Getting Started with Caddie Online Course

Prerequisites for Completing the Getting Started with Caddie Course

Before undertaking the Getting Started with Caddie course, you should:

- o Have access to Caddie software, a recent version, (licenced or evaluation) and an internet connection.
- o Be computer literate and knowledge of using the Windows Operating System.
- o Have a reasonable understanding of drawing principles.
- o Downloading Caddie Software
- o Installing Caddie Software
- o Activating Caddie Software

Downloading and opening a Caddie Course Exercise

You will become familiar with the structure of the course including the practical exercises requiring you to download and open an example drawing in Caddie and the associated questions linked to them.

- o Where to find the course exercises
- o How to download the Caddie .DWG course files

1. Working Environment

- • Working Environment
- o Introducing the screen layout
- o Locking and unlocking toolbars
- o The Command Line and Pointer Command Line prompts
- o Using the right click options for the Status Bar icons and tooltips

- • More on Working Environment
- o Customising your own toolbars
- o Docking and floating toolbars
- o Saving and exporting your screen layout
- o Restoring the default Caddie screen
- o Modelspace and sheets

- • Keyboard Shortcuts
- o Using the 'Help' menu to identify the pre-defined keyboard shortcuts
- o Assigning keys as user defined keyboard shortcuts
- o Exporting and saving the list of pre-defined keyboard shortcuts

2. Navigating Around the Drawing Area

- o Panning
- o Zooming
- o Orbiting

3. Configuring the Modelspace

- o Configuring the drawing units
- o Configuring the grid
- o The drawing border - size and visibility
- o Changing the background colour
- o Customising your mouse
- o Changing between the long and short pointer

4. Basic Drawing Tools
- Polylines and lines
- Circles and arcs
- Rectangles
- Parallel lines
- Double lines
- Construction lines and circles
- Offset line/polyline/spline

5. Context Sensitive Menu and Context Toolbar
- Using the Context Sensitive Menu
- Using and configuring the Context Toolbar

6. Basic Snap Modes
- Smartsnap
- Autosnap

Primary Snaps
- Endpoint snap
- Intersection and Construction Intersection snap
- PDF Underlay snap

Secondary Snaps
- Midpoint snap
- Snap to centre of circle
- Snap normal to line

Complimentary Snaps
- Polar snap
- Grid snap

7. Selecting Objects
- Selecting and unselecting single or multiple objects individually
- Selecting and unselecting objects using a box selection or a polygon
- Swapping selected and unselected objects
- Storing and recalling selections
- Selecting objects of a similar type
- Selecting all visible objects
- Using the 'Quick Select' to select based on specific properties

8. Object Properties
- Showing various properties of single objects
- Showing shared properties of multiple objects
- Changing the properties of an object
- Filtering the selection of objects
- Using Mouseover Object Properties

9. Modelspace Viewports
- Configuring your active Modelspace viewport
- Using multiple viewports
- Showing different views of the model simultaneously
- Saving and recalling your viewport layout

10. Drawing Management and Backup
- Drawing settings
- File types and saving drawings
- Auto backup
- Manually backing up and restoring drawings
- The backup files that are shown after an impromptu shut down and choosing which backup files to open

11. Modifying a Drawing
- Object grip points
- Copying
- Mirroring
- Undoing
- Moving
- Rotating
- Filleting and chamfering
- Breaking and dividing
- Trimming
- Cloning
- Stretching
- Scaling

12. Hatch
- The 'Quick Hatch' pane (dialogue)
- Hatch types
- Setting the hatch parameters
- How to create hatches by:
    - Inside hatch with and without islands
    - Endpoints
    - Manual - with and without islands
    - Closed objects
- Modifying existing hatches

13. Finishes
- Text
- Text parameters
- Text styles
- Inserting text
- Aligning text (text origins)
- Editing existing text
- Annotative text
- Using text from other applications

