

Online Floor Plan Editor Guide.

Introduction

This guide has been written to give anyone who orders, uses or supplies property floor plans a good idea as to how the Online Floor Plan Editor (OFPE) works, and it also describes how the most common amendments can be made. The objective is to give all users the knowledge and confidence they need to make these MINOR amendments themselves; and this, of course, will save significant amounts of time and vastly improve service to customers.

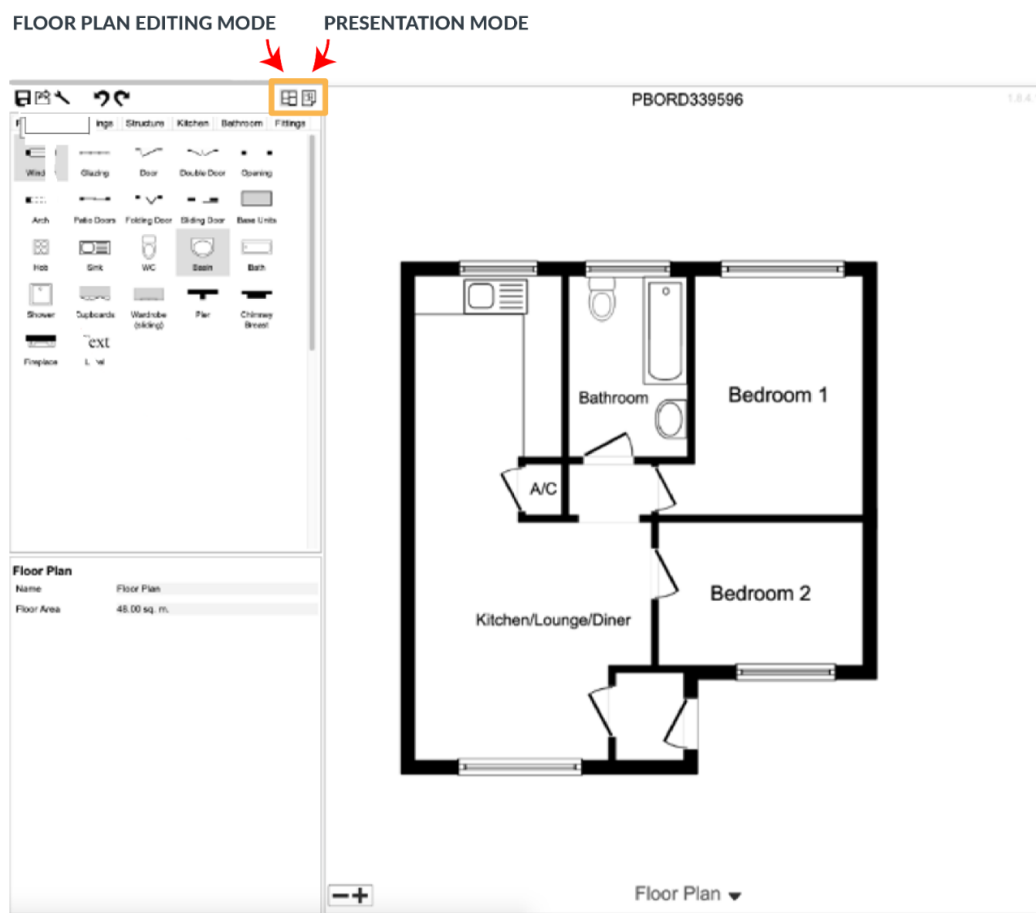
How the Online Floor Plan Editor Works

When you open up the OFPE, you'll see the floor plan panel and three other panels to the left – this is the 'Work Space'.

The OFPE has two operating modes – 'Floor Plan Editing' mode and 'Presentation' mode.

The 'Floor Plan Editing' mode is the one you need to be using when making your amendments.

The 'Presentation' mode is where you can see the floor plan in its finished state; that is, in colour and with watermarks, for example – and it's also the mode from which you would normally export your floor plan.



Each mode has four panels: Tool Bar, Library, Specifications and Editor panels.

