

# Everything Else, including the Kitchen Sink

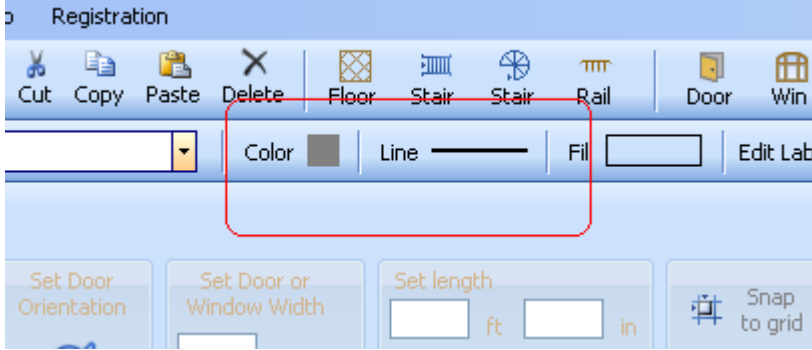
It doesn't take much to turn an empty room into something that looks really interesting. It might just take a desk, a plant, or a rug. You might want to add a stairway, or draw rectangle in order to set off a raised area in the room. Whatever it is, adding a few symbols or lines to your rooms will really make your drawings look professional. Compared to drawing precisely-measured walls or dimensioned distances, this is the really easy part of drawing floor plans. So, even if your drawing is mostly about walls and square footage, it is a good idea to at least add a few decorations.

Easy Blue Print puts most of these drawing tools on either the topmost or leftmost toolbars. Just click one of the buttons, and start clicking to see what happens.

### Colors and Fills

Nearly all of the basic drawing tools will accept a color/fill style. With the exception of symbols, **after** you choose a color or fill style, the next object that you create will be drawn using the color or fill that you chose. You can even use the pointer tool to select an object, and then change the color or fill style of the object that you have already created.

Sometimes the most useful fill style is simply the "None/Hollow" style. A simple rectangle, drawn with a grey border, can add a lot of interest to your drawing. It can indicate a raised area of a room, or describe a work area (even if there was nothing physically different about that area of the room).

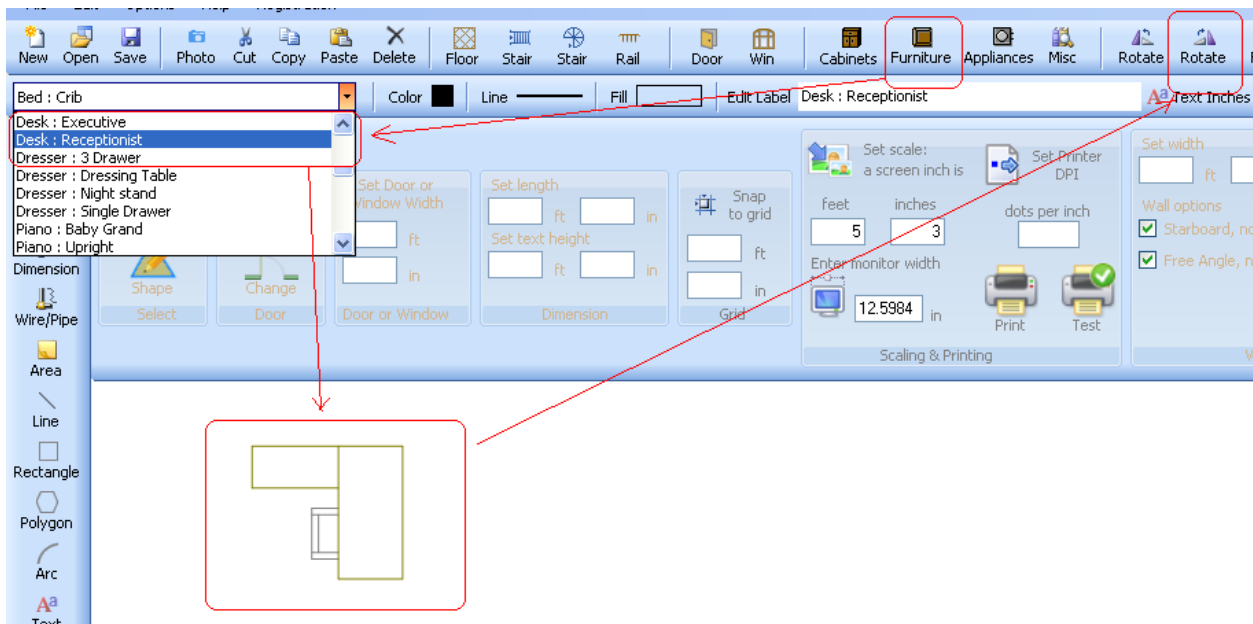


To create a hollow grey rectangle, first click the rectangle tool, then change the color to grey, and pick the "None" fill style. You'll notice that adding small accents like this will help your drawing go far.

