

DWG Viewer

Version 3

User Guide

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Introduction

1.1 Welcome to Microspot DWG Viewer

This User Guide has information about the features and capabilities of Microspot DWG Viewer 3. It is laid out to let you refer directly to a particular feature and obtain detailed instructions about its use.

This User Guide has been written presuming you are comfortable with terms such as click, drag, select and choose. You should also be familiar with the general methods used in most Macintosh® applications such as moving, resizing and scrolling a window. If you are not, please refer to your Macintosh owner's guide.

1.2 Hardware & Software Requirements

- Macintosh System Mac OS X (10.15 (Catalina) or Higher))
- 2 GB RAM
- 100 MB of HDD

1.3 Installing Microspot DWG Viewer

To install DWG Viewer, first you need to either download the installer file from your purchase link and run it. Now double click the Microspot DWG Viewer installer file and follow the on screen instructions to select the desired location and install the application. When the installation is complete you will find the app in your Finder > Applications folder.

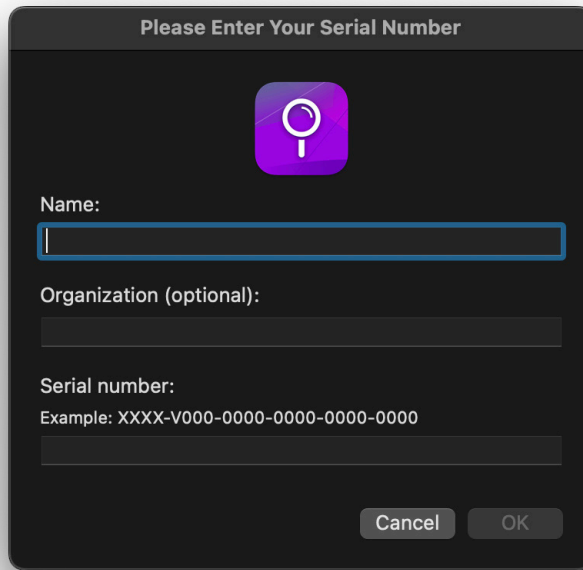
1.4 Running Microspot DWG Viewer for the first time

The first time you launch DWG Viewer you must enter a name and valid serial number to enable the software. You can also add your Organization, however this field is optional.


To enable Microspot DWG Viewer

1

1) Double-click the DWG Viewer application icon to launch the software.



Please Enter Your Serial Number



Name:

Organization (optional):

Serial number:
Example: XXXX-V000-0000-0000-0000-0000

Cancel OK

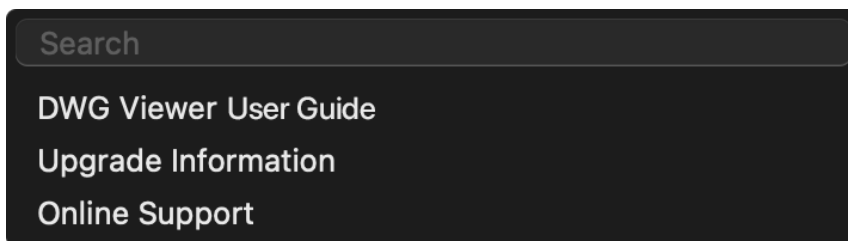
2) Enter a name and valid serial number (the organization name is optional) into the dialog that appears.

3) The serial number must be valid for the version you are using. This will be supplied with the program or upgrade when purchased.

4) Only when you have typed in your serial number, the OK button becomes available. Click OK to run the application. You may be prompted to put in your machine username and password to complete installation.

1.5 The Help menu

The Help menu is located on the Mac Menu Bar and is used to open the PDF Microspot DWG Viewer User Guide, view Upgrade Information and contact Online Support which includes both Email and Live Chat.



1.6 DWG Viewer User Guide

The DWG Viewer User Guide in PDF format is included within the product. The User Guide will be installed on your hard drive during the installation process but can also be accessed online at www.microspot.com.

Choose DWG Viewer User Guide from the Help menu and Acrobat Reader (or your default PDF reader) will launch and open the User Guide. You can then navigate through and read the User Guide on screen or print sections for your own reference.

1.7 Registration Information

You can register your DWG Viewer product via the Internet. Registering your product helps us link a serial number to a particular user and makes the upgrade process in the future much quicker. It also makes it much easier to recover your existing version should your Mac or Hard Drive fail. This can be done online at www.microspot.com/register or you can click Register Your Product via the DWG Viewer menu bar item.

1.8 Upgrade information

When new versions of DWG Viewer are made available they can be found on the Microspot

website. You can access the upgrade section of our website directly using the Help Menu. When upgrading your Applications it is always useful to have your existing serial number to hand.

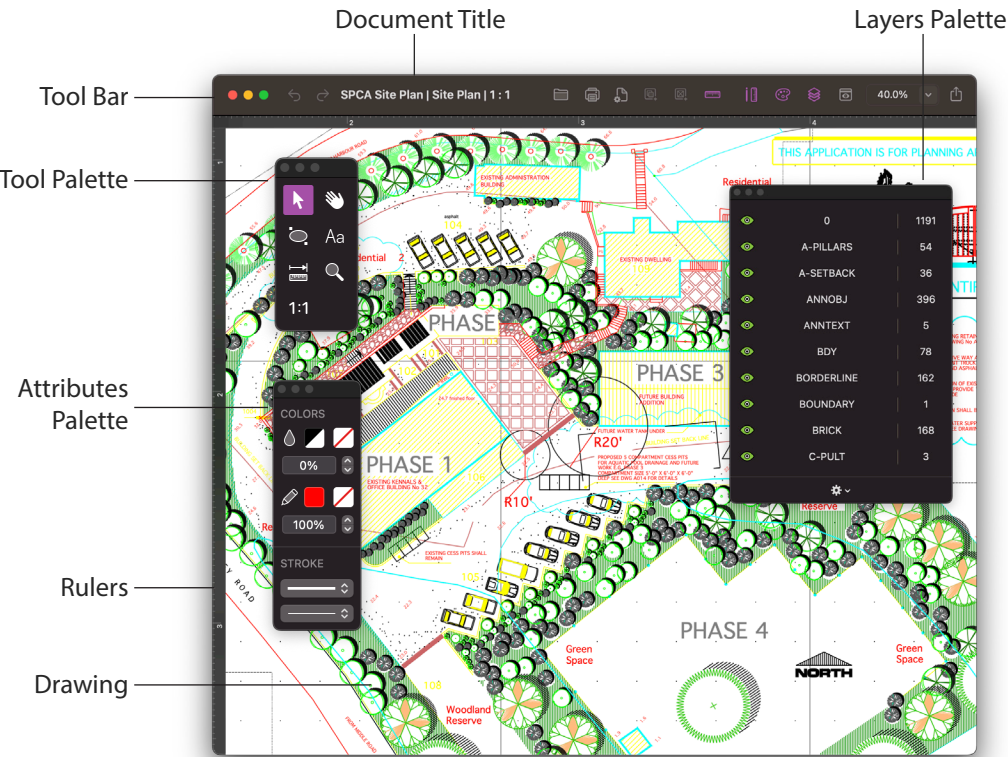
Search

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Online Support

1.9 DWG Viewer Application Overview



Chapter 2.0

How to Use DWG Viewer

2.1 Opening a DWG File

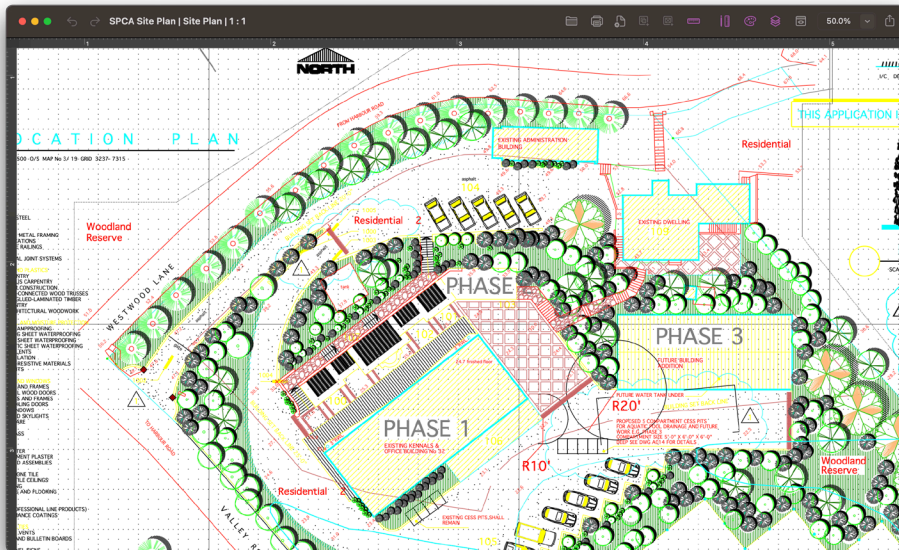
When you run DWG Viewer you are met by the Open dialog. From here you can open any compatible file such as DWG, DXF or MD70. By default DWG Viewer will open your files using an automatic opening method:

To open a DWG File Automatically:

- 1) From the File > Open dialog, locate and click the name of the file that you want to open.
- 2) Click the Open button.

Your DWG file will open automatically by default.