Tool Bar Panel

The Tool Bar features - from left-to-right - the 'Save' and 'Export' buttons. The 'Spanner' icon allows you to flip and/or rotate your floor plan. This is followed by the 'undo' and 'redo' buttons, and then you have the two mode buttons mentioned above - 'Floor Plan Editing' and 'Presentation' modes.

Library Panel

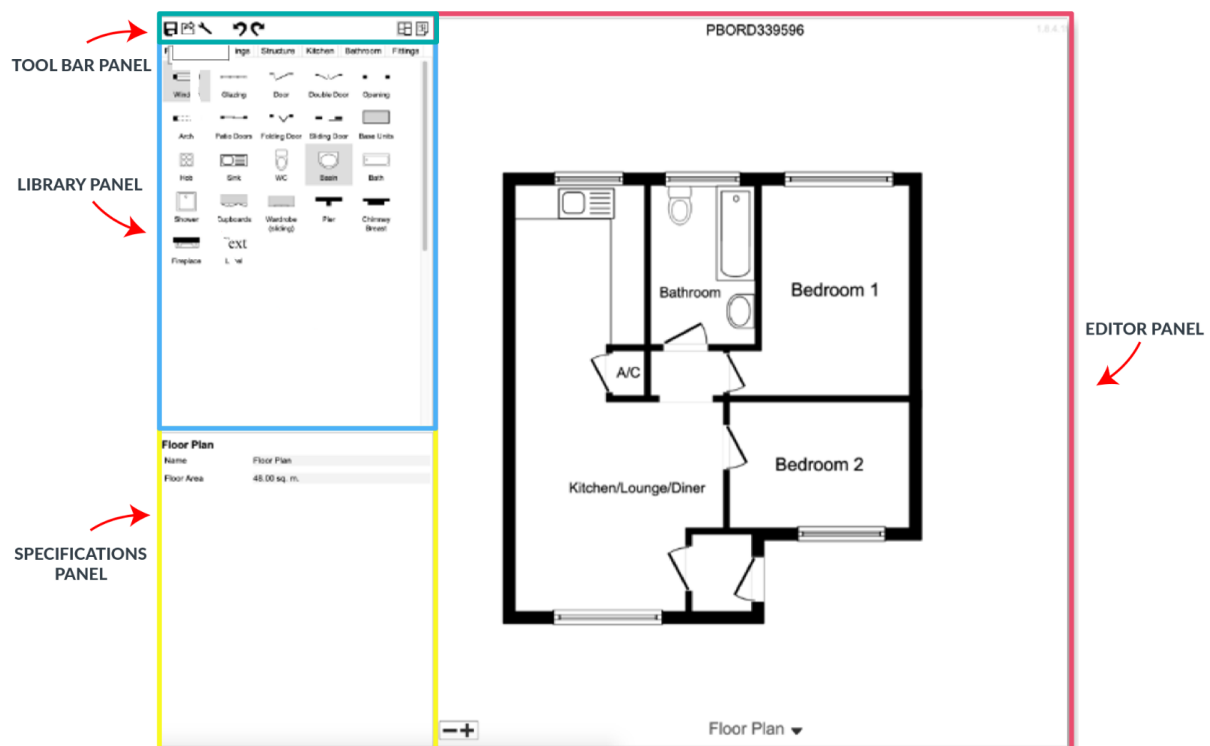
The 'Library' panel is where you can access ALL the fixtures and fittings that you might want to include on your floor plan.

Specifications Panel

The 'Specifications' panel displays all the technical information relating to your floor plan such as room names and dimensions.

Editor Panel

The 'Editor' panel is the largest one, the one in which the floor plan is displayed, and this is where you actually make your amendments.



