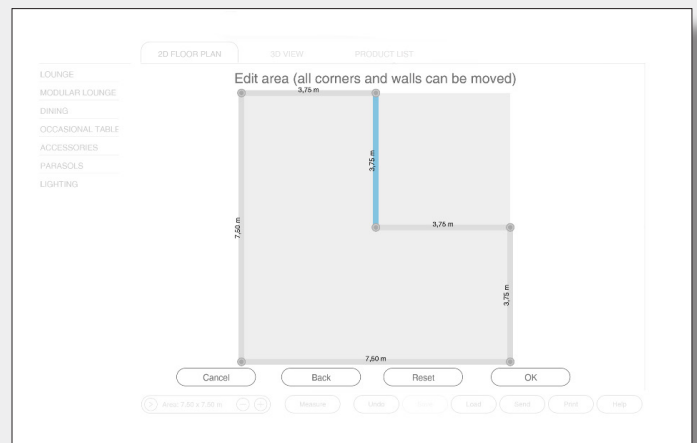
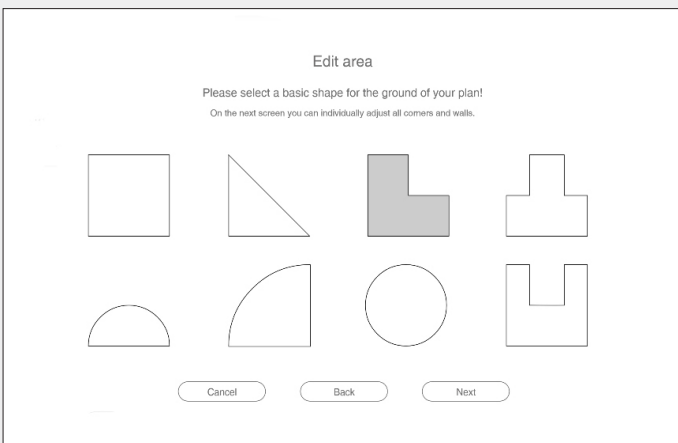
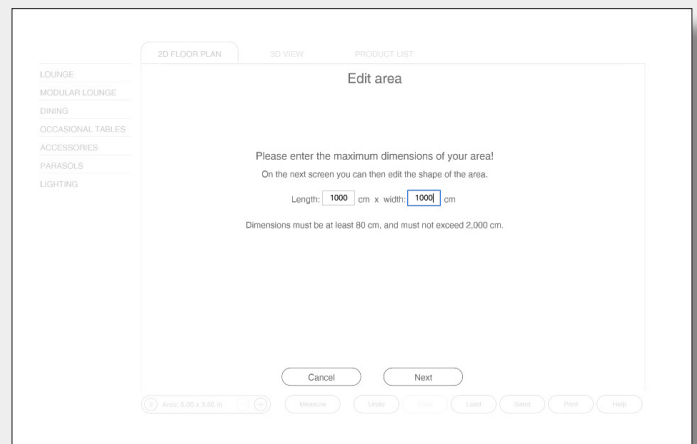
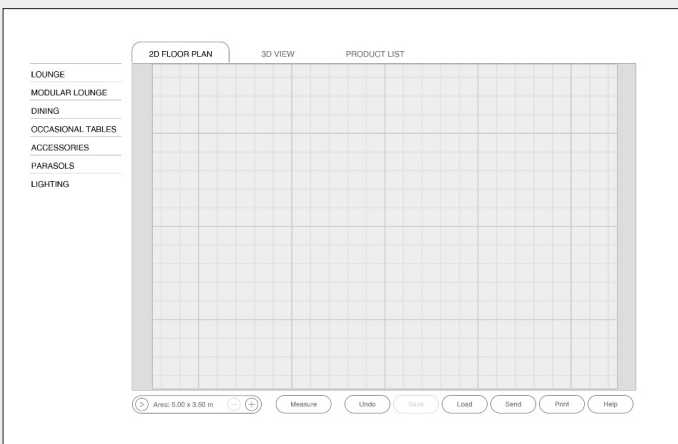


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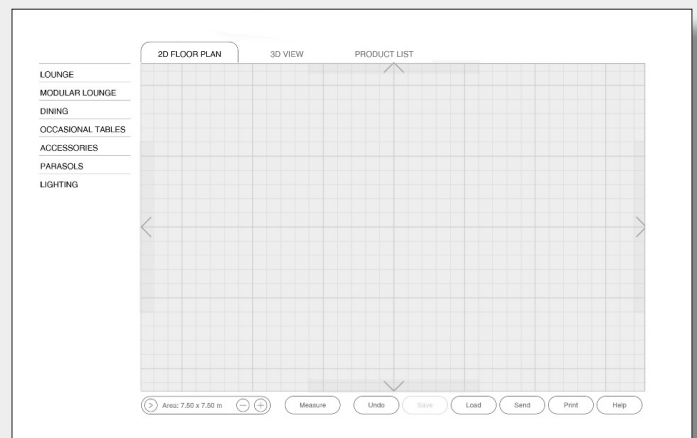
SETTING THE PLANNING AREA

The Planner app opens in 2D view with a default, rectangular planning area of 8.8m x 5.7m (28' 10" x 18' 8"). To change the size of the planning area, click on the **>** symbol in the Area button bottom left of the planning window. A new screen will appear where you can edit both the dimensions and the shape of the planning area. Dimensions must be at least 80cm (2' 7") and no more than 2,000cm (65' 7"). When you have set the new dimensions, click on the **Next** button. On the following screen you can select from 8 pre-set planning area shapes. Click on the shape you require to select, then edit the exact dimensions of the area by clicking on, holding down and moving the corners and/or walls. Once you have your desired dimensions, click **OK** to continue.



