

PlanUp

Power User Guide



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PlanUp Power User Guide

The more you use PlanUp will get faster drawing the plans. In order to help you draw plans as fast as possible when working on a Windows desktop/laptop we have included a number of keyboard shortcuts.

These shortcuts are all to do with drawing the rooms and adding items and are detailed in the following pages.

There is also an alternative drawing method available for rooms that is available on both desktop and iPad which may help save time in certain situations.

First of all please ensure you are logged in to PlanUp in the usual manner and then continue as described below.

Starting a New Plan

There are four steps to follow for drawing each room. There are a few exceptions, but best practise is to follow the four steps in order for each. Working through each room in the same order every time will soon become second nature.

It is best practise to complete each room fully before moving on to the next room.

[Step 1 - Draw the outline of the room and enter measurements](#)

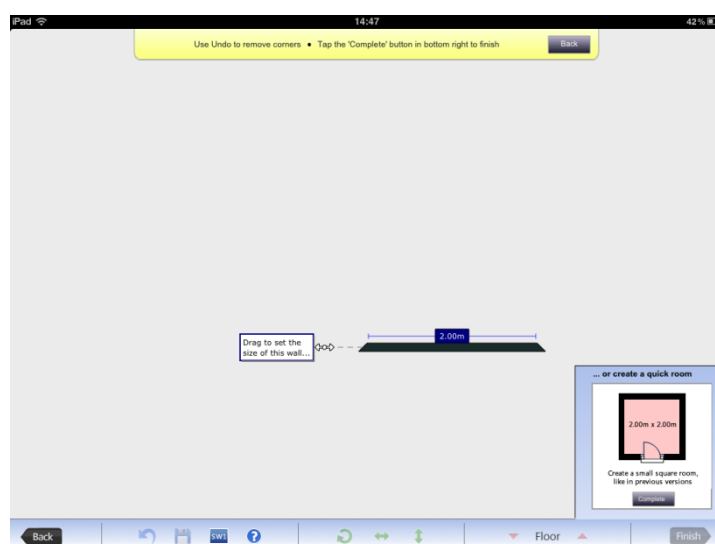
Step 2 - Name the room (please see the main user guide, no keyboard shortcuts)

[Step 3 - Add items to the room](#)

Step 4 – Add room descriptions (only if you plan to use our property descriptions – please see the main user guide, no keyboard shortcuts)

Step 1 - Draw the outline of the room and enter measurements

Once you have tapped on *new plan* you will see the following:



The first wall you can see represents any front wall of the property.

Resize this wall as necessary by tapping and dragging the white arrow handle to extend/reduce the length of the wall.

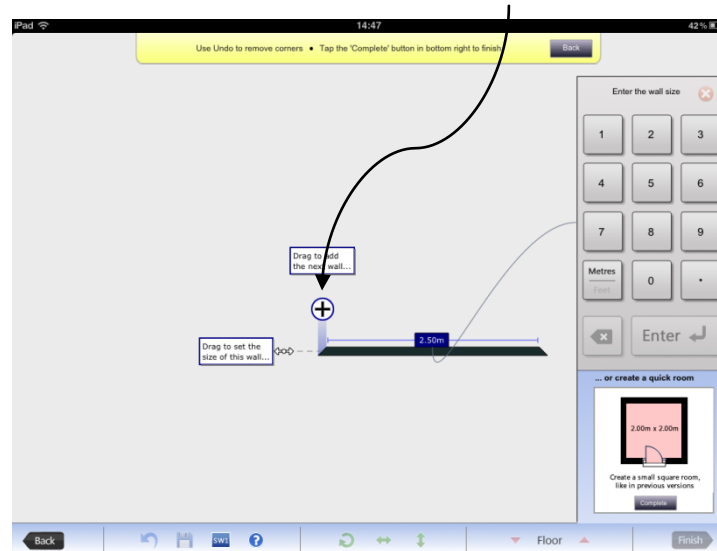
As you drag the arrows a ruler will appear as a guide - you can drag the wall to the exact

measurement, or just release to enter the measurement using the keypad that appears in the top right of the screen

Keyboard Shortcut: You can also simply type the measurement using your keyboard on Windows).

Note that typing or entering the measurement will then 'lock' the measurement into that wall. The wall can still be moved afterwards if you need to snap it to another wall, but the measurement will remain the one you entered.

