

Chapter 11 - Print Editor

The **Print Editor** provides a versatile means to compose a complete set of final drawings without the necessity of using an additional *CAD* package.

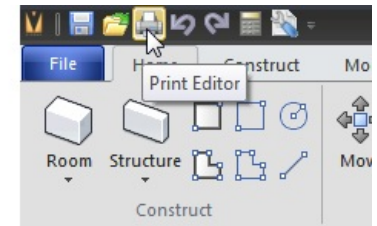
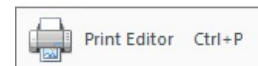
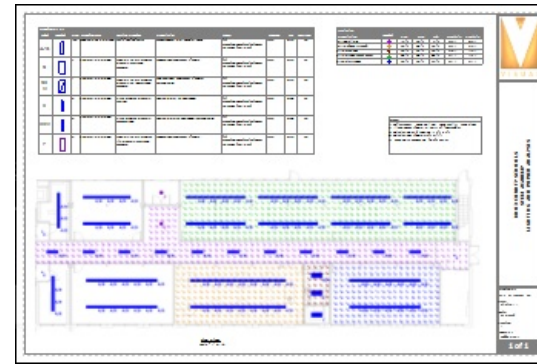
Visual is capable of multi-*page* printing on any sheet size supported by a printer or plotter.

Pages (drawings are referred to as "pages" in Visual) may consist of:

- Title block
- Multiple views (called **Drawings** here)
- Statistics
- *Luminaire* schedule
- *Luminaire* locations
- *Drawing* notes
- Text and *drawing* annotations
- Images
- Specification Sheets

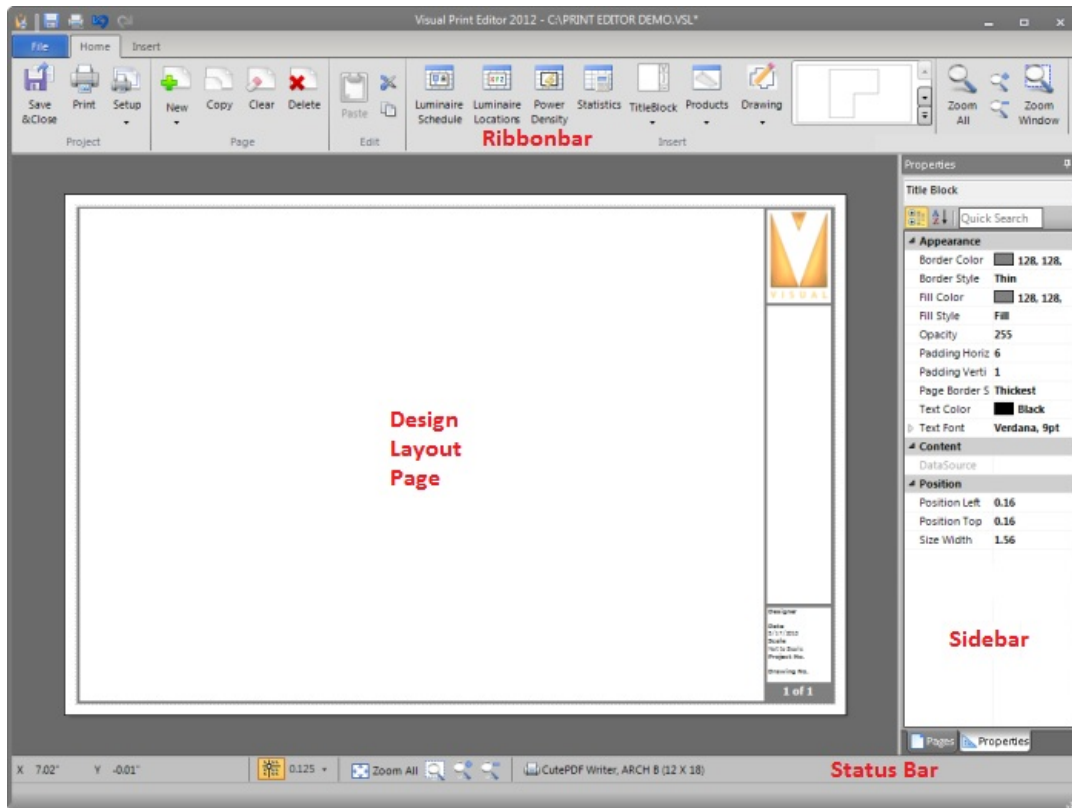
Pages can be printed to any printer (including a PDF printer) or exported to *DWG/DXF*.

From the **Design Environment**, the **Print Editor** is accessed by selecting **Print Editor** from either the **File Menu** or the [Quick Access Toolbar](#).



11.1 Introduction

The **Print Editor** is a full screen editor WYSIWYG with a layout much like that of the **Design Environment**. The **Print Editor** includes a **Ribbonbar** with command buttons, a **Design Layout** showing the current **Page**, a **Sidebar** for viewing a list of **Pages** or editing **Properties**, and a **Status Bar** that provides feedback and access to some commands.

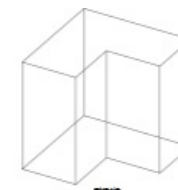


Important Terminology Note:

Pages are shown in the **Design Layout**. **Pages** may contain **Drawings**. To avoid confusion, this manual refers to "drawings" as those objects inserted with the **Drawing** button on the **Ribbonbar**. "**Drawing**" does not refer to the whitespace representing the piece of paper in the **Design Layout**; that is called a "**page**".



Page

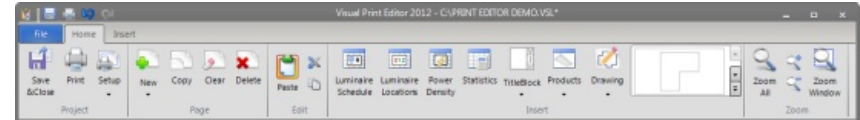


Drawing

11.1.1 Print Editor Ribbonbar

The **Ribbonbar** is the graphical menu interface housing all **Print Editor** commands. The commands on each *tab* are sub-grouped into *panels* to make navigation easier. Using a **Ribbonbar** style allows easier location of commands via images and text that then allows for more commands to be shown.

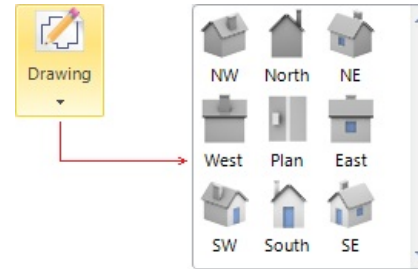
Common commands and insertable items are located on the **Home tab**.



The **Insert tab** contains additional resources available to add to **Pages**.



The presence of a small downward arrow below the button graphic indicates a sub-menu is available for more detailed selection. For example, clicking the **Drawing** button initiates the sub-menu showing the nine standard views that can be inserted.

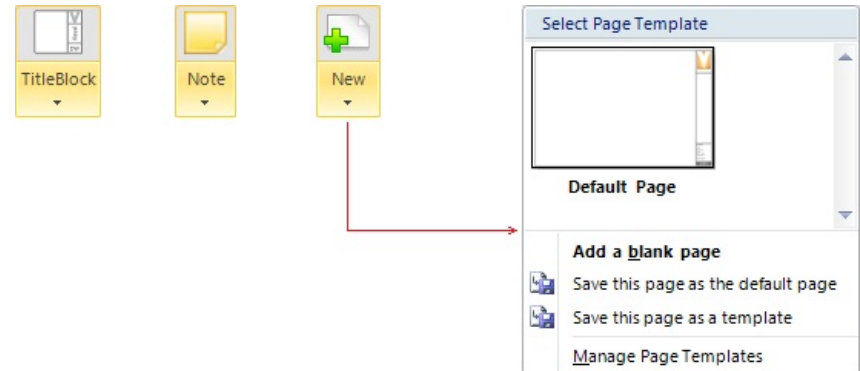


Some buttons with a small downward arrow are dual-function.

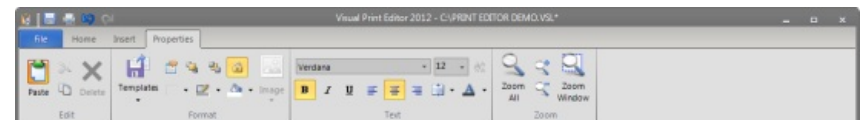
Clicking the upper portion executes the command and insert the default item.

Clicking the lower portion initiates a sub-menu to allow for selection of additional available items or related commands.

Title Block, **Note**, and **New** have this function. The **New** sub-menu is shown at far right (modified to show detail).



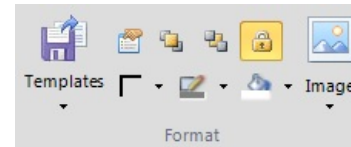
Left-clicking an object in the **Page Layout** will cause the *context-sensitive Properties tab* to appear. The **Properties tab** provides an interface for the specification of object parameters. All versions of the **Properties tab** contain the **Edit**, **Format**, and **Zoom panels**. Additional *panels* will be shown depending on the object selected. As an example, the *tab* used for **Drawings** is shown at right.



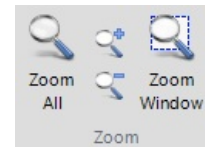
The **Edit panel** is always on the far-left side of the **Properties tab**. **Cut**, **Copy**, **Paste**, and **Delete** are available. These buttons operate similarly to other Windows-based applications.



The **Format panel** is always on the left of the **Properties tab**, just to the right of the **Edit panel**. Buttons related to various formatting parameters are available. These may be activated in a context sensitive manner when a button doesn't apply to the **Active Object**. See [Using the Format panel](#) for detailed information.



The **Zoom panel** is always on the far-right of the **Properties tab**. **Zoom All**, **Zoom In**, **Zoom Out**, and **Zoom Window** are available. These buttons function in the same manner as they do in the **Design Environment**.



Specific functionality is covered in various sections of this chapter.

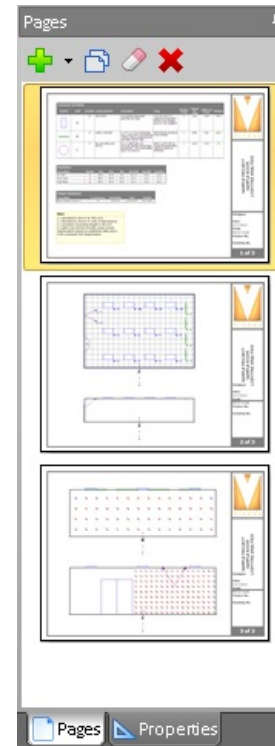
11.1.2 Print Editor Sidebar

The **Print Editor Sidebar** provides convenient access to all created **Pages** and the interface that allows for object parameter modification in the **Properties tab**.

The **Pages tab** of the **Print Editor Sidebar** shows **Snapshots** of all currently created **Pages**. This allows for easy of movement when multiple **Pages** are created.

Left-click a **Page Snapshot** to make that **Page** the **Active Page** and place it in the **Page Layout Window**.

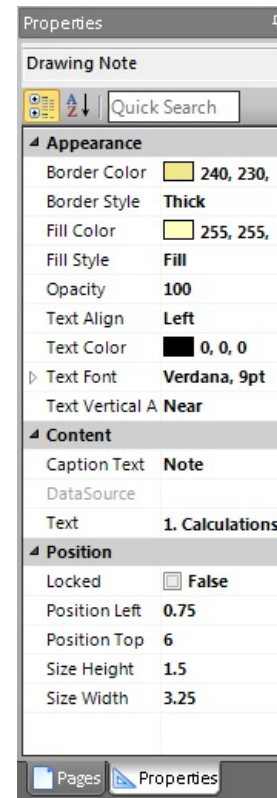
Buttons at the top of the **tab** allow for **New**, **Copy**, **Clear**, and **Delete** mimicking the **Page panel** of the **Home tab** of the **Print Editor Ribbonbar**.



The **Properties tab** of the **Print Editor Sidebar** contains various fields that allow for advanced manipulation of **Page** entities such as **Font Format** or **Color**.

The **Properties tab** contains the many common parameters also accessible from the **Properties tab** in the **Print Editor Ribbonbar** such as **Font** formatting options standard to Windows-based applications.

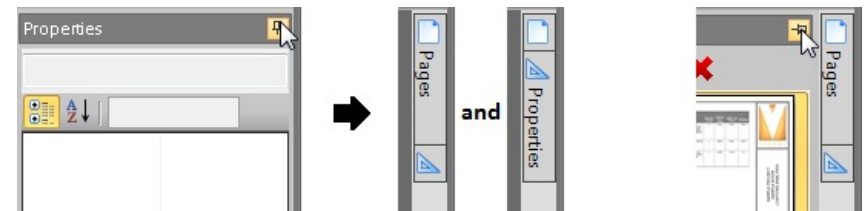
Note: The use of this **tab** is an advanced feature in most cases and should only be necessary if changes are desired to very specific elements of items on a **Page**. Specific use of the **Properties tab** is not covered in this manual. However, it functions as would be expected having used other parts of Visual and most other Windows-based applications. For example, left-clicking a field makes it editable or initiates a **dialog**, the use of which should be self-evident. If use and behavior is non-obvious to the user, it is recommended that use of the **Properties tab** be avoided to make these advanced changes.



Left-clicking the pushpin in the upper right corner of the **Sidebar Auto-Hides** or "pins" it to the right side of the **Print Editor Window**. Pinning is indicated by the pushpin pointing to the left, which means that the button is now in the converse "un-pin mode".

