

Setting up IT in an Architectural Office

SOFTWARE

- Using Software
- Learning to use Software
- CAD
- 3d
- Graphics
- Office suites / Databases
- Accounting
- Utilities
- Printing
- Networking
- eMail
- Web

Using Software

- Software won't solve your management problems or save you money.
- Don't attempt to use new software on a difficult or time restricted project.
- Use software to embed knowledge.
- Use software to reduce duplicated effort.
- Continually re-assess the way you do things.
- Spend time learning.

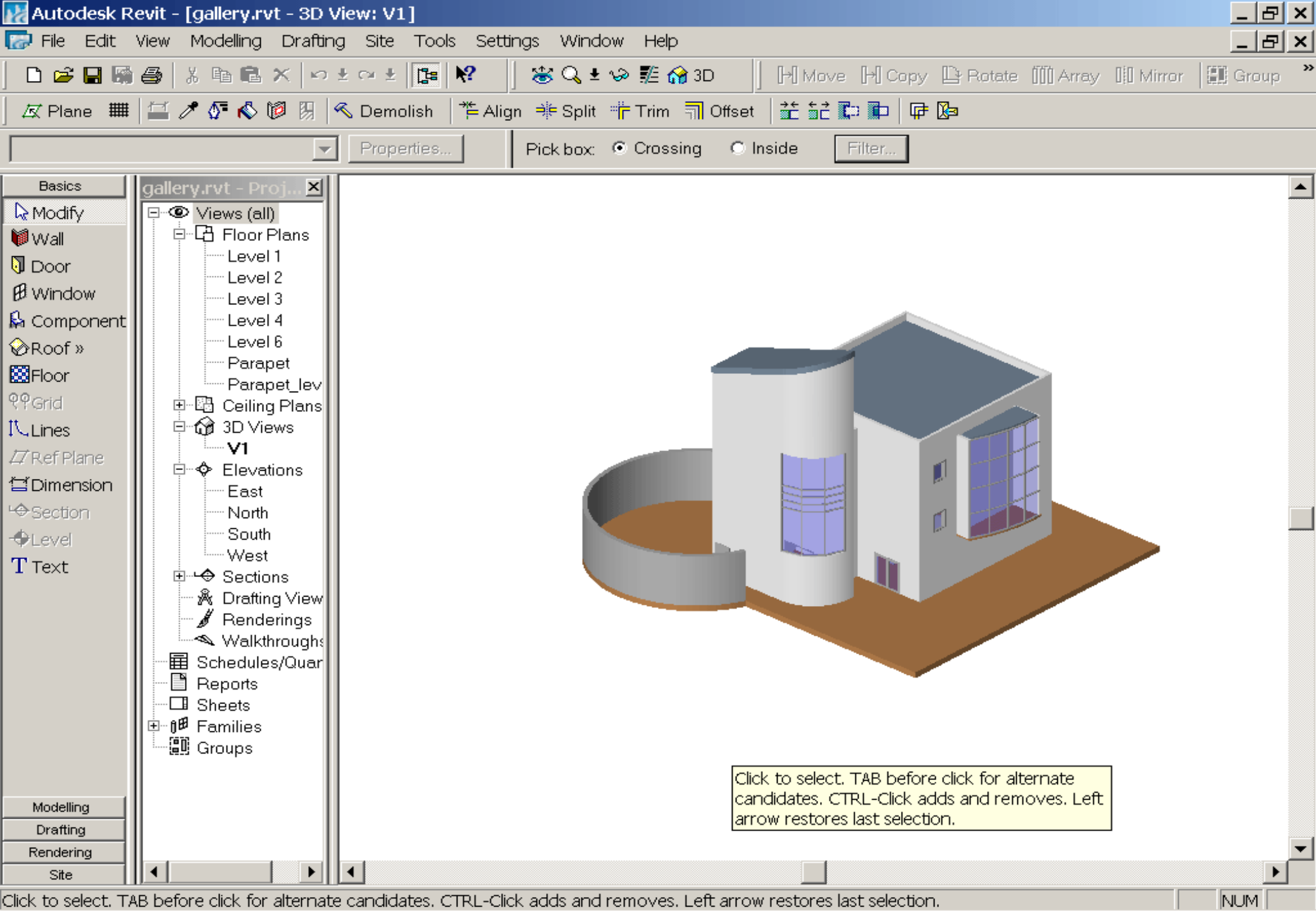
Learning to Use software

- Buy a book (don't rely on the manual)
- Do the tutorials
- Learn by using it for real work
- Allow the time to use help
- Learn something new every day

