

EFM

EteCAD
File Manager
(v2)

User Manual

eteCad

info@etecad.com

Table of Contents

1: INTRODUCTION 3

2: FIRST LOOK 4

Browsing 4	List view 4	Supported file formats 6
	Large & small thumbnails 5	
Other features 7	Descriptions 7	Plot File Viewing & Printing 7

3: MANAGING YOUR FILES 8

Filtering 8		
Basic operations 10	Right-click pop-up 10	Delete 13
	Sort by > 10	Find 13
	Open as > 10	External app buttons 15
	Describe 10	Bottom Bar 15
	Hot Directories 11	Rename 15
	Print Selected File 11	Copy 15
	MSE context 12	Move 15
	Toolbar tools 13	Delete 16
Viewers 18	DWG Viewer 18	The Graphics Preview 21
	HPGL Viewer 20	

4: MENUS 22

File 22	New Folder 22	Report 22
	Delete Folder 22	Create HTML 23
	Rename Folder 22	Send *.plt to plotter: 24
Edit 25	Find 25	Invert Selection 25
	Copy to clipboard 25	Describe File 25
	Paste from clipboard 25	Describe Directory 25
	Select All 25	Import Descriptions 25
View 26	Sort by 26	Hide Tree 26

	Hide BottomBar 26	Refresh 26
Configuration 27	Appearance 27	Internal Viewer 28
	Applications 27	Report 29
	Files 28	Shortcuts 29
	Plotting 28	
Tools 30	Map Network Drive 30	Format Disk: 30
	Disconnect Network Drive 30	AutoCAD Batch Processor 31
	Copy Disk 30	Capture Image 31
5: WORKING WITH AUTOCAD 33		
Bottom Bar 33	Open 33	Xref 33
	Insert 33	Plot 33
Working with Block Libraries 33	Recommended settings 34	
6: TROUBLESHOOTING & TIPS 35		
FAQ 35	Hot-key shortcuts 36	
APPENDIX 37		
	Sample LISP script 37	
INDEX 38		

1: Introduction

EFM is a complete MS Windows Explorer replacement - with added features for handling CAD and image files. These include:

- Displaying directories of most CAD-related files in thumb-view mode
- Full-screen viewers for most CAD-related documents
- Ability to attach descriptions to files and directories
- Direct access to AutoCAD/IntelliCAD commands (Open, Insert, XREF, Plot)
- Block management within AutoCAD/IntelliCAD
- Power search for documents (files) based on file properties and keywords in their descriptions
- Reports
- Batch processing with AutoCAD/IntelliCAD.

In addition it offers:

- Thumbnail views in two sizes - large and small
- File descriptions in list views of directories
- Two methods for file manipulation (Copy, Move):
 - the MS Explorer way (drag and drop, Copy/Paste with clipboard)
 - the more robust DOS method (with dialogs)
- The ability to retrieve deleted files from the Recycle Bin of other machines on the network to the local computer
- Power search for documents (files) based on file properties and keywords in descriptions, with preview of found files and ability to jump to their location
- The ability to send PLT files directly to plotter
- The ability to add external program icons to the button bar and execute them within user-defined parameters.
- The ability to run external programs from a command line and drag and drop files as command line parameters into it from the Browse panel.

In this manual, we aim to demonstrate the wide range of things EFM can do and how it can help you in your work. Enjoy

- EteCAD Ltd.

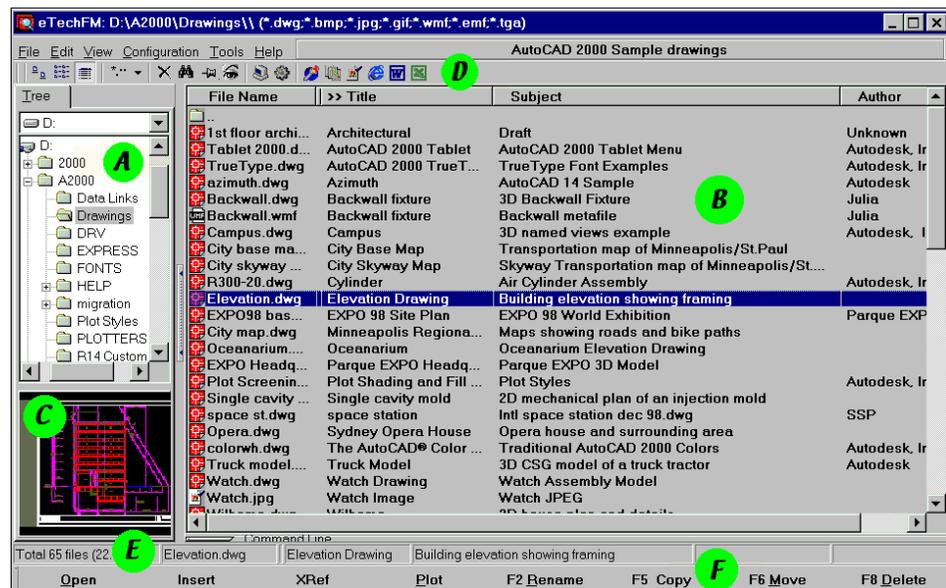
2: First look

• Browsing

List view

Launch EFM and you're presented with a full-screen window:

The **Folder Tree** pane (A) works like its counterpart in Windows Explorer. Use it to navigate to a directory with drawings, and click on its icon in the Tree.



A list of drawings and other image files will appear in the Browser panel (B).

Click on a drawing, and a thumbnail view of it appears in the Preview pane (C).

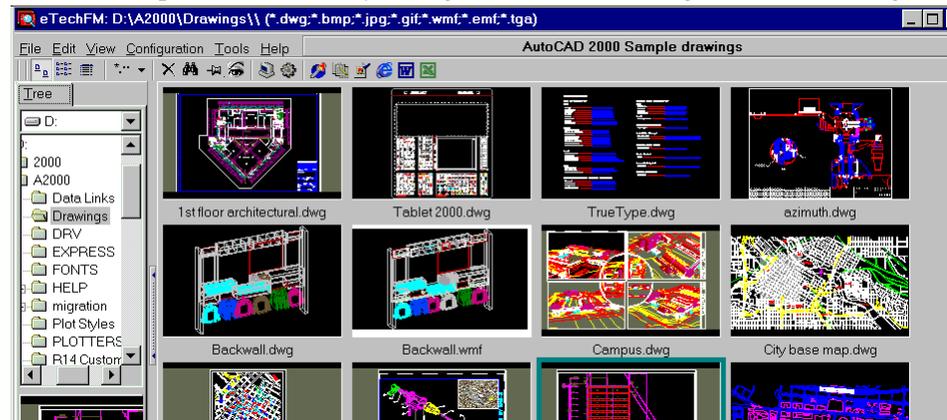
In addition, there is the toolbar (D), Status Bar (E), Bottom Bar (F), and of course the menus. We'll get to know each of these as we go along.

Large & small thumbnails



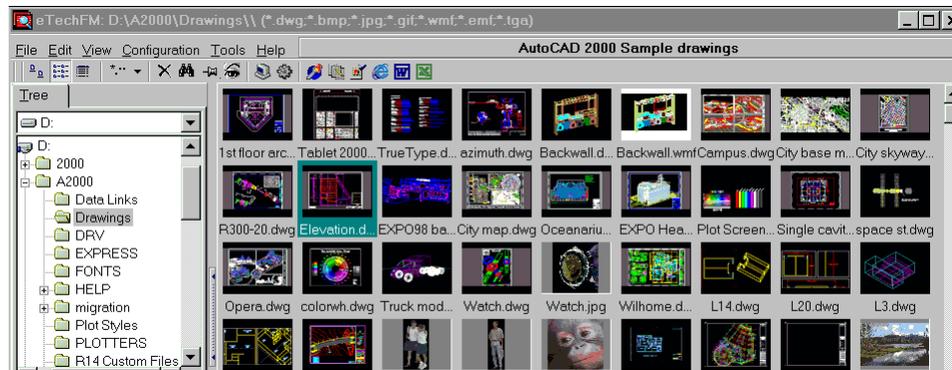
Click the Large Images icon in the toolbar.

The Browser panel immediately changes to a matrix of large thumbnail images:



Now click the Small Images button...

and note they reduce in size to make room for ten across, instead of four:



Those, in a nutshell, are your three options for browsing image files in EFM.

Supported file formats

The file formats that EFM supports are as follows:

Extension	Description	Thumbnail	Full-screen View	Notes
.DWG	AutoCAD drawing	Y	Y	<i>All releases</i>
.DXF	Drawing Exchange Format	-	Y	
.PLT	Plot file (HPGL/2)	-	Y	<i>All releases</i>
.BMP	Windows bitmap	Y	Y	
.JPG	JPEG	Y	Y	
.GIF	Graphics Interchange Format	Y	Y	
.WMF	Windows Metafile Format	Y	Y	
.EMF	Enhanced Metafile Format	Y	Y	
.PCX	Zsoft Publishers' <i>Paintbrush</i>	Y	Y	
.DC5	DataCAD	Y	Y	<i>For FSV the free DataCAD viewer must be installed.</i>
.PNG	Portable Network Graphics	Y	Y	
.TGA	Targa TGA	Y	Y	
.PCD	Kodak PhotoCD	Y	Y	
.EPS	Encapsulated Postscript	Y	Y	
.ICO	Windows Icon	Y	Y	
.TIF	Tagged Image File Format	Y	Y	
.HTM	HTML Web Format	-	Y	
.DOC	MS Word document	-	Y	<i>For MS Word 97/2000 MS Office must be installed</i>
.TXT	Plain text	-	Y	
.RTF	Rich Text Format	-	Y	
.XLS	Microsoft Excel	-	Y	<i>For MS Excel 97/2000 MS Office must be installed</i>

• Other features

Descriptions

A crucial feature of EFM is the ability to attach descriptions and notes to files and folders. These are available by a few other application programs, too, but are not supported directly by Windows.

