

# **GLASSource Glass Size Ordering PDF**

## **Training Manual**

[Euro](#) / [NonEuro](#)

### **What this PDF is for:**

Creating order sheets for custom pieces of glass with various fabrications needs. All glass entered on these order sheets are glass size.

### **What it is not for:**

Ordering glass that is total opening size.

### **Available Fabrications/Customizations:**

Clipped Panel (Top or Bottom)

Clipped Corners

Out of Squares

Notched Corners

Mitred (Left or Right)

Holes

Logo Location

### **Euro Only Customizations:**

Hinges

Custom Holes

Custom Notches

### **Buttons and Basic Usage:**

To zoom in and out click the plus(+) and minus(-) buttons

To scroll left-click your mouse then move up and/or down

Make sure to fill in all company information

Select either the Quote or Order box

Use the print button within the form to print the document

A coversheet is still required when submitting

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**The first fields you should fill in are the Glass Specification fields:**

These buttons will be used to enter your glass quantity, thickness, type, width, and height for your widest points.

QTY:   CLEAR   " x  "

Edgework As Shown  
Tempered Stamp As Shown

Also be sure to specify whether the item is to be quoted or ordered.

**Across from those fields is the next set to be filled in:**

Job Name:  The drop-down menu is used to select the GLASSGUARD option.

Company:  Enter your Job Name (P.O. number), Company Name, and Your Name here. (Leave the Due Date and W.O.# both blank. These are for in-house use.)

Prepared by:

**Reset and Print Buttons:**



The Reset All button is used to set everything on the page back to the original default setting. There are several additional reset buttons on this order page. Each option can be reset within that option's controls (see individual options to learn how to reset each one individually).

When printing a document be sure to use the print button pictured to the right. By using this button you will prevent unnecessary items from printing.



**Configure Holes:**

HOLES

Left		Right
<input type="button" value="L"/>	C-Pull	<input type="button" value="R"/>
<input type="button" value="L"/>	Combo	<input type="button" value="R"/>
<input type="button" value="L"/>	1 Hole	<input type="button" value="R"/>

2 Hole: Cuts 2 holes for a towel bar.  
Holes Reset: Remove all hole cut-out drawings.

Clicking L or R for each of the following will place the specific item to either the left or right.

C-Pull: Handle Cut-out for a c-pull.  
Combo: Handle and T-bar Combo Cut-out.  
1 Hole: Cut-out for a knob pull.

\*Custom holes are on the Euro version only, click to add, click on the hole to remove.

## Configure Notches:

Clicking Notch Left or Notch Right will draw a notch on the appropriate bottom corner of the glass. Notch Reset will clear all notches.

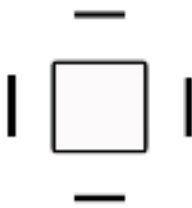


Out of squares are also available for notches, see the out of square section to learn how to use those controls.

\*V-Notches are on the Euro version only, click to add, click again to remove.

When a notch option is selected the height of the notch side and the bottom width will be removed. New values will need to be entered in these fields; also, 2 new fields will appear to measure the notch width and height.

## Configure Out of Squares:



Clicking the box in the center will remove all out of squares.

Clicking the lines will allow the corresponding side to display an out of square. If the side does not go out of square at the end you would like it to, click the side again to change the way it is out of square.

Clicking the side a third time will set it back to square.

When an out of square is designated the height or width measurement that will be reduced due to the out of square will be removed. A new measurement will need to be entered in this location, and the amount out of square needs to be defined.

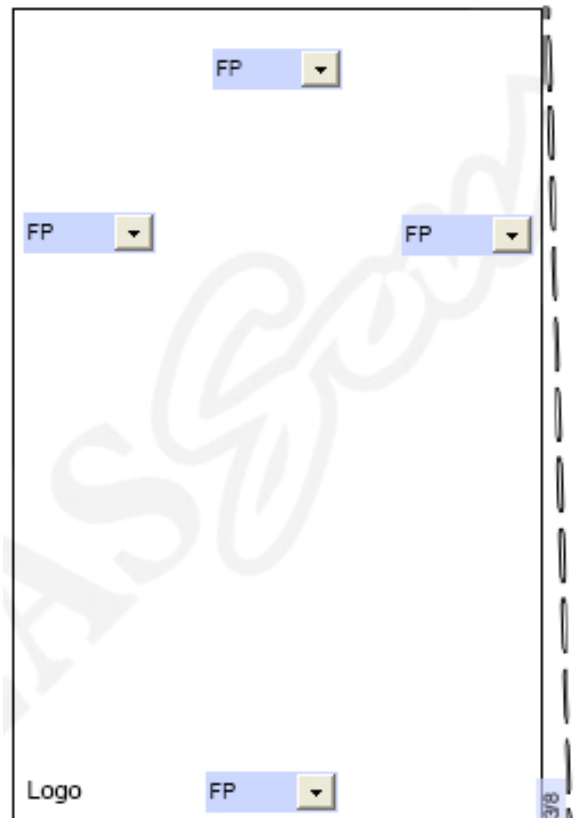
The out of square drawings show the center lines. If you would like to put the top of the right side out 3/8" from the bottom of the right side your drawing would appear like the example to the right.

The gap at the bottom between the dotted lines and glass has 3/8 entered in the field. Symbolizing a 3/8" gap between the center line and the glass at that end.

The control buttons however display a solid line which symbolizes the glass. The control button lines and actual drawing out of square lines will be shown in opposite directions, but both display the same configuration:



*The top end is out from the bottom on the right side.*



## Configure Clipped Corners:

Clipped Corners:

Click the corner you would like to clip, Click the corner again to remove the clip.



When clipping the corners the height and width of affected sides will need to be redefined. The height and width of the clip will also need to be specified.

## Configure Clipped Edges:



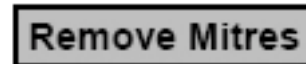
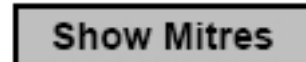
Clipped Edge:

This option is available for only the top and bottom edges. Click the edge you would like to clip and the corresponding edge in the drawing will be adjusted. Click the edge again to clip in the opposite direction. Click a third time to remove the clips for that edge.

## Configure Mitres:

Shows/hides the mitre controls.

Click the edges you would like to mitre. Click again to change the mitre front or back. Click again to remove the mitre. Once the appropriate mitre is selected you can change the degree.



## Configure Logo Location:

Logo:



Changes the logo location:

TL = Top Left

TR = Top Right

BL = Bottom Left

BR = Bottom Right

No Logo = No Logo

Note: The logo location will automatically change when certain features are selected such as hinge or hole locations. The logo location should always be set last due to this.

For further assistance using this PDF please contact

GLASSource Customer Service

616-842-3235

or

[webmaster@glassource.net](mailto:webmaster@glassource.net)

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