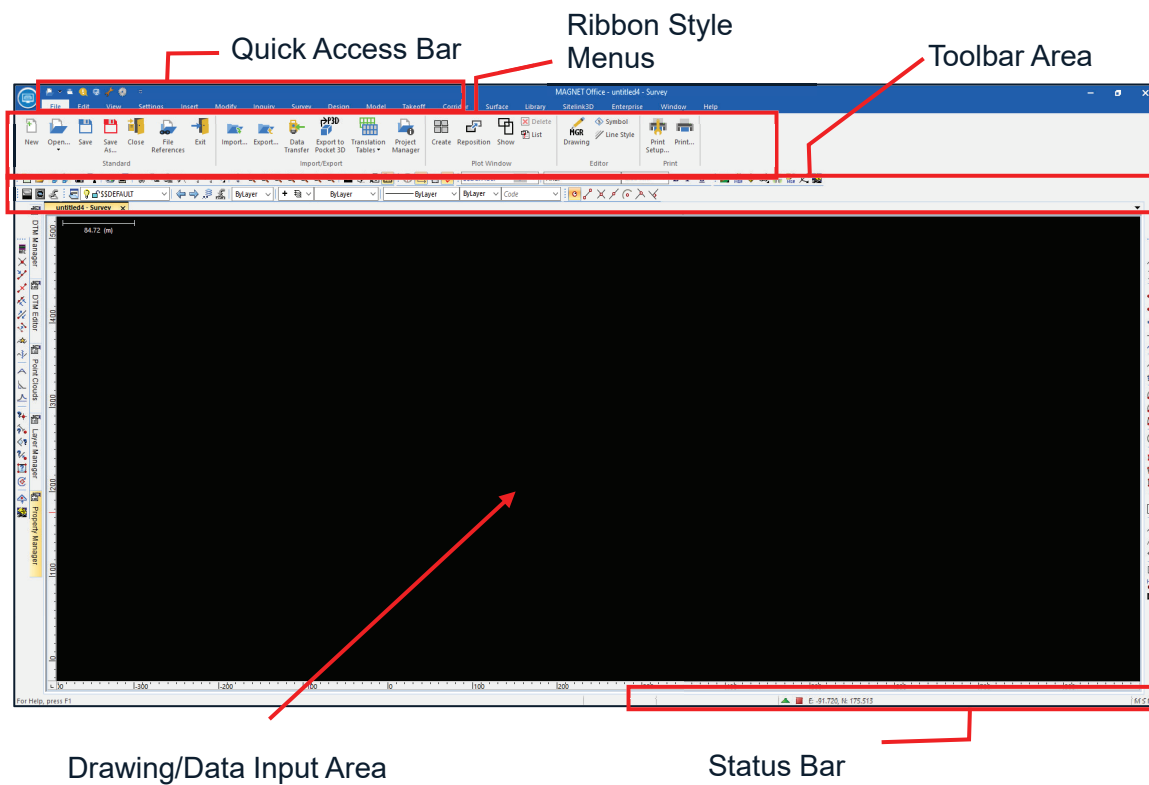


Module 1B: Navigating MAGNET Office

After the completion of this module the user will be able to use the Graphical User Interface (GUI) and find required function in the menus.

General Layout



FEATURE	DESCRIPTION
RIBBON STYLE MENU	All the options available in MAGNET Office are found in their separate categories (See Menus for detailed description of menus)
QUICK ACCESS TOOLBAR	Quick access to some MAGNET Office options. This includes Create, Open, and Save Jobs, Activate MAGNET Tools, Undo/Redo, and some Display Options.
TOOLBAR AREA	This is the customisable area where the toolbars are kept. They can also be placed around the sides and at the bottom of the screen

