



AUTODESK UNIVERSITY 2015

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Learn How to Navigate A360, Create Projects, and Share with Teams

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Learning Objectives

- [Learn how to navigate an A360 Team hub](#)
- [Learn how to create and edit an A360 Team Project](#)
- [Learn how to upload files to A360 for sharing and viewing](#)
- [Learn how to use the A360 Large Model Viewer with over 100 different file types](#)

Description

This hands-on lab class will start out by teaching you how to navigate the A360 Team hub and what all the parts are. Then we will teach you how to create a project and add both 2D and 3D data to that project. Once you have uploaded your 2D and 3D data, we can take a look at how to use the Large Model Viewer to view over 100 file types. You can isolate parts as well as turn different parts of the model on and off. We will go over how to invite others to your project and how to share files with them. This includes public and private file sharing. You will leave this lab knowing how to create and edit projects; share files; and collaborate with teams, clients, and customers.

Bud Schroeder is a senior Customer Success Engineer for Autodesk Inc., and has been at Autodesk since 1997. Before joining Autodesk Bud was a CAD manger / IT manager for a power utility in Northern California. Bud started out on drafting boards and then moved to AutoCAD software with version 2.6. Some of the features that Bud has worked on at Autodesk include Install, Network Deployment Wizard, Migration, and Customization. Bud is very active on the Autodesk feedback portals, where he works closely with A360 customers. Bud also runs the A360 mobile beta programs, and before that he was very active in the AutoCAD software beta programs.

Learn how to navigate an A360 Team hub

Let's take a quick look at how to get around in an A360 Team Hub. You will first come into what is called the Dashboard. With the recent changes to the A360 User Interface this has changed and now it's more of a data view. There are two bars, the top bar and the second bar. In the top bar we will see the name of the Team Hub, Search, Alerts, Help, and your user Profile.

TIP: Anytime you need to get back to the main hub, click on the A360 Icon in the upper left hand corner

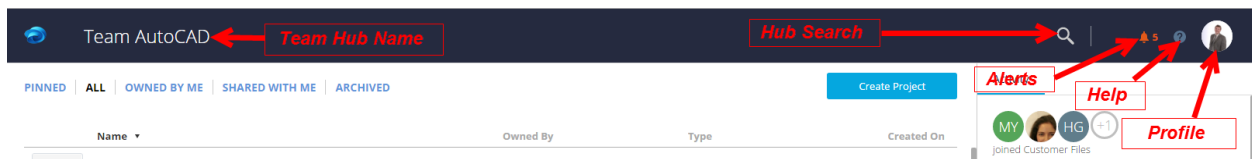
To use the Search, just click on the search icon and start typing something. This will search the entire hub. You can search for a drawing or even a project. You just need to type in a name, or partial name. We will try this out a little later in the LAB.

Alerts are where you will get notifications. For example someone may want to join a hub. You will see a notification there asking to except there request.

The Question Mark will take you to the help site. There you can learn more about A360 and even post feedback to us in the Autodesk Forums or two an eMAIL alias.

The last item at the top is the user profile icon. If you have an image attached to your profile, it will display here. When you click on that, you will see a menu of items. Profile, Settings, Admin and the ability to sign out of A360. If you belong to multiple A360 Hubs, you will see some of them here as well.

Top Bar:



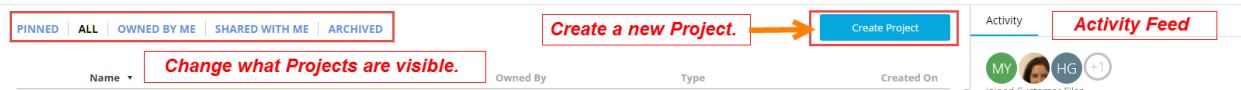
In the second bar, we will see the data view that shows a menu row. This allows you to sort the data view of your A360 Team Hub. You will see PINNED, ALL, OWNED BY ME, SHARED WITH ME, and ARCHIVED: You can click on one of the menu items to change what projects are visible in the hub.

To create a new project in A360, just click on "Create Project". We will get into that more in lesson 2.

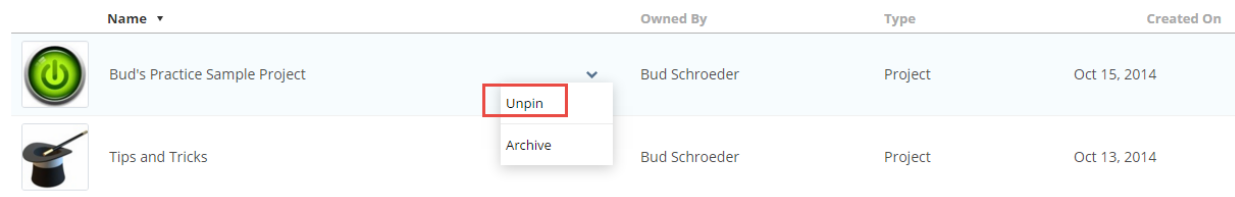
You can also see the Activity Feed for the Projects. For example, if you have invited people to your hub, they will be able



Second Bar:



TIP: If you are using some projects more than others, pin them. That way they show up when you selected *PINNED* projects. When not using them as much, unpin them.

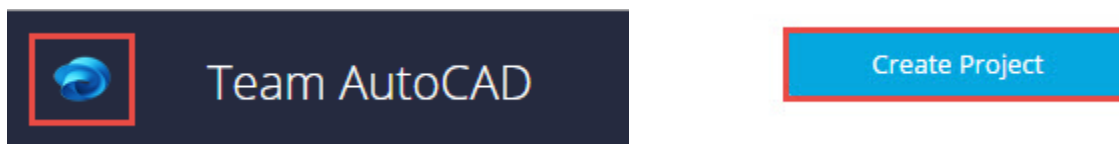


Next is the body of A360, this is the list of hubs. If you belong to an active A360 Hub, there will be lots of projects here already. If your A360 site is new, then there will not be any available right now.

TIP

How to create and edit an A360 Team Project:

Let's take a look at how to create a Project in A360 Team. If you are not on the main page of the hub, click on the A360 icon. That will take you back to the main landing page of the A360 Hub.



Take a look on the right side of the Second bar and click on “Create Project” That will bring up the “Create Your New Project” dialog.

TIP: When naming a project, be sure to use a name that reflects what the project will be used for.

Let's call this Project “*AU Your first name, your lab partner's first name*”

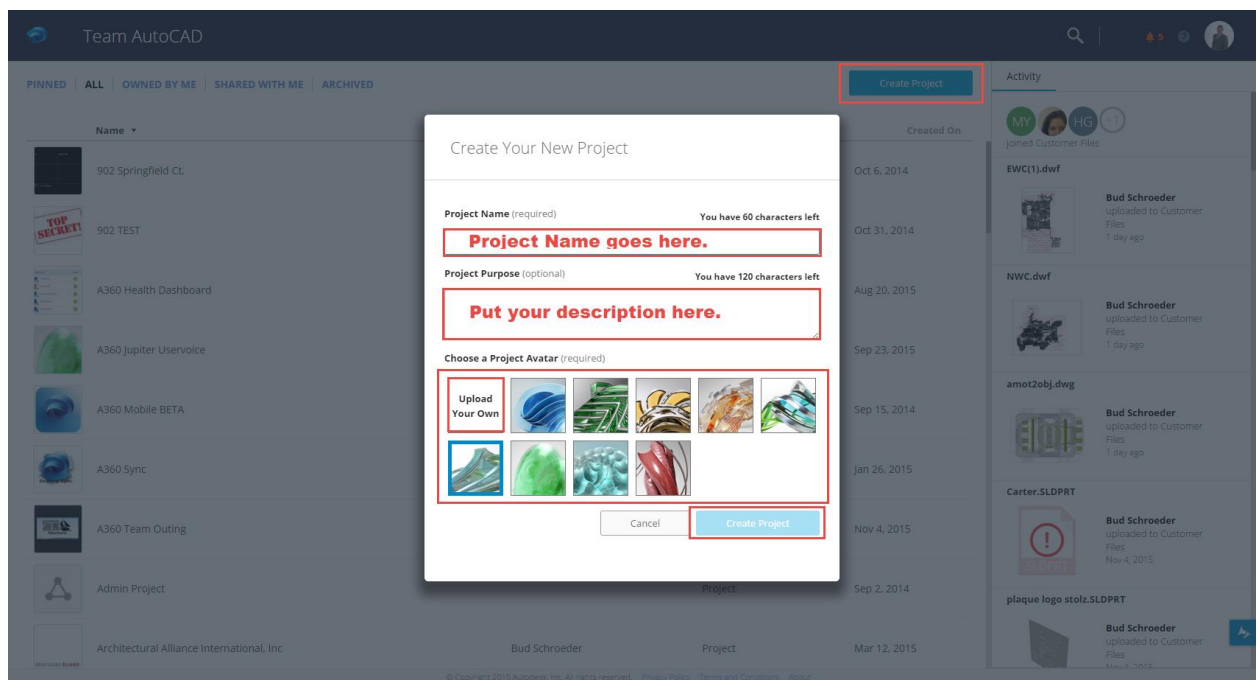
AU Bud Brett



Next let's give the project a description. Same tip as above, make the description something that works with the project.

