

# Visual Floor Planner User Manual



## **Visual Floor Planner**

Visual Floor Planner v 1.6.4

Copyright Visual Building Ltd 2015

Published Date: 18<sup>th</sup> July 2015

Update Date: 18<sup>th</sup> July 2015

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### **INDEMNITY**

This document and associated software has been produced as a tool to assist you in completing various floor plans, including fire escape plans. It is used entirely at your own risk to produce suitable plans, and it is your responsibility to consider if the information contained herein to be suitable and sufficient for your requirements. It is in no way exhaustive and Visual Building Ltd accepts no liability for any circumstances which may arise as a result of using this tool.

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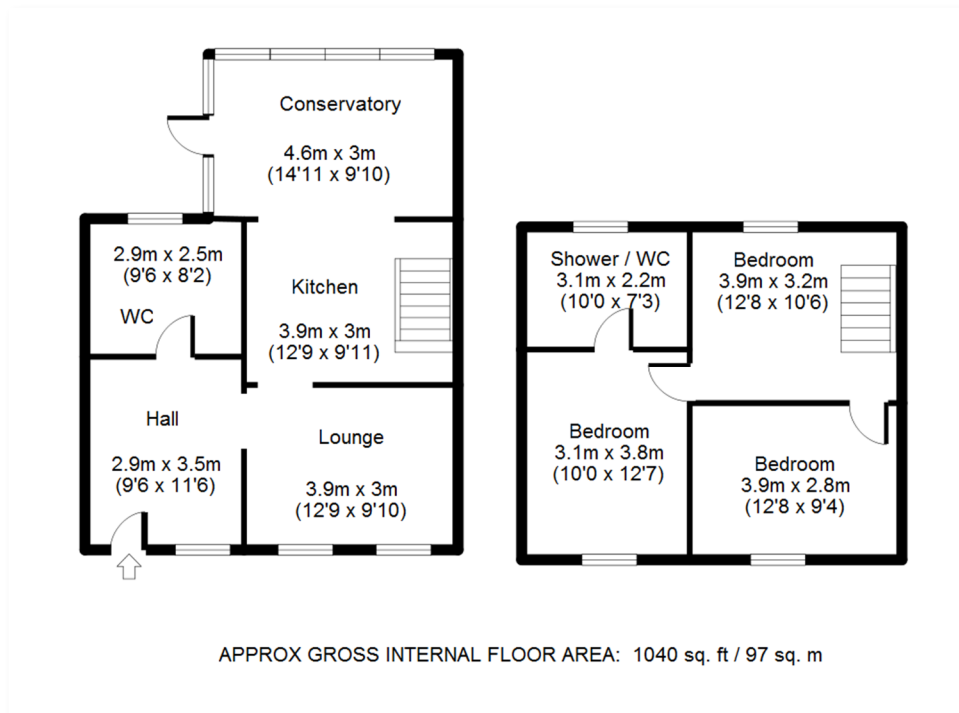
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# 1 Introduction

**New to Visual Floor Planner? Don't read this manual!** We suggest that you first watch several of the short tutorial videos available on our web site. This software is very easy to use, and you may not even need to read this manual after watching the videos, but we do recommend you do use this as a reference when you want to use some of the more powerful features, or resolve any of the problems that you may have.

**Just updated your Visual Floor Planner to latest version? Read the update notes at the end of this manual.** The latest versions will often add new features and modify existing new features, and without reading the update notes, you may interpret these as bugs. **So read the update notes now, for ALL the versions between your previous version and your new version.**

Visual Floor Planner was originally designed specifically to enable estate agents to create fast and accurate floor plans. The software was later updated to v1.51 to also enable Domestic Energy Assessors to make use of the floor plan software. Visual Floor Planner v1.6.x was further upgraded to enable Fire Escape Plans to be easily drawn on new or existing floor plans. Visual Floor Planner is now therefore also suitable for many other kinds of users that need to easily create fast attractive 2D floor plans. A complete update list is located in the chapter: Version Update History, at the end of this manual



In the design of Visual Floor Planner, the following objectives were set:

- Easy to learn
- Intuitive
- Fast
- Inexpensive
- Professional looking plans

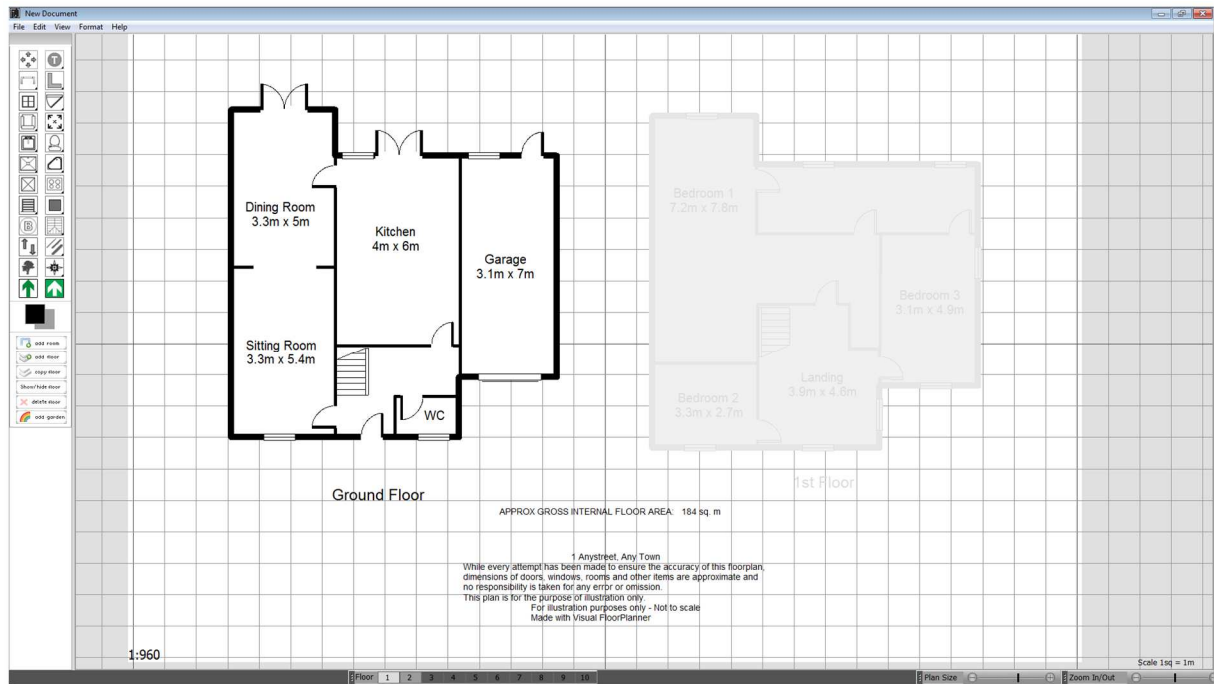
## **Visual Floor Planner**

This design criteria for Visual Floor Planner was initially set by the many estate agents that used our more powerful software products (e.g. Visual Building Basic), but found that the power and full featured tools that offered both 2D and 3D plans drawn with precision accuracy, took more time than an estate agent was felt comfortable with for each plan.

We believe that with Visual Floor Planner we have a product that fulfils all of the above, however if you feel you need more precision, more features and 3D, then please do try our Visual Building Basic.

## 2 Overview

Visual Floor Planner consists of a single view window:



Note that the contents of the screenshots, especially the dialogs may vary on your system from that shown in this manual depending upon the Windows version you are running on, and what UI styles you may have chosen for Windows.

The menus offer all the features available and so every feature is easy to locate and implement.

The single toolbox contains all the available drawing tools, where you can select and use each tool with a click.

There is no need to worry about the scale and paper size as that is all taken care of for you. You simply define the maximum width of the building you want to create a plan for and away you go. No need to concern yourself whether a scale of 50:1 fit on A4.

Rooms are dragged and dropped into position, with the new room identifying itself with existing rooms and establishing the difference between external and internal walls.

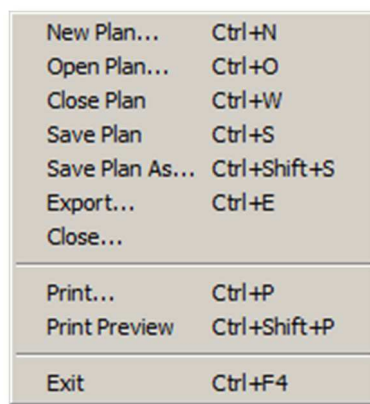
## 3 User Interface

The user interface consists of just one menu bar at the top and a tool bar, normally docked on the left hand side of the window. There is also a context menu activated with a right mouse click. The contents of the context menu changes depending upon what was clicked on. There are also some docked controls located along the bottom of the application window.

### 3.1 Menu Bar

The menu bar is a standard windows bar with five entries. Many of the menus have short cut key combinations, which when learned, can speed up your work. The short cut keys are listed alongside each menu entry.

#### 3.1.1 File Menu



All file export and printing functions are activated from the File Menu.

##### 3.1.1.1 New Plan

The **New Plan** menu creates a new plan. If you already have an existing plan loaded you will be asked if you want to save the existing plan before the new plan is created

##### 3.1.1.2 Open Plan

**Open Plan** will load an existing plan. This will activate the file dialog, where you can navigate to where you have saved your plans. This is normally in the **My Documents/Visual Floor Planner/Project** folder, but you can save and load your projects from any file path. Each project is saved as a .fpp file.

##### 3.1.1.3 Close Plan

**Close Plan** will close the current plan. You will be asked if you want to save the existing plan before the new plan is created

##### 3.1.1.4 Save Plan

**Save Plan** will save the current plan, using the current used file name. You should use the **Save Plan** feature on a regular basis to ensure that any edits you have created are saved. However, please note each save will overwrite the original plan. If you want to create a series of plans, then you should use the **Save Plan As...** function.

### 3.1.1.5 Save Plan As...

**Save Plan As...** will allow you to save the current plan using a different file name. Use this method to save multiple backups of your project file e.g. myproject1.fpp myproject2.fpp. Saving backup copies of your project can save you a lot of time should things go wrong.

### 3.1.1.6 Export...

You can **Export** files in the following formats

- .bmp
- .jpg
- .pdf
- .emf
- .doc
- .wmf

In addition to the **Export – pdf**, you can also print to a pdf file using 3<sup>rd</sup> party products such as PDF Creator or Adobe Acrobat. The external tools can give you higher resolution pdf files than the standard **Export – pdf**.

You use the **Export** menu to save your plans in one of the above formats to share with other people or upload to a web site or database.

If you want to continue editing a project you should use the **Save** or **Save As** tool, before exporting your project.

### 3.1.1.7 File Type Descriptions

A range of file formats are supported. The choice of file format depends upon the eventual use of the plan which determines the file size versus file quality ratio.

#### **.bmp files**

A .bmp file has higher quality than a jpg file but also has a higher file size. This file format would be best suited for use in word processor applications where quality is more important than file size. Typical file size for a project would be 6,000 Kb.

#### **.jpg files**

A .jpg file has less quality than a .bmp file, but a smaller file size. This file format would be used where file size is more important, such as used within a web site. A typical file size for an exported .fpp as a .jpg project would be 169 Kb

#### **.pdf files**

This file type requires a PDF reader / viewer to load it. Typical file size for a project would be 22 Kb

#### **.emf files**

The .emf file type is an enhanced 32 bit version of the wmf file  
A typical file size for a project exported as an .emf file would be 50 Kb



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### **.doc files**

This file type requires Microsoft Word or equivalent to load it. A typical file size for a project would be 6000 Kb because it embeds the .bmp file into a .doc file.

### **.wmf files**

This wmf file type has the lowest file size of all the available file types, but suffers from low quality. Due to the small file size this file type is preferred by several of the online web services. Typical file size for a project would be 19 Kb

### **Other file types**

Although not created directly from Visual Floor Planner, these files types can easily be created by loading a .bmp file into Microsoft Paint or similar and saving as a .gif .png or .tif.

#### **.png files**

Typical file size for a project would be 50 Kb when created using Microsoft Paint.

#### **.gif files**

Typical file size for a project would be 34 Kb when created using Microsoft Paint.

#### **.tif files**

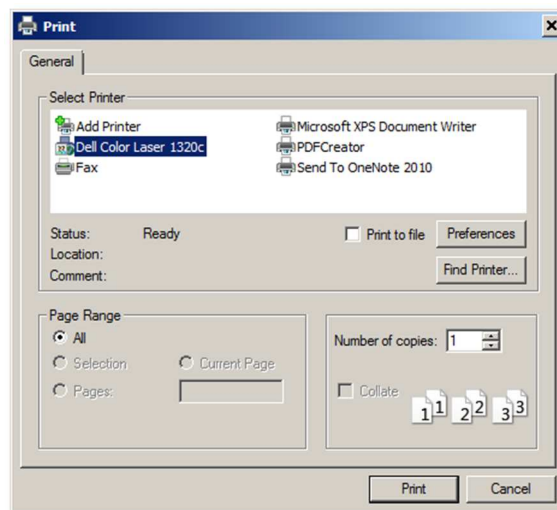
Typical file size for a project would be 78 Kb when created using Microsoft Paint.

### **3.1.1.8 Close...**

The **Close** tool will close the current plan.

### **3.1.1.9 Print...**

The **Print** menu entry will initiate the printing of the project to your printer



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The Print dialog will allow you to select which printer you wish to print to, including any virtual PDF creation program (such as Adobe Acrobat or PDF Creator if you have it installed). Please note that your Print dialog may look different to the above image, depending upon which printers and virtual printers you have installed.

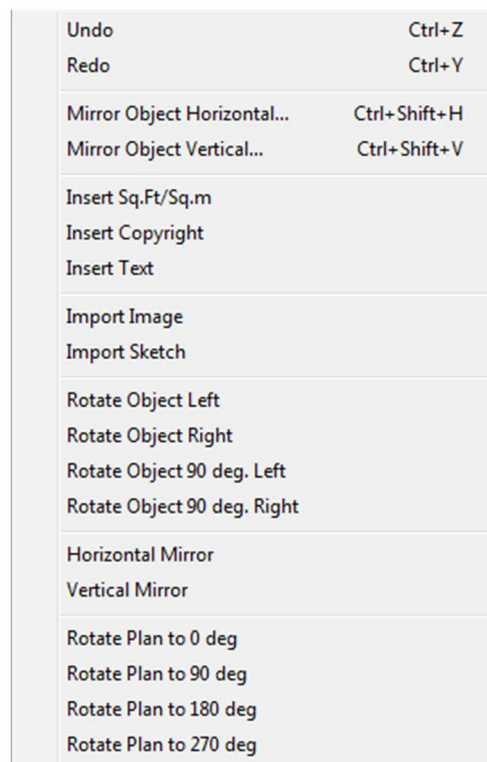
### 3.1.1.10 Print Preview

The **Print Preview** menu will display the project prior to printing within a preview window. You then have the option to printing what you see in the preview or select **Close** to cancel the printing

### 3.1.1.11 Exit

The **Exit** menu will close the Visual Floor Planner application, but if you have an unsaved project, you will be asked if you wish to save the project before the program exits back to the Window's desktop.

## 3.1.2 Edit Menu

A screenshot of the 'Edit' menu in the Visual Floor Planner application. The menu is displayed as a vertical list of options with a light gray background and a thin border. The options are: 'Undo' (Ctrl+Z), 'Redo' (Ctrl+Y), 'Mirror Object Horizontal...' (Ctrl+Shift+H), 'Mirror Object Vertical...' (Ctrl+Shift+V), 'Insert Sq.Ft/Sq.m', 'Insert Copyright', 'Insert Text', 'Import Image', 'Import Sketch', 'Rotate Object Left', 'Rotate Object Right', 'Rotate Object 90 deg. Left', 'Rotate Object 90 deg. Right', 'Horizontal Mirror', 'Vertical Mirror', 'Rotate Plan to 0 deg', 'Rotate Plan to 90 deg', 'Rotate Plan to 180 deg', and 'Rotate Plan to 270 deg'.

Undo	Ctrl+Z
Redo	Ctrl+Y
Mirror Object Horizontal...	Ctrl+Shift+H
Mirror Object Vertical...	Ctrl+Shift+V
Insert Sq.Ft/Sq.m	
Insert Copyright	
Insert Text	
Import Image	
Import Sketch	
Rotate Object Left	
Rotate Object Right	
Rotate Object 90 deg. Left	
Rotate Object 90 deg. Right	
Horizontal Mirror	
Vertical Mirror	
Rotate Plan to 0 deg	
Rotate Plan to 90 deg	
Rotate Plan to 180 deg	
Rotate Plan to 270 deg	

### 3.1.2.1 Undo

This is a regular Undo function which is also activated with a Ctrl + Z. Pressing Undo will undo the last edit.

### 3.1.2.2 Redo

This is a regular Redo function which is also activated with a Ctrl + Y

### 3.1.2.3 Mirror Object Horizontal

The **Mirror Object Horizontal** will mirror the current selected object in the horizontal plane. This tool is most useful for changing the door hinge side of a door. Select a door already placed in a horizontal wall, and then select the **Mirror Object Horizontal** tool.

### 3.1.2.4 Mirror Object Vertical

This **Mirror Object Vertical** will mirror the current selected object in the vertical plane. This tool is most useful for changing the door hinge side of a door. Select a door already placed in a vertical wall, and then select the Vertical Mirror tool.

### 3.1.2.5 Insert Sq Ft/Sq m

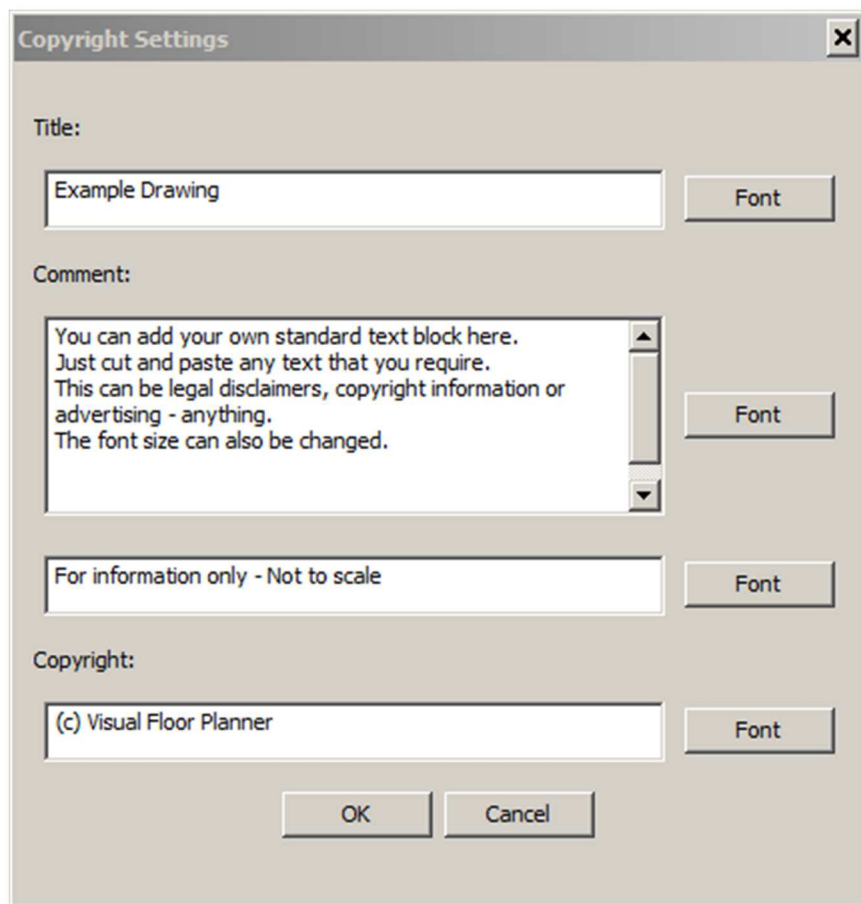
This will calculate the approximate total floor area and display as text. The text can then be resized and moved just like any other placed text.

APPROX GROSS INTERNAL FLOOR AREA: 1040 sq. ft / 97 sq. m

The text "APPROX GROSS INTERNAL FLOOR AREA:" is stored in the file **texts.en**. You can edit this text if you want to change the default message text.

### 3.1.2.6 Insert Copyright

You can create your own standard text, copyright / disclaimer text and automatically add to a floor plan. If you have several alternative text blocks you can paste them directly into this dialog.

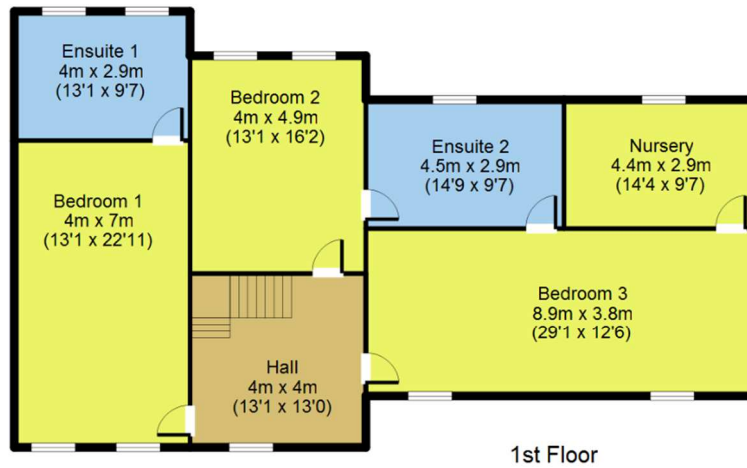
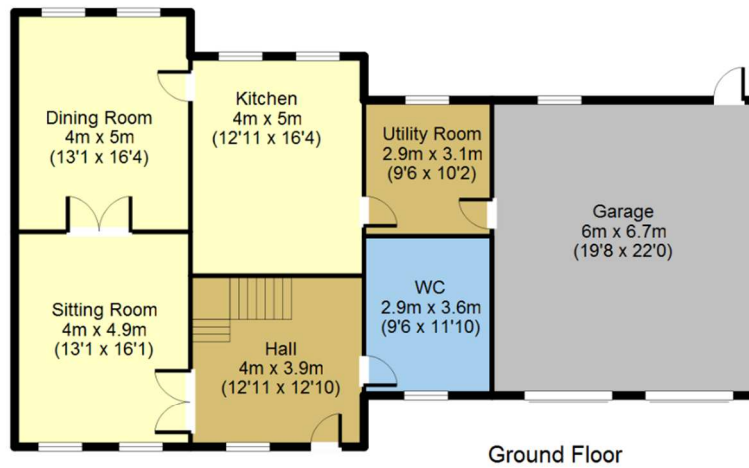


The screenshot shows a dialog box titled "Copyright Settings" with a close button (X) in the top right corner. The dialog contains four text input fields, each with a "Font" button to its right. The first field is labeled "Title:" and contains the text "Example Drawing". The second field is labeled "Comment:" and contains a multi-line text block: "You can add your own standard text block here. Just cut and paste any text that you require. This can be legal disclaimers, copyright information or advertising - anything. The font size can also be changed." The third field contains the text "For information only - Not to scale". The fourth field is labeled "Copyright:" and contains the text "(c) Visual Floor Planner". At the bottom of the dialog are "OK" and "Cancel" buttons.

Once placed, this automatic text can be moved and resized just like any other text. Note that each text box has its own individual font attribute. Please do not use the copyright symbol ©. State either Copyright 2014 or use ( c ). Putting any non-standard character in any of the text fields may

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cause text display problems both on the screen and print. So if you do have text display problems, check to see if you inserted the dreaded © symbol.

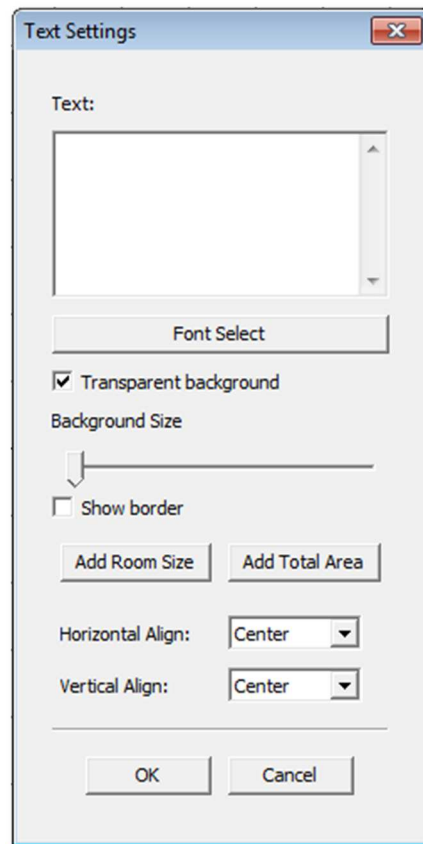


APPROX GROSS INTERNAL FLOOR AREA: 2909 sq. ft / 270 sq. m

Whilst every attempt has been made to ensure the accuracy of the floor plan, measurements of doors, windows, Rooms and other items are approximate and no responsibility is taken for any errors, omissions or mis-statements. This plan is not to scale and is for illustration purposes only.  
(c) Visual Floor Planner

### 3.1.2.7 Insert Text

Select the **Insert Text** feature to place text anywhere within your floor plan.



#### Text

Enter the text that you want to display. This can be any text you wish including the room name and additional notes relating to a specific room.

#### Font Select

A standard font selection dialog is displayed from where you can select any font installed on your system. This then becomes your default font to be used for all future text input.

#### Transparent background

This gives the text a transparent background, otherwise the current colour defined in the Background colour is used.

#### Background Size

This slider defines the border around a text element.

#### Show border

This enables a border around the text element. If selected you can change the colour of the border around the text.

Text with no border

Text with border

Text with border and frame

### Add Room size

This will add text showing the room size to which the text is associated. A place holder **[room\_size]** is entered into the text box. The number of metric decimal places displayed is 2, but this can be rounded to 1 via the **Format – Floor Plan Settings dialog**.

Note that the number of decimal places used for the metric room size can be set to 1 or 2 decimal places. This option is selected in the **Floor Plan Settings dialog**, activated from the **Format - Floor Plan Settings** menu. This option is only applicable to the display of metric room sizes , not imperial.

### Add Total Area

This will add text showing the total for all rooms. A place holder **[total\_area]** is entered into the text box. This text is normally displayed at the bottom of a plan.

### Horizontal Align

This aligns the text horizontally.

### Vertical Align

This aligns the text vertically.

### 3.1.2.8 Import Image

You can import any .jpg or .png image into your plan. There are many uses for this, for example you can add your own logo to a plan, or even a photo of the building.

Once placed this image can then be moved and resized.

It's often a good idea to place such an image on its own floor layer, so that it can be displayed or hidden easily.

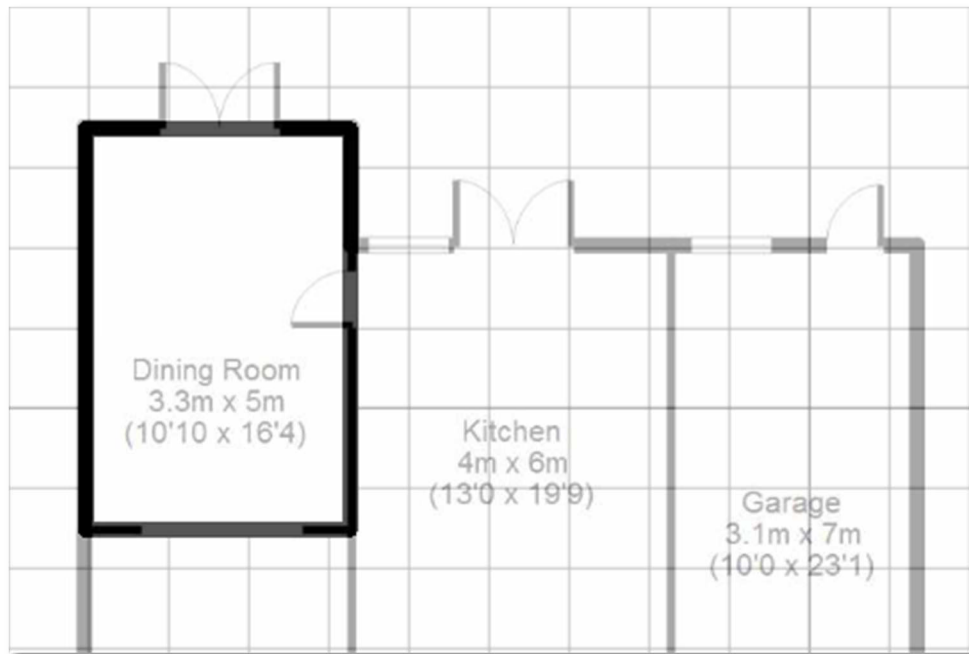


### 3.1.2.9 Import Sketch

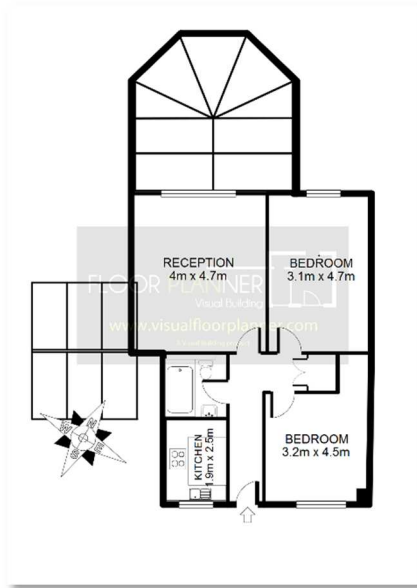
You can import any .jpg or .png image into your plan. This feature is very similar to the Import Image, but with the additional attribute to adjust the transparency of the image. This transparency adjustment is made via the **Format – Floorplan settings** menu.

For best results use a .jpg file saved at 72 dpi either 800 pixels wide if used in landscape or 800 pixels high if used in portrait mode.

The sketch import feature could be used for importing an older plan, which you want to update. This plan then sits in the background which you can then use a reference for your new plan. You could of course also import a hand drawn sketch, also to be used as an on screen reference:



It's often a good idea to place such an image on its own floor layer, so that it can be displayed or hidden easily



You can also use the **Import Sketch** feature to include a watermark or a logo.

Setting the Sketch transparency to about 80% (**Format menu – Floor Planner Settings**), will allow you to include a watermark in your printed files and exported files.

The watermark can be your logo or text and will prevent your plans being used by your competitors.

### 3.1.2.10 Rotate Object Left

Rotate the current selected icon or image anti-clockwise in steps of 15 degrees.

### 3.1.2.11 Rotate Object Right

Rotate the current selected object or image clockwise in steps of 15 degrees.

### 3.1.2.12 Rotate Object 90 deg. Left

Rotate the current selected object or image anti-clockwise in steps of 90 degrees.

### 3.1.2.13 Rotate Object 90 deg. Right

Rotate the current selected object or image clockwise in steps of 90 degrees.

### 3.1.2.14 Horizontal Mirror

The horizontal mirror tool is useful for changing the hinge side of a door object

### 3.1.2.15 Vertical Mirror

The vertical mirror tool is useful for changing the opening direction of a door object

### 3.1.2.16 Rotate Plan to 0 deg.

Rotates entire plan, including all floors and images to 0 deg.

### 3.1.2.17 Rotate Plan to 90 deg.

Rotates entire plan, including all floors and images to 90 deg. Note that the entire plan will rotate, including the text. The text can be individually rotated back to its original orientation.

### 3.1.2.18 Rotate Plan to 180 deg.

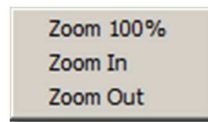
Rotates entire plan, including all floors and images to 180 deg.

### 3.1.2.19 Rotate Plan to 270 deg.

Rotates entire plan, including all floors and images to 270 deg.



### 3.1.3 View Menu



#### 3.1.3.1 Zoom 100%

Zooms the view so that the plan is visible at 100%

#### 3.1.3.2 Zoom In

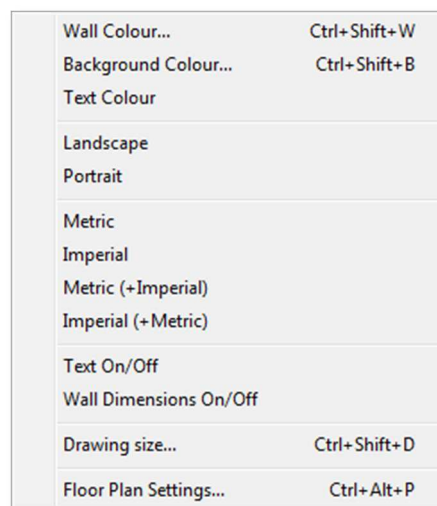
Zooms into the plan.

#### 3.1.3.3 Zoom Out

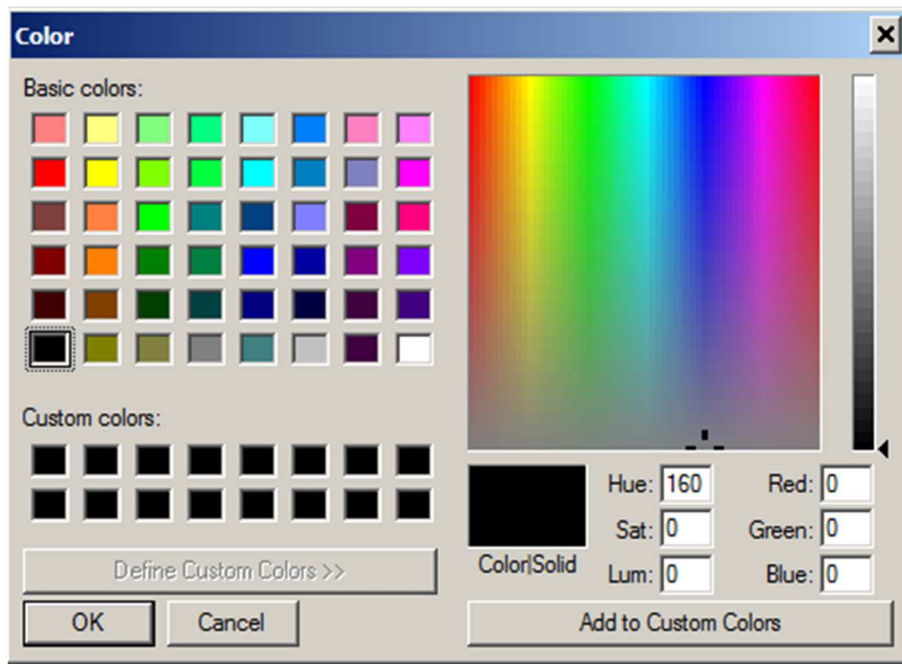
Zooms out of the plan

### 3.1.4 Format Menu

The Format menu contains the following menu drop down:



#### 3.1.4.1 Wall Colour



Clicking on the **Wall Colour** menu will activate the Colour dialog, allowing you to choose the colour of the current selected wall.

Note that the **Foreground Colour** indicator in the toolbar changes to the colour selected.

#### 3.1.4.2 Background Colour

Clicking on the **Background Colour** menu will activate the Colour dialog, allowing you to choose the background colour of the current selected object.

Note that the **Background Colour** indicator changes to the colour selected.

#### 3.1.4.3 Text Colour

Clicking on the **Text Colour** menu will activate the Colour dialog, allowing you to choose the background colour of the current selected text.

Note that the **Foreground Colour** indicator changes to the colour selected.

#### 3.1.4.4 Landscape

Selects your paper layout indicator to landscape orientation.

#### 3.1.4.5 Portrait

Select s your paper layout indicator to portrait orientation.

#### 3.1.4.6 Metric

Switches all measurements to metric only.

#### 3.1.4.7 Imperial

Switches all measurements to imperial only.

### 3.1.4.8 Metric (+Imperial)

Switches all measurements to show metric as the main primary measurement with imperial as secondary measurement in brackets.

### 3.1.4.9 Imperial (+Metric)

Switches all measurements to show imperial as the main primary measurement with metric as secondary measurement in brackets.

### 3.1.4.10 Text On/Off

Switches all text on or off.

If you cannot see any text try toggling this switch.

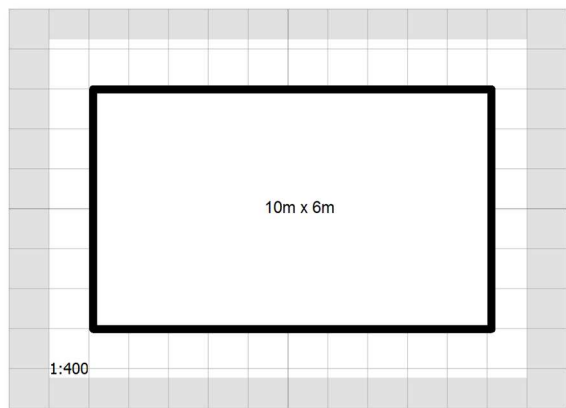
### 3.1.4.11 Wall Dimensions On/Off

When you select a wall, the dimensions of the selected wall and any connected walls are displayed. This feature can be disabled with this menu function. This feature also hides any dimensions displayed on dimension lines and lines.

### 3.1.4.12 Drawing size

The drawing size dialog is displayed, where you can enter the width of the current drawing. This value should be greater than the total width of your building.

So for example if the total width of your building is 10m, then enter a value of 12m



The size of each grid is 1m, so you will see that you have created a work sheet 12m wide in which you can place a 10 wide room.

Note the scale is automatically set to 1:400

Why 400? Because that's the calculated scale required to fit a 12m wide drawing onto an A4 sheet.

You can change the plan size using the **Plan size** control, located at the bottom right of the application window. You can not change the grid scale which is set to 1 sq = 1m.

### 3.1.4.13 Floor plan settings

The Floor plan settings dialog contains several settings:

### Background Colour

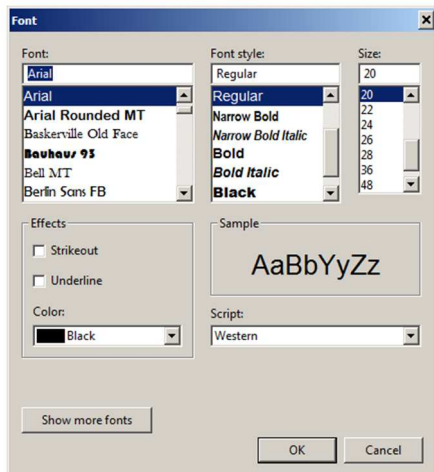
This is the colour used to define a room's floor area. Changing this colour will only affect new rooms to be created and not the colour of existing rooms.

### Wall colour

This is the colour used to define a room's walls. Changing the colour will only affect the walls of new rooms to be created and not the colour of existing walls.

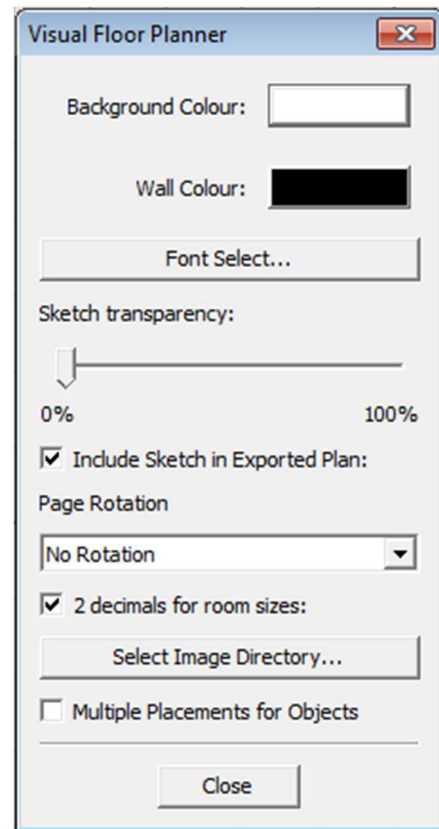
### Font Select

A standard font selection dialog is displayed from where you can select any TTF font style and size installed on your system. This then becomes your default font to be used in all text functions. It does not change existing placed text.



To add a font style just add it to your windows system and the font will then appear in this list for use. Note

that some fonts are better than others, and free fonts should be treated with suspicion and tested, but this is not a Visual Floor Planner issue but a Windows / font issue.



### Sketch transparency

When loading a sketch to help you to plan or add an additional image to your project, you can adjust the transparency of the sketch image. When the sketch image is used as a watermark, you may find the best setting to be about 90%.

In order to export the sketch image within the exported plan, you must select **Include Sketch in Exported Plan**.

### Page Rotation

Defines the angle for the page rotation. This will allow you to rotate an entire project by 90 degree steps. Please note that the text is also rotated.

### 2 Decimal places for Room sizes

When using metric measurements you have the option to display your room sizes to 1 or 2 decimal places.

### Select Image Directory...

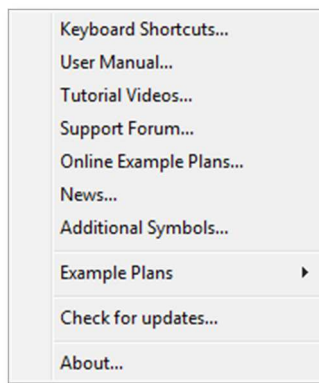
When importing images, you can set the default directory as to where your images are located.

### Multiple Placement of Objects

When placing objects you can repeat the object placement with multiple clicks. This feature was introduced in v1.6.2 and speeds up the repetitive placement of doors and windows, also during the placement of icons.

Users of earlier versions of Visual Floor Planner, who prefer the original single object placement method with each selection and click, can remove this default feature by deselecting the **Multiple Placement of Objects** checkbox. This feature is switched OFF, for a new installation, however an update installation may retain the previous option selected.

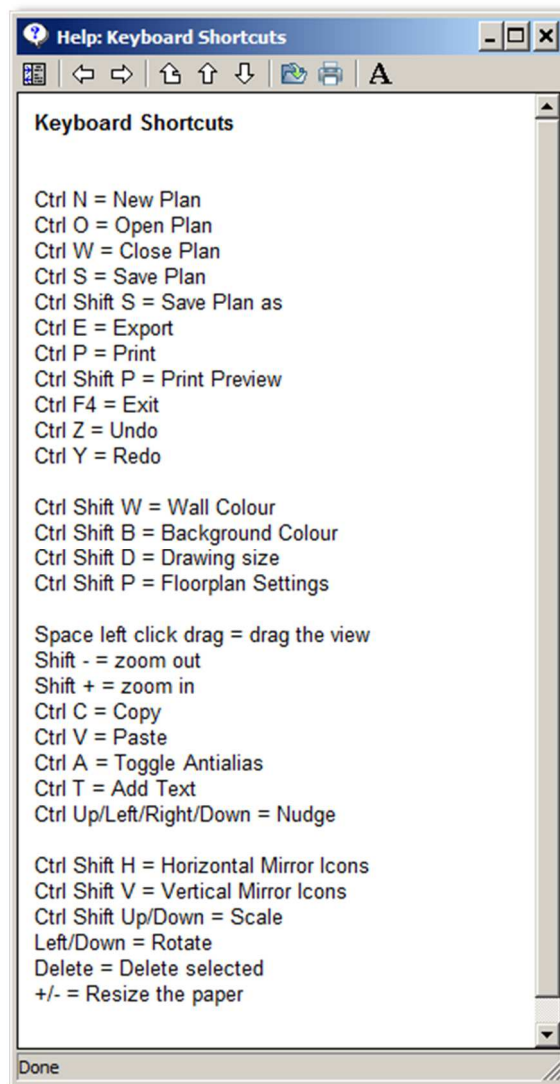
### 3.1.5 Help Menu



The help menu provides additional information about Visual Floor Planner.

Most of the menus are links to online resources, so you will need internet access to obtain this information, but if you do not have internet access, this will not impede the use of Visual Floor Planner.

### 3.1.5.1 Keyboard Shortcuts...



The **Keyboard Shortcuts** menu display provides you with a fast means of reminding you of all available shortcut keys. Using these shortcut keys can improve your plan drawing efficiency.

**Note:** If your mouse has a wheel, you can use the mouse wheel to zoom in and out of your floor plan.

**Note:** Holding down the **Ctrl** key while placing an object will prevent the object from snapping to a wall. This can be useful when placing objects close to a wall, but when you don't want it to actually snap to the wall.

### 3.1.5.2 User Manual

This online manual is displayed in pdf format. Check the [www.visualFloorPlanner.com](http://www.visualFloorPlanner.com) web site for any documentation updates. Selecting this menu will download the latest user manual as a pdf file from the web site.

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### 3.1.5.3 Tutorial Videos

Clicking this menu entry will take you to the latest Visual Floor Planner tutorial videos. You will need an active internet connection. These videos currently live on YouTube and you can also access them directly by searching YouTube for “visualbuilding”

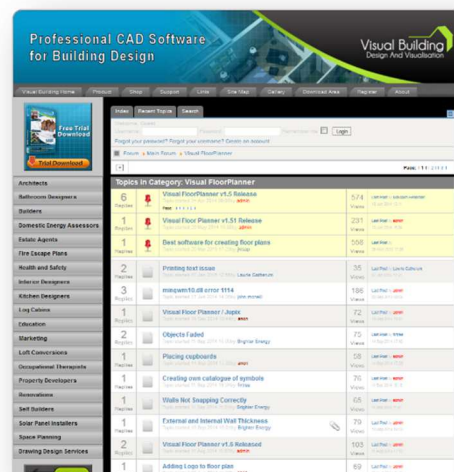


### 3.1.5.4 Support Forum

This menu link will take you to the Visual Floor Planner support forum, currently hosted on the main Visual Building web site [www.visualbuilding.co.uk](http://www.visualbuilding.co.uk).

You can access the Visual Floor Planner section of the forum by clicking on the forum image displayed on the web page displayed.

You do not need to register to read the forum, but if you want to download any files or write to the forum you do need to register. The registration is free and is only required to prevent spamming within the forum and so keep out unwanted information and advertising.



## Visual Floor Planner

The support forum is our preferred method of support, because all our users are then able to view your problem and see the answer. Take some time to review the existing questions, comments and suggestions. We are proud with our response time in answering questions via this forum.

Use the forum search feature to identify answers to questions that you may have.

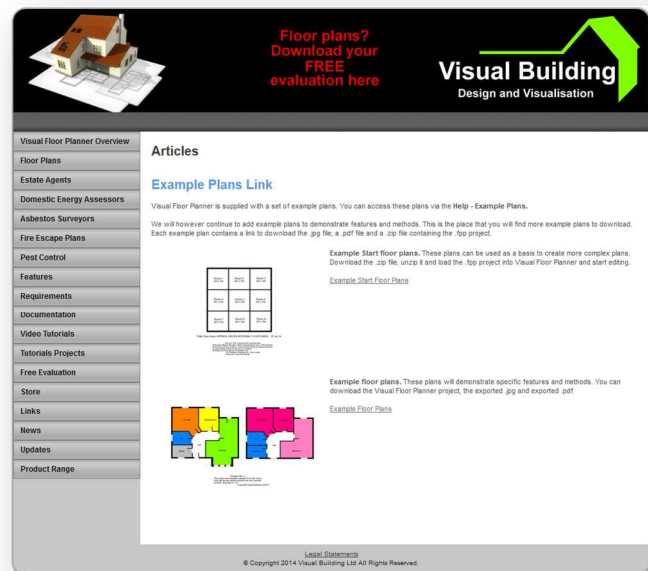
### 3.1.5.5 Online Example Plans

This menu link will take you to a list of example plans online.

Currently there is a list of **Start Plans** that you can view and download. These plans can be used as a basis to create more complex plans. Download the .zip file, unzip it and load the .fpp project into Visual Floor Planner and start editing.

There is also a list of online example plans that you can download and continue to edit.

Please note that the .fpp project files are currently supplied as .zip files because some anti-virus programs refuse to download the raw .fpp file that is an XML file.



### 3.1.5.6 News

The News link will take you to the latest news page, where you will find update information, special offers and other items of interest.

### 3.1.5.7 Additional Symbols

The Additional Symbols menu link will take you to the Addition Symbols page. When we release new symbol libraries, this is where they will appear. Quite often these additional symbols will be included within the main release.

### 3.1.5.8 Example Plans

This is a list of example plans installed on your computer, and does not depend upon an internet link.

### 3.1.5.9 Check for updates

This menu link will take you to the update page where you can determine if there is an update available.





### 3.1.5.10 About...

The About dialog is activated when you select the **About** menu entry. There are also some links displayed here giving you online access to the support forum and tutorial videos.

The About Dialog displays the current version number and copyright notice.

## 3.2 Toolbar

When you first start Visual Floor Planner the toolbar is docked in the left side of the application window. The Toolbar can be undocked and left floating in any part of your screen. You can dock the toolbar again either on the left or right edges of your application windows simply by dragging it there. The toolbar consists of toolbar icons which when clicked will activate a toolbar submenu or perform an action.

When using the docking/undocking feature be careful if you are using dual screens, switching to a single screen after using a dual screen can leave the docked toolbar adrift on the second screen.

### 3.2.1 Move Floor



**Move Floor** allows you to select the entire floor plan in order to drag it within your view. You will remain in this mode until you deselect the **Move Floor** tool again. When this tool is active it will be highlighted with a red frame.

To move a floor plan, select any room and drag it to a new position while holding down the left mouse button.

Please note that certain functions will not operate while the **Move Floor** function is active, so if you experience a problem with any function, check the status of the **Move Floor** tool.

### 3.2.2 Text



This **Text** toolbar icon performs the same function as the menu **Edit – Insert Text**, which will activate the Text Settings dialog.

You can adjust the position of selected text using the Ctrl + arrow keys.

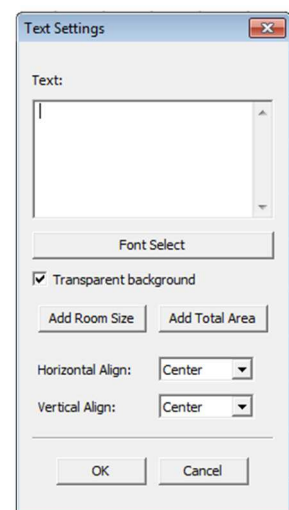
If you double click on the text after it has been placed, you will activate the **Text Settings** dialog.

#### Font Select

Clicking the **Font select** button, will activate the Font dialog where you can choose the Font, Font style and Font Size. This dialog allows changes to the selected text only. To change the font style and size for all text, use the **Format – Floor Plan Settings – Font Select**.

#### Transparent background

By default the text has a transparent background, but you can apply the background colour to the text by disabling this.



### Add Room Size

Clicking this button will insert the **[room\_size]** place holder in the text. This will automatically insert the dimensions of the current room.

### Add Total area

Clicking the **Add Total Area** button will insert the **[total\_area]** place holder in the text. This will automatically insert the total floor area of the floor plan.

### Horizontal Align

You can horizontally align the text using Left, Right or Centre.

### Vertical Align

You can vertically align the text using Up, Down or Centre.

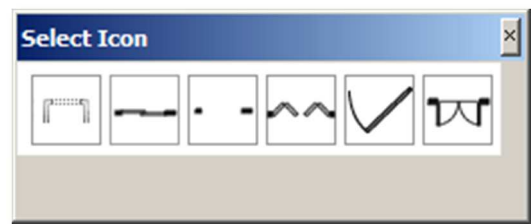
When you have the **Multi Object Placement** feature active, you can repeat the text placement by moving the cursor to another location and left clicking again. This repeat action will continue until you either select a different object from the toolbar or press the **Esc** key.

Select a text object and dragging it while holding down the **Alt** key will copy the text object allowing you to place the copy in a new location.

### 3.2.3 Cupboard

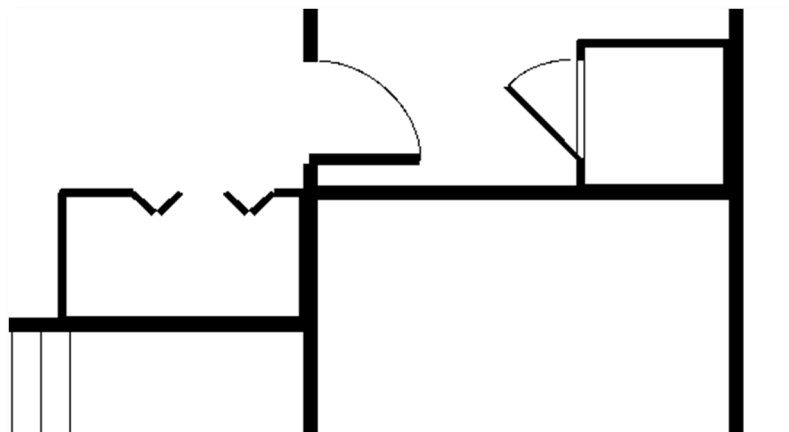


The cupboard icon will activate the Cupboard toolbar. This toolbar includes a cupboard object and a range of cupboard doors. This will enable you to place built in cupboard and wardrobes into rooms. You should use this tool for such cupboards and not the normal room / wall tools.



After placing the cupboard, you can then place the cupboard doors.

Both cupboards and cupboard doors can be moved to an exact position using the Ctrl + arrow keys.



The repeat placement and multiple copy feature is not supported with Cupboard objects.

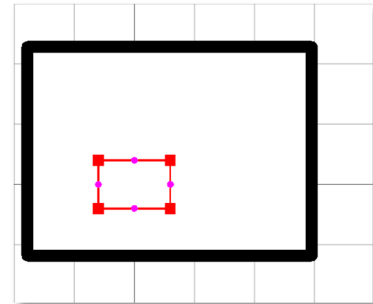
To delete a cupboard object, select it and press the **Delete** key.

### 3.2.4 Work Surface



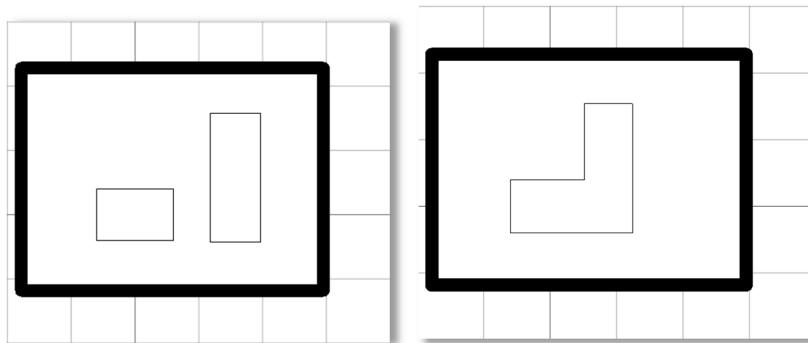
The work surface tool allows you to place a work surface within a room. Once placed the work surface can be resized and moved to an exact position using the Ctrl + arrow keys.

When you click on this tool, a work surface will always first appear in the centre of your project. This can sometimes be a problem if you already have a work surface located at this position, in which case you should move the project so there is no existing work surface at the position the new work surface appears.



You can move and resize the work surface object.

Dragging a second worktop object adjacent to an existing worktop object will cause the two objects to combine automatically.



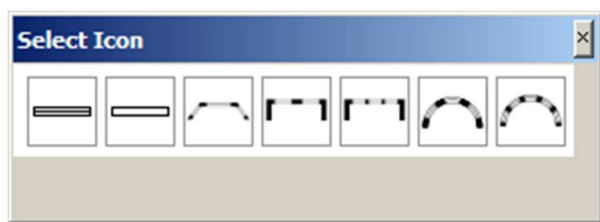
To delete a Work surface object, select it and press the **Delete** key.

The repeat placement and multiple copy feature is not supported with work surface objects.

### 3.2.5 Windows

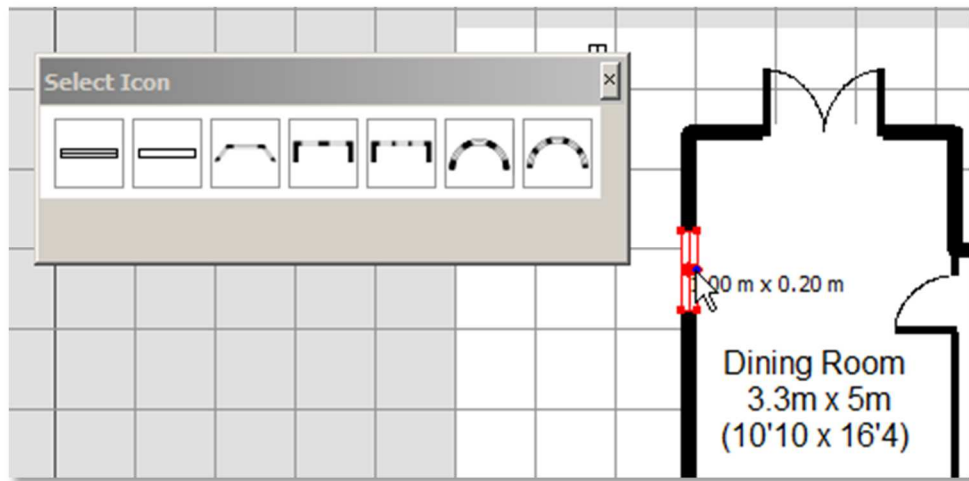


The Windows icon will activate the Windows selection toolbar.



Click on the desired window in the panel, and then move the mouse over the wall section where you want to place the window. The window will orientate itself to the wall and then snap to the wall. When you have the desired position click the left mouse button to place the window. The window can be resized using the square red handle points. As you resize the window the actual window size is displayed.

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When placing a window in a wall, the window depth is automatically determined by the wall's thickness. You can resize a selected window by dragging any of the four red handle points (the red squares). If you drag any of these points along the wall the length of the window can be adjusted.

If you have the **Multiple Object Placement** feature activated, you can repeat the window placement by moving the cursor to another location and left clicking again. This repeat action will continue until you either select a different object from the toolbar or press the **Esc** key.

Select a window object and dragging it while holding down the **Alt** key will copy the window object allowing you to place the copy in a new location.

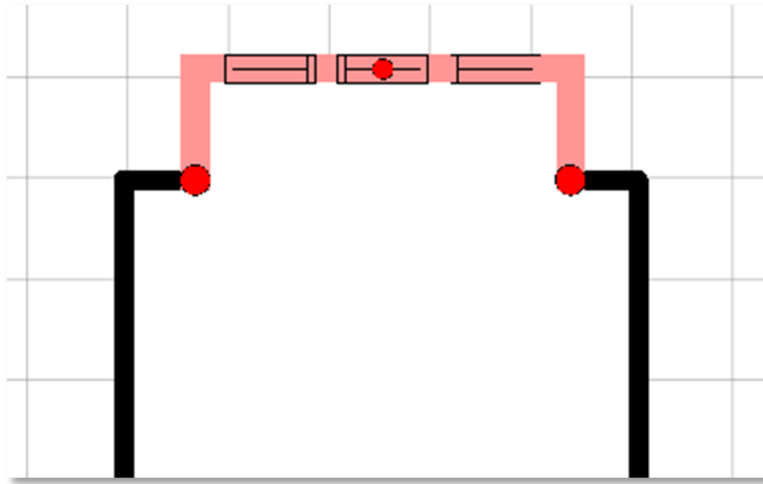
You can adjust the position of a selected window using the **Ctrl + arrow** keys.

To delete a Window object, select it and press the **Delete** key.

### 3.2.5.1 Bay Windows

Bay windows work slightly different to standard windows because they will replace an entire wall section with the bay window. The dimensions of the bay window can then be adjusted using the red control points.

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The bay window background will assume the background colour of the floor plan, but you can change this. You can also change the colour fill of the individual windows, which defaults to white.

If you have the **Multiple Object Placement** feature activated, you can repeat the bay window placement by moving the cursor to another location and left clicking again. This repeat action will continue until you either select a different object from the toolbar or press the **Esc** key.

Selecting a bay window object and dragging it while holding down the **Alt** key will copy the bay window object allowing you to place the copy in a new location.

To delete a bay window object, select it and press the **Delete** key.

### 3.2.6 Doors



The Doors icon will activate the Doors selection toolbar



Click on the desired door in the panel, and then move the mouse over wall section where you want to place the door. The door will orientate itself to the wall and snap to the wall. You can

adjust the opening direction of the door by moving the mouse cursor towards or away from the wall. When you have the desired position click the left mouse button to place. The door can be resized using the square red control points. As you resize the door the actual door size is displayed. The opening direction and hinge side can be changed using the mirror tools, located in the context menu by right clicking on the window object.

You can adjust the position of a selected door using the **Ctrl + arrow** keys.

If you have the **Multiple Object Placement** feature activated, you can repeat the door placement by moving the cursor to another location and left clicking again. This repeat action will continue until you either select a different object from the toolbar or press the **Esc** key.

