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# Getting Started

## Welcome to FloorRight™

Welcome to FloorRight™ by Saltire Software.

FloorRight™ is a full-featured program for estimating floor covering bids. Its features include:

- A layout facility for defining the shapes of rooms, the floor coverings to be used in those rooms, and the preferred lay direction and pattern orientation for the floor coverings.
- An automatic stock layout facility for optimally defining cuts and seams, reducing the amount of waste and labor.
- A job quote facility for computing and printing job costs.

To get started using FloorRight™, consult the Quick Start Guide, try out the multi-media tutorial (see *Running the Tutorial*, p. 7, for help), or see *Steps for Creating a Quote*, p. 12.

If you are an experienced FloorRight™ user, you may wish to review *New Features* for this release.

For more information, see:

*Related Documentation*, p. 13.

*Accessing the FloorRight™ Website*, p. 219.

*Contacting Saltire Software*, p. 219.

## Running the Tutorial

A multi-media tutorial has been included on the distribution CD. It includes interactive lessons on most FloorRight™ features.

The tutorial is installed along with FloorRight™. You can run the tutorial from the FloorRight™ Start menu.

Alternatively, you can run the tutorial from your CD. Simply follow these steps:

- Insert the FloorRight™ Distribution CD into your CD player.
- Select the **Start** menu in the lower left corner of your screen.
- Select the **Run...** menu option.
- Type d:\FloorRightTutorial into the **Run** dialog box. If your CD device is set up

as some other letter, use that letter instead of d:

## Error Opening Tutorial

You can only run the tutorial from the Help File if it has been installed on your hard drive.

Copy the file FloorRightTutorial.exe from the CD to the directory in which you have installed FloorRight, and you will be able to access it from the Help facility.

## Using the Help Facility

There are many ways to get help with FloorRight.

In the FloorRight Help system you can:

-  Use the table of contents to help answer broad questions, such as “How Do I Create Stairs?”
-  Use the index for help on a particular topic, such as “Doors”.
-  Use the search tool to find all topics based on a key word, such as “pattern”.
- Use context-sensitive help. Pressing F1 will provide help on the dialog box you are currently using.
- Browse through help with the left and right buttons  . This will step you through the help sub-topics in a logical sequence.
- You can click on green text to get more information.

## Clicking on Green Text

Green text always indicates a link to another topic in the help file.

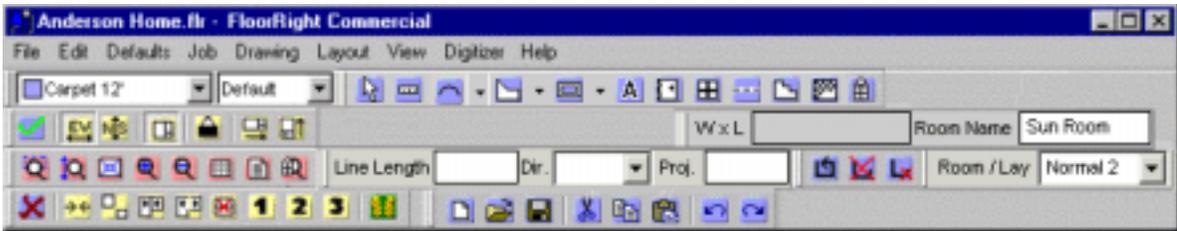
You can back up to the previous topic by clicking on the **Back** button.

## Understanding the Display

If you see nothing but a blank screen, you may wish to go ahead and create a room. It will help you to understand the screen. You can always delete it later. *Drawing Rectangular Rooms* (p. 21) will guide you through this process.

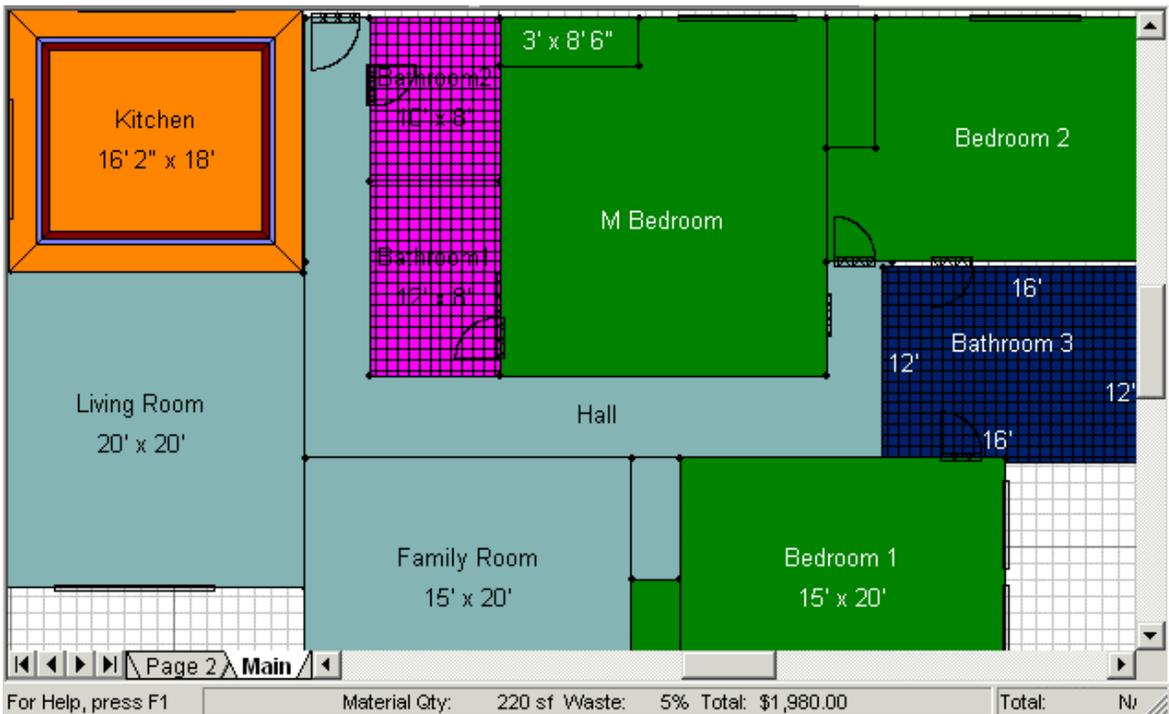
The FloorRight™ display window is sometimes divided into two parts, and sometimes divided into three parts.

The top-most part of the display contains a variety of configurable menus and buttons.



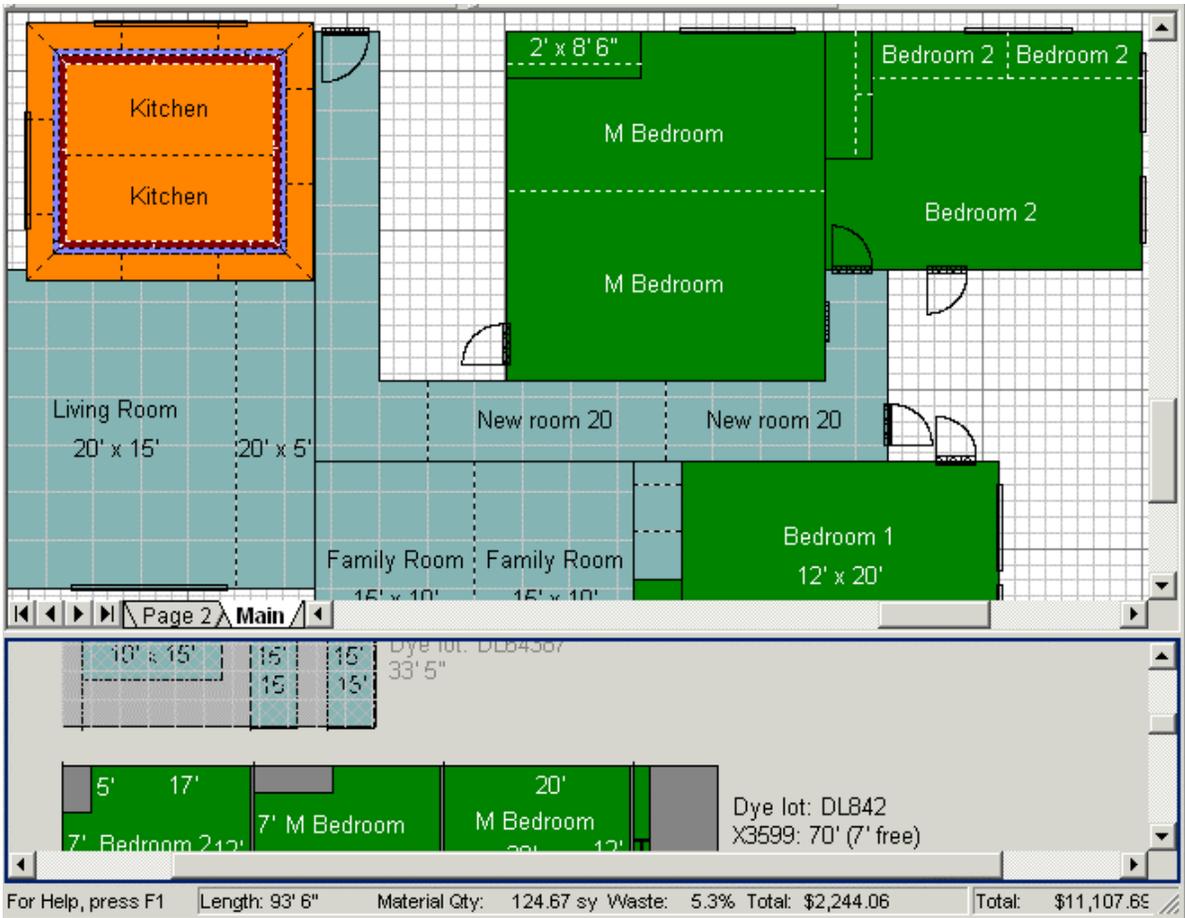
See *Toolbar Help*, p. 113, for an overview of all of these controls.

The main part of the screen contains an area for drawing diagrams of rooms. This is called the "Room View."



You can create rooms of any desired size and shape. Rooms are color-coded to indicate which type of floor covering is used in each room.

The drawing can be split into two by clicking on the **Seam / Stock** toggle button . Clicking the toggle button again removes the split. When the screen is split, the top part is called the "Seam View," as seams are displayed in the rooms. The bottom part shows the stock and how it is cut to accommodate all of the rooms. This is called the "Stock View."



Notice these differences between the room view and the seam view when the stock view is activated:

1. Rooms that do not need to be laid out (laminates, ceramic tile, and wood flooring are examples) are omitted from the seam view.
2. Locations of seams are displayed in the seam view.
3. The stock that applies to the currently selected room is displayed, though you can zoom out to see the other types of stock. For more information, see *Zooming*, p. 98.
4. When you select a room in the seam view, its pieces change to the highlighted color in the stock view. Likewise, when you select a piece of stock in the stock view, the piece is highlighted in the seam view.
5. In the Commercial version, you can see individual rolls of material and the exact amount used from the stock view if you enable the Roll Allocation feature from the **Layout** menu.

The bottom and right side of the view windows contain the scroll bars to

manipulate the placement of your drawing.

## Highlighting

When you select a room, window, door, wall, menu option, or anything else, it will normally change colors to indicate which object you have selected. This is referred to as the "highlighted color."

You can find out what the highlighted color is by clicking on a menu item, or even on a topic or book from the table of contents or index. The color the object turns to when you click it is the highlighted color.

The highlighted color is controlled by Windows and can easily be changed, so it is not necessarily going to stay the same. You can change the highlighted color with these steps. As you do so, recall the colors you commonly use for materials -- you will want the highlighted color to contrast with these colors.

1. Double-click the My Computer icon on the desktop.



My Computer

2. Double-click the Control Panel folder.



Control Panel

3. Double-click the Display icon. Display icons vary by manufacturer, but yours should look something like this.



Display

4. Select the tab labeled "appearance", and choose **Selected Item** from the **Item** menu.
5. Use the **Color** menu to choose the color you like.

## Company Information

When you installed FloorRight™ you were asked to enter your company information. This information can be modified by selecting the **Defaults** menu, and then selecting **Company Info**. This allows you to specify or change your company's name, address and phone number.

This information will be displayed on your printouts.

## Steps for Creating a Quote

Follow these basic steps for creating an estimate for your customer.

1. Draw the rooms, stairs, and hallways to the customer's specifications. See:

*Drawing Rectangular Rooms*, p. 21

*Joining Rooms*, p. 130

*Drawing Non-rectangular Rooms*, p. 22

*Splitting Rooms*, p. 130

*Drawing Circular Rooms*, p. 25

*Creating Stairs*, p. 34

*Creating Room Borders*, p. 30

*Doors*, p. 37

*Drawing Holes in Rooms*, p. 32

*Windows*, p. 36

*Aligning Rooms*, p. 38

*Expanding Rooms*, p. 167

*Positioning Rooms*, p. 178

*Rotate Rooms*, p. 182

2. Create materials matching the customers' needs, and assign them to the rooms. See:

*Adding a Material to the Estimate*, p. 16

*Defining the Material for a Room*, p. 17

3. Create and inspect the layout. See:

*Viewing the Stock Window*, p. 69

*Experimenting With the Layout*, p. 77

4. Enter material and labor costs. See:

*Entering Prices*, p. 85

5. Print the finished layouts and itemized quotes. See:

## **Related Documentation**

For more information on FloorRight™, please see:

### *The FloorRight™ Quick Start Guide*

Provides information on installation and licensing, as well as an overview of the product. Appendices include information on Frequently Asked Questions. This document is located in the Doc subdirectory of your installation.

### *The FloorRight™ Tutorial*

Provides in-depth interactive instruction on FloorRight™ and its capabilities. You can access the tutorial by simply following these steps:

1. Insert the FloorRight™ Distribution CD into your CD player.
2. Select the **Start** menu in the lower left corner of your screen.
3. Select the **Run...** menu option.
4. Type d:\FloorRightTutorial into the **Run** dialog box. If your CD device is set up as some other letter, use that letter instead of d:

### *The FloorRight™ Report Designer Tutorial (Commercial Version)*

Takes you through the basic steps for creating customized reports from your FloorRight data. You can find this .pdf file in your FloorRight installation in a folder of the same name.

### *The Report Designer manual (Commercial Version)*

This is the complete detailed manual for designing reports from FloorRight™ Commercial. You can find it with a choice of formats, .pdf and .doc, in the Doc subdirectory of your installation.

### *The FloorRight™ Disto Pro Guide*

Details how to use the Disto Pro4 with FloorRight™. The document describes how to use the Disto Pro4 to take room measurements so FloorRight can recognize them and the procedure for transferring measurements into FloorRight via a serial cable. This document is located in the Doc subdirectory of your installation.

### *The FloorRight™ Website*

Information on upgrades, distributors, and additional technical support is available through the FloorRight™ website at [www.FloorRight.com](http://www.FloorRight.com).

## Licensing This Program...

FloorRight™ has a 60-minute trial to give you a hands-on look at its powerful features. To purchase an unlimited usage license for a single computer, you must contact your FloorRight distributor. The distributor will provide you with a WIBU key that allows you to run FloorRight.

The **License Info** selection (p. 136) under the **Help** menu gives you details of your license.

# Working with Materials

## Material Types

A material type holds all the information you need to know about a material as you are planning its installation.

Many materials have the same type. For example, you most likely sell more than one color of a particular sort of carpet. As you lay out the carpet, you don't have to think about which particular carpet will be ordered. You just need to know what that carpet is *like*.

Specifically:

- Is the material sold by the square yard, square foot, or square meter?
- Does the material need to be cut and laid out, like carpeting, or does it need to be set, like ceramic tile?
- How much waste do I need to factor in?
- How wide is the stock when it is still on the roll?
- Are T-Seams allowed on this type of material?
- Does the material require a pad?
- Do I charge for labor for this material?
- Are there any other items or expenses associated with this material?
- Is the material patterned? What are the dimensions of the pattern?
- Should the material be hidden from the job estimate?

When using FloorRight™, first define a material type and then create a material that has that type.

Many common material types have been supplied with the software. You may wish to use an existing type instead of creating a new one.

## Factory Defaults

A large selection of material types are available for you to use and customize using the **Edit Material Types** dialog box. From this dialog you can add, modify and delete materials from the default list provided by FloorRight™.

If, in your next FloorRight™ file, you want the original default Material Types, choose **Set Factory Defaults** from the **File** menu. This will replace your edited Material Types list with the original default Materials and their attributes that

came with FloorRight™.

## Types of Flooring Material

The **Material Types** dialog box includes many kinds of pre-defined flooring material types. The names of these types indicate the kind of flooring material they represent.

- Berber – Berber is a particular type of carpet that comes in several standard pattern repeats. FloorRight™ allows you to quickly choose a defined Berber pattern instead of going through the process of defining it.
- CPT – CPT is just an abbreviation for Carpet.
- Carpet – Carpet is a fiber-based material that is sold in large rolls. It requires layout as well as padding.
- Ceramic – Ceramic refers to ceramic tile flooring. Ceramic tile does not require layout or padding.
- Laminate – Laminate flooring is a layered material that is typically sold by the square foot. It is a tongue-and-groove interlocking material that is installed on top of the existing substrate. Most laminate flooring is made in long planks, though some styles and patterns are made in square tiles. Laminate requires a pad for installation.
- VCT – VCT stands for vinyl composition tile. VCT is a commercial-grade tile, usually sold by the square foot. VCT does not require layout, and does not need padding.
- Vinyl – Vinyl flooring consists of a synthetic material with a felt backing and a wear layer on top. It is typically patterned, and requires layout. No pad is required for installation.
- Wood – Wood flooring is sold by the square foot, and does not require layout.
- Other Types of Flooring – If you do not find a material type that matches your flooring, you can create your own by using the **Edit Material Types** dialog box.

## Material List

Selecting **Material List** from the **Edit** menu will bring up the **New Material - Detailed** dialog box. This dialog box displays details for all of the materials you have defined for this project.

## Adding a Material to the Estimate

You need to define each material that you are going to use in your estimate.

First, think about what type of material you are using – whether it is carpet or tile, how wide it is, and that sort of information. All of these considerations are put together in a material type. Material types are *general* and apply to many different materials.

Next, assign a color to the material, match it to its type, and give it an identifying name. Use either the **New Material - Detailed** dialog box or the **Add New Material** dialog box to do this.

Use the **Add New Material** dialog box if -

- You want to add new materials that have or do not have a pattern.
- The material type already defines the material's pattern. For example, if you have a carpet with a pattern length of 1' 6", a pattern width of 1' 6", and a half-drop, you could use the pre-defined pattern type "CPT12' 1'6X1'6HalfDrop"
- You don't want to enter a name for the material or price information until later.
- You want to create a "rough draft" of the material, and refine it later with the **New Material - Detailed** dialog box.

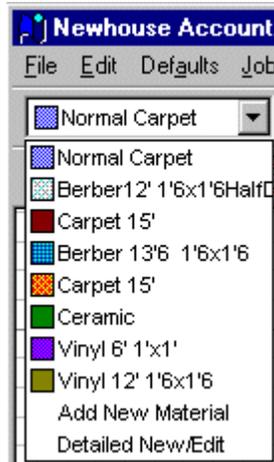
Use the **New Material - Detailed** dialog box if

- You want to add or edit pattern information for the material.
- You want to enter a name or a description for the material.
- You want to enter a price for the material.
- You want to change the sales tax for the material
- You want to change the job estimate items for the material.

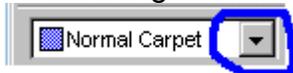
## Defining the Material for a Room

You can tell which material is being used in a room by its color. The **Count Rooms** command from the **Job** menu can give you a quick run-down of the materials you have defined for your estimate, and what their color-codes are.

Before drawing a room, check in the upper-left of the display to see that the correct color and style is shown.



If the wrong material is displayed, click the pull-down button



to see the rest of the materials you have defined, and pick the right one.

If you do not see the material you need, add a new material using the **Add New Material** dialog box or the **New Material - Detailed** dialog box

Now you are ready to draw your rooms.

If a room has been created and it is the wrong material, select the room and then choose the material as above.

## Color-Coding Materials

Each material that you are using is color-coded so that you can quickly distinguish between rooms with different materials, just by looking at the display.

Match colors to material types with the **Add New Material** dialog box.

Here are some things to keep in mind:

- The color code you use does not have to be related to the actual color of the material.
- It is better to use colors that contrast with each other so you can easily tell them apart.
- Avoid using colors that are similar to the highlighted color. These colors make it difficult to tell whether a room is selected. This may be unavoidable, since other users may change the highlighted color without warning you.

## Defining Tile

You can create a Tile material in the **Edit Material Type** dialog box. Select the

**Defaults** menu and then choose **Material Type**.

When defining a tiled material be sure to check **Boxed**, enter the **Amount / box** (square feet, square yards, or square meters), and enter the width and length of a tile in the **Pattern width** and **Pattern length** columns. Use **Pattern drop** to optionally enter tile drop. You can also edit an existing material type to make it tiled material with the above modifications.

Now you can add new tile material to your material list using the **Add New Material** and **Detailed New / Edit** selections in the material drop down window.

You can create a room of tiled material by selecting it before you draw the room, or you can use tiles to decorate an existing room with the Tile Editor.

Tiles are arranged such that those around the edge of the room are at least half a tile wide.

When changing the room size or lay direction, tiles are automatically rearranged for the modification.

You cannot use Tile as a border material.

## Why Can't I Just Use the Same Material All the Time?

In some instances, you can.

You can totally ignore materials and material types as long as:

- All of the rooms in the estimate are using the same carpet.
- The carpet is sold by the square yard, is 12 feet in width, and does not have a pattern.

You must use materials and material types if:

- You are using a carpet with different dimensions than listed above.
- You are using more than one kind of carpet.
- You are using ceramic tile, vinyl, wood, or any other types of flooring material.

Materials and material types allow FloorRight™ to figure out the best way to layout the materials, and how to calculate the amount of money to charge the customer.

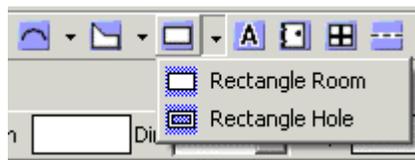


# Drawing Rooms

## Drawing Rectangular Rooms

 Dimensions of rooms are based on the amount of floor covering required, not on the distances specified by the blueprint. Please add a few inches to accommodate the unevenness of walls or mistakes in cutting and measuring.

The **Rectangle** drop down box allows you to switch between the rectangle room drawing tool and the rectangular hole-cutting tool. To draw a rectangular room, make sure the **Rectangle Room** drawing button is displayed on the tool bar.

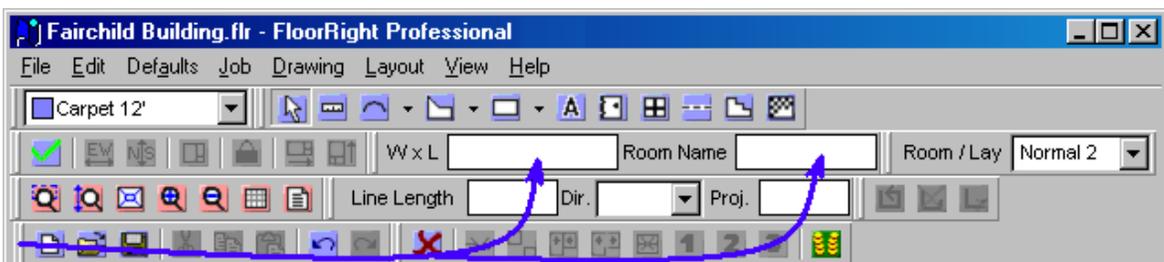


Draw your room by clicking and dragging in the room view.

1. Position the cursor to one corner of the room and click and hold the left mouse button.
2. Without releasing the mouse button, move the mouse cursor to where you would like the opposite corner to be. Notice that the dimensions of the room are displayed, and that they change as you move your mouse.
3. Release the mouse button when you have the right sized room.

The **Rectangle** button continues to be in effect until you select one of the other drawing buttons.

You can also draw rectangular rooms by typing directly into the W x L box and the Room Name box.



1. Type the dimensions of the room in the W x L box, separated by an "x". For example, you would type 20' x 18' for a room with dimensions of 20 feet and 18 feet. See *Entering Lengths*, p. 29, for more information on how FloorRight™ interprets the lengths you specify.
2. Type the name of the room in Room Name.

3. Click on the green checkmark button .

4. If you wish to cancel this action, click on the red x button .

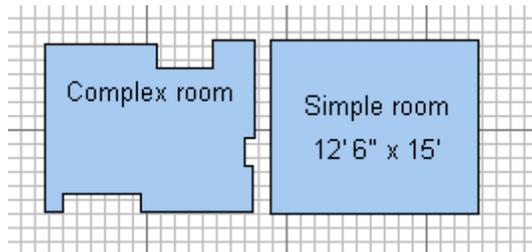
These steps can also be used to modify the name or dimensions of an existing room. First, select the room you wish to modify. Type your changes in the W x L box and the Room Name box. Again, use the green check button to accept the changes, or the red x button to reject them.

Other changes can be made after selecting a room by using the right click mouse button.

## Drawing Non-rectangular Rooms

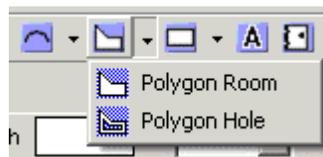
 Dimensions of rooms are based on the amount of floor covering required, not on the distances specified by the blueprint. Please add a few inches to accommodate the unevenness of walls or mistakes in cutting or measuring.

Most rooms are not simple rectangles, but in many cases using a rectangular approximation will suffice. It makes more sense to use the simple room, on the right, than the complex room, on the left.



On those occasions when using a rectangle would cause too much waste, FloorRight™ helps you do layout more efficiently. Use the line and curve drawing tools to specify non-rectangular rooms.

The **Line Drawing** drop down box allows you to switch between the room line drawing tool and the non-rectangular hole-cutting tool.



These steps are the simplest way to draw a non-rectangular room:

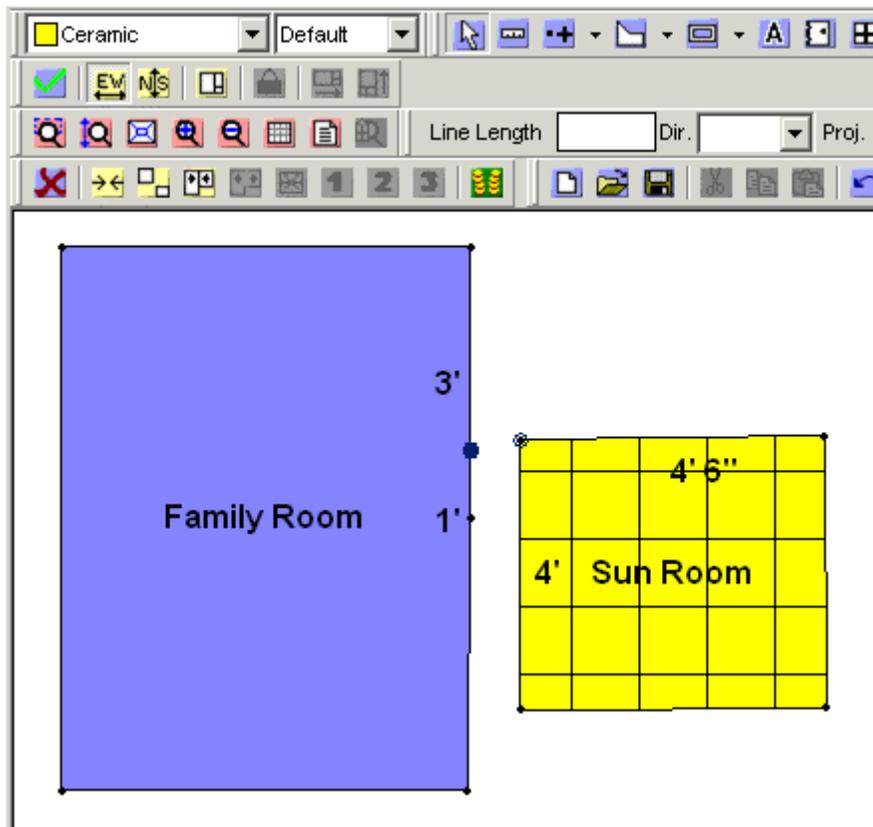
1. Click the **Line Draw** button  on the toolbar.
2. Click the locations on the room view where you would like the corners of the room to be.

HINT: FloorRight™ will make your lines horizontal or vertical if you hold down the SHIFT key as you drag the mouse.



The **Curves / Points** drop down box gives you two additional drawing tools to add more details to walls.

The **Insert point** tool can help you join or split rooms and correctly align rooms without the need for a grid.



It easy to add points to a wall for a more precise drawing:

1. Select the **Insert point** tool from the toolbar .
2. Move the cursor along the wall to the approximate place where you want the point inserted and click the mouse.
3. Now click the **Highlight** button  and select the section of wall on either side of the point and enter the exact distance dimension in the Line length text box.

If the room you edited is rectangular, it will be treated as a polygon.

To use the **Curve a Side** tool –

- Click the **Curve a Side** button on the toolbar 
- Move the cursor to the middle of the wall to be bowed.
- Click and drag the wall to the desired shape.

You can use this tool to draw completely circular rooms.

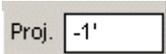
Several toolbar buttons allow you to tune and refine your drawing.



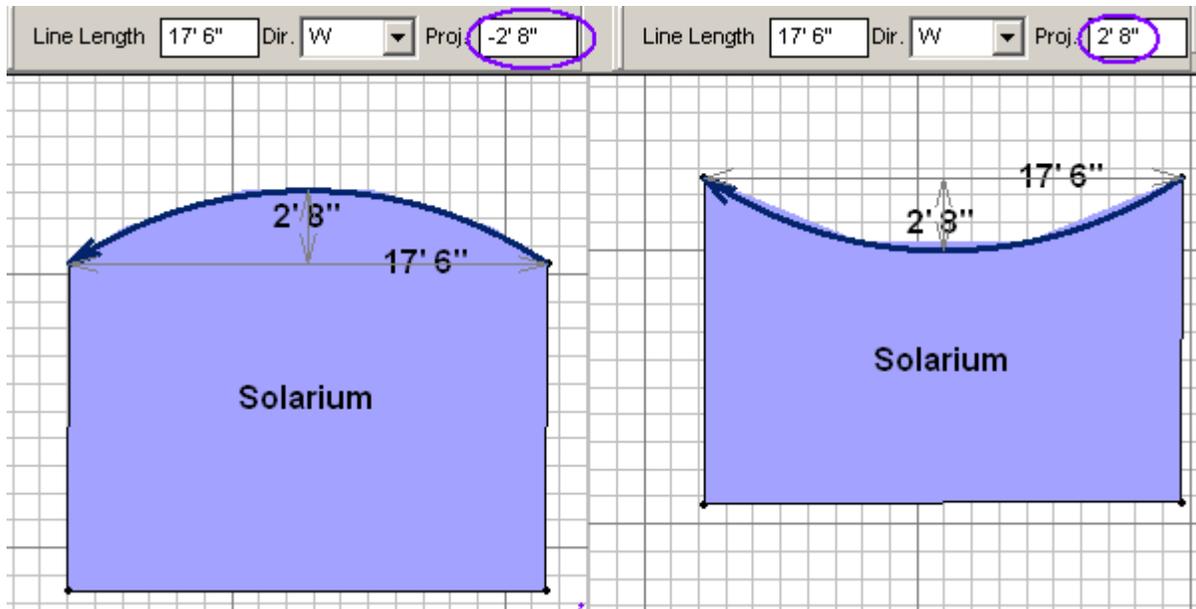
The **Line length** text box  allows you to enter the length of a wall. See *Entering Lengths*, p. 29, for more information on how FloorRight™ interprets the lengths you specify.

If you press the Enter key when you finish typing the line length, you will see a message box instructing you to enter a direction for the line.

The **Direction** text box  allows you to enter a Wall Direction. Press the Enter key when you finish typing the wall direction.

The **Projection** edit box  can be used to adjust the bow of a wall.

- Click the **Highlight** button  and select the wall - straight or curved.
- Enter a value in the projection edit box. This would be the perpendicular distance from the middle of the bow to its chord. A straight wall has a value of 0°. A negative value bows the wall to the right and a positive value bows the wall to the left, depending on the wall direction.



The **Close Room** button  draws the last wall for you.

The **Cancel Line Draw** button  deletes the walls you have drawn so far and lets you start your room drawing effort over.

The **Delete Side** button  deletes the last wall you drew, backing you up one step.

For more information, see these topics:

*Drawing Rectangular Rooms*, p. 21

*Drawing a Circular Room*, p. 25

*Selecting a Line*, p. 26

*Selecting a Point*, p. 27

*Strategies for Complicated Rooms*, p. 41

## Drawing a Circular Room

To draw a circular room you simply need to know its diameter.

1. Using the **Polygon** tool  draw a straight line of the appropriate diameter.
2. Change to the **Curve a Side** tool  and drag the line as far as it will go.

3. Close the room. 
4. The curve tool is still active , so drag the new straight line in the opposite direction as far as it will go.

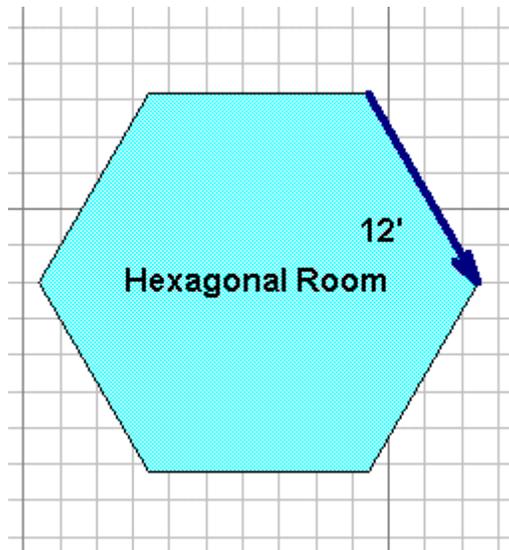
Note: Circular rooms, *i.e.* rooms with only 2 end points, cannot be joined to another room.

## Selecting a Line

To select and modify a line - a wall of a rectangular or non-rectangular room - follow these steps:

1. Click the **Highlight** button  on the toolbar.
2. Move the mouse cursor to the line you wish to select.
3. Click the mouse button and release.

When you succeed, the wall will be drawn as a thick arrow.

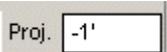


The arrowhead helps to distinguish the direction of the room. A wall with direction East would have an arrowhead on the opposite end as one with direction West.

After selecting the line, a right click of the mouse button displays a drop down menu of these choices:

- Wall Properties – brings up the dialog for editing
- Reverse Line Direction
- Lay Room to Side

Once you have selected a line, you can:

- Drag the line to a new location.
- Delete it with the delete key or by clicking the **Delete Side** button  on the toolbar.
- Change its length by editing the **Line length** text box.  Note that when changing the length of a line, the arrowhead moves and the end of the arrow remains stationary.
- Change its direction by editing the **Direction** text box .
- Change the bow of the wall by editing the **Projection** edit box. 

You may have difficulty selecting a line if it is right next to another room. If this is the case, try using **Bring To Front** from the **Edit** menu.

## Selecting a Point

To select a point -- a corner of a room -- follow these steps:

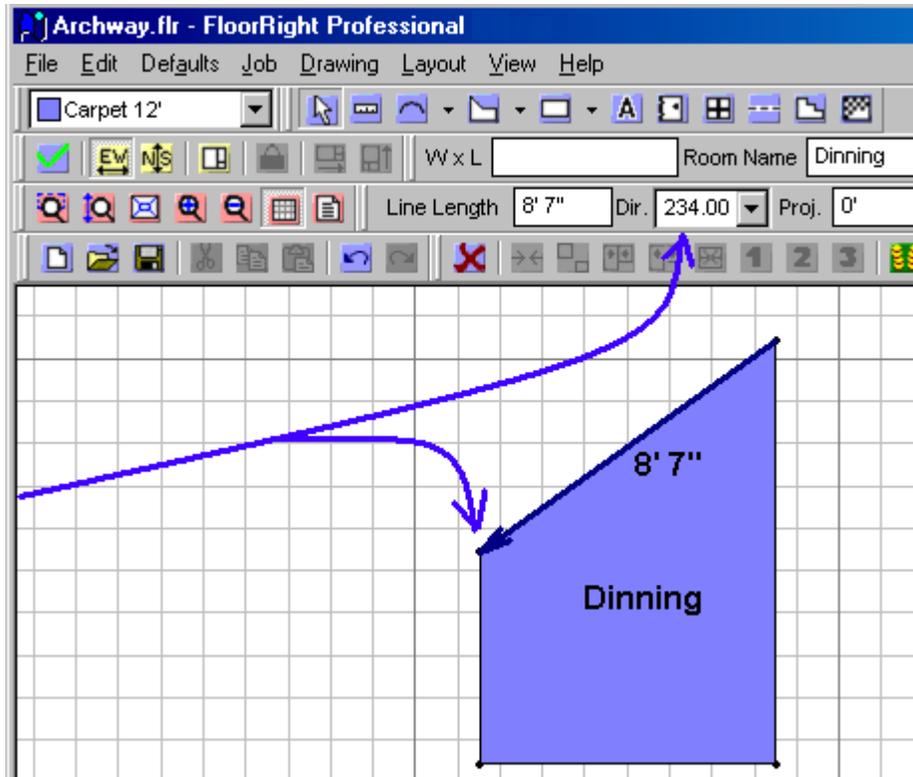
1. Click the **Highlight** button  on the toolbar.
2. Click on the point you wish to select.

If you are not close enough to the point, you may end up selecting the room or a line. Move the mouse cursor a little closer to the point, and try again.

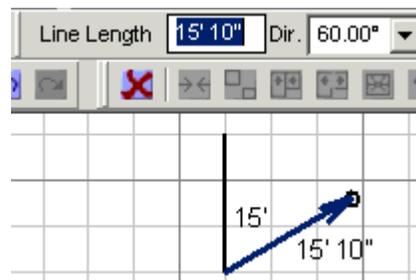
You may have difficulty selecting a point if it is right next to another room. If this is the case, try using **Bring To Front** from the **Edit** menu.

## Wall Direction

When a wall of a room is selected, the direction of the wall is displayed on the toolbar.



If the direction is shown as a number, it is the angle measured clockwise, starting from north (straight up). A wall with a 60° angle would be oriented like this:

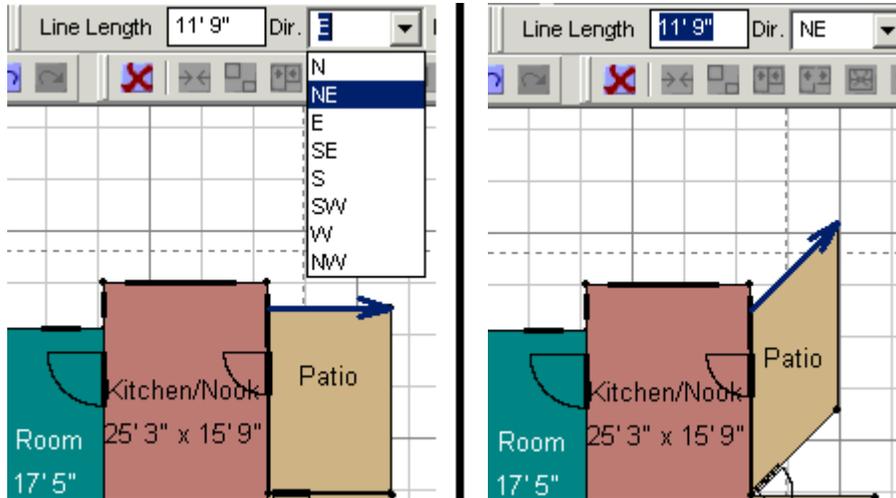


When the angle matches a compass direction, the compass direction is shown.

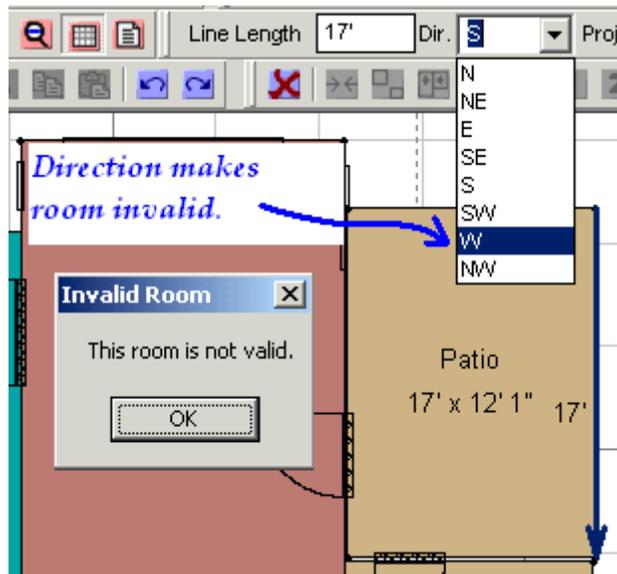
N	North	0°
NE	North East	45°
E	East	90°
SE	South East	135°
S	South	180°
SW	South West	225°
W	West	270°

NW                      North West                      315°

You can change the direction by entering the angle in degrees, or selecting one of the cardinal directions from the dropdown menu.



Note: The direction of a wall cannot be changed so radically that it causes walls to cross or overlap. If you try this you will get an **Invalid room** error box.



These direction units are also used to rotate a room.

Reversing a line direction will automatically change the direction of all the walls in the room.

## Entering Lengths

Use these guidelines when entering line lengths and room dimensions.

- When entering a length in feet, use the single quote key ('), for example: **8'**
- When entering a length in inches, use the double quote key ("), for example: **48"**



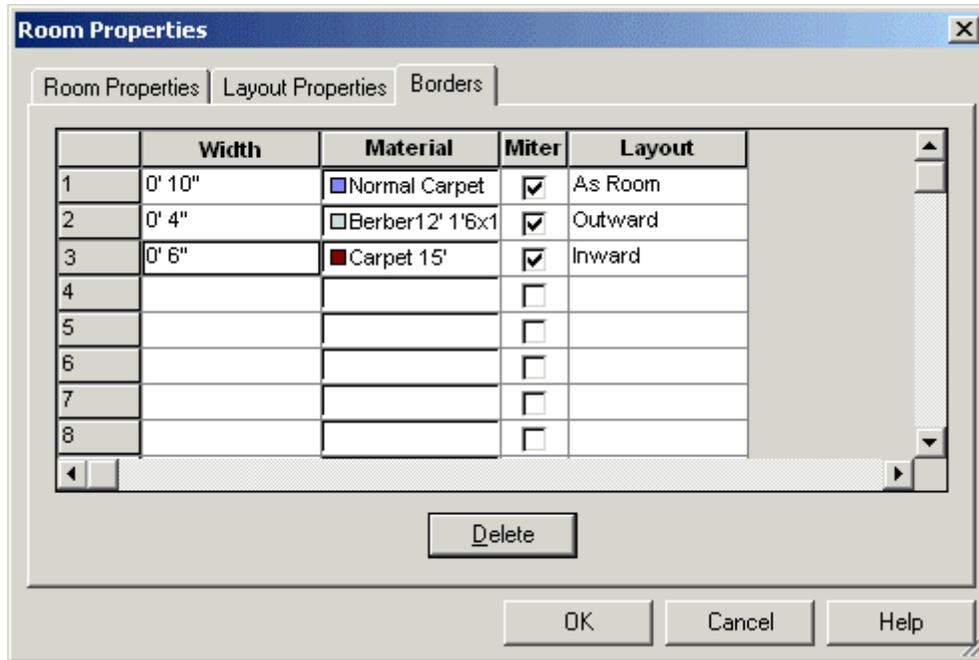
Typing the single quote *twice* for inches will not work!

- When using both feet and inches, feet must come first. Example: **6' 10"**
- Fractions of feet are automatically converted to inches. For example, **6.5'** becomes **6' 6"**
- When entering a length in meters, follow the number with an **m**. Example: **7m** or **7 m**
- When entering a length in centimeters, follow the number with **cm**. Example: **823cm** or **823 cm**
- Meters and centimeters cannot be mixed, as feet and inches can. Instead, use decimals. 6m 45cm becomes **6.45m**
- No other units are accepted for line lengths and room dimensions.
- If you do not indicate units, FloorRight™ uses whatever you have selected in the **Edit Options** dialog box. If you have chosen "feet and inches", your length will be assumed to be in feet. If you have chosen "meters," your length will be assumed to be in meters.

## Creating Room Borders

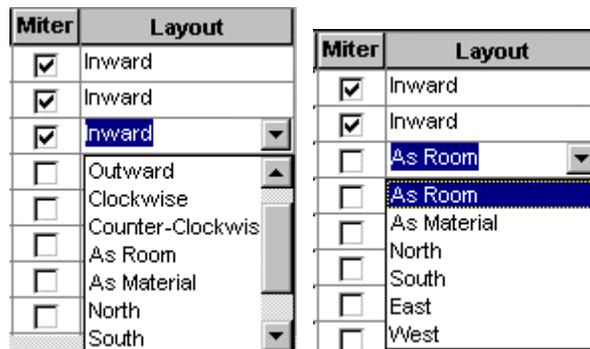
There may be cases where you need to place a border of a different material around the edge of a room. FloorRight™ can take care of this for you along with the other individual Room Properties.

1. Select the room.
2. From the right click mouse button menu select **Room Properties** and click the **Borders** tab, or select **Room Properties** from the main **Edit** menu to bring up the **Borders** tab in the dialog.



A room may have multiple borders. The first border, row (1) in the list, is the outer-most border, working inwards with each successive number. For each border enter the following information:

- Width – Specify the border width in current units.
- Material – Select one from your list using the down arrow. (Tiled material is excluded from the list.)
- Miter – Check this box if you want mitered seams at the corners of your room. If you leave this box empty the border will be laid as a single piece.
- Layout – Select from the drop down menu of choices. The available selections depend on whether or not you selected mitered corners.



In FloorRight Commercial there is one additional column:

- Dye lot – If you have assigned dye lots with the material, you will have a drop down menu of choices. If not, "Default" is displayed.

To delete a border, click the row number (the row will be darkened) then click the **Delete** button at the bottom of the dialog box.

To move a border to a different position, select the row and drag it (holding the mouse button down) to the correct place in the list.

The **OK** button accepts your changes and closes the dialog box.

The **Cancel** button ignores your changes (restores the Room Properties to the settings as they were before you opened the dialog) and closes the dialog box.

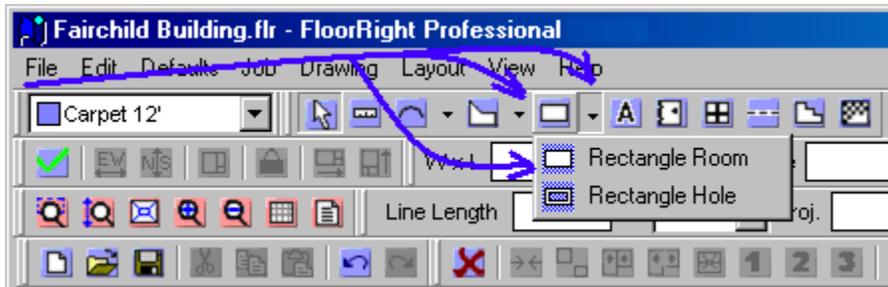
The **Help** button activates the help system and displays help for this dialog.

Borders are automatically updated if you change the size or shape of a room.

## Creating Holes in Rooms

If you have a room surrounding a courtyard or a large appliance or fireplace in the center of a carpeted room, then you need to make **Holes** in your room.

After drawing your room, change the rectangular or polygonal room drawing tool to the rectangular or polygonal hole cutting tool using the drop down arrows to the right of the corresponding buttons. When you select **Rectangle Hole** the toolbar button changes to show a room with a hole in it.



Draw the hole inside the room using the scissors cursor in the same way you drew the room, by clicking and dragging.

1. Depress the left mouse button.
2. Without releasing the mouse button, move the cursor to where you would like the opposite corner to be. Notice that the dimensions of the hole are displayed, and that they change as you move your mouse.
3. Release the mouse button when you have the right sized hole.

The **Rectangle Hole** button continues to be in effect until you select one of the other drawing buttons.

For complicated holes (non-rectangular) you can select the line drawing room tool and change it to the line drawing hole tool, displaying a scissors with the

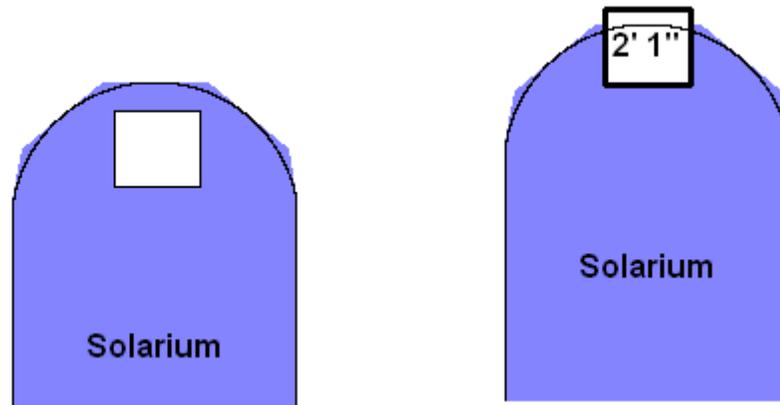
cursor. Then use the same techniques to draw the hole as for the non-rectangular room; just click the locations in the room where you would like the corners of the hole to be or use the several toolbar buttons that allow you to draw your hole.



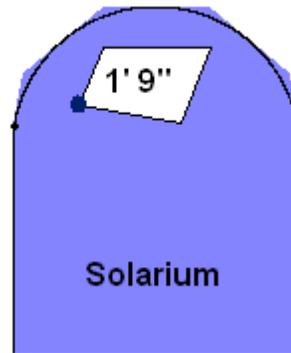
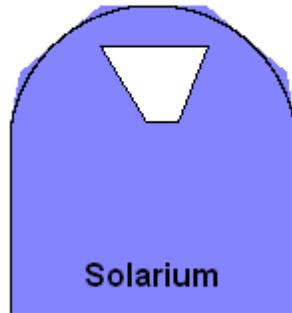
Refer to the section on drawing non-rectangular rooms, as the hole drawing works just the same.

