

PlanUp

Getting Started Guide

For iPad/iPhone 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.....	4
Lounge/Diner	5
Utility	6
Kitchen.....	7
Measurements.....	7
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!

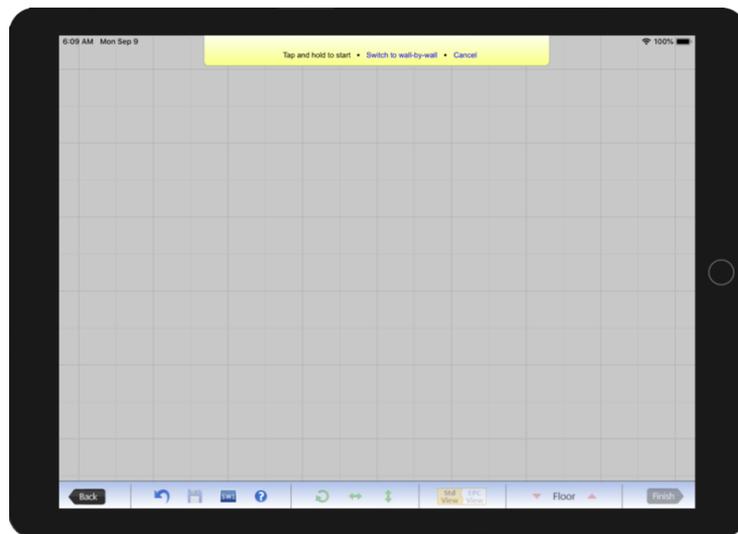
Firstly you will need to open PlanUp and login at the bottom right.

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 'New' to start a new plan. You will see a screen similar to the below:



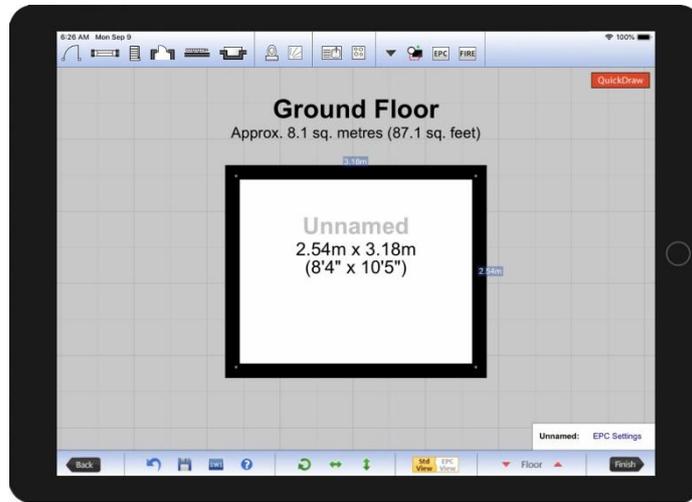
Hall

Step 1

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

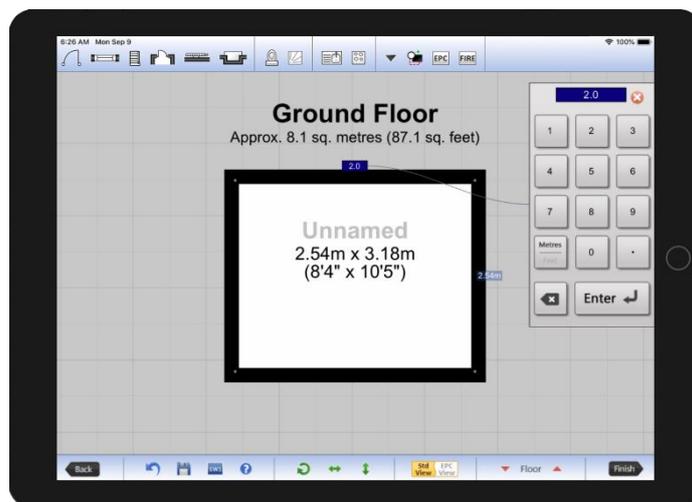
Tap on the screen and drag to create a room (don't worry about the measurements yet), release to finish.

