



ezblueprint

Getting Started

with Easy Blue Print

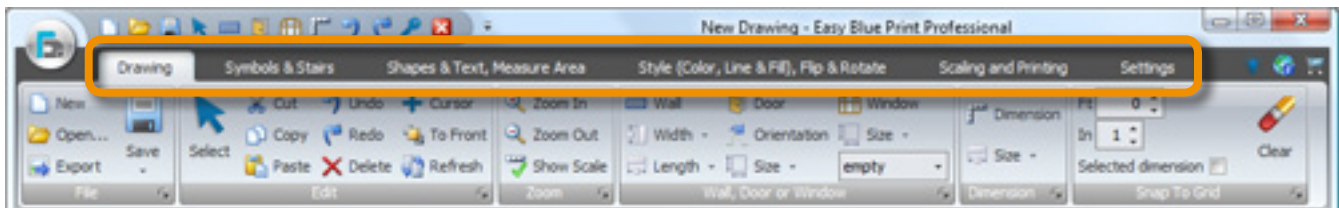
User Interface Overview

Easy Blue Print is a simple drawing program that will allow you to create professional-looking 2D floor plan drawings.

This guide covers the basics to help you get started with the program.

INFO

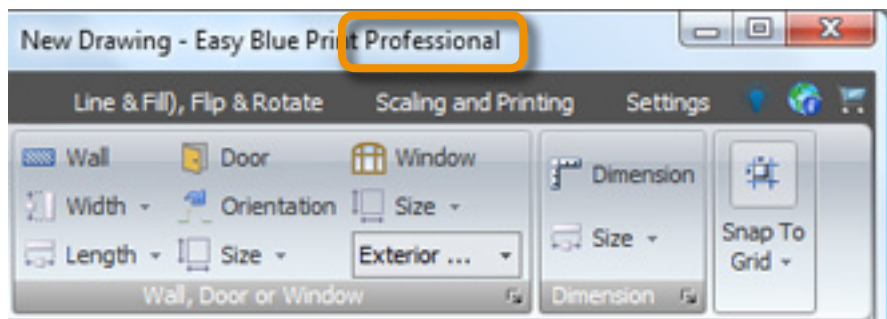
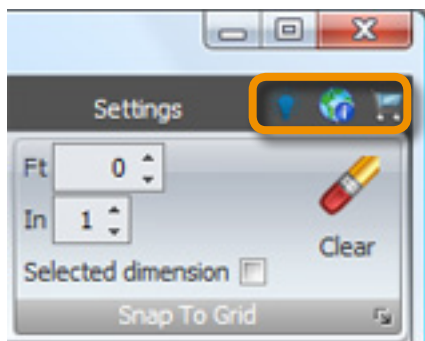
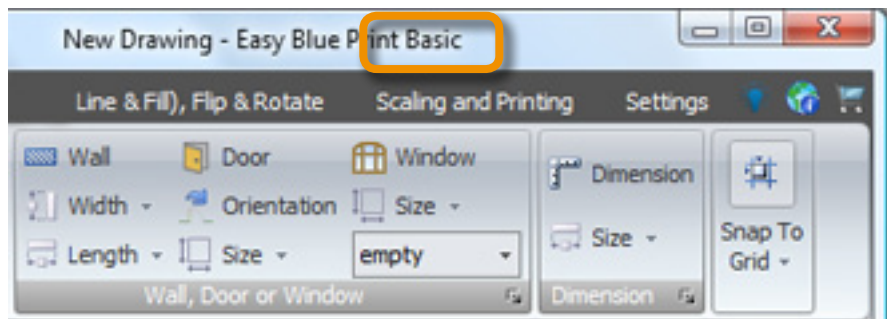
Depending on the installed program version, the measurements will be displayed in meters or feet and inches.



There are two important parts of the Easy Blue Print interface. The **Ribbon** is the primary interface for most commands and functions. It appears as a series of tabs across the top of the screen. When you click tabs on the Ribbon, you will see different sets of buttons displayed. The tabs make it easier to find buttons and menus. The **Drawing** tab is the default tab.

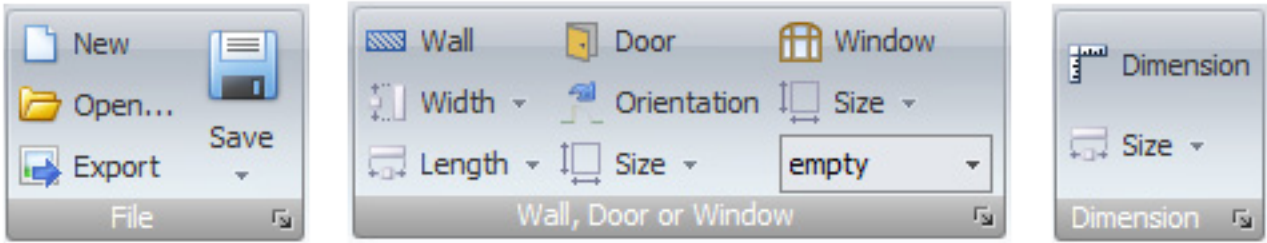


Above the Ribbon, at the very top, on the left-hand side, is the **Quick Access Toolbar**, which provides shortcut icons to the most frequently used commands.

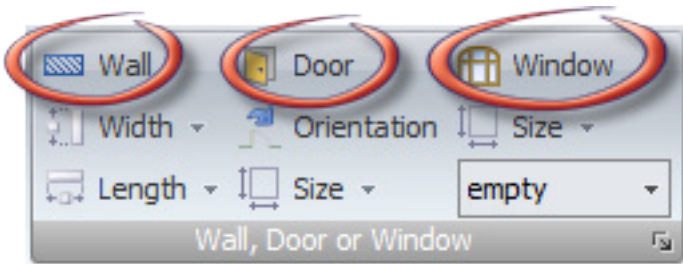


The title bar displays the current program version: **Basic** or **Professional**.

On the right-hand side are the page header links to the website.



The buttons on each ribbon tab are organized into groups. Each group has a title at the bottom that describes the grouping. Some examples are “**File**,” “**Wall, Door or Window**” or “**Dimension**.”

