



Apex Sketch v7 Pro






### Migration to Apex 7 Pro

- Apex 5 Not Compatible with Windows 10
- No Update to Apex 5
- Update All Towns to Apex 7
- No Cost to Towns with Paid Annual Licenses
- Will Require some Training and Experience

Apex 7 is the same, but different

Apex Sketch v7 Pro

## Help – Online User Guide



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### Welcome to the ApexSketch v7 Support Documentation

Thanks for choosing Apex Software! If you're looking for more help with anything ApexSketch v7 related, you've come to the right place! The links below are to PDF files that provide in-depth knowledge about most things related to the use of our latest sketching product. Some of the guides below contain step-by-step tutorials that we encourage new and existing users to review as you may learn new techniques that may save you valuable time. If you're unable to find the help you need here, feel free to give us a call. We're happy to help!

The PDFs that follow are categorized and grouped by color to assist you in finding specific content.

General Information (Global)

Modern Drawing Style (Draw First)

Legacy Drawing Style (Define First)

Modules (Photometrics/Survey)

Av7 User Interface

View PDF

Shortcut Keys

View PDF

Draw First Paradigm

View PDF

Using Auto-Subtract (Draw First)

View PDF

Reopening an Area (Draw First)

View PDF

Define First Paradigm

View PDF

Using Auto-Subtract (Define First)

View PDF

Reopening an Area (Define First)

View PDF

Drawing Angles

View PDF

Drawing Curves

View PDF

Cloning Areas

View PDF

Deleting Areas

View PDF

Redefining Areas

View PDF

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1. Read Support Documentation
2. View APEX 7 Video
3. Gain Experience
4. Ask NEMRC Assessors
5. Ask APEX Support

<https://www.youtube.com/watch?v=dj1RPCu0cO8>

Google Apex 7 Sketching video

40 Minute Video

Apex Sketch v7 Pro

#### Legacy Mode

- Similar to Apex 5
- Define Area to Begin Sketch
- Area Codes are Same
- Key Strokes are the Same
- Apex 5 Sketches will Work
- Mouse is not your Friend
- Must Jump to Corner
- Must complete all sides of Polygon

Legacy Mode - Define Area First

Modern Mode - Draw Area First

#### Two Modes of Operation

#### Modern Mode

- Area Codes are the Same
- Draw the Sketch First
- Do not have to complete Common Walls of Polygon
- After Sketch Area Complete then Select Appropriate Area Code
- Much Easier to Move about Screen
- Enter Once to Lock Line and Dimension
- Auto Pointer Snap
- Additional Key Functions

APEX Basics

APEX 5  
Define Area Table and Sub Category Table

The image shows two dialog boxes from the APEX 5 software. The left dialog, titled 'Define Area', has a table with the following data:

Code	Name	Factor	Description
+GBA	First Floor		Gross Building Area
+BSMT	Basement		Basement
+P/P	Porch		Porch/Patio
+GAR	Garage		Garage/Carport
LAND	Land	1	Land
SITE	Subject Site	1	Site Plan
OTH	Storage	1	Other
NCA	Non-Calculated Area	1	Non-Calculated Area
+DTG	Detached Garage		

The right dialog, titled 'Define Area (Sub-Categories of GBA)', has a table with the following data:

Code	Name
1FL1	S1 - 1st Floor
1FL2	S1 - 2nd Floor
1FL3	S1 - 3rd Floor
1FL4	S1 - 1 1/2 Fl Fin
1FL5	S1 - 1 + 2 Floor
1FL6	S1 - 2 1/2 Fl Fin
1FL7	S1 - 1 + 2 + 3 FL

A red arrow points from the 'Gross Building Area' entry in the first dialog to the '1FL1' entry in the second dialog.

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APEX 7 Area Code Table is the Same as Apex 5

Define

GBA - First Floor

- .... 1FL1 - S1 - 1st Floor
- .... 1FL2 - S1 - 2nd Floor
- .... 1FL3 - S1 - 3rd Floor
- .... 1FL4 - S1 - 1 1/2 Fl Fin
- .... 1FL5 - S1 - 1 + 2 Floor
- .... 1FL6 - S1 - 2 1/2 Fl Fin
- .... 1FL7 - S1 - 1 + 2 + 3 FL
- .... 2FL1 - S2 - 1st Floor
- .... 2FL2 - S2 - 2nd Floor
- .... 2FL3 - S2 - 3rd Floor
- .... 2FL4 - S2 - 1 1/2 Fl Fin
- .... 2FL5 - S2 - 1 + 2 Floor
- .... 2FL6 - S2 - 2 1/2 Fl Fin
- .... 2FL7 - S2 - 1 + 2 + 3 Flc
- .... 3FL1 - S3 - 1st Floor
- .... 3FL2 - S3 - 2nd Floor
- .... 3FL3 - S3 - 3rd Floor
- .... 3FL4 - S3 - 1 1/2 Fl Fin
- .... 3FL5 - S3 - 1 + 2 Floor
- .... 3FL6 - S3 - 2 1/2 Fl Fin
- .... 3FL7 - S3 - 1 + 2 + 3 FL

Recall that the First Number of the code refers to the Section

1FL1 - Section 1

2FL1 - Section 2

3FL1 - Section 3

1FL4 applies 1.6 factor times base area

Otherwise – Draw 2<sup>nd</sup> floor area

Code	Type	Factor
1FL1	Section 1 – 1 <sup>st</sup> Floor	1.0
1FL2	Section 1 – 2 <sup>nd</sup> Floor	1.0
1FL3	Section 1 – 3 <sup>rd</sup> Floor	1.0
1FL4	Section 1 – 1 ½ Story	1.6
1FL5	Section 1 – 2 Story	2.0
1FL6	Section 1 – 2 ½ Story	2.6
1FL7	Section 1 – 3 Story	3.0

APEX Basics

### Reminder

When working in Section 1 – Need to use S1 Codes

When working in Section 2 – Need to use S2 Codes

For Example –

If sketching a Section 2 area, and use Section 1 codes the square footage area will populate or add to Section 1, rather than Section 2.

