

planup
floor plans for everyone

Getting Started Guide

For Tablet/Phone Users

Website: www.planup.co.uk

Email: support@planup.co.uk

Tel: 03458 678 222



Contents

Introduction.....	2
Let's begin!.....	2
Start a new plan.....	2
Hall.....	2
Moving around the plan.....	5
Lounge/Diner.....	5
Utility.....	7
Kitchen.....	7
Measurements.....	8
Create a new floor.....	9
Landing.....	10
Remaining Rooms.....	10
Adding the staircase.....	10
Finishing the plan.....	11
Save the plan.....	11
Image customisation.....	12
Saving the images.....	12
Congratulations!.....	13
Final Image.....	14

Introduction

Welcome to the PlanUp quick start guide. This is a step-by-step guide to show you how to create a plan and save an image out.

The back page of this guide is a finished plan which we will reproduce. You will need to refer to this plan throughout this walkthrough.

This plan has been created to encompass most of the day-to-day circumstances you will come across when drawing a plan, but there is much that this guide does not cover. For more in-depth help please refer to the support pages on our website (www.planup.co.uk), but hopefully here we will give you a basic understanding of how to build up a plan and save out the finished article.

Let's begin!

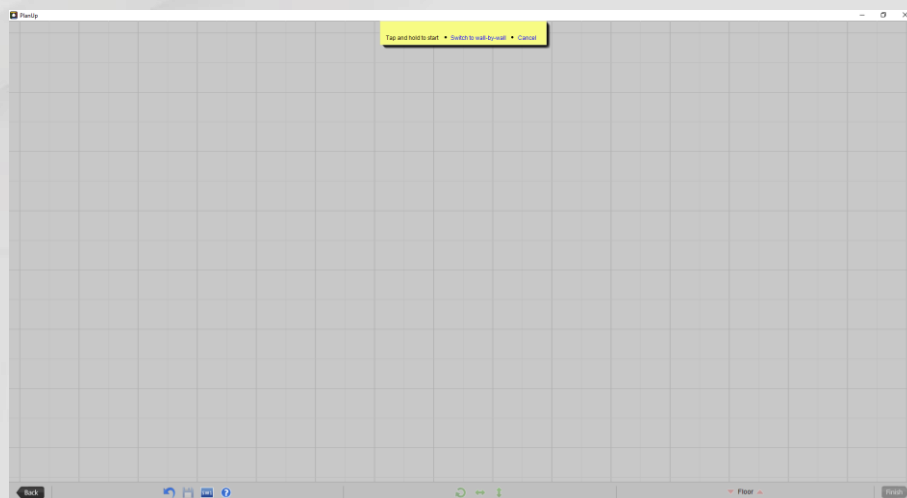
Firstly you will need to open PlanUp and login at the bottom right.

Please keep the example plan to hand during each step of this guide to refer to when needed.

Please note that on the final image, measurements are shown length x width by default.

Start a new plan

Tap *Start a new plan*. You will see a screen like the below:



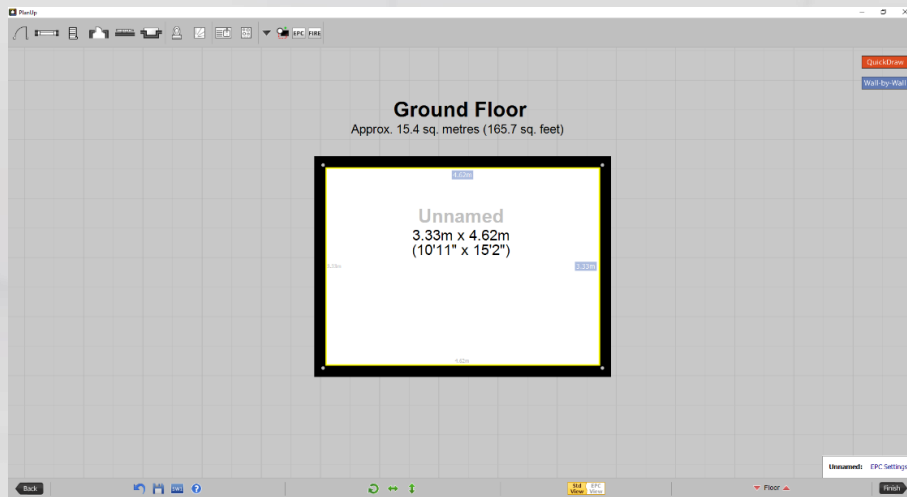
Hall

Step 1

You will see that the measurement of the Hall on the example plan is 2.50m x 2.00m.

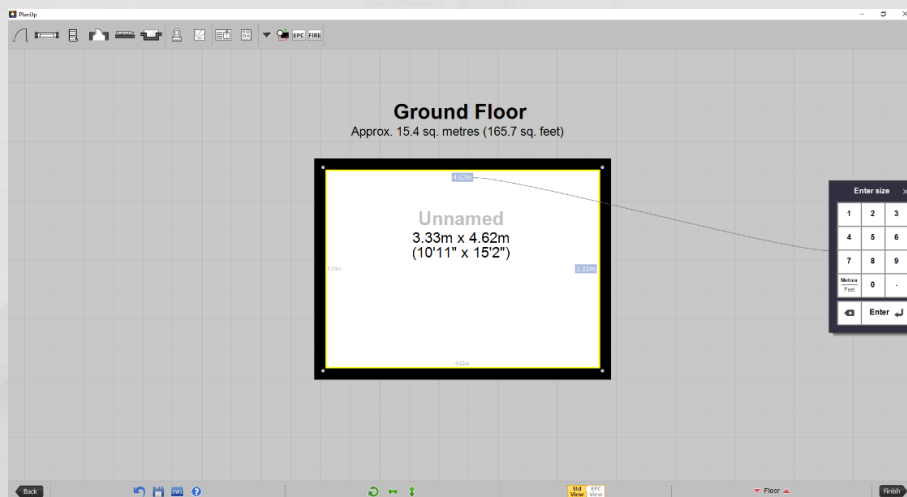
Tap on the screen and drag to create a room (don't worry about the measurements yet), release to finish.

