



# **Icovia Space Planner Instruction Manual**



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# Space Planner Instructions

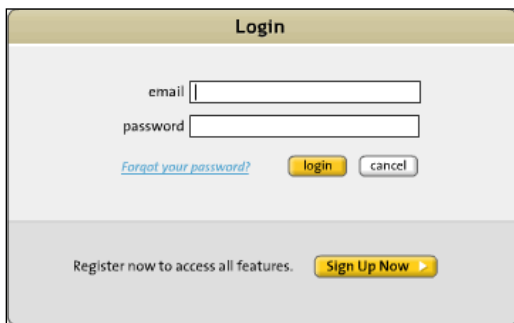
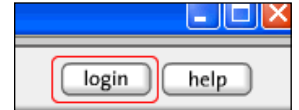
## Overview

Icovia Space Planner is a powerful space-planning tool for creating and managing detailed floor plans and designs. Plans can be created, saved, modified, printed, emailed and shared with others.

No special computer skills are required, beyond the ability to point and click with your mouse. Use Icovia to draw two-dimensional plans consisting of walls, doors, windows and other icons. Icons are single-entity symbols that can represent anything from furniture, equipment and more. Once these objects are placed in the plan, they are easily manipulated to change size, rotation and location.

## Login

Login to unlock the full features of the program. Logging in activates the Save, Email and Print commands. There are different ways to access the Login screen. You can always access the login screen from the login button at the upper-right corner of the work area.



After clicking the login button, the Login window will appear. Enter your username and password and click "login".

*Note: The login window presented to you may vary from the one in the image, depending on where your account was created. If the prompt shows "username," enter your email address as the username.*

If you don't recall your password, enter your email address in the appropriate field and then click on the Forgot your password? button.



Open your email account to retrieve your password. If this confirmation window does not appear, the system does not recognize your email address. Try entering an alternative email, or contact the system administrator.

*Note: If you have not already registered, select the Sign Up Now button.*

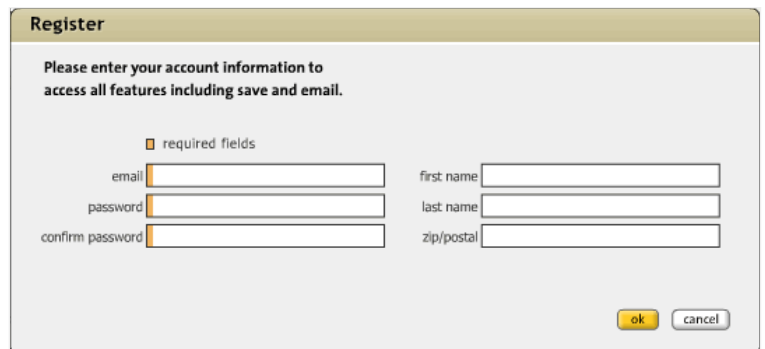
## Register

If you have not already registered, there are several ways to access the Register window shown below. Once successfully registered, you can save, print and email plans. At any time, you can register by clicking on the "Login" button. At the bottom of the Login screen, click on the Register Now.

*Note: This version of Icovia is customized to suit the hosting sites. This feature may or may not be available from this site. In cases where it does exist, the fields may vary significantly from the one shown here.*

The fields in the left column are required fields. Fill in all six fields and click the ok button to return to the Space Planner.

You will see your name appear at the top-right corner of the application. The next time you return to Icovia, log in (login) to access your saved plans.



## Create a New Plan

To create a new plan, click on the “new” button in the sidebar area.



*Note: The “Create a New Plan” window differs significantly, depending on where you log into Icovia. In some instances, a “Prebuilt plans” tab is available. Where this option is available, you can select a sample plan from the “Prebuilt plans” tab to practice using Icovia.*

Select the “Design you own” tab within the Create a New Plan dialog box.

Enter the depth in the foot and inches\* boxes, respectively. Do likewise for the length. The preview area dynamically updates to display the space you are about to create. After having drawn the space, select a plan type from the drop-down list labeled “please select.” Selecting a room type does not put any limitations on options or icon selection. This is simply information used for statistical purposes. The work area automatically zooms to fit the edges to the screen. Click the “continue” button.

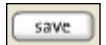
*Note: You can reach “login” and “sign up now” by selecting the Login link at the lower-left corner of the dialog box.*

You can return to this dialog box at any time by picking the New button.

## Saving Your Plan

Saving a plan is only possible if you have registered and logged in. If you have not already done so, register and log in now so you can save your work.

Icovia handles saves (plans) differently than desktop applications. Because this is an internet based application, loosing your internet connection could result in loss of work done since your last “save.” Saving your plan frequently is highly advisable. Plans can be saved for future retrieval or to copy. Plans also need to be saved before they can be emailed.



*Note: See Tips and Tricks for a method to save a printable snapshot of a plan to your computer.*

*Note: If you are sure you have registered, have an active account and have logged in yet cannot save plans; you may have an outdated version of the Flash Player plug-in. See the Problem Saving Plans section for more information about this.*

