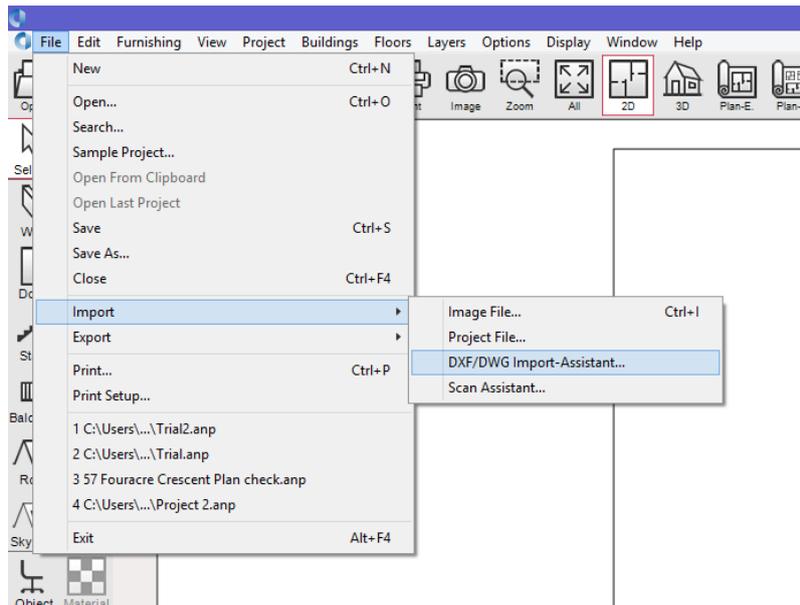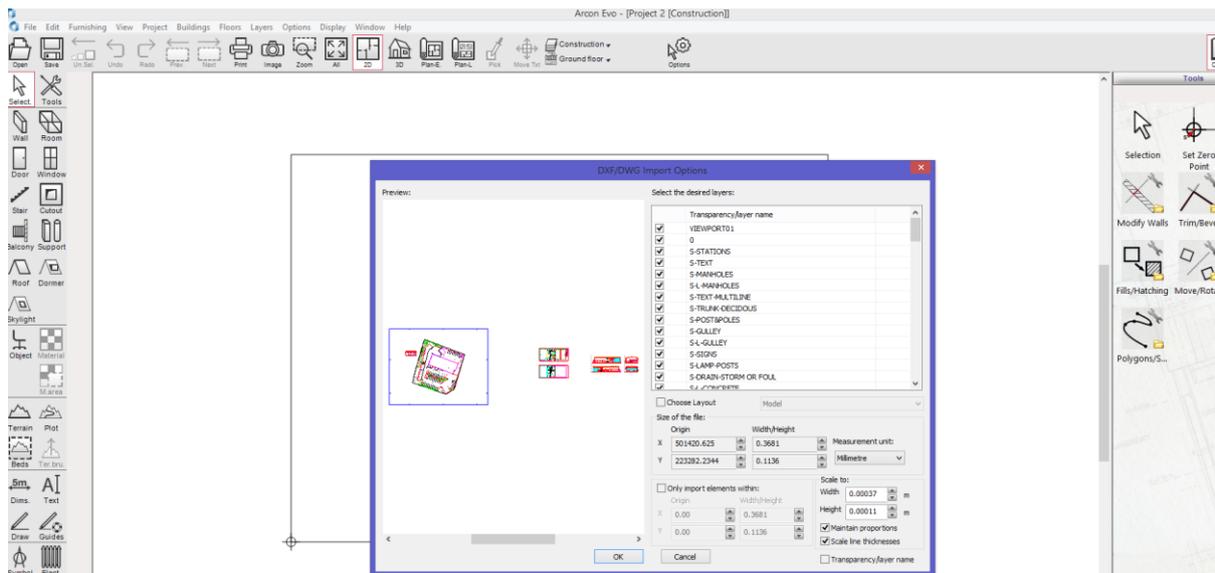# Importing DXF / DWF files

In Arcon, ensure that you are in a new project and in 2D Construction mode. Set up your sheet size e.g. A3 and scale e.g. 1:100 in normal way. You can change this later if required.

