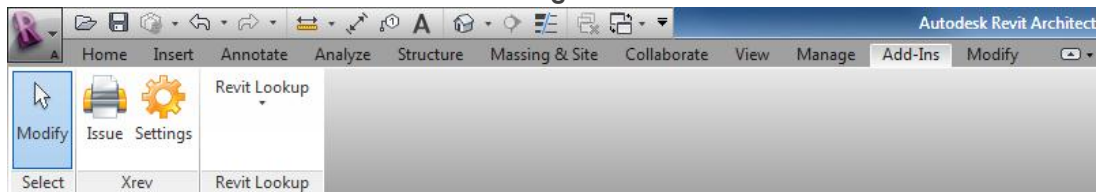


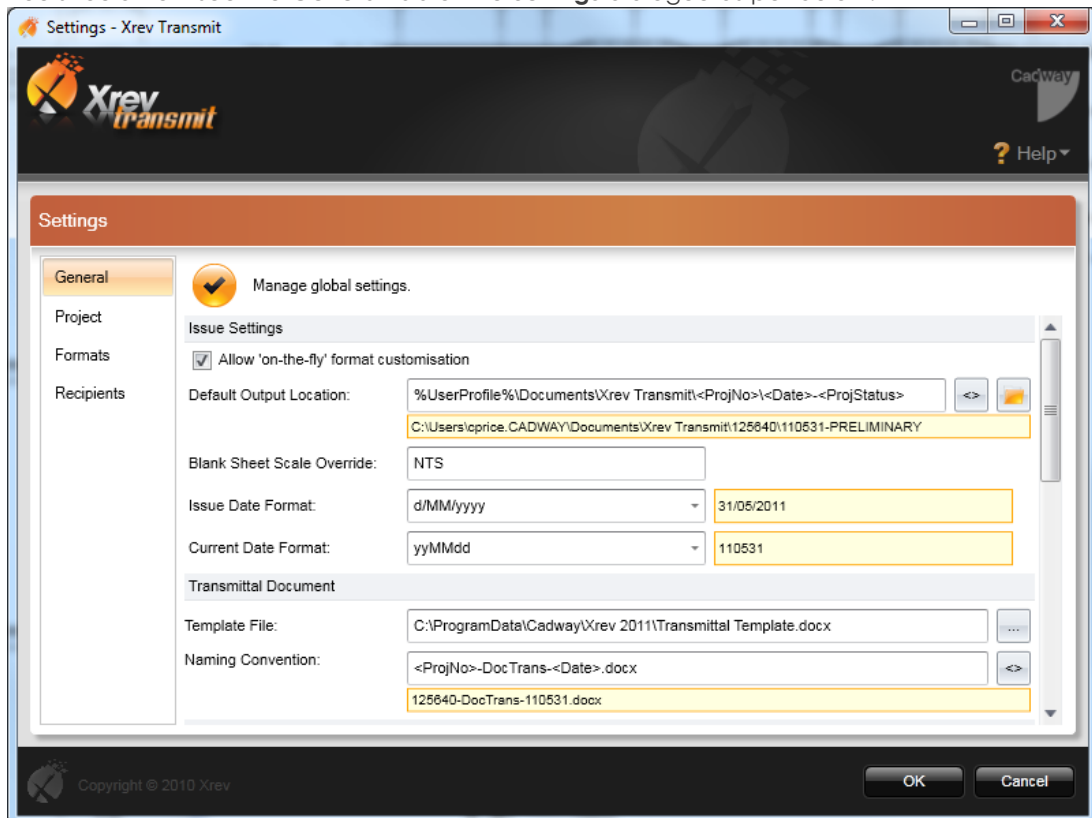
1.2 Getting Started / Quick Start Guide



Below is a quick start guide to configuring Xrev Transmit for your first Sheet/Drawings Issue. There are more advanced tasks you can complete with it which are outlined further in this document. But, the below guide should give you enough information to install Xrev Transmit, setup and do an issue with your required settings fairly quickly.



