

DWG FastView for Windows

User Guide

Content

1. DWG FastView for Windows Installation and Start up	1
1.1. DWG FastView for Windows Installation	1
1.2. DWG FastView for Windows Start up	3
2. DWG FastView for Windows Introduction	4
2.1. FasView Interface	4
2.2. Quick Access Toolbar	5
2.3. The Application Menu Items	6
2.4. Menu Bar	6
2.4.1. File	6
2.4.2. View	8
2.4.3. Tools	9
2.4.4. Window	9
2.4.5. Help	10
2.4.6. Appearance	10
2.5. Toolbars:	10
2.5.1. Undo	10
2.5.2. Redo	10
2.5.3. Layer Control	10
2.6. Multi-Document Tabs	11
2.7. Drawing Area	11
2.8. Status Bar	11
2.8.1. Model	11
2.8.2. Layout	11
2.8.3. Realtime Coordinates	11
2.8.4. Magnifier	11
2.9. Update Notification	11
3. My Cloud	12
3.1. Cloud Interface	12
3.2. Menu Bar	15

- 3.2.1. All Files 15
- 3.2.2. Conflicting Files..... 15
- 3.3. Toolbars 16
 - 3.3.1 Upload 16
 - 3.3.2. Delete 16
- 4. Uninstalling DWG FastView For Windows 16**

1. DWG FastView for Windows Installation and Start up

1.1. DWG FastView for Windows Installation

Please follow the steps below to install DWG FastView:

1. -Double-click DWG FastView for Windows executable file and it will prompt; Ready to install DWG FastView, do you want to continue? Click “Yes”, and then "DWG FastView Install Wizard" dialog box will pop up. See Figure 1-1.

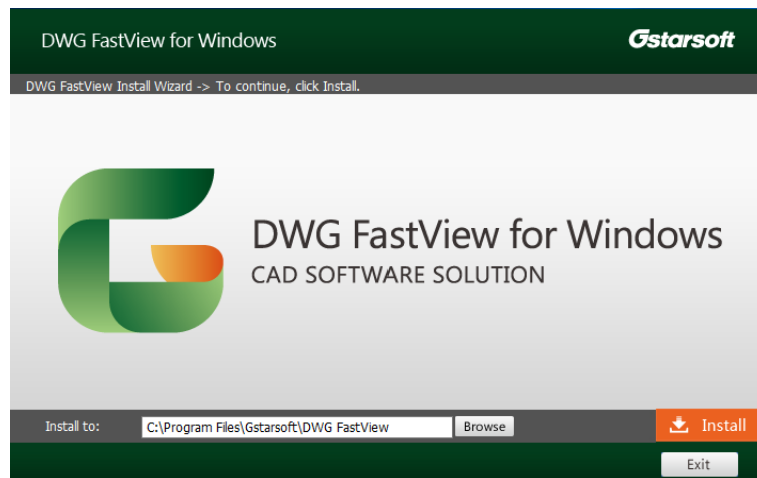


Figure 1-1

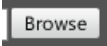


2. -Click  button to choose the destination path where setup will install the files or Click  button directly to install by default. “DWG FastView Install Wizard -> License” dialog box will pop up. See Figure 1-2.



Figure 1-2

- If you agree with the license agreement, check “Accept the terms of the license agreement” and click the  button.

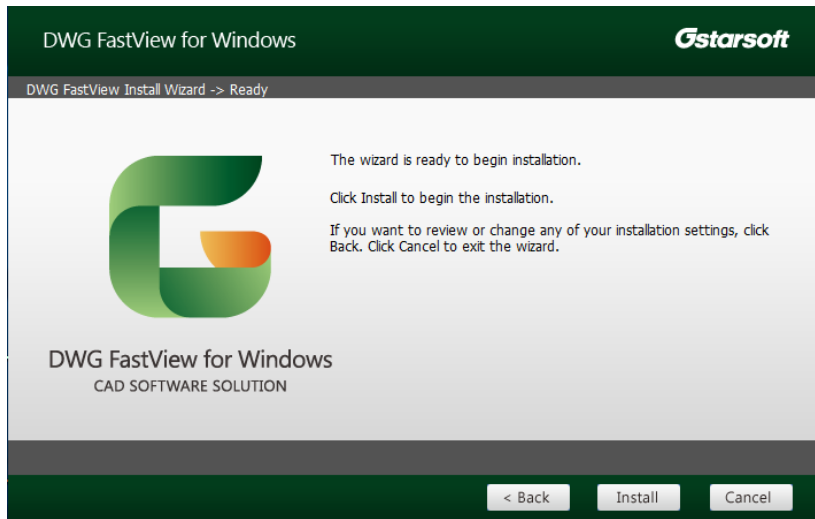




Figure 1-3

- Then the wizard is ready to begin the program installation. If you want to review or change any of your installation settings just click the  button. Click the  button to continue the installation. See Figure 1-3.