To import a DXF or DWG file in to your project select **DXF/DWG Import Assistant** in menu below
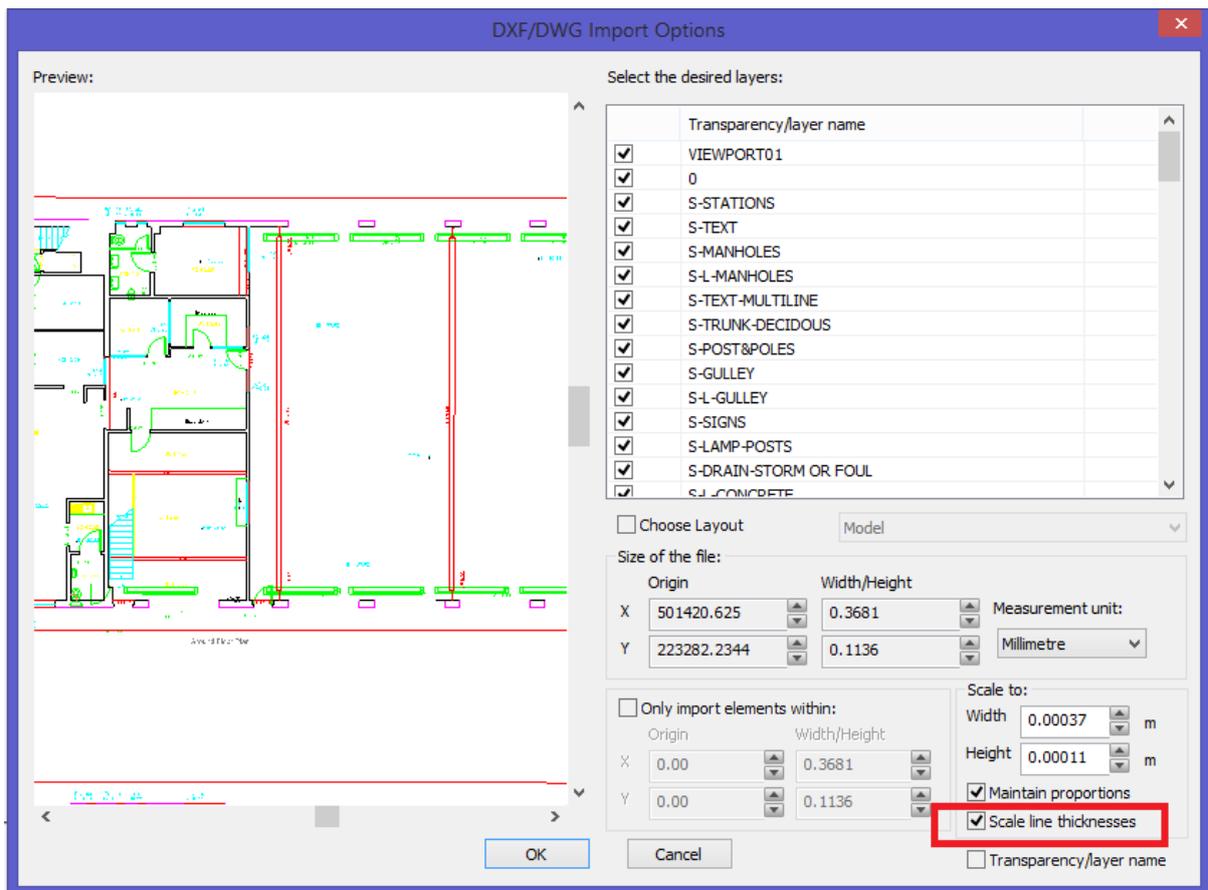

The following **Open** dialog will display. Locate your DXF / DWG file select a file to import

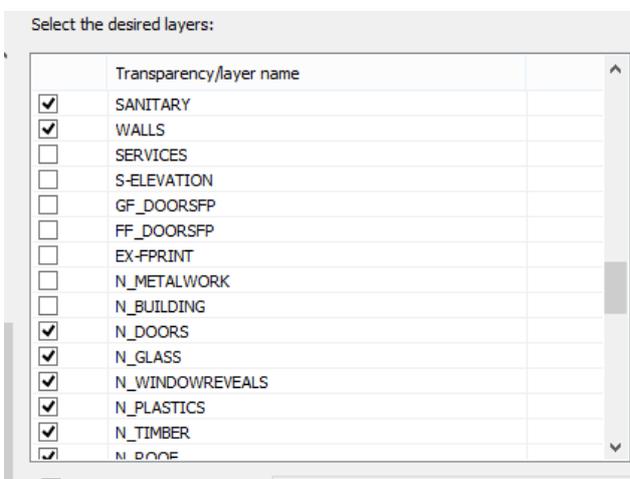Click the **Open** button. The following dialog will display

