

# **CAD/FP™**

*Floor Plan Design Program*

## ***Reference Guide***

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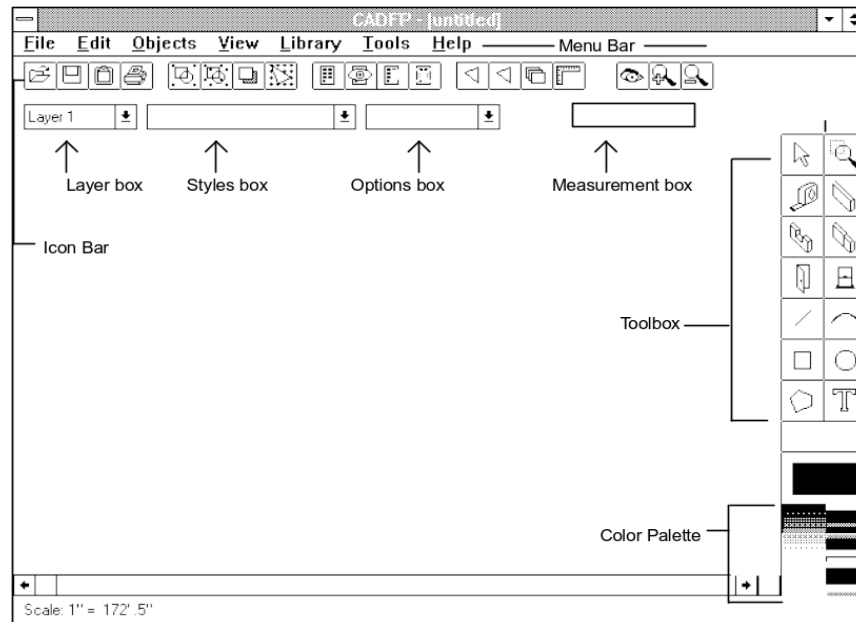
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## + CAD/FP™

The **CAD/FP** opening screen is shown in this illustration, and individual sections of the screen are described below.



<i>Item</i>	<i>Description</i>
Menu Bar desired	A row of menu topics across the top of the screen with these menu titles: <b>File; Edit; Objects; View; Library; Tools; Help</b> . <i>Click on a menu title to perform the action.</i>
Icon Bar	A row of graphic icons directly beneath the Menu Bar. These icons correspond to menu functions and provide a quick way to perform an action.
Layer Box	The first box directly beneath the Menu Bar, which holds information relative to floor plan layers.
Styles Box	The second box directly beneath the Menu Bar, which holds style choices for drawing walls, lines, arcs, rectangles, circles, polygons, and text.
Options Box	The Options Box appears on your screen only when you have selected the Text tool, and plan to place text on the floor plan. Choose 2" type size for 12-inch exterior walls or 1" type size for 6 inch interior walls. Experiment with sizes to suit your own taste.

**Measurement** This box displays the width and height of any object as you create it on the screen.

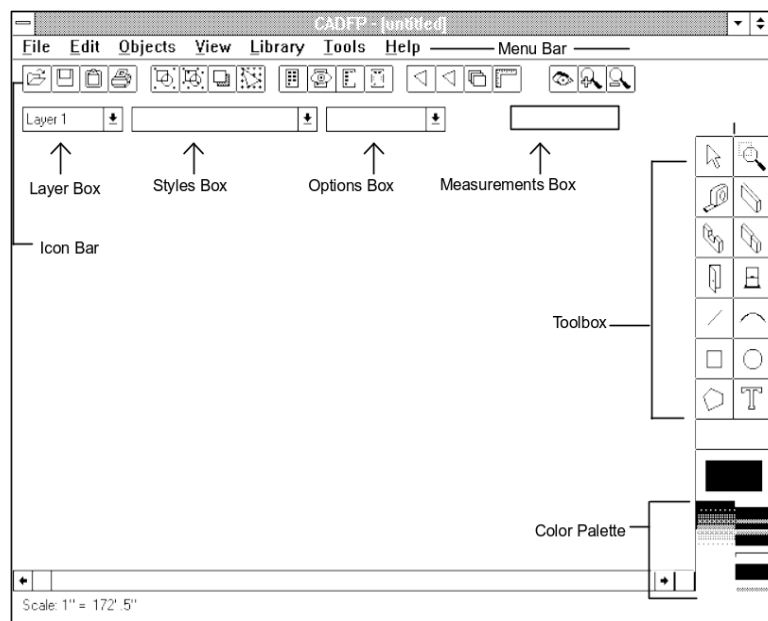
**Workspace** Empty screen area which holds floor plan designs.

**Toolbox** Rectangular box at top screen right which holds tools for use in drawing or editing floor plans.

**Color Palette** Rectangular area at screen right (bottom) which displays colors available for use when drawing. The color shown at the top of the palette (a large rectangle) is the current color.

## **CAD/FP™ Menu Bar**

Menu options perform tasks such as displaying a sample floor plan on your screen, saving a plan you've drawn as a file, printing floor plans, and many other functions.

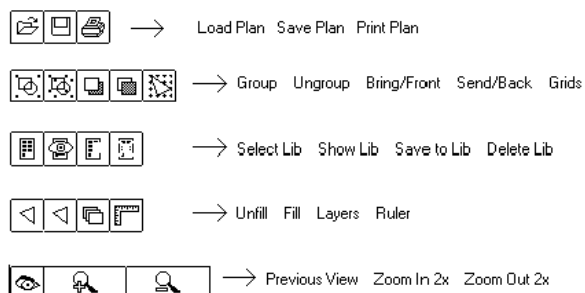


## **To Use Menu Options**

- \* Point the cursor at a menu title on the Menu Bar and click the left mouse button once. A list of menu options drops down on your screen.
- \* Point the cursor at the menu option you want to select, and click the left mouse button once. If the system requires further information before it can perform the desired action, a dialog box appears on your screen for entry of that information; otherwise, the system immediately performs the appropriate action.

## CAD/FP Icon Bar

Many actions can be performed by selecting icons, or small symbols, from the Icon Bar. You may find running the program by clicking on icons to be faster or easier, but they are merely an alternative to menu options. This chart describes the purpose of each icon.