You will now have a screen like the below:



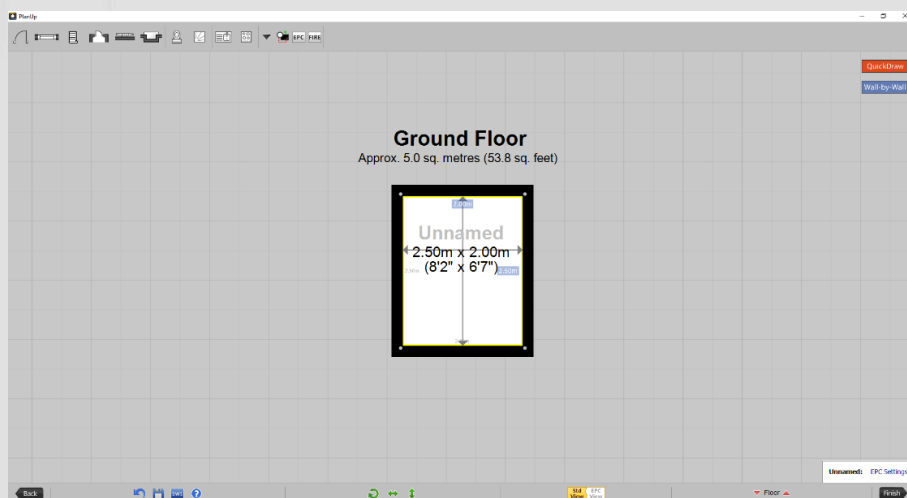
Now to set the correct measurements. The measurements on the room you have drawn may differ to our example.

Tap on the blue measurement box on the top wall. You will now get a number pad on the right-hand side of the screen. Tap on 2 and then *Enter* to set the measurement to 2.00m:



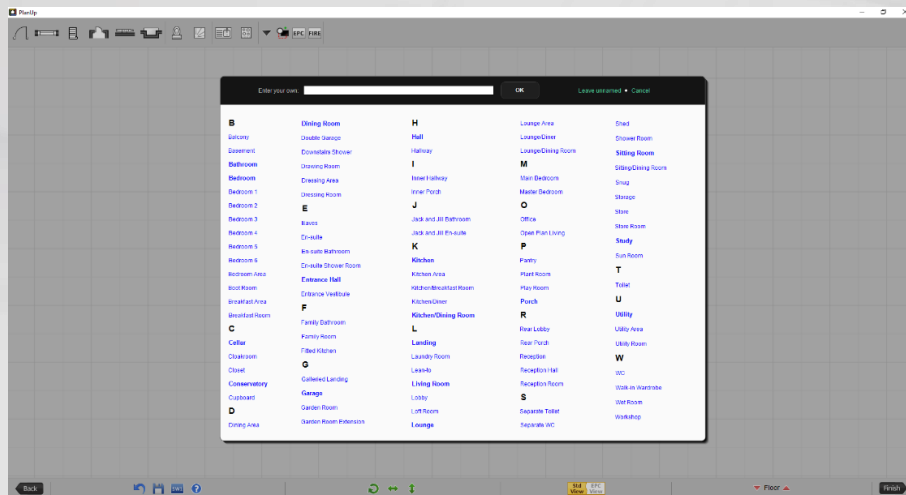
Now tap on the blue measurement box on the right-hand wall and type 2.50 and tap *Enter* to set the measurement to 2.50m.

The room is now the correct size.




Step 2

We now need to name the room. This can be done by tapping on the light grey *Unnamed* text above the room measurement. This will open a menu with room names arranged alphabetically.



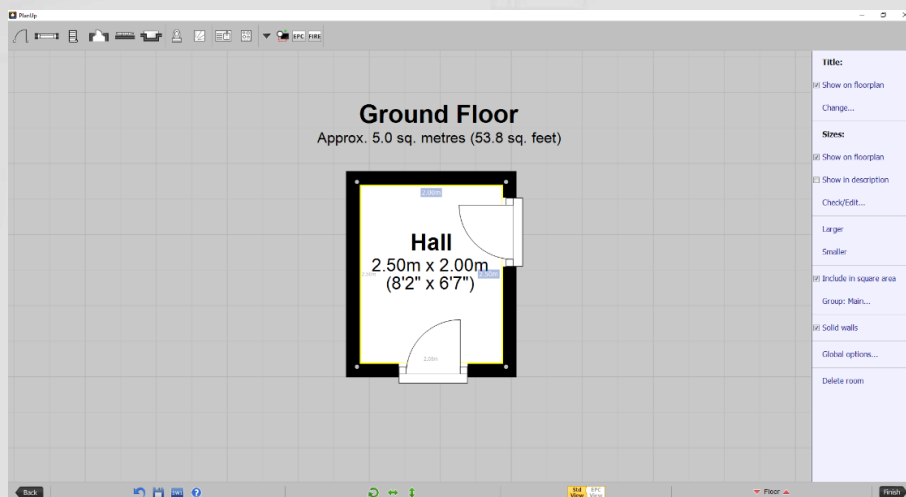
Tap *Hall* to select it.

Step 3

To add the front door, tap on the  icon at the left of the symbol menu along the top of the screen. A dropdown menu will appear. You can tap and drag the required door into place. Now repeat this process to add the second door to the top of the right-hand wall.

Please note that once you have placed the door on the plan you can tap on it to open a pop-up menu. Here you can change the hinging of the door as well as some other options.

If you tap in an empty space in the room a pop-up menu will appear like the one depicted below. Here you can choose to show or hide the measurements or room name, change the title, delete the room, increase or decrease the text size. From this pop-up menu you can also amend the sizes to be shown on the plan – more on this later.