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**Define**

**P/P - Porch**

- P/P11 - S1 - Porch 1
- P/P12 - S1 - Porch 2
- P/P13 - S1 - Porch 3
- P/P14 - S1 - Porch 4
- P/P15 - S1 - Porch 5
- P/P16 - S1 - Porch 6
- P/P17 - S1 - Porch 7
- P/P18 - S1 - Porch 8
- P/P21 - S2 - Porch 1
- P/P22 - S2 - Porch 2
- P/P23 - S2 - Porch 3
- P/P24 - S2 - Porch 4
- P/P25 - S2 - Porch 5
- P/P26 - S2 - Porch 6
- P/P27 - S2 - Porch 7
- P/P28 - S2 - Porch 8
- P/P31 - S3 - Porch 1
- P/P32 - S3 - Porch 2
- P/P33 - S3 - Porch 3
- P/P34 - S3 - Porch 4
- P/P35 - S3 - Porch 5
- P/P36 - S3 - Porch 6

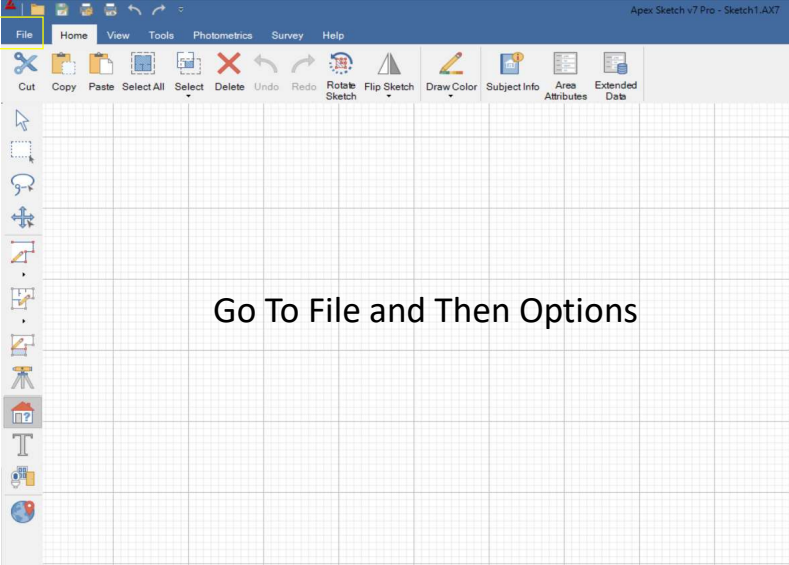
Porches Use Similar Scheme

First digit after P/P is the section  
Second digit is the Porch/Patio Number

Sketching Porch 1 on Section 2 use P/P21  
Where 2 is Section code and 1 is Porch ID

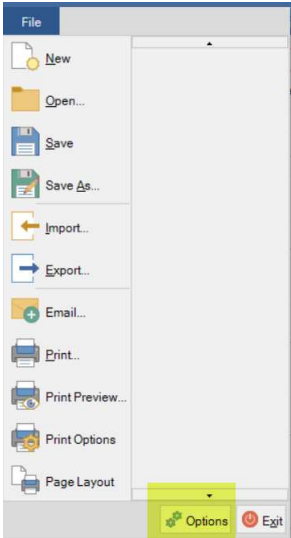
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Two Modes of Operation – Legacy and Modern



Go To File and Then Options

File  
> Options



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Options

**General**  
General Options for using ApexSketch

**Modern or Legacy Mode**  
 Modern  Legacy (Define First)

**Mobile Input Options**  
 Active Pen  Touch (Finger)  
 Ink Recognition  
 Standard Mouse Behavior

**Mobile Behavior Options**  
 Gestures Enabled Ink Recognition: 0.1  
 Display Input Confirmation Buttons

**Prompts, Startup & File Optimization**  
 Confirm Deletion  Disable Help/Information Video on Launch  
 Enable Auto-Optimize  Disable Geo-Reference Confirmation Dialog  
 Automatically Apply Area Code Settings  Adjust Default Font Sizes with Page Scale (Legacy Files)  
 Automatically Apply Precision & Suffix Settings