## Open Plan

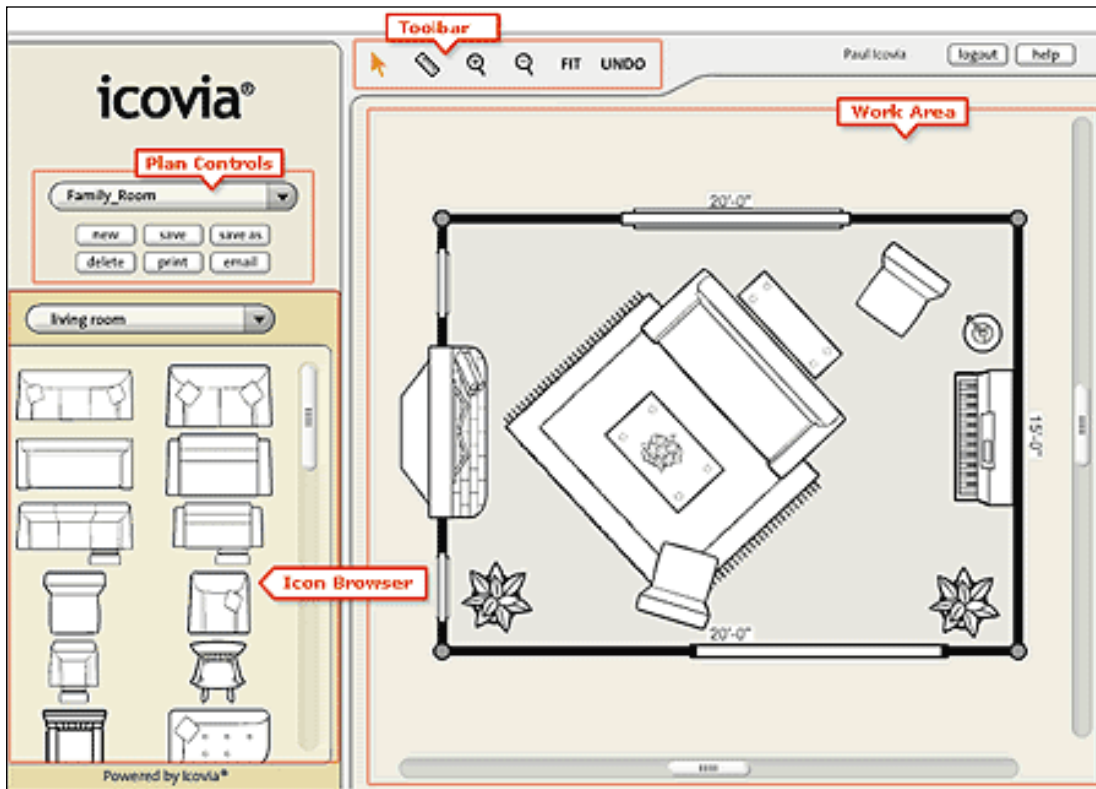


The top button shows the name of the currently open plan. If you have not yet saved the current plan, the text on the button will read “un-saved plan.” Once you save the plan, the name of the plan will be shown here. At any time, you can switch between saved plans by opening this drop-down list. This is done by picking the black triangle on the right side of the button. All saved plans will be shown in the list. Be sure to save the current plan before selecting another one from this list or your edits will be lost.

# Space Planner Instructions

## The Icovia Space Planner Layout

The Icovia Space Planner is developed to provide you with an intuitive, easy-to-use interface that can allow for immediate productivity. The program layout consists of three main sections: The Work Area, the Sidebar Area (consisting of Plan Controls and Icon Browser) and the Tool Bar.

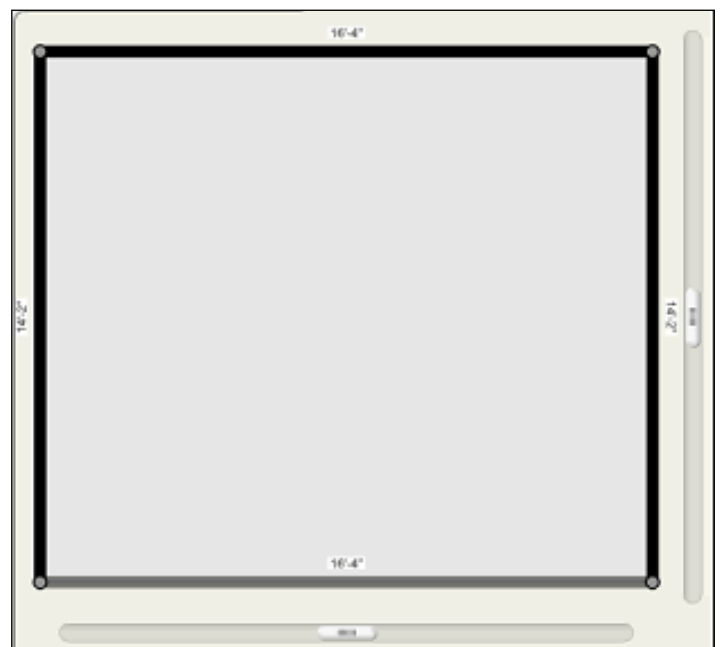


### Work area Overview

When you create a space based on entered dimensions, Icovia zooms in to an area slightly larger than the defined space. As your plan takes shape, you can scroll the work area using the scroll bars to the right and at the bottom of the work area. You also have tools in the Toolbar area to let you pan and zoom the entire work area.

The work area is the main space in Icovia where plans are created and manipulated.

The area displayed in the work area is generally a subset of the available space. Depending on the size of your current plan, it is very likely that more space is available if needed. When you create a space based on entered dimensions, Icovia zooms in to an area slightly larger than the defined space. As your plan takes shape, you can scroll the workspace using the scroll bars to the right and at the bottom of the work area. You also have tools in the Toolbar area to let you pan and zoom the entire work area.



# Toolbar Tools

The toolbar tools are located at the upper-right part of the application screen. These command buttons provide you with easy access to tools that are frequently used. Clicking on the first four symbols determines what screen clicks in the work area will do until a different tool is selected. For example, if you start a zoom command by picking one of the magnifying glass symbols, you will continue that zoom command each time you pick the work area until you pick another tool, such as the selection tool. Your cursor will change to reflect which tool is currently active.



## Selection Tool

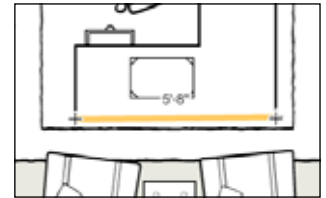


The first tool in the toolbar is object Selection Tool. When this tool is activated, the cursor selects objects in the plan for manipulation and information. Activate this tool by selecting the arrow symbol from the toolbar. The cursor changes to an arrow symbol to let you know that the active tool is the selection tool.

## Measuring Tool



The measure distance tool, found in the toolbar, is a handy feature that allows you to measure distances in the work area. When this tool is active, the cursor draws a line between a point picked in the work area, and the subsequent point picked. The band gives graphical feedback about the distance between the first point picked and the current location of the cursor.



Once two points are selected, the work area is temporarily annotated with two marks and the distance measured. This measuring line only remains on the screen until your next mouse click. The cursor changes to a small cross symbol to let you know that the active tool is set to "measure distance." Activate the Selection Tool when you are done measuring distances.