ZOOMING IN & OUT OF THE PLANNING AREA

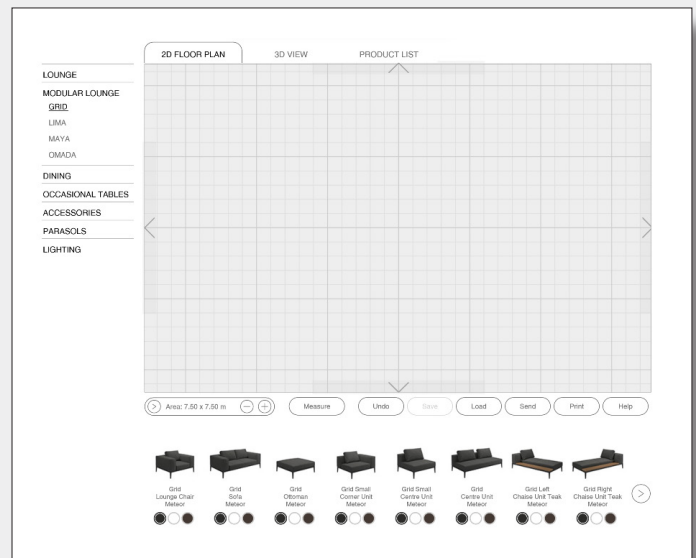
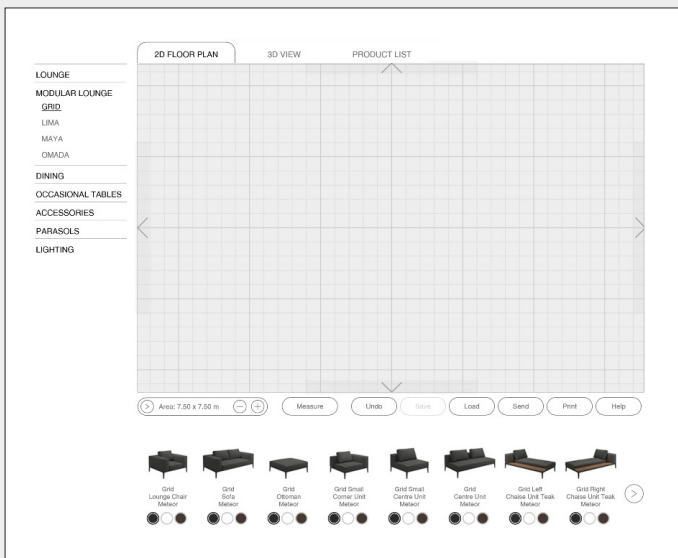
You can zoom in and out of the planning area using the **-** & **+** symbols in the **Area** button bottom left of the planning window. When you zoom in, arrows will appear on all four sides of the planning area. Click on these to move the planning area within the window.



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SELECTING PRODUCTS

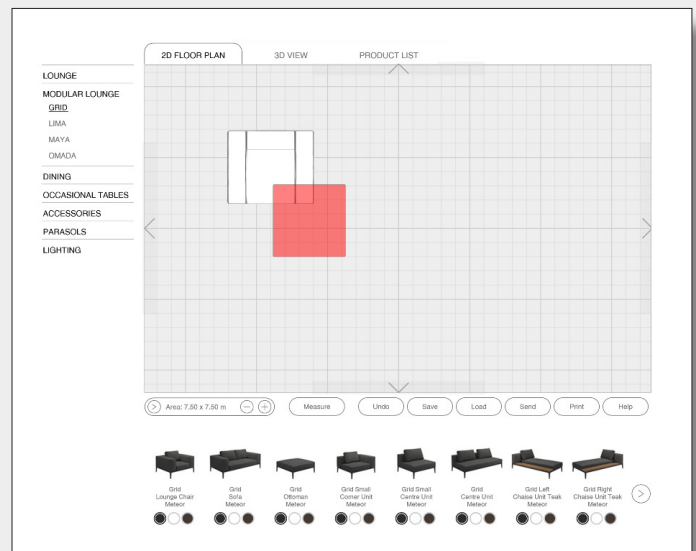
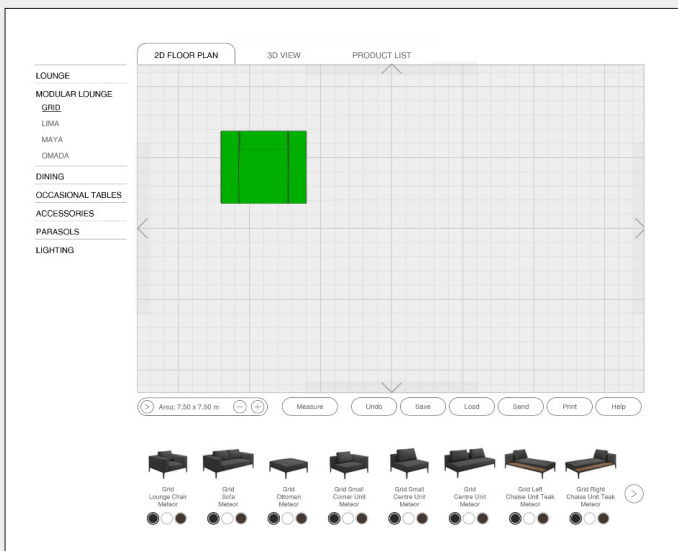
On the left side of the planning window you will see a list of product groups - Lounge, Modular Lounge, Dining, Occasional Tables, Accessories, Parasols and Lighting. Click on a product group to expand the menu and display the product collections within each group. Click on a product collection to show the individual products which will appear as small thumbnail images below the planning window. For collections that contain numerous products, you can scroll forward and backwards through all the product options by clicking on the < and > arrow icons at the sides of the row of small thumbnail images.



PLACING PRODUCTS

To place a product within the planning area, click on the desired product thumbnail image in the horizontal bar below the planning window and, while holding down the mouse button, drag the product onto the planning area. A plan-view line drawing of the selected product appears. As long as this drawing is coloured green, the product can be placed anywhere within the planning area.

