.

## Using Help

The following sections describe how to use options from the CAP Designer **Help** menu and the CAP Designer help **Toolbar**.

The question mark - **Topics** option/icon takes you to the [Contents](#) page of this help file.
Help toolbar

The Help toolbar offers the same options as the Help menu.

You can move this toolbar as you would for other CAP Designer toolbars within AutoCAD by clicking and holding the dotted line on its left.
What's new

From the Help menu, click What’s New. From the window shown below, you can:

- view announcements on 2020 Technologies commercial software
- read about and download manufacturer catalog updates
- view information about new commands, software fixes and known issues
- download software or catalog updates. See also Check for software updates, Check for catalog updates
- download PDF versions of the 2020 Technologies commercial software user manuals
- download PDF files of Release Notes (What's New) as they become available
- find training courses for 2020 Technologies software
- view a list of upcoming industry events in which 2020 Technologies will participate
- obtain 2020 Technologies' contact information
What's New?
Your monthly guide to what's new at 2020

NeoCon
JUNE 12 13 14 2017
THE MART, CHICAGO
#NEOCON2017

Meet us at
Booth 7-5122

May 2017

Latest Updates:

2020 Worksheet:
With 2020 Worksheet, your sales, order entry and project managers have easy access to current furniture catalog, pricing and quote templates, so they can do what they do best: take care of your customers.

New your prospects: Create accurate, detailed furniture quoted in minutes, with updated product information from hundreds of manufacturers.

Increase profitability: Establish business efficiencies with a single, unified system that reduces errors and streamlines operations.

2020 Office Applications
GET 2017 VERSION

For the latest updates on all manufacturer catalogs and software, visit 2020.net. Click here for updates online, or check the Update Manager from within your software.
Website

This Help option takes you to the 2020spaces.com web site.
Community

This Help option takes you to the Cube forum of the 2020spaces web site where you can find and share information on 2020 Commercial Software (Office) products and its community.
2020 on Social Media

As this is the trend in software applications, the options offered take you to various 2020 social media platforms so you can stay informed and share as you deem appropriate.

Training

The **2020 Training** option takes you to the 2020 Training page of the 2020 website where you can see scheduled training, sign up for classes, and learn more about what each class offers.

The **Training Videos** option takes you to the e-learning page of the 2020 website where you can watch videos that provide basic information about the CAP Designer functionality.
Welcome to e-Learning!

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- Introduction
- AutoCAD Settings
- Modify and Select
- Launching CAP and Browsing
- Search and Quick Search
- Applying Options
- Converting to and Viewing in 3D
- Creating a Worksheet
- Contact Us!
Support

The **Live Chat** option opens a web page where you are required to enter information in preparation for starting a live chat with a Support agent.

The **Email Us** option opens a web page where you can send 2020 an e-mail regarding an issue and to access the 2020 Community page.
How Can 2020 Support Help?

Whether it is installation and configuration assistance or help resolving a product issue, 2020's technical support teams across the globe, stand ready to assist you with all of your technical questions regarding your 2020 products. Fill out the form below and someone will be in touch with you shortly.

Note that registered customers can directly access product support portals for the latest catalog content, product downloads and more. Call us, or find your local support office for more details.

Contact Name

Company

Email

Phone

License Number [ ? ]

Language

[ ->None-]

2020 Product

Issue:
Diagnostics

The **Diagnostics** command from the **CAP Designer, Help** menu is used by technical support to troubleshoot 2020 software.
Check for software updates

From the **Help** menu select **Check for Software Updates**.

The **Update Manager** appears. From here you can view updates for your system, view update descriptions and download and install updates.

For help on Update Manager click on the **Help** link on the bottom right of the Update Manager window.

Check for catalog updates

From the **Help** menu select **Check for Catalog Updates**.

The **Update Manager** appears. From here you can view catalog updates for CAP Designer, update descriptions, time and file size.

For help on Update Manager click on the **Help** link on the bottom right of the Update Manager window.

About CAP Designer

To verify your version number and other information about the program, choose **CAP Designer, Help, About CAP Designer**.
Start CAP Designer

1. Launch AutoCAD.

   *Make sure you are running in AutoCAD Classic mode to see the CAP Designer menu.*

2. On the command line, type CAP.

Notice that CAP Designer does not override AutoCAD menus. The CAP Designer menu at the top right contains all CAP Designer functions. This menu will always display when AutoCAD starts, whether or not you have launched CAP Designer.
Drawing Setup Wizard

Use the Drawing Setup Wizard to create a new drawing under a project folder and to set up the plot size and scale of a new, current or existing drawing.

1. Select **Drawing Setup** ![icon] from the CAP Designer menu.

   The Drawing Setup Wizard opens with three options:

   **New Drawing** — to create a new drawing and apply setup. This drawing will be saved under a project folder. For more information about this option see Create a new drawing under a project in the Projects section
   
   **Current Drawing** — to modify setup of a drawing that is already open
   
   **Existing Drawing** — to open a drawing and modify setup

   If you opened a blank drawing, select **Current Drawing**.

2. Select the **Plot Size** and **Plot Scale** you think you might use. If you use a different size or scale when you actually plot it doesn't matter. This is simply setting up your beginning paper size.

3. Click **Finish**.
Projects

Project Support is a way of setting up and maintaining your drawings and worksheets. Users and administrators can easily organize their worksheets, drawings, and associated data under a Project folder. In addition, Project Support has the ability to set defaults for all of your Worksheets to be the same or set defaults on a per project basis.

To use projects in CAP Designer, see Create a new drawing under a project.

For more information about how Projects are used in 2020 Worksheet, see the Projects section in the 2020 Worksheet help.

Create a new drawing under a project

Launch the Drawing Setup Wizard.

1. Select Drawing Setup in the CAP Designer menu.
2. In the Drawing Setup Wizard, click New Drawing.
3. In the Select Project dialog box, decide where to store the new drawing.
   Note: The Wizard creates a default folder called My Projects. The purpose of My Projects is to create a shortcut to project folders that you are working in. The benefit is that you don't have to go through several layers of sub-folders to get to your project folder. Project folders removed from this list are not deleted.
4. To create a new project folder, click All Projects, then click the New button.
5. A new project folder appears. Type the name for this project.
6. Click Next to continue.
7. Use the Drawing Setup screen to setup the drawing Plot Size and Plot Scale.
8. Click **Next** to continue.

9. In the last dialog box, enter a *unique file name* then click **Finish** to close the Wizard and open the new drawing in CAP Designer.

You can access the drawing from the **Projects** tab of the **Explorer pane**. Simply double-click on the drawing to open it.
AutoCAD settings

Before using CAP Designer, make sure to set AutoCAD OSNAP settings to Node and to toggle ORTHO on.

1. Right-click on the Object Snap icon at the bottom of the AutoCAD window and select Settings.

2. Make sure that the ONLY object snap mode checked is Node. CAP is designed to utilize Node snapping. While occasionally other types of snapping are required to complete a layout, you can turn on those other snap nodes as needed. By limiting your snap node to node only, you limit the possibility of incorrectly snapping parts together.
3. Make sure that the **Ortho Mode** is also on. In **Ortho Mode** mode, cursor movement is constrained to the horizontal or vertical axis. Note that in some instances you might need to turn **Ortho Mode** off.

**Note:** More information about **Object Snap** and **Ortho Mode** is available within AutoCAD’s help system.

**Toolbars**

With the 2020 CAP Designer toolbars you can perform frequent tasks quickly by clicking icons.

You can easily customize toolbars. See the following topics for more information:

- Show or hide a toolbar
- Move a toolbar

There are several built-in toolbars in 2020 CAP Designer, each representing a category of commands. You may change their position to suit your needs. See the topics below for information on each toolbar.

Buttons with a small black triangle in the lower-right corner are flyout toolbars that contain related commands. With the cursor over the icon, hold down the left button on your mouse until the flyout toolbar displays.

- Allsteel Tiler toolbar - see the help file on Manufacturer-specific information.
Show or hide a toolbar

1. Right-click in empty area of the AutoCAD toolbar area then select CAPDESIGNER.
2. Select the toolbar name to toggle the toolbar on and off.

If it is off (no checkmark next to the name), click it and the toolbar will appear on your screen (a checkmark will also appear next to its name). Selecting it again will turn it off.

**Move a toolbar**

You can display or hide toolbars, and you can save your selections as a workspace. You can also create your own toolbars.

A toolbar can be *floating* or *docked*. A floating toolbar is displayed anywhere in the drawing area, and you can drag a floating toolbar to a new location, resize it, or dock it. A docked toolbar is attached to any edge of the drawing area. A toolbar docked at the top edge of the drawing area is located below the AutoCAD toolbars. You can move a docked toolbar by dragging it to a new docking location. Click-hold the left edge of the toolbar to move it around. To dock/undock a toolbar, double-click on the left ledge.
## CAP Bound toolbar

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name</th>
<th>Description</th>
<th>Help topic</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Make Bound</td>
<td>Create a CAP bound</td>
<td><a href="#">Make a bound</a></td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Edit Bound</td>
<td>Edit the CAP bound title and text placement</td>
<td><a href="#">Edit Bound title and text placement</a></td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Undo Bound</td>
<td>Remove a CAP bound</td>
<td><a href="#">Remove a CAP bound</a></td>
</tr>
</tbody>
</table>
# CAP Designer toolbar

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name</th>
<th>Description</th>
<th>Help topic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Automation Center</td>
<td>Set of manufacturer-specific automation tools</td>
<td>See the help file on Manufacturer-specific information</td>
</tr>
<tr>
<td><img src="image" alt="icon" /></td>
<td>Insert Symbol</td>
<td>Place a product in the drawing using the <strong>Insert Symbol</strong> dialog</td>
<td><a href="#">Place a product using Insert Symbol</a></td>
</tr>
<tr>
<td><img src="image" alt="icon" /></td>
<td>Part flyout</td>
<td>Click and hold to access the <strong>Make Part</strong>, <strong>Edit Part</strong> or <strong>Undo Part</strong> commands.</td>
<td><a href="#">Custom items</a></td>
</tr>
<tr>
<td><img src="image" alt="icon" /></td>
<td>Standard flyout</td>
<td>Click and hold to access the <strong>Make Standard</strong>, <strong>Edit Standard</strong> or <strong>Undo Standard</strong> commands.</td>
<td><a href="#">Standard (Typicals)</a></td>
</tr>
<tr>
<td><img src="image" alt="icon" /></td>
<td>Bound flyout</td>
<td>Click and hold to access the <strong>Make Bound</strong>, <strong>Edit Bound</strong> or <strong>Undo Bound</strong> commands.</td>
<td><a href="#">Bounds</a></td>
</tr>
<tr>
<td><img src="image" alt="icon" /></td>
<td>CAP Info</td>
<td>View an item's information and options.</td>
<td><a href="#">View item information</a></td>
</tr>
<tr>
<td><img src="image" alt="icon" /></td>
<td>2020 Options</td>
<td>Add finishes or options to parts in the drawing.</td>
<td><a href="#">Specify options</a></td>
</tr>
<tr>
<td>Tool</td>
<td>Description</td>
<td>Function</td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-----------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>CAP Explorer</td>
<td>Show or hide the Explorer pane.</td>
<td>Explorer Pane</td>
<td></td>
</tr>
<tr>
<td>CAP Panel Builder</td>
<td>Construct and manage configurations of stack panel products.</td>
<td>Panel Builder</td>
<td></td>
</tr>
<tr>
<td>Create Worksheet</td>
<td>Create a worksheet file based on the current drawing.</td>
<td>Create a worksheet</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Create an associated worksheet</td>
<td></td>
</tr>
<tr>
<td>Update with Associated Worksheet</td>
<td>Update the current drawing against its associated worksheet or update an associated worksheet against the current drawing.</td>
<td>Update with associated worksheet</td>
<td></td>
</tr>
<tr>
<td>Show Associated Worksheet</td>
<td>Show the worksheet associated to the current drawing.</td>
<td>Create an associated worksheet</td>
<td></td>
</tr>
<tr>
<td>Create Take-Off Window</td>
<td>Select an area in the drawing that will be included in worksheets and draw schedules</td>
<td>Create a take-off window</td>
<td></td>
</tr>
<tr>
<td>Create a Schedule</td>
<td>Select the objects and information that will be included in the schedule.</td>
<td>Create a draw schedule from the drawing</td>
<td></td>
</tr>
<tr>
<td>Define Scene</td>
<td>Group items together to define a scene to be visualized in Visual Impression.</td>
<td>Define a scene for Visual Impression</td>
<td></td>
</tr>
</tbody>
</table>
Visualize Scene

Visualize a scene defined in the current drawing in Visual Impression.

Update Against Visual Worksheet

Update the items in the current drawing from a worksheet that was created from this drawing.

Update Against Catalog

Updates the information of parts in the drawing against manufacturer catalogs.

---

### CAP Edit toolbar

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name</th>
<th>Description</th>
<th>Help topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Icon]</td>
<td>Change 3D Height</td>
<td>Place an item at a different 'Z' height.</td>
<td>Change 3D Height</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Copy Rotate</td>
<td>Combines the AutoCAD Copy and Rotate commands in a single step.</td>
<td>Copy Rotate</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Move Rotate</td>
<td>Combines the AutoCAD Move and Rotate</td>
<td>Move Rotate</td>
</tr>
<tr>
<td>Command</td>
<td>Description</td>
<td>Example Command</td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-----------------</td>
<td></td>
</tr>
<tr>
<td>Offset Copy</td>
<td>Combines the AutoCAD Offset and Copy commands in a single step.</td>
<td>Offset Copy</td>
<td></td>
</tr>
<tr>
<td>Offset Move</td>
<td>Combines the AutoCAD Offset and Move commands in a single step.</td>
<td>Offset Move</td>
<td></td>
</tr>
<tr>
<td>Append Tag</td>
<td>Adds text to the end of a tag.</td>
<td>Append Tag</td>
<td></td>
</tr>
<tr>
<td>New Tag</td>
<td>Change a tag.</td>
<td>New Tag</td>
<td></td>
</tr>
<tr>
<td>Change Tag Size</td>
<td>Modify the text height of a tag.</td>
<td>Change Tag Size</td>
<td></td>
</tr>
<tr>
<td>Move Tag</td>
<td>Change a tag's position.</td>
<td>Move Tag</td>
<td></td>
</tr>
<tr>
<td>Rotate Tag</td>
<td>Rotate a tag.</td>
<td>Rotate Tag</td>
<td></td>
</tr>
<tr>
<td>Show Part Number/Tag</td>
<td>Toggle the attribute display between Tag and Part Number.</td>
<td>Show Part Number/Tag</td>
<td></td>
</tr>
<tr>
<td>Highlight by Part Number</td>
<td>Marks occurrences of a part number and reports the number of symbols found in the drawing.</td>
<td>Highlight by Part Number</td>
<td></td>
</tr>
</tbody>
</table>
### Highlight by Select
Marks occurrences of a part number when you select one of the symbols in the drawings.