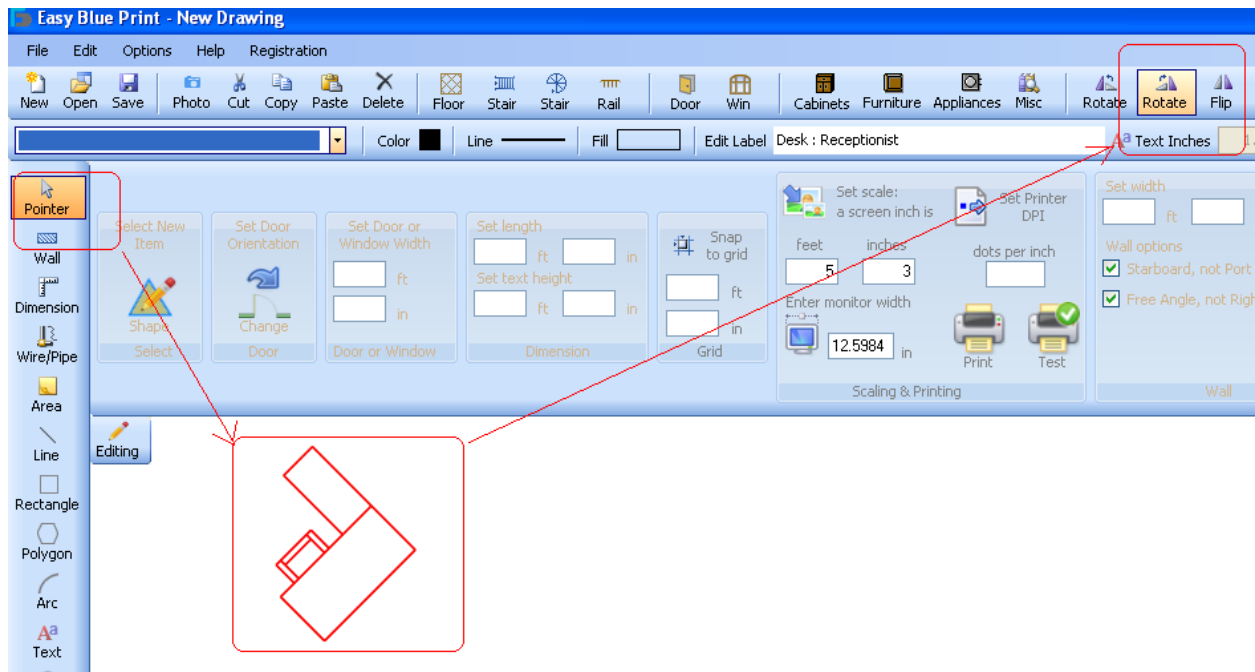
## Symbols

A couple of carefully-placed symbols will transform an ordinary drawing into something immediately interesting. If you need to get rid of any blandness or repetition in your drawings, this is the place to start.

Start by clicking on one of the “Cabinets,” “Furniture,” “Appliances” or “Misc” buttons. As soon as you pick one of these buttons, you will see a box get filled with different descriptions of possible symbols towards the left (next to the color and fill buttons). Go ahead and pick one of the symbol descriptions. In this example, you can see that we are picking the Receptionist desk.



Click in the drawing area. Your symbol should appear where you click your mouse. Chances are, you’ll want to “rotate” or “flip” the symbol you just placed.



Use the pointer tool to make sure that the shape you want to rotate is selected (click the pointer tool, then click the shape). Then, find the rotate button (in the top right of the program, next to the symbol buttons). Click the rotate button.

