



Mini-CAD manual

Integrated CAD add-on of GGU programs

Exported on 1.9.2026



Technische Umsetzung, Layout und Vertrieb:
Civilserve GmbH, Steinfeld

Table of contents

1 Zu den Mini-CAD-Systemen

1.1 Mini-CAD und CAD für Kopfdaten

1.2 Aktivierung der Mini-CAD-Systeme

1.3 Aktivierung der Mini-CAD-Funktionen

2 Kurzerläuterung der einzelnen Symbole

3 Tastaturbefehle

4 Einstellungen im Mini-CAD-System

4.1 Allgemeine Hinweise zu Voreinstellungen

4.2 Symbol "Einstellungen"

4.3 Einstellungen über Symbol "Info"

4.4 Ebeneneinstellungen

4.4.1 Zeichen- und Auswahlebenen

4.4.2 Ebenenaktionen

4.5 Raster einstellen

4.6 Einfangen von Linienendpunkten

4.7 Zeichensätze festlegen

4.8 Stifteinstellungen und Stiftwahl

5 Erstellen/Einfügen von Mini-CAD-Objekten

5.1 Linienobjekte (Linien, Polygone, Rechtecke, Kreise, Bezierspline)

5.2 Senkrechte erzeugen

5.3 Texte

5.4 Grafiken

5.5 DXF-Import

5.5.1 DXF-Daten importieren

5.5.2 DXF-Daten anpassen

5.6 Tabellen

5.6.1 Tabellenfunktion starten

5.6.2 Tabellen-Grunddaten eingeben

5.6.3 Überschriften Tabellenspalten eingeben

5.6.4 Tabellenwerte eingeben

5.7 Diagramme

5.8 Spezialfunktionen

5.8.1 Auswahl der Spezialfunktion

5.8.2 Nordpfeil

5.8.3 Messlatte

5.8.4 Fundament

6 Bearbeiten von Mini-CAD-Objekten

6.1 Bearbeiten über Editorbox

6.1.1 Generelle Bearbeitungshinweise

6.1.2 Editorbox einer Linie

6.1.3 Editorbox eines Rechtecks oder Kreises

6.1.4 Editorbox eines Textes

6.1.5 Editorbox eines Polygons

6.2 Standard setzen/übernehmen

6.3 In Polygon umwandeln

6.4 Objekte markieren

6.5 Objekte manipulieren

6.6 Stile ändern

6.7 Linien trimmen

6.7.1 Zwei Linien trimmen

6.7.2 Linien am Objekt trimmen

6.8 Linien knacken

6.9 Knoten verschieben

7 Verschieben/Bewegen von Mini-CAD-Objekten

7.1 Verschieben mit der Maus

7.2 Verschieben über Editor

7.3 Darstellungsreihenfolge ändern

7.3.1 Einzelne Objekte bewegen

7.3.2 Alle Objekte einer Ebene bewegen

7.3.3 Reihenfolge Mini-CAD-Objekte/Programmgrafik ändern

7.4 Ebenenzuordnung ändern

8 Löschen/Speichern/Laden von Mini-CAD-Objekten

8.1 Mini-CAD-Objekte löschen

8.2 Mini-CAD-Objekte speichern

8.3 Mini-CAD-Objekte laden

1 Zu den Mini-CAD-Systemen



Theorie. Und Praxis.

Geotechnische Softwarelösungen können so einfach sein. Denn Theorie und Praxis lassen sich mit **GGU-Software** und den neuen Angeboten der **civilserve Academy** prima kombinieren: Knackige theoretische Aufgaben lösen und als Sahnehäubchen Ihr

**Know-how durch
Praxisseminare
vertiefen!**

Civilserve GmbH
Exklusivvertrieb GGU-Software
Weuert 5 · D-49439 Steinfeld
Tel. +49 (0) 5492 6099996
info@ggu-software.com

Infos und Termine zu unseren Präsenz- und
Online-Seminaren jetzt unter

www.ggu-software.com

1.1 Mini-CAD: Mini-CAD and Header CAD

An integrated CAD system is included in all GGU programs, allowing your GGU program graphics to be supplemented with texts, characters or graphics objects.

In some GGU applications you can choose between "**Mini-CAD**" and "**Header CAD**" functions. These two CAD systems can be thus differentiated:

- Drawing objects created with "**Mini-CAD**" are with reference to the drawing coordinate system (generally in [m]) and are displayed and positioned accordingly. You should therefore only select this menu item if you need to add additional information to the system, e.g. a footing base.
- Drawing objects created with "**Header CAD**" are with reference to the page format (in [mm]). They therefore always remain at the same position on the page, regardless of the coordinates of the system. You should always use this menu item when entering general information (e.g. company logo, report number, appendix number, stamp). When you save these so-called header data, they can be reloaded into a completely different system (with different system coordinates). This header data will therefore always appear at the same position, even in another GGU program. This greatly simplifies the generation of general page information.

1.2 Mini-CAD: Activating the Mini-CAD systems

After selecting the "**Mini-CAD**" or "**Header CAD**" menu item in your GGU application a so-called pop-up window with icons appears in the lower right program window; the CAD functions can be activated from here.

The same dialog box opens for both menu items; all subsequent descriptions apply to both CAD systems. You can see which CAD system is currently activated by referring to the blue title bar in the pop-up window. You can supplement the current drawing with freely positioned

- lines,
- rectangles,
- circles,
- texts,
- tables,
- diagrams,
- graphics (file formats e.g. PDF, JPG, BMP, PSP, TIF) and
- DXF files.

The pop-up window is moveable, just as any other window, and can be closed using the "x" button. Alternatively, the Mini-CAD system can be deactivated by selecting the "**Mini-CAD**" or "**Header CAD**" menu item a second time.

All preferences and operations described below are only active within the current CAD system. Settings required for both CAD systems must therefore be specified and saved in both CAD systems.

1.3 Mini-CAD: Activating the Mini-CAD functions

Information on each function can be seen if the mouse pointer is placed over a **Mini-CAD** toolbar icon without pressing the mouse button.

In order to activate the respective function you must first select the object to be drawn (line, circle, rectangle, text, graphics, etc.) with a mouse click on the corresponding icon. Activated icons are displayed inverted.

To draw the required object, click with the left mouse button on the point in your system where the object is to be drawn. The object can be precisely positioned later using the drawn object's editor.

The "**CAD without Shift**"



icon is activated by default when the program starts, recognisable by its inverted appearance.

If the icon is not activated the drawing process can be initiated by concurrently pressing the [**Shift**] key and the left mouse button. The [**Shift**] key can then be released.

2 Mini-CAD: Short description of individual icons

		Deactivate Mini-CAD system
Mark objects		Move node/Create normal
Delete		Cut
Copy		Paste
Mark all		Undo
Restore		Single line
Horizontal line		Vertical line
Polygon lines		Polygon
Break lines		Trim lines
Rectangle		Circle
Polygon (filled, ...)		Bezier spline
Text		Fonts
Graphics		Table
Diagrams		Capture line ends
Array preferences		Modify objects
Rotate selected objects		Multiply
DXF import		Load (Mini-CAD file)
Save (Mini-CAD file)		Pen 1 (as current pen)
Pen 2 (as current pen)		Pen 3 (as current pen)
Pen preferences		Edit styles
Preferences		CAD without shift key
General information		Special functions
Layers		Up a layer
Down a layer		

3 Mini-CAD: Keyboard commands

[Back]

undoes the last action.

[Del]

deletes the objects at the mouse pointer or the selected objects with the drawing function activated.

4 Einstellungen im Mini-CAD-System

4.1 Mini-CAD: General notes on default settings

You can apply preferences to a variety of tools in advance of working with the **Mini-CAD** system. These preferences remain active throughout the complete session, even if you deactivate the **Mini-CAD** system in the meantime. After leaving the program and restarting, the **Mini-CAD** system default preferences are activated once again.



"Preferences"

You can alter the column number of the **Mini-CAD** popup menu and enter your own designations for each layer.



"CAD without shift key"

This icon is activated by default. So, you can then add new objects without simultaneously pressing the [Shift] key.



"Info"

You will see some general information. Furthermore, you can select preferences for status bar display and some general display options.



"Layers"

You can work on 20 layers in the **Mini-CAD** systems. Using this icon you may select between drawing and selection layer and perform various operations with the objects in selected layers.

4.2 Mini-CAD: "Preferences" icon

Using the "**Preferences**" icon



, you open the following dialog box:

Preferences

Layer designations

No.	Designation
1	Site plan
2	New building planning
3	Drilling points
4	Ebene 4
5	Ebene 5
6	Ebene 6
7	Ebene 7
8	Ebene 8
9	Ebene 9
10	Ebene 10
11	Ebene 11
12	Ebene 12
13	Ebene 13
14	Ebene 14
15	Ebene 15
16	Ebene 16
17	Ebene 17
18	Ebene 18
19	Ebene 19
20	Ebene 20

Load designations Save designations

Preferences: Icons
No. of columns = 3

OK Cancel

To provide better clarity, you can provide the **Mini-CAD** layers you are working with, with a designation. This designation is shown in the program status bar as a drawing layer:

Layers: Site plan / All

= Drawing layer: Site Plan/Selection layer: all layers

This makes it easy to see what's on your displayed layer and, if necessary, to toggle the layer to add more **Mini-CAD** elements. The designations can be saved in an **".ebene_ggu"** file and can be reloaded for use in other files.

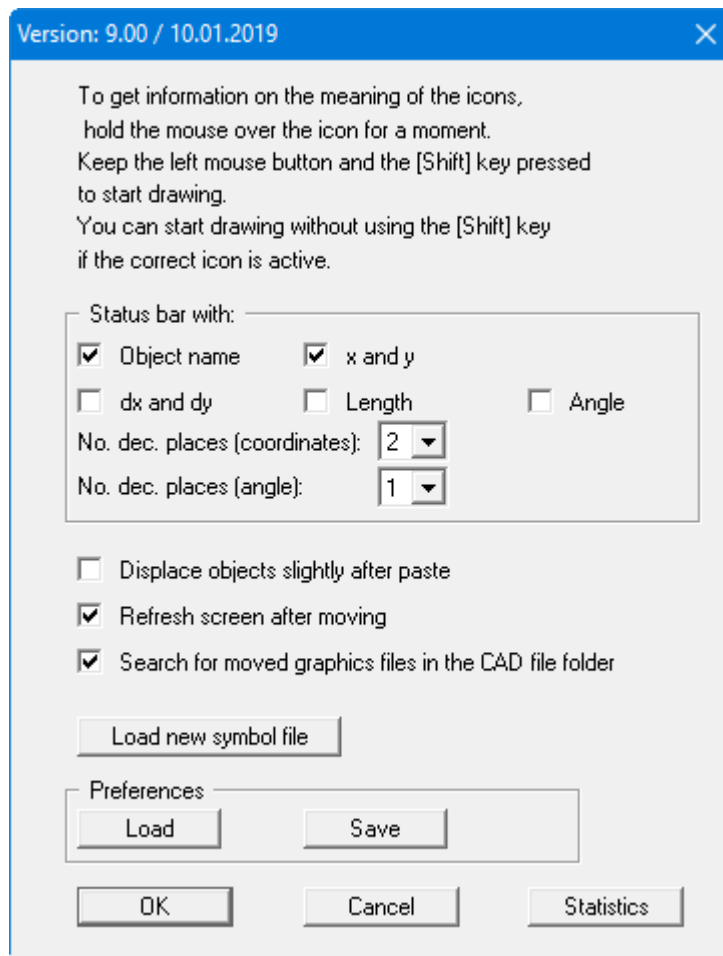
In the lower group box you can modify the appearance of the pop-up menus via the column number. This setting only applies for a previously started **Mini-CAD** system.

