

# **CAD Office Standards Manual**

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*Standard settings, conventions, defaults, and practices need to be determined and used office-wide in order to optimize the effectiveness of ArchiCAD (or any CAD of office automation system), turning it into a true time saving architectural efficiency tool. Use this outline as the basis of your Office Standards Manual.*

### **Chapters**

1. Stationary/templates (pre-set "starter drawings")
  - Residential
    - Custom homes
    - Additions
  - Commercial
  - Site
  - Special
2. Grid settings
  - Construction grid
  - Snap grid
3. Default scale for modeling
4. Preferences settings for:
  - Drawing units
  - Dimensioning units
  - Mouse constraints
  - Levels of un-do
  - Location of ArchiCAD temporary file
  - Keyboard shortcuts
5. Tool setting defaults for:
  - Wall settings
  - Window settings
  - Door settings
  - Slab settings
  - Roof settings
  - Mesh Settings
  - Line types
  - Patterns and hatches
  - Zone settings
  - Text and font point sizes
    - Room names
    - Notes
    - Sheet names
    - Section markers
    - Call-out markers
    - Detail markers
  - Dimensions
    - Font and point size
    - Standard distance the dimension string should be from walls or objects
    - Witness line gap
    - Tick mark/arrow style and pen number/thickness

6. Layer names and layer combinations
7. Line types
8. Fill types
9. Material types for rendering
10. Composites
11. Pens & colors along with respective line weights for each pen (255 total)
12. Drafting symbol conventions
13. Detail management and archival/retrieval
  - Detail layout conventions
  - Construction detail marker symbols
14. Title blocks
15. Window and door call-out marker system
16. Drawing scales for output
17. Guidelines for communication with consultants
  - Civil
  - Structural
  - Mechanical
  - Electrical
18. File conversion setup to communicate with other programs and consultants, especially AutoCAD
  - Customizing the AutoCAD “DXF-DWG config files”
19. Schedule templates
  - Doors
  - Windows
  - Finish
20. Notes and specs (procedures for integration into drawings)
21. Plotting and output strategies
  - Plotting in-house
  - Plotting via a service bureau (or reprographics house)
22. Client presentation guidelines
  - What is included in standard service
  - What are billed as extras (photomontages, VR’s, animations, renderings, facilities management, marketing images, etc.)
23. Project file folder organization structure
24. Object and symbol library management
25. File and data backup strategies
  - Single computers
  - Entire network
26. Training and professional advancement
  - In-house regular training
  - Out-sourced training
    - Digital Vision Training Classes
  - User Clinic participation
27. Software upgrade strategy
28. Computer troubleshooting and system integration
  - In-house system manager (official or de facto computer/CADD guru)
  - Outside computer consultants and specialists
    - Hardware
    - Network
    - Software training
    - Project Assistance
    - Plotting
    - GDL object creation