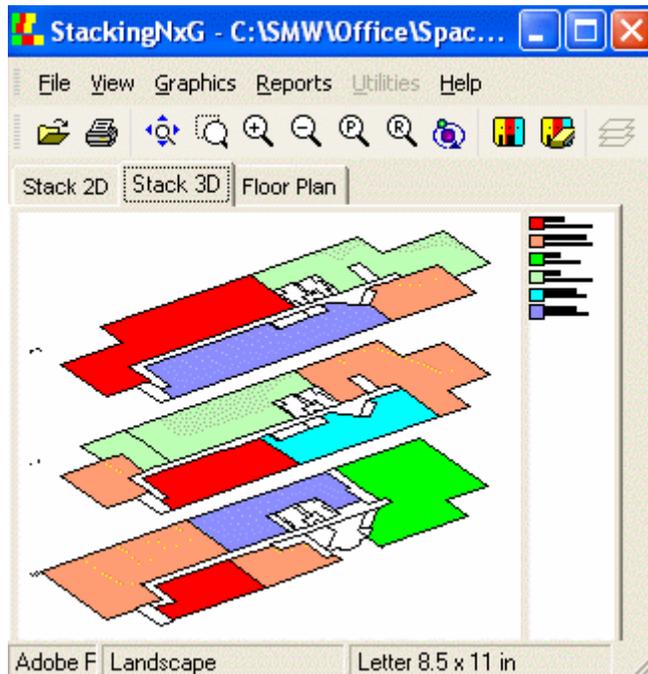


STACKINGNxG

Welcome to StackingNxG, the state of the art 2D and 3D stacking diagram creator. StackingNxG easily allows you to create high quality Color Coded 2D Stacking Diagrams, 3D Stacking Diagrams and Floor Plans.

You should continue to explore the help files to learn all about the many powerful and easy to use features of StackingNxG.



PlanData's Space Documentation Services

Most companies use PlanData's space documentation services in order to get a "head start" in documenting their properties. These services range from converting existing CAD files into SpaceMan, producing CAD files for your company, field measuring properties (using high tech laser measuring devices), or documenting the tenant partitioning within space to help in the leasing effort.

If you would like more information on these services, please contact PlanData at 1.800.757.BLDG or visit us on our Web Site, www.PlanData.com.

Technical Support Options

If you need further assistance, please contact us at:

PlanData Systems Corp.

11 Stewart Ave. / Suite 200

Huntington, NY 11743

Phone: 1-800-757-BLDG

Fax: 631-427-9490

E-mail: support@PlanData.com

Website: [Http://www.PlanData.com](http://www.PlanData.com)

Introduction to StackingNxG

StackingNxG integrates space-related data to floor plans so that you can produce graphic representations of the data in an easy-to-use and cost-effective way. The end result is that you are no longer dependent on computer specialists to produce sophisticated graphics of space-related data, such as color-coded floor plans

Installation and Program Requirements

StackingNxG is a Windows based application program and will run on Microsoft Windows 98/NT/2000/XP

The minimum requirements for running StackingNxG are:

Pentium III Processor

128 MB of RAM required (256 MB recommended)

Up to 50 MB of hard disk space for installation

Due to the fact that StackingNxG is a graphic application, the more power that your computer has the better. Almost equally important is the availability of RAM.

To Install StackingNxG:

Place the CD in your CD-ROM drive. Select "**Install SpaceMan.**" (SpaceMan will automatically install StackingNxG)

Follow the prompts of the installation program.

StackingNxG requires a User ID along with a password. Your system administrator can set up your access. See also Defining User Privileges/Administrative Rights

Color Coding

Color Code Plan allows you to view a color-coded floor plan which can be very helpful when trying to get a handle on all the data associated with a space. You may color-code any of the data that resides on the database of your floor plans. For example, you can color code for Area Types, Available Space, Income, Lease Expiration, and Options based on data that has already been entered into the database. On retail properties, this list is usually much more extensive and includes sales performance data, etc.

Each type is assigned a range by default. The default settings may be changed for a realistic allocation that your company uses.

To produce a color-coded floor plan:

Spaces on the floor plan must be assigned before using this feature. See Assigning New Space.

Select **Graphics > ColorCode** or click on the Tricolored  PlanData logo icon.

Select a category type, then click on the **Ok** button.

The drawing will color code and a legend will be created on the right hand side of the screen.

To print the color-coded floor plan:

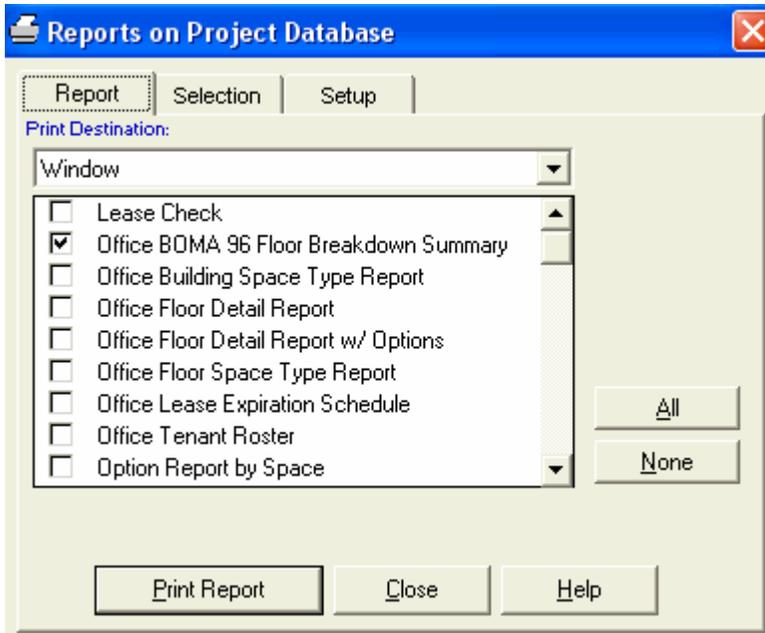
Keep in mind that a color-coded floor plan only prints in default view, not a selected window.

1. Select **File > Print** or click on the print icon.
2. Send the drawing to the printer.
3. Click on the **Print** icon .