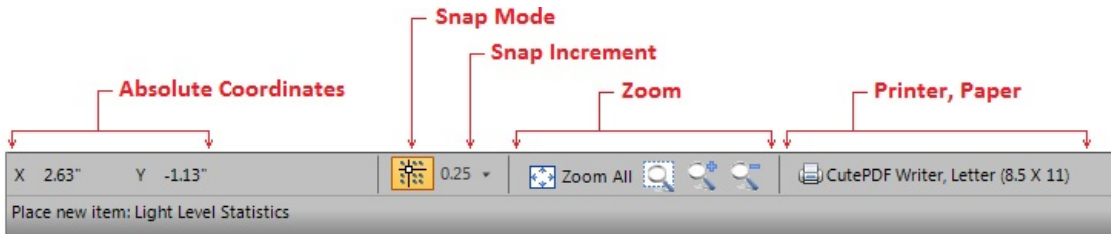
Placing the mouse over the hidden **Sidebar** causes it to expand, or "flyout". Placing the mouse over the **Page tab** or the **Properties tab** causes that particular **tab** to display.

To un-hide or un-pin the **Sidebar**, left-click the pushpin.



11.1.3 Print Editor Status Bar

The **Print Editor Status Bar** is always present at the bottom of the **Print Editor** screen, and contains various buttons and feedback mechanisms to make **Page** layout easier. A *toggle button* with a gold color indicates the mode associated with that button is in operation as is shown below for **Snap Mode**.



The components of the **Print Editor Status Bar** are:

Absolute Coordinates

This element reports the location (*Cartesian X,Y*) of the mouse *crosshairs* within the **Page Layout** with respect to the origin (0,0) that is located at the upper-left corner of the **Page**. For more information see [Cartesian Coordinates](#).

Snap Mode

This button allows the **Snap Mode** to be turned on or off and indicates the mode is active when it has a gold background. See [Incremental Snap](#) for more information about how **Snap** works in the **Design Environment**, which translates to the **Print Editor**.

Snap Increment

This *list box* indicates what snap increment Visual will use if that mode is activated. Three choices are available. Custom increments are not allowed. See [Incremental Snap](#) for more information about how **Snap** works in the **Design Environment**, which translates to the **Print Editor**.

Zoom

These buttons allow the quick change of the view by: **Zoom All**, **Zoom Window**, **Zoom In**, and **Zoom Out**. For more information see [Zoom](#) for information about how **Zoom** works in the **Design Environment**, which translates to the **Print Editor**.

Printer, Paper

This field shows the currently selected **Printer** and **Paper** configuration. Left-clicking the field is the same as clicking the **Print Setup** button on the **Print Editor Ribbonbar**.

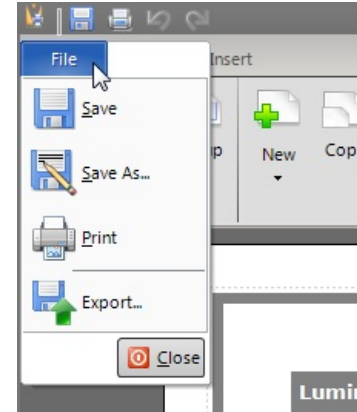
The lower portion of the **Print Editor Status Bar** will report information when manipulating **Page** items. For example, the text "Place New Item: Light Level Statistics" will be displayed when placing that item.

11.1.4 Print Editor File Menu

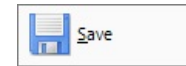
The **File** menu is a part of the **Print Editor Ribbonbar** but functions like a traditional menu instead of as part of the ribbon. The **File** menu is where new projects are created, VSL files are opened and saved, projects are verified with the **Audit** command, **DWG** and **DXF** files are imported and exported, and the **Print Editor** is accessed.

Upon selecting the **File** menu, a *drop-down menu* will appear allowing further selection of several commands.

The presence of an ellipsis (...) following a menu command indicates that the command provides access to a *dialog* form, most of which are just like those used in other Windows-based applications.

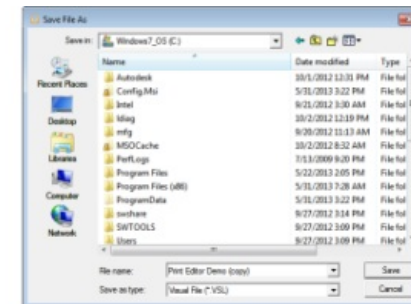


The **Save** command is the same as that in the **Design Environment** and therefore saves the current **Print Editor** and **Design Environment**. The operating system focus likely shifts between windows while accomplishing both save operations.

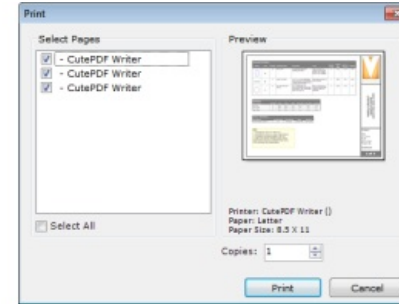
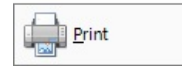


The **Save As** command is the same as that in the **Design Environment** and therefore saves the **Print Editor** and **Design Environments** as a new VSL file.

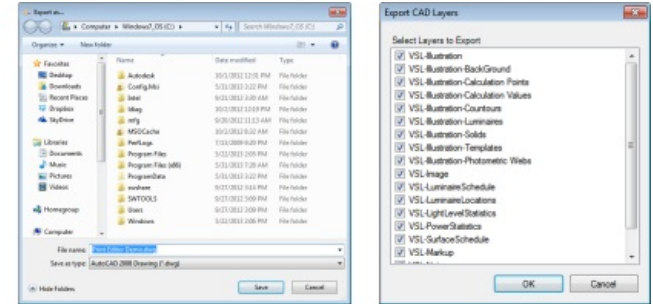
Clicking the command initiates the **Save File As Dialog** to allow for filename and location specification.



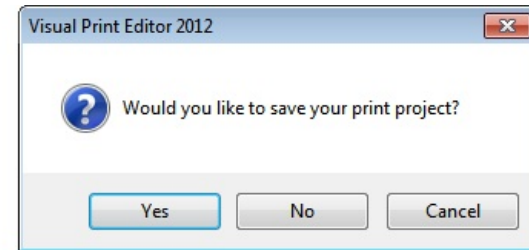
The **Print** command is the same as left-clicking the **Print** button on the **Print Editor Ribbonbar** and initiates the **Print Dialog**. See [Printing](#).



The **Export** command initiates the **Export As Dialog** that allows for the specification of a file name and one of multiple **CAD** or graphic formats. Once the Save button has been clicked, the **Export CAD Layers Dialog** appears to allow the user to choose which **Layers** of the **Page Layout** are exported. Only the current **Page** is exported. Clicking **OK** closes all dialogs and **Exports** the file.



The **Close** button closes the **Print Editor** and returns to the **Design Environment**. If the current **Page Layout** is not saved, Visual will ask to save or not.



11.2.1 Creating a Page

Initially, the **Print Editor** contains a single blank *page*. It is recommended, although not required, to select a printer and paper size before adding objects to the *page*.

To set the **Active Printer**, select the **Setup** button from the **Project Panel** of the **Print Editor Ribbonbar**. Alternately, select the **Print, Paper** field of the **Status** bar.



After clicking either **Setup** button, Visual initiates a *drop-down menu*.

Clicking the **Printer** button in this *dialog* initiates a drop-down to select one of the system **Printers**. The **Printers** shown will vary from computer to computer. Select the desired **Printer** to make it the **Active Printer**.

The **Select Paper** button initiates the Windows printer configuration *dialog* for the **Active Printer** to allow for detailed configuration. Consult specific printer and Windows help for more information.

Apply To All Pages tells Visual to use the same **Printer** and **Paper** parameters for each *Page*. To apply different settings to each *Page*, uncheck the checkbox, move to each *Page* where a different configuration is desired, press the **Setup** button, and make the desired selections as above.

Closing the *dialog* by clicking in the **Page Layout Environment** will save the settings.

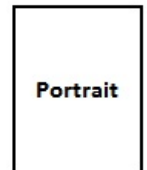
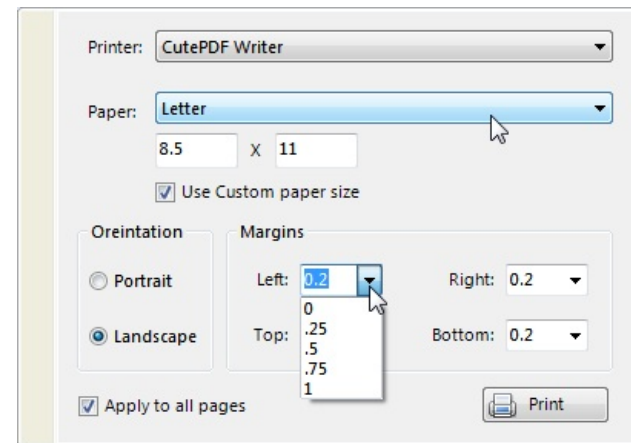
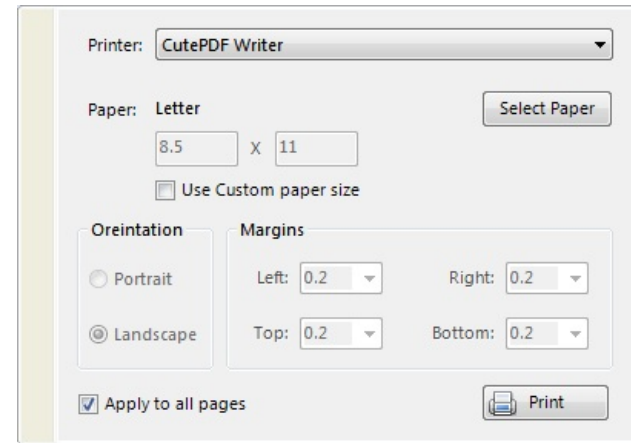
Clicking the **Print** button initiates the [Visual Print Dialog](#).

To choose a custom paper size, first check the **Use Custom Paper Size** checkbox.

This will activate the **Paper** button to allow for default choices to be made or a custom size can be typed in the text boxes below the **Paper** button.

Orientation is controlled by making a selection of one of the radio buttons.

Margins are controlled by making default selections from the combo boxes or typing custom values into the text fields of those boxes.



Objects placed in the **Page Layout** are referenced to a global (0,0). The "paper" is



referenced to the same (0,0). Therefore, changing the paper size as shown above leaves the objects placed in the same locations, which may or may not place them on the "paper" as shown at far right.



Once a **Paper Size** has been chosen, any of the objects on the **Insert tab** of the **Print Editor Ribbonbar** can be placed.



11.2.2 Navigation

Navigation in the **Print Editor** is very similar to the **Design Environment**. The main exception being that the **Print Editor** is a 2-dimensional space and therefore has no height or Z-dimension.

Click and hold the right mouse button while moving the mouse in the **Print Editor** to move the view in the *plane* of the computer screen.

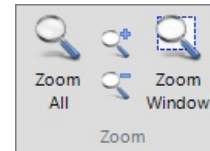


Use the roller wheel to **Zoom In** (roll forward) and **Zoom Out** (roll rearward) when the mouse cursor is in the **Page Layout Window**.



The **Zoom panel** of the **Print Editor Ribbonbar** contains the **Zoom All**, **Zoom In**, **Zoom Out**, and **Zoom Window** buttons that function as they do in the **Design Environment**.

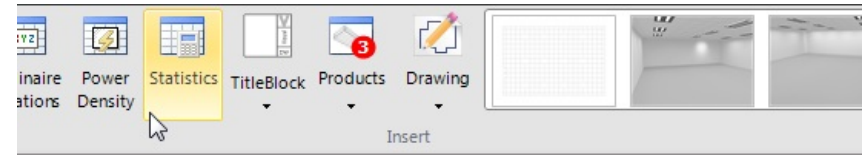
The **Zoom** level is saved for each **Page**.



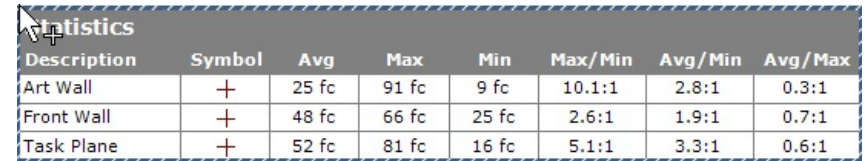
11.2.3 Placing Objects

The placement of any object follows generally the same logical progression.

Choose an object to be inserted from the **Insert tab** (or the **Home tab**) of the **Print Editor Ribbonbar**; for example **Light Level Statistics**.

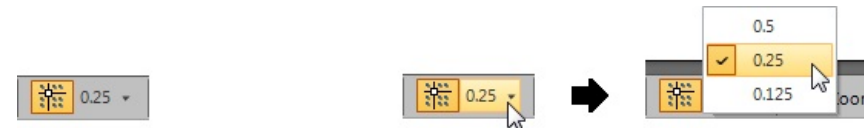


The object will be attached to the mouse cursor, which then allows the user to left-click the mouse at the preferred location for the upper-left corner of the object. A plus sign is added to the cursor to indicate an object is being placed.

A screenshot showing a mouse cursor with a plus sign hovering over a 'Statistics' object. The object is a table with the following data:

Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min	Avg/Max
Art Wall	+	25 fc	91 fc	9 fc	10.1:1	2.8:1	0.3:1
Front Wall	+	48 fc	66 fc	25 fc	2.6:1	1.9:1	0.7:1
Task Plane	+	52 fc	81 fc	16 fc	5.1:1	3.3:1	0.6:1

Objects are placed based on the Snap setting in the **Print Editor Status Bar**. A yellow highlight to the **Snap** button indicates objects will be placed on the **Snap Grid** as defined by the adjacent listbox. To change the **Snap Grid**, select the desired value from the choices in the sub-menu. The current value will have a yellow check to the left of the value.



