

ofcdesk idc *for SketchUp*TM

User Guide

Version 1.0

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Purpose

The **ofcdesk** Instructional Software team is committed to providing high-quality material to help you get the most out of our products. In this document you will learn about the **ofcdesk idc for SketchUp™** main features, as well as information you should be aware of before installing and using this product.

The appearance and information displayed in the dialog boxes 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 the SketchUp™ 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 SketchUp™**, a comprehensive solution providing a smooth project transition between SketchUp™, Revit® and AutoCAD® 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 **support@ofcdesk.com**

Introduction

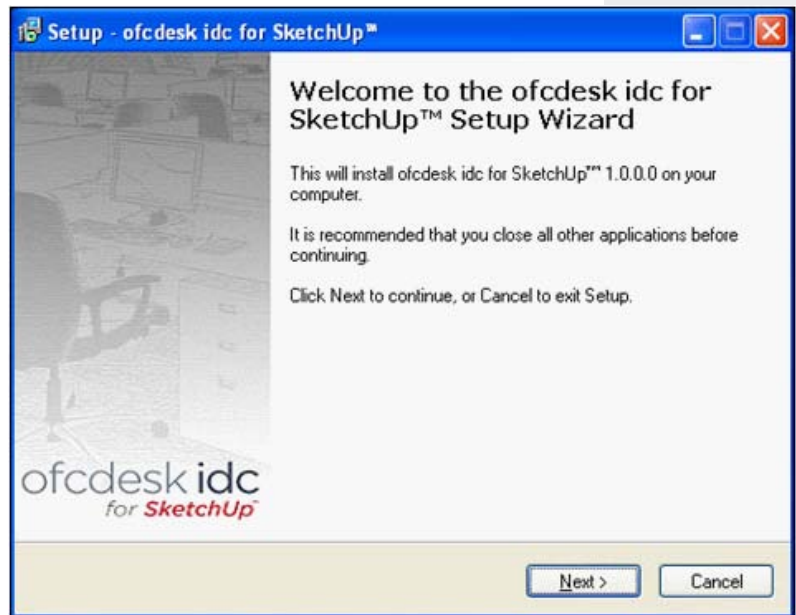
About ofcdesk idc

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

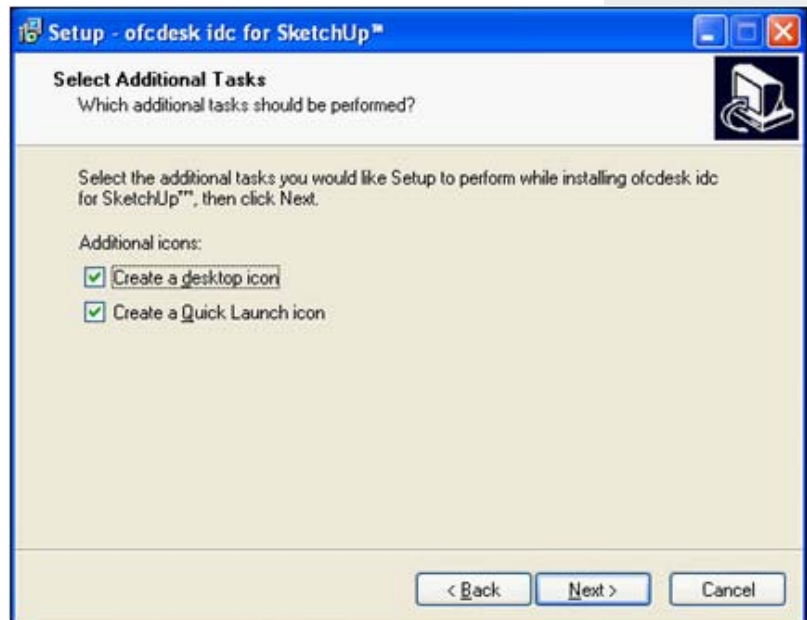
Reading and understanding the User Guide instructions, you will be able to get the most out of **ofcdesk idc**.

