

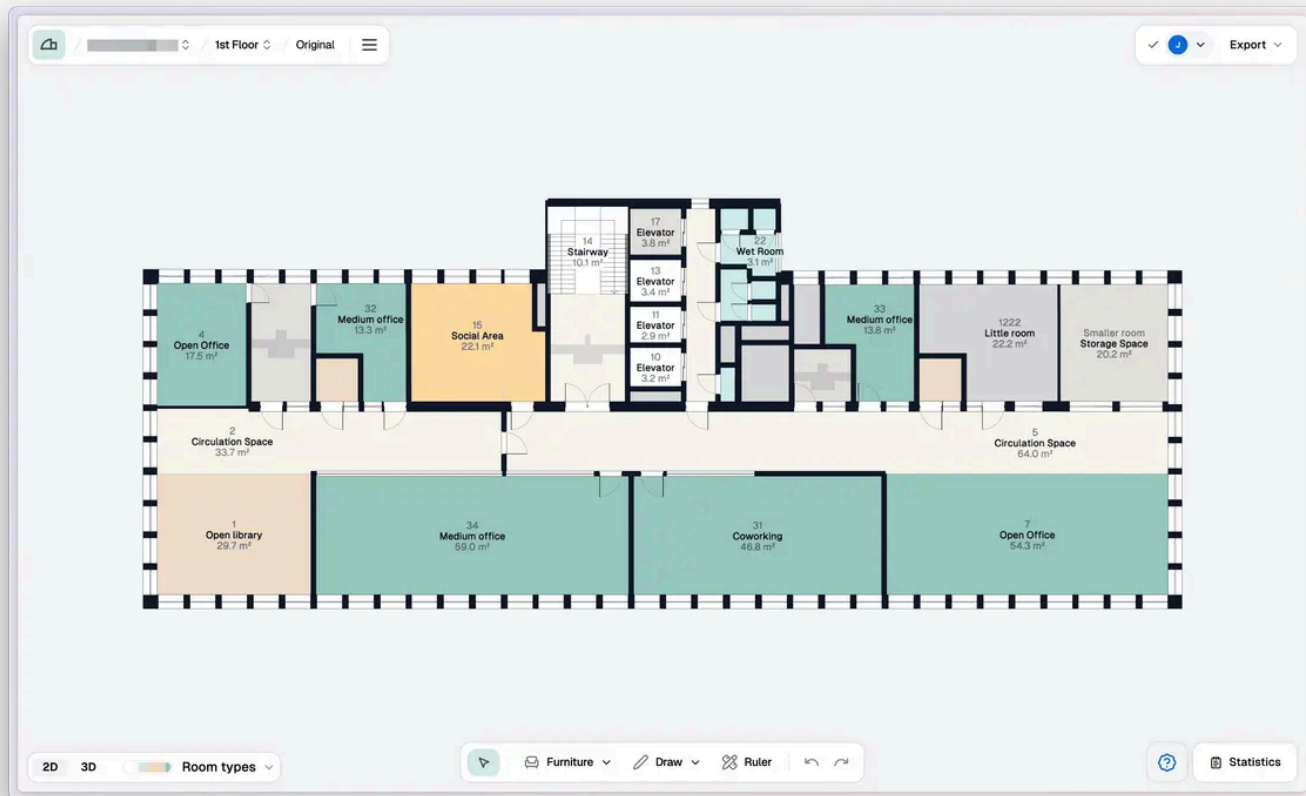
AREALIZE

Property manager

Documentation

Introduction

Overview of Arealize and how to get started



How to use Arealize?

Create a building and add floors

Digitise a floor

Get notified when the floor(s) are available

Open floor plan in Studio

Export floor as PDF

Shortcuts

Create building

Create a building and add floors.

Digitise floor

Digitize a floor.

Statistics

Customize areas and view statistics for a floor.

Download PDF

Export floor as PDF.

Frequently asked questions

Do you want specific parts of a floor plan digitised?

When you digitise the original floor plan, the entire drawing will be digitised. We therefore recommend using the "Redaction tool" to hide anything that you want the model to ignore. You can also isolate sections in the floor plan using "zones" in Studio. Please contact us if you need help with this.

Which format provides the best result?

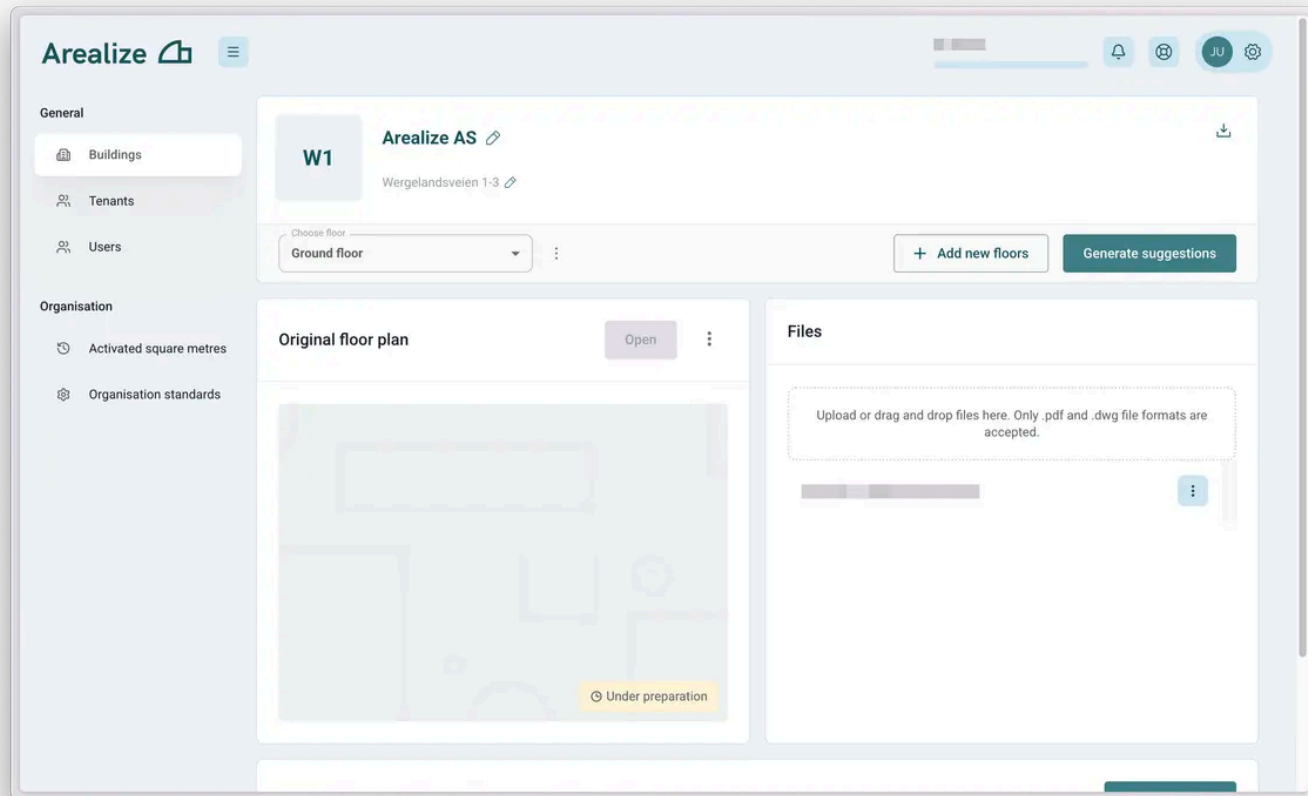
PDF files will provide the best results. PDF must contain a scale for optimal results.

Do you need to upload non-commercial floor plans?

We can digitise all types of commercial buildings, such as hotels, industrial buildings, shopping centres, etc. Non-commercial floor plans will still be created, but as of now room types and certain furniture might not be recognised.

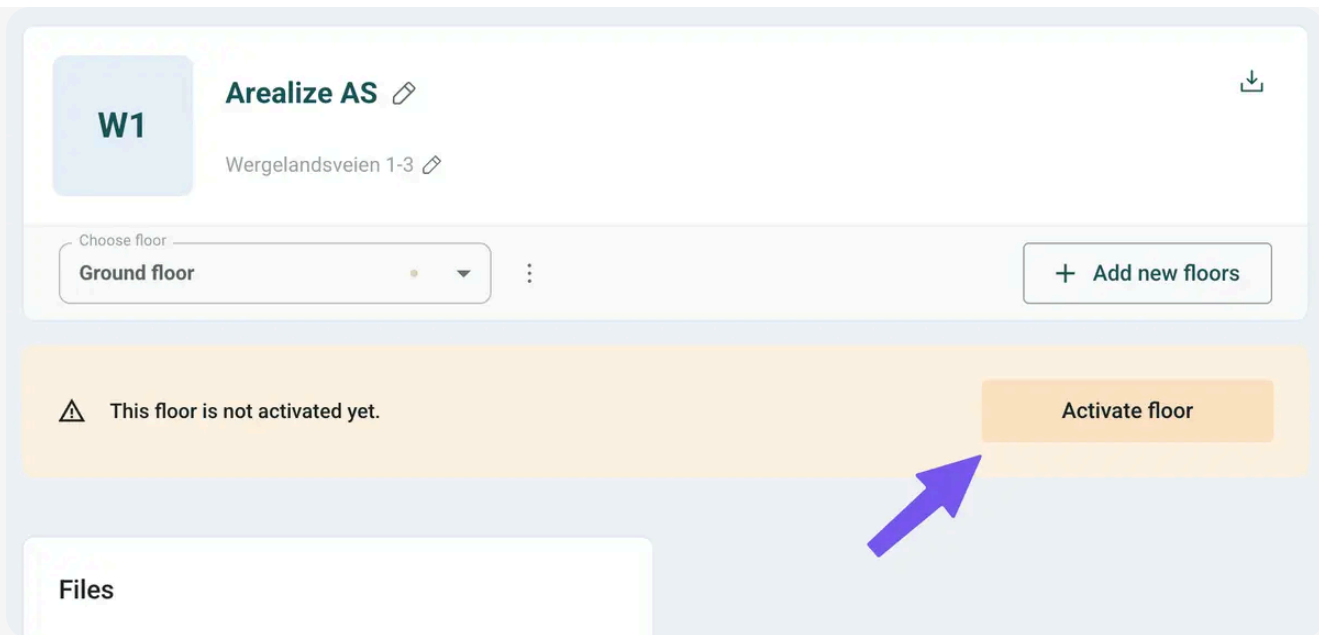
Digitise floor

Digitise a floor to make it editable in Studio

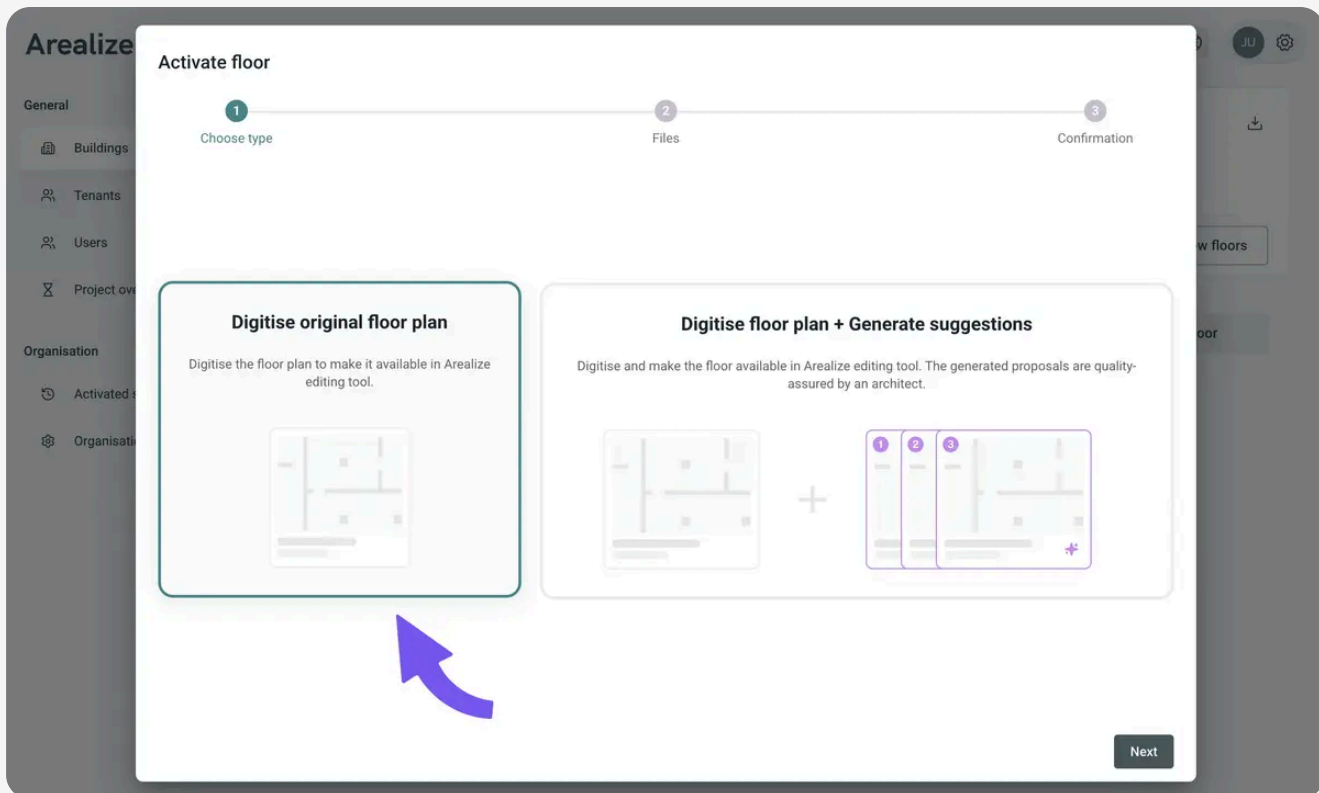


Steps

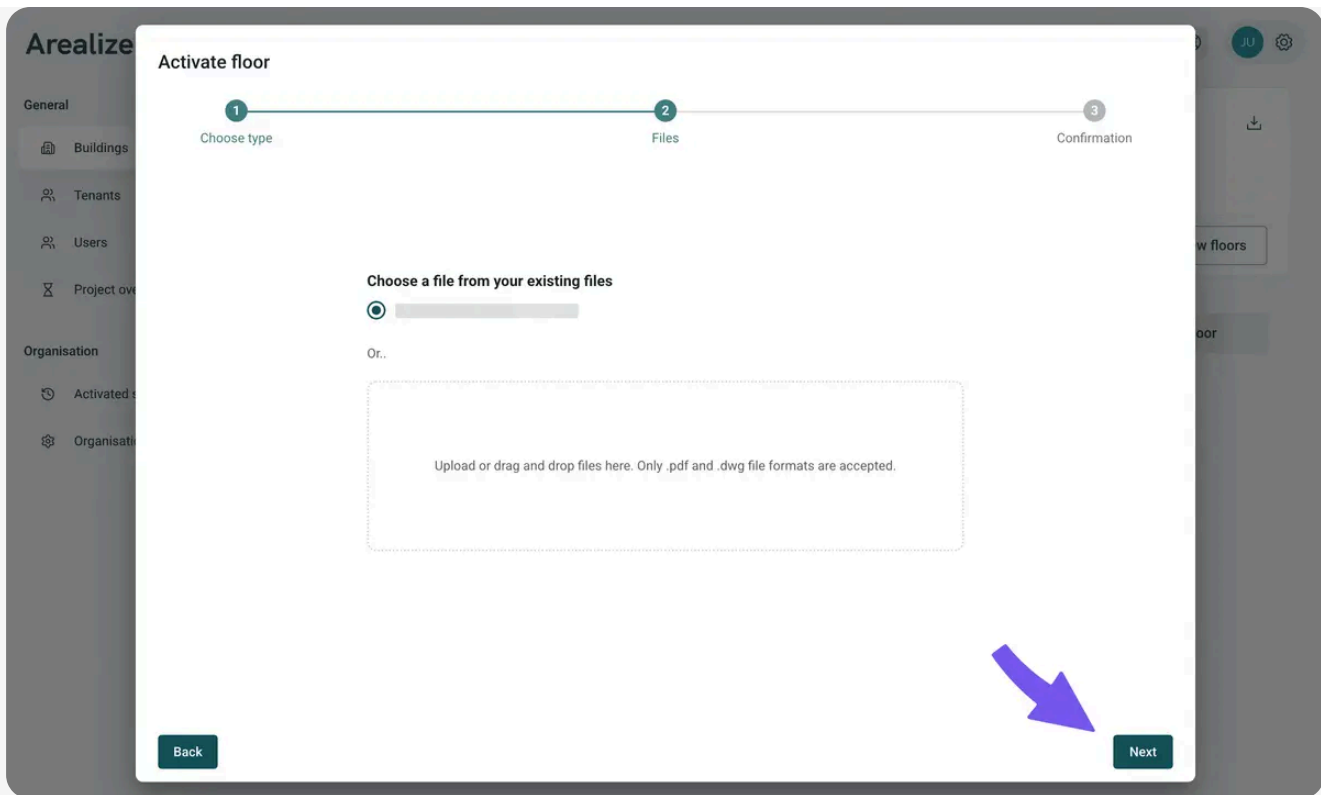
- 1 **Activate floor**
To create an editable version, you need to start an activation. Click on 'Activate Floor' to proceed.



- 2 Select 'Digitisation'
Select "Digitise Floor Plan". Click "Next."



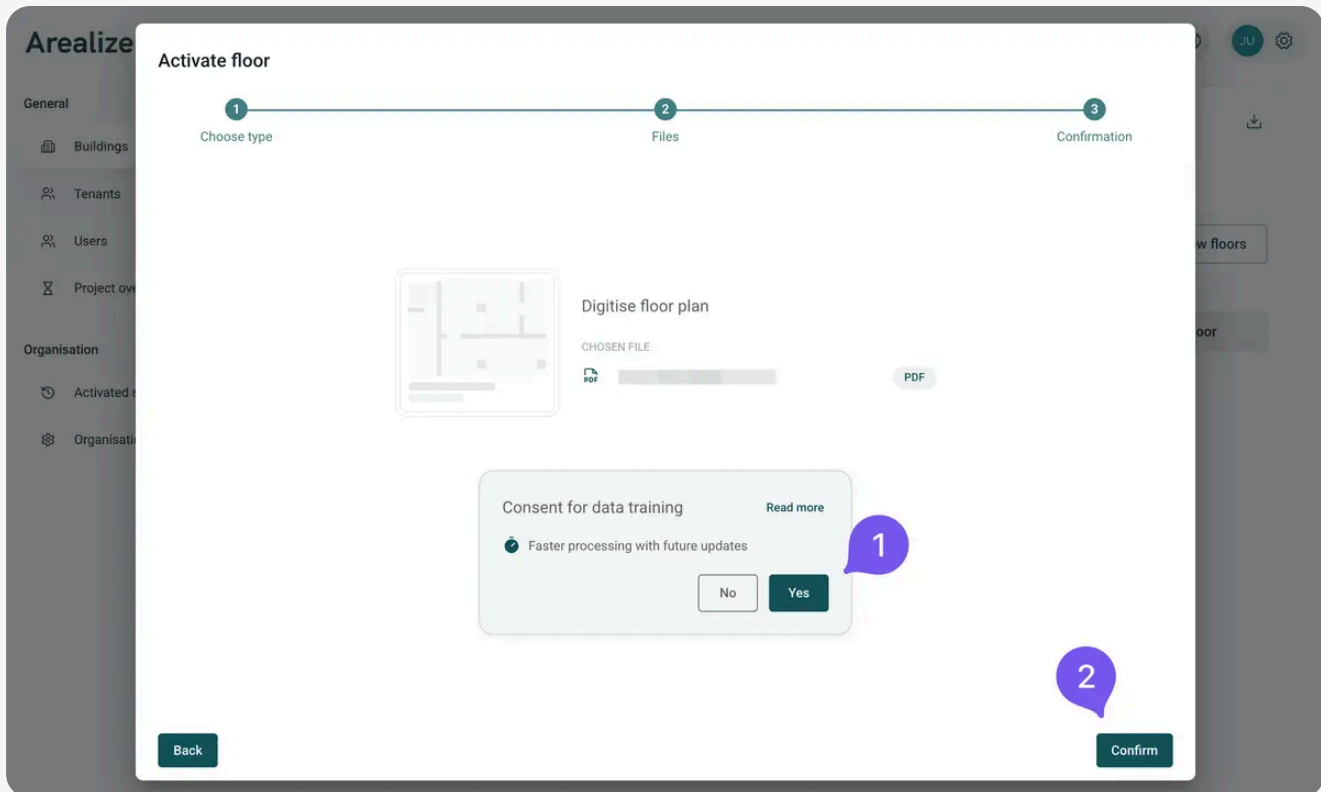
- 3 Upload file
Upload a PDF file of the floor plan, or select the correct file if you have already uploaded it.



4

Confirm digitisation


We will ask for your consent to include the floor plan as training data. Opting in will help improve both speed and accuracy of the digitisation of future floors. To learn more, click on the "Read more" link.

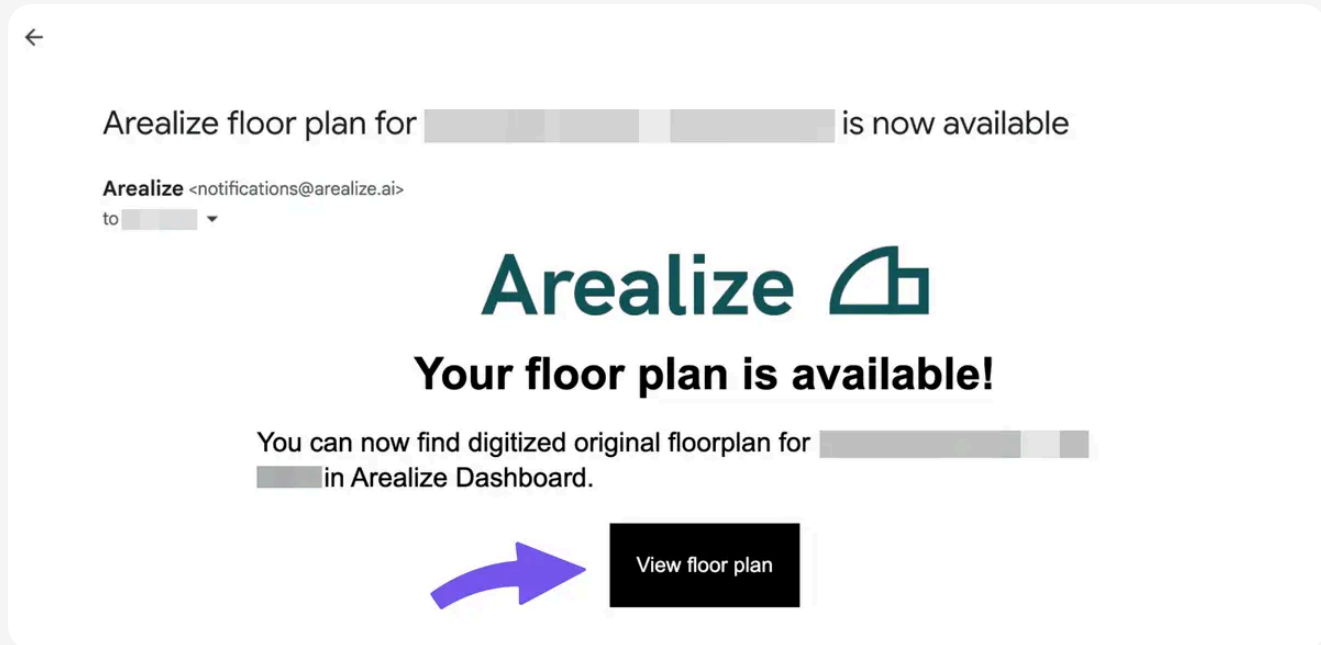


5

Receive email notification

You will receive an email notification when the floor plan is ready. Open the email and click "View floor plan" to be taken directly to the Arealize Studio editing tool.

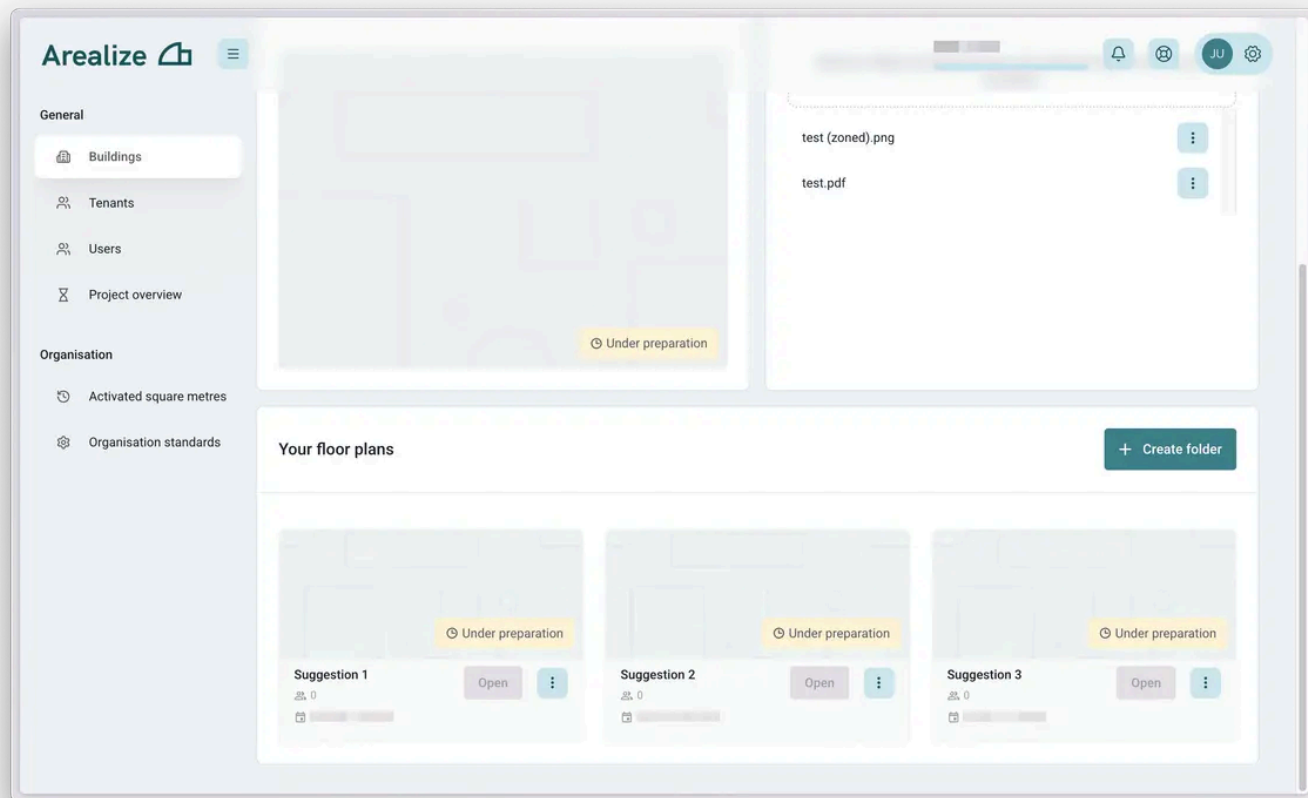
 The process may take up to 24 hours.



It is recommended to enable Notifications. This will ensure that you are notified when your floor plans are available.