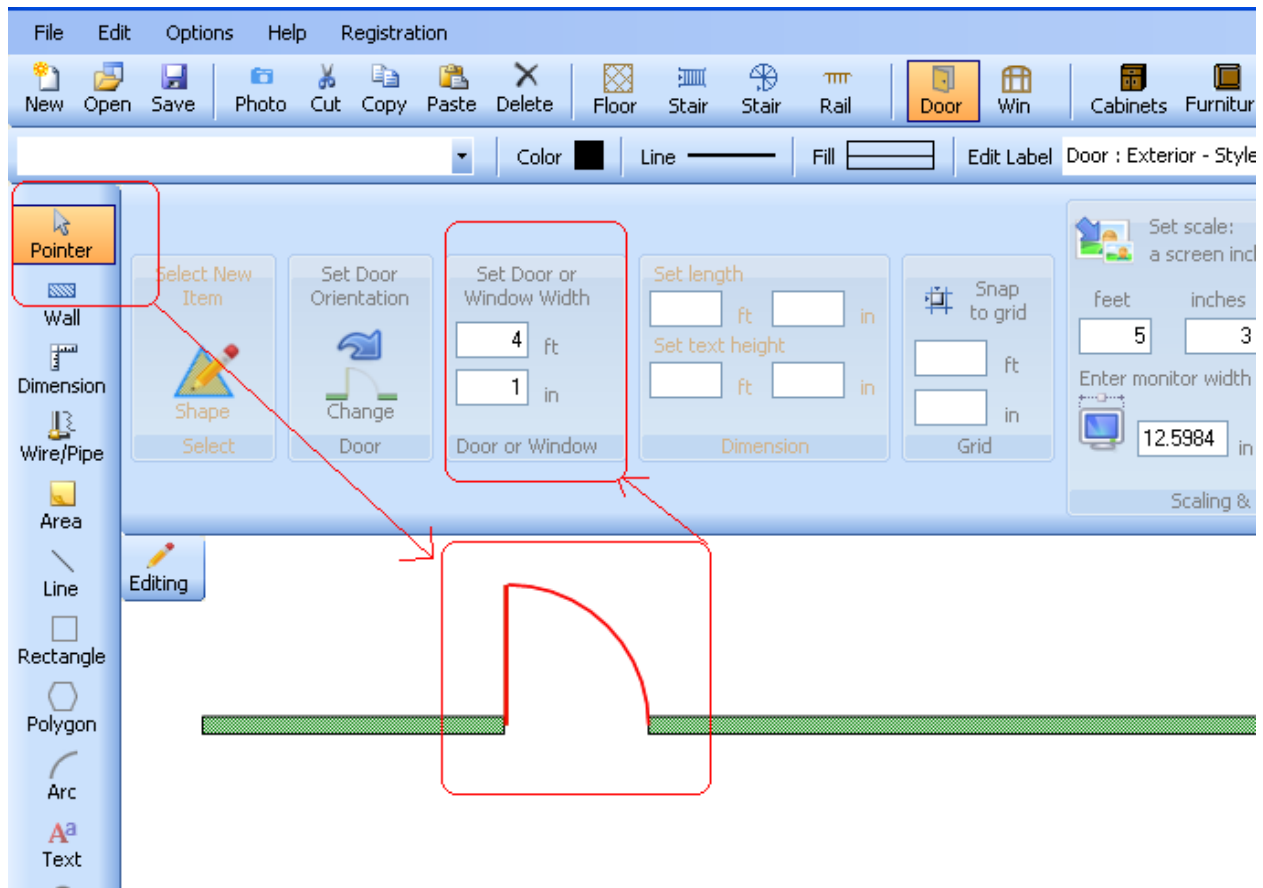
## Windows and Doors

Windows and Doors act similarly to symbols. The only difference is that you will need to add a window or a door to a wall, instead of placing the door or window on its own (like a symbol). The way to add a window or a door to a wall is to **click** on a **wall** after you have **picked** a door or a window (you pick a window or a door the same way you pick a symbol). For example, to place a door, you first pick the door button. Then, you choose the type of door from the description list. Then, you **click on a wall**.

As soon as you click on a wall, your door or window will be inserted into the wall. You'll notice that the window or door will start following your mouse. As soon as you have the door or window in the appropriate place inside your wall, **click your mouse again**. The door or window is now **placed** inside your wall.

