A Quick Start Guide for

FloorRight™

Saltire
Software

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1.   The Purpose of the Quick Start

The FloorRight™ Quick Start will help you to install and use FloorRight in a very short time. Soon, you will have the software installed and you will be able to create bid estimates. Then, with practice and assistance from the tutorial and help files, you will be able to quickly create competitive bids for any customer.

1.1.   Who Should Use the Quick Start

1.1.1. Network and System Managers

The people who manage the computers in your store can use the Quick Start for guidance in installation and licensing of the software.

1.1.2. First-Time Users

People who are unaccustomed to working with computers will find the Quick Start very helpful in learning how to manipulate a point-and-click environment, as well as becoming familiar with the features and functions of FloorRight.

1.1.3. Experienced Users

Experienced FloorRight™ users can learn about new features, as well as more in-depth information on features they might already be familiar with.

1.2.   Topics the Quick Start Covers

The Quick Start is intended as a launch point for using FloorRight. Information for most features has been left out of this document to keep you focused as you begin using FloorRight. Features covered in the Quick Start include:

- Setting up FloorRight
- Introduction to the basic tools
- Creating and editing simple rectangular rooms
- Importing drawings into FloorRight
- Working with one material
- Viewing and printing the estimate
- FloorRight Commercial™ features

1.3.   Where to Go for More Information

1.3.1. FloorRight™ Tutorial

The FloorRight™ Tutorial is the easiest and fastest way to get competency in FloorRight. The tutorial gives you a hands-on demonstration of the application, as well as step-by-step guidance through some of the more sophisticated features. We encourage you to use it. The FloorRight Tutorial can save you a lot of time in the day-to-day use of FloorRight.

You can start the tutorial by placing the FloorRight disk in the CD player of your computer. The computer screen will show a dialog box with the option **Run Tutorial.**

To run the tutorial, it is not necessary to have FloorRight installed on the hard disk of your computer. The tutorial can be run directly from the CD drive. However, once you have installed FloorRight you do not have to run the tutorial from the CD. You can access it from the FloorRight program group from the Start button on the Windows taskbar.

1.3.2. FloorRight™ Help

FloorRight™ includes a complete help system, including the ability to get context-sensitive help on what you are currently working on. Press **F1** at any time when running FloorRight, or click on the **Help** menu, and choose **Help Topics**.

The Online Help includes a table of contents for common topics, and is fully indexed to help you get quick answers to your questions.

1.3.3. FloorRight™ FAQ

The answers to many "frequently asked questions" are included at the end of this document. You can browse through this list to give you a better idea of what to expect, or you can search through it when you have a particular question of your own.

1.3.4. FloorRight™ Web site

For more information on using or obtaining FloorRight, see the FloorRight web site: http://www.floorright.com/

2. Installing FloorRight™

2.1. Hardware Requirements

The minimum hardware requirements for FloorRight™ are:

- 32 megabytes of RAM
- 100 megabytes of disk space
- Pentium ™ or compatible processor (166 MHz or faster recommended)

2.2. Recommended Screen Settings

Minimum screen settings for proper FloorRight™ function are

- 256 color display
- 800x600 display resolution

Although 256-color mode is adequate for FloorRight, the software takes full advantage of True Color. If you choose a lower level of color depth, you may wish to be judicious in your choice of colors for the materials you set up. Clicking the **Solid** color in the **Add New Material** dialog box will prevent mottled looking displays and interference with the text in a room.

A higher color depth - either High Color or True Color - is recommended for the best visual appearance.

2.3. Performing the Installation

In order to install FloorRight™ correctly on Windows NT, 2000, or XP Pro, you must be logged on with Administrator privileges, otherwise the FloorRight licensing mechanism will not work. Administrator privileges are only necessary when installing FloorRight. Once installed, anyone who has access to the FloorRight directory, not just administrators, will be able to run FloorRight.

The setup procedure is a set of self-explanatory dialog boxes that will lead you through the installation process.

If this is the first time you are installing FloorRight on your computer, place the CD in the CD player of your computer. An "InstallShield" dialog box will pop up. The setup will take a few seconds to prepare the InstallShield Wizard, which will guide you through the program setup process.

If the installer doesn't automatically run when you put the CD in the drive, you can start the installation of FloorRight by double clicking on the "My Computer" icon on the Windows desktop. Then you will need to double click on the CD icon, which should be labeled FloorRight. Finally, double click on *setup.exe* to start the setup process. The following dialog box will appear
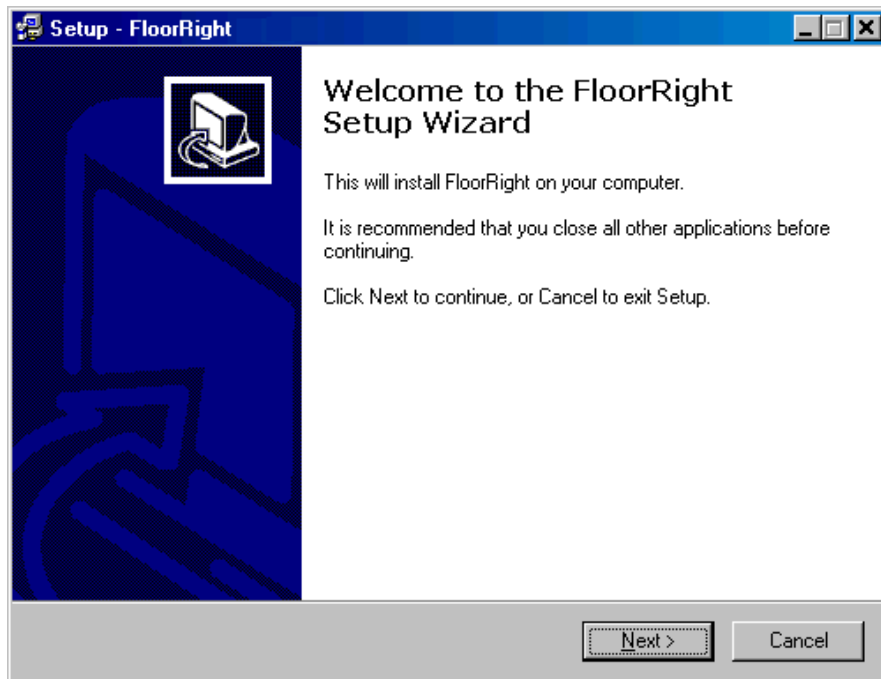
Click Next and FloorRight will install WiBuKey support to your system.

Next, the License Agreement popup and you have to accept the agreement in order to continue the installation.

The next dialog box asks for your user name and your company name. Enter the information and then click on the **Next** button to continue.

The next dialog box asks for your company's address and phone number. Again, enter the information and then click on the **Next** button to continue

By default, FloorRight is installed in **C:\Program Files\FloorRight**. If you want to install FloorRight in another directory, click on the **Browse** button when you get to the following dialog, and then browse to the folder where you want FloorRight to be installed. To continue with the installation, click on the **Next** button.
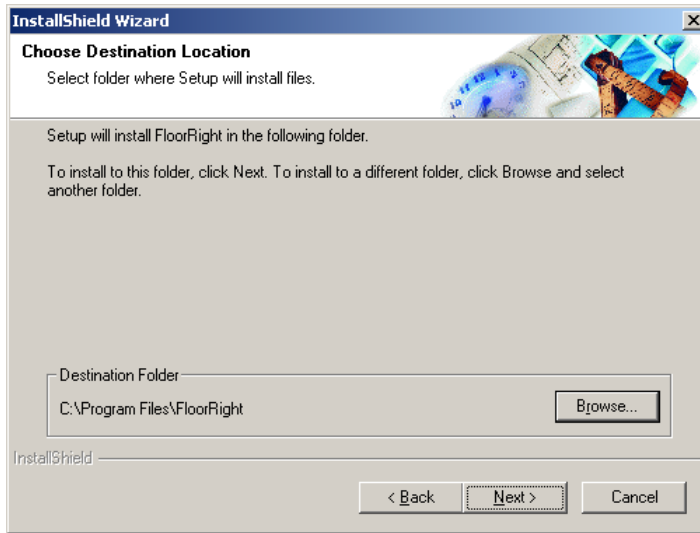
The next dialog box asks you if you want to use USA defaults or the metric defaults. This setting controls what the default materials are. Select one and click on the **Next** button.

The last dialog box asks you whether you want to copy settings from previous version or not. By default, the "Copy settings from previous version**"** checkbox is checked. If you don't want to copy the settings from previous version, then uncheck this checkbox.

