vivien

Getting Started Guide

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About this guide

This guide provides an introduction to the basic functionality available in Vivien. Completing the lessons in the guide is the fastest way to get started using the program.

The lessons take you step-by-step through the process of planning an event in Vivien, and since each lesson builds on the previous one, it is important to do them in sequence. At the end of each lesson, you will save your work so that you can continue with the next lessons at your convenience.

The lessons guide you through basic concepts. For complete coverage of the features you learn in this guide, see the *Vivien Users' Guide* or online Help.

Text conventions

The following text conventions are used in this guide:

- Menus and menu commands appear in **Arial bold**. For example, "from the **Draw** menu, choose **Cylinder**."
- User interface elements such as buttons, tools, shortcuts, and dialog boxes appear in *Tahoma Oblique*. For example, "to draw a riser, click the *Riser* tool on the *Draw* toolbar."
- Keyboard keys are indicated in ALL CAPS. For example, "press the TAB key to enter the missing coordinate."
- References to manuals appear in *italic* font. For example, "for additional information on rendering, refer to the *Vivien User's Guide*."

Lesson 1 - Getting started

This lesson introduces you to the basic parts of the Vivien user interface.

In this lesson, you will learn:

- how to start Vivien
- how to create a new event document
- the basic parts of the Vivien interface

Step 1 - Start Vivien

To start Vivien

Double-click the *Vivien* shortcut icon on your desktop.

The *Vivien* icon.

or

Select **All Programs** > **CAST Software** and then **Vivien 2021** from the Windows **Start** menu.

Result: The *Vivien Welcome* window opens.

Under **Create Event** you can click a venue to create a new event file with a predefined venue, or you can click **Blank** to create a blank event file and define the venue later.

A list of shortcuts to recently opened event files is displayed under **Recent Events**. You can click any listed file to open it, or click **More...** to locate and open another event file.

Note: If this is the first time you have used Vivien, or if you have not yet saved any Vivien files, there are no files listed under **Recent Events**.

Step 2 - Create a new event document

From the Vivien Welcome window you can create a new event document or open an existing event document. In this lesson, you will create a new, blank event document.

To create a new event document

1 Under **Create Event**, click **Blank** to create a Vivien event document with no venue defined for it.

Result: The Vivien main window opens.

Step 3 - Get to know the user interface

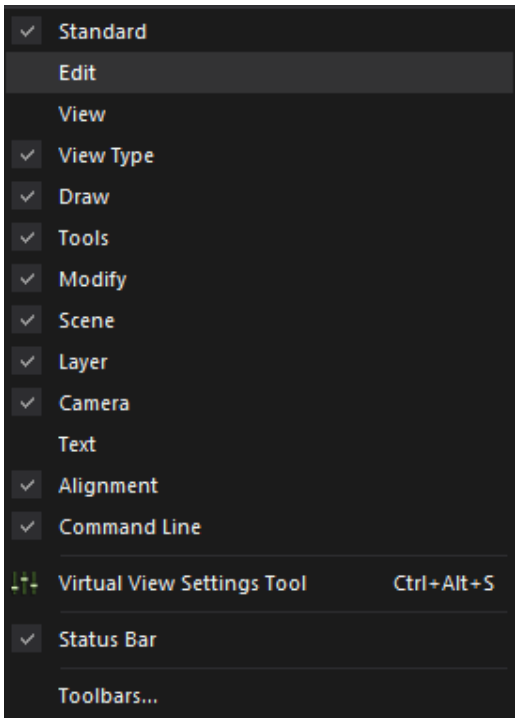
The Vivien interface includes the following components:

Menu bar

The menu bar is located at the top of the Vivien user interface, above the work area. The available menus change depending on the view tab selected at the bottom of the work area.

Toolbars

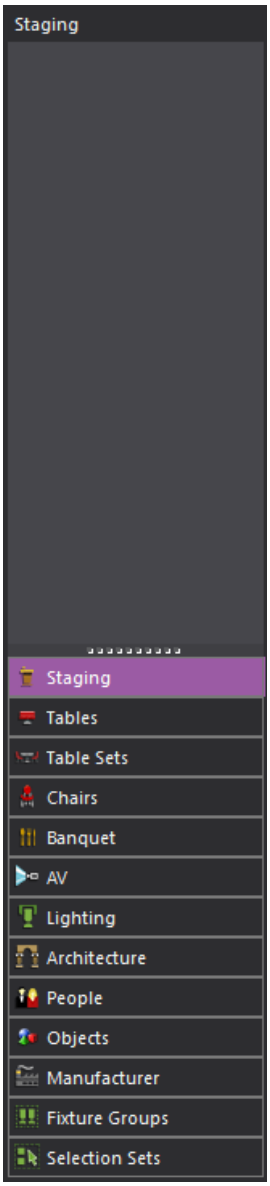
The toolbars appear below the menu bar. Toolbars provide button access to most commands and can be used in lieu of the menu bar. Like menus, the available toolbars change based on the view tab selected at the bottom of the work area. You can right-click on a toolbar and select which toolbars display.



Shortcut bar

The shortcut bar displays on the left side of your screen. The shortcut bar organizes shortcuts, which provide quick access to library items and views. Each view tab has designated shortcut bars.

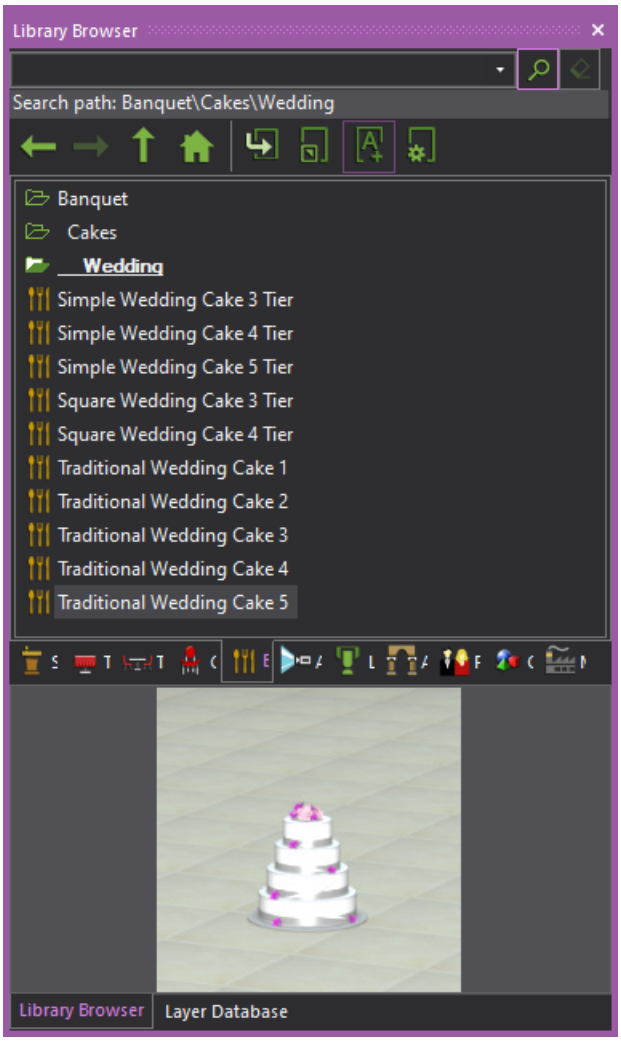
Click a shortcut name to list the available shortcuts in that category. Vivien includes some useful Render, Spreadsheet, Layouts and Event Resources shortcuts, but you must create all your own Library shortcuts.



Library Browser

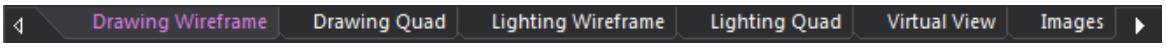
Vivien includes an extensive library of predefined objects that you can quickly add to your files by double-clicking them and dropping them into a wireframe view of your drawing. These are 3-dimensional shapes drawn to scale representing the real-life objects that you need to account for when planning your event (for example, tables, chairs, podiums, projectors, lights, and so on).

You can view the contents of the Vivien library in the *Library Browser*, which is categorized to help you find the items you are looking for. Each category is represented by a menu item in the **Library** menu and a tab in the browser.



View tabs

View tabs appear at the bottom of the screen. These tabs define work areas or views that are designed for specific tasks. For example, the *Drawing Wireframe* tab contains a grid outline for drawing your event. The *Event Resources* tab includes a spreadsheet work area that lets you work with your information in the drawing and manipulate it in tabular format, much like and Excel spreadsheet. Click a tab to switch to that work area.

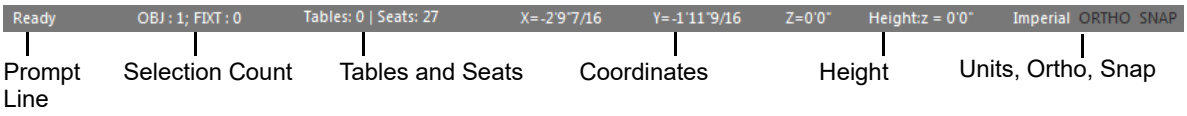


Status bar

The status bar appears along the bottom of the Vivien screen, below the view tabs. The status bar includes:

- the prompt line, which provides information about tools and commands as you hover your cursor over them and instructions for actions with multiple steps
- the coordinates of the cursor
- the Height value, which you will learn about in Lesson 3

- the working measurement units
- the status of the snap and ortho commands
- the selection count: “O” stands for the number of objects currently selected; “F” stands for the number of fixtures selected



Work area

The work area displayed depends on the selected tab.

Drawing Wireframe tab

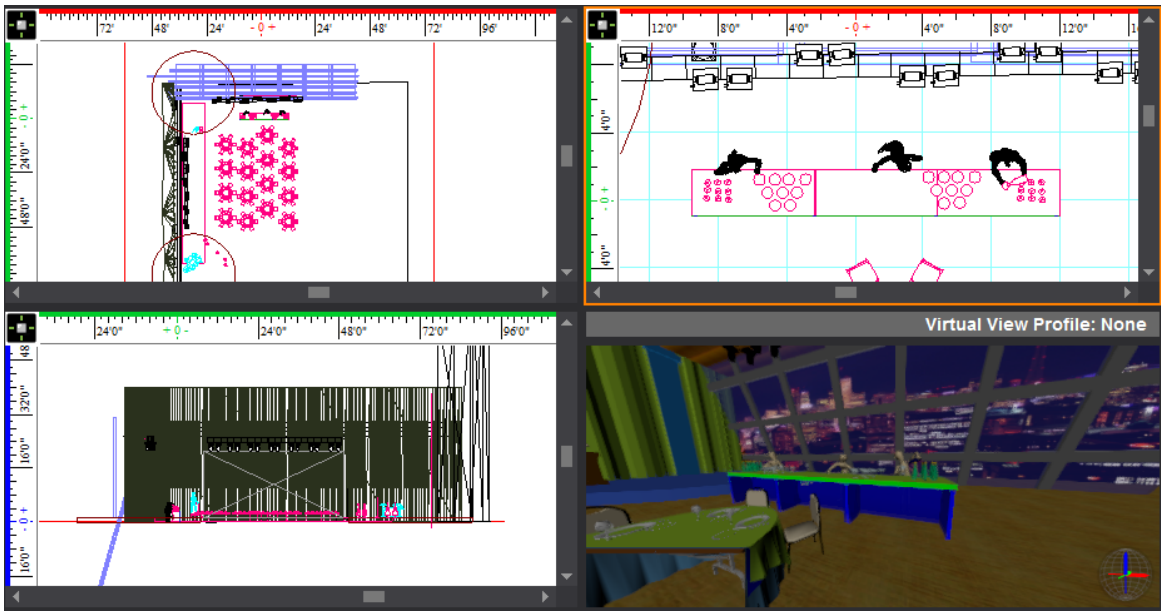
The *Drawing Wireframe* tab displays a drawing work area where you create your event drawing. By default, the work area on the *Drawing Wireframe* tab has a grid to help you place objects.

Lighting Wireframe tab

The *Lighting Wireframe* tab also displays a drawing work area. However, you can use this tab only for customizing the lighting for the event; you cannot add or modify objects in the *Lighting Wireframe* tab. You can only select lights and customize their effects.

Drawing Quad and Lighting Quad tabs

The *Drawing Quad* and *Lighting Quad* tabs each display four work areas: three drawing areas, and one Virtual View. This Virtual View is a 3D view that simulates the way the event would look in real life with the default lighting.



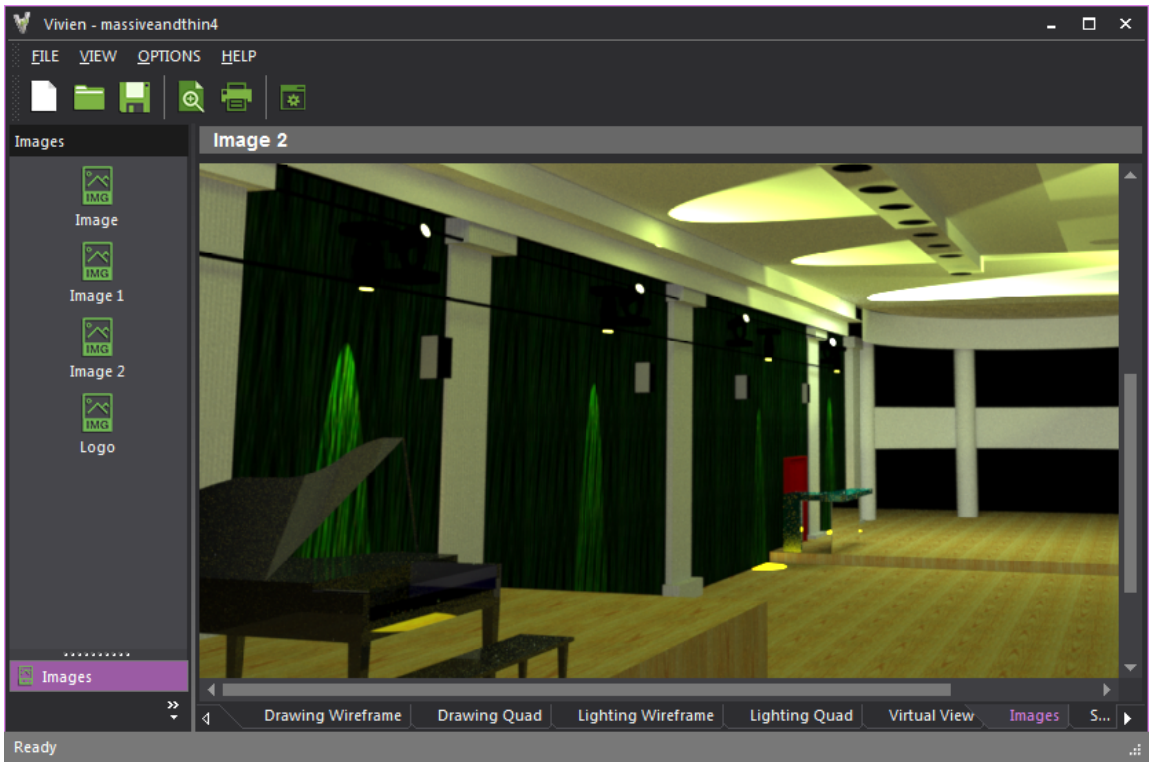
Virtual View tab

The *Virtual View* tab displays a shaded (rendered) view of the drawing in 3D. This view simulates the way the event would look in real life with the custom lighting you added. Surfaces, are "filled-in" or solid (shaded) rather than outlined as in drawing wireframe views.

Note: The work area on the *Virtual View* tab is black until you define the venue.

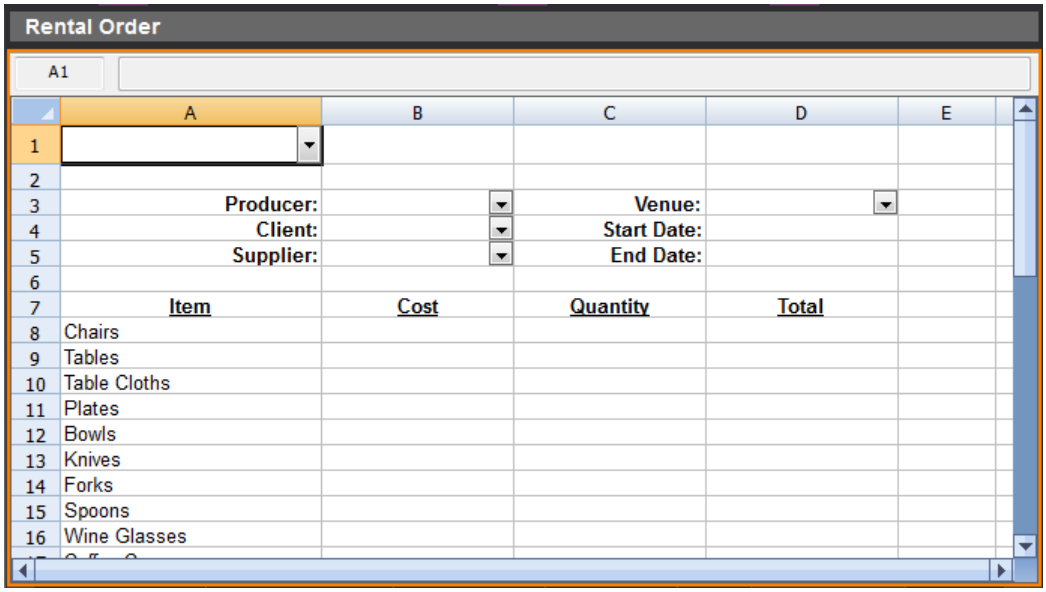
Images tab

The *Images* tab provides an area to store images, such as renderings and logos. Renderings are stored here automatically when you render your event using the default render options. You can import any other images in many formats (bitmap, jpeg, gif, etc.), and then add these images to your printable Layouts for the event. When you first click this tab, it shows a placeholder image. You can replace this image with your own company logo so that you can use it in your proposals and printable layouts.



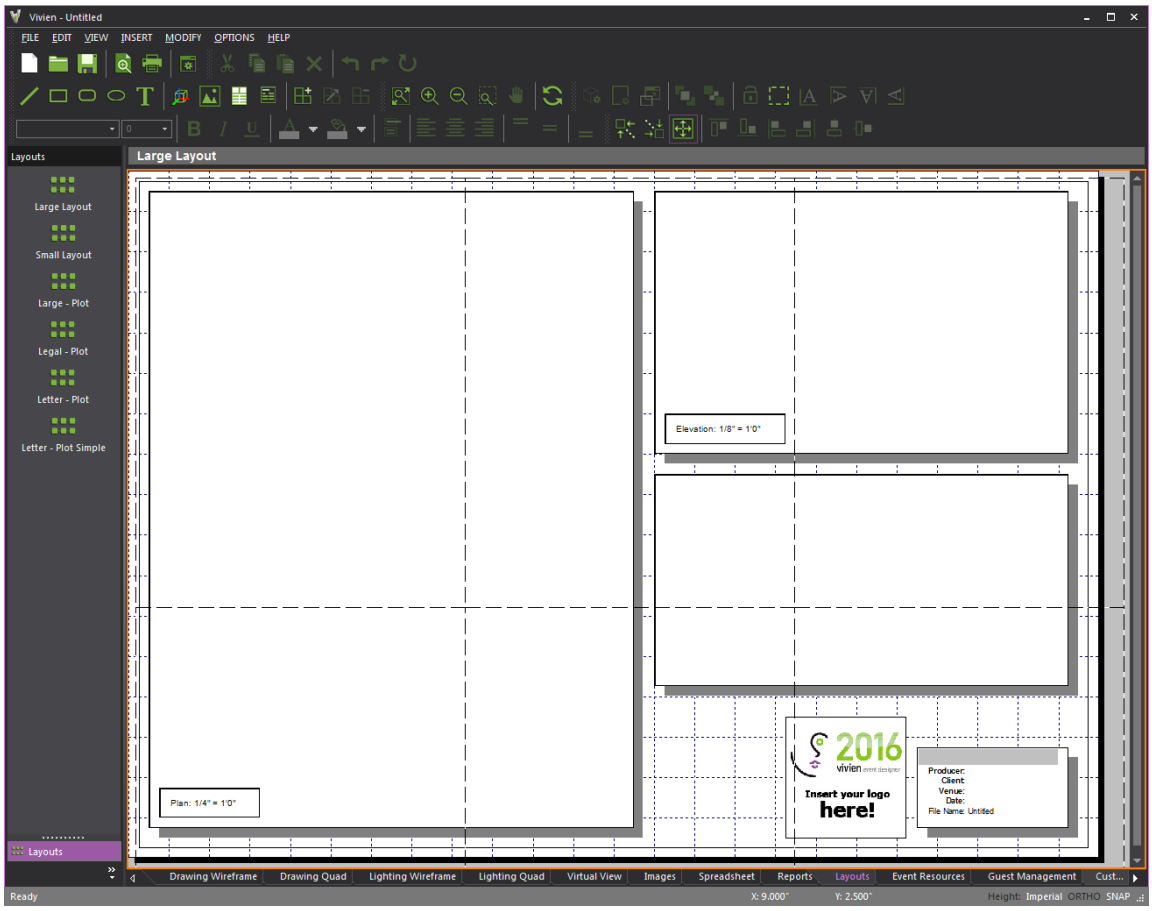
Spreadsheet tab

The *Spreadsheet* tab provides a work area where you can create spreadsheets containing any information you want (for example, budgets, schedules, and lists of items required for the event, but not included in the inventory). You can add these spreadsheets to your printable layouts for the event or export them to Microsoft Excel for further work.



Layouts tab

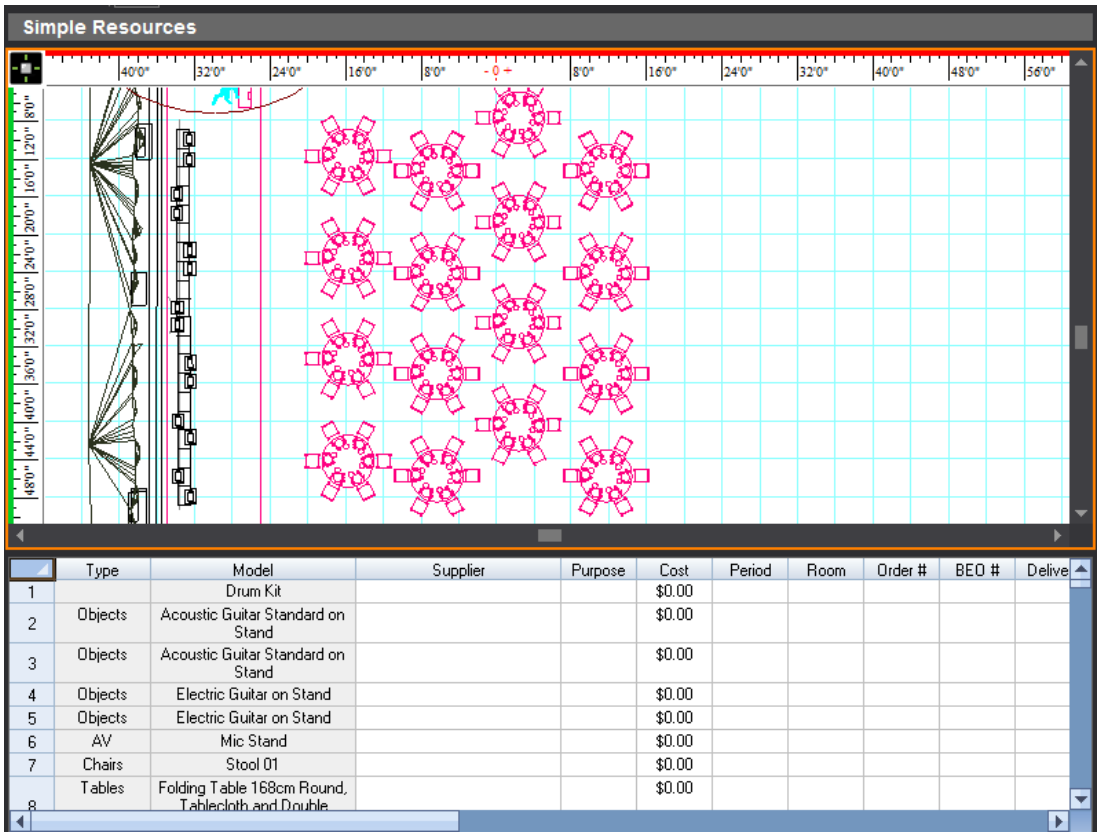
The *Layouts* tab provides all the tools necessary for creating professional printouts of your event document. You can include drawings, spreadsheets, and images in your layouts.



Event Resources tab

The *Event Resources* tab enables you to work with your information in a wireframe drawing view and manipulate it in tabular format.

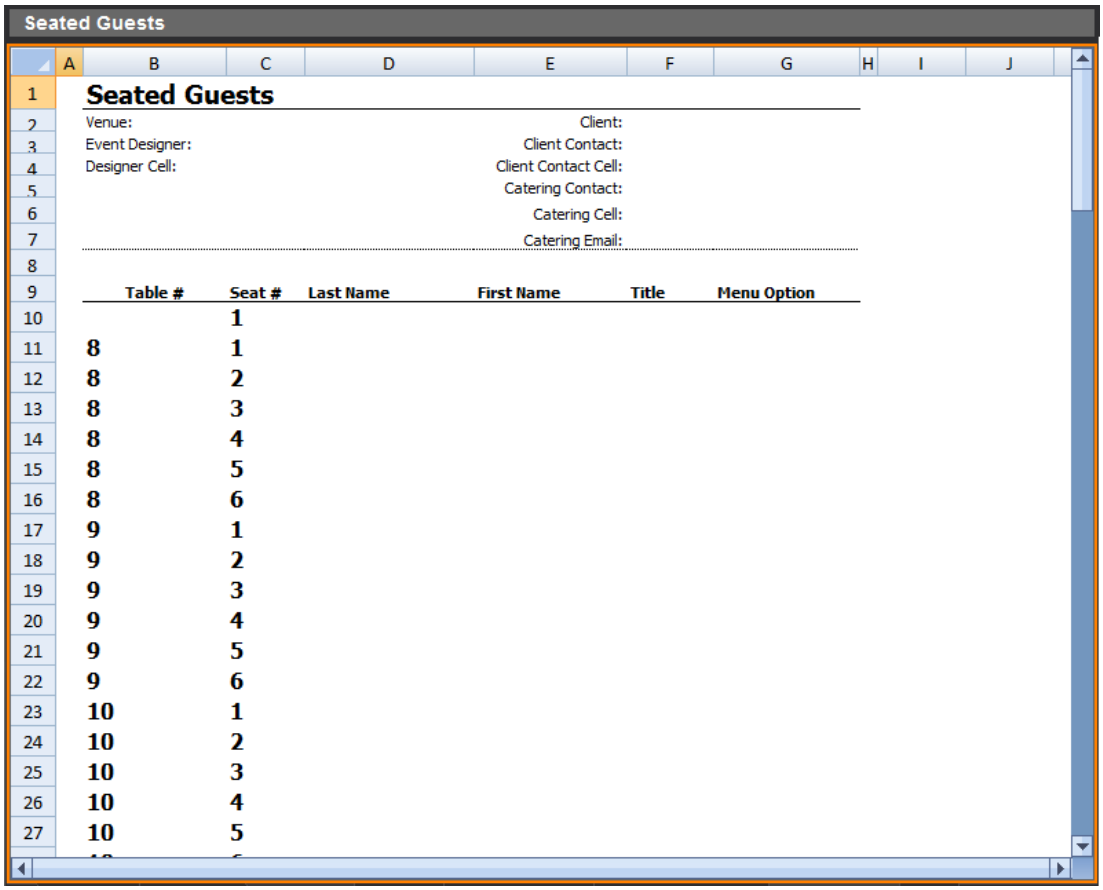
The inventory provides a list of all the items in the drawing that were added from the library. Changes to the inventory view are reflected in the drawing view and vice versa. You can export the inventory to an external spreadsheet program where you can format and manipulate the information.



	Type	Model	Supplier	Purpose	Cost	Period	Room	Order #	BEO #	Delive
1		Drum Kit			$0.00					
2	Objects	Acoustic Guitar Standard on Stand			$0.00					
3	Objects	Acoustic Guitar Standard on Stand			$0.00					
4	Objects	Electric Guitar on Stand			$0.00					
5	Objects	Electric Guitar on Stand			$0.00					
6	AV	Mic Stand			$0.00					
7	Chairs	Stool 01			$0.00					
8	Tables	Folding Table 168cm Round, Tablecloth and Double			$0.00					

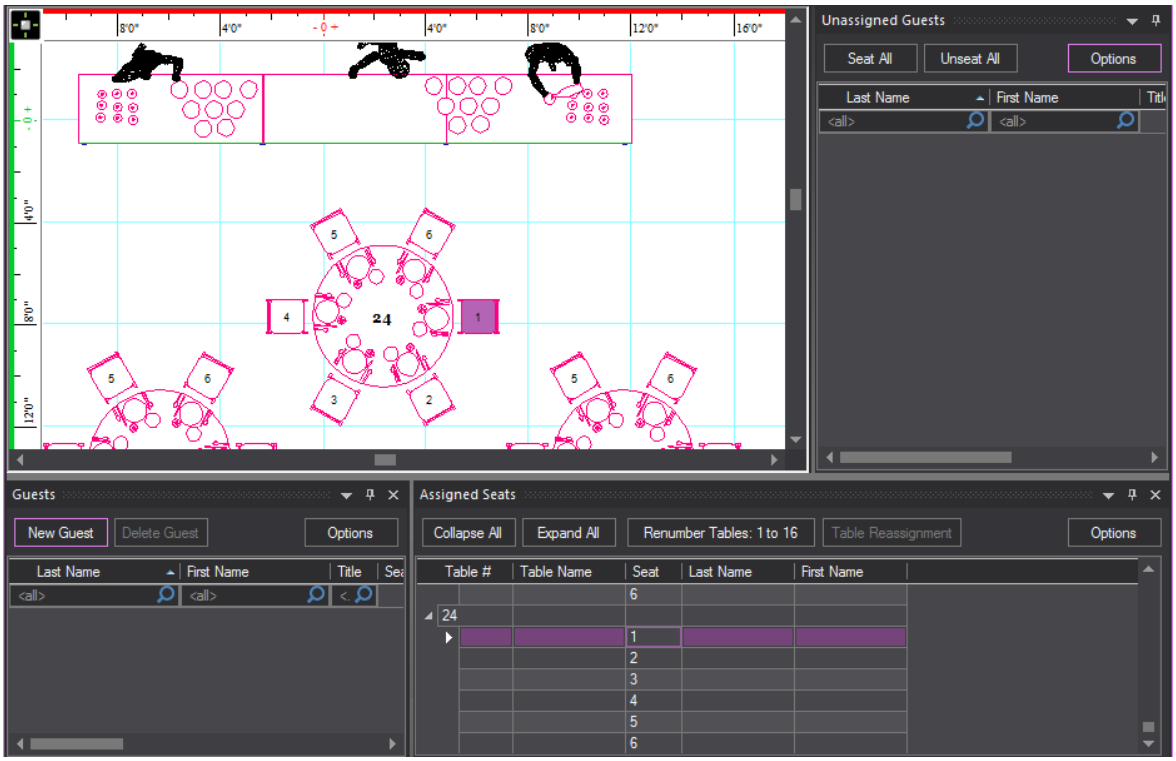
Reports tab

The Reports tab enables you to open a series of pre-formatted reports containing all guest information and table seating assignments, plus some catering lists for your event. These reports are available for you in three pre-defined template styles. Reports are designed to be printed documents and can be exported as PDF files or spreadsheet files that you can open with an external program such as Microsoft Excel.



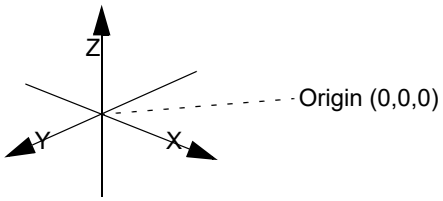
Guest Management tab

The Guest Management tab enables you to seat your guests at tables and chairs, track which guests have been seated and which have not yet been seated, number tables using the numbering tool, and label chairs and tables using a variety of options. Once you have assigned your guests to the appropriate seats, you can print reports containing all of your seating information.



3D coordinate system

When drawing in Vivien you are working in a 3D environment. Objects are drawn as 3D objects, with width, depth, and height values based on a coordinate system of 3 working axes—X, Y, and Z. The point where the 3 axes meet is called the origin. The values of X, Y, and Z at this location are 0, expressed as (0,0,0), as shown in the following graphic.



Drawing views

While working in your Vivien drawings, you can use the **View** menu to change the perspective of your drawing in either of the wireframe or quad tabs. You can view your drawing from the top (plan view), front, back, right side, left side, or you can choose to view it in a more realistic 3D representation called a 3D view.

To switch to a different view type

From the **View** menu, choose **View Type** and then select one of the following views:

Plan view

Plan views display the drawing from above looking down. This is similar to a plan view drawing on paper. In plan views, the working axes are X and Y and the Height value
is Z.

Left view

Left views display the drawing looking from the left side through the venue. This is similar to a section on paper. In left views the working axes are Y and Z.

Right view

Right views display the drawing looking from the right side through the venue. This is similar to a section on paper. In right views the working axes are Y and Z.

Front view

Front views display the drawing looking from the front side through the venue. This is similar to an elevation on paper. In front views the working axes are X and Z.

Back view

Back views display the drawing looking from the back side through the venue. This is similar to an elevation on paper. In back views, the working axes are X and Z.

3D view

A 3D view is a 3D perspective drawing. Although you view the drawing in the 3D perspective while in 3D view, you can only work in two axes. In 3D views, the working axes are dependent on the workplane selected.

To switch to a different workplane in a 3D view

The workplane is only applicable if you are in a 3D view. From the **View** menu, choose **Workplane** and then select one of the following workplanes:

Workplane Plan - The working axes are X and Y.

Workplane Section - The working axes are Y and Z.

Workplane Elevation - The working axes are X and Z.

Note: For information on the missing coordinate, see see “The Height value” on page 43.

Lesson 2 - Defining the venue

The venue is the physical space where your event will take place. In this lesson, you will set the dimensions for the venue and customize the space to correspond with the real world event space.

In this lesson, you will learn how to:

- Define a venue
- Use the *Cylinder* drawing tool
- Duplicate objects in Vivien
- Add an object from the Vivien object library
- Save an event document
- View a 3D Virtual View representation of the event

Step 1 - Define the venue

When you set the dimensions of the event space, Vivien draws the 3-dimensional (3D) plan for it, defining where the walls, floors, and ceilings are.

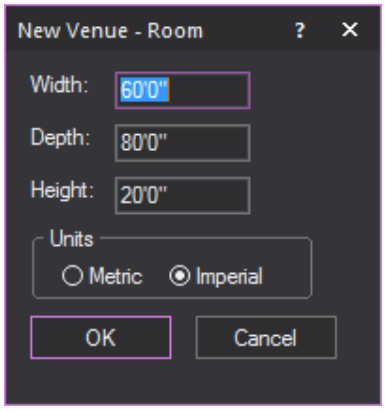
To define the venue

Note:

- This step continues directly from Lesson 1. Therefore, to follow the procedure correctly, you must first proceed through Lesson 1, leaving the Vivien file open at the end.

1. Click the *Drawing Wireframe* tab at the bottom of the work area, if it is not already selected.
2. From the **Draw** menu, choose **Venue,** and then choose **Room**.

