

Learning VectorWorks Chapter 5

Using Library Symbols

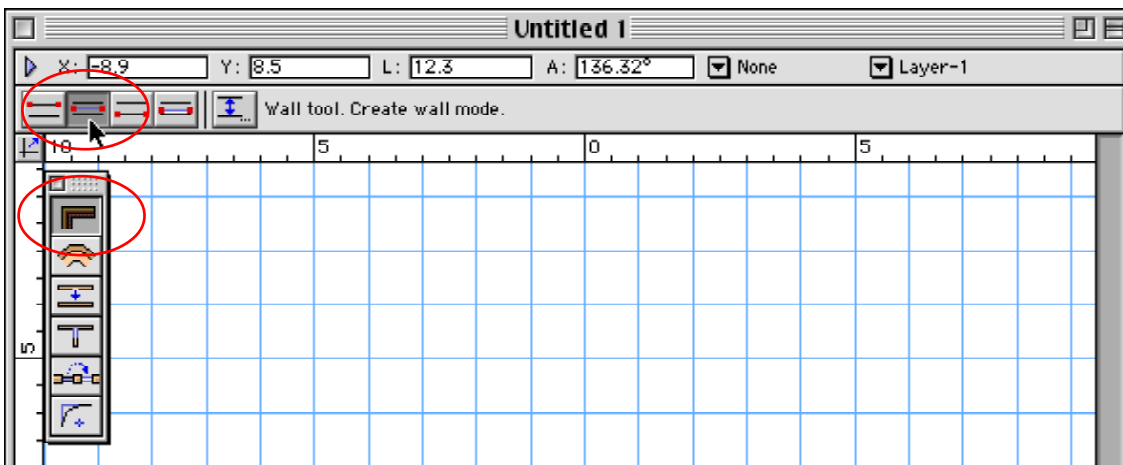
One of the most powerful features of a CAD system is its ability to develop a series of library sketches of commonly used items that can be easily inserted into documents. VectorWorks calls these sketches **SYMBOLS** and they can be ones that you create yourself, or use standard symbols provided by the program.

For example, if you are developing some house plans you can create symbols for the chairs, doors, windows, etc.

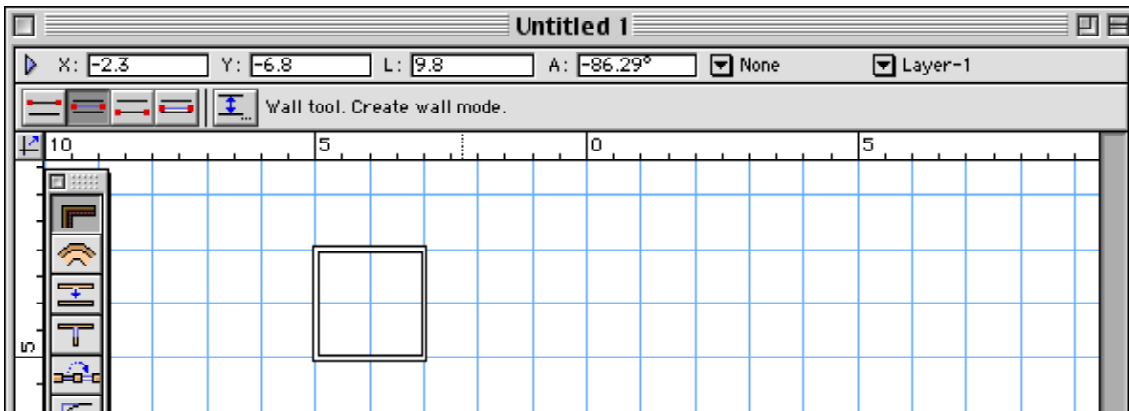
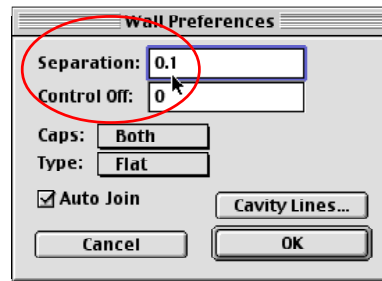
Placing an Object in a Library

When developing a library of symbols you create them in the one file. All you just needs to be open for any other file to be able to access its symbols. In this example we will create a sketch of a window and store it in a symbols library.

