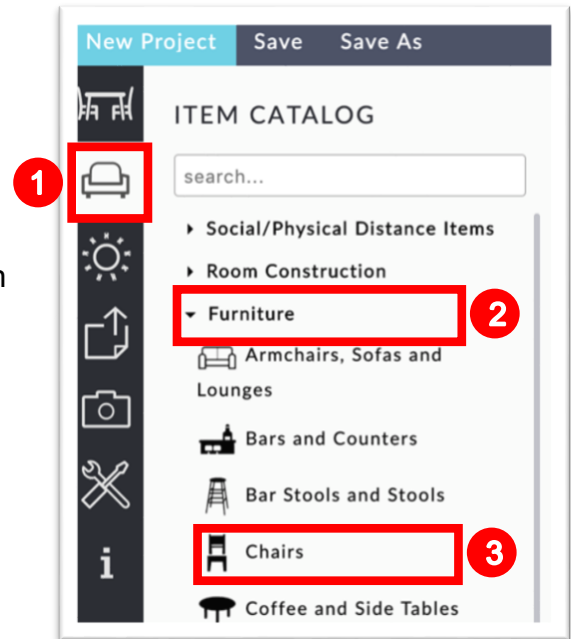


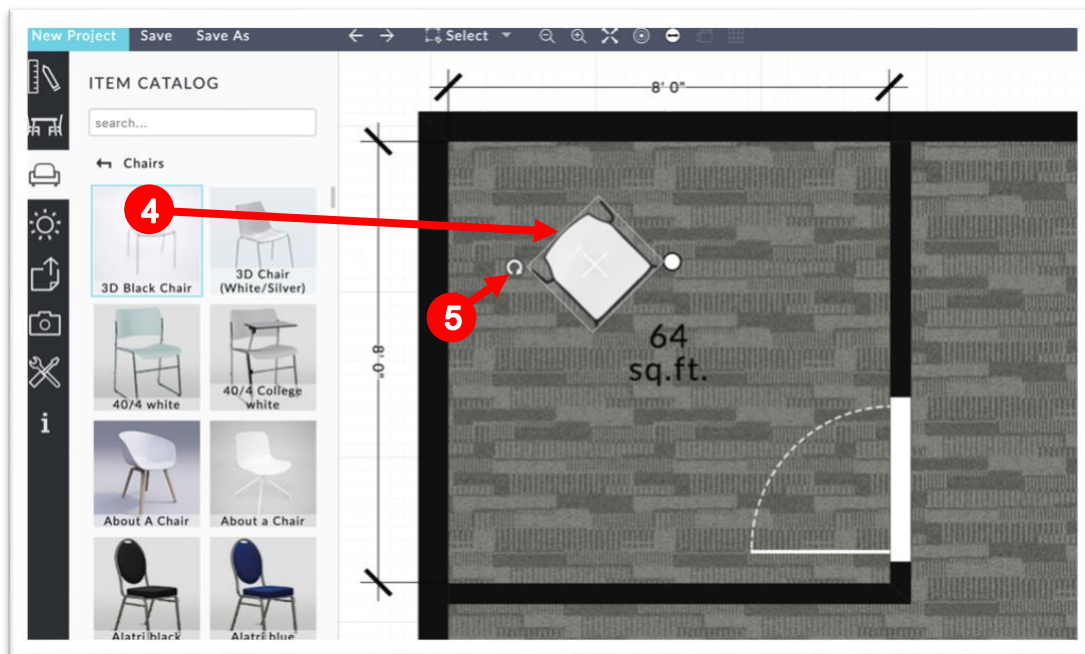
Add Furniture Items

This Guide will show you how to add items, such as chairs, tables, desks and more to your floor plan.

1. Click the “Item Catalog Icon” from the left menu bar.
2. Click “Furniture”.
3. Select items you would like to add such as “Chairs”. Alternatively you can use the search bar to look for any items such as “Chair”.



4. Select a Chair, then click, drag and drop it into the space.
5. You can rotate the chair by clicking the rotate icon (the rotate icon is always on the back of an item).



6. Adjust the dimensions by typing them into the properties window.
7. Items, such as a table top item, may need to be raised or lowered and can be done so by adjusting the “Distance From Floor” field.
8. Change the color of each part of the item by selecting the color thumbnail in the properties window.

