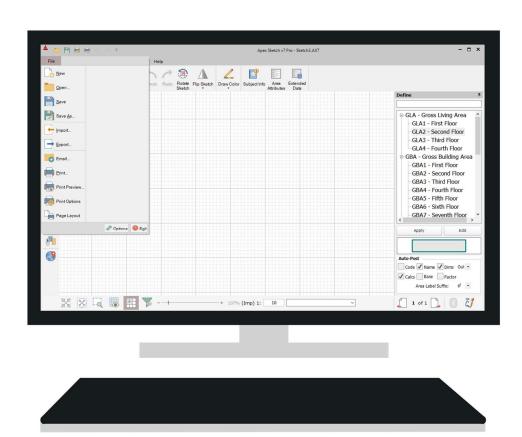


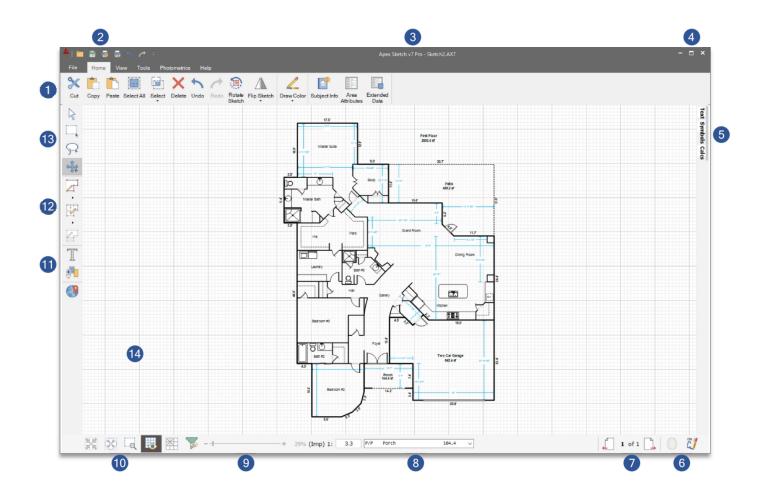
# Apex Sketch v7

# Toolbars & Panels



## **Apex Sketch Version 7 – User Interface**

The Apex Sketch User Interface (UI) offers a familiar look for existing users with a bevy of new features and functionality. If you're new to Apex, don't let all the buttons and icons worry you. You'll soon learn the basics of drawing and see how easy Apex is to use. But before you jump to the tutorials, take a little time to get to know the components that make up the Apex Sketch v7 UI.



#### **Apex Sketch v7 User Interface**

- **1** Ribbon Menu
- 2 Quick Access Toolbar (QAT)
- 3 Title Bar
- 4 Window Controls
- **5** Panel System
- 6 Bluetooth & Ink Indicator
- **7** Sketch Page Indicator

- **8** Heads Up Display (HUD)
- **9** Zoom & Scale Controls
- **10** Canvas/View Tools
- **11** Library Tools
- **12** Drawing Tools
- **13** Selection & Pan Tools
- **14** Drawing Port

#### The Ribbon Bar

The new Ribbon Bar in Apex Sketch v7 is simple to use, but you need to be aware of a few things to get the maximum benefit from this component. At first glance, the menus look no different than any other Windows application.

However, once you access one of the "menus", you'll quickly notice the difference. The ribbon bar has a lot more to offer than traditional pull-down menus. All the functions are placed in a horizontal fashion giving access to your tools with minimal intrusion of your work space.

**Note:** To hide the Ribbon Menu at any time, you may double-click (or double-tap) the menu tab. This places the Ribbon in an alternative mode that will "auto-hide" after you have selected a menu item.

#### File Menu

The File Menu consists of system type operations that pertain to the actual Sketch Files themselves. This is also where you will find other pertinent functions such Import/Export and Print.