1. Download Xrev Transmit from www.xrev.com.au
2. **Install the appropriate version** you require (2011, 2012, ...). Note that you will require **Administrator privileges** on your workstation to install.
3. Follow the prompts and install the sub-components if prompted. Xrev Transmit requires .NET 4.0 (This will already be installed if running Revit 2012) and BioPDF (the PDF Printer Xrev Transmit uses). If these are already installed the installation takes no longer than a minute to complete on most workstations.
4. Xrev Transmit is now installed and **ready to use**.
5. Open the version of Revit you installed Xrev Transmit on, and open a project **with a project number entered**. NOTE: Xrev Transmit will not be visible in the family environment; you must have a project file open.
6. Click on the **Add-Ins Tab** and select **Xrev Settings** button.





7. You should now see the **General tab** of the **Settings** dialogue as per below:




8. This tab is used to manage settings that will be used generally for all projects. The first item to setup is the “**Default Output Location**”. This is the root directory of where you want files to be output to when doing your sheet/drawing issues. By clicking the **Browse**  button you can navigate to the folder you wish the files to always go. However, you can be clever about it! By clicking  you can use parameter information from Revit and substitute out folder names that match with **Revit parameters**. You can even have the formats append to this output location to place different formats (DWG's, PDF's) into their own folders. For further information review the [Output Locations](#) section.
9. Here is an example of a parametric output location:

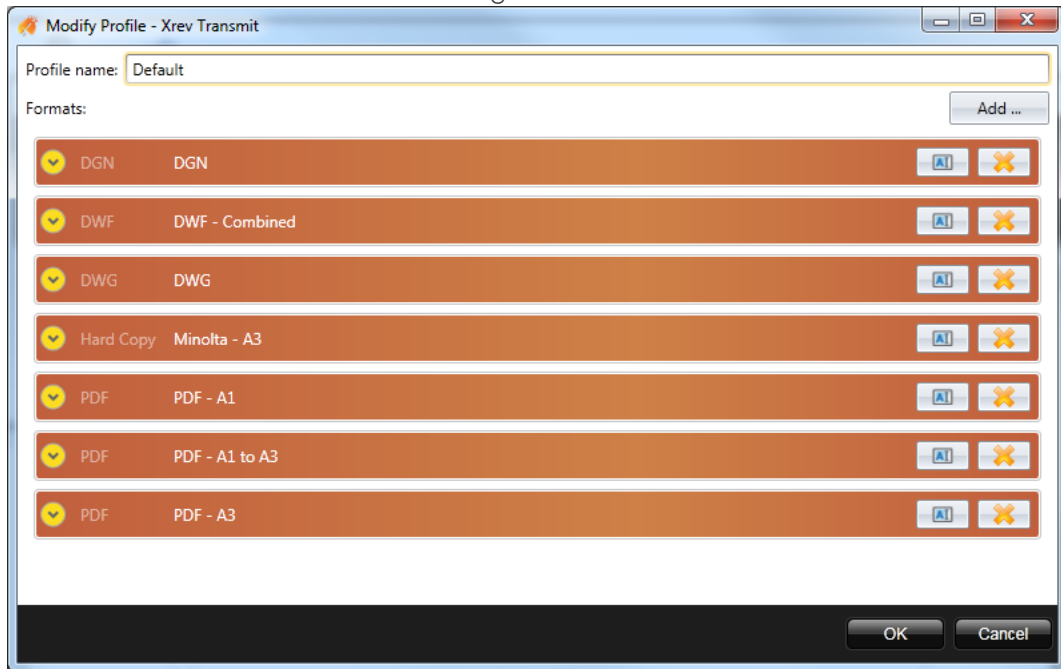
10. The next important section is the **Transmittal File** and the **template** it's using as well as the **naming convention** required. By default the Template file is installed here:

Template File: 
 Naming Convention: 

