

masterspec



FOR

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ARCHICAD

MASTERKEY FOR ARCHICAD - MANUAL

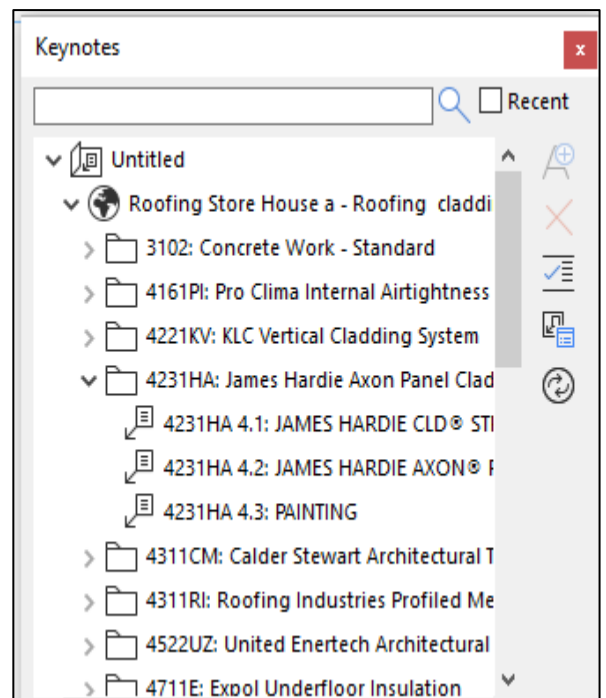
INTRODUCTION

Masterspec's MasterKey Keynote systems combines ArchiCAD Keynotes with the power and ingenuity of the NextGen2 platform. Now, for the first time, MasterKey dynamically connects your ArchiCAD project with your Masterspec specification document. MasterKey draws correctly numbered keynotes from the Selections area of your NextGen2 specification sections directly into your ArchiCAD project .

Any changes that you make to your specification selections update into your project keynotes. The update can apply wherever that keynote occurs throughout the entire drawing set.

This automatically appears as an option in your Palettes menu once the practice subscription is confirmed and your name has been added as a MasterKey user in NextGen2. After logging in with your Masterspec personal user details, MasterKey allows full keynotes functionality, including custom keynote creation and editing, access to your practice specifications.

Follow the steps below for instructions on downloading, installing, linking your specifications to your projects and more.



Please note you must also own cadimage keynote tool to install MK2 for ArchiCAD.

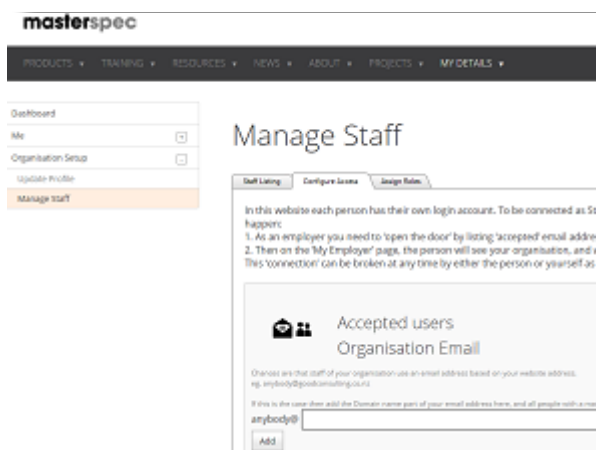
INSTALLING ENABLING MASTERKEY ON YOUR ARCHICAD SOFTWARE

To use the Keynotes tool in ArchiCAD you must have a Masterspec NextGen2 personal user account and be connected to a practice with a paid Masterspec subscription. If you don't have a personal account [go here to sign up](#).

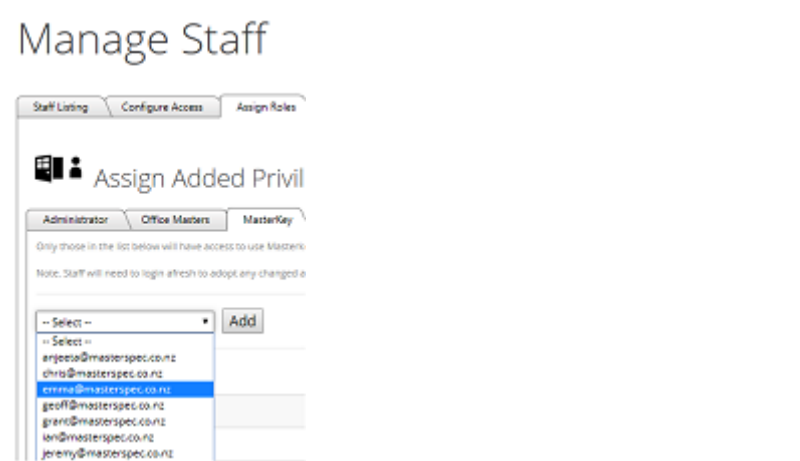
Please note, if you are a new NextGen2 user then you must associate your account with your practice subscription. To find out how [watch this short video](#).