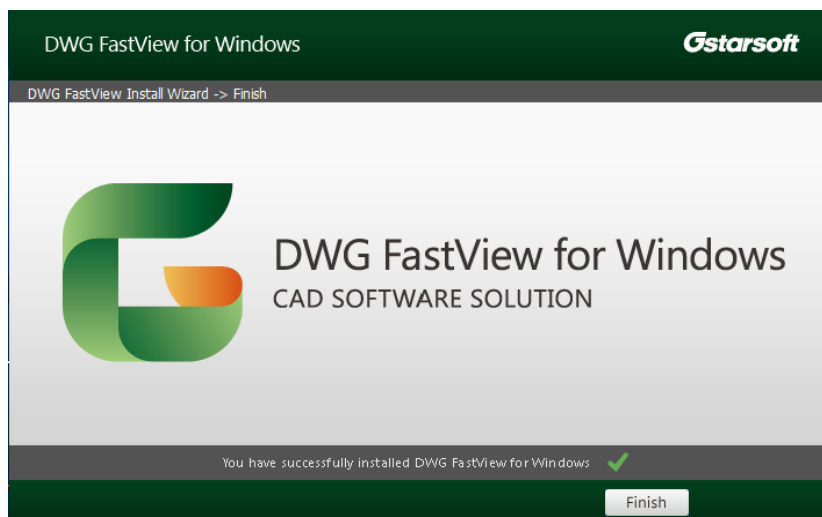

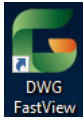



Figure 1-4

- Click the  button to exit the wizard. DWG FastView for Windows has been successfully installed. See Figure 1-4.

1.2.DWG FastView for Windows Start up



Double-click  icon to open DWG FastView for Windows. A dialog box will pop up to prompt if you want to always reassociate DWG files with DWG FastView. Select one option to start up the software. See Figure 1-5.

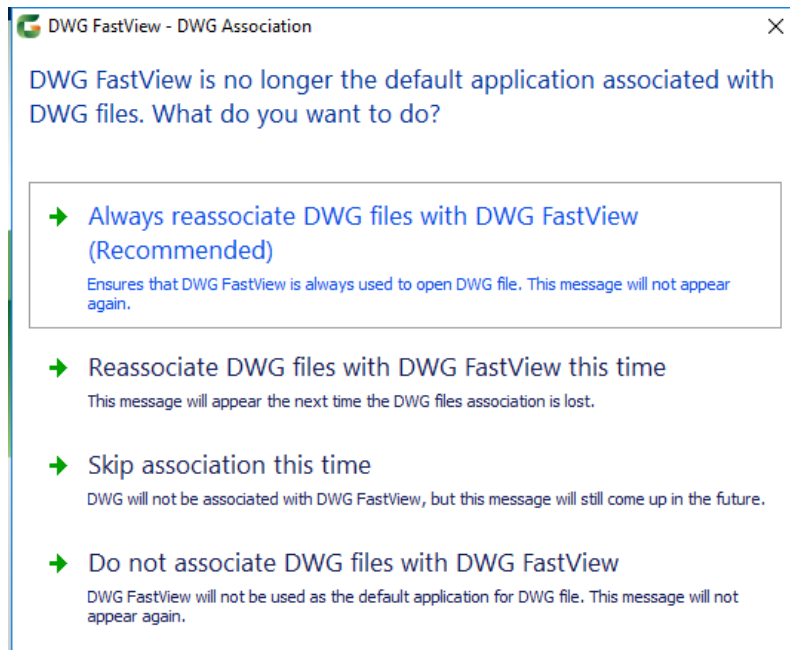


Figure 1-5


2. DWG FastView for Windows Introduction

2.1. DWG FastView for Windows Interface

DWG FastView for Windows allows users to quick view drawings, supporting DWG and DXF format. The start up page is displayed after opening the software. See Figure 2-1.



Figure 2-1

- 1) → Open Drawing: Allows opening local drawings. You can also open drawing with open command under the file menu on the menu bar.
- 2) → Recent Documents: Displays the 11 open records that were recently opened, showing thumbnails above and drawing name below. The parts that cannot be displayed as whole are replaced by "..."
- 3) → More Products: Show more related products. Click the icon or text to go to the appropriate page.
- 4) → Click the DWG FastView title on the banner below to link to the DWG FastView related page.
- 5) → My Cloud Log-in: Click  icon in the upper- right corner of the start up page to display DWG FastView log-in page.

After open a drawing, the interface is shown as below. See Figure 2-2.