4.3 Mini-CAD: Settings via "Info" icon

After clicking on the



icon, a dialog box opens allowing you to define the information to be displayed in the **Mini-CAD** module status bar.



If you have copied objects the new objects are pasted at the same location by default. If the "**Move objects slightly after paste**" check box is activated the copied objects can be more easily recognised by slightly offsetting them and thus be marked for moving, for example.

The remaining objects are partially smeared when the moved objects are pulled across them. In order to see all objects correctly again after moving, activate the check box "**Refresh screen after moving**".

Only the graphics file name and path of imported graphics are stored in the data record. If the check box is activated, the graphics file will be searched for by default in the same folder as the file containing the **Mini-CAD** objects.

Symbols, which can be imported from a file with the **".syb"** extension, can be used to fill polygons. If the symbol file is saved using the default name **"MiniCadSymbols.syb"** it is automatically loaded when the program starts. The file is first searched for in the program folder, then at the working level and finally in the Windows folder. If the symbols are also to be used in other GGU programs it makes sense to save the symbol file in the Windows folder. To open a new symbol file click the corresponding button and select the file from the file selector box. Symbols can be created using the GGU mbH freeware program SymbolDef and saved in a symbol file. More complex symbols can be created using the GGU mbH freeware program **GGUMiniCAD** and then integrated into your symbol file.

The preferences specified in the "**Info**" dialog box can be saved in either the **".ggu_mcd_ini"** file or the **".ggu_kpf_ini"** file. If these files are saved in the program folder (default) the preferences will be automatically loaded the next time the program is started.

In addition, you can view the total number of **Mini-CAD** objects present in this icon's dialog box by pressing the "**Statistics**" button. Detailed statistics including the number of objects on the individual layers are shown in the "**Layers**" icon dialog box

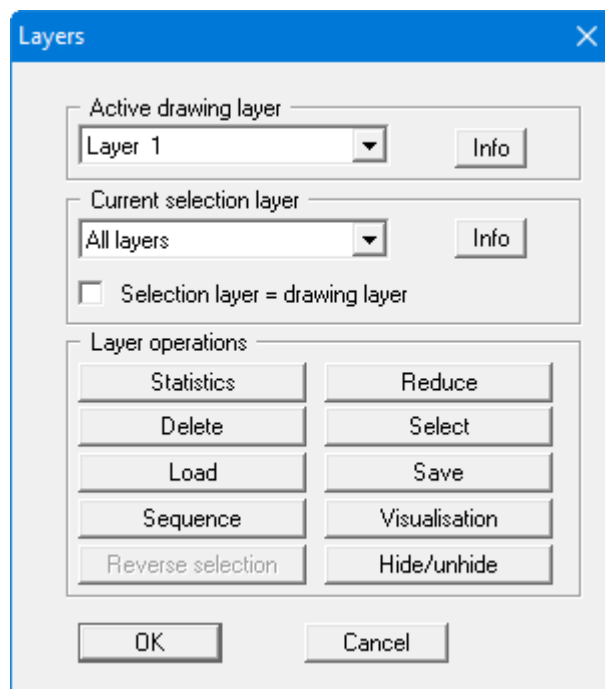
4.4 Ebeneneinstellungen

4.4.1 Mini-CAD: Drawing and selection layers

Define preferences according to your requirements for working on the various layers. After clicking the "**Layers**" icon



the following dialog box opens:



All subsequent objects are drawn on the layer selected as "**Active drawing layer**". Objects pasted from the clipboard are also inserted in the selected drawing layer.

Objects on the layer defined as the "**Current selection layer**" can be selected and moved using the left mouse button or by opening the object editor using the right mouse button. It may make sense to define a certain selection layer, if a number of objects are closely spaced or overlap and are therefore difficult to mark using the mouse.

The current drawing and selection layers are displayed in the program's status bar:

Layers: Layer 2 / All

= drawing layer: Layer 2/selection layer: All layers

By activating the "**Selection layer = drawing layer**" check box, the selection layer is automatically adjusted when changing to the next higher or lower drawing layer. This can be done very quickly using the "**Up one layer**"



and "**Down one layer**"



icons.

4.4.2 Mini-CAD: Layer operations

The following options are available in the "**Layer operations**" group box:

- "**Statistics**"

A dialog box opens displaying the total number of objects in the individual layers. The buttons of layers containing objects are active and can be clicked. A message box opens listing the objects by object type and the respective number of each type.

- "**Reduce**"

The objects on all layers can be moved to a layer selected in a dialog box. This operation cannot be undone. You should therefore save your **Mini-CAD** data to a file before commencing (see also "**Deleting/saving/loading Mini-CAD objects/Saving Mini-CAD objects**").

- "**Delete**"

All objects on one or more selected layers can be deleted.

- "**Select**"

Selected object types on a selected layer or on all layers can be marked for certain operations.

- "**Load**"

Objects from a **Mini-CAD** file of the same CAD type can be loaded into a selected layer in addition to the existing objects. If you click the "**New**" button, the existing objects are deleted from this layer; they are supplemented using the "**Append**" button. Any distribution among the layers in the appended **Mini-CAD** file is not taken into consideration; all objects are loaded into the selected layer.

- "**Save**"

All objects of a selected layer can be saved to a **Mini-CAD** file using the ".mcd" or ".kpf" file extension, depending on the selected CAD type.

- "**Sequence**"

Mini-CAD objects are displayed in the sequence they were created in. Using this button all objects in a selected layer can be moved either in front of ("**To front**" button) or behind all other objects ("**To back**" button). All objects in a selected layer can also be moved to a different layer (also see Sections "**Displacing/moving Mini-CAD objects/Changing sequence of visualisation/Move all objects on a layer**" and "**Displacing/moving Mini-CAD objects/Changing layer allocations**").

- **"Visualisation"**

By default, the **Mini-CAD** objects used in GGU programs are drawn over the graphics of the respective GGU program. This means that some regions of the result graphics or legends may be covered by the **Mini-CAD** objects. In this button's dialog box you can choose to display objects behind the graphics of the respective GGU program. Simply deactivate the check box for required layer (see also **"Displacing/moving Mini-CAD objects/Changing sequence of visualisation/Changing the sequence of Mini-CAD objects/program graphics"**).

- **"Reverse selection"**

If certain object types have been marked using the **"Select"** button, the selection can be quickly reversed using this button and the previously unmarked objects be selected.

- **"Hide/unhide"**

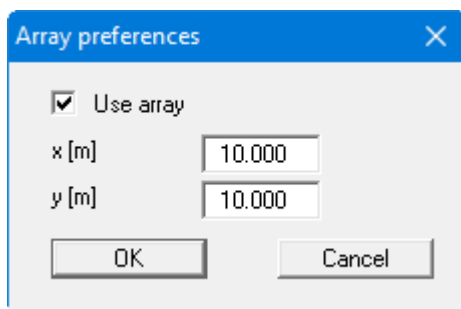
To improve clarity when using a large number of **Mini-CAD** objects it is possible to hide selected drawing layers. To do this, remove the ticks in the boxes for the respective layer. Using the buttons in the dialog box's lower group box all layers can be hidden or unhidden simultaneously, or a selection reversed.

4.5 Mini-CAD: Array preferences

You can insert or draw your objects on a defined x and y array. Click the



icon and activate the array spacing input boxes in the dialog box using the **"Use array"** check box.



You do not define the origin of the array with the first mouse click. The array spacing is always relative to the system origin $x/y = 0/0$. That is, the drawing object is always positioned at a point corresponding to a multiple of the x/y value given in the dialog box. For the example above that is $x = 10, 20, 30$, etc.

4.6 Mini-CAD: Capturing line ends

If several lines need to be connected to a polygon, the precise positioning of the mouse at the end of the previous line can be difficult. This can be greatly simplified by activating the **"Capture line ends"** tool



in the pop-up window.

After pressing this too, the mouse pointer changes to a square with cross-hairs. If, when pressing or releasing the left mouse button, an existing line end is within the square, the new line end will automatically capture the existing line end.

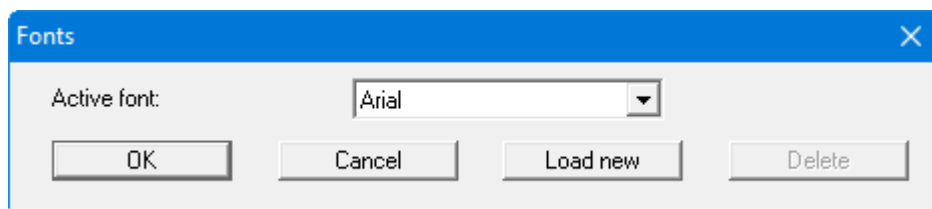
Depending on the layer selected as the selection layer using the "**Layers**" icon preferences, the end points of lines on different layers can also be snapped to: Drawing is always carried out on the currently active drawing layer (also see "**Mini-CAD System preferences: Layer preferences**").

4.7 Mini-CAD: Defining fonts

The "**Fonts**" function



allows to use any font desired for text. By clicking on this tool you will see the following dialog box; you can now select the desired font from the drop-down list.



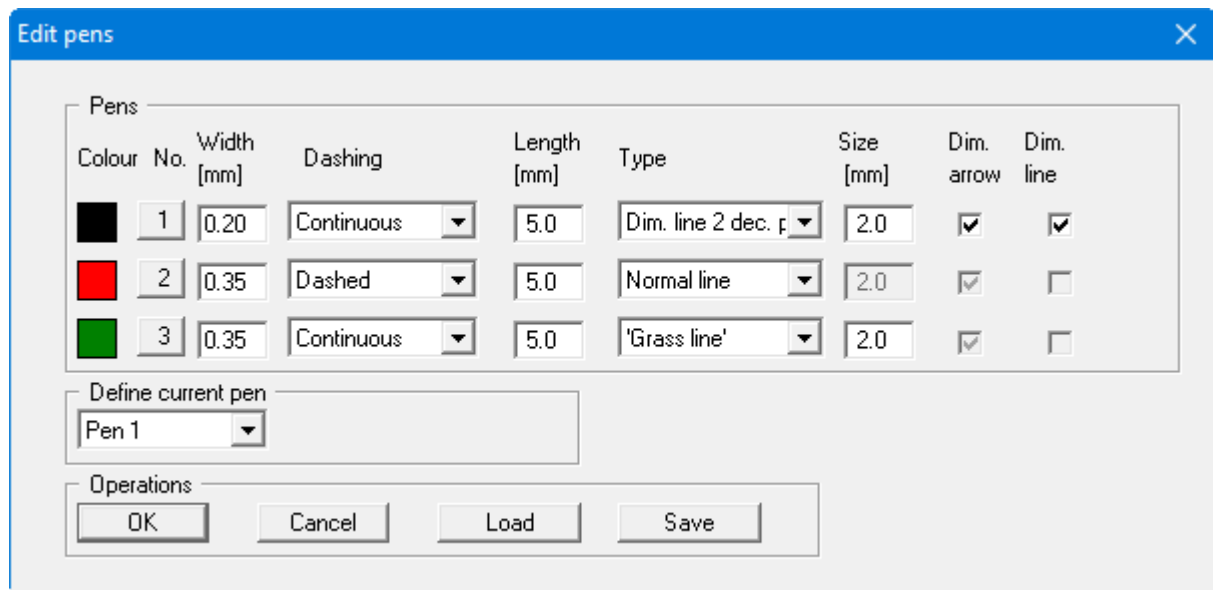
If you would like to use a font not listed here, press the "**Load new**" button to supplement the list with the required font. The defined preference applies to all newly defined texts from the time of altering the preference. It does not apply to existing texts; they must be changed in the editor box.