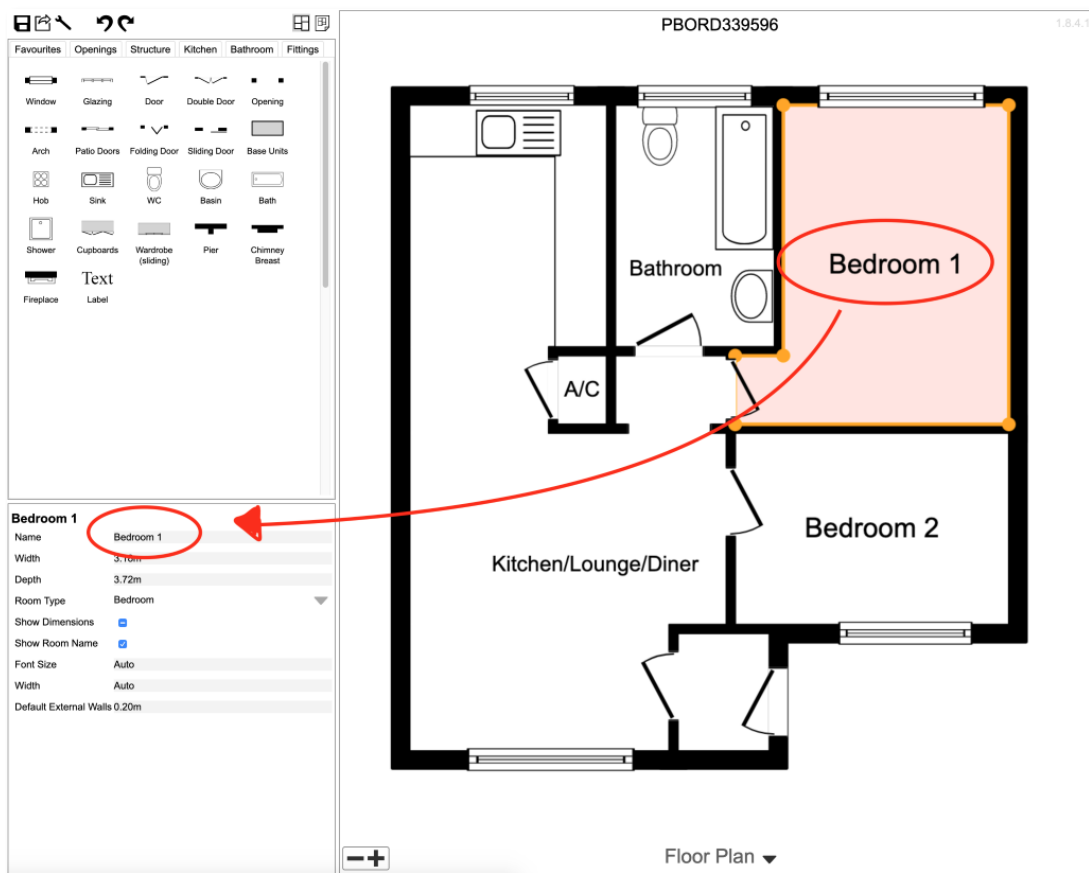
Making Amendments

Click on the 'Floor Plan Editing' mode button in the 'Tool Bar' panel to make sure that you're working in the 'Floor Plan Editing' mode – looking left-to-right, this is the first of the two icons on the far right of the Tool Bar panel.

Changing Room Names

To change a room name, simply click on the room in question in the 'Editor' panel. The technical information about the room will pop up in the 'Specifications' panel. Left click in the box where it says 'Name', delete the existing room name and type in the new one and hit 'Enter' on the keyboard; this will live update the room name on the plan.