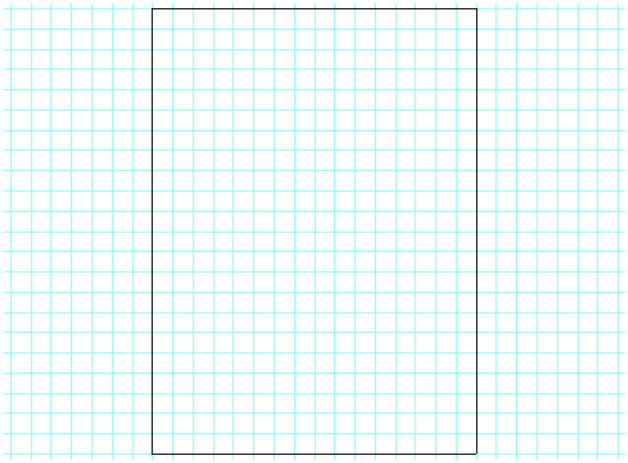
   Result: The *New Venue - Room* dialog box opens.



3. If it is not selected already, click *Imperial* to change the units of measure to feet and inches.
4. Type the following values, and then click *OK*.
   - *Width*: 64
   - *Depth*: 88
   - *Height*: 20

   Result: Your drawing now contains a very basic plan of the room, viewed from the top (Plan view).

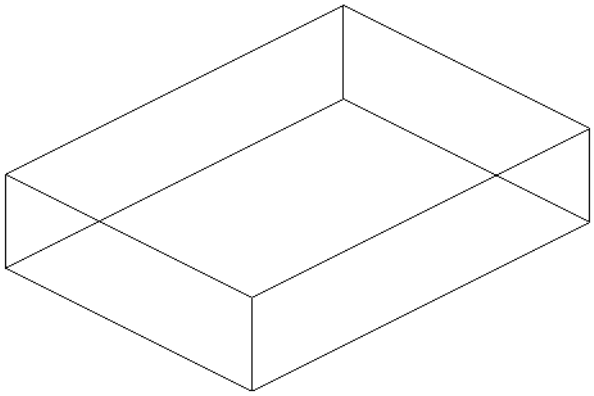
   Note: If you do not see the entire room in the workspace, from the **View** menu, choose **Zoom Fit**.



The view of your room from the top (or the floorplan) is referred to as the Plan view in Vivien. It is a flat, 2-dimensional (2D) view.

Note: You can view 2D drawings of the room from the top, left, right, front, and back. You can also view a 3D perspective view of the room, called a 3D view.

5 From the **View** menu, choose **View Type**, and then choose **3D** to see a 3D perspective view of the room.



6 From the **View** menu, choose **View Type** and then **Plan** to return to the floorplan view of the drawing.

Step 2 - Customize the venue

Your drawing currently represents an empty room. The room where the event will take place has characteristics that should be included in the drawing before you start setting up the room (for example, doors and architectural elements, such as pillars).

You can build your event space from basic objects such as circles, spheres, cylinders, and risers, which are available from the **Draw** menu.

You can also select ready-made architectural items from the Vivien Library, a repository of predefined objects that are drawn to scale.

In this step, you will add four pillars to the drawing and place a door.

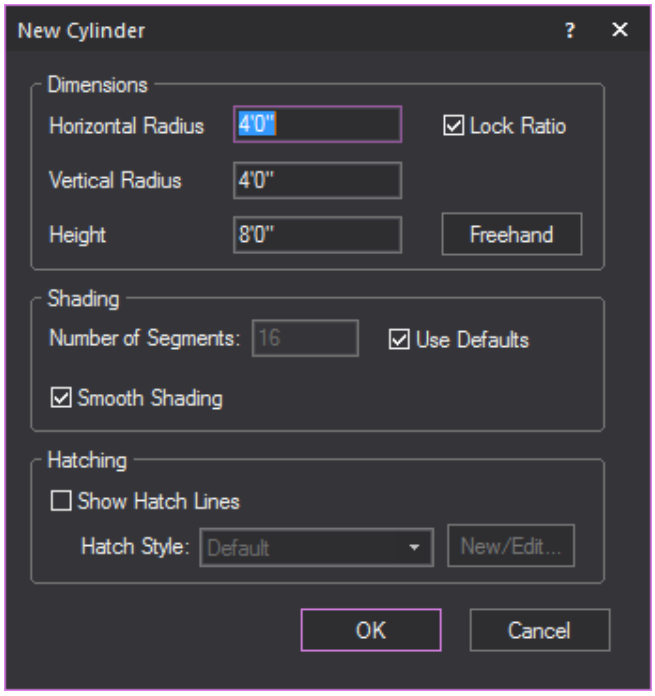
To add pillars

Note before you begin:

- In step 11 of this procedure, you are prompted to type a value. When you start typing, a small box automatically appears in the bottom left of the window. This box is called the **Command Line** and looks like this:

1 From the **Draw** menu, choose **Cylinder**.

Result: The *New Cylinder* dialog box opens.



2 Type the following values, and then click *OK*.

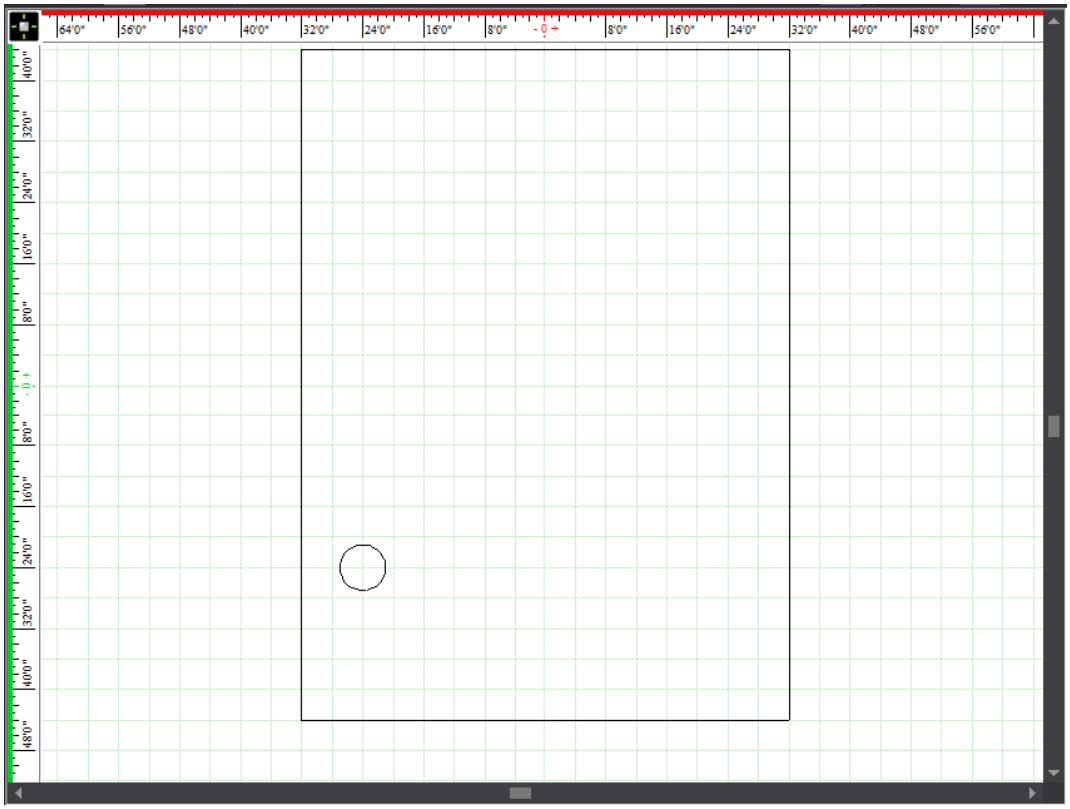
- *Height*: 20 (The height of the room is 20’.)
- *Diameter*: 3

Result: The cylinder attaches to the cursor, ready to be placed.

3 Move the cursor inside the room until the coordinates on the status bar at the bottom of the window read:

x=-24’0”, y=-24’0”, z=0’0”

Note: There is a minus sign in front of the first two values (they are both negative values).



4 Click to place the cylinder in the drawing.

5 On the *Draw* toolbar, click the *Cylinder* tool.

The *Cylinder* button.

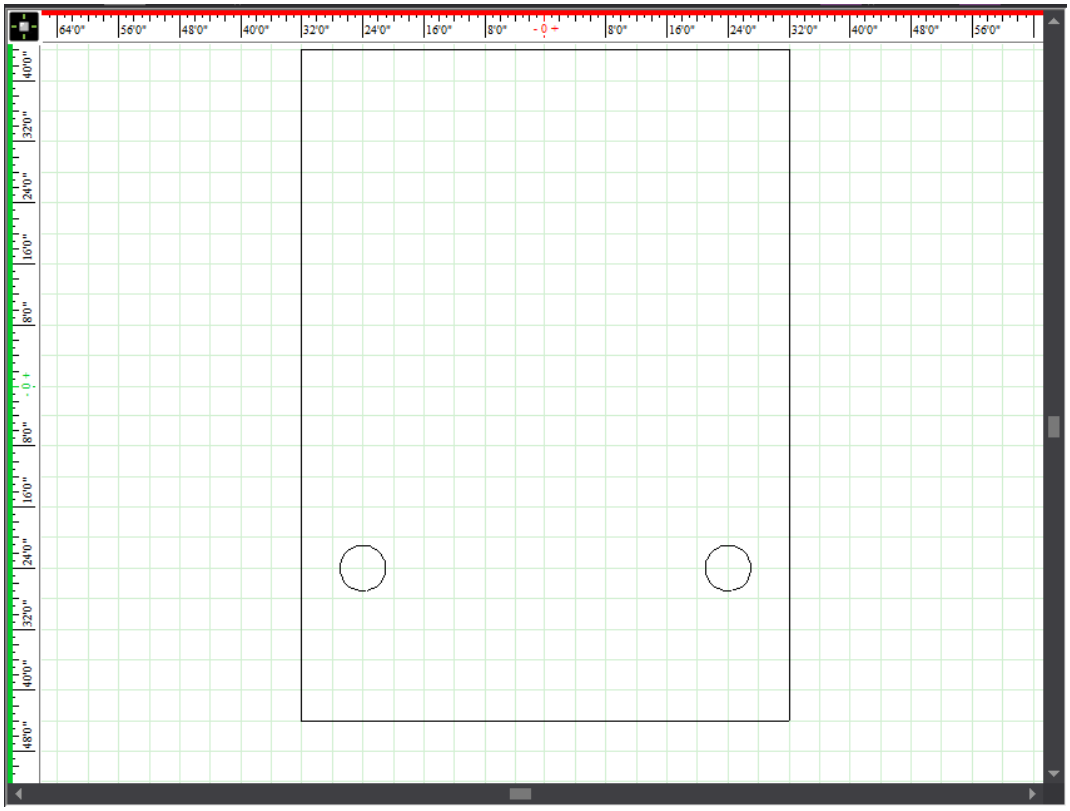
Result: The *New Cylinder* dialog box opens with the values you entered in **Step 2**.

6 Click *OK*.

7 Move the cursor inside the room until the coordinates on the status bar read:

x=24’0”, y=-24’0”, z=0’0”

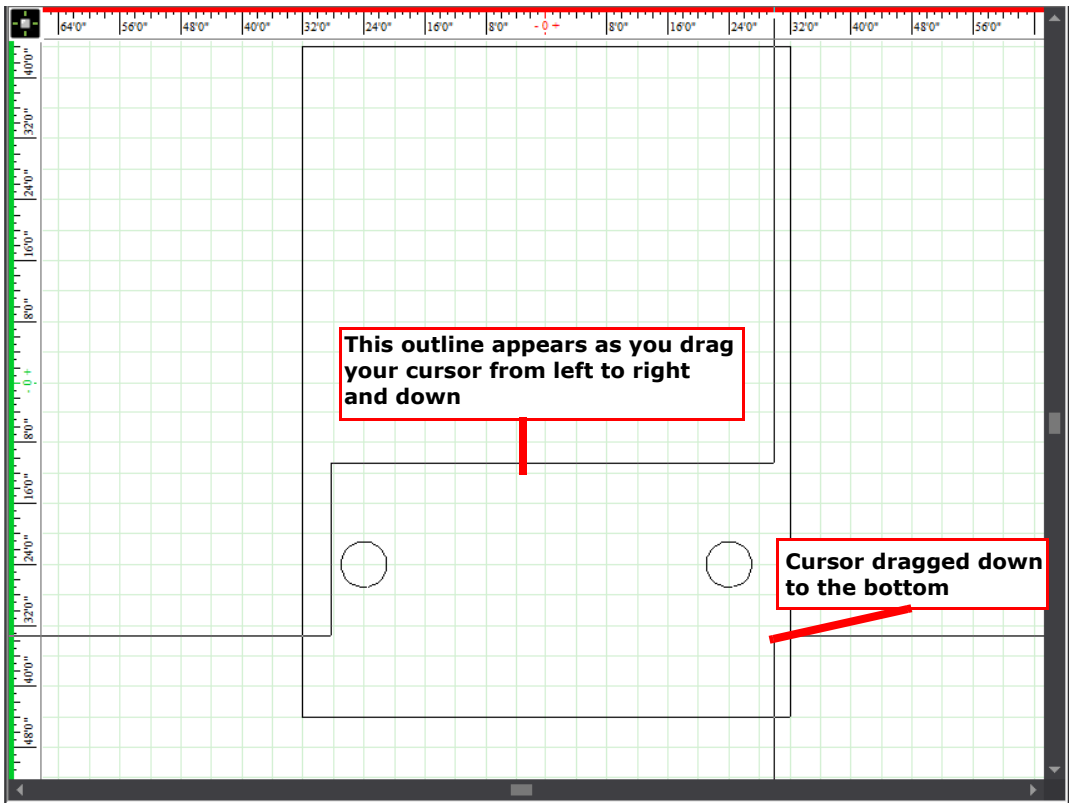
Note: There is a minus sign in front of the second value (the “y” value).



8 Click to place the cylinder in the drawing.

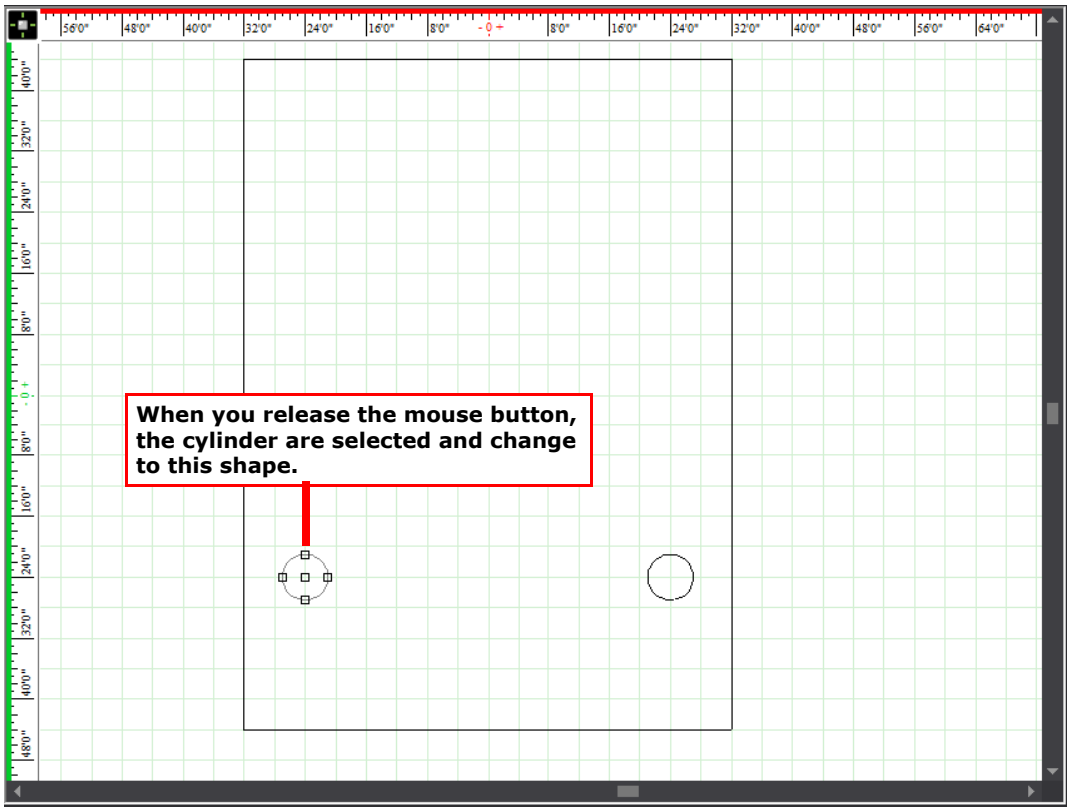
9 Click anywhere in the drawing to finish placing the cylinder.

10 While pressing the left mouse button, drag an outline from left to right around both cylinders to select them, as shown in the following graphic:



11 Release the mouse button.

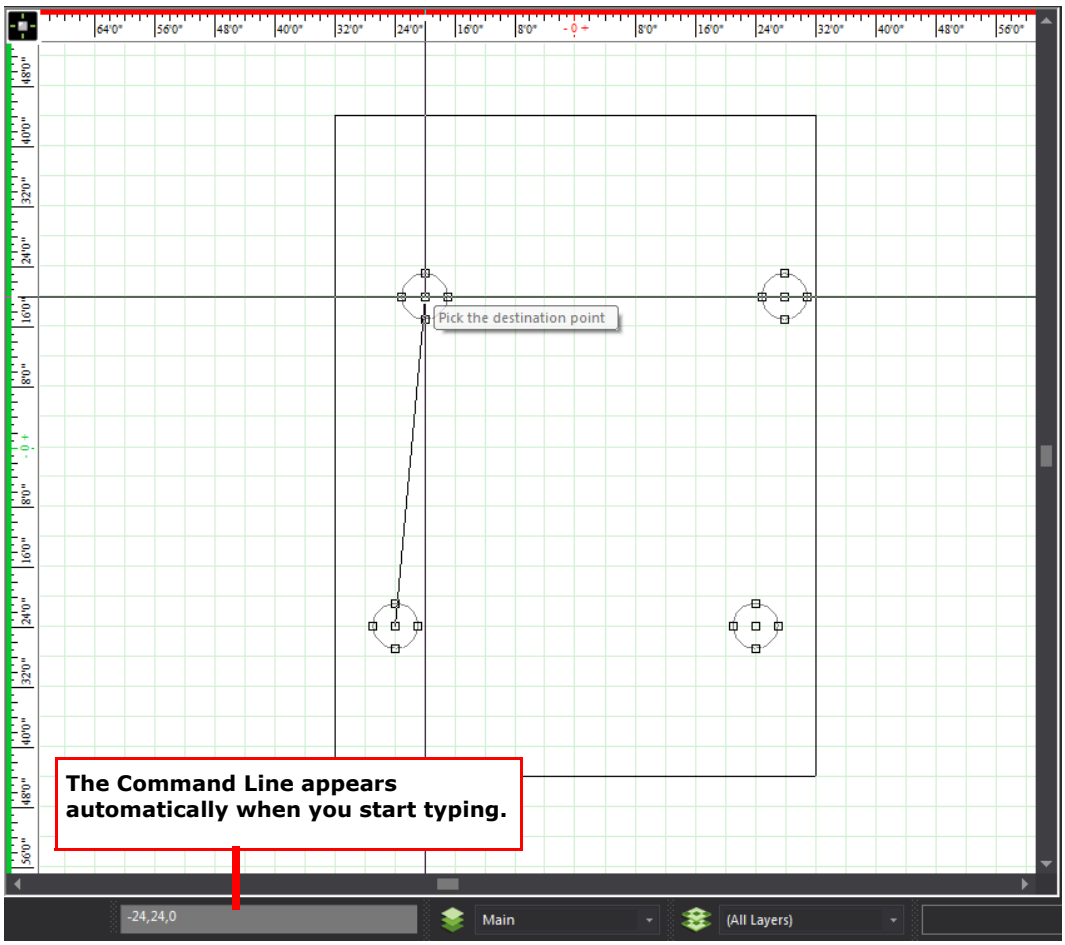
Result: The box outline that you drew disappears and the cylinders are each selected, as shown below.



12 From the **Edit** menu, choose **Copy** and then choose **Paste**.

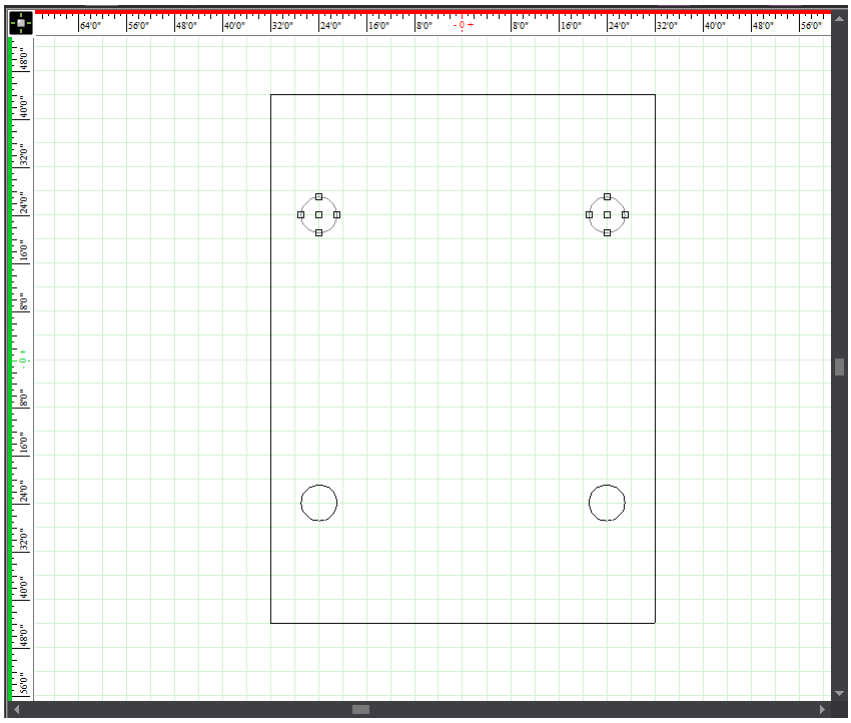
Result: The copied cylinders attach to the cursor, ready to be pasted.

13 Type the following values: **-24,24,0** (When you start typing, the Command Line automatically appears below the work area.)



14 Press ENTER on your keyboard.

Result: Vivien pastes the copy of the cylinders at the coordinates: **x=-24’0”,y=24’0”,z=0’0”**.



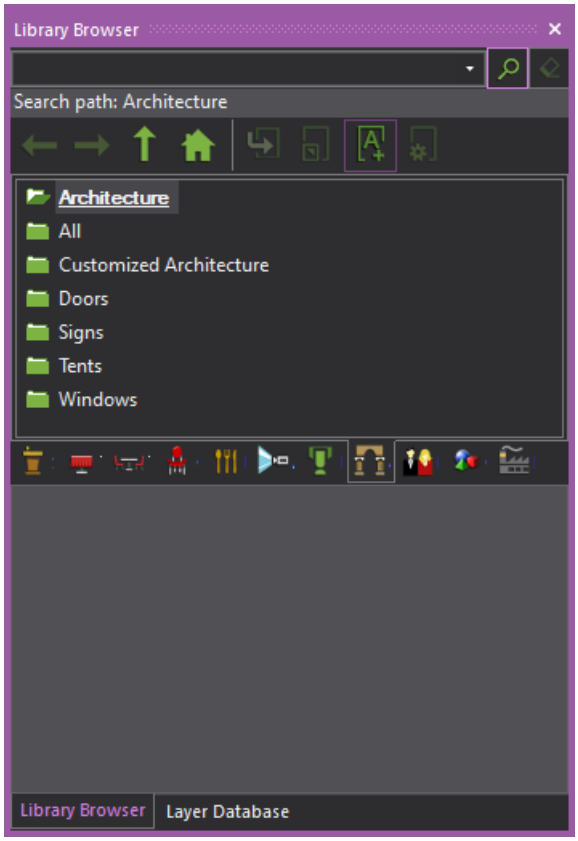
To place a door

Note before you begin:

- The term “cross hairs” refers to the two lines that form a cross wherever you move your cursor in the drawing.
- In **Step 10** of this procedure, you are prompted to type a value. When you start typing, the value is entered in a small box (the **Command Line**) that automatically appears in the bottom left of the window.
- The Status bar is located at the bottom left corner of the window and displays messages for you.

1 From the **Library** menu, choose **Architecture**.

Result: The *Architecture* tab of the Library Browser opens.

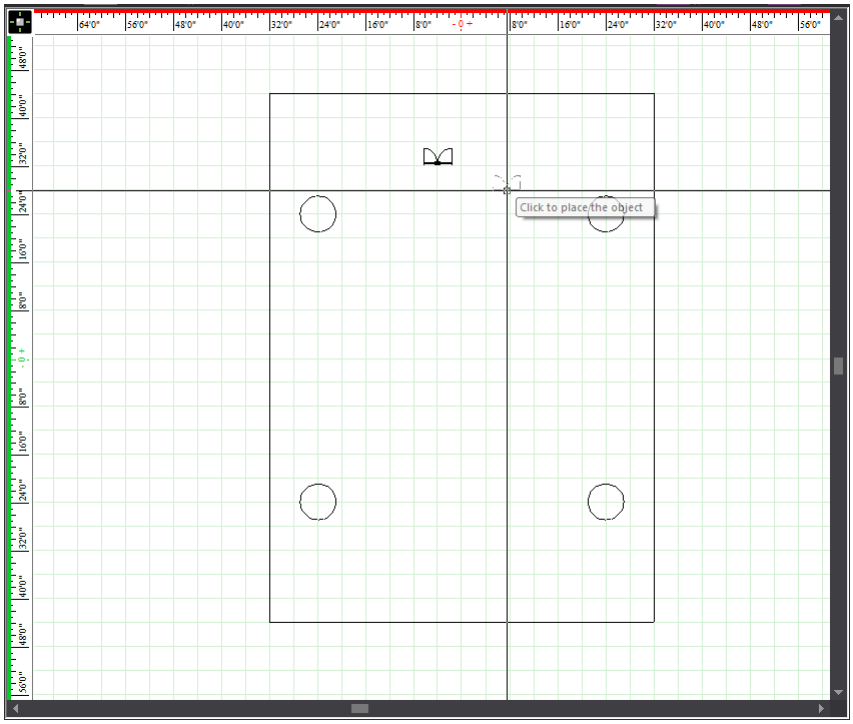


2 Double-click **Doors** to expand the heading and view all the available doors in the library.

3 Double-click **Wood Double Doors** and move your cursor onto the work area.

Result: The doors attach to the cursor, ready to be placed.

4 Click anywhere inside the room to place the door in the drawing.



Note: The doors are still attached to the cursor, enabling you to continue to place more doors simply by clicking on the drawing (i.e., you do not need to reselect the door from the Library).

5 Right-click anywhere in the drawing and select **Finish Library Item** to finish placing doors.

Result: The doors are no longer attached to the cursor.

6 Press the PAGE UP key on your keyboard (or use the middle roller wheel on your mouse, if applicable) to zoom in for a larger view of the doors. Use the scroll bars to centre the view.

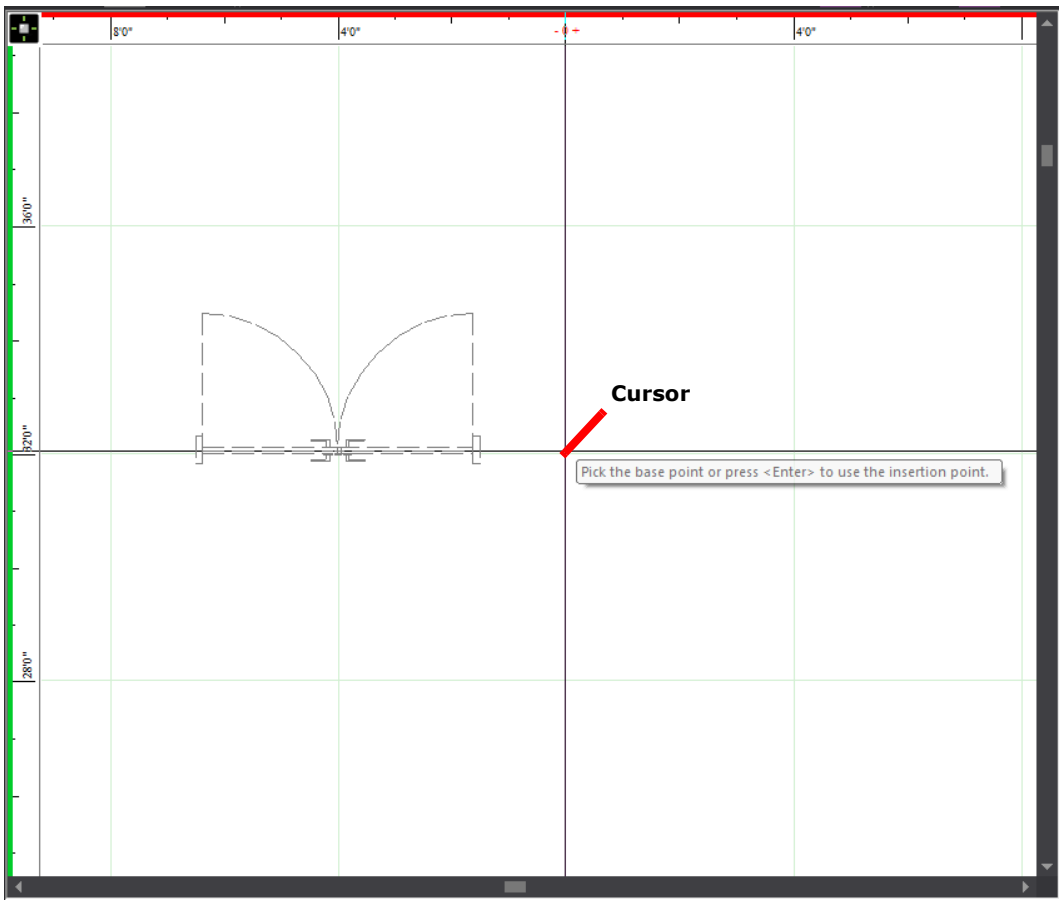
7 Click on the door outline to select it.

Note: You must click a line on an object to select it. Clicking an area inside the object lines will not select the object. When you have successfully selected an object, its lines become gray and dashed.

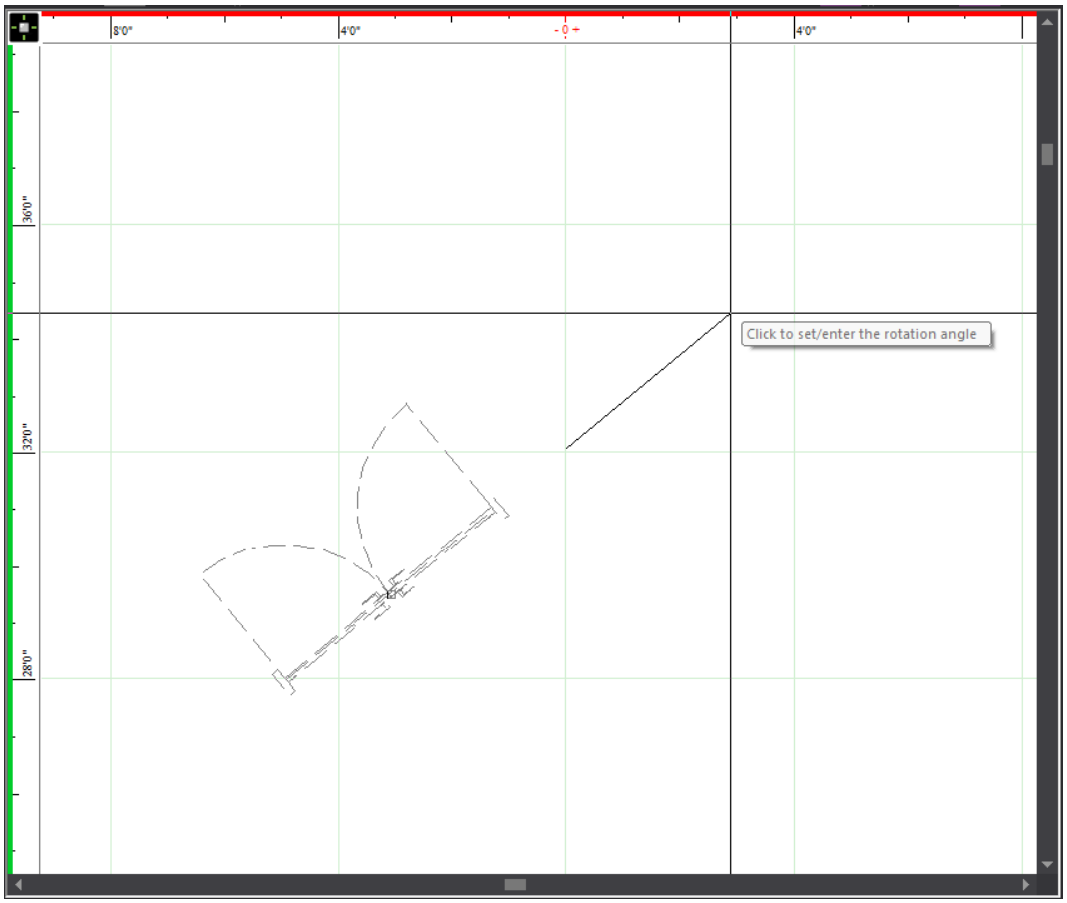
8 From the menu, choose **Rotate**.

Result: The cross hairs of the cursor turn red and the Status bar at the bottom left of the window prompts you to pick a base point.

9 Move the cursor so that it is aligned with the base of the door and click *once*.

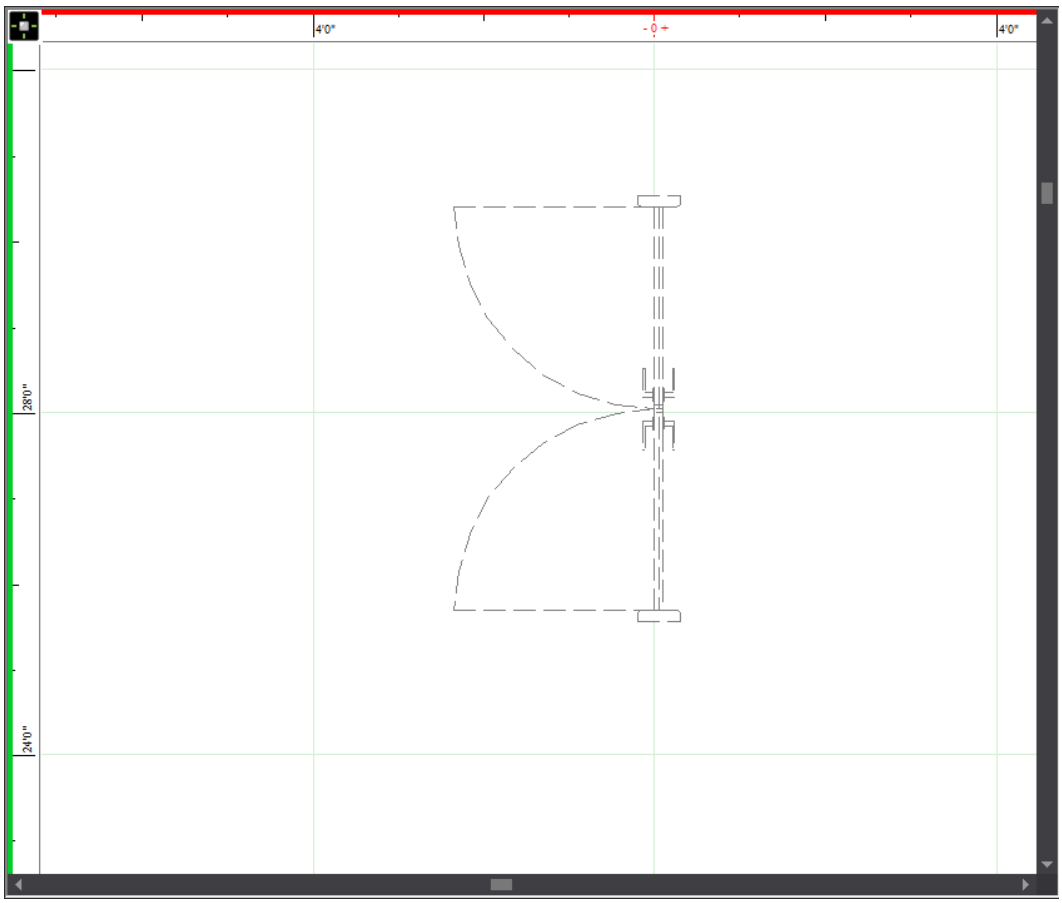


Result: The door icon changes to indicate you are in the middle of a rotate operation and you are prompted to enter the rotation angle. **Do not click in the drawing again.**



10 Type 90 and press ENTER on your keyboard. When you start typing, the Command Line automatically appears below the work area, listing the value that you type.