CAD

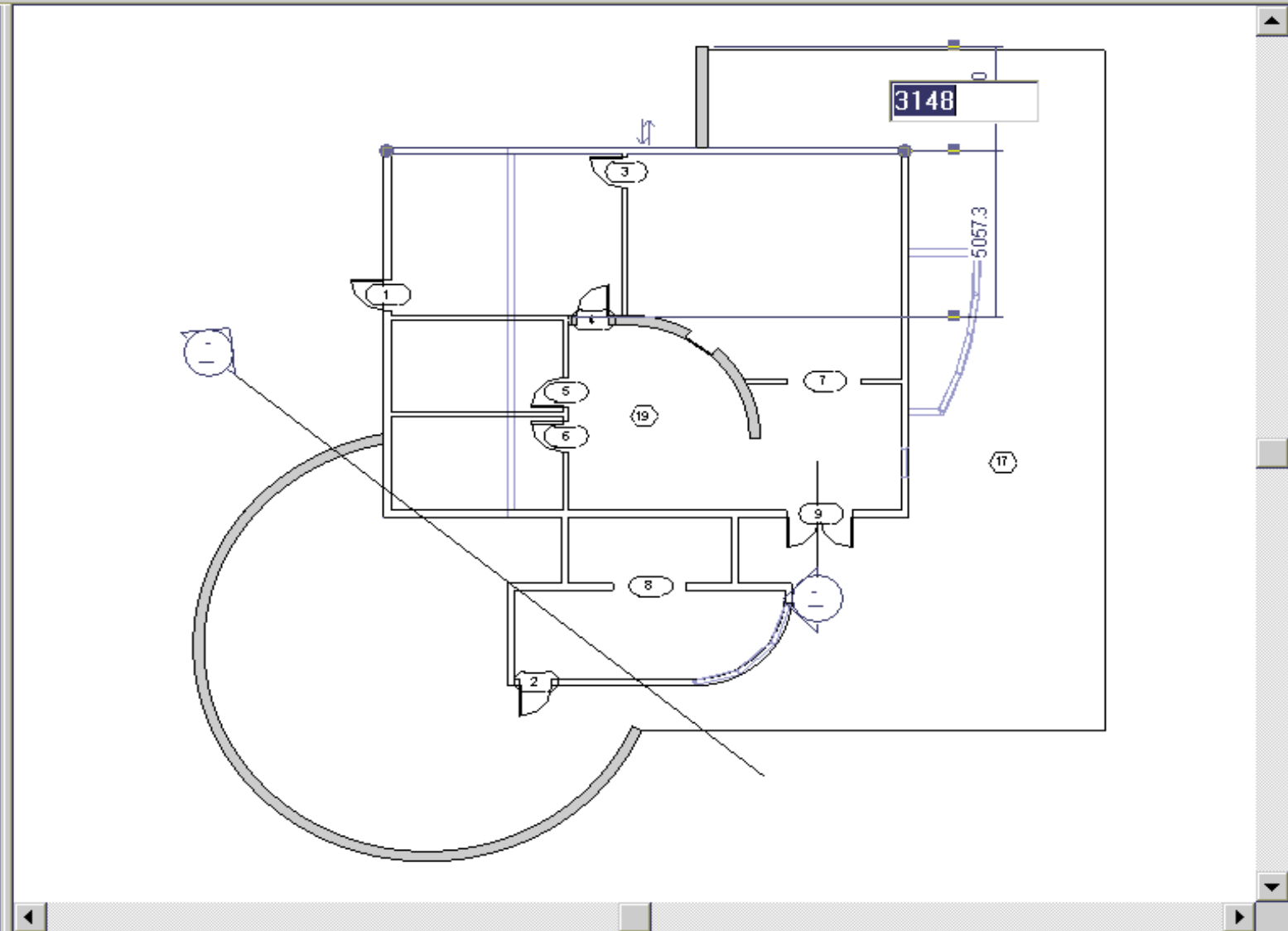
- ArchiCAD \$8,500
- AutoCAD 2004 \$6,000
- Architectural Desktop 2004 \$7,520
- AutoCAD LT 2004 \$1,995

