

# Apex 3.0: WinTOTAL's Custom Version

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presented by a la mode



## Course Highlights

- ❑ The first major update to Apex Sketch in 3 years
- ❑ All new features taken from your suggestions
- ❑ Custom WinTOTAL Aurora interface makes integration seamless

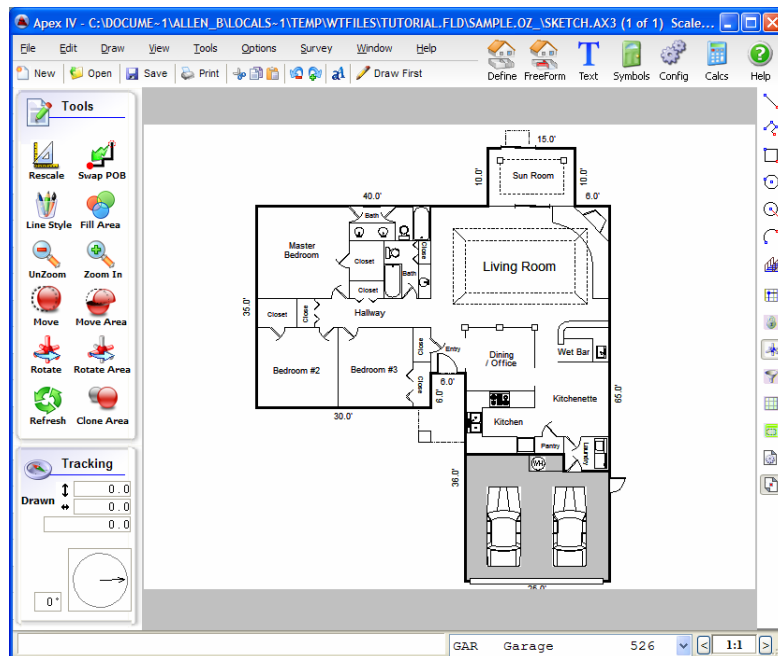
# Apex 3.0: WinTOTAL's Custom Version

## Introduction to Apex 3.0: WinTOTAL's Custom Version

Apex Sketch has always been a powerful tool for building floor plans and site surveys in your reports. And integrating these sketches with WinTOTAL reports was a snap. With the release of version 3.0, Apex has improved this already great tool. And, of course, its integration with WinTOTAL is still top notch.

## WinTOTAL's Custom Interface

All of our new products, including this custom version of Apex, have the same, simple design. It's user friendly with virtually no learning curve. Instead of digging through menus and dialogs, our flat interface lets you get where you need to quickly. Plus, it looks and feels exactly like Aurora, the next generation of WinTOTAL.



**Simplified toolbar** - The new toolbar makes it simple to get to what you need without having to dig through busy menus.

**Quick shapes** - Add shapes to your sketch instantly. The calculations are optional.

**Intuitive design** - The sketch tools pane puts the most common tools on either the right or left side of the screen.

**New command bar** - For mouse users, quickly define areas, add symbols, text and set preferences.

**See multiple pages** - Now you can quickly jump to other areas and pages with a click of the mouse.

**Clean, simple interface** - Only WinTOTAL users get this custom, intuitive interface so you don't feel like you're jumping between programs.

**Larger sketching area** - The default sketching area is wider in Apex 3.0, and automatically sizes itself to fit your screen resolution.

**Quick area selection** - Jump to defined areas in a click with the simple drop down menu.

## Apex 3.0 Features

Here's a detailed list of the most exciting Apex 3.0 features.

**Undo** - This feature is huge! How many times have you accidentally deleted the wrong selection or line, completely ruining the sketch and wasting a significant amount of time having to re-draw it?! Apex IV version 3 now has multi-level **Undo** for the most serious mistakes like deleting an area or some other portion of a sketch. There's even a **Redo** feature to allow you to undo your last **Undo** if that was a mistake!