It is normally best to leave the stairs until the very end; this is because they can sometimes get in the way. We will add the stairs once we have completed the rest of the plan, so we will ignore them for now.

We have now finished the Hall, so let's move on!

Moving around the plan

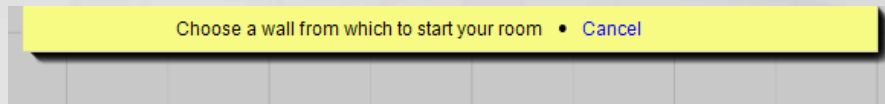
As you draw more of the plan, you will want to move the plan around to see different parts of it.

When using on a tablet, tap and drag to pan around the plan, and the standard pinch pull technique applies to zooming.

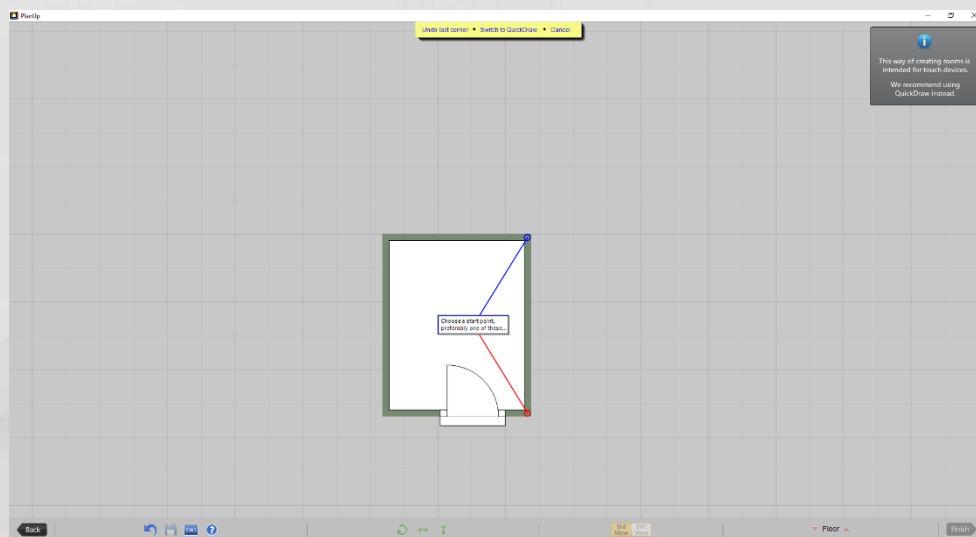
Lounge/Diner

Step 1

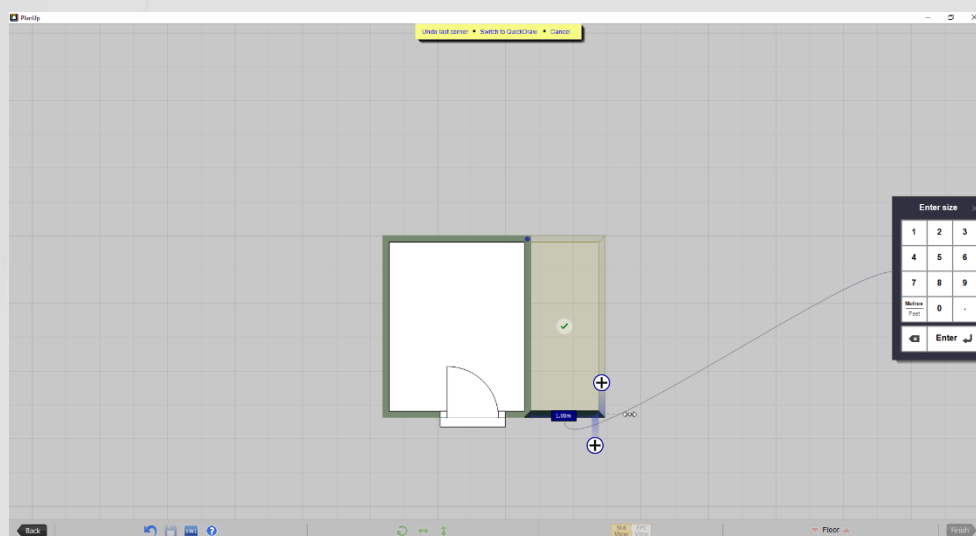
First, tap on the blue *Wall-by-Wall* button towards the top right corner. You will see the top toolbar change to the following yellow banner:



We want to start from the right-hand wall of the *Hall*, so tap on this. You will now see a screen like the following:



As directed, select one of the suggested starting points. For this example we will start from the red point. Once you have selected the starting point, a 1 metre wall will be added, like the below:

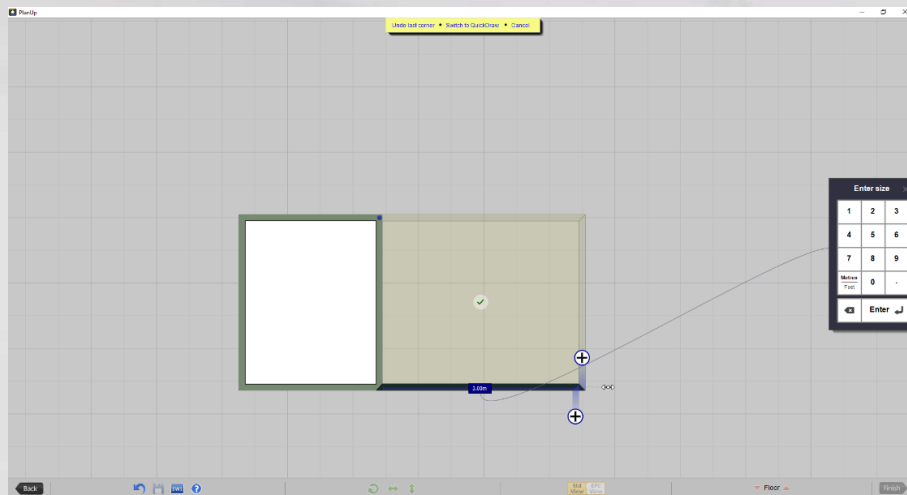



NB: If you start from the red point the software will expect the room to be drawn in an anti-clockwise direction. If you start from the blue point the software will expect you to draw the room in a clockwise

direction.