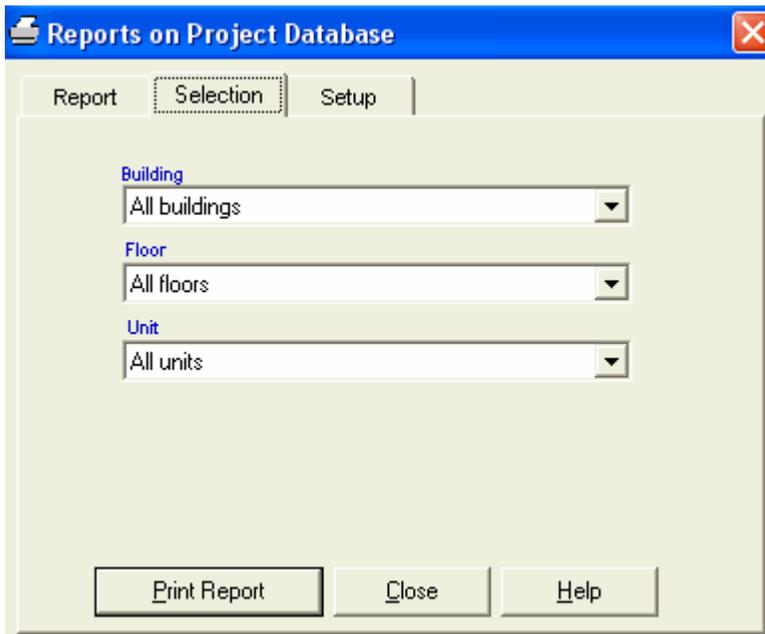
Select the **Clear Color-Code** icon  to return to command mode and remove color-coding.

Reports on Project

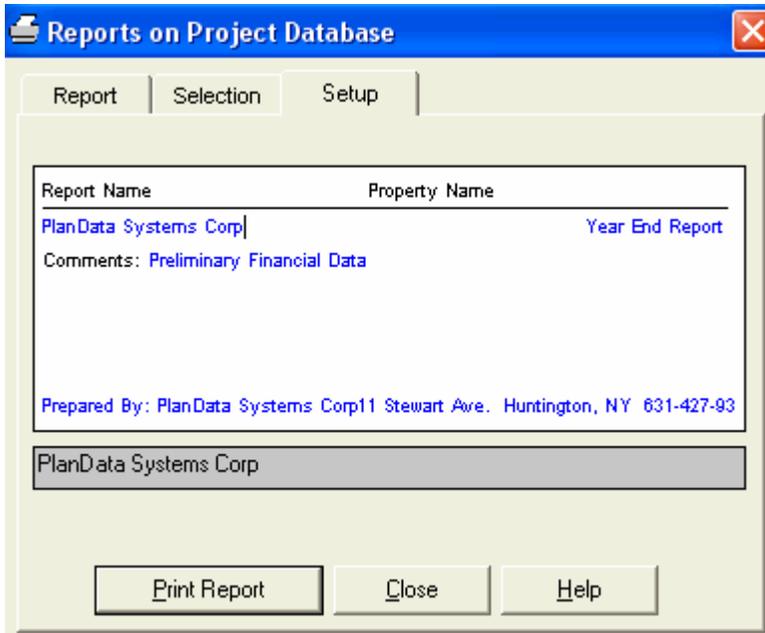
Go to **Reports > View Reports**. A project is usually all the plans in one building.



Report Tab: select the type of report that you want and its destination, either to **Window** or **Printer**. More than one report can be selected at once - select **All** to print all reports in a project.



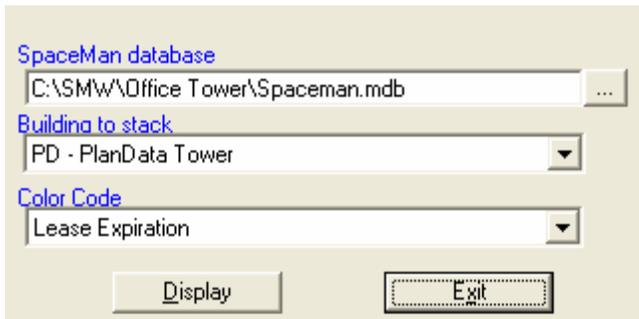
Selection Tab: Click on this tab to choose which building, floor, and unit you would like the report to describe. Make sure that the highlight bar is on the desired report when setting the selection criteria.



Setup Tab: Choose this tab to enter headers and footers for the report. Data entered in blue is user-definable and changes will be made to the system. Data in black is not changeable as it reflects information already in the database. The report name is predefined for each report.

Open Drawing

Allows the user to select a SpaceMan database, Building to Stack and Initial Color Code to open.



SpaceMan Database - Selecting SpaceMan project to be opened

Building to Stack - In the SpaceMan Database, you can select the building you wish to view

Color Code - Based on the data in the database, gives the ability to do an Initial Color Code

Save As

Allows the user to save the current drawing.

Mostly used on Floor Plans, this utility will allow a user to save the current drawing as either a

VDI, VDF, DWG, or DXF file. The VDI and VDF are Vector Draw file formats, while DWG and DXF are AutoCad file formats.

Copy Screen Image to Clipboard

This command, located on the **File** menu, allows you to copy the graphic image to the clipboard for use in any Windows program that allows cut and paste functionality.

Zoom to the area you want to copy and select **File > Export > Copy Screen Image to Clipboard**. Everything that is visible in the window floor plan area will be copied to the clipboard. You can switch to another application (e.g. MS Word, Excel, etc.) and copy image into the document in that application. Generally, you will be able to do this by selecting **Edit > Paste** or by pressing **Ctrl-C** in that application.

Your selection will remain on the clipboard until you replace it by copying another.

Create Image File

Allows the user to create an image of the current floor plan or stacking diagram.

The save options are save as .bmp, .jpg, or .png

1. Go to File - Export
2. Select Create Image File
3. Save Image File to place of users choosing

Send Email

Allows the user to send an email of the floor plan or stacking diagram

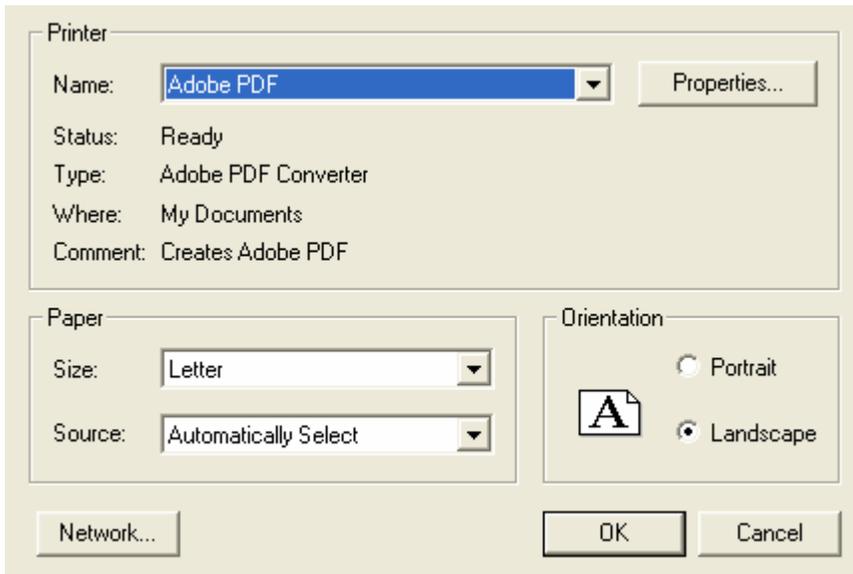
Send Email - It will create a PNG (Portable Network Graphic) of currently viewed floor plan or stacking diagram into the users default email client. The user then just has to set a To: email address and any comments and will be able to send the drawing using the default email client.

