

Cablofil EZ Tray for Visio Instruction Guide

Installation:

Install the program by running the .msi install file. Cablofil Designer is installed as an add-in to the Microsoft Office Visio program and operates with either Visio 2003 or Visio 2007.

To begin the application, run Visio from the Windows Start button.

1. A new menu named Cablofil Designer is created at the far right of Visio's normal menu items. Choose Cablofil Designer > New Document.
2. From the dialog displayed, choose the Cablofil template from the list of available templates. This will begin a new drawing and open the Cablofil stencils containing the EZ Tray shapes.

General Information:

The Cablofil Visio Design Tool uses Cablofil's EZ Tray shapes and Visio to create scaled drawings that can then be used to generate an accurate Bill of Materials of all of the objects within the drawing. Cablofil Designer uses QuotePix (a Visio add-in from Visimation) for the organization of the Bill of Materials information and the creation of the BOM reports.

This instructions page covers the basics of using the program. For more detailed information about using QuotePix, choose Cablofil Designer > Help from the menu.

Getting Started:

You should understand some basic operation in Visio. To proceed you need to know how to drag a master of the stencil and drop it on the drawing page, how to zoom in and out on a drawing page and move from page to page within a document. The Visio help utility and user manual can give you some information to get started. Once you know these basics, this tutorial will direct you through any other Visio operations that are necessary to work with the Cablofil application.

Cablofil Designer Toolbar and Menus

The following menus and toolbar items are defined for the Cablofil Designer:

- **New document.** This creates a new drawing based on the Cablofil template.
- **Configure document from template.** Drawings that are not configured as Cablofil Bill of Materials drawings can be configured with this command.
- **Define BOM Items.** Used to define which shapes are to be included in the BOM report. This will not need to be changed unless non EZ Tray shapes are to be included in the BOM.
- **Project data.** Set project level data fields. Many of these fields are included in the Title Block. Others are used in the creation of the BOM report.
- **Convert shapes to BOM Items.** This adds the appropriate custom property or shape data fields to a shape so that it will be included in the BOM report. All EZ Tray shapes are already configure as BOM items.
- **BOM Status Window.** Toggles the display of the BOM Status Window.
- **BOM Items Smart Tags.** Toggles the display of the BOM Item Smart Tag.
- **Include pages.** Define which pages are to be included in the BOM report.
- **Link data to shapes.** Use when a drawing has linked external data (available only in Visio 2007 Professional).
- **Report.** Generates the BOM report to an Excel file.
- **Help.** More detailed information about using Cablofil Designer an QuotePix.

BOM Status Window

The BOM Status Window displays information about items from the drawing that are included in the BOM.

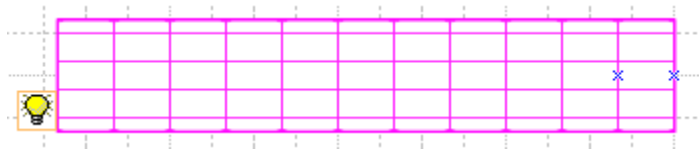
The window has tabs that display individual pages and a Rollup page.

For Cablofil tray shapes, the QTY field displays the length in inches of the item or items. Final calculations to convert this length in inches to units of 10 foot tray lengths is done within the BOM report spreadsheet.

For the EZT90 parts the QTY field displays the number of units specified in the drawing. If this number is a fractional number, it is rounded up during the generation of the BOM report. The Tee, Elbow, and Variable Elbow shapes automatically add the EZT90 part to the BOM items.

BOM Items Smart Tags

When a shape is included in the BOM, a Smart Tag that looks like a light bulb is displayed on the shape. This Smart Tag can be used to toggle the items inclusion in the BOM report. If the tag is yellow, the shape is included. If the shape is white, the shape is not included in the BOM.



Adding more pages

To add more pages to the report, right click a page tab (other than the Instructions page) and choose Insert Page. A new page will be added to the drawing. If you want to exclude the new page from the BOM report, choose Cablofil Designer > Include Pages and uncheck the new page.

Title Block:

When you add a Title Block shape to a page in your drawing, it will automatically resize to fit that page. It is laid out in an ANSI style, and includes the Cablofil logo. Use the Project Data dialog to edit the fields in the Title Block. To display the dialog, choose Cablofil Designer > Project Data.