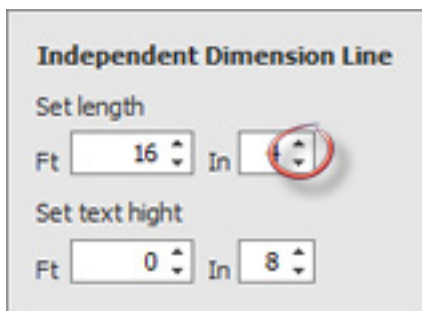
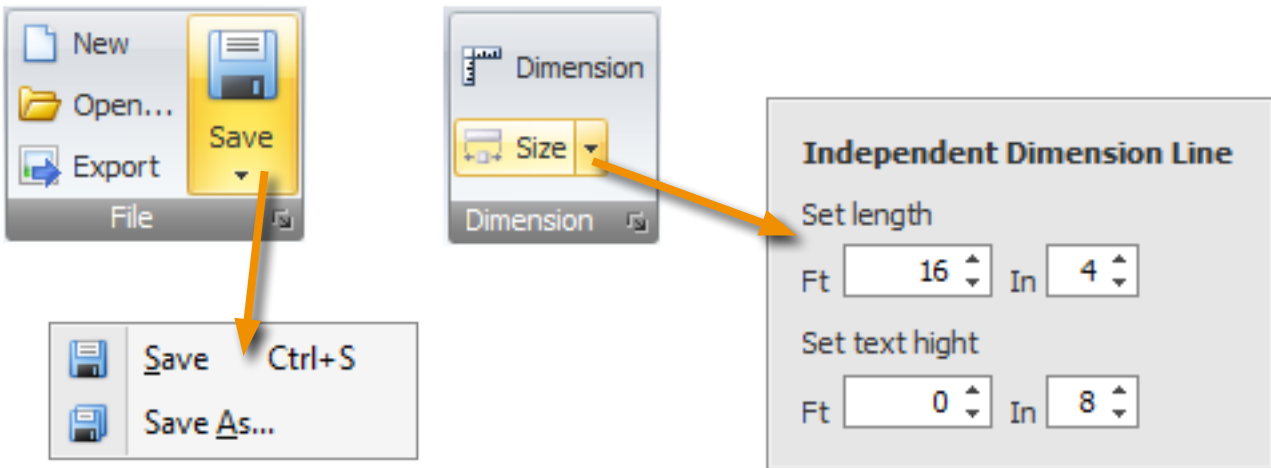


The simplest form of a button is the **basic push button**.

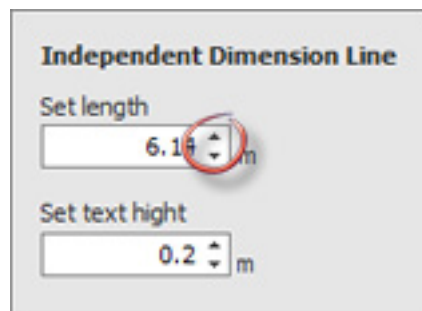
The **Wall, Door or Window** commands are push buttons. For example, if you simply push the Wall button, you can begin drawing walls by clicking your mouse in the drawing area.

The next kind of button is the **drop down button**. It expands to reveal a menu or dialog. You must click on the **down arrow** in order to use the button.

For example, if we click on the **Save** button, it reveals a save menu. If we click on the **Size** button, it launches the dialog where you can adjust the length and the text height for the selected dimension line.



Example - feet & inches

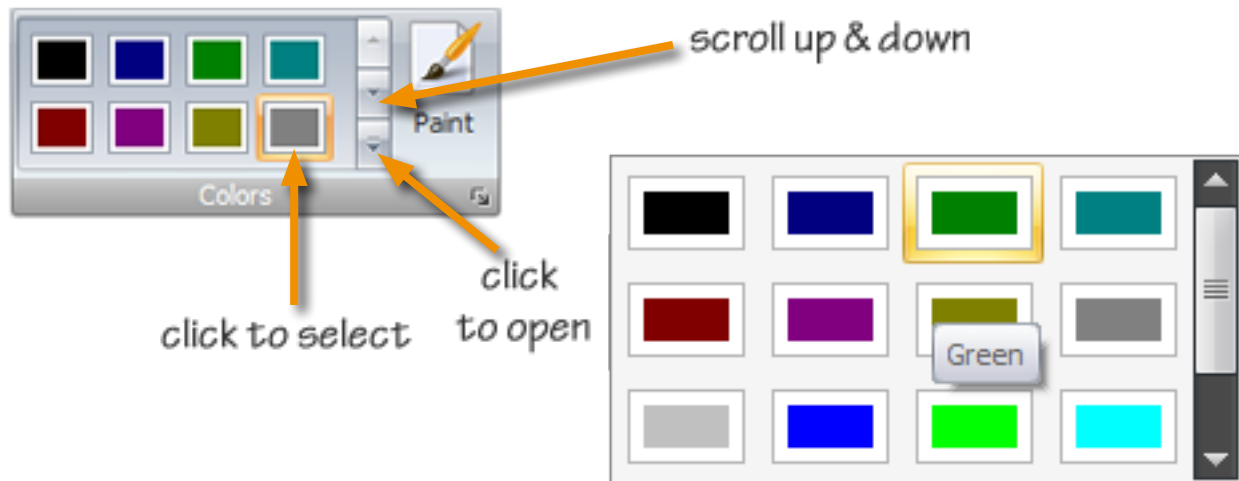


Example - metric

INFO

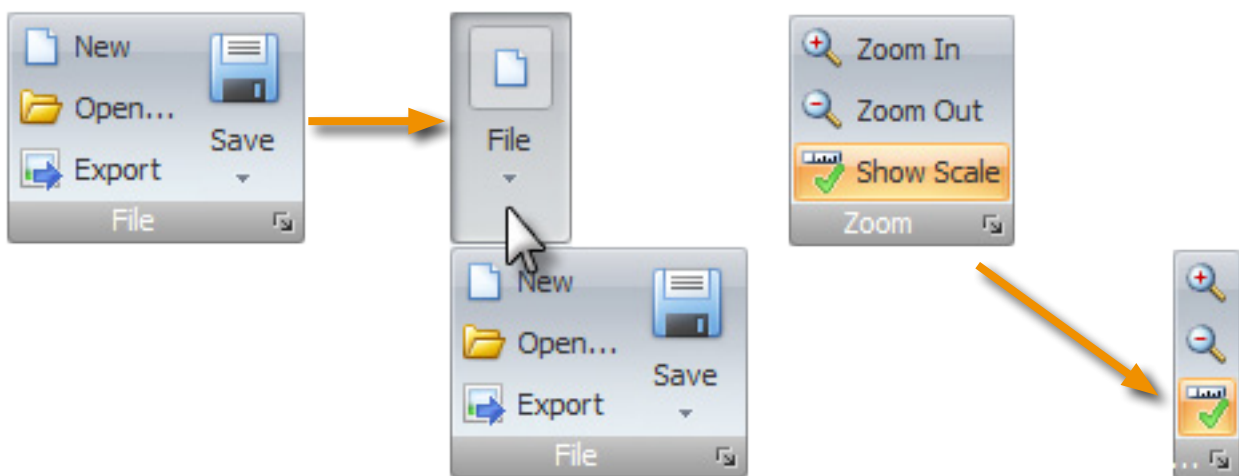
To make changes to a numeric text box, you can either enter the number directly or click on one of the arrow buttons next to the numeric text box (to increase or decrease the number incrementally).

