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UNIT 1: CET / CANVAS INTRODUCTION

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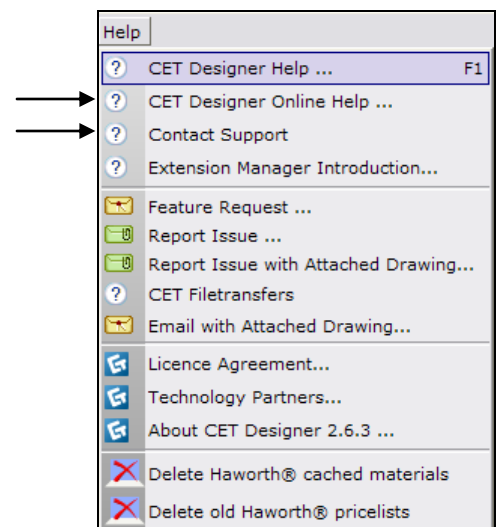
Configura / CET Designer Reference Guide


The CET Designer program has extensions that are designed for each manufacturer. The Haworth-specific extension of the CET Designer program is called **Canvas**. Canvas contains furniture, storage, wall, systems, worksurface, seating, and accessory product lines for Haworth.

This reference manual covers general information for using Canvas to design and specify Haworth products. The *Canvas Reference Manual* should be used in conjunction with the *CET Designer Reference Guide*, which is produced by Configura and covers general CET Designer software topics. In the Configura manual, Chapter 4a is written specifically for the Haworth Canvas Extensions.

If you need to reach Configura regarding CET issues, questions, or troubleshooting, or for a copy of the *CET Designer Reference Guide*, please try one of the following:

- From the **Help** pull-down menu, select **CET Designer Online Help** or **Contact Support**.



- Click on the blue **Support** button () and choose **Live Chat Support** (upper right-hand corner).



- Call **1-877-CET-0808**.

How to Use the Canvas Reference Manual

When using Canvas for planning, designing, specifying, and pricing, Canvas must be used in conjunction with each product line's Specification Guide and Price List. These documents contain the following detailed information for accurate designing and specifying:

- Planning information
- Support and load guidelines
- Application guidelines
- Power/data distribution planning
- Idea starters
- Technical specifications
- Specification and pricing details

General Notes When Using Canvas

- Canvas continues to place products in the drawing area until you hit [ESC] or move out of the drawing area.
- To override the “snap” function, hold down the [Shift] key, click on the component, and move it freely within the drawing.
- To adjust 3D view: Right click and hold the mouse; move to desired view; release.
- When working in a drawing, keep the setting as “Select All Objects in a Group”. This way, if an option or finish is changed, it will apply to all components in your drawing.
- In general, Canvas defaults to a standard product option when the product is placed in the drawing area. For example, a panel frame defaults to generic finishes and Grade A fabrics. All options can be changed by the specifier.
- Input boxes:
 - **Gray Input Box:** Gray input boxes appear when you are *placing* a product in the drawing area. Make your selections and then place the component. Once the product is placed, the gray box goes away. However, you may see the gray input box again when stretching a component.
 - **Green Edit Box:** Green edit boxes appear once the product is *placed and selected*. You can add or change features individually or by group.
- Navigating through input boxes:
 - [Space] bar: Takes you through the options across the box. For example, panel width options would be 18", 24", 30", 36", 42", 48", 54", and 60".
 - [Tab] key: Takes you through the options up and down in the box. For example: Tab to the option you want to modify, such as width, height, raceway covers, etc.
 - Mouse clicking: Point and click on the option (e.g. width) and size (e.g 42") that you would like for that particular component.
- Canvas is a specification tool. However, *all* SIF files and Bills of Materials (BOMs) should be verified by the dealership. Canvas/Haworth are not responsible for mistakes.
- The *Canvas Reference Manual* and each product-specific reference manual are supplements to the *CET Designer Reference Guide*.

Canvas Disclaimer

Canvas Software is intended solely as a conceptual specification tool. All SIF files, calculations, Bills of Materials (BOMs), and specifications used within the tool should be verified by the dealership before data entry. Canvas/Haworth shall not be responsible and/or be held accountable for any misuse of the software, content, configurations, validations, or the output resulting from the information submitted. It is the responsibility of the user to completely verify the parts specified, maintain a full understanding of product applications, and understand the product limitations.

