

The logo consists of three interlocking white circles forming a triangular shape, with a purple 'R' overlaid on the top circle.

content controller

Learn how to use ofcdesk content controller's features.

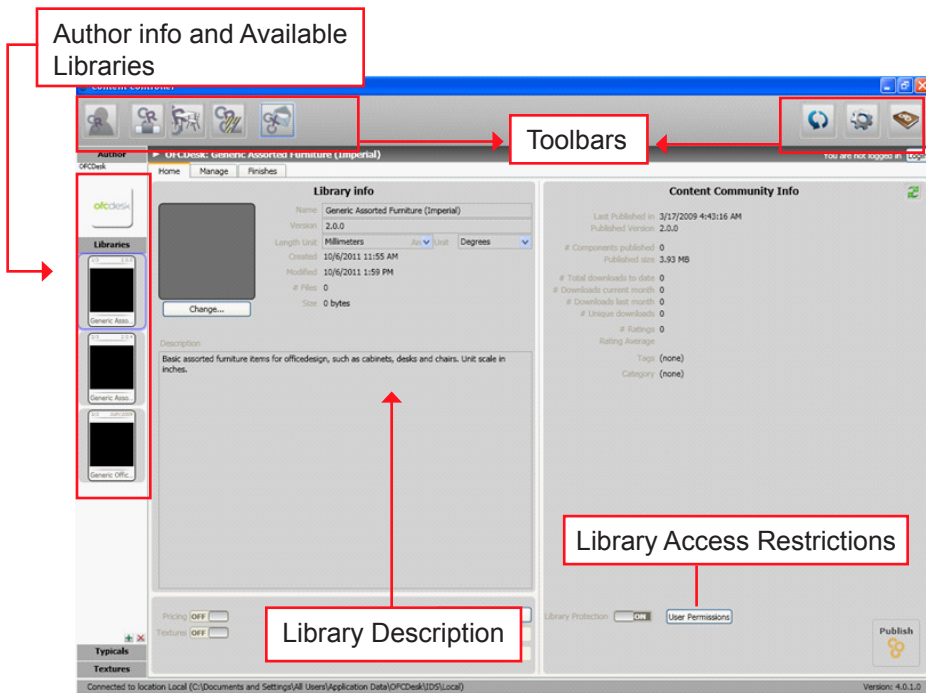
We are pleased to provide you with ofcdesk content controller to make your CAD library management easier. content controller allows you to set each item organization and storage rules following consistency parameters, also indexing any item into the ofcdesk idc or AutoCAD® databases (with the ofcdesk idc plug-in installed), for effortless and convenient insertion of created elements.

This Guide walks you through the most important features of content controller, giving you the quickest way to install and begin using your license of ofcdesk content controller.

You may also obtain further information and technical support via e-mail at support@ofcdesk.com.

content controller workspace

Create, save and manage your symbols and libraries using ofcdesk content controller. Simply click on an icon and follow the onscreen instructions to access all the features.



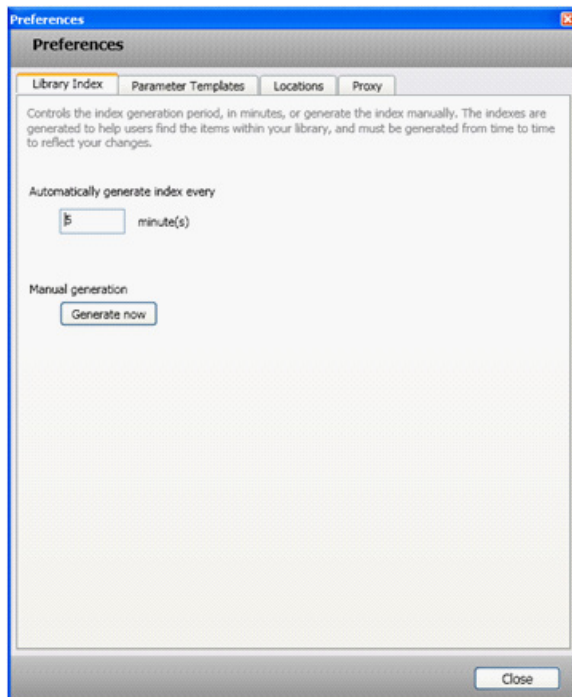
You can set program configurations according to your needs by clicking on Preferences.

Warning! Modifying specific configurations in the Preferences is only recommended to advanced users.

Preferences

- 1 Click on **Change content controller preferences icon**.

Use the **Library Index** tab to specify the time to generate the automatic index.



Use the **Parameter Templates Tab** to configure models of your families.

