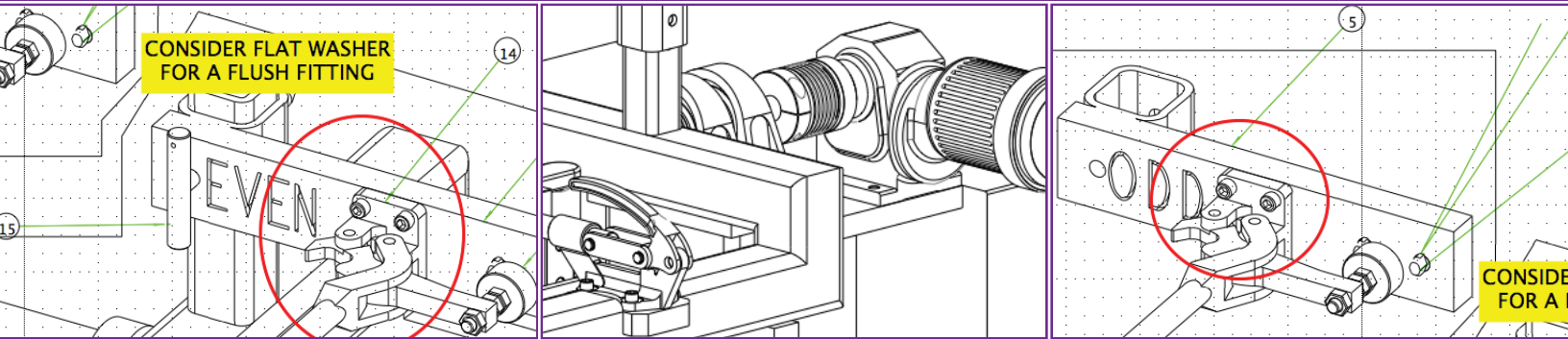


Microspot

# DWG Viewer User Guide

View, Annotate and Print AutoCAD DWG Files on Your Mac



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## Documentation Reference

The DWG Viewer User Guide is designed to give you the best and most detailed information on the Tools, Options and Features within the application. The User Guide is broken into useful sections to make navigating the chapters easier and finding what you are looking for much faster.

For any other queries, please refer to our online forum or contact technical support from our web site.

### **NOTE:**

Some elements of this document are interactive and may require the use of Adobe Acrobat viewer. You can use Apple Preview but if you wish to view with Acrobat then follow the link below to download it:

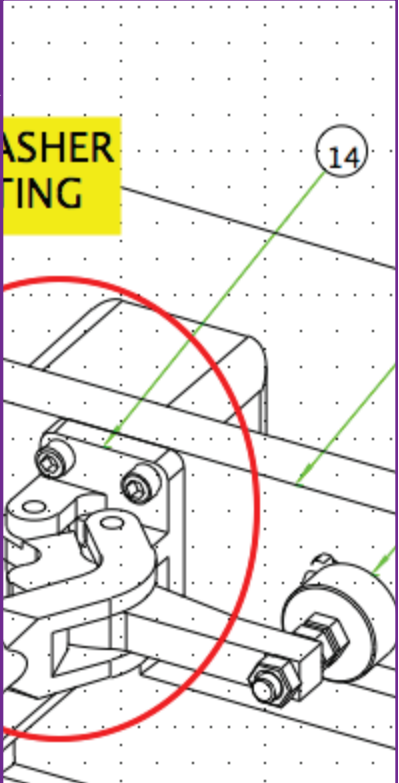
<http://www.adobe.com/downloads/>

The interactive elements are designed to make navigating the user guide easier and faster.

In this chapter we will outline the general requirements and helpful options in the Microspot DWG Viewer application. We will also look at the registration and upgrade information.

# 1.0 Introduction to DWG Viewer

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A technical drawing of a mechanical assembly on a grid background. A red circle highlights a specific component. A yellow callout box with the text 'WASHER' and 'TING' is positioned above the highlighted area. A green line connects the callout box to a circular feature labeled '14' in a small circle.

## 1.1 Welcome to Microspot DWG Viewer

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

Before you proceed you should be 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 and Software requirements

Operating System: Macintosh OS X 10.4 or higher

Processor: Power Mac G4 or higher

Memory (RAM): 512 MB

Minimum Screen Resolution: 1024 x 768

## 1.3 Installing Microspot DWG Viewer

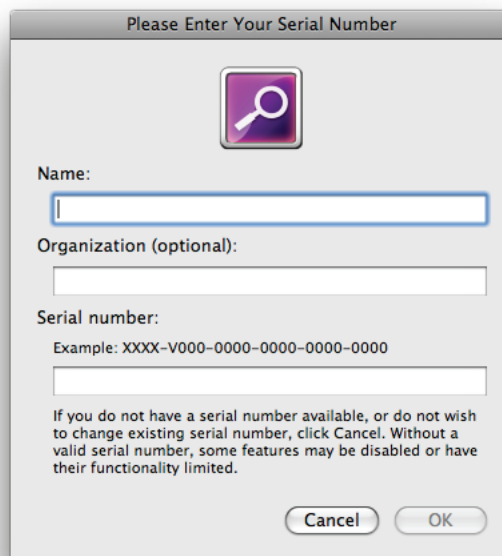
After double clicking the download the disk image will mount, double click the DWG Viewer installer icon and follow the on screen instructions to install the application.

## 1.4 Starting Microspot DWG Viewer


The first time you launch DWG Viewer you must enter a name and valid serial number to enable the software.

### To enable Microspot DWG Viewer:

1. Double click the DWG Viewer application icon or single click the icon in the dock to launch the software.  
The serial number dialog will appear



Please Enter Your Serial Number



Name:

Organization (optional):

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

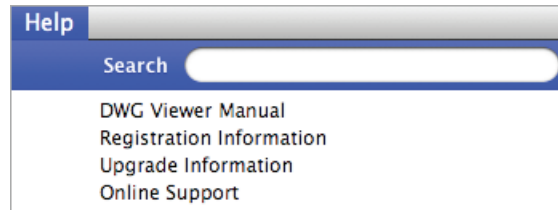
If you do not have a serial number available, or do not wish to change existing serial number, click Cancel. Without a valid serial number, some features may be disabled or have their functionality limited.

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 it to open the application.

## 1.5 The Help menu

In the Help menu you will be able to open the Microspot DWG Viewer User Guide, Product Registration, Upgrade Information and click the link for Online Support.



## 1.6 DWG Viewer User Guide

The DWG Viewer User guide in PDF format is included in the product. The user guide will be installed on your hard drive during the installation process. Choose DWG Viewer User guide from the Help menu and Acrobat 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 reference.

## 1.7 Registration Information

You can register DWG Viewer via the internet:

1. Choose Registration Information from the Help menu.

The Registration Information dialog will appear:



2. Click on the Register Now button to direct your web browser to go to the Microspot product registration web page, then follow the registration instructions. Once you have registered DWG Viewer, Microspot will be able to send you information about upgrades and new products. Alternatively, contact Microspot via telephone, fax or email to register.