Once placed, objects can be moved, scaled, and formatted with commands on the **Properties tab** of the **Print Editor Ribbonbar** specific to each object type.

11.2.4 Selecting Objects

Selecting objects in **Print Editor** is similar to doing so in the **Design Environment**.

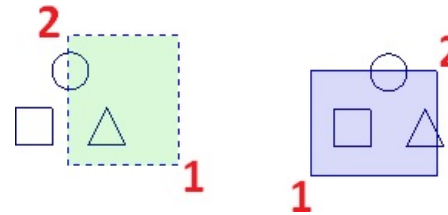
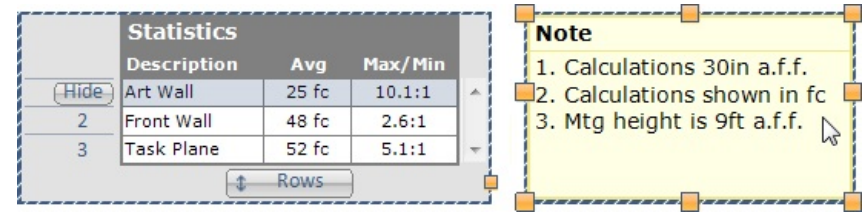
Left-clicking an object makes it the **Active Object**. This tells Visual to initiate the **Properties tab** in the **Print Editor Ribbonbar** for basic modifications and allows advanced modification in the **Properties tab** of the **Sidebar**.

The **Active Object** will be highlighted, a grey border with additional capability may be added, and **Grips** will be provided for resizing.

Grips (the yellow boxes on the perimeter of an object) allow for scaling as discussed in various sections of this chapter.

As in the **Design Environment**, the mouse can be used to window objects for selection. Should a left-click be issued when there are no objects within the *pick-box*, Visual will automatically assume that selection by **Window** and **Fence** is desired. A rectangle will be dynamically drawn starting at the location of the first left-click as the mouse is moved within the **Design Window**. The opposite corner of the rectangle is then chosen with a left-click to define the rectangular selection region. See [Selecting Objects](#) for a review of the methodology in the context of the **Design Environment**.

Once selected, **Print Editor** objects can be modified as detailed in the section [7.4 Modifying Pages and Objects](#) as well as information provided in sections of [7.3 Print Editor Objects](#) as necessary.



11.2.5 Context Sensitive Menus

Right-clicking the mouse on objects initiates a **Context-Sensitive Menu** that can be useful.

Zoom Selection - zoom to fill the screen with a specified window

Bring to Front - place the object in front of all other objects

Send to Back - place the object behind all other objects

Lock Position - lock the current position such that it can't be moved with the mouse

Cut - remove the object and place it in the Visual clipboard

Copy - place the object in the Visual clipboard

Copy and Locate - copy the object and immediately attach it to the mouse cursor for placement (equivalent to **Copy** and **Paste** at the same time)

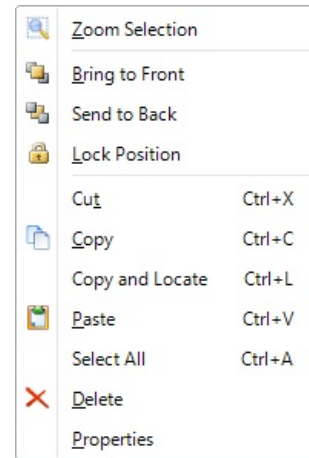
Paste - duplicate the last object from **Cut** or **Copy** by placing the new object at (0,0) on the *Page*

Select All - select all objects on the current *Page*

Delete - remove the object without placing it in the Visual clipboard

Properties - set focus to the **Properties** *tab* of the **Print Editor Sidebar** with the parameters of the object active

Right-clicking on tabular objects allows for multiple extra features and is discussed in [Working With Tabular Objects](#).



Some functions in the **Context-Sensitive Menu** may be inactive or inapplicable in various cases. Right-clicking in some cases yields a reduced set of options.

11.3 Print Editor Objects

Many different objects can be placed on a **Page** to illustrate the lighting *model*.

Luminaire Schedule - describes the *luminaires*

Surface Schedule - details the surface properties

Statistics - summarizes lighting metrics for each **Calculation Zone**

Power Statistics - summarizes lighting power density

Template - pre-defined user-created elements used across multiple projects

View - any saved view from the **Design Environment**

Note - user-defined text describing the project or lighting *model*

Products - Graphics and/or specification sheets from any Acuity Brands product

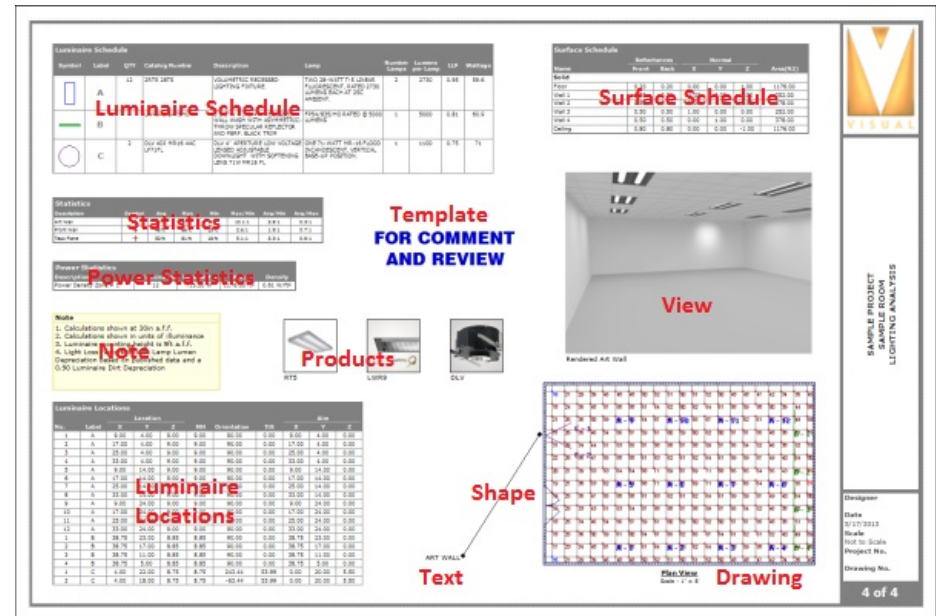
Luminaire Locations - detailed information about placement and aiming

Text - simple alphanumeric information

Shape - a **Line** or **Callout** to connect elements

Drawing - any of the nine pre-defined views scaled as desired

Title Block - text and graphic information describing the project and designer

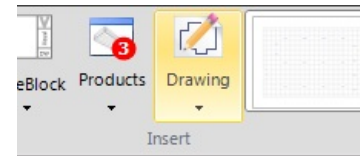


The elements can be placed in any position, each element can be formatted to suit individual preference or project needs, and detailed formatting can be applied by advanced users to provide individuality as desired.

11.3.1 Drawings

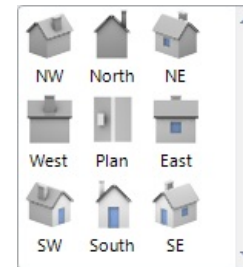
Drawings show the lighting *model* in 2-dimensions to a specific scale.

To place a **Drawing** on the **Page**, click the **Drawing** button located on the **Insert tab** of the **Print Editor Ribbonbar**.



Visual will initiate the **Drawing** drop-down menu showing the nine basic views available. Left-click the desired view.

Once a view direction is selected, Visual will determine the appropriate scale to fit the **Drawing**.

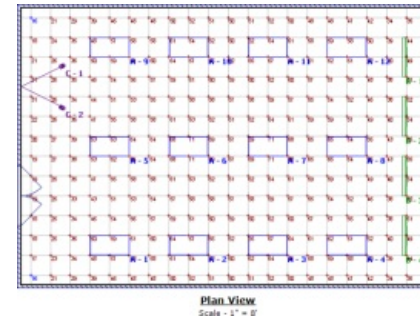


Drawings are placed by left-clicking the mouse in the desired location as described in [Placing Objects](#).



Visual automatically chooses a **Drawing** scale based on the **Page** size and commonly used scales. The scale of a *drawing* can be easily modified.

Modification of **Drawings** is discussed in [Modifying Drawings](#).

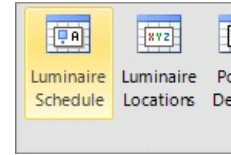


To place a view of the *model* that is not one of the nine standard viewing angles, a [View](#) must be inserted.

11.3.2 Luminaire Schedule

Luminaire Schedules provide detailed information about **Luminaires** used in a lighting *model*. The specific content of the **Luminaire Schedule** is modified in the **Design Environment**. Modifications discussed here are related to formatting.

To place a **Luminaire Schedule** on a **Page**, click the **Luminaire Schedule** button on the **Insert** *tab* of the **Print Editor Ribbonbar**.



Luminaire Schedule is placed by left-clicking the mouse in the desired location as described in [Placing Objects](#).



See [Working with Text-Based Objects](#) for information on editing text content.

See [Working With Tabular Objects](#) for information on formatting tables as well as choosing columns to display.

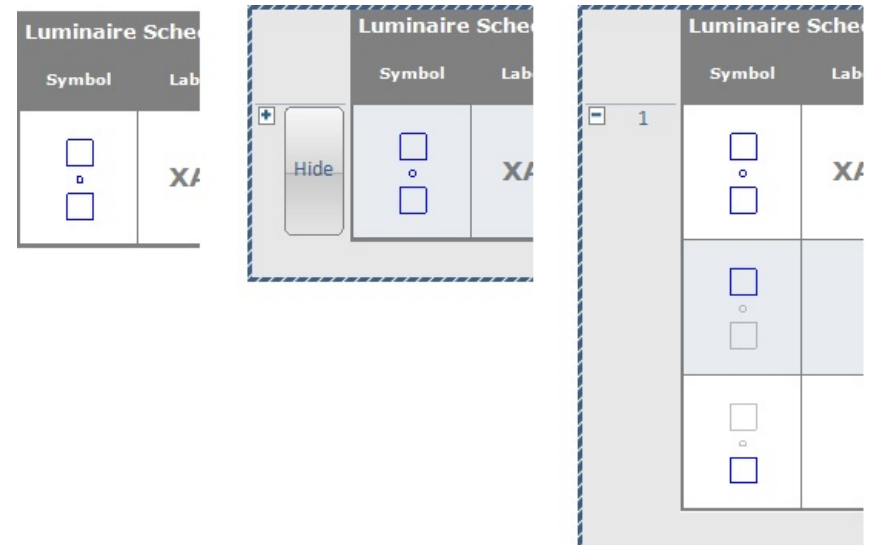
Luminaire Schedule										
Symbol	Label	QTY	Catalog Number	Description	Lamp	Number Lamps	Lumens per Lamp	LLF	Wattage	
	A	12	2RT5 28T5	VOLUMETRIC RECESSED LIGHTING FIXTURE	(2) F28T5	2	2730	0.95	59.6	
	B	4	LWR9-1-54T5HO	3 1/2"W X 3 3/4"H RECESSED WALL WASH WITH ASYMMETRIC-THROW SPECULAR REFLECTOR AND PERF BLACK TRIM	(1) F54T5HO	1	5000	0.81	60.9	
	C	2	DLV ADJ MR16 4AC LP71FL	DLV 4" APERTURE LOW VOLTAGE LENSED ADJUSTABLE DOWNLIGHT WITH SOFTENING LENS 71W MR16 FL	(1) 70MR16FL	1	1100	0.75	71	

When a multi-head **Luminaire Type** is present, the **Luminaire Schedule** in **Print Editor** behaves like that in the **Design Environment**.

A plus *symbol* is shown at the left edge of the row when it is the **Active Object**, and the multi-head **Luminaire Type** can be expanded to show information for individual heads by clicking the plus *symbol*.

This feature is useful in very complex projects, and is of little value when the heads are the same base **Luminaire** (IES file).

To collapse the **Luminaire Type**, click the minus *symbol*.



The available columns for a **Luminaire Schedule** are:

Symbol - The *Symbol* defined in the **Luminaire Schedule Editor**

Label - The text *label* defined in the **Luminaire Schedule Editor**

Image - The graphic assigned in the Acuity Brands database

QTY (Quantity) - The number of the **Luminaire Type** placed in the *model*

Manufacturer - Text from the [MANUFAC] field of the IES file or that edited in the **Luminaire Schedule Editor**

Catalog Number - Text from the [LUMCAT] field of the IES file or that edited in the **Luminaire Schedule Editor**

Description - Text from the [LUMINAIRE] field of the IES file or that edited in the **Luminaire Schedule Editor**

Lamp - Text from the [LAMP] field of the IES file or that edited in the **Luminaire Schedule Editor**

Number Of Lamps - Text from the IES file or that edited in the **Luminaire Schedule Editor**

Filename - The name of the IES files used as the base of the **Luminaire Type** definition

Lumens Per Lamp - Text from the IES file or that edited in the **Luminaire Schedule Editor**

LLF - The *Light Loss Factor* assigned in the **Luminaire Schedule Editor**

Wattage - Text from the IES file or that edited in the **Luminaire Schedule Editor**

Efficiency - The calculated *efficiency* from the information in the IES file

Distribution - The IES classification and spacing criterion (SC) across and along the lamps

Plot - A miniaturized *candlepower* graph in polar *coordinates* (otherwise called a polar plot or *candela* curve)

Notes - This is the only field NOT based on the **Luminaire Schedule Editor**. When this column is shown, it allows for insertion of additional text-based information using the editing method in [Working with Text-Based Objects](#)

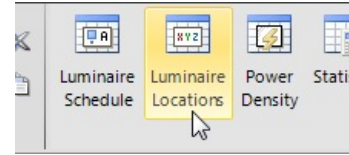
Once placed, the object can be modified in many ways. See [Working With Text-Based Objects](#) for information about formatting headers.

