



Arctipoint (Pty) Ltd Reg No 2016/529416/07  
Trading as CIVIL DESIGNER SOUTH AFRICA

**ALLYCAD TRAINING RESERVATION FORM – ALL REGIONS & INTERNATIONAL**

**FAX OR EMAIL THIS FORM TO THE OFFICE BELOW THAT COVERS YOUR REGION:**

Please complete one form for each individual sent for training and FAX or EMAIL it to the Civil Designer South Africa office that focuses on your region.

OFFICE	REGIONS COVERED	CONTACT NUMBERS	TRAINING COORDINATOR
CAPE TOWN (HEAD OFFICE):	Western Cape, Eastern Cape, <b>Namibia &amp; INTERNATIONAL</b>	<b>Tel:</b> +27 87 405 6933 <b>Fax:</b> +27 21 701 1822	<a href="mailto:shantell@knowbase.co.za">shantell@knowbase.co.za</a> (CPT and International)
JOHANNESBURG OFFICE (JHB):	Gauteng, Limpopo, North West Province & <b>Botswana</b>	<b>Tel:</b> (011) 675 3959 <b>Fax:</b> (011) 675 3958	<a href="mailto:nalini@civildesigner.com">nalini@civildesigner.com</a> (JHB and DBN office)
DURBAN OFFICE (DBN):	Kwa-Zulu Natal, Free State, Mpumalanga, <b>Swaziland, Lesotho &amp; Zimbabwe</b>	<b>Tel:</b> (031) 566 3323 <b>Fax:</b> (031) 566 3326	<a href="mailto:nalini@civildesigner.com">nalini@civildesigner.com</a> (JHB and DBN office)

**FILL OUT DETAILS OF INDIVIDUAL TO BE TRAINED:**

<b>FULL NAME:</b>		<b>TITLE:</b>	(MR / MRS / MISS)
<b>EMAIL:</b>		<b>MOBILE N°:</b>	
<b>WORK N°:</b>		<b>FAX N°:</b>	
<b>COMPANY:</b>		<b>POSITION:</b>	
<b>BRANCH/DEPT:</b>			

**SELECT WHICH COURSE(S) YOU WISH TO ATTEND AND PREFERRED DATES:**

<u>ALLYCAD COURSES:</u>	- Tick Courses -	<u>COST (Ex VAT)</u>	<u>PREFERRED DATES:</u>
ALLYCAD – PROFICIENCY COURSE (ESSENTIALS)		Contact our office	
ALLYCAD - CONVERSION COURSE		Contact our office	
ALLYCAD - TOOLKIT COURSE		Contact our office	
ALLYCAD – ADVANCED COURSE		Contact our office	
ALLYCAD 3D COURSE		Contact our office	

**SELECT PREFERRED LOCATION TO DO TRAINING**

Please mark where you would like your training to be done. It can be done at one of our offices in Cape Town, Johannesburg or Durban. Alternatively, we will hire a training venue in your area, or we can conduct specialized in-house training for local and international clients.

<b>CAPE TOWN (HEAD OFFICE)</b> South Africa		<b>BLOEMFONTEIN</b> South Africa	
<b>JOHANNESBURG OFFICE</b> South Africa		<b>NELSPRUIT</b> South Africa	
<b>DURBAN OFFICE</b> South Africa		<b>WINDHOEK</b> Namibia	
<b>PORT ELIZABETH</b> South Africa		<b>IN-HOUSE (Local)</b> South Africa	
<b>EAST LONDON</b> South Africa		<b>IN-HOUSE (International)</b> For International Clients	

**AUTHORISATION SIGNATURE**

<b>ORDER NUMBER:</b>		<b>DATE:</b>	
<b>SUPERVISOR'S EMAIL ADDRESS:</b>		<b>SUPERVISOR'S NAME:</b>	
<b>SUPERVISOR'S DESIGNATION (position in company):</b>		<b>AUTHORISED SIGNATURE:</b>	

**PLEASE NOTE:**

- ◆ On receipt of the above Reservation Form, a place on the course will be reserved for you. An invoice, training schedule and directions will be emailed to you. Once payment has been received, your booking will be confirmed.
- ◆ A fee of 100% of the training costs will be levied if cancellation occurs a week before the course and 50% if two weeks before the course is due to take place.
- ◆ Should you fall ill, kindly fax a medical certificate to us. Your fee will be credited to a future training course for you.
- ◆ Civil Designer South Africa reserves the right to reschedule a course due to insufficient attendees. Should this occur and payment has already been made, you can either receive a refund or have a credit for a future training course.

