

Recap Handout

# Archicad Beginner Tutorial

17<sup>th</sup> & 24<sup>th</sup> 2023



GRAPHISOFT  
**Archicad**<sup>®</sup>



# Intro

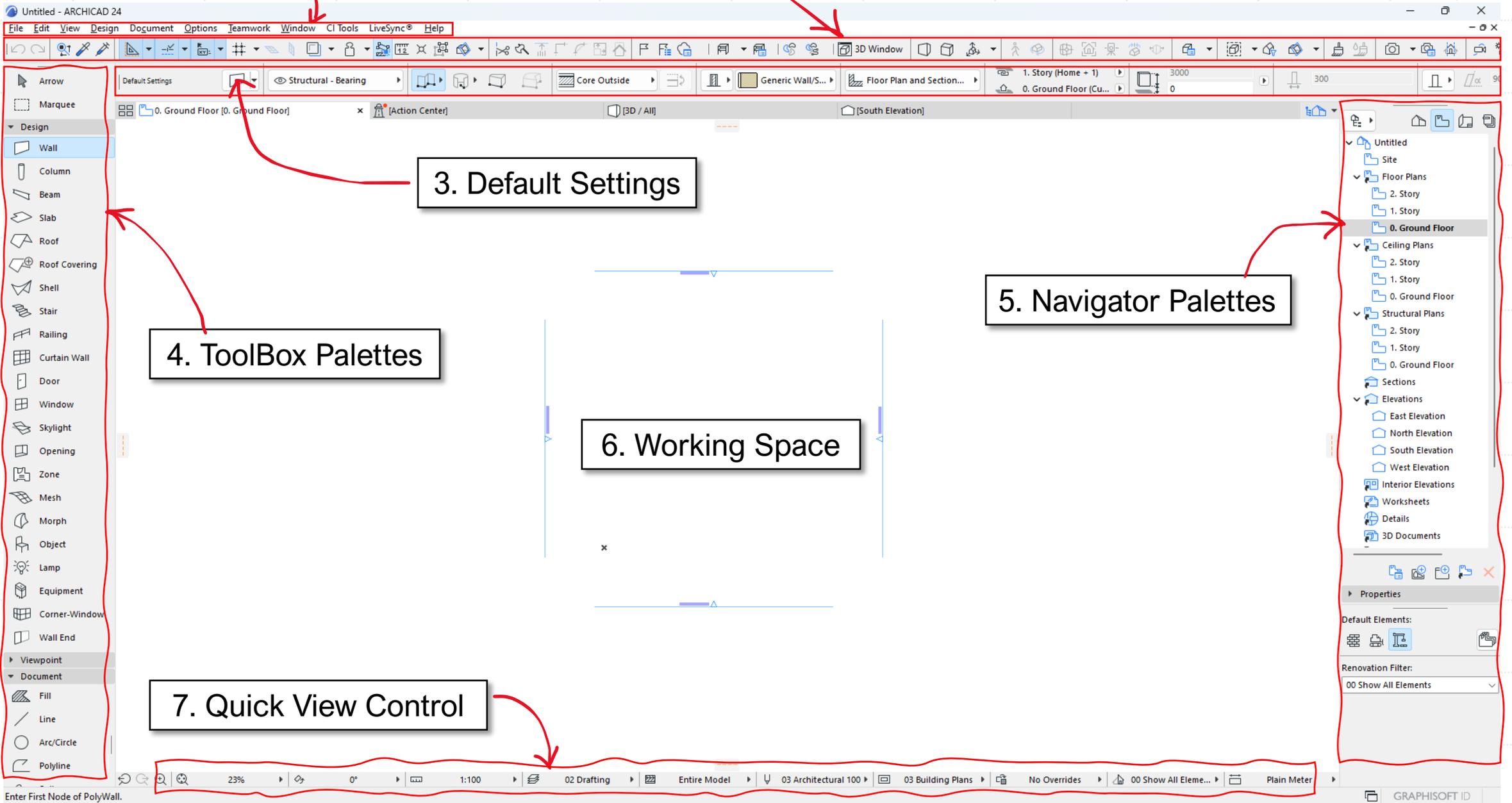
- Archicad is the OG (Original Gamer) of BIM. Developed since the early 80s.
- BIM is now a compulsory skill for the AEC (Architecture, Engineering and Construction) industry.
- You can get Archicad Edu Version which has the full function for free at <https://myarchicad.graphisoft.com/>
- **Best way** to learn professional software is to learn at your own pace and put in much practice.
- Use **Learn.Graphisoft.com** to enrol on their free beginner course.