There are a few rules for drawing holes in rooms:

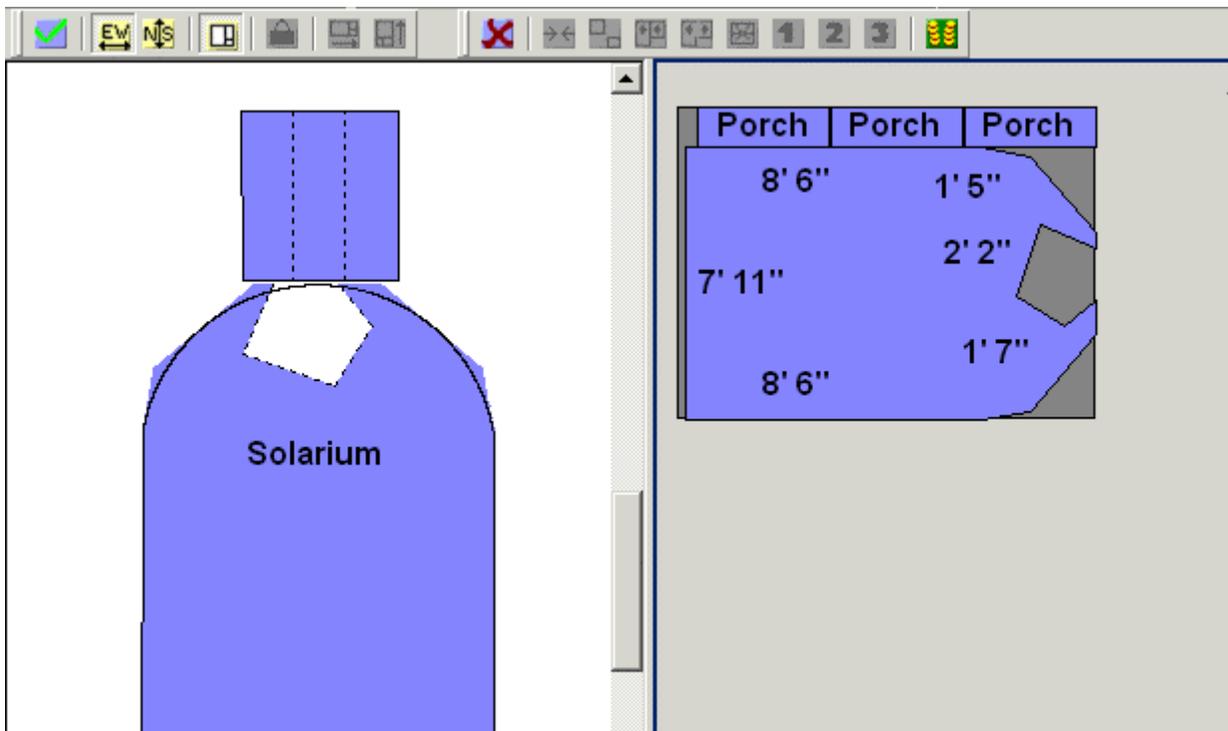
- When first creating a hole, all points defining the hole must lie within the same room. After drawing the hole you can do some rearranging as indicated below.
- You can drag an existing hole as long as one point of the hole remains within the room where the hole was first placed. Drag the entire hole by clicking inside the hole. A heavy line will outline the hole to show that the hole is selected.



- You can also move corners or points of a hole individually, as long as one point of the hole remains within the room.



- The hole only affects the room in which it was created as you see in the seam view below.



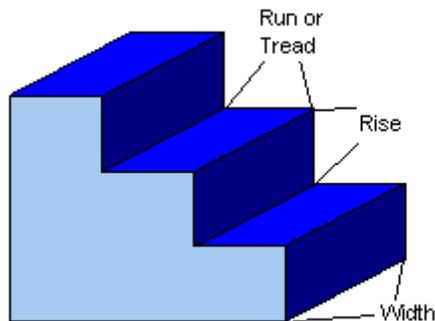
- A room may contain multiple holes. Overlapping holes are combined during layout, but they remain separate in the room view to allow individual editing.

To Delete a hole simply click inside the hole with the selection arrow cursor (a heavy line will outline the hole to indicate that it is selected), then press the Delete key or select **Delete** from the **Edit** menu.

## Creating Stairs

Stairs are a little more complicated to describe than other rooms, since you can't simply draw them on the screen. You have to describe the rise, run (or tread),

and width of each step and the number of steps.



To create a new set of stairs, select the **Edit** menu option and choose **Stairs...** or simply click on the **Add Stairs** button. 

This will bring up the **Add Stairs** dialog box.

A screenshot of the 'Add Stairs' dialog box. It has a title bar 'Add Stairs' and a 'Layout' section with input fields for Name (Main Stairway), Rise (8"), Run (Tread) (12"), Width (5'), and Number (14). Below is a 'Stair Orientation' section with radio buttons for North/South and East/West (selected). The 'Pile Direction' section has radio buttons for North, South, East (selected), and West. At the bottom are 'Next', 'Done', and 'Cancel' buttons.

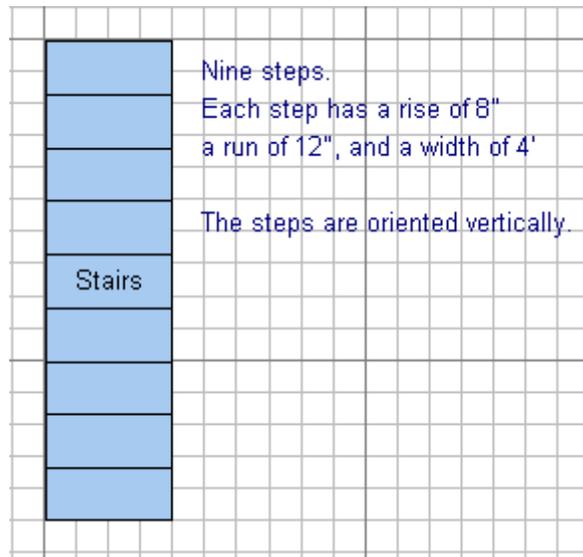
Type the rise and run of the steps, as well as the width of each step and the number of steps.

Stair Orientation and Pile Direction allow you to describe how the stairs are situated, and which way the pile runs. Carpet pile typically runs down stairs, so you can indicate which way is down here.

 If you are using feet and inches as units, and you do not indicate the units in

this dialog box, it assumes you mean feet. For example, typing in 9 for the rise will be interpreted as nine feet instead of 9 inches! Type in 9" instead. See *Entering Lengths*, p. 29, for more information.

Recalling that the shapes in the room view represent carpeting rather than the dimensions of rooms, it is easier to understand the appearance of the stairs on the screen. Stairs are shown as if they have been flattened out, so that all of the carpeted surfaces are apparent.



Clicking the **Next** button will create one set of stairs and update the dialog for the next stairs with the same rise and tread.

Click the **Done** button to create stairs and dismiss the dialog box.

**Cancel** will dismiss the dialog box without creating stairs.

If you have a set of uneven stairs, you may wish to make a new set of stairs each time the rise changes. Another way would be to use the biggest rise to prevent running short on carpeting.

You can make changes to a selected stairs with this dialog.

## Editing Stairs

To make changes to stairs, select the **Highlight** button  and double click on the stairs you wish to change. Make changes in the **Edit Stairs** dialog box and click **OK**.

You can also access the dialog box by selecting **Stairs...** from the **Edit** menu.

## Windows

Natural light from windows can make carpet seams easier to see. Thus,

windows must be taken into consideration when FloorRight™ makes decisions about seam placement. FloorRight's algorithms seek to place seams farther away from windows if possible.

To add a window:

1. Click the **Window** button  on the toolbar.
2. Move the mouse to the wall that will contain the window.
3. Press down on the mouse button where the window begins.
4. Drag the cursor to the point where the window ends, and release.

**HINT:** To avoid placing your window in the wrong room when rooms are adjacent, use the **Bring to Front** function in the **Edit** menu.

If you make a mistake, simply delete the window and try again. To delete a window:

1. Click the **Highlight** button , allowing you to select objects in the room view.
2. Select the window. It will change from black to the highlighted color
3. Press the delete key on your keyboard.

## Doors or Transitions

FloorRight™ uses the location of doors when producing an automatic layout. It tries to place seams far from doors, since they are high-traffic areas.

The **Door** tool also allows you to lay transition materials between rooms. You can specify materials such as thresholds or reducer strips in the **Transition Materials** dialog and assign these materials to specific doorways in the **Transition Properties** dialog.

To draw a door or transition:

1. Click on the **Add Door** button .
2. Position the mouse cursor to the spot on the wall you would like the door or threshold to begin. Press down on the left mouse button.
3. Without releasing the mouse button, drag the mouse cursor to the other edge of the doorframe or threshold. Keep an eye on the lower left corner of the screen to see the width of the transition.
4. Release the mouse button when you are satisfied with the transition.

This brings up the **Transition Properties** dialog.

5. In this dialog you can edit the transition length, select a transition material if applicable, or display the door symbol on the drawing.

**HINT:** To avoid placing your door in the wrong room, when rooms are adjacent use the **Bring to Front** function in the **Edit** menu or drag the rooms apart slightly.

All the standard editing features are available for transitions. You can move and resize them, or change their properties.

1. Click the **Highlight** button  on the toolbar.
2. Click the transition. The selected transition is highlighted with points on each end.

Once you have selected a transition, you can perform various operations on it.

- To resize the transition, grab one of the points and drag it or type in the correct dimension in the Transition Length window in the **Transition Properties** dialog.
- To move the transition, grab the bar between the end points and drag it along the wall.
- To change the transition's properties, double click anywhere on the transition or select **Edit / Transition Properties** to bring up the dialog box.
- To delete a door or transition:
  1. Click on the **Highlight** button  on the toolbar.
  2. Click the transition you wish to delete.
  3. Press the delete key on your keyboard, or select the **Edit** menu and choose **Delete**.

 Since the layout algorithm uses doors to determine where seams go, and since you can drag rooms around the screen without affecting the layout, each room needs its own copy of the door. If two rooms are next to each other, draw a door for each room.

## Aligning Rooms

Aligning rooms is important if you are using patterned material and depending on the Global Pattern Start. It is also useful for presenting a familiar looking layout

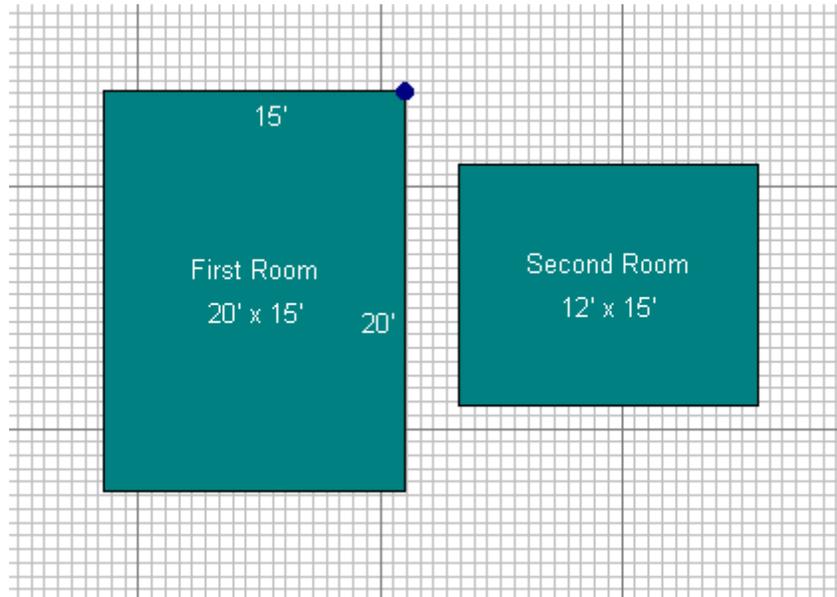
for your customer.

Note that the position of rooms does not impact non-patterned carpet.

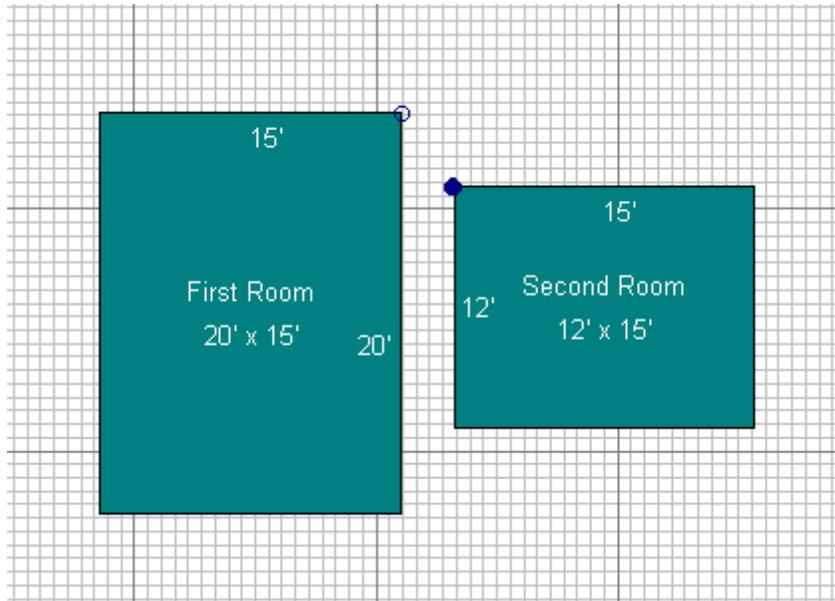
It can become quite tedious to align rooms by carefully dragging them around the room view. Two tools are available to make this easier and faster.

The first step in using both tools is to select the corners of the rooms you wish to align.

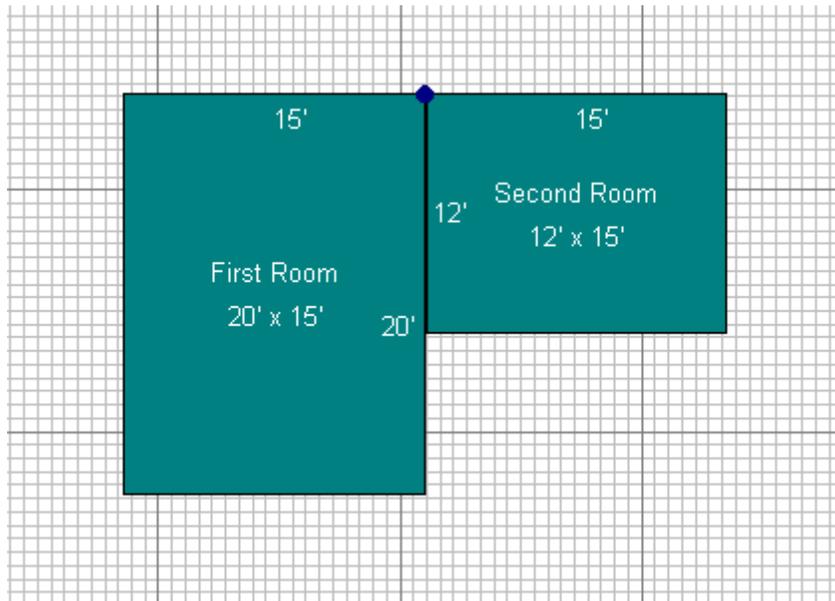
1. Click on the corner of the first room. When the rooms are aligned, this room will remain stationary. A small black circle on the corner of the room will indicate that you have been successful.



2. Hold down the shift key, and click on the corner you wish to align. When you get it (be patient!), the circle on the first room will turn white, and a small black circle will appear on the corner you have clicked.



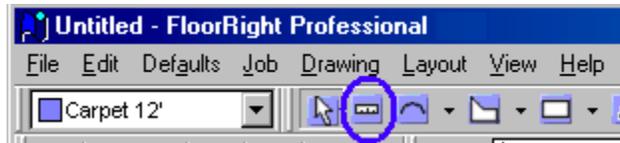
If you want to position the two corners together, the easiest way is to click the **Align Points** button  from the toolbar or choose **Align Points** from the **Drawing** menu. The second corner you selected is moved so that the two corners meet.



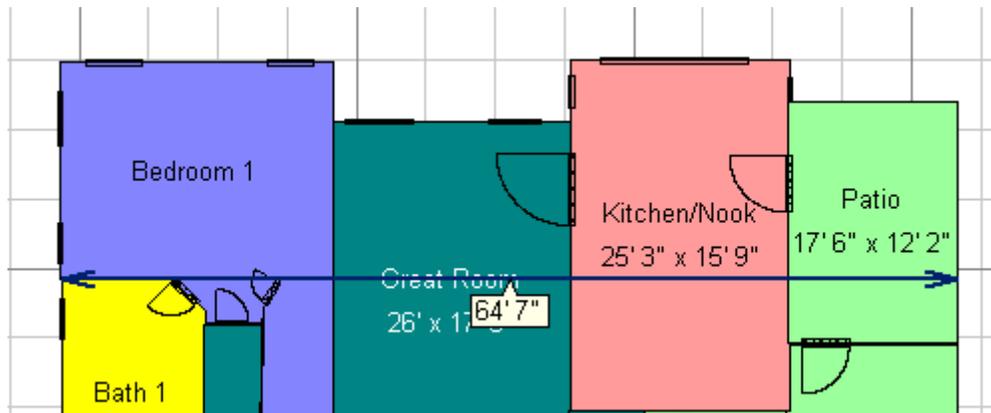
If you need to place the corner of a room a certain distance from the corner of another room, use the **Position Room** dialog box.

## Using the Measuring Tool

The measuring tool is great for taking measurements in your drawing between any points or walls.



Simply click and drag. The cursor will snap to a nearby point or line. As you drag the measuring cursor the line measurement expands like a measuring tape. When you release the cursor the line is erased.



## Strategies for Complicated Rooms

Sometimes it can be difficult to get a room *just right*. Keep in mind that you are estimating, so if the angle is just a bit off, you are probably all right. Try to draw things a bit larger if you can't get it quite right!

Most rooms are basically rectangles, so try starting with a rectangle and making changes.

Another approach is to break the room down into more basic shapes, and then trace over them.

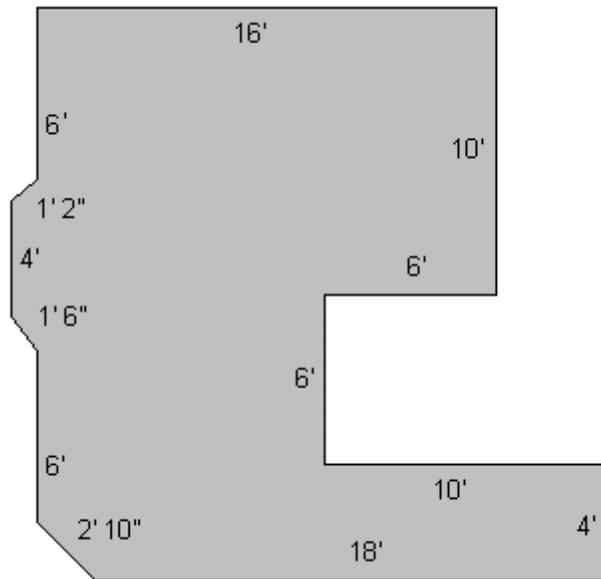
You can also use the joining rooms  and splitting rooms  features.

Some rooms, particularly hallways, are defined by where other rooms *aren't*. Draw surrounding rooms, and then create a polygon by clicking on the corners of the surrounding rooms. Use this as a rough draft, and refine your drawing with the line drawing tools. Remember that it is better to make the room a little larger so that you don't run short.

For more examples and step-by-step instructions, see *Running the Tutorial* (p. 7). The tutorial was included with your distribution CD.

## Complicated Room Example

Imagine that your customer has handed you a sketch that looks something like this:



At first, this may look a little daunting, but after a bit of thought, you realize that there are only four features that keep this room from being a perfect rectangle:

- There is an indentation on the east wall.
- The north wall is longer than the south wall.
- The southwest corner is clipped off.
- There is a bay window on the west wall.

Drawing these features one at a time is much easier than trying to deal with them all at once.

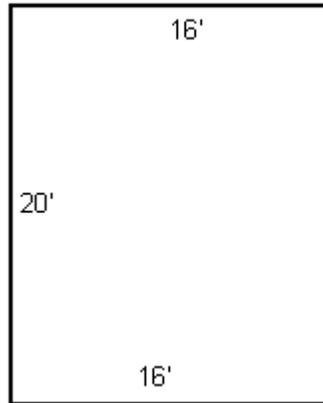


The three vertical sections of the east wall add up to 20', so start with a 20' by 16' rectangle

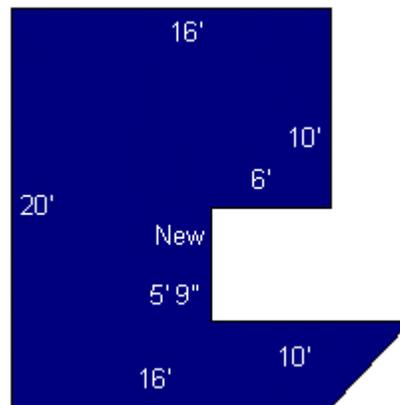
**Problem A: There is an indentation on the east wall.**

To solve this problem, delete the existing east wall, and draw the walls that make the indentation using the line drawing tool.

1. Select the east wall, and click on the **Delete Side** button  on the toolbar.



2. Click on the **Line Draw** button  on the toolbar. Click and hold the mouse button. You will see a line drawn from the northeast corner of the room to your mouse pointer. Release the mouse button when the line is close to where you want it to be. Draw the rest of the indentation in this way.

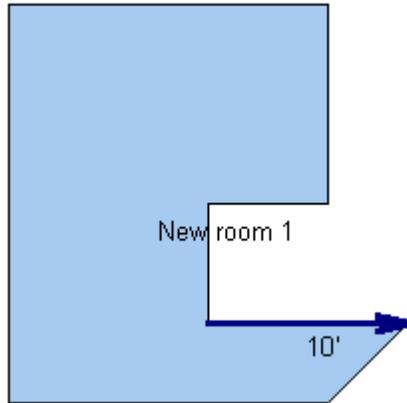


Notice that we did not worry about the length of the bottom wall yet. That's a different problem!

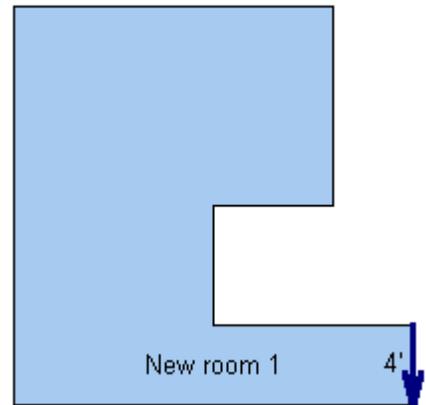
The easiest way to adjust the lengths of any lines is to select them and type in the line length. When you select the line, you will see an arrowhead. Always work in the direction of the arrowheads.

Make adjustments to angles by selecting the line and typing the compass direction or an angle in degrees.

Line Length  Direction



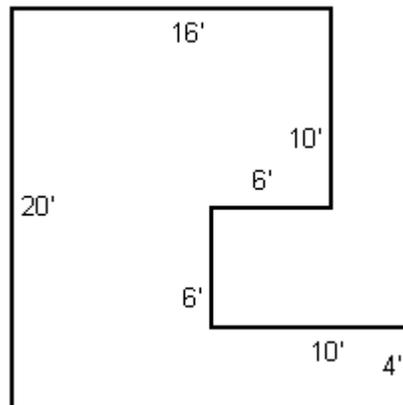
Line Length  Direction



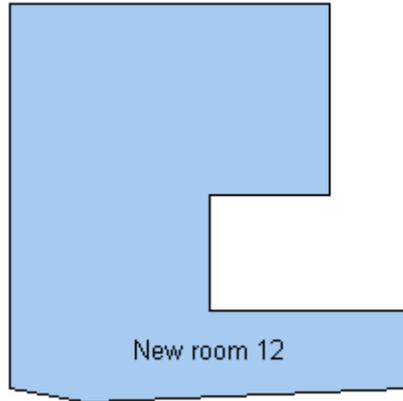
**Problems B and C:** The north wall is longer than the south wall, and the southwest corner is clipped off.

These problems can be solved at the same time.

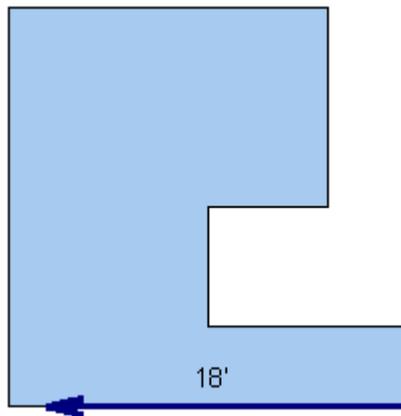
1. Delete the south wall



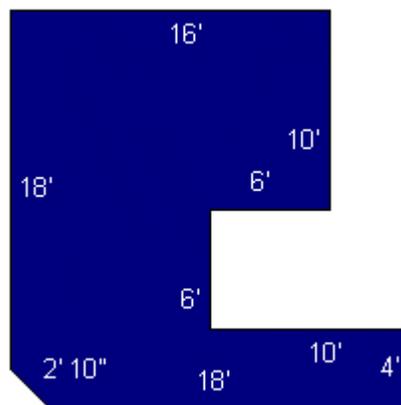
2. Use the line drawing tool to re-draw the wall, but stop somewhere in the middle of the wall so there is a bend point.



3. Select the bend point, and adjust the south wall to be straight west and 18'.



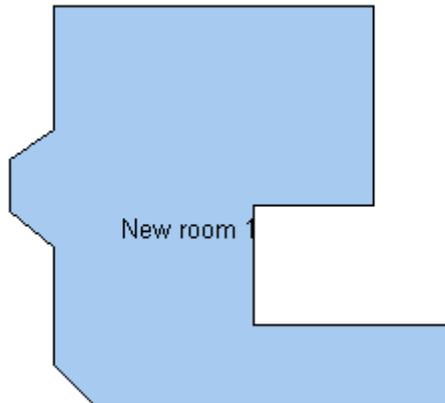
4. Drag the southwest corner north until the diagonal segment is 2'10" long.



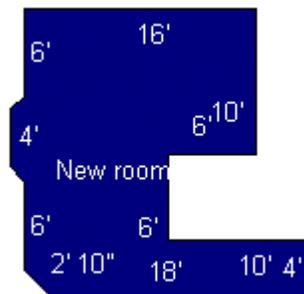
**Problem D:** There is a bay window on the west wall.

Solve this problem with these steps:

1. Delete the west wall, and use the drawing tool to approximate the bay window.



2. Select each line, and set its length to the correct value. Also make sure the vertical segment is exactly north.



As you get to the end of this example, you will very likely not be able to get it to come out exactly right. This is not your fault -- it is because the customer did not give you complete information! You need to know the angles as well as the lengths if you want it to be perfect. Now is the time to remember that you are estimating, and that it does not need to be perfect -- just close.

## Accept Room and Reset Room

When using the toolbar to make changes to rooms or to create rooms:

- Use the **Accept Room** button  if you want to keep your changes.
- Use the **Reset Room** button  to discard your changes before leaving the toolbar window. To reset the room after the changes have been accepted, use **Undo**.

The enter key on your keyboard is equivalent to the **Accept Room** button. This is helpful if you are entering a number of rooms or walls, since your hands do not

need to leave the keyboard.

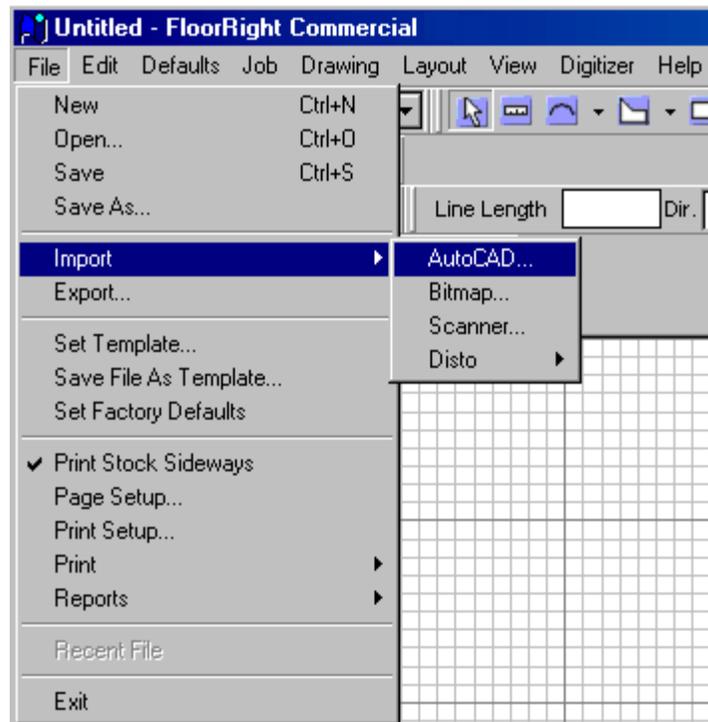


# Importing Files and Data

## Importing Files

FloorRight has several ways of creating drawings quickly from existing files created elsewhere.

The drop down menu from the **File / Import** command allows you to select the type of file for import:



- AutoCAD files (Only available in the Commercial Version)
- Bitmap drawings
- Scanner Input
- Leica Disto Input

You can create FloorRight files over any of these imported files. The bitmap and AutoCAD files can be displayed over or under the FloorRight file so that you can easily set the scale of your FloorRight drawing to align with the imported file.

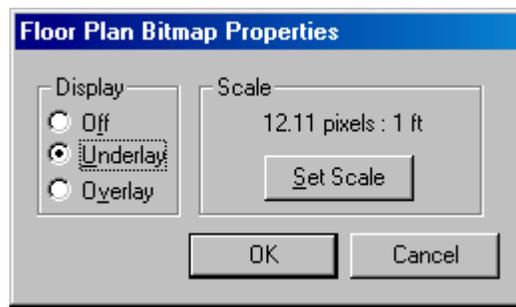
## Bitmap Import

If you have a picture of your layout in bitmap form (e.g. a PNG file from a scanner) you can use it to help create your FloorRight project in the commercial version.

Using the **Import / Bitmap** option in the **File** menu you can bring in the following type of files:

- ◆ IMG
- ◆ JPEG
- ◆ PCX
- ◆ BMP
- ◆ PNG
- ◆ TGA
- ◆ TIF (uncompressed or compressed)
- ◆ GIF

With the import of a bitmap, the **Floor Plan Bitmap Properties** dialog automatically opens.



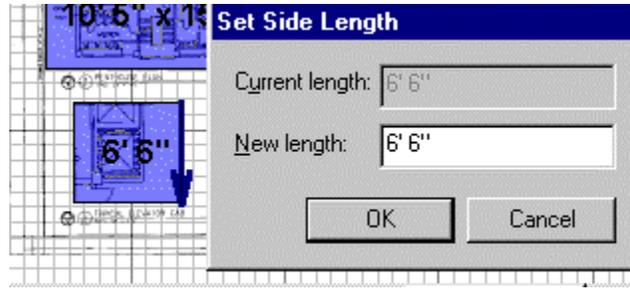
This dialog lets you arrange the display and set the scale of your bitmap with respect to your FloorRight drawing.

The **Display** radio button group presents the following options:

- Off – the bitmap is hidden.
- Underlay – the bitmap appears behind any FloorRight objects.
- Overlay – the bitmap appears in front of any FloorRight objects.

The **Scale** box lists the current scale as a ratio of pixels to distance. The distance units are feet or meters. To adjust the scale:

1. Click on the side of a FloorRight room. The side you select will be highlighted with an arrow and the side's length will be printed next to it.
2. Click the **Set Scale** button to bring up the scaling dialog box, **Set Side Length**.



In this box the **Current length** shows the length of the selected room side as you last defined it in either feet or meters.

In the **New length** box you can change the length to match the scale of the bitmap overlay / underlay. Changing this length will only affect the specified lengths of your FloorRight objects; the room layout will look unchanged relative to the bitmap.

The **OK** button closes the dialog and accepts the new length. All FloorRight objects are assigned new dimensions to match the selected length change and the view automatically zooms to cover the extent of the bitmap at its new scale. The scale ratio display, pixels to feet / meters, is updated.

**Cancel** will close the dialog and revert the scale to the previous length.

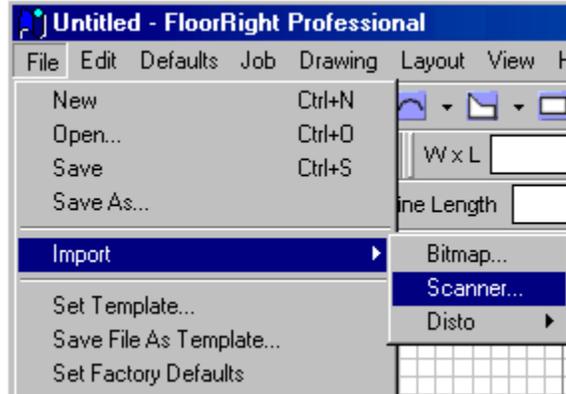
The **Floor Plan Bitmap Properties** dialog can be left open while working on the project. Changes in the settings take place immediately. The **OK** button closes the dialog and saves the changes, while the **Cancel** button closes the dialog and reverts the settings to their previous value.

The bitmap file's path and property settings are saved with the FloorRight file and reloaded whenever the FloorRight file is opened.

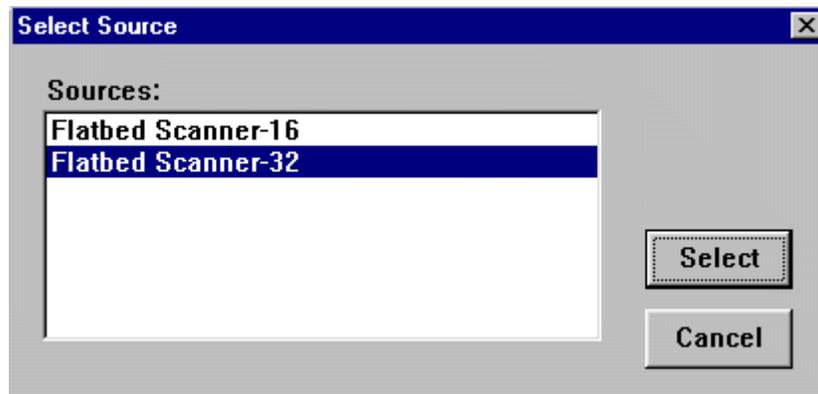
## Scanner Import

If you have a hard copy of your floor plan you can scan it into FloorRight™ with any "TWAIN" device. The scanned input is saved as a bitmap file

- Place your paper copy in the scanner, and click **File / Import / Scanner**.

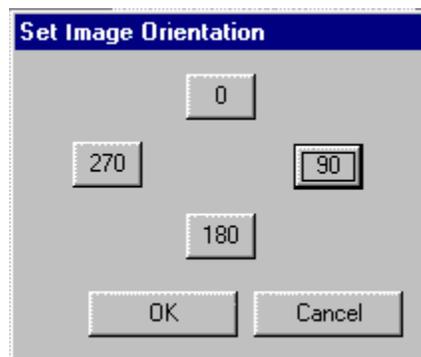


The next menu displays a list of all available TWAIN sources.



When you make your selection you will advance to the scanning mode. The menu for adjusting the settings is controlled by your scanner's software. All scanning controls, cropping, color depth, resolution, and other settings are enabled. Note: use the monochrome setting if possible; it uses less memory.

After the image is scanned, it is transferred to FloorRight and the **Set Image Orientation** dialog box is displayed.



This allows you to change the orientation of your bitmap on the FloorRight grid by 90° increments. The numbers indicate the clockwise rotation from ↑North. Here is an example:



Figure 1 orientation as sent from scanner



Figure 2 - 90° rotation from original

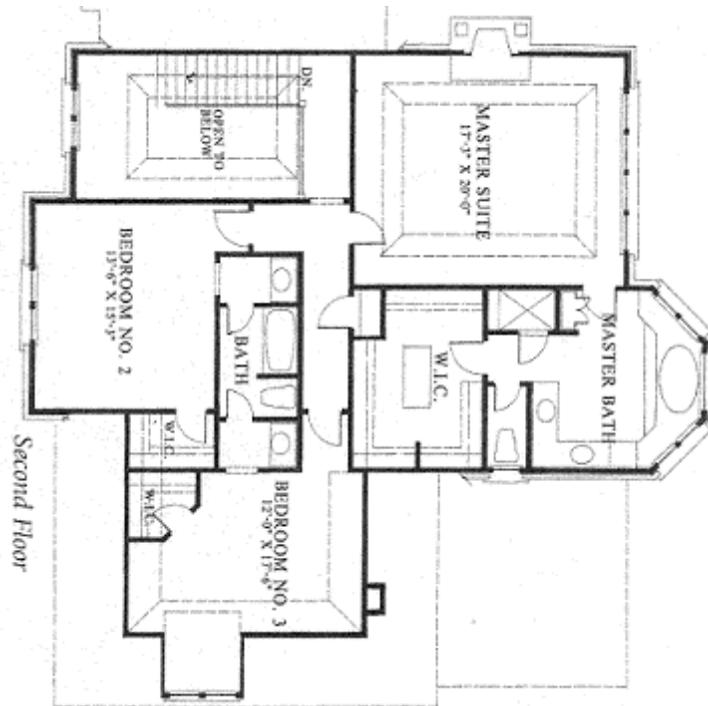


Figure 3 180° rotation from original

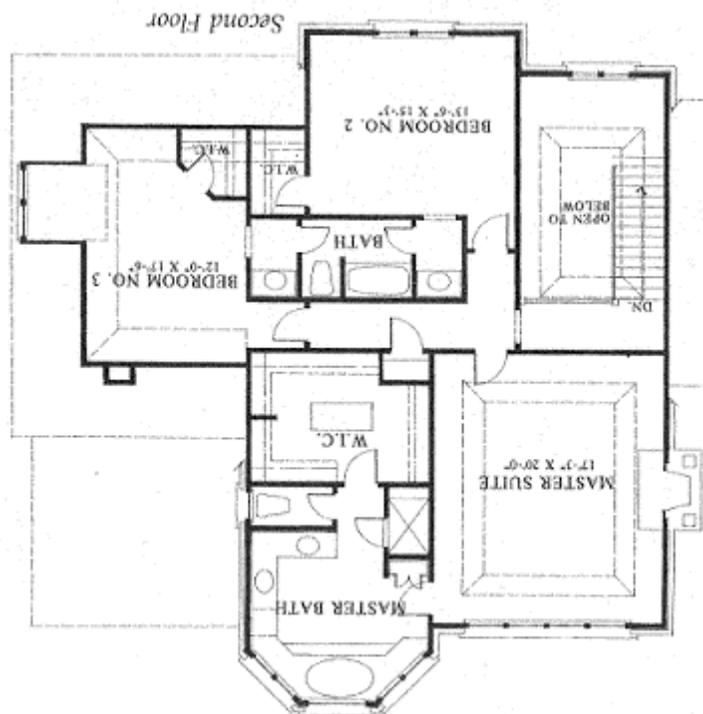


Figure 4 - 270° rotation from original

You can experiment with rotations until you get the desired orientation. Then click **OK** to insert the scan at the displayed orientation into FloorRight. The **Cancel** button inserts the scan into FloorRight at the original orientation.

To start over (rescan), select **File / New** and repeat this process without saving the current bitmap.

Once you have your scanned image in FloorRight, the **Bitmap Properties** dialog is displayed and you can create your FloorRight project.

When the FloorRight file is saved, the scan is automatically saved as a bitmap file with the name "xxx\_scan.png" where "xxx" is the FloorRight file name. The bitmap file and associated properties are saved and automatically loaded whenever you open the FloorRight file.

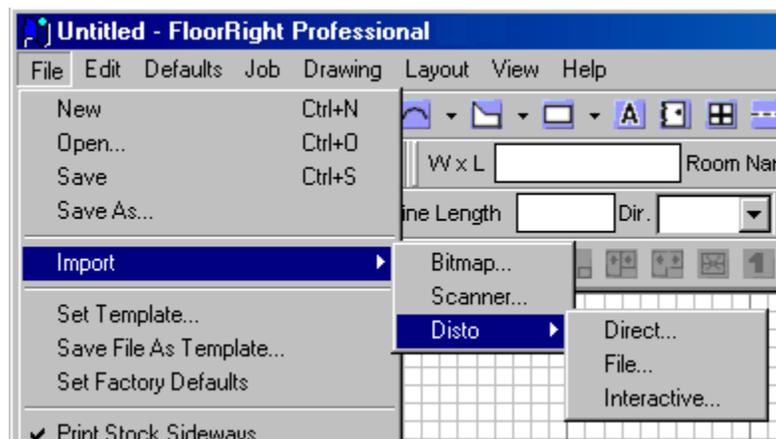
## The Leica Disto

### Leica Disto Input

You can automatically enter room measurements into your project with the Leica Disto laser range finder. Take measurements, label the rooms and groups of rooms, then plug the Disto into your serial port and make your layout. Once you have checked the rooms in the Disto Data window, you can transfer the measurements into FloorRight with the click of a button.

Here's how the interface between the Leica Disto and FloorRight works. See the section on "Using the Leica Disto" for help in gathering data. The model of Disto you use will determine the steps for using these menu selections.

- To start your Disto import, select **File / Import / Disto**.



Here you have a choice of **Direct, File** or **Interactive**.

- The Disto Pro will save your measurements as you gather them.
- Use **Direct** to bring in the data from the Disto device. With this option you can send your data directly into FloorRight or save the raw Disto data to a file (.csd extension) for examining later. This would be useful if the file contained errors.
- Use **File** if you have saved a .csd file and now want to create a FloorRight

- project from the data. The standard *Windows Open* dialog lets you select the data file.
- Whether you created a .csd file or brought the data in directly, the information is displayed in the **Disto Data** dialog box. Check the data for errors, making any necessary corrections, then click **Commit Checked** to convert your measurements into a FloorRight drawing. From the FloorRight™ Room View you can rearrange the rooms as needed.
  - Once your data is safely loaded into FloorRight™, don't forget to delete it from your Disto Pro otherwise the old data will be included with the next batch of data you collect.
  - The Disto Plus does not save measurements as you collect them. For this model, the **Interactive** option can collect your data in the **Disto Import** dialog, then import it to FloorRight via the **Disto Data** dialog. (See your FloorRight™ dealer for interface options.)

## How Do I Use the Leica Disto Pro?

This section describes how to take room measurements with the Disto Pro so that FloorRight can recognize them. This info is also contained in the *Using Disto Pro* manual.

### Equipment Required

- FloorRight™ 2002 or FloorRight Commercial™ version 3.0 or later
- Disto Pro4
- Disto Pro4 serial cable

### General Measuring Advice

It's a good idea to familiarize yourself with the Disto first. Please refer to the Disto manual for details. It's important to keep the following facts in mind:

- The Disto has a minimum range of approximately one foot. Distances less than that minimum cannot be measured directly. You can work around this limitation with the subtract feature or measure using the ruler on the back of the Disto and enter the distances manually. See the Disto manual for details.
- The Disto can be configured to measure from the back or front of the Disto. Type **Menu**, then press **1, 1, 1** to measure from the front. Type **Menu**, then press **1, 1, 3** to measure from the back.

### Measuring Procedure

Measurements must be taken in order either clockwise or counterclockwise around the room. Each measurement must be tagged with a site name, room name, and direction.

1. If the Disto is off, press the **On/Dist** key briefly.
2. Pressing the **Dist** key briefly will start the measurement. The Disto laser will turn on. Press the **Dist** key again, and the measurement will be taken. You will see the distance displayed on the screen.
3. Next, press and hold the = button for about a second to start storing the measurement.
4. You should now see the Disto data storage screen. The Disto allows you to enter three lines of text. In the first line, you will enter the site. In the second line, you will enter the room name. In the third line, you will enter a direction.
5. Enter the site name. Use the up and down arrows to the left of the **Dist** key (if necessary) to move to the first line. If necessary, use the **C** key to clear out unwanted text. Look closely at the Disto number buttons - you will see characters under each one. If you press a number briefly and wait, you will get the first character. If you rapidly press a number twice in a row, you will get the second character – and three quick presses gets you the third. Pressing and holding the number for a second gets you the literal number. Remember – you can use **C** to correct any mistakes.
6. Enter the room name in the second line, following the same procedure.
7. Enter the direction in the third line. The direction must be a one or two-character direction: N, S, E, W, NE, SE, NW, or SW (For other directions, see step 9, below). Choose the direction that points to the next wall you are going to measure. For example, if you are measuring a N-S wall and the next wall is to the north, you should enter N as your direction.
8. Alternately, you can use numbers. Imagine the number pad is a compass, with 2 pointing north. Then you get the following meaning for the numbers:

North	2	South	8
North East	3	South West	7
East	6	West	4
South East	9	North West	1

9. If the room has a single wall at an odd angle, you can skip that wall and FloorRight can close the room at the correct angle. The first wall you enter must be just after the odd wall, and the last wall must be just before that odd wall for FloorRight to close the room properly. If there are multiple odd angled walls or if you want to declare a specific angle for a single wall, enter the raw compass direction in degrees in the third line. For example, enter 95 for a wall direction just south of due east.



Caution – for angles between zero and nine, you must add a leading zero: 00, 01, 02, etc. Single digit numbers are reserved as short cuts for the eight

major directions (see the diagram above). If you type in 8 it means south but 08 means a little bit east of north. FloorRight will also accept a leading letter 'A' instead of a leading zero. (A0, A1, A3, etc.)

If you find large angle numbers cumbersome, take a look at the Quadrant method.

10. When you are finished, press the = key briefly. This will store the measurement along with your site, room and direction labels.

Now you can start the next measurement. Remember, the Disto will automatically copy the Site and Room names and put you at the direction line when you start saving the measurement. For measurements in the same room, you do not have to modify these first two lines – simply enter the direction.

If you wish, you can skip the last wall, or, in the case of a rectangular room, the last two walls. FloorRight will fill in the last wall(s) for you.

### **Correcting Saved Measurements**

1. Hit the **Menu** key, then press the following numbers: **6, 4, 3**.
2. You should see one of your measurements. Use the arrow keys to find the particular measurement you wish to correct. Press the = key when you see the measurement you want.
3. Use the arrow keys to select the label you wish to change, and then use **C** to erase old text. You can enter new text as before. When done, press the = key. You can use the arrow keys to move to another measurement, or press the **C** key repeatedly to get out of the correction menu.

### **Disto Measurement Mistakes**

Here is a list of some of the common measurement mistakes made with the Disto Pro.

- Remember, to get a number, you must press and hold the number key. When using the numeric direction scheme, it is easy to forget this and enter some unwanted letter instead.
- Remember to change the room name when moving to another room. It is easy to enter the measurements into the last room. The same principle applies to sites.
- Be careful not to take the walls out of order, or to enter directions that point toward the previous wall instead of the next.
- Make sure to keep track of which direction you are facing, especially when moving between rooms.

- If you are trying to enter an odd angle just east of north – remember to zero pad single digit angles. Single digits are reserved as short cuts for the eight main directions (N, NE, etc.)

You can always correct measurements in the Disto once they're saved either in the Disto Data File or in FloorRight.

### Azimuth vs. Quadrant Compass Angles

Normally, the room angles are simply one of the eight main compass points (N, S, E, W, NE, SE, SW, NW). For a room with odd angles, however, the wall direction can be specified to the degree. So far, we've only mentioned the Azimuth method – which specifies the angle as a raw number between 00 (North) and 359.

Some people find the Azimuth method difficult to use, especially for larger numbers. For example, what if we want to enter an angle eleven degrees west of north? To find the raw angle, we must subtract eleven from 360, giving us Azimuth 349.

The Quadrant method is an alternative to Azimuth. In the Quadrant method, you always start with N or S, type in the angle from due North or South, and then specify in which way (E or W) to go away from North or South. Eleven degrees West of North becomes N11W. Notice that the compass is divided into four parts, so the angle number is always between 0 and 90. Also, you do not need to zero-pad single digit numbers in the quadrant method. S1E is just fine (although S01E is acceptable too).

A quadrant method direction never starts with E or W, just as using EN to mean North East is not correct.

### Disto Errors

A  by a site indicates an error in one or more walls of one or more rooms.

Here are a few types of errors that might creep into the Disto data.

- Wall errors with illegal data - the room display window will be gray:
  - Walls with a length of 0.  0' E
  - Typo's in directions or a direction left blank.  49' 3" EE  
 29' 1"
- Room errors – these include:
  - Incomplete rooms – rooms must contain at least 2 walls in order to use one of the automatic Room Closing methods to finish the room.

- Crossing walls.
- Wall Order – walls must be listed in order around the room, clockwise or counterclockwise. For example, a north wall cannot follow a south wall. If the walls are out of position, you can drag their data entries into the proper order.

## Editing Disto Data

If your Disto data contains errors or omissions, you can edit the data from the **Disto Data** dialog in several ways.

Drag and drop operations can be applied to wall and room entries. If a wall measurement is out of order (a cause for error ) , it can be moved to the correct position within the room. Walls can also be moved between rooms. Rooms can be moved within the site and between sites. Sites can also be dragged within the list of sites.

Another editing possibility is to use the context menu. A right click of the mouse gives you the following options.



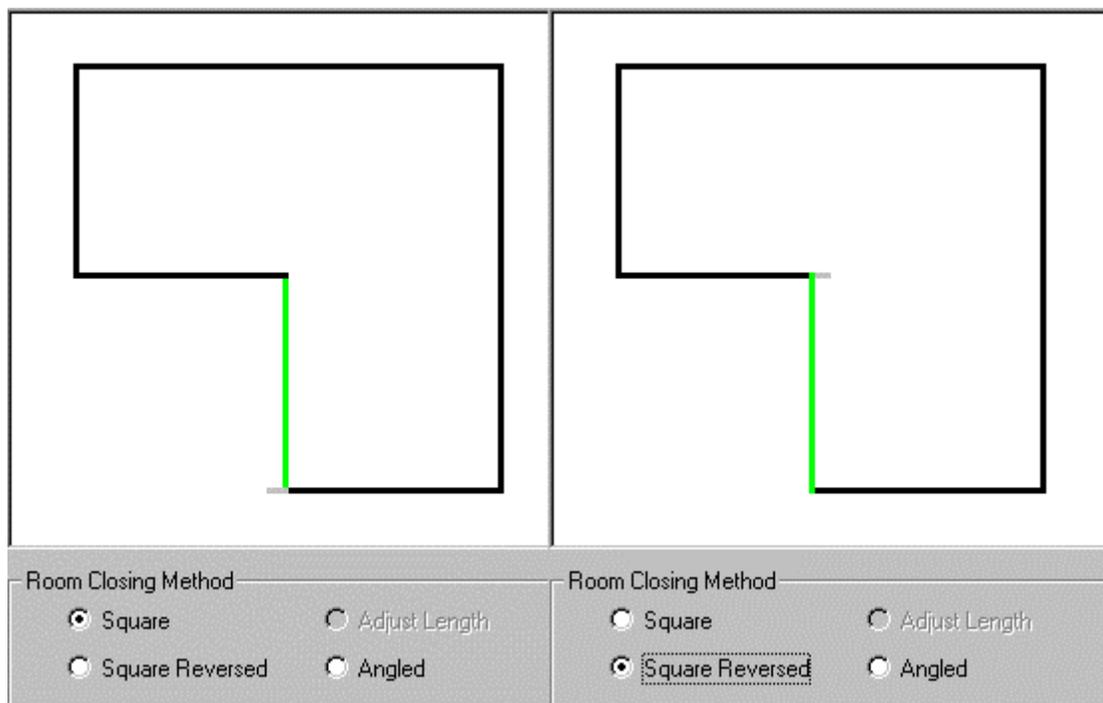
- **Delete** –  If you have selected a site, all rooms and walls within the site are deleted. If you have selected a room, the entire room is deleted. Right clicking a single wall, you can delete the wall.
- **Insert Wall** – Right click a room entry and **Insert Wall** will place the new wall at the end of the wall list. Click on a wall of a room to insert a new wall after the selected wall. If you click on a site the Insert Wall command is grayed, *i.e.* not available.
- **Insert Room** – Right click a site and **Insert Room** will place the room at the end of the list of rooms in that site. Click on a room to insert a new room after the selected room. Click on the blue text box to edit the name of the New Room and hit Enter to finish the edit. Right click the new room again to insert new walls.
- **Insert Site** – Click on any entry in the data list to insert a new site before the next site in the list. Click on the blue text box to edit the name of the New Site and hit Enter to finish the edit. Right click the new site again to insert a new room and follow the instructions above for inserting new rooms.

## Disto Room Closing Methods

Room Closing Methods are selected by a group of buttons. When you open the room, the applicable closing methods are displayed. Some buttons will be grayed (*i.e.* not useful for this room). You can click any of the available buttons. Added walls appear in green in the room display window.