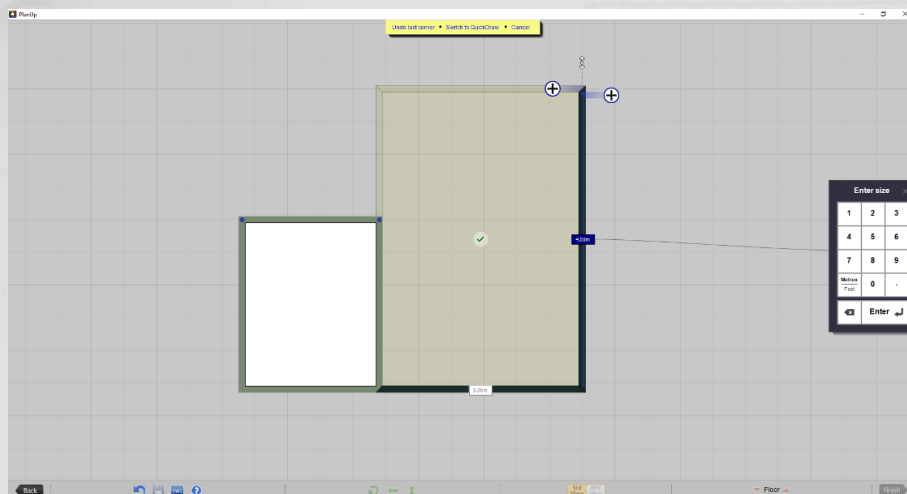
Notice there is now a ghost image of a suggestion the software is making for the room it thinks you may be trying to create. If you are further into the plan there is the possibility this option will be what you want. In these cases you can tap the green tick accept the suggestion and complete the room. Most of the time this will not be the case so tapping on this button now will not save you time.

You can manipulate this wall using the double headed white arrow that extends from the end of the 1.00m wall, or by typing the required measurement (3.00m in this case) on the number pad that appears and tapping *Enter*.



Now tap on the  above this first wall to create the next wall, adjust the wall length using one of the methods above to make this wall 4.50m.

You will now see a ghost room – this is PlanUp suggesting the shape of the room you are trying to create. This alters as more walls are created to make different suggestions.

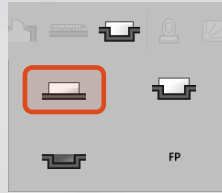


If the suggestion is correct, simply tap on the green tick in the middle of the room to finish drawing it.

Step 2

You will now need to title the room in the same way as Step 2 in creating the [Hall](#).

Also, we need to add the fireplace. Select the fireplace hearth depicted below and adding it to the right-hand wall the same way as adding the door in Step 3 of the [Hall](#). Also don't forget to add the door on the left-hand wall.




Please note that it does not matter which order you add symbols, or even if you create all the rooms before adding symbols and naming them. However, we do suggest that once you have drawn a room, to add any symbols needed and naming it before moving on. It is a good practice to get into and will stop you from forgetting or failing to see things you may have missed, by trying to add all the symbols at the end.

Utility

Step 1


We now want to create the *Utility*. To do this we will need to tap on the top wall of the lounge, choose *Create room* as you did when starting the *Lounge/Diner*. This has the same effect as tapping on a door and choosing *Create room*.

Select the red start point and make the first wall 2.00m in length. Now use the  symbols to create the top wall which needs to be 2.10m in length. Now complete the room by tapping the green tick in the centre of the suggested room.

Step 2

Name the room *Utility* using the same method as before.

Step 3

Select a worktop  from the top toolbar and place it along the bottom wall of the *Utility*. You can use the red handles to manipulate the length and width of the worktop.

Now finish the room by adding the doors (remember you can swap the hinge from left to right if needed) and the windows.

