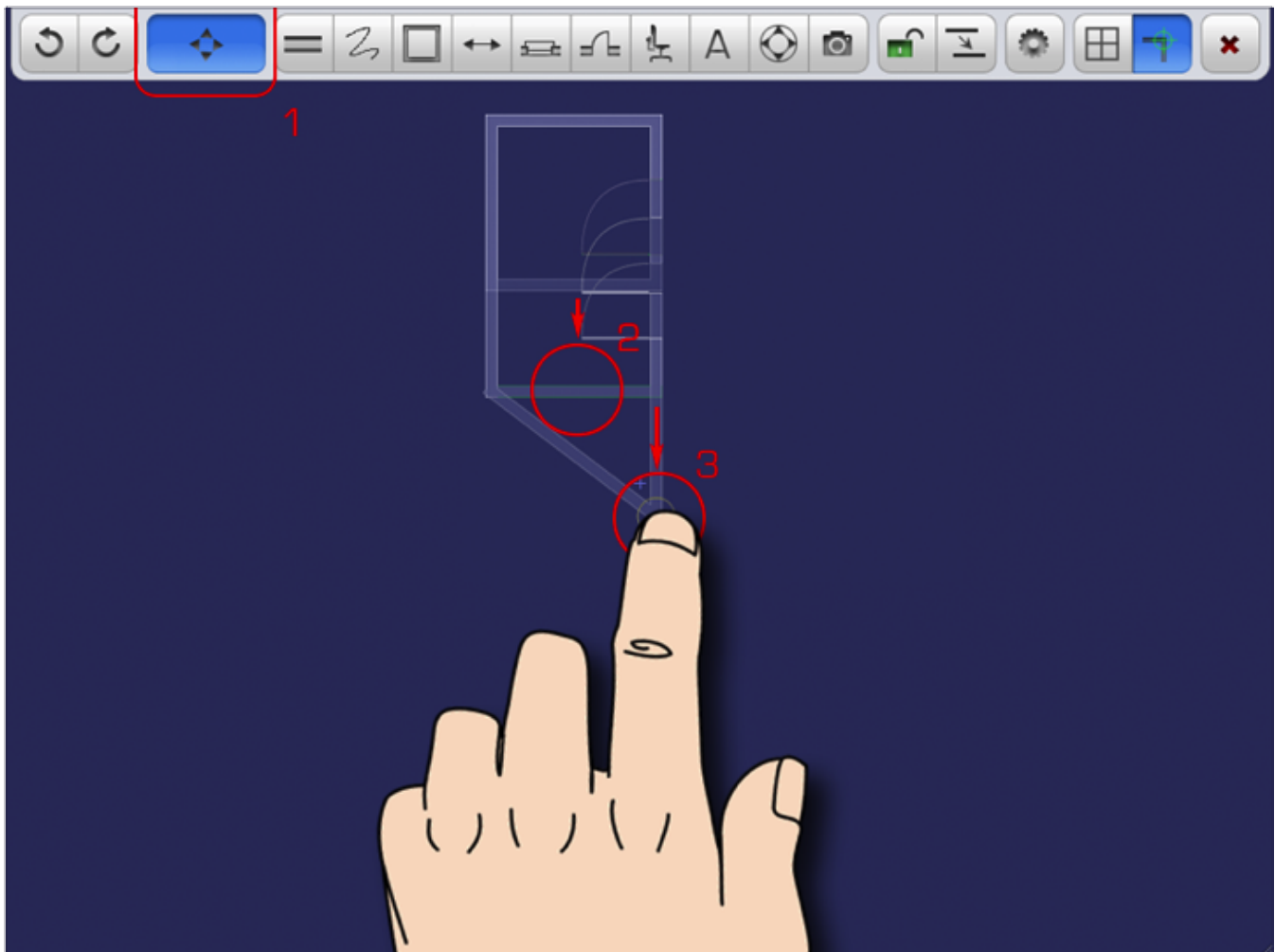


Selecting, Moving & Rotating Elements

The SELECT icon allows you to select any element on the canvas. Selected elements are highlighted in green. If a selected element is locked it will be highlighted in red, indicating that it cannot be moved or altered.

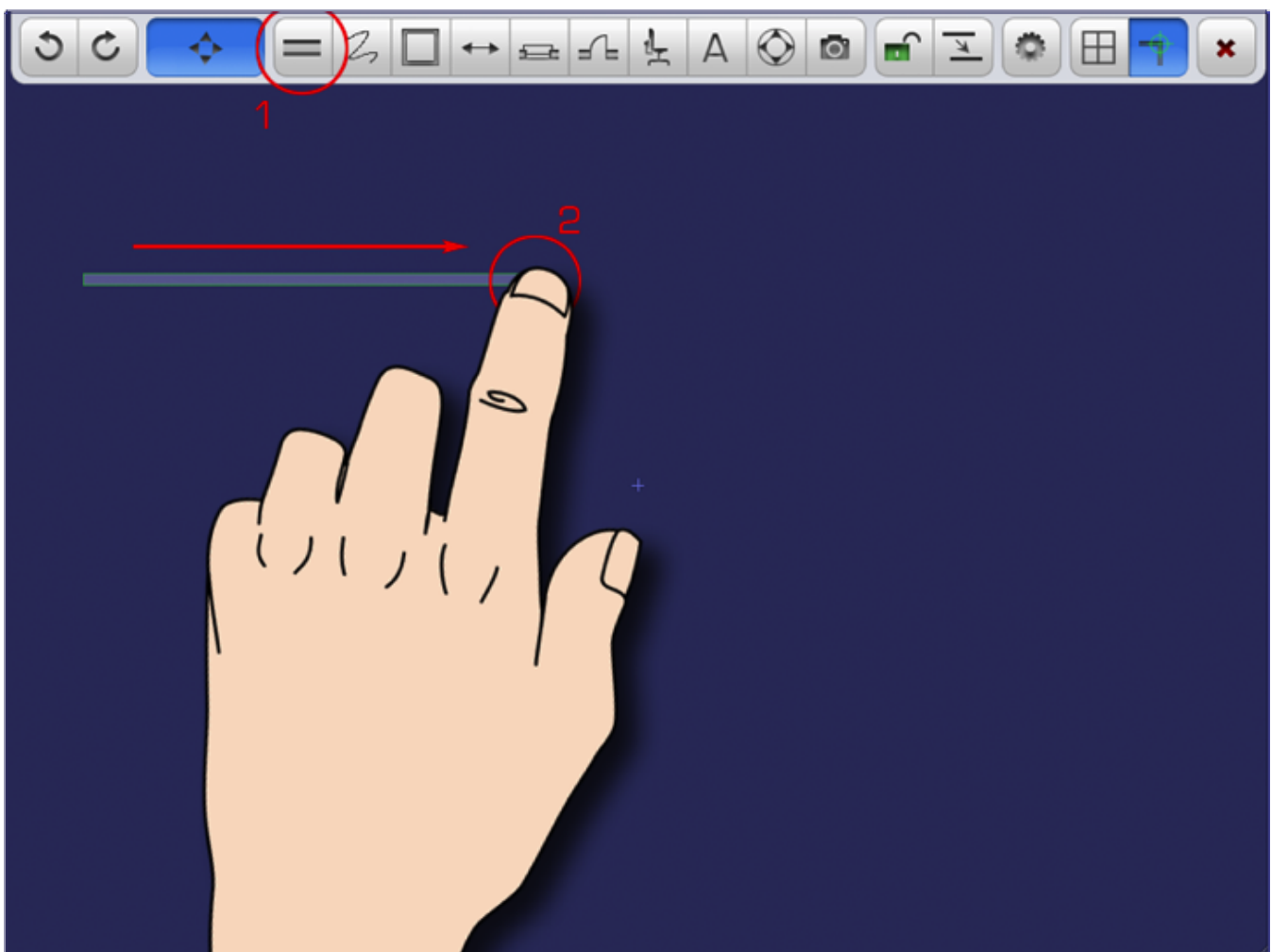
To move an element:

- 1) Tap the SELECT icon.
- 2) Tap an element to select it, then drag your finger to move it. Moving a line or wall that is horizontal or vertical will only move it horizontally or vertically. Any attached elements like walls or doors scale or move with the moving element.
- 3) Selecting either end-point of a wall or line will move the end-point while rotating the element.



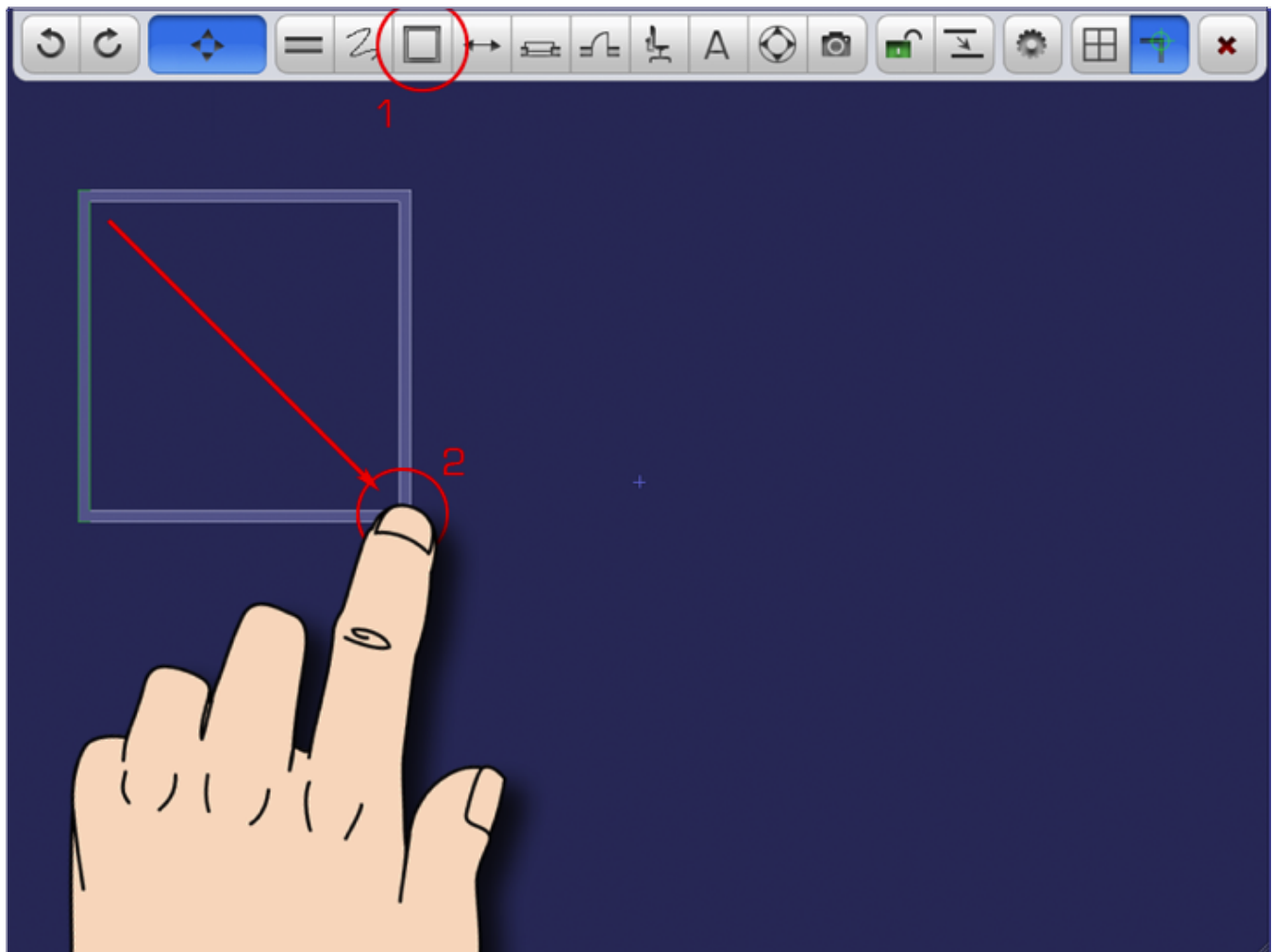
How to Draw Walls, Lines & Circles

- 1) Tap the WALL icon.
- 2) Drag one finger across the canvas.
- 3) While drawing, the length of the wall will be displayed. To change the thickness of the wall, tap the SELECT button first, then double tap the wall to see the attributes of the wall. From here you can change the thickness of the wall or any of the other attributes.
- 4) In general, if you double tap any element (door, window, etc.) you will see the attributes of that element and are able to change those attributes using numeric values. This method is an excellent way to enter precise information rather than relying on finger gestures.
- 5) If you double tap the WALL icon, you will see several other options including lines, dashed lines, arcs and circles.



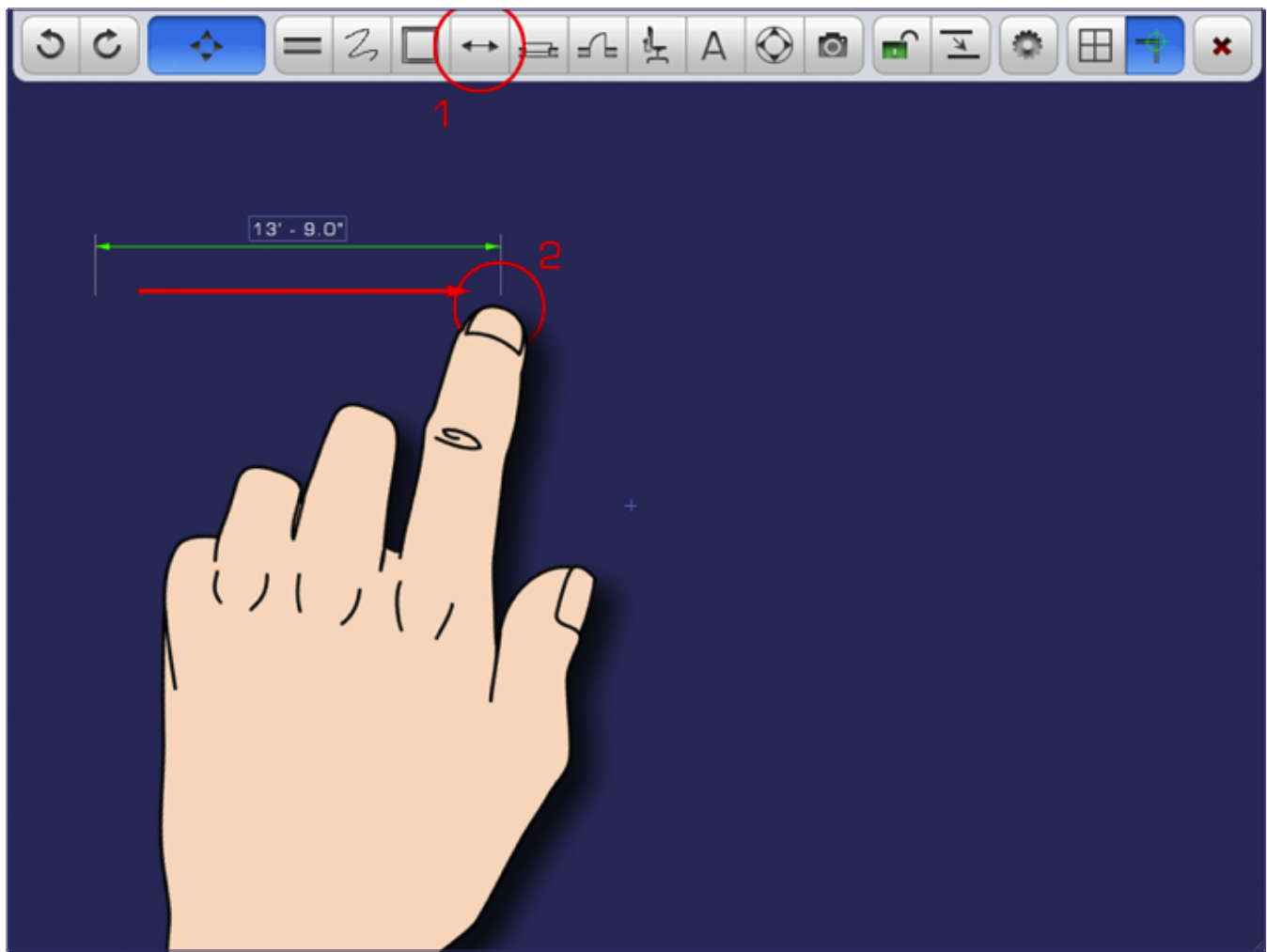
How to Draw Rectangular Rooms, Square Footages or Stairs

- 1) To draw a rectangular room, tap the SQUARE icon.
- 2) Drag one finger diagonally across the canvas.
- 3) The length and height of the walls will be displayed as you draw. Double tap the square icon to see more options. Using the same method you can draw square boxes, calculate square footages or draw stairs.