1. IMPORTANT - BEFORE LOGGING IN, ENSURE YOUR PRACTICES NEXTGEN2 ADMINISTRATOR HAS ALLOWED YOU ACCESS TO YOUR MASTERKEY ACCOUNT.

To add your name, the practices Administrator must log into Masterspec NextGen2. They will select the My Details > Manage Staff > Configure Access. The details of the user must appear in the Manage Staff list. If the user does not appear, they must register a NextGen2 account and associate it with the practice



To add the name to the MasterKey list, select the **MasterKey** tab in the **Assign Roles** menu. From the drop-down list select the name of the person to be given access to MasterKey as seen here.



Select **Add**, you will see the name of the person has been added to the list of MasterKey users.

Manage Staff

Staff Listing | Configure Access | Assign Roles

Assign Added Privileges

Administrator | Office Masters | **MasterKey**

Only those in the list below will have access to use MasterKey. (Max 10 staff)
Note: Staff will need to login afresh to adopt any changed access rights.

-- Select -- **Add**

| | | |
|--------------|-----------------------|--------|
| Emma Rolston | emma@masterspec.co.nz | delete |
|--------------|-----------------------|--------|

PLEASE COMPLETE THE ABOVE STEPS BEFORE LOGGING IN AND CONTINUING.

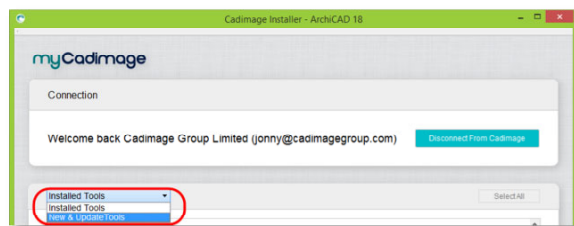
Once registered and linked to a Masterspec NextGen2 subscription you will need to install MasterKey on your computer. Everyone who has ArchiCAD and Keynotes has the Cadimage installer on their computer.

In Windows you will find it at **C:\Program Files (x86)\Cadimage Installer**

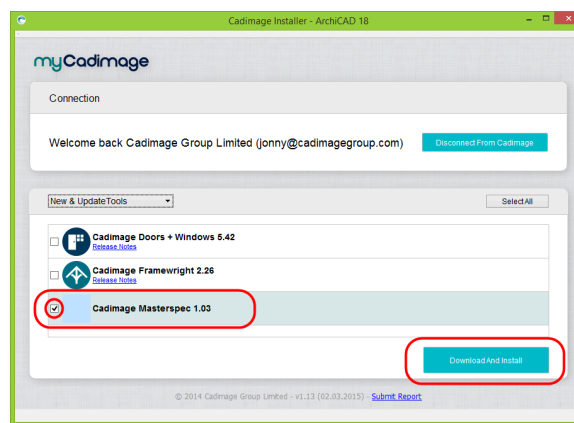
In Mac it is under **Applications>Cadimage Installer**

With your ArchiCAD closed, launch the Cadimage installer and go to the 'New & Update Tools' dropdown

NB You must also have Cadimage Keynotes installed



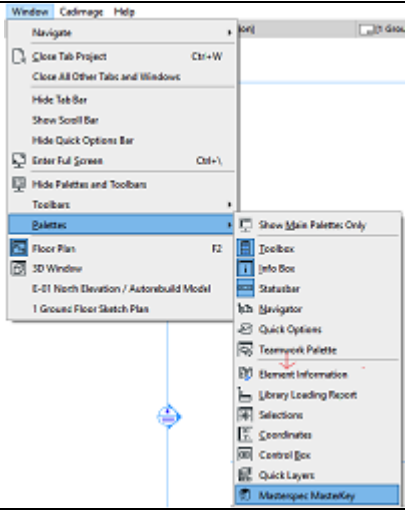
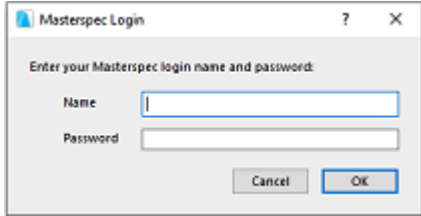
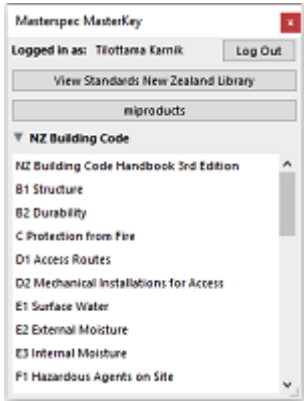
Masterspec Masterkey will appear in the list. Select **Cadimage Masterspec** and then select 'Download and Install'.