**Pan & Zoom / Delete**  
 Press and Hold Spacebar to Pan & Zoom  Press Spacebar to Delete Active Dimension

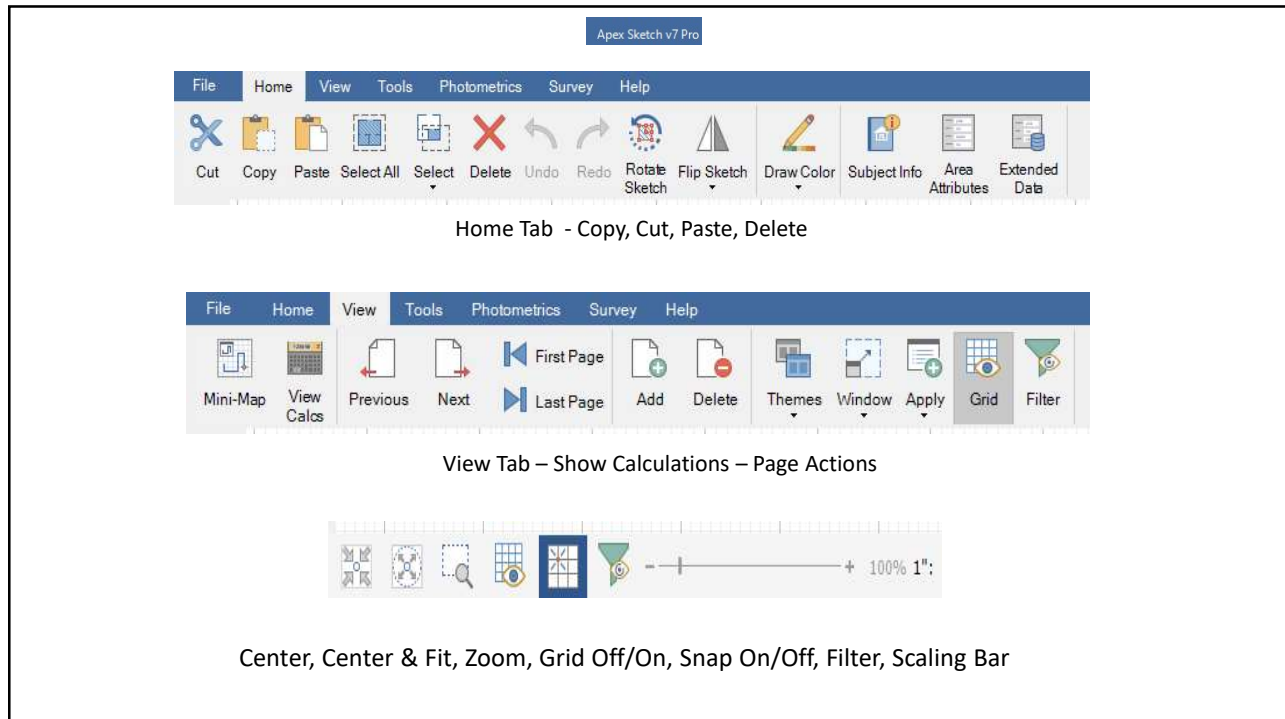
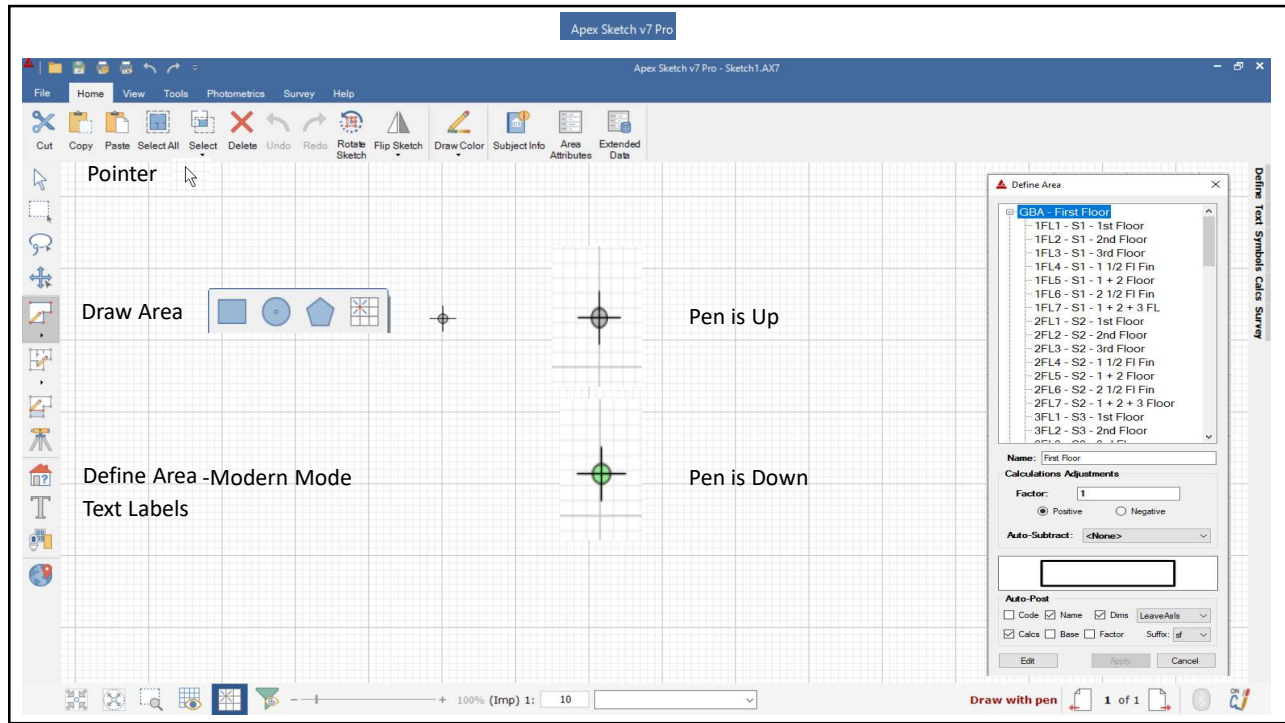
**Settings Saved**  
Some configuration changes will not take effect until after the application is restarted.  
OK

Two Modes of Operation  
Modern – Draw First  
Legacy – Define First

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If Switch Mode Must Restart APEX 7

**Settings Saved**  
Some configuration changes will not take effect until after the application is restarted.  
OK



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Save in Apex  
And  
Save in CAMA

- Pointer Tool
- Fence and Lasso Tools
- Pan Tool
- Draw Area Tool
- Draw Line – Free Form
- Insert Vertex
- Survey Mode
- Define Area
- Text Mode
- Symbols
- Geo Reference

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**APEXSOFTWARE**  
SURVEYING • DATA COLLECTION • SERVICES

# Apex Sketch v7

## Legacy Drawing Method



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File Home View Tools Photometrics Survey Help

Cut Copy Paste Select All Select Delete Undo Redo Rotate Sketch Flip Sketch Draw Color Subject Info Area Attributes Extended Data

Define

- GBA - First Floor
- BSMT - Basement
- P/P - Porch
- GAR - Garage
- LAND - Land
- SITE - Subject Site
- OTH - Storage
- NCA - Non-Calculated Area
- DTG - Detached Garage
- UND - Undefined

S1 - Garage 1  
576 sf

S1 - 1st Floor  
1060 sf

S1 - Porch 1  
140 sf

S1 - 2nd Floor  
800 sf

Legacy Mode

- Screen Looks Slightly Different
- Uses Same Area Codes
- Select Define Area Tool for Area Codes
- Functions Same as Apex 5
- Apex 5 Sketches are Compatible