**Draw First Mode** - Begin sketching immediately without having to "define" the Area first. Why worry with what the Area type will be until you're finished with it? Now you can define Areas before or after you draw.

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**Move Areas with Contents** - Now when you move an Area, everything contained within the Area will automatically move as well! No more redrawing Free Form Lines or repositioning Text Labels & Symbols! Of course, this option is user-configurable to Move/Rotate Areas with Contents, or work like previous versions if you prefer.

**Nested Areas** - Version 3 allows you to have an unlimited number of open areas at the same time giving you the ability to define a new Area at anytime! You may now draw an area as normal, but if you wish to start another Area before closing the current one, simply select the **Define Area** command. The original area will automatically go into a "suspended" state, allow you to draw the new area, and then automatically resume drawing the original Area when it is closed.

**Working Grid** - Apex has always had a grid, but it was more cosmetic than functional. Now, not only does it look more like real graph paper by default, but users can draw on the grid, snap to the grid as well as use it for a visual aid when aligning items.

**Reverse Drawing (Swap POB)** - If you've ever run into a situation where you've come to a problem area in your sketch and wished you had drawn the other direction, this feature is for you! Now you can change your mind without starting over! Simply select the Swap POB function and you will be able to continue drawing from the Area's original Point of Beginning back the other direction.

**Sketch File Conversion** - Do you have a library of Brand X sketch files you need to convert to Apex format? Apex will read you're Winsketch™ and Sketch It™ files so you can still access all your legacy data!

**Rise and Run Display** - Not only does this information display in the tracking port, but now intermittent "construction lines" show in the sketch area when drawing angles and curves!

**Colored Rubbered Lines** - Apex IV version 3 gives you visual cues to confirm that you are drawing **Horizontally** and/or **Vertically** by "highlighting" the lines to a user-configurable color.

**Improved Auto-Trace** - Users can now configure the color of the animation as well as the speed at which it is drawn so they can actually see what common wall lines have been traced!

**Auto-Jump** - Auto-Jump is a combination of two features in one - Jump and Auto Trace! This is a very handy feature when tracing multiple common wall lines between the current point and the area's **Point of Beginning**.

**Point Selection** - You can now select a point in an Area and delete it. This is particularly helpful when you want to combine two line segments into one and only display one dimension.

**Adjust Line Length with Right-click** - Simply select a line, right-click, choose **Adjust Line Length**, and enter in the new line length.

**Right-click to Reopen** - Advanced users can now select a line, right-click and reopen the area at that point immediately for re-edits, such as room additions or other corrections.

**Bay Window Feature** - When you draw 2 sides of the bay Window you can use this feature to complete it, saving you unnecessary keystrokes while drawing.

**Auto-Scroll** - You may now draw more conveniently on the **Full Page** form! As you approach the edges of the form, the page will automatically scroll for you removing the need to move your sketch each time you run out of screen area.

**Stacked Polyline Drawing/Off** - If you've learned how to draw using "Brand X" sketcher and have become accustomed to drawing in a certain fashion – you may now configure Apex to draw in this "mode" so you're not forced to change old habits!

**Parallel Dimension Orientation** - Apex has always allowed you to press **R** to rotate the dimension and **H** or **V** for horizontal and vertical orientation. Now you can press **P** to orient the dimension to the same angle as the line it is associated with.

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**Send to Back – Bring to Front** - For easier area selection, you can now make changes to which Area is in the front or back.

**Define Area Improvement** - You can now edit the list of **Previous Areas Drawn** by Area type on the **Name** tab.

**Draw Stairs** - We've implemented a special line type that allows you to draw stairs by dragging this line the length of the stairs and it will be created accordingly!

**Suspend Area** - Need to add a note, symbol or Free Form line(s) while drawing? This was not possible in previous versions, but now it is. In version 3, just select what you want to do at anytime and the Area you are working on will automatically suspend and resume when you have completed the function you have chosen.