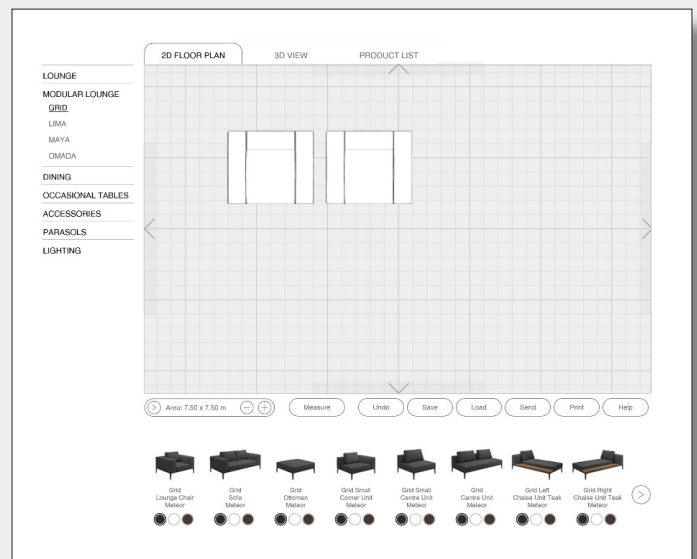
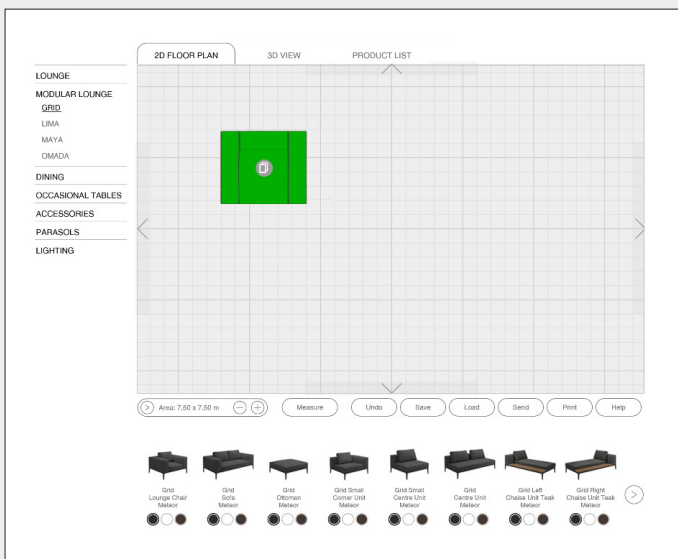
If the drawing is coloured red, the product cannot be placed on the plan and will disappear when the mouse button is released. Products cannot generally be placed on top of each-other (Rugs, Parasols and Lights are exceptions) – which is typically why a drawing will be coloured red.



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DUPLICATING & DELETING PRODUCTS

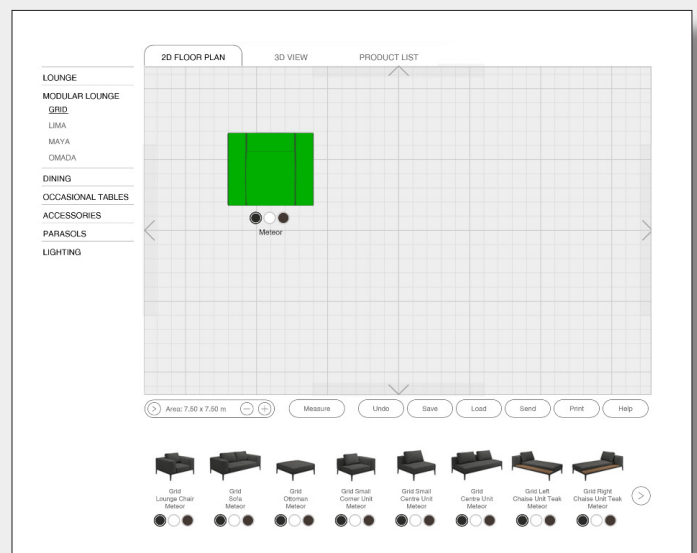
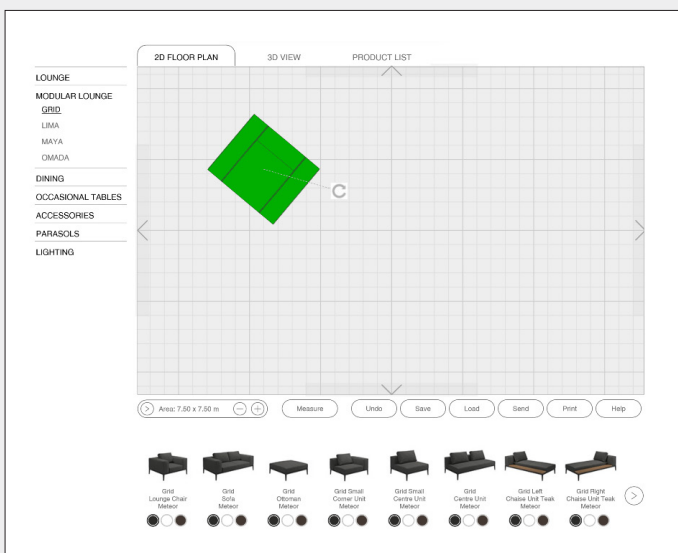
Products can be quickly duplicated by clicking on the **Duplicate** icon seen in the centre of an active product line drawing. To duplicate a product, click on the **Duplicate** icon, hold the mouse button down and drag the duplicated line drawing that will appear to a new position on the planning area. To remove a product from the planning area, click on the **Delete** icon on the lower right corner of an active line drawing.



ROTATING PRODUCTS & SELECTING FRAME COLOUR VARIANTS

Products can be rotated through 360 degrees by clicking on the **Rotate** icon on the upper right corner of an active line drawing. To rotate a product, click on the **Rotate** icon, hold the mouse button down and drag the line drawing to the desired angle.

When different frame colour variants of products are available, you will see these different options as small round switches below the thumbnail image. Click on the desired colour variant to select before dragging the product onto the planning area. You can also change the colour variant once the drawing is within the planning area by clicking on the line drawing to make it active, and then selecting the desired colour variant using the small round switches that appear above or below the line drawing. Typically, frame colour switches will appear below the line drawing and table top colour switches will appear above the line drawing.

