| THE SHORT STORY – The 5 Steps Go in This Order |
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1. Organize your work Area ó Moving, Magnifying & Reducing the View Screen
2. Select objects from the menus and drag them onto the SMARTePLAN
3. Size the objects according to your needs
4. Place the objects according to your needs
5. Print the result of your  work

| DESCRIPTION OF THE 5 BASIC STEPS |
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**Organize the Work Area – Moving, Magnifying & Reducing the View Screen**
**Selecting Furniture / Walls & Putting Them onto the SMARTePLAN**
**Sizing the Furniture / Walls – Dragging & Pointing**
**Place the Objects in the SMARTePLAN – Moving & Rotating**
**Printing**

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**Organize the Work Area – Moving , Magnifying & Reducing the View Screen**
Using a combination of the tools described below, navigate to the area of the property where you wish to workí  . Perhaps you only wish to work in the Living Roomí  ..?

**Two Ways to Move the SMARTePLAN – Compass Arrows & Pushing**

**Compass Arrows –** repeatedly tapping the compass arrows in the top left corner of your screen will move the view screenøs position as you tap the keys.  Change direction by tapping alternate compass arrows as needed

**Pushing the SMARTePLAN**
1. Move  your cursor onto the work area.
2. While on the work area (the part with the pale gray gridlines), hold down your left mouse button and push your mouseí  . You will see the whole screen shift in the direction you are pushing. Repeat as necessaryí  .. reposition your mouse, hold down the mouse key and push again.

**Two Ways to Magnify & Reduce the View Screen – Compass Keys & Rolling**

**Compass Keys –** repeatedly tapping the õ+ö  (plus) key in the Compass area in the top left corner of your screen will enlarge the magnification of the view screen. Conversely, tapping the õ-õ  (minus) key will reduce the view screen

**Rolling the MouseWheel**
1. Move your cursors onto the work area
2. While on the work area, rolling your mouse wheel will enlarge and reduce the view screen area. (NOTE ó your mouse must be equipped with either a wheel, track ball,  or rolling ball for this method to work).

**Selecting Furniture / Walls & Putting Them onto the SMARTePLAN**
1. Mouse over to the Object menus on the right of the screen
2. Click on one of the top tabbed categories to view the objects in that menu (i.e. Living Room, Dining Room, etc.)
3. To move an object off the menu and onto the SMARTePLAN, position your mouse on top of the image, hold down your left mouse key while dragging the image onto the floor plan
4. When you get it onto the floor plan í   let go of your mouse key.

**Sizing the Furniture / Walls**
There are two ways to size objects í . By Dragging them, or by Pointing them

### Dragging the Object to the Size You Want
1. Place the object on the work area (see above)
2. Select the object by moving your mouse on top of it and clicking your mouse. You will notice that a red rectangular box appears around the perimeter of your object í this is what is known as selecting an object
3. With your object selected, move your mouse slowly over any of the red squares in the corner of the red bounding box. When you do this, you will notice the cursor changes to one of two symbols  (A) a line with arrow tips on both ends,  - OR- (B) a curled arrow. (The curled arrow is explained below in õRotating an Objectö)
4. When you mouse over the corner and obtain the double-tipped arrowhead, HOLD DOWN your left mouse key and slowly drag your mouse in a diagonal direction away from the object.  You will see the dimensions of the object change as you drag forward and backward to hone into the measurement you wanted.
5. Let go of the mouse key when you dragged the object to the size you want.

### Pointing the Object to the Size You Want
1. Place the object on the floor plan
2. Select the object by mousing on top of the object and clicking your mouse
3. Once Selected (the red rectangular bounding box is showing), tap the arrow keys on your numeric keypad of your keyboard to alter the height or width in the direction you choose. You can watch the object shrink and grow as you gently tap various arrow keys
4. The Blue and White Dimension box gives you a read-out on your object as you manipulate the size of the object to your desired size

**<u>VERY IMPORTANT!</u>**  You need to size the object BEFORE you move/rotate it. Size it first, and then move it into position on your workspace.