Note: If you drag a file to the DWG Viewer app icon or double click a file in the finder your file will open using the automatic method.

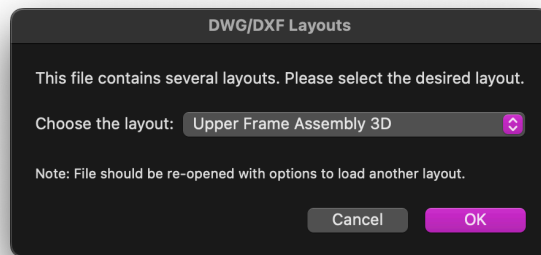


DWG Viewer also offers the ability to open a DWG file With Options. This gives you far more customization over the opening of a file; you can adjust the scale & units, select a particular Layout and set the amount of DWG units.

To open a DWG File With Options:

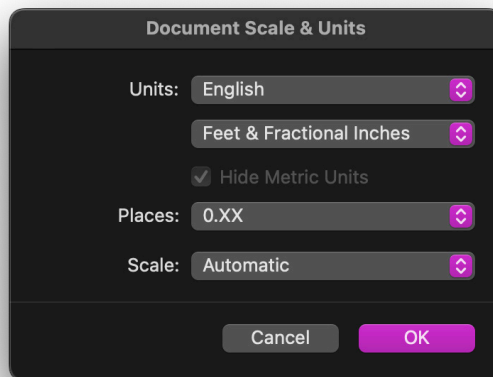
- 1) Select File > Open DWG/DXF With Options.
- 2) Locate the file you wish to open With Options.
- 3) Click Open.

The DWG Layout dialog will appear.



- 3) Choose which layout you wish to open from the pop up menu and click OK.

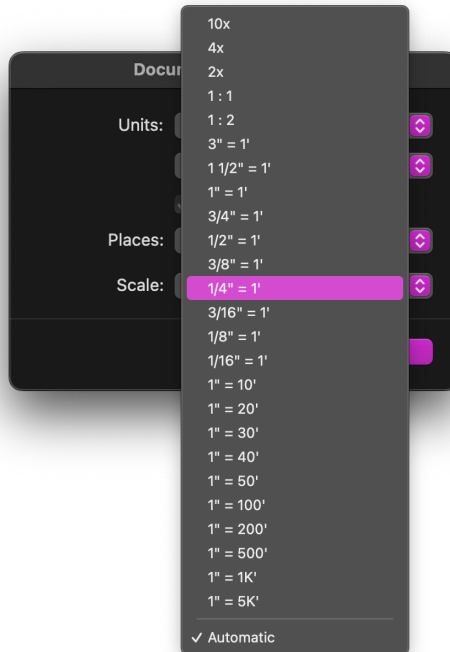
The Document Scale & Units dialog appears.



4) Choose your preferred Unit type, Decimal Places and Scale.

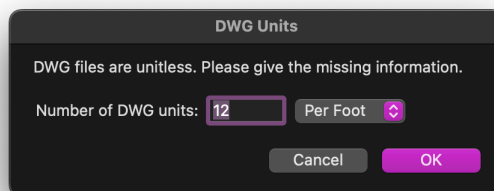
The DWG Units dialog appears.

Note: If you are unsure of the scale of the document you can set the scale to Automatic and DWG Viewer will attempt to open it at the correct scale.



5) Select the amount of DWG Units per foot (or metre) and click OK.

Your DWG file will now open with your chosen settings.



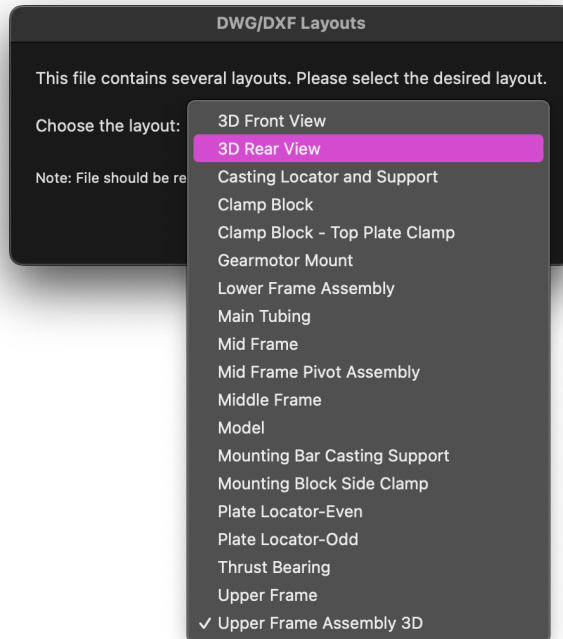
Opening a Particular DWG/DXF Layout

DWG Viewer also offers the chance to open a particular Layout from one of your DWG or DXF files.

To open a DWG/DXF Layout:

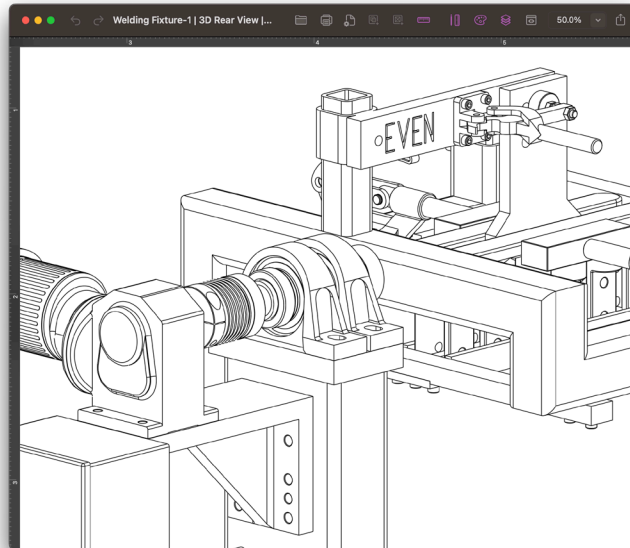
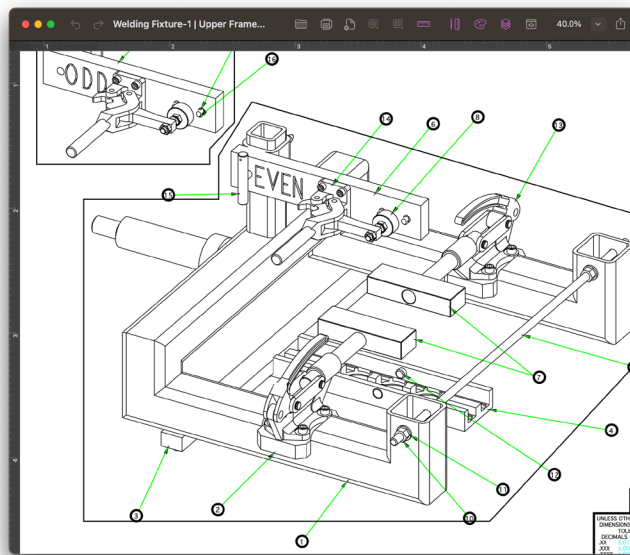
- 1) Open your DWG file automatically or via File > Open With Options.
- 2) Once the file is open go Layout > DWG/DXF Layouts...

The DWG Layout dialog will appear.



- 3) Select your desired Layout and click OK.
- 4) A new window will open with your chosen Layout.

You can now view both of your layouts at the same time.



2.2 Setting the Paper Size

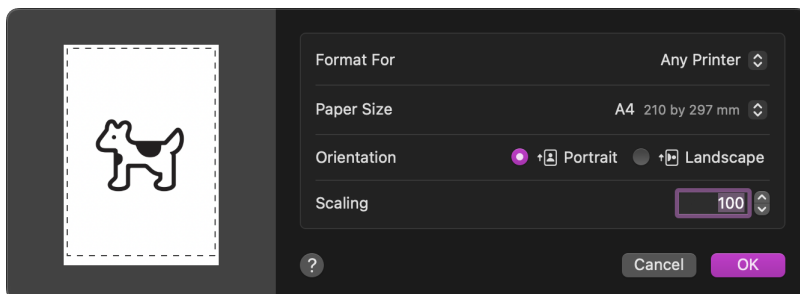
You can set a drawing's page size, page orientation and total size depending on what you need. If necessary, you can create a drawing that will print over several sheets of paper. The maximum drawing size is approximately 1785" x 1785", depending on which page size and orientation you choose.

The choice of page size is subject to the page sizes available with the currently active printer or printing device. For example, if the printer you've selected supports only letter-size or A4 paper, you cannot print to larger or smaller sheets. You can also use custom sizes if it is supported by your printer.

To set the drawing page size and orientation:

1) Select File > Page Setup.

The Page Setup dialog appears.



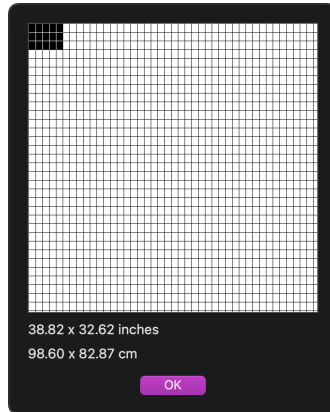
1) Select the Paper Size you would like.

2) Select the Page orientation (Horizontal or Vertical)

3) Click the OK button and your document will now have the desired page size and orientation.

