

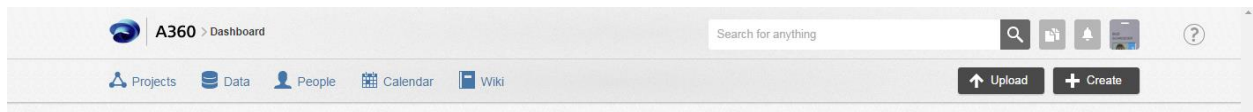


## A360 Handout: Getting Started in A360

Excited about the new A360? Wondering where to start? You've come to the right place. The first thing to do is log into A360 Team. If you haven't created an account yet, [sign up here](#).

**TIP:** Want to watch a video of this A360 tutorial instead? Click [here](#)

Now that we have a site created, let's login and take a quick look at the navigation of the site.



You can break the top area into two rows: the top navigation bar and the content navigation bar. In the top navigation bar, we have the Dashboard that will always bring you back to this screen. Next, we have the Search bar, Progress, Notifications and Account settings. Last but not least is the question mark "?" and that is the Help.

**TIP:** Anytime you want to get back to this main page on A360 click on the logo, A360 or Dashboard and it will return you back to this page.

The second row covers Projects, Data, People, Calendar, Wiki Upload and Create. This gives you pretty much everything to get started with A360.

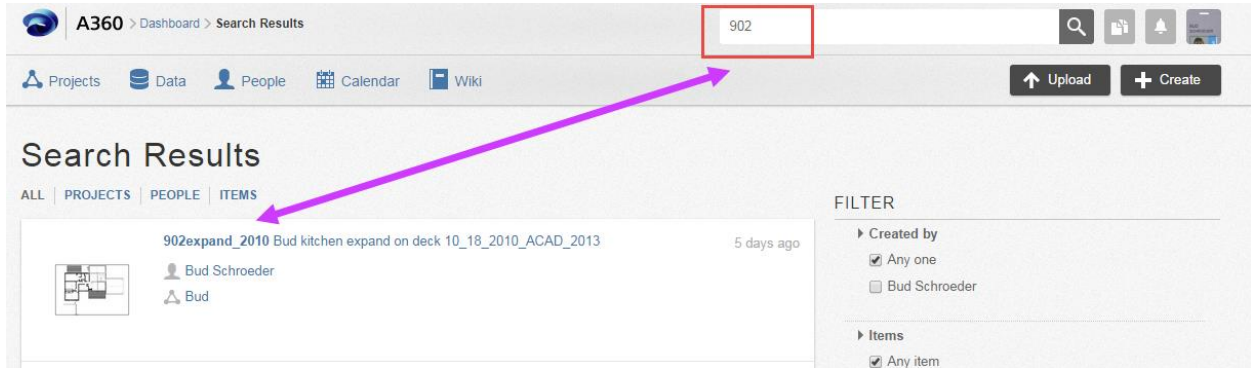
**TIP:** This is covered in more detail in the help. Click on the question mark, help and then expand "About the Dashboard"

Now let's go ahead and break these down starting with the top row navigation. As mentioned in the tip, clicking on the logo or dashboard takes you back to this main page. Next is the search bar. By default it will search your entire hub, but you can filter these searches to specific areas. You can use this for a quick search for something like a drawing.

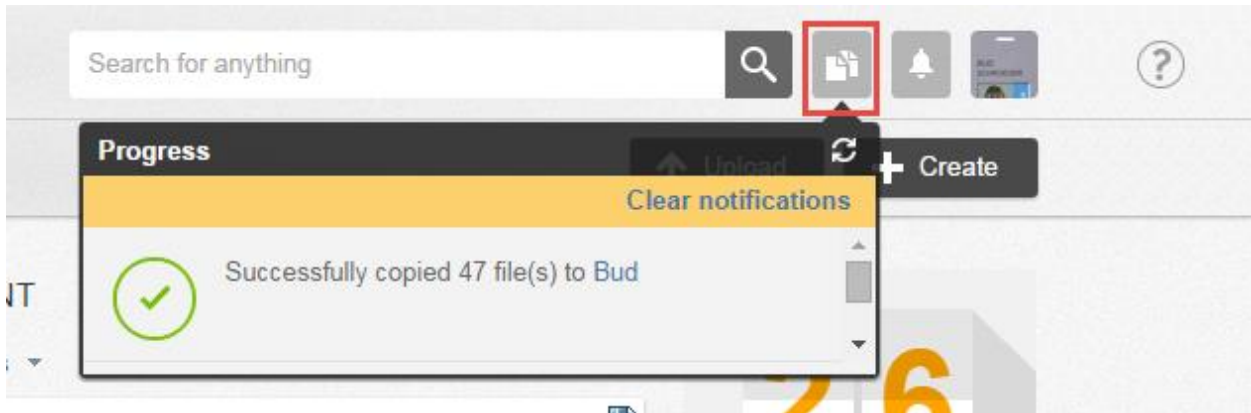
**TIP:** You can type in partial letters or numbers to search the hub.



Maybe you uploaded a drawing file and you wanted to find it quickly. You could just type in part of the name of that drawing file. In my example, I have a house floor plan and I just type the first three letters of the drawing name and it shows up.

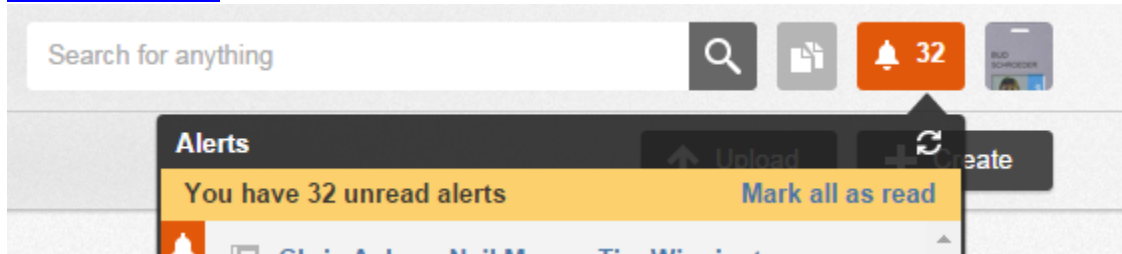


Next up we have the Progress icon. You can use this to see what the status is on your data uploads. In my screen shot you see that I uploaded successfully 47 files to Bud.

