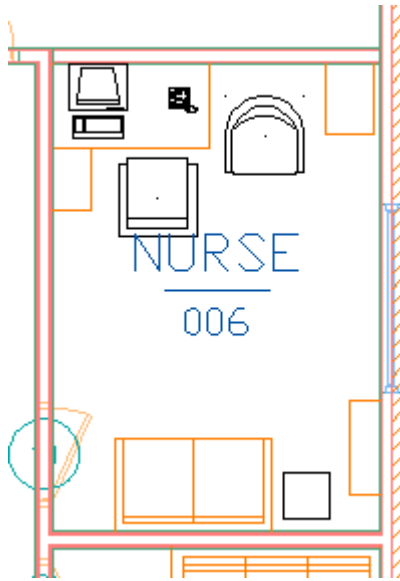


1.

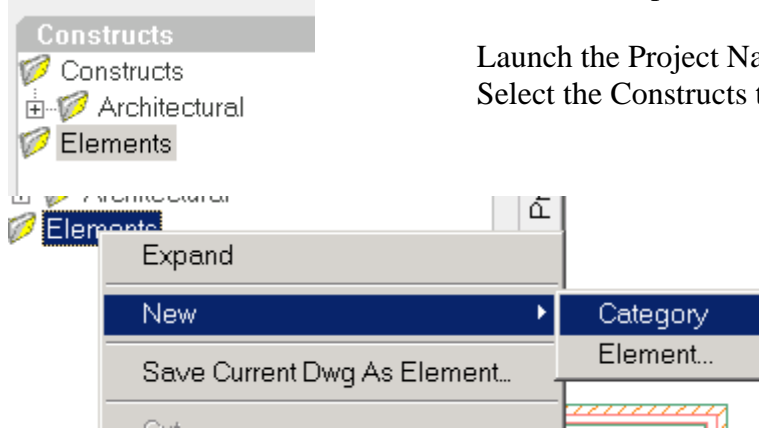


Furnish the an office with the following:

- Desk
- Desk Chair
- Chair
- Computer
- Telephone
- Bookcase
- Love Seat
- 18 x 18 table
- File cabinet

At this point, you should note that the desk/chair/computer/phone combination is used and reused as a group through many of the offices. This is a common component for an **Element**.

2.



Launch the Project Navigator.
Select the Constructs tab.

3.

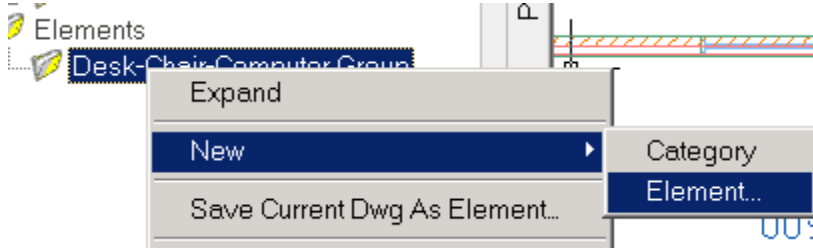
Highlight Elements.
Right click and select **New→Category**.

4.



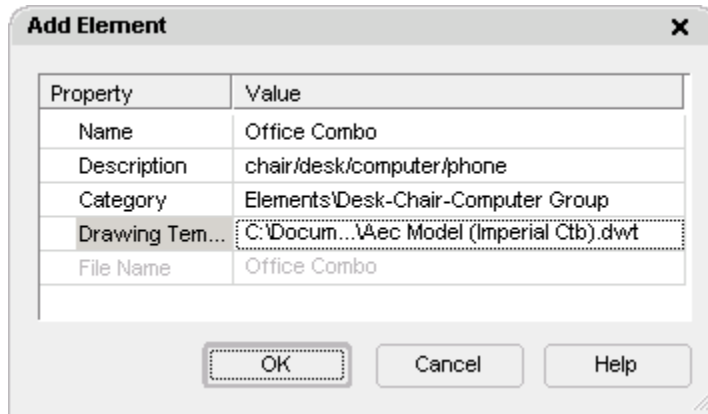
Name your element **Desk-Chair-Computer Group**.

5.



Highlight the new category.
Right click and select **New→Element**.

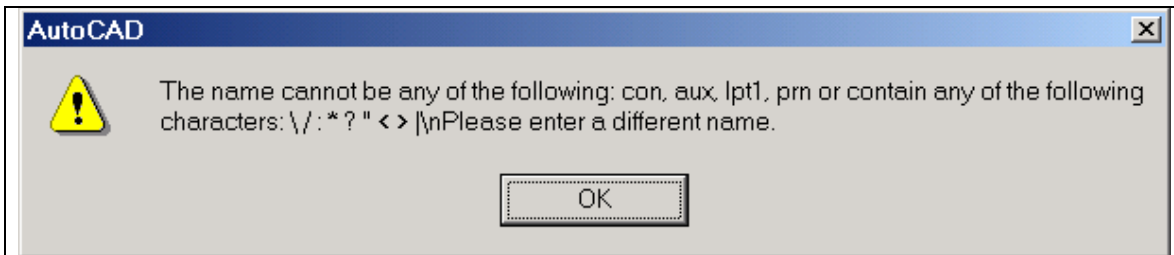
6.