4.8 Mini-CAD: Pen preferences and pen selection

Using "**Edit pens 1,2,3**"



the width, colour and type of line representation can be predefined. You can choose between a variety of line types including dimension lines, ground lines, slope lines, hatch lines, grass lines, arrowed lines, or height or groundwater symbols.



The pen colour can be altered by clicking the corresponding button with the pen designation. The current pen colour is used as the text colour when adding text to the drawing.

At the bottom of the dialog box it is possible to define the current pen in a drop-down list box. Selection of a default pen for use with the subsequent drawing functions is achieved by clicking the corresponding icon "Pen 1", "Pen 2" or "Pen 3"



in the **Mini-CAD** pop-up menu.

The pen preferences can be saved to a file with the extension ".**ggu_mcd_std**" or ".**ggu_kpf_std**". If these files are saved in the program folder (default) the preferences will be automatically loaded the next time the program is started.

5 Erstellen/Einfügen von Mini-CAD-Objekten

5.1 Mini-CAD: Line objects (lines, polygons, rectangles, circles, Bezier splines)

For "**Single line**", "**Horizontal line**", "**Vertical line**", "**Rectangle**" and "**Circle**" click the start point with the left mouse button and move to the end point holding the mouse button down. The line is then drawn after releasing the left mouse button.

When creating "**Polygon lines**", "**Polygon**" or "**Polygon (filled, ...)**", the start point is defined by pressing the left mouse button. By pressing the left mouse button once again you define the end point of the line, which is then also the start point of the next line. The function is completed by pressing the right mouse button.

The "**Bezier spline**" function allows you to draw any kind of curve. Four points are required for this, which are defined by mouse click using the left mouse button. To attach a Bezier spline to an existing one, activate the "**Capture line ends**" function before starting to draw. Each individual spline is treated as a "**Polygon (filled, ...)**" and can be correspondingly edited, e.g. provided with a colour fill.

Colour, pen width, dashing or selecting a certain line type (e.g. dimension line) can be selected in advance by activating a predefined pen (see "**Mini-CAD System preferences: Pen preferences and pen selection**"). When editing an existing line object open the corresponding editor box by double-clicking the corresponding object (see Sections under "**Mini-CAD: Editing Mini-CAD objects**").

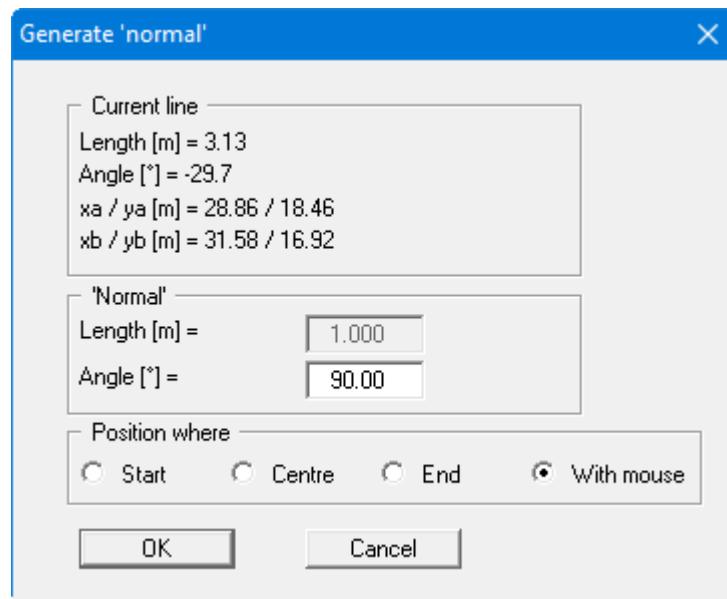
5.2 Mini-CAD: Generating a normal

Lines can be generated at a user-defined angle (called the normal here for simplicity) to existing lines or edges of existing **Mini-CAD** system objects. Activate the "**Move nodes/generate normal**" icon



and click the object to be edited. The nodes of the selected object are displayed. These are the two end points of a line or the defined points of a polygon.

If the line is clicked with the right mouse button between two polygon points, a dialog box opens allowing a normal to the clicked line to be generated:



If the "**Start**", "**Centre**" or "**End**" are activated as the position in the lower group box, the length of the **normal** to be drawn must be given in the group box above this. Using the "**Angle**" input box lines can also be generated that are not **classical normals** at 90° to the selected line. If a negative angle value is given the line is drawn on the opposite side of the selected line.

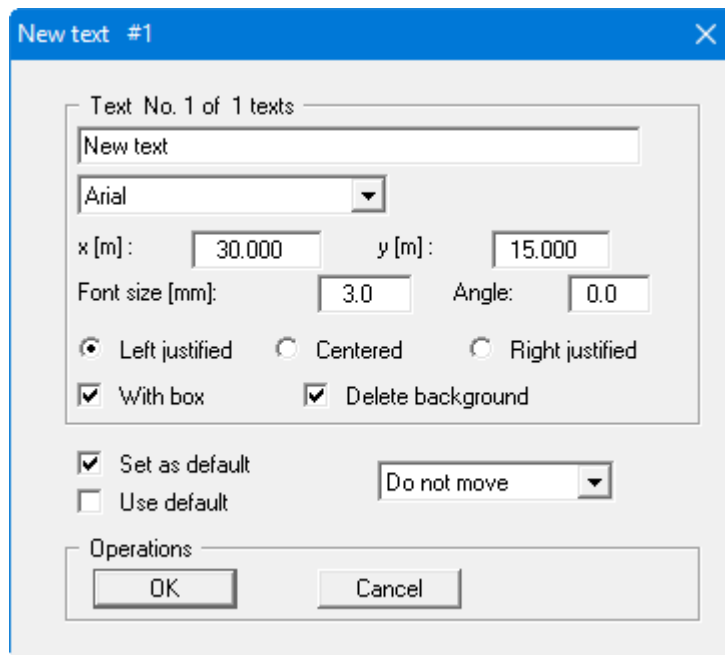
To generate a **normal** of any length, activate the "**With mouse**" option button. A line can be generated using the mouse and can be position anywhere, even far away from the originally clicked line. The new line always remains in the extension of the originally clicked line. The length of the **normal** can also be defined individually by moving the mouse.

5.3 Mini-CAD: Texts

Activate the "**Text**"



icon and define the position of new text by pressing the left mouse button. A dialog box then opens, in which you can enter the text, together with further preferences (left justified, centred, right justified, font size and direction). To make the text more visible you can generate a frame by activating the "**With box**" check box. If you activate the "**Delete background**" check box, objects situated behind the text are covered by a white-filled polygon.



To use these preferences for further text, activate the **"Set as default"** check box. When you then enter the next text, these preferences will already be activated as default. Subsequent adjustment of existing texts can be carried out by means of the **"Use default"** check box.

The colour used for a new text is defined by your choice of pen (see **"Mini-CAD System preferences: Pen preferences and pen selection"**). Depending on the preferences for the selected pen it is thus possible to display text in a given colour directly at input. If an existing text is subsequently edited the dialog box shown above is extended by a **"Colour"** button, allowing the colour of the selected text to be edited (see **"Editing Mini-CAD objects: Editor box for a text"**).

The current drawing layer is shown in the blue dialog box title bar by **"#1"**. That is, you are now in layer 1. New text can also be directly inserted in other layers by selecting a different layer in the **"Do not move"** drop-down list box. The new text is then placed in the selected layer, but you remain in the current drawing layer.

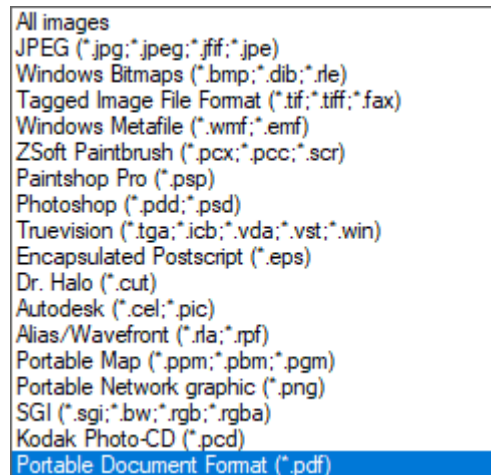
5.4 Mini-CAD: Graphics

If the file contains integrated graphics, by default only the file name with complete path is saved. If you are working with a file with integrated graphics the graphics file must thus always be saved with it. Alternatively, you can embed the graphic directly into the data set via the **"Embed graphic"** option (see below), so that no separate image file is required.

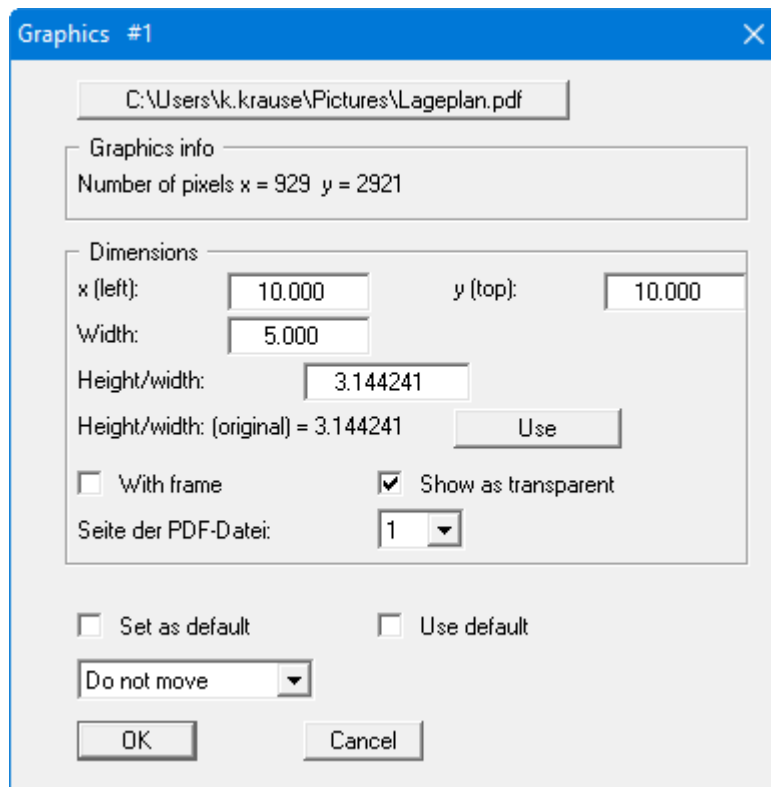
Activate the **"Graphics"** icon



and define the position of the top left corner by pressing the left mouse button. A window opens from which you can load an image from any folder. The following are possible graphics formats:



Once you have selected the desired image an editor window opens; this window can also be opened by double-click on an existing image.



Further images can be loaded at any time by clicking on the uppermost button. "**Graphics info**" gives the number of pixels in the loaded image.

The "**Embed graphic**" check box stores the image data directly in the data set. The data set is then self-contained and can be passed on without the original image file. Raster formats (BMP, JPEG, PNG, GIF) can be embedded; PDF and DXF graphics are still referenced by file. Clearing the check box exports the embedded graphic back to an external file (via a save dialog) and reverts to a file reference.

Please note that embedded graphics considerably increase the size of the program file and the memory requirement. You should therefore only embed graphics of a reasonable size; a warning is displayed for very large image files.

The size of the image can be altered using "**Width**" and the ratio "**Height/Width**". The height/width ratio of the original can be read off below the height/width input box. In order to import an undistorted image click on the "**Use**" button to the right.

The default width is always 5.0, which often represents a very small value in **Mini-CAD** (in metres in your system). It is probably better to set the width to a higher value, otherwise the graphics may be so small that they are difficult to click for further editing.