**Stretchy Curve** - Drawing curves has never been easier. Now you can use the reference points you've gathered in the field and roll your mouse wheel to "grow the curve into position.

**Stretchy Symbols** - If a symbol is not the appropriate size you can now roll your mouse wheel forward or backwards to make it larger or smaller.

**Stretchy Text & Dimensions** - As with symbols, you can use your mouse wheel to resize text labels and line dimensions.

**Optimized Symbols Library** - Each symbol has been optimized to increase drawing speed for those drawings that contain many symbols.

**Overlapping Areas** - In previous versions of Apex, if you cloned an area and posted it directly on top of another area, the overlapping dimensions would "blank" each other out. This condition has been eliminated for cloning, moving and other similar functions.

**Simplified Calculations Summary screen** - The new calculations summary shows just the facts, and by clicking on the details button you can view the detailed view that was available in previous versions.

**Separate Configurations for Integrated vs. "Stand Alone" use** - Many changes were made to accommodate configuration settings for

Stand Alone versus when integrated. Now you can have your settings the way you like them regardless of how you use Apex.

**Multi-Line Text** - When placing text labels you can now stack the text labels giving you the ability to add multiple text labels all at once. This is also helpful with those labels you would like to separate into two lines!

**Improved Polygon drawing** - Polygon drawing has been improved to allow you better control with the mouse. Now when you move the cursor, you will see the polygon responds better with mouse movement making it easier to draw the shape intended.

**Improved Fill pattern dialog** - We've removed the TABS in the fill pattern dialog to make selecting fill patterns easier than before. You no longer have to "hunt" for the fill pattern you wish to use.

**Improved Filter function** - Fill Patterns has been added to the Filter List! Now fill patterns can be hidden from view/print until you turn it back on through the toggle feature. To turn the filter on you can access it by clicking on the **Filter** icon and making the appropriate selections. To turn off the filter for only a portion of what you have filtered or "hidden", you can access it from the **View** menu. Otherwise, to turn filter off for all hidden items, simply click on the **Filter** button again.

**Improved MobileSketch™ depiction** - Version 3 now retrieves MobileSketch files just as they appear in MobileSketch. You also have the option to use the Code Table setting to automatically apply the version 3 attributes to each area as specified in the desktop configuration.

**Improved Alignment settings** - We've made several enhancements to the alignment settings to make it more useful when coming in alignment with other points in your sketch. Not only have the alignment indicators changed to be more visible, but now you can also include "hot spots" in symbols to use as jump points.

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**Separate POB and Select Item tolerance** - We've added a tolerance for those of you who prefer to draw with a mouse. As you move closer to the POB or a handle of a highlighted item – if your mouse is within the tolerance setting your pointer will jump to the POB or select the handle it's closest to.

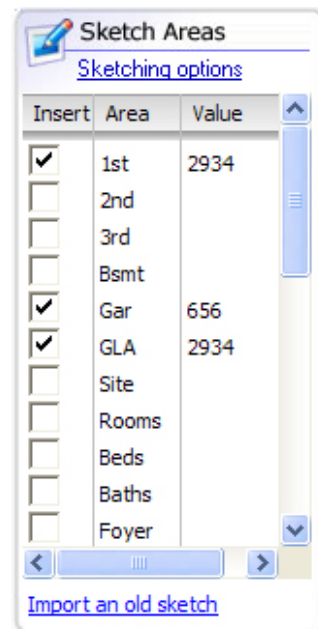
**Improved Center Sketch functions** - We've made Center Sketch a toggled state so you can choose which form of Centering works best for you. When the toggle is activated every time you center the sketch it will center it on the page. Otherwise, every time you center the sketch it will center in the viewable area.

**Save Sketch with Open Areas** - In addition to auto-saving after every event, you can now save files with open areas. In previous versions of Apex this could not be done.

## Sketch Areas

One of the advantages to using Apex IV sketching software is that some of the results of your sketching are returned to WinTOTAL and placed in the appropriate fields in your report. For example, by default, the Gross Living Area is calculated from the sketch and transferred to the Comps grid of the URAR.