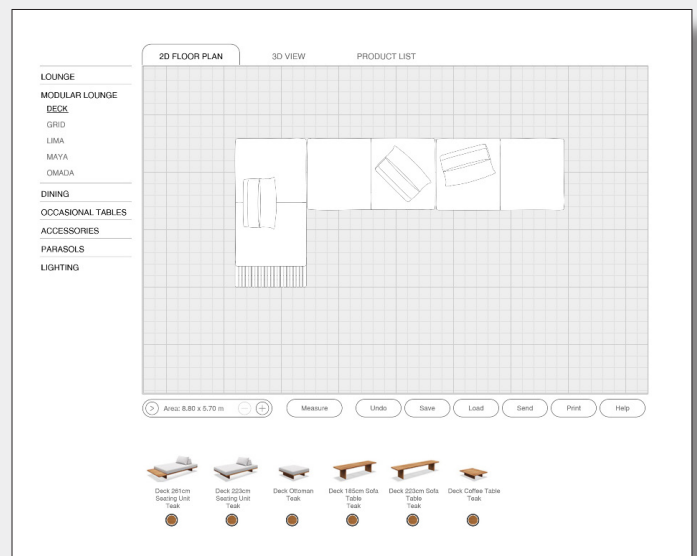
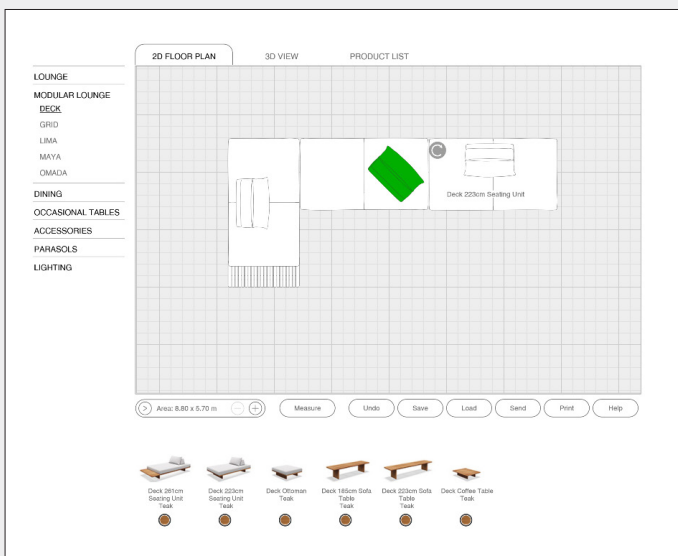
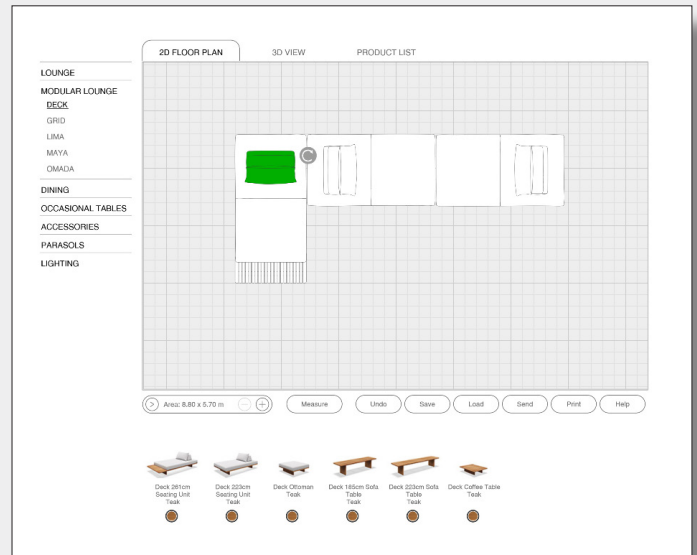
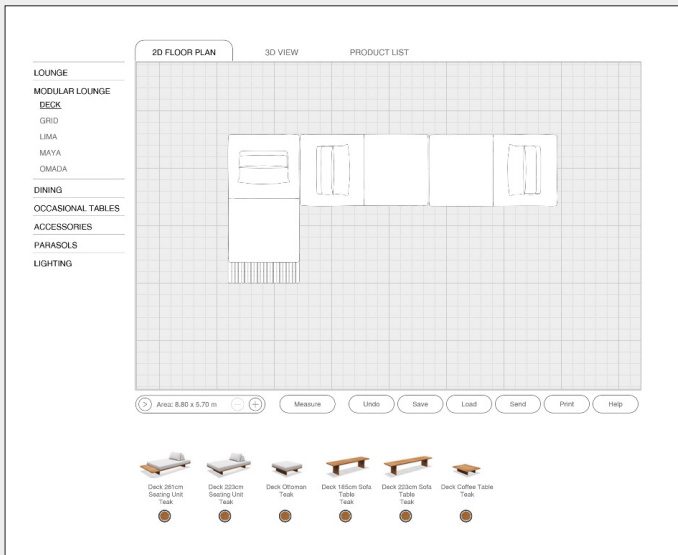


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POSITIONING BACK CUSHIONS ON DECK SEATING UNITS

Deck Small and Large Seating Units are specified with a single, combined back/scatter cushion on each unit. This cushion will appear in a set position when either of these seating units are first added to the plan. However, in use, these cushions can be positioned in any location on top of the base cushion to suit how the unit(s) are set up. This functionality is also reflected in the planner.