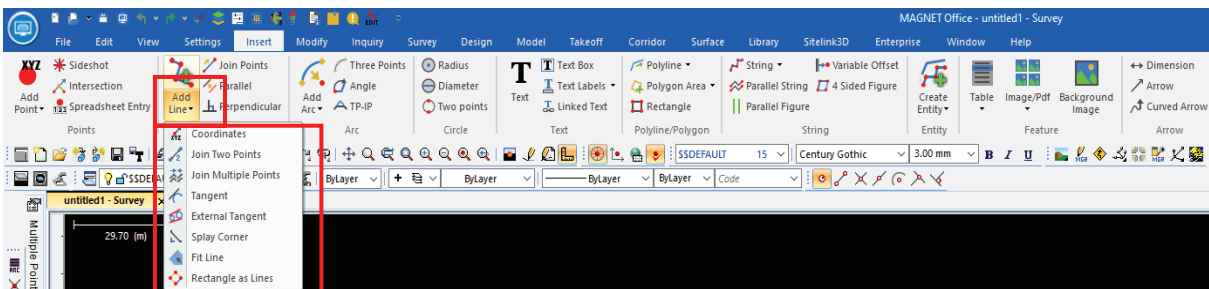


DRAWING/DATA INPUT AREA	This is the working area of MAGNET Office. Data is input and displayed in this area
STATUS BAR	The “Hot” and DTM dialogue box buttons are found here to access the settings. There are also displays for where the cursor is positioned on the screen, units that are used in the project and if the NUM pad is active.

Menus

Ribbons style menus are the modern way to help users find, understand, and use commands efficiently and directly with a minimum number of clicks.

A ribbon is a command bar that organises a program's features into a series of tabs at the top of a window. Using a ribbon increases discoverability of features and functions, enables quicker learning of the program, and makes users feel more in control of their experience with the program. **In MAGNET, there are expandable menu items which are noted by a small arrowhead on the menu, click on these to expand for more options.**

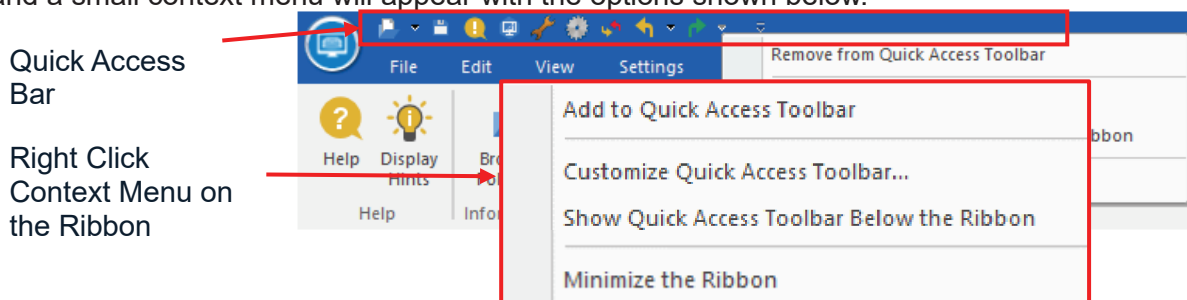


MENU	CONTENTS
FILE	Standard Windows options found in this menu like New, Open, Save, etc. and some MAGNET Office specific options for Import/Export and Program Settings, now includes tools for plotting
EDIT	Standard Windows Edit options found all with MAGNET Office Editing selection tools
VIEW	All the Layer options and any general display options
SETTINGS	Project Settings, Contour and Annotation Settings and mode options
INSERT	All the options to calculate or insert new entities into MAGNET Office



MODIFY	Any modification option to lines, arcs and strings and also copying, moving and rotating data options, now includes annotation creating and recreating options
INQUIRY	On screen data inquiry options, and all reporting options
SURVEY	Survey based calculations and adjustment routines, and structure calculations
DESIGN	Access the additional design modules, includes Roads, Subdivision, Drainage and Sewer
MODEL	Lists the useful steps in importing data from another package aimed at 2D data that needs to be 3D
SURFACE	Create DTMs and the DTM Tools to edit and import/export. Volume calculation options can also be accessed here
LIBRARY	All libraries and additional settings are contained in this menu. Survey codes, code settings and title blocks plus symbol and linestyle editors
CLOUD CONNECTIONS	All SiteLINK3D related options, i.e. Connect, Send Files, Chat, and others. As well as all MAGNET Enterprise related options, i.e. Logon, Chat, Connect to Project, Upload/Download Files, and Real time
WINDOW	Add more viewing windows and arrange them vertically or horizontally
HELP	Help document, Display MAGNET Office Hints and information about the version of MAGNET Office that is installed