Click **Next** to review the settings and then click **Next** again to begin copying files. If the installation is success, you will get the following dialog
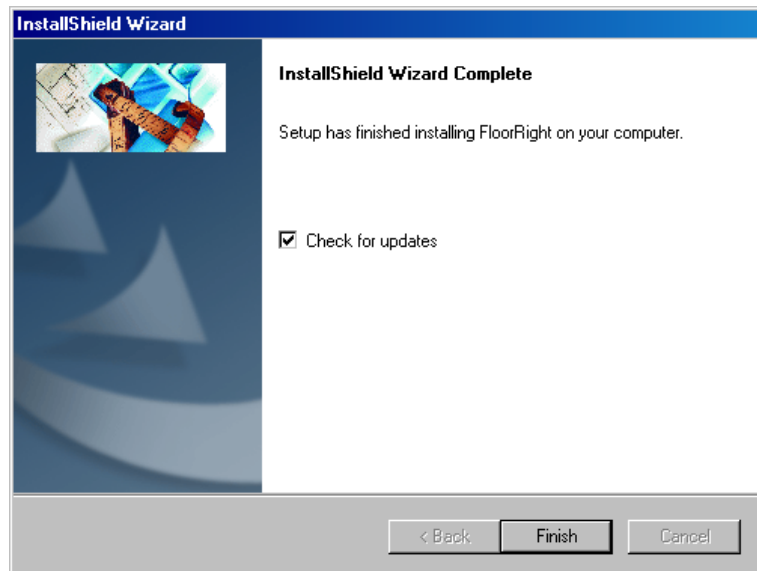
Clicking **Finish** with "Check for updates" checkbox checked will take you to the TrueUpdate service. If you don't want to check for program updates, then uncheck this checkbox before clicking on the **Finish** button.

Now, the installation is finished and you can remove the CD from the CD player.

2.4.   *Obtaining a License*

If you are running FloorRight without a WIBU-key connected to your computer, or if the network license is not available, then some functionality will be disabled. You will not be able to save or print and FloorRight will only run for 60 minutes. In addition, you will not be able to enter or see prices for materials and estimates. To buy a FloorRight license, you should contact your FloorRight distributor.

3.   Creating an Estimate

3.1.   Starting FloorRight™

Now that you have installed your software, you can find FloorRight on the **Start** menu under **Programs**. The steps for creating a bid estimate are:

1. Define rooms in the FloorRight system.

2. Describe the materials to FloorRight and assign them to rooms.

3. Determine the estimated price for the job.

4. Provide the information to your customer.

3.2.   Defining Rooms

Create rooms either by typing in the dimensions, or by clicking and dragging rectangles on the screen. Rooms that are not strictly rectangular can also be drawn. See the tutorial to find out how.

3.2.1.   Creating Rooms with the Text Interface

You can create rectangular rooms by typing directly into the **W x L** box and the **Room Name** box on the toolbar.

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 by 18 feet.

2. Type the name of the room in the Room Name [   ] box.

3. Click on the green check mark button , or press the **Enter** key.

3.2.2.   Creating Rooms with the Graphical Interface

To draw a rectangular room, start by selecting the rectangle button from the tool bar. Draw your room by clicking and dragging in the room view, the part of the display directly below the toolbar.

1. Depress the left mouse button in the room view

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 size room.

The rectangle button continues to be in effect until you select another drawing button.

3.3. *Working with Materials*

3.3.1. Creating a Material

FloorRight™ comes with many pre-defined material styles. A material style contains information about the type of material (carpet, Berber, ceramic tile, and so on), whether the material has a pattern, and several other considerations. Match a color code with a material style that matches your client's choice, and you have created a material.

FloorRight starts with a fairly plain material already created: carpet with no pattern and a width of 12 feet. If this is satisfactory, you can put off creating materials until another time. Otherwise, follow these steps:

1. Locate the color drop down dialog box in the upper left corner of the tool bar. Click on the small triangle.
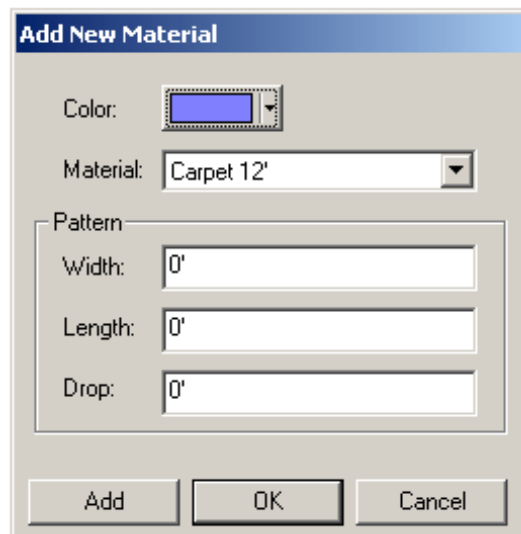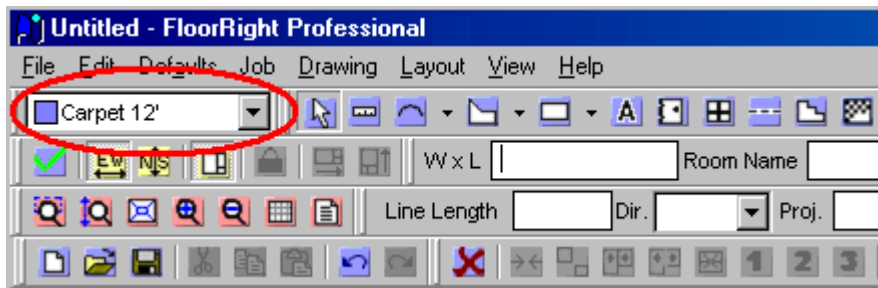
2. Click on **Add New Material**. This will open a color dialog box (page 14).

3. Select a color from the **Color** drop down menu, or use the default one.

4. Select a material style from the **Material** drop down menu.

5. Click on **OK**.

Later, you can elaborate on this process, inventing new material styles.

3.3.2. Defining Tile Materials

A tiled material must be specifically defined in the **Material Type** dialog box before it can be used. Select **Defaults / Material Type** and add a material with the following characteristics

- Boxed

- Pattern width, which is greater than zero (this is used as tile width)

- Pattern length, which is greater than zero (this is used as the tile length)

- Amount per box, which is greater than zero

Boxed	Amount / b	Est. items	Pat. width	Pat. length
☑	0.00	Pad, Labor	0'	0'

Any material with the above definition will be treated as tile.

3.3.3. Assigning Materials to Rooms

You can tell which material is being used in a room by its color. 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 small triangle to see the rest of the materials you have defined, and pick the right one.

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

3.4. *Viewing the Layout*

Clicking the seam/stock button 🔲 on the tool bar will split the window into two parts. The top part of the window, called the seam view, displays the location of seams in the rooms. The lower part of the window, called the stock view, displays the stock and how it should be cut.

As you become more proficient, you may wish to tailor the placement of seams more to your customer's preferences. The tutorial includes examples of how this is done.

3.5. *Determining the Price*

Click on the money button 💵 to open the **Job Estimate** dialog box. You can set prices for materials, labor (fitting), padding (underlay) and other related items.

The **Job Estimate** dialog box contains an itemized quote for the job you are estimating. When you complete the estimate, this quote can be printed and given to your customer.

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.

3.6.   Printing Reports

3.6.1. Room, Seam and Stock Views

FloorRight™ has three views: Room, Seam, and Stock view. You can print any of these views by selecting the appropriate option under the **File/Print** menu. Note that **Print Rooms** will print the seams if you are viewing a layout. Otherwise, it will only print the rooms and not the seams.

View	Layout button	Print Command
Room View	Off (up)	Print Rooms
Seam View	On (depressed)	Print Rooms
Stock View	On (depressed)	Print Stock

3.6.2. Job Estimate

To print a job estimate, bring up the **Job Estimate** screen by clicking on the button, and then click on the **Print…** item under the **File** menu.

4.   Basic Tools

4.1.   Text Entry Tools

4.1.1. Room Name [   ] Room Name Box

Whenever you create a room, it will be given a name. If you don't supply a name, FloorRight™ will generate a default name for you. You can enter a name when creating a room using the **Room Name** box. You can also change the name of an existing room by selecting that room, typing a new name in the **Room Name** box, and pressing the **Enter** key.

4.1.2. W x L [   ] W x L Box

You can enter 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 by 18 feet. See Entering Lengths for more information on how FloorRight™ interprets the lengths you specify.

2. Type the name of the room in the **Room Name** box.

3. Click on the green check mark button ☑ or the **Enter** key.

4. If you wish to cancel this action, click on the reset 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 button ☒ to reject them.

IMPORTANT:
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.

4.1.3. Line Length [   ] Dir. [▼] Line Length, Direction

The **Line Length** text box allows you to enter the length of a wall. The **Dir.** text box allows you to enter wall direction. Press the **Enter** key when you finish.

4.1.4. ☑ Accept (enter) Button

You can accept an entry in any of the text boxes, like the **W x L** or the **Line Length** box, by clicking the accept button.

4.1.5. ✖ Reject (cancel) Button

You can cancel an entry in any of the text boxes, like the **W x L** or the **Line Length** box, by clicking the cancel button. This will discard any values that you've just entered.

4.2. Drawing Tools

4.2.1. ▭▾ Rectangle Tool

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 the mouse.

1. Depress the left mouse button in the room view

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 size room.

