



User Guide

Version 1.0

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Purpose

ofcdesk is committed to providing high-quality material to help you get the most out of our products, so we offer you this document, where you will learn about the **ofcdesk idc for Revit®** main features, as well as information you should be aware of before installing and using this product.

The appearance and information displayed in the screens and images may vary according to product version.

Scope

The scope of this guide is restricted to the user perspective of using **ofcdesk idc** from inside Revit® platform. You will find step-by-step instructions of interior design project processes, with respective tasks and technical functions.

Overview

This User Guide introduces **ofcdesk idc for Revit®**, a comprehensive solution providing a smooth project transition between Revit®, AutoCAD® and SketchUp™ platforms. **ofcdesk idc** is perfect for your CAD-based project management and design needs, boosting results and increasing project efficiency.

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

Introduction

about ofcdesk idc

ofcdesk idc is an excellent CAD-based solution for the design industry. This tool includes important features to reduce time and costs, providing a smooth project transition between multiple platforms. **ofcdesk idc** was developed to better fit your needs and boost better results.

Reading and understanding the User Guide instructions will help you get the most out of **ofcdesk idc**.

Installing ofcdesk idc

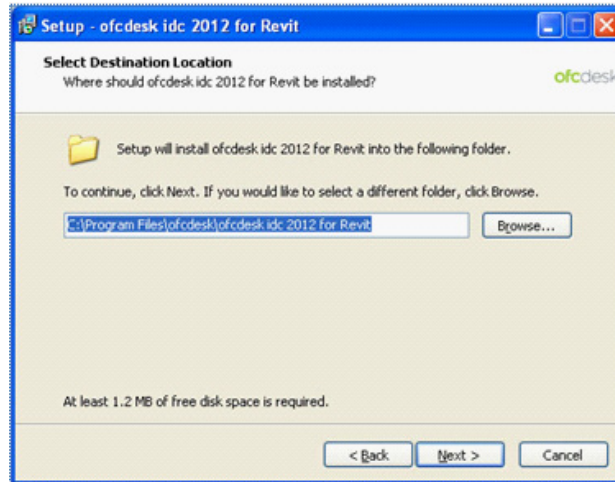
- 1 Go to **www.ofcdesk.com** and select **ofcdesk idc 2012** within the Products tab. Download **ofcdesk idc 2012 for Revit®**.
- 2 Click the **Run** button for automatic installation.
- 3 Click **Next** on the new screen.



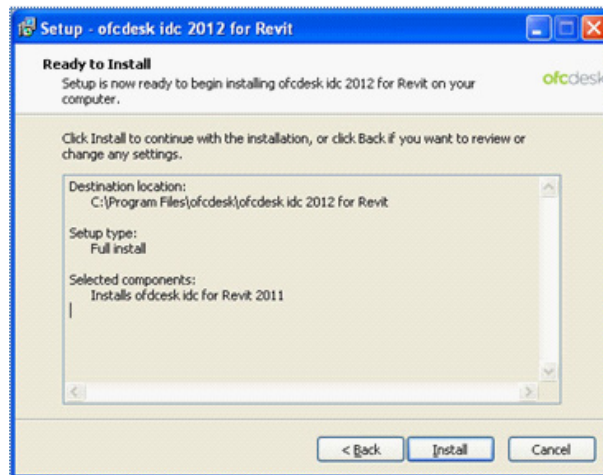
- 4 Read the **License Agreement** and select I accept the agreement. Click on **Next**.



- 5 Select the location where you want to install the program, and click on **Next**.



- 6 Click on **Install** to start standard installation.

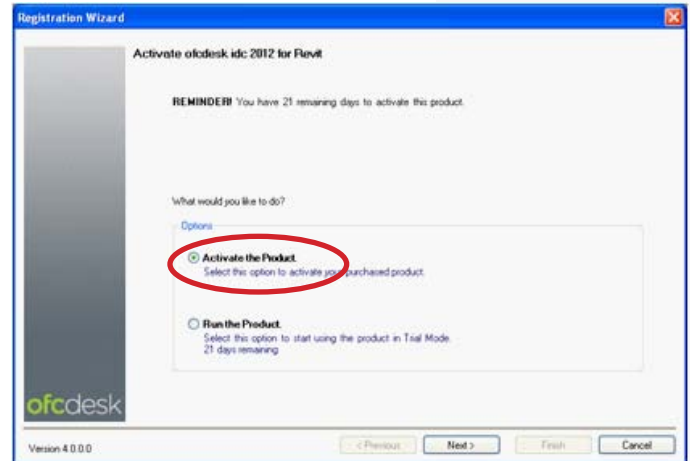


- 7 Click on **Finish** to complete the installation.

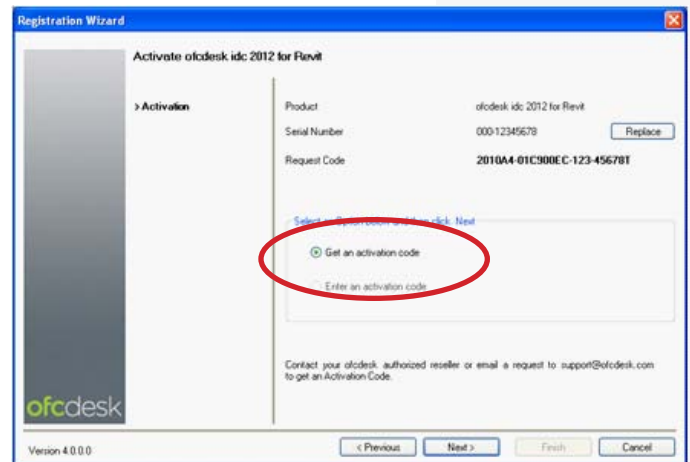


ofcdesk idc activation

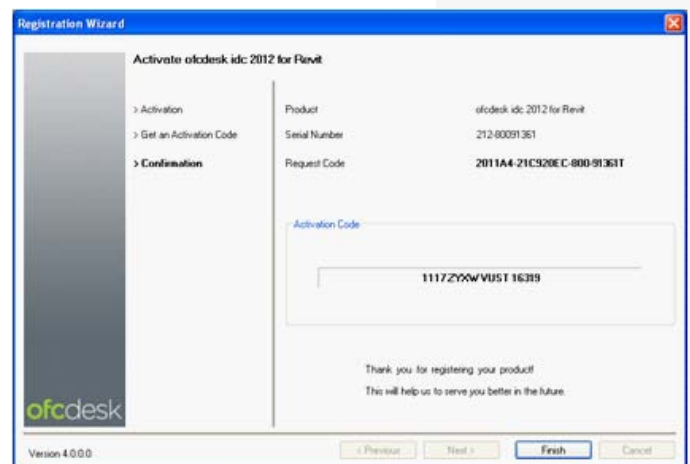
1 After installing **ofcdesk idc for Revit®**, start the software, select **Activate the Product** and click on **Next**.



