



## OT Draw Tips and Tricks:

Parameters:	<p>Double-click 'Line' Label to reset Line parameters</p> <p>Double-click 'Fill' Label to reset Fill parameters</p>
Drawing Tips:	<p>Turn off snapping for precision drawing</p> <p>Turn off Auto-Insert Text if not required</p> <p>Use shift key for straight lines and perfect squares</p> <p>Press ESC while drawing to cancel</p> <p>Change dimension precision by going to unit settings in Format Menu</p>
Text:	<p>Use the 'Select All Text' feature in the Format menu to edit all your text at once</p> <p>Edit text by selecting it then clicking it again</p> <p>Change fill parameter on selected text to create contrast background</p> <p>Rotate text by changing the direction</p> <p>Insert symbol when writing text by going to the Format menu when textbox is visible</p>
Lineshapes:	<p>Create Lineshapes by selecting a set of connected lines and using the 'Create Lineshape' feature in the Format Menu</p> <p>Separate Lineshapes by selecting a lineshape and using the 'Separate Lineshape' feature in the Format Menu</p>
Shape and Labelling Objects:	<p>Add and delete junction points on curve and rail by right-clicking selected object</p> <p>Slide dimension away by pressing D-key while drawing</p>
Bathroom Objects:	<p>Hide and show Nozzle and Taps by right-clicking selected object</p> <p>Move shower drain by selecting shower and dragging centre drain</p> <p>Draw toilet from midline</p> <p>Create sliding door by selecting 'no swing'</p> <p>Change between elevation and perspective side views for whatever suits your drawing</p>
Selecting:	<p>Press the SPACE-BAR shortcut key before selecting</p> <p>Select multiple objects by drawing selection box around them</p> <p>Use layering tools to order your diagram. Select and Right click an object to send to back, bring to front etc.</p>
Copying / Exporting:	<p>Copy entire canvas and then paste into other programs</p> <p>Turn autocrop on and off via transfer settings in Format menu</p>
Modules:	<p>Use tab key to move through text boxes in forms</p> <p>Use the Plus Tool to click on the walls of your bathroom templates to automatically insert rails and fittings</p>