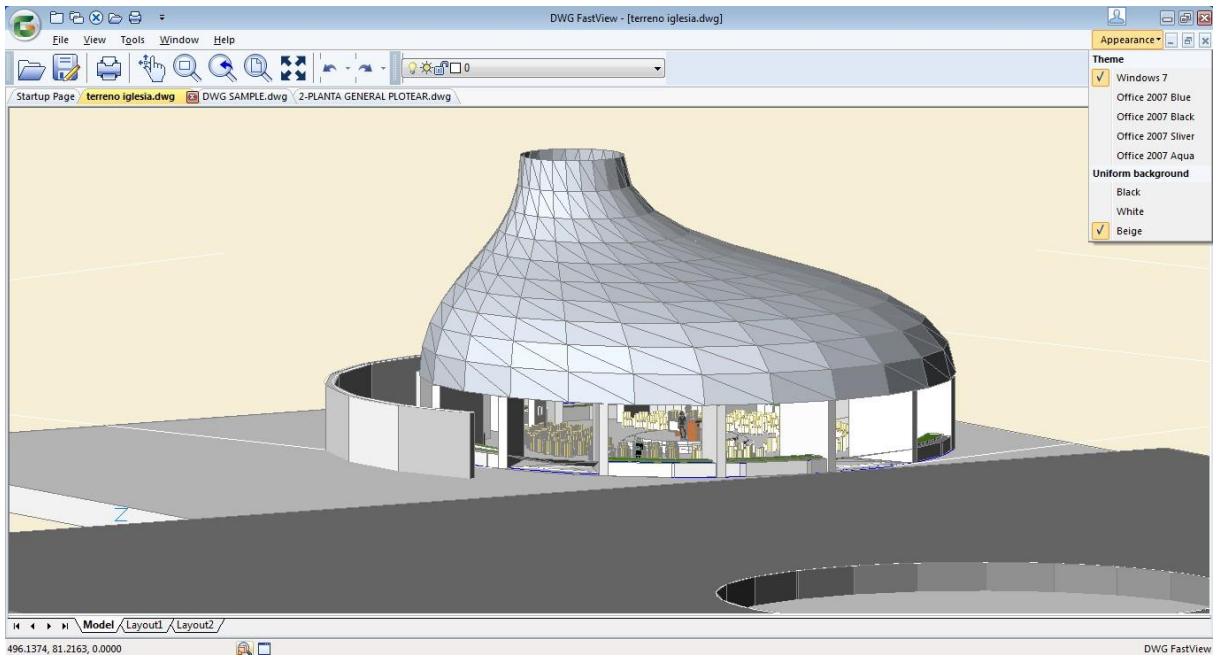
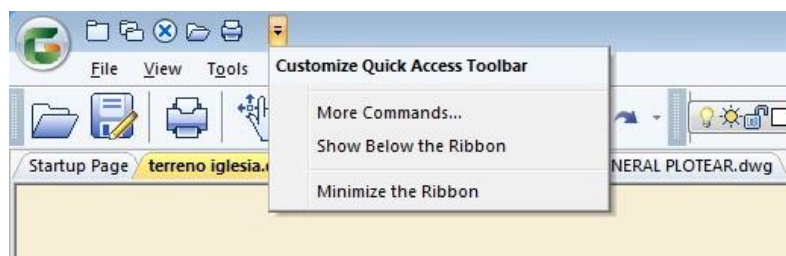


Figure 2-2

- 1) → Quick Access Toolbar: You can add commands as you want, such as, Close, Exit, Open, Plot, etc.
- 2) → The application menu items: Open, Plot, Close, Close all, Recent Documents and Exit.
- 3) → Menu Bar: File View, Tools, Window, Help, and Appearance.
- 4) → Toolbars: Open, Save As, Plot, Pan, Zoom, Previous, All, Clean Screen; Undo, Undo Drop-Down Button, Redo, Redo Drop-Down Button; Layer Control(Turn On/Off, Freeze/Thaw, Lock/Unlock, Color, Name).
- 5) → Multi-Document Tabs: Start up Page, and the opened file names.
- 6) → Drawing Area: The cursor in the drawing area is displayed as the shape of hand by default. Hold the left mouse button to move, which is called pan. Scroll the mouse wheel to zoom.
- 7) → Status Bar: Model, Layout1, Layout2, Magnifier, and Clean Screen.