Please note when the Email client is opened

- A. The To: box will be blank
- B. The Subject will be: Floor Plan/Stacking diagram
- C. The attached file will be named based on the floor code of your building and will be a PNG file.

Print Setup

Allows the user to modify the printer, paper size and orientation of the drawing



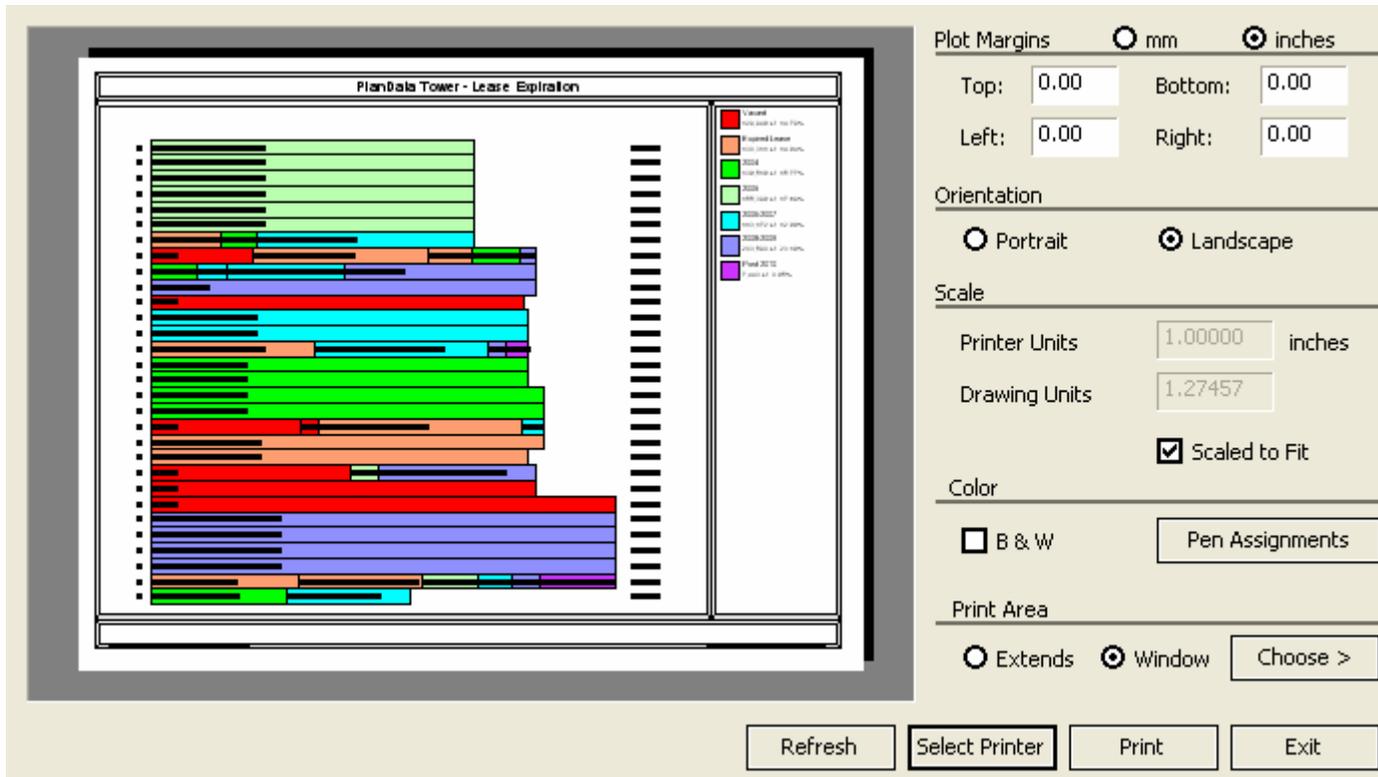
Printer - Change the Printer to any printer that is installed on the local computer

Paper - Modify the size and source of the paper to be used

Orientation - Modify the drawing to print either in Portrait or Landscape

Print

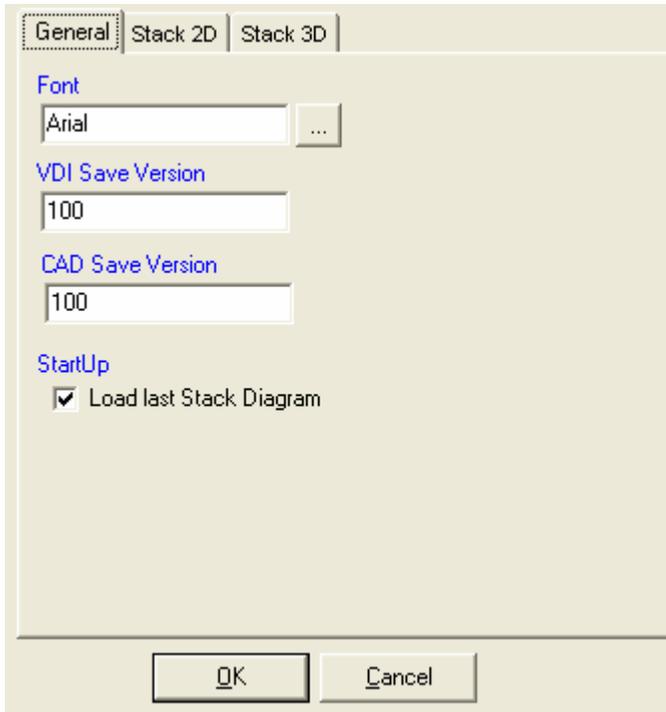
Allows for the printing of Floor Plans, 2D Stacking Diagrams and 3D Stacking Diagrams



Print allows you to print out your floor plans and stacking diagrams. It allows the modification of the Plot Margins, Paper Orientation, Scale, Color and Print Area of your Floor Plans and diagrams

General

Gives the ability to modify the Font, Font Size, Font Style, as well as the VDI Save Version and Cad Save Version. It also allows the ability to load the last stack diagram opened.