A **gallery** displays examples of colors, fills or lines. When you mouse over the gallery items, a description for each item is displayed.

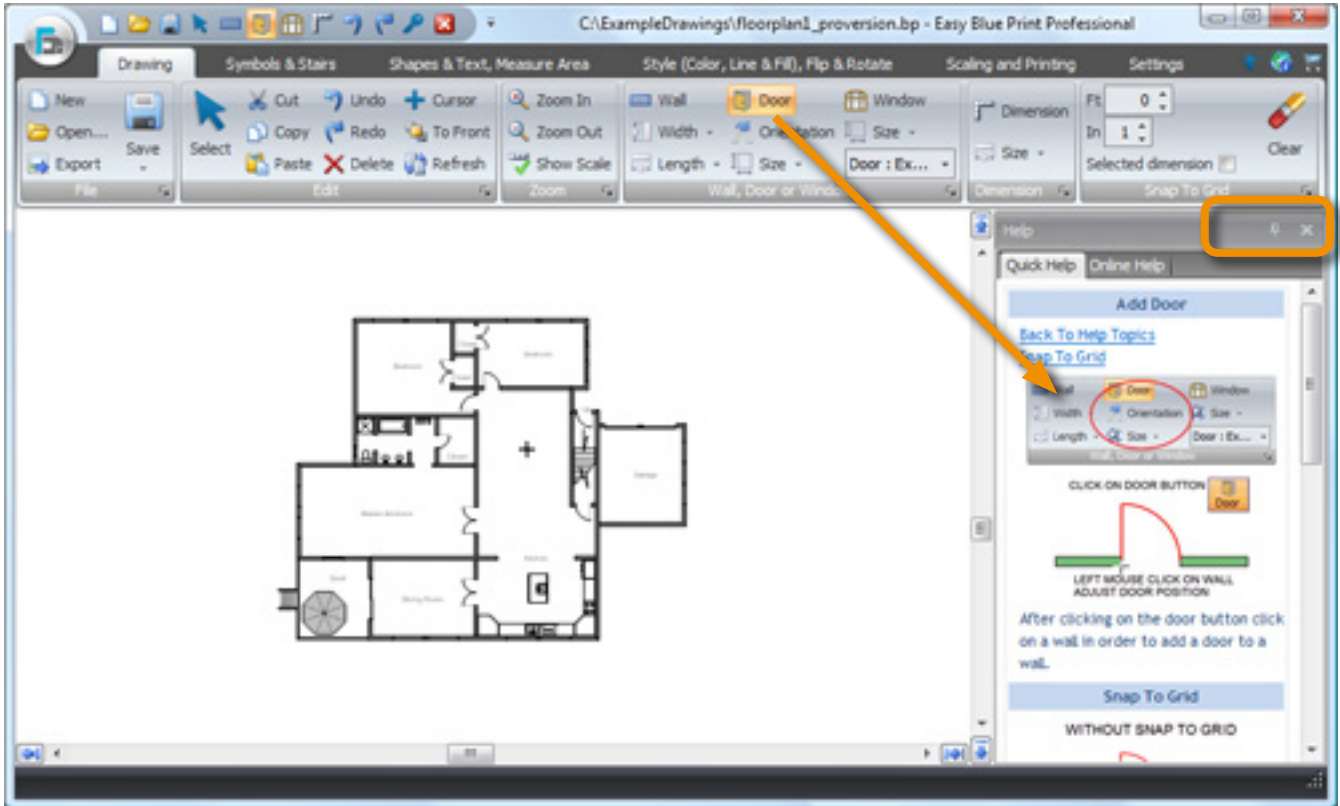


If the Ribbon's width does not allow large buttons to be displayed entirely, small buttons will be used instead. Also, if there is not enough space to display the button's caption, it will be automatically hidden.

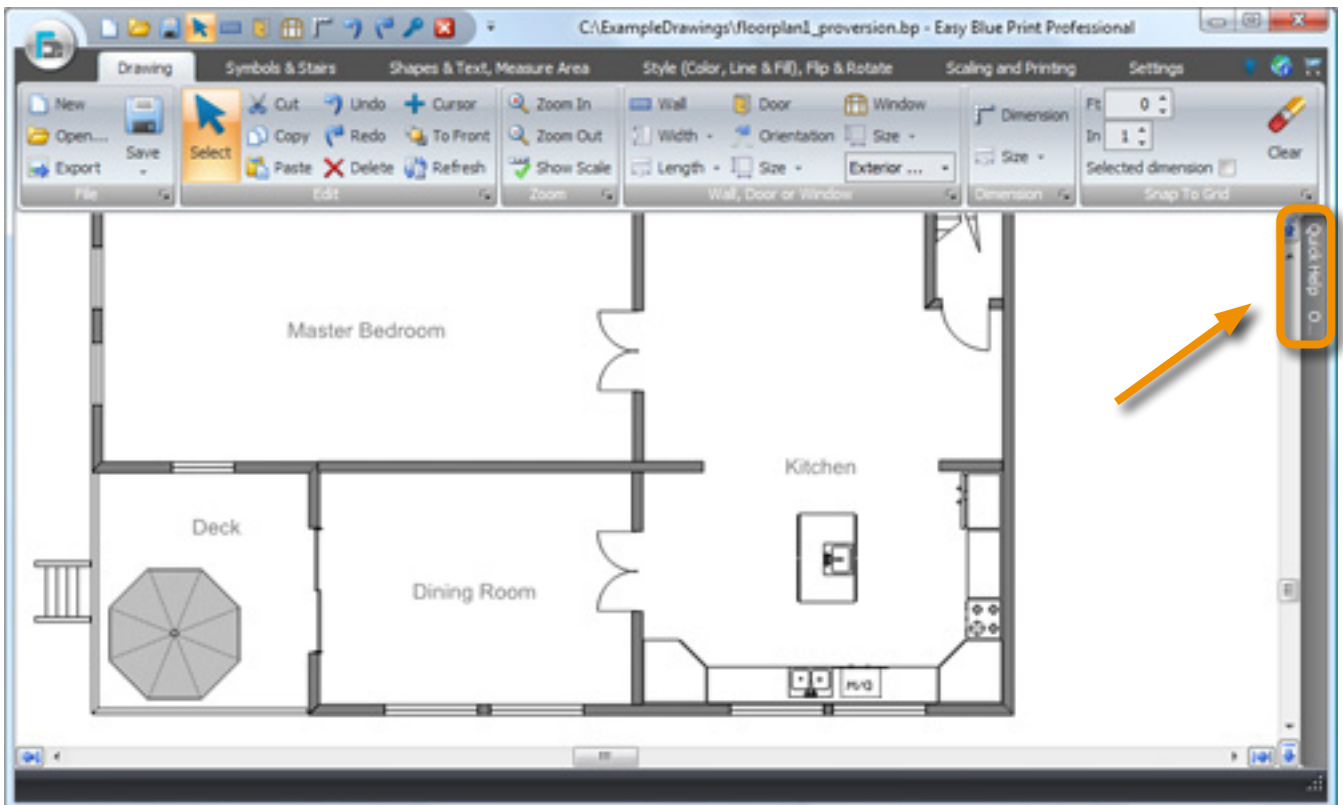
The following screen shot shows how the appearance of buttons changes and how to access the buttons when you reduce the width of the Ribbon.