Now we have a couple options here. We can use one of the existing images for the project, or we can upload our own. For the class, we will just use one of the existing project sample images.

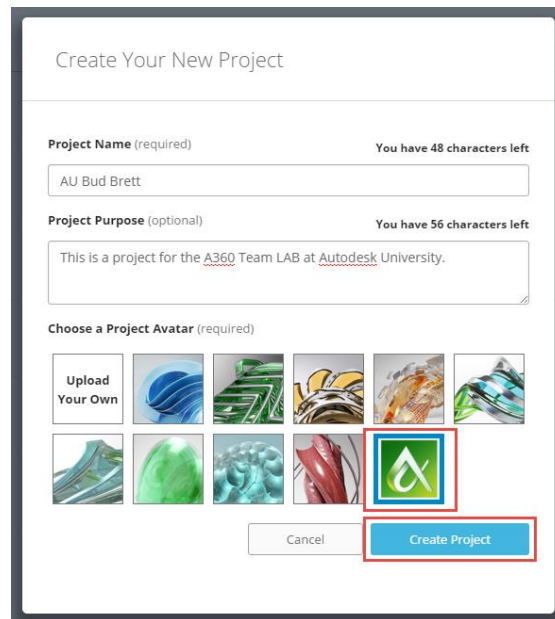
TIP: When selecting an image for your project make it something that works well with your project. That way when you have a lot of projects, it makes it simpler to find projects that have names and images that match the project.



Click Create Project and your first new Project will be available in A360 Team.



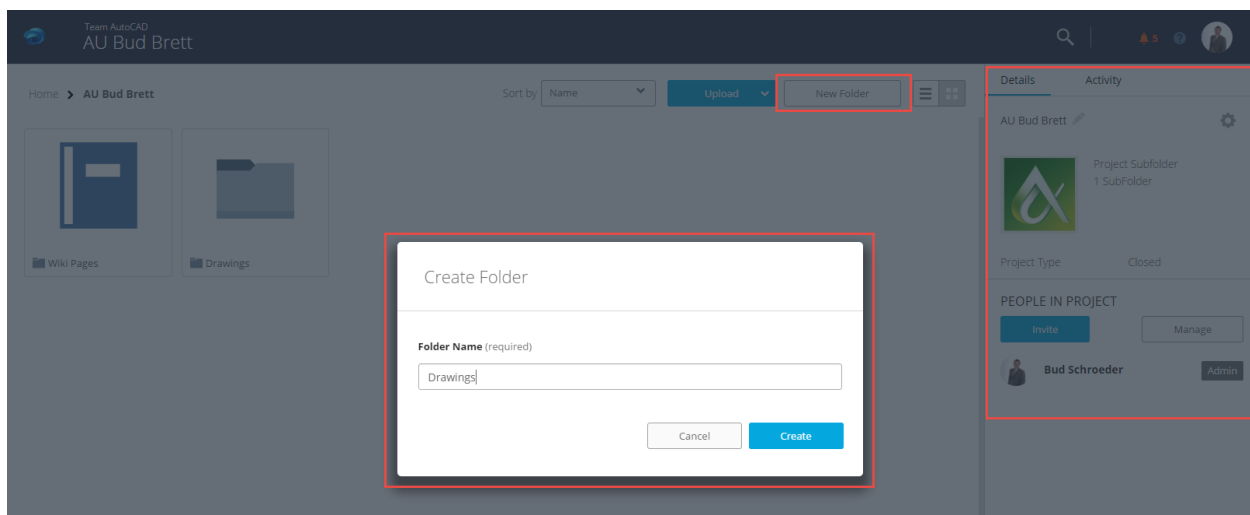
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Now that we have created the project, A360 will open up in the Project View. You can see the Wiki, no folders, the image we created, and it shows you the type of project you have created. By default this has created a closed project with Project Contributors enabled. We will talk about that more when we go over how to edit the project.

Now we can create a folder and upload files to that folder. Just click on New Folder and type in a folder name.

TIP: Folder names should represent the project and the type of files you are going to be uploading.



You can also see the Project name, activity, and people that are in the project. This is also where you will invite people to your project.

TIP: By default new projects are closed with Project Contributor enabled.

Let's take a look at how we can edit our new project. We have three basic items we can change.

1. Project Name
2. Project Type
3. Project Avatar

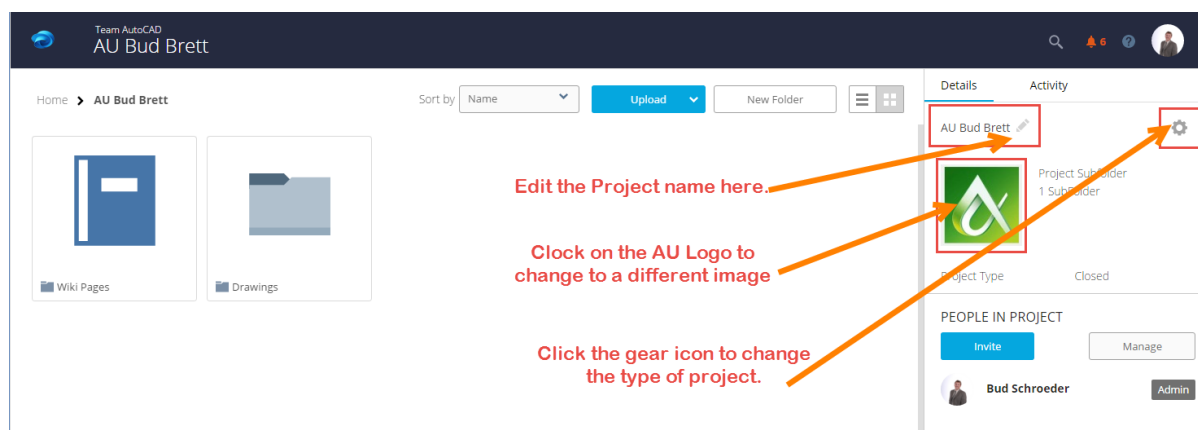
To change the project name, click on the pencil tool icon. Then just type in the new project name.

To change the type of project, click on the gear icon. This brings up a list of the project types.

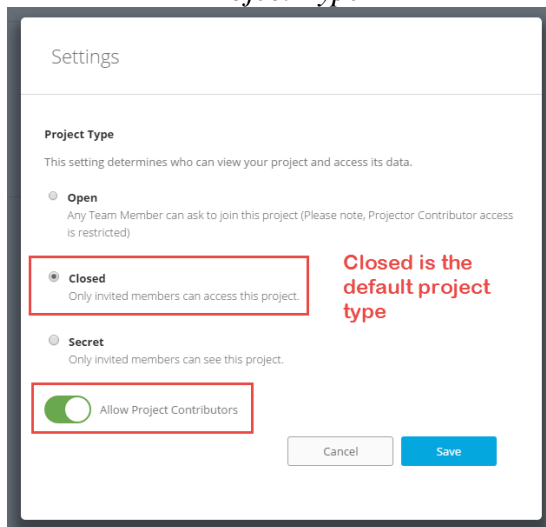
- Open – Any Team Member can ask to join this project (Please note, Project Contributor access is restricted)
- Closed – Only invited members can access this project
- Secret – Only invited members can see this project

You can also allow project contributors from the settings dialog box.

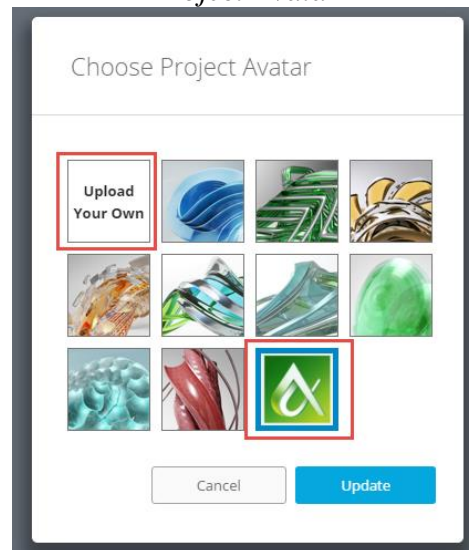
To change the project Avatar, mouse over the current image. You will see it the word “change”. Click on the icon and it brings up the icon dialog. You can use an existing icon, or browser to one of your own.



Project Type



Project Avatar



That's the basics of creating and editing a project in A360.

How to upload files to A360 for sharing and viewing:

Let's take a look at how to upload and download files to and from an A360 Project. We will also take a look at how to create a public share for these files.

There are several ways to upload files to your new folder and some of it depends on the browser you are currently using. If you are using Chrome, you can drag and drop onto that folder. You can also click the upload button and add files and folders that way.

TIP: *If uploading assemblies from products like Inventor, you will want to use Pack and Go to make sure all the reference files resolve to a single location. If you don't do this, then the assembly will not work.*

For this paper we will be showing examples of how to upload and download files based on Google Chrome.

