



3D Event Designer Quick Start Guide

You can get started with 3D Event Designer in 5 easy steps.

The floor plan software works naitvely on all devices (Mac and PC computers, tablets and mobile phones) and you just need internet connection. For optimal performance, we recommend working in Google Chrome.

1. Create Your Space:

- **Have Floor Plan:** If you have an accurately scaled floor plan with at least one dimension start here: [Upload and Scale a Floor Plan](#)
- **Do Not Have Floor Plan:** If you do not have a floor plan, measure your space and start here: [Create a 3D Space with Only Dimensions](#)

Optional: To convert an uploaded 2D floor plan into a 3D space, and/or to make your floor plan look more realistic, use the following Guides:

- [Convert Your Uploaded Floor Plan to a 3D Space](#)
- [Change Height of a Room](#)
- [Change Colors and Materials for Floors, Walls and Ceilings](#)
- [Upload an Image from a Picture You Took](#)

2. Add Items to Your Space:

- **Add Doors & Windows:** For spaces that are converted to 3D, you can further customize your floor plan by adding doors, windows, openings, and more with this Guide: [Add Room Construction Items](#)
- **Add Furniture:** To fill your space with items such as tables, chairs, shelves, cubicles and more, utilize this Guide: [Add Furniture Items](#)

3. Configure the Space for Social Distancing:

- **Social Distance Items:** To create the most efficient social distancing layout, use the social distancing tools that are shown in this Guide: [Create Social Distancing Layouts – Basics](#)

To quickly configure your space with the most efficient layout, utilize the following Social Distancing Guides:

- [Create Social Distancing Layouts – Classroom Seating Configuration](#)
- [Create Social Distancing Layouts – Round Table Seating Configuration](#)

4. Share the Floor Plan:

The following Guides will walk you through the 3 ways you can share your floor plan with others:

- [Embed a Floor Plan on Your Business' Website](#)
- [Email a Floor Plan for Others to View](#)
- [Email a Floor Plan to Others to Edit](#)

5. Print the Floor Plan:

To print your completed floor plan, view this Guide: [Print a Floor Plan](#)