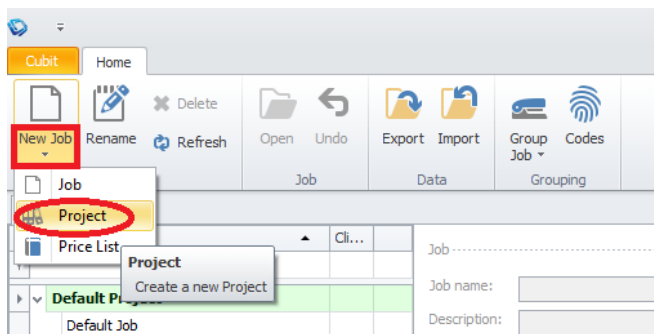


How to create project and job/bill

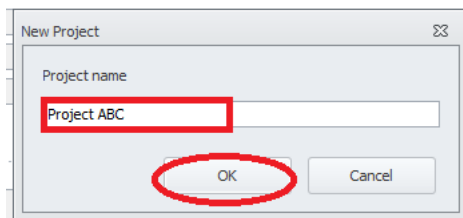
1. Double click at “Cubit” logo to open Cubit program.



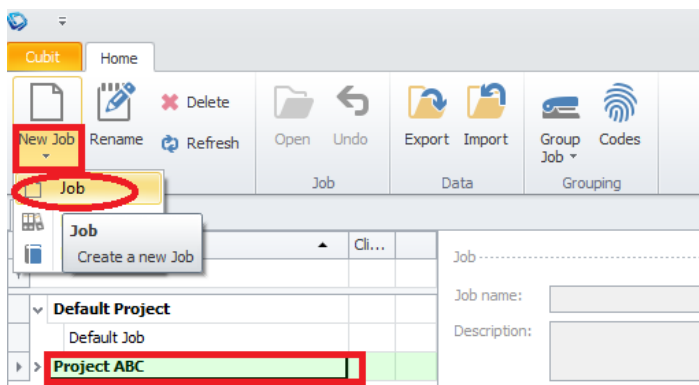
2. Click at “New Job” word and select “Project”.



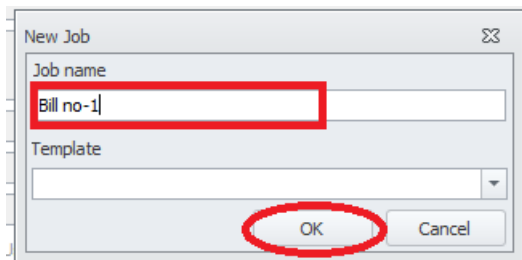
3. Type in project name and click “OK”.



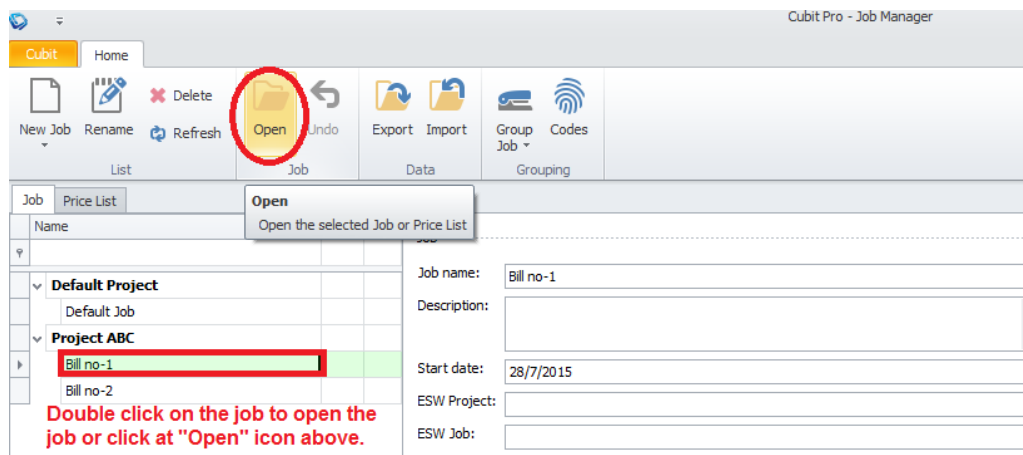
4. Make sure you **click at project name**. Then click at “New Job” word again and select “Job” to create a job/bill under that project.



