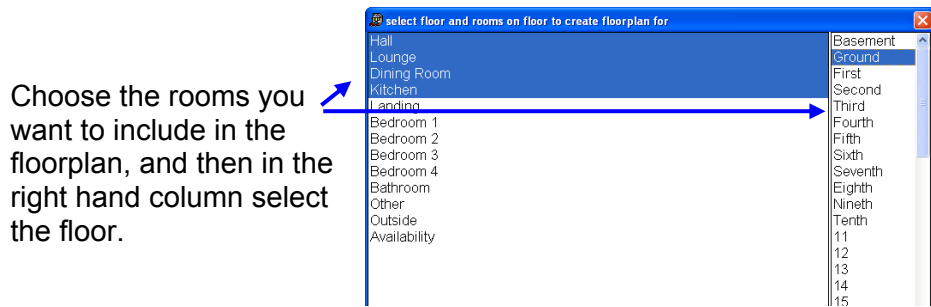


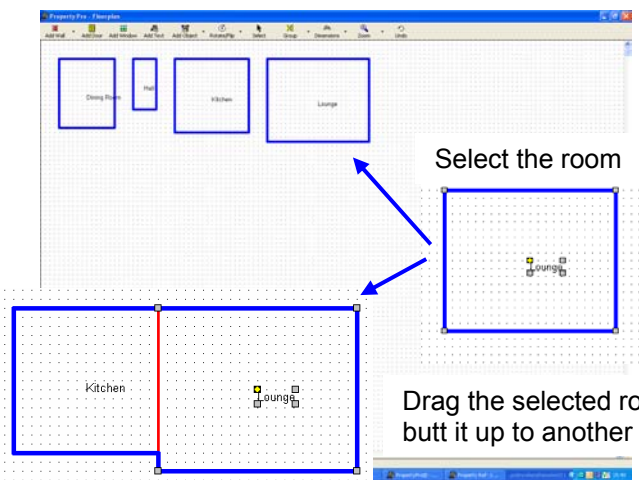
## Creating a FloorPlan

You can create as many floor plans as you require for any one property and these are created using the room dimensions stored against the property or by drawing the plan from scratch.

- Select Edit, New, Floorplan Using Dimensions



‘Using dimensions’ brings through a series of ‘boxes’ in scale to the corresponding rooms together with the room names.



- A ‘room’ can then be selected -
- click and drag to draw a “net” around it –

and moved by dragging it into position.

Joining a room to another room will automatically change the external walls to an internal wall where they abut.

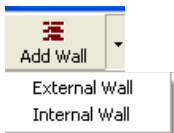
## Selecting and Moving an Object(s)

An item is selected when you see the white squares around the object or text. The mouse pointer changes to a pointer with a cross when moved over a selected object, which indicates you can click and drag the object to another position.



Click the Select button to switch to select mode. Click an item to select it, or draw a ‘net’ around item(s) you wish to select.

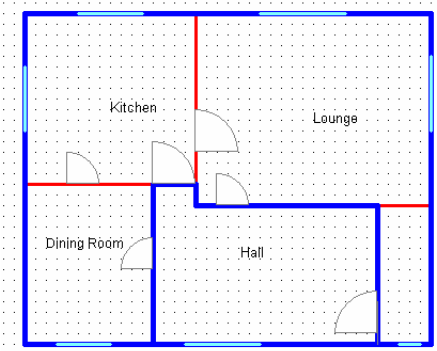
**NOTE: If the entire plan moves, press the ESC key. This can sometimes happen after using the right mouse button menu.**



Additional walls can then be added to make up rooms that were not measured, (e.g. halls, landings, cloakrooms).

- Choose External or Internal Wall and click, drag and draw the wall where it needs to be inserted.

## Add Doors and Windows



Add doors by clicking on the Add Door button and 'draw' the door along a wall



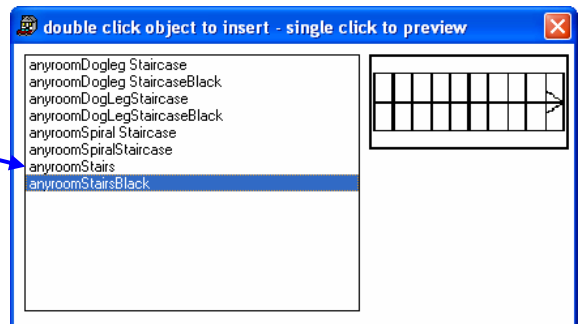
Add windows by clicking on the Add Window button and 'draw' the window along a wall