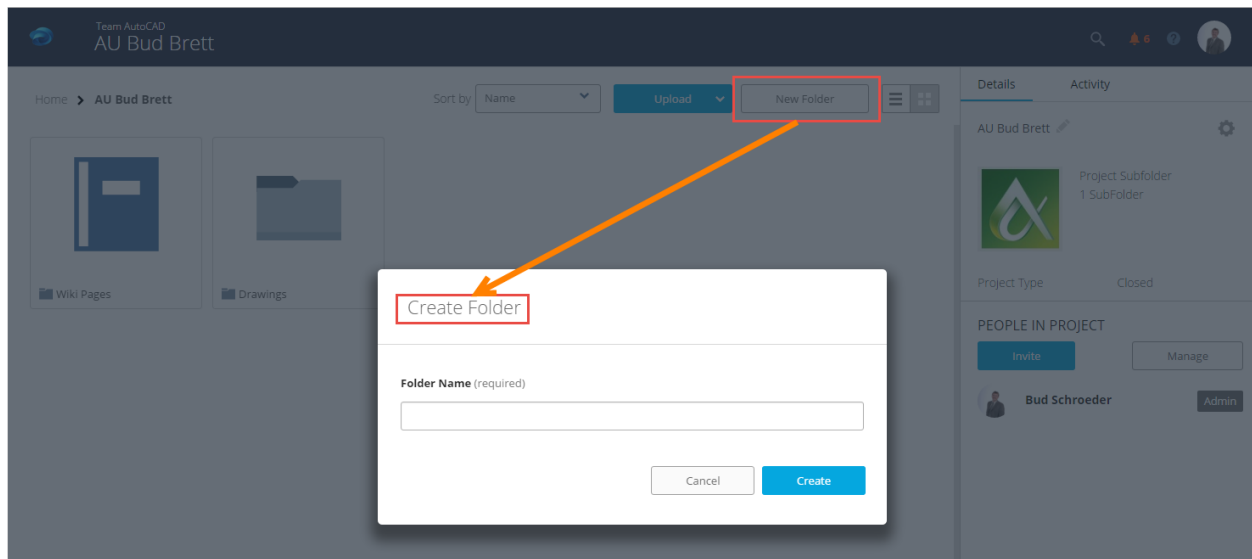
Before uploading any files to your project, you first want to create some folders.

TIP: *Just like your hard drive, be sure to create folders that relate to the files and or project that you are uploading to.*

From the project level, click on "New Folder". This will bring up the "Create Folder" dialog. Now give the folder a name. Note that this can be the root level folder, you may create sub folders under this root level folder. I called my folder "Drawings"

Now using Chrome, you can grab your file or files and drag and drop them to the new "Drawings" folder.





Now that you have created your folder, it's time to upload some files. We will keep this simple for this example. There are two basic ways to upload.

1. Upload button
2. Drag and drop from your browser.

With the “*Upload*” button you get multiple options.

- File
- Folder
- Assembly
- From Dropbox

File, folder and assembly are also possible when using drag and drop. A360 will know if you are dragging and dropping a folder, or an assembly.

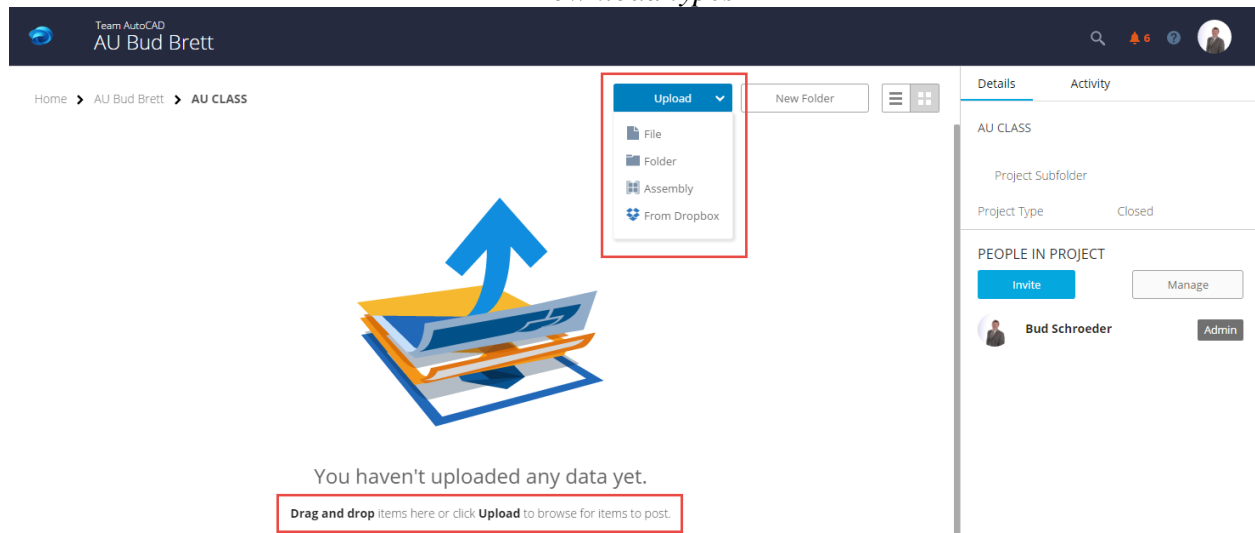
TIP: When uploading assembly files, all the files and dependencies need to be in the same folder structure. Not just copied, but the references must know that they are in the same folder. If you are using Inventor, you would use [Pack and Go](#) to get all the files into a single location.

In this first upload example, we will use Drag and Drop from File Manager to Chrome. You can drop the files anywhere on the browser window. Next you will see update thumbnails of each file and a status of the update.

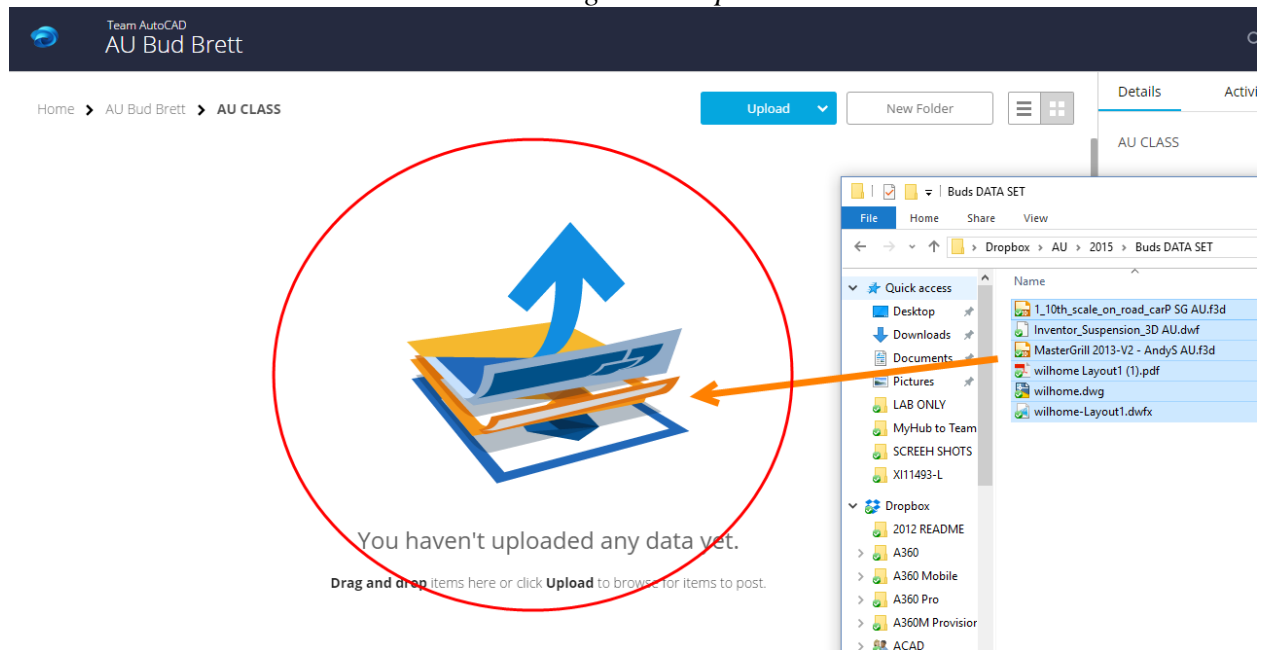
TIP: There are two parts to the upload process. The actual upload of the files, and then the translation of the files so that they can be viewed in your browser. Two separate icon graphics will display based on what the file is doing. Upload progress and percentage. Product icon image with animated circle that is the translation process.