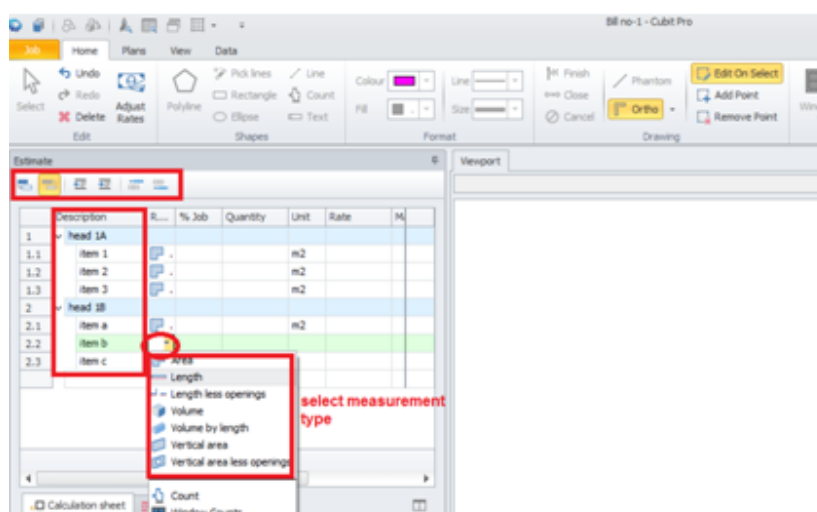
5. **Type in job/bill name** and then click **“OK”**. You can repeat step 4 to create more jobs/bills.



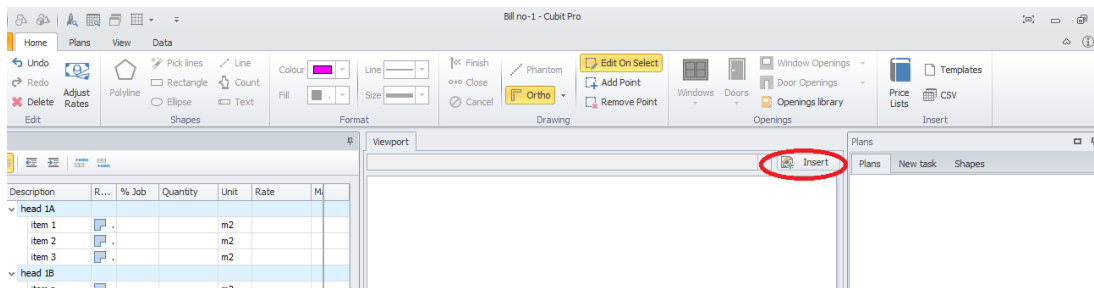
6. Open the job by **double click** or select the job and then click at **“Open”**.



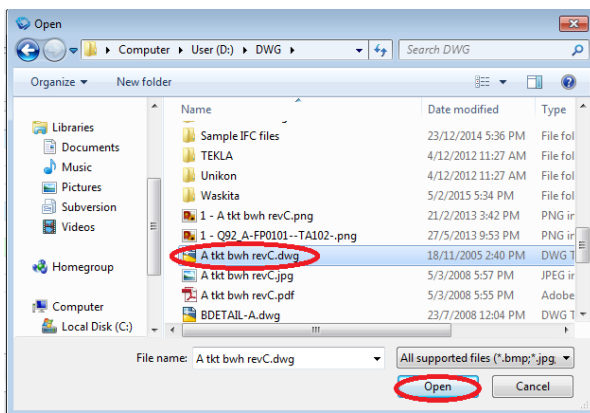
7. At your left hand panel, you can type the item description that you want to measure. You can **indent/outdent** the description. Then **select measurement type**.