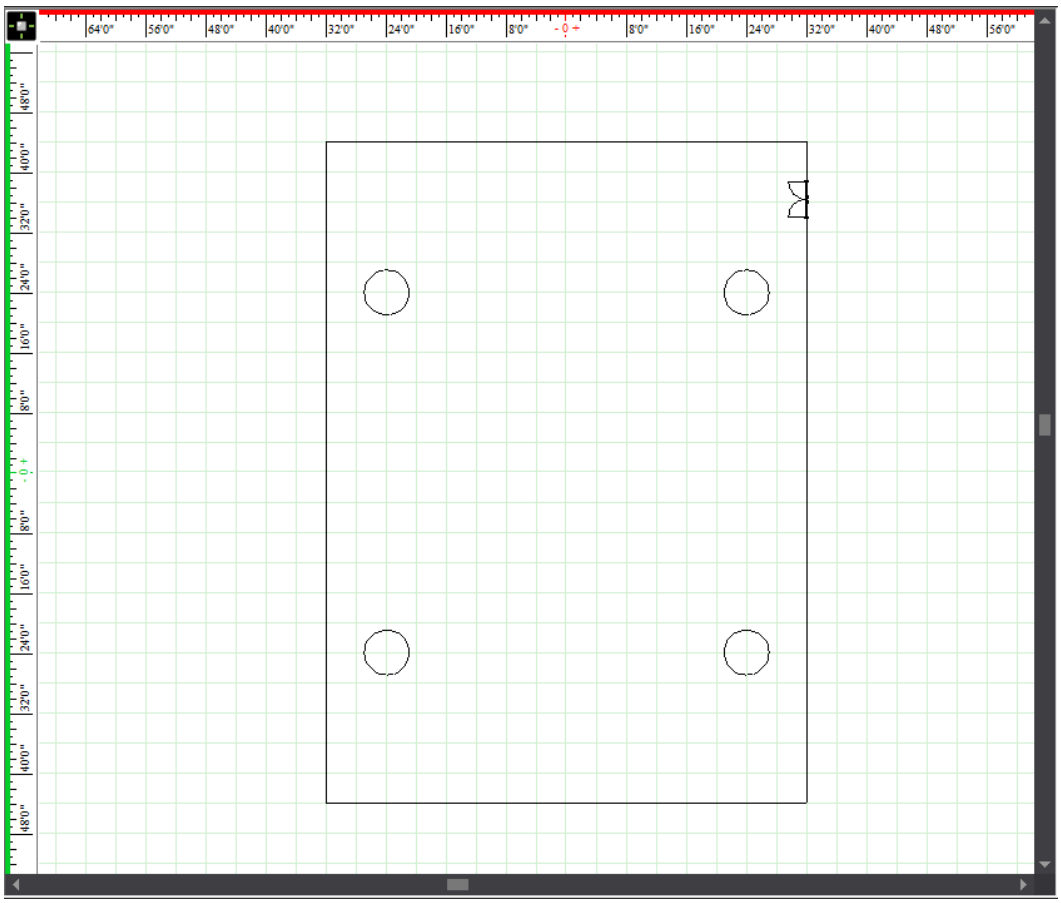
When you press ENTER, Vivien rotates the door 90 degrees. **Do not click in your drawing yet.**



11 Press PAGE DOWN to zoom out so you can see the outline of the room and the selected door.

12 Without clicking in the drawing, hover your cursor over the outline of the door until the cursor changes to an arrow with a box.

13 Click on the door and drag it to the right wall, as shown in the following picture.



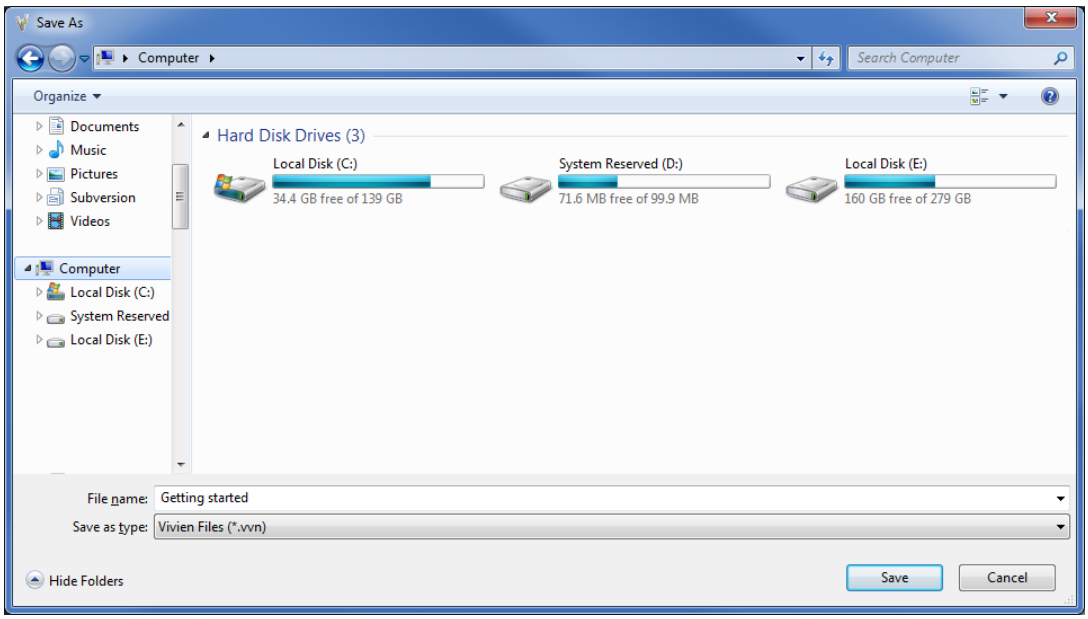
14 Click in the work area to ensure that no objects are selected.

Step 3 - Save the document

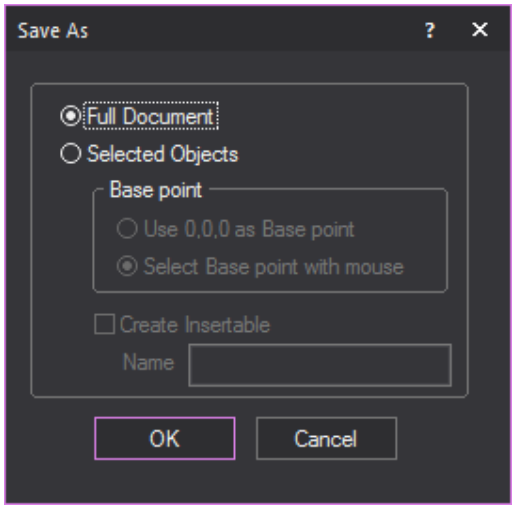
In this step, you save your event document, giving it a unique name.

1 From the **File** menu, choose **Save As**.

Result: The *Save As* dialog box opens.



Note: If the following box appears, it is because you did not deselect all objects in your drawing. Click *Cancel*, and then click anywhere in your drawing to deselect all objects. From the **File** menu, choose **Save As** again, and then proceed to the next step.



2 In the *Save In* box, select the location where you want to save the file.

3 In the *File name* box, type:

VivienLesson2

4 In the *Save as type* box, ensure that the file type is *Vivien Files (.vvn)* and click *Save*.

Step 4 - View the venue in 3D

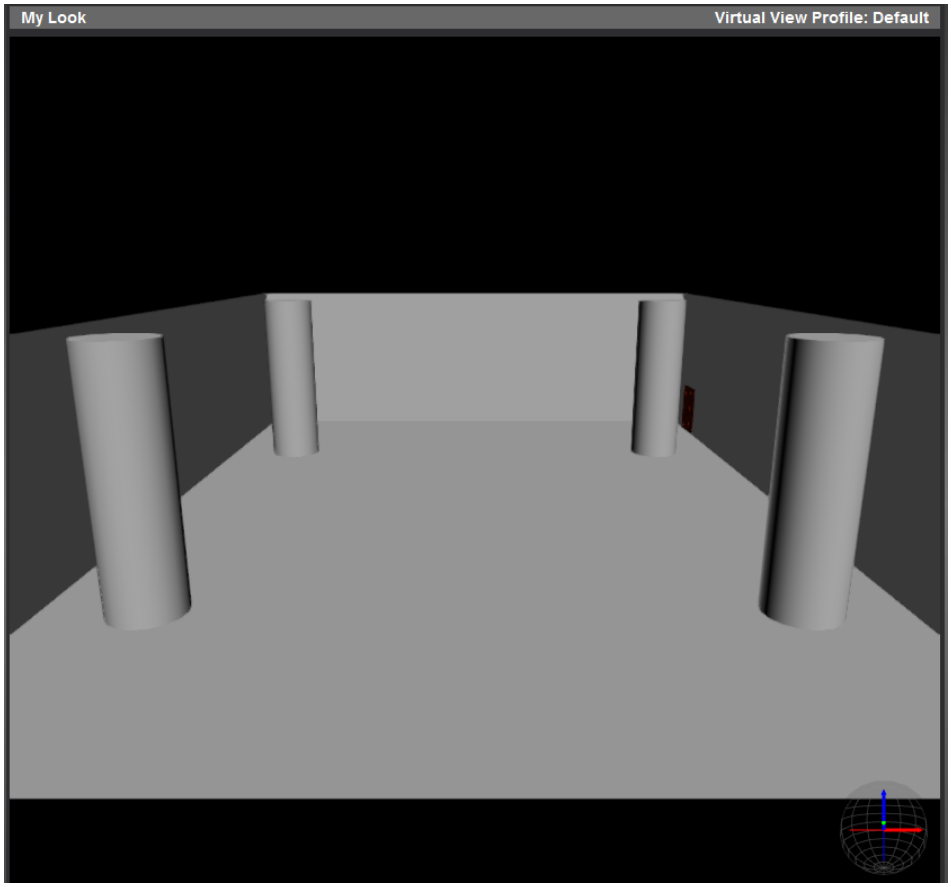
Virtual Views simulate the way the event would look in real life. Surfaces in the Virtual View are "filled-in" or solid (shaded) rather than outlined as in the drawing wireframe views.

To view the venue in a 3D view

1. Click the *Virtual View* tab below the work area to switch to a 3D virtual view of your venue design.
2. Click anywhere in the drawing to make it active.
3. Press the PAGE DOWN key on your keyboard to zoom out to see the entire venue in the work area.

   Tip: If you have a middle roller wheel on your mouse, you can also use it to zoom in and out of your drawings.

   Result: Your venue should look similar to the following picture.



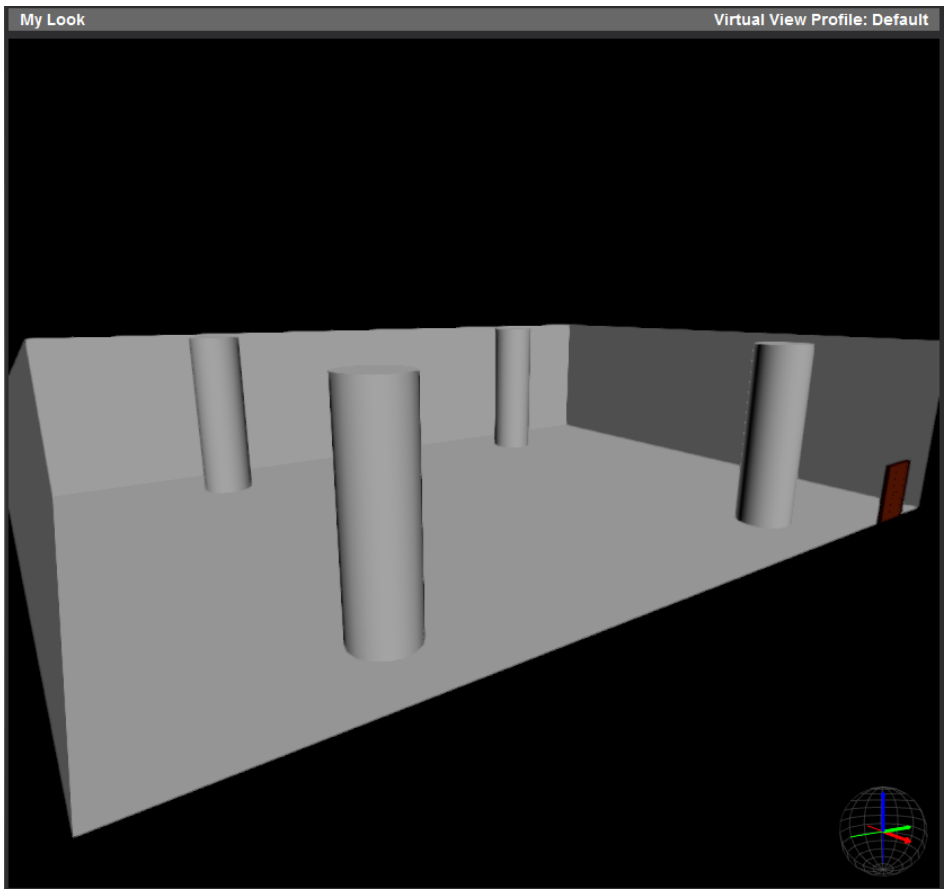
To move the camera

The "camera" is like your point of view; it is the angle at which you see the drawing. You can move the camera with your mouse for a different perspective of the room.

1. Move the cursor over the view, press the left mouse button and drag left or right, up or down.

   Result: The cursor changes to a hand and the view changes.

2. Release the mouse button to set the view.



Note: As you move the image around, notice that the wall of the room that is currently in front of the camera becomes temporarily invisible, enabling you to see inside the room.

3 Proceed to the next lesson.

Lesson 3 - Setting up a stage

In this lesson, you will set up a stage for the event. The stage will have a podium on it and a projection screen. It will also have a backdrop of pipe and drape.

In this lesson you will learn how to:

- Use the *Riser* tool
- Use the *Projection Wizard*
- Add objects to a raised surface
- Use the *Pipe and Drape Wizard*

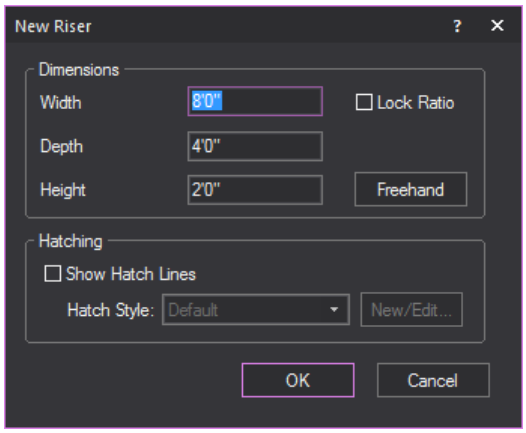
Step 1 - Add the stage

In this step, you will add a stage to the venue and then resize it.

To add a stage

1. Open the file *VivienLesson2.vvn*, if it is not already open. (From the **File** menu, choose **Open**, and then locate and select the file.)
2. Click the *Drawing Wireframe* tab if it is not already selected.
3. From the **View** menu, choose **Zoom Fit** to display the entire venue in the work area.
4. From the **Draw** menu, choose **Riser**.

   Result: The *New Riser* dialog opens.



5. Specify the dimensions of the riser as follows, and then click *OK*:
   - *Width*: 16
   - *Depth*: 8

- *Height*: 4

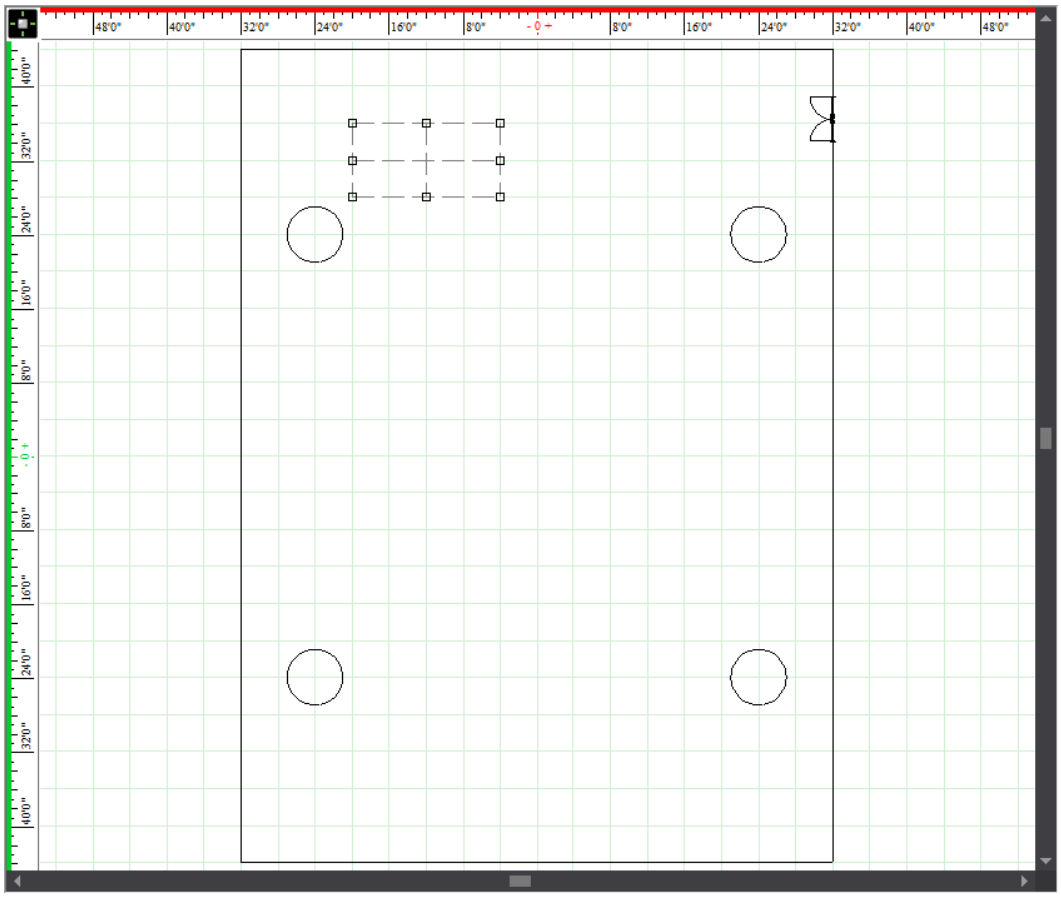
Result: The riser attaches to the cursor, ready to be placed.

6 To make placing the riser easier, right-click, and select **Bottom Center** as the insertion point.

7 Using the following graphic as a guideline, move the cursor inside the room so that coordinates on the status bar read:

x=0’0”,y=28’0”,z=0’0”

Note: The “x” value is negative (it has a minus sign in front of the number).



8 Click to place the riser in your drawing.

To resize the stage

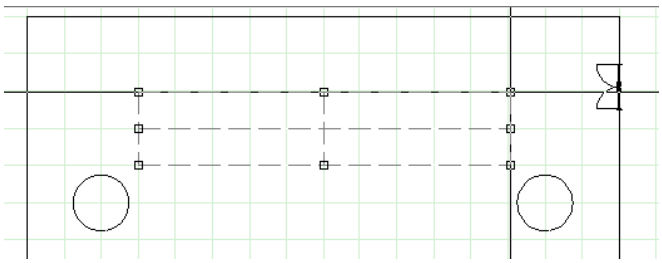
Note before you begin:

- The term “selection box” refers to the small squares that appear at each corner of the riser when you select it with your mouse. When you click on one of these boxes and drag, you can resize the riser.

1. Click on one of the *lines* of the riser to select it. (If you click in the middle of the riser, you do not select it.)

   Result: Small squares (selection boxes) appear at each corner of the riser.

2. Drag the top right selection box up and to the right to make the stage wider and longer. Release the mouse button when the stage is as shown in the following picture.



   Note: You may notice as you drag that the lines snap to the grid like a magnet. Snapping is a feature that helps you align objects to the grid as you place, resize, and move objects.

3. From the **Tools** menu, choose **Snap Mode** and then **Snap State** to turn snapping off.

4. Drag the top right selection box to see the difference when snap is turned off.

5. Restore the stage to the size shown in **Step 2**.

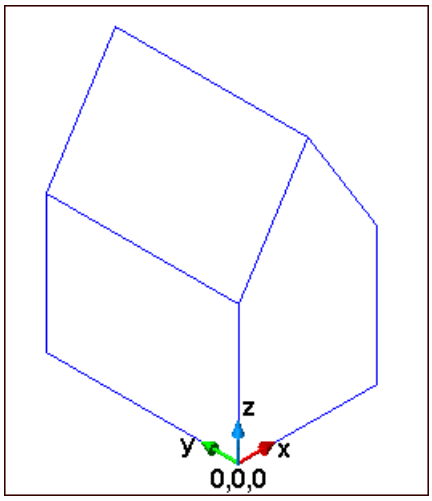
6. Press F9 on your keyboard to turn snapping on again.

Step 2 - Add a podium to the stage

The following diagram shows the three working axes in a 3D space (like a room):

- x axis is the width of the room
- y axis is the length of the room
- z axis is the height of the room

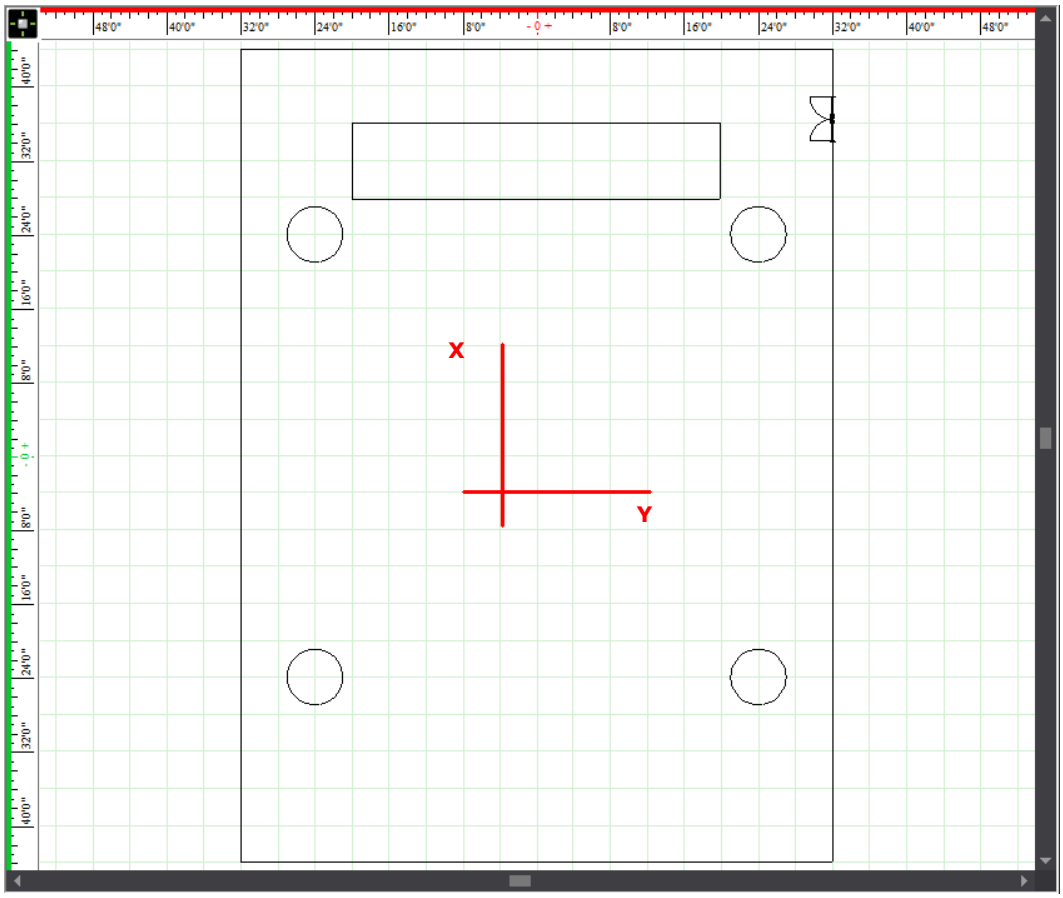
The point at which they meet is called the origin, where each of their values is 0 (0,0,0).



2D views

The Plan view (or floorplan) is a 2-dimensional view represented by the x and y axes, as shown in the following graphic.

Note: For more information about the different types of views available in Vivien, see “The Height value” on page 43.



Since this view is flat, letting you see only the width and length of the room (x and y respectively), you cannot see the axis that goes from the floor to the ceiling of your room (z axis).

You cannot move an object in your drawing along an invisible axis (the z axis in Plan view). You can only move objects in the direction of the visible axes (in this case, the x and y axes). In this view, therefore, the value of the invisible z axis is always equal to zero (0) until you manually change it.

If you need to place an object on a raised surface (for example, a podium on top of a stage), then you need to adjust the height of the z value to match the height of the object (i.e., the stage), as described below.

The Height value

Whenever you want to place an object above the floor you have to tell Vivien how high you want to place it. This distance is known as the **Height value** and is given the axis letter z in Plan view.

In this procedure, you have to tell Vivien how high the stage is so that you can place the podium on top of it. If you do not set the Height value to match the height of the stage, the podium will be placed on the floor of your venue instead.

Notes:

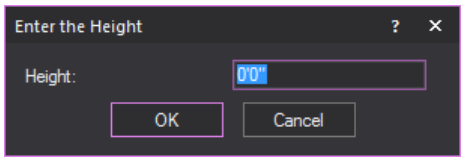
- You can set the Height value only in Plan view.
- Whenever you set the Height value, it stays at the value you type until you reset it. This means that all objects that you add to your drawing are placed at this height. For example, in this procedure the stage is 4 feet high, so you set the Height value to **4 feet** (z=4’).

After you add the podium to your drawing, you must reset it back to zero (z=0’) if you want to place objects on the floor.

To set the Height value

1. From the **View** menu, choose **View Type** and then **Plan** to switch to the Plan view, if you are not already in it.
2. From the **Tools** menu, choose **Height**.

   Result: The *Enter the Height* dialog box opens.



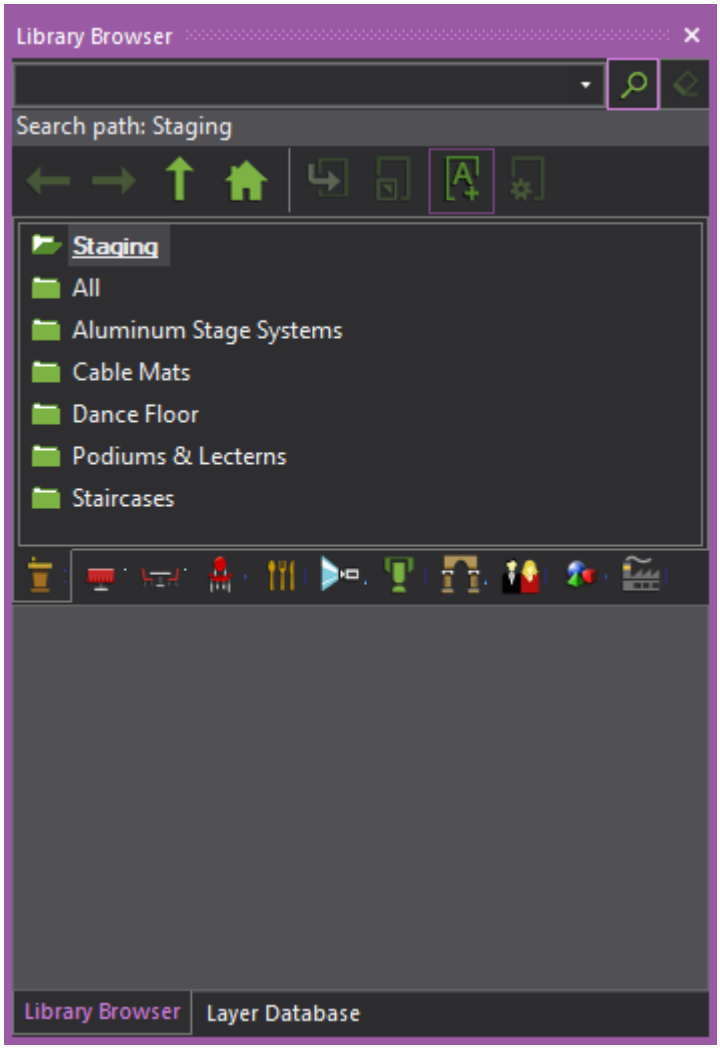
3. Enter the Height value. The riser is 4’ high, so type *4* and then click *OK*.

   Result: The status bar indicates the change: **Height:z=4’0”**.

To add a podium to the stage

1 From the **Library** menu, choose **Staging**.

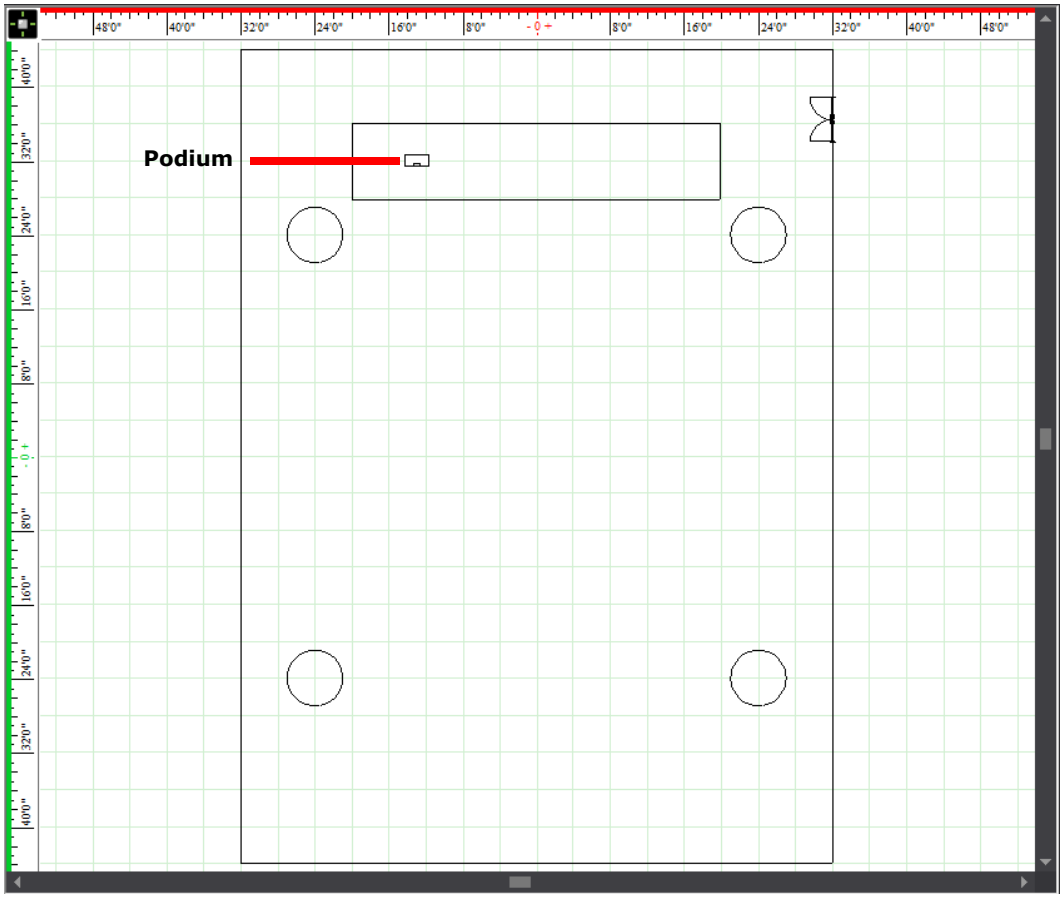
Result: The Library Browser displays the *Staging Library* tab.



2 Double-click the **Podiums & Lecterns** heading to view the selection of podiums in the library.

3 Double-click **Large Podium** to attach it to the cursor.

4 Move the cursor over the riser and click to place the podium.

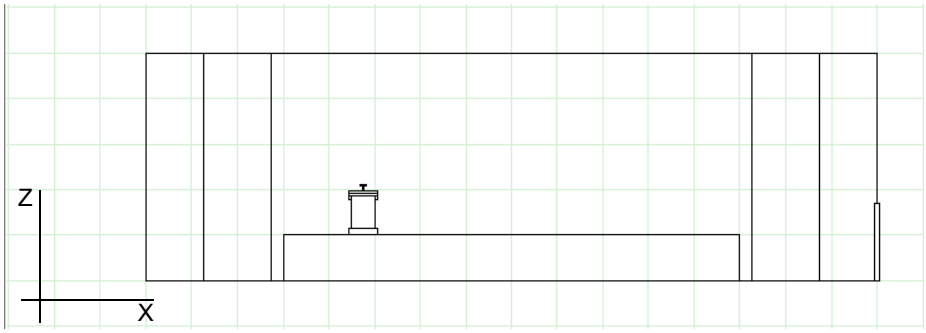


5 Right-click anywhere on the drawing and select **Finish Library Item** to finish placing podiums.

6 From the **View** menu, choose **View Type** and then **Front** to view the stage from the front of the room.

The Front view is represented by the X and Z axes.

Notice that the podium is sitting on top of the stage (z=4’0”) and not on the floor.



Step 3 - Add a projection screen to the stage

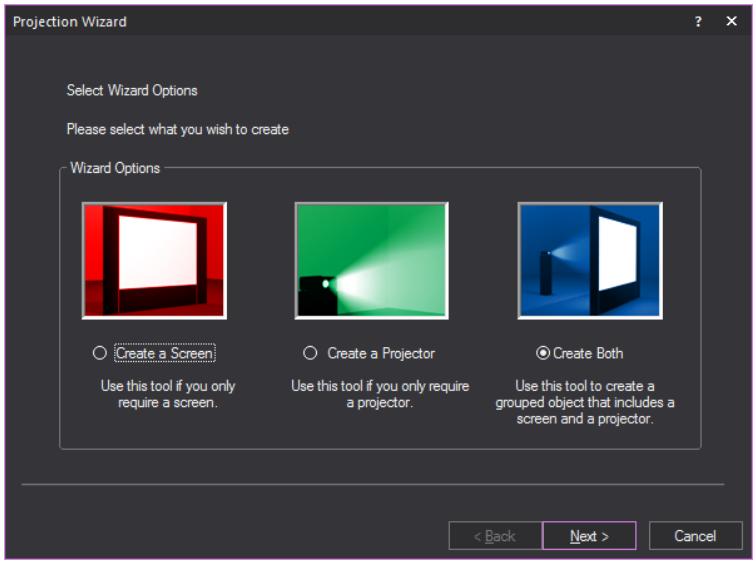
In this step you add a folding projection screen with a drape kit to the stage using Vivien's Projection Wizard. You then place an image of your choice on the screen.

Note: You can also use the Projection Wizard to add projectors, but in this example, you only add a screen.