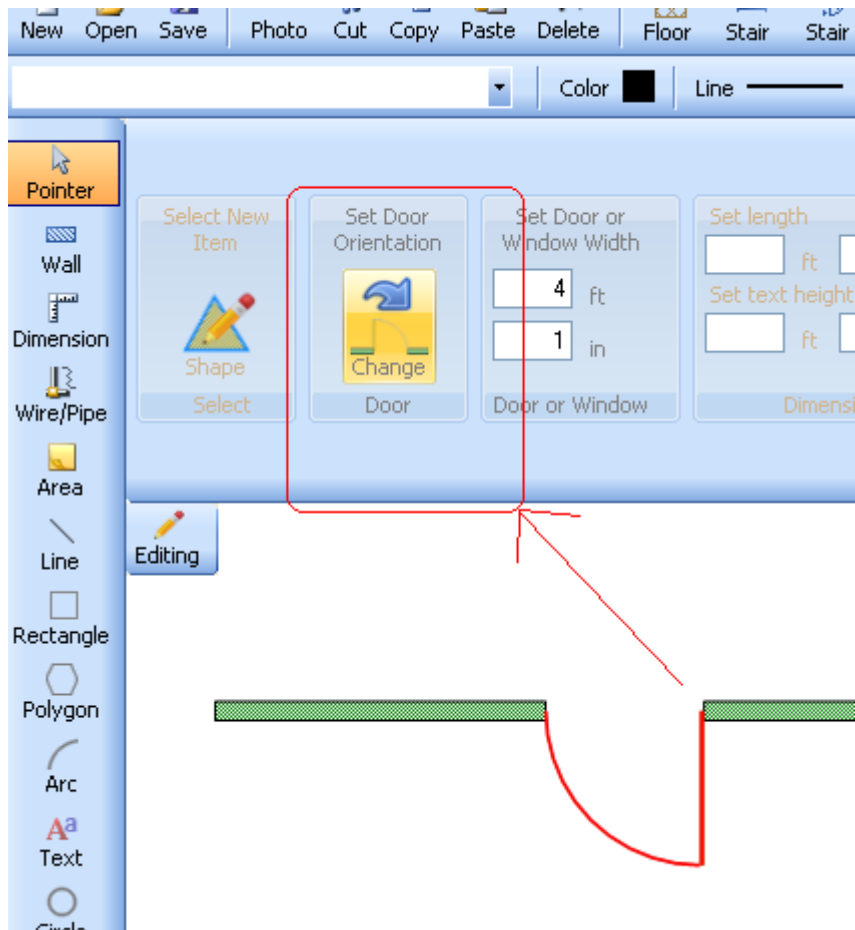
Of course, you can use the pointer tool to **select** the window or door again and drag it to the position you would like again. This usually works well, except near the ends of some walls that have corners, or walls that have gone through frequent edits/moves. If you run into problems with wall corners, then you might want to try to redraw the wall (that will contain the door or window), and then add the window or door to the wall again.

Not only can you change the **position** of a wall or window that you have selected (with the pointer tool), but you can change the **width** of the wall or window as well.



Use the pointer tool to select the wall or window. Then, go to the “Set Door or Window Width” box and type in some values for the feet and inches. As soon as you type in some new values, the width of your door or window should immediately change.

In the case of **doors**, you have more possibilities. You can change the **orientation** as well. So, a door that was opening outwards can be changed to open inwards. A left-hinge door can be changed to a right-hinge door. If you want to change the door orientation, start by first using the **pointer** tool to first **select** the door.

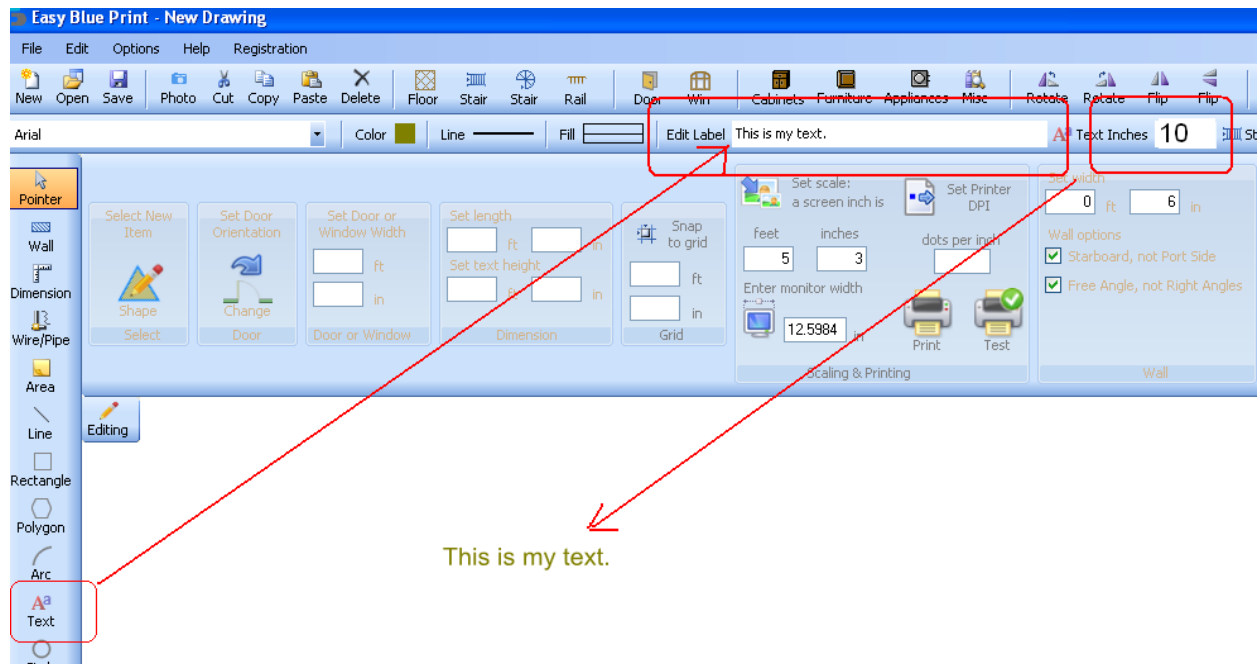


Click on the “Set Door Orientation” button. The door orientation should immediately change. Keep pressing this button until the door is on the correct hinge, and is opening in the right direction for your drawing.