2 Select **Get an activation code**, and click **Next**.

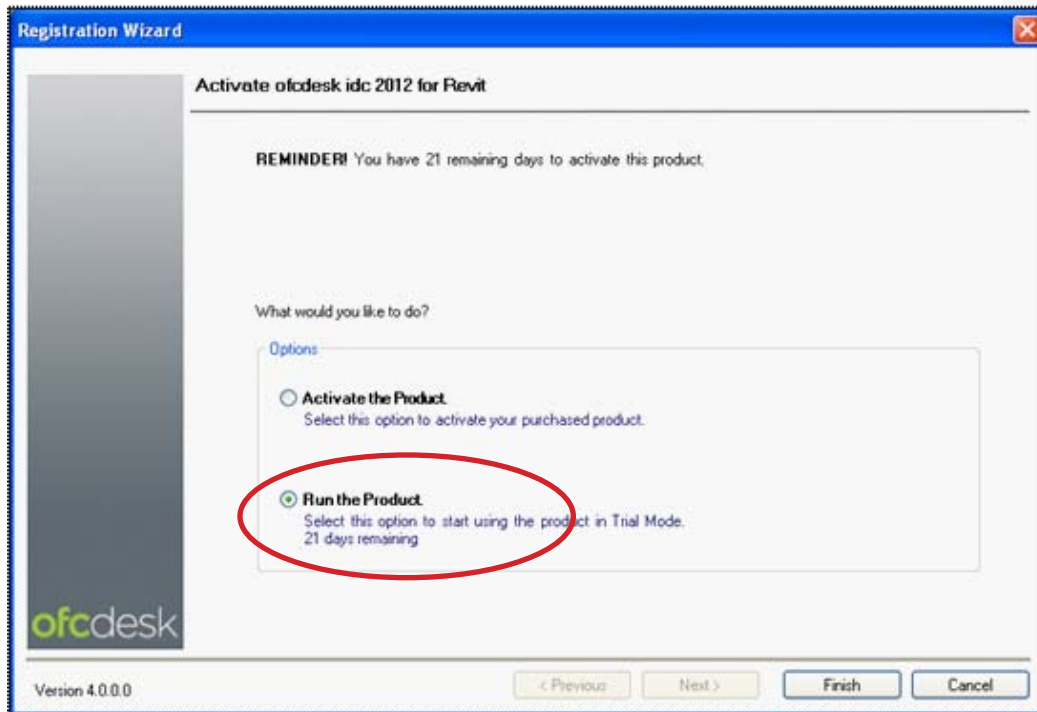


3 A new screen is displayed with the Activation Code. Click on **Finish** to complete the process.



Important: To activate your **ofcdesk idc for Revit®** license, the Serial Number must be correct and the purchasing already confirmed.

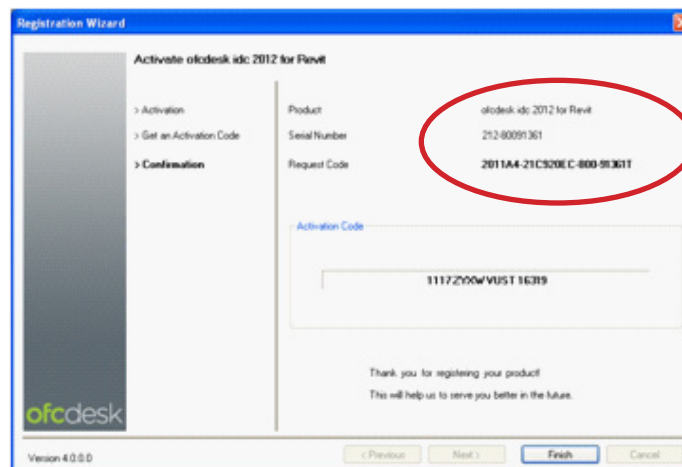
If you are using Trial version, select **Run the Product**, and click on **Finish**.



The free Trial version will expire after 30 days. After this period you will need to purchase a license to activate the product.

Installing an ofcdesk idc license already activated on another computer

To install an **ofcdesk idc for Revit®** license already activated on another computer, send an e-mail to support@ofcdesk.com requesting the change and include the Serial Number.