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

4.2.2. ▭▾ Line Tool

Most rooms are not simple rectangles, but in many cases using a rectangular approximation will suffice. On those occasions when using a rectangle would cause too much waste, FloorRight™ helps you create a more efficient layout. Use the line drawing tool 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 room line drawing tool button on the toolbar.

2. Click the locations on the room view where you would like the corners of the room to be.

The room line drawing button continues to be in effect until you select one of the other drawing buttons

4.2.3. ▭▾ Rectangle Hole

The **Rectangle Hole** cutter is selected by using the drop down arrow to the right of the rectangle button on the toolbar. When selected, the toolbar button changes to show a room with a rectangular hole in it and the cursor includes scissors to indicate hole cutting is active.

Cut a rectangular hole in a room the some way you drew a rectangular room:

1. Depress the left mouse button in a room

2. Without releasing the mouse button, move the mouse cursor to where you would like the opposite corner of the hole to be. Note: When first creating a hole, all points defining the hole must lie within the same room

3. Release the mouse button when you have the right size hole.

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

4.2.4. Polygon Hole

To switch between the room line drawing tool and the non-rectangular hole-cutting tool click the drop down arrow next to the **Polygon** tool and select the **Polygon Hole** tool. When selected, the toolbar button changes to show a polygonal room with a hole cut out and the cursor includes scissors to indicate hole cutting is active.

To cut a polygonal hole in a room click the locations inside a room where you would like the corners of the hole to be.

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

4.2.5. Close Room

This button draws the last wall of a room for you. It will only be active if you are in the process of drawing a room.

4.2.6. Cancel Line Draw

This button deletes the room you are currently drawing and lets you start your room drawing effort over. It will only be active if you are in the process of drawing a room.

4.2.7. Delete Side

This button deletes either the first or last side of a room that is in the process of being drawn. If no side is selected, it will delete the last wall that you drew. This button will only be active if you are in the process of drawing a room.

4.2.8. Highlight Tool

This button allows you to select most objects, like points, walls, rooms, or pieces on the stock.

To select two or more object simultaneously:

1. Click on the highlight button on the tool bar.

2. Hold the **Shift** key or the **Control** key down as you click on the objects you want to select.

3. If you click on the wrong object, click on it again with the **Control** key down, and it will become unselected.

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.

4.2.9. ▣ Text Tool

You can add informative text to your room view by using the Text Tool button on the tool bar.

Click the button, and then click the location in the room view where you would like your text to appear. This will bring up the **Add Text** dialog box.

If you wish to edit the text you have entered, just double click on the text you wish to change. The **Edit Text** dialog box will allow you to edit the text.

To delete text, click on the Highlight button, and then click on the text you wish to delete. When the text is selected, it will change to the highlight color. Press the **Delete** key or select **Delete** from the **Edit** menu to delete the text.

4.2.10. ▣ Door and ▣ Window Tools

Natural light from windows and the high traffic of doorways can make carpet seams easier to see. FloorRight™ uses the location of doors and windows when producing an automatic layout, and tries to place seams as far away as possible.

To draw a door or window:

1. Click on the add door or add window button (above)

2. Position the mouse cursor on the wall where you would like the object 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 door or window frame. Keep an eye on the lower left corner of the screen to see the width.

4. Release the mouse button when you are satisfied.

5. For doors only: After creating a door, a Transition Properties dialog box will pop up. Length can be updated by using the length drop down menu or simpy typing a new length, a different Transition Material can be selected, and you can optionally select a hinge side and direction of door swing. (see the dialog on page 21)

Since doors are used by the layout algorithm 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.
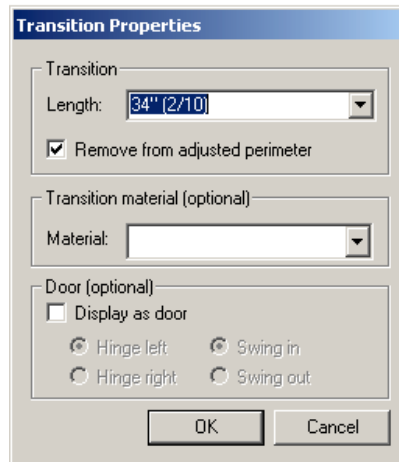
4.3. Seam Tools

4.3.1. User Added Seam Tool

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.

You can add a seam in room view before doing a layout, or you can add a seam in seam view, after FloorRight has generated a layout.

To add a user defined seam:

1. Click the seam button on the toolbar (above).

2. Move the mouse to the wall that you want to start the seam from.

3. Press down on the mouse button where the seam should begin.

4. Without releasing the mouse button, move the mouse cursor to the wall or seam where your new seam will end. If this is a valid seam location, FloorRight will display the horizontal or vertical distances along the walls.

5. Continue to drag the mouse along the second wall until the distances are correct. If you have a difficult time getting the distances exactly right you can always place the seam near the correct location and then drag the seam after it has been created.

6. Release the mouse button to place the seam. Your new seam will appear as a solid line across the room. User-created seams are always displayed, even in room view.
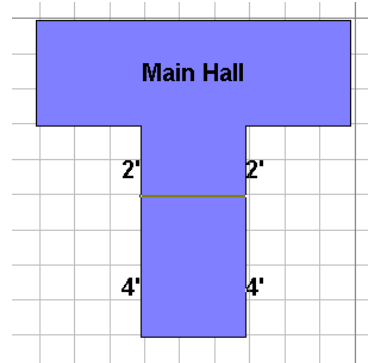
If you are not satisfied with the result, you can use undo, or delete the seam and try again. You can also move the seam by selecting and dragging it.

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 in the wrong room and be inadvertently trying to create a seam between two different rooms. To overcome this, drag the room away from the other rooms and try again.

4.3.2. ☒ Deleting Seams

First select the seam you want to delete. Next, click the eliminate seam button ☒, which will be activated as soon as you select a seam.

Note that after you eliminate a seam, that room will become locked. A locked room will not get re-laid unless you explicitly reset the layout.

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. In this case, you must first delete the dependent seams that are attached to the seam you want to delete.

4.3.3. ☒ Moving User Added Seams

You can move most user added seams. You cannot move any computer-generated seam. To move a user added seam:

1. Select the seam using the selecting tool (above).

2. Click down on the seam.

3. Move the mouse to drag the seam to its new location. Note the measurements above and below the room—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.

You cannot move a seam across walls. You can move seams that have dependent seams. The dependent seams will automatically adjust to fit.

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4.4. Zooming Tools

You can use these tools either from the toolbar or from the **View** drop down menu.

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.

If you are in seam view, you must click on the window you would like to zoom first. The seam view shows up in the upper half of the screen. It contains the floor plan of the job. The Stock view shows up in the lower half of the screen and contains the cuts and the stock of the material that will be used in the job.

FloorRight™ supports five kinds of zooming:

Icon	Menu Item	Description
🔍	Zoom In	Zoom in reduces the scale of the current window by a factor of two, making everything look twice as large.
🔍	Zoom Out	Zoom out increases the scale of the current window by a factor of two, making everything look twice as small.
🔍	Zoom to Height	This tool adjusts the scale of the current window to encompass the full height of the drawing, top to bottom, including a small margin.
🔍	Zoom to Fit	This tool scales the screen so the entire drawing is shown.
🔍	Zoom Box	Zoom Box lets you select a region of interest on your diagram, and fits that region onto the screen. To use this tool, draw a box around the area that you want to zoom. FloorRight then scales the screen to the box that you have drawn.
	Zoom Restore	This tool has no button on the toolbar. You can only use it from the **View** menu. **Zoom Restore** reverses a zooming action, restoring the window scale to its previous state.

4.5. Layout Tools

4.5.1. 🔲 Viewing the Seam/Stock View

Clicking the stock toggle button on the tool bar 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, displays the location of seams in the rooms. The lower part of the window, called the stock view, displays the stock and how to cut it.

4.5.2. Flipping Seams

Flipping seams starts the seams on the other side of the room. This could create more or less waste, depending on the rooms. To flip the seams, select the room to change seams, then click either:

The horizontal flip button ⊞ moves the seams from left to right.

The vertical flip button ⊞ moves the seams from top to bottom.

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

4.5.3. 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 up and down your screen, click on the North-South lay direction button ⊞ on the toolbar or select **Lay Material N-S** from the **Layout** menu. To change back to East-West, select the east-west lay direction button ⊞ on the toolbar or select **Lay Material E-W** from the **Layout** menu.

4.5.4. Setting a Specific Lay Direction for Individual Rooms

In addition to setting the lay direction for the material, you can choose to set the lay direction on a room-by-room basis. This will over-ride the ⊞ and ⊞ tools for a specific room. When a lay direction has been specified for an individual room, the lay direction for that room is indicated with a small arrow.

To change the lay direction of an individual room, select the room or side and choose one of these options from the **Layout/Lay Room** menu:

- Lay Room North
- Lay Room South
- Lay Room East
- Lay Room West
- Lay Room As Material – default
- Lay Room To Side

The "Lay Room As Material" option indicates that you want no special treatment for this room after all.