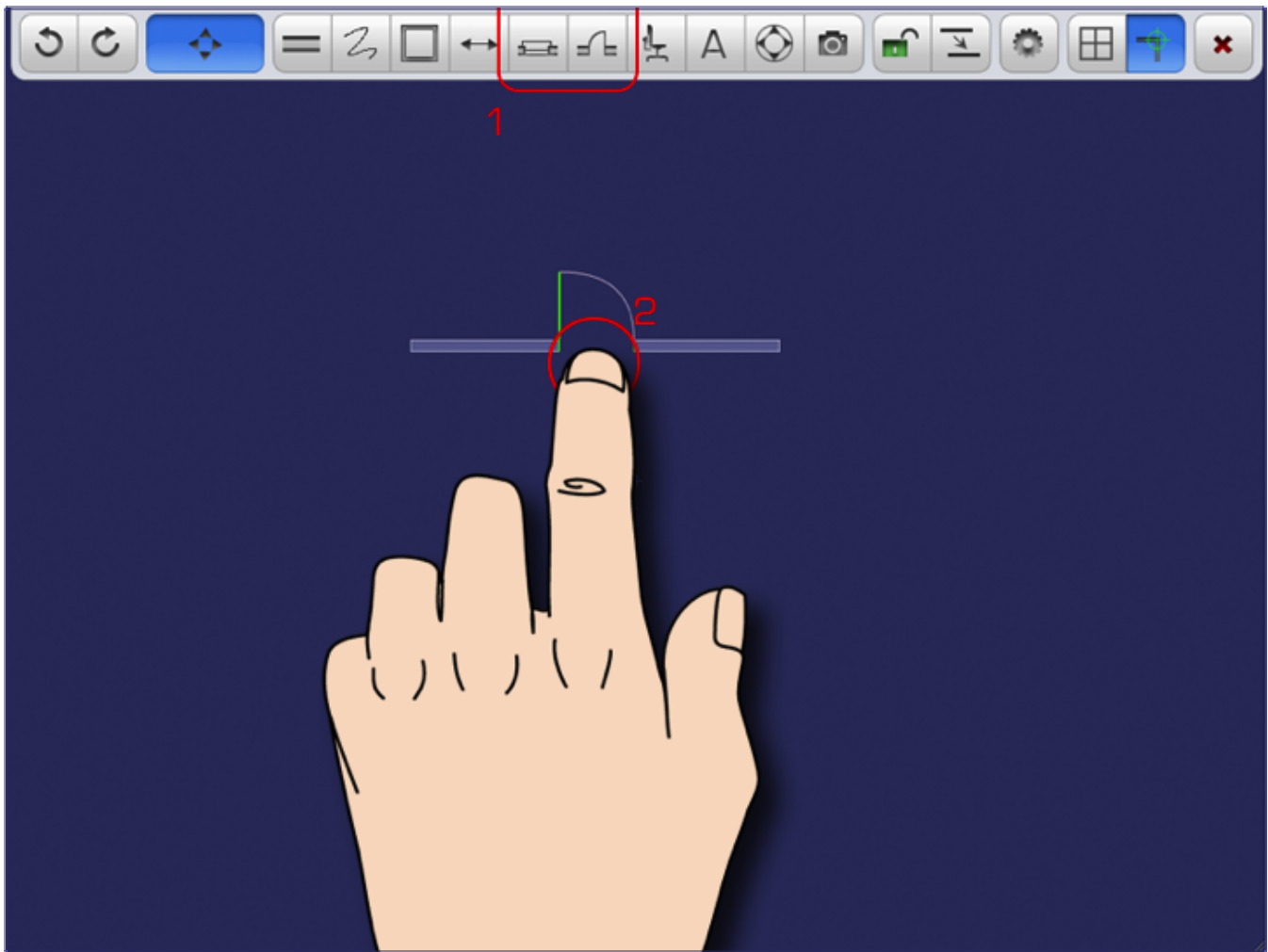
How to Draw Dimensions

- 1) Tap the DIMENSION icon.
- 2) Drag one finger across the canvas.
- 3) While drawing, the length of the dimension will be displayed. To change the length of the dimension, drag either of the arrowheads.
- 4) Dimensions can also be rotated by dragging either of the arrowheads.
- 5) The crossbars at the ends of the the dimension can be extended. Drag the tip of the crossbar to extend its length.



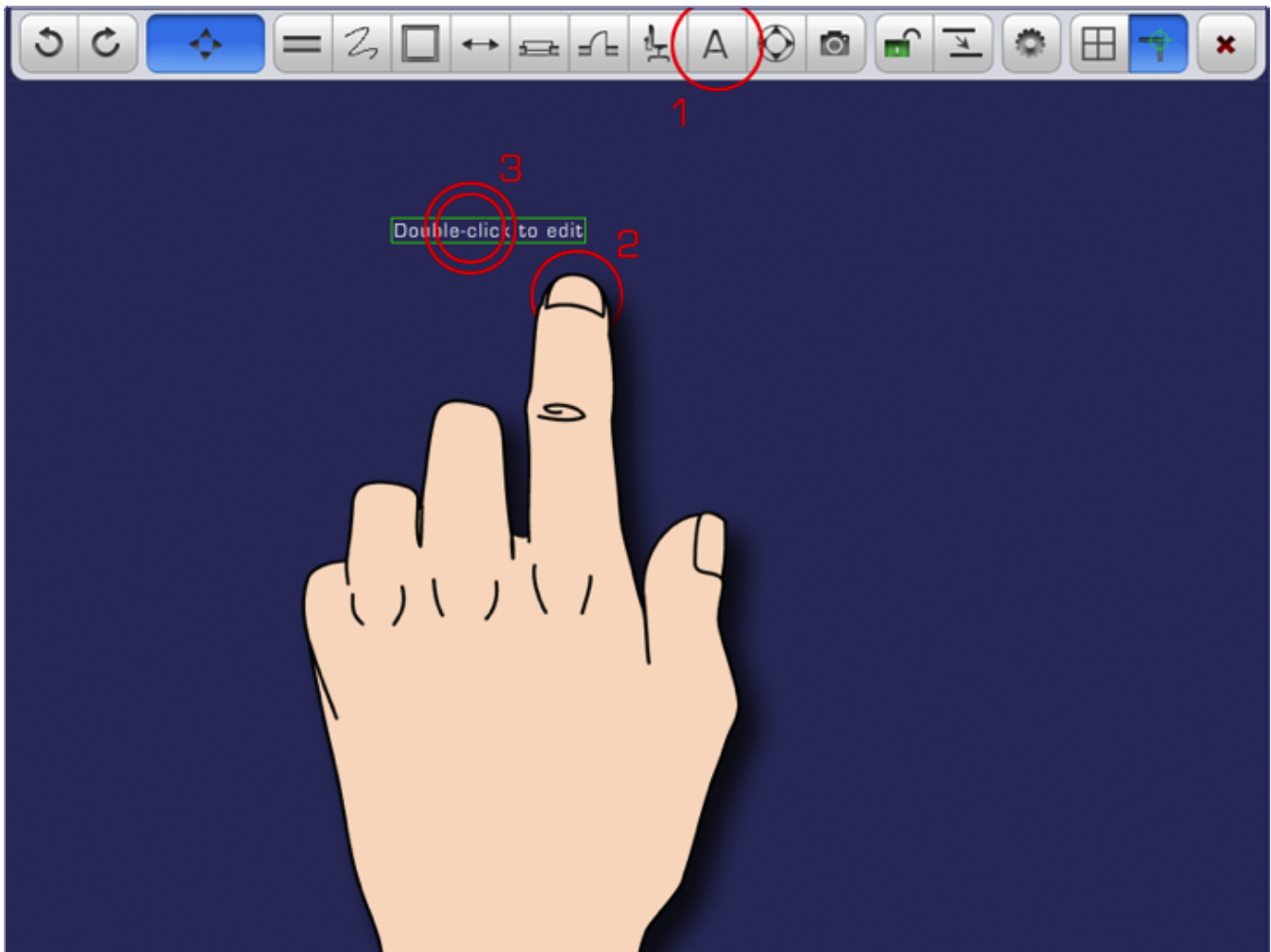
How to Draw Doors & Windows

- 1) Tap either the DOOR or WINDOW icon.
- 2) Tap on the canvas where you would like to insert the element.
- 3) If you tap a wall during insertion, the door or window will automatically snap and orient itself to the wall.
- 4) To move the door or window, simply drag the element. To change the attributes of the element (e.g. the swing of the door, the type of window, etc.) double tap the element. The attributes panel will appear to the right side of the screen.



How to Insert Text

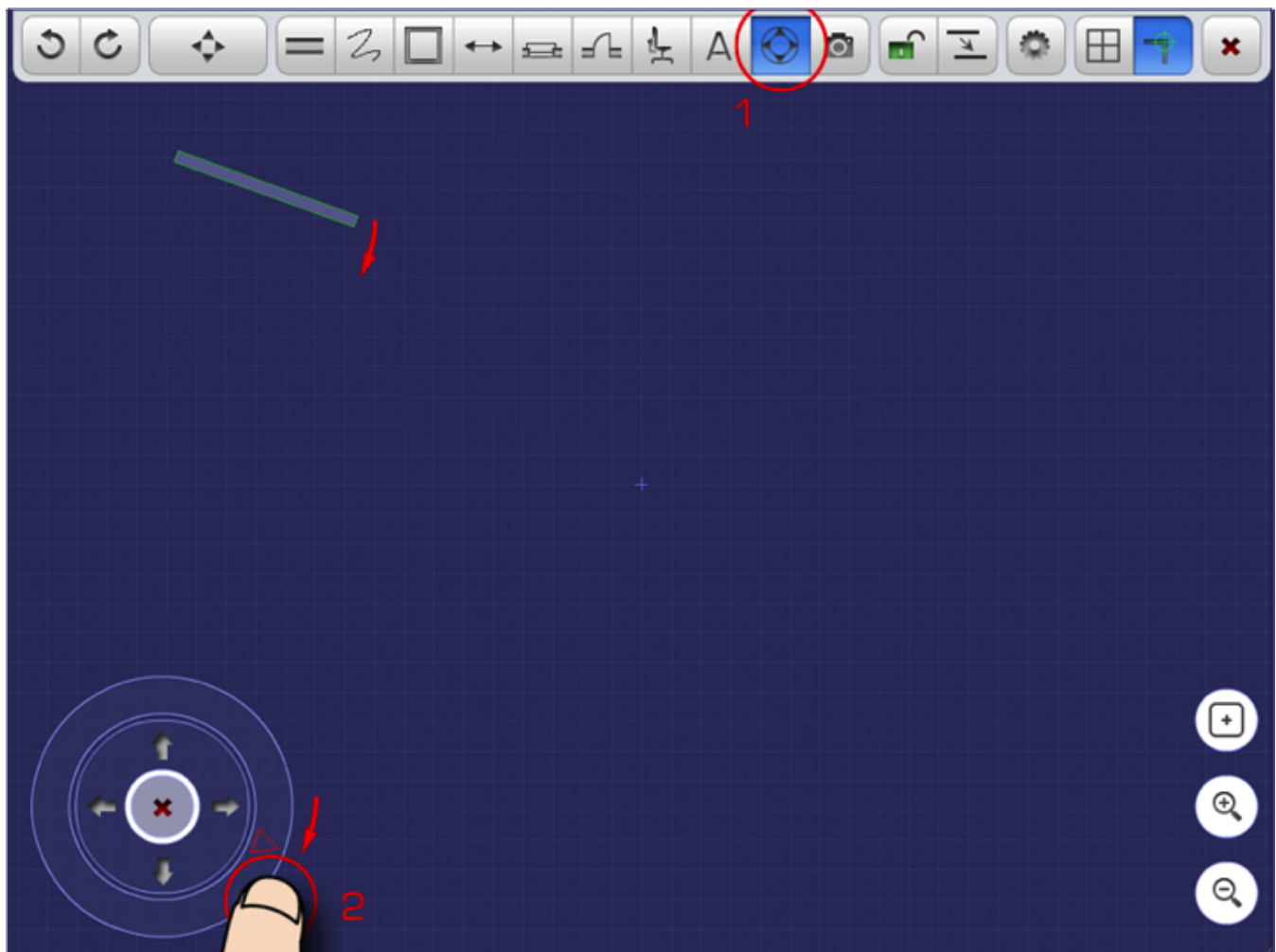
- 1) Tap the TEXT icon.
- 2) Tap on the canvas where you would like to insert the text.
- 3) Double tap the text element to change its content. The text editing screen will appear.
- 4) While in text edit mode, you can change the font size of the text. NOTE : Changes to the font size will not be visible until you tap the DONE button.



The Joystick Tool


The joystick tool allows you to nudge or rotate a selected element. It is a very useful tool to nudge or rotate elements with precision without having to enter numerical values. The selected element is always highlighted in green.

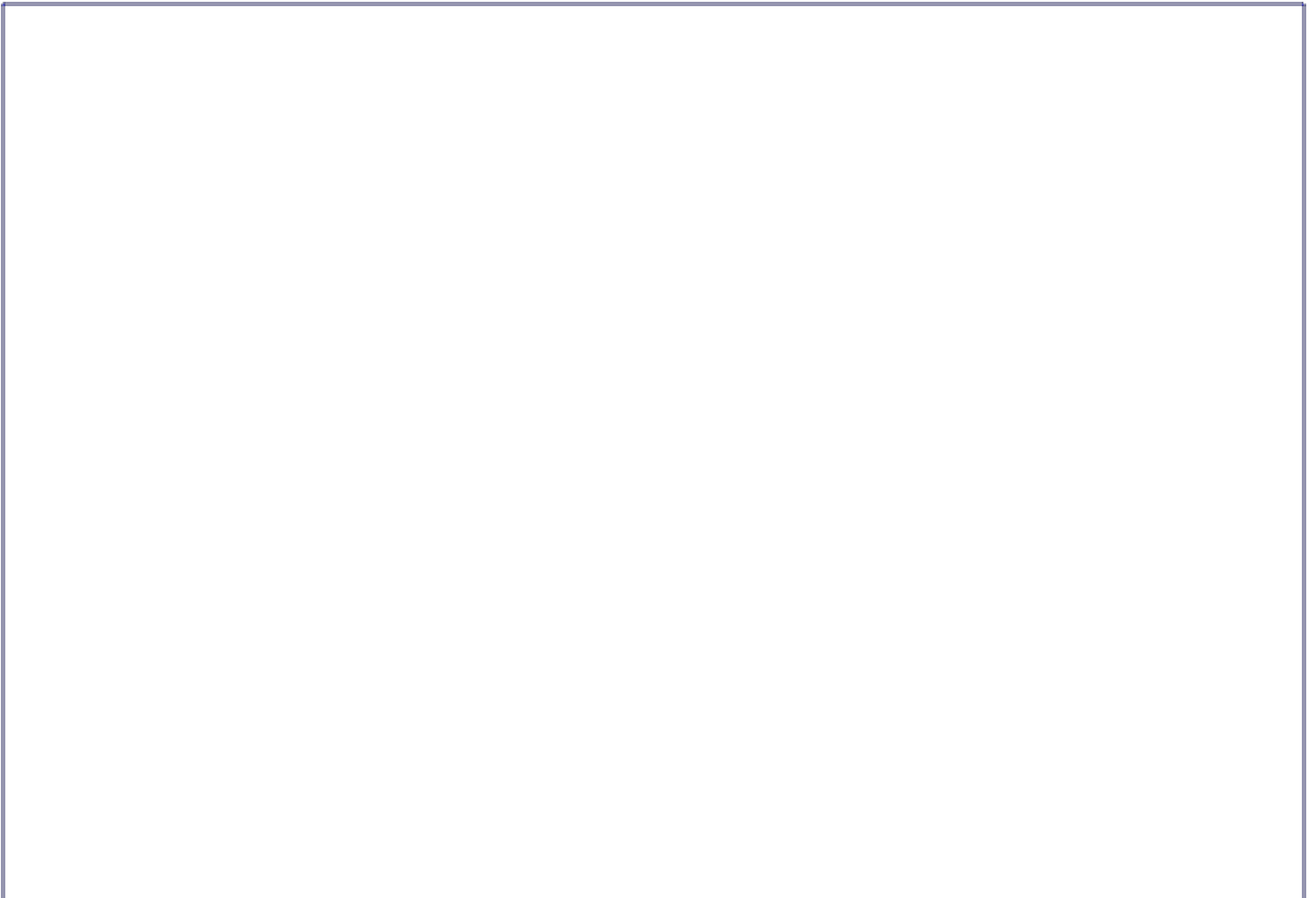
- 1) Tap the JOYSTICK icon. The joystick tool will appear only if an element is selected.
- 2) Drag the outer ring of the joystick to rotate the element.
- 3) Tap the arrows to move the element by one pixel.
- 4) Holding down on any of the arrow icons will move an element repeatedly.
- 5) Tapping the red **X** at the center of the joystick will remove the joystick from the canvas and return you to the SELECT mode.
- 6) You may switch to a different element while in joystick mode. Simply select a different element by tapping it.

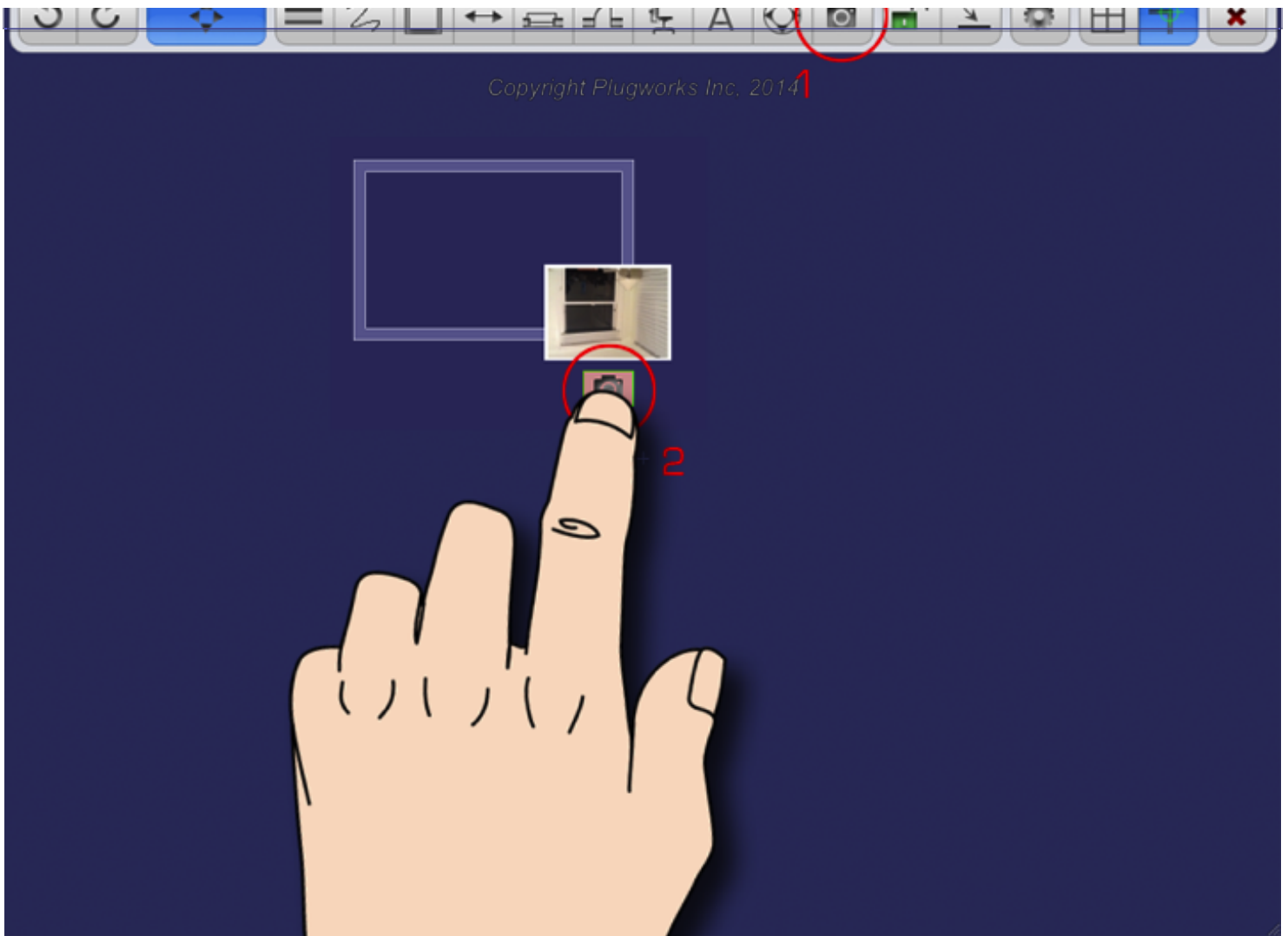


Taking Pictures

You can take pictures and associate them with your plans. Pictures can serve as reminders of existing conditions or details of a plan.