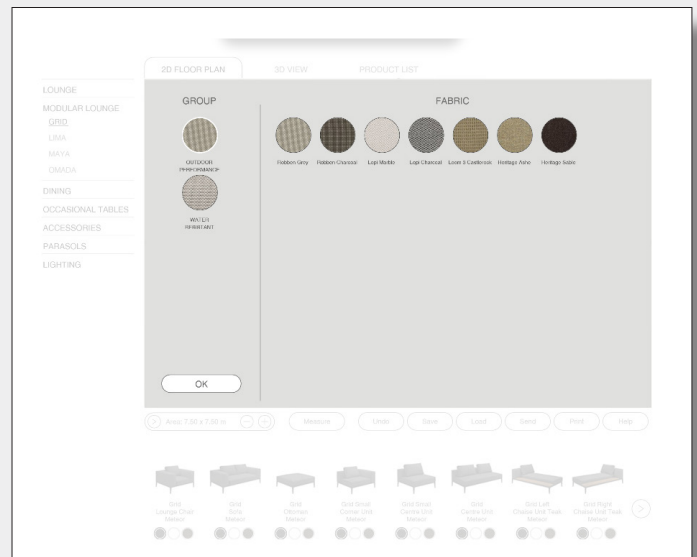
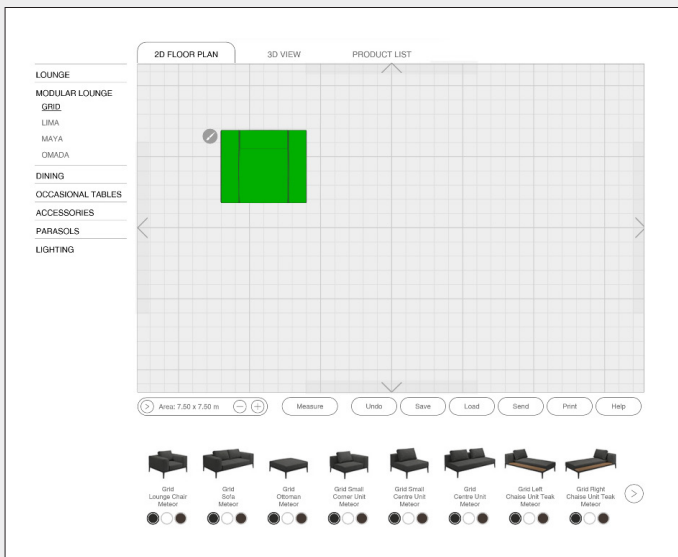
To move the position of a Deck back cushion, first de-select the seating unit so it is no longer shown in green. Then select just the back cushion - this will then turn green. Once selected, the cushion can be moved and rotated into any desired position within the bounds of the unit's seat cushion. Once you are happy with the position of the cushion, click on any free area of the planner to de-select. The cushion will now change from green to white and remain fixed in its new position.



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SELECTING FABRICS

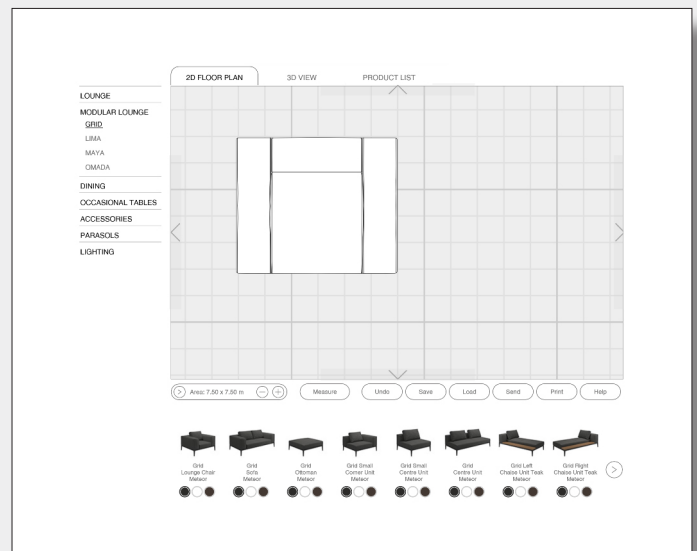
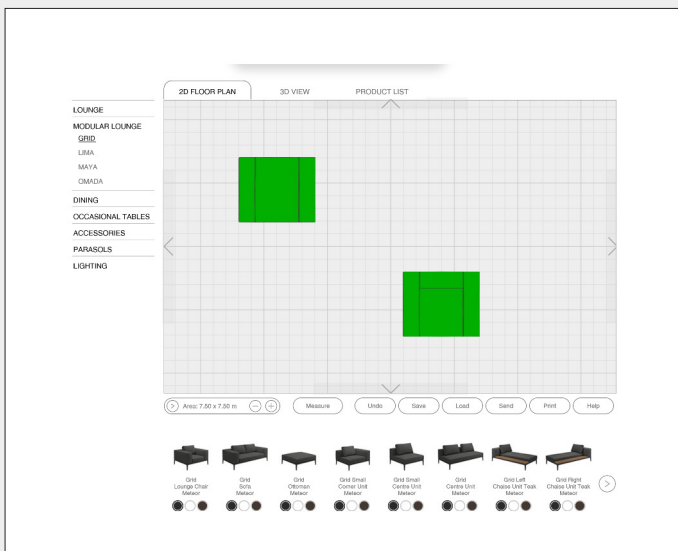
When different fabric colour variants of products are available, a **Paint Brush** icon will be visible on the upper left corner of an active line drawing. To select the desired fabric, click on the **Paint Brush** icon and a window will appear on top of the planning area. From here, you can change the default fabric group using the swatches on the left side of the window. Once the desired fabric group is selected, the available fabrics in this group will appear on the right side of the window. Select the desired fabric and click on the **OK** button to confirm. Your selection will then be saved and you will be returned to the planning window.



MOVING PRODUCTS

You can move a product within the planning area at any time by clicking on the product to make it active and then moving the mouse while holding the mouse button down.

