



Getting Started Guide

For PC Users

Website: www.planup.co.uk

Email: support@planup.co.uk

Tel: 03458 678 222



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Introduction

Welcome to the PlanUp quick start guide for PC. 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!

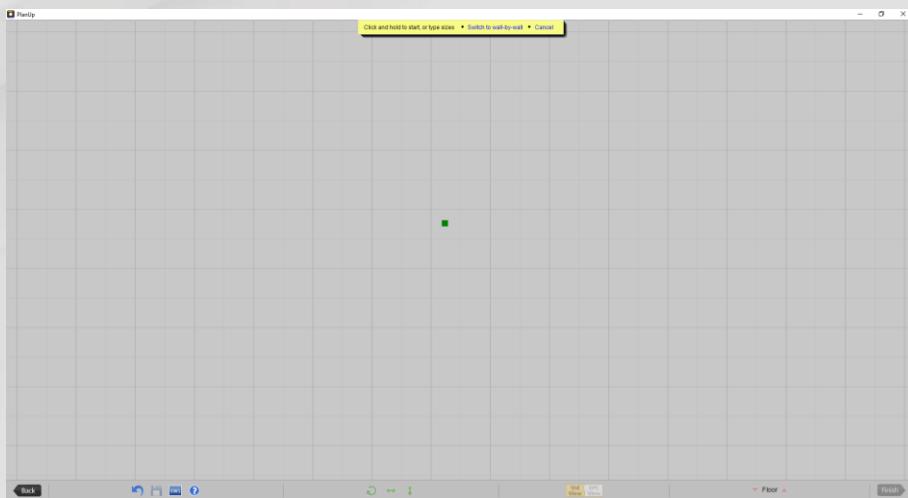
Firstly you will need to open PlanUp and login at the bottom right.

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.

Whilst *QuickDraw* is activated (*QuickDraw* is always active when you start a new plan) you can simply type the measurements for a room to create it using your keyboard.

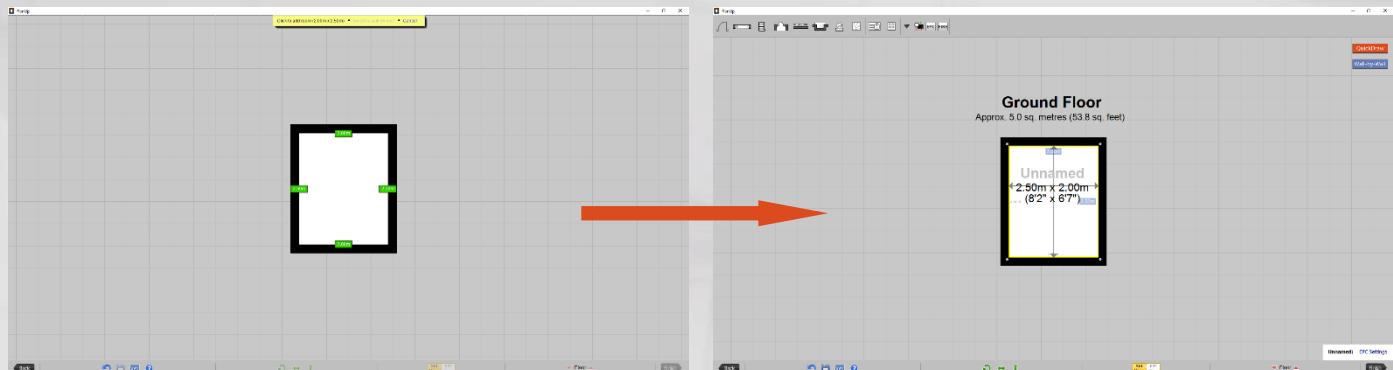
To start creating type 2.00 (width measurement). Now hit *x* or *Enter* to move onto the next measurement. Now type 2.50. As seen in the screen snip below the measurements you type will appear in the yellow banner at the top of the PlanUp window:



Now press *Enter* to confirm these measurements and the yellow banner will update to the following:



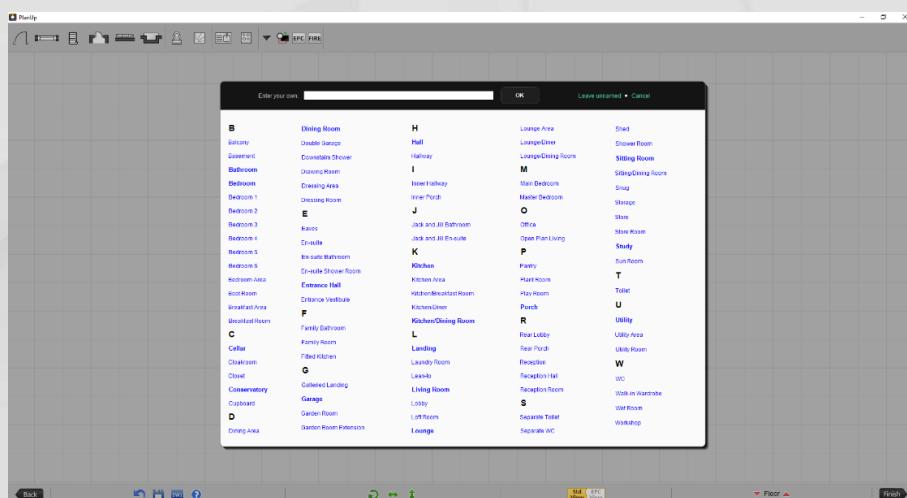
When you move the mouse the room outline will appear. Simply left click to add the room:



If for any reason you need to change a measurement you can tap on the blue wall measurements boxes to type a new measurement which will adjust the plan when you press *Enter*.

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.



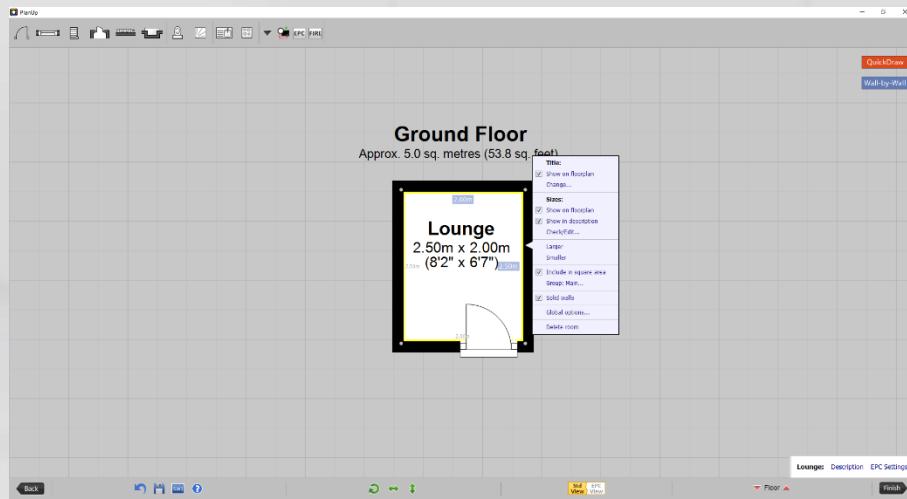
Tap on *Hall* to choose the title.

Step 3

To add the front door, hover over the icon at the left of the symbol menu along the top of the screen. A dropdown menu will appear. You can click to select and move the required door into place – click again to add the door. 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 hinge direction 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

After you have drawn one or more rooms, you will want to move the plan around to see different parts of it.

When using on a desktop/laptop, left click and drag to pan around the plan. To zoom in or out of the plan use one of the following:

- Scroll wheel on the mouse.
- Using 'Ctrl' and '+' or '-'
- On a laptop if the touchpad is dual input you can use the pinch pull technique.