You will now have a screen similar to the below:



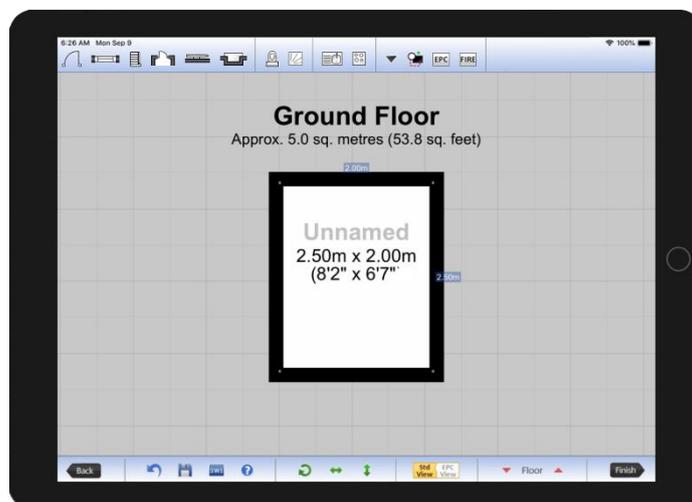
Now to set the correct measurements. The measurements on the room you have drawn may differ to our example.

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. Type 2 and tap 'Enter' to set the measurement to 2.00m:



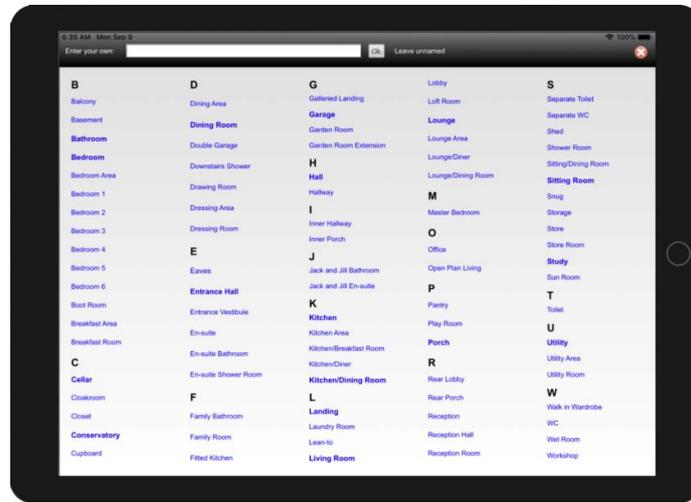
Now tap on the blue measurement box on the right hand wall and type 2.50 and tap 'Enter' to set the measurement to 2.50m.

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.

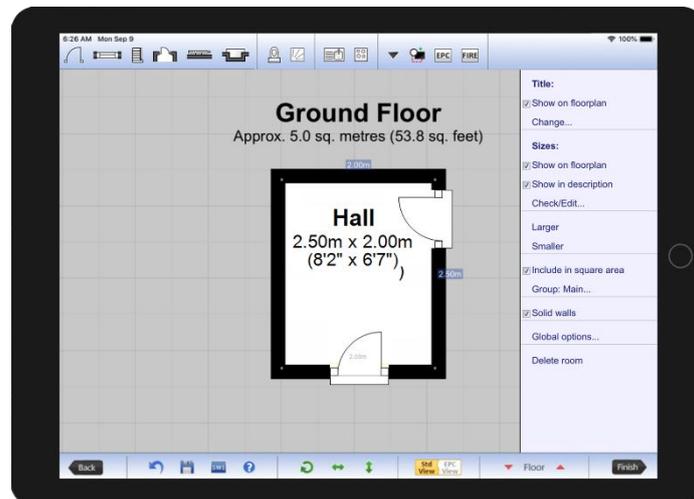


Step 3

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 and 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.