### Block Replace
Replace a part number with another within all or a selected area of the drawing.

### Block Info Edit
Replace user-specified data on an item

### CAP Part toolbar

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name</th>
<th>Description</th>
<th>Help topic</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Icon" /></td>
<td>Make Part</td>
<td>Create a custom part that can be stored in a custom catalog.</td>
<td>Create a new CAP Part</td>
</tr>
<tr>
<td><img src="image2.png" alt="Icon" /></td>
<td>Edit Part</td>
<td>Edit the information of a custom part.</td>
<td>Edit a CAP Part</td>
</tr>
<tr>
<td><img src="image3.png" alt="Icon" /></td>
<td>Undo Part</td>
<td>Breaks up a CAP part - similar to the AutoCAD Explode command.</td>
<td>Undo a CAP Part</td>
</tr>
</tbody>
</table>
### CAP Standard toolbar

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name</th>
<th>Description</th>
<th>Help topic</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Make Standard Icon" /></td>
<td>Make Standard</td>
<td>Create a Standard.</td>
<td>[Create a CAP Standard (Typical)]</td>
</tr>
<tr>
<td><img src="image" alt="Edit Standard Icon" /></td>
<td>Edit Standard</td>
<td>Edit a Standard's name, description or user-defined tag values.</td>
<td>[Edit a standard's information]</td>
</tr>
<tr>
<td><img src="image" alt="Undo Standard Icon" /></td>
<td>Undo Standard</td>
<td>Break up a Standard.</td>
<td>[Redefine a CAP Standard]</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>[Replace a CAP Standard]</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>[Edit a standard's information]</td>
</tr>
</tbody>
</table>
## CAP Tools toolbar

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name</th>
<th>Description</th>
<th>Help topic</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Layer Profiles" /></td>
<td>Layer Profiles</td>
<td>Helps you manage layers by allowing you to save layer settings in layer profiles.</td>
<td>Layer Profiles</td>
</tr>
<tr>
<td><img src="image" alt="Assign" /></td>
<td>Assign</td>
<td>Assign user-defined tag values to the <strong>Alias 1, Alias 2, Alias 3, Building, Floor, Department, and Person</strong> columns.</td>
<td>Assign Alias values</td>
</tr>
<tr>
<td><img src="image" alt="Mirror Last Block - X" /></td>
<td>Mirror Last Block - X</td>
<td>Mirrors the last part placed along a vertical line (</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Mirror Last Block - Y" /></td>
<td>Mirror Last Block - Y</td>
<td>Mirrors the last part placed along a horizontal line (=).</td>
<td>Mirror Last Block y</td>
</tr>
<tr>
<td><img src="image" alt="Insert by Part Number" /></td>
<td>Insert by Part Number</td>
<td>Insert a part into a drawing by typing in the part number.</td>
<td>Insert by Part Number</td>
</tr>
<tr>
<td><img src="image" alt="Convert Plan to 3D" /></td>
<td>Convert Plan to 3D</td>
<td>Converts the symbols on the drawing from plan view to 3D view.</td>
<td>Convert Plan to 3D</td>
</tr>
<tr>
<td>Action</td>
<td>Description</td>
<td>Link</td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
<td>-------------------------------</td>
<td></td>
</tr>
<tr>
<td>Convert 3D to Plan</td>
<td>Converts the symbols on the drawing from 3D view to plan view.</td>
<td>Convert 3D to Plan</td>
<td></td>
</tr>
<tr>
<td>Copy Plan to 3D</td>
<td>Copies the symbols on the drawing then converts them to 3D.</td>
<td>Copy Plan to 3D</td>
<td></td>
</tr>
<tr>
<td>Layer On</td>
<td>Turns previously turned off layers back on.</td>
<td>Layer On</td>
<td></td>
</tr>
<tr>
<td>Layer Off</td>
<td>Allows you to turn off layers by selecting symbols on the drawing.</td>
<td>Layer Off</td>
<td></td>
</tr>
<tr>
<td>Ghost/Unghost 3D</td>
<td>Click once to change solid CAP 3D symbols so that they display as an outline or ghost of the product. Click again to unghost a product.</td>
<td>Ghost 3D / UnGhost 3D</td>
<td></td>
</tr>
<tr>
<td>Strip Options</td>
<td>Remove the options from one or many parts.</td>
<td>Strip Options</td>
<td></td>
</tr>
<tr>
<td>Send to Custom Catalog</td>
<td>Add a symbol to a Custom Catalog</td>
<td>Add to a custom catalog</td>
<td></td>
</tr>
<tr>
<td>Area Tag</td>
<td>Automatically or manually put sequential letters or numbers to the <strong>Alias</strong> values of items on the drawing.</td>
<td>Assign sequential Alias values</td>
<td></td>
</tr>
</tbody>
</table>
### Explorer pane

The **Explorer pane** is a powerful navigation and selection utility that lets you browse multiple furniture catalogs at one time, as well as find all the files that you will use and create.

The **Explorer pane** consists of four tabs: **Content, Projects, Search** and **Bookmarks**.

See the topics below in the **2020 Worksheet** help for details on using each tab:

- **Content**: displays manufacturer catalogs
- **Projects**: navigates to all project folders containing worksheet files and CAP Designer drawings
- **Search Results**: allows you to search for products and displays products found after a search.
- **Bookmarks**: shows the bookmarks saved on your system
See the following topics to display, hide or move the **Explorer** pane and its tabs:

- Display the Explorer pane
- Move the Explorer pane
- Auto-hide feature
- Show or hide Explorer pane tabs

**See also** [Place a product using the Explorer](#)

**Display or hide the Explorer pane**

When you [start CAP Designer](#), the **Explorer** pane is automatically docked to the left of the drawing window and full height.

You can resize in width by mousing over the right edge and then click-hold to resize.
To display or hide the **Explorer** bar, click 🖼 on the [CAP Designer toolbar](#).
Note: If you do not want the Explorer bar displayed automatically when you start CAP Designer, access the Preferences dialog from the CAP Designer menu then clear the Show Explorer palette on CAP Designer start-up checkbox in the General tab.

Move the Explorer pane

You can move and configure the Explorer pane according to your preferences.

Explorer is normally docked at left of the screen but you can undock it and drag it elsewhere for convenience.

1. Click and drag on the title bar at the top.

2. Drag the Explorer pane to the location you want. The window can float above the AutoCAD screen or dock to any edge. In the image below, the Explorer pane is floating above the AutoCAD drawing area.
3. To dock/undock CAP Explorer to its previous spot, double-click the title bar.

**Note:** When **Explorer** is docked you can resize the window by dragging on the vertical bar between it and the AutoCAD drawing. When **Explorer** is floating you can use the **Auto-hide** feature. See [Auto-hide feature](#).
Show or hide Explorer pane tabs

By default, all of the Explorer pane tabs are visible when you display it.

To turn the tabs on/off, refer to the Preferences.

Instead of hiding Explorer bar tab this way, a more efficient way to work with the Explorer bar is to set it to auto hide.

1. From the CAP Designer menu select Preferences.

2. Click the Explorer icon on the left pane.

3. Check/uncheck Search and Bookmarks under Select Which Tabs to Display.

Auto-hide feature

When the Explorer bar is floating, you can put it on auto-hide to see more of your AutoCAD screen.

1. Click the Auto-hide button.
The Explorer pane will collapse and only the title bar will be visible.

2. To display the Explorer pane as you work on your drawing, hover over the title bar. To cancel the Auto-hide feature, click again on the Auto-hide button.

Preferences

Some CAP Designer preferences are linked to 2020 Worksheet preferences. The Common, Explorer, QuickSearch, Content, Folders+Files and User preferences are the same as in 2020 Worksheet. If you make changes to these tabs in CAP Designer, the changes will be applied to 2020 Worksheet as well.

See:

- General preferences
- Advanced preferences
- Automation preferences

For the other tabs, see the following topics in the 2020 Worksheet help:

- Common preferences
- Explorer preferences
- QuickSearch preferences
- Content preferences
- Folders and files preferences
- User preferences
General preferences

1. From the CAP Designer menu select Preferences.

   By default, Preferences opens to the General tab.

2. Change any of the following and then click Apply.

<table>
<thead>
<tr>
<th>Preference</th>
<th>Description</th>
</tr>
</thead>
</table>
| Load CAP Designer                   | Select how you want CAP Designer to launch automatically.  

   **on AutoCAD start-up**: Check if you want CAP Designer to launch whenever you start AutoCAD.  

   **on CAP command invocation**: This is the default setting. CAP Designer starts when you use any CAP Designer function such as a command from the CAP Designer menu, any of the CAP Toolbar buttons, or typing CAP in the command line. |
| Automatically Load Layer Profile    | You can set CAP Designer to load a Layer Profile group upon launch. Click to search for the layer profile (*.prf) document.  |
| Miscellaneous                       | Use "My Projects" to organize large project trees: obsolete function  |


<table>
<thead>
<tr>
<th>Show Explorer palette on CAP Designer start-up: automatically open the Explorer bar when CAP Designer is launched</th>
</tr>
</thead>
<tbody>
<tr>
<td>If <strong>Show tooltips for CAP Parts and CAP Standards</strong> is checked, you will see a tooltip indicating the Part Number, Mfg and Cat whenever your mouse pointer hovers over the CAP part. If the mouse pointer is over a Standard you will see the standard name and description.</td>
</tr>
<tr>
<td>If the setting <strong>Switch between Panel Placer...</strong> is checked, when you insert a panel that belongs to a panel line supported by Panel Placer, the Block Preview will switch to the Panel Placer tab.</td>
</tr>
</tbody>
</table>

**Advanced preferences**

Use the **Advanced Preferences** to control how products are previewed and inserted into a drawing from the Explorer pane.

1. From the **CAP Designer** menu select **Preferences**.
2. Click **Advanced** on the left.
3. Change any of the following and then click **Apply**.
<table>
<thead>
<tr>
<th>Preference</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Insert</strong></td>
<td>This controls how products appear in the Preview Pane and how they are inserted into the drawing. You may choose to preview products in 3D or Plan View.</td>
</tr>
<tr>
<td><strong>Units</strong></td>
<td>Check your preference of measurement units.</td>
</tr>
<tr>
<td><strong>Prompt</strong></td>
<td>Check <strong>None</strong>, or check the prompts you want to appear when you drag and drop parts from Explorer into the drawing. For example, you may have Designer automatically prompt you to change the Tag of the item you are inserting into your drawing.</td>
</tr>
</tbody>
</table>
| **Block Preview** | **Display Block Preview**: Toggle the Explorer preview feature ON or OFF. If ON, Explorer displays a Preview of the part you have selected, in Plan View or 3D.  

**Show Insertion Point**: Toggles the Insertion Point feature ON or OFF. If ON, the preview window shows the Insertion Point as a yellow X (on lower left in drawings above)  

**2D Optimized (fastest), Wireframe, Hidden Line (slowest), Flat Shaded, Flat Shaded with Wireframe** - these options are functional only if you have checked 3D View. They control appearance of the 3D preview in Explorer. |
<table>
<thead>
<tr>
<th>Restore last location in the content when using Insert Symbol</th>
<th>Checked by default. Check this so that the Insert Symbol dialog box will remember the last selection made so you will not have to always start selecting from the manufacturer level.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add non-Plan Item List table automatically to the drawing</td>
<td>When at least one part exists in the Non-Plan Item list, display the NPIL table on the drawing.</td>
</tr>
</tbody>
</table>

### Automation preferences

These settings allow you to control the behavior of Kimball Xsite tools. For more information, see the Help on CAP Designer Manufacturer-Specific information.

### Import Giza files

If you have an existing Giza file (.cdb), instead of recreating a drawing, you can import it into AutoCAD through CAP Designer.

1. Create a blank design.
2. From the CAP Designer menu select Import, and then Giza....
3. In the Open dialog, select the file you want to import then click Open.
4. If there are parts that are not present in the CAP Designer catalogs, you will see a confirmation message: Click Yes if you still want to import the item, No if not, Yes To All to import all the parts that are not yet supported, or No To All if you do not want to import all the parts that are not yet supported.
5. The Import Log appears. Click the **Successfully Imported Items** tab to see which items were imported and click the **Items with Warnings or Errors** tab to view items with warnings or errors.

6. Click **Save Log** if you want to save this log as a text file for viewing later on.

   In the **Save As** dialog, type in the file name then click **Save**.

   You will be prompted if you want to view the log. Click **Yes** or **No**.

7. Click **Close**.

---

**Convert a Design Express drawing**

Make sure to save a backup of the Design Express drawing before converting it.

1. Locate and open your existing Design Express file in DWG format.

2. From **CAP Designer** menu select **Convert** then **Design Express symbols**.

3. Ensure that the **Project Path** dialog box is pointing to the folder that contains both your DWG file and the Design Express project files.

4. Select how you want to convert your drawing. Your options are:

   **Leave Design Express graphics and apply CAP attributes** - This option will keep your existing Design Express planning symbols in your drawing. However, each symbol will be updated with the new CAP Studio symbol attributes so that you can perform a "takeoff" into 2020 Worksheet for specification.
   It is recommended to choose this option if you no longer need to work on the design.

   **Swap Design Express graphics to CAP graphics (when available)** - This option will completely exchange each Design Express planning symbol with an equivalent CAP Studio planning symbol. The new CAP Studio symbol will have the new CAP attributes attached.
It is recommended to choose this option if you still need to work on the design. Note that you may have to make some adjustments to the drawing because of the change in graphics.

5. Click **OK**.

6. Once the drawing file is completely converted, a log file will appear. This log file lists all the symbols that were converted successfully and which symbols contained errors or warnings.

7. If mirrored parts were found in the drawing, you will see the message below:

   ![](image)
   
   Click **Yes** to repair these parts using the CAP Frame Validation tool.

8. Once the conversion is complete, you can modify the drawing or send it to 2020 Worksheet for specification.

We recommend that you save this new, converted drawing in a new location on your computer with a new file name. Doing this will allow you to go back to your original Design Express file in the future, if necessary.

**Note:** When converting a Design Express drawing to a CAP Studio drawing:

- Panel assemblies are converted to Standards.
- 3D graphics from Design Express are not converted. However, if you choose to swap/replace the Design Express symbols with CAP Studio symbols, the symbols can be converted to 3D. In this case some 3D components may need to be altered to set a new "Z" height.
Groups are not removed so certain CAP commands such as Block Replace will not work unless PICKSTYLE is set to 0. Symbols from existing Design Express catalogs cannot be added to a converted drawing. The Design Express symbols are not available in CAP Studio. When adding new symbols to a drawing, only use CAP Studio catalog libraries.

### Place products in a drawing

In this section, you will learn how to place products in a drawing using CAP Designer.