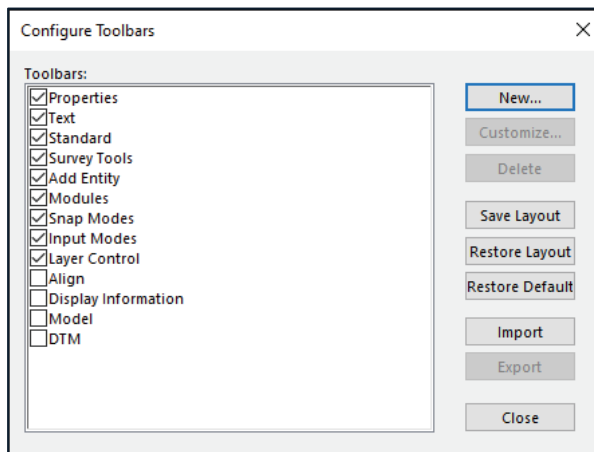
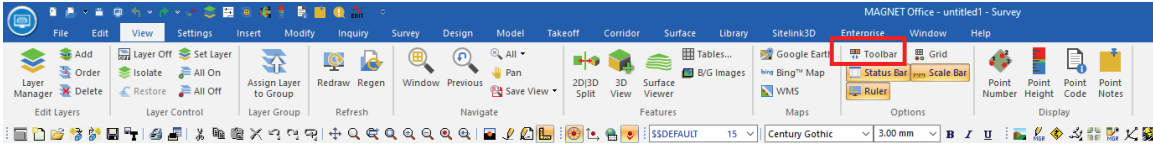
With the Ribbon style menu, there is an option that enables the user to expand the workspace available on the screen, and setup where the Quick Access Bar is positioned (to be covered in Shortcut Customisation). When in survey view, **right click** the mouse anywhere within the Ribbon and a small context menu will appear with the options shown below.



Toolbars

The MAGNET Office survey module has a toolbar area that comprises of all the preconfigured toolbars in MAGNET Office. These toolbars are customisable, movable and can be individually turned on and off, therefore allowing a fully customisable user interface.

To access the options for the toolbars, use the **View** menu, then **Toolbar**













From the **Configure Toolbars** screen, the displayed toolbars can be turned on and off by toggling the tick boxes located on the left side of the toolbar name. Other options located here include saving and restoring customised toolbar layouts.

Users can also **Import/Export** toolbars, create **New** toolbars or **Customise** existing ones using the options on the right side of the toolbar screen. These will be covered in the shortcut customisation section Creating Toolbars.



The Cursor

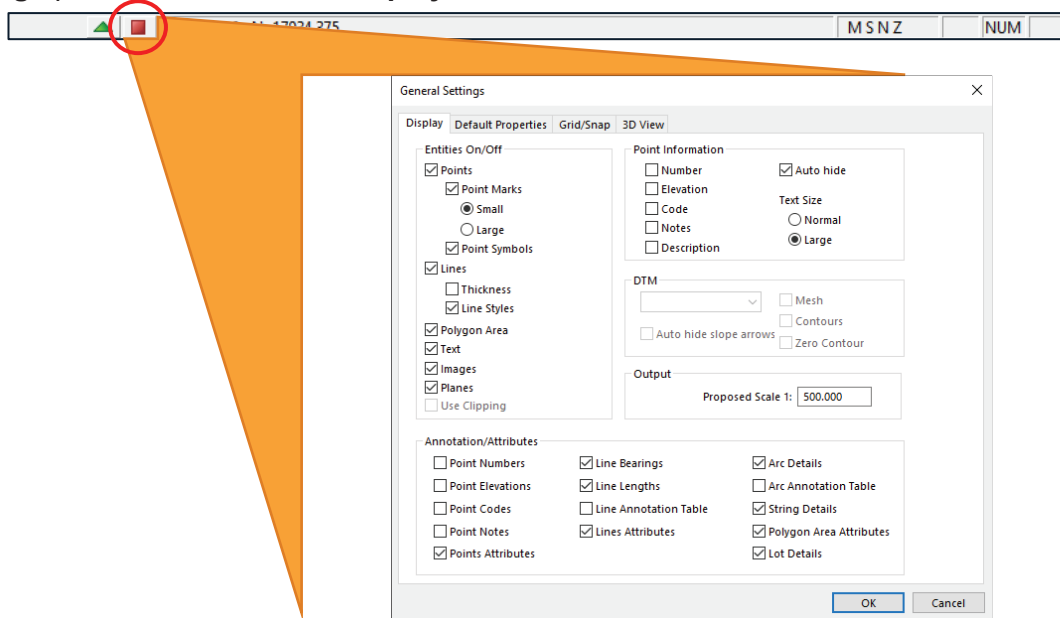
In the different modules of MAGNET Office, the user will come across many different cursors as displayed in the table below.