- 1) Tap the camera icon.
- 2) Tap anywhere on the canvas where you want a picture to be associated with.
- 3) The camera will appear. Take the picture.
- 4) A camera icon  will appear on the canvas where you tapped. Holding down this camera icon will display a small version of the picture.
- 5) Double tapping the camera icon will display a full-size version of the picture.
- 6) You may drag the icon anywhere on the canvas. NOTE: Drawings with photos will take longer to save, clone or export.

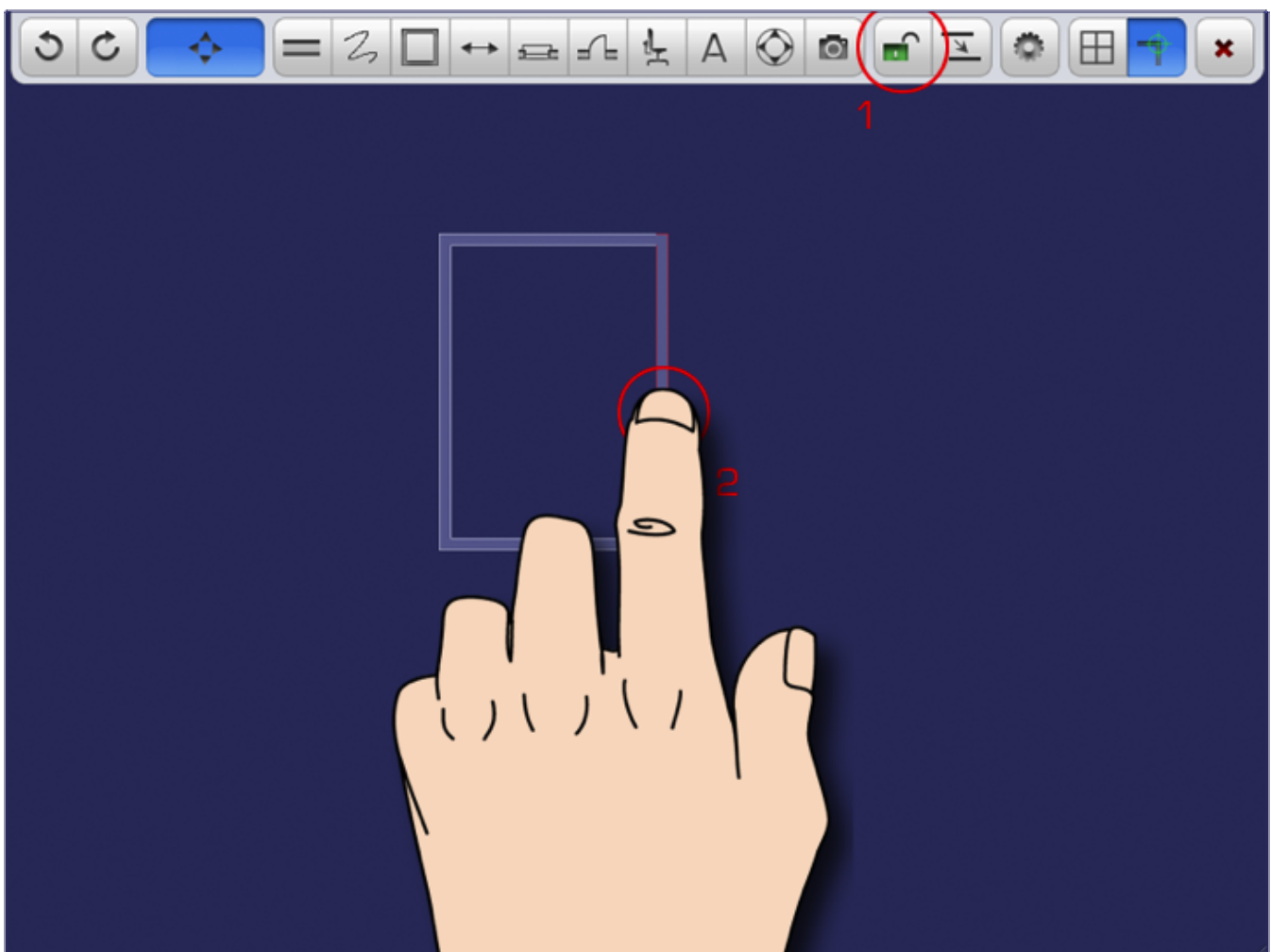




Locking or Unlocking Elements

You can lock or unlock any element. Locking an element prevents any changes to the element. This prevents unintentional changes to the element when manipulating other nearby elements. Once the location and dimensions of an element have been determined, it's a good idea to lock it.

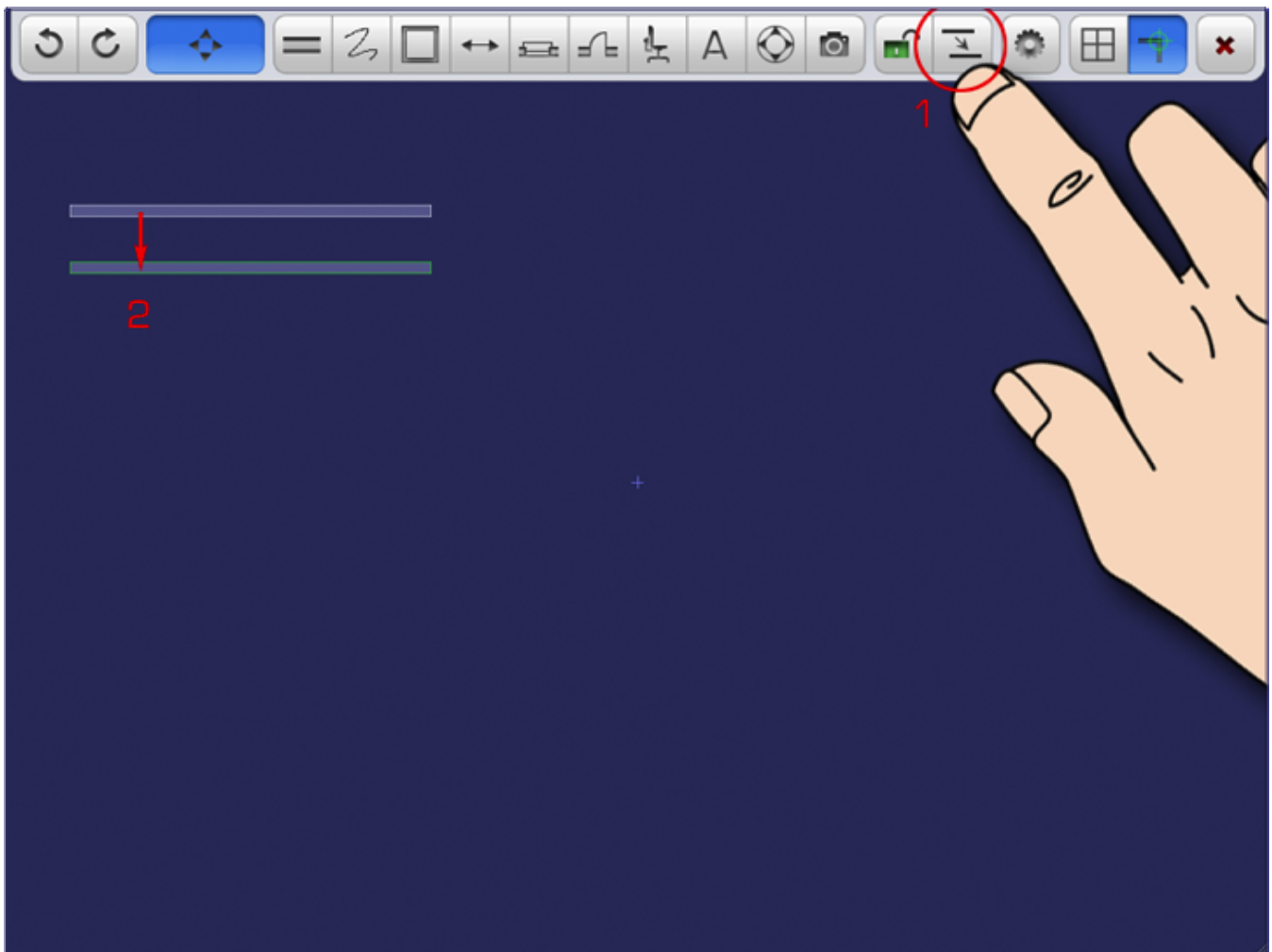
- 1) Tap the lock icon.
- 2) Tap any element to lock or unlock it. If an element is unlocked its highlight color will change to red indicating that the element is now locked.
- 3) Tapping the lock icon followed by a red element unlocks it. Unlocked elements that are selected have a green highlight.
- 4) Locked elements cannot be moved or adjusted directly, but they can change if an associated element, like a connecting wall, changes. A locked element cannot be deleted.



Copying Elements

The copy icon is convenient way to duplicate any element.

- 1) Tap the copy icon.
- 2) The current element, highlighted in green, will be duplicated and slightly offset. Repeatedly tapping the copy icon will duplicate the duplicated element with a consistent offset.



The Preferences Panel

The preferences panel is where you can set default values, create, export or delete drawings and manage the files on your tablet.

You access the preferences panel by clicking the gear icon.



User ID:D_12aa5e930f225a2a44135cb1641e6429

PREFERENCES

UNITS

FEET + INCHES

INCHES

MILLIMETERS

METERS

DEFAULT WALL THICKNESS

0' - 5.0'

+

-

EXPORT FORMAT

Camera Roll

PDF

Image File

DXF

BACKGROUND

Light

Dark

DRAWINGS

NEW

DELETE

CLONE

SAVE

LOAD

CLEAR

EXPORT

INSTRUCTIONS

GRID SIZE

12"

+

-

SHEET SIZE

Standard

Large

SCALE

1X

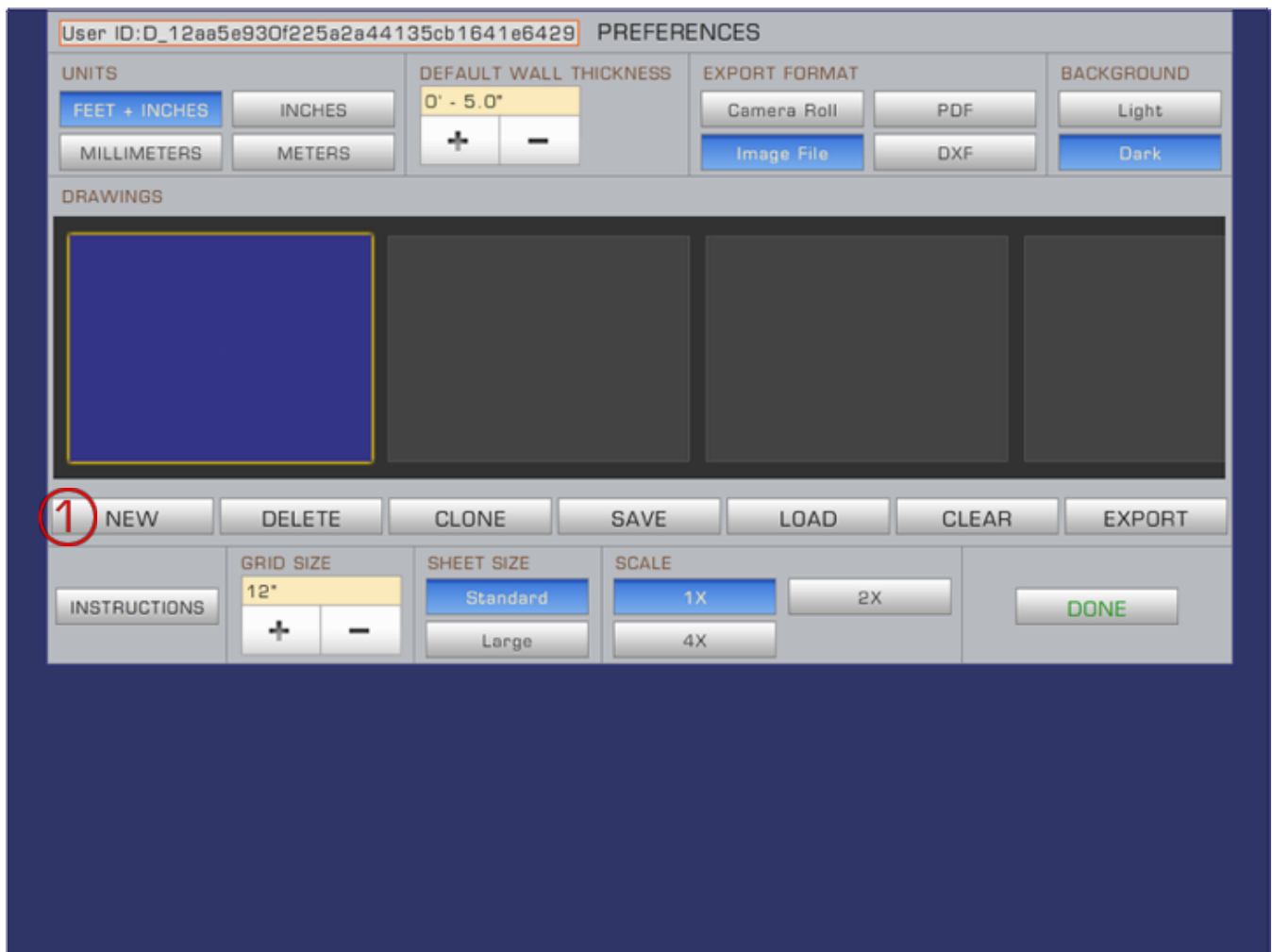
2X

4X

DONE

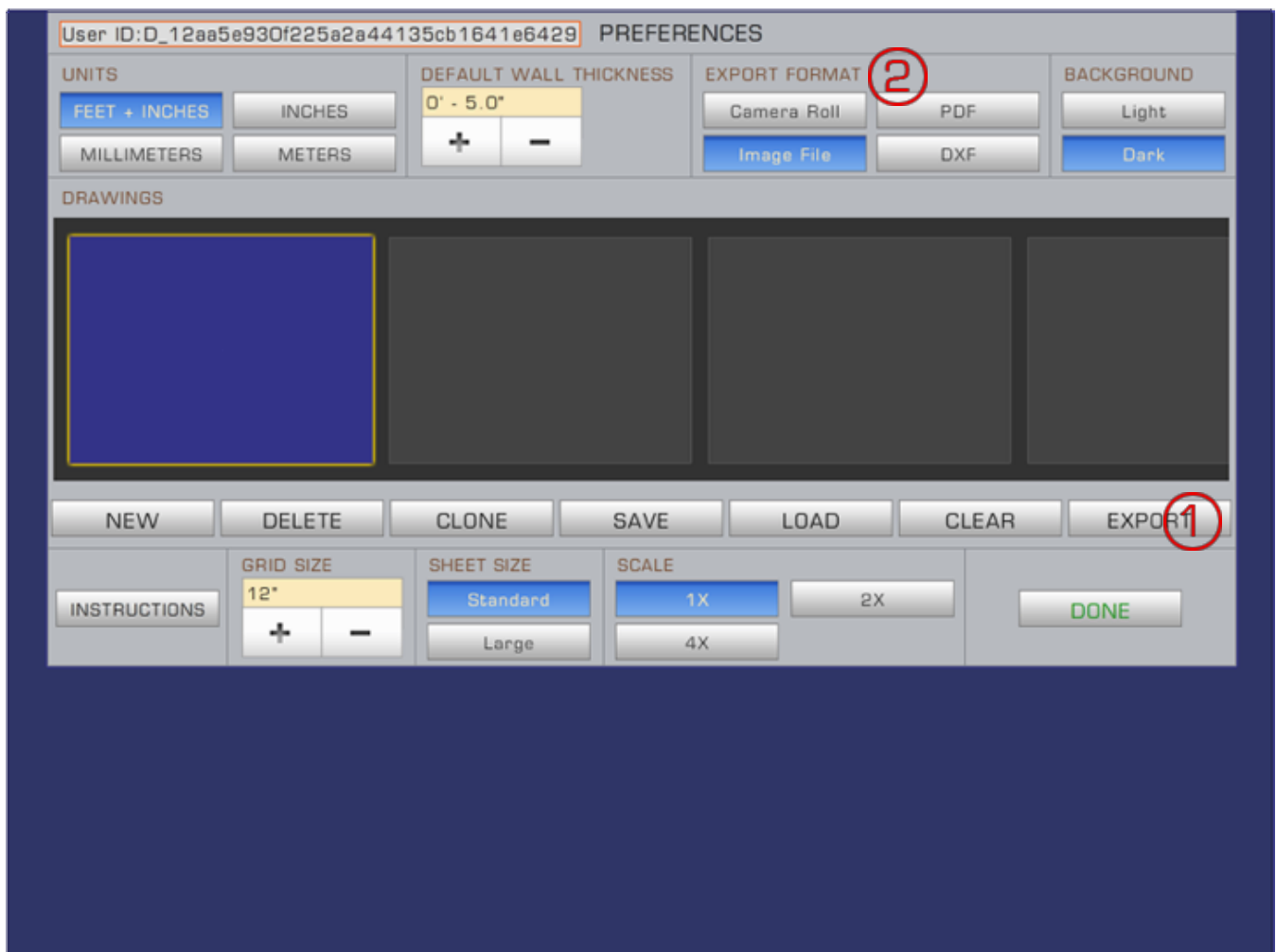
How to Create New Drawings

- 1) Tap the NEW button to add a new drawing. You can have up to 20 drawings open.
- 2) The drawing you are currently working on will be bordered in yellow or green. Yellow indicates that the drawing has not been saved, while green indicates that the drawing is saved.
- 3) To switch to another drawing, simply tap it, then tap DONE.