## Zoom In Tool



The zoom in tool, found in the toolbar, provides the means to zoom in and re-center (pan) the work area. When this tool is activated, every pick in the work area will cause two simultaneous actions. The application will zoom in and re-center the work area based on where you pick. This will continue until the maximum zoom-in limit is reached. Use the zoom in tool in combination with the scroll bars to the right and at the bottom of the work area to adjust the view.

The cursor will change to a magnifying glass with a "+" to let you know that the active tool is the zoom in tool. Activate the Selection Tool when you are ready to select an object.

*Note: You can also invoke the zoom in command while another tool is active by pressing the [Ctrl] and [+] keys simultaneously.*

## Zoom Out Tool



The zoom out tool, found in the toolbar, provides a way to zoom out and move the work area at the same time. When this tool is activated, every click in the work area will cause two simultaneous actions. The work area view will zoom out and re-center based on the where you pick. This will continue until the maximum zoom-out is reached.

Use the zoom out tool in combination with the scroll bars to the right and bottom of the work area to adjust the work area space you are working in. The cursor will change to a magnifying glass with a - symbol to let you know that the current tool is the zoom in tool.

*Note that you can also invoke a zoom out command while another tool is active by pressing the [Ctrl] and [-] keys simultaneously.*

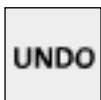
## The Fit Tool



The zoom to fit tool, found in the toolbar, provides a quick and easy way to adjust the work area space so that all of the objects in the plan are visible. This is a convenient way to look at everything that has been added to the plan, especially if the current zoom level leaves you confused about where you are in the plan. The work area will display your plan plus additional space to facilitate selection of any object in the plan.

*Note that you can also invoke a zoom to fit command from the keyboard by pressing the [Ctrl] and [0] (zero) keys simultaneously.*

## Undo Command



The Undo command is found on the toolbar. You can undo up to 40 edits in your plan by clicking on the Undo button. If you want to undo all of the edits made, simply quit (close your Internet browser window or start a new plan) without saving. Note that there is no "redo" command, so use this command with caution.

*Note: The Save command clears the Undo memory. This means you cannot undo actions made before your most recent save.*

*Note: You can invoke the undo command from your keyboard by pressing [Ctrl] [Z] keys at the same time.*

# Space Planner Instructions

## Sidebar Area

The top of the sidebar area contains the plan control buttons. These allow you to open saved plans as well as start a new plan, save, save your plan to a new name, delete, print and email your current plan. It is also where you can browse icons.

*Note: The icon section of the sidebar may vary significantly, depending where you log into Icovia.*

## Open Plan

The top button shows the name of the currently open plan. If you have not yet saved the current plan, the text on the button will read “un-saved plan.” Once you save the plan, the name of the plan will be shown here. At any time, you can switch between saved plans by opening this drop-down list. This is done by picking the black triangle on the right side of the button. All saved plans will be shown in the list. Be sure to save the current plan before selecting another one from this list or your edits will be lost.

## New Plan

To create a new plan, click on the new button in the sidebar area. If any changes were made to your plan since your last save, a message window will prompt you to save your plan. You have the option to proceed by clicking the OK button, or cancelling the “new” command. If you click OK, you will lose all of the edits made since your last save. To prevent that from happening, click on the cancel button. Then click on the “save” or “save as” buttons. When your drawing has been saved, a confirmation screen appears, and the displays the name of the saved plan.

## Save

Saving a plan is only possible if you have registered and logged in. If you have not already done so, register and log in now so you can save your work.

Icovia handles saves (plans) differently than desktop applications. Because this is an internet based application, losing your internet connection could result in loss of work done since your last “save.” Saving your plan frequently is highly advisable. Plans can be saved for future retrieval or to copy. Plans also need to be saved before they can be emailed.

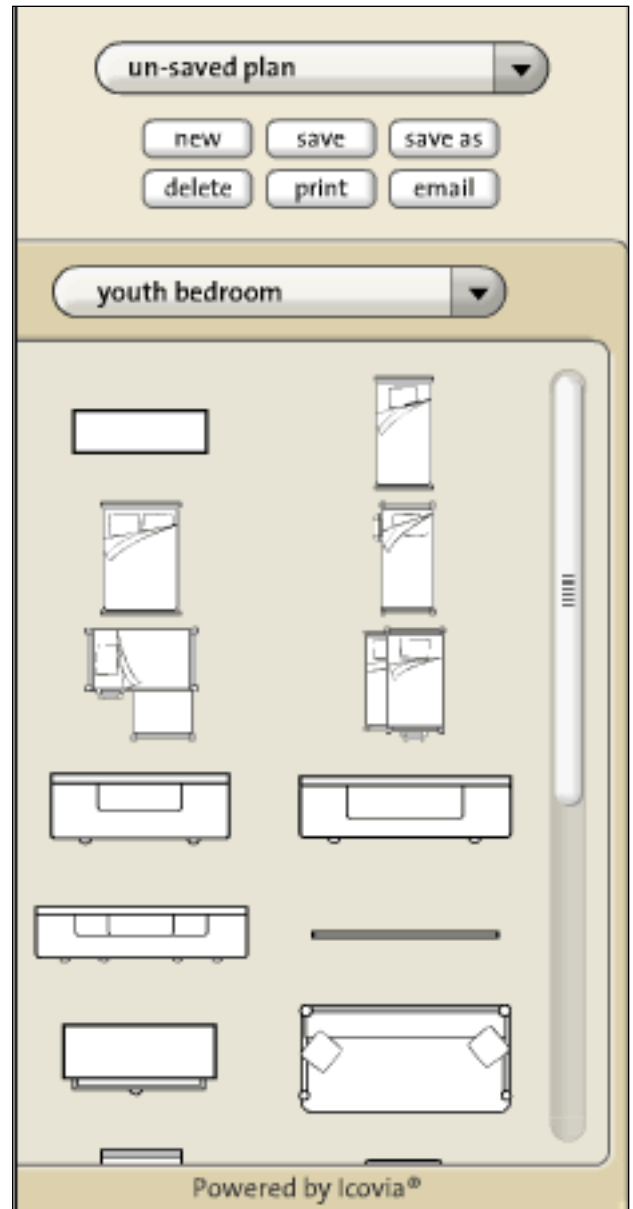
*Note: See Tips and Tricks for a method to save a printable snapshot of a plan to your computer.*

*Note: If you are sure you have registered, have an active account and have logged in yet cannot save plans; you may have an outdated version of the Flash Player plug-in. See the Problem Saving Plans section for more information about this.*

## Save As

After your plan has developed to a level where you want to create different versions or scenarios, use the Save As button to create a new plan file from the current one. The Save As command essentially copies your current plan to a new name/plan. This method provides a good safety net for experimenting with Icovia tools or design possibilities.