Installing ofcdesk idc

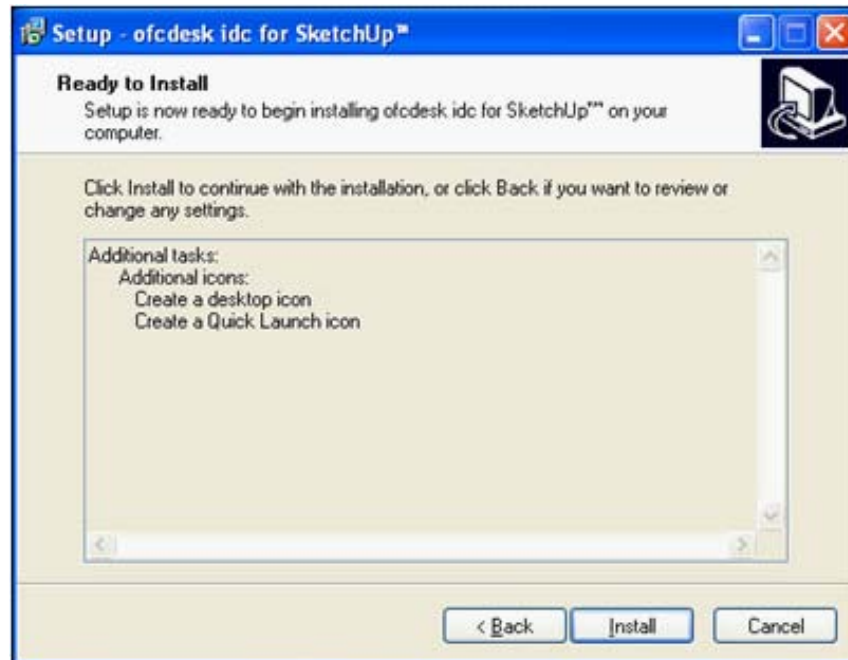
- 1 Go to www.ofcdesk.com and select **ofcdesk idc** within the **Products tab**.
Download ofcdesk idc for SketchUp™.
- 2 Click on the **Run** button for automatic installation.
- 3 Click **Next** on the new screen.



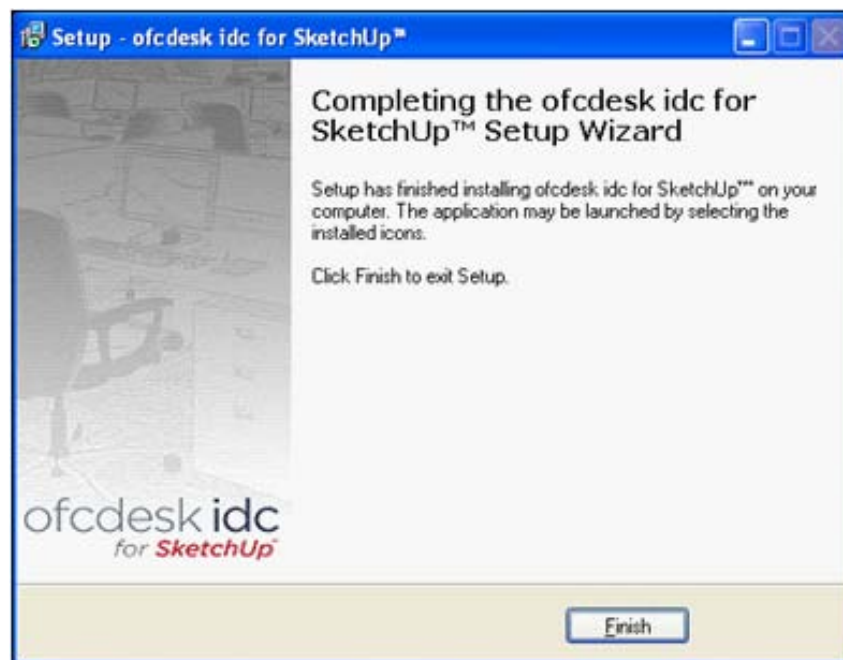
- 4 Click on Next.



