

Bentley View V8i

Opening Bentley View V8i

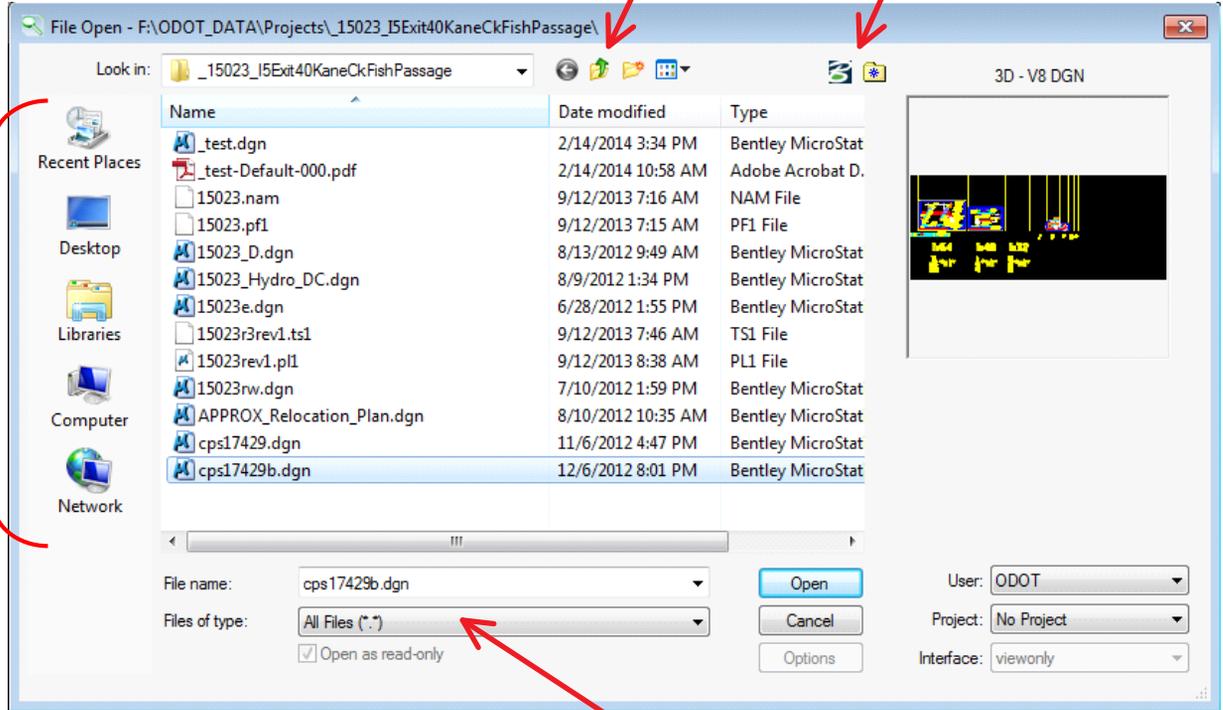
Double-click the icon on your desktop.



Up

History Buttons

Windows Shortcuts

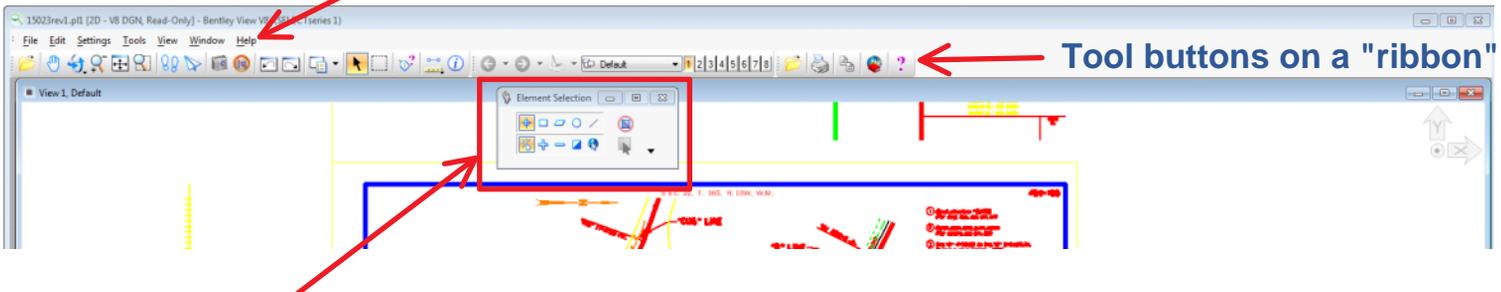


All Files *.*

Tools and Tool Settings Window

Menu items contain tools and settings

Tool buttons on a "ribbon"