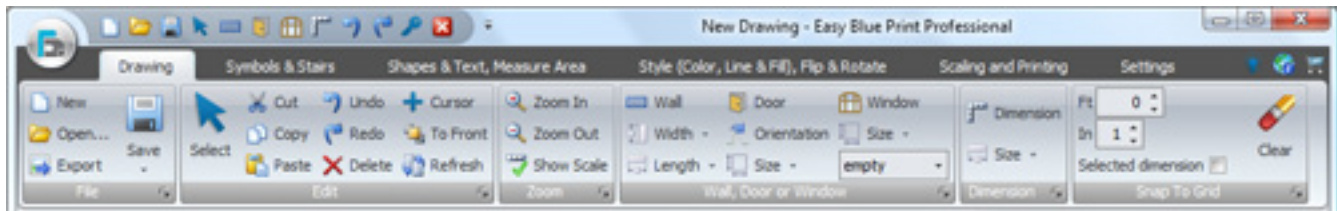
On the right-hand side is the **Quick Help panel**. When you click on different drawing tools, the content of the Quick Help changes to relevant topics. As you click on the various drawing tools, pay attention to the Quick Help menu.



Clicking the Quick Help pin button enables **auto-hide mode**. The Quick Help panel will be visible when you mouse over the title bar.



Drawing tab



Export (Printable Image) button



The Export button lets you copy a portion of your drawing and save it to a file or to the Microsoft Windows clipboard. This will enable you to insert your drawing into other programs or it will allow you to create an image that you can put onto a website.

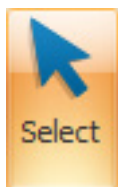
Click on the Export button. Next, click your mouse once in the drawing area. Hold the mouse down (do not release it). If you release your mouse, you will get an error message — “Your selected region is too small.” Drag your mouse downward and to the right.

This will create a rectangle. Release your mouse. The program will create an image representing the area that you selected.

Note: When you export your floor plan drawings to JPEG/BITMAP images, make sure to adjust the size (zoom in/out) before exporting them.

When you resize the images in other programs like Microsoft Word, they may look blurry.

Pointer/Select button



The Pointer/Select tool lets you select objects in your drawing. When you select an object in your drawing, it will **appear in the color red**.

To **select a single object** in your drawing, click on the Pointer/Select tool. Then, click your left mouse button when your cursor appears over an object in your drawing. Now you can move the object or change the attributes such as the size, width, color, text, etc.

To **select multiple items**, click on the Pointer tool and then hold down the Ctrl key on your keyboard. Begin clicking on objects in the drawing with your left mouse button, and keep holding down the Ctrl key on your keyboard.

Cursor button

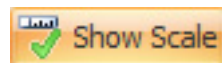


The Cursor button lets you see some “crosshairs” going vertically and horizontally across the entire drawing, starting where your mouse is located. Usually, the crosshairs also have ruler markings on them (see the **Show Scale** button).

If you want to hide the vertical and horizontal lines that go across your screen, then un-check the cursor button by clicking on it. It is marked when it is highlighted in orange, and it is unmarked when it is not highlighted.

If you want to keep the cursor lines but make the ruler markings disappear, then you will want to use the Show Scale button.

Show Scale button



The Show Scale button will show ruler markings on your cursor. This gives you

an idea of how large, in “real-world” coordinates, the objects in your drawing are. So, if you were drawing a wall that was 10 feet or 10 meters long, then you could look at the ruler markings on your cursor to ensure the correct length of the wall. You can make the ruler marking disappear by clicking on the Show Scale button in order to un-highlight the Show Scale button.

Zoom In/Zoom Out buttons



The Zoom In and Zoom Out buttons change the drawing scale. If you were looking at your drawing from a high altitude, then the drawing would appear small. You could zoom in in order to get closer to your drawing.

In other words, when you zoom in, you change how much real-world distance each inch of the drawing on your computer screen represents. If one inch of distance on your computer screen represents 1 foot in the real world, and you want to make it actually represent more than 1 foot, then you would click on the zoom in button. This gives the appearance that your drawing is getting larger, but you aren’t changing the real-world size of the objects in the drawing. You are just getting closer to them.

Note: If 1 inch of drawing space equals 4 feet of real-world distance, then ¼ inch of drawing space equals 1 foot of real-world distance. It is saying the same thing two different ways. If you are using metric, then 1 cm of drawing distance might represent 1 m of real-world distance. You can change this by clicking on the Zoom In

and Zoom Out buttons.

The important idea is that you are always drawing objects in real-world distances. The Zoom In and Zoom Out buttons do not change the real-world size of objects. They change only how large objects appear on your screen or printer.

Wall button



The wall button is the most important button in the program. It allows you to draw walls.