**See:**

- [Place a product using the Explorer](#)
- [Place a product using Insert Symbol](#)
- [Place non-graphic items](#)
- [Place panels using the Panel Placer](#)
- [Place products from an archived catalog](#)
- [Insert by Part Number](#)
- [How to place items properly](#)

### Place a product using the Explorer

1. If the **Explorer** pane is not displayed, click on the **CAP Designer toolbar**.
2. On the **Content** tab, click the manufacturer you want. Keep selecting until you drill down to the product.
3. Hover your mouse over a single product and you will see its preview (if available) in the **Block Preview** pane.
Notice the X on one corner of the product — this is the Insertion Point around which the product will pivot when you place it in the drawing.

**Note:** If you cannot see the X on the corner(s) of the product, verify your CAP Designer Preferences > Advanced settings. Uncheck Show Insertion Point, check it back on and then click OK. If the X still does not appear when placing an item, the AutoCAD setting for nodes may not be set properly. Type `DDPTYPE` and in the following window, click the X choice and click OK.

If there is no symbol available for the product, you can still add a block graphic that will represent the part in the drawing. See [Place non-graphic items](#).
4. Click on the product name (not the Preview) and drag it to position in the drawing.

   Notice the Insertion Point.

5. Click once to place the product.

6. Rotate the product then click again.

7. To place the same product without choosing another command, right-click.

   Note that the right-click setting - repeat the last command must be set in AutoCAD User Preferences. For details see your AutoCAD help.

**Note:** You can also use the Projects, Search Results or Bookmarks tab to place products on the drawing. See [Use QuickSearch from the Content tab](#) for a quick way of finding a part number without having to drill down to the product.
Place a product using Insert Symbol

If you prefer to use a pop-up dialog box to insert symbols, this feature will provide you with that capability. This feature is helpful if you do not want Explorer to take up too much space on your screen.

1. Click on the CAP Designer toolbar.
2. In the Insert Symbol dialog box, click on the manufacturer. Keep clicking until you drill down to the product.

   **Note:** If you know the beginning of the part number you can type it in and the QuickSearch feature will display a list of possible matches, up to a maximum of 50. This list will contract as you type in more of the part number. Select an item from the list by clicking on it.

3. Click **Show Preview** to show the block preview.

   If there is no symbol available for the product, you can still add a block graphic that will represent the part in the drawing. See Place non-graphic items.
4. Click on the product to select it.

   The dialog box will disappear and the crosshairs in AutoCAD will appear with the symbol that you selected.

5. Click to place the symbol on your drawing.

6. Rotate the symbol then click again.

**Notes:**

- After placing a symbol into your drawing, right-click to immediately place the same symbol in your drawing.
- By default, the dialog box will remember the last selection made so you will not have to always start selecting from the topmost level. If you want to change this setting, from the CAP Designer menu select **Preferences**, then click the **Advanced** tab. Clear the checkmark beside **Restore the last location in the Content when using Insert Symbol.**
- If you disabled **QuickSearch** through **Preferences**, you will not see a list of matches as you type in the Part Number.
Place non-graphic items

1. When you hover your mouse pointer over a part does not have an AutoCAD symbol, the message box below appears:

![Symbol Not Available](image)

The item you have selected does not have an AutoCAD symbol. You may still insert the item into the current AutoCAD drawing to create a box symbol.

[Do not show this message again] [OK]

2. Check **Do not show this message again** in order to insert the part into the drawing.

3. If you are placing the product from **Explorer**, drag and drop the part to the drawing. If you are using **Insert Symbol** or **Insert by Part Number**, click on the part.

4. Click to place the block graphic on your drawing. The block graphic will contain the tag if it is present in the catalog, otherwise it will have the part number.

Note that this block graphic has no special significance and will not be used to determine the actual size of the part.

**Note:** You can also drag and drop a non-graphic item to the [Non-Plan Item List].

Place panels using the Panel Placer

The Panel Placer allows you to easily place panels at specific angles on your drawing. For a list of manufacturers, see the [What's New] file. The Panel Placer also allows you to place panel configurations created from [Panel Builder].
This tool restricts the angle at which panels will be placed, only displaying angles supported by the line. It also automatically leaves a gap in between panels if the line does not allow panels to connect corner to corner.

You can choose the panel that the tool will place, as well as choose a new starting point for the tool to begin placement.

1. Place a panel on the drawing using either the **Explorer** or the **Insert Symbol** command.

   If the panel you selected belongs to a panel line supported by Panel Placer, the Block Preview will switch to the Panel Placer tab.

   **Note:** If you do not want the Block Preview to automatically switch to the Panel Placer tab, you can turn the option off in **CAP Designer Preferences, General** tab.

   The Placer displays the part number of the current panel and the next panel (panel to be placed).

   By default, the panel to be placed next is the same as the current panel.

2. If you want to change the next panel, hover your mouse over the part in Explorer. The Panel Placer validates whether a valid part is selected from the Explorer and displays "Select a valid part" if the part is not valid.

   **Note:** If the panel you want to place next is already somewhere in the drawing, click the hyperlink beside **Next** then select the panel from the drawing.

3. If you want to change the current panel, click the hyperlink beside **Current**. Select the panel on the drawing.

   The Panel Placer validates whether a valid part is selected in the drawing and displays "Select a valid part" if the part is not valid.
Note: Click the button if you want to center the AutoCAD window on the current panel in the drawing.

4. If you hover your mouse pointer over an angle button you will see where the next panel will be placed.

The S buttons add a spacer between the current and next panel.

5. Click the angle.

The buttons of the Panel Placer will rotate to align with the current panel, so subsequent panels you will place will be in reference to that angle.
Place products from an archived catalog

The steps for adding products from an archived catalog are the same as adding from the current catalog. See Use multiple versions of the same catalog in the 2020 Worksheet help for instructions on archiving a catalog.

1. Add the product from the archived catalog. You can drag and drop from the Explorer bar or use Insert.

2. Click CAP Info to view the item's information. Notice that the MFG code appears as though the item came from the actual manufacturer, not the archived catalog's MFG code. This is normal. After you create a worksheet, display the Alt MFG column in the worksheet to view the MFG code of the archived catalog. This is how you can differentiate the archived catalog from the current one.

Note: For more information, see Add products from an archived catalog in the Worksheet help.

Insert by Part Number

Use this command to insert a part by typing in the part number.

1. Click PN on the CAP Tools toolbar.

2. In the Insert by Part Number Dialog box, start typing the part number.

As you type in the part number, the QuickSearch feature will display a list of possible matches, up to a maximum of 50. This list will contract as you type more.
Note: If you want the program to show only matches from a specific catalog, type the **Catalog Code** first.

3. Select the product from the list.

   The **Part Number** and **Catalog Code** are filled out automatically.

4. Click **OK**.

   If there is no symbol available for the product, you can still add a block graphic that will represent the part in the drawing. See [Place non-graphic items](#).

5. Place the product on the drawing.

**Note:** If you disabled **QuickSearch** through **Preferences**, you will not see a list of matches as you type in the Part Number.
How to place items properly

To properly place items in a drawing you need to know how to "snap" items together. Begin by selecting panels from the Explorer bar and "snapping" them together using their connection nodes. CAP Designer symbols have connection nodes in a variety of convenient locations.

- Panels have nodes on each corner.
- Worksurfaces have nodes on the rear to connect to the panels.
- Worksurfaces also have nodes on the front to connect to pedestals.
- Overhead storage units have nodes in the center for task lights.

Note: Each Manufacturer provides symbols with different locations for nodes. The graphic is a general suggestion as to where nodes may be located. Each Manufacturer may vary slightly.

You can view the nodes by typing `DDPTYPE` at the command prompt and pressing Enter. Change the point type to an X or a circle.
You must type the REGEN at the command prompt to have the changes take affect.
Search for products

You can search for products in several ways:

- Search and replace one part
- Search and replace a standard or a panel configuration
- Search and replace item data
- QuickSearch
- 2020 Search

Search and replace one part

Use **Block Replace** to quickly replace a part with another. The replacement part will inherit and display any visibility settings of the original symbol.
1. Click the Block Replace icon in the CAP Edit toolbar.

![Block Replace dialog box](image)

2. Under Replace Type, select Part.

3. Under Objects, choose to search among Select(ed) Objects or All Objects. Select Objects takes you back to the drawing temporarily.

4. Under Filter by, start typing the Part Number and the QuickSearch feature will display a list of possible matches, up to a maximum of 50. This list will contract as you type more.

   **Note:** If you want QuickSearch to look only in a certain catalog, type in the Catalog code first.
before you type the **Part Number**.

OR, click the **Search Catalog** icon to browse the installed catalogs.

OR, click **Select Object** to select the object on the drawing.

5. Under **Replace With** use the options explained in **Step 4** to choose the replacement part.

6. Check **Copy Assigned Tag Values** if the part has an appended tag.

7. Click **Replace**.

**Note**: If you disabled **QuickSearch** through **Preferences**, you will not see a list of matches as you type in the Part Number.

### Search and replace a standard or a panel configuration

Use **Block Replace** to quickly replace a standard or a panel configuration with another. The replacement item will inherit and display any visibility settings of the original symbol.

1. Click the **Block Replace** icon in the **CAP Edit toolbar**.

2. Under **Replace Type**, select **Standard/Panel Config**.

3. Under **Objects**, choose to search among **Select(ed) Objects** or **All Objects**. Select Objects takes you back to the drawing temporarily.

4. Under **Filter by**, start typing the **Standard Name** and the **QuickSearch** feature will display a list of possible matches, up to a maximum of 50. This list will contract as you type more.

   OR, click the **Search Part** icon to browse the saved standards or panel configurations.
OR, click **Select Object** to select the object on the drawing.

5. Under **Replace With** use the options explained in **Step 4** to choose the replacement standard/config.

6. Check **Copy Alias Tag Values** if the block/part as an appended tag.

7. Click **Replace**.

**Note**: If you disabled QuickSearch through **Preferences**, you will not see a list of matches as you type in the Standard Name.

**Search and replace item data**

Use the **Block Edit Info** to reassign item information based on your preferences and in blocks, individually or throughout an entire design. You can change information such as the Cat code, Mfr code and Alias tags.

Here's a business situation where Block Edit Info may be very useful: Some product lines are made up items that are a subset or a group of subsets from other product lines whose purpose is to quick ship or apply special pricing. This causes extra work for designers in completing the space plan in one product line and then place the order from another product line. Associated Worksheets do not allow users to change the Cat or Mfr code within the Worksheet, so Block Edit Info allows swapping of any selected objects up to an entire design.
1. Click on the **CAP Edit toolbar**.

2. Under **Find**, click the arrow down and select:

   **Type in** to type in the text or code based on the Data Field you select.
   **All items** to replace all items with the replacement information based on the Data field selected.
   **Empty field** to replace all empty fields with the replacement information based on the Data field selected.

3. Under **Replace with**, type in the text or code based on the Data Field you select.
4. Under **Data field**, select the item data to be replaced.

![Block Info Edit dialog box](image)

5. Under Objects, click **Select Objects** and make your selection on the drawing or click **All Objects**.

6. Check **Apply only to valid Part Numbers** if you are replacing the Catalog Code or to replace the Part Number value to validate the new PN in the catalog.

7. Click **OK**.
QuickSearch

CAP Designer's QuickSearch feature displays a list of possible matches as you type in a part number. This feature is available from the Explorer pane's Content tab, the Insert Symbol dialog box, the Insert by Part Number dialog box and the Block Replace dialog box.

See Use QuickSearch from the Content tab

To change QuickSearch behavior, go to the CAP Designer menu, select Preferences, then click QuickSearch. For more information see QuickSearch preferences in the 2020 Worksheet help.

Use QuickSearch from the Content tab

1. In the Explorer pane's Content tab, begin typing in a part number in the QuickSearch field.

   As you type in the part number, the program will display a list of possible matches, up to a maximum of 50. This list will contract as you type more.

2. Select an item from the list by double-clicking on it.
Note: By default, QuickSearch displays a maximum of 50 matching parts. This number can be changed in the Preferences dialog. See QuickSearch preferences in the 2020 Worksheet help for details.

2020 Search

2020 Search is a tool to search for products in: manufacturer's catalogs, custom catalogs, and 2020 worksheets.

This tool is useful when searching multiple catalogs for products with a common element (panels, for example). 2020 Search displays the search results in the Explorer pane's Search tab.

To access 2020 Search, from the CAP Designer menu select 2020 Search.

See the following topics in the 2020 Worksheet help for the two types of criteria you can use to search:

- Search by part number
- Search by part description
Update against a catalog

Updating against a catalog applies information from the manufacturer catalog to your drawing. Catalog information includes data such as part numbers, part descriptions, list prices, weights and volumes. **Update Against Catalog** will also allow you to update against different price zones.

1. Click on the **CAP Designer toolbar**.
2. Under **Update Value(s)**, select the data to update. By default, all fields are checked.
3. Select the **Prize Zone**.
4. Check if you want to **Update graphic symbols**.
5. Check if you want to **Move parts not found in catalog to the "NOTFOUND" layer**.
6. Under **Update Type(s)**, check whether you want to update **Parts** and/or **Standards**.

7. Check **All Objects** to update all objects on the drawing.

   Or, click **Select Objects** to choose objects on the drawing. Press Enter to confirm your selection.

8. Click **OK**.

**See also** [Update against a visual worksheet](#)

### Update with associated worksheet

If you [created an associated worksheet](#) for the drawing, you can:

- update the drawing if you made changes to the worksheet
- update the worksheet if you made changes to the drawing

1. Click ![CAP Designer icon](#) on the **CAP Designer toolbar**.

2. Select whether you want to update the associated worksheet based on the current drawing, or update the current drawing based on the associated worksheet. CAP Designer determines which file is newer and automatically selects the appropriate action.
3. If you selected **Update Drawing** and you want to open the associated worksheet after updating it, check **Open the associated worksheet when finished**.

4. Click **Start**.

5. If the associated worksheet is open with unsaved changes, you will see a warning message before the command proceeds with an update worksheet or update drawing. Read the warning carefully before clicking **Yes** or **No**.

6. If there were items added to the worksheet before you updated the drawing, you will see a message asking you if you want to add a non-plan item list table to the drawing. Click **Yes** if you want to place the table. **Display the non-plan item list** in order to send non-plan items to the drawing.

   If items were deleted in the worksheet before you updated the drawing, these items will also be removed from the drawing.
Note: Standards created in Worksheet are considered as non-planned. When you update the drawing against the associated worksheet, the Standard will be listed in the Non-plan item list.

If you created the associated worksheet based on a take-off window in the drawing, this region will be taken into account during the update. For example, if you added a part to the drawing that is not within the take-off window, then updated the worksheet, that part will not be added to the worksheet.

Update against a visual worksheet

If you created a visual worksheet for the drawing, you can update the drawing with any finish changes made in 2020 Worksheet or Visual Impression. Those changes will then appear in subsequent visualizations. Update against Visual Worksheet does not transfer any product additions, deletions, or changes made in the Worksheet. It allows users to use Worksheet with Visual Impression to make changes without impacting the integrity of the original drawing.