To add a projection screen to the stage

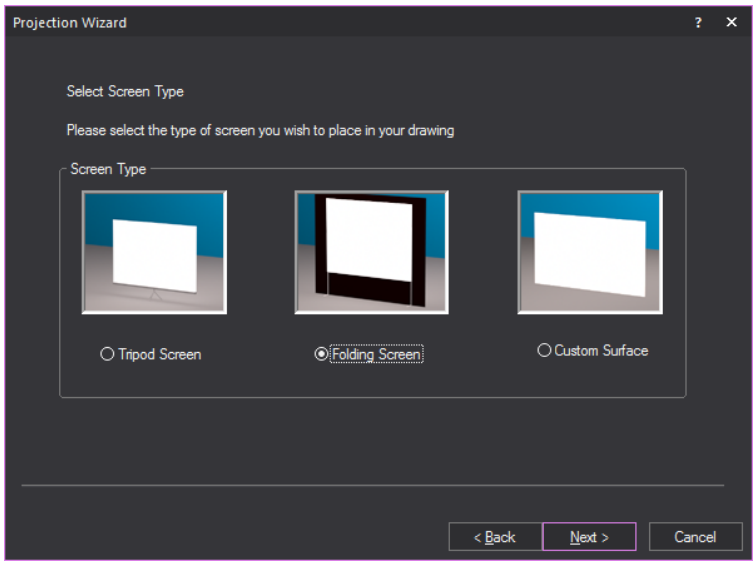
1. Click the *Plan* tool on the *View Type* toolbar to view the floorplan of the room.
2. From the **Draw** menu, choose **Projection Wizard**.

   Result: The *Select Wizard Options* window opens.



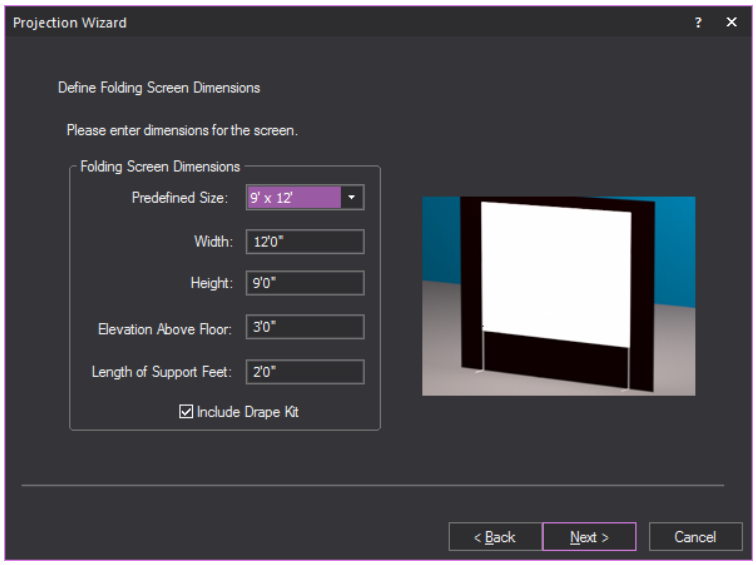
3 Click *Create a Screen*, and then click *Next*.

Result: The *Select Screen Type* window appears.



4 Click *Folding Screen*, and then click *Next*.

Result: The *Define Folding Screen Dimensions* window appears.



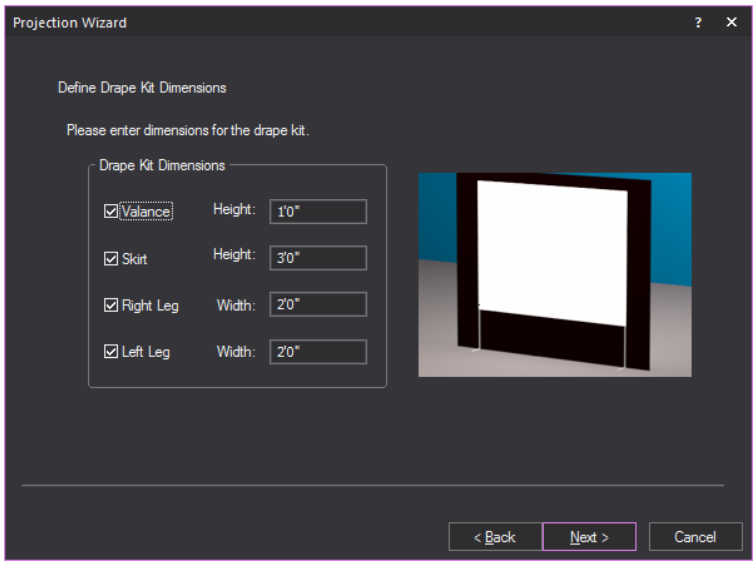
5 From the *Predefined Size* drop-down list, select **9’ x 12”**.

6 Keep the default values for the *Elevation Above Floor* (3’0”) and the *Length of Support Feet* (2’0”).

7 Ensure that a check mark appears in the *Include Drape Kit* box.

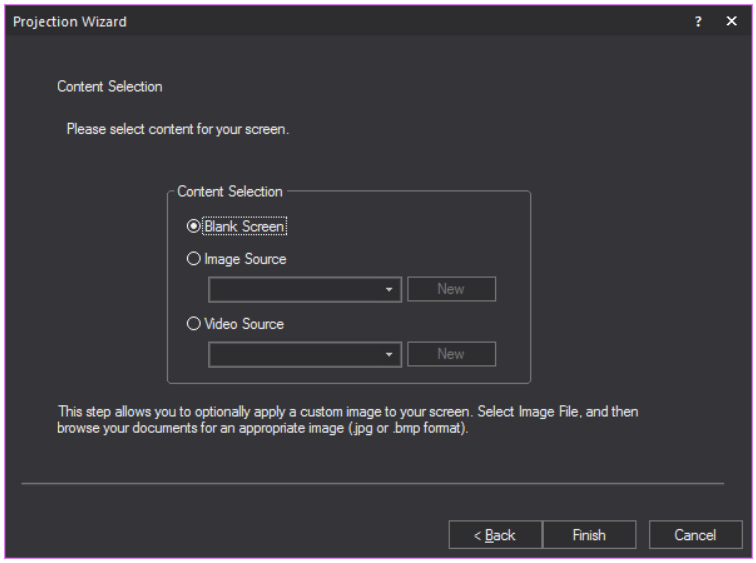
8 Click *Next*.

Result: The *Define Drape Kit Dimensions* window appears.



9 In this window you can choose where the drape kit appears, and set the dimensions of the drape panels. In this example, accept the default values, and then click *Next*.

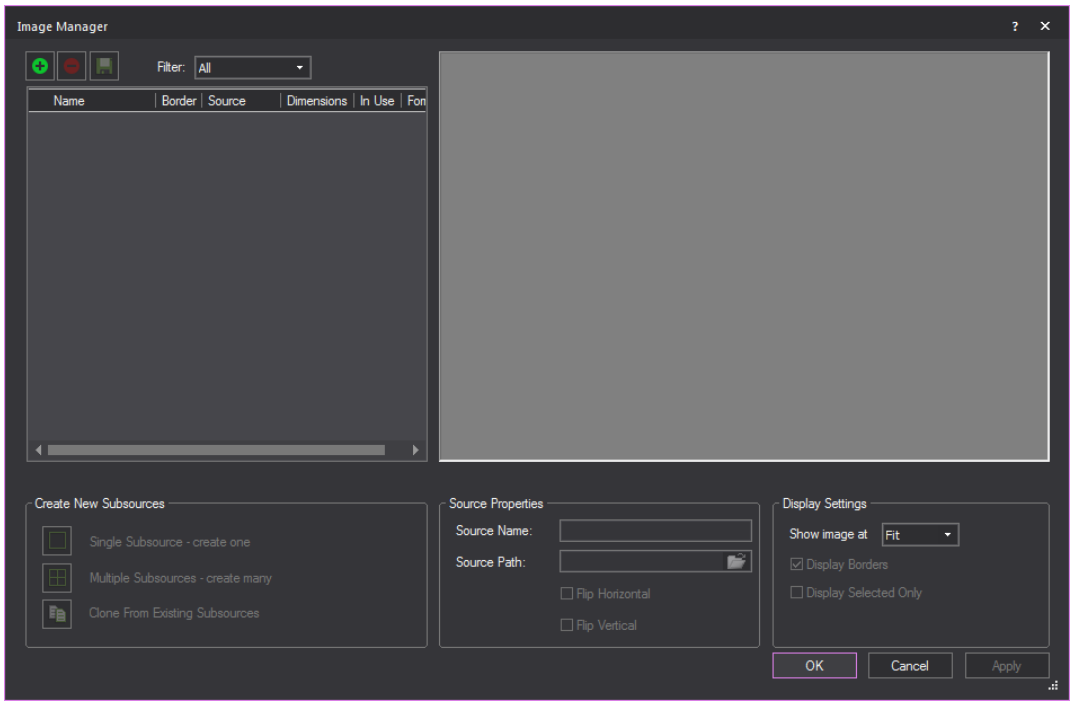
Result: The *Content Selection* window appears.



10 Click *Image Source*.

11 Click the *New* button.

Result: The *Image Manager* window opens.



12 In the *Image Manager*, click the *New* button.

13 Navigate to a location on your computer where an image is stored (for example, the My Pictures folder), click the image select it, and then click *Open*.

Result: The image is added to the Image Manager.

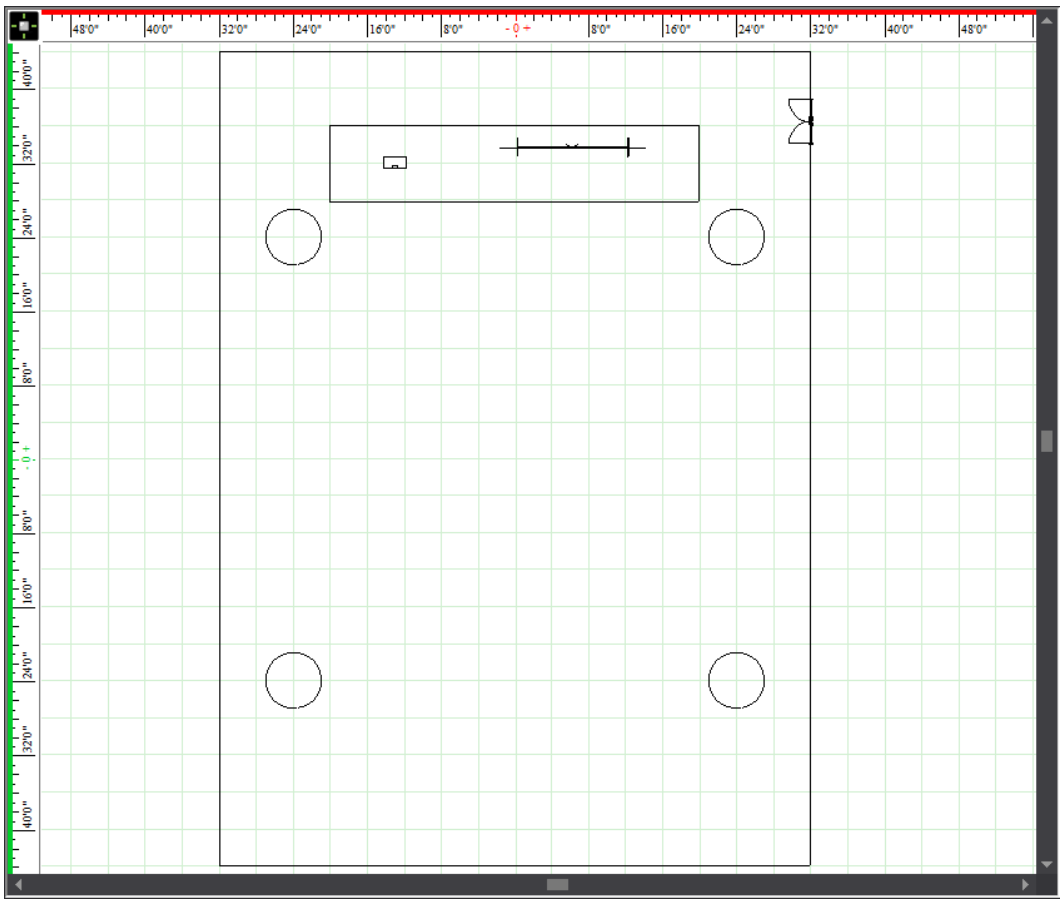
14 Click *OK*.

Result: The *Image Manger* window closes. The image is now listed under *Image Source* in the *Projection Wizard* window.

15 Click *Finish*.

Result: The screen attaches to the cursor, ready to be placed.

16 Move the cursor over the stage and click to place the screen in your drawing, as shown in the following picture.

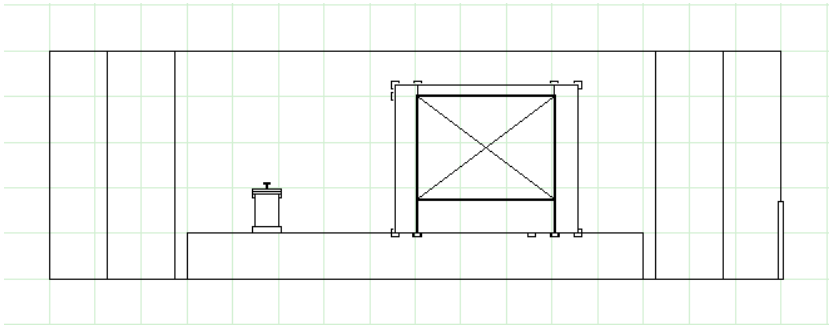


17 On the toolbar, click the *Height* icon, and then type *0* to reset the Height back to z=0’0”.

18 Click *OK*.

Note: The status bar at the bottom right of the window reads *Height: z=0’0”*.

19 Click the *Front* tool on the *View Type* toolbar to view the stage from the front of the room.



Note: You cannot see the screen image in wireframe views. The image displays only in Virtual Views and in the final rendering.

20 Click in the work area so that no objects are selected.

Step 4 - Add pipe and drape

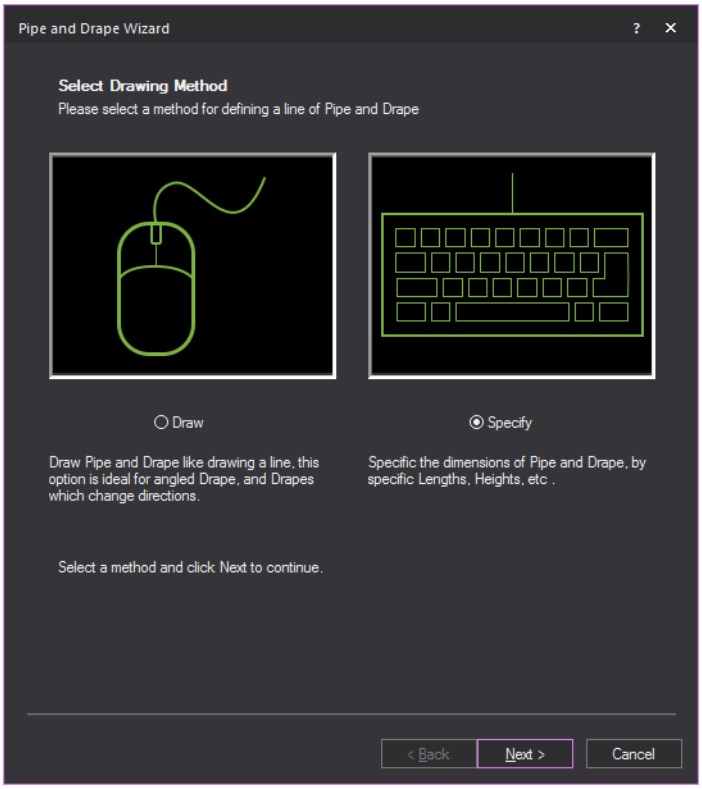
In Step 4, you use the *Pipe and Drape Wizard* to add a length of drape behind the stage. This Wizard gives you two options for drawing drapeline, with each option giving you progressively more choice in terms of customization.

You can use this Wizard to draw standard lengths of drape, or whatever size and shape of drapeline you like. In this step you will place a straight length of drape behind the stage.

To add pipe and drape

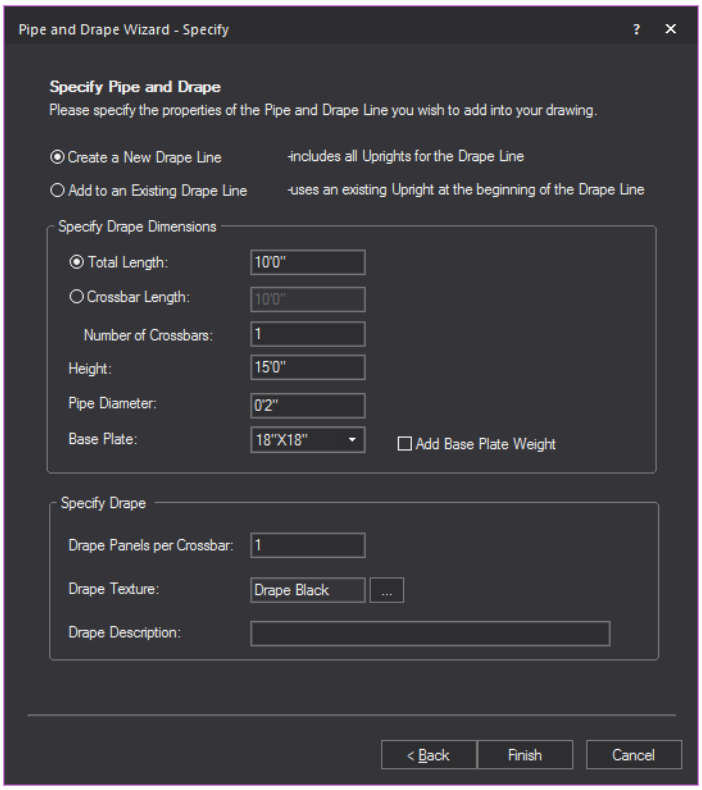
1. Before you draw the drape, you must adjust the Height value back to 0’ so the drape rests on the floor. Click anywhere in the drawing.
2. Press TAB, and then type 0’.
3. Click *OK*. The Height value on the Status bar changes to *Height:z=0’0”*.
4. Press F9 on your keyboard to disable all snaps (so the drape does not snap to the grid in the drawing area).
5. Click the *Pipe and Drape Wizard* icon.

   Result: The *Select Drawing Method* window appears.



6 Select *Specify*, and then click *Next*.

Result: The *Define Drape Line Dimensions* window appears.

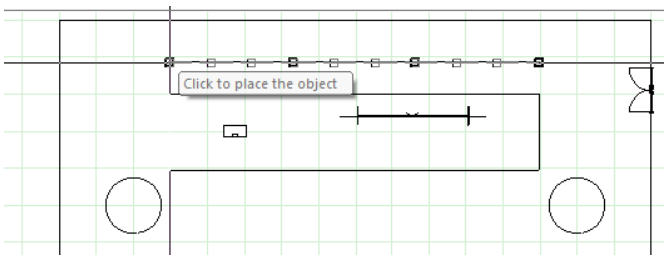


7 In the *Height* box, type **15'**.

8 Leave all other defaults selected and click *Finish*.

Result: The drapeline attaches to your cursor.

9 Using the following graphic as a guideline, click to place the drapeline behind the stage, centered:



10 Click the Virtual View tab to see the drape behind the stage.

Step 5 - Save the document

Save your event document, giving it a unique name.

To save your document

1. From the **File** menu, choose **Save As**.
2. In the *Save In* box, select the location where you want to save the file.
3. In the *File name* box, type *VivienLesson3.*
4. In the *Save as type* box, ensure that the file type is *Vivien Files (.vvn)* and click *OK*.
5. Proceed to the next lesson.

Lesson 4 - Adding and assigning seating

To add multiple chairs to your venue, you could place each chair individually or add a single chair and then copy it using the *Clone* tool. A more efficient approach is to use the Seating Wizard.

In this lesson you will learn how to add multiple chairs and tables using the Seating Wizard.

Then, you will use the Guest Management feature to add guests and assign them to seats.

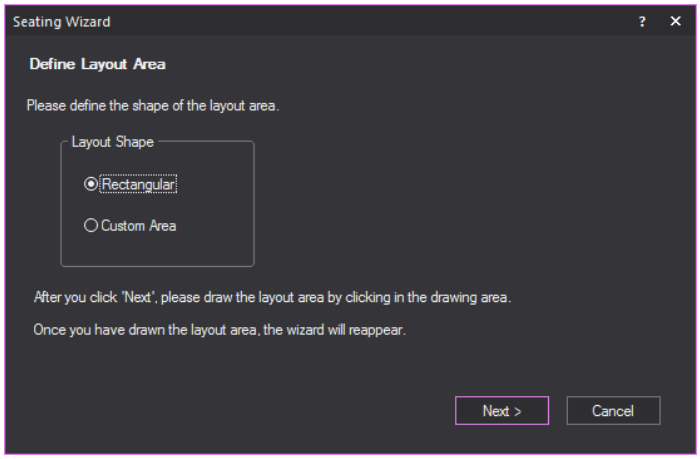
Step 1 - Add dining tables

In this step you will add 10 dining tables in front of the stage.

To add dining tables

1. Open the file *VivienLesson3.vvn*, if it is not already open. (From the **File** menu, choose **Open**, locate and select the file.)
2. Click the *Drawing Wireframe* tab.
3. Click the *Plan* tool on the *View Type* toolbar to change the view to the Plan view.
4. Press PAGE DOWN on your keyboard to zoom out, if necessary.
5. From the **Draw** menu, choose **Seating Wizard**.

   Result: The first pane of the *Seating Wizard* opens.



6 You want the tables to fill a rectangular area in front of the stage, so leave the default Layout Shape as *Rectangular*, and then click *Next*.

Result: The Wizard pane closes, prompting you to draw the layout area.

7 As shown in the graphic on the next page, drag a rectangle from the top left, where the coordinates have this value:

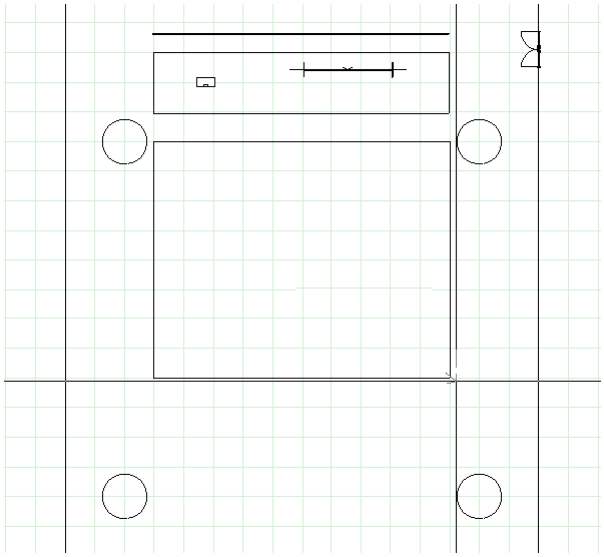
x=-20’0”,y=24’0”,z=0’0”

...to the bottom right, where the coordinates have this value:

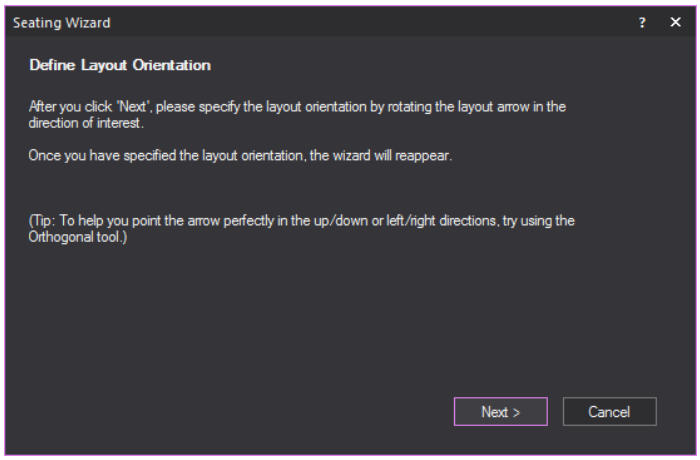
x=20’0”,y=-8’0”,z=0’0”

Note: Two of these values have minus signs in front of them (they are negative values).

...and click.



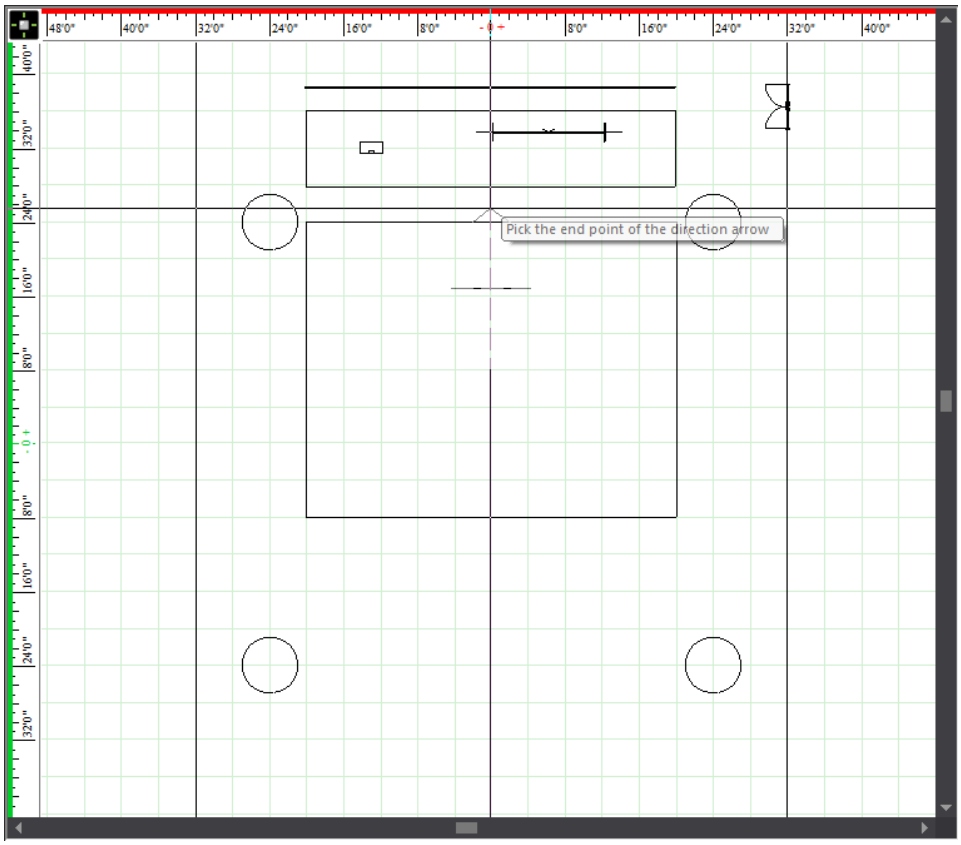
Result: The next pane of the Seating Wizard opens instructing you to point the layout arrow in the direction of interest.



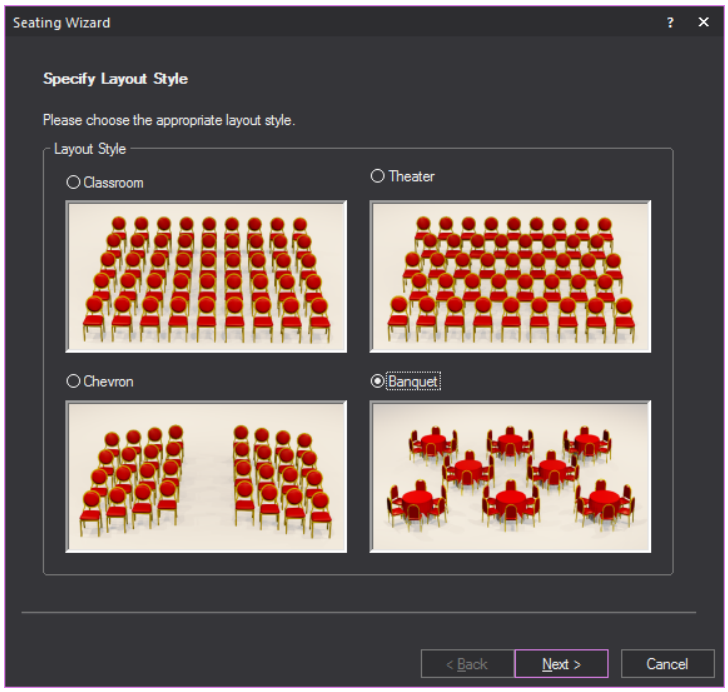
8 Click *Next*.

Result: The Wizard pane closes and the layout direction arrow attaches to your cursor.

9 Point the cursor towards the stage, as shown in the following picture, and click.

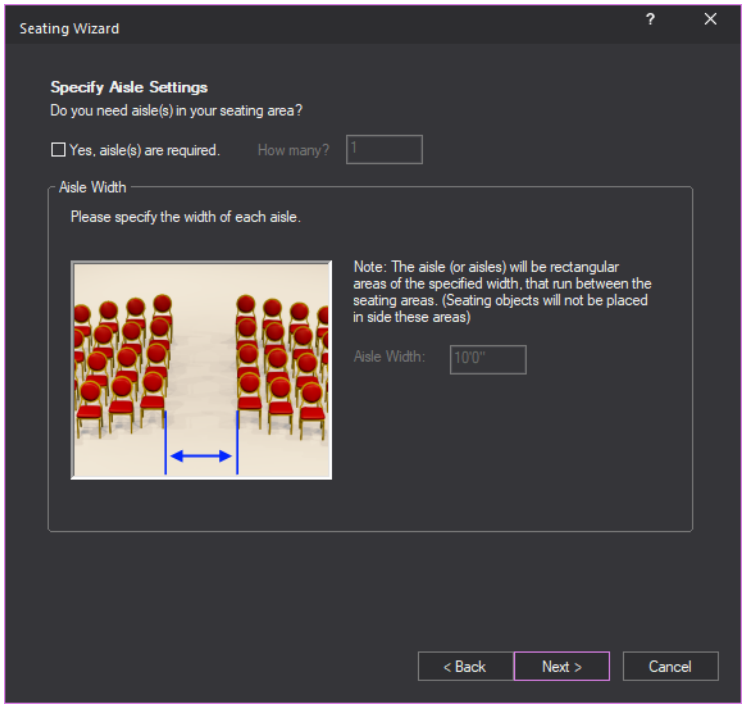


Result: The next pane of the Seating Wizard opens instructing you to select a layout style.



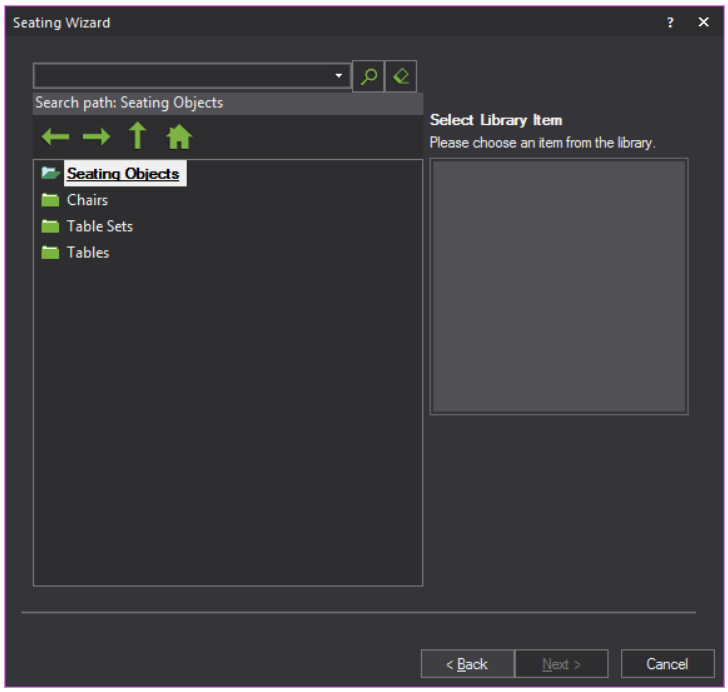
10 Click *Banquet*, and then click *Next*.

Result: The next pane of the Seating Wizard opens instructing you to specify whether aisles are required in the seating area.



11 Click *Next* without making any changes as no aisle is required.

Result: The next pane of the Seating Wizard opens, instructing you to select an item from the library.



12 Click on the **Tables Sets** heading, then double-click the **Imperial** heading to choose from tables drawn in imperial units.

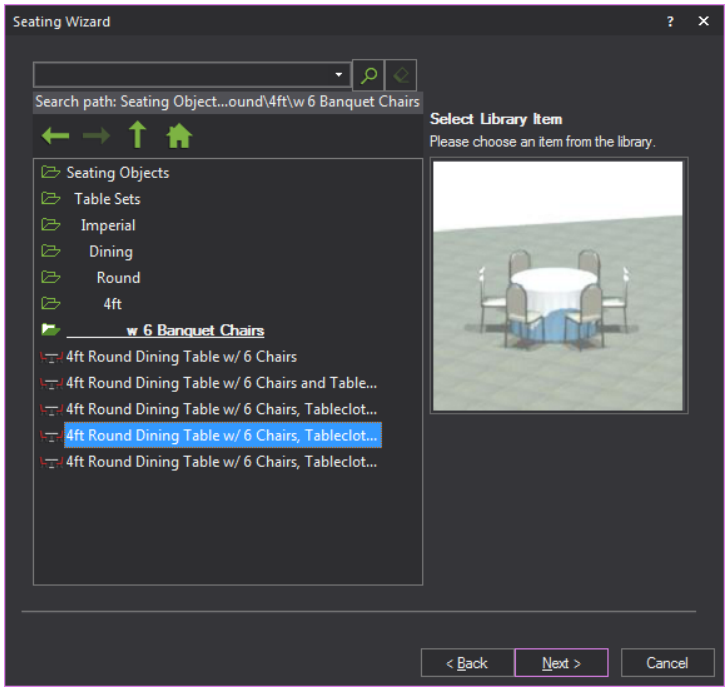
13 Click on the **Dining** heading.

14 Click on the **Round** heading to list all the available round dining tables.

15 Click on the **4ft** heading to list all the tables that are 4 feet in diameter.

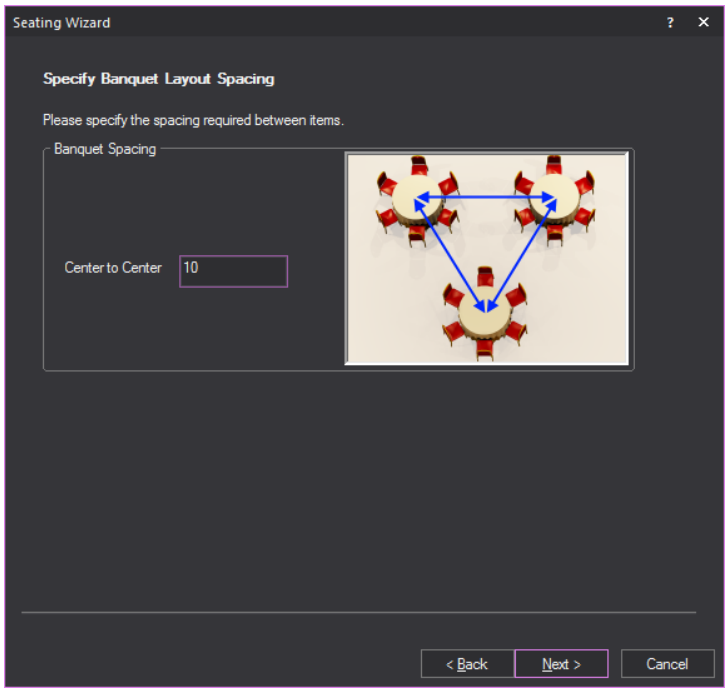
16 Click on the **w 6 Banquet Chairs** heading to list all the tables that seat 6.

17 Scroll down and click **4ft Round Dining Table w/ 6 Chairs and Tablecloth and Overlay** to select a four-foot round table with a tablecloth and six chairs.