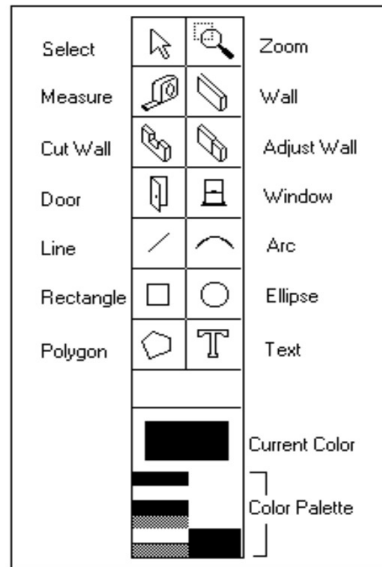


### To use an icon

- \* Point your cursor at the desired icon and click the left mouse button once. If the system requires further information before it can perform the desired action, a dialog box appears on your screen for entry of that information; otherwise, the system immediately performs the action. You can quickly see the above chart on your computer by opening the **CAD/FP** Help System and clicking on the Graphic Buttons topic. Please refer to Online Help in this Reference Guide for further information.

## ***Toolbox and Color Palette***

The Toolbox holds drawing tools that help you create new floor plans, edit your work, or zoom in for a closeup view. Individual tools are identified in this diagram.



### ***To use a tool***

- \* Point the cursor at a tool in the toolbox and click the left mouse button once.
- \* Move your cursor to the workspace area, point the cursor at a starting point, hold the left mouse button down, and take the desired step (such as drawing a wall, cutting a window, placing a door, drawing a rectangle, etc.).

### ***Color Palette***

**CAD/FP's** default colors appear in the color palette at the bottom right of the screen. The current color appears in a larger rectangular block just beneath the Toolbox. If you click on the Line tool, for instance, and draw a line in the workspace area, it will be drawn in the current color.

### ***Select a Different Color***

- \* Point the cursor at the desired color in the color palette and click the left mouse button to select that color.
- \* Click on the desired tool in the Toolbox, and create the object in the workspace area. As you draw, the object may appear in black; however, once the mouse button is released the object conforms to the color you selected in the palette.
- \* The colors that appear in the palette on your screen are stored as a file with an extension of **.pal**. You can create your own customized palette(s) and save each one for future use.

### **Create a Custom Color Palette**

1. You can change the colors that display on the color palette, and save the changed display as a separate color palette.
2. Point the cursor at a color you want to change and double click.
3. If the color you want to use appears in the Color box that pops up on the screen, click on that color and select **OK**.

The Color dialog box is closed, and you'll notice that the new color appears on the color palette where you originally clicked your mouse.

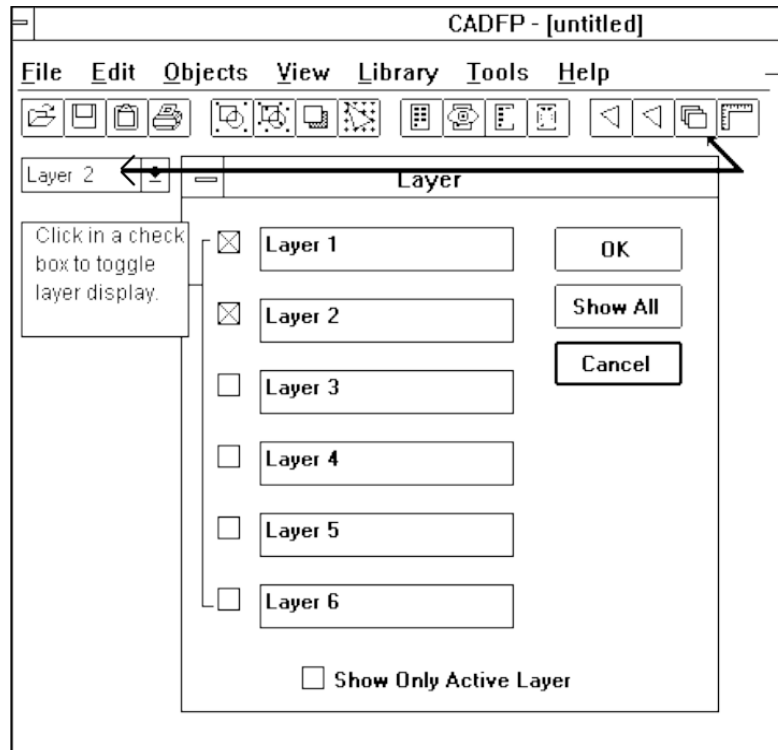
In addition to selecting from the Basic Colors box, you can click on **Define Custom Colors...** to bring up an additional palette. Here you must know the RGB (red, green, blue) number values for the color you want to use.

1. Enter the values in the boxes provided and click on **Add to Custom Colors**.
2. Then click on **OK** to accept your entries and close the Colors dialog box.



## Layers, Styles, and Measurements

The **Layer** box appears just above the workspace area on the left, and is a white box with a down arrow symbol beside it. When you display a sample plan, the names of the layers that make up the plan appear in the Layer box. Depending on which plan is loaded, the names may simply be Layer 1, Layer 2, etc., or descriptive terms such as "exterior walls."



Layers are similar to transparencies, and give you more flexibility when creating plans. The sample plans generally follow this pattern:

- \* Layer 1 holds exterior walls
- \* Layer 2 has interior walls, chimneys, and stairs
- \* Layer 3 has text labels, or names of rooms
- \* Layer 4 has furniture and other fixtures

Up to six layers are available, and you may use the organization we've suggested above or create your own.

You can turn the display of individual layers on and off, or display all layers simultaneously. The system names each layer as Layer 1, 2, 3, etc. You can change these names to something more descriptive, however, as you will see when you open a sample plan.

Layers are controlled in two places:

- \* the Layers box
- \* the Layers icon in the Icon Bar

Please see *Working with Layers* for more information about layers.

### ***Quick Start: Display and Print a Sample Plan***

Follow these steps to open a sample floor plan and print it out.

1. With **CAD/FP** open, select **File...Load** to display the Load dialog box.
2. Point your cursor at the first sample plan in the list box on the left, which is **plan01.cfp**.
3. Double click on the plan filename, or click on it once and click on **OK**. The dialog box disappears from view and the plan appears on your screen.
4. Now point the cursor at the Layer box and click on the Down Arrow. You'll see a list of the layers in the floor plan and a final option, **Show All Layers**. The layer name at the top of the box is the current, or active layer.
5. Click on **Show All Layers** to view the entire floor plan.
6. Select **File...Print** from the **CAD/FP** menu bar.