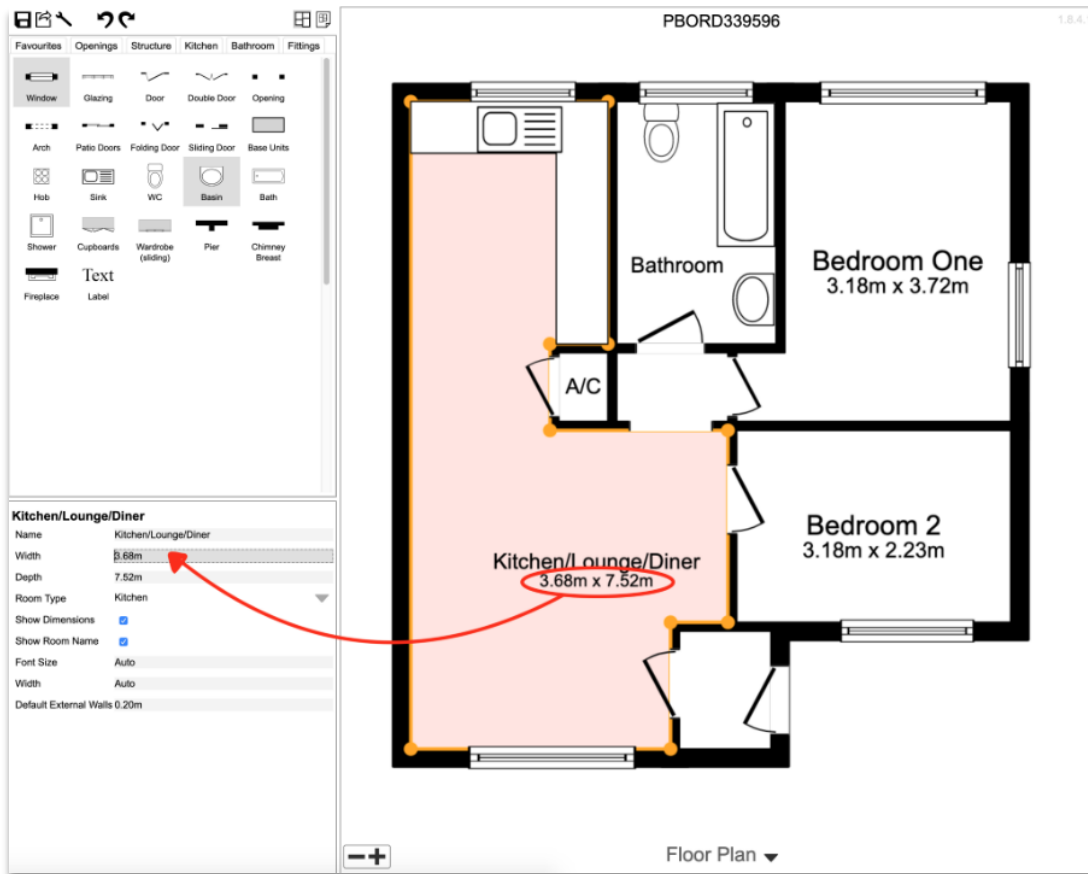
Note – if you intend to make a number of changes, it's a good idea to 'Save' as you go – and the 'Save' button is the first one from left-to-right in the 'Tool Bar' panel.



Changing Dimensions

Changing dimensions on a floor plan is very similar to changing room names. Simply click on the room that requires the dimension changes in the 'Editor' panel, and in the 'Specifications' panel you'll see the room dimensions displayed just below the room name. Click on the dimensions here, change them to the desired ones and hit enter on your keyboard.

