
Sketchup Users Guide

As recognized, adventure as well as experience more or less lesson, amusement, as with ease as bargain can be gotten by just checking out a book Sketchup Users Guide also it is not directly done, you could recognize even more approximately this life, more or less the world.

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SketchUp 2013 for Interior Designers John Wiley & Sons

Google SketchUp: The Missing Manual Pogue Press

Google SketchUp: The Missing Manual
Packt Pub Limited

A modern, comprehensive, and practical guide to help you master SketchUp. Whether you are looking to learn the basics or hone your skills and get winning tips, The Complete Guide to SketchUp Pro will give you the tools you need. This guide encompasses the entire software, demonstrates the complete set of commands, and is accompanied by examples, exercises, and screenshots. It is adapted to all versions of SketchUp and is suitable for professionals of the extended design community. In this step-by-step guide you will learn: how to incorporate advanced commands how to create an impressive presentation how to export data, while emphasizing the correct and most efficient ways of working in SketchUp Yael

Kedem, interior designer, founder, and owner of SketchUp Center in Israel has a rich experience of mentoring thousands of people. In her book, she shares her knowledge to help you make your wild design ideas a simple reality.

SketchUp for Builders John Wiley & Sons

"SketchUp is software designed to accommodate your personal design process.

(Too often it is your process that must accommodate software.) Start with massing and loose proportions, and then add detail as you go. Or, if you need to draw more accurately, SketchUp can accept exact dimensions or exchange precision data with industry standard CAD systems at any time. Unlike CAD, you can approach design problems at the level of abstraction that is appropriate to your design goals, even as they change throughout a project." - page 7.

SketchUp for Interior Design SDC Publications

The 2nd edition of Chopra's Google SketchUp provides key pedagogical elements, which help prepare readers for the workforce. The content provides real-world and applied material including better PowerPoint presentations and how-to animations. Additional features include updated content to reflect software upgrades and market use; new pedagogy elements and interior design; and more robust resources

that will be appropriate for different users of Google SketchUp. The book also addresses the similarities between the adapted title, *Google SketchUp 8 for Dummies*, and *Google SketchUp 2*. This includes a title that contains the core content and basic software how-to from *For Dummies*; revised TOC to reflect the course; and new material developed/written by writer and academic advisors/reviewers. This edition goes beyond the basic software use to teach on portions of SketchUp.

Interior Design Using Hand Sketching, SketchUp and Photoshop John Wiley & Sons

Discover BIM: A better way to build better buildings Building Information Modeling (BIM) offers a novel approach to design, construction, and facility management in which a digital representation of the building product and process is used to facilitate the exchange and interoperability of information in digital format. BIM is beginning to change the way buildings look, the way they function, and the ways in which they are designed and built. The *BIM Handbook, Third Edition* provides an in-depth understanding of BIM technologies, the business and organizational issues associated with its implementation, and the profound advantages that effective use of BIM can provide to all members of a project team. Updates to this edition include: Information on the ways in which professionals should use BIM to gain maximum value New topics such as collaborative working, national and major construction clients, BIM standards and guides A discussion on how various professional roles have expanded through the widespread use and the new avenues of BIM practices and services A wealth of new case studies that

clearly illustrate exactly how BIM is applied in a wide variety of conditions Painting a colorful and thorough picture of the state of the art in building information modeling, the *BIM Handbook, Third Edition* guides readers to successful implementations, helping them to avoid needless frustration and costs and take full advantage of this paradigm-shifting approach to construct better buildings that consume fewer materials and require less time, labor, and capital resources.

[Photographic Rendering with V-Ray for SketchUp](#) John Wiley & Sons

The sure way for design professionals to learn SketchUp modeling and rendering techniques *Rendering In SketchUp* provides instructions for creating 3D photoreal graphics for SketchUp models using integrated rendering programs. The book serves as a beginner rendering manual and reference guide to further develop rendering skills. With an emphasis on step-by-step process, SketchUp users learn a universal approach to rendering varied SketchUp projects, including architecture, interiors, and site design models. The book focuses on tasks and principles at the core of photorealistic rendering, including: **Rendering process:** Learn a step-by-step process focused on workflow within SketchUp's familiar workspace. **Universal method:** Understand how the process can be used to work with a variety of different integrated rendering programs, including Shaderlight, SU Podium and Twilight Render**. These programs are easy to learn and function in SketchUp. **> Textures and materials:** Discover how to obtain, apply and edit texture images representing surfaces. **Component details:** Learn how to acquire and organize model details to allow for rich, expressive settings while maintaining computer and SketchUp performance. **Exterior and simulated lighting:** Learn to set exterior lighting with the SketchUp's Shadow menu or illuminate a scene with simulated lights, lamps, and bulbs. **Render settings:** Use specific settings for various rendering programs to

