

GETTING STARTED: QUICK REFERENCE

Everyone: start here. 6 lessons, 10 min. Full steps and pictures: getplotlay.com/learn/getting-started/

#	LESSON	HOW
1	TAKE THE SHOWROOM TOUR 3 min	Dashboard Examples › Showroom › 3D › Tour . Next and Previous move between the 21 stops; click in the view, then W A S D .
2	FIND YOUR WAY ROUND THE DASHBOARD 1 min	Plotlay (the logo) opens the dashboard: common jobs, Start something new , Your projects , Examples . There is no File menu.
3	START, NAME AND MANAGE PROJECTS 2 min	Start drawing › click the name to rename. Saves as you go. Projects › a card's More for Duplicate or Delete from this browser .
4	SWITCH WORKSPACES 1 min	Site , Building , Capture , Documents (Alt+1 to Alt+4) change which tools come first. Nothing in the project is hidden.
5	FIND ANYTHING WITH SEARCH 1 min	Ctrl+K (Cmd+K), type what you want in your own words, Enter . Finds tools, tasks, Library items, settings, how-tos and lessons.
6	UNDO, REDO AND GO BACK IN HISTORY 2 min	Ctrl+Z undo, Ctrl+Shift+Z redo. History goes back to any change this session; + Save a restore point before a big change.

Words: **Plotlay Scan:** The free iPhone and iPad app that measures rooms with LiDAR or by floor corners and sends them to a Plotlay project at true size. **Restore point:** A saved copy of the whole project on this device, kept after you close Plotlay. Undo covers this session; a restore point covers the days after. **Workspace:** Site, Building, Capture or Documents in the top bar. A workspace changes which tools come first; it never hides anything in the project. **Saved document (preset):** A document's settings kept by name in the project, such as a room pack of the wet areas. Make again produces it from the project as it is now. **Schedule:** A table drawn from the plan: rooms and finishes, doors, windows, plants or materials. It updates as the plan changes and downloads as CSV. **Library:** The shelves of real-sized things you can place: furniture, fit-out, appliances, plants, site items. Drag from the Library tab or search for it.

Plotlay · app.plotlay.io · Search any tool with **Ctrl+K** (**Cmd+K** on a Mac) . Checked in the app on 14 October 2026.