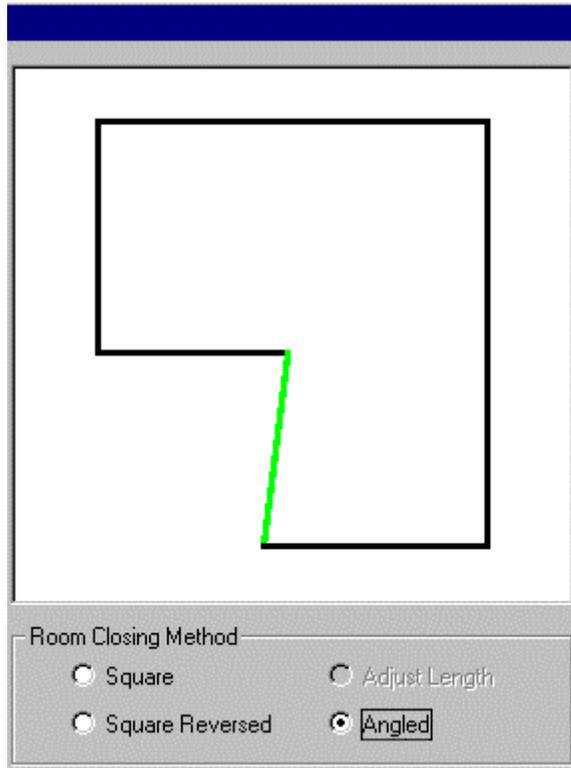
- **Square** and **Square Reversed** give similar results. They finish the room with a square corner. Depending on the room list, you may have one or the other or both to choose.
- **Angled** closing connects the end of the last wall with the beginning of the first wall in the room, no matter what the resulting angles might be.
- **Adjust Length** closing is handy for small overlaps of the walls. The overlapping pieces are displayed in gray and trimmed before sent to the FloorRight drawing.

In the room below, there is a difference between **Square** and **Square Reversed**. The first wall and the last wall overlap slightly for a squared closing and the closing methods take the overlap from different walls.

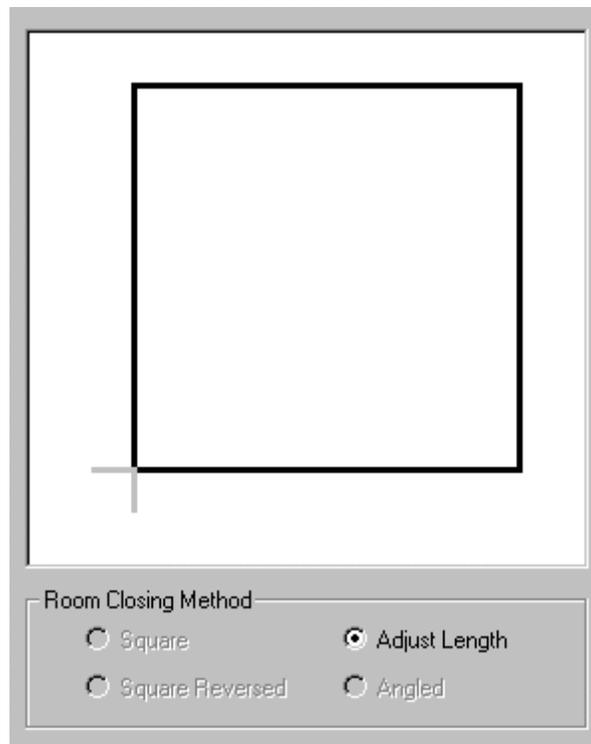


If you are not sure which wall should be shorter, you may want to split the difference, in which case you can edit the measurements in the data window.

Alternatively, the wall measurements could be correct and you could have an odd angled wall, in which case you would choose **Angled** closing.



Another kind of closing choice would be the following:



The closing methods allow you to (purposefully or not) leave out the last Disto measurement of a room and let FloorRight insert the wall automatically. If the

room is rectangular, you only need to measure any two adjacent walls, and the rest is done automatically with the **Square** or **Square Reversed** method. Another time to use this feature is if you have a wall positioned at an odd angle, *i.e.* not 90° or 45°. Leave this wall and enter the other walls in order, then use the **Angled** closing method.

If none of the methods give you the right result, you can add walls to the room list.

In the **Disto Data** dialog, Room closing buttons are grayed if there is an error  or a wall contains illegal data. In the Interactive mode, a room containing a wall



error will be marked with a red X.

## Interactive Disto

The Disto Interactive Utility is designed to interactively create a series of rooms, which can be saved to a file or transferred directly into FloorRight. A saved data file can be imported into FloorRight using the **Import / Disto / File** selections in FloorRight's **File** menu.

When the utility is started, it will search COM1 through COM4 looking for a Disto. If it cannot find one, it will display an error message and ask if you wish to continue. If it can find a Disto unit, it will connect to it and await input.

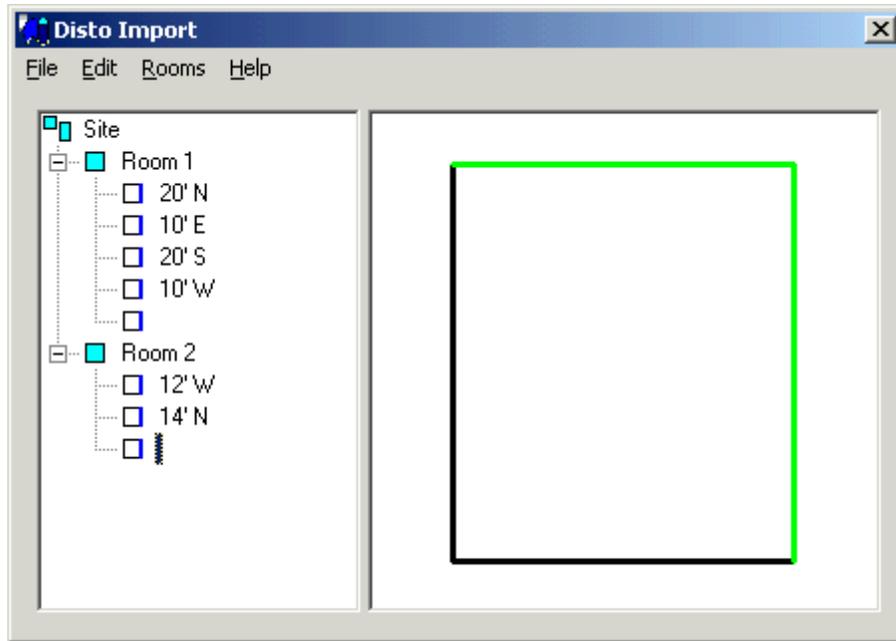
Check that your Disto model is ready to communicate with these steps:

- **Disto Pro** – the unit should be turned on.
- **Disto Plus** – the unit should be turned on and the Bluetooth should be activated. To do this, press the **Bluetooth** button. The Bluetooth icon should begin blinking on the Disto display.

To collect room data for importing to FloorRight™ you can use a combination of the Disto and the keyboard and menus of the **Disto Import** dialog.

The **Disto Import** dialog contains menu items for adding rooms and walls, as well as for editing those items. Rooms and walls can be cut, copied and pasted. An undo / redo mechanism is also provided. You can specify how the rooms should be closed, so that all of the walls of a room may not need to be entered.

When using the Disto, walls and rooms can be added and existing walls can be changed.



## Collecting Room Data

The steps for entering room measurements are slightly different, depending on your model of Disto. Once you have entered the data with the Disto device, you can go back and edit it with the Disto or manually by typing a correction.

### Disto Pro

#### ➤ New Wall

1. Take a measurement
2. Use one of the number keys to indicate the wall direction:
 

1 = Northwest	2 = North	3 = Northeast
4 = West		6 = East
7 = Southwest	8 = South	9 = Southeast
3. Press the enter key twice

#### ➤ New Room

1. Press the **Clear** button ("C")
2. Press the enter key

### Disto Plus

#### ➤ New Wall

1. Take measurement
2. Use one of the arrow keys to indicate direction. Note that in order to press an arrow you have to press the "2nd" key first. However, once the "2nd" key is pressed, you can just leave it in that mode.

➤ New Room

- ◆ Press the enter key. Note that in order to press enter you have to press the "2nd" key first. However, once the "2nd" key is pressed, you can just leave it in that mode.

Either Disto

➤ Edit a Wall

1. In the **Disto Import** dialog, select the wall to be changed.
2. Use the new wall procedure above to enter a new value

Disto Import Dialog

From the **Disto Import** dialog box the following menus allow you to add or edit a room's wall measurements.

- File
- Rooms
- Edit
- Help

**Disto File Menu**

The **File** menu in the **Disto Import** dialog offers the following selections:

<b>Menu Option</b>	<b>Function</b>	<b>When Available</b>
New	Clears all room information and prepares for new entries.	Always
Reconnect to Disto	Reestablishes the connection to the Disto device.	Always
Import to FloorRight™	Sends the data to the <b>Disto Data</b> dialog for editing, saving as a .csd data file, or sending to the current FloorRight project.	Always
Close	Closes the <b>Disto Import</b> dialog.	Always

**Disto Edit Menu**

The **Edit** menu in the **Disto Import** dialog offers the following selections:

<b>Menu Option</b>	<b>Function</b>	<b>When Available</b>
Undo	Undoes the last operation.	A change has been made in the <b>Disto Import</b> dialog.
Redo	Redoes the last undone operation.	After an undo.
Cut	Copies the currently selected room or wall to the clipboard and then removes it from its current location.	A room or wall is selected.
Copy	Copies the currently selected room or wall to the clipboard.	A room or wall is selected.
Paste	Pastes any wall or room in the clipboard to the current location.	A room or wall has been cut or copied.
Delete	Deletes the currently selected room or wall.	A room or wall is selected.

### **Disto Cut, Copy, Paste and Delete Functions**

The **Cut**, **Copy**, and **Paste** functions can expedite the creation of your site list.

You can **Cut** or **Copy** a room or a wall to the clipboard for pasting back into the list. When you **Cut** or **Copy** a room, any walls listed under the room will be included.

To **Paste** a room or wall from the clipboard back into the site list you must first select a place in the list to indicate where you want to paste the item.

To **Paste** a cut or copied wall:

1. Select a wall to insert the clipboard wall before the selected wall.
2. Select a room to add the clipboard wall to the end of that room's wall list.
3. Walls from the clipboard cannot be pasted when you select the site.

To **Paste** a cut or copied room:

1. Select a room to insert the clipboard room before the selected room.
2. Select a wall to insert the clipboard room before the room that contains the selected wall.

3. Select the site to add the clipboard room to the end of the site list.

To **delete** a room or a wall, select it and then select **Delete** from the **Edit** menu in the **Disto Import** dialog.

### Disto Rooms Menu

The **Rooms** menu in the **Disto Import** dialog offers the following selections:

Menu Option	Function	When Available
Edit Entry	Edits the information about the currently selected item.	A room or wall is selected.
Add Room	Adds a new room with the next default name	Always
Add Wall	Displays the <b>Add Wall</b> dialog for entering length and direction of the new wall.	A room or the end of an unfinished room list is selected.
Close Square	Closes the room with a square corner.	Always
Close Reverse Square	Closes the room with a square corner, similar to Close Square.	Always
Angled	Connects the end of the last wall with the beginning of the first wall in the room.	Always
Adjust Length	Adjusts the length of existing walls to close the room.	Always

### Room Closing

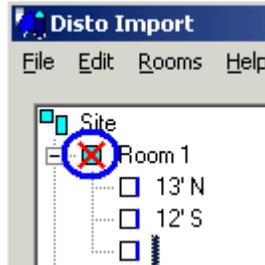
The Room Closing menu options offer you a shortcut. For many types of rooms you don't have to enter all of the walls. FloorRight draws the remaining walls in the room, displayed in green in the drawing window. The automatically generated walls will not be listed in the room data list.

- To accept the room closing, continue with the next room or **Import to FloorRight™** in the **File** menu.
- To override the automatic closing, continue entering the walls of the room.

You can selectively change the room closing method in the following ways:

- If a room is currently selected, the closing method of that room will change.
- If a wall is currently selected, the closing method of the room that contains that wall will change.
- If the site is selected, the closing method of every subsequently created room will default to the selected value.

If the selected close method would result in an invalid room, the room is not closed. Rooms that are not closed properly are marked with a red X.



If improperly closed rooms are saved, you can edit them in the **Disto Data** dialog when you select **Import to FloorRight** from the **File** menu.

### Disto Help Menu

The **Help** menu in the **Disto Import** dialog gives you the following information:

Menu Option	Function	When Available
Disto Import Help	Runs the Help system for the Disto Import Utility	Always
About Disto Import	Displays version information for the Disto Import Utility	Always

## Working with Layouts

### Viewing the Stock Window

If FloorRight™ is displaying the room view, clicking the **Stock Toggle** button  on the toolbar or selecting **View Seam / Stock Layout** from the **Layout** menu will split the window into two parts. The top part of the window, called the seam view, will display the location of seams in the rooms. The lower part of the window, called the stock view, will display the stock and how it is to be cut. You can modify the stock view manually by the drag-and-drop method. See *Moving Stock Pieces*, p. 69, for more detail. Clicking the toggle button again will return you to the room view.

For large jobs, it may be necessary to keep stock cuts from the same room, or in the Commercial version, the same page, together in the stock listing.

By default, the stock view assumes that the material rolls are of infinite length. In FloorRight Commercial, when the roll allocation features in the **Layout** menu are enabled the stock view displays cuts allocated to specific rolls of material. Displayed to the right of the roll is the id/name and length of the roll and the amount remaining on the roll.

Understanding the Display will give you more detailed information on the display.

You may wish to use Zooming to get a better view of either display.

### Moving Stock Pieces

If you need to change the way the stock is cut, you can manually move the pieces. Select a piece or a group of pieces on the stock in the Stock View Window and drag them to a new position. If the pieces overlap, the drag will not be allowed and the pieces will snap back to their previous location.

You can also use the arrow keys on your keyboard - **▲▼▶◀** - to move the stock pieces.

### Modifying Lay Direction

You can change the lay direction of the material for the entire floor plan, or for individual rooms.

If you do nothing, the lay direction will be in the east-west direction, horizontally across your screen. To change the lay direction to north-south, vertically across your screen, click on the **North-South Lay Direction** button  on the toolbar or use the **Lay Material N-S** selection from the **Layout** menu.

To change back to east-west, select the **East-West Lay Direction** button  on the toolbar or the **Lay Material E-W** choice from the **Layout** menu.

To change the lay direction of an individual room or subset of rooms, select the room(s) or side and choose one of these options from the **Lay Room** submenu found in the **Layout** main menu or the **Room Properties** context menu. The **Lay Room to Side** selection is found in the **Wall Edit** context menu, not the **Room Properties** context menu.

- **Lay Room North** - *select one or more rooms*
- **Lay Room South** - *select one or more rooms*
- **Lay Room East** - *select one or more rooms*
- **Lay Room West** - *select one or more rooms*
- **Lay Room At Angle** - *select one or more rooms*
- **Lay Room As Material** - *select one or more rooms*
- **Lay Room to Side** - *select a wall (line)*

The **Lay Room As Material** option indicates that you want no special treatment for this room after all. This is the default when you create a room, and the **Lay Material E-W / N-S** options described above will affect only rooms set to **Lay Room As Material**.

The **Lay Room At Angle** option gives you a choice of every possible 45° angle layout: northeast, northwest, southeast, or southwest.

The **Lay Room to Side** option is only for rooms having a wall that does not run north-south or east-west. If you need to lay the material from a diagonal wall, select the wall and choose this option. A thick arrow indicating the lay direction will appear on the selected wall. Seams will go parallel and perpendicular to this wall. To reverse the lay direction on a selected wall use the **Reverse Line Direction** command found in the **Wall Edit** context menu, or **Ctrl-R**.

 Changing the angle of the side of a room that is laid to that side will change the lay direction. **Any inserted user seams will be lost.**

The lay direction for a room is indicated with a small arrow, as shown in this illustration:

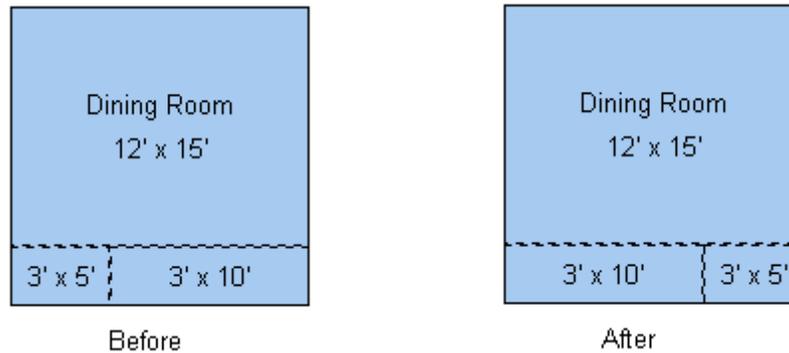


The downward pointing arrow indicates a lay direction of south.

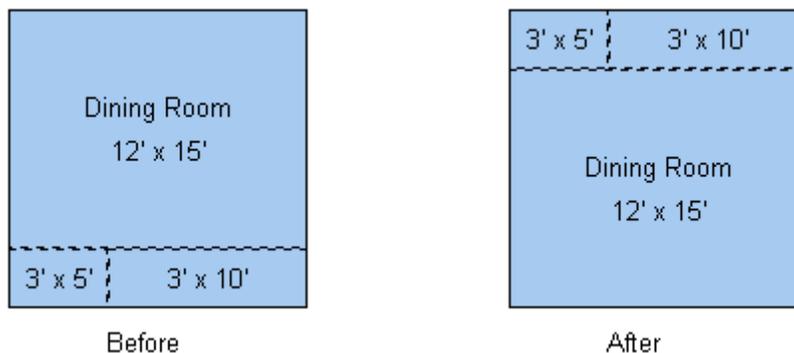
## Flipping Seams

Flipping seams places the seams in a mirror image of what they were before. If your rooms are symmetrical, there won't be any change to the stock layout. But if your rooms are irregular, more (or sometimes less) waste could be incurred.

The **Horizontal Flip** button  reflects the seams from left to right.



The **Vertical Flip** button  reflects the seams from top to bottom.



Flipping seams only affects automatically inserted seams; it does not move any seams you have added.

You can get back to the original layout by selecting the **Layout** menu and choosing **Reset Layout**.

## Selecting a Room

To select a room:

1. Click the **Highlight** button  on the tool bar.

2. Click on the room you wish to select.

The room will turn the highlighted color if you are successful.

## Allow More Seams

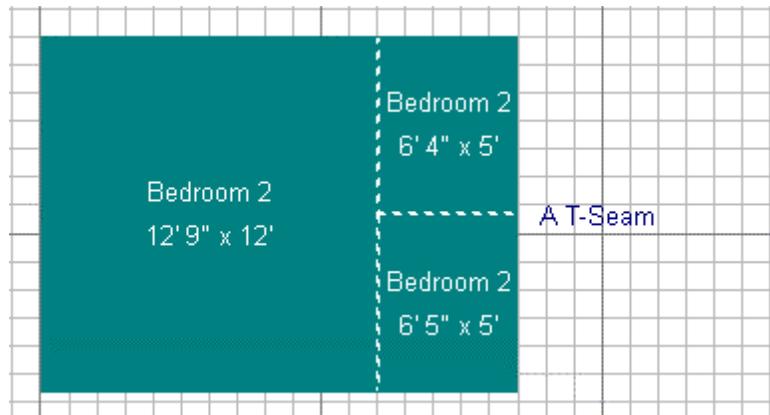
FloorRight™ allows you to specify the maximum number of seams for a room. Your decision on what this value should be is generally based on aesthetics and how the room is used.

Regardless of the number of seams you would *allow* in a room, it is usually preferable to minimize the number of seams, even if it incurs a nominal amount of additional waste. The FloorRight™ algorithms automatically take this into consideration.

For some rooms, particularly closets, adding seams to reduce the amount of waste is the preferable option. Selecting the **Allow More Seams** option in the **Room Layout Styles** dialog box or the **Room Properties** dialog box informs the FloorRight™ algorithm to *allow more seams*, all the way up to the maximum you have specified, in order to save material.

## T-Seams

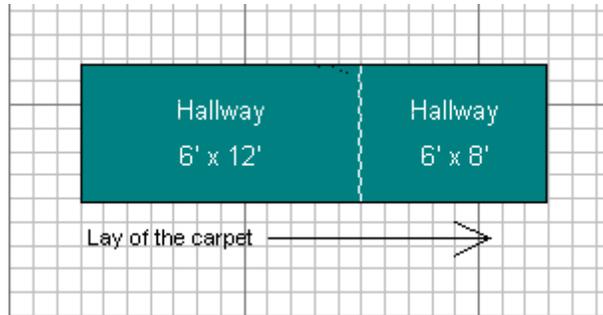
T-seams are seams that have one or two endpoints along another seam.



You can specify the number of T-seams for a room layout style in the **Room Layout Styles** dialog box.

## Butt Seams

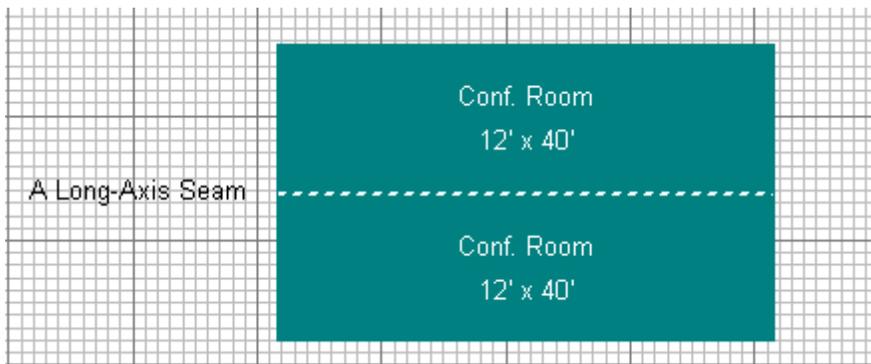
Butt seams are cut across the lay of the carpet stock.



You can specify the number of butt seams for a room layout style in the **Room Layout Styles** dialog box.

### Long-Axis Seams

A long-axis seam runs the long dimension of a room.

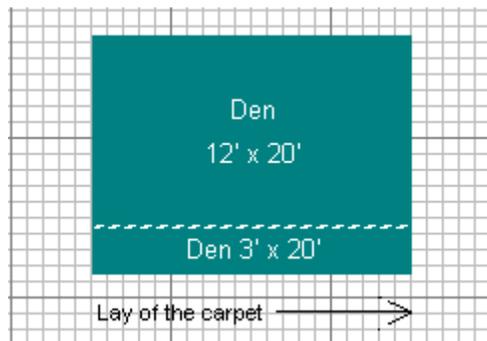


You can disallow long-axis seams for a room layout style in the **Room Layout Styles** dialog box.

Sometimes a long-axis seam cannot be prevented, for example when the short dimension of a room is wider than the stock. The illustration, above, is just such a case.

### Length Seams

Length seams are cut with the lay of the carpet.



You can specify the number of length seams for a room layout style in the **Room Layout Styles** dialog box.

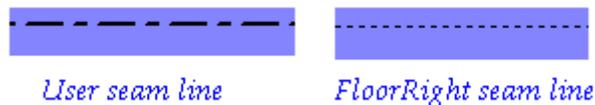
## Adding a Seam

FloorRight™ locates seams to minimize the amount of waste, based on the information you provide. Sometimes, however, it is desirable to add a seam or relocate a seam for reasons that are difficult to describe to a computer.

To view the existing seams, you must be in the Seam/Stock View 

To add a seam to a room, follow these steps.

1. Select the **Add Seam** button 
2. Move the mouse cursor to the wall or seam where your new seam will start, and press the left mouse button down.
3. Without releasing the mouse button, move the mouse cursor to the wall or seam where your new seam will end.
4. You can adjust the location of your new seam by moving the mouse cursor along the wall or seam.
5. Release the mouse button when you are satisfied by the result. Make sure the mouse cursor is right on the wall or seam before you release.



Your new seam will appear as a broken line across the room. User-created seams are always displayed, even when you are not looking at the stock view

Seams cannot cross existing seams, and the minimum cut width is enforced.

If you are not happy with the result, use **Undo** or delete the seam and try again.

If you have difficulty adding seams, it may be caused by having rooms that are adjacent to one another. You may have selected the wall to the wrong room and be inadvertently trying to create an illegal seam. To overcome this, either drag the room away from the other rooms, or bring the room to the front and try again. See *Aligning Rooms*, p. 38, to find out how to quickly realign the rooms when you are finished.

## Deleting a Seam

You can delete seams specified by FloorRight™ as well as seams that you have added yourself, including mitered seams for borders.

To view the existing seams, you must be in the Seam/Stock View 

1. Select the seam, just as you would select a line. The difference is that no arrowhead will be displayed on the seam when you have selected it.
2. Click the **Eliminate Seam** button 

You can also delete a selected seam by:

- Clicking on the **Layout** menu and selecting **Eliminate Seam**
- Pressing the delete key on your keyboard
- Clicking on the **Edit** menu and selecting **Delete**.
- Right click and select **Eliminate Seam** from the context menu.

Some seams cannot be deleted. You cannot delete a seam if -

- The width of the new piece would exceed the width of the stock.
- Deleting the seam would make an L shape from a T-seam

If you try to eliminate a seam in these cases, you will see a message box stating, "FloorRight could not eliminate a selected seam." Try converting the seam to a user seam and relocating it.

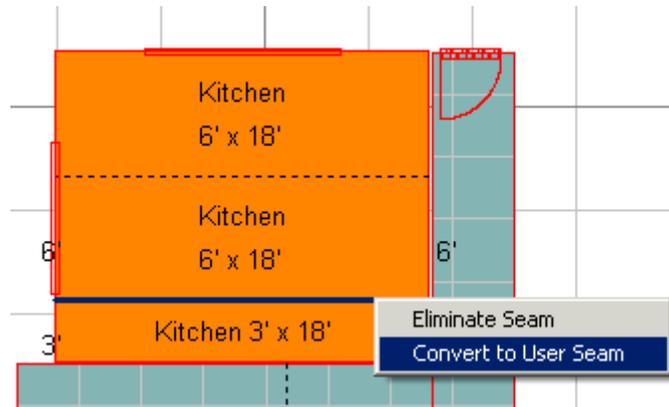
## Changing Seam Location

FloorRight™ has two kinds of seams, those automatically placed by the program, and those that the user can place and move in the room.

Here are the ways to manipulate seams automatically inserted by FloorRight™:

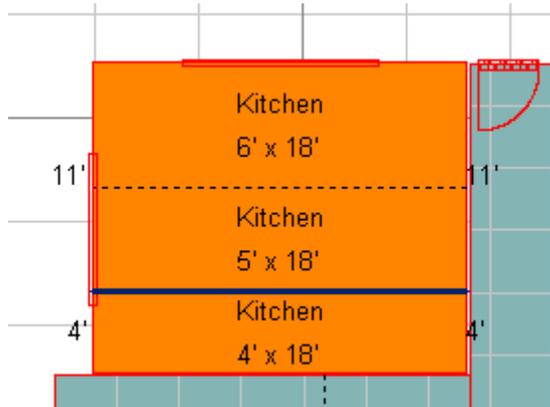
- Use the **Flip Seams Vertically / Horizontally** buttons,  
- Change the layout direction for the entire floor plan   or for individual rooms.

- Convert the seam to a user seam (from the **Layout** or **Seam** context menu) that you can drag to a new location. Moving a user seam may cause FloorRight™ to automatically place another seam.



To move a user seam, simply click on the seam and drag it to its new location.

1. Click on the **Highlight** button  on the toolbar.
2. Click on the seam and don't release the button.
3. Move the mouse to drag the seam to its new location. Note the measurements along the walls that the seam connects -- these are the distances between the seam you are moving and the wall or seam next to it.



4. Release the mouse when you are satisfied with the result.

Another way to move a seam is with the arrow keys on your keyboard.

1. Click on the **Highlight** button  on the toolbar.
2. Click on the seam
3. Press the keyboard arrow keys -  - to move the seam in small steps.

All user seams can be dragged as long as both ends remain attached to their original edge (wall, border, hole, or another seam). While dragging a seam, an attached seam (e.g. a T-seam) will be adjusted to fit.

If you wish to change the orientation of the seam, this cannot be accomplished through dragging. You must delete the seam and then create a new seam.

## Experimenting With the Layout

You have four options for experimenting with the layout created by FloorRight™.

1. You can modify the lay direction of the material for the entire floor plan or for individual rooms.
2. You can change a seam location.
3. You can delete a seam and experiment with Layout 1, Layout 2, and Layout 3.
4. You can add a seam to a room.

After any of these actions, FloorRight™ will recalculate the layout, and report the amount of waste incurred. This will allow you to compare several different layouts before making a final estimate.

### Layout 1

Retrieve the original layout by clicking the **Layout 1** button  from the toolbar, or by selecting the **Layout** menu and choosing **Layout 1**.

This option is available only after you have deleted a seam created by FloorRight™ and there are at least two rooms of the laid material in the drawing. Layout 1 is the layout that exists after the seam deletion.

Reset Layout will recalculate the layout and restore the seams you have deleted.

### Layout 2

Layout 2 is calculated by starting with Layout 1, and moving or removing seams to find a better layout. Sometimes Layout 2 is not as good as Layout 1. No seams are added when calculating Layout 2. Layout 2 differs from Layout 3 in that seams may be added in Layout 3.

Calculate Layout 2 by clicking the **Layout 2** button  from the toolbar, or by selecting the **Layout** menu and choosing **Layout 2**.

This option is available only after you have deleted a seam created by FloorRight™ and there are at least two rooms of the laid material in the drawing.

## Layout 3

Layout 3 is calculated by starting with Layout 1, and then adding, moving or removing seams to find a better layout. Layout 3 differs from Layout 2 in that no seams may be added when calculating Layout 2.

Calculate Layout 3 by clicking the **Layout 3** button  from the toolbar, or by selecting the **Layout** menu and choosing **Layout 3**.

This option is available only after you have deleted a seam created by FloorRight™ and there are at least two rooms of the laid material in the drawing.

## Locking a Room

If you spend a lot of time changing and revising the seam layout, you may wish to lock a room against subsequent changes.

To lock a room, select it and then click on the **Lock Room** button  on the toolbar or use the right click mouse button to invoke this layout property.

Select the room and click the button again to unlock the room.

If you change the lay direction of the material, the room will be unlocked for the new lay direction.

## Reset Layout

Reset Layout causes FloorRight™ to recalculate the layout. Any computer-calculated seams you have deleted will be reinstated by this action.

Select the **Layout** menu and choose **Reset Layout** to reset the layout.

## Pattern Start

There are three ways of determining the pattern start for a room with patterned carpeting.

Rooms can be grouped so that the pattern matches from room to room. This is called a "Global Pattern Start" and is what you get if you don't indicate otherwise. To change a room back to the global pattern start, select the **Layout** menu and choose **Use Global Pattern Start**.

You can remove a room from the global pattern by setting it to "Independent Pattern." This will result in a more efficient layout, since the constraint of where the pattern starts has been removed. Independent pattern allows the FloorRight™ layout algorithm to choose where the pattern will start for that room. Select the **Layout** menu and choose **Use Any Pattern Start**.

Third, you can dictate a particular pattern start for a room, either relative to a point or centered between two points. To set the pattern start relative to a point,

select the point, select the **Layout** menu and choose **Position Pattern Relative To A Point**. To center the pattern between two points, select two points in the same room, select the **Layout** menu, and choose **Center Pattern Between Two Points**.

See *Global Pattern Start*, p. 81, for information on how the global pattern start works.

See *Position Pattern Relative to a Point*, p. 179, for more details on this action.

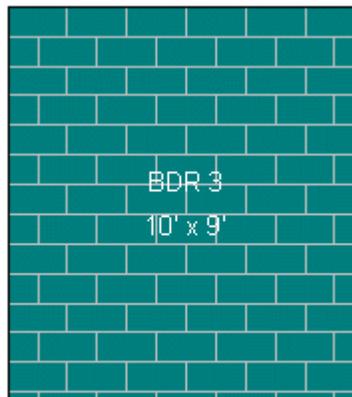
See *Center Pattern Between Two Points*, p. 150, for information on how this is done.

## Show Pattern

The **View** menu options **Show Room Pattern** and **Show Stock Pattern** display grids representing patterned material in the seam view and the stock view, respectively.

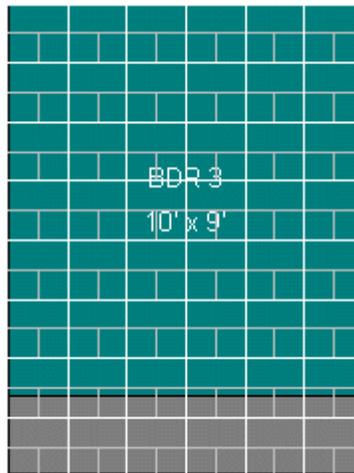
To display the seam / stock view click the **View Toggle** button on the toolbar .

The grid shows the pattern width, length, and drop as specified in the **New Material - Detailed** dialog box.



Room View

In the seam view, the grid represents how the pattern appears on the carpet. For example, each rectangle could represent a floral image.



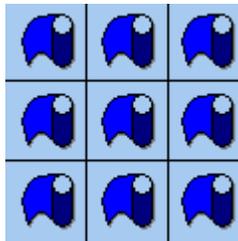
Stock View

In the stock view, you can see two grids, one on top of the other. The dimmer, smaller grid is the same grid found in the room view. The brighter grid represents the pattern width and length, which takes the pattern drop into consideration. If there is no pattern drop, then both grids will be the same.

### Pattern Length, Width, and Drop

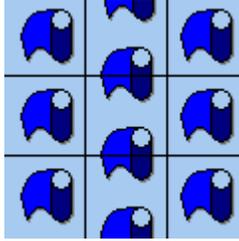
Patterns are defined by their length, width, and drop dimensions as entered in the **Edit Material Types** dialog box.

To understand the length, width, and drop of a pattern, think about a rectangular grid that can be drawn on a carpet so that the picture in every rectangular is the same.

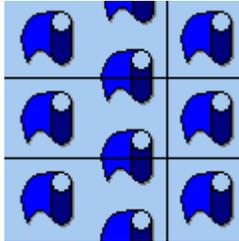


If each little carpet roll pattern in the picture above was 50 cm by 50 cm, the carpet would have a pattern width of 50 cm, a pattern height of 50 cm, and a pattern drop of 0.

If we modify the pattern with a pattern drop of 25 cm, the carpet looks like this:



We no longer have the same picture in every rectangle, so we cannot use 50 cm for the width and 50 cm for the height.



The pattern actually becomes bigger than the little repeated picture. It must double in width to accommodate the pattern drop. The pattern width for this pattern is 100 cm. (Only three complete patterns are shown -- the patterns on the right side have been cut in half).

Pattern length and pattern width must be used to specify the dimensions of a boxed tile material.

You can use fractional measurements for pattern length, width, and drop only if you specify the dimensions in inches. Fractional inches are allowed in multiples of 1/2, 1/4, 1/8, 1/16, 1/32, and 1/64 (e.g. 8 7/64" is allowed, 4 2/15" is not allowed). The pattern drop must divide evenly into the pattern length.

## Global Pattern Start

Very often, patterned carpeting is used in a grouping of rooms, and the pattern must be maintained throughout. In this situation, you should take advantage of the Global Pattern Start.

FloorRight™ uses the Global Pattern Start unless you tell it not to. If you have changed some rooms, you can set them back to Global Pattern Start by selecting them, clicking on the **Layout** menu and choosing **Use Global Pattern Start**.

This diagram shows the continuous pattern, which occurs when you use the Global Pattern Start. You will see a continuation of the pattern in the space between the rooms; this has been added for illustrative purposes and will not appear on the FloorRight™ display.

The isolated room may be a candidate for "Independent pattern start," since its pattern does not need to "flow" into adjacent rooms.

The Global Pattern Start changes under a variety of conditions.

If the lay direction for the material is defined as east to west, the pattern starts in the upper-left corner of the room that is furthest up and to the left. In the diagram above, the Global Pattern Start is the upper left corner of BDR 1.

If you change the material direction to north to south, the Global Pattern Start is the lower left corner of the room that is furthest down and to the left. If you changed the material direction in the diagram, the lower-left corner of BDR 3 would become the pattern start.

You can choose any room to be the start of the global pattern. Select the room, click on the **Edit** menu and choose Room Layout Properties. Click the "Pattern Start" checkbox near the bottom of the dialog box to choose this room as the pattern start.

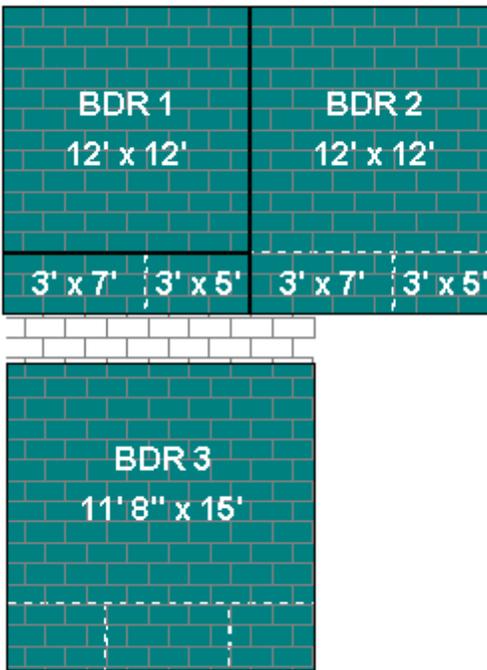
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## Working with Money

### Customer Information

The **Customer Information** dialog box can be accessed by selecting the **Job** menu and choosing **Edit Customer Information**, or from the button in the **Job Estimate** dialog box. It is also displayed automatically if you have not entered required customer information before saving your document.

**Customer Information**

\* Name: Joe Archway

Address 1: 23991 E. Quincy Avenue

Address 2:

City info: Marlboro, MA 29912

\* Telephone #1: 555-2992

Telephone #2:

\* Job info: P932L990216

\* Required field

Import OK Cancel

FloorRight™ requires that at least a customer name, telephone number and job info be supplied before saving or closing the file, and before printing any of the reports.

Job info is for information that is meaningful to you. You will want to enter a unique identifier to distinguish this job from other jobs.

This information is printed on your drawings and, if you select it, will be printed on the header of your Job Estimate.

To save you reentering information, the **Import** button allows you to load the important customer information directly from your third party database. Contact your FloorRight™ distributor for more information on the availability of these databases.

### Entering Prices

The price per unit of a material can be entered when you first create the material with the **New Material - Detailed** dialog box. You can also enter the price in the **Job Estimate** dialog box.

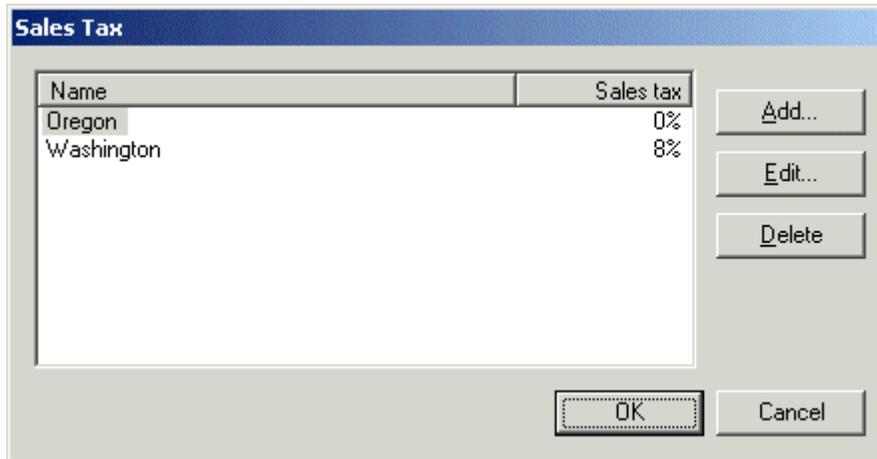
Prices for labor, padding, and other related items are entered in the **Job**

**Estimate** dialog box.

## Sales Tax, or Value Added Tax Information

Different areas have different rates of sales tax or value added tax. One company might assess different tax rates for different customers, depending on their residency. Some areas may tax labor at a different rate than they tax materials. FloorRight™ accommodates all of these conditions.

To define sales tax rates, select the **Default** menu and choose **Sales Tax**.



Select **Add** to record a new tax rate.

To change an existing tax rate, select the name containing the rate you wish to change, and then select **Edit**.

To completely remove a line of sales tax information, click on the name item and then press **Delete**.

 If you have multiple tax rates, they are listed alphabetically. The first one listed is used automatically, so be careful!

To change which tax rate is used, select the **Job** menu and choose **Job**

**Estimate** or press the **Job Estimate** button  from the toolbar. Clicking on the tax quantity for a particular line item will allow you to choose the correct tax.

	Color	Item name	Descr	Based on	Len	Quantity	Waste	User add	Box	Amount / b	Box	Unit price	Subtotal	Tax	Pri
1	Berber	Desert Night	Tawny	Material area	80'	133.33 sy	15.13	0'	<input type="checkbox"/>	0.00	0	\$22.00 / sy	\$2,933.26	\$0.00	\$2,933.26
2		Pad		Material area		133.33 sy			<input type="checkbox"/>	0.00	0	\$5.00 / sy	\$666.65	OR \$0.00	\$666.65
3		Labor		Material area		133.33 sy			<input type="checkbox"/>	0.00	0			IVA \$234.66	
4									<input type="checkbox"/>	0.00	0				
5		Subtotal							<input type="checkbox"/>				\$3,599.91		\$3,599.91
6									<input type="checkbox"/>						
7	Carpet	Seraphim	Taupe	Material area	92'6"	123.33 sy	4.28%	0'	<input type="checkbox"/>	0.00	0	\$18.00 / sy	\$2,219.94	\$177.60	\$2,397.54
8		Pad		Material area		123.33 sy			<input type="checkbox"/>	0.00	0	\$5.00 / sy	\$616.65	\$49.33	\$665.98
9		Labor		Material area		123.33 sy			<input type="checkbox"/>	0.00	0			\$0.00	
													Total	\$10,000.60	

This needs to be done for each line item in the estimate.

The Sales Tax Information is one of the properties saved in the Template.

## Job Estimate Dialog Box

The Job Estimate dialog box contains an itemized quotation for the job you are estimating. In FloorRight Commercial, the estimate will be for the entire job or just the current page, depending on the **Base Stock on Page** setting in the **Job** menu.

When you complete the estimate, this report can be printed and given to your customer.

To see the **Job Estimate** dialog box, press the **Job Estimate** button  from the toolbar, or select the **Job** menu and choose **Job Estimate**.

	Color	Item name	Descr	Based on	Len	Quantity	Waste	User add	Box	Amount / b	Box	Unit price	Subtotal	Tax	Price
1	Berber	Desert Night	Tawny	Material area	87'	145 sy	21.95%	0'	<input type="checkbox"/>	0.00	0	\$22.00 / sy	\$3,190.00	\$0.00	\$3,190.00
2		Pad		Material area		145 sy			<input type="checkbox"/>	0.00	0		\$0.00		\$0.00
3		Labor		Material area		145 sy			<input type="checkbox"/>	0.00	0		\$0.00		\$0.00
4									<input type="checkbox"/>	0.00	0				
5		Subtotal							<input type="checkbox"/>				\$3,190.00		\$3,190.00
6									<input type="checkbox"/>						
7	Carpet 1	Seraphim	Taupe	Material area	93'6"	124.67 s	5.3%	0'	<input type="checkbox"/>	0.00	0	\$18.00 / sy	\$2,244.06	\$0.00	\$2,244.06
8		Pad		Material area		124.67 s			<input type="checkbox"/>	0.00	0		\$0.00		\$0.00
9		Labor		Material area		124.67 s			<input type="checkbox"/>	0.00	0		\$0.00		\$0.00
													Total	\$8,609.25	

The width of each column can be adjusted to your preference. Position the mouse cursor over the header row, just between two columns. The cursor

should change into a vertical line with arrows pointing to the left and right. Click the mouse and drag to change the width of columns.

Double-clicking the title bar of the **Job Estimate** dialog box will cause it to fill the entire screen, allowing you to see much more of the information at one time. Double-clicking again will return the dialog box to its original size.

- Color – This is the color key for your layout display. It also shows the material type description for that material. If transition materials are used, they are listed after the room materials. The color box appears with an X through it for transition materials.
- Item name – An identifier for the material being used. Usually the manufacturer and style of the material, once it is decided upon. This column also contains other estimate items associated with the material such as Pad, Labor and Base. By default, this entry will say "Transition" for transition materials, but the box can be edited to the user's preference.
- Description – A textual description for the material.
- Based on – The measurement that the price of this line item is based on. You can select from these measurements:
  - Material area – area of the material being used, including waste.
  - Room area – area of the rooms for which this material is used.
  - Linear distance – the length of the material.
  - Room perimeter – the sum of the lengths of the walls of the rooms. This only applies to the primary material for the room, *i.e.* the material with which the room was first created.
  - Seam length – the total of all seam lengths for all rooms of the listed material.
  - Fixed – a set price, entered under Unit Price for this line
  - Base area – the carpet area required for carpet base (calculated as room perimeter times the base height)
  - Tile count – in area covered by the tiles. Note: this area will be larger than the material area because partial tiles (at the edges of the rooms) are counted as whole tiles.
  - Hole perimeter – the sum of the lengths of the edges of the holes. This only applies to the primary material for the room, *i.e.* the material with which the room was first created.
  - Room count – the total number of rooms / stairs / hallways of the listed

material in the drawing.

- Inside corner count – the total number of inside corners of the rooms.
- Outside corner count – the total number of outside corners, e.g. in halls or L-shaped rooms.
- Adjusted room perimeter – subtracts transitions and walls not included, from the total room perimeter.
- Step count – the total number of steps in stairways is useful for step bullnosing.
- Adjusted base area – uses the Adjusted room perimeter above to calculate the base area (adjusted room perimeter times the base height).

For transitions, this value defaults to the Based on value set in the **Transition Materials** dialog. Values can be changed to the same values available in the **Transition Materials** dialog. They include:

- Transition count
- Transition length
- Length – The length of the material, if applicable.
- Quantity – The amount needed. The quantity can be edited only when the Based on entry is set to "fixed", otherwise, it is computed by the software.
- Waste – The amount that is discarded by the automatic layout. The percent of the stock that is unusable after cutting. This is the minimum amount of waste, as determined by the software.

For materials that do not require layout, a waste percentage can be defined in the **Edit Material Type** dialog box.

- User add – You can add material in this column to provide for an additional margin of error. Stock materials are expressed in linear feet. Other materials are expressed as a percentage.
- Boxed – Material such as ceramic tile frequently comes in boxes. In this case, check this column and fill in the next.
- Amount / box – Enter the amount contained in a box (sf, sy, or whatever units you are using).
- Boxes – The total number of boxes needed of this item. The program calculates this.
- Unit price – The cost of the material or labor, based on the **Based on** column. If you are basing this line on "Fixed" cost, this is the cost for one item.

- Subtotal – The price for this line, before sales tax or value added tax. The bolded sub-totals are sub-totals for a material type.
- Tax – The sales tax or value added tax for this line item.
- Price – The total price, including tax, for this line. The bolded prices are total prices for a material type. The grand total for the entire job is shown just below the scroll bars on the display.

The menus at the top of the dialog box provide a variety of Import / Export and print features for your job.

To exit the **Job Estimate** dialog, select **Save and Exit** or **Ignore Changes and Close** from the **File** menu. You can also use the standard **Close** button  at the upper right corner of the dialog. This button gives you the usual option to save you changes.

See also:

*Adding and Deleting Lines in the Estimate*, p. 90

*Entering Customer Information*, p. 85

*Printing*, p. 117

*Reports*, p. 110

## Adding and Deleting Lines in the Estimate

FloorRight™ automatically generates lines for all selected job estimate items, based on your material definitions.

You can add additional lines by following these steps:

1. Bring up the **Job Estimate** dialog box if you have not done so.
2. Find the material with which your new cost is associated. There should be a blank line at the end of the group of costs that go with this material.
3. Type your information into the blank line.

You can remove any unnecessary lines by following these steps:

1. Bring up the **Job Estimate** dialog box if you have not done so.
2. Select the line you wish to delete by clicking anywhere on the line
3. Click the Delete key on your keyboard or select **Delete** from the Job Estimate **Edit** menu.

You cannot manually delete the line for the material. To remove an entire

material from a bid, you must be sure that no rooms are using that material. If no rooms are using that material, then it will not appear in the bid.

## Changing the Currency Symbol

You can change the currency symbol through Windows so that FloorRight™ and all other Windows compliant software will use it.

1. Double-click on the My Computer icon on the desktop.



2. Double-click on the Control Panel Folder



3. Double-click on the Regional Settings icon

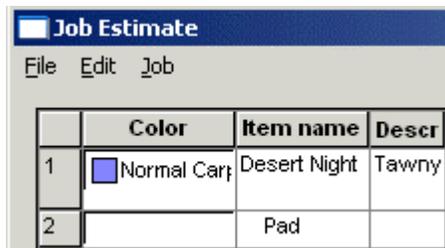


4. Choose the Currency tab.

Enter or select your currency symbol in this dialog box, and click **OK**. FloorRight™ will automatically use the currency symbol you have chosen.

## Menus - Job Estimate

The menus at the top of the **Job Estimate** dialog box allow you to configure your estimate page for printing and import and export information to compatible programs.

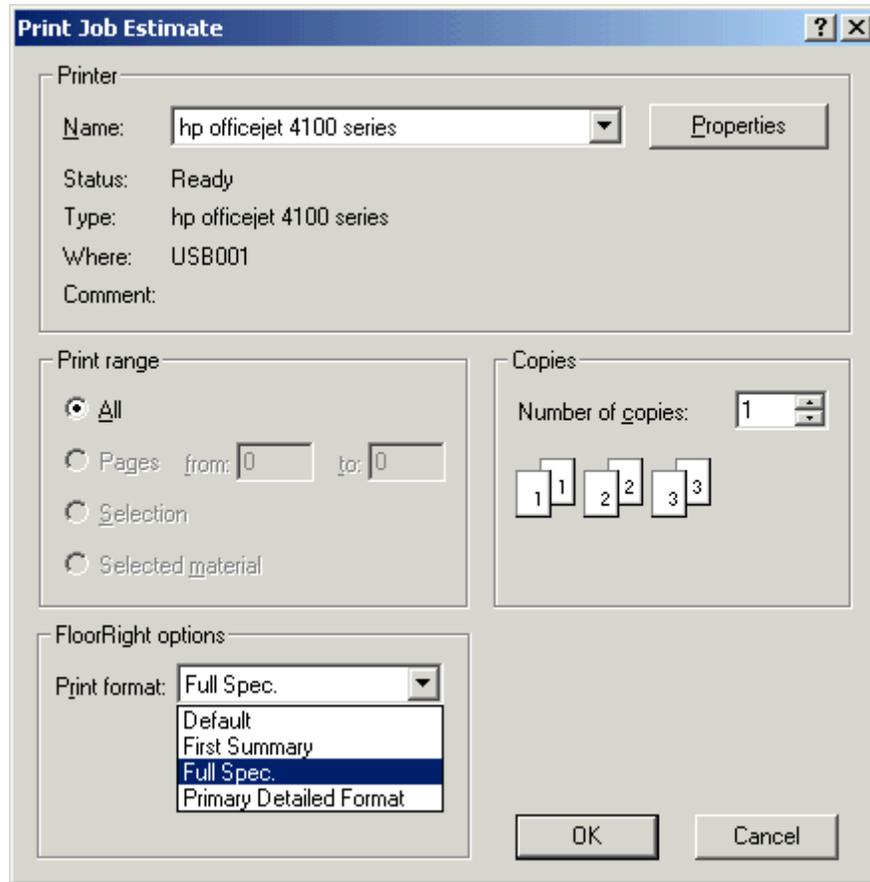


Click the menus in the image above for details about each one.

## Job Estimate File Menu

The **File** menu inside the **Job Estimate** dialog presents the following selections:

- **Print** – displays the **Print Job Estimate** dialog is the usual Windows **Print** dialog with the addition of a **FloorRight options** section for selecting the print format.