Once MasterKey is installed in Cadimage, open your ArchiCAD programme. The first task is to find and open the Masterspec MasterKey palette and link it to the correct Masterspec specification database.

You may start using MasterKey at any point while creating your specification. To generate and view keynotes, add the appropriate sections to your specifications.

ENABLING MASTERKEY IN ARCHICAD

| | |
|---|--|
| <p>In ArchiCAD, select Window>Palettes>Masterspec MasterKey.</p> |  |
| <p>In the pop-up window select Login and enter your personal Masterspec login details. Select OK.</p> |  |
| <p>This will present you with the full Masterspec MasterKey Palette.</p> |  |

The palette offers links to extensive reference material including

- The Standards New Zealand Library (If you subscribe to this service through Masterspec)
- The New Zealand Building Code (If you subscribe to this service through Masterspec)
- The **miproducts** National Product database
- The Masterspec specification projects current or archived for the practice

all while remaining within your ArchiCAD project.

LINKING A MASTERSPEC DATABASE INTO YOUR PROJECT

Logging in will unlock all the Keynotes functionality in MasterKey for ArchiCAD. To start using MasterKey you must first link the keynotes database from your Masterspec specification.

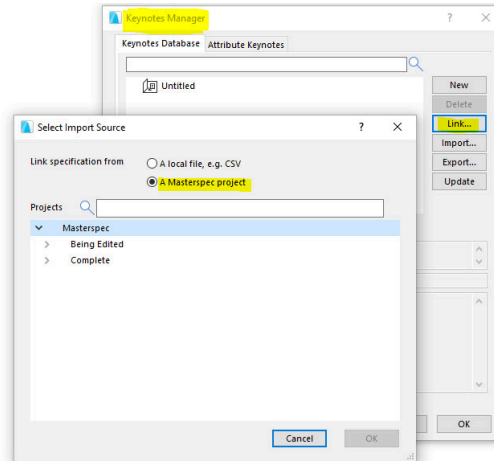
LINK A MASTERSPEC DATABASE

Link keynotes from a Masterspec Project in the ArchiCAD by selecting Cadimage > Keynotes > Keynotes Manager.

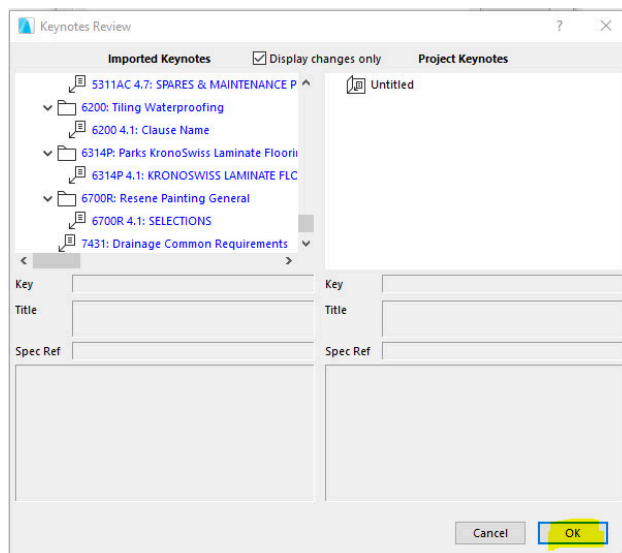
Select the **Link** button, and then **Masterspec Project**. Masterspec projects are organised by their NextGen2 status. This helps navigate to the required specification. These statuses are:

- **Being Edited**
- **Complete**
- **Archived**

Use the search field box to find a particular project if you have a large number of specifications. Select **OK** once you locate your project name.



Once you select **OK**, you will be presented with a new **Keynotes Review Window** showing you the keynotes database. This will link to Review as Project Keynotes.