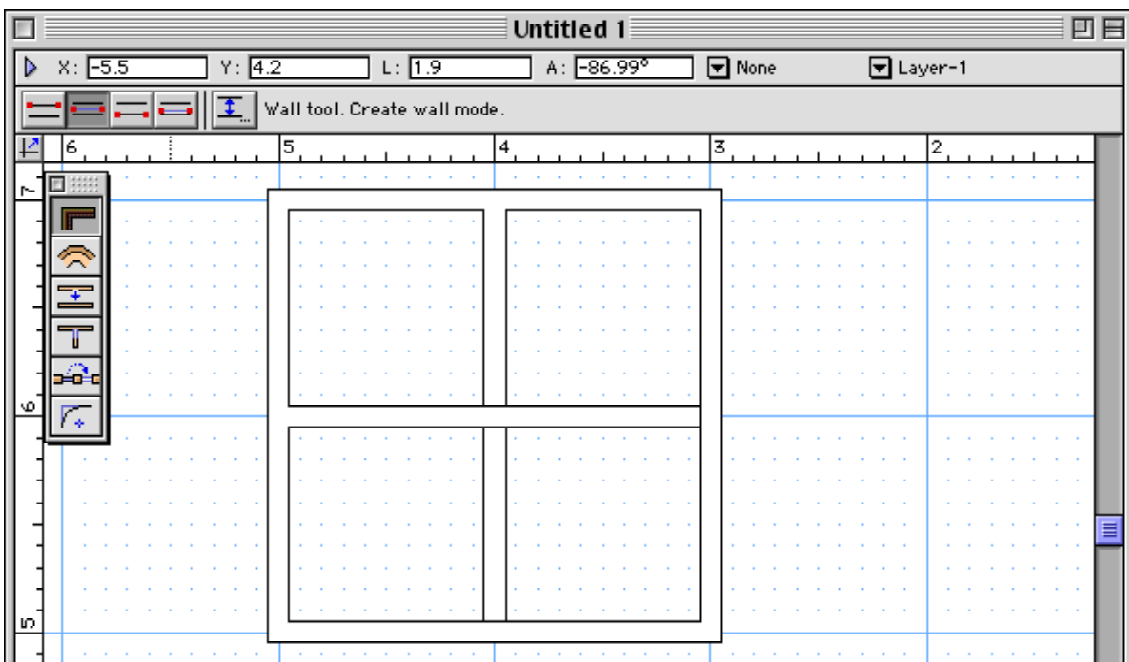
- 1 Load VectorWorks, or close the current file then select **NEW** from the **FILE** menu and select **CREATE BLANK DOCUMENT** followed by **OK**.
- 2 Set the units to **CENTIMETRES** using **UNITS** from the **PAGE** menu, and set the **GRID** to have an **X snap** of 0.1.
- 3 Use the **PALETTES** menu to open the **WALLS** palette.
- 4 Select the **CREATE WALL** tool with the **CENTRE LINE** mode.




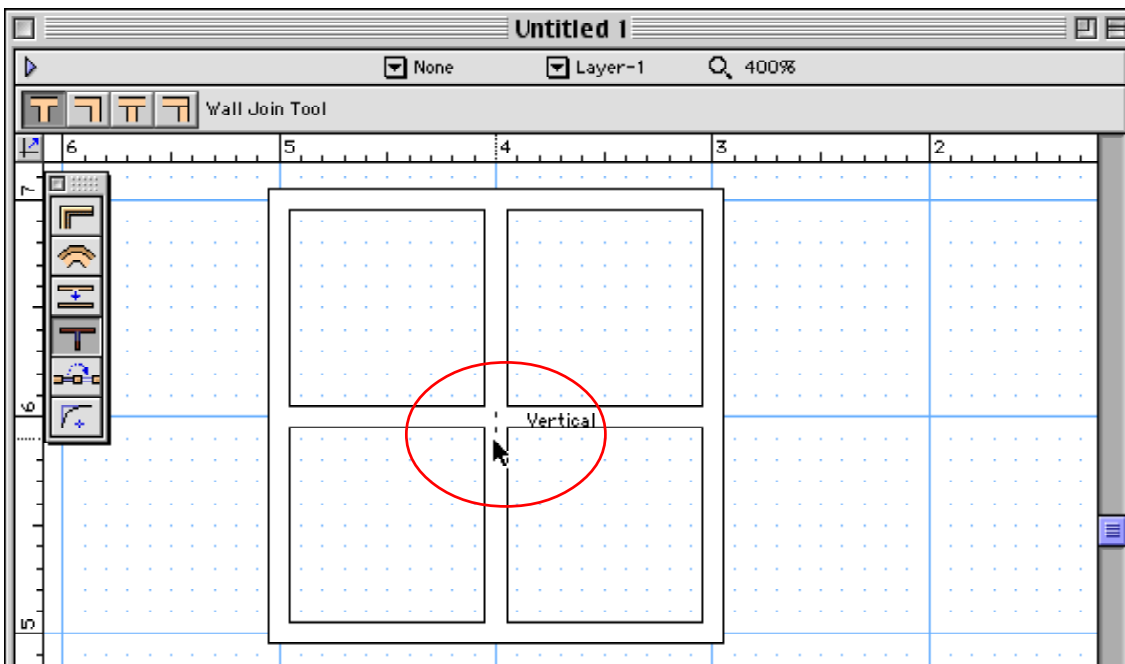
- 5 Click on the WALL PREFERENCE button (fifth mode button) in the MODE BAR and set the line SEPARATION to 0.1.
- 6 Select OK and draw a 2 cm square near the top left of the screen.



- 7 Zoom the screen up to 400% and draw a vertical line through the centre of the square, followed by a horizontal line.



