

Space Planning Guide Instructions

If you decide to do your own space planning with the WorkSpaces 2D and 3D kits please be aware of the following guidelines.

Download File Contents

There are three content files provided:

- SpacePlan 2D Template_2009

This file contains the actual templates you will use in your plan.

- SpacePlan 3D Guide_2009

This file contains 3D images of the 2D templates and also explains how to use our products functionally in a design. Use this file for added information.

SpPlan ArchSymbols

This file contains 2D symbols of doors, windows, and other features typically found in a space plan other than WorkSpaces items. Use them to flesh out your drawing.

Download File Types

For customers with different software or no software the following types of files are provided:

- PDF, Adobe

PDF files can be printed out using Adobe Reader, a free program from www.adobe.com.

After printing them out you can physically (scissors and wax stick) cut and paste the symbols into a grid onto which you have drawn your room. See the 2D Template file for instructions. Everyone should print these out since the text is easier to read than in cad.

DWG, Autocad

DWG files can be imported by CAD programs, Adobe Illustrator, Visio, Google SketchUp, and many others. The templates can be manipulated like any vector based program. Regarding Google SketchUp, if you enjoy software and technology this free program is quite powerful and can be used much like an inexpensive CAD program. If you are frustrated by software, just stick to the physical cut and paste. Enjoy!

DXF, generic vector format

DXF files can be imported into many non-Autocad compatible programs.

XLS, MS Excel

This XLS file is a preformatted file with templates already included that allows you to do simple, unsophisticated drawings of your room and electronically cut and past WorkSpaces templates into the drawing, rotate or flip them, move them, etc. Excel is actually a fairly easy program to do a simple space plan in.

Have WorkSpaces Do Your Space Plan

Finally, if you are rushed for time or do not want to bother doing your own space plan, you can send your 2D sketch with dimensions and contact information to us and we will do it free of charge. Please download the 2D PDF Templates and review how to correctly do a dimensioned sketch of your work area. Send your information in either fax or email (scanned) form to our address below.

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