Apex Sketch v7 Pro - Sketch1.AX7

File Home View Tools Photometrics Survey Help

Cut Copy Paste Select All Select Delete Undo Redo Rotate Sketch Flip Sketch Draw Color Subject Info Area Attributes Extended Data

Draw Area

Can Highlight and move an area

S1 - 1st Floor  
1460 sf

Adjust Scale

Define Area

- GBA - First Floor
- 1FL1 - S1 - 1st Floor
- 1FL2 - S1 - 2nd Floor
- 1FL3 - S1 - 3rd Floor
- 1FL4 - S1 - 1 1/2 Fl Fin
- 1FL5 - S1 - 1 + 2 Floor
- 1FL6 - S1 - 2 1/2 Fl Fin
- 1FL7 - S1 - 1 + 2 + 3 FL
- 2FL1 - S2 - 1st Floor
- 2FL2 - S2 - 2nd Floor
- 2FL3 - S2 - 3rd Floor
- 2FL4 - S2 - 1 1/2 Fl Fin
- 2FL5 - S2 - 1 + 2 Floor
- 2FL6 - S2 - 2 1/2 Fl Fin
- 2FL7 - S2 - 1 + 2 + 3 Floor
- 3FL1 - S3 - 1st Floor
- 3FL2 - S3 - 2nd Floor