You can also turn on additional transfers. If you use Apex to sketch and designate interior rooms, the number of bedrooms, bathrooms and total rooms can also be transferred to your report. From the **Sketch Areas** pane, click the check box for the calculations you'd like to have transferred in.



## Importing old sketches

If you have sketches saved in old reports, you can save a lot of time by importing your previous work.

1. From the Sketch PowerView, click the **Import an old sketch** link at the bottom of the Sketch Areas pane.
2. Use the Folders list on the left to locate and select the WinTOTAL folder containing the report from which you want to import a sketch. On the right, all of the reports in that folder are displayed.
3. Click the report in the list and any sketches found in that report are displayed in the list. Once you've selected the desired report, click the Import button.

If you need help finding a particular report, use the search capabilities in the **Import** sketches dialog box. Type a street name or other criteria in the **Look for** text box, then select the folders you'd like to search from the **Search In** drop-down menu. Click **Find Now** and WinTOTAL displays all of the reports that meet your criteria. For even more searching power, click the **Advanced Find** link, enter your criteria in the text boxes and click **Find**.


## Creating a Sketch

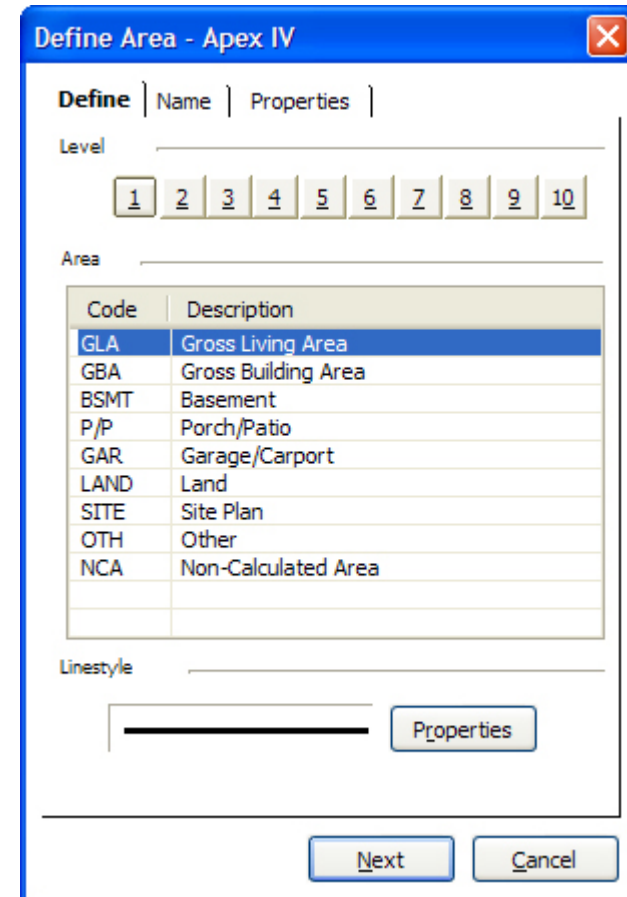
There are a few simple steps to drawing a sketch using Apex.

1. Launch Apex from WinTOTAL
2. Define an area.
3. Draw and close each area.
4. Add text, icons, etc.
5. Exit out of Apex and the sketch will be automatically transferred into WinTOTAL. Any time you wish to edit it again, go to the **Sketch PowerView** and choose **Edit**.