**OUR BANKING DETAILS**

**Banking Details:** Arctipoint (Pty) Ltd t/a Civil Designer South Africa  
**Bank:** Standard Bank  
**Branch:** Constantia  
**Branch code:** 051001  
**Account Number:** 202113485

**PLEASE USE THE PROFORMA INVOICE  
OR INVOICE NUMBER AS A REFERENCE  
WHEN MAKING PAYMENT.**



The new AllyCAD - the only limitation is your imagination.  
Design the future with precision, purpose and perspective.

#### WE OFFER THE FOLLOWING TYPES OF TRAINING:

**OUTCOMES BASED TRAINING:** Comprehensive and generic training at one of our venues with all necessary equipment, refreshments and lunch provided. The class will be a maximum of 8 delegates. The courses run from 08h30 to 16h30. Exercises are integrated into the learning schedule and a comprehensive evaluation of each delegate is presented on completion of the training. Each student will receive a Certificate of Competence which will indicate their attendance and results of their efforts.

**PROJECT BASED TRAINING:** Our national training managers have worked on many diverse projects in the design industry and can assist you and train your team on the software for your current projects. Costs vary depending on requirements.

**IN-HOUSE TRAINING & INTERNATIONAL TRAINING:** We come to you and conduct training in your offices. You supply the venue and computers. We supply the software, trainer, training manuals and data projector.

#### TRAINING COURSE CONTENT

The following schedules describe some of the functionality covered when attending the Proficiency (Essentials), Conversion, Toolkit, Advanced and 3D AllyCAD courses:

#### ALLYCAD PROFICIENCY (ESSENTIALS) COURSE – 4 CPD POINT

The AllyCAD Proficiency (Essentials) course takes 4 days to complete. This course is for those who work with finalization of draughting plans. Those with little or no experience using AllyCAD are welcome to attend, as well as those who have experience using the software, who wants to learn how to use the latest version of the software.

##### ➤ KEYBOARD SHORTCUTS OR ACCELERATOR KEY DEFINITIONS

##### ➤ ASCII CONTROL CHARACTERS

##### ➤ THE SCREEN LAYOUT

##### ➤ GLOBAL SETTINGS & CREATING DRAWING TEMPLATE FILES

- Drawing Settings
- Setting System Settings
- Geometry Settings
- Rendering Settings
- Setting View Settings
- Grab All Setup
- Text Styles
- Dimension Styles
- Line Styles
- Multiline Styles
- Multileader Styles
- Layers
- Save a Drawing as a Template File
- Save an Existing Drawing as a Template File
- Start a New Drawing with a Template
- Save a Drawing as a Start-up Drawing

##### ➤ CREATING A NEW DRAWING

- Making a Layer Current
- Erase an Object
- Automatic Save Settings
- Opening a drawing
- Loading a drawing
- Save the Drawing
- File Filter