- Revit 5.1 (incl 1 year Subscription) \$7,520
<http://www.revit.com/>
<http://www.rugi.org/>
<http://www.revitcity.com/>



- Basics
 - Modify
 - Wall
 - Door
 - Window
 - Component
 - Roof »
 - Floor
 - Grid
 - Lines
 - Ref Plane
 - Dimension
 - Section
 - Level
 - Text
- Modelling
- Drafting
- Rendering
- Site

- gallery.rvt - Proj
 - Views (all)
 - Floor Plans
 - Level 1**
 - Level 2
 - Level 3
 - Level 4
 - Level 6
 - Parapet
 - Parapet_lev
 - Ceiling Plans
 - V1
 - Elevations
 - East
 - North
 - South
 - West
 - Sections
 - Callout of Se
 - Section 3
 - Section 6
 - Drafting View
 - Renderings
 - Walkthroughs
 - Schedules/Quar
 - Reports
 - Sheets
 - Families
 - Groups





Properties...

Pick box: Crossing Inside

Filter...

Basics

- Modify
- Wall
- Door
- Window
- Component
- Roof »
- Floor
- Grid
- Lines
- Ref Plane
- Dimension
- Section
- Level
- Text

Modelling

Drafting

Rendering

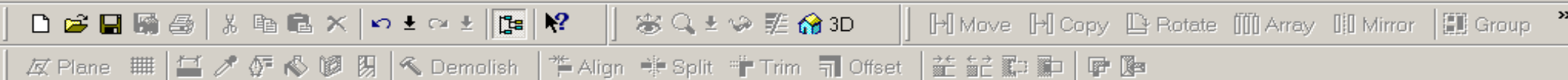
Site

gallery.rvt - Project bro...

- Level 1
- Level 2
- Level 3
- Level 4
- Level 6
- Parapet
- Parapet_level 5
- Ceiling Plans
 - Level 1
 - Level 2
 - Level 3
 - Level 4
 - Level 6
 - Parapet
 - Parapet_level 5
- 3D Views
 - V1
- Elevations
 - East
 - North
 - South
 - West
- Sections
 - Callout of Section :
 - Section 3
 - Section 6**
 - Drafting Views
 - Renderings
 - Walkthroughs
- Schedules/Quantities
- Reports

Level	Height
Level 6	14150.0
Parapet	11400.0
-Parapet Level 5	10560.0
	10000.0
Level 3	7000.0
Level 2	3500.0
Level 1	0.0

Click to select. TAB before click for alternate candidates. CTRL-Click adds and removes. Left arrow restores last selection.



Properties...

Headers:

Group

Ungroup

Rows:

New

Delete

Basics

- Modify
- Wall
- Door
- Window
- Component
- Roof »
- Floor
- Grid
- Lines
- Ref Plane
- Dimension
- Section
- Level
- Text

Modelling

Drafting

Rendering

Site

Cohouse.rvt - Pr... X

- Views (all)
 - Floor Plans
 - 1st Flr. Cnst.
 - 2nd Flr. Cnst.
 - 3rd Flr. Cnst.
 - 4th Flr. Cnst.
 - 5th PARAPE
 - LEVEL 6
 - LEVEL 7
 - Plan Detail (
 - Ceiling Plans
 - 3D Views
 - Isometric
 - {3D}
 - Elevations
 - East
 - North
 - South
 - West
 - Sections
 - Drafting View
 - Renderings
 - Walkthroughs
 - Schedules/Quar
 - Room Sched.
 - Window Sche**
 - Reports
 - Sheets
 - Families
 - Groups