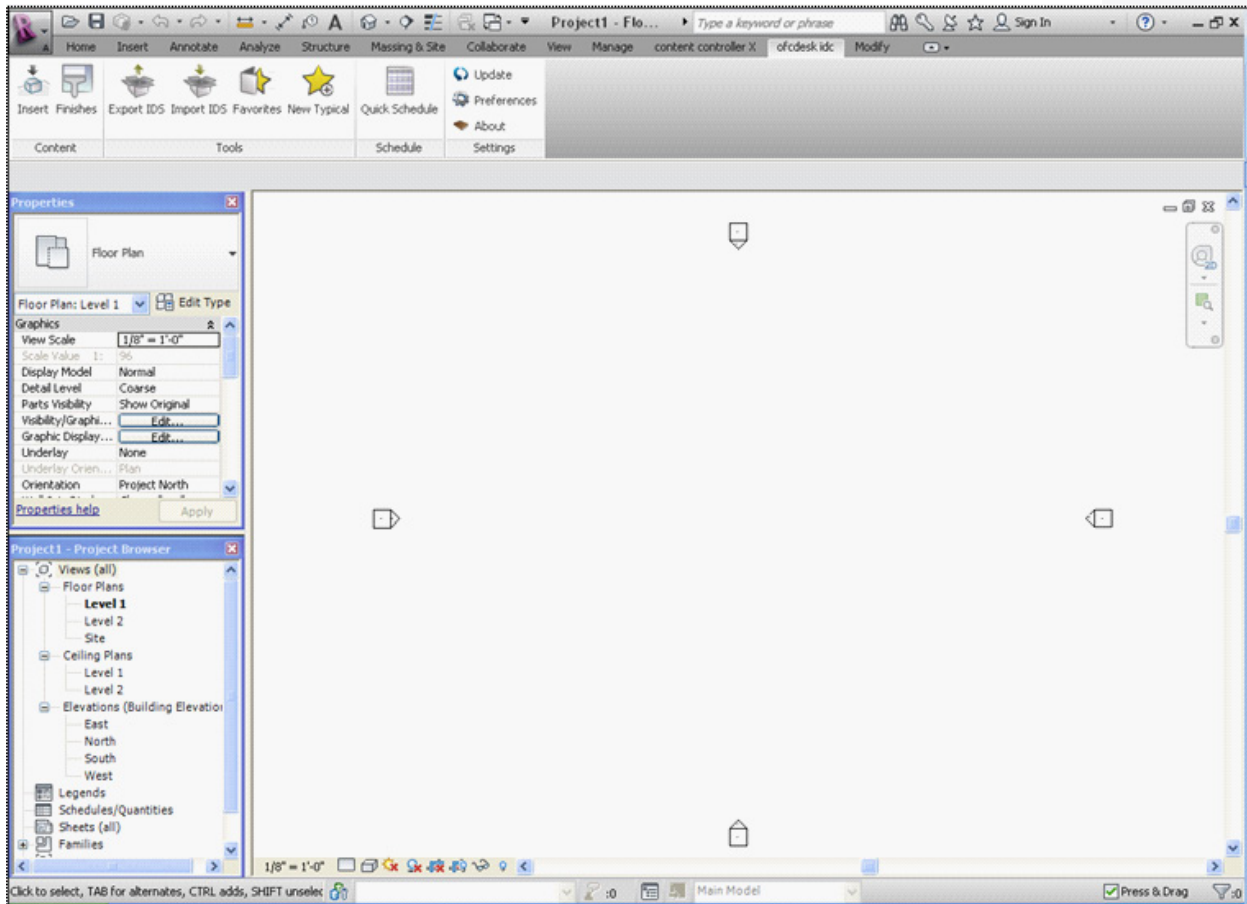
Important: You must uninstall **ofcdesk idc** from the first computer. If you enter the same serial number after installing **ofcdesk idc** on a different computer, a program conflict error message will appear.

ofcdesk idc for Revit® workspace

ofcdesk idc provides you with tools to work directly in Revit® to insert items, apply finishes, prepare lists of components, and more.

Prepare your drawings using Revit®, and **ofcdesk idc** provides you with item exportation and importation tools for a smooth transition with AutoCAD®.

ofcdesk idc toolbar is very intuitive and functional. After the installation of **ofcdesk idc for Revit®** the toolbar is placed into the Revit® Add-Ins tab.



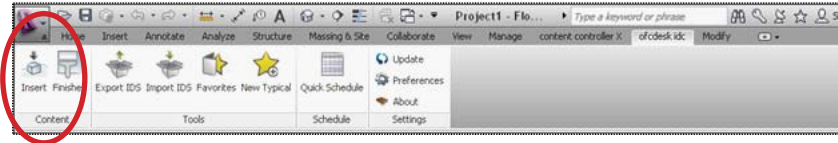
ofcdesk idc allows you to utilize available manufacturer libraries that you are already used to working with.

You can also improve your library collection by downloading libraries through **content community**.

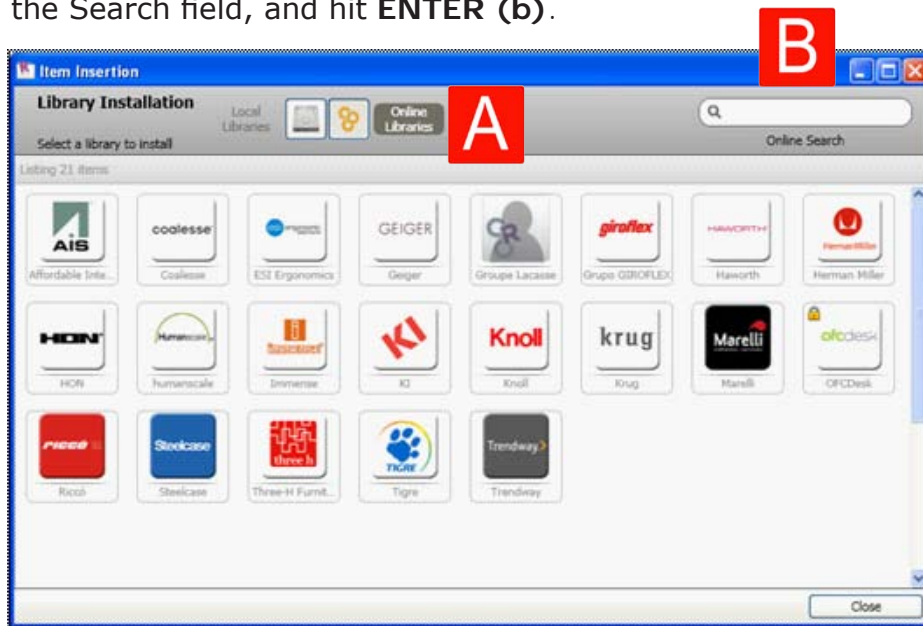
Downloading and installing libraries

ofcdesk idc allows you to easily download libraries.

- 1 Go to Add-ins within Revit®, access **ofcdesk idc** toolbar and click on the **Insert** icon.