- **Print Preview** – displays the Job Estimate as it will appear in the printout. You can print directly from any of the preview screens using the **Print** button -



- **Print Setup** – lets you choose another printer or modify your printer settings.
- **Print Format** – lets you create and edit templates for your printout.
- **Reports** – gives you more options for creating and exporting reports for the estimate.
- **Import** – Allows you to import materials and associated information from your third party database program.
- **Export** – You can export all materials in your job estimate to a third party database.

- **Export Selected** – You can select one or more of the materials in your estimate for export.
- **Save and Exit** – Saves the changes you have made to the Job Estimate and closes the dialog.
- **Ignore Changes and Close** – Ignores any changes made since the box was opened and closes the dialog.

### Importing / Exporting

FloorRight™ supports importing materials through the **Detailed New / Edit** selection from the **Room** color drop-down menu and through the **Job Estimate** dialog box.

FloorRight™ supports export of all materials or only selected materials in the menus found in the **Job Estimate** dialog box.

The **Customer Information** dialog, found either from the main **Job** menu or from the **Job** menu inside the **Job Estimate** dialog box, supports importing of customer information.

For details on Importing and Exporting information between FloorRight™ and a third party database, contact your FloorRight™ distributor.

### Job Estimate Edit Menu

The **Edit** menu inside the **Job Estimate** dialog presents the following selections:

- **Copy Estimate to the Clipboard** – This copies the entire estimate to the clipboard for pasting into other applications.
- **Delete Row** – Job Estimate items may be deleted from the estimate. Primary room materials cannot be deleted from the estimate.
  - Click the row number (the leftmost column of the estimate) of the item you wish to delete. This highlights the row.
  - Select **Delete Row** from the **Edit** menu or click the Delete key on your keyboard.

### Job Estimate Job Menu

The **Job** menu inside the **Job Estimate** dialog presents the following selections:

- **Header** – lets you design your header information for your printout (see p.169).
- **Customer Info** – displays the **Customer Information** dialog for your review (see p.85). Customer info may be included in the Header of your printout.

- **Add Text for Printing** – text entered in this dialog will appear in all your printouts (see p.105).

# Customizing Your Screen

## Configuring the Toolbars

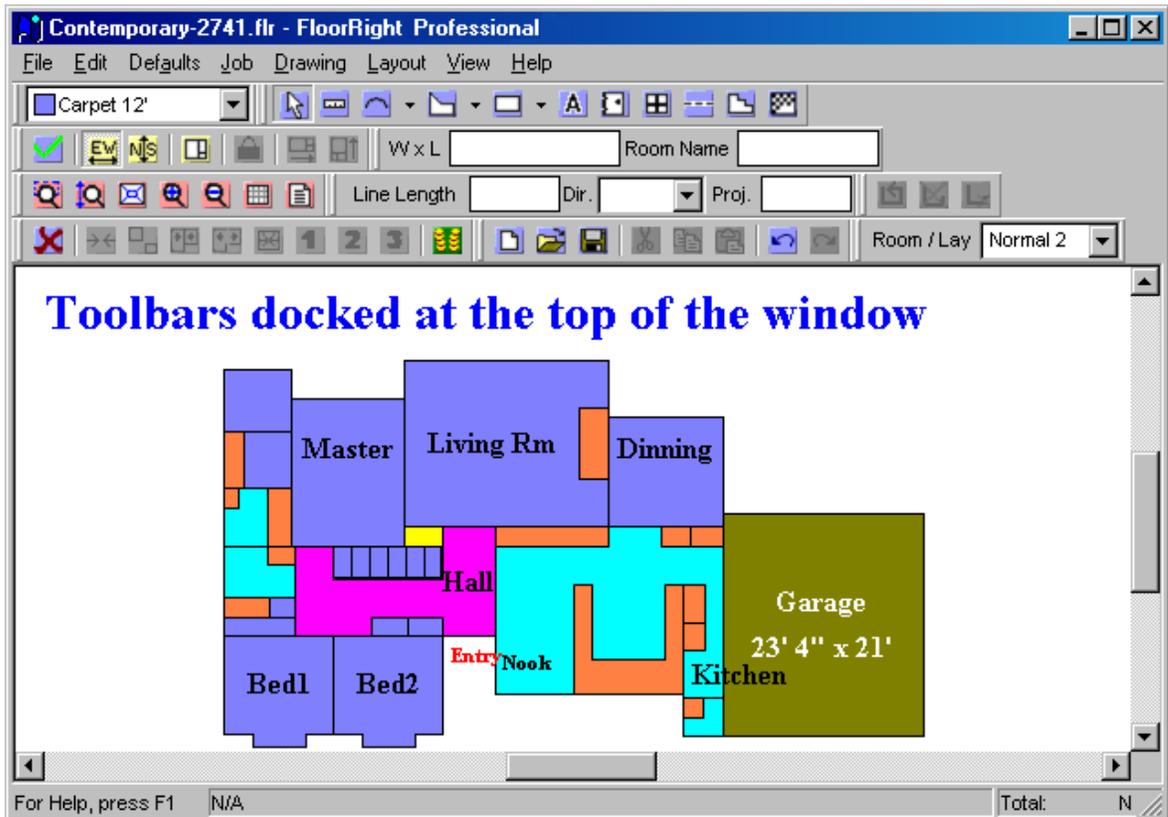
Most FloorRight™ functions can be found on one of the dockable and configurable toolbars. You can place toolbars that you use frequently anywhere on the screen, and buttons that you rarely use, can be removed from the display.

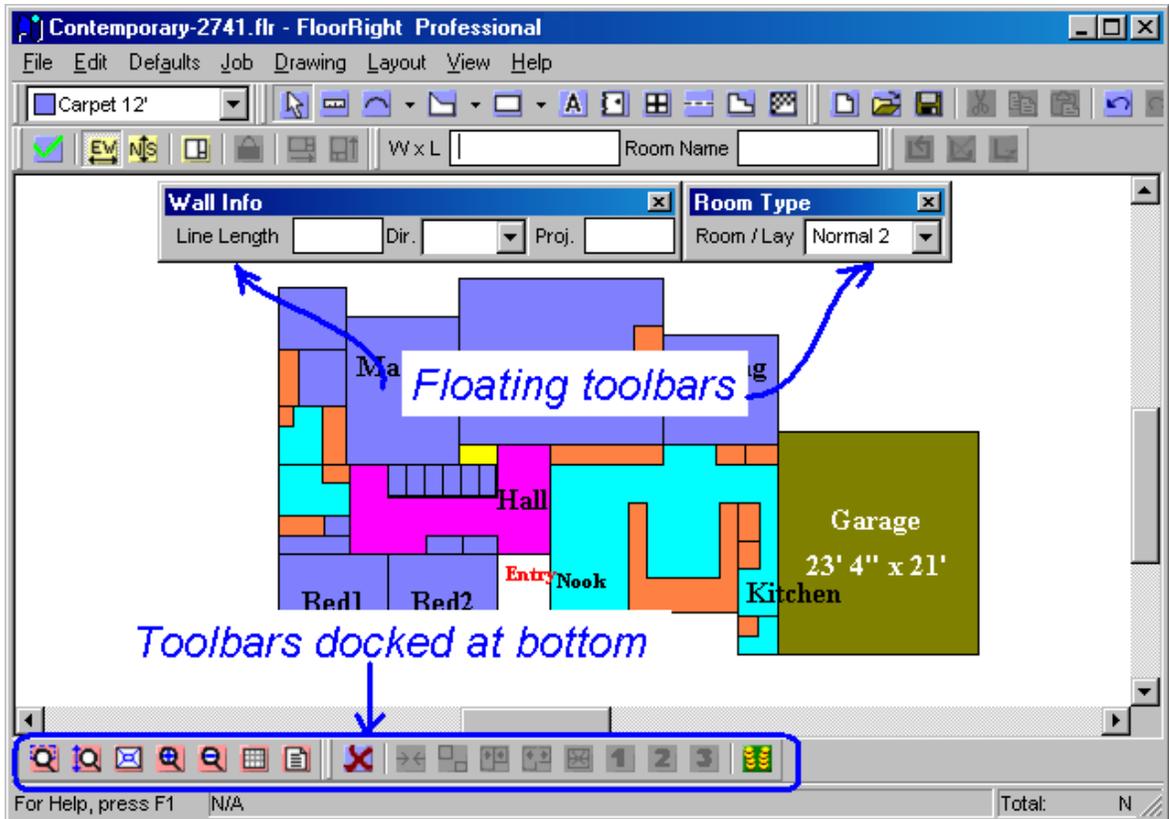
By default all toolbars are docked at the top of the screen. They can be docked at the top or bottom of the window, or they can "float".

- To move a toolbar that is docked, grab the bar at the left end and use the click and drag method.



- A floating toolbar has a colored title strip at the top and can be moved like any other window by clicking and dragging.





Individual toolbars can be configured to your preference. Move the cursor over any toolbar text label or icon and click the right mouse button. A drop-down window displays a checklist of all the toolbars. Each toolbar name is:

- Checked if the toolbar is displayed
- Not checked if the toolbar is hidden

This drop-down is also accessed from the **View** menu by clicking the **Toolbars** selection.

Change the status of any toolbar (displayed to hidden, and vice versa) by clicking the name.

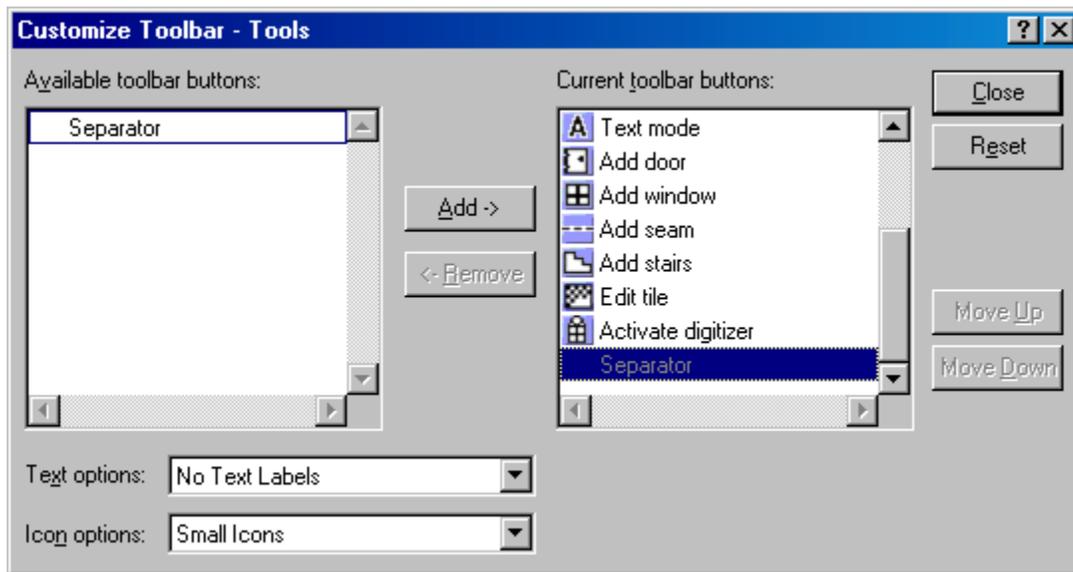
The last line, **Customize...**, will allow you to rearrange the individual toolbar (the one that the cursor was over when you right clicked).

The last toolbar settings are saved and applied to any files you open, even after you restart the FloorRight program.

## Customizing the Toolbars

Move the cursor over any toolbar text label or icon and click the right mouse button. Select **Customize...** to bring up the **Customize Toolbar** – (toolbar

name) dialog.



- **Current toolbar buttons** box – By default, all buttons and boxes are displayed, so they will be listed in this box.
- **Available toolbar buttons** box – If any buttons or edit boxes have been hidden, they are listed here and can be inserted later.

To move buttons between these boxes, use these buttons:

- **Add ->** Takes previously hidden items from the **Available toolbar buttons** box and adds them to the **Current toolbar buttons** box.
- **<- Remove** Takes displayed items from the **Current toolbar buttons** box and hides them in the **Available toolbar buttons** box.

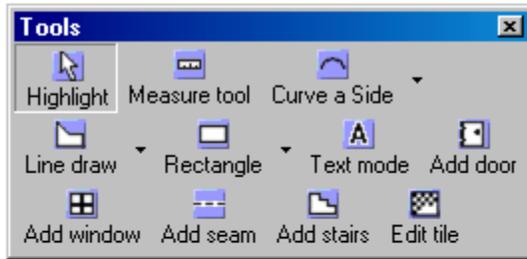
The order of the buttons, boxes, and labels on the toolbar is left to right, and top down, corresponding to the list in the **Current toolbar buttons** box. To change the order of the buttons use:

- **Move Up** – First select the item to move, and then click this button to move it up one line. Adjust the dialog box on the screen so you can watch the item move on the toolbar as you click.
- **Move Down** – First select the item to move, and then click this button to move it down one line. Adjust the dialog box on the screen so you can watch the item move on the toolbar as you click.

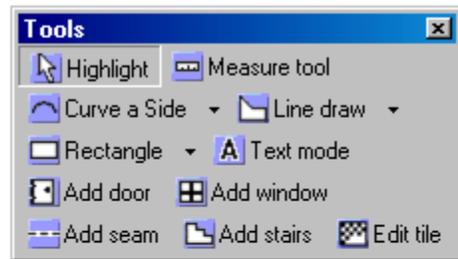
If you have a hard time with the hieroglyphics of icons or you can't make them out, click these dropdown menus to try these options:

- **Text options** – These include:
  - Show Text Labels – displays text labels below the buttons
  - Selective Text on Right – displays text labels to the right of the buttons

- No Text Labels – is the default. Only the icon is displayed.



*Shows Text Labels*



*Selective Text on Right*



*No Text Labels*

- **Icon options** – These include:

- Small Icons – decreases the size of the icons



- Large Icons – increases the size of the icons



- **Close** – Saves your changes to the toolbar.
- **Reset** – Abandons the changes and resets the toolbar to its previous appearance.

## Zooming

Sometimes it is nice to get a close-up view of a room in order to do some detail work, or to select a seam that is very small. Other times you would like to get the entire layout on one screen. Both of these can be accomplished through zooming. Zooming changes the scale of the screen, without altering any of the work you have done.

Click on the window you would like to zoom, either the room view or the stock view, first. From the **View** menu select one of the Zoom options.

Six kinds on zooming are supported by FloorRight™.

- **Actual Page Size** is available only in the room view. It displays your room in the size it would appear on the printed page.

-  **Zoom In** gives you a closer look at your drawing.

-  **Zoom Out** provides a bigger perspective.

-  **Zoom To Height** scales the screen so that the entire height of the diagram is visible.
-  **Zoom To Fit** scales the screen so the entire drawing is shown. This is especially useful if you have gotten lost by zooming and scrolling too much!
-  **Zoom Box** lets you select a region of interest on your diagram, and fits that region onto the screen.

**Zoom Restore** reverses a zooming action, restoring the window scale to its previous state.

### Zoom to Height

**Zoom to Height** adjusts the scale of the current window to encompass the full height of the drawing, top to bottom, including a small margin.

Click on the window you would like to zoom, either the room view or the stock view, first.

To use **Zoom to Height**, select the **View** menu, and then select **Zoom To Height**. Alternatively, you can click on the **Zoom to Height** button  on the tool bar.

If you need to return to the previous scale, use **Zoom Restore**.

### Zoom to Fit

**Zoom to Fit** adjusts the scale of the current window to encompass the entire drawing, both width and height, including a small margin. This is especially useful if you have been doing a lot of zooming and are lost!

Click on the window you would like to zoom, either the room view or the stock view, first.

To use **Zoom to Fit**, select the **View** menu, and then choose **Zoom To Fit**. Alternatively, you can click on the **Zoom to Fit** button  on the tool bar.

If you need to return to the previous scale, use **Zoom Restore**.

### Zoom Box

**Zoom Box** allows you to draw a box around part of the display that is interesting to you. It then scales the screen to the box that you have drawn.

Click on the window you would like to zoom, either the room view or the stock view, first.

To use **Zoom Box**, select the **View** menu and choose **Zoom Box**. Alternatively,

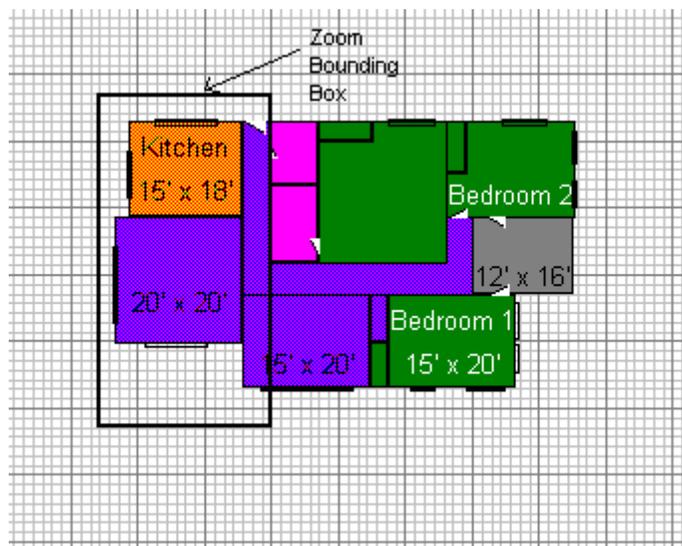
you can click the **Zoom Box** button  on the tool bar.

Then, position your mouse cursor where you would like one corner of the box. Press the left mouse button, and without releasing it, drag the cursor to the opposite corner of the box. Release the button, and the screen will zoom in on the part of the screen you outlined.

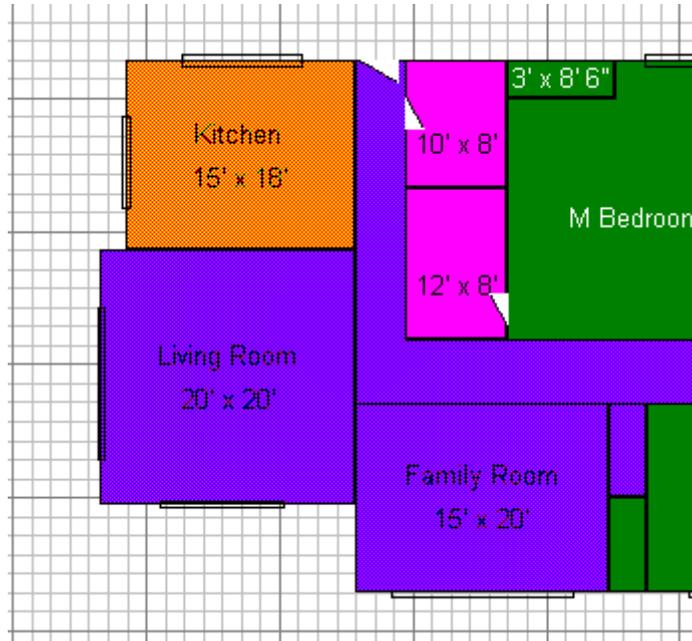
If you are not happy with the result, use **Zoom Restore** and try again.

If the box you made has a different shape than the screen, the zoom will be made so that the entire box will fit without changing the way the rooms look.

For example, selecting this tall, narrow box:



results in this zoom:



Note that the window is centered on the area of interested, and the entire height of the box has been accommodated. The zoom has not distorted the shapes of the rooms.

## Zoom In

**Zoom In** reduces the scale of the current window by a factor of two, making everything look twice as large.

Click on the window you would like to zoom, either the room view or the stock view, first.

To use **Zoom In**, select the **View** menu, and then choose **Zoom In**.

Alternatively, you can click on the **Zoom In** button  on the tool bar.

If you need to return to the previous scale, you can either use **Zoom Out** or **Zoom Restore**.

## Zoom Out

**Zoom Out** increases the scale of the current window by a factor of two, making everything look twice as small.

Click on the window you would like to zoom, either the room view or the stock view, first.

To use **Zoom Out**, select the **View** menu, and then choose **Zoom Out**.

Alternatively, you can click on the **Zoom Out** button  on the tool bar.

If you need to return to the previous scale, you can either use **Zoom In** or **Zoom**

**Restore.**

## Zoom Restore

**Zoom Restore** returns the current screen (either the layout screen or the stock screen) to its previous scale.

Click on the window you would like to zoom, either the room view or the stock view, first.

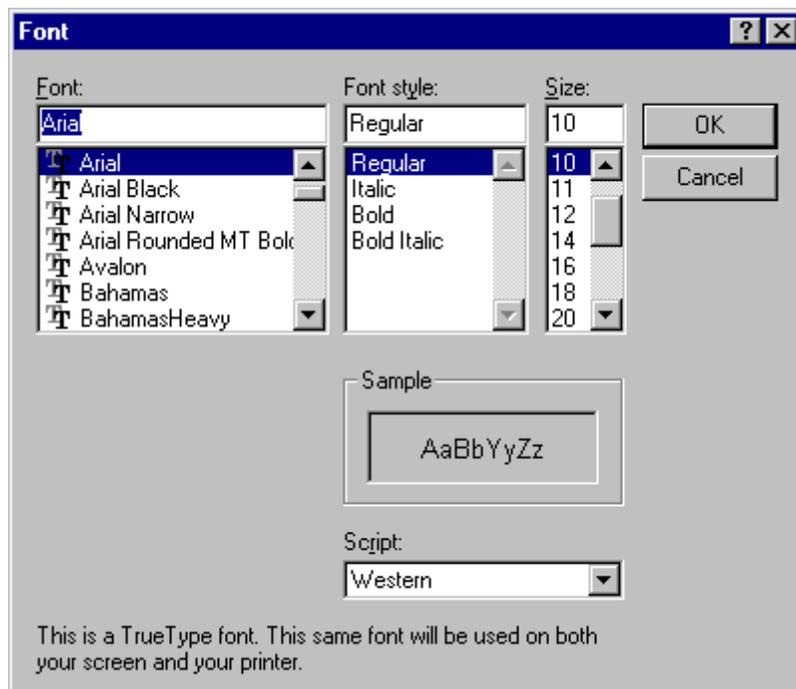
Select the **View** menu and choose **Zoom Restore** to take this action.

If you select **Zoom Restore** repeatedly, it switches between two different scales. It will not "undo" a sequence of zooms.

## Choosing a Font

You can select a font to be used on the room view and the stock view. The font selection only affects the current document.

Select the **Defaults** menu option and choose **Set Font**.



Select a desired font, font style, and size. The result of your selection is displayed in the sample text box.

## Setting Grid Attributes

The room view grid helps you to create and align rooms in the room view.

The grid options include:

- **Grid spacing** – The distance between the fine lines on the grid.
- **Major grid spacing** – The distance between the thick lines on the grid.
- **Snapping distance** – When grid snapping is turned on, this is the finest incremental change allowed when drawing a rectangle or a line.

See *Entering Lengths*, p. 29, for more details on entering distances and lengths in FloorRight™.

- **Grid on** – When checked, the grid is displayed in the room view. You can also turn the grid on and off using the **Grid** button  on the tool bar.
- **Grid snapping** – When selected, drawing lengths are rounded based on the snapping distance.

## Turning the Drawing Grid On and Off

The drawing grid assists you in drawing rooms in the room view. The background of the room view becomes a graph paper grid. You can set the dimensions of the grid with the **Edit Options** dialog box.

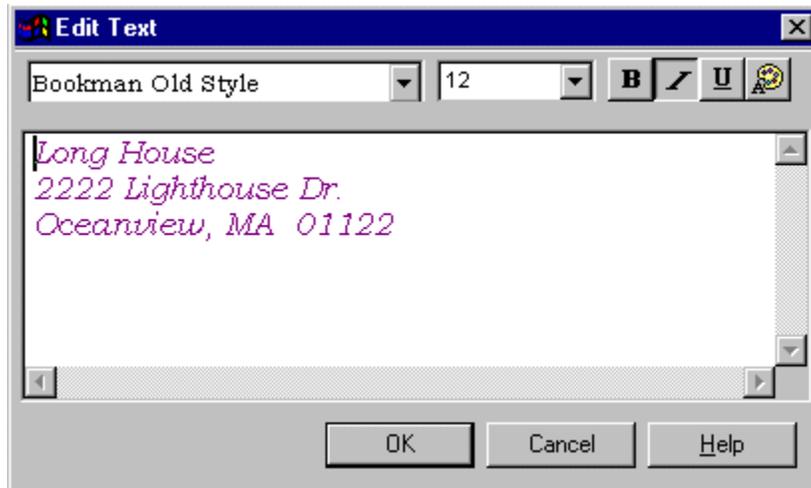
To turn the drawing grid on, click the **Grid** button  on the toolbar.

To turn the drawing grid off, click the **Grid** button again.

## Free-Form Text

You can add informative text to your room view by using the **Text Mode** button on the tool bar.  Click the button, and then click the location on the room view where you would like your text to appear. This will bring up the **Add Text** dialog box.

You can easily edit text you have entered either in select mode -  - double click on the text, or if you are in text mode -  , click once on the text you wish to change. The **Edit Text** dialog box will allow you to make changes.



You can move and resize the text from the select mode  by clicking on the text. Click anywhere inside the text box to drag it to another position. You can click-and-drag one of the corner dots to resize the text. You can set the text to an exact point size in the **Add Text** dialog by double clicking on the displayed text.

To delete free-form text, click on the **Highlight** button . Then click on the text you wish to delete. When the text is selected, it will turn the highlighted color. Press the Delete key or select **Delete** from the **Edit** menu to delete the text.

## Attach Text to Room

At some time you may wish to create a note about a particular room. Then, when you move the room in the room view, you would like the note to move with it. To do this, attach the text to the room.

1. Create the room and the text object you wish to attach.
2. Select both the room and the text object.
3. Select the **Drawing** menu or use the right click mouse button and choose **Attach Text To Room**.

You can detach the text from the room later if you desire.

## Detach Text From Room

If you wish to detach a text object from a room:

1. Select the text object.
2. Select the **Drawing** menu or right click the mouse and choose **Detach Text From Room**.

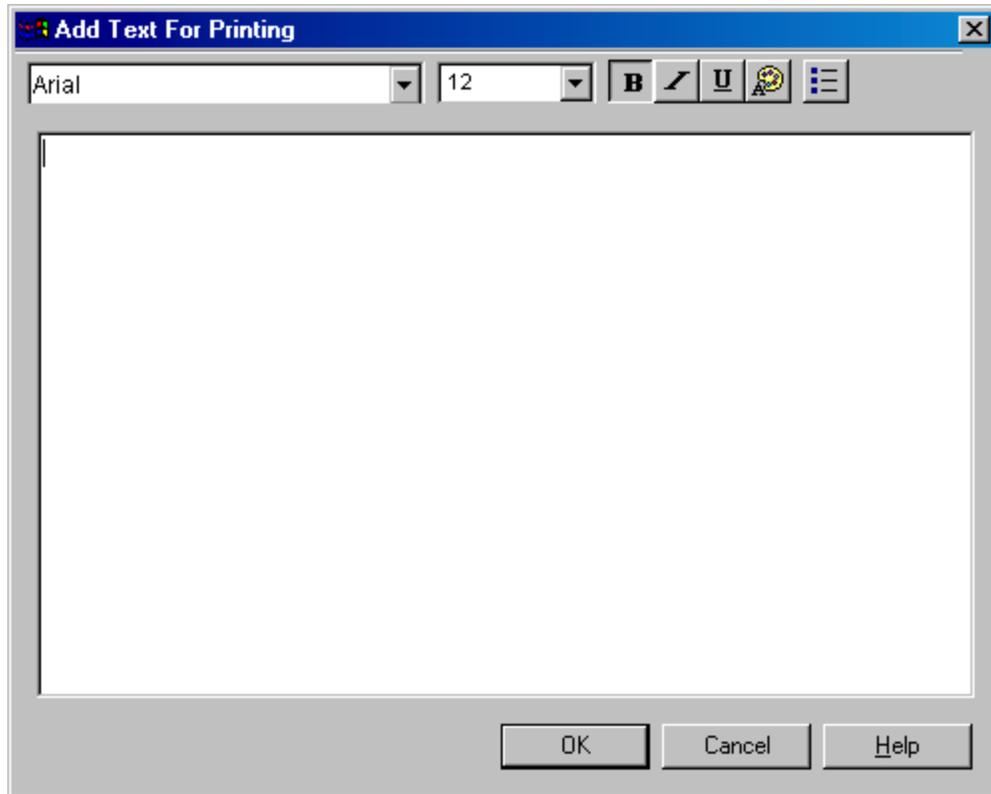
You can attach text to that room again or to another room if you like.

## Text for Printing

You can add titles or other information to printouts from either of these menus:

1. Select the **Drawing** menu and choose **Add Text For Printing**.
2. From the **Job Estimate** dialog select the **Job** menu and choose **Add Text For Printing**.

This will bring up the **Add Text For Printing** dialog box.



Type any information you wish into the text box. The text is printed at the bottom of the room view, seam view, stock view, and job estimate printouts, but it is not visible on the screen. To review the text, open the dialog box again.

For information on printing, see *Printing*, p. 117.

## Templates

You may create a series of FloorRight™ files that have many similar properties, layouts, and materials. Templates come in handy so that you don't have to start from scratch with each file you create. The following properties are saved in the template:

- Material type

- Room layout style
- Layout direction (NS or EW)
- Material colors
- Transition Materials
- Boxed material information
- Job Estimate Items
- Minimum seam width allowed
- Job estimate print formats
- Job estimate header
- Sales tax
- Page settings for printouts
- Maximum guillotine cut

Save the file as you would usually do, then also save it as a template if you know you will need to create more files that are similar. When you start your next file, set the template first and then start a new file.

You cannot change the template after you open a new file. The template must be set before selecting **File New**.

The last saved template becomes the default template.

# Creating Reports

## Creating a Report

The Report Generator lets you create professional looking reports from your FloorRight™ file. You can create three types of reports from the templates available:

- Room View reports
- Stock View reports
- Job Estimate reports – complete or summarized

FloorRight Commercial lets you completely customize your reports with the **Design** option.

When you select **Reports** from the **File** menu you have the following choices:

- **Preview** – To view the report before printing.
- **Print** – To print the report directly.
- **Export** – To export the report in various formats or to use in other programs.

For each of these options, you first select one of the Report Templates subfolders, and then choose the appropriate template file, with the .lst extension.

There are some limitations to reports from the **File** menu:

- You can only select one report at a time, the **Batch** option is only available from the **Job Estimate / Reports** (see below).
- You cannot **Print**, **Preview**, or **Export** any of the Job Estimate reports from the **File** menu. You will get an error message.
- To select a stock or cut list report you must be in the stock view or you will get an error message.

The **FloorRight Report Options** dialog lets you select the appropriate output options including changing the printer and setting page ranges and number of copies to be printed. The FloorRight data is automatically inserted into the report template when you press **Start**.

The **Job Estimate** dialog, **Reports** menu gives you an additional option –

- **Batch** – lets you select multiple templates for printing, previewing or exporting. The current template being used is displayed in the top box of the **FloorRight Report Options** dialog. Click the **Start** button to invoke each template report. When a report is finished, close the report view and start the

next one from the **Report Options** dialog.

Rules applying to the **Batch** command are:

- You can print any type of reports from the **Job Estimate / File / Report / Batch** command, no matter what view is currently displayed.
- You can only **Print, Preview, and Export** Job Estimate reports from the **Job Estimate** dialog. The **Batch** command is the exception to this rule

**Cancel** will stop the report creation and return you to the Job Estimate window.

## Report Templates

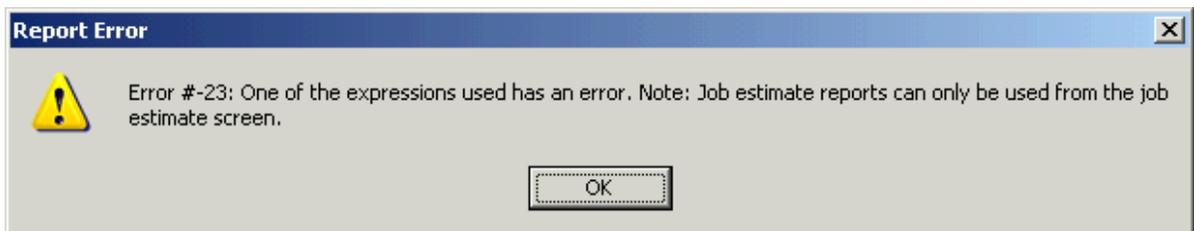
Report templates are located in a folder of that name which was installed with your FloorRight™ system.

- All report templates have the .lst extension.
- A description of the report appears to the right of the file list.

The two basic types of reports have different templates associated with them.

Appropriate templates to choose from the **File / Reports** menu are those showing the Checklist, Rolls (Commercial version), Rooms or Stock. Templates containing Job Estimate info should only be selected from the **Job Estimate** dialog – **File / Reports** menu.

If you try to select any of the Job Estimate reports you will get the following error message:



To select a stock or cut list report you must be in the stock view or you will get the following error message:



Only the **Job Estimate / File / Reports / Batch** option lets you select any template. If you try to select a room or stock template from the **Preview, Print,** or **Export** commands from the **Job Estimate** dialog, you will get the following error message:



## Previewing Reports

You can preview Room / Stock reports from the main menu using **File / Reports / Preview**.

To preview a Job Estimate, click the **Reports** button at the bottom of the **Job Estimate** dialog and select **Preview**.

1. Select a report template
2. After selecting the appropriate template, click the **Open** button.
3. Various options may be specified in the **FloorRight Report Options** dialog
  - The target printer may be changed.
  - You can specify a range of pages and the number of copies to be printed.
4. Press **Start** to see the preview
5. Thumbnail images of the report pages are available along the left side of the preview to allow easy access to individual pages. If the thumbnails aren't visible, move the cursor to the left side of the window. When it changes to a double arrow, move the window to the right (by clicking and dragging) and the thumbnail strip will appear.

You can save or fax your report preview file for viewing with the Report Viewer that comes with your FloorRight installation. These files will have the extension .LL.

- To save a report preview click the **Save as** disk icon on the report toolbar.



- To fax a report click the **Send as fax** icon on the report toolbar.



Your mail program will be launched with the preview file attached to a blank document. The recipient of the fax must have a copy of the Report Viewer to see the preview report.

## The Report Viewer

The Report Viewer is used to view Preview files (.LL extension). The viewer is automatically installed with FloorRight (v5.0 / 2004 and above)

A setup file for installing the viewer is located in the "Report Viewer" subdirectory of your FloorRight installation and in the "Report Viewer" directory on your FloorRight CD. This may be freely redistributed to anyone who needs to view the report preview files.

The FloorRight Report Viewer shortcut is added to the **Start** menu when installing FloorRight.

## Printing Reports

Print Room / Stock reports from the main menu, **File / Reports / Print**.

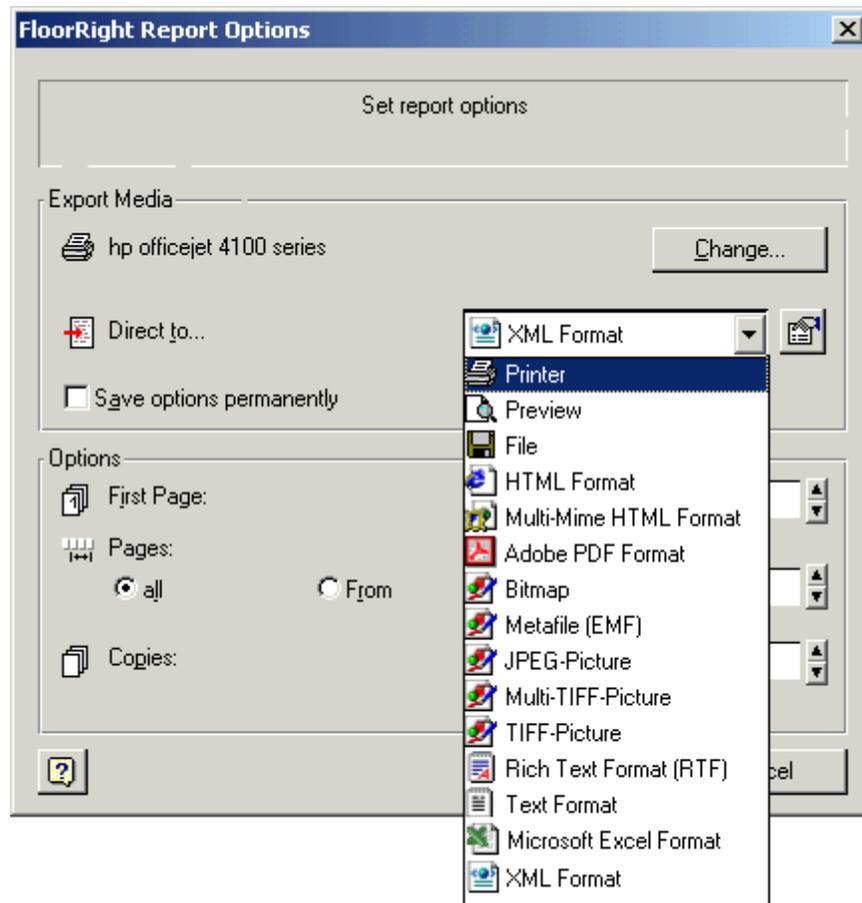
Print a Job Estimate by opening the **Job Estimate** dialog and select **Reports / Print** from the **File** menu.

1. Select a report template.
2. Click the **Open** button.
3. Various options may be specified in the **FloorRight Report Options** dialog
  - The target printer may be changed.
  - You can specify a range of pages and the number of copies to be printed.
4. Press **Start** to print.

## Exporting Reports

One of the great advantages to the Report Generator is the vast array of formats and settings available for exporting, so you can use FloorRight information in spreadsheets, databases, and other programs.

After selecting your Report Template, click the **Direct to...** drop-down list in the **FloorRight Report Options** dialog.



Once you have selected a format you can adjust the settings by clicking the **Properties** icon .

The formats include:

- Printer – prints the report
- Preview – shows preview
- File – saves a file as .PRN for printing later.
- HTML Format – saves the report as an HTML document that can be viewed in a web browser. Images are saved as individual files.
- Multi-Mime HTML Format – saves the report as a single HTML file that can be viewed in a web browser.
  - Images are embedded in the document so there is only one file.
  - Current Internet Explorer can view these files.
  - Current Mozilla browser CANNOT view these files.

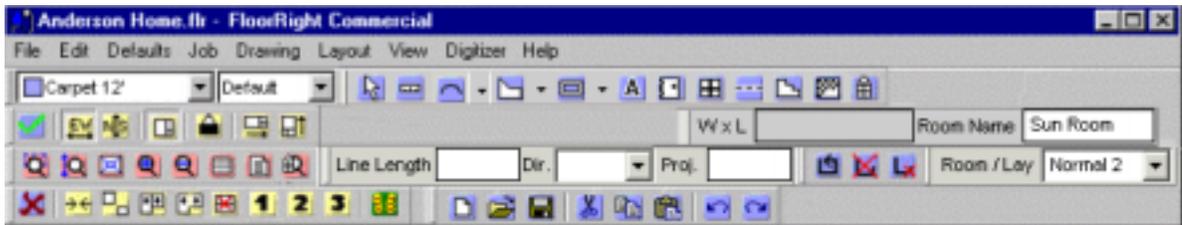
- Adobe PDF Format – saves the report for viewing with Adobe Acrobat
- Bitmap – saves the report as Windows Bitmap (bmp) images
  - One image is created for each page of the report
- Metafile – saves in Windows Metafile format
  - One file is saved for each page of the report
- JPEG-Picture – saves as a JPEG image
  - One image is saved for each page of the report
- Multi-TIFF-Picture – saves a TIFF format image
  - All pages are saved in a single file
- TIFF-Picture – saves TIFF format images
  - Each page is saved to a separate file
- Rich Text Format (RTF) – saves in Rich Text Format which is suitable for reading in Word and other word processing programs
- Text Format – saves just the text portions of the report
  - Generally only useful for reports with a grid (such as the job estimate)
- Microsoft Excel Format – saves an Excel spreadsheet file
  - Graphical elements can optionally be included or excluded
- XML Format – saves a standard XML format file

# Buttons, Menus, and Dialog Boxes

## Buttons

### Toolbar Help

You can customize and configure the FloorRight toolbars to suit your individual preference of the screen layout.



Some buttons are only active under certain circumstances. Buttons that are not on the following list are always active.

Button	Name	When Available
	East-to-west and north-to-south lay direction buttons	At least one room or border uses the material in the Room color window.
	Show seam / stock button	At least one room is drawn.
	Lock room button	Seam view is shown and a room is selected.
	Horizontal and vertical seam flipping buttons	Seam view is shown and a room is selected.
	Close room button	At least two walls of a non-rectangular room are drawn.
	Cancel line draw button and delete side button	A line drawing action is started.
	Align points button	A point on the edge or corner of each of two rooms is selected.
	Position room button	A point on the edge or corner of each of two

	Join rooms button	rooms is selected. A point on the edge or corner of each of two rooms is selected.
	Split room button	Two points on different walls or corners of a room are selected.
	Eliminate seam button	A seam is selected
	Layout options 1, 2, and 3	Drawing contains at least 2 rooms of the same material and a seam in one of the rooms has been deleted.
	Cut and Copy buttons	One or more drawing elements are selected.
	Paste button	One or more drawing elements is cut or copied.
	Undo button	After any action is taken.
	Redo button	After an Undo.

## Menus

### File Menu

The **File** menu provides options for creating, opening, and saving estimate files, for printing displays, and for exiting the program.

When a menu item is gray in color, it is not available. This table lists the menu options, their function, and when they are available.

Menu Option	Function	When Available
New	Creates a new project.	Always
Open...	Brings up the <b>Open File</b> dialog box so you can open a project.	Always

<b>Menu Option</b>	<b>Function</b>	<b>When Available</b>
Save	Saves the file. If you have not yet saved the current work to a file, the <b>Save File As</b> dialog box lets you specify where to save the project file.	Always
Save As...	Brings up the <b>Save File As</b> dialog box so you can specify where to save the project file or change the file name	Always
Import	For importing AutoCAD, Bitmap, Scanner, and Leica Disto files	Always – AutoCAD available in Commercial version only
Export	Export a file in AutoCAD format - .dwg or .dxf	Always, Commercial version only
Set Template	Brings up a saved template and its associated properties	Before starting a <b>New</b> file
Save File as Template	Saves some of the drawing and layout properties and defaults in a template to apply to new files	Always
Set Factory Defaults	Sets the default material types and their attributes	Always
Print Stock Sideways	When checked, indicates that the stock print will be rotated 90° - saves paper	Always
Page Setup	Sets the scale and other options for the Room, Seam and Stock printouts	Always
Print Setup	Displays the <b>Print Set-up</b> dialog box so you can choose a printer and print options	Always

Menu Option	Function	When Available
Print	Displays a submenu for printing and previewing various parts of the project	Always
Reports	Displays submenu to Preview, Print, or Export, and with FloorRight Commercial, Design	Always Design option in Commercial version only
(List of file names)	These are the four most recently used FloorRight™ files. Clicking on one opens it.	Always
Exit	Exits the program, after prompting for save	Always

### New Document



A click of the **New Document** button on the toolbar closes your current document (prompting you to save it first, of course), and gives you a blank page to start your next FloorRight file.

### Open File



This familiar icon displays the standard Windows **Open** dialog. It looks in the directory you last used to save a file. FloorRight data files are Files of type: \*.flr.

You can also open a file by selecting **Open** from the **File** menu.

## Save File



Use this button frequently to save your work. You can also save your file by selecting **Save** from the **File** menu.

To save a separate copy of a file use **Save As**, also found in the **File** menu.

## Set Template

Templates are for creating many similar kinds of files. To use a previously saved template, select **Set Template** from the **File** menu. The Windows **Open** dialog box will display the templates you have saved. Simply select the template and then start **File New**.

Note that you cannot change the template after you have opened a new file; *i.e.* selecting **File / New** loads the new template you selected.

## Save File As Template

To reuse some default settings, layout styles, and material colors in the next file you create, simply save your file as a template. When you click on **File** and select **Save File As Template**, the Windows **Save** dialog box looks exactly like the regular **File Save** box, but the default file extension is .flt - for FloorRight™ Template. Type your template file name, and you'll be ready to create the next file with similar properties.

The last template saved becomes the default template.



Saving your file as a Template does not save the file itself, only some of its properties. You still need to save your file using the **File Save / Save As** selections.

## Printing

The **Print** selection in the **File** menu will display a submenu to let you print or preview various parts of your project:

Menu Option	Function	When Available
Print Rooms	Prints the room view, with or without seams.	Always

Menu Option	Function	When Available
Print Stock	Prints the stock view.	Stock view must be open.
Print Stock Cuts	Prints the list of stock cuts from the stock view*.	Stock view must be open Commercial version only
Print Rolls	Prints allocated rolls from the stock view	Stock view must be open Commercial version only
Print Preview Rooms	Provides a display of the room printout for review before printing.	Always
Print Preview Stock	Provides a display of the stock printout for review before printing.	Stock view must be open.
Print Preview Rolls	Provides a display of the roll allocation for review before printing.	Stock view must be open Commercial version only

\* **Print Stock Cuts** is the same as **Print Stock** but without the stock diagram across the top.

To print the job estimate, bring up the **Job Estimate** dialog box and select the **File** menu.

You can print directly from any of the preview screens using the **Print** button.



You can choose another printer or modify your printer settings by selecting the **File** menu and choosing **Print Setup**. See the person on your site who is in charge of the computer system for help in setting up printers.

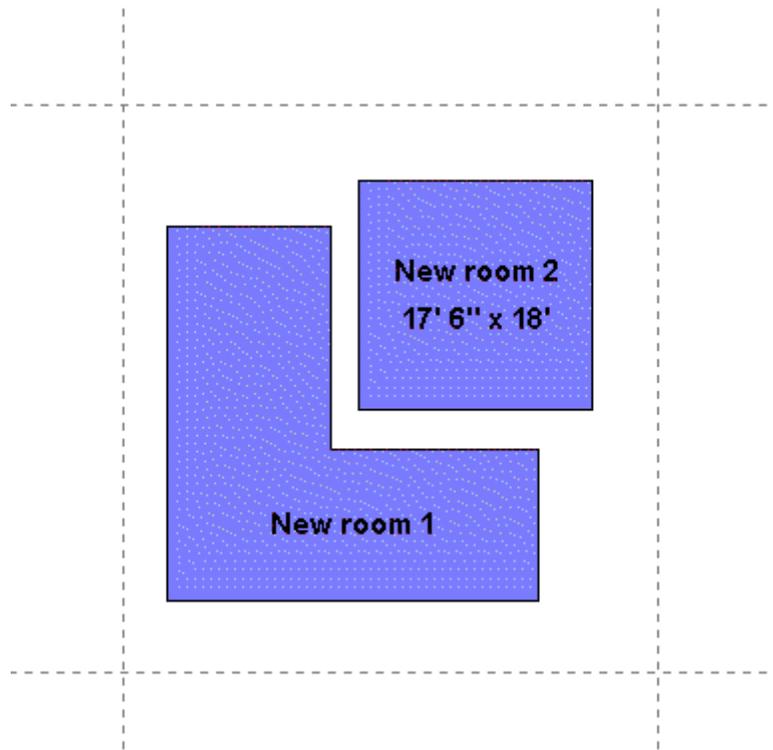
You can print the stock view sideways to conserve paper by selecting the **File** menu and choosing **Print Stock Sideways**. This option is the default when you install FloorRight™.

Your printouts can be further configured with regard to color, size and scale in different views, by using the **Page Setup** selection in the **File** menu.

### Page Breaks

**Page Breaks** for the printout are set from the **View** menu and from the **File** menu in the **Page Settings** dialog box. To see the page breaks, the Room /

Seam printouts must not be set to **Fit to Page**.



They appear as a dotted line in the Room / Seam View.

You can move the page breaks relative to the drawing. The **Move Page Breaks** option is available from the **View** menu and the **Display** context menu. Simply click the arrow keys until the page breaks are positioned as you like them.

## Edit Menu

The **Edit** menu provides a variety of options for editing the room layout display.

When a menu item is gray in color, it is not available. This table lists the menu options, their function, and when they are available.

<b>Menu Option</b>	<b>Function</b>	<b>When Available</b>
Undo	Reverses the last action you took.	After any action has been taken.
Redo	Reinstates an action that you have undone.	After using Undo.
Cut	Deletes an object, but saves it so it can be put somewhere else.	A room, stairway, or text has been selected.

<b>Menu Option</b>	<b>Function</b>	<b>When Available</b>
Copy	Does not delete the object, but saves it so it can be put somewhere else.	A room, stairway, or text has been selected.
Paste	Puts whatever has been cut or copied onto the screen	A room, stairway, or text has been cut or copied.
Delete	Deletes whatever is selected, without saving it.	A room, stairway, or text has been selected.
Bring To Front	Makes sure the selected room is not obscured by any other room.	A room or stairway has been selected.
Send To Back	Places the selected room behind any rooms that are hidden behind it.	A room or stairway has been selected.
Pages	Displays submenu to add, insert, delete or rename a page.	Always - Commercial version only
Room Properties	Brings up the <b>Room Properties</b> dialog box for editing room material properties, layout properties or borders.	A room or stairway has been selected.
Wall Properties	Brings up the <b>Wall Properties</b> dialog to adjust the length, direction and curvature of a wall.	A side of a room has been selected.
Transition Properties	Brings up the <b>Transition Properties</b> dialog to adjust the size, appearance, and material of the transition	A transition or door has been selected
Stairs	Edits stairs properties	Stairs have been selected.
AutoCAD Properties	Displays the <b>AutoCAD Properties</b> dialog box containing levels, layout, scaling, and snap options.	An AutoCAD file has been imported; Commercial version only

<b>Menu Option</b>	<b>Function</b>	<b>When Available</b>
Floor Plan Bitmap Properties	Displays the <b>Bitmap Properties</b> dialog box containing overly and scaling choices.	When a Bitmap file or scanned image has been imported
Tile	Brings up the Tile editing cursor to allow placing and moving tiles.	Always
Material List	Displays details for all of the materials you have defined and allows you to edit them.	Always

### **Undo (CTRL+Z)**

If you make a mistake, FloorRight™ allows you to quickly "undo" your action. Simply click the **Undo** button  on the toolbar or select the **Edit** menu, and choose **Undo**. The **Edit** menu will indicate the action you are able to undo. If there are no actions to undo, the menu option will be grayed, and the words "can't undo" will appear on the **Edit** menu.

Pressing the CTRL key and the Z key at the same time will also undo your last action.

You can undo as many actions as you need, depending on the number of undos you set under Options in the **Defaults** menu.

If you need to reinstate an action, use **Redo** (CTRL+Y).

### **Redo (CTRL+Y)**

Redo reinstates actions that you have undone. Simply click the **Redo** button  on the toolbar or select the **Edit** menu, and choose **Redo**. The **Edit** menu will indicate the action you are able to redo. If there are no actions to redo, the menu option will be grayed, and the words "can't redo" will appear on the **Edit** menu.

Pressing the CTRL key and the Y key at the same time will also redo your last action.

You can redo as many actions as you have undone. Performing a new action clears the list of undone actions.

### **Selecting More Than One Object**

Some actions require that you select more than one object at the same time. For

example,

- To align or position rooms you must select two points.
- To attach text to a room you must select a text object and a room.

To select more than one object

1. Click on the **Highlight** button  on the tool bar.
2. Hold down the CTRL or SHIFT key as you click on the objects you want to select.
3. If you click on the wrong object while holding down the CTRL key, click on it again and it will become unselected.

If all of the objects you wish to select fall within a rectangular region, you can select them by

1. Clicking on the **Highlight** button  on the tool bar.
2. Drawing a rectangle around all of the objects by clicking and dragging.