# Interface

- ArchiCAD has a classic interface layout. It's simple, open plan, and,
- Can be broken down into 7 main parts:
  1. Menu bar - It's where are the function tools, settings, and add-ons organised.
  2. Standard toolbar - Quick access to a selection of editing tools. It can be customised.
  3. Default settings - Settings for any selected tool or component.
  4. Toolbox Palette - All design tools, 3D, 2D and Annotation. It can be customised.
  5. Navigator Palette - Navigate through, and organise project views, also place to publish to pdf etc.
  6. Working space or the Canvas - Your modelling and drafting space, depending on which view is on.
  7. Quick view control - Quick setting to the view, scale, layer, pen sets etc...

1. Menu Bar

2. Standard Toolbar



3. Default Settings

4. ToolBox Palettes

5. Navigator Palettes

6. Working Space

7. Quick View Control

# Building a small house

- Aim to build a single-story dwelling using 5 simple tools from the Toolbox palette.
- Focus of practice:

- **a. Setting up the work environment.**

- **b. Learning the tools and making sure the settings are correct before building.**

- **c. Familiarise with drawing operations.**

- **d. Switch between views and save views.**

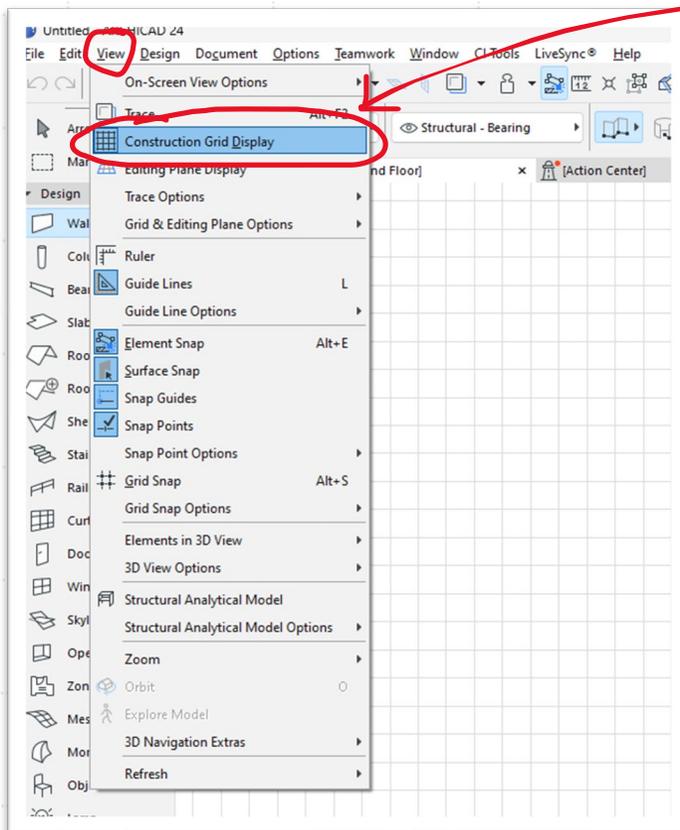
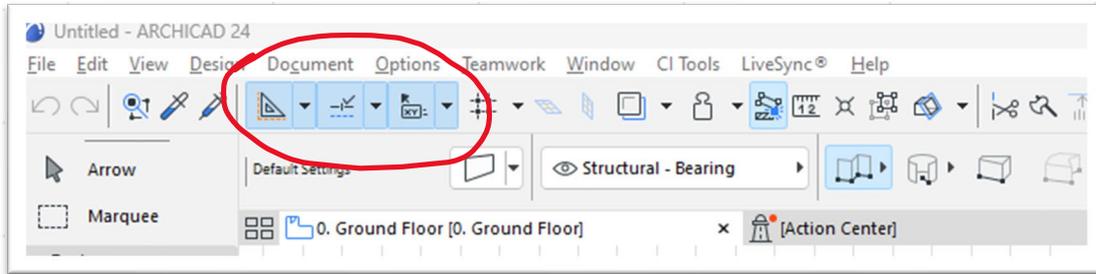
- **e. Save the view to a layout and publish it to a PDF file.**