- **New** (CTRL + N): Choose this option when you want to begin a new sketch file. This action will immediately open an empty sketch file. If you haven't saved your current sketch file, you will be prompted to save your work before continuing.
- **Open** (F3): Use Open if you wish to open an existing sketch file. Doing so will launch the File open dialog and display the Open Files directory.
- **Save** (F2): When you're ready to save your work, choose this option. If you haven't previously saved your sketch, the File Save dialog will open and display the Save File directory where you will be prompted to give your sketch a name.
- **Save As**: If you'd like to save your sketch file with a different name or save it in different file format such as v5.x for use with Apex v5.x, choose this option.
- **Import**: Allows you to import a file which will take on all the subject information properties as well as the file name of the current sketch you are working on.
- **Export File** (CTRL + F12): Export File allows you to save your sketch file with a different name or save it in a different file format such as v5.x for compatibility with version Apex v5.x. You may export your sketch files in a variety of image formats.
- **E-mail Apex**: This option helps to send a message to the Technical Support with any questions you may have.

#### File Menu (continued)



**Print**: Print will send your sketch file to the printer of your choice. There are several options to choose from. Print Setup, Page Layout and Print PDF.



**Print Preview**: This option allows you to preview how your sketch will look when printed before actually sending it to your printer.



**Print Options**: Choosing this option will open the Printer Setup dialog where you can choose your printer along with other settings pertaining to the printed output of your sketch files.



**Page Layout**: Page Layout provides several options when running Apex Sketch v7. You may choose from a variety of page sizes and styles to match your own preferences and/or requirements.



**Options**: Choosing Options from the file menu will open the Configuration & Settings dialog which allows you to tailor Apex Sketch v7 around your own needs and preferences.



**Exit**: This button will close Apex Sketch v7 prompting you to save your sketch file if you haven't already done so. If Apex Sketch was launched via integration, you will be returned to the calling application.

**Note**: You may have noticed the **MRU** (**Most Recently Used**) contained within the file menu although it won't be apparent until you have created/edited a few sketches. The MRU lists the most recent sketch files you were working with, giving you the added convenience of quickly locating and opening them should you need to.

#### **Home Menu**

The Home Menu is the "main" menu you will use for most of the operations used within Apex Sketch v7.



**Cut** (CTRL + X): The Cut function removes the selected item from view and stores it in the Windows Clipboard.



**Copy** (CTRL + C): The Copy function works much the same as Cut with the exception that it does not remove the selected item from view.



**Paste** (CTRL + V): Paste will place the object (stored in the Windows Clipboard) onto the drawing port. Paste can be used multiple times as well as a new location (i.e. new page).

#### Home Menu (continued)



**Select All** (CTRL + A): As the name implies, choosing this function will select all items contained within the active sketch page. This function is typically used for global changes (i.e. font or line styles), copy/paste and/or deletion.



**Select**: This function allows you to specify what type of entity to select. Once chosen, all of the entities (with the exception of Select Area) of that type will be highlighted within the drawing port for the active page.



**Select All Areas**: This allows you to select all drawn/defined areas contained on the active sketch page. This is helpful when making global changed to line styles, color and/or fill patterns.



**Select All Text Labels**: Allows you to select all Text Labels within your sketch. This is helpful when making global font changes and/or mass deletion.



**Select All Dimensions**: Allows you to select all dimensions contained within the active sketch page. Much like Select All Text, this is helpful when making global changes to all the dimension's font style as well as mass deletion.



**Select All Symbols**: Allows you to select all symbols contained within the active sketch page. When needing to remove symbols from the sketch, this is the quickest approach to selecting them all for deletion.



**Select All Free Form Lines**: This operation will highlight all free form (non-calculation) lines contained within the active sketch page. This is helpful when removing them from the sketch and/or globally changing their line style properties.



**Delete Selected**: Clicking (or tapping) Delete Selected will remove the selected item from the sketch. This function can be performed on single or multi-selected items.



**Undo**: Will undo the last action performed. This is helpful when making a mistake and you'd like to return to the previous state.



**Redo**: This action will Redo the last Undo. For example, if you draw a line and you perform an Undo the line will be removed. Using Redo will redraw the line once again.