### **Cut, Copy, and Paste**

Cutting an object removes it from the screen, but tucks it away in computer memory. Later, you can paste the object back onto the current room view, or into a different FloorRight™ file. You can paste the object several times to create several identical objects.

Copying an object is essentially the same as cutting an object, except that it is not deleted from the screen.

You can copy information from the **Job Estimate** dialog box, and paste it into other software programs like spreadsheets and word processors.

To **Cut** an object you must first select the object, then use one of the methods listed below:

- Click the **Cut** button  on the toolbar.
- Select the **Edit** menu and choose **Cut**.
- Use the *shortcut key* – press CTRL and X at the same time.

To **Copy** an object you must first select the object, then use one of the methods listed below:

- Click the **Copy** button  on the toolbar.
- Select the **Edit** menu and choose **Copy**.

- Use the *shortcut key* – press CTRL and C at the same time.

To **Paste** an object you must have previously cut or copied an object, then use one of the following methods:

- Click the **Paste** button  on the toolbar.
- Select the **Edit** menu and choose **Paste**.
- Use the *shortcut key* – press CTRL and V at the same time.

Click and drag the object where you would like it to be.

### Delete

This menu option deletes the currently selected:

- Room
- Point
- Wall
- Door
- Seam
- Stairs
- Hole
- Window
- Text

With any of the above selected, you can also use the **Delete** key on the keyboard.

Another way to delete a seam is to select the seam and click the **Delete Seam** button  on the toolbar. See *Deleting a Seam*, p. 74, for more information.

### Bring to Front

Bringing a room to the front of the room view makes it easier to edit.

1. Click the **Highlight** button  on the toolbar.
2. Click on the room you wish to bring to the front of the display. If you cannot see any of the room, try using **Send To Back** on a room that might be covering it up.
3. Select the **Edit** menu or right click the mouse and choose **Bring To Front**.

### Send to Back

Sending a room to the back of the room view reveals rooms that are hidden behind it.

1. Click the **Highlight** button  on the toolbar.
2. Click on the room you wish to send to the back of the display.
3. Select the **Edit** menu or right click the mouse and choose **Send To Back**.

See *Bring to Front*, p. 123, if you want to view the room that is hidden behind some other room.

## Defaults Menu

The **Defaults** menu allows you to create and edit information that stays the same for all estimation projects.

When a menu item is gray in color, it is not available. This table lists the menu options, their function, and when they are available.

<b>Menu Option</b>	<b>Function</b>	<b>When Available</b>
Material Type	Allows you to create and edit material types.	Always
Room Layout Styles	Allows you to create and edit room layout styles.	Always
Job Estimate Items	Allows you to specify items for the estimate that are associated with a particular material, e.g. pad, labor.	Always
Transition Materials	Allows you to define materials used in room transitions.	Always
Sales Tax	Allows you to create and edit sales tax, or value added tax, information.	Always
Set Font	Allows you to choose a font for the room view and the stock view.	Always
Company Info	Allows you to create and edit information about your company.	Always
Set Splash Screen	Allows you to insert a splash screen when you open FloorRight™ with your bit map.	Always

Menu Option	Function	When Available
Clear Splash Screen	Eliminates the splash screen the next time you open FloorRight™	Always
Options	Lets you set various general, drawing, layout and creation default values.	Always

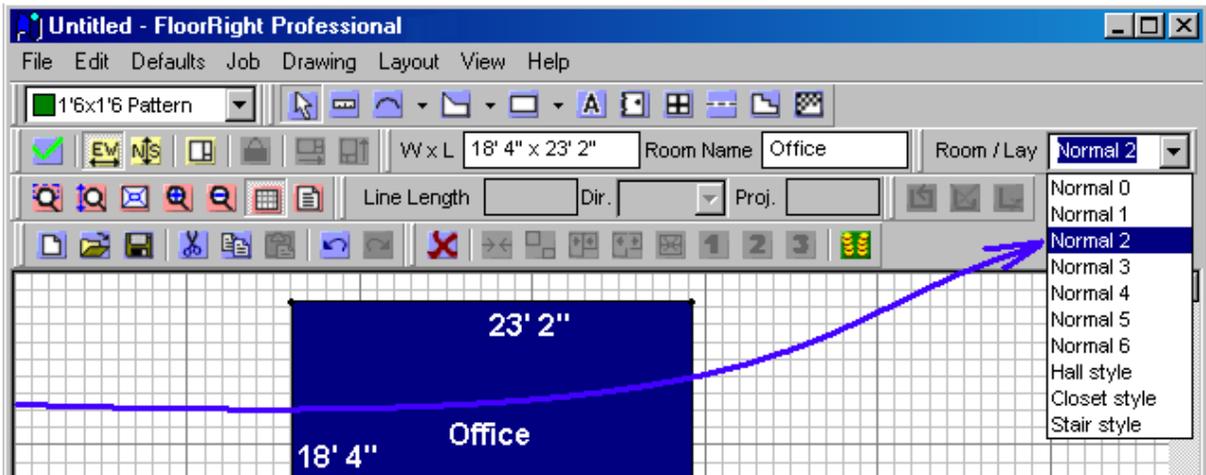
### Room Layout Styles

FloorRight™ takes into consideration the way a room is used when it lays out carpet, just as a professional carpet layer would. You can take advantage of this feature by indicating the style of each room in the layout.

Each style specifies the number and type of seams that are allowed in that sort of room. You can also indicate whether the recommended number of seams can be exceeded if necessary.

The FloorRight™ system is delivered with several pre-set styles, including closets, hallways, stairs, and several more generic styles. These styles can be modified to better fit your requirements, and more styles can be added through the **Room Layout Styles** dialog box. To access this dialog box, select the **Defaults** menu and select **Room Layout Styles**.

To apply a style to a particular room, first select the room. Choose the type of the room from the room type list box.

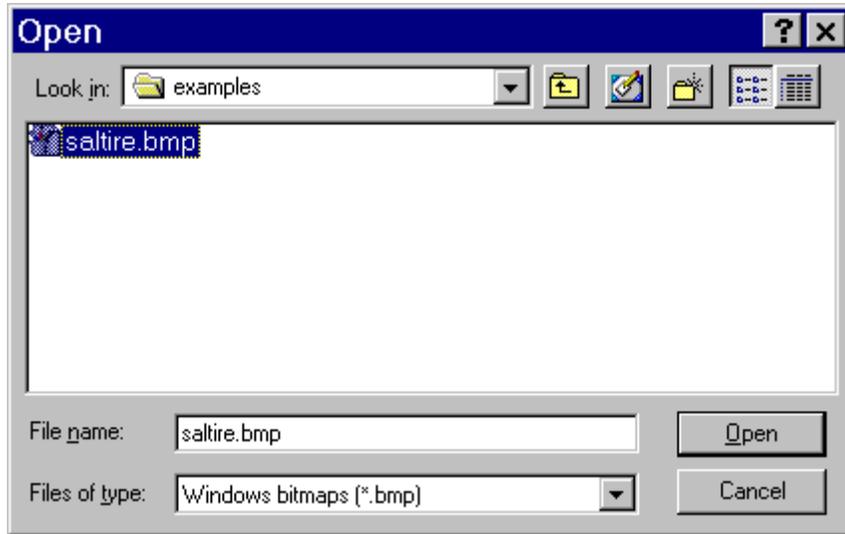


### Set Splash Screen

This feature shows your customized bit map when you open FloorRight™. You can display your company name and logo, and you may want to reference a favorite client on the screen. You can design several screens in any drawing program or word processor that supports bit map files (.bmp extension).

It's easy to change the splash screen for a special job:

Select **Set Splash Screen** from the **Defaults** menu. The standard Windows **Open** dialog will appear.



Find the folder and the bitmap you want to use the next time you open the FloorRight™ program. When you click Open you will return to the FloorRight™ screen as if nothing has happened. Exit the program and restart it to see the splash screen you selected. It is just as easy to clear the splash screen.

### Clear Splash Screen

If you get tired of the Splash Screen that appears when you start the Floor Right™ program, simply select **Clear Splash Screen** from the **Defaults** menu.

### Job Menu

The **Job** menu allows you to create and edit information that is specific to this particular job.

When a menu item is gray in color, it is not available. This table lists the menu options, their function, and when they are available.

Menu Option	Function	When Available
Job Estimate	Allows you to view and edit the job estimate.	Always
Edit Header	Lets you configure the Job Estimate Header with your company logo and customer information.	Always

<b>Menu Option</b>	<b>Function</b>	<b>When Available</b>
Edit Customer Information	Allows you to enter information about the customer.	Always
Count Rooms	Provides information about the number of rooms and the material that is to be used for their floors.	Always
Group Room Pieces	When checked, displays stock cuts from the same room together.	Always – Professional version only.
Stock Grouping	Brings up a dialog with check box options for grouping stock pieces by room or by page.	Always - Commercial version only
Base Stock on Page	When checked, the job estimate, stock view and status line display info only for the current page.	Always, Commercial version only
Open Job Checklist Template	Allows you to view and edit a job checklist text file in Microsoft Word.	Always
Print Job Checklist Template	Provides a printout of your Job Checklist.	Always

## **Job Checklist**

You may have a standard set of tasks to check off for your floor covering job. The checklist can be viewed and edited while you are completing your job estimate. You can print the checklist right from FloorRight's **Job** menu.

### **Opening the Job Checklist Template**

Several standard text formats are supported, including rich text format (.rtf), MS Word files (.doc) and simple text (.txt). You can open your word processor without leaving FloorRight™. This is handy for changing your checklist while viewing the job estimate.

From the **Job** menu, click **Open Job Checklist Template**. From the standard Windows **Open** dialog select your checklist file. After making any changes you can print the checklist along with your Job Estimate.

## Printing the Job Checklist Template

A Job Checklist can be printed right from the **Job** menu. Simply click on **Print Job Checklist Template** and the **Print** dialog box will open the selected checklist file for printing.

## Drawing Menu

The **Drawing** menu provides a host of tools for adjusting and refining your layout.

When a menu item is gray in color, it is not available. This table lists the menu options, their function, and when they are available.

<b>Menu Option</b>	<b>Function</b>	<b>When Available</b>
Flip Drawing Vertically	Flips the entire room view top-to-bottom.	When there is a room in the drawing
Flip Drawing Horizontally	Flips the entire room view left-to-right	When there is a room in the drawing
Flip Selected Rooms Vertically	Flips all selected rooms top-to-bottom	When one or more rooms are selected
Flip Selected Rooms Horizontally	Flips all selected rooms left-to-right	One or more rooms are selected.
Rotate Room	Rotates a room by changing the direction of a wall.	A wall of the room is selected
Align Points	Helps you to set two rooms exactly next to each other.	The corners of two rooms must be selected.
Position Room	Helps you to set two rooms a relative distance from one another.	The corners of two rooms must be selected.
Reverse Line Direction	Changes the direction of a line.	A line has been selected.
Join Rooms	Brings two rooms together to make them one room.	A point on both rooms to be joined is selected.

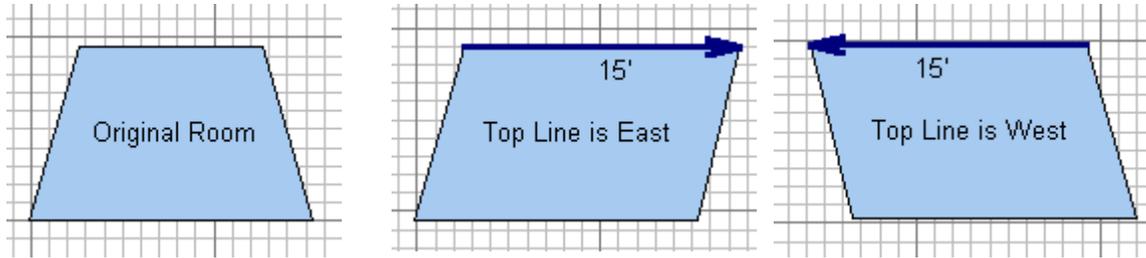
<b>Menu Option</b>	<b>Function</b>	<b>When Available</b>
Split Rooms	One room is cut through 2 points to make 2 rooms.	A point on each of two walls is selected.
Expand Rooms	Expands rooms by the specified amount in north / south and east / west directions.	One or more rooms are selected.
Add Text For Printing	Creates a comment to be printed with the room view, the stock view, and the Job Estimate.	Always
Attach Text To Room	Associates text with a room, so they can be moved together.	Both a room and a text object have been selected
Detach Text From Room	Disconnects a text object from a room.	Text that is attached to a room has been selected.

### **Reversing Line Direction**

To change the direction of a line:

1. Select a Line whose direction you wish to change.
2. Now use one of these methods:
  - Select the **Drawing** menu and choose **Reverse Line Direction**
  - Press CTRL and R at the same time
  - Right click the mouse and select **Reverse Line Direction** from the **Wall** context menu.

When you select a line, it appears as an arrow. Changing the length of the line with the **Line Length** text box  causes the arrowhead to move, keeping the tail end of the arrow where it was. If the line is part of a room, the direction of the line will affect the shape of the room when the line's length is changed.



The pictures above show a room in its original state, the result of changing the length of the north side when the arrow is pointing east, and the result of changing the length of the north side when the arrow is pointing west.

### Joining Rooms

Two rooms can be joined into a single room.

1. Select a point in the first room
2. Hold the **Control** key and select a point in the second room
3. Select **Join Rooms** from the **Drawing** menu or click on the **Join Rooms** button  in the Misc2 toolbar.

The second room selected will be moved to the first room so that the points merge and the two rooms become one with the following provisos:

- The two rooms must not overlap.
- The two rooms must join such that they touch on at least one side or part of a side, *i.e.* rooms cannot be joined at only a single point. So circular rooms and curved sides cannot be joined.
-  If one or both of your joined rooms contains overlaid (pattern) tiles, the overlain tiles will be lost. A warning dialog lets you reconsider this action.

The new room gets its properties from the first room selected.

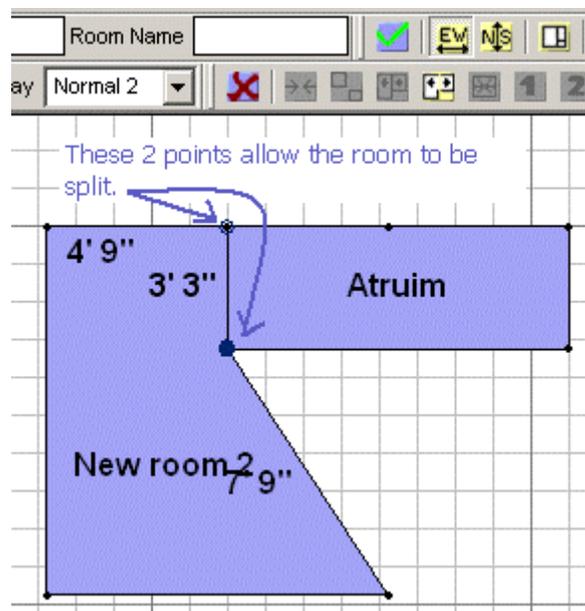
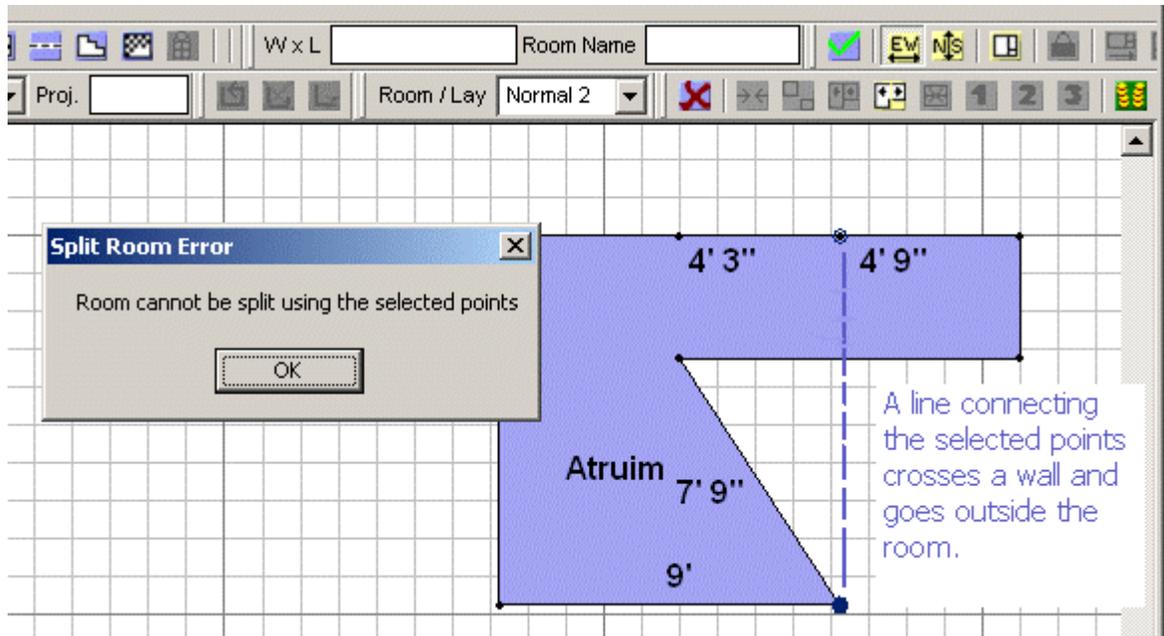
### Splitting Rooms

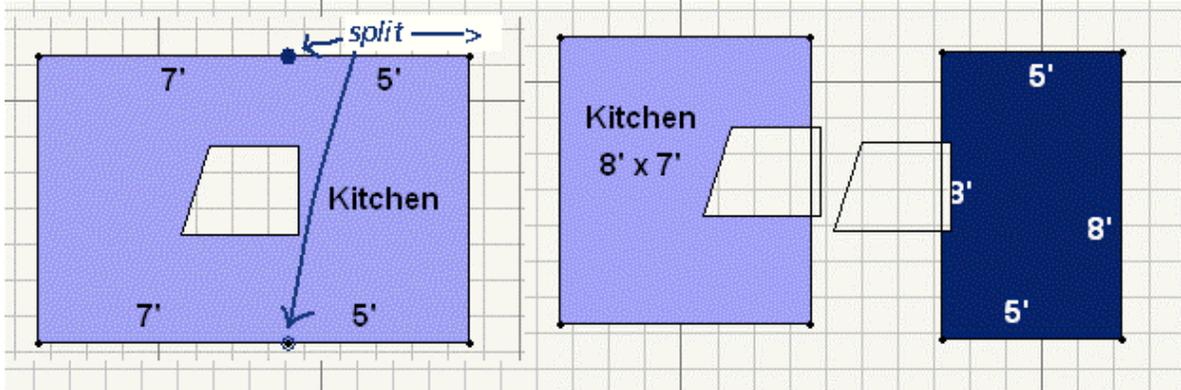
Split a room into two rooms by cutting through two points on two walls.

1. Select the first split point
2. Hold the control key and select the second split point
3. Select **Split Rooms** from the **Drawing** menu or click the **Split Rooms** button  in the Misc2 Toolbar.

The room will be split into two new rooms with the following provisos:

- An imaginary line between the two points must not cross another wall unless the crossed wall is a hole (see the L shaped room below).
- An imaginary line between the two points must not extend outside the room.
- Points for splitting must not lie on a hole (if one of your selected points is the corner of a hole the **Split Rooms** button will not be lit ). However, the imaginary line connecting the points may go through a hole. In this case, the hole is copied for both rooms as in the example below.





**!** If one or both of your joined rooms contains overlaid (pattern) tiles, the overlain tiles will be lost. A warning dialog will let you reconsider this action.

## Layout Menu

The **Layout** menu allows you to make modifications and experiment with the computer-generated layout.

When a menu item is gray in color, it is not available. This table lists the menu options, their function, and when they are available.

Menu Option	Function	When Available
View Seam / Stock Layout	Toggles the display between the Room view and the Seam / Stock view.	When a room is in the drawing.
Lay Material E-W	Sets the default direction of the pile to east-to-west.	When the selected material listed in the Room color window is used in some rooms.
Lay Material N-S	Sets the default direction of the pile to north-to-south	When the selected material listed in the Room color window is used in some rooms.
Use Global Pattern Start	Uses the global pattern start for this room's layout	A room of patterned material must be selected
Use Any Pattern Start	Exempts this room from the global pattern start	A room of patterned material must be selected

<b>Menu Option</b>	<b>Function</b>	<b>When Available</b>
Center Pattern Between Two Points	Allows you to center the pattern start between two points.	Two points in the same room containing patterned material must be selected.
Position Pattern Relative To A Point	Allows you to set the pattern start any distance from a corner of the room.	The corner of a room of patterned material must be selected.
Layout 1	Displays the original layout, after a seam has been deleted.	Drawing contains at least 2 rooms of the same material and a seam in one of them is deleted.
Layout 2	Calculates "What-if" option 2.	Drawing contains at least 2 rooms of the same material and a seam in one of them is deleted.
Layout 3	Calculates "What-if" option 3.	Drawing contains at least 2 rooms of the same material and a seam in one of them is deleted.
Eliminate Seams	Deletes a selected seam.	A seam must be selected.
Convert to User Seam	Changes an automatically placed seam to a user seam that can then be moved.	An automatically placed seam in any room except a stairs is selected.
Set Roll Lengths	Lets you specify roll lengths for each material for the stock view.	When a room is drawn and after you first enable the stock view. Commercial version only.

<b>Menu Option</b>	<b>Function</b>	<b>When Available</b>
Show Roll Allocation	Stock view displays roll allocation.	When a room is drawn and after you first enable the stock view. Commercial version only.
Reset Layout	Restores the seams you have deleted, and recalculates the layout.	At least one room must be defined.

## View Menu

The **View** menu provides tools for refining the appearance of the layout window and the stock window.

When a menu item is gray in color, it is not available. This table lists the menu options, their function, and when they are available.

Note that zooming affects the active window. You can make the room view or the stock view active by clicking in it before zooming.

<b>Menu Option</b>	<b>Function</b>	<b>When Available</b>
Actual Page Size	Displays the diagram in the exact scale of the printout.	Room View, <b>Fit to page</b> deselected
Zoom Restore	Returns the window to the previous scale.	Always
Zoom Box	Zooms to a defined portion of the screen.	Always
Zoom To Height	Scales the height of the window to include the full height of the diagram.	Always
Zoom To Fit	Scales the window to include the entire diagram.	Always
Zoom In	Scales the window so that rooms appear twice as large.	Always
Zoom Out	Scales the window so that rooms appear half as large.	Always

<b>Menu Option</b>	<b>Function</b>	<b>When Available</b>
Move Page Breaks	Displays a dialog to move the page grid up, down, left and right.	At least one room has been drawn and the page settings are not scaled to <b>Fit to page</b> .
Show Page Breaks	Displays the page breaks in the printout as dotted lines.	Room & Seam Views; <b>Fit to page</b> deselected
Show Room Pattern	Displays the pattern repeat for patterned material in the room view.	Always
Show Stock Pattern	Displays the pattern repeat for patterned material in the stock view.	Always
Toolbars	Displays a list of toolbars that are checked if they are displayed.	Always
Legend	Displays a window containing all materials used in the document.	Always
Tool Tips	When checked, definitions of toolbar buttons appear when the mouse cursor rests on them.	Always

### **Actual Page Size**

This scale is only available for the room view. This is the scale you need to see the exact size of your layout as it appears on your printout.

If you are in the split window displaying the room and stock views, click in the room view window, since **Actual Page Size** is not an option in the stock view. Also check the **Page Settings** dialog box from the **View** menu or click the **Page**

**Setup** button  on the tool bar. From the **Page Settings** dialog box, deselect the **Fit to Page** option - make sure this option is not checked. Now you can take advantage of the **Actual Page Size** view.

Click the **View** menu and select **Actual Page Size**.

If you need to return to the previous scale, use **Zoom Restore**.

See *Zooming*, p. 98, for other available zoom features.

## Help Menu

The **Help** menu allows you to get help on FloorRight™.

When a menu item is gray in color, it is not available. This table lists the menu options, their function, and when they are available.

<b>Menu Option</b>	<b>Function</b>	<b>When Available</b>
Help Topics	Invokes this help facility.	Always
License Info	Displays info about your type of FloorRight license and serial number or trial license.	Always
About FloorRight	Provides information on the version of FloorRight™ you are running.	Always

## License Info

The **License Info...** option under the **Help** menu displays the type of license and its serial number.

If you have a WIBU-key connected locally to your computer, then a dialog box similar to the following will appear



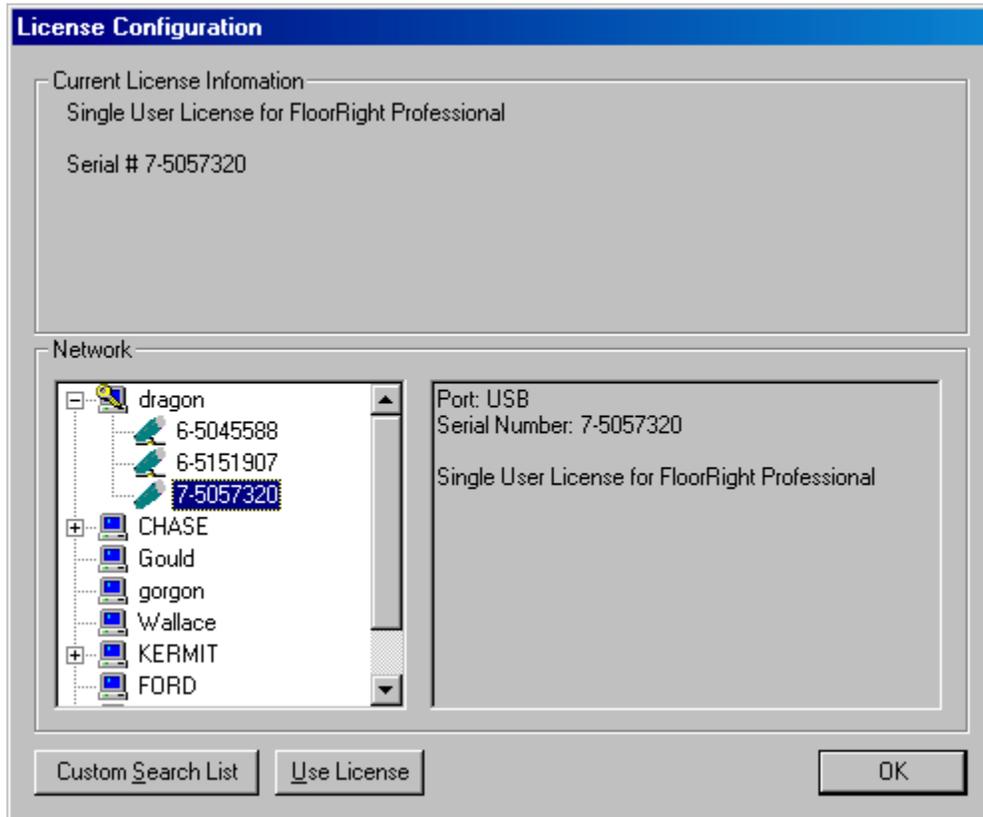
To display more detailed information about your hardware key click the **Search** button.

If you have difficulty with your WIBU security key, please contact your distributor.

## Configuring Your License

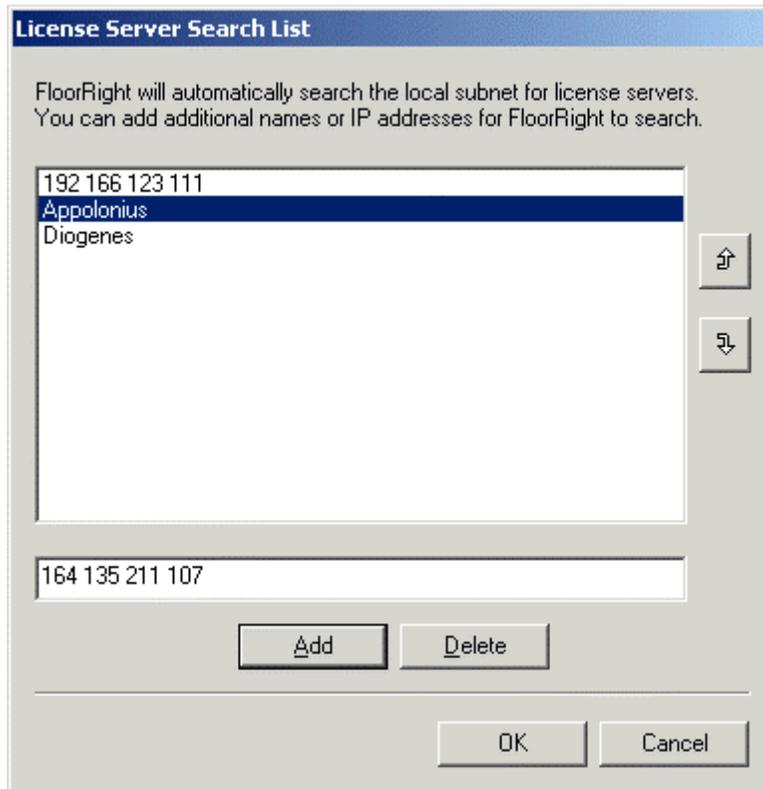
To view your license configuration, first select **License Info** from the **Help** menu.

If FloorRight doesn't recognize your hardware key or to display more detailed information about your hardware key click the **Search** button. FloorRight scans your computer for all FloorRight hardware keys connected to your computer and displays detailed information about any keys it recognizes.



**Custom Search List** – use this button to expand your license search to servers on your network.

## License Server Search List



This dialog box allows you to add, delete or move names or IP addresses in the custom search list.

To add a name or IP address

1. Click in the lower edit box and enter a name or IP address
2. Click on the **Add** button

To delete a name or IP address

1. Select the name or IP address that you want to delete
2. Click on the **Delete** button

You can move names or IP addresses around by selecting one and clicking the



**Up** and **Down** arrows to the right of the list window.

Click **OK** to accept your changes and exit or click **Cancel** to abandon any changes that you've made and exit the dialog.

## Context Menus

Context menus are invoked by right clicking the mouse. The menu displayed depends on the where the arrow cursor is located in the window when you right click.

The table below lists the various context menus displayed for the corresponding cursor location.

<b>Context Menu</b>	<b>Cursor Location / Selection</b>
Room Edit Menu	Room
Multiple Rooms / Stairs Menu	Select rooms and stairs then position cursor over one of them.
Stairs Menu	Stairs
Wall Menu	Wall
Seam Menu	Seam
Transitions Menu	Transition
Room View Display Menu	A blank area of the room view window, outside of the drawing
Stock View Display Menu	Any area in the Stock view window

## Room Context Menu

This menu presents several selections for adjusting the layout and positioning individual rooms. To access this menu select a room or group of rooms and click the right mouse button.

When a menu item is gray in color, it is not available. This table lists the menu options, their function, and when they are available.

<b>Menu Option</b>	<b>Function</b>	<b>When Available</b>
Room Properties	Invokes the <b>Room Properties</b> dialog.	A single room is selected
Cut	Removes a room from the drawing to Paste it in another location	One or more rooms selected
Copy	Makes a copy of the room(s) for pasting	One or more rooms selected
Delete	Deletes the selected room(s)	One or more rooms selected

<b>Menu Option</b>	<b>Function</b>	<b>When Available</b>
Bring to Front	If rooms are overlaid, puts the selected room(s) on top	One or more rooms selected
Send to Back	If rooms are overlaid, puts the selected room(s) underneath	One or more rooms selected
Lay Room	Displays a submenu of choices for the lay direction of the selected room(s)	One or more rooms selected
Use Global Pattern Start	Uses the global pattern start for this room's layout	One or more patterned material rooms selected
Use Any Pattern Start	Exempts this room from the global pattern start.	One or more patterned material rooms selected
Flip seams Horizontally	Reflects the seams from left to right.	In the Seam view one or more room(s) selected
Flip seams Vertically	Reflects the seams from top to bottom	In the Seam view one or more room(s) selected
Lock Room	Locks the room	In the Seam view one or more room(s) selected.
Flip Room Horizontally	Flips the entire room left-to-right. User inserted seams are also flipped	One or more rooms selected
Flip Room Vertically	Flips the entire room top-to-bottom. User inserted seams are also flipped	One or more rooms selected
Expand Room(s)	Expands the room(s) by a margin of inches on north/south, east/west or all sides.	One or more rooms selected, <u>except</u> curved rooms and stairs

## Stairs Context Menu

The **Stairs** context menu gives you all the possible adjustments you can make to an existing stairs.

To display this menu, move the cursor over the stairs and right click the mouse. You now have the following options:

<b>Menu Option</b>	<b>Function</b>	<b>When Available</b>
Room Properties	Invokes the <b>Room Properties</b> dialog	A single stairs is selected
Edit Stairs	Invokes the <b>Edit Stairs</b> dialog	A single stairs is selected
Cut	Removes rooms / stairs from the drawing to Paste in another location	One or more rooms / stairs selected
Copy	Makes a copy of the rooms / stairs for pasting	One or more rooms / stairs selected
Delete	Deletes the selected rooms / stairs	One or more rooms / stairs selected
Bring to Front	If rooms are overlaid, puts the selected rooms / stairs on top	One or more rooms / stairs selected
Send to Back	If rooms are overlaid, puts the selected rooms / stairs underneath	One or more rooms / stairs selected
Lay Room	Displays a submenu of choices for the lay direction of the selected rooms/stairs	One or more rooms / stairs selected
Use Global Pattern Start	Uses the global pattern start for this stairs' layout	One or more patterned material rooms / stairs selected
Use Any Pattern Start	Exempts this stairs from the global pattern start.	One or more patterned material rooms / stairs selected

<b>Menu Option</b>	<b>Function</b>	<b>When Available</b>
Flip seams Horizontally	Reflects the seams from left to right.	In the Seam view one or more rooms / stairs selected
Flip seams Vertically	Reflects the seams from top to bottom	In the Seam view one or more rooms / stairs selected
Lock Room	Locks the room / stairs	In the Seam view one or more rooms / stairs selected

### **Wall Context Menu**

The **Wall** context menu gives you all the possible adjustments you can make to an existing wall.

To display this menu, position the cursor on the wall and right click the mouse. You now have the following options:

<b>Menu Option</b>	<b>Function</b>	<b>When Available</b>
Wall Properties	Invokes the <b>Wall Properties</b> dialog	A single wall is selected
Reverse Line Direction	To reverse the direction of the selected wall.	A single wall is selected
Lay Room to Side	To lay material from a diagonal wall. Seams will go parallel and perpendicular to the wall.	A single wall is selected
Rotate Room	Rotates a room about a corner.	A single wall is selected

### **Seam Context Menu**

To display the **Seam** context menu, select a seam and right click the mouse.

The popup menu gives you the following choices:

<b>Menu Option</b>	<b>Function</b>	<b>When Available</b>
Eliminate seam	Deletes a seam from the drawing.	A seam is selected.
Convert to User Seam	Changes the selected FloorRight created seam to a user seam.	An automatically created seam (except in stairs) is selected. 

### Transition Context Menu

To display the **Transition** context menu, select a transition and right click the mouse.

The popup menu gives you the following choices:

<b>Menu Option</b>	<b>Function</b>	<b>When Available</b>
Transition Properties	Invokes the <b>Transition Properties</b> dialog.	A Transition is selected.
Delete Transition	Deletes the selected door or transition.	A Transition is selected.

### Room View Context Menu

This menu provides tools for refining the appearance and layout of the drawing. To access this menu, position the cursor over a blank space next to the drawing and click the right mouse button.

When a menu item is gray in color, it is not available. This table lists the menu options, their function, and when they are available.

<b>Menu Option</b>	<b>Function</b>	<b>When Available</b>
Paste	Inserts a previously cut item into the drawing	One or more rooms or stairs cut or copied
Flip Drawing Vertically	Flips the entire room view top-to-bottom.	When there is a room in the drawing
Flip Drawing Horizontally	Flips the entire room view left-to-right	When there is a room in the drawing

<b>Menu Option</b>	<b>Function</b>	<b>When Available</b>
Lay Material E-W	Sets the default direction of the pile to east-to-west.	The material listed in the Room color window is used in at least one room
Lay Material N-S	Sets the default direction of the pile to north-to-south.	The material listed in the Room color window is used in at least one room.
Move Page Breaks	Lets you move the page break grid relative to the drawing.	At least one room has been drawn and the page settings are not scaled to <b>Fit to page</b>
Show Page Breaks	Displays the page breaks as dotted lines.	Room & Seam Views, <b>Fit to page</b> deselected.
Show Room Pattern	Displays the pattern repeat for patterned material in the seam view.	Always

### **Stock View Context Menu**

This menu displays options pertaining to the layout and display of the stock. To access this menu, position the cursor over any space in the stock window and click the right mouse button.

When a menu item is gray in color, it is not available. This table lists the menu options, their function, and when they are available.

<b>Menu Option</b>	<b>Function</b>	<b>When Available</b>
Stock Grouping	Lets you group pieces in the same room or the same page together in the stock layout.	Always, Commercial version only.
Group Room Pieces	Keeps the pieces of a room together in the stock layout.	Always, Professional version only

Menu Option	Function	When Available
Base Stock on Page	Displays Stock, Job Estimate and status line info only for the current page in the Room View.	Always, Commercial version only.
Show Stock Pattern	Displays the pattern repeat for patterned material in the stock view.	Always
Set Roll Lengths	Lets you specify the lengths of rolls, the dye lots, and guillotine cut gap for each material.	Always, Commercial version only.
Show Roll Allocation	A check box for displaying Roll Allocations in the Stock View	Always, Commercial version only.

### Group Room Pieces

For large jobs, it may be necessary to keep stock cuts from the same room together. This feature ensures that stock pieces from the same room are grouped together in the layout.

1. If you're not in the Seam / Stock view, click the  on the toolbar.
2. Right click anywhere in the Stock view to display the **Stock View** context menu.
3. Click the **Group Room Pieces** selection. When checked, pieces from the same room will placed together on the stock roll. When unchecked, the layout changes to the most efficient use of material.

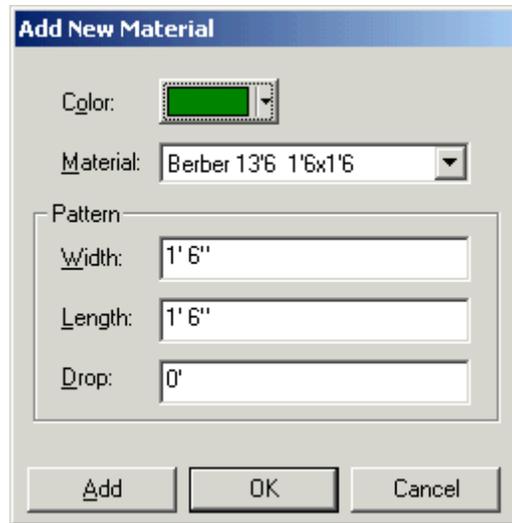
## Dialog Boxes

### Add New Material Dialog Box

The **Add New Material** dialog box can be found by clicking on the color and material menu in the upper-left of the window.



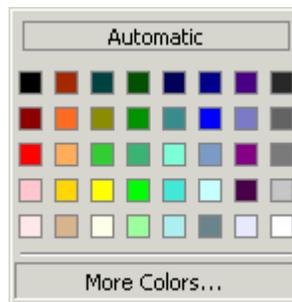
Use the **Add New Material** dialog box to couple a color with a material type, resulting in a new material. Thereafter, all of the rooms with that color will share the same material.



Here are the basic steps:

1. Select a color.
2. Select a material type.
3. Click on the **Add** button, then click **OK** if you are finished adding materials.

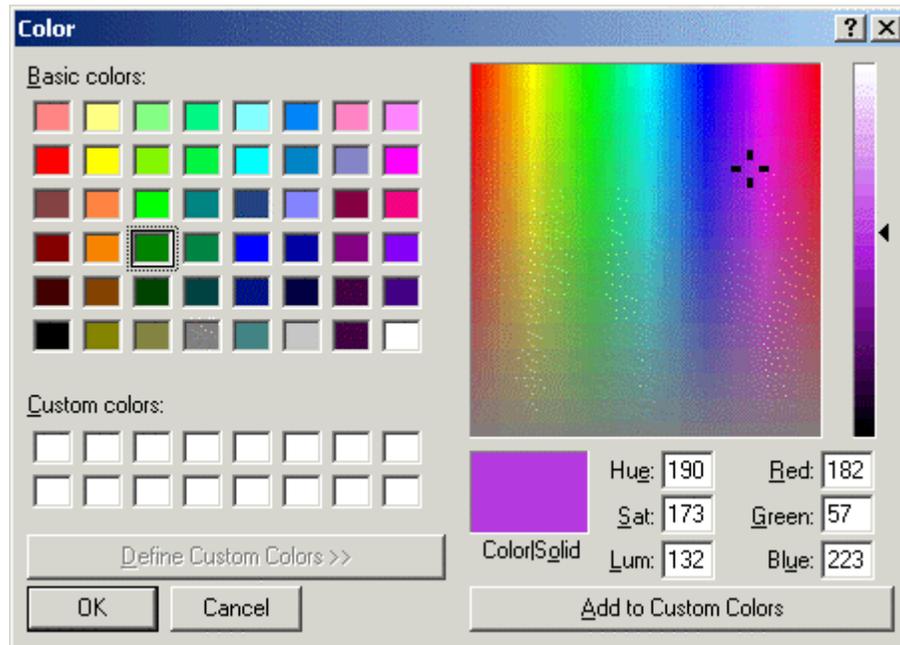
### Basic Colors



This is a palette of colors to choose for your material. Click on the one you wish to associate with the material you are creating.

The **More Colors...** button invokes the **Custom Colors** dialog.

### Create Custom Colors



Use this tool if you are not satisfied with the palette of basic colors. When selecting the color for a material, remember that it is not necessary to match the color of the material with the actual dye. All that is important is that the color can be distinguished from other materials you have defined.

- Select anywhere on the rainbow display to choose a color.
- Clicking in the thin rectangle on the right lets you make the color darker or lighter.
- The rectangle labeled **Color/Solid** displays the color you are creating. If your display is set to 256 colors, the **Color** half of the rectangle will often display a pattern, while the **Solid** half displays a solid color. This shows how the computer is attempting to approximate the color you have selected by mixing different bits of the "pure" colors it has available.
- **Hue**, **Sat**, and **Lum** allow you to mix these three attributes to obtain any color you would like. This is an alternative to the **Red**, **Green**, **Blue** scheme for defining colors.
  - Hue is a circular scale, 0 to 239 through the spectrum.
  - Saturation indicates the depth of the color. The larger the number, the

deeper the hue.

- Luminescence indicates the brightness of the color.
- **Red, Green, and Blue** allow you to mix amounts of these three basic hues to obtain any color you would like. This is an alternative to the **Hue, Saturation and Luminescence** scheme for defining colors.
- The **Create a Custom Color** button saves this color in the Custom Colors palette for later use.

### Color/Solid

If your computer monitor is set to 256 colors, then many colors are approximated, or “dithered”. This can make the text difficult to read.



This portion of the **New Material** dialog box allows you to choose between the approximation of a color and the solid color that is closest to it. Double-click the half of the rectangle you wish to use.

If you do not choose either **color** or **solid**, the **color** side will be used.

If your computer monitor is set to High Color or True Color, more colors are available so the two halves of the rectangle will appear the same.

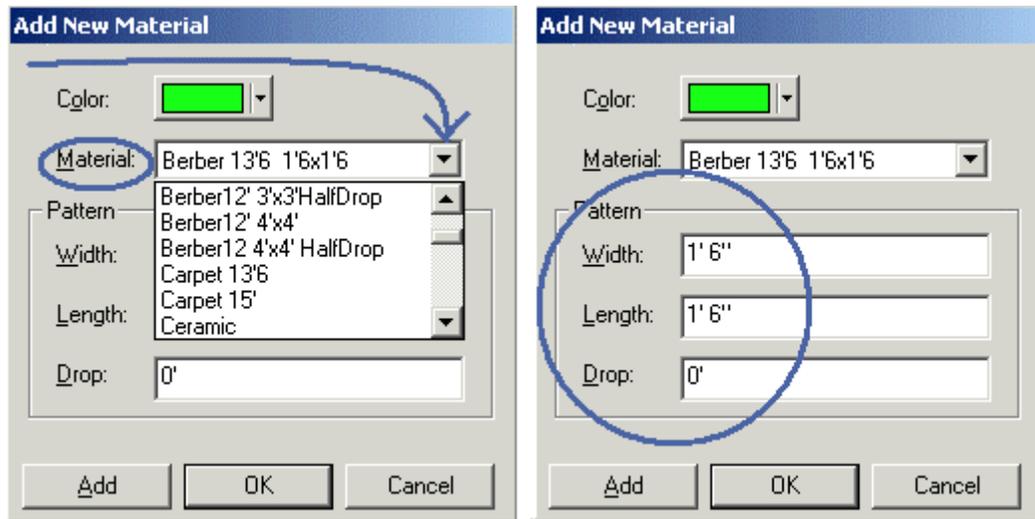
### Custom Colors



This is a palette of colors you have created with Create Custom Colors

Click on the one you wish to associate with the material you are creating.

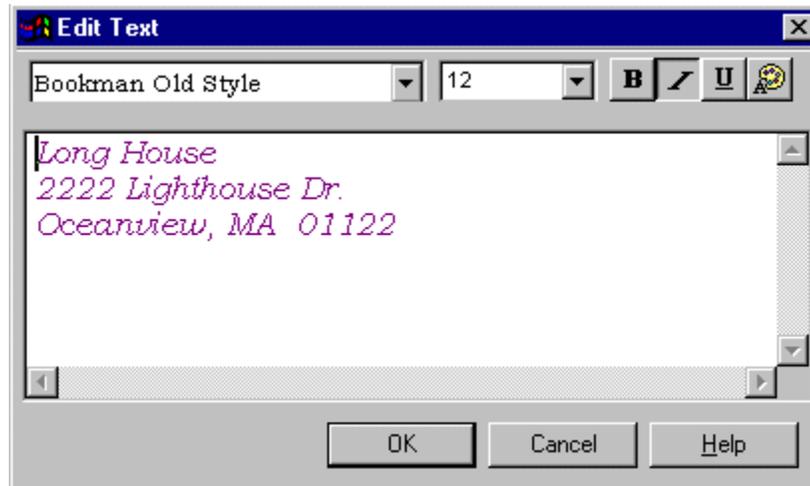
## Select a Material Type



- Choose the material type from the **Material** drop down menu.
- If the material is patterned, check and edit the pattern Length, Width, and Drop boxes.
- Click the **Add** or **OK** button:
  - **Add** creates a new material, but does not close the dialog box. This is useful if you want to create more than one material. Select another color for your next material.
  - **OK** accepts the new material and closes the dialog box.
  - **Cancel** closes the dialog box without doing anything and will not add any new materials you have created in this session.

## Add Text Dialog Box

You can add free-form text to your diagram by typing any information you wish into the **Add Text** dialog box.



The usual Windows style selection of fonts and font attributes is available in the text box. These settings are dependent on the font selected for the layout window.

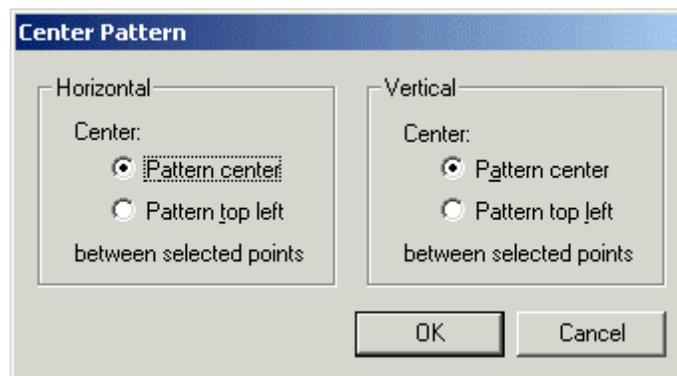
Clicking **OK** accepts the text. Clicking **Cancel** exits the dialog box without making changes.

## Center Pattern Between Two Points

Centering a carpet between two points removes the room from the Global Pattern Start and allows you to set a particular pattern start for the room.

First, select the two end-points of the wall between which the pattern will be centered.

Click both points while holding the SHIFT key, and then click the **Layout** menu. Choose **Center Pattern Between Two Points**. This will bring up the **Center Pattern** dialog box.

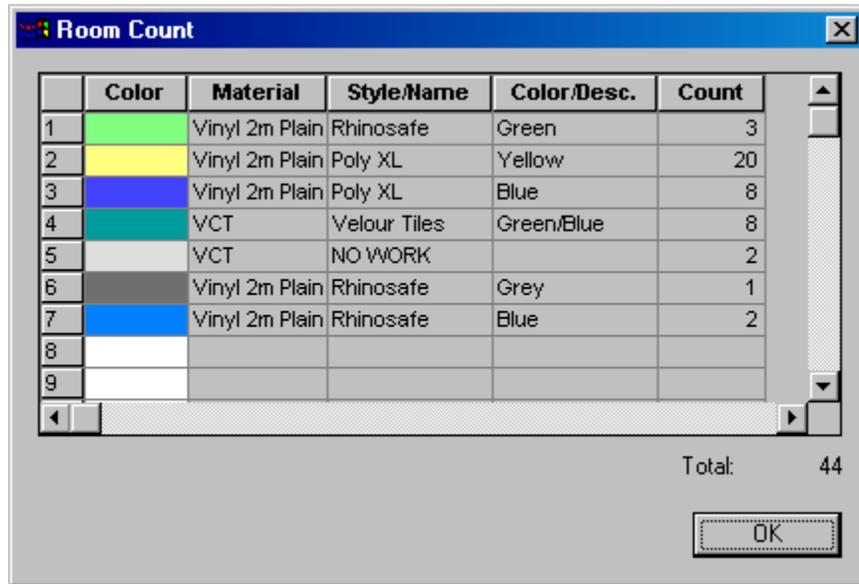


You can center the pattern horizontally, vertically, or both.

Select whether you are defining the **Pattern center** or the **Pattern top left** for the pattern start, and click the appropriate radio button in the **Horizontal** and **Vertical** boxes.

## Count Rooms Display

The Count Rooms Display gives a quick accounting of the material types you are using, and the number of rooms of each type.



The screenshot shows a window titled "Room Count" with a table of material types and their counts. The table has columns for Color, Material, Style/Name, Color/Desc., and Count. The total count is 44.