Name: S1 - 1st Floor

Calculations Adjustments

Factor: 1

Positive  Negative

Auto-Subtract: <None>

Auto-Post

Code  Name  Desc  Leave/Adj

Calc  Base  Factor  Suffix: sf

Edit Apply Cancel

In Legacy (Draw First) Mode

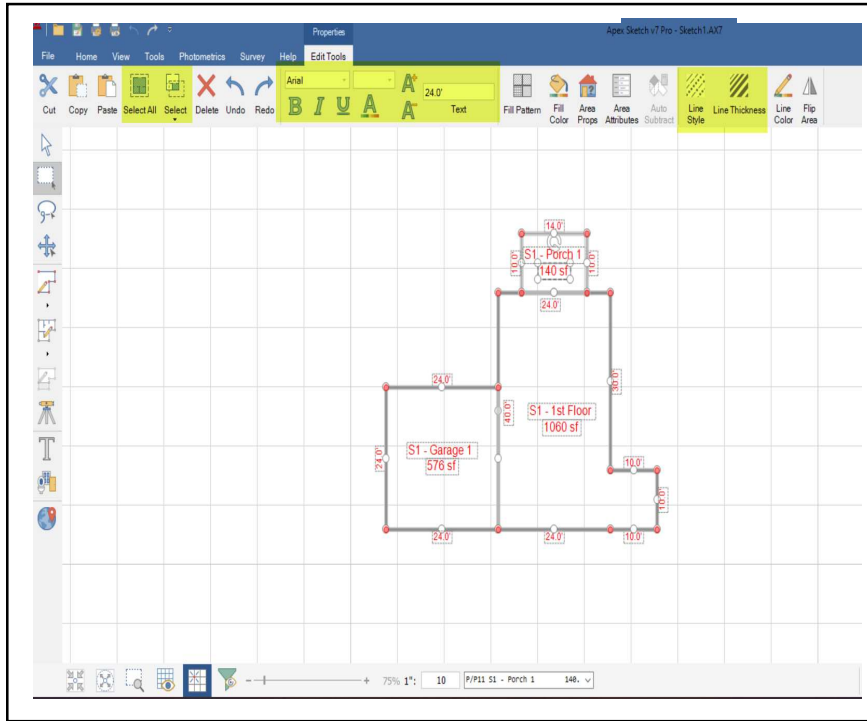
Select the appropriate Area Code

Drop Pen and begin to sketch

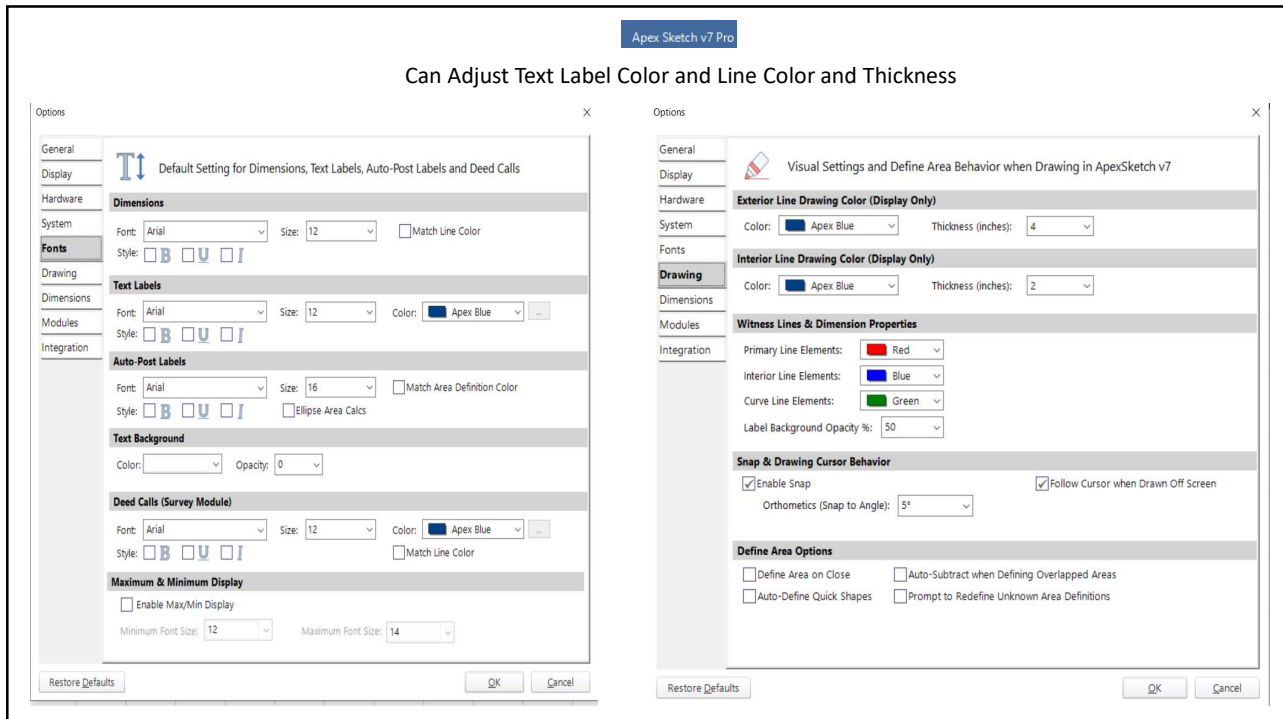
Easily Adjust Scale – No Rescale Button

Select Draw Area to draw another area

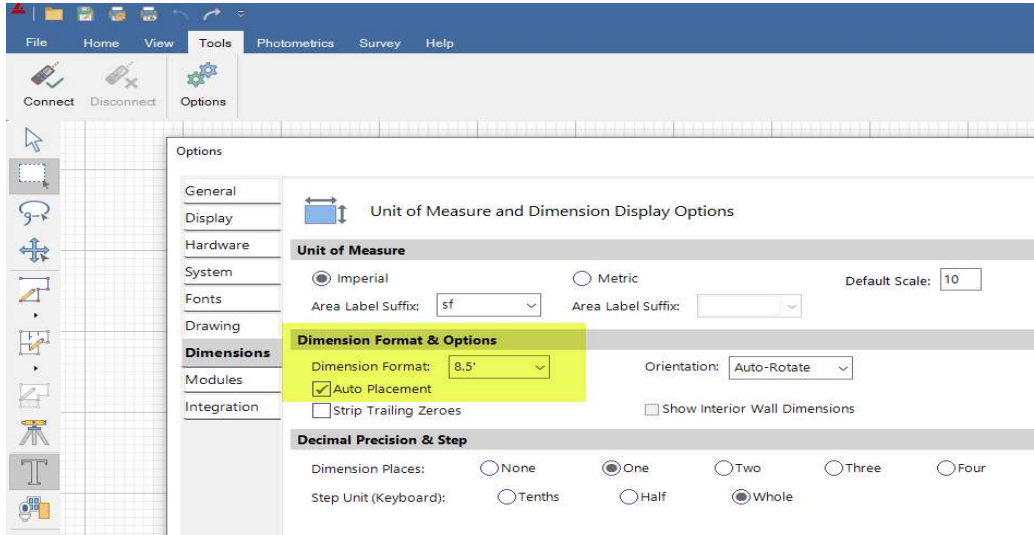
Easily Move Area – No Select Move Area Button



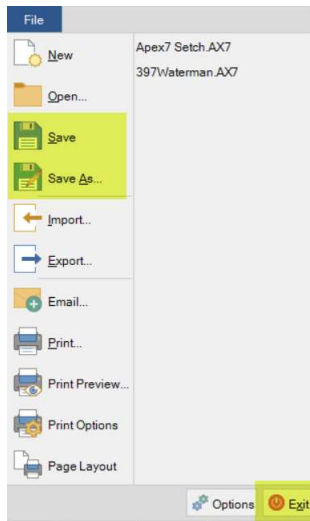
Highlight a Text and Edit Tools will allow adjusting the text and dimensions



Draw and Lock Line and Dimensions  
 Tools > Options > Dimension Format & Options > Auto Placement



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Don't forget to Save in Apex  
 and Save in CAMA

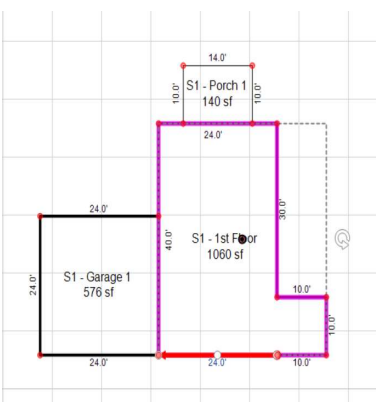
Exit Apex using Exit Button  
 from File Dropdown or  
 Hitting X at upper right of  
 Apex Screen



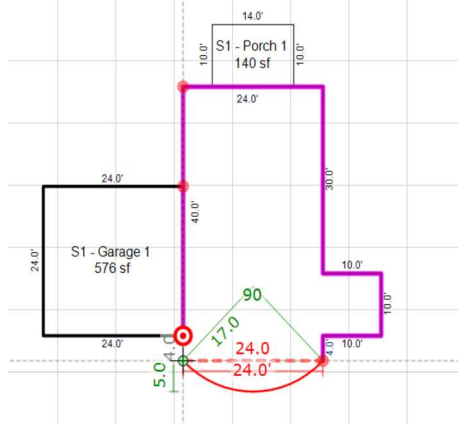
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Adjust a Line by Selecting the Pointer Tool and Select the Line to be adjusted






