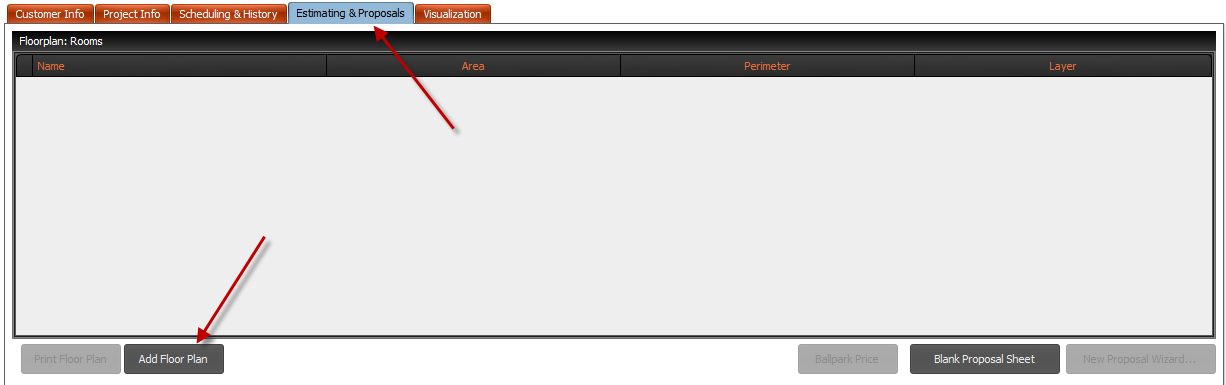
Drawing a Floorplan:

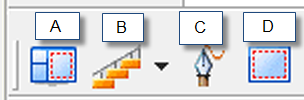
With the customer pulled up:

From the Estimating and Proposals Tab click on Add Floor Plan:



**\*Read Instructions that pop up carefully!**

Click on a tool to start your drawing…

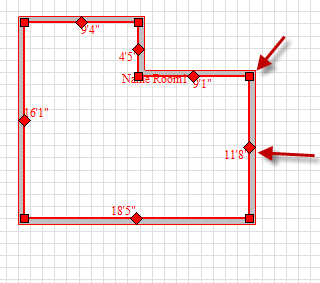


1. If you want to enter the dimensions of the room (X and Y) to draw a square or rectangle)
2. Stairs-you can enter rise, run and width of stairs + number of stairs
3. Freedraw the perimeter of the room (hold shift key for angles other than 45 and 90)
4. Draw a box

Notes:

1. Once you have drawn the room(s) you intended to with the selected tool, right click your mouse to release that tool and allow for editing etc.
2. In free draw mode, once you have drawn all but the last wall…a double click will “finish the room”

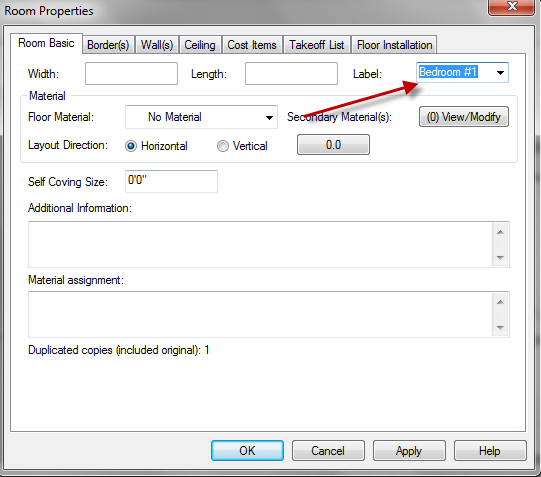
Editing a Room:

To adjust an entire wall, grab the diamond in the middle of the wall and drag to correct position

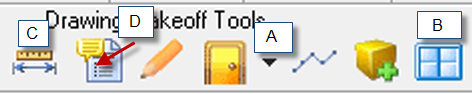
To adjust a corner grab the square on that corner (if your corner is not 90 degrees for example and you need it to be, you can drag the corner to 90 degrees.

To name the room:

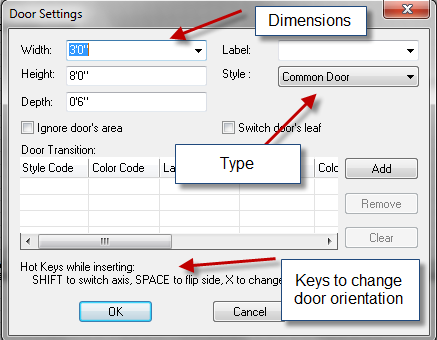
Double click in the center of the room and label the room:

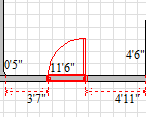


To add a door, window, extra measurement or note:



1. Click to add door, you can select type of door, size

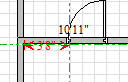
Add dimensions for you door, door type, and by holding down the spacebar when you place the door you can change the swing.



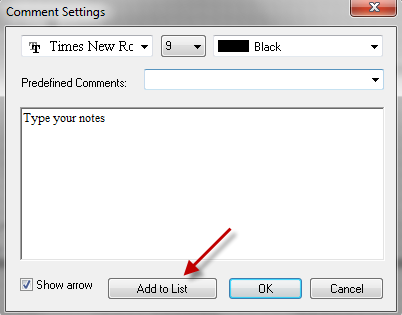
Once you click OK, place the door on the wall…notice the dimensions that will guide where you place the door.