	Color	Material	Style/Name	Color/Desc.	Count
1	Green	Vinyl 2m Plain	Rhinosafe	Green	3
2	Yellow	Vinyl 2m Plain	Poly XL	Yellow	20
3	Blue	Vinyl 2m Plain	Poly XL	Blue	8
4	Green/Blue	VCT	Velour Tiles	Green/Blue	8
5		VCT	NO WORK		2
6	Grey	Vinyl 2m Plain	Rhinosafe	Grey	1
7	Blue	Vinyl 2m Plain	Rhinosafe	Blue	2
8					
9					

Total: 44

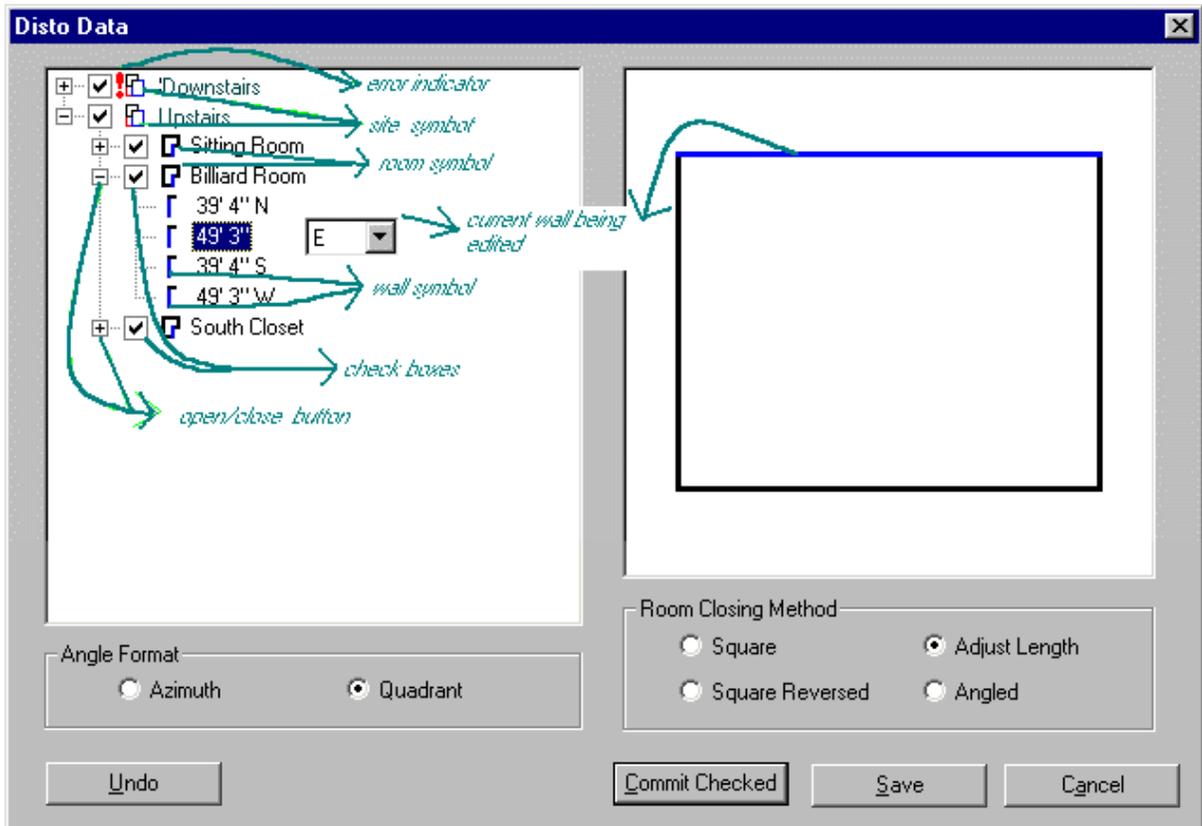
OK

To access this display, select the **Job** menu and choose **Count Rooms**. This is an information display only; nothing in it can be edited. To make changes to the Style / Name or the Color / Description for a material type, use the **New Material - Detailed** dialog box.

## Disto Data Dialog Box

The **Disto Data** dialog contains a window for display and editing of the data, a room display window, a group of radio buttons for choosing the room closing method, and the buttons for final action before closing the dialog box.

Disto data is arranged in a tree structure just like files in the *Windows Explorer*, or the table of contents of this help system. Sites contain rooms containing a list of wall measurements.



 Click this button to open an entry, or a double click on the entry name or symbol.

 Click this button to hide all subentries of the clicked entry.

  Click to toggle the checkmark. If the box is not checked, the entry and its subentries will not be imported to the FloorRight file. If you click on a checked site, the check is deleted from the site and all rooms in the site. None of these unchecked rooms will be imported. This function is handy if you find old data that is not part of the current batch.

**Site** is an optional label for grouping rooms, e.g. by upstairs / downstairs, apartment number, material type, etc. Under the room entry, walls must be listed in the order that they connect.

**Wall data** consists of a length and a direction. See the *Using Disto Pro With FloorRight™ Application* manual for more information on gathering data.

 - Indicates an error in the data. An error in a wall measurement will result in an error mark by the wall, by the room containing that wall, and by the room's parent site. Any rooms containing errors will not be imported. See the *Disto*

*Errors* section, p. 59, for some examples that would cause errors.

You can edit the Disto data before sending it to FloorRight™. Drag-and-drop operations are available for walls and rooms. Walls, rooms and sites can be created, deleted, and renamed.

The **Room Display** window appears when you click on a room entry. If the room display is grayed when the room entry is highlighted, there is some illegal data in one or more wall entries or the room may contain less than two walls. Open the room and edit the errors. Walls are displayed with the following color code:

- Walls without errors are displayed in black.
- A wall selected from the data list is displayed in blue.
- Walls with errors are displayed in red.
- A selected error wall is displayed in pink.
- Walls that have been added by one of the room closing method buttons are displayed in green.
- Wall segments that are ignored as a result of adjustments made by the **Adjust Length** room closing button. These are displayed in gray.

Room Closing Methods are selected from the following group of buttons:

- **Square** and **Square Reversed** give similar results. They finish the room with a square corner.
- **Angled** closing connects the end of the last wall with the beginning of the first wall in the room.
- **Adjust Length** closing is handy for small overlaps of the walls.

Room closing buttons are grayed if there is an error  or a wall contains illegal data.

File closing buttons are located at the bottom of the **Disto Data** dialog.

- **Commit Checked** will send to the FloorRight drawing only the rooms with a checked entry   and which are error free. The **Disto Data** dialog is closed and rooms from the Disto appear in the FloorRight room view. The raw data in the Disto device is not affected. Once you have checked that all rooms have made it into the FloorRight drawing, you can delete the data from the Disto device, otherwise it is included with your next batch of data.
- **Cancel** will close the **Disto Data** dialog without importing the data. First you are prompted with the standard confirmation dialog asking you if you would

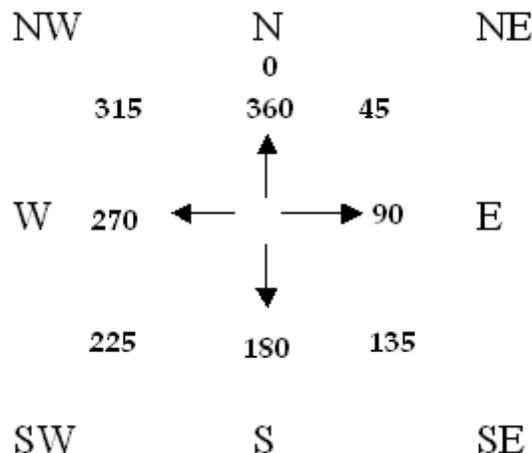
first like to save the changes you have made.

- Click **Yes** to save or resave your raw Disto data with any changes you have made.
- Click **No** to discard the changes you have made to your data. This action doesn't delete a previously saved Disto data file; you only lose the changes you have made in the current session. If you have not saved the discarded data you must Import it again from the Disto device.
- Click **Cancel** to return to the **Disto Data** dialog.
- **Save** will save the raw data with a .csd extension. This would be used if the Disto data contained errors that you want to examine and correct at a later time. The **Save** button brings up the Windows **Save As** dialog and will append the .csd extension to the file name you specify. You can come back to this data using **File / Import / Disto / File**.
- **Undo** will reverse the most recent change you have made. Multiple undoes are available in the reverse order of your changes. When no changes have been made or the last change is undone, **Undo** is gray (inactive).

### Disto Data - Wall Direction

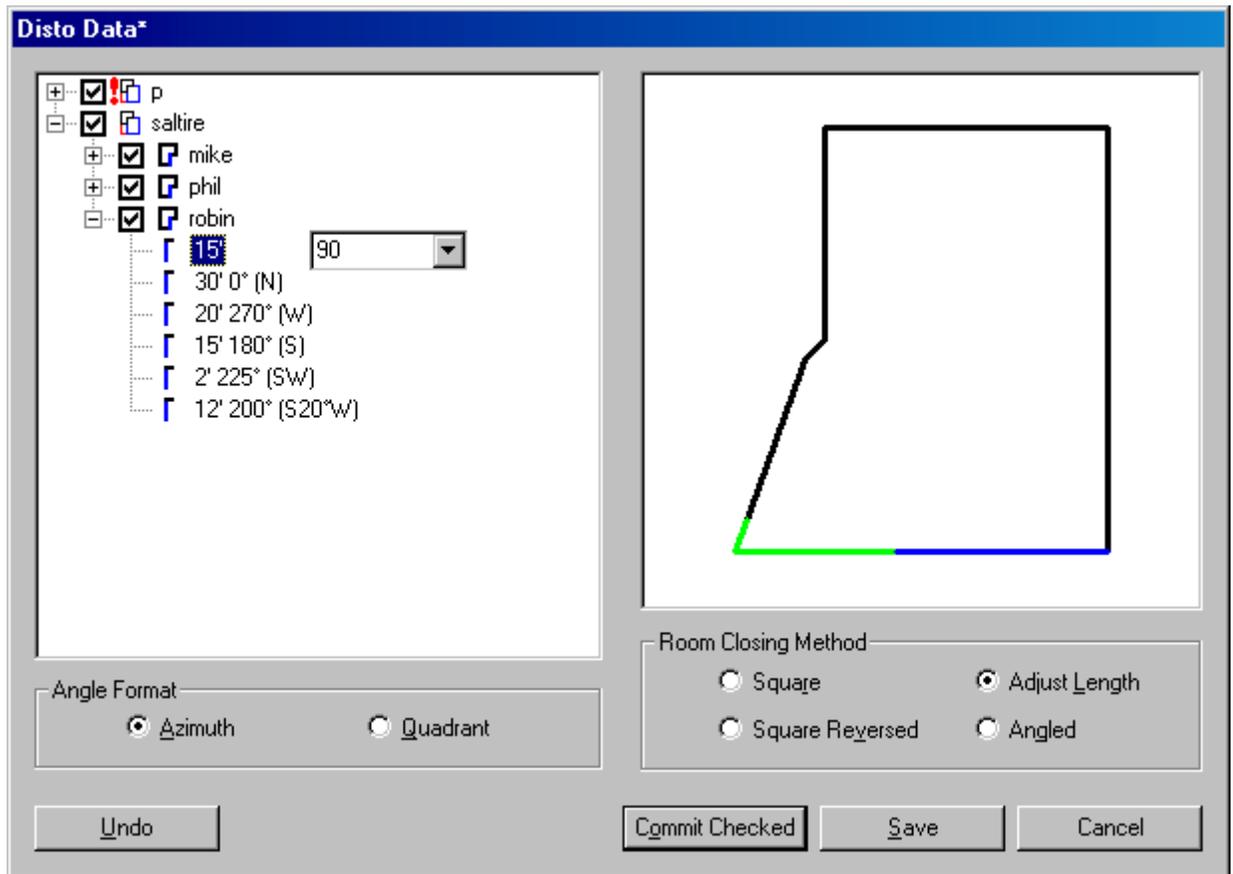
Each line in the Disto data file marked with the **└** wall icon represents a single wall's length and direction. The wall direction is listed in two ways:

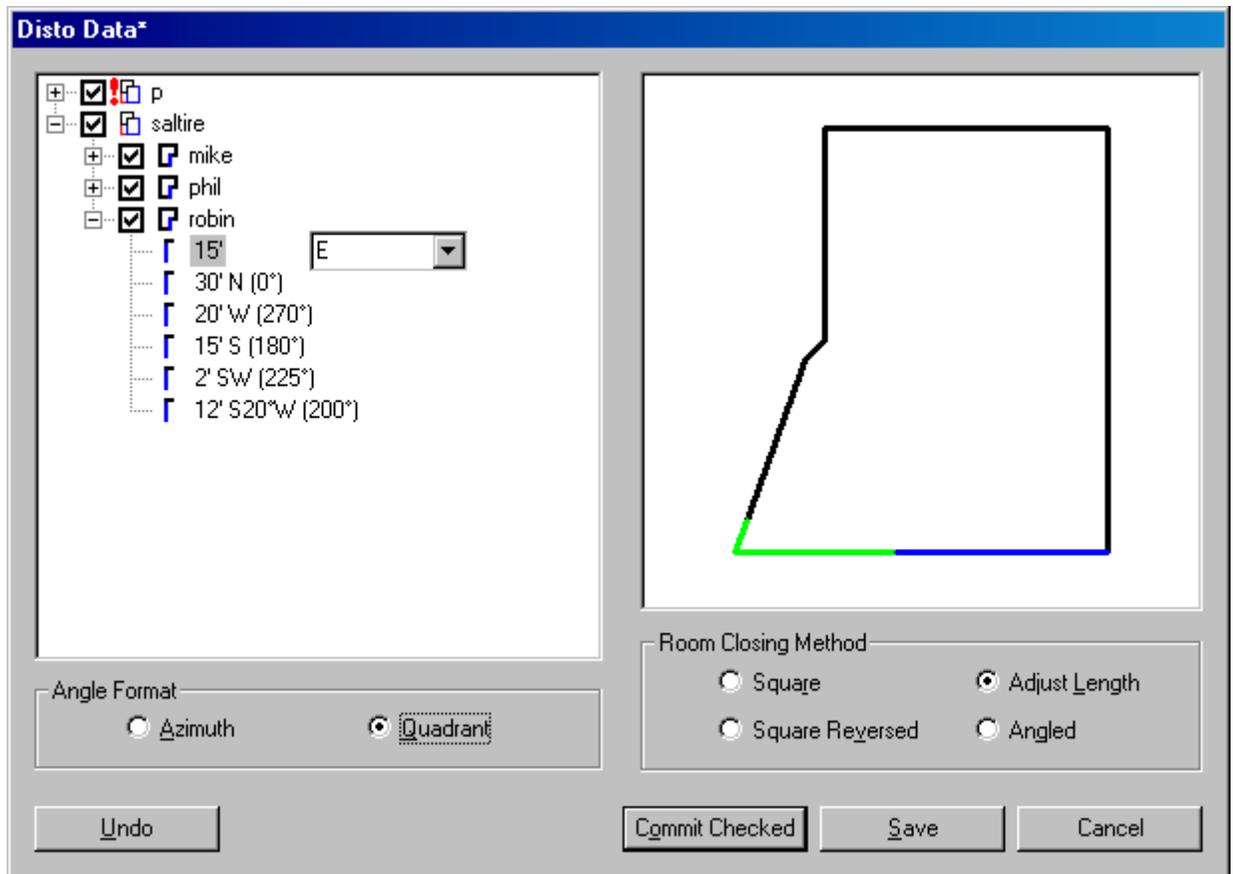
1. Azimuth – as an angle between 0° and 360°. 0° and 360° are north.
2. Quadrant – a bearing given as degrees from either north or south toward either east or west. Some examples:
  - N30E = 30° in azimuth
  - S20W = 200° in azimuth.
  - N45W = NW = 315° azimuth



If you entered a direction of 405°, you will see it represented as 45° (NE).

The radio buttons in the **Angle Format** box indicate in which format the directions are displayed. The unselected format is displayed in parentheses.

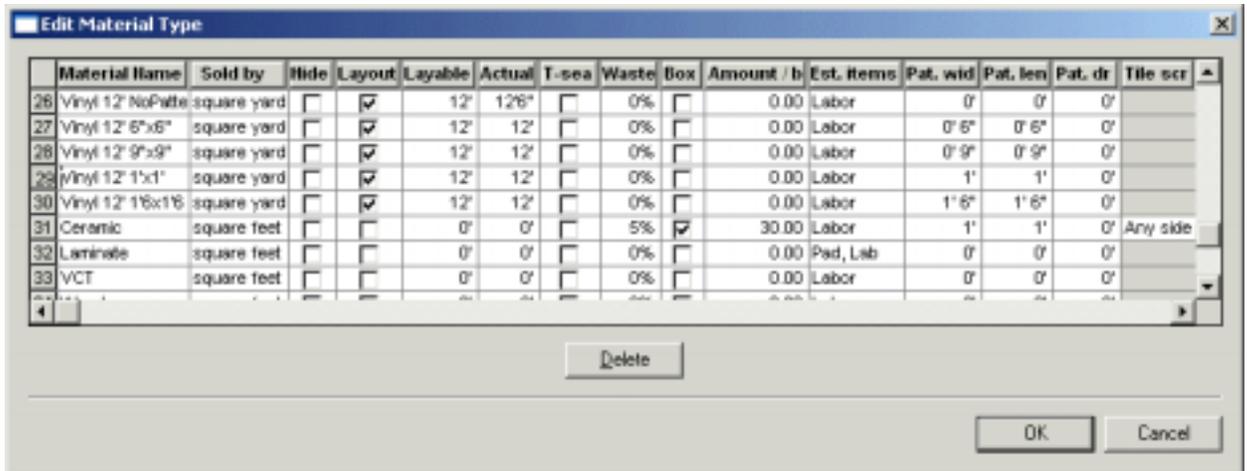




## Editing Material Types Dialog Box

Defining material types allows you to express the properties of the materials you are working with. Does it require layout? Should you allow T-Seams? What is the pattern like? How is it sold and installed?

Specify the answers to these questions using the **Edit Material Types** dialog box. Access this dialog box by selecting the **Defaults** menu and then choosing **Material Type**.



FloorRight™ provides many standard material types. If you do not see one that fits your material, you can change one of the existing types, or create your own. Simply click on the box you want to change and type in your changes, or scroll to the end of the dialog and fill in the blanks.

You may want to view materials in a different order, e.g. by price or by roll width. You can sort materials by ascending or descending order of any of the column headings. When you click the column heading, a "+" or "-" will appear next to the text.

- Click a heading with the "+" to sort in ascending order
- Click a heading with the "-" to sort in descending order

The column headers define the material type as follows:

- Material name – This is a name that helps you identify the material you are defining. The pre-defined materials have names that identify the types of flooring material. It is a good idea to use a name that is general, rather than a specific manufacturer or design, since many carpets will have the same basic type.
- Sold by – This specifies the units that the material is sold by. You may choose from square feet, square yards, and square meters. These units are not affected by the units that you can change in the **Edit Options** dialog box (see *Units of Measurement*, p. 161), since the "sold by" units depend on the manufacturer.
- Hide – Checking this box will hide this material from the job estimate. The material will not appear in the job estimate nor will it be included in price calculations.
- Layout – Click this box if you must lay out this type of material. Carpets and vinyl are two types of material that must be laid out. Ceramic tile and wood

are examples of materials that do not need to be laid out.

- Layable – You may want some extra margin on your cuts. If the room measurement is exactly equal to the roll width, you may not want to cut pieces this close. Specify how much less than the actual width you can use; e.g. if you rolls are 12' wide, but you don't want to cut pieces more than 11' 8", then your layable width is 11' 8". All the layouts will be based on the layable width, but the total quantity and price in the Job estimate will be based on the Actual roll width (next column).
- Actual – This is the actual width of the stock. You can enter a value of 0 for ceramic tile and other materials that are not delivered by the roll. The stock width is displayed in the units you have chosen in the **Edit Options** dialog box (see *Units of Measurement*, p. 161). When you type in a width value, whichever length units you have chosen will be used. You can avoid problems by including units with the value, e.g. 3' for three feet or 1m for one meter.
- T-seam – Click this box if you will allow T-Seams when installing this material.
- Waste – This allows you to pre-set an estimated amount of waste for a material. It does not apply to materials that are laid out, since their waste depends on the sizes and shapes of the rooms. An example of how this would be used would be to estimate that 5% of ceramic tile is wasted through cutting and breakage.
- Boxed – Check this box for any material (e.g. tile) sold by the box, such as tile or carpet tile.
- Amount / box – For the check box above, enter unit area (square feet, square yards) per box.
- Estimate Items – The list of Estimate items will always include the choices of Pad, Labor, and Base but could cover other items that you can specify from the **Defaults** menu. These are displayed in a drop down list of check boxes from which you can select the appropriate items for each material type. The items checked for a given material will be the default item selection for any specific material derived from this material type.

The image shows a software dialog box titled "Est. items". At the top, there is a dropdown menu currently displaying "Pad, Labor". Below the dropdown is a list of three items, each with a checkbox: "Pad" (checked), "Labor" (checked), and "Carpet Base" (unchecked). At the bottom of the dialog, there is a text input field containing the word "Labor".

- Pat. width – If the material is sold by the roll and has a pattern, you can specify the width of the pattern here. If you specify the pattern width in inches, you can use fractional measurements in multiples of 1/2, 1/4, 1/8,

1/16, 1/32, and 1/64 (e.g. 8 7/64" is allowed, 4 2/15" is not allowed). This information is used to perform an automatic layout or to invoke the Carpet Tile feature. Use this box to specify tile width.

- Pat. length – This is the pattern length for patterned material. If you specify the pattern length in inches, you can use fractional measurements in multiples of 1/2, 1/4, 1/8, 1/16, 1/32, and 1/64 (e.g. 8 7/64" is allowed, 4 2/15" is not allowed). This information is used by the automatic layout to match patterns on a seam. This box is also used for Carpet Tile. Use this box to specify tile length.
- Pat. drop – The pattern on many patterned materials is offset from one row of patterns to the next, providing a diagonal appearance. The amount of the offset is called the pattern drop. If you specify the pattern drop in inches, you can use fractional measurements in multiples of 1/2, 1/4, 1/8, 1/16, 1/32, and 1/64 (e.g. 8 7/64" is allowed, 4 2/15" is not allowed). The pattern drop must divide evenly into the pattern length. The automatic layout needs this information as well as it tries to find the best layout.
- Tile scrap use – For tiled materials that might be cut to fit the edges of a room, you can choose whether or not to use the scraps on other edges. These choices are available:
  - Opposite side – means you can use scraps from the uncut or opposite side to the cut side of the tile. This is the default setting. Pieces are not rotated, thus this mode is appropriate for tongue and groove products or any material with a visible "direction".
  - Any side – lets you use any scraps that will fit. This setting requires that the material can be rotated at 90/180/270 degrees.
  - None – Choose this option when you don't want to use scraps. This selection can result in much waste especially with long materials such as wood.

See Additional notes on scrap usage at the end of this section.

Blank lines at the bottom of the table allow you to enter additional materials.

If you are satisfied with your changes, click the **OK** button. To return to the material types as they were before you enter the dialog, click the **Cancel** button.

To delete unwanted material types:

1. Click the number on the far-left side of the line you wish to delete. This will highlight the line, changing it to the Windows defined highlighted color.
2. Click the **Delete** button.

## Tile Scrap Usage

Tiles are processed in order from lower left to upper right in a room. If a tile is to be cut and a scrap of the appropriate size is available it is used; otherwise, the new scrap piece is added to a scrap list to be used elsewhere in the room. No attempt is made to find the optimum scrap use for an entire room. Also scraps are not shared between rooms.

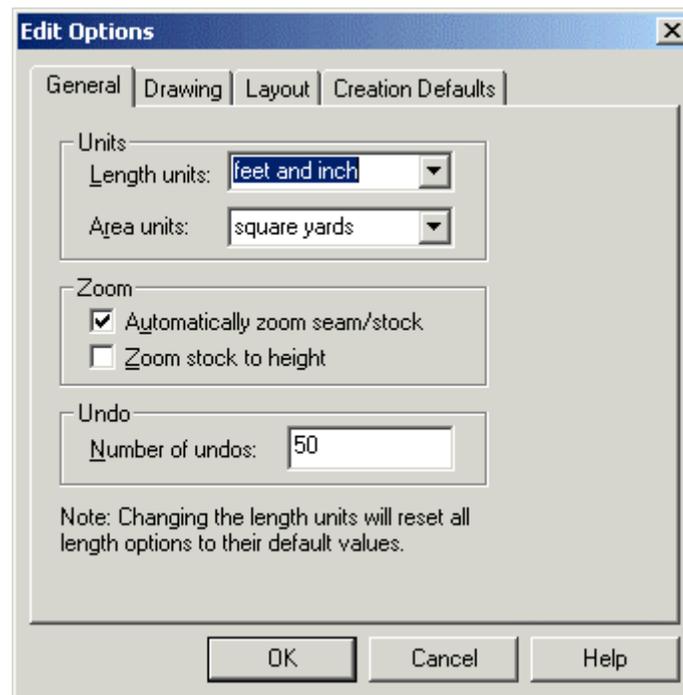
When using the "Any side" method, using scrap on the opposite side is given priority over other sides. Scraps are not used for corners.

## Edit Options Dialog Box

The **Edit Options** dialog box allows you to set a variety of options that take effect across all of your projects. This tabbed dialog is found under the **Options** selection in the **Defaults** menu. The options cover:

- General settings including units of measurement, zooming, and undos.
- Drawing options covering grid setup and wall colors.
- Layout selections specifying stock cutting limits, seam width, and displaying piece offsets.
- Creation Defaults identifying the default room name prefix, and how curved pieces are cut.

## General Edit Options

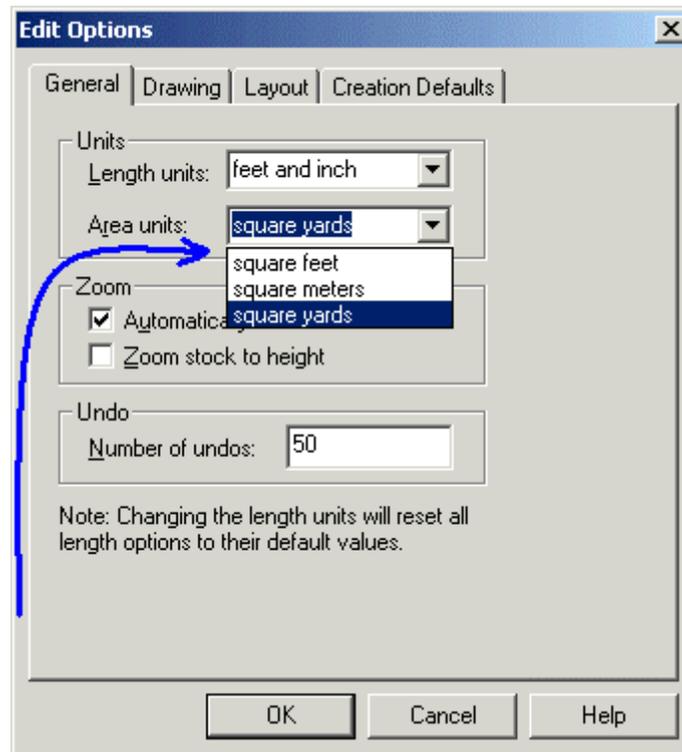


- **Units** – the settable units include:
  - **Length units:** The user can select either feet and inches or meters.
  - **Area units:** The user can select square feet, square yards, or square meters.
- **Zoom** options – Some people appreciate the views automatically zooming to accommodate new rooms, while others find it distracting or annoying. Check these options if you would like the room view and stock view to automatically resize as you are adding rooms.
- **Number of undos** – This option allows you to set the number of undos the system will remember.

### Units of Measurement

You may choose to measure in feet and inches or in meters and centimeters.

Select the **Defaults** menu and choose **Options**. The list boxes at the top of the dialog box allow you to choose units for linear and area measurement.



Materials are sold by the square yard, square foot, or square meter. You can describe how a particular material is sold by selecting the **Defaults** menu and choosing **Material Type**. For more information, see *Editing Material Types*, p. 156.

For information on entering lengths with different units, see *Entering Lengths*, p. 29.

If you wish to change the currency units, see *Changing the Currency Symbol*, p. 91. FloorRight™ only supports decimal currencies (we can't handle pounds, shillings and pence).

You can also set the room type before creating rooms. This is particularly useful if you are creating several rooms that are all the same type.

If you have a room that is unique, you can modify the characteristics of the room through the **Room Properties** dialog box (p. 181).

### **Number of undos**

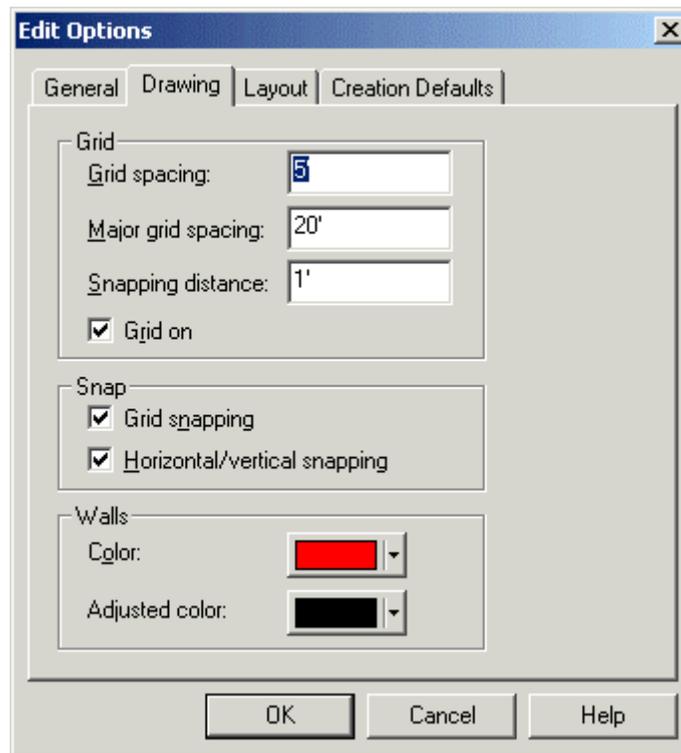
FloorRight™ will remember all actions and information you enter into your drawing file up to the number of undos that are set under the **Edit Options** dialog in the **Defaults** menu.

The default number is 50, which gives you ample opportunity to correct mistakes. If you are short of memory or disk space, reduce this number to 5 or 10. The minimum number is 1 and the maximum number is 10,000!



A high number of undos may slow your machine's performance unless you have lots of memory and disk space.

## Drawing Edit Options



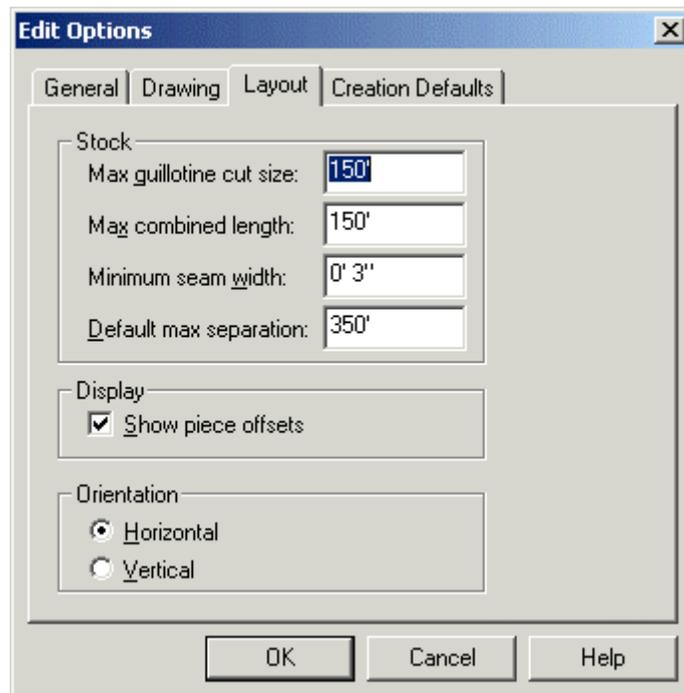
- **Grid** – The room view grid helps the user to create and align rooms in the room view
  - **Grid spacing:** The distance between the fine lines on the grid.
  - **Major grid spacing:** The distance between the thick lines on the grid.
  - **Snapping distance:** When grid snapping is turned on, this is the finest incremental change allowed when drawing a rectangle or a line.

See *Entering Lengths*, p. 29, for more details on entering distances and lengths in FloorRight™.
  - **Grid on:** When checked, the room / seam view grid is turned on. You can also accomplish this using the **Grid** button  on the tool bar.
- **Snap**
  - **Grid snapping:** When selected, drawing lengths are rounded based on the snapping distance.
  - **Horizontal / vertical snapping:** When selected, lines that are drawn close to vertical or horizontal will automatically snap to the exact vertical or horizontal orientation. If unchecked, lines will remain just as they are drawn.

- **Walls**

- **Color:** It's sometimes hard to see walls when they lie over the black or gray lines of an imported bitmap or AutoCAD file. Click the menu button next to the color box to select another color for your walls. You can select from the basic colors on this menu or create a custom color.
- **Adjusted Color:** Select a different color to highlight walls that are not included in the adjusted perimeter.

### Layout Edit Options



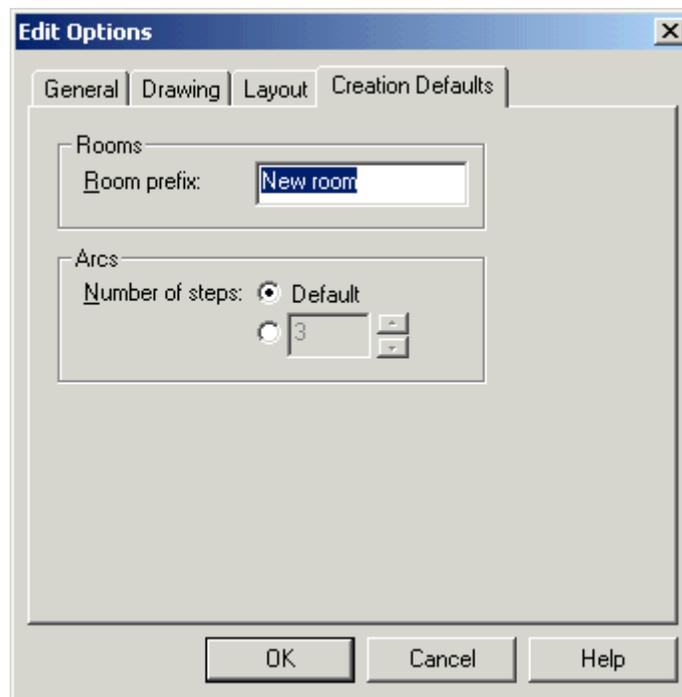
- **Stock** – The stock options provide information about how stock is cut.
  - **Max guillotine cut size:** The longest possible piece of stock.
  - **Max combined length:** This is the maximum cut size for a group of pieces. Together these pieces may not exceed the maximum guillotine cut size.
  - **Minimum seam width:** The width of the smallest usable piece of stock.
  - **Default max separation:** The maximum distance separating material pieces for a room in the stock view.
- **Display**
  - **Show piece offsets:** When checked, offsets for selected pieces in the stock & roll views will be shown in popup balloons.

- **Orientation**

- **Horizontal** radio button displays the stock / rolls from the bottom of the screen. By dragging the sizing arrow at the bottom of the window, you can adjust the amount of stock view and room view displayed.
- **Vertical** radio button displays the stock / rolls from the right side of the screen. By dragging the sizing arrow at the right side of the window, you can adjust the amount of stock view and room view displayed.

After making changes to these options tabs, select **OK** to apply the changes and close the dialog, or **Cancel** to leave the options as they were and exit the dialog. Click the **Help** button to get explanations of any of the options.

### Creation Edit Options



- **Rooms** – The Room Prefix edit window changes the automatic name added to successive numbers for each room created - New room 1, New room 2, etc.

Changing the default Room Prefix only changes rooms created after the change is made. Names of rooms created before changing this default are left as they were.

- **Arcs** – For curved walls the **Number of Steps** button and edit box lets you specify how the curve cut is represented in the stock view.

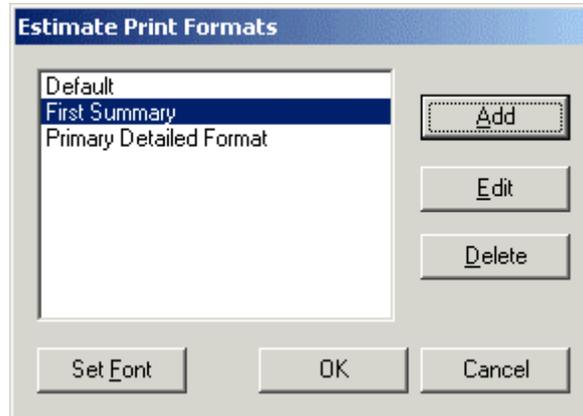
Default values are 4 for outward bowed walls, and 3 for inward bowed walls.

The minimum value is 3. Higher numbers represent more stock cuts to approximate the curve.

You can also change this value for individual curved walls in the **Wall Properties** dialog.

## Estimate Print Formats Dialog

The format of the Job Estimate printout can be adjusted from the **Job Estimate** dialog. Click the **File** menu and select **Print format**.



In the **Estimate Print Formats** dialog saves a list of formats that you define. The buttons let you:

- **Add** a new format to the list.
- **Edit** an existing format.
- **Delete** a format that you no longer want.
- **Set Font** to your choice in the body of the estimate. This will display the standard Windows **Font** dialog with your choice of Font, Font style, Size, and Script. This setting is applied to any format you select.

**OK** saves all new formats and font settings on exit.

**Cancel** deletes any changes and reverts to previous settings.

When you select **Add** or **Edit** from the **Estimate Print Formats** dialog, the following dialog will appear for your choices:

**Print Format**

Name:

Contents:

Style:

Preview

Item name	Description	Quantity	Unit price	Subtotal	Tax	Total
Item 1	Description 1	40 sy	\$9.99	\$399.60	\$14.99	
\$414.59						
Pad		40 sy	\$2.99	\$119.60	\$6.99	
\$126.59						
Labor		40 sy	\$2.49	\$99.60	\$5.99	
\$105.59						

OK Cancel

- **Name** – If you are adding a new format you will enter a name to identify it here. If you are editing a format, the name of the format is displayed and can't be changed.
- **Contents** – This is a list of the templates for the printout. As you click through the drop down menu, watch the **Preview** window to see which parts of the estimate will be included for each entry.
- **Style** – The choices in this menu change the attributes of the estimate headings. As you click through the drop down menu, the **Preview** window shows the difference in styles.

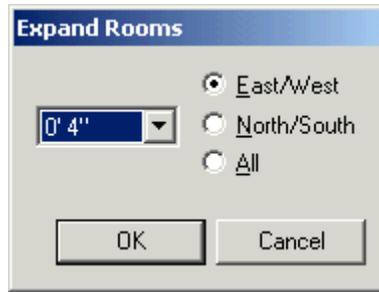
The formats you have saved will be displayed in the standard **Print** dialog. To view the actual printout, select **Print Preview** from the **File** menu in the **Job Estimate** dialog.

Click **OK** to accept the format and return to the **Estimate Print Formats** dialog. If you've added a format, the new format name will appear in the format list.

Click **Cancel** to abort the save and revert to previous settings.

## Expanding Rooms Dialog Box

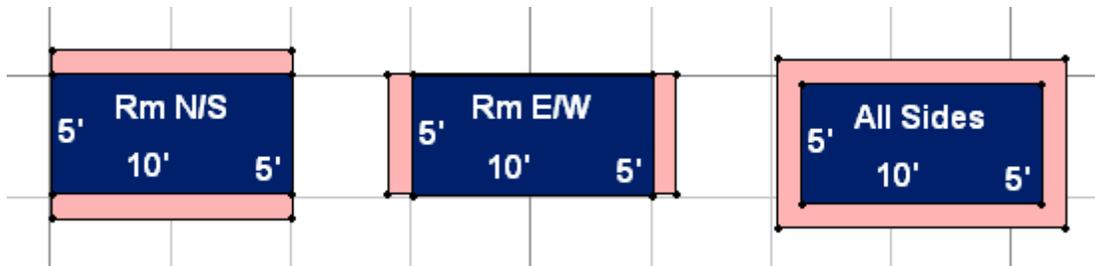
The **Expand Rooms** dialog lets you add a margin of inches, up to one foot, onto the selected room(s).



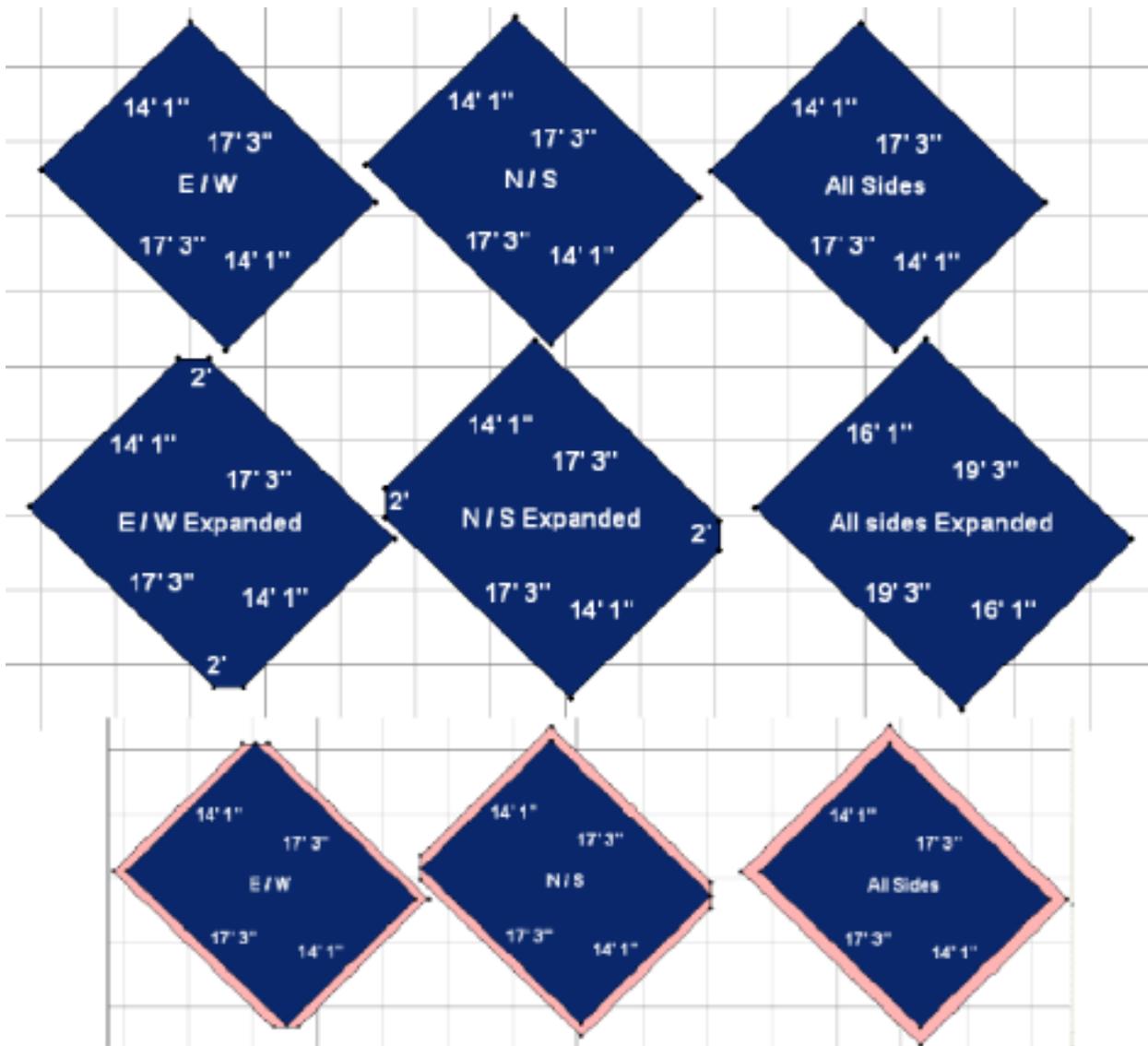
The margin can apply:

- Only in the east and west orientations
- Only in the north and south directions
- All sides of the room

A rectangular room expanded 2" north / south will have a 2" strip added to the top and bottom of the room; so each side wall will be 4" longer. Likewise if the room is expanded by 2" east / west, it will have a 2" strip added to either side and the top and bottom walls will be 4" longer.



For polygonal rooms the expansion may not be as obvious. In some cases extra walls are added. Here are some examples:

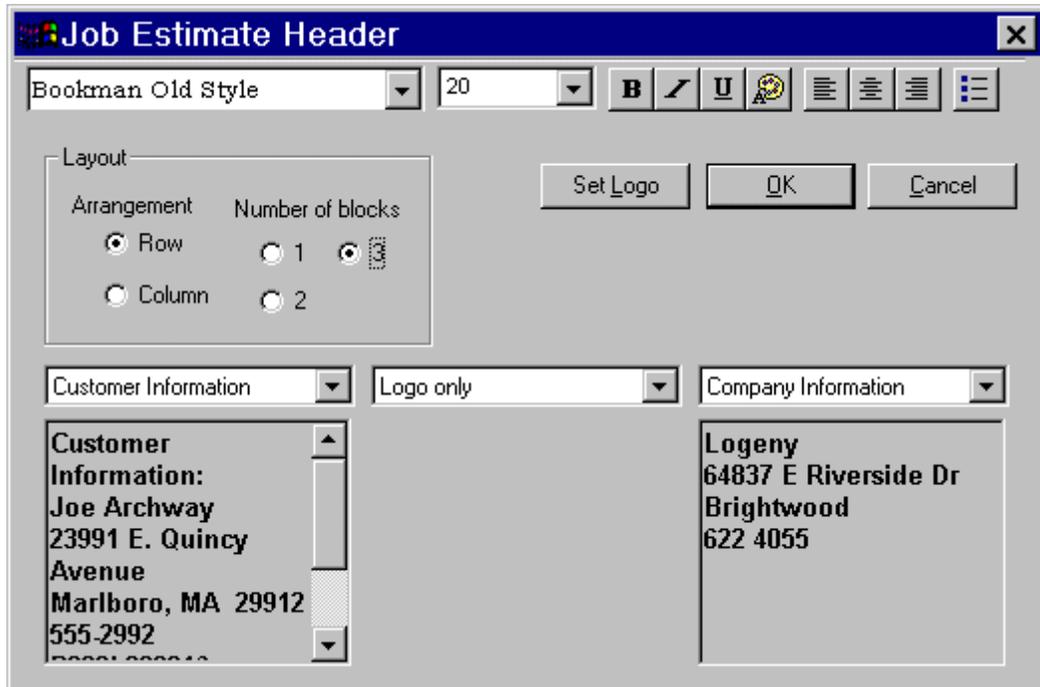


## Job Estimate Header Dialog Box

It is easy to customize the heading of your Job Estimate printout with your company and customer information.

To display the **Job Estimate Header** dialog box use either **Job** menu -

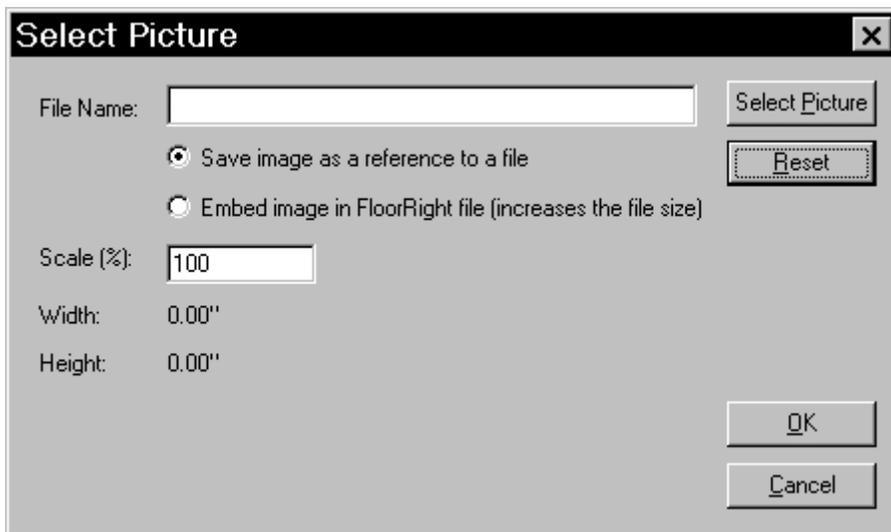
- Select **Edit Header** From the main **Job** menu, or
- Select **Header** from the **Job** menu inside the **Job Estimate** dialog.



The top line allows you to change the type font, size and text attributes.

The Layout box lets you select what information will be in the header and how it is arranged on the page. Up to three blocks of information, which you can choose from the drop down windows below, can be displayed either in a **Row** across the top of the page, or in a **Column** down the left margin of the printout.

The **Set Logo** button will allow you to identify the bitmap file containing your company logo. A click of this button brings up the **Select Picture** dialog box.



The **Select Picture** button brings up the **Open** dialog from which you select your logo file. You can save the image as a reference location, which saves space but runs the risk of losing the image if files get moved, or you can embed the

image in the FloorRight™ file, which increases it's size. Set the scale for your logo to suit the header. The width and height are shown below the scale. In order to see the new dimensions of the image after changing the scale, you must leave the dialog box (click **OK**) and then return (**Set Logo**)

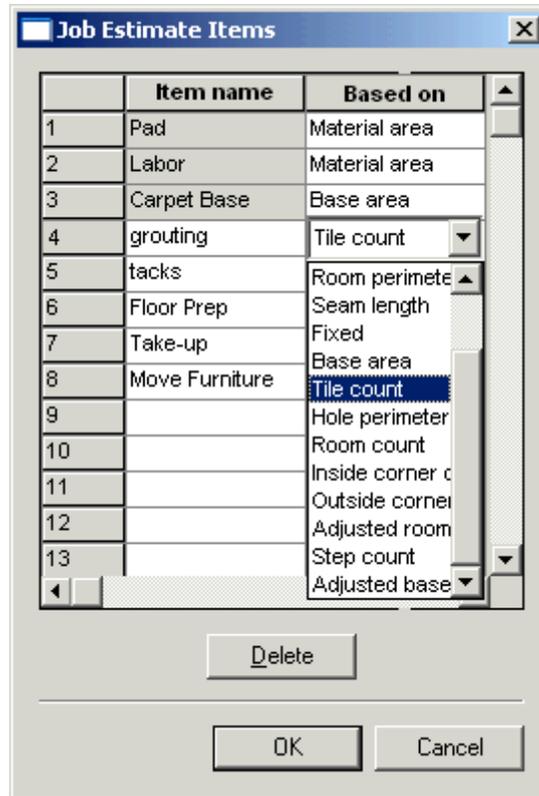
Now if one of the header information blocks is set to the **Logo only** option, you will see your logo displayed in the box.



## Job Estimate Items Dialog

Estimate Items are additional items that would be associated with a given material in your estimate. The most common items, pad, labor, and carpet base are permanent items in the list. You may add as many items as you like to this list, but only the first 32 items will appear in the **Edit Material Type** and **New Material - Detailed** dialog boxes.

To access the **Job Estimate Items** dialog, select **Job Estimate Items** from the **Defaults** menu.



Insert your additional items by name and "Based on" (cost basis). This information is conveyed to the **New Material - Detailed** and **Edit Material Type** dialog boxes and the **Job Estimate** screen. Items will appear in the estimate in the same order that they appear here. You can drag and drop items into a different order.

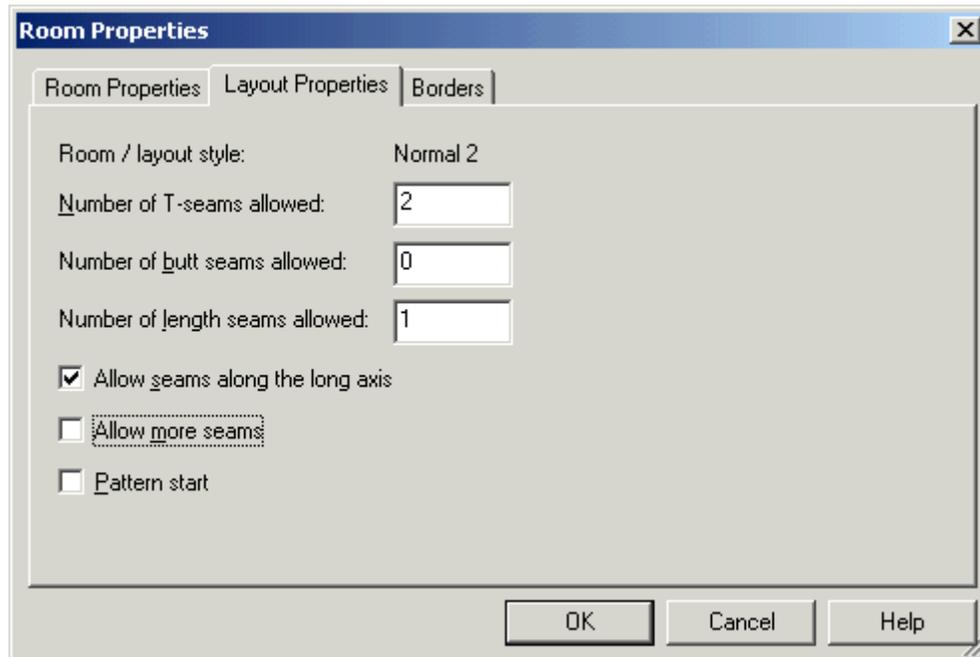
The **Item Name** column appears in 3 shades.

