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Each page has a HOME button which you click to return to the table of contents.



Room creation process

Possible Uses:

- Order of design steps to minimize creation time

Description:

After 3D Planner opens:

Recommended order of steps you need to do to create your project room(s) as fast as possible.

Steps:

1. **Draw walls** (if starting from 'scratch'), or re-size walls (if starting from pre-drawn room shapes) to match real world project dimensions (BP view best)
2. **Add, position and re-size architectural items**; Ex. windows, doors, heat vents, lighting, columns, light switches, fireplaces, etc. (BP or 2D view best). TIP: after re-sizing items, locking items in place will prevent unintentional moving. (see Locking Items)
3. **Add baseboard and crown moulding** to walls
4. **Add flooring** (under Materials) – 2D, 2D/3D or 3D views best
5. **Add paint to walls** (Paint tab, or search "paint" in Materials tab)
6. **Add and re-size furniture** items (under Products tab)
7. **Change finishes or fabrics** on furniture or window treatments
8. **Add art & accessories** to your room, (2D, 2D/3D, 3D view best).
9. **Take Snapshots** (at any time during design process)
10. **Save Snapshots to your computer**, to use in creating your presentations



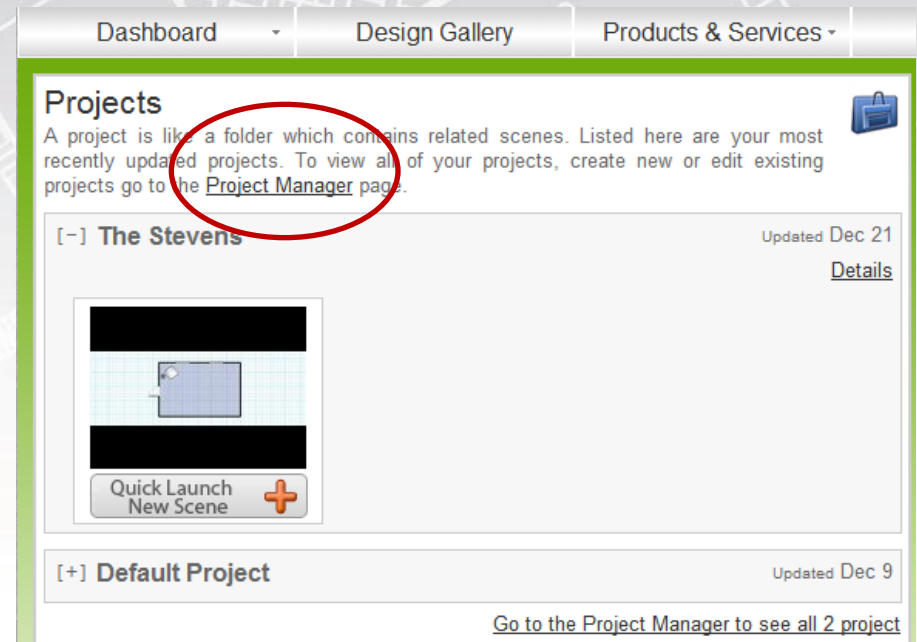
Start a New Project

Description:

Create a new project from the project manager

Steps:

1. Log in to your 3Dream account
2. Click on the 'Project Manager'
3. Click on 'Create New Project'
4. Give your project a new name.
5. Click 'Save'.



Dashboard Design Gallery Products & Services

Projects

A project is like a folder which contains related scenes. Listed here are your most recently updated projects. To view all of your projects, create new or edit existing projects go to the [Project Manager](#) page.

[-] **The Stevens** Updated Dec 21
[Details](#)

Quick Launch New Scene +

[+] **Default Project** Updated Dec 9

[Go to the Project Manager to see all 2 project](#)

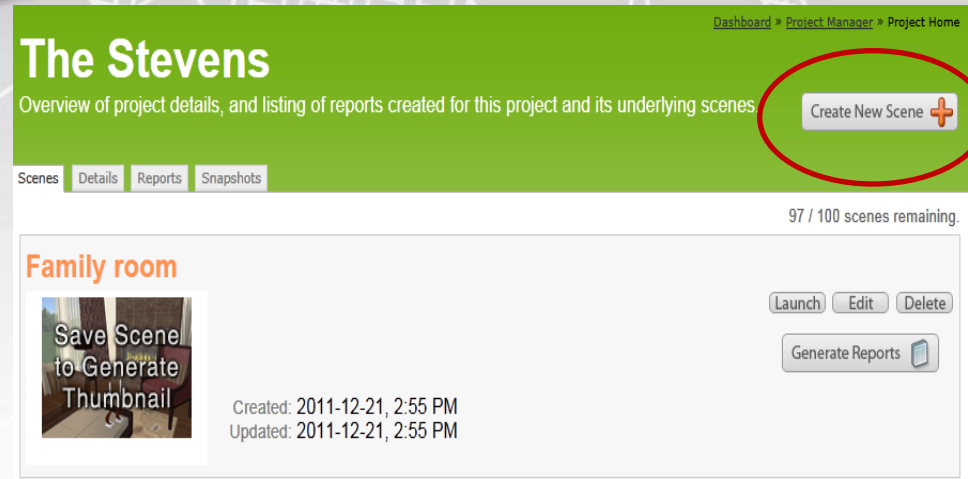
Start a New Scene

Description:

Create a new scene within one of your existing projects.