Visual has default settings of common content. The default may differ on any one computer based on user choices; see [Saving Templates and Defaults](#).

11.3.3 Luminaire Locations

Luminaire Locations shows a table with data about position and aiming of each **Luminaire** in the *model*.

To place a **Luminaire Locations** table on a *Page*, click the **Luminaire Locations** button on the **Insert** *tab* of the **Print Editor Ribbonbar**.



Luminaire Locations is placed by left-clicking the mouse in the desired location as described in [Placing Objects](#).



See [Working with Text-Based Objects](#) for information on editing text content.

See [Working With Tabular Objects](#) for information on formatting tables as well as choosing columns to display.

The available columns for **Luminaire Locations** are:

Luminaire Locations										
No.	Label	Location			MH	Orientation	Tilt	Aim		
		X	Y	Z				X	Y	Z
1	A	9.00	4.00	9.00	9.00	90.00	0.00	9.00	4.00	0.00
2	A	17.00	4.00	9.00	9.00	90.00	0.00	17.00	4.00	0.00
3	A	25.00	4.00	9.00	9.00	90.00	0.00	25.00	4.00	0.00

No. - The **Luminaire Number** based on the sort method chosen for [Luminaire Labels](#) in the **Design Environment**

Label - The **Luminaire Type Label** as assigned in the **Luminaire Schedule Editor**

Location (X, Y, Z) - The *Cartesian coordinates* of the **Luminaire**

MH - The *mounting height* of the **Luminaire**

Orientation - The orientation of the **Luminaire** based on 0° as defined in the **Luminaire Schedule Editor** for the **Symbol**

Tilt - The angle of tilt with 0° being straight down (in the negative Z-axis) of the **Luminaire**

Aim (X, Y, Z) - The *Cartesian coordinates* of the aiming point of the **Luminaire**

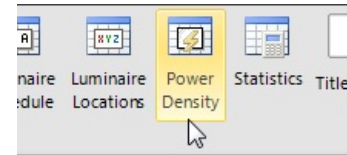
Once placed, the object can be modified in many ways. See [Working With Text-Based Objects](#) for information about formatting headers.

Visual has default settings of common content. The default may differ on any one computer based on user choices; see [Saving Templates and Defaults](#).

11.3.4 Power Density Statistics

Power Density Statistics shows a table with data about each zone relating area, total power, and the resulting power density to justify or verify compliance to various requirements.

To place a **Power Density Statistics** table on a **Page**, click the **Power Density Statistics** button on the **Insert** *tab* of the **Print Editor Ribbonbar**.



Power Density Statistics is placed by left-clicking the mouse in the desired location as described in [Placing Objects](#).



See [Working with Text-Based Objects](#) for information on editing text content.

See [Working With Tabular Objects](#) for information on formatting tables as well as choosing columns to display.

The available columns for **Power Density Statistics** are:

Power Statistics				
Description	# Luminaires	Total Watts	Area	Density
Power Density Zone # 1	12	715.20 W	1176.00 ft ²	0.61 W/ft ²

Description - The name given to each **Power Density Zone** in the **Design Environment**

Luminaires - The number of **Luminaires** associated to the zone

Total Watts - The total number of Watts (power) associated to the zone, based on the defined Watts in the **Luminaire Schedule Editor**

Area - The area of the zone, based on the system units of feet or meters

Density - The resulting Watts per unit area (W/ft² or W/m²) for the zone equalling [Total Watts]/[Area]

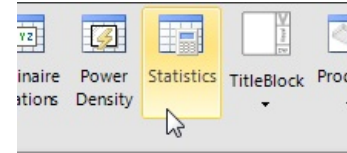
Once placed, the object can be modified in many ways. See [Working With Text-Based Objects](#) for information about formatting headers.

Visual has default settings of common content. The default may differ on any one computer based on user choices; see [Saving Templates and Defaults](#).

11.3.5 Statistics

Light Level Statistics (Statistics) summarize performance metrics for all **Calculation Zones** placed in the *model*. **Statistics** only applies to lighting metrics. **Lighting Power Density** is summarized in [Power Density Statistics](#) placed separately.

To place a **Statistics** table on a *Page*, click the **Statistics** button on the **Insert tab** of the **Print Editor Ribbonbar**.



Statistics is placed by left-clicking the mouse in the desired location as described in [Placing Objects](#).



See [Working with Text-Based Objects](#) for information on editing text content.

See [Working With Tabular Objects](#) for information on formatting tables as well as choosing columns to display.

The available columns for **Statistics** are:

Statistics								
Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min	UG	CV
Art Wall	◇	25 fc	91 fc	9 fc	10.1:1	2.8:1	3.2	0.63
Front Wall	×	48 fc	66 fc	25 fc	2.6:1	1.9:1	1.8	0.24
Task Plane	+	52 fc	81 fc	16 fc	5.1:1	3.3:1	1.5	0.26

Description - The name given to each **Calculation Zone** in the **Design Environment**

Symbol - the graphical *symbol* associated to the zone

Avg - the average of all values in the zone

Max - the maximum value in the zone

Min - the minimum value in the zone

Max/Min - the maximum value in the zone divided by the minimum value in the zone

Avg/Min - the average of all the values in the zone divided by the minimum value in the zone

Avg/Max - deprecated; the average of all values in the zone divided by the maximum value in the zone

Min/Max - deprecated; the minimum value in the zone divided by the maximum value in the zone

Min/Avg - deprecated; the minimum value in the zone divided by the average of all values in the zone

Max/Avg - deprecated; the maximum value in the zone divided by the average of all values in the zone

UG - *Uniformity Gradient*, which is the highest value of all the local changes in lighting quantity between adjacent points in the grid

CV - *Coefficient of Variance*, which is an advanced statistical calculation defined as the standard deviation divided by the mean (average) of all points

NOTE: units will change as necessary depending on the [Calculation Type](#) chosen. Some statistics (e.g. UG and CV for a *luminance*-based zone) become nonsense in some cases.

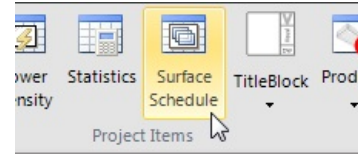
Once placed, the object can be modified in many ways. See [Working With Text-Based Objects](#) for information about formatting headers.

Visual has default settings of common content. The default may differ on any one computer based on user choices; see [Saving Templates and Defaults](#).

11.3.6 Surface Schedule

Surface Schedules summarize properties of all **Solid Objects** in the *model*.

To place a **Surface Schedule** table on a **Page**, click the **Surface Schedule** button on the **Insert** *tab* of the **Print Editor Ribbonbar**.



Surface Schedule is placed by left-clicking the mouse in the desired location as described in [Placing Objects](#).



See [Working with Text-Based Objects](#) for information on editing text content.

See [Working With Tabular Objects](#) for information on formatting tables as well as choosing columns to display.

The available columns for **Surface Schedule** are:

Surface Schedule						
Name	Reflectances		Normal			Area(ft2)
	Front	Back	X	Y	Z	
Solid						
Floor	0.20	0.20	0.00	0.00	1.00	1176.00
Wall 1	0.50	0.50	-1.00	0.00	0.00	252.00
Wall 2	0.50	0.50	0.00	-1.00	0.00	378.00
Wall 3	0.50	0.50	1.00	0.00	0.00	252.00
Wall 4	0.50	0.50	0.00	1.00	0.00	378.00
Ceiling	0.80	0.80	0.00	0.00	-1.00	1176.00

Name - the name given to each **Solid Object** in the **Design Environment**

Reflectances - the "front" and "back" **Reflectance** assigned to each object

Normal (X, Y, Z) - the unit **vector** describing the normal of each object

Area - the square feet or meters of each object based on system units

Once placed, the object can be modified in many ways. See [Working With Text-Based Objects](#) for information about formatting headers.

Visual has default settings of common content. The default may differ on any one computer based on user choices; see [Saving Templates and Defaults](#).

11.3.7 Title Block

A **Title Block** can be inserted on a **Page** to organize and illustrate project-related information.

To place a **Title Block** table on a **Page**, click the **Title Block** button on the **Insert** *tab* of the **Print Editor Ribbonbar**. The top portion of the button places a **Title Block**.

Once the button is pressed, Visual inserts the **Title Block** based on the printable area and margins returned by the Windows system information.

The **Title Block** button is dual function; the lower portion of the button initiates the **Title Block Dialog** that shows saved **Title Blocks** that can be inserted. Left-click the desired thumbnail image and Visual inserts the **Title Block** based on the printable area and margins returned by the Windows system information.

Note that, once placed, the **Title Block** cannot be moved or resized like other objects.

Today's date will be placed in the **Title Block**. This can be edited if necessary.

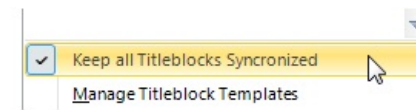
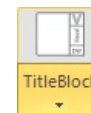
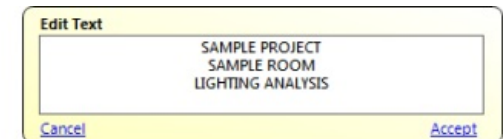
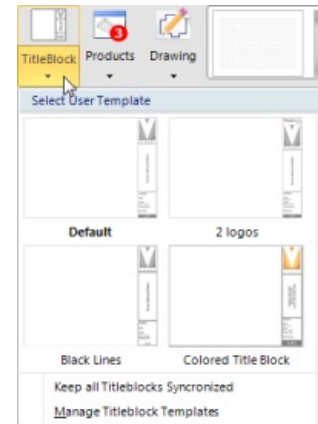
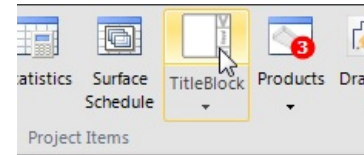
Borders are formatted as described in [Working With Tabular Objects](#).

Editing text-based sub-objects in a **Title Block** is similar to the method for other text-based objects; the first left-click places focus on the object, and the second left-click tells Visual to modify the text contents of the object. See [Working With Text-Based Objects](#) for detailed information.

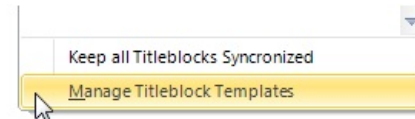
Editing the main **Title Block** text is slightly different in that a small editor appears to edit the text without it being rotated. Multiple lines can be input. Click **Accept** to close the editor and apply the changes.

The image in the upper-right can be modified as described in [Images](#) to present a company logo or any graphical element.

Using the **Title Block Dialog**, the user can select *Keep All Titleblocks Synchronized* to make each text field the same on all sheets; i.e. "Designer" (or whatever the user chooses for that field) is the same on all **Pages**. This feature also removes automatic **Page** numbering.



Using the **Title Block Dialog**, the user can select *Manage Titleblock Templates* that initiates a *dialog* to delete and rename saved **Title Blocks**. See [Saving Templates and Defaults](#).

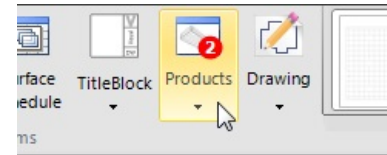


Visual has default settings of common content. The default may differ on any one computer based on user choices; see [Saving Templates and Defaults](#).

11.3.8 Products

Products provide a way to describe products in a detailed fashion using graphical and specification sheet information from the Acuity Brands Product Database. Consequently, this only applies to Acuity products. "**Product**" refers to one of the elements related to a **Luminaire Type**, and can vary depending on the context. It could be a graphic (JPG, BMP, PNG, etc) or a PDF. Or, by the time we get around to updating the manual, it could be a QR code or something to tie in your Google Glass or alert the NSA you're planning to sell LEDs to Iran. **Products** are a specific case of inserting [PDF](#) files.

To place a **Product** on a **Page**, click the **Products** button on the **Insert tab** of the **Print Editor Ribbonbar**. The number in the red circle represents the number of **Products** available to insert.



The **Product Dialog** will initiate below the button. Each **Product** section contains a graphic and a specification sheet PDF; either of these may be blank indicating there is not an object of that type to place. As can be seen at right, the blue header is labeled with the IES file name.

Left-click either object type to place it on a **Page**.

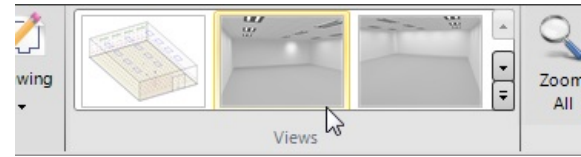


Clicking a graphic tells Visual to place an **Image** as described in [Images](#) with the file (from the product database) pre-attached for placement.

11.3.9 Views

Views are saved images from the **Design Environment** as described in [Saving Views](#). **Views** are not **Drawings** and are not to a scale.

To place a **View** on the **Page**, left-click one of the **Views** shown in the **Views panel** on the **Insert tab** of the **Print Editor Ribbonbar**.



The first **View** (in the upper-left) is always the current **View** in the **Design Environment**. If the desired **View** is not shown, scroll using the scrollbar on the right or click the expand button to see all **Views**. Left-click the desired **View**.