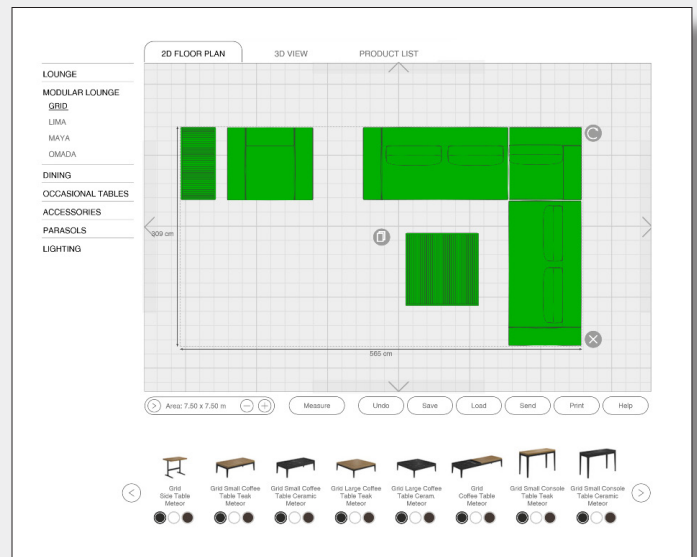
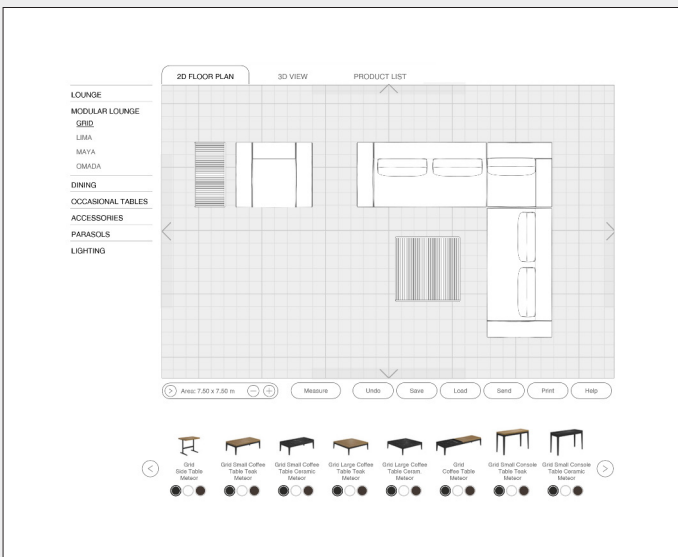
For fine-tuning the position of products, the planning area can be enlarged by zooming in on the area either by using the scroll wheel on your mouse or the **+** & **-** icons in the Planning Area window. Individual products or groups of products can also be moved in small (2cm / 0.8") increments when selected by using the cursor (arrow) keys on your keyboard. Tip: While moving/rotating, hold down the shift key on your keyboard. The activated products can now only be moved vertically/horizontally or rotated in increments of 45 degrees.



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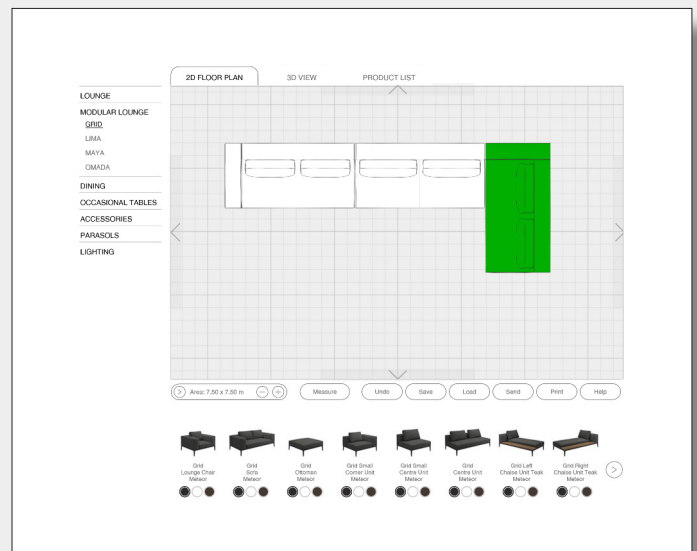
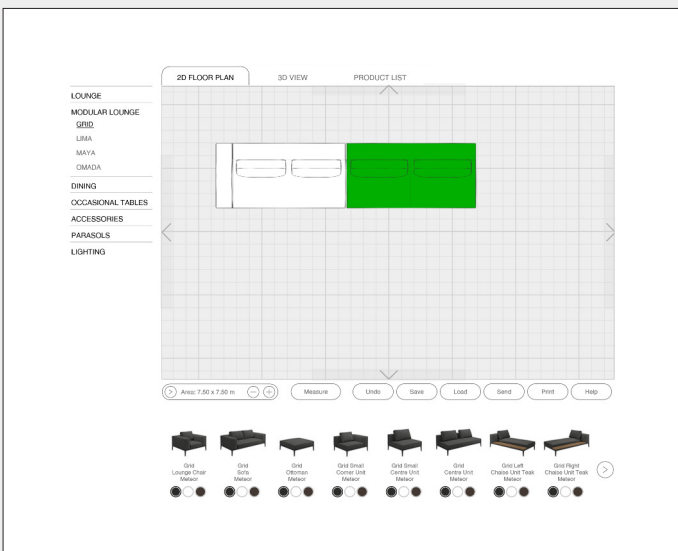
SELECTING MULTIPLE PRODUCTS ON THE PLAN

You can select one or more products placed on the planning area by holding down the shift key on your keyboard and clicking on the products with the mouse. Selected products turn green. You can also 'marquee' an area on the planning area with the mouse by clicking, holding and moving the pointer to select a group of products. All products wholly contained within the rectangle will then be selected together and turn green. When a group of active products are selected, the overall dimensions of the group of products will also be displayed. To deselect the products, simply click on any blank area of the plan outside of the group.