quickly set texture character, image quality, and graphic output. Computer specifications: Find out how computers produce renders and the type of computer hardware required to streamline the process. Photoshop post-processing: Learn how to further refine rendered images in Photoshop. **Free online chapters: The book reviews specific settings for SketchUp and the rendering plug-in Shaderlight. Given the ever-changing nature of technology, free, online accompanying chapters detail settings for additional integrated rendering programs including SU Podium, Twilight Render, and more.

Google SketchUp: The Missing Manual New Riders

If you want to learn to create 3-D models using Google SketchUp, this Missing Manual is the ideal place to start. Filled with step-by-step tutorials, this entertaining, reader-friendly guide will have you creating detailed 3-D objects, including building plans, furniture, landscaping plans -- even characters for computer games -- in no time. Google SketchUp: The Missing Manual offers a hands-on tour of the program, with crystal-clear instructions for using every feature and lots of real-world examples to help you pick up the practical skills you need. Learn to use the basic tools, build and animate models, and place your objects in Google Earth. With this book, you will: Learn your way around the SketchUp workspace, and explore the differences between working in 2-D and 3-D Build simple 3-D shapes, save them as reusable components, and use SketchUp's Outliner to show or hide them as you work Tackle a complicated model building with lots of detail, and discover timesaving tools for using many components Animate the model by creating an interior walkthrough of your building Dress up your model with realistic material shading and shadows, and place it in Google Earth It's easy to get started. Just download the program from Google.com, and follow the instructions in this book. You'll become a SketchUp master in a jiffy.

Packt Publishing Ltd

Go beyond the basics: making SketchUp work

for you Architectural Design with SketchUp, Second Edition, is the leading guide to this incredibly useful tool for architects, interior designers, construction professionals, and makers. With easy to follow tutorials that first brush up on the basics of the program and then cover many advanced processes, this resource offers both informative text and full-color illustrations to clearly convey the techniques and features you need to excel. The updated second edition has a new chapter that explains how to make things with SketchUp, and covers 3D printing, design to fabrication, CNC milling, and laser cutting. Other chapters also now cover Building Information Modeling (BIM) and 3D web content generation. Additionally, the revised text offers insight into the latest products and plugin extensions, navigation methods, import/export options, and 3D model creation features to ensure you have an up to date understanding of how to make SketchUp help you meet your project goals. A leading 3D modeling application, SketchUp features documentation capabilities through photorealistic renderings and construction drawings. Because of its ease of use and ability to be enhanced with many plugin extensions for project-specific applications, SketchUp is considered the tool of choice for professionals in the architecture, interior design, construction, and fabrication fields. Access thoroughly updated information in an easy to understand writing style Increase your efficiency and accuracy when using SketchUp and refresh and supplement your understanding of SketchUp's basics Explore component-based modeling for assembly, scheduling, collaborative design, and modeling with a BIM approach Find the right plugin extensions and understand how to best work with them See how easy it is to generate presentation-ready renderings from your 3D models Learn how you can use 3D printing, CNC milling, and laser cutting to make things with SketchUp Use cookbook-style Ruby coding to create amazing 3D objects Supplement your knowledge with video tutorials, sample files, and Ruby scripts via a robust companion website Architectural Design

with SketchUp, Second Edition, is an integral resource for both students and professionals working in the architecture, interior design, construction, and fabrication industries.

Construction Documents Using SketchUp Pro 2020: A Short Project-based Course to Increase Your Effectiveness at Using SketchUp and Give You a Truly Pro SDC Publications

The first step in making your ideas a reality SketchUp offers a vast array of tools that help you get your building, woodworking, and design plans out of your head and into a real model. Even if you've never dabbled in the software, SketchUp All-in-One For Dummies makes it easy to get started as quickly as the ideas pop into your head!