Lounge/Diner

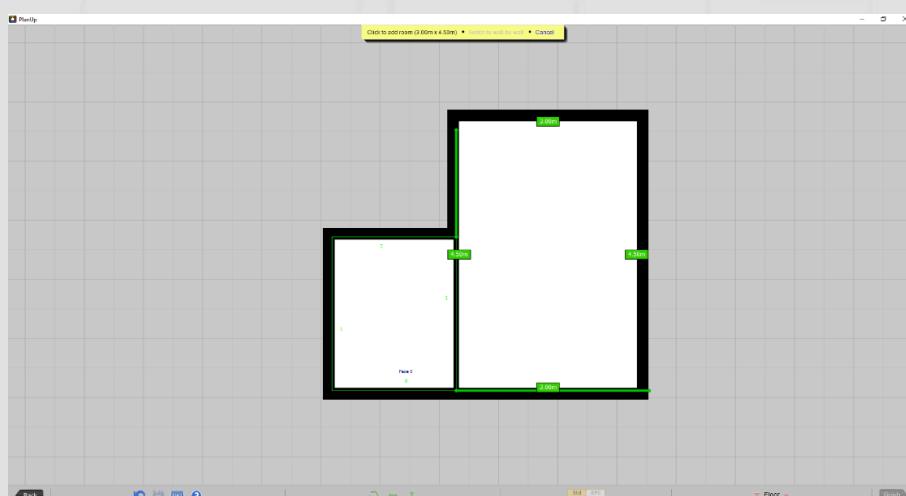
Step 1

To draw the *Lounge/Diner*, first tap on the orange QuickDraw button in the top right corner:

QuickDraw

Now that QuickDraw is activated type the measurements for the *Lounge/Diner* (please refer to the example plan), remembering to type the width measurement first.

Once you have hit *Enter* and moved the mouse, line the room up to the *Hall* as indicated below. The green lines indicate the walls are aligned.



Once lined up click to add the room.

Step 2

You will now need to title the room in the same way as Step 2 in creating the *Hall*.

We also need to add the fire place by selecting the fireplace hearth depicted below and adding it to the right hand wall. 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 of 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

Use the same method to draw the *Utility*. Remember, type the width first (2.10m) and then the length of the 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.

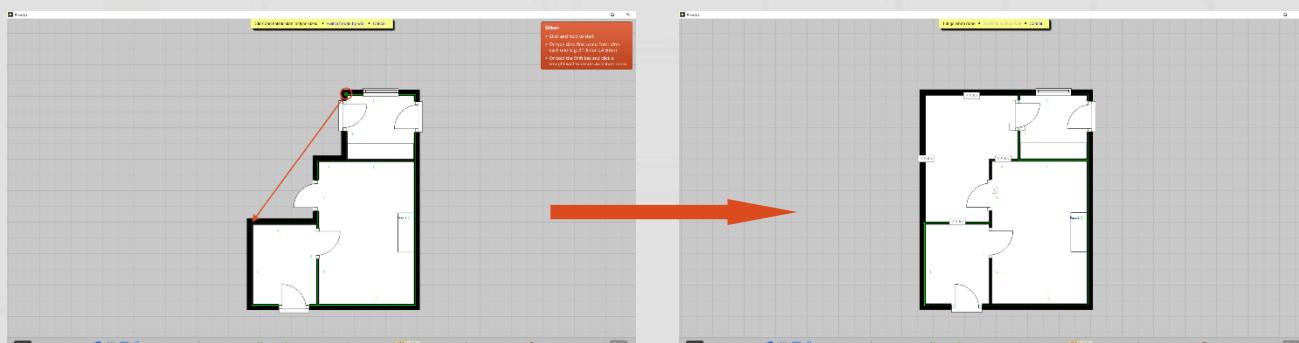
Now finish the room by adding the doors (remember you can swap the hinge from left to right if needed) and the windows.

Kitchen

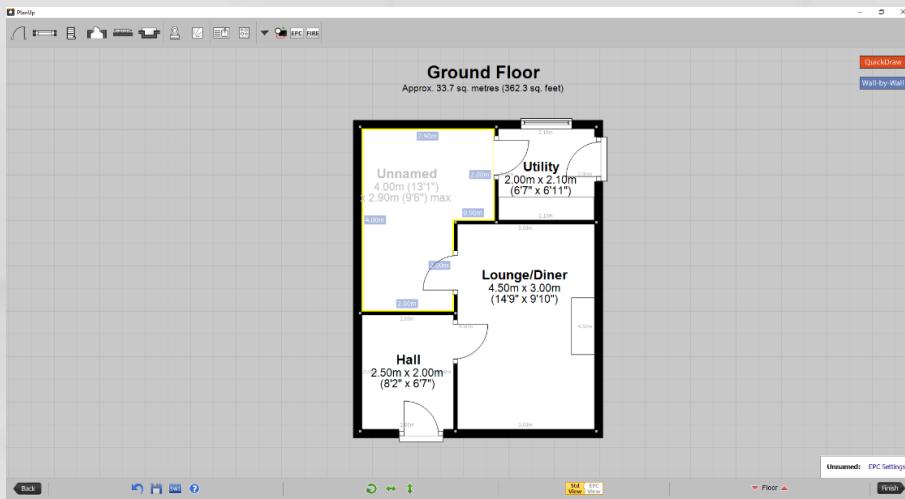
Step 1

Now we can use QuickDraw in a different way to create the *Kitchen*. First tap on QuickDraw in the top right.