Window Schedule						
Mark	Width	Height	Sill Height	Head Height	Construction T	
1	914	2438	305	2743		
2	914	2438	305	2743		
3	914	2438	305	2743		
4	914	2438	305	2743		
5	914	2438	305	2743		
6	914	2438	305	2743		
7	914	2438	3962	6401		
8	914	2438	3962	6401		
9	914	2438	3962	6401		
10	914	2438	3962	6401		
11	914	2438	3962	6401		
12	914	2438	3962	6401		

Revit

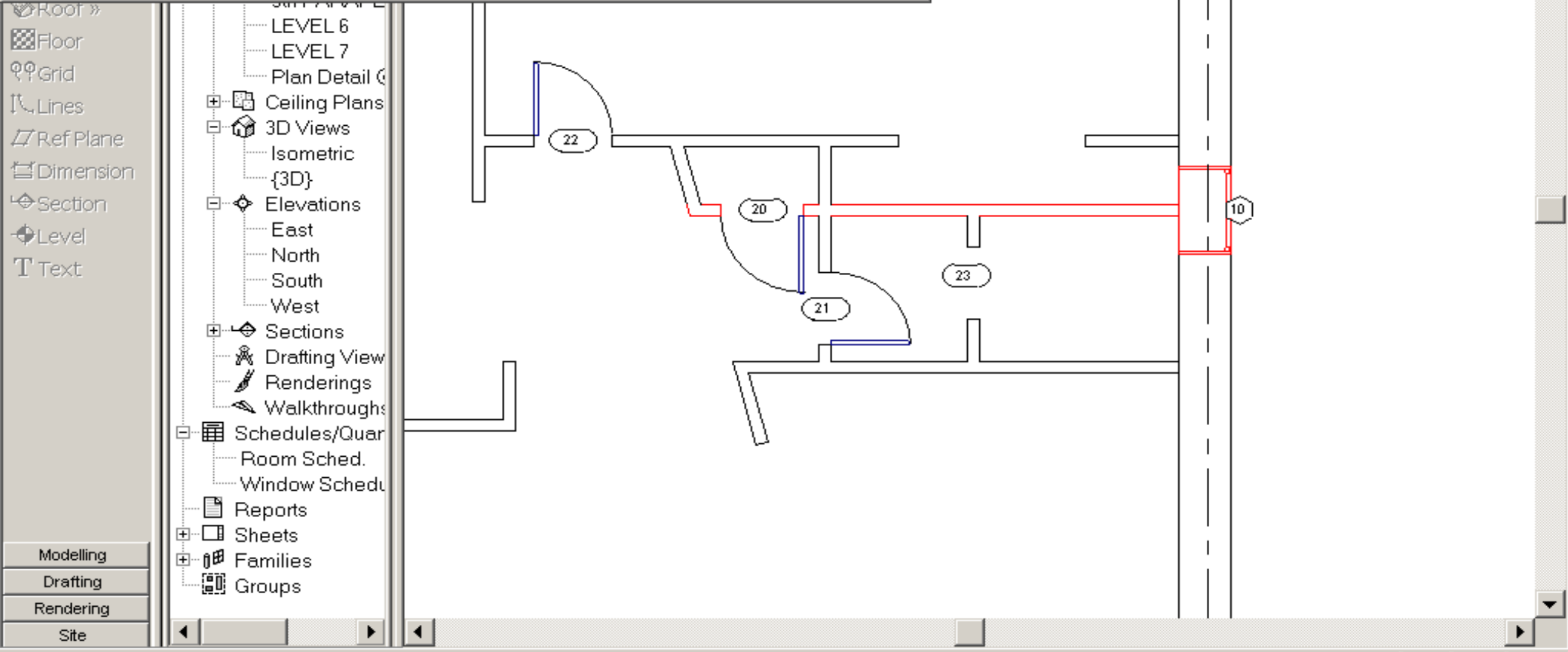
Warning - can be ignored

Insert conflicts with joined wall.