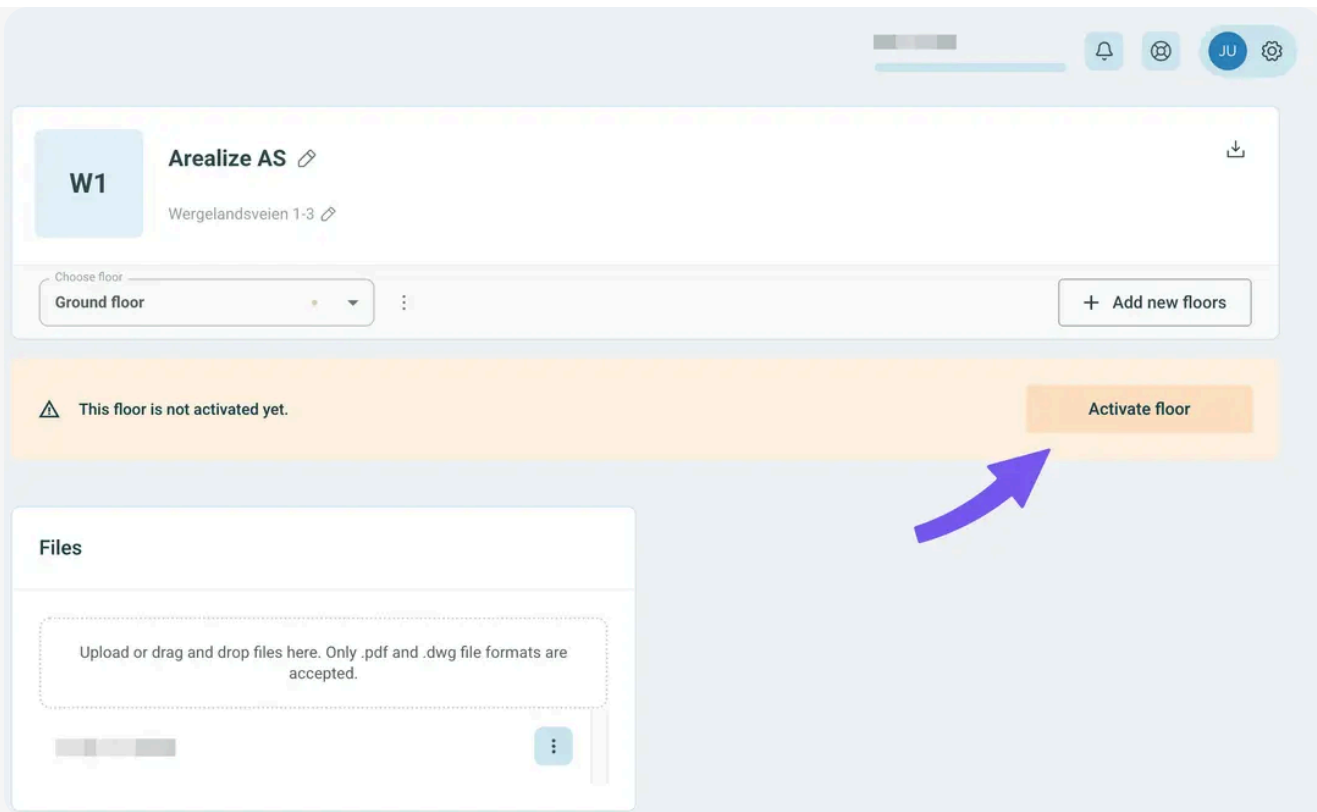
Generate suggestions

Generate design suggestions for your floor



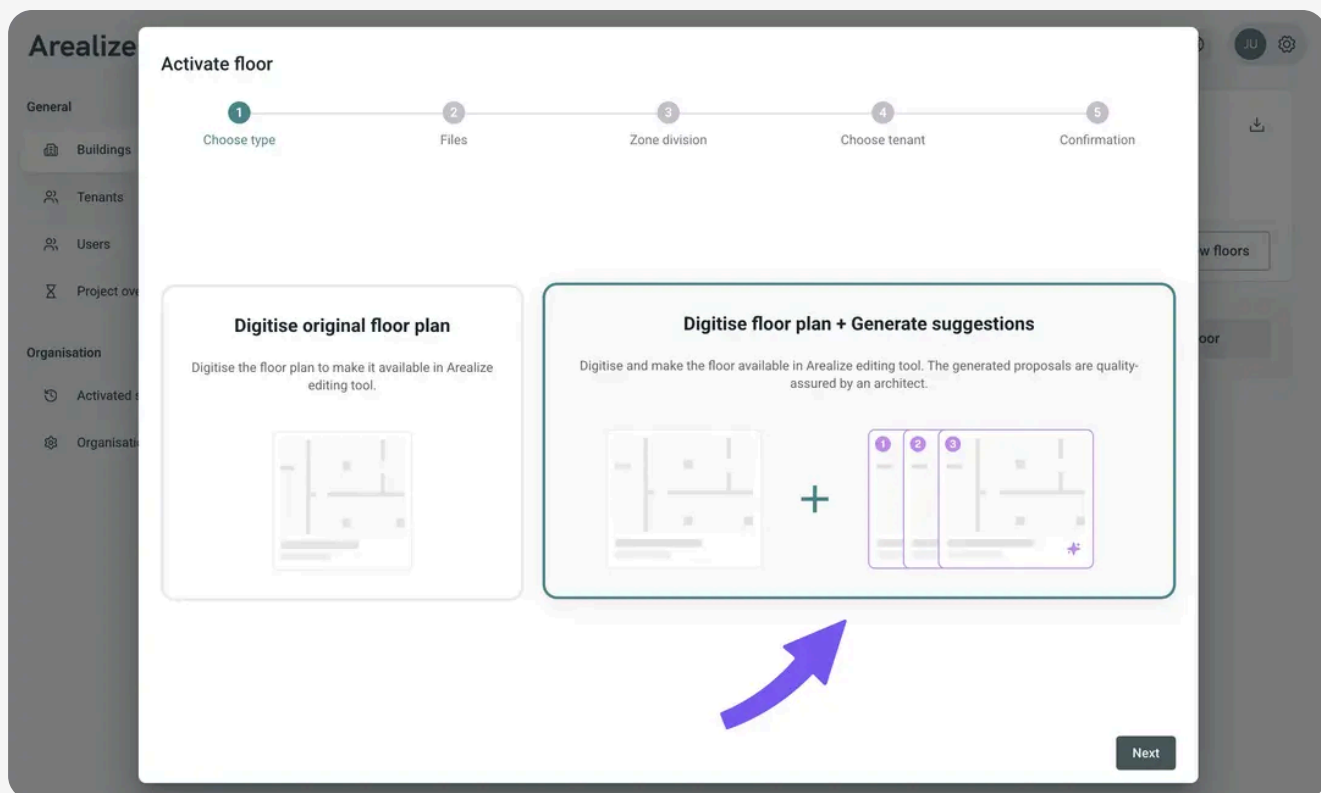
Steps

- 1 **Activate floor**
To start generating proposals, you must first activate the floor. Click on "Activate floor".



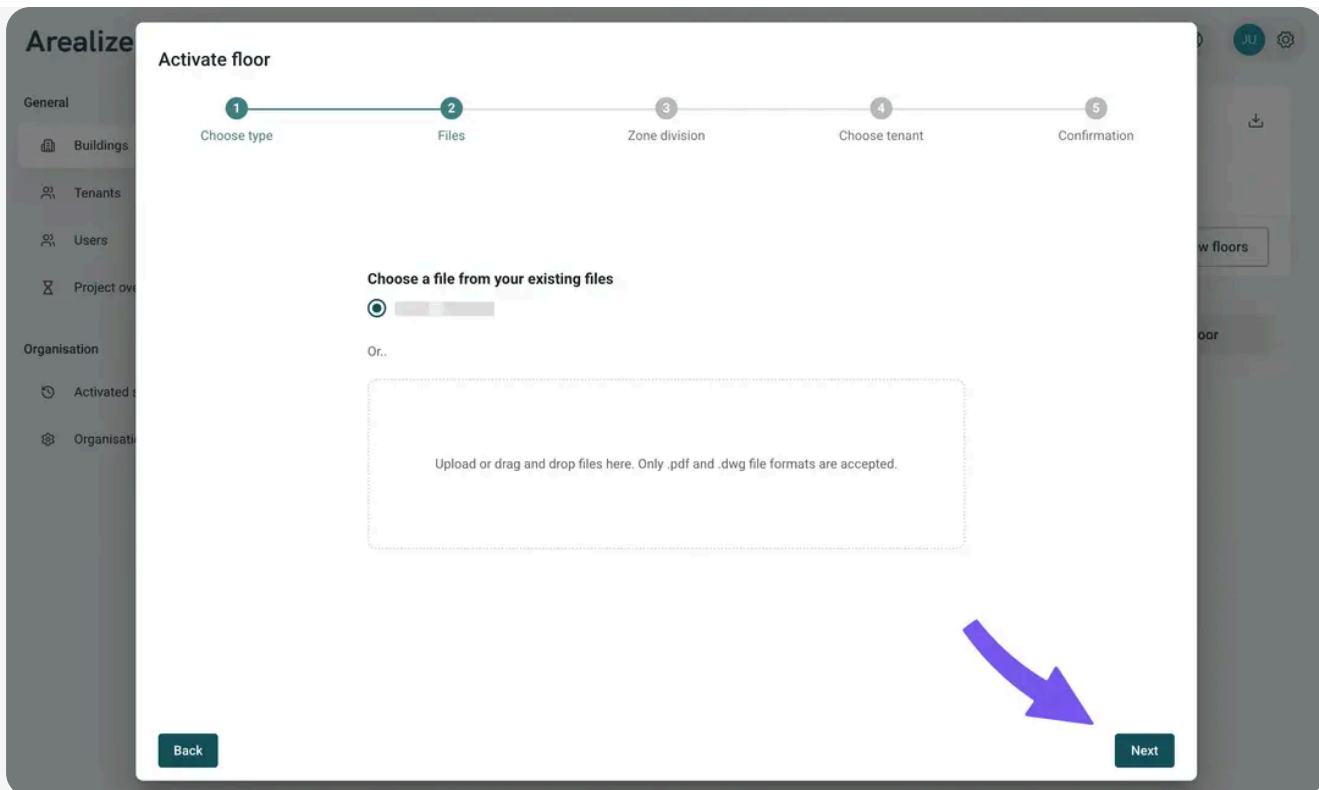
2 Select 'Digitisation'

Select "Digitise floor plan + Generate 3 design proposals" to obtain an editable version of the original drawing, as well as three unique design proposals. Click "Next".



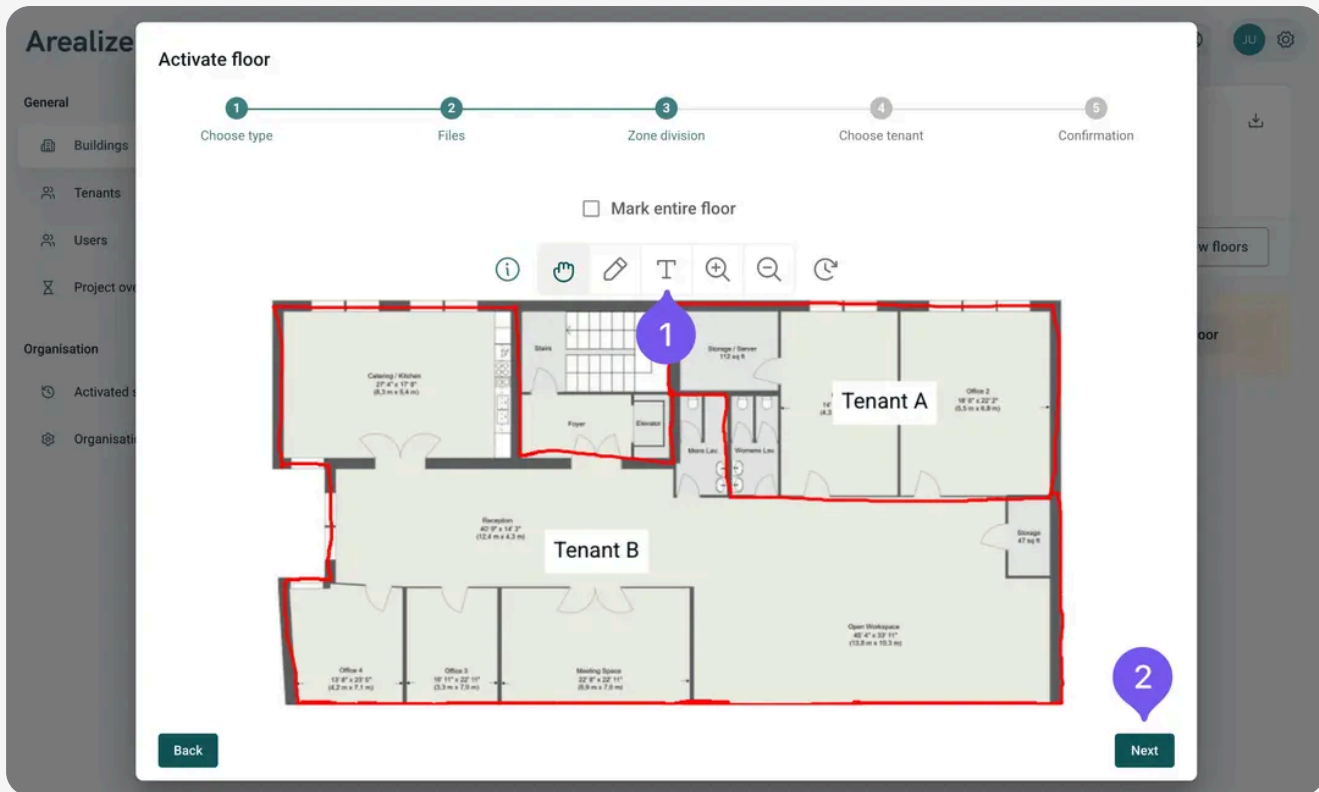
3 Upload file

Upload a PDF file of the floor, or choose the correct file if you have already uploaded it.



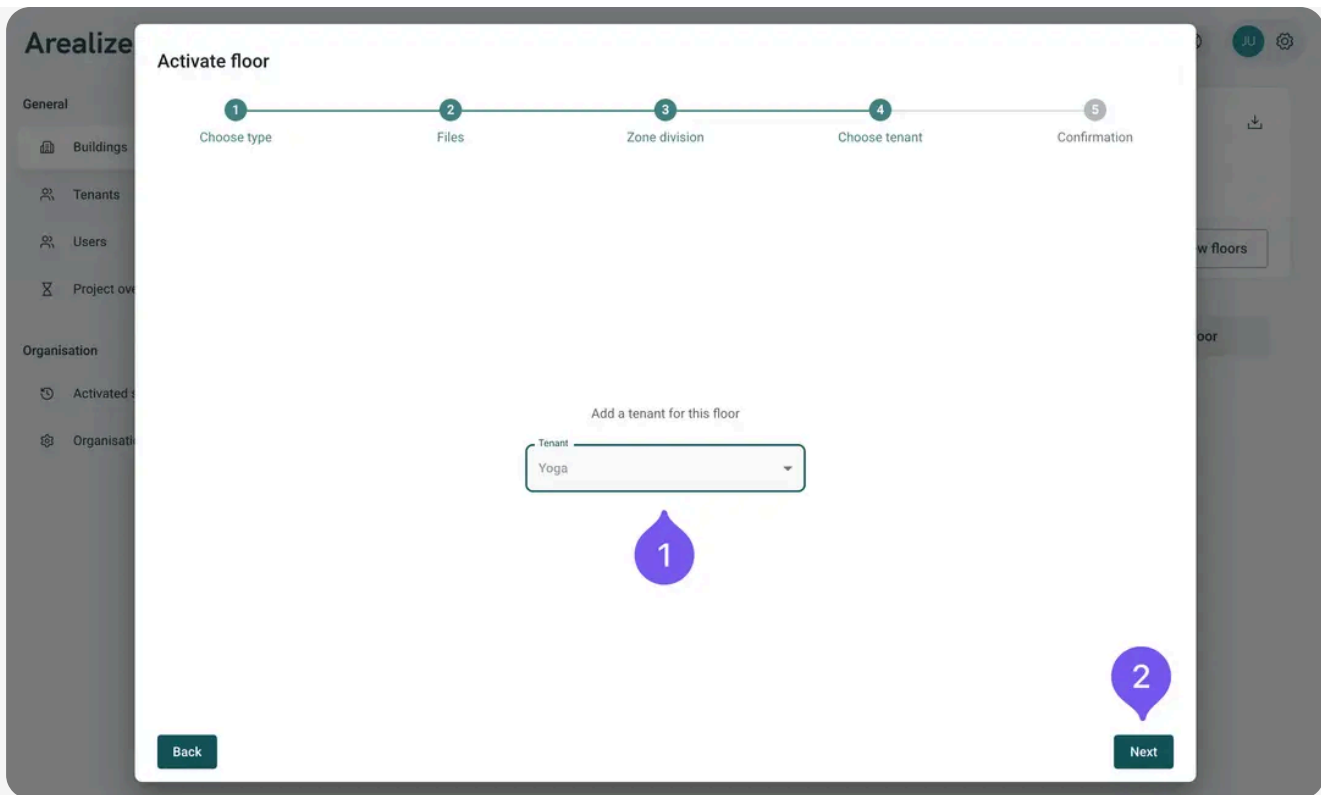
4 Mark area for generation

Use the pen tool to mark out an area for generating proposals. If there are specific rooms you wish to keep, we recommend marking them with a cross.

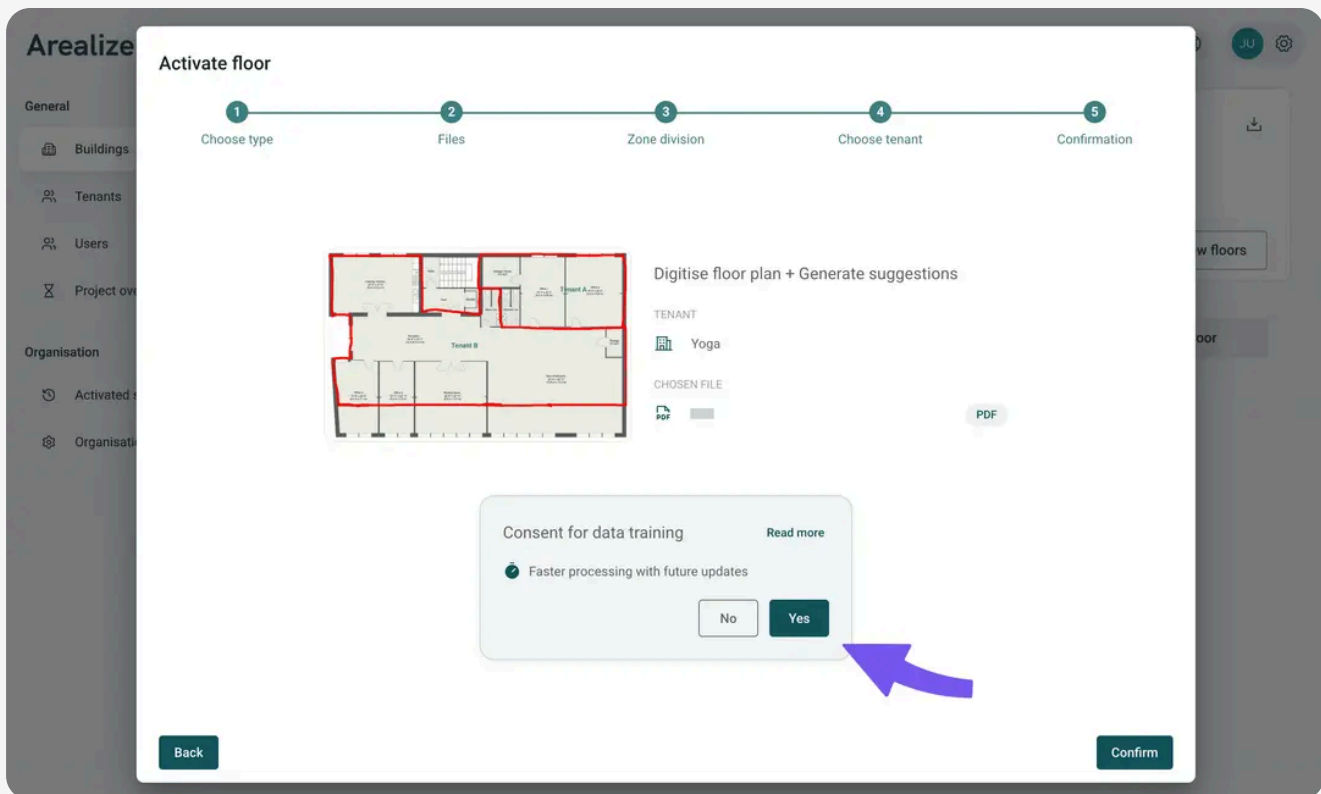


5 Select tenant

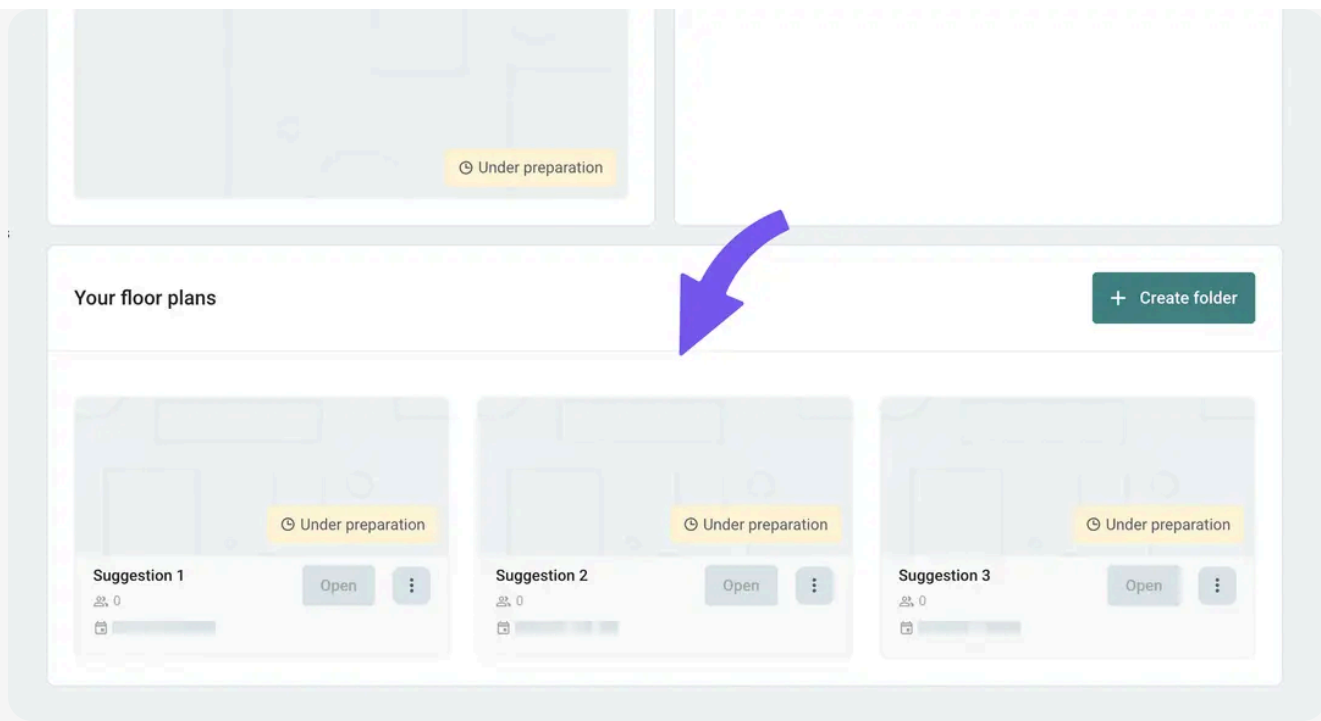
Select a tenant for proposal generation, or click on "generic tenant" to receive general design proposals tailored to the area.



- 6 Confirm generation
Review the details and click "Confirm" to start generating proposals.



- 7 Suggestions being prepared
Your floor plan suggestions are now being prepared and should be ready within 24 hours.



Generation of three proposals and digitisation of the original drawing is underway. We recommend turning on Notifications to receive alerts when the drawings are ready.

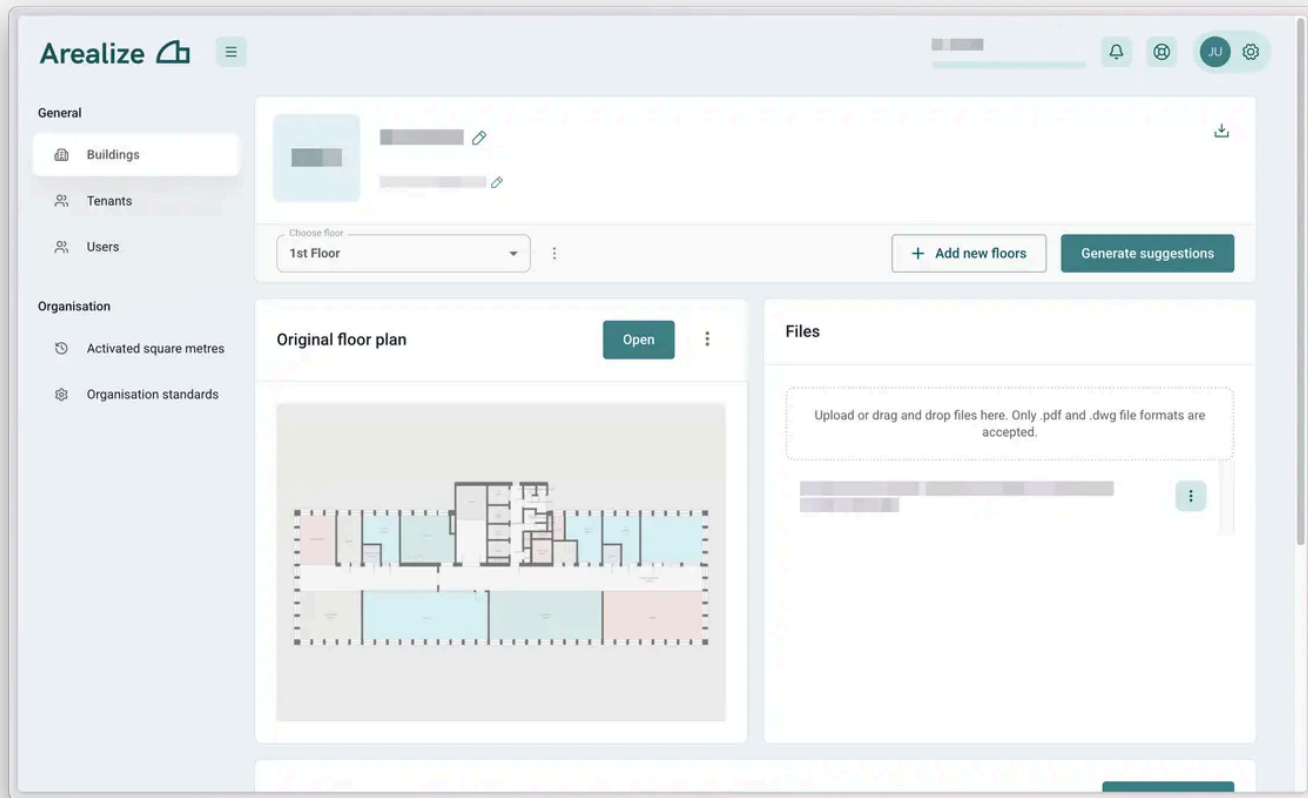
Troubleshooting

I didn't receive any design suggestions

The suggestions will normally be ready in 24 hours, but can take up to 4 days to complete depending on complexity. You should see an indication on the building page that the floor plan suggestions are being prepared. Make sure to turn on Notifications to receive alerts when the drawings are ready.

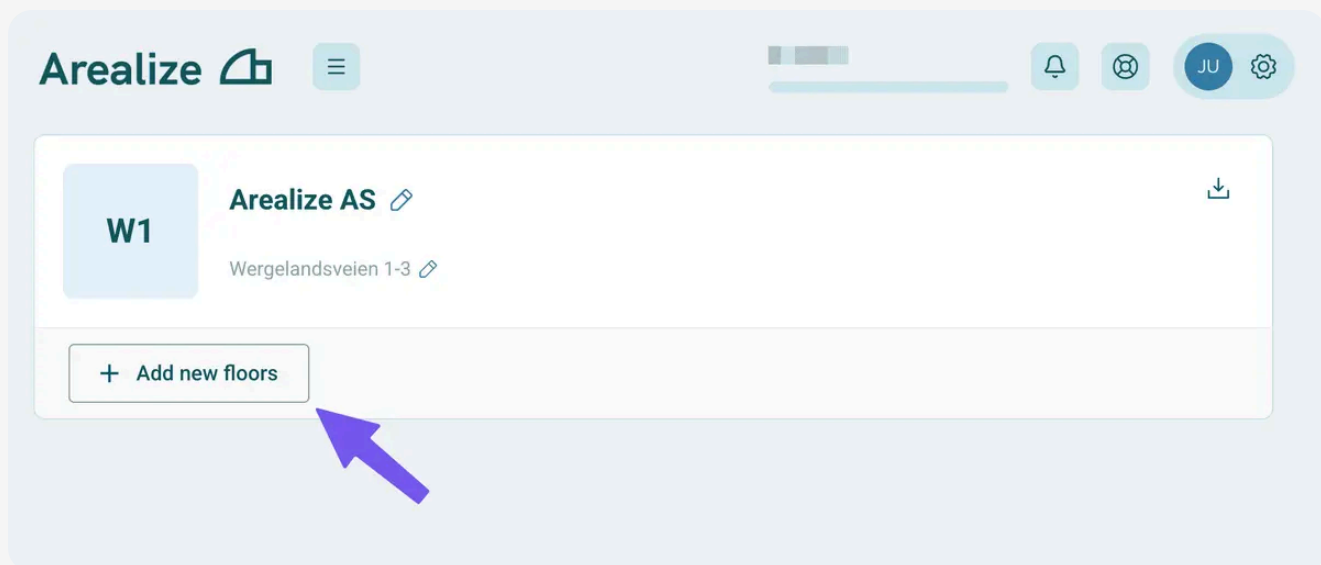
Add floors

Add floors and upload floor plan files



Steps

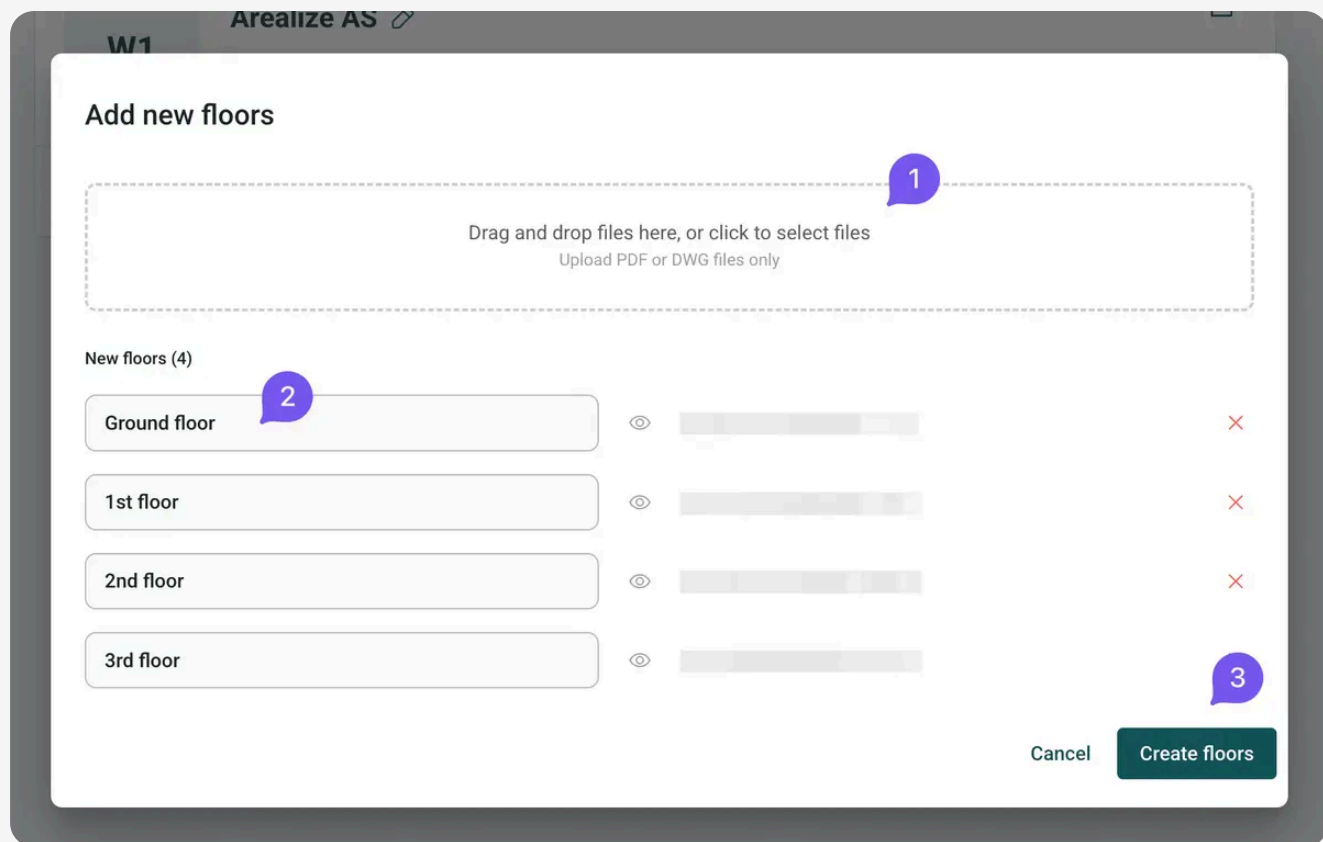
- 1 Add a floor
To get started, click the **"Add new floor"** button.