## 1.8 Upgrade Information

You can also obtain information about upgrades for DWG Viewer from the Microspot web page by choosing Upgrade Information from the Help menu.

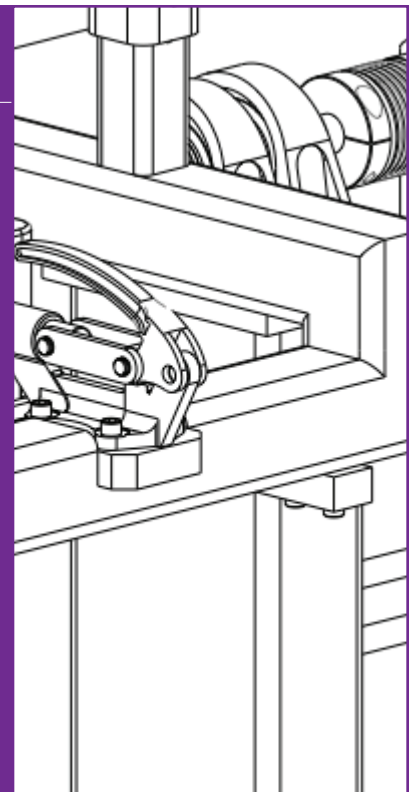


This chapter will outline the general usage of the tools, options and settings. This chapter should help you to familiarize you with what DWG Viewer has to offer.

## 2.0 Operating DWG Viewer

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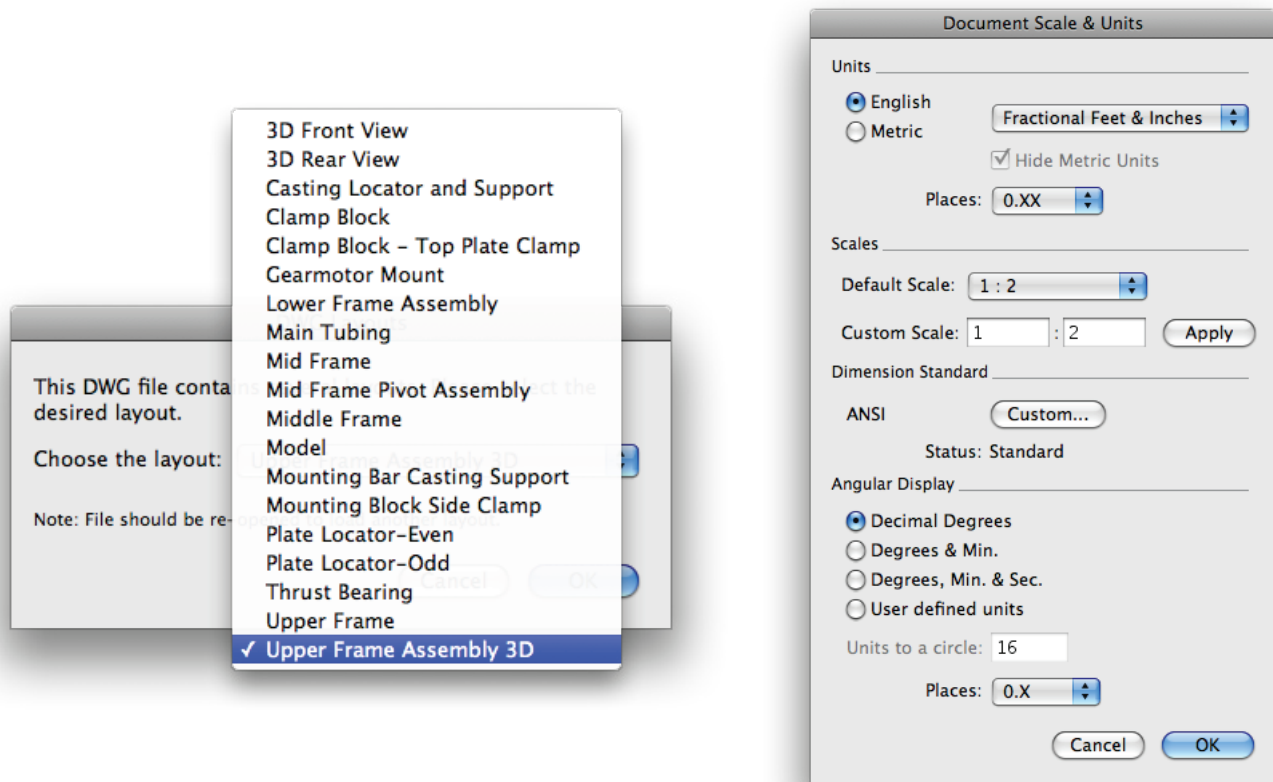
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## 2.1 Opening DWG Files

Once you have entered your serial number the Open Dialog will appear. Select the DWG file that you wish to open and click the Open button.

The DWG Layout dialog will appear. Choose which layout you wish to open from the pop-up menu and click OK. Once you have clicked OK the Document Scale & Units dialog will appear.

