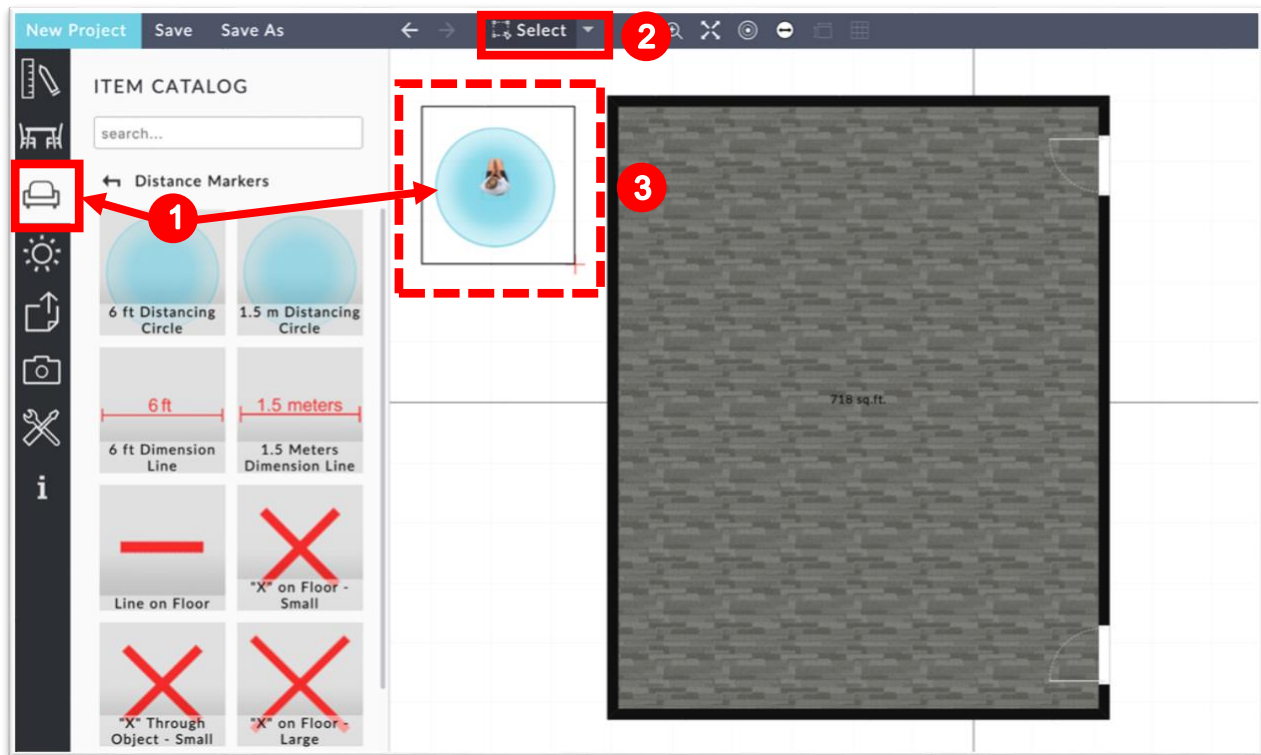


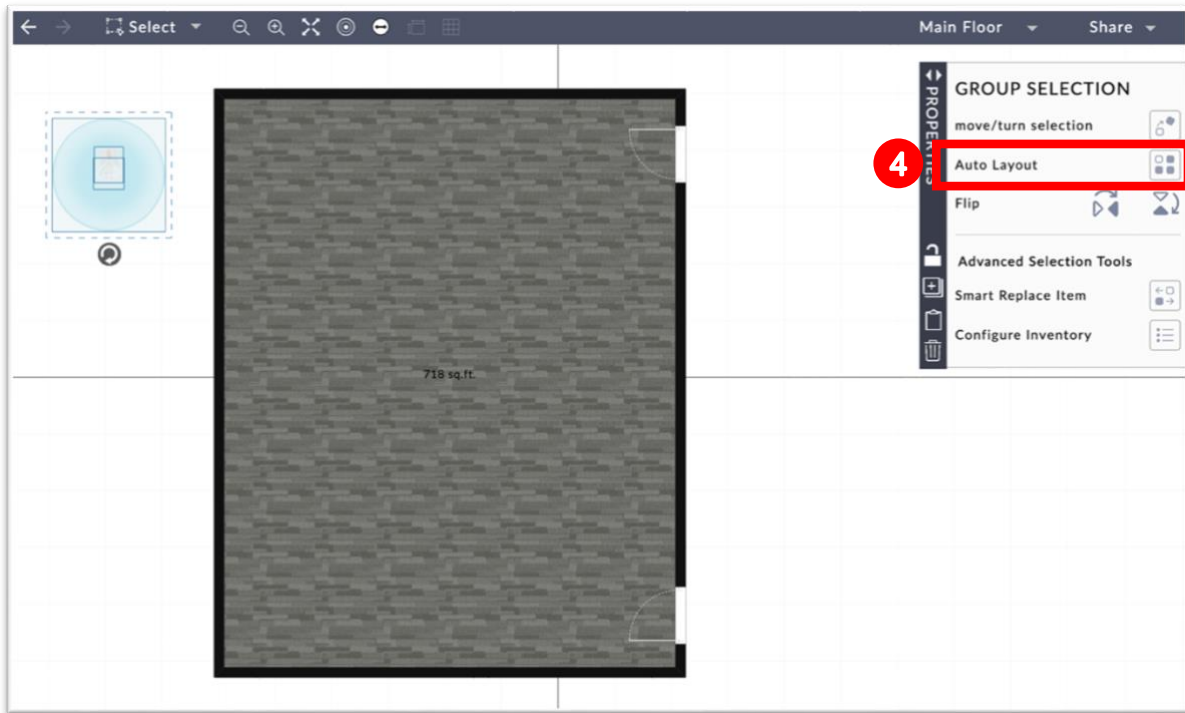
Create Social Distancing Layouts – Classroom Seating Configuration

This Guide will give you an overview of how to use the Auto Layout tool to quickly copy and place items in a classroom type seating configuration.

1. Use the menu bar to navigate to the Items you would like to layout. For example: 6 foot buffer, chair, and person sitting.
2. Click “Select” from the tool bar (make sure to click the dropdown next to “Select” to ensure the Items are being selected).
3. Click and drag to draw a box around all items you would like to group to Auto Layout.