#### Home Menu (continued)



**Rotate Sketch**: Although you can rotate individually selected items, Rotate Sketch allows you rotate the entire contents of the active page.



**Flip Sketch**: This function allows to specify how you would like to flip the sketch. Although you can flip individually selected items, Flip Sketch allows you to flip the entire contents of the active page.



**Flip Top to Bottom**: This function will flip the entire sketch from top to bottom in the drawing port.



**Flip Left to Right**: This function will flip the entire sketch from left to right in the drawing port.



**Draw Color**: When you need to distinguish your current drawing color from other drawn lines, using this function allows you to specify a color you wish to draw. Draw Color is temporary. Once the area is defined, all lines will change to match the area properties contained within the area definition.



**Subject Information**: This function will display the Subject Information pertaining to the current sketch file. This information is typically transferred from the calling application and can also be manually edited if/when Apex Sketch is used in a stand-alone fashion.



**Area Attributes**: Allows you to create & edit attribute (data collection) data for each area drawn within your sketch. This information is saved with each sketch file and may be gathered (parsed) by the calling application (provided Apex Sketch was launched via integration).

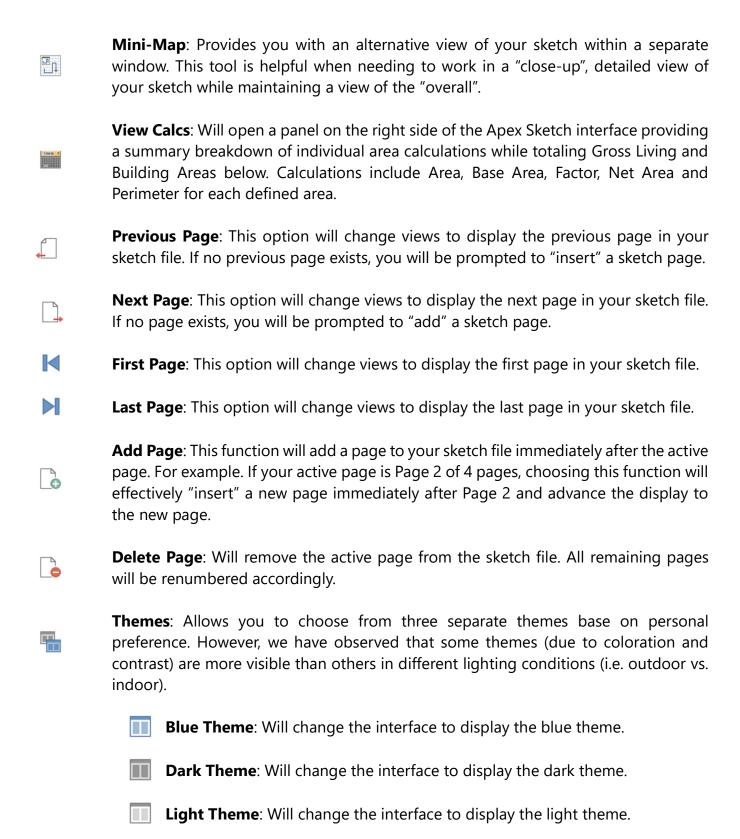


**Extended Data**: Contact Apex at 1-800-858-9958 for more info on Extended Data.

#### **View Menu**

The view menu contains those functions that primarily have to do with what you see and how you see them in your drawing port. There are also a couple of functions that allow you to physically change the appearance of your user-interface.

#### View Menu (continued)



#### View Menu (continued)



**Window**: This allows you to specify a Window size. Although this is not used often, it can be helpful when needing to create a specific size window to sketch in when managing multiple applications at once.



**Apply**: This function allows you to apply a current setting to legacy sketch files. This is very helpful in keeping all of your sketches uniform and consistent.

**Precision and Suffix:** This will apply the current suffix settings and precision (decimal places) to all dimensions contained in the sketch.