The Save As command does not replace a saved plan under a new name. Saved plans remain in tact, and a new plan is created with the new name given. So if you save a plan called Bedroom1, then do a Save As and give it the name Bedroom2, your account will have both saved plans available from the





## Sidebar Area

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*Note: The icon section of the sidebar may vary significantly, depending where you log into Icovia.*

### Delete a plan

To delete a saved plan, select the plan from the open plan button located at the top of the plan controls. Next, select "Delete Plan" from the plan controls area and click "OK". Be sure about deleting a plan, as there is no recovery once the plan has been deleted.

### How to print

Click the Print button when you are ready to print. The Print button can be found in the plan controls area. Set the print options and print scale as desired. From the print preview panel, select the "print" button. Then, select the printer and related printing options from the dialog box that appears and click Print to send your plan to the printer.

Be sure to go into the preferences for your printer and check the page orientation. The default orientation for your printer will most likely be portrait. Change the orientation to landscape to get a print that looks like the preview.

Click [HERE](#) to learn more about printing.

### Email a Plan

To email a plan to a client or colleague, select the email button from the sidebar area. This feature allows you to send a copy of your plan to someone else. Your plan will not be affected. When you email a plan to someone, they receive an email containing a link that allows them to open a copy of your plan.

*Note: You can only email a saved plan.*

If the recipient of your plan has an Icovia account they can log in and save edits made to their copy of this plan. This way, they can send the plan back to you with their edits. This is a great way to collaborate with someone on design ideas.

*Note: Icovia was customized for the site where you logged in. Options presented on this screen may vary significantly from what you see on your screen.*

**Email This Plan**

send to:  a friend  a Pesaro Furniture representative

your first name:

your last name:

your email:

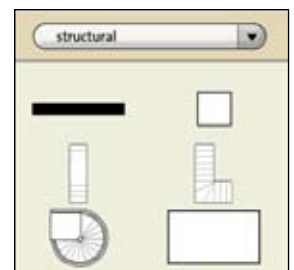
recipient's email:

comments:

required fields

### Add an icon to the work area

To add icons from the Icon Browser panel to your work area, click and drag the icon from the Browse Icons panel to the work area. If you simply click on the icon, it will be placed in the center of the plan. Icons are easily moved, modified or deleted once placed.



# Space Planner Instructions

## How to Develop Plans

You can create a plan by modifying an existing plan or creating a new four-walled room of specified dimensions.

To develop a plan, add icons by dragging them from the icon browser onto the work area. Modify the icons as needed either graphically, or by applying specific properties.

Save your plan as soon as it starts to take form. Then use the Save As command to experiment with different designs. The Save As command allows you to make multiple copies of the same plan. Use the Zoom commands and scroll bars to manipulate the view of the plan.

You might find it helpful to display a grid in the work area as a visual reference. In addition to this, you can measure distances in your plan before or after adding icons.

Save your plan frequently to prevent loss of work. If your network connection is lost for any reason, your work will also be lost since your last save. Email your plan to friends, family and design consultants.

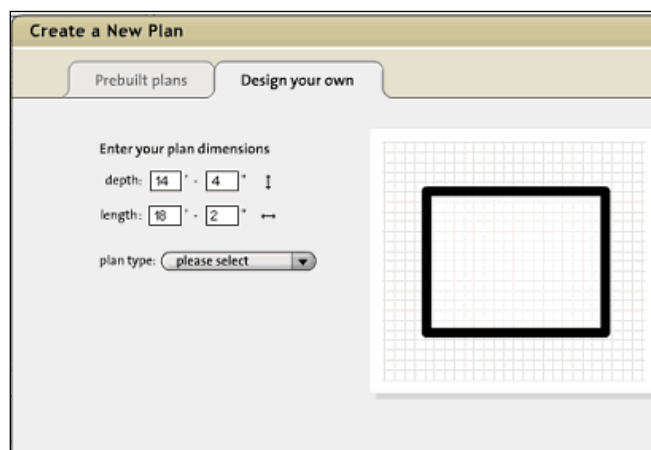
## Create a New Plan

To create a new plan, click on the “new” button in the sidebar area.

*Note: The “Create a New Plan” window differs significantly, depending on where you log into Icovia. In some instances, a “Prebuilt plans” tab is available. Where this option is available, you can select a sample plan from the “Prebuilt plans” tab to practice using Icovia.*

Select the “Design you own” tab within the Create a New Plan dialog box.

Enter the depth in the foot and inches\* boxes, respectively. Do likewise for the length. The preview area dynamically updates to display the space you are about to create. After having drawn the space, select a plan type from the drop-down list labeled “please select.” Selecting a room type does not put any limitations on options or icon selection. This is simply information used for statistical purposes. The work area automatically zooms to fit the edges to the screen. Click the “continue” button.



*Note: You can reach “login” and “sign up now” by selecting the Login link at the lower-left corner of the dialog box. You can return to this dialog box at any time by picking the New button.*

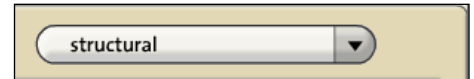
## Loading a Saved Plan

Saved plans can be opened at any time by selecting the Open Plan button. Be sure to save your current plan before opening another plan. If you have not yet saved your current plan, the Current Plan button will be labeled “un-saved plan.”

If you created a new plan (or opened an emailed plan from a link within your email,) the button will be labeled “un-saved plan,” indicating that you need to save (and name) the plan currently displayed in the work area.

## Adding Things to Your Plan

Generally, icons are grouped by category. To review all of the various types of icons available, select the icon browser. Do so by clicking on the little black triangle to the right of the current icon category. Use the scroll bar to view the full set of icons within the selected category.



*Note: This version of Icovia is customized for the hosting site. Icon sets available to you will vary. In some instances, actual products are listed as well as generic icons.*

To add icons from the Browse Icons panel to your work area, simply click and drag the icon. If you only click on the icon (without dragging,) it will be placed in the center of the work area.

