What you can do

User guide

Add useful destinations to your drawings

Layout Hyperlink Manager connects items on your Archicad layouts to websites, product information, shared documents and online models. The finished PDF keeps its bookmarks and existing page-jump links. A PLANWORKS QR object can also make the same destination accessible from a printed sheet.

01 | Install and open the palette

Install the package for your Archicad version, activate this computer and open the palette. Choose your interface language. See pages 2-3.

02 | Apply a hyperlink

Select a text block, figure, drawing, fill or PLANWORKS QR object on a layout. Use a Direct Hyperlink for an individual address, or a named Project Hyperlink for an address reused across the project. See pages 4-6.

03 | Add a QR card

Place the PLANWORKS library object, enter your captions and adjust its appearance. Assign its hyperlink in the palette; the add-on generates the QR code. See pages 7-8.

04 | Publish and check

Choose your Publisher set and destination, then publish from the add-on. Open the completed PDF and test its links. For a QR card, also scan a final-size print. See pages 9-10.

The key distinction

Assigning a hyperlink stores it in the project. Publishing through the add-on creates the clickable PDF. A normal Archicad PDF export alone does not add these custom hyperlinks.

Install the add-on

User guide

1 | Choose the matching installer

Use the Windows installer for the Archicad major version you will run. Each version needs its own matching package. Close that Archicad installation before installing; other installations may remain open. The installer requests administrator permission to write into the application folders.

2 | Check the installation folder

Confirm the folder containing the intended Archicad application. The installer places the add-on and its support folder together. Keep them together: the support folder contains the PDF-processing tool and user guides. You do not need to install Python separately. Remove duplicate manually installed add-on copies before installing.

3 | Choose whether to install the QR object

Include the library object if you want QR cards. Select the default PLANWORKS library location or a custom library folder. Copying the object into a folder does not necessarily load that folder into every project; check Library Manager after opening your project. Pages 7-8 explain the difference between loading and placing it.

4 | Open Archicad and the palette

Start Archicad and open the palette from Layout Hyperlinks > Show Palette. If it is missing, check Add-On Manager to confirm the add-on is loaded and matches the Archicad version. A missing support-folder message is normally resolved by reinstalling the complete package.

Keep existing project data

Installation and activation are separate from the hyperlinks stored in your project. Save the project after editing links. Uninstalling the add-on does not intentionally remove its stored project hyperlinks or placed QR artwork. Publishing custom hyperlinks still requires the add-on.

Activate and use the palette

User guide

Activate this computer

Open Licensing & Help, paste the licence key for the purchased Archicad variant and activate. The first activation requires internet access. One computer activation is shared by Windows users on that computer; it is not a separate activation for every project or Windows account.

Offline use and moving computers

Once activated, the computer can be used indefinitely offline. Validate performs an online check when requested. A connection failure alone does not remove an already confirmed activation. Deactivate online before transferring the licence to another computer; this releases the activation for all Windows users on the old computer.

Choose your language

Select Language in Licensing & Help. Open User Guide opens the matching offline guide, with English as the fallback if the translated file is unavailable. The language choice is a personal preference. It does not translate your captions, element names, project names or web addresses.

Know the four tabs

Layout Hyperlinks is for selecting and assigning links. Project Hyperlinks holds named addresses reused in the project. Publishing controls the Publisher set and PDF output. Licensing & Help contains activation, language and the guide. This guide uses the same workflow across supported Archicad versions.

Automatic updates only when useful

The palette refreshes automatically while visible on a layout or master layout. Automatic scanning stops while it is hidden or closed, and pauses in model views. Reopening it refreshes its data. Marquees are ignored; select elements individually. An export already started can finish even if you hide the palette.

Apply a Direct Hyperlink

User guide

1 | Select the item on a layout

Open a layout or master layout and select a text block, figure, drawing, fill or PLANWORKS Hyperlink & QR Code object. A figure is an image placed directly in Archicad; a drawing is a placed drawing element, even if its content is an image. Ordinary library objects are not supported by this workflow.