Day 1 – Beginner

Day 2 – Advanced

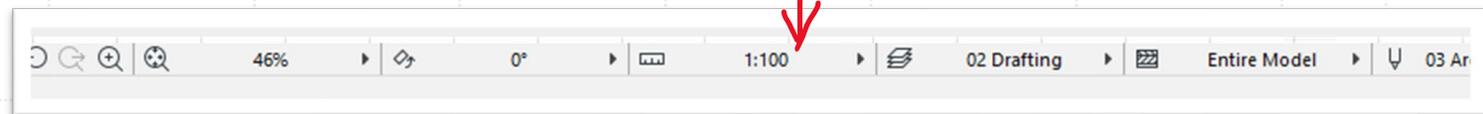
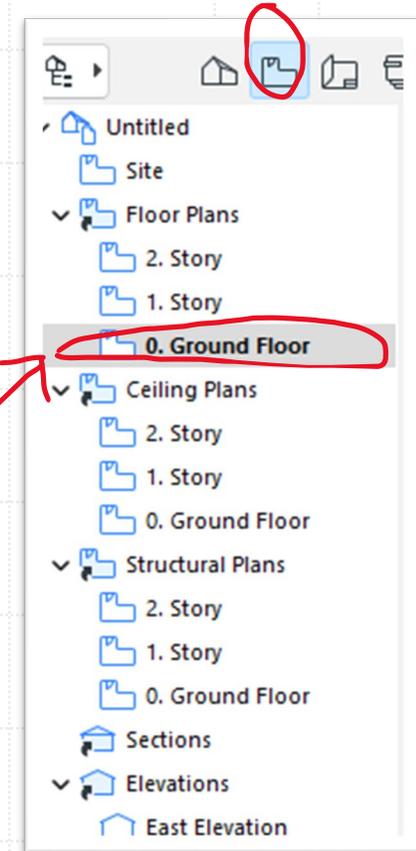
a) Setting up the work environment.

Step 1. Make sure the “Guidelines”, “Snap Guides”, and “Show Tracker.” buttons are checked



Step 2. Also, ensure the “Construction Grid Display” button is checked under the “View” menu.

Step 3. Ensure you are on “Ground floor view” from the view map, and the drawing scale is set to 1:100



b. Learning the tools and making sure the settings are correct before building.