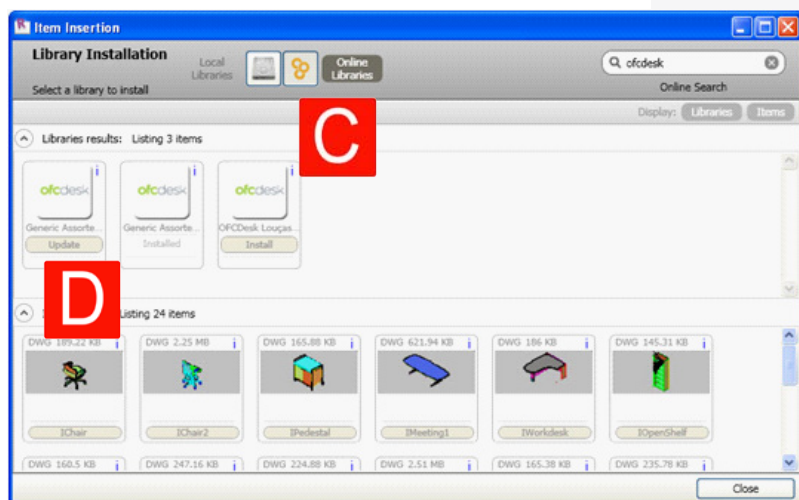


- 2 Click on **Online Libraries (a)**. Enter the desired library, item or manufacturer name into the Search field, and hit **ENTER (b)**.

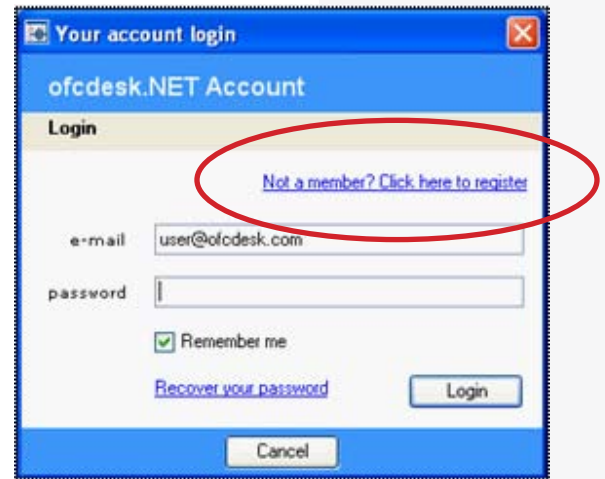


- 3 Click on the desired library for automatic installation (**c**). If you already have the library installed on your computer, an Update text message appears under the image that represents the library (**d**).

Important! You must be connected to the Internet, and must have an ofcdesk.NET account to download libraries.

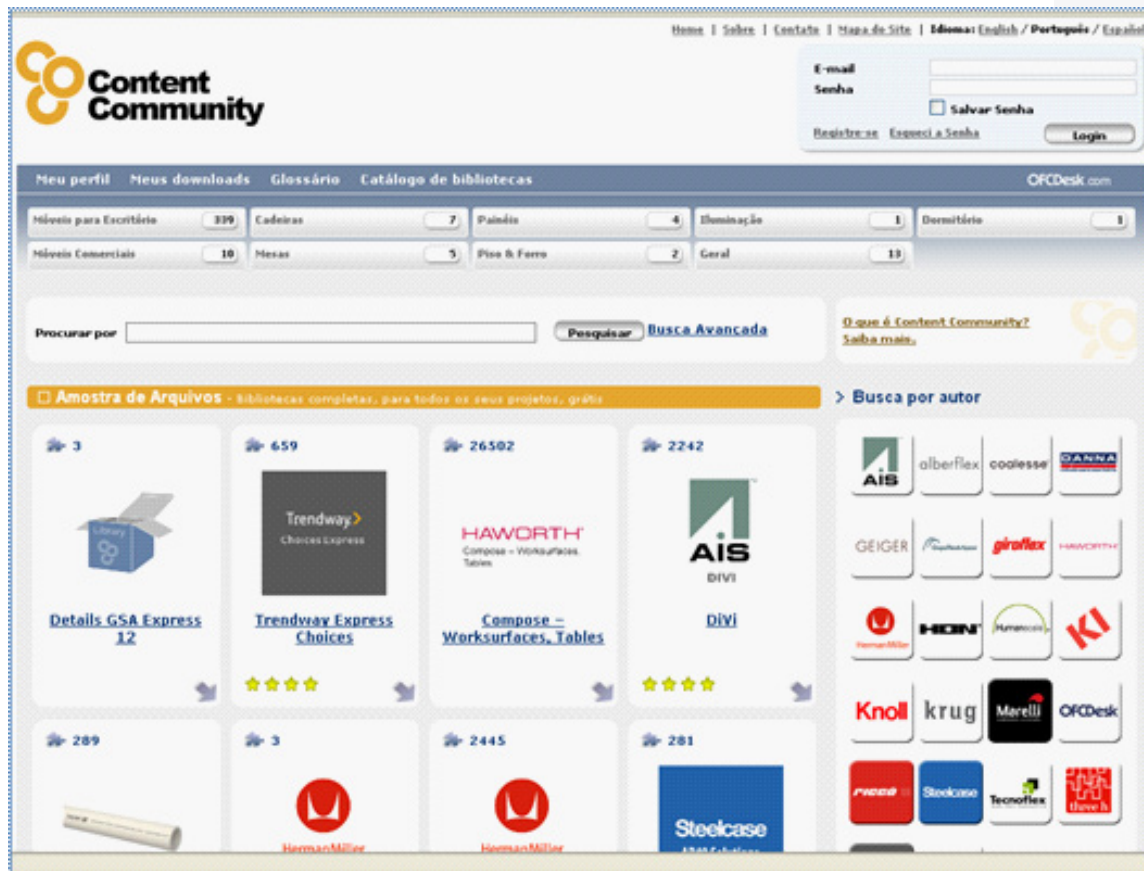


If you do not have an ofcdesk.NET account, you can create one by clicking on **Not a member?** **Click here to register** and following the onscreen instructions.
It's free!