Hitting Delete will remove the selected line



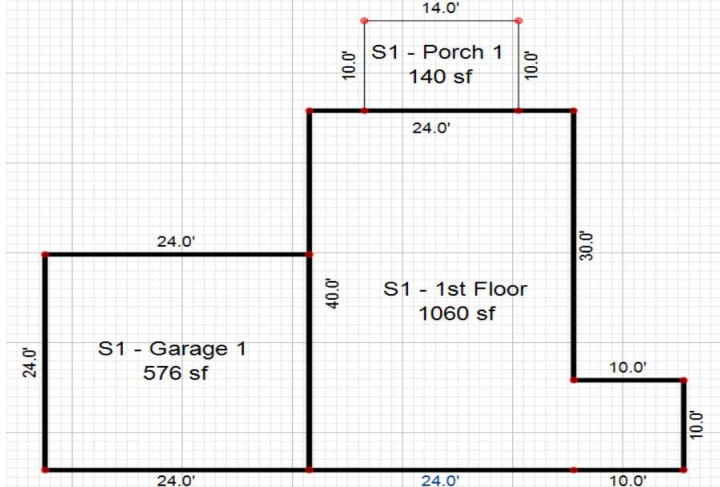
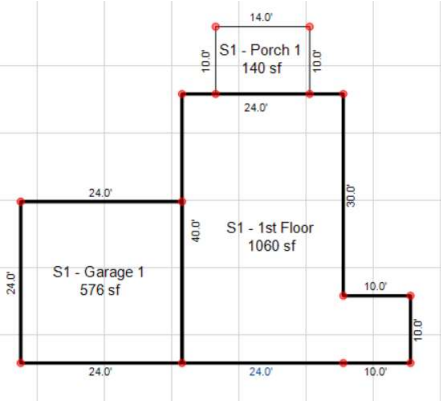
Example of using the Mouse Roller to create a 5' Arch

Apex Sketch v7 Pro

Bottom of Screen



Center and Fit Button will Adjust Sketch to appropriate size

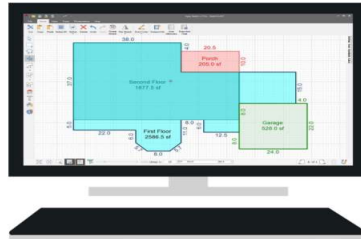


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# Apex Sketch v7

Draw First



**Note:** Although you can draw lines using the mouse to activate Pen Down/Drawing Mode, drag lines to their desired length and left clicking to anchor, this tutorial will focus on the more efficient method of direct keyboard input of the wall or line distances & directions. This is a similar workflow to older vector-based drawing programs and may feel more comfortable for existing users.

Apex Sketch v7 Pro

In Modern or Draw First Mode

- Completely draw the sketch  
Then
- Select Area Codes



Pen is Up

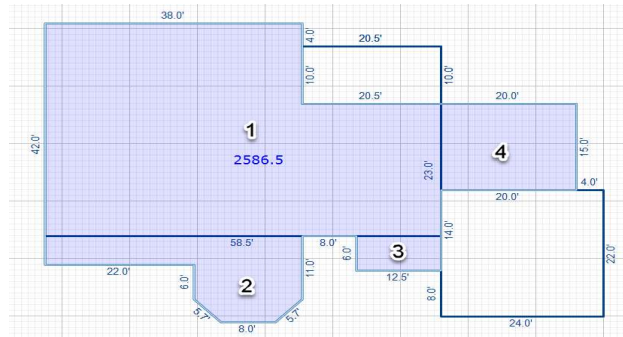


Pen is Down



Define Area Button is Available in Draw First

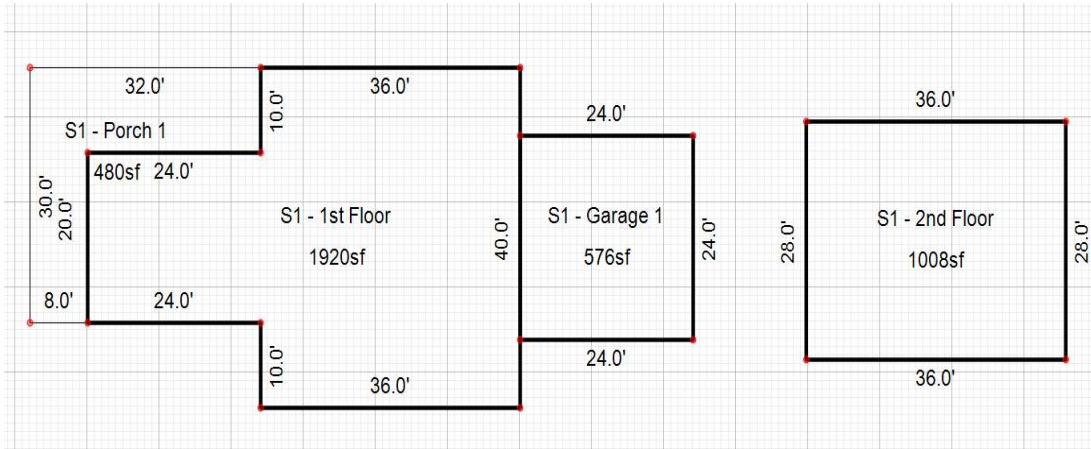
Do not have to complete all sides of the Polygon to determine area. Select Polygons to define Area Codes



Apex Sketch v7 Pro

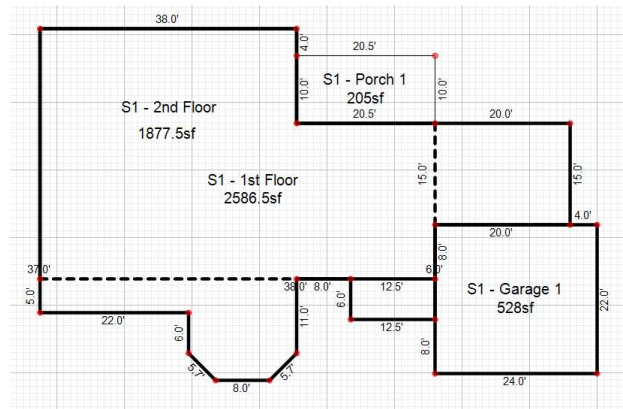
Do not have to complete Polygon to calculate area