**Area Code Table Settings:** This allows you to select all drawn/defined areas contained on the active sketch page. This is helpful when making global changed to line styles, color and/or fill patterns.

**Cycle Dimensions**: This allows you to change the location of Dimensions within the sketch to Inside, Outside, or Hidden by repeating the command.

**Re-Post Dimensions:** 

Re-Post Labels:



**Grid On/Off**: Allows you to turn on/off the grid for added visual aid while drawing. By default, the Grid is configured to match the Step (whole feet) and can be configured to display Imperial or Metric based on your preferences.



**Filter**: Allows you to hide or show various classes of items withing your sketches without actually removing them from the file itself. This gives you the ability to control the detail level in your sketches without affecting the original sketch file and its contents.

#### Tools Menu (continued)

The Tools Menu, contains functions pertaining to program configuration and Bluetooth connectivity.



**Disto Connect**: Choosing this option will automatically begin polling for nearby DISTO™ laser meters. Provided your DISTO is equipped with Bluetooth, is on and Bluetooth is activated, Apex Sketch v7 will automatically detect and connect with your DISTO.



**Disto Disconnect**: Will terminate the Bluetooth connection with your DISTO.



**Options**: Choosing Options will open the Configuration & Settings dialog which allows you to tailor Apex Sketch v7 around your own needs and preferences.

#### **Help Menu**

The Help Menu contains those functions that allow you to view this reference material as well as other helpful options designed to assist you with Apex Sketch v7. If you are unable to find the answers to your questions from this menu, please don't hesitate to call us at 800-858-9958 and we'll do our best to assist you with all of your sketching needs.



**Email Support**: This option helps to send a message to Technical Support with any questions you may have.



**Remote Assistance**: This options allows an Apex Support team member to log in remotely and see what you area seeing live in real time.



**Online User Guide**: This is the option you choose to open the Apex Sketch v7 Reference Guide.



**Deactivate License**: Choose this option if you wish to unregister Apex Sketch v from your current device. This is typically done when changing to new machines and/or managing licenses between computers.



**Activate Module**: Choose this option if you would like to register a module on the current device.

#### Help Menu (continued)



**Deactivate Module**: Choose this option if you would like to unregister a module from the current device. This is typically done when changing to a new machine and/or managing licenses between computers.



**Updates**: This option will check and make sure Apex Sketch v7 is up-to-date with the latest version of Apex.



**About**: Will provide you with helpful information when contacting Apex Technical Support. Having this information handy when speaking with an Apex Representative is very helpful.

#### **Quick Access Toolbar**

The Quick Access Toolbar (QAT) gives you the flexibility to mix and match your frequently used commands, making them readily available by adding them to this toolbar.

#### **QAT Defaults**

If you do not change anything in the QAT, the default commands are as shown below. You may change the QAT to contain virtually any command available in Apex Sketch v7.



#### **Quick Access Toolbar – Defaults**

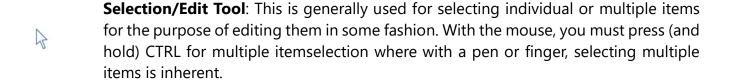
- **1** Window Control
- **2** Open File
- **3** Save As
- **4** Printer Setup

- **5** Print Preview
- **6** Undo
- **7** Redo
- **8** OAT Controls

Note: You can learn more about each command in their respective sections under "The Ribbon Menu".

#### **Drawing Toolbar**

The Drawing Toolbar is located on the left side of the program and contains all the tools needed to create and/or edit sketches in Apex Sketch v7.



- **Fence Tool**: This tool allows you to drag a fence (rectangular) around objects in your sketch. Once you release your mouse button or lift your pen/finger, all objects fully contained in the fence will become selected.
- Lasso Tool: Like Fence, the Lasso Tool allows you to select multiple items but with far more precision. Simply draw around the items you wish to select and anything fully contained within the "lasso" will become selected.
- Pan: This function allow you to move your drawing canvas (along with the sketch).