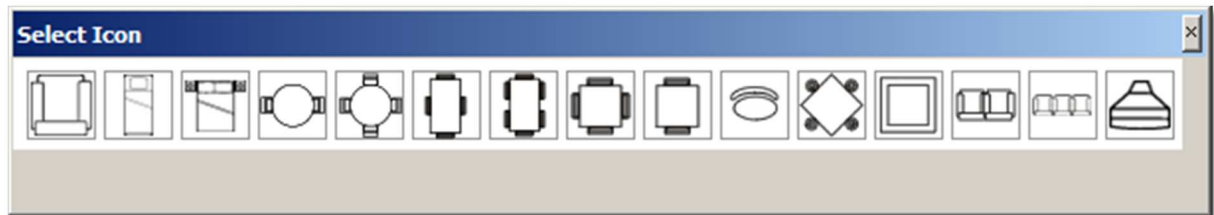
Selecting a door object and dragging it while holding down the **Alt** key will copy the door object allowing you to place the copy in a new location.

To delete a door object, select it and press the **Delete** key.

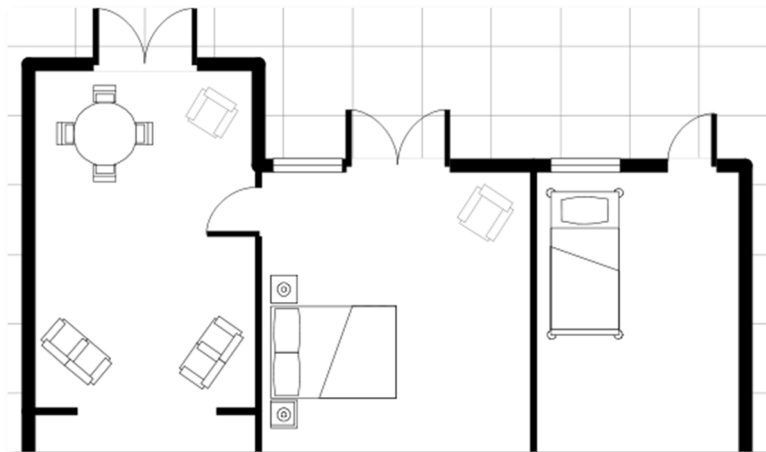
### 3.2.7 Furniture



The Furniture will activate the Furniture selection toolbar.



You can optionally furnish your floor plan with furniture. As with other objects, you select the furniture from the catalogue panel and place it in your plan. You can then resize and rotate the furniture using the control points.



You can adjust the position of a selected furniture object using the **Ctrl + arrow** keys.

If you have the **Multiple Object Placement** feature activated, you can repeat the furniture placement by moving the cursor to another location and left clicking again. This repeat action will continue until you either select a different object from the toolbar or press the **Esc** key.

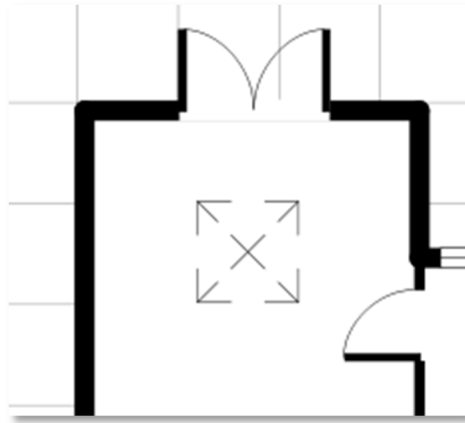
Selecting a furniture object and dragging it while holding down the **Alt** key will copy the furniture object allowing you to place the copy in a new location.

To delete a furniture object, select it and press the **Delete** key.

### 3.2.8 Skylight



You can indicate the position of skylights in the ceiling using the skylight symbol object.



You can adjust the position of a selected skylight using the **Ctrl + arrow** keys.

If you have the **Multiple Object Placement** feature activated, you can repeat the Skylight placement by moving the cursor to another location and left clicking again. This repeat action will continue until you either select a different object from the toolbar or press the **Esc** key.

Selecting a Skylight object and dragging it while holding down the **Alt** key will copy the Skylight object allowing you to place the copy in a new location.

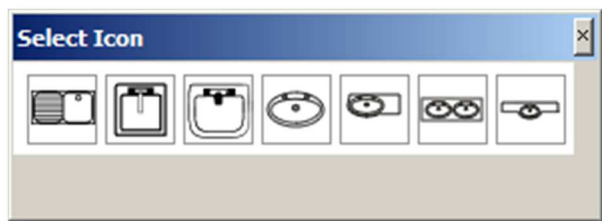
To delete a Skylight object, select it and press the **Delete** key.

### 3.2.8.1 Sinks



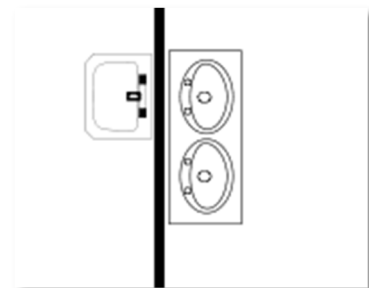
The Sinks icon will activate the Sinks selection toolbar

You can indicate position and style of sanitary equipment with your bathroom and WC using the sink symbol objects.



When placing a sink object, it will snap to a nearby wall. This snap feature can be disabled by holding down the **Ctrl** key while placing the sink.

You can adjust the position of a selected sink using the **Ctrl + arrow** keys.



If you have the **Multiple Object Placement** feature activated, you can repeat the Sink placement by moving the cursor to another location and left clicking again. This repeat action will continue until you either select a different object from the toolbar or press the **Esc** key.

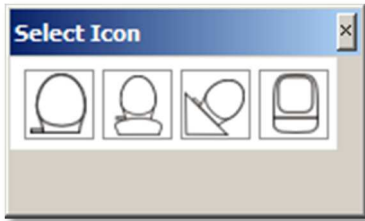
Selecting a Sink object and dragging it while holding down the **Alt** key will copy the Sink object allowing you to place the copy in a new location.

To delete a Sink object, select it and press the **Delete** key.

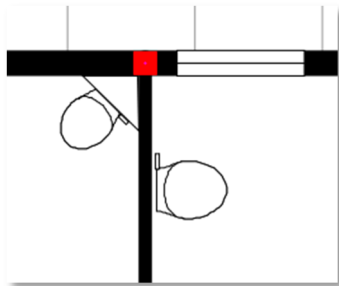
### 3.2.9 Toilet



The Toilet icon will activate the Toilets selection toolbar. You can indicate position and style of sanitary equipment with your WC using the toilet symbol objects.



When placing a toilet object, it will snap to a nearby wall. This snap feature can be disabled by holding down the **Ctrl** key while placing the toilet.



You can adjust the position of a selected toilet using the **Ctrl** + arrow keys.

If you have the **Multiple Object Placement** feature activated, you can repeat the Toilet placement by moving the cursor to another location and left clicking again. This repeat action will continue until you either select a different object from the toolbar or press the **Esc** key.

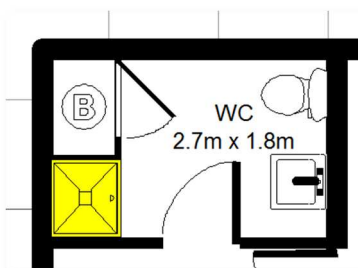
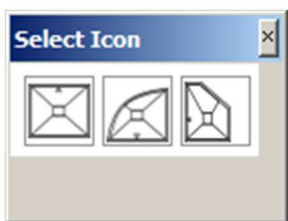
Selecting a Toilet object and dragging it while holding down the **Alt** key will copy the Toilet object allowing you to place the copy in a new location.

To delete a Toilet object, select it and press the **Delete** key.

### 3.2.10 Showers



You can indicate position and style of shower equipment with your bathroom using the shower symbol objects.





If you have the **Multiple Object Placement** feature activated, you can repeat the Shower placement by moving the cursor to another location and left clicking again. This repeat action will continue until you either select a different object from the toolbar or press the **Esc** key.

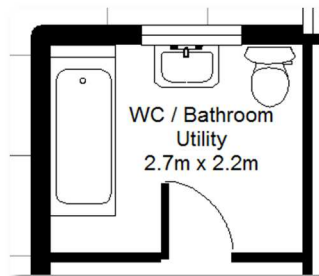
Selecting a Shower object and dragging it while holding down the **Alt** key will copy the Shower object allowing you to place the copy in a new location.

To delete a Shower object, select it and press the **Delete** key.

### 3.2.11 Baths



You can indicate position and style of baths with your bathroom using the bath symbol objects.



If you have the **Multiple Object Placement** feature activated, you can repeat the Bath placement by moving the cursor to another location and left clicking again. This repeat action will continue until you either select a different object from the toolbar or press the **Esc** key.

Selecting a Bath object and dragging it while holding down the **Alt** key will copy the Bath object allowing you to place the copy in a new location.

To delete a Bath object, select it and press the **Delete** key.

### 3.2.12 Appliances



You can indicate the position and size of appliances within your plan using the appliance symbol object.

If you have **the Multiple Object Placement** feature activated, you can repeat the Appliance placement by moving the cursor to another location and left clicking again. This repeat action will continue until you either select a different object from the toolbar or press the **Esc** key.

Selecting an Appliance object and dragging it while holding down the **Alt** key will copy the Appliance object allowing you to place the copy in a new location.

To delete an Appliance object, select it and press the **Delete** key.

### 3.2.13 Hobs



The Hobs icon will activate the Hobs selection toolbar. You can indicate position and size of hobs within your plan using the hob symbol objects. These would normally be used together with the work surface object.



If you have the **Multiple Object Placement** feature activated, you can repeat the Hob placement by moving the cursor to another location and left clicking again. This repeat action will continue until you either select a different object from the toolbar or press the **Esc** key.

Selecting a Hob object and dragging it while holding down the **Alt** key will copy the Hob object allowing you to place the copy in a new location.

To delete a Hob object, select it and press the **Delete** key.

### 3.2.14 Stairs



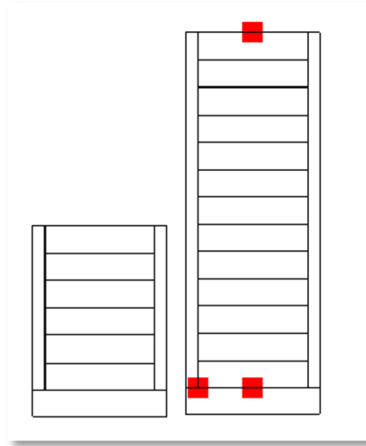
The Stairs icon will activate the Stairs selection toolbar. The stairs catalogue panel contains a selection of stair symbols. Select the stair symbol that you wish to place, which will then attach itself to your cursor.



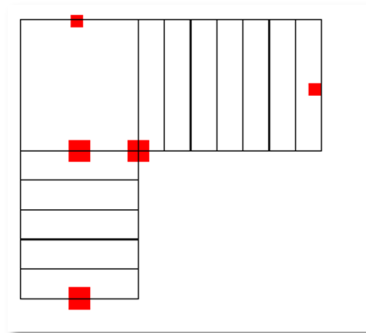
You can now click in your plan at the position you want to place the stair. The stair's position can be finely adjusted using the **Ctrl + cursor arrow keys**.

When you place the stairs you will notice that each stair has at least 3 red square control points. You can use these points to adjust the length or width of the stairs. The number of steps is created automatically depending on the length of the stair. The stair can also be rotated using these control points.

## Visual Floor Planner



Some stairs have multiple control points allowing you to adjust the stair's different dimensions



You can rotate stairs by dragging the control point, but it's often easier to use the mirror tool to change the stair orientation by 90 degrees.

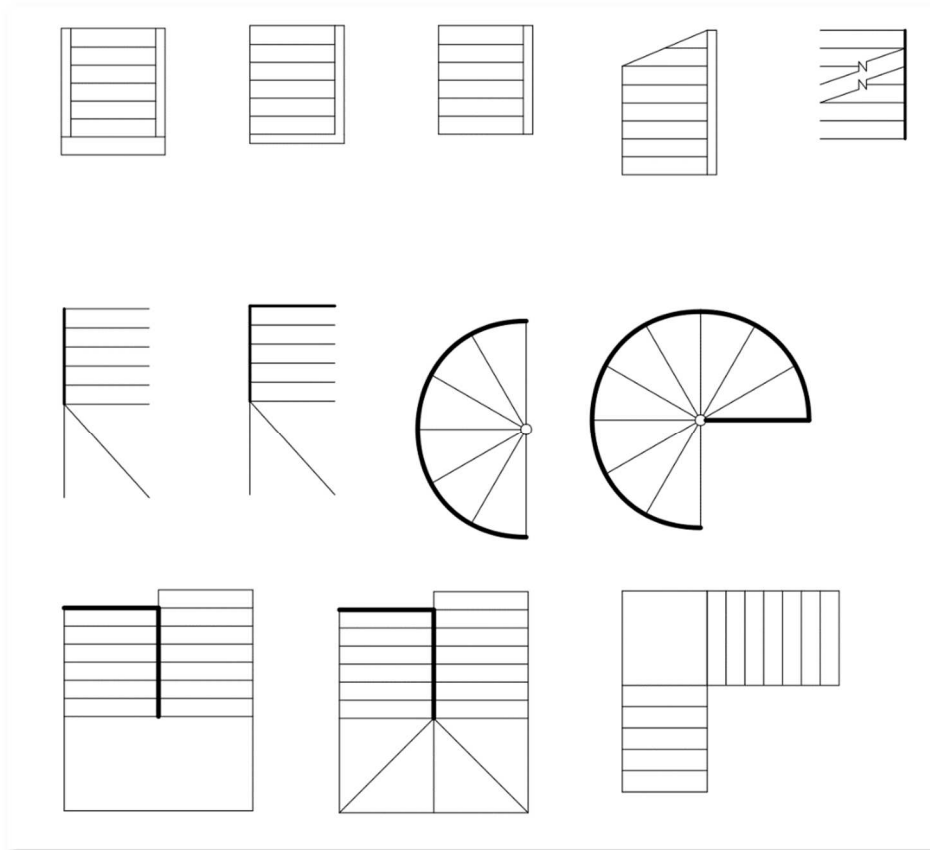
You can also rotate a selected stair object using the Left / Right arrow keys. Each time you click the left or right arrow key, the stair will rotate by 15 degrees.

If you have the Multiple Object Placement feature activated, you can repeat the Stair placement by moving the cursor to another location and left clicking again. This repeat action will continue until you either select a different object from the toolbar or press the **Esc** key.

Selecting a Stair object and dragging it while holding down the **Alt** key will copy the Stair object allowing you to place the copy in a new location.

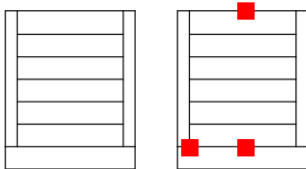
To delete a Stair object, select it and press the **Delete** key.

The resulting symbol for each of the stair icons (from left to right) is as follows:



Some of these stair types have additional properties

### 3.2.14.1 Straight staircase with 2 bannisters

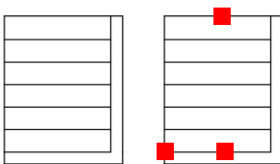


This staircase has a bottom tread and 2 bannisters

The bottom left control will allow you to adjust the width of the stair.

The top and bottom controls will allow you to drag rotate the stair, but it's better to rotate the object using the left / right arrow keys. You can also drag either of these two points to adjust the number of steps.

### 3.2.14.2 Straight staircase with 1 side and top bannister

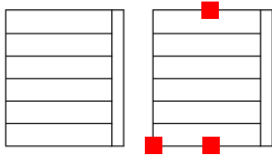


This staircase has 1 side and 1 top bannister

The bottom left control will allow you to adjust the width of the stair.

The top and bottom controls will allow you to drag rotate the stair, but it's better to rotate the object using the left / right arrow keys. You can also drag either of these two points to adjust the number of steps.

### 3.2.14.3 Straight staircase with 1 side bannister

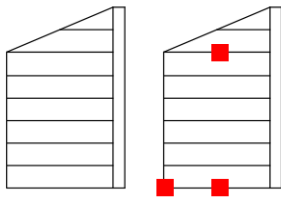


This staircase has 1 sided bannister

The bottom left control will allow you to adjust the width of the stair.

The top and bottom controls will allow you to drag rotate the stair, but it's better to rotate the object using the left / right arrow keys. You can also drag either of these two points to adjust the number of steps.

### 3.2.14.4 Straight staircase with 1 side bannister truncated

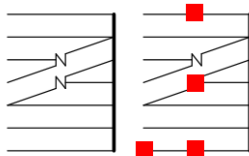


This truncated staircase has 1 sided bannister

The bottom left control will allow you to adjust the width of the stair.

The top and bottom controls will allow you to drag rotate the stair, but it's better to rotate the object using the left / right arrow keys. You can also drag either of these two points to adjust the number of steps.

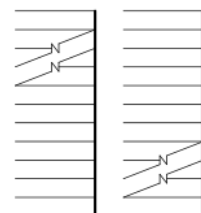
### 3.2.14.5 Straight staircase with adjustable cut lines



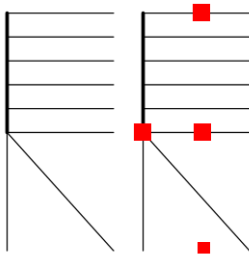
The bottom left control will allow you to adjust the width of the stair.

The top and bottom controls will allow you to drag rotate the stair, but it's better to rotate the object using the left / right arrow keys. You can also drag either of these two points to adjust the number of steps.

The centre control will allow you to adjust the position of the cut line.



### 3.2.14.6 Stair with Landing

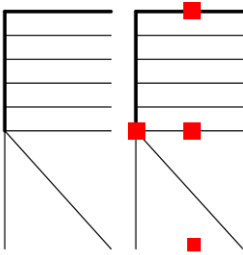


The middle left control will allow you to adjust the width of the stair.

The top and centre controls will allow you to drag rotate the stair, but its best to rotate the object using the left / right arrow keys. You can also drag either of these two points to adjust the number of steps.

The small bottom control will allow you to adjust the depth of the landing.

### 3.2.14.7 Stair with Landing

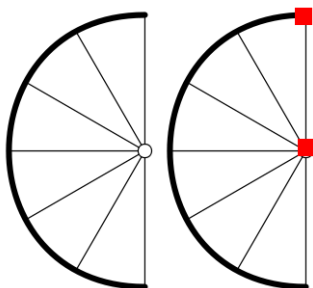


The middle left control will allow you to adjust the width of the stair.

The top and centre controls will allow you to drag rotate the stair, but its best to rotate the object using the left / right arrow keys. You can also drag either of these two points to adjust the number of steps.

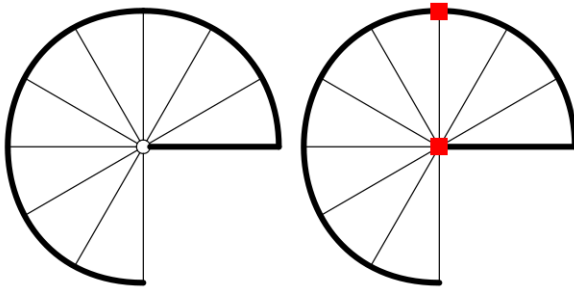
The small bottom control will allow you to adjust the depth of the landing.

### 3.2.14.8 Spiral Stairs 180



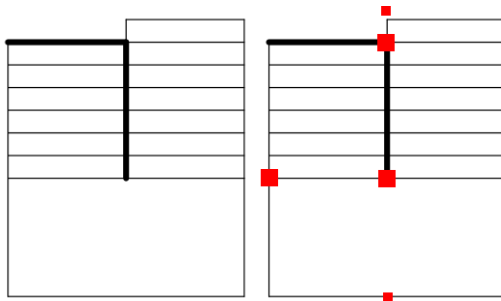
The top and centre control will allow you to rotate the stair about the other control, and will also allow you to adjust the radius of the spiral staircase.

### 3.2.14.9 Spiral Stairs 270



The top and centre control will allow you to rotate the stair about the other control, and will also allow you to adjust the radius of the spiral staircase.

### 3.2.14.10 Stair with Landing

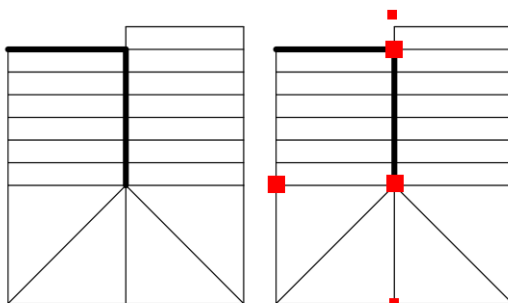


The small top control will adjust the number of steps to the landing (RH side). The top and centre controls will adjust the number of steps from landing (LH side).

The left most control will adjust the stair width.

The bottom control will adjust the landing depth.

### 3.2.14.11 Stair with stepped Landing

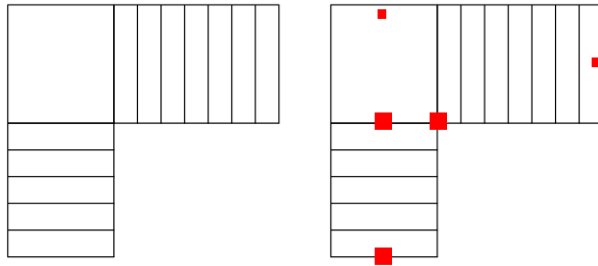


The small top control will adjust the number of steps to the landing (RH side). The top and centre controls will adjust the number of steps from landing (LH side).

The left most control will adjust the stair width.

The bottom control will adjust the landing depth.

### 3.2.14.12 Stair with Landing

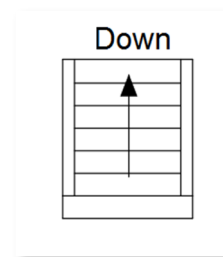


The small top control will adjust the landing depth. The small right control will adjust the number of steps. The large bottom and middle controls will adjust the number of steps. The large right control will adjust the stair width.

### 3.2.14.13 Stair Direction Indicator

You can place a line with an arrow head on the stair to indicate direction if you wish:

This is a stair symbol with an arrow and text placed together. This is currently not an automatic feature.



### 3.2.15 Block



The Block catalogue contains the following shape objects. These can be selected and dragged into your plan.



The block object can then be resized, rotated and filled with a colour.

The block selection also includes a transparent circle, square and hexagon which can be used highlight features in your floor plan

You can repeat the Block placement by moving the cursor to another location and left clicking again. This repeat action will continue until you either select a different object from the toolbar or press the **Esc** key.

Selecting a Block object and dragging it while holding down the **Alt** key will copy the Block object allowing you to place the copy in a new location.

To delete a Block object, select it and press the **Delete** key.

#### 3.2.15.1 Rectangle

This rectangular object may be resized using the red square controls on the rectangle object. It can also be rotated using the blue circle control point.

#### 3.2.15.2 Circle

This circular object may be resized using the red square controls on the circle objects frame. An ellipse can be created from this object. It can also be rotated using the blue circle control point.



### **3.2.15.3 Square**

Similar to the rectangular object, but a square object, this may be resized using the red square controls on the rectangle object. It can also be rotated using the blue circle control point.

### **3.2.15.4 Triangle**

This triangular object may be resized using the red square controls on the triangular objects frame. It can also be rotated using the blue circle control point.

### **3.2.15.5 Hexagon**

This tool will allow you to place a hexagon.

### 3.2.16 Energy



These symbols were included to enhance the use of Visual Floor Planner for Domestic Energy Assessors. You can indicate the position of the most important items relating to energy use. These symbols include Boiler, Water Tank, Radiators, Fire place, Thermostat Programmer and Light fitting and Cylinders.

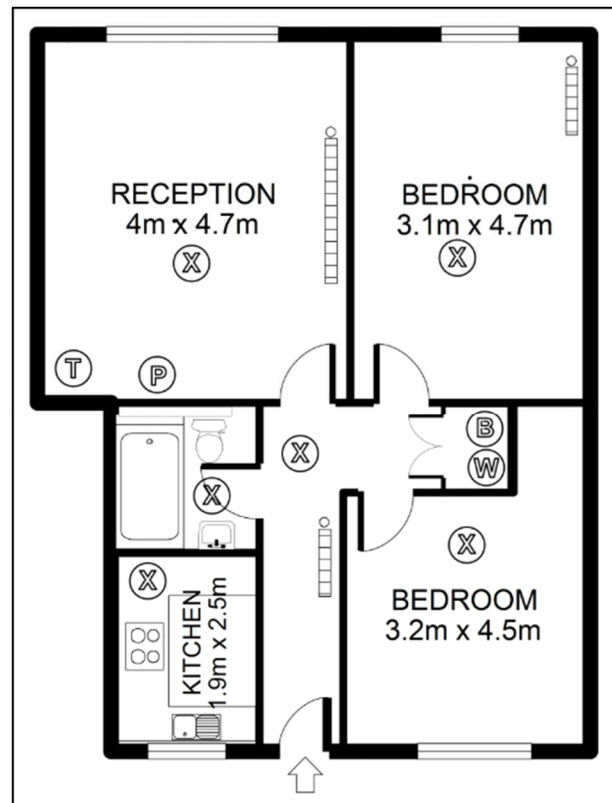


Radiators will automatically snap to the wall, unless you hold the Ctrl key down when placing.

If you have the Multiple Object Placement feature activated, you can repeat the Energy symbol placement by moving the cursor to another location and left clicking again. This repeat action will continue until you either select a different object from the toolbar or press the **Esc** key.

Selecting an Energy symbol object and dragging it while holding down the **Alt** key will copy the Energy symbol object allowing you to place the copy in a new location.

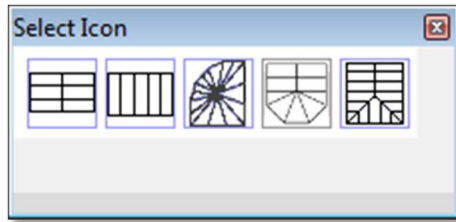
To delete an Energy symbol object, select it and press the **Delete** key.



### 3.2.17 Conservatory



The conservatory icon activates the conservatory toolbar:



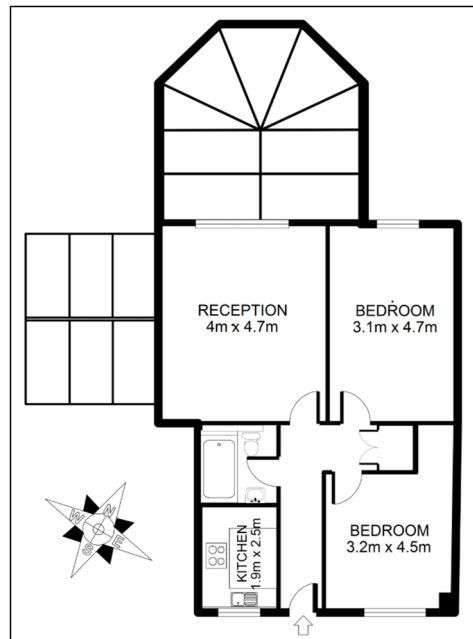
This allows you to insert a conservatory into your plan.

You then have the option to insert standard wall (as in the top conservatory in the example) or you can insert the conservatory object without walls (as in the left conservatory in the example.)

Conservatory object react just any other object, allowing you to move, rotate and resize.

Remember to use the **Left / Right Arrow** keys to rotate an object. (Rotation increments are 15 degrees).

Remember to use the **Ctrl + Arrow** keys to adjust an objects position.



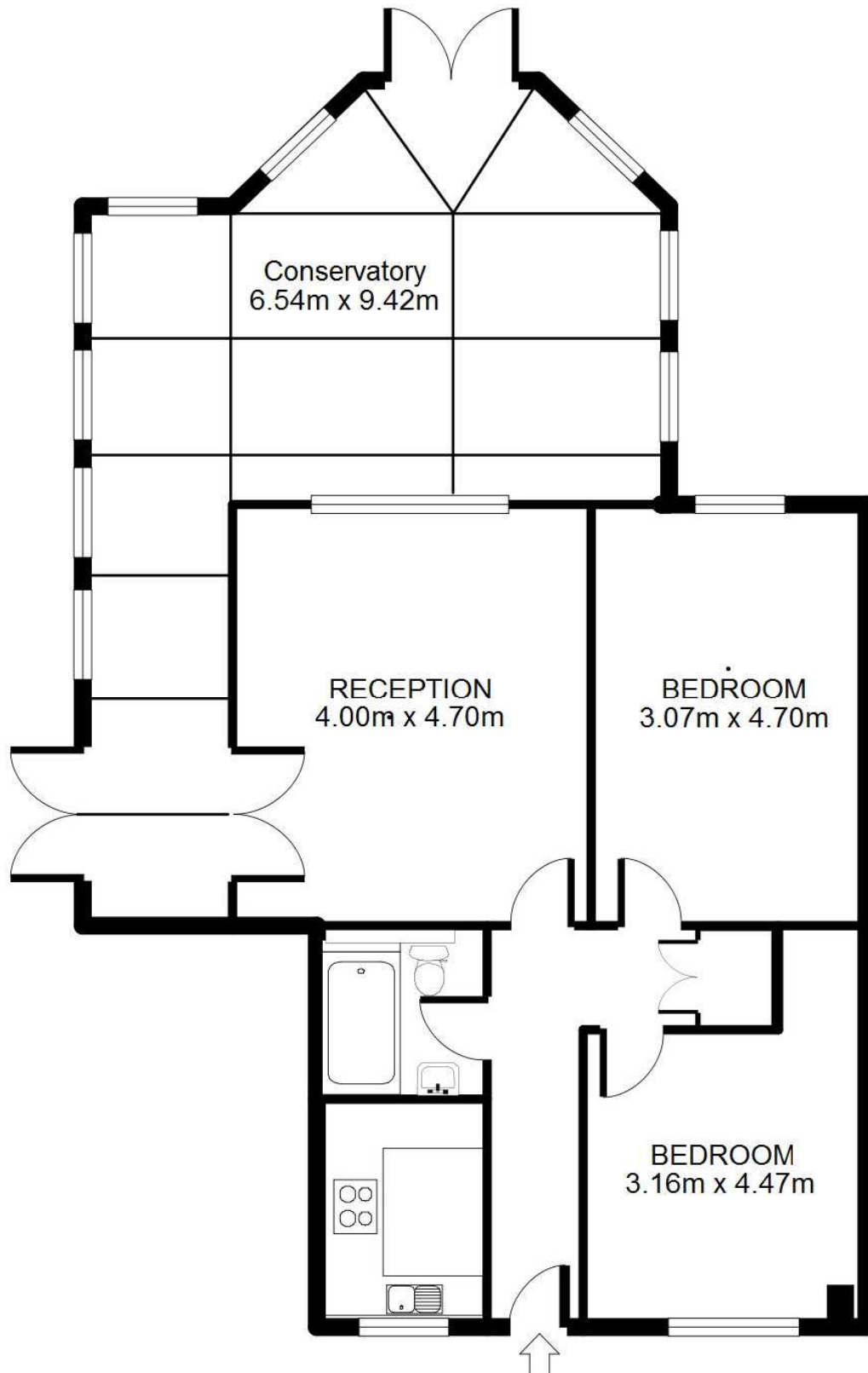
If you have the Multiple Object Placement feature activated, you can repeat the Conservatory placement by moving the cursor to another location and left clicking again. This repeat action will continue until you either select a different object from the toolbar or press the **Esc** key.

Selecting a Conservatory object and dragging it while holding down the **Alt** key will copy the Conservatory object allowing you to place the copy in a new location.

To delete a Conservatory symbol object, select it and press the **Delete** key.

For more comprehensive conservatories or where you want to include doors and windows within the conservatory plan, you can easily draw the conservatory as if it is a normal room. You would then add your doors and windows. Then use the Line tool to add the conservatory roof ridges if required. An example of this method follows:

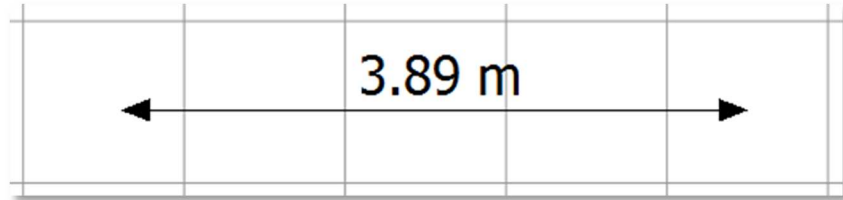
# Visual Floor Planner



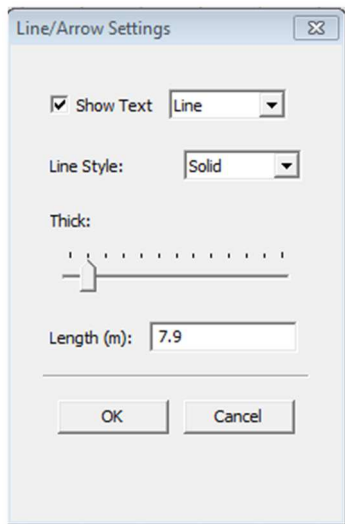
### 3.2.18 Dimensions



This function allows you to place a dimension line.



If you have the Multiple Object Placement feature activated, you can repeat the Dimension Line placement by moving the cursor to another location and left clicking again. This repeat action will continue until you either select a different object from the toolbar or press the **Esc** key.

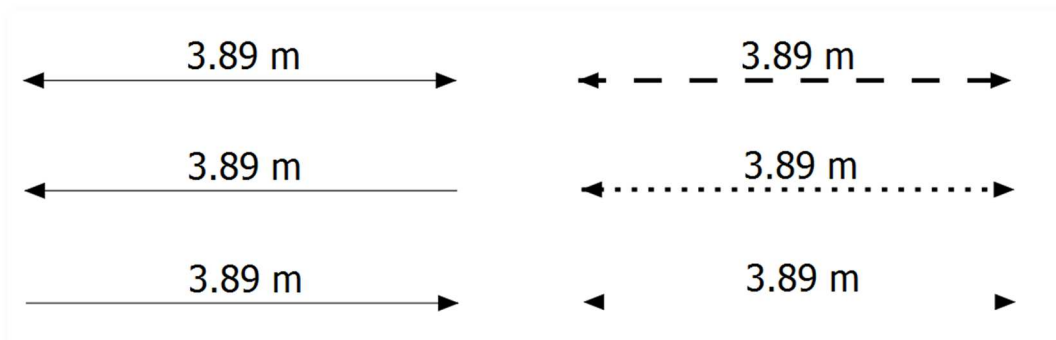


Selecting a Dimension Line object and dragging it while holding down the **Alt** key will copy the Dimension Line object allowing you to place the copy in a new location.

To delete a Dimension Line symbol object, select it and press the **Delete** key.

If you double click a place Dimension Line object, you will activate the Line / Arrow Settings dialog.

This dialog will allow you to select the Dimension line style, arrow ends, line thickness and if the actual dimension text should be displayed. You can also manually insert the Dimension line length.



Currently, it's not possible to adjust the size of the font used in the auto generated text, but you can of course deselect the **Show Text** selection in the Line Settings dialog (see above) and insert your own text of any font size using the standard text tools.

### 3.2.19 Lines



The line icon in the toolbar activates the lines toolbar, which now includes the Line and PolyLine tools.



#### 3.2.19.1 Lines



Click on the line icon and place the line within your project with the next left click.

If you then double click on the placed line you will activate the **Line / Arrow Settings** dialog, which contains the following fields and controls:

##### Show Text

You can decide to show the line's text.

##### Line arrows

This allows you to define the line end type:

Line	Line with no arrows
Arrows	Line with arrows both ends
Start A	Line with arrow at start
End A	Line with arrow at end

##### Line Style

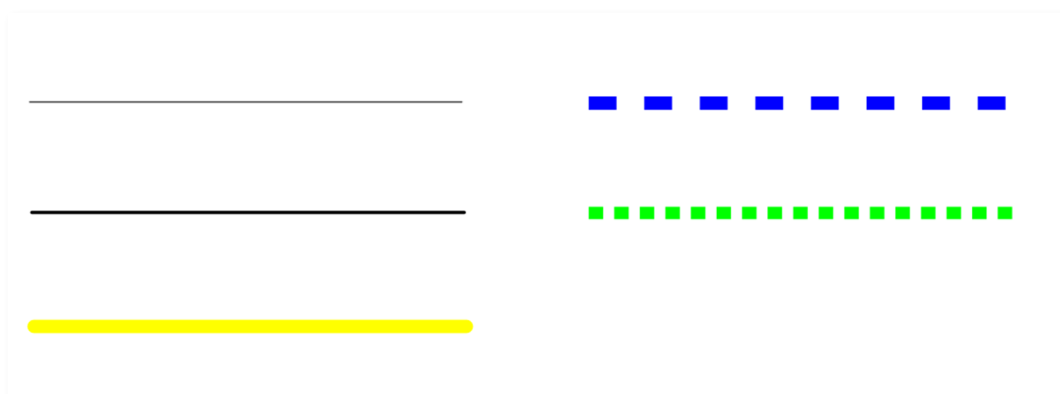
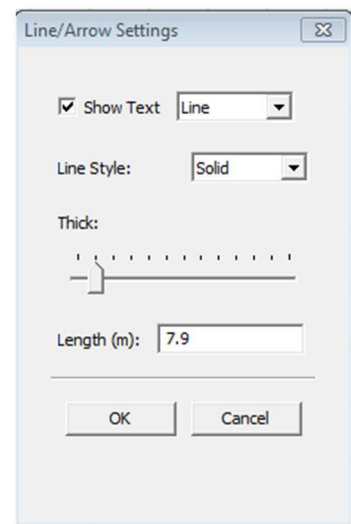
Solid	Line will be solid
Dot	Line will be dotted line
Dash	Line will be dashed
None	No line

##### Thickness

The slider will allow you to adjust the lines thickness

##### Length

You can enter the actual length of the dimension line



Lines are not intended to act as walls, and so will not react to doors and windows, but they are useful in cases where you need to add a partial wall.

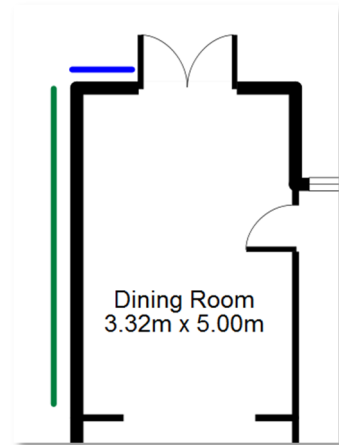
Simply place a solid line, (without arrows) and adjust its thickness to match the internal wall.

If you have the Multiple Object Placement feature activated, you can repeat the Line placement by moving the cursor to another location and left clicking again. This repeat action will continue until you either select a different object from the toolbar or press the **Esc** key.

Selecting a Line object and dragging it while holding down the **Alt** key will copy the Line object allowing you to place the copy in a new location.

To delete a Line symbol object, select it and press the **Delete** key.

Note: Use colour lines to indicate wall sections for example when defining damp course work, or wall insulation type. To change the colour of the line, select it and then activate Colour Properties dialog from the toolbar to select a new colour.

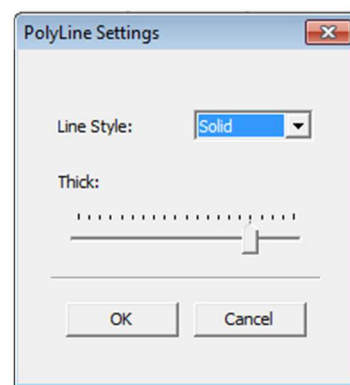
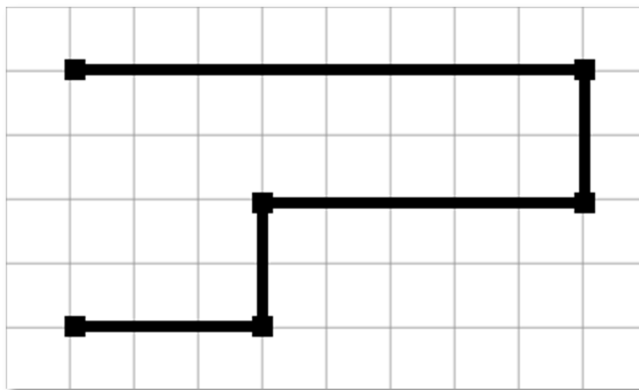


### 3.2.19.2 PolyLine



Polylines are not intended to act as walls, and so will not react to doors and windows, but they are useful in cases where you need to add a line that looks like a wall.

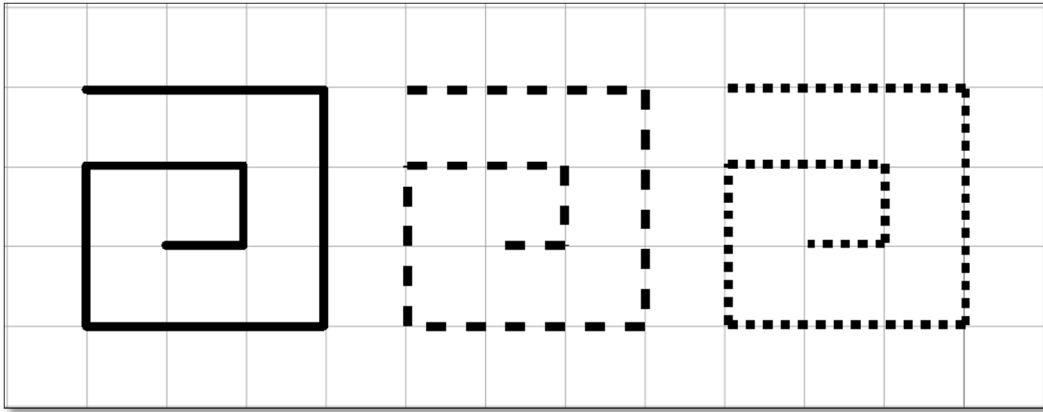
After selecting the Polyline tool you can enter a multiple part line using additional clicks. The first click will set the starting point of the line and each additional click will set a new point in the poly line chain. The input is terminated with the Esc key. Note that you cannot use the multiple input feature with the poly line. After terminating a polyline, you must select it again from the tool bar.



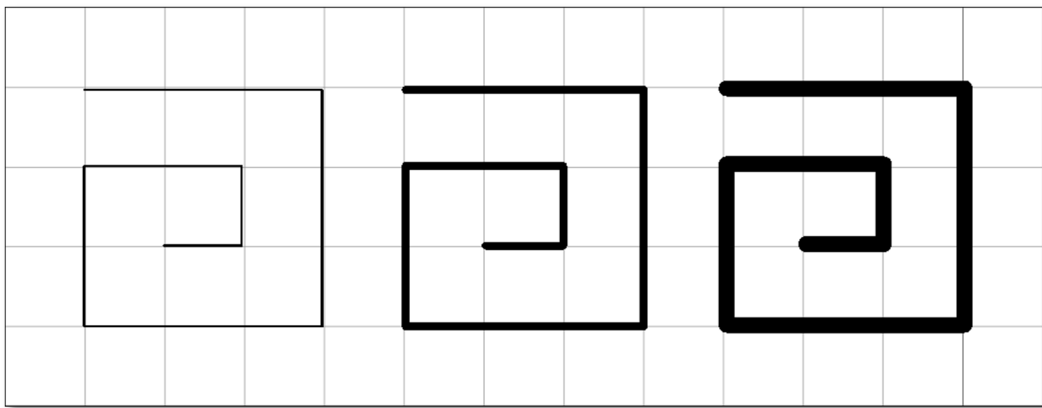
You can change the properties of the placed polyline by double clicking on the PolyLine, which will activate the PolyLine Settings dialog. This dialog allows you to change the line style and thickness.

You can also select the PolyLine style:

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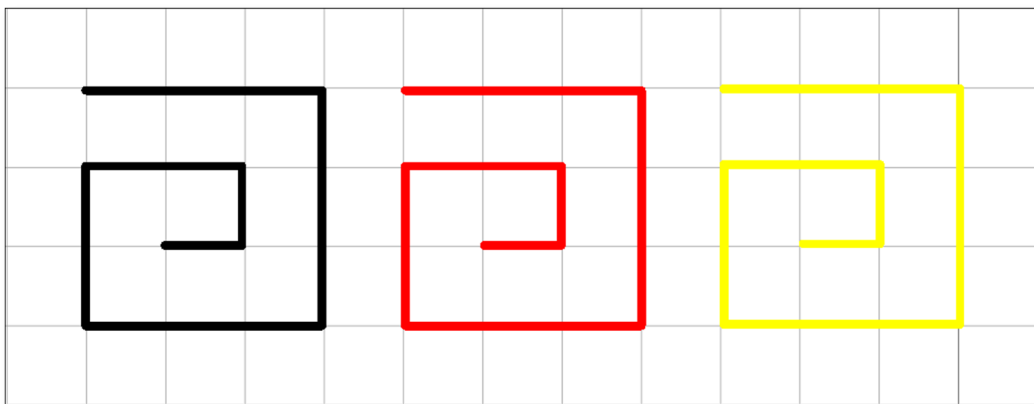


You can change the PolyLine thickness so that it matches the internal / external wall thickness:



A selected polyline will show the polylines points. You can select and drag each point to a new position. As you move the point it will snap horizontally or vertically to existing PolyLine points either within the same polyline or another existing PolyLine, allowing you to ensure a line is horizontal or vertical.

To change the colour of the PolyLine, select it and then activate Colour Properties dialog from the toolbar to select a new colour.



Selecting a PolyLine object and dragging it while holding down the **Alt** key will copy the PolyLine object allowing you to place the copy in a new location.



Selecting a PolyLine, (it will highlight red when selected) you can nudge its position, using the **Ctrl + Arrow** keys. The entire PolyLine will then move.

Selecting just a PolyLine point, you can nudge the position of just that point using the **Ctrl + Arrow** keys. Only the PolyLine point will move.

To delete a PolyLine object, select it and press the **Delete** key.

The mirror and rotate tools will not function on the polyline, but the layer order will.

### 3.2.20 Garden



The garden catalogue panel contains several garden symbol objects to help indicate the garden.

If you have the Multiple Object Placement feature activated, you can repeat the Garden object placement by moving the cursor to another location and left clicking again. This repeat action will continue until you either select a different object from the toolbar or press the **Esc** key.

Selecting a Garden object and dragging it while holding down the **Alt** key will copy the Garden object allowing you to place the copy in a new location.

To delete a Garden object, select it and press the **Delete** key.

### 3.2.21 Compass



The compass objects are used to display the North direction symbols within your plan.

These compass objects may be resized using the red square controls on the compass objects frame. It can also be rotated using the blue circle control point.



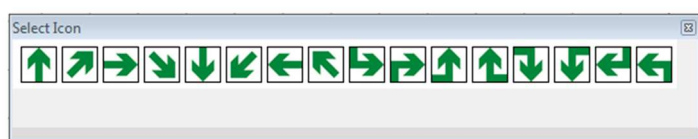
If you have the Multiple Object Placement feature activated, you can repeat the Compass object placement by moving the cursor to another location and left clicking again. This repeat action will continue until you either select a different object from the toolbar or press the **Esc** key.

Selecting a Compass object and dragging it while holding down the **Alt** key will copy the Compass object allowing you to place the copy in a new location.

To delete a Compass object, select it and press the **Delete** key.

### 3.2.22 Fire Escape Plan Direction Symbols

This set of symbols consists of escape routes symbols, and several fire extinguisher types. These are not standard ISO symbols.

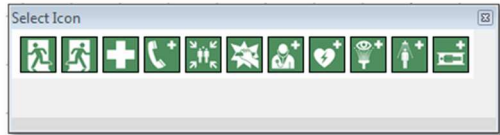


### 3.2.23 Fire Escape Plan ISO Symbols



This set of symbols consist of ISO symbols used on a Fire Escape Plan.

### 3.2.24 Fire Escape Plan ISO Symbols



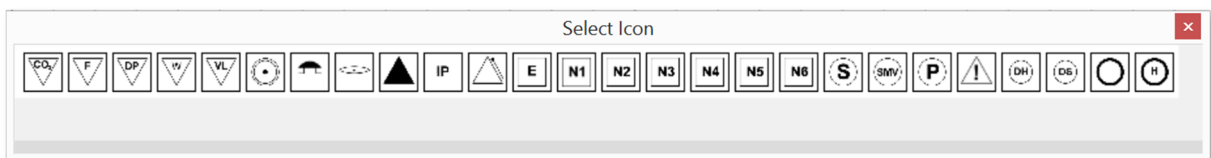
This set of symbols consist of ISO symbols used on a Fire Escape Plan.

If you have the Multiple Object Placement feature activated, you can repeat the Fire Escape symbol object placement by moving the cursor to another location and left clicking again. This repeat action will continue until you either select a different object from the toolbar or press the **Esc** key.

Selecting a Fire Escape symbol object and dragging it while holding down the **Alt** key will copy the Fire Escape symbol object allowing you to place the copy in a new location.

To delete a Fire Escape symbol object, select it and press the **Delete** key.

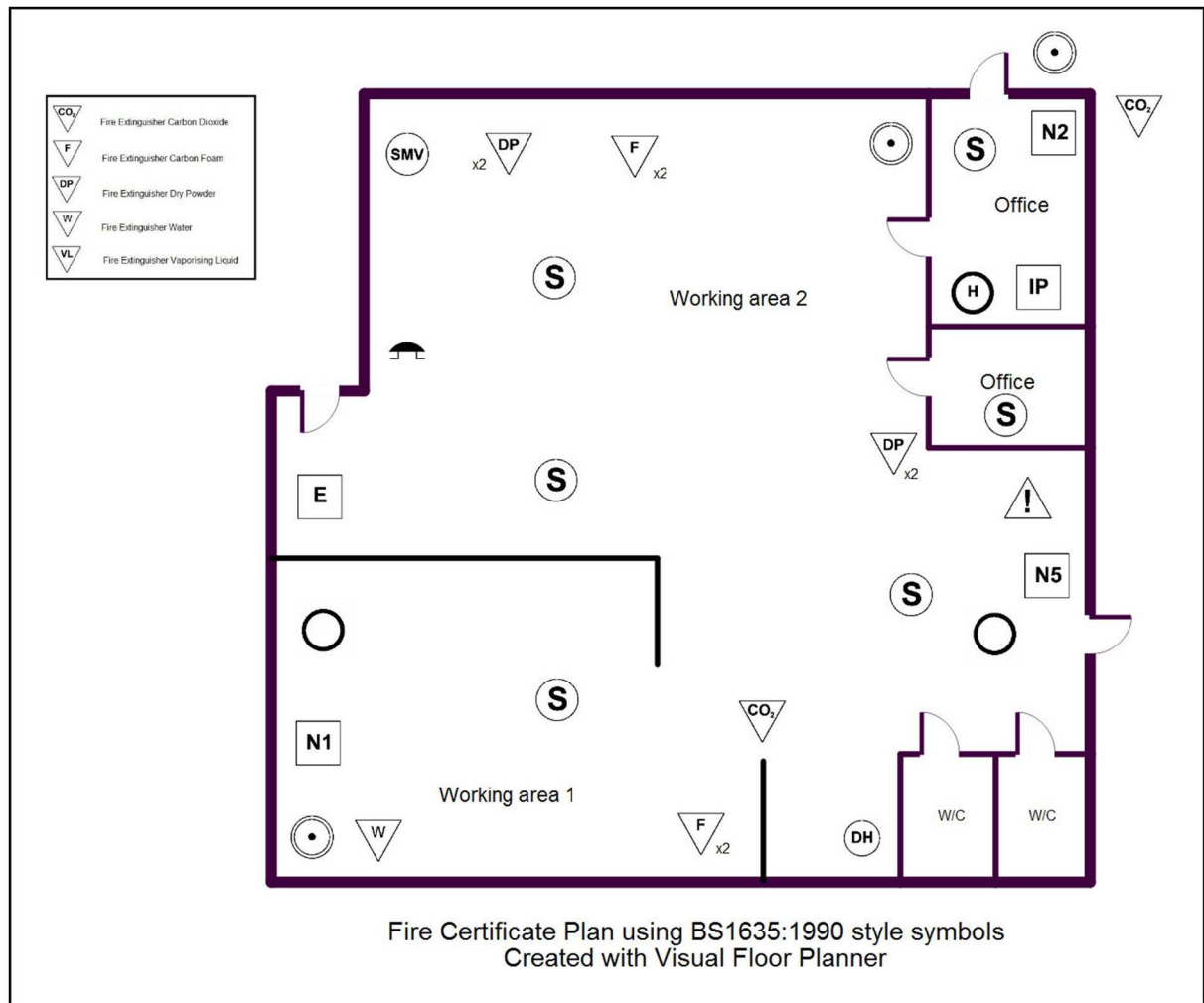
### 3.2.25 Fire Certificate Icons



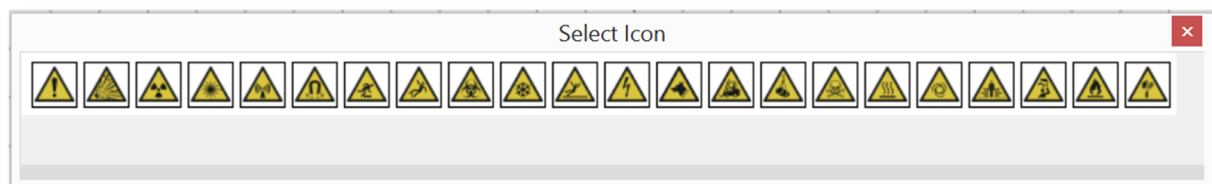
This is a optional free set of specialist icons based on BS1635:1990, are required by users that need to create floor plans that indicate firefighting equipment and notices. These plans are generally not display for the general public to see.

These icons can be placed, rotated and sized in exactly the same way as other icons, and can also be placed on coloured room backgrounds.

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### 3.2.26 Hazard Symbols



This optional free set of icons are for specialist users that need to indicate various hazards on a floor plan.

These plans are generally not display for the general public to see.

These icons can be placed, rotated and sized in exactly the same way as other icons, and can also be placed on coloured room backgrounds.

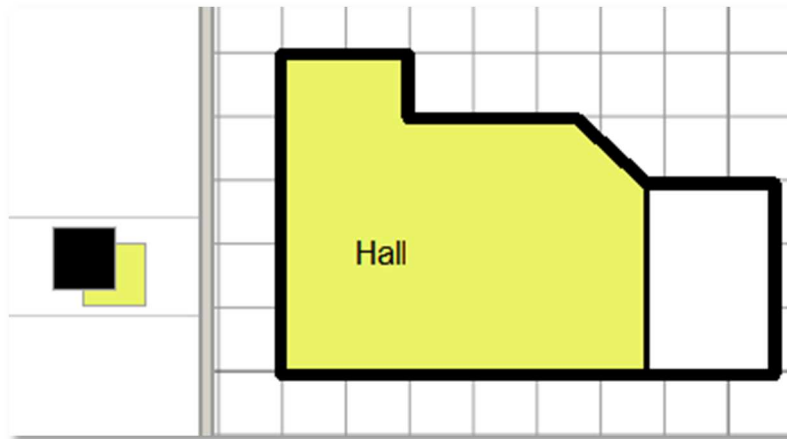
### 3.2.27 Foreground / Background Colour



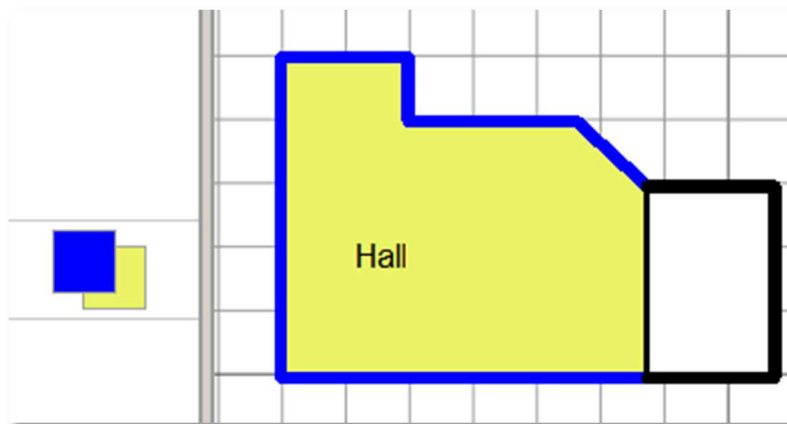
This tool will allow you to change the foreground / background colour of a selected object.

#### 3.2.27.1 Changing background colour of a room

This tool will allow you to change the background and foreground colours of a room. For a room the default is black walls on a white floor. You could change this to:



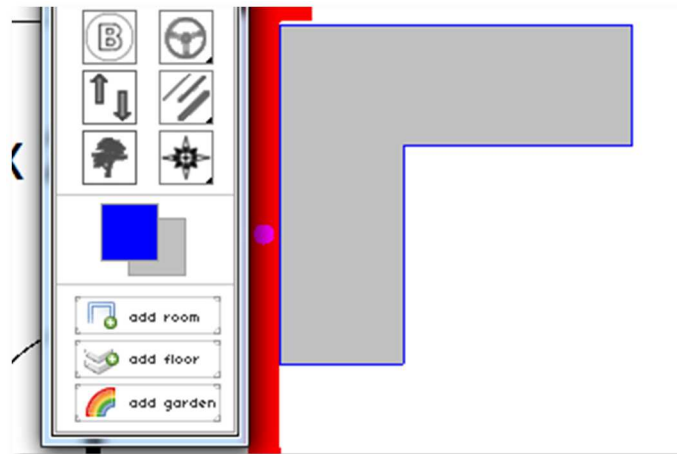
Or alternatively:



Note that the background / foreground colour change only affects the currently selected room.

#### 3.2.27.2 Changing background colour of an object

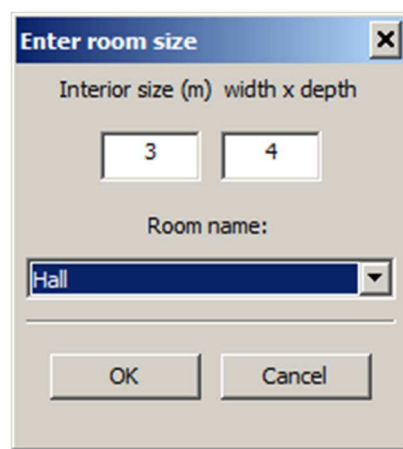
You can change the colour of an object, for example the following worktop object has been changed to grey background with a blue frame.



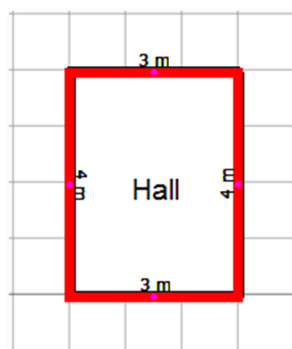
### 3.2.28 Add Room

We do not recommend using this Add Room tool, as you can place rooms more precisely using the Add room tool from the context menu activated with a right click, which indicates exactly where you want to place the room.

Clicking the Add Room button will activate the Enter Room Size dialog where you enter your room dimensions, and optionally select a room name from a default set of room names.



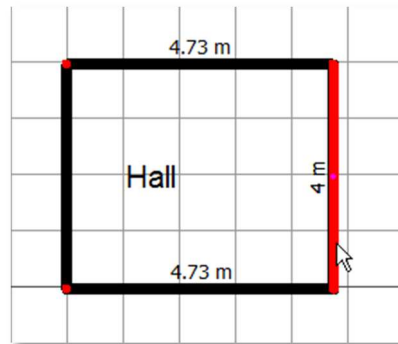
This will create a room attached to your cursor, which is then placed with your next left mouse click.



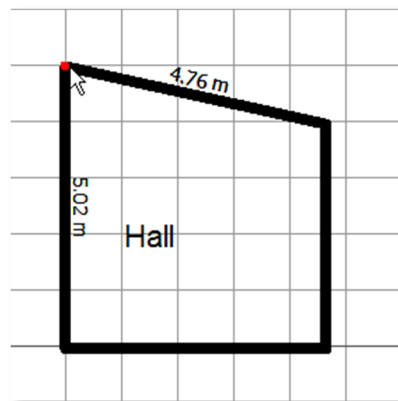
## Visual Floor Planner

Note that the wall thickness is not taken into account. The wall does have a thickness, but for display purposes only. The room's dimensions of 3m x 4m relate to the room's internal measurement. Although the grid is 1m squares, you should use the grid only for approximate placement as you will notice that you cannot snap to the grid.