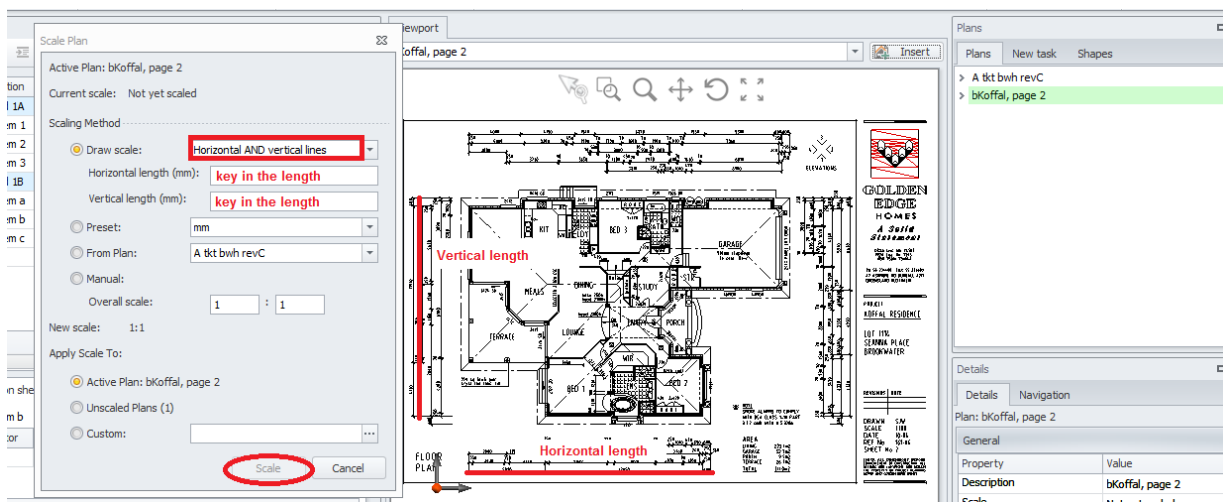
8. At viewport panel (center), click at “Insert” to insert plans.



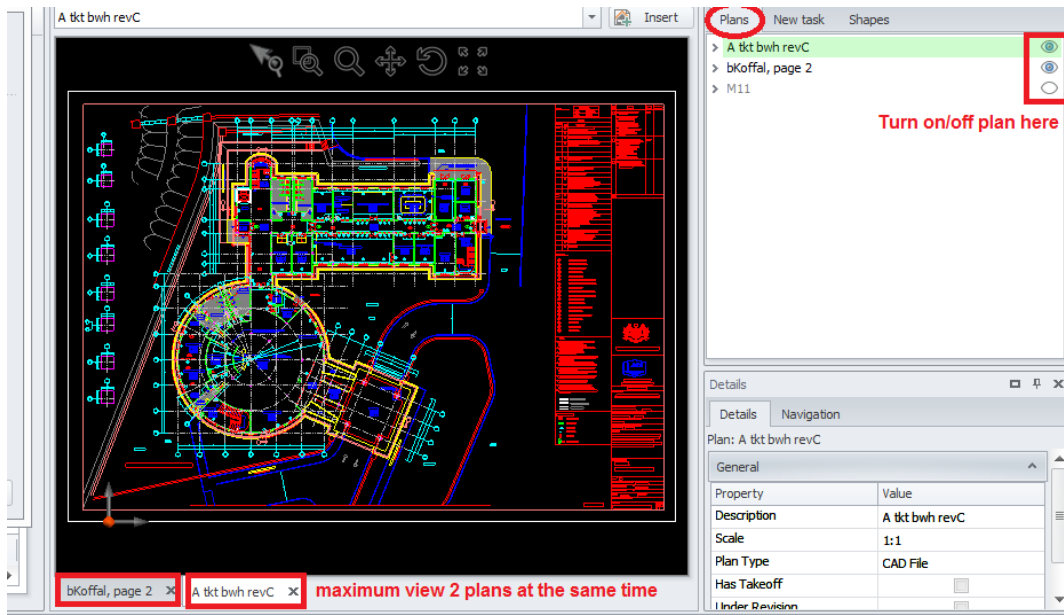
9. Browser and select the plan, then click “Open”.