A preview of file will display where you can zoom in and out using mouse wheel.
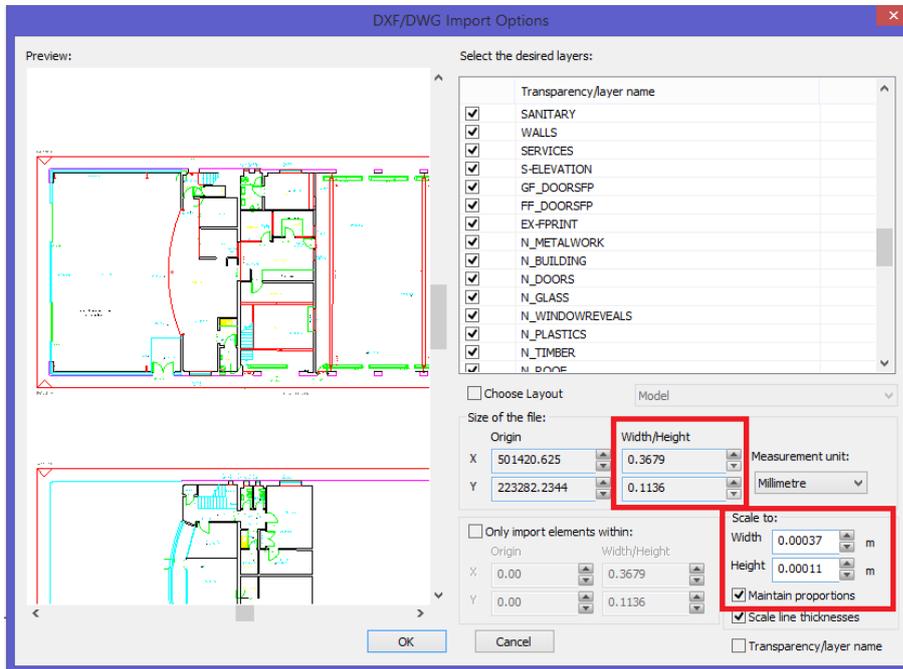

If some files show a very thick black line on parts of drawing, disable and then enable the **Scale line thickness** option circled above.
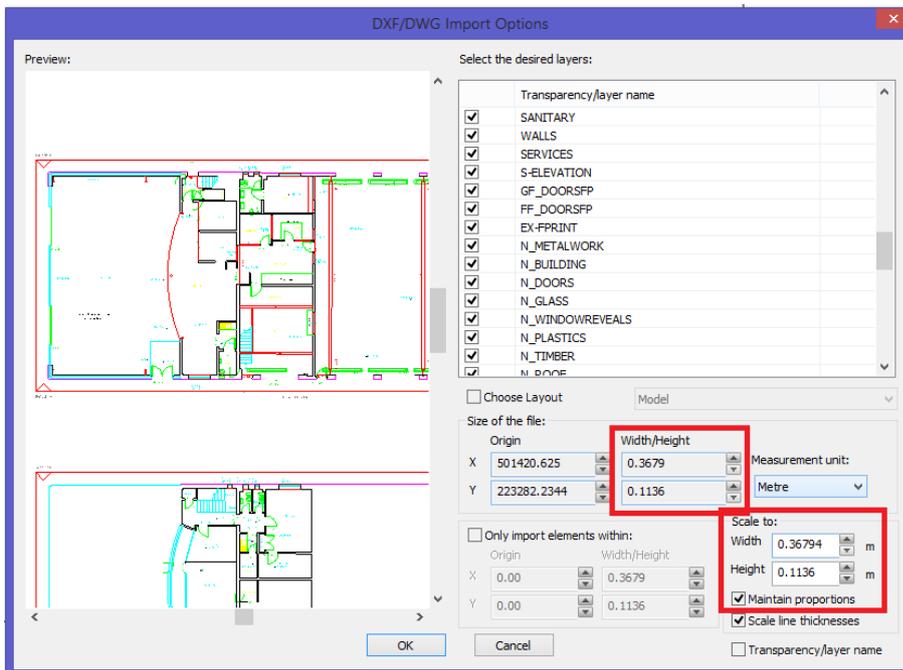
The DXF / DWG file might contain many layers that make up parts of the drawing.   If there are parts of drawing you do not want imported in to Arcon, then you can locate these and switch them off in the window below. In preview, you may need to zoom in to drawing to see effect of what elements are being switched off.   Also, if your drawing is very detailed, this can act slowly in Arcon e.g. moving it, zooming or making edits so it's important to disable unwanted layers before importing it.