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 it looks the same as the example plan by adding worktops, sinks, hobs and doors as needed. All 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 clicking 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 the 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.

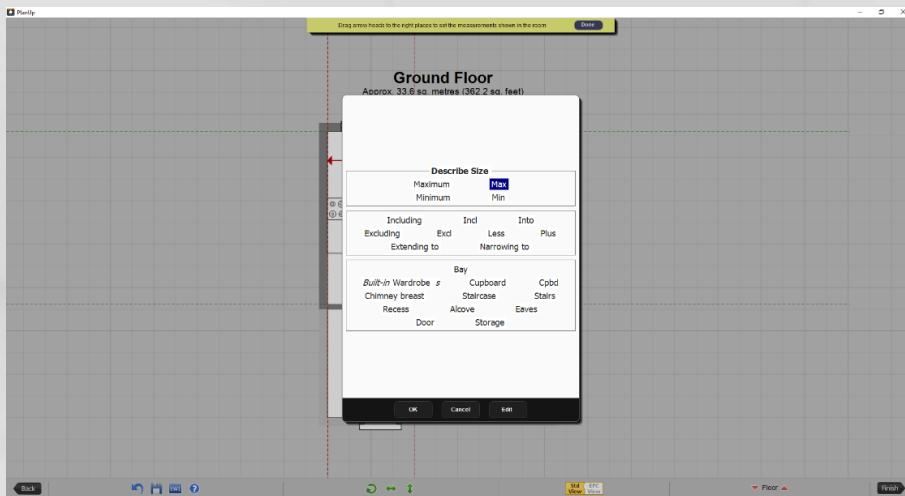
You will now see a screen like the image below:



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*.

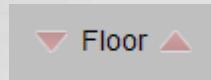
When you have finished, tap *Done* in the yellow banner at the top of the screen.

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

Create a new floor

Step 1

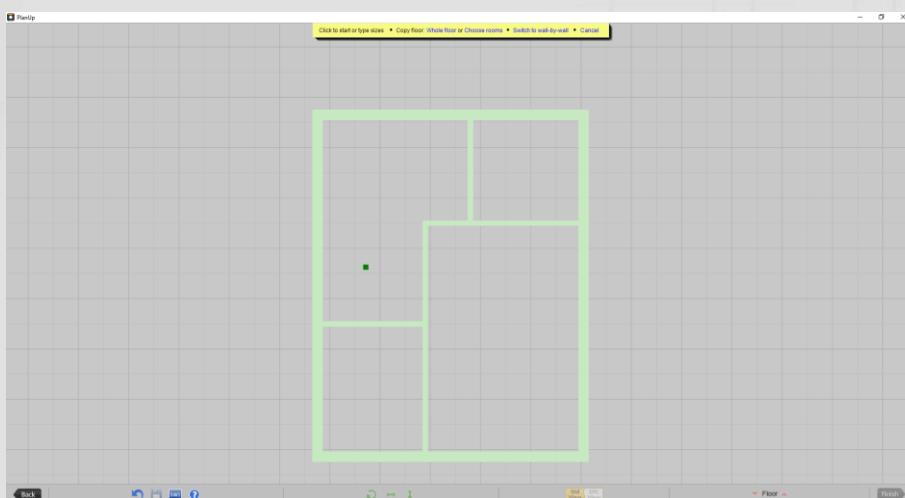
To create the next floor going up, tap on the upward pointing arrow next to *Floor* in the bottom right corner:



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:



Using the same method as the first 3 rooms on the ground floor, create the *Bathroom* 2.90m in width and 2.00m in length.

Before you click to add the room, move the room into position using the outline of the floor below. You will get green markers again when the walls are aligned to those downstairs.