  This is particularly helpful when needing to view a specific section of your sketch while zoomed in or to simply move your sketch to create more drawing space.
- **Draw Exterior**: This Drawing mode allows you to draw lines (typically exterior) which will be used for calculation purposes. Simply put, if you want/need to calculate the shapes you draw this is the tool you should use.
- **Draw Interior**: This Drawing mode allows you to draw lines (typically interior) which will be used for illustration (non-calculation) purposes. This line style is generally used to depict interior floor plans, fence lines, property lots, streets, etc.
- Insert Vertex: A Vertex in drawing terms is a "point" in the sketch. This drawing mode allows you to "break/divide" lines and shapes using the same drawing methods for creating any line.
- Area Definition Library: This tool will open the Area Definition Panel from which you use to detect shapes and apply area attributes along with their calculation.
- **Text Library:** Pressing this button will open the Text Library Panel allowing you to annotate your sketches with (say) room labels and/or other notes.

#### **Drawing Toolbar** (continued)



**Symbol Library**: This function will open the Symbol Library Panel where you can choose from over 200 individually drawn and scaled symbols to add to your property sketches for additional detail.



**Touch:** This will open the Touch Panel which is designed for mobile users who wish to draw in the field with their Windows Tablet. This will only be visible if touch is enabled.



**Sketch Gro-Refrenceing**: This tool does not open a dialog, but does launch the Geo-Referencing process by which you will choose locations in your sketch to reference data from your GIS System. This will only be visible in Apex Sketch v7 PRO.

#### **Panel System**

The Panel System in Apex Sketch v7 is designed to provide quick and easy access to libraries that allow you to define areas, annotate your sketches and view calculations. Included in the panel system is a special touch panel that allows mobile users to draw floor plans in the field using only their finger to create/verify measurements while on site.











Define Area Text Labels

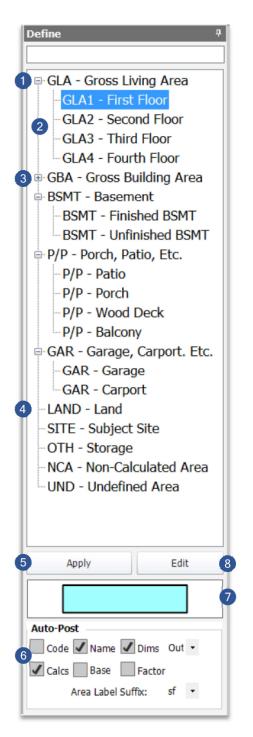
**Symbols** 

Calculations

Touch Panel

#### **Define Area Panel**

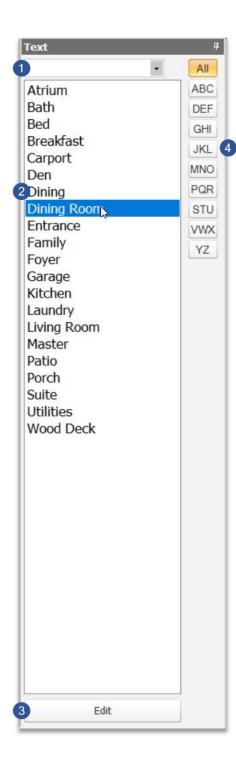
This panel is used to apply an Area Definition to a closed shape in order to calculate its area and apply any associated area properties (i.e. Line Styles, Color and Fill Patterns). This panel supports drag and drop by which you can drag Area Definitions into the shape of your choice, drop it and the Calculations will be done instantly. Below is a brief description of the elements that make up the Area Definition Panel.