To ensure the drawing is scaled correctly on import, make sure the values in the **Scale to** section match the values in the **Width/Height** section circled below. To do this change the **Measurement unit** (just above Scale to section) from e.g. mm to metre.
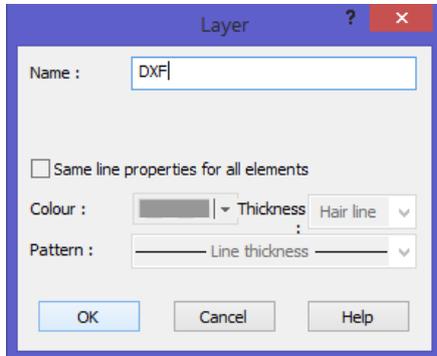

Example = mm

Example = metre
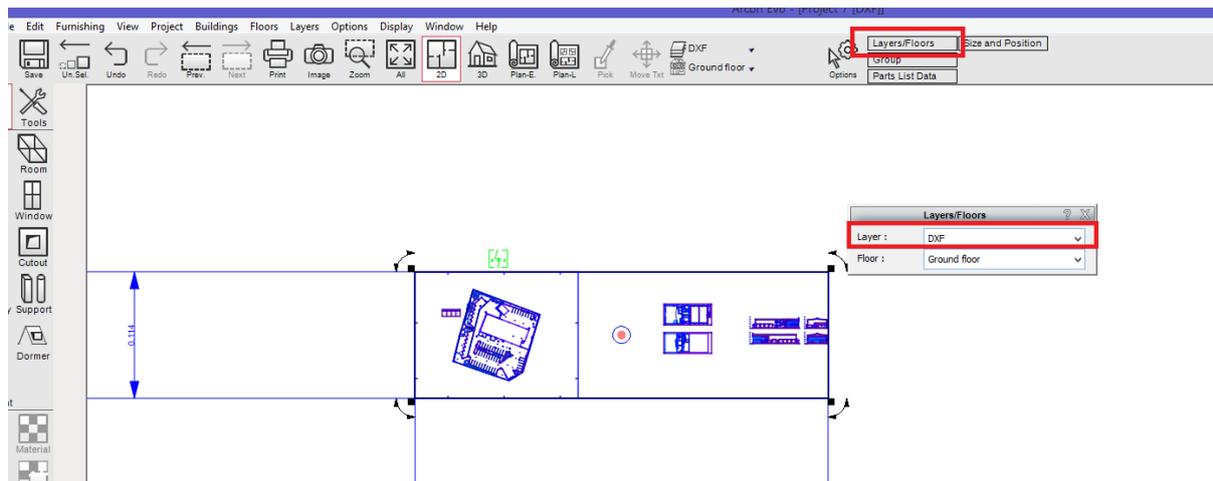
Click **OK** to continue with import.

In the dialog box above, there is a checkbox for **Transparency/layer name**. This allows you to transfer all layers to the **Layers Manager** in Arcon. However, if there are a lot of layers e.g. above,

then this can get a little confusing and harder to manage in Arcon. Instead, you can assign DXF / DWG to a single layer by not checking the **Transparency/layer name** box and creating a new layer in Arcon as follows.
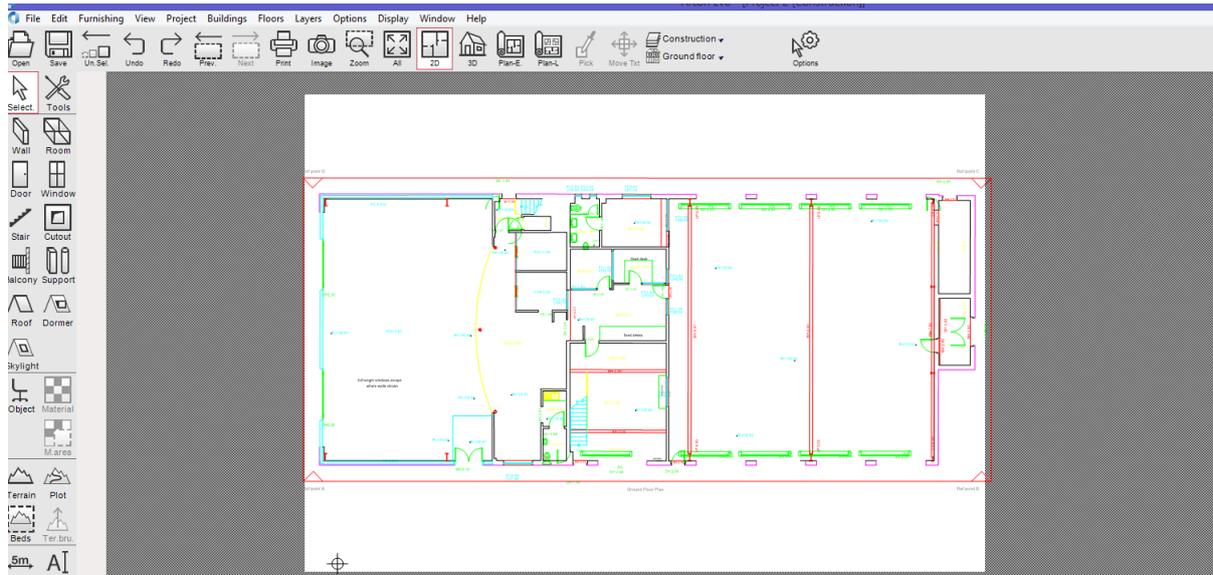
On import, select **Add New Layer** from the **Layers** menu e.g.