4.5.5. ⊞ Locking a Room

Locking a room will freeze that room and prevent it from being re-laid when trying the different layout option buttons ⊞⊞⊞. Locking only affects the different layout options, nothing else. You can still change the room's dimensions, carpet style, or make any other changes.

If you make any changes to a room that invalidates the seams, the room will become unlocked and will be re-laid. For example, if you change the dimensions of a room or

change the material used in that room, that room's layout is not correct any more so it will become unlocked and will be re-laid.

4.5.6. 1 2 3 Different Layout Options

When you eliminate a seam, FloorRight™ leaves all the other seams alone. Essentially, the layout is frozen and the only change that is made is the seam that you have eliminated. This feature makes the layout predictable, but it may not always provide the best layout.

If you've eliminated a seam, it may be possible to re-lay the <u>other</u> rooms and get a better overall layout. The 1 2 3 buttons let you force a re-layout in all rooms where a seam was <u>not</u> eliminated. They become active only after you've eliminated a seam.

Button 1 shows the layout that you just created by deleting one seam. Button 2 will show another layout option, which includes the same or fewer seams than layout 1. Button 3 will optimize layout 1 by adding new seams.

Icon	Function	Description
1	Restore Layout	Restores the layout you had before trying the 2 or 3 layout options
2	Re-lay unlocked rooms, does not increase seam count.	This layout option re-lays all unlocked rooms but will not increase the seam count in a room. For example, if an unlocked room had 2 seams before performing layout option 2, it will have 2 or fewer seams afterwards. The seam count should never increase.
3	Re-lay unlocked rooms, seam count not frozen	This layout option re-lays all unlocked rooms without added restrictions to the seam count. Whatever the seam count is set to in a room's layout properties will be used. For example, if an unlocked room had 2 seams before performing layout option 2 but that room can allow up to 5 seams, its seam count might increase up to the allowable maximum.
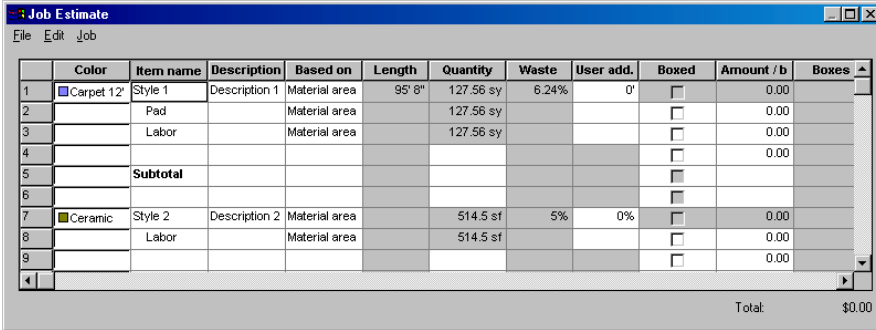
4.5.7. Resetting the Layout

You can reset the layout for any specific material by selecting that material in the drop down (or by selecting a room that is using that material) and selecting **Reset Layout** from the **Layout** menu. This will reset all layouts for that material. It will not reset user added seams. The only way to remove user added seams is to select and delete each seam.

4.6.   Job Estimate Dialog Box

The **Job Estimate** dialog box contains an itemized quote for the job you are estimating. 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 ![icon] from the toolbar, or select the **Job** menu and choose **Job Estimate**.

Clicking the maximize button on the upper right 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. Clicking again will return the dialog box to its original size.

4.6.1. Color

This is the color key for your layout display. It also shows the material type description for that material.

4.6.2. Item Name

This is an identifier for the material being used. Usually this will be the manufacturer and style of the material, once it is decided upon.

4.6.3. Description

This is a textual description for the material.

4.6.4. Based on

This is the measurement that the price of this line item is based on. The measurements you can select from are:

- 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 in case you measure the materials by length of used roll.
- Room perimeter – the sum of the lengths of the walls of the rooms. This only applies to the main room material
- Seam length – the total of all seam lengths for all rooms for which this material is used.
- 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 - 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 hole. Again, this only applies to main room material
- Room count – count all rooms using this material.
- Inside corner count – Inside ninety-degree corner counts of the rooms.
- Outside corner count – Outside ninety-degree corner counts of the rooms. Inside/outside corner counts do not include stairs.
- Adjusted room perimeter - the sum of length of all the walls of the rooms that are counted in adjusted room perimeter. To select specific walls to be removed from the adjusted room perimeter, go to **Wall Properties** (**Edit/Wall Properties**) and uncheck **Count in Adjusted Room Perimeter**.
- Step count – number of steps in all the stairs using this material.
- Adjusted base area – uses the Adjusted room perimeter above to calculate the base area (calculated as 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.

4.6.5. Length

This is the length of the material, if applicable.

4.6.6. Quantity

This is the amount needed. The quantity can be edited only when the Based on entry is set to "fixed." Otherwise, the software computes it.

4.6.7. Waste

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. Ceramic, for instance, has a fixed waste percentage due to breakage and borders. In this case FloorRight™ uses 5% as a default. If you want to change this percentage, you need to go to the **Defaults** menu, then click on **Material type**. Select the waste cell for the material you want to modify and enter the new waste percentage.

4.6.8. User Add

You can add a value in this column to provide for an additional margin of error. Stock materials are expressed in linear units of roll material. Other materials are expressed as a percentage of the job area.

4.6.9. Boxed, Amount/Box, and Boxes

For material which is sold by the box, such as tile, check the **Boxed** column and enter the **Amount / Box** in the current units. FloorRight automatically calculates the **Boxes** needed for the job in the next column.

4.6.10. Unit Price

This is the cost of the material or labor (fitting), based on the **Based on** column. If you are basing this line on **Fixed** cost, this is the cost for one item.

4.6.11. Subtotal

This is the price for this line, before sales tax or value added tax. The row subtotals are the subtotals for a particular material and its associated items.

4.6.12. Tax

The sales tax or value added tax for this line item.

4.6.13. Price

This is the total price, including tax, for this line. The grand total for the entire job is shown just below the scroll bars on the display.

5. Opening, Saving, and Closing Files

5.1. Saving Your File

At some point, you will want to save your file. You may wish to do this as you exit FloorRight™, or in the middle of your work as a precaution against power failure or other mishap.

To save your file for the first time without exiting FloorRight, select the **File** menu and choose **Save**. You are prompted to enter Customer Information and a file name.
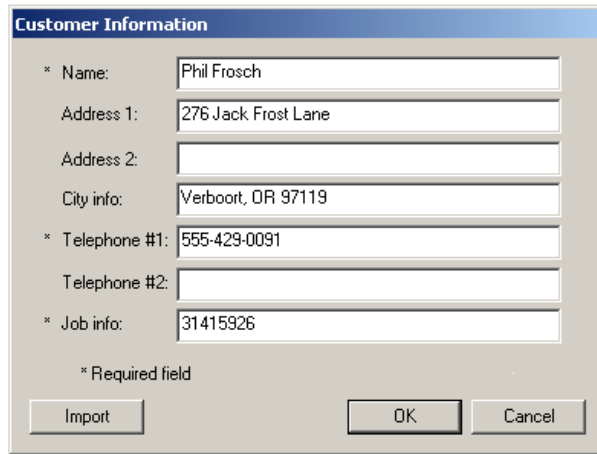
5.1.1. Naming the File

When you save your file for the first time, you will need to decide on a file name and a directory for your file. Choose a file name that reminds you of what is in the file. If you do not choose a directory, your file will be saved in the folder where you installed FloorRight™.
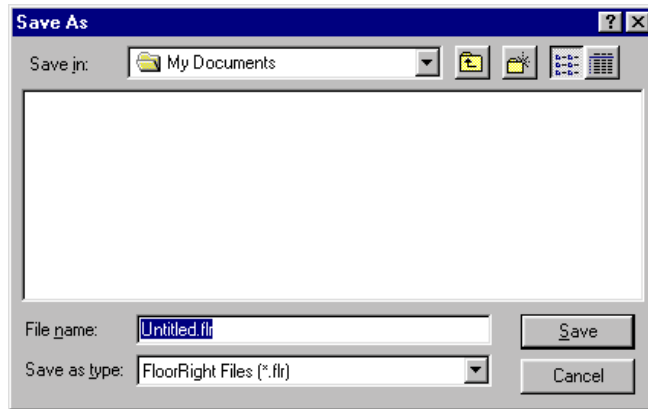
5.1.2. Customer Information

If you have not entered customer information for this file, you must do so before you save or exit. FloorRight™ requires that at least a **customer name**, **telephone number** and **job information** be supplied before saving or closing the file.

Job information is designed to store information that is meaningful to you. An example would be to enter a unique identifier to distinguish this job from other jobs.

Click **OK** when you have entered at least this information.

5.2.   *Opening an Existing File*

After starting FloorRight™, select the **File** menu and choose **Open**. A dialog box very similar to the save dialog box will be displayed. Select the file you wish to open, or type in the name of the file. Click **OK** when you have finished.

For quick opening, the last four files you created or modified are listed at the bottom of the **File** menu.