UNIT 2: CANVAS – GENERAL INFORMATION

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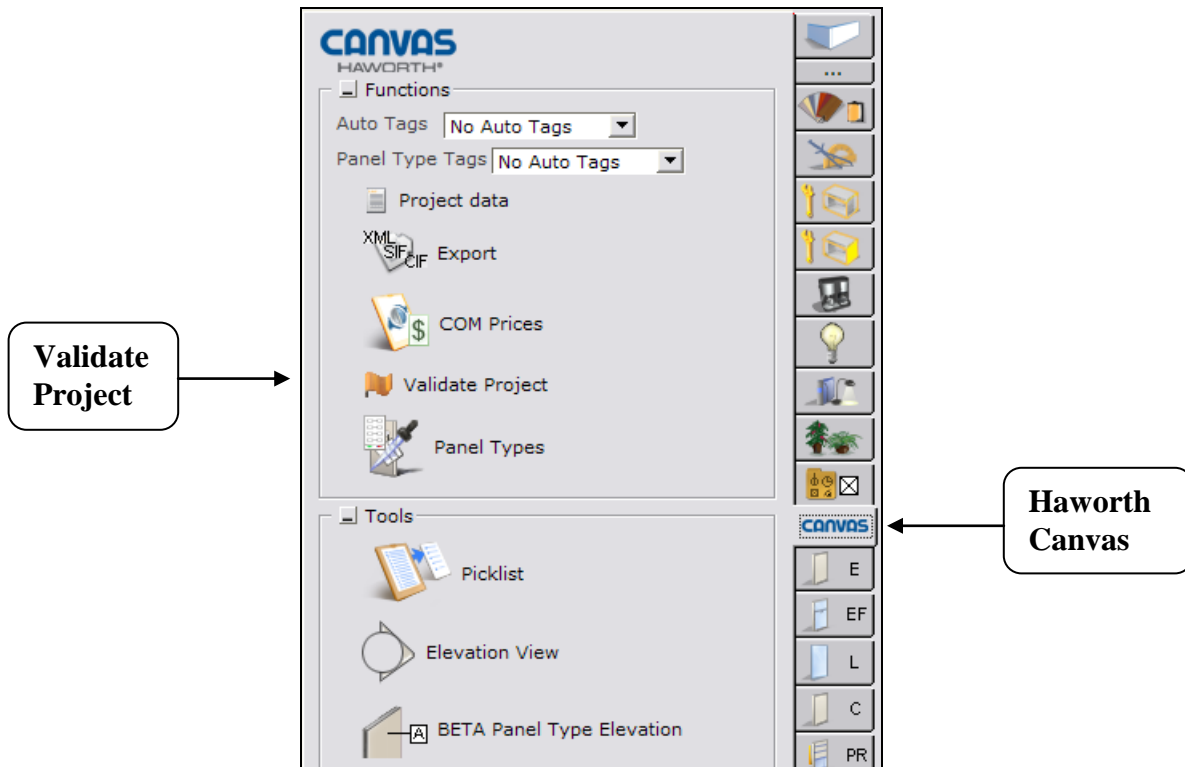
Where to Find Other Workstation Products in Canvas

Products	Canvas Component Tab
Panel Systems	Haworth Compose® tab Haworth PREMISE® tab Haworth UniGroup® Too tab Haworth UniGroup® tab Haworth RACE® tab
Desking Systems	Haworth PLACES® tab Haworth Patterns™ tab Haworth Reside™ Desking tab
Wall Products	Haworth Enclose® tab Haworth LifeSPACE® ERA tab Haworth Enclose® Frameless Glass tab
Worksurface / Table Products	Haworth Worksurfaces tab Haworth Tables tab Haworth Planes® tab
Storage Products	X Series® Caseloads and Storage V Series® Caseloads and Storage Haworth Beside™ Storage tab
Seating Products	Haworth Seating tab
Wood Products	Haworth 950 Series tab Haworth Orlando™ Storage tab Haworth Compose Wood Storage Enhancements tab