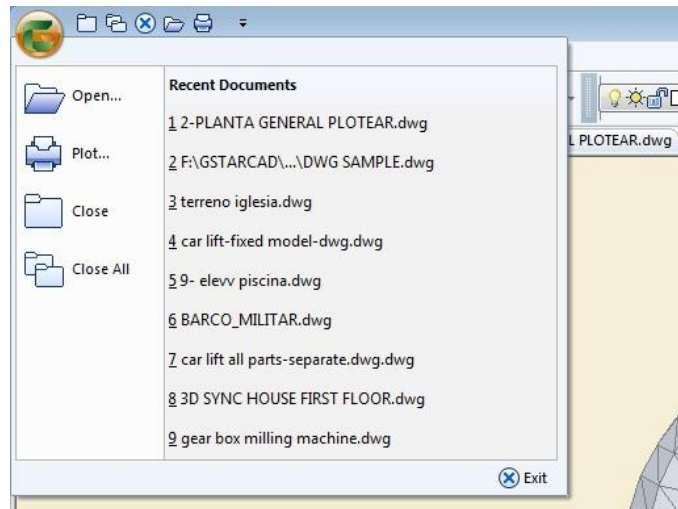
2.2. Quick Access Toolbar

You can add customized tools according to your needs, including Open, Plot, Close, Close all, Exit.



2.3. The Application Menu Items

The application menu items contain Open, Plot, Close, Close all, Recent Documents and Exit commands.

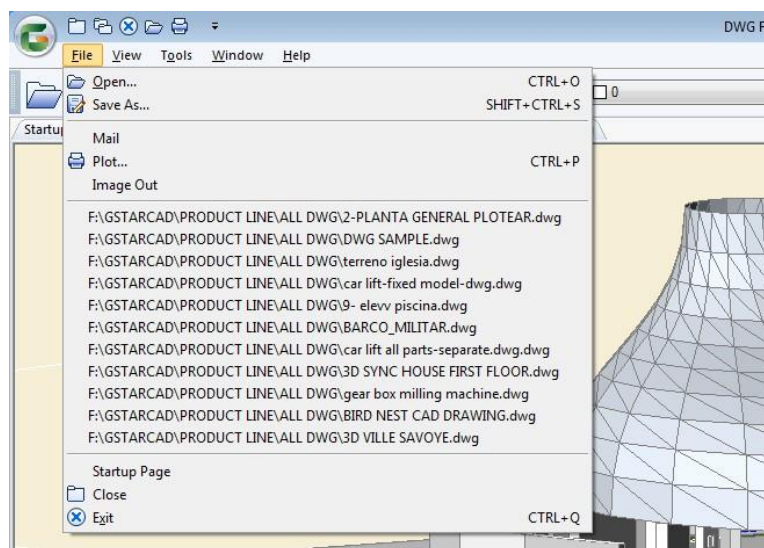


2.4. Menu Bar

Menu Bar includes File, View, Tools, Window and Help menus.



2.4.1. File

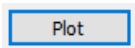


1) Open: Displays a dialog box to select files in the folder where you locate the files in. Select the file type, .dwg and .dxf format. You can also open the files with Open command on the toolbar.

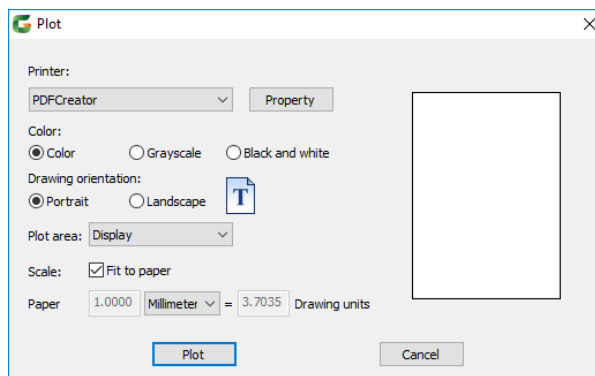
2) Save As: The current drawings can be saved as AutoCAD R14, 2000, 2004, 2007, 2010, 2013 versions with DWG format, and AutoCAD R12, 2000, 2004, 2007, 2010, 2013 versions with DXF format as well. You can also use the “Save As” command on the toolbar.

3) Mail: Send the current drawing as an attachment directly with Mail command.

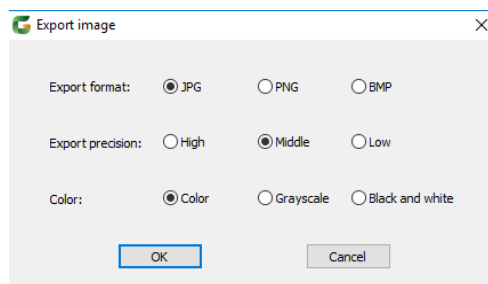
4) Plot: After select a printer and determine the color, Drawing Orientation, Plot Area and scale, click



to finish the operation. You can plot the drawing with Plot command on the toolbar as well.



5) Image out: After click this tool, you need to determine one point and move the cursor to select another point. Then the “Export Image” dialog box will pop up.



Click “OK” button to go to “Create Raster file” dialog box. You can select a storage path to place the file and this path will save the files by default for the next time image out. File name is the current drawing name by default and can be changed as you want. The save as type is the type that user has selected in the “Export Image” dialog box.

6) Recent Documents: Displays the newly opened drawing names and their storage location after hover the cursor over the drawing names.