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



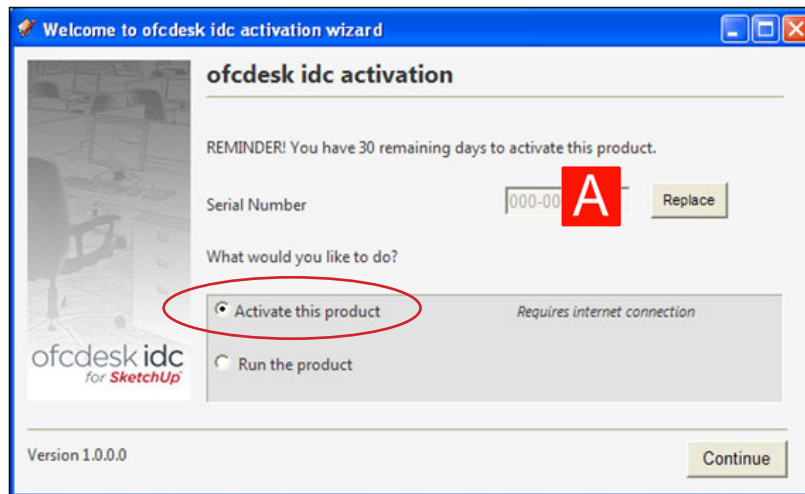
- 6 Click on **Finish** to complete the installation.



Important: ofcdesk idc only runs on Google SketchUp™ 7.1 (any version) and Google SketchUp™ 8 (Pro version).

ofcdesk idc activation

- 1 After installing **ofcdesk idc for SketchUp™**, start the software, insert the **Serial Number (a)**, select **Activate this Product** and click **Continue**.

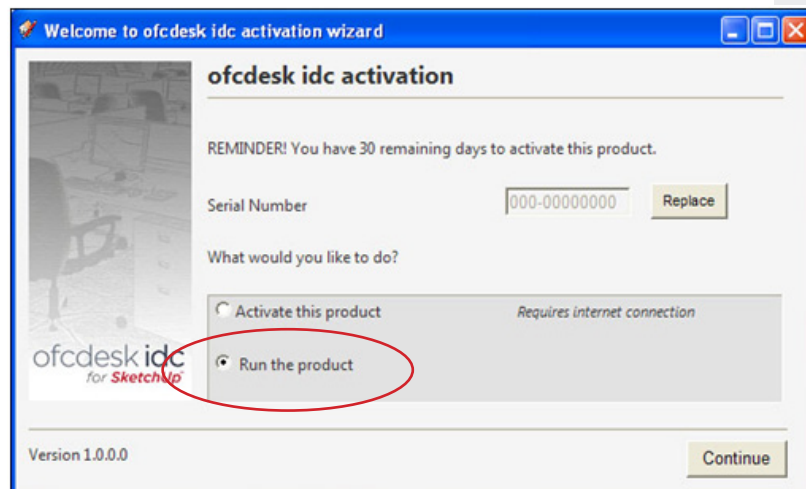


The Serial Number is sent automatically to the email you have included when you registered on the **ofcdesk website** when downloading **ofcdesk idc for SketchUp™**.

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

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

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 SketchUp™** license already activated on another computer, send an email to **support@ofcdesk.com** requesting the change and include the **Serial Number**.

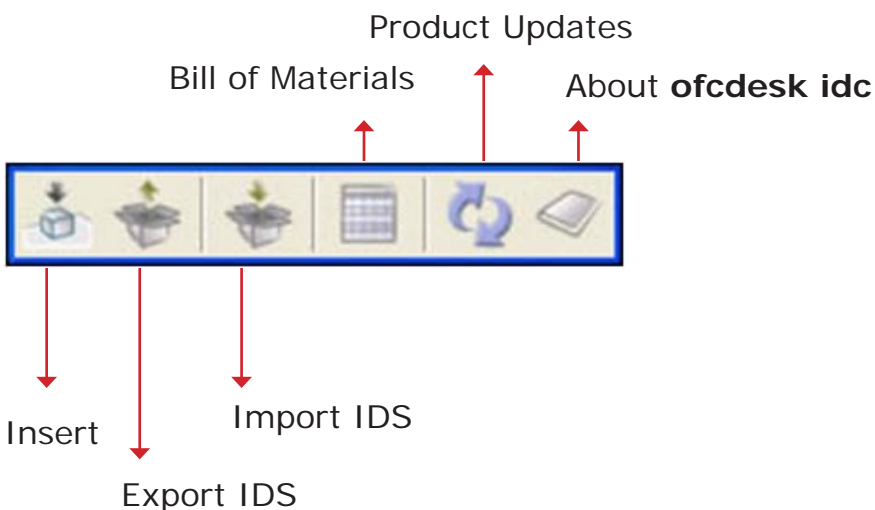
Important: You must uninstall **ofcdesk idc** from the first computer. If you enter the same serial number after installing **ofcdesk idc** on a different computer, a program conflict error message will appear.

ofcdesk idc for SketchUp™ toolbar

ofcdesk idc is installed as a SketchUp™ plug-in.