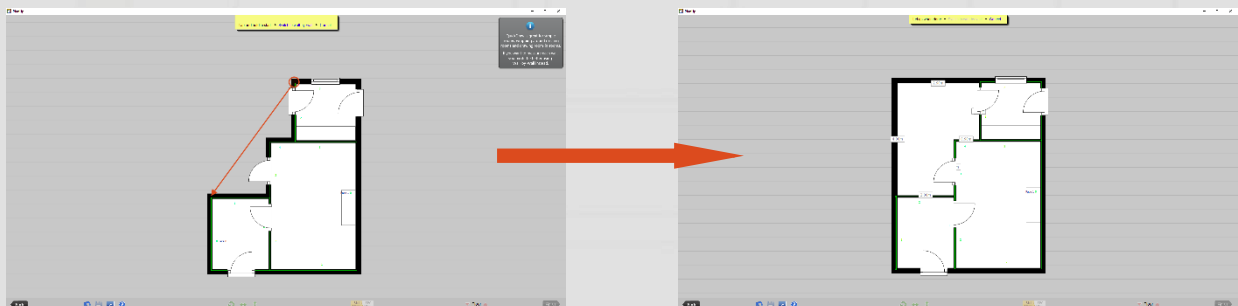
Kitchen

Step 1

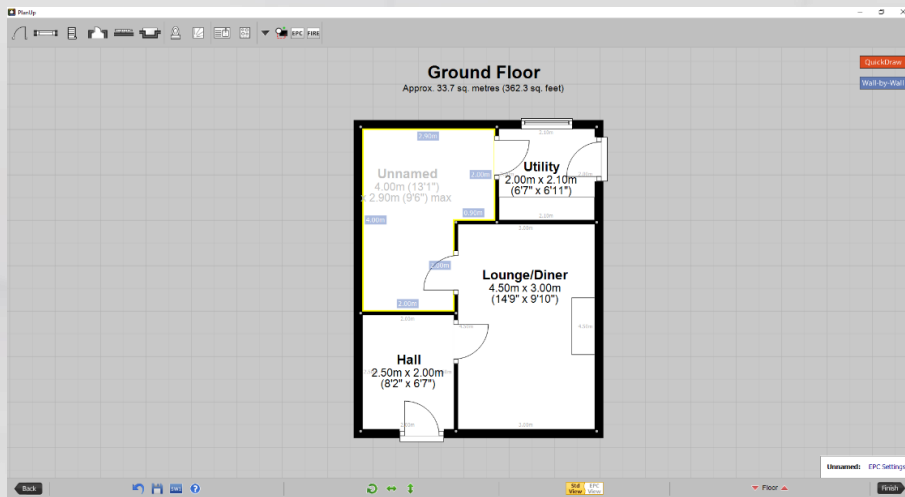
Now we can use QuickDraw to create the *Kitchen*. First tap on *QuickDraw* as highlighted in the top right:

QuickDraw

Now tap on the top left corner of the *Utility* and drag down to the top left corner of the *Hall*:



Release to finish drawing the room.



Step 2

Now use what you have learnt so far to complete the *Kitchen* so that it looks the same as the example plan by adding worktops, sinks, windows, hobs and doors as needed. All of the symbols can be found along the top toolbar. Finish the room by adding the title.

Note that you can move the text in the room by tapping and dragging it to the required position.

Measurements

You will notice that the measurements in the *Kitchen* are shown in grey and that *max* is displayed after the width measurement in this room – this is not how it looks in the final image of this plan.

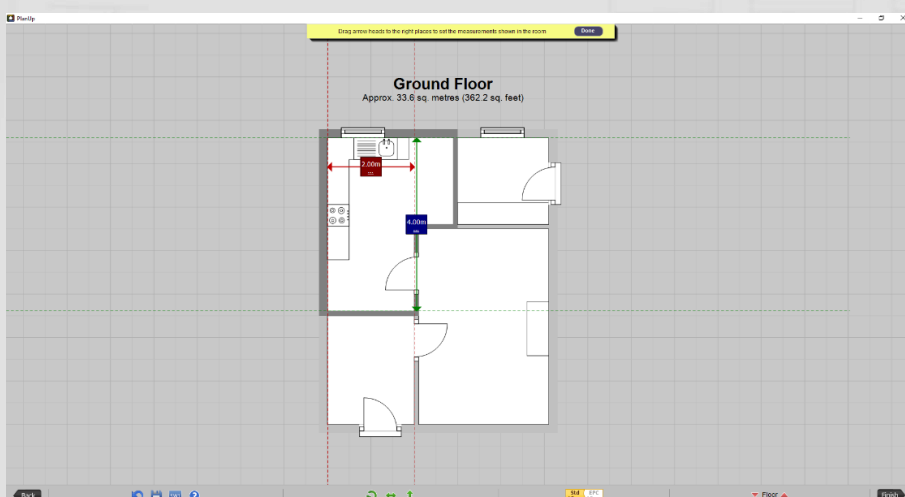
Any text displayed in grey will not show on the final image, so the first step is to change this.

Tap in the *Kitchen* again to bring up the pop-up menu. The second section of the pop-up menu is for *Sizes*. In this section there are two tick boxes.

To show the measurements on the plan, tap to add a tick to the top box – *Show on floorplan*.

To alter the measurements, select the *Check/Edit...* in the *Sizes* section.

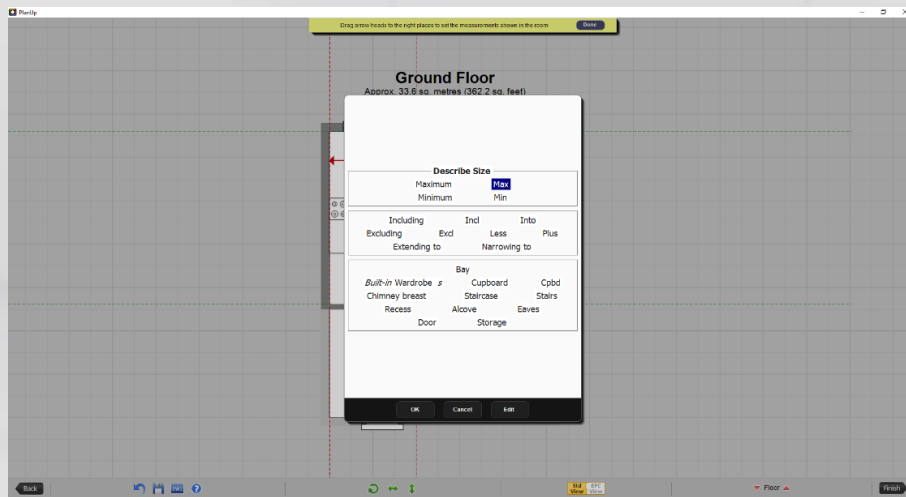
You will now see a screen like the image below:



You can tap and drag on the arrowheads to adjust the measurements that will show on the plan.

This is also where you can add, change, or remove any description that appears on the measurements. In this case we want to remove the *Max* from the measurement.

To do this, tap where it says *Max* and you will see a description window pop-up where *Max* may be highlighted in a blue box:



If *Max* is highlighted, simply tap on *Max* to de-select it, and then tap *OK* to return to the previous screen. If *Max* is not highlighted, simply press *OK*.

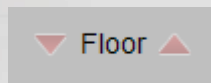
When you have finished, tap *Done* in the yellow banner at the top of the screen.

This finishes the ground floor, so now it is time to move on to the first floor.