Keep your eye on the Tool Settings window - it changes based on the command you have chosen and allows you to set up how the command operates - will you measure a distance "Between Points" or "Perpendicular"?

Bentley View V8i

Mouse Controls

Click = Left mouse button press and release

Left-Click = "Accept"

Right-click = Right mouse button press and release; "Reject"

RESET or EXIT COMMAND = Right-click

Right-click Hold = Right mouse button press down until pop-up menu appears, then release

Scroll Wheel on mouse = Middle Button - **press down and drag for view panning**

Middle-Button click = Pan command

Scroll Wheel Push = Zoom In 1.75 times

Scroll Wheel Pull = Zoom Out 1.75 times

View Controls

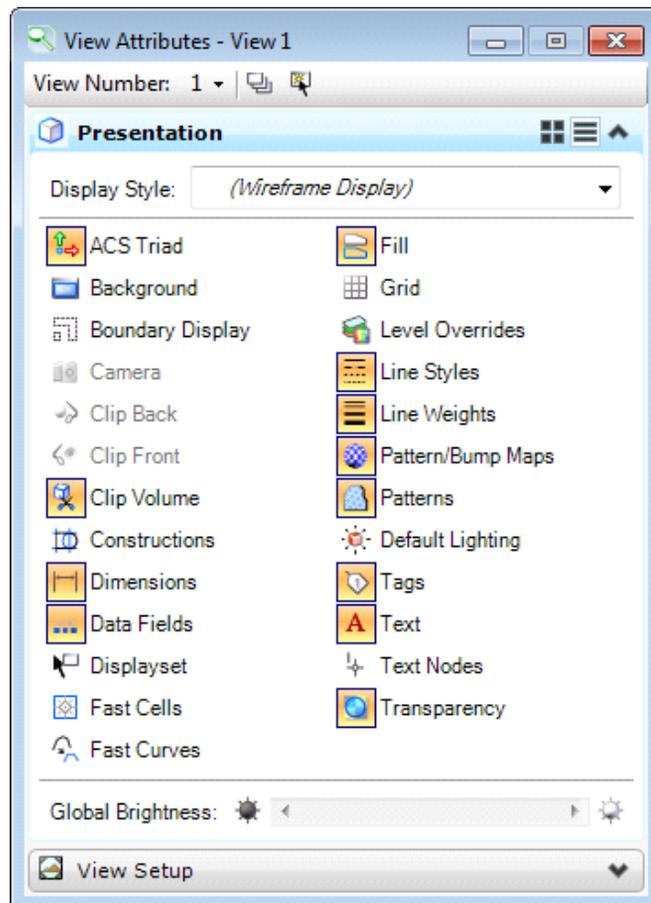
Pan, Rotate, Zoom +/- (Click in view, then move mouse), Fit View (View Extents), Window Area (Click twice)

View Previous = undo for view controls



View Attributes

Use **View > View Attributes** to Turn on/off Display of Text, Fills, Patterns.