- **Expanded Main Area Category:** The Main Area Type is the leftmost label in the list (tree). When expanded, a "-" (minus) will be displayed to the left of the label. To collapse a category, click (or tap) the "-" which will remove the subareas from display.
- **Sub Areas:** These are the Area Definitions that belong to the Main Area Type and are typically organized in such a manner as they share similar attributes.
- **Collapsed Main Area Category:** When a Main Area Category is collapsed, a "+" (plus) will be displayed which also indicates that Sub Areas exist. To expand a category, click (or tap) the "+" which will display the associated Sub Areas.
- **Main Area Type:** This is similar to the Main Area Categories, but does not have any Sub Area associated as is indicated by the absence of a "+" or "-".
- **Solution 5 Apply Button:** This is used to apply an Area Definition to a selected shape
- **Auto-Post Options:** These controls allow you to specify what should appear once the Area is defined.
- **Area Preview:** As you select Area Definitions, the Area Preview will update illustrating the Area Attributes that will be applied.
- 8 **Edit Button:** This button accesses the Area Definitions Configuration which allows you to modify existing Area Definitions or create new Area Definitions.

#### **Text Label Panel**

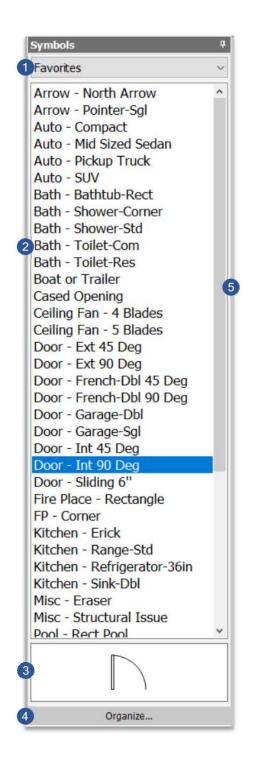
The Text Label Panel provides you with access to your most frequently used labels allowing you to quickly annotate your floor plan sketches. A default set of labels is provided which can be edited to match your requirements and/or preferences. What follows is a brief description of the elements that make up the Text Library Panel.



- 1 Text Input Panel: The input panel provided is primarily used when the Text Label you wish to use does not exist in the list. This is helpful for placing Text Labels that are rarely used. Otherwise, we recommend adding the Text Label to the list for convenience.
- **Text Label List:** This list displays the labels that are currently contained in your library. This list is always displayed in alphabetical order.
- **Edit:** This is used when editing the list of labels in your library.
- Rolodex Control: This set of buttons is most helpful when managing large lists of text labels allowing you to display only those labels that match the filter as designated on each button.

#### **Symbol Library Panel**

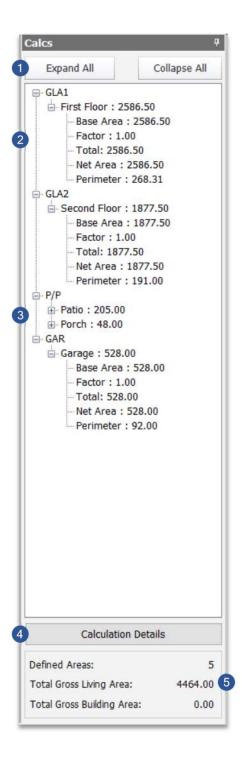
The Symbol Library in Apex Sketch v7 contains precisely drawn Symbols which will scale to any sketch you create. As you might imagine, they can also be resized and edited to your liking. What follows is a brief description of the elements that make up the Symbol Library Panel.



- **Symbol Category:** This drop down allows you to select a category of Symbols from which to choose. Breaking the symbols up into categories makes the 200+ Symbols far easier to manager. The Favorites category open by default. Knowing this, you may add to or remove symbols from this library to display only those you typically use.
- **Symbol Library:** Once a category is chosen, the list below will populate with the symbols contained within that directory.
- **Symbol Preview:** As symbols are selected as shown by the highlight to the left, a preview of the symbol is displayed at the bottom of the panel making it easier and quicker to verify the symbol you want to use.
- **Organize:** This allows you to modify which symbols show up in each category.
- **Scroll Bar:** The presence of a scroll bar indicates there are more Symbols in this category than can be listen in this panel. Use the scroll bar to view more symbols in the displayed category.