## Add Stairs and Objects:



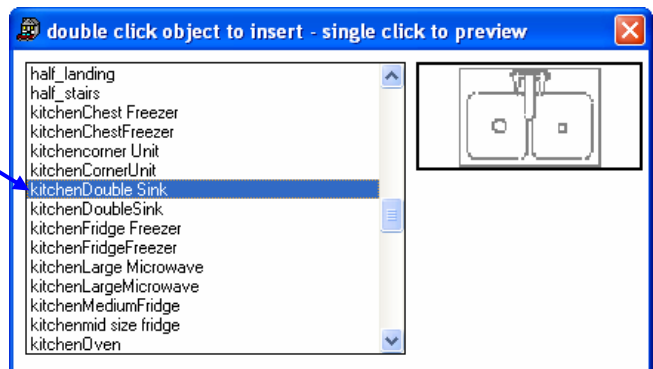
To add stairs, click Add Object and choose Stairs.

- Double click the style of stairs.
- The stairs will be inserted in the top left of the screen where you can size / rotate the object if necessary, and then drag it into position on the Plan.



To add an object, click Add Object and choose Any

- Double click the object to be inserted.
- The object will be inserted in the top left of the screen where you can size / rotate the object if necessary, and then drag it into position on the Plan.



## Add Text



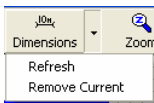
The Text button will allow you to add text to your plan

## Undo



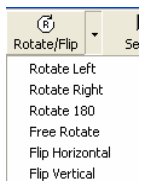
Use the Undo button to undo the last action.

## Dimensions



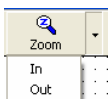
Use the Dimensions button to refresh or remove all dimensions from the floorplan. This is useful when drawing walls manually and windows (which inserts the dimensions).

## Rotate/Flip



Use the Rotate button to flip a selected object left or right, horizontally/ vertically, or free rotate. This is useful for flipping doors to the correct opening.

## Zoom



The zoom button enables you to zoom in or out of the plan.

## Grouping Objects



Multiple objects can be selected and grouped together to make one object.

When the floorplan is complete, it is useful to select the whole plan and choose Group. The complete plan can be sized and moved as one object, ensuring each object is sized in the same proportion as the rest of the objects.

When it is finished, select the plan and choose Ungroup.

- ✓ Snap to grid
  - Change Colour
  - Copy
- 
- Exit

As well as the buttons along the top of the screen, while an object (or objects) is selected, clicking the right mouse button provides more options:

## Snap to Grid

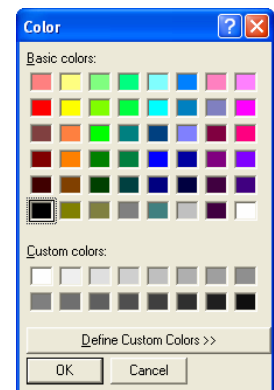
Each square of the grid is set to .25 metres .25 metres. With Snap to Grid active, any objects moved or “drawn” will automatically “snap” to the invisible gridlines (vertically and horizontally).

When drawing an object, the co-ordinates are shown to the left of the status bar at the bottom of the screen, which will give an indication of the position of the object being drawn.

Sometimes an object(s) can be better placed without the help of the grid, in which case it can be turned off by right clicking the grid and deselecting Snap to Grid. You can also override the snap to grid by holding down the Ctrl key when drawing or dragging an object.

## Change Colour

The colour of a selected object(s) can be changed by clicking the right mouse button and choosing a different colour.



## Bring to Front / Send to Back

An overlapping object can be selected and brought to the front or sent to the back by choosing from the right mouse click menu.

There is no need to save the Floorplan. When the plan is exited, a new room tab appears in the property record which contains the floorplan. This can be edited at any time.

The finished floor plans will then be included in window displays, details and uploaded to the web.

## Import a 3<sup>rd</sup> Party Floorplan



Floor-plans can also be added from external sources. Windows metafiles (.wmf) from any source are fully compatible and there is an interface to The Mobile Agent.

- From the property record, select File, Import Floorplan
- Browse for the file
- and enter a name for the Floorplan. (Do not call it 'Floorplan')

A new tab with the floorplan will be automatically inserted into the property record.

The Floorplan will now be held in PropertyPro and will be brought through into details and be uploaded to the web.