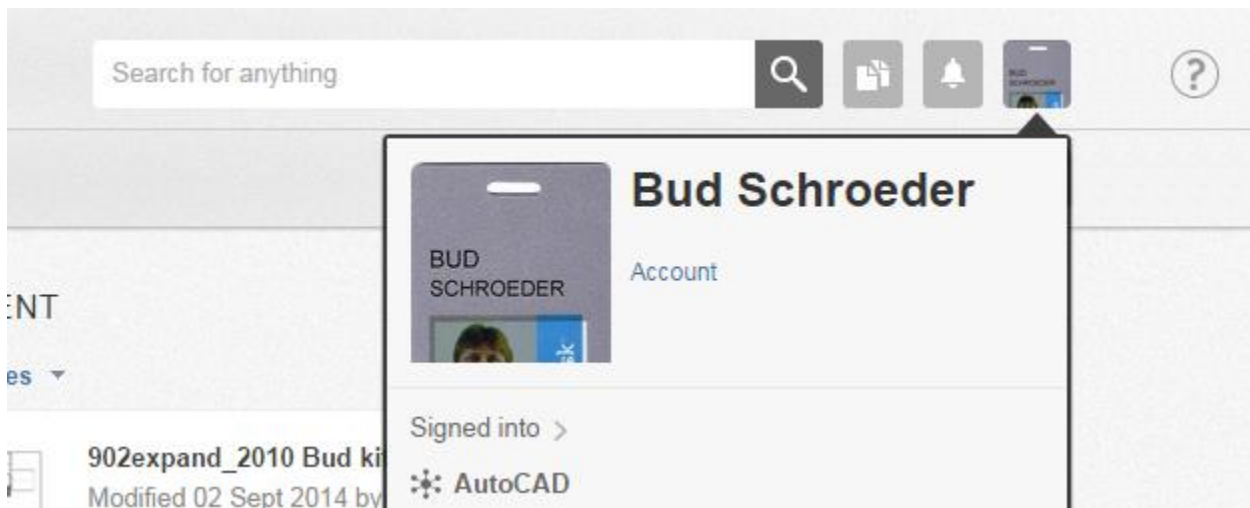
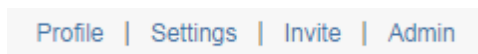


Next to Progress we have the Notifications bell icon. This is where you will find notifications from others that have posted comments to you or people that you may be following. You can refresh the notifications by clicking on the arrows. You can also mark all alerts as read.

**TIP:** When you have a new hub there may not be many notifications at all.



After notifications we find your login settings, and this is where you can configure your profile, adjust settings for your hub, Invite others to the hub and administer the site.



This next part is my favorite, it's the help section. You will notice it's a question mark in a circle. Click on that and take a look at all the options.

**TIP:** When you click on the Question mark, it will open a new tab in your browser.

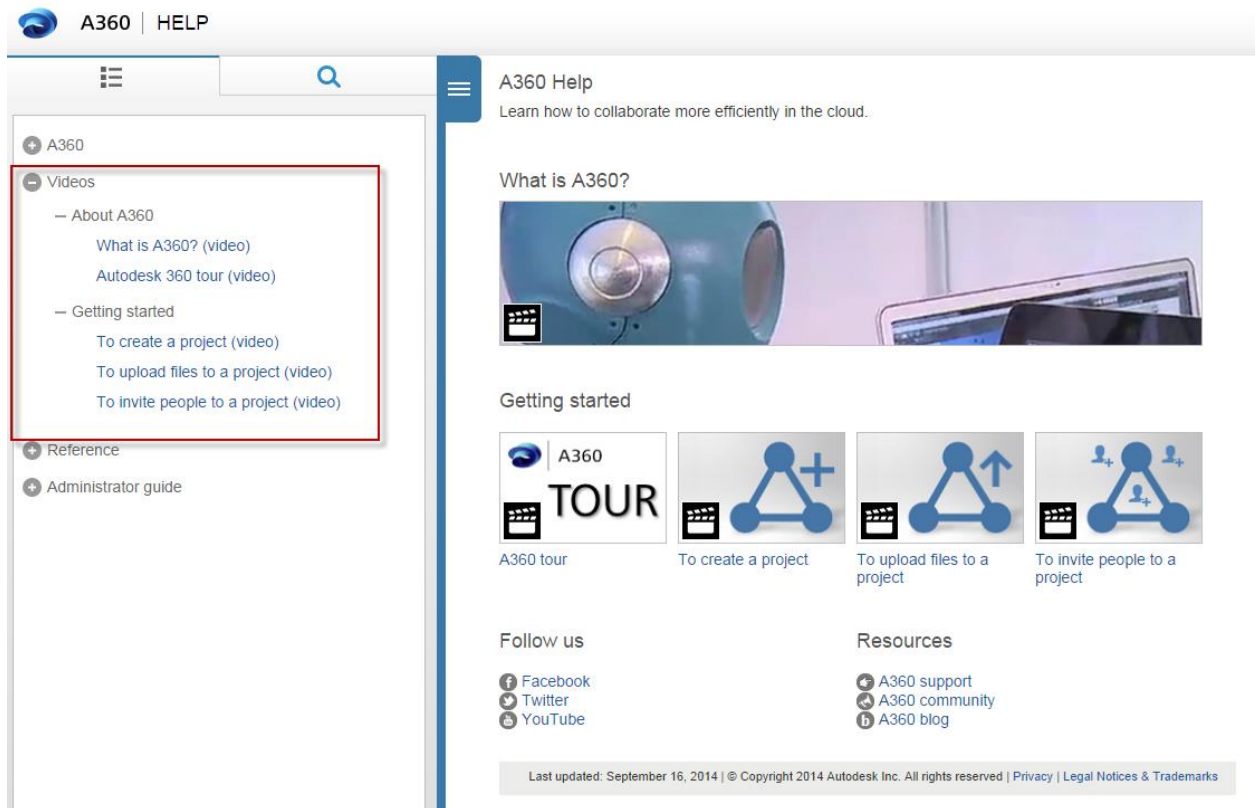
Once help is open, be sure to check out the Videos. Sometimes a picture is worth a thousand words, so a Video must be worth even more. We suggest that you first take a look at the "What is A360 Video and the Autodesk 360 Tour. It will give you more details about on what we just covered with this first blog. Once you have completed those two videos, take a look at the several Getting Started videos:



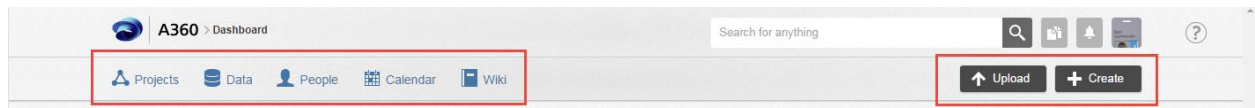
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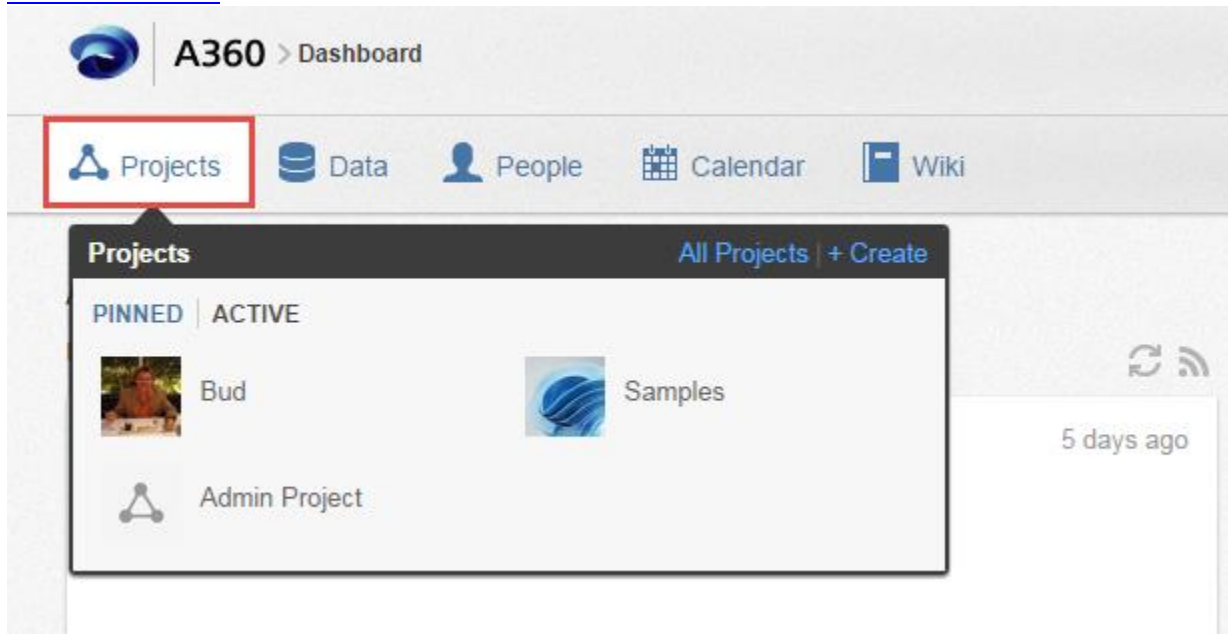
- To create a project
- To upload files to a project
- To invite people to a project



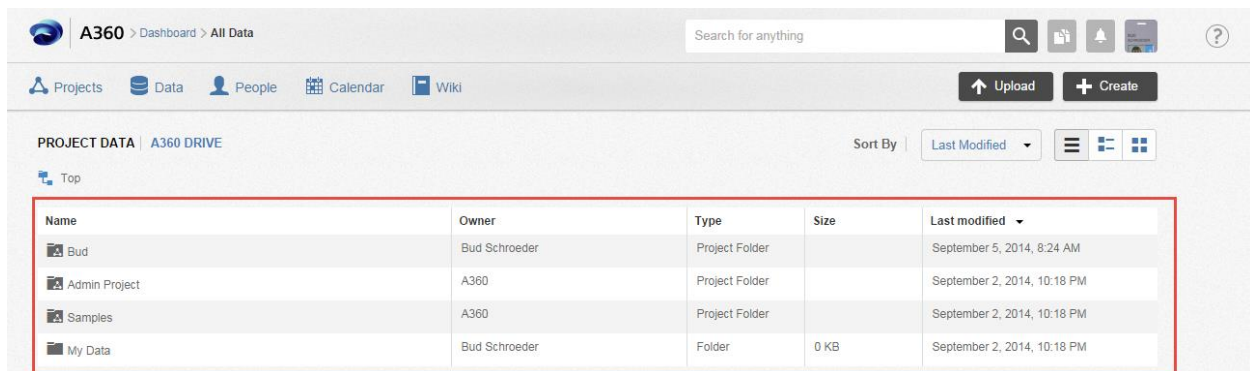
Let's move on to the second row and talk about these options. We can break this down into two main sections.



Project, Data, People, Calendar, Wiki covers the first part, then we have Upload and Create for the second part. The first part is getting into the power of A360 and Projects. Once you have multiple projects created, you can see them by clicking on "Project". This will give you a list of projects available on your hub.



Clicking on “Data” will give you a list of all the data in your hub. You can see the names of the projects, the owner of the data and they type of data that is displayed. You also see size and last modified.