You can show or hide the measurements or room name, change the title, delete the room, alter the text size and alter the measurement sizes shown. If you tap into the room a pop-up menu will appear like the one depicted below. Here you can make the adjustments – 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

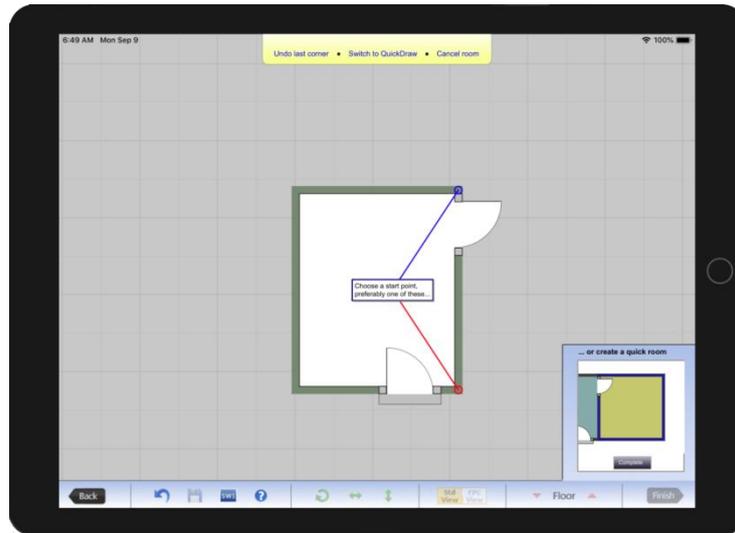
As you draw more of the plan, you will want to move the plan around to see different parts of it.

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

Lounge/Diner

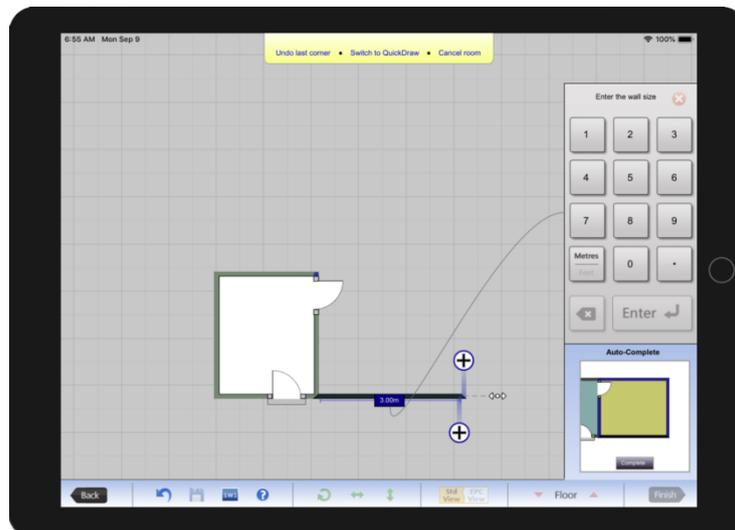
Step 1

Tap on the door positioned on the right hand wall of the **Hall**. This will open a white menu box. Here you need to select 'Create Room'. You should now see a screen similar to this:



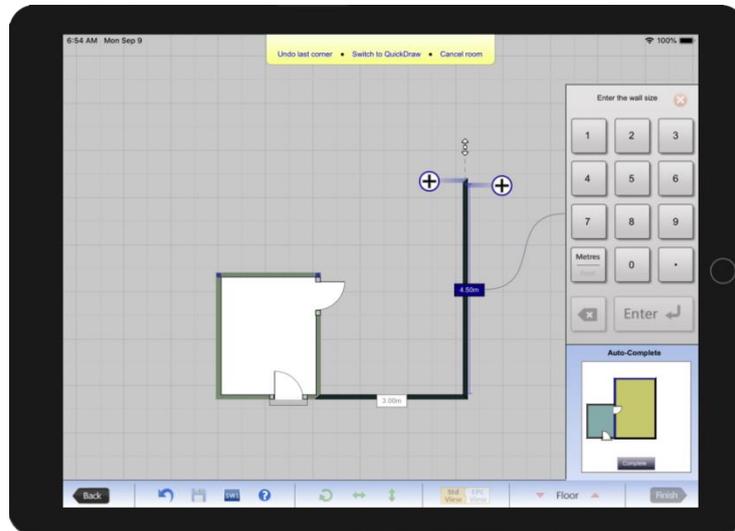
Tap on the red start point to the bottom, this will create a 1.00m wall extending from the corner.