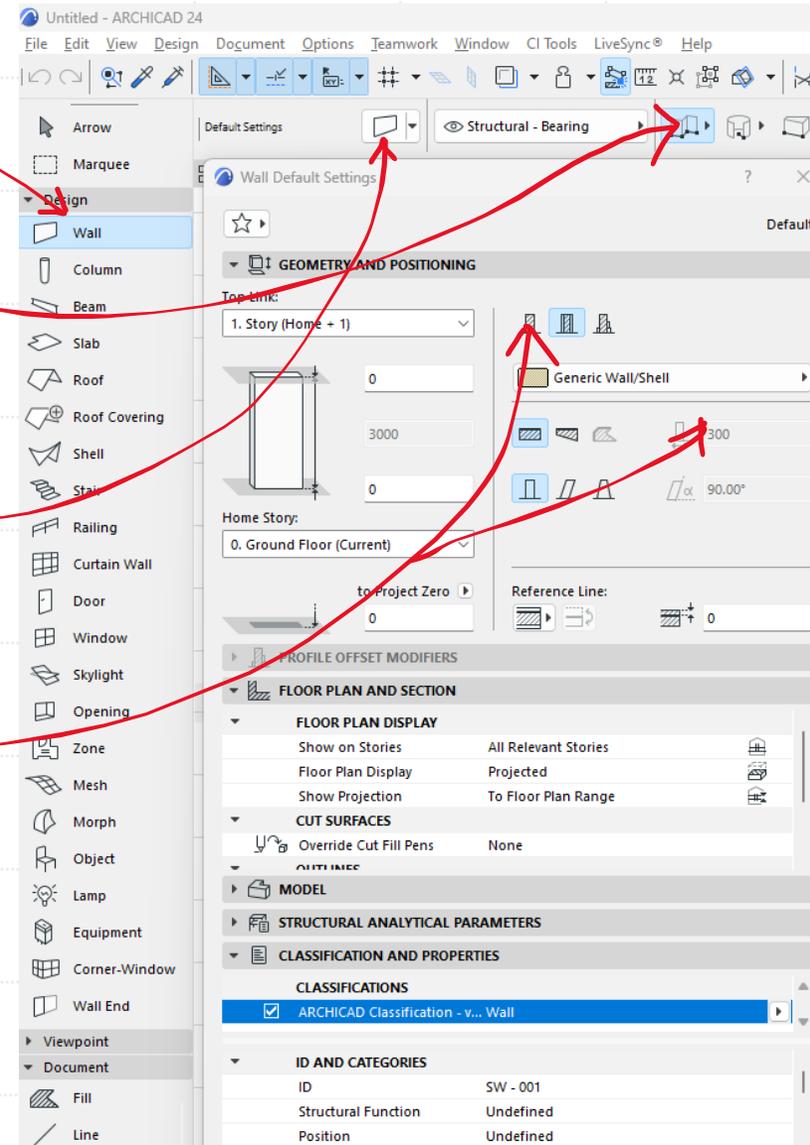
Step 1. Click on the **“Wall”** tool

Step 2. Ensure Geometry Method is set to the third one: **“Rectangular.”**

Step 3. Click on the wall icon on the default setting bar to open the **“Wall Default Settings”** dialogue box.

Step 4. Change the wall structure to **“Basic”**, and change wall thickness to **90**

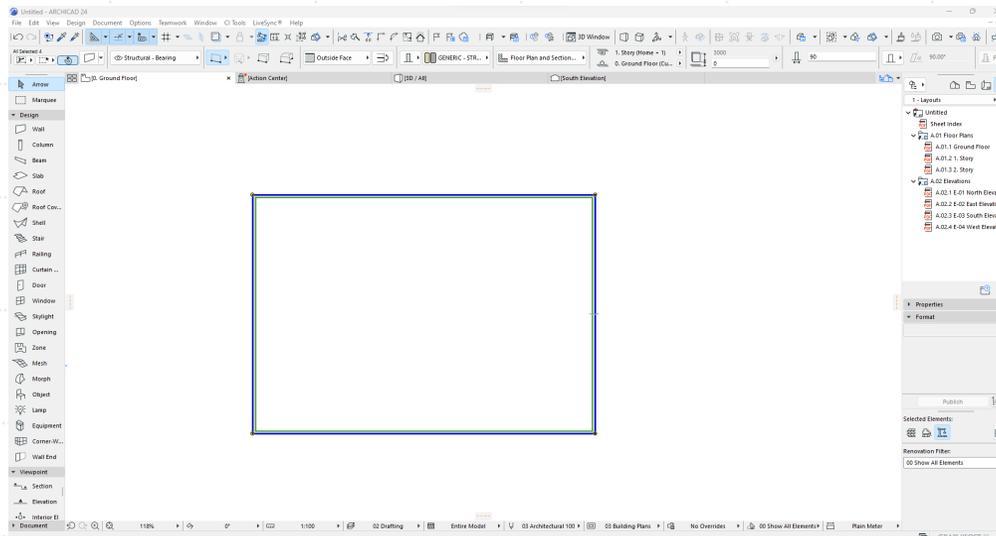
Step 5. Also, go through other settings in the drop-down list. Make sure the settings make sense. Feel free to change the **“Override Surfaces”** settings.