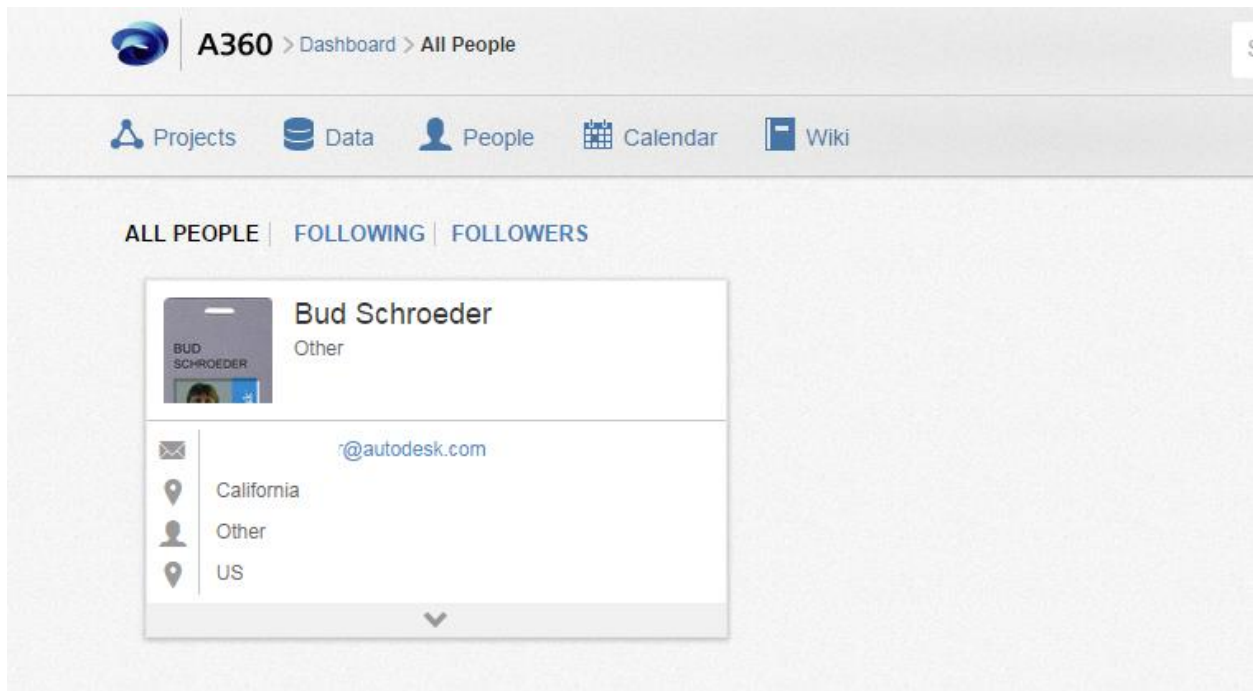
**TIP:** You can click on the name of any of the projects to go to that project. So if your project is called Bud, you can click on Bud to open that project in the data view.



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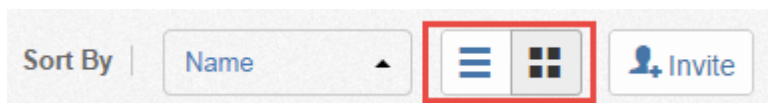
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People will give you a list of all the people that are part of your hub. This is a new hub, so you only see me. But as you invite others to your hub, you will be able to see a list of them here or in the People section of the project.



In the People view you can also see people that you are following and people that are following you.

**TIP:** If you have someone that you are interested in following what they are doing on the hub, you would follow them. Then you will get updates about them in the hub activity feed and also notifications.

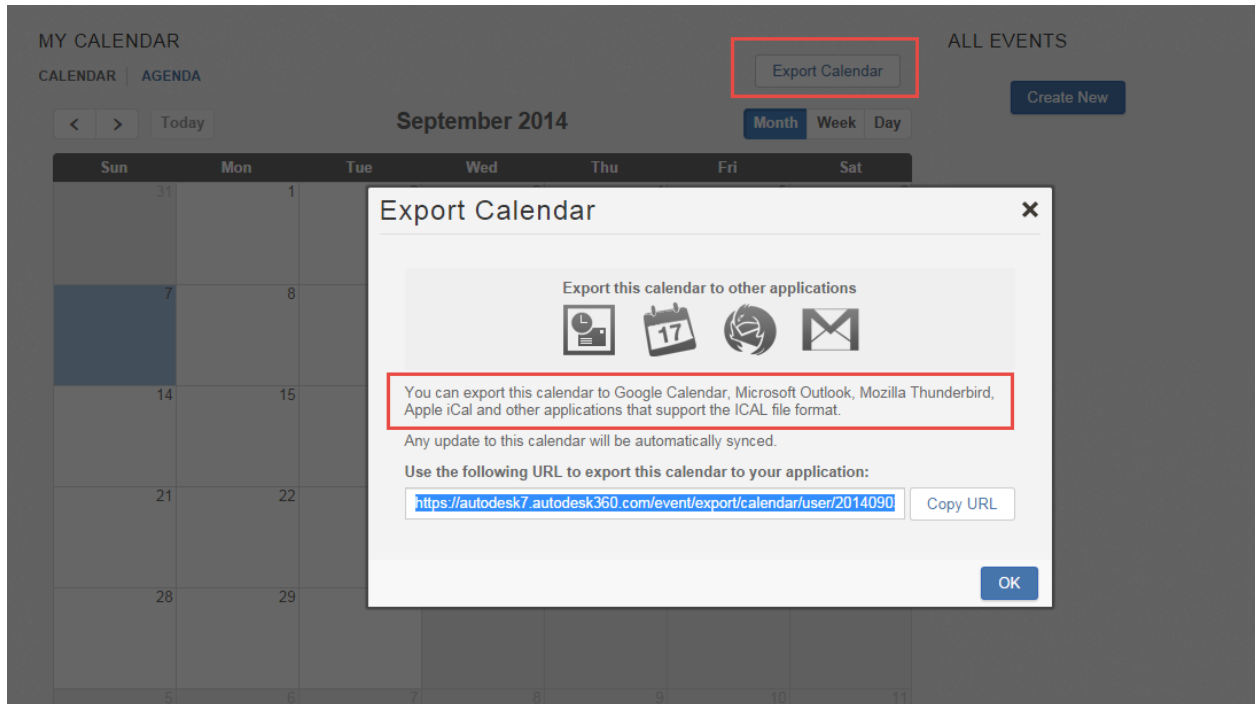


As you start creating more projects and inviting more people to your hub, you may want to sort by name. You also can toggle the view between list and thumbnail views. And you can also invite people to your hub or specifically to a project.