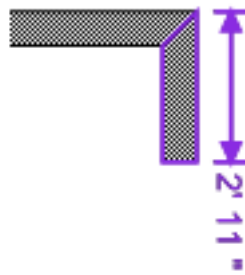
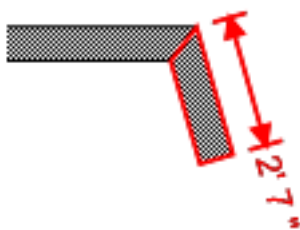
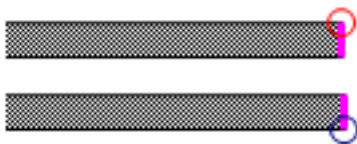
Draw walls

First, click the Wall button. Then, click your mouse once in the drawing area (release the mouse after clicking). Slide your mouse to the right. Click again. This will create a wall from left to right.

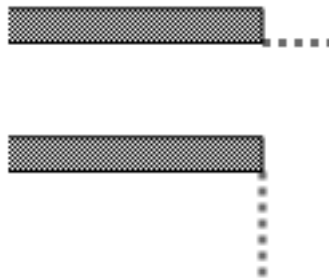
Also, when you draw a wall and switch to another tool like adding a door or window, the program will remember your wall setting when you come back.

Join walls

Creating wall corners is easy. First, click on the Wall button. Next, move your mouse near the ends of a wall that you have already drawn. Click your mouse when you see the end of the other wall highlighted. Move your mouse away from the corner. Click again to finish your wall.



The purple color indicates that the walls are joined at a 90-degree angle.

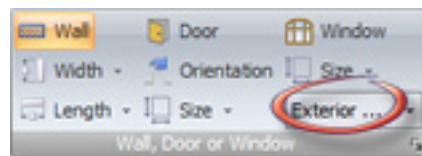


As you move your mouse away from the wall, the dotted line will help you align walls — for instance, draw two parallel walls.

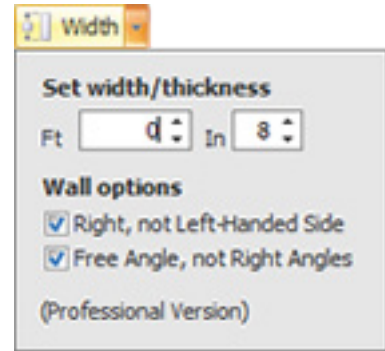
Wall Width/Thickness

There are two ways in which you can change the wall width/thickness.

1. After you click the Wall button, you can select a different wall type from the drop down before you start drawing the wall.



2. You can also use the Width button. This button, located right below the Wall button, lets you change the width of a wall. First, click on the Wall button. Next, click on the drop down arrow to the right of the Width button, type a width/thickness into the text box, and then begin drawing a wall.

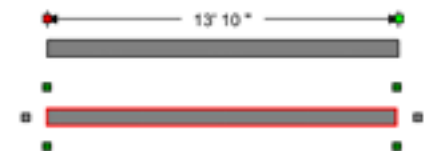


You can also change the width of a wall that you have already drawn by selecting the wall with your Pointer tool. The wall should be highlighted in red. Go to the Width box and enter a new width/thickness for the wall. You should see the width of the wall change.

Wall Length

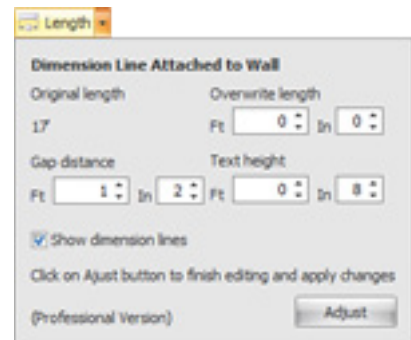
Dimension lines can be attached to a wall in order to display aspects of wall side lengths.

When you change the wall length, the dimension line will reflect the adjusted length.



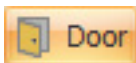
To attach a dimension line to a wall, select the wall with your Pointer, and then connect two green boxes that run alongside the wall that you have selected. A dimension line will appear between those two points.

You can position these dimension lines at different distances from the wall, or even change the size of their text. The Length button lets you control the values of dimension line attributes attached to a wall.

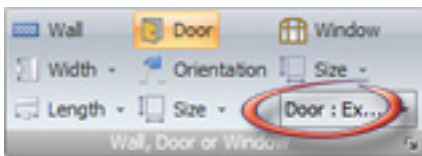


First, select a dimension line that you have already attached to a wall. Click on the Length drop down arrow. In the popup dialog you will notice several fields. The **Overwrite Length** will overwrite current wall length. The **Gap Distance** will change the distance of a dimension from the wall itself. To change the size of the text on a wall dimension, type in a new value for the **Text Height** values. To hide the dimension line, uncheck the **Show Dimension Lines** check box. Click on the Adjust button to apply changes.

Door button



Click on the **Door** button and then click once on a wall. By moving your mouse, you can position the door in the wall. Click again to finish positioning the door.



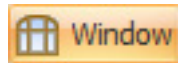
There are many types of doors. Click on the Door button. Next, select a door type from the drop down. Click on a wall to add a door.

Click on a door that you have already added to a wall in your drawing by using the Pointer tool. Click on the **Orientation** button. This button can be clicked four times to get four possible ways the door can swing (left hinge, right hinge, inside, outside).

The **Size** button (below the Orientation button) will allow you to change the door width.

Select a door that you have already added to a wall. Click on the arrow next to the Size button. In the popup dialog, type in new values for the width of the door. The door will change its size/width.

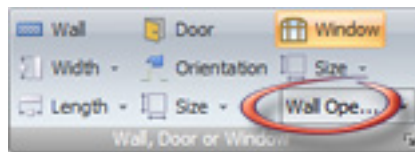
Window button



Click on the **Window** button and then click once on a wall to add a window. By moving your mouse, you can position the window in the wall. Click again to finish positioning the window.

The **Size** button (below the Window button) will allow you to change the door width.

Select a window that you have already added to a wall. Click on the arrow next to the Size button. In the popup dialog, type in new values for the width of the window. The window will change its size/width.



There are many types of windows. Click on the Window button. Next, select a window type from the drop down. Click on a wall to add a window.

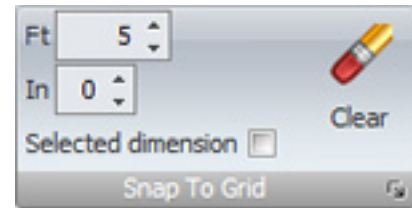
Dimension button



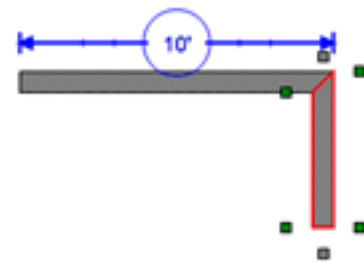
This button draws an **independent dimension line** (not attached to a wall). It is the easiest dimensioning tool to use in the program. Click on the **Dimension** line button. Click once in the drawing area. A dimension line will appear. Move your mouse. Click again. A dimension line now appears, measuring the distance in your drawing.