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## To insert a new sketch into your WinTOTAL report:

1. From the Sketch PowerView, click the **New Sketch** button in the menu bar.
2. From the drop-down menu in the New Sketch dialog box, select the type of sketch you want to create, then click **OK**. Sketch types include:
  - Building Sketch
  - Location and Building Sketch
  - Additional Buildings Sketch
  - Foundation Sketch
  - Above-Grade Building Sketch
  - Below-Grade Building Sketch
  - Common Areas Sketch
3. WinTOTAL launches Apex and brings up the **Define Area** dialog box. Before you begin drawing perimeter walls, Apex asks you to define and name the type of area you will be drawing. For example, Apex has predefined areas such as Gross Living Area (GLA), Garage/Carport, Basement and others. The area definition is necessary for Apex to handle the distribution of area calculations on printouts and to pass data to WinTOTAL. From the **Area** list, select the type of area that you want to create first and click **Next**.
4. Type a name for your first area in the **Name** text box. If you selected **Gross Living Area**, the application displays "First Floor" by default. Click **OK** to move on.
5. Move your mouse to the one of the corners of the Apex display and press **Enter** to switch to Draw Mode and set the "Point of Beginning" or POB for your sketch. Your cursor changes to look like this:  You're now ready to begin entering dimensions for your property.




## Engineering input

Engineering Mode input, the most commonly used input mode, refers to a decimal unit of measure. For example, 25.5 is the decimal equivalent of 25 feet, 6 inches.

To begin drawing a line using engineering mode input:

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1. With Apex in Draw Mode (the cursor looks like ) , type in the line's length. Your input appears in the status bar at the bottom of the screen.
2. Press one of the arrow keys to move the cursor. The arrow you choose determines which the direction the line is drawn.
3. Press **Enter** to set the dimension and **Enter** again to anchor the line.

Sketching in this fashion is much quicker and easier than drawing by using the arrow keys alone. As you can see, drawing a line 25.5 feet to the right, takes only three easy steps.

## Diagonal lines

Drawing diagonal lines is just as easy. Just as the arrow keys define up, down, left and right movement, Apex has set another group of keys for 45 degree diagonal movement.

- ❑ **Page Up** draws a line 45 degrees up and to the right.
- ❑ **Page Down** draws a line 45 degrees down and to the right.
- ❑ **Home** draws a line 45 degrees up and to the left.
- ❑ **End** draws a line 45 degrees down and to the left.

For example, to draw a 20 foot line at a 45 degree upward angle to the right, all you would need to do is type 20, press **Page Up** and then **Enter**.

A more flexible method of drawing angles is illustrated by typing **30** (rise), pressing **Up Arrow**, typing **40** (run), pressing **Right Arrow**, and then pressing **Enter**. This draws a 50 foot line upward and to the right. This second method allows you to draw any angle, as long as you know the angle's rise and run.

## Architectural input (using inches instead of decimal)

Architectural Mode input allows you to input your dimensions in units of feet and inches rather than in a decimal format. In this input method,

whole units will be converted to decimal equivalents as they are entered. For example, to move the cursor 10 feet, 6 inches to the left, you would:

1. Type **10**
2. Press **Tab**
3. Type **6**
4. Press Left Arrow
5. Press **Enter**

If you were in Draw Mode, a line 10.5 feet (10' 6") would be drawn to the left, and the dimension 10.5 would appear in the Tracking Port. You can also enter multiple dimensions as fractions of inches. This is particularly useful when working off of building plans.


## Architectural Input with fractional inch measurements

To draw a line 20 feet 6 ½ inches:

1. Type **10**
2. Press **Tab**
3. Type **6**
4. Press **Tab**
5. Type **1/2**
6. Press Left Arrow
7. Press **Enter**

This line would display as 20.54 feet in the Tracking Port and post on the screen as 20.5.