Enter **Office Combo** in the Name field.

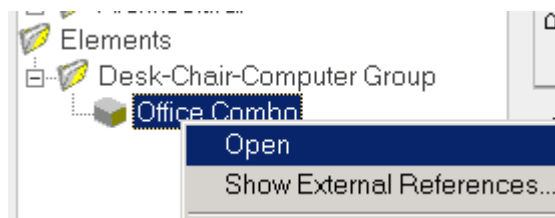
Enter a description in the description field.

Press **OK**.



TIP: Certain characters can not be used in Category Names in the Project Navigator. If you attempt to use \/:*?\"' < > |, you will see a warning alert box.

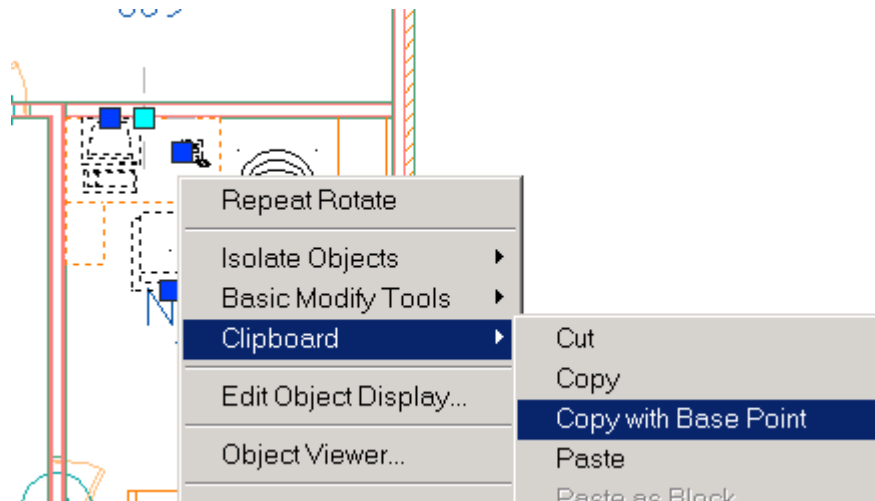
7.



Highlight the **Office Combo** element. Right click and select **Open**.

A new drawing window opens.

8.

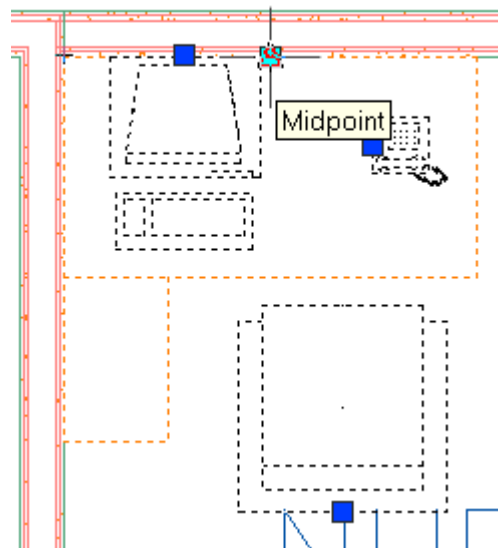


Window back to the office layout.

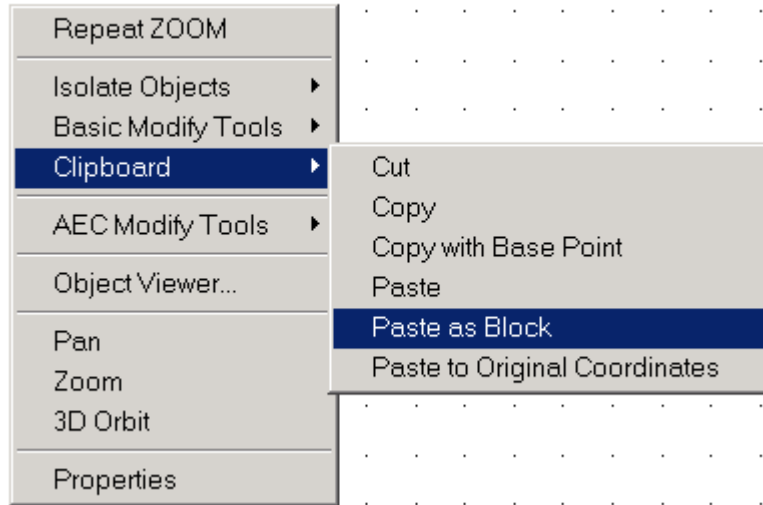
Select the desk, chair, computer and phone.


9. Right click and select **Clipboard**→**Copy with Base Point**.

10.