- Dimensions
- Associativity of dimensions
- Inserting radial, circumference and angular dimensions
- Creating a dimension style
- Inserting horizontal, vertical and diagonal dimensions
- Modifying a dimension style
- Setting alternative units
- Continuing from an existing dimension
- Aligning dimensions and text

- AEC Dimension Groups
- Adding AEC dimension groups to AEC and linework objects
- Associativity of dimension groups
- Managing AEC dimension styles
- Configuring AEC dimension groups
- The relationship between AEC dimension groups, AEC dimension group styles and dimension styles

- Leader Arrows
- Leader arrow parameters
- Adding, linking and editing leader arrow text
- Leader arrow header size
- Associating new and existing leader arrows to objects

- Polygon Masks
- Why and when to use polygon masks
- Inserting polygon masks
- Creating polygon masks from existing objects

14. Measuring
- o Measuring between two points
- o Setting measurement units and using alternative measurement units
- o Measuring areas and rooms
- o Linear, angular and height measurements

15. Layers
- o Layer setup
- o Creating a layer
- o View, snap, edit and enable/disable layers
- o Displaying layers
- o Creating a group
- o Importing a group
- o Layering and display from the Context Sensitive Menu (CSM)

16. Sheets and Viewports
- o Setting up a sheet
- o Creating a viewport
- o Copying sheets
- o Modifying a viewport
- o Multiple viewports
- o Printing viewports
- o Deleting a sheet

17. Blocks
- o Inserting symbols and blocks
- o Scheduling blocks
- o Creating and copying a block
- o Editing a block
- o Replacing a block
- o Layers
- o Rescheduling blocks
- o Clipping blocks

18. Catalogue
- o Displaying and navigating around the catalogue
- o Deleting / hiding palettes and adding your own objects, materials and tools into the catalogue
- o Using catalogue tools and objects in your drawing
- o Viewing and changing the properties of catalogue items
- o Editing catalogue content
- o Downloading additional catalogue content

19. Using External Content in Your Drawing
- PDF Underlays
- o Creating PDF's
- o Importing PDF underlays
- o Drawing 3D content on a PDF underlay

- Pictures (images)
- o Inserting pictures
- o Controlling picture borders
- o Scaling images
- o Modifying pictures
- o Clipping pictures
- o Sharing pictures

20. Patterns
- o Creating a pattern
- o Naming patterns
- o Copying patterns
- o Editing and adding to existing patterns
- o Catalogue and patterns

21. Templates and Titlesheets
- o Adding a new titlesheet from the titlesheets drawing
- o Customise the titlesheets drawing
- o Inserting and using a titlesheet from the catalogue
- o How to create and select a template

22. Plotstyles, Printing and Presentation
- Plotstyles and Printing
- o Printing your drawing
- o Recap on viewports
- o Configuring Plotstyles
- o Assigning a Plotstyle to a sheet or viewport

- Presenting Your Drawing Electronically
- o Sheet setup
- o Print to a PDF
- o Save as a PDF
- o Emailing drawings

During the 22 Modules of the course, you will complete 34 lessons and associated questions including 17 exercises.

The course can be completed in one or multiple sessions and is equivalent to a half day classroom course. The duration will vary as individuals may take longer depending on their availability to study as well as their knowledge and skill level before starting the course. On average learners have completed the course within 35 hours of study with the maximum time taken of 50 hours.

You will have access to the course for 12 weeks from your enrolment date in which to complete the course. Once you have successfully completed and received a certificate for the course you will have unlimited access to revisit the course.

Accreditation for SACAP registered professionals

Getting Started with Caddie has been assessed and evaluated by the South African Institute of Architectural Technologists (SAIAT), a South African Council for the Architectural Profession (SACAP) recognised voluntary organisation, as a Category 1 Continuing Professional Development (CPD) event for SACAP registered professionals.

SACAP registered professionals can earn 3 credits towards their CPD with a Certificate of Achievement for Getting Started with Caddie.