*Note: Windows, doors, walls and stairs can be found in the "structural" section. If you cannot find the icon you are looking for, there are some generic shapes that can be used to construct an approximation of the icon you need.*

## Manipulating and Changing Icons

Icons are easily moved, resized, rotated or deleted once placed. Generic icons\* all provide access to an icon properties (info) panel that allows you to identify the item represented by the icon.

When an icon is selected, it is displayed with a bounding box. At each corner of the bounding box is an icon control.



The Info control opens the icon properties panel.



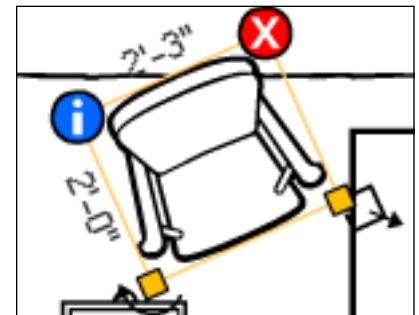
The Resize control lets you change the icon size by dragging.



The Delete control deletes the icon.



The Rotate control lets you rotate the icon by dragging.



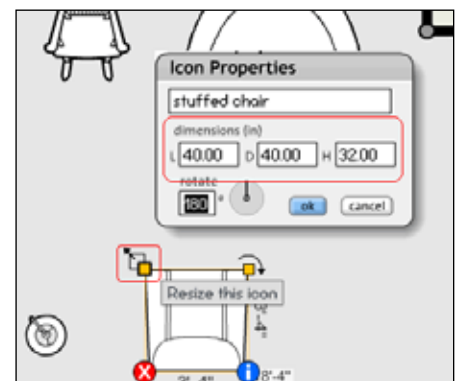
You can also copy (clone) an icon.

## Resizing an Icon

There are two ways to change the size / dimensions of an icon. When looks are more important than precise dimensions, use the resizing tool.

With the icon selected, click on the resizing tool. Without removing your finger from the mouse button, drag the resizing tool towards or away from the icon to change the size of the icon. The icon will expand or shrink with the center as an anchor point.

To apply specific dimensions to the icon, select the info control. The icon properties panel is displayed. The icon properties panel allows you to change the icon description, length, depth, rotation and height. Changes made to the size and rotation will be applied to the icon instantly, as you make the changes.



With the icon selected, click on the resizing tool. Without removing your finger from the mouse button, drag the resizing tool towards or away from the icon to change the size of the icon. The icon will expand or shrink with the center as an anchor point.



To apply specific dimensions to the icon, select the info control. The icon properties panel is displayed. The icon properties panel allows you to change the icon description, length, depth, rotation and height. Changes made to the size and rotation will be applied to the icon instantly, as you make the changes.

*Note: Although the height dimension is not used in 2-D space planning, the information is still captured and displayed within the icon summary in the plan print-out.*

# Space Planner Instructions

## Rotate an Icon

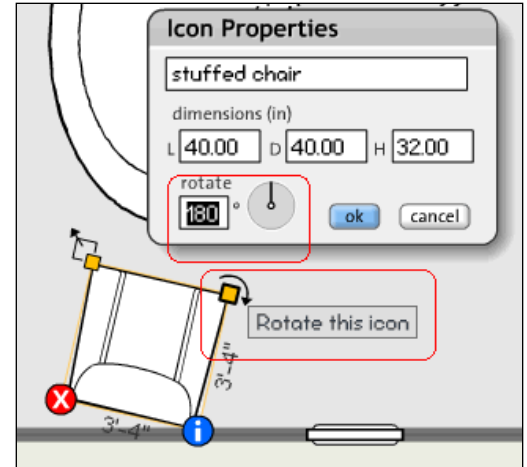
There are two ways to rotate an icon. To rotate it from the work area, select an icon using the selection tool (arrow pointer.) Icon control tools will appear in the four corners of the selected icon. Click and drag the rotate control around the icon. The icon will rotate from center as you drag the cursor around the icon.



Icons can also be rotated using the icon properties panel. To apply a specific angle to the icon, select the icon with the selection tool.



Then click on the info control. The icon properties panel will be displayed. Change the numeric value in the “rotate” field or use the rotation wheel.



## Move an icon

To move an icon in the work area, click anywhere on the icon using the selection tool (arrow pointer) and drag it to a new location. You can also nudge an icon. With the icon selected, press any of the keyboard arrow keys to nudge the icon in one-inch increments. To move the icon in one-foot increments, press the [Ctrl] key on your keyboard while pressing one of the keyboard arrow buttons.

## Delete an icon

To delete an icon from the work area, select an icon using the selection tool (arrow pointer). Icon control buttons will appear in the four corners of the selected icon. Click on the delete control button to delete the icon.

*Note: If you inadvertently delete an icon, select Undo from the toolbar or press [Ctrl] and [Z] keys simultaneously on your keyboard to invoke the Undo command.*

## Adding Walls, Doors, Windows and Stairs

Windows, doors, walls and stairs can be found in the “structural” icon group. If you cannot find the icon you are looking for, there are some generic shapes than can be used to construct an approximation of the icon you need.

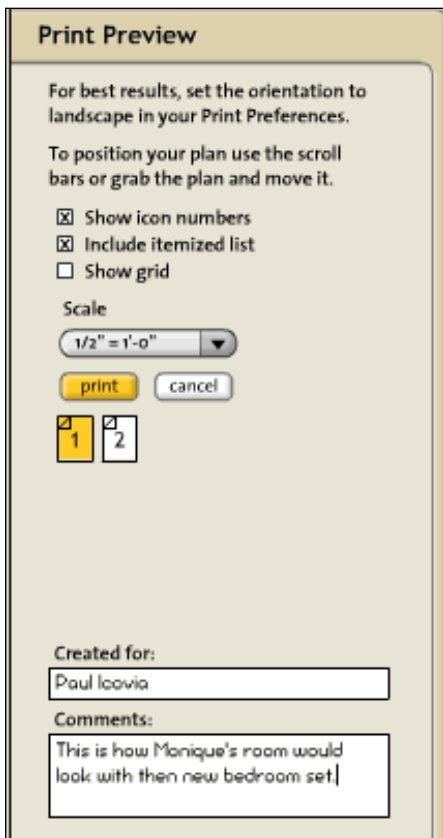
# Printing Concepts

Printing is made easy by powerful tools provided in the print preview page. The print preview page is opened by clicking on the Print button in the sidebar area. The print preview page provides you with all the tools you need to print a copy of your plan. Detailed plans can easily be sent to any printer connected to your computer. Plans print with a title block, which includes the plan name, date printed, your comments, scale and even an itemized list of icons.

