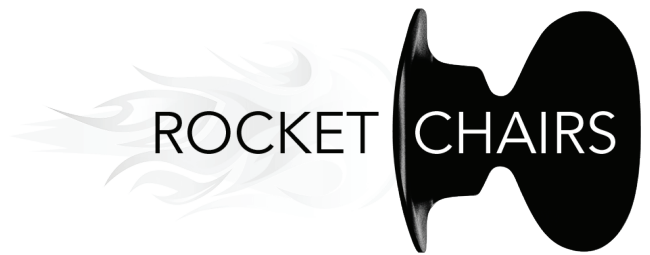


**CUBICASA**



**USER GUIDE**

This document contains a brief introduction to the RocketChairs™ software. The most common features and hot-keys for the front-end of the system are listed.

# HOTKEYS

## IN 3D VIEW

Function	Keyboard button
Copy selected object	C
Paste object	V
Delete selected object	DELETE (this also applies to the Product List)
Zoom to selected object	F
Walk around first person	Click the 3D button top right and choose "Walk". Look around using left click + drag, walk using, forward: W, backwards: S, sidestep: A or D.
Align selected objects	A (Press again to change direction)
Undo	Z
Redo	Y
Snap toggle on/off	S

## IN QUOTATION

Function	Keyboard button
Toggle Edit mode	E
Toggle discount on/off	D
Add Title	Go to quotation and click "ADD TITLE".
Move up/down	Click "E" to enter edit mode. Now click on "Move up" or "Move down" buttons next to each entry. This also affects titles.
Custom price	You can type in a custom price for a product in Edit mode ("E")
Visible objects in 3D	Use the Tab called VISIBLE to enter the amount of visible items in 3D. For example: You have 10 similar chairs in your quote, but only need to show 1 in 3D. If + or - buttons are clicked, objects will be added/deleted to Product List and 3D Scene.
Print to PDF	Click "PRINT"-button to the upper right. (If you are in Edit mode, click "E" to end edit before printing). Default option will print the current room as PDF.
Print entire project to PDF	Click "PRINT"-button - choose "Entire Project". This means all rooms in your current project will be printed. Default option is PDF.
Print as Microsoft Powerpoint File	Click "PRINT"-button and change format to Powerpoint. This will output af PPTX file for Powerpoint 2007 and newer.
Print orientation	Click "PRINT"-button. Now you can choose Portrait or Landscape mode under Orientation. This applies to both PDF and Powerpoint.

## SHARE ROOM

Function	Keyboard button
Activate Share Room menu	Click "Share Room" in the upper right corner.
Get direct links	In the bottom you have 4 rows with links. These can be opened or copy/pasted for other purposes.

# CONTROLS

## CAMERA CONTROL

Function	Mouse input
Arc / rotate view	Hold Left Button + drag
Zoom in	Hold Right Button + drag down
Zoom out	Hold Right Button+ drag up
Pan	Hold Left and right + drag

## MANIPULATE OBJECTS

Function	Help
Change upholstery in Product List (Step 1 "Product List")	Click the thumbnail image of the current upholstery to change it. NOTE: First load might take a while.
Change upholstery in 3D view (Step 4 "Add Furniture")	Click "Select"-button in the lower middle of the 3D view. Now click on an object in your scene. The "Configure furniture" window will appear to the right. Now click the thumbnail image of the current upholstery to change it.
Move object(s)	Click "Move"-button in the lower middle of the 3D view. A move icon will appear beneath the selected object. Click and drag an object to move. NOTE: Click more objects to move a group of objects. To deselect click one time on the floor or in the air.

# PROJECTS

## GENERAL USAGE

Function	Help
Start new project	In the top menu click the button to the left labelled "NEW". The system will ask you to confirm as you will lose any unsaved changes made to the current scene.
Open Project	<p>On the welcome screen click the first button labelled "Open Project" or at any step click "OPEN" in the top menu. These two buttons are identical.</p> <p>When the LOAD window appears you must first choose a project. When doing so all the saved rooms/product lists for that specific project will be listed.</p> <p>Click to select and press "Load" button to load the project.</p>
Save Project	<p>Choose "SAVE" or "SAVE AS" from the top menu to save (overwrite) or save as (new).</p> <p>When the SAVE window appears you must choose a project prior to saving. If it is a new project, simply click "Add new".</p> <p>After doing so you will now be able to pick your newly created project from the list by clicking the empty field.</p> <p>Now name your room in the "Room:" field and click save. If you wish to overwrite an existing room, simply select it from the list and click the "Save" button.</p>
Change project title	Click "Open" in the top menu. Now click the pencil icon next to a project in the list. This will bring up the Edit Project menu, where you can change the title. Click "Update" to save changes.
Check project status	In the upper right corner a short text will tell you if the current project is saved or not. Eg.: "Current project: not saved".
Activate quotation	Click the quotation button which is located in the lower right corner in steps 1 + 4.
Edit prices and names	<p>In quotation press "E" on your keyboard, and you will be able to edit both names, description and prices for all items in the quotation. When you're done press "E" again to exit edit mode.</p> <p>It is not possible to print the quotation while editing. To print exit edit mode by pressing "E" again.</p>
Custom items in quotation	<p>When the quotation is shown click the "Add custom item", a new item is added to the quotation and you are able to enter name, amount and price.</p> <p>By pressing the button labelled "Add thumbnail" you can upload an image to your custom item, the size of the image must not exceed 2mb.</p>
Take snapshots from the 3D view or product list.	In Product List click the "Snapshot"-button in the lower center of the view. In the 3D view the button will be located at the top-right next to the camera controls.