18 Click *Next*.

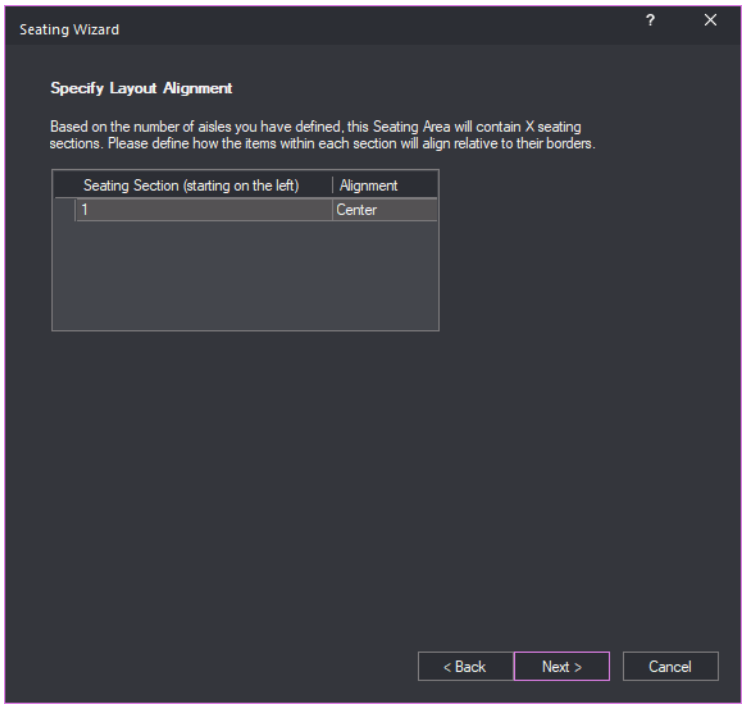
Result: The next pane of the Seating Wizard opens instructing you to specify the spacing between tables.



19 In the *Center to Center* box, type *10* to space the centers of each table 10’ from each other.

20 Click *Next.*

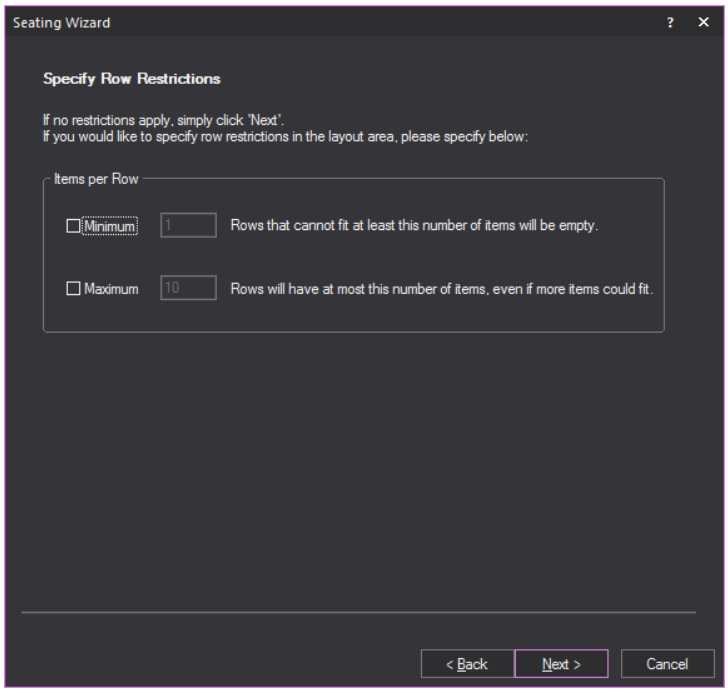
Result: The next pane of the Seating Wizard opens instructing you to select how you want the tables aligned within the layout area.



21 Leave *Center* as the selection, to space the tables uniformly between the left and right edges of the defined area, maintaining the seating style.

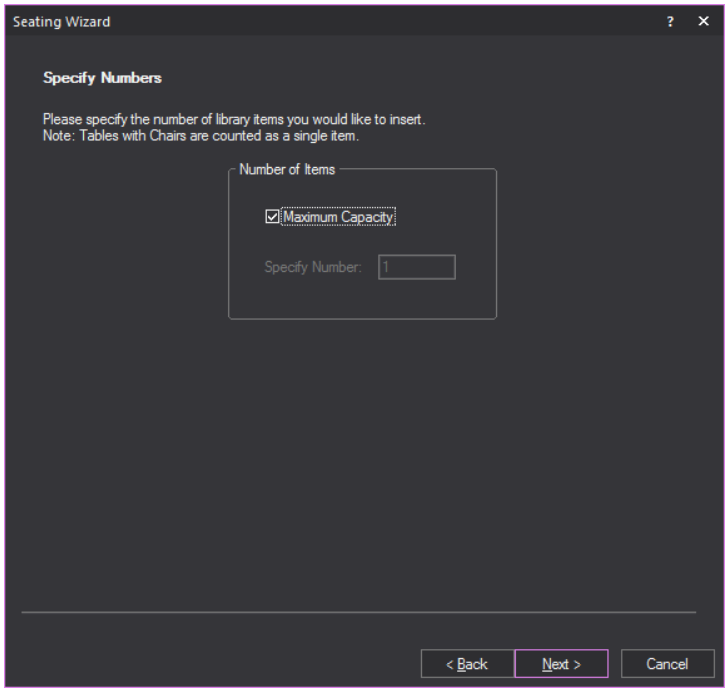
22 Click *Next*.

Result: The next pane of the Seating Wizard opens instructing you to specify any restrictions on the number of tables in each row



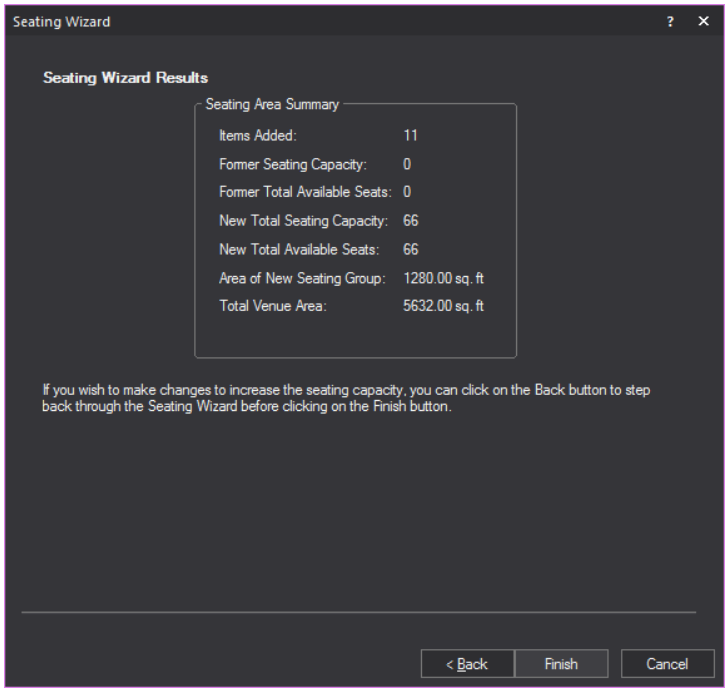
23 Click *Next* without making any changes to impose no restrictions.

Result: The next pane of the Seating Wizard opens, instructing you to specify the number of items you want placed in the layout area you defined.



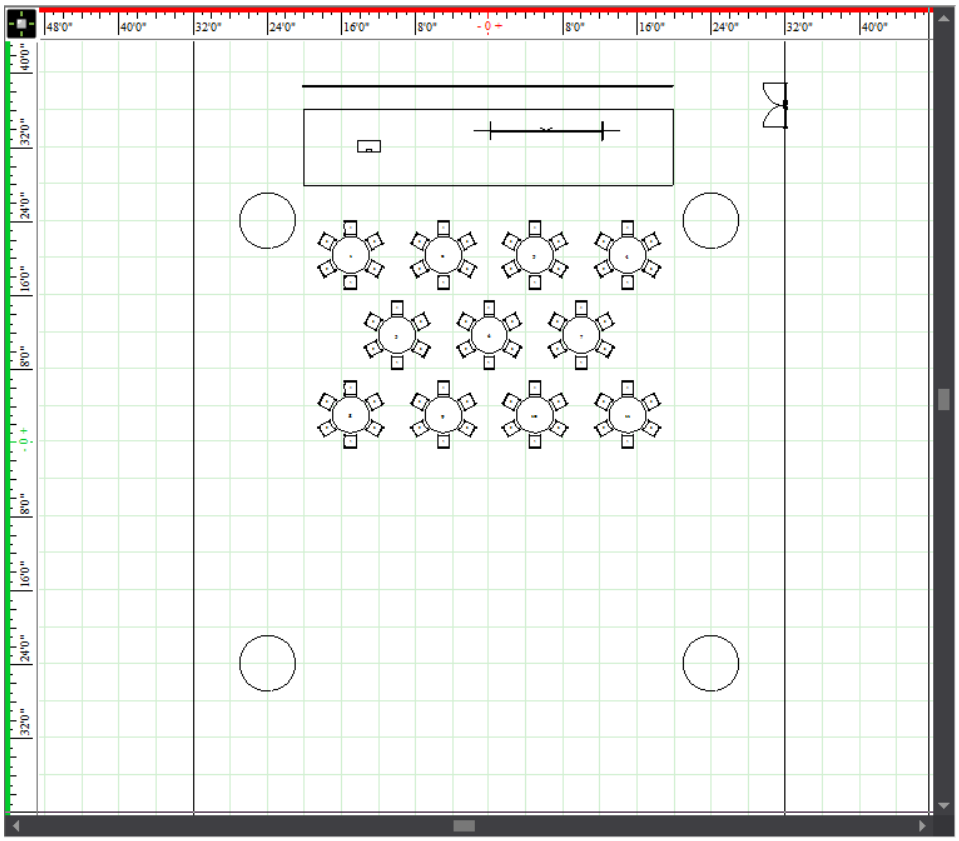
24 Click *Next* without making any changes to the maximum seating capacity.

Result: The *Seating Wizard Results* dialog box opens, summarizing the number of seating items you added, the seating capacity, the venue area, and so on. If you resize the seating area, the *Seating Wizard Results* dialog box summarizes the new total seating capacity and available seats, as well as the total seating area and venue area.



25 Click *Finish.*

Result: The tables are placed in the defined area according to your specifications.



Step 2 - Add chairs

In this step you will add as many chairs as possible to the remaining seating area.

To add a chairs

1 Click the *Seating Wizard* tool on the *Draw* toolbar.

Result: The first pane of the Seating Wizard opens.

2 You want the chairs to fill a rectangular area behind the tables so leave the default Area Type as *Rectangle*, and then click *Next*.

Result: The Wizard pane closes and the cursor cross-hairs change to red.

3 As shown in the graphic on the next page, drag a rectangle from the top left:

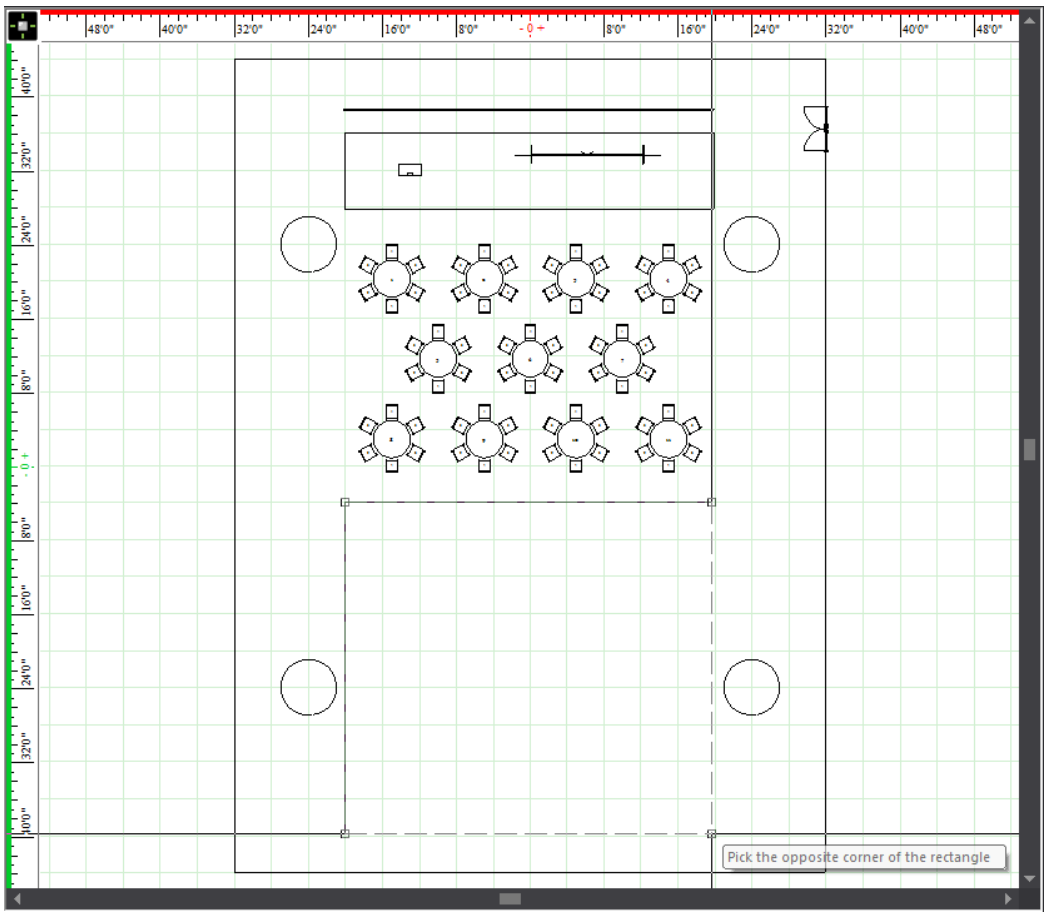
x=-20’0”,y=-4’0”,z=0’0”

...to the bottom right:

x=20’0”,y=-40’0”,z=0’0”

...and click.

Note: There are minus signs before some of these values.

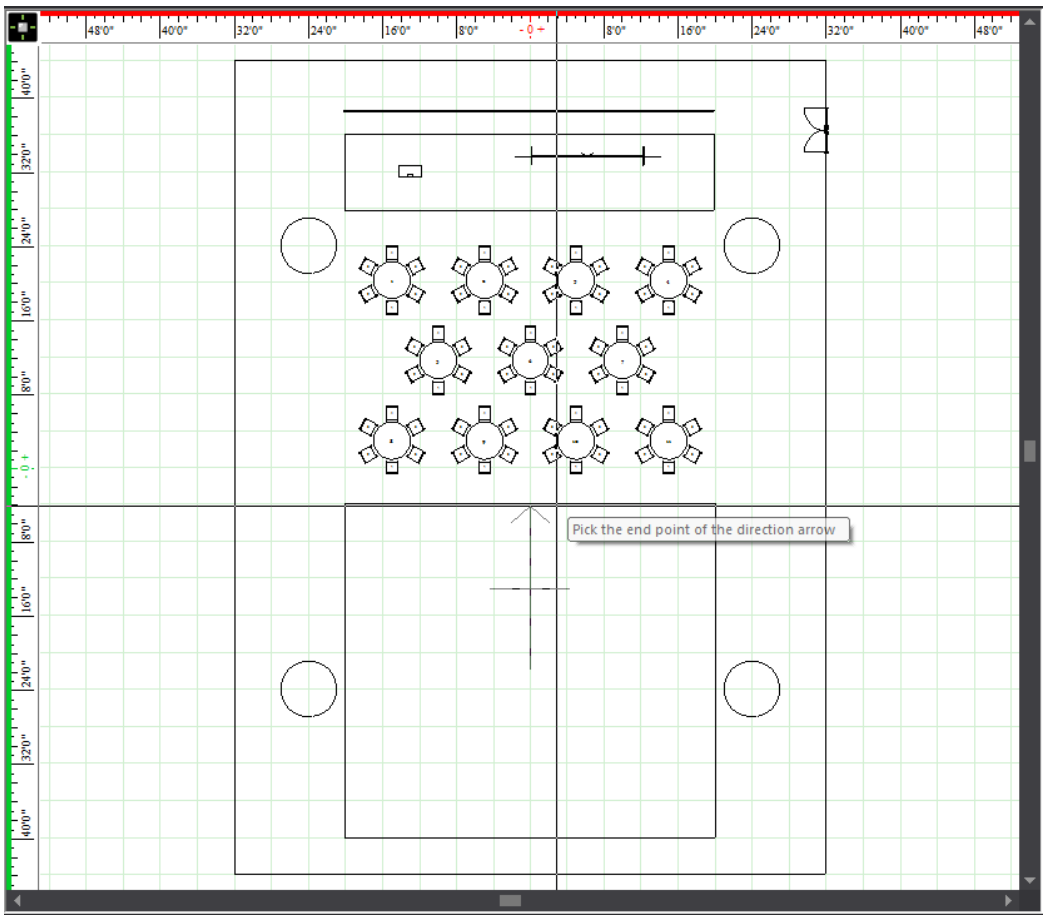


Result: The next pane of the Seating Wizard opens instructing you to select a direction for the chairs to face.

4 Click *Next*.

Result: The Wizard pane closes and the Seating Direction arrow attaches to your cursor.

5 Point the cursor towards the stage, as shown in the following picture, and click.



Result: The next pane of the Seating Wizard opens instructing you to select a layout style.

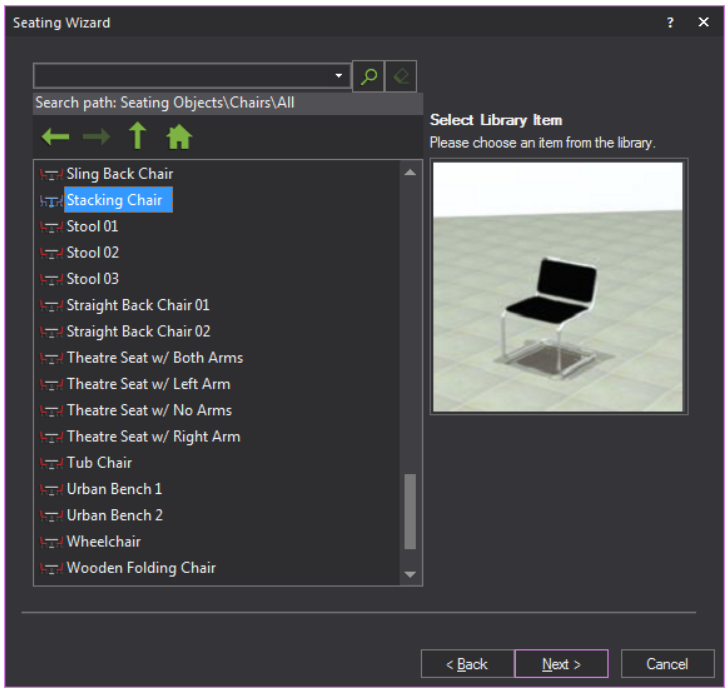
6 Select *Classroom* as the layout style.

7 Click *Next*.

Result: The next pane of the Seating Wizard opens instructing you to specify whether an aisle is required in the seating area.

8 Click *Next* without making any changes to accept the default setting.

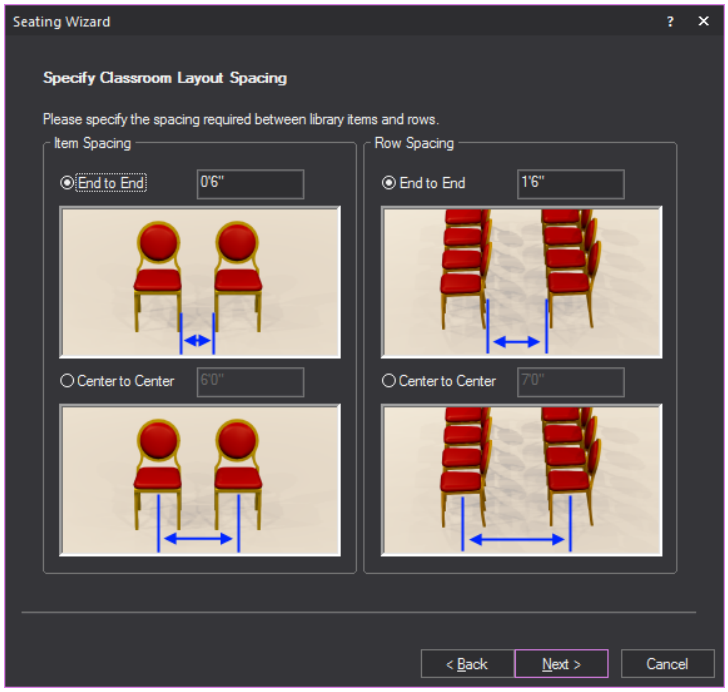
Result: The next pane of the Seating Wizard opens instructing you to select the chairs from the library.



9 Scroll down and, in the **Chairs**, **All** category, click **Stacking Chair**.

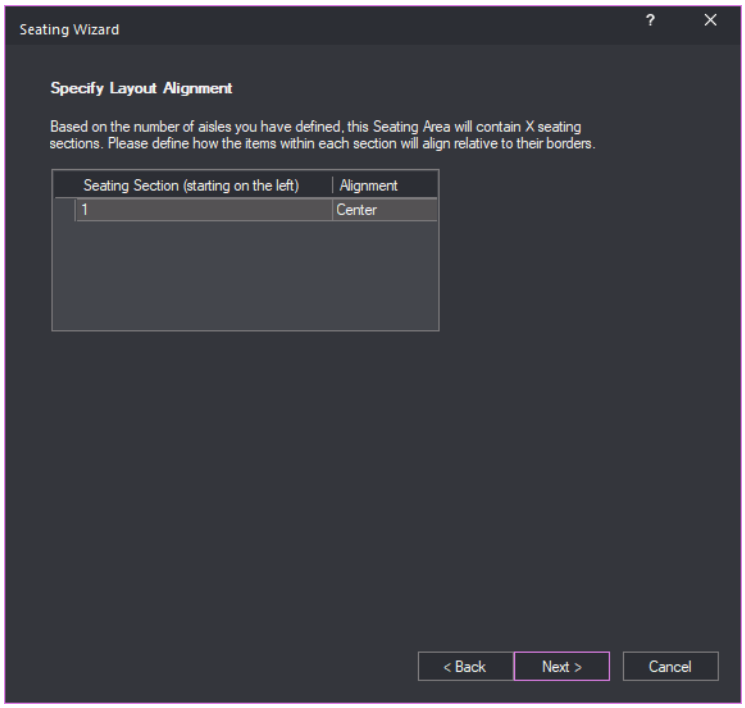
10 Click *Next*.

Result: The next pane of the Seating Wizard opens instructing you to specify the spacing between chairs.



11 Click *Next* without making any changes to accept the defaults.

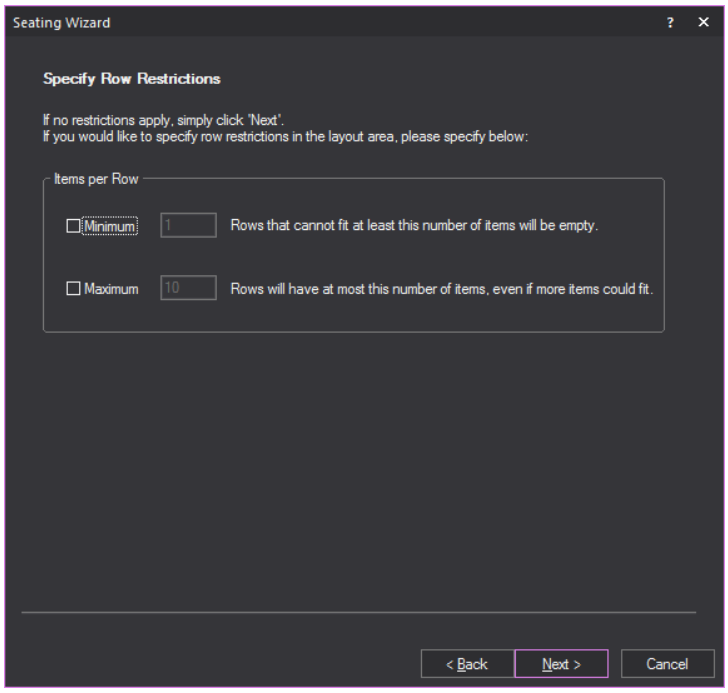
Result: The next pane of the Seating Wizard opens instructing you to select how you want the chairs aligned within the layout area.



12 Leave *Center* as the selection, to space the tables uniformly between the left and right edges of the defined area, maintaining the seating style.

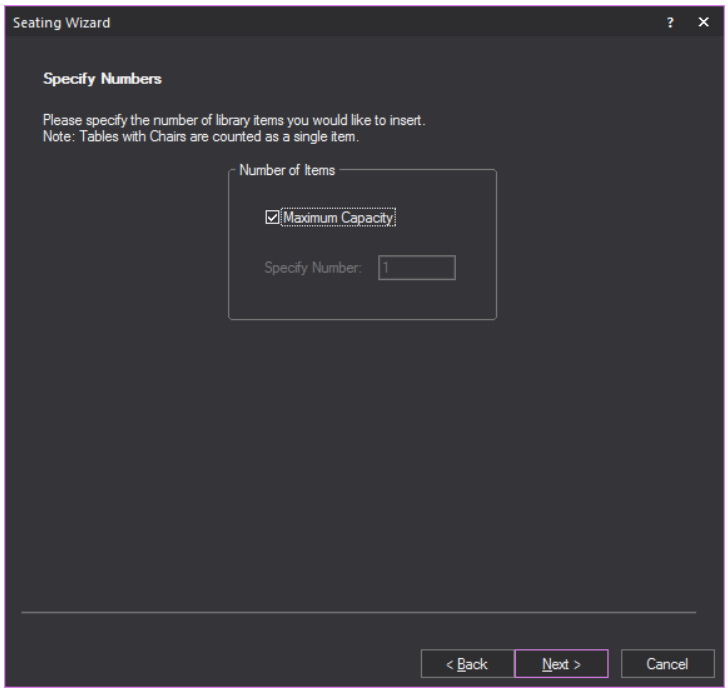
13 Click *Next*.

Result: The next pane of the Seating Wizard opens instructing you to specify any restrictions on the number of chairs in each row.



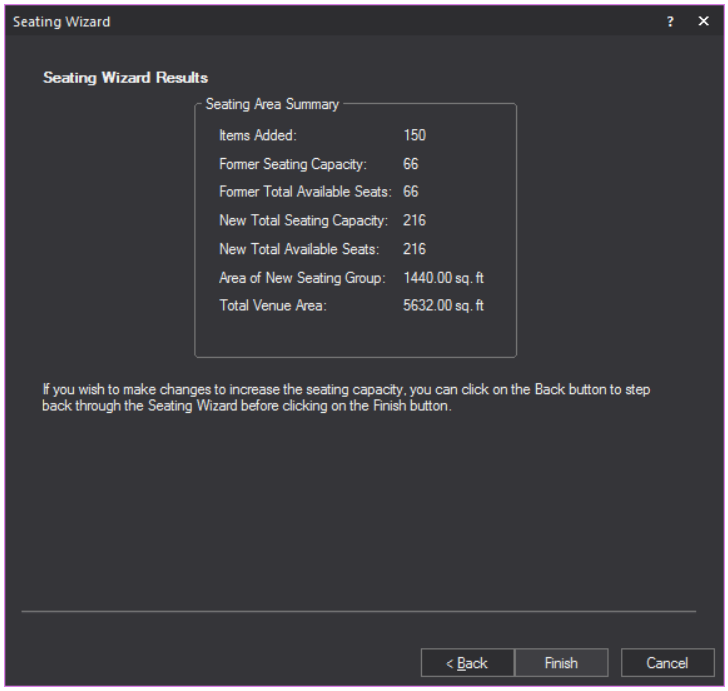
14 Click *Next* without making any changes to impose no restrictions.

Result: The next pane of the Seating Wizard opens instructing you to select how many chairs you want placed in the area you defined.



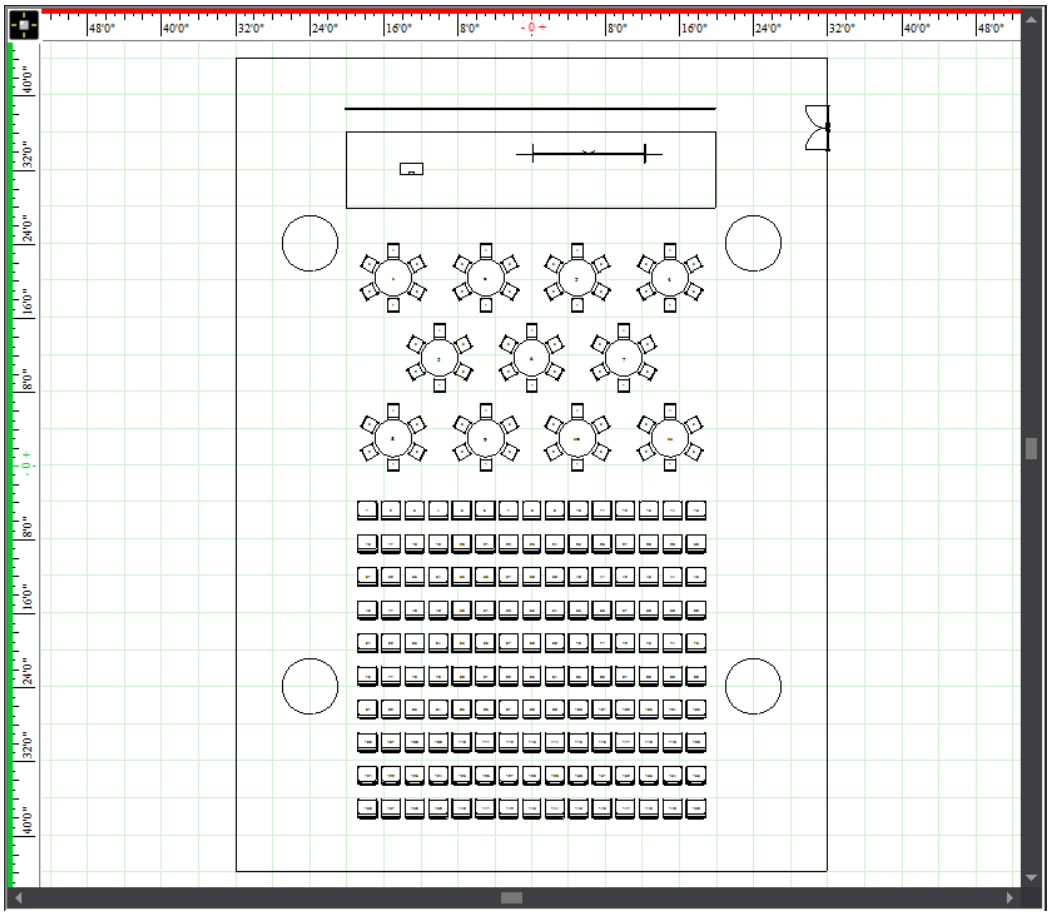
15 Click *Next* to fit as many chairs as possible in the area.

Result: The *Seating Wizard Results* dialog indicates how many items were placed.



16 Click *OK*.

Result: The chairs are placed in the defined area according to your specifications.



Step 3 - Adding guests

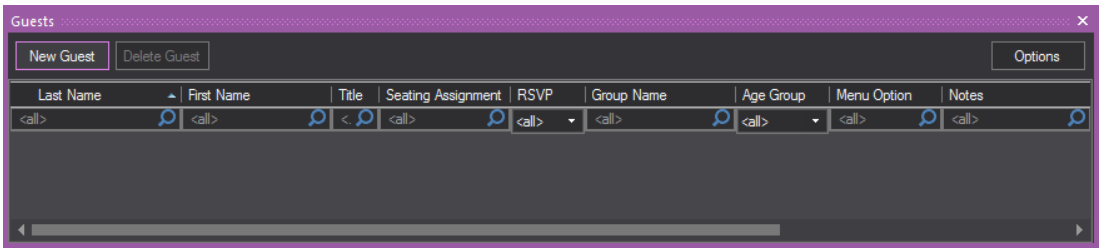
Before you can assign guests to seats, you first have to add the guests to Vivien. In this step, you are going to use the Guest Management feature to add guests to Vivien.

You can add guests one at a time *manually* (using the *New Guest* button in the Guests dialog box) or you can add all guests at once by importing a spreadsheet containing your guest information (by clicking **File** > **Import Guest** on the Guest Management tab).

In this procedure, you are going to add guests manually.

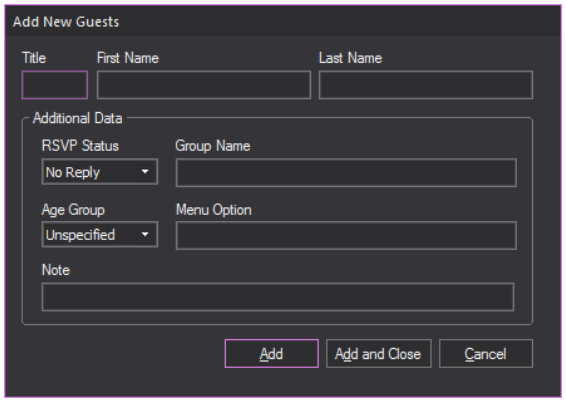
1 On the Guest Management tab, click **Tools** > **Guests**.

Result: The Guests dialog box appears.



2 Click *New Guest*.

Result: The *Add New Guests* dialog box appears.



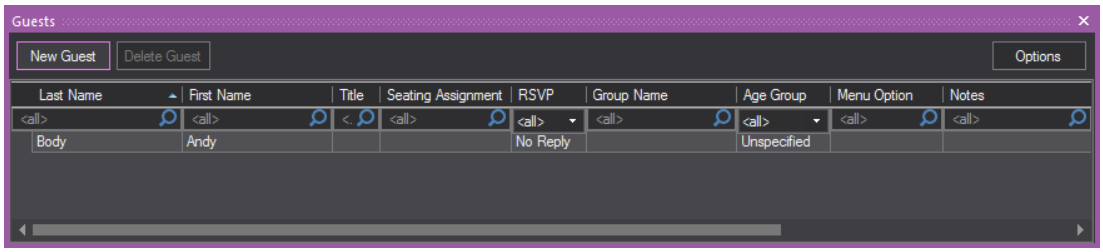
3 Fill in the information to add the guest:

- *Title*: Type the guest's title (i.e., Mr., Mrs., Miss, Ms.).
- *First Name*: Type the guest's first name.
- *Last Name*: Type the guest's last name.
- *RSVP Status*: Select whether the guest has indicated they are attending (Yes, No Reply, No).
- *Group Name*: Type the name of the group that this guest belongs to.
- *Age Group*: Select the age group for this guest (Adult, Senior, Child).
- *Menu Option*: Specify any particular menu preferences for this guest.
- *Note*: Add any notes for this guest.

4 To save this guest and continue adding more guests manually, click *Add*.

5 Continue adding as many guests as you like. When you are finishing adding the last guest, click *Add and Close*.

Result: The guests appear in the Guests dialog box.



Step 4 - Assigning guests to seats

You can assign guests to seats that are around a table or to freestanding seats that you have placed in your drawing.

When seating guests at tables, you may only seat them at *table sets*, that is, tables that are already grouped with chairs, as opposed to tables with chairs placed manually around them. For more information on table sets, see the *Vivien User's Guide*.