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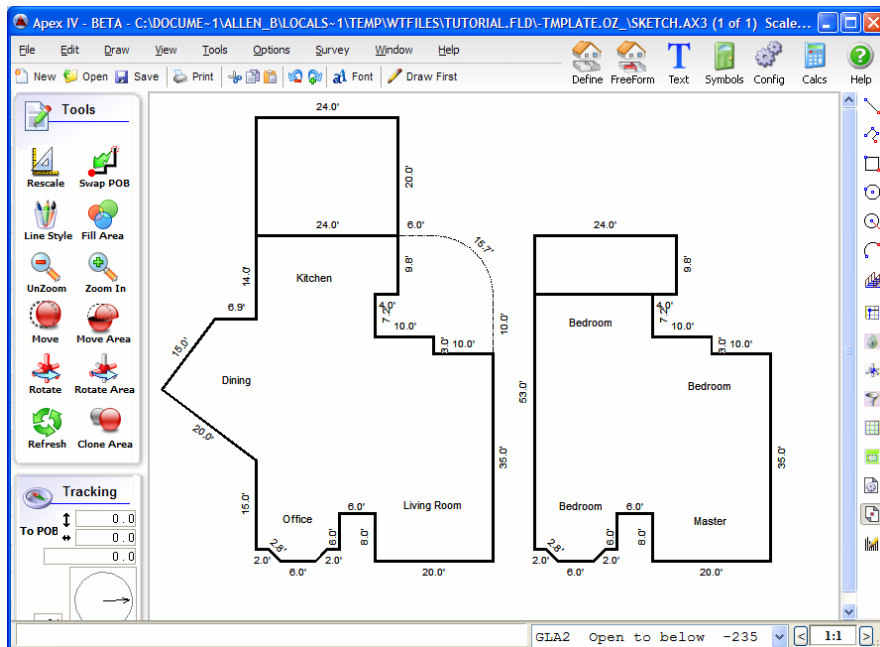
 **Note:** While by default, dimensions are rounded to one decimal place on the screen, they are calculated with double floating point accuracy to 15 to 16 decimal places. The number of decimal places shown on screen can be set between 0 and 4 decimal places by selecting the Precision tab under the Options/Configuration menu.

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## Drawing a Sketch

The next few pages will lead you through a step-by-step process of drawing a sketch. These steps will provide you some insight to the functions and procedures you can utilize to create almost any sketch. Once you have become familiar with these functions, you will find that sketching, regardless of the complexity of the property, may be accomplished in just a matter of minutes.



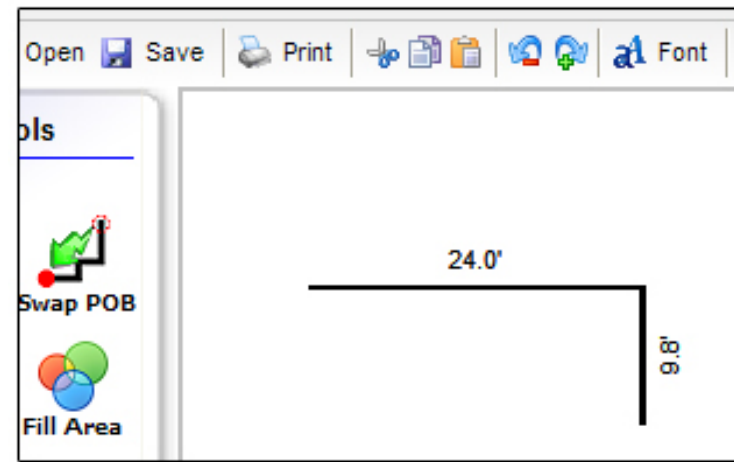
## Drawing the First Floor

Using Apex's Quick Keys feature, we will begin drawing the exterior of the First Floor area.

**Note:** If you place a line incorrectly, you can erase it by pressing **Delete**. If necessary, you may continue pressing **Delete** all the way back to the first line or any point in between. Conversely, pressing **Insert** will replace any lines you just deleted.

1. In Apex, click the Define Area button, or press F4 to define the Gross Living Area. Your Arrow Cursor will change to the Drawing Cursor, indicating that your "pen" is down, and any cursor movement will draw a line.
2. Type **24**, press **Right Arrow**, press **Enter** twice.
3. Type **9.8**, press **Down Arrow**, press **Enter** twice.