7) Start up Page: Click this option to display the Start up page.

8) Close: Close the current opened drawing.







9) Exit: Close the software.

2.4.2. View

1) Zoom:

-  Realtime (R): Zoom in or zoom out the object visualization in the drawings.
-  Previous (P): Display the previous view.
-  Window (W): Zoom in the selected area with rectangular window.
-  Dynamic (D): Pan or zoom by using rectangular box.
-  Scale (S): Use the scaling factor to zoom to change the scale of the view.
-  Center (C): Zoom to display a view defined by the center point, the scale value or height.
-  Object (O): Zoom to display one or more selected objects as large as possible in the center of the view.
-  In (I): Use scaling factor 2 to zoom in, to increase the scale of current view.
-  Out (O): Use scaling factor 2 to zoom out, to reduce the scale of current view.
-  All (A): Zoom to display all visible objects and visual aids.
-  Extent (E): Zoom to display the maximum extent of all objects.

2) Pan:

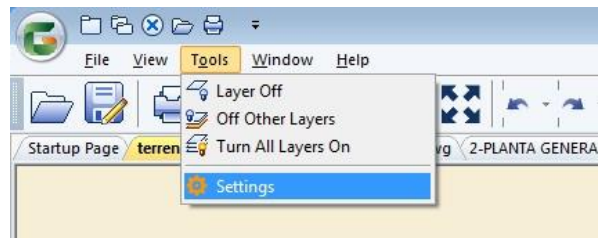
-  Realtime (R): Move objects in the current viewport.
-  Point (p): Move the view to the selected point.
-  Left (L): Move the view to the left.
-  Right (R): Move the view to the right.
-  Up (U): Move the view up.
-  Down (D): Move the view down.

3) Clean Screen: Opens or closes full screen with this tool. This tool can be found on the status bar.

4) Toolbar Icon: You can either select big icon or small icon for the toolbar.

5) Toolbars: Display, hide and customize the toolbar. It provides the "Standard" and "Layer Control" toolbar.

2.4.3. Tools



- 1) **Layer off:** After select this tool; click the object on the drawing area. All the objects on this layer will be hidden.
- 2) **Off Other Layers:** After select this tool; click the object on the drawing area. Only the objects on this layer will be displayed and objects on other layers will be hidden.
- 3) **Turn All Layers On:** All layers will be turned on in the drawing.
- 4) **Settings:** You can set whether to display "font missing prompt" and "file association prompt".

2.4.4. Window



- 1) **Close:** Closes the current drawing window.
- 2) **Close All:** Closes all drawing windows.
- 3) **Cascade:** Separates the windows for several parts to cascade, but keep the drawing title bar visible in turn.
- 4) **Tile Horizontally:** The windows and icons are arranged horizontally in a non-overlapping tiling manner.
- 5) **Tile Vertically:** The windows and icons are arranged vertically in a non-overlapping tiling manner.
- 6) **Arrange Icons:** Arranges window icons.
- 7) **File List:** Displays the list of currently opened files and mark the current active window.
- 8) **Window Setting:** Displays the window list. You can activate the selected window as the current active window.

2.4.5. Help

- 1) **Feedback:** Submits users' feedback.
- 2) **Update:** Checks the update version.
- 3) **More Products:** Displays more products information.
- 4) **About:** Displays information about the current version.



2.4.6. Appearance

Allow selecting the background color of the interface theme and the drawing area.



2.5. Toolbars:




Tools from the left to the right: Open , Save As, Plot, Pan Realtime, Zoom Window, Zoom Previous, Zoom All, Clean Screen, Undo, Redo and Layer Control.

2.5.1. Undo

Undo the last command. With clicking  Drop-down button, multiple commands can be undone at one time.


2.5.2. Redo

Redo the previous undone command. With clicking  Drop-down button, multiple undone commands can be redone.

2.5.3. Layer Control

Display the name, color, and status of all the layers in the drawing.

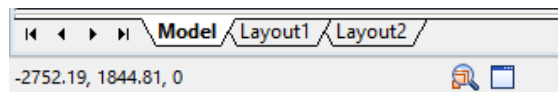
2.6. Multi-Document Tabs

Display the opened file names in turn and the start up page will be ranked at first by default. This document tab  has the same function with the Close button at the end of the Menu Bar. Click it to close the current drawing.

2.7. Drawing Area

The cursor in the drawing area is displayed as the shape of hand by default. Hold the left mouse button to move, which is called Pan. Scroll the mouse wheel to zoom.

2.8. Status Bar



2.8.1. Model

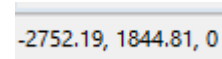
Display the drawing objects in the Model.

2.8.2 Layout


Display the drawing objects in the layout.