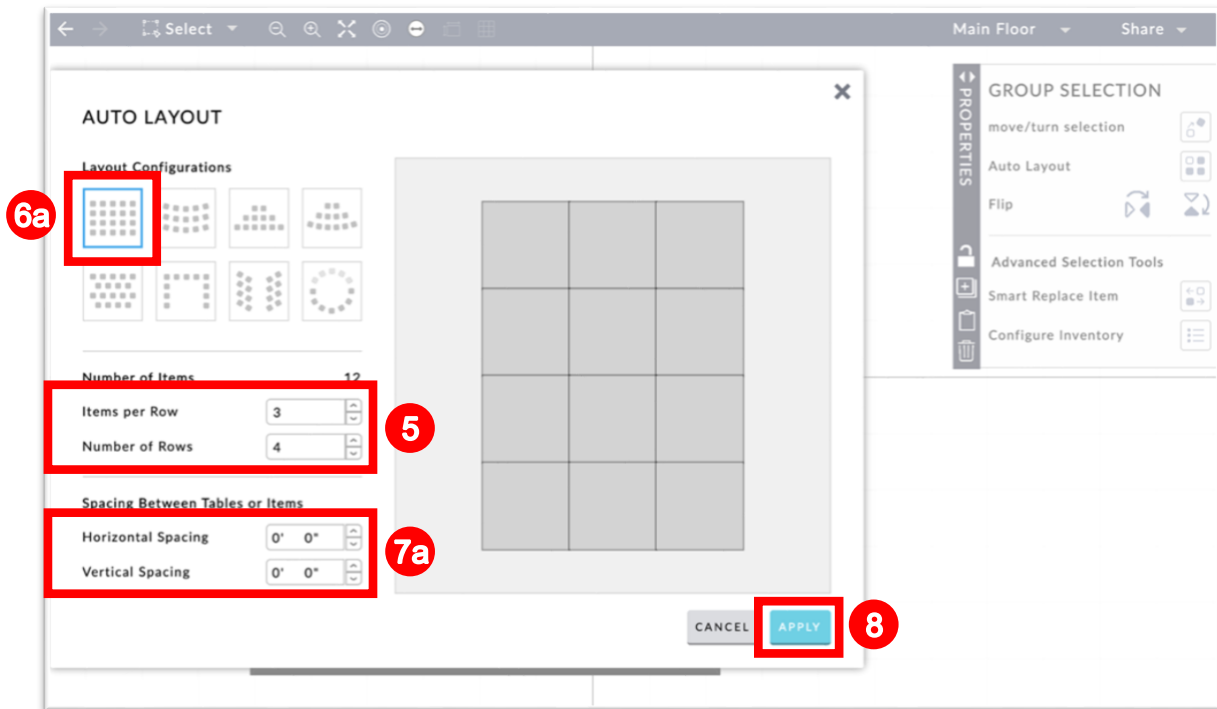
4. Select Auto Layout from the properties window.



5. Select the approximate Number of Items per Row and Number of Rows.

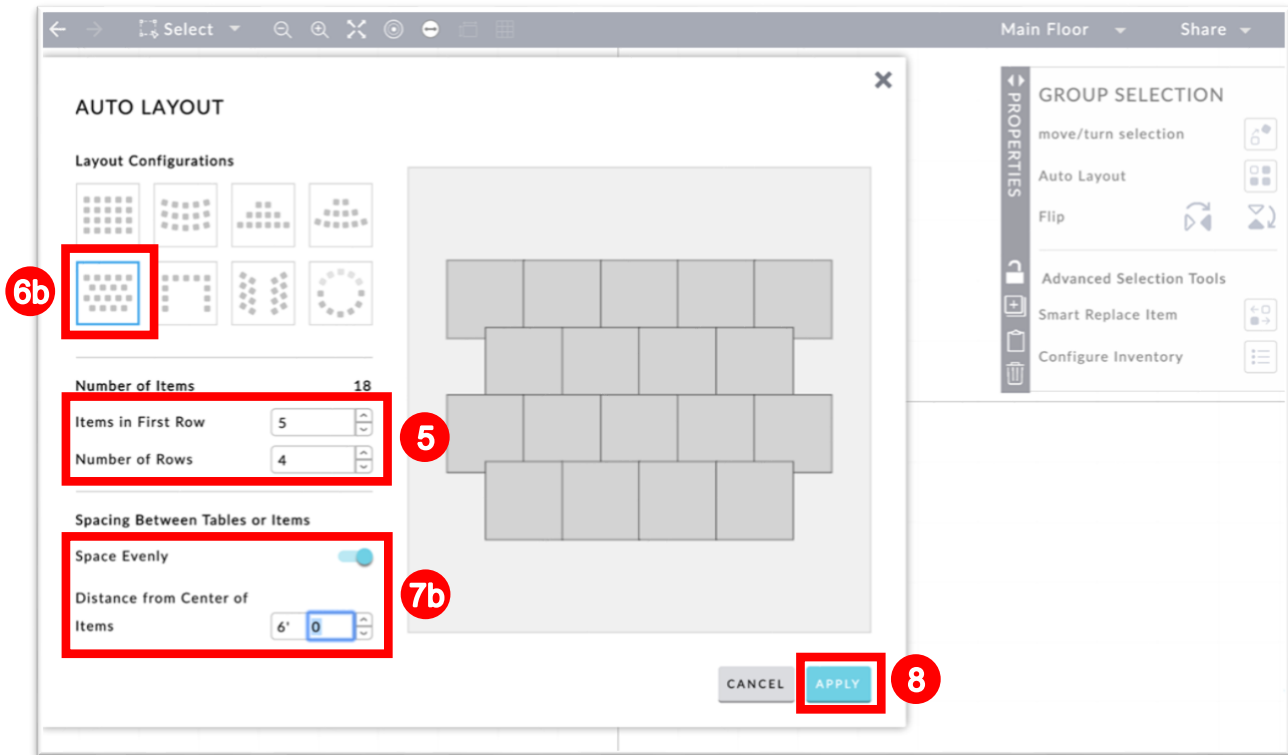
6a. Select Standard Layout.

