

Saving files

After you've created a new model, one of the first things you may want to do is save it to Trimble Connect. Follow these steps:

- 1 After creating a new model, click either the 'Untitled' file name or the 'Save' command in the upper left of your screen. In either case, a Trimble Connect dialog will open.



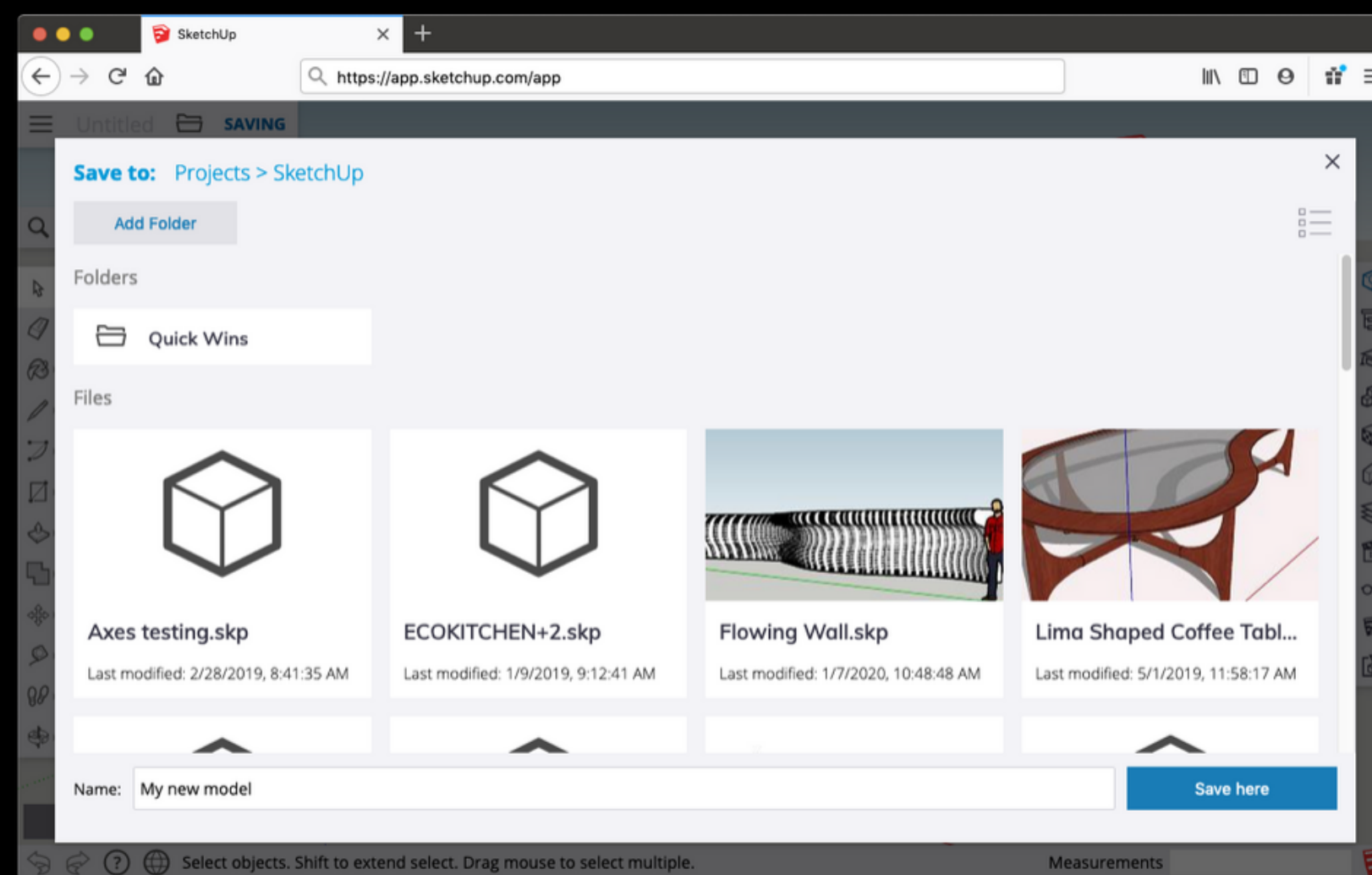
- 2 In the Trimble Connect dialog, first, choose a Project to save your model in. With a Free subscription, you have access to one project, simply called 'SketchUp.' With paid subscriptions, you can create more projects at web.connect.trimble.com. Within a project, you can click the "Add folder" button to organize your work within a project.

Saving, Opening, and Downloading Models



Saving files

3 When you've picked a location in Trimble Connect, click the Save Here button.



Now, as you continue modeling, SketchUp for Web will auto-save your model every few minutes. You can also trigger a manual save by clicking the Save command in the top left of your screen. It's always a good idea to do a manual save before closing SketchUp.