Checking the Drawing Size

Open the Layout menu and choose Drawing Size. A dialog appears displaying the current total drawing size in the form of how many pages are currently being used. The drawing size is also represented by size in terms of Inches and Centimeters below the page indicator. Pressing OK will close the Drawing Size dialog.



Note: If your drawing has opened at the wrong size then consider closing it and reopening it via 'Open DWG/DXF with Options' to select a different scale.

2.3 Rulers & Cursors

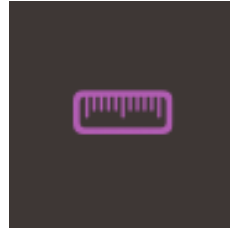
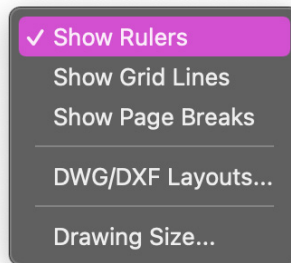
DWG Viewer's on-screen rulers can help you check the position of objects on your drawing. They appear along the top and left sides of the drawing window, and reflect the current position of the window during scrolling. At magnified views (zoomed in or out), they change size accordingly, they also scale accordingly so whether you open a document at 1:1 or 1/4": 1' you can rest assured that the rulers will be updated to reflect that.

Rulers

To display Microspot DWG Viewer's rulers

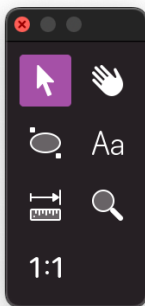
- Choose Show Rulers from the Layout menu

The rulers will be displayed and a check mark appears by the Show Rulers command in the Layout menu.



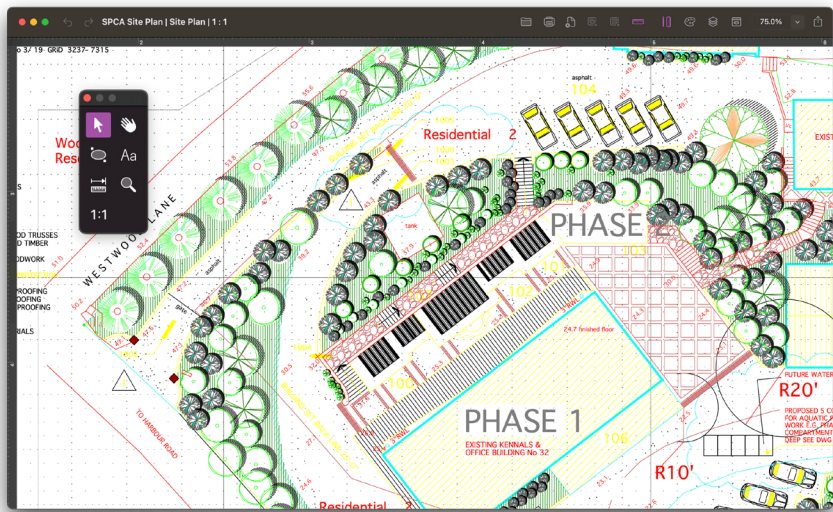
- You can also Show or Hide the rulers by clicking the Rulers tool bar icon at the top of your screen (Image above)

Cursors



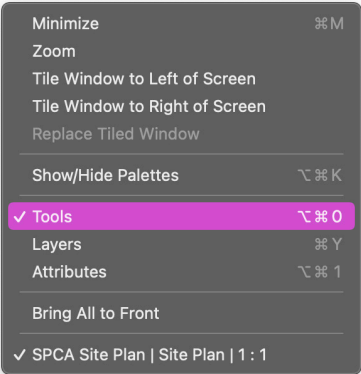
The default cursor is the Arrow cursor. This allows you to click and highlight annotations or ellipses on the document.

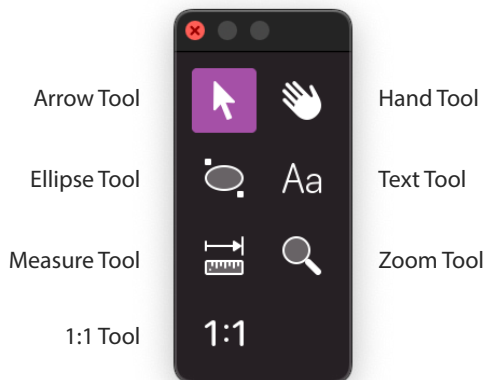
Selecting different tools will change the displayed cursor icon to the selected tool. For example the Hand tool will change the cursor to the Hand tool icon, the Text tool will change the cursor icon to a Text cursor, the Zoom tool will display a magnifying glass to interpret zoom and so on. When a tool is active it will be highlighted within the Tool Palette.



2.4 The Tool Palette

The Tool Palette holds all of the key tools for navigating your document, creating annotations and editing existing annotations. The Tool Palette will open by default but can be shown or hidden by clicking the Tool bar Icon or by going Window > Tools in the Menu Bar.





The Arrow Tool - Keyboard Shortcut V

The Arrow Tool is used to select, move and change annotation text and ellipses. You can click and drag out a window to select multiple objects or you can simply click a single object.

Holding the Shift Key whilst clicking to select will allow you to select multiple objects. You can also hold the Shift Key to deselect individual selected objects.

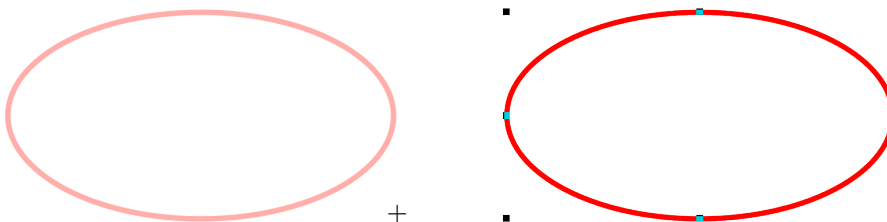
The Hand Tool - Keyboard Shortcut H

The Hand Tool is used to move / pan the drawing. To do this simply click and hold in the document and you will notice the Hand Tool grab the drawing and allow you to move around the screen.

The Ellipse Tool - Keyboard Shortcut E

The Ellipse Tool is used to add focal points on your document for your annotations. Click and drag to draw an ellipse, by default the ellipse will have a Red stroke and No Fill. The attributes of the newly created ellipse can be changed in the attributes palette.

As you click and drag an ellipse will appear but it will be ghosted to show you the size and shape it will be once it is placed. Once you release the mouse the ellipse will be placed and its handles will appear should you need to edit it.



The Text Tool - Keyboard Shortcut T

The Text Tool allows you to place text for your annotations. Text can be added in two different forms, either as label text or paragraph text. Text is covered in more detail in section 2.7 Text.

The Measure Tool - Keyboard Shortcut M

The Measure Tool is a click and drag tool used to measure between two points on your drawing. This tool will work with the scale of your drawing to give you precise and live measurements of your document.

Select the Measure Tool and click the first part of the drawing you would like to measure, now while continuously holding down the mouse, drag the cursor to your second point. As you drag you will see live feedback of the length of the line you are creating.

The Zoom Tool - Keyboard Shortcut Z

The Zoom Tool is used to zoom in and out of your drawing. Select the tool and by default it will be set to Zoom In. Click on the point you want to zoom in on and DWG Viewer will Zoom In on that specific point. To Zoom Out, select the Zoom tool and with it selected, hold down the alt/option key. You will notice the cursor icon change from a magnifying glass with a + symbol to a magnifying glass with a - symbol. Now click in the document to zoom out.

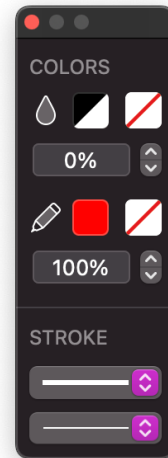
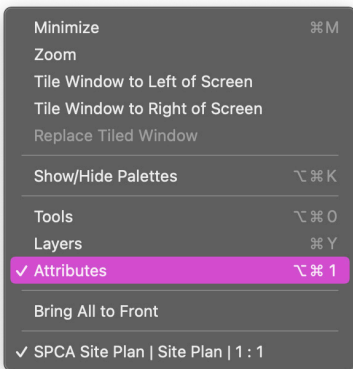
Marquee Zoom allows you to Zoom In to a particular area of your drawing by selecting the Zoom Tool and then clicking and holding down the mouse to drag out a window. This allows you to Zoom In so that all objects within that window you've drawn now fit the document window.

1:1 Tool

The 1:1 Tool allows you to quickly return to an unmagnified view of the document. To use the 1:1 Tool simply click it once in the Tool Palette. If you are at any zoom level other than 100% you will be reverted back to the unmagnified zoom level of the document.

2.5 The Attributes Palette

The attributes palette is used to change the look and style of your text boxes and ellipses. Things you can change include fill color, line color, fill opacity, line opacity, line weight and line style. To use any of the tools in the attributes palette you need to first select an object you can apply attributes to. In DWG Viewer this includes Text and Ellipses. To Show the Attributes Palette click the Menu Bar Icon or go Window > Attributes.



