



Toolbar References



Website: www.planup.co.uk

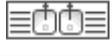
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Top Toolbar Reference



Main Toolbar		Sub Menu			
Icon	Item	Icon	Item (shortcut keys)	Icon	Item (shortcut keys)
	Door		Single (D)		Double (D, B)
			Patio (D, P)		Sliding (D, S)
			Opening/Archway (D, O)		Folding (D, F)
			Bi-fold (D, I)	<p>All of these can be created from the same symbol plus more alternatives if required. Once added select the door to open the pop-up menu, here you will see options to change the number of panels on each side.</p>	
			Triple-fold (D, T)		
			Double Bi-fold (D, L)		
			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)	C	C text label (C, U)

	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)	 Hot Water Cylinder
		 Water Cylinder	 Boiler
	Fireplace	 Fireplace Hearth (F)	 Fireplace with Hearth (F, C)
		 Fireplace no Hearth (F, N)	FP FP text label (F, T)
	Toilet and basins (small versions of basins are available)	 Toilet (T)	 Toilet – simple (T,2)
		 Bidet (T, D)	
		 Standard (T, B), small (T, 1)	 Square (T, S), small (T, 2)
		 Oval (T, O), small (T, 3)	 Corner (T, C), small (T, 4)
	Baths and Showers	 Standard shower (S)	 Corner shower (S, C)
		 Corner bath (S, R)	 Standard bath (S, A)
		 Double end bath (S, D)	 Oval bath (S, O)
		 P-shaped bath (S, P)	
	Sinks and Worktops	 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)
		 Worktop (K, W)	 Space (K, S)
	Hobs	 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)
	Extras	 Compass	 Add additional Room Title (M, R)
		 Text box/note (M, T)	 Freehand wall (M, W)
		 Measurement Arrow (M)	 Line/Arrow (M, L)

	Shapes	 ...  ...  ...  ...		A selection of shapes (oval, circular, triangular, and rectangular) with options for white or black fill, colour, line style.	
			EPC Menu	 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)	 Ground source heat pump (P, D)				
 Air source heat pump (P, A)					
	Fire Safety	 Fire Exit	 Foam Extinguishers		
		 Fire Blanket	 Smoke Detector		
		 Heat Detector	 Water Extinguishers		
		 Dry Extinguishers			

Bottom Toolbar Reference



Icon	Function (shortcut key – Windows devices only)
	Back – all unsaved data will be lost
	Undo
	Save – this only updates the auto-save and does not affect the plan that
	Change the address for this property
	Help – tapping on this will take you to our support page . On desktop/laptop hovering over this button will display the version number installed
	Rotate plan – displays four further buttons on a submenu; rotate whole property (green) and rotate single floor (blue) both clockwise and anti-clockwise
	Flip plan left-to-right – displays two further buttons on a submenu; flip whole plan (green) and flip just the current floor (blue)
	Flip plan top-to-bottom – displays two further buttons on a submenu; flip whole plan (green) and flip just the current floor (blue)
	Swap between standard view and EPC view (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

Further Help and Information

If you require any further help or information, please see our support page and YouTube channel:

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

[PlanUp Floor Plan Software - YouTube](#)

Here you will find links to an online version of this document, some training videos and some FAQs.