Steps:

1. Log in to your 3Dream account
2. Click on the 'Details' link to the right of the project name.
3. Click 'Create New Scene'.
4. Give your new scene a name.
5. Select a 'Scene starting point' and click 'Create'.
6. Now 'Launch' to open the scene in the 3Dream 3D planner.



The screenshot shows the 'The Stevens' project page in the 3Dream Project Manager. The page has a green header with the project name and a breadcrumb trail: Dashboard > Project Manager > Project Home. Below the header, there is a navigation bar with tabs for 'Scenes', 'Details', 'Reports', and 'Snapshots'. A 'Create New Scene +' button is circled in red in the top right corner. Below the navigation bar, there is a section for 'Family room' with a thumbnail image that says 'Save Scene to Generate Thumbnail'. To the right of the thumbnail are buttons for 'Launch', 'Edit', and 'Delete', and a 'Generate Reports' button. Below the thumbnail, the creation and update dates are listed: 'Created: 2011-12-21, 2:55 PM' and 'Updated: 2011-12-21, 2:55 PM'. In the top right corner of the main content area, it says '97 / 100 scenes remaining.'

Description:

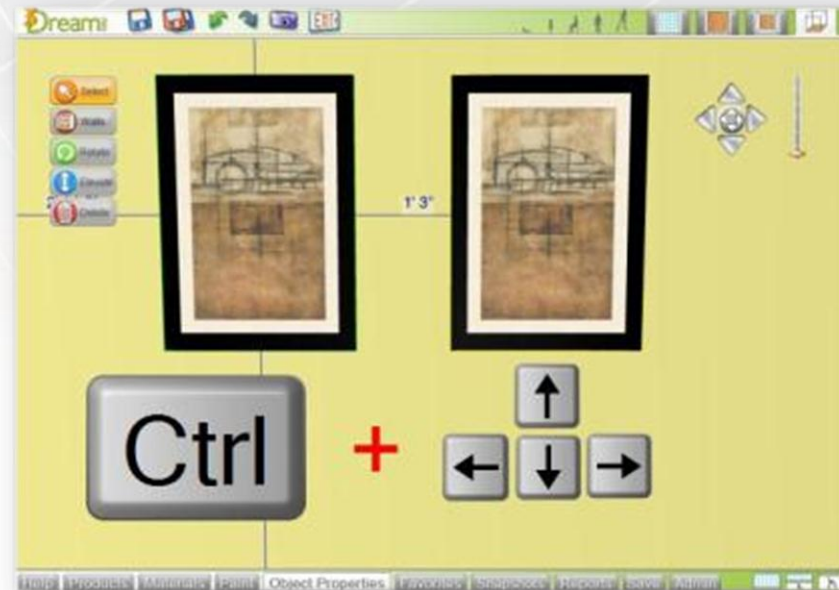
Make ½" position adjustments of any object

Steps:

1. Select object to move
2. Hold CTRL key (keyboard) and use Arrow key to move
3. Holding Arrow key will make continuous movements

Possible Uses:

- Fine-tuning wall positions
- Making minor object placement adjustments of selected objects in any view; eg. Walls, furniture, art



Description:

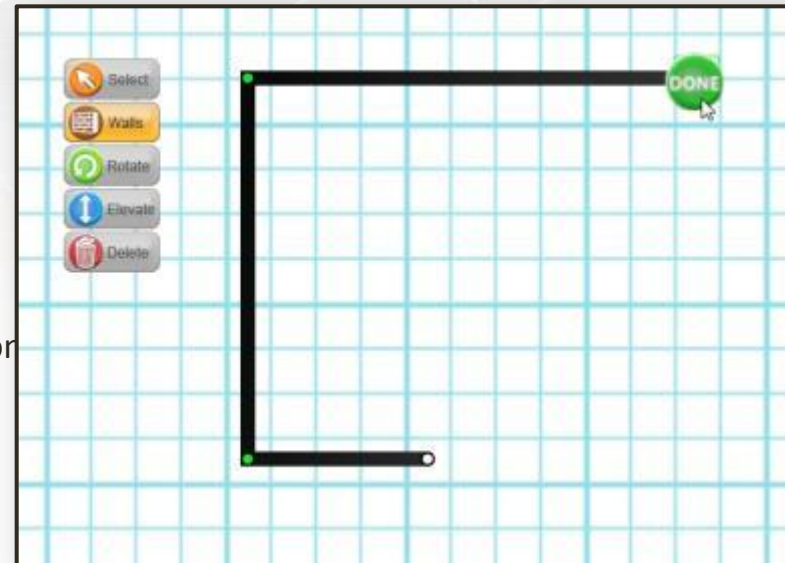
Drawing rooms from 'scratch', or adding a room to existing rooms

Steps:

1. Select Wall tool (upper left, below Select tool)
2. Click any starting area in planner window
3. Click (and release) to start wall creation.
4. Move mouse to approximate length of wall. (you can fine-tune dimensions using Nudge tool)
5. Click (and release) for each wall length or change in direction
6. Repeat steps 4 and 5 until wall points connect.
7. Click "Done" button when finished.
8. To add additional walls or entire rooms repeat steps 1-7
 - TIP: Do not leave openings for doors, windows or passage ways – These can be added from PRODUCTS tab
 - TIP: Adding walls after changing floor materials will default floor to "concrete and need to be changed to desired floor material again.