6.   Setting Up Defaults

There are several items that are set up for your environment: Material Type, Room Layout Styles, Job Estimate Items, Sales Tax, Fonts, Company Information, Setting / Clearing the Splash Screen, and Options. You can set your defaults once, as you start using FloorRight™, and then save them as a template for all the FloorRight files you create using the **Save File As Template...** item from the **File** menu. Later, you can make changes to the template as necessary. Note, that your defaults will only be saved if you save them as a template, otherwise, they will not be saved.

6.1.   Material Type

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**.
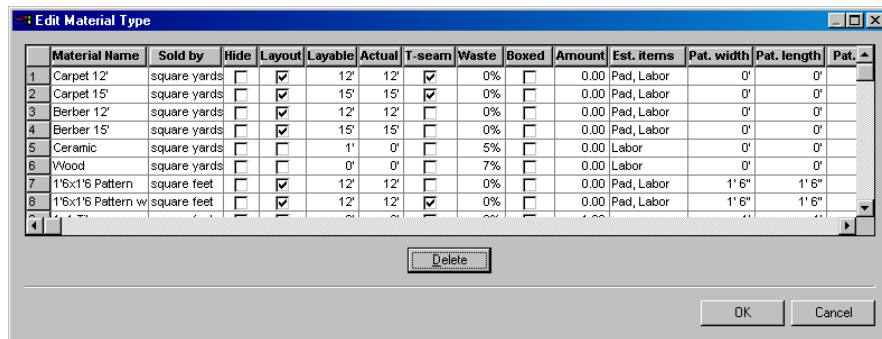
FloorRight™ provides many standard material types. If you do not see one that fits your material, you can change one of the existing types, or create your own. Simply click on the box you want to change and type in your changes

6.2.   Room Layout Styles

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**.
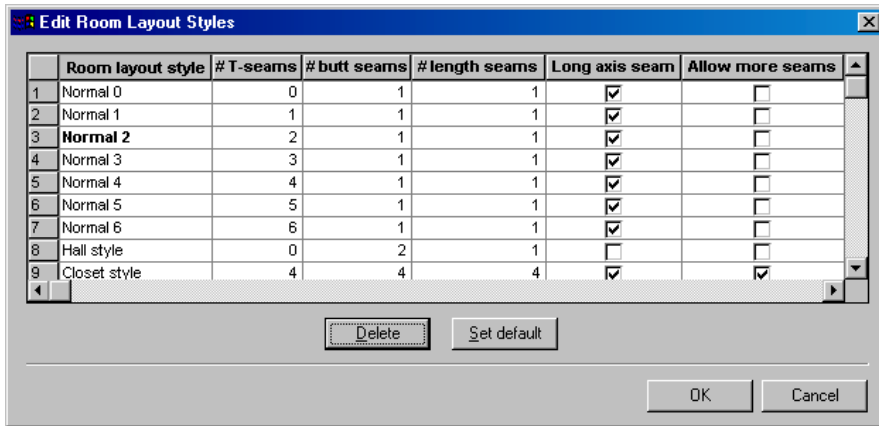
6.3.   Job Estimate Items

Estimate Items are additional items, which 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 can add as many additional items if you like but only the first 32 items will appear in the **Edit Material Type** and **New Material – Detailed** dialog boxes.
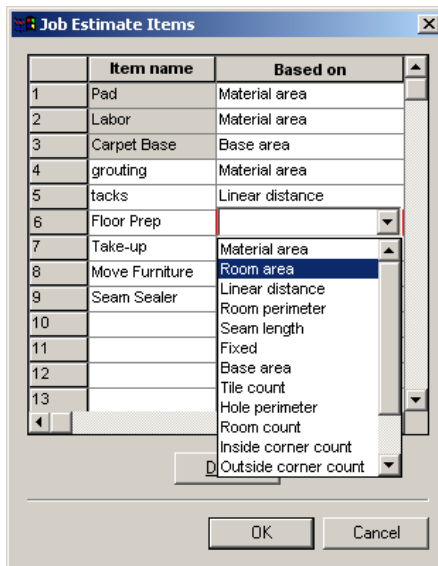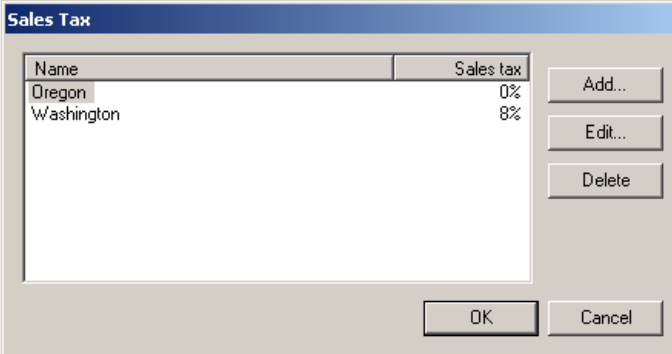
To access the Job Estimate Items dialog, select **Job Estimate Items** from the **Defaults** menu.

Insert your additional items by name and "Based on" (cost basis). This information is conveyed to the **New Material - Detailed** and **Edit Material Types** 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.

6.4.   Sales or Value Added Tax

Your region may impose sales taxes or value-added taxes on the goods and services you provide.
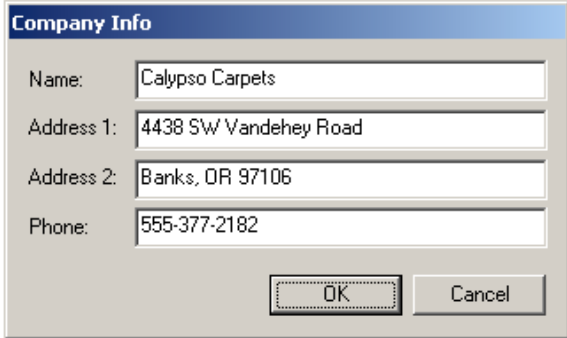
Different areas have different rates of sales tax or value added tax. One company might assess different tax rates for different customers, depending on their residency. Some areas may tax labor (fitting) at a different rate than they tax materials. FloorRight™ accommodates all of these conditions.

To define sales tax rates, select the **Default** menu and choose **Sales Tax**. To record a new tax rate, select **Add**. To change an existing tax rate, select the rate you wish to change and then select **Edit**.

If you have multiple tax rates, they are listed alphabetically. You should be careful because the first one listed is used automatically.

To change the tax rate used, select the **Job** menu and choose **Job Estimate**. Clicking on the tax quantity for a particular line item will allow you to choose the correct tax. This needs to be done for each line item in the estimate.

6.5.   Company Information

Enter information about *your* company by selecting the **Defaults** menu, and then selecting **Company Info**. This allows you to specify your company's name, address and phone number.

6.6.   *Units of Length and Area*

FloorRight™ can work with square yards, feet and inches, or meters. To change the measurement system, click on the **Defaults** menu and choose **Options**. The following dialog box will appear on the screen.
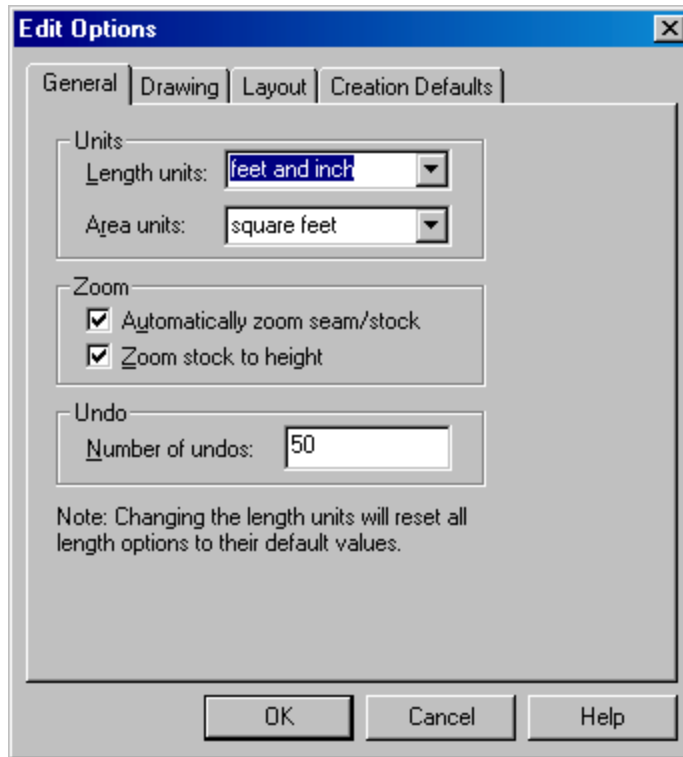
Click on the little arrow ▼ on the right of the **Length units** and **Area units** input boxes to see the available options for units of measurement. Then click on the units you prefer to use. Click on **OK** to accept the changes and go back to the application.

Note that changing your units will clear out any rooms that you have drawn. You will be prompted to save your drawing beforehand.

7.   Importing Leica Disto Data into FloorRight™

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 drawings into FloorRight with the click of a button.