#### **Area Calculation Panel**

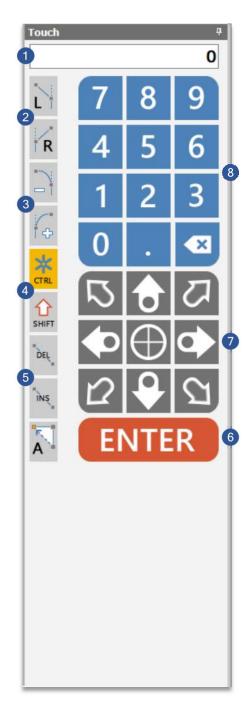
This panel allows you to view the calculations of all defined areas drawn in your floor plan. This is presented in a tree format which can be expanded or collapsed to expose only those elements and/or areas you wish to review. What follows is a brief description of the elements that make up the Area Calculations Panel.



- 1 Expand/Collapse All: Clicking Expand All will open all additional Area Calculations on the current page and display them in this panel. Clicking Collapse All will close all additional Area Calculations on the current page and display only the adjusted calculations for each area in this panel.
- **Expanded Area Calcs:** First Floor (as illustrated to the left) is an example of an expanded calculation tree. Base Area, Factor, Net Area and Perimeter are displayed along with the overall calculation.
- **Collapsed Area Calcs:** Both of the P/P (Porch/Patio as illustrated to the left) areas are examples of collapsed calculation tree. In this state, only the adjusted calculation will be displayed.
- **Calculation Details:** Provides you with a more detailed breakdown of each area and how it is being calculated.
- Calculation Summary: Calculation Summary lists the number of defined areas contained on the current page along with the combined calculations for any Living and/or Building areas. In this illustration, both First and Second floors are included in this total. Additionally, since no defined Buildings (typically reserved for commercial purposes) exist, the Summary lists this value as zero.

#### **Touch Panel**

The Touch Panel is specifically designed for those who have Touch Only Windows tablets or users who simply prefer the touch method of drawing over pen (inking). What follows is a brief description of the elements that make up the Touch Panel.



- **Distance Display:** As you input information from the number pad (8), the information is displayed in this field. This field also displays Turn information.
- 2 Angle Left & Right: Used in the "Turn" function for drawing angles, these buttons allow you to specify the direction of the angle.
- 3 **Curve Left & Right:** Allows you to create a curve from the active line. Each tap will "grow" or "shrink" the curve depending on the direction of the curve.
- 4 Shift & Control: These are modifier buttons that assist you with drawing and/or alignment functions.
- **Delete & Insert:** Delete and Insert allow you to delete lines to correct mistakes and insert those you previously deleted.
- 6 **ENTER Button:** ENTER is used to "accept" and anchor the line once you are satisfied with its dimension and/or orientation.
- **Direction Pad:** The Direction Pad is typically used in conjunction with the number pad for distance and direction drawing. However, when no value is input, pressing an arrow button will move the cursor a single unit in the given direction. The center button in the Direction Pad is Jump which will move the cursor to the nearest endpoint of a line.
- 8 **Number Pad:** This pad is used to enter measurements typically followed by a direction specified on the direction pad. As you tap the number pad, the Distance Display (1) will show the value.

#### **Zoom & Scale Controls**

Zoom & Scale may seem redundant on the surface, but each function are separate and different in their own regard. To make things more clear, Zoom should be considered a "View" property and Scale be considered a "Size" property.

#### **Zoom Slider**

Located at the bottom left of the interface, the Zoom Slider is used to increase or decrease your view in the drawing port. Zooming in will make the sketch larger giving you a close-up view how much you can see in the Drawing Port. Zooming out will make the sketch smaller allowing you a more global view of your sketch the further you continue.



- **Zoom Out Button:** Pressing this button will Zoom Out (make smaller) in increments of 10%.
- **Zoom Slider Control:** Dragging this control will increase (step) in 10% increments.
- 3 Zoom In Button: Pressing this button will Zoom In (make larger) in increments of 10%.
- **Zoom Percent:** This displays the current Zoom percentage.

