Formatting Conventions for these Tutorials:

- *Italic* text indicates the name of a menu/tab, a window, or a parameter within a window
- Underlined text means to single left click on the corresponding button
- R-Underlined text preceded by an “R” means to single right click on the corresponding button/option
- Underlined & *Italic* text means to single left click on the menu/tab or the window
- **LMB, MMB, or RMB** indicate Left Mouse, Middle Mouse, or Right Mouse single click, respectively
- Underlined & **Bold** text means to double left click on the corresponding button
- “*Quoted*” text is used to convey a string of text; the quotation marks are not part of the string
- <Angle Bracketed> text means to push the corresponding key on the keyboard
- A light bulb denotes information that may be helpful for the tutorial but is not essential
- A red cross denotes information that may be useful if the corresponding step could not be carried out

Formatting Examples:

Example Instruction #1:
- In **Tree Outline XYPlane**, then RMB near the center of **Graphics**, from the menu **Look at Face/Plane/Sketch**.

Meaning of Instruction #1:
- In the “Tree Outline” window, single left click on “XYPlane”, then single click the right mouse button near the center of the “Graphics” window which will display a context sensitive menu; from this menu single left click on “Look at Face/Plane/Sketch”.

Example Instruction #2:
- In **Outline R-Mesh - Insert - Sizing**, then in **Details** change **Type** from **Element Size** to **Number of Divisions**, then set **Number of Divisions** to “30” and <Enter>.

Meaning of Instruction #2:
- In the “Outline” window single right click on “Mesh” then single left click on “Insert” then single left click on “Sizing” then in the “Details” window locate the “Type” field and use the drop down menu to change “Element Size” to “Number of Divisions”. Next enter “30” (without the quotation marks) in the “Number of Divisions” field and press the “Enter” key.

Mouse Buttons in Workbench:

Left Mouse Button (LMB):
- Used with the **Selection Toolbar** to make selections in an efficient manner
- A light bulb can be used to switch between **Box Select** and **Single Select** as well as to filter your selections based on feature type (**Point, Edge, Face, and Body**).

Middle Mouse Button (MMB):
- Used for translation/rotation as well as zooming in and out in the **Graphics** window
- Rolling the wheel zooms without changing what is at the center of the **Graphics** window
- Holding down the MMB allows the user to freely rotate the geometry
- <Ctrl> + MMB lets the user pan in a direction that is in the plane of the screen
- <Shift> + MMB lets the user zoom in and out by moving the mouse up and down, respectively

Right Mouse Button (RMB):
- Used to draw a **Zoom Box** that will zoom in on a specific area
- Displays a list of context sensitive options when clicked in the **Graphics** or **Tree Outline** windows