##### ➤ DRAWING FUNCTIONS

- Drawing Points - Size & Appearance
  - Drawing Lines
  - Deleting an Element or Object
  - Drawing Chained Lines
  - Drawing Rays
- **DISPLAY COMMANDS**
- Magnify
  - Demagnify
  - Pan
  - Long Pan
- **OBJECT SNAPS**
- Snaps
- **DRAWING PLANE & VIEW PLANE**
- 2D Drawings & Viewing Planes Local
  - Set Drawing Plane (DP) Origin
- **EDITING OBJECTS**
- Create & manipulate Selection Sets
  - Selection Windows
  - Inverting a Selection
- **DRAWING TO ACTUAL SIZE**
- Accurate Drawing - Drawing Lines using the Arrow Keys
  - Drawing Offset Lines
- **ANNOTATION FUNCTIONS**
- Text Styles
  - Single-Line Text
  - Multi-Line Text
- **ADVANCED DRAWING FUNCTIONS**
- Setting Surveyor Mode
  - Georeference a Drawing
  - Layer Definition
  - Accurate Drawing
  - Utilizing the Coordinate Move
  - Utilizing the Polar Move Function
  - Using Construction Lines
- **BLOCKS**
- Drawing the Block figure
  - Adding an Attribute
  - Creating the Block
- **PLOTTING AND CREATING SHEETFILES**
- Generating a Site Plan Plot
  - Deleting a Layout
- **EXTERNAL DRAWING REFERENCE (XREF)**
- Adding an XRef using XRef Manager
  - Inserting an XRef
- **MULTIPLE VIEWPORT PLOTS**
- Adding a Viewport to a Layout
- **PRINTING**
- Drawing Polylines
  - Drawing Rectangles
  - Drawing Polygons
  - Drawing Circles
  - Construction Lines
- Drawing Arcs
  - Drawing Splines
  - Drawing Ellipses & Elliptical Arcs
  - Drawing Multilines
  - Parallel Copy
- Redraw
  - Refresh
  - Zoom Menu
- Visual Snaps
- Local Drawing Plane - DP Local
- Elevating the DP
- Selection by Filter
  - Snip Function
- Quick Selection Filter
  - Advanced Selection Filter
- O ~ Ratio Jump
  - Mirror Image
  - Arc Radius Function
- Radial Repeat Function
  - Fillet Function
- Legacy Text
  - Dimensions
  - Arrows
- Hatch Routines
  - Moving Hatch Nodes
- Label Coordinates
  - Display a Table of Coordinates
  - Add the Coordinate Table
  - Inserting a Backdrop Image (Bitmap)
  - Clipping an Image
  - Drawing a Building Grid and Bases
  - Drawing an Assembly Drawing
- Adding Holes using the Mech. toolkit
  - Adding Fillets
  - Mirror function
  - Expand Detail
  - Layer Magnification
- Saving the Block
  - Loading Blocks
  - Inserting Blocks
- Block Editor
- Manipulating a Sheet File
  - Creating a New Sheet File
- Include a Referenced CAD drawing
  - Utilizing Customized Sheet Files
- Binding an XRef
  - Removing an XRef
- Unloading an XRef
- Defining a Named Viewport
- Cropping a Viewport

Completing the AllyCAD Proficiency (Essentials) course is a prerequisite for enrolling on the AllyCAD Conversion course, or substantial experience using older versions of AllyCAD. The AllyCAD Conversion course runs over 2 days and will bring you up to speed on the latest version of the software.

➤ **KEYBOARD SHORTCUTS OR ACCELERATOR KEY DEFINITIONS**

➤ **ASCII CONTROL CHARACTERS**

➤ **THE SCREEN LAYOUT**

➤ **GLOBAL SETTINGS & CREATING DRAWING TEMPLATE FILES**

- Drawing Settings
- Setting System Settings
- Geometry Settings
- Rendering Settings
- Setting View Settings
- Grab All Setup
- Text Styles
- Dimension Styles
- Line Styles
- Multiline Styles
- Layers
- Save a Drawing as a Template File
- Start a New Drawing with a Template File
- Save a Drawing as a Start-up Drawing

➤ **DRAWING FUNCTIONS**

- Drawing Points - Size & Appearance
- Drawing Lines
- Drawing Chained Lines
- Drawing Rays
- Drawing Polylines
- Tangential Circles
- Drawing Multilines

➤ **DISPLAY COMMANDS**

- Magnify
- Demagnify
- Pan
- Long Pan
- Redraw
- Refresh
- Zoom Menu
- Defining and Using Viewports
- Layouts

➤ **OBJECT SNAPS**

- Snaps
- Visual Snaps

➤ **EDITING OBJECTS**

- Create & manipulate Selection Sets
- Selection Windows
- Inverting a Selection
- Selection by Filter
- Quick Selection Filter
- Advanced Selection Filter

➤ **ANNOTATION FUNCTIONS**

- Text Styles
- Single-Line Text
- Multi-Line Text
- Legacy Text
- Dimensions
- Arrows
- Hatch Routines

➤ **BLOCKS**

- Drawing the Block figure
- Adding an Attribute
- Creating the Block
- Saving the Block
- Loading Blocks
- Inserting Blocks