2

Upload your floor plans

Upload your floor plans as a single or multi-page PDF — floors are automatically detected from each page. Give each floor a unique name, such as "U1", "3", or "Roof". Once you're happy with the names, click **Confirm** to create the floors.



3

Edit and manage your floors

Your floors are now being activated. You can still rename floors, swap out files, or remove and re-upload at any time.


W1

Arealize AS 



Wergelandsveien 1-3 

Choose floor

Ground floor 



+ Add new floors

- 1st floor 
- 2nd floor 
- 3rd floor 
- Ground floor 

Activate floor

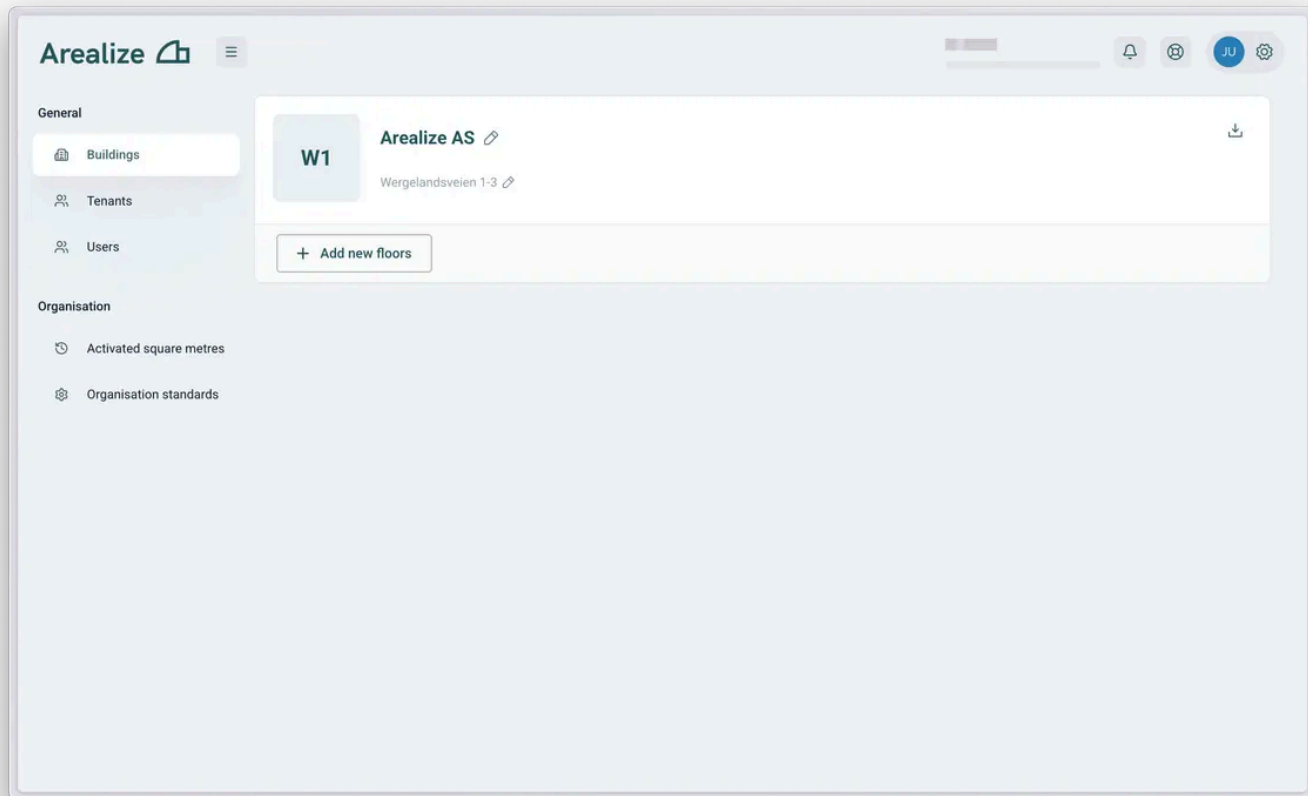
Files

Upload or drag and drop files here. Only .pdf and .dwg file formats are accepted.



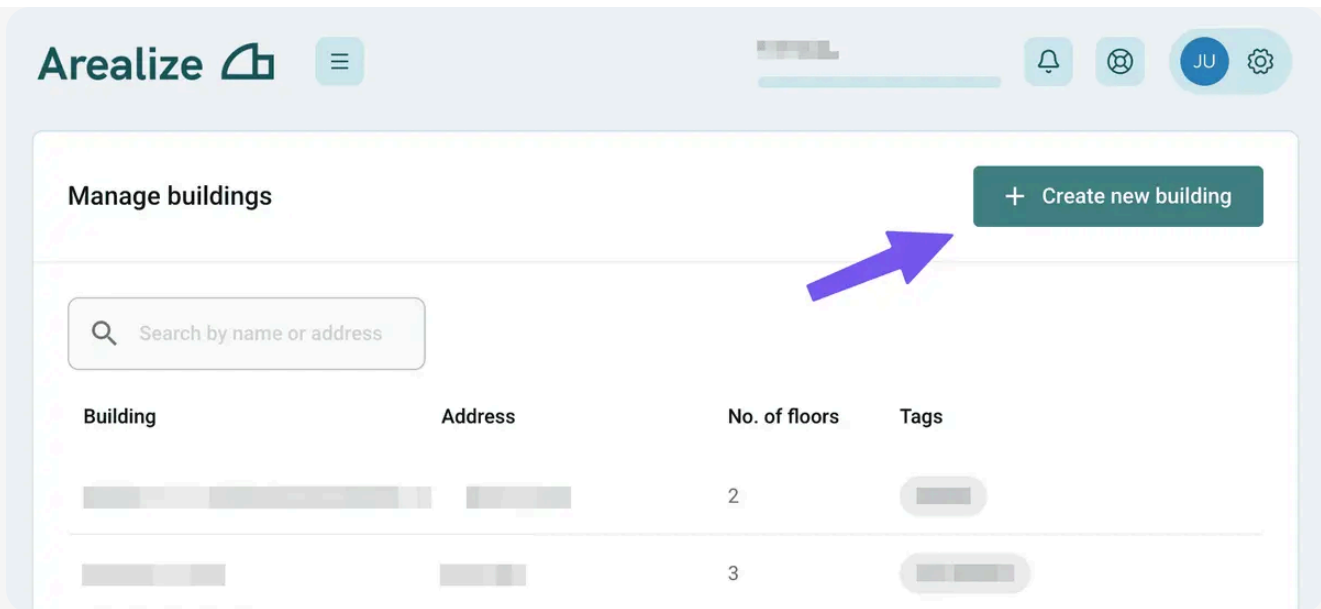
Create building

Create a new building in the Dashboard



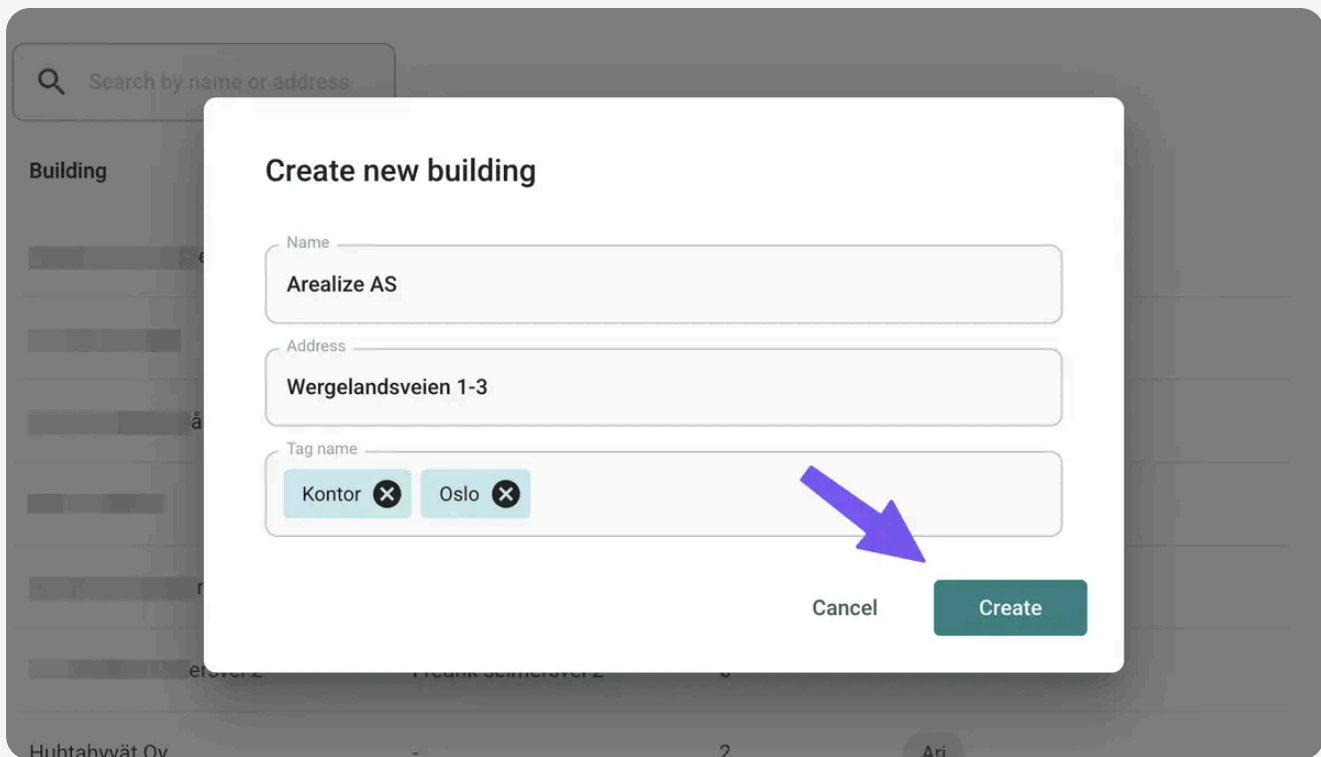
Steps

- 1 Create building
Click on "New building".









2 Fill in details

Fill in the name and address, and add tags for easier organisation of the buildings. Then press 'Create' to complete.



3 Building added

Your building has been added and is now visible at the top of the portfolio page.

Arealize      

Manage buildings

[+ Create new building](#)

Building	Address	No. of floors	Tags
Arealize AS	Wergelandsveien 1-3	0	Kontor Oslo
		2	
		3	

- 4 Search for building
You can use the search field to find and modify or create floors for the building. You can also search for tags or address to find the building.

Manage buildings

[+ Create new building](#)

Building	Address	No. of floors	Tags
Arealize AS	Wergelandsveien 1-3	0	Kontor Oslo

Rows per page: 25 1-1 of 1

Create tags

How to create tags in Arealize Dashboard

Tags help you organise your buildings. They can be reused on multiple buildings and used to group buildings by responsible person ('Ada'), location ('Bergen'), or other criteria. You decide what the tags should be called.

The screenshot shows the 'Manage buildings' interface in the Arealize Dashboard. At the top, there is a search bar labeled 'Search by name or address'. Below it is a table with the following columns: Building, Address, No. of floors, and Tags. The table contains four rows of building data. The second row, for 'Arealize AS' at 'Wergelandsveien 1-3' with 4 floors, has two tags: 'Kontor' and 'Oslo'. A blue arrow points to the 'Tags' column for this row. In the top right corner, there is a '+ Create new building' button.

Building	Address	No. of floors	Tags
[Redacted]	[Redacted]	1	
Arealize AS	Wergelandsveien 1-3	4	Kontor Oslo
[Redacted]	[Redacted]	2	[Redacted]
[Redacted]	-	3	[Redacted]

Steps

- 1 Create tag
Select "Add or edit tags" to get started.

No. of floors	Tags	Updated at	
4	Kontor Oslo	12/03/2026	⋮
			<ul style="list-style-type: none"> Add or edit tags Edit building Delete project
			⋮
			⋮

2 Manage tags

Select one or more tags from the list, or add a new one. Click outside the menu to confirm the changes.

Tag name

×

Kontor
🗑️

Oslo
🗑️

Selected tags will be displayed in the list of buildings.

Manage buildings

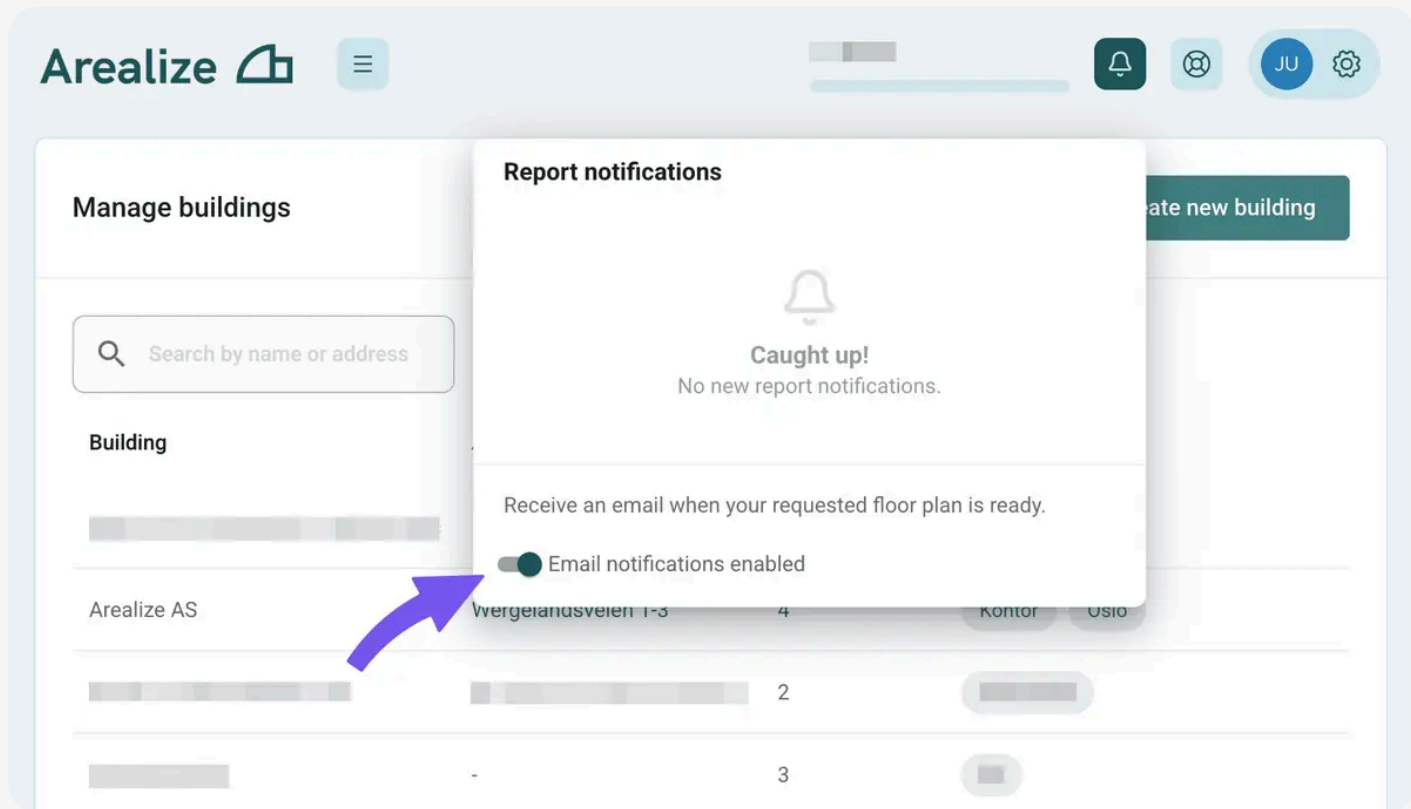
+ Create new building

🔍 Search by name or address

Building	Address	No. of floors	Tags
[Redacted]	[Redacted]	1	
Arealize AS	Wergelandsveien 1-3	4	Kontor Oslo
[Redacted]	[Redacted]	2	Production
[Redacted]	-	3	Ari

Notifications

Get notified when floor plans are ready



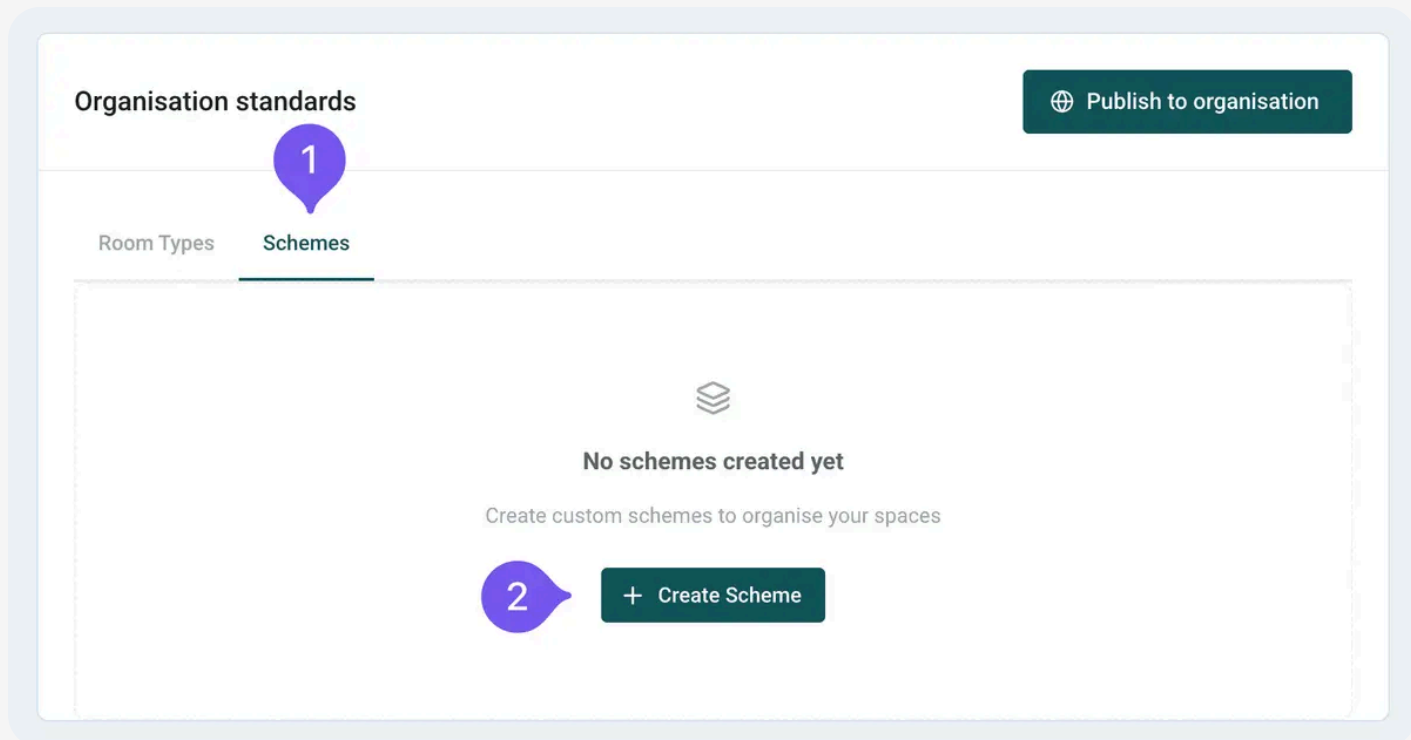
Turn on Notifications

Click on the bell in the upper right corner and turn on notifications to receive an email when your floor plans are available in Studio.

Organisational schemes

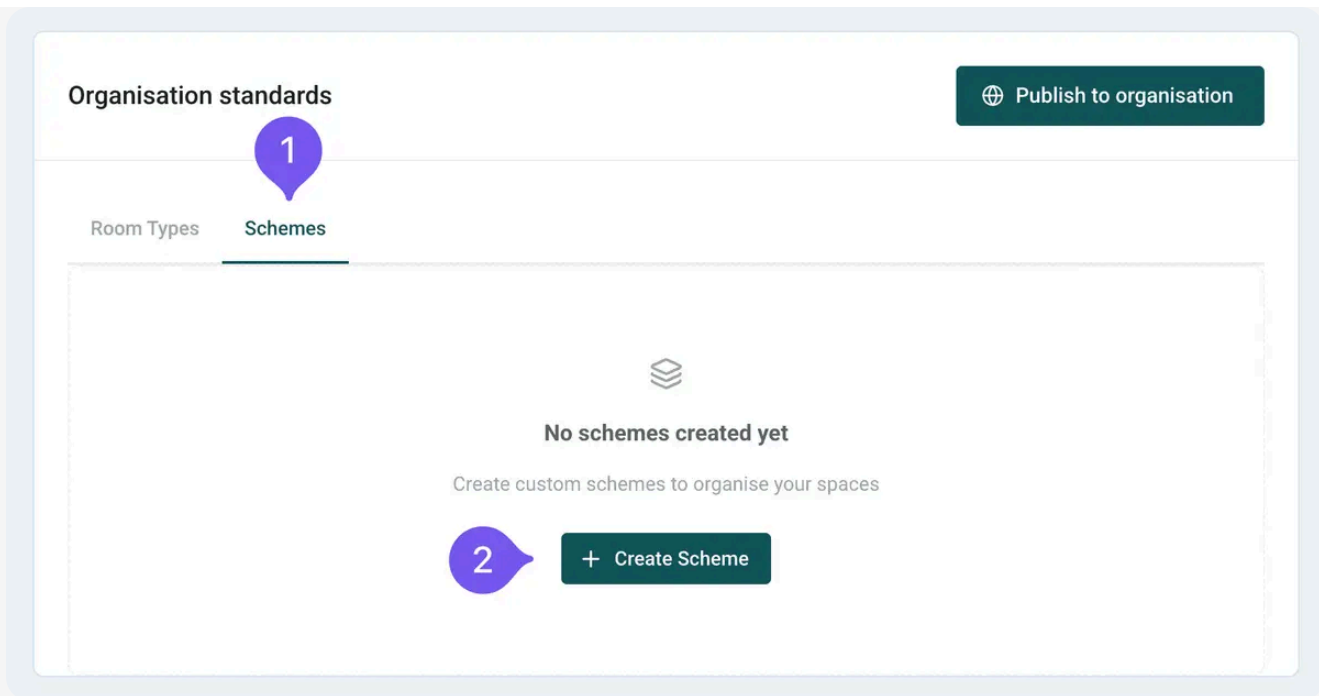
Create organisational schemes

Organisational schemes help categorise floor plan areas for maintenance and cleaning. Create custom schemes with names and coloured items for organisation-wide use.

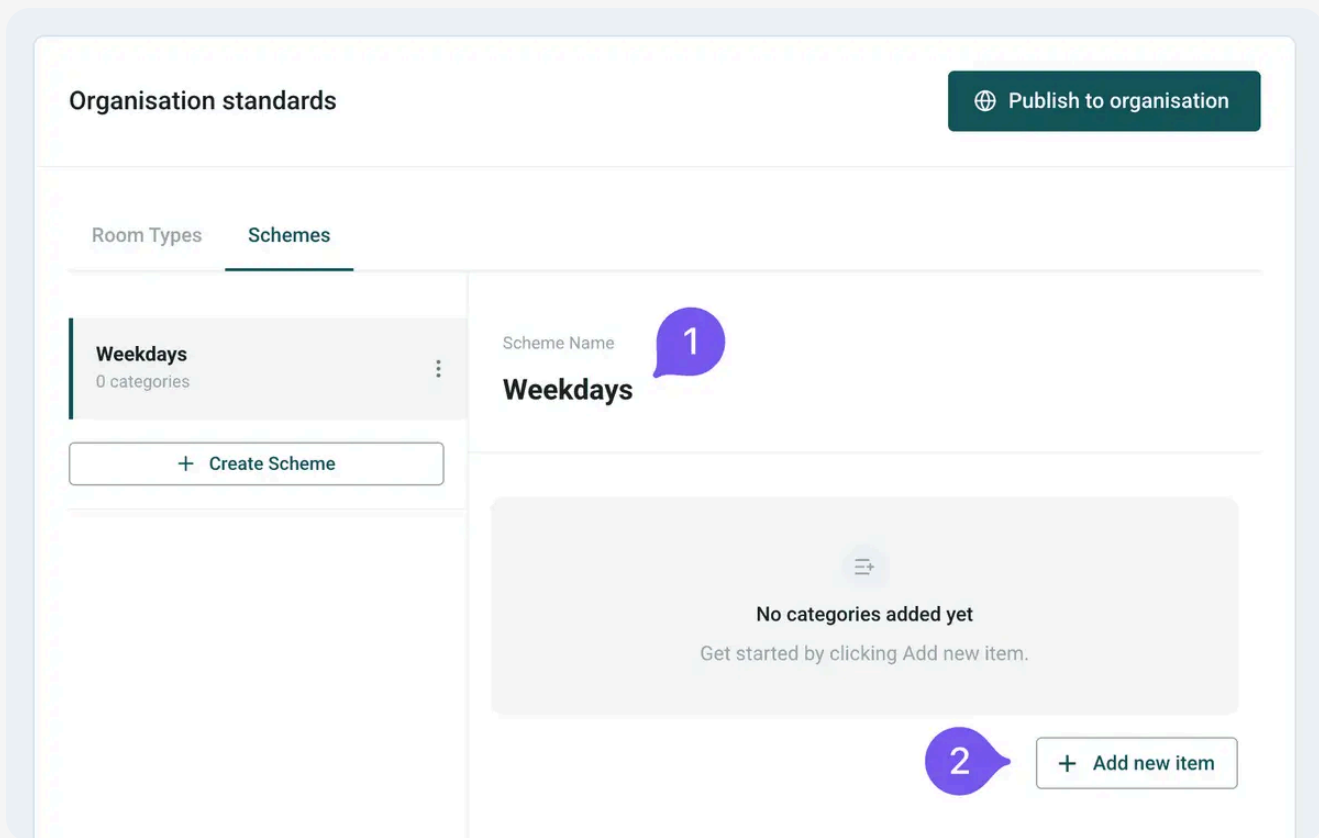


Create a Scheme

- 1 Open 'Organisation Standards'
In the left side panel, open "Organisation standards".



- 2 Select 'Schemes' tab
Select the "Schemes" tab and click "Create Scheme".



- 3 Name the Scheme
Give it a name, e.g., "Weekends", and click "Add new item".

Organisation standards

Room Types Schemes

Weekdays
2 categories

+ Create Scheme

Scheme Name
Weekdays

Category Name	Colour
Monday	#c6baff
Tuesday-Friday	#ffea1

+ Add new item

Publish to organisation

4

Add items

Give each item a unique name and colour. Click "Publish to organisation" to apply changes.

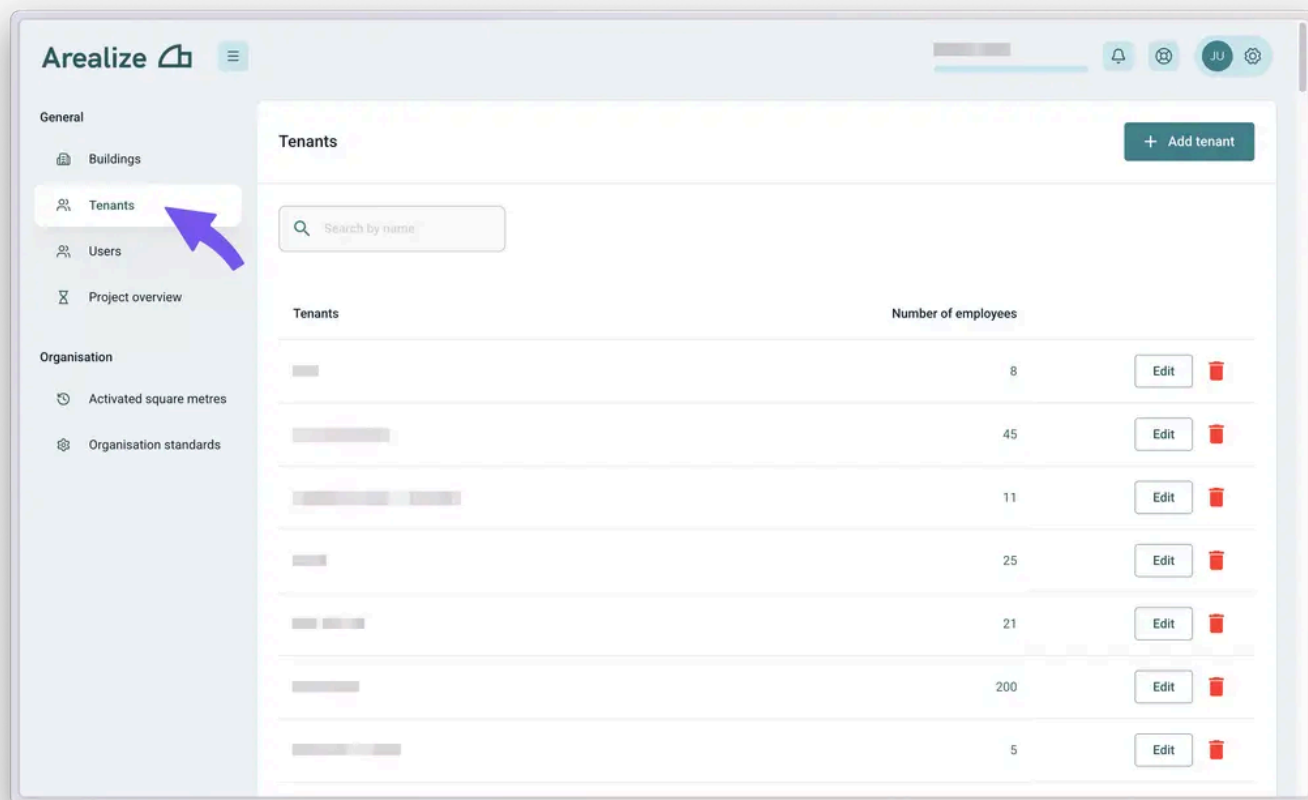
Publish settings to organisation?

