

Things you need to produce:

- PDFs of each floor of property to make a document of complete floor plan to put into documents area
- JPGs of each floor individually (cropped) to put into floor plan area

Step 1 - Get sketches and summary from MagicPlan

- on iPad, find plan in MagicPlan and open it
- Tap "files and sharing"
- **Sketches** - tap sketch files "update"
- Tap the PNG of one floor and airdrop to Mac or email to yourself
- Repeat for all floors
- I place them on my desktop to work with
- crop each PNG close - I use Preview for this
- **Statistics** - if there is an attached garage, porch or other section that doesn't count in totals, go back into plan and move it to 3rd basement (this will make sense when I show you!)
- Tap update in statistics
- Airdrop or email to yourself

Step 2 - Preparing totals

- use the statistics report to find these numbers

Level	Interior square footage	Exterior square footage
Ground Floor (above ground)		
2nd Floor (above ground)		
3rd Floor (above ground)		
TOTAL ABOVE GROUND	Don't need this number	Add above
Basement (below ground)		
TOTAL SQUARE FOOTAGE	Don't need this number	Add to total above

Step 3 - Preparing Template

- decide if plan works best landscape or portrait and choose that template
- I duplicate it to my desktop and change the name to this: address Floor Plan Ground Floor
- Fill in address, city, Int and Ex square footage for that level and totals
- Navigation arrow - I use google earth to figure this out... it will make sense when I show you. As a general rule, homes will be oriented with the entrance at the bottom of the page unless it's a special case. Orient the house the same direction and spin the arrow on the plan to match the arrow on google earth. Keep the arrow in between the top and bottom lines... this will make sense later

Step 4 - Adding PNGs

- find ground floor PNG and drop it into the plan. Make sure that under "arrange" it has no restrictions so it doesn't interfere with text
- Resize it to best use space

- Duplicate that page and rename it “second floor”
- Delete the PNG, change the title to second floor, change the int and ex numbers for that level and drop the right PNG in.
- Change the interior and exterior square footage
- Repeat for as many floors as you have
- For Basement, you also need to change “above grade” to “below grade”

Step 5 - Creating Summary

- Duplicate one of the pages of floor plan in Pages and remove arrow, “ground floor”, pictures and rename it “address floor plan summary”
- Use the template called “summary elements” to copy each element and copy it to your summary
- Use each page of the floor plan to fill in the imperial measurements and the square footage for each room
- Use the conversion chart to find metric measurements
- Fill in the total square footage for each floor from report

Step 6 - Make PDFs

- for each page of floor plan and summary, create a PDF
- Combine pages to make a complete plan and call it “address complete floor plan”
- Drop it into documents area

Step 7 - Make cropped jpgs

- open one page of floor plan PDF in preview and duplicate it, add CROP to end of name
- Crop off top and bottom outside lines
- Export to jpg
- Drop into floorplans area
- Edit names to shorten for menu - ground floor, second floor, etc
- For summary, open PDF in preview and export as jpg (no need to crop this one). Edit name to Room Sizes/Square Footage
- Drop into floorplans area
- let photog know that it’s ready for hotspots

Step 8 - dealing with data

- drop completed floor plan into 01 - floorplans on FTP
- I keep all my working files
- MagicPlan stores all original files on cloud