Now select the DXF / DWG drawing and click the **Layers/Floors** tab in top toolbar and in the **Layers/Floors** dialog that appears, select the relevant layer e.g. DXF from the dropdown list.
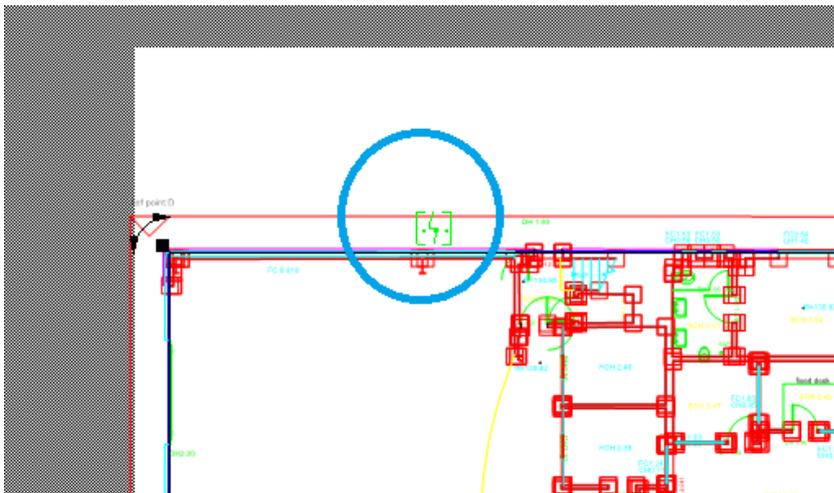

Now correctly position the DXF / DWG drawing on to worksheet. To ensure it fits, select **Layout view** from **View** menu. If it doesn't fit, use the **Page Positioning** option from **View** menu and move sheet over top of drawing. You can of course adjust project scale if required.
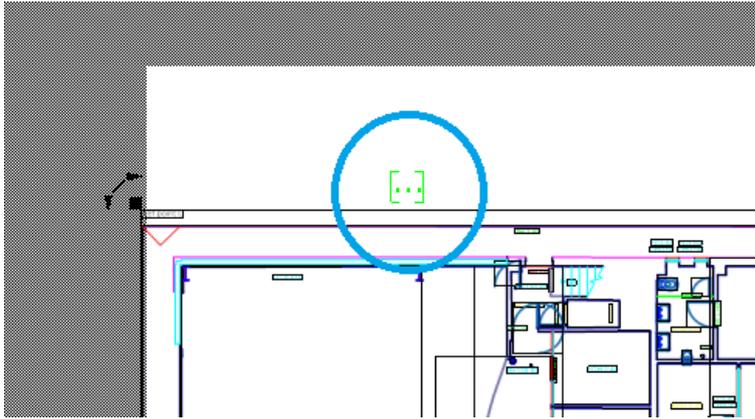
On import, if you need to edit parts of drawing, left-click it and click the green symbol circled below or select the **Ungroup** option through the **Edit** menu. You can also use shortcut keys **CTRL + U**

This allows you to select individual parts of drawing including text. You may need to keep ungrouping until you get to the part of drawing you want.

After editing it, you can group all parts of drawing together again by selecting parts and clicking the green symbol circled below or by selecting the **Group** option through **Edit** menu. You can also use shortcut keys **CTRL + G**

If you know a measurement on drawing, use the dimension tool in Arcon and draw a measure to ensure it matches.

You can use the DXF / DWG drawing as a template / background layer to trace over with construction elements in Arcon.

If you assigned the DXF / DWG drawing to a new layer, you can hide this from worksheet at any time through the **Layers Manager.**