Font - Ability to modify the Font, Font Size, and Font Style

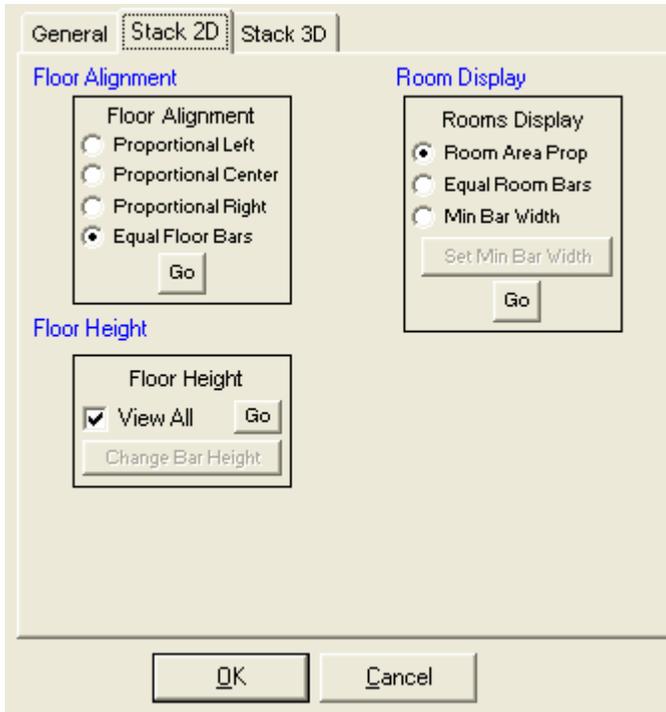
VDI Save Version - When saving to VDI, this is the version it is saved as

Cad Save Version - When saving to Cad, this is the version it is saved as

StartUp - Ability to open the last opened Stack Diagram on Start up.

Stack 2D

Gives the ability to modify the Floor Alignment, Floor Height, and Room Display of the 2D Stacking diagram



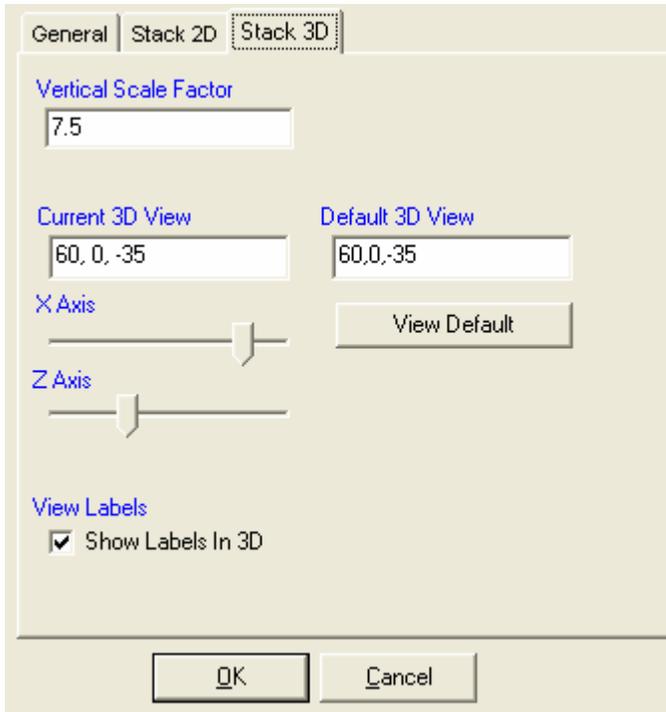
Floor Alignment - This command will modify the 2D stacking diagram's Floor Alignment. Also see..Stack Alignment

Room Display - This command will modify the 2D stacking diagram's Room Display. Also see.. Stack Unit Width

Floor Height - This command will modify the 2D stacking diagram's Floor Height, Also see.. Stack Floor Height

Stack 3D

Gives the ability to modify the 3D view of the stacking diagram as well as the turn on and off the viewing of labels.



Vertical Scale Factor - Specifies the overall Vertical Scale Factor applied to properties that specify sizes, distances, or offsets

Current 3D View - Displays the current X and Z axis of the 3D View, this would have to been modified using the 3D Dynamic View

Default 3D View - Displays the default X and Y axis of the 3D View

View Labels - Allows the user to turn on and off labels in the 3D stacking diagram. For this to work, you must close and reopen your project.

Close

This command will close StackingNxG.

Zoom In

There are many different ways to view a drawing in StackingNxG using **zoom**. The commands can be accessed by going to **View** or by selecting the corresponding icon, if given, on the main toolbar.



Zoom In - The zoom in command is used to enlarge the center of your screen by 50 percent. This command reduces the scope of the area that you are viewing so that you can see a detailed portion of your floor plan.

Zoom Out

There are many different ways to view a drawing in StackingNxG using **zoom**. The commands can be accessed by going to **View** or by selecting the corresponding icon, if given, on the main toolbar.



Zoom Out - The zoom out command reduces the screen by 50 percent. Use the zoom out tool to extend the field of vision on a floor plan.

Zoom Previous

There are many different ways to view a drawing in StackingNxG using **zoom**. The commands can be accessed by going to **View** or by selecting the corresponding icon, if given, on the main toolbar.



Zoom Previous - Restores the previous zoom setting.

Zoom Window

There are many different ways to view a drawing in StackingNxG using **zoom**. The commands can be accessed by going to **View** or by selecting the corresponding icon, if given, on the main toolbar.



Zoom Window - Allows you to zoom in on a specific portion of the screen.

1. Click on the  **Zoom Window** icon.
2. Click while positioning the cursor on the corner of the area that you wish to enlarge.
3. Drag the cursor diagonally to the opposite corner of your selection. You will see a box expanding around the area of your selection. When you capture the area, click again. StackingNxG will redraw the screen, showing only the area that you captured for view.

To return to the original view, click on the  **default view** icon.

Zoom Default View

There are many different ways to view a drawing in StackingNxG using **zoom**. The commands can be accessed by going to **View** or by selecting the corresponding icon, if given, on the main toolbar.



Zoom Default View - Usually, as part of our initial services, PlanData has set the default view in order for you to maximize your view of the entire floor plan based on the unique geometry of every building. Please note that when a floor plan is open the first time, the default view of the floor plan is displayed.

3D Dynamic View

With dynamic viewing, you can display the effects of changing your viewpoint as you view temporary changes. You can display parallel and perspective views from any angle and distance. You can Change the 3D Dynamic View with your pointing device. By default, StackingNxG sets a camera point at the center of the drawing.