2.8.3. Realtime Coordinates

As the mouse moves in the drawing area, the coordinates are displayed in realtime.



2.8.4. Magnifier

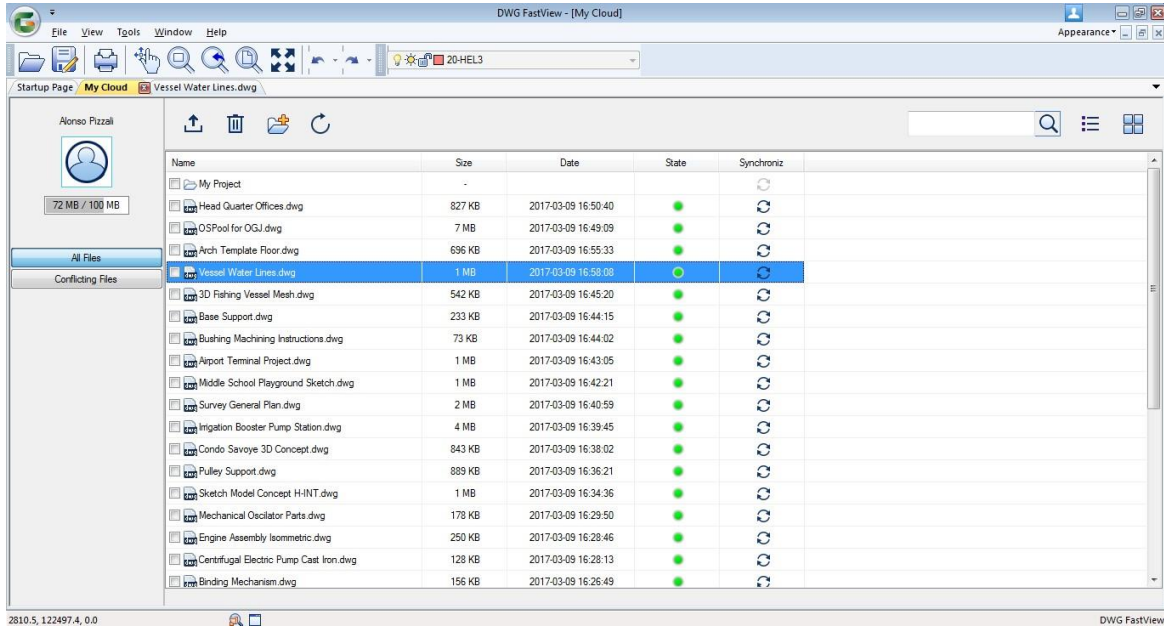
Click  this tool in so that the magnifier function is turned on. Scrolling the mouse wheel in the drawing area, you can view the objects in the current position with magnifier function. You can also use the magnifier tool by pressing "Ctrl+E" and press the "space bar" to cancel the magnifier function.


2.9. Update Notification

If the version can be updated, the message will pop up. Click "OK" button to go to the download page.