Fill Color

Fill Opacity

Line Color

Line Opacity

Line Weight

Line Style

Fill Color

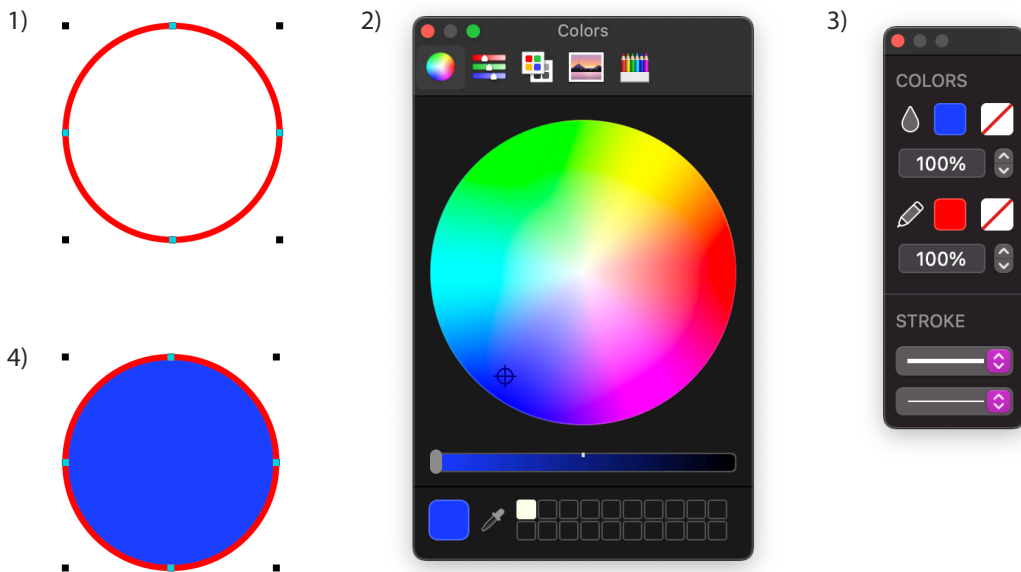
This is used to apply a fill color to a text box or ellipse. By default in DWG Viewer, both a text box and ellipse will have No Fill applied until changed.

Fill Opacity

Below fill color is fill opacity. By default this is set to 0% so that the text box or ellipse is clear or see through. If you change this to 100% the object will have a solid color fill.

Applying Fill Color & Opacity

- 1) Select your object and click the Fill Color button on the attributes palette. The Apple Color Wheel Dialog will appear.
- 2) Select a color from the color wheel and then close the wheel or press the Esc key.
- 3) If the ellipse is still transparent then keep it selected and change the opacity in the attributes palette to 100%.
- 4) The Ellipse is now filled with a solid blue color.



Line Color

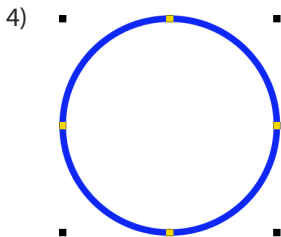
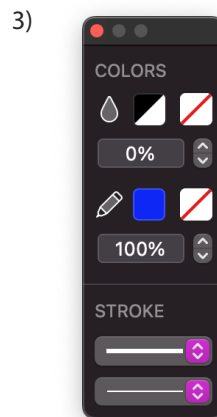
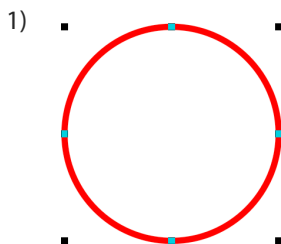
This is used to apply a line color to a text box or ellipse. By default in DWG Viewer, an ellipse is drawn with a red line color and a text box will have no stroke color.

Line Opacity

Below line color is line opacity. By default this is set to 0% so that the text box line is see through. If you change this to 100% the object will have a solid line color like the default red line of the ellipse.

Applying Line Color & Opacity

- 1) Select your object and click the Line Color button on the attributes palette. The Apple Color Wheel Dialog will appear.
- 2) Select a color from the color wheel and then close the wheel or press the Esc key.
- 3) If the ellipse line is still transparent then keep it selected and change the opacity in the attributes palette to 100%.
- 4) The Ellipse now has a solid blue line.



Line Weight

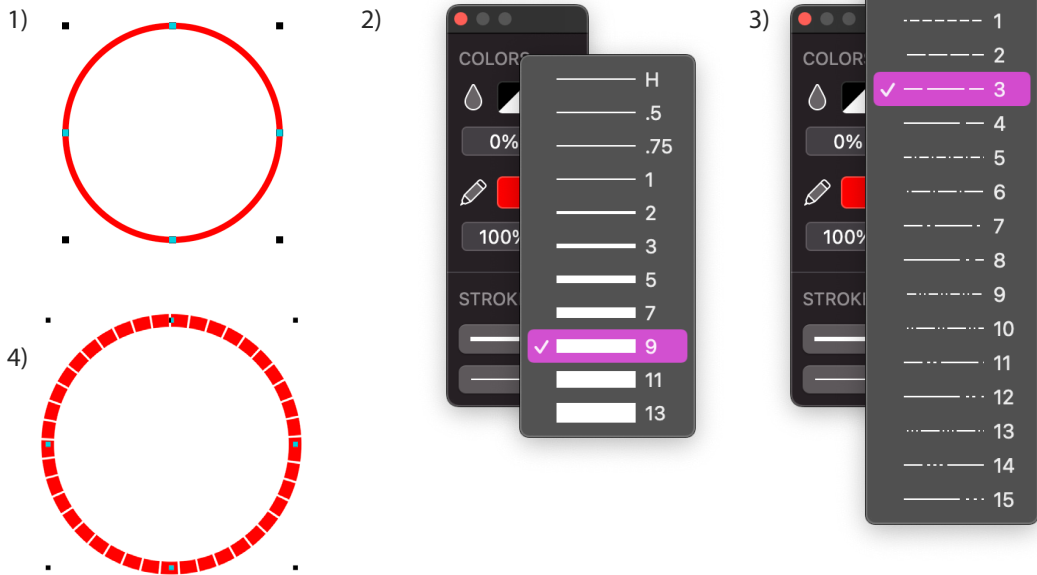
Line Weight is used to change the thickness of the line of the ellipse. Line Weight is measured in Pixels and there are 11 different weights to choose from, ranging from Hairline (-H-) to 13 pixels. The number beside the line weight in the pop up menu depict the thickness.

Line Style

Line Style refers to whether or not the Line of the ellipse is solid or made up of dashed lines. There are 16 different line styles to choose from, in the pop up menu.

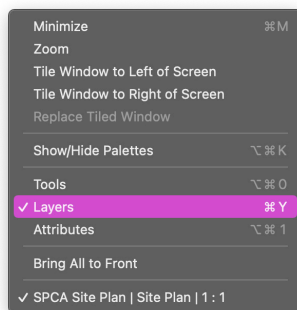
Applying a different Line Weight or Line Style

- 1) Select your Ellipse. By default it will have a 1 pixel weight and will be a solid line style.
- 2) Select the line weight button from the attributes palette and choose a new line weight. Your ellipse will now have a thicker or thinner line depending on which you chose.
- 3) Select your Ellipse. Click on the Line Style pop up and choose a dashed line style. The ellipse will now have a dashed line style.

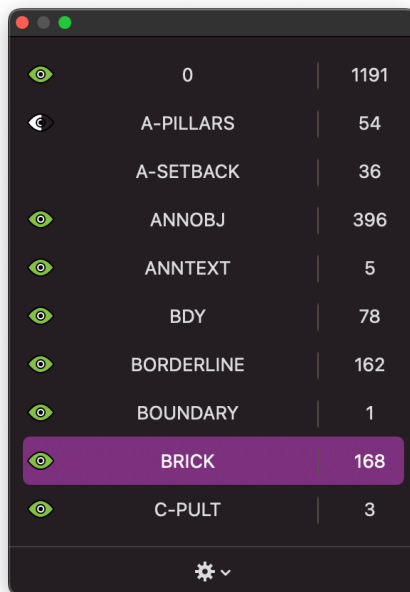
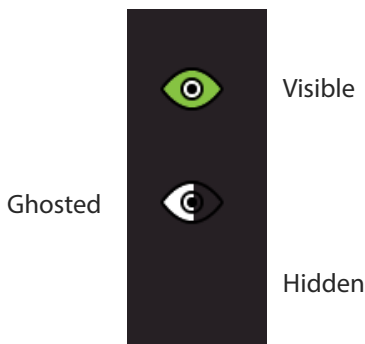


2.6 The Layers Palette

The Layers Palette displays all of the available Layers within the document. They will also keep their saved visible state from the original drawing. The Layers palette can be opened via Window > Layers or via the Layers button in the Menu Bar.



The Layers palette lists all of the Layers in the document. It is made up of three columns, firstly the visible state of the layer depicted by a green, ghosted or invisible eye symbol. The second column is the name of the layer and the final column is the object count for that layer. Selecting a layer (clicking it) will highlight it and display that Layer as purple.