To Enable 3D View

1. Go to View - 3D View 

Restore 3D View

To Restore the Default view

1. From the View Menu, choose Restore 3D view

This will restore the project to its original condition

Pan

You can shift the location of your view by using Pan. You can Pan Dynamically by moving your pointing device. Pan does not change the location or magnification of objects on your drawing; it changes only the view.

To Enable Pan

1. Go to View - Pan or click on the  **Pan** icon.

Redraw Screen

This command is used to redraw your current screen without changing the current view. You may notice that sometimes your drawing contains small lines or marks left over from deletions. If you redraw the screen, these marks will disappear. To redraw your screen select **View > Redraw Screen** from the menu bar **or** Click on the **Redraw** icon .

Stack Alignment

This command allows for the transformation of the 2D stack.

Stack Alignment - Left - This command will modify the 2D stacking diagram so that the diagram will be left justified

Stack Alignment - Center - This command will modify the 2D stacking diagram so that the diagram will be center justified

Stack Alignment - Right - This command will modify the 2D stacking diagram so that the diagram will be right justified

Stack Alignment - Justify - This command will modify the 2D stacking diagram so that the diagram will be justified on both the right and left.

Stack Floor Height

This command allows for the transformation of the 2D stack.

Stack Floor Height - Fit All - This command will modify the 2D stacking diagrams floor height of each building floor so that the stacking diagram will fit in the displayed window

Stack Floor Height - Set Height - This command will modify the 2D stacking diagrams floor height to be equal to the size entered with this command.

Stack Unit Width

This command allows for the transformation of the 2D stack.

Stack Unit Width - Proportional - This command will modify the 2D stacking diagrams area of each assigned space to be proportional to the area listed.

For example.. There are two spaces assigned

A. 1000 SF Rentable Area

B. 4000 SF Rentable Area

Space B will look 4 times as large as Space A in the Stacking Diagram when it is set to Proportional

Stack Unit Width - Equal - This command will modify the 2D stacking diagrams view of the all assigned spaces to be equal with one another regardless of size.

For example.. There are two spaces assigned

- A. 1000 SF Rentable Area
- B. 4000 SF Rentable Area

Space B will look exactly the same as Space A in the Stacking Diagram when it is set to Equal

Stack Unit Width - Set Minimum - This command will modify the 2D stacking diagrams minimum size for all areas assigned space to be at a minimum size.

For example.. There are two spaces assigned

- A. 25 SF Rentable Area
- B. 4000 SF Rentable Area
- C. Minimum set for 200

Bases on the data presented, if there was no minimum width for a space, it would be impossible to be able to view the text in Space A, but if the minimum is set, viewing the text is now possible.

Layer Manager

Allows you to see different combinations of layers found in the CAD & StackingNxG files

You use the **Layer Manager** command to:

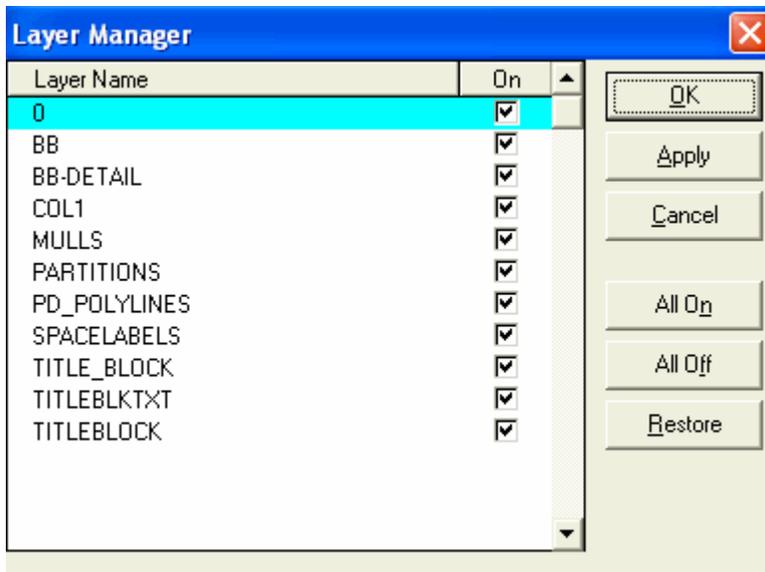
1. Display or hide individual layers, ranges of layers, or all layers on the screen.
2. Restore initial displayed/hidden state of the layers

This command is used to control which information in the reference file (CAD) is displayed. To turn a reference layer on or off, select **View > Layer Manager** from the menu bar **or** click on the



Layer Manager icon.

The Layer Manager box will appear on your screen. Check the **On Column** for the layers that you want to see, and uncheck it for those you do not want to see. Click **Apply** if you want to see the changes in the display without leaving Layer Manager, and **OK** if you want to apply changes and close Layer Manager.