The image can be rotated by 180° by entering the width as a negative value. If you enter negative values for height/width the image will be mirrored around the x axis. You can mirror the image around the y axis by entering both inputs as negative values. Please note, however, that any text in the image will also be mirrored. This image must either be previously processed in a graphics application or the text hidden by a new text box after mirroring (activate the "**Delete background**" function) or by a "**Polygon (filled, ...)**".

If the image contains a large amount of white, it may be useful to frame the image. Activate the "**With frame**" check box to draw a frame around the image. Moreover, the image can also be represented transparently or opaque.

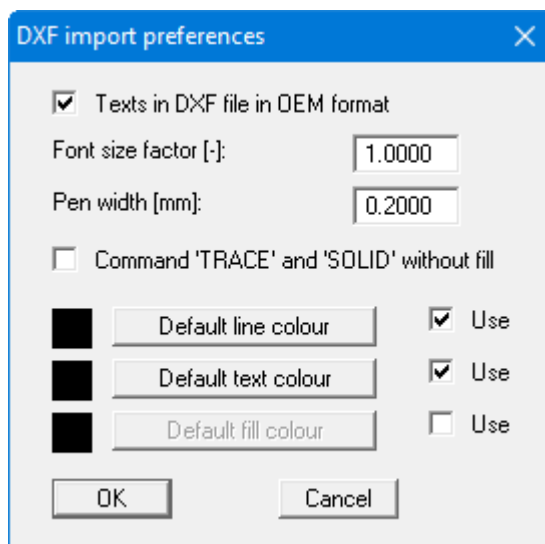
If you import a **PDF** file as a graphic, you can define which page of the PDF document is shown.

If you need to insert several images, the width setting and the settings for the frame and transparency can be used for the following images by clicking "**Set as default**". In contrast to new text input, graphics are always inserted in the current drawing layer, which is displayed in the blue title bar of the editor box by "**#1**".

5.5 DXF-Import

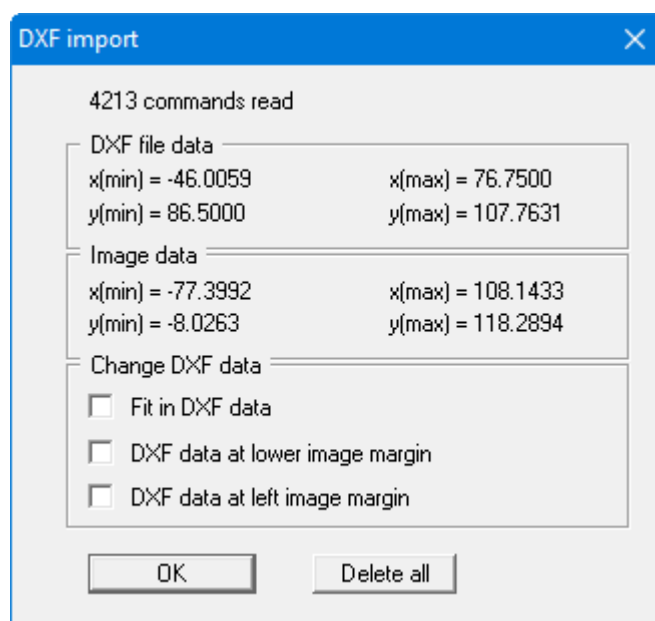
5.5.1 Mini-CAD: Importing DXF data

If you have already drawn some **Mini-CAD** objects, you must now decide, after selecting the "**DXF import**" icon, whether the DXF data are to be added ("**Additional**" button) or first the existing objects be deleted ("**New**" button). You can also move to a different drawing layer first, before beginning the DXF import (see "**Mini-CAD System preferences: Layer preferences**"). You will then see a dialog box in which you can define import preferences.



If you encounter problems when importing fonts from the DXF file, e.g. special characters are not correctly represented, you may be able to achieve better results by deactivating the **"Texts in DXF file in OEM format"** check box or by applying a font size factor. If colour fill does not need to be imported, activate the **"Command "TRACE" and "SOLID" without fill"** check box. If coloured lines or texts are to be imported from the DXF file, deactivate the **"Use"** check box for the appropriate standards.

When you now click on **"OK"** you can select the DXF file to be imported. The program interprets the DXF commands and converts them to **Mini-CAD** objects. You will then see a dialog box like this one:



At the top of this box, you can see information on the dimensions of the DXF file and the image data for your current project. Normally, the DXF data are transferred with the correct coordinates. You should therefore **deactivate** the tick in the **"Change DXF data"** group box.

When the data are imported, the objects are drawn at the transferred positions in your project's coordinate system. Press the [F9] (optimise coordinates) function key once to optimise the display. During coordinate optimisation, the font sizes are often disproportionately enlarged or reduced. Simply import the same DXF file a second time. Because the scale is already adjusted, the texts are now also displayed with the correct font size.

If you click the "**Delete all**" button in the dialog box above, the data in the current DXF file will not be imported.

5.5.2 Mini-CAD: Scaling DXF data

In the program's default settings, the lower three check boxes in the above dialog box are activated. This means that when importing, the program ensures that the DXF data fill the screen in the currently defined system. This can make sense if, for example, you would first like to get an overview of the objects contained in the DXF file, or if the coordinates of the DXF file are incorrect.

To adjust the scale and the coordinates of the DXF data to that of your project proceed as follows:

- Find a horizontal and a vertical line in the imported DXF data of known lengths. You can also draw an auxiliary line between two points of known spacing. Click the line icon and then double-click the auxiliary line with the left mouse button. The actual length of the clicked line is given on the title bar of the opened editor box.

If the required length is divided by the actual length the result is the zoom factor for the size correction. Because differing heights and widths result from zooming to full screen size, you also get differing horizontal and vertical zoom factors.

To adapt the DXF objects to the defined project scale select the "**Modify objects**" icon



and enter the calculated zoom factors for the x and y directions.

- Displacements can also be generated in analogy to this to position the DXF import at the correct x and y coordinates. For example, in the first step find a line of known height (= y coordinate). Open the editor box by double-clicking the line to get the y coordinate.

Calculate the difference between the theoretical and the actual height, which is required as displacement. Ensure that the zoom factor in the "**Modify objects**" icon dialog box is 1.0.

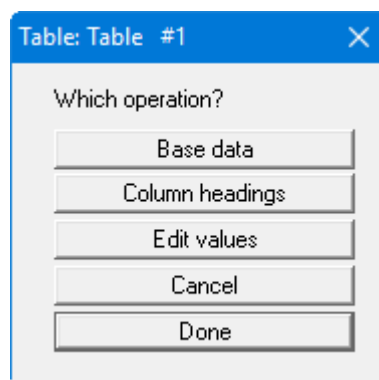
5.6 Tabellen

5.6.1 Mini-CAD: Start tables function

Activate the "**Table**" icon

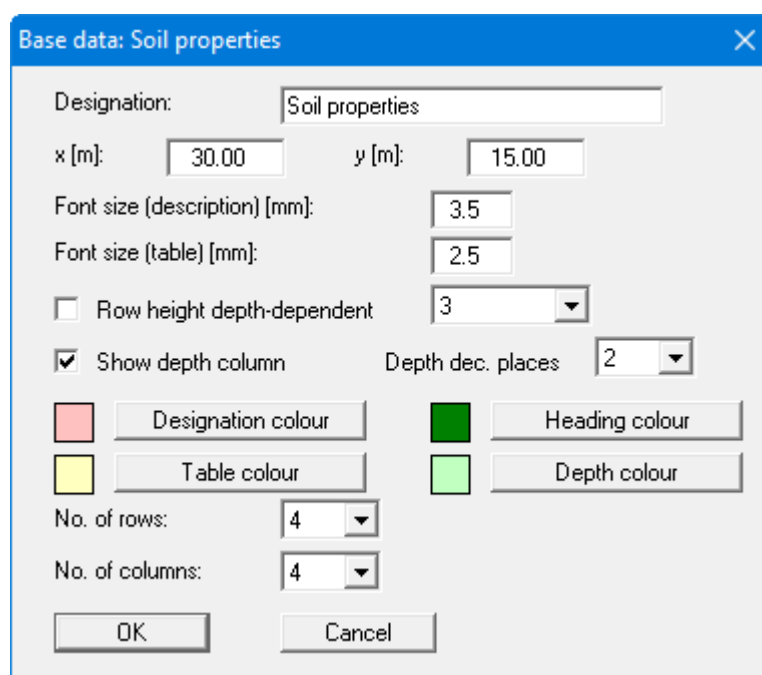


and define the position of the table by pressing the left mouse button. A selection window opens in which you can define the table appearance and enter the desired values in a series of dialog boxes.



5.6.2 Mini-CAD: Enter tables base data

Use the "**Base data**" button to enter the designation, position, font sizes, row heights, colours and number of rows and columns. The following dialog box appears, for example:



Any designation entered is displayed in a header line in the table. If no designation is entered this row is absent from the table. A different font size to the remainder of the table can be used for the designation. The position of the table can be precisely defined using "x" and "y" coordinates.

By activating the **"Row height depth-dependent"** check box the visualisation can be adapted to the depth scale. This allows the parameters of individual strata to be visualised in sections, for example. In addition, the depth can be given in a depth column by activating the corresponding check box.

The background can be coloured in the various columns and header rows. The number of rows and columns can be varied. In a strata-oriented visualisation the number of rows must correspond to the number of strata in the corresponding section. The number of columns corresponds to the parameters to be visualised, except the depth column.

After confirming with **"OK"** further inputs can be done using the buttons **"Column headings"** and the **"Edit values"**.

5.6.3 Mini-CAD: Enter tables column headings

After clicking the **"Column headings"** button you will see the following dialog box, for example, depending on the number of columns defined in the base data:

Column	Heading 1	Heading 2
Depth	Depth	[m]
1	Es	[MPa]
2	phi'	[°]
3	c'	[kN/m²]
4	gan	[kN/m²]

OK Cancel

The **"Depth"** column is always present whether it is subsequently displayed or not. The input under **"Heading 2"** is displayed in a second row within the heading row in the table. Use the input by pressing **"OK"**.

5.6.4 Mini-CAD: Enter table values

After clicking the **"Edit values"** button the follow dialog box opens for entering or editing the data to be displayed in the table.

Table values

	Depth	Es	phi'	c'	gan
	[m]	[MPa]	[°]	[kN/m²]	[kN/m²]
1	1.200	10	27,5	0	18
2	9.850	7,5	22,5	5	19
3	15.400	55	35	0	19
4	17.000	5	20	20	20

OK Cancel Sort rows Swap columns

The strata depths of the corresponding section must be entered in the "**Depth**" column for a strata-oriented table display. If the number of rows is subsequently increased a new row is inserted here. The program assigns the new row number as the depth and the new row is inserted into the corresponding depth section. In the example above a new 5th row would be inserted between rows 1 and 2. Once the data has been edited the rows can be put in the correct sequence using the "**Sort**" button, although this is also done automatic when the box is closed using "**OK**".

