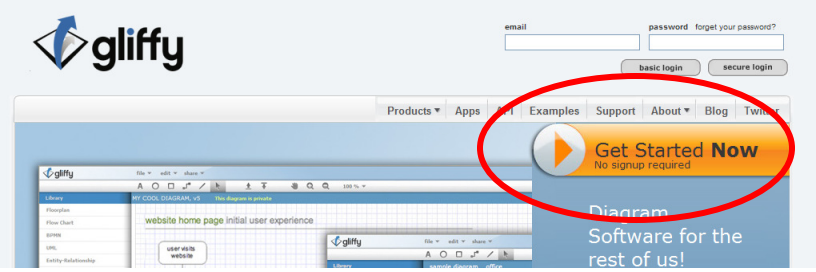
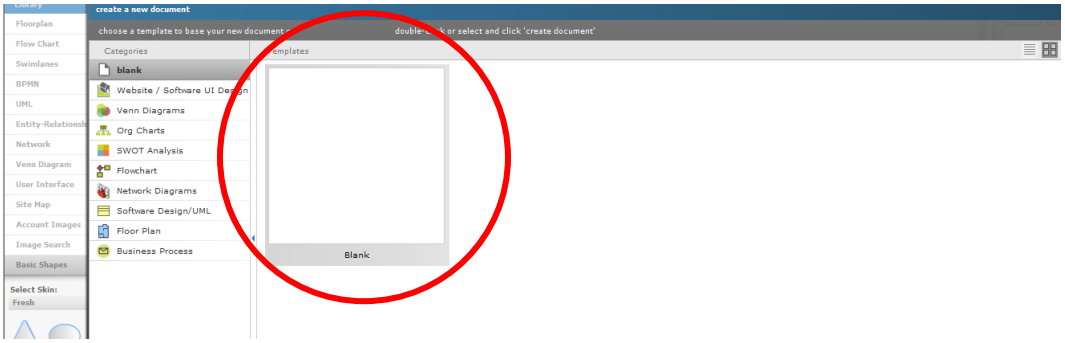
1. Log onto the computer.
    a. User Name Format: “last name” “first initial” 1
        i. So my user name would be shoskeyk1
    b. Password (until you change it) Student1

2. Go to http://www.gliffy.com

3. Select “Get Started NOW”



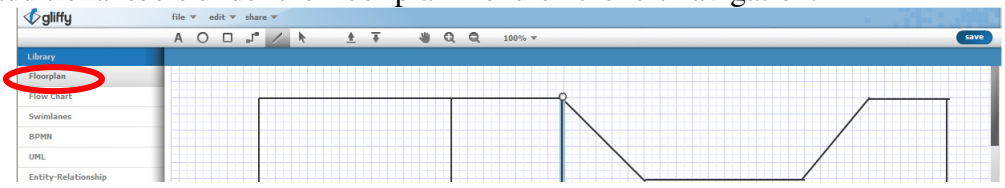
4. Double Click “Blank”



5. Select the drawing tool from the top tool bar and begin to create your drawing.

6. To insert a line, left click and drag the mouse to where the line should stop.

7. There are additional tools under the floor plan menu on the left navigation.

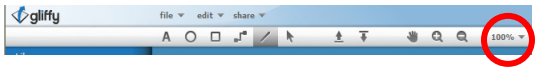


There are several sub-menus under the floor plan dropdown menu.
Under the structure drop down menu, you’ll find doors, windows, walls, etc.
Furniture images, etc are available under the appropriate section.

If you don’t find an image you’d like to use, you may search the internet under image search.

8. Add your legend, label parts or rooms and add your name & program using the text tool. **Make sure you include the scale and actual dimensions of the structure.**

9. Adjust the size of the document until it fits on the screen.



10. Create a screen shot by selecting alt and Print Screen. You won't see anything at this point.

11. Open Word, format the page to be landscape and paste the screen shot.

12. Crop the image and enlarge as much as possible.

13. Print