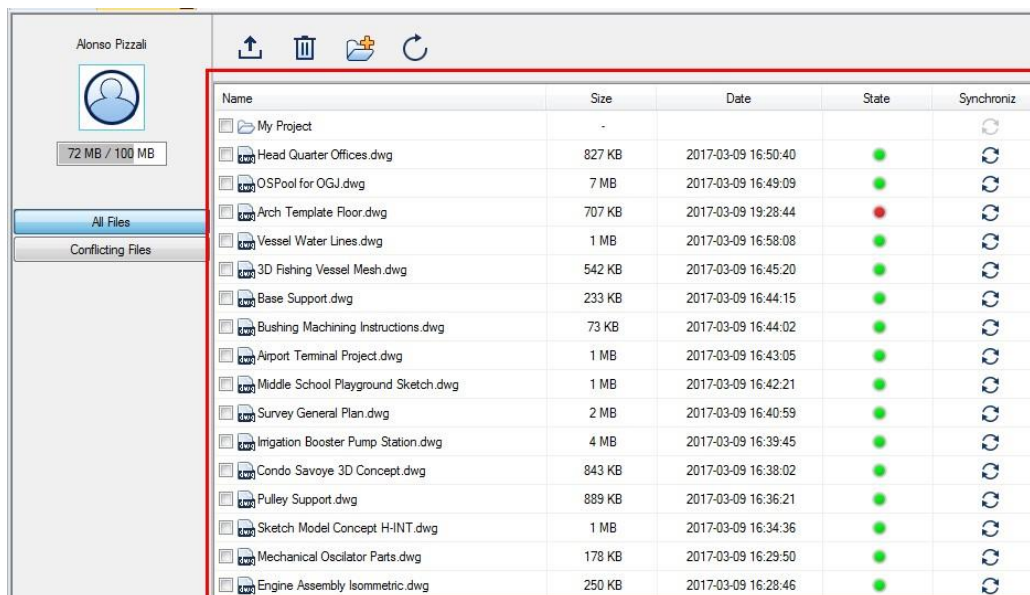
3. My Cloud

3.1. Cloud Interface

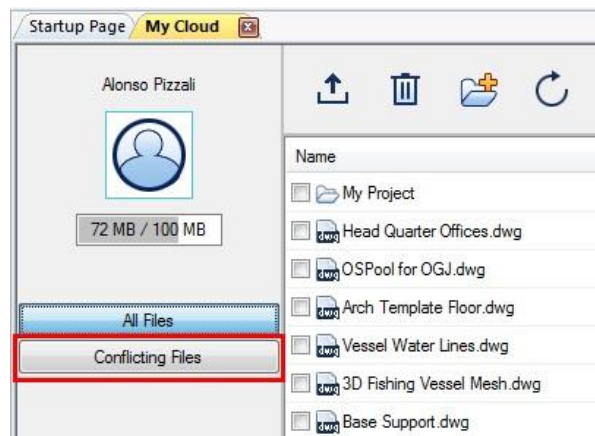


1) **My Cloud Log-in:** Click  icon in the upper- right corner of the page, to display DWG FastView log-in page. New users need to register an account. Registered users can log in "My Cloud" directly. Users, who have been logged in, will go to "My Cloud" directly.

2) **All files:** Display all files that have been uploaded to your account.



3) **Conflicting Files:** Display the files whose local state are not consistent with the cloud state.

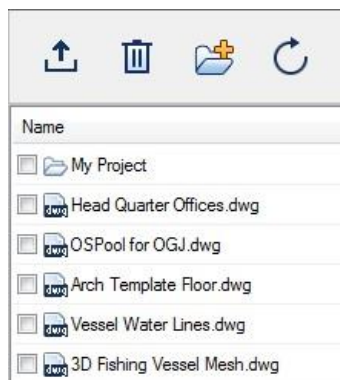


4) **Upload:** Upload local files to "My Cloud" account.

5) **Delete:** delete the files from your account.


6) **New Folder:** Create a new folder in your account.

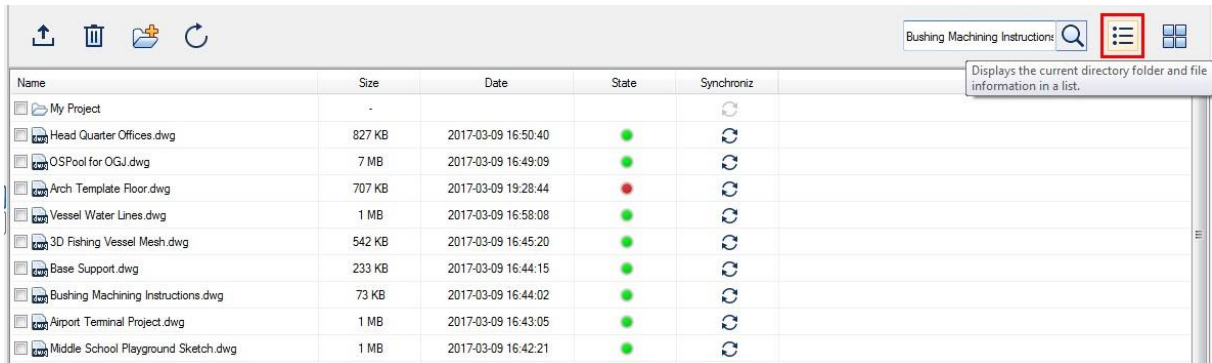
7) **Refresh:** Refresh the files and file folders to the latest status in your account.




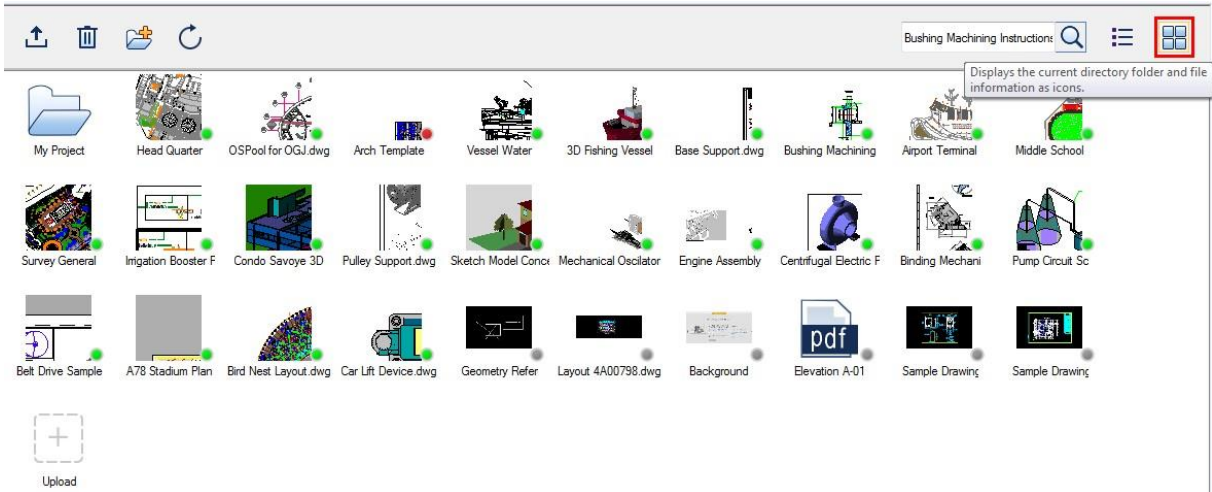
8) **Search Bar:** Enter the keywords of the drawing or folder name to search for the corresponding drawing.



