



XI11493-L

A360 Hands-on Lab: 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

1 Learn how to navigate an A360 Team hub

Here are the basic steps for navigating an A360 HUB

NOTE: This first task is just to navigate the A360 UI and learn what the pieces do.

To get to the main page of the A360 Hub click on the A360 icon.

TIP: Clicking on the A360 icon from any page in A360 will return you to the main hub landing page.

There are two navigation bars, the top bar and second bar. The top bar has...

- A360 Logo icon
- A360 Team Name
- The magnifying glass search icon
- Alerts bell icon
- Question mark “?” help icon.
- Your profile icon with access to...
 - Profile
 - Settings
 - Admin
 - Other A360 Team and Personal hubs you belong to.

Second Panel consists of...

- Shortcut to sort projects,
 - PINNED
 - ALL
 - OWNED BY ME

- SHARED WITH ME
- “Create Project”
- Activity Panel.
 - Activity shows uploaded files to A360 Projects

Next you see the A360 Projects

TIP: IF you have enabled A360 Drive, it will also be displayed as an icon to the far right.

When looking at the projects you see the following...

- Project icon
- Project Name.
- Owned By
- Type
- Created On.

Click on a Project and see multiple options

- Pin
- Archive

TIP: Pinning a project makes it easier to find it if you have a lot of projects. Just pin the active projects so that they show up when you click on the PINNED filter.

Navigating a Project

When navigating a project, you see...

- Home>PROJECT NAME
- UPLOAD
- NEW FOLDER
- List View
- Thumbnail View
- Wiki Pages
- Files
- Folders

On the far right, you will see...

- Details
- Activity
- Project Name
- Edit Project Name
- Settings
- Project Logo
- Details of what is in the project
- Project Type



Under the Project Details are “PEOPLE IN PROJECT”

- *Invite*
- *Manage*
- *List of project members.*

Admin will be to the right of the name of the Project Admin.

2 Learn how to create and edit an A360 Team Project

Here are the basic steps for creating a new project in A360.

From the main A360 Team Hub click on “Create Project”.

This will bring up the “Create Your New Project” dialog.

Type in your “Project Name”.

Type in your “Project Purpose”.

From “Choose a Project Avatar” select an image, or upload your own.

Click on “Create Project”.

To edit your project first open it up.

To the right of the project name is a pencil icon. Click on that to edit the project name.

To the right of the pencil icon is a gear icon. Click on that to edit the type of project

By default the project type is “Closed” with “Allow Project Contributors” enabled.

Let’s change this to a Secret Project and turn off “Allow Project Contributors.”

Now click on “Save”

Hover over the Project icon and notice it says “Change”. Click on Change to select a new image for your project.

You can use one of the existing images, or “Upload Your Own”

TIP: *For the best results, use an image that square at 100 X 100 pixels.*

3 Learn how to upload files to A360 for sharing and viewing

There are multiple ways to upload files to A360. If you click on the “Upload” link you will see...

- File
- Folder



- Assembly
- From Dropbox

File and folder will allow you to upload individual files one at a time or all in the same folder and or sub folders.

Assembly is used for files that have references, such as AutoCAD DWG files. Inventor Assemblies would also be uploaded this way.

TIP: Use Pack and Go in Inventor to make sure all the dependencies are in the same folder structure. Note that it is not enough to just copy all the files to a single location, you need to use Inventor and Pack and Go to make sure these reference files resolve to that single file location. Otherwise the composite upload will not work. You can use eTransmit with AutoCAD.

When uploading an assembly, you need to identify the parent file

4 Learn how to use the A360 Large Model Viewer with over 100 different file types

NOTE: This objective is to play around in the viewer and explore the options and menus. This will help you better understand where everything is located.

With the A360 Viewer, you can view over 100 file types. Let's open up a file and take a look at how the UI is laid out. We start with the Overview. This shows a Thumbnail of the file, what type of file it is, size and if it is shared. You also see the version.

Top Bar shows View, Share, and download.

If the drawing has sheets, they will show up below the thumbnail.

Click on the Thumbnail to get into the drawing view.

If the file is 3D, you will see a cube in the upper right hand corner.

Click on the cube to see a new menu. Depending on the file type you have open, this will show a search engine. It also shows all the properties of the file.

If you click on one of the properties, that part will be displayed in the viewer.

On the bottom of the viewer you have a toolbar. Note that this will look different based on the type of file you are viewing. Here is what you would see with a 3D Fusion file.

- Orbit
 - Free Orbit
- Pan
- Zoom
- Camera Interactions
 - Roll (Alt+Shift drag)
 - Focal length (Ctrl+shift drag)
 - Fit to view (F)
- Section Analysis
 - Add box



- Add Z plane
 - Add Y plane
 - Add X plane
- Explode model.
- Properties
- Settings
- Full screen

In the upper right corner we have...

- Comments
- Share
 - Live Review
- Download
- Help

Below that we have...

- Home button
- Information
- View cube

To the right of the View Cube is a dropdown that allows you to change how the 3D View looks.

Home

- Orthographic
- Perspective
- Perspective with Ortho Faces
- Set current view as Home
- Focus and set as Home
- Reset Home
- Set current view as Front
- Set current view as Top
- Reset orientation

That is the quick over view of the viewer. Note that with 2D files, you will also get the measure feature. That allows you to quickly measure 2D points in your files.