To delete the title block shape, select it and hit the Delete key.

Working with Cablofil EZ Tray shapes:

Once you opened the Cablofil EZ Tray stencils, you add shapes to your page using the standard Visio drag and drop paradigm. The stencils have been arranged by depth (1.5", 2", 4", and 6"). Each stencil contains all of the widths of each part for that depth of tray. Each depth is represented by its own color:

- 1.5" EZ Tray shapes are green
- 2" EZ Tray shapes are blue
- 4" EZ Tray shapes are purple
- 6" EZ Tray shapes are green
- 2" G Tray shapes are red

The last stencil is one called "Multishapes", which will allow a more experienced user to access all the different size combinations for a particular shape in one place. You set the different combinations for each shape by right clicking the shape, and choosing "Set Tray Properties..." Certain shapes will have other custom menu items to choose from as well.

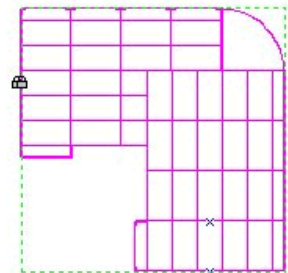
EZ Tray Segment:

This shape represents a standard 10ft length EZ Tray for a specified width and depth. The segments snap together with the connection point on one end (blue X) to the gray padlock on the other end (locked end point). These shapes can be stretched to any length using the control handle (green box with shaded center on same end as the connection points). If you pause the pointer tool over the control handle, a tip will appear letting you know what the control is used for on the shape.



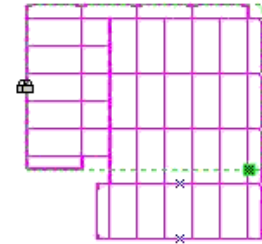
90 Degree Elbow:

This elbow is used to represent 90 Degree bends in your Cablofil EZ Tray drawing. They also connect to the end of an EZ Tray segment shape's connection points. The only difference in gluing this shape to and EZ Tray segment is that they have two locked endpoints that snap to the corresponding connection points on the straight segment shape. You can flip this shape by right clicking on the shape, and choosing "Flip Elbow".



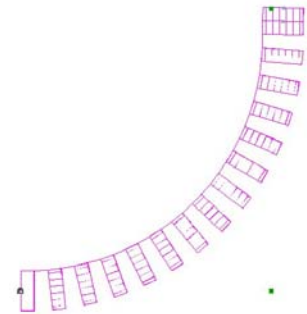
Variable Elbow:

This shape represents the forming of a Cablofil EZ Tray elbow, whose angle can be set to above, below and including 90 Degrees. This shape connects to strait segments the same as the 90 Degree Elbow. You can change the offset angle of this shape by dragging its control handle to the angle you would like the second segment to bend to. Like the 90 Degree Elbow, this shape can be flipped using its right click menu.



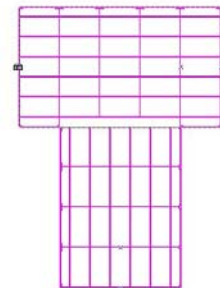
Flex Segment:

The Flex Segment represents a 10ft long Cablofil EZ Tray that needs to form a larger radius bend. This shape also has two control handles that help change its form. The control on the end of the Flex Segment allows you to adjust the angle of the curve end. The control nearer to the middle of the shape can be moved to adjust the curve corner location. By using these control handles in combination, you can make the flex segment bend around any obstacle. The side of the tray to be cut is controlled from the right mouse menu "Flip Wire Cut Side".



Tee Connection:

This shape gives you the ability to connect trays together in a "T" or "Y" pattern. The top portion of the shape represents a bridge between two straight segments. The lower portion of the shape represents a bridge for the straight segment that will be the "Leg" portion of the "T" or "Y" connection. To modify each part of the shape to match the width and depth you are working with, refer to its "Set Tray Properties..." dialog and manipulate sizes from there. Other right click functionality has been included with this shape in order to change the shape from a "T" to a "Y", and to flip its position.



Reduction:

A Reduction represents a shape that will bridge the gap between two EZ Tray segments that have different widths. One side of the shape is the incoming tray width, and the other side is the outgoing tray width. Like the other Cablofil Multishapes, these shapes can be glued together and are modified using the "Set Tray Properties..." dialog.