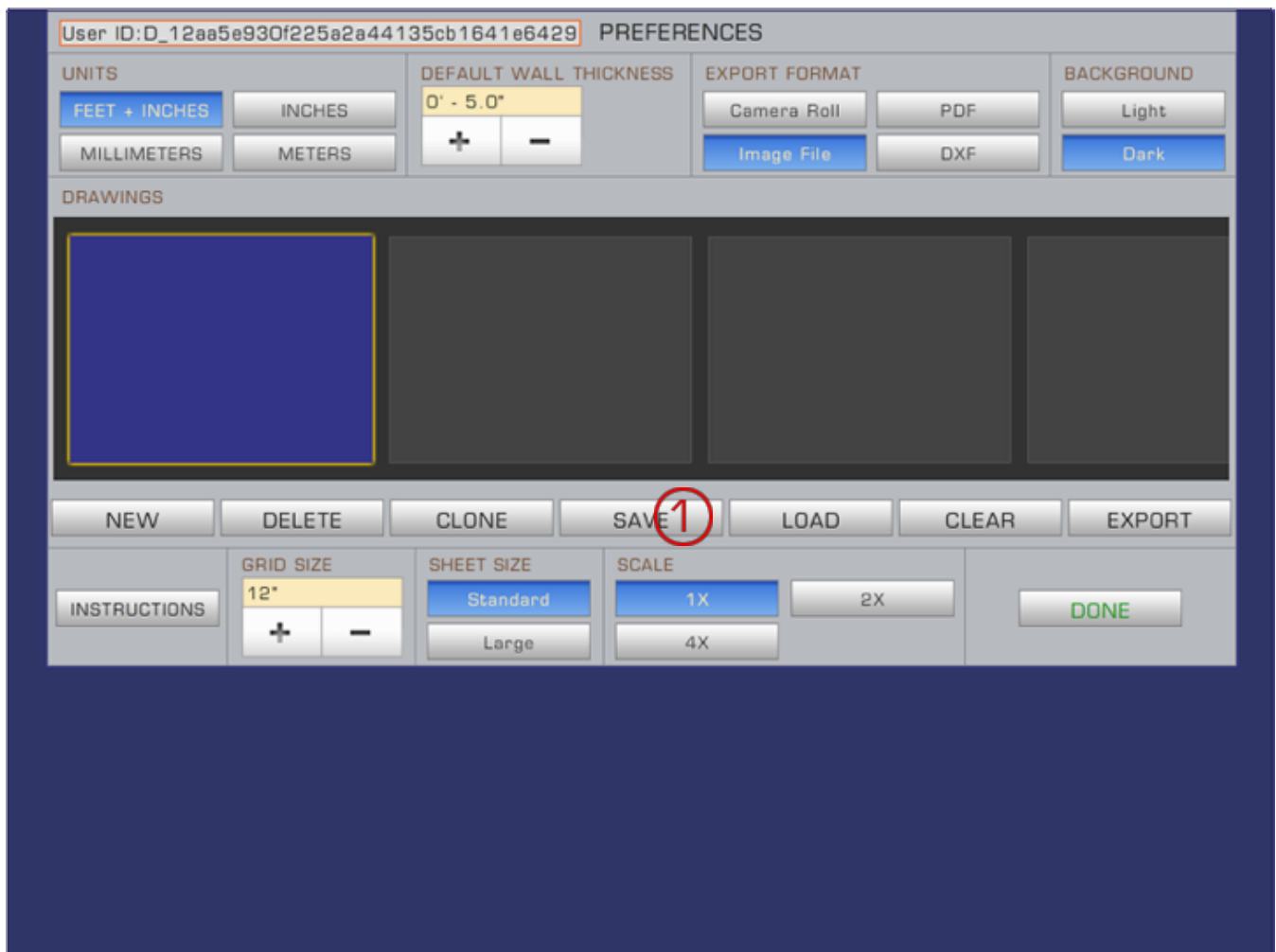
How to Export Drawings

- 1) To export a drawing, tap on the EXPORT button and enter an email address where you would like the file to be sent.
- 2) PadCAD will export your drawing in the format selected in the EXPORT FORMAT panel. Exporting to the CAMERA ROLL will save the drawing to your tablet's image collection. Exporting your drawing as an IMAGE FILE will export your drawing as a PNG format image.
- 3) Exporting drawings, especially complex ones, may take some time. We highly recommend saving your drawing before exporting.



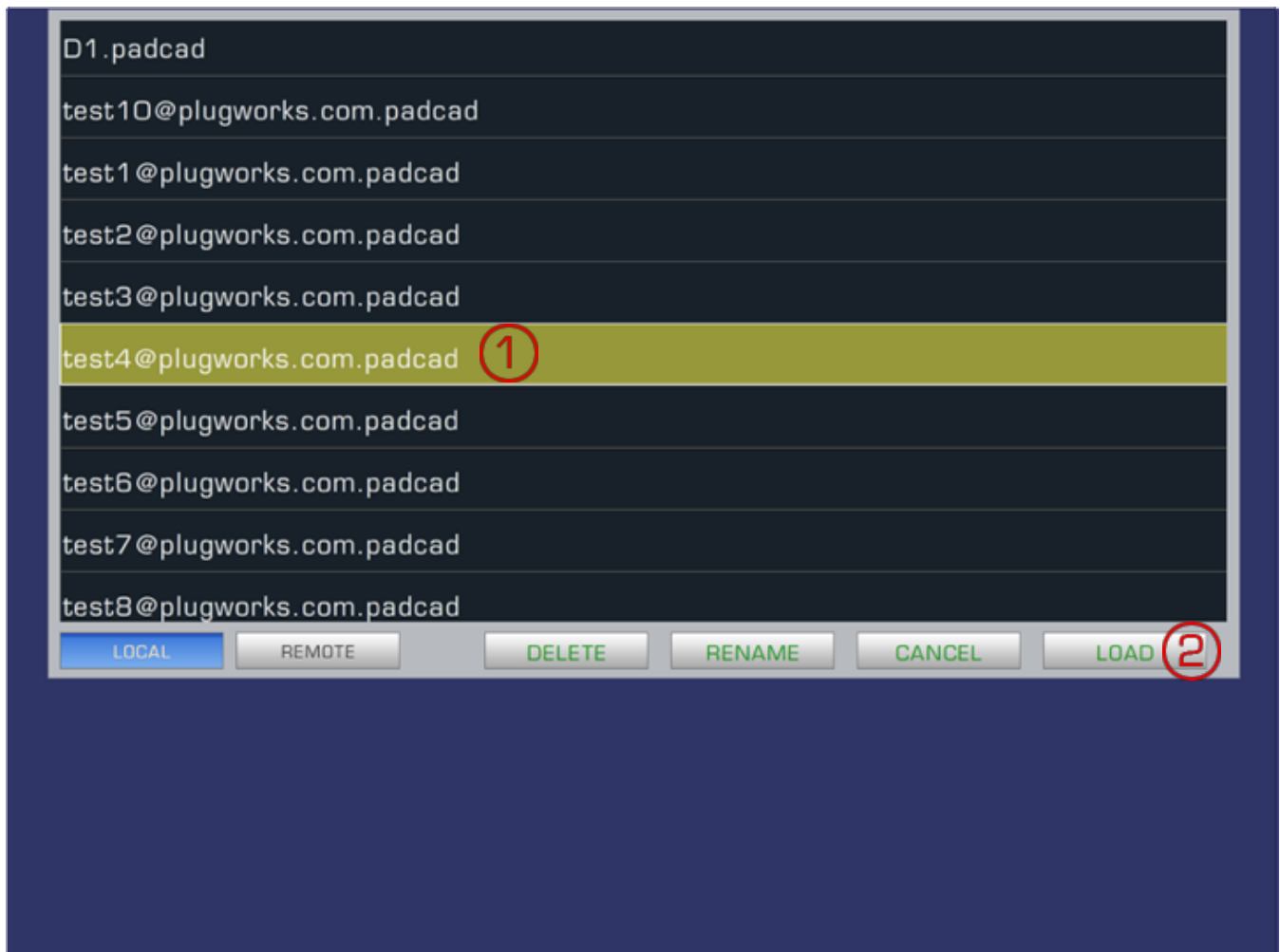
How to Save Drawings

- 1) Tapping the SAVE button will save your drawing to a file on your tablet. You can delete the files on the. Drawings with photos or audio annotations will take longer to save.
- 2) A dialog box will appear asking you for a file name. Once you enter a name, your drawing will be saved with the name you chose and a .padcad extension. PadCAD does not check if an existing file with the same name exists and will happily overwrite any existing file with the same name.
- 3) Tapping any of the other drawing thumbnails selects the associated drawing without closing the preferences panel. This allows you to save any selected drawing without having to close and re-open the preferences panel.



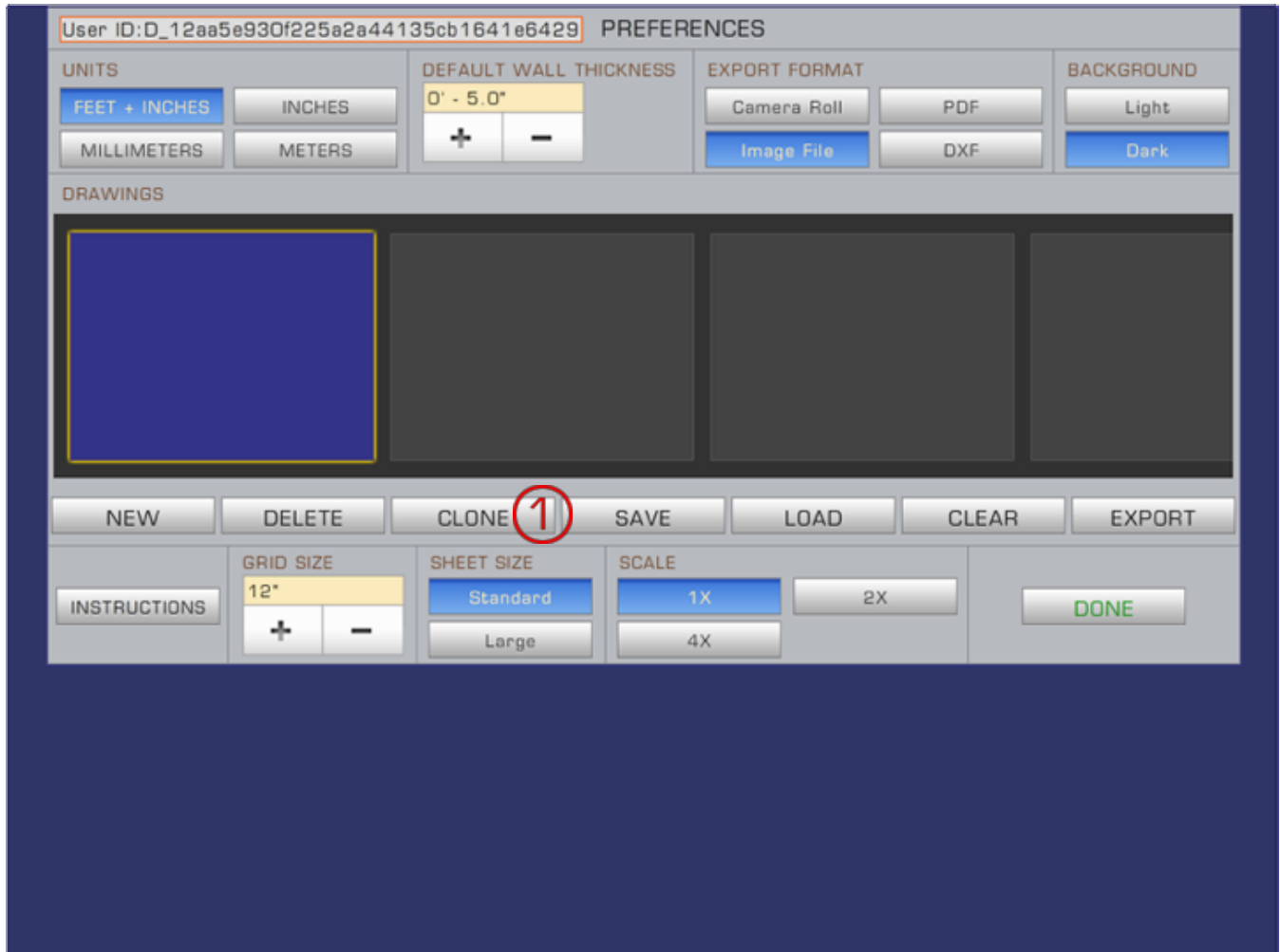
How to Load Drawings

- 1) Tapping the LOAD button from the preferences panel will display the load file panel, listing all your drawings currently saved on your tablet's memory.
- 2) Select one of the drawings by tapping it, then tap the LOAD button to load it.
- 3) From this panel you can also rename or delete any of your drawings from your tablet's memory. Simply tap the corresponding RENAME or DELETE button to rename or delete a drawing.
- 4) The REMOTE button is for inspecting and loading files you may have saved to our servers from a previous version of PadCAD.
- 5) **WARNING:** We no longer support the saving of files to our servers and this button will be deprecated in future versions of PadCAD. All drawing files will be deleted from our servers on January 1, 2014. Please remove any drawing you need from our servers before this date.



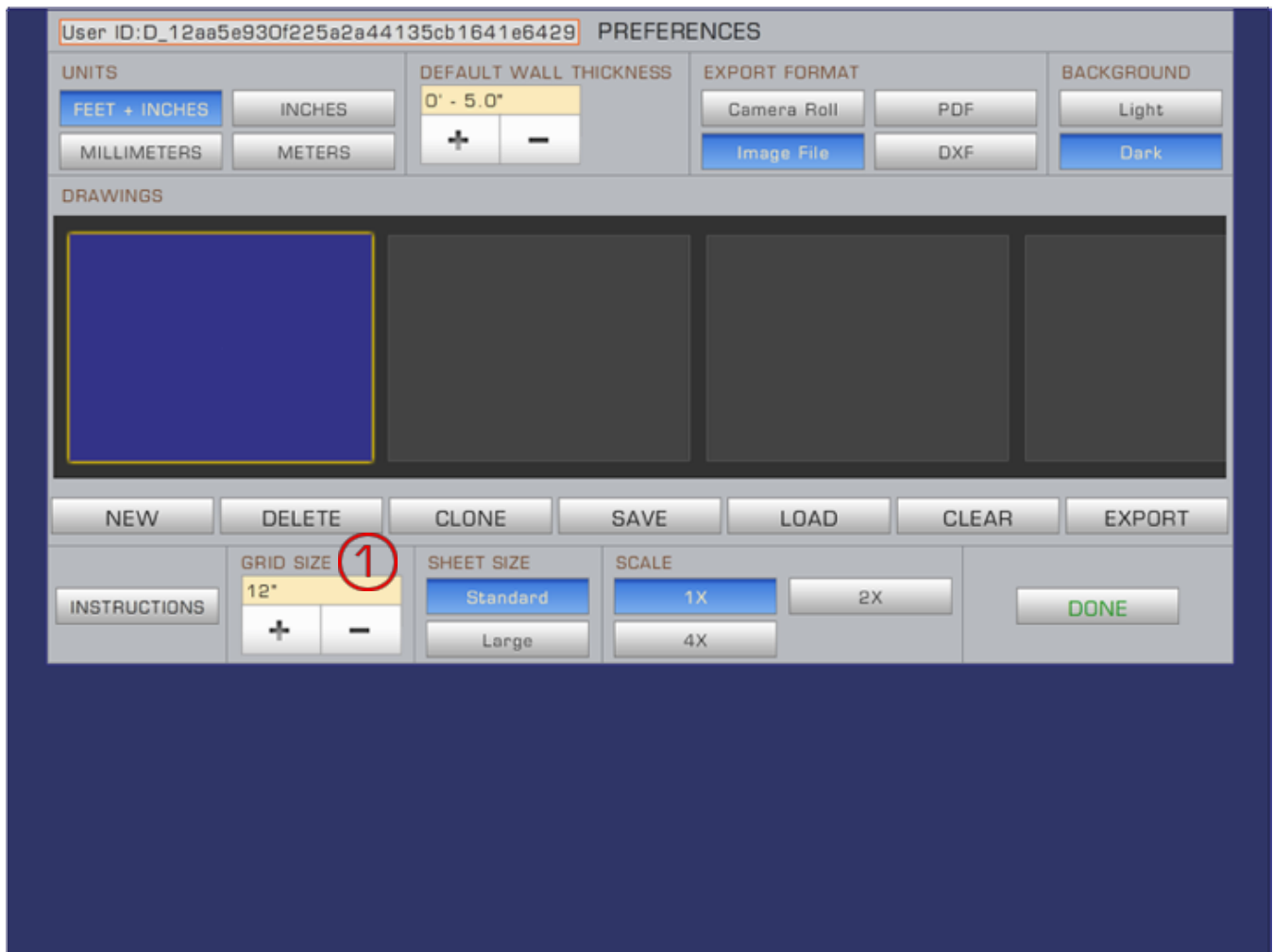
How to Clone Drawings

- 1) Tapping the CLONE button will clone your drawing. Cloning a drawing allows you to quickly work on different variations of a drawing.
- 2) Cloning a drawing with a photo annotation may take some time.



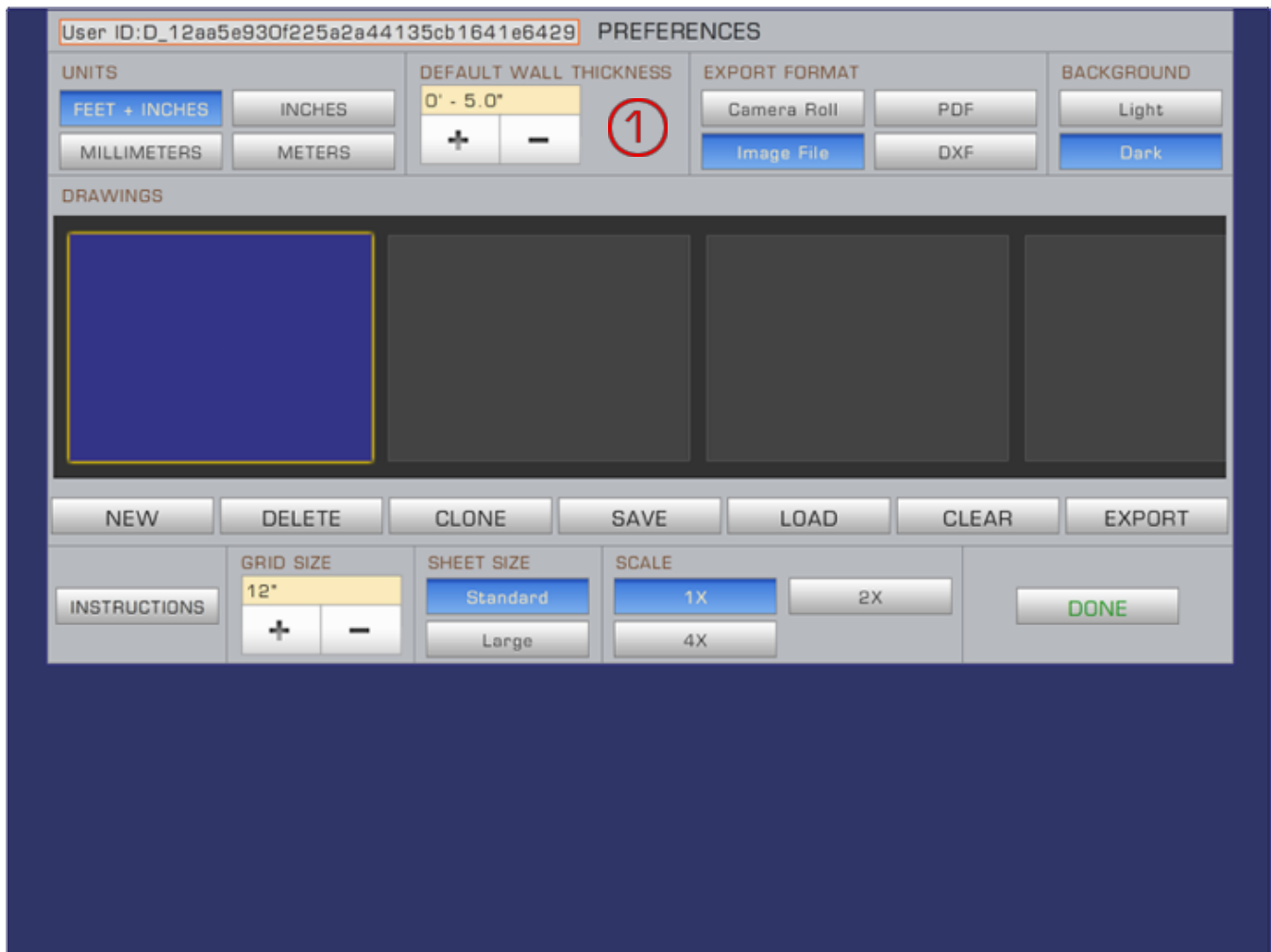
Adjusting the Default Grid Size

- 1) The GRID SIZE attribute controls the default grid size for the drawing. Each drawing can have its own default grid size.
- 2) Tap the PLUS or MINUS button to increase or decrease the grid size.
- 3) To enter an exact value, tap and hold either the PLUS or MINUS button to bring up a numeric keyboard and enter a desired number.