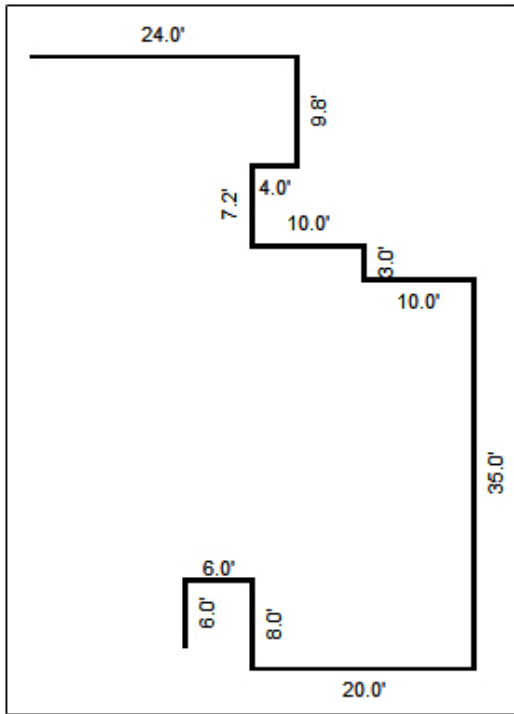
You are now drawing a line 9.8 feet down. Pressing **Enter** the first time will end the line, and the dimension will appear to the right of the line. Press **Enter** again to anchor the dimension in place.



**Hint:** As you draw your sketch, depending upon where you placed your POB, from time to time the line you draw may extend beyond the screen. You can center the drawing at any time by typing **C** to invoke the Center Drawing feature. You can perform this operation virtually anytime you wish, so it's not necessary to spend a lot of time trying to decide where to begin a drawing.

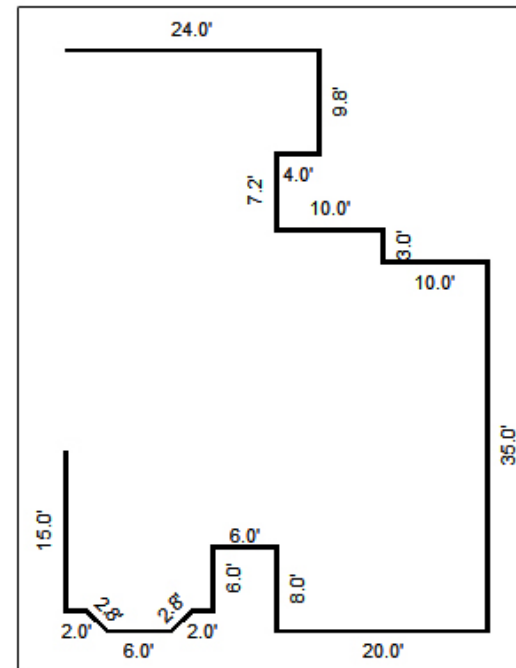
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4. Type **4**, press **Left Arrow**, press **Enter** twice.
5. Type **7.2**, press **Down Arrow**, press **Enter** twice.
6. Type **10**, press **Right Arrow**, press **Enter** twice.
7. Type **3**, press **Down Arrow**, press **Enter** twice.
8. Type **10**, press **Right Arrow**, press **Enter** twice.
9. Type **35**, press **Down Arrow**, press **Enter** twice.
10. Type **20**, press **Left Arrow**, press **Enter** twice.
11. Type **8**, press **Up Arrow**, press **Enter** twice.
12. Type **6**, press **Left Arrow**, press **Enter** twice.
13. Type **6**, press **Down Arrow**, press **Enter** twice.



## Angles using Rise and Run

1. Type **2**, press **Left Arrow**, press **Enter** twice.
2. Type **2**, press **Down Arrow**, type **2**, press **Left Arrow**, and press **Enter** twice. (This results in a 45 degree angle, 2.8 feet long.)
3. Type **6**, press **Left Arrow**, press **Enter** twice.
4. Type **2**, press **Up Arrow**, type **2**, press **Left Arrow**, and press **Enter** twice.
5. Type **2**, press **Left Arrow**, press **Enter** twice.
6. Type **15**, press **Up Arrow**, press **Enter** twice.