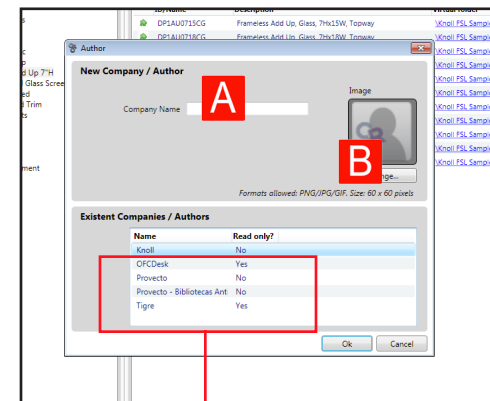
ofcdesk content controller toolbar

The very intuitive content controller toolbar allows you to access features quickly and easily.

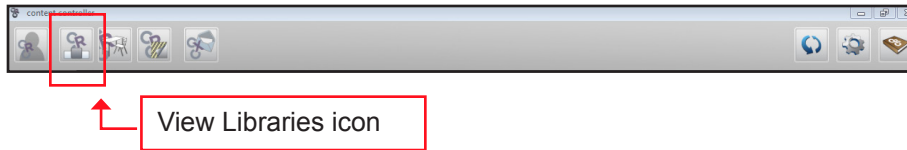


Create or Select Company/Author icon

- 1 To create a Library, click on the **Create or Select Icon** within the toolbar.
- 2 Assign a name (a), then select an image (b) from your database and click OK.



- 3 To open an existing library, double-click on the desired one, and click OK.

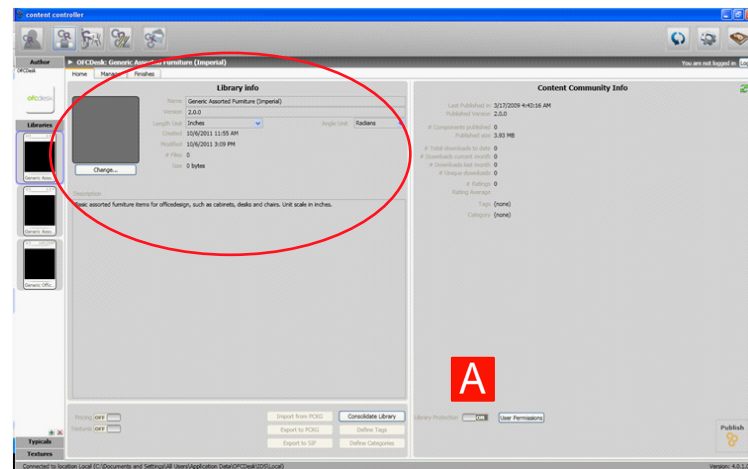


1 Click on the View Libraries Icon,

A new dialog box appears including 3 tabs: Home, Manage and Finishes.

Home Tab - check library details, such as author, version, length, angle and description. You may change library information at any time.

2 Click on the field you desire to update and enter new information.



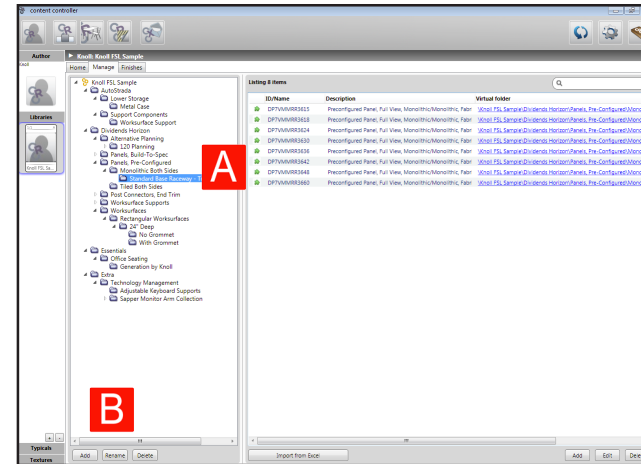
Turn the Library protection button ON (a) you can grant permission to a list of email addresses to download your library and prices.

Virtual Folder Management

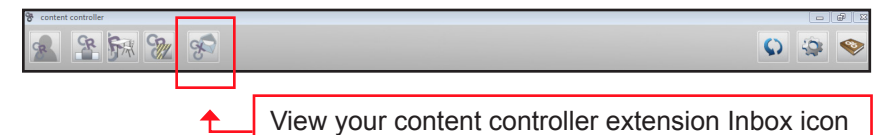
Manage Tab - add virtual folders and sub-folders to better organize your libraries.