## Place the Objects in the SMARTePLAN – Moving & Rotating

### Moving an Object
**1.** Mouse on top of it, hold down your left mouse button and drag the object to the desired location.
**2.** Let go of the mouse button when you position the object in  the desired location.

### Rotating an Object – The Curled Arrow
1. Select the object.
2. With your object selected, move your mouse slowly over any of the red squares in the corner of the red selection box.  When you do this, you will notice the cursor changes to one of two symbols  (A) a line with arrow tips on both ends,  - OR- (B) a curled arrow.
3. With the curled arrow showing, hold down your left mouse button and twist your mouse in a circular motion and you will see the object rotate accordingly.
4. Let go of the mouse button when you have rotated the object sufficiently
5. Once you have rotated the object on the angle you need, then drag the object into position in the SMARTePLAN

## Printing
1. The view screen is what will print.
2. Magnify or reduce the view screen so it holds the view that you need to print
3. Select the PRINT button in the upper right-hand corner of the screen

4. A progress bar will appear indicating processing time elapsingí ..
5. A print preview screen will appear ---- this is what will be printed ---- if it is not what you wanted, go back and repeat steps 1-3.
6. When ready to print, look at the top tool bar for the printer symbol. Most symbols will have a down-arrow next to them allowing printer options. Click on the down arrow to select the printer, select the page orientation and other print options.
7. When the options are selected correctly, press the printer symbol in the top tool bar to begin printing

**Quickie Printing –** Hitting **CTRL P** (holding down the CTRL key on your keyboard and also striking the P key) will do a print screen. It will not yield the same results as the method above, but it will print your screen (including the selection menus).

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**HOW DO I …..?**

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**Delete an Object**
**Measure my Furniture**
**Move / Delete the Blue & White Dimension Box**
**Move Walls**
**Save my File**
**Use Make my Own Furniture Symbols**

**DELETE AN OBJECT**
Select the object (so it is enclosed within the red bounding box) and then hit the delete key on your keyboard.

**MEASURE FURNITURE**
1. Use a measuring device suitable to your task í measuring tape, yardstick, etc.
2. Measure the largest area for each dimension í height and width. For example, a rolled armed sofa may have the arms extending past the base. In this case you want to measure the largest space --- the arms --- not the base. Similarly, for a recliner, you want to recline it to get the full extension in your measurement.
3. Our dining chairs are drawn with a 12ö set-backí . So you can drag them up to a table, or desk, or breakfast bar and the set-back should meet your practical needs for gauging necessary clearance to walls, aisleways, etc.

**MOVE / DELETE THE BLUE & WHITE DIMENSION BOX**
This box, showing the dimensions of objects, can be very handy --- and sometimes, depending on what you are doing --- can get annoying. You may find it is õin your wayö. You can **S**how it or **H**ide it as you work with your file
**1.** Press the **S** key on your keyboard to **Show the Box**
**2.** Press the **H** key on your keyboard to **Hide the Box**

**MOVE WALLS**
Youøre not really going to move the wall, what weøll do is cover up an existing wall so it õdisappearsö. Walls behave the same as objects í drag them onto the work space, size them and position or rotate them as needed.
1. Select a white wall from the menu, size it appropriately and place it on top of an existing wall in the SMARTePLAN to õblank out õ the existing wall
2. You may find it handy to use either of the large objects (circle or square) to õblank outö large expanses of space
3. If desired, you can then select a black wall from the menu í size it appropriately and place it accordingly to visually redraw the room to suit.

**SAVE MY FILE**
There are currently no provisions to save the file, you need to print your screens as you go. Work through each room as needed and print the screen of that room when you set it up the way you want. It.

**MAKE YOUR OWN FURNITURE**
The sample furniture symbols in the menus will likely fill most of your needs, but not all of them. The õMake Your Ownö furniture symbols represent the footprint any piece of furniture will have on the floor plan.

While the symbols are not detailed drawings, they are excellent placeholders, allowing you to size furniture to each room. Choose and size the symbol that most closely represents your own furniture.