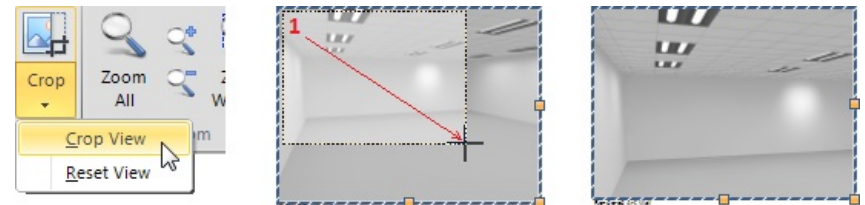


Clicking a **View** tells Visual to place an **Image** as described in [Images](#) with the related graphic file of the **View** pre-attached for placement.

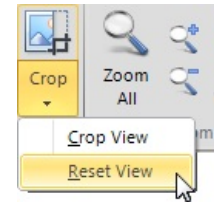


Once placed, a **View** can be **Cropped** if desired. **Select** the **View** to be **Cropped**. Click the **Crop** button in the **Properties tab** of the **Print Editor Ribbonbar** and select **Crop View** from the drop down menu.

Left-click-drag a window that defines the area to remain after the **Crop**. Release the left mouse button and Visual automatically applies the changes and ends the command.



To **Reset a Cropped View**, click the **Crop** button in the **Properties tab** of the **Print Editor Ribbonbar** and select **Reset View** from the drop down menu. Visual will automatically restore the **View** to its original size.



Note that **Views** are often saved in Visual at a larger size than they are placed and can be enlarged without pixelation.

To insert a scalable **Drawing**, see [Drawings](#).

11.3.10 Images

Images can be placed on the **Page** to provide supporting information, logos, signatures, PE stamps, or other graphics. The **Images** functionality is also used by Visual when inserting some other objects. PNG, GIF, JPG, BMP, TIFF, and EMF files are valid for insertion.

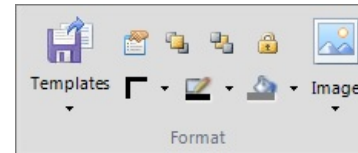
To place an **Image** on a **Page**, click the **Image** button on the **Insert tab** of the **Print Editor Ribbonbar**. The standard file selection *dialog* used in other Windows-based applications will be initiated. Select the desired file and click *Open*.



Once a file has been selected, Visual attaches it to the mouse cursor for placement. Left-clicking the mouse in the desired location places the graphic.



Modifications to borders are made in the **Format panel** of the **Properties tab** in the **Print Editor Ribbonbar**. See [Using the Format Panel](#).



Images are inserted with title text based on the filename. Editing this text is accomplished by clicking the title text after the **Image** has been selected. As with other text-based entities, Visual initiates an editing box highlighted in yellow.

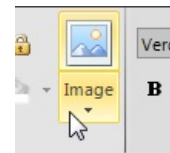
Left-click the mouse in whitespace to apply changes.

Formatting of title text is done with items in the **Text panel** as described in [Working with Text-Based Objects](#)



Once inserted, the **Image** can be modified using the **Image** button on the **Properties tab** of the **Print Editor Ribbonbar** that is initiated after left-clicking the **Image**.

Clicking the button has functions as discussed in [Using the Image Preview](#).

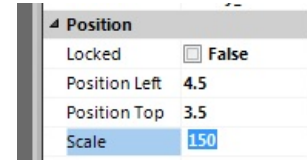


The scale of the **Image** may not be desirable. To change the scale of the **Image**, left-click the **Image** to select it, then two options are available:

1) Use the *grips* to left-click-drag: Left-click the mouse on a yellow grip, hold the mouse button, and drag until the desired size or scale is achieved. Visual displays the resulting scale factor in the upper-left corner.



2) Using the advanced **Properties tab** of the **Sidebar**, type the desired scale % (of original size) in the *text box* and press *Enter* to apply the change. The "%" *symbol* does not need to be entered.

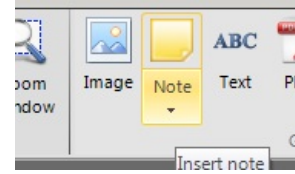


Images are used to insert [Products](#), and [Views](#) as well as in the [Title Block](#) graphic.

11.3.11 Notes

Notes is a text-based element that allows for description of the lighting *model*.

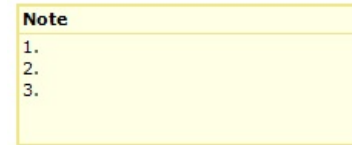
To insert a **Notes** entity, click the **Notes** button on the **Insert tab** of the **Print Editor Ribbonbar**. This selects the default **Notes** entity.



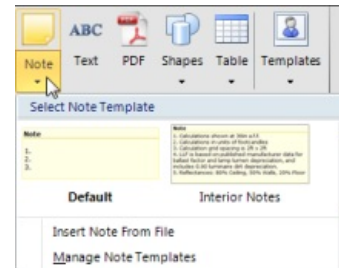
Notes is placed by left-clicking the mouse in the desired location as described in [Placing Objects](#).



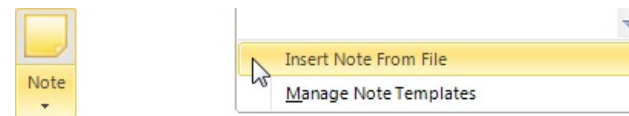
The **Notes** entity is a pre-formatted container that holds a large *text box*. To edit the content, simply left-click the object to make it active, and then left-click it to activate text editing.



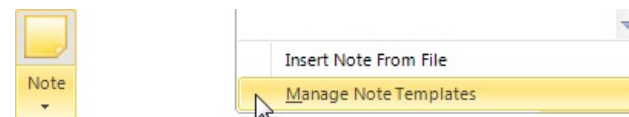
The **Notes** button is dual-function. clicking the lower portion initiates the **Notes Dialog** that shows saved **Notes** that can be inserted. Left-click the desired thumbnail image and Visual inserts the **Notes**.



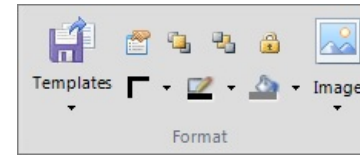
Using the **Notes Dialog**, the user can select *Insert Note From File* that initiates a *dialog* to choose a text file to be used to populate the **Notes** content area.



Using the **Notes Dialog**, the user can select *Manage Note Templates* that initiates a *dialog* to delete and rename saved **Notes**.



Notes borders can be formatted as described in [Using the Format Panel](#)



See [Working With Text-Based Objects](#) for information about formatting text.

See [Saving Templates and Defaults](#) for information on saving **Notes** entities for future use.

11.3.12 Text

Text can be inserted on a **Page** for various reasons. This section does not apply to editing text in other objects.

To insert **Text**, click the **Text** button on the **Insert tab** of the **Print Editor Ribbonbar**.



Text is placed by left-clicking the mouse in the desired location as described in [Placing Objects](#).

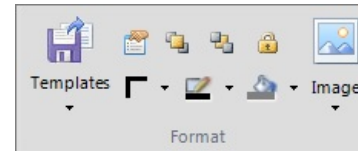


The **Text** entity is a pre-formatted container that holds a large *text box*. To edit the content, simply left-click the object to make it active, and then left-click it to activate text editing.



Click in "whitespace" to end editing and apply changes.

Text borders can be formatted as described in [Using the Format Panel](#). Unlike text in the **Design Environment**, **Text** can be formatted like most Windows-based applications allow.

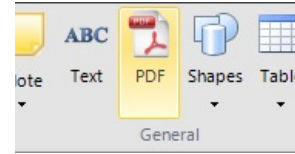


See [Working with Text-Based Objects](#) for information on formatting **Text**.

11.3.13 PDF

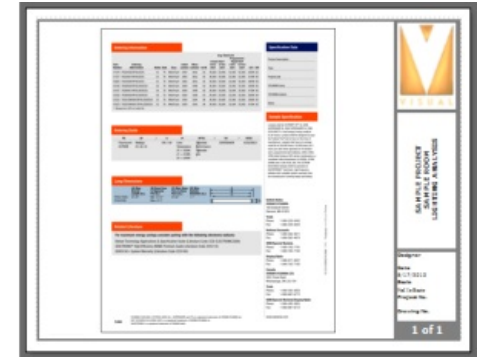
The **PDF** (function) allows for specification sheets not in the Acuity Product Database, *lamp* and ballast information, or other elements to be inserted in the **Print Editor**, just like PDF specification sheet [Products](#). **PDFs** are placed one sheet at a time onto a **Page**.

To place a **PDF** page from a file, click the **PDF** button on the **Insert tab** of the **Print Editor Ribbonbar**. Clicking the button opens a file selection *dialog* standard to Windows-based applications. Select the desired file as normal.



The **PDF Dialog** will be initiated, which allows for the selection of one of the pages contained in the PDF file. Multiple insertions can be executed to place all pages if necessary.

Click the *Next* and *Previous* buttons below the snapshot to display the desired page. Click *OK* to place the object. Click *Cancel* to close without changes.

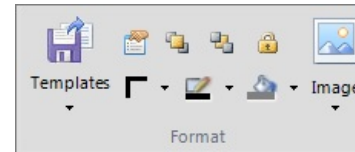


PDFs are placed by left-clicking the mouse in the desired location as described in [Placing Objects](#).



Once placed, **PDFs** behave like an **Image** in **Print Editor** and can be modified as described in [Images](#).

PDF Page borders can be formatted as described in [Using the Format Panel](#).



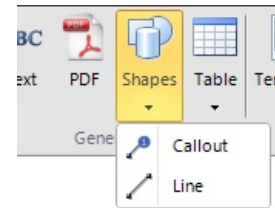
11.3.14 Shapes

Shapes provide basic elements to augment a *Page*.

To insert a **Shape** on a *Page*, click the **Shapes** button on the Insert *tab* of the **Print Editor Ribbonbar**.



Clicking the **Shapes** button initiates a sub-menu that allows for selection of one of the available elements. Left-click the desired element.



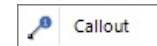
Shapes are placed by left-clicking the mouse in the desired location as described in [Placing Objects](#).



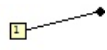
A **Line** provides a straight segment and two nodes.



A **Callout** provides a straight segment, a node, and a (by default) numbered textbox.

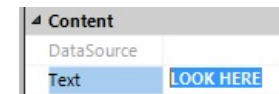


Lines and **Callouts** can be moved by left-click-dragging the object with the mouse.

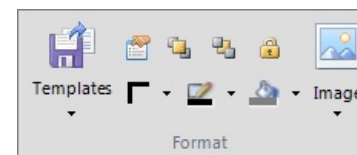


Lines and **Callouts** can be changed in length and orientation by left-clicking the object to make it active, then performing a left-click-drag on one of the end *grips*.

Callout text can be edited by using the advanced **Properties tab** in the **Print Editor Sidebar**. Left-click the object to make it active and modify the text as necessary in the *text box* of the Content section.



Modifications to **Shapes** are made in the **Format panel** of the **Properties tab** in the **Print Editor Ribbonbar**. See [Using the Format Panel](#).



11.3.15 Table

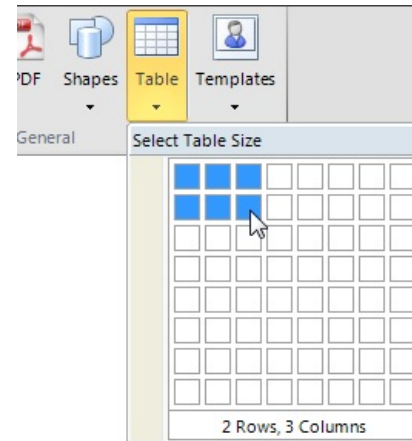
Tables allow for the inclusion of tabular data on a *Page*.

To insert a **Table**, click the **Table** button on the **Insert** *tab* of the **Print Editor Ribbonbar**.

Clicking the button initiates the **Table Dialog** that allows for specification of **Table** size. Place the mouse over the location that yields the desired number of rows and columns.

Note that a **Table** title row and header row will be automatically inserted in addition to the number of rows chosen.

The example at right places two rows and 3 columns as shown below.



Tables are placed by left-clicking the mouse in the desired location as described in [Placing Objects](#).

Visual uses the default formatting for the new **Table** and provides placeholder text for the title and header row in addition to the chosen number of rows and columns. At right, the two rows and three columns shown in the selection from the **Table Dialog** above have been used to create a new **Table**.



Table		
Column 1	Column 2	Column 3

See [Working With Text-Based Objects](#) for information about editing headers.

See [Working With Tabular Objects](#) for information on formatting; e.g. borders and shading.

Visual has default settings of common content. The default may differ on any one computer based on user choices; see [Saving Templates and Defaults](#).

11.3.16 Templates

Templates are user-defined objects based on standard **Print Editor** objects.

To insert a **Template** object, click the **Template** button on the Insert *tab* of the **Print Editor Ribbonbar**.

Clicking the button initiates the **Template Dialog** that allows for the choice of one of the pre-defined **Templates**.

Templates must first be created as described in [Saving Templates and Defaults](#) to be displayed and therefore inserted with this *dialog*. **Templates** may not exist on a given computer; Visual does not include **Templates**.

(Note that the *dialog* graphic at right has been modified for the purpose of this manual.)

Left-click the desired **Template** object from the *dialog*. **Templates** are placed by left-clicking the mouse in the desired location as described in [Placing Objects](#).