Here's how the interface between the Leica Disto and FloorRight works. See the FloorRight Instruction Manual for the Leica Disto for help in gathering data. With the Disto connected to your serial port, select **File / Import / Disto.**
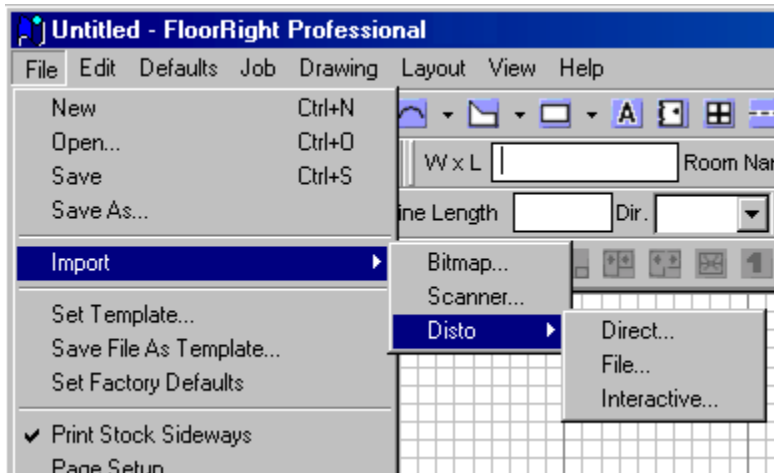
Here you have a choice of Direct, File, or Interactive. Usually you will use **Direct** to bring in the data from the Disto device, but occasionally you might want to save the raw Disto data to a file in for examining later, e.g. if the file contained errors. If you have saved a .csd file and now want to create a FloorRight project from it, select **File** and use the standard Windows **Open** dialog to bring in the data file. **Interactive** is designed to interactively create a series of rooms, which can be imported into FloorRight or saved into a file. This file can then be imported into FloorRight using the usual Disto Import File method.

Whether you created a .csd file or brought the data in directly, the information is displayed in the **Disto Data** dialog box.

Disto Data

- ☑ Site A
  - ☑ Guest Room
    - 3' 4" N (0°)
    - 3' 3" W (270°)
    - 6' 7" S (180°)
    - 3' 3" E (90°)
    - 3' 3" S (180°)
    - 9' 11" E (90°)
    - 9' 10" N (0°)
    - 6' 7" W (270°)
    - 3' 3" S (180°)
  - ☑ Bed Room 1
  - ☑ Bed Room 2
  - ☑ Bath Room 1
  - ☑ Bed Room 3
  - ☑ Wash Room
  - ☑ Nook
  - ☑ Living Room

Angle Format
- ○ Azimuth   ● Quadrant

Room Closing Method
- ● Square   ○ Adjust Length
- ○ Square Reversed   ○ Angled

[Undo]   [Commit Checked]   [Save]   [Cancel]
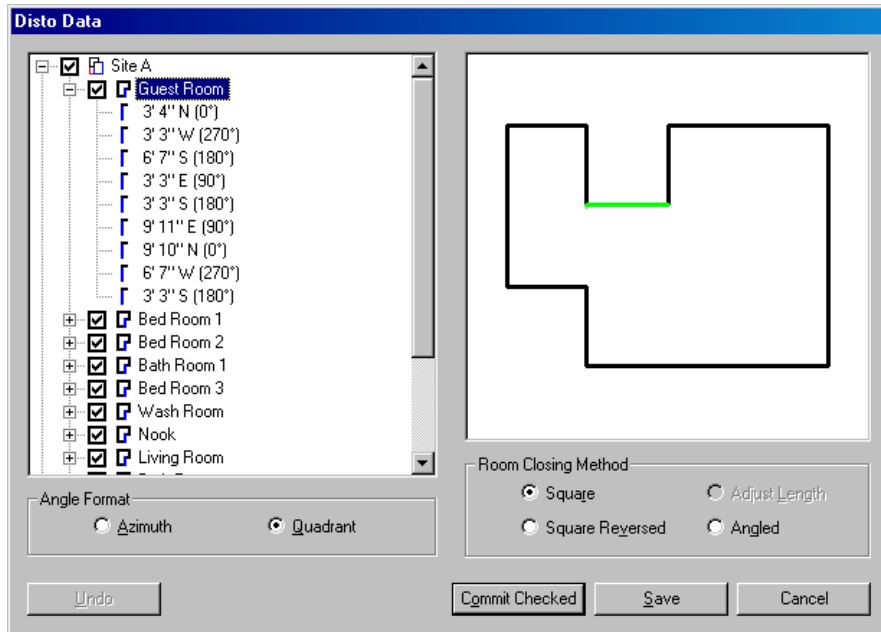
Check the data for errors, making any necessary corrections, then click **Commit Checked** to convert your measurements into a FloorRight drawing. From the FloorRight room view you can rearrange the rooms as needed.

If you are using Disto Pro, once your data is safely loaded into FloorRight, don't forget to delete it from your Disto device; otherwise the old data will be included with the next batch of data you collect.

8.   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.

Using the **Import / Bitmap** option in the **File** menu, you can import the following type of files into FloorRight

- IMG

- PNG

- JPEG

- TGA

- PCX

- TIF (uncompressed only)

- BMP

You can arrange the display and set the scale of your bitmap with respect to your FloorRight drawing in the **Floor Plan Bitmap Properties** dialog
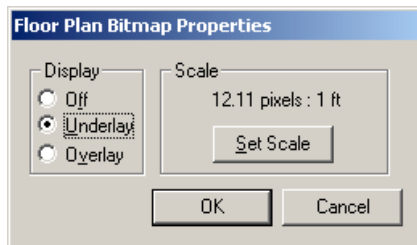
The **Floor Plan Bitmap Properties** dialog can be left open while working on the project. Changes in the settings take place immediately. The **OK** button closes the dialog saving the changes; the **Cancel** button closes the dialog and reverts the settings to their previous value.

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

9. Import From Scanner

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.

Following are steps for importing drawings directly from a scanner

1.   Place your paper copy in the scanner

2.   Click **File / Import / Scanner**

3.   Select a source from the list of all available TWAIN sources.
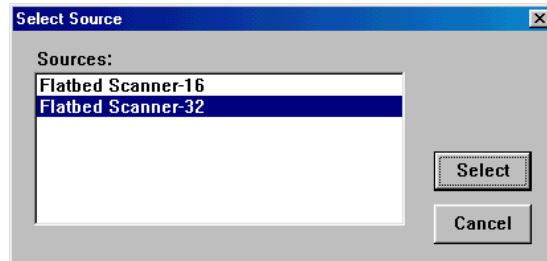
When you make your selection you will advance to the scanning mode. The menu for adjusting the settings is controlled by your scanner's software. All scanning controls, including cropping, color depth, resolution, etc., are enabled. Note: use the monochrome setting if possible; it uses less memory.

After the image is scanned, it is transferred to FloorRight and the orientation window is displayed.
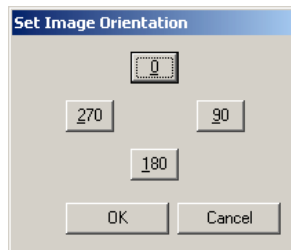
This allows you to change the orientation of your bitmap on the FloorRight grid by 90° increments. The numbers indicate the clockwise rotation from ↑ North

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 **Floor Plan 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.

10. Licensing FloorRight™

10.1. Purchasing a License

FloorRight™ is initially installed with a time expiring trial license. It can only be run for 60 minutes with partial functionality. 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.

10.2. Configuring a License

To configure your license, select **License Info** from **Help** menu. This will bring up the "FloorRight License Information" dialog box.

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

If FloorRight has used a network license before, then you will get a dialog box similar to the following:

FloorRight License Information

Network License for FloorRight Professional
8 - Free users
10 - Maximum users allowed

Server: dragon
Address: 192.168.1.106

Serial # 6-5045588

[Search]   [Trial]   [Cancel]

If FloorRight is running in trial mode, then the following dialog box will be displayed:

FloorRight License   ✕

FloorRight is in trial mode.
Some functionality is disabled.
You will not be able to save or print.
FloorRight will only run for 60 minutes per session.

[OK]
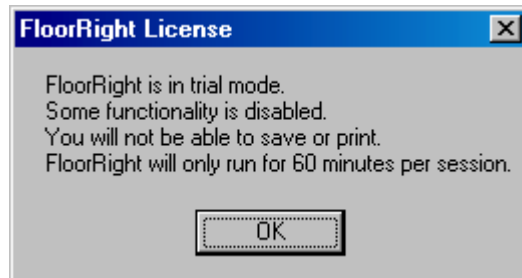
You cannot switch to regular mode if FloorRight is running in the trial mode. You must exit FloorRight, plug in the WIBU-key and then start FloorRight again.

11.   FloorRight Commercial™

The main feature of FloorRight Commercial™ is digitizer support. The addition of a digitizer allows you to enter blueprints or drawings in a fraction of the time and with fewer mistakes.

FloorRight Commercial will support the newest 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.

Other features available only in FloorRight Commercial are AutoCAD import and page tabs.