Step 2

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

Bedroom 2

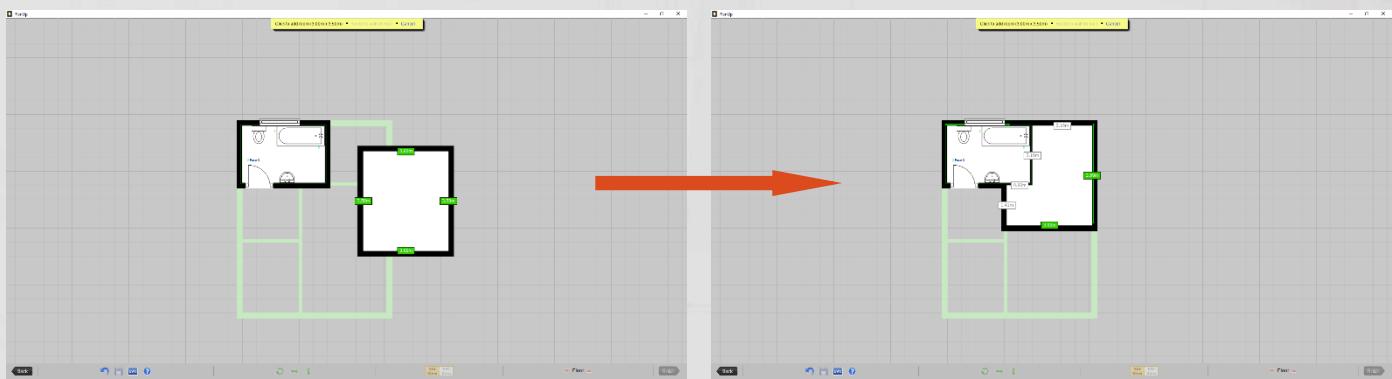
Next we will draw *Bedroom 2* to show an additional feature with the *QuickDraw*.

Step 1

Activate the *QuickDraw* as normal and type the maximum measurements for the room (3.00m wide x 3.50m). Press *Enter* to confirm.

When you move the mouse you will have a rectangular room outline you can add – but *Bedroom 2* is not rectangular.

Before you click to add the room you can move it into position and the walls will automatically wrap around the *Bathroom*. Remember to pay attention to the green markers so you know when the walls are lined up both with the *Bathroom* and the right-hand wall of the floor below. Tap to add the room.



Step 2

Add the items to finish the room.

Step 3

Make sure the measurements are showing correctly for this room. Remember to use the *Check/Edit...* to change how the measurements in *Bedroom 2* read, by moving the arrows or added max/min as needed.

Remaining Rooms

All of the remaining rooms can be finished using one of the *QuickDraw* methods.

Now have a go at drawing the remaining three rooms.

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.

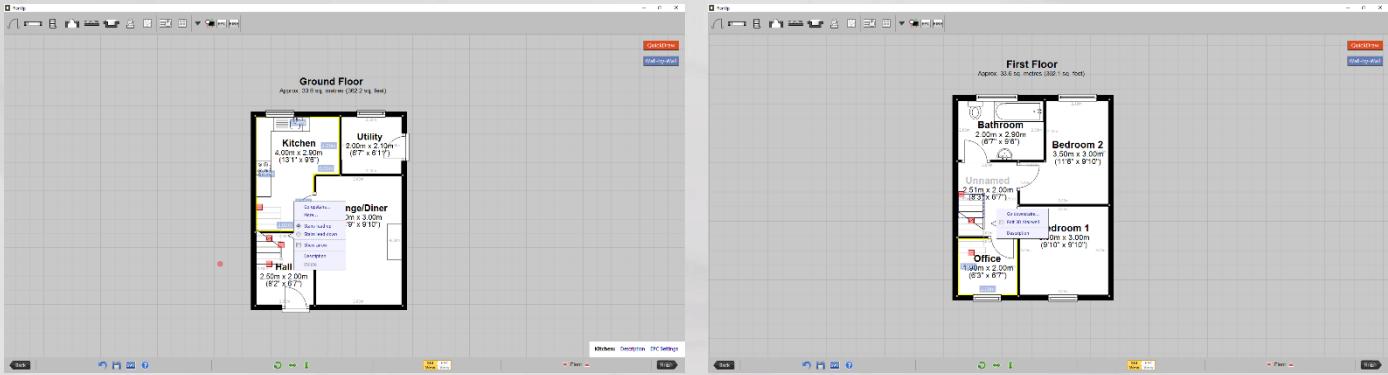
Now we want to add the stairs. These can be found on the top toolbar and they look like this:



When you hover over this icon you will be presented with a dropdown list of various shapes of stairs. Hover over 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.