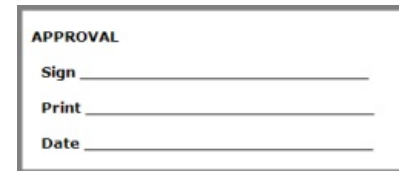
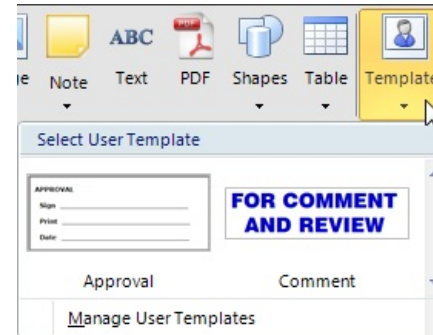
Once placed, the object can be moved, edited, formatted or otherwise manipulated as normal. See the appropriate section in this chapter for information on any of the object types.

Using the *dialog*, clicking *Manage User Templates* initiates a *dialog* window that allows **Template** objects to be renamed and deleted.

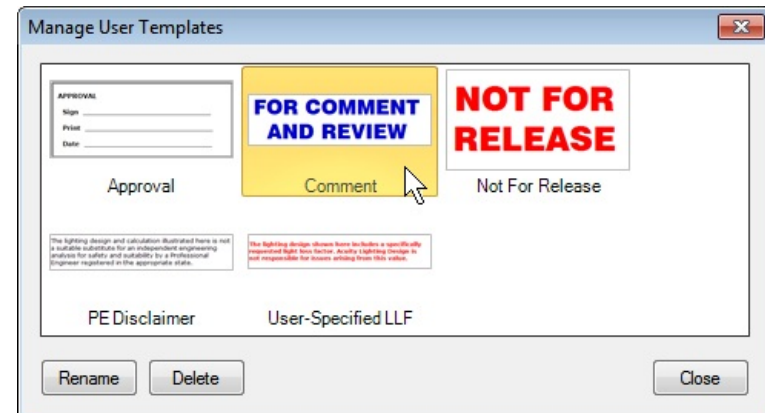
To rename an object, left-click the desired object and click the *Rename* button at the bottom of the *dialog*. Visual will initiate a *dialog* to select a new name.

To delete an object, left-click the desired object and click the *Delete* button at the bottom of the *dialog*. Deletion cannot be undone.

(Note that the *dialog* graphic at right has been modified for the purpose of this manual.)



**FOR COMMENT
AND REVIEW**



See [Manipulating Pages](#) for information on saving **Page Templates**.

11.4 Modifying Pages

Pages and objects can be modified in various ways in the **Print Editor**.

Be sure to review [Selecting Objects](#) for information on choosing objects to modify.

11.4.1 Manipulating Pages

Whole **Pages** can be controlled in **Print Editor**.

Page Order

The order of **Pages** can be manipulated in the **Print Editor Sidebar**.

To change the order of **Pages**, left-click the **Pages** tab in the **Print Editor Sidebar** to make it active if it is not already active.



Select the desired **Page** by left-clicking.

Left-click-drag the desired **Page** to the new location; Visual indicates the new location with a blue line.

Release the mouse to move the **Page**.

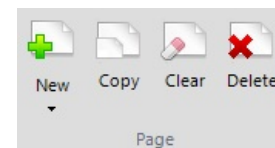


Modifying Whole Pages

The **Page panel** of the **Print Editor Ribbonbar** can be used to create or modify whole **Pages**.

The **Page panel** contains buttons to create **New Pages** as well as **Copy**, **Clear**, and **Delete** whole **Pages**. These buttons are duplicated (in a smaller fashion) at the top of the **Page** tab of the **Print Editor Sidebar**.

Commands operate on the **Active Page**. To make a **Page** the **Active Page**, left-click it in the **Pages** tab of the **Print Editor Sidebar**. The **Page** will be displayed in the **Page Layout Window**.



Clicking the upper portion of the **New** button creates a **New Page** based on the **Default Page** (as defined in the **New Page Dialog**) in the last position in the **Pages** tab of the **Sidebar**.

Note that the **Default Page** may vary from that shown at right.



The **New** button is dual-function; clicking the lower portion initiates the **New Page Dialog**.

Left-click the desired *page* and Visual will insert that *page* type in the last position in the **Pages** tab of the **Sidebar**.

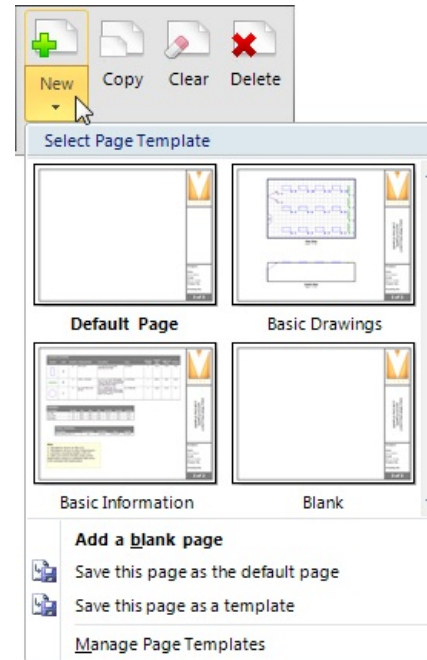
Add A **Blank Page** will insert a blank *page* with no objects in the last position in the **Pages** tab of the **Sidebar**.

Save this *page* as the **default page** saves the active *page* (displayed in the **Page Layout Window**) as the default to be used for all new **Pages**.

Save this *page* as a **template** saves the active *page* (displayed in the **Page Layout Window**) as a **template**. a *dialog* will be displayed to name the **Page Template** and it will be shown in the **New Page Dialog**.

Manage **Page Templates** initiates a *dialog* discussed below.

(*Dialog* modified to fit in view at right.)

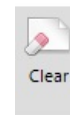
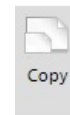


The **Copy** button duplicates the **Active Page** including all objects on the **Page** and places the **Page** copy in the last position in the **Pages** tab of the **Sidebar**.

To make a **Page** the **Active Page**, left-click it in the **Pages** tab of the **Print Editor Sidebar**.

The **Clear** button removes all objects from the **Active Page**.

To make a **Page** the **Active Page**, left-click it in the **Pages** tab of the **Print Editor Sidebar**.



The **Delete** button removes the entire **Active Page**, which of course includes all objects on the **Page**.

To make a **Page** the **Active Page**, left-click it in the **Pages** tab of the **Print Editor Sidebar**.

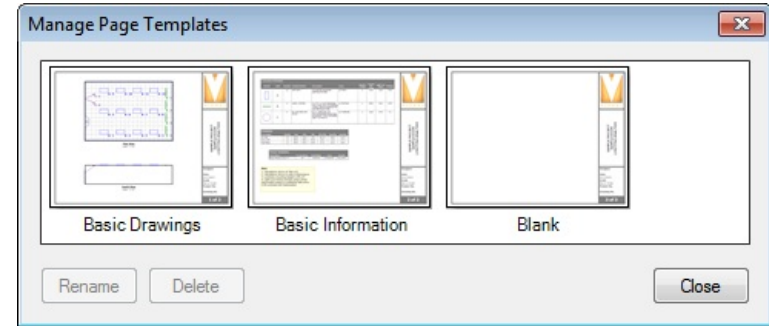


Using the *dialog*, clicking *Manage Page Templates* initiates a *dialog* window that allows **Template Pages** to be renamed and deleted.

To rename a **Page**, left-click the desired **Page** and click the *Rename* button at the bottom of the *dialog*. Visual will initiate a *dialog* to select a new name.

To delete a **Page**, left-click the desired **Page** and click the *Delete* button at the bottom of the *dialog*. Deletion cannot be undone.

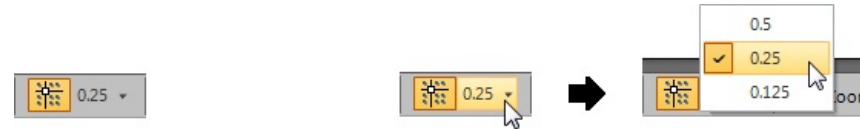
(Note that the *dialog* graphic at right has been modified for the purpose of this manual.)



11.4.2 Editing the Page Layout

Object placement can be changed at any time once an object is placed.

Objects are moved based on the **Snap** setting in the **Print Editor Status Bar**. A yellow highlight to the **Snap** button indicates objects will be placed on the **Snap Grid** as defined by the adjacent listbox. To change the **Snap Grid**, select the desired value from the choices in the sub-menu. The current value will have a yellow check to the left of the value.



To **Move** an object, left-click-drag the object to the desired position and release the mouse to change the placement. As the mouse is being held, the cursor will change to a 4-arrow *symbol* indicating a move is in progress. When the mouse is released, the object will still be the **Active Object** to aid in further modifications.



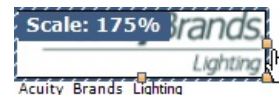
When the mouse cursor is over a **Grip** (yellow boxes on the perimeter of an object), a double-arrow will be displayed. Left-click any grip, hold, and move the mouse to change the size of the object. When the left-click is being held, the mouse cursor will be a pointing finger. Release the mouse to apply the change.



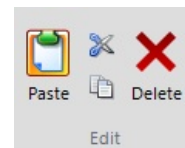
As the mouse is moved when scaling, Visual displays different scales at the top of a **Drawing** to aid in sizing to fit the **Page**. The blue size tag that will be used as the scale when the mouse is released will have bold white text as in "10' " at right.



As the mouse is moved when scaling an **Image**, Visual displays different the resulting scale factor of the **Image** to aid in sizing to fit the **Page**. The blue size tag shows the scale that will be used when the mouse is released.



Objects can be modified with **Cut**, **Copy**, and **Paste** as normal in Windows-based applications. **Delete** removes the object without placing it on the Visual Clipboard. Make the object the **Active Object** and select the appropriate button from the **Edit panel**. Alternately, the **Context-Sensitive Menu** can be used to access the commands.

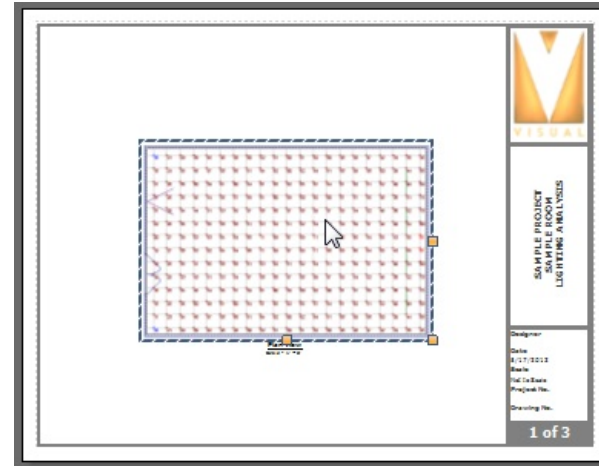


Note that objects can be placed on top of other objects, which may be useful when **Drawings** contain a good deal of whitespace. See **Context Sensitive Menus** for information on controlling which objects are in front of other objects with **Send to Back** and **Bring to Front**.

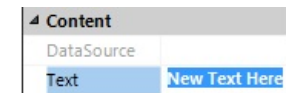
11.4.4 Modifying Drawings

Once placed, **Drawings** can be modified in many ways.

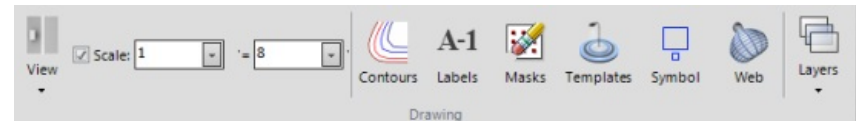
To modify a **Drawing**, left-click the **Drawing** to be modified. Visual will highlight the **Drawing** with a dashed border and provide **grips**.



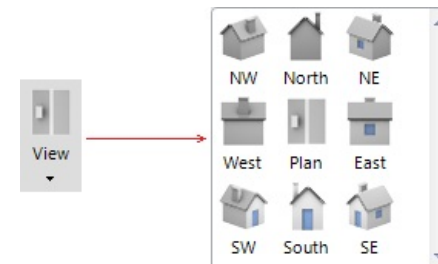
Drawings are by default given a name that is placed below the **Drawing** on the **Page**. This name can be moved by left-clicking it separately, and moving it with a left-click-drag operation as should be expected. The text that appears (other than the scale text) can be modified by using the advanced **Properties tab** in the **Sidebar**; the **Text** field in the **Content** sub-section is where alternate text can be input. The name can be deleted by highlighting it individually and clicking the **Delete** button in the **Ribbonbar** or pressing the **Del** key.



The **Properties tab** is displayed in the **Print Editor Ribbonbar**. The **Drawing panel** contains elements to modify the selected **Drawing**.



The **View** button initiates the same drop-down graphical menu used at initial creation, and thus changes the view direction. Simply left-click the desired view direction and the change is applied.



The **Scale** checkbox tells Visual to apply a particular **Scale** to the **Drawing**. The default for orthogonal views is to use a **Scale**. The default for isometric views is to not use a **Scale**. Make selections from the combo boxes, type custom values as desired, or use the *grips* as described below.

See http://en.wikipedia.org/wiki/Architect%27s_scale and http://en.wikipedia.org/wiki/Engineer%27s_scale for information on scaling drawings.

Contours is a *toggle button* that turns on or off the display of **Contour Lines**. This does not override the setting in the **Design Environment**; i.e. to display **Contour Lines** in **Print Editor**, they must be turned on in the **Design Environment**. The feature is on when the button is gold. See [Setting and Displaying Contours](#) for more information.

