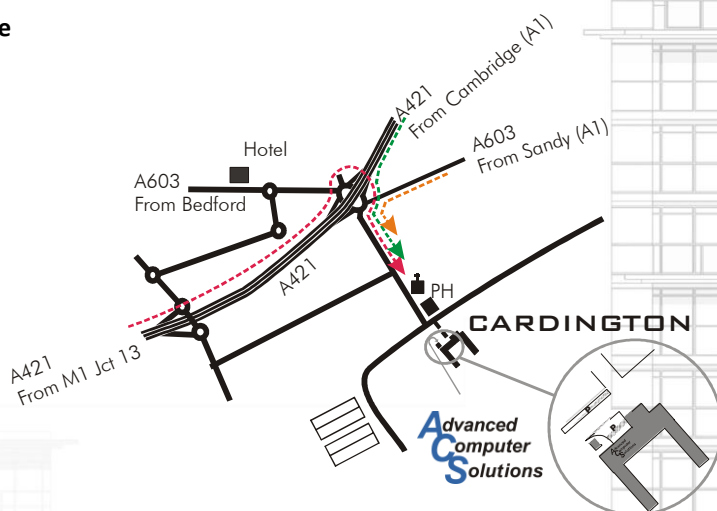


## TRAINING INFORMATION - 2010

- Venue:** The Caddie courses are held at the Cardington office (address below)
- Course times:** Training course times are as stated on the course overview
- Refreshments** Refreshments are included - Vegetarian, Kosher and Halaal meals can be provided on request – please inform Caddie in advance.
- Parking:** Ample, free parking is available at the Cardington offices.
- Accommodation:** We do not arrange accommodation or travelling. An accommodation list is available for download or we can post one on request.
- Note:** We do not cater for people with sight or hearing impediments that need special equipment. Access is disabled friendly
- Registration:** A delegate will only be registered when either
- The fully completed and signed Caddie Training Registration form has been received
  - A booking on-line has been made and paid in full.

### Where We Are



#### From M1 (Jct 13)

Follow A421 towards Bedford. When on the second dual carriageway (Bedford By-Pass), look for the Air Ship Hangers on the right. Soon after that take the slip-road signposted A603 Sandy. Take the fifth exit to Cardington. At the 'T' junction turn left then immediately right, down a gravel drive. ACS is just to the right, at the end.

#### From A1 Southbound

Follow the A421 until on the Bedford bypass. Take the next slip road signposted A603. At the roundabout take the 2nd. exit, signposted Cardington. Follow the road until the 'T' junction. At the 'T' junction turn left then immediately right, down a gravel drive. ACS is just to the right, at the end.

#### From A1 Northbound

At Sandy take the A603 until the A421 roundabout (approximately 3 ½ miles). At the roundabout take the next exit signposted Cardington. Follow the road until the 'T' junction. At the 'T' junction turn left then immediately right, down a gravel drive. ACS is just to the right, at the end.

#### Advanced Computer Solutions (Europe) Limited

Unit 1, Home Farm Business Centre, Cardington, Beds MK44 3SN

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# Caddie

Computer Aided Design for Professionals

# TRAINING INFORMATION - 2010

## Course Dates

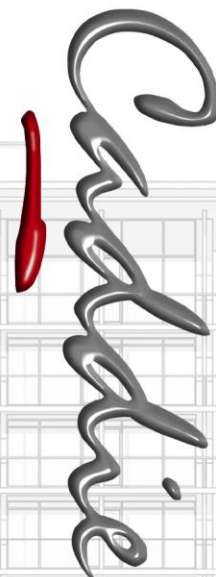
<u>Caddie Quick Start Course (3 Day Course)</u>				£450 (+ VAT)*
This classroom-based course is aimed at the first-time Caddie user. The delegate will get to know the basic concepts and procedures of Caddie and this course is designed to enable the trainee to draw various entities using the different Caddie applications including UKArch. Drawing management as well as plotting and plot setups will be addressed. The delegate must have a working knowledge of the computer and Windows environment. For a course prospectus see the following pages.				
Included - Official Caddie training manual.				
<b>Course dates for 2010:</b>				
May 25-26	June 15-17	July 20-22	August 24-26	
September 21-23	October 19-21	November 16-18	December 14-16	

<u>Caddie Migration Course (1 Day Course)</u>				£250 (+ VAT)*
This is a classroom-based course designed to introduce the new features of the latest Caddie and equip existing users with the knowledge to be productive in Caddie. For a course prospectus see the following pages				
Included - Official Caddie training manual.				
<b>Course dates for 2010:</b>				
April 27	June 01	June 22	July 27	
August 31	September 28	October 26	November 23	