- Dark gray names are permanent items that cannot be deleted or renamed. The cost basis can, however, be changed.
- Light gray names are items that have been attached to a material that is being used in the drawing. They cannot be renamed, but can be deleted and the cost basis can be changed.
- Names with a white background are new unused items and can be changed or deleted.

The **Based on** column gives you a drop-down menu of choices. The **Fixed** option is a general purpose one when none of the others apply.

These items are saved with the FloorRight™ file and template if one exists.

## Layout Properties Dialog Box



Layout Properties of individual rooms are based on room layout styles that specify the number and types of seams a room can have.

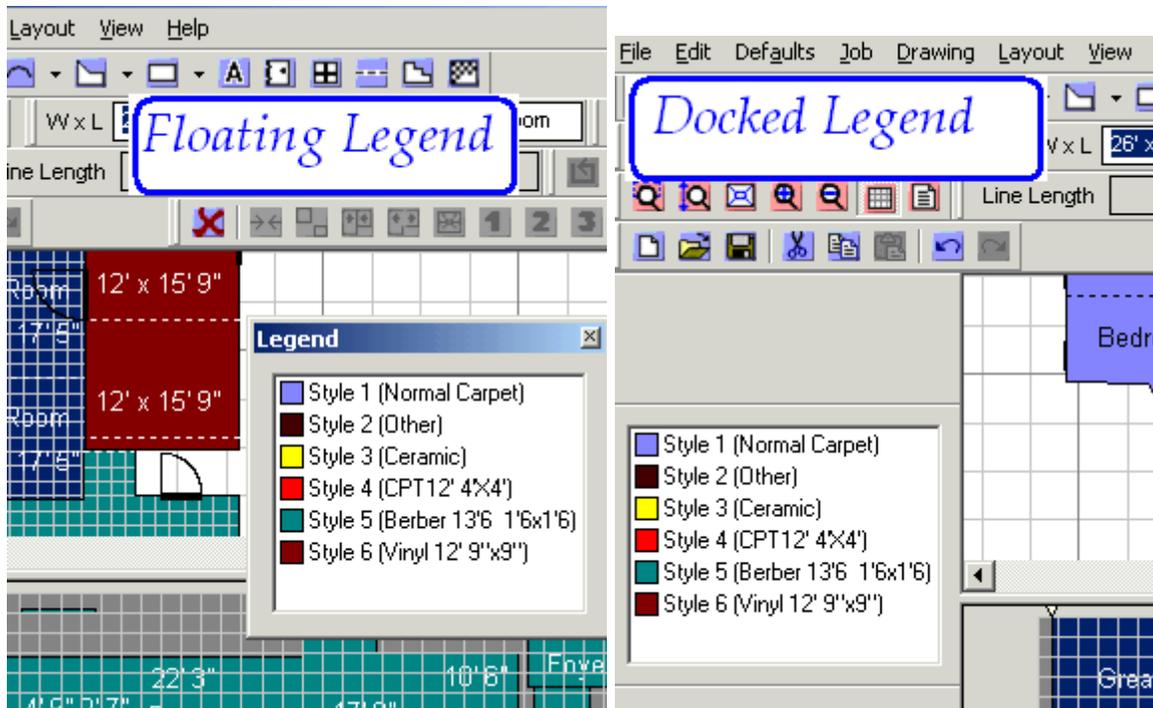
For each room you can adjust:

- The number of T-seams allowed
- The number of butt-seams allowed
- The number of length-seams allowed
- Whether long-axis seams are permitted
- Whether to expend a bit more material to reduce the number of seams. Clicking **Allow more seams** overrides this common practice.
- Whether the pattern starts in this room. The **Pattern start** check box will be grayed out if the selected room doesn't use patterned material.

 Note that if you change the basic style of the room, all of these values with the exception of **Pattern start** are reset.

## Legend

The Legend is a moveable window displaying all of the materials used in the document. To display the Legend, select **Legend** from the **View** menu.



The window is easy to adjust:

- Click and drag the title bar of the floating window to either side of the drawing window to dock the legend.
- The docked legend can be moved along the side panel by clicking and dragging the frame of the window.
- Double click the frame around the docked Legend window to make it float.
- Floating Legends can be resized with the sizing arrows on the edges of the window.
- To close the Legend, click the x on the upper right corner of the floating Legend, or click the Legend toggle selection in the **View** menu.

You can bring up the material dialogs with a click:

- Double click inside the Legend window to display and edit the **New Material - Detailed** dialog box.
- Right click inside the Legend window to display the selections - **Detailed New/Edit** and **Add New Material**.



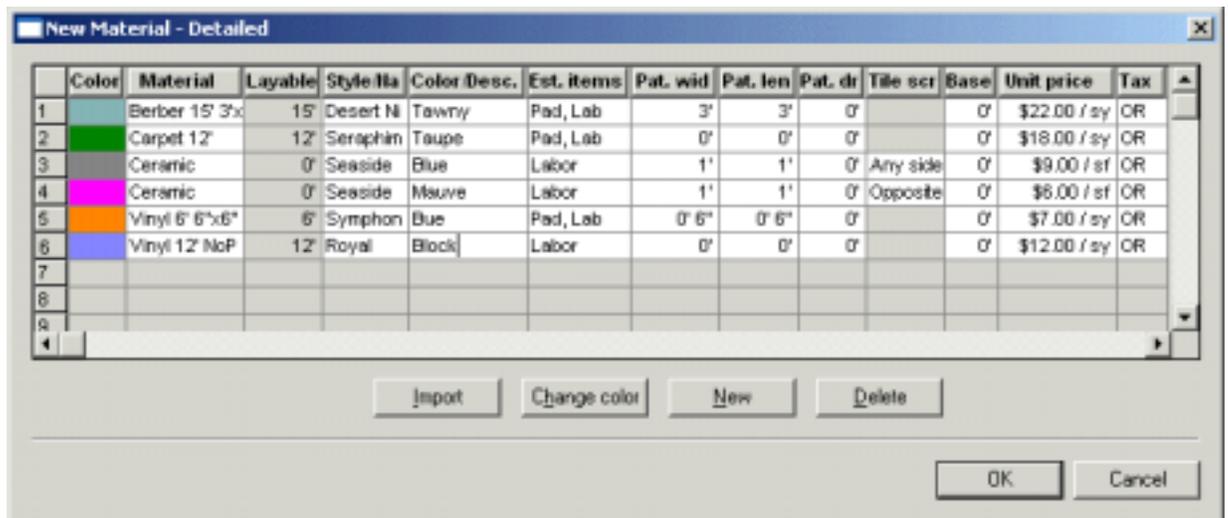
## New Material - Detailed Dialog Box

The **New Material - Detailed** dialog box can be found by clicking on the color and material menu in the upper-right of the window.



Another way to display this box is by selecting **Material List** from **Edit** menu

The **New Material - Detailed** dialog box displays details for all of the materials you have defined for this project.



The following information can be specified for a material:

- **Color** is the color code for the material.
- **Material** is the material type of the material.
- **Width** is the roll width as defined in the **Material Type** dialog box.
- **Style name** appears in the job estimate to indicate what this style of material is.
- **Color/Desc.** is a description of the material to help you to remember which material it is. This also appears in the job estimate.
- **Est. items** is the list of estimate items. This list will always include the choices of Pad, Labor, and Carpet Base but could provide other items that you can specify from the **Defaults** menu. These are displayed in a drop down list of check boxes. You can select or deselect (click to remove the check) the appropriate items for each material.



- **Pat. width** is the width of the pattern. If there is no pattern, enter 0, unless you are entering tile. This column must be used for boxed tile width.
- **Pat. length** is the length of the pattern. If there is no pattern, enter 0, unless you are entering tile. This column must be used for boxed tile length.
- **Pat. drop** is the offset from one row of patterns to the next.
- **Tile scrap** specifies whether or not tile scraps can be used. This choice is set in the Material Type definition.
- **Base height** is use to calculate the base area if the material requires a base. Carpet base is assumed to be cut in strips lengthwise along the material.
- **Unit price** is the price you charge for a unit (square yard, square meter, or square foot) of this material.
- **Tax** is the tax rate in effect for this sale. See *Sales Tax Information*, p. 86, to discover how to define sales tax or value added tax rates.

You can sort materials by ascending or descending order of any of the column headings. When you click the column heading, a "+" or "-" will appear next to the text.

	Color	Material	Layab	Style/Name -	Color/D	h	Unit price + Tax
1		VCT Tile	0'	Armstrong	Rms:100,	0'	\$11.22 / sy
2		VCT Tile	0'	Armstrong	Ramps	0'	\$8.75 / sy
3		Concrete	0'	Concrete	No Floors	0'	\$7.75 / sf
4		Ceramic	0'	Crossville	Rms:102	0'	\$7.49 / sy
5		Ceramic	0'	Dal Tile	Rms:101	0'	\$7.00 / sf
6		Ceramic	0'	Dal Tile	Rm 105	0'	\$5.90 / sf
7		Carpet 12'	12'	Mohawk	Rms	0'	\$4.70 / sf
8		Wood	0'	Red Oak	Stag	0'	\$4.00 / sy
9		Ceramic	0'	Rubber Tile	Rm	0'	\$2.60 / sf
10		Vinyl 12' 18"	12'	Style 1	Rm	0'	\$1.70 / sy

- Click a heading with the "+" to sort in ascending order
- Click a heading with the "-" to sort in descending order

Click the heading again to resort the column in reverse order.

The **New** button creates a new material. It starts by asking you to assign a color to the material type with the **New Material** dialog box.

The **Change Color** button brings up the **Color** dialog so that you can choose a new color for the selected material. Place the cursor anywhere in the material's row to change that material's color.

The **Delete** button removes a material that you have selected. Click anywhere on the line for the material that you want to delete, and then click the delete button. If the material is being used in a room, FloorRight™ will not let you delete the material. You must change the material for that room first.

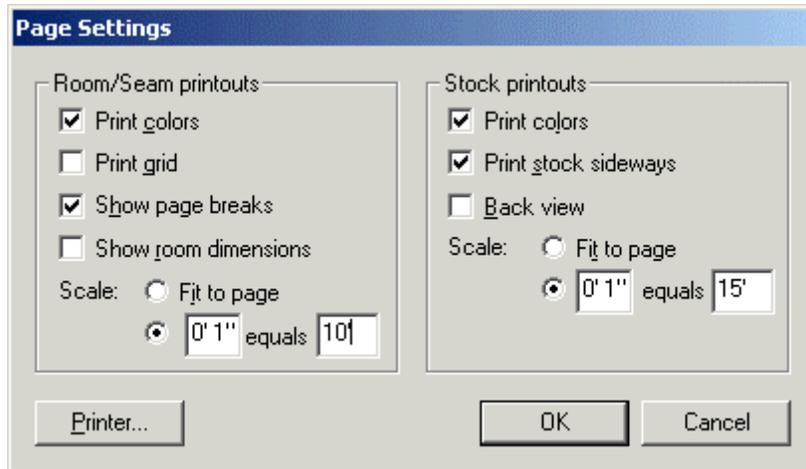
The **Import** button imports material information from a third party database. Contact your FloorRight™ distributor for more information on the availability of material databases.

The **OK** button accepts your changes and closes the dialog box.

The **Cancel** button ignores your changes and closes the dialog box.

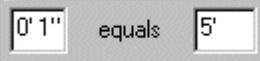
## Page Settings Dialog Box

The **Page Settings** button  gives you several options for the Room, Seam, and Stock view printouts.



In all views you can select whether to print the material colors, an absolute scale for the drawing, or the **Fit to page** option.

If you choose not to fit to page, the scale values are set using the **Scale** radio

button and text entry fields.  The number in the window on the left represents a distance on the printout (usually in inches), and the number on the right indicates the actual real world length that this distance represents, usually in feet.

The **Fit to page** button will automatically scale the drawing so that the whole view fits on one page.

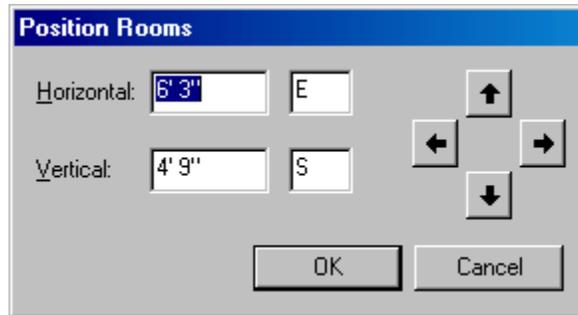
In the Room and Seam printouts you can choose to print the drawing grid, and whether or not to display page breaks (when **Fit to page** is not checked) and room dimensions on the printout.

In the Stock view you can choose to print the stock sideways, which is the default because it saves paper. The **Back view** button is helpful when cutting the stock especially for cutting the back of patterned material. In the back view the stock is flipped vertically so that you are looking at the back of the material. "BACK VIEW" is printed under the stock rolls as a warning.

## Position Rooms Dialog Box

The **Position Room** dialog box allows you to place a room in the room view a relative distance from another room. To use the **Position Room** dialog box, you first need to select the corners you wish to align. See *Aligning Rooms*, p. 38, if you need help doing this.

First select the corners of the rooms you wish to align. Then choose the **Drawing** menu and **Position Room**, or click on the **Position Rooms** button  on the toolbar to bring up the dialog box. If you don't first select the corners you wish to align, the option and button will appear gray.



You may choose to enter the offset distances directly into the text boxes. The units used depends on the settings specified in the **Edit Options** dialog box. Indicate whether you want the second room to the left or to the right of the first room by typing W (West) for left and E (East) for right. Similarly, indicate that the second room will be above the first with N (North) or below with S (South).

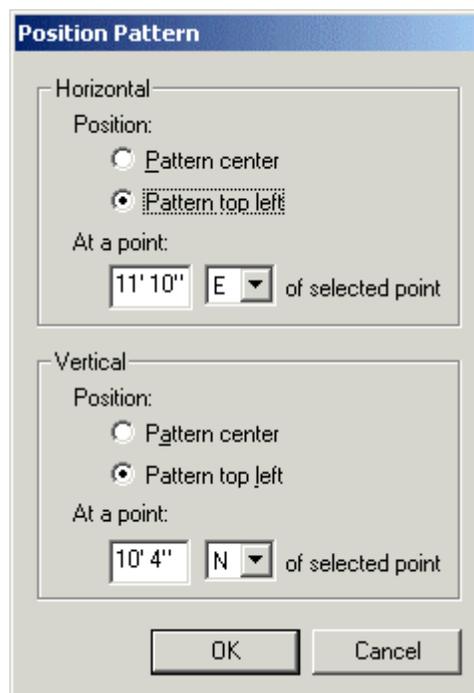
If you prefer, you can "nudge" the room by clicking on the arrow buttons. Each click will move the room a short distance in the direction indicated.

### Position Pattern Relative to a Point

Positioning a carpet relative to a point removes the room from the Global Pattern Start and allows you to set a particular pattern start for the room.

First, select the point that will serve as a reference for the pattern start. The upper-left point is perhaps most intuitive.

Click the reference point, and then click the **Layout** menu. Choose **Position Pattern Relative To A Point**. This will bring up the **Position Pattern** dialog box.

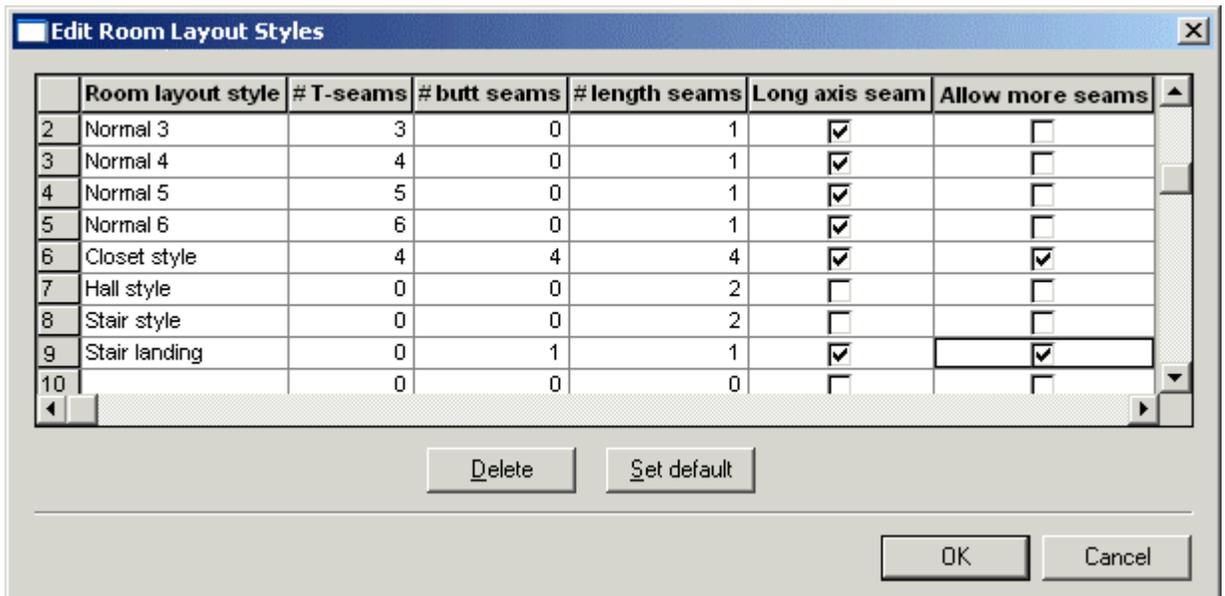


Describe the location of the pattern start as an offset from this point. You can indicate a horizontal offset, a vertical offset or both.

- **Horizontal** – enter the Position and Offset of the point in this box to define the start east or west of the selected point.
- **Vertical** – enter the Position and Offset of the point in this box to define the start north or south of the selected point.
  - **Position** – select whether you are defining the **Pattern center** or the **Pattern top left** for the pattern start, and click the appropriate radio button.
  - **At a point** – enter the distance and select the appropriate direction from the drop down menu. This is the offset from the selected point.

### Room Layout Styles Dialog Box

Room layout styles help you to specify the types and quantities of seams for a particular type of room. For example, you are likely to allow more seams in a closet than in the middle of a highly trafficked hallway. The **Room Layout Styles** dialog box is accessed by selecting **Defaults** from the menu and then selecting **Room Layout Styles**.



For each room style you can define

- The number of T-seams allowed
- The number of butt-seams allowed
- The number of length-seams allowed

- Whether long-axis seams are permitted
- Whether to trade off extra waste for fewer seams. See *Allow More Seams*, p. 72, for an explanation of this concept.

To change the number of seams, click on the number you want to change, and type over it.

To add a new room layout style, click on any blank line and enter your preferences.

You can set as default any changes and additions to the layout styles:

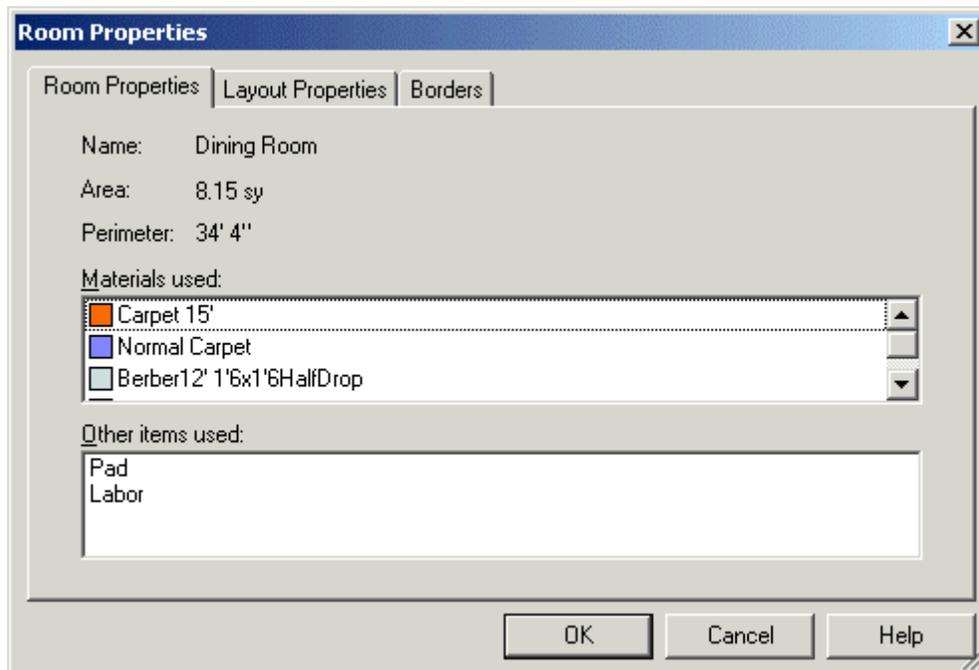
1. Click the number on the far-left side of the line to be set as default. This will "highlight" the line, changing it to white letters on a highlighted background.
2. Click the **Set Default** button.

Any layout styles set as default will be saved with a template, if you are using a template or one is saved.

To delete unwanted layout styles:

1. Click the number on the far-left side of the line you wish to delete. This will "highlight" the line, changing it to white letters on a highlighted background.
2. Click the **Delete** button.

## Room Properties Dialog Box



The **Room Properties** dialog box contains these tabs:

- **Room Properties** – displays the room name, area and perimeter of the room, and materials and other items used.
- **Layout Properties** – shows the layout style of the room and allows you to change one or more of these properties.
- **Borders** – lets you add or edit the borders of a specific room.

Invoke the room properties group of dialogs in one of these ways:

- Double click the room.
- Select the room you wish to change, then click the right mouse button and select **Room Properties** from the **Room** context menu.
- You can also select a Stairs and right click as above to select **Room Properties**, but you cannot add borders to stairs, so the **Borders** tab will not be displayed in the dialog box when you select **Stairs....**

## Rotate Room

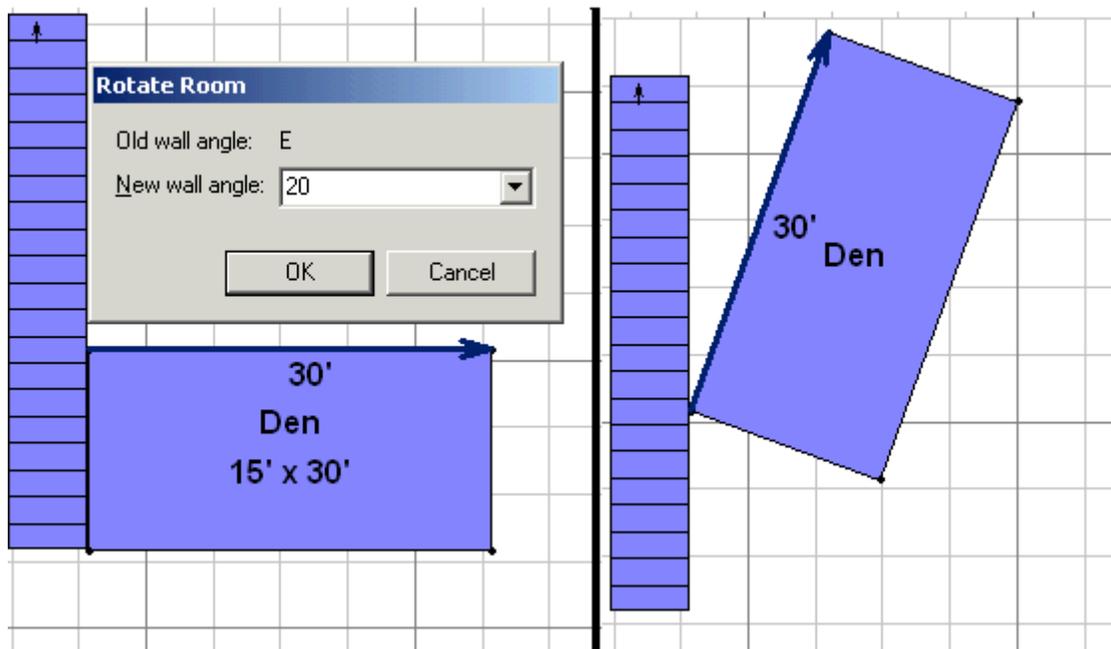
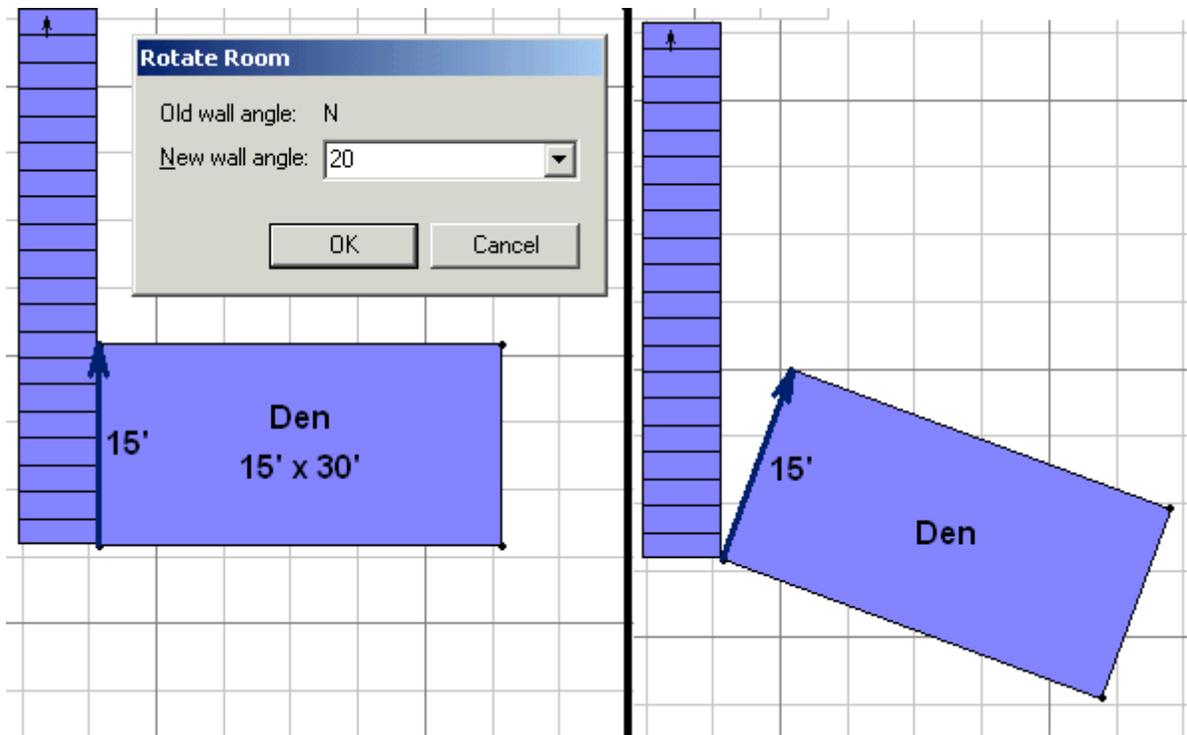
A room can be rotated around one of its corners. Changing the direction of the wall that starts at that corner drives the rotation. Here are the steps:

1. Select a wall of the room.
2. Right click the mouse and select **Rotate Room** from the **Wall** context menu or choose **Rotate Room** from the **Drawing** menu.

The **Rotate Room** dialog displays the **Old wall angle**, which is the current angle of the wall, and the **New wall angle** edit box.

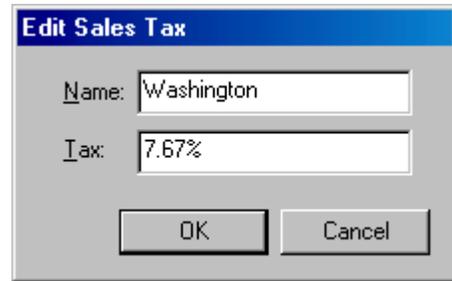
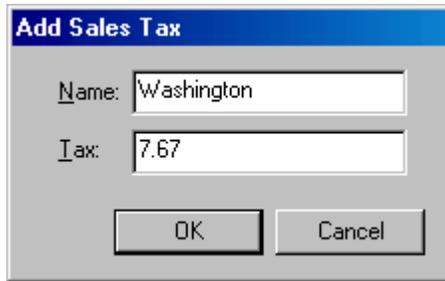
3. Enter the new direction you want the wall to be pointing.
4. Click **OK** to close the dialog and see the new room location.

In the diagram below you can see how the point of rotation and, therefore, the selection of the wall makes a big difference in the resulting position of the room.



### Sales Tax (Value Added Tax) Dialog Box

Enter or modify sales tax or value added tax information through these dialog boxes.



The first text box identifies the tax, usually with the name of a municipality or other governmental region.

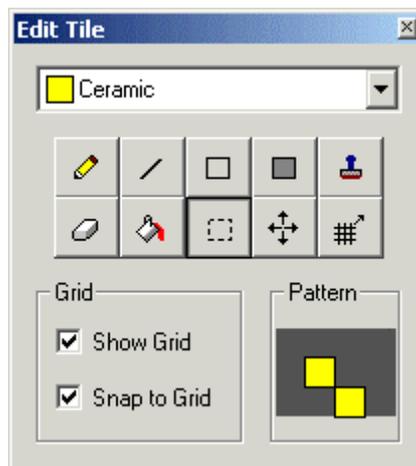
The second text box is the percentage of the tax rate. Enter this value in the form of a percent rather than as a fraction. For example, entering 0.05 will be interpreted as 0.05% instead of 5%.

For more information on Sales Taxes and Value Added Taxes, see *Sales Tax Information*, p. 86.

## Tile Editor

The **Tile Editor** is used to place additional tiles in rooms made with tiled material.

To place or arrange tiles in a room, click **Tile** in the **Edit** menu. This changes the cursor to the tile edit cursor  and brings up the **Edit Tile** dialog box.



This dialog gives you a choice of tiles to use from the material types you specified. Click on the down arrow to the right of the window to select a different type of tile. As with the material window for rooms, you can add new tile types (**Add New Material** in the drop down window) if you have properly defined them in the **Edit Material Type** dialog box. If you don't find the type of tile in the window, use the **Detailed New / Edit** selection to edit your material list.

To edit tiles select one of the available tools from the toolbar:



Pencil tool – places tiles anywhere under the cursor when the mouse button is down.



Line tool – places a straight line of tiles. When the **Snap to Grid** is on, the tiles are placed in a stair step along the line. When the **Snap to Grid** is off, the tiles will be slightly overlapped to create a smoother line.



Rectangle tool – arranges tiles in an unfilled rectangular pattern. Click and drag the mouse for the placement of the rectangle.



Filled Rectangle tool – arranges tiles in a filled rectangular pattern when you click and drag the mouse.

- Using the left mouse button fills the rectangle with the current tile.
- Using the right mouse button fills the rectangle with the current pattern if it exists.



Stamp tool – stamps the current pattern with the click of the mouse under the cursor. To precisely place the pattern click the mouse hand hold it down while you drag the pattern rectangle to the desired position. Release the mouse button when you have the pattern in the spot you want. The tool is grayed when no pattern has been defined.



Erase tool – erases a tile of the current type (color). You can click the cursor to erase individual tiles or click and drag like an eraser on a blackboard to quickly erase many tiles. Note: you cannot remove the original tiles used to create the room.



Flood Fill tool – fills the entire room with the current pattern. The tool is grayed when no pattern has been defined.



Select tool – creates the pattern by selecting a grid of tiles which you have already placed in the room. Position the cursor at one corner of the pattern and drag the rectangle to include the tiles making up the pattern. When you release the mouse button, the pattern appears in the Pattern window of the dialog.



Edit tool – moves a selected tile anyplace in the room. Click the tile to move and drag it to the new location.



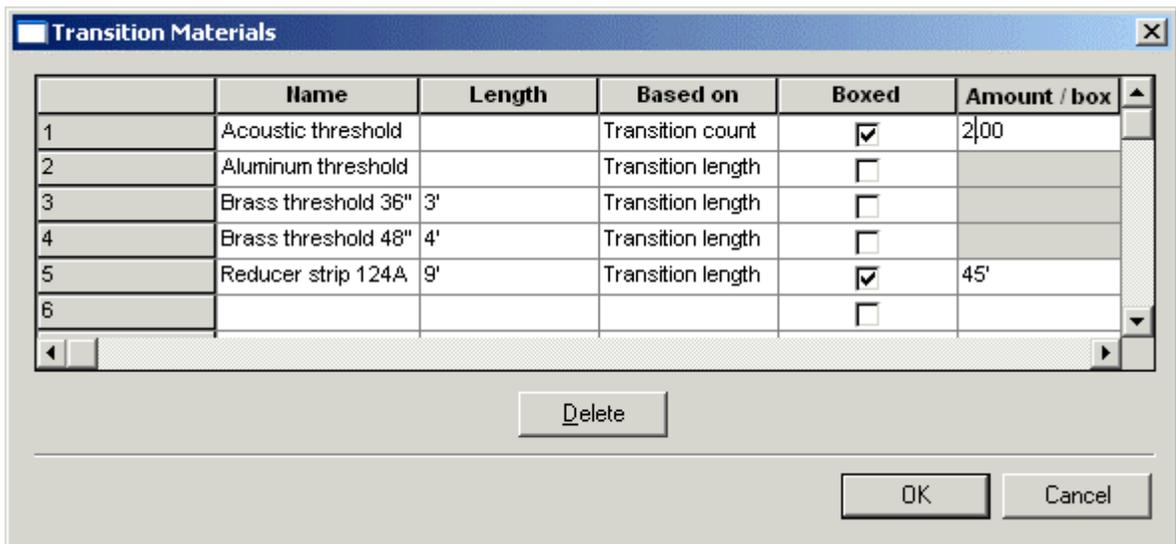
Grid Movement tool – moves the grid within the room by the click and drag method. This is handy if you want to align the grid with the edge of the room rather than centering it in the room.

**Show Grid** is a toggle box which, when checked, puts a grid over the displayed rooms. The grid is the size of the tile type selected. When the **Show Grid** box is empty, no grid is displayed.

**Snap to Grid** is a toggle box that allows you to place tiles exactly aligned in the grid. If the box is empty (*i.e.* the **Snap** is not selected) you can place the tiles anywhere in a room, wherever the cursor is positioned.

## Transition Materials Dialog Box

Transition materials may be created, edited, or deleted from the **Transition Materials** dialog listed under the **Defaults** menu.



Once the transition material list is created, it becomes available to the **Job Estimate** and **Transition Properties** dialogs.

The following transition properties can be defined:

- **Name** – The name of the material must be unique. A warning dialog will appear if you use a duplicate name. If the material is used in the drawing, the name will appear on a light gray background. The name cannot be changed if the material is in use.
- **Length** – This is an optional entry for the length of a single piece of material. It can be used to calculate the number of pieces needed for a transition; *i.e.* a 48" transition using 36" transition material will need 2 pieces of that material.
- **Based on** – This entry sets the default **Based on** criterion used in the job estimate. The choices are:
  - **Transition length** – the amount of material is calculated based on the total length of all transitions using this material. In the transition materials list shown above, acoustic & aluminum threshold is sold by the foot and

calculated on total threshold length.

- **Transition count** – the amount of material is calculated based on the total number of transitions using this material. In the transition materials list shown above, brass threshold comes in 36" and 48" pieces and is calculated by threshold count, assuming one threshold piece at each transition.
- **Boxed** – If this box is checked, the material is sold by the box.
- **Amount / box** – Lists the quantity of the material per box. This entry is also handy for material that comes in a long roll. In the transition materials list shown above, reducer strip comes in 9' lengths with 10 pieces in a box and is calculated based on total threshold length.

In order to rearrange the order of materials in the dialog, you can:

- Click the material number (the row will be highlighted) and drag the cursor to the new row.
- To move more than one neighboring row click and hold the mouse button while dragging over more than one material number. When you release the mouse, the rows you selected will be highlighted. Click again and drag the group to the new row.

Note: If you select the wrong materials, clear the highlighting by clicking any cell in the table, then try again.

**Delete** – Click this button to delete the currently selected material. If the material is in use, a warning dialog asks you to confirm:

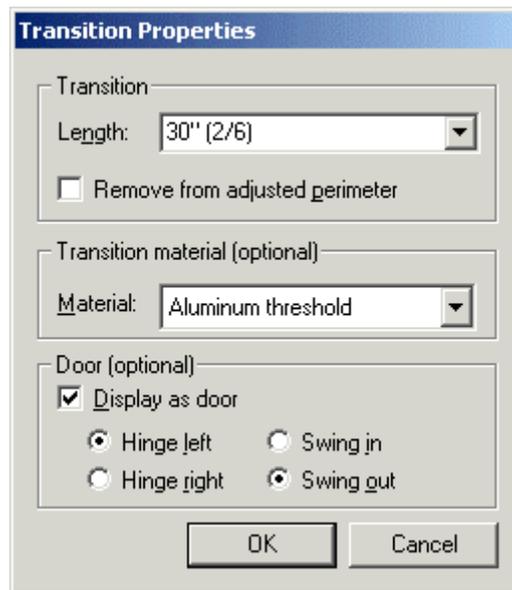
**Yes** – delete the material and clear it from the transition materials list

**No** – (oops!) don't delete the material after all.

**OK** – Click here to accept any changes made to the list and close the dialog.

**Cancel** – Click this button to abandon any changes made and close the dialog.

## Transition Properties Dialog Box



The **Transition Properties** dialog appears when you create or edit a transition (door or threshold material).

- **Transition Length** – allows you to change the length of the transition using the current default units. This number can be selected from the drop-down list or nonstandard lengths can be entered in the box.
- **Remove from adjusted perimeter** – when checked, the length of this transition is subtracted from the Adjusted Perimeter measurement.
- **Transition Material** – Click the drop-down button to select one of these materials for the transition. If the material that you need is not currently in the list, you can go directly to the **Transition Materials** dialog by selecting **Add/edit transition material** from the drop-down. Once you have entered the material it is available to this window.
- **Door** – If the transition contains a door, you can show it on your drawing by clicking the **Display as door** checkbox. When this box is checked, you can display on which side it is hinged and which way it swings by clicking the appropriate radio button.

Click the **OK** button to save any changes and exit the dialog.

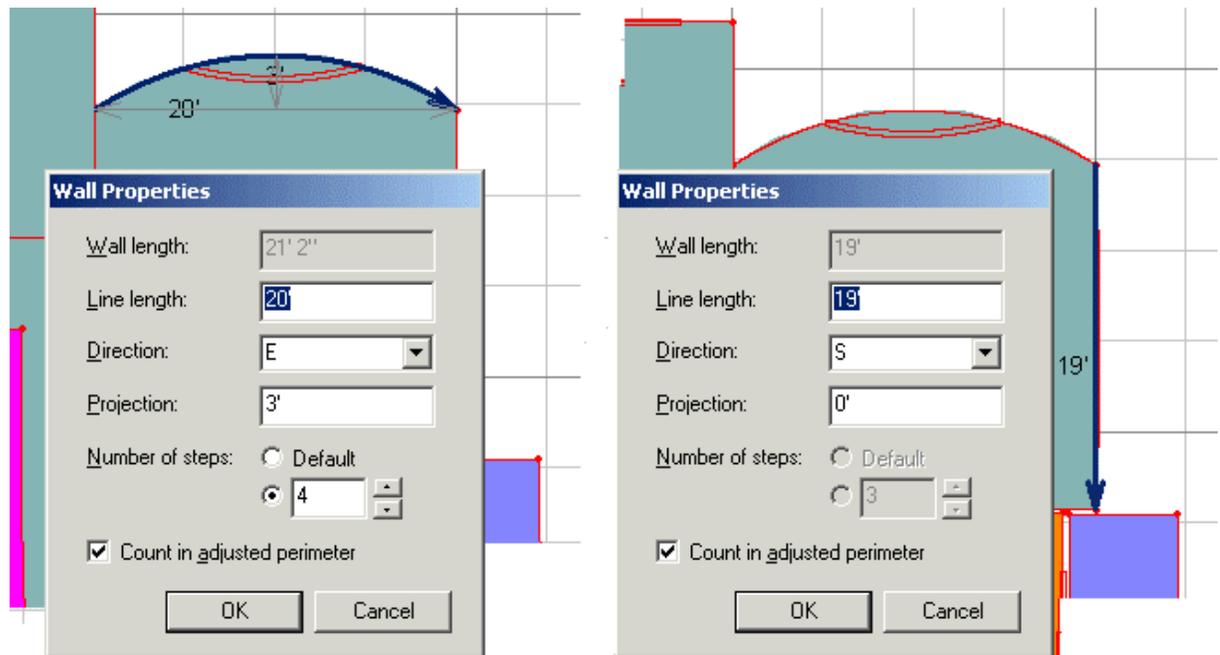
Click the **Cancel** button to exit without saving changes and revert to the previous settings.

## Wall Properties

Wall Properties gives you information and fine control over the size and shape of the selected wall.

To display this dialog:

1. Select a wall
2. Right click the mouse and choose **Wall Properties** from the menu or select **Wall Properties** from the **Edit** menu.



When the selected wall is straight (above right) the **Wall Length** and the **Line Length** are identical. If the selected wall is curved (above left) the **Wall Length** is the actual length of the curve and the **Line Length** is the dimension of the cord as shown.

If you change the **Line Length**, the **Projection** value will remain the same, and the **Wall Length** will change accordingly. The **Wall Length** is calculated automatically and cannot be edited directly.

The **Direction** box allows you to change the wall direction. The wall direction of a curved wall is the direction of the line connecting its two endpoints.

The **Projection** edit box allows you to change the curvature of the selected wall. The value, in current units, is the perpendicular distance from the middle of the bow to its chord. A straight wall has a value of 0°. A negative value bows the wall to the right and a positive value bows the wall to the left, depending on the wall direction.

The **Line Length**, **Direction**, and **Projection** boxes are also available for editing directly on the toolbar after you have selected a line.

For curved walls the **Number of Steps** buttons lets you specify how the curve

cut is represented in the stock view.

The minimum value is 3. Higher numbers represent more stock cuts to approximate the curve.

Use the **Count in adjusted perimeter** checkbox when you have estimate items that are based on an adjusted perimeter measurement, *e.g.* you won't need molding on a wall that will contain a built-in bookcase. In this case, the wall would be excluded from the adjusted perimeter (unchecked), and the molding would be based on the adjusted perimeter.

## Commercial Version

### What is FloorRight™ Commercial?

The main features of FloorRight™ Commercial are digitizer and AutoCAD file support, Roll Allocation, and designing custom Reports. Utilizing a digitizer or an AutoCAD file allows you to enter Blueprints or drawings in a fraction of the time and with fewer mistakes. Roll Allocation minimizes waste in large jobs and is handy for using up partial rolls of material.

FloorRight™ Commercial will support most newer digitizers. The only requirement is that your digitizer uses a WinTab driver. If you are unsure if your digitizer uses a Wintab driver, refer to your digitizer documentation or contact the digitizer vendor.

### Designing Reports (Commercial Version)

From the **File** menu select **Reports / Design** to start the report designer. The flexible Report Designer lets you create custom report designs or edit existing designs.

The complete Designer documentation is found in your "Doc" subdirectory in two formats:

- Report Designer.pdf (PDF document)
- Report Designer.doc (Word document)

For a simple summary of the basics see Report Designer Quick Start.doc (found in a folder of the same name, installed with your FloorRight™ system).

You can make two basic types of reports, Room / Stock reports and Job Estimate reports. Both of these reports make use of the following elements.

- Company information – this is the information that is entered in the **Company Info** dialog box found under the **Defaults** menu.
- Customer information – this is the information from the **Customer Information** dialog found under the **Job** menu.
- Date & time – these are in the format used in printouts in previous versions of FloorRight. The report designer also contains many other options for including date and time information in a report (see the documentation).
- FileName – this contains the name of the currently open FloorRight file.
- FilePath – this contains the full path to the currently open FloorRight file.
- Annotation – this is the text that is entered in the **Add Text For Printing** dialog found under the **Drawing** menu.

## Designing Room / Stock Reports (Commercial Version)

The following elements are available for the Room / Stock reports:

- Text Elements -
  - PageName – contains the name of the current document page for jobs with multiple pages.
  - Material Information – including material Style and Description from the material definition.
  - Material stock information – including roll lengths - used and free, roll ID's, and dye lots.
- Graphical Elements -
  - CutList – a list of all cuts for a roll of stock
  - Legend – shows the color assigned to each material
  - Rolls – equivalent to roll view
  - Rooms – equivalent to the room view
  - Stock – equivalent to the stock view

Layout of the Room / Seam Reports is controlled by the **Fit to page** check box in the Room / Seam printouts section of the **Page Settings** dialog.

When **Fit to page** is checked, the room view is scaled to fit inside the room element box and on one page.

When **Fit to page** is unchecked, the room view is drawn to the scale specified on the last line of the Room / Seam printouts box in the **Page Settings** dialog. In this case, the room view may extend over several pages.

Layout of the Rolls / Stock Reports is controlled by the **Fit to page** check box in the Stock printouts section of the **Page Settings** dialog.

When **Fit to page** is checked, the Roll / Stock view is scaled to the width of the box with the vertical scale to match the horizontal scale. The stock material will fit on one page.

When **Fit to page** is unchecked, the Roll / Stock view is scaled to the height of the box with the horizontal scale to match the vertical scale. The scale specified on the last line of the Roll / Stock printouts box in the **Page Settings** dialog is not used. In this case, the roll / stock view may extend over several pages.

You can also change the text font for a graphical element in your report.

Notes:

- With the exception of the Legend, only use one instance of a given element in a report, *i.e.* don't use two Rolls elements in the same report.
- Use only one of Rolls, Rooms or Stock in a report, *i.e.* if you have the Stock element in a report, it should not also have Rolls or Rooms elements.

For more complete information on designing reports see *Report Designer Quick Start.doc* (found in a folder of the same name, installed with your FloorRight™ system) and *Report Designer pdf or .doc*, found in your "Doc" subdirectory.

## Designing Job Estimate Reports (Commercial Version)

The following elements are available for job estimate reports

- Total – this is the total job cost as shown at the bottom of the job estimate screen
- PageName – contains the name of the current document page for estimates that are broken down by pages.
- All the fields of the job estimate grid are available. Most are provided as text with these exceptions:
  - Color is graphical – It's displayed as it appears in the FloorRight file, room color window.
  - Boxed is a Boolean (true / false).
- An extra RowType field is available to allow easier formatting based on type of row. This field contains a single letter string.
  - "M" – material row
  - "I" – item row
  - "S" – subtotal row
  - "B" – blank row

The contents of this field can be used in conditional expressions (see the designer documentation for more information). The field's value is available even if it is not present in any table

Additional fields are available to enable using the report generator formula and group capabilities

- Color
  - Box – draws a box in the material color
  - Index – material index. This is useful for grouping.
- RGB – material color RGB value as an integer. This value can be used to fill in cells with the material color.

- Tax
  - Name – name of tax
  - Percent – tax percentage as a floating point number (10% will be displayed as 10.0)
  - Rate – tax rate (percent/100) as a floating point number (10% will be displayed as 0.10)
- Units – units of measurement for the various values (see below) as strings
  - Length
  - Quantity
  - Waste
  - UserAdd
  - UnitPrice
- Value – all numeric fields as floating point numbers
  - Length
  - Waste
  - AmountPerBox
  - UnitPrice
  - Tax
  - Quantity
  - UserAdd
  - Boxes
  - Subtotal
  - Price

To use a field just drag it into a grid object in the report.

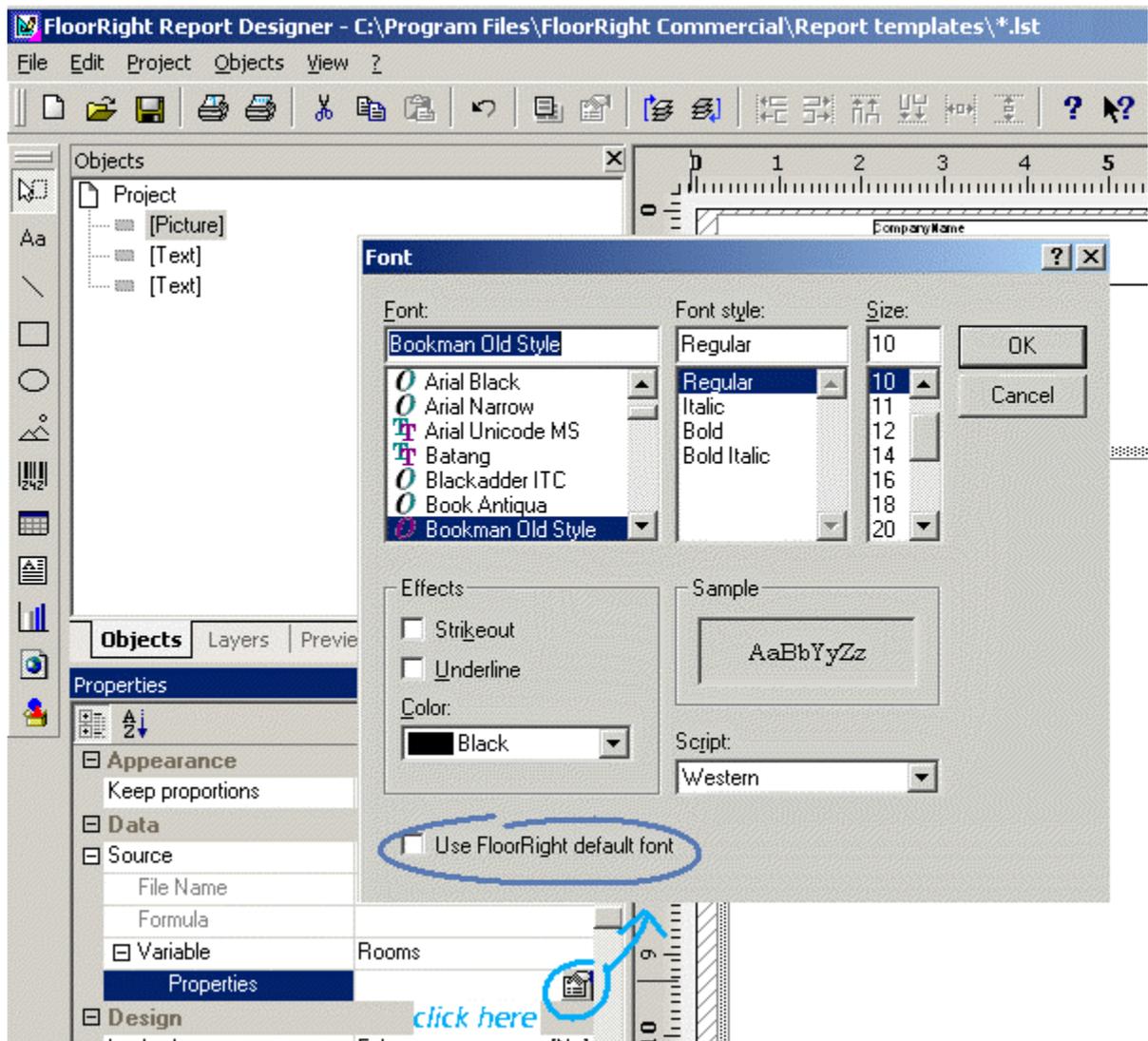
A job estimate report should contain at least one table. Tables are available from the objects toolbar in the designer. Fields can be added to the table by dragging & dropping.

Multiple tables are supported – the number of lines shown in each table is based on the shortest table

For more complete information on designing reports see *Report Designer Quick Start.doc* (found in a folder of the same name, installed with your FloorRight™ system) and *Report Designer* pdf or .doc, found in your "Doc" subdirectory.