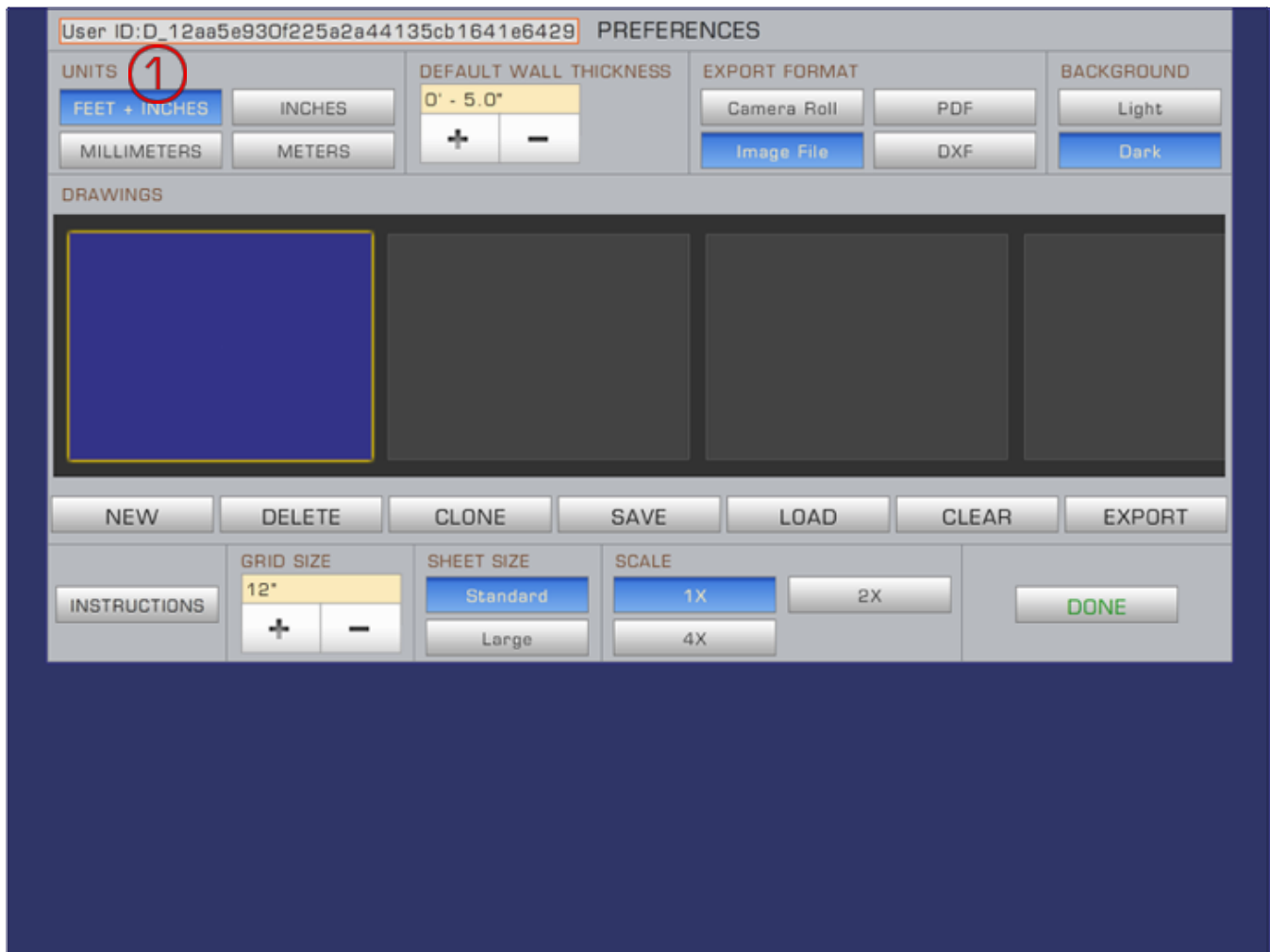
Adjusting the Default Wall Thickness

- 1) The DEFAULT WALL THICKNESS attribute controls the default wall thickness for the wall elements.
- 2) Tap the PLUS or MINUS button to increase or decrease the default wall thickness.
- 3) To enter an exact value, tap and hold either the PLUS or MINUS button to bring up a numeric keyboard and enter a desired number.



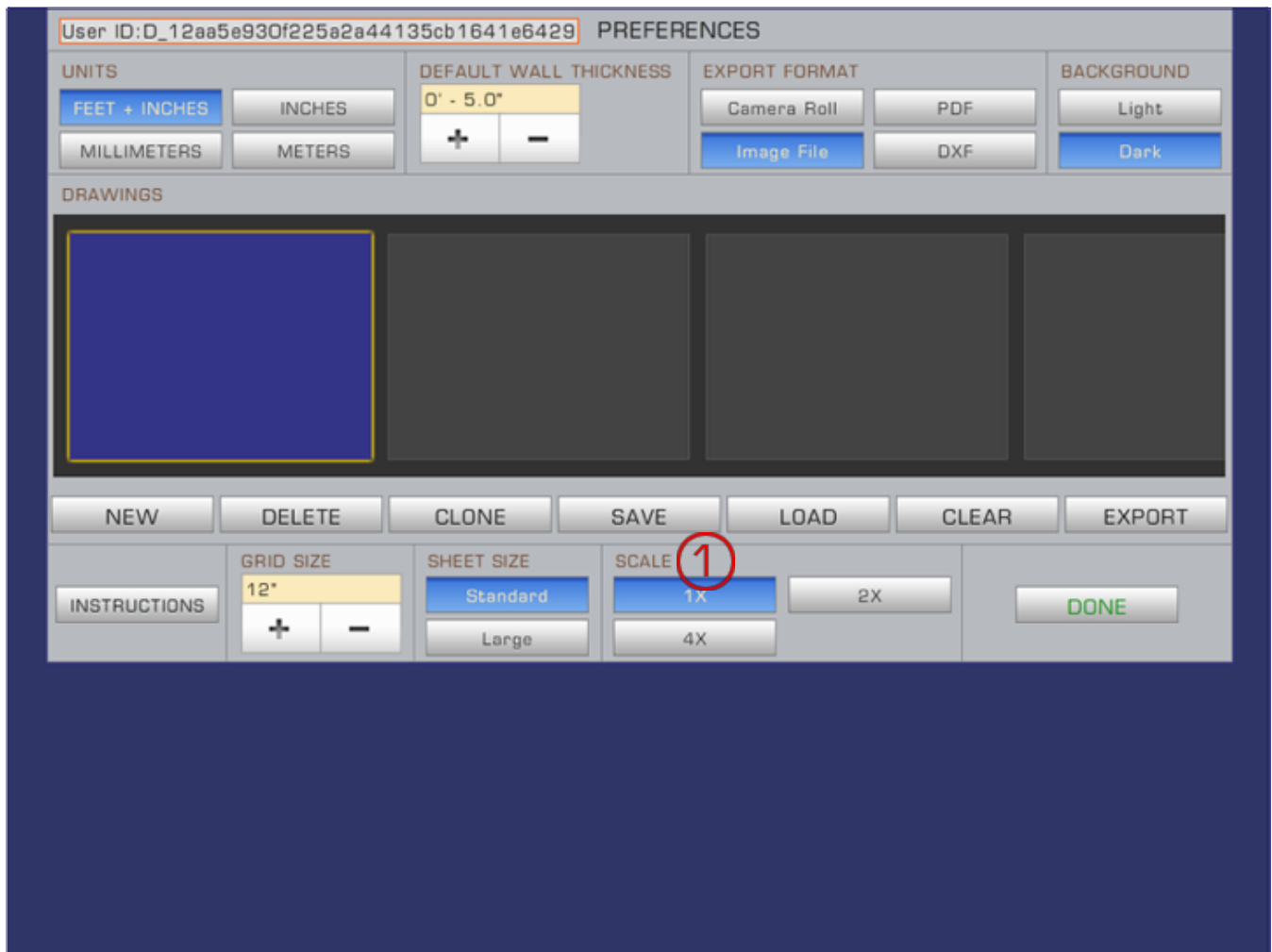
Adjusting a Drawing's Units

- 1) PadCAD offers four convenient units for drawings. Every drawing has its own units and you can switch units at any time.
- 2) **WARNING :** To ensure a clean looking drawing and well rounded numbers, switching between Imperial & Metric units is not done at a 1:1 scale. i.e. 1 meter will NOT convert to 3.28 feet.



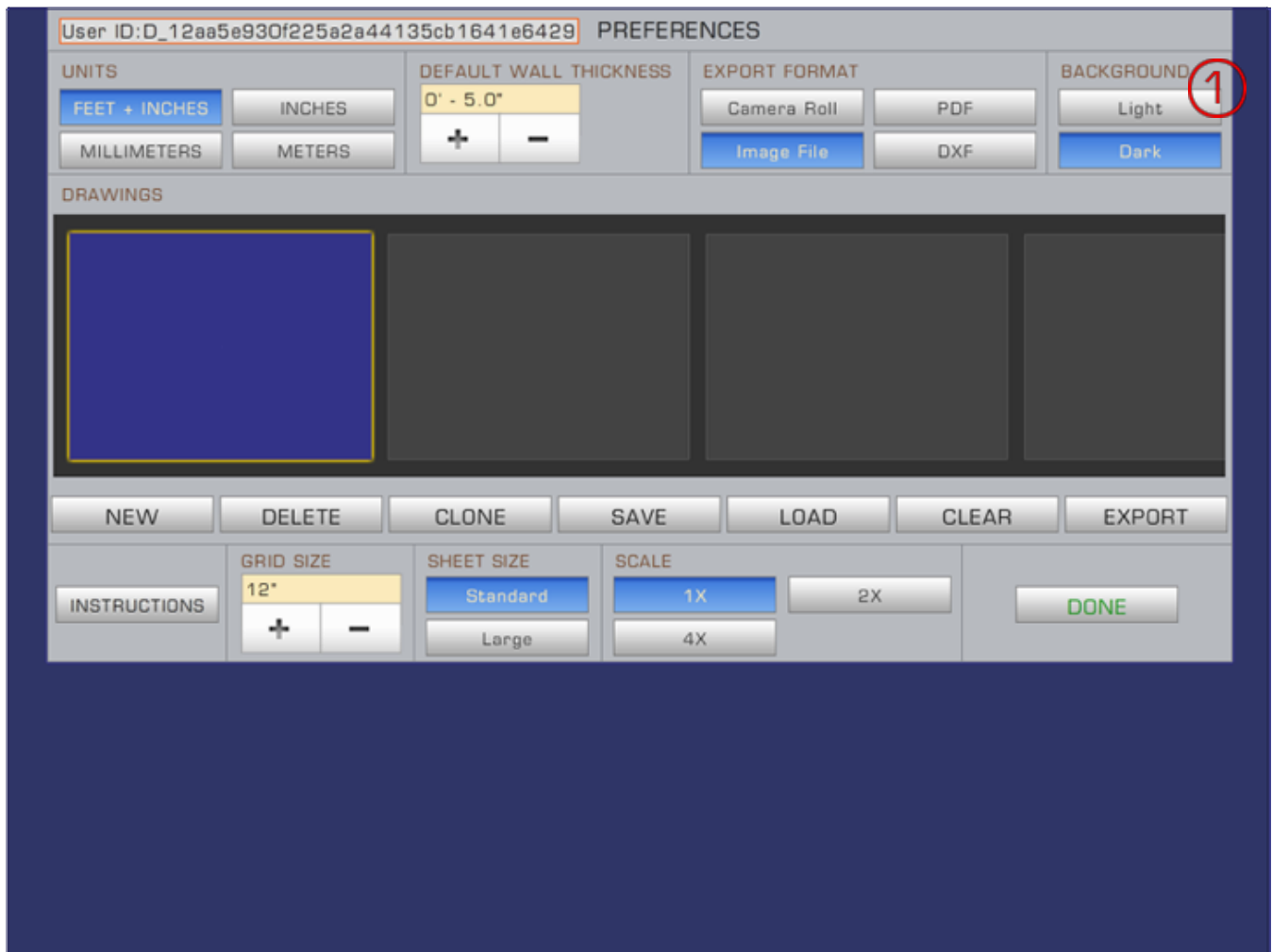
Adjusting a Drawing's Scale

- 1) The SCALE sub-panel can be used to scale your drawing. Scaling up your drawing increases the accuracy of your drawing but allows for less information to be represented on the sheet. For a large plan (like the entire floor plan of a house) use a scale of 1x.
- 2) If you're working on a single room, like a kitchen, where very accurate measurements are needed, use a 2x or a 4x scale.



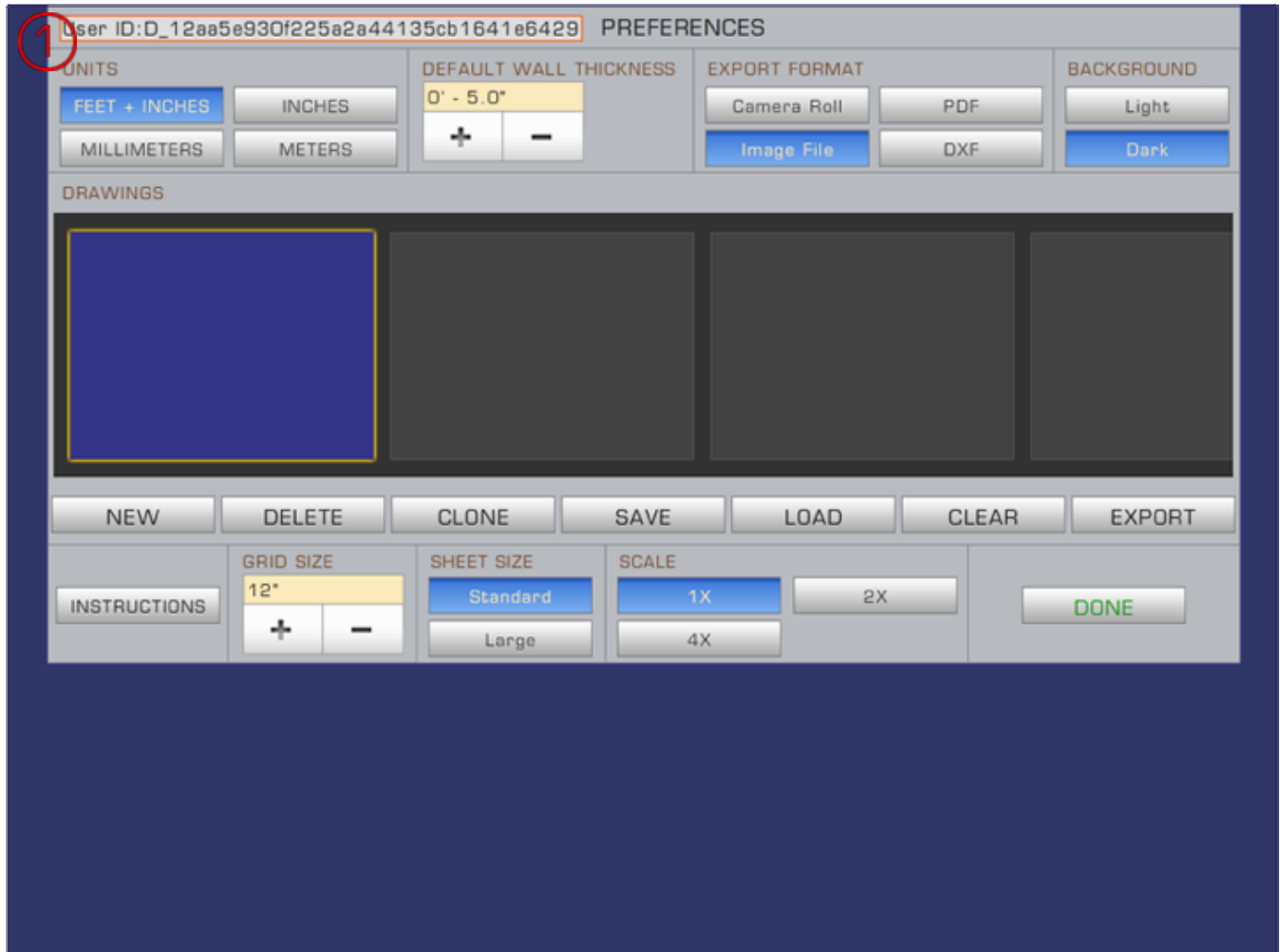
Adjusting the Color of the Background

- 1) Tapping the radio buttons of the BACKGROUND sub-panel changes the color of the background for every drawing.
- 2) PadCAD currently offers 2 options for the background color: White and blueprint blue.