2 | Enter the complete address

In Layout Hyperlinks, check the selected-element information. Set Link source to Direct Hyperlink and paste the full address, including https://. The address field wraps long URLs so you can review and replace the whole address. For example, a product note could link to its manufacturer's installation instructions.

3 | Assign and confirm

Click Assign. Select another item and then reselect the original to confirm that the saved address is read back. If you explicitly select several supported elements, assignment applies the same hyperlink to all of them. A marquee does not select hyperlink targets for the add-on.

Edit or remove the assignment

To change the destination, replace the address and click Assign again. To remove it, use Clear URL. Simply deleting the text in the address field is not the removal command. Clearing an assignment does not delete the text, figure, drawing, fill or QR object itself.

Understand the clickable area

A text hyperlink covers its whole text block. Rotated text, figures and QR cards follow their placed corner handles. Fills and drawings follow their placed outlines. Diagonal and curved boundaries use smaller rectangles kept inside the shape. Items inside a placed drawing cannot be selected individually through this layout-based workflow.

Create and reuse Project Hyperlinks

User guide

When to use a shared address

Use Project Hyperlinks when several elements should always point to the same destination. For example, create Structural Model once and assign it to a title-block image on several layouts. If that online model moves, change its address in one place instead of editing each layout separately.

1 | Create the named hyperlink

Open Project Hyperlinks. The list starts empty in a new project. Choose Add Project Hyperlink, enter a descriptive name and a complete web address, then save. The name helps you identify the destination in the palette; it does not have to match the text printed on the drawing.

2 | Assign it to an element

Select an eligible layout element, return to Layout Hyperlinks and choose Project Hyperlink as the link source. Select the saved name and click Assign. Reselect the element to confirm its association. You are assigning a reference to the named entry, rather than an independent copy of its address.

3 | Change the shared destination

Expand Saved Project Hyperlinks and select the entry. Edit its address and save. The add-on checks affected references and editability before accepting changes. Review the confirmation or any reported problem. Publish again to create PDFs using the new destination, and check any affected QR cards.

Delete carefully

Review the associated elements before deleting a Project Hyperlink. Elements left with a missing reference need to be reassigned or cleared. Do not assume deleting the list entry substitutes another address. PDFs already sent out and QR codes already printed do not change when the project's saved address changes.

Review layouts and shared work

User guide

This Layout

This Layout lists the linked elements on the open sheet, including inherited master-layout links. Click a local row to select its element and inspect the assignment. Selecting a linked element directly in Archicad also updates the palette selection. Use Refresh when you want to explicitly reload the displayed information.

Publisher Layouts

Publisher Layouts follows the selected Publisher set, not every layout in the Layout Book. Its folders, subfolders and order mirror that set. Expand or collapse headings to review the link counts, or use Expand All and Collapse All. Selecting a local element opens its layout and returns you to This Layout for editing.

Empty layouts and scan warnings

Exclude Empty Layouts hides sheets with no links, including inherited master links in that count. A light-red entry indicates an unsuccessful scan, not proof that a layout is empty. Open the affected layout and refresh; inspect the reported error if it remains unavailable. Other readable entries can still be reviewed.

Master layouts and copying

Inherited master links are visible but grey and uneditable on an ordinary layout. Open the master layout to edit them; its assigned layouts then use those links when published. Copying supported elements between layouts in the same project retains their link assignment. Copying into another project does not import that project's named hyperlink catalogue.

Teamwork reservations

Reserve the element before editing its assignment. A shared Project Hyperlink also requires the necessary ownership, editable associated elements and a complete reference scan. Resolve reported reservations or inaccessible layouts before retrying the change. Send and receive project changes through the normal Teamwork workflow; each computer needs its own add-on installation and activation.

Load and place a QR card

User guide

1 | Load the library part once

The library file is PlanWorks Hyperlink & QR Code.gsm. If installed with the add-on, look in the chosen PLANWORKS library folder. In Library Manager, confirm that this folder is loaded in the project. If using a custom location, add it and reload the library. A Teamwork project's library availability must also be managed through its normal library workflow.

Avoid duplicate library copies

Load only one library copy of this object into a project. Do not load both an embedded copy and another copy from a linked library. This restriction concerns the library definition, not placed objects: you can place as many QR cards as you need on layouts and masters.