CONNECTING MODULAR FURNITURE

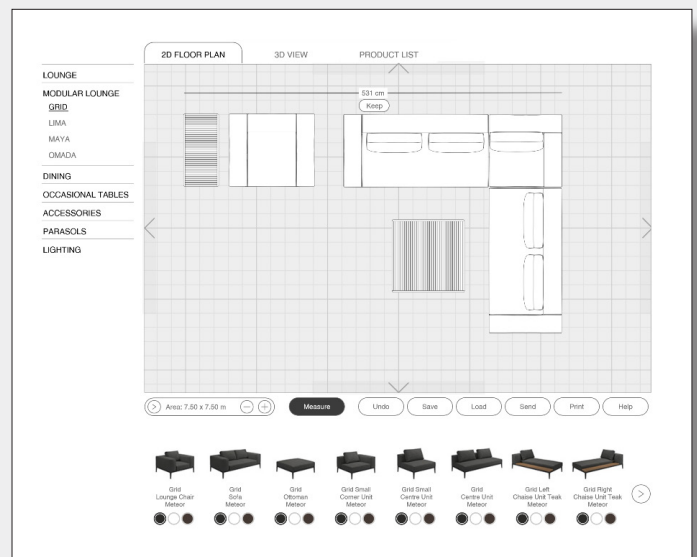
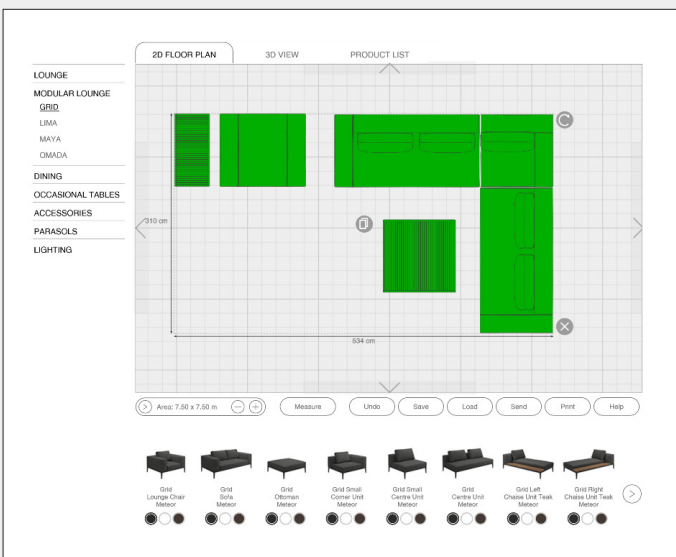
Modular furniture will automatically connect or 'snap' together when products are placed in close proximity to each other. When you place a modular product close to another product that it is designed to connect with, the planner will automatically 'snap' the two products together. You may need to rotate the products as you import them to get the correct orientation of each to allow them to connect together in your desired configuration.



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MEASURE TOOL

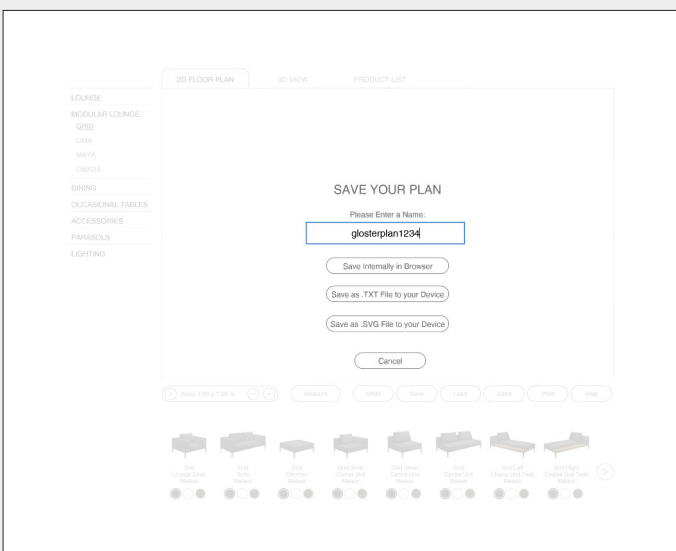
Using the mouse pointer to 'marquee' a group of products will automatically display the overall dimensions of the 'group' of products selected. Alternatively, you can use the **Measure** button bottom left of the planning window to measure different areas of your furniture plan. Click on the **Measure** button, then move the mouse pointer to your desired starting position on the plan. Click and hold the mouse button and drag the pointer to your desired ending position. The dimension will then be displayed. You then have the option to keep the measure visible on the plan by pressing the **Keep** button underneath the measurement value. Select the **Measure** button to exit the measuring function. Previous measures that have been 'kept' can be cleared by selecting the measure and clicking on the **Clear** button underneath the measurement value.



SAVING A PLAN

Your current plan will be regularly saved in the background on your device locally. The next time you open the planner in your browser again, everything should appear exactly as you left it when you last closed the design planner.

If you wish to permanently save your plan, click on the **Save** button bottom centre of the planning window. A new screen will appear where you will be asked to give the plan a file name. Input the file name of your choice and then click to either 'Save Internally in Browser' or 'Save as .TXT File to your Decive' or 'Save as .SVG File to your Decive'. By saving as a .TXT or .SVG file you then have the option to send this file to other users, who can use the **Load** tool to upload the txt. file so they can see your saved plan.



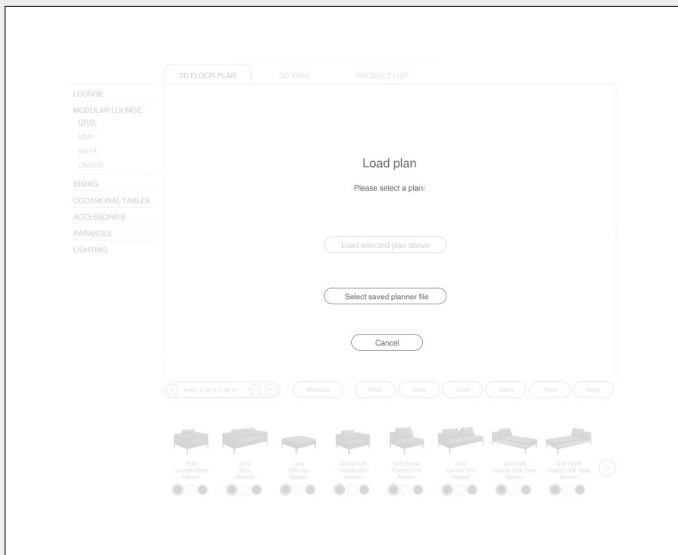
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LOAD FUNCTION

If you have previously saved a plan using either the 'Save as .TXT File to your Decive' or 'Save as .SVG File to your Decive' options, you can re-load the plan using the **Load** function. Either select the required plan previously saved internally in browser using the drop down list of saved plans, or browse your device to download the previously saved .TXT or .SVG file. Previously saved plans can also be permanently deleted.