7. Select a print scale option in the Print dialog box:

Fit Screen to Page	plan prints on one page at screen scale
1/4 inch = 1 Foot	1/4 inch on printed plan = 1 foot
1/8 inch = 1 Foot	1/8 inch on printed plan = 1 foot
Custom...	Enter custom scale of inches

8. Click on **OK** to print the floor plan.

\*\*\* Postscript printers may cause an error when printing out from **CAD/FP**. If a line of code appears at the top of your printout, change your printer to HP emulation mode. Please refer to printer setup information if you need assistance.

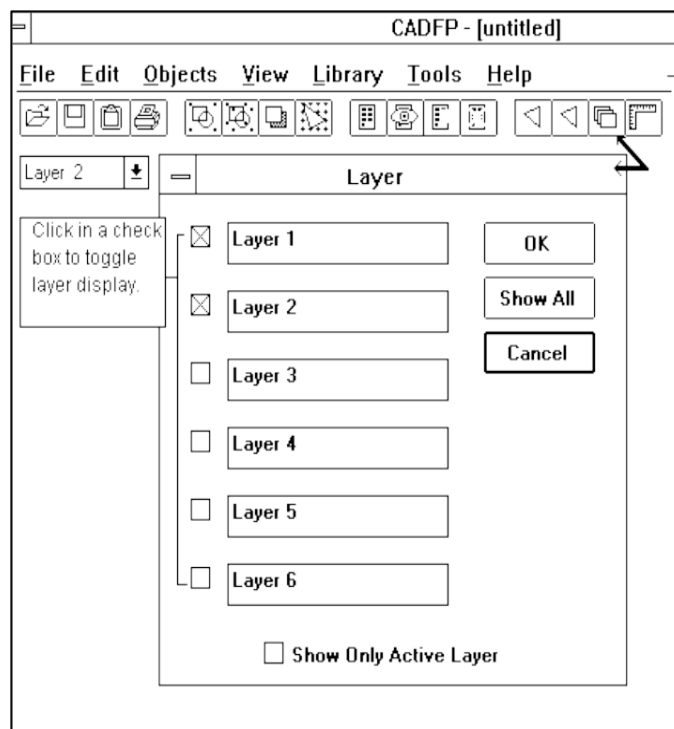
Windows

## Working with Layers

With a sample plan in view on your screen (**plan01.cfp**), we can now toggle display of different pieces of the floor plan so you can look at individual elements. For instance, you might want to check door and window placement on exterior walls; or you might want to see just exterior walls and interior walls, without furniture and fixtures.

This is possible because the plan was drawn on several layers, which are similar to transparencies. Exterior walls were drawn on the first layer, interior walls were drawn on a second layer, and furniture and fixtures were placed on a third layer.

The Layer icon in the Icon Bar opens a dialog box that lets you toggle the display of layers.



- \* Click in a check box beside any layer name or number to show that layer on the screen; you can check any combination or all layers.

You may also name layers in this box. For instance, to change the name **Layer 1** to **Exterior Walls**:

- \* Point cursor in front of the text Layer 1, hold the left mouse button down, and drag the mouse to highlight the text.
- \* Type: **Exterior Walls**.
- \* Click on **OK** to make the change and close the box.

## The Active Layer

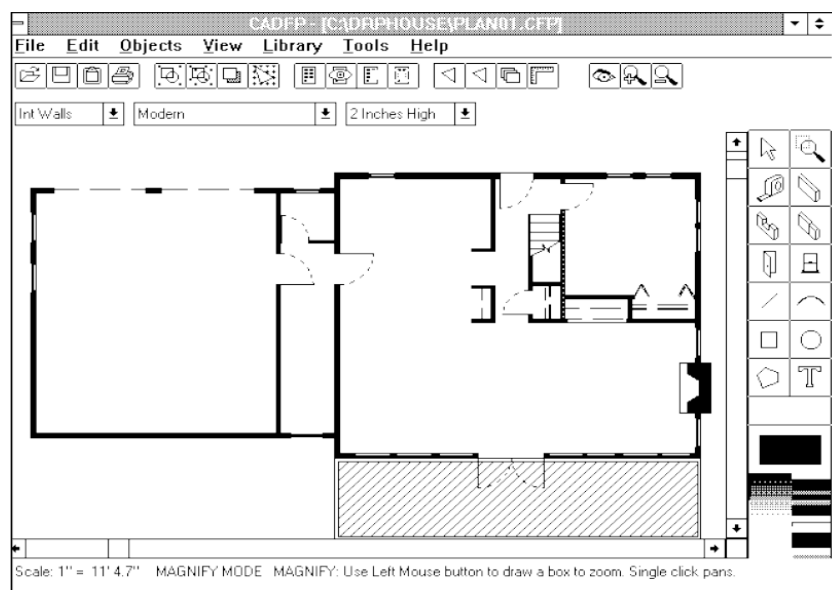
It's important to remember that although you can display from 1 to 6 layers on the screen simultaneously, only one of those layers is actually active or current. If you have a plan on your screen and you add something to it -- such as a new wall, a window, or furniture -- your addition is placed on the active layer.

The Layer dialog box displays the name of the active layer. You can also change the active layer by clicking on the Down Arrow in the Layer box and clicking on the name of the layer you want to activate. When you create your own plans, consider drawing similar elements on the same layer. A typical layer setup for many of the sample plans is:

Layer 1	exterior walls
Layer 2	interior walls, chimneys, stairs
Layer 3	text labels for rooms
Layer 4	furniture and fixtures

## Quick Start: Print a Sample Floor Plan

The 20 professionally prepared sample floor plans included with **CAD/FP** are provided for you to look at, print out, modify to your own taste, or simply use to generate your own design ideas. A plan entitled **plan01.fpc** is shown in this diagram.



- \* Select **File...Load**. The Load dialog box appears on your screen; the filenames of plans appear in a list box on the left side of the dialog box.
- \* Scroll through the list and double click on the filename of the plan you want to see on your screen. The dialog box closes and the plan appears on your screen.
- \* Click on the Layers icon to see which layers are displayed; some plans may have all layers automatically appear, others may have fewer layers appear initially to reduce loading time.
- \* Select **View...Zoom Out** if the entire plan doesn't appear on your screen.