2 | Place the object

Choose the PLANWORKS Hyperlink & QR Code object and place it on a layout or master layout. The card may be rotated. Decide whether it belongs on one sheet or on the master used by several sheets before assigning its destination.

3 | Add the captions and appearance

Enter up to two caption lines. Each has its own font, size, colour pen, bold, italic and underline controls. Set the text background and outer border as required. Short captions such as Installation guide and Scan for current information make the card easier to understand without printing the full address.

4 | Assign the destination in the palette

Select the placed card and assign either a Direct Hyperlink or a Project Hyperlink. The add-on supplies the address and generates the QR artwork. Writing an address into a caption alone does not generate a QR code. Reselect the card to check its assignment before publishing.

Size and test the QR card

User guide

Show or hide the code

Show QR code controls whether the QR artwork is visible. With a valid assignment, the whole card can still be clickable in the processed PDF when the code is hidden. Hiding the QR code does not remove the hyperlink; use Clear URL in the palette to remove the assignment.

Resize on the sheet

Drag the corner hotspot to increase or decrease the card size. The QR remains square, while text keeps its paper text size. Leave enough width and height for both captions and code. Very long addresses can produce denser QR patterns and may need a larger card; judge the final printed size rather than only the screen view.

Keep the code readable

Use a dark QR pen on a light background and preserve the clear space around the code. Do not cover it with other layout items or crop it closely. A decorative colour combination that looks attractive on screen may be difficult for a phone to read after printing or photocopying.

Test two separate actions

First, click the card in the finished PDF and check that it opens the intended destination. Then scan a final-size print using a phone. A clickable PDF card does not prove that a small printed QR code is readable. Also check whether the website requires recipients to sign in or have permission to access the document.

Language and later changes

The object stores its own interface language. Assigning a link applies the palette language to the selected card; changing palette language updates editable selected cards, not every placed instance. In Teamwork this is an object edit. Changing a destination requires a new export and new prints; already-issued documents retain their earlier links and QR patterns.

Set up publishing and output

User guide

1 | Prepare the Publisher set

Use Archicad Publisher to choose the sheets, their names and their folder organisation. Use native PDF format. A single merged PDF, separate PDFs in a flat folder, and a real folder structure are supported. Layouts can sit directly at the set's root; they do not need an enclosing folder.

2 | Select the set in the add-on

Open Publishing and choose the same Publisher set. Entering this tab refreshes the set list. If you add or rename a set while the tab is open, use Refresh Sets. Review Publisher Layouts if you want to check the sheets and their hyperlinks before exporting.

3 | Choose the destination

Use Publisher Set Output Folder and Name follows the saved Publisher destination and filenames. Its displayed path is grey and read-only; change it in Publisher Properties. Use custom output folder allows a different delivery folder through Browse. Switching modes retains the custom path. Save the project to retain your publishing choices.

4 | Choose the optional copies

The linked PDF is always retained and keeps the Publisher filename. Keep original PDF adds an unlinked copy with -unlinked in its filename. Create a separate publish-run folder places the delivered files in their own run folder. Both options start unticked for new settings; check them before each issue if you reuse a project.

Where files are written

Archicad first writes native PDFs to its configured Publisher folder. The add-on processes temporary copies, verifies the hyperlinks, then delivers the completed files. A custom destination or separate run folder also leaves native PDFs in the Publisher folder. Those native copies may not contain your added hyperlinks; issue the confirmed completed output from the add-on.

Publish, verify and recover

User guide

1 | Publish through the add-on

Click Publish in the palette and allow the operation to finish. Publishing collects the current assignments and shared addresses; it does not rely only on the list last displayed in the palette. Existing destination files may require replacement confirmation. Check the completion message and the reported output folder before sending the PDFs.

2 | Understand overlapping links

Existing PDF links keep priority. Layout hyperlinks are above master hyperlinks; within each layout, Archicad drawing order decides priority. Use Bring Forward or Send Backward, then republish. Links behind keep their non-overlapping areas. If a requested link has no clickable area left, delivery stops and identifies the element.

