

EVERYDAY KNOW-HOW: QUICK REFERENCE

For everyone, once the basics are done: the things you need sooner or later. 6 lessons, 18 min. Full steps and pictures:

getplotlay.com/learn/know-how/

#	LESSON	HOW
1	BRING FILES INTO PLOTLAY 4 min	Add overlay › Drawing or image file for plans and photos, Shapes from a file for map data. Import for item tables. Project files open as projects.
2	SHOW THE LABELS YOU NEED 2 min	Labels (left toolbar): untick the types you don't need, keep Tidy labels by zoom on. Busy plan? Fewer labels, then zoom in for the rest.
3	WORK FASTER WITH KEYBOARD SHORTCUTS 2 min	? or Help lists them. Ctrl+K search, Ctrl+Z undo, Ctrl+E export, Alt+1 to Alt+4 workspaces, Esc stops, W A S D in 3D.
4	WORK WITHOUT SIGNAL 3 min	Before you go: open each project on the device, Install the app , Save this area offline . Changes wait on the device and sync when you are back online.
5	WHERE YOUR DATA LIVES 3 min	Signed out, projects stay in this browser. Sign in by emailed link or code, no password; add a passkey. Synced data is in Sydney. Revoke agent keys any time.
6	FIX COMMON PROBLEMS 4 min	Missing in 3D or on the plan? Show its layer in Layers , or pick its level. Too many labels? Labels . Keys dead in 3D? Click in the view first.

Words: Overlay: A drawing, plan or picture laid over the map or plan, such as a site plan PDF or a DXF. Pin it to line it up with the aerial. **Pin (control point):** A pair of matching points, one on a drawing and one on the map, that places the drawing. Two pins place it; a third shows how well it fits. **Guest roles:** What a person you invite may do: Can view (look and walk through), Can comment and pick options, or Can edit. Viewers need no account. **Layer:** A group of things in a project, listed in the Layers tab. A hidden layer is left out of the plan, 3D and documents until you show it again. **Workspace:** Site, Building, Capture or Documents in the top bar. A workspace changes which tools come first; it never hides anything in the project. **Elevation and section:** An elevation is a side of the house, or a wall from inside, drawn straight on. A section is a cut through the building along a line you place.

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