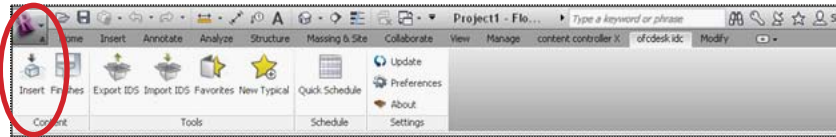
You can make your libraries available using content community, an online comprehensive database that gathers libraries from many manufacturers and distribute them as libraries supported by **ofcdesk idc**.

Learn more about content community at.
<http://contentcommunity.ofcdesk.com>

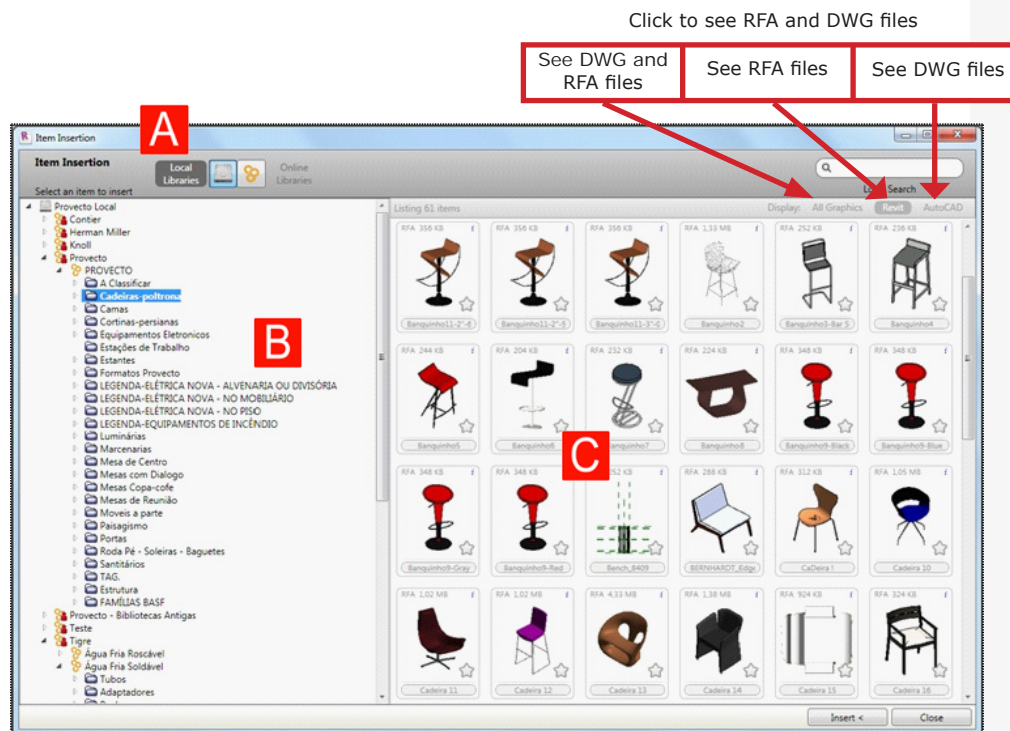


Inserting Items

- 1 Go to Add-ins within Revit®, access ofcdesk idc toolbar and click on the **Insert** icon.




- 2 Click on **Local Libraries (a)** and navigate within the tree list of item categories (**b**). The list may expand to multiple subcategories according to the libraries size.



- 3 Check item preview (**c**). Click on the item you want to Insert into your drawing, and click on **Insert**; or double-click on the item. Select insertion point and rotation angle.
- 4 Insert the item as many time as you desire and press **ESC** to stop insertion.

TIP

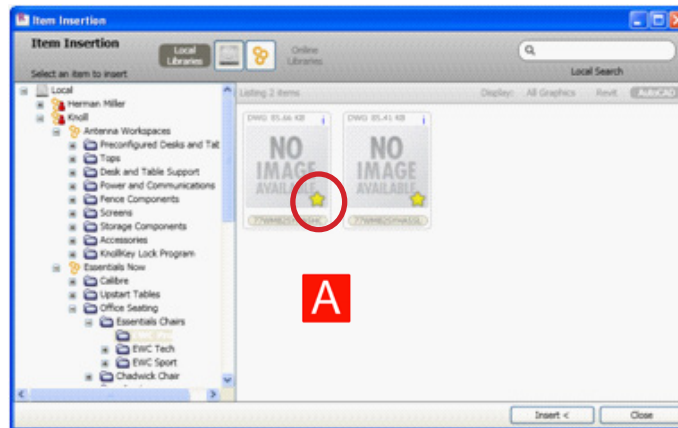
You can change item visualization using Revit® Detail Level  the tool is on the bottom left of the workspace.

If you choose Coarse option, item is displayed in 2D and, if you choose **Medium** or **Fine**, the view is in 3D.

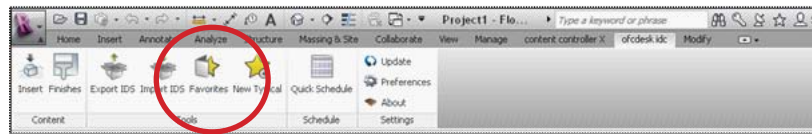
Using Favorites tool

ofcdesk idc Favorites tool lets you to keep your preferred items within easy reach.

Any time you access an item within the Insert screen and click on the star **(a)**, the item will be automatically added to your Favorites list.



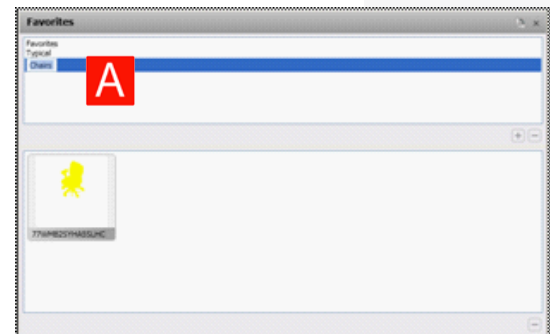
- 1 Click on the **Favorites** icon to access the list.



- 2 Select **Favorites** category on the screen **(a)** and click on an item to insert into your drawing **(b)**.