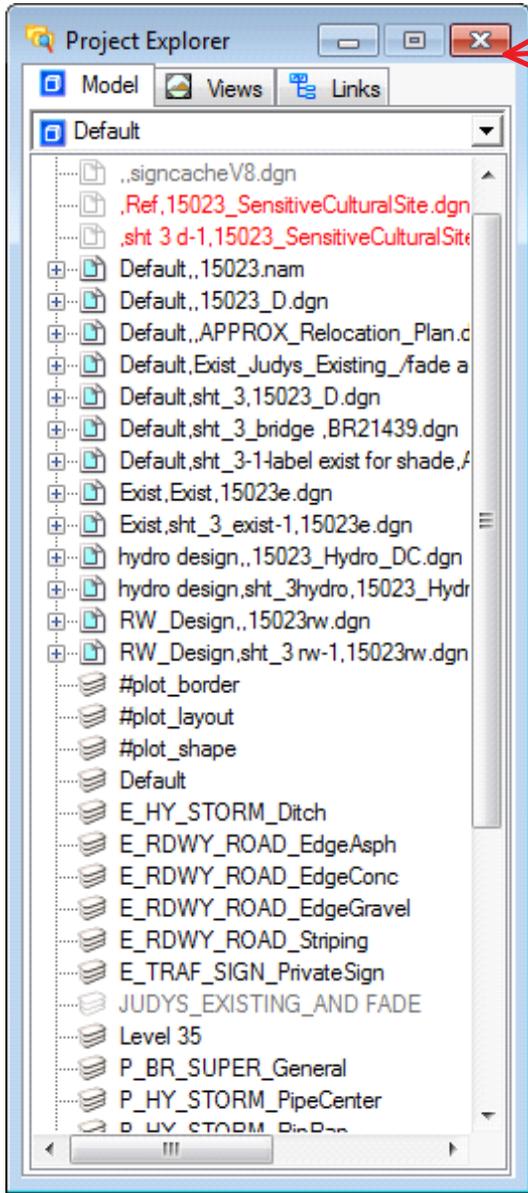


Bentley View v8i

Level Display using Project Explorer

File > Project Explorer opens the dialog that allows you to turn elements on or off by their level.

Use **Right-click** on level name listed on Model tab to **Turn Off** or **Turn On** levels.



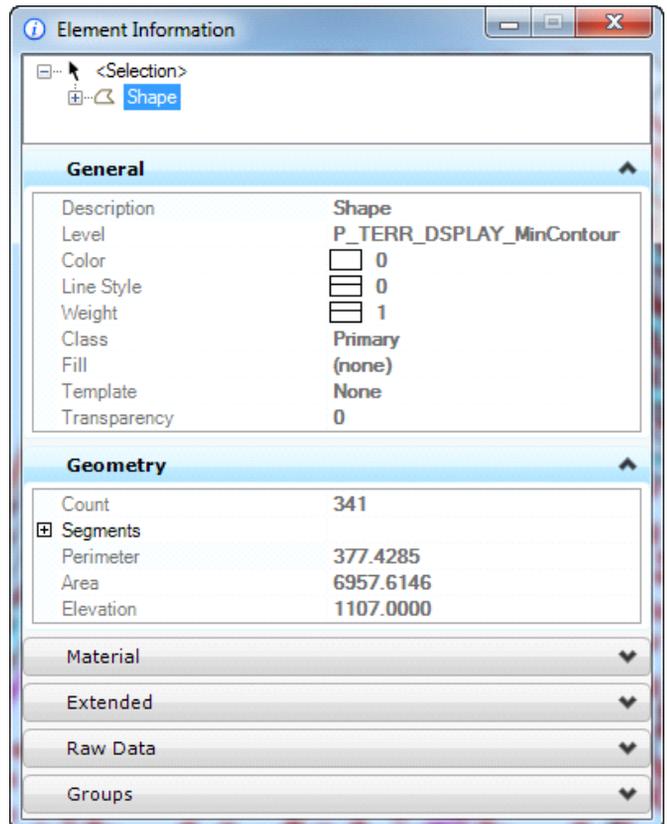
Can use pull down at top of Model tab to change which model is displayed.

A model in a MicroStation design file (.dgn) is like a **page** in a notebook. Just as you have to turn a page to see more information, you may need to open a different model to see other drawings.

Grayed out means not displayed.

Red means not found.

+ can be expanded to turn on/off levels of files that are referenced.



Element Information

Select an element using the Element Selection tool, then click the  tool to get Element Information.

Right-click on an element and choose Element Properties, or just "hover" your mouse over an Element to see the level name.

Notice that you can read information like length and area right out of the Element Information dialog.