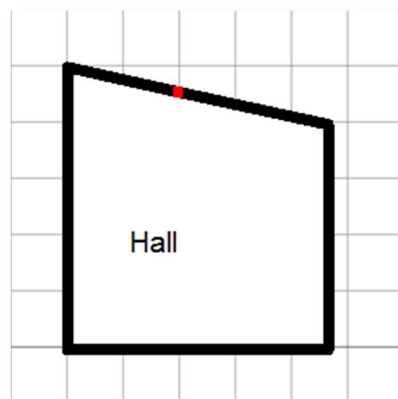
You can now move any wall by selecting it and dragging to a new position:



You can also select any control point and move it to a new position:

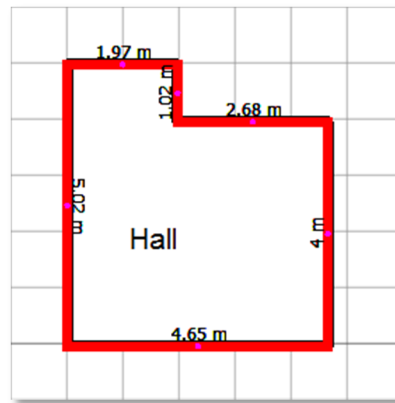


You can also add new control points by double clicking on the wall:

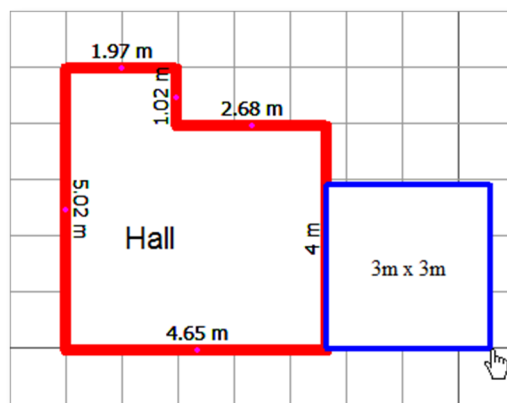


These new control points can then also be moved to form a new room shape:

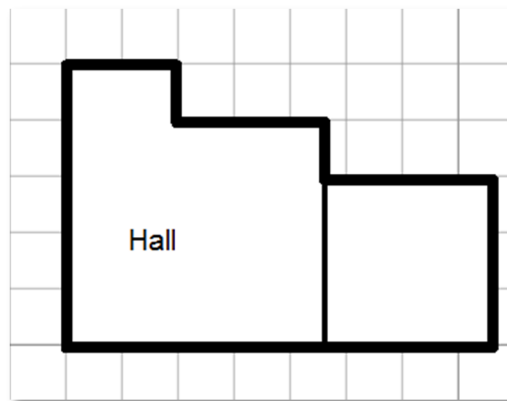
## Visual Floor Planner



If you place a new room on an existing room...

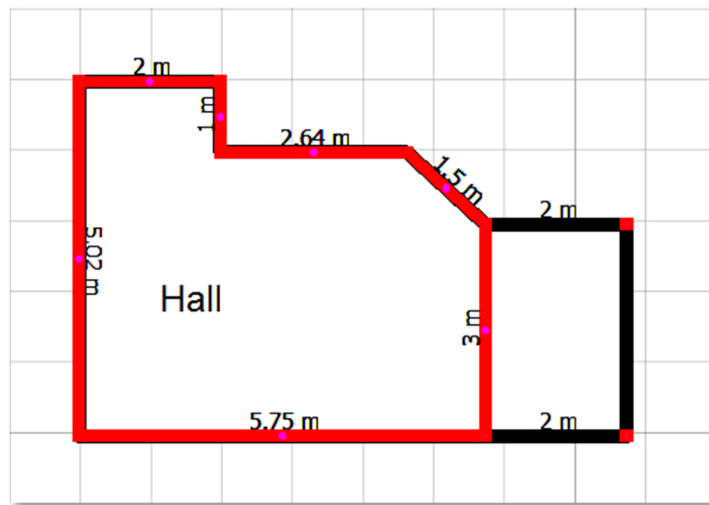


The exterior and interior walls will automatically be identified and the rooms will snap together:



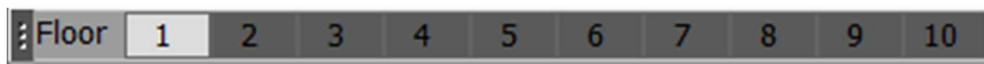
## Visual Floor Planner

All control points and wall position can be finely adjusted using **the Ctrl + cursor** keys:



### 3.2.29 Add Floor

This will add a new floor to your project. After doing so you will notice that a new tab will become active in the Floor menu tab:

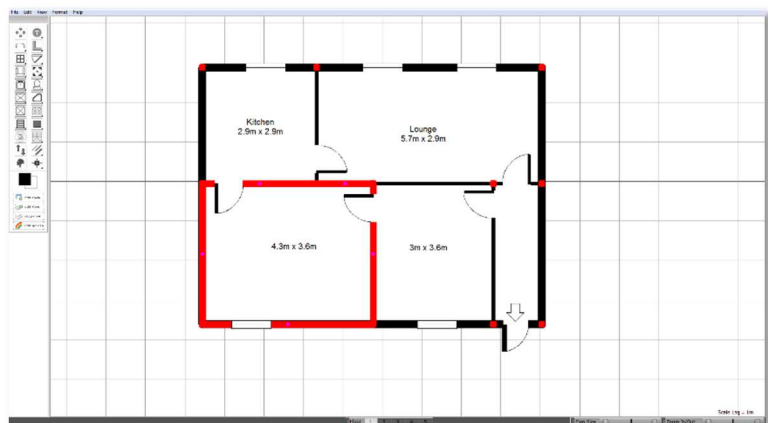


Each number represents a floor layer within your project, giving you maximum of 10 floors.

You can now switch between floors by selecting the floor number in the floor menu. Only the current active floor can be edited. Other floors then appear greyed out. This does not affect how the floor plans are printed, and is only an indication to show what walls and objects are part of the current selected floor.

### 3.2.30 Copy Floor

This will create a copy of the current selected floor and add it to the floor tab. This will speed up floor plan creation where you have several floors with a similar orientation and layout. Even if the floors are slightly different, you can create the second floor as a copy and then edit it wherever it differs.



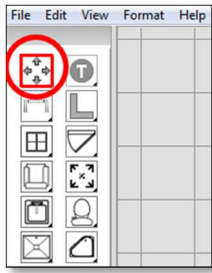
#### Create Floor 1:

With Floor 1 selected as your current floor, click on **Copy Floor**

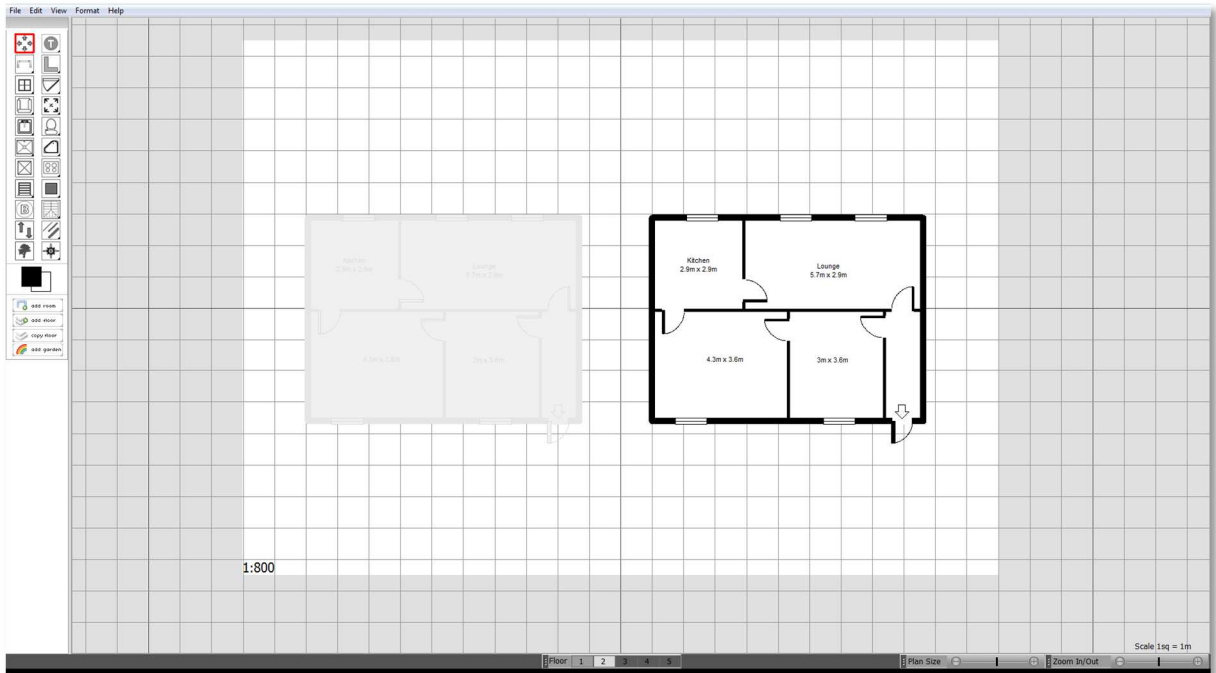
**This will create an exact copy located on the Floor 2 tab, but you will need to use the Move Floor tool to see both.**



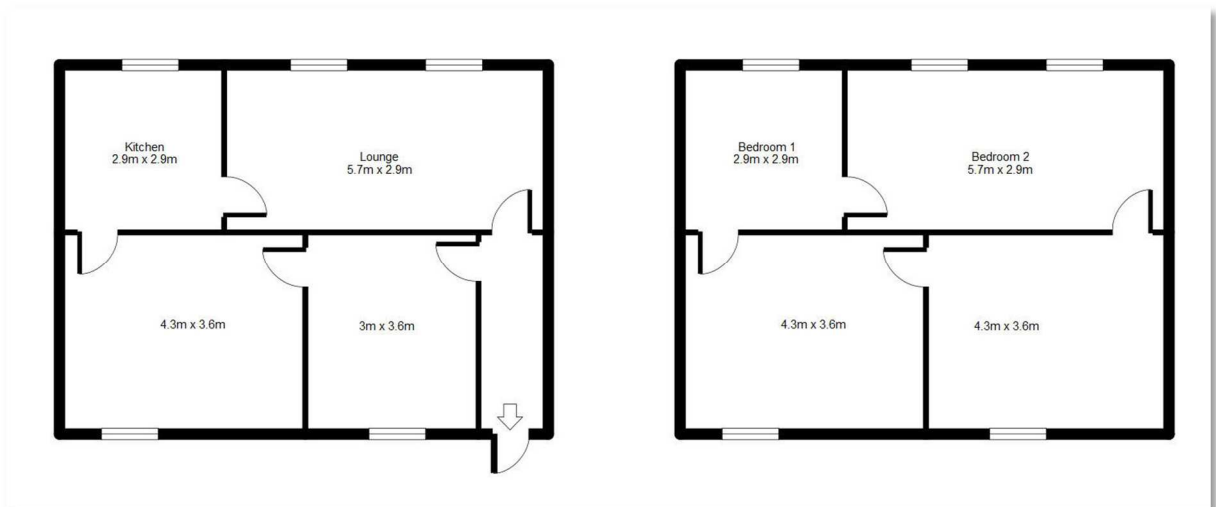
## Visual Floor Planner



When you have moved / repositioned your floors, remember to disable the tool.



Modify Floor 2 to adapt to requirements:



### 3.2.31 Show/hide Floor

You do not need to print or export all floors. With the **Show/hide floor** tool you can select which floors that you want to exclude from the print or export process. A hidden floor is indicated with the

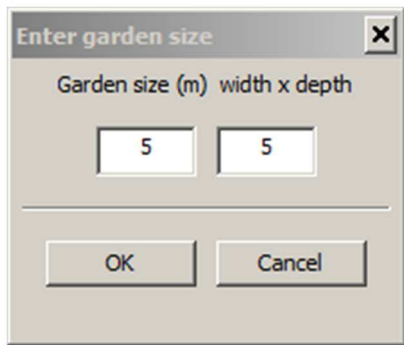
letter 'H' after the floor identifier in the Floor toolbar. You can toggle the show/hide status of the current selected floor by clicking on **Show / Hide floor**

### 3.2.32 Delete Floor

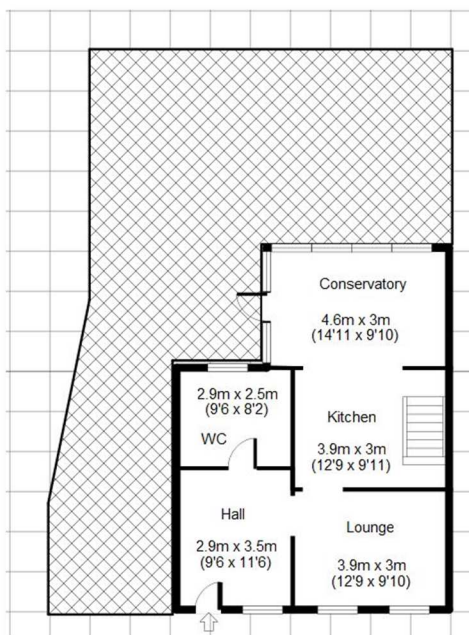
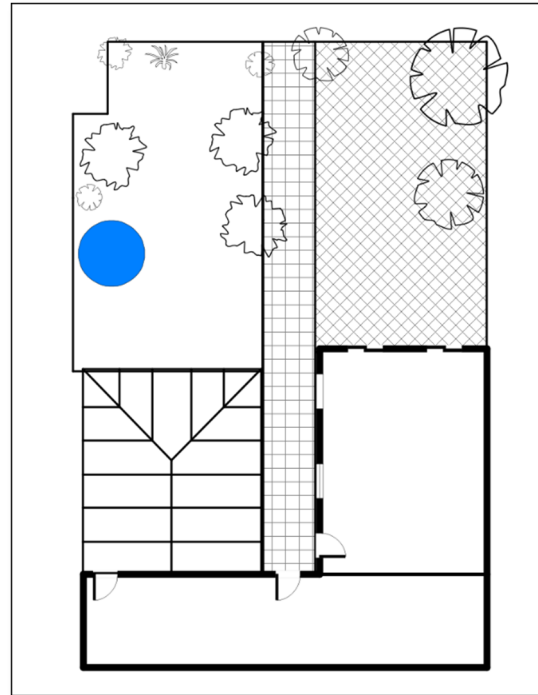
You can delete the current floor by selecting **Delete floor**.

### 3.2.33 Add garden

The Add Garden feature works in a similar way to the Add Room feature but the default boundary uses a thinner line and the area is hatched.



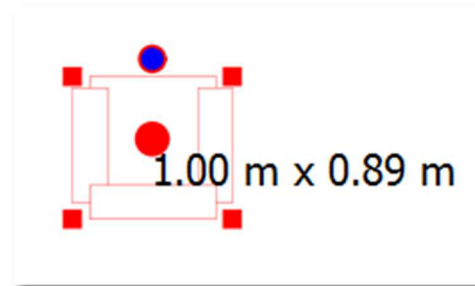
The initial garden area placed will be a rectangle as defined by the garden dimensions that you have entered, but additional points on the frame can be added and dragged into position in order to form any desired shape.



You can then fill the garden area with objects from the garden menu, or using other 2D shapes with which you can fill with colour. The garden object can only be filled with hatching and not filled with colour.

### 3.2.34 Object Placement

When you select any of the above objects for placement they will become attached to your cursor ready for placement. As you move the cursor over your project you will notice that the object will rotate automatically to align itself with any existing walls. When your object is at the correct location, click the left mouse button to place it.



Click the object again and it will highlight to red to indicate that it is selected in addition to the red and blue control points being displayed.

The above symbol represents an armchair to be placed.

**Resize** the object: you can select and drag the red squares.

**Rotate** the object: you can select and drag the blue circle.

**Move** the object: you simply drag the object to a new position.

If you have the Multiple Object Placement feature activated, after selecting an object from the toolbar you can repeat most object placement by moving the cursor to another location and left clicking again. This repeat action will continue until you either select a different object from the toolbar or press the **Esc** key. This does not apply to Cupboard and Work Surface objects.

This multiple placement of objects can be changed so that each object is only placed once for each object selection, and therefore requiring each object to be selected from the object toolbar prior to placement. This option is controlled by the Multiple Placement of Objects checkbox located in the Settings dialog, activated by **Format – Floor Plan Settings** or using **Ctrl- Alt-P** key combination.

Selecting an object and dragging it while holding down the **Alt** key will copy the object allowing you to place the copy in a new location. This does not apply to Cupboard and Work Surface objects.

To delete an object, select it and press the **Delete** key.

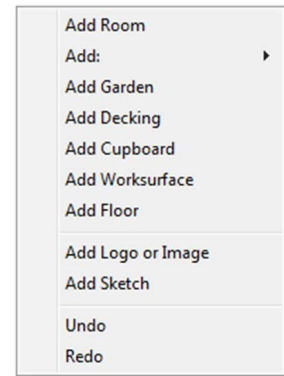
### 3.3 Context Menu

If you right click at any time a context menu will appear. The contents of this menu will change depending upon what you right clicked on- that's why it's called a context menu. There are several context menus.

### 3.3.1 Main Context Menu

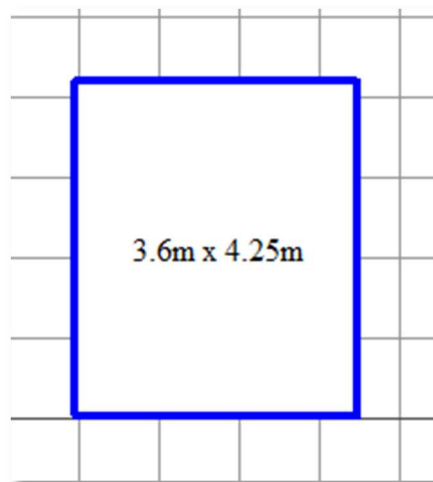
If you right click at any time in the application window, in an empty area of the plan and not on any specific object a context menu will display:

Note that the context menu will change depending upon what you right clicked on.



#### Add Room

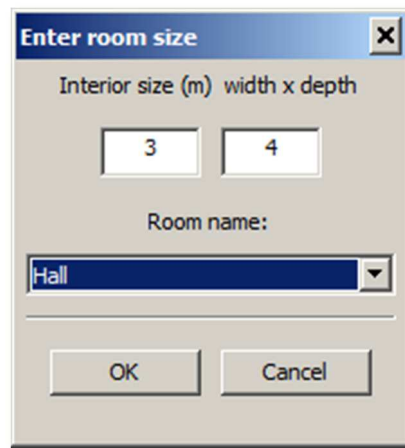
The room will be placed at the point that you right clicked on to activate the **Add Room** menu. You can now define the position and size of a new room using the mouse, the current size of the room being display within the room. The next left click will define the opposite corner to the room. If placed onto an existing room the new room will also establish the difference between external and internal walls, with the external wall being represented by a thicker line.



If the room is either not in the correct position or you need to change the size of the room, then this can be achieved using the **Ctrl + cursor key** combination. Select the wall to be moved and **using Ctrl + cursor key arrows**, you can adjust the room size and position exactly. Each click will nudge the wall position by 1cm.

This is the preferred place a room because the initial right click specifies the exact placement position of the new room; needing only 1 more click to specify the opposite corner of the room. This is a lot faster and accurate than using the **Add Room** function in the **Tool bar**. This also applies to the following **Add Named Room**.

### Add Named Room

A dialog box titled "Enter room size" with a close button (X) in the top right corner. It contains two input fields for "Interior size (m) width x depth" with values "3" and "4". Below these is a label "Room name:" followed by a dropdown menu showing "Hall". At the bottom are "OK" and "Cancel" buttons.

Enter room size

Interior size (m) width x depth

3 4

Room name:

Hall

OK Cancel

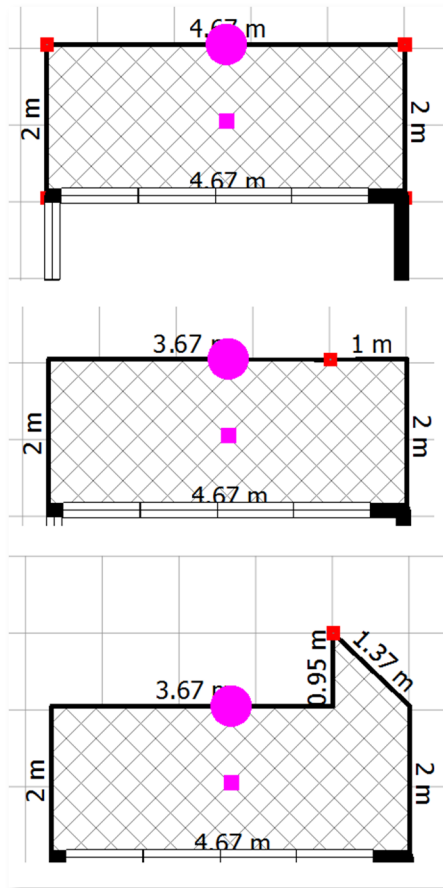
Enter the room dimensions and then optionally select from a list of named rooms to add the room description.

### Add Garden

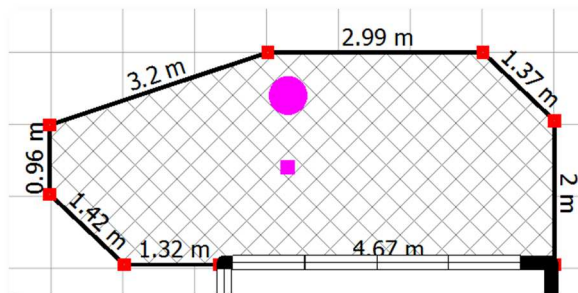
The garden will be placed at the point that you right clicked to activate the **Add Garden** menu. You can now define the position and size of the garden using the mouse, the current size of the garden being displayed. The next left click will define the opposite corner to the garden area.

The initial area will be a rectangle; however you can create more complex shapes by creating additional control points and then moving these control points. To create an additional control point in the rectangle, simply double click on the line. You can then move this new control point to a new position and by doing so creating a new shape.

## Visual Floor Planner

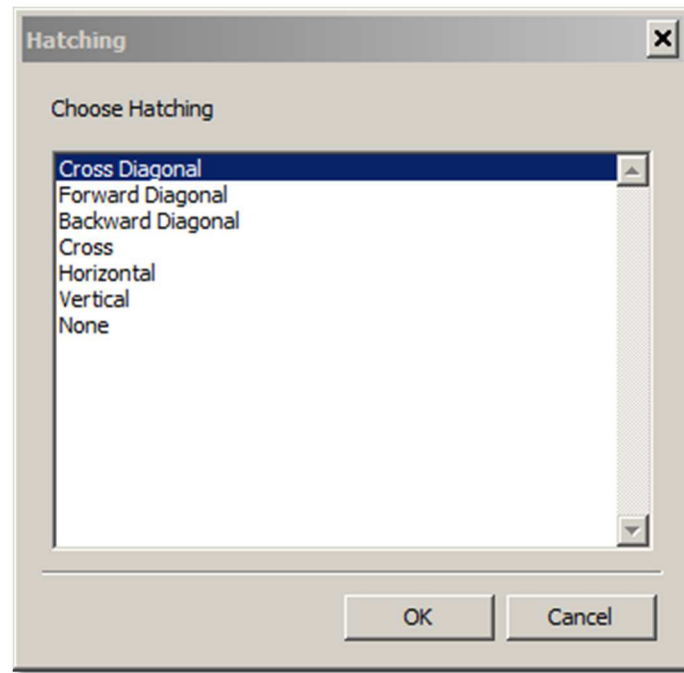


Complex shapes can then be easily created:



The position of any selected edge can be adjusted using the mouse to move a control point or an edge. This can also be adjusted finely using Ctrl + cursor arrow.

The hatch pattern of the garden can be changed by double clicking the garden object and then selecting the pattern from the hatching dialog:



### Add Decking

This works in a similar way to Add Garden, but has a different hatch pattern to indicate that it is decking.

### Add Cupboard

Works in similar way to the Add cupboard catalogue tool, but the cupboard is added at the point where the context menu was activated with the right click.

### Add Work surface

Works in similar way to the Add Work surface catalogue tool, but the work surface is added at the point where the context menu was activated with the right click.

### Add Floor

Works in similar way to the Add Floor catalogue tool

### Add Logo or Image

This will activate the Choose Image dialog where you can navigate and select any .jpg or .png to load and display.

When placed, the image can be moved by selecting it and dragging to a new position. When selected, the image can also be resized by moving the red control circles.

### Add Sketch

This will activate the Choose Image dialog where you can navigate and select any .jpg or .png to load and display. For best results use a .jpg image 800 x 800 72 dpi.

When placed, the image can be moved by selecting it and dragging to a new position. When selected, the image can also be resized by moving the red control circles.

The sketch opacity is defined via the **Format – Floor plan** settings menu.

### Undo

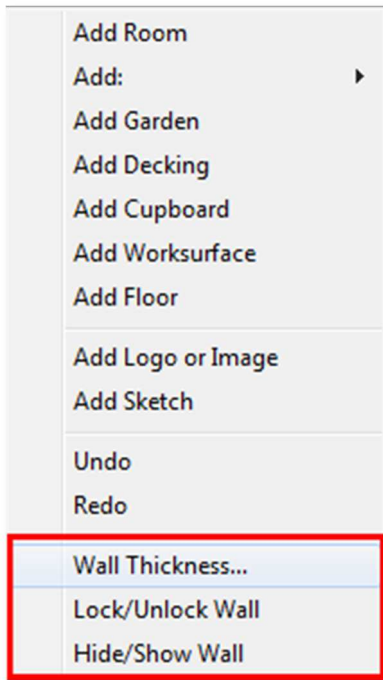
This is a regular undo function also activated with a Ctrl + Z

### Redo

This is a regular redo function also activated with a Ctrl + Y

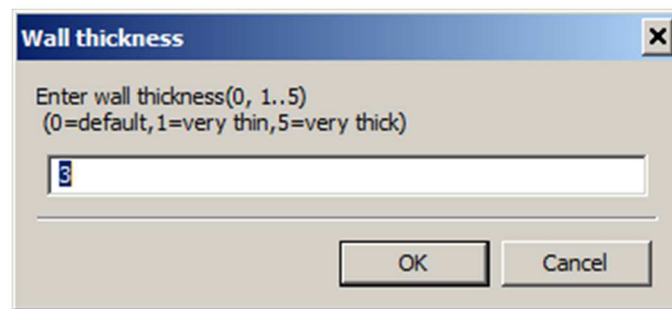
### 3.3.2 Wall Context Menu

If you select a wall before you right click, the following will be appended to the context menu:



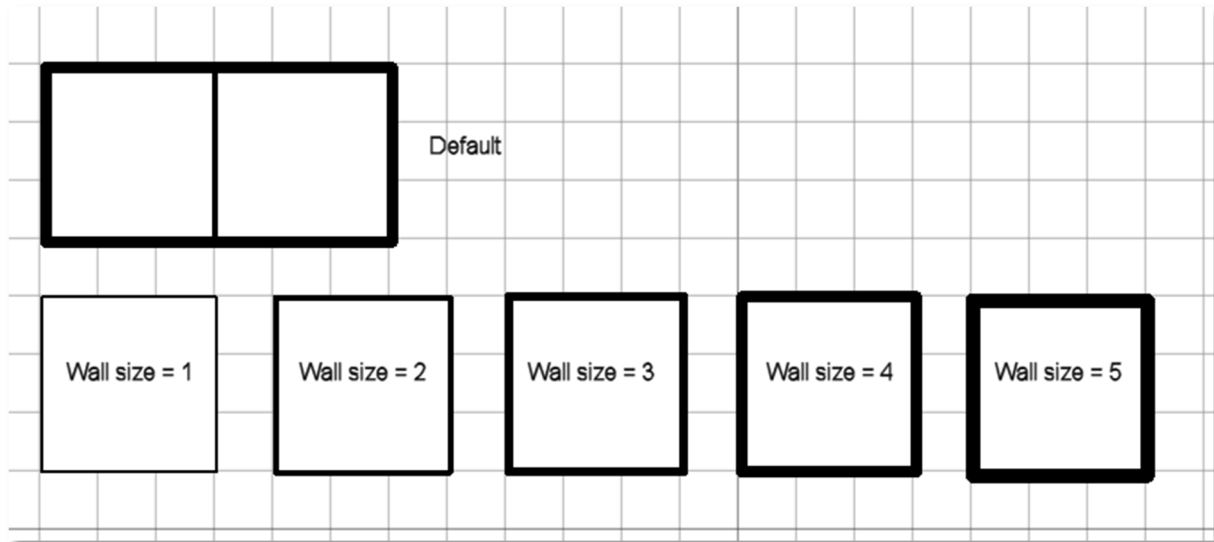
#### 3.3.2.1 Wall Thickness...

If you select a room and then right click on a wall, you can change the thickness of that wall. The activated wall dialog will show the current wall thickness, which you can change.



Select a wall thickness between 0 and 5 will produce walls of the following thickness:





Note that 0 is the current default wall thickness.

This is not a tool that will allow you to modify an external wall so that it becomes an internal wall. Please see the tutorial section on how to achieve that.

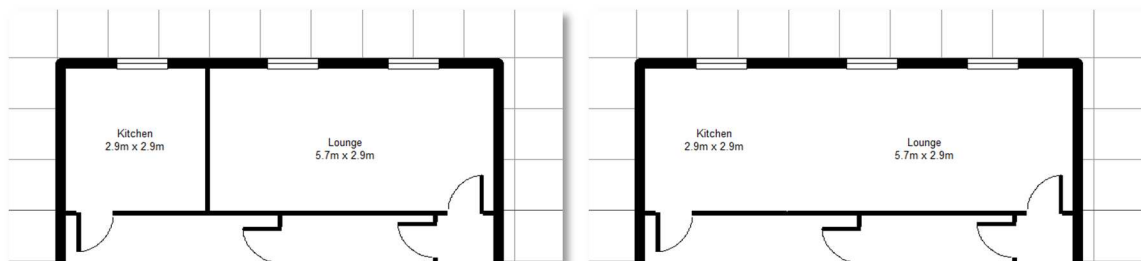
### 3.3.2.2 Lock/Unlock Wall

If you right click on a wall, you will activate the context menu. If you select **Lock/Unlock wall**, you can lock a wall into place so that it can no longer be moved. When you attempt to select a locked wall it will appear blue instead of red. A locked wall or the two points that define that wall cannot be moved until the wall is unlocked again.

This feature will help you protect completed parts of your project that you do not want to accidentally edit or move again.

### 3.3.2.3 Hide/Show Wall

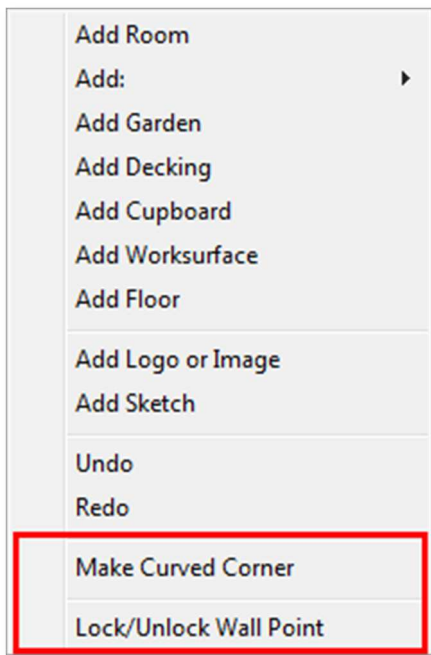
You can hide a wall from the display. This is useful if you want to show an open area, or divide a room into two parts. Hiding the wall only affects the wall and does not hide any doors or windows placed in that wall.



A hidden wall will still highlight when your mouse cursor hovers over it, enabling you to unhide it again.

### 3.3.3 Wall Point Context Menu

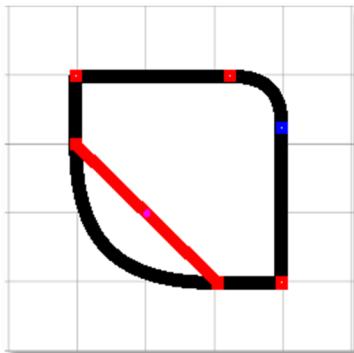
If you select a wall point before you right click, the following will be appended to the context menu:



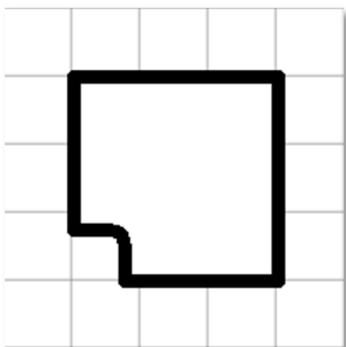
### 3.3.3.1 Make Curved Corner

If you right click on a corner point between two walls you will activate the context menu from which you can select the menu **Make Curved Corner**.

You can adjust the curve by moving the control points at either end of the line.



Curves can also be inwards:

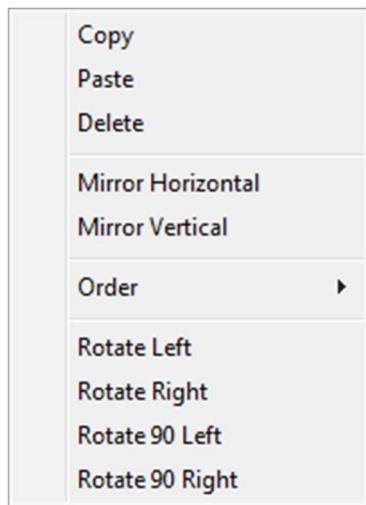


### 3.3.3.2 Lock/Unlock Wall Point

If you right click on an individual wall point, you will activate a context menu allowing you to Lock/Unlock that wall point. If you select **Lock/Unlock wall point**, you can lock that wall point into place so that it can no longer be moved. When you attempt to select a locked wall point it will appear blue instead of red. You can still move the other wall point that belongs to a wall which has a locked wall point.

### 3.3.4 Object Context Menu

If your right click on a selected object, then the object context menu will display:



#### 3.3.4.1 Copy

The selected object is copied to the clipboard

#### 3.3.4.2 Paste

The object in the clipboard is pasted into the project

#### 3.3.4.3 Delete

The selected object is deleted

#### 3.3.4.4 Mirror Horizontal

The selected object is mirrored in the horizontal plane.

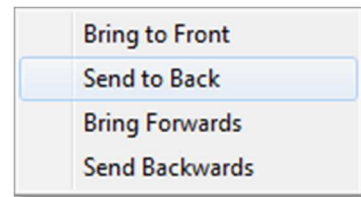
#### 3.3.4.5 Mirror Vertical

The selected object is mirrored in the vertical plane.

### 3.3.4.6 Order

This will activate a sub menu enabling to change the view order of an object.

When created, each object is assigned a layer value, which determines which objects appear in front of other objects.



This layer priority can be adjusted so that certain objects appear on top/ in front of others. This is achieved using the following menu commands:

#### **Bring to Front**

Brings the selected object in front all other objects

#### **Send to Back**

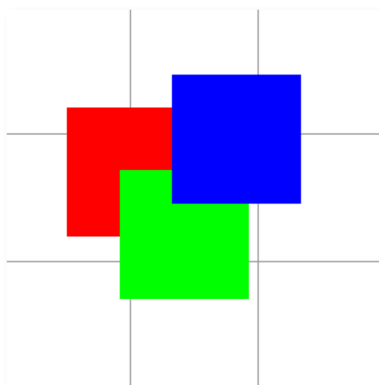
Sends the selected object in behind all other objects

#### **Bring Forwards**

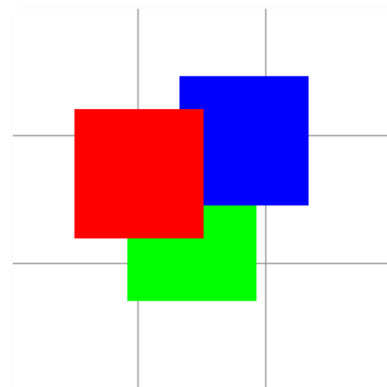
Brings the selected object 1 layer forward

#### **Send Backwards**

Brings the selected object 1 layer backwards

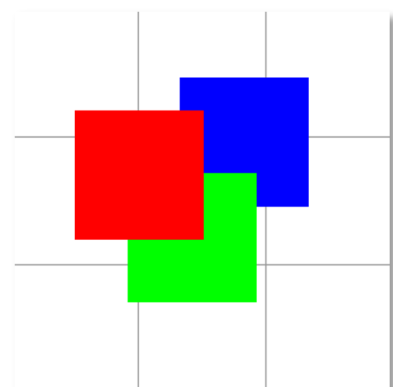


For example, if we create 3 objects, a red object, a green object and a blue object. Each object is assigned a layer priority of 1 and so are layered in the order in which they were created.



If we select the Red object and choose Bring to Front it will appear in front of all other objects. It will be assigned a layer priority of 2.

If we now select the Blue object and use Send to Back, it will appear behind all other objects.



#### 3.3.4.7 Rotate Left

The selected object is rotated left by 15 degrees

#### 3.3.4.8 Rotate Right

The selected object is rotated right by 15 degrees

#### 3.3.4.9 Rotate 90 Left

The selected object is rotated left by 90 degrees

#### 3.3.4.10 Rotate 90 Right

The selected object is rotated right by 90 degrees

### 3.4 Floor Toolbar



The **Floor Toolbar** is docked in the bottom centre of the application window. This toolbar shows the number of floors active. Each time you add a new floor using the add floor tool in the main toolbar, a new floor is enabled in the Floor toolbar. You can then select any activated floor for editing.

When the floor plan number is followed by a red H, this means the floor will be omitted from exporting and printing. This is achieved by select Show / Hide Floor in the left toolbar.

### 3.5 Plan Size Tool Bar



The Plan Size Toolbar is docked in the bottom centre of the application window.

Using this tool you can adjust the scale of the drawing as it would appear on an A4 portrait sheet. This is an approximation only. The white area represents your approximate sheet size. Remember you can adjust the paper orientation using the Landscape/Portrait options in the Format menu.

Using the slider, the smallest scale is 1:230 and the largest scale is 1:3160, however you can achieve a scale of 1:100 by using the **Format – Drawing Size** menu.

The default A4 sheet is 297 mm x 210 mm

#### 3.5.1 More About Scale

Visual Floor Planner assumes you are working to a default paper size of A4 Landscape. You can change this to Portrait using the **Format – Portrait** menu.

Remember that the target market for Visual Floor Planner was Estate Agents, where the drawing scale did not matter. In fact most such drawing normally included the disclaimer “Not To Scale”.

Also the prime use for Visual Floor Planner is to create a floor plan image, not just on an A4 sheet but for use in a brochure or as an upload to a web site, where again scale was not important.

If you do need accurate scale plans then you should be using our Visual Building product.

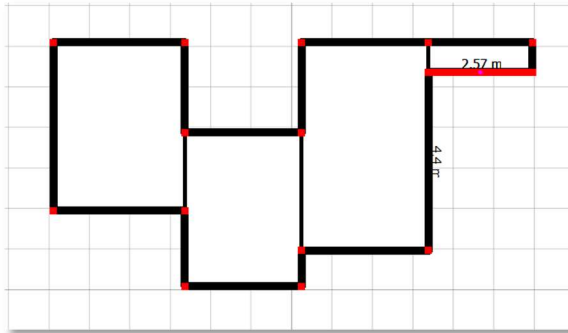
### 3.6 Zoom In/Out Tool Bar



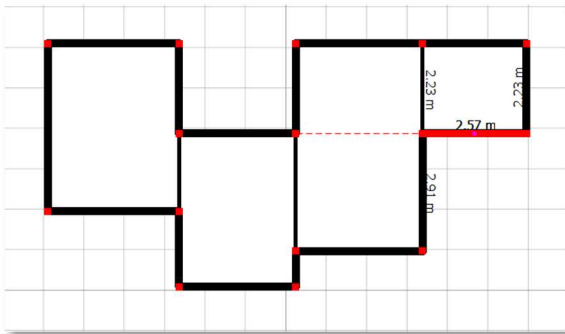
The Zoom Toolbar is docked in the bottom centre of the application window. Zooming In/Out does not affect how your plan appears printed or exported to a file. The zoom control is purely a visual aid during editing on the screen. Although the grid size appears to change, it is fixed to 1 grid square = 1m which cannot be changed.

## 4 Advanced Editing

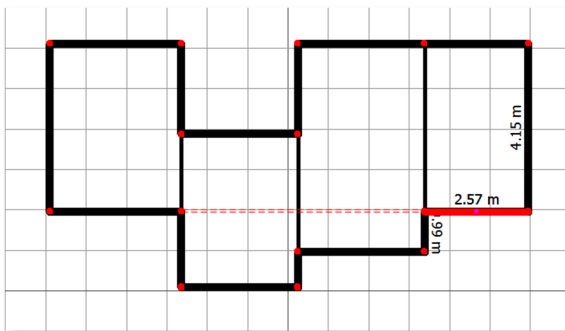
### 4.1 Moving Walls



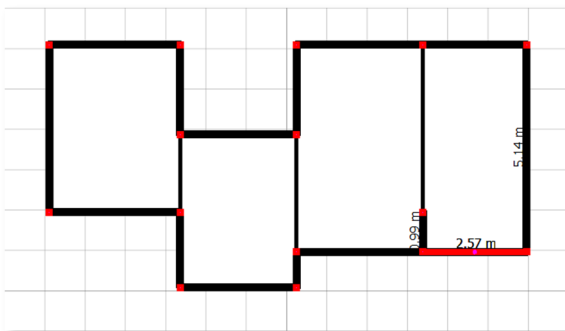
When you move a wall or a wall point it will automatically snap to any other wall point in the same horizontal or vertical alignment. Consider that we want to move the selected wall downwards.



As the wall is dragged it will snap when it is in alignment with any existing walls. The red line is not a feature, but a graphic indication here to demonstrate this explanation.

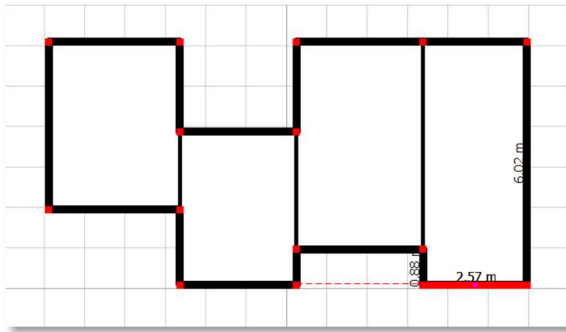


As we continue to drag the wall down it will snap again to the next wall point alignment.



And as we continue to drag the wall down it will snap again to the next wall point alignment.

## Visual Floor Planner

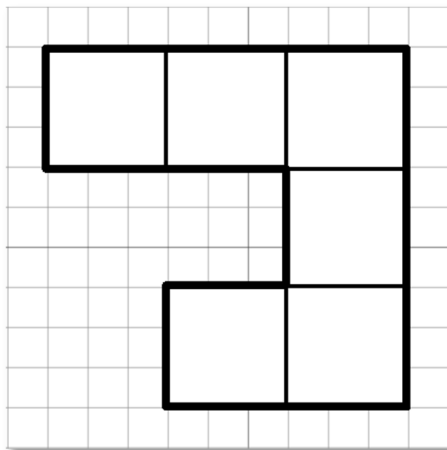


And the final wall point alignment.

This wall snap to alignment also occurs with a wall moving in the horizontal plane.

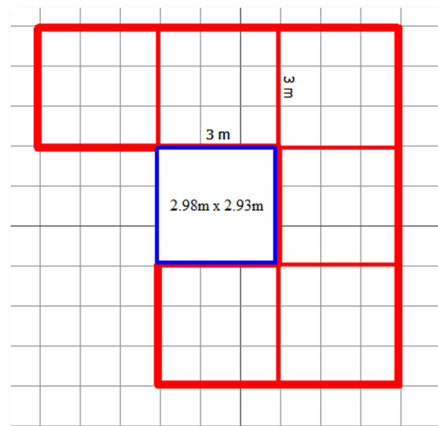
When moving individual wall points, these will also snap to existing wall point in both the horizontal and vertical alignment.

### 4.2 Insert Room



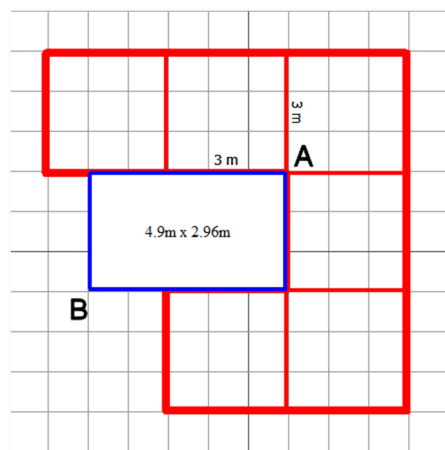
There may be times when you cannot easily insert a room into a space.

For example trying to insert a room into the centre space does not appear to work. Dragging the room does not result in the room being placed.

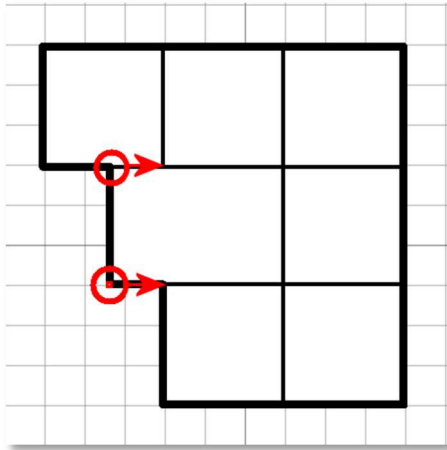


However you will find that you can place a room if you expand its position.

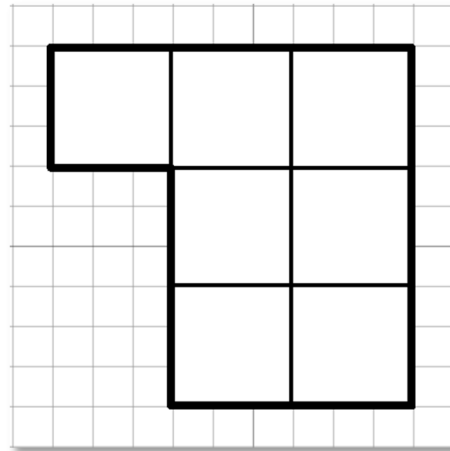
Here we right clicked at point A, and from the context menu, selected **Add room**, which we dragged to point B





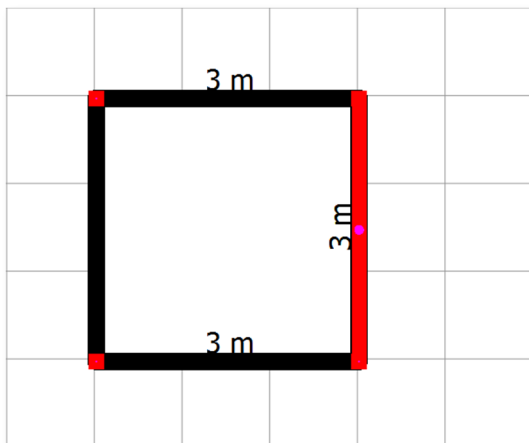


Then drag the wall back to the position required. You will find it easier to drag the wall points



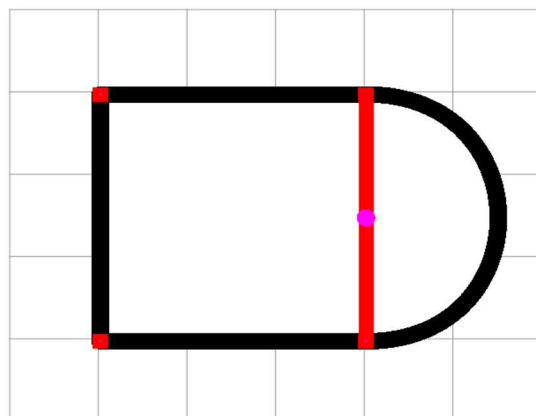
Always use the **Add Room** function from the Context menu. It is more accurate than using the **Add room** from the tool bar.

### 4.3 Curved Walls



When you select a wall it is coloured red to signify that it is selected. Dragging this wall will move the wall and extend the two attached walls.

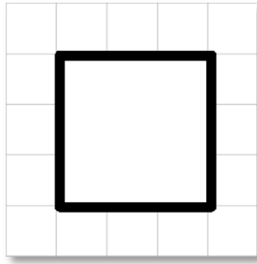
Note there is a purple control point in the wall. If this is selected and dragged, you will add a curve to the wall instead of moving it.



### 4.4 Angled Walls

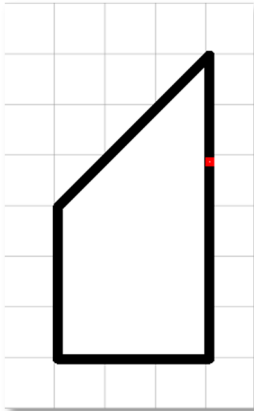
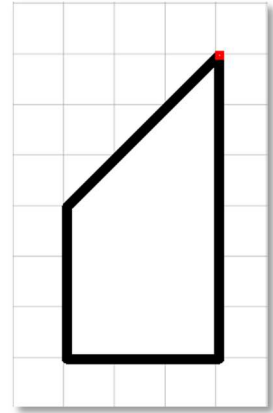
In most cases our rooms are rectangular but if you have the need to create a room with angled walls then it's very simple.

## Visual Floor Planner



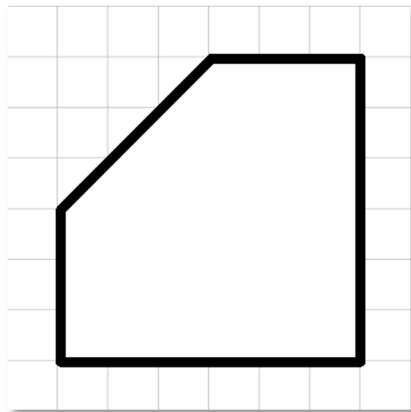
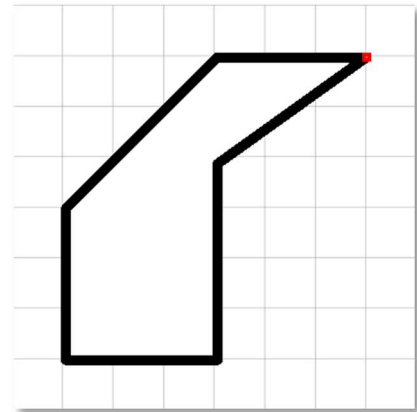
Draw a rectangular room.

Select a wall point and drag it to a new position, the wall will follow the wall point.



Double click anywhere in the wall to create a new wall point. Avoid clicking in the centre of the wall.

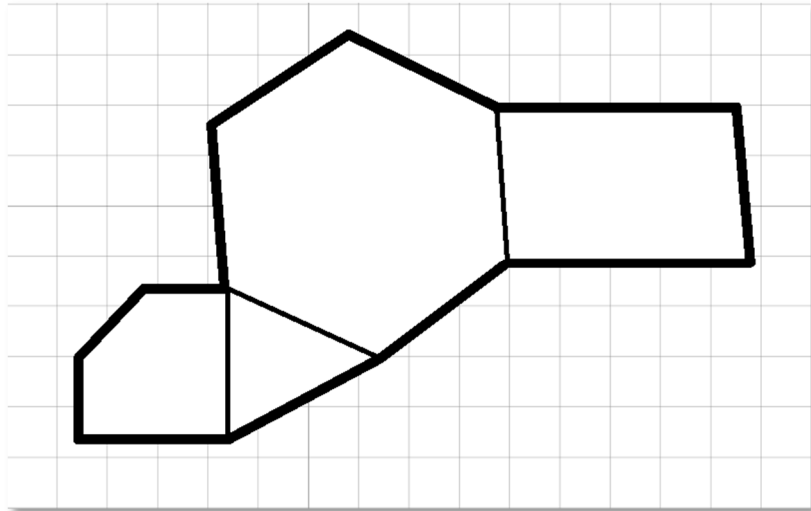
Drag the new wall point to desired position.



Drag other wall points to complete the shape of the room.

You can use this method to create irregular shaped rooms:

## Visual Floor Planner



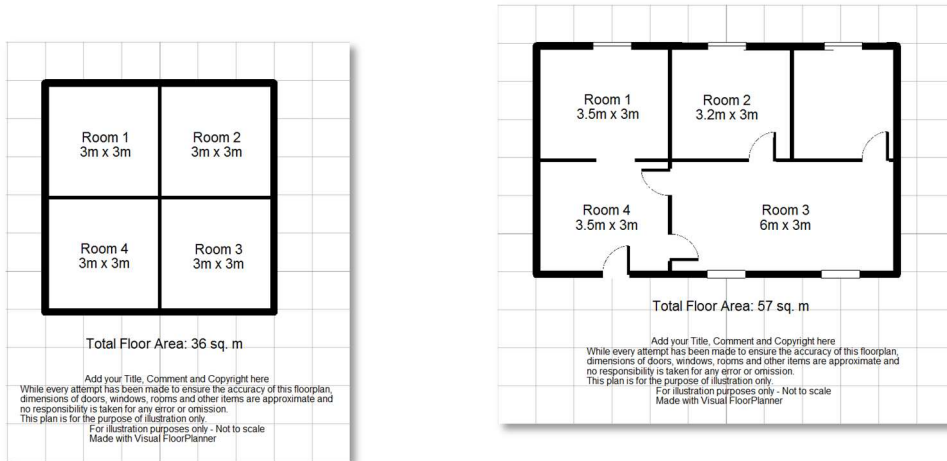
## 5 Projects

There are some example projects located in the Projects folder.

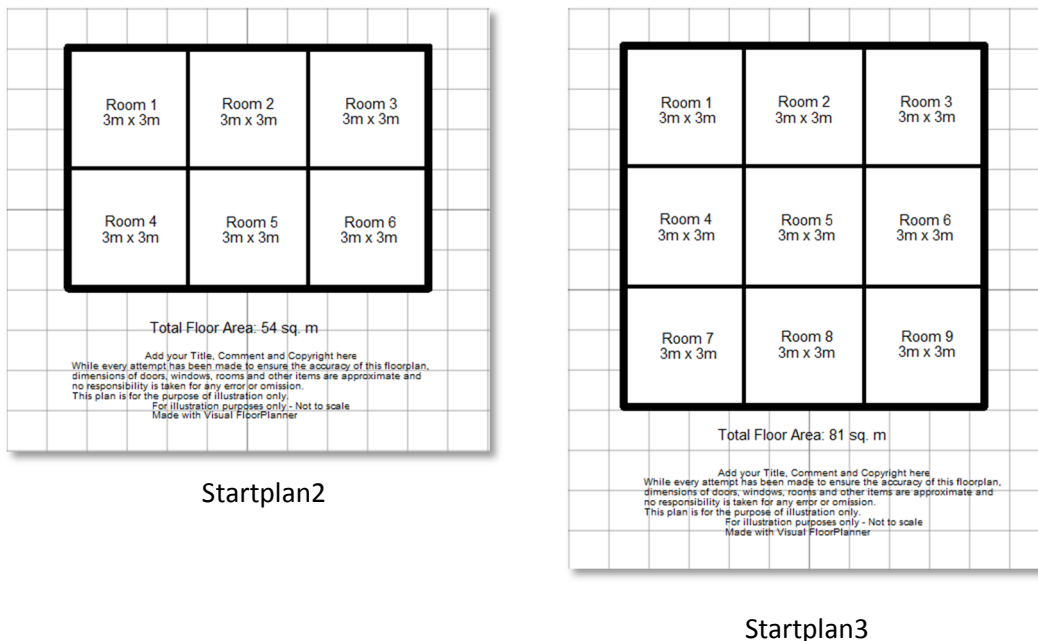
### 5.1 Project Templates

There are also some projects that you can use as templates to start a new projects.

For example Startplan1, can with a very few clicks be developed into a more complete plan as shown below:



There are also Startplan2 and Startplan3, and we encourage you to create your own starter plans which you can then use as a template for all your projects.

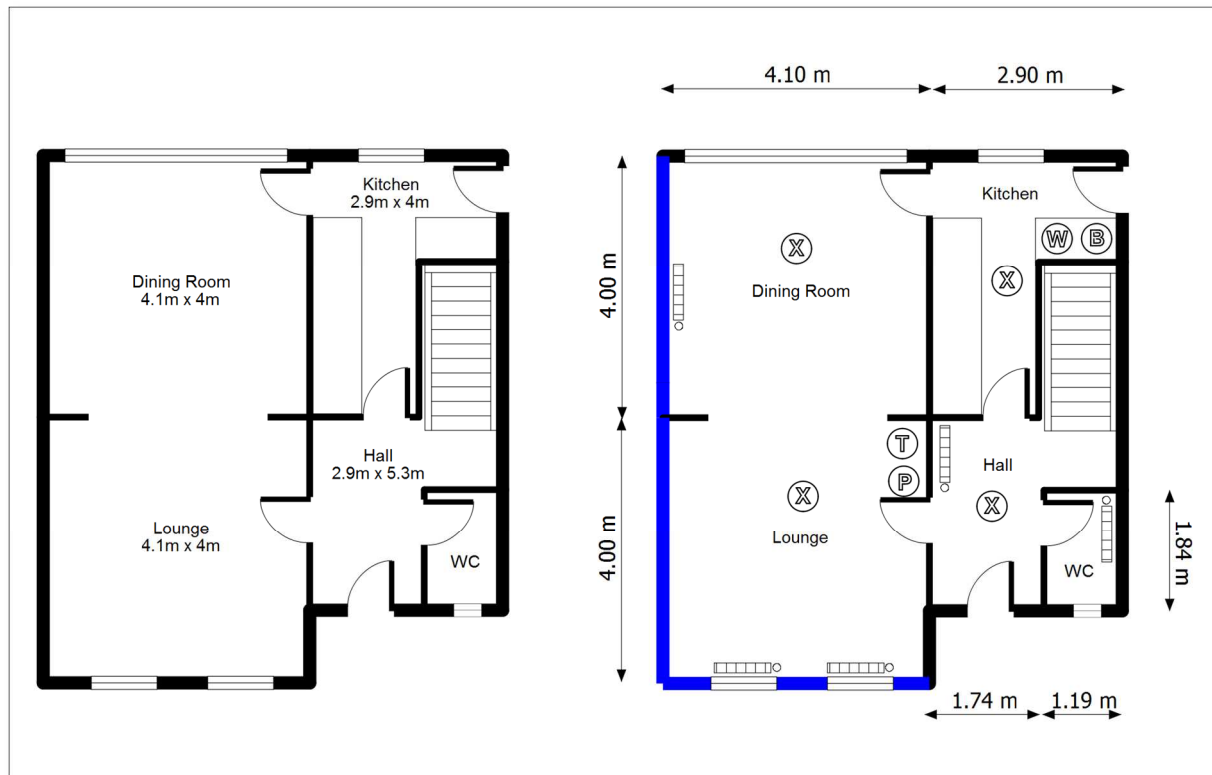


Startplan2

Startplan3

## 6 Notes for Domestic Energy Assessors

Many Domestic Energy Assessors (DEA) are now providing a floor plan service for estate agents. Where a DEA has to visit a property, he can quickly create a floor plan for his own use and with very little effort supply that floor plan to the estate agent responsible for the sale of the property.



You can use the same basic plan for both the estate agent and for DEA purposes.

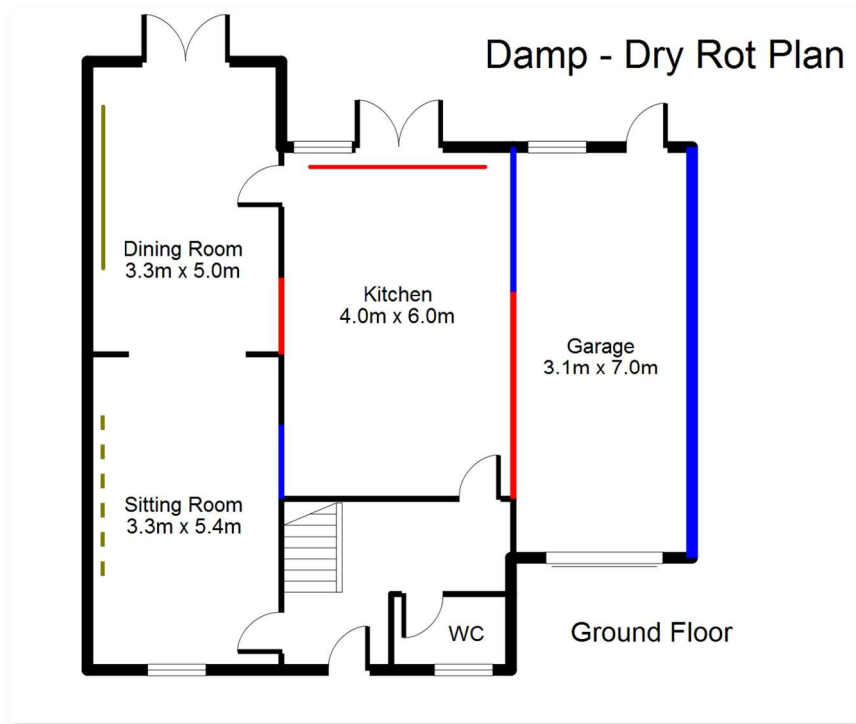
Note the estate agent plans shows room sizes as part of the room description, and the DEA plan uses dimension lines. The DEA plan also has additional symbols indicating placement of radiators and other energy related devices. You can also colour walls to indicate heat loss and insulation.