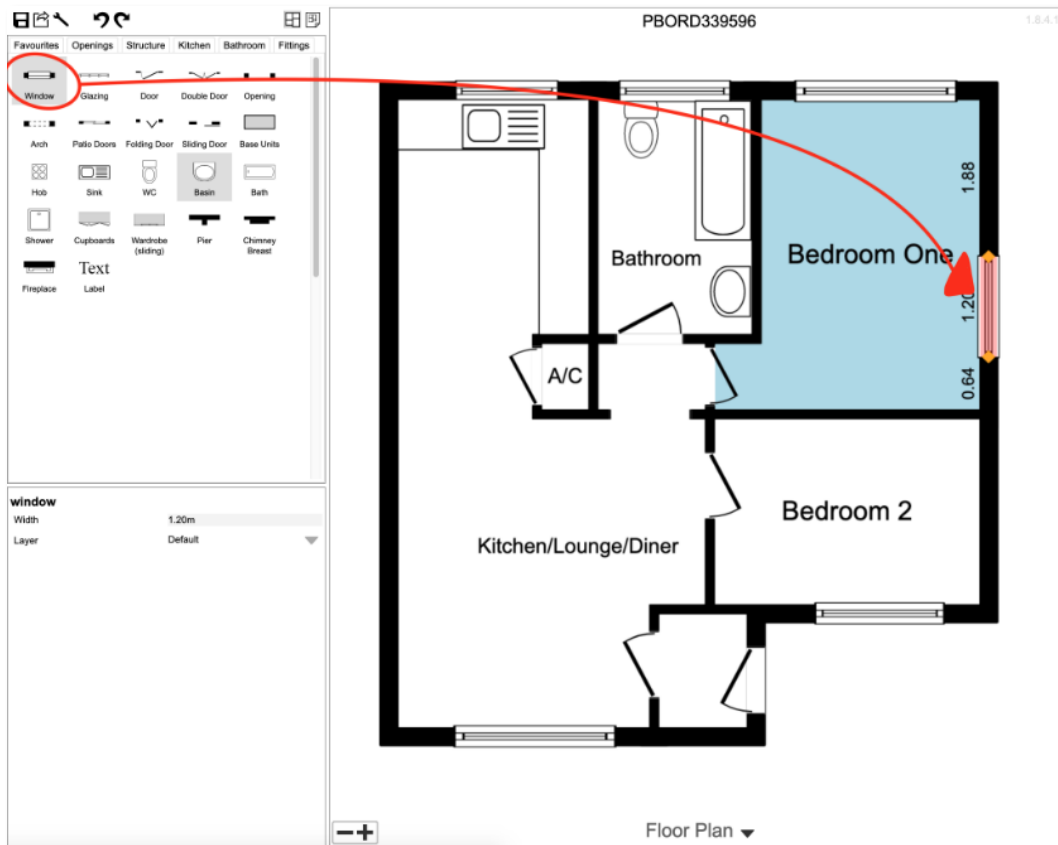
Note – a change to the dimensions will NOT be reflected in the proportions of the room on your floor plan.



Adding and Removing Fixtures or Fittings

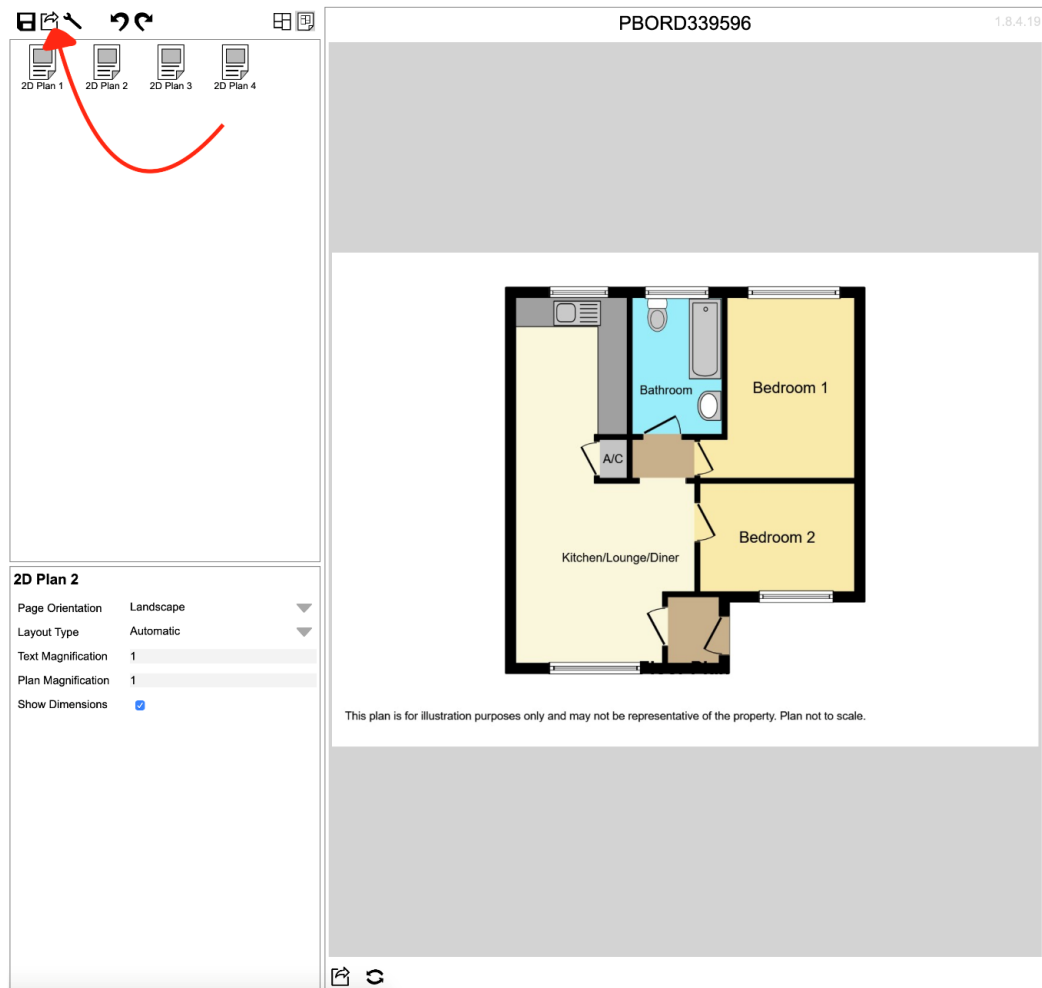
To add a fixture or fitting to the floor plan, all you need to do is click on its corresponding icon in the 'Library' panel, drag it to the desired location and drop it as shown below. To remove a fixture or fitting, simply click on it in the 'Editor' panel and hit 'Delete' on your keyboard.