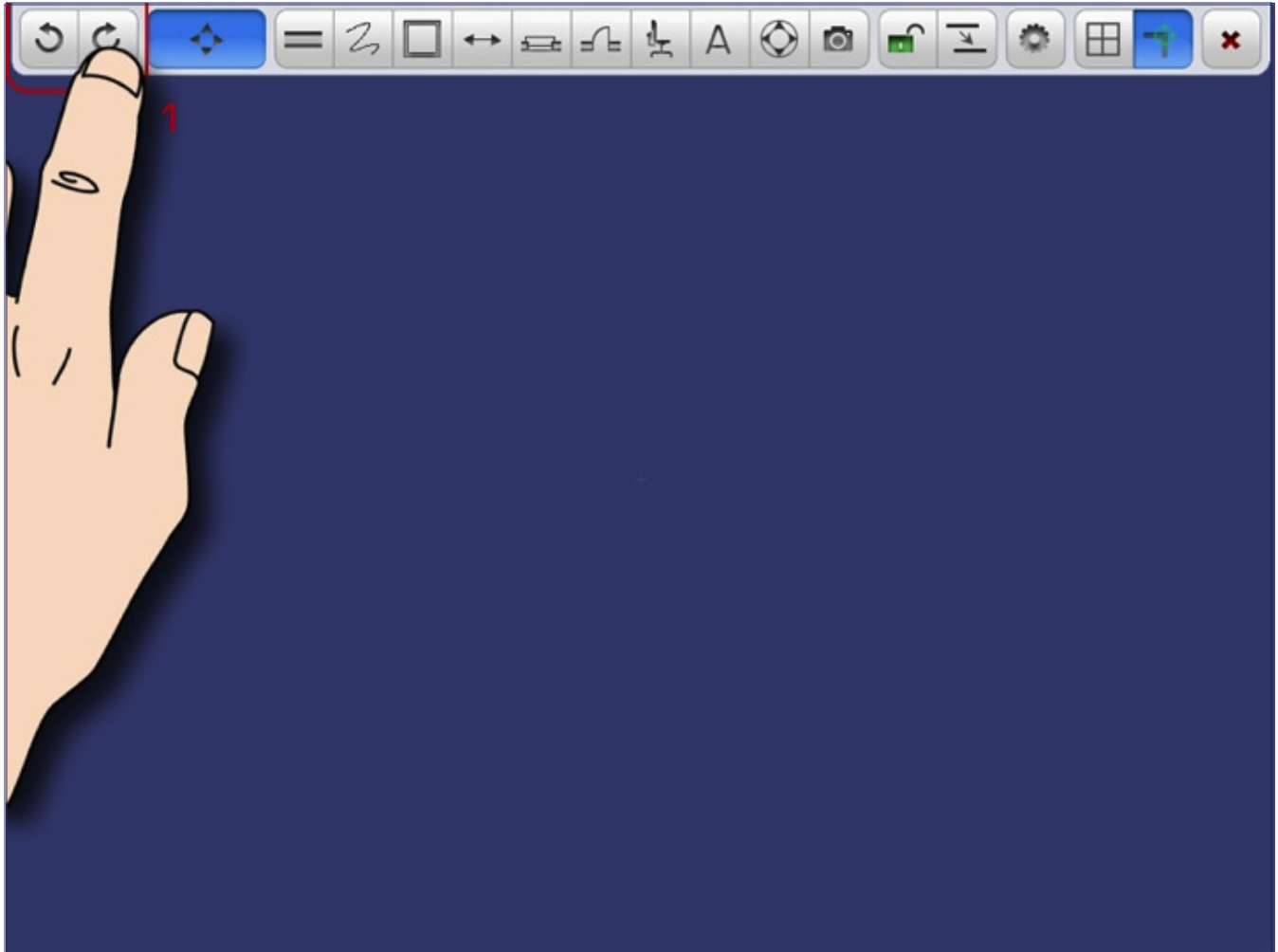
Your PadCAD user ID

- 1) Toward the top left corner of the preferences panel is located your PadCAD user ID. This ID can be used to correspond with us if any issues come up with your app.
- 2) You can get in touch with us at support@plugworks.com. Include your user ID in your email for faster service.



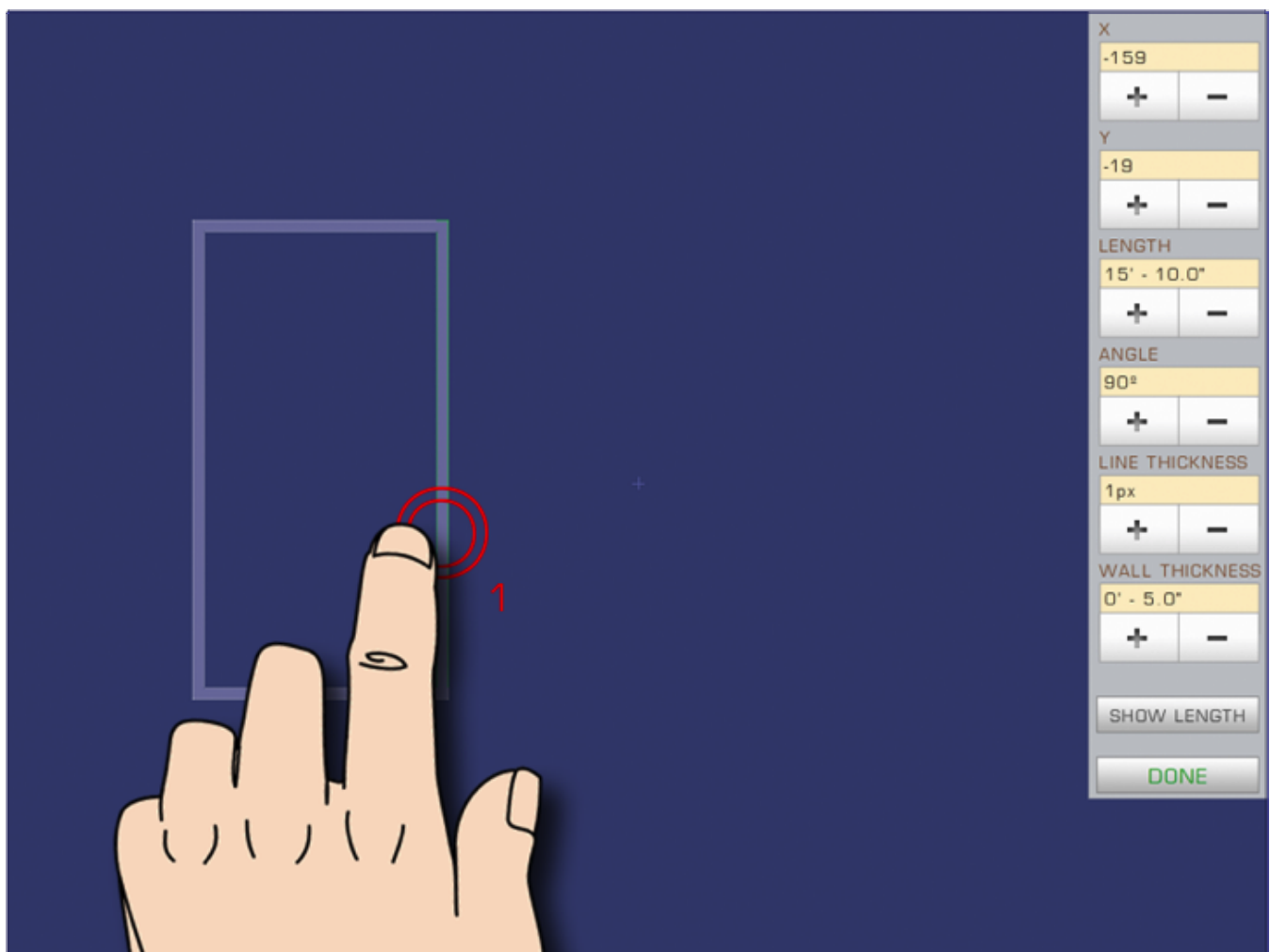
How to Undo or Redo Actions

- 1) The UNDO and REDO icons allow you to undo or redo any action. There is no limit to the number of undos or redos. Repeatedly tapping the undo button will step you backward in the action history until the beginning of your session.
- 2) Each drawing has its own undo/redo action history.



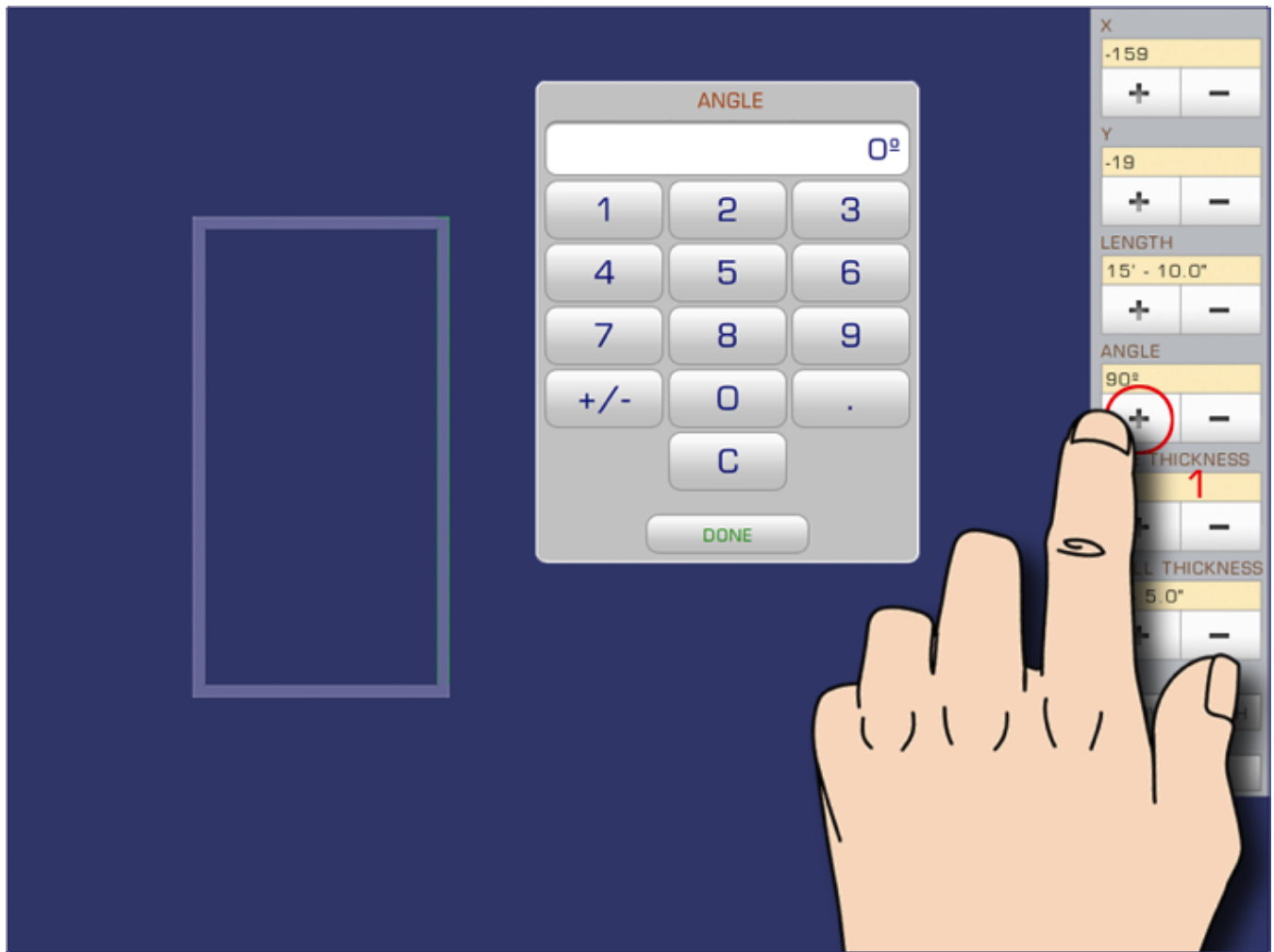
Adjusting the Attributes of an Element

- 1) Double tapping any element will display its attributes toward the left side of the screen.
- 2) Any attribute displayed in the side panel can be adjusted by tapping either the PLUS or MINUS button.
- 3) Some attributes are binary in nature, like the SHOW LENGTH attribute of a wall or the SWING attribute of a door element. These attributes are represented as buttons that can be tapped on or off.




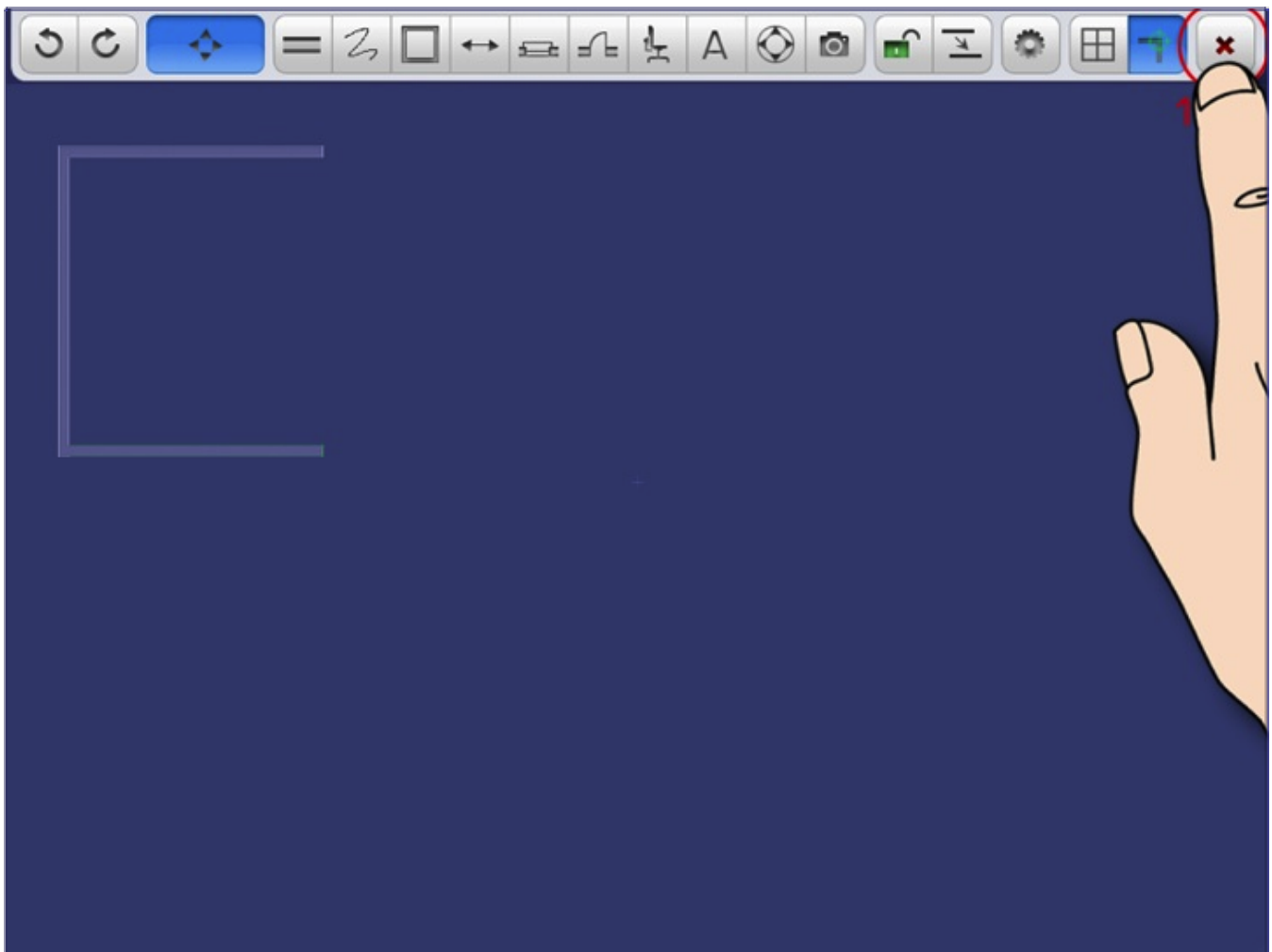
The Numeric Keypad

- 1) To enter an exact value for any attribute, tap and hold either the PLUS or MINUS button to bring up a numeric keyboard and enter a desired value.



How to Delete Elements

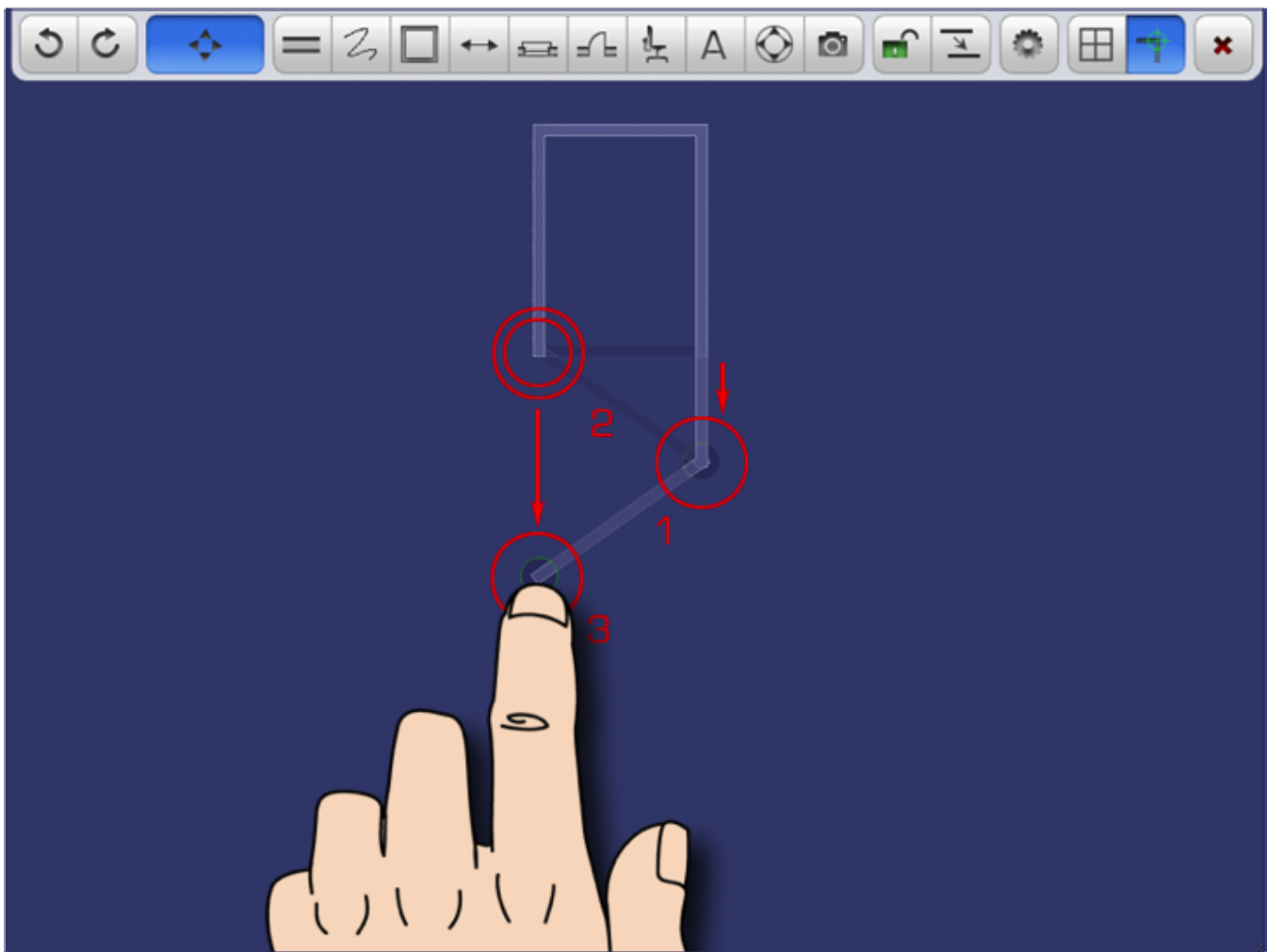
- 1) Tap the DELETE icon. The current element will be deleted. The current element is highlighted in green if it is unlocked.
- 2) Locked elements, highlighted in red, cannot be deleted. You must unlock them first before deleting them.
- 3) If you accidentally delete an element, simply tap the UNDO icon  to undelete it.