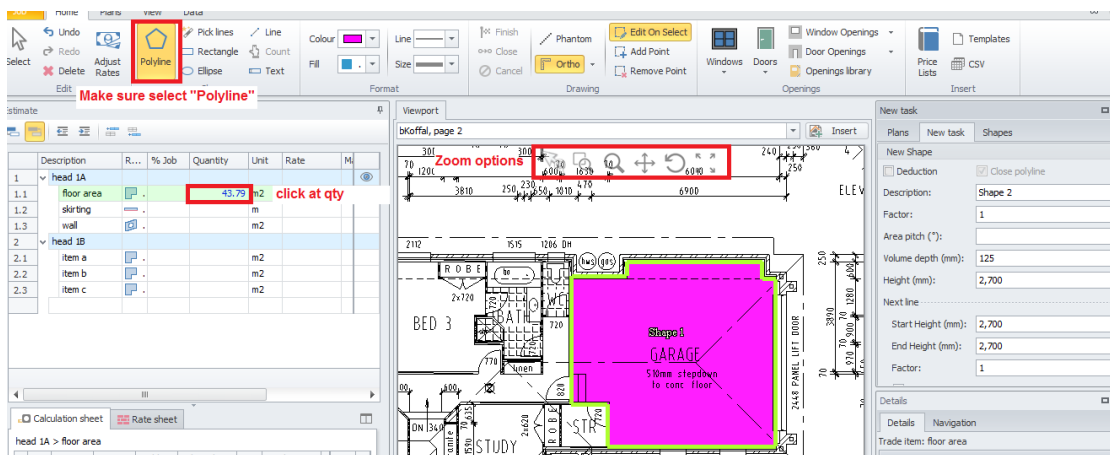
10. You can see the plan is loading and after loaded, you can insert other plan. If you load dwg files, it will auto detect the scale but if you load pdf or other scan drawings, you will prompt to insert scale. Select “Horizontal AND vertical lines” and click horizontal length on the plan (the longest more accurate) and type in the value. Then follow by vertical length. After that, click “Scale” to save.



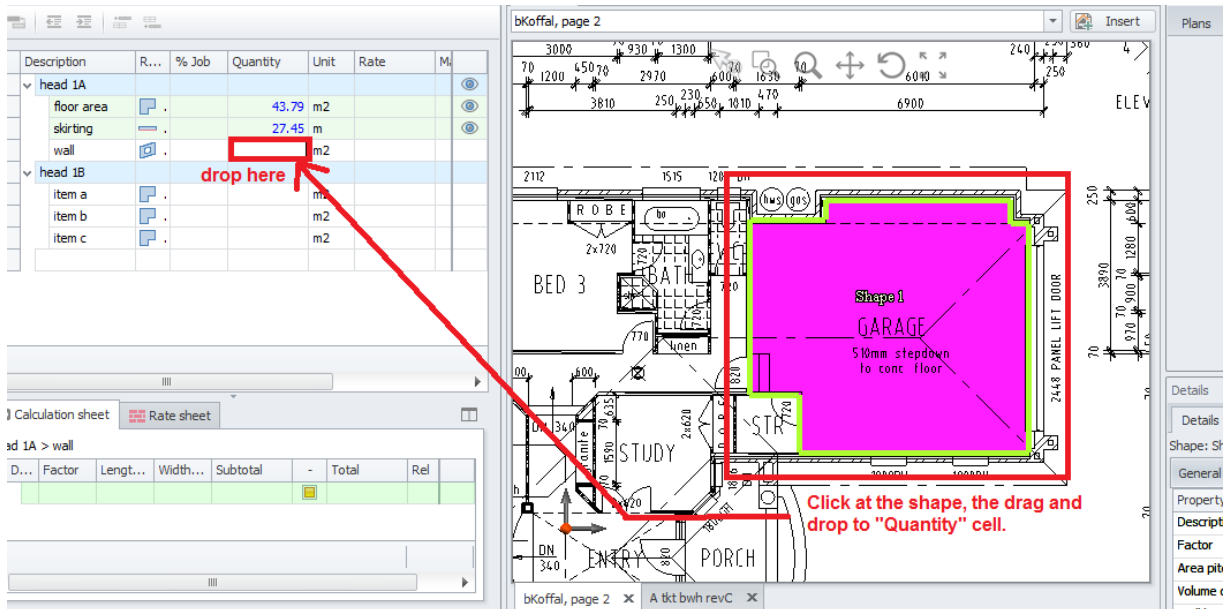
11. You can load many plans but the view port maximum only can view 2 plans at the same time. You can turn on/off the plan at your right hand “Plans” panel.