All worksheets "know" what drawings they originated from. Worksheets created through a "Save as" of the original worksheet retain the drawing relationship, allowing you to update a drawing from other versions of the original worksheet. This is helpful when different scenarios of options are presented to the customer for feedback. In creating versions of the original worksheet and specifying each scenarios with different finishes, any of the versions can be used to update the drawing.
1. Click **Update Against Visual Worksheet** on the CAP Designer toolbar.
2. Under **Visual Worksheet**, select the worksheet you want to update against.

![Update Against Visual Worksheet dialog box]

3. Choose whether you want to update:
   - scenes, snapshots or other from the worksheet to the current drawing.
   - items not included in the current Takeoff
   - 3D items in the current drawing

4. Click **Start**.
**See also:**

- Update against associated worksheet
- Visual Impression for 3D specification

**Layers**

CAP Designer provides the following tools to manage layers:

- Layer Profiles
- Layer On
- Layer Off

**Layer Profiles**

The Layer Profile Manager helps you manage layers by allowing you to save settings in layer profiles. With the help of a layer profile you can easily create installation plans, presentation plans and in-house documents with consistency.

1. Click on the CAP Tools toolbar.
2. In the **Layer Profiles** dialog, click **Create**.
3. In the **Create Layer Profile** dialog, give the layer profile a **Description**, and click the light bulb under **On** to show or hide layers.
4. Click OK.

The new profile you just created is now under Layer Profiles.
5. Continue creating the layer profiles you would like to use in your drawing.

6. In order for you to see your layer settings take affect within your drawing, highlight the Layer Profile and click Apply. You will see the layers automatically turn on and off based on the layer profiles you established.

7. You must save your layer profile to reuse it the next time you open the drawing. Click the Save button. This will open up a window where you can save your layer profile.

   After saving your layer profile you can also use it on other drawings. All you have to do is open Layer Profiles, highlight the layer profile you would like to apply to your drawing and click Apply.

Note: You can set CAP Designer to load a layer profile upon launch. From the Preferences dialog, on the General tab under Automatically Load Layer Profile browse to the layer profile you want to load. This could be a great way to create consistency within an office for establishing drawings. Everyone within an office could use a common layer profile.
Layer On

Layer On turns previously turned off layers back on.

Click on the CAP Tools toolbar.

Layer Off

Use this command to turn layers off by simply selecting symbols on the drawing.

1. Click on the CAP Tools toolbar.
2. Select a symbol on the drawing. The layer is turned off.
   
   You can keep selecting layers. Press Esc or Enter when done.

   To turn all layers back on, click .

Combine AutoCAD commands

The following CAP Designer commands combine AutoCAD commands in a single step:

- Copy Rotate
- Move Rotate
- Offset Copy
- Offset Move
Copy Rotate

**Copy Rotate** combines the AutoCAD Copy and Rotate commands in a single step.

Before doing **Copy Rotate**, make sure that **Osnaps** mode is on in AutoCAD, with the **Node** mode checked in **Object Snap Settings**. It is also recommended to turn on **Ortho** mode.

1. Click 🔄 on the **CAP Edit toolbar**.
2. Select the object(s) on the drawing.
3. Press **Enter** to confirm your selection.
4. Specify the base point.
5. Specify the second point. This will be the point where the copied object will be inserted and rotated.
6. When the copied object appears, rotate it.

The object is now copied and rotated.

**Move Rotate**

*Move Rotate* combines the AutoCAD Move and Rotate commands in a single step.

Before doing *Move Rotate*, make sure that *Osnap* mode is on in AutoCAD, with the *Node* mode checked in *Object Snap Settings*. It is also recommended to turn on *Ortho* mode.

1. Click 🔄 on the **CAP Edit toolbar**.
2. Select the object(s) on the drawing.

3. Press **Enter** to confirm your selection.

4. Specify the base point.
5. Specify the second point. This will be the point where the object will be moved and rotated.

6. When the object appears, rotate it.

The object is now moved and rotated.
Offset Copy

**Offset Copy** combines the AutoCAD Copy and Offset commands in a single step.

Before doing **Offset Copy**, make sure that **Osnap** mode is on in AutoCAD, with the **Node** mode checked in **Object Snap Settings**. It is also recommended to turn on **Ortho** mode.

1. Click on the **CAP Edit toolbar**.
2. Select the object(s) on the drawing.

3. Press **Enter** to confirm your selection.

4. Specify the base point.
5. Specify the point to offset from. Note that this must be in line with the first point.

6. On the command line, enter the offset distance. Specify the distance in inches.

The object is now copied and offset by the distance you specified.
Offset Move

Offset Move combines the AutoCAD Move and Offset commands in a single step.

Before doing Offset Move, make sure that Osnap mode is on in AutoCAD, with the Node mode checked in Object Snap Settings. It is also recommended to turn on Ortho mode.

1. Click on the CAP Edit toolbar.

2. Select the object(s) on the drawing.

3. Press Enter to confirm your selection.
4. Specify the base point.

5. Specify the point to offset from. Note that this must be in line with the first point.

6. On the command line, enter the offset distance. Specify the distance in inches.
The object is now moved and offset by the distance you specified.

**Highlight parts in the drawing**

CAP Designer provides two commands to help you locate and count parts in a drawing:

- **Highlight by Part Number**
- **Highlight by Select**

**Highlight by Part Number**

*Highlight by Part Number* locates and highlights all occurrences of a particular part number and reports the number of symbols found in the drawing.

1. Click ![icon](image) on the [CAP Edit toolbar](#).
2. Enter the part number on the command line.

```
Command:
Command:
Command:
Command:
Enter Part Number: ts751hr
```

The parts are highlighted on the drawing and the number of symbols found are displayed on the command line.

**Note:** Enter `Regen` on the command line to deselect.
Highlight by Select

**Highlight by Select** marks all occurrences of a symbol when you select one of the symbols in the drawings.

1. Click on the **CAP Edit toolbar**.
2. Select a symbol on the drawing.
3. Press **Enter** to confirm your selection.

The parts are highlighted on the drawing and the number of symbols found are displayed on the command line.

**Note**: Enter **Regen** on the command line to deselect.

Tags

A **Tag** is a label on the drawing that is used by clients or installers to determine what is on the plan or what is to be installed.

CAP Designer provides several useful tools for tagging CAP symbols:

- **Append Tag**
- **New Tag**
- **Change Tag Size**
- **Move Tag**
- **Rotate Tag**
- **Show Part Number/Tag**
Append Tag

Append Tag adds text to the end of the selected object's tag. For example, you may want a certain object to be tagged differently from others in order to draw attention to it in the drawing.

1. Click on the CAP Edit toolbar.
2. Select the object(s) on the drawing.
3. Press Enter to confirm your selection.
4. Type in the text you want added to the tag.
5. Click OK.

The text is appended to the tag.

New Tag

Use the New Tag command to change an object's tag. For instance, you may want to print out a drawing for a client or an installer, so you will use New Tag to give more meaningful labels to objects on the drawing.

1. Click on the CAP Edit toolbar.
2. Select the object(s) on the drawing.
3. Press **Enter** to confirm your selection.

4. Type in the new tag.

![Enter Text](image)

5. Click **OK**.

![18X33 Panel](image)

**Change Tag Size**

In order to make tags more visible, use **Change Tag Size** to modify the text height.