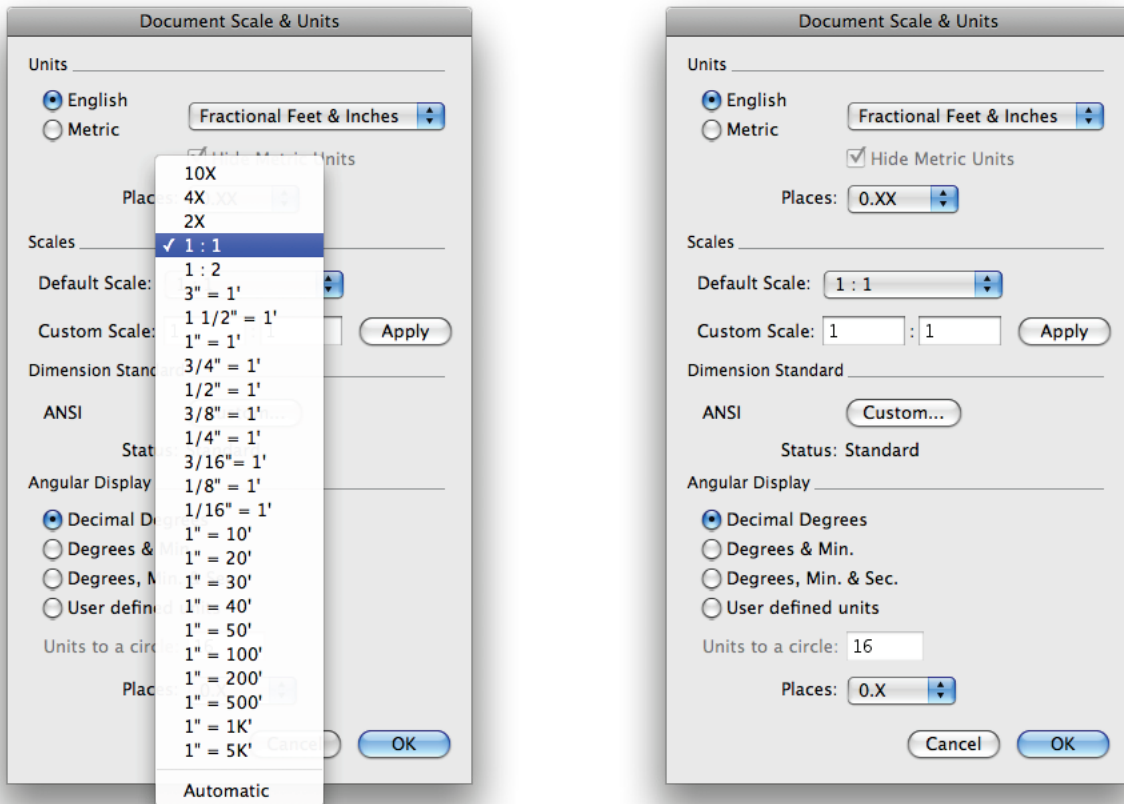


1. Click the button beside English or Metric, depending on the type of units that were used in the document. Whether you use the English or Metric system, you can choose the basic units for the drawing: Decimal Inches, Decimal Feet & Inches, Decimal Feet, Fractional Inches or Fractional Feet & Inches in English drawings; Millimeters, Centimeters, Decimeters or Meters in metric drawings.
2. If necessary, change the units in the Units pop-up menu.

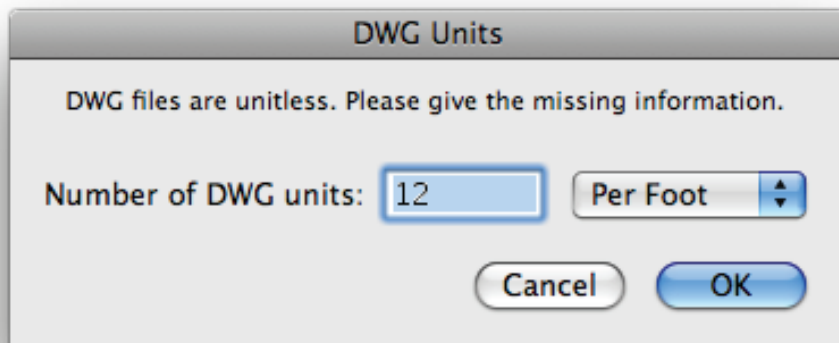
NOTE: In metric drawings, you can choose Hide Metric Units, which prevent the unit abbreviations (mm, cm and so on) from appearing when dimensions are displayed on the drawing.

You can also control the number of places displayed behind the decimal point in both metric and English decimal drawings

The default scale in this dialog is set to Automatic but you can choose to set it manually. Click the Default Scale pop-up menu. The Default Scale pop-up menu shows the scales available for the chosen unit system. In addition to the Default Scale you have the option to set a Custom Scale.

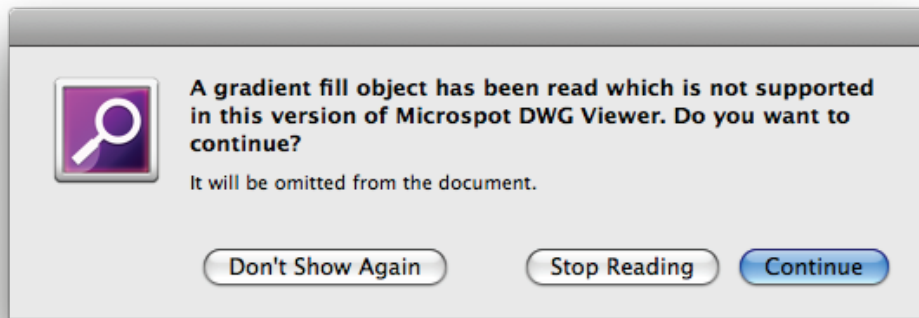


3. Select the scale you want. The new scale will be displayed.
4. Click the OK button to close the dialog.
5. The DWG Units Dialog appears. Select the scale you want.



6. DWG Files use non-specific units of measurement. Enter a value to specify how many DWG units there should be per foot or per meter in the drawing to be displayed.

The document will now continue to open. Various status dialogs will show during the process. If Microspot DWG viewer detects any objects in the drawing that it does not have the capability to display it will show a dialog similar to the one shown below telling you what it cannot display.

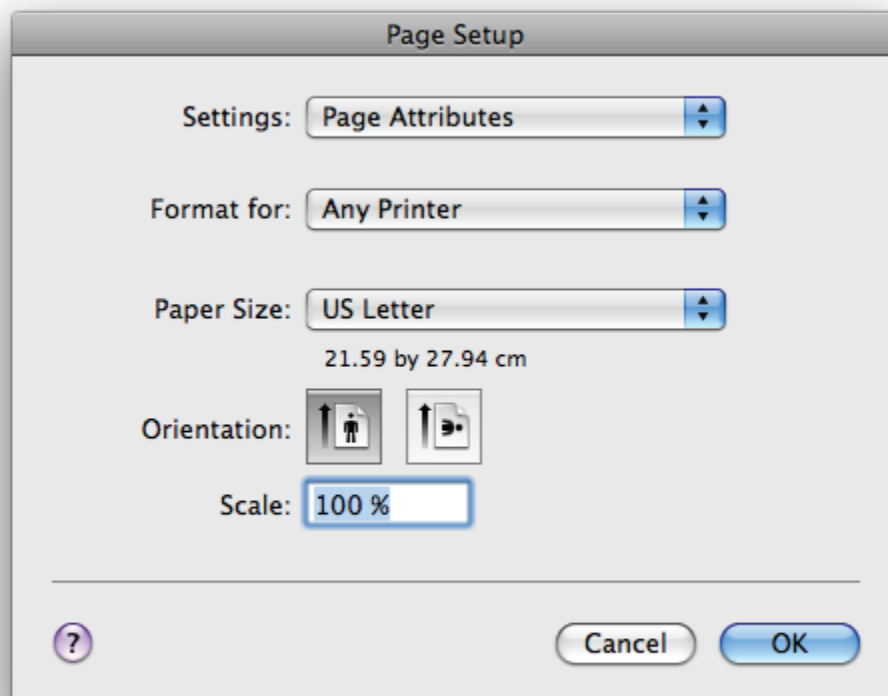


You are given the options of continuing or stopping. You may also ask DWG Viewer not to show that dialog again and simply skip other objects that it cannot display. Another type of dialog that may appear will let you know of any linked BMP images that may be missing from the DWG file. To find out more about controlling this dialog, please refer to Chapter 4: Supported File Formats & Image Linking.