To move onto the next wall, drag the blue circle with a plus sign:

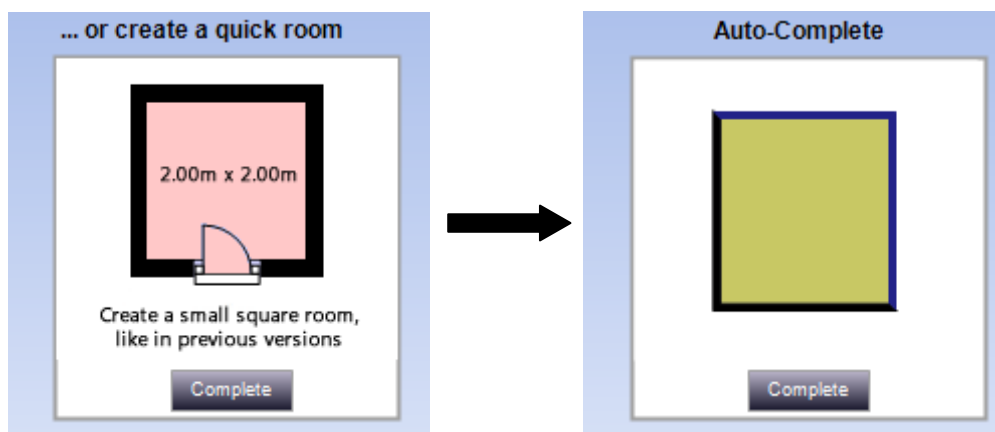


Drag in the new direction you require - and use the same process as the first wall, either drag to the required size or let go of the handle, and enter the exact measurement. When dragging the handle you can move at any angle necessary.

Keyboard Shortcut: You can also use the cursor keys to start the next wall if the wall is horizontal or vertical – angles have to be made with the mouse.

NOTE: When creating the second wall of the first room you have to go up using the cursor keys. Subsequent walls and rooms you can go in any direction.

Once you have added a second wall you will see that the quick room button at the bottom right of the screen has now become an auto-complete button. This now means the software can complete the room as illustrated by the picture on the button.



If the suggestion is correct tap this button; or

If the suggestion is not correct add more walls until you get the correct suggestion.

Keyboard Shortcut: You can also press the Enter key to perform the auto complete.

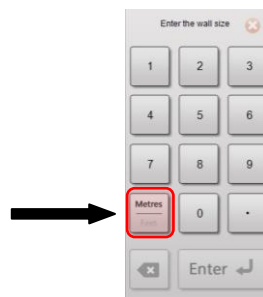
TIPS:

If you make a mistake adding a corner it can be deleted by pressing the undo button (↶) on the bottom toolbar, or the Undo last corner from the top toolbar.

Keyboard Shortcut: You can also use the delete key to undo the last corner.

If you need to draw off of the visible screen area, tap and drag anywhere on the plan (apart from the handles) to move it to a more convenient position or zoom out.

Should you need to change the guideline units between metric and imperial this can be done by tapping on the Metres/Feet button on the number pad as indicated below:



Keyboard Shortcut: To change between metric and imperial units you can also simply press M to change to metric or F to change to imperial – this only works when the number pad is showing onscreen.

Once you have drawn a room, you can change the shape of the room using the following tools on the top toolbar. In normal use you should not need to use these shapes, as you will have drawn the room to the correct shape in the first place. However, if you do need to use them they do the following:

Wall Splitter (Keyboard shortcut - X): 

To split a wall (for instance to create an L-shaped room), tap the Wall Splitter button so it is highlighted, then tap the wall where you want it to be split. If the splitter is not quite where you want it, you can place your mouse on it and drag it to a new position.

Once you have placed a splitter on a wall, the wall is effectively split in two - you can now drag the two sections of wall independently.

You can also double tap on a wall to add a wall splitter without having to select it first.

Diagonal Wall (Keyboard shortcut - /): 

There is also a tool to create a diagonal wall. Once you have tapped on this you can tap on a corner of the room to 'flatten' the corner to create the diagonal wall.

Curved Wall (Keyboard shortcut - U): 

It is also possible to make a curved wall. Tap on the curved wall symbol and then tap on the corner you want to make a curve.

Alternatively you can tap on the wall you wish to make curved and selecting 'Make Curve' from the popup menu.