1. Click ![edit tool](image) on the **CAP Edit toolbar**.

2. Enter the text height of the tag on the command line.

```
Enter new tag size: 6```

3. Select the object(s) on the drawing.
4. Press **Enter** to confirm your selection.

The text height of the selected object's tag is resized.

**Move Tag**

Use **Move Tag** to change a tag's position. You can use this command instead of clicking on the tag's grips.

1. Click \[\text{Move}\] on the **CAP Edit toolbar**.
2. Select the object(s) on the drawing.
3. Press **Enter** to confirm your selection.
4. Select the base point of the tag.
5. Move the tag.

![Tag Image]

**Rotate Tag**

Use **Rotate Tag** to rotate a selected object's tag.

1. Click on the **CAP Edit toolbar**.
2. Select the object(s) on the drawing.
3. Press **Enter** to confirm your selection.
4. Select the base point of the tag.
5. Rotate the tag.

Show Part Number/Tag

*Show Part Number/Tag* switches the attribute display between *Tag* and *Part Number*.

1. Click on the **CAP Edit toolbar**.
2. Select the object(s) on the drawing.
3. Press **Enter** to confirm your selection.

To switch back to Tag display, redo the **Show Part Number/Tag** command.
Mirror items

To quickly mirror and move the last item placed on the drawing, use the CAP Designer Mirror commands:

- Mirror Last Block x
- Mirror Last Block y

Mirror Last Block x

Mirror Last Block x mirrors and moves the last part placed along a vertical line (||).

1. Click on the CAP Tools toolbar.
2. Specify the point of displacement.

⚠️ Turn ORTHO on to limit cursor movement to the horizontal or vertical axis.
Mirror Last Block y

Mirror Last Block y mirrors then moves the last part placed along a horizontal line (=).

1. Click on the **CAP Tools toolbar**.
2. Specify the point of displacement.

*Note*: Turn ORTHO on to limit cursor movement to the horizontal or vertical axis.
Plan and 3D views

This section shows you how to use CAP Designer to view your drawings in 3D.

See:

- Convert Plan to 3D
- Convert 3D to Plan
- Copy Plan to 3D
- Change 3D Height
- Ghost 3D / UnGhost 3D
Convert Plan to 3D

This command converts the symbols from plan view to 3D view.

Before following the steps below, build the workstation using Plan View symbols.

1. Click on the CAP Tools toolbar.
2. Select the objects on the drawing.
3. Press Enter to confirm your selection.

The objects you selected are converted to 3D, top view. Notice that the tags have disappeared.
Note: To change the view, from the AutoCAD View menu select **3D Views**. Select the view — for example, **SW Isometric**.
4. To change to hidden lines, type `Hide` on the command line.

Note that you cannot zoom in or out when Hidden lines is on.

5. Type `Regen`.

See also [Convert 3D to Plan](#)

**Convert 3D to Plan**

This command converts the symbols from 3D view to Plan view.

For information about converting plan to 3D, see [Convert Plan to 3D](#).

1. Type `Plan` and press Enter twice to return to top view.

2. Click on the [CAP Tools toolbar](#)

3. Select the objects on the drawing.
4. Press Enter to confirm your selection.

The objects you selected are converted to Plan view. Notice that the tags have reappeared.

See also Convert Plan to 3D
Copy Plan to 3D

This command copies the symbols on the drawing, then converts them to 3D.

1. Click on the CAP Tools toolbar.

2. Select the objects on the drawing.

3. Press Enter to confirm.

4. Select the base point.
5. Select the point where the copied symbols will be placed.

The copied symbols are converted to 3D view.
Notes:

- To change the view, from the AutoCAD View menu select 3D Views. Select the view — for example, SW Isometric.

- If you cancelled the command after specifying the base point, a copy of your selection is still created, so you will have duplicate symbols on your drawing. To verify this, select an object and click CAP Info.

Change 3D Height

There are often times when an item needs to be placed at a different 'Z' height. For example, if you want to stack two overhead cabinets, place one at the default height, then place the second overhead and use change 3D height to move it up above the first.

Other ways you could use this command would be to put work surfaces or connectors at a special height.
To place an overhead cabinet above another:

1. Put two overhead cabinets on the drawing so they overlap.
2. Convert from plan to 3D.
   
   The plan is converted to 3D, top view.
3. From the AutoCAD View menu select 3D Views, SW Isometric.

4. Click on the CAP Edit toolbar.
5. Select one of the overhead cabinets then press Enter to confirm your selection.
6. In the Edit Default Height dialog, enter the new default height in inches:
7. Click OK.

   The overhead cabinet you selected is now placed at the height you specified:
For other applications of this command, see:

CAP Frame Validation Tool

Corrections to make when converting to 3D

Ghost 3D / UnGhost 3D

Ghost 3D / Unghost 3D changes solid CAP 3D symbols so that they display as an outline or ghost of the product. Using the Ghost button on an already ghosted symbol will return it to solid.

For example, if you are viewing a workstation in 3D using Hidden lines or Shaded views, you can ghost some panels in order to see through it.
Before following the steps below, build a workstation using Plan View symbols.

1. **Convert the plan to 3D.**
   
   The plan is converted to 3D, top view.

2. From the AutoCAD **View** menu select **3D Views, SW Isometric**.
3. Enter **Hide** on the command prompt to switch to hidden lines.

4. Click 📃 on the **CAP Tools toolbar**.
5. Click the panels you want to ghost.

   The panels are now displayed in white.
6. Enter `Hide` on the command prompt again.

Notice that you can now see through the panels you selected.

![Diagram showing a 3D model with visible panels]

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**Alias values**

Alias values are additional information that you can assign to a CAP part. For example, you may want to assign miscellaneous information to the **Alias 1** value of a CAP part.

**See the following topics:**

- Assign user-defined values
- Change the visibility of user-defined values
- Assign sequential user-defined tag values

**Assign user-defined tag values**

Use this command to assign values to **specific tags**. This information can be viewed in CAP Info and carries over to 2020 Worksheet.
1. Click on the CAP Tools toolbar.

2. Check any of the user-defined tag fields and type in the information you would like to assign.

3. If you want the value to be visible in the drawing, under Visibility, click On beside the appropriate user-defined tag column.

   **Note:** If the Visibility status is set to "On", the user-defined tag value will be made into a displayed attribute within AutoCAD.

4. Under Attributes Display Properties, enter the custom text size and layer in which the user-defined tag values will be displayed.
Note: You will not be able to create a layer within this dialog. The layer that you wish to place the value on must already exist within the drawing to appear in the drop-down list.

If no selections are made under Attributes Display Properties, the chosen user-defined tag values will assume the same characteristics as the item’s normal tag (layer, color, height, font, etc.).

5. Click to determine a specific area within a drawing you would like to apply to.

This information will be visible through the CAP Info dialog box while in a drawing.

When you do a worksheet take off, by turning on the equivalent column within the worksheet, you will see the information you assigned carry over to 2020 Worksheet.

Note: You can assign a user-defined tag to a CAP Standard. Assign in CAP Designer is used for individual parts within the standard.

To change the visibility of Alias values that are already assigned, see Change the visibility of user-defined tag values.
Change the visibility of user-defined tag values

To change the visibility of existing user-defined tag values, use the Set Displayed Tags command.

1. Click on the CAP Tools toolbar.
2. Turn On each user-defined tag to display the value or Off to hide it.

3. Under Attributes Display Properties, check Custom Text Size and enter the text size to specify a text height for the Alias value.
4. Check Custom Layer then select the layer to place the user-defined tag on a specific layer within the drawing.

Note: You will not be able to create a layer within this dialog. The layer that you wish to place the Alias value on must already exist within the drawing to appear in the dropdown list.
If no selections are made under Attributes Display Properties, the chosen user-defined tag values will assume the same characteristics as the item’s normal tag (layer, color, height, font, etc.).

5. Click and you will be returned to the drawing and prompted to select items in the drawing.

6. Select the items on the drawing then press Enter.

Notice that the visibility of the user-defined tag values of items you selected have been changed. The Displayed Attributes dialog will reappear for any further changes in user-defined tag visibility you wish to make.

7. Click Close.

Assign sequential user-defined tag values

The Area Tag command allows you to automatically or manually put sequential letters or numbers to the user-defined tag values of items in the drawing. You can also add a prefix and suffix to the user-defined tag value.

1. Click on the CAP Tools toolbar.

2. Under Area Tag Attribute, select the user-defined tag value you want to create or modify.

3. Check Display Area Tag Attribute to make the user-defined tag value visible.

4. If necessary, check Custom Text Size and enter the text size to specify a custom text height for the user-defined tag value.

5. If necessary, check Custom Layer then select the layer to place the user-defined tag on a specific layer within the drawing.

Note: You will not be able to create a layer within this dialog. The layer that you wish to place
the user-defined tag value on must already exist within the drawing to appear in the drop-down list.

If no selections are made for Custom Text Size and Custom Layer, the chosen user-defined tag values will assume the same characteristics as the item’s normal tag (layer, color, height, font, etc.).

6. Under Area Tag Builder, type the prefix, along with its separator (a period, comma, dash or underscore), the type of Sequence you wish to use (uppercase letter, lowercase letters, numbers or none), and the Suffix, along with its separator (a period, comma, dash or underscore).

7. In the center of the dialog, the Next Area Tag field displays what the next assigned value will be according to what you selected under Area Tag Builder.
8. After all of the choices have been made within this dialog, click **Select** and you will be returned to the drawing and prompted to select items in the drawing.

9. Select the items on the drawing then press Enter.

    The **Alias** values are displayed on the drawing:
The dialog will reappear for any further changes you wish to make.

10. Click the **Close** button to close the dialog.

**Note:** If you choose items one at a time, the function will sequentially number each item as it is selected. If you select multiple items by actually clicking on each item individually, the items will be assigned values from lowest to highest in the order of selection. If you select multiple items by drawing a window around multiple items, the application of the Alias values is dependent on the order of placement of items into a drawing.
**Custom catalogs**

Use custom catalogs to store and reuse items that you create in CAP Designer and CAP Worksheet in one file. Custom catalogs are project files that capture, manage, and reuse furniture specifications and typical workstations.

As with standard catalogs, drill down to the custom catalog. The difference is that you can create these catalogs and select the products to be included.

Among the benefits of custom catalogs are:

- You can share the catalog with other users by saving it on a network drive, giving people access to specials and standards (typicals).
- You can add finishes to items in a Worksheet in custom catalog. When you place the symbols from the catalog they will be already optioned when you use them in your drawing.

Custom catalogs include three types of information.

- Individual product
- Groups of products or standards (typicals)
- Specials

You can use custom catalog information from Worksheet or from CAP Designer. For more details about creating and managing custom catalogs, see the Custom catalogs section in the 2020 Worksheet help.

To add an item to a custom catalog from CAP Designer, see [Add a symbol to a custom catalog](#).
Add a symbol to a custom catalog

If you want to add a symbol that you use frequently to a Custom Catalog you can do so from the Explorer pane or from the drawing.

Example - add a chair to a custom catalog

1. Place a chair in your drawing.
2. Click on the CAP Tools toolbar.
3. Select the chair.
4. In the Add to Custom Catalog dialog, select a Custom Catalog (ending with .cc4).
   - If you want to create a new Custom Catalog, right-click on Local Projects or a folder under Local Projects and select New, Custom Catalog.
5. Click Add Part.
   - If you selected a standard instead of a part, click Add Standard.
6. In the Explorer bar's Projects tab, click Refresh to see the part listed under the Custom Catalog.
7. To place a symbol from the **Custom Catalog** select it and drag it into your drawing.

You can add specials (2D or 3D) to the Custom Catalog as well. You are prompted to add the CAP Part to the Catalog during the creation and you can add it using the Add to Custom Catalog command.
Custom items

Many times you will have custom products that are not available in a manufacturer's catalog. In order for the software to count these, you must turn them into Smart Parts.

1. Modify an existing symbol (Undo a CAP Part) or draw a new symbol.
2. Create a new CAP Part.

If you draw a new symbol, you must draw it on the correct layer. For example, you should draw a worksurface on the A-FURN-P-WKSF layer.

See:

- Create a new CAP Part
- Edit a CAP Part
- Undo a CAP Part

Create a new CAP Part

Before creating a part, you must draw a new symbol or modify an existing symbol (see Undo CAP Part).

The Make New Part Wizard guides you through all the steps involved in creating a part.
To start the wizard, on the CAP Part toolbar and then refer to the following topics:

- Select objects and the insertion point
- Specify tag properties
- Enter part information
- Save the part in a custom catalog

Select objects and the insertion point

After clicking the Make Part icon in the CAP Part or CAP Designer toolbar, the Plan View Block pane of the Make Part wizard is displayed.
1. To select the objects for the part, click 📌. This sends you to the drawing.

2. Select the objects to include in the CAP Part. Make sure you use a crossing or a window to select everything including the nodes.

3. Press Enter to confirm your selection.

   You will be brought back to Plan View Block pane of the Make Part wizard where you will see a preview of the selected parts.

4. Click any of the following options:

   Retain: Retains the selected objects as distinct objects in the drawing after you create the block. Convert to block: This is the default selection. It converts the selected objects to a CAP Part. Delete: Deletes the selected objects from the drawing after you create the block.

5. Select the insertion point (Base Point) for the part by clicking the Pick Point icon 🔄 and then click at the desired Insertion Point on the drawing.

   You will be brought back to the Plan View Block pane and the selected coordinates will appear.

6. To set the tag properties, make sure to check Set the Tag Properties. Otherwise, the wizard will skip keep the current settings.

7. To include a 3D block for the part and be able to visualize it in Visual Impression, make sure to check Include a 3D block.

8. If you are creating a part for an existing block, this option is not available.

9. Click Next.

10. Go to Specify the tag properties or to Enter part information.
Specify the Tag Properties

1. **On the Tag Properties pane of the Make Part Wizard, click the Pick Location and Rotation icon to select where you want the Part's tag to appear. This sends you back to the drawing. You can also enter the X, Y, Z... coordinates manually.**

2. **In the drawing, click at the desired Text Location point and press ENTER. Once you are back to the Tag Properties pane, the selected location coordinates appear.**

3. **Modify any of the following:**

   **Rotation** to manually change the text angle. 0 is horizontal, 90 is vertical.  
   **Size** to modify the text height. Panels typically have a height of 4"; interior components have a height of 2.5". 

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Justify to choose a Left, Right or Center justification for the text.
Select the Layer you wish the tag to be on.
You can also check the box Always display tag in upper case.

4. Click Next.

5. Select the objects for the block if the 3D Block pane appears, plus check or uncheck Show layers using separate colors for the preview.
   Go to Enter part information if you chose not to define a 3D block for the objects.

Enter part information

1. On the Part Information pane of the Make Part wizard, enter the part information.

   Note: If you are modifying an existing symbol, you must keep the identical Mfg Code, Catalog Code and Part Number if you want to keep 2D and 3D graphics.
If you know the **Catalog Code** and the **Part Number** of a similar item you can type them in and click ![search icon] to fill in the **Part Description** and **List Price**.

2. To add options (finishes) and attributes (tagging, pricing) for this part, click **Assign Options Manually** and then refer to Options and Attributes topics in the Worksheet help.

3. Click **Next** to continue and go to **Save the part in a custom catalog**.
Save part in a custom catalog

For information about custom catalogs, see the Custom Catalogs section in the 2020 Worksheet help.

1. On the **Custom Catalog** pane of the Make Part Wizard, check **Save the part to a custom catalog**. If this option is unchecked, the CAP Part will be saved in this drawing only.

2. Select the appropriate **Custom Catalog** to store the new CAP Part. Click the New icon ![New icon](image) to create a new project or a new custom catalog.

3. Click **Back** to review the information or **Finish** to complete.
Now this custom CAP Part will get counted when you create a worksheet. You can do this for any custom item including plants, computers, artwork, etc.

**Edit a CAP Part**

Use this command to modify the part information of a custom part.

**Note:** If you need to modify the symbol, the insertion point or the tag location, you will need to undo the part then create it.

1. Click on the CAP Part toolbar.
2. Select the part on the drawing.
