

## NOTES for S1.

- A. Start by drawing a LINE. Move MOUSE POINTER (MP) over INSERT TAB of TOP MENU and Left Mouse Click x1 (LCx1). This will open the INSERT MENU [Item 1].
- B. Move MP over SHAPE option and LCx1 to select. This will open SHAPE MENU [2].
- C. From SHAPE MENU LCx1 to select FREEFORM (indicated by a red box). The MP will then change to cross-hairs [3].
- D. Move the MP and LCx1 to set the position of the start of the LINE. Then move the MP (do not hold the LM button down) approx. 4cm away and LCx2 to set the end position of the LINE.
- E. A box will appear [4] denoting the physical limits of the LINE. You can alter the shape to for example [5], by LCx(hold and drag) on any of the 8 HANDLES (indicated by small white boxes on each side and corner).
- F. To alter the basic LINE into a different shape place MP over LINE and RCx1. A POP-UP MENU (PM) will appear [6], select LCx1 EDIT POINTS option.
- G. This will highlight the POINTS (black dots) that make up the LINE along with a red line showing its outline [7].
- H. Move the MP over the LINE until the MP changes to cross-hairs [8] and the arrows disappear, then RCx1.
- I. A second PM will appear [9], select LCx1 the ADD POINT option. A third POINT [10] will appear on the LINE at the current position of the MP.
- J. Move the MP over this new POINT until it changes to the shape [11]. Now LCx(hold and drag) the POINT to the new position [12]. Release LM [13] and LCx1 away from shape. We now have an angled LINE with a two straight segments [14].
- K. A quicker way to create a new POINT when in EDIT POINTS is to move the MP over the LINE, then LCx(hold and drag).
- L. On occasion when creating new POINTS a SEGMENT may be CURVED [15], this is the default setting of the program.
- M. To change a CURVED SEGMENT to a STRAIGHT SEGMENT in EDIT POINTS [16] move MP over CURVED SEGMENT and RCx1, select LCx1 STRAIGHT SEGMENT option from PM [17]. The SEGMENT will be changed to a STRAIGHT one [18], then [19] LCx1 away from LINE to deselect it.
- N. You now have the basic idea how to manipulate LINES, so now let's look at SHAPES and how to change and position them.

## NOTES for S2.

- A. Open the SHAPE MENU [20] (If needed refer to: Notes S1, A–B), LCx1 on the RECTANGLE shape. The MP will change to cross-hairs [21]. Position the MP where you want the top left corner of the RECTANGLE to be, then LCx1.
- B. A RECTANGLE will appear [22] with current colours and settings. Alter its shape by LCx(hold and drag), any of the 8 HANDLES.
- C. To rotate the RECTANGLE, LCx1 then position the MP on the ROTATING HANDLE [23] until the MP changes to the shape [24].
- D. Then LCx(hold and drag) to rotate RECTANGLE, MP will change to shape [25], then release LM to set RECTANGLE in new orientation [26]. LCx1 away from it to deselect RECTANGLE [27].

- E. To change the RECTANGLE into a different shape, select the RECTANGLE RCx1 and select EDIT POINTS (if needed refer to: Notes S1, F-K) from the menu.
- F. Then move the MP over the edge of the RECTANGLE [29] and select ADD POINT or LCx(hold and drag) to make a new POINT [30]. You can make as many points as you like and move them with the hold and drag method to make a complex SHAPE [31].
- G. It is also useful to change the look of a RECTANGLE (or any other shape) into a WHITE SHAPE. By matching its colour to the background colour it can be used to mask out areas. Select RECTANGLE from the SHAPE MENU. Select the RECTANGLE then RCx1 and select FORMAT SHAPE [32].
- H. In the FORMAT SHAPE menu under the FILL section [33] select LCx1 the black down-arrow next to the PAINT POT icon. This will open the THEME COLOURS chart. Select LCx1 the WHITE colour.
- I. In the FORMAT SHAPE menu under the LINE section [34] select LCx1 the NO LINE option.
- J. In [35] there is a selection of BOXES overlayed, some with a BLUE FILL, some with a WHITE FILL and a BLUE OUTLINE, and some with a WHITE FILL and NO OUTLINE.
- K. Any SHAPE can be moved by LC(hold and drag) to new location. Release LM then LCx1 away from SHAPE to deselect it.
- L. Copy and paste SHAPES to save time replicating work.