MASTERKEY: PLACING A MASTERKEY KEYNOTE

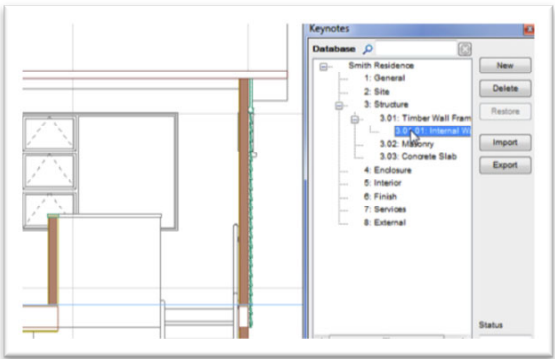
MasterKey integrates and operates within ArchiCAD's proprietary Keynotes system. Having imported and linked the MasterKey keynotes database from your Masterspec specification the keynotes are available from within the ArchiCAD keynoting tool.

Full Cadimage Keynotes Documentation can be found at : <http://cadimage.com/support/knowledgebase/keynotes/product-overview-0390>

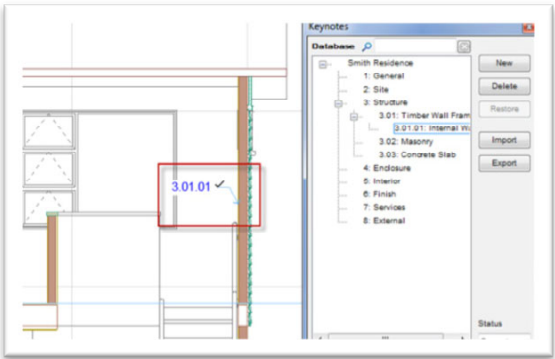
To place a Keynote please follow the instructions below.

MASTERKEY: PLACING A KEYNOTE

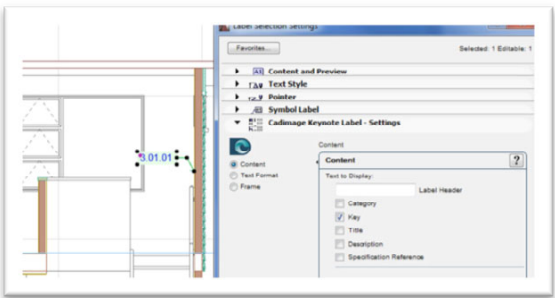
Double-click on the object you wish to keynote



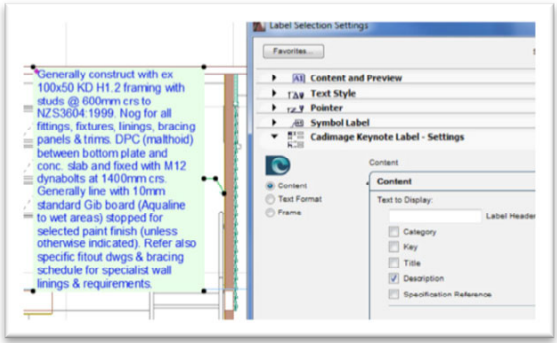
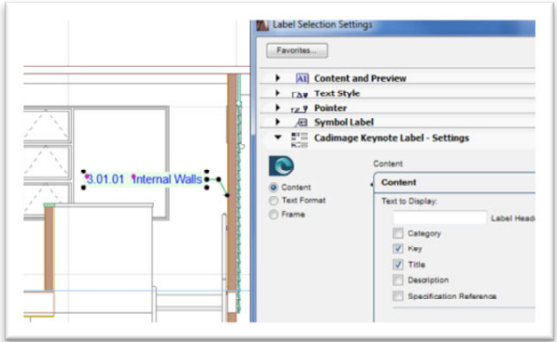
Draw a label



Select the label and open its **Settings** dialog



By default the label shows the **Key** only. But you can change keynote style to display the appropriate information.

| | |
|---------------------------|--|
| <p>Description</p> |  |
| <p>Key + Title</p> |  |

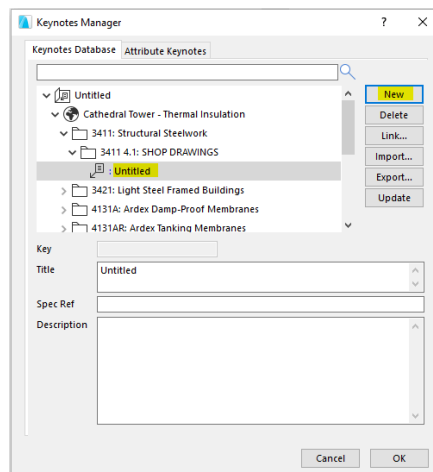
MASTERKEY: CREATING CUSTOM KEYNOTES

You will notice that at the top of the file tree in the Keynotes panel that the selected database displays a globe symbol - this means the Keynotes come from an online resource and are generated and controlled by the Masterspec NextGen2 website.