3. Press Enter or right-click to confirm your selection.
4. On the **Edit CAP Part** dialog box, modify the part information.

**Notes:**

- If you created the part by modifying an existing symbol, you must keep the identical **Mfg Code**, **Catalog Code** and **Part Number** if you want to keep 2D and 3D graphics.
- If you know the **Catalog Code** and the **Part Number** of a similar item you can type them in and click the **Search** button to fill in the **Part Description** and **List Price**.
5. Click **Finish**.
Undo a CAP Part

1. Insert a symbol from the Explorer pane that is similar to the one you want to create.

2. Click on the CAP Part toolbar.

   When you undo a CAP Part, it will strip all attributes, but not the nodes from the object.

3. Select the part on the drawing.

4. Press Enter to confirm your selection.

5. Modify the symbol by using the AutoCAD Stretch command or erasing unwanted lines.

   Now, with the symbol drawn or modified, you must make it smart. See Create a new CAP Part.

Product specification with 20-20 Options

Specify options for one product

You can add finishes (options) to your furniture in the drawing either as you place the symbol or after you put it in the drawing. To do this you will use 2020 Options, the same specification tool used in 2020 Worksheet.

**Note:** Adding options to the drawing is not necessary in most instances. If you have a certain product that has different finishes than other furniture with the same part number, it will help when you finish the drawing then create a worksheet. However, adding the options to the drawing is much more time consuming than doing it in 2020 Worksheet.
To specify options before placing the symbol:

1. From the Explorer pane's Content tab, drill down to the product you want to specify.
2. Instead of dragging it into the drawing, left-click on the individual product.

The 2020 Options dialog box opens.

To specify options in the drawing:

1. Click 🎨 on the CAP Designer toolbar
2. Select the object in the drawing.

The 2020 Options dialog box opens.

Note: You can also select an item, right-click on it and select Specify from the menu.

See the following topics in the 2020 Options help for instructions on specifying options:

- Customize the 2020 Options dialog
- Select options
- Skip options
- Change options
- Apply default options automatically
- Preview options
- Preview structural options
Note: For a quick way to remove options from parts on the drawing, use the [Strip Options](#) command on the [CAP Tools toolbar](#).

### Strip Options

You can remove the options from one or many parts very quickly using **Strip Options**.

1. Click [x](#) on the [CAP Tools toolbar](#).
2. Select the object(s) on the drawing.
3. Press **Enter** or right-click to confirm your selection.
   - The options are removed from the selected CAP parts. To verify, select the part then click **CAP Info** on the [CAP Designer toolbar](#).

### Visual Impression for 3D specification

Using 2020 Visual Impression in addition to CAP Studio, Giza Studio, and Worksheet benefits everyone in the sales cycle. It keeps the designers in control of product configuration and design while allowing those who are interfacing with the customer the ability to make required tweaks needed to close the sale. Customers are now able to “see” what they are getting rather than “interpret” it from floor plans, brochures, and product catalogs.

2020 Visual Impression simplifies both the learning curve and the time needed to create high quality presentations making visualization feasible for every project.

All users of 2020 Visual Impression can create high quality presentations using the assets built into the process of visualizing the scene. These assets are collected in one place for the user to save, copy or drag-and-drop into their favorite presentation software, such as Microsoft PowerPoint.
In addition to specifying finishes in Worksheet, 2020 Visual Impression allows the user to visually specify items and see the finishes apply to the item as they are being specified. Users can experiment with color schemes by applying finishes to products and changing them until the desired results are achieved. The resulting specifications can be saved back to the worksheet or drawing file.

Using 2020 Visual Impression, finishes can be changed and manipulated to meet the customer’s preferences. Product or configuration changes can be annotated and sent back to design for required drawing revisions. This smooth’s the communication path between those who are creating the drawings and those presenting to the customers and making revisions for the final order.

See:

- Define a scene for Visual Impression
- Visualize a scene in Visual Impression
- Manage scenes

Define a scene for Visual Impression

Visual Impression can treat the entire drawing as a scene, but performs best when your drawing is organized into scenes around different points of interest that you want to call attention to. Performance can vary by machine and by the complexity of the items you include in your scene.

Visual Impression saves your room configuration back to CAP Designer. If a scene is not defined and the room information is applied back to the entire drawing, future product additions to the drawing may appear outside of the original room dimensions. If scenes are defined in the drawing and you make additions that move outside of the room dimensions, the scene can be deleted allowing you to redefine your scene from scratch. If you anticipate additions to your drawing, it is best to define scenes before you go onto Visual Impression. Scene components also may be resized and/or moved to allow for more furniture items that might appear outside of the saved room’s dimensions.
To define a scene for Visual Impression:

1. Click the **Define Scene** icon in the **CAP Designer Toolbar**.

![Define a Scene dialog box](image)

2. Click the **Draw Boundary** button to go back to the design, define the boundary around the items you want to be part of the scene and then press Enter.

3. Back to the Define a Scene dialog box, select a **Layer** for that scene and then click **Next**. Enter a **Name** and a **Description** for the scene and click **Finish**. A scene boundary tag is displayed in Floor Plan view.

**See also:**

- [Visualize a scene in Visual Impression](#)
- [Manage scenes](#)
- [Update against a visual woskheet](#)
Visualize a scene in Visual Impression

For best 3D results in Visual Impression, you should define a scene first.

To visualize a scene in Visual Impression:

1. Click the Visualize Scene icon 🌈 in the CAP Designer Toolbar.
2. When Visual Impression opens and displays the Select Scene pane, choose a scene. Click BACK to return to your drawing in CAP Designer.
3. Specify your products in 3D using all the presentation tools. Refer to the Visual Impression Quick Tour Help file to learn about 3D specification. To learn about training, contact commercial.support@2020.net.

See also:

- Define a scene for Visual Impression
- Manage scenes
Manage Scenes

You can add or delete a scene for Visual Impression. This helps you organize, name and keep all scenes as you manage your drawing.

1. From the CAP Designer menu, choose 2020 Visual Impression, Manage Scenes.
2. Click New Scene or select a scene and click Delete Scene (no confirmation asked).
3. Click Close when done.
View item information

After adding finishes to an item you may need to check them or you may wish to confirm that you placed the right part in the drawing. An easy tool to use for this is **CAP Info**.

1. Click **i** on the **CAP Designer toolbar**.
2. Select the symbol or symbols you want information on. A dialog box will give you the information about that furniture.

![CAP Info dialog box](image)

Note: This is simply an information box - you cannot edit anything here.

3. You can customize the view of the CAP Info dialog box by clicking the **Customize** button. The **Customize Columns** dialog box will appear.
You can turn a column on or off by checking or clearing its check box. Click OK when done. For new column settings to take effect, you must close the CAP Info dialog box and call it again.

**Show Non-Plan Item List**

If you want some items to be priced, but you do not want them to appear on the drawing, use the CAP Designer **Non-Plan Item List** (NPIL). For example, you may *not* want to show electrical items such as outlets, because they clutter your design, so you will add them to the non-plan item list.

To display the Non-Plan Item List, click on the CAP Tools toolbar.

The **Non-Plan Item List** pane appears.

See:

- Add a part to the Non-Plan Item List
- Add NPIL table to drawing
- Edit a non-plan item
- Specify a NPI part
- Send a NPI Part to the drawing
- Refresh the Non-Plan Item List
- Delete an NPI part
- Delete all non plan items
When you update a drawing with its associated worksheet, items that were added in the worksheet are placed in the Non-Plan Item List.

Add a part to the Non-Plan Item List

1. Click on the NPIL toolbar.
2. In the drawing, select the products that you want to add to the Non-Plan Item List.
   
   Notice that the products disappear from the drawing and the part information is displayed in the NPIL.
3. Specify the insertion point and the rotation angle for the Non-Plan Item List legend on the drawing.

<table>
<thead>
<tr>
<th>Part No.</th>
<th>Mfg</th>
<th>Qty</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXHB</td>
<td>EXP</td>
<td>1</td>
<td>Executive High-Back Chair</td>
</tr>
<tr>
<td>DPDABBF3672</td>
<td>EXP</td>
<td>1</td>
<td>Double Pedestal Desk Arc Front B/B/F 72L x 36W</td>
</tr>
<tr>
<td>EXMB</td>
<td>EXP</td>
<td>1</td>
<td>Executive Mid-Back Chair</td>
</tr>
</tbody>
</table>

If you do not see the Non-Plan Item List table, you will need to check the preference Add non-plan item list table automatically to the drawing in Advanced Preferences. You can also add the table by clicking .
Add NPIL table to drawing

If there is at least one part in the Non-Plan Item List, the NPIL table is displayed on the drawing. If it is not displayed, do the following:

1. Click on the NPIL toolbar.
2. Specify the insertion point and the rotation angle for the Non-Plan Item List legend on the drawing.

<table>
<thead>
<tr>
<th>Part No.</th>
<th>Mfg</th>
<th>Qty</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXHB</td>
<td>EXP</td>
<td>1</td>
<td>Executive High-Back Chair</td>
</tr>
<tr>
<td>JPDAABB3672</td>
<td>EXP</td>
<td>1</td>
<td>Double Pedestal Desk Arc Front B/B/F 72L x 36W</td>
</tr>
<tr>
<td>EXMB</td>
<td>EXP</td>
<td>1</td>
<td>Executive Mld-Back Chair</td>
</tr>
</tbody>
</table>

**Note:** To always display the NPIL table on the drawing if there is at least one part in the NPIL, you will need to check the preference **Add non-plan item list table automatically to the drawing** in Advanced Preferences.
Edit a non-plan item

1. Click on the item line in the Non Plan Item List.

2. Click 

3. Modify the part information.

**Important**: You must keep the identical Mfg Code, Catalog Code and Part Number if you want to keep 2D and 3D graphics. For instance, you may want to send the part back to the drawing later on.

**Note**: If you know the Catalog Code and the Part Number of a similar item you can type them in and click to fill in the Part Description and List Price.

4. Click Finish.
Specify a NPI part

1. Click on the item line in the Non Plan Item List.

2. Click on the NPIL toolbar.

3. Specify the item in the 2020 Options dialog box and then click OK.

See the following topics in the 2020 Options help for instructions on specifying options:

- Customize the 2020 Options dialog
- Select options
- Skip options
- Change options
- Apply default options automatically
- Preview options
- Preview structural options
Send a NPI Part to the drawing

1. Click on the item line in the Non Plan Item List.
2. Click .
3. Specify the insertion point and the rotation angle of the part on the drawing.

Notice that the part is no longer in the NPIL. The NPIL legend on the drawing is also updated.

Refresh the Non-Plan Item List

If the Non-Plan Item List and the NPIL table on the drawing do not seem to have the same information, click to synchronize the information.

Delete a NPI part

**Note:** There is no confirmation message when you click Remove Item so make sure you really want to delete the selected part.

1. Click on the item line in the Non Plan Item List.
2. Click on the NPIL toolbar.

The part is no longer in the NPIL. If the NPIL table is on the drawing it is also updated.
Delete all non plan items

1. Click ❌ on the NPIL toolbar.
2. Click Yes when you see the confirmation message.

If you displayed the NPIL table on the drawing, it is also removed.

Worksheets

One of the most useful features of CAP Designer is the ability to generate a bill of materials or worksheet from a drawing. A worksheet is also known as a "take off".

CAP Designer furniture symbols are "smart" in that they have special attributes that can be translated into a worksheet. Those attributes are Mfg Code, Catalog Code, Part Number, Default Height, Quantity, Generic Code and Tag.

See the following topics for information about Worksheet-related commands:

- Create a take-off window
- Create a visual worksheet
- Create an associated worksheet
- Update with associated worksheet
- Update against a visual woksheet
- Create an ASCII file
- Create a CAPSIF file
- Compare a drawing to a worksheet
Create a take-off window

A take-off window is a polygonal region that you define on the drawing. When you create a worksheet or a draw schedule, you can choose to include only items that are within this region.

1. Click on the CAP Designer toolbar.
2. Follow the instructions on the AutoCAD command prompt to specify the vertices of the take-off window polygon.

   When done, the program converts the window into a block with a tag labeled "Take-Off Window".

Note: Every time you run the command, the program erases the current take-off window. There may only be one take-off window in the drawing.

See also:
- Create a worksheet
- Draw a schedule from the drawing

Create a worksheet

You can create two types of worksheets, visual and associated.

A visual worksheet can be used in Visual Impression to visualize defined scenes and to select finishes.

This is the default type for all worksheets created from a drawing.
You can use this type of worksheet to update the specification data of items in the drawing it was created from.

An associated worksheet allows items to be specified and new items added, but existing items cannot be replaced or deleted.

This worksheet can be used in Visual Impression to visualize defined scenes and to select finishes.

You can use this type of worksheet in CAP and in Worksheet to sync item specification between the drawing and the worksheet.

See also:

- Update against a visual worksheet
- Update with associated worksheet

Create a visual worksheet

You should create a visual worksheet if you plan on using in Visual Impression to visualize defined scenes and to select finishes.

This is the default type for all worksheets created from a drawing.

You can use this type of worksheet to update the specification data of items in the drawing it was created from.
To create a visual worksheet:

1. Click  on the CAP Designer toolbar.

   This launches the Create Worksheet Wizard with Visual worksheet already selected. Click Next.

   ![Create Worksheet Wizard](image)

2. On the second Create Worksheet Wizard dialog box, you will select the objects and information to include in the worksheet.

   If you created a take-off window on the drawing, Objects within the Take-Off Window is selected by default so that only items within the take-off window are included. If you want to pull all items from the drawing, select All Objects.
To select items, click the Selected Objects icon. This returns you to the drawing. In the drawing, select the items you want to include in the worksheet. Press Enter to confirm your selection and return to the Wizard. If you incorporated 3D blocks into your drawing that you do not want to show up in the final worksheet, check Ignore 3D Objects.

By default, the following options are all selected so that they are pulled into the worksheet:

**CAP Bounds (Outline Levels):** These are products grouped by certain designations such as departments, sections, or floors.

**CAP Standards:** A single group of items that make up a typical unit, such as a workstation.

**CAP Parts:** Any product from the Mfg Catalog, custom parts created using the CAP Part, New command or symbols brought from a Custom Catalog.

**Accelerate Entities:** - Furniture placed using the Accelerate program.

**Non-Plan Item List (NPIL):** - List containing items that are not shown in the drawing

3. Click Next.

4. In the next Create Worksheet Wizard dialog box, beside Location, click to select the folder to store this worksheet in. Enter a File Name and click Save.

Enter an optional Title to appear in Worksheet Properties as the worksheet title. Leave Update Against Catalog checked.
Check the Update Value(s) you want updated when creating the worksheet. Select a Price Zone for the list price update. Check whether you want to use the Custom catalog to update custom parts and custom standards.
Click Back to review information or click Next to create the worksheet.

5. The last Create Worksheet Wizard dialog box appears. You can choose to open the worksheet in 2020 Worksheet or in 2020 Visual Impression. Select Do not open the file to open the worksheet later.

6. Click Finish.

See also Create an associated worksheet

Create an associated worksheet

An associated worksheet allows items to be specified and new items added, but existing items cannot be replaced or deleted.

This worksheet can be used in Visual Impression to visualize defined scenes and to select finishes.

You can use this type of worksheet in CAP and in Worksheet to sync item specification between the drawing and the worksheet.

To create a visual worksheet:

1. Click on the CAP Designer toolbar.

This launches the Create Worksheet Wizard. Select Associated Worksheet. Click Next.
2. On the first Create Worksheet Wizard dialog box, you will select the objects and information to include in the worksheet.

If you created a **take-off window** on the drawing, **Objects within the Take-Off Window** is selected by default so that only items within the take-off window are included. If you want to pull all items from the drawing, select **All Objects**.

To select items, click the **Selected Objects** icon. This returns you to the drawing. In the drawing, select the items you want to include in the worksheet. Press Enter to confirm your selection and return to the Wizard.

If you incorporated 3D blocks into your drawing that you do not want to show up in the final
By default, the following options are all selected so that they are pulled into the worksheet:

**CAP Bounds (Outline Levels):** These are products grouped by certain designations such as departments, sections, or floors.

**CAP Standards:** A single group of items that make up a typical unit, such as a workstation.

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**Accelerate Entities:** Furniture placed using the Accelerate program.

**Non-Plan Item List (NPIL):** List containing items that are not shown in the drawing.

3. Click Next.

4. In the next Create Worksheet Wizard dialog box, beside Location, click to select the folder to store this worksheet in.
   Enter a File Name and click Save.

   Enter an optional Title to appear in Worksheet Properties as the worksheet title.
   Leave Update Against Catalog checked.
   Check the Update Value(s) you want updated when creating the worksheet.
   Select a Price Zone for the list price update.
   Check whether you want to use the Custom catalog to update custom parts and custom standards.

   Click Back to review information or click Next to create the worksheet.

5. The last Create Worksheet Wizard dialog box appears.
   You can choose to open the worksheet in 2020 Worksheet or in 2020 Visual Impression.
   Select Do not open the file to open the worksheet later.

6. Click Finish.
See also Create a visual worksheet

**Note:** You can open the associated worksheet at any time by clicking on the CAP Designer toolbar. CAP Designer saves the current drawing and updates the associated worksheet first before opening it.

If you make changes to the drawing or the worksheet later on, make sure they are both are up-to-date by calling the Update with associated worksheet command.

### Update with associated worksheet

If you created an associated worksheet for the drawing, you can:

- update the drawing if you made changes to the worksheet
- update the worksheet if you made changes to the drawing

1. Click on the CAP Designer toolbar.

2. Select whether you want to update the associated worksheet based on the current drawing, or update the current drawing based on the associated worksheet. CAP Designer determines which file is newer and automatically selects the appropriate action.
3. If you selected **Update Drawing** and you want to open the associated worksheet after updating it, check **Open the associated worksheet when finished**.

4. Click **Start**.

5. If the associated worksheet is open with unsaved changes, you will see a warning message before the command proceeds with an update worksheet or update drawing. Read the warning carefully before clicking **Yes** or **No**.
6. If there were items added to the worksheet before you updated the drawing, you will see a message asking you if you want to add a non-plan item list table to the drawing. Click Yes if you want to place the table. Display the non-plan item list in order to send non-plan items to the drawing.

If items were deleted in the worksheet before you updated the drawing, these items will also be removed from the drawing.

Note: Standards created in Worksheet are considered as non-planned. When you update the drawing against the associated worksheet, the Standard will be listed in the Non-plan item list.

If you created the associated worksheet based on a take-off window in the drawing, this region will be taken into account during the update. For example, if you added a part to the drawing that is not within the take-off window, then updated the worksheet, that part will not be added to the worksheet.

Update against a visual worksheet

If you created a visual worksheet for the drawing, you can update the drawing with any finish changes made in 2020 Worksheet or Visual Impression. Those changes will then appear in subsequent visualizations. Update against Visual Worksheet does not transfer any product additions, deletions, or changes made in the Worksheet. It allows users to use Worksheet with Visual Impression to make changes without impacting the integrity of the original drawing.

All worksheets "know" what drawings they originated from. Worksheets created through a "Save as" of the original worksheet retain the drawing relationship, allowing you to update a drawing from other versions of the original worksheet. This is helpful when different scenarios of options are presented to the customer for feedback. In creating versions of the original worksheet and specifying each scenarios with different finishes, any of the versions can be used to update the drawing.

1. Click Update Against Visual Worksheet on the CAP Designer toolbar.
2. Under **Visual Worksheet**, select the worksheet you want to update against.

3. Choose whether you want to update:
   - scenes, snapshots or other from the worksheet to the current drawing.
   - items not included in the current Takeoff
   - 3D items in the current drawing

4. Click **Start**.

**See also:**

- [Update against associated worksheet](#)
- [Visual Impression for 3D specification](#)
Create an ASCII file

This command creates a parts list and saves it in a .txt file.

1. From the CAP Designer menu, select 2020 Worksheet, and then Create ASCII File.

This launches the Create ASCII File Wizard.

2. By default, all Take Off options are selected. This means that all the following information is pushed to the ASCII file:

   **CAP Bounds (Outline Levels):** These are products grouped by certain designations such as departments, sections, or floors.
**CAP Standards**: A single group of items that make up a typical unit, such as a workstation. This is often called a "Typical." Instead of selecting individual products and specifying each one of them, you can create a Typical, save it as a CAP Standard, then insert that CAP Standard into a drawing or worksheet.

**CAP Parts**: Any product from the Mfg Catalog, custom parts created using the **CAP Part, New** command or symbols brought from a **Custom Catalog**.

**Non-Plan Item List (NPIL)** - List containing items that are not shown in the drawing.

**Accelerate Entities**: Furniture placed using the Accelerate program.

3. You may check **All Objects** to pull all items from the drawing. To select items, click ![Select](select.png). This returns you to the drawing.

In the drawing, select the items you want to include in the ASCII file. Press Enter to confirm your selection and return to the Wizard.

4. Click **Next** to continue.

The **ASCII Information** dialog box is displayed.

5. Beside Location, click ![Folder](folder.png) to select the folder to store this ASCII file.

Enter a **File Name**.

Enter an optional **Title**.

6. Click **Back** to review information or click **Next**.

The **Processing screen** opens, with a message saying "Please wait".

7. Once the message changes to "Complete!", click **Finish** and the ASCII file you just created will open automatically.

If you don't wish to open the ASCII file, clear the **Open ASCII file** check box before clicking **Finish**.

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Create a CAPSIF file

1. In AutoCAD, open an existing drawing.
2. From the CAP Designer menu, select 2020 Worksheet, then Create CAPSIF File.

This launches the Create CAPSIF File Wizard.

3. By default, all Take Off options are selected. This means that all the following information is pushed to the CAPSIF file:

CAP Bounds (Outline Levels): These are products grouped by certain designations such as departments, sections, or floors.

CAP Standards: A single group of items that make up a typical unit, such as a workstation. This is often called a "Typical." Instead of selecting individual products and specifying each one of
them, you can create a Typical, save it as a CAP Standard, then insert that CAP Standard into a
drawing or worksheet.

**CAP Parts:** Any product from the Mfg Catalog, custom parts created using the **CAP Part, New**
command or symbols brought from a **Custom Catalog**.

**Non-Plan Item List (NPIL)** - List containing items that are not shown in the drawing.

**Accelerate Entities:** - Furniture placed using the Accelerate program.

4. You may check **All Objects** to pull all items from the drawing. To select items, click ![select](select.png). This
   returns you to the drawing.
   In the drawing, select the items you want to include in the CAPSIF file. Press Enter to confirm
   your selection and return to the Wizard.

5. Click **Next** to continue.

   The **CAPSIF Information** dialog box is displayed.

6. Beside Location, click ![folder](folder.png) to select the folder to store this CAPSIF file.

   Enter a **File Name**.
   Enter an optional **Title**.

7. Click **Back** to review information or click **Next**.

   The **Processing screen** opens, with a message saying "Please wait".

8. Once the message changes to "Complete!", click **Finish** and the CAPSIF file you just created will
   open automatically.

   If you don't wish to open the CAPSIF file, clear the **Open CAPSIF file** checkbox before clicking
   **Finish**.
Compare a drawing to a worksheet

The **Compare** feature cross-references existing components (parts and pieces) in the drawing against the worksheet that was created from that drawing. This allows you to ensure that the drawing and worksheet are alike. **Compare** indicates if there are any discrepancies between these two pieces of information. The resulting compare will produce 3 new worksheets. It can also create a report that can be printed or saved as a document.

In this section, you will learn how to compare the drawing with the corresponding worksheet. Below is a listing of worksheets created, as well as an illustration of the comparison process.

- Parts found only in Drawing (foundonlyindrawing.sp4)
- Parts found only in Worksheet (foundonlyinworksheet.sp4)
- Parts found both in Drawing and Worksheet (foundinbothdrawingandworksheet.sp4)

**Before you begin the Compare:**

- Open your existing drawing that contains CAP symbols.
- Know the location of the worksheet file associated with that drawing.

**Note:** The worksheet file being compared must be closed while using Compare.
For a step-by-step exercise, see Example - compare a drawing to a worksheet.

Example - compare a drawing to a worksheet

1. From the CAP Designer menu, select 2020 Worksheet, Compare.

   The Compare Drawing with Worksheet dialog box appears.
2. Under **Worksheet**, select a worksheet file by clicking ⚙️ if you want to change the current file.

![Compare Drawing With Worksheet](image)

3. Under **Outputs**, leave the boxes checked so that the worksheet files **FoundOnlyInDrawing**, **FoundOnlyInWorksheet** and **FoundInBothDrawingAndWorksheet** are created.

   To change the location and/or name of each worksheet, click the appropriate ⚙️ button.

4. Check **Print Report** if you want to print a summary sheet of the three output worksheets.
5. Under **Comparison Criteria**, check the boxes for **Mfg Code, Catalog Code, Product Number, Product Description, Option Number** and **Option Description**.

6. Click **OK**.

Once the **Compare** is done, the next step is to review the 3 output files that were created during the **Compare**.

Open any of the output files and review the information. You will be able to conclude if anything in the drawing is not found in the worksheet, if there is any product in the worksheet that is not in the drawing and lastly, which parts are found in both the drawing and the worksheet.

You could then revise either the drawing or the worksheet as necessary.

**Standards (Typicals)**

A CAP Standard, also known as a Typical, is a tool to select multiple furniture parts and group them so you can store, edit, and re-use the parts within a Standard as one block, or as individual parts if needed.

There are many reasons to use CAP Standards:

- **Increased Efficiency**: Using CAP Standards in AutoCAD adds efficiency because the single name of the Standard represents an entire group of furniture (a Worksheet file).
- **Increased Accuracy**: Copying and inserting a single block that represents multiple components will prevent errors of omission or duplication.
- **Installation Drawings**: Plotting drawings without component tags makes a more legible installation drawing (a single name represents numerous parts).
- **Globally Replaceable**: Another important benefit is that CAP Standards are globally replaceable.
Other considerations when creating CAP Standards:

- Panels should not be included in the CAP Standards because the standards may be attached back-to-back. Including panels could result in double the panel count.

- Each standard has a base point by which you drag the standard just before it is inserted in a drawing. When picking the insertion point, select a node on the innermost corner of the station (opposite the "door"), often in the back of a corner worksurface.

- Create the **A-STDTAGS** layer to put the tags on. Do this because a standard tag appears when you insert the standards, and you will be able to turn the tag off if it is on a separate layer.

See the following topics:

- [Create a CAP Standard](#)
- [Redefine a CAP Standard](#)
- [Replace a CAP Standard](#)
- [Edit a Standard's information](#)
- [Custom Workstation](#)
- [Large Project/Take Offs](#)

Create a CAP Standard

Follow these initial steps to create a new CAP standard:

1. From the **Explorer pane, Content** tab, select any furniture line and create a typical workstation. Include worksurfaces, pedestals, and overhead storage you would specify in a typical workstation.

2. Create the **A-STDTAGS** layer. This layer will be used for tags, giving you more control of what you see when you plot.
3. To start the wizard, click the **Make Standard** icon on the **CAP Part toolbar** and then refer to the following topics:

- Select objects and the insertion point for the standard
- Specify tag properties for the standard
- Enter standard information
- Save the standard in a custom catalog
Select objects and the insertion point for the standard

1. After clicking the Make Standard icon in the CAP Part or CAP Designer toolbar, the Select Objects pane of the New CAP Standard wizard is displayed. The New CAP Standard wizard guides you to all the steps for creating a standard (typical).

2. To select the objects for the part, click . This sends you to the drawing.

3. Select the objects to include in the CAP Standard. Make sure you use a crossing or a window to select everything including the nodes.

4. Press Enter to confirm your selection.
You will be brought back to Select Objects pane of the Make Standard wizard where you will see a preview of the selected parts.

5. Click any of the following options:

   - **Retain**: Retains the selected objects as distinct objects in the drawing after you create the block.
   - **Convert to block**: This is the default selection. It converts the selected objects to a CAP Part.
   - **Delete**: Deletes the selected objects from the drawing after you create the block.

6. Go to Specify the tag properties.

Specify tag properties for the standard

1. On the **Tag Properties** pane of the Make Standard Wizard, click the **Pick Location and Rotation** icon to select where you want the Standard's tag to appear. This sends you back to the drawing. You can also enter the **X, Y, Z...** coordinates manually.

2. In the drawing, click at the desired Text Location point and press ENTER. Once you are back to the Tag Properties pane, the selected location coordinates appear.
3. Modify any of the following:

- **Rotation** to manually change the text angle. 0 is horizontal, 90 is vertical.
- **Size** to modify the text height. Panels typically have a height of 4"; interior components have a height of 2.5".
- **Justify** to choose a **Left**, **Right** or **Center** justification for the text.
- Select the **Layer** you wish the tag to be on.
- You can also check the box **Always display tag in upper case**.

4. Click **Next** and go to **Enter standard information**.
Enter standard information

1. On the **Standard Information** pane of the Make Standard wizard, enter the required information.

2. If you want to assign an **Alias** at this time to all the components of the Standard you can.

3. Check **Consolidate the parts in this standard...** so that identical items are combined into one line item.

4. Check **Apply Alias values...** to copy the alias tags to all identical standard items.

5. Click **Next** to continue and go to **Save the standard in a custom catalog**.
Note: For more information about consolidating parts, see Consolidate identical items in the 2020 Worksheet help.

Save the standard in a custom catalog

For information about custom catalogs, see the Custom Catalogs section in the 2020 Worksheet help.

1. On the Custom Catalog pane of the Make Standard Wizard, check **Save the part to a custom catalog**. If this option is unchecked, the CAP Standard will be saved in this drawing only.

2. Select the appropriate **Custom Catalog** to store the new CAP Standard. Click the New icon  to create a new project or a new custom catalog.

3. Click **Back** to review the information or **Finish** to complete.
Now, this new standard will get counted when you create a worksheet. You can do this for any custom item including plants, computers, artwork, etc.

See also Edit a Standard's information

Redefine a CAP Standard

Many times in dealing with clients you will need to make revisions to furniture plans. By using CAP Standards, you can globally replace a CAP Standard within a drawing, saving time in the revision process.

There are two ways to redefine a Standard:

- Redefine using the same name.
- Redefine using a new name, and then use Block Replace to switch some of the original Standards with the new one. See Replace a CAP Standard for details.

To change an existing CAP Standard within a drawing, follow the steps below. Do not use the AutoCAD Explode command.

1. Click on the CAP Standard toolbar.

2. Select the CAP Standard you need to revise in your drawing. Press Enter to confirm your selection.

   Notice that the tag disappears, and if you hover over the parts in the workstation, they can now be selected individually.

3. Change the workstation as needed.

4. Go through the steps of creating a new CAP Standard.
Name the new Standard with the *same name* as the existing Standard. Use the down arrow to the right of the name to pick the same name.

**Note:** Make sure when you create this new Standard that you give it the same insertion point that the previous Standard had. That way when you redefine the block it will remain at the same insertion point.

5. When you are at the point where you save the standard to a Custom Catalog, pick the Catalog that has the standard in it. Do not select the standard itself.

6. Click **Finish**.

You will get two confirmation dialog boxes. One to replace the standard in the Custom Catalog, the other to replace the standard in the drawing.

7. Click **Yes** for both.

Notice in your drawing that all of the CAP Standards with the same name have been revised.

**Replace a CAP Standard**

Another method for redefining a workstation is to create a new name such as **TYP-A REV** for the revised workstation. Then, if you need to go back to the original later you can.