## c. Familiarise with drawing operations.

Step 1. After setting up the wall tool, try to use the wall tool to draw a 10mx7m square on the ground floor. Pay attention to the following:

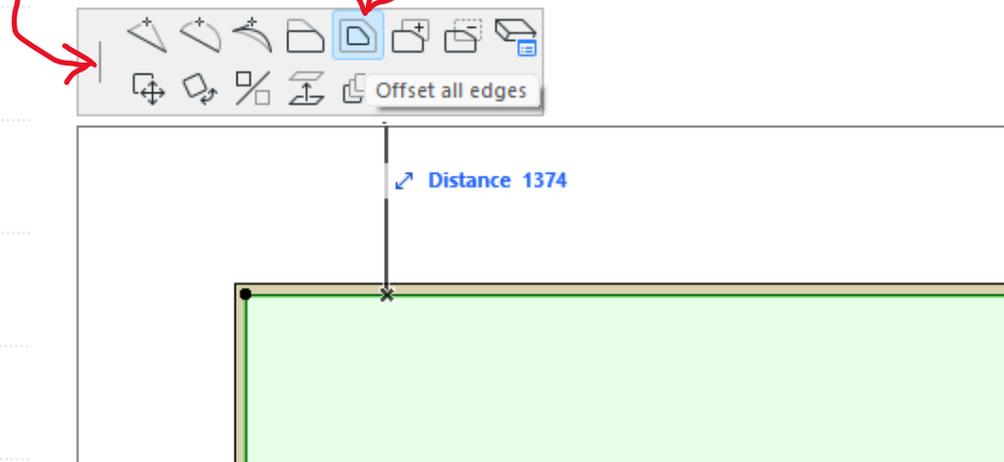
- The blue dashed guidelines
- The number trackers near your cursor, which you can press “TAB” to type in some numbers.
- Learn to use the **Mid Mouse Button** and the **Scroll Wheel** to move around and zoom in on the working space/canvas.
- If you are happy with the walls you draw, hit the **ESC** key and return to selection mode.



### c. Familiarise with drawing operations. (Continued)

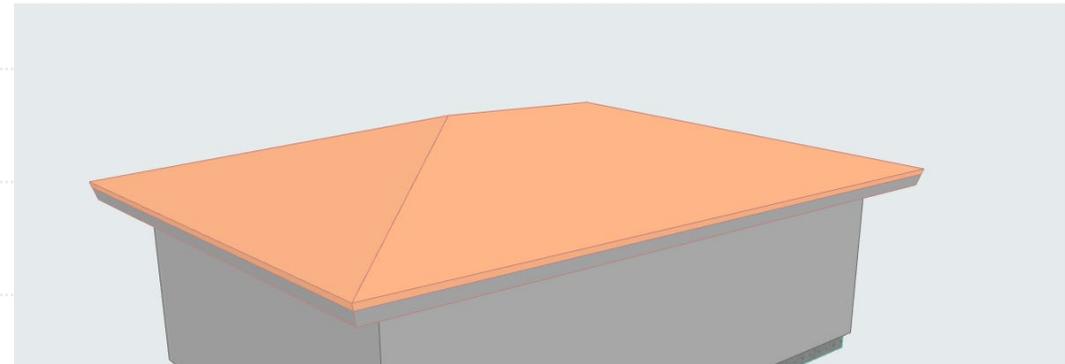
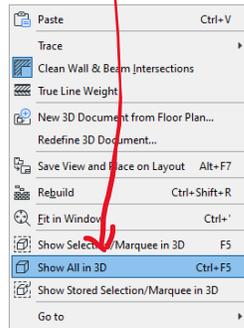
Step 2. Use the same methodology with the “Slab”, “Roof”, and “Mesh” tools to add floor, roof and site mesh components to your building. Notice:

- Make you check the default setting of the tool before drawing.
- You can use the “Space Bar” key to activate the magic wand function and click inside a confined area to speed up your modelling process.
- Use the small **“Editing Toolbox”** that appears near your cursor when you have selected a component to edit the building components to your liking. A useful one, in this case, would be: **“Offset all edges.”**



### c. Familiarise with drawing operations. (Continued)

Step 3. When you finish, either right-click on a blank space on the **“Canvas.”** and choose **“Show All in 3D”** or navigate to the **“3D/All tab”** above the canvas space to inspect your building in 3D.



**Note:** The **“Shift + Mid Mouse Button”** is used to spin the camera in 3D view. And click **“Mid Mouse Button”** to pan the camera.

**Note:** You can use the **“Window Tool”** and **“Door Tool”** to add windows and doors on the wall in either 3D window or plan. Explore them and see what you can achieve.