Descriptions allow you to:

- a. Sort files by certain field
- b. Find files by keywords
- c. Produce reports on drawing or image collections.

These file descriptions are stored in a file called Efmdesc.stg. There is one such file for each folder. If you copy, move or rename files using EFM, the file descriptions remain attached to this file.

We will see in a moment how this feature works.

Plot File Viewing & Printing

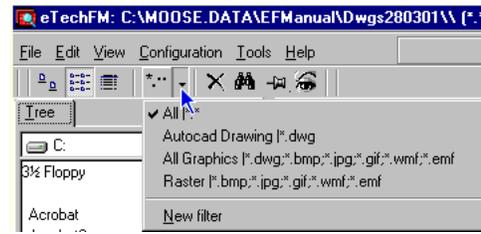
Although thumbnail viewing of plot (.PLT/HPGL-2) files is not possible, you can view and print such files within EFM's own [HPGL Viewer](#) - providing a facility not available in AutoCAD or most other CAD applications. See [p 20](#) for more details.

3: Managing your files

• Filtering

You may have noted that no text or other non-image files appear in any of the browsing options. That is because EFM automatically filters them out: the assumption is, for that you can use the standard Windows Explorer. Click on the arrowhead part of the Filter button in the toolbar and you see a pop-down list of pre-set options for filtering. The default is All - the precise meaning of which we'll see in a moment - but other options are:

- AutoCAD Drawings: i.e., .dwg files¹
- All Graphics: .dwg files + .bmp, .jpg, .gif, .wmf, .emf
- Raster = All Graphics minus AutoCAD drawings (.bmp, .jpg, .gif, .wmf, .emf)

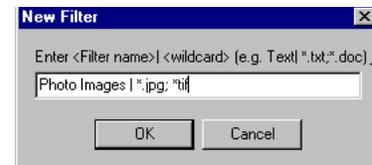


In addition, you can create custom filters of your own, by choosing New filter, then entering a name of your choosing, using standard Windows wildcard conventions (*, ?.)

To demonstrate, type the following for a filter for photo images, based on JPEG and TIFF files only:

PhotoImages | *.jpg; *.tif

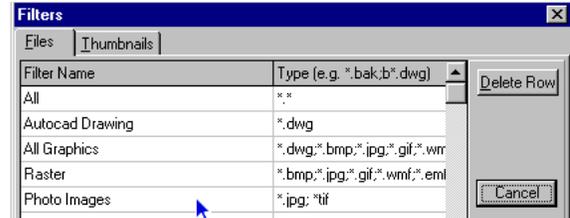
Note: *Make sure to separate extensions from one another with a semi-colon (;) - not a comma (,).*



Now to set its settings: with our new filter the current active one (checked in the list), click on the [*..] part of the Filter button to call up its dialog.

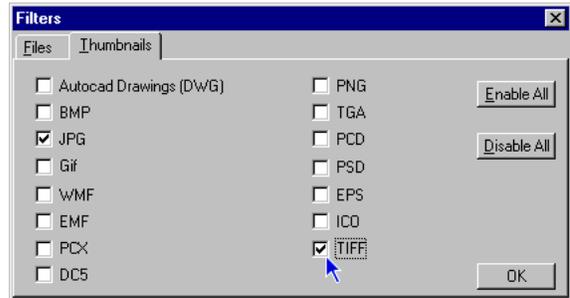
1. This refers to drawings of R13 or above: R12 or earlier will appear in the Browser panel, but with a grayed-out crossed box instead of a thumbnail. But see [Appendix](#) for easy workaround.

You see the default tab section listing the pre-set filters, including the one we've just named.



Click the Thumbnails tab...

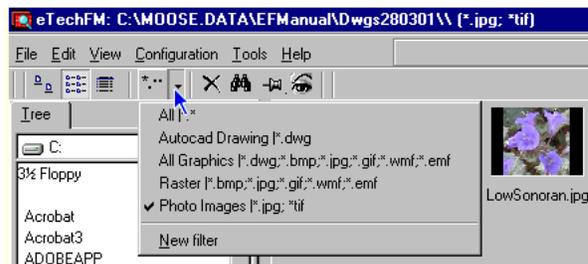
The settings you see here will reflect the last active filter (in our case, the AutoCAD Drawings (DWG) checkbox).²



Deselect the current selection, and check JPG and TIFF instead - then click OK.

The option All |. * in the Filter list refers, of course, to all the options you see here (see also next page). Note that you can click Enable All or Disable All to save time when you have many checkboxes to select or deselect, respectively.*

Put a few JPEG or TIFF images in your directory - or navigate to a directory containing them - and EFM will show them to the exclusion of others:



To return to the original filter, choose AutoCAD Drawing | *. * from the pop-down under the arrowhead.

For the full list of supported file formats, see [p 6](#)

2. DWF (Drawing Web Format) is not implemented in the current version of EFM as it would require installation of the Autoexec WHIP component, which is 3 Mb in size and make installation much heavier. It is also a free format viewable within any Internet browser. However, EFM's [DWG Viewer](#) allows you to save DWF as DWG, and in future versions we are considering implementing an internal viewer that will work if the user installs the WHIP component independently

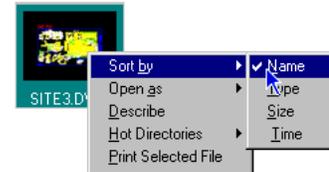
• Basic operations

Right-click pop-up

Right-click any file in any of the three browsing modes. A pop-up menu will appear, offering you the following options:

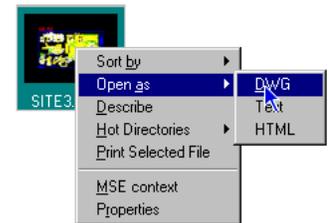
Sort by > with a sub-menu offering options Name, Type, Size, and Time.

Note: Time refers to date & time the file was last modified, not when it was created.



Open as > Features the following options:

- DWG: for native AutoCAD files and files such as .bak which may be opened as such
- Text: for opening ASCII files such as .lsp and .dxf as text files for examination and modification purposes
- HTML: for .ASP files which could also be viewed as text files.



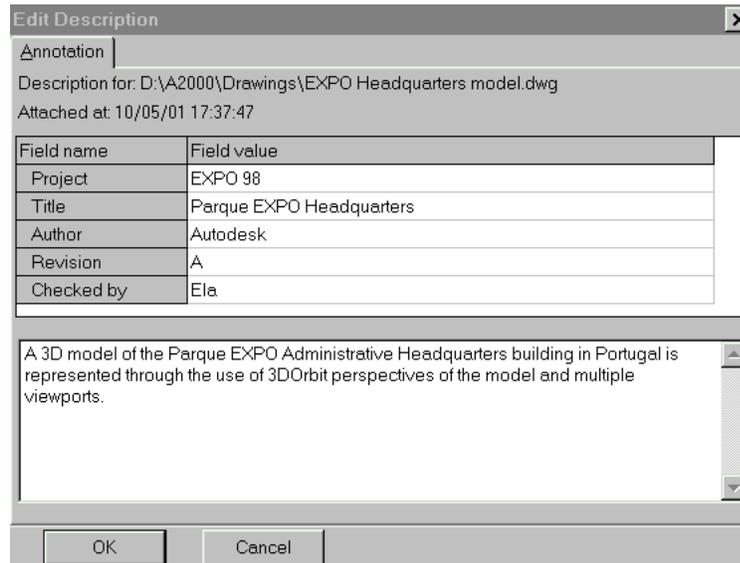
Describe This offers a crucial facility in drawing file management, namely, the ability to add descriptions about a file that are displayed when browsing in the List view, in addition to the standard three fields of Filename, Size and Date provided in Windows.

This facility applies both to files and folders. The file descriptions are stored in a file called Efmdesc.stg. There is one such file for each folder. If you copy, move or rename files using EFM, the file descriptions remain attached to this file.

With descriptions you can:

- Sort files by a chosen field (column)
- Find files by keywords
- Produce reports.

By default, three extra fields are provided, labeled Project, Subject and Author. Type the appropriate entries into these fields...



... and they appear in the List view when you return to it:

File Name	Size	Date	>> Project	Title	Author
Elevation.dwg	192.0...	23/0...	Elevation ...	Building elevation showing framing	
EXPO Headquart...	275.7...	23/0...	EXPO 98	Parque EXPO Headquarters	Autodes
EXPO98 base.dwg	773.5...	23/0...	EXPO 98 ...	EXPO 98 World Exhibition	Parque
City map.dwg	222.8...	23/0...	Minneapo...	Maps showing roads and bike paths	
Oceanarium.dwg	714.3...	23/0...	Oceanarium	Oceanarium Elevation Drawing	
Plot Screening a...	59.81 K	10/0...	Plot Shad...	Plot Styles	Autode:

Note: For details on how to customize these field names and add more of your own, see [“Customizing the Description fields”, p 17](#)

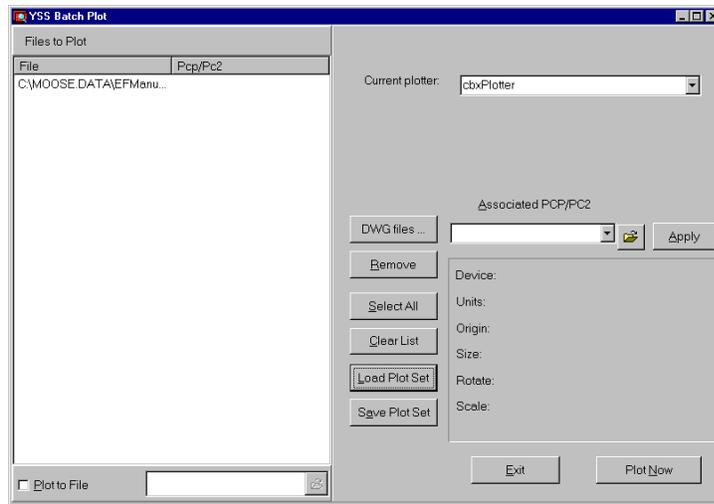
Hot Directories The equivalent of “Favorites” in Internet Explorer, this allows you to add the current directory here, eventually creating a list of your favorite folders that you can jump to directly, bypassing the Folder Tree and making navigation much faster.