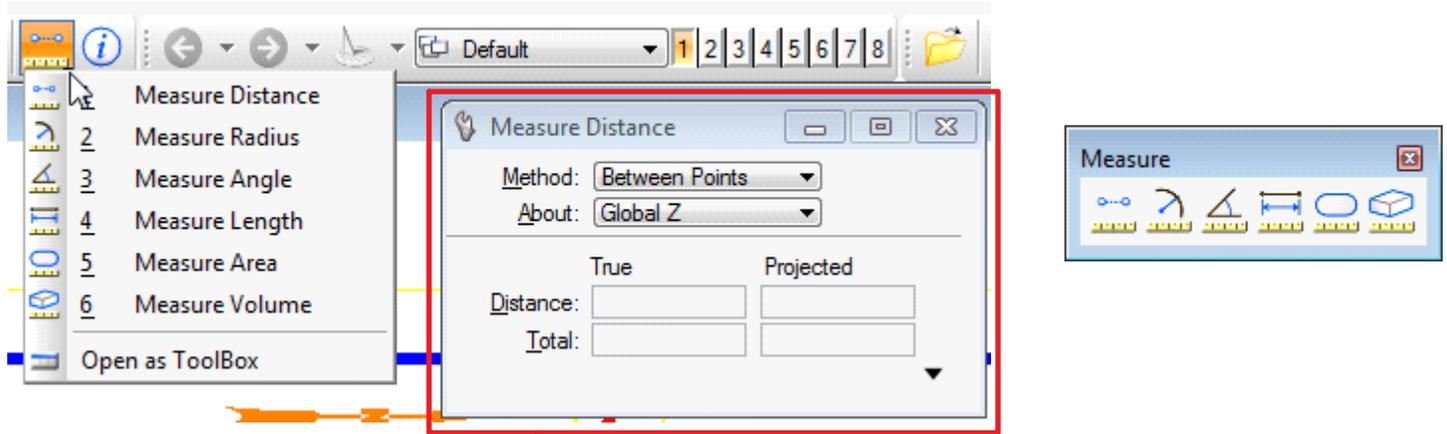
Accurately Clicking on Key Points

AccuSnap is already running with the snap mode set to keypoint. When you use a tool that allows precision clicking, like Measure Distance, you will see a yellow "X" appear near your mouse cursor when you get close to a keypoint. If you left-click when you see the yellow "X", your mouse cursor will jump to the location of the yellow "X" and accurately select the keypoint.



Measuring Tools

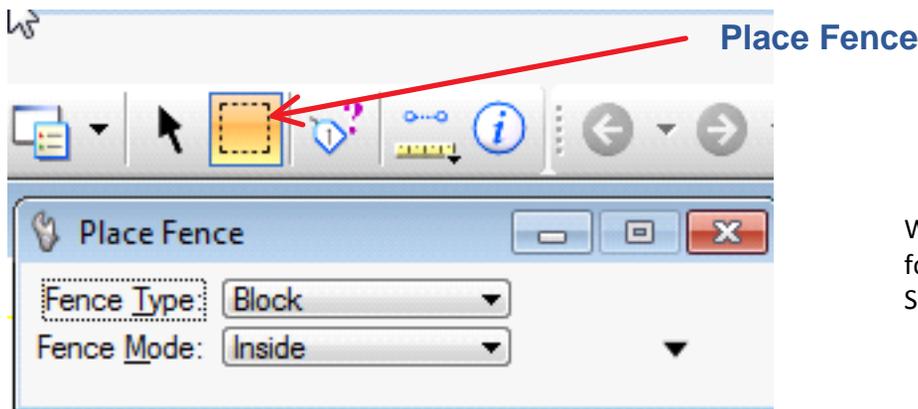
Can use pop-down menu (note tiny arrows on bottom right corner of icon) or open entire toolbox.



All tools will use the Tool Settings Window to control commands. Some information, like length and area, can be read out of Element Information as an alternative to measuring.