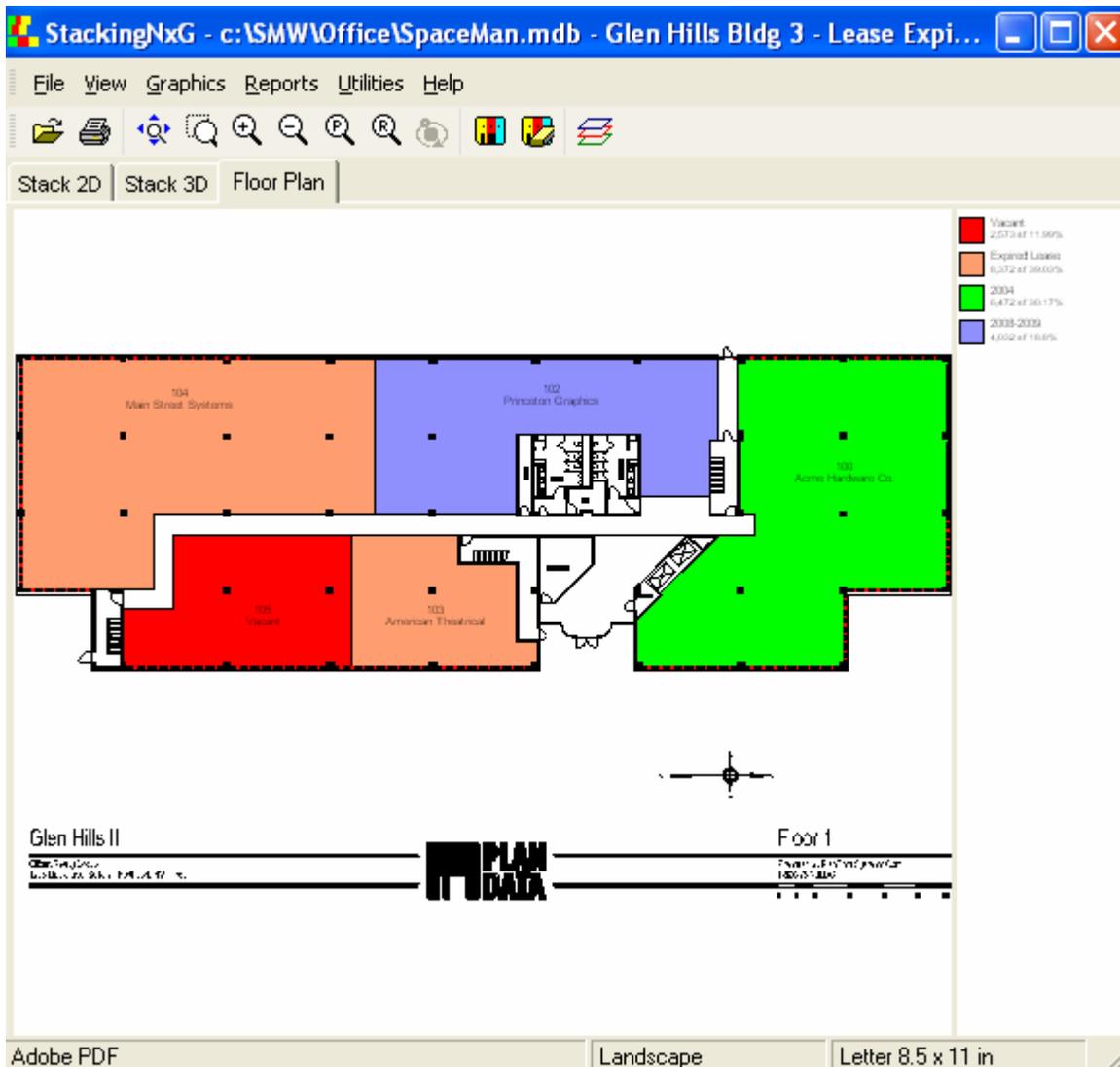


Color Code

Select **Graphics > Color-Code** or click on the Tricolored  PlanData logo icon.

Select a category type, then click on the **Ok** button.

The drawing will color code and a legend will be created on the right hand side of the screen.



Please note that the color codes that are listed are based on what has been previously setup in the SpaceMan database file.

Clear Color Code

Select the **Clear Color Code** icon  to remove color-coding and the legend.

View Reports

This menu item will allow the user to view and print out reports.

Go to **Reports > Report on Current Drawing**. This selection will give you a report on whichever drawing you are working with. You can select all the reports, a few, or just one and the printed

report will reflect your choices. A screen will appear with three tabs.

The Report Tab:

Click on the tab titled **Report** to select the type of the report that you want and its destination, either to **Window** or **Printer**. Notice that you can select one or more reports to print at once, by clicking on the box next to them or selecting **All**.

The Selection Tab:

Only the building/floor associated with the current drawing will be a choice.

Note: Make sure that the highlight bar is on the desired report when setting the selection criteria.

The Setup Tab:

Choose this tab to enter headers and footers for the report. Information in black cannot be altered by the user, while the data in blue is user-definable. However, the changes will not be permanently entered into the system. Once you close the drawing and reopen it, the changes you made previously will not be there.

Measure Distance

This menu item will calculate the linear footage of a given line.

To Measure Distance:

1. Select **Utilities > Measure Distance**
2. Click on two points for a calculation of the linear footage
3. Right click to end selection, and view the linear footage.
4. When finished click **OK** to clear the dialogue box from the screen.

Show Dimensions

This menu item will turn on and off the dimensions on the floor plan.

To Show Dimensions

1. Select **Utilities > Show Dimension**

Help About

Details the version of the software that is currently in use.

STACKING_{NxG}

StackingNxG Version = 1.4.10
PDArtX Version = 1.4.3
Copyright © 1995-2004 PlanData Systems Corp.
800-757-BLDG <http://www.plandata.com>

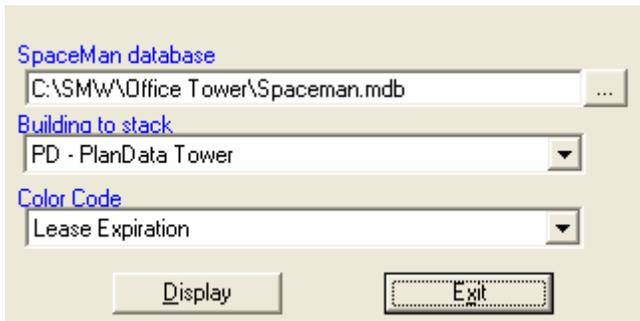


Open a Drawing

Allows the user to select a SpaceMan database, Building to Stack and Initial Color Code to open.

1. Select File - Open Drawing

2. Select the Open Drawing Icon 



SpaceMan Database - Selecting SpaceMan project to be opened

Building to Stack - In the SpaceMan Database, you can select the building you wish to view

Color Code - Based on the data in the database, gives the ability to do an Initial Color Code

Use this Image in another Program

If you want to use the color coded image in another program, such as Microsoft Word, the two easiest ways to do this is by either saving the image to the clipboard and cut and pasting into Word, or saving the image to a image file and inserting the picture into Word.

Create Image File

1. Go to File - Export
2. Select Create Image File
3. Save Image File to place of users choosing

Copy Screen Image to Clipboard

Zoom to the area you want to copy and select File > Export > Copy Screen Image to Clipboard. Everything that is visible in the window floor plan area will be copied to the clipboard.

Send a Floor Plan or Stacking Diagram

Allows the user to send an e-mail of the floor plan or stacking diagram

Send Email - It will create a PNG (Portable Network Graphic) of currently viewed floor plan or stacking diagram into the users default e-mail client. The user then just has to set a To: Email address and any comments and will be able to send the drawing using the default email client.