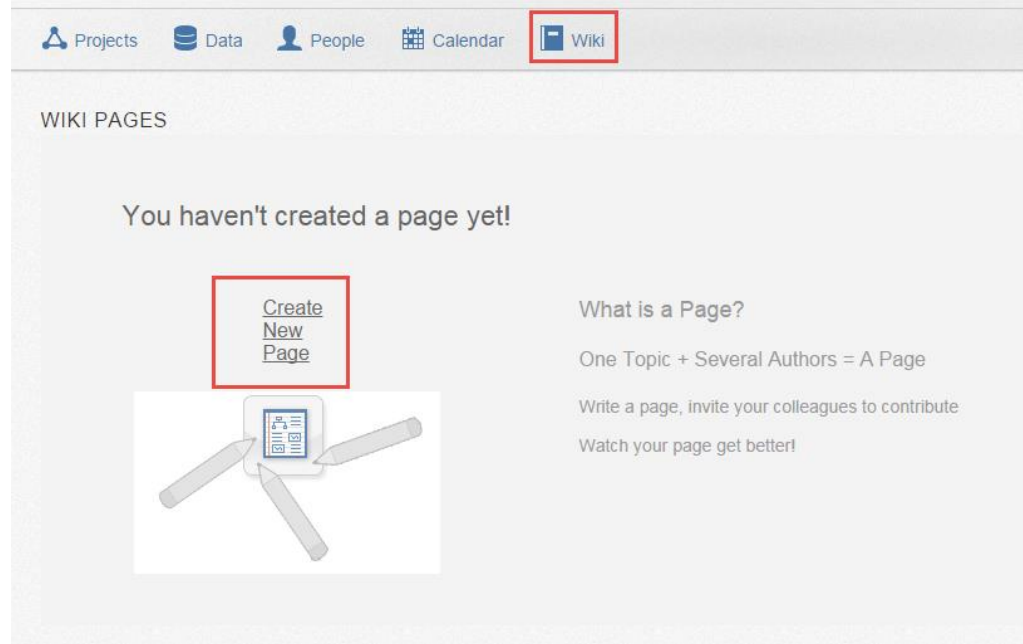


**TIP:** You may want to invite people at the project level so that they are invited to that specific project that they are working on.

Next up we have Calendar. This is a standard calendar that you can update with information on projects or other items you are working on. It has both the Calendar and Agenda. It can also be exported out to your calendar. Once you click on Export you will see what the options are. You can also find out more details on this in the help.



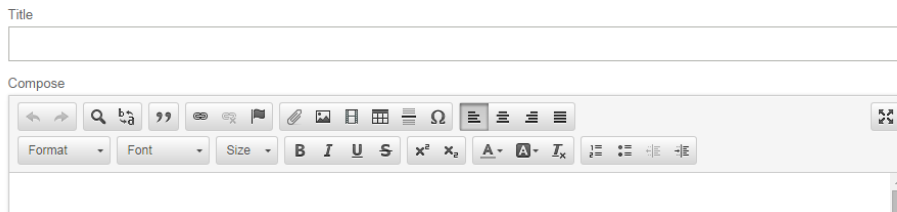
Wiki is a great place to post information that you may want to allow multiple people to edit. You can post training information, or meeting notes, list of materials. There are a lot of options with the Wiki.



**TIP:** You can create Wiki pages specific to projects once you are in the Project view, click on Wiki. If you have not created a Wiki yet, you can click on the “Create New Page” graphic and it will take you into your first Wiki.

Once you have created the basic Wiki, you can give it a title, and compose the text. You have multiple formatting tools in the Wiki.

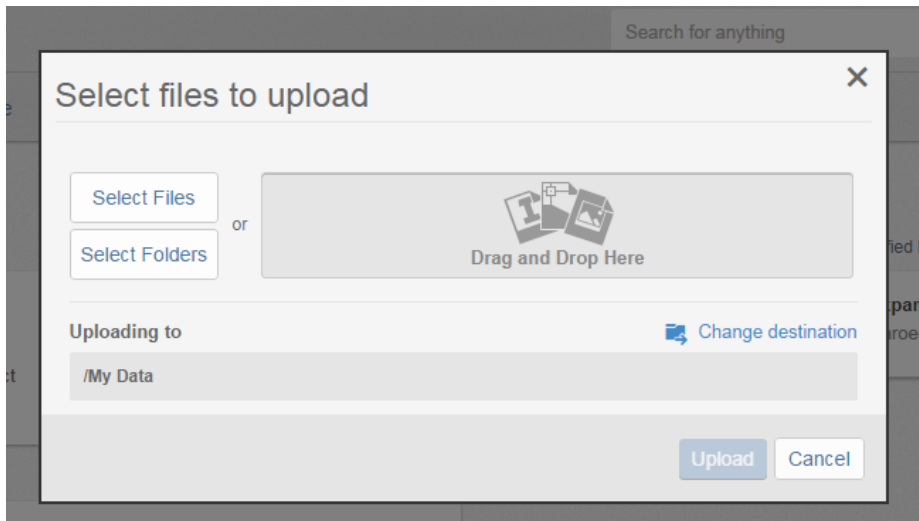
CREATE PAGE



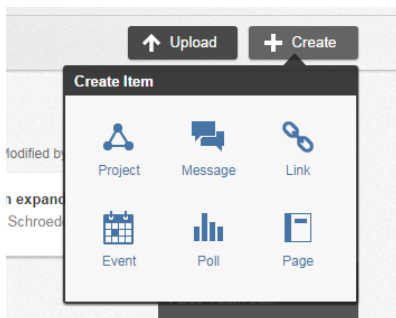
We are down to the last two options for this blog post. “Upload” and “Create”. If you click on the Upload button you can browse to files and folders you want to upload, or you can drag and drop to the target zone.