Providing real-world insight from top SketchUp insiders, these six-books-in-one teach you how to tackle the basics of the program and apply those skills to real-world projects. You'll discover the basics of modeling as they apply to either free or paid versions of SketchUp before diving into creating models to use for making objects, constructing buildings, or redesigning interiors.

Navigate the SketchUp product mix Get familiar with the basics of modeling View and share your models Make your architecture, interior design, and woodworking dreams a reality You have tons of great ideas—and now you can harness this powerful software to bring them to life.

Sams Teach Yourself Google SketchUp 8 in 10 Minutes Packt Publishing Ltd

This book is filled with examples explaining the theoretical concepts behind them. Filled with sample screenshots, diagrams, and final rendered images, this book will help readers develop an understanding of photographic rendering with V-Ray. If you are a SketchUp

user who would love to turn your favourite modelling application into a 'virtual photography studio', then this book has been designed and written for you. Existing V-Ray users will also find plenty to enjoy and benefit from in this book. Some basic experience with SketchUp and familiarity with photography will be helpful, but is not mandatory.

SketchUp for Site Design Pogue Press

A guide for leveraging SketchUp for any project size, type, or style. New construction or renovation. The revised and updated second edition of The SketchUp Workflow for Architecture offers guidelines for taking SketchUp to the next level in order to incorporate it into every phase of the architectural design process. The text walks through each step of the SketchUp process from the early stages of schematic design and model organization for both renovation and new construction projects to final documentation and shows how to maximize the LayOut toolset for drafting and presentations. Written by a noted expert in the field, the text is filled with tips and techniques to access the power of SketchUp and its related suite of tools. The book presents a flexible workflow method that helps to make common design tasks easier and gives users the information needed to incorporate varying degrees of SketchUp into their design process. Filled with best practices for organizing projects and drafting schematics, this resource also includes suggestions for working with LayOut, an underused but valuable component of SketchUp Pro. In addition, tutorial videos compliment the text and clearly demonstrate more advanced methods. This important text: Presents intermediate and advanced techniques for architects who want to use SketchUp in all stages of the design process Includes in-depth explanations on using the LayOut tool set that contains example plans, details, sections, presentations, and other information Updates the first edition to reflect the changes to SketchUp 2018 and the core functionalities, menus, tools, inferences, arc tools, reporting, and much more Written by a SketchUp

authorized trainer who has an active online platform and extensive connections within the SketchUp community. Contains accompanying tutorial videos that demonstrate some of the more advanced SketchUp tips and tricks. Written for professional architects, as well as professionals in interior design and landscape architecture, *The SketchUp Workflow for Architecture* offers a revised and updated resource for using SketchUp in all aspects of the architectural design process.

Google SketchUp and SketchUp Pro 7 Bible "O'Reilly Media, Inc."

Trimble SketchUp (formerly Google SketchUp) is an all-purpose 3D modeling tool. The program is primarily developed around architectural design, but it can be used to model just about anything. It is an easy way to quickly communicate your design ideas to clients or prospective employers. Not only can you create great still images, SketchUp also is able to produce walkthrough videos. The tutorials will introduce you to using SketchUp to create 3D models for interior design. Several pieces of furniture are modeled. The process is broken down into the fundamental concepts of 2D line work, 3D extraction, applying materials and printing. For a little inspiration, this book has several real-world SketchUp project images throughout. Also, a real-world project is provided to explore and it is employed in the book to develop a walkthrough animation. Rather than covering any one feature or workflow in excruciating detail, this book aims to highlight many topics typically encountered in practice. Many of the tutorials build upon each other so you have a better understanding of how everything works, and you finish with a greater sense of confidence. In addition to "pure" SketchUp tutorials, which comprises most of the text, you will also enjoy these "extended" topics: Introduction to LayOut; an application

which comes with SketchUp Pro Manufacturer specific paint colors and wallcoverings Manufacturer specific furniture Manufacture specific flooring Photorealistic rendering using V-Ray for SketchUp Working with AutoCAD DWG files Working with Revit; including how to bring SketchUp models into Revit This book has been written with the assumption that you have no prior experience using Trimble SketchUp. With this book, you will be able to describe and apply many of the fundamental principles needed to develop compelling SketchUp models. Although the book is primarily written with a classroom setting in mind, most individuals will be able to work through it on their own and benefit from the tips and tricks presented.