<u>Introduction To Caddie 3D Course (1 Day Course)</u>				£250 (+ VAT)*
This hands-on course is designed to give you a basis understanding in the use of Caddie in 3D. Whilst the emphasis will be on the 3D architectural commands You will also learn how to draw 3D primitives, as well as user-defined objects; punch openings into planes; create 3D symbols; do 3D rotations and transformations; get to know the render and display modes.				
Included - Official Caddie training manual.				
<b>Course dates for 2010:</b>				
April 28	June 02	June 23	July 28	
September 01	September 29	October 27	November 24	

<u>Introduction To Caddie Vio Course (1 Day Course)</u>				£250 (+ VAT)*
This hands-on course is designed to equip you with the knowledge to work with the Caddie Vio render software.				
Included - Official Caddie training manual.				
<b>Course dates for 2010:</b>				
April 29	June 03	June 24	July 29	
September 02	September 30	October 28	November 25	

\* Please note the prices are for new or maintained users. Prices for non-maintained users can be supplied on request.



Computer Aided Design for Professionals

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# CADDIE QUICK START COURSE (3 DAYS)

## Prospectus

### DAY 1

#### THE WORKING ENVIRONMENT

Starting Caddie  
Screen Layout  
Selecting & Unselecting Objects  
The Context Sensitive Menu  
Grip Points  
Snap Modes (inc. Auto Snap)

#### BASIC DRAWING

Using Keyboard Keys  
Using Construction Lines  
Using Co-ordinates

#### DRAW A SIMPLE PLAN

Exercise 2: Part 1

#### INSERTING SYMBOLS

What Are Symbols And Why Use Them?

Inserting Symbols

#### LAYERING

Why Use Layering?  
Fundamentals of Layering  
Creating Layers  
Layer Properties  
Creating a New Layer  
Setting the Active Layer  
Viewing Layer

#### DRAW THE ROOF PLAN AND ELEVATION

A South and West Elevation  
Save the drawing

#### SAVING & PRINTING DRAWING

### DAY 2

#### HATCH

Hatch Types  
Inserting Hatches (Inside, Auto & Associate)  
Modifying Hatches  
Setting the Hatch Parameters

#### STRETCHING

Stretch Exercise  
Dimension Stretch

#### BLOCKS

Overview  
Creating a Local Block  
Block Commands  
Inserting Blocks  
Exploding Blocks  
Managing Unused Block Data  
Redefining Blocks  
Tables and Blocks  
The Component Manager

#### DIMENSIONS

Basic Dimension Parameters

Dimension Styles Overview  
Creating Dimension Styles  
Using Dimension Modify Tools

#### EXERCISE 3

Plans and Elevations of a Two Storey House

#### OBJECT PROPERTIES

The Object Properties Dialogue

#### PATTERNS

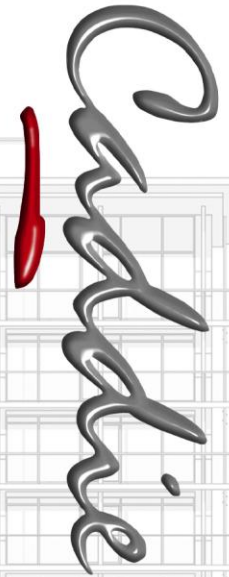
Overview of Patterns  
Selecting Patterns

#### TEXT

Overview  
Text Properties

#### EXERCISE 3: PART 4, 5 & 6

Adding A Section  
Drawing the Elevations  
Printing the Drawing

The logo for Caddie software, featuring the word "Caddie" in a stylized, cursive font. The letter 'C' is large and red, while the rest of the letters are grey. The logo is positioned vertically on the right side of the page.

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## CADDIE QUICK START COURSE (3 DAYS) Contd.

---

### DAY 3

#### SHEETS

---

Fundamentals of Sheets  
Configuring Sheets

#### VIEWPORTS

---

Viewport Basics  
Creating Viewports  
Modifying Viewports  
Deleting Viewports

#### LINESTYLES

---

Fundamentals of Linestyles  
Linestyle Types  
Modelspace Linestyles in Viewports

#### PLOT STYLES

---

A Plotstyle File  
Plotstyles Control  
Configuring Plotstyles  
Assigning a Plotstyle  
Assigning a Plotstyle to a Viewport

#### TEMPLATES

---

Drawing Templates  
Creating and Selecting a Template

#### TITLESHEETS

---

Loading a Pre-Defined Title Sheet  
Adding and Deleting Title Sheetst  
Create a Title Sheet Drawing


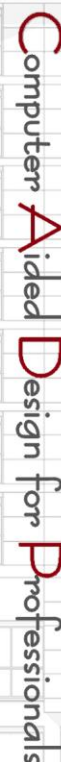
#### PRINTING

---

Choosing a printer  
Printer Dialogue

***Course starts at 9:30am and finishes at 5:00pm ( 4:30pm on day 3).  
Please arrive for 9:15am.***

***Lunch and refreshments are provided.***

The logo for Caddie, featuring the word "Caddie" in a stylized, cursive font. The letter 'i' has a red dot, and the 'e' has a red tail. The logo is positioned vertically on the right side of the page, with a red vertical line passing through it.The logo for Computer Aided Design for Professionals, featuring the text "Computer Aided Design for Professionals" in a vertical orientation. The word "Aided" is in red, and "Design" is in red. The logo is positioned vertically on the right side of the page, with a red vertical line passing through it.