## 2.2 Setting the Drawing Page Size

You can set a drawing's page size, page orientation and total size depending on your needs. If necessary, you can create a drawing that will print over several sheets of paper. The maximum drawing size is approximately 178.5" (4534mm), 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 and legal-size paper, you cannot print to larger or smaller sheets.

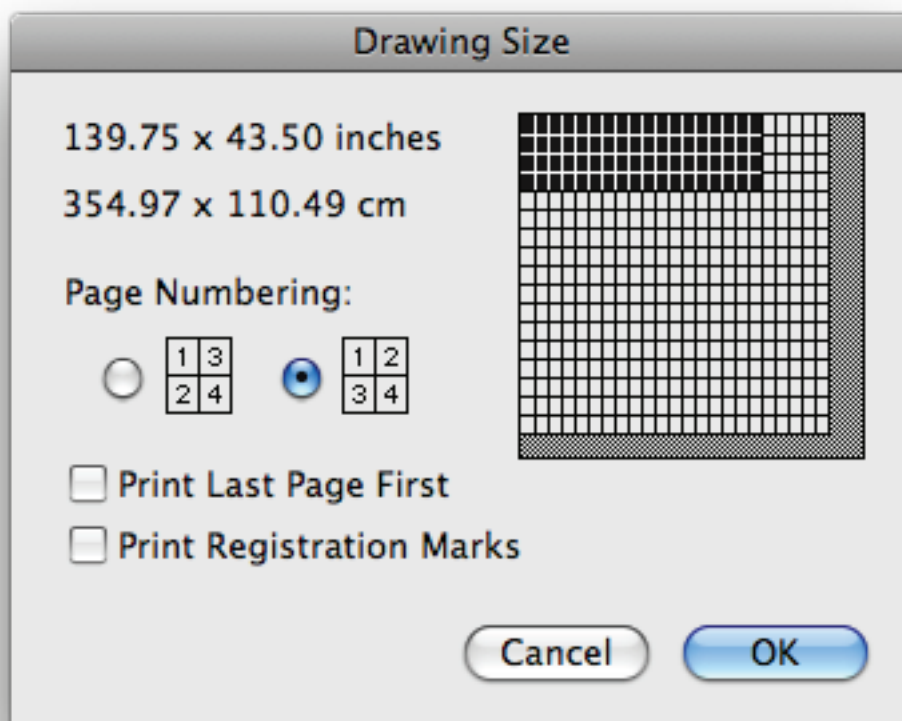
**To set your drawing's page size and orientation:**



1. Choose Page Setup from the File menu. The Page Setup dialog appears.
2. Select the paper size you want for printing your drawing.
3. Select the page orientation (horizontal or vertical) you want for printing your drawing.
4. Click the OK button to close the dialog. Your drawing will now have the desired page size and orientation assigned.

## 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 a block diagram.



This diagram represents the maximum drawing size available; each block represents a single page. The blocks that are darkened indicate the current drawing size.

## Specifying how pages are numbered

You can choose to number pages by column or by row. In either case, page one appears in the upper left corner of the document. Page numbers are not added to the document with these options but, as the pages are printed in number order, this setting affects the print order of the pages.

### To arrange page numbering:

- In the Drawing Size dialog, click one of the Page Numbering buttons, either by column (in ascending order from top to bottom), or by row (from left to right).

## Printing in reverse order

If your printer produces pages face up, it is useful to be able to print pages in reverse order so that the printed pages end up in order, starting with page one on the top.

### To print the pages in the document from the last page to the first page:

- In the Drawing Size dialog, click the checkbox next to 'Print Last Page First'. The pages will be printed in reverse order.

## Printing registration marks

If required, you can print crop marks at the corners of each printed page to show the edges of the drawing area.

### To print pages with registration marks:

- In the Drawing Size dialog, click the checkbox next to 'Print Registration Marks'.

NOTE: If the drawing has opened at the wrong size then close it and open it again after adjusting the scale and units to display it at the required size.

## 2.3 Rulers and 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.

### Rulers

The rulers can show either on-screen sizes (standard rulers) or values that match the current scale and units. For example, on a  $1/8'' = 1'$  scale, the major scale ruler divisions will be in increments of 10 (10 ft., 20 ft., and so on).

### To display Microspot DWG Viewer's rulers:

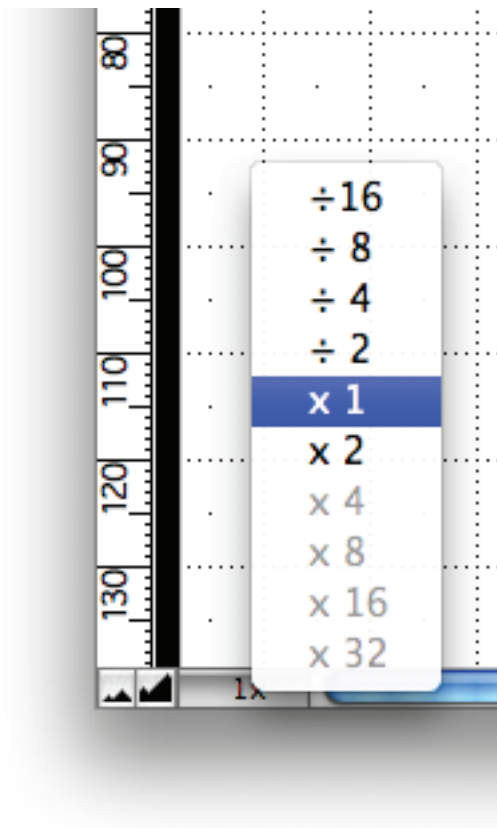
1. Choose Show Rulers from the Layout menu. The rulers will be displayed and a checkmark appears by the Show Rulers command in the Layout menu.
2. To display scale rulers (if Show Rulers is on).
3. Choose Scale Rulers from the Layout menu.
4. To display unscaled rulers (if Show Rulers is on).
5. Choose Standard Rulers from the Layout menu.

## Cursors

The default cursor is the hand cursor. This allows you to Click and drag on the drawing to move it around in the window.

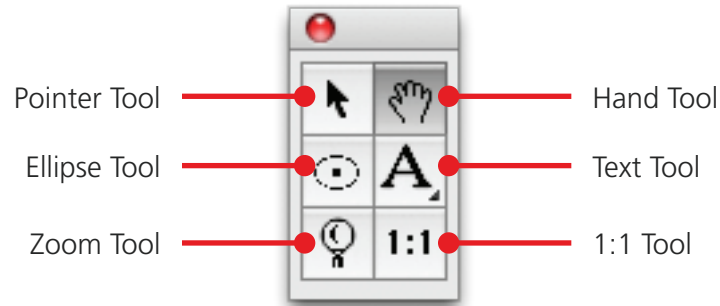
Holding down the Option Key changes the cursor to the zoom out cursor and Holding down the Control key changes the cursor to the zoom in cursor. While holding these keys down clicking the mouse causes the page view to zoom in or out accordingly.