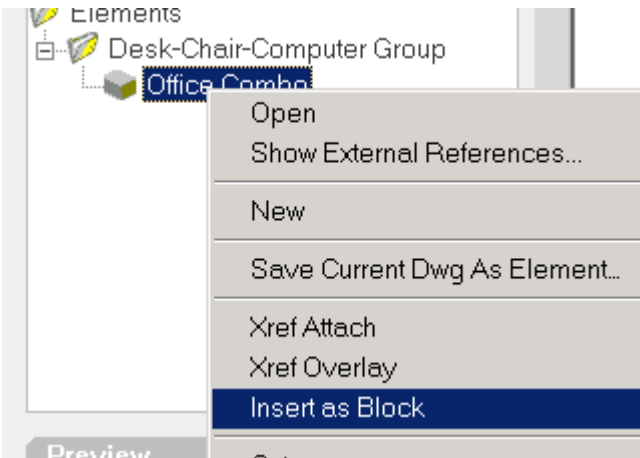
Select the midpoint of the back of the desk as the basepoint.



11. Window back to the empty element drawing.
Right click and select **Clipboard**→**Paste as Block**.
12. Enter **0,0** as the insertion point.
Save and close the Office Combo drawing.
13.  Highlight the Office Combo element in the Project Navigator.
Select the **Preview** tool.



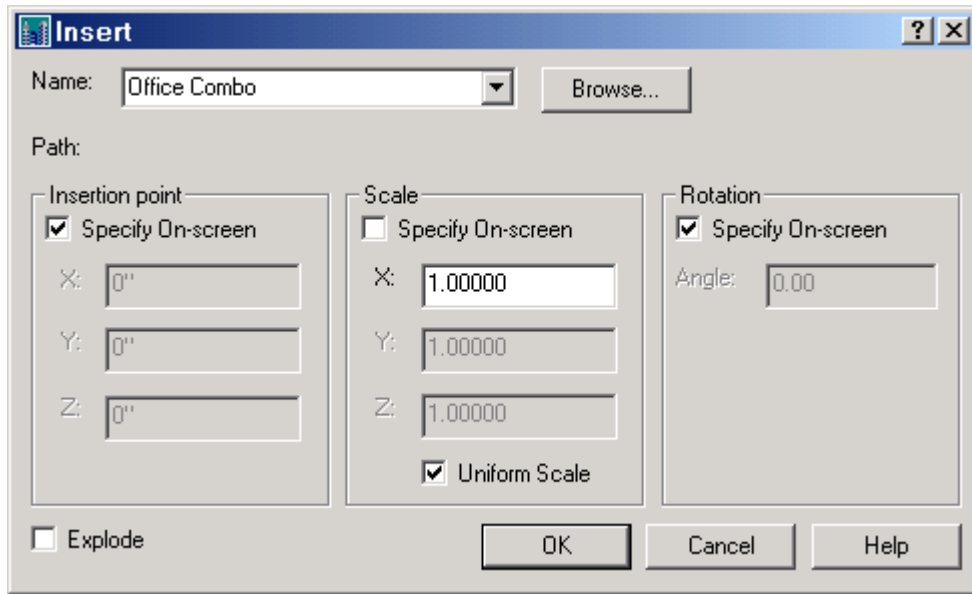
You should see the office desk block you just created.

14.  Elements
Desk-Chair-Computer Group
Office Combo
Open
Show External References...
New
Save Current Dwg As Element...
Xref Attach
Xref Overlay
Insert as Block

Highlight the Office Combo element.

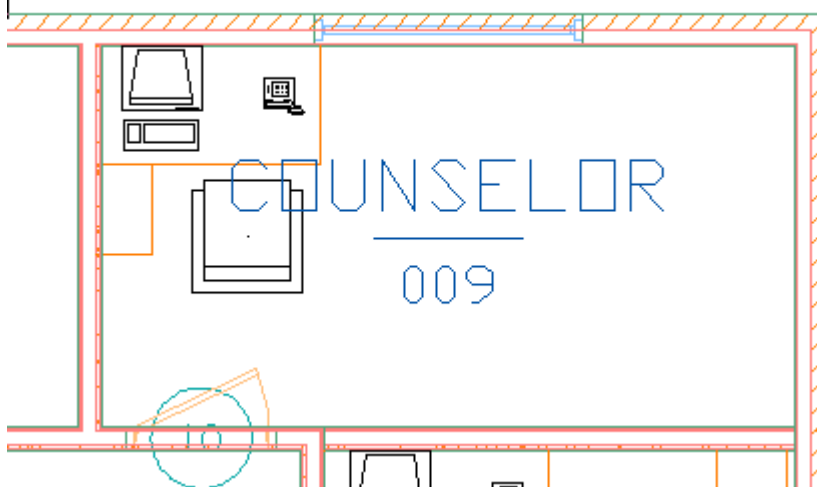
Right click and select **Insert as Block**.

Place the combo in another office.



15. Enable Insertion Point to **Specify On-screen**.
Enable Rotation to **Specify On-screen**.
Press **OK**.

- 16.



Place in the office.