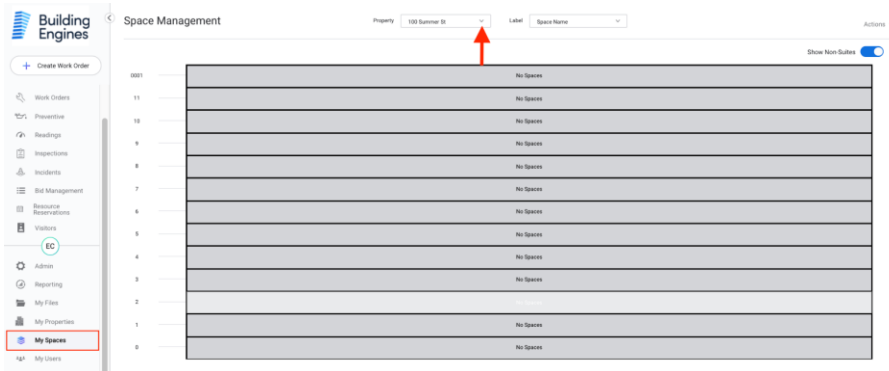
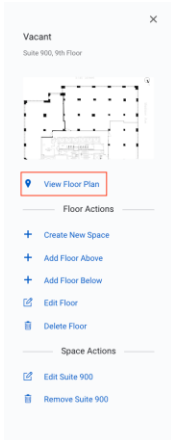


Using Markup Tools

1. Click the My Spaces tab and select a property from the drop down at the top of the page.



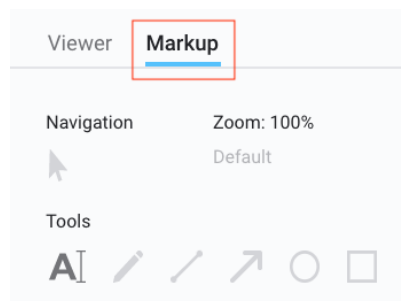
2. Select a floor with a floor plan uploaded and click View Floor Plan.



3. Click the Markup tab to open markup tools.

Select from Text, Draw, Line, Arrow, Circle and Square to markup the floor plan image.

Select the cursor icon under Navigation to select markups and move them if needed.



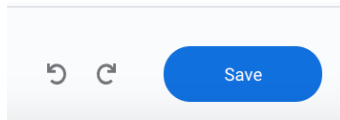
Click the text icon to add words to the floor plan. Click where you would like to add the text, then type in the box. Change the color, size, style and opacity from the options below the toolbar.

Click the pencil icon to draw on the floor plan. Change the color, brush size and opacity from the options below the toolbar.

Click the line or arrow icon to add to the floor plan. Click where you want an endpoint to be and drag your cursor the length, clicking again at the second endpoint to finish. Change the color, width, and opacity from the options below the toolbar.

Click the circle or square icon to add shapes to the floor plan. Click and drag your cursor to make the shape the size of your choice. Change the fill, stroke (color), width, and opacity from the options below the toolbar.

Click the forward and back arrows at the bottom of the page to undo or redo changes made.



4. Click save at the bottom of the page to save markups.

To download floor plan with the markups added, click the three dots at the top of the page then click Download PDF or Download PNG. The Download Floor Plan option will only export the original floor plan without the markups.