Google SketchUp Guide for Woodworkers MasterSketchUp

Presented here is a detailed step-by-step guide to building a house model from scratch and transforming it into finished construction documents. Our book contains tips and tricks about how to go from a sketch to fully finished Plans, Sections, Elevations and Details. Each page is painstakingly designed to make it extremely clear how every step works. This course was formulated from years of experience not only using SketchUp in practise but teaching professionals and students from many different backgrounds. Written by an experienced architect who has used SketchUp to design and project many types of jobs from a house extension to commercial office buildings, it has been shaped by extensive practise of design and building. Some of the best professional workflows you'll find anywhere are contained within the course material. Learning the tools is fundamentally important, but more than that we need to understand how tools and settings work together in the most effective way.

Structured around a building project which was designed and project managed by the author, the course details all the steps required to construct walls, windows, doors, roof in a professional manner using correct naming procedures. Elements are organised according to best practise. Groups and Components must be correctly located to be truly effective, and a proper method for structuring elements is clearly outlined in a unique, comprehensive graphic. Each concept is clearly documented including Groups, Section Cuts, Styles, Scenes (or Views), Perspectives vs Orthogonal Views. Tools are each used in a challenging context so that the reader gets an in-depth understanding of how each works in practise. Pages are set out using ultra-clear graphics which link each step with a visual reference. Our model is built up in a way that follows the real-life construction process: Walls are laid out at the same time that floor slabs are formed; Windows are put in place inside the wall structure; Internal Walls are constructed and doors are inserted; Finally the roof is created complete with rooflights. The procedure for creating and locating Component Libraries is demonstrated. The model then undergoes a process of Section Cut placement. Scenes (Views) are set up using the Section Cuts; These constitute our Plans, Sections and Elevations. Textures are added to elements. Materials selection and creation is explained in detail. Following on from this is the creation of a construction detail based on the main model. Using a bespoke SketchUp model environment, the formation of a comprehensive 3D detail is illustrated complete with Scenes. Once the model and its views have been prepared, it is then ready to be placed into LayOut, SketchUp Pro's graphics interface. Each Scene is inserted into LayOut, sized and

scaled. Notes and graphics are applied using text, callouts, lines. There is a unique section on creating a scaled 2D drawing in LayOut, using the program's vector graphics in a way that is as clear as any 2D CAD program. The Scrapbook Menu is a means of swiftly importing graphics that are both pre-loaded but can also be quickly added to. Procedures for creating our own graphics library is explained.

Recommended sizes for text, line weights and dimensions are illustrated. Each menu in LayOut is explained in detail. There are five "Killer Keystrokes" included in the book. These are shortcuts that have a massive impact on modelling time and convenience. Creation of shortcut keys is also explained. In the introduction section there are explanations of SketchUp's BIM capabilities. Further details are linked on SketchUp.Expert website, and links to BIM use-cases are provided. There is also a critique of 2D CAD and why SketchUp Pro is better to use for traditional CAD work. SketchUp has become the new "de-facto norm" for architecture and design professionals. There is simply no better way to illustrate design while translating into documentation.

The SketchUp Workflow for

Architecture John Wiley & Sons

The SketchUp to LayOut book is the essential guide for woodworkers, carpenters, architects, contractors, builders, and designers who already know the basics on how to use SketchUp, but are looking to create stunning presentations to visualize their ideas with their clients using LayOut. Learn the workflow for creating models specifically for LayOut Before you even begin modeling that first rectangle, you'll need to fully understand which type of model you should be building for LayOut. Don't make the mistake of creating twice the amount of

work for yourself because you didn't properly organize your model ahead of time. I'll teach you how to save time and frustration by organizing your model so YOU are in control of how your model viewports look. The entire first half of the book is dedicated to preparing your model for LayOut. From organizational workflow, to scenes and styles. I share with you my 5 point method I use to visualize and prepare every scene I create for LayOut. Not only will you understand exactly what those five points are, you'll learn multiple ways to control them. Using these methods, you will gain complete control over the look of your viewports in LayOut. You will master every aspect of a SketchUp scene and style, to enable you to create impressive presentations and drawings in the least amount of time possible. Is this too advanced for me? This book is designed for construction professionals who don't have any prior experience in LayOut at all. But it's also structured in a way that lets you look up specific tasks or methods without having to read the book cover to cover. I'll save you all the time and frustration that I went through when I first learned LayOut by quickly orienting you with the workspace, then jumping right in to creating your own titleblock, inserting SketchUp models, and adding dimensions. You should have some basic knowledge on how to use SketchUp. But if you're just starting out, you'll have complete access to my entire library of tutorials and videos for free on my website to bring you up to speed quickly. Every important aspect of LayOut is explained in the book, with step by step instructions for you to follow along. Learn exactly what you need to know and skip over all the little details you don't need to worry about. The book has been updated for 2014 so you'll even learn about the new Auto-Text tag feature, saving you a ton of time on those