#### *Focus on a specific section*

- \* Click on the **Zoom** tool in the Toolbox (first tool on right that resembles a magnifying glass).
- \* Move the cursor to the workspace, hold the left mouse button down, and draw a box around the area you want to see in closer detail. The system places guidelines for you as you draw.
- \* Release the mouse button, and the system displays only the area within the box you drew.
- \* Select **View...Fill Page** to return the display to normal size.
- \* Alternatively, select **View...Previous View** to restore the screen to the last selected view.
- \* Select **File...Print** if you want to print the sample plan.

Select a print scale option in the Print dialog box:

Fit to Screen to Page	the plan prints at screen scale
1/4 inch = 1 Foot	1/4" on the printed plan = 1 foot
1/2 inch = 1 Foot	1/2" on the printed plan = 1 foot
Custom...	Enter your own scale of inches to 1 foot of page display

Click on **OK** to print the floor plan.

#### **Quick Start: Modify a Sample Plan**

- \* Follow steps on the previous page to open the first sample floor plan, **plan01.cfp**.
- \* Click on the Layers icon in the Icon Bar to display the Layer dialog box. An **X** should appear in the check box beside Ext Walls (Layer 1).
- \* No other check boxes should be checked (active). Click in any check box (other than Ext Walls) that contains an **X** to disable the view of that layer.
- \* Click on **OK** to close the Layer dialog box.
- \* The plan on your screen then shows only Exterior Walls for the floor plan. Tools and options

available to help you change the plan layout are described below.

## ***Single Objects***

- \* Click on the Select tool (pointer) in the Toolbox, and click on any single object on the floor plan.
- \* Select **Edit...Duplicate** to create a copy of the object. The duplicate appears on your screen next to the original, and can be selected with the Select tool and dragged to a different location.
- \* Select **Edit...Delete** to remove the selected object from the screen.
- \* Select **Edit...Rotate** if you want to retain the object on the screen, but rotate it. The dialog box offers you the choice of rotating clockwise or counterclockwise in 45-degree increments; select **Edit...Rotate, Other...** if you want to specify something other than 45 degrees.
- \* **Select Edit...Flip H** if you want to flip the selected object horizontally on the screen. This means the current right side will become the left side, and vice versa.
- \* Select **Edit...Flip V** if you want to flip the selected object vertically on the screen. This means the current top of the object will become the bottom, and vice versa.

## ***Working with multiple objects***

You can select several objects together by drawing a box around the objects with the Select tool. This is helpful if you want to combine them into a single object, delete multiple objects at once, duplicate them, or move them to a different screen location.

- \* Click on the Select tool, and point to a workspace area above and to the left of objects to be grouped.
- \* Hold the left mouse button down and drag the mouse down and to the right. You'll see a box made of dashed lines appear as you drag the mouse.
- \* Release the mouse button when all the objects you want to select are enclosed in the box. Black handles appear around the object to indicate they are selected. Select options from the Edit menu (see above) to change the objects as desired.

The Shift key provides another way to select multiple objects at the same time.

- \* Hold the **Shift** key down.
- \* Point to an object and click the left mouse button to select the object.
- \* Continue to hold the Shift key down and select as many other objects as you like.

## ***Group and Ungroup Objects***

*Grouping* means to combine multiple objects into a single object. It's helpful if you want to move a number of objects or create objects such as chairs, windows, etc.

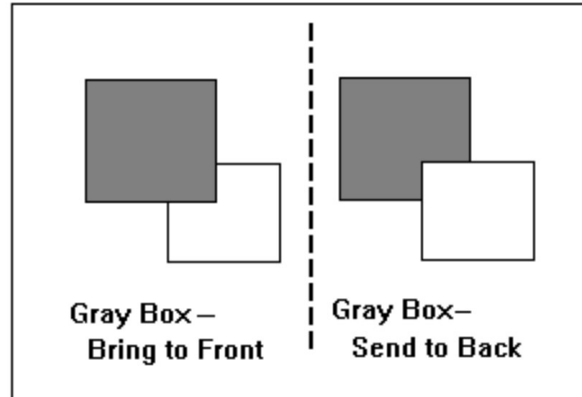
- \* Click on the Select tool and draw a box around all objects you want to group.
- \* Select **Objects...Group**. The system combines the objects into a single unit. If you change your



mind, select the new object and select **Objects...Ungroup** to reverse your action.

## ***Position Objects on a Layer***

You can change the position of objects on the screen with the **Bring to Front** and **Send to Back** options in the Objects menu.



- \* Click on the Select tool and click on an object.
- \* Click on **Object...Bring to Front** to move that object in front of nearby objects.
- \* Click on **Object...Send to Back** to move that object beneath nearby objects.

The object remains on the current layer; its position is merely changed. These two options work with a single object, and not a group of objects.

## **Working with Additional Layers**

To select a different layer to display and modify:

- \* Click on the Layer dialog box arrow to see the list of layers.
- \* Click on the layer name or number you want to display.
- \* Click on the Layer icon in the Icon Bar and select **Show Only Active Layer**.
- \* Use **CAD/FP** tools from the Toolbox to modify the layer.

### ***Saving the plan***

The original sample floor plan is stored on your CD; however, any plans you modify or create will be saved and stored on your hard drive. Therefore, the original plan is always available from the CD, and you can modify it as many times as you like and save it to as many different filenames as you like.

- \* With the modified plan on screen, select **File...Save As**.
- \* Enter a filename for the plan and click on **OK** to save the plan as a file.
- \* Filenames can consist of **8** or fewer letters or numbers before the extension of **.cfp**. Do not begin filenames with a number, and do not leave spaces between characters in a filename.