Products	Canvas Component Tab
Accessory Products	Haworth Panel and Worksurface Accessories tab: <ul style="list-style-type: none"> • Overhead Shelves/Storage • Adaptable Lights • External / Wall Mounts • Monitor Arms • Keyboard Trays • Worksurface Accessories • Electrical Accessories Haworth Work Tools and Accessories <ul style="list-style-type: none"> • Belong™ Mounting Rails • Belong Work Tools • Mounting Rails • Jump® Stuff • Grid Accessories Haworth Lighting Haworth Screens
Additional Products (not found in Haworth tabs)	ProjectSymbols tab
Office and Kitchen Accessories	Kitchen tab Office Accessories tab Plants tab Lights tab
Haworth Canvas Functions	Haworth Canvas tab
Customize Products	Edit Graphics (Symbols) Edit Graphics (Meshes)
Architectural Elements, Drawing Tools, and Architectural Symbols	Wall Drawing tab Tools tab Symbols tab
Special Effects in Drawing	3D tab
Design Tools	RevLink tab Google SketchUp Interface tab
Presentation Tools	CET Movie Studio tab

How to Validate a Canvas Drawing / Project

Within the Haworth Canvas tab, there is a function that validates your drawing. It checks for missing components, incomplete materials or finishes, or invalid applications or options. **Note:** The validation in Canvas only looks at the specification rules that have been programmed into the software – you must validate your own work.




To validate a Haworth Canvas drawing:

- Go to the Haworth Canvas tab
- Click on the Validate Project button

By going through this process, Canvas generates a report that identifies issues in the drawing as follows:

- **Invalid** = Identifies specification issues that need to be resolved.
- **Warning** = Warns of a function or application that can be done, but is not recommended.
- **Note** = Includes recommendations and helpful hints.

You can have Warnings and Notes in your list, but you cannot have any Invalid messages – *Invalid messages must be fixed*. Click on the question mark () to see what's missing or inaccurate in your drawing.

For a list of validation messages related to each product tab, see the product-specific Reference Manual.

Tips and Tricks for Canvas

<i>Drawing Tools</i>	
Alternative Drawings	<ul style="list-style-type: none"> • Take a typical drawing file, manipulate it, and save various renderings. For example, a client may want to see various configurations that include different height panels, glass stacks, multiple surface choices, etc. • To do this: <ul style="list-style-type: none"> ○ Click on Tools (with drop-down menu) ○ Select Alternatives ○ A dialog box appears where you can list several alternative workstations. You can rearrange them in the list based on what you'd like to show the client.
Replicate Workstations	<ul style="list-style-type: none"> • Take a typical drawing file and replicate it in several places. • To do this: <ul style="list-style-type: none"> ○ Select Objects button (use "lasso" button at top of screen) ○ Click on Arrange tab (with drop-down menu) ○ Select Replicate ○ Choose the position of the replicated workstations and the quantity (count)
Copy a Workstation	<ul style="list-style-type: none"> • Click on the workstation to copy. • Click "A" on the keyboard to copy. • Paste as needed by placing it where you want it. • To rotate the drawing, hold the mouse down, move to desired position, and release.
Blocks	<p>CREATE BLOCKS</p> <ul style="list-style-type: none"> • Take a typical workstation or components and convert them to a block. • To do this: <ul style="list-style-type: none"> ○ Click on a workstation or components ○ Right Click and select Create Block ○ Enter the name of the block and close <p>EDIT BLOCKS</p> <ul style="list-style-type: none"> • Select the Block and right click to select Edit block. • Make changes (e.g. height, color, trim), select Replace, and close. • Next, click on Exit editmode button in upper right. <p>EXPLODE BLOCKS</p> <ul style="list-style-type: none"> • Select the Block and right click to select Explode block. • This will change the block back to individual components. <p>CLONE BLOCKS</p> <ul style="list-style-type: none"> • Take a typical workstation and clone it or edit the clones. • Click on a workstation. • Right click and select Clone Block. • Then click on one of the cloned workstations. • Right click and select Edit Clone.
<i>Presentation Tools</i>	
Movie Studio	<ul style="list-style-type: none"> • CET Movie Studio Extension enables you to create a walk-through video of your layout, giving your customers the ultimate visualization presentation. • <i>Note:</i> Movie Studio requires using the "Advanced" graphics engine in CET Designer, which has higher hardware requirements.
Google SketchUp	<ul style="list-style-type: none"> • Google SketchUp Extension lets you add images of people, plants, and other accessories to make your 3D renderings even more realistic.