Place Fence

Watch Tool Settings window



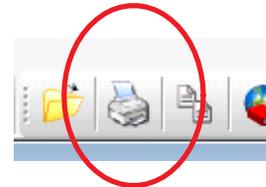
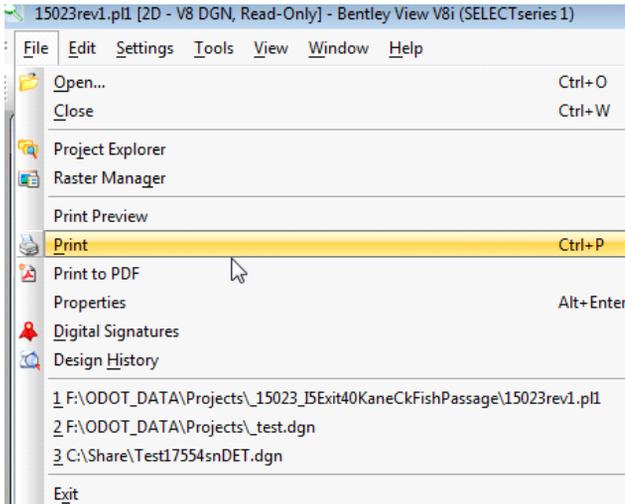
Why place a Fence? They are handy to use for Print Areas. Select **Block** for rectangular print areas.

To reset or clear a fence - click Place Fence a second time, then click Element Selection.