You can change aspects of a dimension line, such as the text size, and the dimension length using the **Size** button located below the dimension line. Select a dimension line with your Pointer tool first. Then, click on the Size drop down arrow below the Dimension line button. You can change the length and the text size of the dimension line by using the boxes that appear.

Snap To Grid

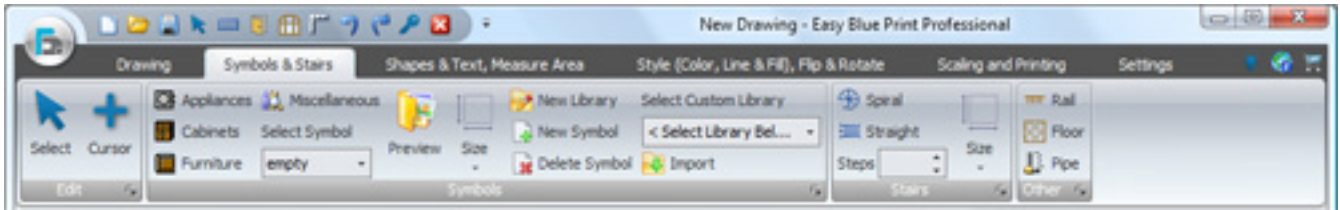


The **Snap to Grid** boxes control the increment used when you draw objects. To enter a new increment, type in a new value into the boxes located in the Snap to Grid button group. If you start drawing a wall, and the increment is set to 5 feet or 5 m, then the wall will be drawn in distances of 5 feet or 5 m. If you change the distance to 1 inch (the default), then the distances of objects you draw will be drawn in increments of 1 inch.



The dimension line attached to a wall measures a specific wall length. Select the wall dimension line with the Pointer tool. Now put a check in the **Selected Dimension** check box. Notice the wall dimension line is highlighted in blue. If you move any objects located at the ends of the selected dimension line, then those objects will move in specified increments like 5 feet or 5 m (if that is the distance you typed into the Snap to Grid jump distance boxes).

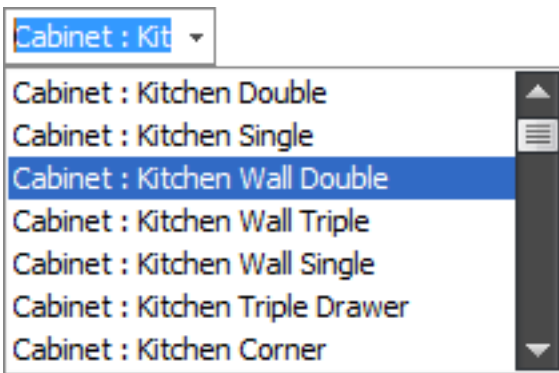
Symbols & Stairs tab



The **Select/Pointer** and **Cursor** buttons are the same as in the Drawing tab.

Appliances, Cabinets, Furniture & Miscellaneous buttons

These buttons will load different symbol libraries. First, click on one of these buttons. This will load a symbol library.

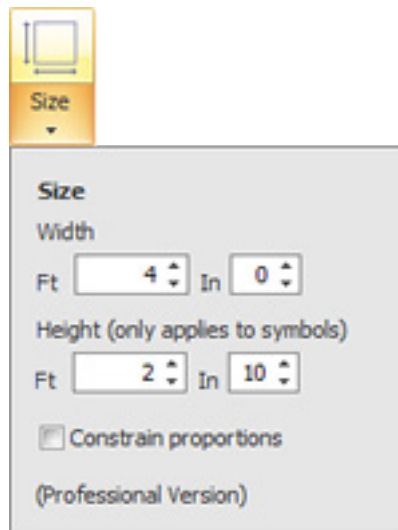
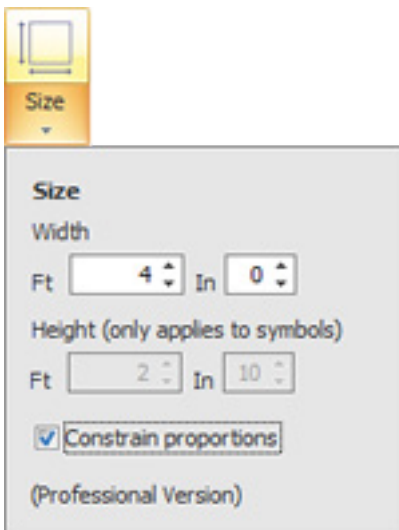


You can select a symbol library from the drop down or click on the Preview button.

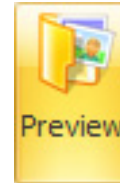
Size button

You can adjust the size of a symbol by first selecting the symbol you have drawn with your Pointer tool. Next, click on the **Size** button drop down.

You can change the overall size of the symbol proportionally by adjusting the width and checking the Constrain Proportions check box. You can also change both the height and the width of the symbol by un-checking the **Constrain Proportions** check box.



Preview button



The **Preview** button opens a dialog showing all the symbols contained in the library.



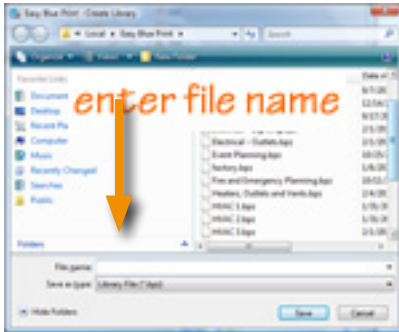
Choose a symbol by clicking on it. Click once in your drawing area. A symbol will appear in your drawing.

New Library button

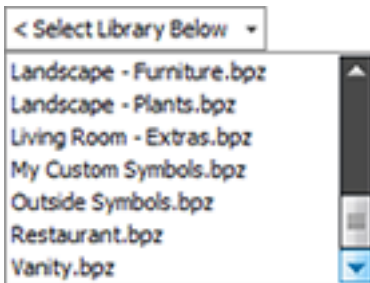
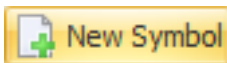


The **New Library** button lets you create a file where you can store your own symbols. Instead of just using the built-in libraries like Furniture or Appliances, you can load custom libraries that you have created.

Once you click on the New Library button, the program will ask you to type in the file name. Give the library a name that you can remember and click the Save button. The program will create a file with the name that you provide and put the library file in a predefined location on your computer. The custom library files are named with the extension .bpz.