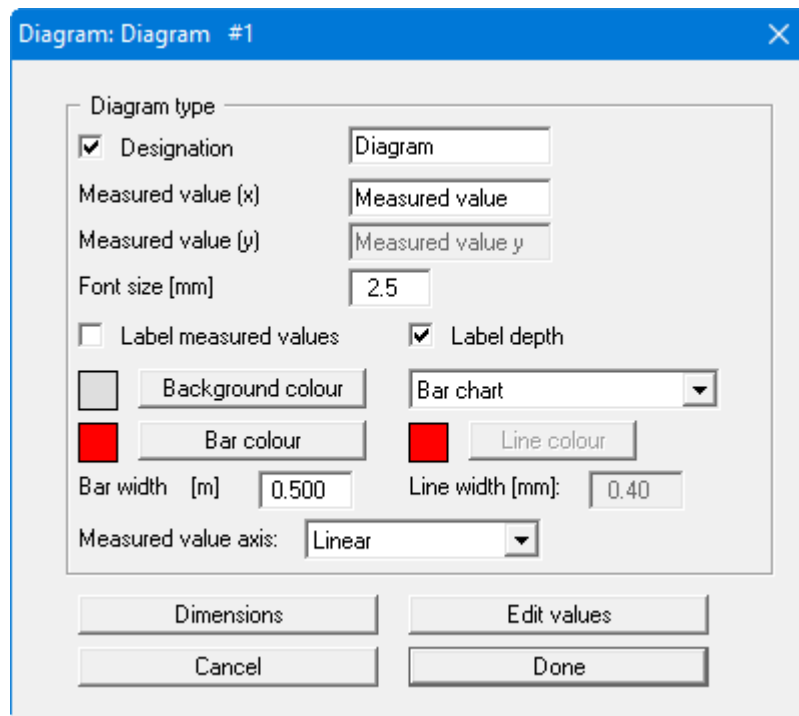
If the sequence of columns needs to be altered, click the "**Swap columns**" button and enter the required columns in the opened dialog box. The headings can be left as they are and thus any input made in the incorrect column be corrected.

5.7 Mini-CAD: Diagrams

Activate the "**Diagram**" icon



and define the position of the diagram by pressing the left mouse button. The following window opens to enable input of the diagram name, value designations, font sizes, annotation, etc.



Depending on the visualisation selected in the menu (bar, line, x/y graph), the corresponding input boxes and buttons required are current. When the lower buttons are clicked further dialog boxes open to allow input of graph colours, dimensions and measured data.

Tip: To delete a value once it has been entered allocate it a fictitious depth larger than that of any other value (or the highest y value for x-y diagrams). Then sort the values by depth (or by the y values for an x-y diagram) and reduce the number of values by one. The value with the maximum depth (or the maximum y value) has now been deleted.

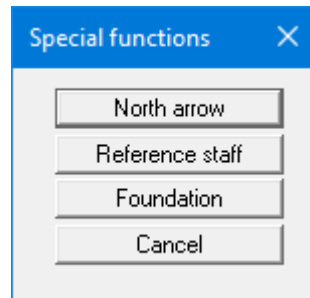
5.8 Spezialfunktionen

5.8.1 Mini-CAD: Selecting special function

Using the "**Special functions**" icon

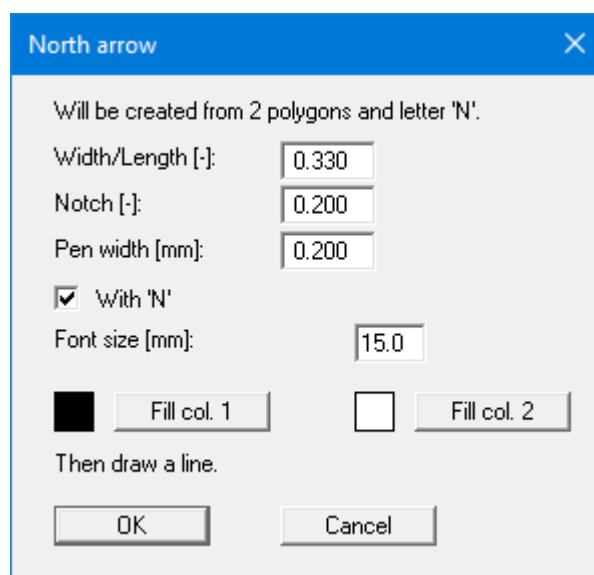


you can have a selection of objects represented without having to draw them yourself. The following dialog box opens allowing selection of the required object:



5.8.2 Mini-CAD: North arrow

To draw a North arrow, select the "**North arrow**" button; you will see the following dialog box:



After entering the required data and confirming with "**OK**", draw a line along the North-South line and you will automatically get a North arrow.

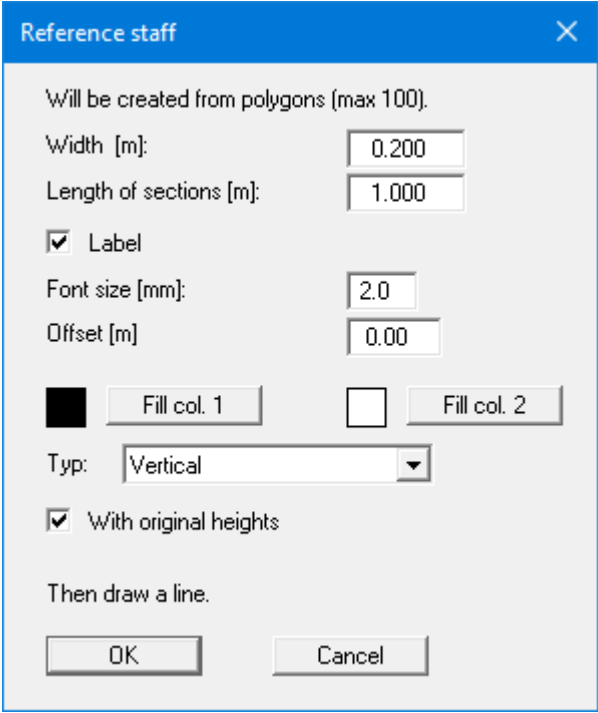
If the alignment is not completely correct, mark your North arrow using the "**Mark objects**" icon



and simply correct the alignment using the mouse.

5.8.3 Mini-CAD: Reference staff

In addition to the reference staffs used by some of the GGU programs you can also have further vertical reference lines represented, e.g. if you have a number of sections at differing heights or you need to use this function to generate horizontal or otherwise oriented scale bars. Click on the "**Reference staff**" button and enter the required values into the subsequent dialog box.



Reference staff

Will be created from polygons (max 100).

Width [m]: 0.200

Length of sections [m]: 1.000

☒ Label

Font size [mm]: 2.0

Offset [m]: 0.00

☐ Fill col. 1 ☐ Fill col. 2

Typ: Vertical

☒ With original heights

Then draw a line.

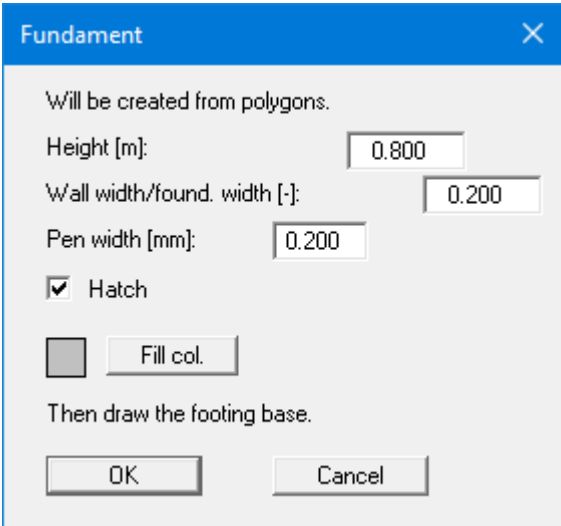
OK Cancel

If you then draw a line, the program creates a reference staff from this, which always begins and ends with a complete length unit. The **"With original heights"** check box is always activated by default for vertical reference staffs. The actual section heights of the started GGU program (e.g. **GGU-STRATIG**) are then used for the reference staff.

If you need a section-independent, vertical reference staff, you can deactivate this check box and define a start point for the staff by using the **"Offset [m]"** function. If **"User-defined"** or **"Horizontal"** are selected from the staff type list, the check box is automatically inactive and you can work with the offset.

5.8.4 Mini-CAD: Foundation

To represent a standard foundation click on **"Foundation"**, enter the foundation dimensions into the dialog box and draw the footing base.



Fundament

Will be created from polygons.

Height [m]: 0.800

Wall width/found. width [-]: 0.200

Pen width [mm]: 0.200

☒ Hatch

☐ Fill col.

Then draw the footing base.

OK Cancel

The "**Foundation**" function remains active, allowing you to draw a number of footings in succession.

6 Bearbeiten von Mini-CAD-Objekten

6.1 Bearbeiten über Editorbox

6.1.1 Mini-CAD: General editing notes

By double-clicking on objects with the left mouse button a dialog box opens, allowing the object to be individually edited. If the **"Mark objects"**



function is activated, the editor box opens when you press the right mouse button above the corresponding object.

Only objects on the current selection layer can be selected. If you have specified a special selection layer using the **"Layers"** icon



and not all layers, you must first change to the drawing layer which is also defined as selection layer. This can be done very quickly using the **"Up one layer"**



and **"Down one layer"**



icons (also see Sections under "Mini-CAD: Layer preferences").

Objects that directly open an editor box for new input (e.g. texts, tables, etc.) also open the editor box again if the object is double-clicked. However, the box is now supplemented by a **"Delete"** button and a number of other functions (e.g. **"Set as default"**, **"Use default"**, **"Do not move"** drop-down combo box). These functions are described in more detail in separate sections (see Sections **5.2** and **6.3.1**).

6.1.2 Mini-CAD: Editor box for a line

The example below shows the editor box for a line, in which you can edit the coordinates, colour, line strength, dashing and line type (e.g. dimension line, ground line, slope line, etc.). For lines, the length is shown in the blue title bar at the top of the dialog box, together with the angle of inclination. In addition, the current drawing layer is shown in the title bar by the '#1'. Using the "In polar coordinates" and "In delta coordinates" buttons you can define the coordinates of the line from a given origin.

Line (L = 13.4971/W = -15.40 °)[m] #1

x1 [m]: 19.5816 y1 [m]: 11.4477
x2 [m]: 32.5944 y2 [m]: 7.8645

Modification

 Colour Pen width [mm]: 0.20

Dashing
Continuous Length [mm]: 5.0

Line type
Slope line Size [mm]: 1.5

☒ With dimension arrows ☐ With dimension lines

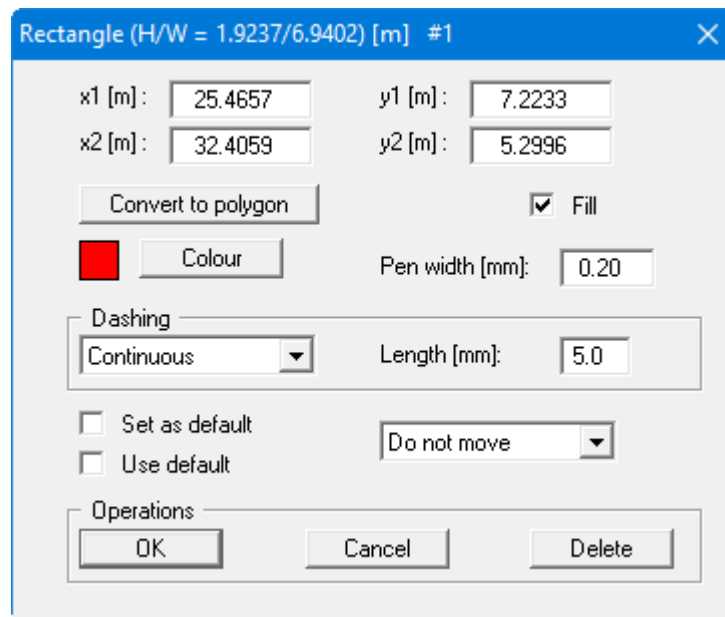
☒ Set as default ☐ Use default Do not move

Operations

TIP: If you want to measure a certain length in the drawing, first draw a corresponding line using **Mini-CAD**. Then double-click on this line and read the values from the dialog box. You can then delete the line (e.g. by using the **[Back]** key).