11.1.   Digitizer

11.1.1. Setting up the Digitizer

There are two ways to calibrate the digitizer. If you know the actual scale, ¼ inch = 1 foot for example, you can enter in this scale. If you don't know the exact scale, if you think the blueprint could be stretched, or if the blueprint isn't plumb on the digitizer, you can manually calibrate the digitizer scale.

Condition	Digitizer Menu Option
Exact scale is a ratio, for example 50 to 1.	Set Fixed Scale
Exact scale is a relation, for example ¼ inch = 1ft,	Set Fixed Scale
Scale is not known	Manually Scale
Blueprint is not plumb on the digitizer.	Manually Scale

11.1.1.1.   Setting a Fixed Scale

If you know the scale then select **Set Fixed Scale** from the **Digitizer** menu.

Option	When to use
Set Ratio	You know the scale as a ratio, for example 50 to 1.
Set Fixed Scale	You know the scale, for example ¼ 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.

11.1.1.2. Manually Calibrating the Digitizer

If you do not know the scale, select **Manually Scale** from the **Digitizer** menu. This will bring up the **Manually Calibrate Digitizer** dialog box.
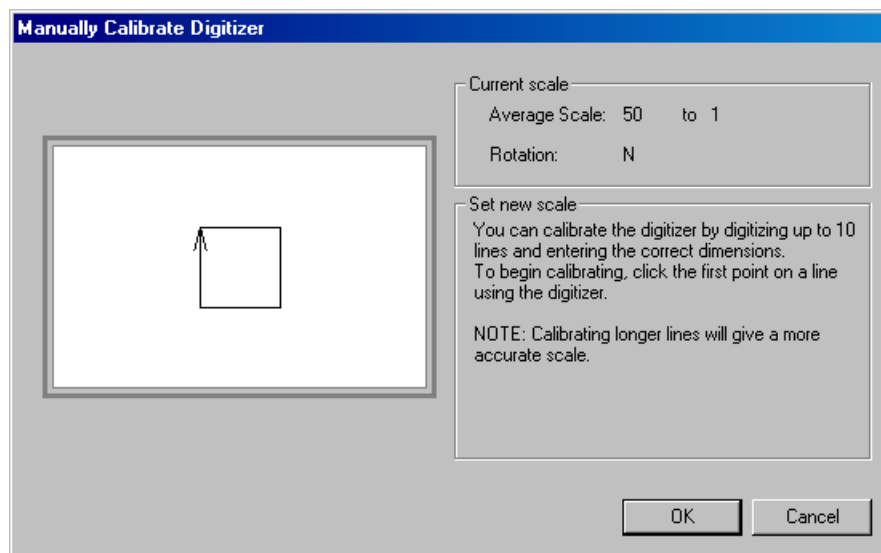
The current scaling is displayed as text in the top right section of the dialog box. This dialog also displays a graphical representation on the left side. The graphical representation shows a square drawn on the digitizer screen. If the current scaling is rotated or stretched, the square will become 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 the rotation.

11.1.1.3. Calibrating

Calibrating the digitizer is as simple as clicking on two points on a line. The farther 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.

11.1.1.4. Compass Directions

FloorRight uses a compass to specify direction. The calibration lines use the same directions that are used when defining walls.

11.1.2. Using the Digitizer

11.1.2.1.   Entering Rooms

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You can use the digitizer to enter rectangular rooms, polygonal rooms, rectangular holes, polygonal holes, windows, and doors. You can also use the digitizer for the zoom-box mode.

First, using the toolbar, select the button for the type of entry that you want to perform. 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 diagonal corner of the room.

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

Tool Icon	Function	Description
	Draw rectangular room or hole	Click on one corner (for example top left), and then click on the opposite corner (for example bottom right).
	Draw non-rectangular room or hole	Click on each end point for each wall.
	Add a door 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).

11.1.2.2. Digitizer Entry Status

FloorRight will display the current entry status when entering rooms, adding a door or a window, and when zooming to a box. You can cancel an operation by clicking on the **CANCEL** button in the digitizer status window.

11.1.3. Digitizer Button Template
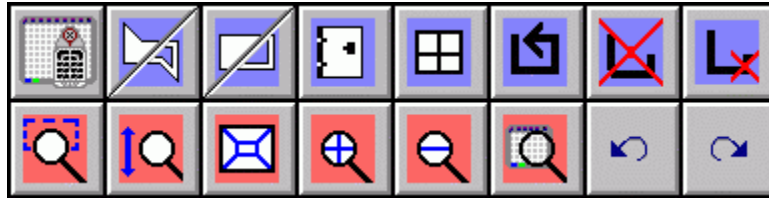
11.1.3.1. Activating the Button Template

1. Attach the button template to the digitizer.

2. Activate the toolbar by selecting **Button Template** from the **Digitizer** menu. This will put a check mark in front of the **Button Template**.

3. Using the digitizer, click on the top left corner of the button template. Next, click on the bottom right corner. You will see the button template drawn on the digitizer screen in the **Button Template** dialog box. Verify the positioning.

4. 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 bottom 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.

11.1.3.2. Deactivating the Button Template

Selecting **Button Template** again will deactivate the digitizer button template and remove the check mark from the menu item.

11.1.3.3. Using the Button Template

The following tables describe the buttons that appear on the digitizer button template:

Button - Row 1	Description
Digitizer Mode	Toggles digitizer mode ON and OFF
Line Draw Mode	The upper left half starts a non-rectangular room
	The lower right half starts a non-rectangular hole
Rectangle Mode	The upper left half starts a rectangular room
	The lower right half starts a rectangular hole
Door Mode	Adds a door to a wall

Button	Description
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.
Button - Row 2	**Description**
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 zooming and scrolling too much have gotten you lost.
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.

11.2. AutoCAD Import

If you already have a floor plan layout in 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.
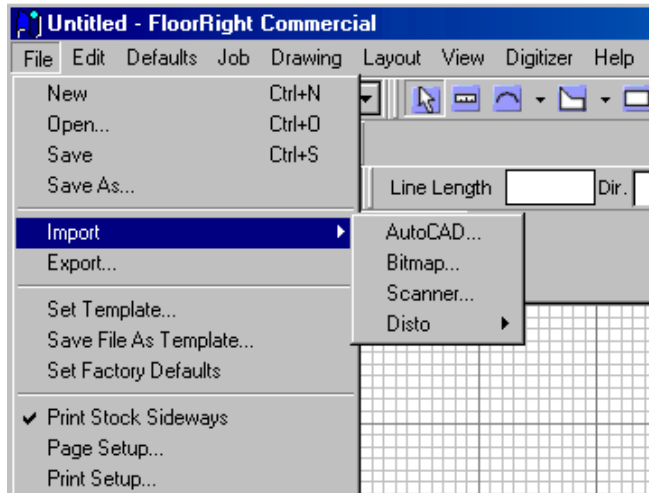
The import automatically opens the AutoCAD properties dialog. If you've already attached your AutoCAD file to a FloorRight file, you can bring up the properties dialog box from the **Edit / AutoCAD Properties** menu selection.
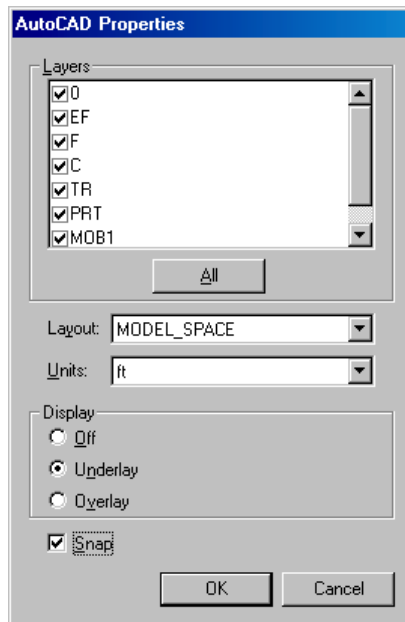
The AutoCAD Properties dialog can be left open while working on the project. Changes in the settings take place immediately. The **OK** button closes the dialog saving the changes; the **Cancel** button closes the dialog and reverts the settings to their previous value.

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

11.3. Page Tabs

The page tabs feature in FloorRight Commercial is a handy way of organizing large or complicated jobs. Some useful applications are:

- Grouping rooms, for example 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.

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**.

12.   Frequently Asked Questions

12.1.   Questions About Styles and Types

12.1.1. What is a material style? What is a material type? How is it different from a material?

A material style is a description that many materials can belong to. For example, a material style might be:

- Carpet
- 12 feet wide,
- Requires a pad (underlay),
- Does not have a pattern

Your customer might want carpets that are all of this style, but in three different colors. In this case you cannot use the same color of material to do the estimation because the waste and the cost calculation will be wrong.

The stock view is initially zoomed to show the pieces of the currently selected material. To see the stock of another material, you can either scroll the stock view or select another material by room or via the material drop-down.

12.1.2. When do I use Add New Material and when do I use Detailed New/Edit?

Use **Add New Material** for entering materials. Use **Detailed New/Edit** for editing materials or if you want to enter a particular name or description for a material.

12.1.3. 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 has the same settings as the default.