**TIP:** For drag and drop you want to use Chrome or Firefox.





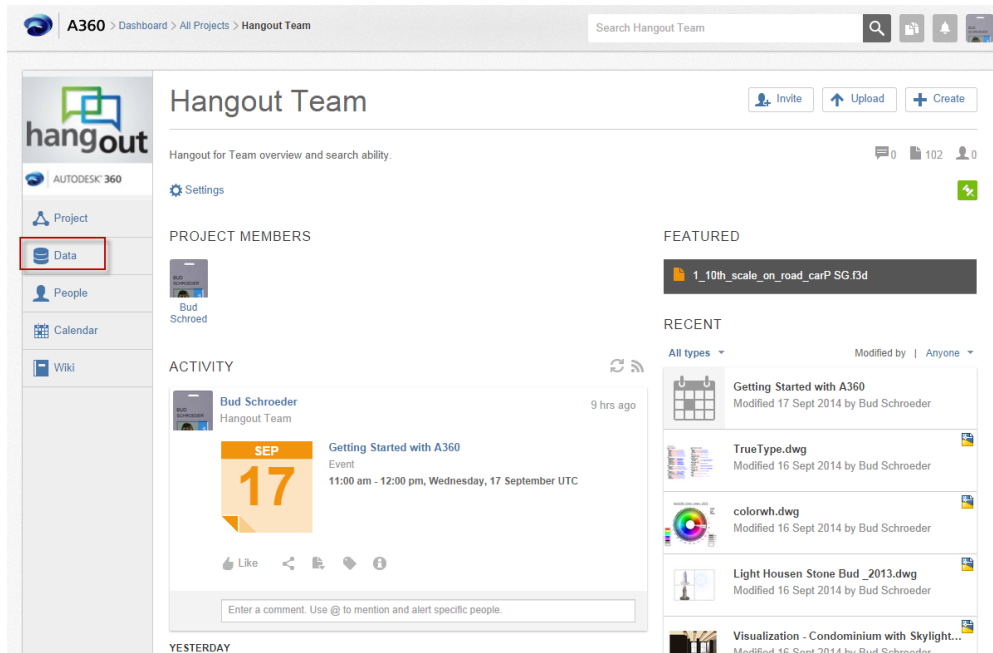
When you click on the “+ Create” button, you have multiple options. Project, Message, Link, Event, Poll and Page.



Each of these icons has a specific task. Project, creates a project, you can post a message on the hub, you can create a link to share with people, create an event for your calendar, create a poll and last but not least create a page for a Wiki.

Now go back to the Help question mark and take a look at the videos on getting started and on creating your first project.

Earlier we talked about search from the hub, so now let's take a look at search from the LMV (Large Model Viewer). We will start by going to a Project that has drawings in the DATA folder.



Click on DATA to view the data that you have uploaded in your project. In my case I have a 3 drawings already uploaded.

**TIP:** Click on the different tile modes to change how you view the data.



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Hangout Team

Upload Create

PROJECT DATA Sort By Last Modified New Folder

Hangout Team > Shawn G

Select All No items selected.

<input type="checkbox"/>	Name	Owner	Type	Size	Last modified
<input type="checkbox"/>	MasterGrill 2013-V2 - Andy...	Bud Schroeder	CAD file	33 MB	September 16, 2014, 1:18 PM
<input type="checkbox"/>	Inventor_Suspension_3D.dwf	Bud Schroeder	CAD file	1 MB	September 16, 2014, 1:18 PM
<input type="checkbox"/>	1_10th_scale_on_road_car...	Bud Schroeder	CAD file	10 MB	September 16, 2014, 1:18 PM

Next click on the drawing and open it up. This brings up the LMV so you can view and rotate your model. There are multiple options once the viewer is open. On the right side you see a search bar, comments, history of uploads and basic details on the drawing.

1\_10th\_scale\_on\_road\_carP SG

Search this item

Version 1 (Latest)  
Last updated by Bud Schroeder a day ago  
Stored in Hangout Team Folders > Shawn G  
Created by Bud Schroeder on 16 Sept 2014 at 13:18

hangout

Like Comment

1 comment

Bud Schroeder 24 hrs ago  
Added new tag : hangout

Enter a comment. Use @ to mention and alert specific people.

Download X

LEFT

On the top left side of the viewer are more options. Share, Actions, Tags, Information, download. And X to exit the viewer.