## Customizing Report Text (Commercial Version)

You can change the text font in any of the graphical elements (CutList, Legend, Rolls, Rooms, Stock) in the report designer.



1. Select the graphical element on the page. When you click the element, a



crosshatching appears around its edge. .

2. In the **Properties** pane select the "Properties" line just below "Variable"

3. Click the button at the right end of the line to bring up a font selection dialog

- If  Use FloorRight default font is checked then the font found in FloorRight's **Defaults / Set Font** menu item will be used and all other information is grayed out.
- If  Use FloorRight default font is NOT checked then the font, style, size, etc. can be set in the **Font** dialog.

## Roll Allocation (Commercial Version)

Two commands from the **Layout** menu allow you to specify the length of each roll of material and view the exact cuts on each roll in the stock view.

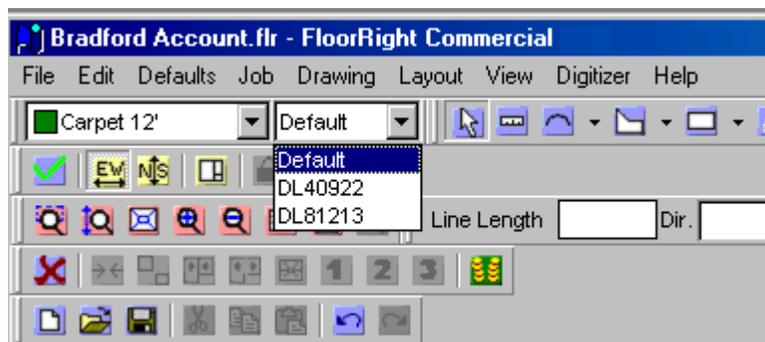
- **Set Roll Length** will bring up the **Roll Length** dialog box where you can specify the lengths of rolls for each type of material. Roll lengths can be grouped by dye lots. This dialog also allows you to specify the guillotine cut gap for your rolls.
- **Show Roll Allocation** is a check box that lets you display the roll allocations in the stock view.
  - If this box is not checked, all stock cuts for a given material are displayed with each dye lot specified. If dye lots are not specified, cuts for each material appear on the default roll.
  - If this box is checked, the cuts appear on the allocated roll. The end of each roll displays the **Dye lot**, roll **ID**, roll **Length**, and the amount available on the roll. Unused rolls are also displayed.

Rooms are individually assigned to dye lots using the Dye lot drop-down list.

## Dye Lots (Commercial Version)

Once you have specified material rolls and their dye lots in the **Roll Allocation** dialog, you can assign material in each room to a dye lot.

The **Dye lots** drop-down list to the right of the **Material type** drop-down list on the toolbar, let you select the current dye lot setting.



- Any new rooms created with the currently displayed Material will be cut from the currently displayed Dye lot.
- You can change the Dye lot that a room's material is cut from by first selecting the room or rooms, then click the drop-down arrow of the Dye lot window and click the desired dye lot from the list.

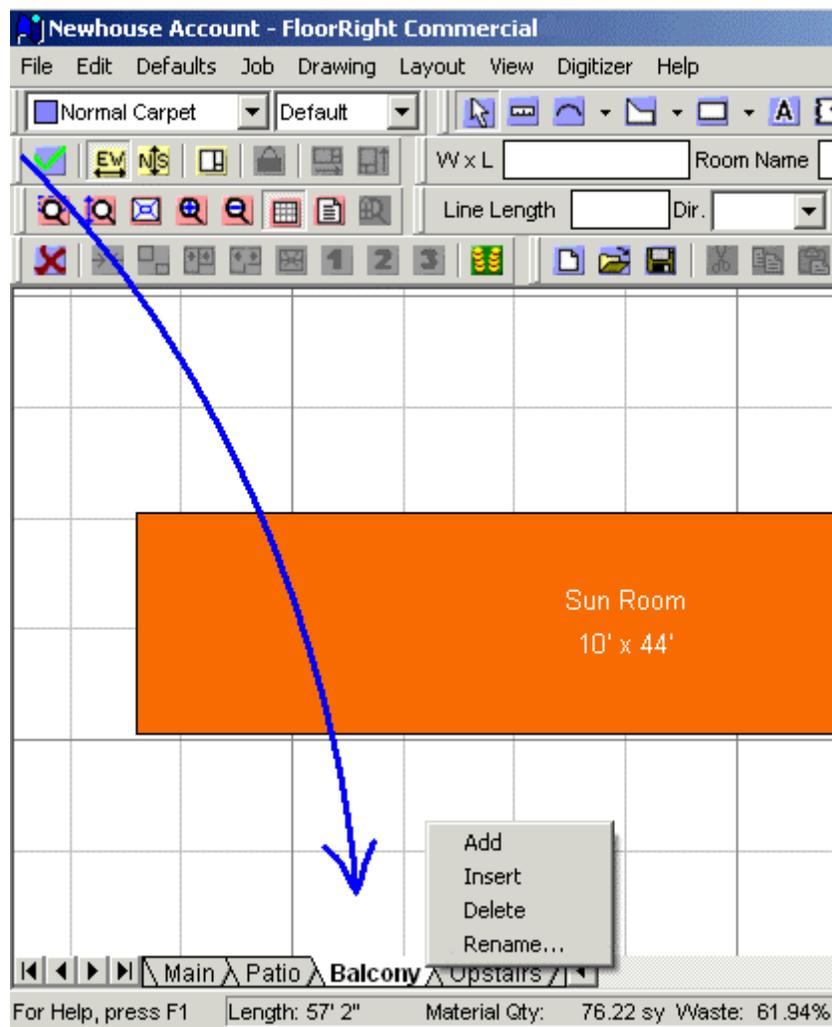
**Note:** if you select more than one room whose materials have been assigned to different dye lots, the dye lot window will be blank.

## Page Tabs (Commercial Version)

The page tabs feature in FloorRight Commercial is a handy way of organizing large or complicated jobs. Some useful applications are:

- Grouping rooms, e.g. by floor or wing of the building.
- Importing an AutoCAD drawing with layers. You may want to put layers on separate pages.
- Trying different layouts or options; you could Copy the rooms in your drawing to multiple pages and change the defaults and layout options for quick comparisons. (The **Base Stock on Page** option in the **Job** menu works well here.)

Page tabs are found at the bottom of your screen. Click the tab of the page you want to display.



You can Add, Insert, Delete, Rename and Rearrange page tabs. Invoke the

popup menu by one of these methods:

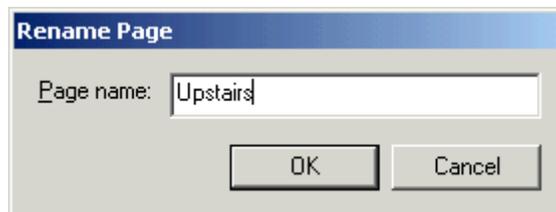
- Move the cursor over the tab and right click the mouse
- From the **Edit** menu select **Pages**.

## Editing Page Tabs (Commercial Version)

You can configure pages of your drawing by editing the Page Tabs.

From the **Edit** menu select **Pages** or right click any page tab to display the popup menu with the following options:

- **Add** – places a new page at the end of the document and a new Page Tab to the left of the tab list. By default the tab is called "Page #", where # is the new total number of pages (*i.e.* if you now have 3 page tabs, including "Main", the new tab is called "Page 3").
- **Insert** – places a new page as in Add, but puts it before the current page and the new page tab goes to the left of the current tab. As in Add, the next tab name has the next number ("Page #").
- **Delete** – removes the currently selected page and ALL ITS Contents  from the document.
- **Rename** – invokes the dialog to change the name of the current page tab.



- You can rearrange page tabs by clicking the tab and dragging it along the page tab line to a new location.

## Base Stock on Page (Commercial Version)

This feature is found in the **Stock View** context menu.

Right click anywhere in the stock view to see the **Base Stock on Page** option.

- When checked, the Stock View, Job Estimate, and status line will display the information pertaining only to the current page in the Room View.
- When unchecked, the Stock View, Job Estimate, and status line contain the details of the entire document.

This feature is handy for big jobs for example –

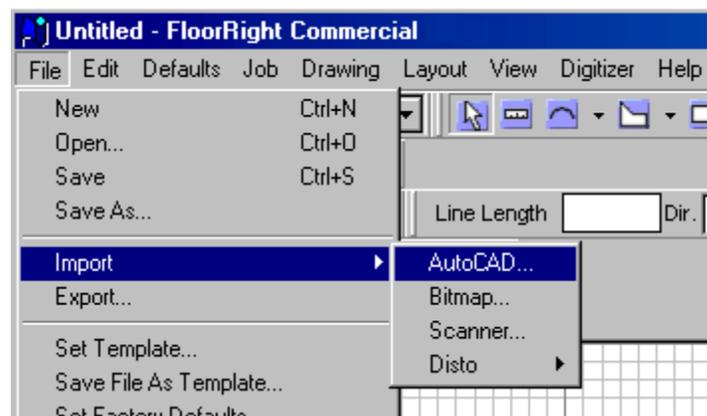
- Tract housing with different layout options on separate pages.
- Multi-story building with each floor on a separate page.
- Staged jobs with separately bid stages on each page.

 Flipping between page and document modes can yield unexpected results. Layout changes and some changes to the Job Estimate may not show up when you toggle the checkbox, even when the changes were made on the same page.

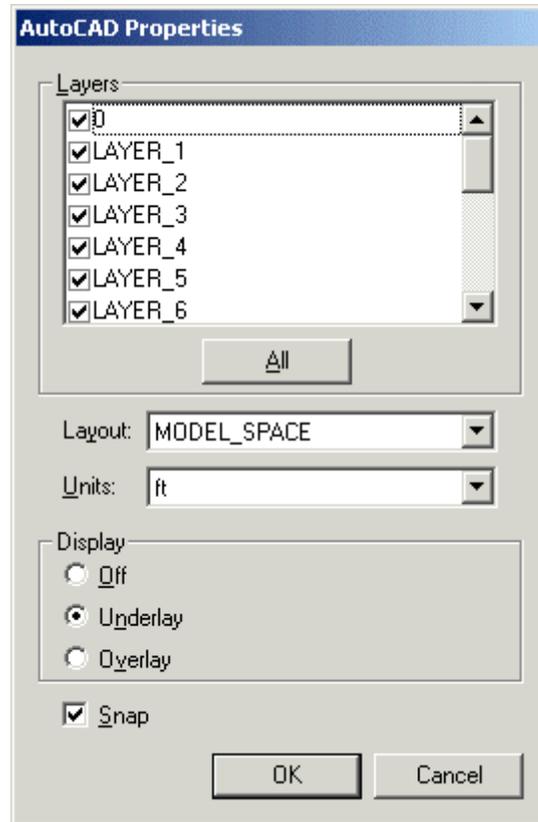
The best way to use this feature is to decide in the beginning which mode to use and avoid changing back and forth.

## AutoCAD Import (Commercial Version)

If you already have a floor plan layout in an AutoCAD, DXF or DWG format file, you can use it to help create a FloorRight project. From the **File** menu select **Import / AutoCAD** to bring an AutoCAD file into FloorRight.



The import automatically opens the **AutoCAD Properties** dialog. If you've already attached your AutoCAD file to a FloorRight file, you can bring up the properties dialog box from the **Edit / AutoCAD Properties** menu selection.



The **Layers** list box gives you control of each individual AutoCAD layer. All checked layers will be displayed. Click on a checked box to hide a layer.

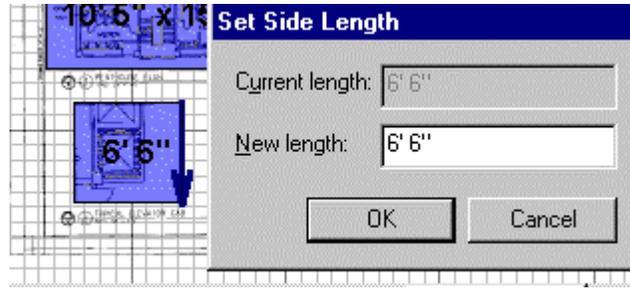
**All** is a toggle button that turns on or off all layers of the AutoCAD file. You can use any combination of the **All** button and the individual check boxes to display the desired layers.

The **Layout** drop down allows you to select from the layouts that were created in the AutoCAD file. All files are created with the default layout, "MODEL\_SPACE". Most files have a "PAPER\_SPACE", although it may be empty. Any additional layouts created in the AutoCAD file will be available from this menu.

**Units** is used to tell FloorRight how to interpret the dimensions of your AutoCAD drawing. Most drawings will use one of the five preset units (feet, inches, meters, centimeters or millimeters). Note that the units for the AutoCAD file are independent of the units being used in the FloorRight drawing.

If your AutoCAD drawing is made in units other than those listed in the **Units** menu, you can use the "custom" option.

1. Click on the side of a FloorRight room. The side you selected will be displayed with a black arrow and the side's length will be printed next to it.
2. Select "custom" from the **Units** menu to bring up the scaling dialog box, **Set Side Length**.



3. In this box the **Current length** shows the length of the selected room side as you last defined it in either feet or meters.
4. In the **New length** edit box you can change the length to match the scale of the drawing overlay / underlay. Changing this length will only affect the specified lengths of your FloorRight objects; the room layout will look unchanged relative to the AutoCAD drawing.

The **Display** radio button group presents the following options:

- **Off** – the AutoCAD drawing is hidden.
- **Underlay** – the AutoCAD drawing appears behind any FloorRight objects.
- **Overlay** – the AutoCAD drawing appears in front of any FloorRight objects.

**Snap**, when checked, snaps to lines or points in the visible AutoCAD drawing within the **Snapping distance** defined in the FloorRight menu **Defaults / Options / Drawing** tab. When unchecked, snapping is governed by the **Grid snapping** checkbox in the same menu.

The **OK** button closes the **Set Side Length** dialog and accepts the new length. All FloorRight objects are assigned new dimensions to match the selected length change and the view automatically zooms to cover the extent of the drawing at its new scale.

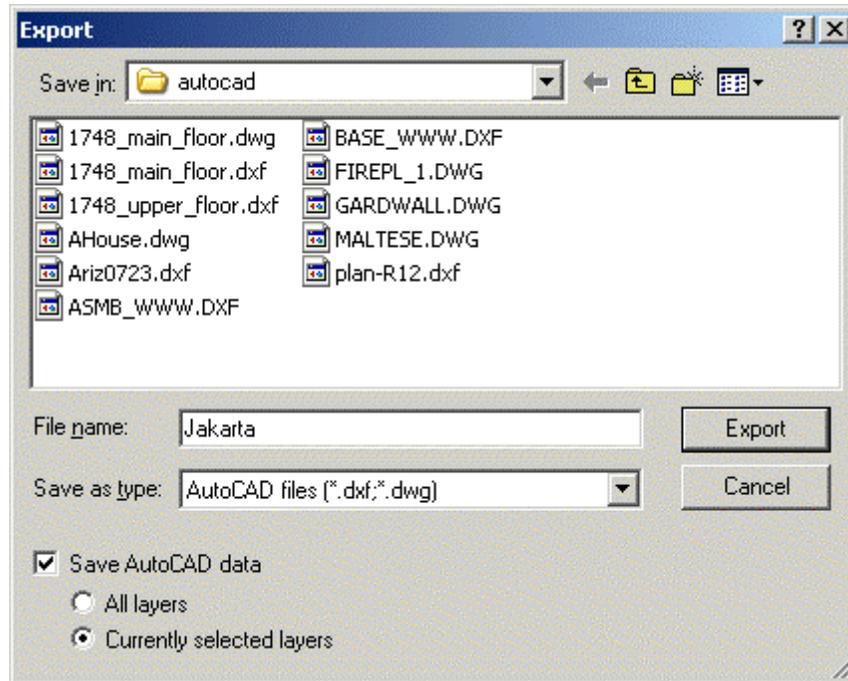
**Cancel** will close the **Set Side Length** dialog and revert the scale to the previous length.

The **AutoCAD Properties** dialog can be left open while working on the project. Changes in the settings take place immediately. The **OK** button closes the dialog saving the changes; the **Cancel** button closes the dialog and reverts the settings to their previous value.

AutoCAD file's path and property settings are saved with the FloorRight file and reloaded whenever the FloorRight file is opened.

## AutoCAD Export (Commercial Version)

Any FloorRight file can be saved in AutoCAD format (.dwg or .dxf files). Simply select **File / Export** and fill in the **Export** dialog.



If your file already contains AutoCAD layers, you can check **Save AutoCAD data** and choose between saving **All layers** or just the **Currently selected layers** with the file. Then enter the file name, with the .dwg or .dxf extension, or the program will automatically supply the extension for you. The default supplied is .dxf.

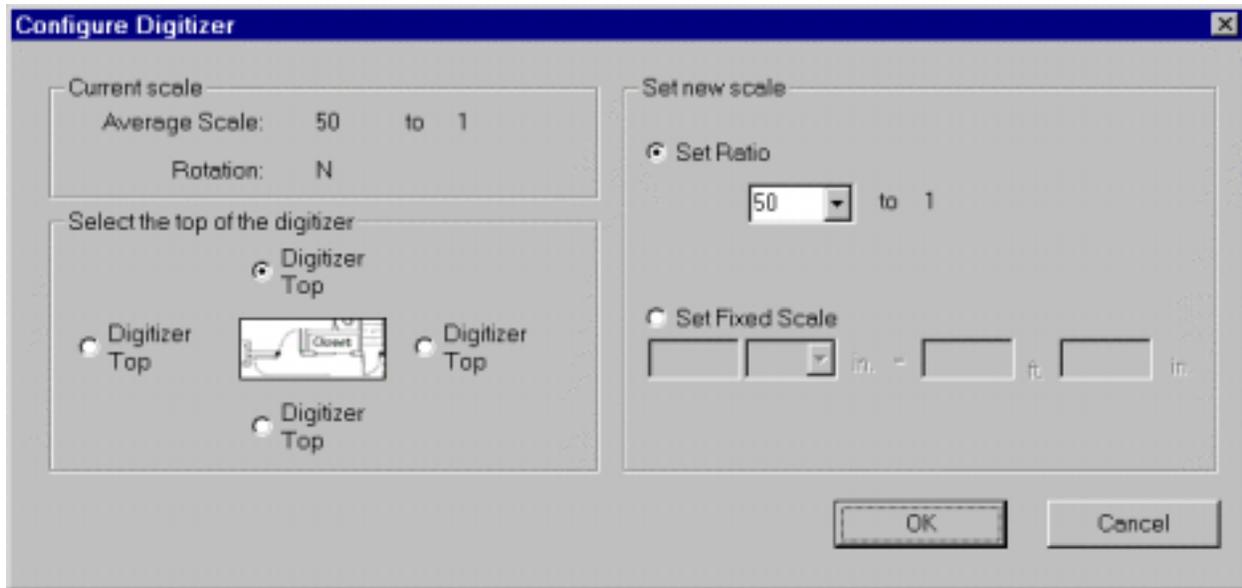
The resulting AutoCAD file will contain the following layers:

- Existing AutoCAD layers if present
- FloorRight room including room outlines, stock outlines, doors, windows, tiles and text. Bitmaps are not exported.
- Seams
- Drawing legend mapping colors to materials

Units for the AutoCAD export are feet or meters depending on the FloorRight default settings.

# Calibrating the Digitizer

## Setting a Fixed Scale and Orientation (Commercial Version)



### Setting a Scale

If you know the scale then select **Set Fixed Scale** from the **Digitizer** menu.

- |                 |  |
|-----------------|--|
| Set Ratio       | Select <b>Set Ratio</b> if you know the scale as a ratio, for example 50 to 1.           |
| Set Fixed Scale | Choose <b>Set Fixed Scale</b> if you know the scale for example $\frac{1}{4}$ inch = 1ft |

You may want to use the digitizer in a non-standard orientation, for example when the power cord is in an inconvenient position on the digitizer.

You may use any edge of the digitizer as the "top." There is a picture of the drawing in relation to the digitizer's standard orientation. In this orientation, the physical top of the digitizer will be the top (or north) of the drawing. If you wish to reposition the physical top of the digitizer, click on the radio button  that matches the physical top of your digitizer.

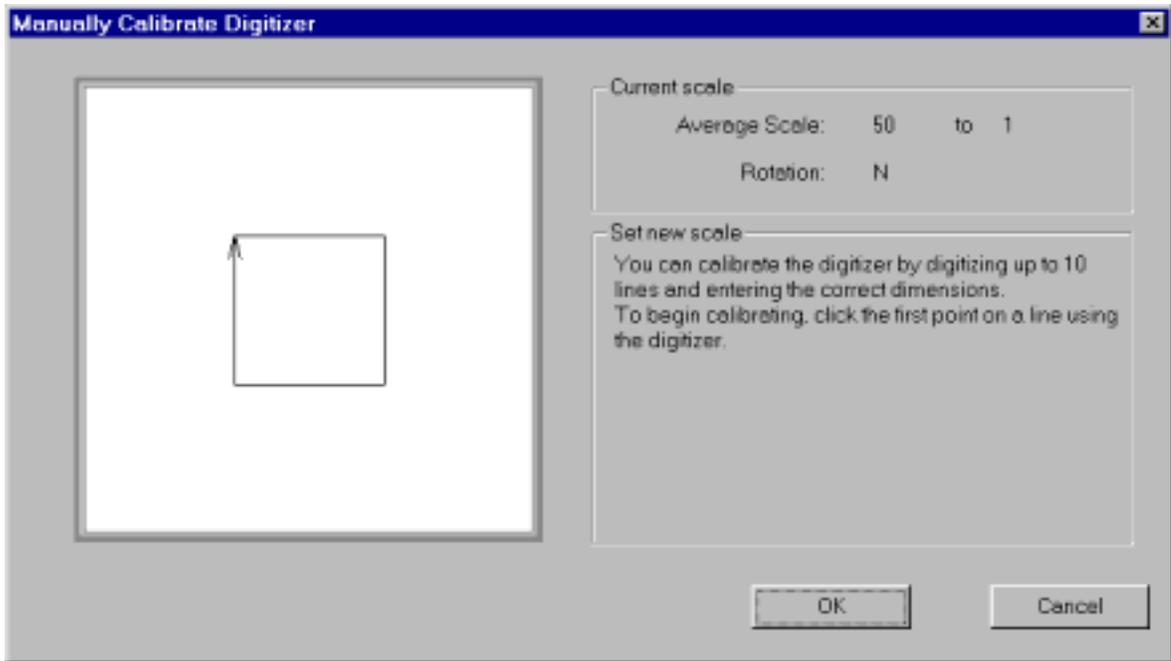
**Note:** Resetting the digitizer scaling will automatically rescale all existing rooms.

The digitizer scale is saved with the FloorRight file. You have the option of setting the scale when you load the file.

## Manually Calibrating the Digitizer (Commercial Version)

If you do not know the scale, select **Manually Scale** from the **Digitizer** menu. This will bring up the **Manually Calibrate Digitizer** dialog box.

- **Current Scale Display** – The current scaling is displayed as text on the top right section of the dialog box. This dialog also displays a graphical representation on the left side. The graphical representation shows a square drawn on the digitizer screen. If the current scaling is rotated or stretched, the square will become slanted or stretched. The square also displays an arrow on the left side of the square. This arrow is pointing NORTH. If the scale is rotated, for example if the digitizer is turned upside down, this arrow will display this rotation.



- **Calibrating** – Calibrating the digitizer is as simple as clicking on two points on a line. The further away the two points are, the more accurate the calibration will be. After you click on the second point, FloorRight™ will display the length and direction of the line using the current scaling. Enter a new length and direction and click **Next** to enter an additional calibration line, or click **OK** to finish manual calibration.

If you've made a mistake when clicking on the first or second point, don't enter a new value for the calibration line and don't click on the **Next** button. Instead, reenter the first and second point. FloorRight™ will only accept a calibration line when you click the **Next** or **OK** buttons.

- **Compass Directions** – FloorRight™ uses a compass to specify direction. The calibration lines use the same directions that are used when defining walls. See *Wall Directions*, p. 27, for an explanation.

**Note:** Resetting the digitizer scaling will automatically rescale all existing rooms.

The digitizer scale is saved with the FloorRight™ file. You have the option of setting the scale when you load the file.

## Adjusting Horizontal and Vertical (Commercial Version)

If you know the exact scale, you can calibrate the digitizer by selecting **Set Fixed Scale** from the **Digitizer** menu, but there are times when you know the scale but the drawing or digitizer is not perfectly square. For example, the blueprint might not be printed straight or the blueprint might not be perfectly aligned on the digitizer.

You can make adjustments to the direction that FloorRight™ will use as horizontal or vertical by selecting **Manually Scale** from the **Digitizer** menu.

Digitize several horizontal or vertical calibration lines, but instead of entering a new length and direction, only enter a new direction. Be careful when entering compass directions. Remember that north is up and west is left on the blueprint.

## Resetting all Digitizer Settings (Commercial Version)

If for some reason the digitizer scale is incorrectly calibrated and you cannot seem to correct the problem, you can reset all digitizer settings to their default values. The default values are the settings that were used the very first time FloorRight™ was run.



Resetting the scale will affect the digitizer settings in relation to any existing rooms. If you have already digitized at least one room you **MUST** re-calibrate the digitizer and then correlate the FloorRight™ file with your blueprint.

After the settings are reset, you should then re-calibrate the digitizer using either the menu command **Set Fixed Scale** or **Manually Scale**.

## Using the Digitizer

### Viewing Digitizer Information (Commercial Version)

It is useful to be able to view the information that your digitizer driver is reporting to FloorRight™. This can be an invaluable tool when troubleshooting possible problems.

#### Digitizer Information

Manufacturer:	The manufacturer information that your driver is reporting. Some drivers will report that they are Wacom Tablets, when they are really produced by a different manufacturer, for compatibility with older software.
Width:	The physical width of the active digitizing surface.
Height:	The physical height of the digitizing surface

## Digitizer Sound

FloorRight™ will make a click sound when the digitizer puck or pen is clicked. This audible sound helps when drawing rooms, since you may not be looking at the screen. For more information refer to the section on configuring digitizer sounds.

## Digitizer Menu (Commercial Version)

The following table lists the **Digitizer** menu options and what their function is. All items should be available if the correct digitizer drivers are installed. If only the **Digitizer Info** option is available the correct drivers may not be installed. If this is the case, then refer to the troubleshooting section.

Menu Option	Function
Digitizer Info	Display digitizer driver manufacturer, digitizer dimensions, and set digitizer sound.
Digitizer Mode	Activate or deactivate digitizer mode.
Mouse Region	Activate or deactivate a mouse region.
Button Template	Activate or deactivate a button template.
Set Fixed Scale	Set a fixed scale, for example "1 to 50" or "¼ inch = 1 foot". Also lets you set the digitizer orientation, for example if the digitizer is flipped upside down.
Manually Scale	Manually calibrate the digitizer when the exact scale is not known, or if the blueprint is stretched. Can also be used to set the rotation, for example if the blueprint is not exactly aligned horizontally or vertically.
Correlate FloorRight And Digitizer Points	Synchronize a point in the FloorRight™ drawing with a point on the blueprint. Use when the blueprint has been moved from its original position.
Zoom To Digitizer	Zoom the FloorRight™ room view to fit the entire digitizer drawing surface.
Reset Digitizer To Defaults	If for some reason the digitizer scale is incorrectly calibrated and you cannot seem to correct the problem, you can reset all digitizer settings to the default values that are used during installation.

## Configuring the Digitizer (Commercial Version)

There are settings that you will want to change frequently, like the scale of a blueprint, and there are settings that you might only set the first time you use FloorRight™, like defining the button template.

### Set a Scale

Whenever you start digitizing a blueprint, you will want to set the blueprint's scale. Setting the scale lets FloorRight™ read the correct dimensions when you click the digitizer puck or pen.

If you know the exact scale as a ratio, for example 50 to 1, or as a relation, for example ¼ inch = 1 foot, you can enter that scale using the **Digitizer** menu command **Set Fixed Scale**. If you don't know the exact scaling, you must manually calibrate the digitizer using the **Digitizer** menu command **Manually Scale**. The digitizer scale is saved with the FloorRight™ file. When you load the file you have the option of setting the scale. If you've entered a fixed scale but the blueprint is not plumb on the digitizer, you will also have to adjust what FloorRight™ will consider horizontal or vertical directions. See *Adjusting Horizontal and Vertical*, p. 205, for more information.

### Define the Blueprint's Positioning

If you are starting a new blueprint, you don't have to set any specific blueprint position. FloorRight™ will position all rooms correctly relative to one another. If, on the other hand, you have adjusted the scale after entering at least one room, you need to tell FloorRight™ how to position new rooms relative to the rooms that were already entered. See the section on correlating FloorRight™ and digitizer points, p. 213, for more information.

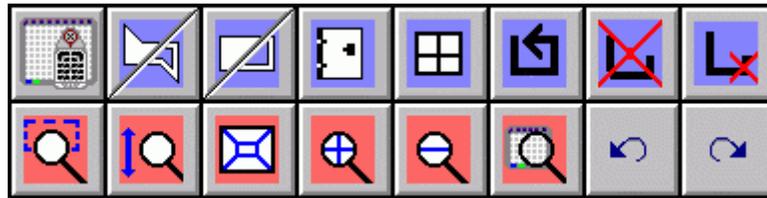
### Configure the Button Template

If you want to use the digitizer to enter FloorRight™ commands, for example zooming, switching modes, or toggling digitizer mode, you must define the location of the button template. This is a feature that you don't have to configure often. You will probably want to configure the button template once and use the same setting all the time.

### Configure a Mouse Region

You can also use a portion of the digitizer as a mouse. See *Digitizer Mouse Region*, p. 211, for more information.

## Digitizer Button Template (Commercial Version)



### Activating

Attaching the button template to the digitizer.

Activate the toolbar by selecting **Button Template** from the **Digitizer** menu. This will put a check mark in front of the **Button Template**.

Using the digitizer, click on the top left corner of the button template. Next, click on the top right corner. You will see the button template drawn on the digitizer screen in the **Button Template** dialog box. Verify the positioning.

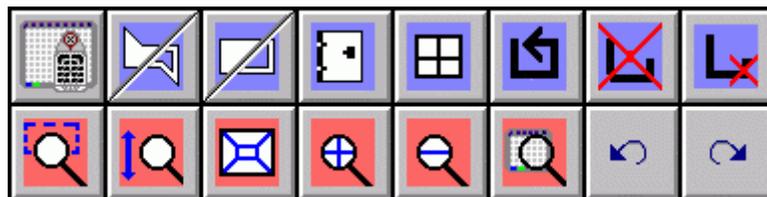
Press **Accept** if the size and positioning is correct. If it is not correct you can redefine the button template by clicking on the top left and top right corners again.

HINT: FloorRight™ includes several button templates, but if you don't have a button template handy you can print this page and cut out the picture.

### Deactivating

Selecting **Button Template** again will deactivate the digitizer button template and remove the check mark from the menu item.

## Using the Digitizer Button Template (Commercial Version)



The following tables describe the buttons that appear on the digitizer button template.

#### Button - Row 1

Activate/Deactivate  
Digitizer Mode

#### Description

Toggles digitizer mode ON and OFF

Polygonal Room / Hole

Starts a non-rectangular room or hole

<b>Button - Row 1</b>	<b>Description</b>
Rectangular Room / Hole	Starts a rectangular room or hole
Door Mode	Adds a door to a wall
Window Mode	Adds a window to a wall
Close Room	Closes a non-rectangular room
Cancel Line Draw	Cancels the drawing of a non-rectangular room
Delete Room Side	Deletes the last non-rectangular room side that was drawn.

<b>Button - Row 2</b>	<b>Description</b>
Zoom Box	Lets you select a region of interest on your diagram, and fits that region onto the screen
Zoom To Height	Scales the screen so that the entire height of the diagram is visible
Zoom To Fit	Scales the screen so the entire drawing is shown. This is especially useful if you have gotten lost by zooming and scrolling too much.
Zoom In	Gives you a closer look at your drawing
Zoom Out	Provides a bigger perspective
Zoom To Digitizer	Scales the screen so the entire digitizer drawing surface is visible.
Undo	Undoes the last action
Redo	Reinstates actions that you have undone.

### Activating Digitizer Mode (Commercial Version)

To activate digitizer mode, select **Digitizer Mode** from the **Digitizer** menu or press the **F2** key or use the **Activate Digitizer** button  on the toolbar.

To deactivate the digitizer mode, simply select the **Digitizer Mode** from the **Digitizer** menu again or press the **F2** key or use the **Activate Digitizer** button



on the toolbar.

If the digitizer does not seem to respond when digitizer mode is on, refer to the section on digitizer troubleshooting.

## Configuring Digitizer Sounds (Commercial Version)

FloorRight™ will make a click sound when the digitizer puck or pen is clicked. This audible sound helps when drawing rooms, since you may not be looking at the screen.

The digitizer sounds can be configured to use your computer's sound card. If your computer does not have a sound card, you can also configure FloorRight™ to use your computers internal speaker.

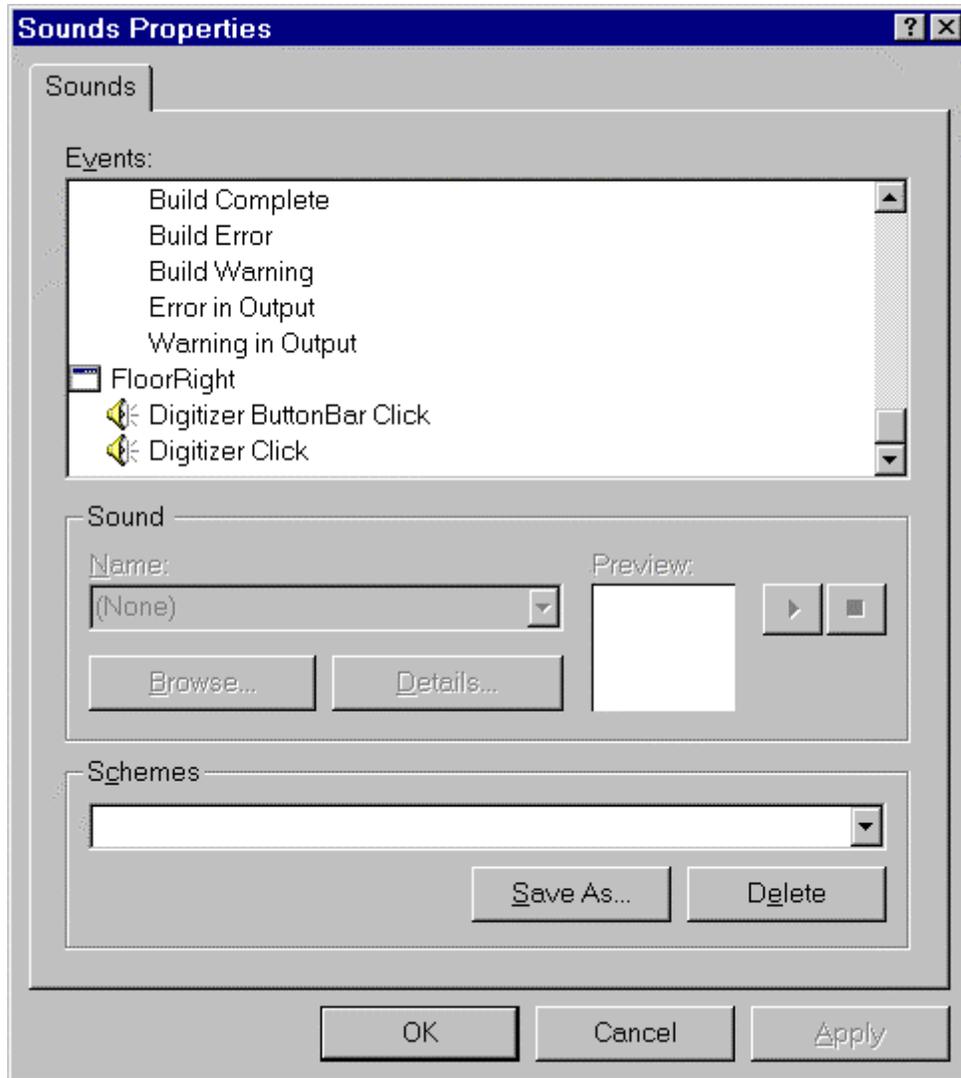
Sound Card	Uses your computers multimedia speakers and sound card.
PC Speaker	Uses your computers internal speaker.
None	Deactivates all digitizer sounds.

NOTE: Not all computers have sound cards or internal speakers. It is possible your computer does not have any sound devices.

### Configuring Click Sounds

If you selected **Sound Card** under **Digitizer Sound**, you can change the individual sounds that will be used for digitizer clicks. These sounds can be changed using the **Sounds** applet in the control panel.

To open the **Sounds** applet, click on the **Start** button in the task bar. Next, select **Settings** and then **Control Panel**. Finally, select the icon labeled **Sounds**.



## Digitizer Mouse Region (Commercial Version)

When you have a digitizer attach to your computer, the digitizer puck or pen can normally be used as a mouse inside non-digitizer programs. In most digitizer-enabled programs, the puck can only be used as a digitizer device, and not as a mouse.

When FloorRight™ is in digitizing mode, this mouse functionality is not enabled by default, but unlike most other digitizer-enable programs, you can enable a rectangular region on the digitizer to work like a mouse. It can be very useful to have a region on the digitizer that controls the mouse. This lets you pull down menus and change modes directly from the digitizer, without having to reach for the mouse or keyboard.

## Activating

To define the mouse region, select **Mouse Region** from the **Digitizer** menu. This will bring up the **Define Mouse Region** dialog box, where you can define your mouse region by clicking on the top left and bottom right corners of the mouse region on the digitizer.

The mouse region will be displayed on the digitizer screen in the **Mouse Region** dialog box. If the size and positioning are correct, press the **Accept** button. Otherwise, you can redefine the region by clicking on the top left and bottom right corners again.

Hint: You should somehow mark the mouse region on the digitizer by attaching a piece of paper or masking tape. Otherwise, you may not remember the location of the mouse region and have unpredictable behavior.

## Deactivating

To deactivate the mouse region, select **Mouse Region** from the **Digitizer** menu again. This will remove the check mark from the menu item.

## Entering Rooms Using the Digitizer (Commercial Version)

You can use the digitizer to enter rectangular rooms, polygonal rooms, curved rooms, windows, and transitions (doors). You can also use the digitizer to perform a zoom-box.

 Before entering rooms using the digitizer you must set the correct scale. You can set a fixed scale if you know the actual blueprint scale factor. Otherwise, you must manually calibrate the digitizer.

First, using the toolbar, select the mode for the type of entry that you want to perform. Use either the toolbar in FloorRight™, or the toolbar template that can be attached to the digitizer.

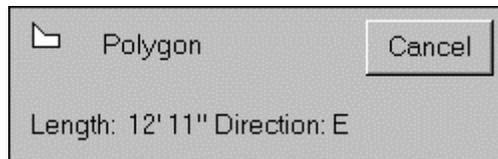
Next, using the digitizer puck click on each point that defines the object. Do not drag. Any operation that is normally a click and drag operation with the mouse will be click, release, then click again with the digitizer. For example, to define a rectangle, perform a two click operation, one click on each corner of the room.

Tool Icon	Function	Description
	Draw rectangular room / hole	Select the upper left corner of the icon to draw rooms, the lower right corner for holes. To draw, click on one corner (for example top left), and then click on the opposite corner (for example bottom right).

Tool Icon	Function	Description
	Draw non-rectangular room / hole	Select the upper left corner of the icon to draw rooms, the lower right corner for holes. To draw, click on each corner of the polygon. Right click for curves.
	Add a door or transition to a wall	Click on one side of the door. Then click on the other side to complete the door. Note: the door must be drawn on an existing wall.
	Add a window to a wall	Click on one side of the window. Then click on the opposite side to complete the window. Note: the window must be drawn on an existing wall.
	Zoom Box	Click on one corner (for example top left), and then click on the opposite corner (for example bottom right).

### Digitizer Entry Status

FloorRight™ will display the current entry status when entering rooms and when zooming to a box. You can cancel an operation by clicking on the **Cancel** button in the digitizer status window.



### Digitizing Curves (Commercial Version)

Curves may be entered with the digitizer using the polygonal room or hole mode.

- Left click on the starting point of the curve, right click near the middle of the arc, and right click over the end point to create the curve.
- Continue right clicking to make additional curves. Every two right clicks define a curve.

### Correlating FloorRight™ and Digitizer Points (Commercial Version)

If you have an existing drawing in FloorRight™ and want to add rooms using the digitizer, you should correlate an existing point in FloorRight™ with a location on

the digitizer.

NOTE: Make sure you have calibrated the digitizer scale first.

- Select a single point from FloorRight™ drawing
- Next, select **Correlate FloorRight And Digitizer Points** from the **Digitizer** menu.
- Finally, using the digitizer, click on the point of a room on the blueprint that you want to correlate with the selected point in the FloorRight™ drawing.

### Zooming to the Digitizer (Commercial Version)

Zooming changes the scale of the screen, without altering any of the work you have done. You can zoom the room view to fit the entire digitizer.

You can call this feature in any of the following ways:

- **Zoom To Digitizer** from the **Digitizer** menu
- Click the **Zoom to Digitizer** button from the toolbar 
- Use the **Digitizer Zoom** button from the button template.

### Troubleshooting the Digitizer (Commercial Version)

#### General

If the digitizer doesn't seem to be working, first check all the connections.

- Check that the digitizer is connected to the computer.
- Check the digitizer power connection.
- Check the connection to the digitizer puck or pen.

The digitizer should include a control panel applet. You should use this to check your digitizer settings, as well as test your digitizer. Most digitizers will behave like a mouse by default. If so, you can test that the entire digitizer works by moving the digitizer cursor all across the digitizer.

You verify the digitizer Wintab drivers are loaded by selecting Digitizer Info from the **Digitizer** menu. This dialog box should display the digitizer driver manufacture and digitizer dimensions. If it does not, then the Wintab drivers are not installed correctly. Refer to your digitizer documentation or contact the digitizer vendor to learn how to install the Wintab drivers.

To verify the digitizer is working correctly, select **Zoom To Digitizer** from the **Digitizer** menu. This will zoom the FloorRight™ drawing to fit the entire digitizer.

Now move the puck or pen along the digitizer surface. You should see a horizontal and vertical line that corresponds to the puck location.

## **Mouse Region**

When you define a mouse region on the digitizer, FloorRight™ uses the digitizer's default mouse behavior. If the digitizer does not function as a mouse outside FloorRight™, it will not function as a mouse inside FloorRight™.

If you can enter rooms using the digitizer in FloorRight™ but it does not seem to work correctly when defining a mouse region, close FloorRight™ and try using the digitizer as a mouse when FloorRight™ is not running. If the digitizer does not work correctly as a mouse device when FloorRight™ is not running, check the mouse settings in the **digitizer** applet in the control panel, or refer to your digitizer's documentation.

### *Mouse region does not work at all*

First, verify that the digitizer is working correctly inside of FloorRight™. Check that the correct drivers are installed by opening the **Digitizer Info** dialog box. Next, try entering a room using the digitizer.

If the digitizer works inside of FloorRight™, but you cannot use a mouse region, exit FloorRight™ and try using the digitizer to control the mouse. If the digitizer does not control the mouse outside of FloorRight™ then you cannot use a digitizer mouse inside FloorRight™.

Please check the mouse settings for the **digitizer** applet in the control panel, or refer to your digitizer's documentation

### *The mouse region only works in a small section on the screen.*

Many digitizer drivers can be set so only a portion of the digitizer will function as a mouse. The digitizer can also be configured to control the mouse on only a portion of the screen, for example the top left corner. This is commonly referred to as a screen-digitizer mapping.

If you can enter rooms using the digitizer in FloorRight™, but the digitizer does not seem to work correctly as a mouse, you may have a screen-digitizer mapping set in your digitizer control panel. Please check the mouse settings for the **digitizer** applet in the control panel, or refer to your digitizer's documentation

### *The mouse moves in the wrong direction.*

FloorRight™ uses the exact same mouse setting as the digitizer's mouse driver. The mouse region in FloorRight™ will work the same as the digitizer mouse driver when FloorRight™ is not running.

If you have turned the digitizer upside down then the mouse may appear to be

working backwards. Exit FloorRight™ and try using the digitizer as a mouse. If you experience the same problem when FloorRight™ is not running then your digitizer may be turned the wrong way.

### Button Template

The button template can be rotated or flipped. When defining the digitizer button template you must define the top right corner first. Next you must define the top left corner. If you define these points in the wrong order, or use different points, the button template will not be defined correctly.

## Dialog Boxes

### Grouping Stock Pieces (Commercial Version)

For large jobs, it may be necessary to keep stock cuts from the same room together. The **Group Stock** dialog box gives you some options.



Use these steps to invoke the dialog:

1. If you're not in the Seam / Stock view, click the  on the toolbar.
2. Right click anywhere in the Stock view to display the **Stock View** context menu.
3. Click the **Stock Grouping** selection to display the **Group Stock** dialog.

The **Group Stock** dialog presents the following checkbox choices:

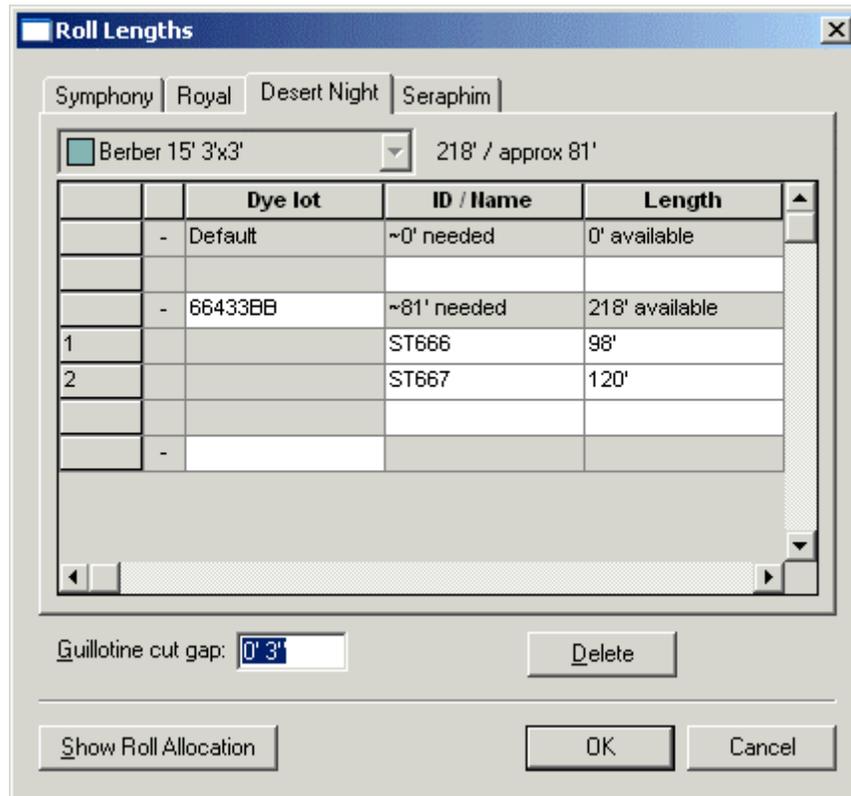
- **Group room pieces together** – When checked, pieces from the same room will be placed together on the stock roll. When unchecked, the layout changes to the most efficient use of material.
- **Group page pieces together** – When checked, for each material, pieces on the same page are grouped together on the stock roll. When unchecked, the layout changes to the most efficient use of material. This choice is grayed (unavailable) when **Base Stock on Page** is checked.

### Roll Lengths Dialog Box (Commercial Version)

The **Roll Lengths** dialog lets you keep track of all rolls of material and their dye lots.

Each layable material type has a tab for roll length information. Every material type has a default dye lot. If dye lot support is not required, roll lengths can be created in this default. Any FloorRight Commercial data file created before dye lots were featured will list all stock in the Default dye lot for each layable material.

Roll lengths are defined by selecting **Set Roll Lengths** from the **Layout** menu.



Each tab in the dialog is labeled with the material **Style / Name**.

The material color and type appear in the window at the top of the dialog. Next to the window the total length of all rolls and the approximate length of material required is listed.

The dye lot table contains the following fields:

- First column – numbers for rolls within a dye lot.
- Second column – a "+" or "-" for expanding and contracting the roll list for a dye lot.
  - Clicking on "-" will hide the rolls in a dye lot.
  - Clicking on "+" will show the rolls in a dye lot.
- **Dye lot** contains the dye lot name or identifier.
  - "Default" is always the first dye lot name and cannot be deleted.

- All rolls can be defined in this dye lot if dye lot support is not required.
- To create a new dye lot enter its name in the empty cell at the bottom of the grid. Note: Each dye lot name must be unique.
- To change a Dye lot name select the name and edit it.
- To delete a dye lot name select the row and press the Delete key. You will get a warning prompt before the dye lot and any rolls it may contain are deleted. Any rooms assigned to the deleted dye lot will be reset to the default dye lot.
- The fourth and fifth column next to the dye lot name display the approximate length required based on the rooms assigned to that dye lot, and the length available based on the rolls entered for this dye lot. These numbers are not displayed until the first time you have viewed the seam layout (click the **Stock Toggle** button ) after opening the file.
- **ID / Name** is an optional field for a number or designation of a roll.
- **Length** – enter the roll lengths for each roll in the dye lot.

Roll ID and Length can be changed or deleted.

You can change the order of a roll. Select the roll row, then click and drag the left end of the row to the new location. The layout uses the rolls in the order they are placed in this table. Valid locations for moving are displayed with a red line; invalid locations are marked with a slashed circle. Rolls can be moved to a different dye lot.

The default gap for guillotine cuts is 3". You can change this value in the **Guillotine cut gap** box near the bottom of the dialog.

Click the **Show Roll Allocation** button at the bottom of the dialog box to see roll allocations in the stock view.

In case of mistakes, use the **Delete** key to remove a selected roll from the list, or an entire dye lot, including its rolls. When you select a dye lot and click **Delete**, you are prompted to make sure you want to remove the lot.

To accept changes and new rolls you have entered click **OK**.

To ignore all changes and additions made in the current session and go back to the previous allocation settings, press **Cancel**.

## Technical Support

### Accessing the FloorRight™ Website

Information on upgrades, distributors, and additional technical support is available through the FloorRight™ Website, [www.FloorRight.com](http://www.FloorRight.com).

### Contacting Saltire Software

You should first contact the distributor where you purchased FloorRight™.

You can contact Saltire Software at:

Saltire Software Inc.  
P.O. Box 1565  
Beaverton, OR 97075

### What is a Saltire?



The Saltire is the heraldic name of the Cross of St. Andrew. Legend has it that St. Andrew was to be crucified, but he felt unworthy to be killed in the same way as Christ. He asked to be put to death on an X-shaped cross instead.

A flag featuring the Saltire has been used as the national emblem of Scotland since the Sixteenth Century.

The name Saltire Software reflects the Scottish origins of the founders of the company.



# What's New in FloorRight

## New Features

The latest version of FloorRight™ Professional v6.0 and FloorRight™ Commercial v6.0 contain many new features. The toolbar sports some new items: the **Measuring Tool** , and **New Document**, **Open**, and **Save** buttons -   . A configurable Legend lists all the materials in the document. To make the drawing easier to read, you can now select the color for walls. You can enter your own special prefix for room labels. There are new controls for grouping stock pieces and adjusting seams. The latest drawing shortcuts include room rotation and expansion. The Job Estimate has some new cost bases, adjusted perimeter and step count. To keep pace with the latest new hardware, there is a new Disto Import utility.

The latest addition to the Commercial version also features Tabbed Pages. With this feature, you can divide a large job into discrete pieces, with the Stock Rolls, and Job Estimate broken down by page.



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