Create folders at your convenience to help with the organization of your Favorite items. Click on the "+" sign, double-click on the folder and assign a name **(a)**. Drag the item from Favorites and drop into the new folder.

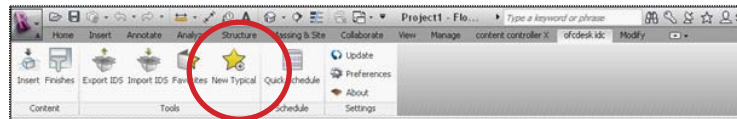


To delete a folder, select the folder and click on the "-" sign.

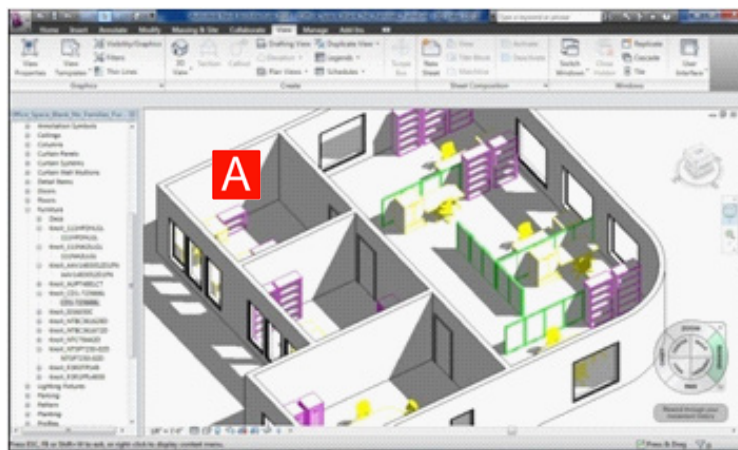
Creating and using Typical

Typical means a selection of items that you can place in your drawing simultaneously.

- 1 Click on the **New Typical** icon.



- 2 Select one or more items **(a)** and press **ENTER**.

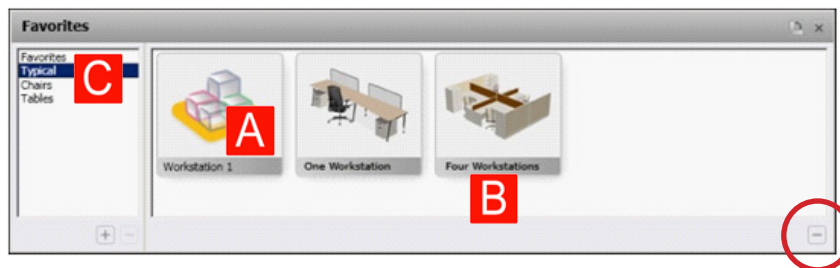


- 3 Change the default image that represents the Typical. Move your mouse over the image and click on the word **Change (a)**.

- 4 Select an image from your files and click **Open**.

- 5 Double-click under the image **(b)** and assign the Typical a name.

- 6 Press **ENTER**.

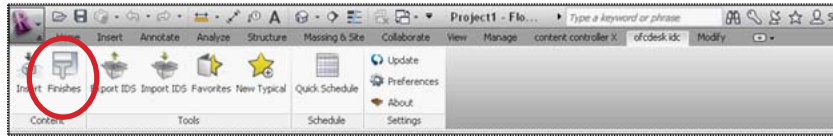


- 7 To remove a typical, click on the "-" sign placed on screen right bottom.

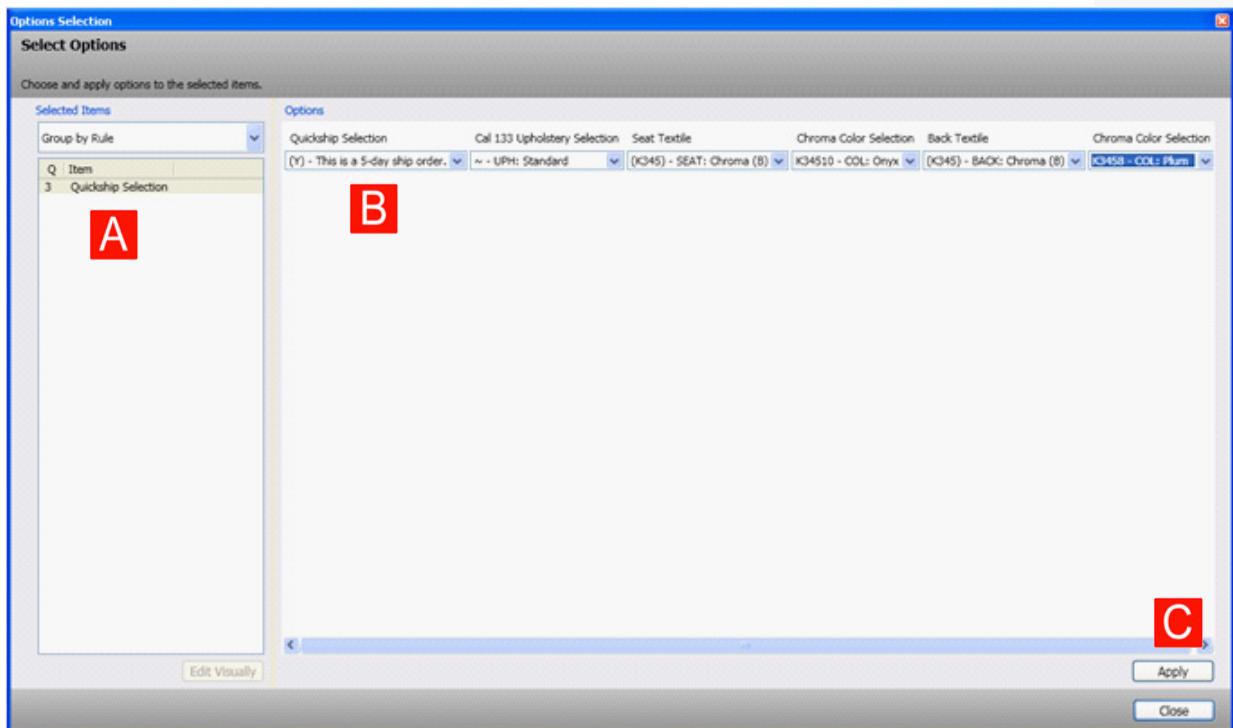
- 8 To insert a Typical into your drawing, select the Typical category **(c)**, and double-click on the desired Typical.