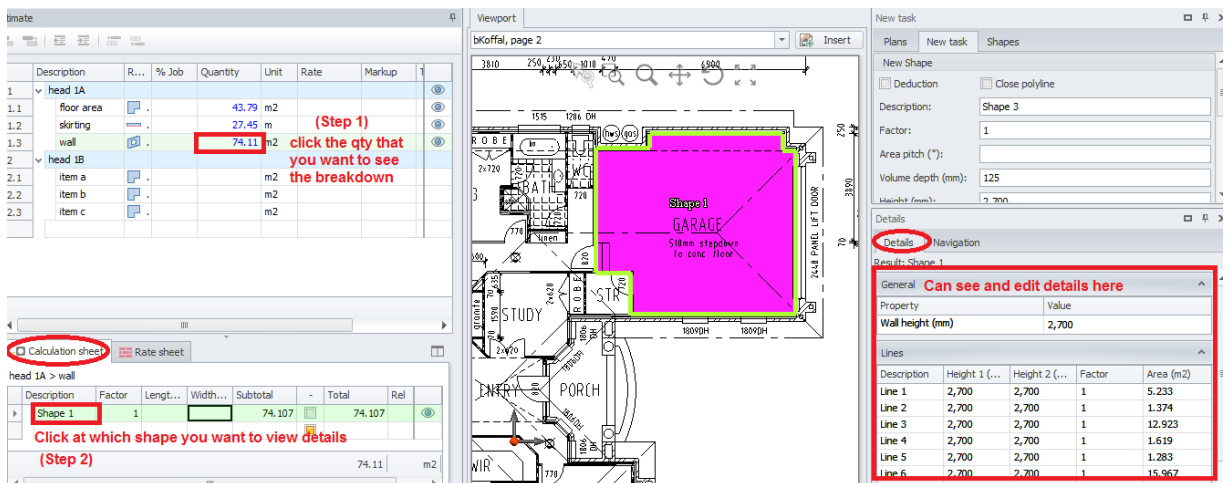
12. When you want to measure, make sure you click at “Qty” cell and “Polyline” was selected. Then just click on screen and if you measure area, you can right click your mouse to close the shape.