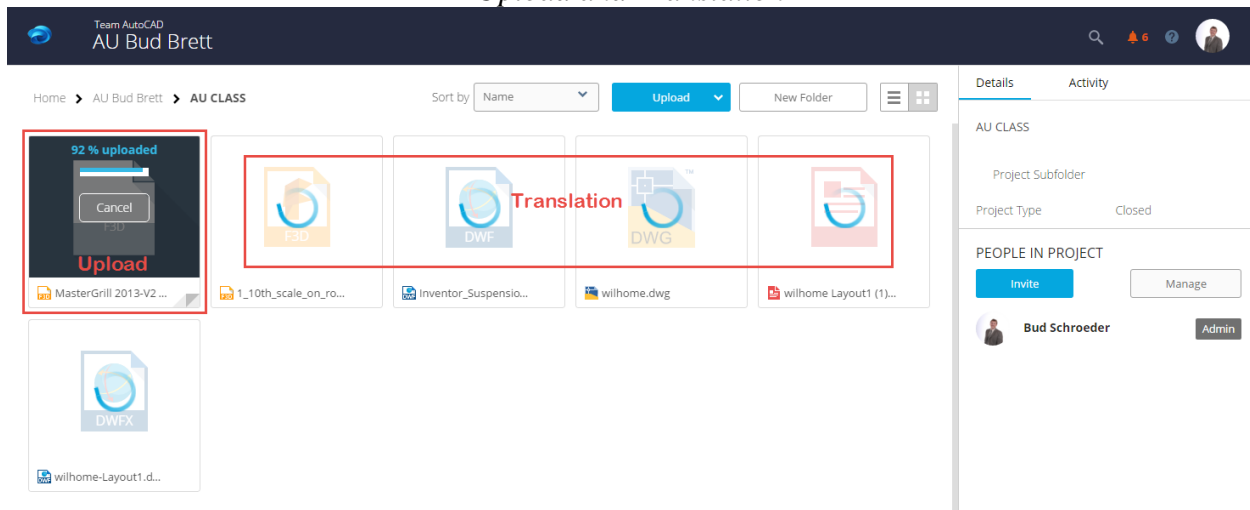
Download types



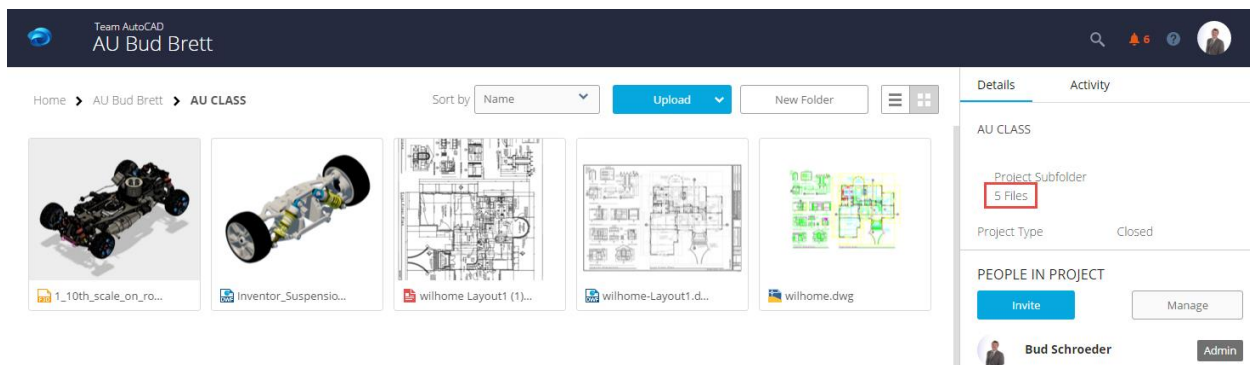
Drag and Drop



Upload and Translation

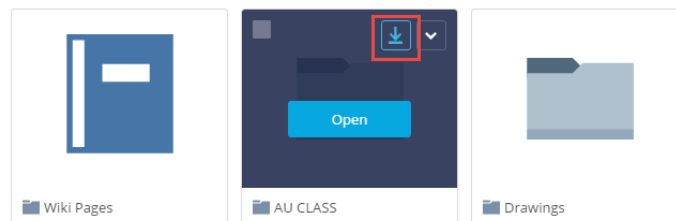


Files uploaded and notice that the panel to the right shows that there are 5 files in this folder.

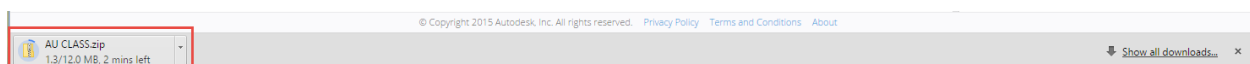


You can also upload folders and subfolders. Just make sure that none of the subfolders are empty.

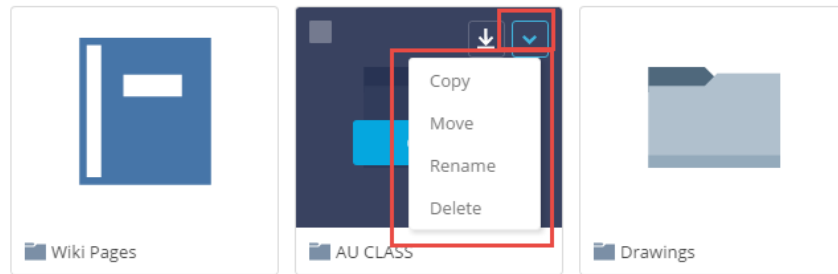
Now let's take a look at downloading these same files. You can download single files, or all the files in the folder.



This creates a zip file that typically shows up in the lower left corner of your browser. NOTE where the files download depends on the browser, in this case it's Google Chrome.



Along with download, you have the ability to Copy, Move, Rename and Delete.



That is a quick overview of the download options with A360.

How to use the A360 Large Model Viewer with over 100 different file types:

Let's take a look at the A360 Viewer and how it works. You can view both 2D and 3D files. In this example, we are going to click on the Revit "*rac_basic_Sample_project(7).rvt*" file. Let's take a look at what our options are, starting with the top bar. Note, this is the OVERVIEW of the drawing.

A360 Logo, Home, Project name and then file name. View button to go directly into the viewer, then Share, download and help.

The second panel shows a thumbnail of the drawing. To the right of the thumbnail is the file name and just to the right of that is a dropdown that shows the versions of the file. Under that is the type of file, size of the file and if the file is shared publically or not. To the far right of that is the "*COMMENTS*" panel, if you do not have any comments it will be blank.

TIP: Just click on the COMMENTS pane to start typing a comment. You can also use the "@" symbol to mention someone. For example, if you wanted to mention me in the comment, you would type...

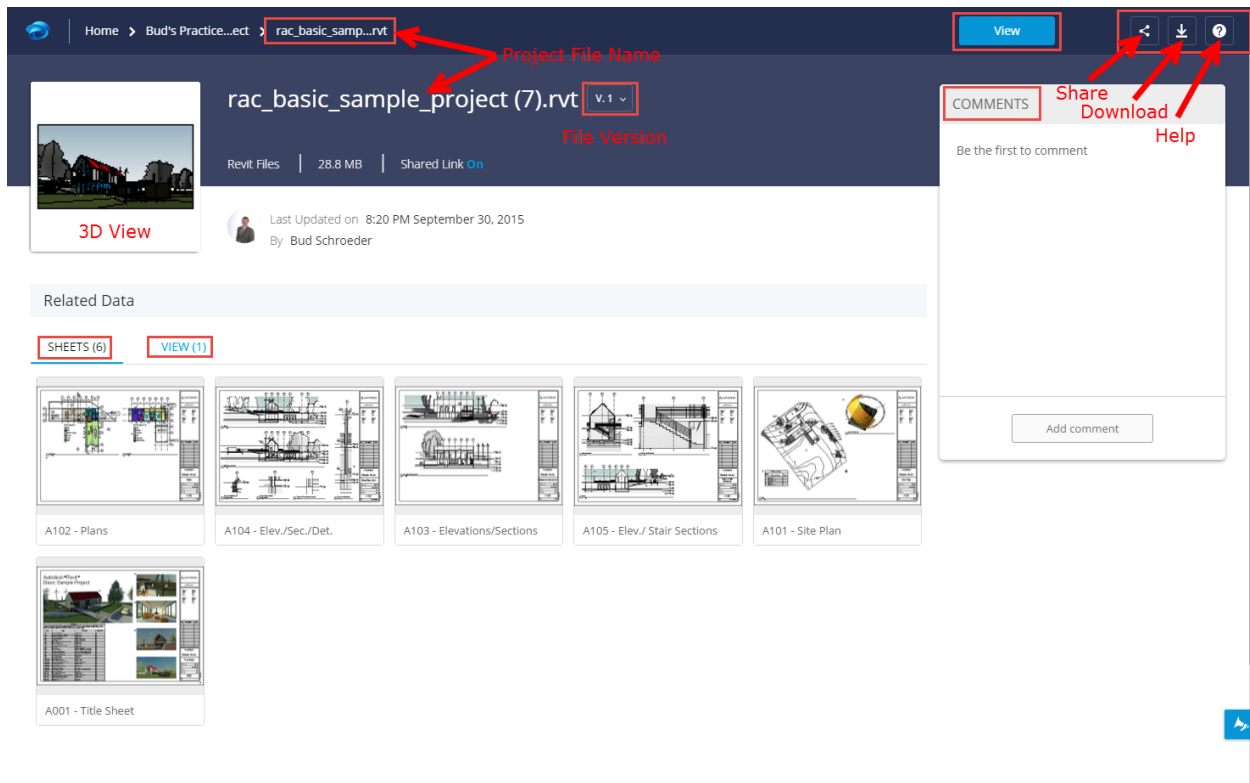
@b

This would bring up a list of people in the project, and you could select my name. Then I will get notifications from that mention.

TIP: You can click on the thumbnail view to open the drawing in the viewer. In this case this is the 3D View of the file.

This drawing has Sheets, six of them and one View. SHEETS (6) VIEW (1). Note that you can click on the view to view it. You can also click on any of the sheet thumbnails to view them as well.