## Text

This is by far the most over-looked feature in **any** drawing. It’s hard to add too much text to a drawing. Use text everywhere in your drawing in order to engage the entire mind of the viewer. You can use text to show the square footage of your rooms, add notes about special symbols, label your rooms, or create “symbol keys” describing special symbols in your drawing. **You can usually convey more information using the text tool in your drawing** than you can by just using text inside your brochure. For instance, if you are talking about the **cost** of your office areas, then **add some text** to each room to show the cost of the rooms. Or, add some text that repeats some location-specific information that you already mentioned in your brochure.

First, click on the text button. Now, **before** you click in the drawing area, go to the “**Edit Label**” box and **type** in the **text that you want** to place in your drawing. Also, change the height of the text by typing in a number like “10” for your text label.

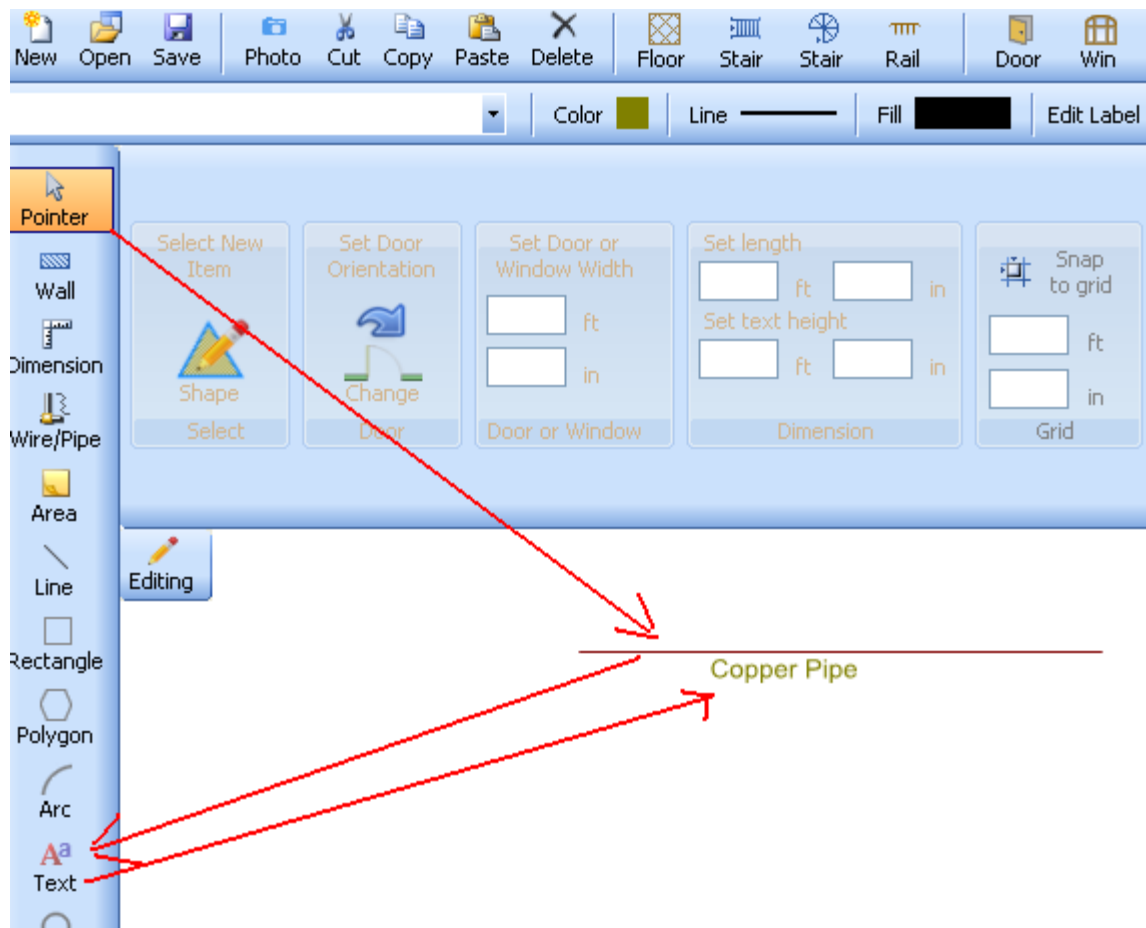


Once you have typed in your label, and set the height for your text, click your mouse in the drawing area. Your **first** mouse click will determine the position of the text. Your **second** mouse click will determine the angle of your text.