1 To create a sub-category to a folder on the tree list, choose the containing folder (a)

2 Click on the Add button (b), placed in the lower left corner

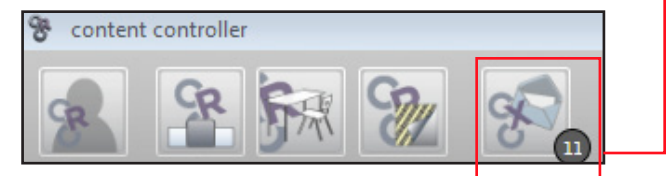


3 Assign sub-folder a name and hit ENTER.



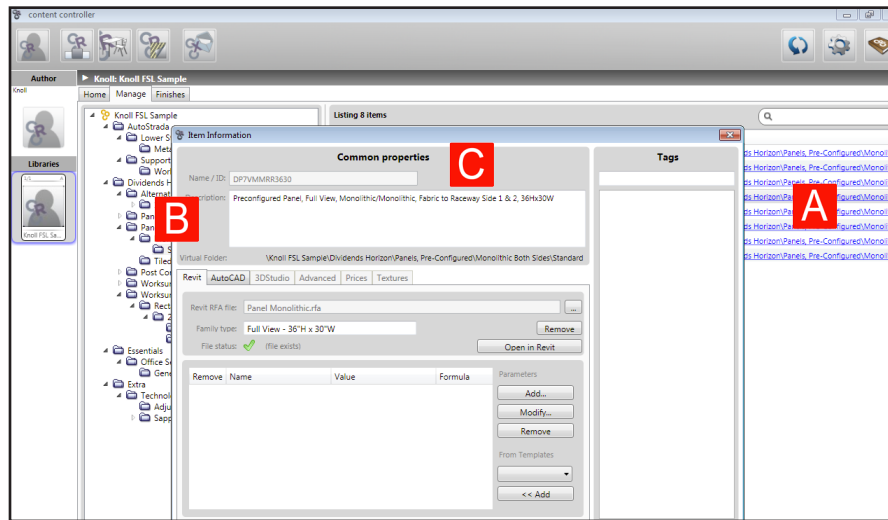
You can receive library packages through content controller and add to your library list.

When you have any available package, the quantity is displayed near the icon View your content controller extension inbox.



1 To move the package into your library, click on View your content controller extension inbox icon

2 Check available library packages (a)

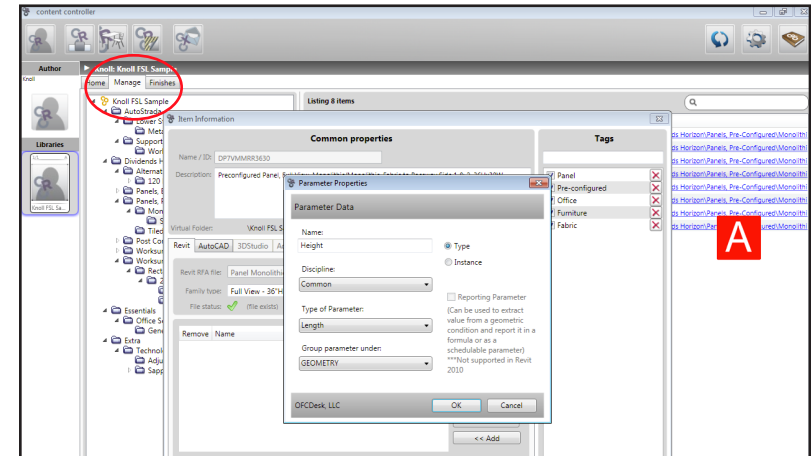


3 Select and drag the packages you desire to use, and drop into a library category on the tree list (b) or move to an item category (c).

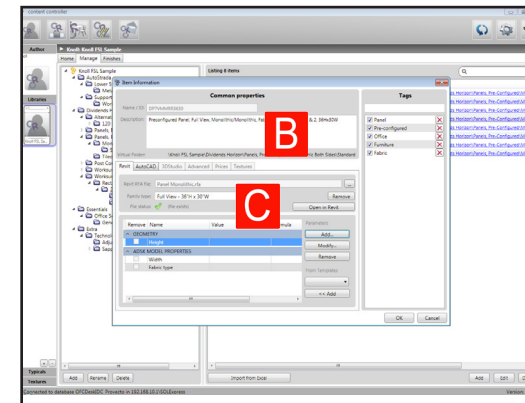
Item Management

Using Manage Tab, you will also be able to classify and organize your items.

1 Click on View Libraries and Manage tab. Double-click on an item from the list (a) placed on the right



2 A dialog box appears including item ID and description (b). And you will be able to assign tags to the item and associate a DWG/RFA file directly from your database (c).



3 Click OK to conclude.

Finishes Tab - create and apply Finish Rules to your items.

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