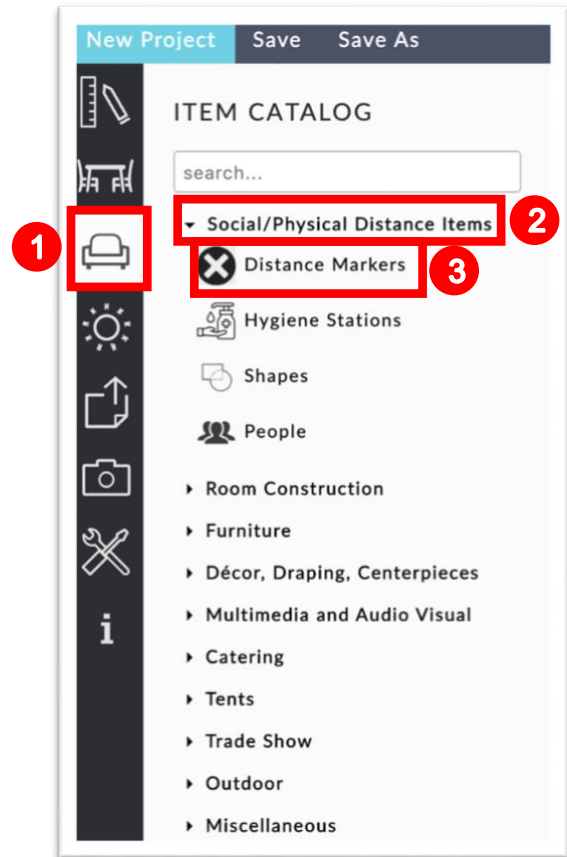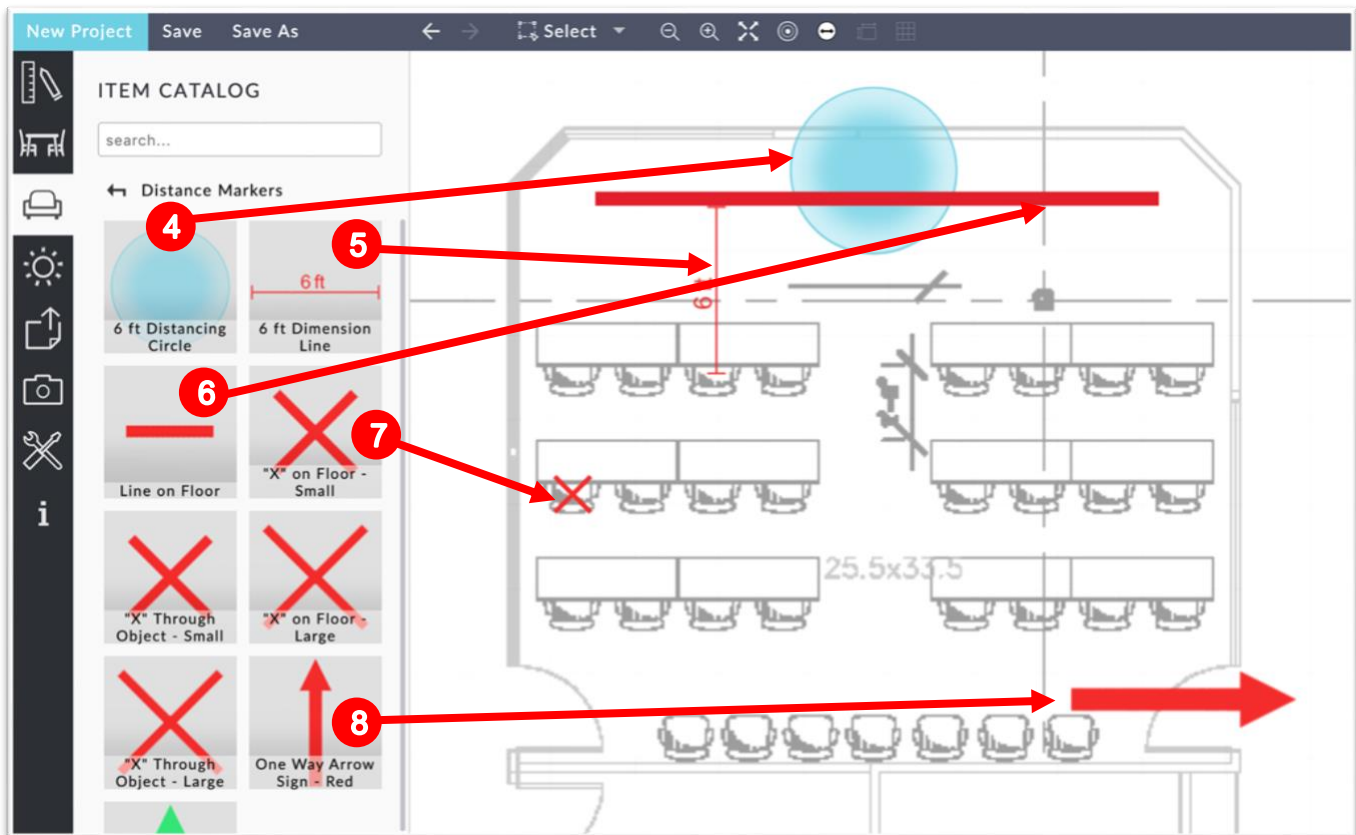## Create Social Distancing Layouts - Basics

This Guide will review the items used to create Social / Physical Distancing layouts. Before you get started here, be sure that you have built your space. *Be sure to check all applicable guidance from the appropriate government agencies for your business.*