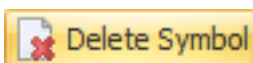


New Symbol button



Choose Custom Symbol Library from the drop down. Next, select the objects that you want to include and click **New Symbol** button. The program will ask you to enter the symbol name. Custom symbols are useful if you have your own symbols that you want to use repeatedly in any number of drawings.

Delete Symbol button

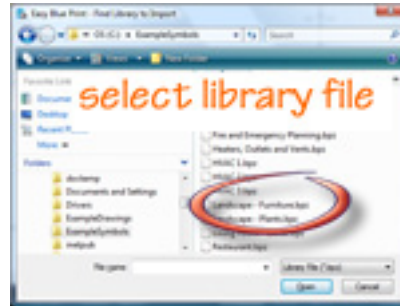


Click to delete a selected symbol from the symbol library file.

Import Symbol library button



The **Import** button opens a dialog where you can select and import a custom symbol library file (any file with the extension .bpz).



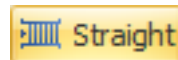
Use the file dialog to find the location of your symbol library file, then select the file and click the Open button. Restart the program. The next time you run Easy Blue Print, you should be able to see the library in the library drop down.

Spiral Stair button



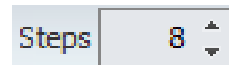
Click the **Spiral Stair** button and then left mouse click in the drawing area to add spiral stairs. Move your mouse across the drawing area to adjust the size and click again to finish.

Straight Stair button



Click the Straight Stair button and then left mouse click in the drawing area to add straight stairs. Move your mouse across the drawing area to adjust the size and click again to finish.

Once you have drawn a straight stair, you can change the number of steps. First, select the straight stair with your Pointer tool. Next, type in a new number in the steps box. This will change the number of steps used in your straight stair symbol.

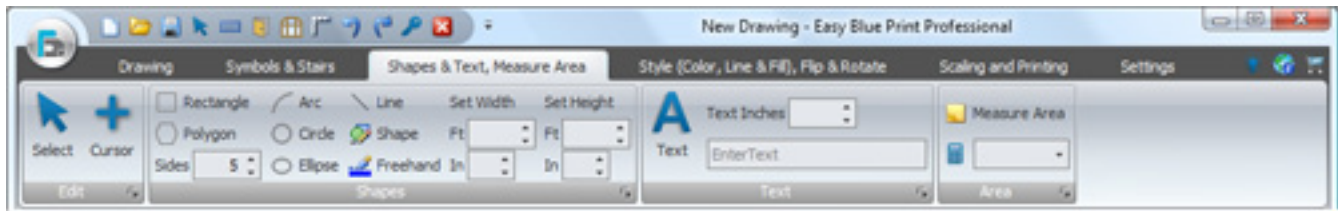


You can also use the Size button to adjust the width of the straight stairs.

Rail, Floor and Pipe buttons

These are additional symbols that you can add to your floor plan drawing.

Shapes & Text, Measure Area tab



The **Select/Pointer** and **Cursor** buttons are the same as in the Drawing tab.

Rectangle, Polygon, Arc, Circle, Line & Shape buttons

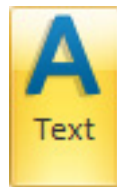
All of these tools allow you to create shapes that can be used to create custom symbols. Click on any of the shape tool buttons and then left mouse click in the drawing area to add a shape. Move your mouse across the drawing area to adjust the size and click again to finish.

The **Sides** text box allows you to set the number of polygon sides. Enter the number of polygon sides or click the small arrows to decrease or increase the value by one increment. Next, click the Polygon button to add the shape to your drawing.

You can then change the width and height of the selected shapes by typing in values into the **Set Width** and **Set Height** text boxes.

You can select multiple shapes by using your Pointer tool and holding down the Ctrl key while you click on individual shapes.

Text button

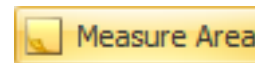


To use the text tool, first click on the Text button. Next, type some text into the **Text Edit** box. Click in your drawing area to position the text. Click again to finish drawing your text.

You can change the text by selecting it with the Pointer tool and typing new text into the Text Edit box.

You can change the height of the text by selecting it with the Pointer tool and typing a value into the **Text Height** box.

Area button



To calculate the area, follow these steps:

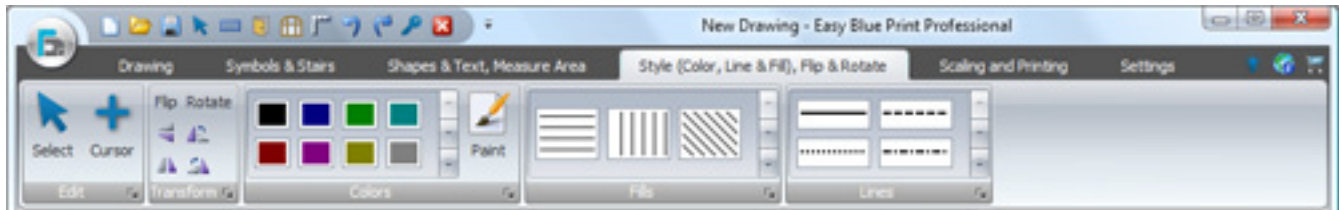
1. Click the Measure Area button.
2. Left mouse click to add points and mark the designated area.
3. Right mouse click to finish selecting the area.

You can measure any area in your floor plan drawing.

Click the calculator button for additional calculations.



Style (Color, Line & Fill), Flip & Rotate tab



The **Select/Pointer** and **Cursor** buttons are the same as in the Drawing tab.

Flip & Rotate buttons

You can use these buttons for any object that you have previously selected in your drawing by using the Pointer tool.

The Flip buttons flip the selected objects horizontally or vertically.

The Rotate buttons rotate objects in 45-degree increments (left or right).

You can also rotate a portion or entire floor plan drawing.

Click your mouse once in the drawing area. Hold your mouse down and draw/create a rectangle to select the drawing. Release your mouse. The selected object's color will change to red. Next, click on one of the Rotate buttons. Clear anywhere in the drawing area to un-select the objects.



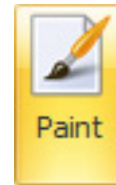
Colors, Fills & Lines

You can change the fill and colors of most types of objects in your drawing by selecting the object with your Pointer tool and choosing a new color or fill.