### NOTES for S3.

- A. Continuing with SHAPES, in [36] The SHAPES are all overlayed and not aligned.
- B. You can manipulate the layers by moving them forward or back on the pile. To move two of the BLUE SHAPES currently partially masked by white shapes to the top/front layer, first select them.
- C. To make multiple selections LCx1 on 1<sup>st</sup> SHAPE then hold SHIFT KEY down and LCx1 on 2<sup>nd</sup> SHAPE [37]. With MP over one the edges of the selected SHAPES RCx1, from the PM select LCx1 the BRING TO FRONT option [38].
- D. The two SHAPES have now moved to the top of the layer [39].
- E. Another way to make multiple selections of SHAPES, LCx(hold) beyond one corner of the group of SHAPES, then drag to form a grey box [40] which covers the whole group, then release LM and all items within will be selected [41].
- F. RCx1 on part of the group and from the FORMAT menu change the FILL COLOUR to YELLOW. All the selected SHAPES will now have a YELLOW FILL [42].
- G. When multiple SHAPES are selected it is also possible to arrange them so they are all ALIGNED. Select the group (as [40-41]) then LCx1 the FORMAT TAB on the top menu [43], select ALIGN and then select [44] the ALIGN TOP option. The group is now rearranged with their tops ALIGNED. [45].
- H. When a group is selected (as [40-41]) it can be turned into a GROUP by RCx1 on GROUP, and selecting the GROUP option from the PM [46]. Now the GROUP is defined as a SINGLE OBJECT when it is selected.

#### NOTES for S4.

- A. Any selected OBJECT or SHAPE can be altered in SIZE, or placed at a specific LOCATION using the FORMAT SHAPE menu.
- B. Select LCx1 the RECTANGLE [48] (currently at HORIZONTAL POSITION 0.25cm from the left edge) select LCx1 the SIZE & PROPERTIES icon from the FORMAT SHAPE menu [49].
- C. LCx1(until) the HORIZONTAL POSITION up-arrow reaches 4.7cm [50]. The RECTANGLE will now be in a new position (4.7cm from the left edge) [51].
- D. The POSITION of a SHAPE is calculated from its top-left corner i.e. it is now 4.7cm from the left edge and 0.4cm from the top edge. You can also enter your own numbers to two decimal places instead of using the arrows.
- E. To change the SIZE of a SHAPE use the HEIGHT or WIDTH, up/down arrows on the FORMAT SHAPE menu [50].
- F. By ticking the LOCK ASPECT RATIO box of the FORMAT SHAPE menu [50], when you change one dimension the other will change accordingly to keep the overall SHAPE (useful when a SQUARE needs to remain a SQUARE [52] and not change to a RECTANGLE [53] when you make its WIDTH longer in relation to its HEIGHT).
- G. Lines can also be altered. In the LINE section of the FORMAT SHAPE menu the LINE WIDTH can be altered [54, 56, 57] by selecting WIDTH and either the up/down arrows.
- H. Similarly the DASH TYPE and CAP TYPE can be altered [58], and the BEGIN ARROW TYPE [59].

#### NOTES for S5.

- A. Prior to commencing the actual PLAN, format the size/aspect of the slide to use for the plan/layout.
- B. When POWERPOINT is opened it defaults to a set TITLE page/size etc. [64] with possibly several TEXT BOXES.
- C. To delete these boxes make multiple selections LCx1 on 1<sup>st</sup> SHAPE then hold SHIFT KEY down and LCx1 on 2<sup>nd</sup> SHAPE [65]. With MP over the edge of a selected SHAPE RCx1, from the PM select LCx1 the CUT option [66]. Alternatively use the LCx1(hold and drag) method to make multiple selections.
- D. To FORMAT the page: From the main menu select LCx1 the DESIGN tab [60]. Then select LCx1 the SLIDE SIZE option. From the PM [61] select LCx1 the STANDARD(4:3) option.
- E. Then repeat (D.) but select [62] the CUSTOM SLIDE SIZE option. From the SLIDE SIZE menu [63] select the LANDSCAPE option and ensure the SLIDES SIZED FOR (A4).
- F. LCx1 the OK button.
- G. If needed the Completed Plan can be printed out at any other size (such as A3) by selecting it from the printer menu.