Click on the main thumbnail and let's view the 3D view of the Revit Sample drawing. The top bar looks a lot like the top bar in the overview page. The main difference is the “See Overview” button takes you back to the Overview page. You have comments, share, download and help.



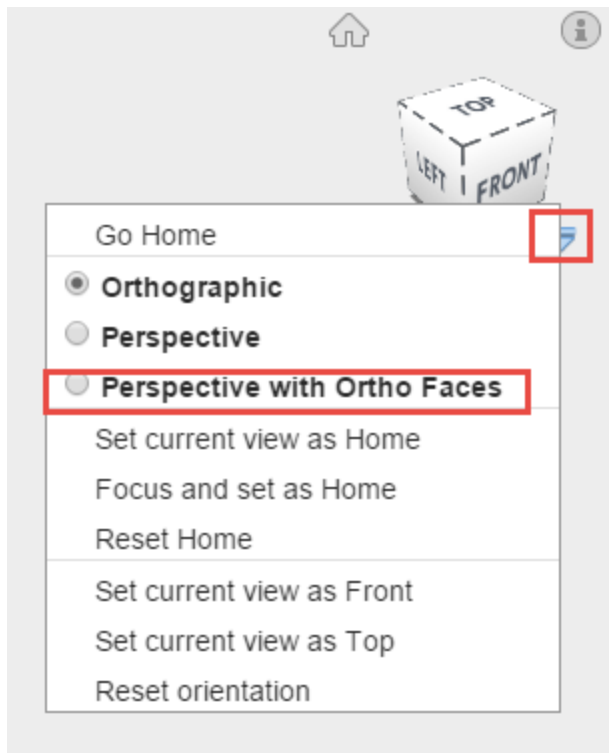
Starting in the upper left hand corner, you will see the View and the Sheets. You can click on each one for more details. Note that you can also switch to a sheet from the Sheets option. Just expand the view and select the sheet you want to open. No need to go back to the overview to pick a different sheet to view.

In the upper right hand corner we have a home icon, you can use this to go back to the default home view.

TIP: You can use this if you get zoomed in or out too far in your drawing and just want to get back to the start.

As long as you are in a 3D View, you will also see the View Cube. You can click on the view cube to change views. There are also other options with the view cube. For example, you can switch from Orthographic view to a perspective view with Ortho Faces on.





Let's take a look at the toolbar at the bottom of the page. Note that there are differences based on a 2D or 3D view in the viewer.

First toolbar settings.

- Walk to
- Orbit
 - Orbit
 - Free Orbit
- Pan
- Zoom
- Camera Interactions
 - Roll (Alt + Shift drag)
 - Focal Length (Ctrl + Shift drag)
 - Fit to view (F)

This next toolbar has comments and the new markup utilities.

- Comments and Markup utilities
 - Snapshot
 - Comment on Object
 - Comment on Point
 - Markup



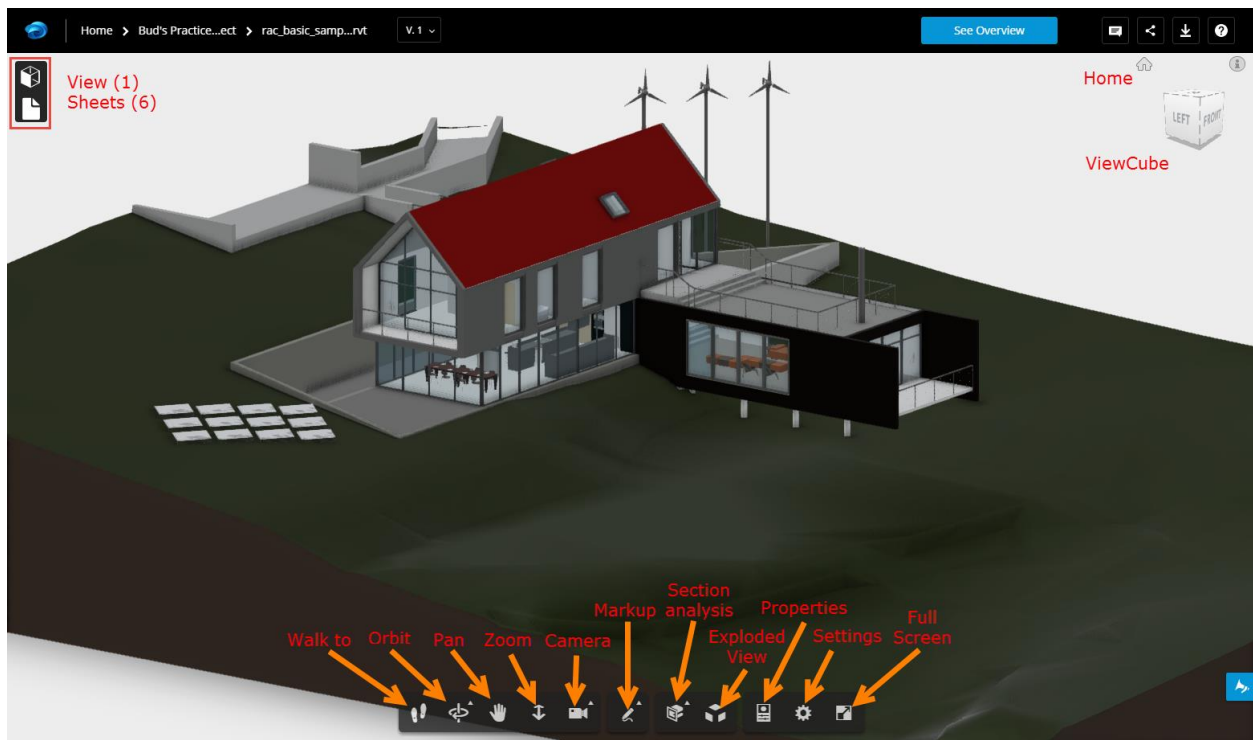
Section Analysis and Explode Model

- Section Analysis
 - Add box
 - Add Z Plane
 - Add Y Plane
 - Add X Plane
- Explode Model

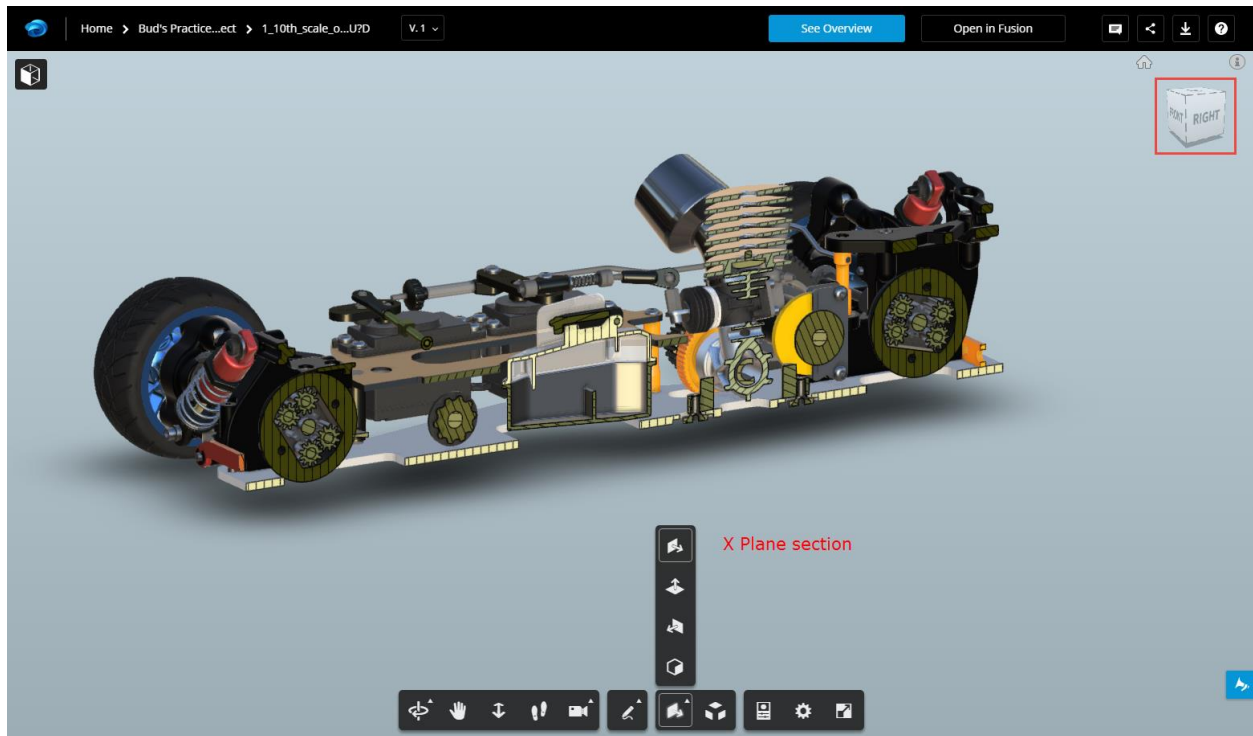
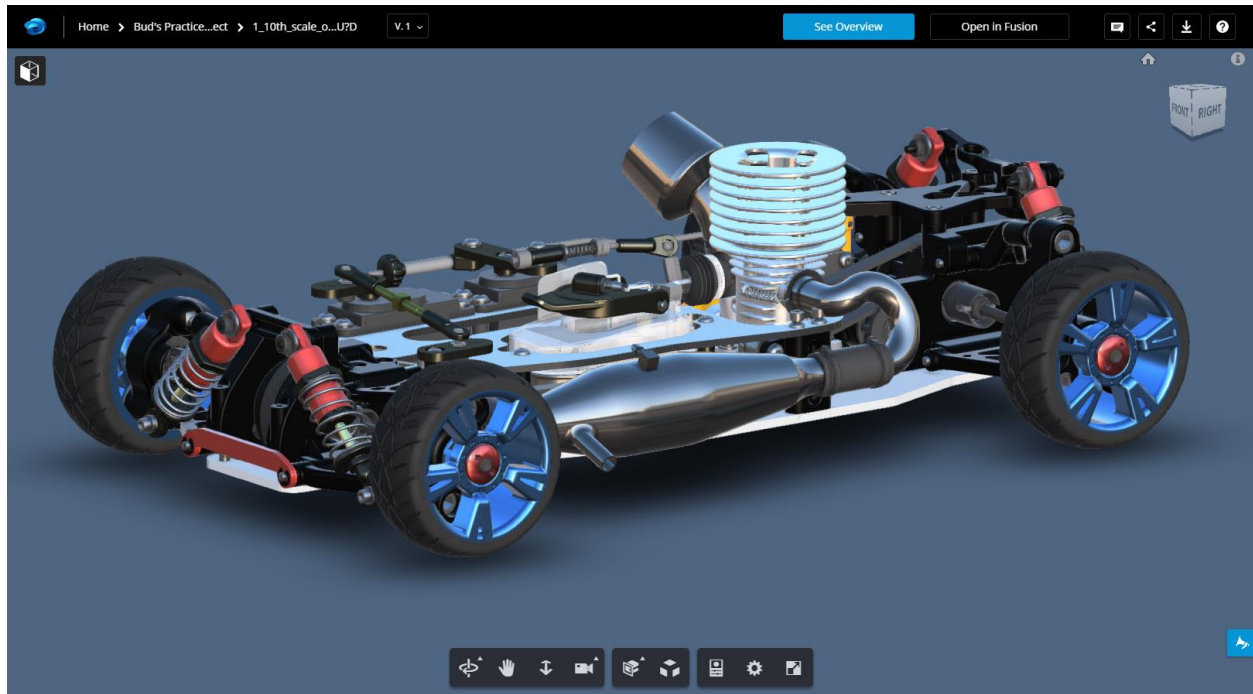
The last toolbar is Properties, Settings and Full Screen.