redundant text edits. You'll see REAL examples The sample projects in the book are real projects, not hypothetical meaningless shapes and boxes, so you can see exactly how to apply the concepts you learn in context with the real world. Plus, the SketchUp and LayOut files are included with each book download so you'll be able to follow along and discover for yourself how to organize a similar project of your own. The sample projects include a woodworking table project, a kitchen project, and a three story house project. At the same time, each step by step instruction can be read and followed independently from the project. So if you need to go back and reference a certain part of the book to learn how to do something specific, you'll be able to do that too. Advanced Techniques I've consulted with many of the best SketchUp gurus in the world! I've hung out with Nick Sonder at the SketchUp basecamp conference. I've interviewed Aidan Chopra, SketchUp evangelist and author of "Google SketchUp for Dummies", Eric Schimelpfenig from SketchThis.net, and Alexander Schreyer, author of "Architectural Design with SketchUp". I've also consulted with Mike Brightman, author of "The SketchUp Workflow for Architecture", Daniel Tal, author of "Rendering In SketchUp", and many other great SketchUp experts.

Google SketchUp 7 For Dummies John Wiley & Sons

Annotation Creating video game environments similar to the best 3D games on the market is now within the capability of hobbyists for the first time, with the free availability of game development software such as Unity 3D, and the ease with which groups of enthusiasts can get together to pool their skills for a game project. The sheer number of these independent game projects springing up means there is a

constant need for game art, the physical 3D environment and objects that inhabit these game worlds. Now thanks to Google there is an easy, fun way to create professional game art, levels and props. Google SketchUp is the natural choice for beginners to game design. This book provides you with the workflow to quickly build realistic 3D environments, levels, and props to fill your game world. In simple steps you will model terrain, buildings, vehicles, and much more. Google SketchUp is the ideal entry level modeling tool for game design, allowing you to take digital photographs and turn them into 3D objects for quick, fun, game creation. SketchUp for Game Design takes you through the modeling of a game level with SketchUp and Unity 3D, complete with all game art, textures and props. You will learn how to create cars, buildings, terrain, tools and standard level props such as barrels, fencing and wooden pallets. You will set up your game level in Unity 3D to create a fully functional first person walk-around level to email to your friends or future employers. When you have completed the projects in this book, you will be comfortable creating 3D worlds, whether for games, visualization, or films.

Hands-On Software Engineering with Golang John Wiley & Sons

Create beautiful 3D models and presentations with SketchUp Pro and LayOut. SketchUp to LayOut, 2nd edition is a complete beginner's guide for learning SketchUp and LayOut. Effortlessly turn your ideas into 3D models using SketchUp, then document them in SketchUp's companion drawing program, LayOut. Even if you've never designed in 3D before, this book will guide you step by step. In addition to developing a complete understanding of SketchUp and LayOut basics, you'll learn advanced topics that

will build upon your new skills: Learn the five steps to creating scenes in SketchUp that will give you full control over the look of your SketchUp models in LayOut. Master the most important modeling concepts, such as model organization, object visibility, tag theory, and level of detail, to become more efficient and enable faster editing of your projects. Discover several advanced techniques to develop custom workflows that work best for you and your preferences. The only book you'll need to master SketchUp & LayOut!

SketchUp 2014 for Architectural Visualization John Wiley & Sons

SketchUp is an all-purpose 3D modeling tool. The program is primarily developed around architectural design, but it can be used to model just about anything. It is an easy way to quickly communicate your design ideas to clients or prospective employers. Not only can you create great still images, SketchUp also is able to produce walk-thru videos! This book has been written with the assumption that you have no prior experience using Google SketchUp. With this book, you will be able to describe and apply many of the fundamental principles needed to develop compelling SketchUp models. The book uses a series of tutorial style exercises in order to introduce you to SketchUp. Several pieces of furniture are modeled throughout the book. The process is broken down into the fundamental concepts of 2D line work, 3D extraction, applying materials, and printing. Although the book is primarily written with a classroom setting in mind, most individuals will be able to work through it on their own and benefit from the tips and tricks presented.