Whichever plan type you decide to draw first, after creating the base plan, we recommend that you save it and then make the edits of the other plan type which you can then also save.

You could also save icons and dimensions not specific to both plans on their own floor layer, allowing you easily show/hide when exporting the floor plan.

## 7 Notes for Damp / Dry Rot Surveys

Companies involved in the surveying, planning and treatment of damp and dry rot need plans for both estimating and work flow preparation. This information is also of use for many other users that wish to use colour to indicate areas on a plan.



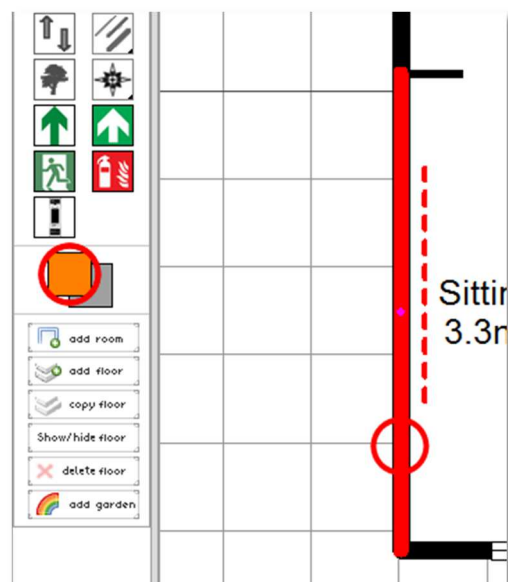
Different companies have different styles that they wish to present, mostly using colour to indicate treatment. Visual Floor Planner is flexible enough to support different kinds of presentation.

### Default Wall Colour

The default colour for a wall is black, but you can change this to any colour that you wish using the **Format – Wall colour** menu.

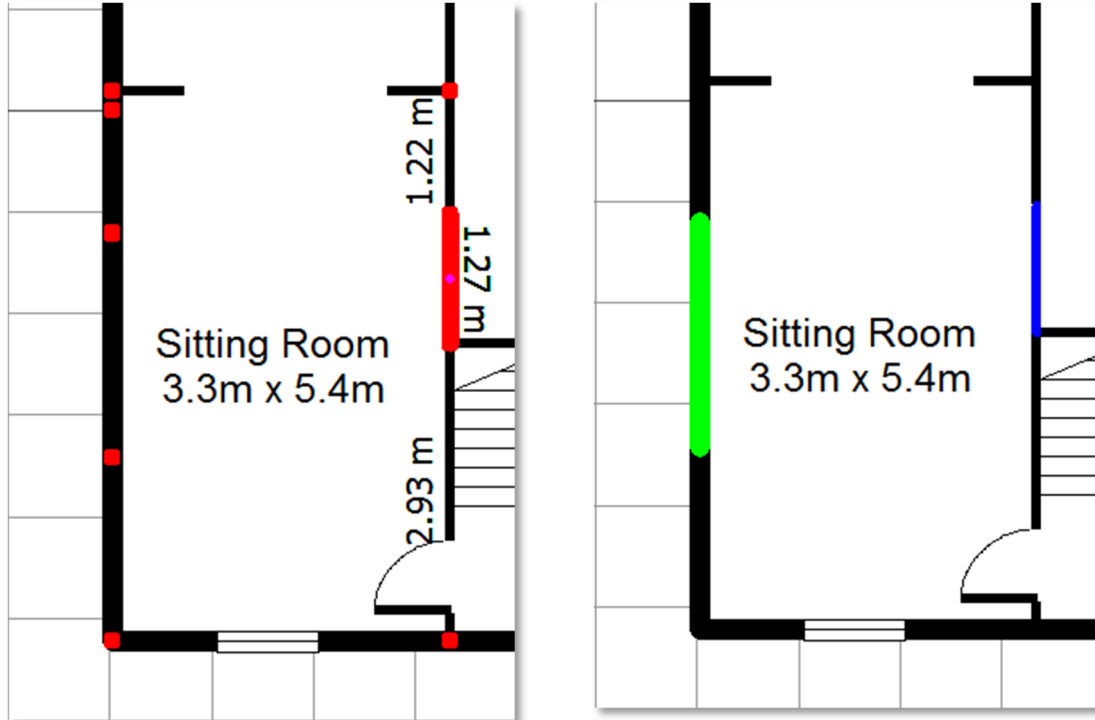
### Change Wall Colour

To change the colour of an entire wall, select the wall and then click the Foreground colour selector. The Colour Dialog will be activated from which you can choose the colour for your wall.



## Change colour for section of a wall

To colour only a section of a wall, you must split the wall into 2 or more sections. This is achieved by selecting the wall and then inserting one or more wall points by double clicking on the wall. You will then be able to select the wall section between the two wall points, and apply colour to it.



## To add a colour line parallel to wall



To indicate work using a coloured line, you should use the **Line / Arrow** tool in the toolbar. Click on this tool to activate the Line / Arrow settings dialog.

Here you can select the line style (solid, dash, dot) thickness. Disable the Text option, so not to display the line's dimensions.

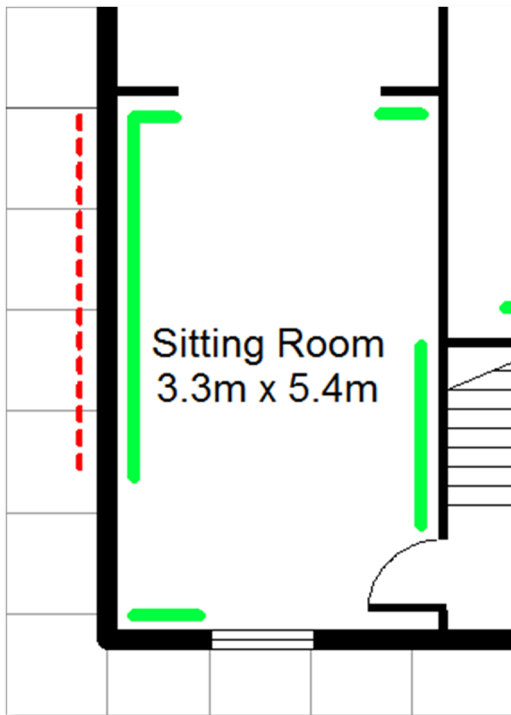
You can then place the line where required on your plan, normally parallel to the wall.

You can then colour the line in exactly the same way as you coloured the wall, by selecting the line and changing its Foreground colour in the Colour Dialog.

The line can be moved by either dragging the line or either end of the line.

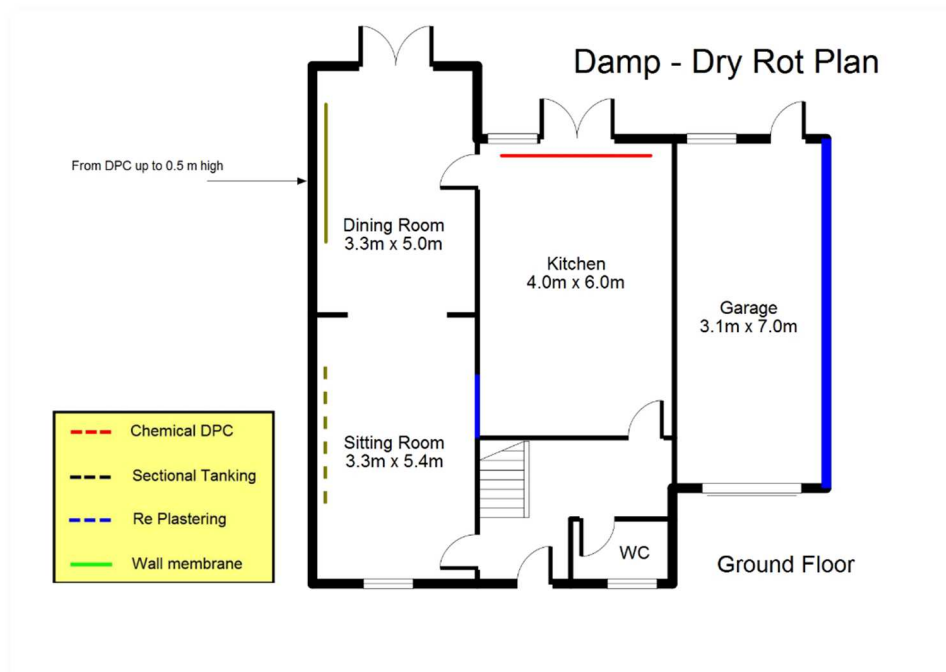
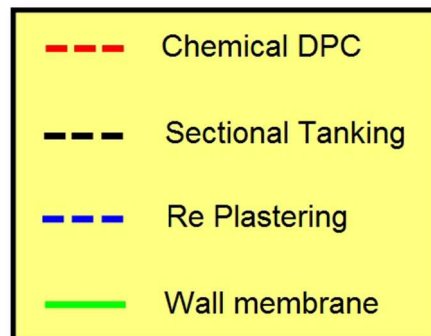


## Visual Floor Planner



After placing 1 line, you can duplicate the line, by selecting the line and dragging it while holding down the Alt key. This method of adding lines by copying is faster than creating and colouring each line from scratch.

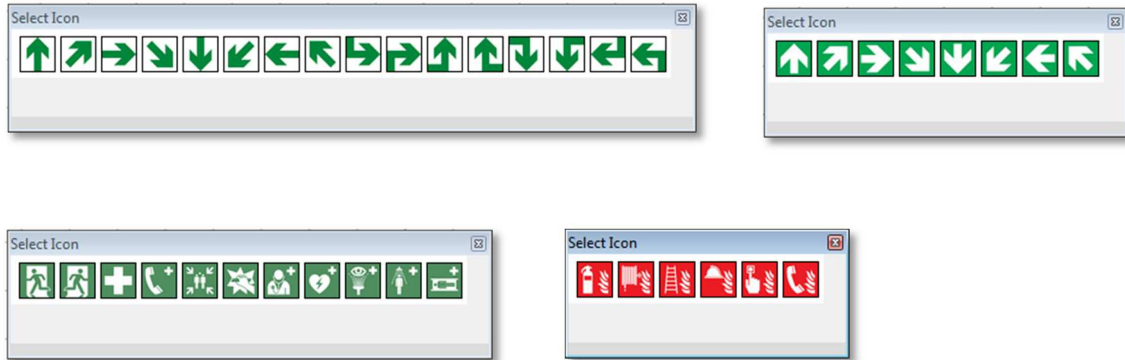
You can create a symbol key as a separate project, then save it as a .png or .bmp file. Then load the symbol key into your future projects.



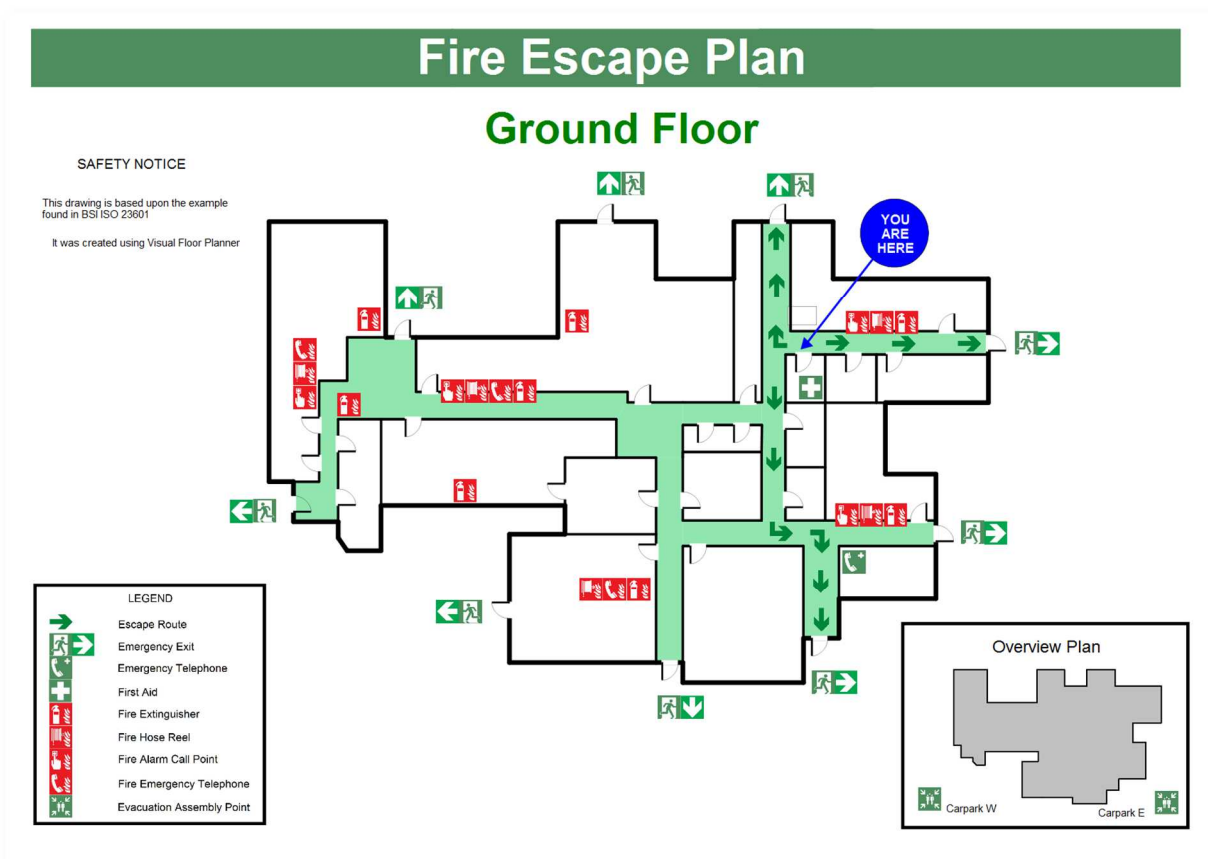


## 8 Fire Escape Plans

Visual Floor Planner can also be used to create Fire Escape Plans using the special set of Fire Escape Plan symbols.



The symbols can be used to create a Fire Escape Plan as in the following example:

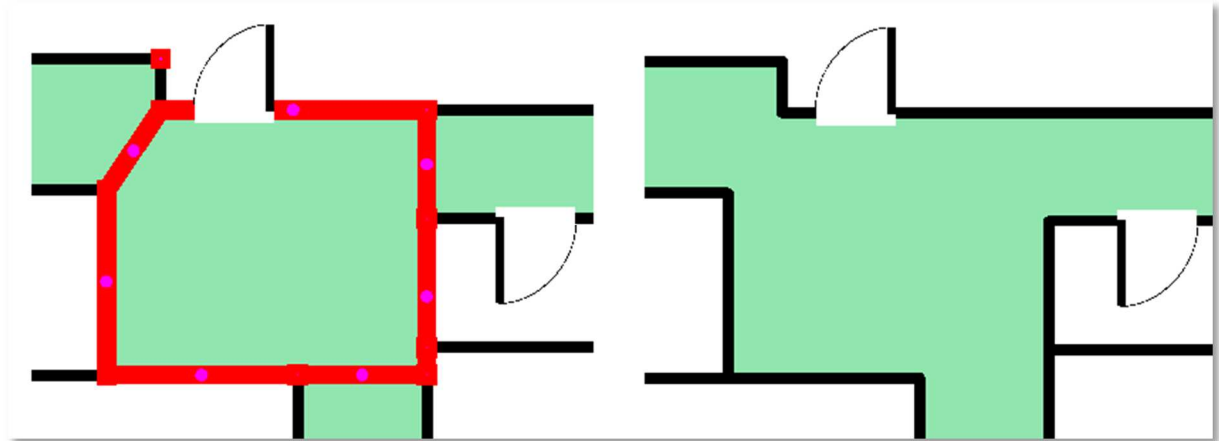


You can if you wish, place the floor plan on floor layer 1, the symbols on a separate floor layer 2, and the Overview Plan and Legend on floor layer 3. This then allows you to print different versions of the floor plan, just by hiding specific floor layers. In the above example all objects were located on a single floor layer.

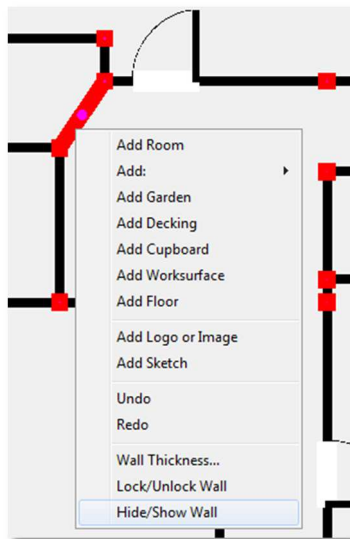
## 8.1 Evacuation Route

The main evacuation corridor is highlighted by changing the background colour of the rooms that form the corridor. The default background colour is white

The corridor sections are made up of several individual rooms:



The left image shows the actual corridor construction, and the right image shows the effect of hiding specific walls to give the illusion of a continuous corridor.

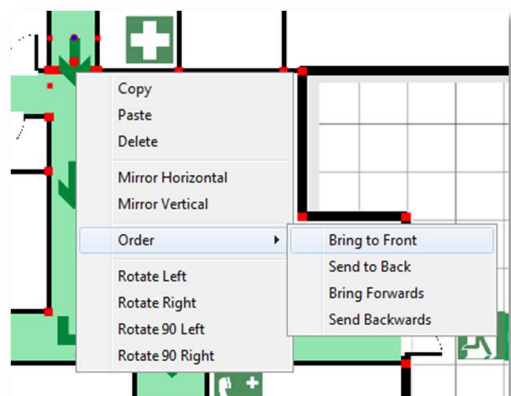


To hide a wall section, right click on the wall (avoiding the centre section of the wall) and from the activated context menu (see left) select **Hide/Show Wall**.

An alternative method to hiding a wall is to select a wall colour to be the same as the room background colour, in this case a RGB value of 145,230,175 a light green. This method however will sometimes leave cuts in the wall where the walls join.

To change the background colour of either a wall or a room, select the wall or room, and then select the menu entry **Format – Background Colour**, which will activate the Colour dialog from which you can select a colour.

You can then highlight a specific escape route using the direction arrow symbols. Simply drag these direction symbols into the plan, ensuring that the direction symbol is allocated a higher order priority than the room. Select the symbol, right click on it to activate the context menu and select **Order – Bring to Front**. Once placed, it's easy to copy the symbol using the left mouse button to drag the symbol while holding the **Alt** key down



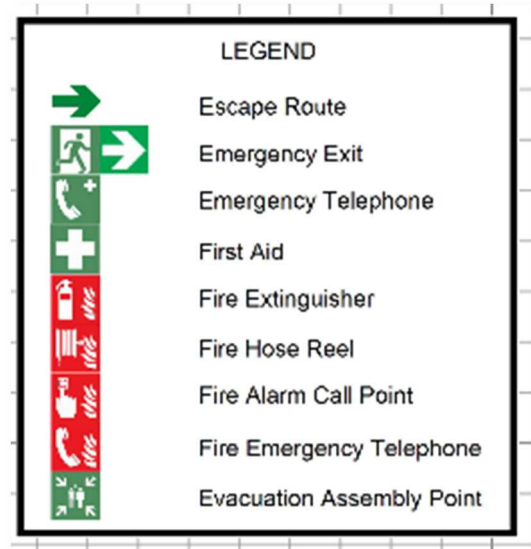
## 8.2 Fire Fighting Equipment

These symbols are placed in the same way as other symbols.

### 8.3 Legend

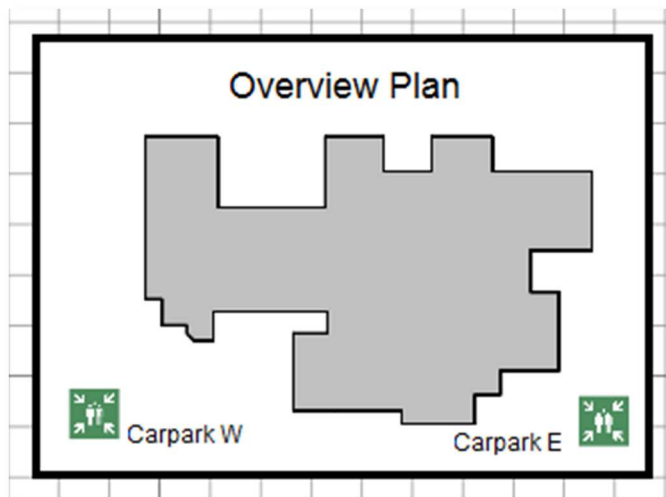
The example legend was created as a separate project, and exported as a .bmp file, which could then be imported into the main project using the **Import Image** feature.

You can build up your own catalogue of legends that can then be imported into several different projects.



### 8.4 Overview Plan

The Overview Plan was also created as a separate project and exported as a .bmp file, which could then be imported into the main project using the Import Image feature. An overview plan can indicate the current building in relation to other buildings and also include assembly points.



Avoid placing unnecessary text, dimensions and other information on your Fire Escape Plan in order to ensure the important information is clear and easy to understand quickly.

## 9 Project Printing and Exporting

Depending on the intended use of the final project, you must decide to export or print the project.

### 9.1 Floor Plans for upload to a web site

Most estate agents subscribe to online marketing hosting systems that will define the file requirements.

The higher the quality – the larger the file. Some systems allow only .wmf file format in order to reduce their online storage requirements.

Most however will support .jpg .

It's unlikely that a hosting service will support .bmp due to the larger file sizes used, trading quality for file size.

If you have a system that requires .png , .tiff, gif or any other file format simply export your project as a .bmp file and load it into **Microsoft Paint** (always installed free with Microsoft Windows). You can then save the project out in the required file format.

### 9.2 Floor Plans for A4 Brochure Presentation / Printing

You can use either .jpg or .bmp depending upon the quality required. You can also create a .pdf file and merge this into an existing pdf document using Adobe Acrobat or any similar pdf document editing tools.

### 9.3 Floor Plans for A3 Printing

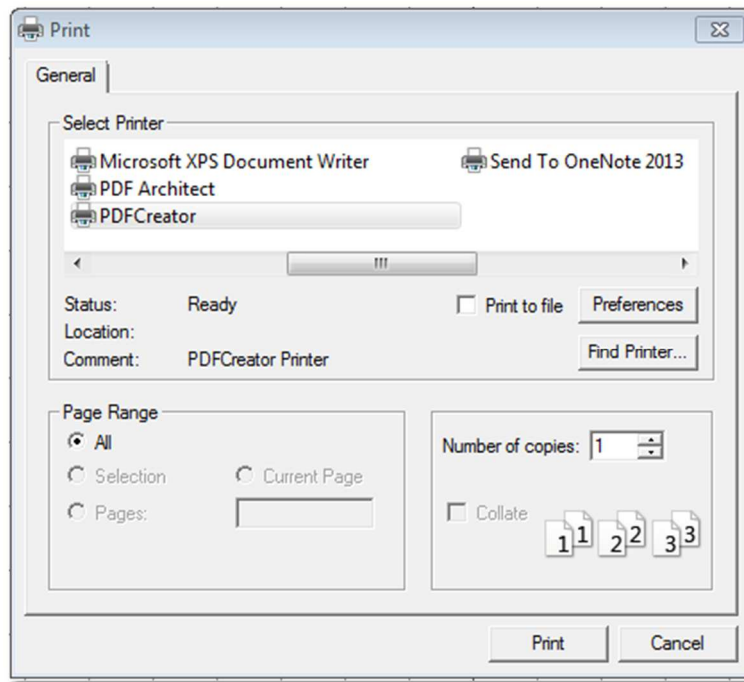
This requirement is usually needed by those wishing to create larger plans, for example for a Fire Escape Plan.

The default export output is 150 dpi on A4, which does not look so good if you require a plan to be printed on A3.

For higher quality / larger plans we suggest you print your output to a pdf file using Adobe Acrobat or **PDF Creator** or similar. These tools have an option that installs as a printer driver, and so you can print to a larger file format and at a higher resolution.

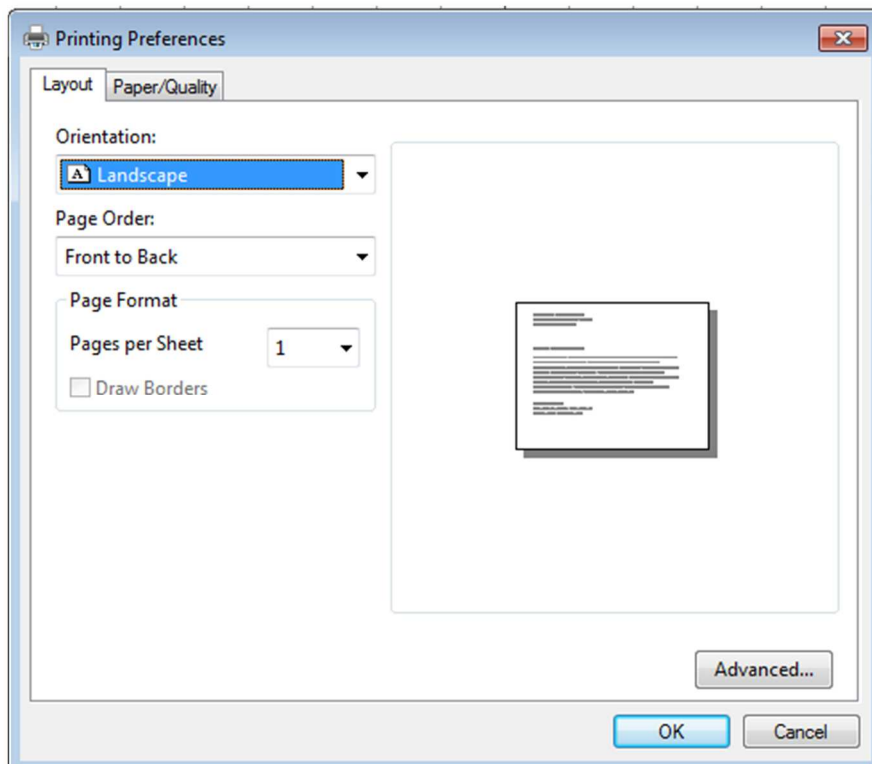
For example when you install **PDF Creator** and click on the **File – Print** menu the Print dialog will be activated displaying the following. (Note this is system dependent and your Print dialog may look different and contain additional printer drivers).

## Visual Floor Planner



Select PDF Creator as your selected printer.

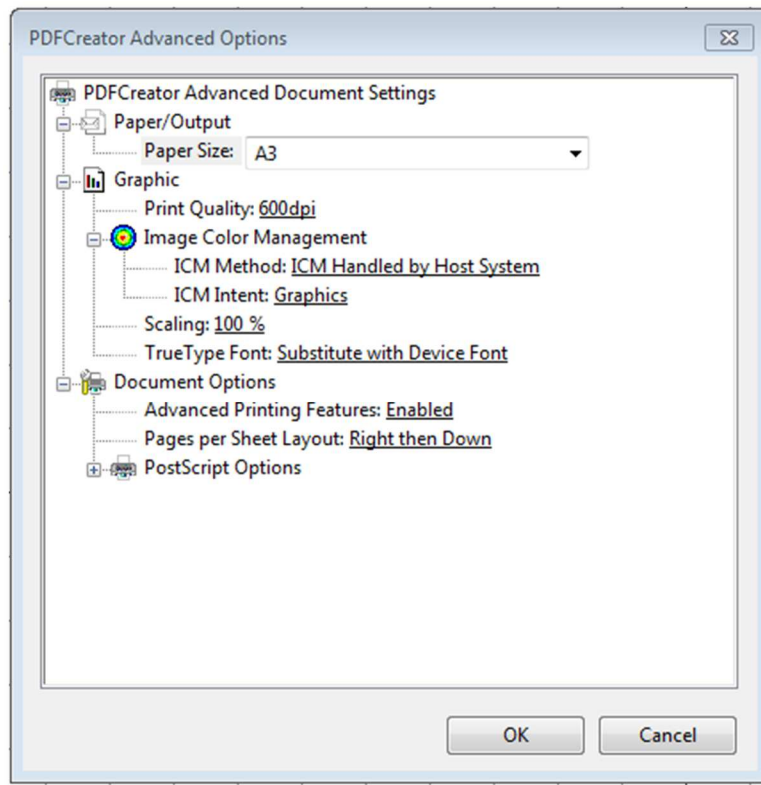
Then click on the Preferences button to activate the **Printer Preferences** dialog:



Here you can select your printer orientation.

Now click on the **Advanced** button to activate the next dialog.

## Visual Floor Planner



Here you can select your paper size (e.g A3) and the Print Quality. You can then set the print quality to the quality required, normally 150 to 300 dpi.

When you click OK to the last two dialogues, you will return to the Print dialog where you can select Print. This will result in your project file being output as a higher quality pdf file.

**PDF Creator** is free and can be downloaded from [www.pdfforge.org](http://www.pdfforge.org).

Users requiring to create larger plans with higher resolutions should look at our **Visual Building** software. See [www.visualbuilding.co.uk](http://www.visualbuilding.co.uk)

## 10 Tutorials

These tutorials have been created so that you can quickly get an understanding of how to use Visual Floor Planner. Please work through at least Tutorial 1 before starting your own floor plan project.

Most of our earlier tutorials show the door and windows objects having to be selected individually from the toolbar. As of Visual Floor Planner 1.62 this multiple object placement process has been enhanced with the use of the **Multiple placement feature**.

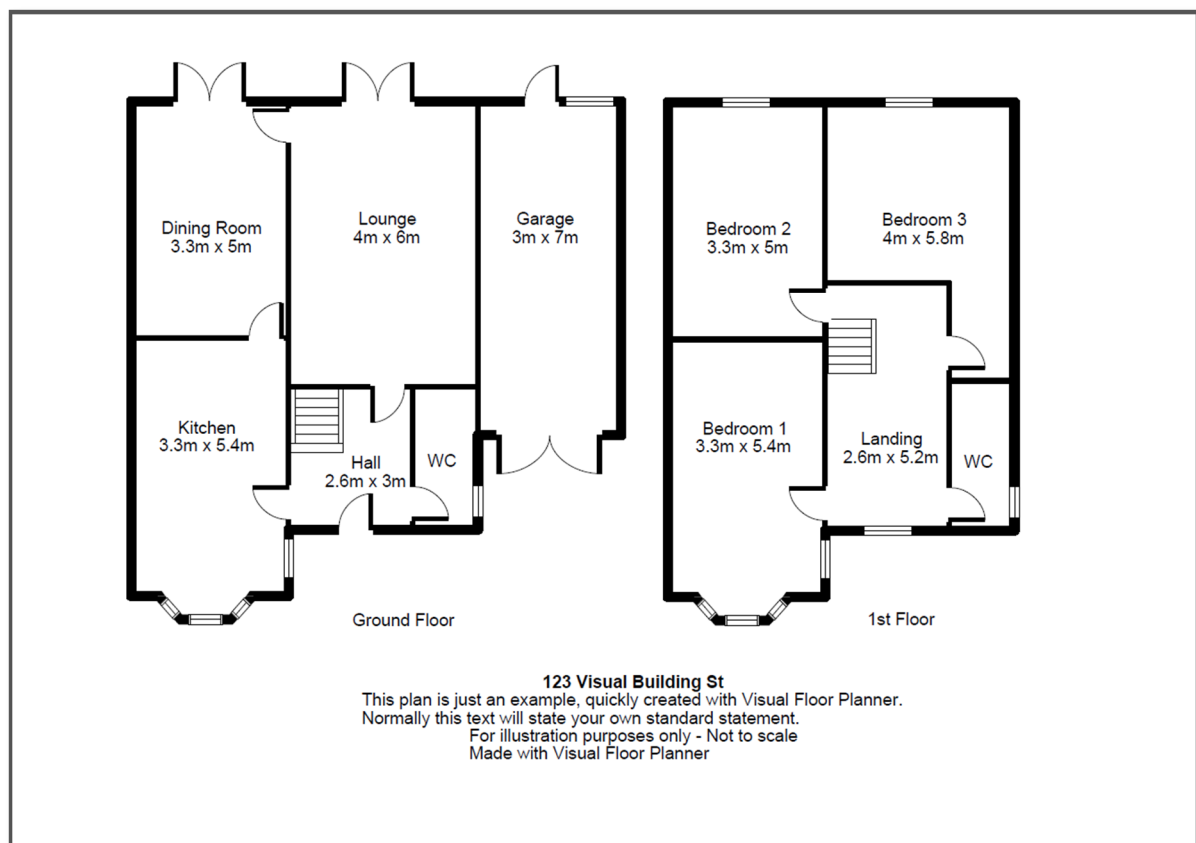
After selecting an object from the toolbar you can repeat most object placement by moving the cursor to another location and left clicking again. This repeat action will continue until you either select a different object from the toolbar or press the **Esc** key. This does not apply to Cupboard and Work Surface objects.

The **Multiple placement feature** can be enabled/disabled from the dialog activated from the menu **Format – Floor Plan Settings**.

### 10.1 Tutorial 1: Creating a simple Floor Plan

The objective of this tutorial is to walk you through the creation of a simple floor plan. The floor plan is for a modern 3 bedroom, 2 storey detached house with garage. This tutorial is also available as a video tutorial on the Visual Floor Planner web site.

This is the floor plan that we will create in this tutorial:



### 10.1.1 Start Visual Floor Planner

You should start with a blank project.

### 10.1.2 Set Measurement System

If you want to change from metric to imperial or imperial to metric, or use mixed unit display, you can do so by selecting the **Format-Metric** or **Format-Imperial** menu.

When set to metric each grid square represents 1 m, and when set to imperial each grid square represents 3' 3". The grid is only a general guide and is not used for snapping or measuring.

Select **Format-Metric**

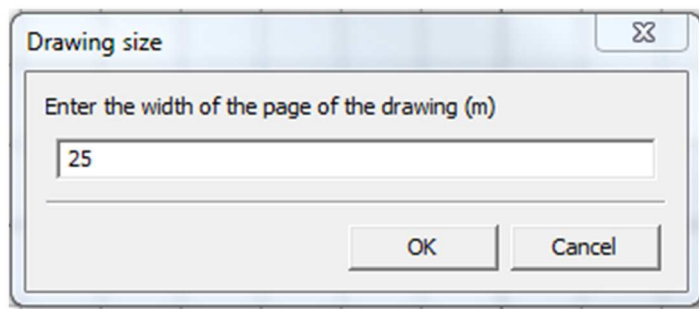
### 10.1.3 Set the plan orientation

If you want to change the plan orientation you can do so by selecting the **Format-Landscape** or **Format Portrait**.

Select **Format-Landscape**

### 10.1.4 Set plan size

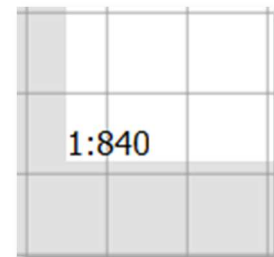
You now define the overall width of your plan. To do this select the **Format – Drawing size** menu and the Drawing size dialog will appear:



Our plan will consists of 2 floors, each approximately 10m, so we will need a page width of 25m.

So, we will set our overall plan width to be 25m.

Note that the scale automatically adjusts to 1:840 and is displayed in the bottom left of the work area:



The scale is not important at this stage and can be adjusted at any time using the **Plan Size** control located at the bottom of your window:





Please note that the **Plan size** is not the same thing as the **Zoom In/Out control**, the latter controls the project view on the screen and will not affect the exported or printed plan size.

### 10.1.5 Set Background / Foreground Colours

The default fill colour for the walls is black and the default fill colour for the room floor is white.

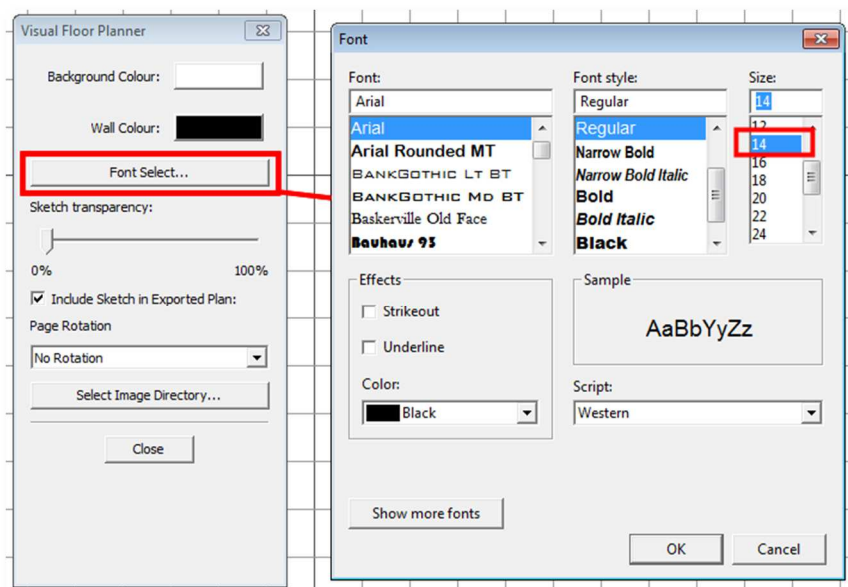
If you want to change the default colours for the wall and floor area, you can do so by selecting the **Format-Floorplan settings** menu and selecting the Wall and Background colours, in the settings dialog, otherwise you will use the default colours of black walls on a white background. The current selected colours are always displayed in the **Foreground / Background** colour display.



In this tutorial we will leave keep the default colours of black and white.

### 10.1.6 Change text Font

The default font size for a new project is Arial 22. You change this font and size, for example if your plan is larger or smaller than normal and the font may not fit. We will change our font to be Arial 14, using the **Format – Floor plan Settings – Font Select** command.



### 10.1.7 Place Rooms

We suggest you work in a consistent method, placing rooms starting in a corner and then working either clockwise or anti-clockwise direction around your floor plan.

We will place the first room, in our case this will be the Dining Room which is 5.0 x 3.3 m. As this room is the top left of our plan we will click in the top left of the work area. If you get it wrong, you can always reposition the entire plan later.

Right click at the point on the plan where you want the first corner of this room to be placed. A context menu will appear:

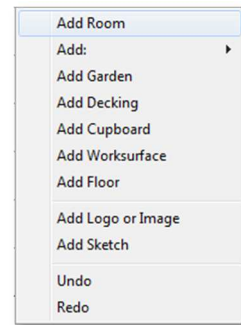
## Visual Floor Planner

Click either **Add Room** or **Add >**

If you select **Add**, then the room will have no text, but if you click **Add >** you can select the room text which will be added automatically.

Click **Add >** and from the list select Dining Room text to be displayed.

Now move the mouse to the opposite corner (bottom right) of the room and the room indicated in blue will follow your mouse cursor. As you move the cursor the room size is also displayed. When you have the approximate dimensions for the room, place the room with a left click.

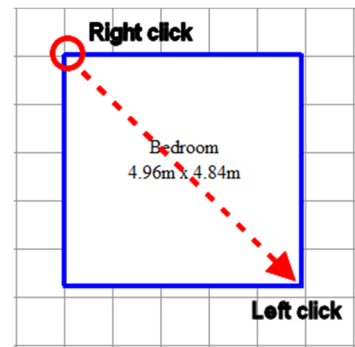


Remember that you can nudge the length of any selected wall using the **Ctrl + cursor key**. This will allow you to place any wall within the precision of 1cm.

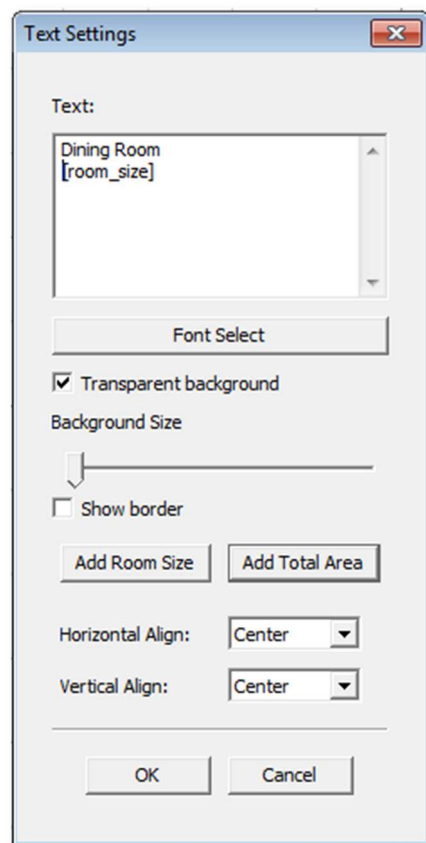
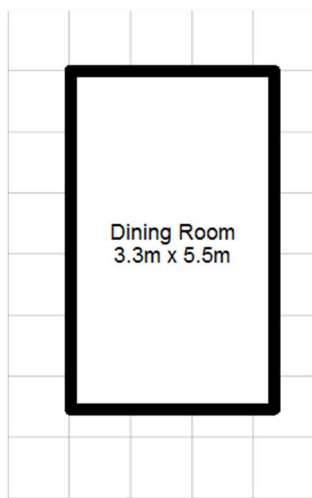
Place Dining Room with room size of 5.0 x 3.3 m

Once placed you can edit the room name and/or add the automatic room size by double clicking on the room name.

This will activate the Text settings dialog:



Click on the **Add Room Size** button to automatically add the room size dimensions [room\_size]. You can also edit the room name if you wish.



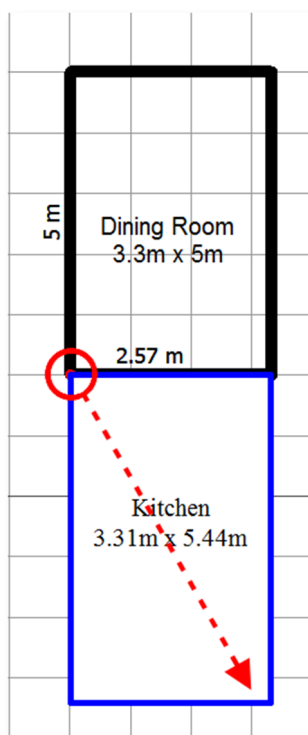
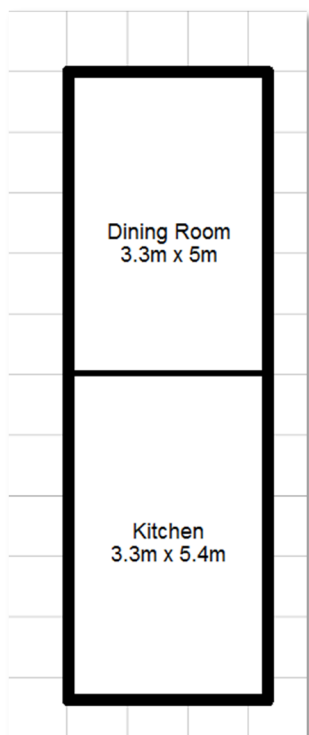
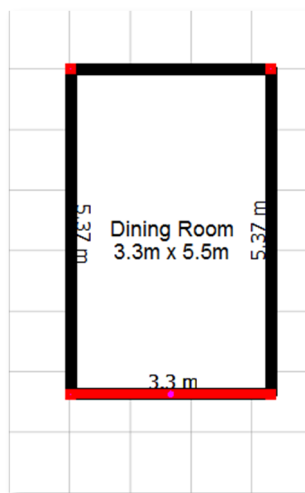
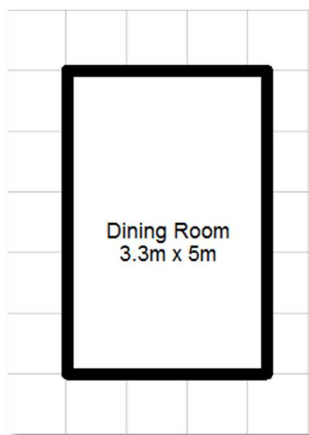
## Visual Floor Planner

When you select OK, the dialog will close and the room text detail will be added to the room, complete with the automatic room size text:

Note however that we still have to apply the correct size that we require, (5.0m x 3.3m), so we need adjust the room length from 5.5m to 5.0m. To do this select the wall to be moved and the press the **Ctrl + Left arrow** key until the desired dimension displays.

Note that the wall thickness is not taken into account. The wall does have a thickness, but for display purposes only. The room's dimensions of 3.3m x 5m relate to the rooms internal measurement. Although the grid is 1m squares, you should use the grid only for approximate placement as you will notice that you cannot snap to the grid.

The wall lengths are displayed as you adjust them, but the automatic room size will not update until you have finished moving the wall.



The first room is now labelled and sized correctly.

We will now add the Kitchen. Right click on the corner of the Dining Room, select **Add > Kitchen** and drag the blue room indicator until it snaps with the right Dining Room wall. If it does not snap, then it's not important, as you can adjust the wall's position in the next step.

## Visual Floor Planner

Now adjust the length of the kitchen to be 5.4m by selecting the lower wall and moving it with the **Ctrl +arrow** keys

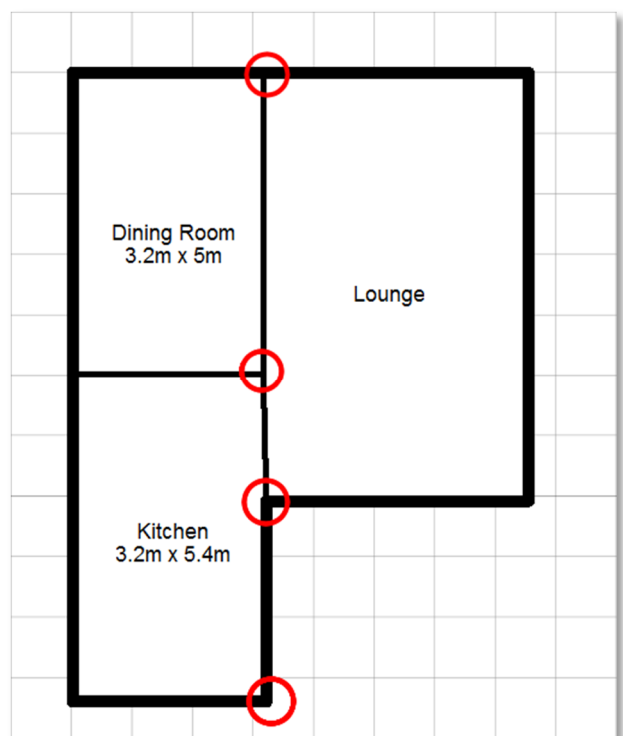
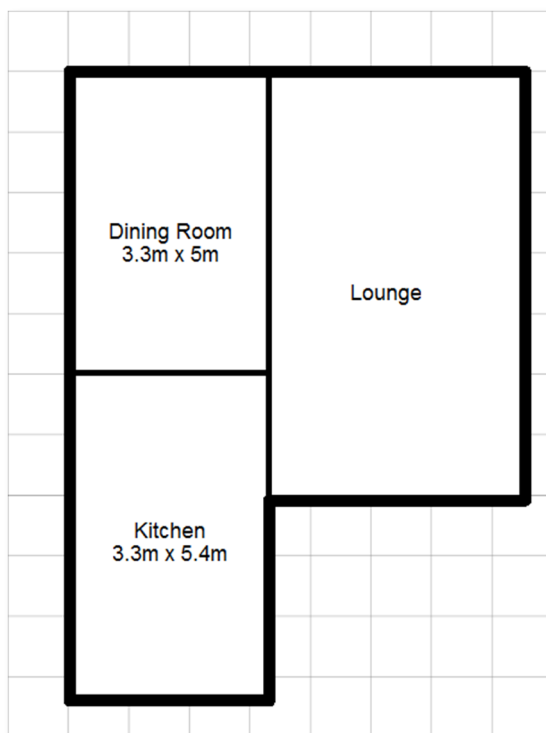
Notice as you define the common wall between the kitchen and dining room, it is a different thickness to the exterior walls.

If it is not then there are two possibilities:

- a) When placing the kitchen with the right click, you did not click exactly on the corner.
- b) The lower dining room wall was not horizontal.

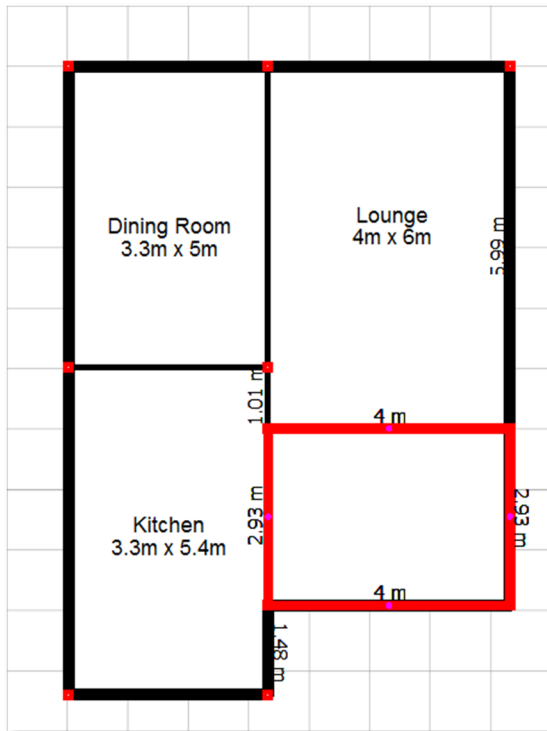
If this is the case then select the kitchen and delete it by pressing delete and redraw the kitchen.

Now add the lounge:



If the lounge walls do not align correctly, you will notice that the walls have steps in them. You should try and rectify these as you proceed, as its easier to do when you have less walls being displayed.

## Visual Floor Planner



Add the Room Size to the Lounge and if needed adjust the wall positions.

We will now add the hall, but this time use **Add** and not **Add>**

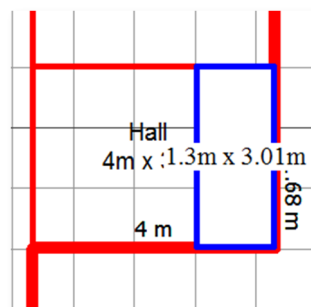
This creates a room without any text, because I want to show you how to add text in such a case.

To add text to this new room (hall), select the Text icon in the tool bar. This will activate the already familiar Text Settings dialog- but empty, where you now add the room name.

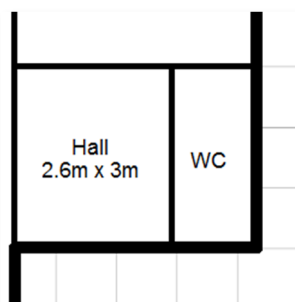
Enter Hall, and click on **Add Room Size**

On clicking OK, the new text is then attached to the cursor, and when you click in the empty room the text is assigned to the room.

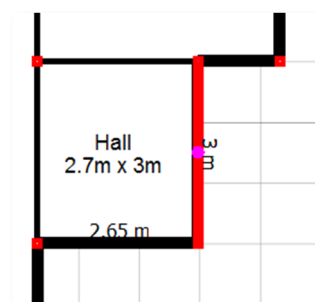
Add a WC to the hall. There are a number of ways to do this, but the most obvious way is to do this:



You will however find that this does not work. **You should not attempt to add a room inside an existing room.** To add the WC select the Hall, right hand wall and move it left.



Now add the WC.

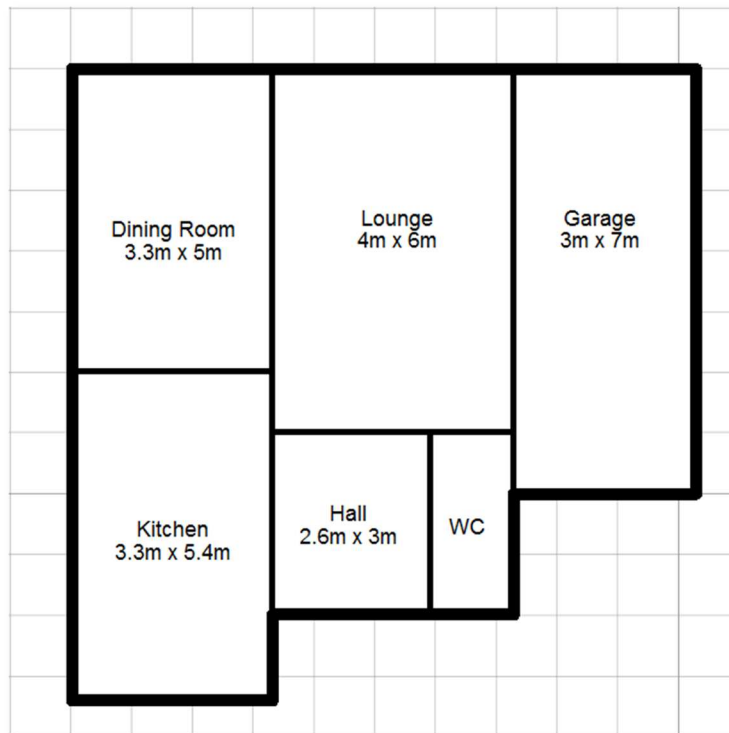


**Advice:** Although we have been measuring and setting out each room to size as we have created it, this is not always the best practice. Quite often you may find that adding or moving a wall disrupts an existing room. It is possible to prevent these wall points from moving, by locking them (right click

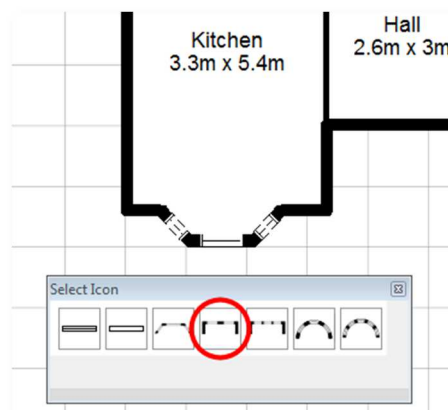
## Visual Floor Planner

on wall point and select **Lock Wallpoint**), but this will slow down your work flow. It is better to create your plan with all rooms completed, and then adjust the size of each room.

We will now add the garage:



We will now add a Bay window, using the Window tool bar. Simply click on the bay window type you require in the tool bar and then place in the Kitchen wall:



### 10.1.8 Placing Doors

Select the door style from the Door menu bar and then click in the wall where you wish to place the door.

The Door's opening direction can be changed as you place the door, moving the mouse in one direction or the other will change the opening direction. The door hinge side and opening direction can be changed by selecting the door, and then right clicking on the door and from the activated context menu, select Mirror Horizontal or Mirror Vertical.

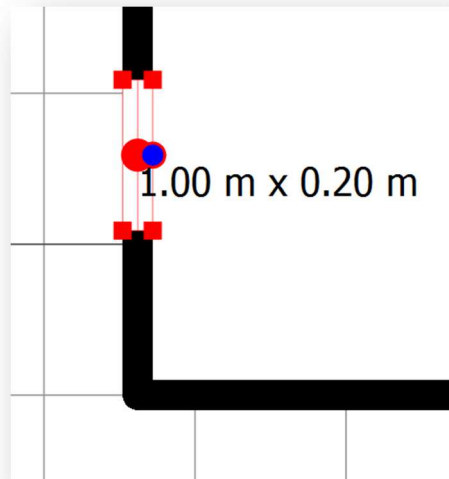
### 10.1.9 Placing Windows

Select the window style from the Window menu bar and then click in the wall where you wish to place the window. Note that if you have the **Multiple Placement** option selected in (in the Floor Plan Settings dialog) you can place the window multiple times, by clicking on the wall section where you want to place the window.

You can move a placed window, by first selecting it, and on doing so the window will turn red (as shown), and then dragging it along the wall. You can of course move the window to precisely where you want it using the Ctrl + Arrow keys.

The blue control circle is used to rotate the selected window, which in the case of a window is not required.

To resize the window drag any of the small square control points along the length of the wall. As you will do so you will notice the windows displayed dimension changes. Note that these points are only visible when the window is selected.



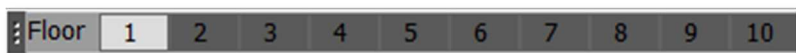
### 10.1.10 Placing stairs

Select the stair style from the Stair menu bar and then place in the room where you wish to place the stair. If you want to place the selected stair exactly, then use the Ctrl + Arrow key to do so.

### 10.1.11 Copying Floors

In most case the floors have identical or at least a similar layout, so it makes sense to complete a floor, copy it and then edit the copy.

Floor 1 should be the only floor highlighted in the Floor selection bar, located at the bottom of the screen:

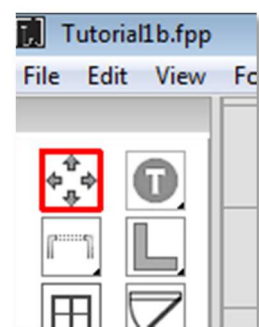


With Floor 1 selected, click on the **Copy Floor** icon in the lower tool bar.

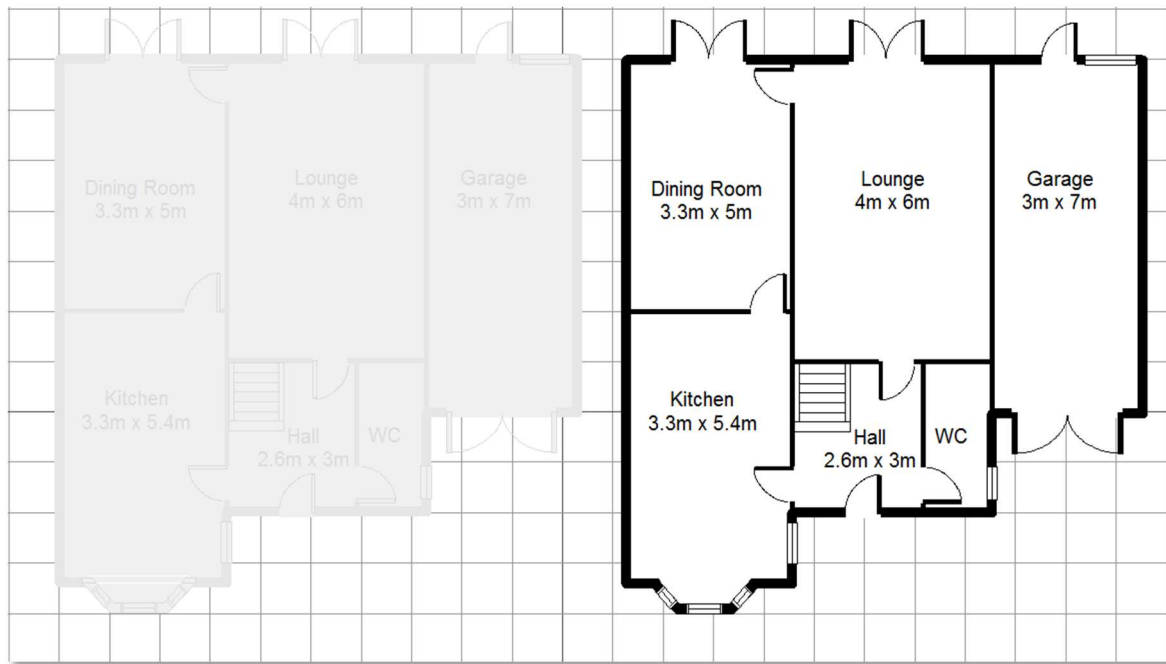
Nothing will appear to have happened, but only because the two floors occupy the same space. On the Floor select bar, select Floor 2.

Select the Move Floor tool selected, you can now select the entire contents of the floor and drag it to the right.

You will now see both floors, but Floor 1 is greyed out, with only Floor 2 being fully visible, indicating that it is the current floor.