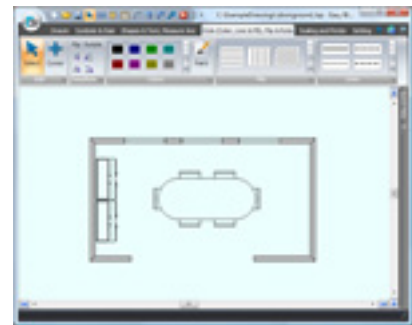
The line tool will change the line style.

Page 3 of this guide has detailed information on how to use Color, Line & Fill galleries.

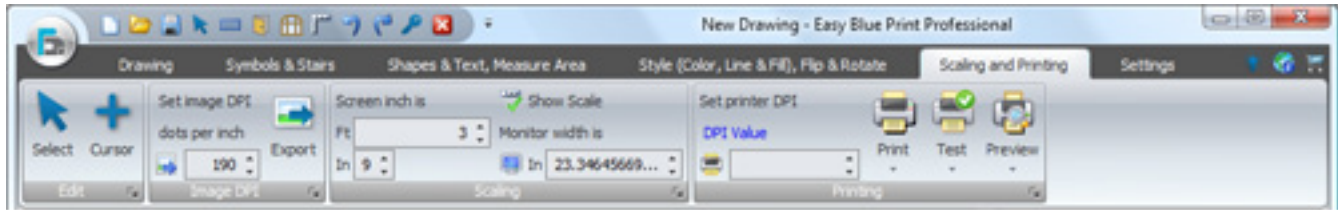
Paint background button



The Paint button opens a color picker dialog, where you can select and change the background color of the entire drawing.



Scaling & Printing tab



The **Select/Pointer** and **Cursor** buttons are the same as in the Drawing tab.

Image DPI

The DPI changes the resolution of the image that is created when you export your drawing using the Export button (see page 5 for detailed information about Export button). A high DPI creates an image with many pixels for every pixel that appears on your computer screen. If you are printing your image, you will want an image with a high DPI. An image used on the web might need a lower DPI.

Scaling

This is the same as Zoom In and Zoom Out. The only difference is that you can type the exact scale used by the program to map one inch of computer screen to real-world feet coordinates (in metric, you map 1 cm of computer screen to 1 m of real-world distance). If you wish to map $\frac{1}{4}$ inch to a real-world foot distance, then just multiply by 4 (for instance, $\frac{1}{4}$ " screen = 1 foot is the same as 1" screen = 4 feet).

When you choose to print, your computer will print to the same scale that your computer screen is currently showing. So, if you want to fit more real-world distance into every printer inch, then you will need to change the scale (which will change your computer screen to reflect the same scale).

The program does not know the actual size of your computer monitor. So, even if you type in a precise scale, program will still be off by a little, because it is making assumptions about your monitor size.

To be more precise, you can measure the width of your computer monitor (in inches or cm).

Next, enter the value in the Monitor Width text box (whole inches, no fractions). Simply by reading the values in the Scale Feet and Inches boxes, you can now hold up a ruler to your monitor and know precisely how many real-world feet and inches that 1 inch on your ruler represents.

Print To Scale

The same concept applies to printers. If you adjusted the scale of your drawing so that "1 inch on the screen represents 10 feet" and hit the Print button, then you can be assured that 1 inch on your paper will represent exactly 10 feet in the "real world."

So, the same scale boxes that you used to adjust the scale of your monitor will also adjust the scale used for your printer.

In other words, the scale you use for your screen is the same scale that will be used for printing.

In order for you to get precise **print-to-scale** drawings, you'll need to make some measurements, just like we did for your computer monitor.

Instead of measuring the width of your monitor, however, you will be measuring lines created by your printer after it creates a test page.

To print a test page, click the Test Print button. The test page will contain some instructions. It will also have a line that is approximately 1 inch long.

Measure the distance of this line with the ruler. If the line is less than an inch, you will want to increase the "dots per inch" in the Printer DPI box (see below).

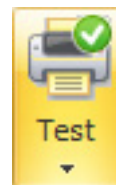
If the line is greater than an inch, you

will want to decrease the "dots per inch" in the Printer DPI box. For example, let us say that the line was only half an inch. In that case, we would probably want to double the size of the "dots per inch" in the Printer DPI box.

After a few test pages, you should be able to exactly match up the line drawn on the test page with one inch on your ruler. You are now ready to print your drawing to scale. Again, just type in the precise scale for your drawing and hit the Print button. Your drawing will be printed to a precise scale.



Prints your document. You'll have a chance to select the printer, number of copies, page orientation (portrait or landscape) and other properties before printing.



Prints test page. It will allow you to precisely adjust the scale before printing your document.



Shows a print preview of your document.

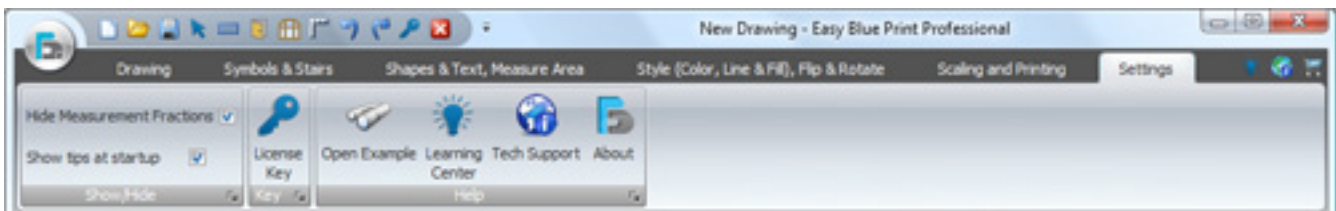
Export to PDF

Export to PDF is like printing to “a virtual printer.” Click on the Print button. In the Print dialog instead of selecting the printer you will select PDF Writer. Make sure that the “Print to File” checkbox is NOT checked. Click the Print or OK button (the Print dialog content varies, depending on your printer). The program will ask you for the file name, so provide the file name and click OK.

If you do not have the **PDF writer** installed on your computer, you can download the free PDF writer called “Cute PDF.” It can be used with other programs as well.

You can also use the **Preview** button to see the layout. You can adjust the size and position of the drawing before exporting to PDF.

Settings tab



The Settings tab will allow you to show or hide incremental measurements like fractions of an inch (or millimeters if you are using metric system).

When you start the program, you will see a dialog with **Getting Started** tips. You can toggle this feature by checking the “Show Tips at Startup” check box.

The **License Key** button opens a dialog where you can enter a professional license key and enable all program features.

The **Open Example** button reveals an example drawing that is used in the Getting Started tips popup help.

The other buttons provide links to our website. If you have a question or need extra help, send an email to support@ezblueprint.com.