6.1.3 Mini-CAD: Editor box for a rectangle or a circle

The editor box for a rectangle is shown below. The circle editor box is identical, the only difference being that instead of the x/y coordinates of the opposing corners of the rectangle you will see the x/y coordinates of the circle centre and the radius.



Rectangle (H/W = 1.9237/6.9402) [m] #1

x1 [m]: 25.4657 y1 [m]: 7.2233
x2 [m]: 32.4059 y2 [m]: 5.2996

☒ Fill

Pen width [mm]: 0.20

Dashing
Continuous Length [mm]: 5.0

☐ Set as default

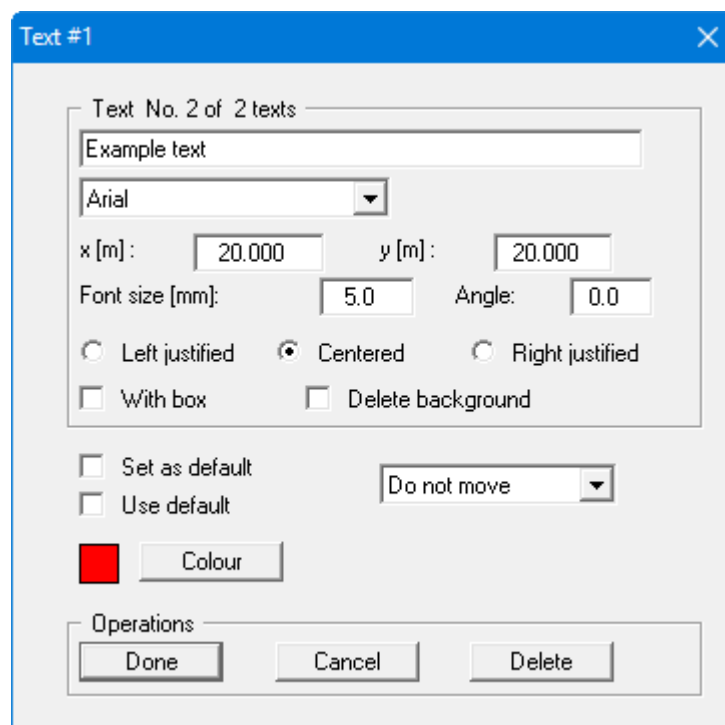
☐ Use default

Operations

The pen colour, width and dashing correspond to the preferences for the pen selected to draw the rectangle or circle. If the **"Fill"** check box is activated, the rectangle or the circle is drawn with a colour fill, which can be defined via the **"Colour"** button. The outline of the rectangle or circle is always drawn in black if the colour fill is activated. Only the pen width and the dashing can then be altered.

6.1.4 Mini-CAD: Editor box for a text

If an existing text is double-clicked the following editor box opens:



Text #1

Text No. 2 of 2 texts

Example text

Arial

x [m]: 20.000 y [m]: 20.000
Font size [mm]: 5.0 Angle: 0.0

☐ Left justified ☒ Centered ☐ Right justified
☐ With box ☐ Delete background

☐ Set as default

☐ Use default

Operations

If you need to change the font of an existing text the new font can be selected from the upper drop-down combo box. If the required font is not listed, it must first be opened in the **Mini-CAD** system via the **"Font"** icon (see Section ["Mini-CAD: Defining fonts"](#)).

The colour displayed corresponds to the preferences for the selected pen used to create the text. The colour preferences can be edited via the **"Colour"** button.

6.1.5 Mini-CAD: Editor box for a polygon

The following dialog box opens for editing a polygon. The box is the same for an unfilled or a filled polygon. It is thus possible to provide an unfilled polygon with a colour or hatch fill.

Polygon #1

Area/Circumference/Centroid
A = -55.9775 / U = 29.9750
xs = 22.7448 / ys = 14.4622 Coordinates

Fill col.
☒ Fill polygon Fill colour

Hatching
Symbols (fill) Pen colour
Gradient [°]: 0 Separation [mm]: 5.0
Letter: - Stonework
Pen width [mm]: 0.2 Size [mm]: 5.00
Continuous Length [mm]: 5.0

Outline
☒ Frame polygon Pen colour
Pen width [mm]: 0.2 ☒ close
Continuous Length [mm]: 5.0

☐ Set as default Do not move
☐ Use default

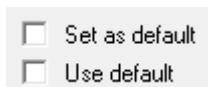
OK Cancel Delete

If a **".syb"** symbol file was opened at program start-up or later via **"Info"** (see Section ["Mini-CAD system preferences: Settings via "Info" icon"](#)), symbols from this file can be used to fill the selected polygon in the **"Hatching"** group box. For example, if **"Symbols (fill)"** is selected from the upper drop-down combo box, the subsequent fill covers the entire area. In the second drop-down combo box the symbol can be selected from the list of symbols available in the **".syb"** file (**"Stonework"** in the above box). The symbol fill can be adapted to your requirements via the pen width and size. Symbol fill can be aborted before complete by pressing the right mouse button. If no **".syb"** file is available the **"Symbols"** choice is not displayed for hatching.

TIP: If you want to hide parts of the drawing, cover the corresponding region with a "**Polygon (filled, ...)**". After a double-click on the polygon, assign the fill colour "**white**", "**without hatch**" and deactivate the "**Frame polygon**" check box. The polygon then acts as an '**eraser**'.

6.2 Mini-CAD: Set as default/Use default

If you have already drawn an object you can use the preferences for this object as the default values for subsequent, similar objects. To do this, open the editor dialog box for this object by double-clicking the object. Then activate the "**Set as default**" check box and leave the dialog box using "**OK**". When using the "**Text**" and "**Graphics**" functions the preferences can be saved as the default for further objects of this type immediately upon the first input or first insertion.



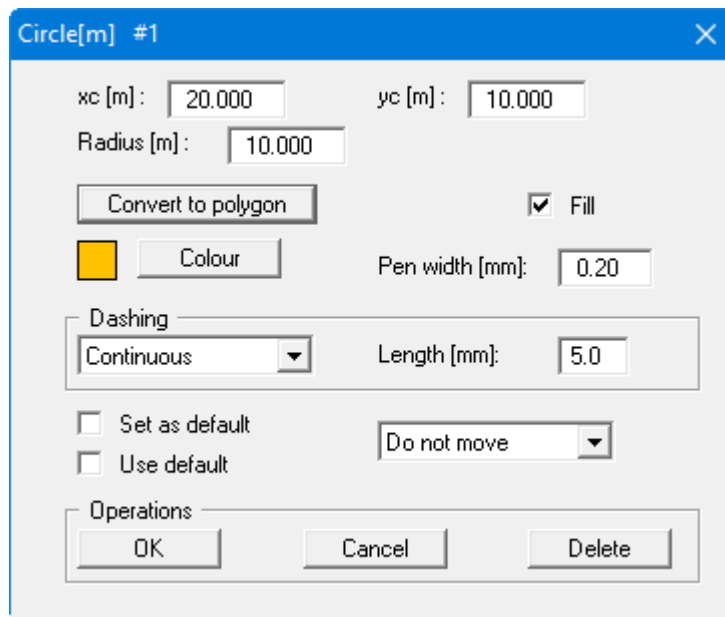
If a number of previously drawn objects need to be adapted to a default setting, the preferences are first applied to one object and then set as default (see above). The editor dialog boxes of the other objects can then be opened and the "**Use default**" check boxes activated.

Subsequent adaptations of several objects of differing types can also be carried out using the "**Edit styles**" function (see **Section 5.6**). However, colour or hatch fill for "**Polygon (filled,...)**" objects can only be edited directly in the object editor or via "**Set as default**"/"**Use default**".

6.3 Mini-CAD: Convert to polygon

The line objects "**Rectangle**" and "**Circle**" can be subsequently converted to polygons, in order to adapt the figures using the "**Move nodes**" icon, for example (see **Section 5.9**).

First, draw the desired object and then open the editor dialog box with a double-click over the object; here, as an example, is the box for a circle:



If you click on the "**Convert to polygon**" button, the circle is automatically converted to a polygon. To further edit the object open the editor with a double-click over the circle once again to get the dialog box for a polygon.

If the polygon is to be filled with the current pen colour (shown in the little coloured box next to the "**Colour**" button), activate the "**Fill**" check box first and then click the "**Convert to polygon**" button. Upon conversion, the new polygon will be given the selected colour fill and the object edging automatically set to black.

6.4 Mini-CAD: Mark objects

You can select individual objects for editing by selecting the "**Mark objects**"



tool and then clicking on the object in question. By pressing the [**Shift**] key and simultaneously clicking on individual objects, several objects can be selected for editing at once. You can also select several objects simultaneously by pressing the left mouse button and drawing a rectangle around the objects in question. All objects within this rectangle are thus selected.

It is possible to select object types on certain layers or on all layers using the "**Layers**" icon



. Simply click the "**Select**" button in the "**Layers**" icon dialog box and select the object type and layer (or all layers) on which the objects are to be selected. Circles and rectangles belong to the object type **line objects**.

By clicking the "**Mark all**" icon



all drawn objects are selected regardless of type and can then be edited.

The marked objects can also be edited with the normal functions. The preferences and operations are then only applied to the selected objects. The following **additional functions** are available only for **marked objects**:



"Cut"

You can cut out the marked objects, open a new file and paste the objects via **Mini-CAD**.



"Copy"

You can copy the marked objects and then paste them to the same file, or a new file. When pasting to the same file it can be useful to activate the "**Move objects slightly after paste**" check box in the "**Info**" dialog box, otherwise the copied objects are pasted exactly on top of the original.



"Paste"

Cutted or copied objects can be pasted.



"Rotate"

Marked objects (with the exception of graphics, tables and diagrams) can be rotated by a user-defined angle.



"Multiply"

The marked objects can be duplicated in the specified number. You can define a spacing in x and y direction for the new objects.



"Edit styles"

You can modify the line colours, for example, in one step for several marked objects (see Section **5.6 for details**).

6.5 Mini-CAD: Modify objects

The "**Modify objects**"



tool allows object sizes to be modified or objects to be displaced by defined distances. If objects have been previously marked the command applies to the selected objects only, otherwise all objects on all layers are modified. After clicking the icon the following dialog box opens. The blue title bar indicates that the operation only applies to the selected objects.

Enlarge/reduce selected objects

Zoom factor: 1.0000

Zoom around which point

☒ Around object centre ☐ Around fixed point with x and y

x: 0.0000 y: 0.0000

Displacement

x: 0.0000 y: 0.0000

Use for: x and y coordinates

☒ Use zoom factor on fonts

OK Cancel

You can use the zoom factor to enlarge or reduce objects. The zoom centre can be in the centre of the selected objects or at a point specified by the user (activate "**Around fixed point with x and y**"). Zooming can even be limited to a given direction (x or y coordinates), selected in "**Apply to:**". If you only need to modify font sizes, select "**None**" here. If you need to retain the font size when zooming, deactivate the "**Use zoom factor on fonts**" check box.