**Note:** Zooming in or out can also be accomplished by rolling your mouse forward (Zoom In) and backward (Zoom Out). In order to do this, you must be in Select Mode or you drawing cursor must be in an "Up" State (not drawing).

#### **Zoom & Scale Controls** (continued)

#### **Scale Control**

As we've mentioned, Scale does not affect your Zoom level, but it does have an impact on the "Size" of the sketch which does appear larger or smaller depending on the scale you specify. While on screen, Scale isn't much different than Zoom. However, when it comes to output (i.e. printing) the use for scale becomes more evident.



- **Unit of Measure:** This display indicates which unit of measure is being applied to your sketch. In Imperial the ratio is 1 inch to feet. In Metric, this is 1 meter to meters.
- **Scale Input Field:** Input the number of units (feet or meters) you wish to rescale your sketch.

**Note:** Keep in mind, the larger the number you input, the smaller the sketch will appear in your drawing port. Conversely the smaller the number, the larger your sketch will appear.

#### **Canvas/View Tools**

Like the Zoom & Scale Controls, these tools also allow you to change what you see on your screen. The following is a description of each of these tools.



**Center (C):** This function will which will center the sketch in the Drawing Port. This is convenient while drawing as it allows you to quickly adjust your sketch whenever you draw off of the drawing port keeping it in view.



**Center & Fit (Shift C):** Although the Center function is valuable, sometimes, centering your sketch isn't enough as your sketch may be too large (or too small) in its current size. This function will Center and Fit the sketch (by its extents) in the drawing port bringing the entire sketch into view.

#### Canvas/View Tools (continued)



**Fence Zoom:** Allows you to show or hide the grid in the drawing port. Although the grid is an excellent tool for viewing alignment, you might find (because of the drawing and alignment tools available in Apex Sketch) the grid to be unnecessary.



**Grid On/Off (G):** Allows you to show or hide the grid in the drawing port. Although the grid is an excellent tool for viewing alignment, you might find (because of the drawing and alignment tools available in Apex Sketch) the grid to be unnecessary.



**Snap On/Off:** Allows you to turn on or off the snapping of the cursor while sketching in Apex. This will also turn off alignment indicators while sketching.



**Filter:** Allows you to hide or show various classes of items withing your sketches with- out actually removing them from the file itself. This gives you the ability to control the detail level in your sketches without affecting the original sketch file and its contents.

#### **Bluetooth Connection and Ink Disabled Indicators**

Bluetooth & Inking (disabled) Indicators provide the user with feedback regarding their current state. The "ON" state for Bluetooth is designated by a color glyph where the "OFF" state is designated by a dithered glyph. Inking will show "ON" or "OFF" depending on its state.



or



**Bluetooth Indicator:** Apex Sketch v7 supports Bluetooth connection with DISTO Laser Meters (Leica GeoSystems). If a connection is established the indicator will change from dithered to color as shown.



or



**Ink Disabled Indicator:** When Touch is enabled through Options, Inking (active pen) is disabled as a convenience to the user. When this occurs, the glyph will change from On to Off as show to the left.

#### **Sketch Page Indicator**

The Sketch Page Indicator offers more than visual feedback of the page you're working with. It's also how you navigate, insert and add new pages. Apex Sketch allows unlimited number of pages per sketch file. Whether it's splitting multi-story buildings or managing your scale by separating structures across multiple pages, this extended functionality provides you with the flexibility you need when laying out your floor plans and property sketches.



#### **Sketch Page Indicator**

- **1** Previous/Insert Page
- **3** Total Pages

2 Active Page

4 Next/Add Page

## **Adding & Inserting Pages**

Whenever you wish to add or insert a page to your sketch file you can do so through **View>Add**. However, while navigating, when you've come to the first or last page in the sketch, continuing to navigate left will prompt you to insert a page and navigating right on the last page will prompt you to add a page.



Insert Page Dialog



Add Page Dialog