When zooming in you can also drag out a rectangle to define the area you wish to view. Zooming can also be accomplished by clicking on the zoom buttons in the bottom left hand corner of the window. The zoom level is displayed next to these buttons. This display is also a pop-up and it can be used to jump directly to any indicated zoom level.



Click on the pop-up and then move the cursor to the desired zoom level. Let go and the level selected will be displayed in the pop-up panel.

## 2.4 Tool palette



### Pointer tool

Use to select, move and change the shape of annotation objects and text.

### Hand tool

Use to drag the drawing to move it as an alternative to using the scroll bars.

### Ellipse tool

Use to draw red ellipses to indicate points of interest on the drawing.

### Text tool

Use to place text. See the text section below

### Zoom tool

Use to zoom in or out on areas of the drawing. Click normally for zoom in and hold the option key when clicking to zoom out.

### 1:1 tool

Click to return to the x1 zoom setting.

## 2.5 Text

### Introduction

Text consists of letters, punctuation and numbers. Once text is created, it is recognized as a single object and you can then use most functions with it, such as moving and duplicating.

The Text function allows you to use a variety of fonts, styles, and character sizes. You can arrange text lines with single spacing, one and a half spacing, or double spacing. Text can also be justified within each individual text block and all text can be hidden or displayed.



## Entering Text

You can enter text in two ways: using the regular text mode or the paragraph text mode. In the paragraph text mode, you drag to define a text rectangle of a certain size (either with the Text tool or ellipse tool), and the text you enter into the rectangle automatically “wraps” when it reaches the side of the rectangle.

### Regular (Label) Text

In the regular text mode, you click the drawing to define an insertion point, and then type in the text. You define the end of a line of text by pressing the Return key.

**To enter label text (i.e. text that does not automatically ‘wrap’):**

1. Activate the text icon in the Tool palette by clicking it.



Notice that when you activate the text icon and then move the cursor onto the drawing area, the cursor turns into an I-beam pointer. The I-beam pointer indicates that you are in the text insertion mode.

2. Position the I-beam pointer where you want to begin inserting text and click. A flashing vertical bar appears at the point where you clicked to show that you can now begin typing.
3. Enter the text by typing on the keyboard. You can continue to enter text in various places on your drawing by moving the I-beam pointer to the desired place, clicking it, and typing.

#### NOTES:

- If you make a typing mistake as you are entering text, simply use the **Delete** key to remove the error and then type the correct character.
- To start a new line in the same text block, just press the **Return** key and continue to type.

4. After you have finished entering text, click the Pointer tool.

## Paragraph Text

On many occasions, you may wish to enter a paragraph of text and restrict it to a certain rectangular shape, such as a column. DWG's paragraph text feature allows you to define a rectangle of any size, and then type text into it. As you enter the text into the rectangle, the words will automatically wrap around to the next line when the letters reach the edge of the rectangle. If you type to the bottom of the rectangle, the text will be scrolled within the rectangle to keep the line you are typing visible. Paragraph text cannot extend beyond the drawing edge.

### Entering Paragraph Text

You can define the paragraph text rectangle by drawing a rectangle with the Text tool, by drawing an ellipse, or by selecting an existing ellipse. (If you draw or select an ellipse and start typing, the text appears in a rectangle superimposed over the ellipse.)

#### To enter paragraph text with the Text tool:

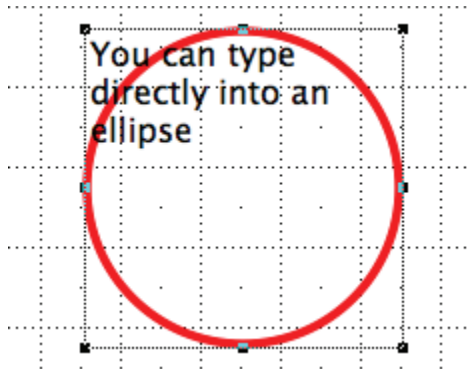
1. Activate the Text tool.
2. Position the I-beam pointer where you want to begin entering text.
3. Press and hold down the mouse button.
4. Drag in a diagonal direction until you have defined a rectangle that is the size you want, and release the mouse button.



5. Start entering text from the keyboard.
6. When you are finished, click the Pointer tool to end the text entry.

#### To enter paragraph text with the Ellipse tool:

1. Activate the Ellipse tool.
2. Position the pointer where you want to begin entering text.
3. Press and hold down the mouse button.
4. Drag in a diagonal direction until you have defined the ellipse the size you want, and release the mouse button.
5. Start entering text from the keyboard.



6. When you have finished, click the Pointer tool to end the text entry.

#### **To enter paragraph text feature into an existing ellipse:**

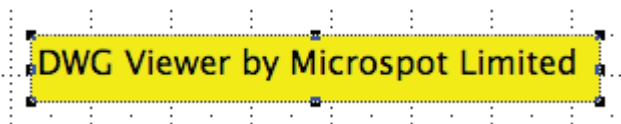
1. Select the ellipse.
2. Start entering text from the keyboard.
3. When you are done, click the Pointer tool to end the text entry.

#### **Reshaping a block of Paragraph Text**

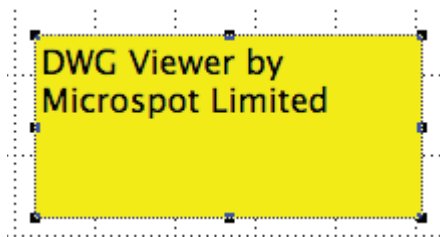
Once the paragraph of text is entered, you can reshape the paragraph using the edit handles.

#### **To reshape a block of paragraph text:**

1. Return to the pointer mode.
2. Select the paragraph of text by clicking it.
3. Edit handles appear on the text block.
4. Position the tip of the pointer on one of the edit handles.
5. Press and hold down the mouse button.
6. Drag until the paragraph is the shape you want.



7. Release the mouse button.



NOTE: If you select regular text (entered using the Text tool) and try to reshape the paragraph using the edit handles, you will actually resize the font rather than the paragraph.

## Selecting / Editing Text

Sometimes you need to edit text you have previously entered on your drawing. DWG Viewer gives you various ways to edit text: replacing an existing word or line of text by selecting it and retyping in its place; inserting characters or words at the end of existing text or at any selected point in the text; and backspacing to delete text.

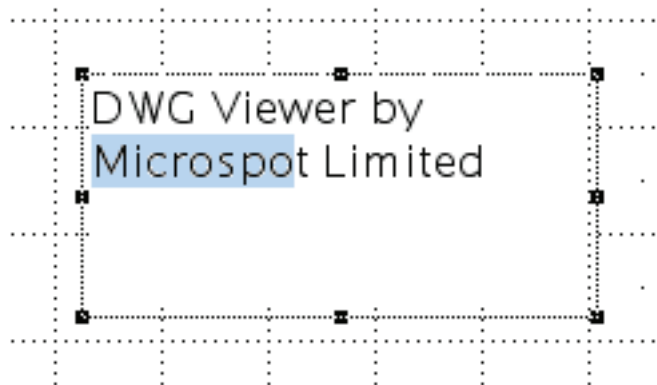
Before you can edit a piece of text, you must select it. You can select text by using the pointer while in the pointer mode, or by using the I-beam pointer. (When you select text using the pointer mode, any changes you make will affect the entire text block.)