- Properties
- Settings
- Full Screen.

This screen shot shows a basic layout of the viewer and most of the options.

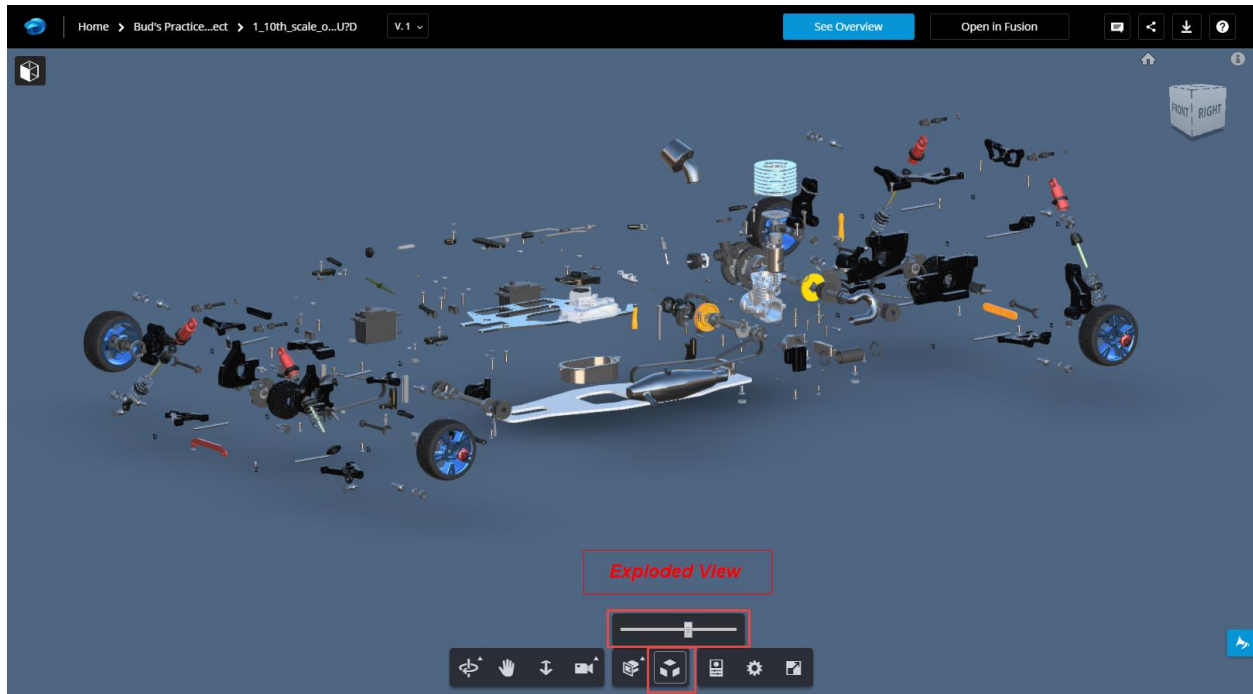


We are going to use a Fusion 360 file to show off how some of the tools work. Let's start with the Section analysis.



This is an exploded view. Note that you can slide the slider left or right to see how far out you want to push the parts.





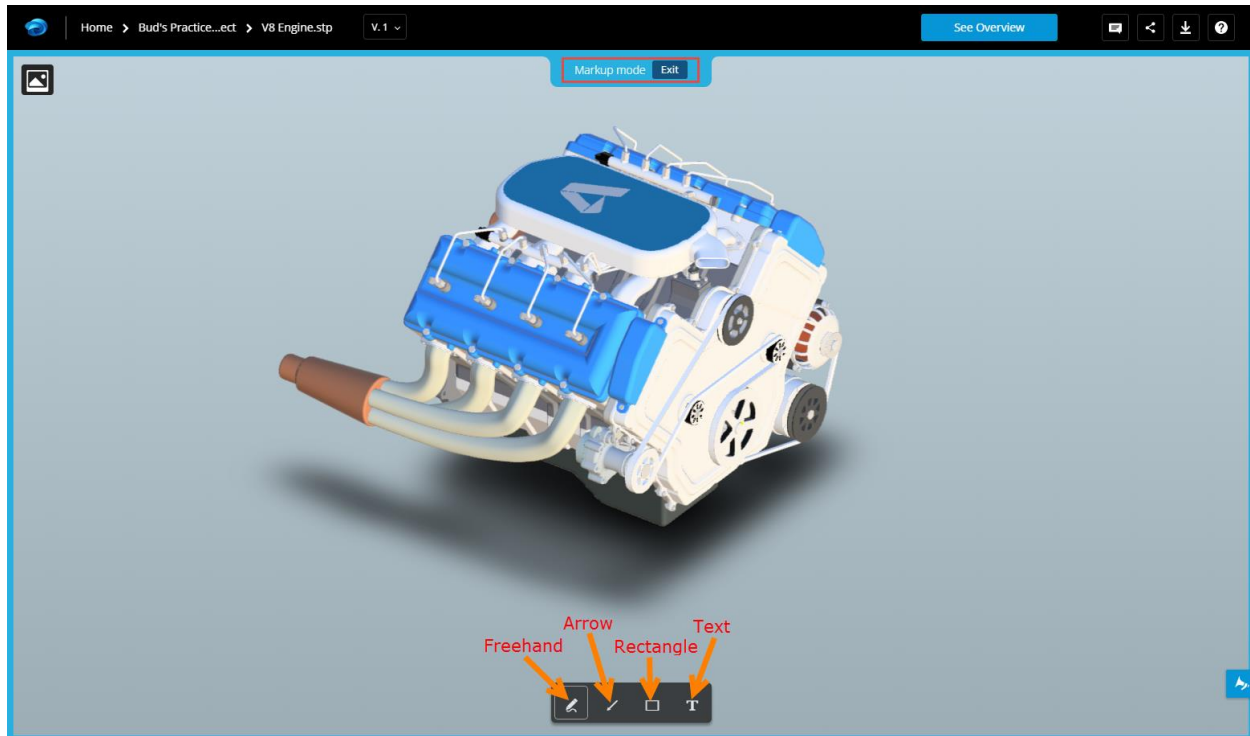
Sectional View of the RC Car:

Now let's take a look at the new Markup tool. Note that this is considered a BETA at this time. When you click on the Markup Tool, you have four options available to you.