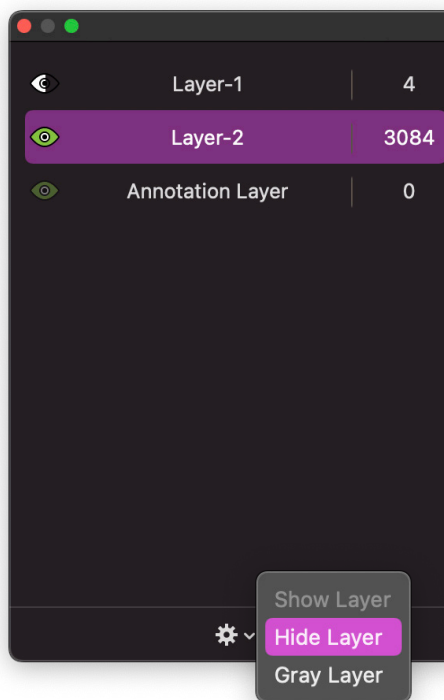


The Annotation Layer

The Annotation Layer is a special layer which is added to any file opened in DWG Viewer. Any annotations, be it text or ellipses, will be added to the annotation layer. This layer is found at the bottom of the Layers palette.

The Layers Palette Pop Up

At the bottom of the Layers Palette is a pop up menu displayed by a gear symbol. This pop up menu allows you to change the highlighted layer from visible (Show Layer) to hidden (Hide Layer) to ghosted (Gray Layer).



2.7 Text

Introduction

Text consists of letters, punctuation and numbers. Once text is created, it is recognized as a single object in the form of a text box and you can then edit, move or duplicate the text box within the document.

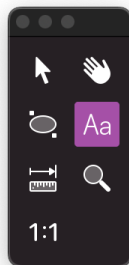
The text features in DWG Viewer are drawn from the system, which allows you to change the font, typeface, size, line spacing and even apply a drop shadow.

Applying Text

The Text Tool allows you to place text for you annotations. Text can be added in two different forms, either as label text or paragraph text.

Applying Label Text:

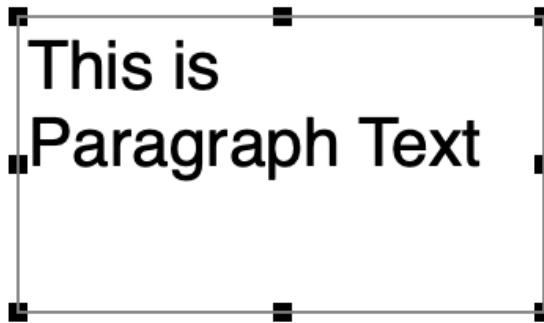
- 1) Select the Text Tool from the Tools Palette (Keyboard Shortcut T) the cursor will change to the text cursor or 'i-beam pointer'.
- 2) Click where you would like to start your text.
- 3) Start typing, when you are finished press the Esc Key.
- 4) Your Label text is complete and will be displayed within its text box.



This is Label Text

Applying Paragraph Text:

- 1) Select the Text Tool from the Tools Palette (Keyboard Shortcut T) the cursor will change to the text cursor or 'i-beam pointer'.
- 2) Click and drag out a rectangle, release the mouse to confirm its size.
- 3) Start typing, if your text reaches the end of the text box it will wrap to it and automatically shift on to the next line. This is the benefit of Paragraph Text. Press the Esc key to confirm your text.
- 4) Your Paragraph text is complete and will be displayed within its text box.



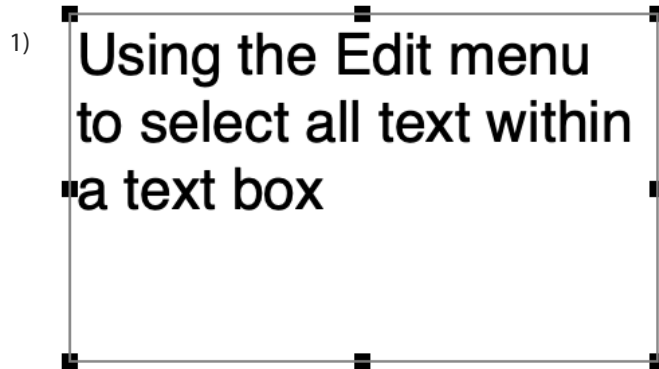
Selecting & Editing Text

Selecting Text

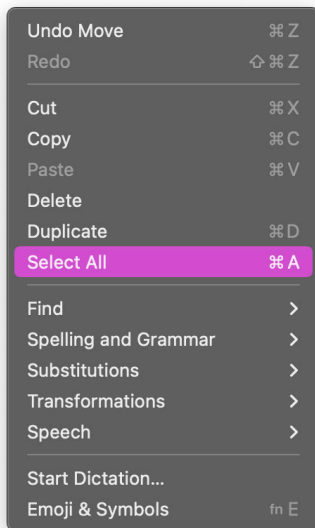
To select text, whether it is Label or Paragraph, first click the text box and then the Text tool. Now click and drag through the text to highlight it. Highlighted text will appear highlighted with your system color.



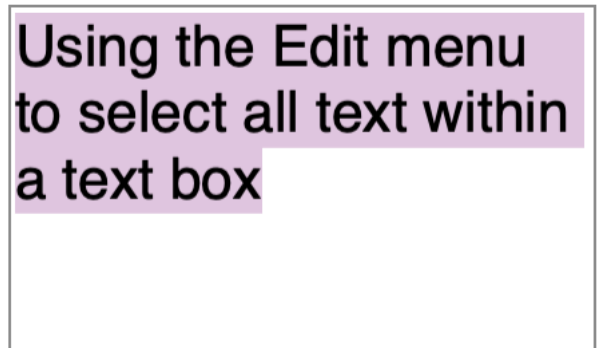
You can also select all text within a text box by placing the cursor within the text box and going Edit > Select All (keyboard shortcut cmd + A).



2)



3)

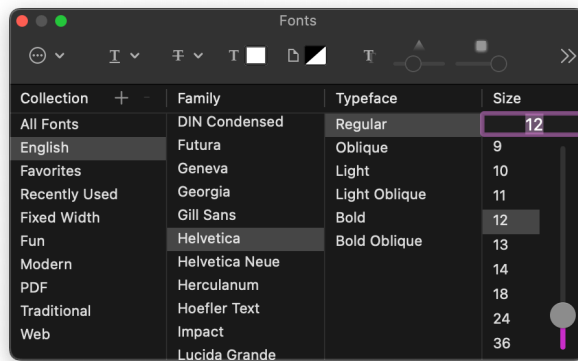
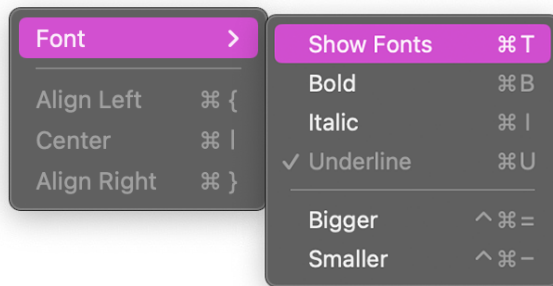


Editing Text

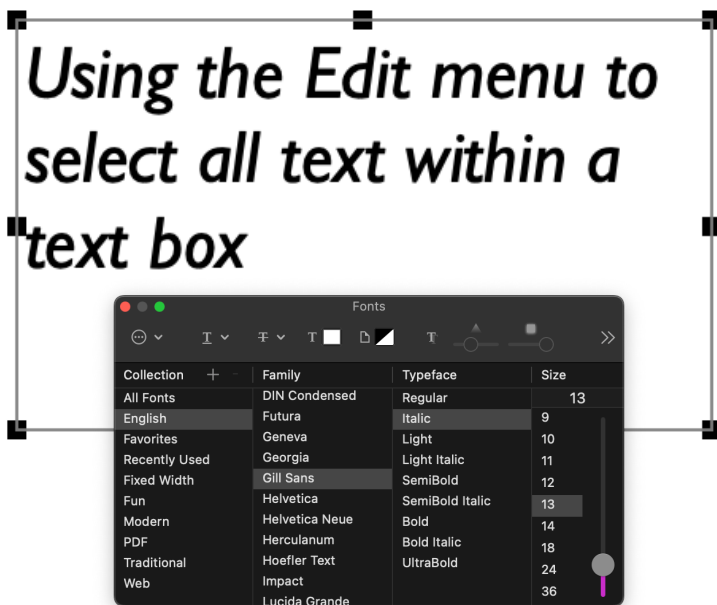
Editing Text refers to changing the font, size, line spacing, typeface or color to your text. There are two ways to edit text in DWG Viewer, firstly you can edit all of the text in the drawing and secondly you can edit particular sections of text within the drawing. Lets look at the first option.

Editing Selected Text

- 1) Select the text by clicking the desired text box or highlighting the desired string of text within it.
- 2) Via the menu bar go Text > Fonts > Show Fonts. The Fonts dialog appears:



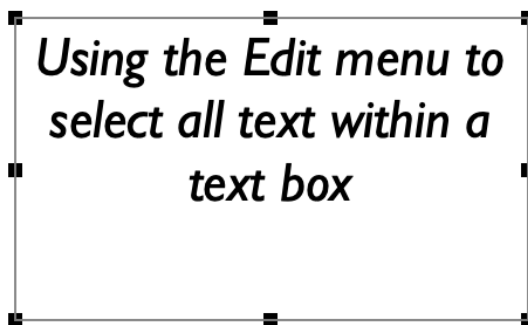
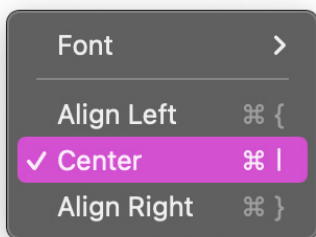
3) With the text box selected or text within it highlighted you can change any of the options within the Fonts dialog and watch it update live in front of you. Below you can see the same text box as used in the select all text section of this user guide except the font (Gill Sans), typeface (Italic) and size (13) have all been changed.