Print Selected File The outcome here depends first of all on the file type you’ve selected:

- If it’s a standard graphics file (JPEG, GIF, etc.), this option will bring up the standard Print dialog.
- If it’s a .dwg, however, it will bring up AutoCAD’s plot dialog.

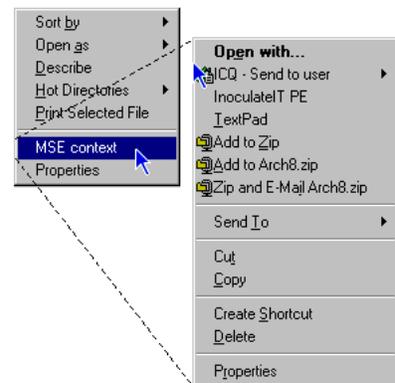
Here the result depends on the option you last chose in the Plotting tab panel in the Preferences dialog (see [p 28](#)):

- If you chose AutoCAD plotting (the default), it will bring up the AutoCAD Print Dialog with reference to the current selected file.
- If you chose Attaching PCP/PC2 option, it will bring up the EFM's Batch Plot dialog, which allows you to plot drawings with AutoCAD as you would with AutoCAD's own Batch Plot utility with some extensions³:



The final two choices in the pop-up give you access to standard Windows Explorer options:

- MSE context This emulates the standard pop-up that appears when right-clicking the file in Windows Explorer
- Properties This is equivalent to choosing Properties in the standard Windows Explorer right-click pop-up.



3. Currently implemented for AutoCAD Rel. 14 only.

Toolbar tools

Two file management tools are available in the toolbar:

Delete



The Delete tool (shortcut: **F8**) works on the file(s) currently selected in the Browser panel. Like the standard Windows Explorer Delete, it sends them to the Recycle Bin and asks you to confirm this before acting on it.

However, *unlike* the standard Windows Explorer Delete, even files deleted from other drives on your local network are sent to your local Recycle Bin. This means that they remain recoverable if necessary - whereas deleting without EFM means such files are lost irretrievably.

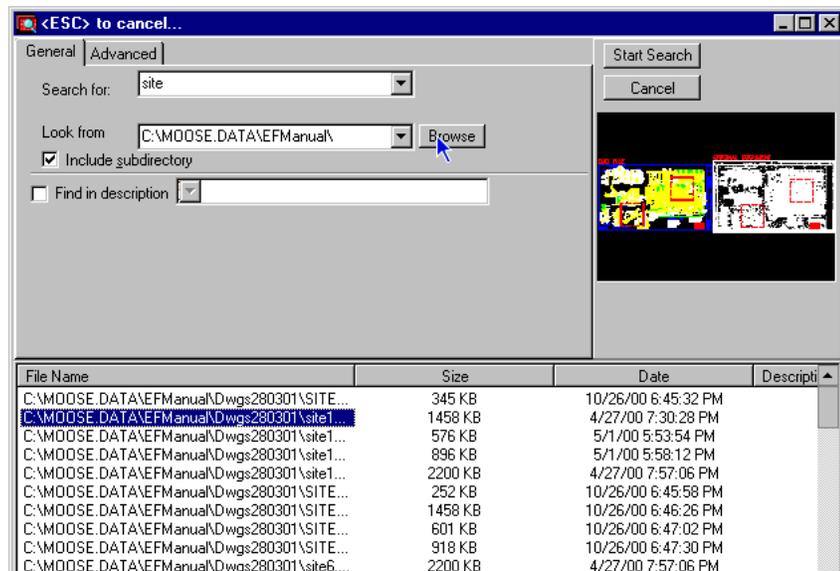
Note: *This is one of EFM's most valuable features — one which one network administrator is quoted saying is alone worth the price of the package.*

Find



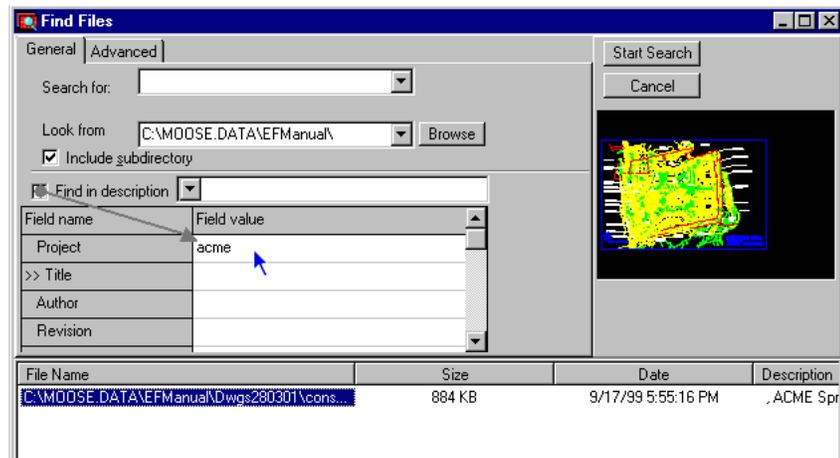
The Find tool (**Alt+F7**) opens a Find dialog, which is fairly comprehensive. It consists of two tab screens: General and Advanced.

The General tab, in its default setting, allows you to search for any text string in a filename, and (in the Look in: field), indicate which volume or directory to look in:

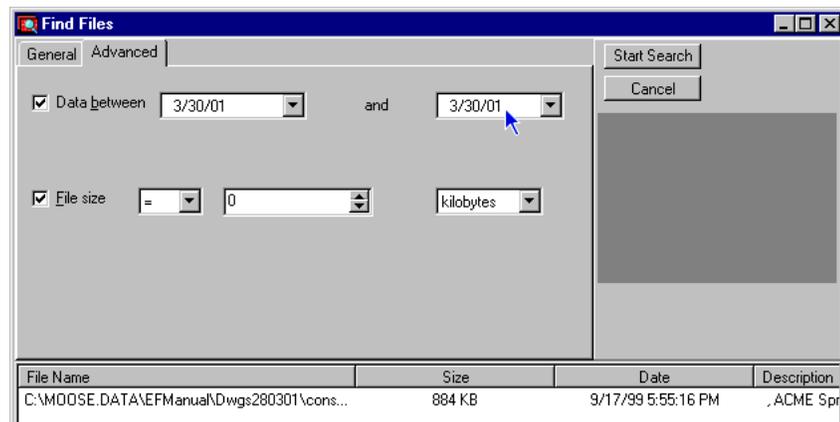


The results are listed in the bottom pane. Select a file from the list: if it's an image file, a large thumbnail image of it will appear in the upper right part of the window, under the Cancel button.

As you can see, there is also an option of searching by the text in any of the Description fields - which by default is off. Turn it on, enter a value that you've entered in one of the Description fields, and the file(s) in question should appear:



The Advanced tab panel offers further criteria of date range and/or file size, which you can use in addition or instead of those in the General panel:

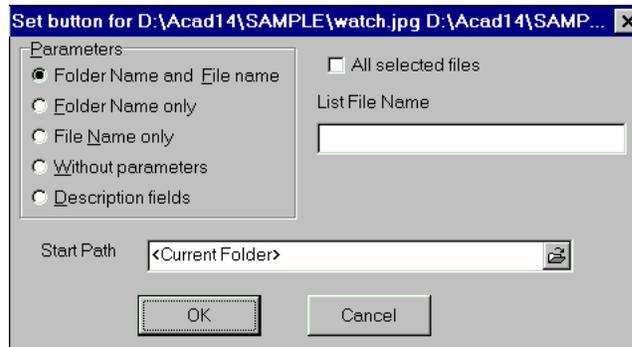


Last but not least, note that in both tab panels you have a button at the bottom left that can take you to the selected file (or - if you selected more than one - the first one).

/ ...

External app buttons You can customize the toolbar to include buttons for launching external applications. To do so, simply drag any executable file (application) from any source—within the EFM Browser panel, or from MS Explorer or even an icon on the desktop—and drop it onto EFM Upper Button Bar.

The Parameter dialog appears:



Select the type of parameter you want: it will be attached to the application.

After clicking OK, a new button with an icon of the application will appear in the toolbar. Clicking it will launch the application in question, with the selected file(s) in the Browser panel as parameter(s).

You can remove the button from the toolbar by right-clicking and choosing Delete from the pop-up.

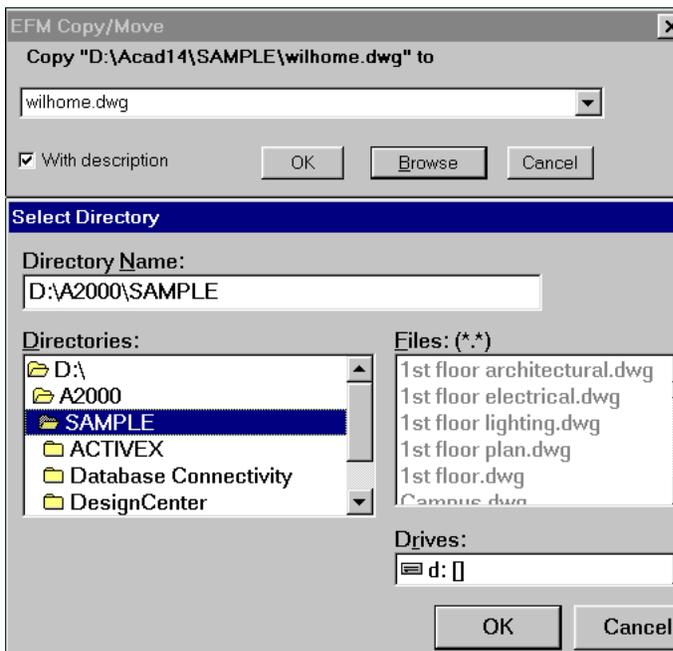
Bottom Bar

In addition to the standard Windows Explorer Copy/Paste or drag-and-drop, EFM offers more traditional (and “safer”) file operations via four of the Bottom Bar buttons:



- Rename Renames the selected file(s) in the Browser panel (shortcut: **F2**).
 - Copy Copies the selected file(s) in the Browser panel to another folder (**F5**).
 - Move Moves the selected file(s) in the Browser panel to another folder (**F6**).
- The latter two involve the EFM Copy/Move dialog:

As you can see, there is a history box on the left that allows for fast access to a target directory bypassing the tree navigation. You can also use MS-DOS wildcards (e.g. *.dwg) as well.