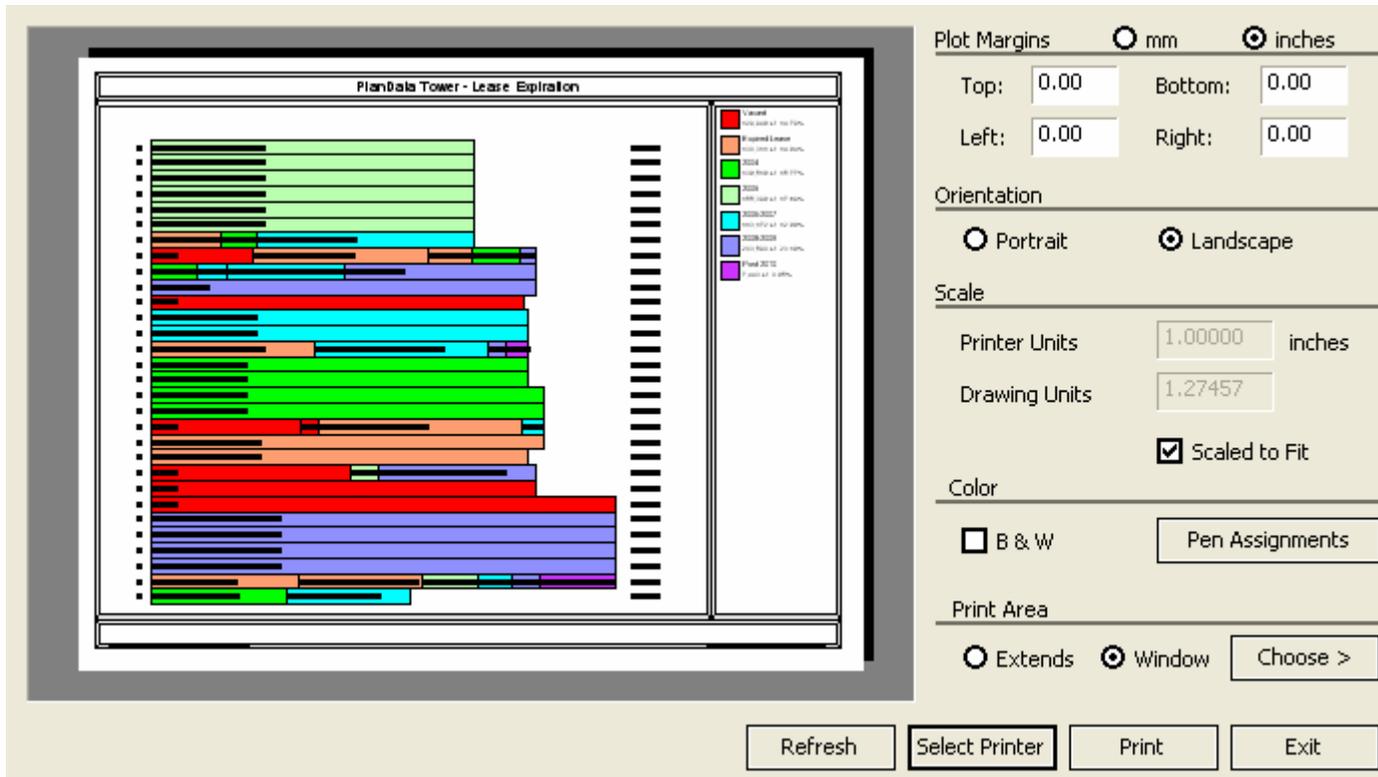
Please note when the Email client is opened

- A. The To: box will be blank
- B. The Subject will be: Floor Plan/Stacking diagram
- C. The attached file will be named based on the floor code of your building and will be a PNG file.

1. Go to File - Send Email

Print a Floor Plan or Stacking Diagram

Allows for the printing of Floor Plans, 2D Stacking Diagrams and 3D Stacking Diagrams



Print allows you to print out your floor plans and stacking diagrams. It allows the modification of the Plot Margins, Paper Orientation, Scale, Color and Print Area of your Floor Plans and diagrams

1. Go to File - Print or the Print Icon 
2. After setting all options, select Print

Move Around the Drawing

There are many different ways to view a drawing in StackingNxG. The two most common are Zoom and Pan.

Zoom allows you to use the mouse to zoom in and out of a drawing using the Scroll Wheel on the mouse if you have one, also by holding down the Scroll Wheel, you can Pan through the drawing. If the user does not have a mouse, the zoom functions are available by selecting View - Zoom In, View - Zoom Out, View - Zoom - Previous, Zoom Window or by selecting View - Pan, when the user has completed using Pan, by right clicking on the mouse, the Pan Icon will disappear.

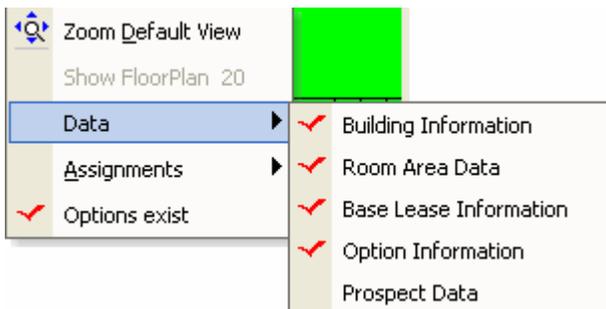
The Zoom functions are

Zoom In

- Zoom Out
- Zoom Previous
- Zoom Window

View Data

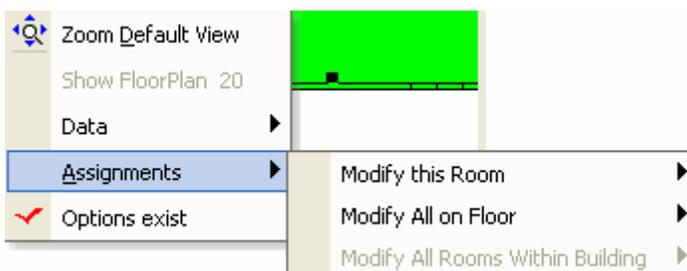
The biggest benefit of StackingNxG is the ability to view data for the Floor Plans and Stacking Diagrams. Viewing this data could not be easier. To view data, right click on a space to get the menu.



When you right click on a space, in either the Stacking diagrams or floorplan, it will give you the option of viewing your data. In this example, the data available to view is Building Information, Room Area Data, Base Lease Information, Option Information and Prospect Data. When a Data item does not have a red check mark, then it does not have any data for that item. In the previous example you will notice that Prospect Data for this space has no data.

View and Modify Assignments

To view Assignments, right click on a space that you wish to see data for.