**NOTES for S6.**

- A. Scan the required floor plan and save it as a JPEG file. Make this IMAGE accessible to POWERPOINT (i.e. placed on the same computer or network).
- B. On TOP MENU LCx1 INSERT TAB, and from INSERT MENU [67] LCx1 to select PICTURES.
- C. This will open the LIBRARIES, PICTURES WINDOW [68]. Select the folder which holds the IMAGE of the scanned copy of the required floor plan. Either LCx1 the IMAGE and LCx1 the INSERT BUTTON or LCx2 the IMAGE to insert it.
- D. To rotate the PLAN , use the ROTATING HANDLE [69] (refer to: Notes S2, C-D) or through the FORMAT PICTURE [70], under the SIZE & PROPERTIES section LCx(?) the up/down arrows of the ROTATION option.
- E. Also make sure the LOCK ASPECT RATIO is ticked, otherwise when reducing/enlarging there may be distortion [71] to [72]. You can reduce/enlarge IMAGE by LCx1 to select it then LCx(hold and drag) any of the eight HANDLES which show as small white boxes when object is selected as in [69].

**NOTES for S7.**

- A. It may be necessary to CROP the PLAN down to remove extraneous features. As an example follow:
- B. LCx1 the IMAGE to select it. From the TOP MENU [73] LCx1 the FORMAT TAB then LCx1 the CROP ICON.
- C. The IMAGE will then show the eight CROP HANDLES [74] (one at each corner and one on each side).
- D. LCx(hold and drag) [75] the bottom right corner CROP HANDLE and release. Now LCx1 away from IMAGE to leave CROPPED IMAGE [76].
- E. Use any of the CROP HANDLES to customise the CROP area to suit your plan.

**NOTES for S8.**

- A. You now have a FLOOR PLAN [77] to work from.
- B. Include any subsequent FLOORS on different SLIDES.
- C. Note: keep all FLOOR PLANS to the same SCALE. If necessary COPY & PASTE one onto another and adjust their SIZE until they are the same. Then PASTE them back into their own SLIDES.

**NOTES for S9.**

- A. Now to start creating the PLAN. Insert a LINE and move it over the PLAN OUTLINE [78]. Alter its width to match the wall thickness (Thicker line used for clarity).

- B. Then RCx1 and select EDIT POINTS from the PM. Move the MP over the top POINT LMx(hold and drag) to extend the LINE [79].
- C. When in EDIT POINTS it is easier to add a POINT by locating the MP, then LMx(hold and drag) to position a new POINT [80] on a corner of the plan.
- D. It is possible one of the new SEGMENTS of the LINE will become CURVED (due to Powerpoint settings). To rectify this move the MP onto the CURVED SEGMENT then in EDIT POINTS select STRAIGHT SEGMENT [81].
- E. Now repeat C-D for the next corner and so on [82], adjust individual POINTS to fit the exterior PLAN OUTLINE of the building, continuing to extend the line as needed until the whole plan is covered (ignore doors and windows at this time).

#### **NOTES for S10.**

- A. Do not join up the final SEGMENT [83]. Ensure the last two POINTS end on corners of the plan, with a straight wall between them. Then from EDIT POINTS select CLOSE PATH [84].
- B. This will join the ends together [85] completing the coverage of the exterior wall [86].
- C. Insert or paste another line and adjust its thickness to an internal wall, [87] then create and move POINTS as before.
- D. All internal walls can be completed similarly [88].

#### **NOTES for S11.**

- A. Once all the internal walls are covered we can show DOORWAYS by inserting WHITE BOXES.
- B. Insert RECTANGLE SHAPE. Set its FILL COLOUR to WHITE and its LINE to NO-LINE, then adjust its SIZE and POSITION to create a DOORWAY [89] (Yellow rectangle used for clarity).
- C. Continue adding doorways using copied WHITE BOXES, then add a small LINE for the doors (FREEFORM SHAPE) and adjust its WIDTH.
- D. Move the LINE into a doorway and set its POSITION by using/moving its POINTS (in EDIT POINTS) to make a DOOR [90].
- E. Continue adding copied LINES to produce further DOORS.
- F. It is useful to alter the orientation of a LINE. Select a LINE then open FORMAT TAB, select ROTATE, and the FLIP VERTICAL option [91].
- G. The result for FLIP VERTICAL and HORIZONTAL are shown [92] and [93] respectively.
- H. Once the external and internal walls and doorways have been completed [90] the underlying PLAN can be removed. Select LCx1 anywhere on the PLAN (not on any inserted LINE or SHAPE) then RCx1 and select the CUT option to leave [94].
- I. The rest of the PLAN can be built up [95] using the methods described to create TEXT BOXES, SHAPES, LINES and CONSTRUCTED SHAPES (made from a combination of all).

**NOTES for S12.**

- A. Completed GROUND FLOOR PLAN, with emergency escape routes (see KEY DIAGRAM on S13).

**NOTES for S13.**

- A. Completed KEY diagram.
- B. Add your own LOGO and TITLE to each page of your PLAN.