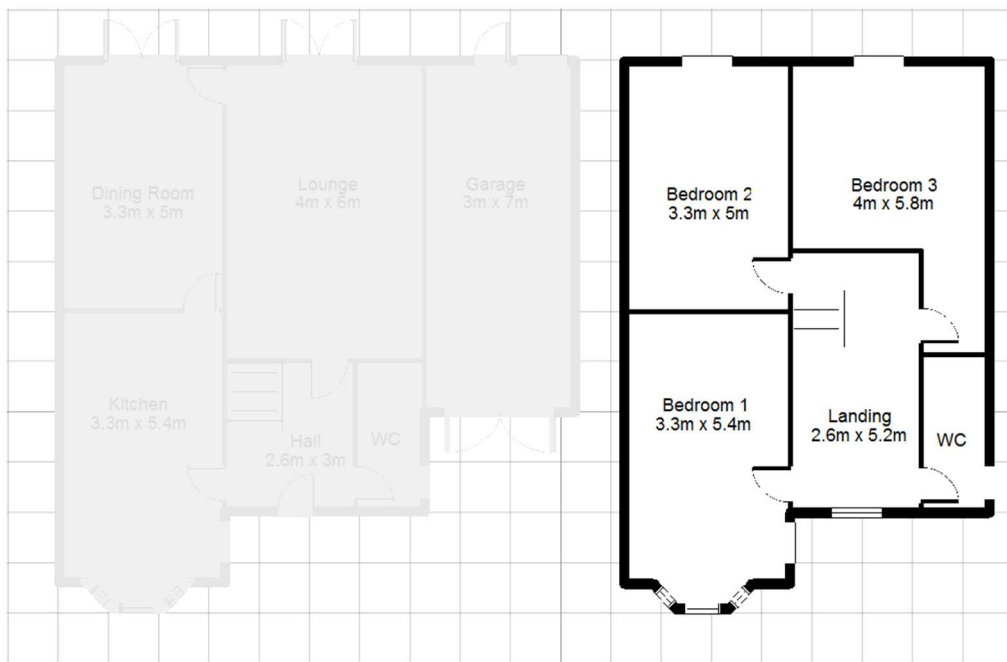


## Visual Floor Planner



We can now edit Floor 2 as required:

For example delete unwanted rooms (Garage), rename rooms, and move doors and windows.



### 10.1.12 Add Statement and Copyright and other text

Click on the **Edit-Insert Copyright** menu and insert your standard brochure / floor plan statement.

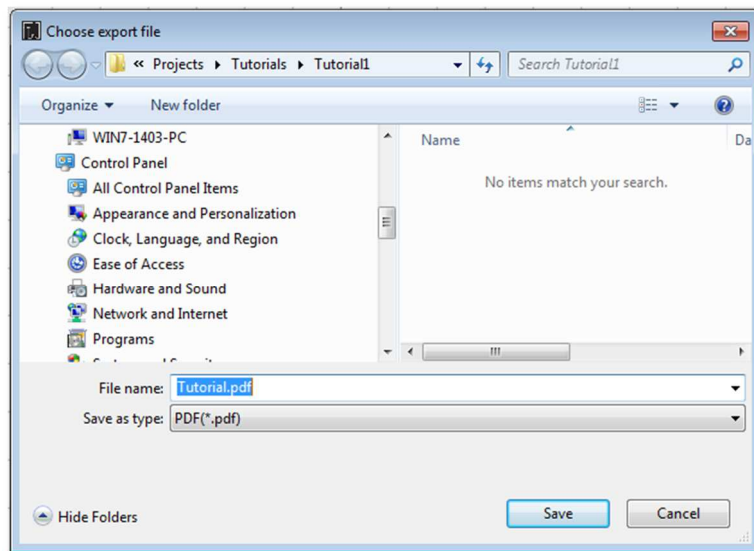
Add Ground Floor and 1<sup>st</sup> Floor Text.

### 10.1.13 Export Project Image as PDF

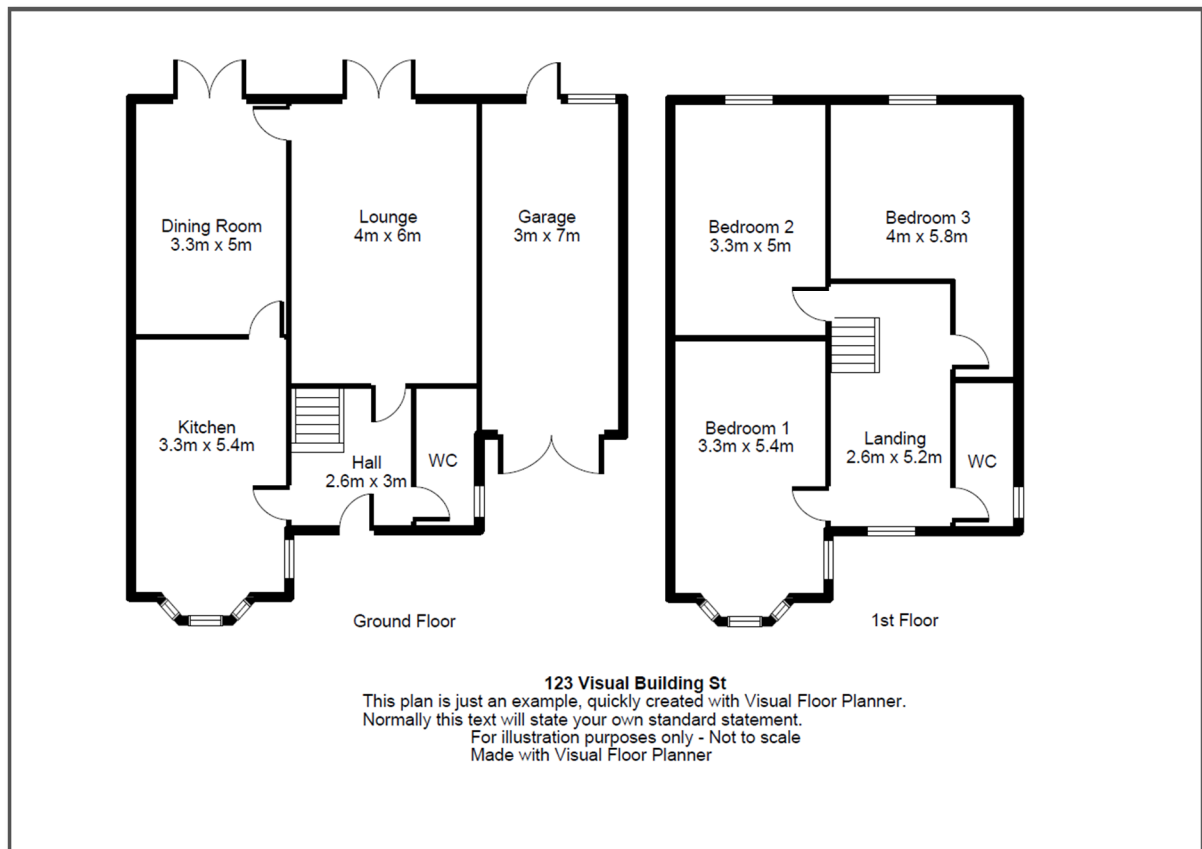
To export the project as a pdf image, click on **File – Export** and in the activated dialog add a file name select file type as .pdf



## Visual Floor Planner



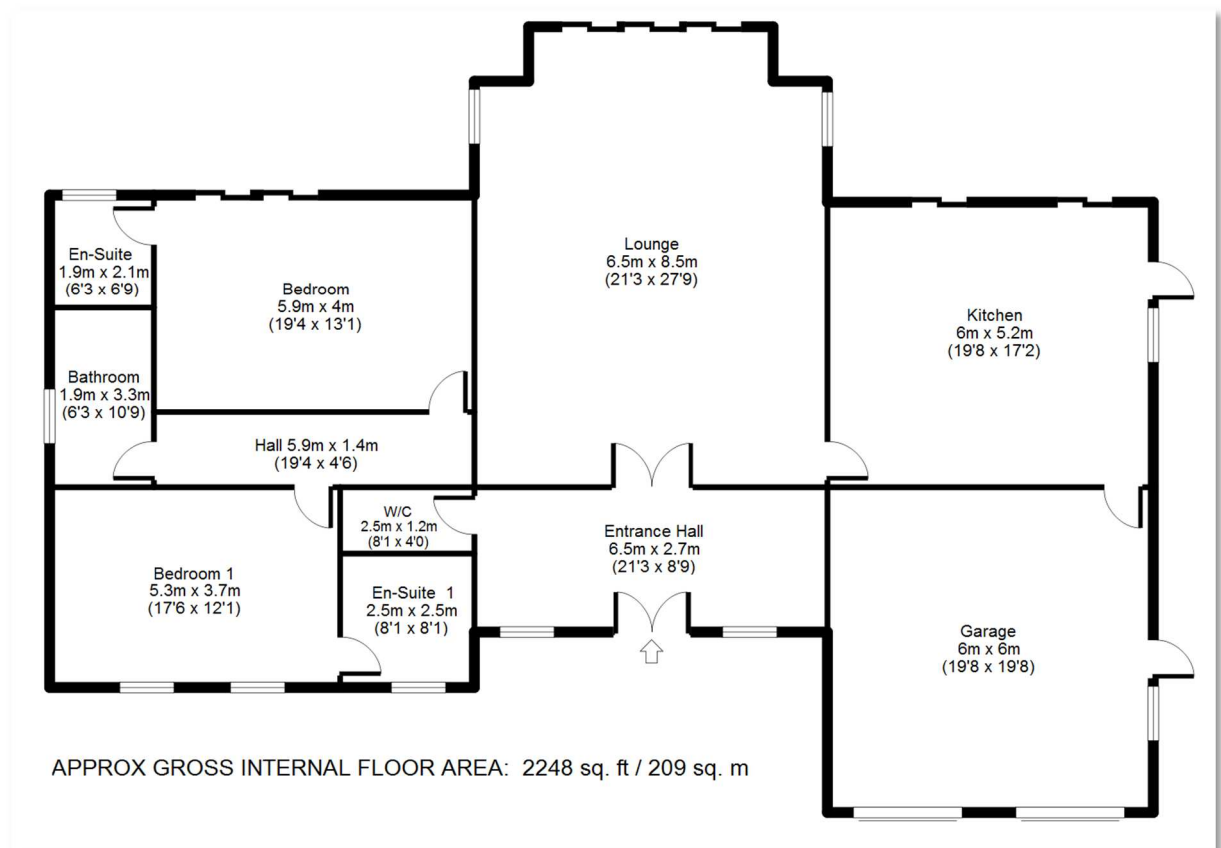
The resulting pdf file is created:



So although the floor was greyed out in the screen view, all floors are exported. To prevent a floor from appearing in your export, select the floor and click on the Show/Hide Floor button in the lower toolbar.

## 10.2 Tutorial 2: Creating a larger Floor Plan

The objective of this tutorial is to walk you through creating a larger floor plan. We won't go into a step by step detail in this tutorial as this will be mostly the same as covered in the previous tutorial. This is the floor plan that we will create in this tutorial:



### 10.2.1 Start Visual Floor Planner

You should start with a blank project:

### 10.2.2 Set Measurement System

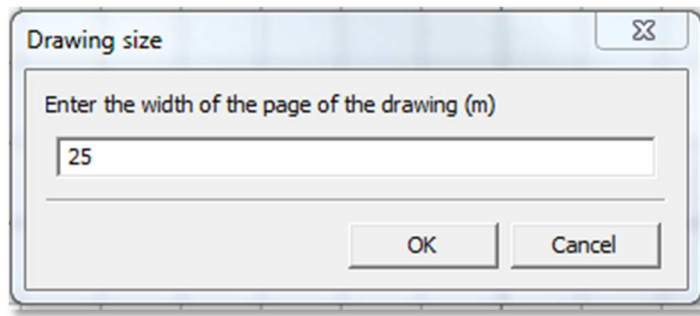
If you want to change from metric to imperial or imperial to metric you can do so by selecting the **Format-Floor plan Landscape** or **Format-Floor plan Landscape** menu.

### 10.2.3 Set the plan orientation

If you want to change the plan orientation you can do so by selecting the **Format-Floorplan Metric** or **Format-Floorplan Imperial** menu.

### 10.2.4 Set plan size

You now define the overall width of your plan. To do this select the **Format – Drawing size** menu and the Drawing size dialog will appear:



We will set our overall width to be 25m.

### 10.2.5 Set Background / Foreground Colours

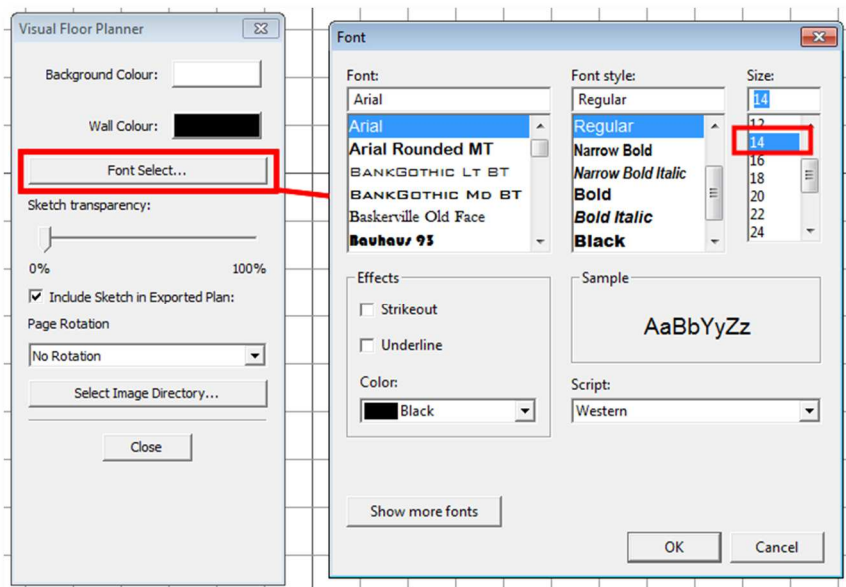
If you want to change the default colours for the wall and floor area, you can do so by selecting the **Format-Floorplan settings** menu and setting the Wall and Background colours, in the settings dialog. Otherwise you will use the default colours of black walls on a white background. The current select colours are always displayed in the **Foreground / Background** colour display:



In this case the foreground is black and the background is white, which is the default setting.

### 10.2.6 Change text Font

The default font size for a new project is Arial 22. If you want to change this font, for example if your plan is larger or small than normal. We will change our font to Arial 14, using the **Format – Floor plan Settings – Font Select** command.



### 10.2.7 Place Rooms

We suggest you work in a consistent method, placing rooms starting in a corner and then work either clockwise or anti-clockwise.

## Visual Floor Planner

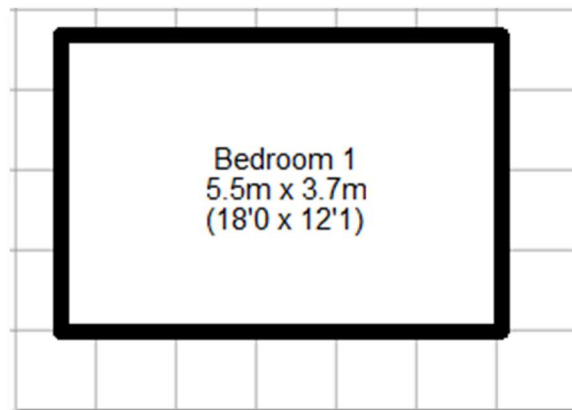
We will place the first room, in our case this will be the Bedroom 1 which is 5.5 x 3.7 m. As this room is the top left of our plan we will click in the top left of the work area. If you get it wrong, you can always reposition the entire plan later.

Right click at the point on the plan where you want the first corner of this room to be placed.

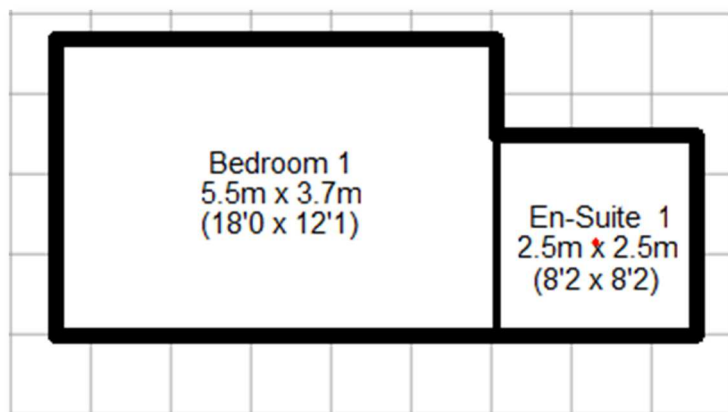
Place Bedroom 1 with room size of 5.5 x 3.7 m

Once placed you can edit the room name and/or add the automatic room size by double clicking on the room name.

Click on the Add Room size button to automatically add the room size dimensions [room\_size]. You can also edit the room name if you wish.



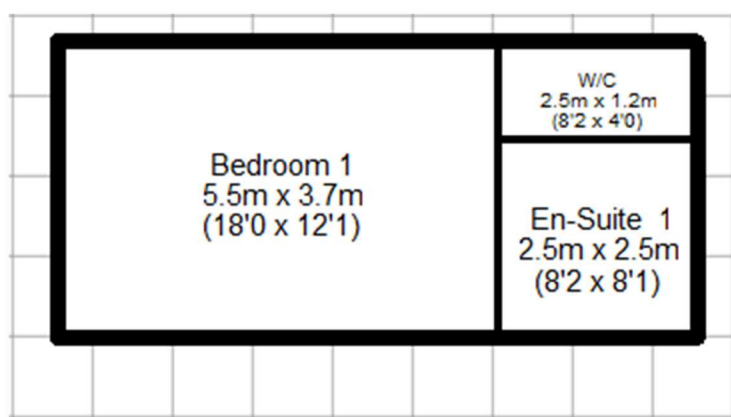
Now place the Ensuite 2.5 x 2.5m, allowing the common wall between the two rooms to snap together. Notice as you define the common wall that it is determined to be an interior wall and so has a different thickness to the exterior wall:



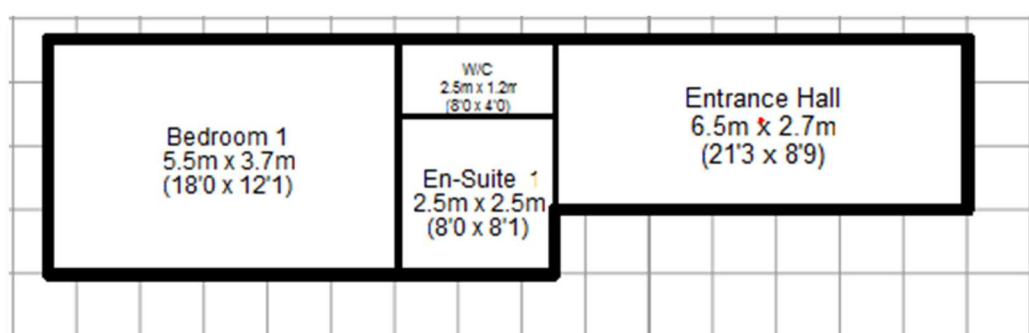
If your room looks any different to the above, select it and delete it and try again.

Now Place the WC 2.5m x 1.2m. If the room text does not fit, then reduce the font size.

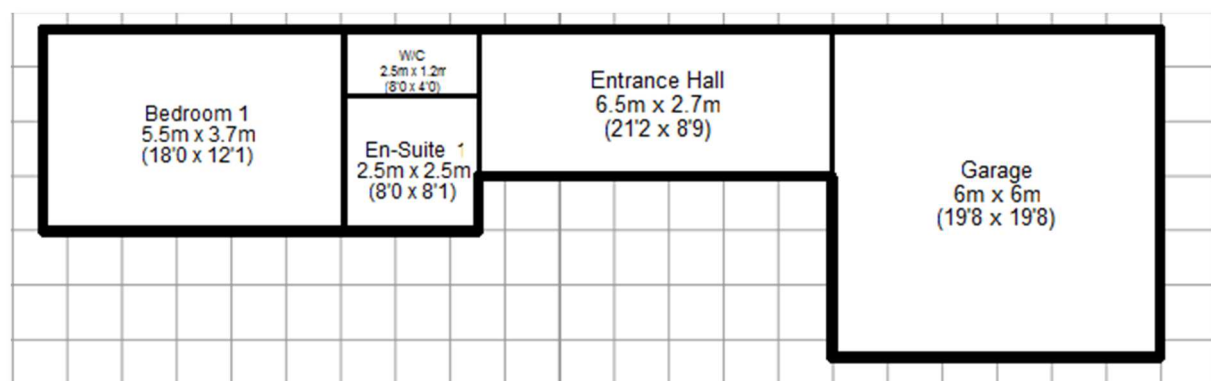
# Visual Floor Planner



Now place the Entrance Hall 6.5m x 2.8m:

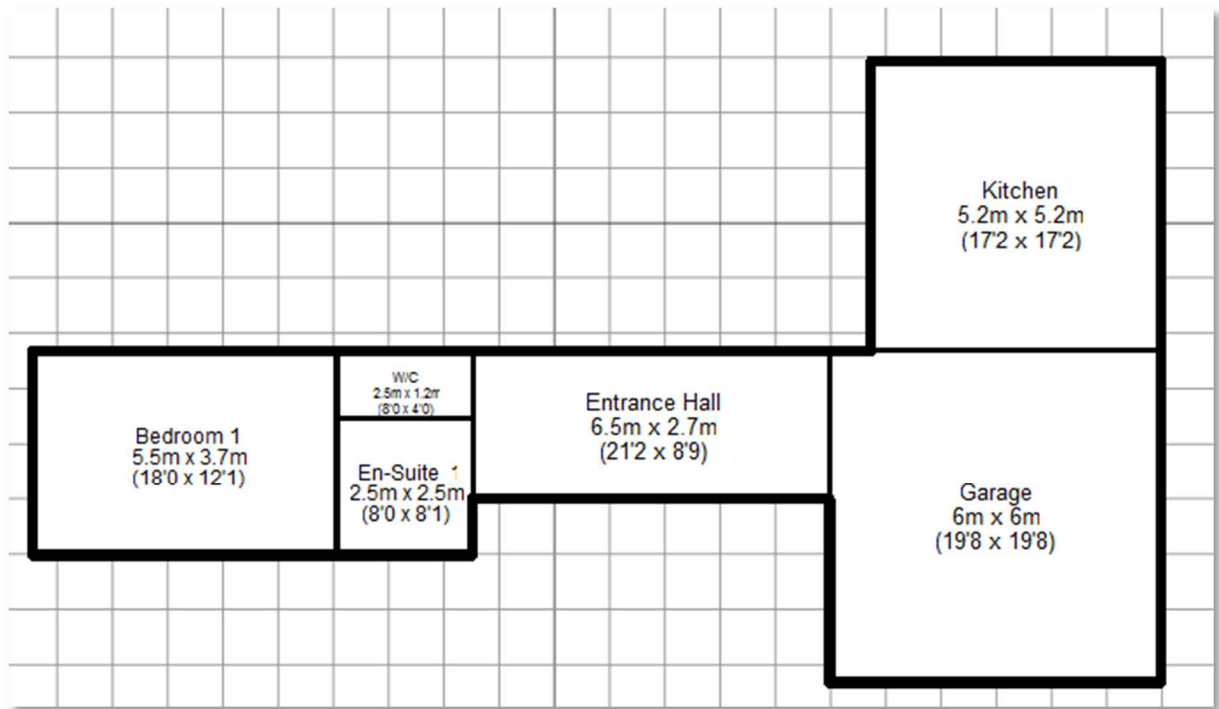


Place the Garage 6 m x 6 m



## Visual Floor Planner

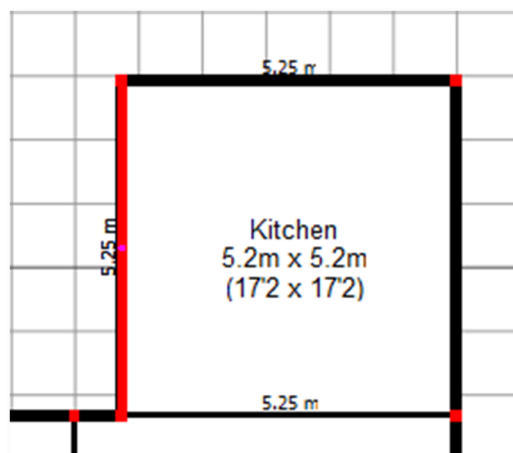
Place the kitchen 5.25m x 5.25m



Notice that although we entered the dimensions to 2 decimal place the actual room measurement displayed is only to 1 decimal place. There is an option in the Floor Plan Settings dialog to specify 1 or 2 decimal places.

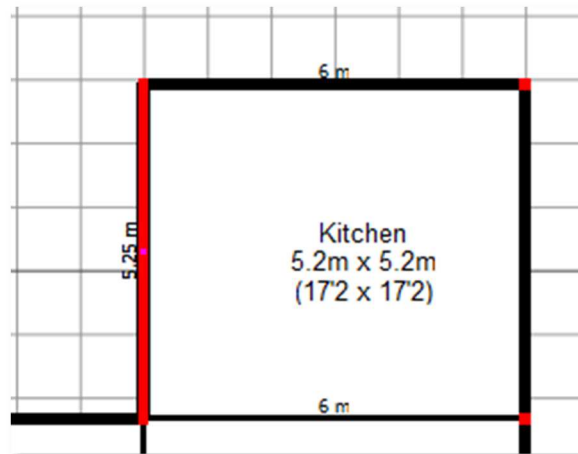
Let's invent a measurement error, just to see how to adjust the plan. For example let's say we know the Kitchen width should be the same width as the garage and so we now need to adjust the kitchen width. This is easily done.

Select the kitchen wall:

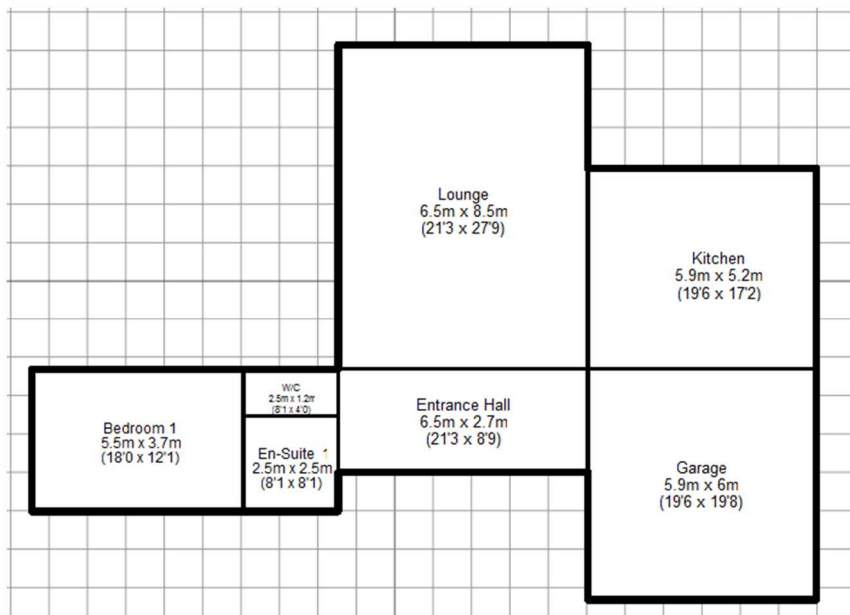


You will now see the original lengths that you entered. While the left kitchen wall is selected press **Ctrl + left** cursor key several times to move the wall, until the top wall is either the correct length or the left wall is in line with the garage wall:

## Visual Floor Planner

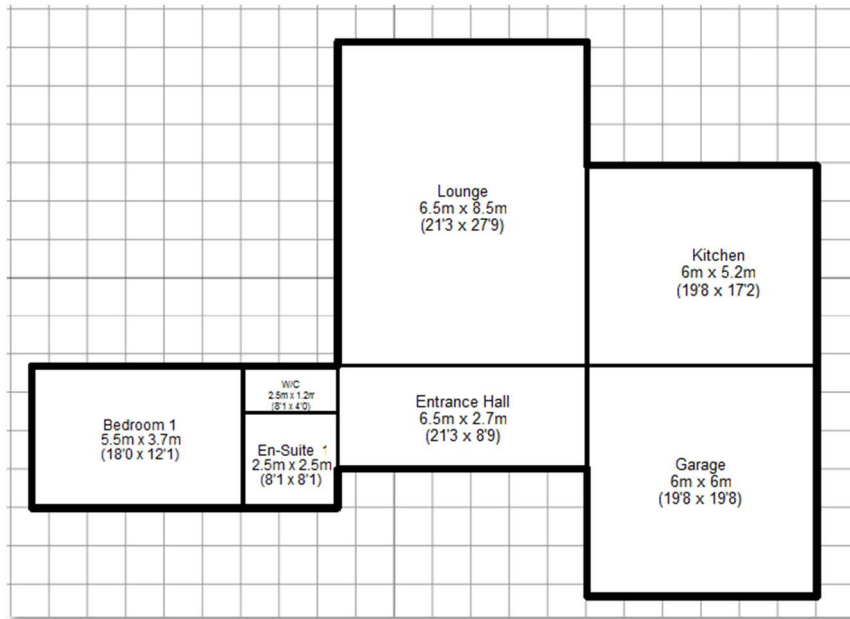


Place the Lounge 6.5m x 8.5m

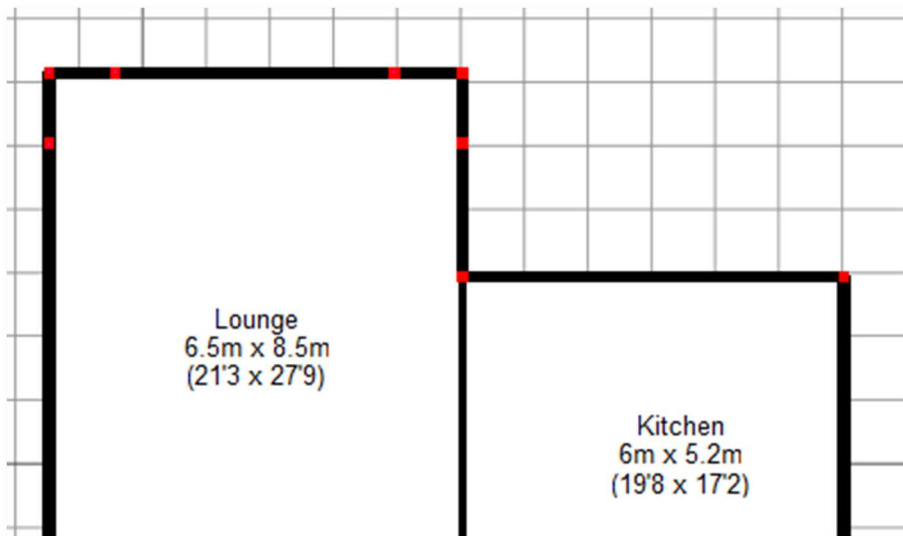


What just happened? Our Kitchen and Garage width just change due to the new room snapping. This is easily rectified by selecting the Kitchen and Garage right hand walls and extending them from 5.9m to 6m again:

## Visual Floor Planner



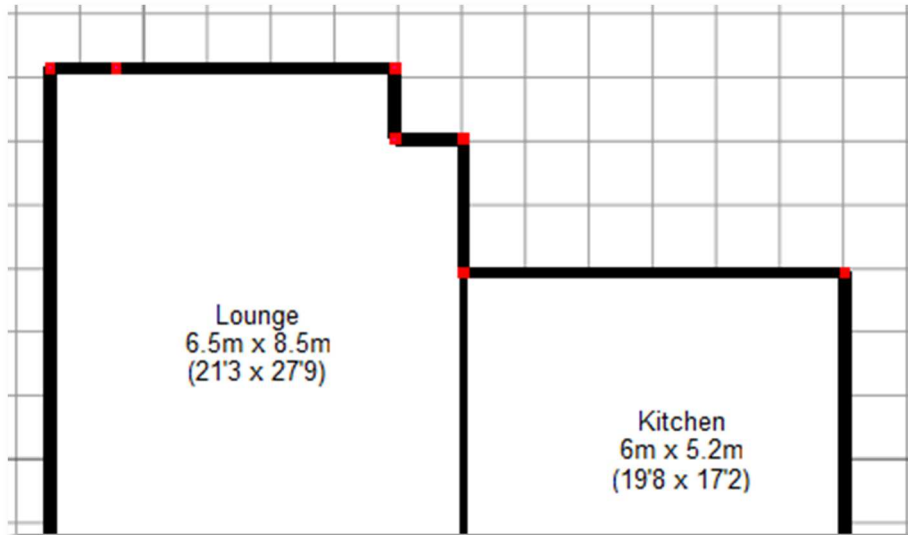
Let's now assume that not all rooms are rectangular. For example, the Lounge tapers in by 1m either side at the top. To achieve this we need to add some additional control points by double clicking on the wall at the position that we need the control point:



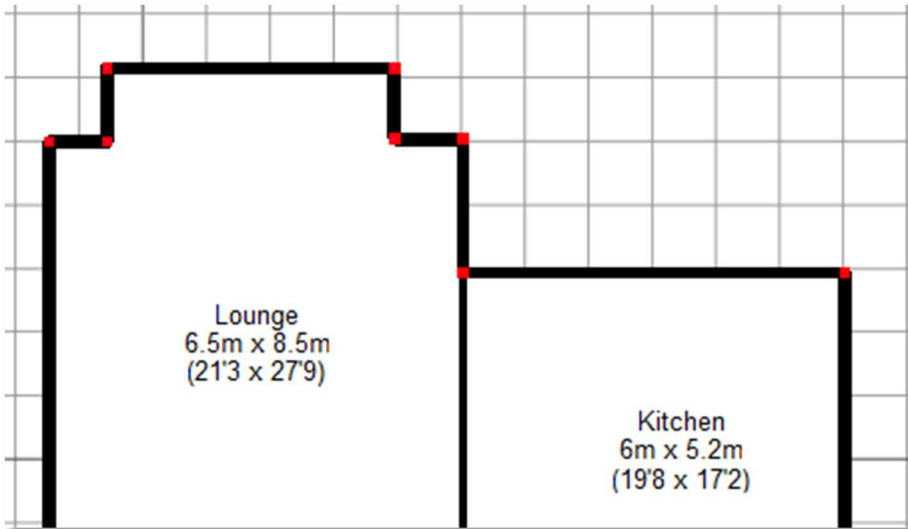
Note the new control points. Don't worry about their initial position, because these can be easily moved.



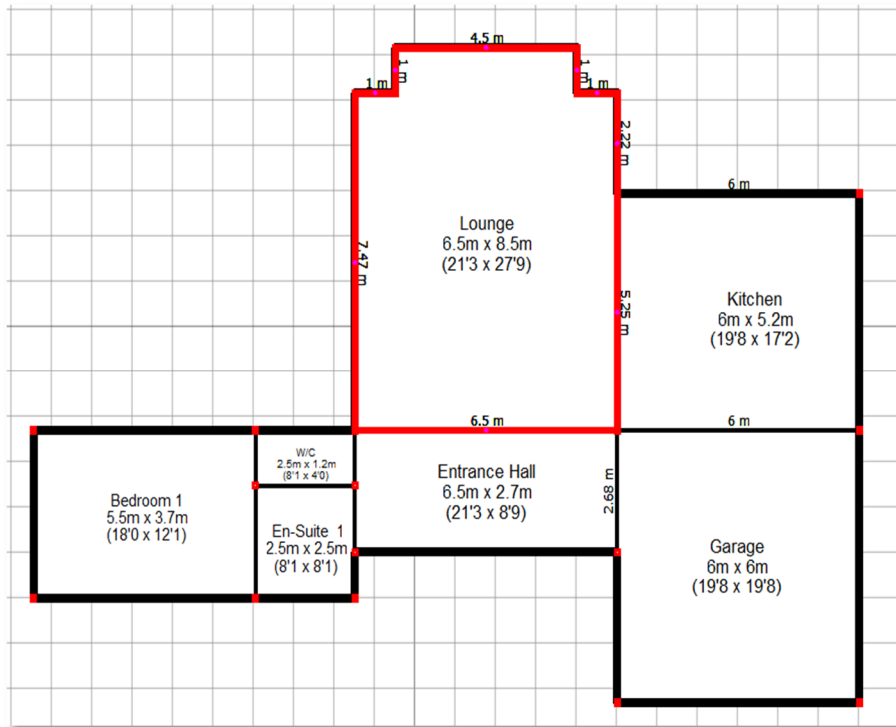
## Visual Floor Planner



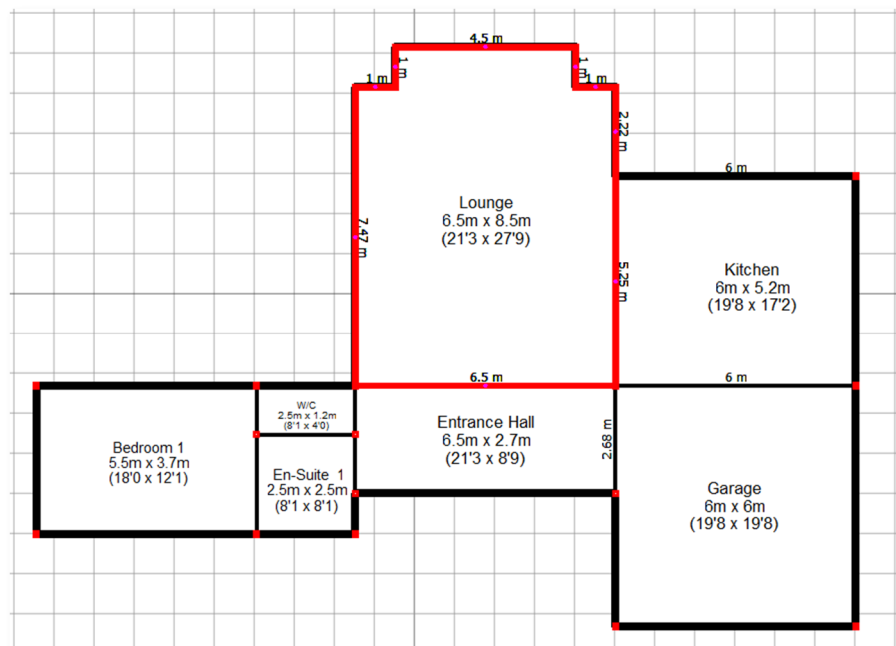
Move each corner control point to its new inner position.



## Visual Floor Planner

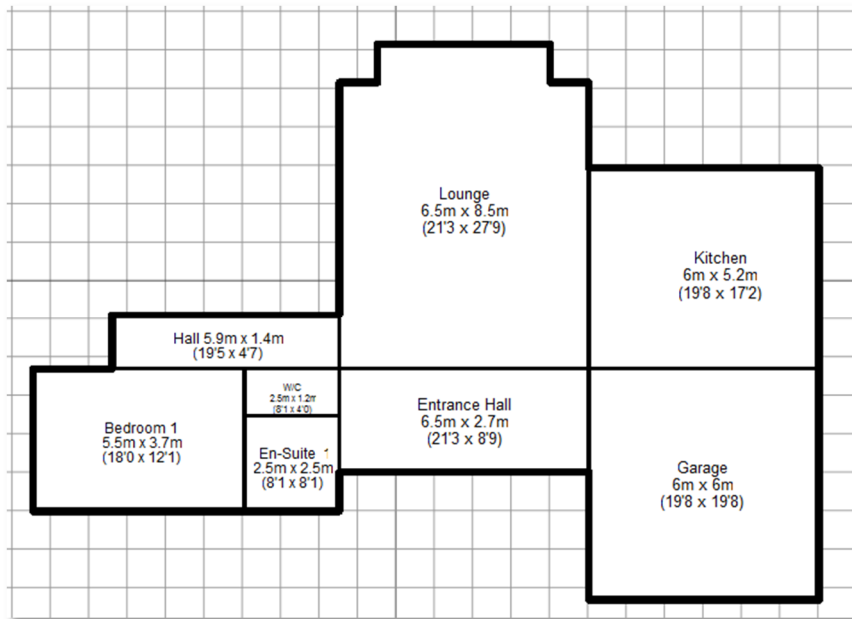


When the room is selected the actual lengths of each wall section are displayed. Using the Ctrl + cursor keys you can now set these to be the correct lengths:



## Visual Floor Planner

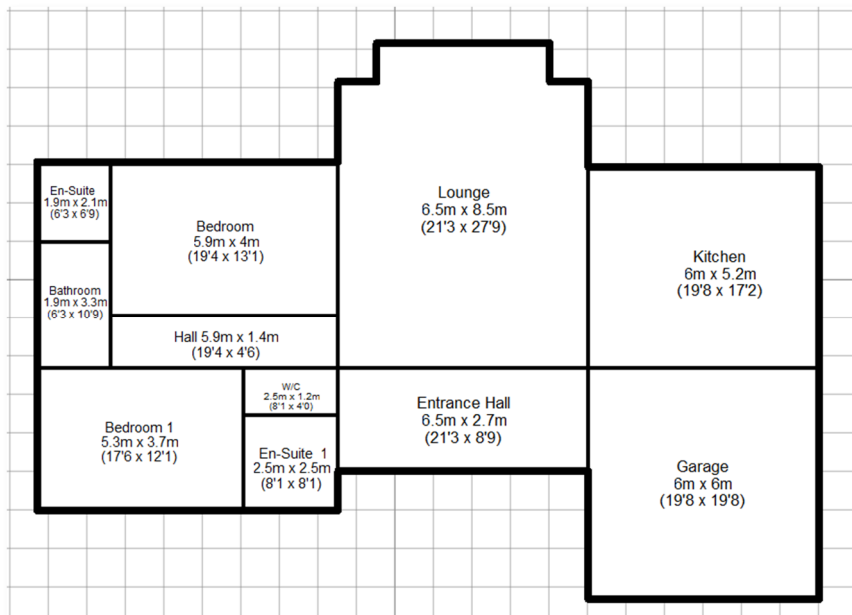
Place the Hall 5.9 m x 1.4m



Place the Bedroom 2 5.9 m x 4m

Place the Bathroom

Place the Ensuite



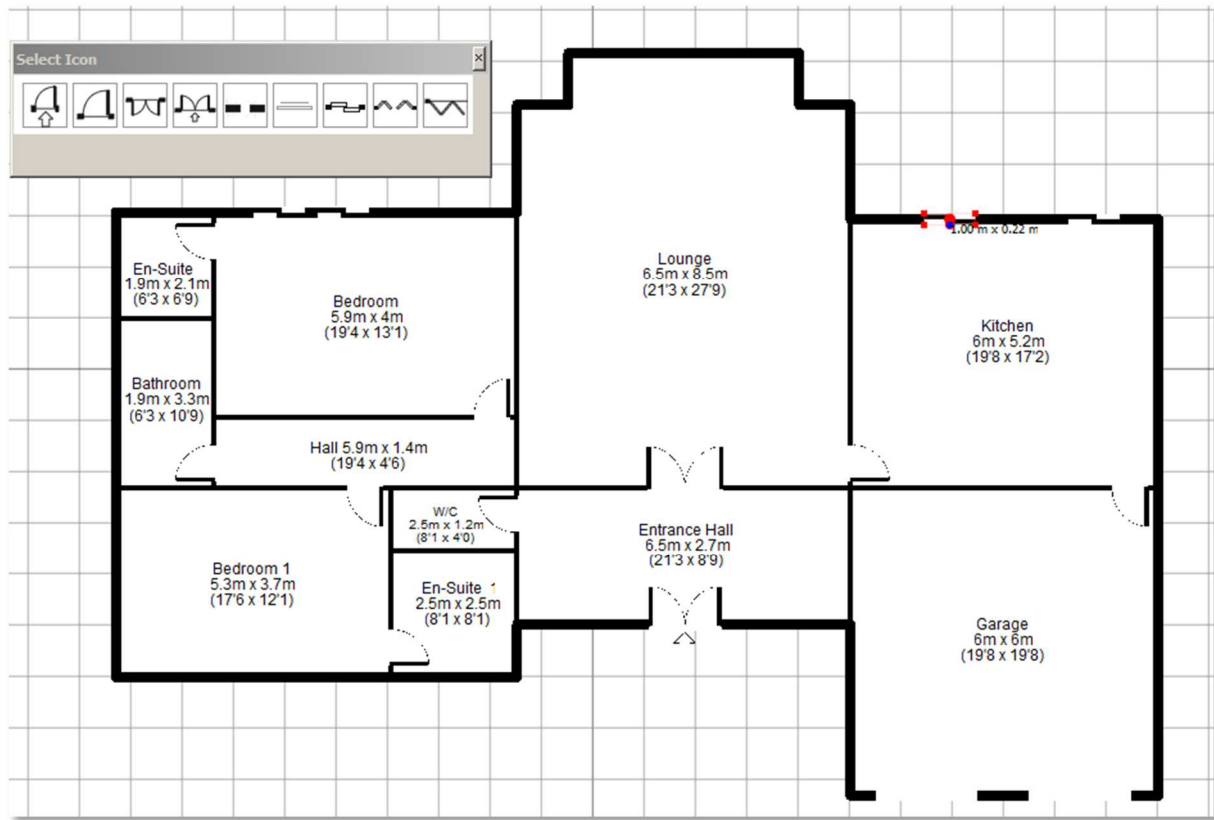
Using additional new control points and then moving walls with the Ctrl + Cursor key you can now adjust any room / wall position, and the room size will automatically update.

### 10.2.8 Place doors

Select a door and place on wall. Resize the door if required. When placing the door you can change the opening side. We don't have the Multi object placement feature enabled, so we need to select the door from the door catalogue, each time we want to place a door.

## Visual Floor Planner

When you place the door, you may wish to change the opening direction of the door. This is achieved by moving the door in the direction of the swing just before placing it with the left click.



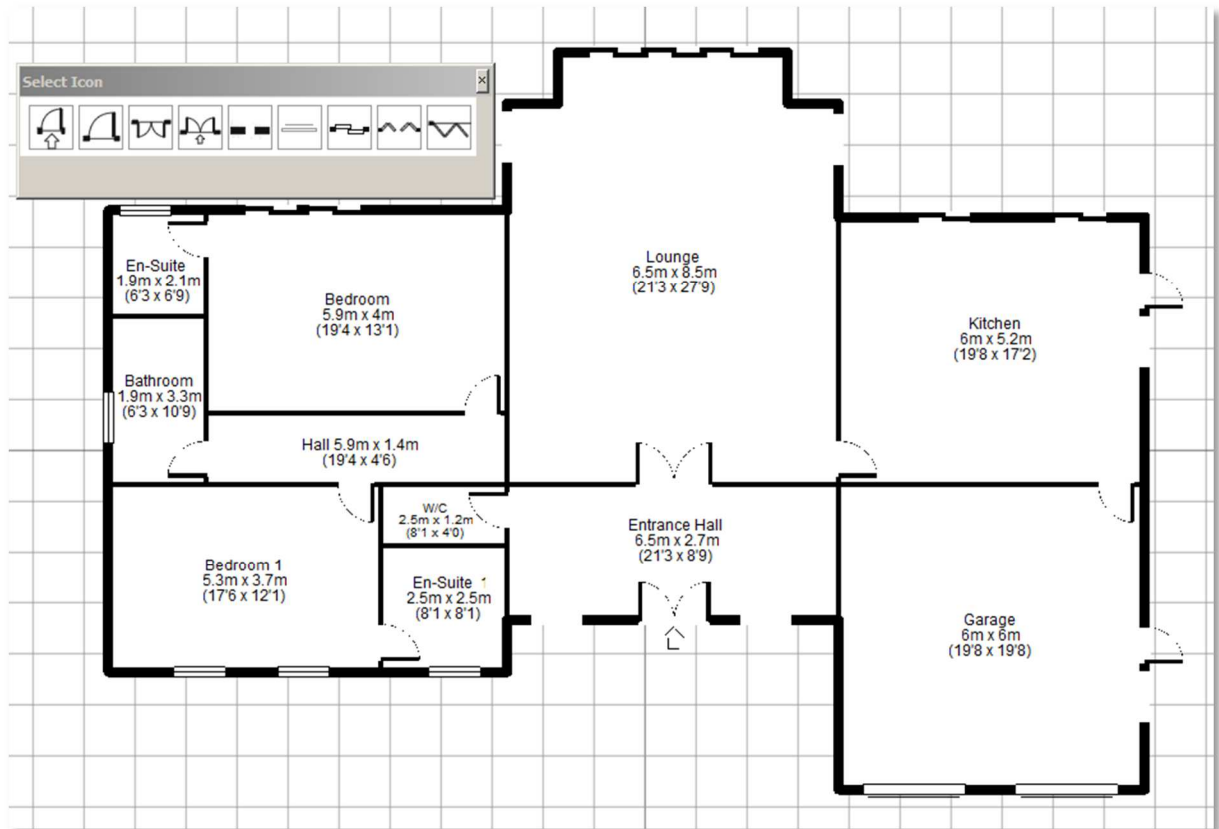
Depending upon your wall thickness, the door frame may initially be too thick for the wall. This can be adjusted using the square red controls on the door. Placed door's hinges and opening direction can be changed by selecting the door, right clicking it and from the context menu, select **Mirror Horizontal** or **Mirror Vertical**.

When a door and room description text overlaps, you can always select the text and move it within the room and/or change the font size.

### 10.2.9 Place Windows

Select a window and place it on a wall. Resize the window if required. As with doors you can adjust the depth of the window to suit the wall thickness. When you place the windows, its depth will automatically adjust to the depth of the wall. You can change the windows length by dragging any of the window's handles along the length of the wall. As you drag the window length its depth will remain snapped to the wall's thickness, unless you deliberately drag the window away from the wall.

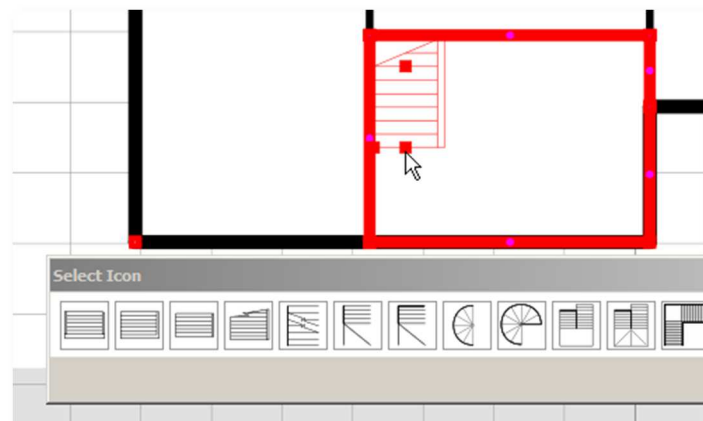
## Visual Floor Planner



### 10.2.10 Place Stairs

Our current example is a bungalow, but let's assume we have stairs into the attic:

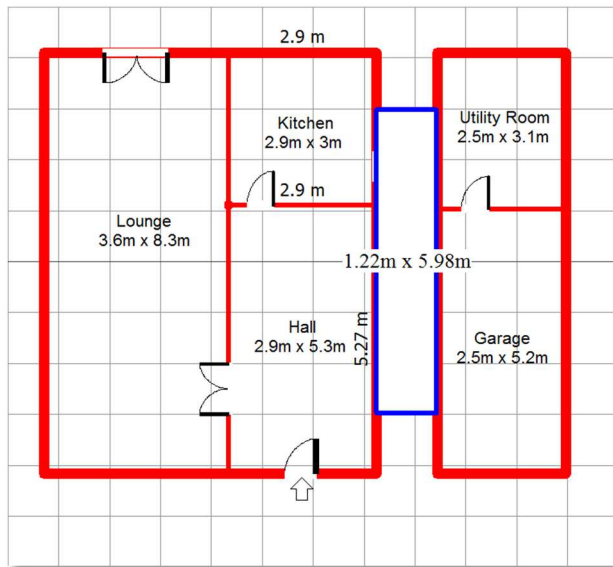
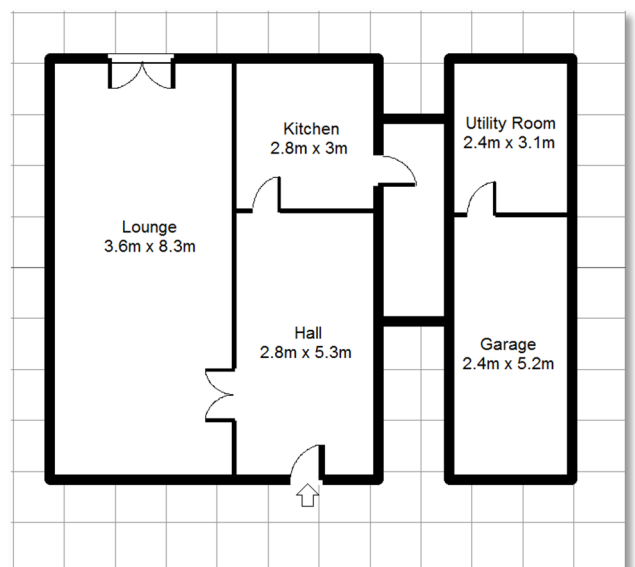
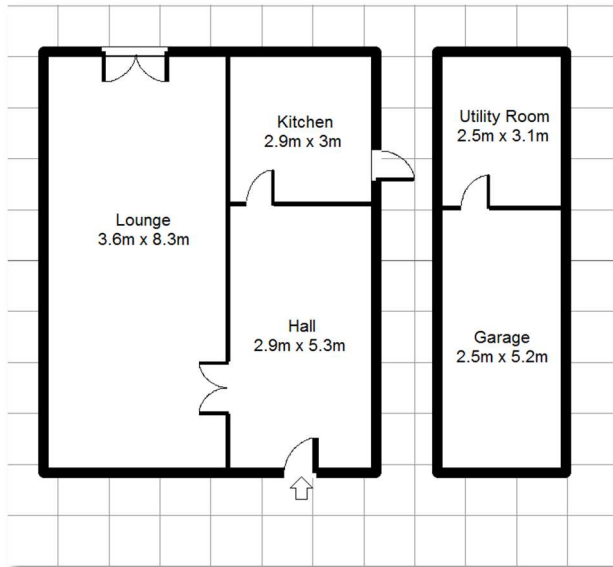
Select the stair type from the stair catalogue panel and position it in a room. You can then adjust the length of the stair case using the red control points at either end of the object. The number of steps will increase / decrease automatically as you adjust the length. The width of the stair case can be adjusted using the corner red control point. The entire stair object can also be selected and dragged to a new position.



If you need to rotate the stairs then right click on the stairs and from the context menu use the **Rotate** tools.

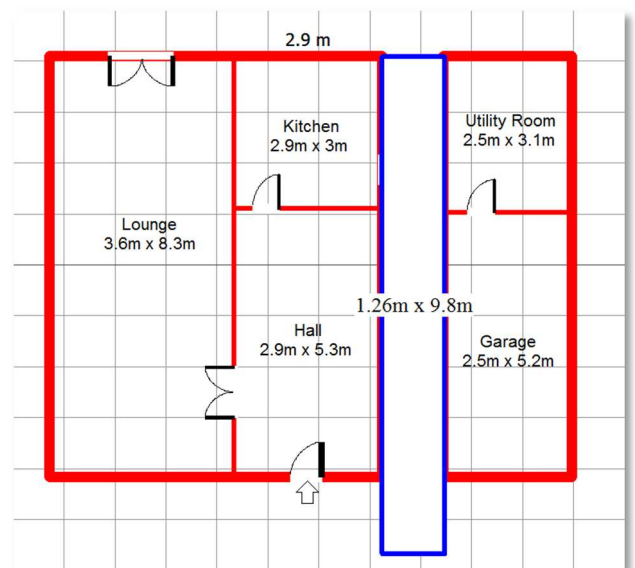
### 10.3 Tutorial 3: Connecting Rooms

In this tutorial, we will demonstrate how to connect two previously drawn buildings.

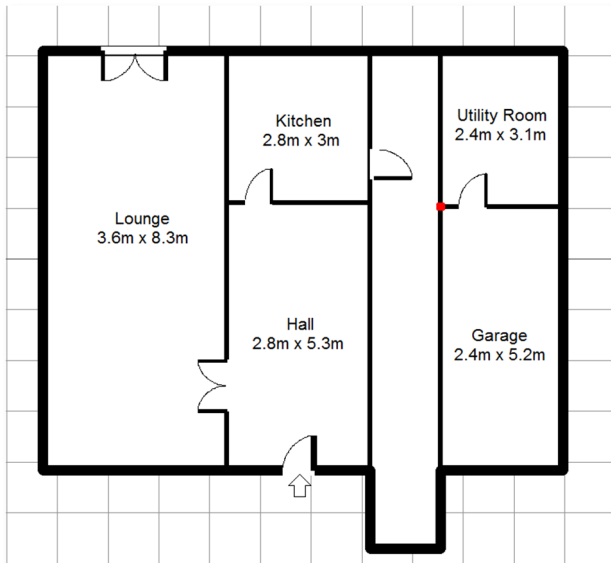


If you attempt to draw a room like this, the new room does not register.

You need to draw the room and extend it beyond the existing walls.

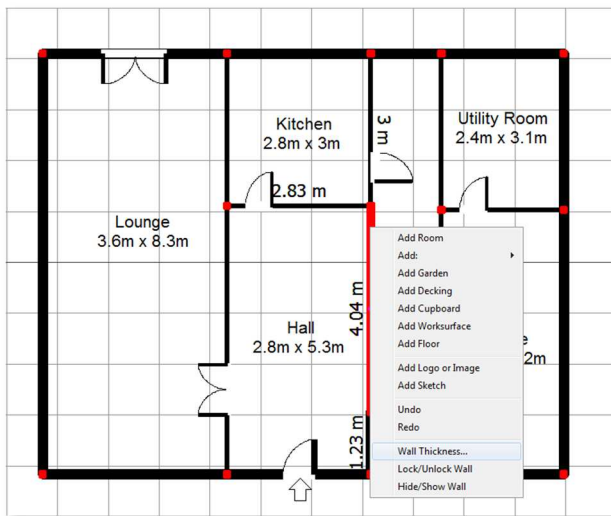


## Visual Floor Planner



You can then drag the walls back to where you require them. Note that it is easier to move the wall points, rather than the walls.

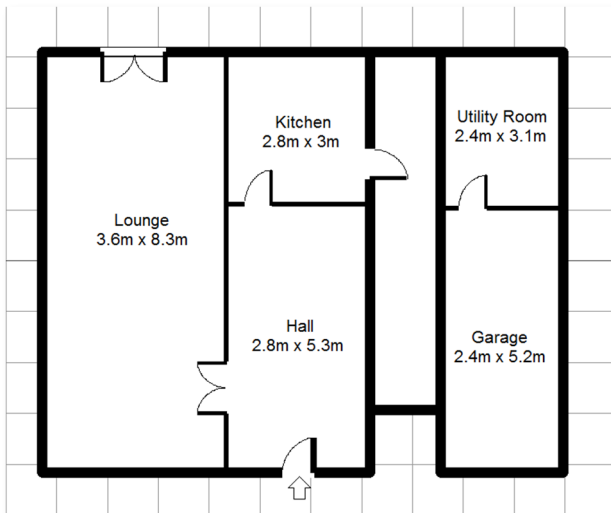
But... the walls are interior walls, and as this was a later extension, you need to show thicker exterior walls.



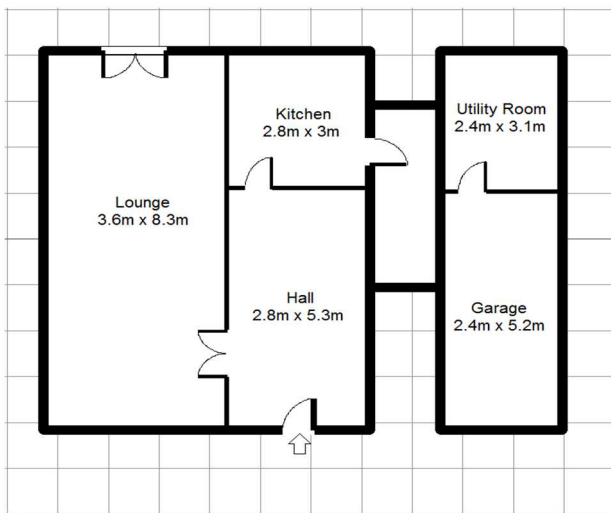
This is achieved by right clicking on the wall and the activated context menu, from which you select **Wall thickness**.

If this context menu as shown does not appear, right click on the wall at a different point away from the centre of the wall.

## Visual Floor Planner



Setting a wall thickness = 4, will achieve the same thickness as the external walls.

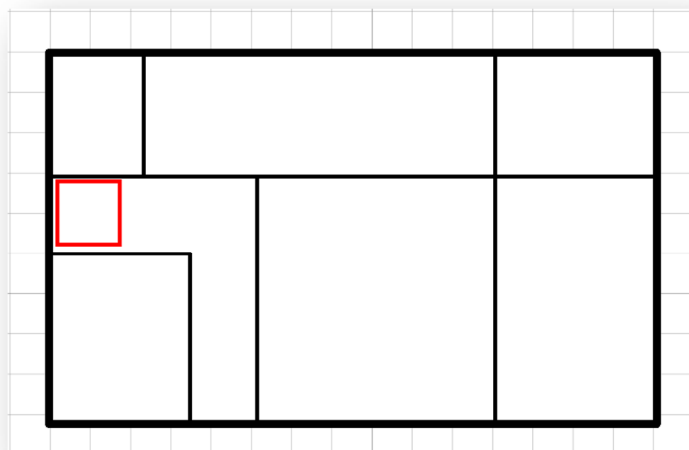


You can then move all wall sections to achieve the desired floor plan.