When the “Show icon numbers” option is turned on, each icon in the plan will be labelled with a unique number. These numbers will correspond with numbers listed with icon descriptions in the itemized list. The itemized list is an icon summary, containing icon description and dimensions as seen in icon properties windows.

*Note: This version of Icovia has been customized for the host site. If actual products are provided (as opposed to generic icons,) the icon summary may show SKU numbers, product names and price.*

*Note: You may need to be registered and logged-in in order to print a plan.*



## Print Options

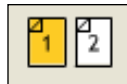
The Print Preview panel offers print options. Options are set to on (or yes) when an X appears in the box. Click in the first option (box) to display numbers on each icon in your plan. The icons are each given a unique number as displayed in the preview window to the right. These icon numbers correlate to the itemized icon list (page 2.) Enable the Show icon numbers, then click on the page 2 button to preview the itemized list.

The Show Grid option is a convenient way to provide a visual scale reference. Enable this option, then click on the page 1 button to preview the plan with grid.

You can also apply a specific print scale by selecting a scale from the drop-down list.

Add a “Created for” name and comment to the title block by entering text in the text boxes at the bottom of the Print Preview panel.

## Print Preview Windows



Print preview and related commands are available from within the print command. Select the print button to display these. There are page symbols at the bottom of the Print Preview panel. The page that is currently on display in the preview window is indicated by the highlighted page symbol. Experiment with the print options to decide what to include in the printed plan. The “Show icon numbers” and “Show grid” options apply only to page 1, which always displays the plan. Page two (and subsequent) is used for the itemized icon list. Pages are automatically added as needed to accommodate the entire icon list.

# Space Planner Instructions

## Itemized Icon list

The itemized icon list page(s) print as a option in the print preview window. When icon summary is turned on, and the second page (and subsequent pages) of the preview window is selected, the preview pane displays a preview of the icon list page.

The itemized icon list page list each of the icons displayed in your plan. These icons are listed in groups as selected from the icon browser. Each icon is given a unique number that correlates to numbers shown on each icon in printed plan if the show icon numbers option is toggled on. The “Comment” and “Designed for” fields in the title block are populated from the print preview panel.

If your plan has a large amount of icons, additional pages are added to accommodate the list.

NON-STRUCTURAL		
Item	Price	Qty
1. Case Lamp	15.00	10.00 150.00
2. Square end Table	15.00	10.00 150.00
3. Single workstation	40.00	10.00 400.00
4. Office chair	40.00	10.00 400.00
5. Executive chair	15.00	10.00 150.00
6. Office File	20.00	10.00 200.00
7. Mailbox	10.00	10.00 100.00
8. Deskset	10.00	10.00 100.00
9. Telephone	10.00	10.00 100.00
10. Chair	10.00	10.00 100.00
11. Chair	25.00	10.00 250.00
12. Storage box	10.00	10.00 100.00

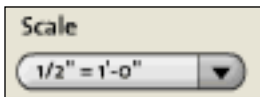
  

STRUCTURAL		
Item	Price	Qty
1. Window	20.00	1.00 20.00
2. Window	40.00	1.00 40.00
3. Right swing door	10.00	1.00 10.00

office	Paul Akard
user	10/10/10
date	10/10/10
title	10/10

## Print Scale

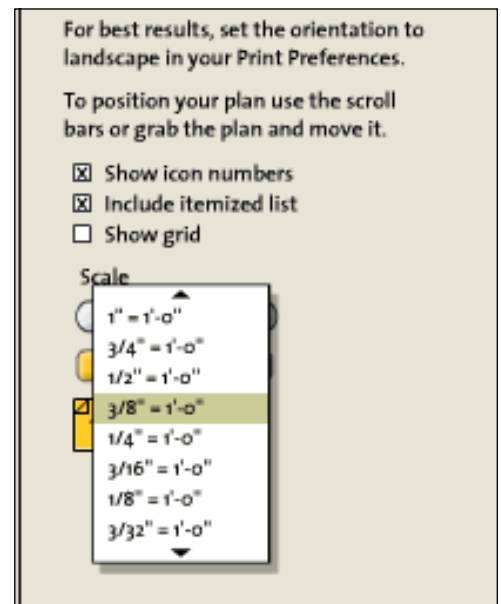


Icovia provides you with the ability to print to a true scale. The plans are always drawn at true 1:1 scale. When scales are applied, they are only applied to the zoom-factor, for the purpose of printing.

Scale is set from within the print preview area, not from the main workspace. Scales are represented in an n=1' ratio\*.

Before setting a true scale, the scale button is labeled “not to scale.” To change the drawing scale to a specific ratio, select the black triangle on the right side of the scale button. The list of scale options is displayed. After selecting a print scale, the scale button displays the current scale and adjusts the print preview to show you how your plan will print at the selected scale.

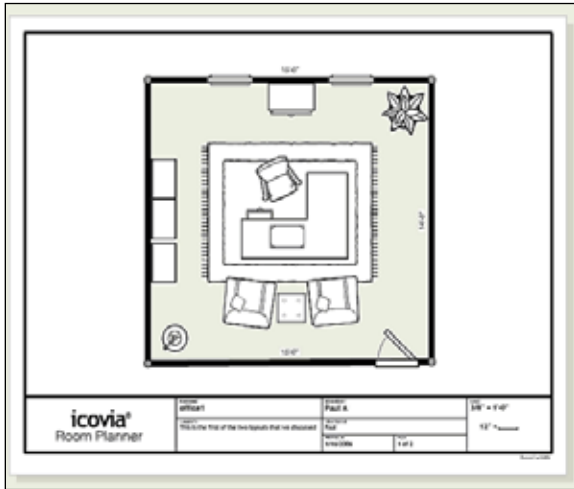
Depending on the scale selected, your entire plan may not print. You can still print all of your plan at any scale. If the desired scale only displays part of your plan, drag the plan to one side of the work area and print. Then drag the plan to the other side of the work area and print again.



