1.) Importing geometry or building geometry within ecotect spurs the majority of the problems associated with the analysis. Save file as .3ds within another program

2.) Depending on the necessary tests one is performing, It is best to save the layers of the file as separate .3ds files. For instance- A-walls.3ds, A-windows.3ds, A-context.3ds

> *"When you are doing thermal and acoustic calculations in Ecotect Analysis, zoning is very important as you can set a zone to thermal, meaning that it represents an enclosed volume of relatively homogeneous air. Each thermal zone therefore needs to define a room, essentially, with a complete envelope of enclosing surfaces. This way, inter-zonal heat flow paths and incident radiation collection can be automatically determined and will have effects on the right air volumes. In lighting and shadow calculations, zones are not as important. However, if you wish to compare light levels in different rooms you will still need to organize your "layers" basedon zone definitions. It is usually best practice to use a thermal zone for each room and then add any external or extraneous geometry to additional non-thermal zones. This way you can use the same model for all types of calculation, with all the essential thermal and acoustic geometry in room-based zones but with detailed window frames, skirting boards, furniture, and the like in separate non-thermal zones that can be turned off when not required."*
> http://acadinc.net/pdf/products/ecotectanalysis10_faq.pdf

3.) File → Model → 3D Cad Geometry → Choose File (.3ds)

4.) Remember to change the scale appropriately to the initial .3ds file

       inches--->millimeters   feet---> millimeters

   This step is important because analysis will not be done properly if the scale is not changed in this initial step.
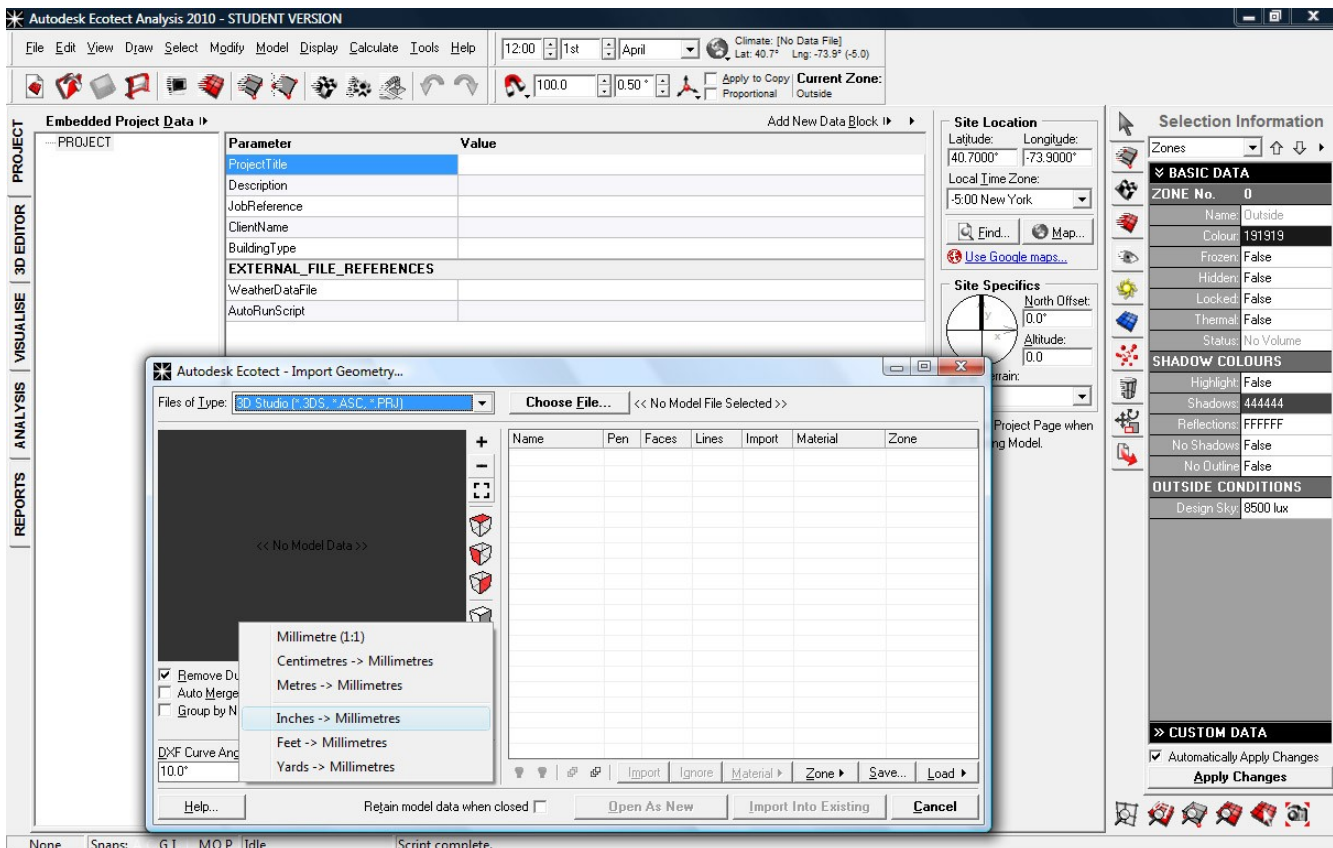
5.) Follow steps 3-4 for each .3ds file for the model. You can cahnge the Materials/zone/etc within the import geometry dialogue box or can just leave the global standards. You can always change the attributes within the Zone Management (Right side tab).
6.) Do not be afraid of the different zones within the Zone Management(Right side tab) It is easier to have the model built well in the previous software than change it within Ecotect.
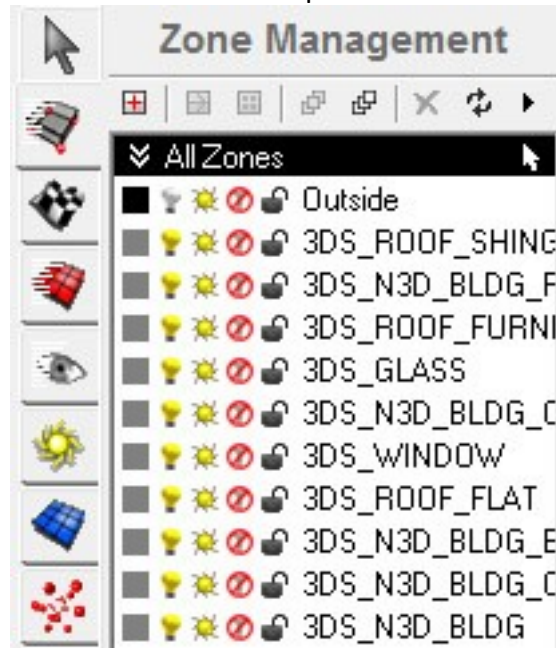
7.) Go to Zone Management > Select layer > Right click Select Objects on Layer
8.) Go to Modify (press o) -->Merge Coincident Triangles (this reduces polygons --- with complex geometry, his step might drastically change geometry and can be ignored