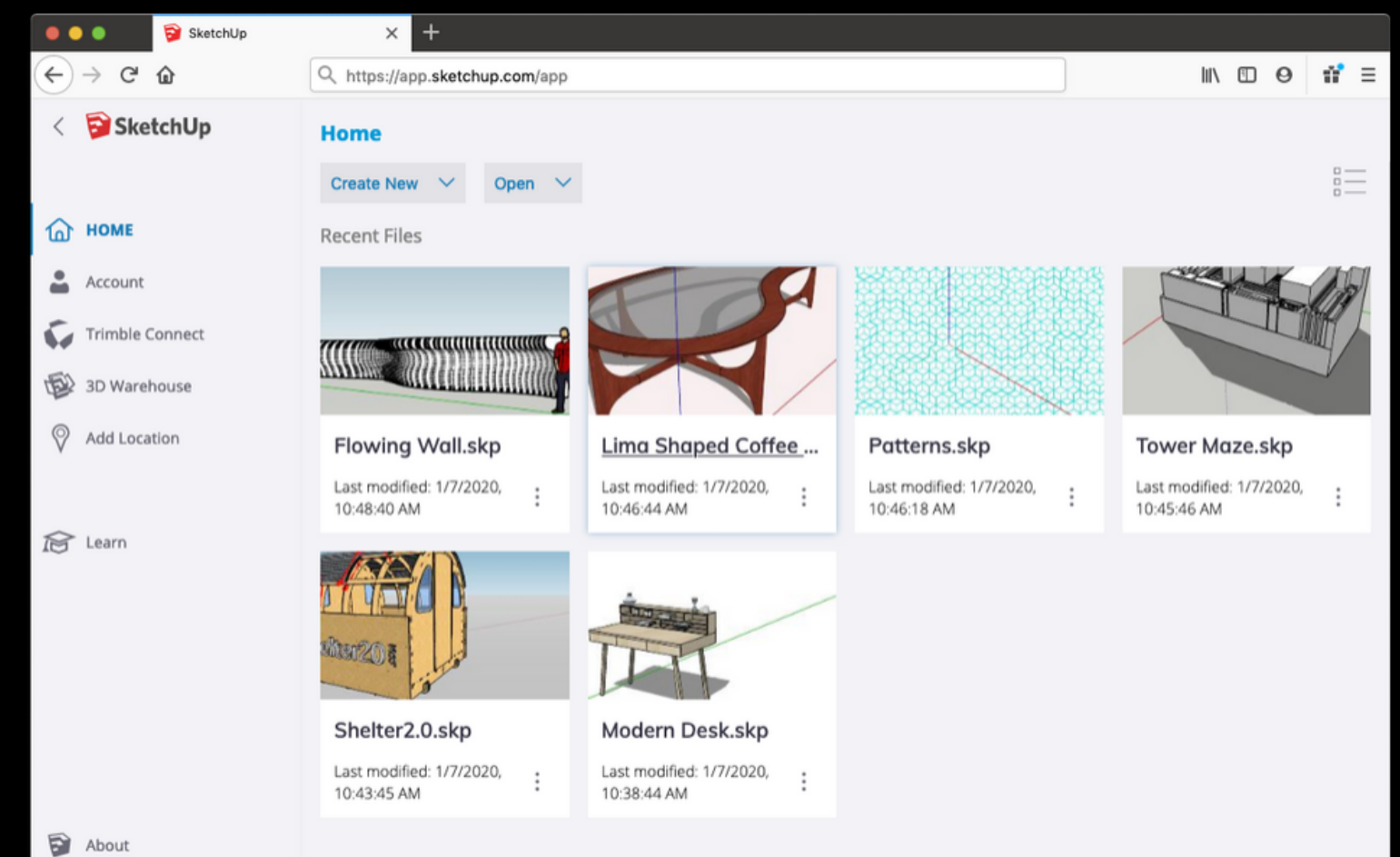
Opening files and recent files

When you launch SketchUp for Web, you'll have the option to open a model from the Home tab (using the Open button or by choosing a recent file), or the Trimble Connect tab. While modeling, you can return to the Home tab or Trimble Connect tab, by clicking the 'hamburger' menu icon in the very top left of your screen. You can also choose the 'Open' command in the File operations menu.

Recent files

If you choose to open a recent file -- a model that you recently opened or saved in SketchUp for Web -- simply double-click its listing in the Home tab (or single-click its file name). This is probably the fastest way to resume working on a model saved in Trimble Connect.

Your list of recent files is actually cached (or stored) in the browser that you SketchUp for Web with. If you clear your browser cache, use another browser, or use another device, you won't see your recent files. If this happens, don't worry, just use the Trimble Connect tab to find and open your file.





Opening from and downloading to your computer

If you prefer to work with SketchUp files stored locally on your computer, this is possible in SketchUp for Web.

Opening local files

To open SketchUp model stored on your computer, follow these steps:

- 1** Go to the Home tab, by clicking the 'hamburger' menu icon in the very top left of your screen. (The Home tab is also the first screen that loads when you start up SketchUp for Web).
- 2** Click the Open button, and select 'My computer'
- 3** Navigate and select to your desired file. Click 'Open'

With this method, your model will load into SketchUp for Web as a temporary file. Until you click 'Save', your file will not be uploaded to Trimble Connect. If you don't want to save your model in Connect, follow the instructions below to download your model back to your device.



Downloading files

If you need a copy of your SketchUp file -- or prefer to save and store your files locally -- you can always download the model you are working on to your computer. Follow these steps:

- 1** Make sure the model you want to download is loaded in the modeling window.
- 2** Open the file operations menu at the top of your screen
- 3** Select the 'Download' command. You'll be prompted to choose a SKP version to download. If you plan to re-upload your model to SketchUp for Web, you can choose any version. If you want to use your file in a desktop version of SketchUp, you'll want to pick a version that corresponds to that desktop version.
- 4** Click OK to download your model.