You must use materials and material types if:

- You are using a carpet with different settings from the default.
- 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 lay out the materials, and how to calculate the amount of money to charge the customer.

12.1.4. What is a room style?

The room style lets FloorRight™ know what types of seams and how many seams it can use. It is different if you want to cover a closet or a hall. You probably don't want T-seams

in the hall, but you might allow more seams in a closet. Selecting the appropriate room style will give you more accurate estimates and will save material.

12.2. Questions About Drawing and the Display

12.2.1. How do I create 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
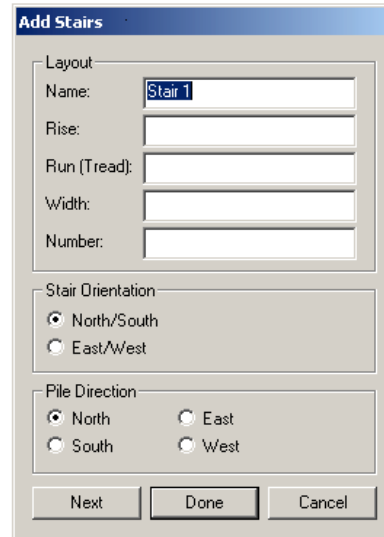
To create a new set of stairs, select the **Edit** menu option and choose **Stairs**, which will bring up a dialog box.

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

The **Stair Orientation** controls allow you to display the stairs left-to-right or top-to-bottom on the screen. This is an important consideration that affects the direction the carpet is laid.

The **Pile Direction** menu allows you to decide the unrolling direction of the carpet.

If you keep in mind that the shapes in 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.

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.

12.2.2. Why are the room name and dimensions so hard to read in the room view?

If you have problems interpreting the measures of a room, you might want to zoom in the drawing. This will allow all the dimensions to appear more separated from each other. To do that click on the **Zoom In** button located in the left side of the tool bar.

12.2.3. How important is it for the floor plan to look right? Is it OK just to have the sizes of the rooms correct?

You don't need to have actual distribution of the rooms on the screen. However the orientation of the rooms is pretty important and has to be preserved in the estimation layout. As soon as you have the correct dimensions and orientation, the layout will be correct. However you may want to give a print out to your customer. If so, you may want a layout that is close to the actual job.

12.2.4. How do I get two rooms exactly next to each other?

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. The circle on the first room will turn white, and a small black circle will appear on the corner you have clicked.

3. If you want to position the two corners together, the easiest way is to select the **Drawing** menu and choose **Align Points**. The second room you selected is moved so that the two corners meet.
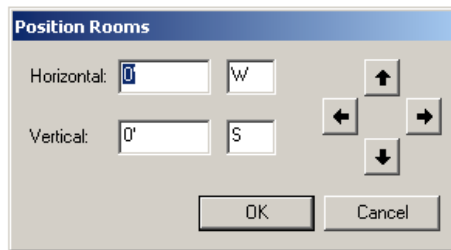
4. If you need to place the corner of a room a certain distance from the corner of another room, use the **Position Room** dialog box from **Default** menu.

12.2.5. When I'm looking at the Stock View and the Seam View, how can I tell which piece goes with which room?

There are two ways of knowing which piece goes in which room. If you want to know which pieces belong to a particular room, the best way to do it is by clicking on that room. The pieces of the stock belonging to that room will appear highlighted in the stock view. If you want to know which room a particular piece belongs to, you can click on that particular piece on the stock. It will appear highlighted in the room view.

12.2.6. I can't get a wall to be just the right length.

You can make an approximate drawing of a room using the drawing tools and then enter the exact dimensions of each wall in the line length box.

Drawing a room with the rectangle or polygon tool is pretty easy. However getting the exact dimension of the room can be harder.

If you want to draw a wall with an exact dimension, the easiest way is selecting the wall with the selection tool, then typing the length on the line length box and the direction in the direction box, located in the center of the tool bar. This will correct any error in the current length of that particular wall.

12.2.7. Why would I want to add windows to a room?

Sunlight shinning on seams makes them more noticeable. If you add a window FloorRight™ will try to avoid seams near that window.

12.2.8. I keep losing my doors. Where are they?

Each room is plotted in the screen as a transparent layer. When you align two rooms, the doors on the shared wall might not show up on the screen. In this case the missing doors were added in the room that is displayed in the back layer. To see the doors:

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** from **Edit** menu on a room that might be covering it up.

3. Select the **Edit** menu and choose **Bring To Front**.

Remember, since doors are used by the layout algorithm 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.

12.2.9. Where does the "Add Text for Printing" text go?

Any text that you enter through the **Add Text for Printing** dialog box will appear in the printouts of the rooms, seams, stock, and job estimate. You can see the text by selecting **Print Preview Rooms** or **Print Preview Stock** from the **File** menu or by clicking on the **Print Preview** button in the **Job Estimate** dialog box.

12.2.10. Why do some rooms disappear when I go into the stock view?

Rooms that have non-roll goods in them, such as wood or ceramic, will disappear in seam view. FloorRight™ does not create a layout for these materials, so the rooms are not displayed.

A second reason might be because the screen has a limited area to show the stock and the layout. Thus, the stock window covers some rooms. If you want to see those rooms you just have to use the scrollbar, located in the right edge of the window.

If you want to see the whole layout, you can click on the zoom to fit button. You will have a reduced view of the entire layout on the screen.

12.2.11. How can I tell the seams FloorRight has made from the seams I have added?

The seams made by FloorRight disappear every time you de-activate the layout button whereas the seams created by you will appear in the room view permanently. Also, the seams you have added will be a dash-dot line pattern.

12.2.12. I was zooming, and now my screen is blank. What happened?

Sometimes when you are zooming in an image, the size becomes so big that the portion of the drawing that fits on the screen can be just a small part of the drawing. In that case the screen can appear completely white or any other color.

There are many ways to go back to a more familiar screen. The buttons **Zoom to Fit**, **Zoom to Height**, **Zoom Restore** and **Zoom Out**, will reduce the size of the drawing.

12.2.13. How do I change my grid?

You can modify the size of your grid by clicking on **Defaults**. This will display a drop down menu. There you will select **Options**. Click on the **Drawing** tab. In this dialog box you will be able to modify or restore the settings of your grid.

- **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.
- **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.
- **Horizontal/Vertical snapping**: When selected, drawing lengths are rounded based on the snapping distance near horizontal/vertical grids.

You can also toggle the grid on and off using the **View Grid** ![icon] button.

12.3.   Questions About the Layout

12.3.1. How do I account for cabinets, islands, bathtubs, and other forms of "negative space" in a room?

First create the room; then either using the rectangle hole or the polygonal hole to remove the "negative space"

12.3.2. What does it mean to "lock 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.

Lock a room means that all the pieces and seams that are currently in the room will remain there regardless of further changes you make to other rooms in the same job. In other words, this feature freezes the layout of the room you locked.

12.3.3. I can't figure out how to lock a room. The lock icon never seems to be enabled.

To lock a room, you need the stock layout button activated ![icon].

1. Select the room and then click on the lock room button on the toolbar .

2. 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.

12.4.   Questions About Job Cost

12.4.1. How do I enter prices?

The price per unit of a material can be entered when you first create the material with the **New Material - Detailed** dialog box from **Edit/Material List**. You can also enter the material price in the **Job Estimate** dialog box from the **Job** menu, as well as prices for labor (fitting), padding (underlay), and other related items.

12.4.2. What can I give the customer when I'm done?

Your customer basically wants a quote for a job. Hence the main piece of information will be a printout of the job estimate. However if you want to give more credibility to your quote a printout of the room view and the stock view will give a very good impression to your customer.

12.4.3. Where is the total price?

The total price will appear on the bottom of the screen in the room and seam views. The total price will also appear in the last row of the job estimate. Notice that the total price will not be shown in the printouts of the room view or the stock view.

12.4.4. How do I add sales tax or value added tax?

In the job estimate view there is a column for tax purposes. Different areas have different rates of sales tax or value added tax. One company might accrue 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**. To record a new tax rate, select **Add**. To change an existing tax rate, select the rate you wish to change, and then select **Edit**. 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**. Clicking on the tax quantity for a particular line item will allow you to choose the correct tax. Even though this needs to be done for each line item in the estimate, it is very likely that you do not need to modify the taxes very often.

12.4.5. How do I account for waste in ceramic tile or wood?

Ceramic tile and wood are examples of materials that do not need to be laid out in order to know the approximate waste.

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. This allows you to pre-set an estimated

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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.

12.4.6. How do I add additional charges for items that FloorRight does not compute?

In the **Job Estimate** dialog you may include any additional items that you want to add to your estimation. In the column **Based on** you can select which measurement will be used to measure the price of each line. You can select from several different measurements. If you want to charge per room the best way to do it is by selecting a fixed price, then in the **Quantity** column you would enter the number of rooms. In **Unit Price**, add fixed price for each room.

12.4.7. How do I change the currency symbol

You can change the currency symbol through Microsoft Windows. FloorRight™ will use whatever currency symbol you have set.

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 Options** 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.