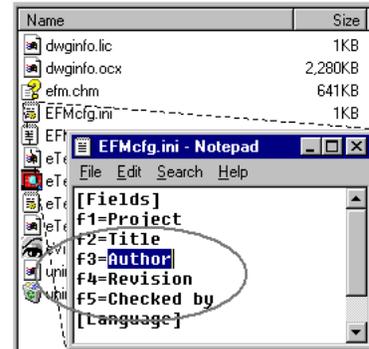


Note: *If the checkbox With description is marked, the EFM file description will be also be copied in the process.*

Delete Precisely the same as EFM's [Delete](#) in the toolbar: deletes the selected file(s) from the Browser panel (F8 / **Delete** key)

Customizing the Description fields

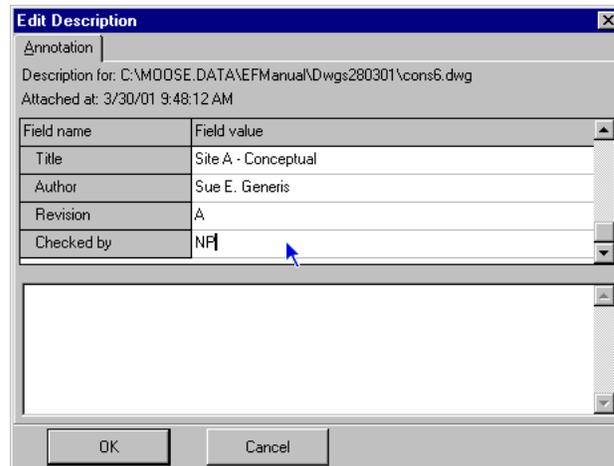
The Description field names may be changed, and you can even add more of your own, by opening the EFM Configuration INI file (EFMcfg.ini) in the application's folder:



Note that for these changes to take effect, you must save the INI file, and relaunch EFM:

File Name	Size	Date	Project	>> Title	Author	Revision	Checked by
..	0	3/30/01 7:41 AM					
MechDwgs	0	3/28/01 8:51 AM					
cons6.dwg	883.30 K	9/17/99 5:55 PM	ACME Springfield	Site A - Conceptual	Sue E. Generis		

Naturally, the Description dialog changes, too:



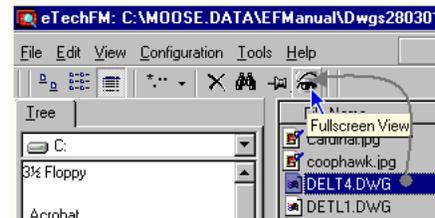
We trust you will find this fully-customizable Description facility handy in managing your drawing files.

• Viewers

DWG Viewer

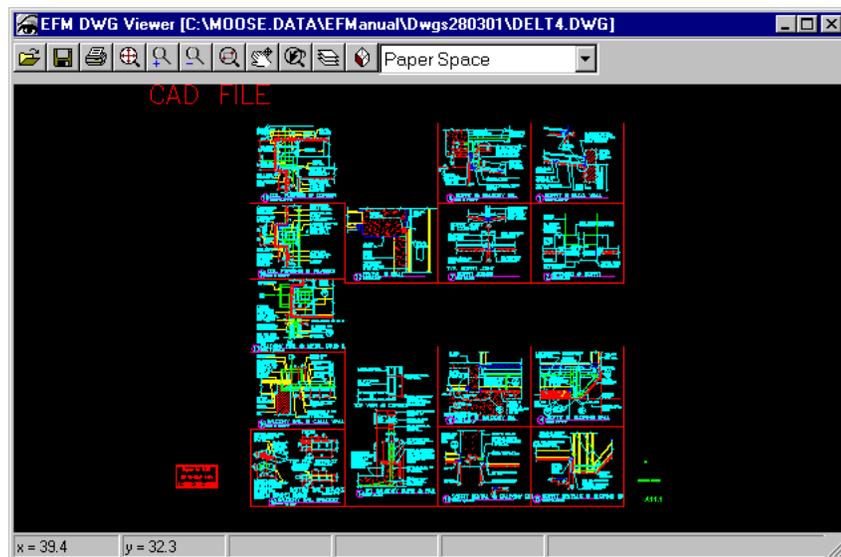
The built-in DWG Viewer is another of EFM's added-value features. It allows you to view, plot, and (in the case of 3D files) rotate CAD (AutoCAD/IntelliCAD/DataCAD) drawings even without the original application installed on your machine.

To access it, select it and click the Fullscreen View tool in the toolbar (shortcut: F3):



The drawing appears in a separate window, with the following tools ranged along the top from left to right:

Open file, Save As..., Print (Plot), Zoom Extent, Zoom in, Zoom out, Zoom Window, Pan, Zoom Previous, Layers and Rotation :

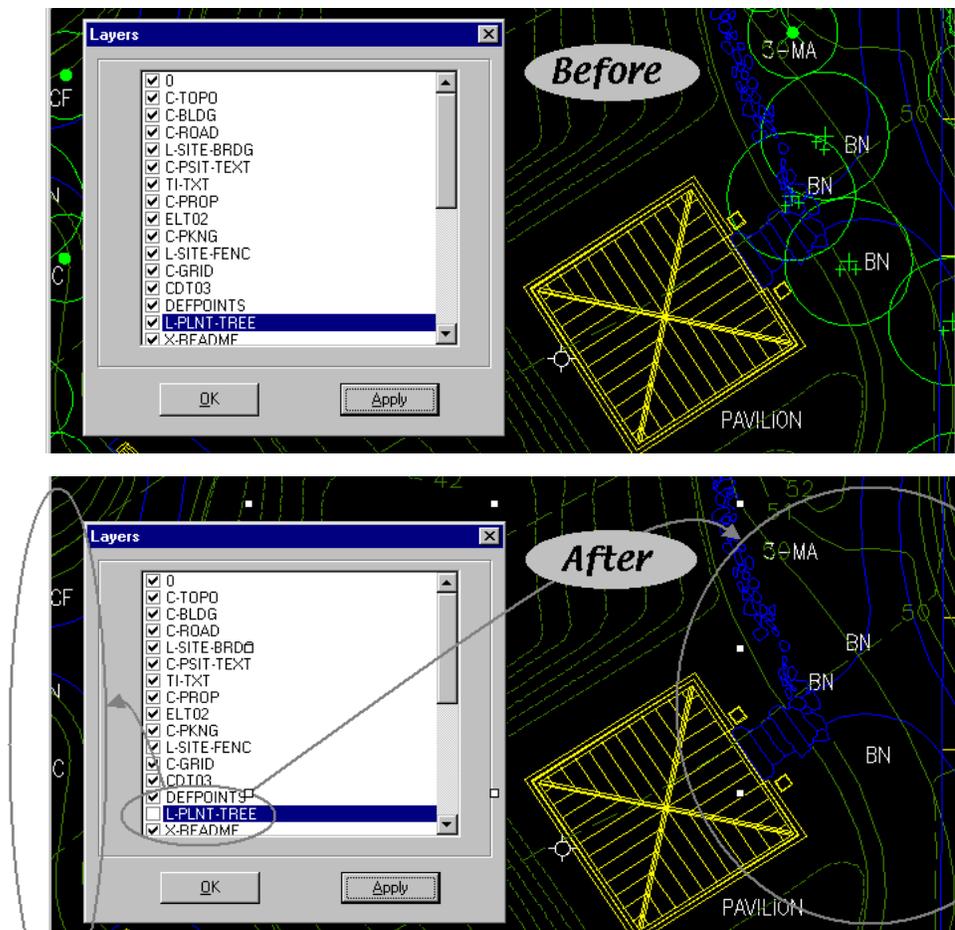


DWG Viewer lets you view DWG and DXF files of all AutoCAD versions, and is fast and simple. In addition, it offers the following features:

- Model and Paper spaces views, named views, layouts for AutoCAD 2000

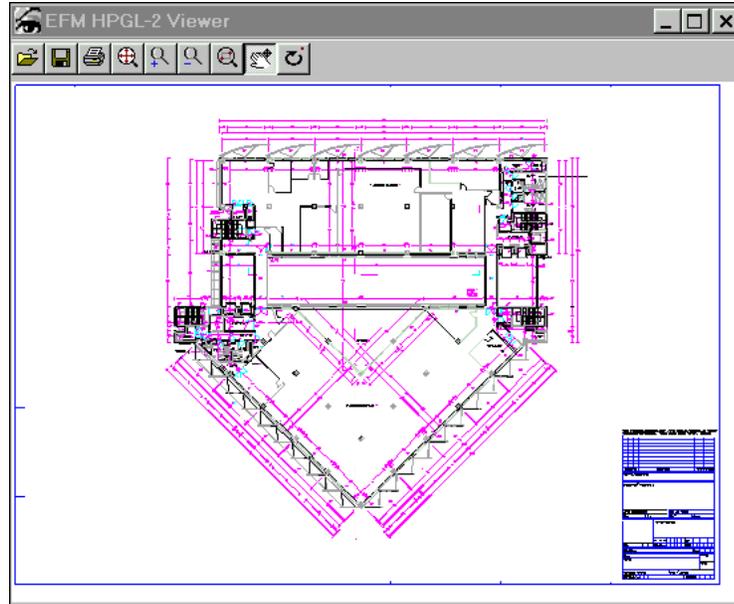
- Save files as DWG-DXF for all versions, as well as BMP, JPG, SVG, DWF
- Dynamic zoom with a wheel mouse
- Rotation of objects in 3D space
- Printing of the current view
- Measurements of distance using right mouse buttons
- Layer on/off supports

The latter is particularly useful, as it allows you to view the list of layers and turn them on or off in any combination that you need for a particular view, as these Before and After views demonstrate:



HPGL Viewer

Similar Zoom, Pan and Rotation tools are available in EFM's **HPGL-2 Viewer** - which allows you to view and print .PLT (plot, or HPGL/2) files through the Fullscreen View.