➤ **PLOTTING AND CREATING SHEETFILES**

- Generating a Site Plan Plot
- Deleting a Layout
- Manipulating a Sheet File
- Creating a New Sheet File
- Include a Referenced CAD drawing
- Utilizing Customized Sheet Files

➤ **EXTERNAL DRAWING REFERENCE (XREF)**

- Adding an XRef using the XRef Manager
- Inserting an XRef
- Binding an XRef
- Removing an XRef
- Unloading an XRef

➤ **MULTIPLE VIEWPORT PLOTS**

- Adding a Viewport to a Layout
- Defining a Named Viewport
- Adding the Viewport
- Cropping a Viewport

➤ **PRINTING**

## ALLYCAD TOOLKITS COURSE – NO CPD POINTS (SORRY)

Completing the AllyCAD Proficiency (Essentials) course is a prerequisite for enrolling on the Toolkits Course. The Toolkits course runs over 1 day and you can choose which toolkits you would like to learn as not all may be appropriate to your industry.

### ➤ GENERAL TOOLKIT:

- Batch print
- File converter
- Read Excel table
- Layer Info on Plot
- Arc Text
- Auto Number
- Revision Cloud
- Draw chamfered & filleted Rect

### ➤ ARCHITECTURAL TOOLKIT:

- Internal Walls
- Add Roof Line
- Add Symbols
- Elevation
- Add Roof
- Draw Cross Section
- Draw Stairs

### ➤ MECHANICAL TOOLKIT:

- Fasteners
- Drilled Holes
- Draw Slots
- Circles with C/Lines
- Add CL to Circle
- Annotate
- Draw Shaft, Gear, Links & Flanges
- Rect to Round Duct
- Draw Tables

### ➤ STRUCTURAL TOOLKIT:

- Create a building Grid
- Generate Column Bases Layouts

## ALLYCAD ADVANCED COURSE – NO CPD POINTS (SORRY)

Completing the AllyCAD Proficiency (Essentials) Course is a prerequisite for enrolling on the AllyCAD Advanced course or substantial experience using the latest version of AllyCAD. The AllyCAD Advanced course runs over 2 days.

### ➤ KEYBOARD SHORTCUTS OR ACCELERATOR KEY DEFINITIONS

### ➤ ASCII CONTROL CHARACTERS

### ➤ THE SCREEN LAYOUT

### ➤ FILE HANDLING

- Opening Shape Files
- Loading Shape Files
- Batch Conversions (DRG to DR4 and DR4 to DWG)
- Exporting Drawing Text
- Importing Text Files
- Exporting to Shape Files
- Exporting to PDF
- Batch Printing

### ➤ EDITING OBJECTS

- Copy with Base Point
- Copy View
- Draw order
- Advanced Selection Filters (OR, XOR and NOT)

### ➤ DRAWING FUNCTIONS

- Line Arc Line
- Revision Clouds
- Geometry Trace Over

### ➤ MODIFY COMMANDS

- Stretch
- Move Point
- Scaling Entities
- 3D Rotate
- Trim
- Trim Length
- Multi Line Trim
- Fillet
- Chamfer
- Divide/Extend
- Join Lines
- Divide & Edit
- Align

### ➤ INSERT

- Table
- Batch Load Images
- Object Linking and Embedding

- **TOOLS**
  - External Utilities
  - BMP Geo LO Conversion
  - Google Earth Snap Shot
  - Export visible Drawing Layers to a KML File and open in Google Earth
  - Linstyle Editor
  - Lock Cursor
  - Intersection Points
  - Group Selection
  - Ungroup Selection
  - Explode
  - Snap/Clip Tidy
  - Purge
  - Remove Duplicates
  - Locate Text
  - Replace Text
  - Single Line to Multi-line Text
- **RENDERING**
  - Render Settings
  - Light Settings
  - Adding Lights
- **3D DRAWING INTRODUCTION**
  - Drawing Plane Indicator
  - View Setup
  - Text in 3D
  - Draw a Box
  - Draw a Tube
  - Combination of Box and Tube
  - Revolved Surface
- **3D BLOCKS**
  - Block Creation
  - Loading Blocks
  - Inserting Blocks
  - Block Editor

### ALLYCAD 3D COURSE – NO CPD POINTS (SORRY)

Completing the AllyCAD Proficiency (Essentials) Course is a prerequisite for enrolling on the AllyCAD 3D course or substantial experience using the latest version of AllyCAD. The AllyCAD 3D course runs over 3 days.