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 an auto-complete option in the bottom right corner. This alters as more walls are created to make different suggestions.

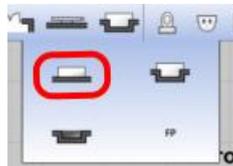


If the auto-complete is correct, tap on this to finish drawing the room.

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 fire place. 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 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

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 auto-complete the room by tapping 'Enter'.

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.

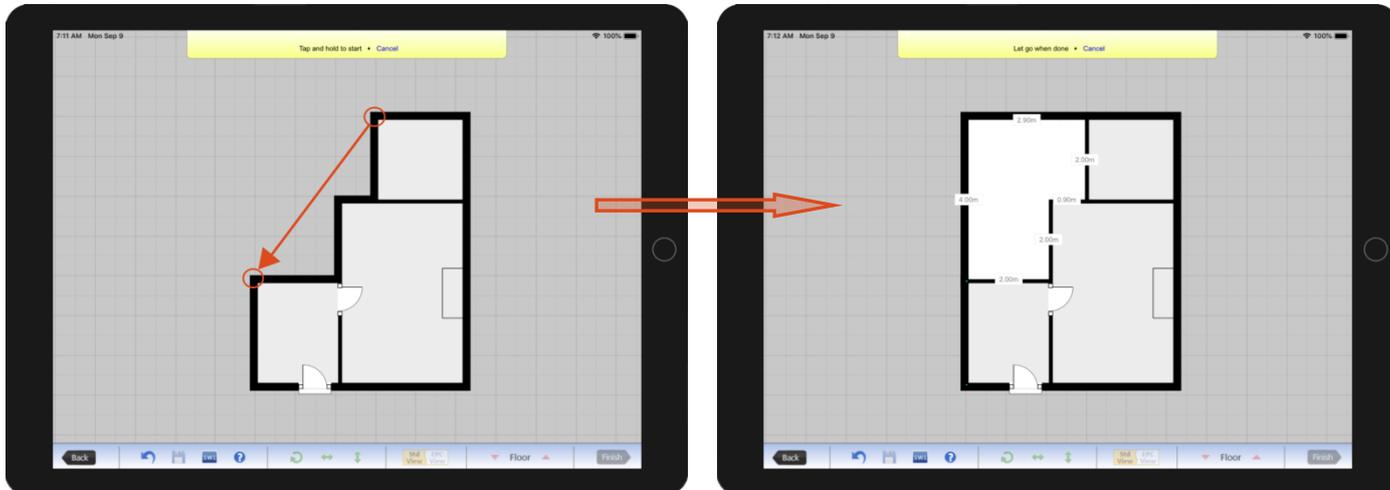
Kitchen

Step 1

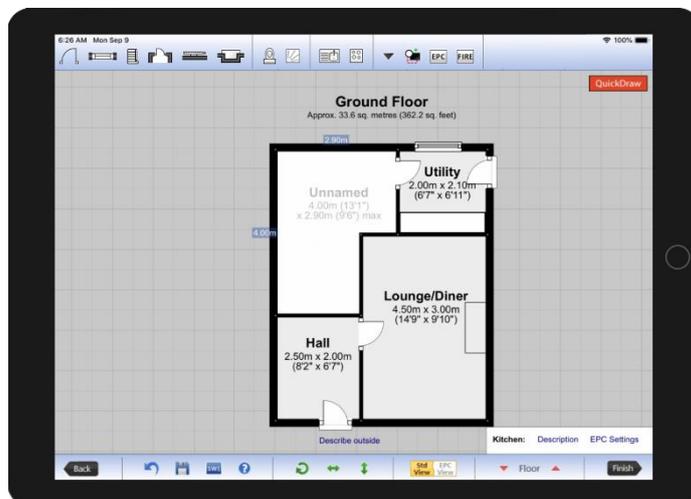
Now we can use QuickDraw to create the 'Kitchen'. First tap on 'QuickDraw' as highlighted in the top right:



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, 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.