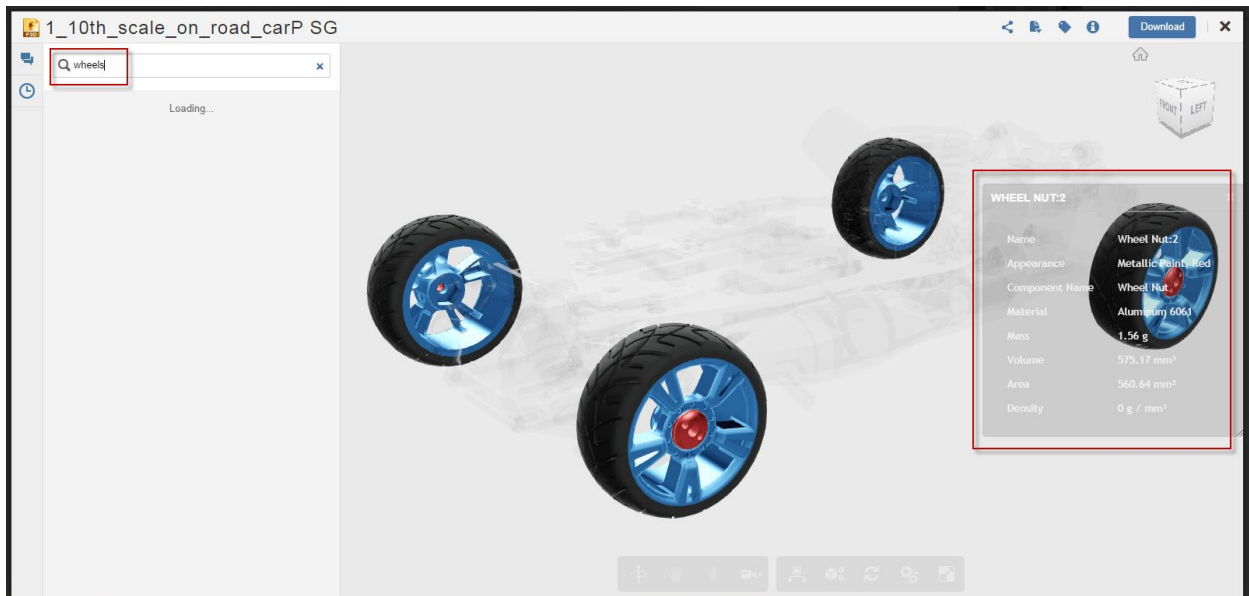


**TIP:** Mouse over the bottom of the viewer to reveal the viewer menu bar.



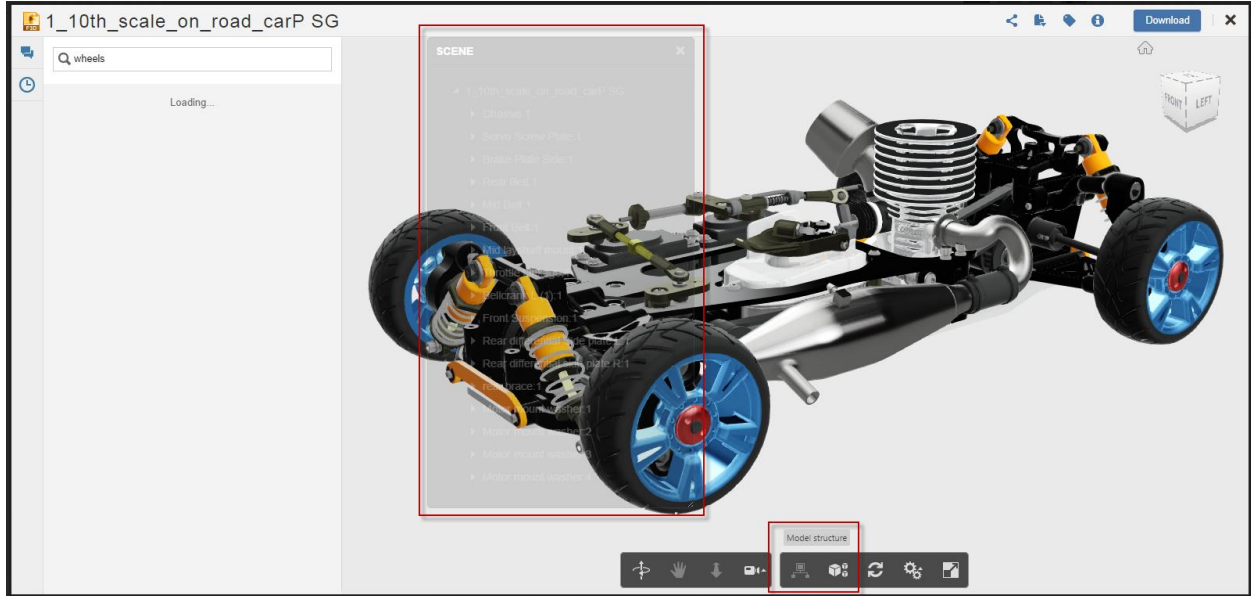
Grayed out on the bottom of the viewer are more controls. Orbit, Pan, Zoom, Camera, Explode Model, Reset Model, Settings and my favorite... Full screen view!

Let's take a look at the search capabilities. In the upper right hand corner we will type in "wheel". Notice we find all for wheels and also bring up a dialog that shows details of what is showing in the viewer.