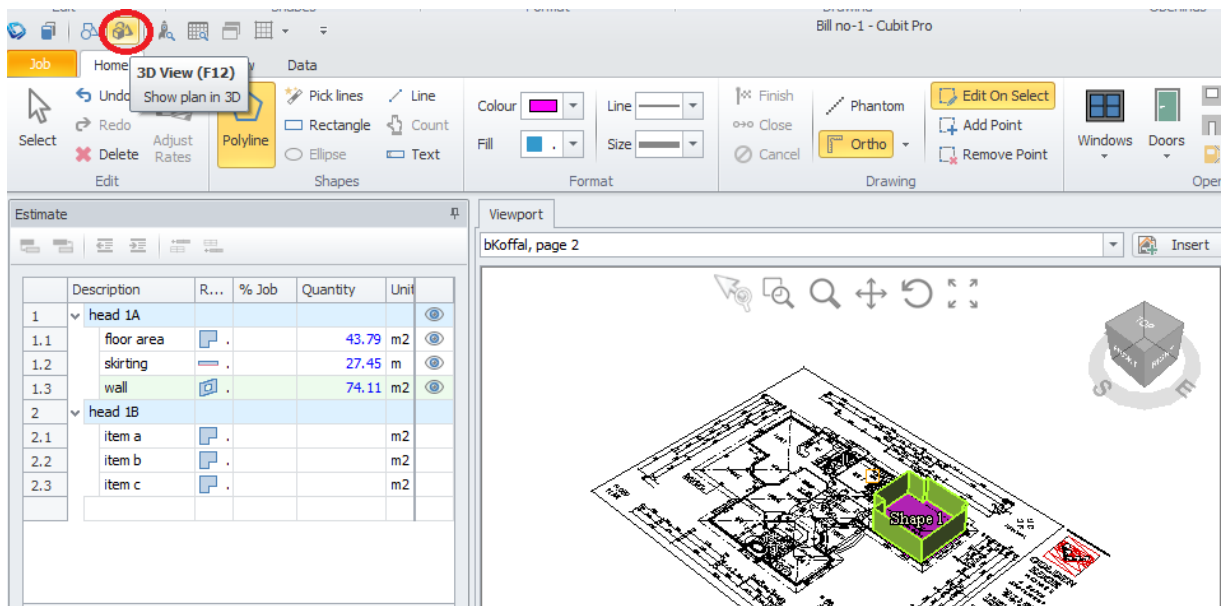
13. You can reuse the dimension that you had measured by just **click (don't release the click)** on the shape that you had measured, then drag and drop to the item's **"Qty"** cell that you want paste to.



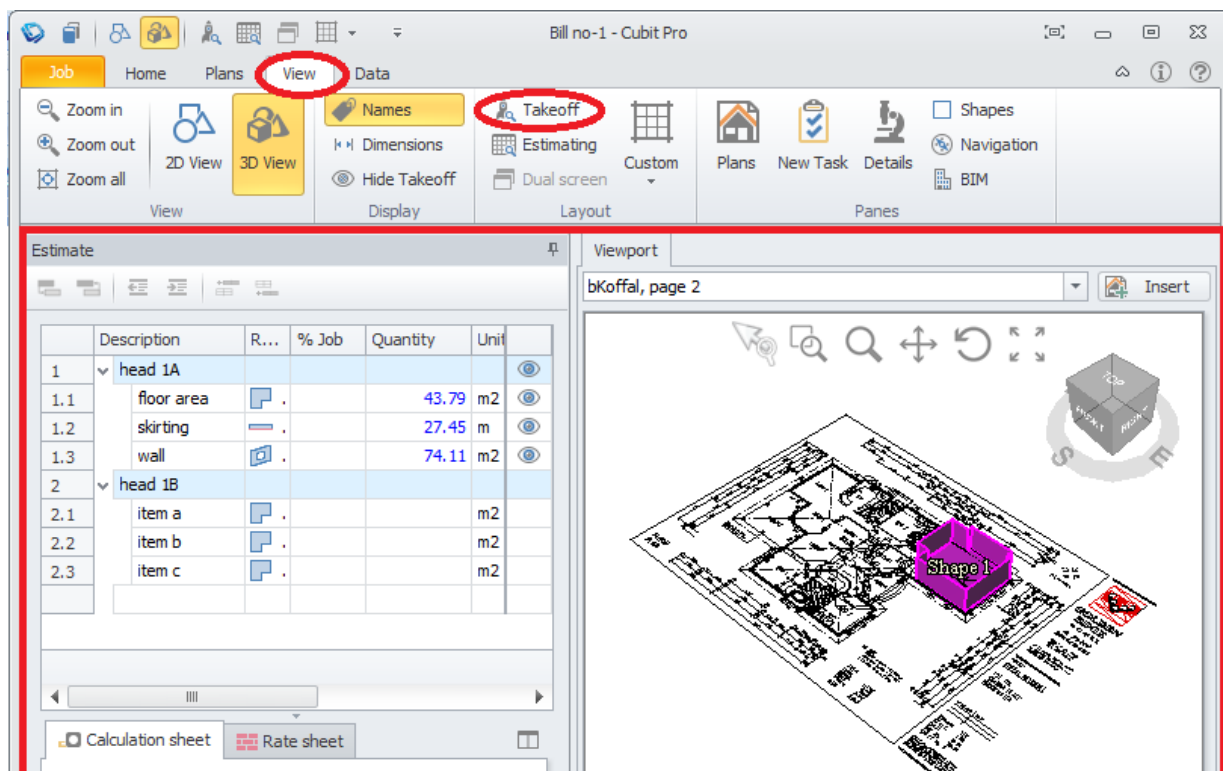
14. You can **view & edit** your measured shape result by **click at quantity cell** of the item, follow by click on which shape at **"Calculation sheet"** screen. Then you can **edit at right hand panel**.