The toolbar allows you to easily and quickly access the **ofcdesk idc for SketchUp™** features.

See the icon names below.



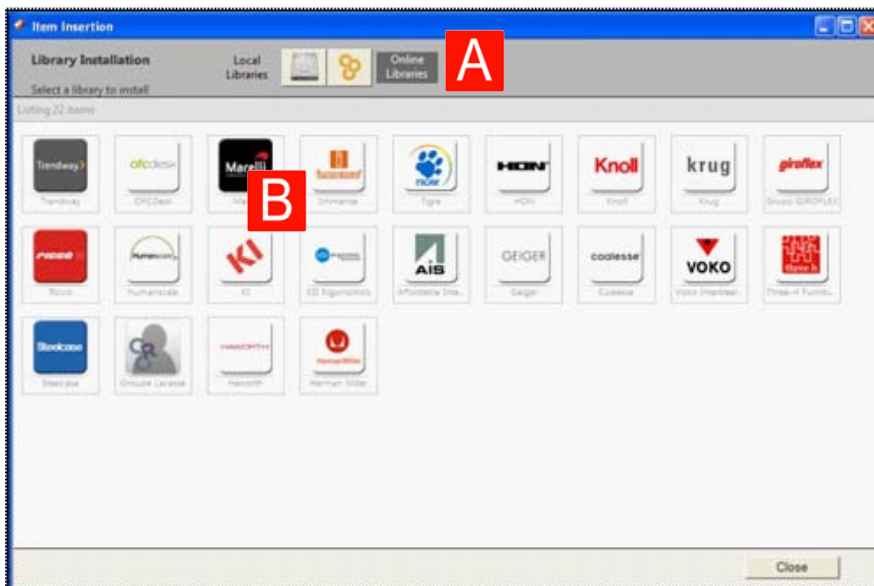
Downloading and Installing Libraries

ofcdesk idc for SketchUp™ allows you to easily and quickly download libraries, directly from the Internet, through content community.

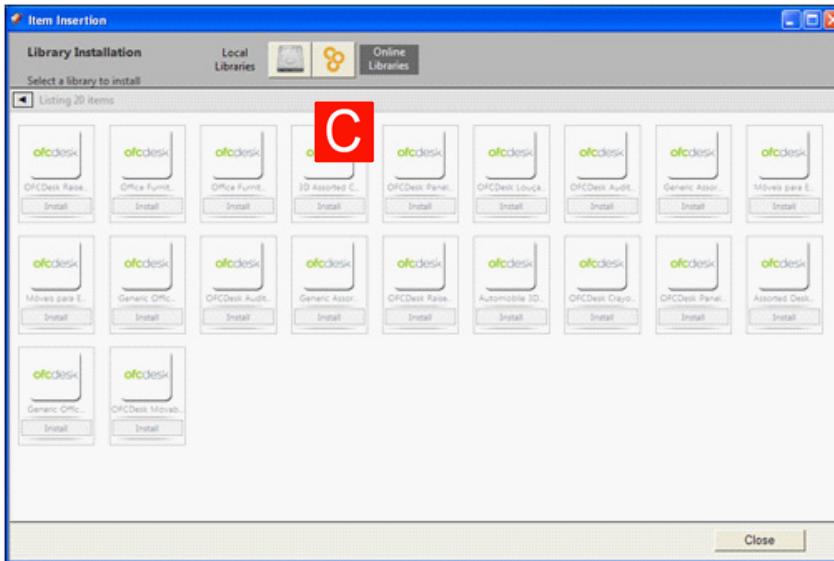
- 1 Access **ofcdesk idc** toolbar and click on the **Insert** icon.



- 2 Click on **Online Libraries (a)** and click on the manufacturer logo. **(b)** Check available libraries to download.

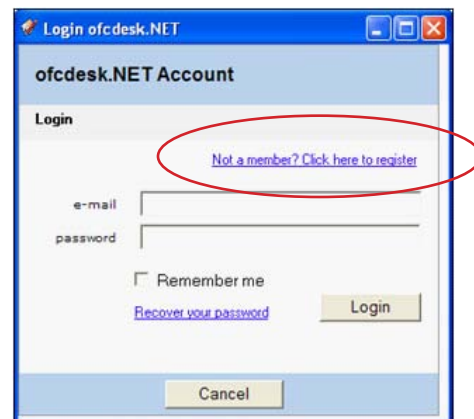


- 3 Click on the desired library for automatic installation (c).



