

# **Simple Site Plans**

## **Application Menu Map**

# File

## **New Blank Drawing:**

Click to start a new blank drawing, this drawing will not be part of a client project.

## **Open Drawing**

Click to open a drawing saved on your HDD or other media. These drawings are not normally part of the Client Project drawings.

## **Save As**

Click to save the drawing. You can specify where to save the drawing and the name of the drawing during this process. The file will be saved in a PDR format and will not save the drawing to any Client Project.

## **Project Database & Client Details**

Click this menu option to open the Client & Project database. From the Client & Site Details page you can add & amend clients, clients sites,  
Add and edit the project manager database for each site.  
Add and edit the Costs estimator for each site

Each site will have its own folder to store drawings in, this folder is usually

C:\SSPS\

## **New Client**

Click New Client from the Client & Site Details page to open the New Client window. This will allow you to create new clients

## **Save Plan To Project File**

This option will allow you to save the current drawing to the currently open project. The system will auto backup the current drawing every 10 mins or so, and when you close a drawing or attempt to open a drawing from the Client database system the drawing is automatically saved.

This will not save a normal blank drawing to any client record.

## **Save Plan To Project File As**

This option will allow you to save the current drawing to the currently open project but this will save it as a new drawing within the project. This is especially useful when you have created a ground floor plan in a project and then want to save the plan as the first floor so you don't have to start from scratch, just alter the ground floor drawing and the Save it as the First Floor drawing, within the open project.

## **Email Drawings To A Client**

This page will allow you to select a client and the associated drawing export files EMF, PDF, WMF for the site you select from the list. And mail them to the client using MS Outlook . The files will be zipped up prior to sending. And attached to the mail file.

You must have an email account for this to operate (not a web mail account)

## **Export**

From this option you can export the current drawing (if its part of a project or not).

The export options are.

- EMF Enhanced Meta File, can be opened with windows
- PDF Portable Document Format, usually opened with Adobe Reader
- TIFF Tagged image Format, Usually opened with MS Office
- BMP Bitmap image, can be opened in nearly all image applications, inc MS Paint
- PNG Portable Network Graphic, Can normally be opened in most image applications

Click one of the options and select a file location and name and click save.

## **Import Picture From File**

You can import images into the drawing. Imported images will be converted to Metafiles this allows the correct resizing of the pictures on the canvas.

Import image formats

- BMP
- EMF
- WMF
- GIF
- TIFF
- JPEG

## **Auto Backup**

By default this option will be active and have a check mark next to it however you can un-check this and stop the auto backup from running. Just click it again to re-start the auto backup feature.

Backed up drawings are saved to a Temp folder within the same folder that software resides in and will have the following format file name.

Backup\_010107\_090000.pdr

The 010107 represents the date the file was created 01/01/2007

The 090000 represents the time the file was created 09:00:00 am

The backup folder is usually C:\Program Files\SJQ Systems\Simple Site Plans\Temp

### **Page Printer Setup**

This option will open a standard windows printer settings page and will allow you to alter the default page & printer settings for the drawing

### **Print**

This option will send the drawing to the printer with settings that are selected in Page Printer Setup.

### **Exit**

Exit will close the program.

If you are using the Projects Database then the system will automatically save the drawing changes to the project before closing.

If you are just using the normal drawing format and you have made changes since the file was opened you will be prompted to save the file.

## **Edit**

### **Copy:**

Clicking this option will copy the selected object, wall window etc on the drawing canvas and place it on the windows clipboard.

### **Cut:**

Clicking this option will Cut the selected object, wall window etc on the drawing canvas and place it on the windows clipboard.

### **Paste:**

Clicking this option will Paste the selected object, wall window etc from the windows clipboard to the canvas.

### **Select All**

Clicking this option will select every object on the canvas

### **Add Colour To EMF Output**

If you are working on a project file and only if you are working on a project you can open the drawing in a new window that will allow you to fill in sections of the drawing with colour. This will create an export of the drawing and save it in the sites project file. This will not affect the original canvas drawing. You can colour objects on the canvas using the right click menu and this will be covered in the Right Click Menu Map.

### **Undo**

Clicking this option will undo the last change made. There are about 150 undo options.

### **Redo**

Clicking this option will re-do the last undo made. There is only 1 re-do option

### **Ask For Dimensions**

This option is a check box menu item and if checked each time you create a dimension bar the application will ask for the dimension value.

If this option is un-checked then when you create a dimension bar the system will automatically add a value based on the scale and the dimension bar length (please note this value will be rounded up/down)

### **Auto Create Guide Lines**

This option is a check box menu item and if checked each time you create a Multi-Point wall section a vertical & horizontal guide line will be created. The lines are only temporary and will not be saved to the drawing. You can clear the temporary guide lines by refreshing the page.

# View

## Page:

- Fit To Page

Will re-size the canvas to show the entire canvas on the screen

- Fit To Screen Width

Will re-size the canvas to the width of the canvas

- Fit To Screen Height

Will re-size the canvas to the Height of the canvas

- Fit To Selection

Will Zoom the canvas to the area Selected on the canvas

- Zoom In

Zoom in will zoom the canvas 5 percent each click

- Zoom Out

Zoom Out will zoom the canvas 5 percent each click

- Zoom To...

Allows you to select the zoom percentage

- Settings

Displays the Page/Canvas Settings Options

## Grid Settings

Displays the Settings window for the canvas grid

## Guide Line Settings

Displays the Settings window for the canvas Guide Lines

## Shapes List

Redundant Option

## **My Templates**

Displays the Additional user templates, Template drawings that can be used again and again.

## **General Software Settings**

Settings for Page details

Copyright info

System information

Folder Information for the program

## **Draw**

### **Horizontal Wall Section:**

This type of wall section is added by entering the wall length then dragging the newly created wall to the required location on the canvas

### **Vertical Wall Section:**

This type of wall section is added by entering the wall length then dragging the newly created wall to the required location on the canvas

### **Multi-Point Wall**

You left click to start the wall at a point on the canvas you then move the mouse to the next location and click again. Double click to complete a multi line or return to the first point

### **Freehand Wall Section**

You left click to start the wall at a point on the canvas and hold the mouse down you then move the mouse to the next location and release the mouse button

### **Square Or Rectangle**

You left click to start the Square or Rectangle at a point on the canvas and hold the mouse down you then move the mouse to the next location and release the mouse button

### **Rounded Square Or Rectangle**

You left click to start the Rounded Square or Rectangle at a point on the canvas and hold the mouse down you then move the mouse to the next location and release the mouse button

### **Curve**

You left click to start the Curve at a point on the canvas and hold the mouse down you then move the mouse to the next location and release the mouse button. Best to experiment with this option

### **Arc**

You left click to start the Arc at a point on the canvas and hold the mouse down you then move the mouse to the next location and release the mouse button. Best to experiment with this option

### **Circle or Oval**

You left click to start the Circle Or Oval at a point on the canvas and hold the mouse down you then move the mouse to the next location and release the mouse button. Best to experiment with this option

### **Freehand Scribble**



You left click to start the Freehand Scribble and a line will be drawn where ever you move the mouse. When done release the mouse button.

### **Link**

Link will allow you to link two shapes with a line similar to a flow chart program, when you move the shapes the links readjust to suit.

# Help

## Help Topics:

At this time help is on documents like this one.

## About:

The about window displays the Programs licence agreement. When installing the software you agreed to its terms and conditions.

Also displayed is the software seed code and License Key numbers.