If you need to move it after placement…simply click on the door and drag it as needed. If you need to delete it…click on it and hit the delete key.

1. To add windows click on the window icon and place in the same fashion you placed the door
2. To add a dimension click on the ruler and choose the two points for which you want to insert a measurement. (This often is used to indicate to an installer how far a particular room feature is from another point in the room)

 Once you have placed your measurement you can grab it and edit the points by stretching or shrinking.

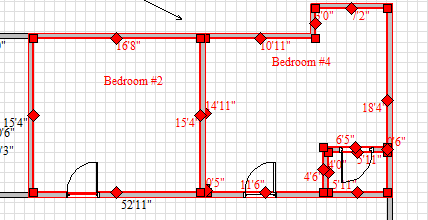
1. To add a note to installers click on the notes icon

You can type one time notes in here…or you can “Add to List” and you will have those notes available for future projects if they are commonly used.

To Merge Rooms:

 \*NOTE: If you don’t see this toolbar…click on “View” and select “Merge/Hole” to add it to your toolbar view.

Select both rooms you want to merge, by holding the CTRL key while clicking on both rooms:



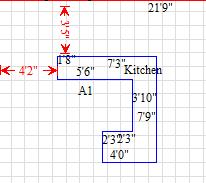
Click the Merge icon and the rooms will be merged.

To add an exclusion:

1. Click on the exclusion icon

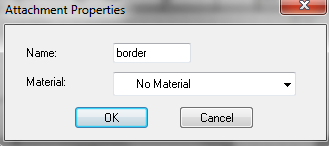


1. Draw the exclusion just as you would a free draw room (double click to close)
2. You can use the ruler icon to figure out where to place the exclusion within the room 

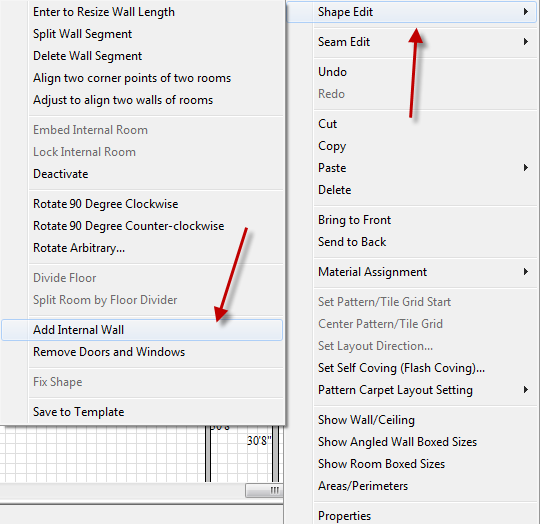


To place a border location (note you need to do this for all border patterns with the exception of perimeter borders.)

1. Follow the same instructions for adding an exclusion.
2. Once drawn, double click on the exclusion and name the exclusion “border” (no quotes)



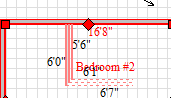
To create an interior wall:

1. Select the room to which you want to add the interior wall.
2. Right click on the room and Select “Shape Edit” and then select “Add Internal Wall”

Mouse over the wall that you want to add the internal wall to and choose it’s position on the wall:

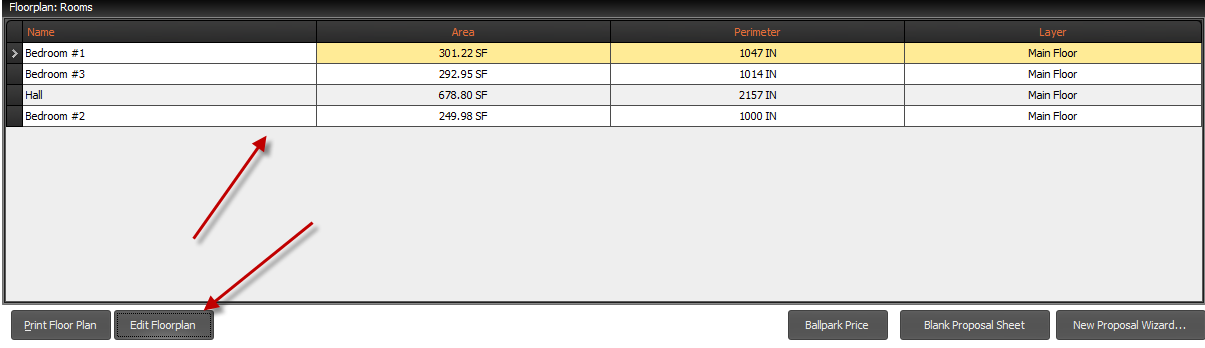


Draw the wall, drag and when you reach a turn, click once. To complete the wall, doubleclick.



**Once all rooms are drawn click Save! (Do not put any products in any of the rooms or do any “estimating”…that will come later!)**

 then close the program using the Red X on Floor Estimate Pro.



You will see your rooms imported in to InspireNet. To Edit (add more rooms, or edit a room) click on Edit Floorplan