- 8 Select the WALL JOIN tool  from the WALLS palette and drag a line through any wall joins that are not open. Your window should look like the one in the diagram at the top of the next page.

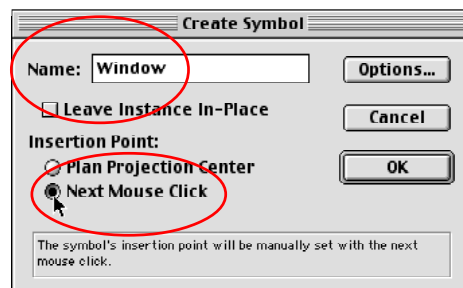


- 9 Return the screen view to 100%, select the POINTER tool and drag a frame around the window to select all its lines.
- 10 Press \mathbb{G} or CTRL+G to group the lines into one object.

Converting the Object to a Symbol

To place the object in a library it needs to be converted to a SYMBOL.

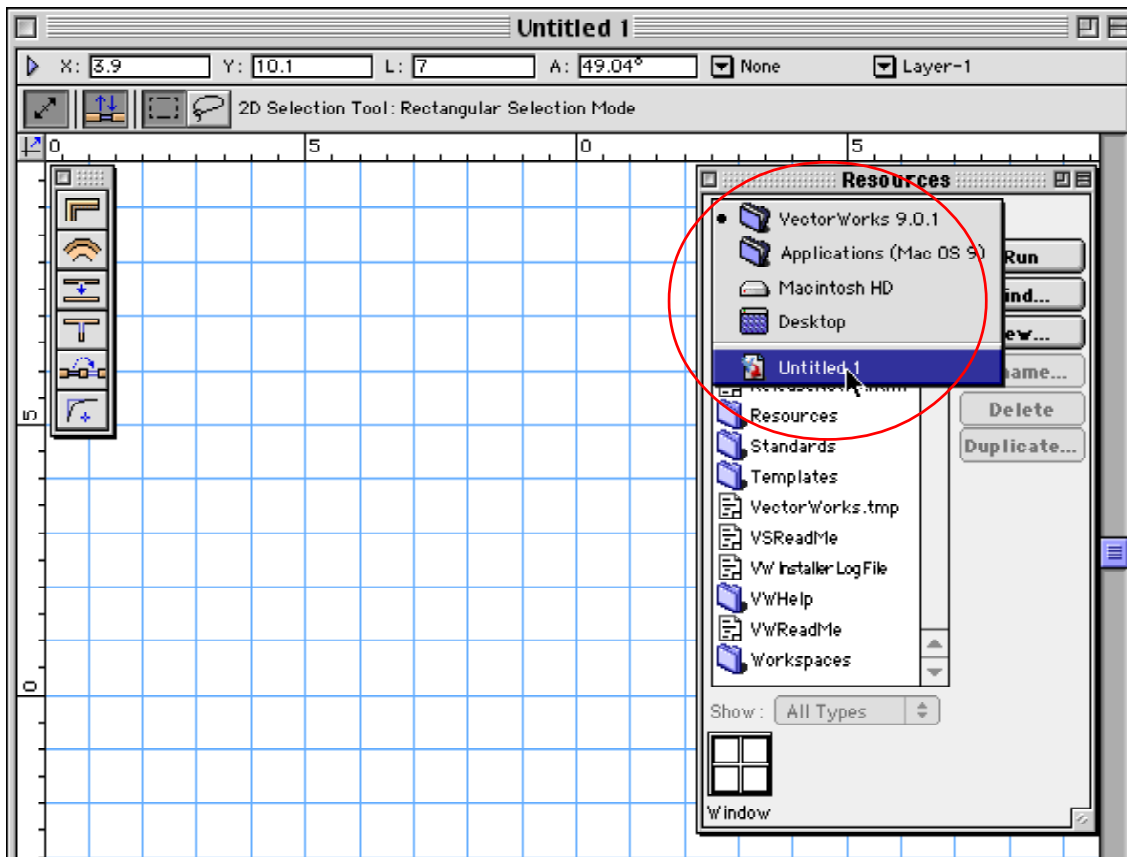
- 1 With the window selected display the ORGANISE menu and select CREATE SYMBOL.
- 2 Call the symbol WINDOW and click on the NEXT MOUSE CLICK option. This means that the symbol will be inserted where you click the mouse button.
- 3 Click on OK then click the mouse button and the symbol will be taken from the screen and placed in the SYMBOL LIBRARY.



Looking at the Library Symbols

Library symbols are stored in the file that was used to create them and they are displayed in the RESOURCES palette.

- 1 Use the PALETTES menu to open the RESOURCES palette.
- 2 Set the top box of the palette to the UNTITLED 1 file (the file that the window was drawn in).



- 3 The window symbol should be displayed.

Creating a Library Folder

To make the symbols easier to use with other files folders can be created to store different types of symbols. In this case we will create a general folder.

- 1 Save the document in your STORAGE folder under the file name:

CAD Library