It is possible to edit the curve by tapping on the curve and selecting 'Edit Curve' from the popup menu. This will make handles available to manipulate the wall.

Step 3 – Add Items to the Room

Work from left to right along the top toolbar; use the symbols to put doors, windows, stairs, and so on onto the room you have created.

The toolbar shown here is the Estate Agent version, though the Estate Agent version is the same, just with EPC items. A complete list of items on both versions of the toolbar and their keyboard shortcuts (for Windows PCs only) can be found in [Appendix 1](#).

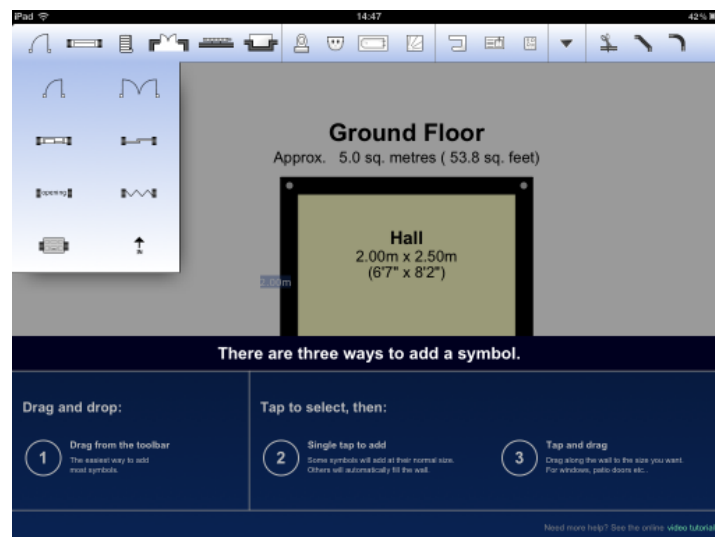
Estate Agent Version Toolbar:



DEA Version Toolbar:



Tap on the item type you want to add. The screen will now show the sub menu with different options to add plus a message about adding items – it will look similar to the below:



As show in the Symbol help dialogue at the bottom, there are three ways to add a symbol:

1. Drag from the toolbar and drop into place, or

Tap to select and then:

2. Single tap to add. Some symbols will add at their normal size, others will automatically fit the wall.
3. Tap and drag. Drag along the wall to the size you want.

Once you have selected the specific item you want to add a yellow banner will give you the specific instructions for that item.

NB: Tapping on the More button (▼) gives options to add a number of additional items. Please see [Appendix 1](#) for more information.

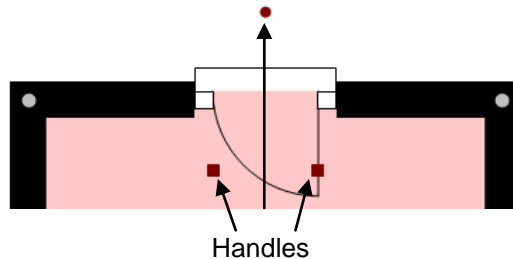
Keyboard Shortcut: In this example:

- Press D on the keyboard to select door – you will not get the option screen; this will simply select the single door.

- If you want to change the type of door selected there is a letter assigned to each type so that after selecting D you can then press the relevant key e.g. to select a double door, press D and then B. You can press D at any time to return to the default single door.

To cancel the addition of any item selected simply press the Esc key.

You will see that once an item has been added to a wall it has small black square boxes, or 'handles', attached to it. These allow you to change the size of the item you have placed on the plan by tapping on them and dragging.



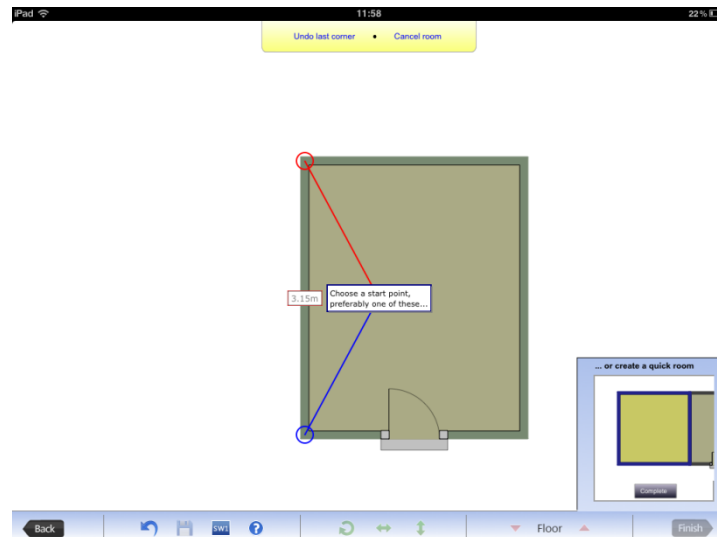
In Addition to the square handles, some items will have circular handles which can be used to rotate the items.

