



INSERTING 2D FLOOR PLANS REFERENCE GUIDE

The following is meant as a **quick reference guide** for inserting and setting the scale for your 2D Floor Plan images. Please print out and display near your monitor if you need a reminder of the process. The process will become second nature with repetitive use. The full tutorial can be found at www.tradesmens.com/support/tutorials #6 Importing 2D Floor Plan.

1. Insert and set the elevation on ALL floor plan images that are required for the project. The elevation may be set when the floor plan images are **first inserted**. You may also choose to set the elevation of individual plans **after** they have all been inserted (Exa...Qty of 6 plans inserted at once with a 0" elevation, but one plan has a different elevation).
2. Separate plan images
3. Trim plans using Menu > Trim > Set
4. Resize plans if needed using Menu > Resizing Tools
5. Arrange and position plans
6. Uncheck Manip on ALL plans that have been "set". This will prevent you from accidentally manipulating or moving floor plans that have been correctly positioned
7. Display the "Scale Box" by clicking on the "Show" box to the left of "Scale/Shared Placements"
8. Manipulate the Scale Box and position over a long measurement on the plan image. Take your time....and be accurate
9. Enter the length in the upper right corner and set the scale
10. Set Origin using Menu > Origin > Set. Take your time to ensure accuracy. Use the Origin Ind Size to resize the indicators
11. Set multiple Origins if needed
12. Save and Close

You should not have to return to the OSP screen unless you need to turn on/off (show) different floor plans for larger projects. You might also return to OSP if you missed some floor plans with your initial plan setup. If you must return to OSP....**BE CAREFUL NOT TO PLACE A CHECK BACK IN THE MAINIP BOX OR MAKE CHANGES TO AN EXISTING PLAN.**



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