## **Create a New Floor Plan**

A typical process to follow when creating a new plan is:

1. Select **File...New** to clear the screen.
2. Answer **Yes** to the screen message that asks if you want to erase the current drawing.
3. Make sure that the Layer box displays "Layer 1" as the active layer.
4. Select **Tools...Show Grid** to turn on the display of grids on your screen. If you want to enter a different spacing interval for the grids, select Tools...Grid Settings and specify your choices in the dialog box that appears for that purpose.
5. Select **Tools...Snap to Grid**. This option forces objects to conform to the grid.
6. Select a color for an exterior wall by clicking on the desired color in the Color Palette.
7. Click on the Wall tool; select a wall style from the Style box (beside the Layer box). Choices include a 1 inch wall, 2 inch, etc., through 16 inches.
8. Hold the mouse button down on a starting point and drag the mouse the length you want the wall to be. The measurements appear in the measurement box above the workspace as you draw. Please note that the wall may appear in black while drawing, even if you selected a different color.
9. Release the mouse button when the wall is the desired length. If you selected a color other than black before drawing the wall, the wall changes from black to the selected color.
10. Repeat Steps 6 through 9 to draw the remaining exterior walls.

## **Create Windows**

1. Click on the Window tool to draw a window.
2. Point the cursor at the starting point for the window and drag the mouse to "cut" the window. The window measurement appears in the Measurement box as well. Release the mouse button to place the window.

## **Create Doors**

1. Select the **Cut Wall** tool in the Toolbox to cut an opening in a wall for a door.
2. Hold the mouse button down on the wall, on the side you want to place the door hinge, and drag an opening for the door.

The default door swing has a left hinge. To make a right hinge: follow the above step to create a left hinge door; click on Select tool; click on the door to select it; select **Edit...Flip H** to flip the door horizontally. The **Flip V** option flips the door vertically.

### **Create Interior Walls and Stairs**

1. Click on *Layer 2* in the Layer box to activate the second layer. Use the Wall, Door, and Window tools to create these interior objects, as explained above.
2. If you want to include stairs on Layer 2, select **Library... Create/Select Library**.
3. Double click on the filename **stairs.flb**, which opens a library of different stair designs.
4. Select **Library...Show Lib** to display the library on screen.
5. Click on the Select tool and hold the mouse down on sample stair design you want to use; then drag the stair to the spot you want it to appear on the floor plan. Release the mouse button.
6. Repeat Step 5 to place additional stairs or click on Cancel in the Library sample box to close the display.

### **Label Each Room**

1. Click on *Layer 3* in the Layer box to activate that layer.
2. Click on the Text tool to create labels for each room.
3. In the Styles box, choose *Modern*, *Roman*, or *Script* type style.
4. In the Measurement box, select the size of type that conforms with the plan. For instance, 12 inches is a standard size for exterior walls, and 2" type size is an appropriate size. For 6 inch interior walls, choose 1" type size. Experiment with these sizes to suit your own taste.
5. Point the cursor at the spot you want to place the text and click the left mouse button.
6. Type the label in the Text box that appears on your screen and click **OK** to place the text. At full page view, the text may be tiny or unreadable; zoom in to check for accuracy.

### **Add Furniture and Fixtures**

1. Click on *Layer 4* in the Layer box to activate that layer.
2. Select **Library...Create/Select Library**. The Select Library dialog box opens to display a list of objects.
3. Double click on the library filename you want to use.
4. Select **Library...Show Lib** to display objects on your screen.
5. Point the cursor at an object, hold the mouse button down, and drag the object to the floor plan. The object will probably appear very small; however, you can see it in more detail by zooming in with the Zoom tool or selecting **View...Zoom In**.

## ***Save and Print the Plan***

1. When you have completed your plan, select **File...Save As** and enter a filename for the plan.
2. Select **File...Print** to print the plan.

## ***Grids, Rulers, and Drawing Features***

Tools Menu options in **CAD/FP** offer features to help you draw straight lines.

### ***Grids***

- \* Select **Tools...Show Grid** to turn on the display of a grid pattern on your screen. Grids can guide your hand as you draw walls or other objects.
- \* Choose your own spacing interval between grids by selecting **Tools...Grid Settings**. The Grid Settings dialog box appears on screen for you to enter the spacing interval. The **X** Grid is the horizontal grid pattern; the **Y** Grid is the vertical grid pattern. Click in the check box beside **Show Grid** to activate the grid display on screen.
- \* Select **Tools...Snap to Grid** to force objects to conform to the grid pattern on the screen. For instance, if the line you are drawing strays from the grid slightly, the system will "snap" the line on back to the grid. This feature can be activated even if you do not choose to display grids on screen.
- \* Grid spacing should be set at the same size as the wall being drawn. A standard size for exterior walls is 12 inches, while a standard size for interior walls is 6 inches.
- \* Grids do not display if the screen is zoomed out to a level that the grids would be densely grouped. If your grids do not display, try zooming in with the Zoom tool or selecting **Fill** view.

**Page**

### ***Rulers***

You can display horizontal and vertical rulers around the workspace area as guidelines.

Select **Tools...Ruler** to display the rulers on your screen. Select the same option an additional time to disable the display.

### ***Drawing Features***

Drawing tools such as the rectangle, ellipsis, arc, and line provide other helpful ways to create floor plans. Instead of using a grid and simply drawing exterior walls, for instance, you might find it easier to create a rectangle to use as a guideline for drawing the walls. then use the wall tool and create exterior walls, using the rectangle as a guide. Once the walls are drawn, select the rectangle and delete it by pressing the **Delete** key or selecting **Delete** from the **Edit** menu.

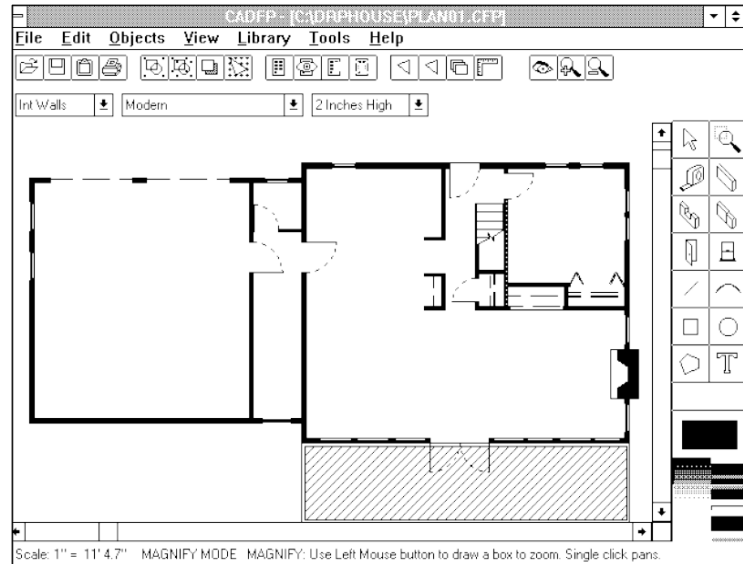
## ***Online Help***

**CAD/FP** has an online help system which briefly describes menu options and explains how to use them. You'll also find a quick reference chart that identifies each icon in the Icon Bar and tool in the Toolbox.