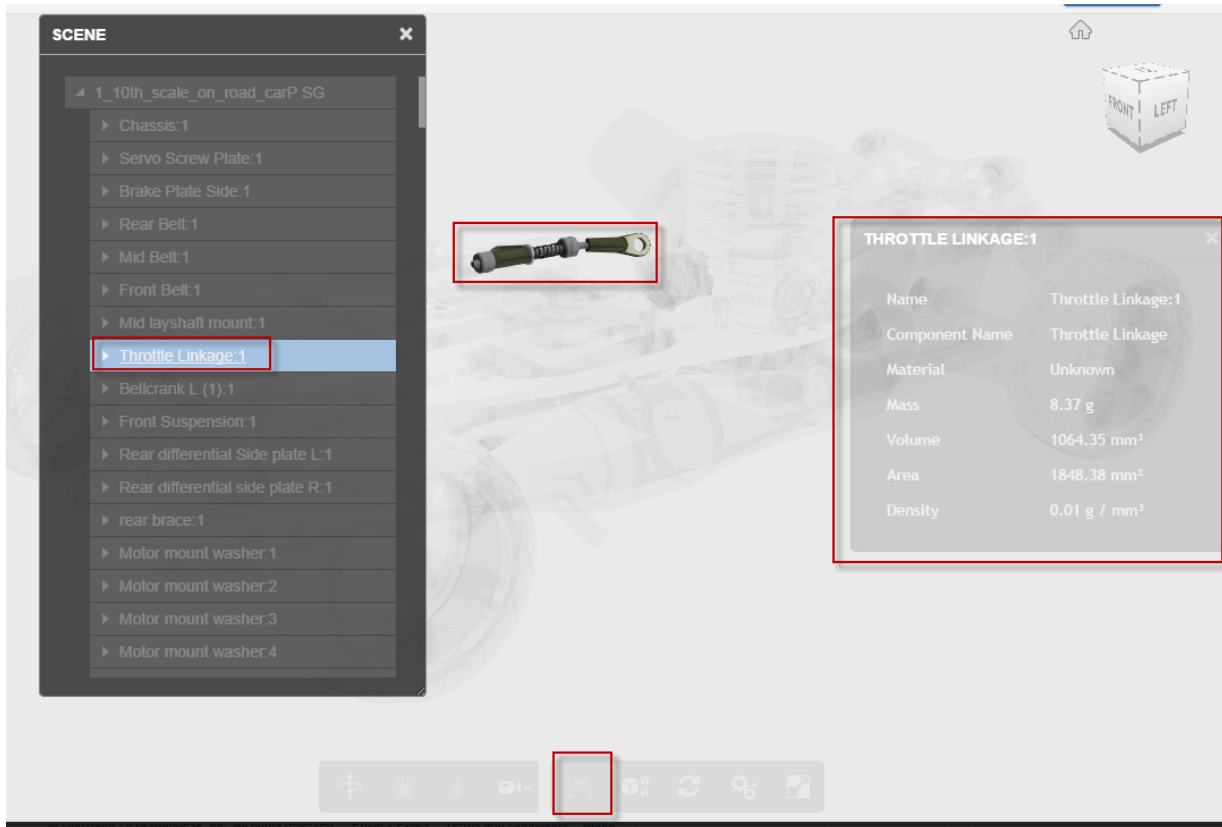


**TIP:** There are multiple ways to search your drawings. In the upper left corner of the viewer, and from the toolbar Model View on the bottom of the viewer.

Mouse over the toolbar on under the model in the Viewer and click on "Model Structure" This brings up a dialog that shows all the details in the model.



Start clicking on the text in the dialog box and notice it displays parts in the model.



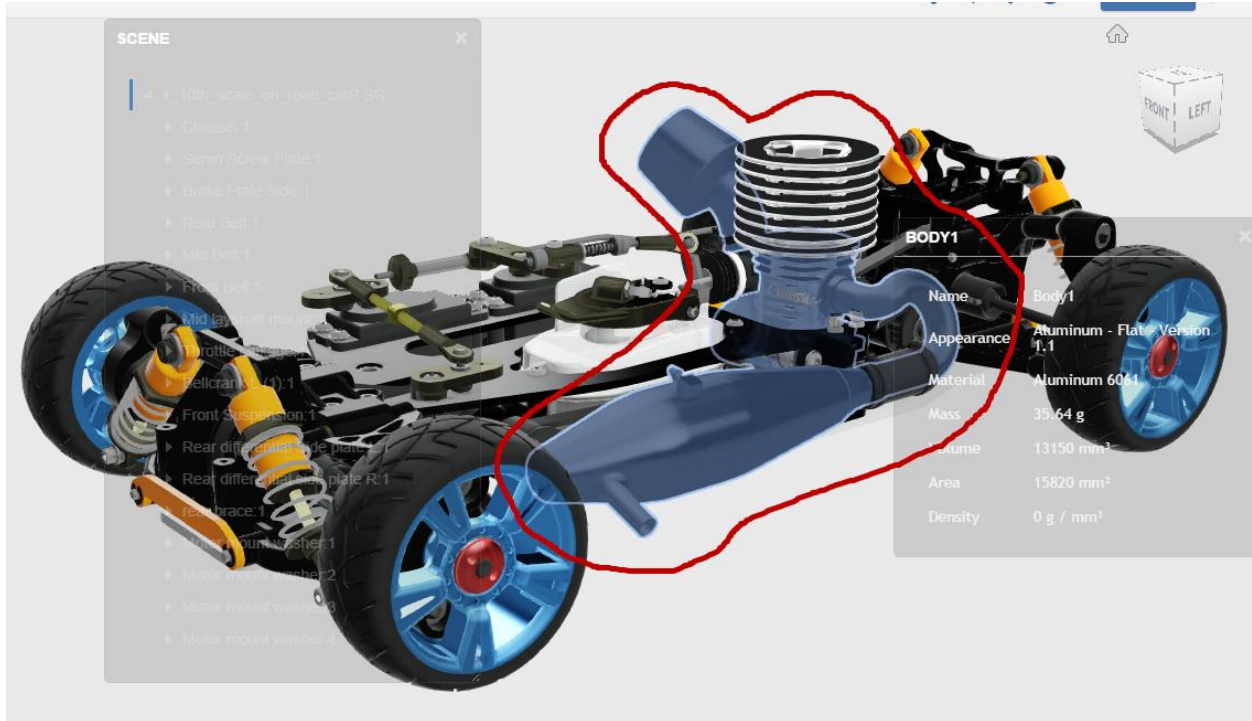
In some cases you may not know what the name of the part is you want to isolate in the model, so click on the part.



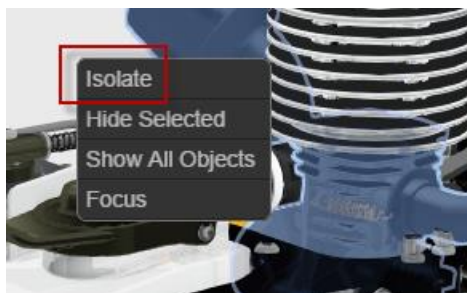
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**TIP:** You can select multiple parts by using the CTL key while clicking on more parts.



Now that you have selected multiple parts right click on the model and select "Isolate" NOTE that you have multiple options here including Hide Selected, Show all Objects and Focus.. Play around with these options to see better how they work.



Once you click on "Isolate" you will see the rest of the model dim.



**TIP:** If you want to have the entire model shows again right click and select "Show all Objects". This will make everything visible again.





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That is a quick look at multiple ways to view and search your models. Now go out and load some of your own drawings and models, then take A360 for a test drive.

### **Still stuck? Don't sweat it! Here are some quick links for answers:**

- ✓ If you have questions or an idea to share, post them here:

[www.autodesk.com/community-a360](http://www.autodesk.com/community-a360)

- ✓ Bookmark the A360 Help page to view video tutorials:

<http://www.autodesk.com/a360-help>