There are also menu bar options under Text which allow you to quickly align your text or apply bold, underline or italic typefaces.

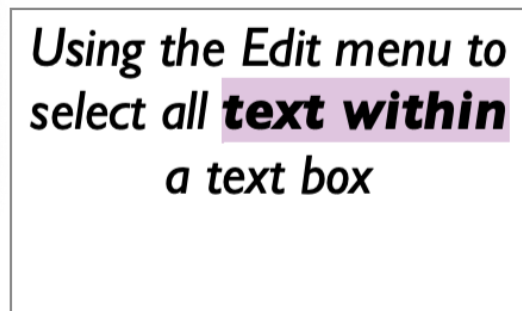
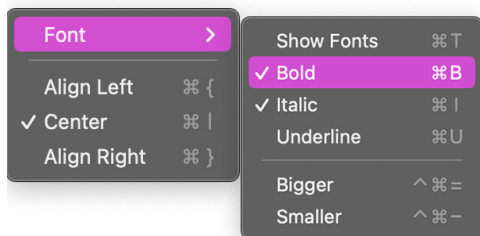
To Align Selected Text:

- 1) Select your desired text box.
- 2) Go Text > Align Left / Align Center / Align Right
- 3) Notice that your text has now realigned to meet your chosen alignment.



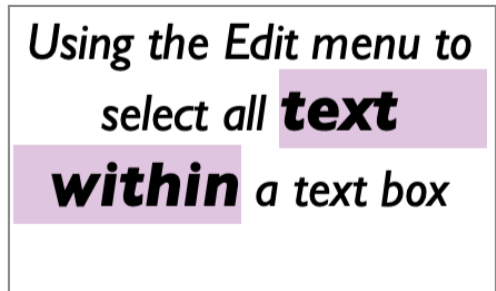
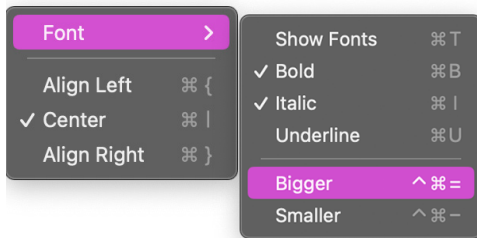
To Apply Bold, Italic or Underline to Text:

- 1) Select your desired text box or highlighted text within it.
- 2) Go Text > Font > Bold / Italic / Underline.
- 3) Notice that your text has now become Bold, Italic or Underlined.



To Make Selected Text Bigger or Smaller:

- 1) Select your desired text box or highlighted text within it.
- 2) Go Text > Font > Bigger / Smaller.
- 3) Notice that your text has now become 1 font size bigger or smaller.



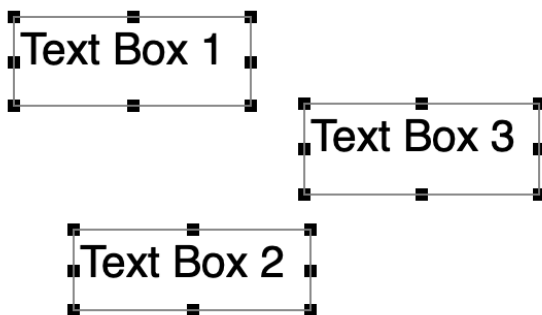
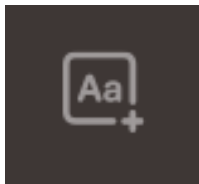
- 4) To increase or decrease the Font size quicker use the keyboard shortcuts cmd+ or cmd- respectively.

Note: The shortcut CMD + and CMD - is a much quicker method to increase and decrease the size of text. You should also note that changing the text size may cause the text to flow differently within the text box.

Editing All Text:

You can also edit all text within a document. To do this use the Tool Bar Icon 'Select All Text'. Clicking this will select all of the text boxes you have placed in the document. Now make the edits you want such as font style or size and it will apply those changes to all text within the document.

Note: Using the Edit > Select All option will select not just all of the text boxes but also any annotation ellipses you may have created.



Once all of the text is selected you can see that each text box's handles are visible, this means it is indeed selected. Now apply any changes you like and all of the text within those text boxes will change accordingly.

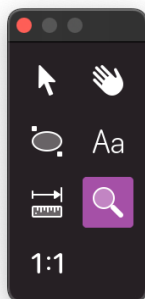
2.8 Zooming

Introduction

As you would expect with any modern application you can zoom in and out of your documents in DWG Viewer and there are a few different ways to do so.

To Zoom in with the Zoom Tool

- 1) Open the Tool Palette via Window > Tools (If not open already).
- 2) Select the Zoom Tool.



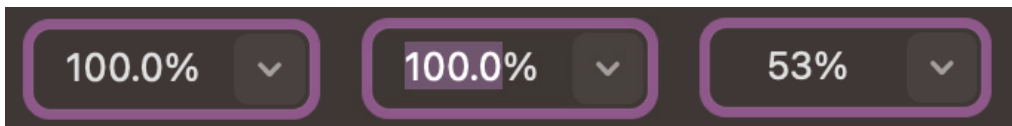
- 3) The cursor will change to a Magnifying Glass and will display a + to represent zooming IN.
- 4) Click where in the document you would like to Zoom in.
- 5) You will Zoom in 2x into your drawing.

To Zoom Out with the Zoom Tool

- 1) Open the Tool Palette via Window > Tools (If not open already)
- 2) Select the Zoom Tool
- 3) The cursor will change to represent a magnifying glass and will display a + to represent zooming IN.
- 4) Hold the alt / option key on your keyboard. The cursor icon will now display a magnifying glass with a - to represent zooming OUT.
- 5) Click where in the document you would like to Zoom out from.
- 6) You will Zoom out 2x out of your drawing.

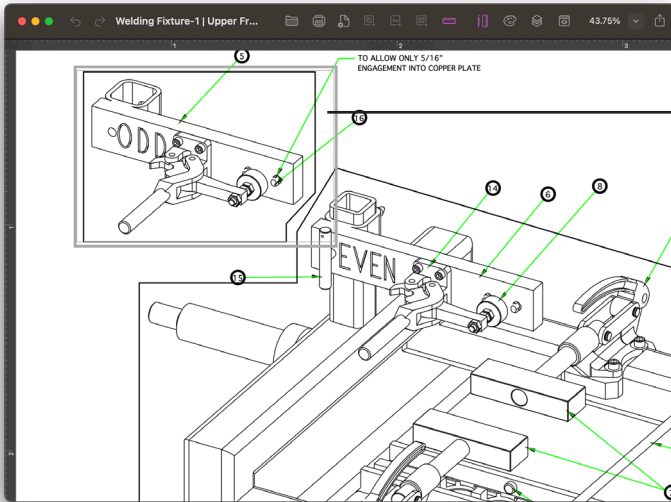
Using the Zoom % Tool bar Icon

In the Tool Bar is a Zoom Panel. If you click on the down arrow a drop down will appear where you can select what zoom level you would like to be at within the drawing. You can also click in the text and type in your desired zoom level if you want something more specific.

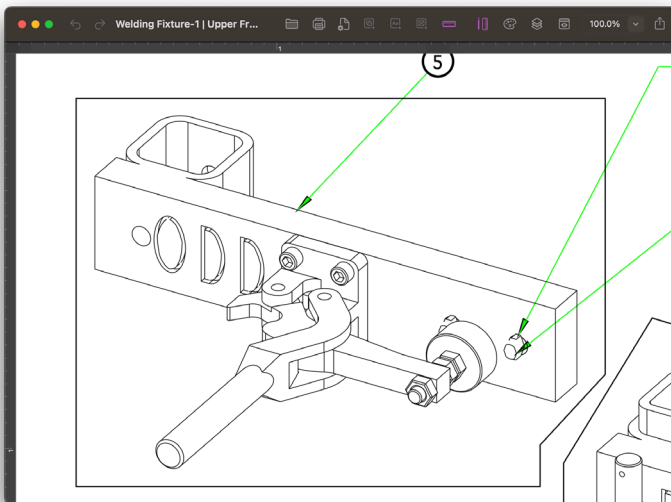


Using Marquee Zoom

Select the Zoom tool from the tool palette and then click and drag out a Marquee around the area you want to zoom in on. When you release the mouse it will zoom in on the area you have chosen and fit it to the size of the current application window.



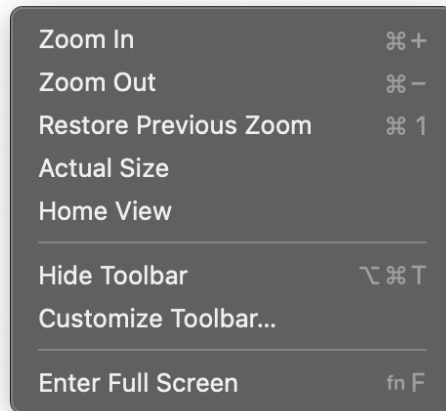
Marquee Zoom Selection



Marquee Zoom Selection zooms in and now fits the application window.