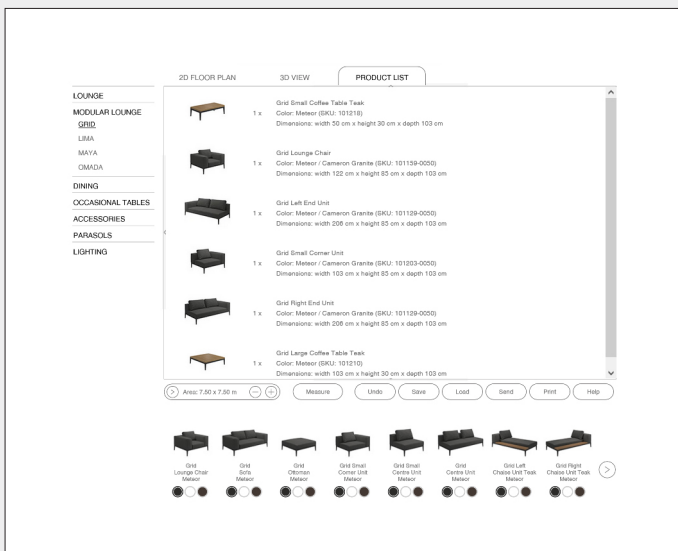
SEND FUNCTION

If you click on the **Send** button bottom right of the planning window, your standard email application opens with a new email that contains a special link to the planner. If you open this link in another browser or on another device, the planner is loaded and your current plan will automatically be restored. This way, you can archive plans or share them with other people.



PRINT & PRODUCT LIST FUNCTIONS

If you click on the **Print** button bottom right of the planning window, a new window will appear with the complete plan, plus a list of the products used below. You can then print out this plan/product list to your local printer. Click on the **Product List** tab top centre of the planning window to see a complete list of products used in your plan. Item numbers (SKU's), colours, fabrics and dimensions for each product used are included with the list of products alongside thumbnail images of all products for visual reference.



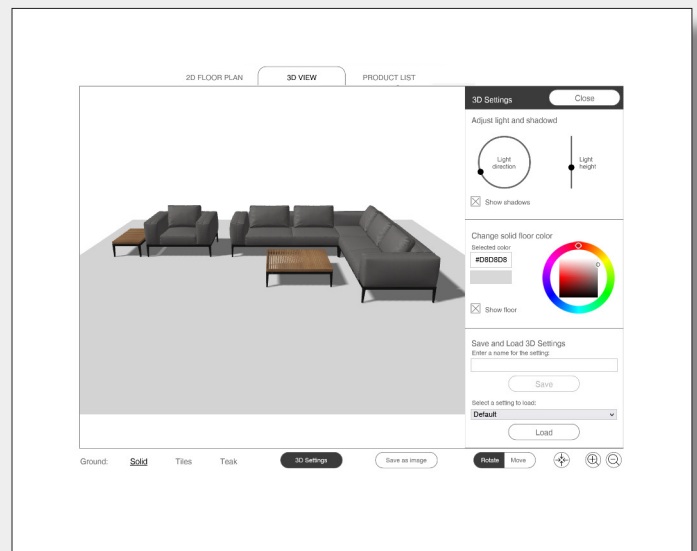
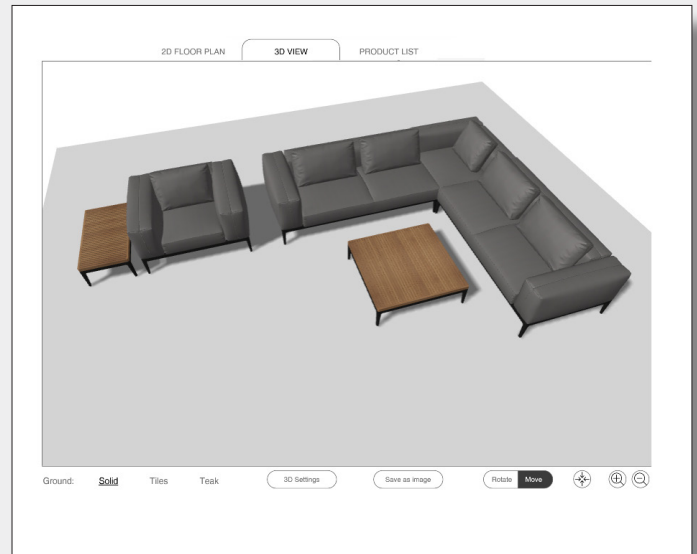
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3D VIEW

When you have finished creating your plan in 2D view, click on the **3D View** tab top left of the planning window to see the plan rendered into 3D. This may take some time depending on your internet connection speed and also the number of products in the plan. You can change the flooring material in 3D view using the options bottom left of the planning window. The default is a neutral colour, **Solid** floor with two other options available - either **Tiles** or weathered **Teak** planking.

With the **Rotate** button bottom right of the planning window selected, click and hold the mouse button to rotate the 3D view. With the **Move** button bottom right of the planning window selected, click and hold the mouse button to move the viewpoint. You can zoom in and out of the 3D view area using either the **+** & **-** symbols at the bottom right of the planning window, or using the scroll wheel on your mouse. To reset the original 3D view and zoom level, click on the reset icon bottom right of the planning window to the left of the **+** & **-** symbols. At any time in 3D view you can save a screen shot by clicking on the **Save As Image** button bottom centre of the planning window. A JPEG format image file will be saved to your device.

The 3D view can be customised by clicking on the **3D Settings** button bottom centre of the planning window. Options such as light direction, light height and the solid floor colour can be customised within this panel. A particular set of values can also be saved and/or uploaded using this panel.



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ACCESSORY SCREENS

The planner will allow you to connect Screens in any configuration. However, in real life, in order to avoid any instability issues, we recommend the below usage guidelines.

- Always combine at least 2 screens that allow a supporting panel to both the front and the back.
- The straight screen must always be connected to another screen on both ends.
- On longer runs of screens, every other screen must have a T-shape supporting panel to the front or to the back.