For Example Porch or Garage



Apex Sketch v7 Pro

Sketch from Draw First Documentation

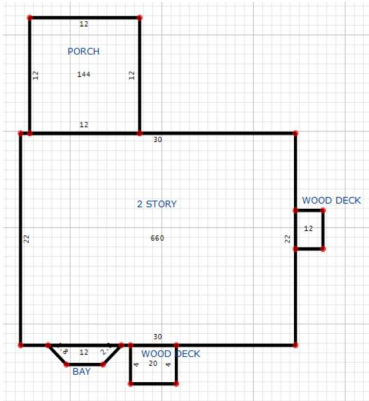


Apex Sketch v7 Pro

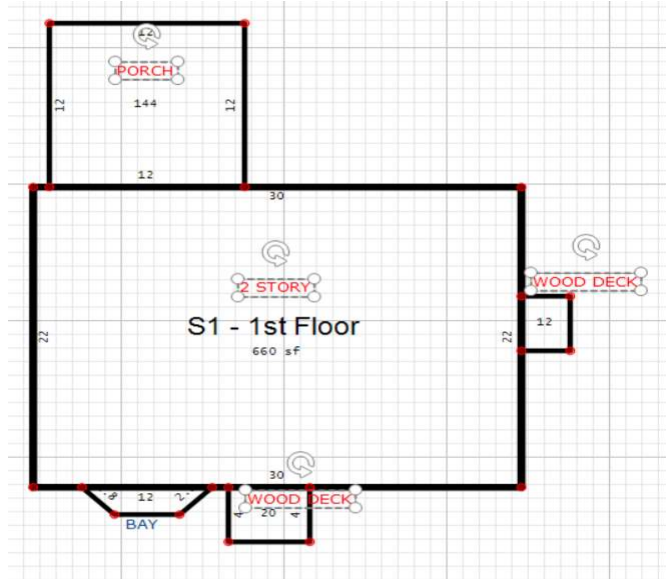
### Editing Sketches

No Area Codes Shown  
Do not know how area is calculated  
Do not know Section area

Define Area Tool  
Highlight Area to Redefine  
Select Appropriate Area Code  
Apply the Change

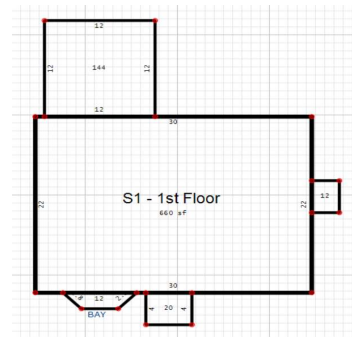


Apex Sketch v7 Pro



Use the Pointer Tool to  
Select the Old Text Fields  
to be deleted using Ctrl key  
and selecting with mouse

Hit Delete Key to Remove

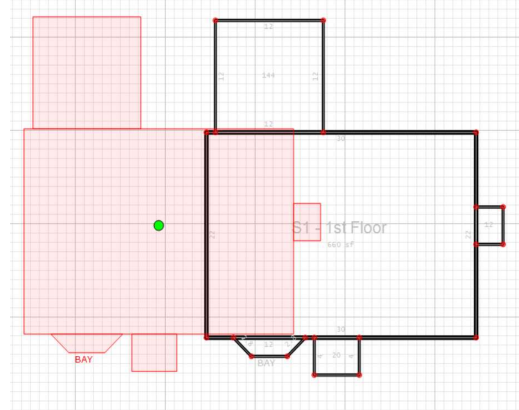
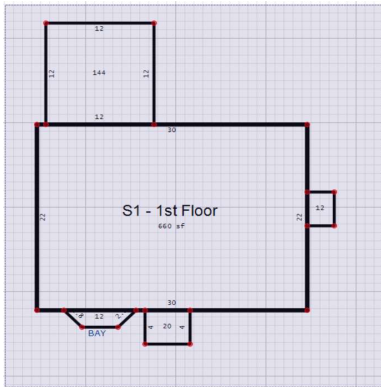


Apex Sketch v7 Pro



Fence Tool

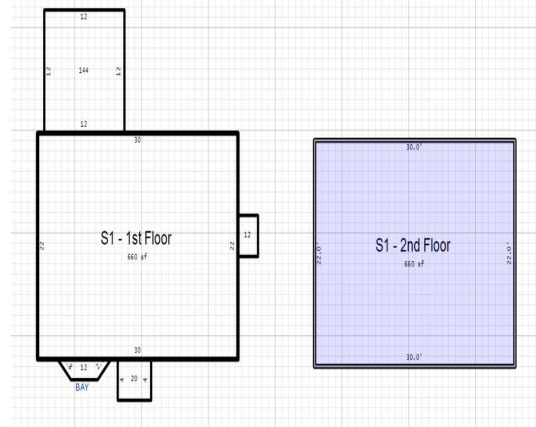
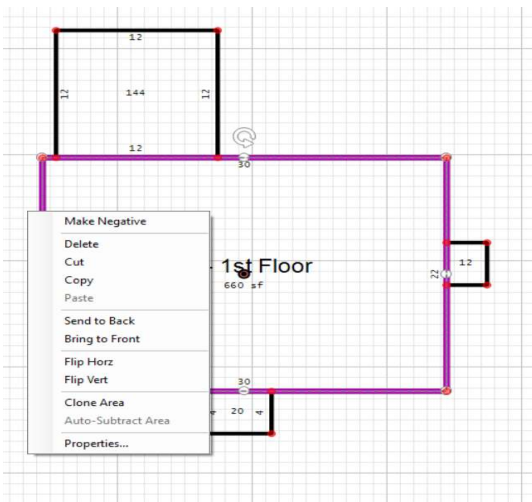
Fence around area to move and place cursor in area, hold mouse button and move to desired location



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Cloning Area

Using Pointer Tool Select Area to Clone  
Can Use Copy and Paste or Clone Area



After creating Clone  
Select Define Area, Highlight Area  
and Select Area Code and Apply



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## Bow Windows

Bow windows are typically casement windows



## Bay Windows

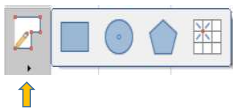
Bay window is an extension of the house



Enter first line of Bay window 6 ↓ 6 → Enter  
 Enter 8 foot line  
 Hit letter B to complete Bay Window