Possible Uses:

- Creating one or more rooms of your design project
- Adding a room or walls to existing room(s)
- Creating architectural items such as vertical bulkheads, Full height fireplaces, etc.



Changing ceiling height

Tips 'n Tricks

Description:

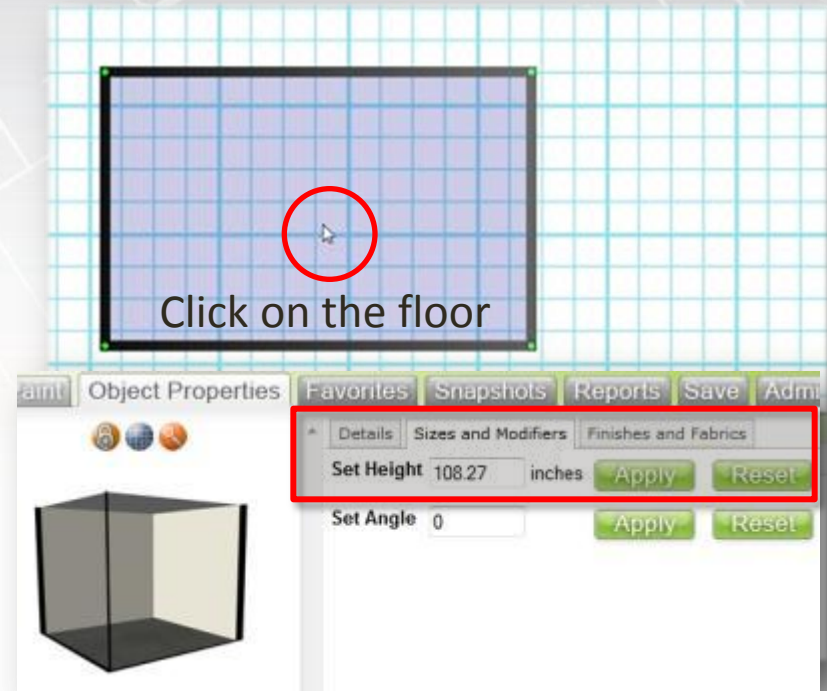
Changing ceiling height in room

Steps:

1. In any view, select (left-click) floor
 2. OBJECT PROPERTIES tab will appear; If in Full Screen view, click OBJECT PROPERTIES tab to reveal
 3. Select Sizes & Modifiers tab
 4. Enter new ceiling dimension
 5. Click "Apply" button
- Tips:
 - If using crown moulding, apply crown to walls before changing ceiling height

Possible Uses:

- Modifying room ceiling height to match project ceiling



Description:

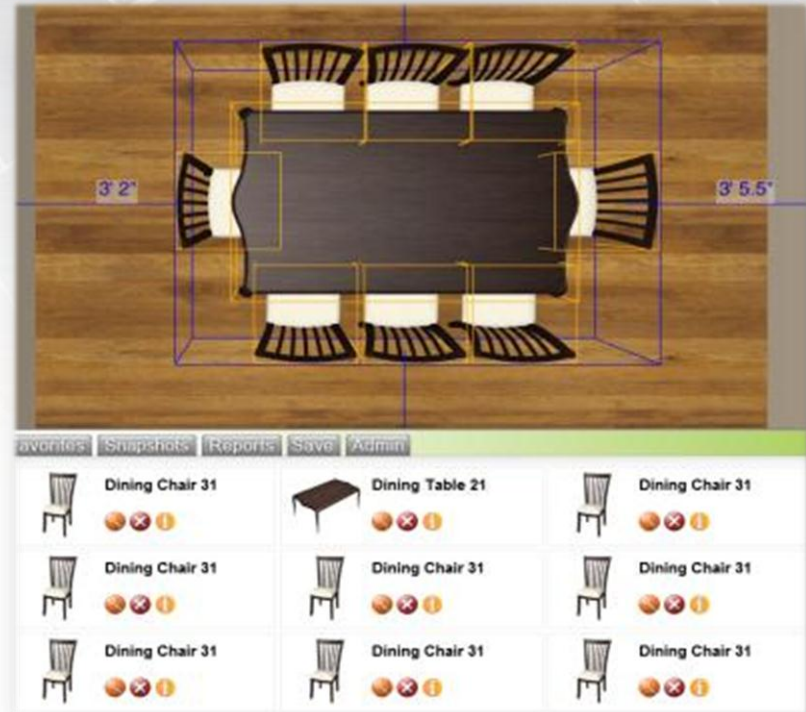
Temporarily groups 2 or more items to perform various tasks

Steps:

1. Select (left-click) first object – release mouse
2. Hold CTRL key (keyboard) and select next item(s)
3. Perform desired action:
 - Move, Group, Rotate, lock in position

Possible Uses:

- Selecting more than one item to move, rotate, group or lock in place



Description:

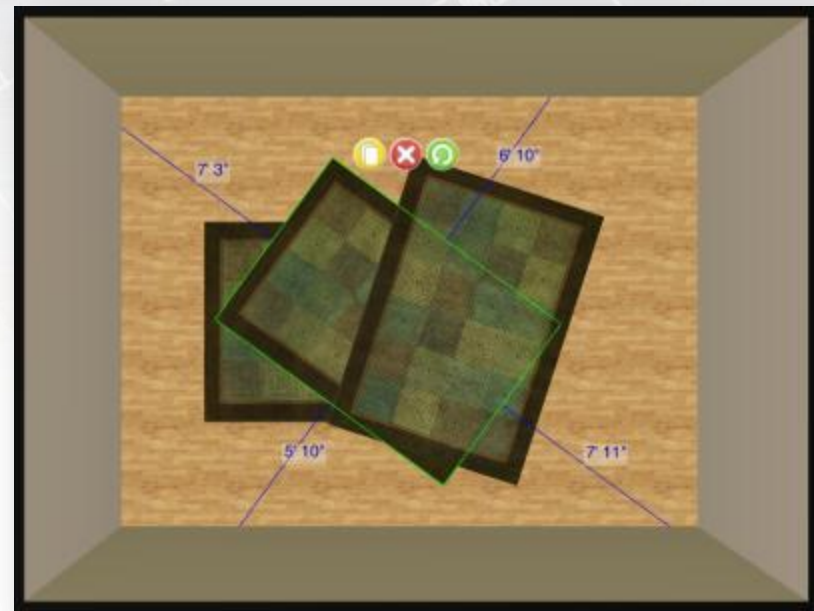
Rotate selected items in scene using model controls

Steps:

1. Select object(s) to rotate
2. Click and Hold green Rotate control over selected item(s)
3. Sweep mouse either left or right while you are holding down the left click. Do not sweep in circular motion
 - Item rotates in 9 degree increments

Possible Uses:

- Rotating one or more selected items in scene



Description:

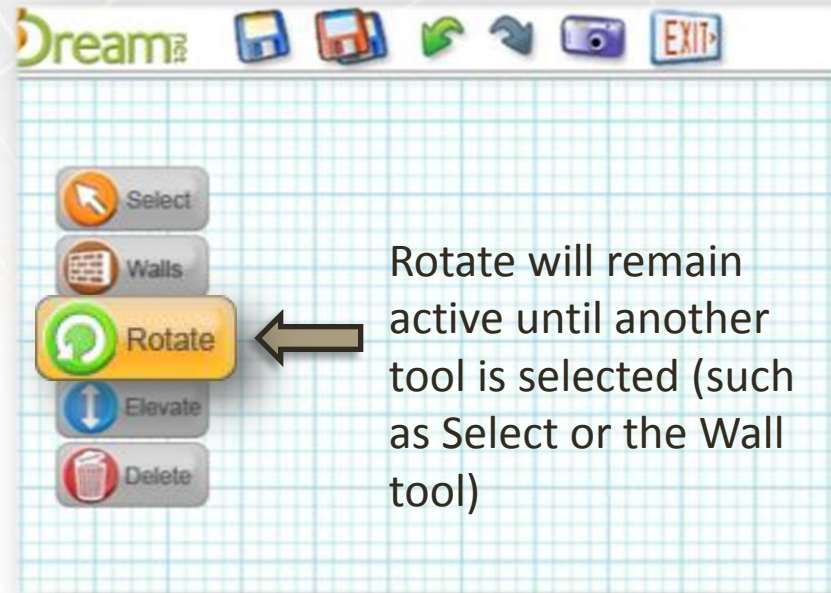
After selecting Rotate tool all items clicked after can be rotated.

Steps:

1. Select Rotate tool (left side of planner window)
2. Click and hold over item needing rotating
3. Sweep mouse either left or right (not in a circular motion)
 - Item rotates in 9 degree increments
4. Click back to Select tool selected after rotating item(s)
 - TIP: You can Multi-select items and rotate all at same time

Possible Uses:

- Rotating one or more items in scene
- This is different from Rotate control by not having to select the item first



Moving Around (Keyboard Arrow Keys)

Tips 'n Tricks

Description:

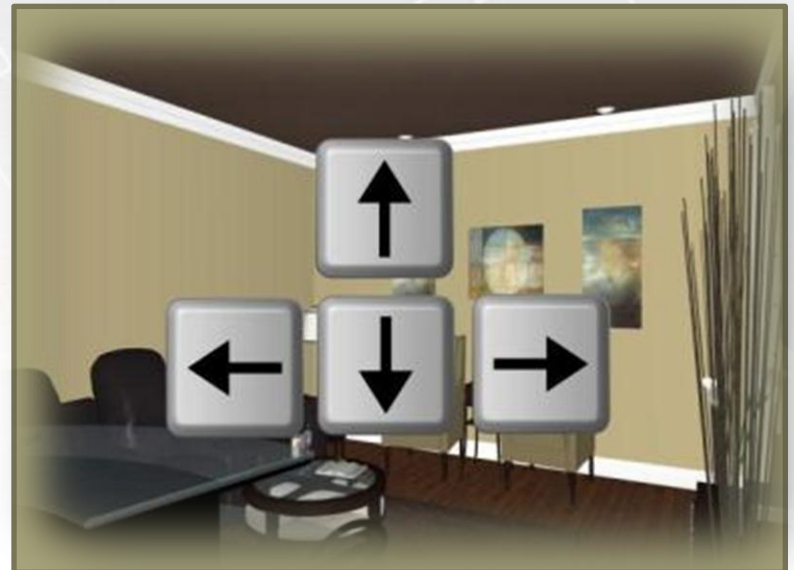
Using keyboard arrow keys to move around your 3Dream project scene

Steps:

1. Make sure mouse is over working area (not in lower portion of screen)
2. **In Blue Print, 2D or 2D/3D views:**
 - Up/Down, Left/Right arrow keys move in arrow direction
3. **In 3D view:**
 - Left/Right arrow keys rotate in arrow
 - Up arrow moves you forward
 - Down arrow moves you backwards