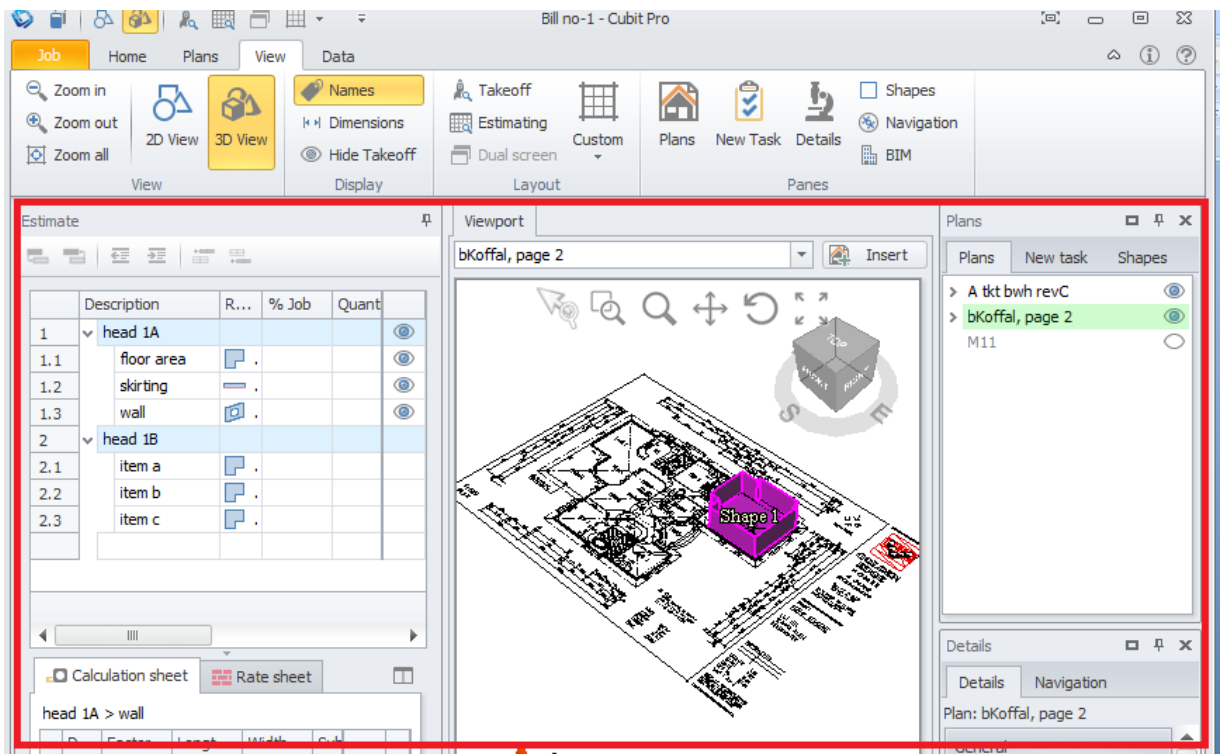
15. If you measure wall area, you can view 3D by click on “3D” icon. Then click “2D” view icon beside it to switch back to 2D view.



16. If you accidentally close any panel, you can recover back to original view by click at “View” tab and follow by “Takeoff”.



17. Then the view will back to original like below.



18. You can measure curve line and make sure you turn off “Ortho” option when you want to measure curve. When the line is curved, click at first/start point of curve and click at second/finish point of curve, hold the click (don’t release the click) and you can move the line to match the plan’s curve line, then only release your click.