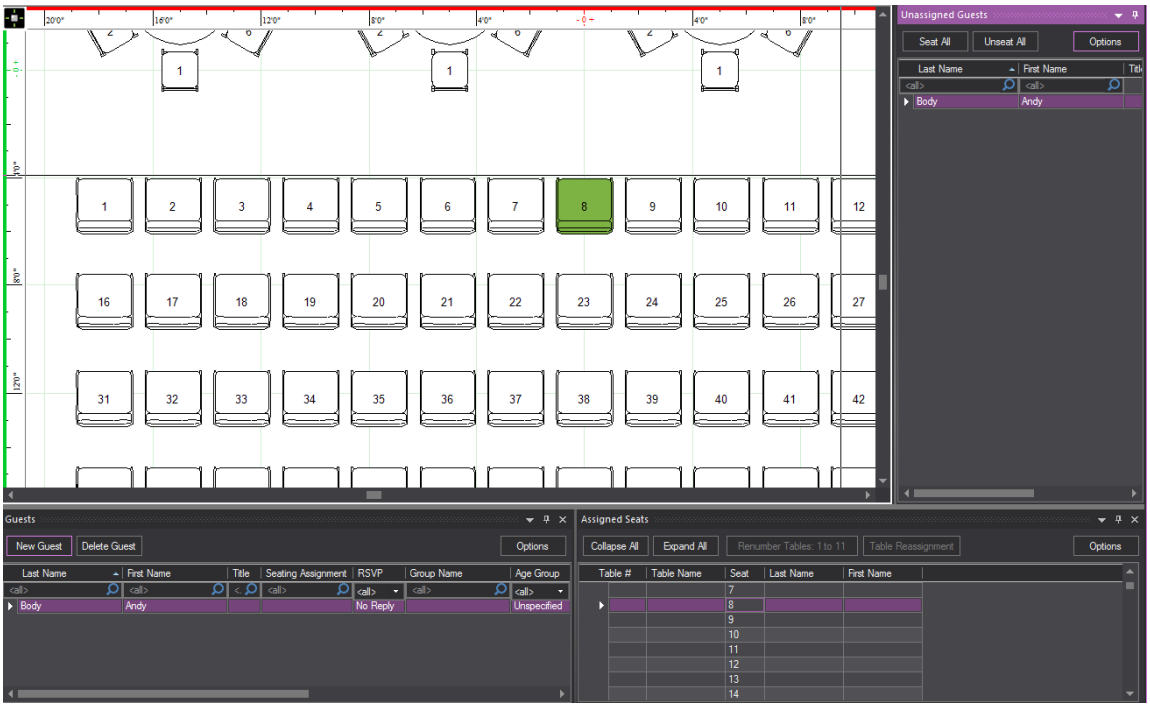
In this procedure, you are going to assign guests to individual seats.

To assign guests to freestanding seats

Note: Before you perform this procedure, your seating arrangement must already be prepared. If you change your seating arrangement *after* you assign guests, all of your seating assignments are lost.

1. On the *Guest Management* tab, if the Guests window is not already visible, click **Tools** > **Guests** to show it.
2. If the *Unassigned Guests* window is not already visible, click **Tools** > **Unassigned Guests** to show it.
3. In the Unassigned Guests window, click to select the first guest and drag to place the guest on the appropriate seat.

   Result: The seat turns green and the guest's name is highlighted in green in the Guests window to indicate that the Guest is assigned.



4 Continue clicking and dragging guests to the appropriate seats until all guests are seated.

- To assign a *group* of guests to a series of freestanding seats, press CTRL and, in the Unassigned Guests window, click to select each of the guests that are in the group. Then, drag the group to the appropriate seats and click on the first seat that you want to assign to a member of the group. Vivien assigns the remainder of the group to the other seats.
- To automatically seat all guests at once, click *Seat All*. Vivien chooses the seats for each guest.

5 Click **File** > **Save As** and save the document as *VivienLesson4*.

6 Proceed to the next lesson.

Lesson 5 - Changing the color scheme

You can experiment with colors in Vivien, enabling you to customize your event design.

In this lesson you will learn how to:

- Change the venue color
- Change the color of drawing objects
- Add materials to drawing objects
- Change the color of library objects

Step 1 - Change the ceiling, wall, and floor color

In this step, you will change the color of the ceiling, walls, and the floor.

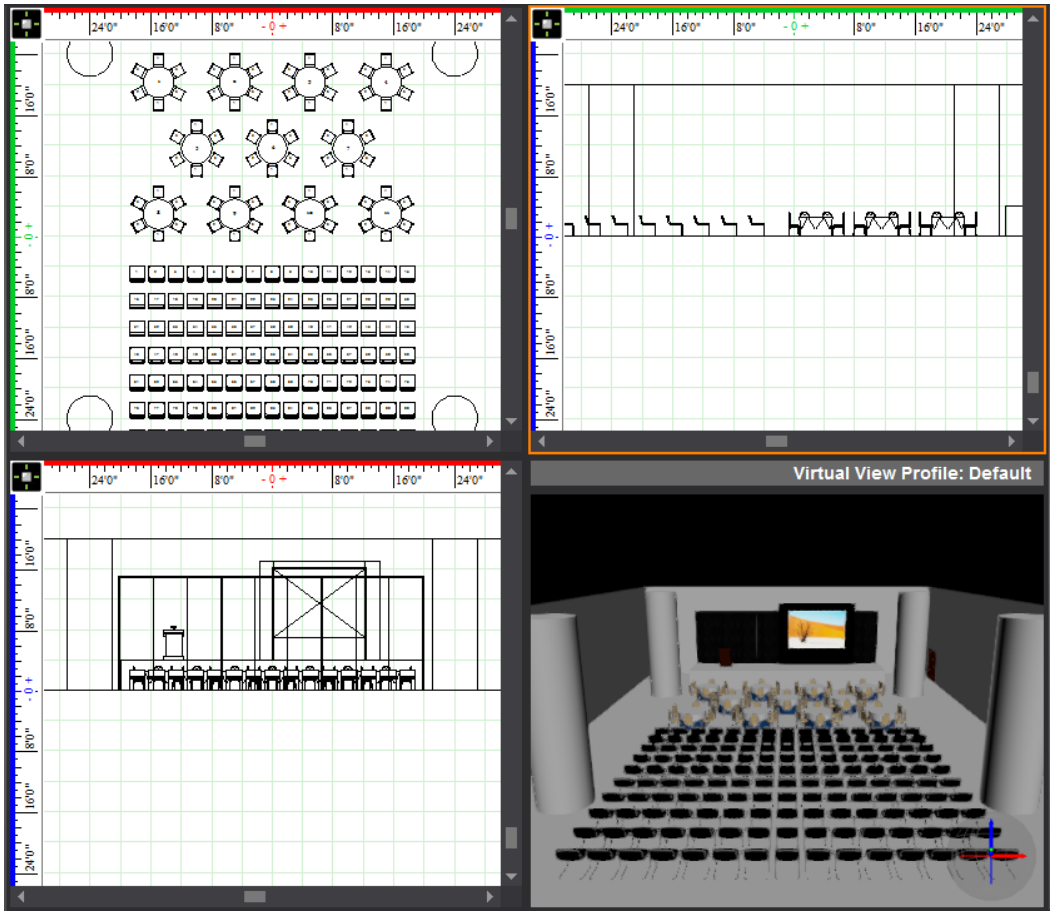
To change the ceiling, wall, and floor color

1. Open the file *VivienLesson4.vvn*, if it is not already open.
2. Click the *Drawing Quad* tab at the bottom of the work area.

   Result: Four distinct views of your drawing display in the work area by default (you can change any of these views).

   - A Plan view displays in the top left corner.
   - A Right section view displays in the top right corner
   - A Front elevation view displays in the bottom left corner.

- A Virtual View displays in the bottom right corner.

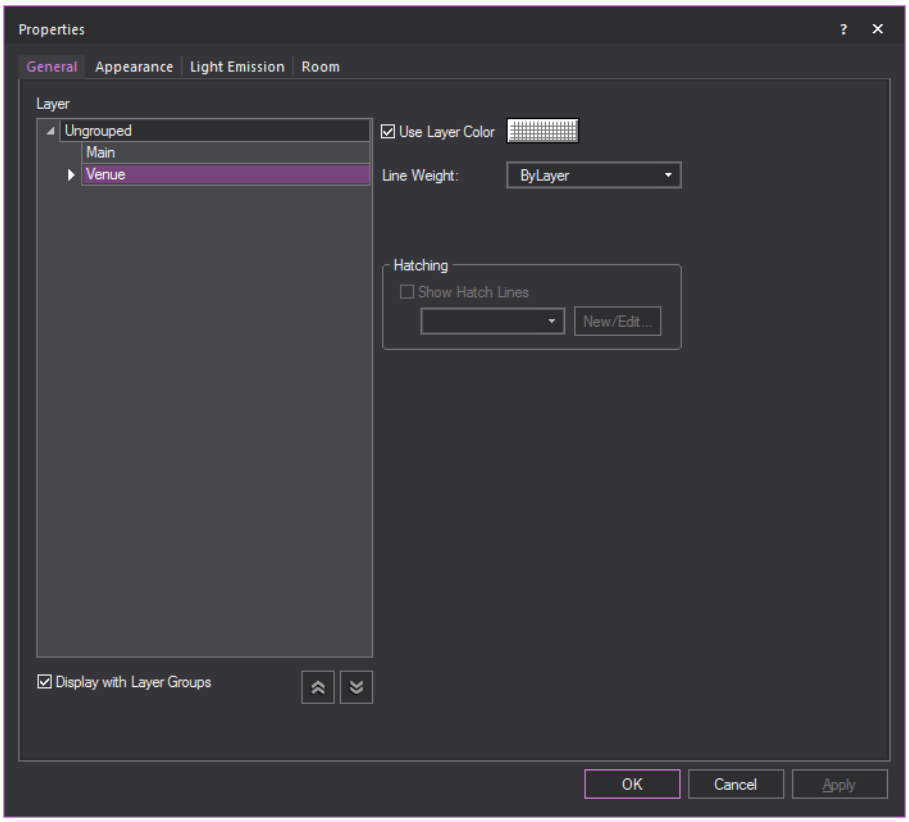


3 Click the top left (Plan) view to make it active.

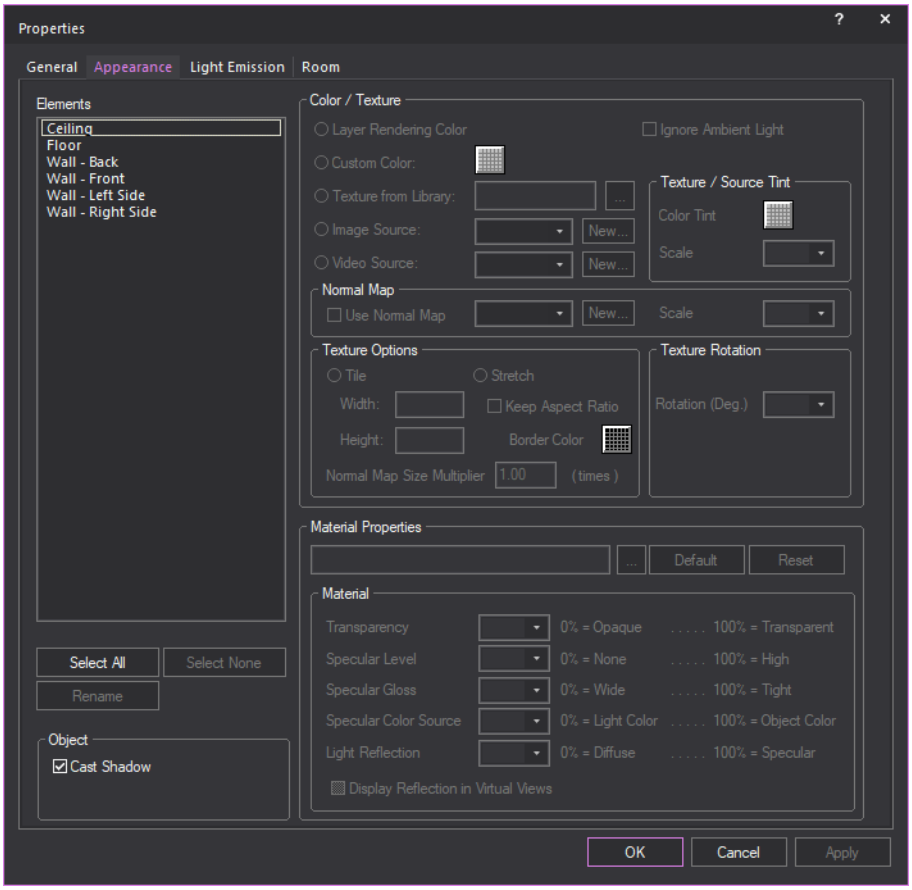
Tip: You can make color changes in this view (or any of the wireframe views) and see their effect immediately in the Virtual View in the lower right-hand corner.

4 Click the room outline to select it, and then right-click and select **Object Properties**.

Result: The *Properties* window opens.



5 Click the *Appearance* tab.

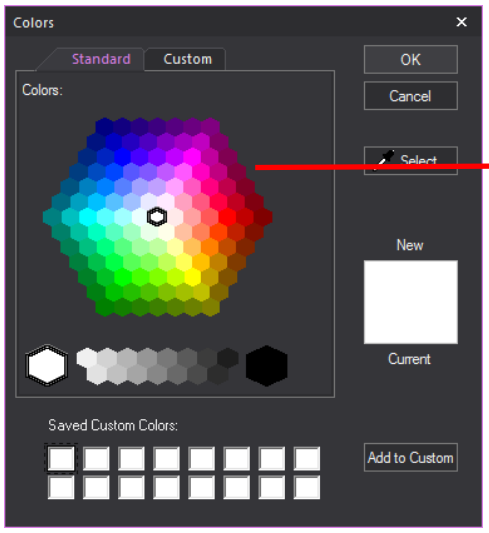


6 Press CTRL on your keyboard, and then click **Ceiling**, **Floor**, **Wall - Back**, **Wall - Front**, **Wall - Left Side**, and **Wall - Right Side**.

7 Click *Custom Color*, and then click the small box beside it.

Result: The *Color* window opens.

8 Click a purple hex, and then click *OK*.



Result: The color box changes to the color you selected.

9 Click *OK*.

10 Click *Apply*.

11 Click *OK*.

Result: The wall, ceiling, and floor color changes to the color you selected.

Step 2 - Change the color of the stage

In this step, you will change the color of the stage to black.

To change the stage color

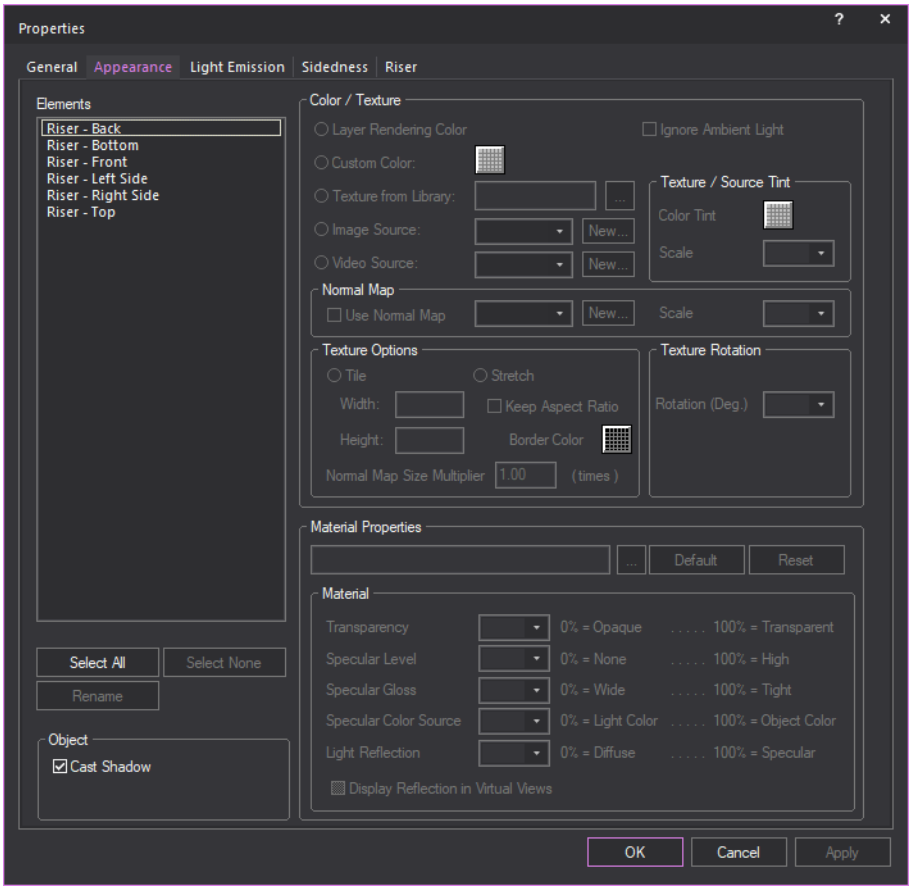
1 Click in the top left view (Plan view) to make it active.

2 Click an edge of the stage to select it, and then right-click and select **Properties**.

3 From the **Modify** menu, choose **Object Properties**.

Result: The *Properties* window opens.

4 Click the *Appearance* tab.



5 Press CTRL on your keyboard, and then click **Riser - Back**, **Riser - Bottom**, **Riser - Front**, **Riser - Left Side**, **Riser - Right Side**, and **Riser - Top** to select all components of the riser.

6 Click *Custom Color*, and then click the small box beside it.

Result: The *Color* window opens.

7 Click the black hex (bottom right corner) and click *OK*.

8 Click *Apply*.

9 Click *OK*.

Result: The stage color changes to black in the Virtual View.

Step 3 - Add a material to the columns

Materials affect how objects or surfaces interact with light. Vivien includes a variety of materials to make your renderings look more realistic (i.e., simulating how light reflects off of fabric, glass, metal, and so on).

In this step, you will make the columns look like mirrors.

To add a material to the columns

1 Click in the top left view (Plan view) to make it active.

2 If necessary, press PAGE DOWN on your keyboard until you can see all four columns in the drawing.

3 Hold down the CTRL key and click each of the four columns to select them all.

4 From the **Modify** menu, choose **Object Properties**.

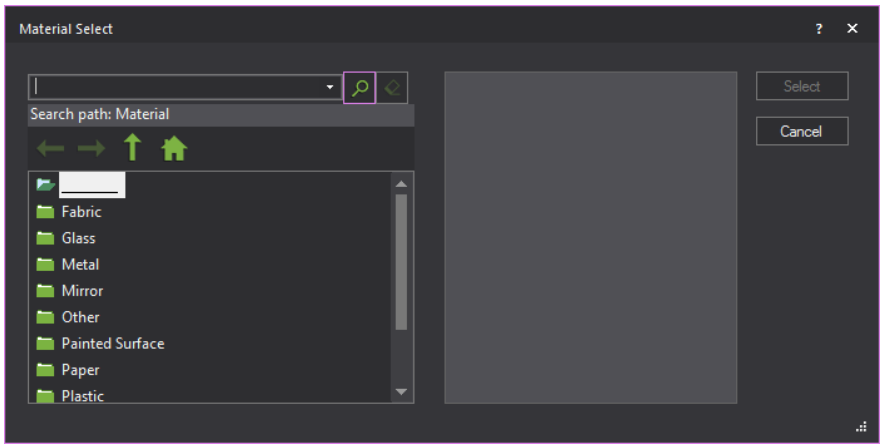
Result: The *Properties* window opens.

5 Click the *Appearance* tab.

6 In the *Elements* box, select each of the column elements by pressing CTRL, and then clicking each element.

7 Click the ellipsis button (...) beside the *Material* box.

Result: The *Material Select* dialog box opens.



8 Double-click the **Mirror** heading to list available mirror-like materials.

9 Click **Mirror 2** and then click the *Select* button.

Result: *Mirror 2* displays in the *Material* box.

10 Click *OK*.

11 Click *Apply*.

12 Click *OK*.

Result: You will not be able to see the effect in the Virtual View, but it will be apparent when you render the view in **Lesson 7**.

Step 4 - Change the color of the tablecloths

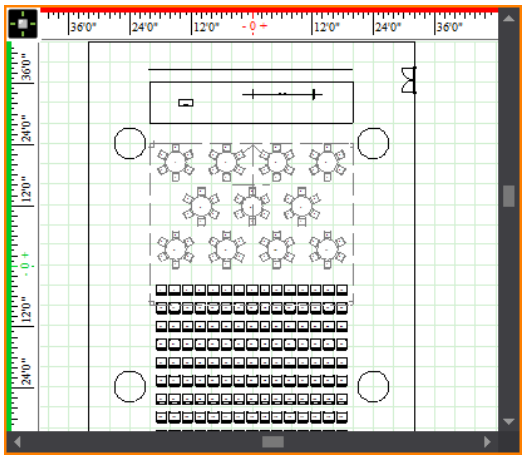
You can change the color and apply different materials and textures to each element of a Library object.

In this step you will change the color of the tablecloths.

To change the tablecloth color

1 In the Drawing Quad tab, click in the top left view (Plan view) to make it active.

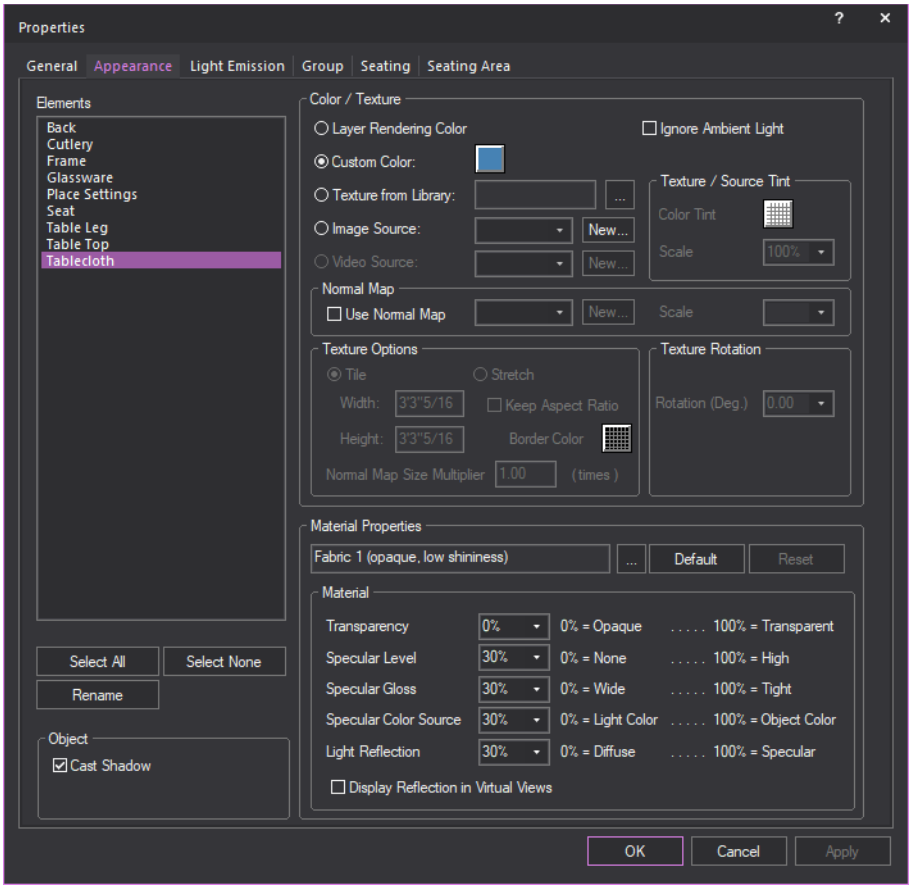
2 Click a table to select all the tables. (They were automatically grouped when you created them using the Seating Wizard.)



3 Right-click and select **Object Properties**.

Result: The *Properties* window opens.

4 Click the *Appearance* tab.



5 In the *Elements* box, click **Tablecloth** to select it.

6 Click the box beside *Use Custom Color*.

Result: The Color chooser opens.

7 Click a light blue hex) and click *OK*.

Result: The color box changes to light blue.

8 Click *OK*.

9 Click *Apply*.

10 Click *OK*.

Result: All the tablecloths change to light blue in the Virtual View.

11 Click anywhere in the drawing to ensure that all objects are deselected.

12 Save the document as *VivienLesson5*.

13 Proceed to the next lesson.

Lesson 6 - Customizing the lighting

In this lesson you will add two lights and focus them on the speaker.

You will learn how to:

- Add a hang structure to your drawing
- Hang light fixtures
- Focus light beams
- Change the intensity and zoom of the light beam

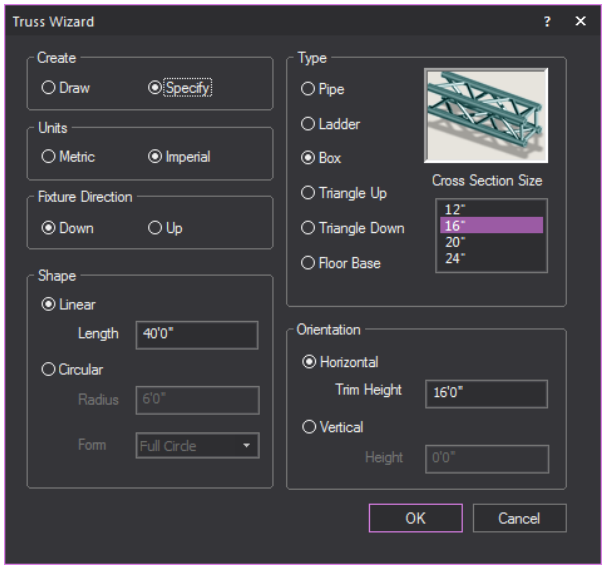
Step 1 - Add a hang structure

Some light fixtures need to be suspended or hung. The structures they are hung on are called "hang structures," which can be pipes or truss.

To insert truss

1. Open the file *VivienLesson5.vvn*, if it is not already open.
2. Click the *Drawing Quad* tab at the bottom of the work area, if it is not already selected.
3. Click in the bottom left view (Front view) to make it active.
4. From the **Draw** menu, choose **Truss Wizard**.

   Result: The *Truss Wizard* dialog box opens.



5. In the Create section, click *Specify*.
6. In the Units section, leave *Imperial* selected.

7 In the Fixture Direction section, leave *Down* selected.

8 In the Shape section, click *Linear*, and then in the *Length* box, type *20*.

9 In the Type section click *Ladder*.

10 In the Orientation section, select *Horizontal* and in the *Trim Height* box, type *18* to place the truss 18 feet up from the floor and then click *OK*.

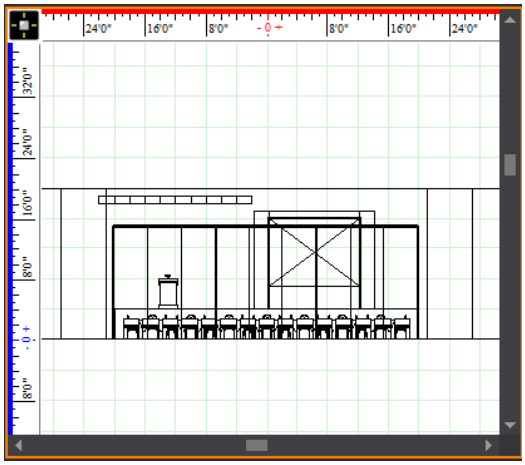
Result: The truss attaches to the cursor, ready to be placed.

11 Using the graphic below as a guideline, move the cursor inside the room so that the coordinates on the status bar read:

x=-12’0”,y=0’0”,z=16’0”

...and then click to place the truss.

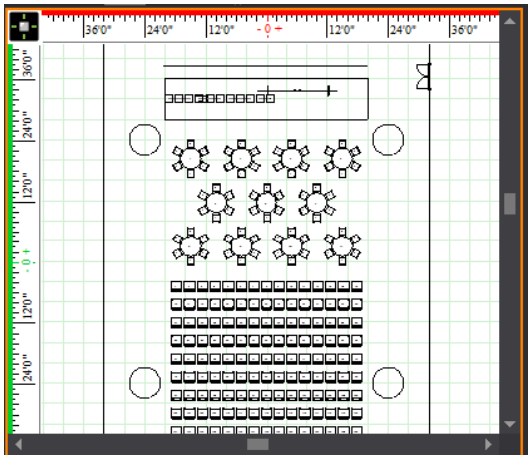
Note: The truss is placed 18’ off the floor, according to your specification, rather than 16’, where your cursor was positioned.



12 Click in the top left view (Plan view).

13 Click on the truss to select it.

14 Drag the truss so that it sits above the podium, as shown in the following picture:



Step 2 - Hang light fixtures

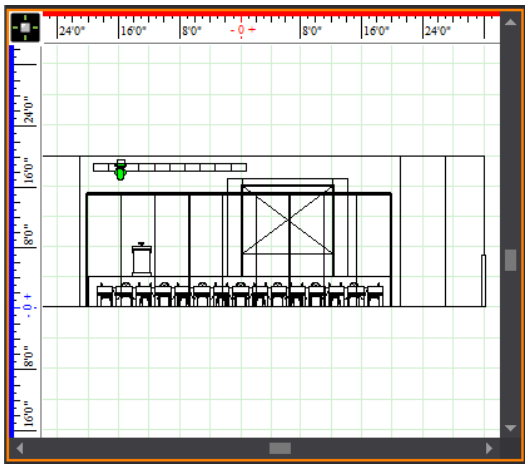
In this step you will hang light fixtures from the truss.

To hang light fixtures

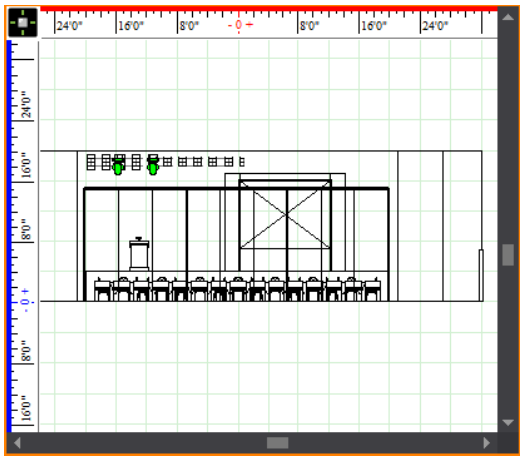
1. On the *Drawing Quad* tab, click in the bottom left view (Front view) to make it active.
2. From the **Library** menu, choose **A/V**.

   Result: The Library Browser displays the *AV* tab.
3. Double-click the **Lighting** heading, and then double-click **Moving Light**.
4. Move the cursor over the active drawing (the Front view in the bottom left corner).

   Result: The light attaches to the cursor.
5. Move the cursor over the truss and click to hang the light fixture, as shown in the following graphic:

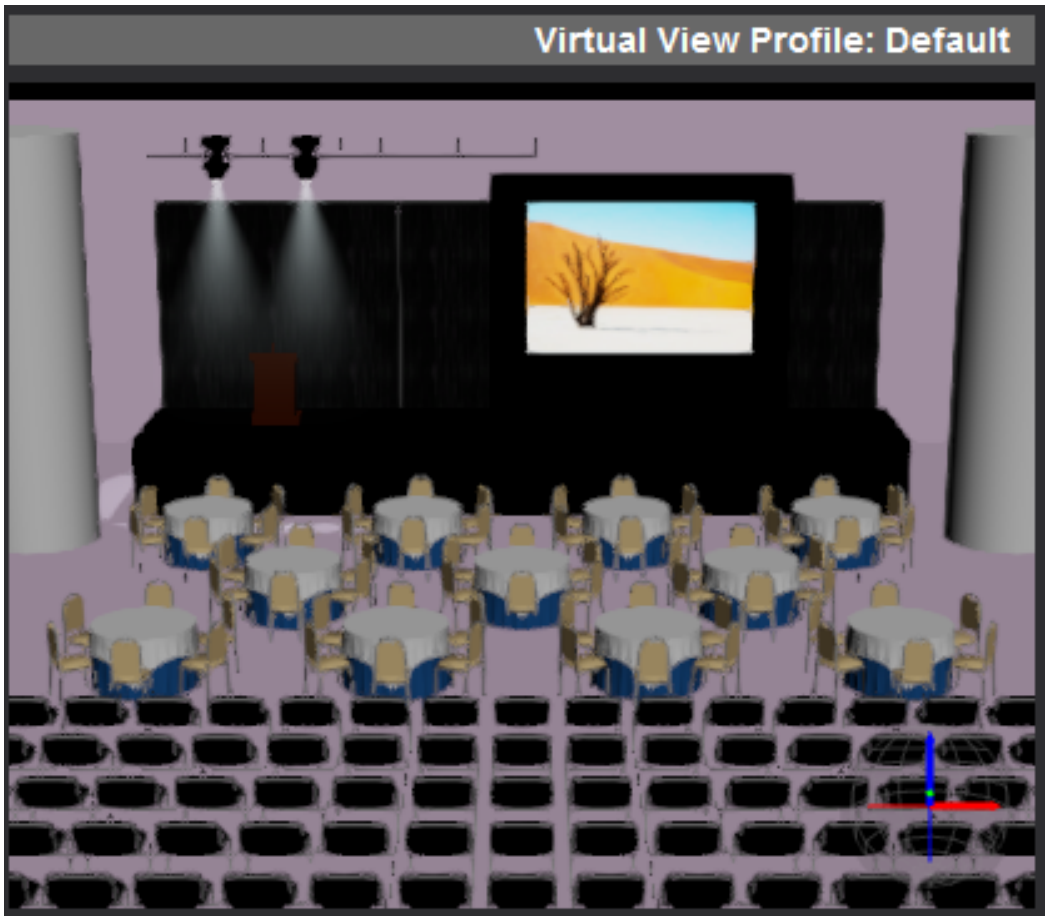


6. Move the cursor along the truss to the right and click to place a second light, as shown in the following graphic:



7 Right-click anywhere in the view and choose **Finish Placing Fixtures.**

8 Look at the Virtual View in the bottom right corner. Notice that the selected light fixture casts a beam of light.



Step 3 - Focus light fixtures

In this step you will focus the light fixture behind the podium.

To focus light fixtures

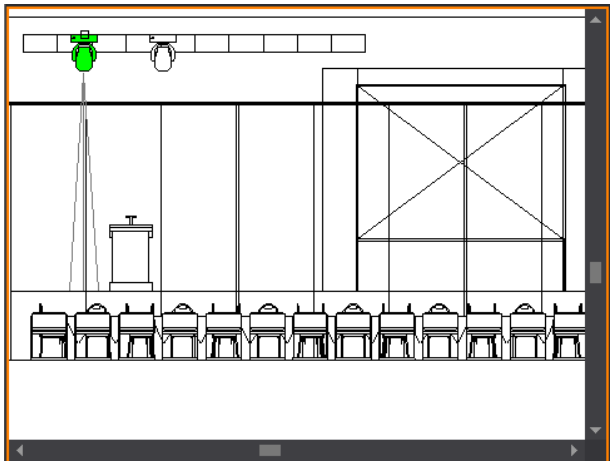
Note before you begin:

- You place light fixtures in *Drawing Wireframe* views, but you manipulate them in the *Lighting Wireframe* view.
- You cannot draw anything within *Lighting Wireframe* views. To make changes to your drawing, you must switch to the *Drawing Wireframe* view.

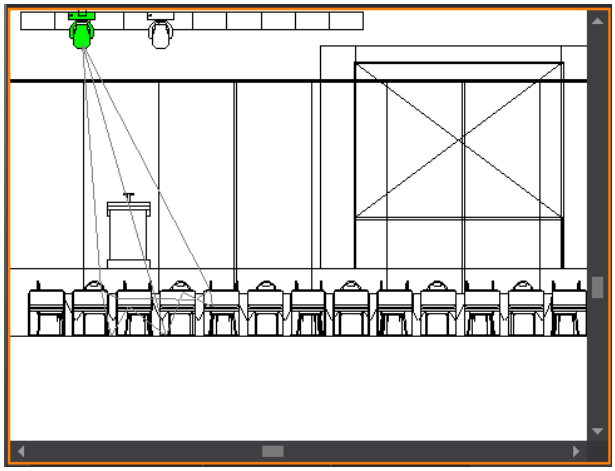
1 Click the *Lighting Quad* tab.