Applying Finishes

- 1 Go to **ofcdesk idc** toolbar and click on the **Finishes** icon.



- 2 Select the items within the drawing to which you desire to apply finishes.
- 3 Select the items **(a)** not grouped or grouped by rule, part number, or finish.
- 4 Select a finish and its options **(b)**. The number of options may vary according to the finish.

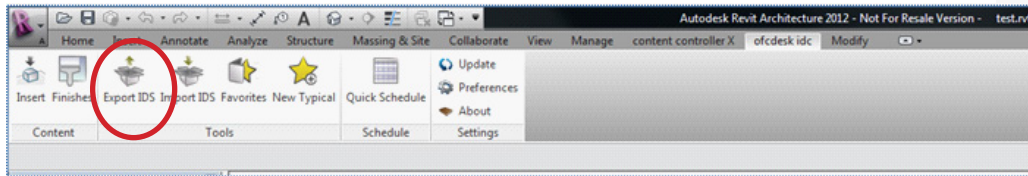


- 5 Click on **Apply (c)** to apply the finish.

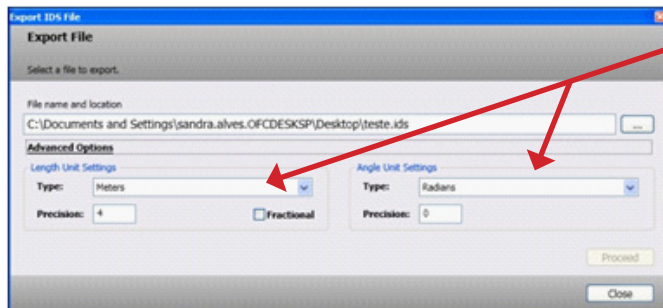
Exporting IDS files

ofcdesk idc provides you with a tool for IDS file exportation. IDS is an extension supported by ofcdesk idc for AutoCAD®, Revit® and SketchUp™.

- 1 You will be able to work within Revit®, save your drawing with the .ids extension and export it by clicking on the **Export IDS** icon within **ofcdesk idc** and choosing where to save the file.



- 2 Click **Advanced Options**.



Set units according to the current project.

- 3 Click on the **Proceed** button.
- 4 Within AutoCAD®, type **"idsimport"** into the command prompt, or click on the **Import IDS** icon in the **ofcdesk idc** toolbar to import the .ids file.
- 5 Within SketchUp™, click on the **Import IDS** icon within the **ofcdesk idc** menu to import .ids file.

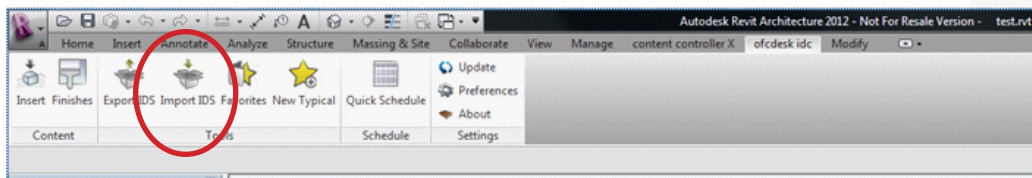
The selected unit information is stored within the IDS file.

It is important that you consider original DWG block scales and units avoiding incoherence of exportation units.

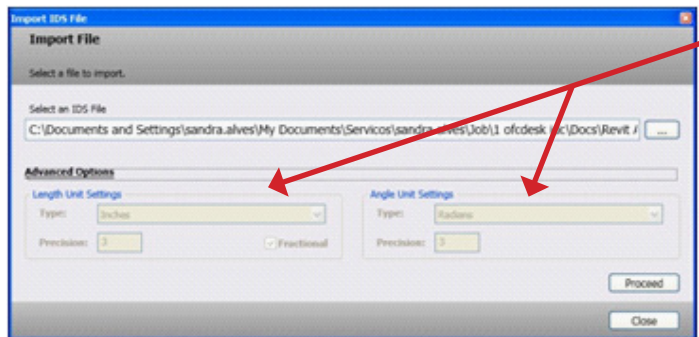
If you do not have the library included in the items of the .ids file installed on your computer, the library will be automatically installed when the importation process begin.

Importing IDS files

- 1 You can also do the reverse process. Prepare your drawing using AutoCAD® or SketchUp™, click on the **Export IDS** icon on the **ofcdesk idc** toolbar and save with the .ids extension to export the file.
- 2 Within Revit®, click on the **Import IDS** icon on the **ofcdesk idc** toolbar to import the file.



- 3 Select IDS file and click **Open**.



See drawing units.

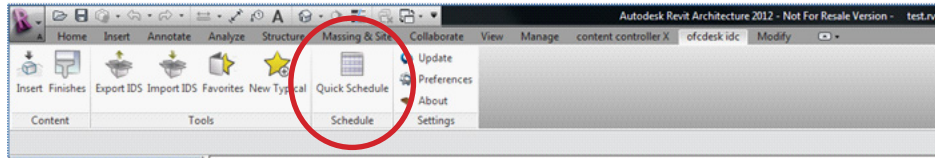
- 4 Click on the **Proceed** button.

Important: You must have **ofcdesk idc** installed on every platform (AutoCAD®, Revit® and SketchUp™) to have a smooth ids. file transition. Only items included in the libraries will be imported or exported.

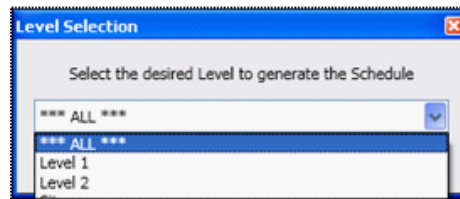
Using Quick Schedule

At any time you can create a list that includes all components, sub-components, parts and the quantities of each item used into your drawing.

