

# Make 2011 the Year to *Simplify.*

**Happy New Year!** January is the month that we take a deep breath and make our New Year's resolutions. This year, resolve to Simplify by choosing CET Designer® as your total design and specification tool. You'll join the 8,000+ users of Configura software worldwide who have discovered a better way to work.

Each month, we'll send you a calendar with tips, training information and an inspirational rendering created in CET Designer. We hope the calendar will give you ideas for working more efficiently. Share the calendar with others at your dealership – let us know if you want more!

CET Designer is the only software of its kind developed in close collaboration with our users and with a hands-on support team of interior designers and software experts. Whether you're a trial user or a power user or somewhere in between, we're here to help. Contact our team at the Help Desk with any questions, issues or suggestions.

If you haven't already taken advantage of the free CET Designer trial download, it's easy. Go to [www.configura.com/cet](http://www.configura.com/cet) – we'll even walk you through the download and get you started with a one-on-one instructor-led webinar. Click on the blue Support button in CET Designer to launch our online chat, or go to [www.configura.com/cet/support](http://www.configura.com/cet/support), or call us at 877-238-0808.

We look forward to helping you Simplify in 2011!



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**CONFIGURA**

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*Simplify* in 2011



# JANUARY 2011

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Try CET Designer for **free** at [www.configura.com/cet](http://www.configura.com/cet). We'll get you started! Call us at 877-238-0808.

## January learning opportunities

Free webinars for anyone, whether a beginner or advanced user. Please call 877-568-4106 and use code 671-407-662. [See our complete list of free webinars – including free on-demand webinars – at [www.configura.com/cet/training](http://www.configura.com/cet/training).]

### Special January Webinar:

#### Simplify and Organize With CET Designer – FREE

Ramp up your efficiency and creativity by harnessing the power of three major tools in CET Designer: Key Bindings, Favorites and Paperview visibility settings. Learn powerful ways to create shortcuts and get the most out of the software. This webinar is chock-full of how-to's and hands-on examples.

Jan 20, 11-12 Noon EST

Jan 21, 3-4 pm EST

Jan 25, 11-12 Noon EST

### Regularly Scheduled Webinars in January:

#### Getting Started With CET Designer – FREE

Join in our introduction webinar for prospective and new users. Learn the basics of CET Designer navigation and how to put this single-solution tool to work for you! Our webinar instructor will review how you can download a 30-day free trial of CET Designer.

Jan 20, 2-3 pm EST and Jan 26, 12-1 pm EST

#### Working With CAD Files in CET Designer – FREE

Learn how to import and export AutoCAD files in CET Designer. Also, we'll show how to use the Layers tool to manipulate the colors and visibility of your AutoCAD drawings.

Jan 21, 11-12 Noon EST and Jan 26, 2-3 pm EST

### Upcoming Events:

#### CET Designer Academy, Grand Rapids, MI Classes

These two-day Beginner and Advanced classes in CET Designer are interactive and hands-on. The cost is \$300 per two-day session and includes course materials. CET Designer Academy classes are held at Configura's training facility in Grand Rapids, Michigan. More information is at [www.configura.com/cet/training](http://www.configura.com/cet/training).

CET Designer,  
Beginner Class

Feb 8-9

March 8-9

April 5-6

May 10-11

CET Designer,  
Advanced Class

Feb 10-11

March 10-11

April 7-8

May 12-13

## Meet CET Designer user **Paul Riches**, creator of our January rendering

Paul is a project planner with Heritage Office Furnishings, a Steelcase dealer in Vancouver. He's been using CET Designer and the Steelcase SmartTools Extension for three years.

**RECENT CHALLENGE:** A client wanted a complete redraw of a project in less than 24 hours. The project consisted of two floors with five offices, a reception area, 34 workstations and two meeting rooms. Paul used CET Designer and accomplished the task in less than five hours. A salesperson who had manually spec'ed the project took 15 hours. The salesperson's CAD-based efforts didn't include drawings; Paul's did.

**RESULT:** CET Designer/SmartTools created a complete package ... and saved 66 percent time.

Hear more from Paul at [Configura.com/TV](http://Configura.com/TV).



## Meet **Alexandra Tseffos**, LEED AP ID+C, Help Desk team member of the month



Alexandra is a support analyst and interior designer at Configura's Grand Rapids, Michigan, office. She worked at a Haworth dealership in Wisconsin before joining Configura in September 2009. With dual degrees in interior design and Spanish, Alexandra trains users on the Haworth, Steelcase and Mepal CET Designer Extensions in North America, Mexico and South America.

**HER FAVORITE THING ABOUT CET DESIGNER:** It's visual.

"I love commercial design but don't want to spend time on part numbers. CET Designer allows the designer to do just that. With CET Designer, it is like giving the rest of the world 'designer's glasses' and showing them how we see things."

# Simplify

your CET Designer usage in January by better organization in the following ways or call into one of our free January webinars!

## January's Featured Tips

### KEY BINDINGS

**Key Bindings** in CET Designer lets you assign keyboard shortcuts to frequently used commands. There are pre-programmed Key Bindings, but you can also add your own or change them to any keystroke combinations you desire. So, instead of dealing with pull-down menus or clicking on icons, you can touch a key or two on your keyboard to start the command.

For a complete list of Key Bindings, go to **File/Key Bindings**. That will show you the list of current bindings and also commands to which you can set your own Key Bindings. For example, in this area, you can map "U" to be the undo command.

There are more than 75 commands in CET Designer to which you can assign your own custom Key Bindings.

### FAVORITES

**Favorites** is a quick way to create custom libraries of idea-starters, customer standard workstations and frequently used accessory items. These **Favorites** can be saved locally or on your network to be referenced in the future. To create a **Favorite**, simply highlight the item[s] that you want to save, right-click and choose **Save Favorite** or keyboard shortcut **Ctrl + Alt + F**. To insert a **Favorite**, right-click anywhere in the drawing and choose **Insert Favorite** or simply type **F**. Favorites are saved with a ".cmfav" file extension.

You could even save Favorites of Google SketchUp objects, ProjectSymbols items and frequently used Picklists. Organization is key to creating separate folders for those Favorites of ideas-starters and customer standard stations. Favorites leverage your previously created work to efficiently save time in space-planning!

### PAPERVIEW VISIBILITY SETTINGS

Custom **Visibility Settings** in Paperview can be saved and reused in future drawings that show just the product you want to create great installation drawings. To access this area, highlight your viewport and in the green edit box, choose **Visibility**. The window that opens has two tabs. The **View Mode** tab shows the numerous predefined view modes [i.e., if you just want a panel or electrical plan], but the **Advanced Categories** tab allows you to go through in great detail what product[s] you want visible in your viewport as well as what tags and text you want showing. After creating this **Custom View Mode**, you can Save it for future use in other projects. Visibility Settings are saved with a ".cmpvs" designation file extension.