

**How to maximize your
efficiency of work-
Making the tools work
for you**

Image provided by EDSA
Project created using Land F/X



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Outline

1. Importance of a standard?
2. How do you enforce your standard when it comes to:
 - a. Layers, Colors, Dimstyles
 - b. Blocks
 - c. Labeling
 - d. Scheduling
 - e. Etc
3. What tools do you have within Land F/X to enforce your standards?

What is a standard?

Autodesk says:

Standards define a set of common properties for named objects such as **layers** and **text styles**. You or your CAD manager can create, apply, and audit standards in drawings to **enforce consistency**. Because standards make it easier for others to interpret drawings, standards are particularly useful in collaborative environments, where many individuals contribute to the creation of a drawing.

What is a standard?

- What are your standards?
 - Whatever we want for that project.
 - We just use what we are given.
- Why is that your standard?
 - I'm not sure... It's just how we have done it.
 - That's how we like it.
 - We have to do it that way.
 - That's the industry standard way of doing it.
- If you can't be flexible or back up "why?", it's not a good standard.
 - Ex: Layers- Palms need to be on their own layer.
 - Why?
 - Not sure...
 - Because we need to be able to count them

**At the end of the day, we need to be flexible enough to adapt to any situation, working with any firm.

What makes a good standard?

GOALS:

1. Legibility

- a. How easy is it to read?

2. Efficiency

- a. Are you able to quickly get through things?
- b. What you do get through, is it accurate?
- c. Revision time, is it a quick process?

3. Short Learning Curve

- a. Can new hires hit the ground running?
- b. Is it easy to pick up?

4. Adaptability

- a. If something needs to be done a certain way, can you do it with less hassle?

Thinking of your Mission Statement:

-What are you trying to achieve with this statement?

If your Standards had a Mission Statement, what would it be?

-Make sure that you have a standard that does not compromise the above goals

My dad is stronger than your dad...

Having different standards is not a big deal. It's actually what makes you unique.

BUT....

To have a standard, it:

1. Needs to exist
2. Has to be able to be Enforced
3. Needs to be adaptable

Prime Example:

Firm has a set of standards that they will not budge on adjusting. Then... There is a merger or sell to another company, and magically... the standards change...

A landscape rendering of a park or resort area. In the foreground, a concrete path leads from the bottom center towards the middle ground. To the left, there are large, mature trees and a paved area with several lounge chairs. To the right, there is a stone retaining wall with a black metal railing, and a building with a yellow umbrella is visible in the background. A large, semi-transparent blue diamond shape is overlaid on the center of the image, containing white text.

Setting your standards

Things to keep in mind

Have a discussion with your firm

Create a checklist of all things you should think about when making and setting your standard.

What are some of the things that you should talk about?

1. Layers and Line colors
2. Text and Dimension styles
3. Blocks
4. Callouts
5. CTB files
6. Sheet Setup

Old way vs. Current way vs. Land F/X way

Need to have the ability to adjust and customize your layers to match your office standards

Layers and line colors

Old way- Setting everything to layer 0 and moving things after they are placed, onto the appropriate layer

Current way- Making the correct layer and setting it to current. Then drawing and inserting things to the current layer.

Land F/X way- Placing pretty much anything and have it come in already on the right layer, based on how you have set up you layers at the beginning, regardless of what layer is active.

Layer States- A great way to keep all your desired layer sets organized and readily available for any project at any time.

BatchMan- Another great tool to set and convert our default standard to match your own

Nature of the beast- It is a give and take relationship with technology. You might have to give up a few things to gain greater benefits.

******There are even some restrictions the Land F/X has regarding layers that cannot be edited. Some of which would be Label blocks, Hatch names

Text and dimension styles

Think back to your standards Mission Statement.

- Do you have the ability to efficiently and effectively switch between your styles?
- What is your current process?
- What do you wish you could change?

What are the restraints in your current process or standard?

Branch out and research font websites to see what is out there.

- [Architectural Fonts](#)
- [Font Squirrel](#)
- [Vector Diary](#)

Case in point: Is it time to give up SHX fonts for TrueType fonts?

- *Better spacing control*
- *Better ability to do bold and italic*
- *Have ability for special characters*

Blocks

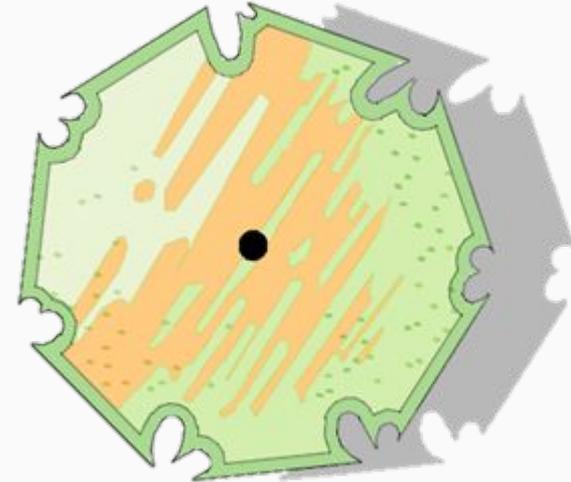
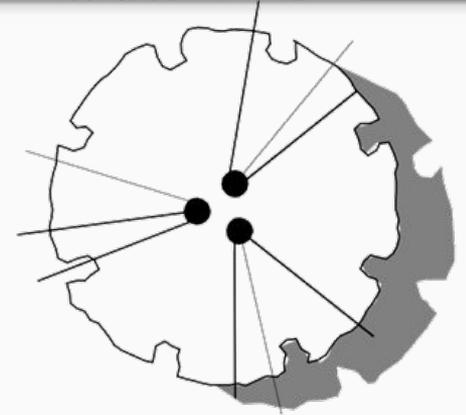
Why are there so many layers in the blocks?

- Having those layers gives the flexibility to show and add as much detail as needed. While still being completely organized and automated.
- The layers are less of a concern since the hard work is being handled through the system.

SHOW THOSE LAYERS WHO'S BOSS

Things have come a long way since just relying on the layer properties manager to manage your blocks and layers.

- Xlist
- Layfrz
- Highlight
- Verify
- BatchMan- Still a great tool to adjust and adapt our blocks to your layer standards.



Let's go see how all this works!!!!

- Layers
- Text & Dimstyles
- Blocks
- SketchUp Plugin
- Setting Templates
- Early Cost Estimations
- Producing Accurate Plans With Accurate Quantities
- Backing Up Project Details And Data



Thanks!

Any questions?

You can find me at:

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