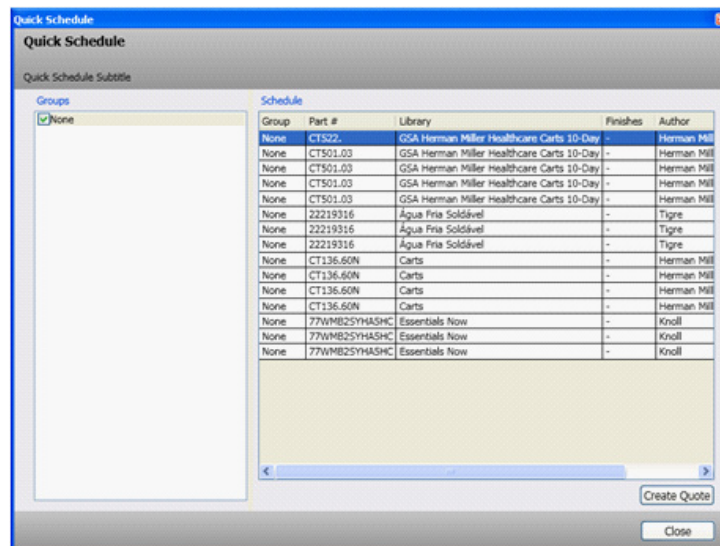
- 1 Click on the **Quick Schedule** icon.



- 2 On the screen, select the desired level to get a list of materials. Click **Apply**.



The Quick Schedule provides a list of items included in your drawing. The list includes information such as **Part #**, **Library**, **Finishes** and **Author**.



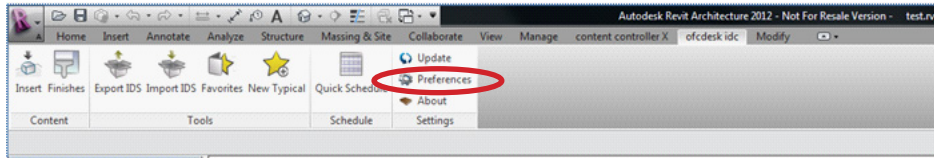
- 3 Click **Create Quote (a)** to go to **ofcdesk idquote** and to convert the list into a quote.

ofcdesk idquote is a user-friendly software application for quick and effective quotes integrated from drawings developed within **ofcdesk idc**. For further information and to purchase **idquote**, contact us at info@ofcdesk.com.

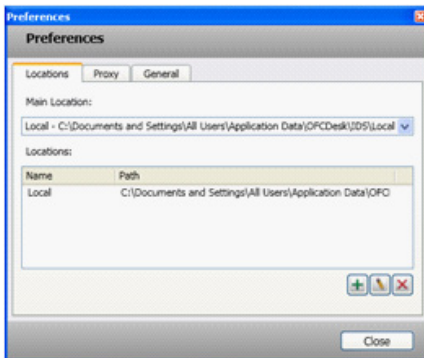
Setting preferences

Warning! Modifying specific settings in Preferences is only recommended to advanced users. You can easily set program configurations according to your needs.

- 1 Go to **ofcdesk idc** toolbar and click **Preferences**.

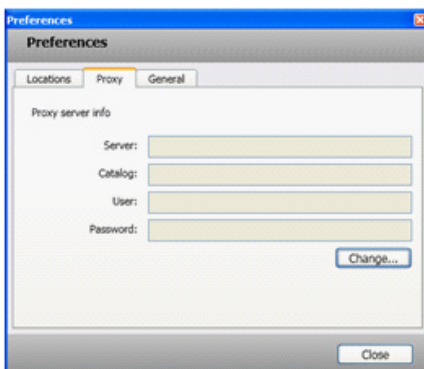


A new screen is displayed including **Locations**, **Proxy** and **General** tabs.

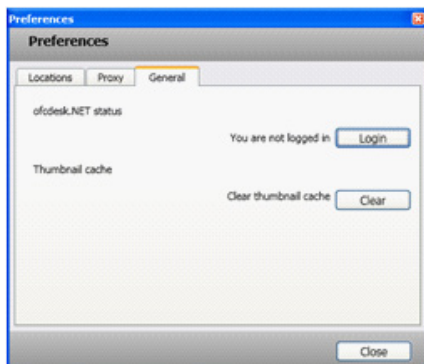


Use the **Locations** tab to check where the libraries will be placed.

The location is important because they will be employed by **ofcdesk idc** when searching item blocks you have created in the libraries and that will be brought into your project.



Use the **Proxy** tab to set your proxy server configurations.



Use the **General** tab to log in to your ofcdesk.NET account and to clean up thumbnail cache.

Updating ofcdesk idc

Go to **ofcdesk idc** toolbar and check if there are available updates.

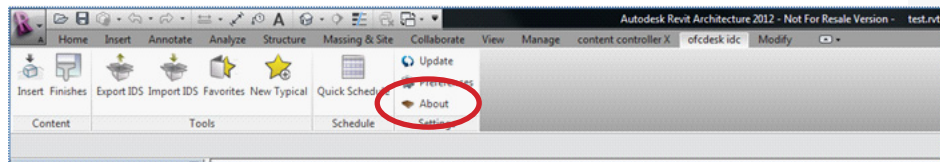
- 1 Select **Updates**, and the software will automatically verify and perform the appropriate updates.



About ofcdesk idc and technical support

You can also see your **ofcdesk idc** information such as version and Serial Number, or get support easily.

- 1 Click on **About** within **ofcdesk idc** toolbar.



If you are experiencing any issues, click on **Send Log**.

You will receive an e-mail including the support team solution.

Contact Us

For further information about **ofcdesk idc for Revit®** and other **ofcdesk** products visit our website **www.ofcdesk.com** or email us: **info@ofcdesk.com**.

We are interested in your comments and suggestions about **ofcdesk** products.

Please let us know how to improve features to better serve you:

feedback@ofcdesk.com

Through the website you can also get technical support, as well as tips & tricks about **ofcdesk idc for Revit®** and other **ofcdesk** products.

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