7a. Given that the social radius buffer is one of the items you selected and the spacing is from the edge of the items, set the Horizontal and Vertical Spacing to 0 feet.



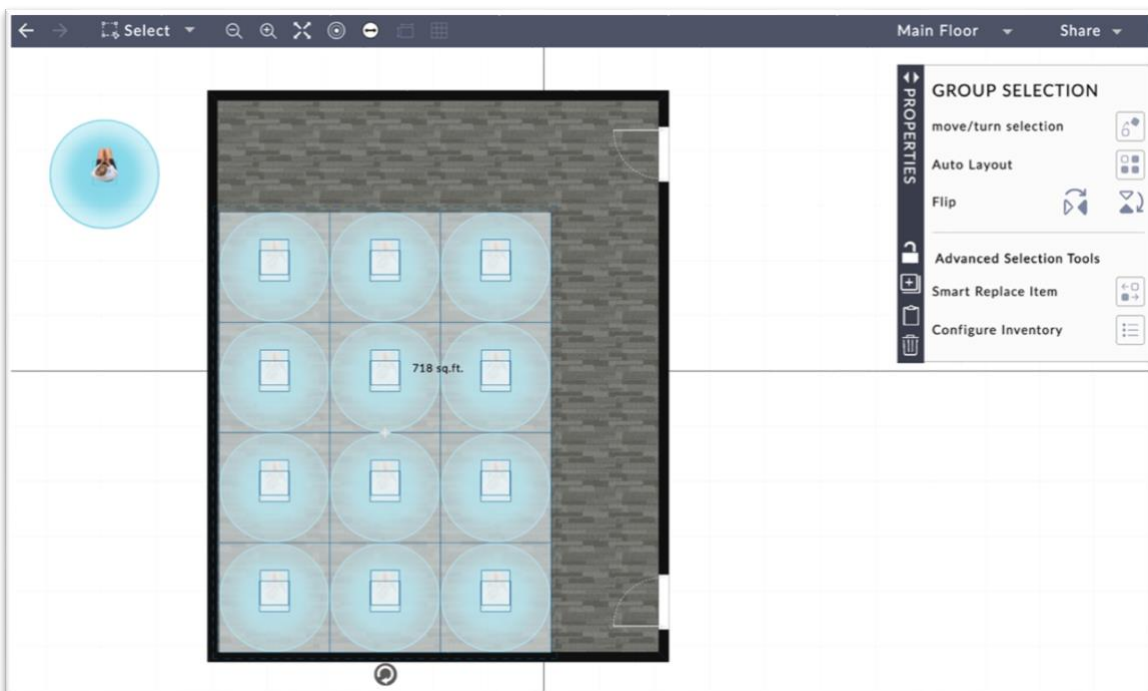
6b. Select the Staggered layout.

7b. Ensure “Space Evenly” is on and type in the required physical distance between people (i.e., 6 feet), as the distance on the Staggered layout is from the center of the item.



8. Click apply.

9. Drag the items to the appropriate location on your floor plan.



Note: If you have too few or too many in any direction, you can use the “Select” tool to highlight items for deleting or copying.