Publishing will update your organisation's default settings. This will affect all users and apply to both existing and new projects. To undo, you'll need to update and publish again.

Cancel Publish now

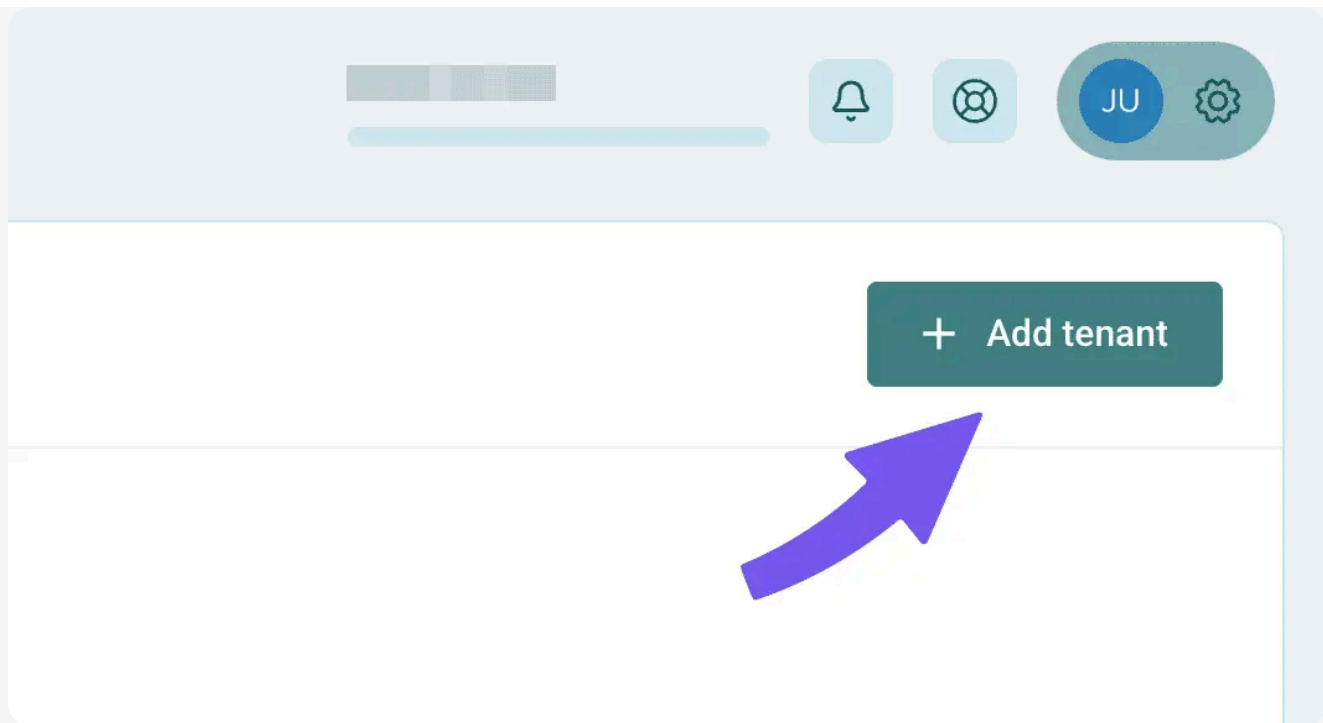
Create tenant

How to add a new tenant with room plan



Steps

- 1 Open 'Tenants' and add a new tenant
Make sure you have the Tenants tab open in the sidebar, then click the "New Tenant" button to get started.



2 Fill in details


Enter the tenant's name and number of employees. You can choose to specify area constraints for the tenant by entering the minimum and maximum area.

A screenshot of the 'Add tenant' form. The title 'Add tenant' is at the top. Below it, the section 'Tenant information' is circled in purple. Underneath, there is a subtitle: 'Enter 'company name' and 'number of employees''. There are four input fields: 'Tenant*' with the value 'Arealize AS', 'Number of employees*' with the value '42', 'Smallest area in m²' with the value '200', and 'Largest area in m²' with the value '300'. Below these fields is a 'Comment' section with the subtitle 'Special considerations for the tenant specification.' and a text input area.




3 Edit 'Room list'

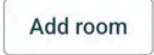
Click "+" and "-" to add or remove the number of rooms. To add a new room, select "Add Room".

Room list

 Total area is low.

Customise the room list according to your tenant's needs.

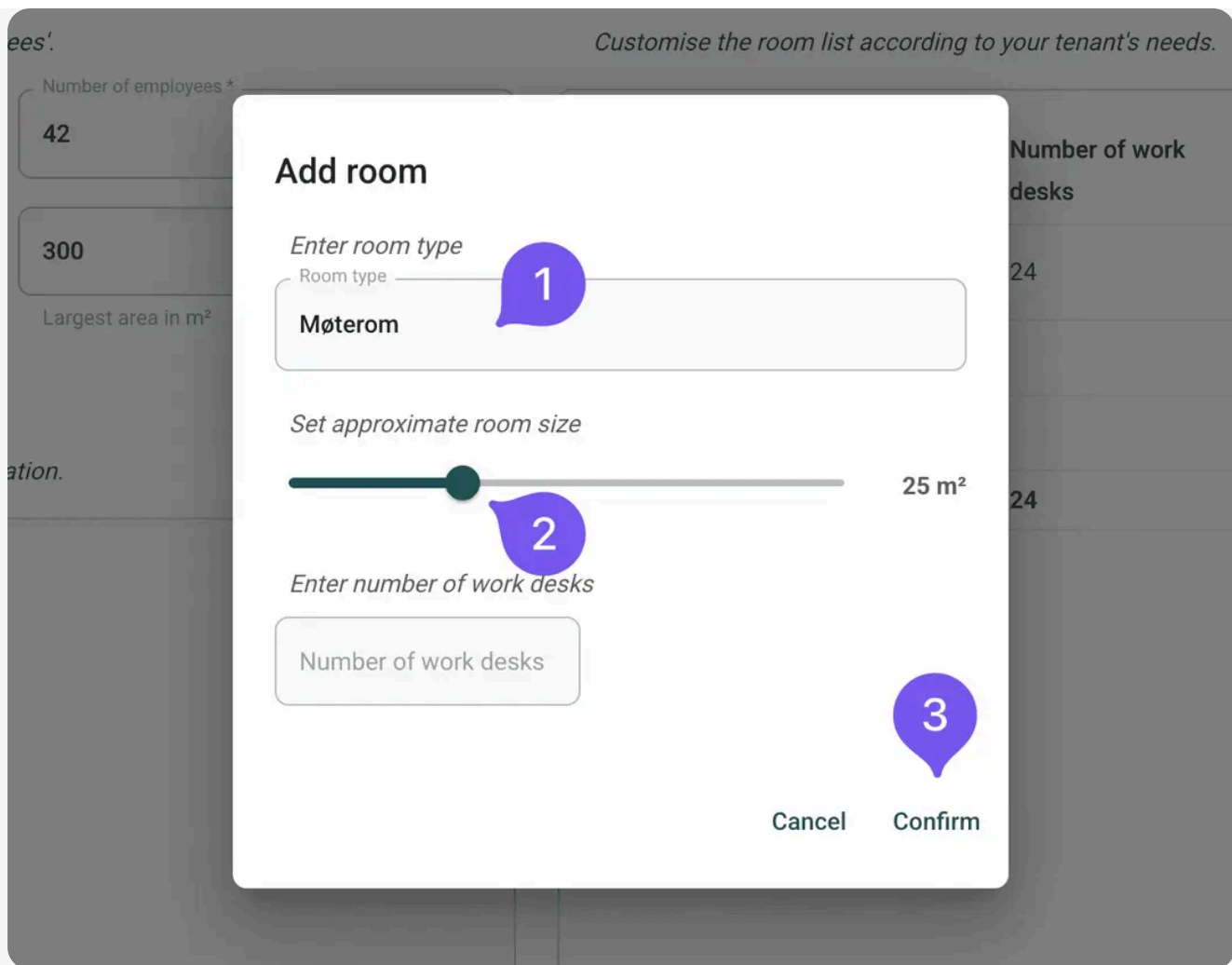
Room type	Room size	Number of work desks	Number of Room	
Open landscape	~60 m ²	24	1	- + 
Wardrobe	~10 m ²		2	- + 
Toilet	~20 m ²		1	- + 
Total	~90 m²	24	4	



4

Add room

Specify a room type, approximate room size, and optionally the number of workstations. Click "Confirm" to add the room.



5

Add comment

If there are specific needs not listed in the room list, you can write them in the comments field. Click "Confirm" to add the tenant requirement.

Smallest area in m²

Largest area in m²

Comment

Special considerations for the tenant specification.

Room for printer, flexible social and open office area.

6

Confirm and create the tenant profile

Once you have filled in all the required details, click "Confirm" to create the tenant profile.

Add tenant

Tenant information

Enter 'company name' and 'number of employees'.

Tenant * Number of employees *

m² m²

Smallest area in m² Largest area in m²

Comment

Special considerations for the tenant specification.

Room list

Total area is low.

Customise the room list according to your tenant's needs.

Room type	Room size	Number of work desks	Number of Room	
Open landscape	~60 m ²	24	1	- + ✎
Wardrobe	~10 m ²		2	- + ✎
Toilet	~20 m ²		1	- + ✎
Møterom	~25 m ²		1	- + ✎
Total	~115 m²	24	5	

7

Search and find tenant profiles

Use the search bar to find specific tenant profiles. Type the tenant name to filter and locate the profile you need.

Arealize
6,022 / ∞ m²

General

- Buildings
- Tenants**
- Users
- Project overview

Organisation

- Activated square metres
- Organisation standards

Tenants

Tenants	Number of employees	
Arealize AS	42	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Troubleshooting

I want to add or remove rooms after creating the tenant

You can always edit the tenant after creation by searching for the tenant name and clicking "Edit". This allows you to add or remove rooms, modify area constraints, and update other details as needed. Go to Edit tenant for more details.

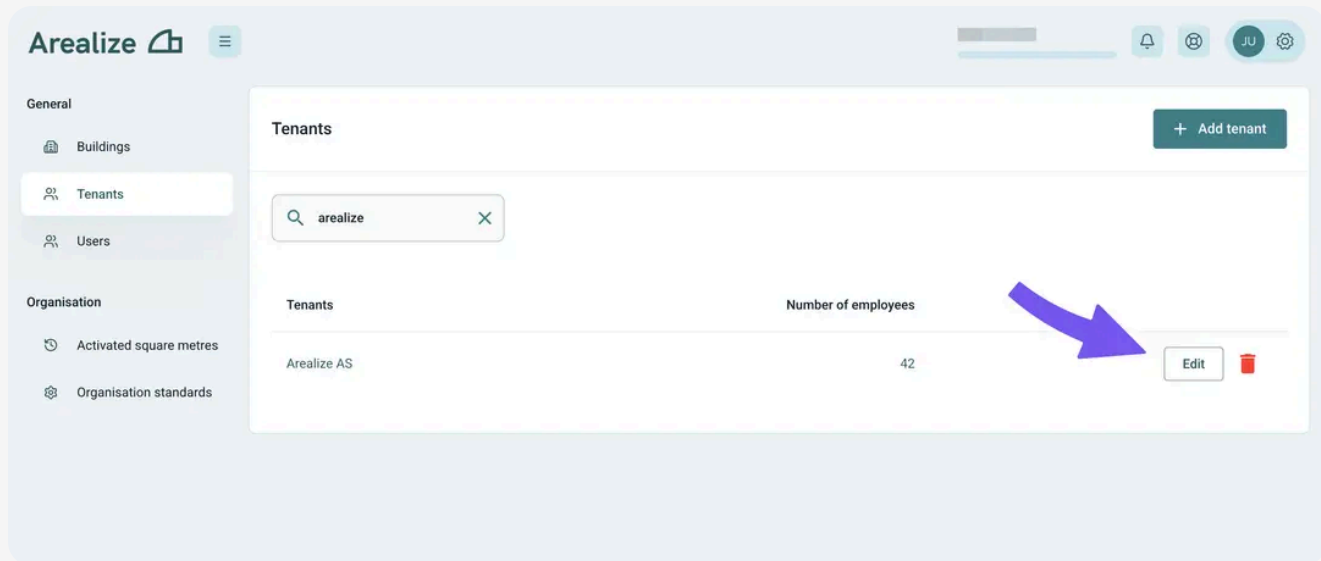
Edit tenant

How to make changes to a room plan

Steps

1 Edit tenant

To make changes to the room plan of your tenant, you can use the search field to find your tenant, and then click "Edit."



2 Make changes

You can edit details about the tenant, change the room list, and make changes in the comments section. Click "Confirm" to save the changes.

Add tenant

Tenant information

Enter 'company name' and 'number of employees'.

Tenant * Number of employees *

m² m²

Smallest area in m² Largest area in m²

Room list

Total area is low.

Customise the room list according to your tenant's needs.

Room type	Room size	Number of work desks	Number of Room	
Open landscape	~60 m ²	24	1	- + ✎
Wardrobe	~10 m ²		2	- + ✎
Toilet	~20 m ²		1	- + ✎
Møterom	~25 m ²		1	- + ✎
Total	~115 m²	24	5	

Comment

Special considerations for the tenant specification.

Troubleshooting

I can't find the tenant I want to edit

Use the search field to filter tenants by name or other criteria. If you still can't find the tenant, make sure you're looking in the correct building and that the tenant hasn't been deleted or moved to a different location. If the problem persists, please contact support.

Log in

Register and log in to Arealize Dashboard

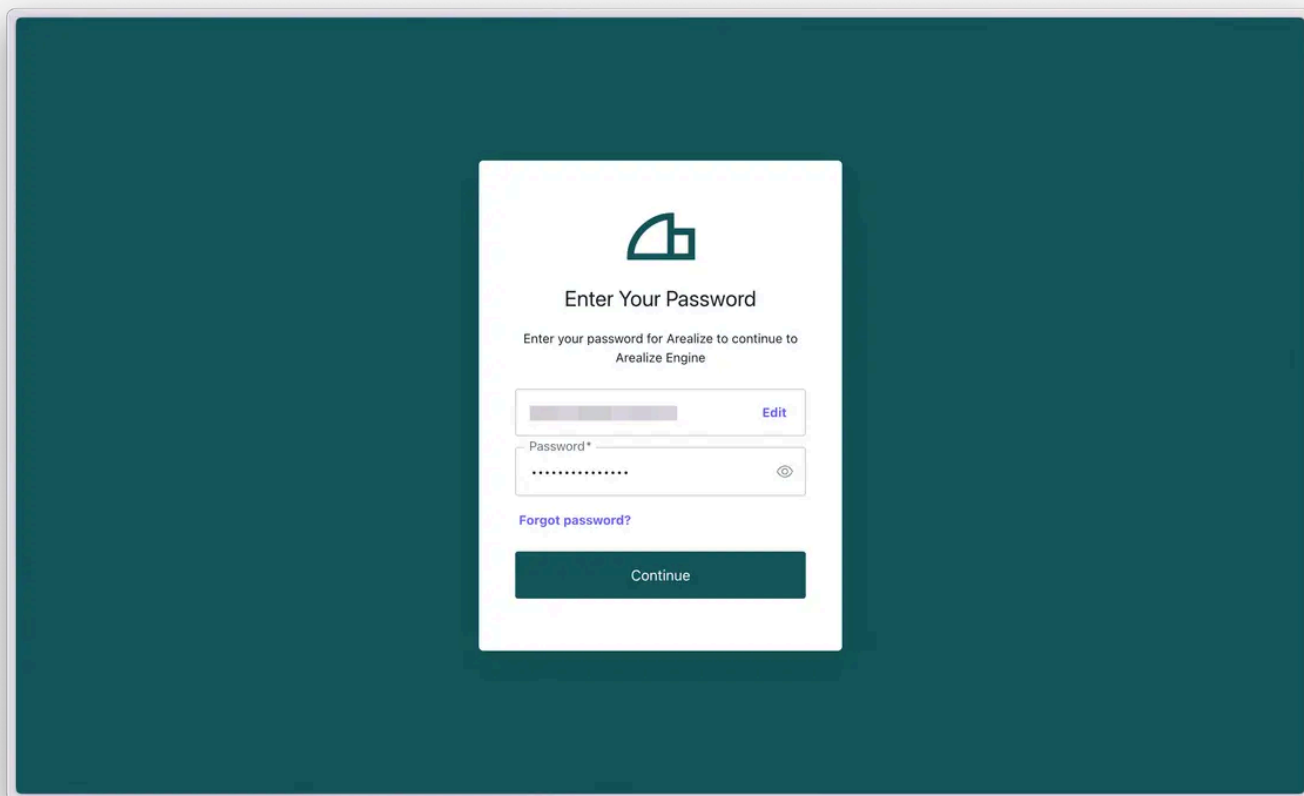
Register user

In order for new users to access Arealize, they must be registered by their organisation.

Contact us here if you are missing user information.

Log in

Navigate to Dashboard and log in with your email and password.



The image shows a login form for Arealize. At the top is the Arealize logo, a stylized green 'A' with a square cutout. Below the logo is the heading "Enter Your Password". Underneath is the instruction "Enter your password for Arealize to continue to Arealize Engine". There are two input fields: the first is a text field with a grey background and a blue "Edit" link to its right; the second is a password field with a grey background, a blue "Password*" label, a masked password ".....", and a blue eye icon to its right. Below the password field is a blue link "Forgot password?". At the bottom is a dark green button with the text "Continue" in white.

Troubleshooting

Forgot your password?

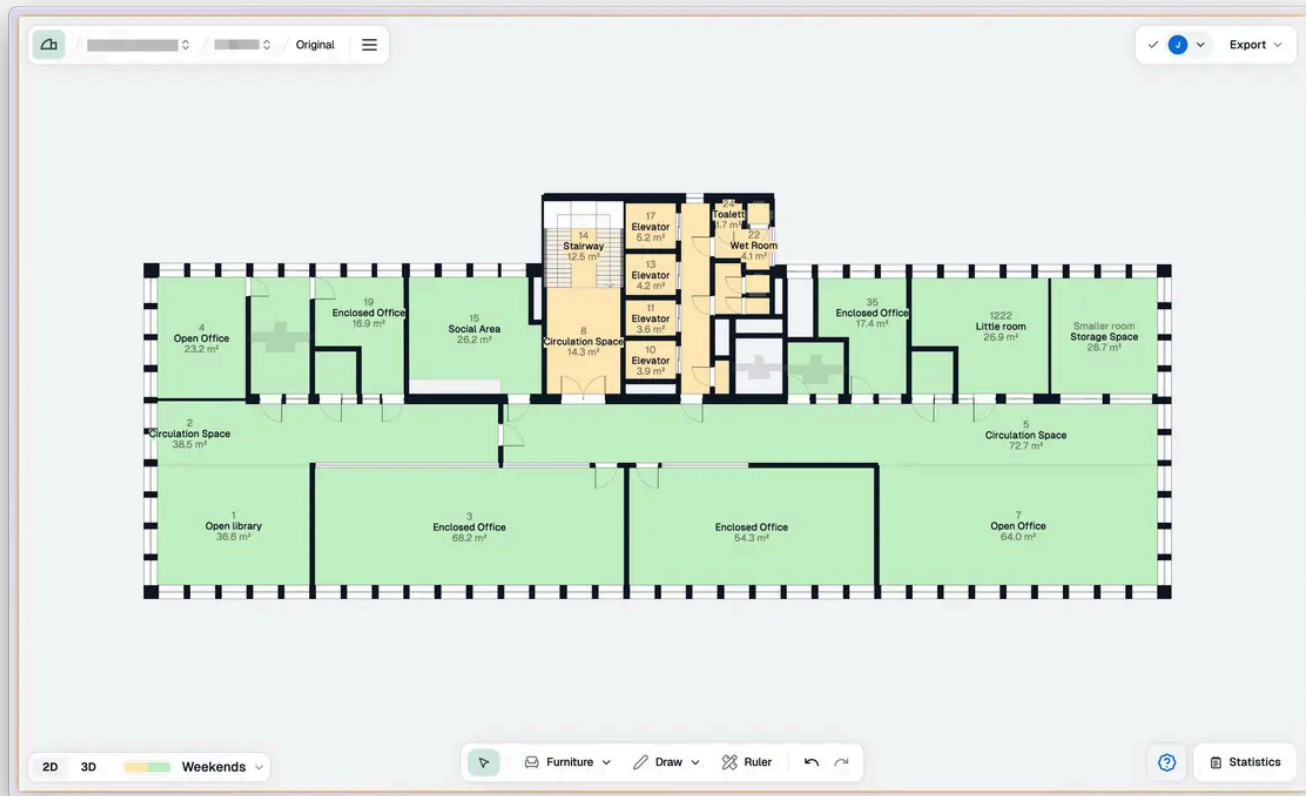
Click on "Forgot password?" below the login form and follow the instructions. You will receive an email with a link to create a new password.

Need help registering a new user?

All new users must be registered by Arealize. Please contact us and request assistance with registration.

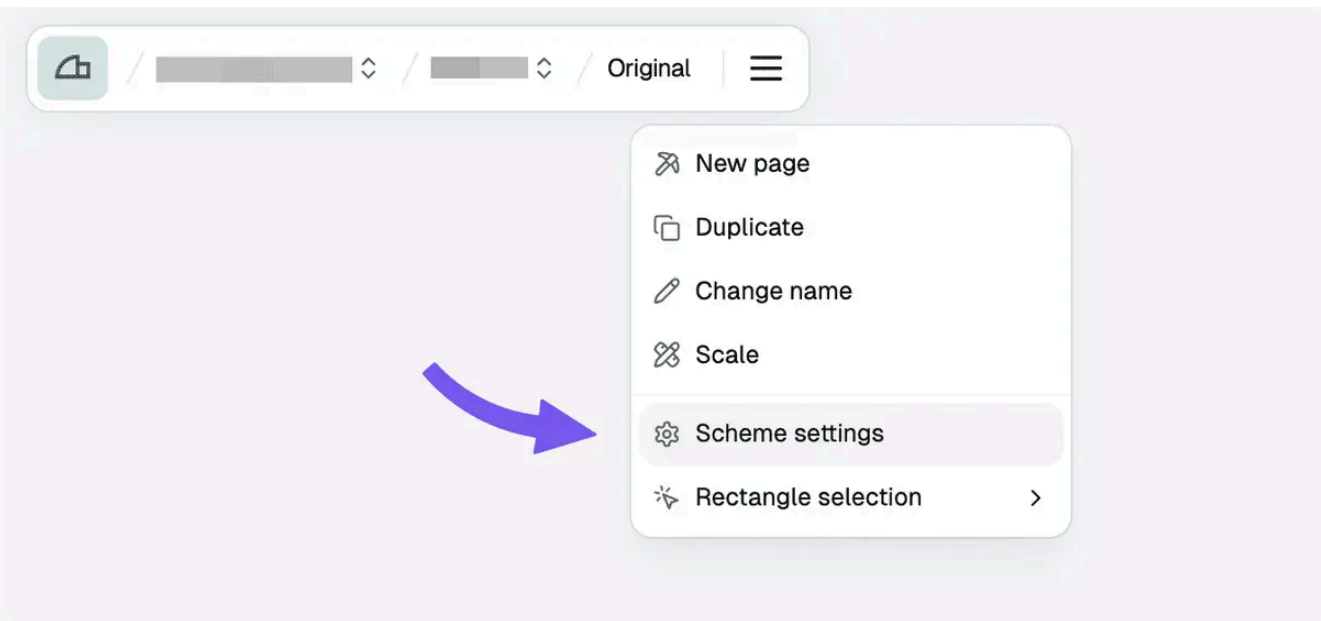
Schemes

Manage cleaning profiles for floor plan areas



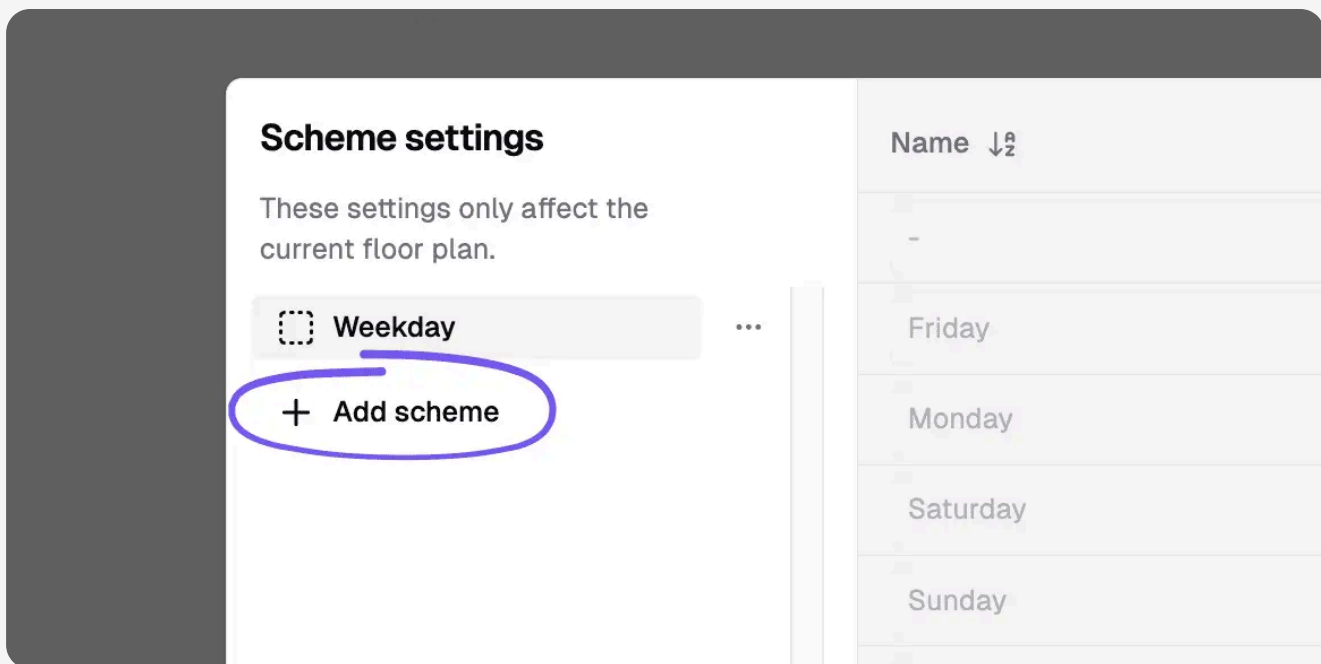
Steps

- 1 Open 'Scheme Settings'
In the top left navigation open the menu and click on "Scheme settings".



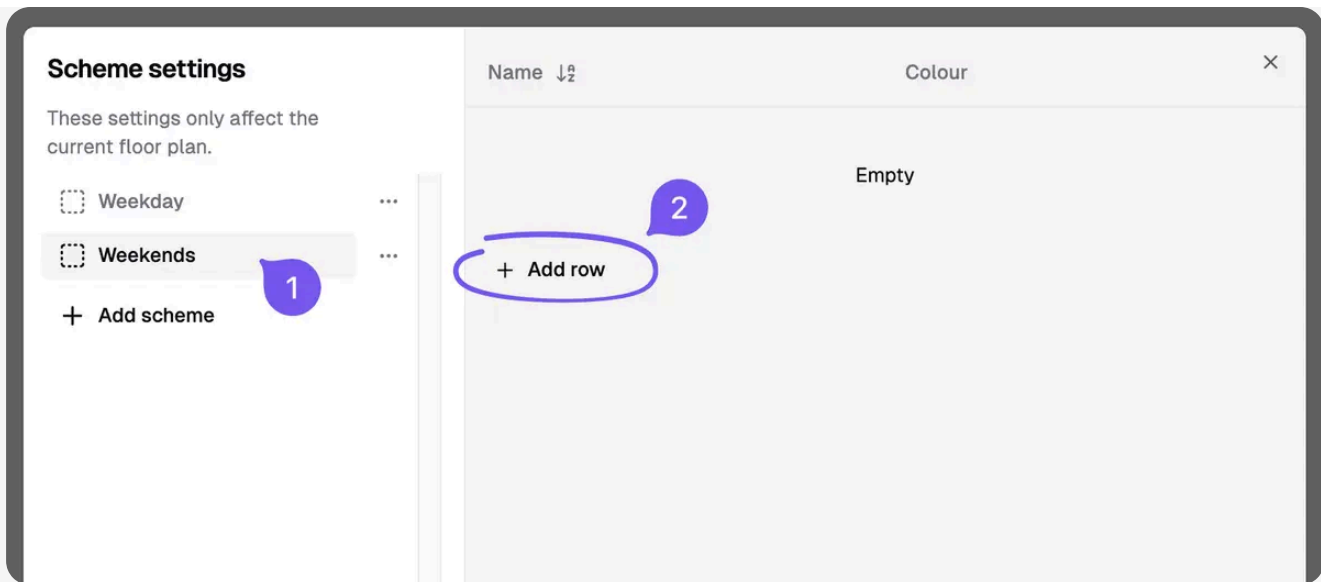
2 Add scheme

On the left panel, click "Add scheme" and give it a name. Select the new scheme, and click "Add row" to add a new profile. Input the profile name and colour.