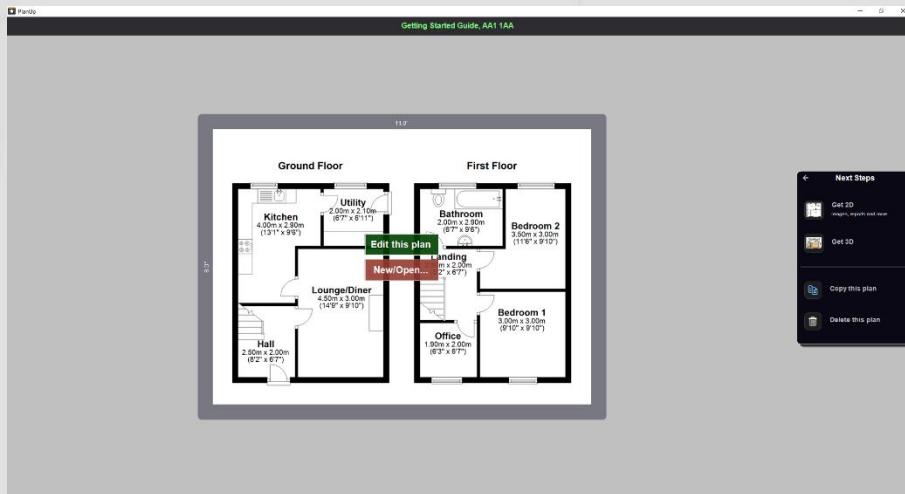
Finishing the plan

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. Click *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 click *OK* and you will be taken to a screen like the one below.



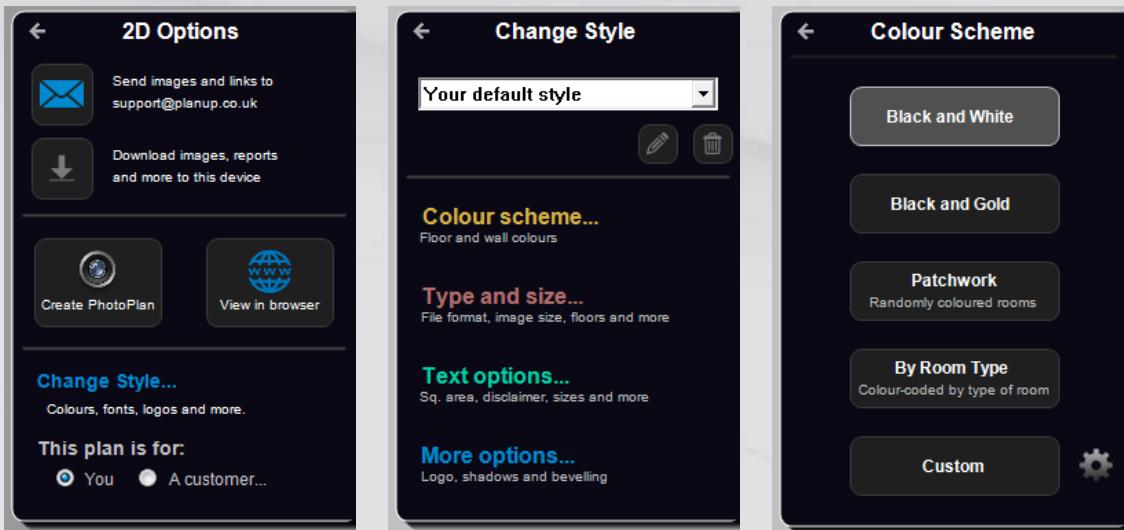
Now you have entered the property address, the plan has been saved to your account on our servers and we can now save the image.

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 click on the *Change Style...* link, and then click where it says *Colour scheme...* You will then see 5 options:



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

Once done, click 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 click 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, or alternatively tap the icon for *Download* (⬇) to use links to save the files directly from PlanUp to your device.

Congratulations!