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# CADDIE MIGRATION COURSE

## Prospectus

### Caddie The Working Environment

Starting Caddie  
Screen Layout

### Basic Object Selection

Selecting / Unselecting Objects

### Context Sensitive Menu

### Grip Points

### Snap Modes

Accessing Snapmodes  
Autosnap – Setup and Use

### Object Properties

The Object Properties Dialogue

### Configuring Sheets

Fundamentals of Sheets  
Configuring a Sheet

### Viewports

Viewport Basics  
Creating viewports  
Modifying Viewports  
Deleting Viewports

### Plot Styles

What Is a Plotstyle?  
Configuring Plotstyles  
Assigning Plotstyles

### Templates

What is a Drawing Template  
Creating and selecting a template

### Titlesheets

What is a Titlesheet Drawing?  
Adding a Title Block to a Working  
Drawing  
Titlesheets - Creating and Using

### Printing

Choosing a Printer  
Printer Dialogue

### Inserting Symbols

Inserting Symbols, Reference Symbols  
and Blocks

### Blocks

Overview  
Creating and Editing Blocks  
The Component Manager

### Layering

Fundamentals of layering  
Creating Layers  
Basic Layer Properties  
View a Single Layer or Sets of Layers  
Additional Properties of a layer  
Layer Display by Scale  
Dynamic Viewing of Layers

### Dimensions

The Dimension Set Dialogue Box  
Dimension Global Styles

### Patterns

Overview of Patterns  
Selecting Patterns

### Text

Overview  
Text Properties  
Text Styles

### Linestyles

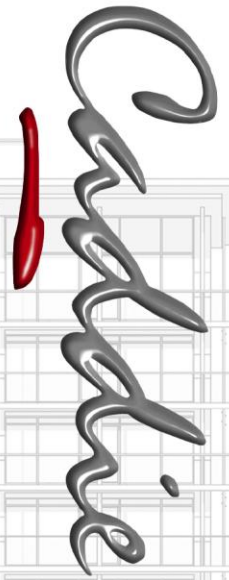
Fundamentals of Linestyles  
Linestyle Types and Printing  
Modelspace Linestyles in Viewports

### Basic Hatching

Hatch Types  
Islands  
Modifying hatches

**Course starts at 9:30am and finishes at 5:00pm. Please arrive for 9:15am.**

**Lunch and refreshments are provided**

The logo for Caddie, featuring the word 'Caddie' in a stylized, cursive font. The 'C' is large and grey, with a red vertical bar to its left. The rest of the letters are in a lighter grey, cursive script.A vertical logo consisting of the words 'Computer Aided Design for Professionals' stacked vertically. The 'C' is large and red, and the 'A' is also large and red. The rest of the text is in a smaller, black, sans-serif font.

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# INTRODUCTION TO CADDIE 3D COURSE

## Prospectus

### 3D Introduction

3D Introduction  
Reasons for Drawing in 3D  
Loading and Unloading the 3D Application  
Snap Modes

### Views

Views  
Saving / Recalling  
Rendermode  
Colour Intensity  
Modelspace Grid

### UCS

UCS  
Save and Recall UCS  
2D / 3D Flag

### Layering, Scope & Patterns

Layering, Scope and Patterns

### AEC Commands

What is Caddie AEC  
Who Should Use Caddie AEC

### AEC Walls

Adding AEC Walls

### AEC Doors & Windows

### AEC Slab

### AEC Roofs

AEC Roof  
Changing the Roof Type

### Trimming AEC Walls

Trimming AEC Walls  
Extending Walls to Meet a Roof  
Trimming Walls to Meet a Polyline

### Creating AEC Openings

Creating an opening in a Wall

### AEC Roof Slabs

### Creating AEC Sections

Plan Sections  
Elevation Sections

### Further 3D Commands

Introduction

### 3D Primitives

3D Primitives

### Planes

Planes (Polyface Meshes)  
Extrusions  
Extrude from 2D Objects  
Using The Plane Command  
Extruding Planes

### Exercise 3 – Small Building

3D Drawings from 2D Drawings  
Creating a Basic Symbol  
Creating Additional Symbols  
Adding Standard 3D Walls