Sketchup Mac Os X User Guide John Wiley & Sons

Google SketchUp is the exciting free software package that makes 3D available to everybody. Whether you need to build 3D models for work, or you've just always wanted to explore 3D modeling, Google SketchUp was

made for you. Still, it does take a bit of understanding to get started, so turn to *Google SketchUp 7 For Dummies*. In classic For Dummies tradition, *Google SketchUp 7 For Dummies* gets right to the point so you can start creating 3D models right away. You'll learn to: Set up SketchUp, learn about edges and faces, use inferences and guides, and build your first model Establish a basic end-to-end workflow for creating and sharing models Model non-boxy objects like terrain, characters, bottles, and spheres Add details like stairs, gutters, and eaves Spruce up your models with styles and shadows to add effects, make objects pop, and enhance realism Use the LayOut function to draw with vector tools, add text and callouts, and print your work Design buildings and objects, export your models to other design programs or to Google Earth, and explore 3D animation On the book's companion Web site, you'll also find a bonus chapter and videos demonstrating more about what you can do with Google SketchUp. *Google SketchUp 7 For Dummies* also shows you what SketchUp can and can't do, and offers tips for solving common problems. Add a new dimension to your work today!

SketchUp 8 for Interior Designers John Wiley & Sons

"Whatever your skill level, this concise introduction to SketchUp gets you up to speed fast. Learn how to set up the program, use drawing tools, navigate in a 3-D space, sketch, refine drawings, and create shop-ready plans. Already know a little? This easy-to-skim video lets you focus on what's new to you.

Includes: sample project, tips, shortcuts, cheat sheet, and digital plan."--Container insert.

3D Printing with SketchUp John Wiley & Sons

The SketchUp to LayOut book is the essential guide for woodworkers, carpenters, architects, contractors, builders, and designers who already know the basics on how to use SketchUp, but are looking to create stunning presentations to visualize their ideas with their clients using LayOut. Learn the workflow for creating SketchUp models specifically for LayOut Before you even begin modeling that first rectangle, you'll need to fully understand which type of model you should be building for LayOut. Don't make the mistake of creating twice the amount of work for yourself because you didn't properly organize your model ahead of time. I'll teach you how to save time and frustration by organizing your model so YOU are in control of how your model viewports look. The entire first half of the book is dedicated to preparing your model for LayOut. From organizational workflow, to scenes and styles. Then, I share with you my 5 step method to visualize and prepare every scene I create for LayOut. These 5 steps will give you full control over the look of your model in LayOut. Visible Objects - Control what's visible in your scene by hiding or unhiding layers. Foreground Depth - Set the viewing plane depth at which you begin to see objects in your scene. By default, the foreground depth starts at the location of your camera, but you can manually set a foreground depth using section cuts and clipping planes. Background Depth - Set how deep into the model you want to see by using object masks or fog. Camera Perspective - Position your camera to the view you want to see, and configure your field of view and perspective settings. Style - Determine how your model will look. This includes render settings for the faces and edges in your model, but also includes specialty settings like watermarks, guides, and section planes. Not only will you understand exactly what those five points are, you'll learn multiple ways to control them. Using these

methods, you will gain complete control over the look of your viewports in LayOut. You will master every aspect of a SketchUp scene and style, to enable you to create impressive presentations and drawings in the least amount of time possible. Who is this book for? This book is designed for construction professionals who don't have any prior experience in LayOut at all. But it's also structured in a way that lets you look up specific tasks or methods without having to read the book cover to cover. I'll save you all the time and frustration that I went through when I first learned LayOut by quickly orienting you with the workspace, then jumping right in to creating your own titleblock, inserting SketchUp models, and adding dimensions. You should have some basic knowledge on how to use SketchUp. But if you're just starting out, you'll have complete access to my entire library of tutorials and videos for free on my website to bring you up to speed quickly. Every important aspect of LayOut is explained in the book, with step by step instructions for you to follow along. Learn exactly what you need to know and skip over all the little details you don't need to worry about. The book has been updated for 2014 so you'll even learn about the new Auto-Text tag feature, saving you a ton of time on those redundant text edits.