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!

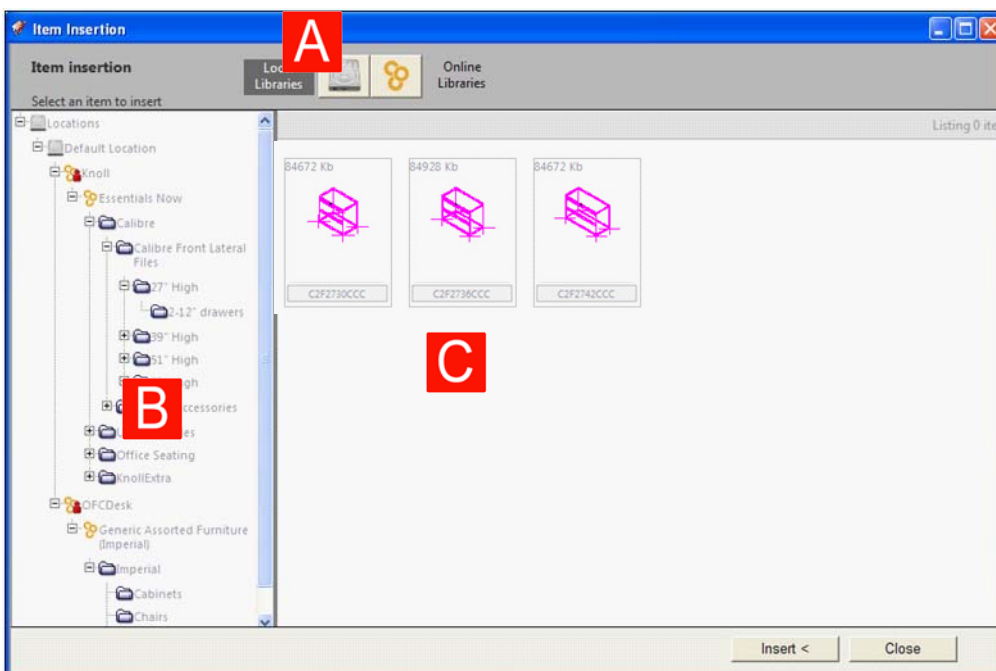


Inserting Library Items

- 1 Go to SketchUp™, access **ofcdesk idc** toolbar and click on the **Insert** icon.



- 2 Click on **Local Libraries** icon (a) and navigate within the list (b).



- 3 Click on the item (c) and on the **Insert** button, or double-click on the item to place it into your drawing.

Exporting IDS files

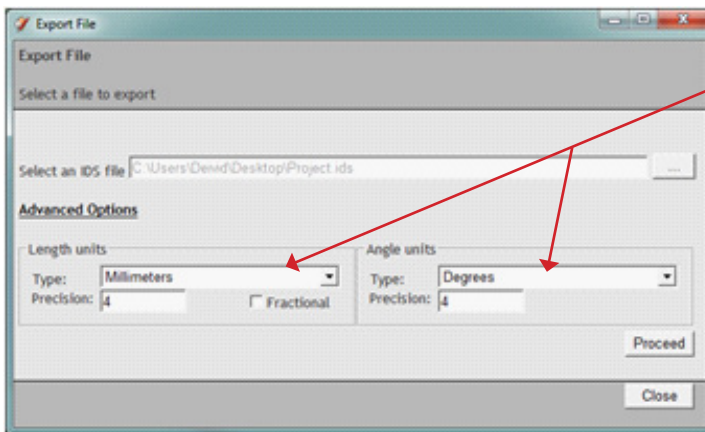
ofcdesk idc provides a tool for IDS file exportation.

IDS is an extension supported by AutoCAD®, Revit® and SketchUp™.

- 1 Working with SketchUp™, you can save your drawing using .ids extension and export it by clicking on the **Export IDS** icon on the **ofcdesk idc** toolbar.



- 2 Click on **Advanced Options** and set length and angle units of IDS file.



You can change unit configurations according to the user settings for whoever will receive IDS file.