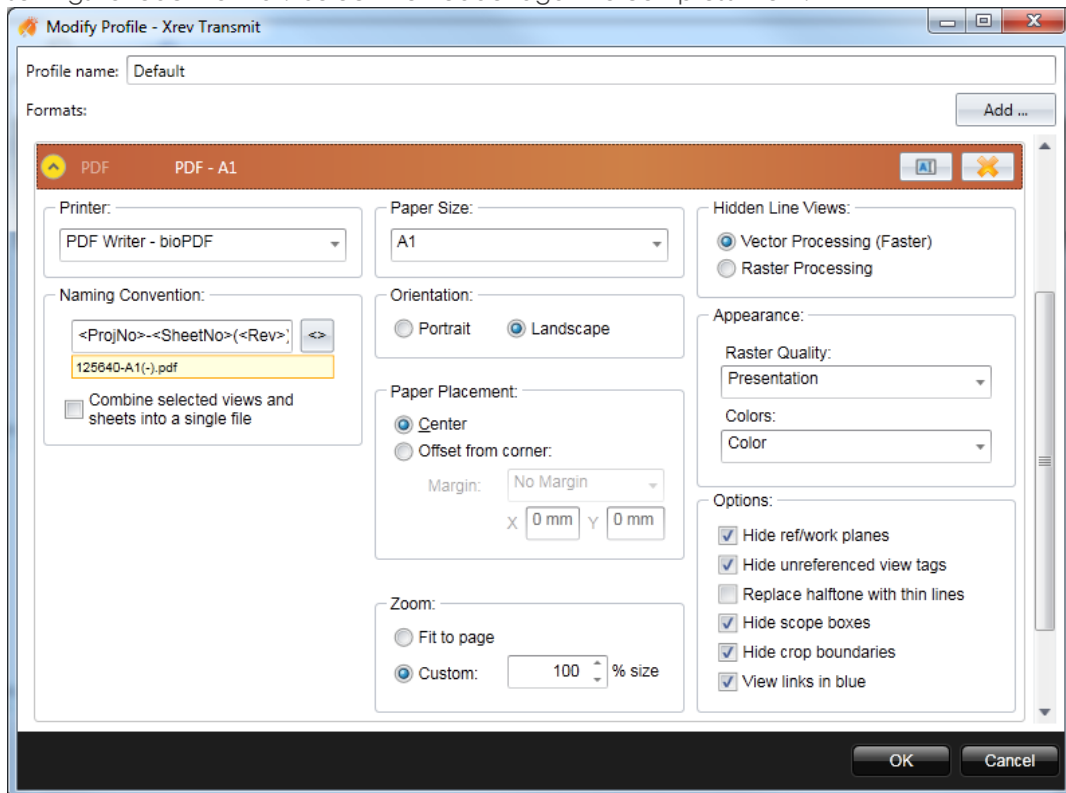
- (a) **C:\ProgramData\Cadway\Xrev** (Windows 7), OR
- (b) **C:\Documents and Settings\All Users\Application Data\Cadway\Xrev** (Windows XP)

11. You can **edit the template file using Microsoft Word 2007** or later. You can re-layout the sections, reorder the columns and completely change all the fonts and styles in the document to meet your office protocols. We suggest creating a copy first and editing the copy in case you make a mistake. Please refer to section [customising the transmittal](#) for more information.
12. Next, set the **Naming Convention**. In the above example you can see that by using the  button you can add Revit and Windows parameters into the name to have it adjust automatically for each project. You can also set the naming convention up to have a complete file path or a relative file path to have it placed into a separate folder to the default output location. Refer to [Output Locations](#) for more information.
13. The last critical area to setup is your **format requirements and profiles**. Select the **Formats tab** in the left hand window.
14. You can see that it is possible to setup multiple profiles. These profiles are groups of output formats. You may have a default Profile for the office, a default profile for particular clients or even a default project just for specific projects depending on their exact requirements. Select the “**Default**” Profile and choose “**Modify**”.
15. This opens a new window displaying the Profile Name and all the formats it includes. Generally we suggest **renaming the default profile** to be more specific to your company. This way you know that you have customised it to suit your office standards. IE: In our case it would be “Cadway Default”.

16. You can Delete unwanted formats or Rename them to suit your office standards as needed. As well as Add new formats using the **Add...** button.



17. If you **click the orange bar** on any of the formats they will **expand** to reveal the actual settings for each format. Select the header again to compress them.



18. The settings generally match those that are within the Revit Print and Export menus, with the exception of the **Naming Convention** fields. Again by using the **<>** Drop Down menu you can **add parameters** from Revit to format the actual naming of the files.

19. Here is an example of a **PDF naming convention**. In this case all the PDF's would get placed in a PDF subfolder within the "**Default Output Location**"

Naming Convention:

PDF\<ProjNo>-<SheetNo>(<Rev>).pdf

PDF\125640-A1(-).pdf

Combine selected views and sheets into a single file

20. Finish setting up all your formats to your requirements and then click **OK** to save them. **Xrev Transmit is now setup for you to issue sheets/drawings with!**