- **KEYBOARD SHORTCUTS OR ACCELERATOR KEY DEFINITIONS**
- **THE SCREEN LAYOUT**
- **RENDERING**
  - Render Settings
  - Light Settings
  - Adding Lights to a Drawing
- **3D ROTATE**
  - Rotation about the various Axes (X,Y and Z)
  - Rotation User Defined
  - Rotation View Direction
- **MESHED SOLIDS**
  - The Drawing Plane Indicator
  - View Setups
  - Drawing a Box
  - Drawing a Cone
  - Drawing a Dome
  - Drawing a Pyramid
  - Drawing a Sphere
  - Drawing a Tube
  - Combinations
- **DRAWING PLANE INDICATOR, VIEWS AND THICKNESS**
  - Adding a Thickness in various directions
- **DRAWING PLANES AND ELEVATION**
  - Elevation
  - Drawing Plane (DP) Offset
  - Setting DP Indicator to the Origin
  - Defining a Drawing Plane
  - Named Drawing Planes
  - 3D Faces
  - Polygone Mesh
- **ABSOLUTE AND RELATIVE ELEVATION**
  - Absolute Elevation
  - Relative Elevation
- **REVOLVED, EXTRUDED AND SWEEP SURFACES**
  - Revolved Surfaces
  - Extruded Surfaces
  - Swept Surfaces
  - Swept Menu Options
- **3D DRAWING AND FILLING AROUND CIRCLES**
  - Drawing in 3D
  - Setting the DP Offset
  - Positioning the DP Axis
  - Adding Solid Form using 3D Faces
  - Drawing Angled Faces
  - Defining Ruled Area

- Adding Thickness
- **DRAWING LAYOUT**
  - Creating Viewports
  - Adding a Layout
  - Adding Viewports to the Layout
  - Aligning Viewports in the Layout
- **3D TEXT**
  - Inserting Text on a Drawing Plane
- **3D BLOCKS**
  - Block Creation
  - Saving Blocks
- Adding Solid Form using Ruled Surface
- Rendering Isometric Viewports
- Adding Dimensions to the Layout
- Finalizing the Layout for Printing
- Adding an XRef
- Adding a Title Block using a Viewport
- Finalizing the Layout for Printing using Sheetfiles
- Loading Blocks
- Inserting Blocks

#### WHO IS CIVIL DESIGNER SOUTH AFRICA:

Civil Designer South Africa is the largest supplier of civil engineering software on the African continent. We are able to drive businesses through the power of design by supplying completely integrated civil engineering and CAD design solutions. Delivering quality software, support, training and other services across the board is what our clients demand and expect. Our staff, with up to 30 years in the industry, all our clients can be confident of getting the best possible solution that really does deliver unparalleled value.

#### CPD POINTS AWARDED:

An advantage with our training courses is that you can accumulate CPD (Continual Professional Development) points with each course you pass. AllyCAD Proficiency (Essentials) course = 4 CPD points.

#### VENUES & CONTACT DETAILS:

We can provide training at one of our Training Centers located in Johannesburg, Cape Town and Durban. Alternatively, training can be conducted in-house. For international users, we are happy to fly our training managers to you.

##### CAPE TOWN (HEAD OFFICE)

Email: [Shantell@knowbase.co.za](mailto:Shantell@knowbase.co.za)  
 Tel: +27 87 405 6933  
 Fax: +27 21 701 1822

##### JOHANNESBURG

Email: [Nalini@civildesigner.com](mailto:Nalini@civildesigner.com)  
 Tel: (011) 675 3959  
 Fax: (011) 675 3958

##### DURBAN

Email: [Nalini@civildesigner.com](mailto:Nalini@civildesigner.com)  
 Tel: (031) 566 3323  
 Fax: (031) 566 3326

Warm Regards

The Civil Designer South Africa Team

EMAIL: [info@civildesigner.com](mailto:info@civildesigner.com)

WEB: [www.allycad.com](http://www.allycad.com)