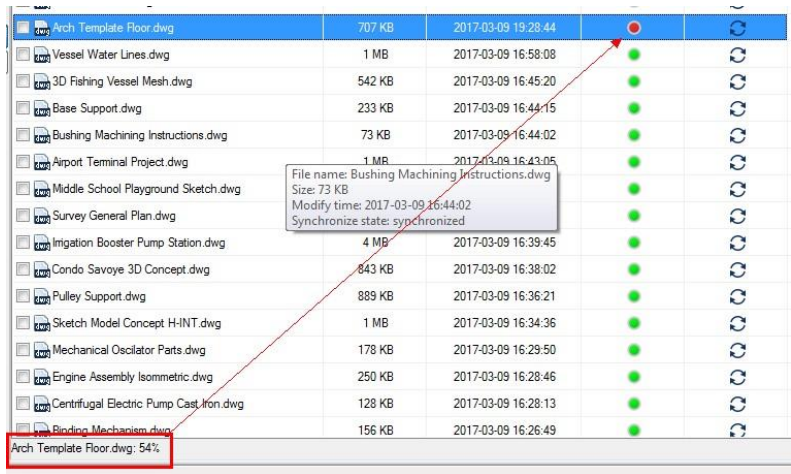
9) **List Mode:** Click  button, in order that the files in your account will display the details in a list.



10) **Thumbnail Mode:** Click  button, so that the files in your account will be displayed as thumbnails.



11) **Progress Bar:** Display the progress of file uploading or synchronizing.



3.2. Menu Bar




3.2.1. All Files

After click “All Files” button, all files uploaded to your account will be displayed. These files are consistent with those in web and mobile version. In any one of the clients to upload files can be displayed here.


3.2.2. Conflicting Files

1) File State


State

Unsynchronized State: When the file is displayed as  (The state button is grey), it means the file in the cloud is not downloaded to local. Therefore, the file can't be viewed and edited in the local.

State

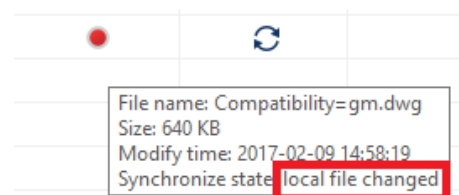
Synchronized State: When the file is displayed as  (The state button is green), it represents the file state here is consistent with the file state in cloud and no synchronization required.

State

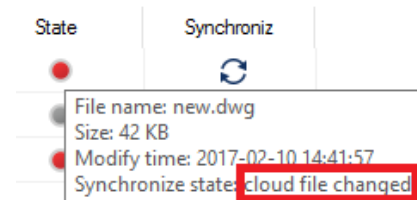
Conflicting State: When the file is displayed as  (The state button is red), it indicates the file state here is not consistent the file state in cloud. You can choose whether to synchronize the server file with the local file.

Hover the mouse cursor over the red button; if it displays the following message, it means local file has been changed.


Synchronize will upload the local file to the server and overwrite the sever file. The opening file can't be synchronize, please close it first.



While if it displays the following message, it indicates cloud file has been changed. Synchronize will download the cloud file to local and overwrite the local file.




2) Synchronize:


Clicking  button, you can synchronize the local file with the cloud file.

3.3. Toolbars

3.3.1 Upload

Clicking  button, you can upload the local file to “My Cloud” account. Support the general formats DWG/DXF, as well as PDF, DOC, XLS, etc.

3.3.2. Delete

Click  button to delete the files as you want in your account. The deleted file will not occupy "My Cloud" space any more and be placed in the recycle bin. The Recycle Bin will automatically be emptied every 10 days. You can access DWG Fastview for Web for file recovery or emptying the Recycle Bin.

4. Uninstalling DWG FastView For Windows

Click the Start-> Control Panel-> Program-> Uninstall or Modify Program->DWG FastView for Windows, and then click “Uninstall” button.