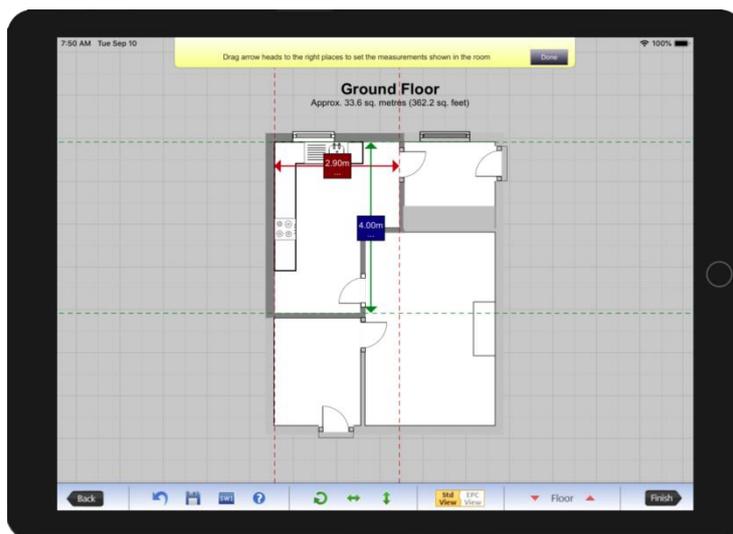
Any text displayed in grey will not show on the final image, so the first step is to change this.

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.

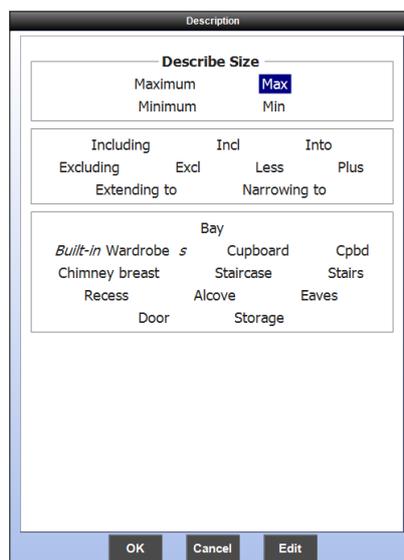
You will now see a screen similar to the image below:



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:



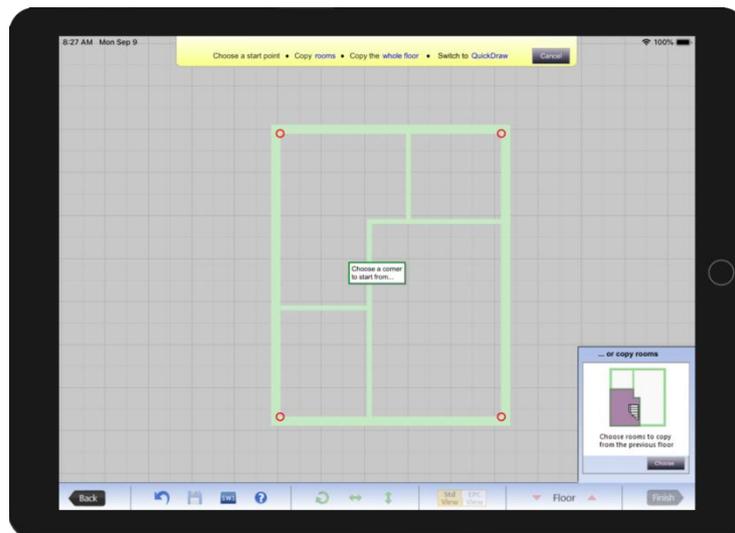
A message will pop-up asking you to confirm you want to create a floor going up – tap 'OK'.