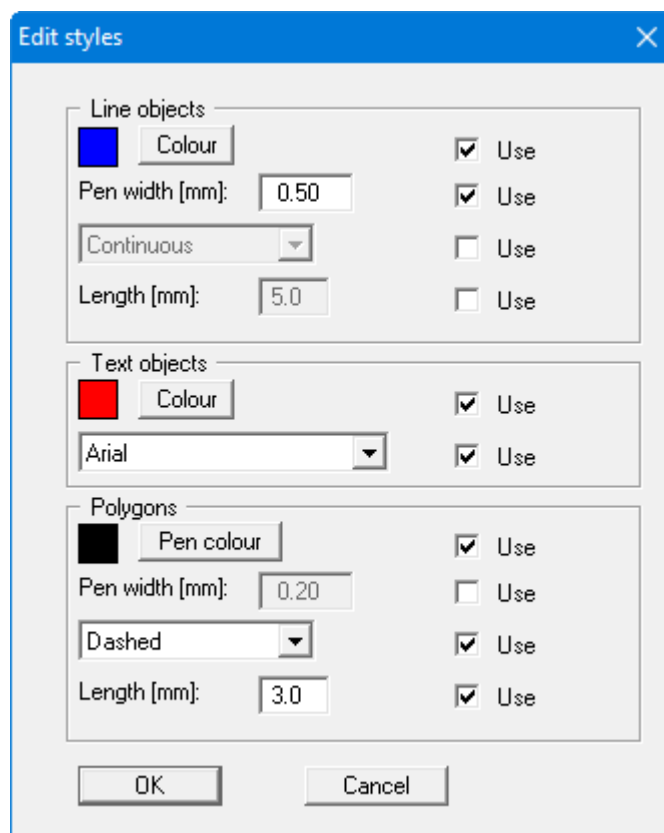
By entering values in "**Displacement**", you can move objects in metres of the current scale in x and/or y direction. Ensure that any previously adopted zoom factor is set back to 1.0 for the displacement.

6.6 Mini-CAD: Edit styles

The "**Edit styles**" function

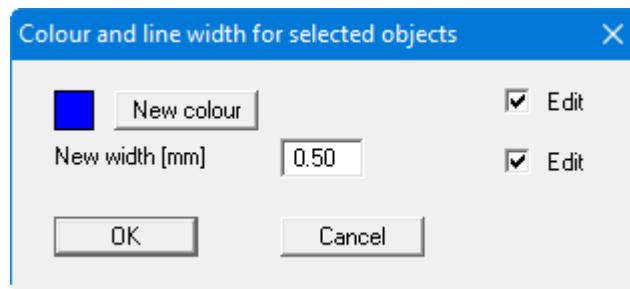


is only available if you have marked one or more objects. The marked objects can all be modified together, e.g. all line objects and all text objects can be represented in a given colour. The group boxes for line objects, text objects and polygons displayed in the dialog box only appear if the corresponding object types are marked, otherwise those areas of the box are hidden.



After activating the respective "**Use**" check boxes the desired modifications can be entered or selected. In the "**Line objects**" group box the colour fill of colour-filled rectangles and circles can be edited using the "**Colour**" button. The pen colour for colour-filled rectangles and circles is black and cannot be altered. The line pen colour for normal lines and unfilled objects can be changed using the "**Colour**" button. The colour fill of polygons cannot be altered using "**Edit styles**" (see also Section "[Editing Mini-CAD objects: Set as default/Use default](#)").

Colour and pen width can also be edited by selecting the objects to be modified and then clicking on the icon of a different pen to the one currently in use. You will then see the following dialog box:

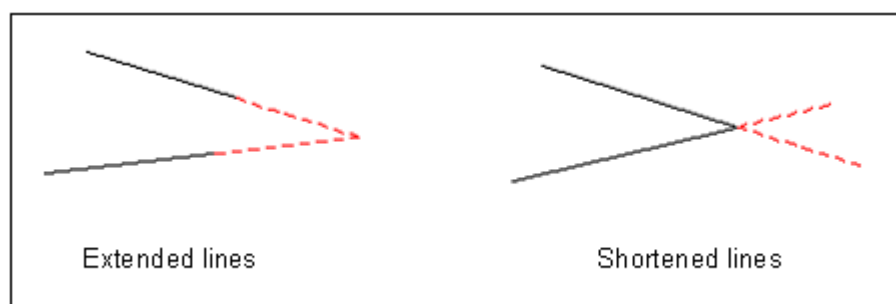


However, lines, texts or polygons are not differentiated; the changes apply to all marked objects. The new colour of colour-filled rectangles and circles is adopted for the colour fill and the new width for the outlines.

6.7 Linien trimmen

6.7.1 Mini-CAD: Trim two lines

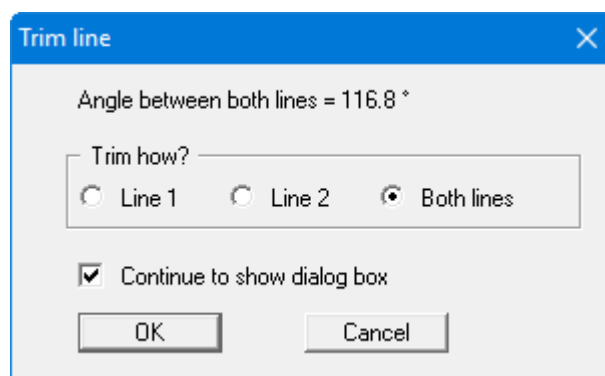
Two lines can be automatically extended or shortened to their intersection. The lines need not be located on the same drawing layer, you need only to have activated all layers as the selection layer (see Section "Mini-CAD system preferences: Layer preferences").



Activate the "**Trim lines**" tool



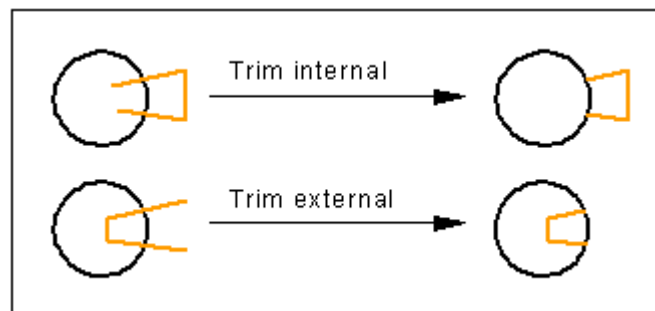
and then click on the lines to be trimmed. The first is marked by little black squares at the line ends. When you click the second line you will see the following dialog box:



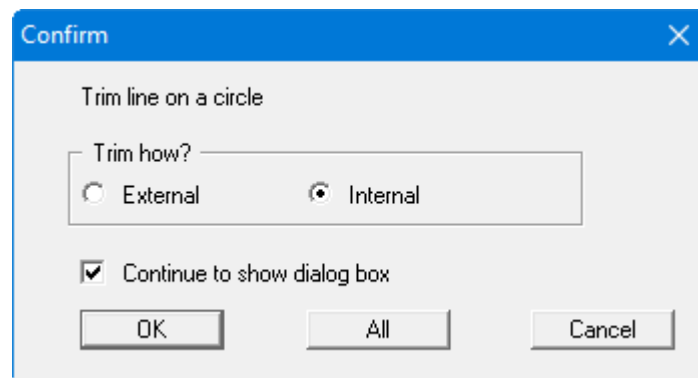
If "**Both lines**" is clicked, the lines are united, i.e. extended or shortened as shown in the sketch above. If "**Line 1**" or "**Line 2**" are selected, only the respective line is extended or shortened to the imaginary intersection. Where crossing lines need to be shortened, the shortest individual line ends will always be trimmed. The line numbers refer to the sequence when clicking the lines.

6.7.2 Mini-CAD: Trim lines on an object

Beside trimming two lines, it is also possible to trim lines on a circle, a rectangle or a polygon. This provides exact line attachments to the respective object. It is possible for this type of trimming to trim the lines inside or outside of your object, as demonstrated in the following sketch.

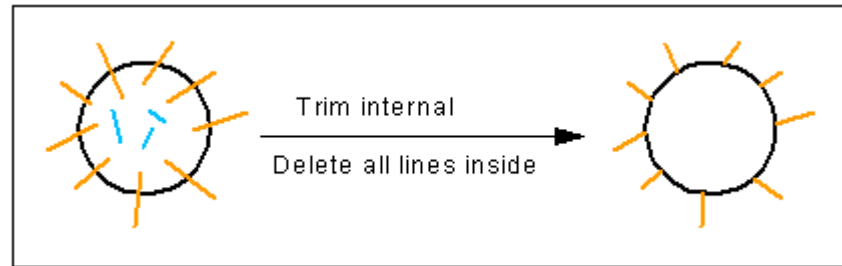


Activate the "**Trim lines**" icon and click the object first, i.e. circle, rectangle or polygon. Second, click the line to be trimmed. For a circle, for example, the following dialog box opens:



Select external or internal trim and click "**OK**". If the "**Continue to show dialog box**" check box is left activated a further line can be clicked immediately after trimming the first one; the marked object then remains selected.

The "**All**" button in the dialog box may also be used. All lines that intersect the marked object (here a circle) are trimmed internally or externally depending on the selection made above, without the need to click every line. Before carrying out this operation a further dialog box opens allowing the "**Also delete ALL lines within Circle**" check box to be activated. If the check box is activated lines inside the object are deleted even if they do not intersect its outline. This is demonstrated in the following sketch.



For the situation demonstrated in the sketch and the selected trimming procedure, you are informed upon completion that 3 lines were deleted and 9 lines trimmed.

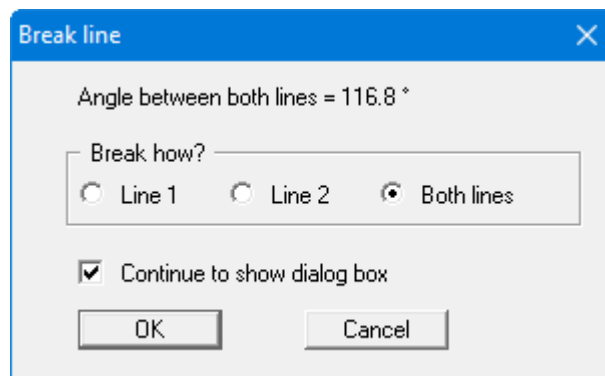
6.8 Mini-CAD: Break lines

If two lines cross each other, they can be broken at the intersection, i.e. the lines are divided at the intersection. The lines need not be located on the same drawing layer, you need only to have activated all layers as the selection layer (see Section "Mini-CAD system preferences: Layer preferences"). After breaking a line a piece of the broken line remains on the selection layer, the other part is pasted to the current drawing layer.

Activate the "**Break lines**" tool



and then click on the lines to be broken. The first is marked by little black squares at the line ends. When you click the second line you will see the following dialog box:



If "**Both lines**" is clicked the lines are broken at the intersection, i.e. instead of the original 2 lines there are now 4 lines. They can now be displayed with different properties, e.g. different colours or pen widths. If "**Line 1**" or "**Line 2**" is selected, only the respective line is broken into 2 lines at the intersection. The line numbers refer to the sequence when clicking the lines.

6.9 Mini-CAD: Move nodes

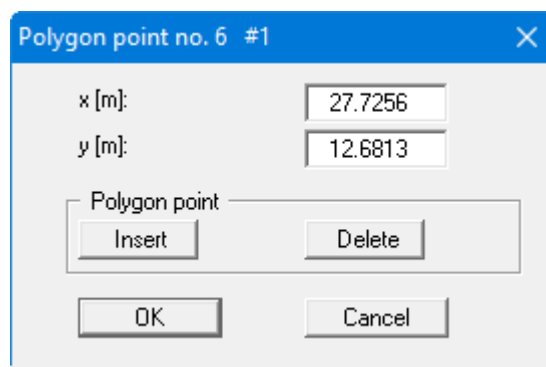
The "**Move nodes**"



function allows the shape of an existing object (line, rectangle, circle, polygon, Bezier spline) to be altered. Activate the icon and click the object to be edited. The movable nodes on the selected object are displayed as small, black, square points. On a line, for example, these are the two end points and the defined polygon points in a polygon. If the mouse pointer is located above a node its pointer forms a cross and the point can be moved by holding the left mouse button.

If an existing node is right-clicked a dialog box displaying the coordinates of the clicked point opens. The object type is displayed in the blue dialog box title bar, together with the object's layer. The node coordinates can be edited in the dialog box by direct numerical input.