Show More Info

OK Cancel

Move Copy Rotate Array Mirror Group



- Roof »
 - Floor
 - Grid
 - Lines
 - Ref Plane
 - Dimension
 - Section
 - Level
 - Text
- Modelling
Drafting
Rendering
Site

- LEVEL 6
- LEVEL 7
- Plan Detail (
- Ceiling Plans
- 3D Views
 - Isometric
 - {3D}
- Elevations
 - East
 - North
 - South
 - West
- Sections
- Drafting View
- Renderings
- Walkthroughs
- Schedules/Quar
 - Room Sched.
 - Window Sched.
- Reports
- Sheets
- Families
- Groups

3d Software

- Use your CAD software

- Rhino

<http://www.rhino3d.com/>

(\$US895)

\$1324

Graphic

GRAPHIC

- Adobe Design Collection 7 \$2,285
 - Photoshop 7
 - InDesign 2
 - Acrobat 6 Professional
 - Illustrator 10
- Adobe PhotoShop 7 \$1,299
 - (Academic \$499)
- Shareware Graphics Viewer \$74
 - <http://www.acdsystems.com/> (\$US49.95)

Office Suites & Databases

- MS Office XP Pro (incl. Access database) \$1,099
MS Office XP Standard \$919
- MS Works 7 \$109
MS Works Suite 2003 (includes Word XP) \$179
<http://www.microsoft.com/products/works>
- StarOffice 6 Suite (Win) \$179
<http://www.sun.com/software/star/staroffice/>
- Open Office (open source software) free
<http://www.openoffice.org/>
- Filemaker database \$565
<http://www.filemaker.com.au/>

Accounting

- Any spreadsheet program
- MYOB Accounting 13 Win \$299
- MYOB Accounting PLUS 13 \$539
(Business, payroll, & time management)
<http://www.myob.com.au/>

Utilities

- WINZIP to compress & uncompress files
<http://www.winzip.com/> (\$US29) \$43
- Shareware sites
<http://shareware.cnet.com/>
<http://www.tucows.com/>
<http://www.mirror.aarnet.edu.au/>
(contains copies of free software)
- Pericope for AutoCAD
<http://www.manusoft.com/>

Printing

- Every print costs money

Cannon multi-function MP730

\$699

- Always Print to PDF or DWF before paper
- Keep record copies as PDF or DWF
- Burn to CD to permanently store record copies
- Use reduced prints whenever possible
- Consider using a bureau rather than purchase a plotter

Folders

- 0232Transmit
 - email
 - in
 - 030401 - 030416
 - 030502 - 030531
 - 030602 - 030630
 - 030701 from rba
 - 030702 from city planners
 - 030702 from cox-crone
 - 030702 from oculus
 - 030704 from cox-crone
 - 030704 from JBA
 - 030704 from NDYL
 - 030704 from oculus
 - 030704 from rba
 - 030707 from CoxCrone
 - 030707 from rba
 - DA reports (2nd issue)
 - out
 - 030617 - 030630
 - 030701 TO w9&10
 - 030702 to oculus
 - 030703 to RBA
 - 030703 to WAHW
 - 030704 to cox-crone
 - 030704 to cox-crone(2)
 - 030704 to Slattery
 - 030704 to WAHW
 - 030707 to oculus
 - 030707 to W9&10**