3 Save changes

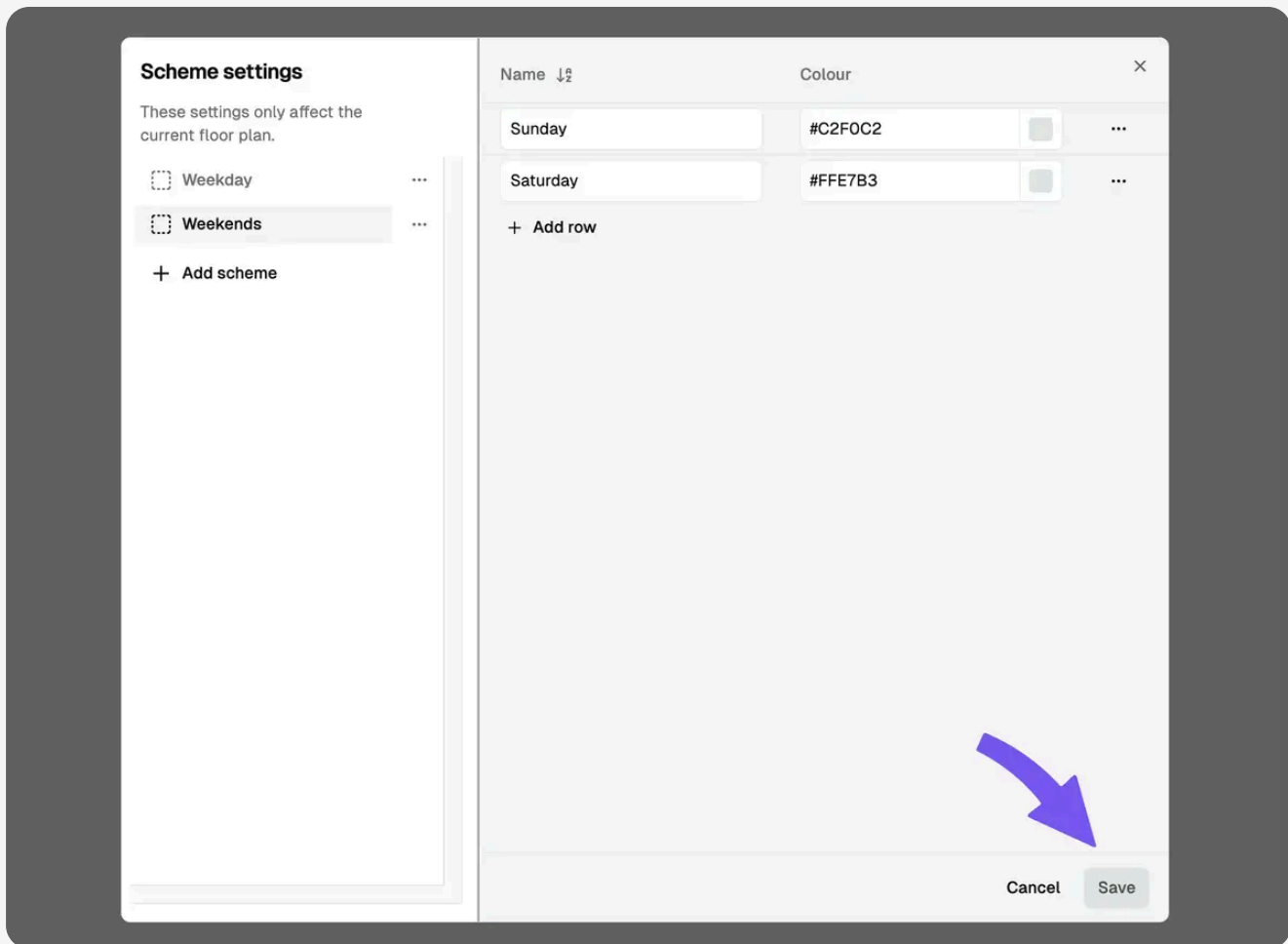
Add as many profiles as needed, and click on "Save" to apply the changes.



4

Show cleaning profiles

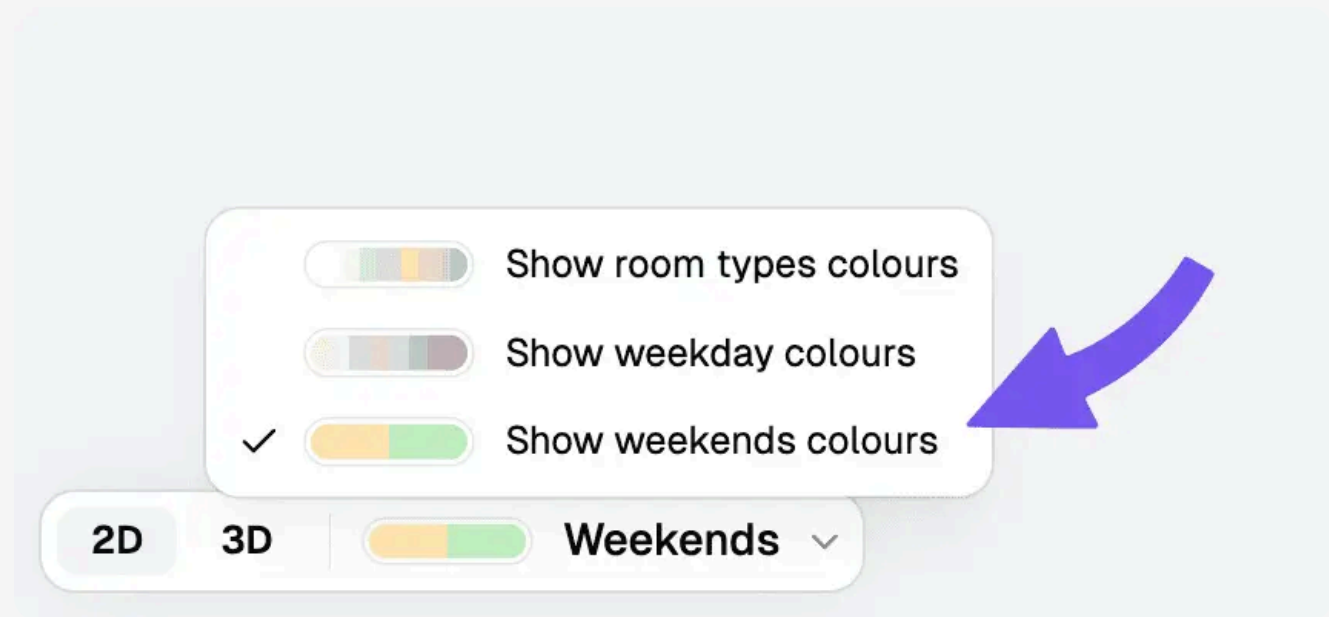
In the bottom left navigation, select the new scheme from the dropdown menu to show the current profiles.



5

Assign areas to profiles

Select the areas you want to edit, and select the desired profile from the dropdown in the properties panel.



Once you've set up your schemes and assigned areas to them, you can easily manage maintenance schedules and cleaning requirements across your floor plan. The profile colours will help you quickly identify areas with similar cleaning needs and maintenance schedules.

Statistics

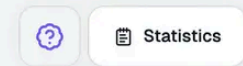
Customise areas and view floor plan statistics

The screenshot displays a software interface for viewing floor plan statistics. On the left, a 2D floor plan is shown with various rooms color-coded and labeled with their names and areas. On the right, a 'Statistics' panel is open, showing a table of room types and their respective areas. The panel includes a search bar, a 'Selected area' indicator, and a 'Download Excel File' button at the bottom.

Room type	Room Name	Sum Area	Room Number	Furniture	Wet
Technical Room	(2)	32.8 m ²			
Enclosed Office	(1)	132.9 m ²			
Circulation Space	(1)	119.5 m ²			
Stairway Elevator	(2)	19.6 m ²			
Social Area	(1)	22.1 m ²			
Open Office	(1)	71.8 m ²			
Storage Space	(1)	36.3 m ²			
Multi-/Quiet Room	(2)	35.5 m ²			
Wet Room	(2)	9 m ²			
Kitchen	(1)	2.2 m ²			
Elevator	(1)	3.8 m ²			

Steps

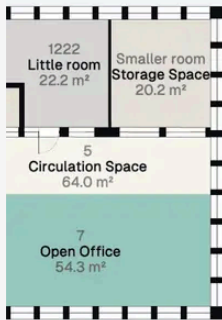
- 1 Open statistics panel
In the left sidebar, open the "Statistics" tab.



2

Statistics overview

The statistics panel organises rooms by room type and displays the number of rooms and total area for each type.



Statistics



Select area calculation method ⓘ

Net Internal (NET) ▾

Selected area

0 m²

Search

Showing 38 rooms in the table, at a total area of 485.5 m²

Room type, Room Name : Sum Area : Room Number : Furniture : Weekday : Weekends :

Room type, Room Name	Sum Area	Room Number	Furniture	Weekday	Weekends
> Technical Room (2)	32.8 m ²				
▼ Enclosed Office (1)	132.9 m ²				
▼ Medium office (4)	132.9 m ²				
	46.8 m ²	31	-	-	Sunday
	13.3 m ²	32	-	-	Sunday
	13.8 m ²	33	-	-	Sunday
	59 m ²	34	-	-	Sunday
> Circulation Space (1)	119.5 m ²				
> Stairway Elevator (2)	19.6 m ²				
> Social Area (1)	22.1 m ²				
> Open Office (1)	71.8 m ²				
> Storage Space (1)	36.3 m ²				

3 Inspect areas

Select an area type or a specific area by clicking on a row in the statistics panel. This will open up the properties panel for your selection.

The screenshot displays a software interface for room area calculation. It features a central floor plan with a room highlighted in blue and labeled '31'. To the left, a 'Selected (1)' panel shows the properties of the selected room: Room number 31, Room name Medium office, Room type Enclosed Office, Weekday Undefined, and Weekends Sunday. To the right, a 'Statistics' panel shows a table of room types and their areas. A callout bubble with the number '1' points to the selected room in the table, and another callout bubble with the number '2' points to the 'Room type' dropdown in the 'Selected (1)' panel.

Statistics

Select area calculation method: Net Internal (NET)

Selected area: 46.8 m²

Showing 38 rooms in the table, at a total area of 485.5 m²

Room type	Room Name	Sum Area	Room Number	Furniture
> Technical Room	(2)	32.8 m ²		
> Enclosed Office	(1)	132.9 m ²		
> Medium office	(4)	132.9 m ²		
		46.8 m ²	31	-
		13.3 m ²	32	-
		13.8 m ²	33	-
		59 m ²	34	-
> Circulation Space	(1)	119.5 m ²		
> Stairway Elevator	(2)	19.6 m ²		
> Social Area	(1)	22.1 m ²		
> Open Office	(1)	71.8 m ²		
> Storage Space	(1)	36.3 m ²		

4

Change properties

Edit the room type, name, area type, and more. Your changes will be saved automatically.

Selected (1)

^ **Areas (1)**

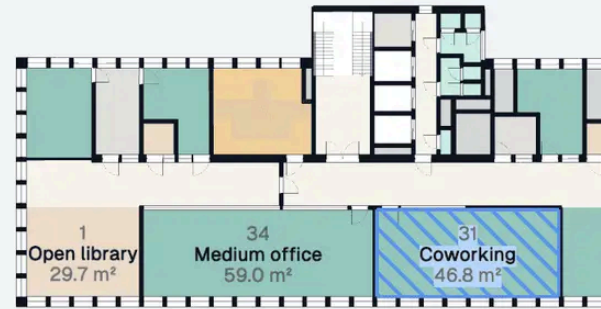
Room number

Room name

Room type v

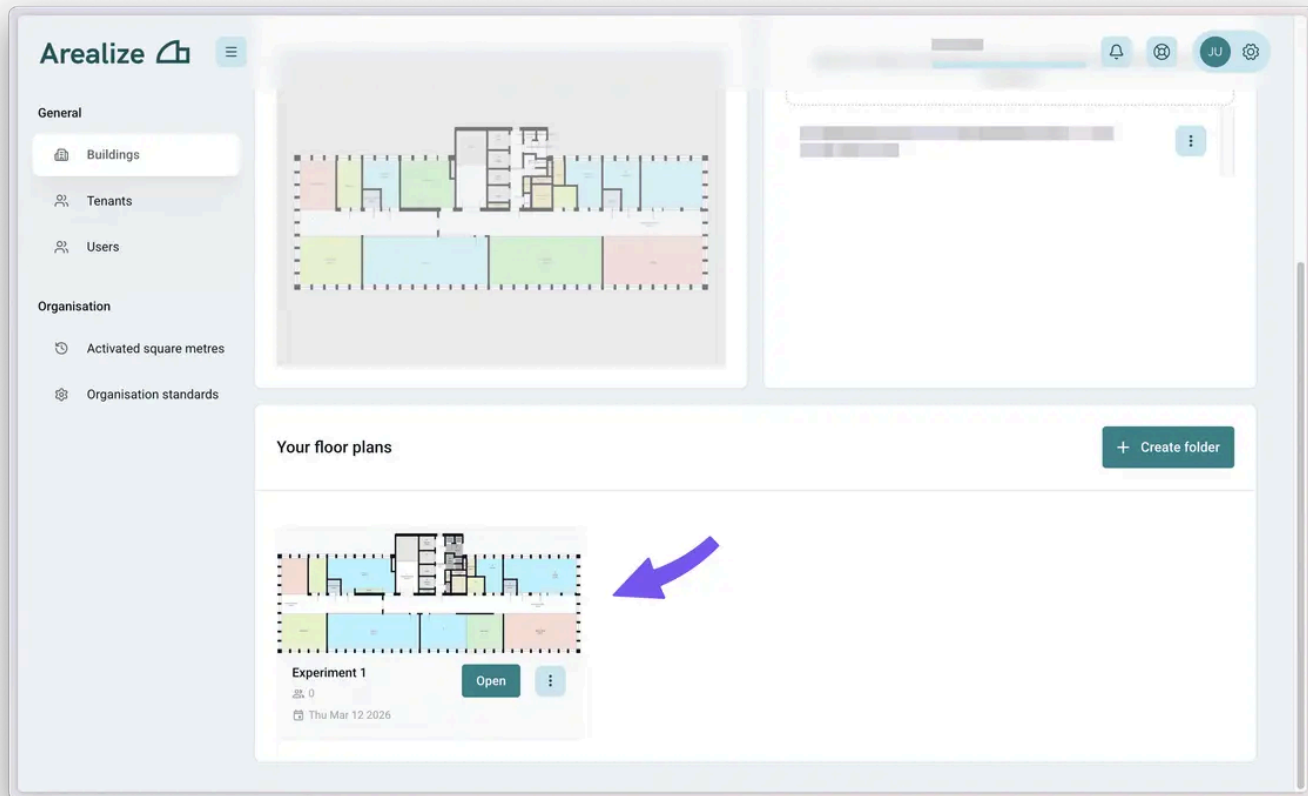
Weekday v

Weekends v



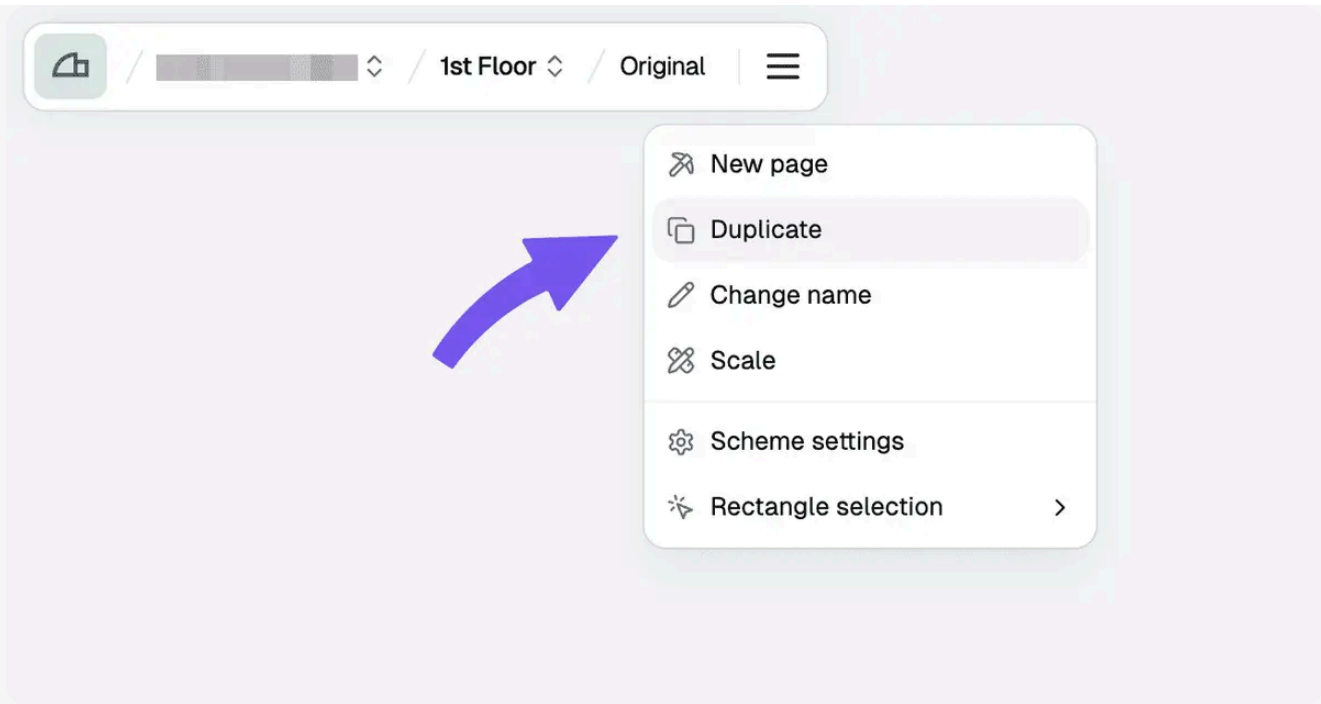
Duplicate floor

How to duplicate a floor

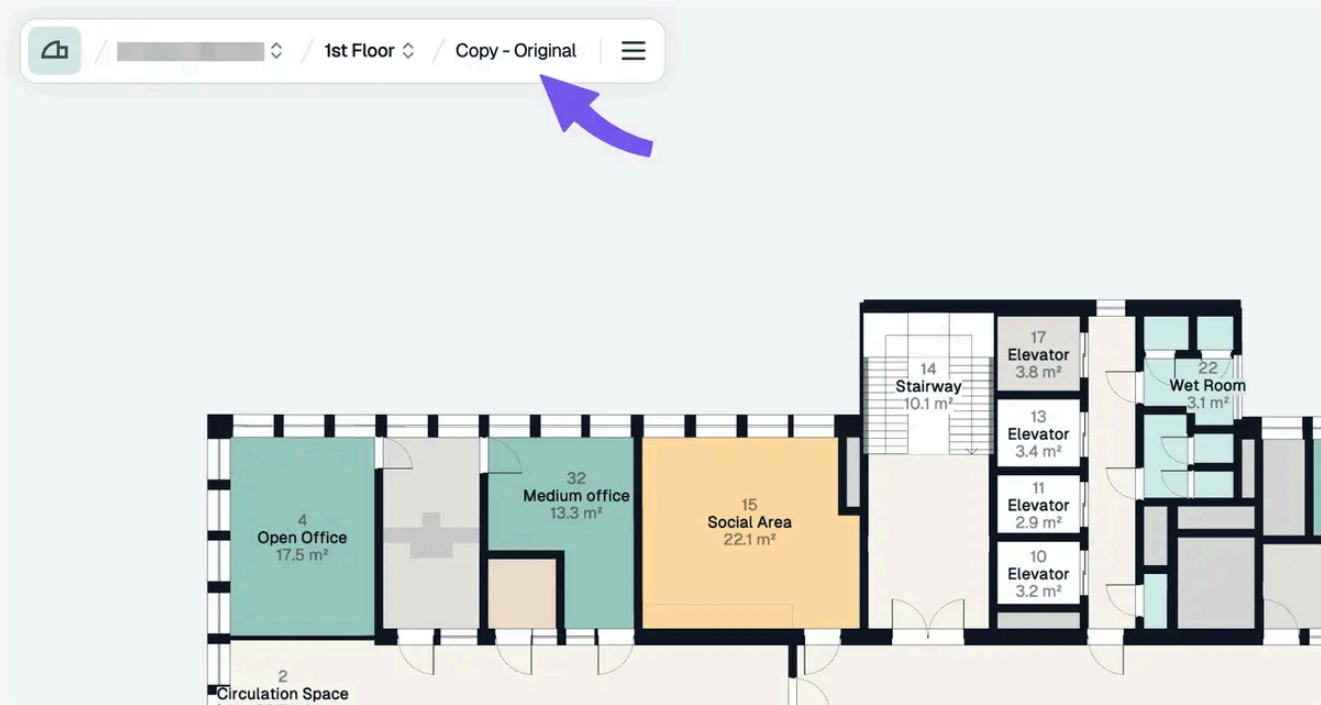


Steps

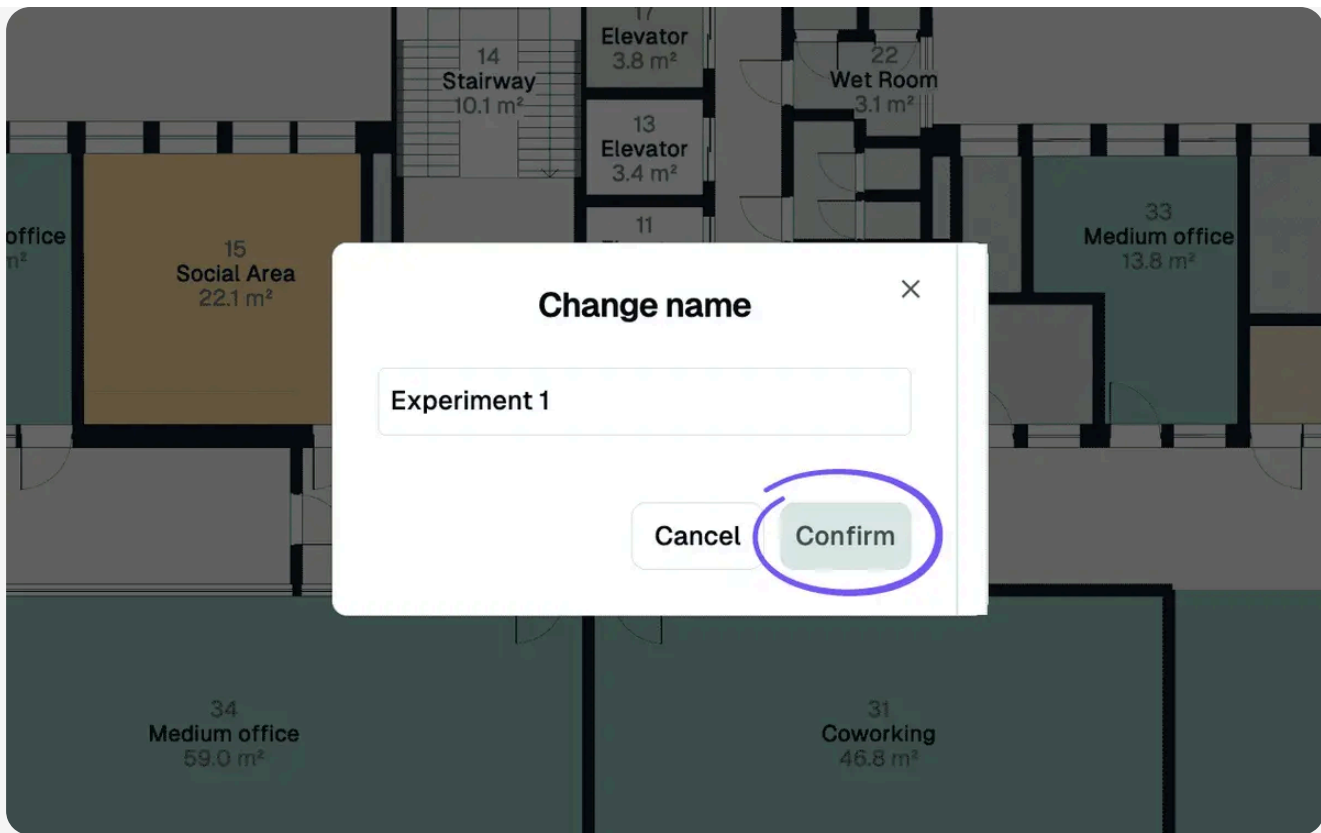
- 1 Duplicate floor
Click the hamburger icon in the toolbar menu and choose 'Duplicate.'



- 2 Change name
Click once on the floor name to change the name.



- 3 Confirm
Write a new name and click "Confirm."



The duplicate will appear under the floor in the Dashboard, and you can open it in the editing tool from there.

Download PDF

Download a PDF of your floor plan

Summit House-office-plan-11.02.26.pdf.pdf
1 page

Statistics GEA

Open Office 59.2 m ²	Meeting 35.4 m ²
Enclosed Office 16.5 m ²	Multi-/Quiet Room 14.8 m ²

Notes
Only office floor

Summit House - office-plan
40 Lime Street, London

Drawing: Original	Date: 11.02.2026
----------------------	---------------------

Delivered by: **Arealize**
Arealize AS
Tjuvholmen Alle 3 0252
Oslo
Org.nr: 927439441
contact@arealize.ai

1 m

Steps

- 1 Click 'Download PDF'
In the toolbar to the right, click the "Export" menu and select "Download PDF".

✓ J ✓ Export ▾

Download PDF



2

Add custom notes

Write custom notes in the notes section. You can modify the PDF settings by clicking "PDF Settings" in the top left corner.

PDF Settings ←

Cancel Download PDF

Room types ▾ Open Office Corridor Enclosed Office +6 ▾

Statistics GEA

Open Office 59.2 m ²	Corridor 38.3 m ²
Meeting 35.4 m ²	Social Area 23.9 m ²
Enclosed Office 16.5 m ²	Multi-/Quiet Room 14.8 m ²
Kitchen 9.6 m ²	Storage 6.2 m ²
Wet Room 5.3 m ²	

Notes

Write text here.. ↪

Summit House- office-plan
40 Lime Street, London

Drawing: Original	Date: 11.02.2026
----------------------	---------------------

Delivered by: Arealize AS
Tjuvholmen Allé 3, 0252
Oslo
Org.nr: 927439441
contact@arealize.ai

Arealize

1 m

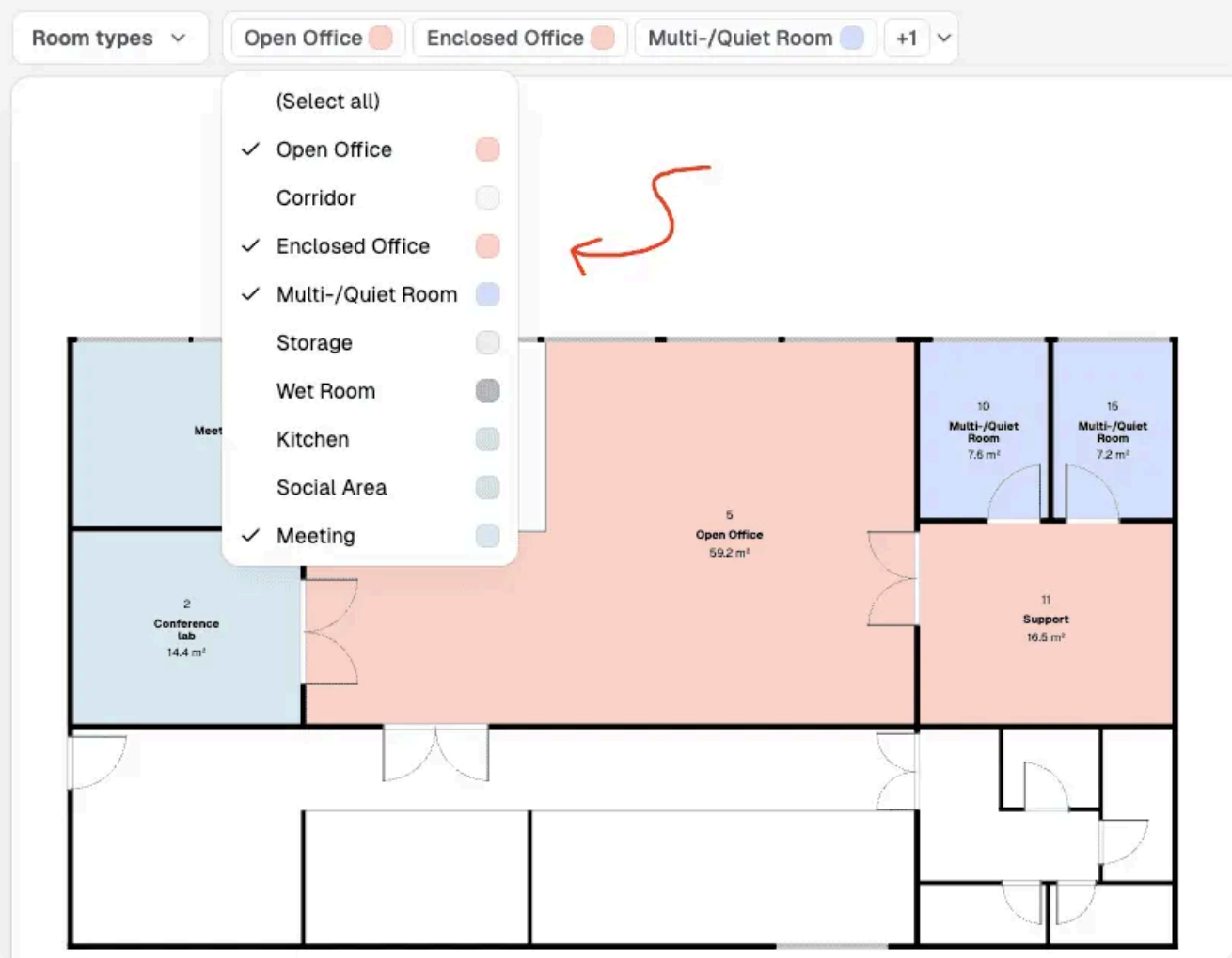
3 Change area type and hide the side panel

In PDF settings, select your preferred area type (NET/GEA) from the dropdown. You can hide or show the side panel using the "Show side panel" toggle.



4 Filter floor plan by area type

In the filter dropdown, click to hide/show specific areas on the floor plan. The statistics in the side panel will update accordingly.



5

Download PDF

Click the "Download PDF" button in the top right corner. The file will download to your local downloads folder.