It's a better not to have drawn two building in the first place, but to have drawn the plan as a continuous set of rooms.

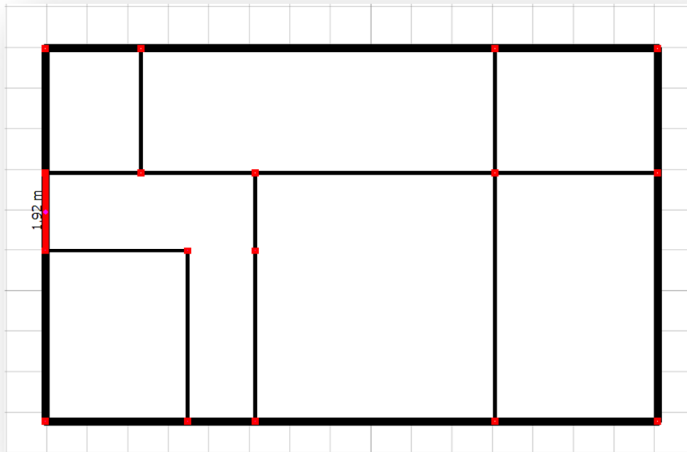
### 10.4 Tutorial 4: Inserting a room

You have a plan but then realise you forgot a room:

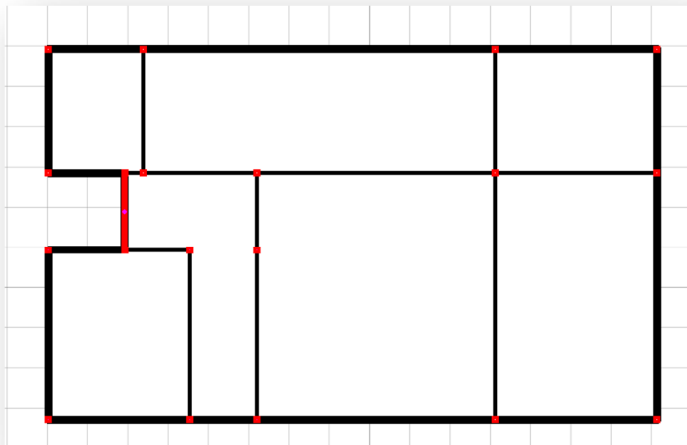




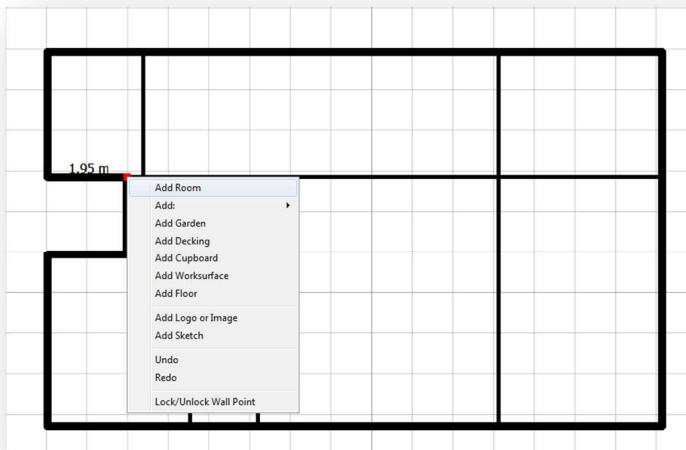
## Visual Floor Planner



Select this wall section and drag to the right.



Then select the top right corner of the new room, right click and select Add Room

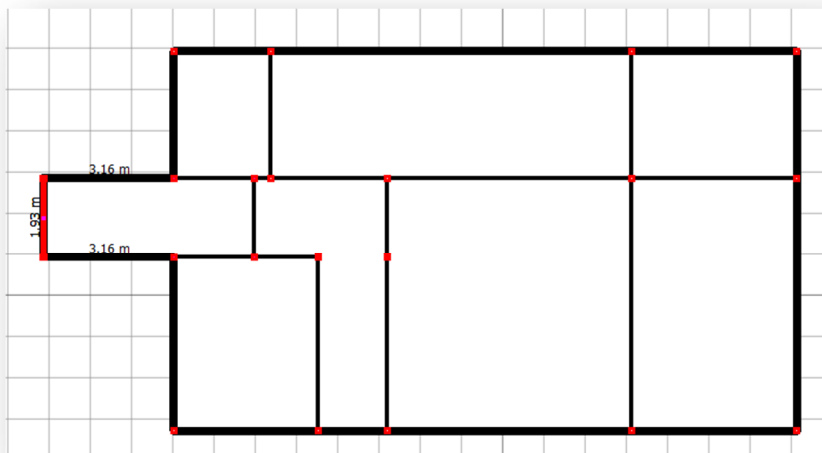
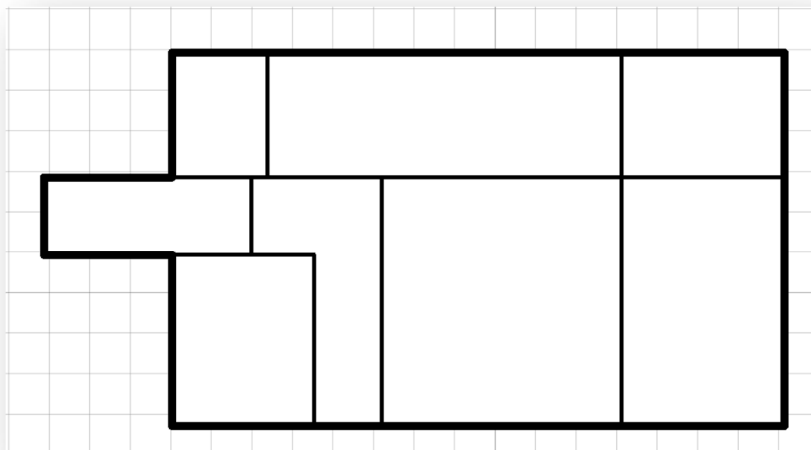


## Visual Floor Planner

Then drag the new room out beyond the exterior wall



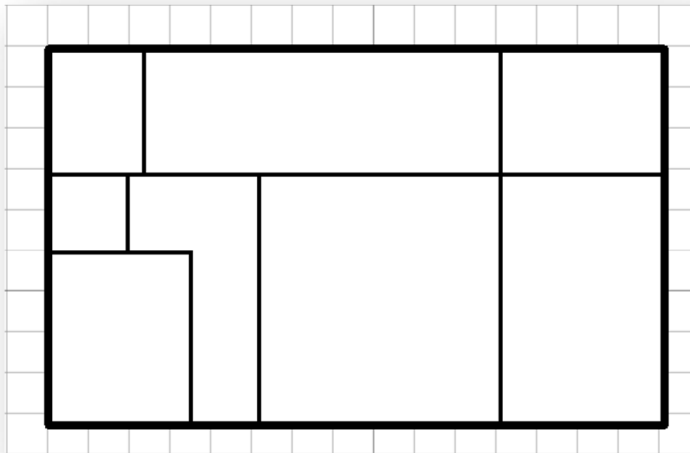
You have created a new room



## Visual Floor Planner

Then select the left wall and drag back to position. Use the wall end points.

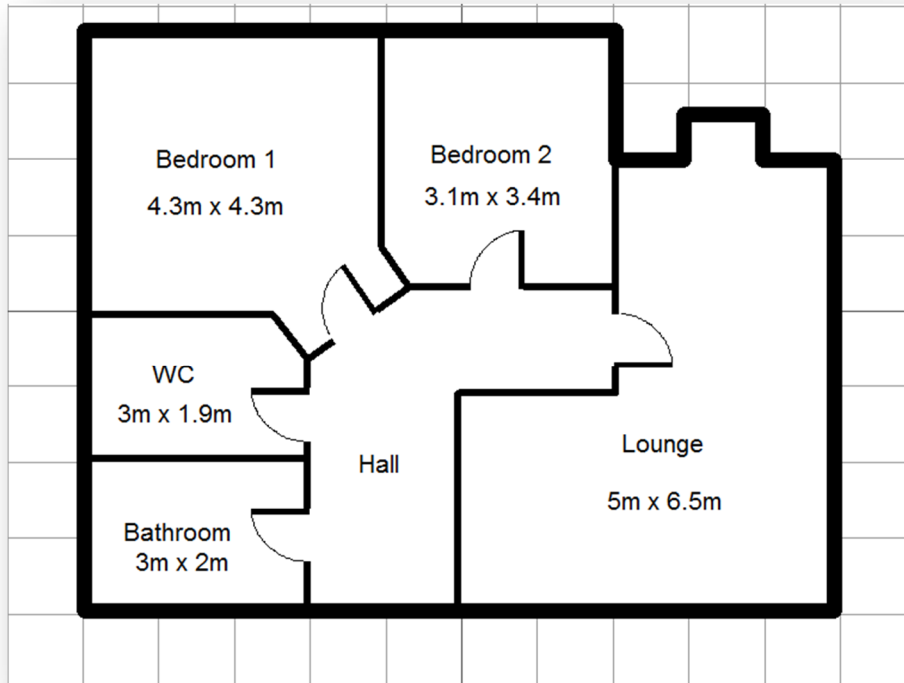
You now have your new room and have still retained the exterior and interior wall sizes:



## 10.5 Tutorial 5: Irregular Rooms

Not all rooms are square, either by design or as the result of an extension or renovation.

In the following example there are 4 rooms that are not square.

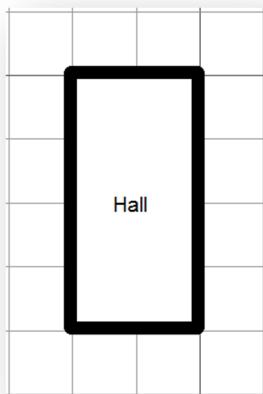


There are many solutions to this problem, but this is how I would resolve.

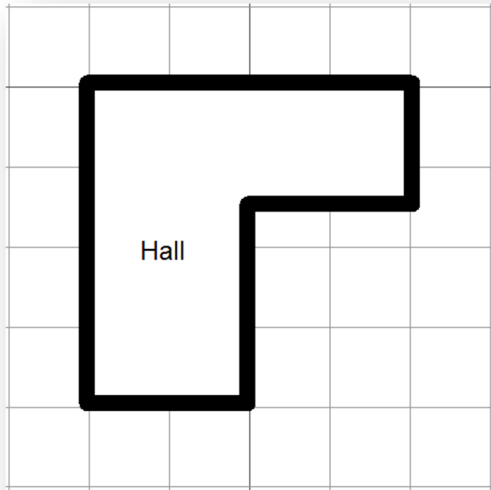
### 10.5.1 Draw most irregular room first

It's often best to draw the most irregular room first, in this case the Hall.

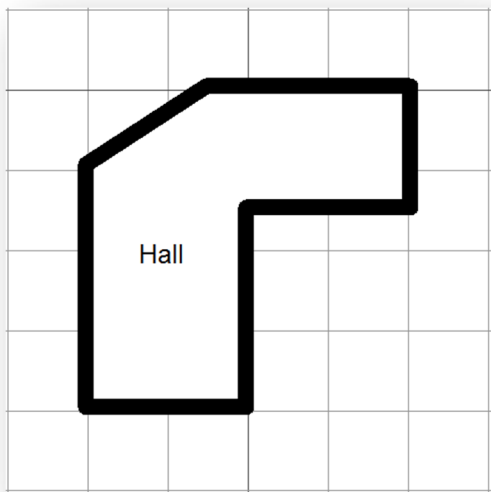
Do not concern yourself with any dimensions, as this is best done in the last step.



First create a new wall point in the Halls RH wall and then drag the wall section out:

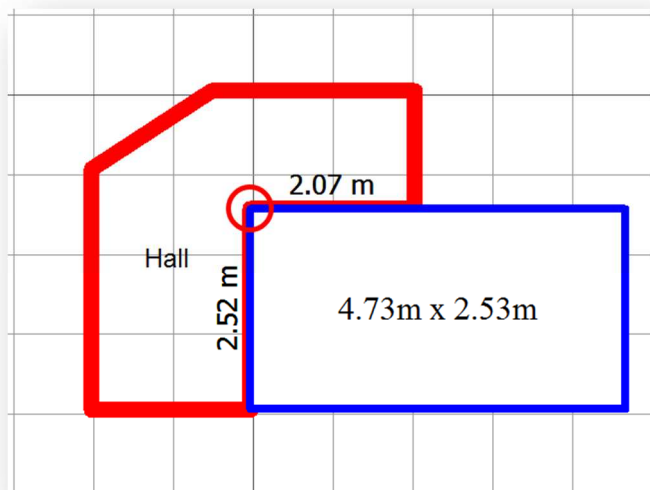


Create a new wall point in the Halls top wall, and with 2 steps you have the basic shape of the hall.



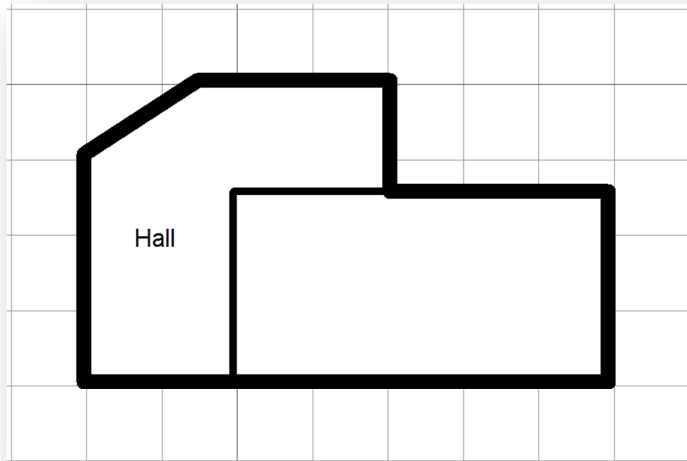
### 10.5.2 Add Lounge

Now add the Lounge, by adding a new room starting at the point indicated.

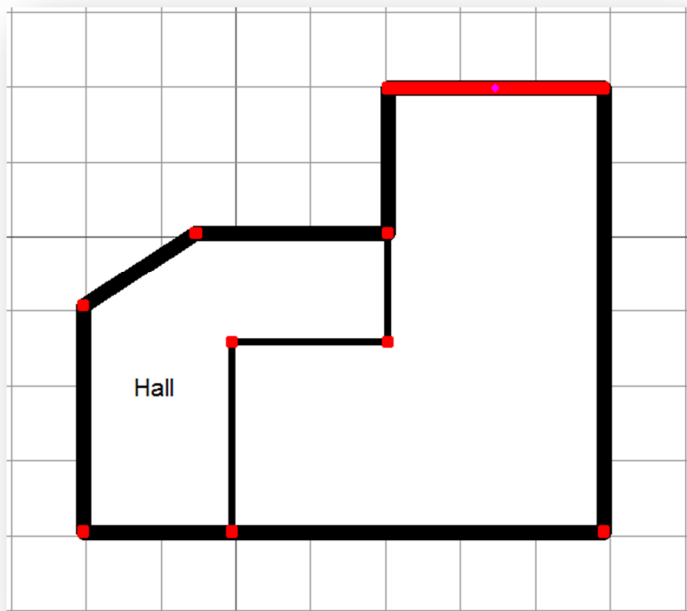


## Visual Floor Planner

Note the internal and external walls. It's important that none of your internal walls are external. If they are, then undo last step or delete the last room added and redo.

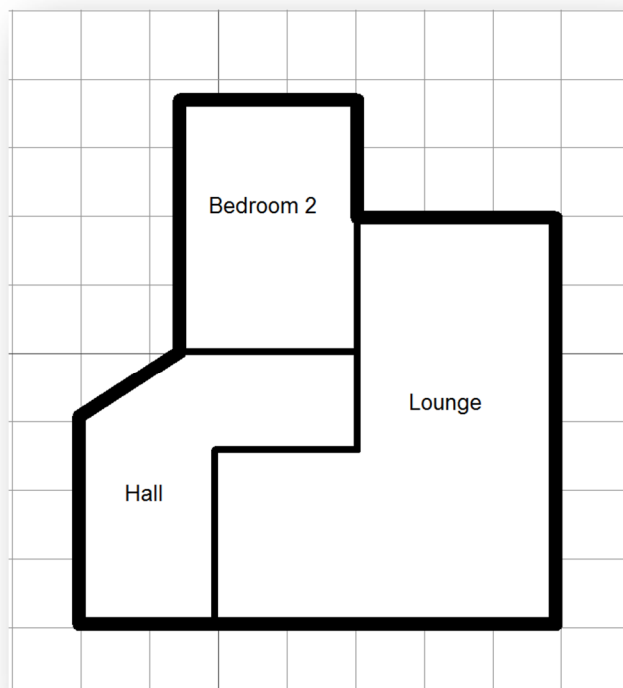
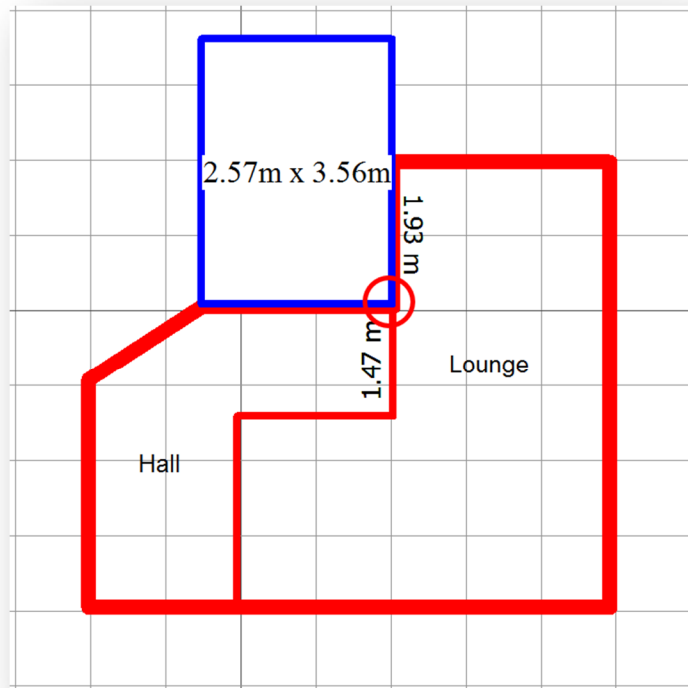


Select and drag the Lounge north wall:



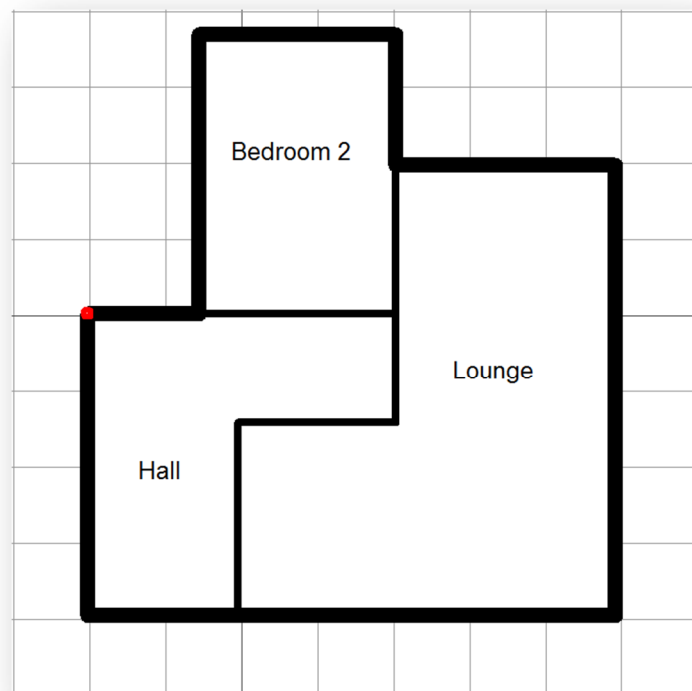
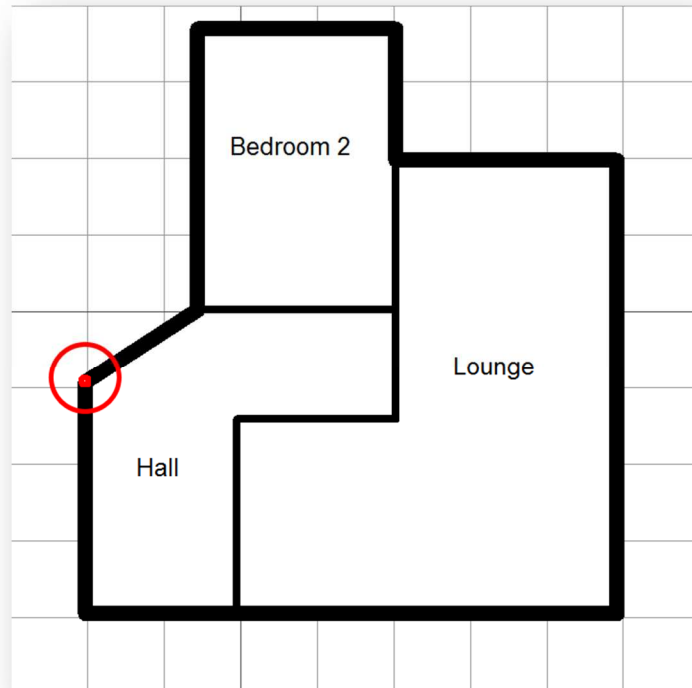
### 10.5.3 Add Bedroom 2

Now add the Bedroom 2, by adding a new room starting at the point indicated below:



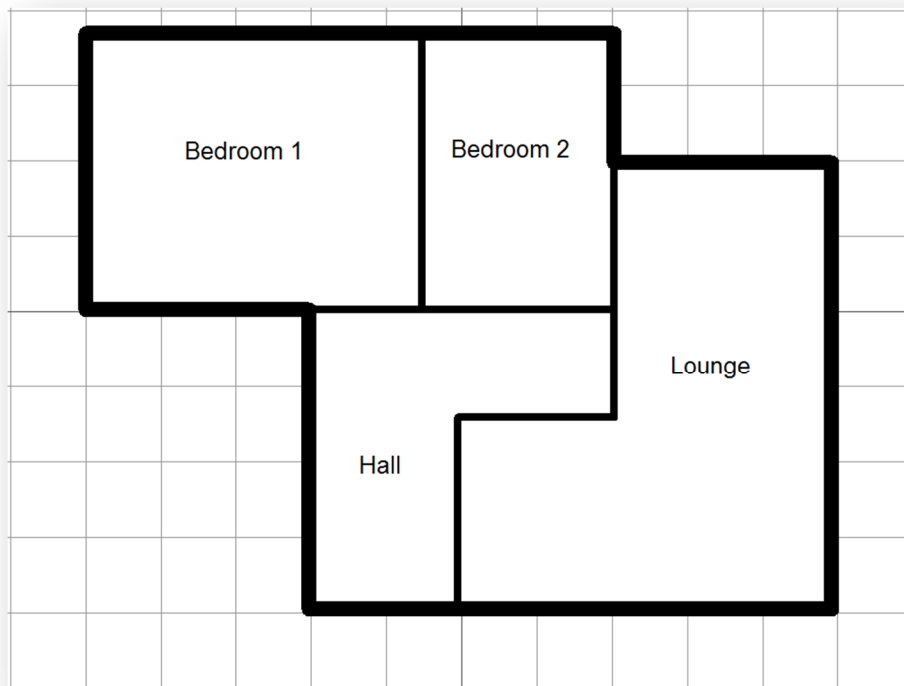
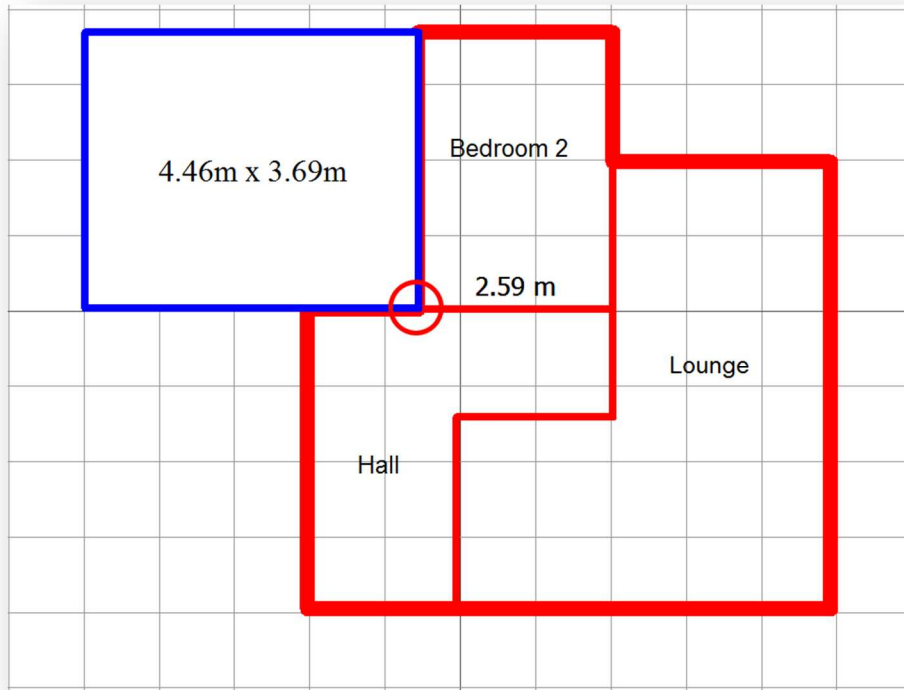
## Visual Floor Planner

Let's now add Bedroom 1, but first drag the Hall top wall point to a new position so that the Bedroom walls will snap to it:

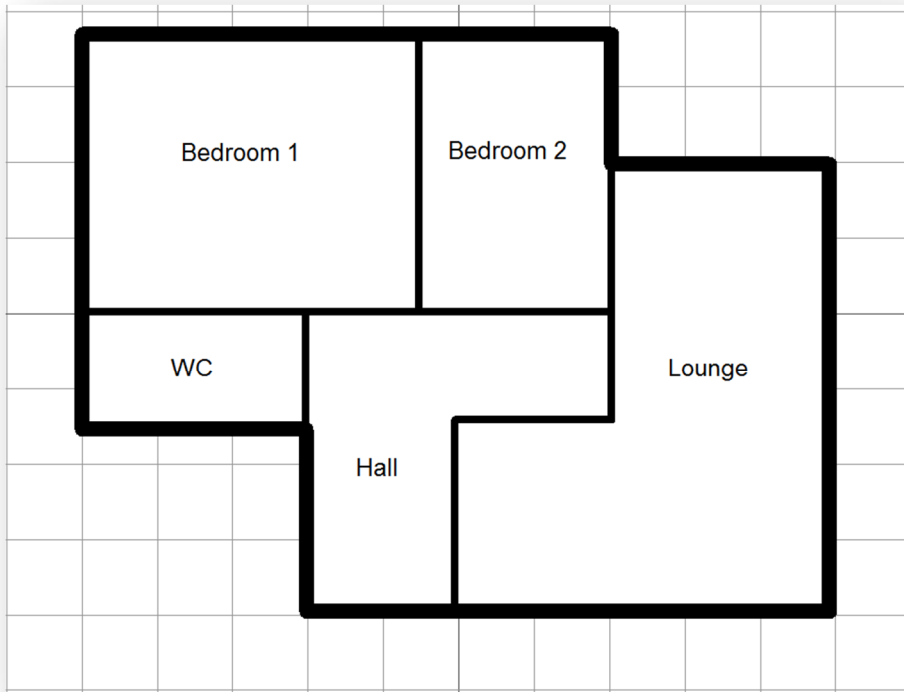




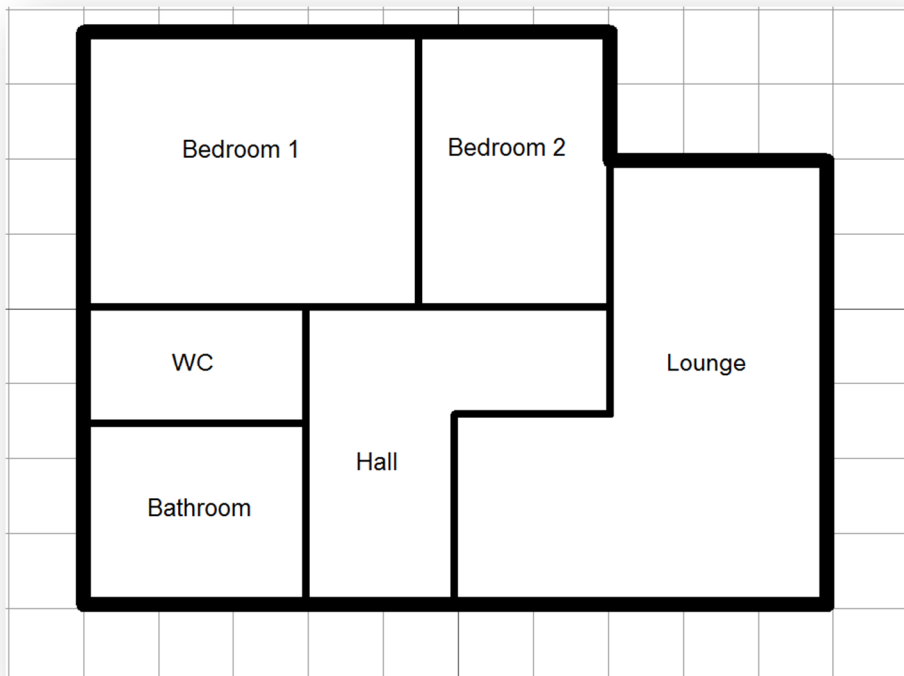
#### 10.5.4 Add Bedroom 1



### 10.5.5 Add the WC



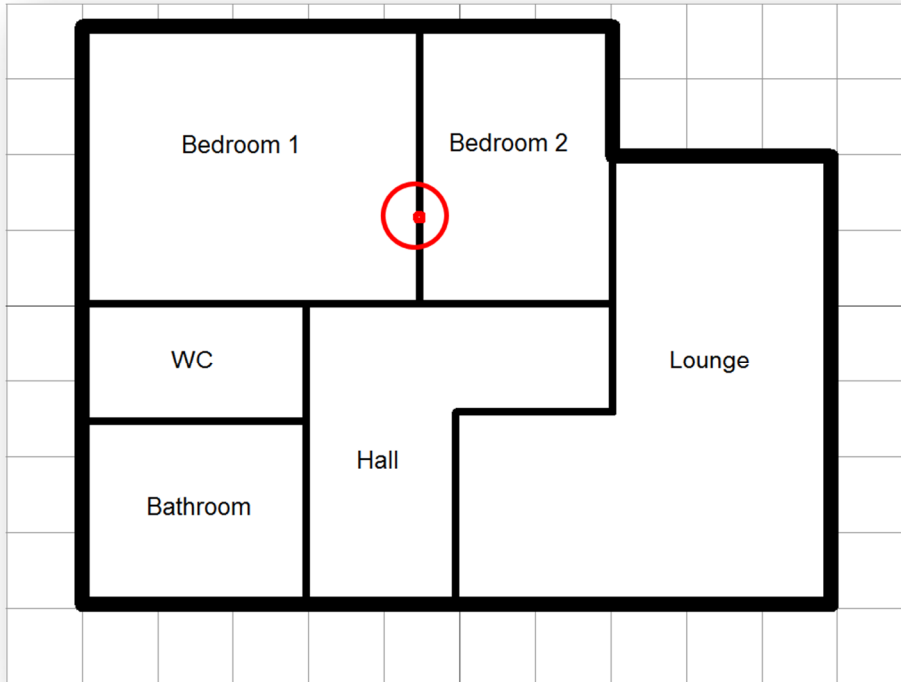
### 10.5.6 Add the Bathroom



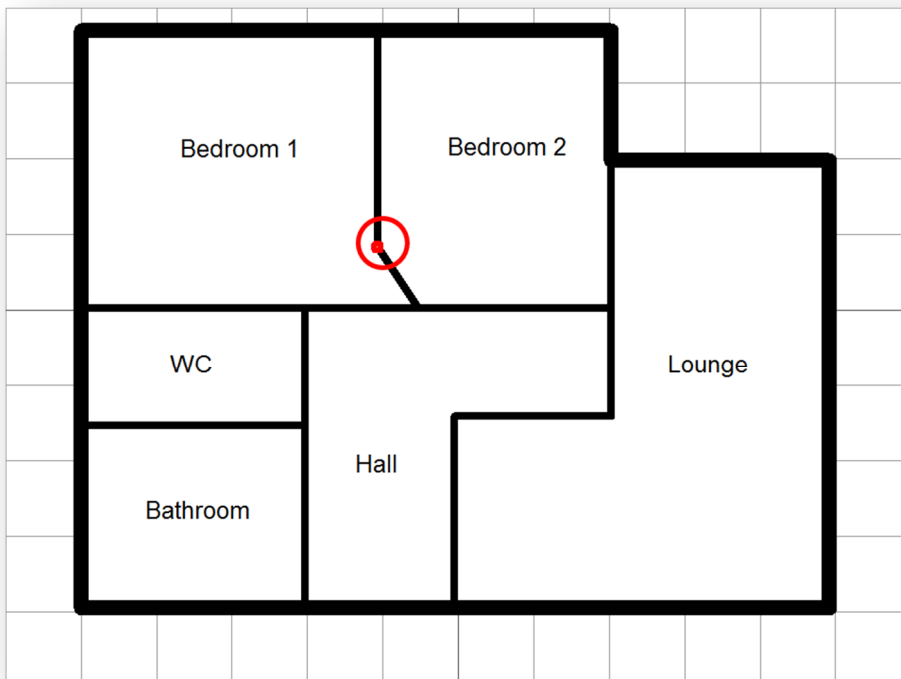
### 10.5.7 Edit Bedroom 1 and 2 irregularity

Now add a wall point in the common wall between Bedroom 1 and 2. This is achieved by double clicking on the wall at the point you want to add the wall point.

## Visual Floor Planner

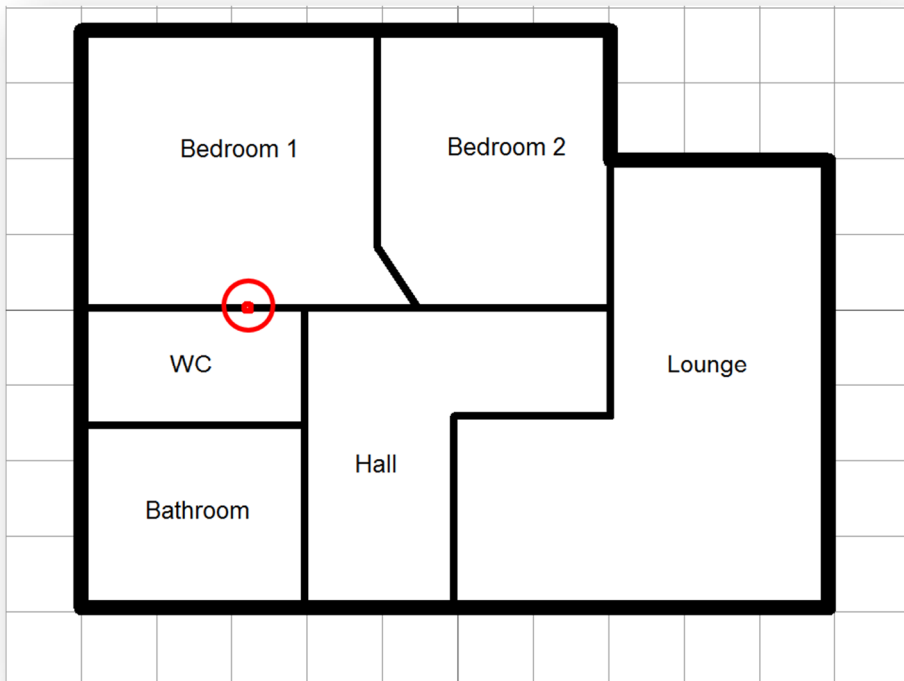


Now drag the wall point and the adjoining wall into its new position:

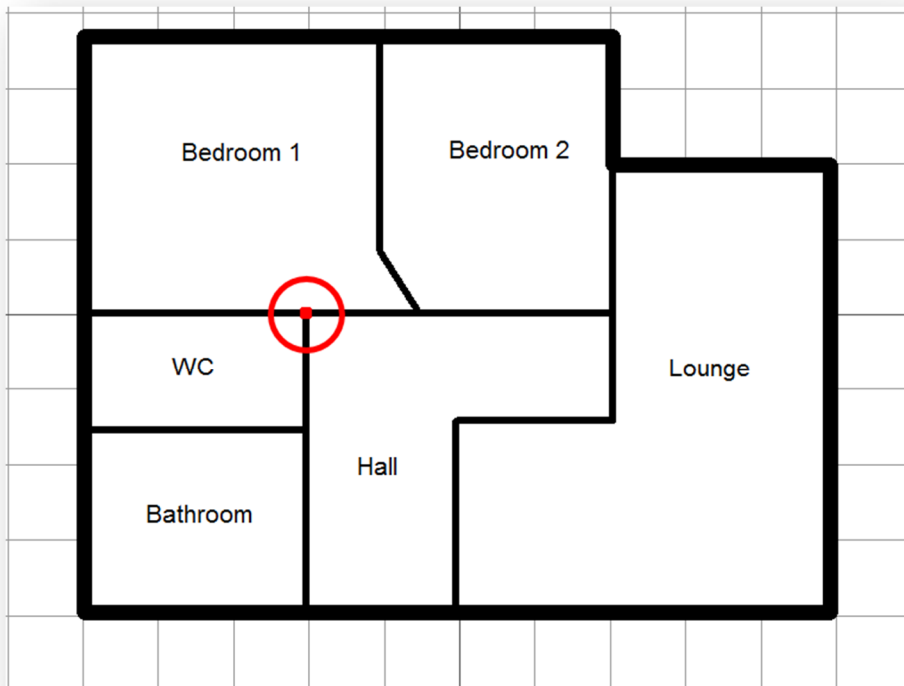


### 10.5.8 Edit Bedroom 1 and WC irregularity

Now create another new wall point in the common wall between Bedroom 1 and the WC:

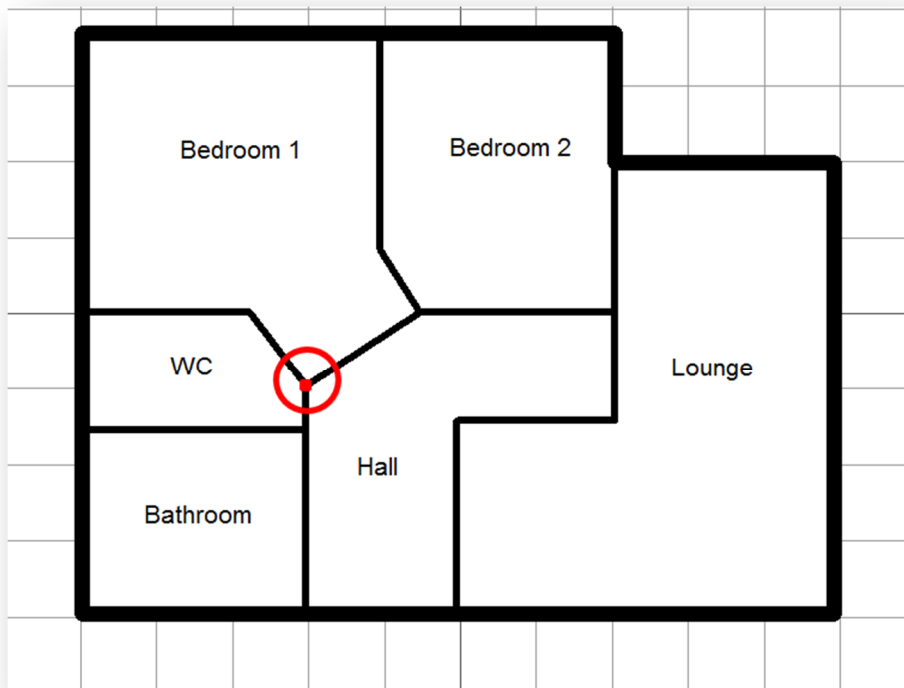


Now select and drag the point indicated (not the new point just added)



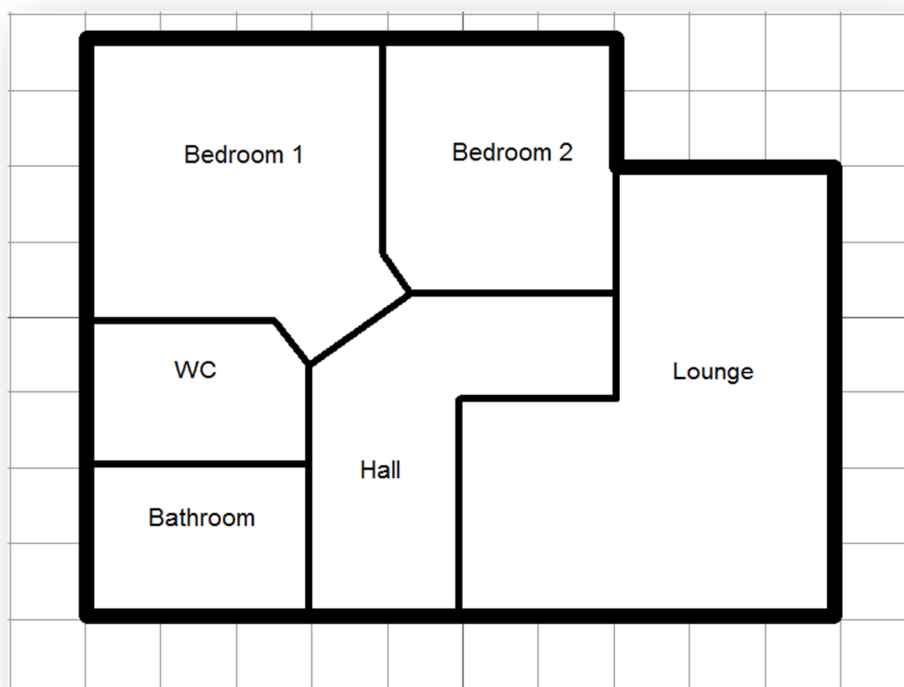
## Visual Floor Planner

Drag this point to its new position:



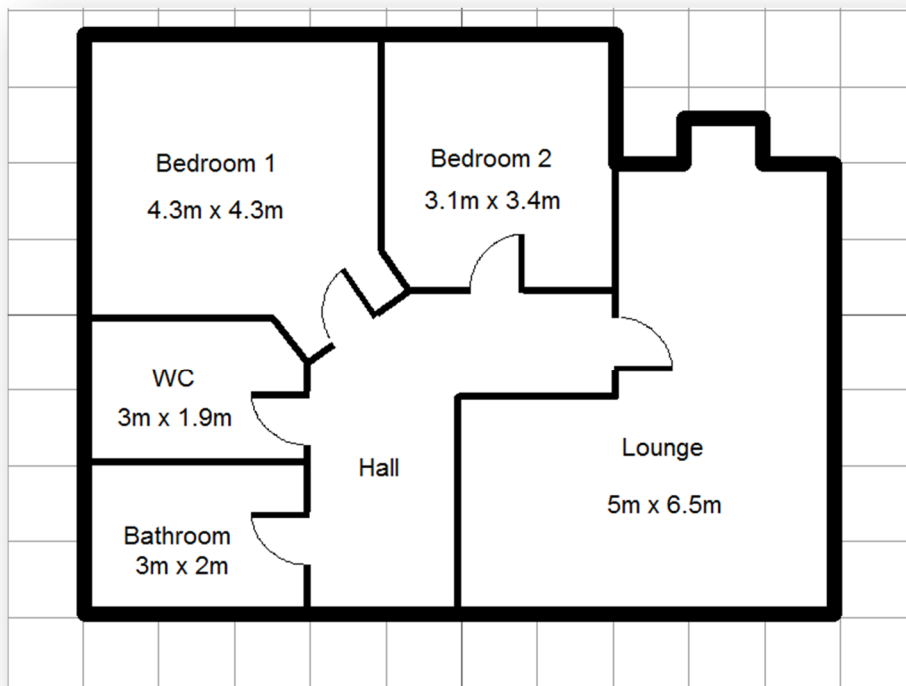
### 10.5.9 Move walls to get correct dimensions

We now have the basic room shapes and it now only remains to drag the points in order to get the required room dimensions.



## Visual Floor Planner

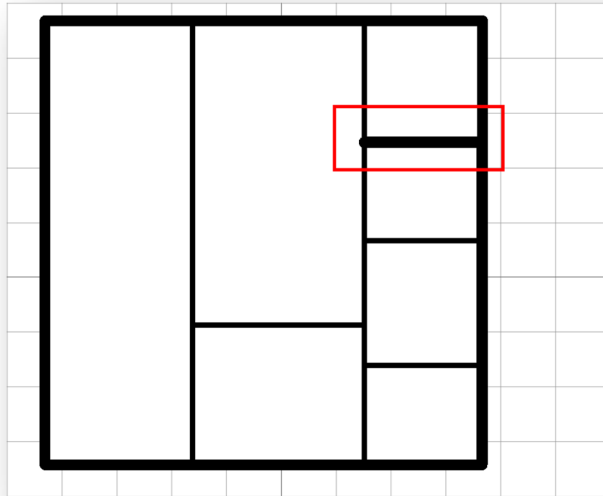
At every step you must ensure that the walls snap correctly otherwise you will introduce an external wall where you should have an internal wall.



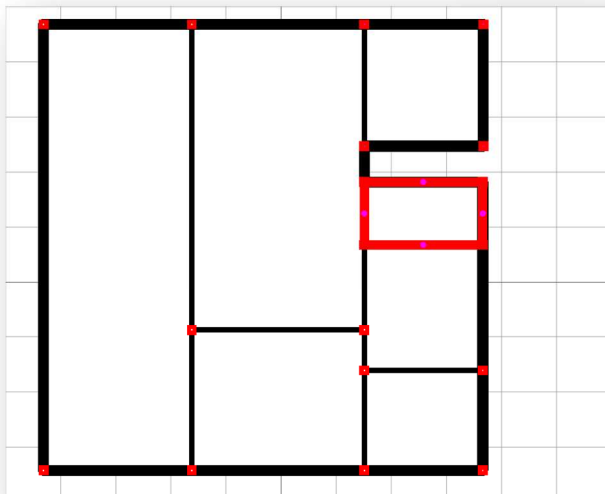
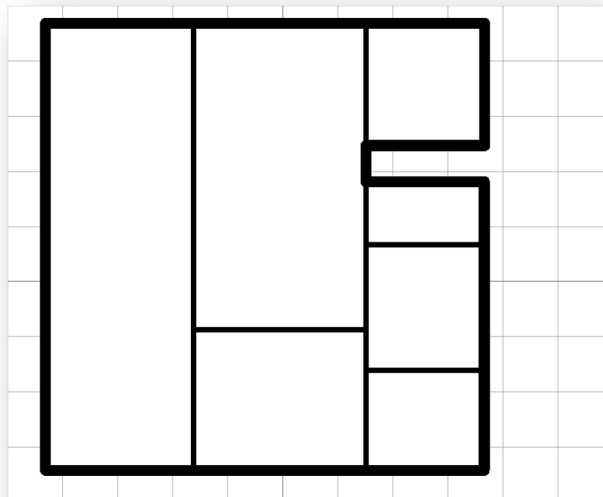
## 10.6 Tutorial 6: Replace a single external wall with an internal wall

You may find you have an external wall, where you wanted an internal wall:

This happens if you did not snap the wall room correctly. If you notice such an effect immediately, then you just delete the room and redraw it. However sometimes you don't notice until you have added more to your plan.

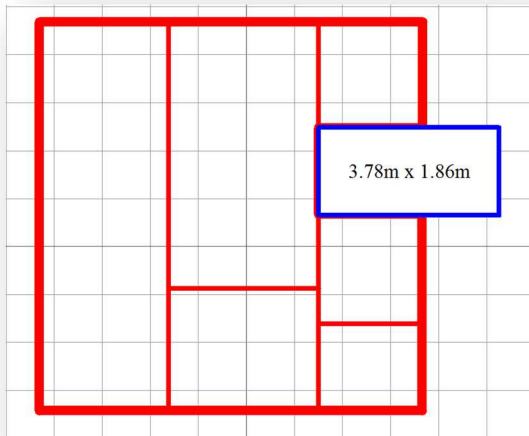
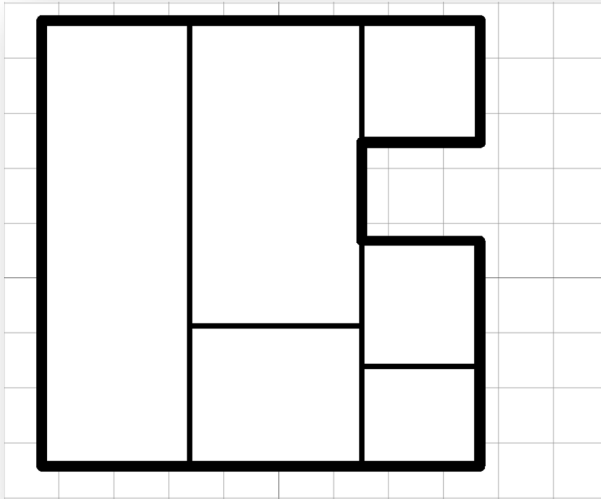


If you look closer at the thick wall you will see that the offending wall is in fact several walls, which can be seen by dragging them apart:



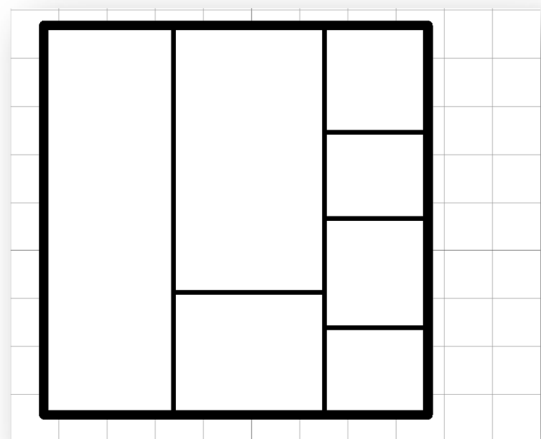
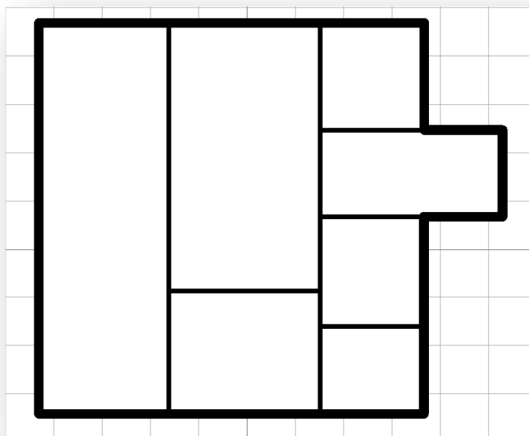
So, now select the room and delete it.

## Visual Floor Planner



Now draw the room again, but this extend the room beyond its required length:

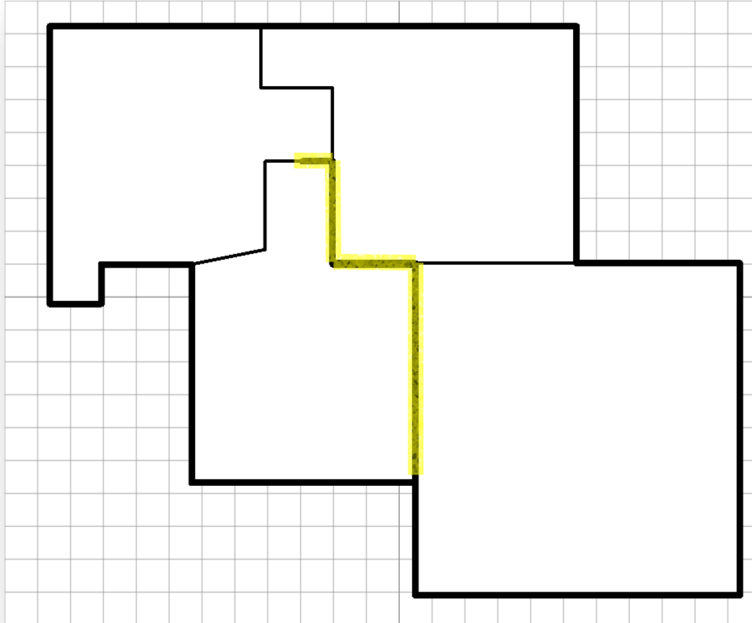
Now drag the extended wall back to the required position:



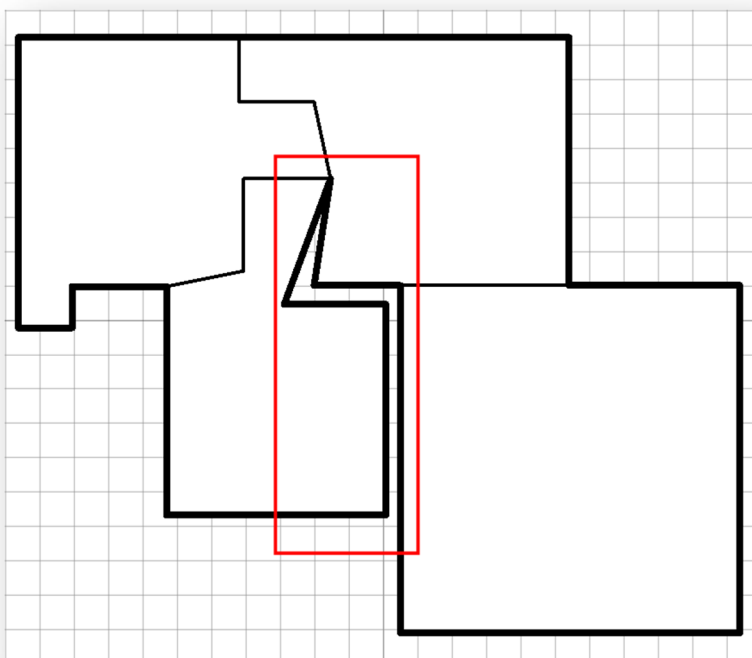


## 10.7 Tutorial 7: Replace several external walls with an internal wall

Here is another example of removing several walls in error. The following example plan contains some external walls where there should be internal walls (highlighted):

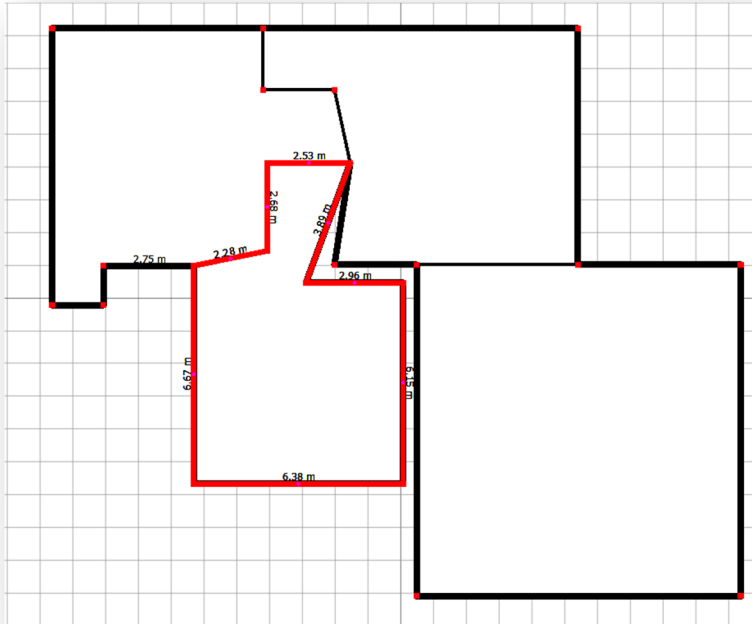


We can't simply replace these external walls as internal walls, because the way they have been incorrectly placed. If we take a closer look at these walls, by moving the wall points slightly, we will see that what looks like. What appears to be a single wall is in fact several walls. Is for this reason that you can't simply change the wall thickness.

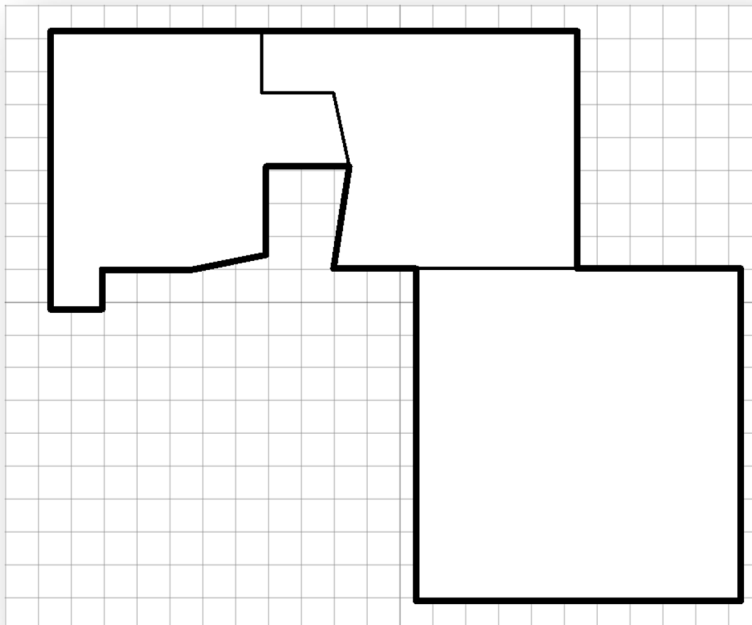


## Visual Floor Planner

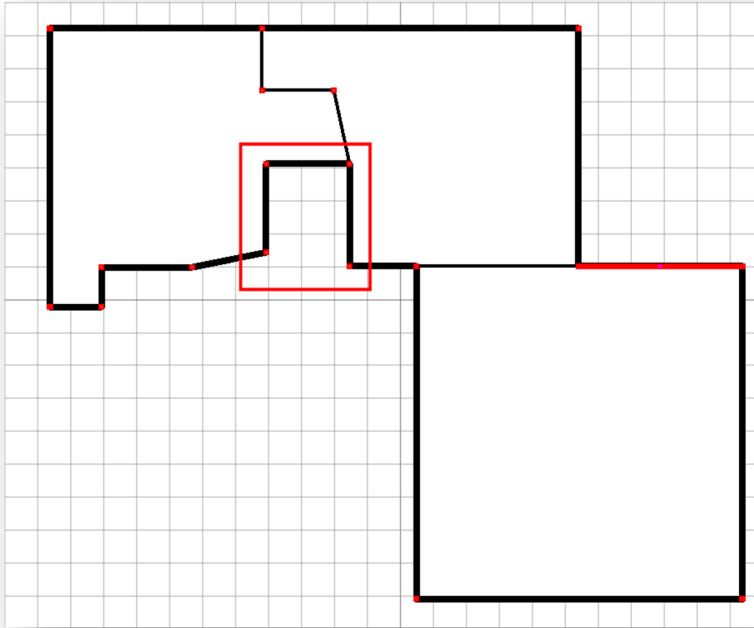
The best way to rectify this situation is to delete the room that is giving the duplicated walls. So select the room and select Delete or press the Delete key.