Name	Modified
A-MD-SK-1010[10]-A1~Max Dupain Plan Ground.PDF	7/07/2003 7:42 PM
A-MD-SK-1011[09]-A1~Max Dupain Plan Level 1.PDF	7/07/2003 7:42 PM
A-MD-SK-1024[09]-A1~Max Dupain Plan Level 14.PDF	7/07/2003 7:42 PM
A-MD-SK-1012[09]-A1~Max Dupain Plan Levels 2 & 3.PDF	7/07/2003 7:48 PM
A-MD-SK-1014[09]-A1~Max Dupain Plan Levels 4 to 12.PDF	7/07/2003 7:49 PM
A-MD-SK-1023[09]-A1~Max Dupain Plan Level 13.PDF	7/07/2003 7:50 PM
A-PB-SK-1009[07]-A1~Phoenix Plan Ground.PDF	7/07/2003 8:12 PM
A-PB-SK-1010[07]-A1~Phoenix Plan Upper Ground.PDF	7/07/2003 8:12 PM
A-PB-SK-1011[07]-A1~Phoenix Plan Level 1.PDF	7/07/2003 8:12 PM
A-PB-SK-1012[08]-A1~Phoenix Plan Level 2.PDF	7/07/2003 8:12 PM
A-TB-SK-1009[11]-A1~Trojan Terrace Plan Ground.PDF	7/07/2003 8:13 PM
A-TB-SK-1010[11]-A1~Trojan Terrace Plan Upper Ground.PDF	7/07/2003 8:13 PM
A-PB-SK-1017[07]-A1~Phoenix Plan Level 7.PDF	7/07/2003 8:13 PM
A-PB-SK-1018[06]-A1~Phoenix Plan Level 8.PDF	7/07/2003 8:13 PM
A-TB-SK-1017[09]-A1~Trojan Terrace Plan Level 7.PDF	7/07/2003 8:13 PM
A-PB-SK-1019[05]-A1~Phoenix Plan Level 9.PDF	7/07/2003 8:13 PM
A-PB-SK-1020[05]-A1~Phoenix Plan Level 10.PDF	7/07/2003 8:13 PM
A-PB-SK-1021[05]-A1~Phoenix Plan Level 11.PDF	7/07/2003 8:14 PM
A-PB-SK-1022[06]-A1~Phoenix Plan Level 12.PDF	7/07/2003 8:14 PM
A-PB-SK-1023[07]-A1~Phoenix Plan Level 13.PDF	7/07/2003 8:14 PM
A-PB-SK-1016[07]-A1~Phoenix Plan Level 6.PDF	7/07/2003 8:14 PM
A-TB-SK-1011[09]-A1~Trojan Terrace Plan Level 1.PDF	7/07/2003 8:14 PM
A-TB-SK-1012[09]-A1~Trojan Terrace Plan Levels 2 - 6.PDF	7/07/2003 8:14 PM
ARMorder07July03-1.txt	7/07/2003 8:29 PM
ARMorder07July03-2.txt	7/07/2003 8:30 PM
ARMorder07July03-3.txt	7/07/2003 8:30 PM
ARMpdf07June03-1.zip	7/07/2003 8:31 PM
ARMpdf07June03-2.zip	7/07/2003 8:31 PM
ARMpdf07June03-3.zip	7/07/2003 8:31 PM