Create a new floor

Step 1

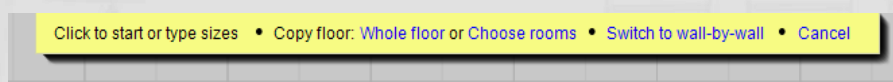
To create the next floor going up, tap on the upward pointing arrow next to *Floor* in the bottom right corner:



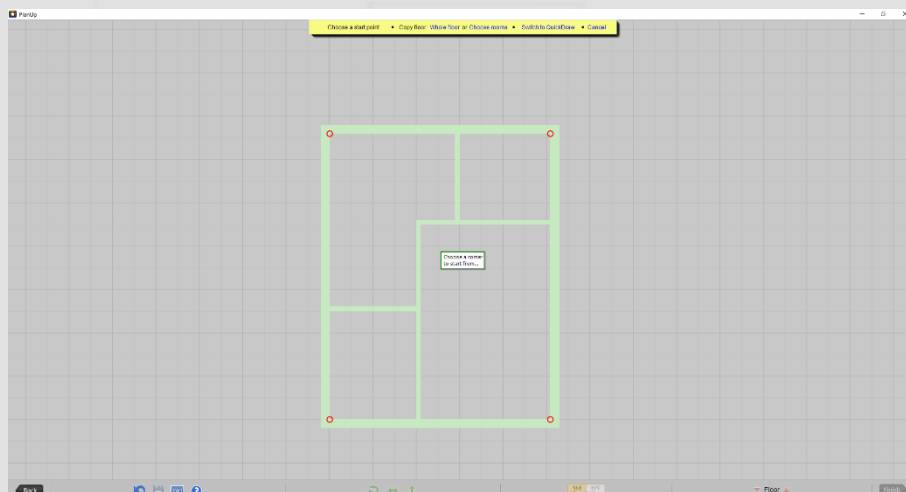
A message will pop-up asking you to confirm you want to create a floor going up – tap *OK*.

NOTE: When you have created more than one floor you can use these arrows to navigate between the floors.

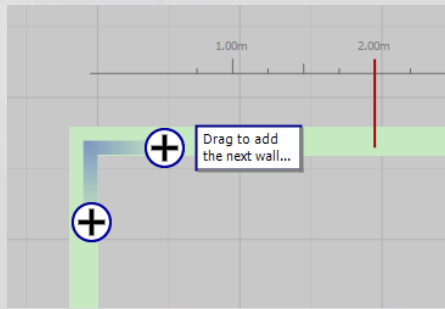
You will now see a green outline of the floor below. Tap on *Switch to wall-by-wall* in the yellow toolbar at the top:



The outline of the floor below will now include a red circle in each corner:



Tap on the top left red starting point and you will see two ⊕ symbols as depicted below.



Using the same methods as used whilst drawing the [Lounge/Diner](#), create the *Bathroom* 2.90m in width and 2.00m in length.

Step 2

Complete the room by naming it and adding the bath, toilet, sink and window.

Landing

Landings are often awkward shapes. In these cases it is advised to draw the other rooms first so the landing is easier to fill out using *QuickDraw*. In this example however, the *Landing* is a regular shape and *Bedroom 2* is slightly irregular, so we will leave *Bedroom 2* to the end.

Step 1

Tap on the bottom wall of the 'Bathroom'.

Select the red circled corner, and using the same methods as before draw the landing as 2.00m wide by 2.50m.

Step 2

Name the landing and add the door to the 'Bathroom'.

Remaining Rooms

In this example all of the remaining rooms can be finished using the *QuickDraw* method.


For example, to draw the office tap on *QuickDraw* and then tap on the lower right corner of the landing and drag to the lower left corner of the outline of the ground floor.

Now have a go at drawing the remaining two rooms. Remember to use the *Check/Edit...* to change how the measurements in *Bedroom 2* read.

TIP: When you start each of the last two rooms start from the lower left corner of the room being created. Remember you can tap on the blue measurement boxes after the room is drawn to set these correctly.

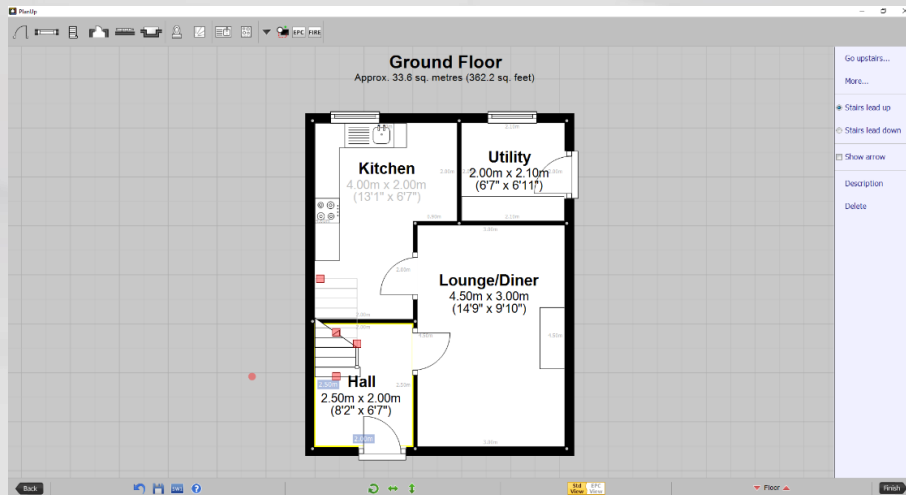
Adding the staircase

We recommend always adding the staircase leading upwards, so before adding the stairs please return to the ground floor using the arrows next to *Floor* in the bottom toolbar.