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

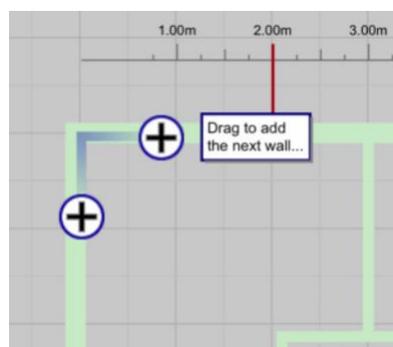
You will now see a green outline of the floor below. Tap on 'Switch to wall-by-wall' in the yellow toolbar at the top:



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 on the 'Ground Floor', 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'.

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.

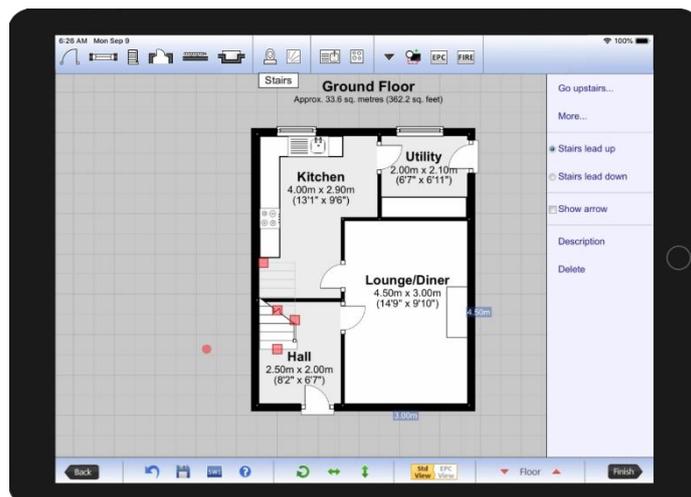
Adding the staircase

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.

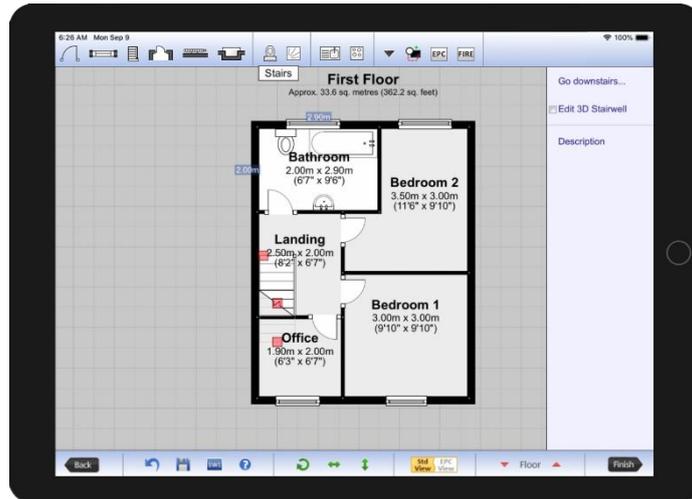
Now we want to add the stairs. These can be found on the top toolbar and they look like this: 

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

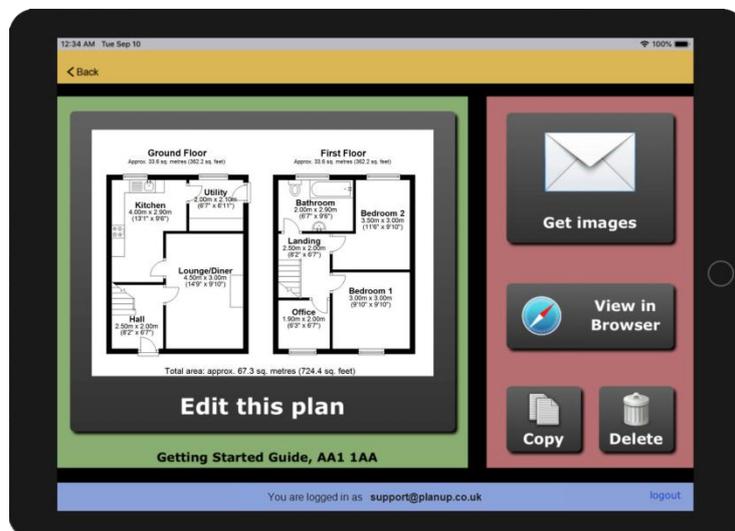
At this point we want to check the plan is correct. You will want to check:

- 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 similar to the one below.