It is easy to change the label or the height of the text after you have placed it. Click the pointer tool, and then **select** the text that you have created. Change either the label of the text or the height using the same boxes you used for placing the text. The text should immediately change as soon as you type in new values.

Making a **symbol key** in Easy Blue Print is quick and easy. By using your pointer tool, you can **select any object** in your drawing, and **capture a description** of the object you selected with the pointer tool. **The description will appear in the Text “Edit Label” box.**

For instance, let’s say you drew a copper pipe in your drawing, and you wanted to make it easy for users to see that the copper pipe isn’t just a line, but is actually a copper pipe. A quick way to do this is to first select the pointer tool, select the copper pipe with the pointer tool, and then **notice that the** “Edit Label” box gets filled in with the description “Copper Pipe.” In other words, a description of your copper pipe symbol will appear in the “Edit Label” box, and is ready-to-use for the text tool.



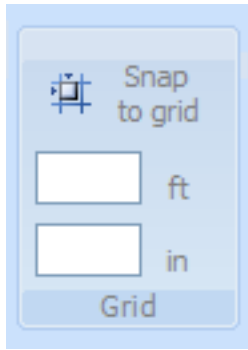
At this point, you could ***immediately*** click the **text** button and then click in the drawing next to the copper pipe symbol.

With very little typing, you can quickly create a “copper pipe” label. The whole process takes about 4 clicks, with no typing. This technique is the fastest way to label all of the different objects in your drawing, including symbols.

### Dimension Line

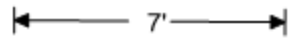
A whole other document has been written about dimension lines, but it is worth repeating the information here as well.

By definition, you’ll want to get a precise distance for your dimension line, whether or not you are drawing a 6 inch dimension line, or a 50 ft dimension line. To get the precise distance you want easily, you’ll want to first turn on the “snap to grid” tool.



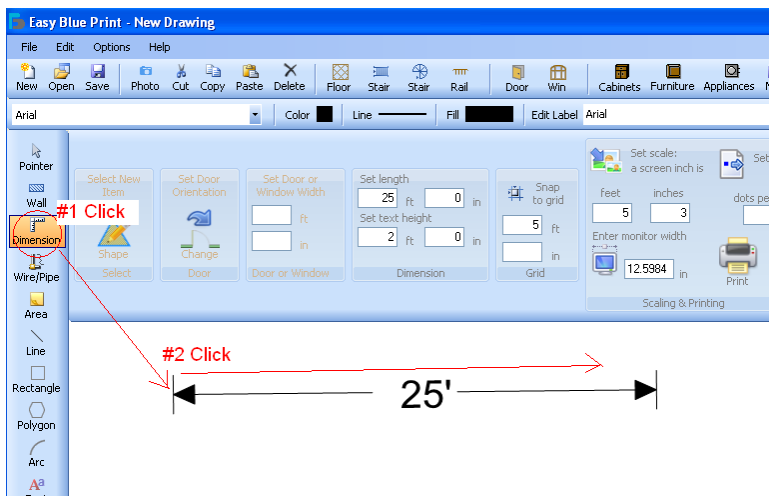
When you draw a **wall** or an **independent dimension** line you can type **any distance** in the “snap to grid” boxes.

This box will force your wall drawing or dimension line drawing to “jump” or “snap” in **increments** (that you specify in the snap to grid boxes). So, if you type 1 foot, your dimension line will be drawn in steps of 1 foot. So, you can easily create a dimension line with a length of 100 ft, 11 ft, 5 ft by first setting the snap length, and then drawing your dimension line.



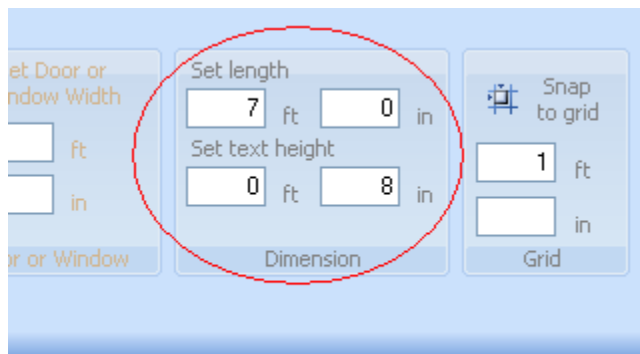
Now, in order to create an independent dimension line:

- clear out any values currently in the “snap to grid” boxes
- type in the snap distance you want to use (probably 1 inch or 1 ft)
- click on the Dimension button on the left toolbar (right below the wall button)
- Draw your dimension line (Click your left mouse once to start drawing, and then click it again to stop drawing).