## c. Familiarise with drawing operations. (Continued)

Step 4. Try to achieve something like this:



Step 5. Now we built a simple house in ArchiCAD. This concludes the Day 1 beginner part of the tutorial. On Day 2, the Advanced part, we tried to build a multi-storey building using the same techniques.

The concept and workflow are the same when building a complex project. Learning different tools and editing options and familiarizing the operations (e.g., shortcut keys) through practice is essential. Check out the [Learning Resource.pdf](#) in the scratch folder to learn at your own pace.

## d. Switch between views and save views.

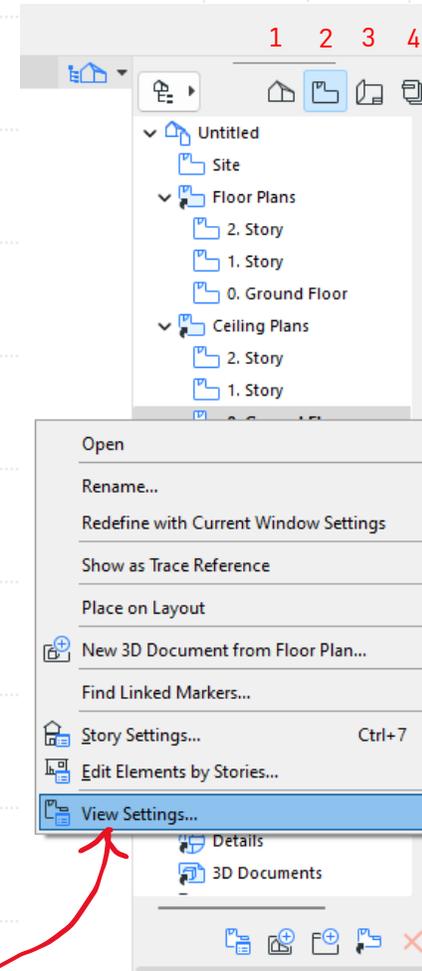
(Some recaps on the essential skills needed to understand the BIM system)

Step 1. Understanding the logical relations between different views and saving view settings is essential when using BIM software.

- On the navigator palette, four buttons let you switch between different **Views**. These are:

- 1) Project Map
- 2) View Map
- 3) Layout Books, and
- 4) Publisher Set.

- **Project Map** is where all the model and drafting components live. You can design in this view, but the view settings (Scale, Layer, Pen Weight) won't be saved in the "Project Map." Some people use this view to design because there is more freedom,
- **View Map** is more organised. It lets you save **settings** for each floor view, elevation or section... Use the **View Maps** to decide how you want your drawings to look like.