1. Click the "Item Catalog Icon" from the left menu bar.

2. Click "Social/Physical Distance Items".

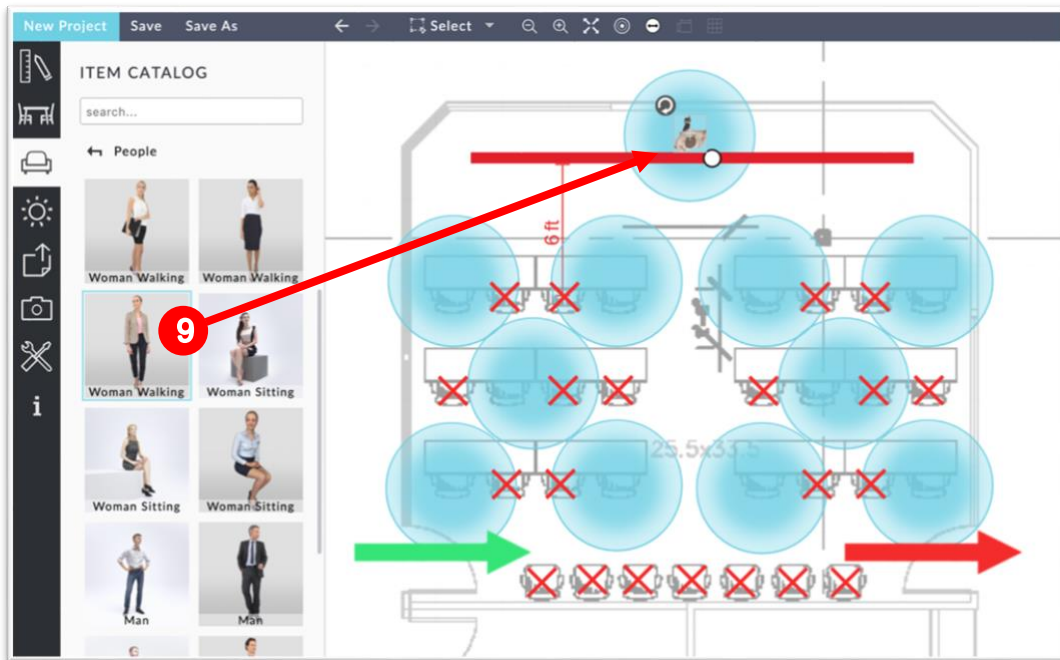3. Start by selecting "Distance Makers".

4. Add buffers such as the 6 ft Distancing Circle to the space based on the latest guidance provided by the government.

5. Add dimensions to show the safe space between where people will be located.

6. Add lines to divide a space.

7. Add X's to show areas that should not be used.

8. Add arrows to show one-way traffic.

Note: You can click on any item that has been placed in the floor plan to show its properties window for further customization (such as to change the size or color).
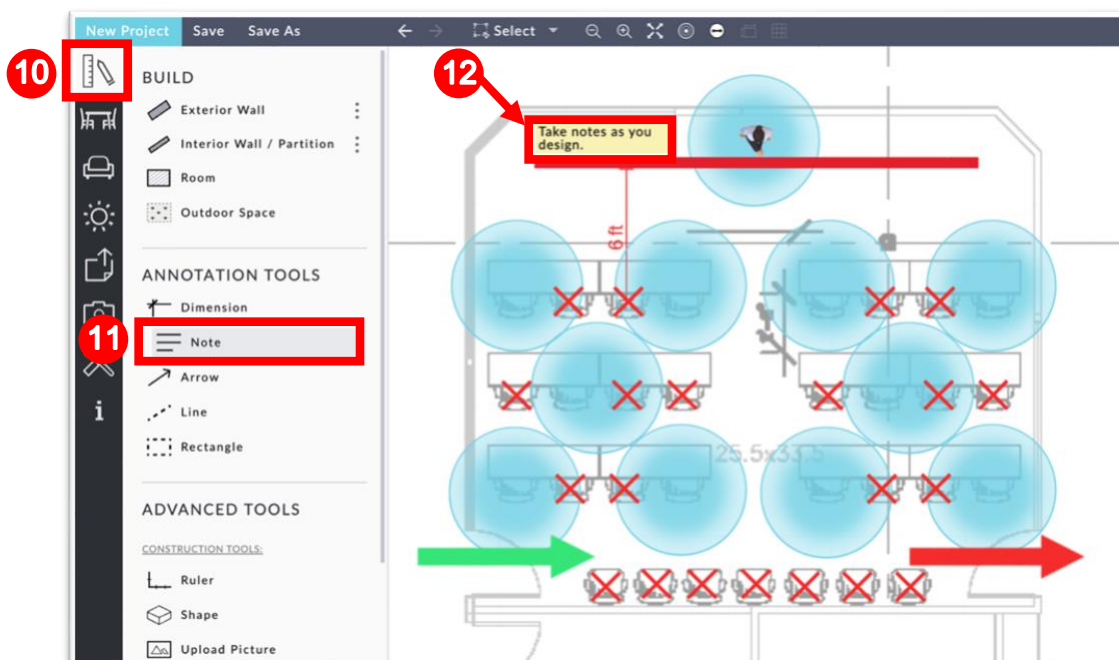
9. To add a person, navigate to the People category in the Item Catalog and click, drag and drop the desired person into the floor plan.

10. To add Notes, navigate to the Build Menu.

11. Click on Notes.

12. Draw a box on the floor plan where you would like the Note to be located.

13. Use the properties window to input and format the text.