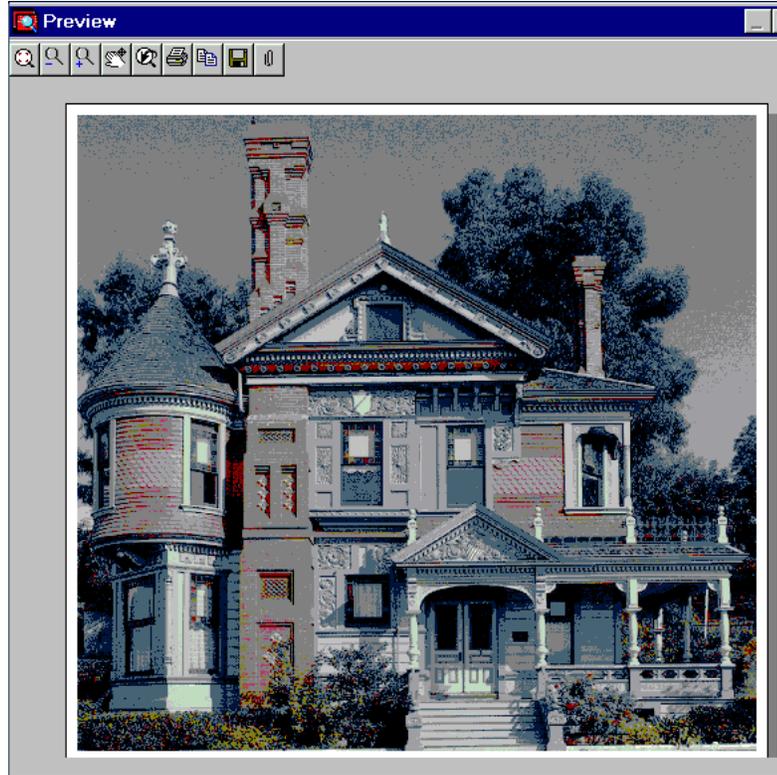
This feature is particularly valuable, as AutoCAD itself (like most CAD applications) does not offer this facility.

In addition to being fast and simple, the HPGL-2 Viewer can also save files in WMF (Windows Metafile Format).

/ ...

The Graphics Preview

When you click the Fullscreen View button when a graphics file is selected in the Browser panel (i.e., JPEG, GIF, BMP and other non-CAD images), a different utility is launched - the **Graphics Preview**:



This has similar viewing options are similar to those of DWG Viewer, but without the CAD-related functions: Zoom Extent, Zoom out, Zoom in, Pan, Zoom Previous, Print, Copy to Clipboard, Save As... and Attach.

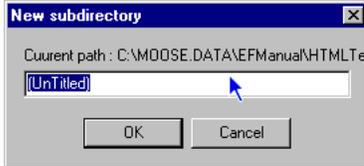
Note: *Double-clicking a graphics file will launch whichever default viewer you nominated for this purpose within Windows. This gives you the best of both worlds.*

4: Menus

• File

- New Folder**

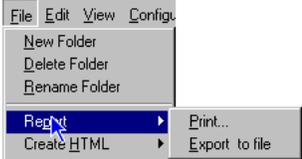
Creates a new folder as a sub-directory in the current directory, with a dialog for naming it. This is faster and more convenient than the equivalent procedure in Windows Explorer - so much so, you may make it your preferred method for creating new folders in general (shortcut: **F7**)


- Delete Folder**

Referring to the directory you are currently browsing, it passes the request on to the standard Windows Explorer Delete function, which asks you to confirm your request to send it to the Recycle Bin before acting.
- Rename Folder**

Equivalent to selecting the current directory's title in the Folder panel or Windows Explorer and typing a new name. (Shortcut: **F2**)
- Report**

This provides a summary of the filenames, size, date, Project and all customized Description fields of *all* the files in the current directory - both viewable and not, image formats or otherwise.



This can be either sent directly to printer (Print) - in which case you get an intermediate preview -

Auto CAD 2000 Sample drawings			
File Name	>> Title	Subject	Author
1st floor architectural	Architectural	Draft	Unknown
Tablet 2000	AutoCAD 2000 Tablet	AutoCAD 2000 Tablet Menu	Autodesk, Inc.
TrueType	AutoCAD 2000 TrueType Fonts	TrueType Font Examples	Autodesk, Inc.
aximuth	Aximuth	AutoCAD 14 Sample	Autodesk
Backwall	Backwall feature	Backwall metafile	Julia
Backwall	Backwall feature	3D Backwall Feature	Autodesk, Inc.
Canvas	Canvas	3D named views example	Autodesk, Inc.
R300-20	Cylinder	Air Cylinder Assembly	Autodesk, Inc.
Elevation	Elevation Drawing	Building elevation showing framing	
EXP098 base	EXP 0 98 Site Plan	EXP 0 98 World Exhibition	Parque EXP 0

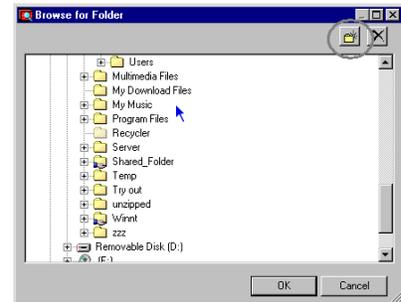
-... or exported to a new file (Export to file). Within this option, you can choose to save it either as a standard text file or as .csv (comma-delimited), which will divide the field information into columns within Excel.

Create HTML

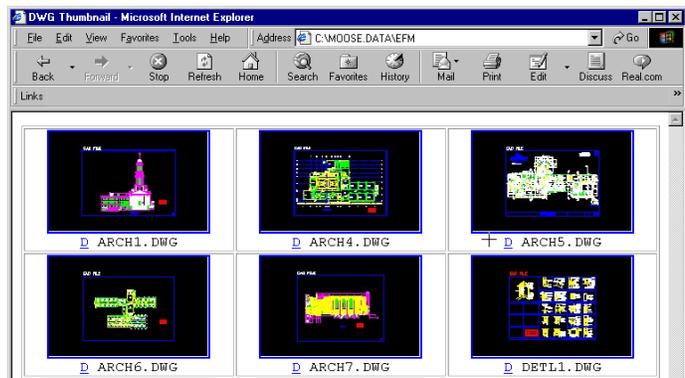
Another handy added-value feature, this creates an HTML file called DWGs.htm and a JPEG thumbnail of each image or drawing file(s) you have selected in the current directory, and places them in your current directory. On opening DWGs.htm in your Internet browser, you see a table with a thumbnail to each cell.

There are two options to choose from in the sub-menu: Simple, or Detailed.

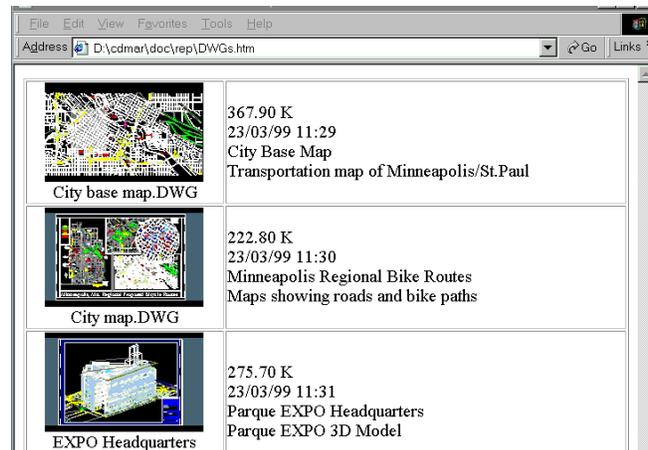
Choosing either one brings up a Browse for Folder window. This gives you a chance to nominate a folder in which to put the HTML page and all the JPEGs, to avoid cluttering up your current directory. If you don't have suitable folder to hand for the purpose, you can click the "New Folder" button at the top right (see circled) to make one wherever you wish within the hierarchy.



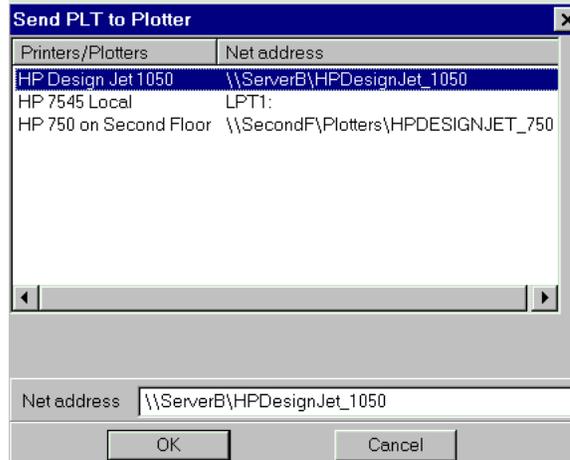
The table produced by the Simple option is a plain matrix with each cell containing a thumbnail image and the filename of the drawing or image file (not the JPEG produced from it) underneath:



Detailed produces a two-cell-wide table, one thumbnail per row, with the cell to its right displaying information as to the file's size, and the date and time it was modified:



Send *.plt to plotter: This allows you to send a plot file directly to the local or network plotter. The dialog nominates a particular plotter or printer on your network.