<i>Renderings</i>	
Rendering Options	<ul style="list-style-type: none"> • The Rendering Options folder has several different options for adjusting the lighting level in your renderings, including the following settings: <ul style="list-style-type: none"> ○ Brightness and Contrast ○ Ambient Light ○ Camera Light ○ Sunlight • Rendering Options button is located in the 3D toolbar (folder icon).
<i>Saving Files</i>	
Canvas Files	<ul style="list-style-type: none"> • Calculation Screen: .CMCLC file (to allow showing only certain columns, tagged areas, summary settings, etc.). • Component Tab Configurator: .CMTBX file (for only certain product tabs to be visible in the component tab configurator). • Favorites: .CMFAV file (items like frequently used typicals, idea starters, and customer standards). • Paper View: .CMPPR file (for example, title blocks, layout templates). • Project Information: .CMPRI file (for items like client name, address, contacts). • Rendering Options: .CMLIGHT file (for pre-created lighting settings and levels). • Schemes: .CMSCL file (color and finish selections based on project, price code, sample finish, etc.). • Visibility Settings: .CMPVS file (to show only certain products in 2D and 3D drawings; for example, installation plans).
Drawings, Backups, and AutoSaves	<ul style="list-style-type: none"> • Normal CET Designer drawing files: .CMDRW • AutoSave files: .CMAUTOSAVE • CET back-up files: .CMTAK • Drawing files just prior to overwritten file save: .CMLAST
Import Other Files	<ul style="list-style-type: none"> • AutoCAD (for building footprints, customer furniture symbols, etc.): .DWG file • Textures for finishes, background, scenes, etc.: .JPG
<i>Calculations</i>	
Calculation Screen	<ul style="list-style-type: none"> • To open the Calculation Screen, click on the price in the upper right corner of the main 2D/3D screen. • Functions within Calculation Screen: <ul style="list-style-type: none"> ○ Click on the Line Number: That part will highlight in your 2D and 3D drawing ○ Turn columns off and on: Create an Article View showing certain columns for installers, other columns for the client, and other columns for internal use. ○ Move columns: In the Article View, click on the up/down arrow in the Column tab to rearrange column layout. ○ Filter lists: Create an Article View for a partial parts list based on Tagged areas or Phased orders. ○ Order of products: Sort product list based on items like list price or description.

Key Bindings	
CET Key Bindings	<ul style="list-style-type: none"> • For a list of key bindings (or keyboard shortcuts): <ul style="list-style-type: none"> ○ Click on File (with drop-down menu) ○ Select File/Key Bindings • You can also create your own keyboard shortcuts.
CET Designer Short Cuts	
A	<ul style="list-style-type: none"> • Paste selection or this copies the selected item and makes it ready to place.
F	<ul style="list-style-type: none"> • Insert favorite.
G	<ul style="list-style-type: none"> • Groups items.
L	<ul style="list-style-type: none"> • Lock an item's position.
S	<ul style="list-style-type: none"> • Paste selection or this copies the selected item and makes it ready to place.
Alt + A	<ul style="list-style-type: none"> • Position.
Shift	<ul style="list-style-type: none"> • Suspend snapping.
F5	<ul style="list-style-type: none"> • Refresh the view.
F9	<ul style="list-style-type: none"> • Calculation dialog.
CET / Extension Summary	
Unit 8 and Appendices	<ul style="list-style-type: none"> • Unit 8 of the <i>CET Designer Reference Guide</i> provides a summary of features. <ul style="list-style-type: none"> ○ User Interface ○ Tools and Symbols • Appendix A: Review of Extension Manager information. • Appendix B: CAP and AutoCAD command comparisons.