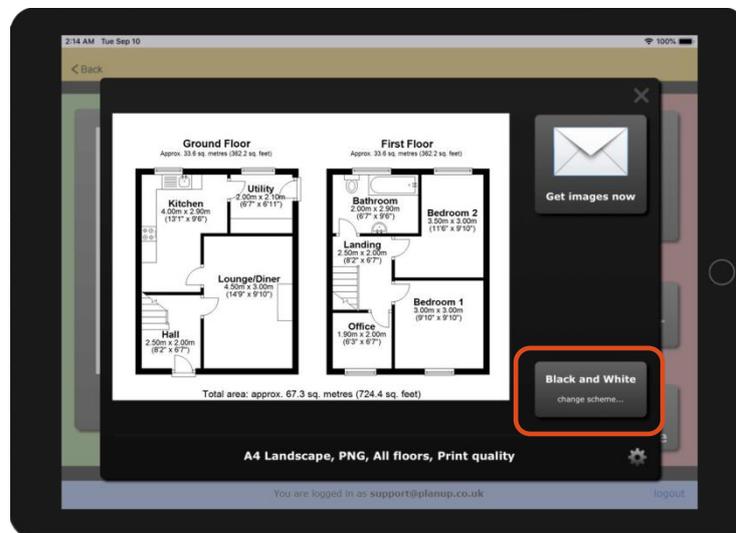
Now you have entered the property address, the plan has been saved to our servers and we can now save the image.

Image customisation

We want to get images out of PlanUp onto your computer, so tap 'Get images'.

Here you will see a selection screen for 2D or 3D images and a basic settings cog in the bottom right corner. We only want a 2D image and we do not currently need to change any basic settings for this example plan, so tap on the 2D image.

You will now see a large 2D preview of the plan with some more options to the right of it. We want to customise the plan to be the same as the example. To do this you will need to tap on the 'Change scheme' button which is indicated on the below image.

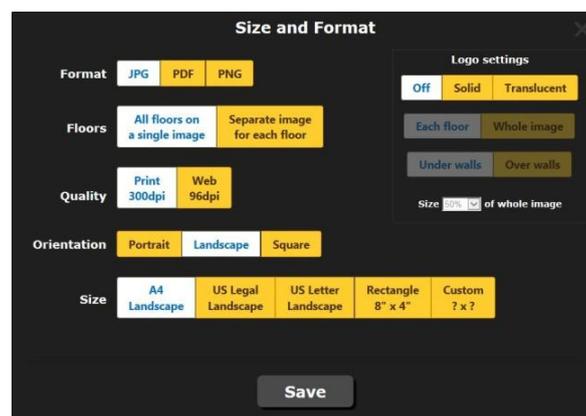


You will now see a bar of 5 yellow buttons at the bottom of the screen. 'Black and White' may already be selected, but you can have a look at some of the other options available using the 'Custom....' button.

Once done, tap the cross in the bottom right corner to fully close the 'Change scheme' options.

Saving the images

At the bottom of the screen below the preview of your finished plan you will see some white text. This is information about the type of image you are saving out. This can be changed by tapping the settings cog in the bottom right. We do not need to change any settings for this plan, but you can tap on the cog if you wish to change the format of the plan including its size, its orientation (portrait/landscape), or even the file type to a different format. Below is an example of the Size and Format screen.



Now we are happy with what we want to save out you can simply tap on 'Get images now' and an email will be sent to you with the plan images 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.