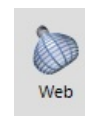
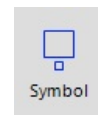
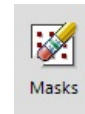
Labels is a *toggle button* that turns on or off the display of **Luminaire Labels**. This does not override the setting in the **Design Environment**; i.e. to display **Luminaire Labels** in **Print Editor**, they must be turned on in the **Design Environment**. The feature is on when the button is gold. See [Luminaire Display Options](#) for more information.

Masks is a *toggle button* that turns on or off the display of **Calculation Zone Mask** boundaries. This overrides the **Design Environment** setting if necessary. See [Masking Calculation Zones](#) for more information.

Templates is a *toggle button* that turns on or off the display of **Luminaire Templates**. This does not override the setting in the **Design Environment**; i.e. to display **Templates** in **Print Editor**, they must be defined and turned on in the **Luminaire Schedule** and **Design Environment**. The feature is on when the button is gold. See [Luminaire Display Options](#) and [Luminaire Templates](#) for more information.

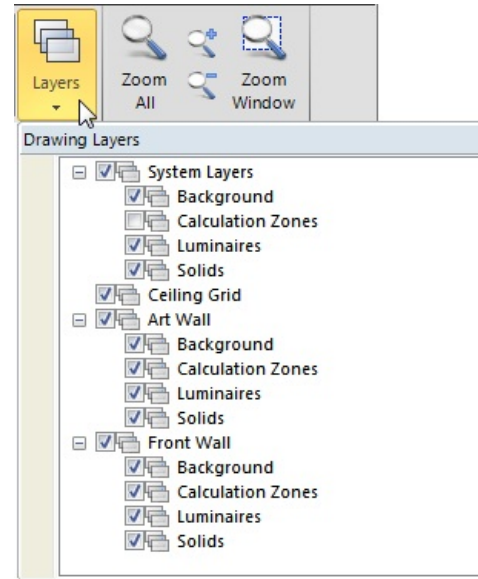
Symbol is a *toggle button* that turns on or off the solid fill shading of **Luminaire Symbols**. This can be useful in site lighting projects where the size of the project dwarfs the *luminaires* and they can be hard to see. Note that turning this feature on likely blocks the view of information "below" the *luminaires*; i.e. **Calculation Zone** point illuminances.

Web is a *toggle button* that turns on or off the display of **Photometric Webs** for all **Luminaires**. This overrides the display setting in the **Design Environment** and will turn on **Photometric Webs** even if they are turned off there. See [Luminaire Display Options](#) for information.



Clicking the **Layers** button initiates the **Drawing Layer Dialog** that allows for each **Layer** defined in the **Design Environment** to be turned on or off by placing a check in the related box (to turn a **Layer** on). This can be used to override **Visibility** settings in the **Layer Manager**.

Layers made **Invisible** in the **Design Environment** will be unchecked as is shown at right for the **Calculation Zones System Layer**.



When the mouse cursor is over a grip (yellow boxes on the perimeter of an object), a double-arrow will be displayed. Left-click any grip, hold, and move the mouse to change the size of the object. When the left-click is being held, the mouse cursor will be a pointing finger. Release the mouse to apply the change.



As the mouse is moved when scaling, Visual displays different scales at the top of a **Drawing** to aid in sizing to fit the **Page**. The blue size tag that will be used as the scale when the mouse is released will have bold white text as in "10' " at right.



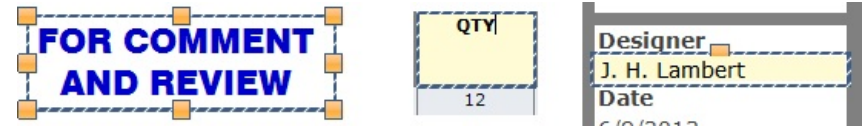
11.4.3 Working with Text-Based Objects

Regardless of where text occurs (**Text**, **Notes**, or text in part of an object), text is modified with the same methods.

To select text, left-click a **Text** object, a field in a table or **Title Block**, or text that is part of another object. The selected text is highlighted for identification.

Text fields connected to data in the **Design Environment** cannot be edited for content. For example, **Luminaire Type** information, **Calculation Zone** names, and **Calculation Zone** statistical values.

Text can be edited by left-clicking the object (or field) once it is the **Active Object** (or field). The mouse cursor changes to the standard I-bar used in Windows-based applications when editing text. To close text editing of the object, simply left-click anywhere in the **Page Layout** whitespace. For example, at right, a **Luminaire Schedule** column header is modified.



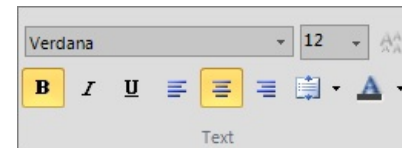
Note that in this manual, "text" refers to alphanumeric characters. "**Text**" (when seen in bold) refers to the **Text** object that can be inserted.

Text Panel

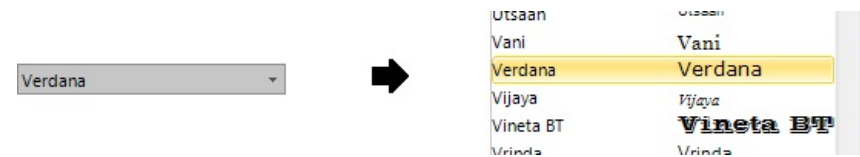
The **Text panel** is shown in the **Properties tab** of the **Ribbonbar** whenever the **Active Object** contains a text component that can be modified with these features.

The **Text panel** provides access to the available formatting options for text in Visual. Most functions and buttons are common to Windows-based applications.

Yellow highlighted buttons indicate currently selected options.



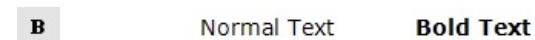
Font shows the currently selected style by name. Clicking the button initiates a submenu showing the currently selected font and all available Windows system fonts.



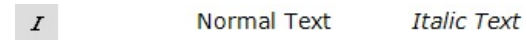
Font Sizes shows the currently selected size. Clicking the button initiates a submenu showing the currently selected size in yellow and all available sizes.



Bold makes all text in the selected object bold.



Italic makes all text in the selected object have italic formatting.



Underline makes all text in the selected object have an underline.



Horizontal Alignment changes the alignment of all text in the selected object. Left, center, and right alignment are available. A yellow highlighted button indicates the currently selected option.



Vertical Alignment changes the alignment of all text in the selected object. Clicking the button initiates a sub-menu with top, middle, and bottom alignment options.



Font Color initiates a condensed version of the **Color Dialog**. See [Using the Color Dialog](#). The currently selected color is shown in the **Color Dialog** with a yellow border.

The colored bar below the "A" on the button shows the currently selected color when the *dialog* is collapsed. For example, red, green, and blue are shown at the far right.



11.4.5 Working With Tabular Objects

Tabular objects (tables) in **Visual Print Editor** have common modification capabilities. This applies to [Luminaire Schedule](#), [Luminaire Locations](#), [Statistics](#), [Power Statistics](#), [Surface Schedule](#), and user-created [Tables](#). Note that "tables" is the generic term used here, and **Tables** are the specific entity that can be inserted on a **Page**.

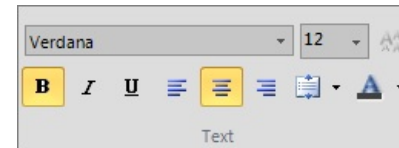
To modify a table, it must be made the **Active Object** by left-clicking it. The specific location the mouse is clicked will place focus on one of the sub-elements of the table. This may be one of the headers or a specific cell.

Symbol	Label	QTY	Catalog Number	Description	Lamp	Number Lamps	Lumens per Lamp	LFP	Wattage
[Symbol A]	A	12	0875 2875	1/4" METRIC RECESSED LIGHTING FIXTURE	(2) P875	2	2750	0.95	59.6
[Symbol B]	B	4	1189-1-5475-0	3 1/2" W x 2 3/4" W RECESSED WALL WASH WITH ANTI-GLOTTATION SPILLER REFLECTOR AND REEF BLACK TRIM	(1) P5475-0	1	9000	0.81	60.9
[Symbol C]	C	2	011-AD3 HRLS AAC LPTFL	011 4" APERTURE LOW VOLTAGE LUMINOUS ADJUSTABLE DOWNLIGHT WITH SOFTENING LENS 71W HRLS FL	(1) T04RLFL	1	1100	0.75	71

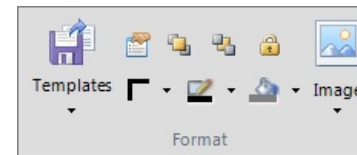
Left-clicking a particular field will put focus on that field for formatting. Visual highlights the cell that the mouse is over for easier selection. Focus can be placed on other fields by simply left-clicking them. This includes headers and table names.

Avg	Max	Min
25 fc	91 fc	9 fc
48 fc	66 fc	25 fc
52 fc	81 fc	16 fc

The text in any cell can be formatted with the **Text panel** in the **Print Editor Ribbonbar**. See [Working with Text-Based Objects](#) for more information.



Cell and table formatting (border, fill, etc) is modified with the **Format panel**. See [Using the Format Panel](#) for more information.



Clicking the table name header will select the entire object for formatting. For example, **Border Color** can be changed to blue.

Statistics			
Description	Symbol	Avg	Max/Min
Art Wall	+	25 fc	10.1:1
Front Wall	+	48 fc	2.6:1
Task Plane	+	52 fc	5.1:1

Note: to change the fill of the title cell, select the title text and apply the formatting desired, which has also been done in the example at right.

Formatting a single header row cell applies formatting to the entire header row.

When focus is placed on a header cell, Visual initiates the content editing mode, which can be ignored and formatting can be applied as desired. At right the **Fill** for the header row has been changed to blue.

Statistics			
Description	Symbol	Avg	Max/Min
Art Wall	+	25 fc	10.1:1
Front Wall	+	48 fc	2.6:1
Task Plane	+	52 fc	5.1:1

To format the cell borders for the entire table, click any content cell (i.e. not a header or title cell) and apply formatting as desired.

At right the **Border Color** for the data grid has been changed to blue.

Statistics			
Description	Symbol	Avg	Max/Min
Art Wall	+	25 fc	10.1:1
Front Wall	+	48 fc	2.6:1
Task Plane	+	52 fc	5.1:1

Clicking the **Hide** button on the far left of a row will collapse the row and make it invisible.

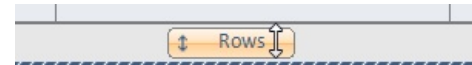
To make the row visible again, hover the mouse over one of the adjoining rows and click the **Unhide** button that will appear when rows are hidden. This function **Unhides** all rows.



Column widths can be changed individually by placing the mouse cursor in the header row at the junction between two columns. The mouse cursor will change to a double left-right arrow as is customary in Windows-based applications.

Row height cannot be edited as such; height is determined by the content.

The number of rows displayed in a tabular object can be increased or decreased by using a left-click-drag operation to move the Rows button up or down. The mouse cursor changes to a double arrow as is customary in Windows-based applications.



Once a table is selected, the **Properties tab** is displayed in the **Print Editor Ribbonbar**.

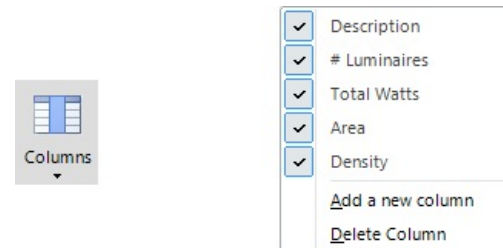
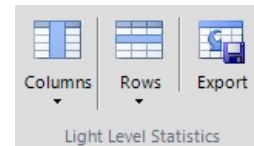
The **Text panel** is displayed to modify text. See [Working with Text-Based Objects](#).

A table **panel** will be displayed at the far-right end of the Ribbonbar that will have a **label** equal to the object type selected.

Columns initiates a sub-menu that shows all available columns and the currently visible columns as indicated by blue checkmarks.

Left-click a column name to either make it visible or invisible depending on the current state as indicated by the checkmark.

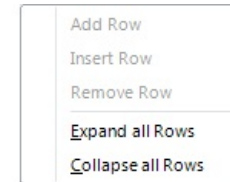
See the manual sections for particular objects for a listing of columns for each object type. At right, the sub-menu for a **Power Density Statistics** table is shown.



Rows initiates a sub-menu with options to manipulate entire rows. The impact of each choice is obvious based on the name.

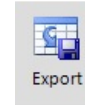
When a standard tabular object is selected, some options are not valid. For example a **Luminaire Schedule** row could not be inserted without defining a new **Luminaire Type** in the **Design Environment**.

When a **Table** is selected, content is fully customizable, so Visual activates all options as seen at far right.



Export initiates the standard Windows *Save As Filename dialog* for specification of a filename and location to save a Microsoft Excel (*.XLS) format file of the content of the **Active Object**.

Depending on specific systems, Microsoft Excel may produce a warning message when the exported file is opened. It is fine to ignore this "trusted source" message.



	A	B	C	D	E	F	G	H
1	Statistics							
2	Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min	Avg/Max
3	Art Wall		25 fc	91 fc	9 fc	10.1:1	2.8:1	0.3:1
4	Front Wall		48 fc	66 fc	25 fc	2.6:1	1.9:1	0.7:1
5	Task Plane		52 fc	81 fc	16 fc	5.1:1	3.3:1	0.6:1

When a right-click is issued on a tabular object, Visual adds a section near the top of the **Context-Sensitive Menu** specific to the manipulation of tables. At right, the example menu is related to a **Surface Schedule**; the blue bar will indicate which type of object was clicked.