Merging and Unmerging Points

End-points of a wall or line element can be merged together. Moving a merged end-point moves all the lines attached to the merged point. This allows you, for example, to move the corner of a room with a single end-point without having to move the end point of each wall separately.

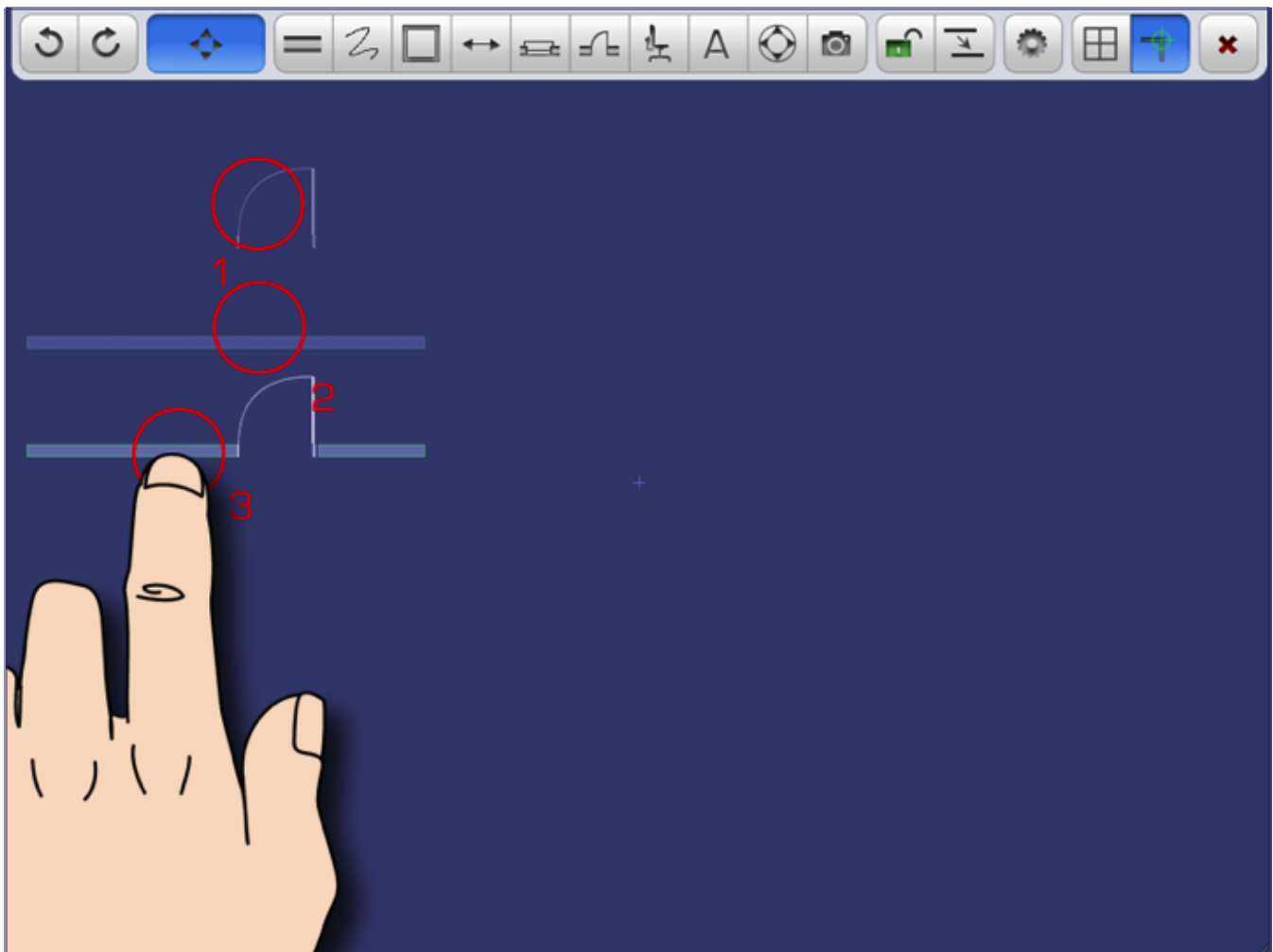
- 1) To merge end-points together, tap and drag one end-point onto another end-point.
- 2) Double tap the end-points that are sitting on top of each other to merge them.
- 3) The merged end-points will now be highlighted in yellow, while unmerged end points will be highlighted in green.
- 4) To unmerge an end-point, double tap it.




Attaching Elements & End-Points

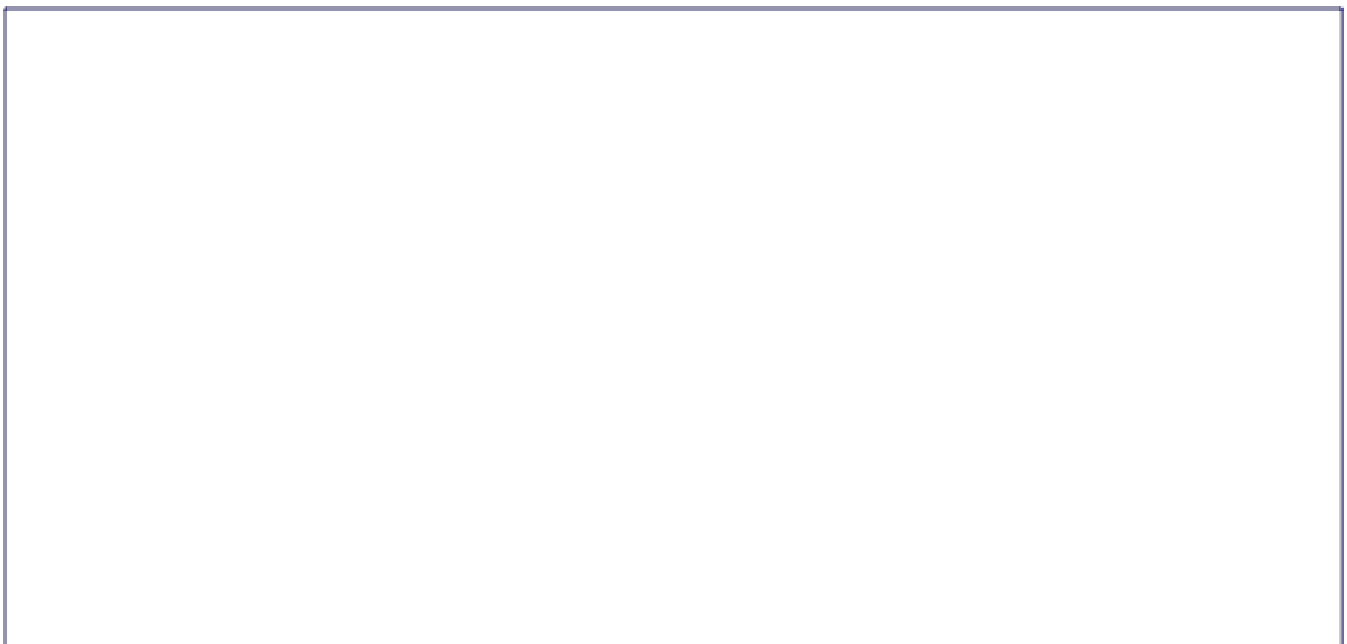
The end-points of walls and certain symbol elements, such as doors or windows, can be attached to line or wall elements by tapping and dragging them onto the desired wall or line. Once attached, they will move and rotate proportionally with the wall or line.

- 1) To attach a door to a wall: Tap the door to select it.
- 2) Drag the door onto the wall. The door will snap to the wall and orient itself to the angle of the wall.
- 3) Once attached, dragging the wall will move the door as well. Changing the length of the wall will move the door in proportion to its attached position on the wall.
- 4) These instructions can also apply to windows, wall end-points or line end-points.







Creating Custom Symbols

- 1) To create a custom symbol, start with a blank sheet.
- 2) Using lines, walls & freehand shapes draw your custom symbol.
- 3) Once you're done, double tap the SYMBOL icon  to see the symbols panel.
- 4) Tap the CUSTOM radio button toward the top right side of the panel.
- 5) Tap one of the empty slots. You will be asked to name the symbol.
- 6) A new symbol will be created from the elements you drew.
- 7) Most elements, like walls, lines and freehand shapes can be used to create symbols. Text and other fixed symbols such as doors, windows or furniture can not be used.
- 8) Your original elements will not be altered.
- 9) An icon of the newly created symbol will appear in the empty slot.
- 10) Custom symbols can be incorporated into other custom symbols, allowing you to build complex custom symbols from other, simpler custom symbols.
- 11) A custom symbol, once created, is automatically saved to your tablet's memory and is available to you at any time, on any drawing. Symbols are saved with a .padsym extension.
- 12) A custom symbol can be deleted by tapping the red **X** button next to it.



BathroomKitchenBedroomMiscElectricalCustom

	Symbol_1			EMPTY		EMPTY
	Symbol_2			EMPTY		EMPTY
	EMPTY			EMPTY		EMPTY
	EMPTY			EMPTY		EMPTY
	EMPTY			EMPTY		EMPTY
	EMPTY			EMPTY		EMPTY
	EMPTY			EMPTY		EMPTY
	EMPTY			EMPTY		EMPTY
	EMPTY			EMPTY		EMPTY

CANCEL

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File Sharing (Using iTunes)

If your tablet is an iPad, you may transfer any PadCAD drawing or symbol to or from your tablet and computer. Drawings have the “.padcad” extension in their name and symbols have the “.padsym” extension in their name. These extensions are required for PadCAD to operate properly. The file sharing panel is located under the Apps menu item within iTunes.

- 1) Attach your tablet to your computer.
- 2) Launch iTunes.
- 3) Select your device from the left side panel. Once selected, tap the Apps button toward the top of the window. The Apps panel will be displayed.
- 4) Toward the bottom of the panel will be the file sharing sub-panel. Click the PadCAD (or PadCAD Lite) icon. In the panel toward the right will be displayed all the files you can transfer from your tablet to your PC.
- 5) Choose the file you wish to transfer, then click the “Save to...” button toward the lower right side of the panel to complete the transfer.









File Sharing

The apps listed below can transfer documents between your iPad and this computer.

Apps

	Google Earth
	MagicPlan
	PadCAD
	PadCAD Lite
	Skype
	TouchCAD HD
	Vimeo

PadCAD Documents

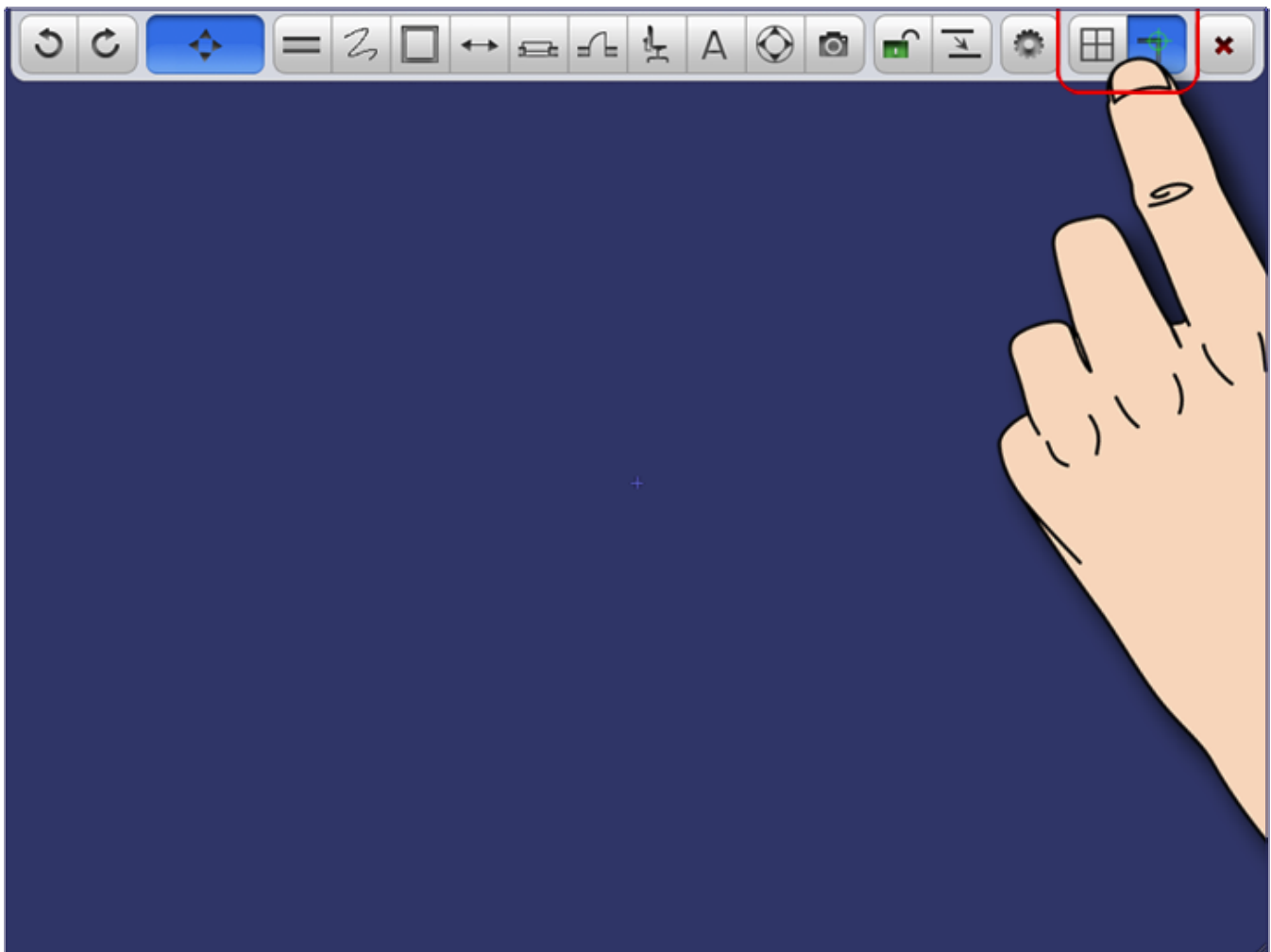
	Drawing_1.padcad	Today 10:52 PM	8 KB
	Drawing_2.padcad	Today 10:52 PM	8 KB
	Drawing_3.padcad	Today 10:52 PM	8 KB
	Drawing_4.padcad	Today 10:52 PM	8 KB
	gab .padsym	11/9/13 3:43 PM	8 KB
	Symbol_1.padsym	11/9/13 3:42 PM	4 KB
	Symbol_4.padsym	Today 10:51 PM	8 KB
	tyv.padsym	11/9/13 3:42 PM	4 KB

Snapping to Elements or to the Grid

PadCAD allows you to snap any of your elements to the grid or to other elements. Tapping the GRID icon toggles grid snapping and tapping the ELEMENT icon toggles element snapping.

When starting a drawing, snapping to a grid often comes in handy - especially when you are laying out a rough floor plan. Once most elements of a drawing are in place, snapping to an element becomes more useful.

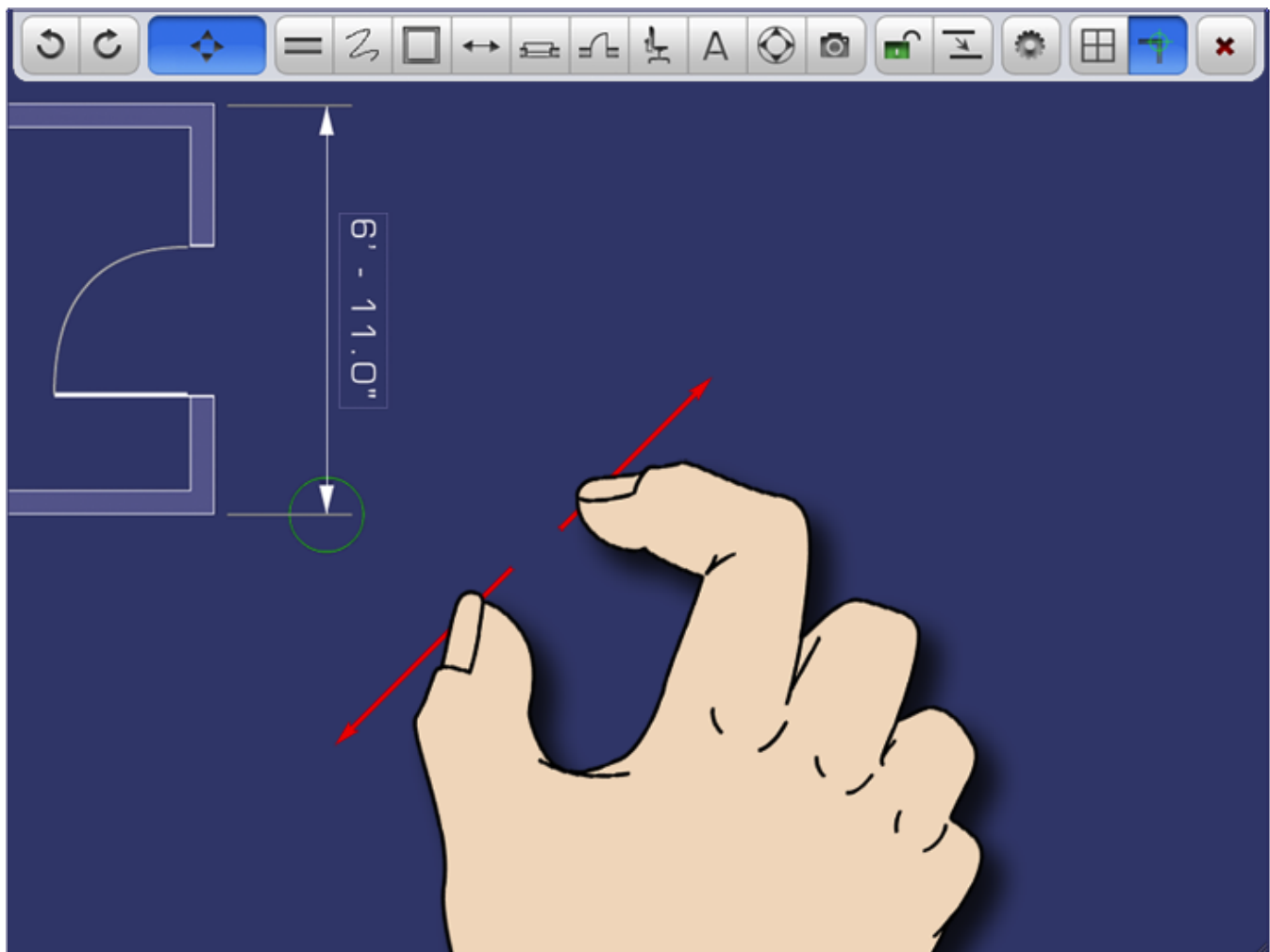
Although you can turn on snapping to both elements and the grid, we don't recommend it due to the limited surface area of a tablet.