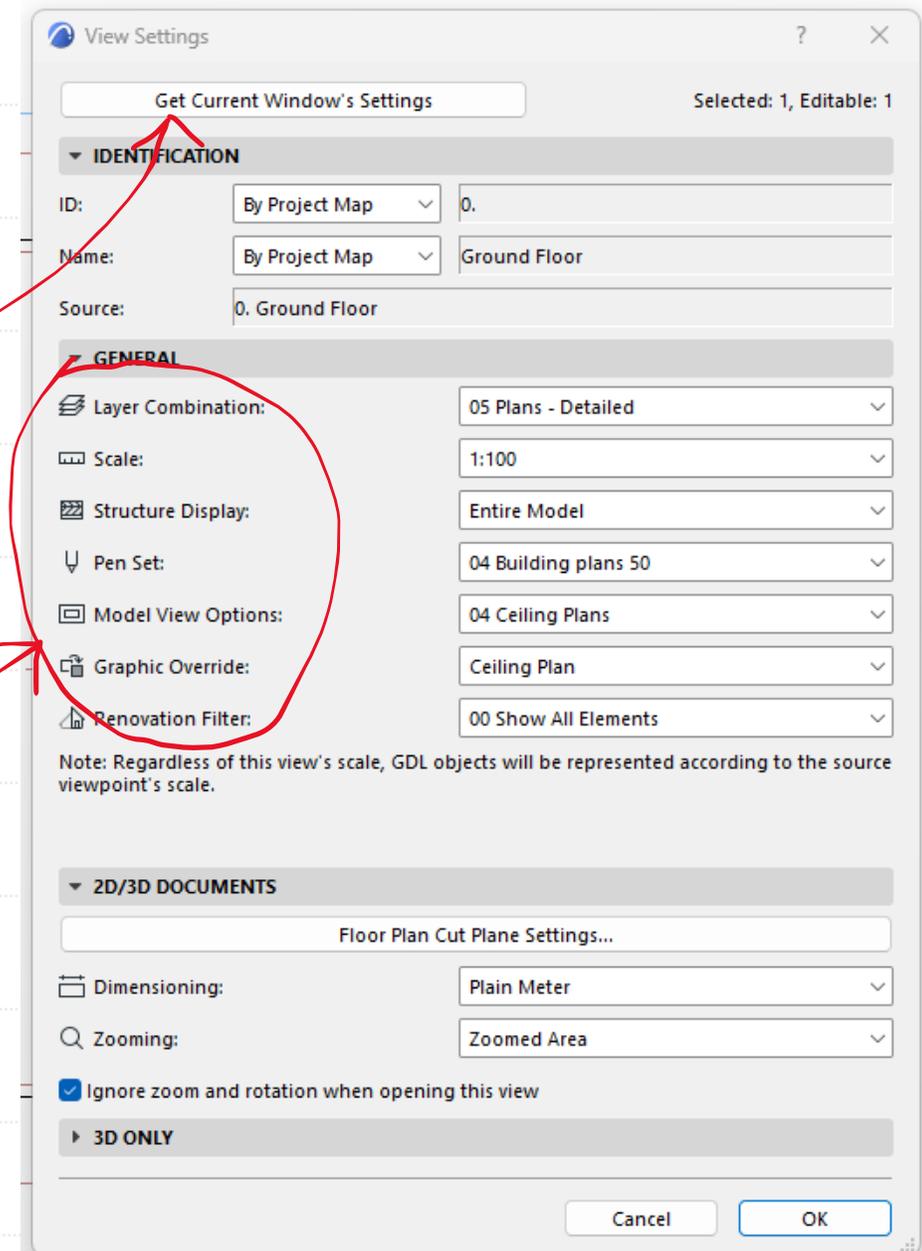


#### d. Switch between views and save views.

(Some recaps on the essential skills needed to understand the BIM system)

Step 2. The quickest way to save a **View Setting** is by using the **“Get Current Window’s Settings”** button in the “View Setting” dialogue box. However, you can set the settings manually in the drop-down lists.

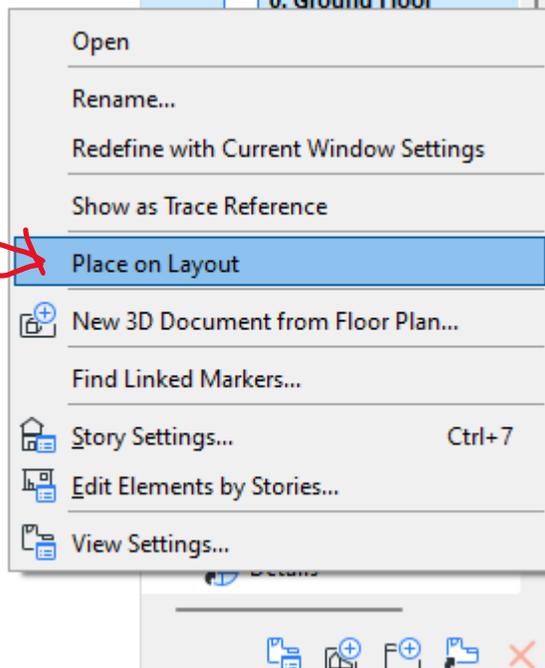
Step 3. View settings and their attributes can also be found in the **“Quick View Control.”** at the bottom of the Canvas.



e. Save the view to a layout and publish it to a PDF file.

Step 1. After setting up a view, right-click on the view and choose **“Place on Layout”** to save your drawing on a layout. Adjust it to fit.

Step 2. Navigate to the **“Publisher Set”** to Publish a PDF or DWG file. Explore the options to suit your liking, such as file path etc...



### The End of Tutorials

Now you have published a drawing using ArchiCAD. If you have struggles, Check out [Learn.Graphisoft.com](http://Learn.Graphisoft.com) and [LEARNING RESOURCE.PDF](#) file we prepare for you.