- \* Select **Help...Contents** to see a listing of online help topics.
  - \* Point the cursor at a topic title (titles appear in green text) and click the cursor to open the topic.
  - \* Click on the **Contents** button to return to the list of topics.
  - \* Click on the **Search** button and type in a key word for a particular subject you want to find information about. The system will search for that word and indicate any appropriate topic.
  - \* Click on **Back** to return to the previous help screen.
  - \* Click on **History** to see a chronological listing of topics you have selected while in Help.
  - \* Click on **File...Print Topic** to print out the help topic displayed on your screen.
  - \* Click on **File...Exit** to close the Online Help System and return to **CAD/FP**.
- Reference Guide

## ***CAD/FP Menu Options***

Options in **CAD/FP** menus are listed here as they appear on your screen. The purpose of each option is described, and directions for use are given.



### ***File Menu -- New***

#### ***Purpose***

This option clears the screen so you can display a different plan or create a new plan.

#### ***To use***

Select **File...New**.

Select **Yes** in response to the screen message that asks whether you want to erase the current drawing.

#### ***Result***

Any floor plan, object, or other text currently on the screen is deleted.



## **File Menu -- Load**

### *Purpose*

This option displays a list of floor plans available for viewing on your screen, and is used to pick the plan you want to see.

### *To use*

Select **File...Load**. A list of floor plans stored on your system appears in the list box on the left side of the dialog box.

Double click on the filename of the floor plan you wish to display on screen. Alternately, click once on the filename and click on **OK**.

### *Result*

The selected floor plan appears on the screen.

## **File Menu -- Save**

### *Purpose*

This option re-saves a plan previously saved as a file, using the same filename. If the plan has not previously been saved, this option opens the **Save As** dialog box for entry of a filename.

### *To use*

If you have previously saved the plan as a file, the system automatically re-saves the plan to the same filename. This is useful if you have updated or changed the plan in some way.

If you have not previously saved the plan as a file, the system displays a dialog box on your screen and prompts for entry of a filename. Enter a filename and select **OK** to save the plan to that name.

Filenames can consist of 8 or less characters and an extension of **.fpc**. The system accepts letters, numbers, and the underscore ( \_ ) mark as filename characters. Do not leave spaces between characters.

### *Result*

The plan displayed on your screen is saved on the system as a file. To open the plan another time --

Select **File...Load**.

Double click on the filename you entered for the plan, to display it on the screen.

The library of sample plans is stored on the CD, while any plans you save with the **Save** or **Save As** options are stored on your hard drive or a floppy disk. You don't have to worry about "losing" the library of sample plans, but can open a sample plan, modify it, and save it on your system in as many different versions as you like.

## ***File Menu -- Save As***

### ***Purpose***

This option permits you to specify a filename for the plan on your screen, and to save the plan to that filename.

### ***To use***

With your plan on screen, select **File...Save As**.

Enter a filename for the plan in the dialog box that appears on your screen and select **OK**.

Filenames can consist of **8** or fewer characters and an extension of **.cfp**. The system accepts letters, numbers, and the underscore mark ( **\_** ) as characters in a filename. Do not leave spaces between characters.

### ***Result***

The floor plan displayed on your screen is saved as a file that bears the name you entered in the dialog box.

To open the plan another time

Select **File...Load**.

Double click on the filename you entered for the plan.

## ***File Menu -- Load Color Palette***

### ***Purpose***

This option is used to change available colors for objects on your screen. Screen colors display only on color monitors; if your monitor is monochrome (black and white), objects will appear only in gray scales.

### ***To use***

Select **File...Load Color Palette**.

Double click on the filename of the palette you want to use to open that palette.

### ***Result***

The dialog box disappears from the screen, the selected palette is activated, and the colors available for use appear in the Color Palette at the bottom right of the **CAD/FP** screen.

## ***File Menu -- Save Color Palette***

### *Purpose*

This option is used to save a customized color palette as a file for future use.

### *To use*

Create the customized palette:

Double click on a color bar on the Color Palette. A Color dialog box pops up on the screen.

Click on a color you want to see on the **CAD/FP** Color Palette and select OK.

Repeat the above two steps for any other colors you wish to change.

Select **File...Save Color Palette**.

Enter a filename for the new color palette. Filenames can consist of **8** or fewer characters and an extension of **.pal**. The system accepts letters, numbers, and underscore mark ( **\_** ) as characters in the filename. Do not leave spaces between characters.

### *To use the new palette another time*

Select **File...Load Color Palette**.

Double click on the filename you entered for the palette. A default color palette is automatically loaded each time **CAD/FP** is opened.

## ***File Menu -- Print***

### *Purpose*

This option is used to print the current floor plan at a specified scale.

### *To use*

With your plan on screen, select **File...Print**.

Click on the radio button beside the print scale of your choice:

Fit screen to page	=	prints plan at screen scale
1/4"	=	1 Ft 1/4" on the printout = 1 foot
1/8"	=	1 Ft 1/8" on the printout = 1 foot
Custom Scale	=	Enter specific dimensions

Click on **OK** to send the plan to the printer.

### *Result*

The plan currently on your screen is printed at the scale specified in the Print dialog box.

## ***File Menu -- Printer Setup***

### ***Purpose***

This option permits you to change the current printer setup if you want to change printers. By default, the system accepts the printer defined in Windows Setup.

### ***To use***

Select **File...Printer Setup**. The current printer name is displayed under "default" printer.

Click on the radio button beside Specific Printer and follow screen instructions to select the printer you want to use to print the floor plan(s).

Select paper orientation: Portrait = vertical paper orientation;  
Landscape = horizontal paper orientation.

If appropriate, select a different paper size in the paper size box.

Click on **OK** to accept your entries and close the dialog box.  
(To print the plan with these new settings, select **File...Print**.)

### ***Result***

The changes entered in the Printer Setup box will be effective the next time you print a plan.