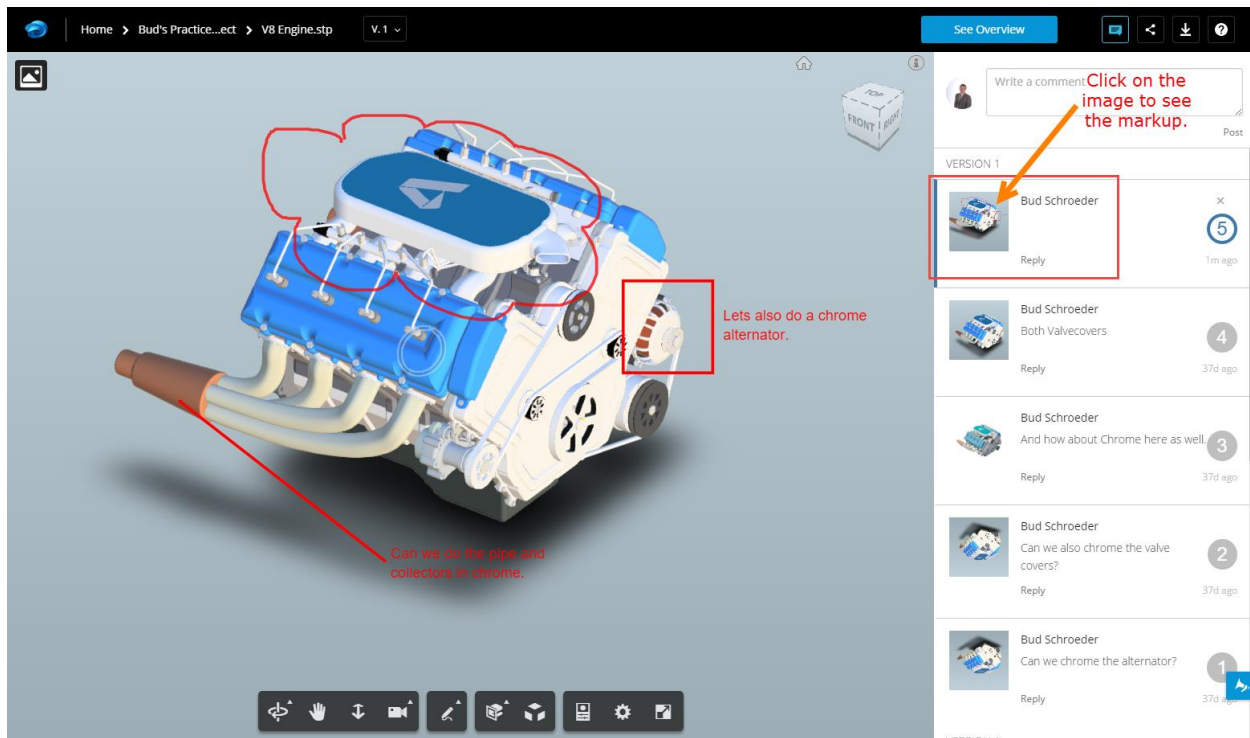
Markup tool

- FreeHand
- Arrow
- Rectangle
- Text

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Here is an example of a Markup submitted. You will not see it until you open up the comments and then click on the image.



Now let's check out finish up with a couple of very cool features.

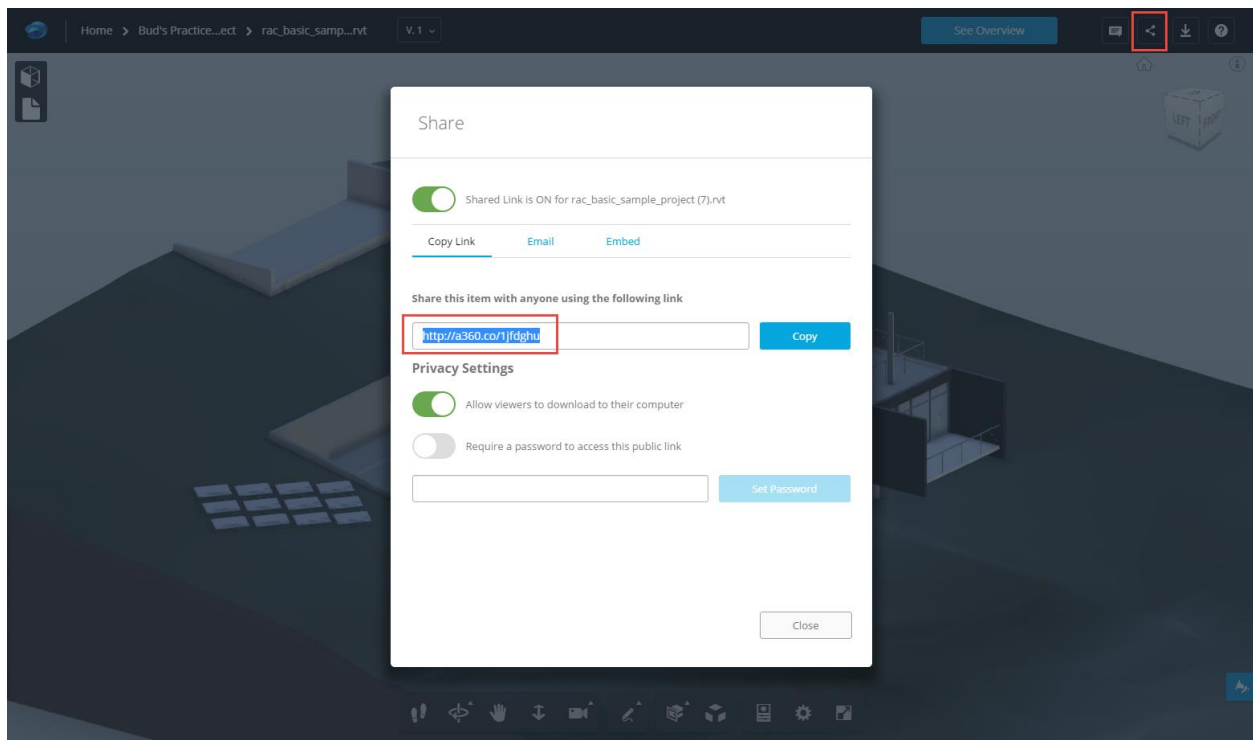
Public Share

Live Review.

Public Share allows you to share your drawing with someone else. They do not need an Autodesk 360 account to see this share, just a browser. You also have the ability to allow or not allow download and even add a password to this file. Once the drawing is open, click on the share icon and select share. This will bring up the share dialog. By default it will have download enabled. If you do not want the file downloaded, just turn it off.

You also have the option to copy the link to your clipboard, eMAIL the link or create an embedded link for your WEB Site.

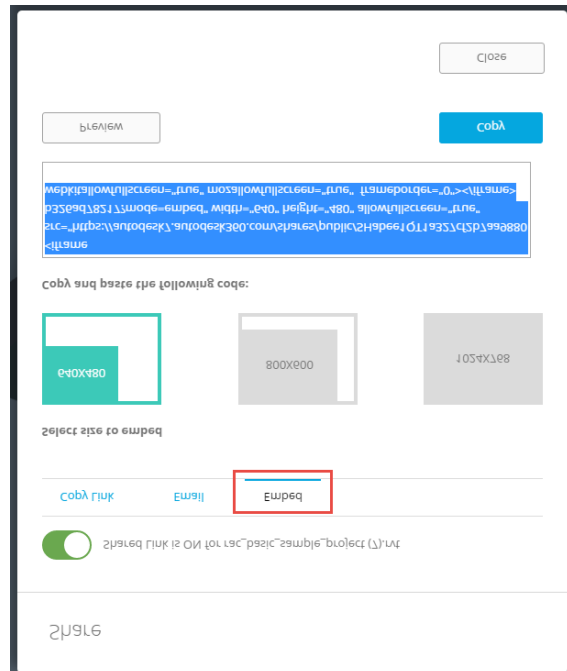
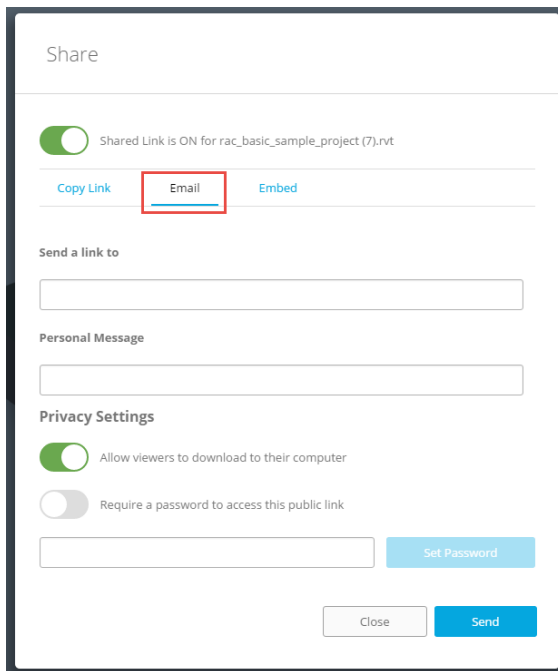
TIP: You can use embedded code if you want to share your file on your internal or external WEB site.