## Specify area to print

Scale is applied by a zoom factor. The preview page allows you to see how the applied scale would work for the final printout. If you change the zoom level using the zoom tools, you change the scale back to “not to scale.” To change the location of the plan within the title block (i.e. Pan) use the scroll bars on the right side and bottom of the preview pane. You can also click in the work area and drag the plan to a new position.

## Title block



The title block is a frame that surrounds the printed plan. The title block is used to give a professional appearance to printed plans and provide important document information.

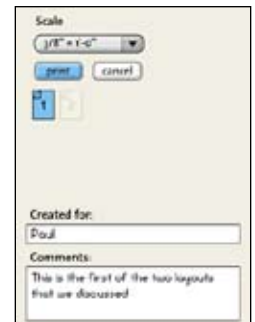
It includes the plan name, designer name, created for, date printed, page number and scale. To specify text to appear in the title block, “comments” and “created for” areas, go to the print menu and enter them at the bottom of the side bar. Comment length is limited to 100 characters. This is the only text in the title block that can be edited.

The “plan name” is automatically entered, based on the name given when you saved the plan. The “scale” field is automatically with the print scale that you select.



## Comments

Comments appear in the title block of printed plans. Enter the desired comments in the Print Preview page, at the bottom of the sidebar menu. Comment length is limited to 100 characters.



## Troubleshooting

### Problem launching Icovia

Icovia launches in a new pop-up browser window. Most of today's browsers have pop-up blocking software that may prevent Icovia from launching. Often an information bar will appear at the top of your browser window when it blocks a pop-up. When this happens to Icovia typically you can click on the information bar and tell it to always allow pop-ups from Icovia.com. This will make it easy for you to use Icovia in the future!

Also, click [HERE](#) to learn more about the Flash Player plugin.

### Problems Saving a Plan

Saving a plan is only possible if you have previously registered and logged in.

If you have been successfully saving plans, and you find yourself unable to log in to save again consider this:

The engine for Icovia is updated from time to time. It is possible that the current version of Icovia requires a more current version of the Flash Player plugin. Don't worry, your previously saved plans are not lost. Simply update to the current version of Flash Player and continue working as usual.

Save often! If you work on a plan and close the browser window your plan will NOT be saved. You need to save your plan before you close your window. Also if you lose your Internet connection before saving a plan you will not be able to save that plan unless you get your Internet connection back.

Although plans are saved exclusively to a remote Icovia database, you can save non-editable files to your computer. See [Saving Plans to Print Files](#) for more.

# Space Planner Instructions

## System requirements

### Operating Systems:

Icovia works on most computers including Apple and Windows machines. The faster the computer the faster Icovia will work but you do not need a super computer for Icovia to work well.

### Web Browser:

We recommend the latest versions of your favorite Internet browser (such as Internet Explorer, Netscape) but Icovia works on most browsers that can handle Javascript.

*Note: Safari version 1.0 has problems with Icovia but you simply need to upgrade for free to a newer version of Safari for Icovia to work.*

Since Icovia is an application that runs over the Internet (as opposed to being installed on your computer) a broad-band connection is recommended. Dial-up Internet access will result in poor performance.

### Flash Player Plug-in:

We recommend Flash Player plug-in version 7 (version 8 was released in October of 2005). To verify that you have this version of Flash Player, open our home page at: <http://www.icovia.com>

You should see an animation in the middle of the screen on the left (under Business Edition.) If you don't see any animation, you don't have any version of Flash Player installed. If you see an animation, you may have the wrong version. To see what version you have, place your cursor over this area and right-click. The version of Flash player is listed. If it isn't version 7 or 8, you need to download and install a current version.

Do so by clicking here-> [Flash Player Plug-in](#)

### Pop-ups:

Icovia launches in a new pop-up browser window. Most of today's browsers have pop-up blocking software that may prevent Icovia from launching. Often an information bar will appear at the top of your browser window when it blocks a pop-up. When this happens to Icovia typically you can click on the information bar and tell it to always allow pop-ups from Icovia.com. This will make it easy for you to use Icovia in the future!

## Flash Player Plug-in

We recommend Flash Player plug-in version 7 (version 8 was released in October of 2005). To verify that you have this version of Flash Player, open Icovia.

To see what version you have, place your cursor over this work area and right-click. The version of Flash player is listed. If it isn't version 7 or 8 install the correct version:

To install a current versions of the Flash Player, click here-> [Adobe \(Formerly Macromedia\)](#)

# Tips & Tricks

## Using Transparent Commands

Transparent commands are commands that can be used at any time without disrupting the current process. In other words, they are invoked at the keyboard at any time. These are done by pressing the [Ctrl] key at the same time as the short-cut key. Short-cut keys and their respective commands are as follows:

### Short-cuts:

[Ctrl] key, plus:	+	zoom in
	-	zoom out
	0	(zero) fit to view
	e	email
	s	save
	g	grid
	z	undo
	d	clone icon (this requires CTRL-SHIFT-D)

## Nudge Icons

Icons can be moved in one inch or one foot increments by using the arrow keys [←] [↑] [→] [↓] on the keyboard when the icon is selected. To move the icon in one foot increments, press the [Ctrl] and arrow key at the same time.

## Saving Plans to Print Files

Icovia plans are saved in an exclusive, proprietary format on our remote servers. However, you can copy Icovia plans in a format that can be saved on your PC and printed later. Any time a program sends a document to a printer, a behind-the-scenes process takes place. The file is sent to the printer in a format that is in a common language to all printers. You can leverage off of this process by printing your document to a file rather than directly to a printer. However, you will not be able to revise the plans nor open them in any type of editor or viewer. These files only serve the purpose of providing you with a printable copy that is saved to your computer.

To save a plan to a print file, follow these steps:

1. Go through the print process.
2. When your operating system print window comes up, check off the “Print to File” option.