### Selecting Text

Using the I-beam pointer

#### To select text:

1. Click the Text tool icon in the palette.
2. Position the I-beam pointer to either side of the text you want to change.
3. Press and hold down the mouse button.
4. Drag through all the text you want to edit, and release the mouse button.



Notice that the text becomes highlighted as you drag through it. Using this method of selecting allows you to select a single character or an entire block of text.

#### To select a word:

1. Position the I-beam pointer on the word you want to select and double-click.

#### To extend the selection of text:

1. Position the I-beam pointer on the first word you want to select.
2. Double-click and, after the second click, hold down the mouse button.
3. Drag through the text until all the words you want to select are highlighted then release the mouse button.

### **To select a range of text:**

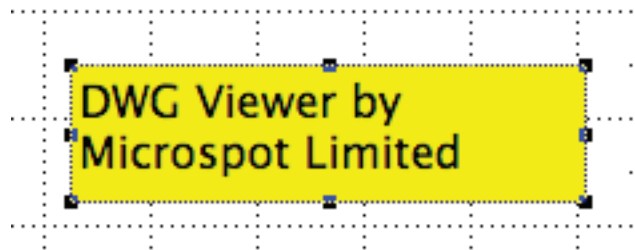
1. Position the I-beam pointer at the starting point for the range and click.
2. Press down the Shift key.
3. Position the I-beam pointer on the ending point for the range.
4. Still holding down the Shift key, click this point.
5. Release the mouse button and the Shift key.

The text between the specified starting and ending points will be selected.

### **Using the Arrow tool**

#### **To select text:**

1. Position the pointer tip on the block of text that you want to select and click.



Notice that a rectangle and/or a set of edit handles appears around the text, indicating that it is selected. This method of selecting text allows you to change the text attributes (including the font, size, and style) of the selected text block. If you select text in this way and immediately start typing, the new text is automatically added to the end of the existing text.

### **Selecting All Text**

You can select all the text in the active document if you want to make a global change to text attributes.

#### **To select all the text in the active document:**

1. Return to the pointer mode.
2. Open the Text menu, from the menu bar or the Text tool, and choose Select All Text.

## Editing Text

### Replacing existing text

Once you have selected any portion of text, you can immediately replace it by simply typing in the new text. As soon as you begin typing, the old text disappears. As you enter the new text, all of the non-selected text in the line will automatically adjust to make room for the text you are entering.

### Inserting text into existing text

On many occasions you may need to insert a single character, word or sentence into an existing piece of text.

#### To insert text:

1. Activate the Text tool in the palette by clicking it.
2. Position the I-beam pointer on the desired insertion point and click it.
3. Type in the character or words that you wish to insert. (Keep in mind that you can press the Delete key to delete characters or words.) In this mode, you can continue to pick insertion points in other pieces of text on your drawing and edit them as well.
4. Once you have completed all the editing that you want to do, click the Pointer icon in the palette.

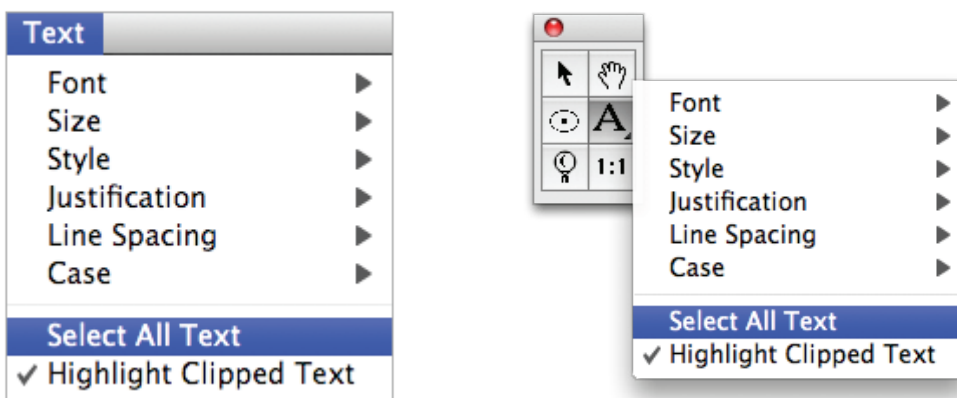
### Deleting selected text

There are two simple ways to delete text that you have selected. Either:

- Open the Edit menu and choose Cut or Clear, or
- Press the Delete key.

## Formatting Text

You can choose the way you want to present text either before entering the text, or by changing the text after it has been entered. There are many options to choose from to obtain the effect that you desire. DWG Viewer allows you to use many different font types, sizes and styles for text. You can format text by choosing options from the Text menu in the menu bar or the Text tool in the Tool palette.



## Formatting text before entering it

### To format text before entry:

1. Make sure that no text is selected on the drawing before you make each choice.
2. Choose the text attributes you want from the Text menu's submenus.

The current attributes for text, such as font, size, and style are marked with checkmarks in the appropriate menus. These checkmarks show you what attributes will be applied to the text you enter.

## Formatting existing text

You can change the font, size and style of any existing text. You can change the text attributes for a given piece of text by selecting the text and then opening the submenu associated with the attribute you want to change.

### To format existing text:

1. Select the text you wish to change.
2. Choose the text attributes you want from the Text menu's submenus.

Each time you make a choice from the Text menu, the selected text will change to reflect that choice.

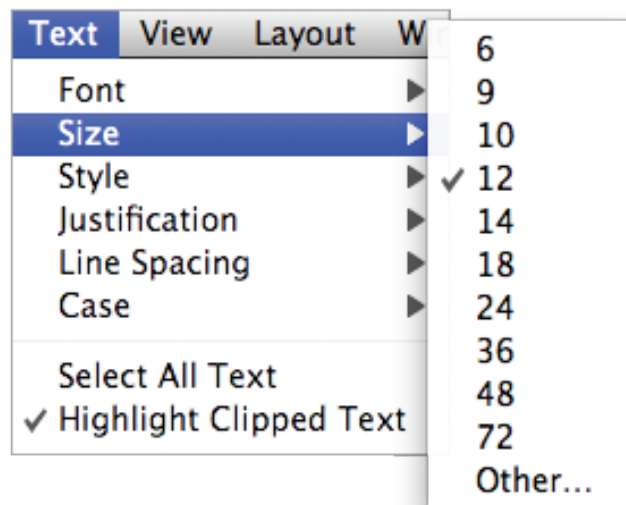
## Defining attributes for text

### To define the font::

1. Open the Font submenu from the Text menu.
2. Holding down the mouse button, drag until the font you want is highlighted, and release the mouse button.