Any modifications to these keynotes are done directly in the masterspec specification. These changes will then be reflected in the pointed specification and your keynotes when you "update" in Masterkey. You can also add any custom keynotes as you require in both Masterkey and Masterspec.

CREATING CUSTOM KEYNOTES

Select the drop-down arrow beside project name and then the section name. Highlight the clause title and select **New**. A new custom keynote with the title untitled is created. You can edit the title and add a description to it.



MASTERKEY: IMPORTING AN ADDITIONAL LOCAL DATABASE

You can now have multiple databases within the Keynotes palette. This means that you can have your Masterspec specification synchronized to the project, plus add your local office keynotes database. We would however recommend that you where possible use one source for your keynotes.

UPDATING MASTERKEY KEYNOTES WHEN YOUR SPECIFICATION CHANGES

All modifications to keynotes generated from your Masterspec specification must be made via the Masterspec NextGen2 website or in ArchiCAD. The changes will then be pushed through by clicking Refresh in Masterspec or Update through Keynote Manager in ArchiCAD.

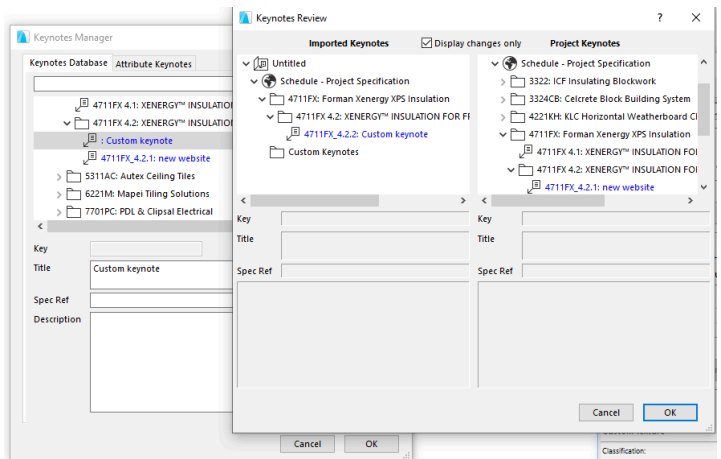
UPDATING KEYNOTES

To accept these modifications in your ArchiCAD project, select **Update** in the Keynotes Palette. This will automatically connect to the Masterspec servers. It will source and download the revised specification for your ArchiCAD project.

The Keynotes Review palette will then appear showing you the changes for your specification. The changes are displayed as follows

Grey = Deleted

Blue = Added or modified



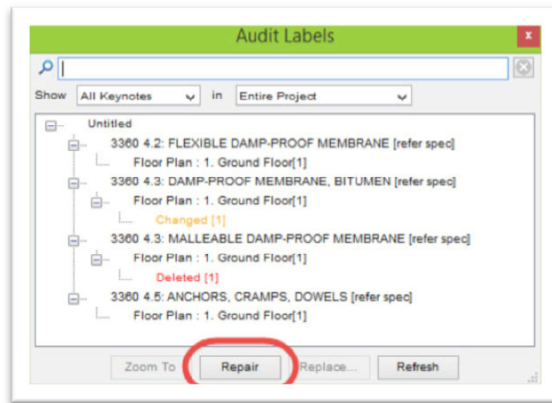
Review the changed Keynotes by clicking on them to ensure you are happy to proceed before updating your ArchiCAD project database. This may be particularly useful if the person responsible for the specification is not also doing the drafting. If you are happy with the changes, click **OK** to update your **Project Keynotes database**. However, this action **will not update the already placed labels** throughout your project. To update the Keynotes [see the next section](#).

UPDATING ALREADY PLACED KEYNOTE LABELS

The MasterKey Audit Labels palette will automatically appear to notify you of the required changes to your project's labels by listing each keynote and how many times it appears on each view.

UPDATING PLACED KEYNOTE LABELS

If the placed Keynotes have been modified or removed, the palette will highlight this modification with coloured text.



You can then select either the entire project or one particular note and then select **Repair**. This will update the Label in your ArchiCAD project with the new database entry, or it will remove it if the entry has been removed.

For more information go to <http://www.masterspec.co.nz/masterkey>