Adding Another Room

Once you have completed your first room you are ready to move on to the next. To add another room add a door, then tap *Create room* from the door menu that appears. Alternatively you can tap on a wall and choose *Create room* from the popup menu.

The process for drawing all following rooms is very similar to drawing the first room, as described in [Step 1 - Draw the outline of the room and enter measurements.](#)

However, there is a small difference in that you have to choose a corner to start from. Simply tap on whichever corner you wish to start from.



You can now proceed with this room in the same fashion as the first room. Where possible always start a new room from the corner of the previous.

Keyboard Shortcut: Once you have tapped on *Create room* you can choose the starting corner with the following keyboard shortcuts:

- *If starting from a vertical wall:*
 - T for the top corner
 - B for the bottom corner
- *If starting from a horizontal wall:*
 - L for the left hand corner
 - R for the right hand corner

Please note that you cannot use a keyboard shortcut if starting the new room from an angled wall.

If you want to cancel the room creation delete any corners to return to the option of starting corners and then press Esc.

Alternative Room Drawing Method

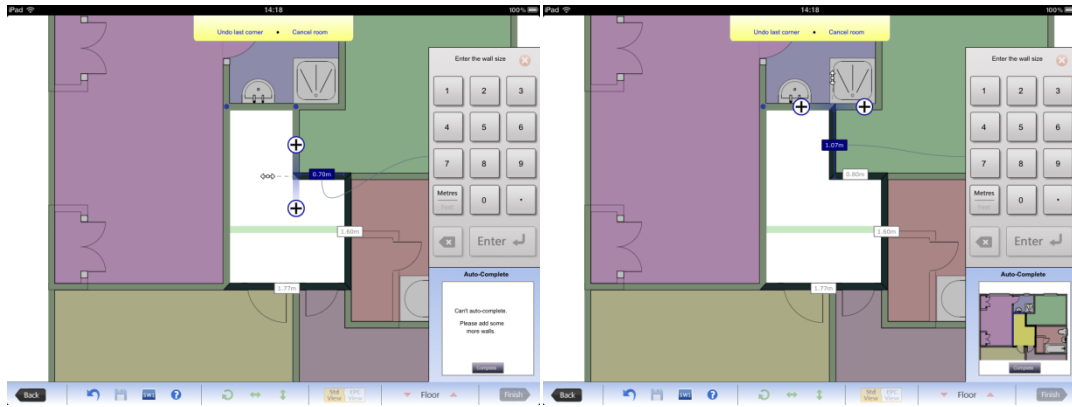
There is also an alternative method of drawing rooms which can help speed up the drawing of the rooms in certain situations. This is available on both desktop and iPad.

When the first few of rooms have been drawn you will see that whilst adding the next room there are a series of blue dots on the screen. These blue dots mark potential corners for the room you are drawing and can be tapped to draw the wall to that corner.

To do this:

- Tap on the wall you want to start drawing from and select the first corner. You will now see the blue dots appear:
- Tap on the blue dots in order to draw the room
- Remember to keep an eye on the auto complete button as well – you will not need to draw all the way round before the auto complete will finish the room for you





This could be particularly useful if you have a middle space left that needs to be filled in as in the example shown in the screen shots above.

Please note that this method will not work with angled walls.