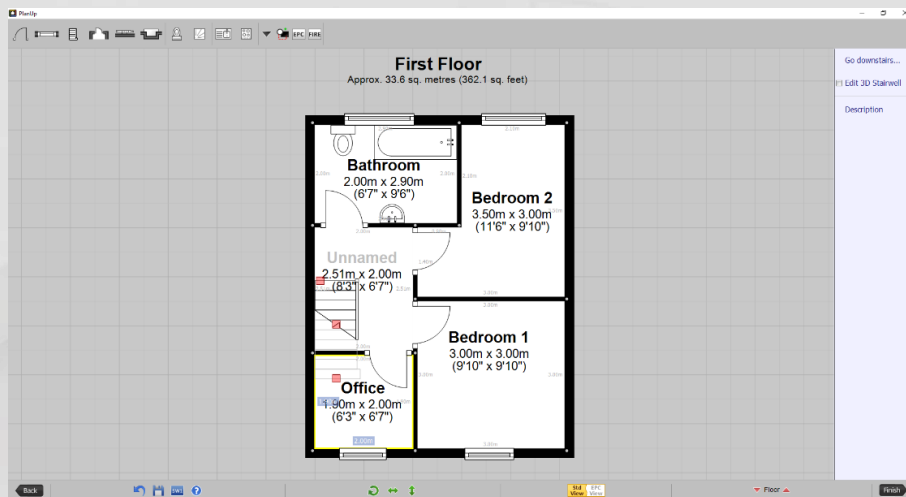
Now we want to add the stairs. These can be found on the top toolbar and they look like this: 

When you tap on this icon you will be presented with a dropdown list containing staircases of various shapes. Tap on the straight stairs to the left of the menu and you will see another dropdown menu. We need to select the staircase to the left side with a small arrow pointing upwards (the arrow indicates the bottom step).

Once selected, we now need to place it into the hall against the left-hand wall. Remember to use the example plan to get the placing correct.



Now go back upstairs to check how they look on this floor. If the top of the step is too close to the door of the *Bathroom* we can change the size of the stairs. To do this tap on the stairs to show its red handles. Tap on the handle on the top step and drag back to shorten the stairs as required.



Finishing the plan

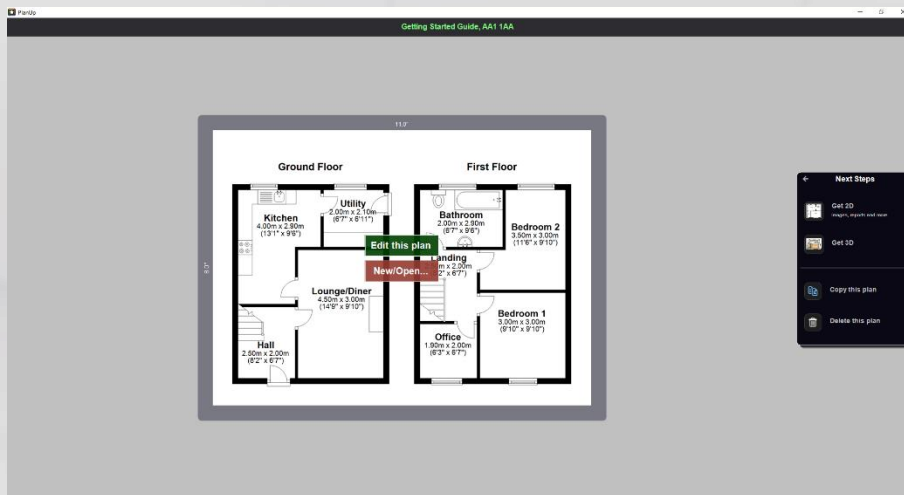
At this point we want to check the plan is correct. You will want to check:

- text positioning
- room sizes
- text is shown/hidden correctly and legible
- position of symbols

Once you have reviewed your plan and you are happy that it resembles the example plan we can move on!

Save the plan

Now the plan is complete we need to save it. Tap *Finish* in the bottom right of the screen. This will open an address box which needs to be completed including a full postcode. For this example plan please use your company name for the first line of the address and then your post code as appropriate. Once done tap *OK* and you will be taken to a screen like the one below.



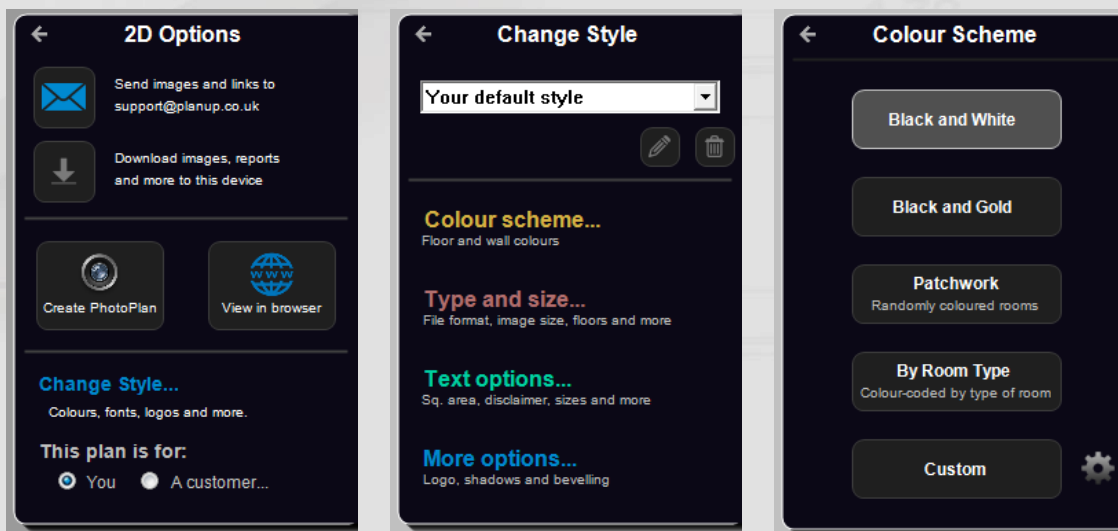
Now you have entered the property address, the plan has been saved to your account on our servers and we can now save the image.