CURSOR	DESCRIPTION
	The Standard pointer for selecting menu commands, buttons, toolbars, icons, and data entry fields in any dialog box.
	The Selection pointer displays in the drawing area of a View. Selects individual objects or drags a selection box around multiple objects.
	This pointer displays when using the insert commands. This pointer is often connected to a previously selected object with a construction stringline.
	The Star pointer indicates there is data selected. The number of objects selected is displayed with 0: nn next to the rolling coordinates in the Status bar.
	The Move Entity pointer displays when the mouse is used to grab and move an object.
	The Rotate Entity pointer displays when the mouse is used to grab and change the orientation of an entity.
	The Rotate Text pointer displays at the opposite end of a selected text string to the text insertion point.
	The Zoom Window pointer displays when specifying a window for the Zoom Window option.
	The Pan pointer displays when using the Pan command to change the position of the data on the screen.
	The Insert Text pointer displays during a text insertion routine or when entering data into a field.



General Display Settings (Red Square, HOT Button)

The General Display Settings (also referred to as the Hot Button) is located in the middle of the Status bar at the bottom of the screen (circled in red below). This option can also be found in the **Settings** pull down menu, then **Display**.



This icon is present in all modules within MAGNET Office and will provide a different group of settings for each module.

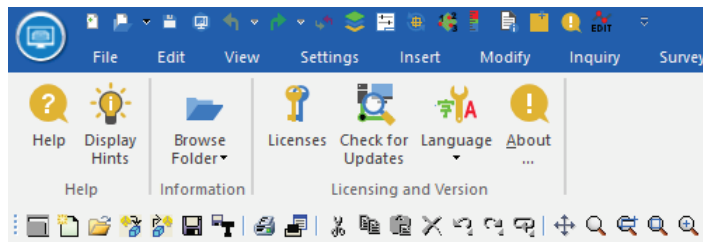
The settings contained in the Hot Button are generally for display only and are not for the creation of any entities. There is, however, the option of editing default point attributes that are used when new points are created in any option. These defaults will be shown in the prompt bar at the bottom of screen and can be altered in the option.

MAGNET Office Help Menu

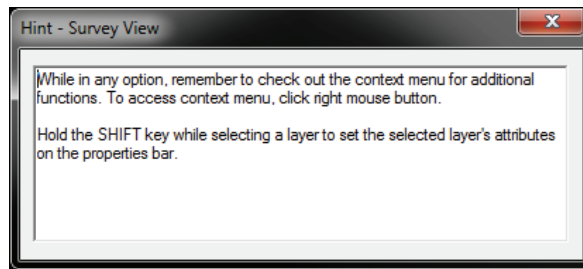
Under MAGNET Office “Help”, you have various options.

- Open the Help directory
- Licenses – Check your Licence renewal date
- Check for software Updates – Updates can be downloaded via this option. Once downloaded they still need to be installed. Hence you will need your MAGNET Enterprise Log In.
- About – this will show your software build date, your serial number and your device ID





- Hint – This option will display hints in the option that you are in Example:



The help menu supports a context sensitive shortcut which is used to go directly to the page in the help menu containing the option the user has selected. To use this, hover over the option that is to be used and press the 'F1' key. The help document should open on the page the option, the below example shows the cursor over the 'Add Point' option then the help page that opened when F1 was pressed.