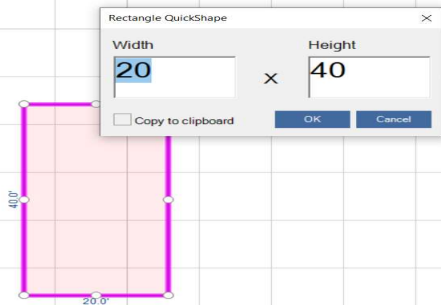


### Quick Draw Tools



#### Rectangle Quick Draw

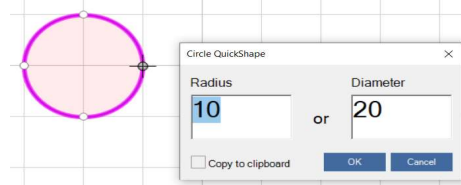
Select the Rectangle  
 Type in Dimensions 20x40  
 Brings up Dialog Box  
 Go into Define Area



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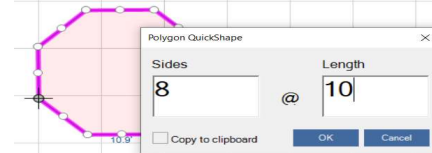
#### Circle Quick Shape

Select Circle  
 Put pen down  
 Enter 10 > brings up Radius/Diameter Box



#### Polygon Quick Shape

Select Polygon  
 Put pen down and enter 8@10  
 Or create a Polygon and enter Dialog Box  
 Select Sides and Length of Polygon



Apex Sketch v7 Pro

**SKETCH**

WOOD DECK  
247.5 sf

1.5 STORY  
1420.8 sf

GARAGE  
720.0 sf

**AREA CALCULATIONS SUMMARY**

Code	Description	Factor	Net Size	Perimeter	Net Totals
1FL4	S1 - 1 1/2 Fl Fin	1.9	1420.8	112.0	1420.8
GAR11	S1 - Garage 1	1.0	720.0	108.0	720.0
P/P11	S1 - Porch 1	1.0	247.5	64.2	247.5

Sketch by Apex Sketch

**COMMENT TABLE 1**

To Calculate the Upper Area  
(Assuming the Total SF is correct)

Base Area 32 x 24 = 768 SF  
Upper Area = 1420 - 768 = 652SF  
Length = 652/32 = 20 Feet Width Upper Area

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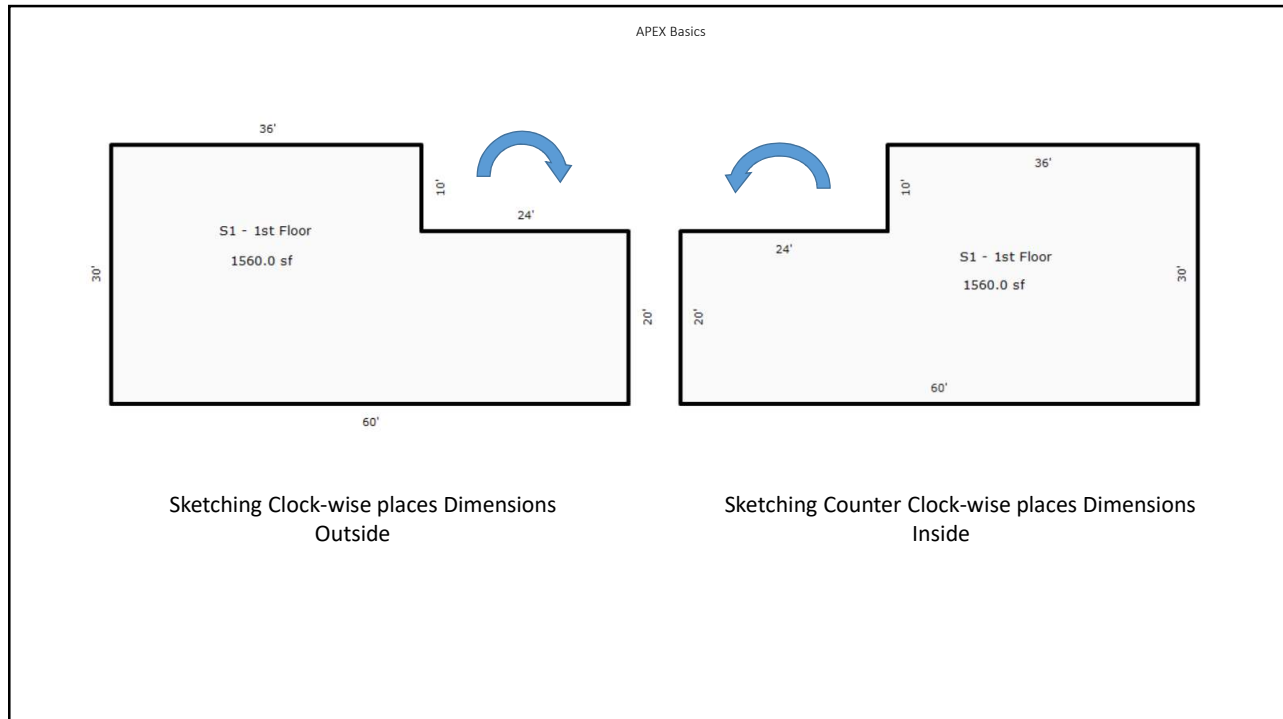
1. Draw area

2. Define Area

3. Use pointer Tool and select area  
Left click mouse inside the highlighted Pink area

4. Ctrl F10 Key Cycles through  
Inside, Outside, None

**Cycle Dimensions**



Apex Sketch v7 Pro

Apex 7 much easier to use

Better editing capabilities

Works better on cloud applications

It is the same, but different – learning curve

To Install:

Call NEMRC Help Line 1-800-387-1110

NEMRC will remove Apex 5 and Install Apex 7

Call APEX to move existing license to APEX 7 1-800-858-9958

Register Software