Zooming In and Out

To zoom in or out of the drawing, perform a pinch gesture on the canvas.



Ensure that you gesture in an area of the canvas empty of any elements. Otherwise you may accidentally move or rotate an element.

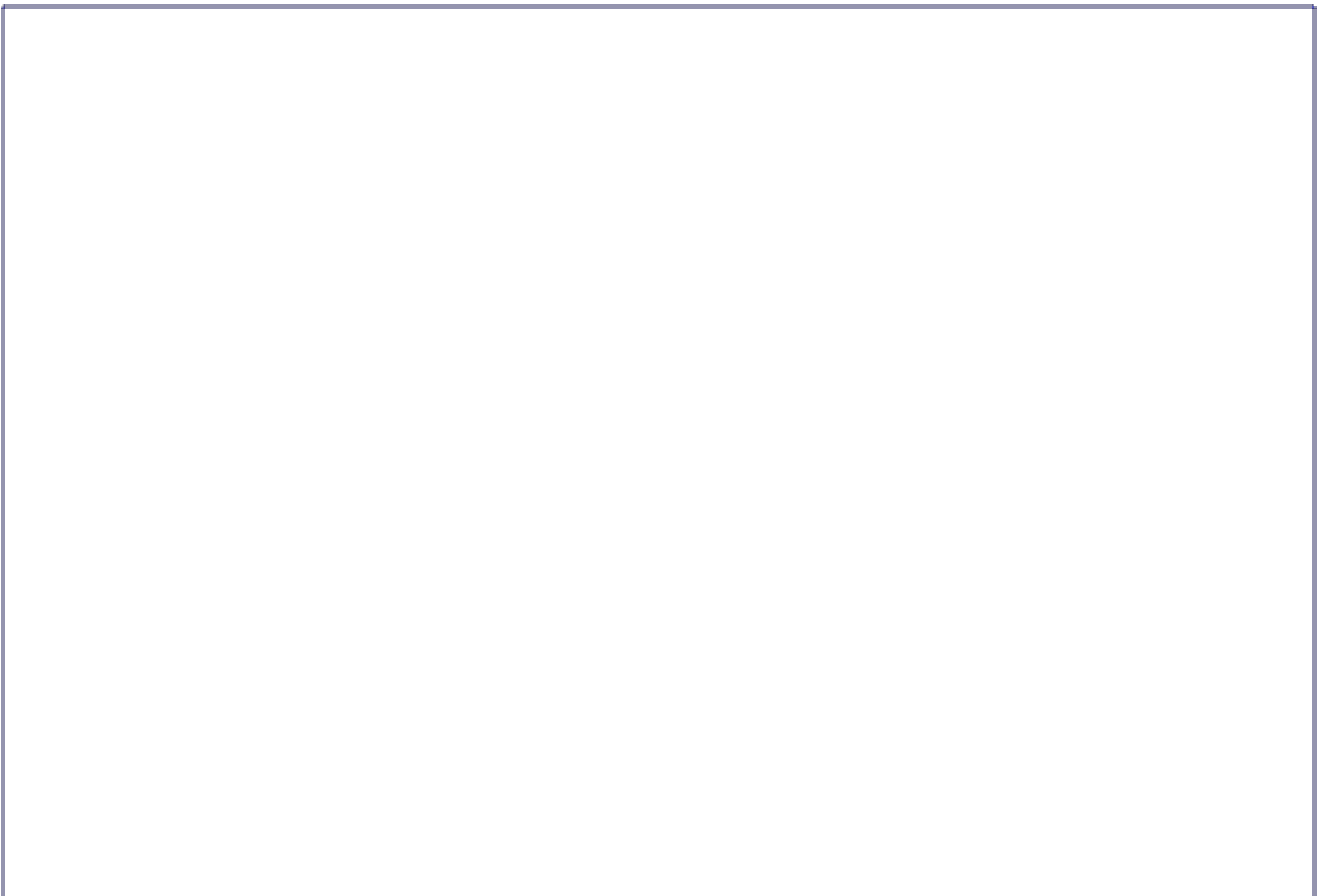


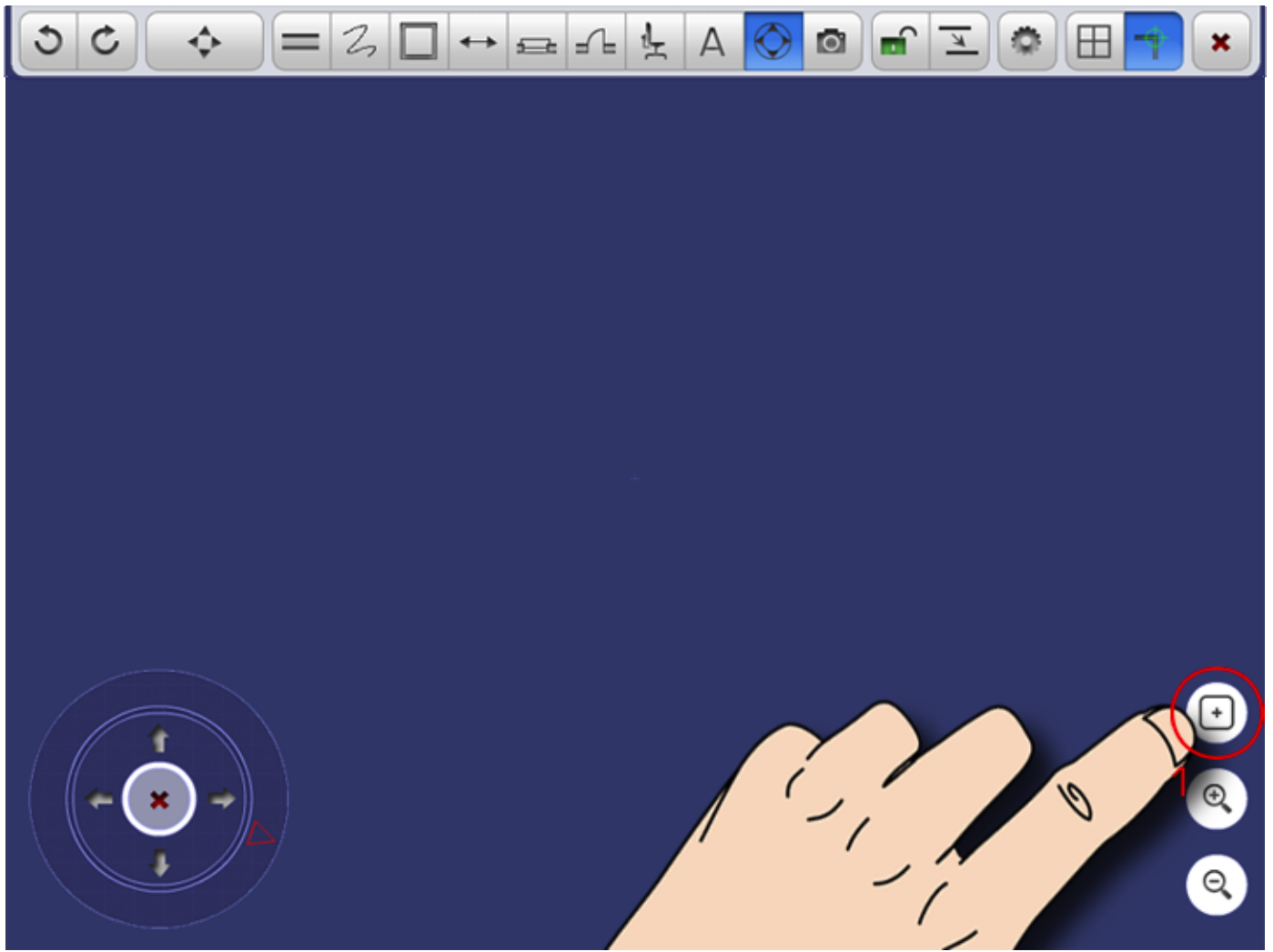
Moving the Entire Drawing

Occasionally you may want to move the entire drawing instead of moving each element. Since PadCAD only allows for one element to be selected at any given time, we have built a tool to move all the elements simultaneously. This process is called re-centering.

To re-center a drawing:

- 1) Select an element on the drawing. Any element will do, such as a door or a wall.
- 2) Click the joystick button. 
- 3) The joystick tool will appear toward the lower left corner of the screen.
- 4) The re-center button will appear toward the lower right side of the screen. 
- 5) Decide where you want the center of your drawing to be. Using your finger drag the drawing around until you find it.
- 6) Now place your desired center close to the center of the screen.
- 7) Click the re-center button.
- 8) The new center will now be located in the middle of the screen.





Sheet Size

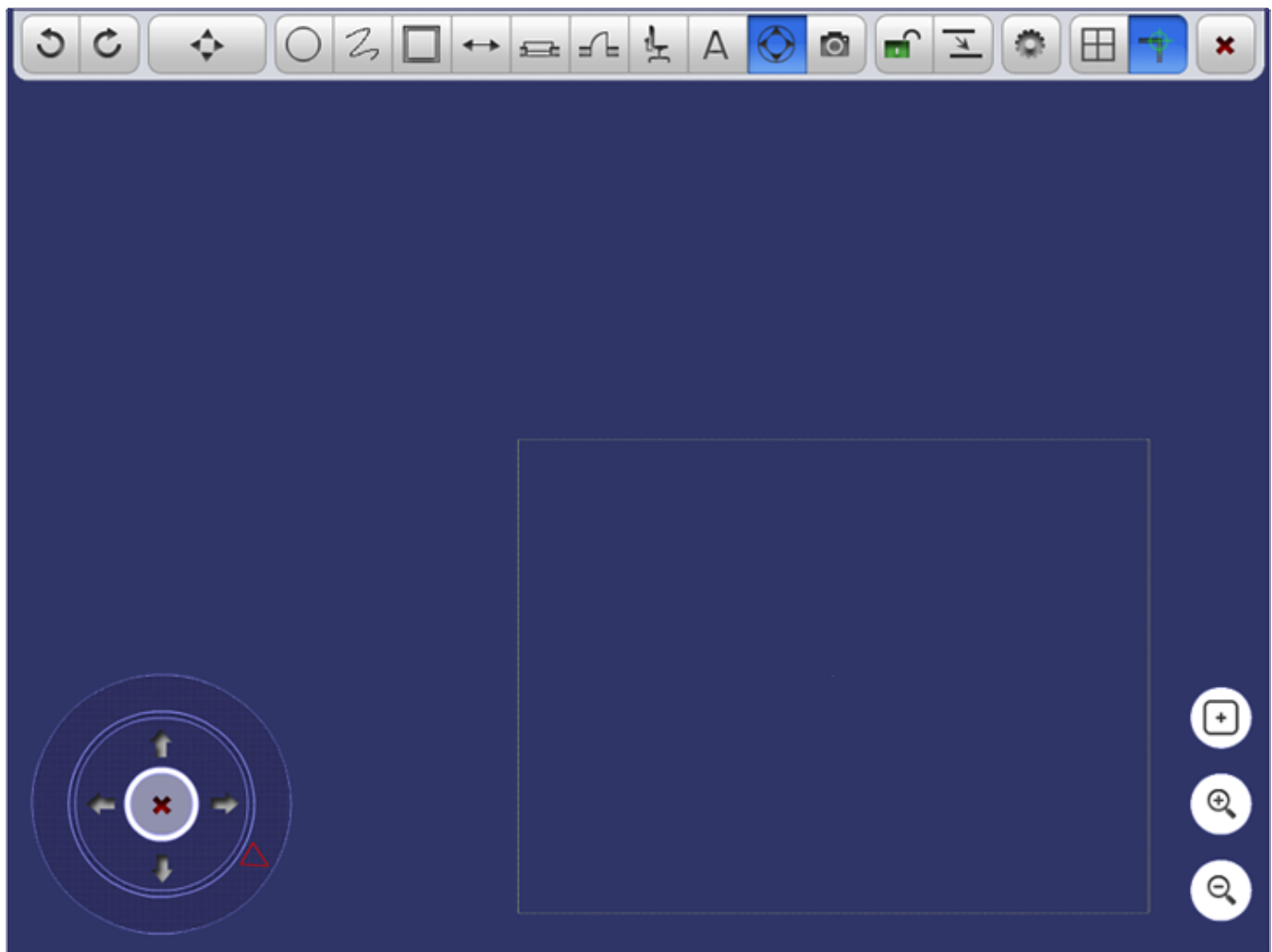
Every drawing has a limited sheet size. The sheet size of a drawing is indicated by a yellow frame. This frame is visible if you zoom out of a drawing. Any element drawn outside of the yellow frame will not be exported or rendered. PadCAD offers 2 standard sheet sizes. Large sheet sized drawings sometimes take a significant time to export.

Default Sheet Size :

2048 pixels x 1536 pixels (85.3' x 64' or 20.48 x 15.36 meters)

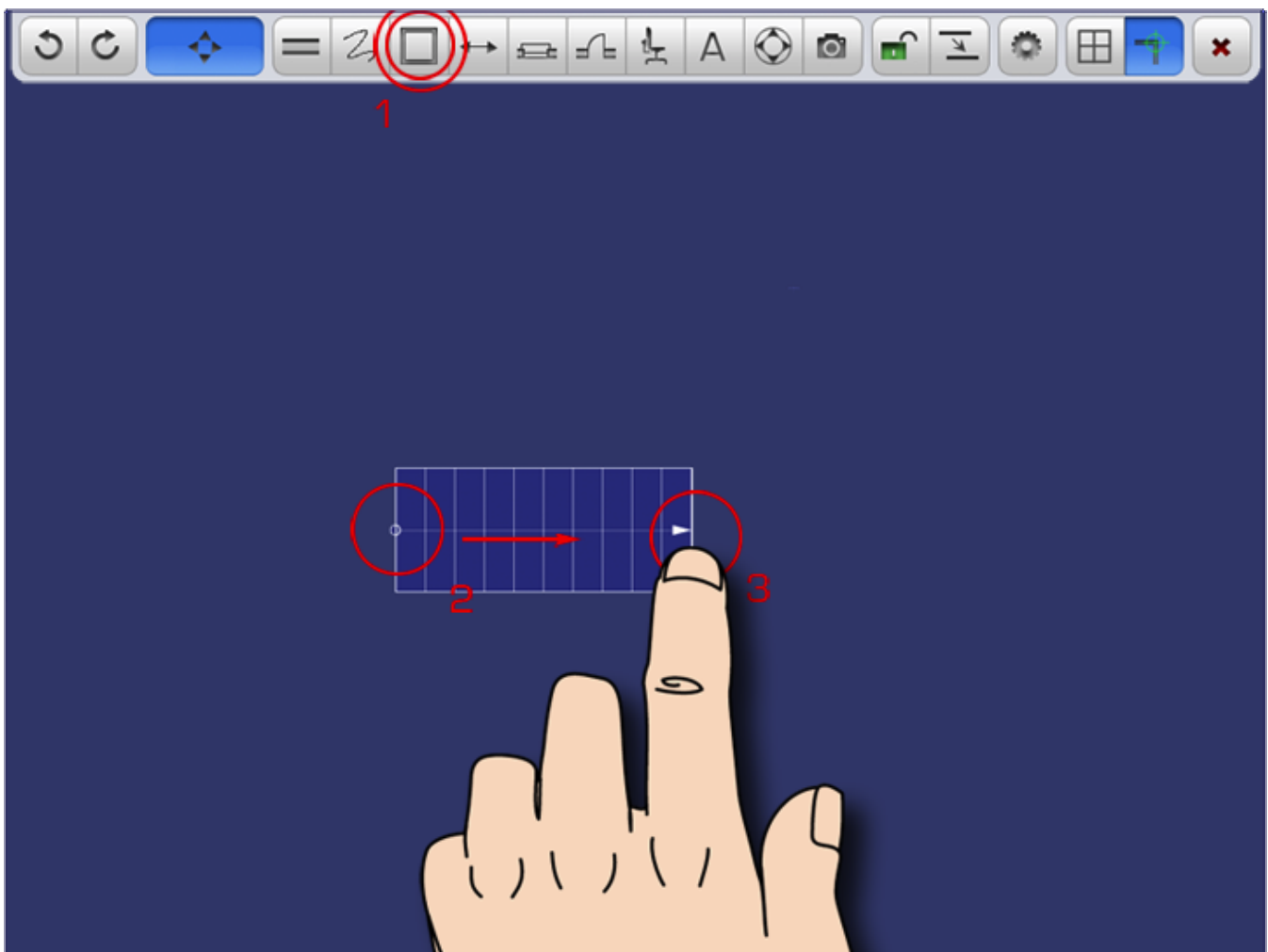
Large Sheet Size :

4096 pixels x 3072 pixels (170.6' x 128' or 40.96 x 30.72 meters)



How to Draw Stairs

- 1) To create stairs, first double click the square icon.
- 2) Next, select the stairs option from the sub menu.
- 3) Once selected, drag your finger across the area where you want the stairs.
- 4) Once you lift your finger, the stairs will appear. Stairs, by default, are always 3 feet (~ 1 meter) wide.
- 5) You can change the width of the stairs by double tapping the center line of the stairs. This will display the stair's attributes panel.
- 6) To rotate or stretch the stairs, drag either the start point or end point of the stairs to adjust.



How to Draw Freeshapes

Freeshapes are very similar to freehand elements but instead of drawing curved, freeform shapes, freeshapes are designed to draw straight-lined, primarily rectilinear shapes.

They are perfect for drawing rectangles as a single object.

PadCAD considers any shape you draw with the freeshape tool to be a single object - that is the tool's main advantage.

The downside is that a freeshape, once drawn, can not be edited beyond its position, rotation and line thickness.

To draw a freeshape:

- 1) Double click the FREEHAND icon.
- 2) Select from one of three FREESHAPES line thicknesses toward the bottom of the screen.
- 3) Start drawing a straight line without lifting your finger.
- 4) Once you have the length of line you desire, hold your finger down for 1 second to confirm. A beep will register your confirmation.
- 5) Draw another straight line in the same manner as described above. Keep making straight lines until you end up with the shape you desire.
- 6) Once you're finished drawing the shape you want, lift your finger. The finished shape will be one continuous shape.
- 7) To edit the line thickness of the freeshape, tap the SELECT icon, then double click the shape to display its attributes panel.