The number of the clicked polygon point is displayed in the title bar, as shown in the following dialog box:



A further option available for polygons is changing the polygon course using the "**Insert**" and "**Delete**" buttons. A polygon point is always inserted centrally between 2 existing polygon points.

7 Verschieben/Bewegen von Mini-CAD-Objekten

7.1 Mini-CAD: Displacing with the mouse

You can displace a single object by means of the **right mouse button**. A prerequisite for this is that the icon for the appropriate object type is clicked and the object is located on the selection layer. Position the mouse over the object and move it to the desired position with the right mouse button pressed. This action can be undone by pressing the **[Back]** key or by clicking the **"Undo"** icon



Direct displacement with the right mouse button is not possible for polygons, Bezier splines, tables and diagrams.

Alternatively, objects can also be moved by marking ("**Mark objects**" icon



is activated) and subsequently moving them using the **left mouse button**. Several objects can be marked using the **[Shift]** key and the left mouse button or open a window on the required objects by holding the left mouse button. All drawn objects are selected regardless of type by clicking the **"Mark all"** icon



. If objects of a certain type need to be marked, press the **"Select"** button in the **"Layers"** icon dialog box (also see Section ["Editing Mini-CAD objects: Mark objects"](#)).

After marking your objects (regardless of how) move them to their new positions by holding the left mouse button. To move a marked object only **horizontally**, hold the X key and move the marked objects using the left mouse button. The mouse pointer turns into a left-right pointer. If objects only need to be moved **vertically**, hold the Y key and move using the left mouse button. The mouse pointer turns into an up-down pointer.

7.2 Mini-CAD: Displacing via editor

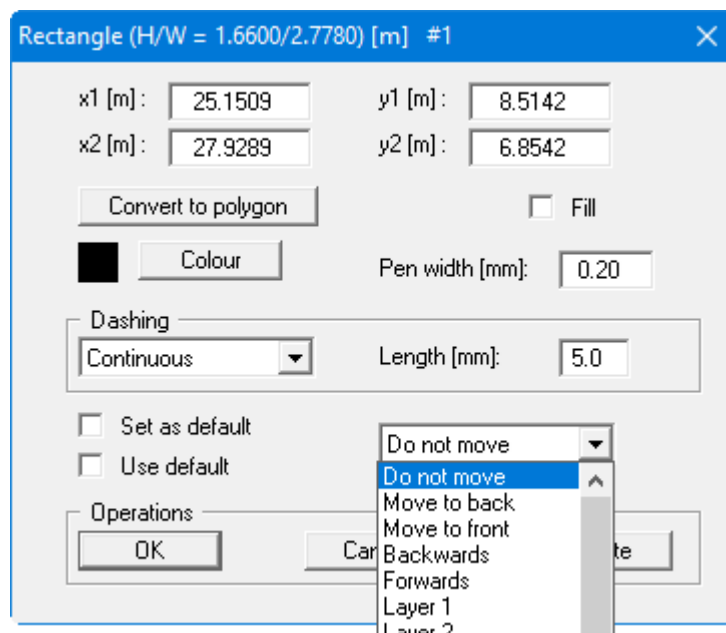
In general, displacement of objects by direct modification of the object coordinates is possible. For example, double-click over the object to be moved to open the corresponding editor dialog box.

If you need to move several objects at once by a fixed amount, select the objects to be moved and then click on the "**Modify objects**" icon. In the dialog box you can then specify the displacement in metres in the current scale for the x and/or y direction.

7.3 Darstellungsreihenfolge ändern

7.3.1 Mini-CAD: Move individual objects

The **Mini-CAD** objects are drawn in the sequence in which they were created. If objects are (partially) covered by objects drawn later, you can alter the sequence of object representation. This is achieved via a list in the lower region of the editor dialog boxes, shown here for an example rectangle.

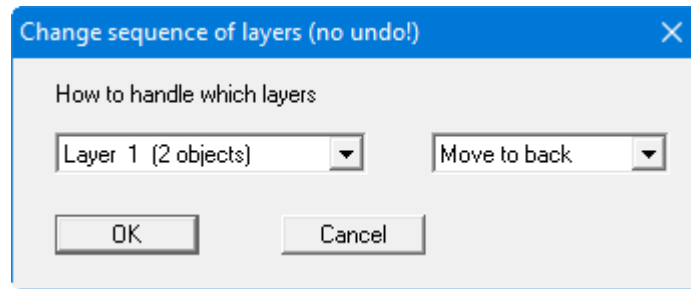


The "**Do not move**" preference is the default setting and does not influence the sequence of representation. With "**Move to back**" and "**Move to front**" the object is moved to the foremost or rearmost position. Using "**Backwards**" and "**Forwards**" the object is moved back or forwards by one position.

The sequence always refers to the objects on one layer only. If individual objects on one layer need to be drawn in front of objects on a different layer, these objects must be placed on empty layers (see **Section 6.4**) and these layers then moved to the foreground (see **Section 6.3.2**).

7.3.2 Mini-CAD: Move all objects on a layer

Using the "**Layers**" it is possible to move all objects in a layer simultaneously to the back or to the front in the visualisation sequence. Click the "**Sequence**" button in the dialog box that opens after clicking the "**Layers**" icon. The following dialog box opens, for example:



The number of objects in the selected layer is shown in brackets. If all the objects on a layer are selected it is only possible to move them "**Move to back**" (all objects are moved to the back) and "**Move to front**" (all objects are moved to the front). The visualisation sequence of the individual objects on the selected layer is not altered by this operation.

7.3.3 Min-CAD: Changing the sequence of Mini-CAD objects/program graphics

Objects inserted using **Mini-CAD** are drawn in front of the program graphics in the default setting. It is therefore possible that the **Mini-CAD** objects cover parts of the main graphics. Problems may occur when graphics are integrated via **Mini-CAD** in particular.

If the graphics are imported, e.g. a site map bitmap, click "**Show as transparent**" in the **Mini-CAD** graphics editor. The image will then be displayed transparently so that the graphics generated using the main program remain visible. There are some printer drivers that do not correctly reproduce the transparent function. The **Mini-CAD** graphics then cover the main graphics after output.

Activate the "**Layers**" icon and click the "**Display**" button in the dialog box to position **Mini-CAD** objects behind the program graphics. Deactivate the check boxes for the layers whose objects are to be displayed behind the program graphics. All layers can also be simultaneously activated or deactivated via the corresponding buttons.

7.4 Mini-CAD: Changing layer allocations

Mini-CAD objects are always drawn on the current drawing layer. Individual objects can be moved to a different layer by double-clicking the object's editor box to open it and selecting the required layer from the "**Do not move**" drop-down combo box.

If several objects are marked (even on different layers) they can be moved to a different layer using the "**Cut**" and "**Paste**" functions. Cut the objects, move to the required drawing layer via the "**Up one layer**" or "**Down one layer**" icons and paste the object again.

If all the objects on a layer are to be transferred to a different layer, activate the "**Layers**" icon. In the corresponding dialog box, click the "**Sequence**" button. Select the layer to move the objects to and start the operation by pressing "**OK**". The movement between layers cannot be undone, unless the target layer is void of other objects. Then, of course, this step can be performed in the reverse direction.

If all objects on all layers need to be amalgamated on a single layer, click the "**Reduce**" button in the "**Layers**" icon dialog box. Select the required target layer and confirm by pressing "**OK**". This operation is also irreversible, so save the **Mini-CAD** data to a file before proceeding.

8 Löschen/Speichern/Laden von Mini-CAD-Objekten

8.1 Mini-CAD: Deleting Mini-CAD objects

The last-drawn object can be deleted by means of the "**Undo**"



icon or by pressing the **[Back]** key. Deleted objects can be recovered using the "**Restore**"



icon.

Individual objects are deleted by selecting them with the mouse and then pressing the **[Del]** key. A prerequisite for this is that the icon for the appropriate object type is clicked. You can also open the editor boxes of individual objects and click the respective "**Delete**" button.

You can delete one or more objects simultaneously with the **[Del]** key, after previously selecting them with the "**Mark objects**" function. Also available is the "**Delete**"



icon. Using this option you can delete all **Mini-CAD** objects concurrently (after a confirmation prompt). If you have previously marked objects, only those marked objects will be deleted with the "**Delete**" icon, but without prompting.

If all objects on a selected layer are to be deleted, activate the "**Layers**" icon. Click the "**Delete**" button in the corresponding dialog box and select the layer to be deleted. Only those layers containing **Mini-CAD** objects are actively displayed. If objects on a layer are accidentally deleted the operation can be restored using the "**Undo**" icon.

8.2 Mini-CAD: Saving Mini-CAD objects

In all GGU software applications the **Mini-CAD** objects are saved with the current record. If you want to save objects separately in order to load them into different GGU programs or into a different record of the same program, you can do this after selecting the "**Save**" icon



.

The files generated using "**Mini-CAD**" are automatically awarded the **".mcd"** file extension. **Mini-CAD** files generated using "**Header CAD**" are automatically awarded the **".kpf"** file extension.

If you have selected objects before with "**Mark objects**", only these marked objects will be saved. All objects on individual layers can also be saved separately. Activate the "**Layers**" icon. Click the "**Save**" button in the corresponding dialog box and select the required layer.

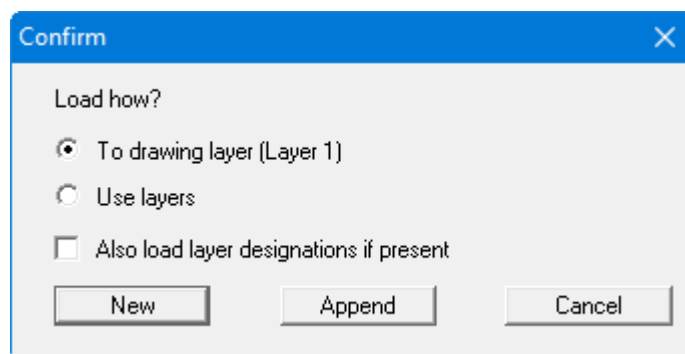
If you have integrated a "**Graphics**" into the record, only the file name with complete path will be saved. During a "**DXF import**" the DXF data are converted to **Mini-CAD** objects; the original DXF file is then no longer required.

8.3 Mini-CAD: Loading Mini-CAD objects

You can open an existing **Mini-CAD** file at any time during your project session by using the "**Load**" icon



. A dialog box opens allowing preferences for the type of data transfer to be defined.



All objects contained within the new file can be imported to the current drawing layer, which is shown in brackets. If the objects are distributed among different layers in the new file, they layer allocations can be accepted by activating the second option box. If you want to adopt all layer designations, also activate the "**Also use layer designations if present**" check box. The designations are also adopted if the layers are not adopted from the stored file. If objects are already present in your program, you may decide whether the existing objects should be deleted ("**New**" button) or retained ("**Append**" button).

A **Mini-CAD** file can also be imported directly to a selected layer. Activate the "**Layers**" icon and click the "**Load**" button in the corresponding dialog box. The required layer can be selected from the drop-down combo box; any existing objects are given in brackets following the corresponding layer. In this way a previously unoccupied layer can be selected without effort. If a layer is selected that already contains objects, the subsequent choice of button, "**New**" or "**Append**", is important, because the existing objects on the selected layer are deleted if "**New**" is chosen. Any distribution among the layers in the appended **Mini-CAD** file is not taken into consideration when importing to a layer; all objects are imported to the selected layer.

If you have integrated a "**Graphics**" into the record, only the file name with complete path will be saved. Therefore, if you use such a record on a different computer, the same graphics file must be saved on that computer using the same path. If this is not the case, the user is requested to enter the new path when loading the record.