Cancel

Download PDF

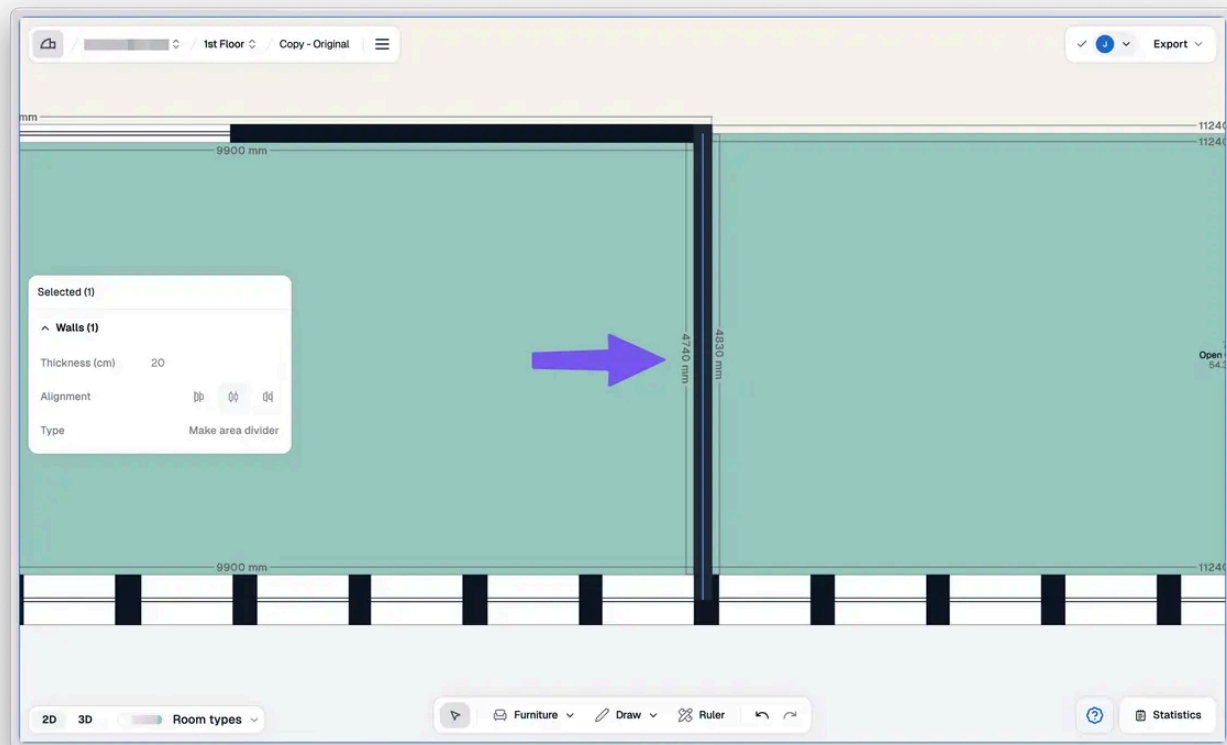
Statistics		GEA
● Open Office 59.2 m ²	● Meeting 35.4 m ²	

Locked elements

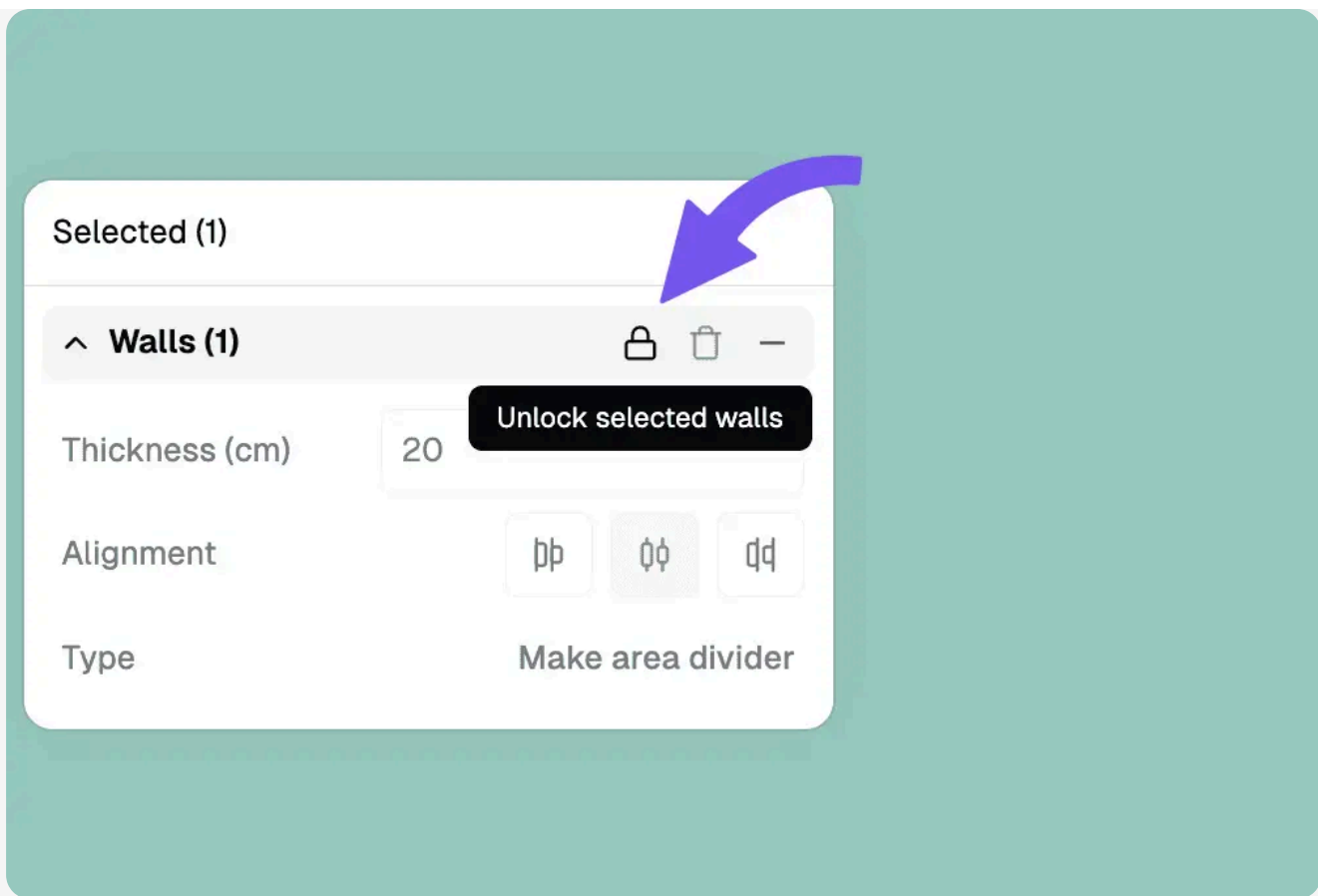
Lock elements to prevent accidental changes

Unlock a locked element

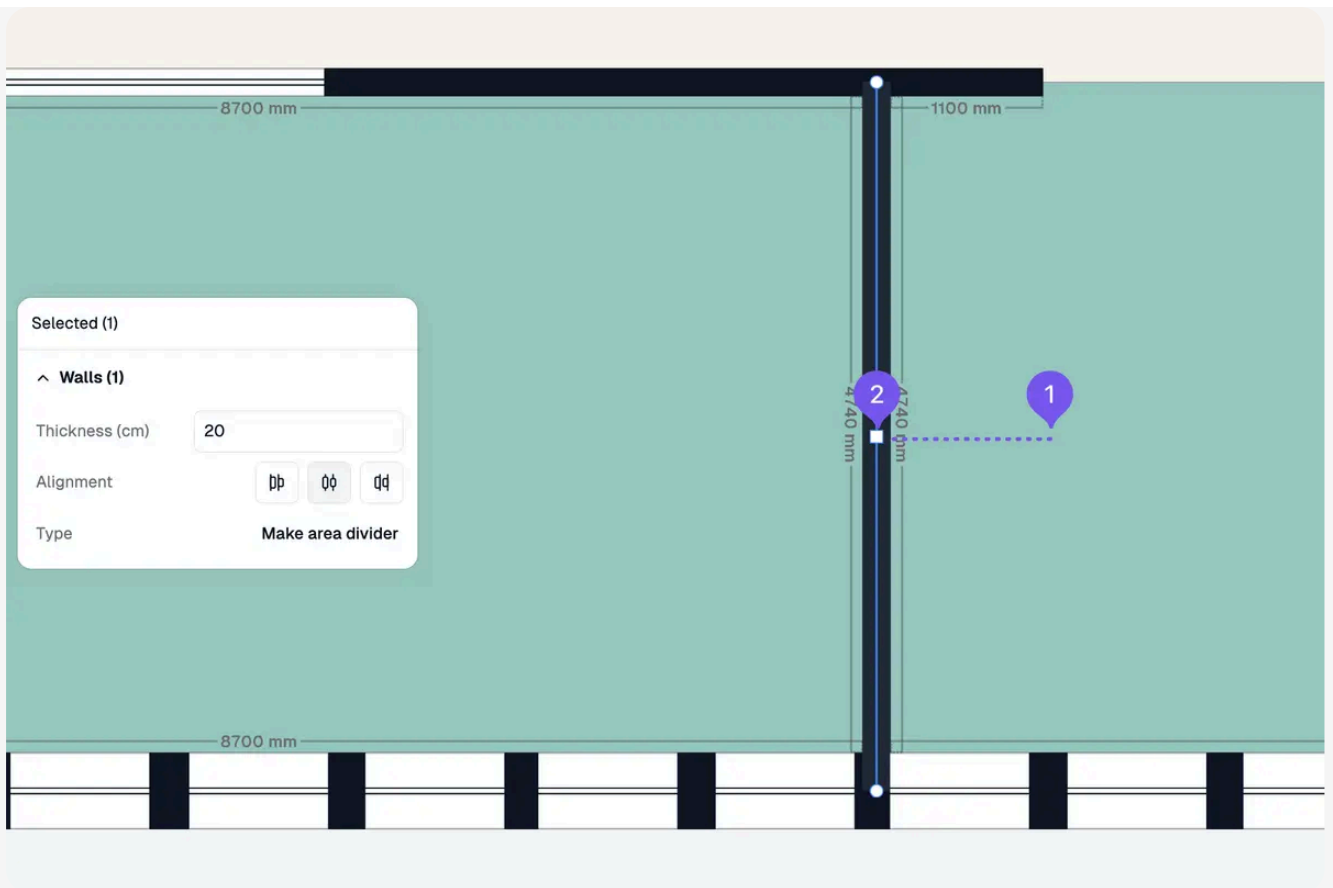
- 1 Locate the locked element
Identify the locked element on your floor plan (for example, a structural wall). Locked elements are indicated visually.



- 2 Unlock the element
Select the locked element, then click the "Unlock" button in the properties panel on the left side.



- 3 Move the unlocked element
The unlocked wall can now be moved. Click and drag it to the desired position on the floor plan.



Selected (1)

^ Walls (1)

Thickness (cm)

20

Alignment

Left

Center

Right

Type

Make area divider

8700 mm

1100 mm

4740 mm

1740 mm

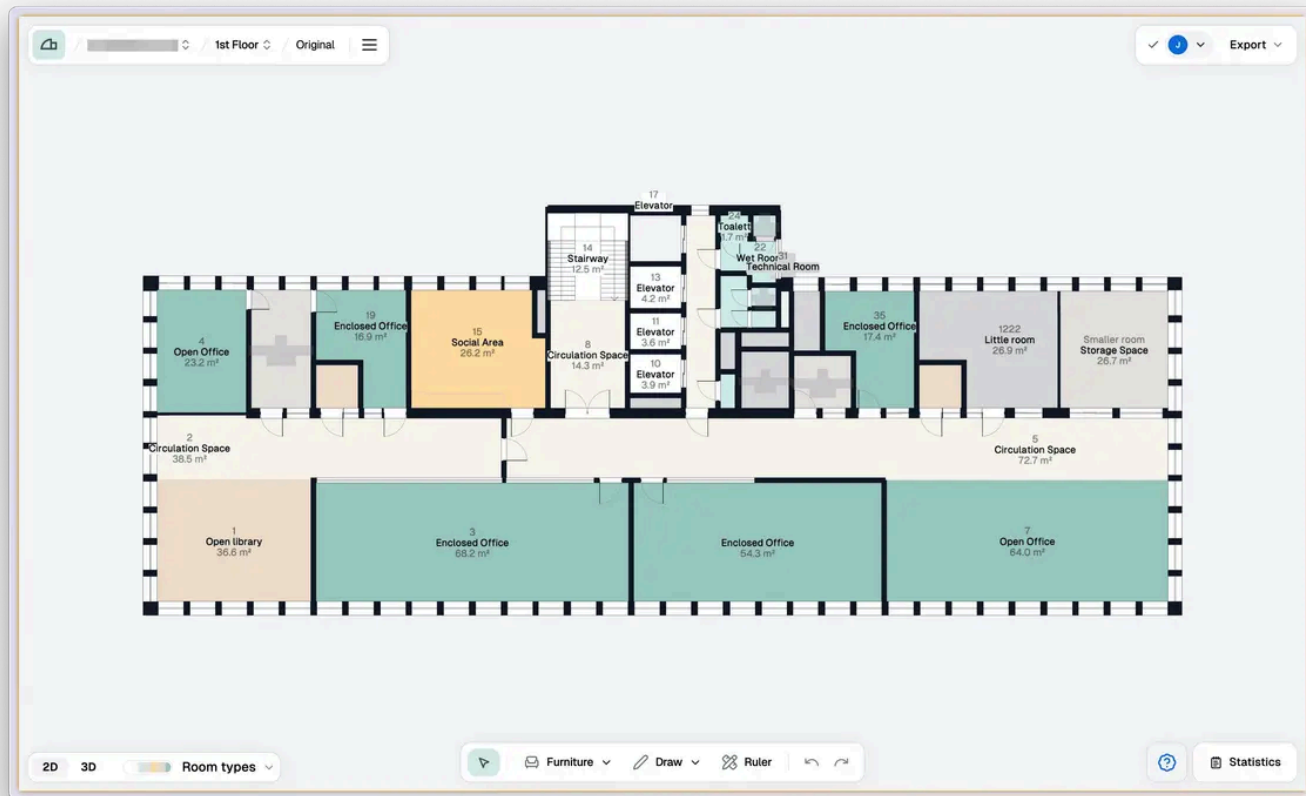
2

1

8700 mm

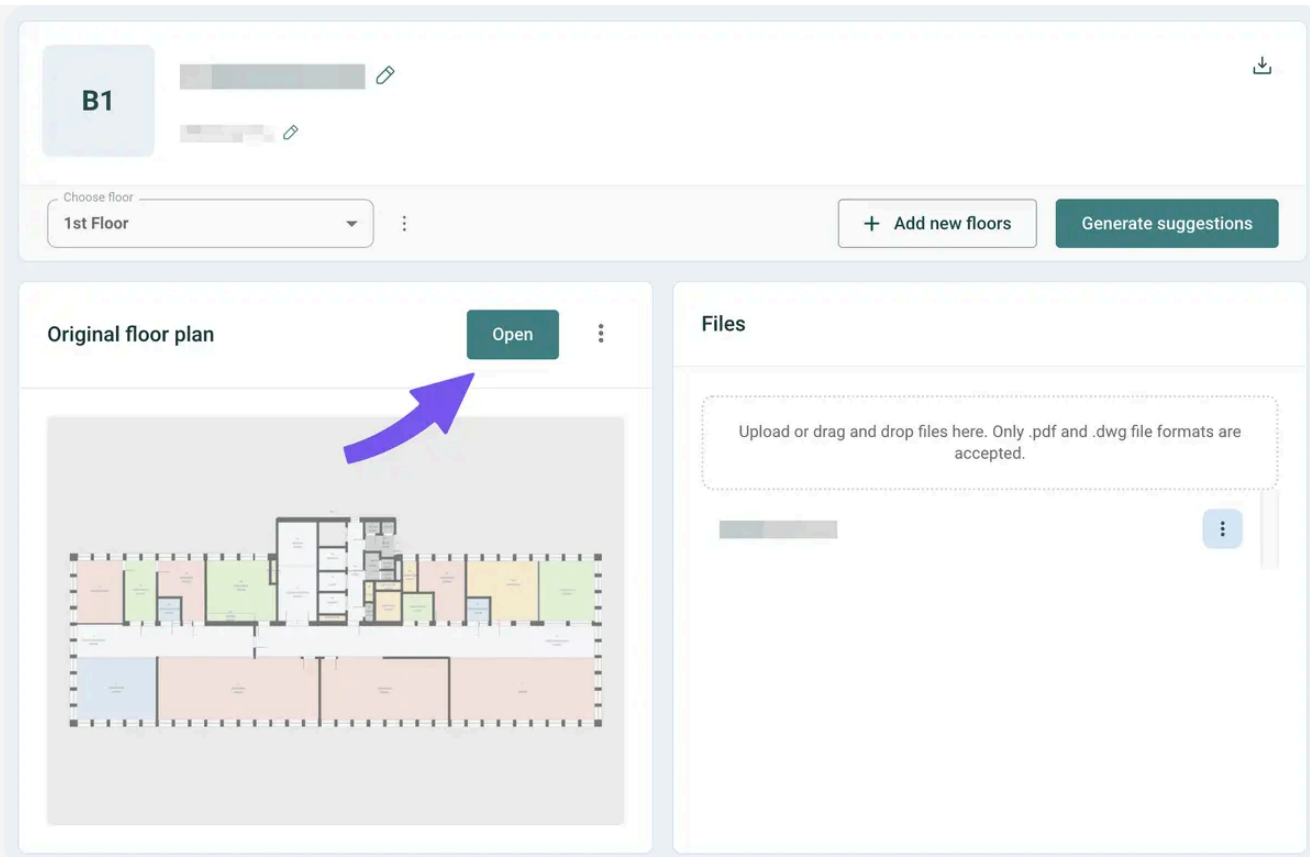
Open floor plan

How to open a floor plan in Arealize Studio



Steps

1. Navigate to the floor
Navigate to the floor in the Dashboard, and click on the drawing to open it in the Studio.



- 2 Open the floor
You are now in Arealize Studio.



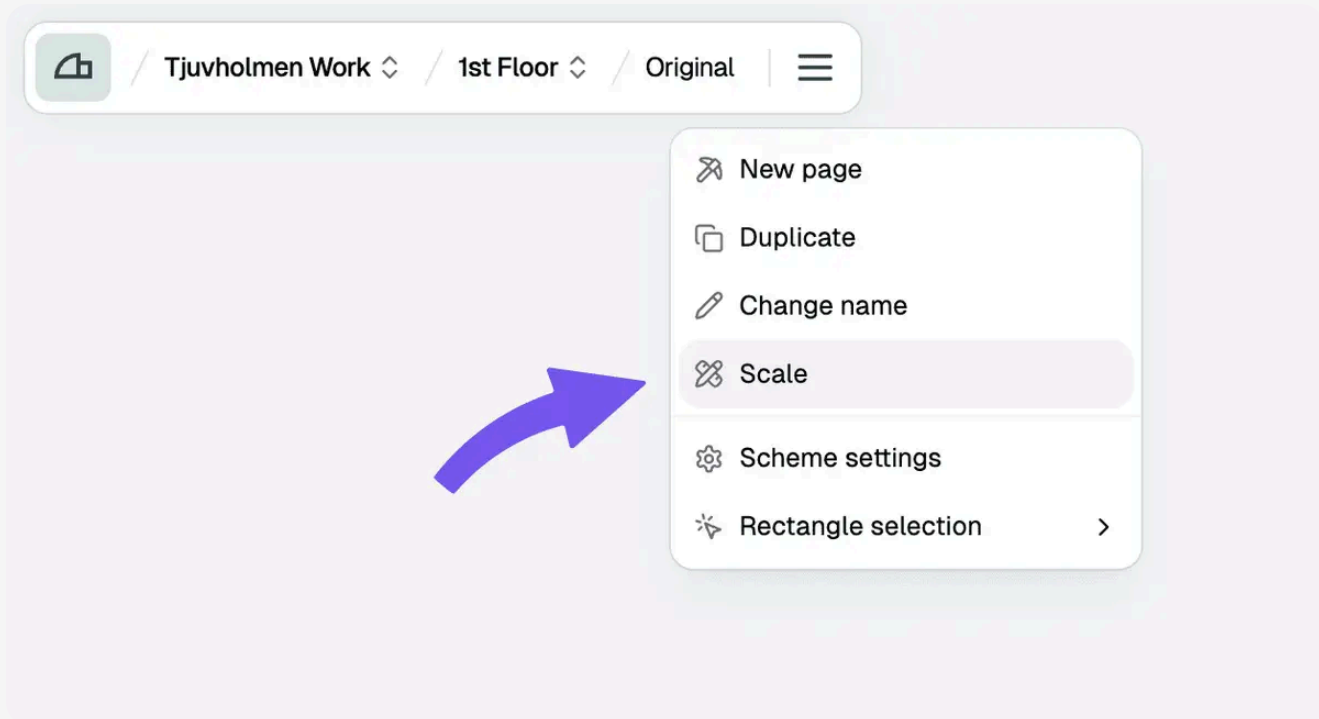
Scale floor

Scale a floor plan to real-world measurements

Scale your floor plan

1 Open scale tool

Click on the "Scale" tool in the top left navigation to open the scaling options.





2 Choose scaling method

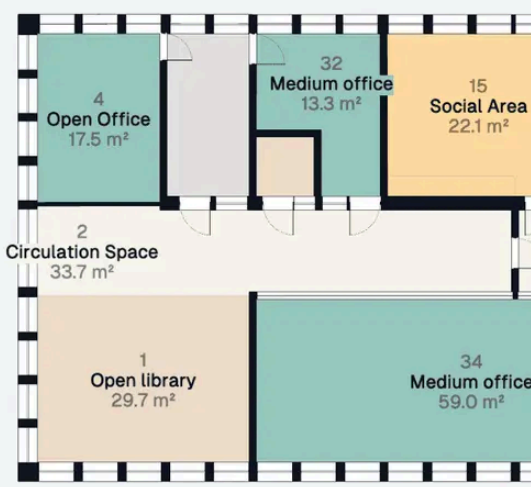
You'll be presented with two options: "Using ruler" and "Using door or window". The recommended method is using a ruler to define a specific length for scaling.

Scale helper ×

Choose one of the following methods: You can use the ruler tool to measure a distance on the floor plan, or you can use the width of a door or window to set the scale.

 **Using ruler**

 **Using door or window**



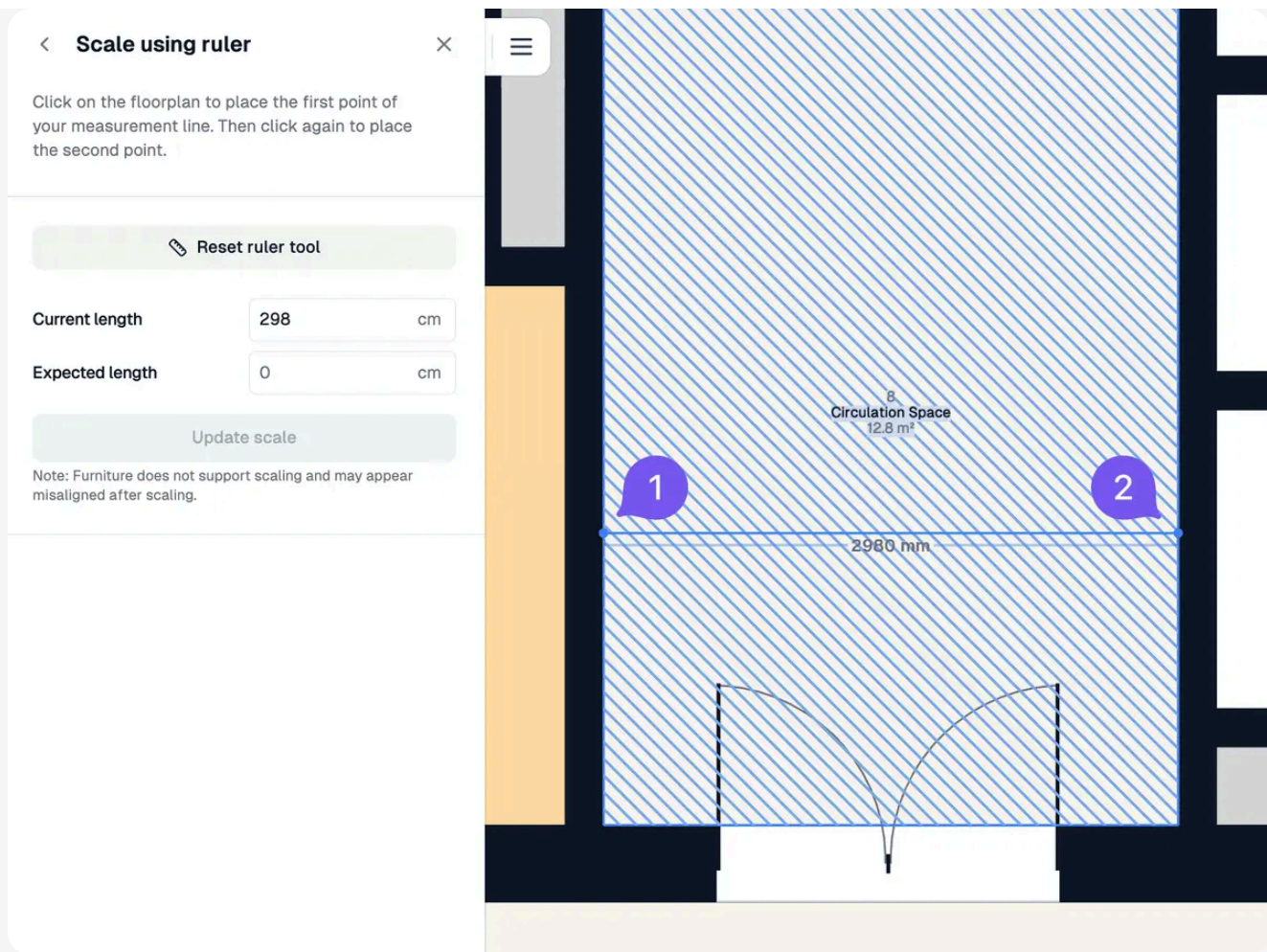
The image shows a software interface for a scale helper. On the left, a panel titled 'Scale helper' contains two buttons: 'Using ruler' (with a ruler icon) and 'Using door or window' (with a door/window icon). A purple arrow points from the 'Using ruler' button to a floor plan diagram on the right. The floor plan diagram shows several rooms with their names and areas: '4 Open Office' (17.5 m²), '2 Circulation Space' (33.7 m²), '1 Open library' (29.7 m²), '32 Medium office' (13.3 m²), '15 Social Area' (22.1 m²), and '34 Medium office' (59.0 m²).

3

Measure distance

Click once to start the ruler, and again to end the ruler, measuring the distance.

 Press **Ct r l** to enable/disable automatic snapping.



- 4 Update scale
Input the correct length in centimetres and click "Update scale" to scale the floor to match the new measurement.



Reset ruler tool

Current length

298

cm

Expected length

330

cm

Update scale

Note: Furniture does not support scaling and may appear misaligned after scaling.

3D visualisation

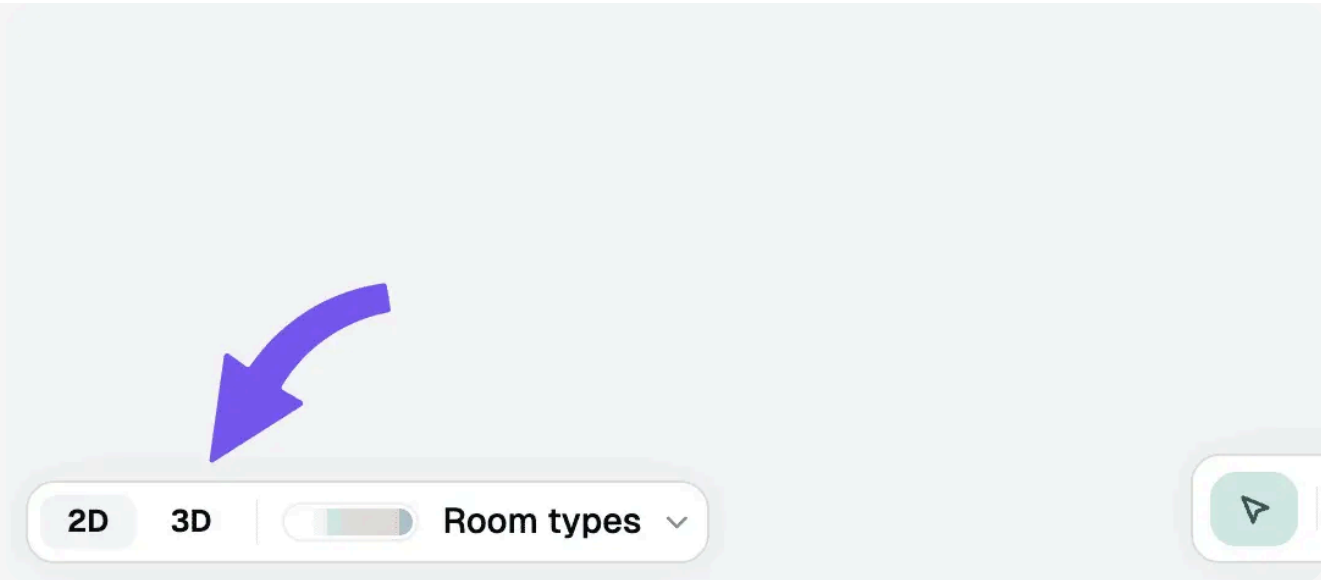
Use 3D visualisation to visualise the space



3D visualisation is an additional feature used to create a better sense of space.

Steps

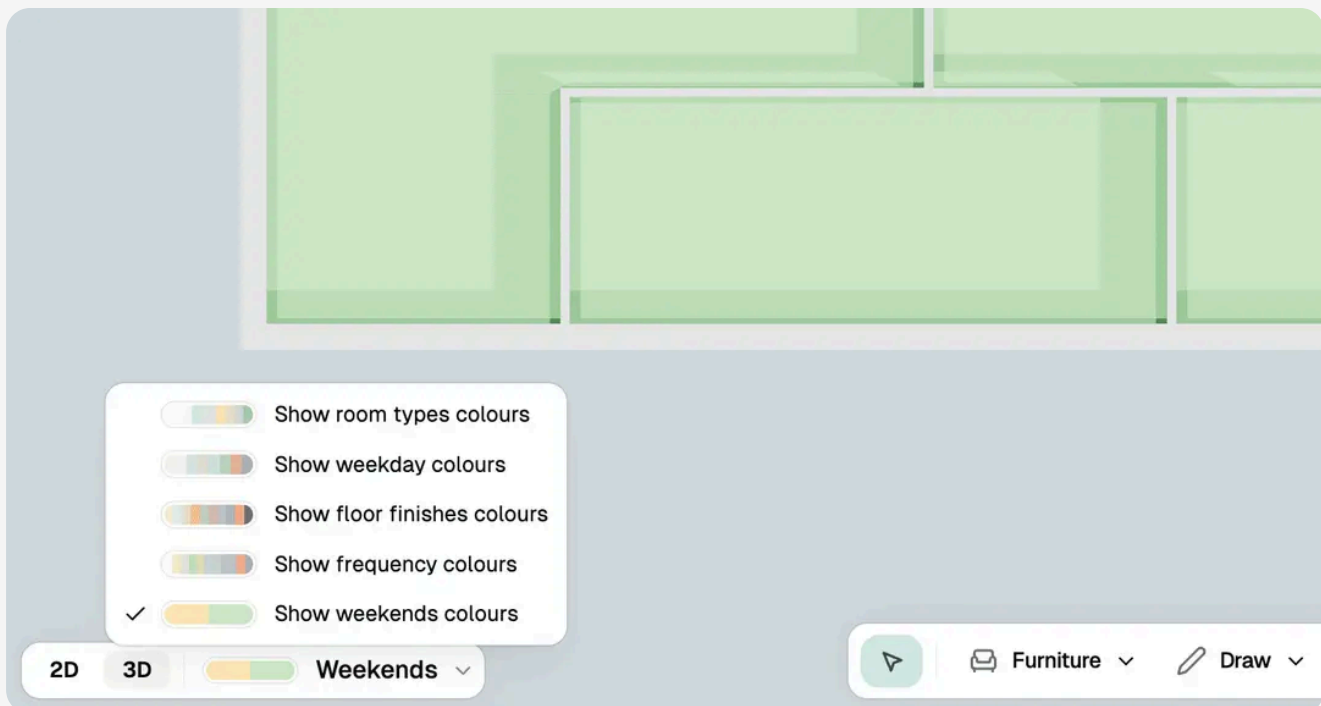
- 1 Open 3D visualisation
Go to the toolbar and click on "3D".