Possible Uses:

- Better positioning for working
- Setting up SnapShots
- Changing desired view



Moving Around

(On screen arrow keys)

Tips 'n Tricks

Description:

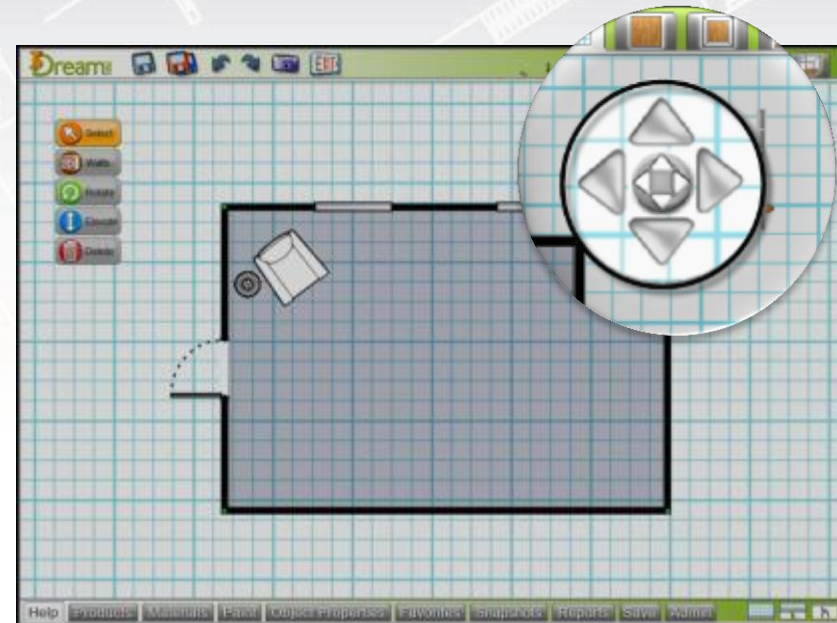
Using On-Screen Arrow keys to move around your 3Dream project scene

Steps:

1. Make sure mouse is over working area (not in lower portion of screen)
2. **In Blue Print, 2D or 2D/3D views:**
 - Up/Down, Left/Right arrow keys move in arrow direction
3. **In 3D view:**
 - Left/Right arrow keys rotate in arrow direction
 - Up-Arrow moves you forward
 - Down-Arrow moves you backwards

Possible Uses:

- Better positioning for working
- Setting up SnapShots
- Changing desired view



Moving Around

(On-Screen Joystick)

Tips 'n Tricks

Description:

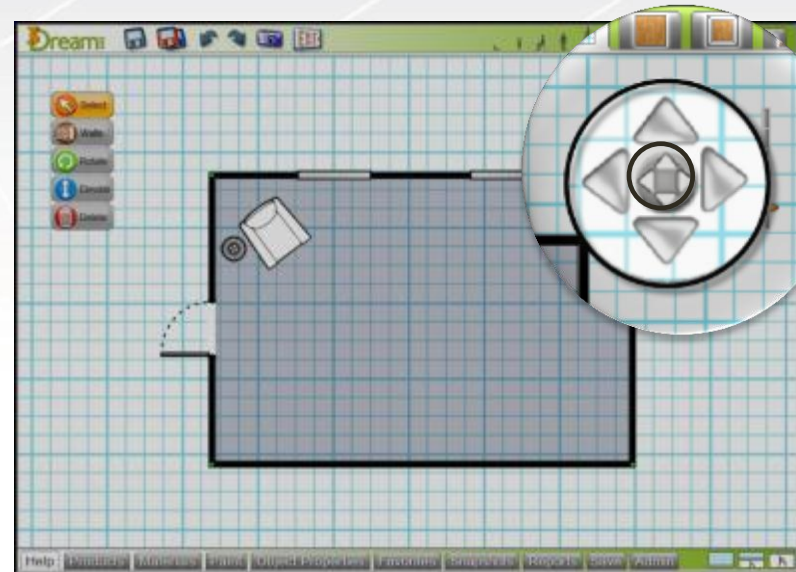
Using On-Screen "Joystick" control to move around your 3Dream project scene

Steps:

1. Make sure mouse is over working area (not in lower portion of screen)
2. Left-Click and hold center Joystick
3. **Gently** move in desired direction
 - Note: You can use keyboard letters "A" (side-step left) or "D" (side-step right) in combination with either joystick or keyboard arrow keys to move around room

Possible Uses:

- Better positioning for working
- Setting up SnapShots
- Changing desired view



Moving Around

(Zoom to Object)

Tips 'n Tricks

Description:

To quickly place yourself in front of any selected object – directly 'front & center' (3D view), or directly over in top-down views

Steps:

1. Select (left-click) object to jump in front of
2. OBJECT PROPERTIES tab will open, showing selected item.
 - If in Full Screen, you need to click the OBJECT PROPERTIES tab to open
3. Click orange 'magnifying glass' icon
 - Note: This action might place you behind other objects: simply use the forward arrow keys (keyboard or on-screen) until you see your selected item

Possible Uses:

- Jumping to any selected item
- Better positioning for working in any view
- Aligning objects
- Setting up SnapShots
- Changing desired view



Moving Around

(Height-Slider Control)

Tips 'n Tricks

Description:

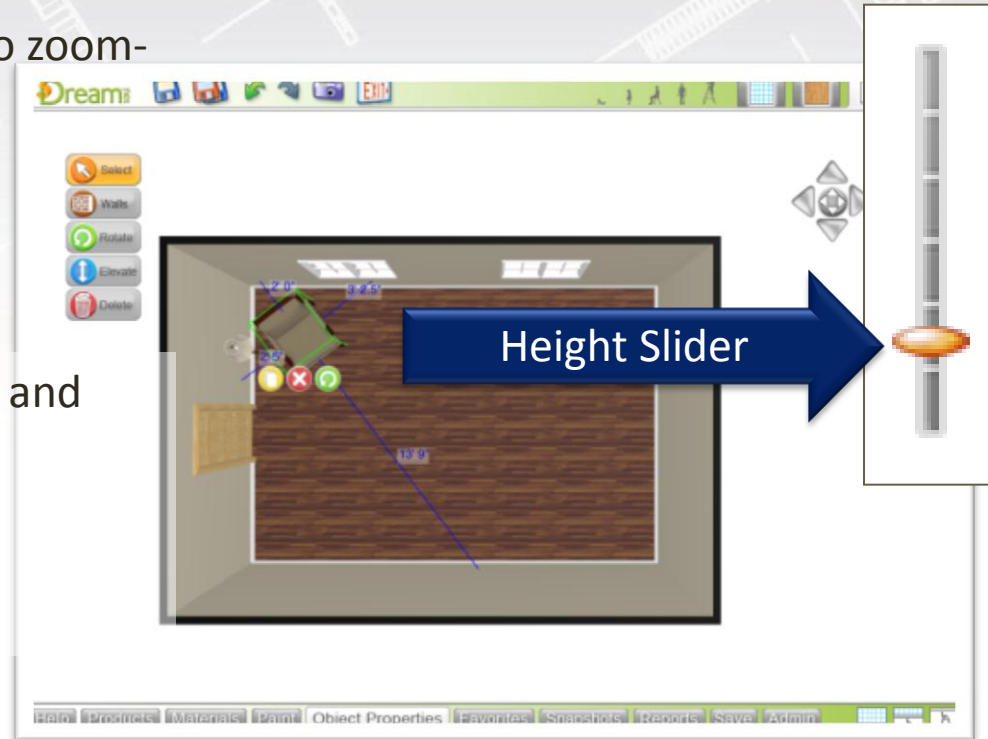
To raise or lower your view-point, or to zoom-in or out on your working area

Steps:

1. Left-click & hold Height Slider icon and raise or lower
2. Zooms in or out in BP & 2D view
3. Lifts up or down in 3D view

Possible Uses:

- Raising view-point up or down
- Zooming in or out



Mouse Wheel Control

(All 'Top-Down' views)

Tips 'n Tricks

Possible Uses:

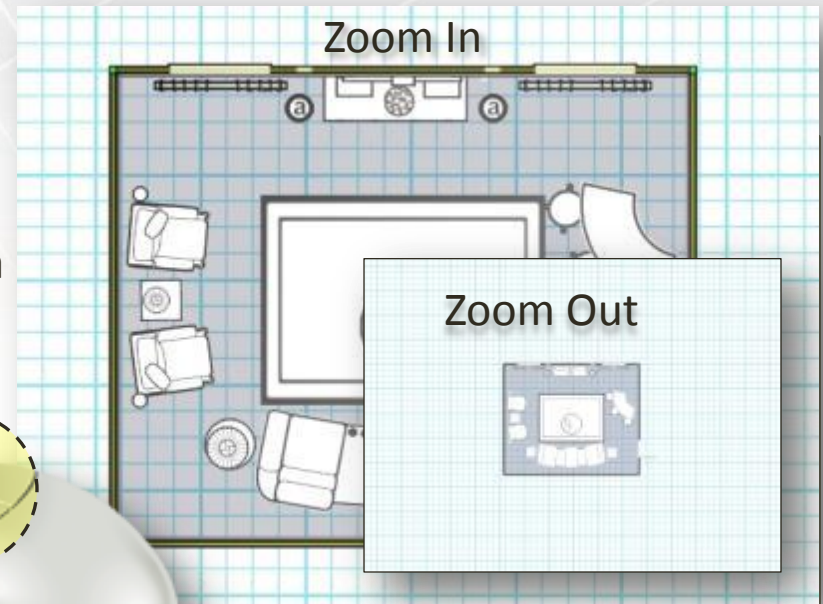
- Zooming in or out

Description:

To raise or lower your view-point, or to zoom in or out on your working area in any top-down views.

Steps:

1. In any top-down views, left-click any area on planning window
2. Use your mouse wheel to zoom in or out



Mouse Wheel Control

(3D View – 'Tilt')

Tips 'n Tricks

Description:

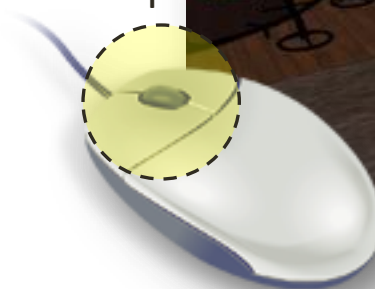
To raise or lower the angle of your view-point.