### Adding a Basic Roof

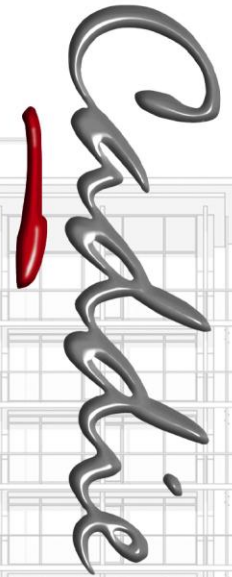
### Creating a Custom Roof

### Transformations

Standard Caddie 3D Transformations  
3D Stretch  
Dynaface  
Merging Faces and Polygons  
Randomising Polyface Heights  
Randomising Polyface Point Height

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**Lunch and refreshments are provided.**

The logo for Caddie, featuring the word 'Caddie' in a stylized, cursive font. The letter 'C' is large and grey, with a red vertical bar extending upwards from its top. The rest of the letters are in a lighter grey, cursive script.A vertical red line runs down the right side of the page. To its left, the text 'Computer Aided Design for Professionals' is written vertically in a red, serif font.

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# INTRODUCTION TO CADDIE Vio COURSE

## Prospectus

### Materials

Materials Overview  
Open the Materials Dialogue  
Creating Materials  
Creating Custom Materials  
Adding Materials to the Model

### Lighting

Introduction to Lighting  
Open the Lights Dialogue  
Types of Lighting  
Properties of Lights  
Adding Lights to a Model  
Selecting Existing Lights  
Moving and Re-Orientating Lights  
Modifying Light Properties

### Setting the Scene Type

Configuring the Rendering Environment  
Setting the Lighting Scheme  
Natural Lighting Position and Balance  
Setting the Sun Position  
Setting the North Angle of the Model

### Backgrounds and Foregrounds

Adding Backgrounds

### Creating the Rendered Image

Choosing the Render Quality  
Rendering the Image  
Saving a Screen Render to File

### Test Renders

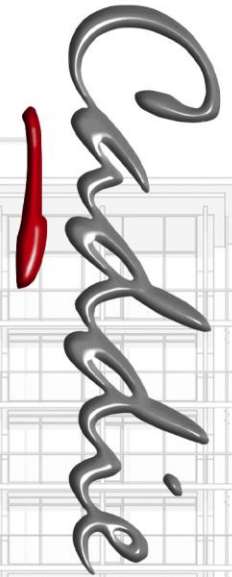
Finishes  
Quality  
Ambience  
Sun Studies

### Inserting Objects

Inserting Symbols  
Inserting RPC Objects

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***Lunch and refreshments are provided***

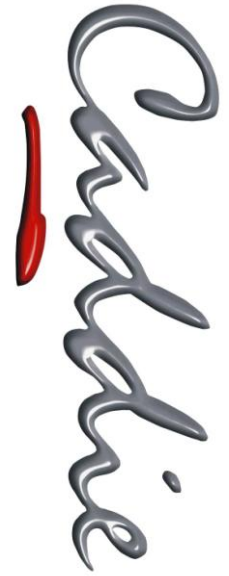
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# CADDIE TRAINING REGISTRATION FORM



**Terms and Conditions:**

- Important note:** Bookings will only be deemed confirmed when the proof of payment/official order and the authorised, fully completed and signed registration form have been received by ACS or for an on-line booking, payment has been received and confirmed
- All quoted prices are exclusive of VAT.
- The registration of each delegate is subject to an advance deposit of 100% of the course fee 28 days prior to course commencement or at the time of booking, which ever is the later.
- Caddie reserves the right to change the dates of courses and the prices of future courses without written notice.
- Cancellation of courses **MUST** be in writing and are subject to the following cancellation fees:
  - Prior to fourteen (14) days - 25% of course fee is payable
  - Prior to seven (7) days - 50% of course fee is payable
  - Within seven (7) days - 100% of course fee is payable

**Banking Details:**

Payment can be made On-Line, by Post (Cheque made payable to Advanced Computer Solutions Ltd.), by Telephone or directly into the ACS bank account (reference *yournameTC*).

Bank Details

Bank: NatWest - St Albans  
 Account Name: Advanced Computer Solutions (Europe) Ltd  
 Sort Code: 60 18 11  
 Account Number 69037744 (£ - Pounds Str). 20010389 (€ - Euro)

**Registration details:**

Company name:		Contact person:	
Postal address:			
Postal code:		VAT number:	
Telephone number:		Fax number:	
Email address:		Mobile number:	
Please register the following delegates:			
Caddie Training Course:	Date:	Delegate name:	Course fee:
Total cost inclusive of VAT:			

*Advanced Computer Solutions Ltd. assumes that by signing this registration form the client has read and understood the terms and conditions contained therein and binds them thereto. Please return the completed registration form and the proof of payment by fax to +44 (0)1234 832601*

**Authorisation / Order number:**

**I accept the above terms and conditions.**

**Date:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Computer Aided Design for Professionals