To configure your plotter(s) you must create a `plotters.ini` file in the application's folder.

For example:

```
[plotters]
count=3
item0=HP Design Jet 1050;\\ServerB\HPDesignJet_1050
item1=HP 7545 Local;LPT1:
item2=HP 750 on Second Floor;\\SecondF\Plotters\HPDESIGNJET_750
```

where

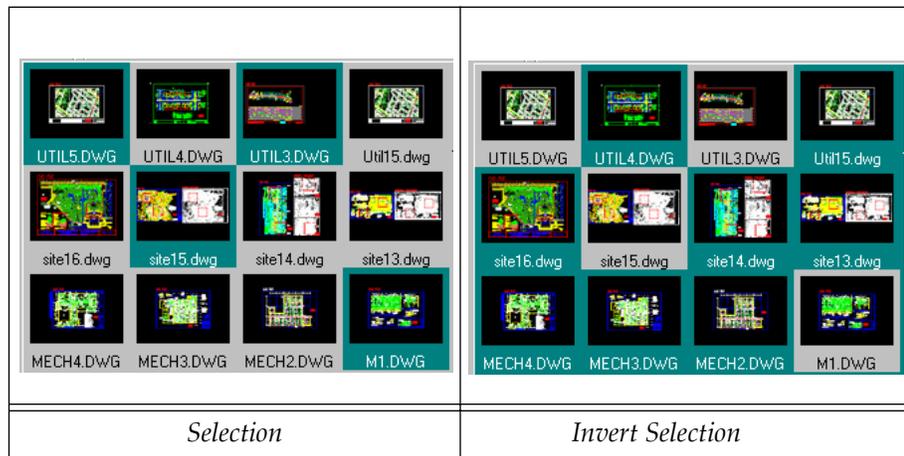
- `[plotters]` - Section name
- `count` - number of plotters
- `item0 .. item<n>` - the plotter definitions

The plotter definition consists of two fields, separated by a semicolon: the plotter name and plotter address.

/...

• **Edit**

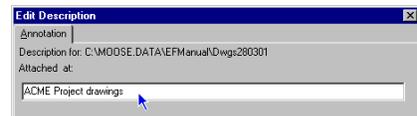
- Find Equivalent to clicking the Find tool in the toolbar (shortcut: **Alt+F7**).
- Copy to clipboard Copies the actual drawing or image file in preparation for transfer to another directory
- Paste from clipboard Places the drawing or image files copied using Copy to Clipboard.
- Select All Selects all displayed files.
- Invert Selection **(Ctrl+R)** Inverts any file selection just made: the selected is de-selected, and the unselected selected:



Describe File Equivalent to choosing Describe from the pop-up menu produced on right-clicking a file in the Browser panel (see [p 10](#)).

Note: *When applying this to a multi-file selection, the description applies only to the last file selected.*

Describe Directory Brings up a dialog for describing the whole directory:



The result appears in the title bar of the Browser panel, and in any Report made of that directory:



Import Descriptions This might be used in a scenario where you've exported descriptions. It accepts ASCII files in the same format as "export".

A typical scenario:

```
"export" description (or file list with empty fields)
of the directory
to "Excel";
attach (edit) description;
import them back.
```

• View

Sort by	This is equivalent to choosing Sort by from the pop-up menu that appears on right-clicking a file in the Browser panel (see p 10). Choose between Name, Type, Size, Time - where Time refers to date & time the file was last modified, not the date & time it was created.
Hide Tree	Removes the Folder Tree from view, to make more room for the Browser panel contents. Typically used to accommodate many Description fields in a List view, or for working with Block Libraries.
Hide BottomBar	Hides the BottomBar, with its AutoCAD commands
Refresh	Updates the current view.

/ ...

• Configuration

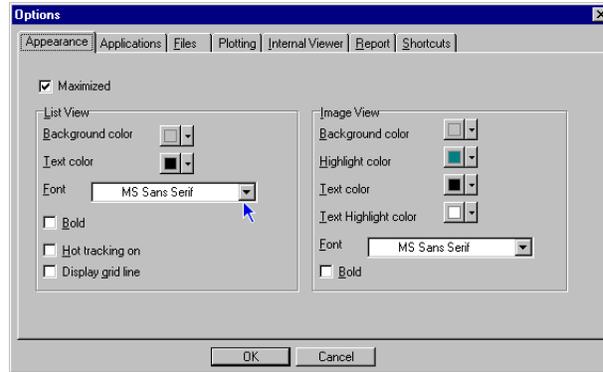
This consists of only one item - Options - but this is a multi-tabbed dialog controlling all base settings and preferences of the application:

Appearance

Here you control all aspects of appearance of the Browser panel, both in List view and in the Image views, such as color of background, text, highlighted items, etc., the fonts used and whether text should be bold or not:

The Maximized option - on by default - is what determines whether the EFM window occupies the full screen or not by default. When using EFM with a “live” AutoCAD drawing underneath, it is common to keep it unchecked, so as to reduce its window to the top half of the screen, making it easier to switch between the two (see [“5: Working with AutoCAD”, p 33](#)).

Hot Tracking on turns the cursor into a “pointing hand” when hovering over a filename. Display grid line creates spreadsheet-like boundaries between rows and columns in the List view. The effect is only apparent when you choose a non-gray background color for the List view.

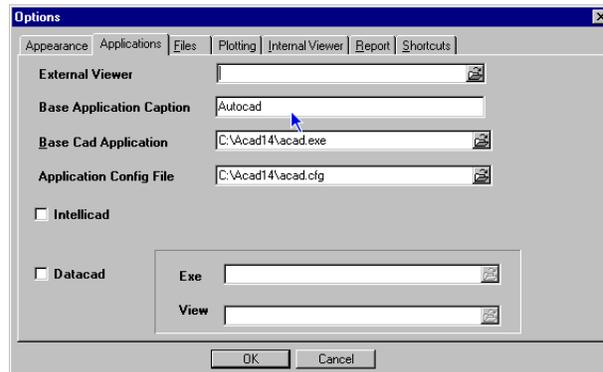


File Name	Size
..	0
MechDwgs	0
M1.DWG	376.70 K
DETL3.DWG	422.30 K
DETL2.DWG	376.70 K
DETL1.DWG	249.00 K
DELT4.DWG	637.70 K
SITE1.DWG	344.60 K

Applications

In this panel you set...

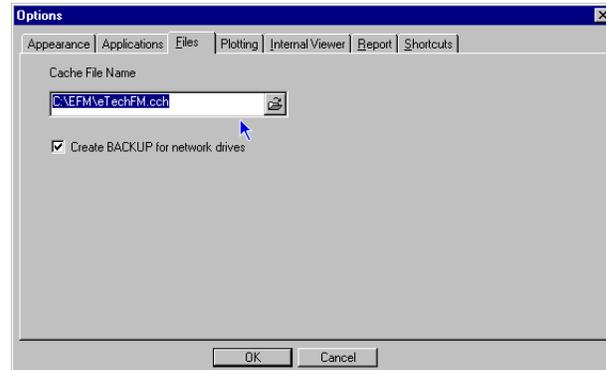
- your preferred External Viewer (in addition to EFM’s DWG Viewer)
- your Base Application Caption
- Application Config File: for use with EFM’s Batch Plot with AutoCAD drawings.



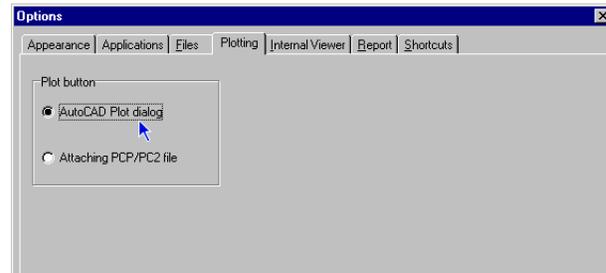
- IntelliCAD: turn on this option to make the commands in the Bottom Bar ([p 15](#)) relate to IntelliCAD rather than AutoCAD.
- DataCAD: Unlike IntelliCAD, the application (.exe) and its free viewer app are not located automatically by EFM, and you must set their location manually.

Files This panel determines the location of the program's Cache file - a fast-access memory store that helps EFM speed up thumbnail browsing.

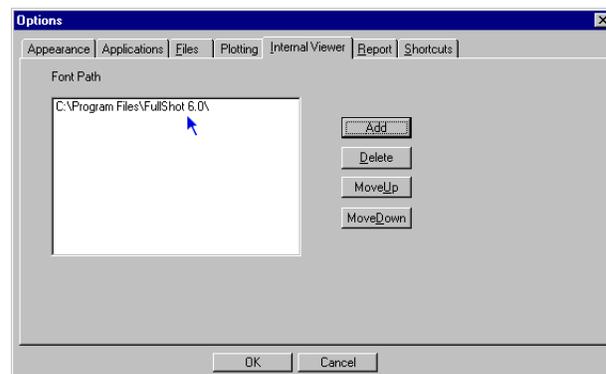
By default this is in the EFM application folder - but you can move it elsewhere if you wish.



Plotting Here you can determine your preferred method for using the Plot command. Choose between plotting through the AutoCAD Plot command or via EFM's Batch Plot facility (see [p 7](#)).

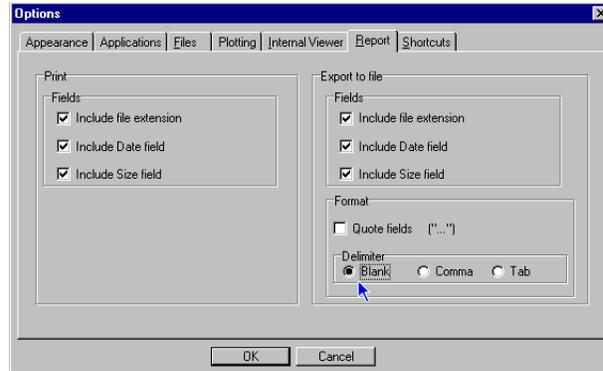


Internal Viewer This allows you to set the location of the AutoCAD fonts for use with EFM's [DWG Viewer](#).