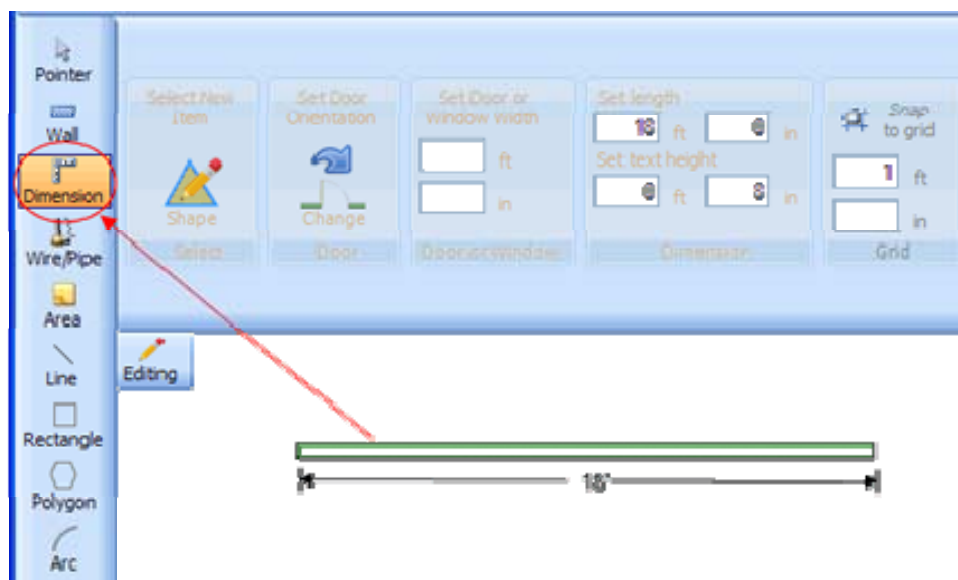
It’s important to try to get the angle of your dimension line right when you’re drawing it the first time. It also helps to the length right too (which should be easy if you have the snap length turned on). It’s easy to adjust the overall positioning of your dimension line after you finish drawing it: just use the pointer tool to select the dimension line, and then click/slide the dimension line to where you want it placed.

If you **do** need to change the **length** of the dimension line after draw it, **you can actually do so**. Just use your **pointer** tool to **select** the dimension line, and then type in the **length** of your dimension line after you have selected it. You'll find the boxes for editing the dimension line right next to the boxes for the Snap to grid boxes. You'll notice that you can type in some pretty **small** values into the length edit boxes. In fact, you can even make a 6 inch dimension line by using these boxes, if you really want to.



You probably noticed that there were some boxes to “Set text height” in the Independent Dimension Edit area too. These boxes actually let you **change the text height** of your independent dimension line. So, not only can you set the exact length of your dimension line, but you can type in a precise **height** for the **text** of the dimension line as well.

It is not always necessary to create walls or other objects with precise measurements. Simply by drawing a wall or an object with the approximate distance, you can always “fudge” the apparent distance of wall sides by drawing an “independent” dimension line next to the wall or object.



*Simply placing a dimension line with the appropriate distance next to a wall may be good enough for most purposes.*

You can always type in the **precise distance you intended** for your dimension line after placing it next to the object it is “measuring.” So, if you are ever in a situation where distances aren’t “quite right”, then the independent dimension line is the “way to go”.

In fact, you might want to actually **draw an independent dimension line in your drawing first**, before you start placing objects. This helps you get the relative positions of things in your drawing right from the very beginning.

Another reason for using an independent dimension line is if you are only going to be using the **free version** of Easy Blue Print. Some advanced tools for exactly positioning doors or windows in walls are only available in the “customer” version of Easy Blue Print. If you want to **fudge** the same effect in the free version of Easy Blue Print (such as positioning a wall or window at a precise distance in a wall), then you can do this by using an independent dimension line.

## Stairs

Easy Blue Print has two tools for creating stairs: a straight stair tool, and a spiral stair tool.

If you are drawing a straight stair, you’ll want to try to get the angle of the straight stair right the first time you create it. You’ll also probably want to have some reference points, like a wall before you start drawing a straight stair.

Here is a fool-proof way to get your stair just right. First, create an independent dimension line (see above). Make the dimension line the right length and position it right next to where you will place your stair. You’ll use this dimension line as a guide for creating your straight stair.

To create a straight stair, click on the straight stair button, and type in the **number of steps** for your stair in the **Stair Steps** box (see below. The Stair Steps box is located to the **right** of the Edit Label box for the text tool).



Click once to start at the bottom of your stair case, and then click again to create the top of your stair case. If you want to change the number of steps for your straight stair after you have drawn it, then just use the pointer tool. Use the pointer tool to select the straight stair, and then change the number of steps in the “Stair Steps” box (see diagram above). The number of steps in the stair should change immediately.