Steps:

1. In any top-down views, left-click any area on planning window
2. Use your mouse wheel to tilt your view up or down

Possible Uses:

- Tilting view-point up or down
- Setting up a SnapShot view



ViewIT
Technologies

Taking 'SnapShots'

(Blue print, 2D, 2D/3D or 3D view)

Tips 'n Tricks

Description:

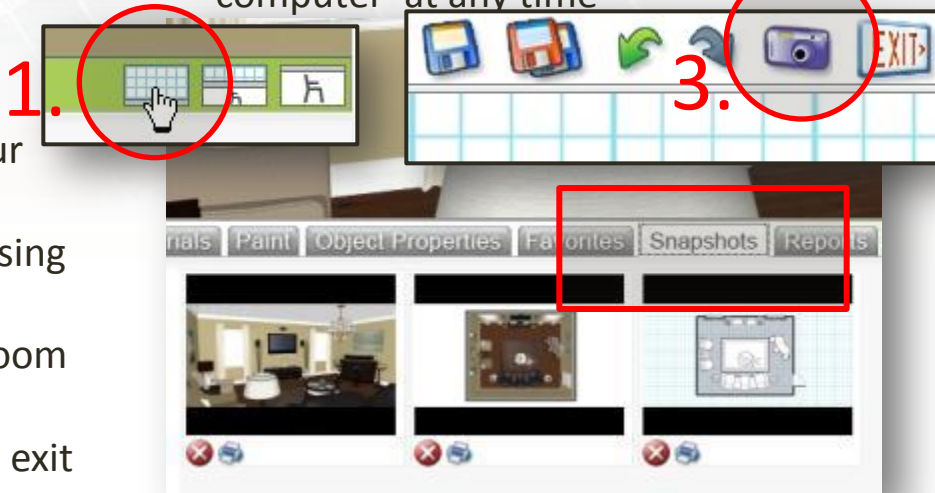
Taking pictures (JPG's) in any view type of whatever is showing in your planning window.

Steps:

1. Click the Full Screen icon to maximize your view-point
2. Move (navigate) to a desired viewpoint using any method
 - Keyboard keys, On-screen arrows, Zoom To Object, mouse wheel zoom
3. Click Camera icon at top of window (near exit sign – snapshots take a few seconds to create -
4. You can change views and take repeated shots
5. SnapShots are saved in the SNAPSHOTS tab

Possible Uses:

- Creating 2D or 3D pictures to print, email, copy/paste or place in 3Dream reports
- Take shots of floor plan, furniture plan, product close-ups, etc.
- SnapShots can be saved to your own computer at any time



Saving 'SnapShots'

(To your own computer)

Tips 'n Tricks

Description:

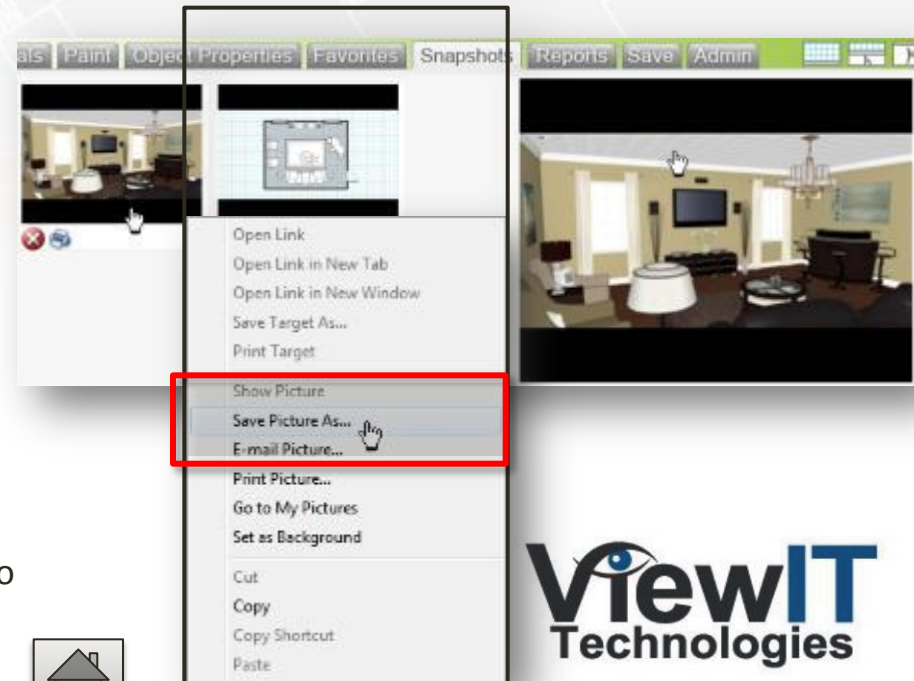
Saving 3Dream Snapshots (JPG's) to your computer

Steps:

1. Click SNAPSHOTS tab
2. All your scene snapshots will appear, latest top left
3. Select desired image to save
4. A larger preview will appear on right side – Click this image
5. Right-Click over large image that opens
6. In menu that appears, select SAVE AS option
7. You will need to tell the system where you want to save the image. If needed open a folder for the project you are working on
8. Rename the image to something that makes sense to you ie. "Jones Living Room Blue Print view1" (from the default string of letter and numbers)
9. Repeat steps 3 to 8 for each desired image

Possible Uses:

- Saving Snapshots to your own computer for later use
- Use to create presentation documents (ie. WORD, PowerPoint, Email attachments etc.) to present your design project



Turning off Background Scenery

Tips 'n Tricks

Description:

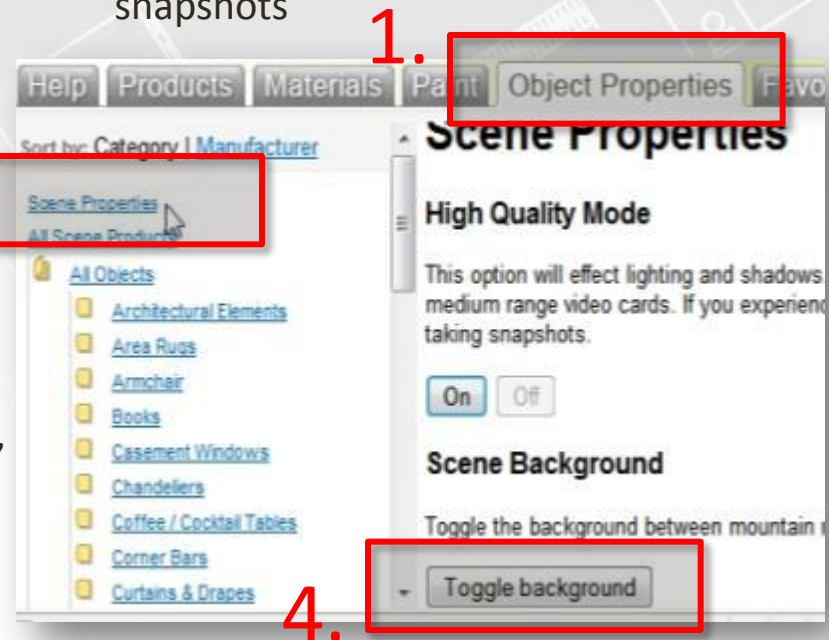
Removing background scenery from working views, (the outdoor scenery and green grass).

Steps:

1. Select OBJECT PROPERTIES tab
2. On far left, click 'Scene Properties' link
3. Scroll down to reveal "Scene Background" option
4. Click "Toggle Background"
5. Clicking again will turn background back on

Possible Uses:

- If you don't want default green scenery to appear in working views or snapshots



Description:

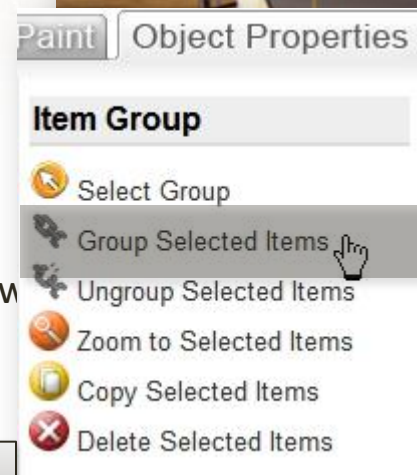
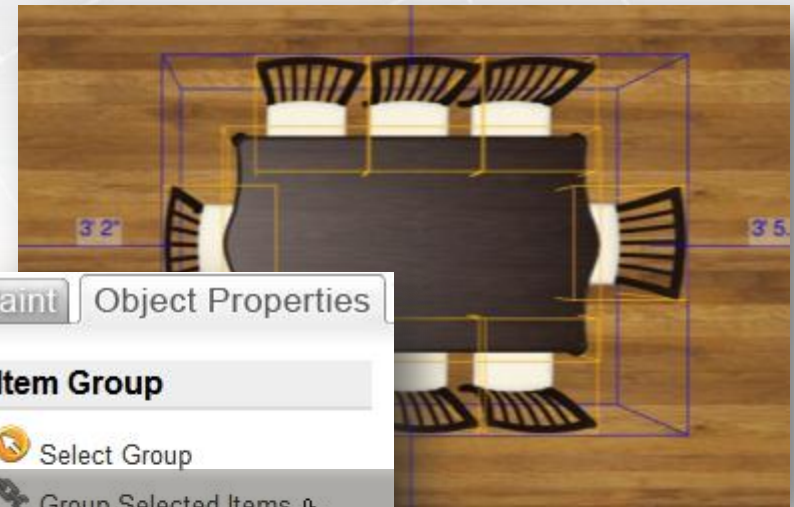
Grouping multiple items together – any view

Steps:

1. Select first item
2. Hold CTRL key down and select next item(s)
3. OBJECT PROPERTIES tab will appear (if in Full Screen view, click OBJECT PROPERTIES tab to open)
4. Select Group Selected Items option
5. Items will move together when dragged to new position
6. To un-group items open OBJECT PROPERTIES tab and select Un-group Selected Items

Possible Uses:

- Grouping items together to move
- Change materials to all grouped items at same time



Description:

Locking items in place and size, but allowing materials to be changed

Steps:

1. Select item to lock
2. OBJECT PROPERTIES tab will appear (if in Full Screen view, click OBJECT PROPERTIES tab to open)
3. Click blue padlock icon
 - Note: You can change materials on locked items, but not their dimensions
4. To unlock items, click the orange padlock icon in OBJECT PROPERTIES tab, or selected item in planner window

Possible Uses:

- To prevent the un-intentional moving of any item or entire room



Creating Floor plans

Description:

Using the wall tool to create a floor plan

Steps:

1. Select the wall tool
2. Click anywhere on the blue print grid to start the wall
3. Click another point on the grid to end the first wall.
4. Click another point on the grid to end the second wall.
5. Continue creating the wall endpoints and finish at the first point and click done.

