

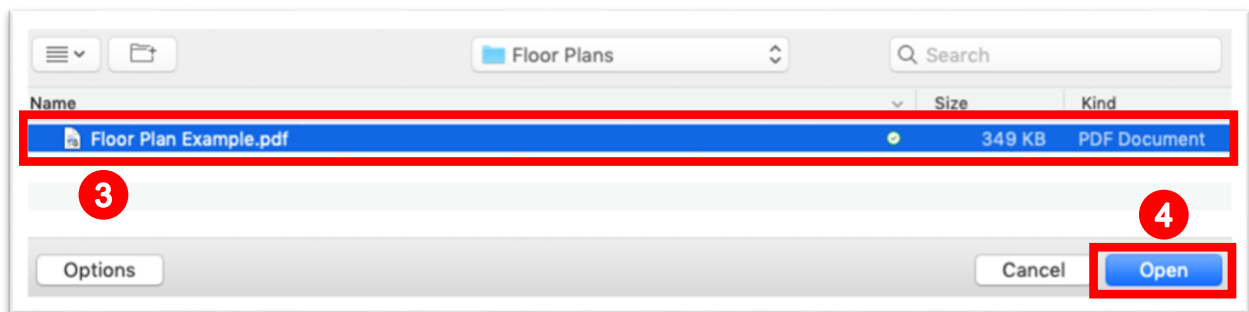
Upload and Scale a Floor Plan

This Guide will show you how to upload and scale a layout of your space. If you do not have a layout to upload, please move to Build 3D Space with Dimensions Only Guide.

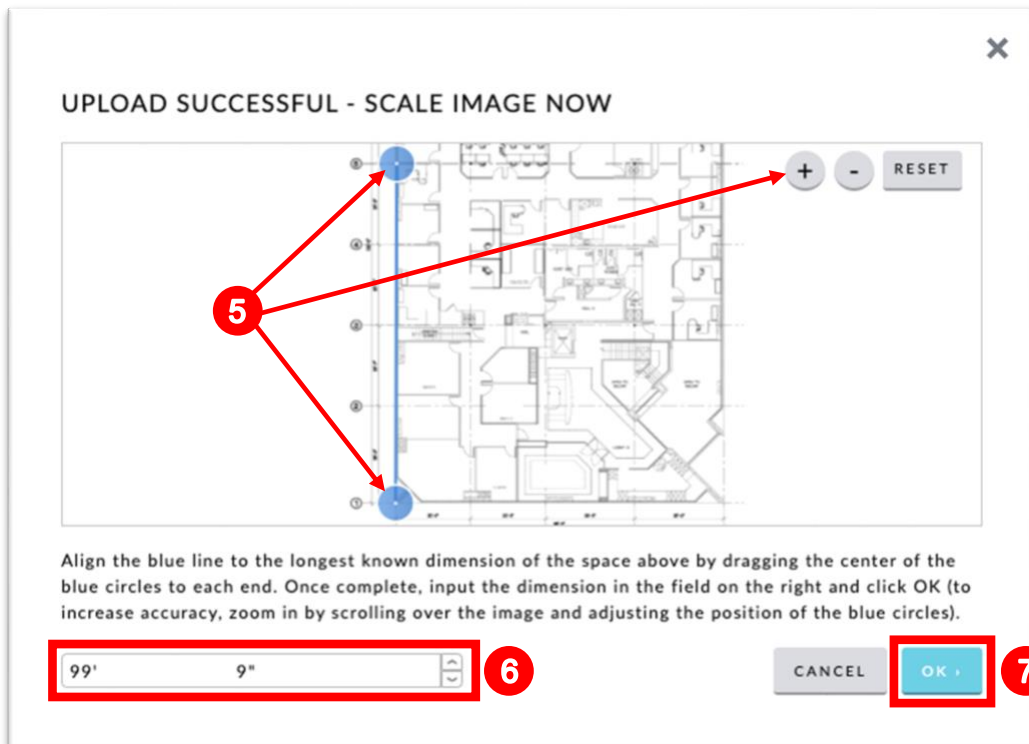
1. Click the “Upload Icon” from the left menu bar.
2. Click “Select a File”.



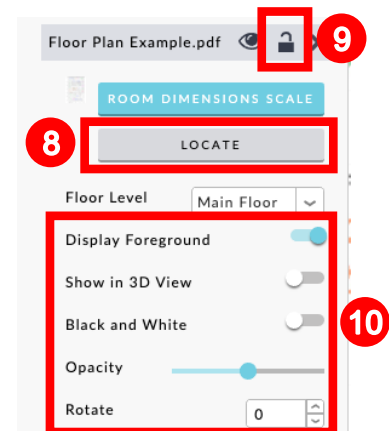
3. Locate the file on your computer and select it.
4. Click “Open”.



5. Move the two blue circles so the centers of each circle are at the starting point and ending point of the dimension you have. Be sure to zoom in as you place each circle to increase accuracy.
6. Insert the value of the dimension that you made in step 5.
7. Click “OK”.



8. Click the “Locate” button to center the image in your space. (If you upload additional documents to the same project, you will want to position the additional images manually instead of clicking “Locate”).
9. Click the “Lock Icon” to make sure the image does not get repositioned or moved.
10. Adjust the image color, opacity, and alignment with the functions at the bottom.



YOU ARE FINISHED. You can move to the “Build a 3D Space from an Uploaded Floor Plan Guide” if you would like to build your space in 3D. Or you can skip to the “Add Items” section to complete a 2D layout.