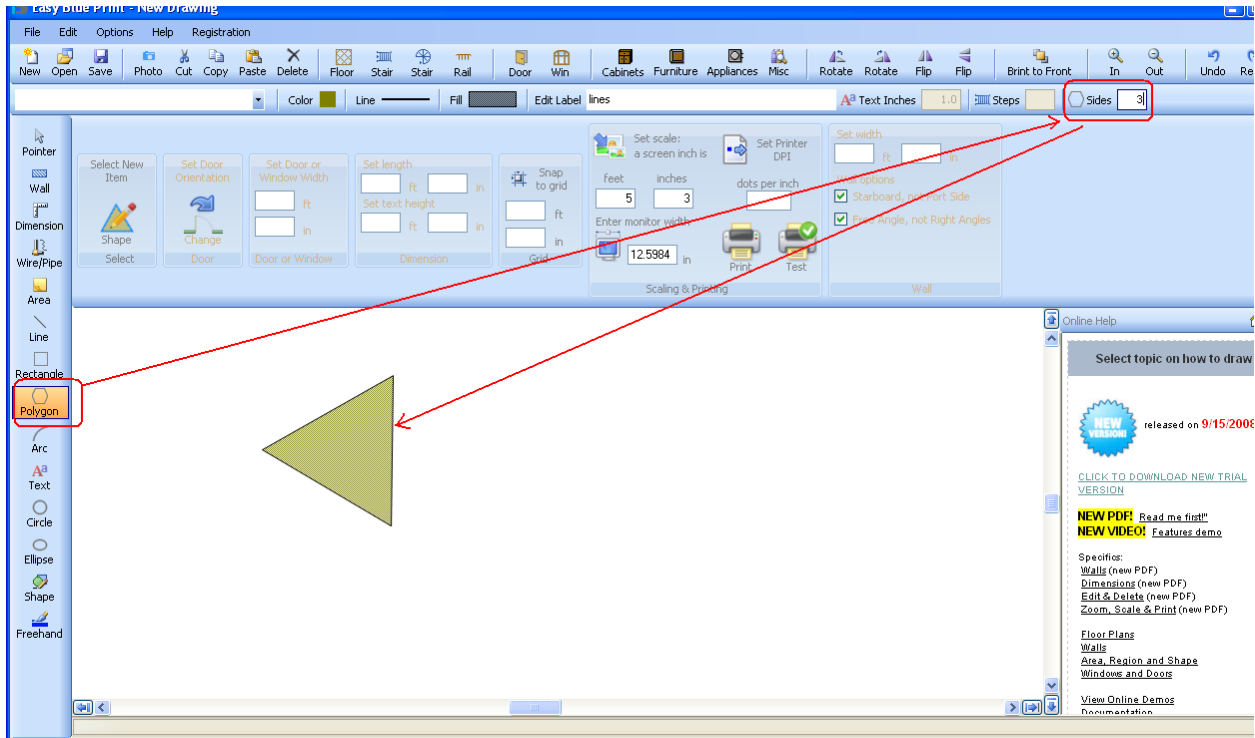
In order to create a spiral stair, you’ll want to click on the spiral stair button. There aren’t any extra boxes to fill in to create a spiral stair. Just click on the spiral stair button, and then start clicking in your drawing. You can’t edit a spiral stair after you create it. So, if you need to make some changes, then the best thing to do is to delete the spiral stair and quickly redraw it again.

### **Areas, Shapes, Floors, Polygons etc...**

Most of the shape and area-drawing tools are pretty self-explanatory. That is...until you actually want to **complete** or **finish** drawing a shape that represents some sort of area.

To start creating an area, just click on a floor, area, or “Shape” button, and then start clicking away in the drawing. The next part, however, isn’t really that obvious: you need to **CLICK** your **RIGHT** mouse button in order to **finish**. Otherwise, you are going to keep adding points to your area. So, if you are ever in a situation where you are creating an area shape, and you are wondering “ok, how in the world do I stop this crazy thing...I want to finish my area now”, then don’t forget to right-click your mouse to complete your area shape.

Another tricky shape is the polygon shape. By default, a polygon has only 5 sides. The next question is obvious: how can I create a 3-sided triangle, or a 7-sided polygon? The answer: type in the number of sides in the “Polygon Sides” box (see below).



So, to create a polygon, first click on the polygon button. Then, type in the number of sides for your polygon in the “Polygon Sides” box in the upper right hand corner of the thin top toolbar. Then, click in your drawing area to place your polygon. It is not possible to actually change the polygon sides after you have already placed the polygon. You will actually have to create a new polygon again if you need to change it.