### To define the point size for text::

1. Open the Text menu's Size submenu.

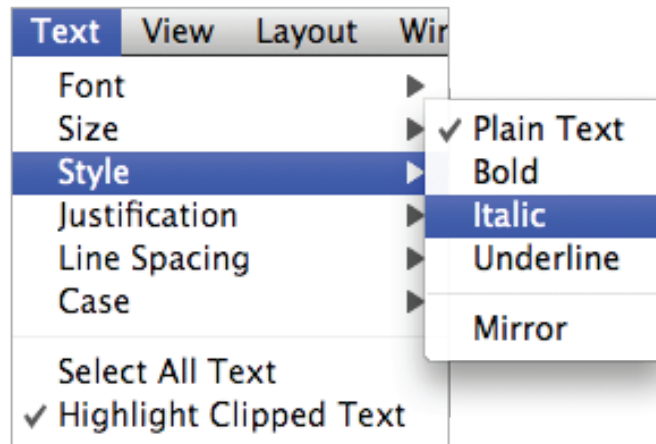


2. Holding down the mouse button, drag until the size you want (measured in points) is highlighted, and release the mouse button; or choose Other... to enter a point size (up to 1024 point) that is not listed in the submenu.

NOTE: The font size of regular text can also be adjusted by clicking the text and dragging one of its edit handles to resize the text.

### To define the type style:

1. Open the Text menu's Style submenu.



2. Holding down the mouse button, drag until the style you want is highlighted, and release the mouse button.

You can make several different choices from the Style submenu. Each choice has an additive effect on the appearance of text. For example, you could choose Bold and then Italic to create Bold/Italic text.

### To justify text:

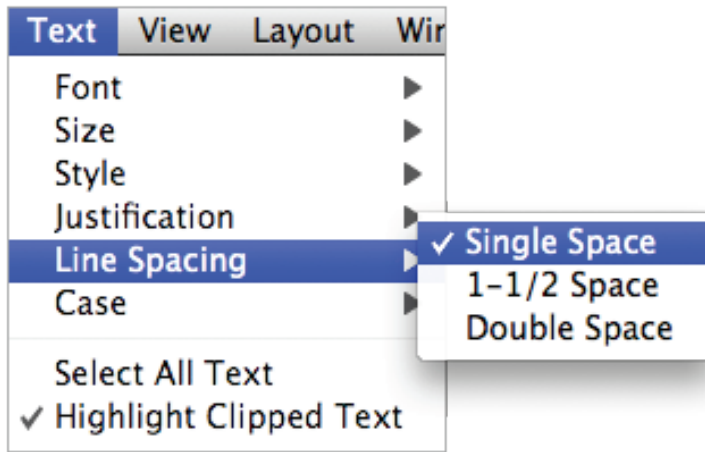
1. Open the Text menu's Justification submenu.
2. Holding down the mouse button, drag until the type of horizontal justification you want (Left, Center, or Right) is highlighted, and release the mouse button.
3. Repeat steps 1 and 2 to choose the desired vertical justification (Top, Middle or Bottom).

DWG Viewer offers you flexibility in choosing line spacing (also known as "leading") options to suit your needs. You can have one, one and a half, or two spaces between lines of text

### To set the line spacing:

1. Choose Line Spacing from the Text menu.
2. The Line Spacing submenu appears.





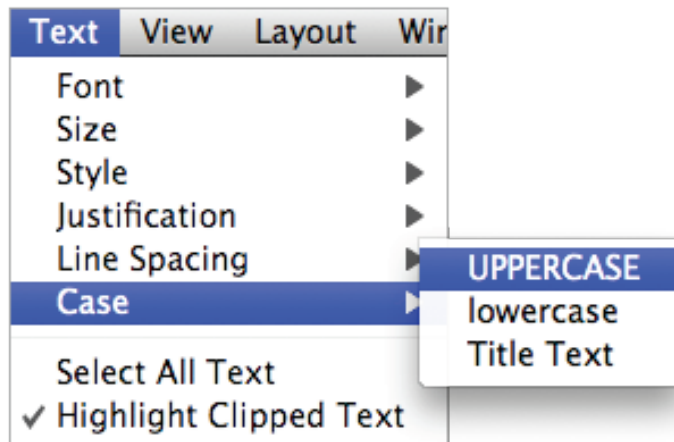
3. Holding down the mouse button, drag until the line spacing you want is highlighted, and release the mouse button.

#### **v**

On some occasions you may enter a piece of text in one case, such as lowercase, and then decide that you want it in uppercase or in title format. You could clear the text and reenter it; however, DWG Viewer allows you to change the case of existing text.

#### **To change the case of existing text:**

1. Select the text that you want to change by clicking it.
2. Open the Text menu's Case submenu.
3. Holding down the mouse button, drag until the case option you want is highlighted.



#### **The results of each choice are as follows:**

- UPPERCASE: Converts all selected text to uppercase.
- lowercase: Converts all selected text to lowercase.
- Title Text: Capitalizes the first character of each word in selected text.

## Positioning Text

### Moving text

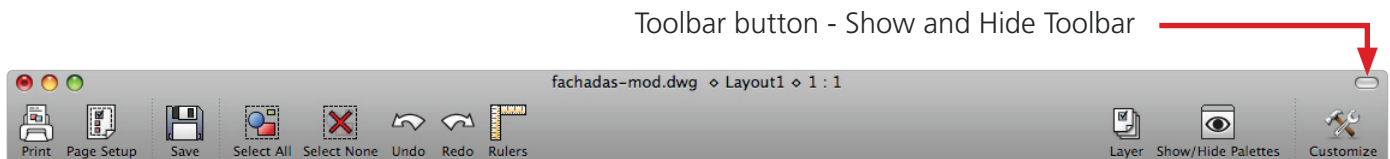
Once you have created a block of text, you can move it to a different location on your drawing if necessary. Notice that when you create a line of text and then click anywhere else, the text becomes surrounded by a box or edit handles. This indicates that DWG Viewer recognizes the piece of text as an object. You can move the text just as you would move any other object.

#### To move a piece of text:

1. Position the cursor over the text block.
2. Press and hold down the mouse button until the white arrow pointer appears.
3. Drag the text to its new position, and release the mouse button.

## 2.6 The Toolbar

The Toolbar at the top of the document window can be made available, if it is not already, by clicking the toolbar button in the top right hand corner as shown below. This button can also be used to hide the toolbar.



### Customizing the toolbar

With the MacDraft Toolbar you have a selection of the most commonly used and useful options and menu items from within the application, which you can customize at any time.

#### To Customize the Toolbar

1. Select the Customize button shown in the image above.
2. The toolbar sheet will appear showing you the available tools and options as follows.