Unit conversion is automatically performed following Revit® internal scale, always set as FEET.

- 3 Click on the **Proceed** button.
- 4 Then, using AutoCAD® or Revit®, click on the Import IDS icon on the **ofcdesk idc** toolbar to import the IDS file.

The selected unit information is storage with IDS file.

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

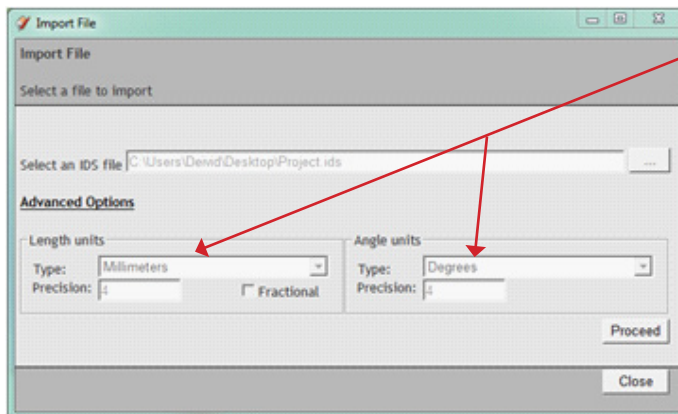
If you do not have the library including the items of IDS file installed in your computer, the library will be automatically installed when the importation process begins.

Importing IDS files

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



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



You can change unit configurations according to the user settings for whoever will receive IDS file.

Unit conversion is automatically performed following Revit® internal scale, always set as FEET.

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

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

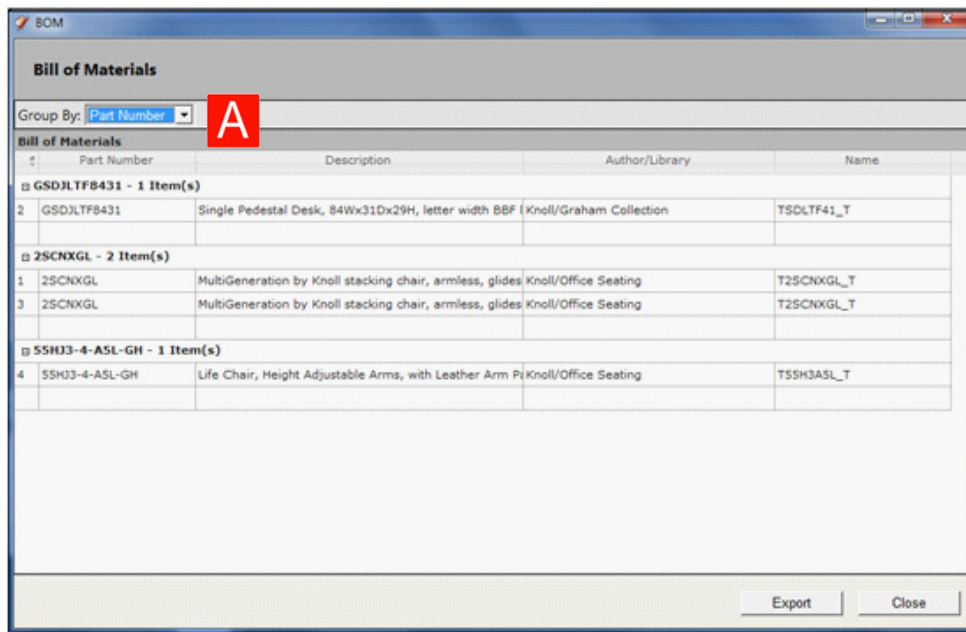
Bill of Materials

At any moment you can create a list including all components, sub-components, parts and quantities of each item used into your drawing.

- 1 Click on the **Bill of Materials** icon.



The list includes the details of items, and the items can be grouped by **(a) Name, Part number, Author/Library** and **Description**.



Updating ofcdesk idc

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

- 1 Click on the **Search for product updates** icon, and software will automatically verify and perform the appropriate updates.



About ofcdesk idc

- 1 Click on **About** icon on the **ofcdesk idc toolbar** to get **ofcdesk idc** information easily, such as version and Serial Number.



Contact Us

For further information about **ofcdesk idc for SketchUp™** and other **ofcdesk** products visit our website **www.ofcdesk.com** or email us at: **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 SketchUp™** and other ofcdesk products.

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