*Note: This is just an example of a system print window. Your system print window may vary, depending on your computer system / setup.*

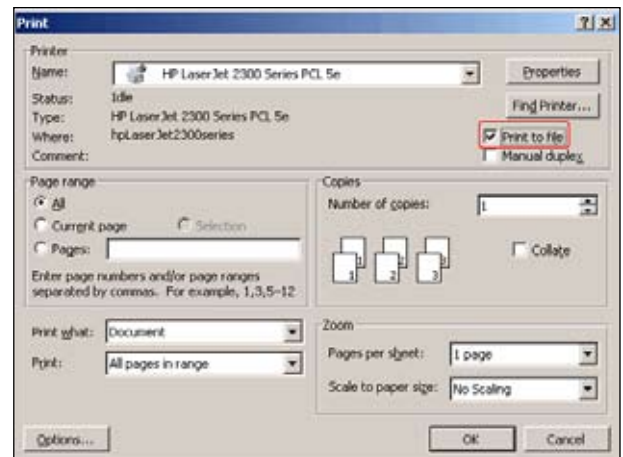
3. Change the print orientation from portrait to landscape. This is generally done by clicking on the “Properties” button.
4. Check the Print to File option.
5. Save the print to a specific location that you will remember – using a .prn extension, i.e., C:\Myplan.prn

Once you have printed your plan to a .prn file, you need a program that reads .prn format in order to route your plan to your printer. There are various commercial products available for this. If you wish, you can also download a free one. A link is given for a free .prn reader below.

For a free .prn reader, you can download one here: [http://www.pcworld.com/downloads/file\\_download.asp?fid=21660&fileidx=1#](http://www.pcworld.com/downloads/file_download.asp?fid=21660&fileidx=1#)

To install version 7 Flash Player, go to:

[http://www.macromedia.com/shockwave/download/download.cgi?P1\\_Prod\\_Version=ShockwaveFlash](http://www.macromedia.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash)



# Space Planner Instructions

## Cloning Icons

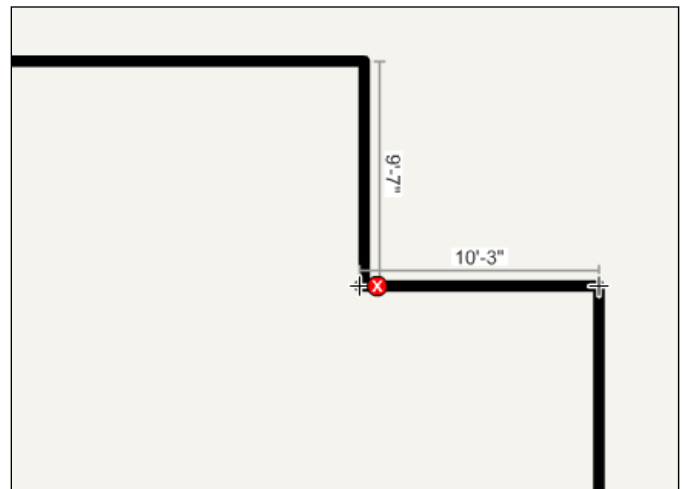
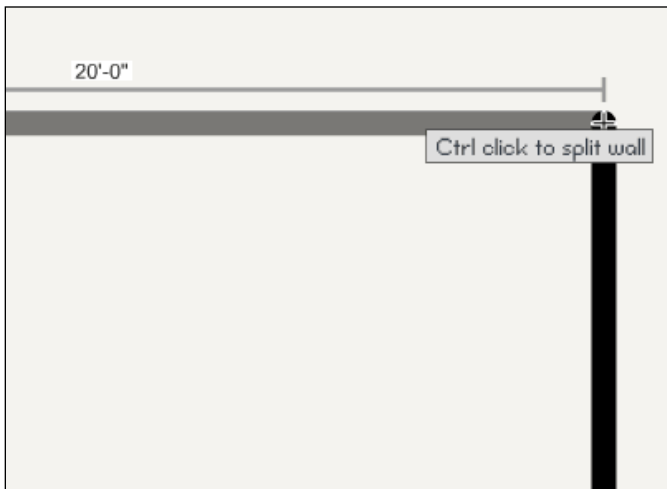
When you need to add more instances of an icon that has been customized in dimensions or other attributes, use the cloning feature. Select your icon, then press the [Ctrl] [Shift] [D] keys at the same time. The icon will be duplicated.

## Adding a Break-Point (Corners) to a Wall

You can add break-points that will allow you to put an offset, or corner in the wall. To add a break-point to a wall, click on the wall while pressing the [Ctrl] key on your keyboard.

*Note: The previous version of Icovia required a double-click. Double click will no longer work for adding breakpoints in walls.*

Once the break-point is in place, you will notice two wall dimensions where there was previously one. Move the break-point to correct the wall lengths. Add a break-point to the adjacent wall. Then drag the corner point inward to create an inverted corner.



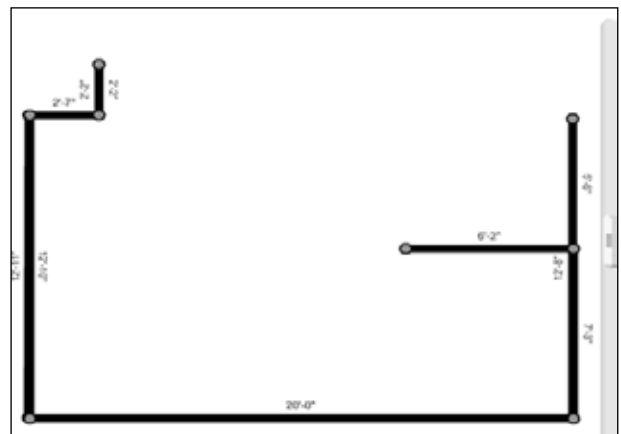
## Needed Icons Not Available

While the icons provided are many, from time to time you may want to add something that is not provided. Go to the Structural icon set and select one of the generic shapes. These include a square, circle and triangle. Use generic shapes to build your own pseudo-icon. Change the description in Icon Properties, so the icon summary reflects the intended icon.

*Note: Icons are assigned levels, to approximate the real-life level. For example, rugs are always at the "bottom level," chairs are above rugs, but below tables. When simulating icons with generic shapes, all other icons are likely to super-impose the generic shapes.*

## Creating Odd Shaped Rooms

Icovia requires that you have a space defined in order to develop a plan. You may have a situation where you need a three-sided room or a room with an inner wall. You can do this by simply adding break-points to your room, and dragging walls to overlap as needed.



## Legal Notices

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