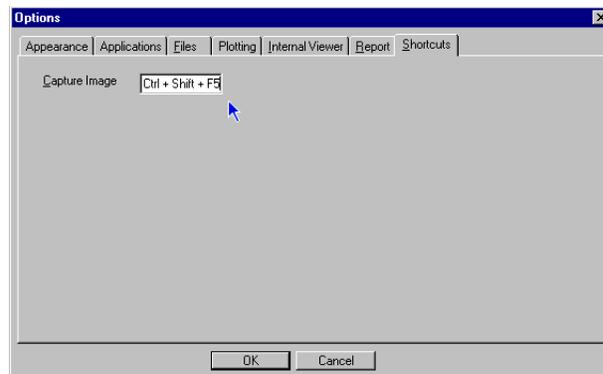
Report Here you decide which of the default fields should be included in the Reports generated by EFM, whether for print or as an exported file.

In the latter case, pay particular attention to whether to enclose each field value in quotation marks, and which delimiter to use.



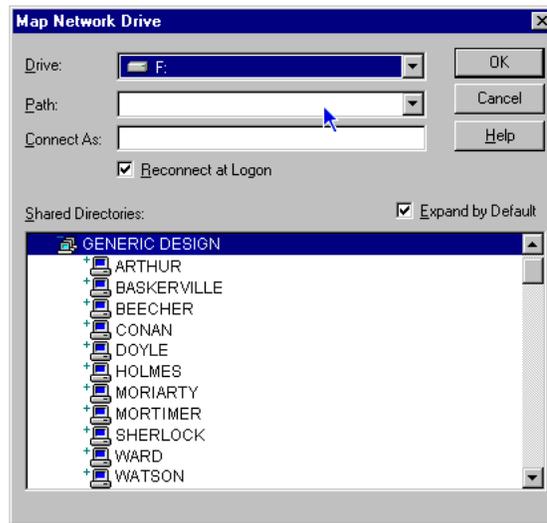
To view the fields as separate columns within Excel or a database, choose Comma or Tab as your delimiter, rather than the default Blank..

Shortcuts This is for setting the hot-key combination for EFM's built-in Capture Image function (see [p 31](#)). The default is **Ctrl-Shift-F5**, but you can change this for a combination of your own choosing.



• **Tools**

Map Network Drive Opens the standard Windows Map Network drive dialog that allows you to map a network drive.



Disconnect Network Drive Opens the standard Windows Map Network drive dialog that allows you to disconnect a mapped network drive.

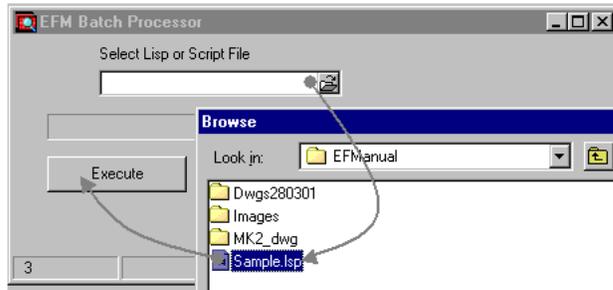
Copy Disk Opens the standard Windows Copy Disk dialog which allows you to copy an entire floppy or other removable disk (e.g. Zip):



Format Disk: Opens the standard Windows Format Disk dialog which allows you to format a floppy disk.

AutoCAD Batch Processor

Evaluates a AutoCAD/IntelliCAD LISP or SCRIPT macro on one or more selected drawings. To use it:

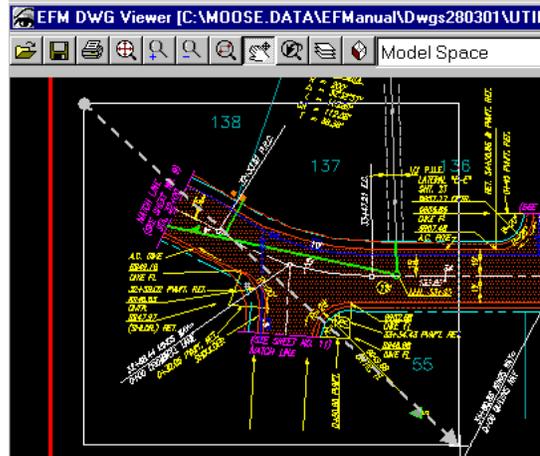


- Select drawing files in the Browsing panel.
- Choose Tools > AutoCAD Batch Processor.
- Browse to an appropriate LISP/SCRIPT file from the dialog.
- Click Execute.

The possibilities provided by LISP scripting are restricted only by the imagination. See the [Appendix](#) for a sample script that can batch-convert Release 12 DWG files to AutoCAD 14/2000 format - for display as thumbnails in the Browser panel.

Capture Image

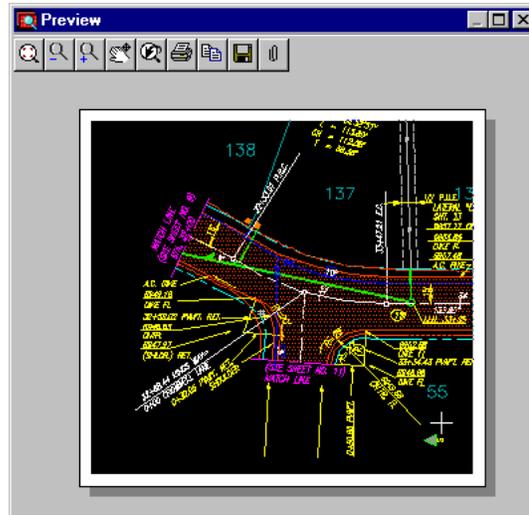
Used while in the DWG Viewer, this changes the cursor to a cross, which you click-and-drag to capture any part of the drawing in a rubber-band rectangle:



You can capture images in this way from your desktop or from any kind of graphic or text application. If EFM is invisible (minimized) you can still invoke it

by using the shortcut. If EFM is visible it disappears from the screen and cursor will change to a cross. Hold down the mouse button and make selection with rubber band rectangle.

The selection is then opened in the Graphics Preview window and can be saved as a new file in the Browser panel, or inserted into your CAD drawings, etc.



The default shortcut for Capture Image is **Ctrl+Shift+F5** - but you can change this if you wish in the Configuration > Options > Shortcuts dialog ([p 29](#)).



5: Working with AutoCAD

• Bottom Bar



Open Opens the selected DWG file within the CAD application. If the CAD application isn't open, it launches it.

If in the case of AutoCAD: if it is active, it closes the current AutoCAD file and opens a new one (Rel 14 and LT), or just opens a new window (AutoCAD 2000).

Insert Inserts the selected DWG file as a block into the active drawing file:

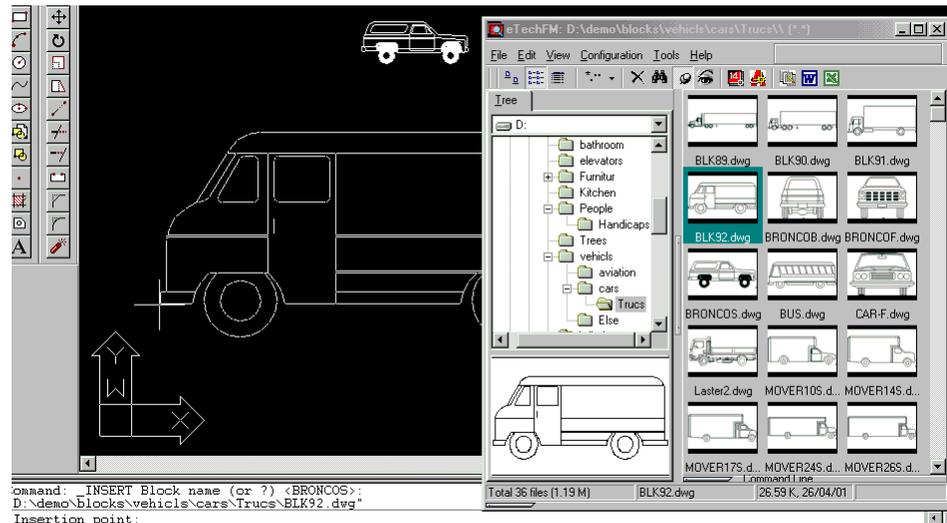
Xref Inserts the selected DWG file as an External Reference file.

Plot Plots the DWG file through AutoCAD (see [• Configuration](#)).

• Working with Block Libraries

You don't need any special tools for working with Block Libraries.

Just organize your DWG blocks in folders and you are ready.



Select the block image you want. You can use the Insert command or drag-and-drop the selected item into the AutoCAD workspace.

Note for IntelliCAD users: *You have to set the DRAGOPEN system variable to 1 (Dropped drawing will be inserted).*

Recommended settings

For easy drag-and-drop moving of files to and from the Browser panel to the CAD drawing, we recommend you do two things:

- Set EFM be in non-Maximized state (Configuration > Options > Appearance). This allows you to reduce the size of the window to, say, the top half of the screen, giving ready access to the drawing.
- Set the EFM window to Stay on top by clicking the drawing pin button in the toolbar:



It is a good idea to use the EFM [Hot Directories](#) menu for fast access to the Block Library.

◇

6: Troubleshooting & Tips

• FAQ

Q: I see "question marks" instead of text inside the DWG Viewer.

A: Go to Configuration->Options->Internal Viewer.

Click Add button and select the directory with your AutoCAD (.shx) fonts folder using the Browse to Folder dialog (see [p 28](#))

A typical fullpath: "C:\Program files\AutoCAD 2000\Fonts".

Q: I can't see Plot files and DXF files.