1. Right Click on Space
2. Select Assignments
3. Select Modify this Room to modify the room you have selected
4. Select Modify All on Floor to modify all assignments on the floor
5. In 3D Stack, you can select Modify All Rooms Within Building to modify all assignments within the building

The options available are

- A. Hide Assignment
- B. Resize Assignment
- C. Rotate Assignment
- D. Change Assignment to any available Assignment

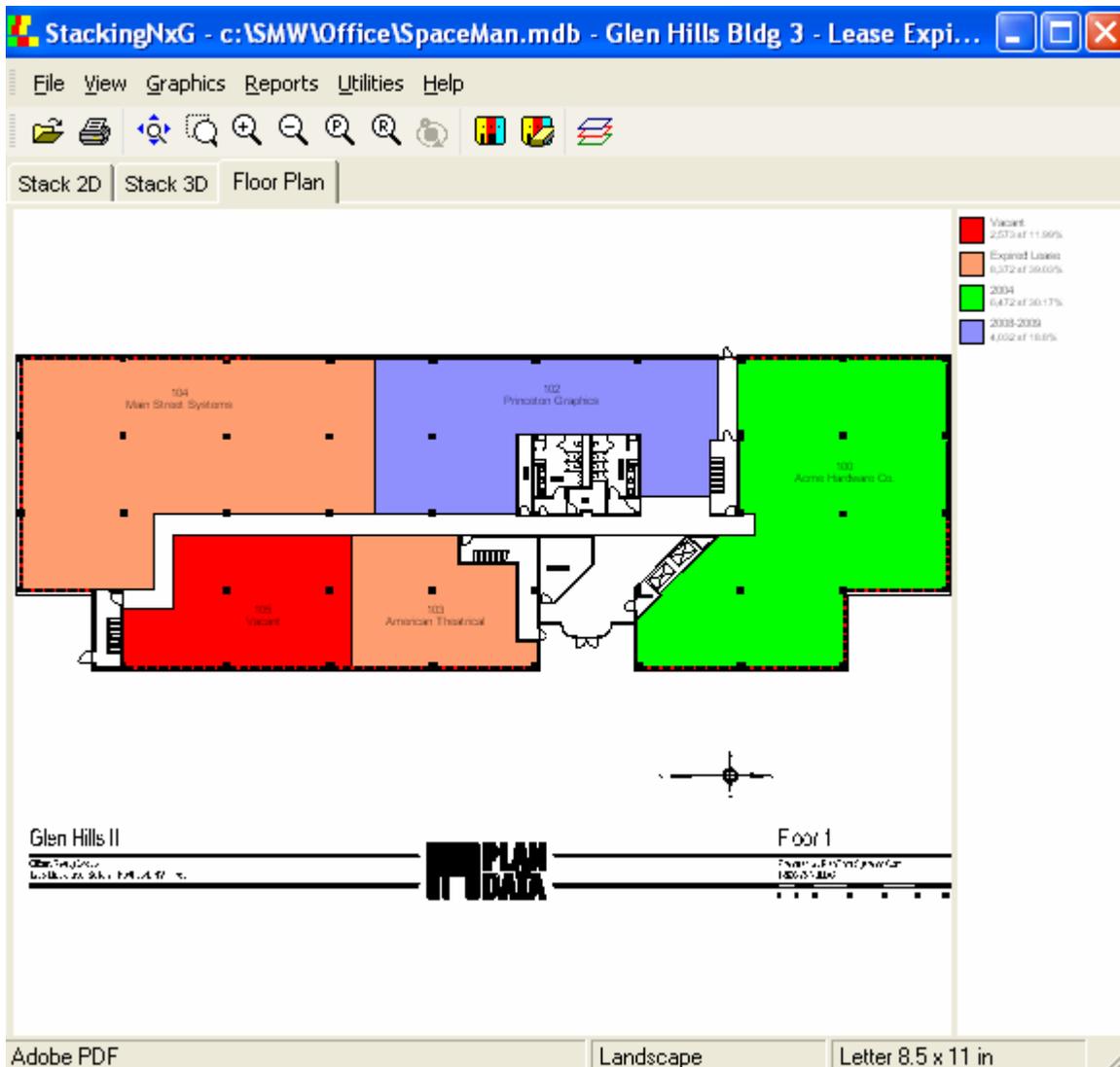
Changing Color Codes

Select **Graphics > Color-Code** or click on the Tricolored  PlanData logo icon.

Select a category type, then click on the **Ok** button.

The drawing will color code and a legend will be created on the right hand side of the screen.

Please note that the color codes that are listed are based on what has been previously setup in the SpaceMan database file.



Viewing Reports

Go to **Reports > Report on Current Drawing**. This selection will give you a report on whichever drawing you are working with. You can select all the reports, a few, or just one and the printed report will reflect your choices. A screen will appear with three tabs.

The Report Tab:

Click on the tab titled **Report** to select the type of the report that you want and its destination, either to **Window** or **Printer**. Notice that you can select one or more reports to print at once, by clicking on the box next to them or selecting **All**.

The Selection Tab:

Only the building/floor associated with the current drawing will be a choice.

Note: Make sure that the highlight bar is on the desired report when setting the selection criteria.

The Setup Tab:

Choose this tab to enter headers and footers for the report. Information in black cannot be altered by the user, while the data in blue is user-definable. However, the changes will not be permanently entered into the system. Once you close the drawing and reopen it, the changes you made previously will not be there.

Turn off Layers

Allows you to see different combinations of layers found in the CAD & StackingNxG files

You use the **Layer Manager** command to:

1. Display or hide individual layers, ranges of layers, or all layers on the screen.
2. Restore initial displayed/hidden state of the layers

This command is used to control which information in the reference file (CAD) is displayed. To turn a reference layer on or off, select **View > Layer Manager** from the menu bar **or** click on the



Layer Manager icon.

The Layer Manager box will appear on your screen. Check the **On Column** for the layers that you want to see, and uncheck it for those you do not want to see. Click **Apply** if you want to see the changes in the display without leaving Layer Manager, and **OK** if you want to apply changes and close Layer Manager.

SpaceMan/Web_{NxG}

SpaceMan/Web_{NxG} is the internet version of StackingNxG. It has the same functions as StackingNxG.

SPACEMAN/WEBNxG

Project
Office Tower

Building
PlanData Tower

Floor
Floor 01

Initial ColorCode
Available Space

Start Mode
Stack 3D

Go



Differences between SpaceMan/WebNxG and StackingNxG

This section details the differences between the two and how to operate SpaceMan/WebNxG.

Logon - SpaceMan/WebNxG uses a registration process from the Internet for logon credentials. Once you register at [Http://www.plandata.com](http://www.plandata.com), your logon information is emailed. StackingNxG logon information is issued by your SpaceMan or StackingNxG administrator.

Navigation - SpaceMan/WebNxG, instead of tabs, uses the buttons from the startup change to select 3D stacking, 2D stacking, or Floor Plans as the start mode. It also allows you to select from drop down menus the Project, Building, Floor, ColorCode, and Start Mode. You may go to a Floor Plan from a Stacking Diagram, but you cannot go to a Stacking Diagram from a Floor Plan. You must go back to the start page to select the Stacking Diagrams. StackingNxG as previously stated, uses tabs to select the Stacking Diagrams and Floor Plans.

Pie Charts - SpaceMan/WebNxG, from the Start Page, allows you to Color Code Pie Charts. These can be based on the Building or Project.