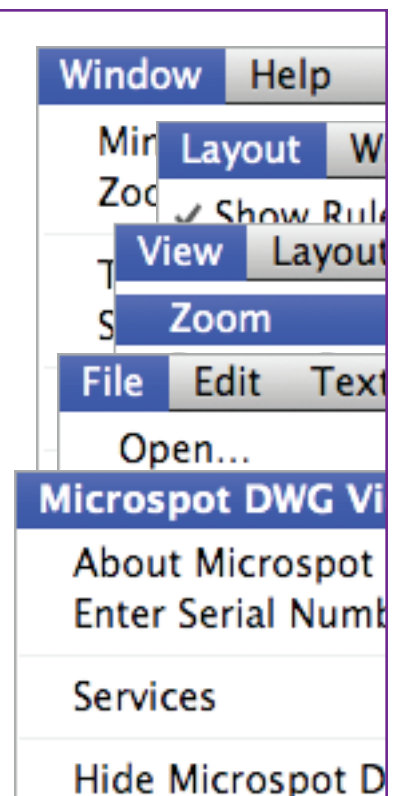


3. Locate the Tool or Option and drag it to the toolbar to place it.
4. You can also select whether or not you want to Use Small Size or If you want to see Icons. Icons & Text or just Text.

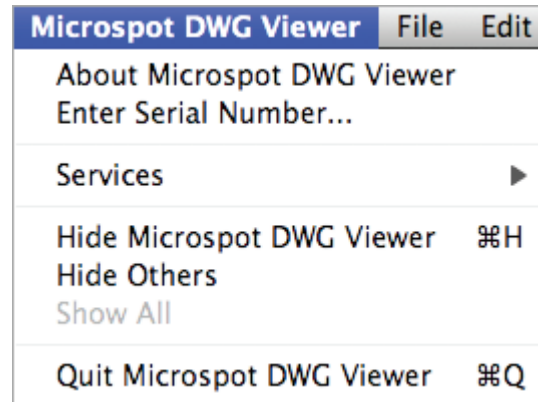
## 3.0 The Menus

### Table of Contents

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## 3.1 Microspot DWG Viewer menu



### About Microspot DWG Viewer

Displays the about dialog.

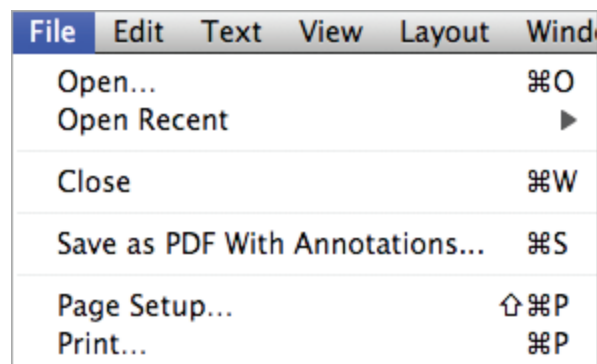
### Enter Serial Number...

Allows you to repeat the serial number entry or enter a different serial number.

### Quit Microspot DWG Viewer

Quits the DWG Viewer application.

## 3.2 File menu



### Open...

Opens the standard Open dialog allowing you to locate and open your DWG files.

### Open Recent

Allows you to open recently opened files

### Close

Closes the document.

Hold down the Option key and this command changes to Close All. Use to close all open documents.

## Save as PDF with Annotations...

Opens the save dialog and allows you to save the document as a PDF file with any annotations so that it can be opened by users who do not have DWG Viewer.

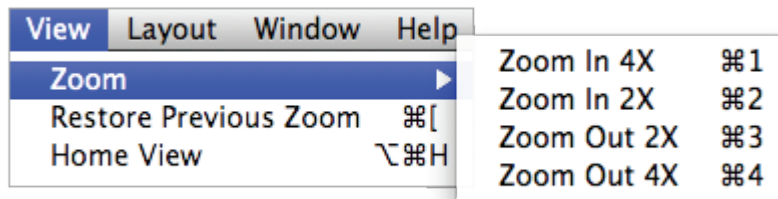
## Page Setup...

Opens the Page Setup dialog used to specify how you want your document to appear on the printed page. Options include paper size, orientation and an overriding scale, which should be left at 100% if you desire true scale drawings.

## Print...

Opens the Print dialog used to print out the drawing. The printing options available will be determined by the selected printer, but usually include page range, number of copies and so on.

## 3.3 View menu



### Zoom

Use the options in the Zoom submenu to increase or decrease the current magnification by a factor of two or four. When zooming in you must click the mouse in the drawing where you want the centre of the zoomed view to be.

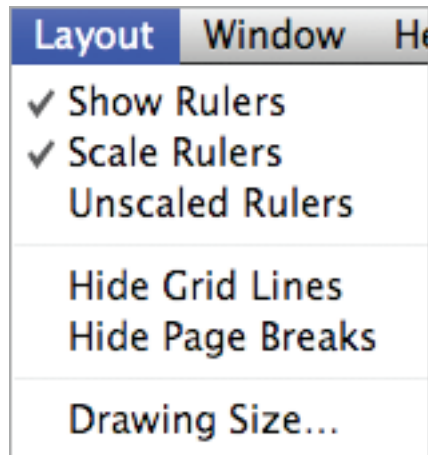
### Restore Previous Zoom

Changes the view back to the previous level of magnification.

### Home View

Changes view to display an unmagnified view of the upper left corner of drawing.

## 3.4 Layout menu



### Show Rulers

Choose to display or hide the rulers on the top and left sides of the drawing.

### Scale Rulers

When Show Rulers is on, choose Scale Rulers to display rulers based on the current scale of the drawing. The scale rulers also reflect the current size units.

### Standard Rulers

When Show Rulers is on, choose Standard Rulers to display the unscaled rulers, which show the actual size of the drawing not the units specified in the Set Scale and Units dialog.

### Hide Grid Lines

Choose to hide or show the grid lines.

### Hide Page Breaks

Choose to show or hide the page boundary lines.

### Drawing Size

Opens the Drawing Size dialog, which allows you to set the size of the drawing.

## 3.5 Window menu

Window	Help
Minimize Zoom	⌘M
Tile Windows Stack Windows	
Show/Hide Palettes	⇧⌘K
✓ Tool Layers	⇧⌘O ⌘Y
Bring All to Front	
✓ Example 1 Ground Floor 16-11-09.dwg ◊ GROUND FLOOR ◊ 1 : 1	

### Minimize

Puts the current window in the dock.

### Zoom

Opens the current window up to Maximum size.

### Tile Windows

Choose to display open documents next to each other across and down the screen.

### Stack Windows

Choose to display open documents one on top of the other, and slightly offset from each other.

### Tool

Choose to open or close the Tool palette.

### Layers

Choose to open or close the Layers palette.

### Bring All to Front

Opens all minimized windows and brings other open windows to the front.



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