2

Set the view type

Set the view type in the bottom left dropdown. Here you can select between room type or zones view.



Troubleshooting

The 3D view is not loading or displaying properly

Make sure your browser supports WebGL and that hardware acceleration is enabled. Try refreshing the page or switching to a different view type. If the issue persists, check that your floor plan has proper room types assigned, as this affects 3D rendering.

Shortcuts

Shortcuts to edit faster on the floor plan

Useful Shortcuts

Key	Command	Description
Ctrl + C	Copy	Copy furniture items
Ctrl + V	Paste	Paste furniture items
Ctrl + Z	Undo	Undo the last action
Delete	Delete	Delete elements
Escape	Cancel	Cancel action or deselect elements or areas
Shift	Multi-select	Select multiple elements or areas simultaneously

Troubleshooting

The keyboard shortcuts are not working

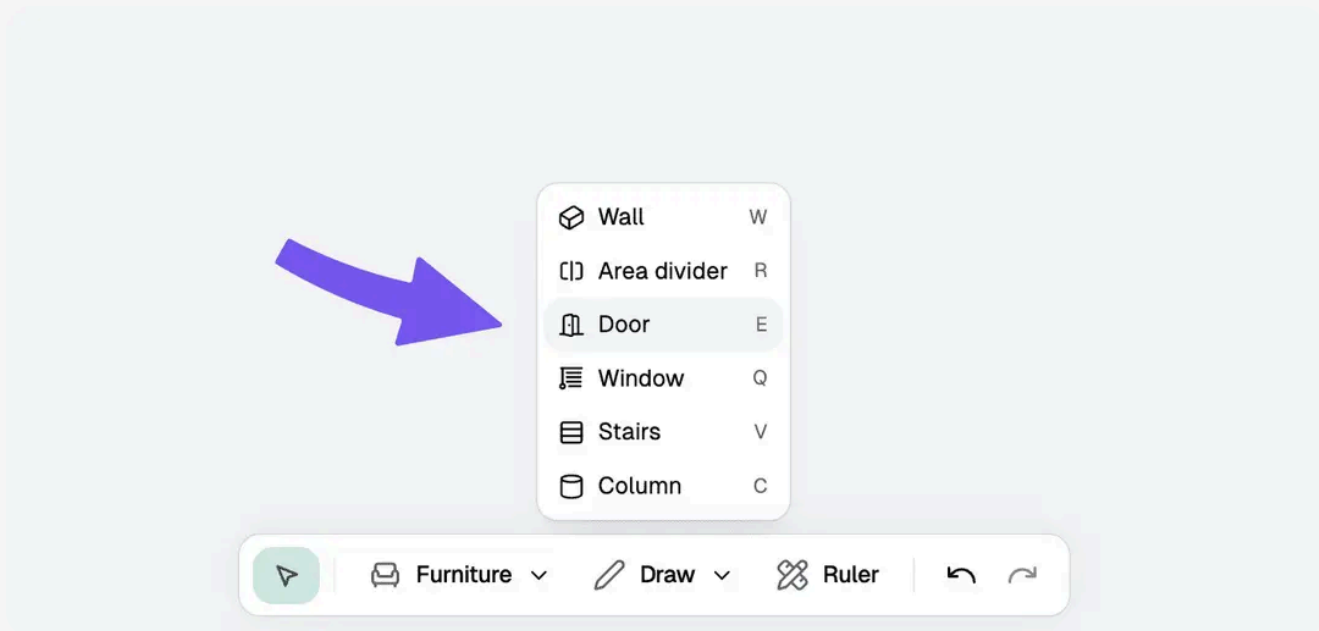
Make sure the Studio interface is active and focused. Some shortcuts may not work if you're typing in a text field or if another application has focus. Try clicking on the floor plan area first, then use the shortcuts.

Door

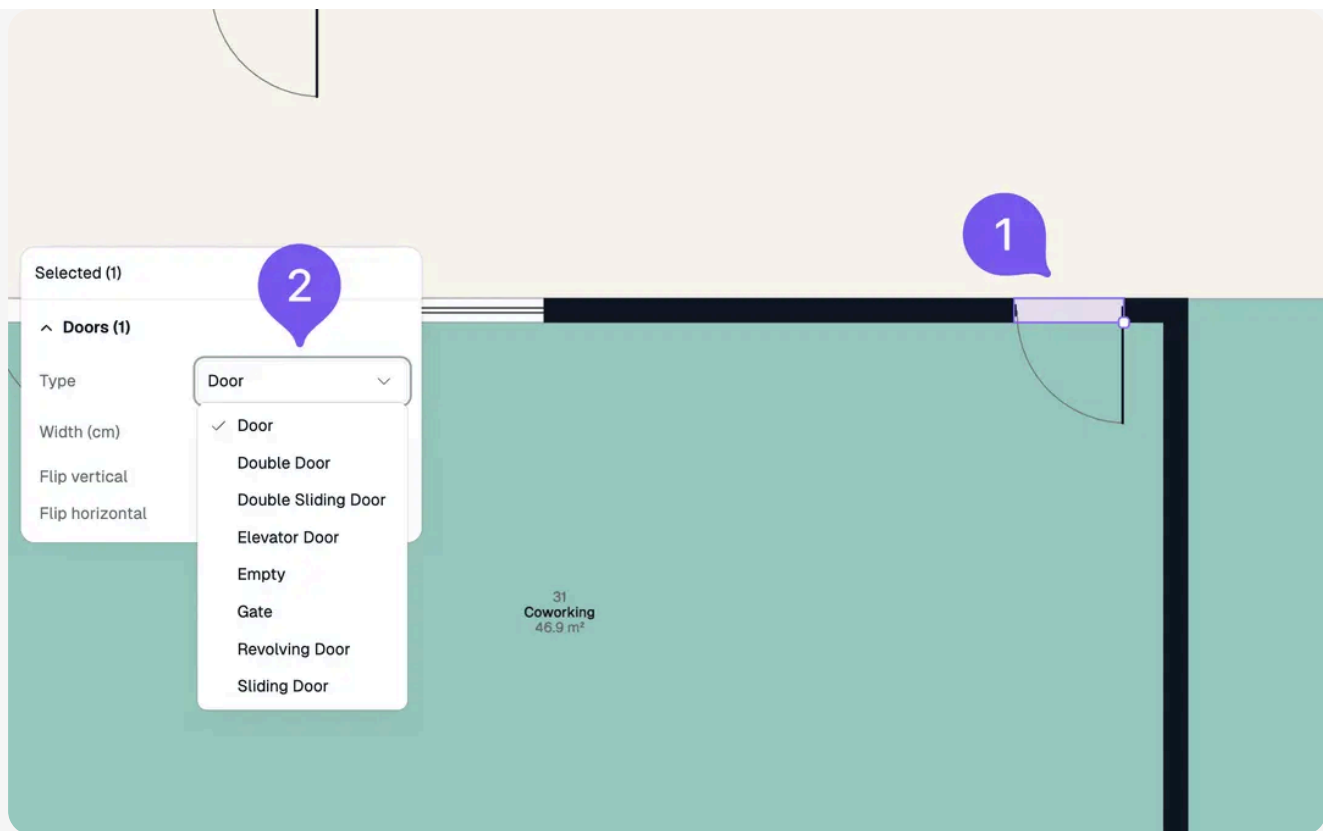
Insert different door types to your floor plan

Steps

- 1 Select the door tool
From the toolbar at the top, select the "Door" tool. You can also use the shortcut "E" (Entry).



- 2 Set door width and type
Adjust the width and type of the door in the properties panel.



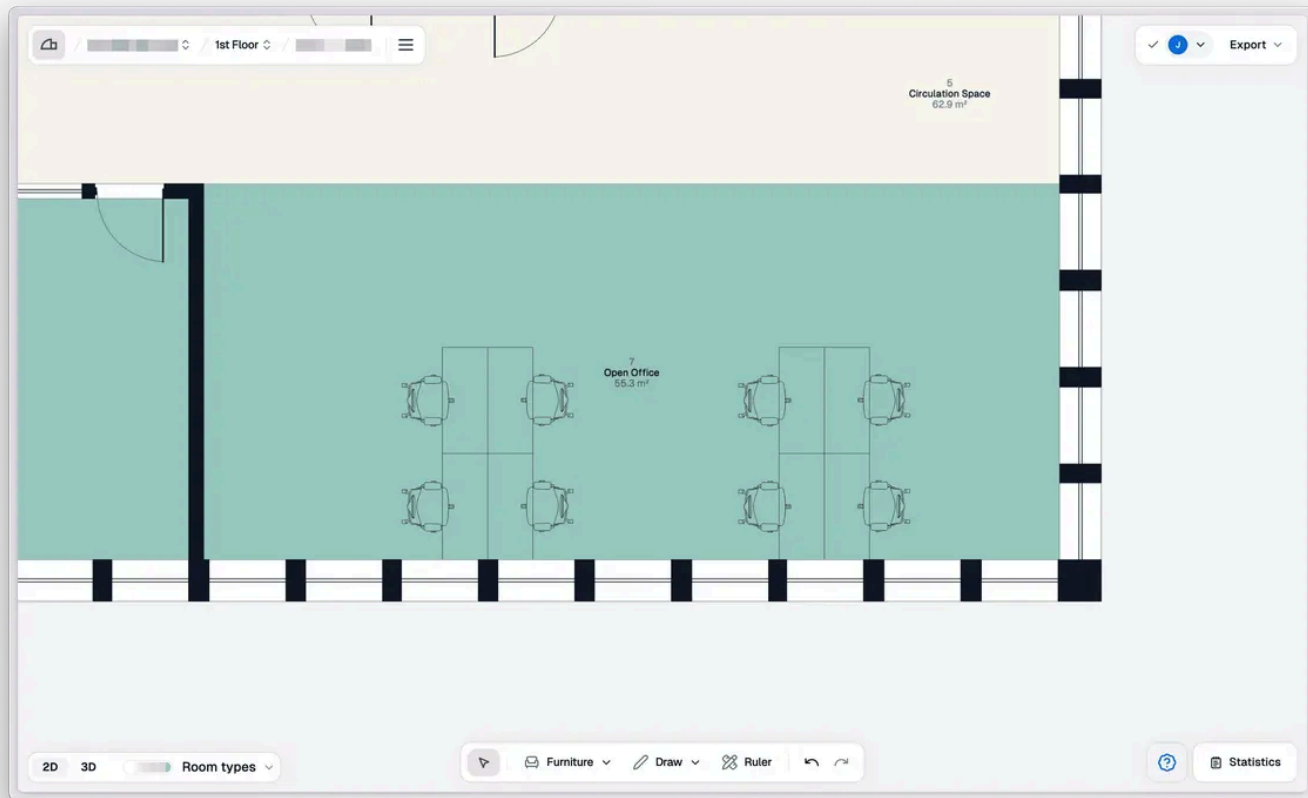
Troubleshooting

How do I delete a door?

Click on a door, or hold down [Shift] and click to select multiple doors. Then press [Delete] or [Backspace] to delete.

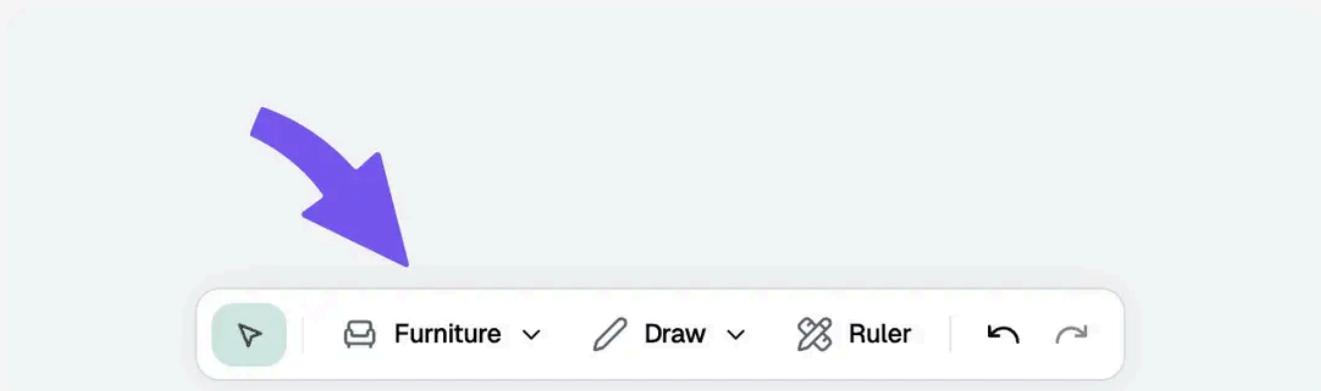
Furniture

Add furniture to your floor plan

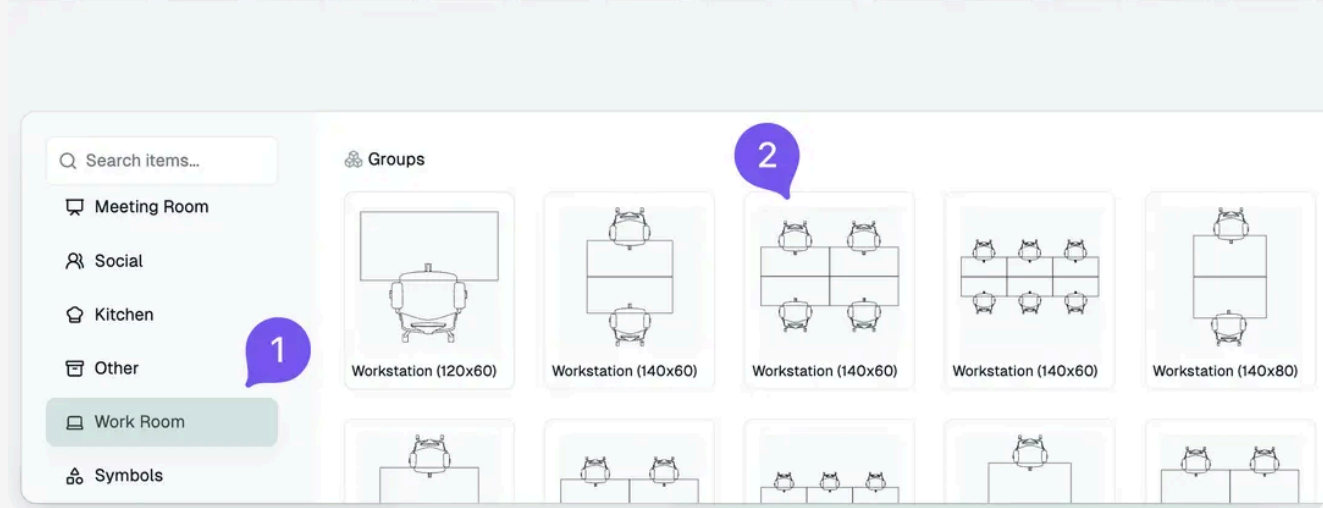
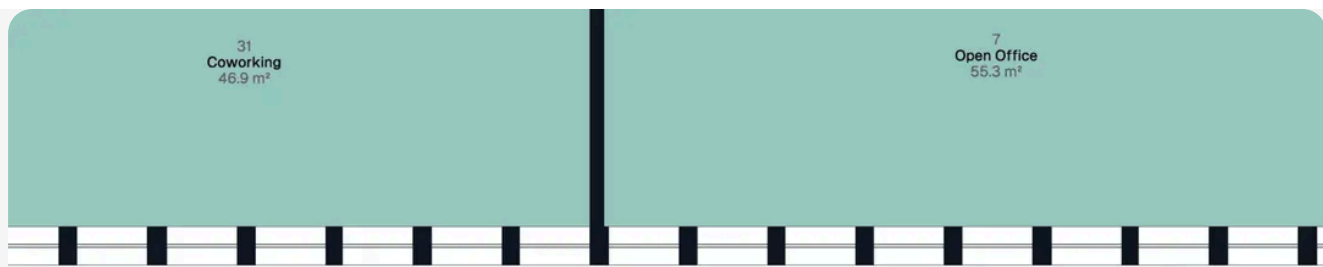


Steps

- 1 Open the furniture panel
Click the "Furniture" button in the bottom centre toolbar to open the furniture panel.



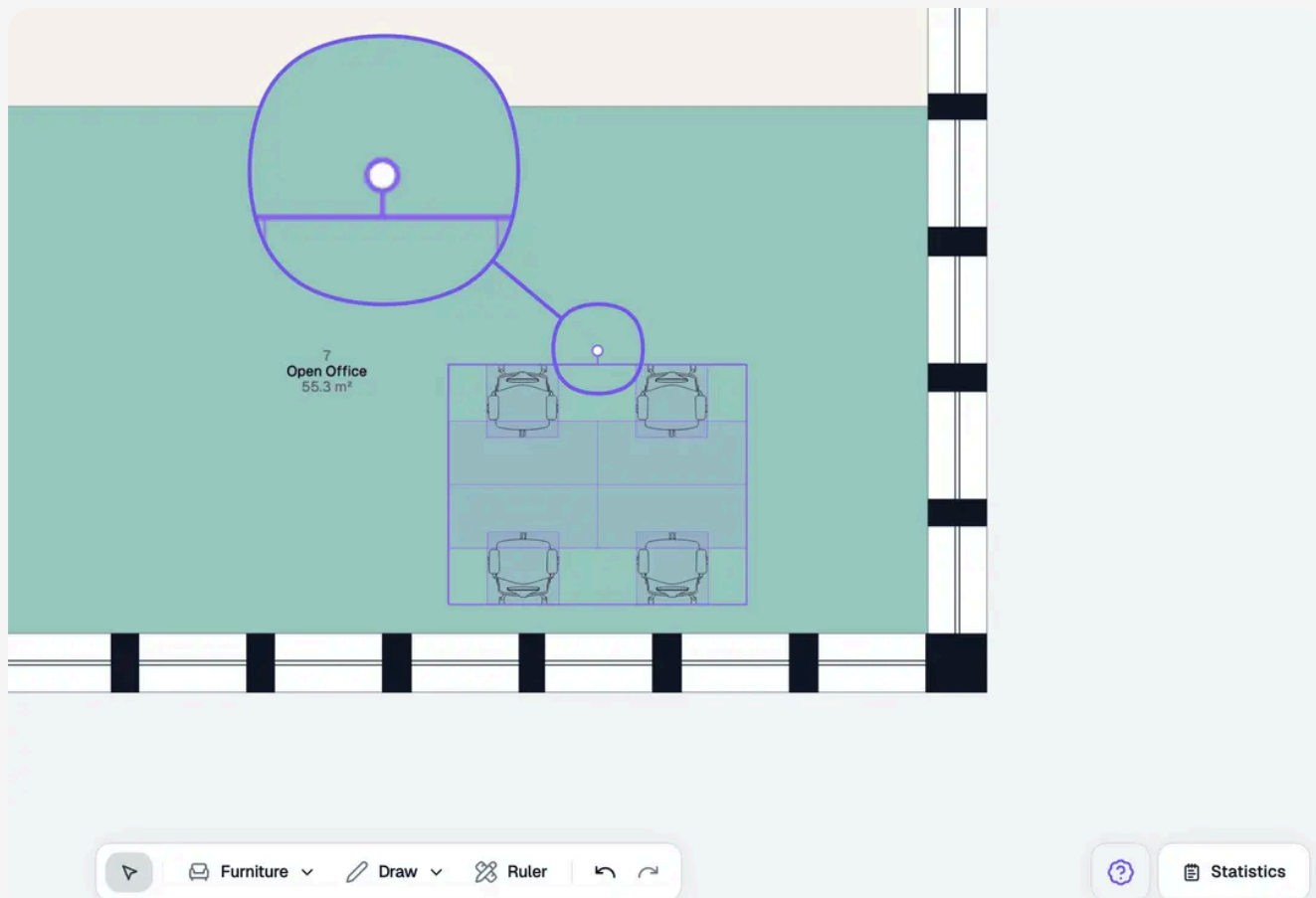
- 2 Select a room type
Choose a room type to browse the available furniture sets for that space.



3

Place a furniture set

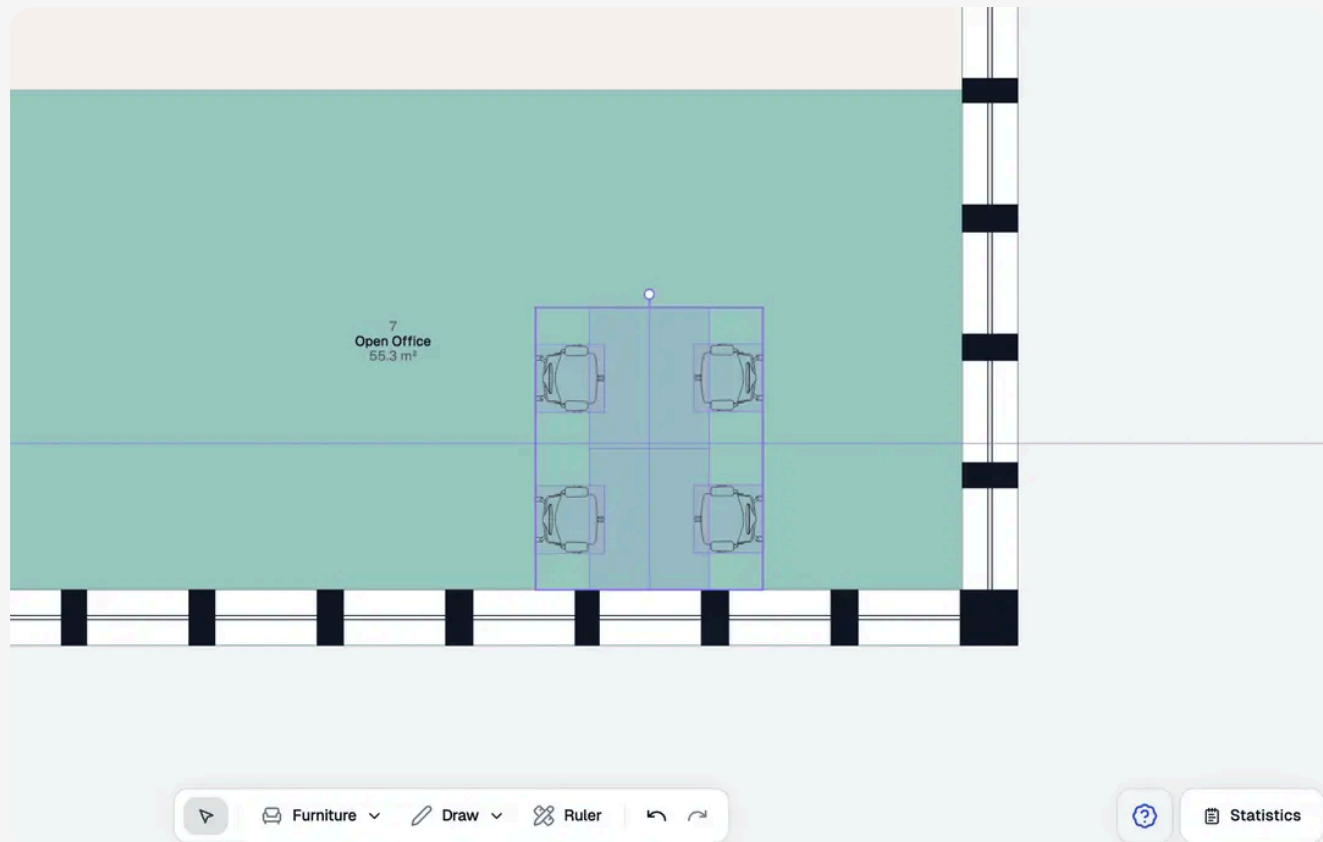
Click a furniture set to select it, then drop it onto the floor plan. All furniture sets can be moved and repositioned freely after placement.



4

Rotate and align

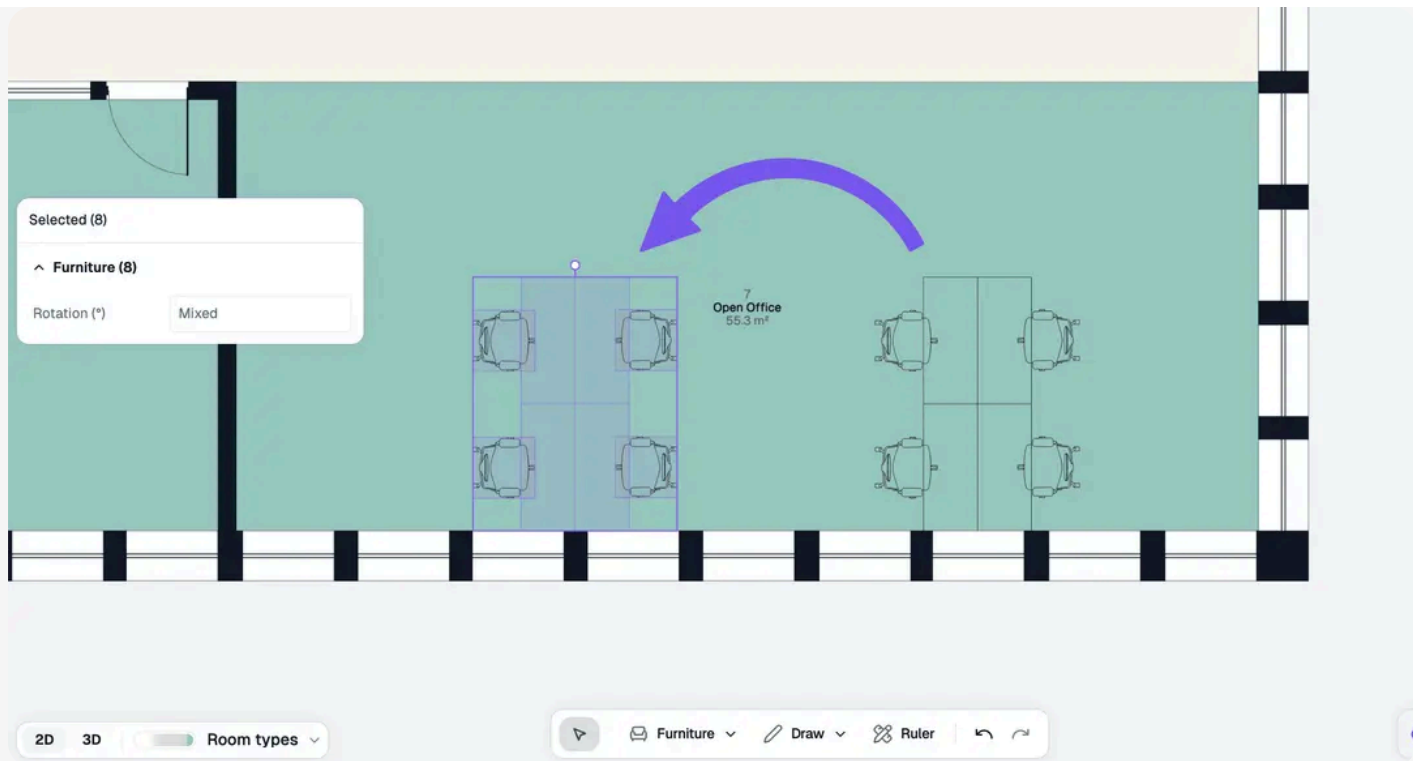
Drag the rotation handle to rotate the furniture set and align it to the room. It will snap to the nearest 45 degrees.



Advanced Usage

Duplicate furniture

Select the furniture items you want to duplicate — hold **⇧ Shift** and click to select multiple items. Then use **⌘ C** to copy and **⌘ P** to paste, and drag the duplicated set into place.



Troubleshooting

How do I delete my furniture?

Click to select the furniture items, you can hold down [Shift] to multi-select, then press [Delete] or [Backspace] key to delete.