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

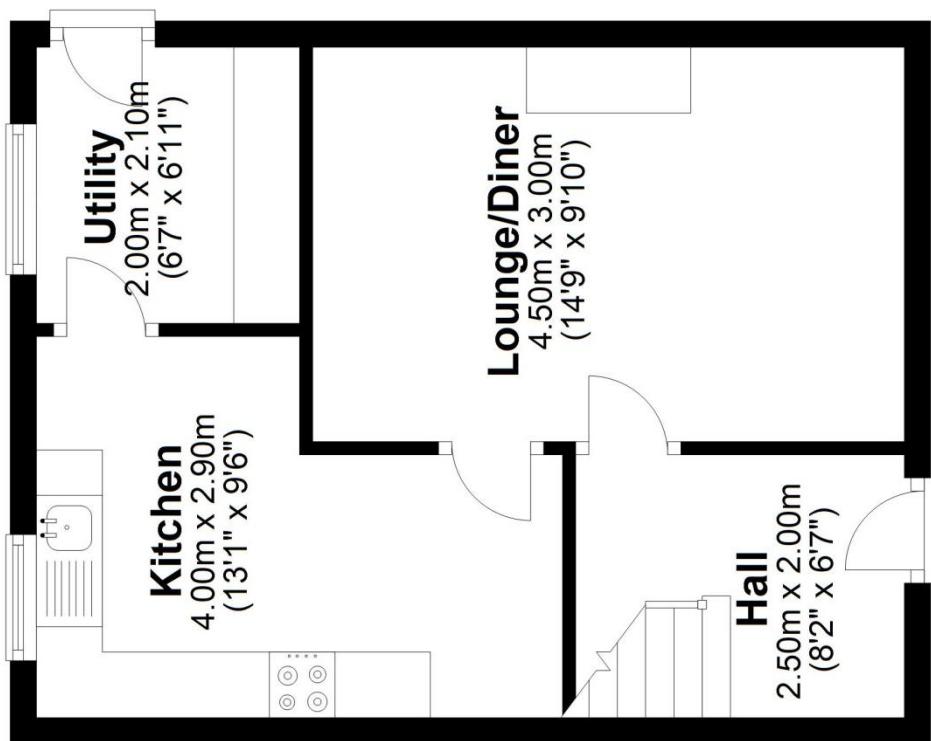
For more in-depth information please take a look at our support pages:

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

Final Image

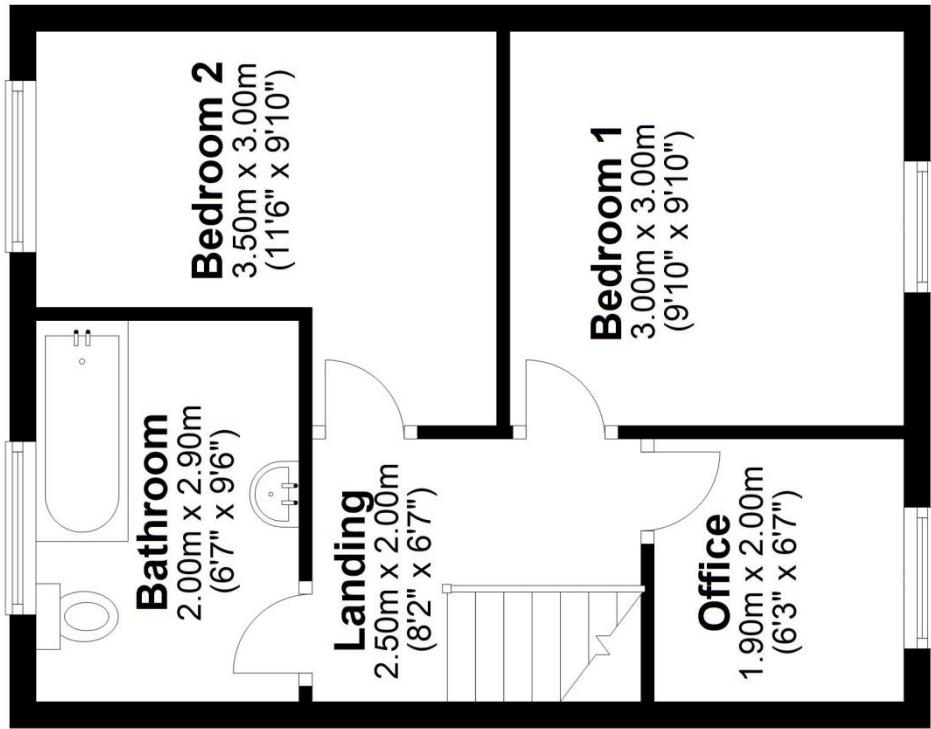
Ground Floor

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)