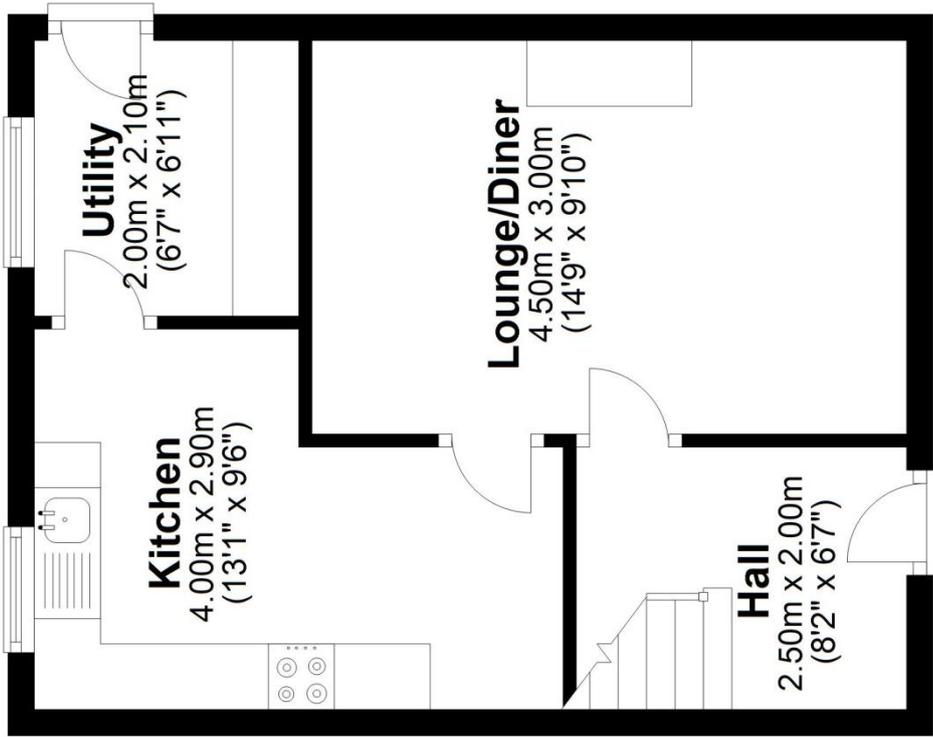
For more in-depth information please take a look at our support pages:

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

Final Image

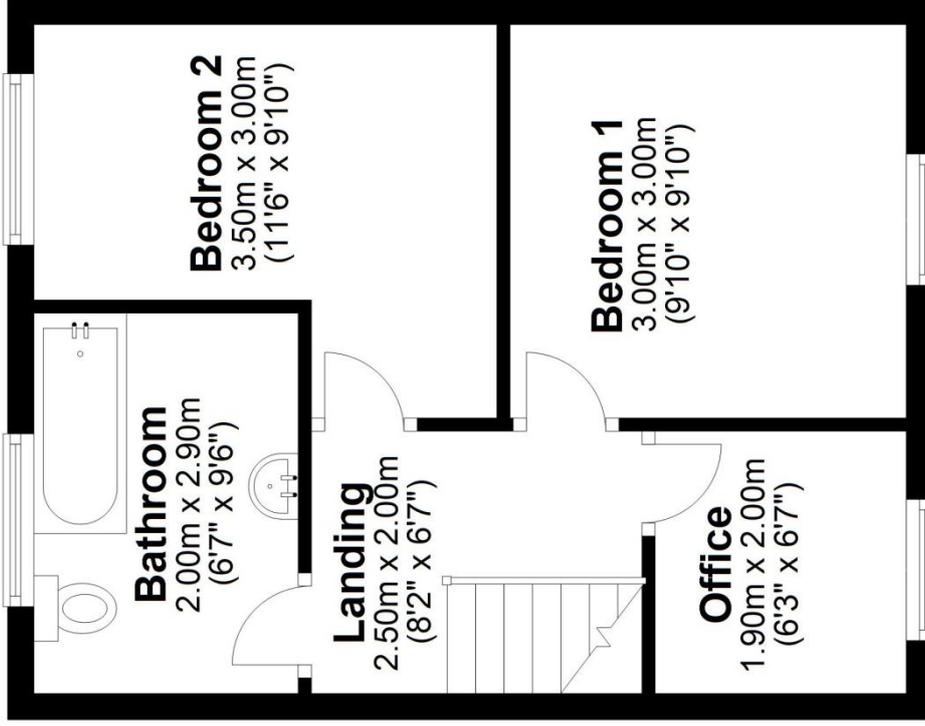
Ground Floor

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)