Ruler

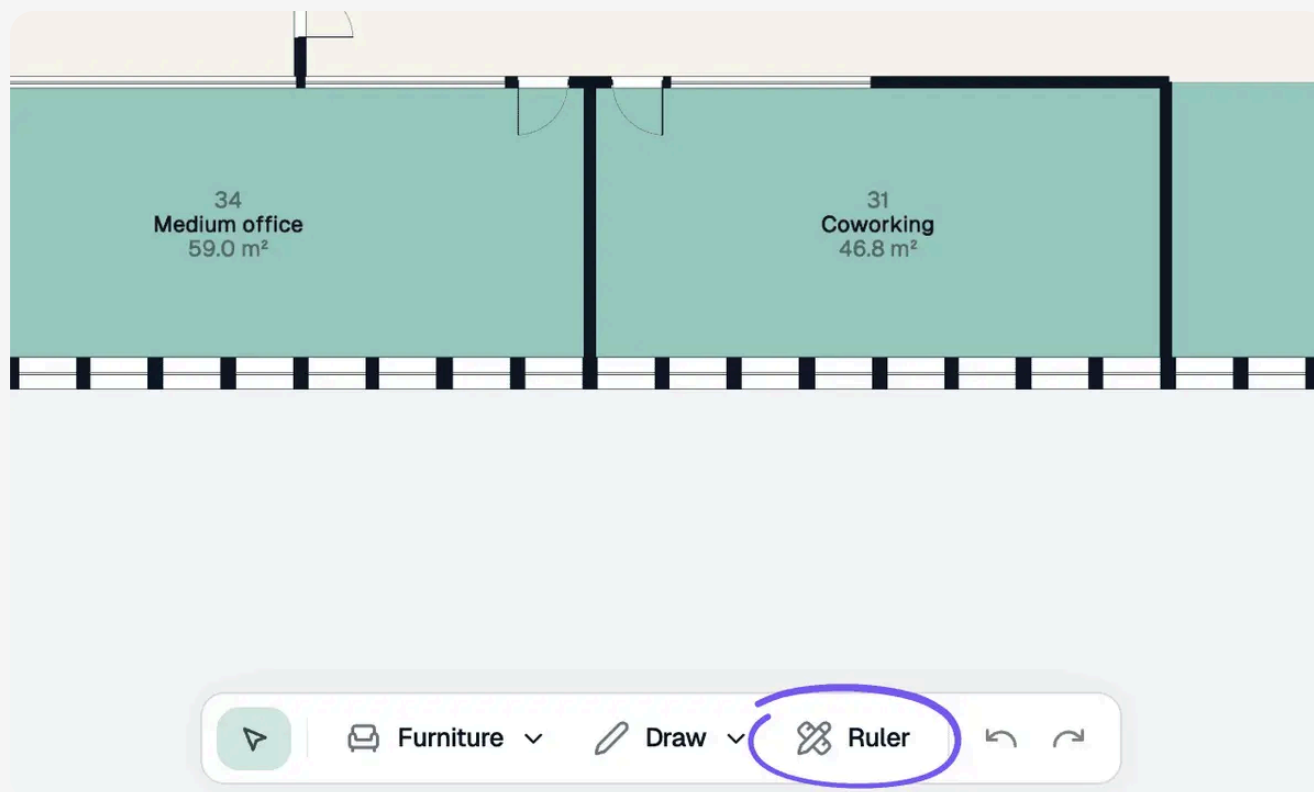
Measure distances on your floor plan

Use the ruler tool

1

Select tool

Select the "Ruler" tool from the bottom centre toolbar.

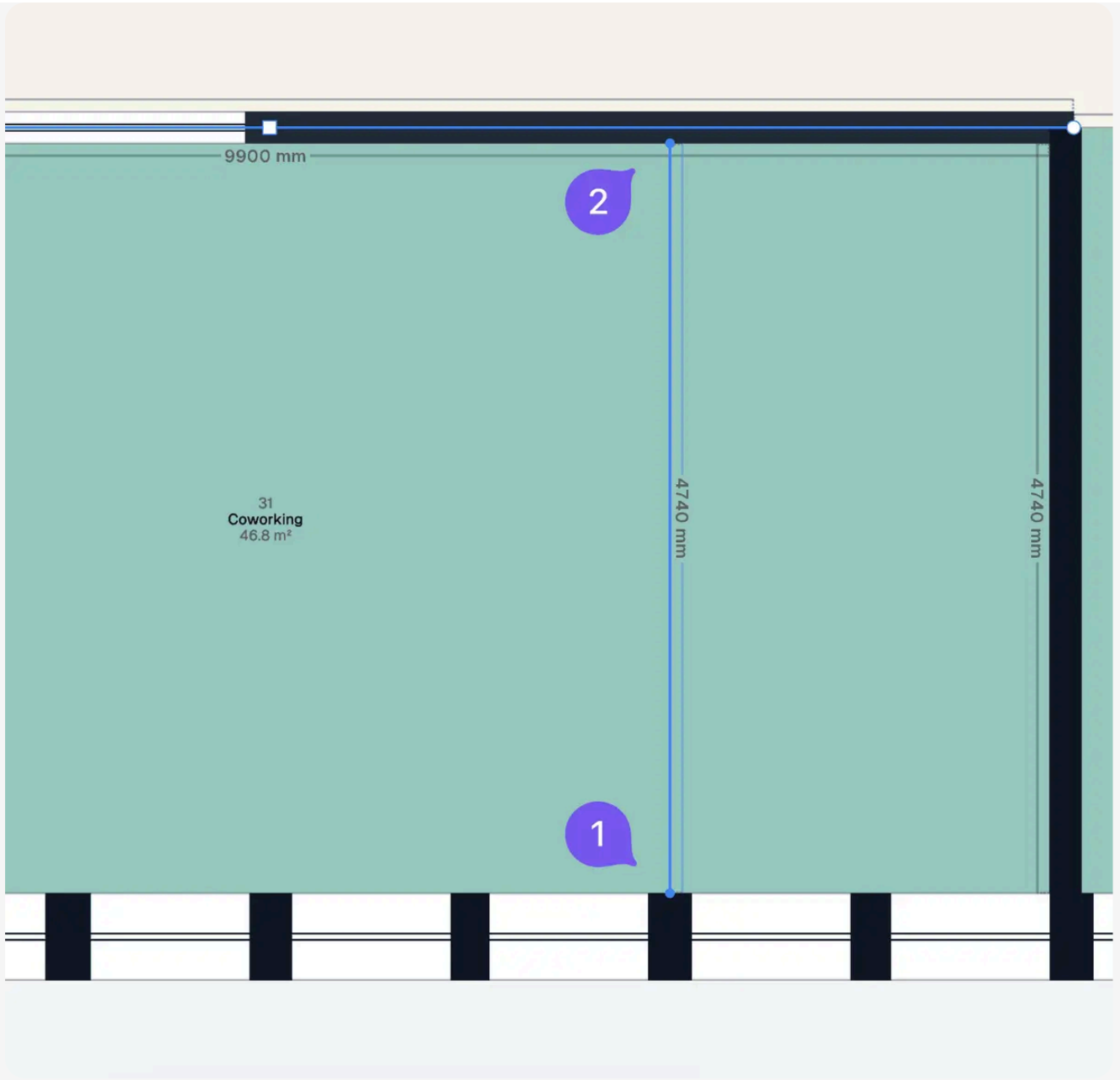


2

Create a Measurement

Click once to anchor the ruler, click again to complete the measurement. The distance will be displayed temporarily on the floor plan.

i Press **Ctrl** to enable/disable automatic snapping.

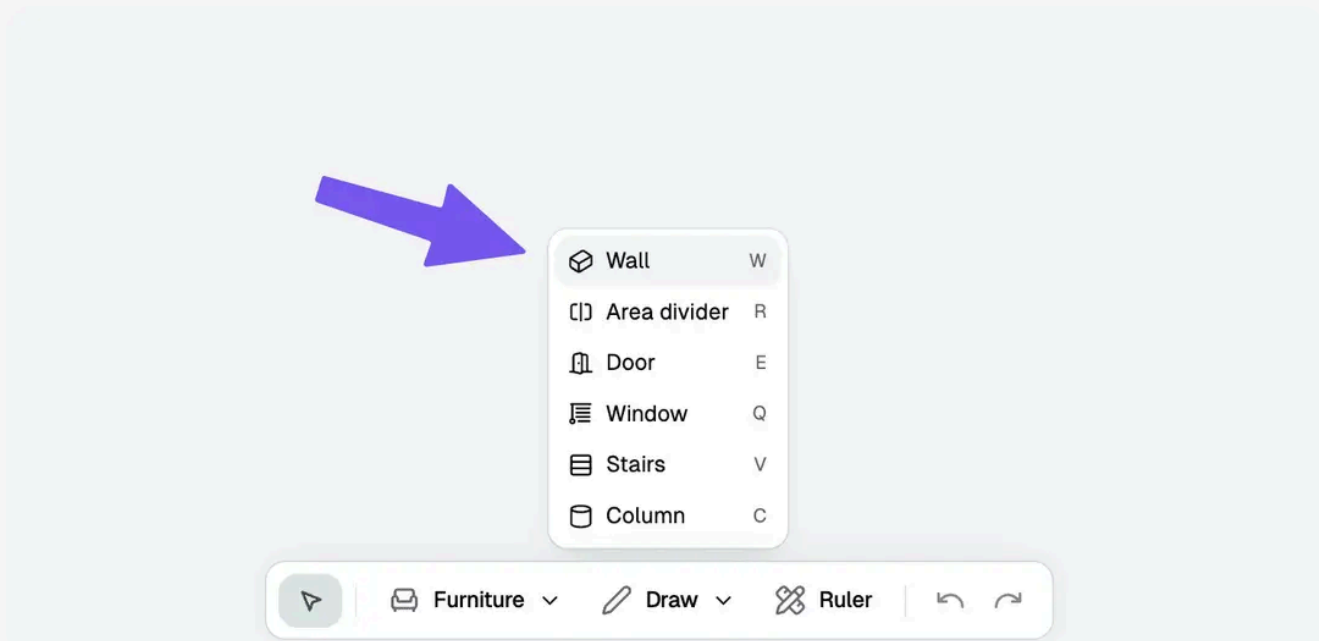


Wall

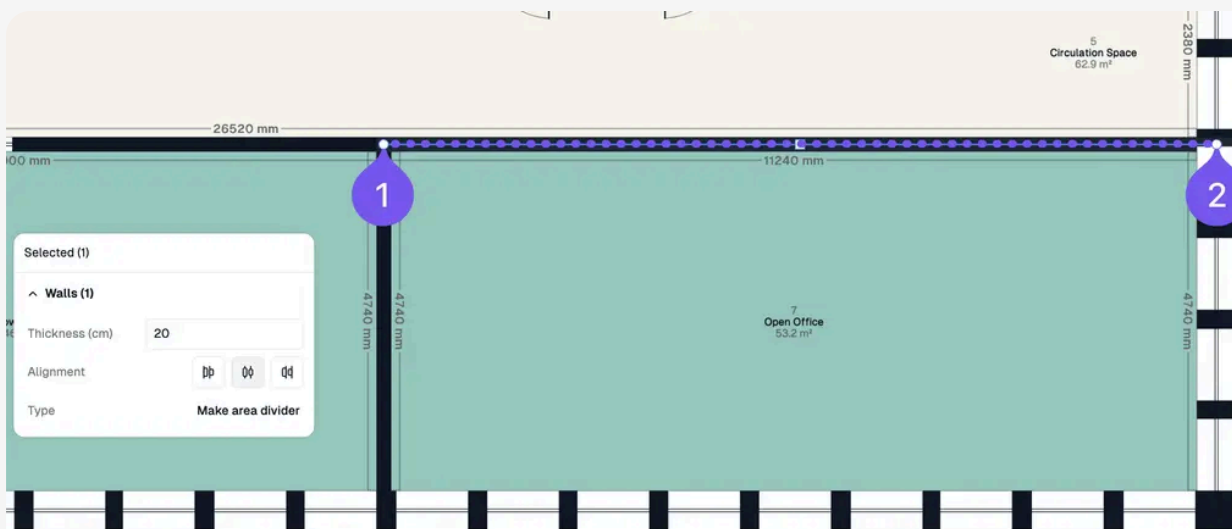
Add walls and area dividers

Steps

- 1 Select the wall tool
From the toolbar at the top, choose the "Wall" tool. You can also use the shortcut "W" (Wall).

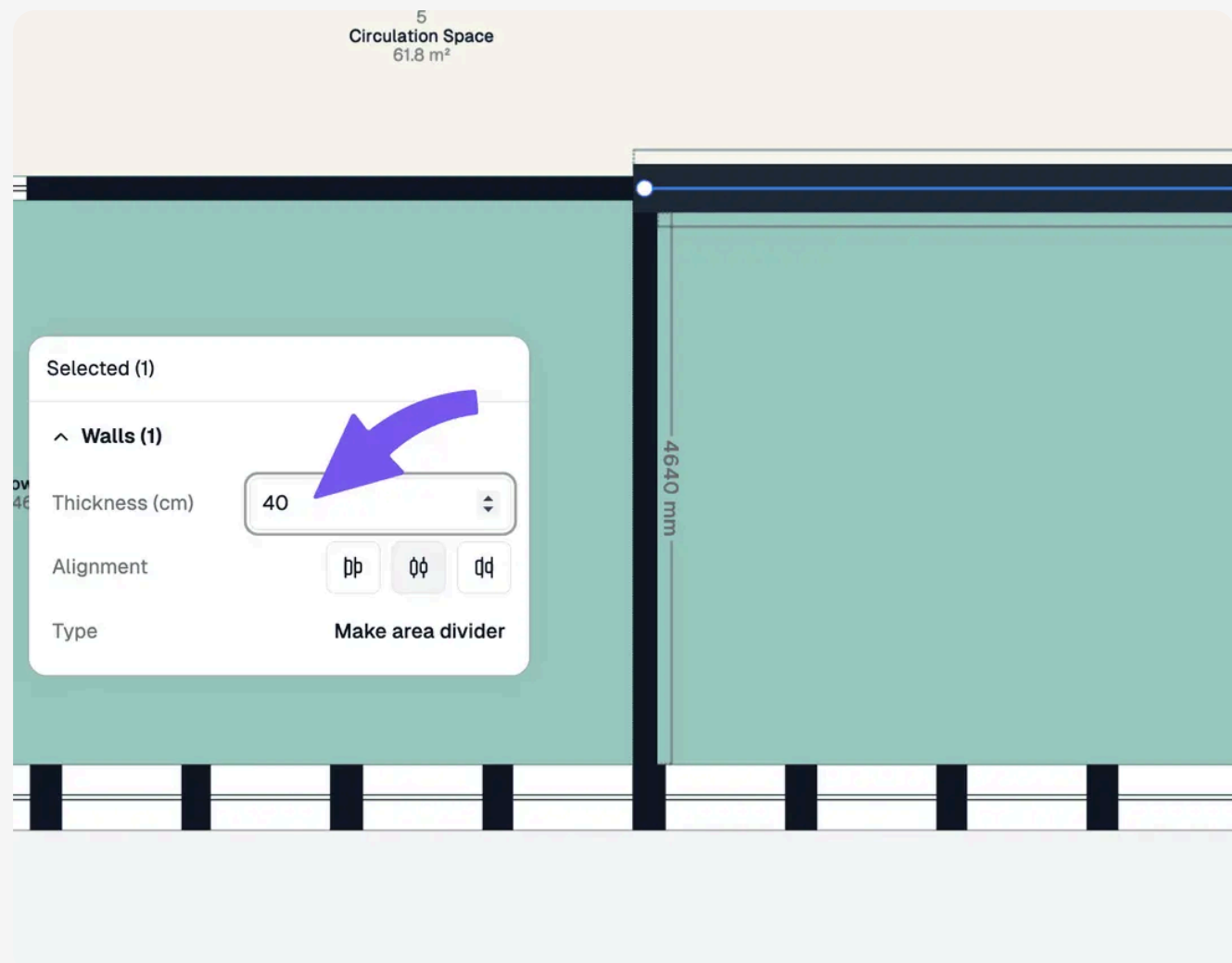


- 2 Place the wall
Click once to start the wall, and click again to finish. You can also hold down [Shift] to continue the wall.



- 3 Configure the wall

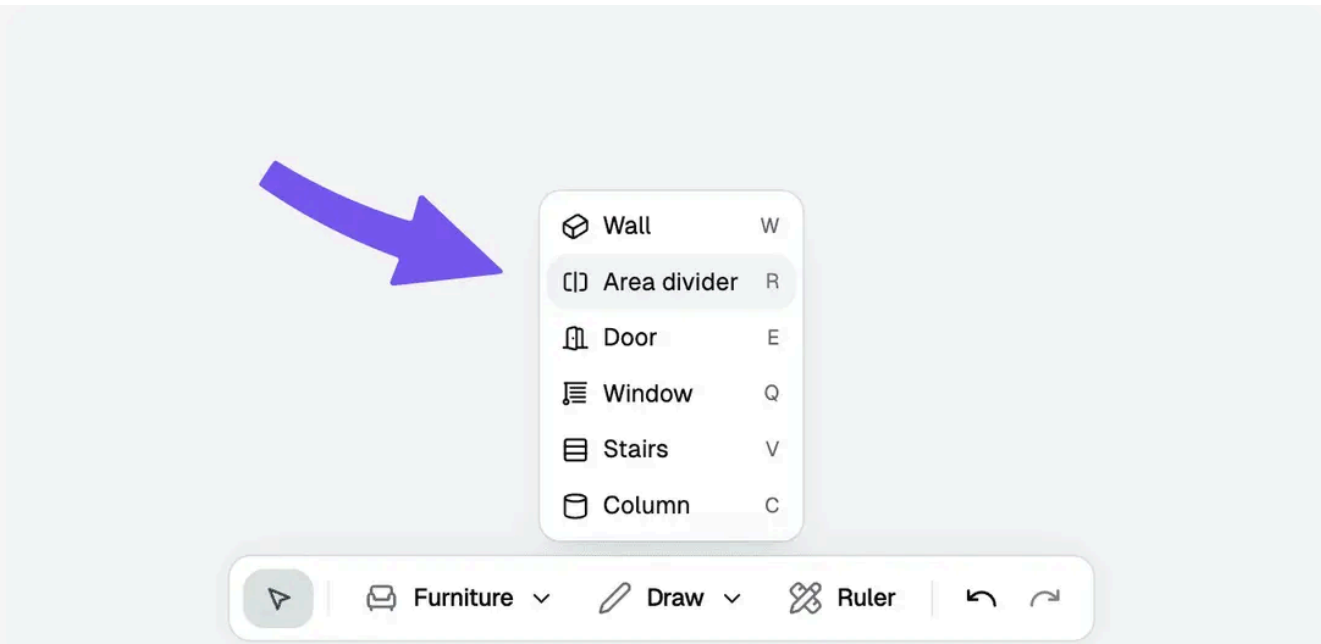
Change thickness of the wall using the property panel.



Area dividers

Area dividers should be used to split up an area without introducing a physical wall. This is useful for creating logical divisions within a space while maintaining visual separation.

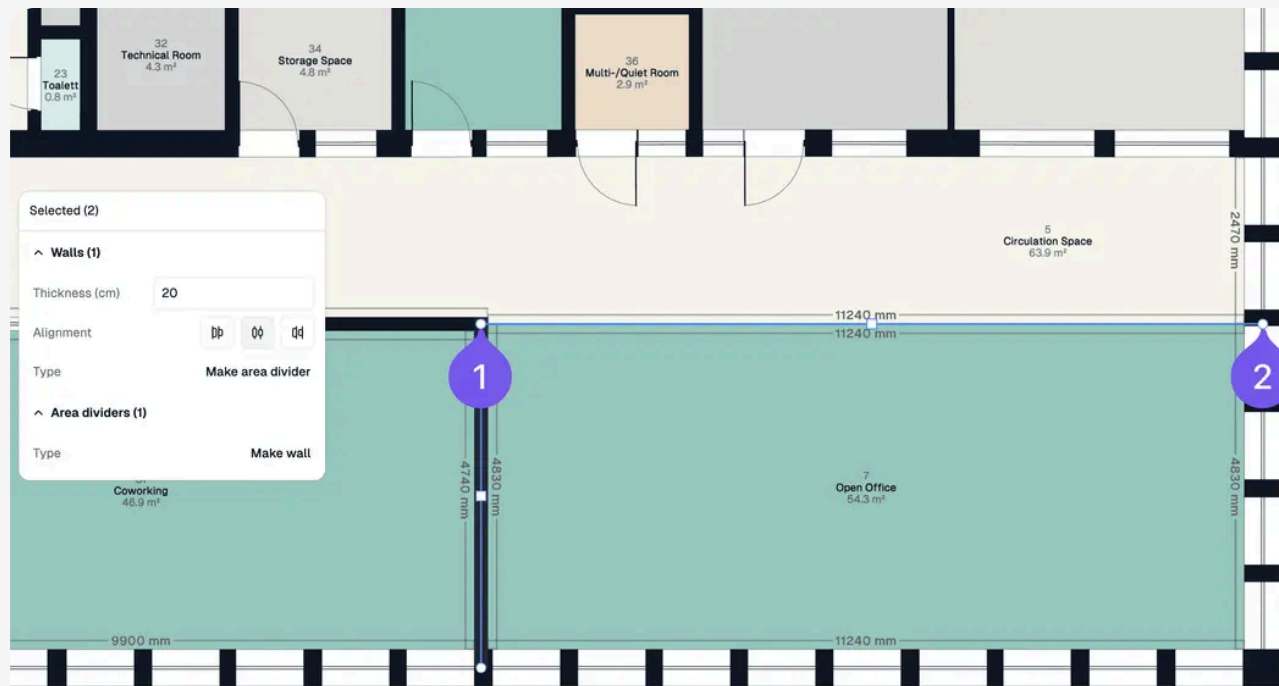
- 1 Select area divider
Select area divider from the tools menu, or press shortcut "R".



2

Draw the divider line

Click to start the divider line and click again to end the divider line. Hold "Shift" key to continue drawing.



Troubleshooting

How do I delete a wall or area divider?

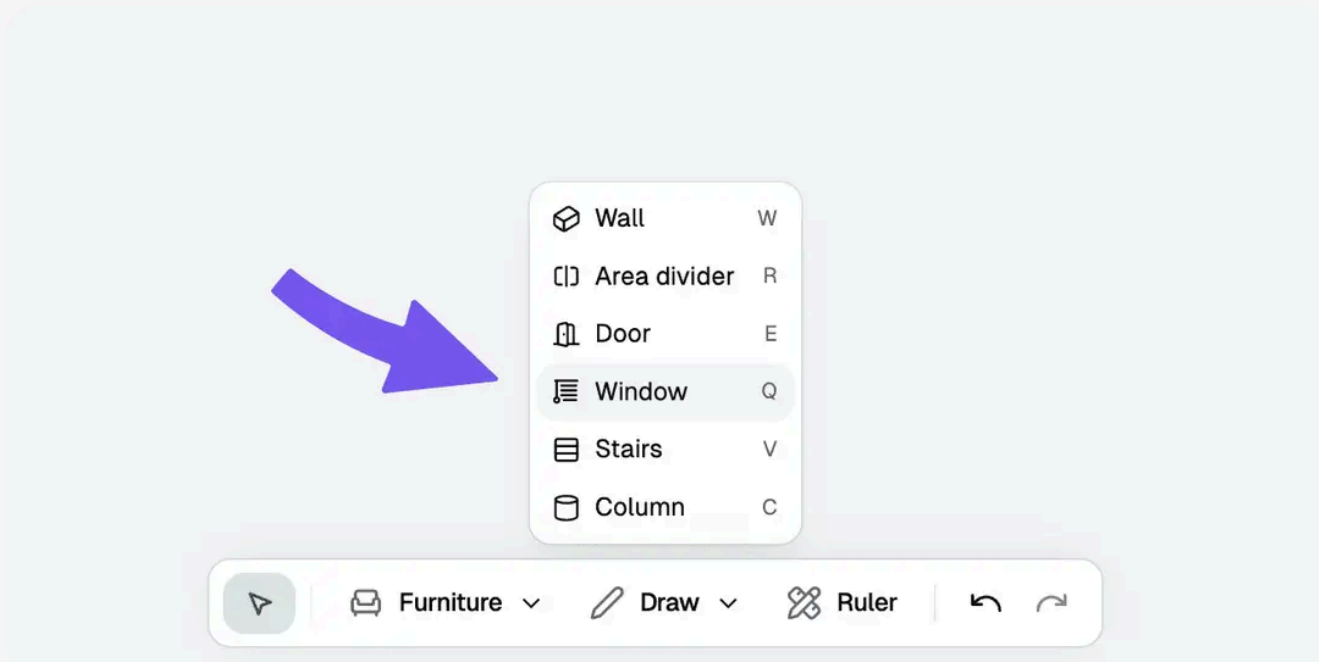
Click on a wall or area divider, or hold down [Shift] and click to select multiple walls. Then press [Delete] or [Backspace] to delete them.

Window

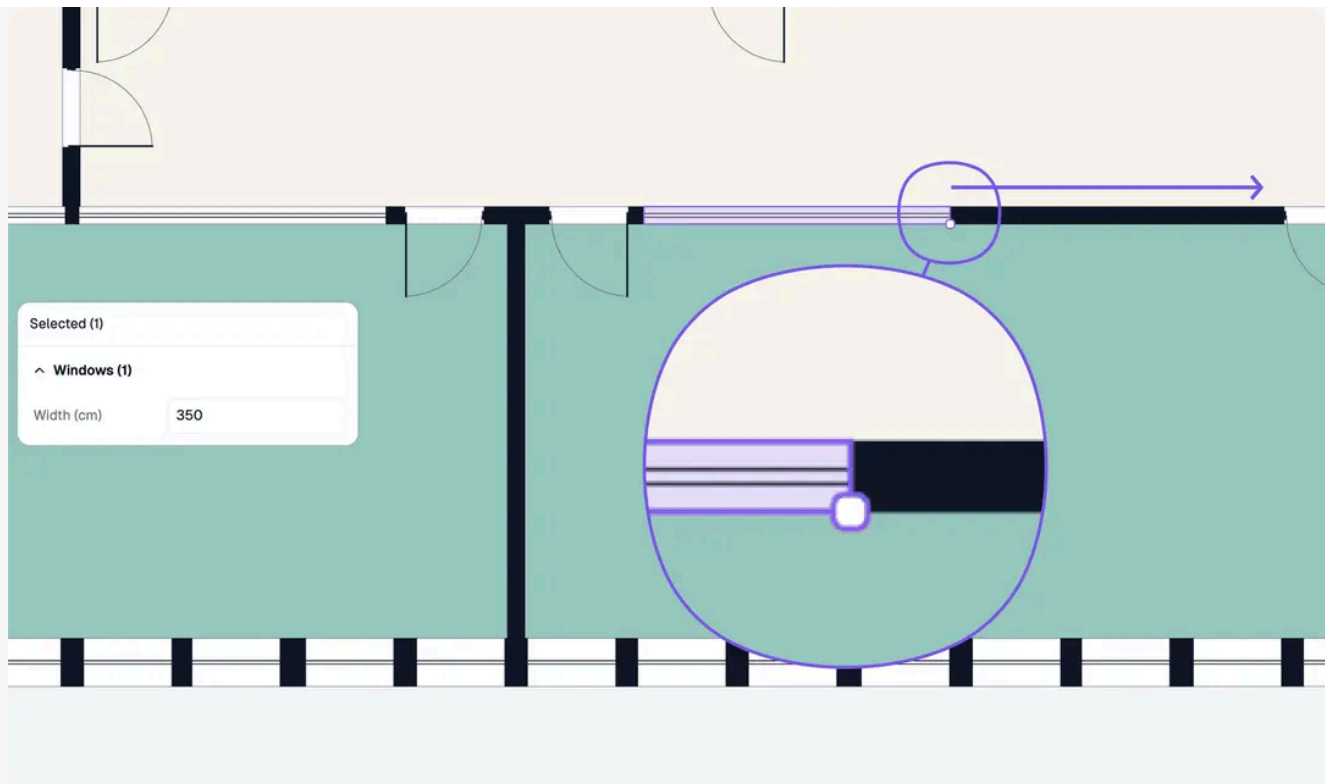
Insert windows in your floor plan

Steps

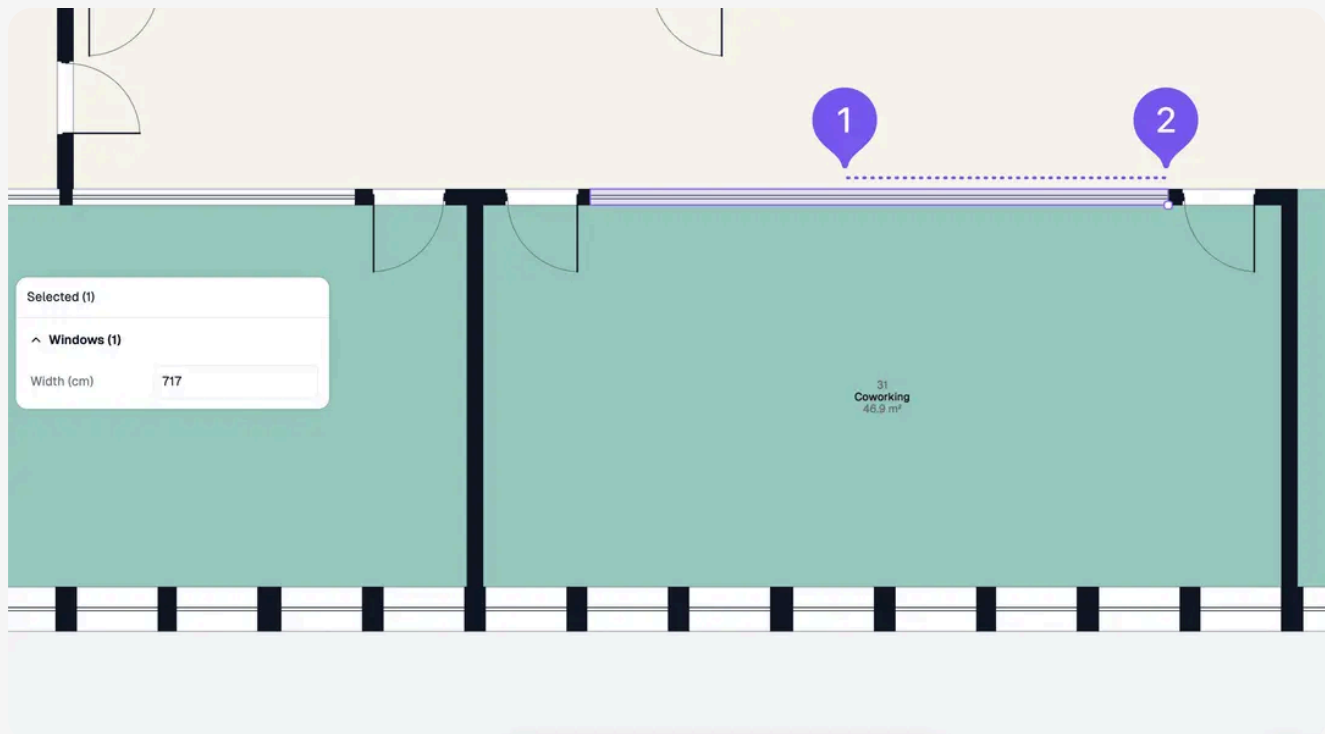
- 1 Select the window tool
From the toolbar at the top, choose the "Window" tool. You can also use the shortcut key "Q".



- 2 Drag to adjust the width
Click and drag from either edge of the window to set the desired width.



- 3 Release to confirm
Release the mouse button to lock in the new width.



Troubleshooting

How do I delete a window?

Click on a window, or hold down [Shift] and click to select multiple windows. Then press [Delete] or [Backspace] to delete them.