1. Place a Standard on the drawing in the 0 rotation.

2. Click the **Undo Standard** icon on the **CAP Standard** toolbar.

3. Select the CAP Standard you need to revise within your drawing. Press Enter to confirm your selection.
Notice that the tag disappears, and if you hover over the parts in the workstation they can now be selected individually.

4. Change the workstation.

5. Create a new Standard with the Name TYP-A REV.

6. Once you create the new standard, click the Block Replace icon in the CAP Designer toolbar.

7. In the Block Replace dialog box, under Replace Type, select Standard.

8. Under Objects, click the Select Objects icon to go back to the drawing and select a standard, or check All Objects.

9. To narrow down, under Filter by, you can type a part name, search one with the Part Find tool or select filter objects on the drawing.
10. Under **Replace With** select the new standard as described in the previous step.

11. Check **Copy Alias Tag Values** to pull in these as well.

**Note:** For more information about the **Block Replace** command see [Search and replace](#).
Edit a Standard's information

To edit a Standard's name, description or Alias values:

1. Click on the CAP Standard toolbar.
2. Select the Standard on the drawing.
3. Press Enter to confirm your selection.
4. In the Edit CAP Standard dialog box, change the Name, Description or Alias fields.

5. You can Consolidate the parts in this standard and Apply Alias values... to copy the alias tags to all identical standard items.
For more details about consolidating, see the topic Consolidate identical item in the 2020 Worksheet help.

6. Click **Finish**.

**Custom workstation**

If a non-standard workstation is required, you can use an existing CAP standard as a base, or you can place new components from the library directly on the plan.

1. Place a CAP Standard in the area where you need it.

2. Click ![CAP Standard](image) on the **CAP Standard toolbar**.

3. Select the CAP Standard you need to use for the custom workstation. Press Enter or right-click to confirm your selection.

   Notice that the tag disappears, and if you hover over the parts in the workstation they can now be selected individually.

4. Erase the components that need to be changed and insert new components to complete the workstation.

   The furniture in this workstation will be counted along with the panels and other miscellaneous furniture. It will not be considered a CAP Standard any more.
Large Project/Take Offs

Using CAP Standards makes placing furniture in your drawing much easier and more accurate. Once your layout is complete, you will want to make a final count from the drawing. There are three ways to count a drawing using CAP Standards and CAP Parts:

- **Simple Take Off** - disables the standards and boundaries to create a total list of products using Worksheet.
- **Standards Take Off** - includes CAP Standards in the Worksheet.
- **Bounds Take Off** - divide the layout into areas or departments called CAP Bounds. This is often useful if the client needs to order the furniture in phases or wants to charge a department for the furniture expense. See the topic **Bounds Take Off** in the **Bounds** section.

**Simple Take off**

The simple take off method creates a worksheet of the entire project.

1. Click ![CAP Designer toolbar](image) on the **CAP Designer toolbar**.
   
   This launches the **Create Worksheet Wizard**.
2. Clear the checkmark beside **CAP Bounds** and **CAP Standards**.
   
   This does not mean that the worksheet will not count the CAP Standards, it will simply count the components that make up the standards as CAP parts.
3. Follow the rest of the steps as described in **Create a worksheet**.
Standards Take Off

1. Click 🔄 on the CAP Designer toolbar.

   This launches the Create Worksheet Wizard.

2. Check CAP Standards so that standards are listed as parts in the worksheet.

3. Follow the rest of the steps as described in Create a worksheet.

   **Note:** CAP Standards are represented in a worksheet as pink lines. See Standards in the 2020 Worksheet help for details.

Bounds

Draw Schedules

A draw schedule is a list of parts, which includes the Item, Tag, Mfg, Qty, Part No., Part Description, Price and Extended Price information.

You can insert a draw schedule in your drawing by selecting a worksheet or by selecting symbols in your drawing.

Once you have learned how to create draw schedules, you can use them along with the plan view and 3D view to create a presentation document.
Create a draw schedule from the drawing

This draw schedule is an AutoCAD table entity, so you will able use any AutoCAD table editing command, such as resizing columns and rows, moving the table, and manually editing text in the table. The draw schedule is not linked to the drawing. If you make changes to the drawing, you will need to regenerate the schedule.

The Draw Schedule Wizard guides you to each step involved in creating a draw schedule.

See:

- Select objects for the schedule
- Select a tile and a location
- Choose text properties
- Add or remove columns
Select objects for the schedule

To start the Draw Schedule Wizard and create a schedule from the drawing:

1. Click the **Draw Schedule** icon on the **CAP Designer toolbar**.

2. On the Select Objects pane of the Draw Schedule Wizard, make your selection by using either of the following options (you can combine the last 3):

   Clicking the **Select Objects** icon.
Selecting All Objects to pull all items from the drawing, 
Use a Take-Off Window.  
Ignore 3D objects from your selection.

3. Under **Include**, you can have the draw schedule list by outline level, by standard level or by parts. To view examples of each one, see [Examples - draw schedules](#).

4. Under **Display**, choose whether you want to show options and/or attributes in the draw schedule.

5. Click **Next**.

6. Go to [Select a tile and a location](#).
Select a tile and a location

1. In the **Schedule Title and Location** pane of the Draw Schedule wizard, type in the **Schedule Title**.

2. Click the **Pick Location** icon and select a point on the drawing. You will be brought back to the dialog box.

3. Choose the **Layer**.

4. Click **Next**.
5. Go to Choose text properties.

Choose text properties

1. If you want the draw schedule components' text to be one color and size, check **All Rows** then set the color and size.

![Draw Schedule](image)

Otherwise, select the text color and size for text each component. We recommend that you change the text **Size** to **5**.

2. Click **Next** and go to **Add or remove columns**.
Add or remove columns

1. In the **Schedule Columns** pane of the Draw Schedule wizard, select the columns you want displayed in the draw schedule. You can change the column order by dragging and dropping the column names or by using arrow buttons.

2. Click **Finish**.

Your draw schedule now appears within your drawing.
Note: The selections you made on each screen of the Draw Schedule Wizard will be saved so that they are automatically selected the next time you run Draw schedule.

Examples - draw schedules

In this example, there are two CAP bounds in the drawing. Within each bound there are two instances of a standard called TYP A.
Draw schedule with outlines:

<table>
<thead>
<tr>
<th>#</th>
<th>Preview</th>
<th>Mfg</th>
<th>Cat</th>
<th>Part Number</th>
<th>Part Description</th>
<th>Category</th>
<th>Qty</th>
<th>List</th>
<th>Ext List</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>Documentation Department</td>
<td></td>
<td></td>
<td></td>
<td>17212.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>Training Department</td>
<td></td>
<td></td>
<td></td>
<td>17212.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Grand Total</td>
<td></td>
<td></td>
<td></td>
<td>34424.00</td>
<td></td>
</tr>
</tbody>
</table>

Draw schedule with standards:

<table>
<thead>
<tr>
<th>#</th>
<th>Preview</th>
<th>Mfg</th>
<th>Cat</th>
<th>Part Number</th>
<th>Part Description</th>
<th>Category</th>
<th>Qty</th>
<th>List</th>
<th>Ext List</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>STC</td>
<td>TYP A</td>
<td>TYP A</td>
<td>Typical A workstation</td>
<td></td>
<td></td>
<td>34424.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Grand Total</td>
<td></td>
<td></td>
<td>34424.00</td>
<td></td>
</tr>
</tbody>
</table>

Draw schedule with parts (options and attributes not shown):

<table>
<thead>
<tr>
<th>#</th>
<th>Preview</th>
<th>Mfg</th>
<th>Cat</th>
<th>Part Number</th>
<th>Part Description</th>
<th>Category</th>
<th>Qty</th>
<th>List</th>
<th>Ext List</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>STC</td>
<td>SCN</td>
<td>46512010</td>
<td>CHAIR-THINK,NOR ARM, 3 D KNIT, SEWN SEAT, HEAD REST, ASSEMB</td>
<td>SEATING</td>
<td>8</td>
<td>927.00</td>
<td>7416.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>STC</td>
<td>TSA</td>
<td>TS7048BL</td>
<td>OVERHEAD STORAGE BIN-48</td>
<td>STORAGE</td>
<td>8</td>
<td>476.00</td>
<td>3808.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>STC</td>
<td>TSA</td>
<td>TS72448CC</td>
<td>WORKSURFACE-CURVED CORNER, 24X48</td>
<td>WORKSURFACE</td>
<td>8</td>
<td>455.00</td>
<td>3640.00</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>STC</td>
<td>TSA</td>
<td>TS72448S</td>
<td>WORKSURFACE-Straight, 24X48</td>
<td>WORKSURFACE</td>
<td>8</td>
<td>216.00</td>
<td>1728.00</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>STC</td>
<td>TSA</td>
<td>TS751HR</td>
<td>WORKSURFACE-HALF ROUND, SPNR, 25 1/2X51</td>
<td>WORKSURFACE</td>
<td>4</td>
<td>646.00</td>
<td>2584.00</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>STC</td>
<td>TSA</td>
<td>TS76648TF</td>
<td>PANEL-FULL TACKABLE ACOUSTICAL, 66X48</td>
<td>PANEL</td>
<td>20</td>
<td>564.00</td>
<td>11280.00</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>STC</td>
<td>TSA</td>
<td>TU720BBFL</td>
<td>PEDESTAL-2 BOX/1 FILE DVR, 23-1/2D</td>
<td>FILING</td>
<td>8</td>
<td>496.00</td>
<td>3968.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Grand Total</td>
<td></td>
<td></td>
<td>34424.00</td>
<td></td>
</tr>
</tbody>
</table>
Create a draw schedule from a worksheet

After you have created a worksheet and specified options in the worksheet, you can bring it into your drawing as a draw schedule. The resulting draw schedule will be an AutoCAD table entity, so you will able to use any AutoCAD table editing command such as resizing columns and rows, moving the table, and manually editing any text in the table.

The draw schedule is not linked to the worksheet. If you make changes to the worksheet, you will need to regenerate the draw schedule.
1. From the CAP Designer menu, select 2020 Worksheet, then Draw Schedule from Worksheet.

2. In the Worksheet Information dialog box, type in the worksheet name or click ... to find the worksheet.

3. Select whether you want to flatten standards, flatten outline levels, consolidate items, and/or sort by manufacturer, category and part number.

4. Select whether you want to show options and/or attributes.

5. Click Next.
6. See the following topics to finish creating the draw schedule:

   - Select a tile and a location
   - Choose text properties
   - Add or remove columns

**Note:** The selections you make on each pane of the Draw Schedule Wizard is saved so that they are automatically selected the next time you run the wizard.

**Create a presentation document using Plan view and 3D**

In this exercise, you will create a presentation document that includes a workstation in Plan view and in 3D. In the same drawing you will also use **CAP Objects** to dress up the 3D station. At the end you will add a list of products, called a draw schedule.

Before proceeding, build a workstation using Plan View symbols.

**Copy the plan to 3D:**

1. From the **CAP Designer** menu, select **Tools, Copy Plan to 3D**.
2. Select all the symbols for the plan view workstation.
3. Select a base point on the plan view workstation.
4. Select a second point off to the right. A 3D workstation appears. Notice that it has no tags.

**Before viewing this 3D station in an isometric view, dress it up by adding Cap Objects to the 3D station:**

1. From the **CAP Designer** menu, select **Objects**, then **Select Object** to display the **CAP Objects** dialog box of 3D objects.
2. Select an object by double-clicking it.

3. Place it on the 3D workstation (the one without tags) and rotate it with your cursor to the desired position. You can also type the rotation angle at the command prompt.

4. At the command prompt, type \texttt{VP}.

5. Click an angle that would be best for the workstation.

6. Now position your drawing so you are able to see both the Plan View and 3D workstations — leave room below your two workstations to place your list of products.

Create the worksheet file:

1. From the \texttt{CAP Designer} menu, select \textit{2020 Worksheet, Create Worksheet File}.

2. Select the plan view workstation. Click \texttt{Next}.

3. Give the worksheet a name and a title. Click \texttt{Next}.

4. Clear the check box beside \textit{Open Worksheet File} check box. Click \texttt{Finish}.

Create the draw schedule:

1. From the \texttt{CAP Designer} menu, select \textit{2020 Worksheet, Draw Schedule From Worksheet}.

2. Select the worksheet you just made and click \texttt{Next}.

3. Do not check \textit{Include Options} or \textit{Include Attribute}.

4. Select a point under the standard for the location of the draw schedule.

5. Enter a \textit{Text Size} of 4”.

6. Click \texttt{Finish}.

Put all three parts together using the AutoCAD Layout function. Your layout should look similar to the image below.
<table>
<thead>
<tr>
<th>Item #</th>
<th>Tag</th>
<th>Mfg</th>
<th>Qty</th>
<th>Part No.</th>
<th>Part Description</th>
<th>Price</th>
<th>Extended</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>64/48/24/24/24</td>
<td>KDM</td>
<td>1</td>
<td>D1L48X24X24</td>
<td>Workstation, Curv Corner 7' L x 6' 1-1/24 x 24' 4D, w/knout</td>
<td>435.00</td>
<td>435.00</td>
</tr>
<tr>
<td>2</td>
<td>6024</td>
<td>KDM</td>
<td>1</td>
<td>D1R6024G</td>
<td>Workstation, Rectangular 60W x 24D, w/knout</td>
<td>246.00</td>
<td>246.00</td>
</tr>
<tr>
<td>3</td>
<td>7224</td>
<td>KDM</td>
<td>1</td>
<td>D1R7224G</td>
<td>Workstation, Rectangular 72W x 24D, w/knout</td>
<td>276.00</td>
<td>276.00</td>
</tr>
<tr>
<td>4</td>
<td>64/24</td>
<td>KDM</td>
<td>4</td>
<td>DP2TB424K</td>
<td>Tile Panel, Both Sides, Shutter 64-1/16H x 24W, v/knout</td>
<td>964.00</td>
<td>3856.00</td>
</tr>
<tr>
<td>5</td>
<td>64/30</td>
<td>KDM</td>
<td>2</td>
<td>DP2TB430K</td>
<td>Tile Panel, Both Sides, Shutter 64-1/16H x 30W, v/knout</td>
<td>888.00</td>
<td>1196.00</td>
</tr>
<tr>
<td>6</td>
<td>64/48</td>
<td>KDM</td>
<td>6</td>
<td>DP2TB448K</td>
<td>Tile Panel, Both Sides, Shutter 64-1/16H x 48W, v/knout</td>
<td>710.00</td>
<td>3660.00</td>
</tr>
<tr>
<td>7</td>
<td>4B</td>
<td>KDM</td>
<td>1</td>
<td>D91G48L</td>
<td>Overhead Cabinet w/Lock 47-7/24 x 1/24 x 1/24</td>
<td>207.00</td>
<td>207.00</td>
</tr>
<tr>
<td>8</td>
<td>66</td>
<td>KDM</td>
<td>1</td>
<td>D91G60L</td>
<td>Overhead Cabinet w/Lock 50-7/24 x 1/24 x 1/24</td>
<td>438.00</td>
<td>438.00</td>
</tr>
<tr>
<td>9</td>
<td>BBF</td>
<td>KDM</td>
<td>1</td>
<td>D91PFL24A</td>
<td>Freestanding Pedestal, 6/8/12 18W x 24D, v/Lock</td>
<td>450.00</td>
<td>450.00</td>
</tr>
<tr>
<td>10</td>
<td>FF</td>
<td>KDM</td>
<td>2</td>
<td>DS1PFL24B</td>
<td>Freestanding Pedestal, 12/12 18W x 24D, v/Lock</td>
<td>432.00</td>
<td>864.00</td>
</tr>
<tr>
<td>11</td>
<td>36</td>
<td>KSM</td>
<td>1</td>
<td>MPR36DDW</td>
<td>Round Table, Four-Star Base 36 D, Fixed Height w/Outlet</td>
<td>590.00</td>
<td>590.00</td>
</tr>
<tr>
<td>12</td>
<td>BULL</td>
<td>KSS</td>
<td>1</td>
<td>7A3-3-ASB-H</td>
<td>Bulldog Exec Armchair, Mid Grey, Advanced, H Gas</td>
<td>1171.00</td>
<td>1171.00</td>
</tr>
<tr>
<td>13</td>
<td>BULL</td>
<td>KSS</td>
<td>1</td>
<td>7A8-1-5L</td>
<td>Bulldog Side Armchair, Dark Grey</td>
<td>520.00</td>
<td>520.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>TOTAL</strong></td>
<td>1228.00</td>
<td></td>
</tr>
</tbody>
</table>
Panel Builder

2020 CAP Panel Builder is designed to construct and manage configurations of stack panel products.

To access Panel Builder:

1. Click the CAP Panel Builder icon on the CAP Designer toolbar.

   The CAP Panel Builder module opens.

2. For help on Panel Builder, see the Panel Builder help file, accessible from the Panel Builder Help menu.

Manufacturer-specific information

The following CAP Designer features/commands apply to certain manufacturer product lines only. Refer to the appropriate topic in the help file on Manufacturer-specific information for information.

- Automation Center (Kimball, Knoll, National, Steelcase, Teknion)
- Allsteel Tiler
- CAP Structure Builder (Kimball)
- CAP Utilities (Knoll)
- Convert (Kimball, Steelcase, Inscape)
- Import Z-Axis (Herman Miller)
- Import Vary Easy Symbol (Herman Miller)
- Steelcase - Answer
- Steelcase - Privacy Wall

**Command reference**

The table below displays the topics to read to get help on a specific command in the **CAP Designer** menu. Note that some command groups are available as toolbars, therefore you are referred to the corresponding toolbar topic.

<table>
<thead>
<tr>
<th>Command</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automation Center</td>
<td>See the help file on Manufacturer-specific information</td>
</tr>
<tr>
<td>Insert Symbol</td>
<td><a href="#">Place a product using Insert Symbol</a></td>
</tr>
<tr>
<td>Drawing Setup</td>
<td><a href="#">Drawing Setup Wizard</a></td>
</tr>
<tr>
<td>Update Against Catalog</td>
<td><a href="#">Update against a catalog</a></td>
</tr>
<tr>
<td>CAP Tag</td>
<td>These commands are no longer used. See the <a href="#">Tags</a> section for information about creating or modifying tags.</td>
</tr>
<tr>
<td>CAP Part</td>
<td><a href="#">CAP Part toolbar</a></td>
</tr>
<tr>
<td>Cap Standard</td>
<td><a href="#">CAP Standard toolbar</a></td>
</tr>
<tr>
<td>CAP Bound</td>
<td>CAP Bound Toolbar</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>CAP Info</td>
<td>View item information</td>
</tr>
<tr>
<td>2020 Options</td>
<td>Specify options</td>
</tr>
<tr>
<td>2020 Search</td>
<td>2020 Search</td>
</tr>
<tr>
<td>CAP Explorer</td>
<td>Display or hide the Explorer pane</td>
</tr>
<tr>
<td>CAP Architectural</td>
<td>CAP Architectural</td>
</tr>
<tr>
<td>CAP Panel Builder</td>
<td>Panel Builder</td>
</tr>
<tr>
<td>2020 Worksheet</td>
<td>Worksheets</td>
</tr>
<tr>
<td>Edit</td>
<td>CAP Edit toolbar</td>
</tr>
<tr>
<td>Tools</td>
<td>CAP Tools toolbar</td>
</tr>
<tr>
<td>Objects</td>
<td>Create a presentation document using Plan view and 3D</td>
</tr>
<tr>
<td>Import</td>
<td>Import Giza or Office Sales files</td>
</tr>
<tr>
<td>Convert</td>
<td>See the help file on Manufacturer-specific information</td>
</tr>
<tr>
<td>Preferences</td>
<td>Preferences</td>
</tr>
<tr>
<td>Help</td>
<td>Using Help</td>
</tr>
</tbody>
</table>