Bentley View V8i

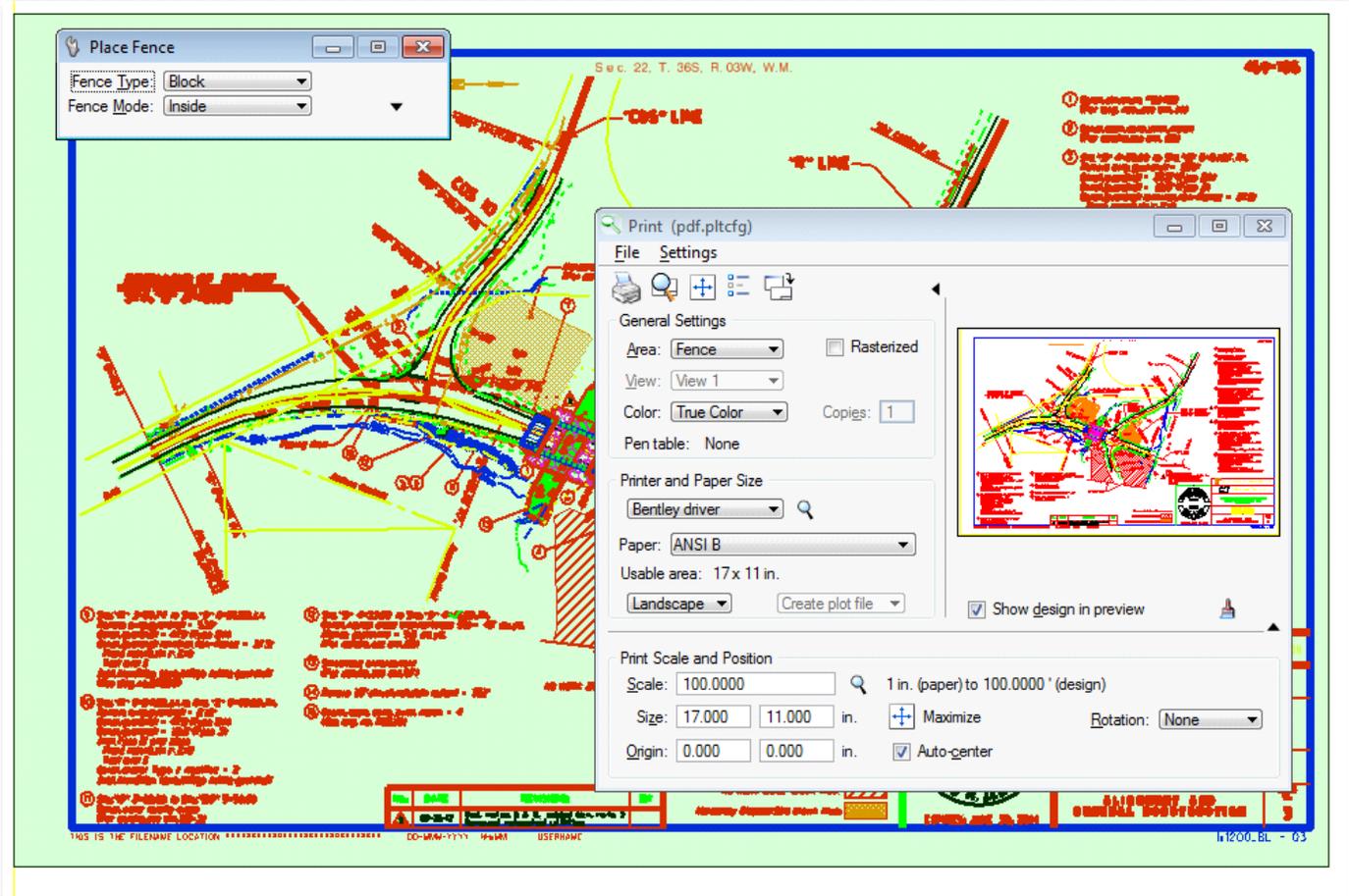
Print or Create PDF

To launch the **Print** dialog for **Paper** prints. **File > Print**



Choose **File > Print to PDF** from the File menu to launch the Print dialog to create PDFs.

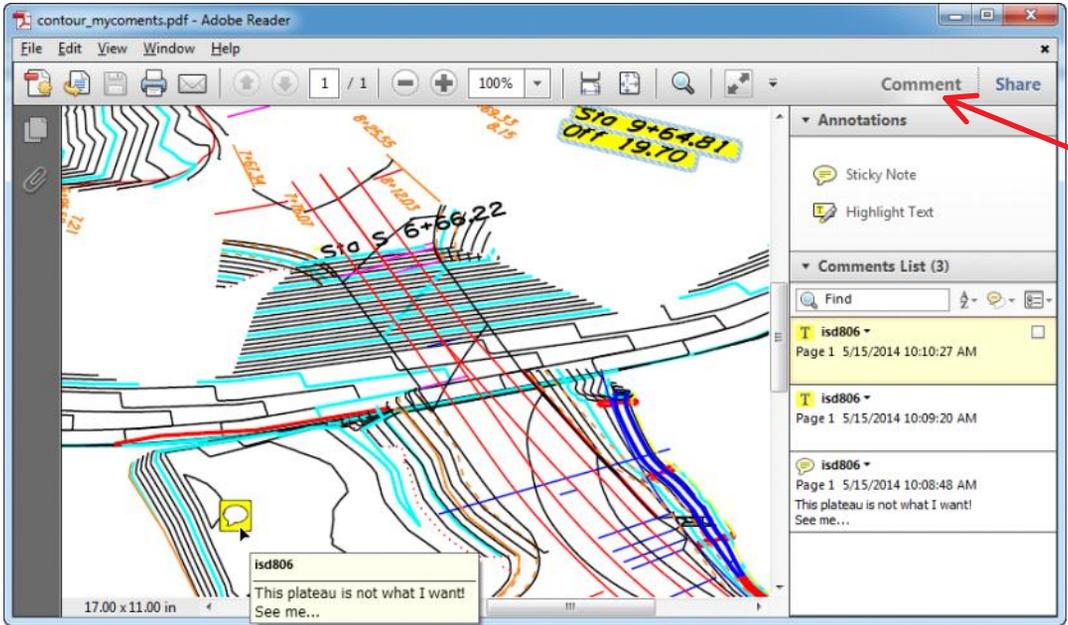
Fence may be set before or after the Print dialog is launched.



Bentley View V8i

Commenting in and Printing From Adobe Reader X (XI is similar)

You can make comments and highlight PDFs from any source in Adobe Reader. There is an initial set up to cause Adobe Reader (or Pro) to print without further scaling your drawings!



Click on Comment to open and use the Annotation Tools.

Use **File>Save As _> PDF...** to save a copy of the PDF **with** your comments.

To set up "to scale" printing, click **File>Print...** and set up the **Page Handling** section as shown. Clicking [OK] will both send the print and save the settings.

None, "Actual Size", or "No Scaling"

The PDF knows what size paper it should be printed on. **Check "Choose paper source by PDF page size"** to tell the printer what size paper to use.

The thumbnail preview at the right should show the correct paper size and not show any scaling factor.