**CAD/FP** automatically defaults to the printer setup specified in Windows Setup. If you already have a printer running under Windows and want to print your plan on that printer, simply select **File...Print** (i.e., you don't have to use this option at all).

## ***File Menu -- Quit***

### ***Purpose***

This option closes the **CAD/FP** program.

### ***To use***

Select **File...Quit**.

### ***Result***

The **CAD/FP** program is closed.

If you have recently made changes to a plan, you will be given an opportunity to save the file before quitting out of **CAD/FP**.

## ***Edit Menu -- Duplicate***

### ***Purpose***

To duplicate a selected object on the screen.

### ***To use***

Create an object on the screen, such as a polygon or line.

Click on the Select tool, and click on the object to be duplicated.

Select **Edit...Duplicate**.

### ***Result***

The selected object is duplicated; the copy appears on your screen very close to the original object.

### ***To move an object***

Click on the Select tool.

Click on the object to be moved (click near the perimeter, or on the outside edge).

Hold the mouse button down and drag the object to the desired location.

## **Edit Menu -- Delete**

### *Purpose*

This option allows you to select an object and delete it from the screen.

### *To use*

Click on the Select tool and click on the object you want to delete; black handles appear around the object when it is selected.

Select **Edit...Delete**.

### *Result*

The object is deleted from the screen.

## **Edit Menu -- Rotate**

### *Purpose*

To rotate a selected object on the screen in a clockwise or counter clockwise direction.

### *To use*

With the object on screen:

Click on the Select Tool, and click on the object you want to rotate (click on the perimeter, or outside edge of the object).

Select **Edit...Rotate**, and slide the cursor to cover the triangular pointer at right of the menu option.

Click on the desired direction you want to use. Choices include:

Clockwise 45 deg

Counterclockwise 45 deg.

Other...(enter 1 \* 360 deg. and direction)

### *Result*

The selected object is rotated on your screen by the specified number of degrees and in the specified direction.

## **Edit Menu -- Flip H**

### *Purpose*

This option flips a selected object horizontally on the screen.

### *To Use*

With an object on the screen, click on the Select tool.

Click on the object you want to flip (click on the perimeter, or outside edge of the object).

Select **Edit...Flip H**.

### *Result*

The selected object is flipped horizontally on your screen.

### ***Edit Menu -- Flip V***

#### *Purpose*

This option flips a selected object vertically on the screen.

#### *To Use*

With an object on the screen, click on the Select tool.

Click on the object you want to flip (click on the perimeter, or outside edge of the object).

Select **Edit...Flip V**.

#### *Result*

The selected object is flipped vertically.

### ***Edit Menu -- Erase***

#### *Purpose*

This option erases the entire drawing on the **CAD/FP** screen.

#### *To Use*

Select **Edit...Erase**.

#### *Result*

The system displays a screen message which asks if you want to erase the drawing.

Select **Yes** to erase the drawing from the screen; or

Select **No** to retain the drawing.

### ***Objects Menu -- Group***

#### *Purpose*

This option combines several objects into a single object, which is especially useful if you want to move or delete a group of objects.

#### *To Use*

Arrange the single objects on the screen as you want them to appear.

Hold the **Shift** key down, and click on the perimeter (outside edge) of each object you want to include in a single group. Handles (small black boxes) appear when each object is successfully selected.

A second way to select objects for a group is to click on the Select tool, hold the mouse button down, and drag a box around the objects you want to group.

Select **Objects...Group**.

*Result*

The selected objects are formed into a single group, which can be moved about the screen, duplicated, deleted, or added to a library.

## **Objects -- Ungroup**

*Purpose*

To break apart several separate objects combined as a single group with **Objects...Group**.

*To Use*

Click on the Select tool and click on the group of objects you want to ungroup.

**Select Objects...Ungroup.**

*Result*

The group of objects is broken apart into its individual elements.

Please note the Ungroup option ungroups all selected objects. If you happen to select an object loaded from the library (such as furniture or fixtures), that object also is broken apart into its individual elements.

## **Objects Menu -- Bring to Front**

*Purpose*

This option changes the display order of objects stored on the same layer, and displays a selected object on top of all other objects.

*To Use*

Click on the Select tool and click on the object you want to move in front of, or on top of, another screen object.

**Select Objects...Bring to Front.**

*Result*

The selected object is moved in front of, or on top of, all other objects on the layer.



## ***Objects Menu -- Send to Back***

### ***Purpose***

This option changes the screen display order of objects stored on the same layer, and displays a selected object behind or beneath all objects.

### ***To Use***

Click on the Select tool and click on the object you want to move behind, or beneath, all objects on the screen.

Select **Objects...Send to Back**.

### ***Result***

The selected object is moved behind, or beneath, all objects on the layer.

## ***Objects Menu -- Move Selected Object to Layer***

### ***Purpose***

This option moves an object from one layer to a different layer. You might want to do this if you plan to save a floor plan and work with individual layers.

### ***To Use***

Click on the Select tool, and click on the perimeter (outside edge) of the object you want to move to a different layer.

Click on the Layer list box at upper screen left to see a list of available layers.

Click on the layer number or name you want to use for the selected object.

Select **Objects...Move Selected Object to Layer**.

### ***Result***

The object is transferred from its original layer to the selected layer.

If you want this change to be saved, select **File...Save or File...Save As** to save the changed floor plan.

## ***View Menu -- Zoom In***

### ***Purpose***

This option gives you a closeup view of any area of the screen.

### ***To Use***

With a plan or drawing on screen, select **View...Zoom In**.

### ***Result***

Each time **Zoom In** is selected, the screen view is magnified by 2.

If you want to zoom in on a specific object or small section of the screen, select the Zoom tool (first tool on the right in the toolbar), move to the upper left point of the area you want to choose, hold the mouse button down, and drag a box around the area you want to see in closer detail. When you release the mouse button, the system zooms in to show the area inside the "box."

Select **View...Fill Page** to return a zoomed in display to full page size.

## ***View Menu -- Zoom Out***

### ***Purpose***

This option gives you a distant view of any objects or area on your screen.

### ***To Use***

With a plan or drawing on screen, select **View...Zoom Out**.

### ***Result***

The screen display changes, as though you were looking at the same screen from a further distance.

Select **View...Fill Page** to return a zoomed out display to full page size.