Zooming via the View Menu

You can also zoom in via the View Menu. In this menu you can zoom in, zoom out, restore the previous zoom, revert to actual size, revert to home view and view DWG Viewer in full screen mode. You can also customize the toolbar here.



To Zoom In via the View Menu

- 1) With your file open go View > Zoom In
- 2) You will Zoom In 2x on the drawing

To Zoom Out via the View Menu

- 1) With your file open go View > Zoom Out
- 2) You will Zoom Out 2x on the drawing

To Restore Previous Zoom via the View Menu

- 1) With your file open go View > Restore Previous Zoom
- 2) You will Zoom In or Out to the zoom level you were at before you last zoomed. If you were at 100% and zoomed in to 120% you will then restore your zoom back to the 100%.

To go to Home View via the View Menu

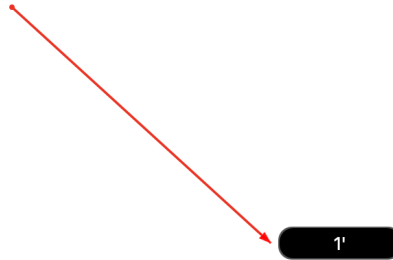
- 1) With your file open go View > Home View
- 2) Your document will move to the rulers' zero points but will maintain the current zoom level.

To Enter Full Screen Mode

- 1) With your file open go View > Enter Full Screen
- 2) Your drawing will now be displayed in Full Screen Mode.

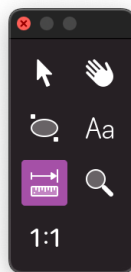
2.9 The Measure Tool

The Measure Tool is a point to point measurement tool in DWG Viewer. It updates live on the screen to show you the measurement in the same units as the document was opened in. What this means is that if you choose to open the document in mm (millimeters) it will display the measurements on the measure tool in mm. If you open the document in Inches it will display as inches and so on.



To use the measure tool

- 1) Open the tool palette via Window > Tools, if not already open.
- 2) Select the Measure Tool from the tools palette, or keyboard shortcut M

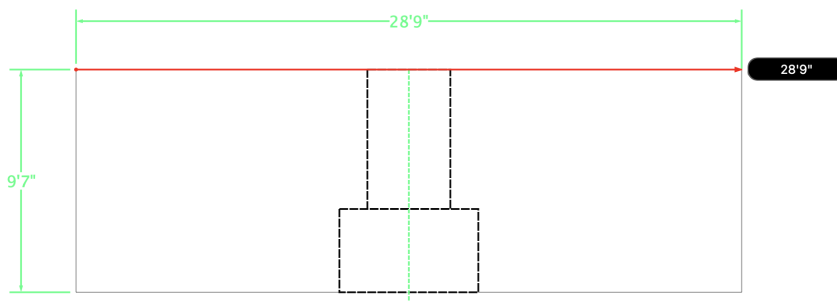


3) Move the cursor over the first point you want to measure from, the measure tool will snap to that point.

4) Hold down the mouse and drag from that first point. You will see that a measurement appears above the second point and live updates as you drag it around.

5) Release the mouse to end this measurement.

The Measure Tool can be used to take measurements of the document and therefore help you to double check that the DWG files you are sent are correct. Below is a DWG document in which the creator has stated that the total width is 28' 9". With the use of the Measure Tool and the way DWG Viewer interprets scale we can confirm that it is the correct length.



2.10 Saving & Exporting Files

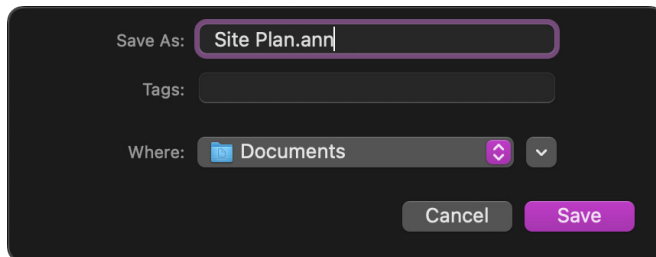
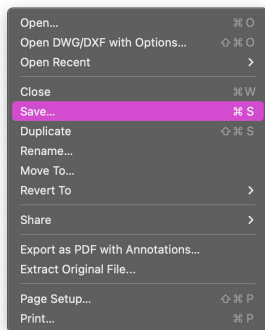
After adding your annotations to your file you may want to save your changes to send to a client or simply to work on again later. You can do this by saving the document as an annotation file (.ann).

You can also export your file as an uneditable PDF if your recipient only needs to view the document.



To Save your annotations as an Annotation File:

- 1) Go File > Save or Keyboard Shortcut cmd + S
The Save dialog appears.

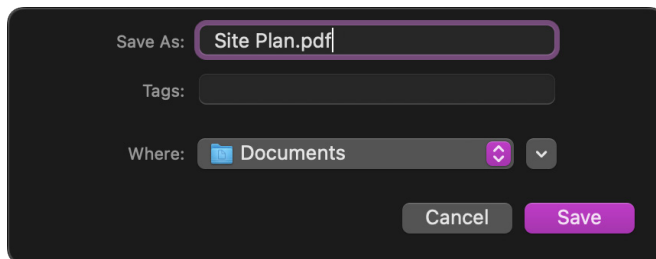
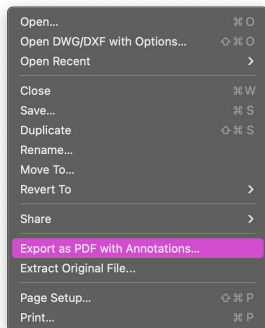


- 2) Notice that the file name is appended already as .ann (annotation file).
- 3) Choose your save location. This is where the file will appear once saved.
- 4) Press the Save button. Your file will now be saved.

These .ann files can be reopened to be worked on again but can also be sent to somebody else for them to make changes in their copy of DWG Viewer. DWG Viewer 3.0 also has an AutoSave feature to keep your files up to date, auto save will save your file as you make changes but only once the file has been manually saved once.

To Export your annotations as a PDF

- 1) Go File > Export as PDF with annotations. The Save dialog appears.



- 2) Notice that the file name is appended already as .pdf
- 3) Choose your save location. This is where the file will appear once saved.
- 4) Press the Save button. Your file will now be saved.

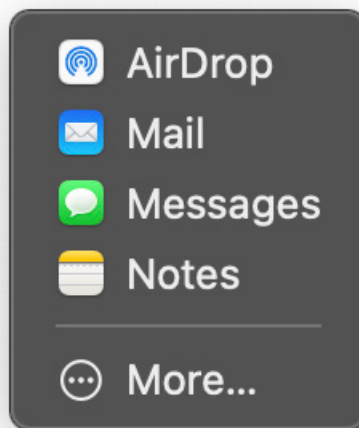
These .pdf files are image files and cannot be edited. Their main benefit is that they can be universally opened by Mac, PC and even mobile devices running iOS and Android. This would be the best way to send your file across to somebody not using DWG Viewer for them to see what you are working on.

2.11 Sharing your files

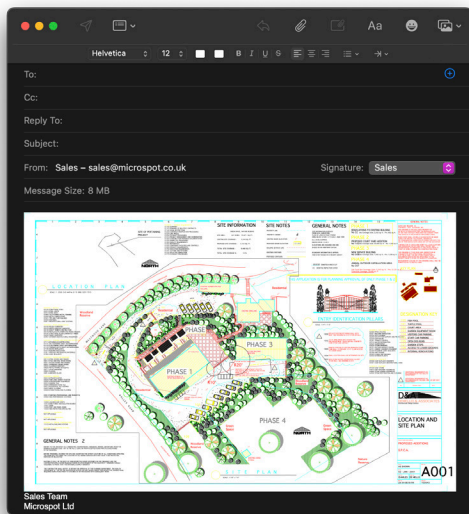
After you have made your annotations or highlighted areas of interest on your DWG, DXF, MD60 or MD70 file you might need/want to send the annotated file to friend or colleague. This has never been easier with the addition of the Share Tool.

To Share a File:

- 1) Click the Share Tool Bar icon. The share options will appear.



2) Choose which of the Share options you want. We will use Mail in this example. Click on Mail and if you have mail set up on you Mac it will launch and open a New mail with a PDF of the file attached.



3) You are now free to send the PDF image of the file you are working on to your contacts.

Note: You may have noticed the 'Recents' section at the base of the Share options. This will populate once you have started sending emails from the DWG Viewer App.

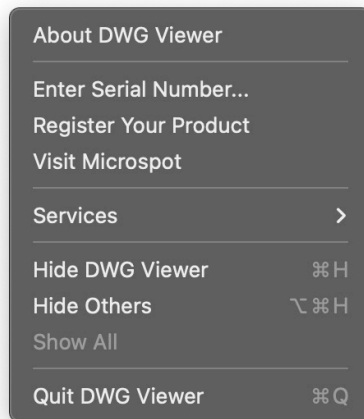
Chapter 3

Menus & Shortcuts

3.1 Menus

The Menus are found in the Menu bar at the top of your Mac display.

Microspot DWG Viewer Menu



About DWG Viewer

Displays the About Dialog which shows the version number of DWG Viewer, the licensed user and the total number of objects in the document.