UNIT 3: HAWORTH SPECIALS

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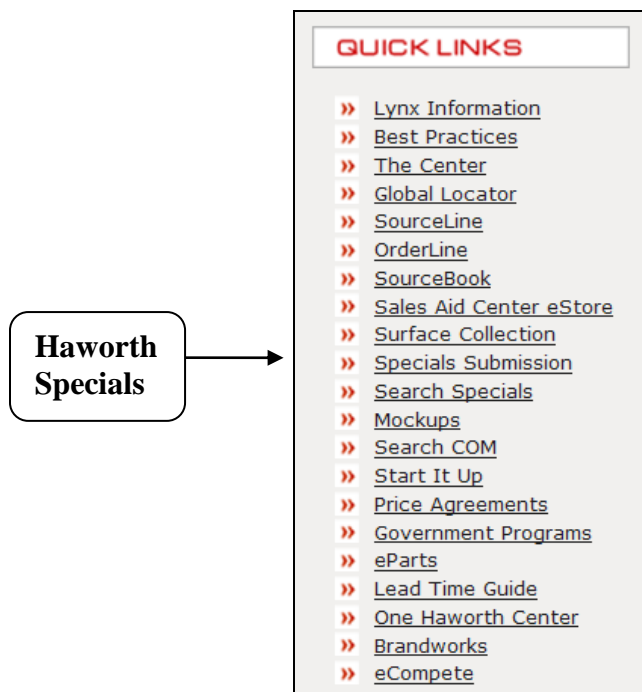
Overview of Specials Process

As you are designing in Canvas, there may be situations where you cannot find the exact product you are looking for. You may need to design/order a “Special” product. This may be an unusual size, a component with a unique feature, or a special color or finish.

If Haworth does not have the Specials product you are looking for, you can submit your own design via the following online application tool. This online application will walk you through the steps it takes to create a Haworth Special product.

To find detailed instructions for creating a Special with Haworth:

1. Click on this link: <http://dnet.haworth.com/wps/myportal/>



2. Click on **Specials Submission**.
3. At the **Inquiries** menu, you can:
 - Create a new inquiry
 - Check on an inquiry that has been created but not submitted
 - Check on the status of a submitted inquiry

Overview of Specials Process (continued)

Inquiries	
create new inquiry	Create a new inquiry
inquiries in process	View inquiries that have not yet been submitted
view inquiry history	View inquiries that you have submitted / check status

Creating Specials in Canvas

There are three ways to enter a Special within Canvas.

1. Edit a standard product:

- Bring in a standard Haworth product (e.g. lateral file, worksurface)
- Right click and select Query
- Click the button → Make Special
- You will need a part number, description, price, size, etc. from Haworth. See information above.

2. Project Symbols (CAD symbols):

- Bring in a CAD symbol (e.g. a rectangular table)
- Right click and select Query
- Click the button → Make Special
- Using the Query dialog, you could make a change to the scale of the rectangular table (e.g. change the width from a standard size to 140" wide). Hit [**Enter**] when changes are complete.

3. Editable Articles:

Editable Articles is a CET function that allows you to create Specials with Haworth products. It is currently available in BETA form. For more information, see the following:

- *CET Designer Reference Guide*
 - Unit 4a: Canvas, Working with Haworth Furniture
 - Editable Articles

Customer's Own Material (COM)

When using COM, you can customize a fabric by taking a photo of the material, name it, and add it to your Scheme Manager. When doing this, make sure you determine a price grade for the fabric.

Detailed information for specifying with **Customer's Own Material (COM)** is covered in the following:

- *CET Designer Reference Guide*
 - Unit 4a: Canvas, Working with Haworth Furniture
 - Using Customer's Own Materials (COM) section

UNIT 4: HAWORTH IDEA STARTERS

Where to Find Idea Starters

Idea Starters show drawings of typical workstations and workspaces that can be created with various Haworth product lines.

For Idea Starters, go to the **Haworth website** and follow this path or click on the link below:

- Haworth website (<http://www.haworth.com>)
- Under the **Resources** tab, click on **Idea Starters** (under the **Design and Designers** heading)
- Select from the numerous Idea Starters – product lines are identified.
 - Once you make your selection, you'll see a larger view of the work space
 - In that same area, you can select one of the following:
 - PDF file containing a 2D or 3D drawing with product symbols
 - Auto CAD drawings – 2D or 3D
 - Specification files – SIF or PDF format

Link for Idea Starters on the Haworth website:

<http://www.haworth.com/en-us/Resources/Design-Designers/Idea-Starters/Pages/Idea-Starters.aspx>