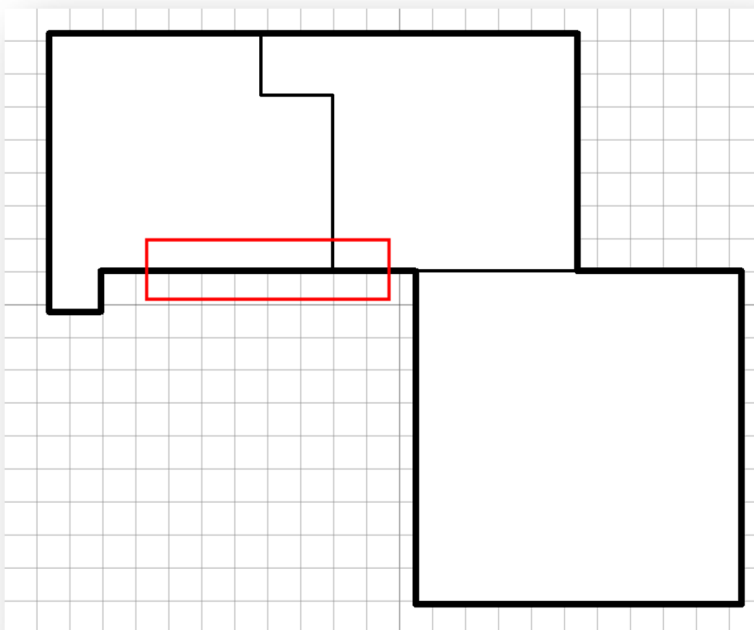
So having deleted the room, your project looks like this:



## Visual Floor Planner

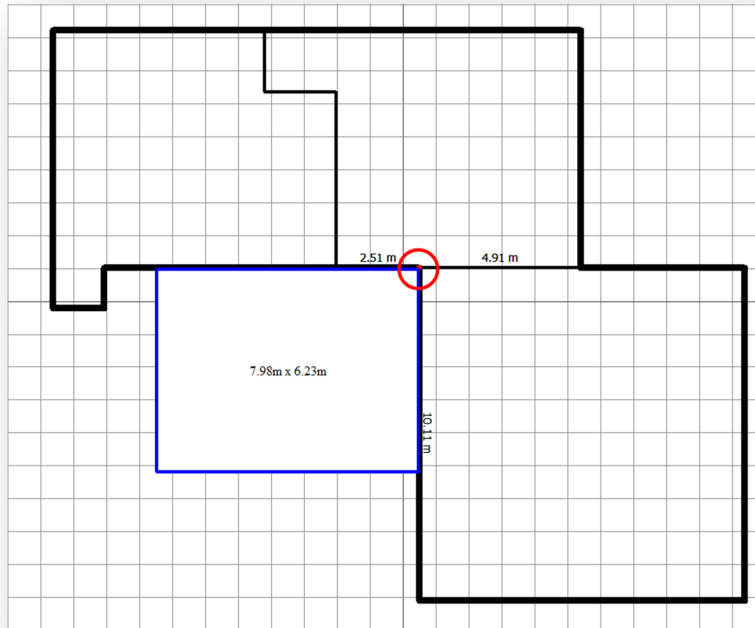


To make it easier to add the room back, drag the wall points as selected above so that they all align into a single wall:

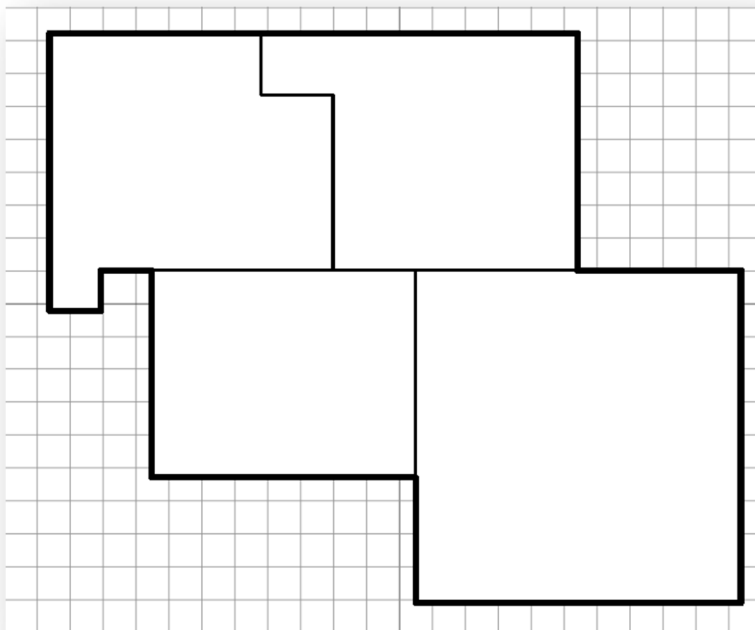


Right click on the wall point highlighted below and from the context menu select **Add Room**, and click again to define the bottom left of the new room.

## Visual Floor Planner

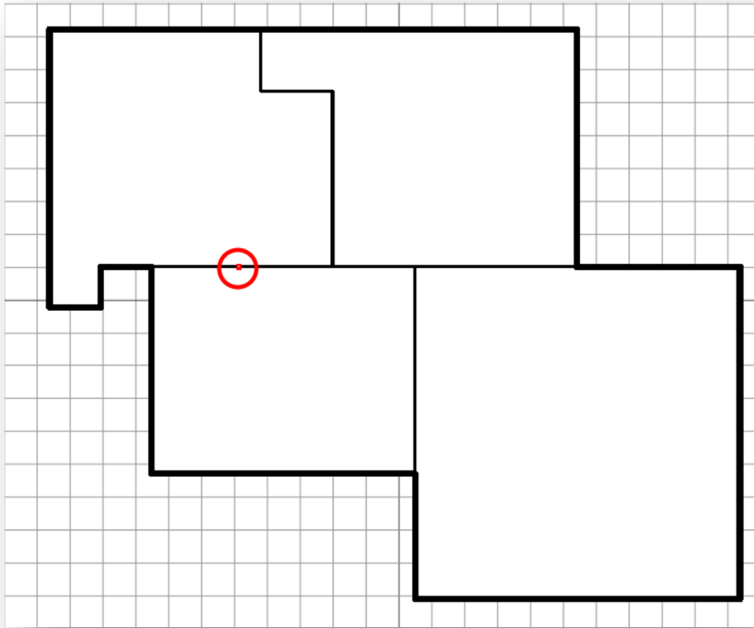


Note how all the walls internal to the plan wall are now all internal walls. The thicker external walls only appear on the external parts of the building.

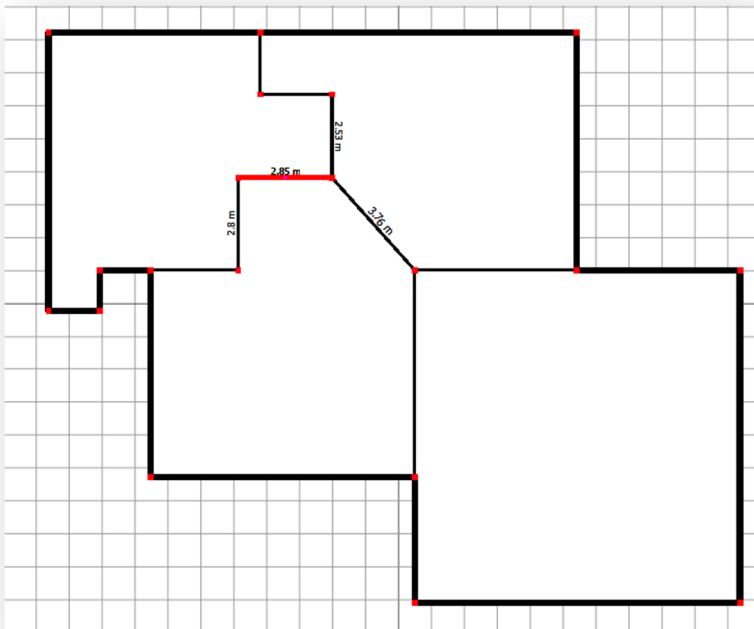


## Visual Floor Planner

Now double click on the wall at point shown below to create a new wall point. This will create a new wall section.

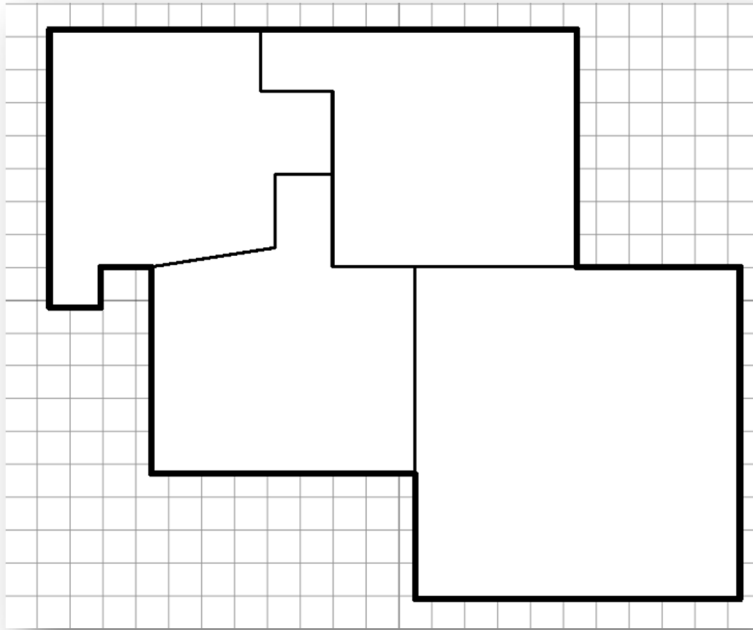


Now drag the new wall section into position.



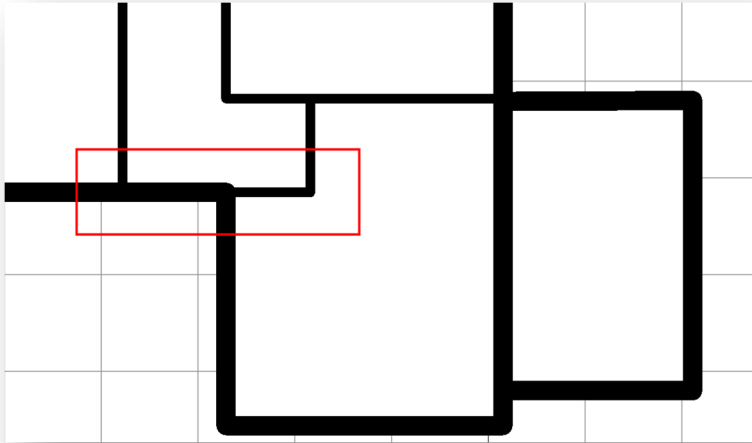
## Visual Floor Planner

Add additional wall points and move wall points and walls to achieve the original plan, but with all internal walls showing as internal walls:

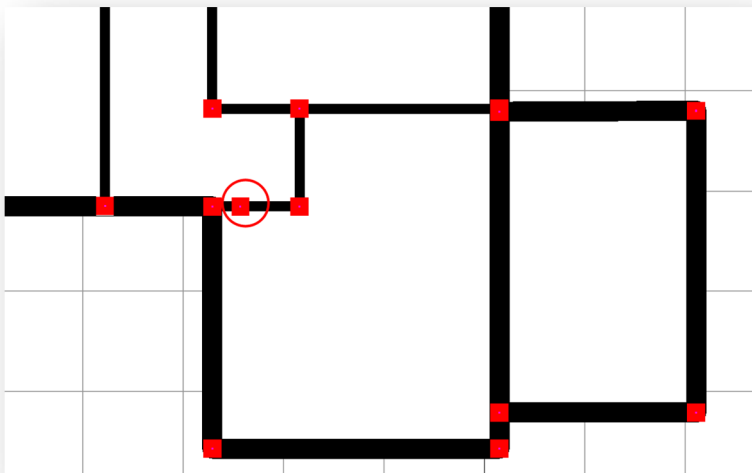


## 10.8 Tutorial 8: Wall Alignment

When placing walls, where walls are connected, they normally share the same point, which is located in the centre of the walls:

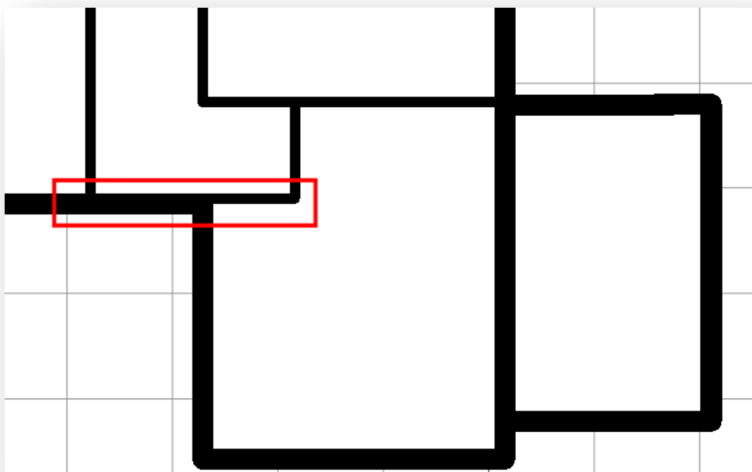


This results in the internal wall being offset from the external. If you require more precision to show that the external wall and internal wall are in fact internally a single surface, then you need to replace the single wall point with two different wall points.



So double click on the internal wall section to create a new wall point.

Then select the new wall point and using the Ctrl + arrow keys, shift the wall point so that it gives you the correct internal wall alignment. You will need to move the wall point at the other end of the internal wall.



The internal wall and external wall are now aligned on the inside edge. This achieved because there are now two wall points being used at the junction of the internal wall and external wall.

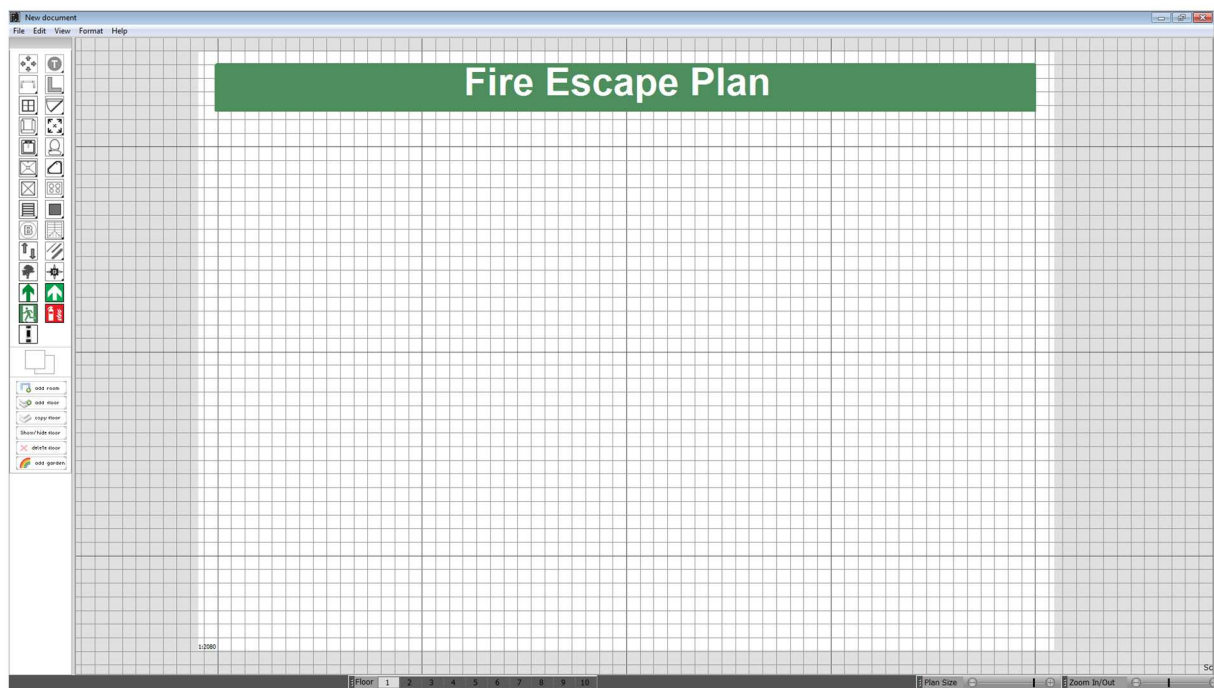
### 10.9 Tutorial 9: A Hotel Fire Escape Plan

This tutorial will take you through the creation of a fire escape plan. It will not delve into the detail of creating rooms and resolving complex room shapes as this is covered in other tutorials. It will however concentrate on the placement of symbols and how to fill a floor plan area with colour.

This tutorial plan is typical of the plans that hotels need to place within every hotel room, normally located on the rear of the hotel room door.

#### 10.9.1 Load Template

This step is optional, however if many of your plans are similar, you can save a lot of time by loading a previously saved project, or one of the existing templates, that consists of a title bar and/or legend.



Here we have loaded a template that already has the Fire Escape Plan title bar included.

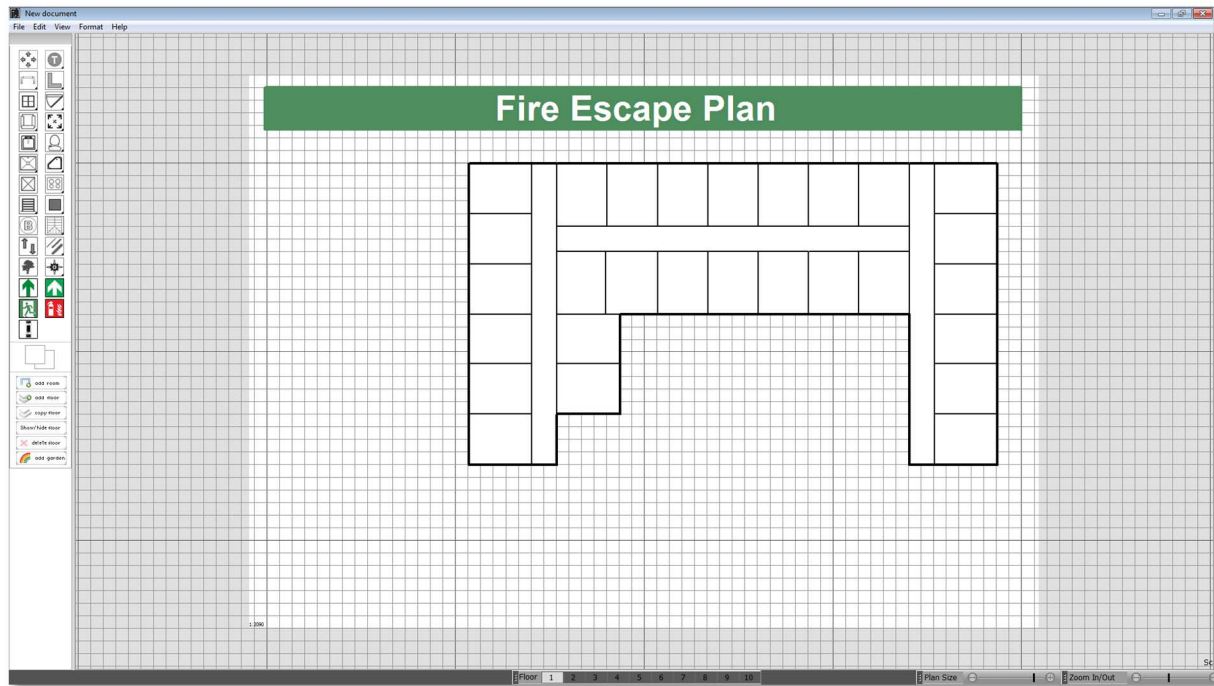
#### 10.9.2 Draw Plan

Draw your floor plan. We won't go into great detail how to draw the floor plan as this is explained in greater detail in other tutorials.

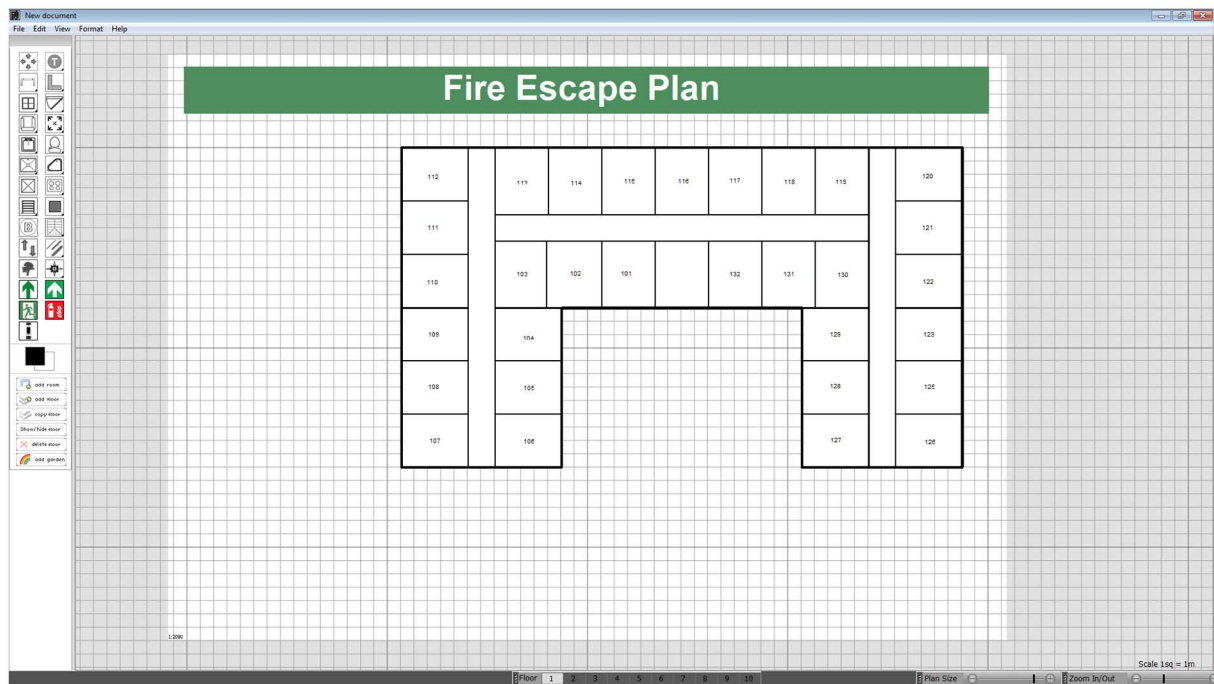
You can draw the plan on the same Floor as the title bar or you can create a new floor layer 2 and add the plan to that layer. For more comprehensive plans it is often better to use more than 1 floor layer allocating titles and icons to different floor layers.



## Visual Floor Planner

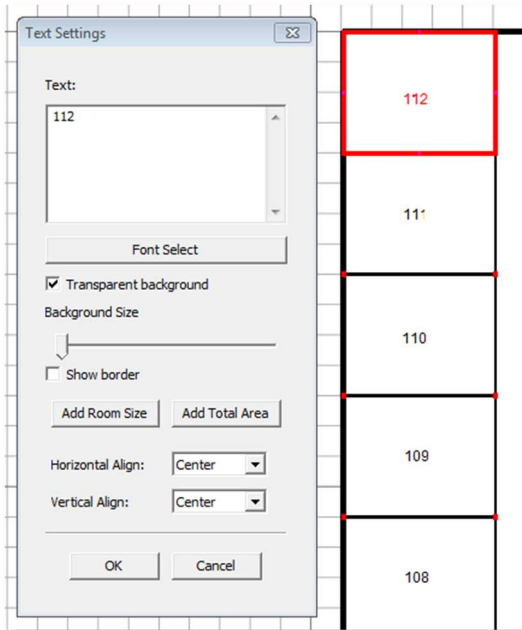


### 10.9.3 Add Room numbers and other text



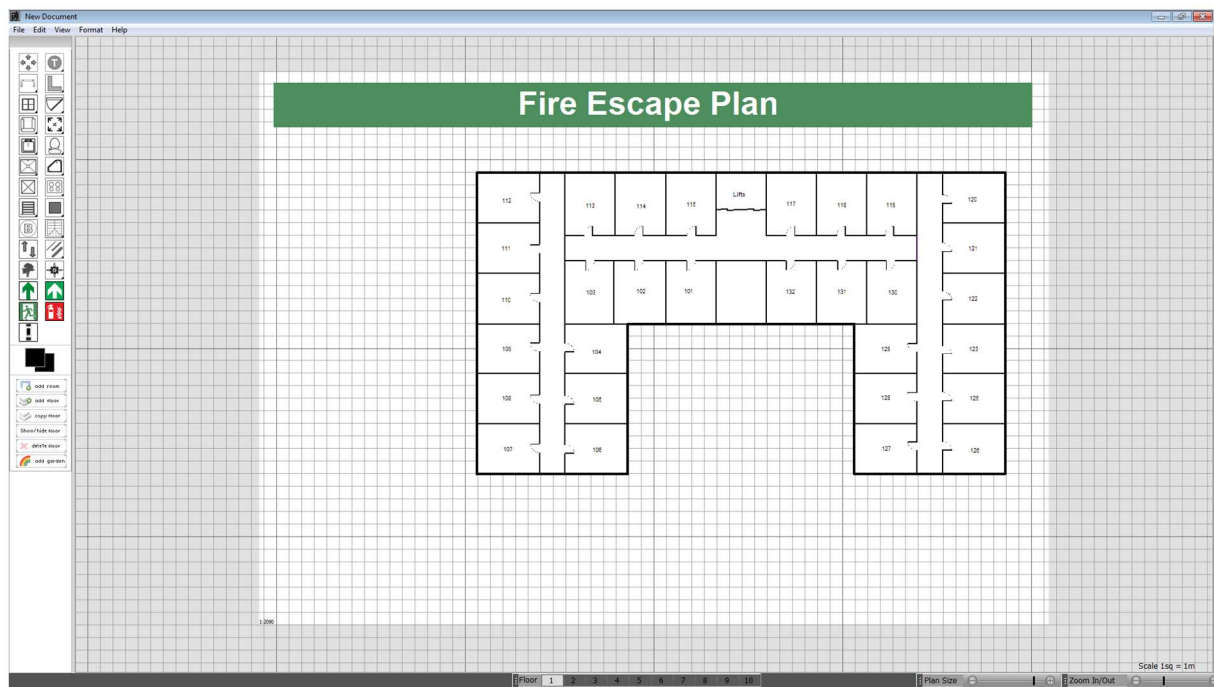
To add a room number, use the text tool to place the text in the room. To edit a room's existing text, you must double click on the text, not the room that the text is in.

## Visual Floor Planner



### 10.9.4 Add Doors / Windows

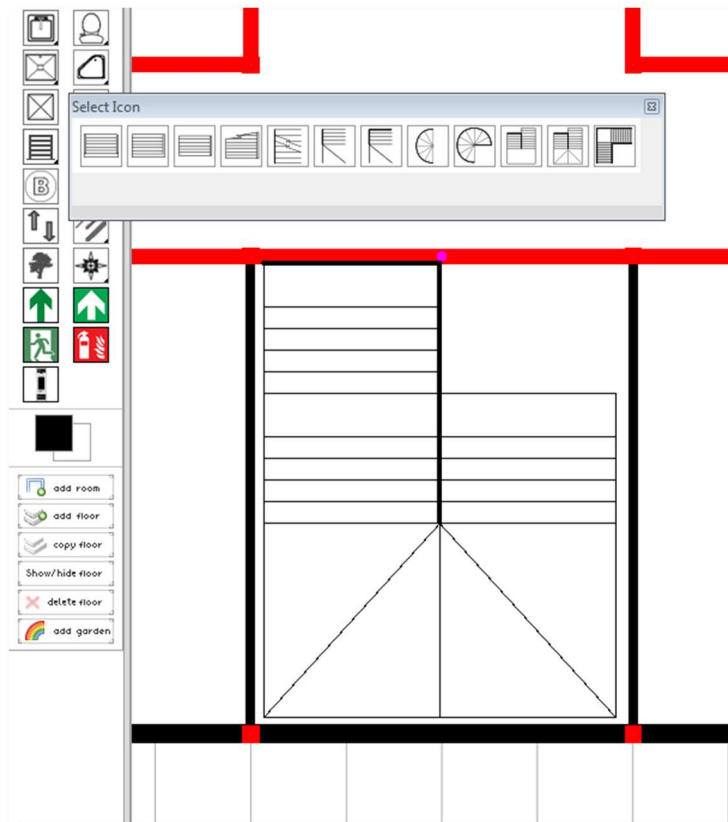
Adding doors is optional. Take care not to over complicate the plan especially adding doors in parts of a building that are not part of an escape route.



Normally you would not need to add any windows unless for the purpose of orientation or the window is part of an escape route.

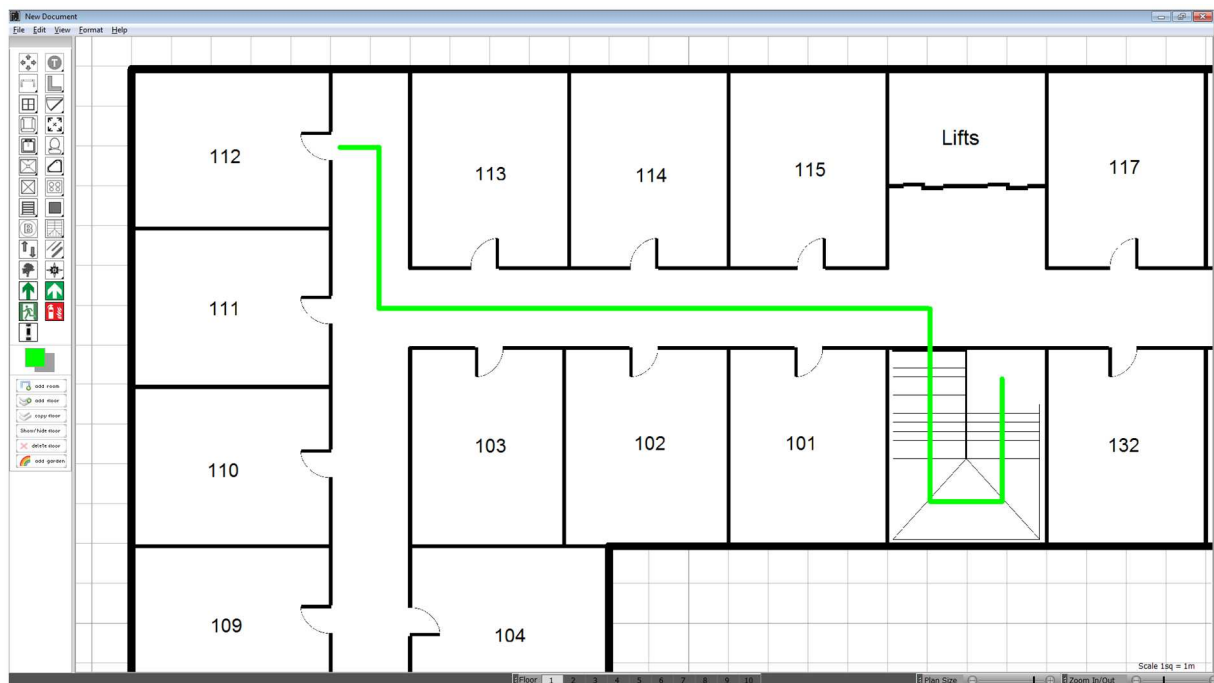
## 10.9.5 Add stairs

Only add stairs that you believe are informative, part of an escape route and could be used for the purpose of navigation.

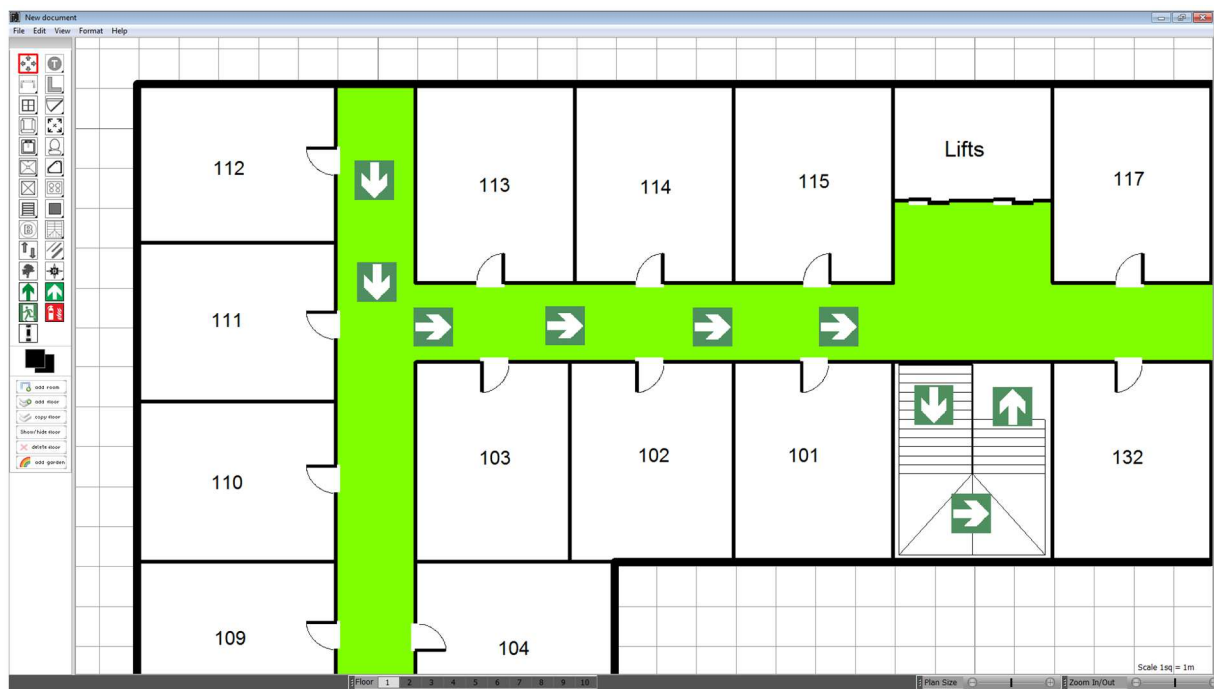
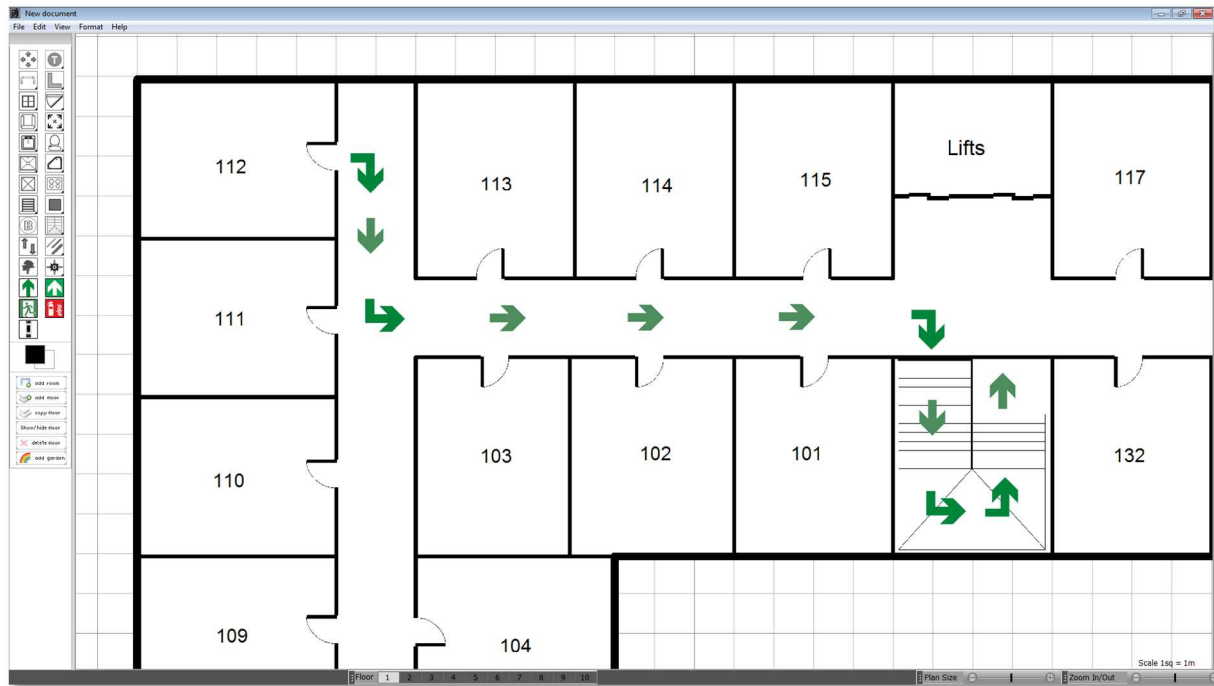


## 10.9.6 Add escape route

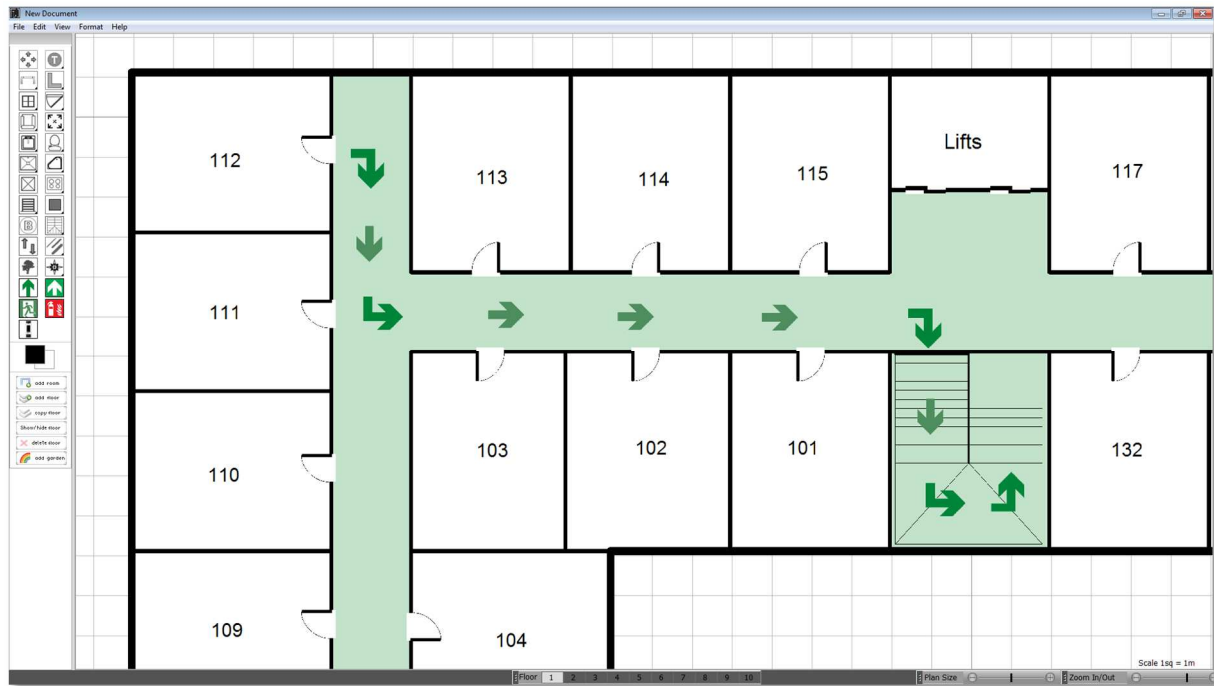
You have many different styles of escape route that you could use. Here are a few:



## Visual Floor Planner



## Visual Floor Planner



We don't make any recommendation on style. If in doubt, you should always check with your local authority, that the fire escape plan that you have created is suitable and adequate for its purpose. Check especially for the use of the correct symbols, text size, colours used and overall size of the plan.

### 10.9.7 Overview

Save your project, and create a new project to create the overview image. The objective of the overview is to show a larger detail of the plan, showing assembly point and other important features.

Save the overview as a .jpg file, (using the **File – Export** command).

Reload your main project and import the overview image using **File – Import Image**

### 10.9.8 Place icons

Now place icons to represent fire extinguishers, call points and assembly points. Only include detail that is relevant to the current location and escape route. Too much detail and you will lose the objective of the plan.

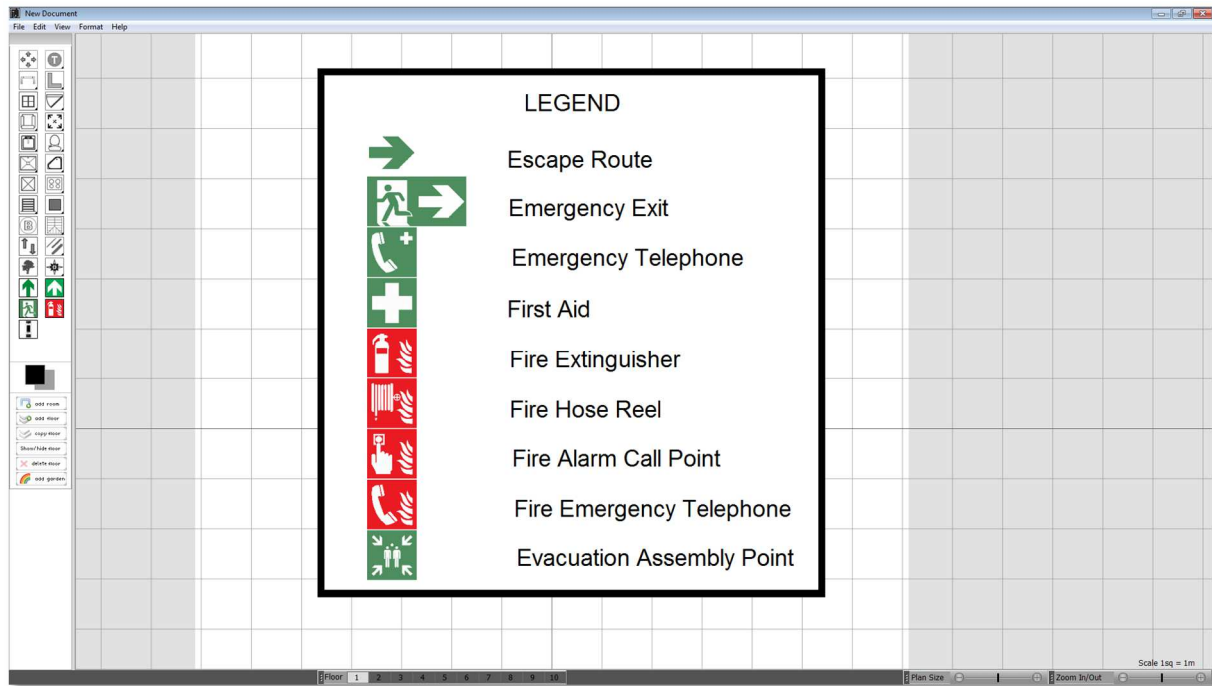
### 10.9.9 Legend Plate

There are several pre made legend plates, but every plan is different and it is best to create a legend plate specific to your plan.

Save the project and using a new project, create a Legend plate. Your legend plate will of course only have the icons that you have used in your plan.

Save the Legend Plate as a .jpg file, (using the **File – Export** command). Remember to also save the Legend plate as a project so that you may continue to edit it or adapt it for other purposes.

## Visual Floor Planner

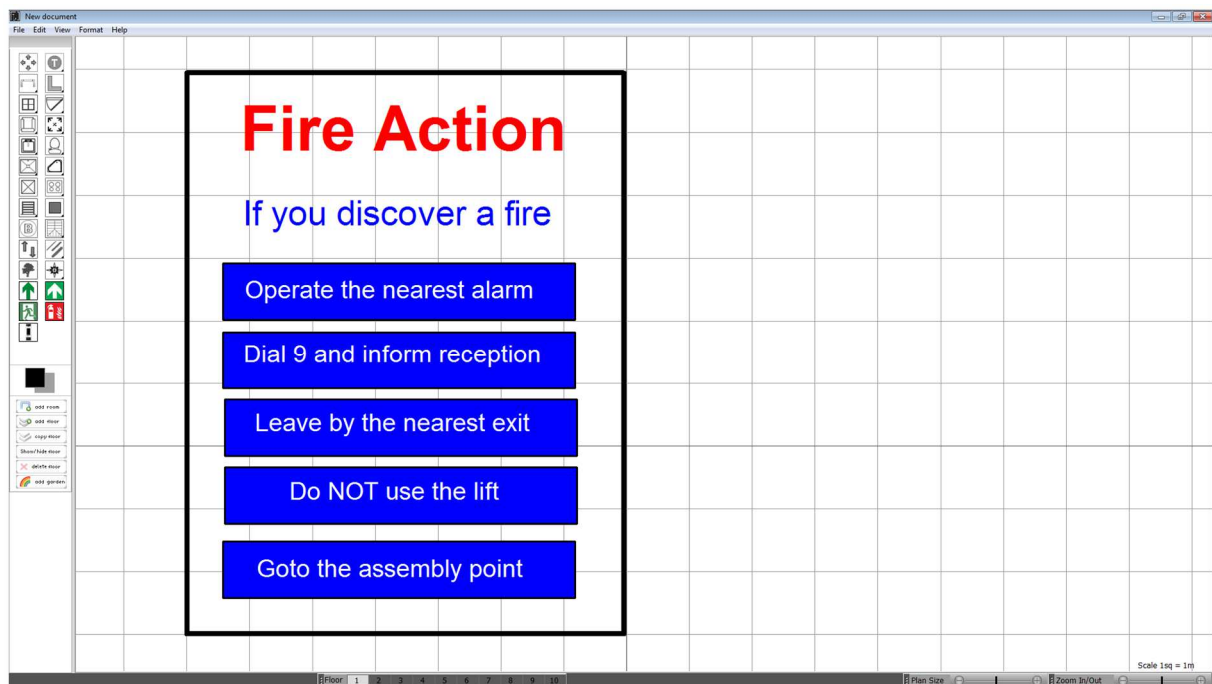


Reload your main project and import the Legend plate image using **File – Import Image**

### 10.9.10 Fire Action Plate

There are several pre made Fire Action plates, but every plan is different and it is best to create a fire action plate specific to your plan. For example, there is no need to remind your guests not to use the lift, if there is no lift.

Save the project and using a new project, create a Fire action plate. Your Fire action plate will of course only have the details that relates to your hotel and the specific room location.



## Visual Floor Planner

Save the Fire Action Plate as a .jpg file, (using the **File – Export** command). Remember to also save the Fire Action Plate project so that you may continue to edit it or adapt it for other purposes.

Reload your main project and import the Fire Action plate image using **File – Import Image**

Add any other text that is relevant to the fire escape plan such as title, author, drawing no. and date.



You can now export your completed plan as a .pdf, .bmp or .jpg depending on your needs.



## Visual Floor Planner

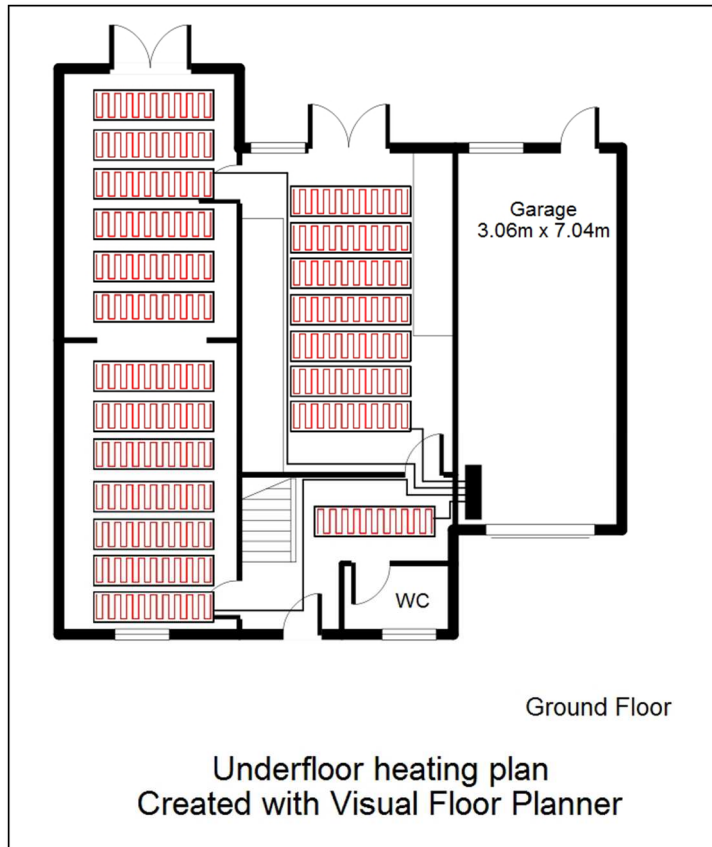
Normally best results can be achieved by saving as a .pdf file. The standard pdf export (using File – Export – pdf) uses a pre-set pdf resolution, but better a result can be achieved if you use the **File – Print feature**, so that you can print to a pdf output such as **Adobe Acrobat** or **PDF Creator**. Using this latter method will allow you to create higher resolution pdf files.

**Always ensure your plans and notices conform to legal requirements and standards and are displayed in the correct locations.**

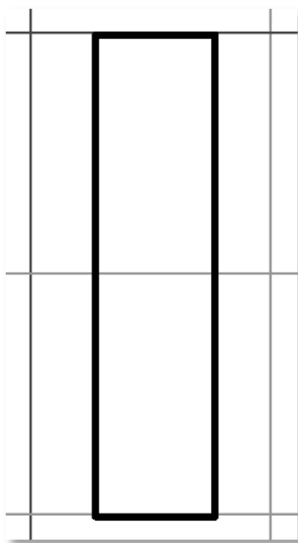


## 10.10 Tutorial 10 Under Floor Heating Plan

This tutorial uses the PolyLine tool introduced in version 1.6.4. The PolyLine tool allows us to create a continuous line.



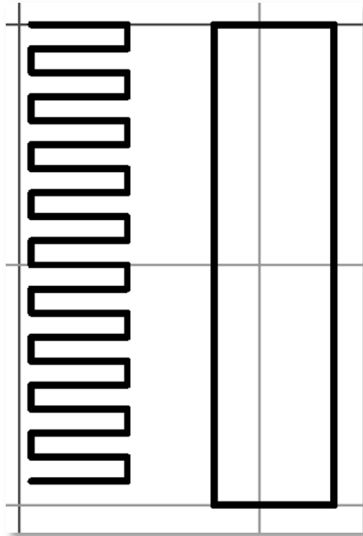
This example shows underfloor heating mats arranged in an existing plan. The mats are placed to avoid kitchen cabinets, and are connected to a main control.



The heating mat is not a standard object from the catalogue, but it is easy to create using Visual Floor Planner.

Using the PolyLine tool, draw the heat size, in this case our heat mat is 2000mm x 500 mm

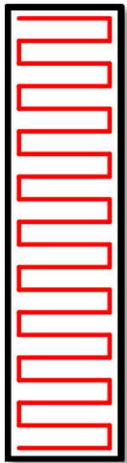
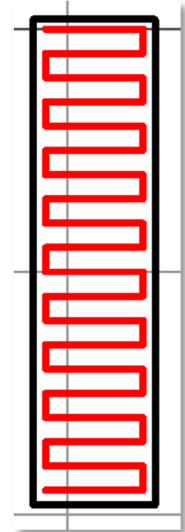
## Visual Floor Planner



Now draw the heating elements (for visual purposes only), again using the PolyLine tool.

We coloured our heating element red and then placed it within the mat outline

You can draw this at any scale, as we are now going to create image of our mat.



Use **File – Export** to save the image as a .bmp, or .jpg.

Load the image into Microsoft Paint and crop the image as close to the floor mat frame as you can. Microsoft paint should be installed free with your Microsoft Windows operating system

The cropped .jpg image

We can now load this image into a floor plan using **Edit - Import Image**.

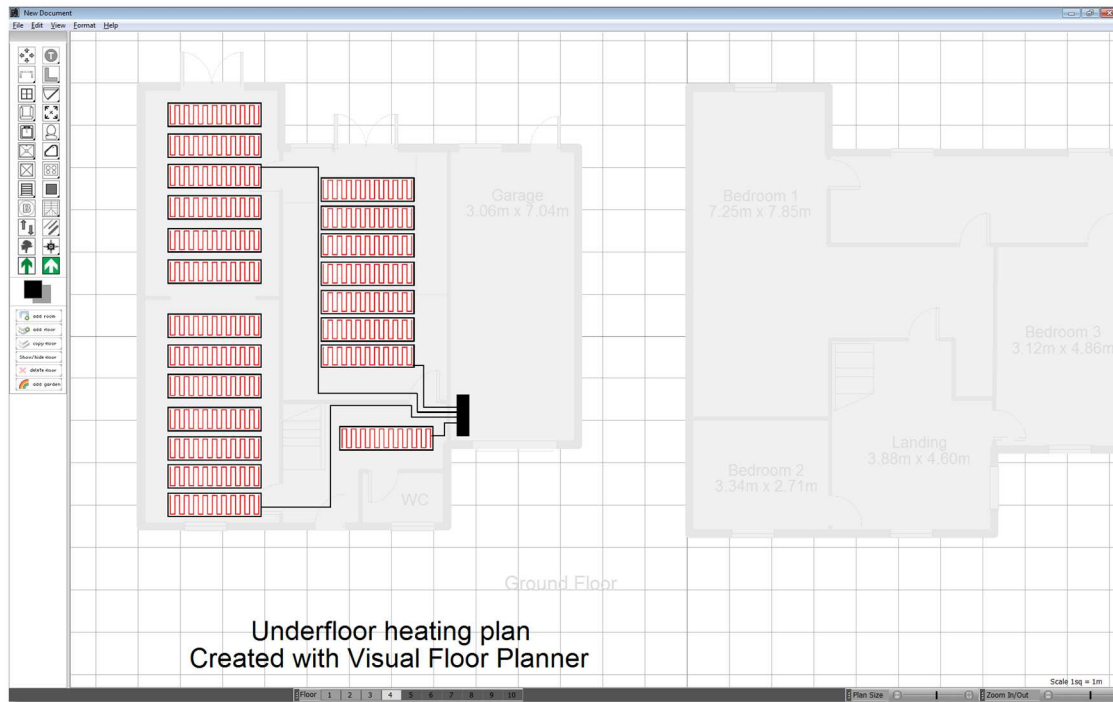
Resize the image in the plan so that it is 2000mm x 500mm

You can now duplicate this object (using the drag + Alt key) and place the image exactly where you need it. Use the Ctrl + arrow keys to place the image exactly, and the Rotate tools from the **Edit – Rotate** menu to rotate the object as required.

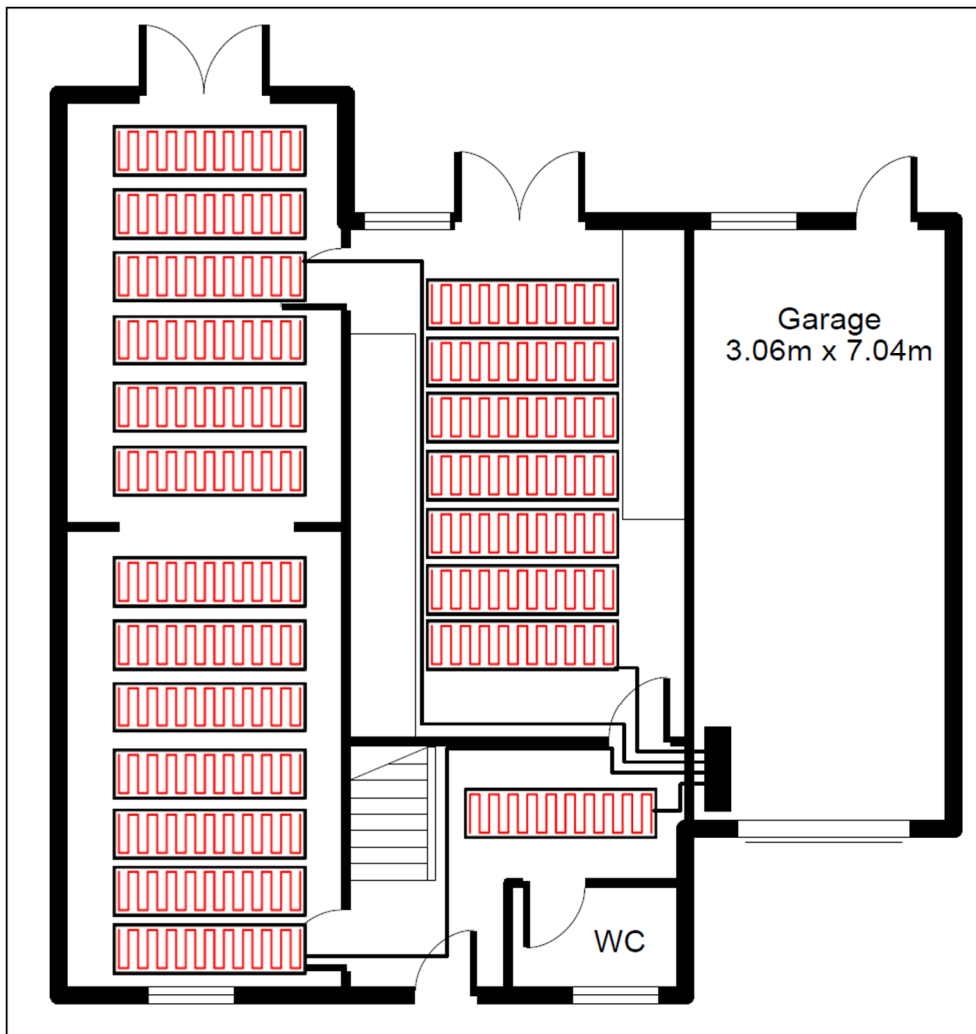
You can now use the PolyLine tool again to show the supply cable runs for each mat.

You can create any size mat as you need.

## Visual Floor Planner

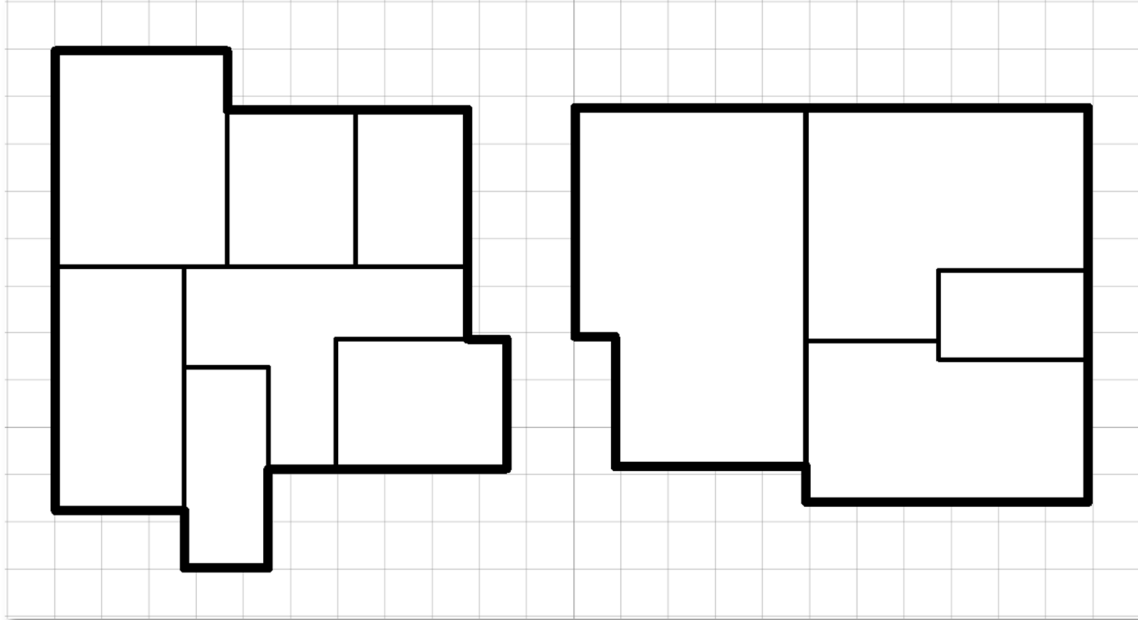


You will find it easier to edit, if you place the heat mats and cable runs on their own layers (floors).