Enter Serial Number...

Allows you to repeat the serial number registration to view your existing serial number or change your licensed user or serial number.

Register Your Product

This will take you to the Microspot website where you can register your product on the Microspot database.

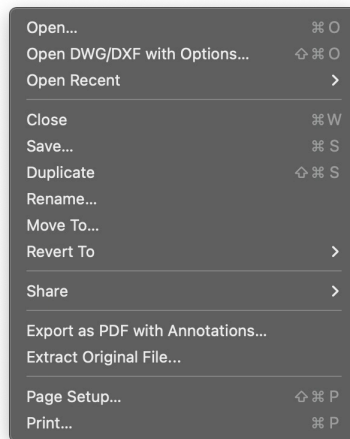
Visit Microspot

This will take you to the Microspot homepage. Here you can navigate the latest news and updates or upgrade to the latest version of DWG Viewer or MacDraft Pro.

Quit DWG Viewer

This will Quit the DWG Viewer application, if you haven't yet saved your open files you will be prompted to do so.

The File Menu



Open

Displays the standard Open dialog to allow you to open your DWG, DXF or MD60 files, using this open method will open files automatically without options.

Open DWG/DXF with Options

Displays a set of on screens displays to help you open your DWG/DXF file with particular settings such as scale and unit types.

Open Recent

Displays a list of your recently opened documents.

Close

Closes the currently active document window, prompting you to save if necessary.

Save

Displays the standard save dialog.

Duplicate

Creates a copy of your current document in a new window.

Rename

Allows you to rename the current document.

Export as PDF with Annotations

Displays a save/export dialog allowing you to create a PDF version of the current document.

Extract Original File

Saves a copy of the originally opened DWG, DXF, MD60 or MD70 in its original format.

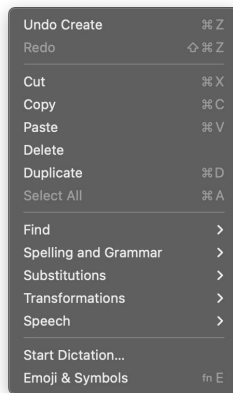
Page Setup

Displays a dialog allowing you to change your paper size and orientation.

Print

Displays the standard Print dialog allowing you to print the current document.

3 The Edit Menu



Undo

Reverses your previous action. E.g. Create a text box, type some text, change the color of the text. Press undo (cmd + Z) the text will go back to its default color.

Redo

Re-executes your previous action. E.g. Create a text box, type some text, change the color of the text. Press undo (cmd + Z) the text will go back to its default color, now press redo (cmd + Shift + Z), the text color will change back to the color you added.

Cut

Deletes the selected object but copies it to clipboard first to be pasted elsewhere.

Copy

Copies the selected object to the clipboard leaving the original in place.

Paste

Adds the cut/copied object into the document. The object will be pasted in the location you last clicked.

Duplicate

Creates a copy of the selected object and automatically pastes it next to the original object.

Select All

Will select all objects in the drawing (Text and Ellipses).

The Text Menu



Font

Displays a pop up to open the system Fonts, apply Bold, Italic or Underline or make the selected text one size bigger or smaller.

Align Left

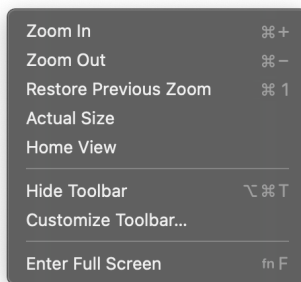
Aligns the selected text to the Left of its respective text box.

Center

Justifies the selected text to flow to the Center of its respective text box.

Align Right

Aligns selected text to the Right of its respective text box.



Show Tab Bar

Displays currently open tabs.

Zoom In

Zooms in on the document one level.

Zoom Out

Zooms out of the document one level.

Restore Previous Zoom

Reverts back to your previous zoom level.

Actual Size

Your document will move to the rulers' zero points and will zoom to 100%.

Home View

Your document will move to the rulers' zero points but will maintain the current zoom level.

Hide Tool bar

Hides the DWG Viewer Tool bar.

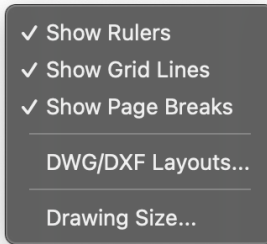
Customize Tool bar

Displays a drop down panel from the tool bar with additional tools / buttons to add to your DWG Viewer tool bar.

Enter Full Screen

Application enters full screen mode and fits the screen size of your Mac or Macbook.

The Layout Menu



Show Rulers

Displays/Hides the rulers on the currently open document.

Show Grid Lines

Displays/Hides the grid lines on the currently open document.

Show Page Breaks

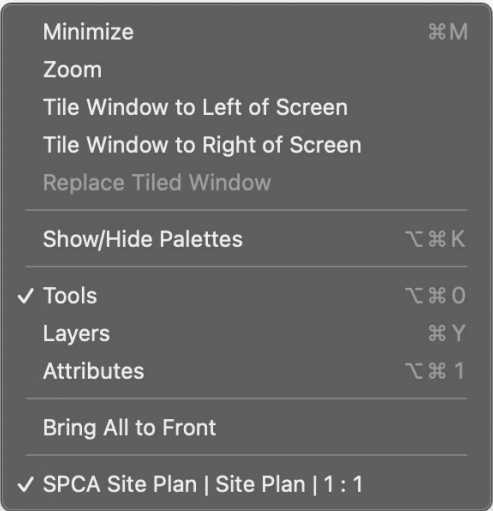
Displays/Hides the page breaks on the currently open document.

DWG/DXF Layouts...

Displays a dialog to allow you to open a different Layout from the currently opened DWG/DXF document.

Drawing Size

Displays a dialog which shows you how many pages are being used in the current document and also the total area of the document in mm or inches.



Minimize

Minimizes the current document to the dock.

Zoom

Fits the current document window to full screen but below the Menu bar.

Tile Window to Left of Screen

DWG Viewer will snap the active document window to the left of the screen.

Tile Window to Right of Screen

DWG Viewer will snap the active document window to the right of the screen.

Show/Hide Palettes

Shows all or Hides all currently active palettes.

Tools

Shows or Hides the Tools palette.

Layers

Shows or Hides the Layers palette.

Attributes

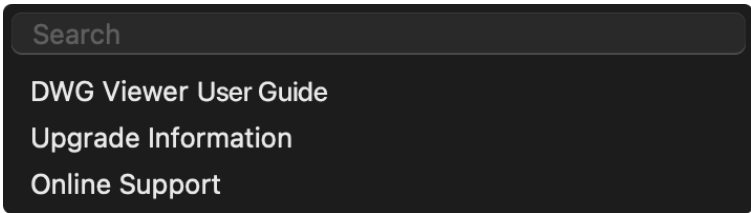
Shows or Hides the Attributes palette.

Bring All to Front

Brings all active palettes to the front of the screen (in front of document window).

SPCA Site Plan I 1:1

This is the name of the currently active document.



Search

Use this to search by keyword within the DWG Viewer Application.

DWG Viewer User Guide

Displays the PDF DWG Viewer User Guide.

Upgrade Information

Takes you to microspot.com for the latest version and upgrade information.

Online Support

Takes you to microspot.com to submit a support request.

The Arrange Menu



Bring to Front and Send to Back

Move the selected object(s) to the front of back respectively.

Move Forward One and Move Back One

Move the selected object(s) forward by one stack position and backwards by one stack position respectively.

3.2 Keyboard Shortcuts

Keyboard Shortcuts for DWG Viewer Tools.

| Tool | Shortcut |
|----------|-----------------|
| Arrow | V |
| Hand | H or Spacebar |
| Ellipse | E |
| Text | T |
| Measure | M |
| Zoom | Z |
| Zoom Out | Z then hold alt |

Additional Shortcuts

| Action | Shortcut |
|--------------------|-----------------|
| Save | cmd + S |
| Open | cmd + O |
| Open with Options | cmd + shift + O |
| Duplicate | cmd + shift + S |
| Close Window / Tab | cmd + W |
| Quit DWG Viewer | cmd + Q |
| Print | cmd + P |
| Page Setup | cmd + shift + P |
| Undo | cmd + Z |
| Redo | cmd + shift + Z |
| Cut | cmd + X |
| Copy | cmd + C |
| Paste | cmd + V |
| Duplicate | cmd + D |
| Select All | cmd + A |
| Show Fonts | cmd + T |

| | |
|------------------------------|--------------------------|
| Make Text Bold | Select text then cmd + B |
| Make Text Italic | Select text then cmd + I |
| Make Text Underline | Select text then cmd + U |
| Align Text Left | Select text then cmd + { |
| Align Text Center | Select text then cmd + |
| Align Text Right | Select text then cmd + } |
| Hide Toolbar | alt + cmd + T |
| Minimize DWG Viewer | cmd + M |
| Show/Hide Active Palettes | alt + cmd + K |
| Show/Hide Tools Palette | alt + cmd + O |
| Show/Hide Layers Palette | alt + cmd + Y |
| Show/Hide Attributes Palette | x + cmd + 1 |
| Bring to Front | shift + cmd +] |
| Send to Back | shift + cmd + [|
| Move Forward One | cmd +] |
| Move Back One | cmd + [|