## ***View Menu -- Previous View***

### ***Purpose***

This option returns the screen display to the most recent view.

### ***To use***

Select **View...Previous View**.

### ***Result***

The screen display is restored to the most recent view.

## ***View Menu -- Fill Page***

### ***Purpose***

This option restores the screen display to a full page view after you have selected **Zoom In** or **Zoom Out**. A full page view shows the entire plan on the screen.

### ***To Use***

Select **View...Fill Page**.

### ***Result***

The screen display is restored to full page size.

## ***Library Menu -- Create/Select Library***

### ***Purpose***

This option is used to select and open a library of objects (such as doors, windows, or bathroom fixtures) so that you can copy objects in a library to your floor plan.

### ***To Use***

Select **Library...Create/Select Library**.

Scroll through the list of libraries in the dialog box that appears on your screen.

Double click on the filename of the library you want to use, such as **chairs.flb**.

Select **Library...Show Lib** to display sample objects in the library on your screen.

### ***Result***

The selected library is opened, and sample items appear in a box at screen right.

## ***Library Menu -- Show Lib...***

### ***Purpose***

This option displays on your screen sample pictures of objects contained in the selected library. If no library is selected, the system will prompt you to select a library.

### ***To use***

Select **Library...Create/Select Library**.

Scroll through the list of libraries in the dialog box that appears on your screen.

Double click on the filename of the library you want to use, such as **chairs.flb**.

Select **Library...Show Lib** to display sample objects in the library on your screen.

### *Result*

The selected library is opened, and sample objects appear in a box at the right of your screen.

floor To copy an object from the library to your floor plan, hold the mouse button down on a sample picture in the library display and drag the object to the location you want to place it on the plan. Release the mouse button to anchor the object.

## **Library Menu -- Add Obj to Lib**

### *Purpose*

This option permits you to create your own object on the **CAD/FP** screen and then save the object in a specific library for future use.

### *To Use*

Use **CAD/FP** tools to create an object.

Select **Objects...Group** to combine the individual elements of the object into a single object.

Select **Library...Select/Create Library**.

Scroll through the list of libraries in the dialog box that appears on your screen.

Double click on the filename of the library you want to use, such as chairs.flb; or enter a new name for a new library.

Select **Library...Show Lib** to display sample objects in the library on your screen.

Use the Select tool to click on the object you have created, and select **Library...Add Obj to Lib**.

Type a short descriptive title for the object in the dialog box that appears, and click on OK to save the object in the library.

### *Result*

The new object is added to the selected library, which is automatically saved for future use.

## **Library Menu -- Delete Lib**

### *Purpose*

This option permits you to delete a library of objects (such as a library of windows or doors) from your system.

*To use*

Select **Library...Delete Lib.**

Scroll through the list box of libraries that appears on your screen.

Double click on the filename of the library you want to delete.

Answer **Yes** to the screen message that asks whether you want to delete the library;  
alternatively, answer **No** to abort the action and retain the library.

*Result*

If you answer **Yes** to the screen message, the selected library is deleted from your system. If you answer **No** to the screen message, the library file is retained and the dialog box is closed.

### **Tools Menu -- Show Grid**

*Purpose*

This option activates display of grid settings on the screen, which are helpful when you are drawing lines or trying to position objects.

*To Use*

Select **Tools...Show Grid.**

*Result*

A grid pattern immediately appears on your screen.

button  
display

When you choose **Show Grid**, the system automatically uses the grid measurement entered the last time the system was used. If you want to change the settings, select **Tools...Grid Settings**; enter the desired measurement units for the grid pattern; click on the radio button beside **Show Grid**; and click on **OK** to accept your changes, close the dialog box, and the grid.

Grids do not appear on the screen when the points would appear too close together -- zoom in a bit to display the grids.

### **Tools Menu -- Snap to Grid**

*Purpose*

This option causes lines and objects you draw to "snap"(or conform to the grid pattern on your screen).

*To Use*

Select **Tools...Show Grid** to display grids at the current settings; or

Select **Tools...Grid Settings** to specify a different grid measurement pattern and display the grids on your screen.

Select **Tools...Snap to Grid** to activate the snap function.

Create objects on the **CAD/FP** screen.

*Result*

As you create objects, the system forces each object drawn to conform to the grid pattern on your screen.

**Tools Menu -- Grid Settings...**

*Purpose*

This option permits you to specify the unit of measurement (in inches) for grid patterns displayed on the screen when grids are activated.

*To Use*

Select **Tools...Grid Settings...**

Click repeatedly on the scroll arrows in the **X** Grid box to set the **X** grid unit of measurement (X is the horizontal axis). The up arrow increases the unit of measurement, while the down arrow decreases the unit of measurement.

Repeat the above step for the **Y** grid unit of measurement (Y is the vertical axis). The up arrow increases the unit of measurement, while the down arrow decreases the unit of measurement.

Click on the radio button beside **Show Grid** to activate the grid display.

Click on the radio button beside **Snap to Grid** if you want the system to force any objects you draw on the screen to conform to the grid pattern.

Click on **OK** to accept your entries, close the dialog box, activate the display, and return to the **CAD/FP** screen.

*Result*

The specified grid pattern appears on the **CAD/FP** screen.

**Tools Menu -- Ruler**

*Purpose*

This option places horizontal and vertical rulers on the **CAD/FP** screen to use as a guide in creating floor plans; units of measurement are in feet.

*To Use*

Select **Tools...Ruler**.

*Result*

The ruler immediately appears on the **CAD/FP** screen. If you want to disable the ruler view, simply select **Tools...Ruler** again.

## ***Tools Menu -- Label Text Height***

### ***Purpose***

This option allows the user to specify the height (in inches) of the text label associated with the measurement label.

## ***Help -- Contents***

This option opens the **CAD/FP** Online Help System, which is organized by menu option.

### ***Purpose***

Online help topics describe the purpose of a specific menu option and explain the steps involved in its use. Open Online Help from within the **CAD/FP** program without losing your place in **CAD/FP**.

### ***To use***

Click on **Help...Contents** to see an alphabetical listing of help topics available.

Point the cursor at the topic you want to read, and click the left mouse button once.

### ***Result***

The selected topic appears on your screen.

If you want to print the topic, select **File...Print Topic**.

Select **File...Exit** to return to **CAD/FP**.

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