## 10.11 Tutorial How to join 2 Rooms

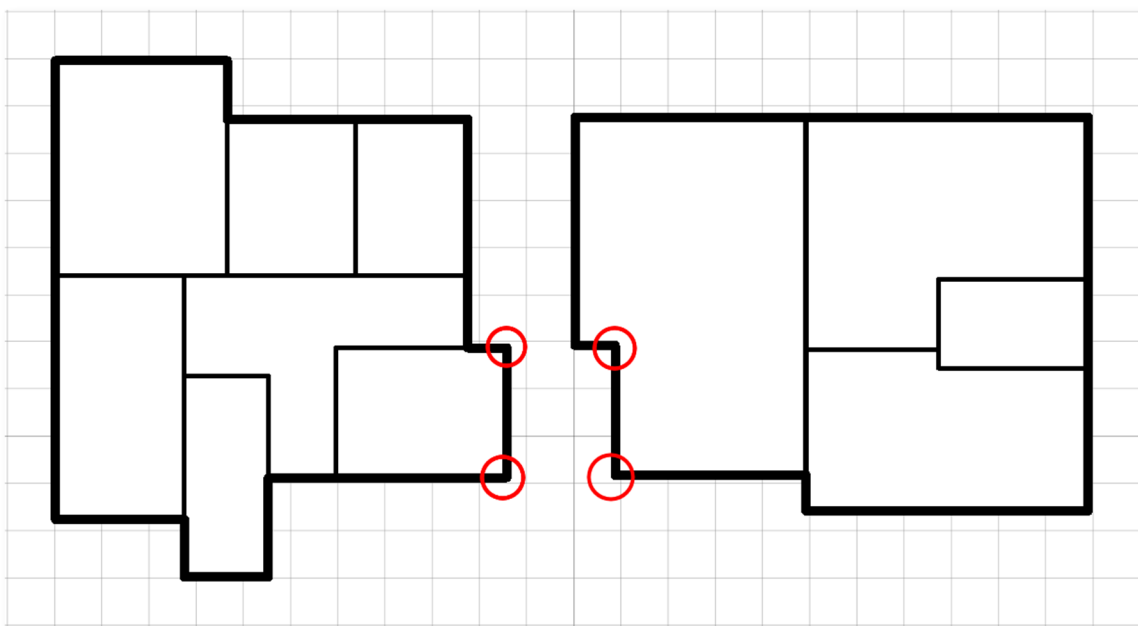
This problem occurred because the agent's sketches were not clear and a plan was created as follows:



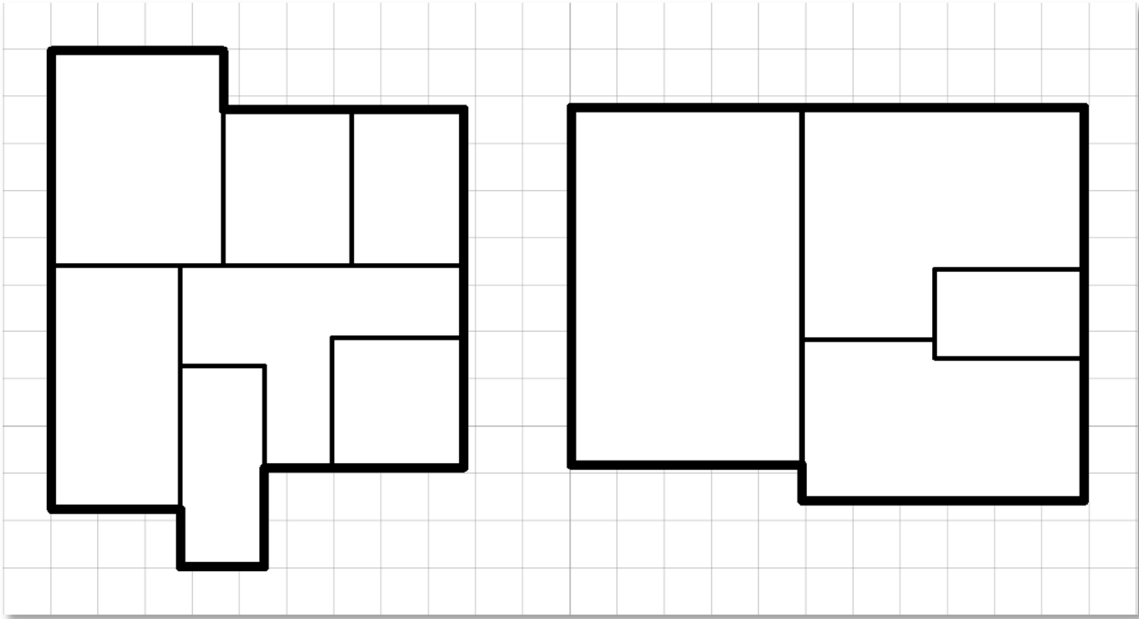
The plan should have been created as a single plan. The plan author however did not want to redraw the plan, (although in this case, it may have been just as quick to redraw the right hand section). However the objective of this tutorial is to show how to connect these 2 sections.

You can try dragging the points from one section to the other, but normally this will not work.

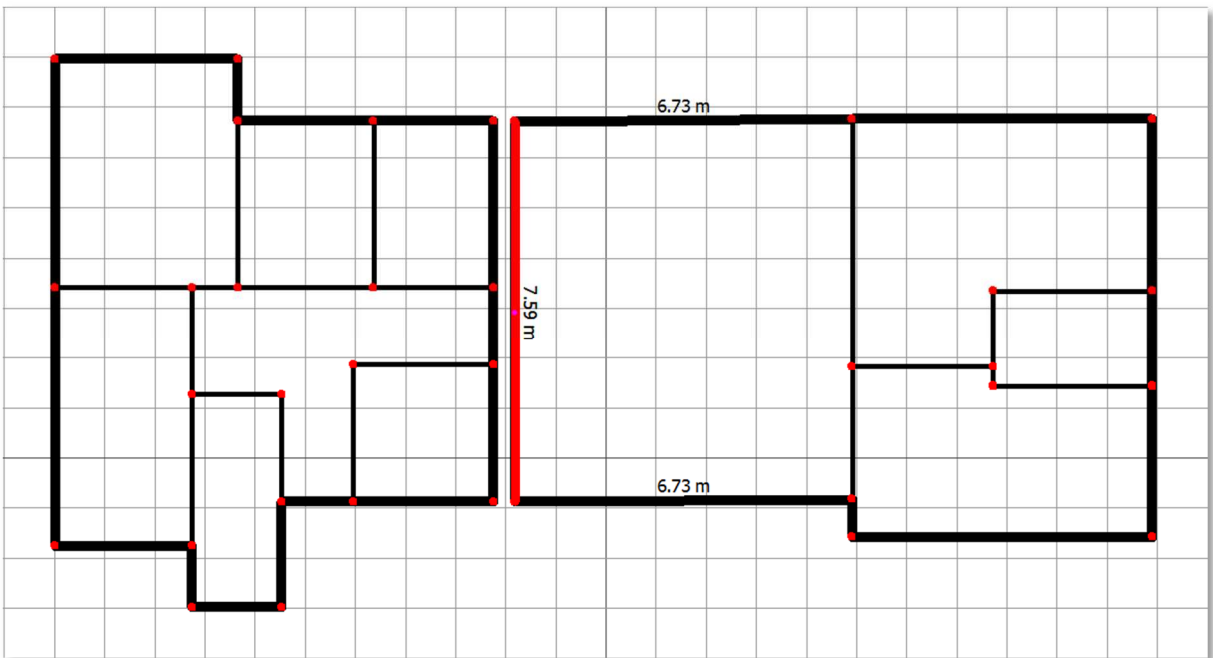
The best thing to do here is to simplify the section you want to join, in this case by removing the corner section. This is achieved by selecting and dragging the points indicated:



## Visual Floor Planner

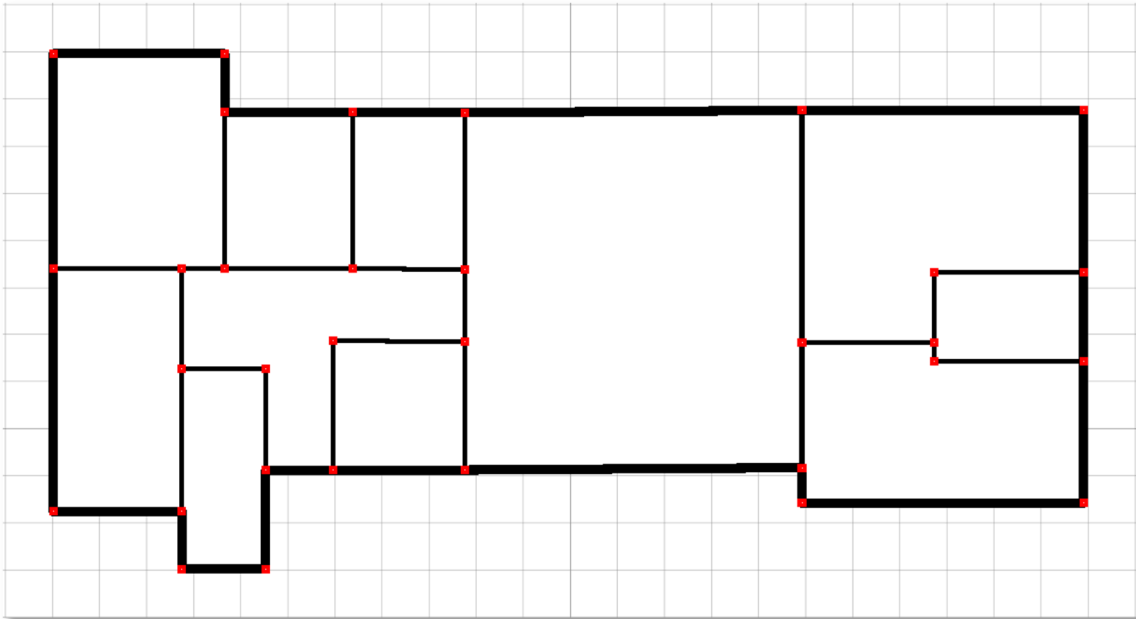


Now select the left wall in the right section- the wall not the point, and drag onto the right hand wall of the left section:



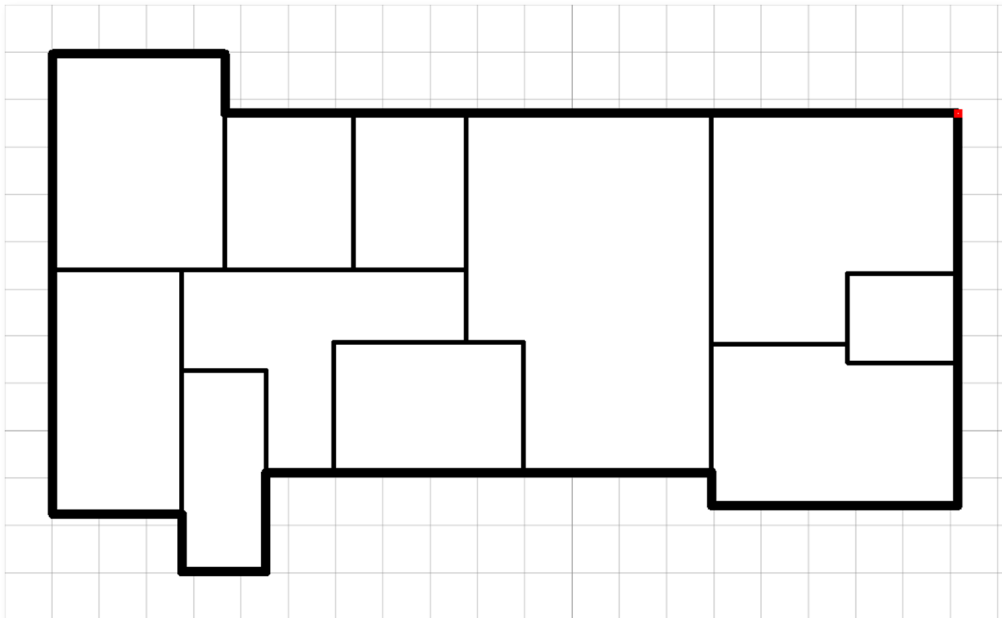
## Visual Floor Planner

The simplified wall should now snap to the existing wall, and when it does, Visual Floor Planner will understand what you are trying to do and will then also convert the external wall into an internal wall:



Because the points were not exactly aligned, some of the existing walls will need to be realigned. Note that in the drawing above, the step in the horizontal lines need to be rectified.

Double click on the wall to create a section, which you can now drag out to give you the plan you need:



## 11 Frequently Asked Questions

### 11.1 How do I delete a room once placed?

Simply select the room (all its walls become red) and press the **Delete** key. This will only delete the walls of the room. The doors and windows then have to be deleted separately by selecting them and pressing **Delete** key.

### 11.2 How do I add a stud wall to divide a room?

Really, you should have created 2 separate rooms rather than a single room and then adding the stud wall.

### 11.3 What is the use of Cut / Copy / Paste?

At the moment cut, copy paste is limited to furniture objects.

### 11.4 How do I change a door's opening direction and/or hinge side?

1. Select the door so its control points and measurements show
2. Right click on the door and a context menu appears
3. In the context menu select either Mirror Horizontal or Mirror Vertical

### 11.5 How can I change the thickness of external /internal walls?

Select a room, and then select a wall and then right click on the wall, you will active the context menu with an entry **Wall Thickness**. With this you can change the thickness of that wall, in the activated dialog.

Please visit the user forum at [www.visualbuilding.co.uk/forum](http://www.visualbuilding.co.uk/forum) for more questions and answers.

### 11.6 I find it difficult to rotate the stair objects

Don't rotate the stair objects manually, but use the mirror tool located in the Edit menu or the context menu. You can also use the **Rotate** function in the Stair's context menu.

### 11.7 Can I change or add room names to the room name list

The list of default room names is kept in a file called **room\_names.en**. You can edit this file with a text editor.

### 11.8 I find it difficult to select and place object in the exact position

When placing an object it's sometimes difficult to stop it snapping to the wall or other object. This can be prevented by holding down the **Ctrl** key while placing the object.

In most cases where an object's position needs to be adjusted use the **Ctrl + Cursor keys** (aka arrow keys). With this method you can place an object exactly. The **Ctrl + cursor** keys can be used to position all objects, including doors and windows.

## 11.9 Default Room Name / Size Font Size setting

Q. Each time I enter a Room / Size it assumes a default size of 9, and I have to change it each time. Can I change the default font size?

A. You can set the default font size in the **Floor Plan Settings** dialog.

## 11.10 Rotating a Plan does not rotate text

Q. When I rotate a plan the text does not rotate, which the documentation does suggest the text is rotated individually, but the text is also out of place.

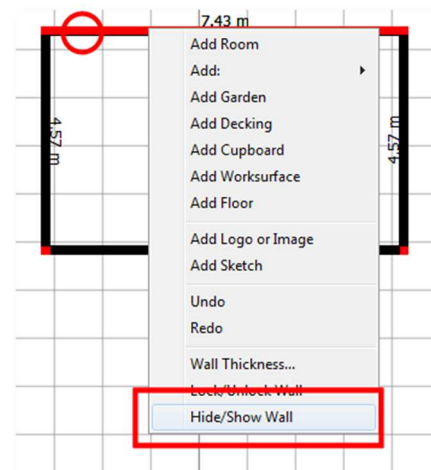
A. We do not recommend rotating a project that contains text. It is often quicker to delete your text, rotate the plan and insert the text in the plan. The rotate feature was updated in v1.6.1 build 20150226

## 11.11 How can I delete a wall that forms part of a room

Q. I often have an entire wall or just part of a wall that I want to delete. How do I do this?

A. You cannot delete a wall that is part of a room, but you can hide it. If you want to hide an entire wall, then select the wall (it turns red) and the right click on it. This will activate a context menu.

If you want to hide a section of the wall then create new wall points in the wall by double clicking on the wall and then as before select the section you want to hide and then right click that.



## 11.12 How can insert a room inside an existing room

Q. How do I insert a new room inside an existing room?

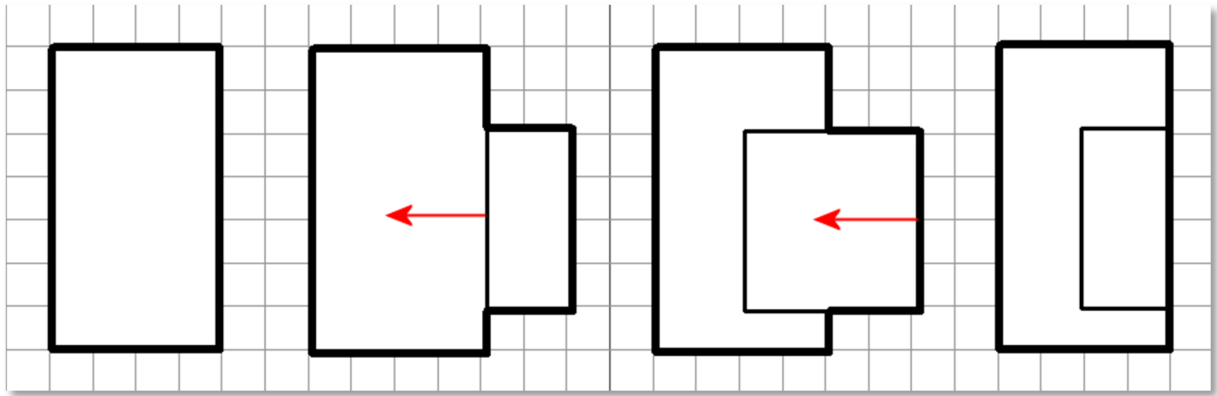
A. You should not do this. In most cases Visual Floor Planner will ignore your attempt to do this. If you are attaching your room to only one external wall you may be OK, but it's best not to add rooms in this manner.

If the new room was intended to be a cupboard, then use the cupboard tool to insert a cupboard inside the existing room.

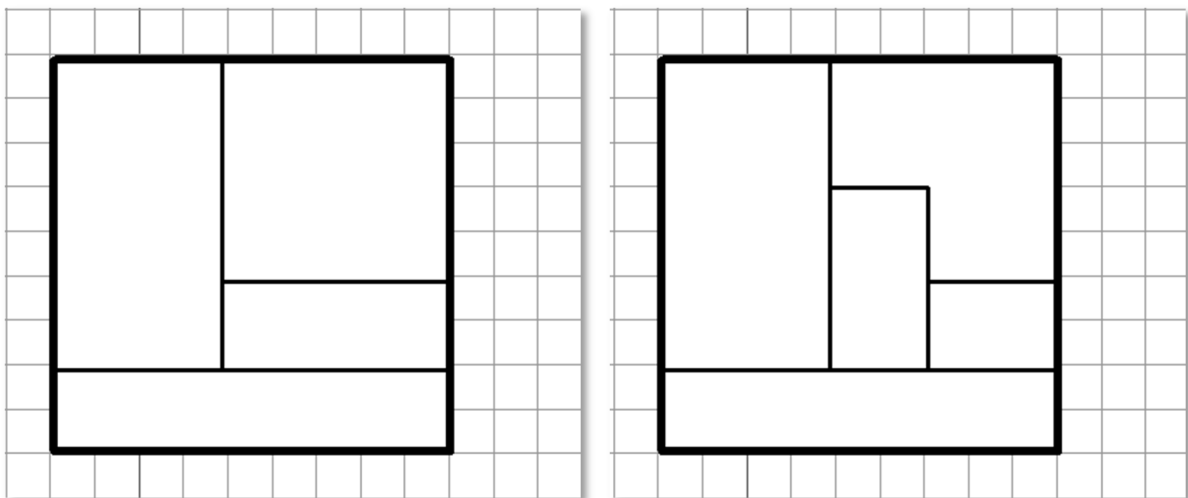
If you really do wish to insert a new room then draw the room external to the existing room and then drag the walls (as indicated below) so that the room moves inside



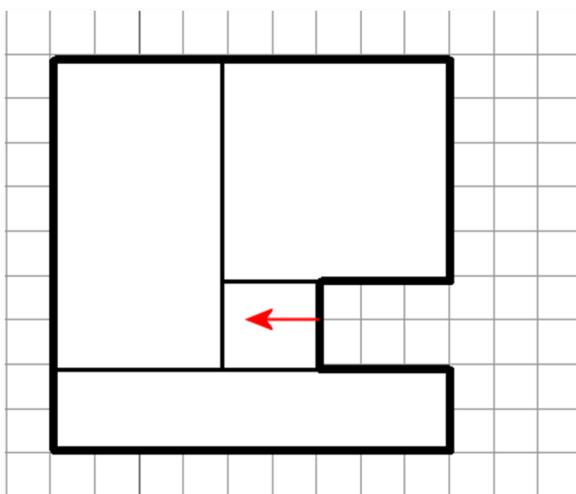
## Visual Floor Planner



That's for a simple case. For a more complex case the solution is the same:

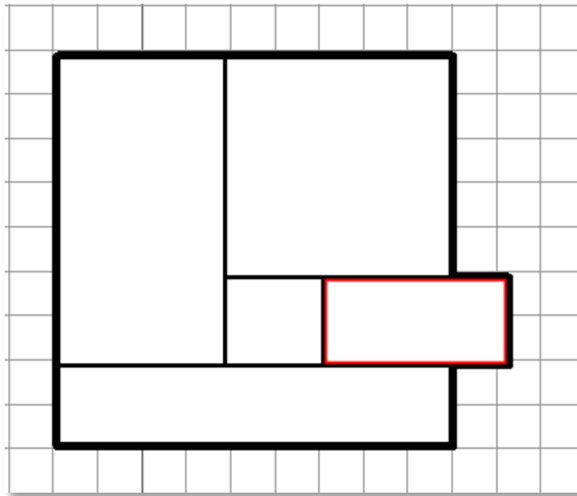


Starting position (left) but we want to insert room in centre (right)

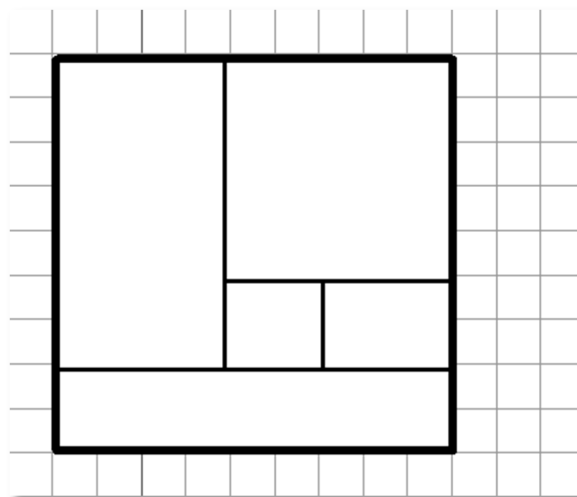


Drag the exterior wall section inwards

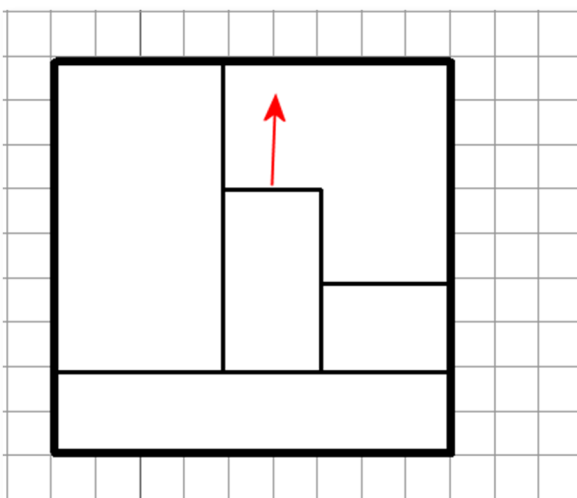
## Visual Floor Planner



Add new room, taking care to overlap the external section



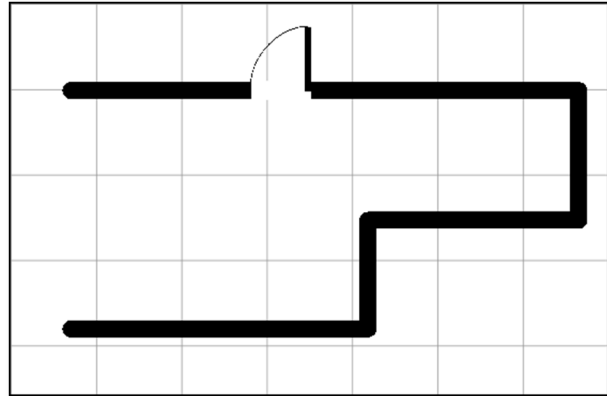
Then re align the external wall



Add new wall point (double click on wall) then resize the new room.

### 11.13 Can I insert a Door or Window into a PolyLine

No!. You can only insert a door or window into a wall, and a PolyLine is not a wall. They may look like walls but they are not. You can however manually place a door or window on top of a PolyLine. The door / window will not snap or move with the PolyLine, but if you bring the door / window to the front (Right click and select order), the door window will appear as if it is inserted into the Poly Line



## 12 Folders

The Visual Floor Planner .exe and all its dependencies are located in the **Program Files / Visual Floor Planner** folder, normally installed on the c: drive. The Visual Floor Planner Folder can be moved and run from any file path, however if moved after installation, the links from the start menu will no longer function. This folder has the following sub directories:

### **Etc**

This folder contains the basic fonts used by Visual Floor Planner. The fonts used by the text feature are located in your Window's font folder.

### **Help**

This folder contains the keyboard short cuts displayed from the Help menu

### **Icons**

This folder contains all the 2D objects found in the catalogue. The sub directories for the Fire Escape symbols are also located here.

### **Pdf**

This folder contains this document saved as a pdf file, but we recommend that you use the updated online version.

There is also a Visual Floor Planner folder located in the **Users/Your Name/My Documents folder**

This folder contains the following sub directories:

### **Projects**

This is where you can save your projects. There are a set of example projects saved here.

### **Images**

Any images that you create to use within your plans can be saved here.

## 13 Catalogue

Most users won't need to read this section, but if you are curious or want to know how to add new icons or symbols, then the information is here.

The catalogues can be expanded using the following information, however many users may find this to be too advanced and we supply it just for completeness and for those that understand such things and want to make changes.

The 2D symbols can be created using **Inkspace** and saved as .SVG files. These can be converted to .txt files using the **Visual Floor Planner SVG Converter**. (Available on request- but not supported) The converted .txt file will then require additional editing. See the **.txt** file description for an example.

### 13.1 Config file

The contents and layout of the catalogue is defined by the **config** file. This is located Icons folder.

Each line in the **config** file represents a 2D Object and consists of the following:

Catalogue Position  
Panel Position  
Object name

#### Catalogue Position

The catalogue consists of 2 columns with each position numbered as follows:

00     01  
02     03  
04     05  
etc

So the top right position in the catalogue is 01

#### Panel Position

Each object is given a Panel positioning starting from 0.

#### Object name

This is the name of the object **.xpm** file that contains the object data.

### 13.2 Tooltips file

This file contains the tool tips that appear for each item in the catalogue. This is located Icons folder.

### 13.3 XPM file

Each object that appears in the catalogue's main panel (The vertical panel) is represented by an .xpm file.

The .xpm file can be edited with an image editor such as **Paint Shop Pro**

## 13.4 BMP file

Each object that appears in the catalogue's object panels (the horizontal panels) is represented by a .bmp file. Created with a tool such as **Microsoft Paint**

## 13.5 txt file

To enable the 2D objects to be scaled and rotated, the objects are stored as vectors.

Although Visual Floor Planners objects originated as SVG files, they have further been optimised into a "pseudo svg" for space a speed considerations, using the Visual Floor Planner SVG Converter

An object's text file defines these vectors as follows:

L	line	x1 y1 x2 y2
T	triangle	x1 y1 x2 y2 x3 y3
Q	quad	x1 y1 x2 y2 x3 y3 x4 y4
C	circle	x1 y1 r
A	arc	x1 y1 r start end
S	spline	x1 y1 x2 y2 x3 y3
B	bezier	x1 y1 x2 y2 x3 y3 x4 y4
P	Polygon	x y
!P	End polygon	
! T	thick	
! F	fill 0 or 1	
! G	fill colour ( -1 to 255) , -1 use same colour as the foreground 0: Black 255:White	
@ S	scale (in cm)	
@ N	snap to walls (0 or 1)	
@ R	rescale mode (0 - none, 1 - horizontal, 2 - vertical, 3 - full)	
@ T	x y translate next points (with x y)	
@ A	x rotate with x degrees	
@ X	0 or 1 (if X/Y rescaling is allowed)	

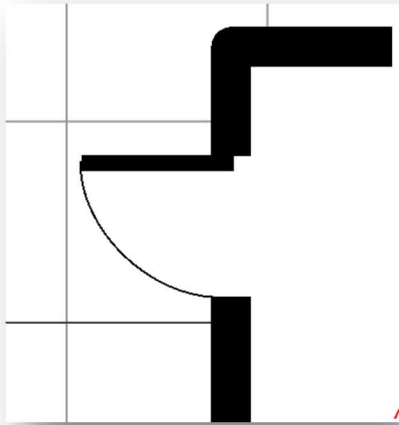
e.g.

@ S 60	Set the scale to 60
! T 1	Set the link thickness to 1
! F 1	Set fill to 1
! G 255	Set fill colour
Q -100 -80 -100 80 100 80 100 -80	Draws a rectangle at points defined
C -45 -30 30	Draws a circle at x= -45 y = -30 rad =30

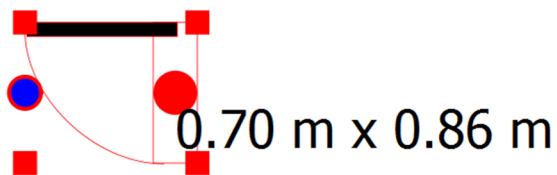
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Each object is represented by two files, a 35 x 35 pixel.bmp file which contains the image displayed in the catalogue panel; and a .txt file which contains the actual vector data representing the 2D object.

As an example, let's look at the single door object:



The actual symbol looks like this:



This is represented by the doorsingle.txt file:

```
@ S 70
@ N 1
@ T 33.313 57
! G 255
! F 1
! T -1
Q 8 65 59 65 59 49 8 49
! T 1
! G -1
Q 58.7639 3.57806 58.7639 57.9254 53.969 57.9254 53.969 3.57806
! G 255
B 56.1667 3.37821 8.01811 52.9288 32 3 8 28
@ T 33.313 33.346
```

Looking at this code in detail. The single door object consists of 3 parts, the white door threshold rectangle, the black door rectangle, and the door swing.

### **@ S 70**

Set the scale of the object to 70cm. If you want your door width to be different to 70cm default then this is the value to change.

### **@ N 1**

This defines that the object will snap to a wall object when being placed. A value of 0 will tell the object not to snap.

### **@ T 33.13 57**

Translate next points to  $x = 33.13$   $y = 57$

This defines the point about which the object is rotated. If this command was omitted or the value set to  $x = 0$ ,  $y = 0$ . The point of rotation would be at the top left of the door object.

Next the white door threshold rectangle:

### **! G 255**

Set the fill colour to white (255). In this case we are defining the fill colour of the next rectangle which is the door threshold. !G 0 would set this to black. !G 128 would be grey. However we need white to show the door space in the wall.

### **! F 1**

Set fill to be on.

### **! T -1**

Sets the line thickness of the next rectangle

### **Q 8 65 59 65 59 49 8 49**

We now draw the rectangle that represents the threshold of the door.

Next the black door rectangle:

### **! T 1**

sets the line thickness. Of the next rectangle which will be the actual door.

### **! G -1**

This sets the fill colour of the door to black



**Q 58.7639 3.57806 58.7639 57.9254 53.969 57.9254 53.969 3.57806**

This draw the door rectangle

**! G 255**

Set the fill colour to white (255).

**B 56.1667 3.37821 8.01811 52.9288 32 3 8 28**

Draws the quarter circle door swing using a Bezier function

**@ T 33.313 33.346**

This is not really required as we already set the rotation point

### 13.6 Room Names

The default room name list is maintained in a file named **room\_names.en** located in the applications root directory. Additional or alternative room names may be added to this file.

### 13.7 Project File

The project file is the .fpp file, and is an XML file, which can be read by other programs. The XML file can be edited using a text editor (Do not use a word processor).

The following data is provided for advanced users that wish to explore the possibility of editing the xml project file.

The XML structure is as follows:

```
<FloorPlan>
  <FLOORS>
    <FLOOR>
      <OBJECTS />
      <ROOMS>
        <CORNERS />
        <WALLS />
        <ROOMS />
      </ROOMS>
      <WORKSURFACES>
        <CORNERS />
        <WALLS />
        <ROOMS />
      </WORKSURFACES>
      <CUPBOARDS>
        <CORNERS />
```

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```
<WALLS />
<ROOMS />
</CUPBOARDS>
</FLOOR>
</FLOORS>
<PAPER/>
<OPTIONS/>
</FloorPlan>
```

### <FLOORS>

Each time a floor is created a <FLOORS> </FLOORS> pair is created. For example you could replicate an entire floor by replicating all the data between <FLOORS> </FLOORS>. This is exactly what happens when you use the copy floor tool.

### <ROOMS>

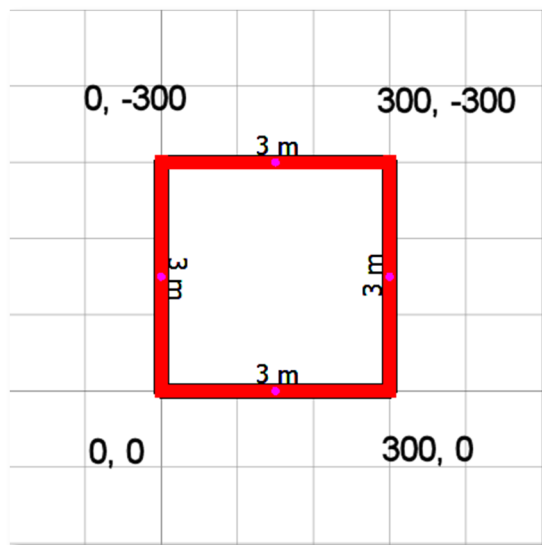
Each floor consists of a number of rooms, where each room is further defined by a number of corners and a number of walls.

### <CORNERS>

Each room has its own list of corners, where each corner has its own unique corner **id**, its **xy** position and locked status.

```
<corner id="2" x="-145" y="-160" locked="0" />
```

The exact centre of the screen has the co-ordinates x=0, y=0



A Room measuring 3m x 3m, with its bottom left corner sitting at 0,0 screen centre.

Note that the first point (id=2) is the first point created i.e. where the mouse click occurred.

The second click would have defined the opposite corner (id=4)

Note also that each grid square represents 1m  
As these values are stored as integers, this limits the accuracy of the plan to the nearest 1 cm.

The coordinate is the centre of the corner point of the wall, not the wall edge.

This room is defined by:

```
<CORNERS>
  <corner id="2" x="0" y="-300" locked="0" />
  <corner id="3" x="300" y="-300" locked="0" />
  <corner id="4" x="300" y="0" locked="0" />
  <corner id="5" x="0" y="0" locked="0" />
</CORNERS>
```

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### <WALLS>

Each room has its own list of wall, where each wall has its own unique wall **id**, the two corner id that define the two ends of the wall, the walls curvature if any, curve type, wall thickness, lock status and hidden status.

```
<wall id="6" c1_id="2" c2_id="3" curved="0.000000" curved_type="0.500000" thickness="0"
locked="0" hidden="0">
  <COLOUR HAS_COLOUR="0" R="0" G="0" B="0" />
</wall>
```

The previous room would therefore be defined by:

```
<WALLS>
  <wall id="6" c1_id="2" c2_id="3" curved="0.000000" curved_type="0.500000" thickness="0" locked="0" hidden="0">
    <COLOUR HAS_COLOUR="0" R="0" G="0" B="0" />
  </wall>
  <wall id="7" c1_id="3" c2_id="4" curved="0.000000" curved_type="0.500000" thickness="0" locked="0" hidden="0">
    <COLOUR HAS_COLOUR="0" R="0" G="0" B="0" />
  </wall>
  <wall id="8" c1_id="4" c2_id="5" curved="0.000000" curved_type="0.500000" thickness="0" locked="0" hidden="0">
    <COLOUR HAS_COLOUR="0" R="0" G="0" B="0" />
  </wall>
  <wall id="9" c1_id="5" c2_id="2" curved="0.000000" curved_type="0.500000" thickness="0" locked="0" hidden="0">
    <COLOUR HAS_COLOUR="0" R="0" G="0" B="0" />
  </wall>
</WALLS>
```

Field	Default	Meaning
id		is the unique ID reference for the wall
C1_id		is the reference to a wall point (or corner) that defines this wall
C2_id		is the reference to a wall point (or corner) that defines this wall
curved	0	Defines curve shape
curved_type	0.5	Defines curve shape
thickness	0	1= very thin , 5 = very thick
locked	0	1=wall cannot be moved
hidden	0	1= wall is not displayed

### <OBJECTS>

There are various object types, indicated by the branchtype.

**branchtype="icon"**

The icons and 2D symbols used within a project are stored within a project file as references to the images.

<OBJECTS>

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```
<OBJECT branchtype="icon" posx="-390" posy="-374" rotation="0.000000" scale="1.000000" priority="1"
BG_R="255" BG_G="255" BG_B="255" FG_R="0" FG_G="0" FG_B="0" icon="Fire/ISO/7010_E003" hmirror="0"
vmirror="0" scale_rap="1.000000" />
```

</OBJECTS>

For example the above reference is to a symbol located in the FIRE/ISO directory.

### branchtype="stairs"

```
<OBJECT branchtype="stairs" posx="-246" posy="-19" rotation="0.000000" scale="1.000000" priority="0"
BG_R="255" BG_G="255" BG_B="255" FG_R="0" FG_G="0" FG_B="0" x2="-246" y2="-134" mode="0"
hmirror="0" size_base="100" size_stairs2="140" size_stairs3="140" size_stairs_percents="50" />
```

Field	Default	Meaning
posx	0	This is the x position of stair
posy	0	
rotation	0.000000	This is the rotation of the stair object in radians if the rotate tool is used on stair object.
scale	1.000000	Defines the width of the stair
priority	0	You can set the priority of a stair so it's behind a room, eg -1
BG_R	255	Background colour has no affect as stairs are transparent
BG_G	255	
BG_B	255	
FG_R	0	Defines foreground colour with RGB value =0 this gives black R=0 G=0 B=255 would give stairs with blue line
FG_G	0	
FG_B	0	
x2	0	End point of stairs. Length of stairs 100 = 5 steps 200 = 9 steps 300 = 14 steps Also therefore defines angle of stair relative to posx posy
y2	-115	
mode	0	Defines stair type 0 to 11
hmirror	0	1 = If the horizontal mirror tool is used on this stair object
size_base	100	Type 5, 6 , 9 , 10 Defines the depth of the landing

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		Type 11 Defines Width of stairs
size_stairs2	140	Type 9 Defines number of steps
size_stair3	140	Type 11 Defines number of steps to landing
size_stairs_percents	50	Type 4 This defines the position of the stair break

### branchtype="polyline"

```
<OBJECT branchtype="polyline" posx="0" posy="0" rotation="0.000000" scale="1.000000" priority="1" BG_R="160" BG_G="160" BG_B="160" FG_R="0" FG_G="0" FG_B="0" thick="10" linestyle="SOLID">
```

```
<POINTS>
```

```
<point x="-513" y="-484" />
```

```
<point x="534" y="-484" />
```

```
<point x="534" y="104" />
```

```
<point x="-135" y="104" />
```

```
<point x="-135" y="447" />
```

```
<point x="-513" y="447" />
```

```
<point x="-513" y="-484" />
```

```
</POINTS>
```

```
</OBJECT>
```

Field	Default	Meaning
posX	0	Not Used
posY	0	Not Used
rotation	0	
scale	1	
priority	1	
BG_R		
BG_R		
BG_R		
FG_R		
FG_G		
FG_B		
thick	5	
style	SOLID	

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Each point in the PolyLine is defined by an X and Y position

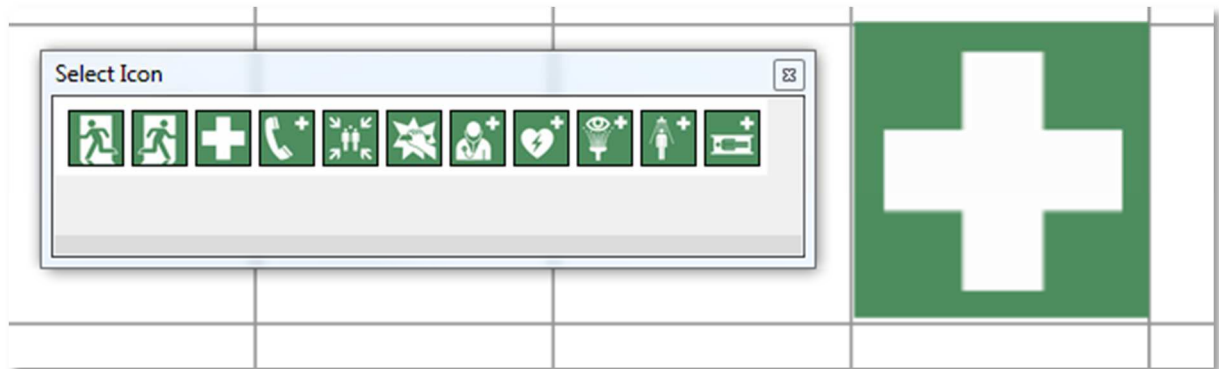
Other branchtypes:

**branchtype="line"**

**branchtype="text"**

## 14 Adding Icons

Icons similar those used for creating fire escape plans are easy to create and add. Each icon is represented by 2 kinds of file, a .png file that is the image displayed in your project and a .bmp file that represents the icon in the toolbar



### 14.1 Example: Adding a new fire extinguisher icon

In this example we will add a new icon to an existing icon bar.

#### Display Icon

Create your display icon. The display icons should be a 24 or 32 bit image. Keep the image size to be less than 512x512 pixels to avoid performance issues when displaying.

Save it as a .png file in the following folder:

C:\Program Files (x86)\Visual Floor Planner\Icons\Fire\Extinguishers

(This is the default path and may vary if you installed Visual Floor Planner in a different path.)

For our example save the file as **newicon.png**

#### Toolbar Icon

Next, create a version of the icon to display in the tool bar. This image file should be 30 x 30 pixels. We suggest you use Microsoft Paint for this. If you experience problems try creating your new icons by first editing existing icons. Use an existing icon as a template for your new icon.

Save it as a .bmp file in the same folder as the display icon. For our example save the file as **newicon.bmp**

We now tell the toolbar of the existence of the new icon. This is done by adding a new line to the config file. This is located in C:\Program Files (x86)\Visual Floor Planner\Icons

For example add the following line to the config file

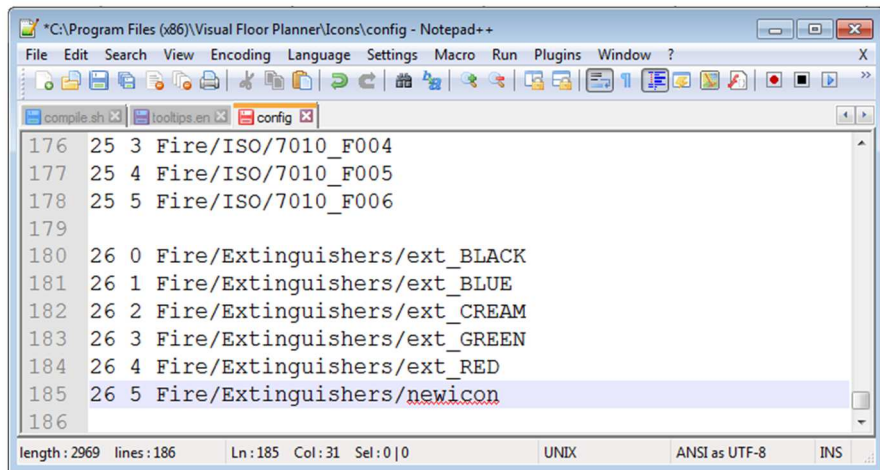
26 5 Fire/Extinguishers/newicon



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The 26 indicates that it lives in toolbar position 26 of the main toolbar (the fire extinguisher panel)

The 5 indicates that it is located at position 5 within the toolbar



```
*C:\Program Files (x86)\Visual Floor Planner\Icons\config - Notepad++
File Edit Search View Encoding Language Settings Macro Run Plugins Window ?
compile.sh tooltips.en config
176 25 3 Fire/ISO/7010_F004
177 25 4 Fire/ISO/7010_F005
178 25 5 Fire/ISO/7010_F006
179
180 26 0 Fire/Extinguishers/ext_BLACK
181 26 1 Fire/Extinguishers/ext_BLUE
182 26 2 Fire/Extinguishers/ext_CREAM
183 26 3 Fire/Extinguishers/ext_GREEN
184 26 4 Fire/Extinguishers/ext_RED
185 26 5 Fire/Extinguishers/newicon
186
length: 2969 lines: 186 Ln:185 Col:31 Sel:0|0 UNIX ANSI as UTF-8 INS
```

Note: Adding a new line 27 will automatically add a new icon into the icon panel.

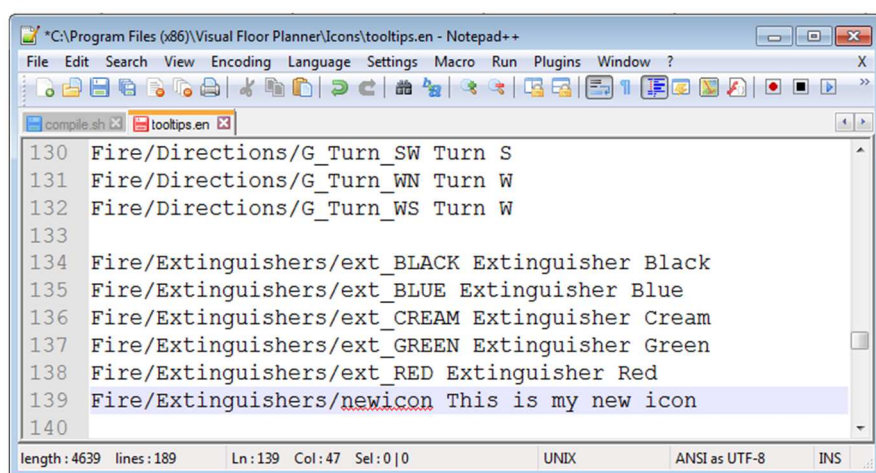
Note: By using the path Fire/Extinguishers/newicon, you are defining the location of the icon. Its not recommended to use long path names as this will bloat the size of your project file.

### Tool Tips

You can also add a tooltip to the icon by editing the tooltip file.

Add the following line:

Fire/Extinguishers/newicon This is my new icon



```
*C:\Program Files (x86)\Visual Floor Planner\Icons\tooltips.en - Notepad++
File Edit Search View Encoding Language Settings Macro Run Plugins Window ?
compile.sh tooltips.en
130 Fire/Directions/G_Turn_SW Turn S
131 Fire/Directions/G_Turn_WN Turn W
132 Fire/Directions/G_Turn_WS Turn W
133
134 Fire/Extinguishers/ext_BLACK Extinguisher Black
135 Fire/Extinguishers/ext_BLUE Extinguisher Blue
136 Fire/Extinguishers/ext_CREAM Extinguisher Cream
137 Fire/Extinguishers/ext_GREEN Extinguisher Green
138 Fire/Extinguishers/ext_RED Extinguisher Red
139 Fire/Extinguishers/newicon This is my new icon
140
length: 4639 lines: 189 Ln:139 Col:47 Sel:0|0 UNIX ANSI as UTF-8 INS
```

The text will be displayed when the cursor hovers over the icon

If you experience problems try creating your new icons by first editing existing icons.

Ensure that you edit the text files using a text editor such as Notepad

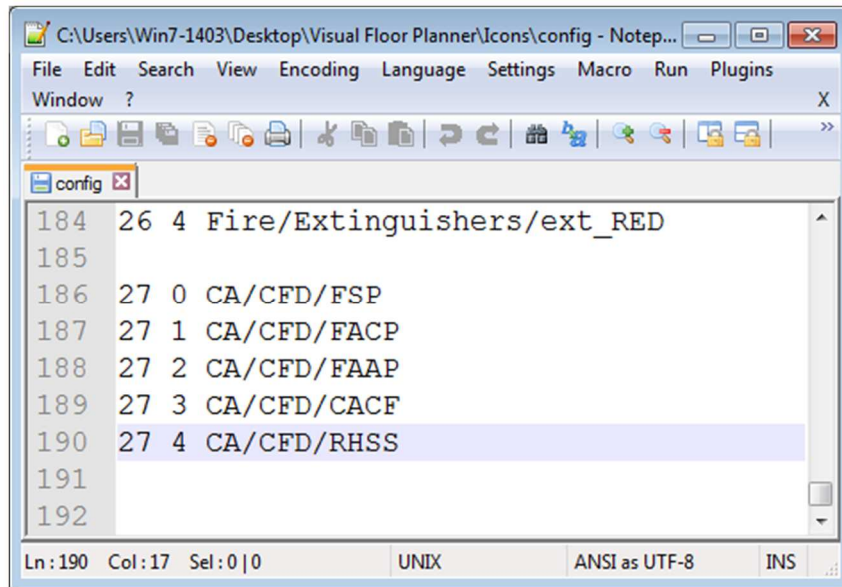


## 14.2 Example: Adding a new icon set

In this example we will add a new icon bar containing a new set of icons.

This procedure is almost exactly the same as adding an icon to an existing icon bar.

Create the new set of toolbar icons



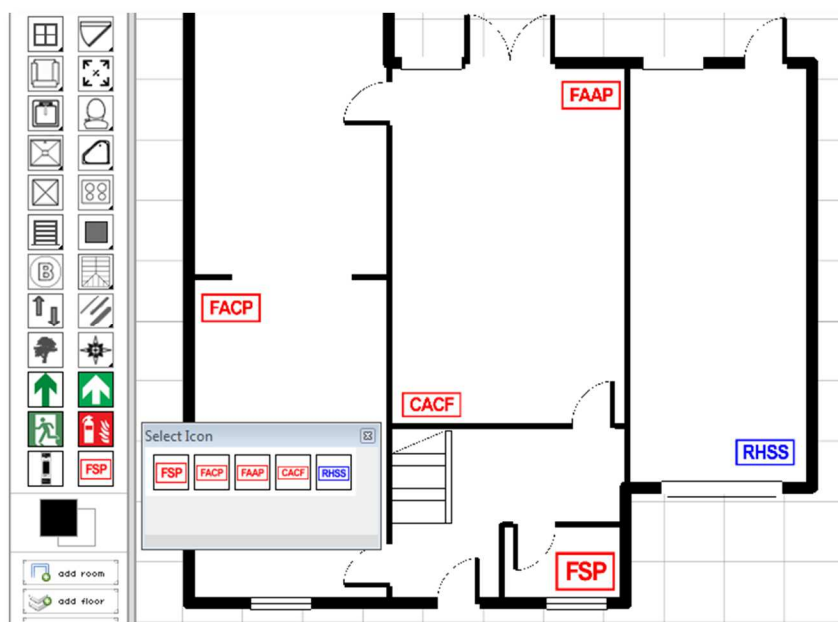
In this example we will create 6 new icons to display in the toolbar at position 27. These 6 .png images should then be saved in:

C:\Program Files (x86)\Visual Floor Planner\Icons\CA\CFD

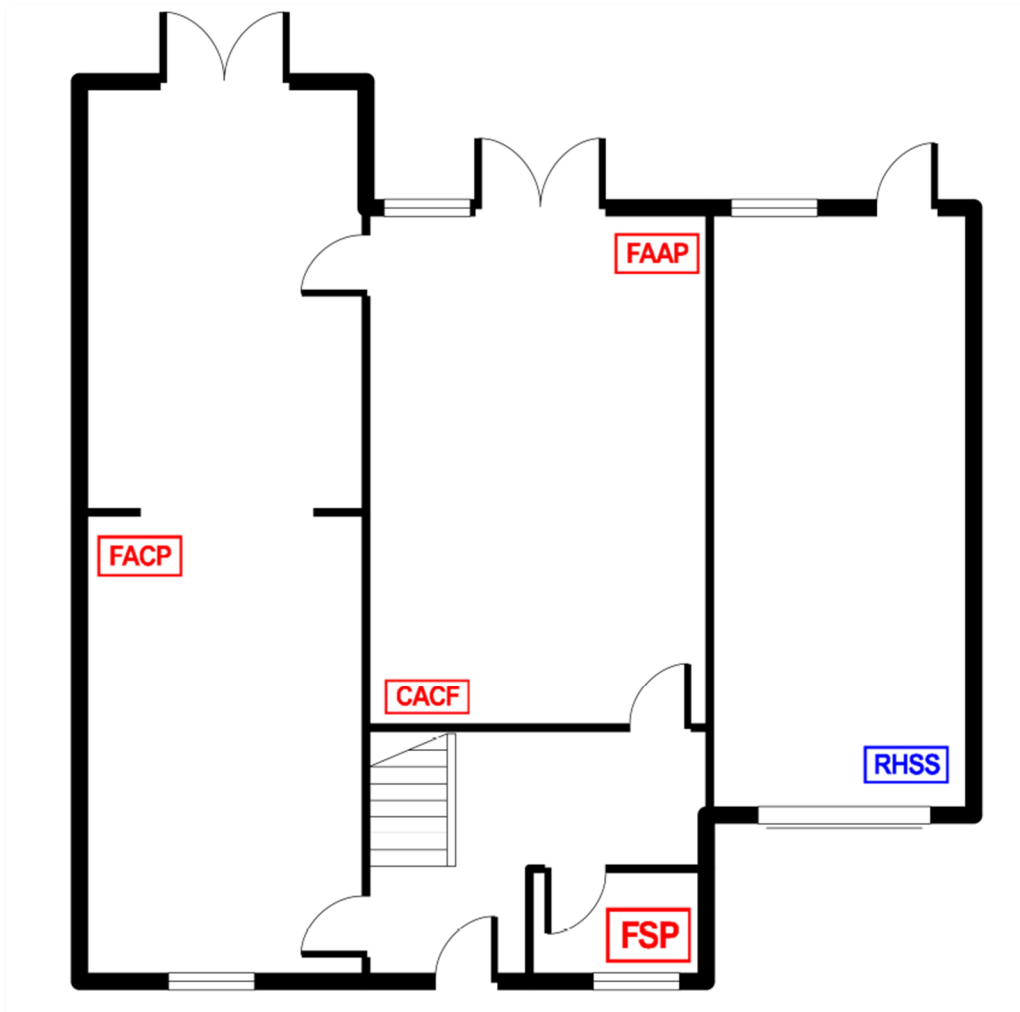
Also create the 6 corresponding .bmp icons to display in the toolbar. These should be the same name as the display icons, but saved as a .bmp. Note that the icon used in position 0 of the toolbar is also used in the main toolbar.

The toolbar will automatically extend to accommodate the new tool bar at position 27

Note that your final plan image will only be as good as the .png icons images that you have created:



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Please note that the above icons were created by a Canadian user for use in a Canadian Fire Plan, and is only used here as an example.

## 15 Registry

Visual Floor Planner is a shy piece of software and keeps all dll's and other dependencies within its own folder. The only exception to this is in the external ttf fonts that live in the windows fonts folder and some data that is kept in the registry. These fonts are not installed by Visual Floor Planner, but it does give you the ability to use them.

The following is for information only and suggest you do not edit the registry unless you really know what you are doing.

The registry data is maintained at

HKEY\_CURRENT\_USER\Software\visualFloorPlanner

Here you will find:

Colour	Colour settings are preserved between sessions
Copyright	Your default copyright notice is kept here
Settings	Default settings such as Multiple Placement, default font etc are here

## 16 Version Updates History

So that you can see that we are keeping busy with feedback and suggestions...

Please remember that updates are free for 1 year from date of purchase. Updates are only available as a download.

### 16.1 Visual Floor Planner 1.38

Release date: Jan 2013

Visual Floor Planner based on **as** MyFloorPlanDesigner developed and owned by GraFX .

### 16.2 Visual Floor Planner 1.5

Release date: April 2014

Visual Building Ltd acquires MyFloorPlanDesigner from GraFX and continues to develop as Visual Floor Planner

1. Added new 2D objects to enhance the use of Visual Floor Planner for creation of floor plans by Domestic Energy Advisors.
2. Objects now include: Radiators, Bolier, Water Cylinder, Standard Lights, Energy Saving Lights, Thermostats, Programmer, Electric Fire, Gas Fire, and Wood Fire.
3. New conservatory objects added

4. Additional plant objects added

5. You now have option to display dimensions:

Metric (Imperial)

Imperial (Metric)

Metric Only

Imperial Only

6. Lock Wall

You can now lock down individual walls

Locking a wall will prevent it from moving, which can be useful during editing.

7. Lock Wall Point

You can now optionally lock down an individual wallpoint

Locking a wall point will prevent it from moving, which can be useful during editing.

8. Disable Object Snap

Some objects would always snap to a wall, which made it difficult to place an object close to the wall without snapping. Holding Ctrl key down, while placing object will disable the snap feature.

9. Trial Period has now been extended from 7 to 10 days  
Trial version == licensed version but limited 10 day license.  
The trial version no longer has any print / save restrictions, and at end of 10 day trial period can be converted to a licensed product just by inserting purchased license key.
10. Loss of cursor focus  
The cursor would occasionally lose focus of the cursor. Placing text or objects would be shifted by a constant distance from actual cursor. This would happen especially on a dual screen set up, or when the application was put in full screen mode.
11. New Room Placement upset existing room size
12. The wall thickness dialog now shows the current wall thickness setting of the selected wall. Was previously always size 0.
13. License key reduced from 60 characters to 30

### 16.3 Visual Floor Planner 1.5.1

Release date: Jun 2014

1. When exporting any plan as wmf (either restricted or unrestricted), the image was output with a lot of white space right and bottom of image irrespective of the plan size. This is now rectified in Visual Floor Planner 1.5.1
2. When the plan was exported as a .jpg the image file was degraded. This is now resolved in Visual Floor Planner 1.5.1.
3. Using the Import Sketch as Watermark  
Estate agents can now include a logo or other image and use as a watermark behind the floor plan. This will make it difficult for other persons to copy published plans and also helps with the estate agents marketing.
4. Window size  
When placing a window, the depth of the window object is set to be the same as the wall depth upon which it is being placed.
5. Resizing Windows  
When resizing the window with the grab handles (red squares), if the Ctrl key is pressed only window length is resized and the depth remains the same as the wall in which it is placed.
6. Resizing objects  
This feature is just for the techies and those involved in creating their own symbols- so most can ignore this feature.  
The parameters in the Pseudo Svg don't seem to work:  
@ X 0 for rescaling allowed

## Visual Floor Planner

@ R rescaling mode (How does @ R 0 differ from @ X 0 ?)

Unless of course you have enabled them just for specific object types.

Similar to the Resize Window (above), can we implement that objects can only be resized in either X or Y (but not both) when Ctrl key held down when resizing. Could this be implemented via your object control keys?

And with the Shift key down X and Y are resized in proportion. (Ctrl + Shift + Arrow keys already does this)

Would it be best to implement this in the Pseudo Svg for each object, by fixing @ R , or at higher level for all objects?

### 7. Rotating Stairs

Left / Right arrow keys rotate objects, but this did not previously include stairs objects. It now does.

### 8. Layer control of objects

Selected objects can now be layered relative to other objects.

Bring to Front

Send to Back

Bring Forwards

Send Backwards

### 9. An Object Context Menu is activated when a right click on a SELECTED object now includes:

Copy

Paste

Delete

Mirror Horizontal

Mirror Vertical

Bring to Front

Send to Back

Bring Forwards

Send Backwards

Rotate Left

Rotate Right

Rotate Left 90

Rotate Right 90

The existing context menu then activates when right clicking when object not selected

### 10. There is no longer a size limit imposed on blocks

### 11. Hide Wall

You can now hide a wall.

### 12. Dimension lines

Dimension lines are now more accurate

### 13. Copy Floor

## Visual Floor Planner

Where a plan layout is the same on several floors, you can now copy a floor plan to another floor and continue editing.

### 14. Start toolbar Docked

The Toolbar's default position is docked.

### 15. Default Project folder in users MyDocuments path

## 16.4 Visual Floor Planner 1.6

Release date: Aug 2014

1. An additional icon set now provides the ability to create Fire Escape Plans.
2. You can now apply a Text Background and border allowing you to create large title bars for your floor plans.
3. The number of floors has now been increased from 5 to 10.
4. You can now optionally hide a floor layer so that it is not printed.
5. You can now delete a floor layer.

## 16.5 Visual Floor Planner 1.6.1

Minor update: Release date: Jan 2015

1. Additional icon set for Domestic Energy Assessors included
2. Bay Windows now show correct background colour
3. XML project file now include ROOM ID which makes it easier to use the XML data with external programs
4. Help menu modified to link to online web resources
5. Arabic Fire Escape Text images added to Images/Fire/International folder. These can be imported using **Edit / Import Image**

## 16.6 Visual Floor Planner 1.6.2

Minor update: Release date: Mar 2015

## Visual Floor Planner

1. **Objects can now be placed multiple times**, avoiding the need to repeat select from the toolbar. The object selection terminated with Esc key or selecting a new object from the toolbar. Existing users should take note of this new feature as it affects (and improves) work flow. Some users who are not reading these notes are misinterpreting this feature as a bug or lockup. IT IS NOT A BUG!
2. Selected objects can be copied by holding Alt key.
3. Room dimensions now optional 1 or 2 decimal places
4. New 45 degree door added to door options
5. New Cylinder symbol added for DEA purposes
6. New entrance door symbol add to door options
7. Illegal characters in Copyright text now ignored. This previously prevented printing of text.
8. Project directory path now remembered. Fixed
9. Project rotation did not rotate text correctly. Fixed

### 16.7 Visual Floor Planner 1.6.3

Minor update

1. The Arrow tool is renamed as Dimension tool and its default is a solid line, with arrows and text.
2. The Line tool now has default as no arrows, no text, and thickness increased from 1 to 3
3. **The object multiple object placement** introduced in 1.6.2, is now an option defined in the Floor Plan settings dialog. The default is On.
4. An obscure bug that would appear to lock the application when trying to load an existing project, when a project is already loaded is resolved.

### 16.8 Visual Floor Planner 1.6.4

Minor update.

1. The Poly line was added, allowing you to insert line chains into a plan
2. The Multi Placement tool now defaults to OFF for new installs. This means that to use multiple placement of objects you now have to specifically switch this feature on. (This is because too many existing users don't read the update notes and report this wonderful new feature as a bug!)





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