2 Click in the bottom left view (Front view) to make it active.

3 Double-click the light farthest to the left to show the light beam.

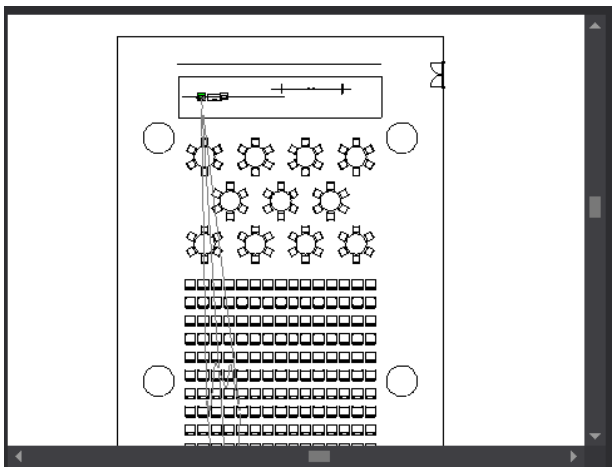


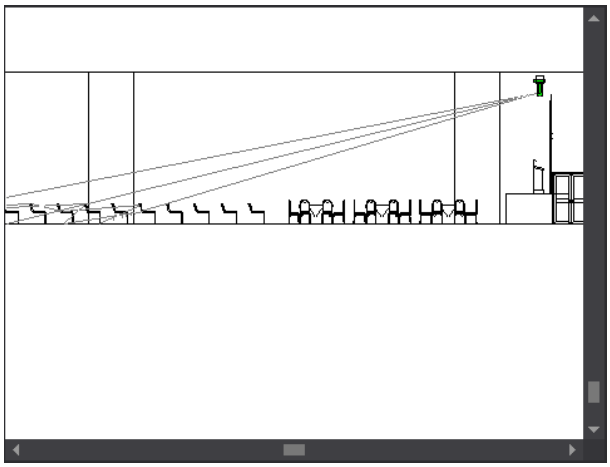
4 Drag the light beam in front of the podium to focus it, as shown in the following graphic:



Note: In wireframe views, light fixtures do not rotate to align with the focused beam of light. However, fixtures display rotated in the rendered view.

5 As shown in the following graphics, look at the Plan and Right views. Notice that the light beam is not focused near the podium.

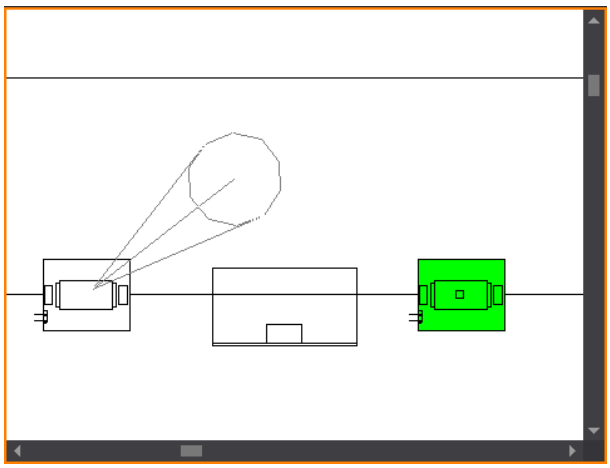




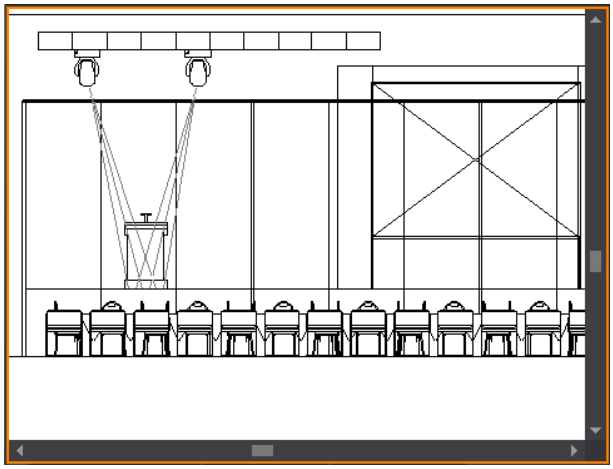
6 Click in the top left view (Plan view) to make that view active.

7 Click to select the light.

8 Click the light beam and, without releasing the left mouse button, drag the beam behind the podium, as shown in the following graphic:



9 Repeat **Steps 2 – 8** for the other light fixture.



Step 4 - Change the lighting effects

You can change the intensity of the light beam, the width of the beam and the light color. You can also make the light project a pattern (called a 'gobo').

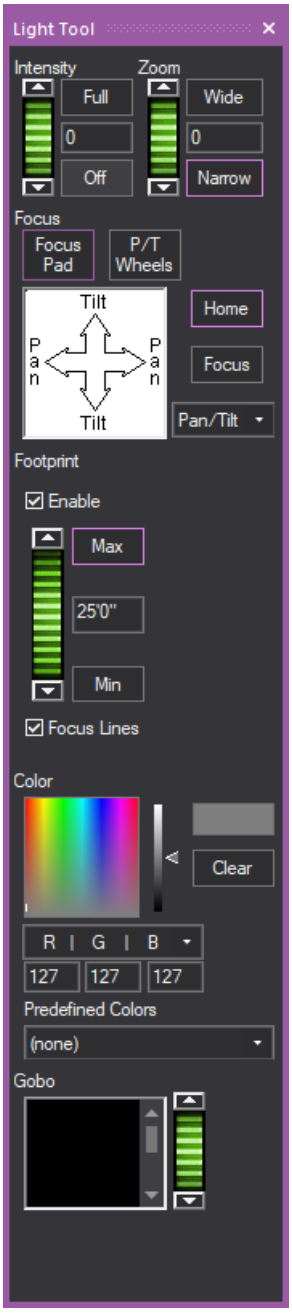
To change the lighting effects

1 Click the *Lighting Wireframe* tab.

2 Click the *Plan* tool on the *View Type* toolbar to switch to the Plan view.

3 From the **Tools** menu, choose **Light Tool**.

Result: The *Light Tool* displays to the right of the work area.

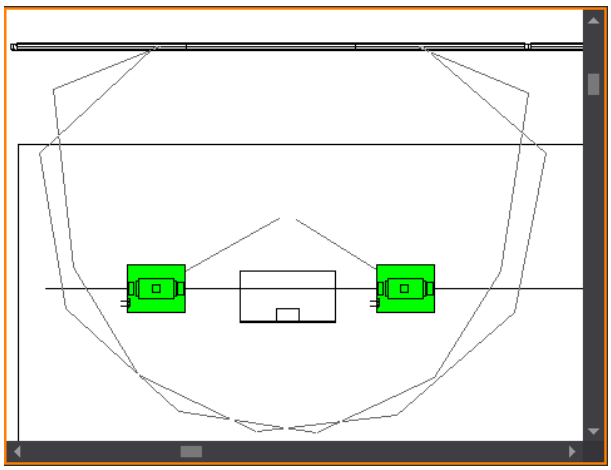


4 Drag a box around both lights to select them.

Note: No other objects in the drawing can be selected in the *Lighting Wireframe* tab—only lights.

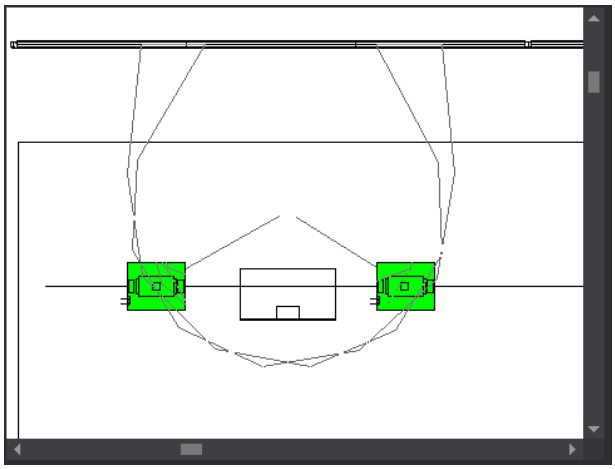
5 In the *Intensity* box beside the *Off* button, type *80*. This changes the intensity to 80% of full intensity.

6 In the Zoom section, click *Wide* to give the beams a wide zoom angle, as shown in the following graphic:



7 Move the pointer over the *Zoom* dial.

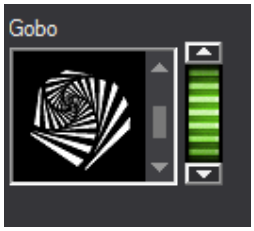
8 Hold down the left mouse button and drag down on the dial until the light beam is contained on the stage, as shown below, and then release the mouse button.



9 Click any color on the color pad to change the color of the light beams.

10 Beside the color pad, slide the arrow on the bar up or down to make the chosen color lighter or darker.

11 In the *Gobo* box, click the down arrow on the scroll bar to step through the available light patterns.



12 When you see a pattern that you want to apply to the selected lights, click the pattern. It is applied to both lights.

13 Click the *Virtual View* tab at the bottom of the work area for a preview of the lighting effects you just added.

Step 5 - Save different lighting looks

When you experiment with lighting effects, you can save your settings as individual "looks". Looks let you quickly switch between lighting effects for comparison without having to recreate them each time.

The default look is called 'My Look'.

To create a new look

1 Click the *Lighting Quad* tab

1 In the Looks shortcut bar area, right-click on *My Look* and choose **Clone Shortcut**.

2 Type *Multicolored Lights* as the name of the new look, and then click *OK*.

3 In any of the wireframe views, click a light to select it.

4 Change the color of the light to a different color than the original.

5 In the Shortcut bar, click *My Looks*.

Result: The look changes to the original lighting.

6 In the Shortcut bar, click *Multicolored Lights*.

Result: The look changes to the two-colored lighting.

7 Save the document as *VivienLesson6*.

8 Proceed to the next lesson.

Lesson 7 - Rendering images of the event

In Vivien, you can render your drawings to produce high quality images of your event. Rendering uses a full range of effects, including depth of field, motion blur, soft shadows, and antialiasing settings to produce a photo-realistic image. An easy-to-use Render Wizard provides interactive editing and advanced visual effects.

When you are creating a rendering, you have two choices:

- **Render Wizard** You can use the interactive editing and advanced visual effects of the Render Wizard to set up the look that you want to render, and then create the rendering. In this case, you must leave Vivien running while the Render Wizard finishes the image. You have the choice of saving the image to an external folder that you specify or within Vivien on the *Images* tab.
- **Background Rendering Manager** You can use the Render Wizard to set up the look that you want to render, and then send the render job to the Background Rendering Manager to create the rendering. This feature lets you use the Windows taskbar to queue render jobs that will execute in the background without requiring Vivien to run, letting you do other tasks while the Render Engine works independently. You can also pause and resume renderings without losing your render, and shut down/restart your computer without losing your rendering progress. For details on this feature, see the *Vivien User's Guide*.

In this lesson you will learn how to render your event drawing using the Render Wizard.

Step 1 - Render the event

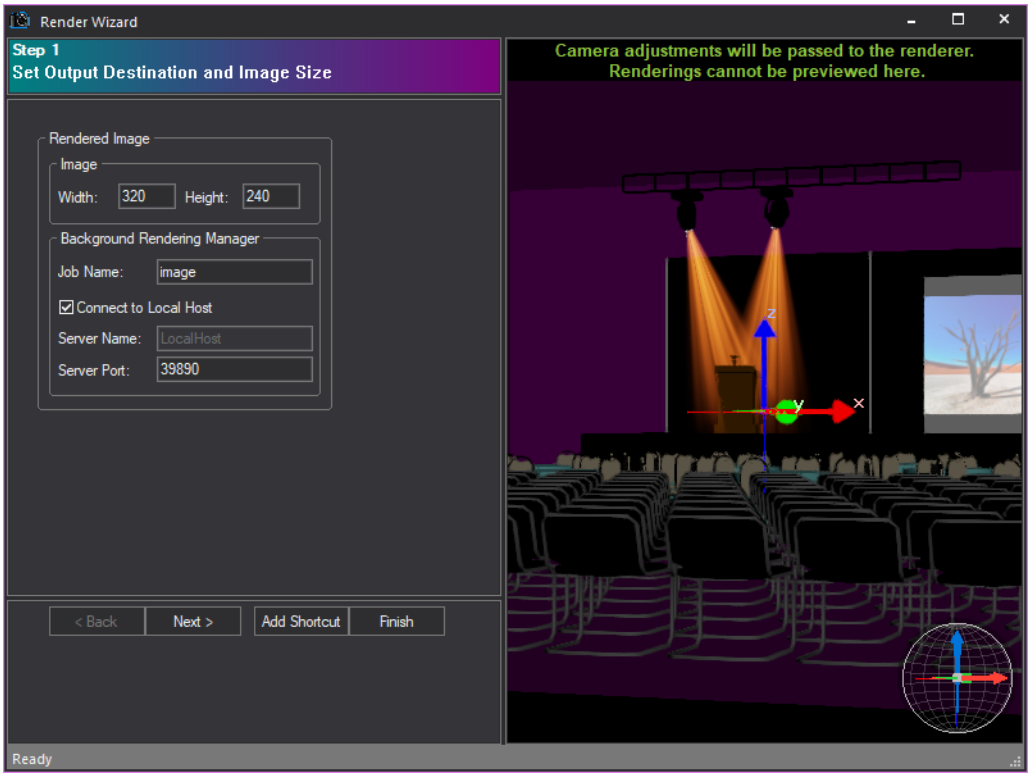
To render the event

1. Open the file *VivienLesson6.vvn*, if it is not already open.
2. Click the *Virtual View* tab at the bottom of the work area.

   Note: You can also render from the *Lighting Wireframe* and *Lighting Quad* tabs.

3 From the **Tools** menu, choose **Render Wizard**.

Result: The Render Wizard opens and guides you through a series of options.



4 Drag your mouse on the image to the right to adjust the view to render. When adjusting the view, perform the following actions:

- **Pan/Tilt** To move side to side or up and down in your drawing (i.e., without zooming in and out), press your left mouse button and move your mouse around.
- **Zoom** The zoom feature in Vivien is just like using a regular zoom lens on a camera—you stay in the same spot, but the camera lens brings the image into tighter or further focus. To zoom in and out, use the Page Up / Page Down buttons on your keyboard or the mouse wheel, if you have one. Note that the image can become distorted if you zoom too far out from the object, just like a regular camera. In this case, it's much better to use the dolly feature described below.
- **Dolly** To view your drawing from very far away without distorting it, press CTRL on your keyboard and use your mouse wheel (or Page Up / Page Down buttons on your keyboard) to move the camera away from your drawing. You can also use the dolly feature to move the entire camera up/down and side to side (as opposed to just moving its lens). Press CTRL on your keyboard, hold down the left mouse button, and drag the image around.

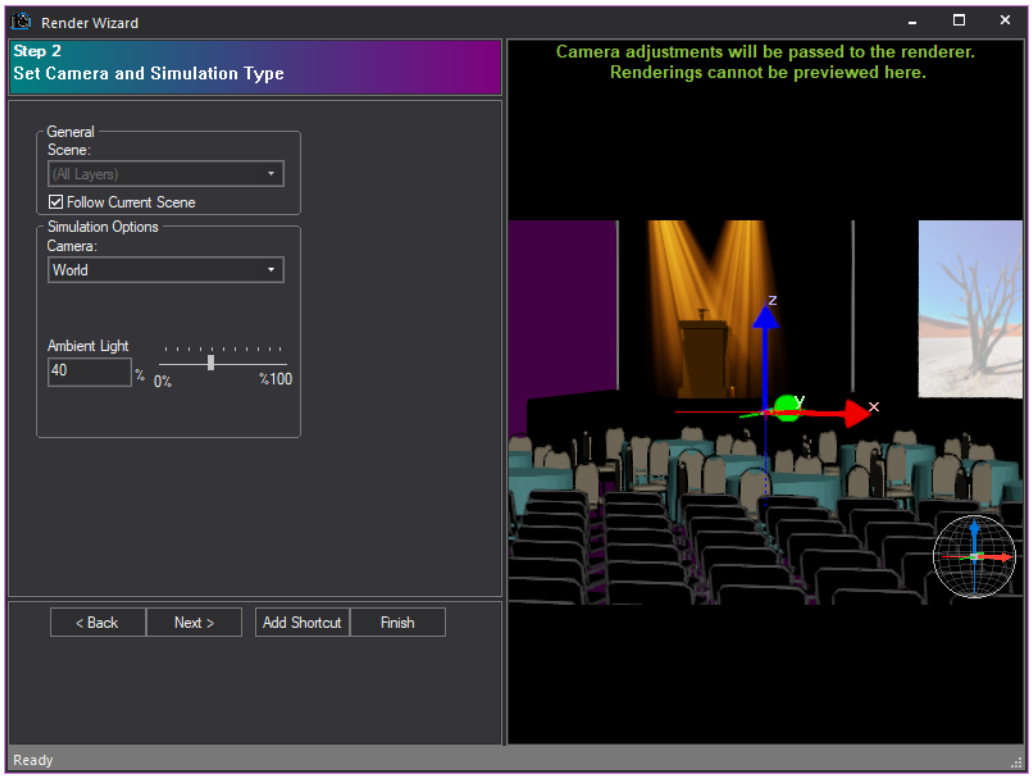
5 In the Image section, change the image size (resolution) settings as follows:

- *Width (X)*: 640

- *Height (Y)*: 480

6 Leave all defaults in the **Background Rendering Manager** section and click *Next*.

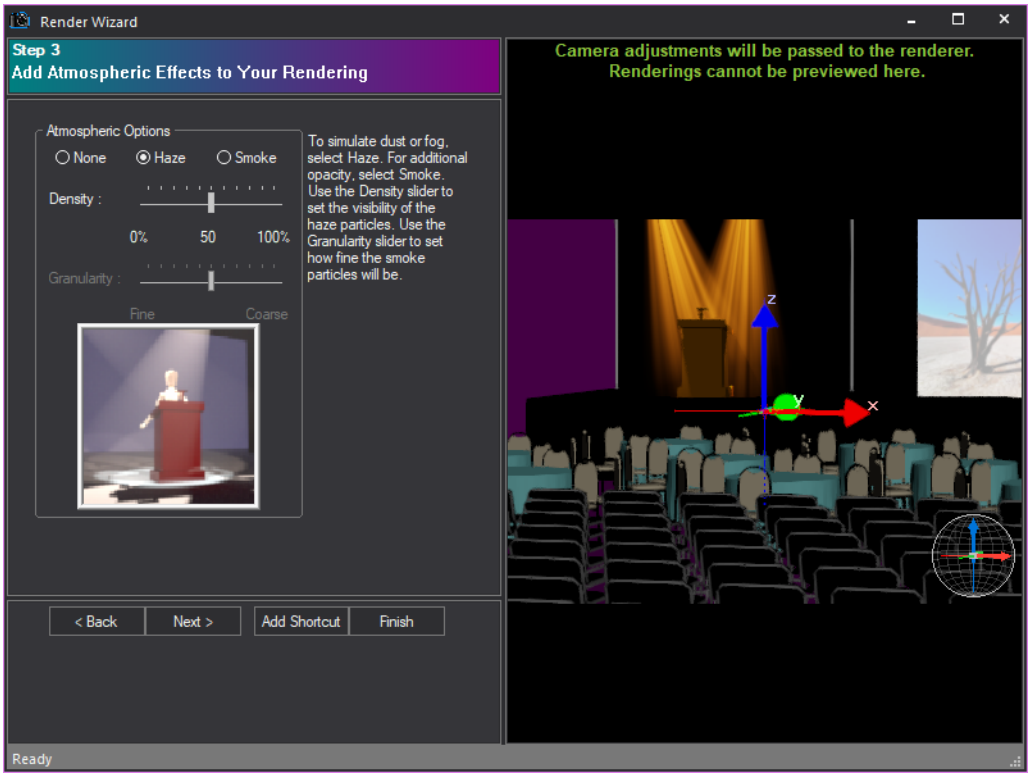
Result: Step 2 of the Render Wizard displays.



Note: By default, the Background Rendering Manager runs on the same system as Vivien. It is also possible to run it on a separate machine; for information on how to set this up, refer to the **Background Rendering Manager** section of the *Vivien User's Guide*.

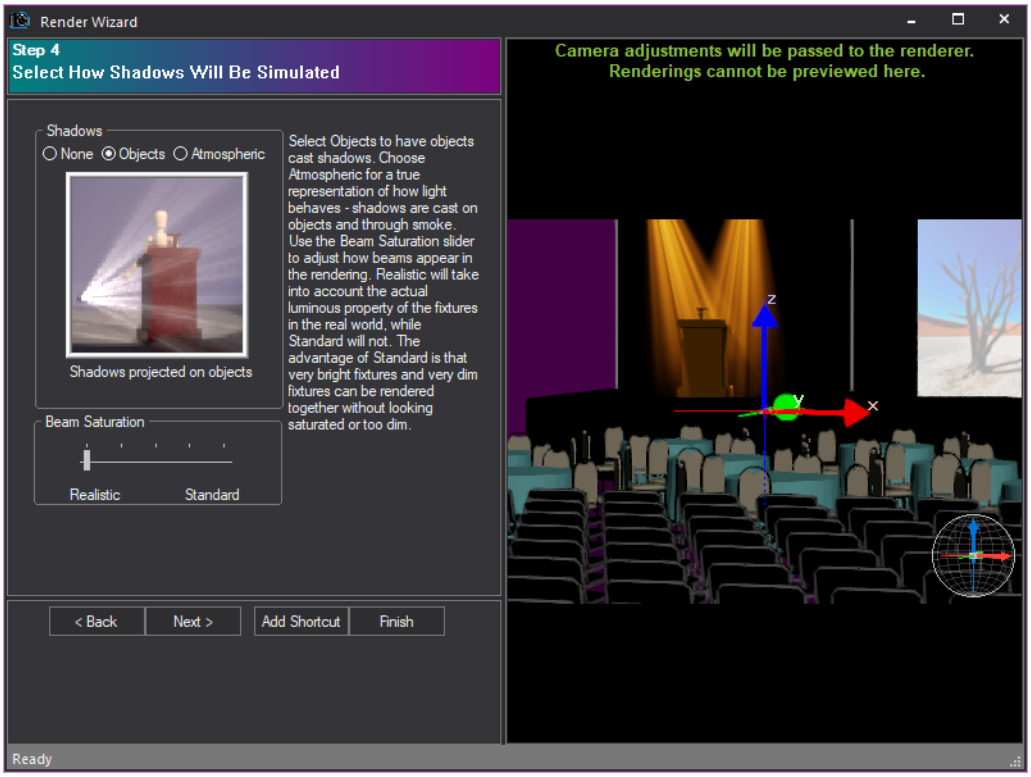
7 Leave all defaults in this window and click *Next*.

Result: Step 3 of the Render Wizard displays. Options in step 3 of the Render Wizard affect the atmospheric conditions in your rendering.



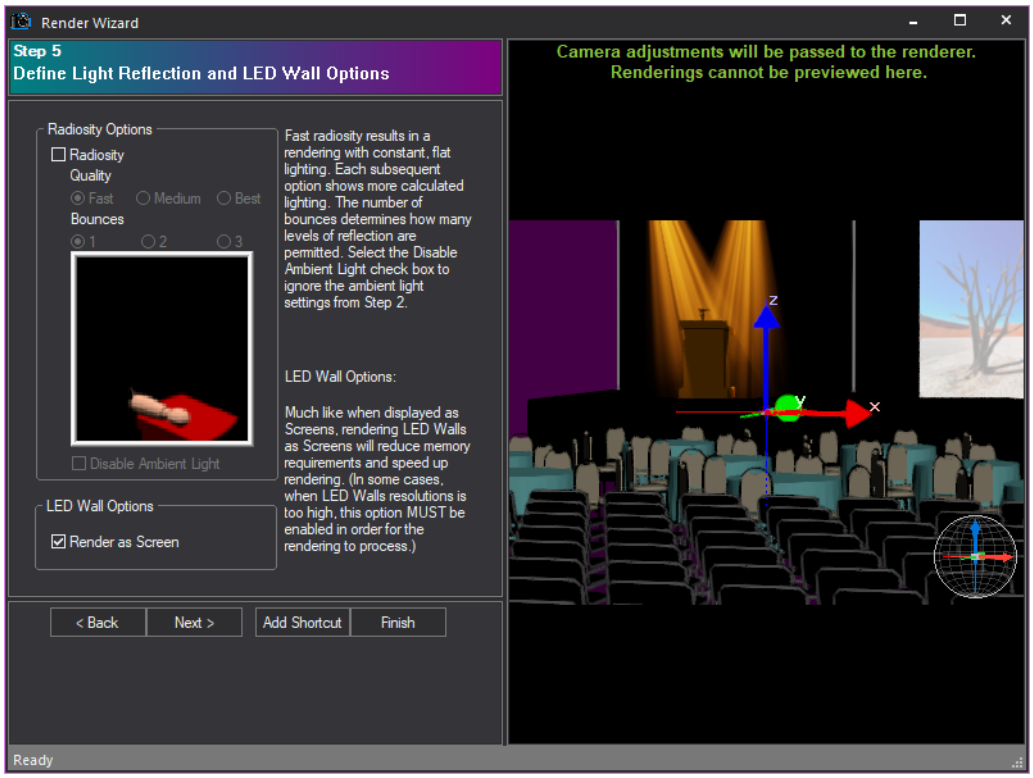
8 Accept the defaults and click *Next*.

Result: Step 4 of the Render Wizard displays. Options in step 4 of the Render Wizard affect how shadows are projected in your rendering.



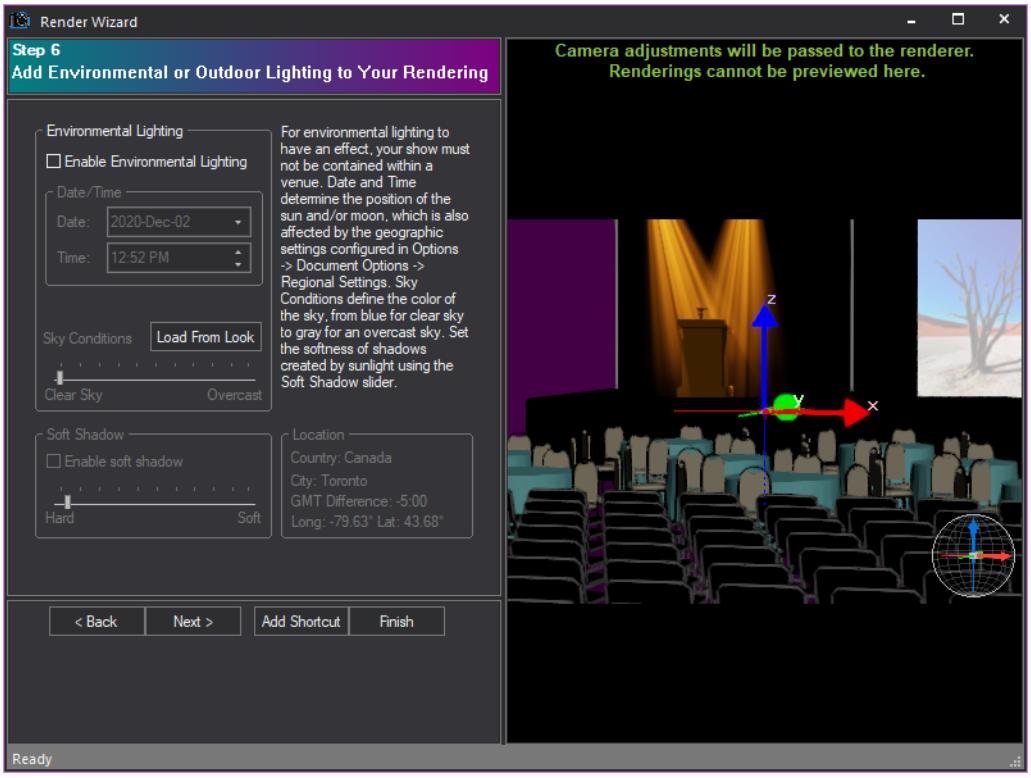
9 Slide the *Beam Saturation* to *Realistic* and click *Next*.

Result: Step 5 of the Render Wizard displays. Options in step 5 of the Render Wizard affect the radiosity level. Radiosity determines how light beams are reflected in your drawing.



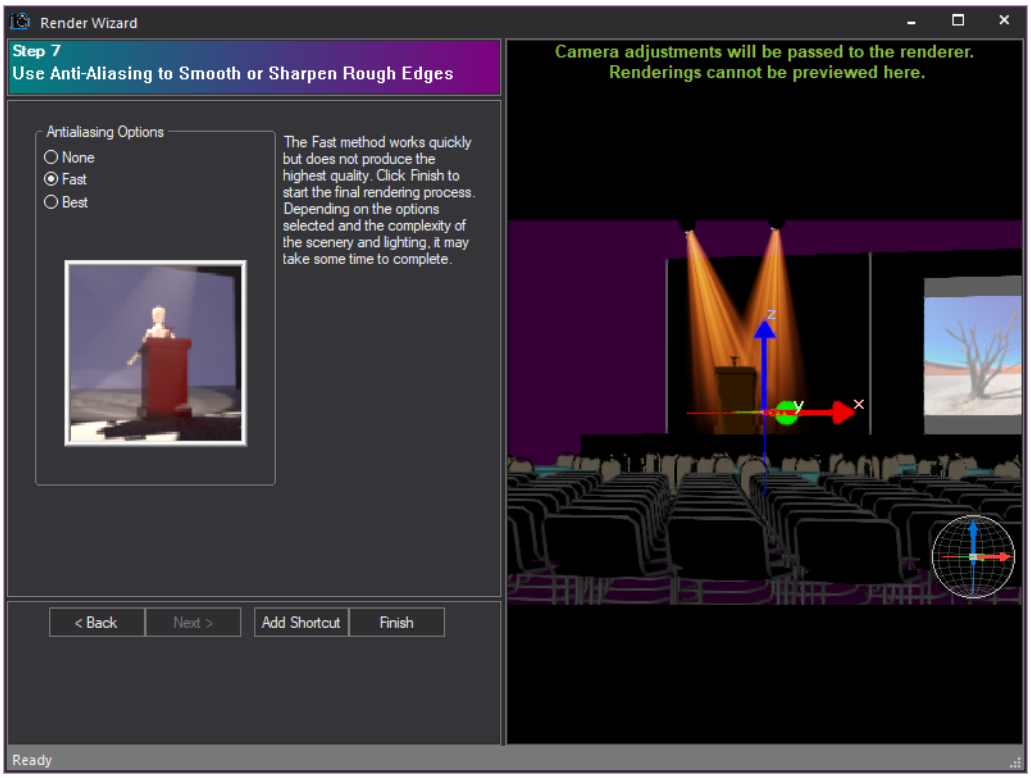
10 Accept the defaults and click *Next*.

Result: Step 6 of the Render Wizard displays. Options in step 6 of the Render Wizard affect the presence and quality of environmental or outdoor lighting. For environmental lighting to have an effect, your event cannot be contained within a venue.



11 Since this event is indoors, the environmental settings are not necessary. Accept the defaults and click *Next*.

Result: Step 7 of the Render Wizard displays. Options in step 7 of the Render Wizard affect the antialiasing settings. Antialiasing is a method of smoothing and sharpening rough or jagged edges of images to produce a more polished result.



12 Click *Best* for the highest quality.

13 Click *Finish*.

Result: Vivien generates the rendering of your event and makes it available on the *Images* tab.

Tip: During any step, you can click on the image and change the perspective (using the arrow, CTRL and PAGE UP/PAGE DOWN keys or the mouse). The Render Wizard calculates the rendering based on the state of the image composition and light settings at the moment when you click *Finish*.

Step 2 - View the rendered image

In step 2 of the Render Wizard, you specified that the rendered image should be stored internally, which means that the rendering is now saved within your event file.

To view the rendered image

1 Click the *Images* tab below the work area.

Result: The default Logo placeholder image displays in the work area.

2 In the Shortcut area, click the *Image* shortcut.

Result: Your rendered image displays.

3 Right-click on the *Image* shortcut icon and choose *Rename*.

Result: The *Enter New Image Name* dialog box opens.

4 Type 'Event Rendering' and click *OK*.

5 Save the event document as *VivienLesson7*.

6 Proceed to the next lesson.

Lesson 8 - Viewing the event resources

Vivien includes an event resources view that provides a list of all the items in the drawing that were added from the Library. Changes to this view are reflected in the drawing view and vice versa. You can export the event resources to an external spreadsheet program like Microsoft Excel where you can format and manipulate the information.

In this lesson, you will learn how to view and manipulate the event inventory.

You will learn how to:

- Sort the resources
- Move columns in the resources
- Hide resource columns
- Remove items from the drawing and resources
- Group items in the resources
- Cost items

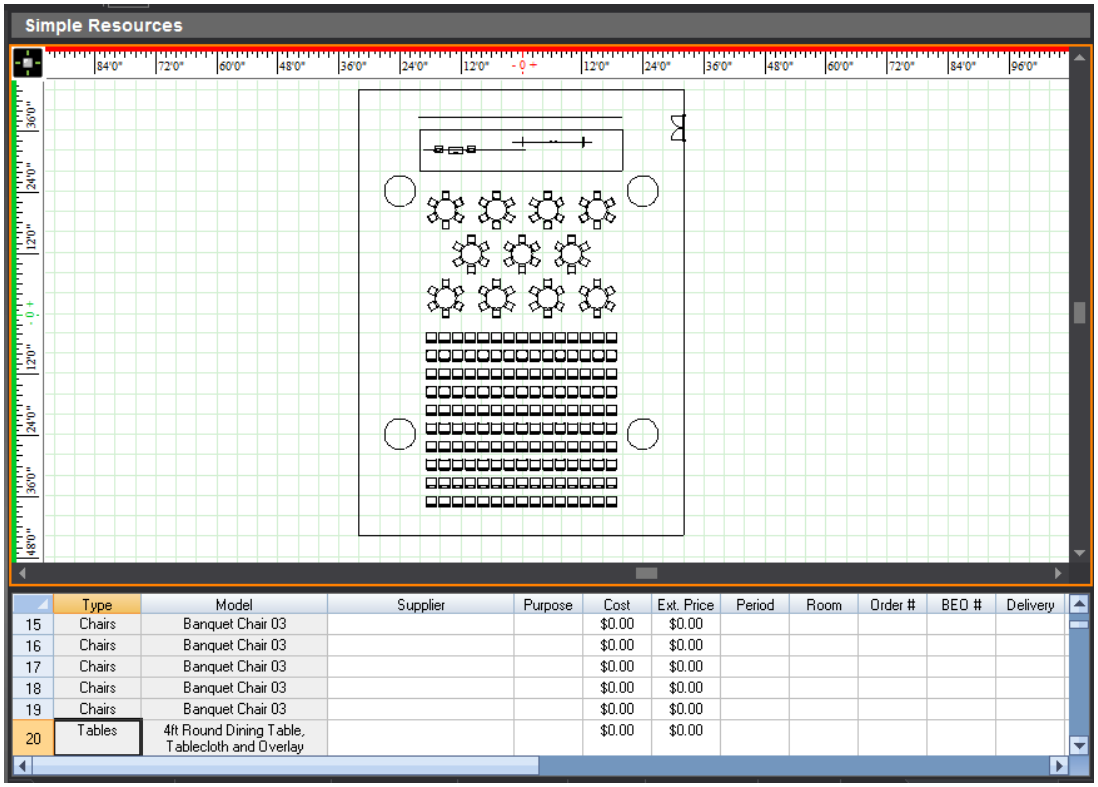
Step 1 - View the event resources

The *Event Resources* tab enables you to view your information in a wireframe drawing view and manipulate it in tabular format.

To view the event inventory

1 Open the file *VivienLesson7.vvn*, if it is not already open.

2 Click the *Event Resources* tab at the bottom of the work area.



3 In the drawing, select the podium.

Result: The row for the podium is highlighted in the resource spreadsheet. You may need to scroll down the inventory list to see podium row.

4 Scroll through the resources and click the row number beside *Architecture | Wood Double Doors*.

Result: The doors are selected in the drawing.

Step 2 - Manipulate the resources

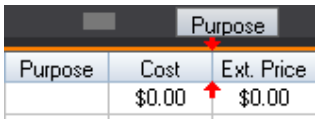
You can rearrange and hide resource columns and you can sort the resources by columns. You can delete resource items, which also removes the items from the drawing.

To manipulate the resources

1 Click the *Type* column heading to sort the list alphabetically by type.

Result: An arrow displays beside the column name indicating that the resources are sorted by this column. An up-pointing arrow indicates the row is sorted in ascending order. A down-pointing arrow indicates the row is sorted in descending order.