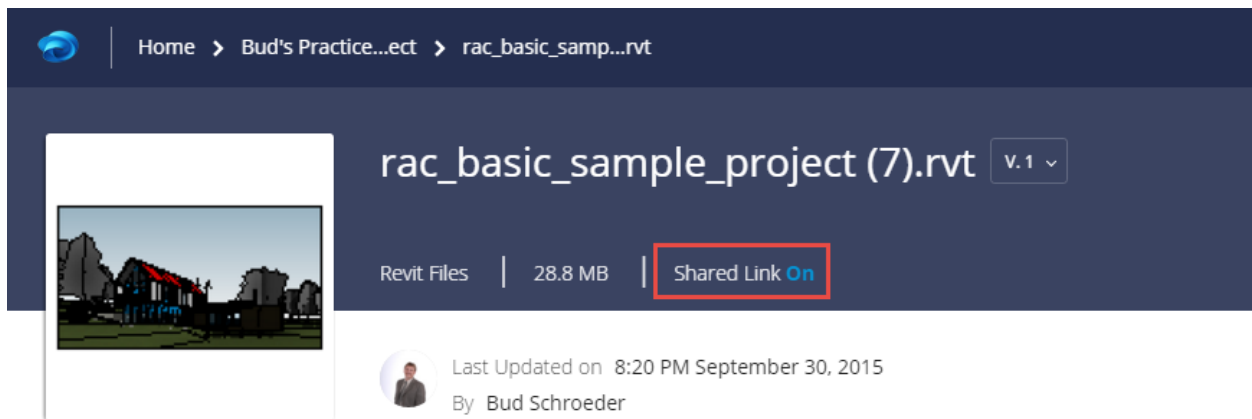
Here are the share dialogs for eMAI and for embedded links.



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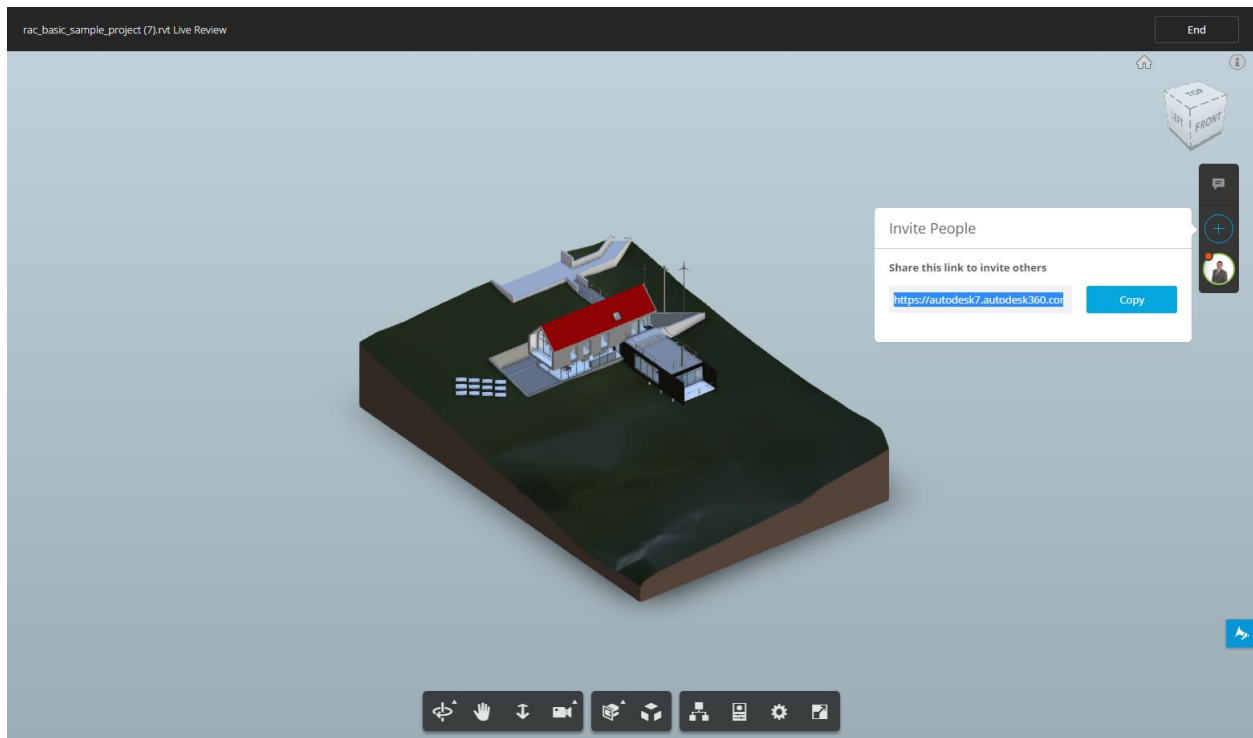
When you go back to the Overview, you can see that it shows under the file name that “Shared Link On” You can toggle this off as well. Just go back to the share dialog and disable the share.



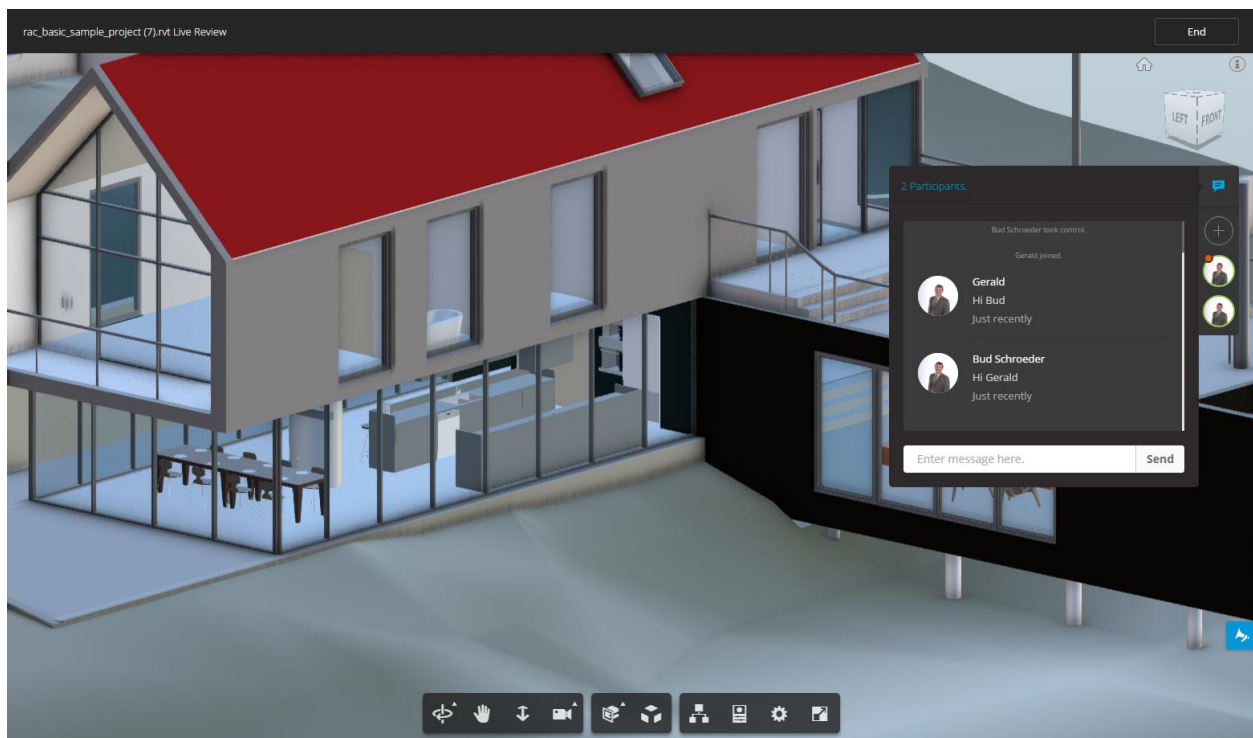
Now let’s take a look at Live Review. Live Review will allow you to send a link to others that can then open up the same file and take turns rotating and commenting on it. One workflow that works great here is to be on a phone call with someone while each of you have the file open. Then you can be talking live while manipulating the drawing.



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When sharing with others, you can see the messages as well as the profile for each person that is sharing the drawing file.



We have covered a lot of material here, and left lots of things to still learn about. Here is one last tip that is a great way to start learning about A360. Create a project just for you. Call it your first name Practice Project. Mine is...

Bud's Practice Project"

Make it a secret project and don't invite anyone to it, that way you're the only one that can see it. Now start trying different things with A360 that will help you better understand how projects work.

Need help or just looking for more information about A360, check out these links. You can also reach out to me directly through eMAIL.

bud.schroeder@autodesk.com

Places to check out:

[A360 WEB Site:](#)

The Autodesk 360 site to learn some basic information about A360 and sign up for the A360 Team Trial

[A360 BLOG:](#)

Check out the latest blog posts to learn more about A360, or read older blogs for tips on everything A360.

[A360 Forums:](#)

A360 Feedback forums to ask questions about A360 as well as share feedback with others. This is also a great place to see updates on the latest version of A360.

[A360 IdeaStation:](#)

The IdeaStation is where you can share feedback with the team on new features for A360 as well as enhancements on existing features for A360.

[A360 Tips, Tricks and Tutorials:](#)

This is a great place to check out the latest Tips, Tricks and Tutorials on A360.

[List of support file types for the A360 viewer:](#)

Check this link for a list of supported file types for A360.