The Paperless Office

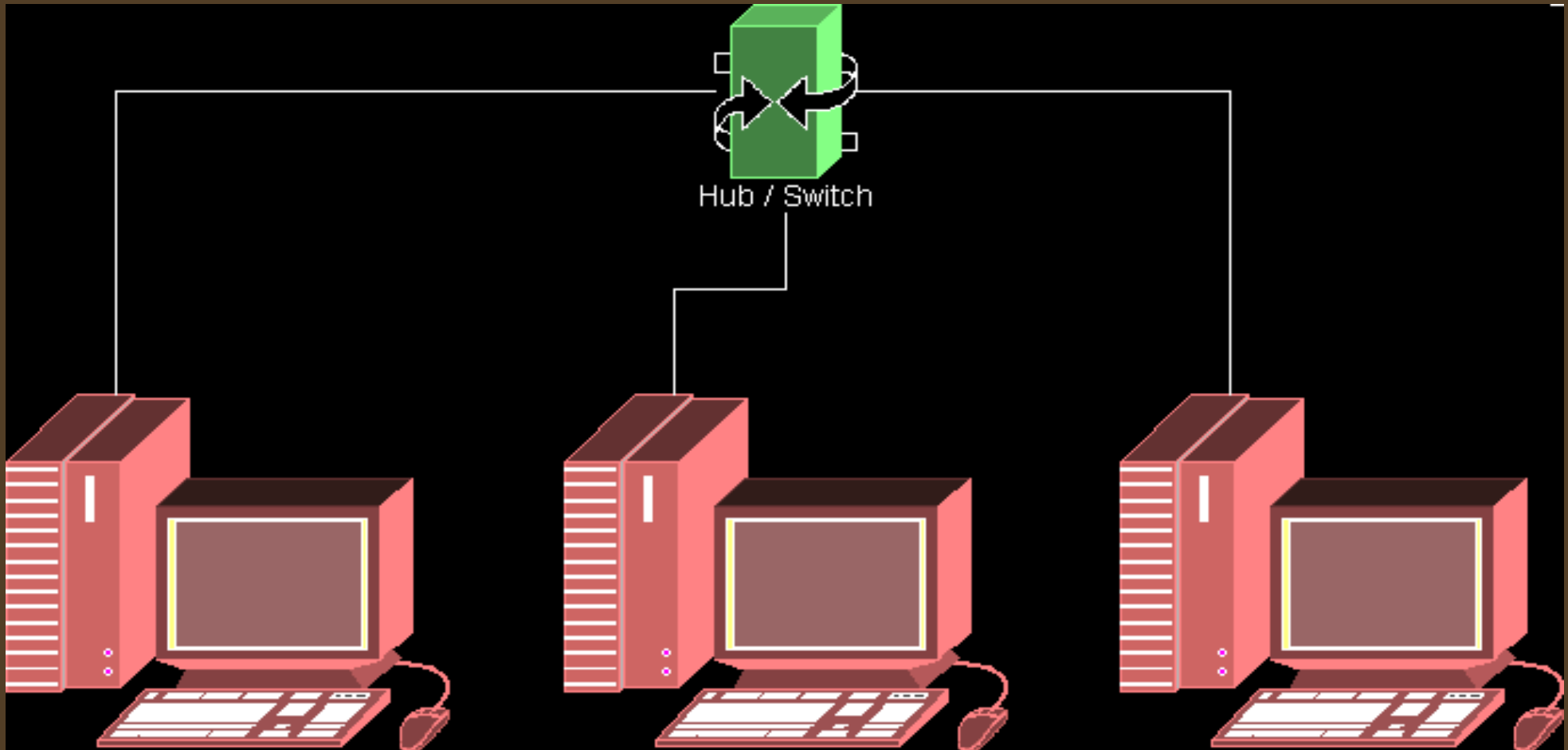
- **PDF Creator**
Adobe Acrobat 6.0 Professional (Win or Mac) \$849
Adobe Acrobat 6.0 Standard \$579
<http://www.adobe.com/products/acrobat/>
- **PDF Reader**
<http://www.adobe.com/products/acrobat/readstep2.html> free
- **Autodesk express viewer (DWF)**
<http://www.autodesk.com.au/adsk/servlet/index?siteID=1170888&id=2782619> free
Voloview 3 (promo price only) \$99
- **Wordviewer**
<http://office.microsoft.com/downloads/2000/wdvw9716.aspx> free
- **Graphics viewers**
use software supplied with your digital camera
AcDsee <http://www.acdsystems.com/> (\$US49.95) \$74
- **Digital Camera**
2 Megapixel

Anti Virus & Spam

- VET \$85
<http://www.vet.com.au/>
- Symantec Norton Antivirus 2003 Win \$88
http://www.symantec.com/region/au_nz/
- McAfee \$60
<http://au.mcafee.com/>
- Spam Filter (only works with MS Office Outlook)
<http://starship.python.net/crew/mhammond/spambayes>