Image customisation

We want to save the 2D images generated by PlanUp onto your computer, so tap *Get 2D*.

The preview will now appear slightly dimmer (this part of the screen is now inactive) and the menu panel to the right will now have different options available.

We want to customise the plan to be the same as the example. To do this you will need to tap on the *Change Style...* link, and then tap where it says *Colour scheme...* You will then see 5 options:



You may find that *Black and White* is already be selected, but you can have a look at some of the other options available.

Once done, tap the arrow in the top left corner to go back to the *Change Style* options, and then again to get back to the *2D Options*.

Saving the images

You will notice that in the grey borders around the preview, the dimensions of the image to be saved are displayed – by default images are saved at 11"x8" (A4 landscape) in JPEG format.

Now we are happy with what we want to save out you can simply tap on the icon for *Send images and links* (✉) and an email will be sent to the email you used to log in to PlanUp, with the image(s) of your plan attached.

Congratulations!

You have just drawn and saved out your first plan. This was just a brief over view, there are still many things to learn but hopefully this has given you the knowhow to create and save a plan.

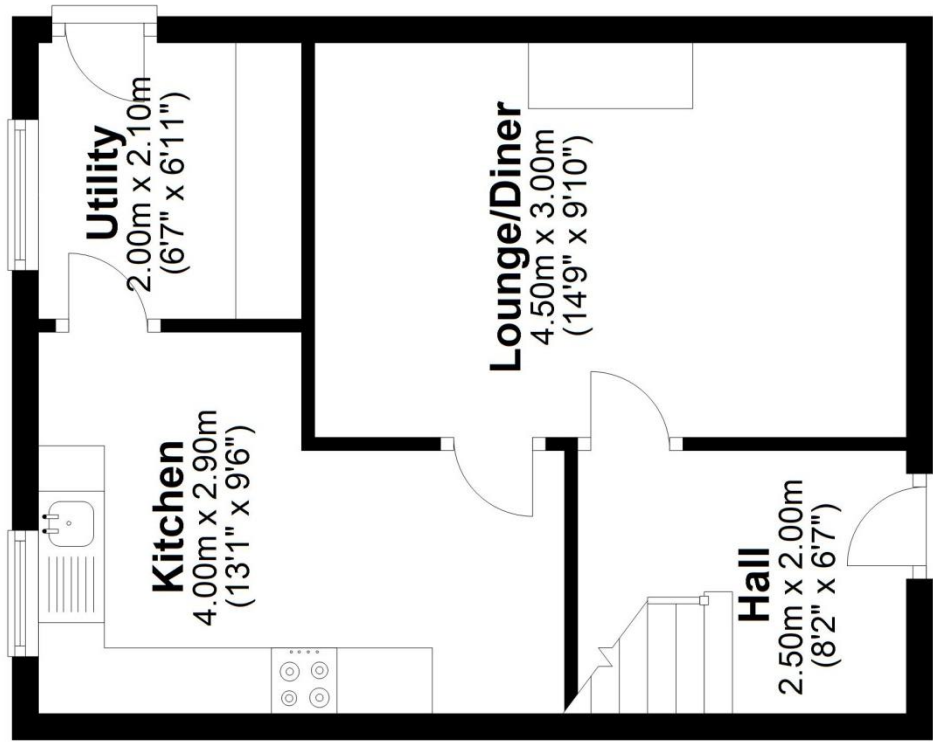
For more in-depth information please take a look at our support pages:

<http://www.planup.co.uk/help/default.aspx>

Final Image

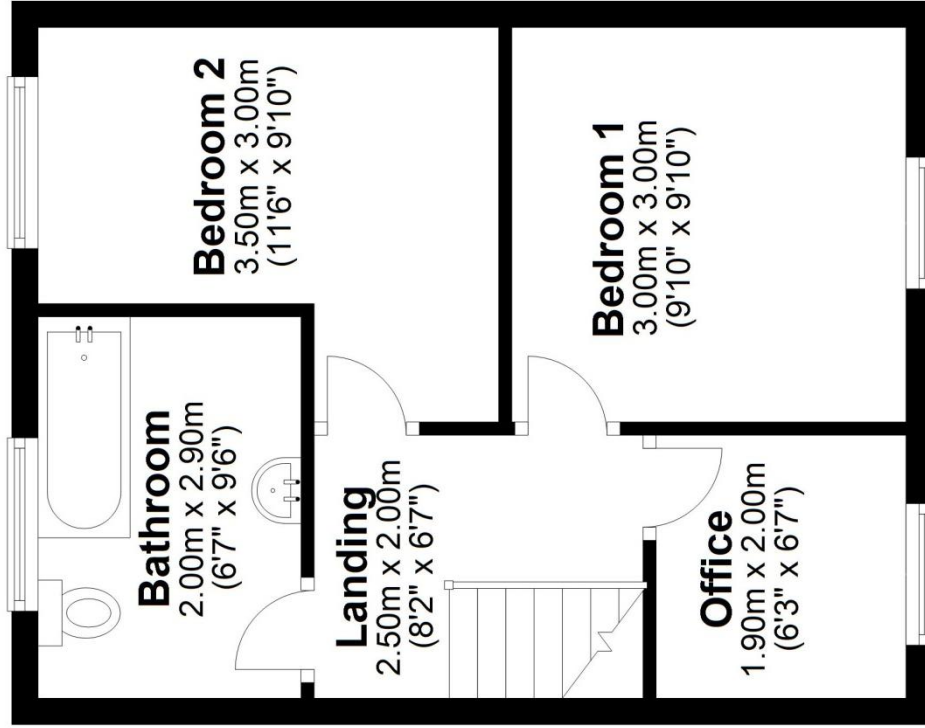
Ground Floor

Approx. 33.6 sq. metres (362.2 sq. feet)



First Floor

Approx. 33.6 sq. metres (362.2 sq. feet)



Total area: approx. 67.3 sq. metres (724.4 sq. feet)