Remember, if you add or delete anything by accident, you can quickly undo/redo it using the buttons in the 'Tool Bar' panel.



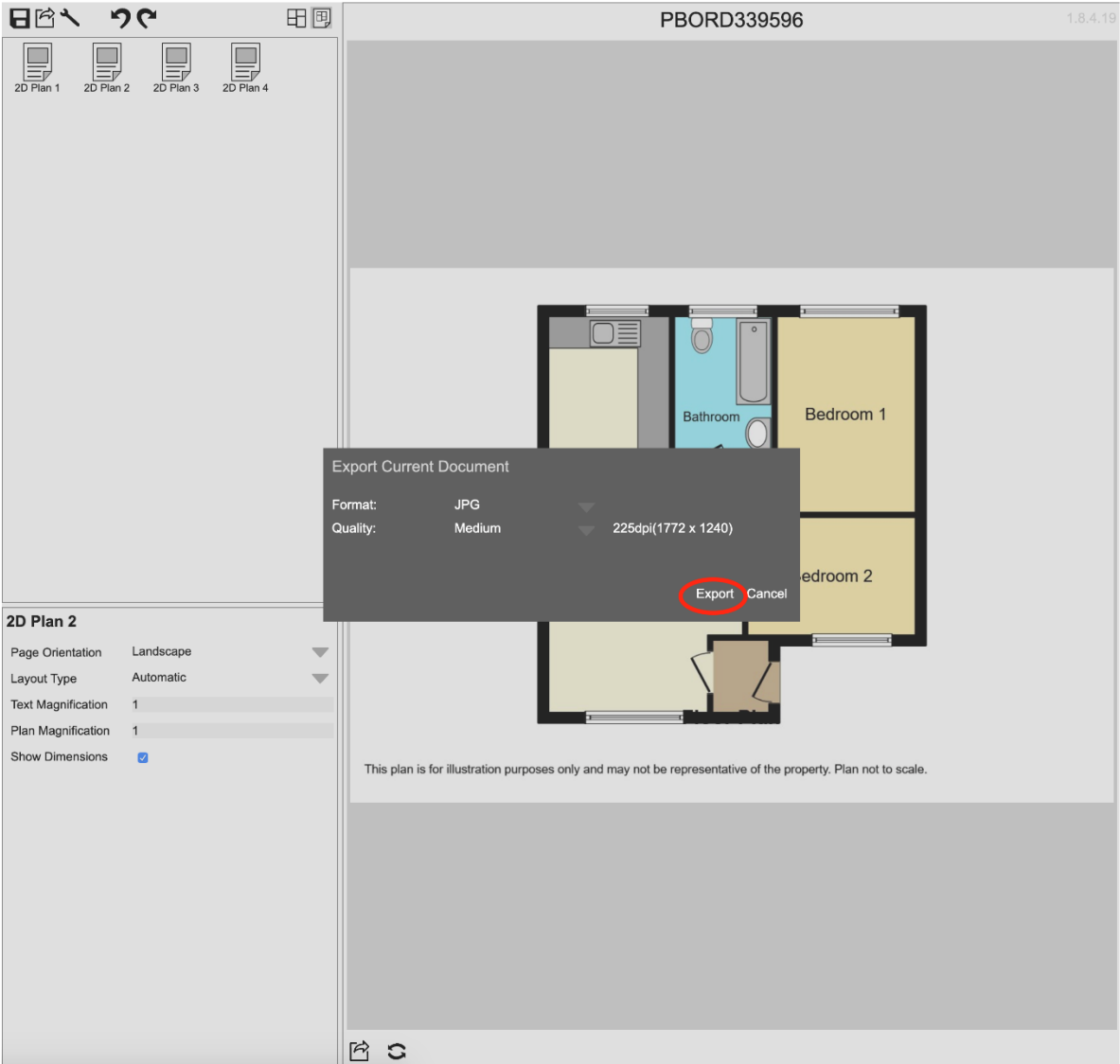
Saving/Exporting a Plan

Once you've finished amending/editing your floor plan, click on 'Presentation' mode - finally check your floor plan there - and then you can export it to your computer or portal by clicking the 'Export' icon in the 'Tool Bar' panel as shown below. Exporting a plan will typically save it, but it's best practice to save it anyway, just in case you need to make further changes later.



When you click on 'Export', you'll see a simple pop-up (shown below) which will allow you to select the file type and change the dpi.

Note – 300dpi is the recommended resolution for printing.



Online Editor FAQ.

How do I add, move or delete a window?

To add a window, open up the 'Favourites' tab in the 'Library' panel. Here you'll find a window icon. Left click the window icon and then move your cursor to where you want to place it and the window will appear there. Left click again and the window will be added. When you move the cursor away from the window, what looks like a copy of the window will be 'stuck' to your cursor. Drag this 'sticky' window outside the plan, left click your mouse and this will shake it off. The newly placed window will continue to be highlighted – as if not yet set – click once again outside the plan and the highlight will disappear and the window will be fixed.

To move a window, you simply left click and drag the window to the new location and left click again to release it.

If you'd like to delete a window, left click on the window and hit the 'Delete' button on your keyboard.

How do I add, move or delete kitchen appliances on the floor plan?

Go to the 'Library' panel, click on the 'Kitchen' tab, click on the appliance that you want to add and, in exactly the same way that you would add a window, move the cursor to where you want to place the appliance and it will appear. Left click and the appliance will be highlighted. Move the cursor and a copy of the appliance will stick to it. Drag it outside the plan, left click and the copy will disappear. Left click again and the highlighted appliance will lose the highlight and will be fixed.

To move an appliance, you simply left click and drag it to the new location and left click again to release it.

If you'd like to delete an appliance, left click on it and hit the 'Delete' button on your keyboard.

How do I remove dimensions?

Click on the room for which you'd like to remove the dimensions. The room will be highlighted and the technical information will appear in the 'Specifications' panel. To remove the dimensions, uncheck the box next to where it says 'Show Dimensions' and the dimensions will disappear. You can repeat this for each room.

How do I change floor names?

Left click the current floor name in the 'Editor' panel. Go to the 'Specifications' panel where the current floor name is displayed, click in the box, delete the current name, type the preferred and hit 'Enter' on the keyboard.

How do I change the floor area?

Click on the 'Floor Name' at the bottom of the floor plan in the 'Editor' panel. In the 'Specifications' panel, you'll see a box entitled 'Floor Area'. Click in this box to change the square area.

What to do if you need help

If you have any questions or queries, you can –

- email us at production@focalagent.com
OR
- go onto the Hub and click on our live chat where one of the team will be able to help you.