Add Column - add an unnamed column related to where the mouse was clicked

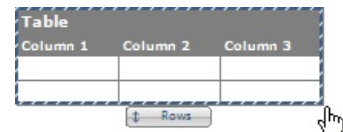
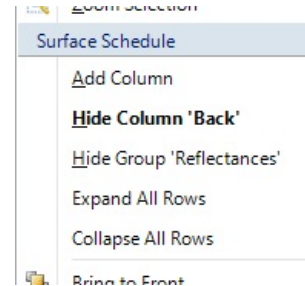
Hide Column [*column name*] - hide the current column; [*column name*] will change depending on the column selected.

Hide Group [*group name*] - hide the entire group of columns of which the currently selected column is part; [*group name*] will change depending on the object type and column selected.

Expand All Rows - expand all rows that have been **Hidden** or opens sub-*luminaire* definitions for a multi-head **Luminaire Type** when a **Luminaire Schedule** has been clicked; See [Luminaire Schedule](#).

Collapse All Rows - collapse all sub-*luminaire* definitions for a multi-head **Luminaire Type** when a **Luminaire Schedule** has been clicked; See [Luminaire Schedule](#).

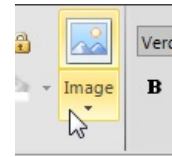
To scale a tabular object (which linearly increases or decreases content including font size, use the *grips* to left-click-drag: Left-click the mouse on a yellow grip, hold the mouse button, and drag until the desired size or scale is achieved.



11.4.6 Using the Image Preview

The **Image Preview** provides an interface to modify some properties of an **Image**.

Once inserted, an **Image** can be modified using the **Image** button on the **Properties tab** of the **Print Editor Ribbonbar** that is initiated after left-clicking the **Image**.

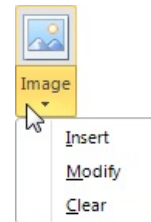


The **Image** button is dual-function. Left-clicking the lower portion initiates a sub-menu with three choices:

Insert - initiates a file selection *dialog* to choose a file or to change the file associated to the **Image**.

Modify - initiates the **Image Preview Dialog**; the same as clicking the upper half of the button.

Clear - removes the associated **Image** file. Note that the title text will remain unchanged.



Clicking the upper portion of the button initiates the **Image Preview Dialog**.

Browse - initiates a file selection *dialog* to change the file associated to the **Image**.

Crop - reduces the **Image** to a previously selected area. First left-click to start defining a window and then left-click a second time to complete the window. Visual shows the selected area with a dashed border. Click the **Crop** button to apply the command.

Cancel - exits the *dialog* without any changes.

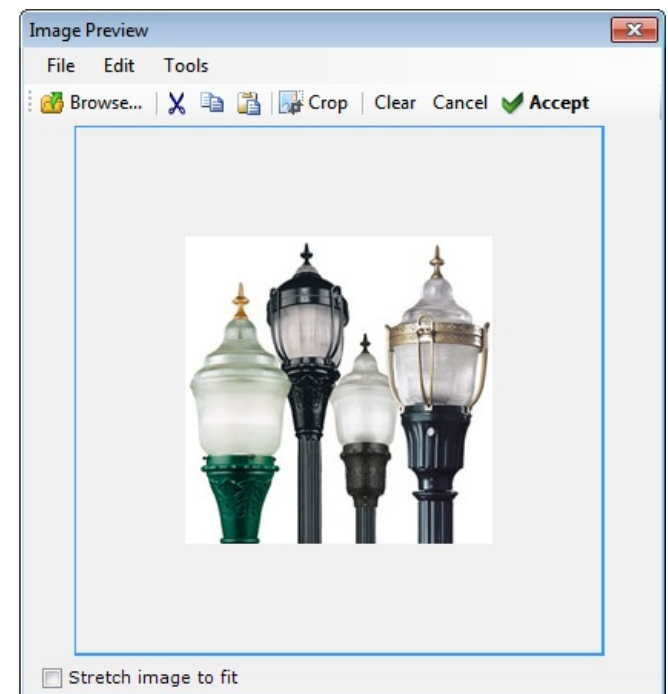
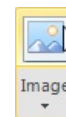
Accept - exits the *dialog* and applies changes.

File Menu - contains **Open** and **SaveAs** commands. This can be useful to save **Product Images** from the Acuity Brands Database.

Edit Menu - contains **Cut**, **Copy**, **Paste**, and **Clear** (same as the button) commands.

Tools Menu - contains **Rotate**, **Crop** (same as the button), and **Reflection Effect** commands. The **Reflection Effect** provides augmentation with a horizontal mirror line and an image modification that mimics a *reflection*.

Stretch Image to Fit - enlarges the image without changing aspect ratio.



Other parameters can be modified in the [Format Panel](#).

11.4.7 Using the Format Panel

The **Format panel** is shown in the **Properties tab** of the **Ribbonbar** whenever an object has been selected in the **Page Layout**. See [7.2.4 Selecting Objects](#) for information on making an object the **Active Object**.

The **Format panel** provides access to the available formatting options for objects in Visual. Most functions and buttons are common to Windows-based applications.

Templates initiates a sub-menu that allows the **Active Object** to be saved as the default to be used for that object type or simply as a **Template** as discussed in [7.6 Saving Templates and Defaults](#).

Properties launches the **Properties** bar on the right of the screen.

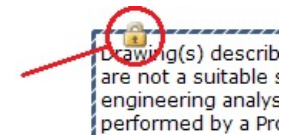
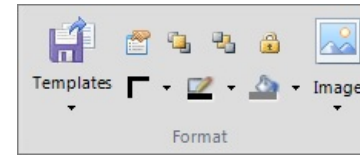
Bring To Front moves the **Active Object** in front of all other objects on a **Page**.

Send To Back moves the **Active Object** behind all other objects.

Lock constrains the position of the **Active Object** so it cannot be moved. This button is a **toggle button** in that when selected it will be highlighted in yellow and is then on. Clicking the button again will turn off the feature. Locked objects will have a lock **symbol** in the upper-left corner when they are made the **Active Object**.

Border Thickness initiates a sub-menu that provides various thickness options. Thickness increases by one pixel per choice. The currently selected option is shown with a blue highlight.

The button graphic shows the currently selected **Border Thickness**. Color does not change.



Border Color initiates a condensed version of the **Color Dialog**. See [Using the Color Dialog](#). The currently selected color is shown in the **Color Dialog** with a yellow border.

The colored bar on the button shows the currently selected color when the *dialog* is collapsed. For example, red, green, and blue are shown at the far right.



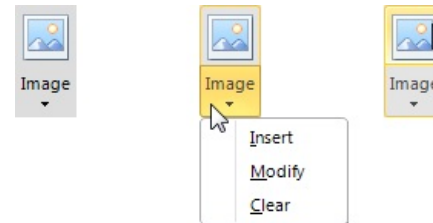
Fill initiates a condensed version of the **Color Dialog**. See [Using the Color Dialog](#). The currently selected color is shown in the **Color Dialog** with a yellow border.

The colored bar on the button shows the currently selected color when the *dialog* is collapsed. For example, red, green, and blue are shown at the far right.



Image is a dual-function button that initiates a sub-menu or launches the **Image Preview**.

Complete functionality is described in [7.4.5 Using the Image Preview](#)

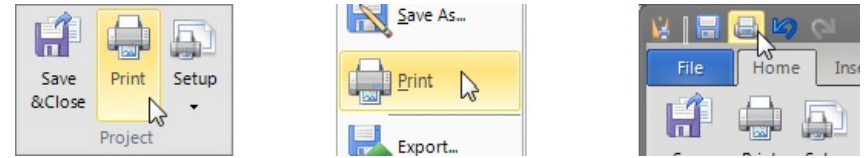


Some **Format panel** buttons will not be active for certain object types: **Fill** is not valid for an **Image** and is inactive, **Image** is not valid for a tabular object and is inactive, etc.

11.5 Printing

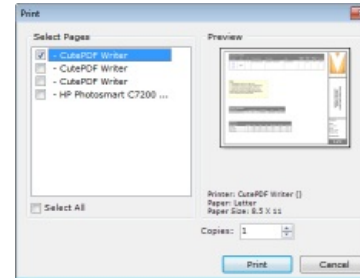
Once **Pages** include all desired objects and have been appropriately organized and formatted, **Print** completes the process by making paper or PDF versions of the **Pages**.

The **Print** command is accessed from the **Home tab** of the **Print Editor Ribbonbar**. Additionally, the command can be found on the **File** menu and in the **Quick Access Toolbar**.



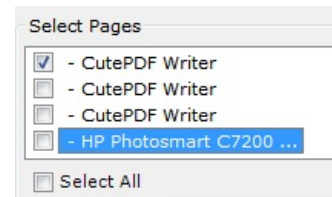
Clicking the **Print** button initiates the **Print Dialog**.

The current **Page** (shown in the **Page Layout Window**) will automatically be selected as the sole **Page** for printing.



The **Select Pages** pane shows all **Pages** and the printer associated to it. Left-click the box next to a **Page** to select it for printing.

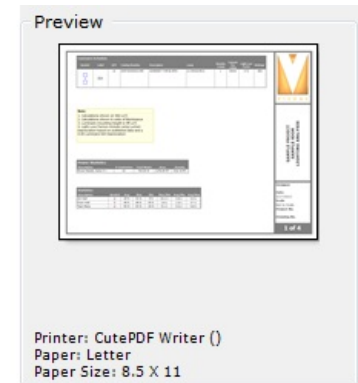
Alternately, click **Select All** to choose all **Pages**.



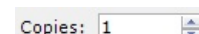
Clicking the **Page** name places a preview in the **Preview Pane**.

The bottom of the **Preview Pane** includes text describing the selected printer, paper size name, and paper size numerically.

At right, two previews are shown for two different **Setup** scenarios.



The **Copies** textbox allows for the increase and decrease of the number of copies



with the up and down arrows respectively. Alternately, a numeric value may be input to the textbox.



Click **Print** to execute the command. Click **Cancel** to exit without printing.



See [Creating a Page](#) for information on changing printer associations and settings.

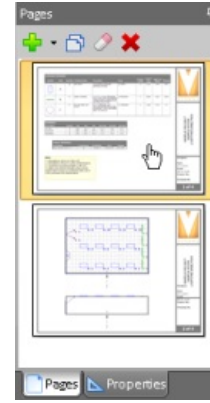
11.6 Saving Templates and Defaults

Objects can be saved as the default object to be used for the related object type and can be saved as named **Templates** for use in common scenarios. "Default" means that the **Page** or object will be used to define new insertions. "Template" means that the definition is saved to be used later if desired. The process for saving defaults and **Templates** is similar for **Pages** and objects; the process is discussed individually below..

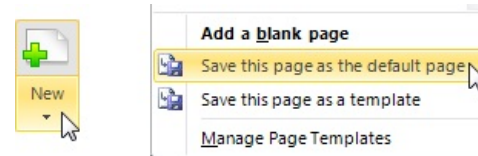
Page Templates and Defaults

To save a complete **Page**, as a default or **Template**, the **Page** must be the **Active Page** in the **Page Layout Window**. Select the **Page** from the **Print Editor Sidebar**.

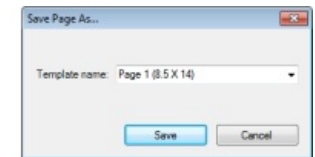
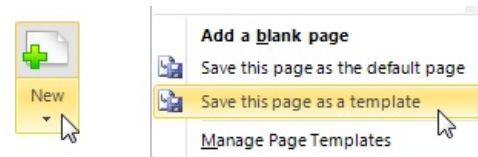
See [Sidebar](#) for information on selecting specific **Pages**.



To save a complete **Page** as the default, select *Save this page as the default page* from the bottom of the *dialog* that results from clicking the **New Page** button on the **Page panel** of the **Print Editor Ribbonbar** or the **New Page** button in the **Sidebar**.



To save a complete **Page** as a template, select *Save this page as a template* from the bottom of the *dialog* that results from clicking the **New Page** button on the **Page panel** of the **Print Editor Ribbonbar** or the **New Page** button in the **Sidebar**. A *dialog* will be initiated to allow for naming of the **Template**.

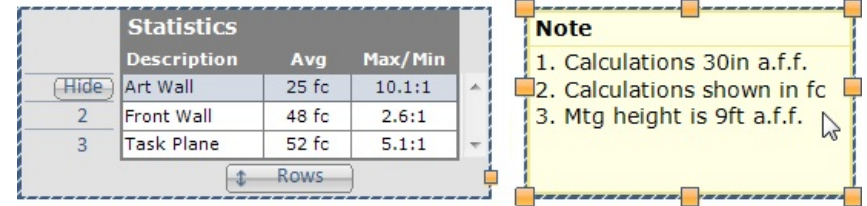


See [Manipulating Pages](#) for information on using and managing **Page Templates**.

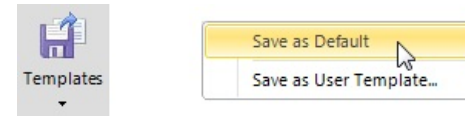
Object Templates and Defaults

To make an object (for example a **Luminaire Schedule** or **Note**) a default or a **Template**, it must be made the **Active Object**.

See [Selecting Objects](#) for information on selecting objects.



To save any object as a default, select *Save as Default* from the sub-menu initiated after clicking the **Templates** button on the **Format panel** of the **Print Editor Ribbonbar**.



To save an object as a **Template**, select *Save as User Template* from the sub-menu initiated after clicking the **Templates** button on the **Format panel** of the **Print Editor Ribbonbar**. A *dialog* will be initiated to allow for naming of the **Template**.



See [Templates](#) for information on using and managing object **Templates**.