3 | Check the actual deliverable

Open the completed PDF from the reported destination, not an earlier copy. Test several added hyperlinks, native page jumps and the bookmark tree. For a cropped drawing, try both an existing marker and the surrounding drawing area. Scan any QR codes from a final-size print. Only distribute output that completed successfully.

If a PDF cannot be replaced

The verified linked PDF automatically replaces the native PDF from the same publish operation. Other existing destination files still require confirmation. If the file is open, close it and choose Retry; also check read-only status and folder permissions. A successful retry removes backups from its earlier attempts. Cancelled or failed delivery retains recovery backups.

If a link or layout is reported as failed

Check the element's assignment, visibility, crop and any overlapping links. Resolve missing Project Hyperlink references and reservation problems, then refresh and publish again. Keep the messages and diagnostic folder if the problem persists. If a rollback or recovery error is reported, retain its backup files for investigation rather than deleting them.

Publishing notices and support

User guide

Successful publishing

The success notice appears only after the verified PDFs have been delivered. It shows the output folder and hyperlink counts. Click OK to close it, or wait ten seconds. The main palette remains open. Check the delivered PDF before issuing it.

When publishing fails

The notice stays open and identifies the failure stage: Archicad publishing, output detection, hyperlink insertion, verification or delivery. Read the details and suggested action. Copy details and Open diagnostics folder keep the local evidence available. Retry / Cancel remains available for recoverable file-access problems.

Send a diagnostic report

Choose Send diagnostic report in the failure notice or Licensing & Help. Describe what happened, optionally enter a contact email, then click Preview report. Do not include client names or confidential information. Review the summary and tick consent before sending. Keep the returned report reference when contacting PLANWORKS.

What is sent and kept

The structured report includes add-on and Archicad versions, failure stage, error code and link counts, plus your description and optional email. It does not attach full logs, project files, PDFs or hyperlink addresses. Reports are retained for 90 days. A valid activation and internet connection are required to send.

Offline support and recovery

Save report writes the preview to a local temporary folder and opens that folder. Copy the file somewhere safe or attach it when contacting support. It does not send an email automatically. Detailed local publishing logs may contain project paths and URLs; review them before sharing them separately. PLANWORKS: support@planworks.co.nz.

Page edges, empty fills and failures

Partly off-page hyperlinks are clipped to the sheet. Fully off-page hyperlinks are excluded without blocking publication; the success notice gives their count and diagnostic details identify them. Invisible fills can define clickable regions over blank paper. Show element locates an identifiable failed item; use it before editing the project or starting another publish. Declining replacement or cancelling delivery is reported as cancellation. Duplicate layout names need distinct sheet IDs in published titles or filenames; uncertain page matches still stop delivery.

Keynote pop-ups — Archicad 28 and later

User guide

One guide for all supported versions

This is the shared user guide for all supported Archicad versions. Keynote pop-ups are available only in Archicad 28 and later, in add-on builds that include this feature. The option is not available in Archicad 25, 26 or 27.

Enable the option

In Publishing, tick Include keynote pop-ups. This setting is saved with the project and applies to Publisher Sets and Direct PDF. Leave it unticked to use the normal hyperlink workflow. You can publish hyperlinks only, keynote pop-ups only, or both; hyperlinks are not required for keynote output.

What appears in the PDF

Supported placed keynote references receive a thin yellow outline with a transparent centre. Open the comment to read the keynote key, title, description and reference. Comments start closed and are marked as non-printing. The original PDF artwork, bookmarks and existing links are retained.

Supported keynote references

The initial implementation reads keynote references in text blocks and text labels, including master layouts and internal drawing source views. Custom symbol labels and external drawings are not covered. Curved drawing crops containing keynotes, multipage drawings containing keynotes and split layouts are not supported in this test implementation.

Check the result

Review the keynote count in the completion message and open the PDF to test the comments. If a discovered reference cannot be matched reliably, delivery stops with diagnostic details. Comment interaction varies between PDF readers; test in your preferred reader. New drawing hyperlinks leave comment areas free, while existing PDF links are preserved.