Appendices

Appendix 1: Top Toolbar Reference



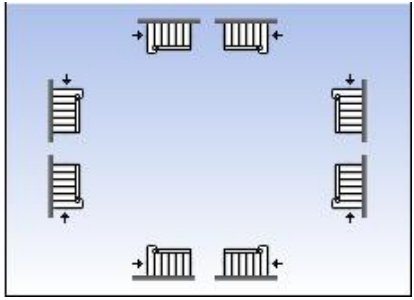








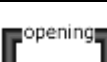
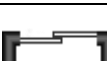

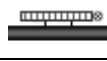
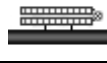




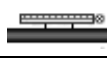








Estate Agent Edition:

































































DEA Edition:



Main Toolbar		Sub Menu	
Icon	Item / Tool	Icon	Item (shortcut keys – Windows devices only)
	Door		Single (D)
			Double (D, B)
			Patio (D, P)
			Sliding (D, S)
			Opening/Archway (D, O)
			Folding (D, F)
			Garage (D, G)
			In Arrow (D, A)
	Window		Standard (W)
			Bay (W, A)
			Bow (W, O)
			Box (W, B)
			Velux/Skylight (W, V)

	Stairs		<p>Stairs have a second submenu for each stair type (except spiral stairs) for the direction the stairs lead in. Example of second sub menu (straight stairs):</p> 
			
			
			
			
	Cupboard		Single Door (C)
			Double Door (C, D)
			Folding Door (C, F)
			Opening/Archway (C, O)
			Sliding Door (C, L)
		W	W text label (C, W)
		CPD	CPD text label (C, T)
	Radiator (text naming each symbol is visible on the menu)		Single (R)
			Double (R, D)
			Storage Heater (R, S)
			Air Vent (R, A)
			Heated Towel Rail (R, H)
			Electric Heater (R, E)
			Water / Oil Filled Radiator (R, W)
	Fireplace		Fireplace Hearth (F)
			Fireplace with Hearth (F, C)
			Fireplace no Hearth (F, N)
		FP	FP text label (F, T)
	Toilet		Toilet (T)
			Toilet – simple (T,2)
			Bidet (T, B)

	Basin (small versions available)		Standard (B), small (B, 1)
			Square (B, S), small (B, 2)
			Oval (B, O), small (B, 3)
			Corner (B, C), small (B, 4)
	Bath		Standard bath (A)
			Double end bath (A, D)
			Oval bath (A, O)
			Corner bath (A, C)
			P-shaped bath (A, P)
	Shower		Standard shower (S)
			Corner shower (S, C)
	Worktop		Worktop (O)
			Space (O, S)
	Sink		Sink (K)
			Double sink (K, D)
			Sink with ½ bowl (K, R)
			Double sink with ½ bowls (K, N)
			Butler sink (K, B)
			Double Butler sink (K, U)
	Hob		Hob – simple (H)
			Five ring hob - simple (H, F)
			Hob (H, 4)
			Five ring hob (H, 5)
			Aga (H, A)
			5 oven Aga (H, O)

	More		Measurement Arrow (M)
			Freehand wall (M, W)
			External room (M, E)
			Compass
			Add additional Room Title (M, R)
			A selection of rectangular shapes, options for fill colour line style
			Black triangle shape
			Water Cylinder
			Boiler
			Hot Water Cylinder
			Fire Exit
			Foam / Dry / Water Fire Extinguishers
			Fire Blanket
			Smoke Detector
			Circle
	EPC Menu (DEA only)		Programmer (P)
			Room stats (P, S)
			Loft Hatch (P, L)
			UFHM (P, U)
			Boiler flue (P, F)
			Boiler (P, B)
			Cylinder (P, C)
			Gas meter (P, G)
			Electric meter (P, E)
			Stop cock (P, K)
			Consumer unit (P, N)
			Splitter
	Diagonal		Diagonal (/)
	Curved Wall		Curved Wall (U)

Appendix 2: Bottom Toolbar Reference

Estate Agent Edition:



DEA Edition:



Icon	Function (shortcut key – Windows devices only)
	Back – all unsaved data will be lost
	Undo
	Save
	Change the address for this property
	Help – version in use will be displayed when hovering over button. Tapping this will also open our support page - http://www.planup.co.uk/help/
	Rotate plan – displays four further buttons on a submenu; rotate whole property and rotate single floor both clockwise and anti-clockwise
	Flip plan left-to-right – displays two further buttons on a submenu; flip whole plan and flip just the current floor
	Flip plan top-to-bottom – displays two further buttons on a submenu; flip whole plan and flip just the current floor
	Swap between standard view and EPC view – DEA edition only (E)
	Go down to the next / create a floor below
	Go up to the next / create a floor above
	Save progress and go to save required files