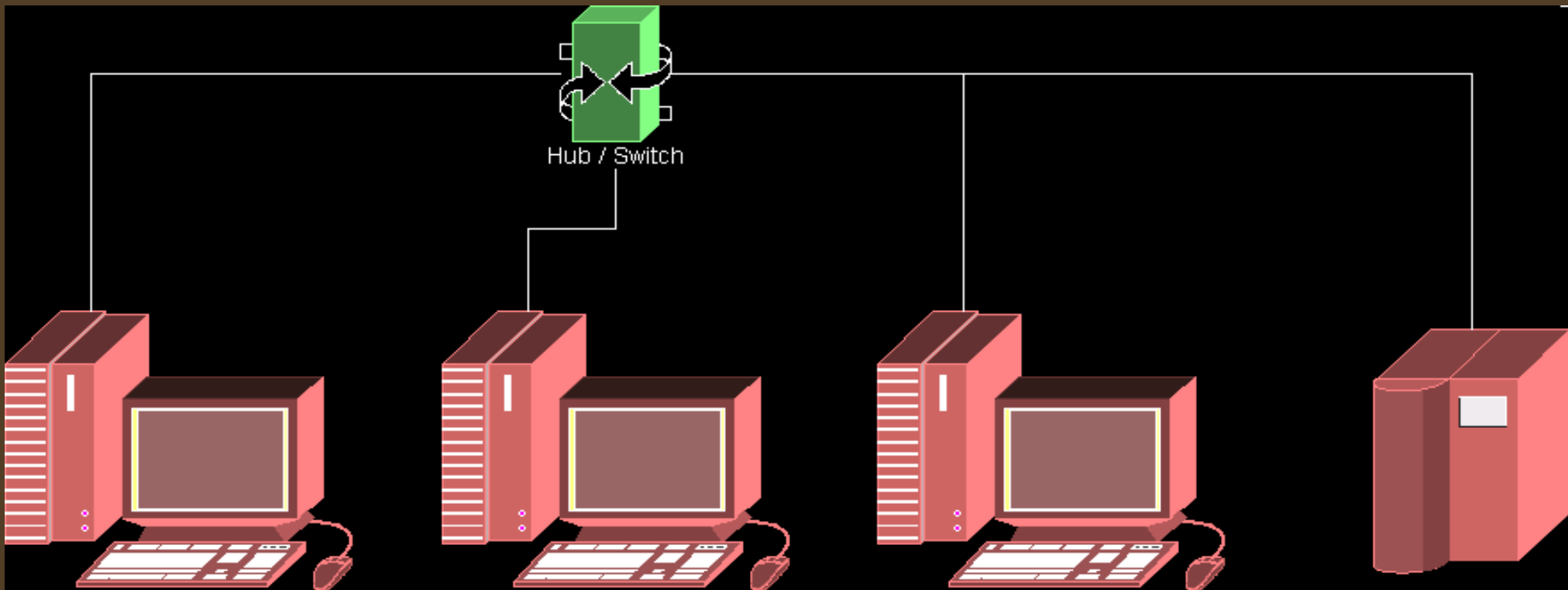
Networking

- Peer to Peer



Networking

- File Server



Network Software

- WINDOWS

MS Windows 2000 Server & 5 Clients \$2,099

MS Windows 2000 Server & 25 Client \$8,185

- LINUX

free (or nearly free)

<http://www.mlug.org.au>

<http://www.apac.redhat.com>

<http://www.mandrakelinux.com/en>

<http://www.au.debian.org>

Email

- Outlook express (comes with MS Windows) free
- Outlook (comes with MS Office)
- Eudora (free but with ads) (\$US95) \$140
<http://www.eudora.com/>
- Mozilla (browser & email) free
<http://www.mozilla.org/>
- Netscape (browser & email) free
<http://channels.netscape.com/ns/browsers/download.jsp>

Web

- Domain Registration
<http://registerfly.com/> (\$US9.99) \$15
- Web Site Hosting
your ISP free
<http://au.geocities.yahoo.com/> free but with ads
<http://www.esmartstart.com/> free but with ads
cheap web hosting in Australia ~\$15/month