2 Drag the *Purpose* column heading to the right of the *Cost* heading. Release the mouse button when the red arrows are positioned between the *Cost* heading and the *Period* heading.



3 Right-click on the *Order #* column heading and select **Hide Order # Column**.

4 Right-click on any column heading and select **Show Order # Column**.

Result: The doors are removed from the inventory and from the drawing.

Step 3 - Group items

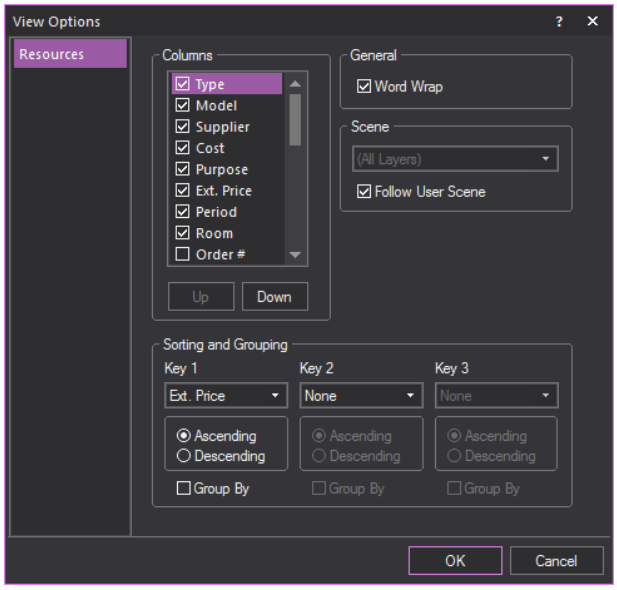
Grouping items in the resource list automatically tabulates how many items there are in the group and the total cost of the items (if you have applied a cost to the item).

To group items

1 Click anywhere in the Event Resources spreadsheet to make it active.

2 From the **Options** menu, choose **View Options**.

Result: The *View Options* dialog box opens.

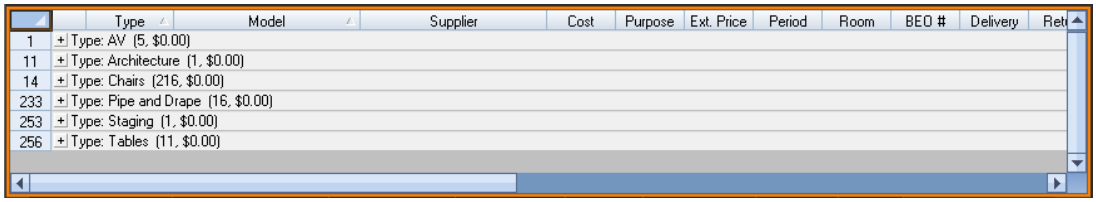


3 In the Sorting and Grouping section, from the *Key 1* selection box, select **Type** and click *Group By* to select it.

4 From the *Key 2* selection box, select **Model** and click *Group By* to select it.

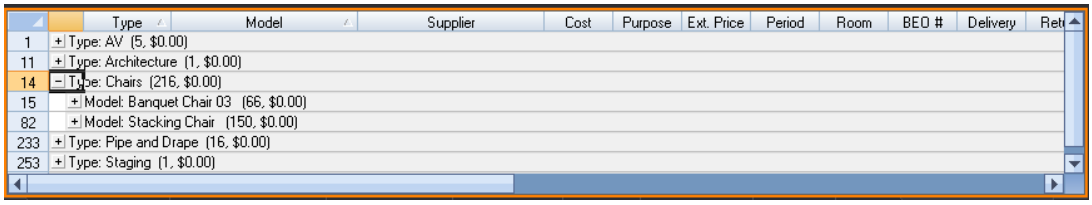
5 Click *OK*.

Result: The items are grouped by type, and within each type, by model.



6 Click the plus sign (*+*) beside **Chairs** to expand the group.

Notice that the chairs are grouped by model within the chair group.



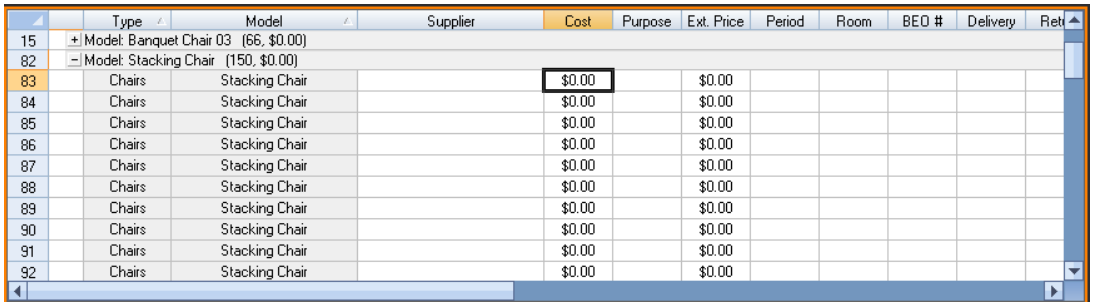
Step 4 - Costing items

You can tabulate the cost of items by grouping them.

To cost an item

1 Click the plus sign (*+*) beside **Model: Stacking Chair**.

2 Click the *Cost* cell for the first chair listed.



	Type	Model	Supplier	Cost	Purpose	Ext. Price	Period	Room	BEO #	Delivery	Ret
15	+ Model: Banquet Chair 03 (66, $0.00)										
82	− Model: Stacking Chair (150, $0.00)										
83	Chairs	Stacking Chair		$0.00		$0.00					
84	Chairs	Stacking Chair		$0.00		$0.00					
85	Chairs	Stacking Chair		$0.00		$0.00					
86	Chairs	Stacking Chair		$0.00		$0.00					
87	Chairs	Stacking Chair		$0.00		$0.00					
88	Chairs	Stacking Chair		$0.00		$0.00					
89	Chairs	Stacking Chair		$0.00		$0.00					
90	Chairs	Stacking Chair		$0.00		$0.00					
91	Chairs	Stacking Chair		$0.00		$0.00					
92	Chairs	Stacking Chair		$0.00		$0.00					

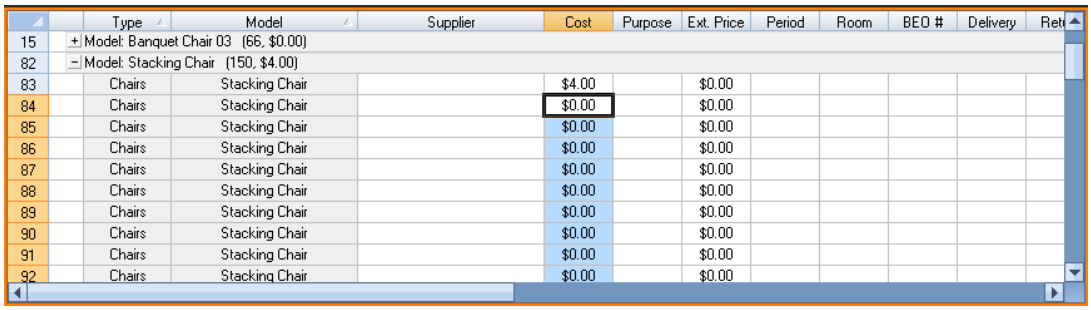
3 Type 4 and press ENTER on your keyboard.

Result: The cell now has *$4.00* in it.

4 Click the cell with $4.00 in it.

5 Right click the cell and choose **Copy**.

6 Click the cell below the copied cell and drag to select all the cost cells for the chairs.

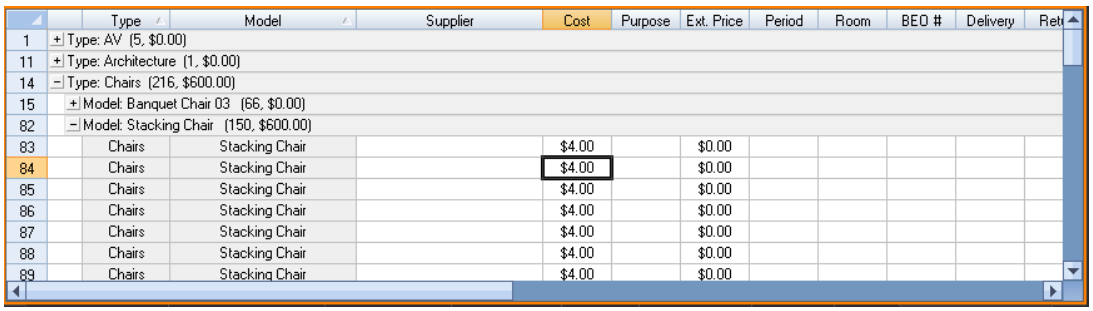


	Type	Model	Supplier	Cost	Purpose	Ext. Price	Period	Room	BEO #	Delivery	Ret
15	+ Model: Banquet Chair 03 (66, $0.00)										
82	− Model: Stacking Chair (150, $4.00)										
83	Chairs	Stacking Chair		$4.00		$0.00					
84	Chairs	Stacking Chair		$0.00		$0.00					
85	Chairs	Stacking Chair		$0.00		$0.00					
86	Chairs	Stacking Chair		$0.00		$0.00					
87	Chairs	Stacking Chair		$0.00		$0.00					
88	Chairs	Stacking Chair		$0.00		$0.00					
89	Chairs	Stacking Chair		$0.00		$0.00					
90	Chairs	Stacking Chair		$0.00		$0.00					
91	Chairs	Stacking Chair		$0.00		$0.00					
92	Chairs	Stacking Chair		$0.00		$0.00					

7 Right click and choose **Paste**.

Result: All the selected cells populate with *$4.00*.

Also notice that the row for the group displays a total cost for all the items in the group.



	Type	Model	Supplier	Cost	Purpose	Ext. Price	Period	Room	BEO #	Delivery	Ret
1	+ Type: AV (5, $0.00)										
11	+ Type: Architecture (1, $0.00)										
14	− Type: Chairs (216, $600.00)										
15	+ Model: Banquet Chair 03 (66, $0.00)										
82	− Model: Stacking Chair (150, $600.00)										
83	Chairs	Stacking Chair		$4.00		$0.00					
84	Chairs	Stacking Chair		$4.00		$0.00					
85	Chairs	Stacking Chair		$4.00		$0.00					
86	Chairs	Stacking Chair		$4.00		$0.00					
87	Chairs	Stacking Chair		$4.00		$0.00					
88	Chairs	Stacking Chair		$4.00		$0.00					
89	Chairs	Stacking Chair		$4.00		$0.00					

Step 5 - Create a new resource list

You can create any number of resource lists containing the same information but sorted and grouped differently. You create different resource lists by creating a shortcut for each one on the *Event Resources* shortcut bar.

To create a new resource list

1. Right-click on the *Event Resources* shortcut area and choose **New Resources**.
2. Type the name of your inventory and click *OK*.

   Result: A new resource list displays with the default sort and group information.

   Note: Any changes you make to a resource list while its shortcut is selected are saved automatically and associated with that shortcut. You can quickly switch between the versions of the resource list by clicking their shortcut icons.
3. Save the event document as *VivienLesson8*.
4. Proceed to the next lesson.

Lesson 9 - Assembling drawings and images for printing

Vivien includes tools for turning your event plan into documents that can be viewed and used by anyone involved in the event. You can create professional proposals of your event document that include drawings, images, and spreadsheets.

In this lesson, you will learn how to:

- Create spreadsheets
- Create layouts
- Add drawings, images, and spreadsheets to layouts
- Add graphic elements and text to layouts

Step 1 - Create a spreadsheet

The *Spreadsheets* tab contains a spreadsheet that is similar to many other spreadsheet programs. You can enter data here, as well as import and export data to other spreadsheet programs. This is useful for creating spreadsheets for staff requirements, schedules, budgets or any other event-specific data that you want to add to your presentation layouts.

Vivien comes with two predefined spreadsheets that you can use to form the basis of your own customized spreadsheets.

In this lesson you will use one of these predefined spreadsheets and update it with your own event information.

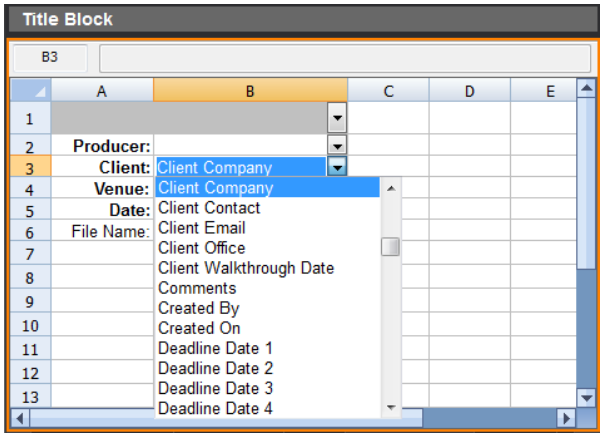
To update a spreadsheet

1. Open the file *VivienLesson8.vvn*, if it is not already open.
2. Click the *Spreadsheet* tab.

   Result: The default spreadsheet, *Title Block*, displays.

   The *Title Block* spreadsheet contains variables that are replaced automatically with information that you enter about the event document when you print it.

Variables are expressed with SmartCells, indicated by cells containing a drop-down arrow.



3 From the *Options* menu, choose *Document Options*.

Result: The *Document Options* dialog box opens.

4 Click the *Event Info* tab.

5 In each of the boxes, type the following information and click *OK*:

Producer: C. Lee
Event Name: ABC Company Awards Night
Client Company: ABC Company
Venue: King George Ball Room
Show Start Date: November 12, 20XX

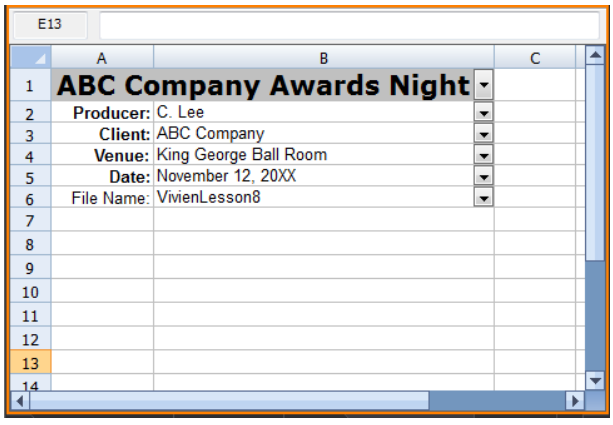
Notice that the names for the boxes correspond with the variable names in the *Title Block* spreadsheet.

6 Click in cell A8, type the following, and then press ENTER:

*Conceptual drawings only. Subject to change.

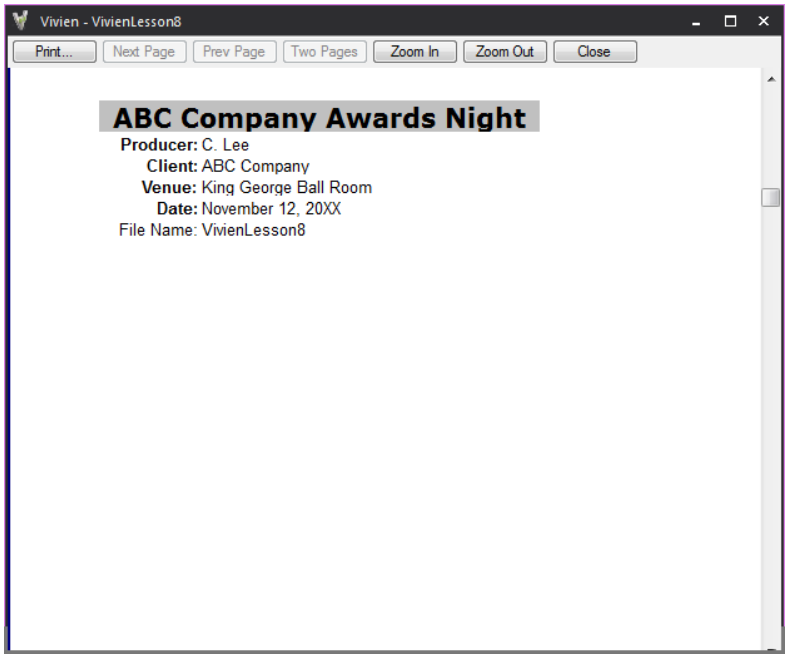
7 Move the cursor over the column divider between columns B and C.

8 When the cursor changes to a left and right pointing arrow, drag the divider to the right to make column B wider.



9 From the **File** menu, choose **Print Preview**.

Result: A preview of the spreadsheet as it will be printed appears. Notice that the variable names were replaced with the information you provided in the *Document Options* dialog box.



10 Click *Close* to close the preview window.

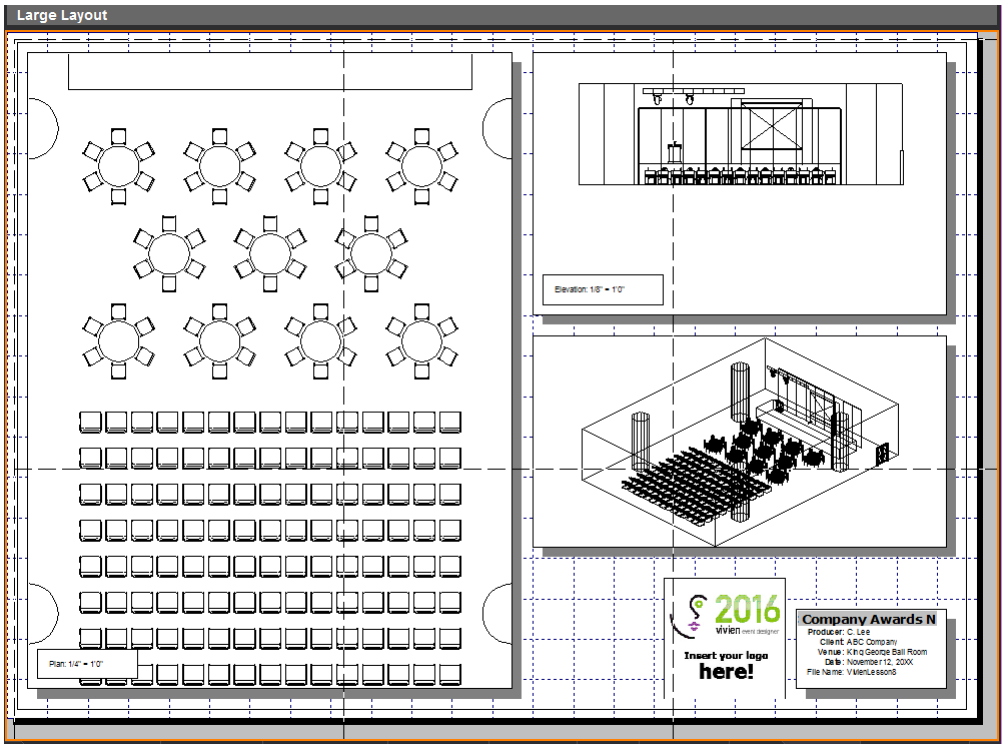
Step 2 - Create a layout for printing

The *Layouts* tab opens the layout design and storage area. You create layouts by arranging various drawing, image, and other items on a defined paper size. Layouts are a great way to add various types of information to your proposals all on one page that you define. You can add a rendering, a spreadsheet summary of costs, and a detailed floorplan to give your clients a snapshot of your event design and its associated costs.

To create a layout

1 Click the *Layouts* tab at the bottom of the work area.

Result: The *Small Layouts* layout displays with drawings, an image, spreadsheet, and text already arranged on the page.



2 In the Layouts shortcut bar area on the left side of the window, right-click on a blank area and choose **New Layout**.

3 Type *My Custom Layout* as the name of the new layout, and then click *OK*.

Result: A new layout is created with a blank page.

4 From the **View** menu, choose **Zoom Fit**.

5 From the **Insert** menu, choose **Drawing**.

Result: The cursor changes to cross-hairs.

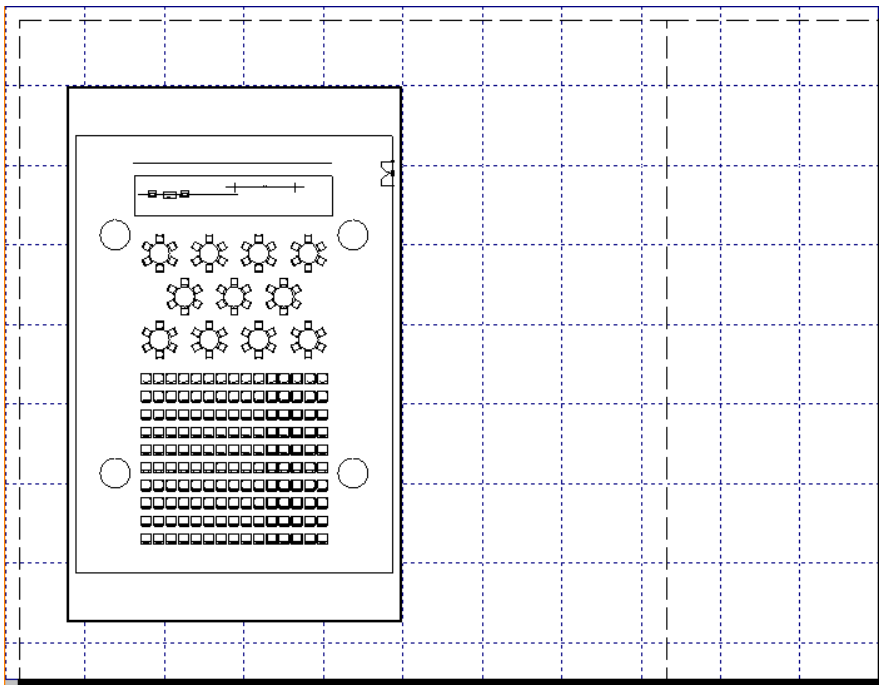
6 Move the cursor so that the x and y coordinates on the status bar read:

x=0.750”, y=1.000”

7 Click at that point and drag a box on the layouts page, releasing the mouse button when the x and y coordinates on the status bar are:

x=5.250”, y=7.750”

Result: A wireframe view of your drawing is placed on the page.



8 From the **Insert** menu, choose **Image**.

Result: The cursor changes to cross-hairs.

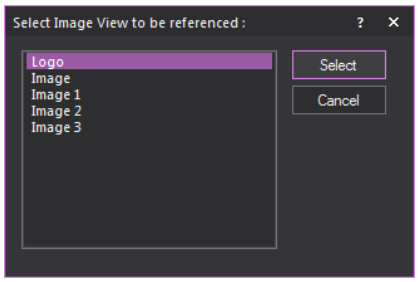
9 Drag a box on the layouts page, from:

x=6.000”, y=1.000”

to...

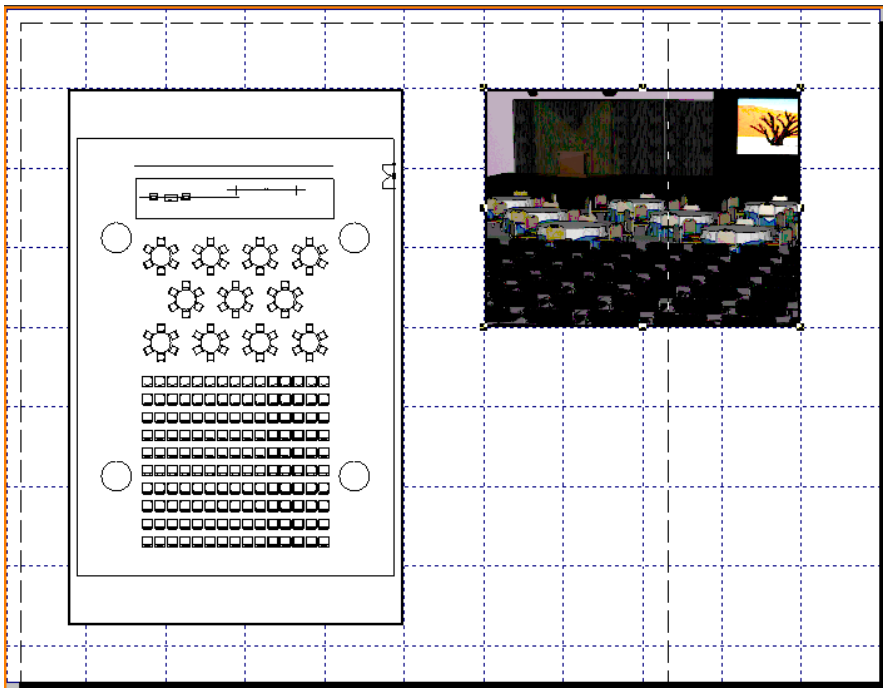
x=10.000”, y=4.000”

Result: The *Select Image View to be referenced* dialog box opens.



10 Click **Event Rendering**, and then click *Select*.

Result: The image is placed on the layout.



11 From the **Insert** menu, choose **Spreadsheet**.

Result: The cursor changes to cross-hairs.

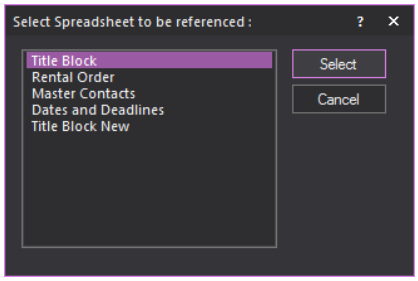
12 Drag a box on the layouts page, from:

x=6.000”, y=6.000”

to...

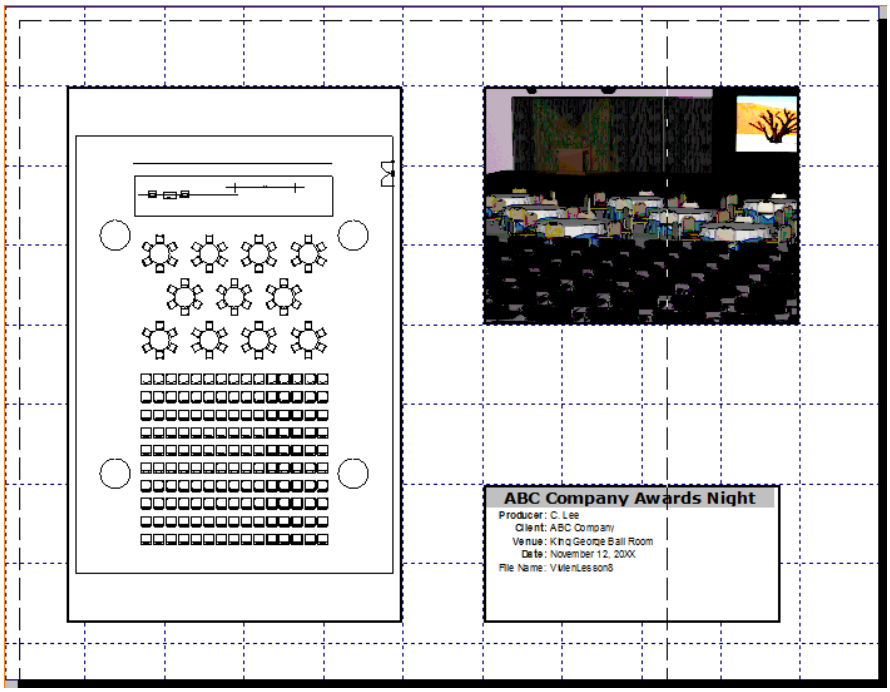
x=9.750”, y=7.750”

Result: The *Select Spreadsheet to be referenced* dialog box opens.



13 Click **Title Block**, and then click *Select*.

Result: The selected spreadsheet is placed on the layout.



Step 3 - Customize the layout

You can customize the design of your layout page by adding graphic elements and text.

To customize the layout

1 From the **Insert** menu, choose **Rectangle**.

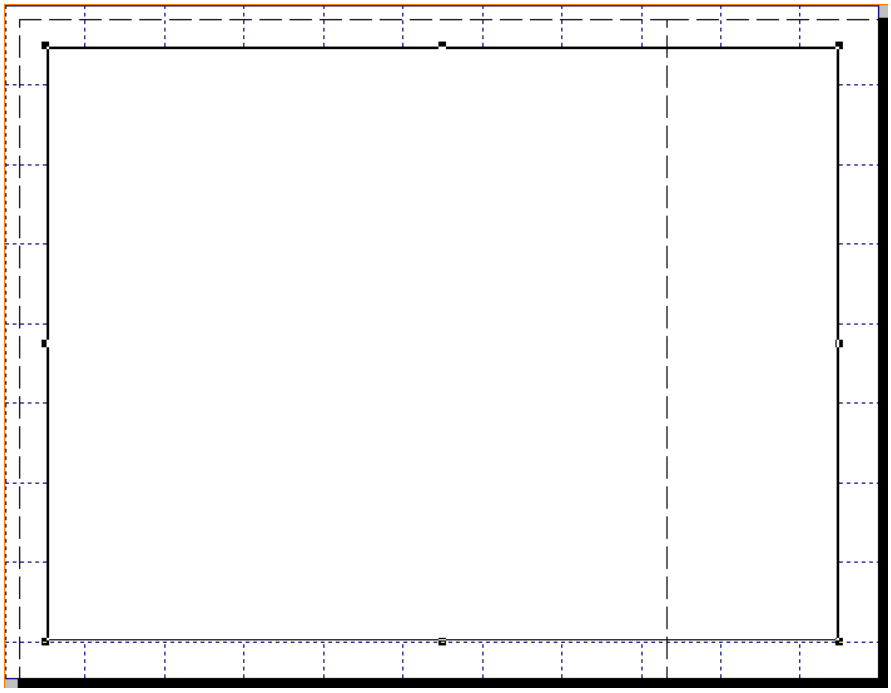
2 Drag a box on the page from:

x=0.500”, y=0.500”

to:

x=10.500”, y=8.000”

...to create a border.



3 From the **Modify** menu, choose **Send to Back**.

4 From the **Insert** menu, choose **Text**.

5 Drag a text box on the page from:

x=3.500”, y=0.500”

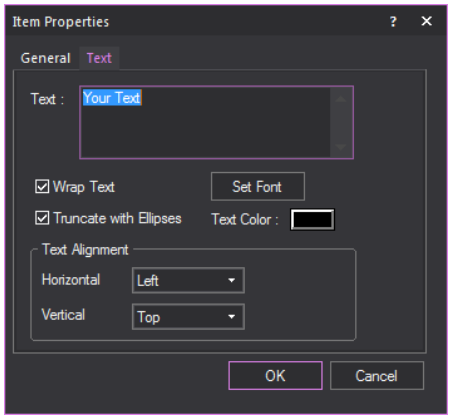
to:

x=8.500”, y=1.000”

6 From the **Modify** menu, choose **Item Properties**.

Result: The *Item Properties* dialog box opens.

7 Click the *Text* tab.



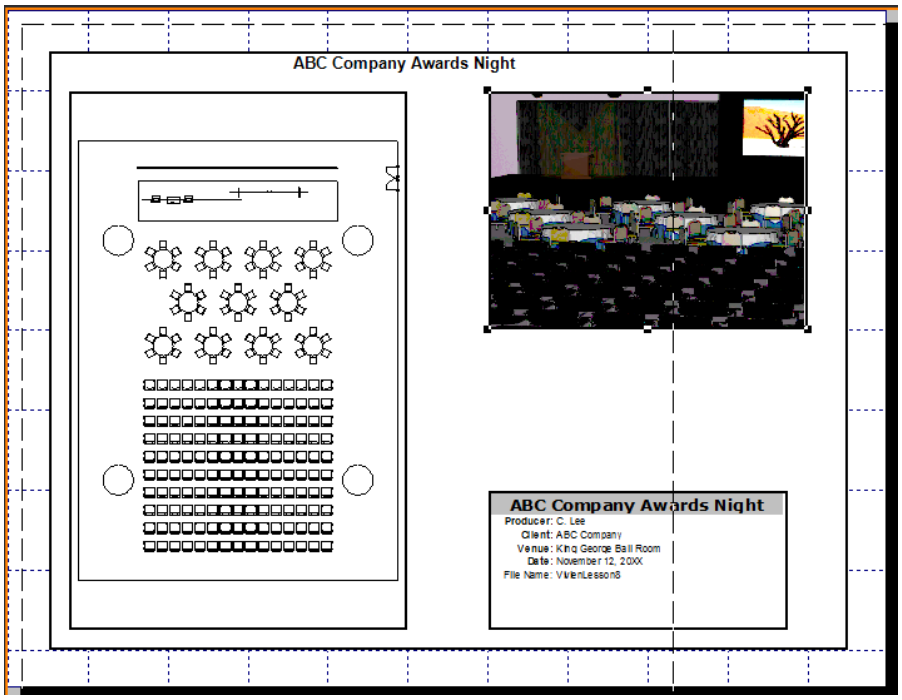
8 In the *Text* box, replace “Your Text” with “ABC Company Awards Night”.

9 Click *Set Font*.

Result: The *Font* dialog box opens.

10 Under *Font Style* click **Bold** and click *OK*.

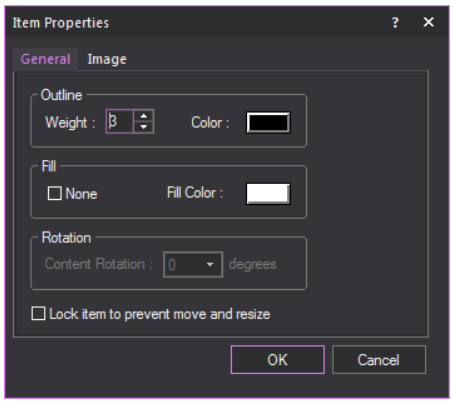
11 Click *OK* again to close the *Item Properties* dialog box.



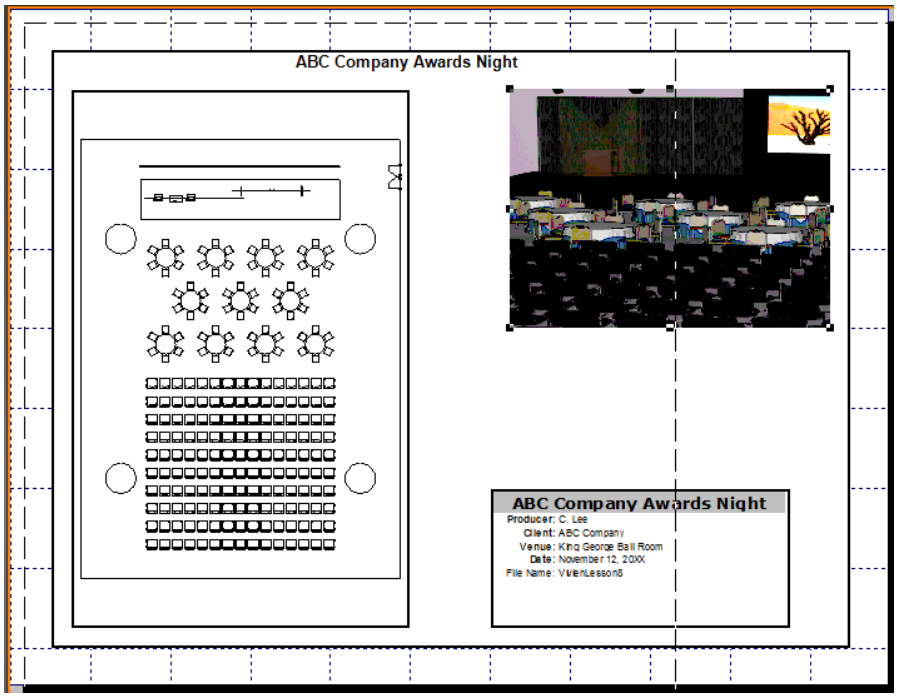
12 Click the Drawing item (the box with the Plan view of the drawing in it) to select it.

13 From the **Modify** menu, choose **Item Properties**.

Result: The *Item Properties* dialog box opens.



14 In the *Weight* box, select **0**.

15 Click *OK*.

Result: The border is removed from the drawing item and the drawing is resized to fit the item box.