A: EFM can show AutoCAD DXF files and HPGL/2 plotter (.plt) files only via the internal viewer. They lack the necessary information to be previewed as thumbnails, but they can be seen in the List view:

- Set the Filter to view DXF (PLT) files ([p 7](#))
- Change to List view ([p 4](#)).
- Set the Filter to view DXF (PLT) files (see [p 7](#))
- Change to List view (see [p 4](#))
- Select file you want.
- Press the View button (**F3**).

Q: The application is repeatedly crashing and seems generally to be unstable.

A: It is likely that your Cache file is corrupted. Delete it (it's called eTechFM.ech and is in the EFM application directory - unless it was moved to another location via Configuration > Options > Files): a new one will be created automatically.

Hot-key shortcuts

Key	Action
F2	Rename the file or directory (p 22)
F3	Fullscreen Viewer (p 18 , p 20)
F5	Copy file(s) (p 25)
F6	Move file(s)
F7	Create directory
F8	Delete file(s)
F12	Copy the selected file path to the Windows clipboard
Alt+F7	Find File
Ctrl+C	Copy file(s) / directory to the clipboard
Ctrl+V	Paste file(s) from the clipboard
Ctrl+A	Select All
Ctrl+R	Invert Selection
Ctrl+Shift+F5	Capture Image



Appendix

Sample LISP script

The following example can be used for batch-converting DWG files from AutoCAD 12 format to AutoCAD 14 - 2000 format -

```
(defun tt ( / t1)
  (setq t1 (getvar "filedia"))
  (setvar "filedia" 0)
  (command "Zoom" "e") ;not necessary
  (command "saveas" "" "")
  (setvar "filedia" t1)
)
(tt)
```

Index

(Page numbers are hyperlinks)

Symbols

.bak 10
 .bmp 8
 see also BMP
 .csv 22
 .DOC (viewing options) 6
 .dwg 8, 11
 see also DWG
 .dxf 10
 see also DXF
 .emf 8
 .gif 8
 see also GIF
 .HTM
 see also HTML 6
 viewing options 6
 .ICO (viewing options) 6
 .jpg 8
 see also JPEG
 .lsp 10
 see also LISP 10
 .PCD viewing options 6
 .PLT 7, 24, 35
 file printing/plotting 20
 viewing options 6
 .plt 35
 .RTF (viewing options) 6
 .TIF
 see also TIFF 6
 viewing options 6
 .TXT (viewing options) 6
 .wmf 8
 .wmf see also WMF 8
 .XLS (viewing options) 6

Numerics

3D
 files 18
 rotation in 19

A

Appearance preferences 27
 Applications preferences 27
 ASCII
 files for descriptions 25
 opening 10
 ASP files 10
 Attach Note 21
 Author (description field) 11
 AutoCAD 3, 7, 8, 10, 18, 20, 28, 33, 35
 , working with 27, 33
 2000 18
 Batch Processor 31
 commands 26
 drawing format 6
 DWG filter option 9
 fonts in DWG Viewer 28
 format 9
 plotting 12, 28
 R12 conversion 38
 Rel 14/2000 31, 33
 script 31
 workspace 34
 Autoexec WHIP 9

B

Base Application Caption 27
 Batch Plot 12, 27, 28
 block libraries 33
 BMP 21
 , Saving as 19
 viewing options 6
 BMP see also .bmp
 Bottom Bar 4, 15, 28
 , Hide 26

-
- Browser panel 4, 5, 8, 13, 15, 21, 25, 26, 31, 32
 - preferences 27
 - C**
 - Cache file 28, 35
 - CAD
 - , non-~ images 21
 - application 7, 20, 33
 - related functions 21
 - CAD drawings 3, 18, 32, 34
 - Cancel 13
 - Capture 36
 - Capture Image 29, 31, 32
 - Capture image shortcut 36
 - Configuration
 - menu 27, 32, 34, 35
 - of INI file 17
 - Copy
 - /Move 15
 - /Paste 15
 - Disk 30
 - file 36
 - file or directory to clipboard 36
 - to another folder 15
 - to clipboard 21, 25, 36
 - D**
 - database 29
 - DataCAD 6, 18, 28
 - viewer 6
 - date
 - modified 10
 - range 14
 - Date (description field) 10
 - DC5
 - viewing options 6
 - Delete 16, 22, 36
 - external app launch button 15
 - folder 22
 - in Windows Explorer 13
 - key and shortcut 16
 - tool 13
 - delimiter
 - in Report 29
 - Describe
 - (command) 10, 25
 - Directory 25
 - Description
 - dialog 17
 - Description see file descriptions 17
 - Disable All (formats) 9
 - DOS 16
 - copy/paste method 3
 - drawing 4, 27
 - file 25
 - DWF 9
 - , Saving as 19
 - Save as DWG 9
 - DWG 18, 23, 31
 - , Open as 10
 - , Saving as 19
 - as External Reference 33
 - batch converting R12 38
 - blocks organization 33
 - filter option 9
 - inserting as block 33
 - Viewer see DWG Viewer 18
 - viewing options 6
 - DWG Viewer 9, 18, 21, 27, 31, 35
 - DXF 18, 35
 - , Saving as 19
 - viewing options 6, 35
 - E**
 - EMF (viewing options) 6
 - Enable All (formats) 9
 - Encapsulated Postscript 6
 - EPS 6
 - Excel 6, 22, 29
 - Explorer
 - , Internet 11
-

-
- , Windows 3, 4, 8, 12, 13, 15, 22
 - , Windows see also Windows Explorer
 - export to file 22
 - external application launching 15
 - External Viewer 27
- F**
- file descriptions 3, 7, 10, 25, 26
 - copying with the file 16
 - customizing 11, 17
 - dialog 17
 - fields 22, 26
 - importing 25
 - searching by 14
 - file size, sorting by 14
 - Filename 13
 - (description field) 10
 - Files (preferences) 28
 - filtering 8, 35
 - pre-set options 8, 9
 - Find
 - by text by keyword 14
 - File command 25
 - File dialog 13
 - File shortcut 36
 - files by keyword 7
 - Folder Tree 4, 11
 - , Hide 26
 - font
 - in DWG Viewer 28, 35
 - preferences 27
 - Format Disk 30
 - Save file as... 19
 - Fullscreen View 6, 20, 21, 36
- G**
- GIF 11, 21
 - see also .gif
 - viewing options 6
 - graphics file 21
 - Graphics Interchange Format see GIF 6
 - Graphics Preview 21, 32
 - grid line 27
- H**
- Hide 26
 - Hot Directories 11, 34
 - Hot Tracking 27
 - HPGL Viewer 7, 20
 - HPGL/2 7, 35
 - HTML 10, 23
 - , Create 23
 - Web Format 6
- I**
- image
 - file 5, 13, 25
 - view in Browser panel 27
 - INI file (configuration) 17
 - Insert (as block) 33
 - IntelliCAD 3, 18, 28, 34
 - option in preferences 28
 - script 31
 - Internet Explorer see Explorer, Internet 11
 - Invert Selection 25
 - shortcut 36
- J**
- JPEG 6, 8, 11, 21, 23
 - see also JPG & .jpg
 - JPG
 - , Saving as 19
 - filter for 9
 - viewing options 6
- K**
- Kodak PhotoCD 6
-

-
- L**
Large Images see thumbnails
Layers 18
 , selective viewing of 19
LISP 31
 see also .lsp 31
List view 4, 10, 11, 26, 35
 preferences 27
- M**
Map Network Drive 30
Maximized 27
measuring distances 19
menus 4
Model Space view 18
Move file 15, 36
MS-DOS 16
MSE context 12
- N**
Name, sort by 10, 26
network drive, Map 30
- O**
Options dialog 27
- P**
Pan
 in DWG Viewer 18
 in Graphics Preview 21
 in HPGL Viewer 20
Paper Space view 18
Parameters (of external apps) 15
Paste file from clipboard 25, 36
PCX (viewing options) 6
photo images 8
Plot 18, 28
 , AutoCad 28
 , Batch 27, 28
 , can't see ~ files 35
 command 28
 files 6, 7
plotter configuration 24
Plotting
 DWG through AutoCAD 33
 preferences 11
PNG (viewing options) 6
Portable Network Graphics 6
Preferences 11, 27
Preview
 , Print 22
 pane 4
Print 21, 22
 current view 19
 dialog 11
 selected file 11
Project (description field) 11
Properties 12
- R**
R12/R13 (AutoCAD releases) 8
raster files 8
Recycle Bin 3, 13, 22
Refresh 26
Rename
 file 15
 folder 22, 36
Report 7, 25
 preferences 29
Rich Text Format 6
Rotation 18, 19
 in HPGL Viewer 20
- S**
Save As 18, 21
Select All 25
 shortcut 36
Size
 (description field) 10
 , sort by 10, 26
Small Images see thumbnails
-

-
- Sort 10, 26
 - files by field 7
 - Status Bar 4
 - Subject (description field) 11
 - SVG, Saving as 19

 - T**
 - Tagged Image File Format 6
 - Targa TGA 6
 - text
 - color 27
 - files 8
 - in DWG Viewer 35
 - thumbnails 4, 6, 9, 31, 35
 - in exported HTML 23
 - in Find File dialog 13
 - in HTML output 23
 - large vs. small 5
 - of plot files 7
 - TIF
 - see also TIFF and .tif 6
 - TIFF 8, 9
 - filter for 9
 - Time, sort by 10, 26
 - toolbar 4, 8, 15
 - tools 13
 - Tools menu 30

 - Type, sort by 10, 26

 - W**
 - WHIP 9
 - Windows 10
 - bitmap format 6
 - Explorer 3, 4, 8, 12, 13, 15, 22
 - Icon format 6
 - Map Network 30
 - Metafile Format 6
 - Metafile Format see also WMF 20
 - WMF 20
 - viewing options 6
 - Word, MS 6

 - X**
 - Xref 33

 - Z**
 - Zoom 18
 - , dynamic 19
 - in DWG Viewer 18
 - in Graphics Preview 21
 - in HPGL Viewer 20
-