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## Angles with length and exact angle

The second way to draw angled lines is to input the length, direction, and degree of angle. By doing so, Apex will automatically draw the wall for you. As you might imagine, this gives you the ability to more accurately calculate square footage of properties which contain odd angles. Used in conjunction with a measuring device called a Mite-R-Gage, you no longer need to worry about obtaining the angle of walls where the rise and run are difficult to figure.

In our example property, we discovered that the angle of the "wing" to be drawn is 53 degrees. The length of the wall is 20 feet. In the direction that you are drawing, you also know that it "turns" to the left. Continue with your sketch, using the following method to draw the "wing" portion of the property.

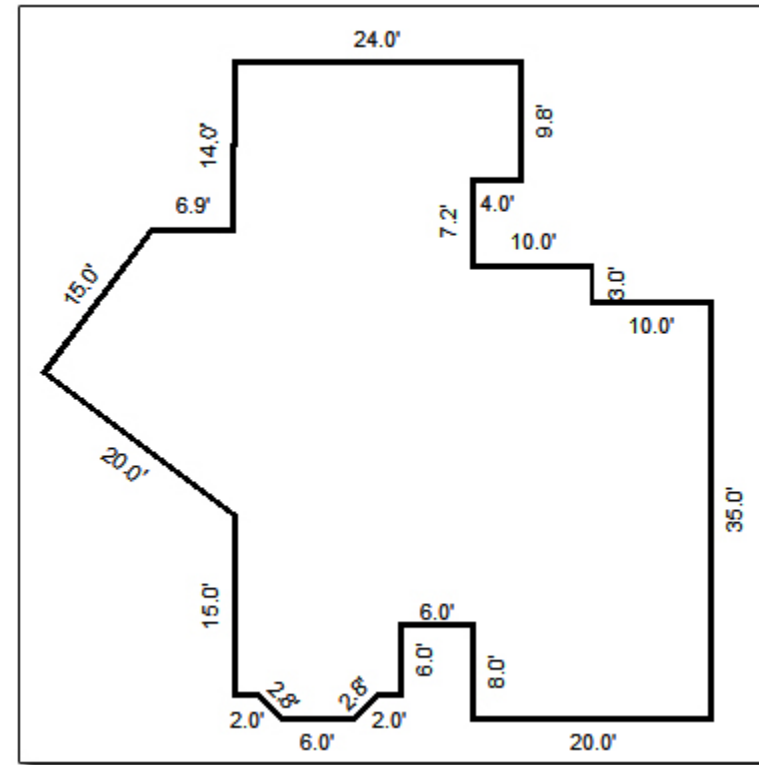
1. Type **20**, press **L**, type **53**, press **Enter** three times.
2. The next line is 15 feet long, 90 degrees off of the last line drawn, and turns to the right.
3. Type **15**, press **R**, press **Enter** three times.

 **Hint:** Entering an angle measurement is not necessary when drawing 90 degree angles. Ninety degrees is assumed when no degree is entered.

The last couple of lines can be determined by looking at the Tracking Port. The distance to the Point of Beginning (POB) is displayed in the Tracking Port at the bottom left-hand portion of the Apex interface.

Additionally, the Tracking Port displays the angle from the current cursor location to the POB (64 degrees) and its length (15.6 feet.) With these measurements in mind, continue your sketch.

1. Hold down the **Ctrl** key and press **Right Arrow**, press **Enter** twice.
2. Press **A**, press **Enter**. (By pressing A, you invoke the Autoclose feature which closes the sketch and calculates the area.)
3. Press **C** to center the sketch.



## Rescale Drawing

At some point, it may be necessary to rescale the drawing. In order to do this, invoke the **Rescale Configuration** dialog.

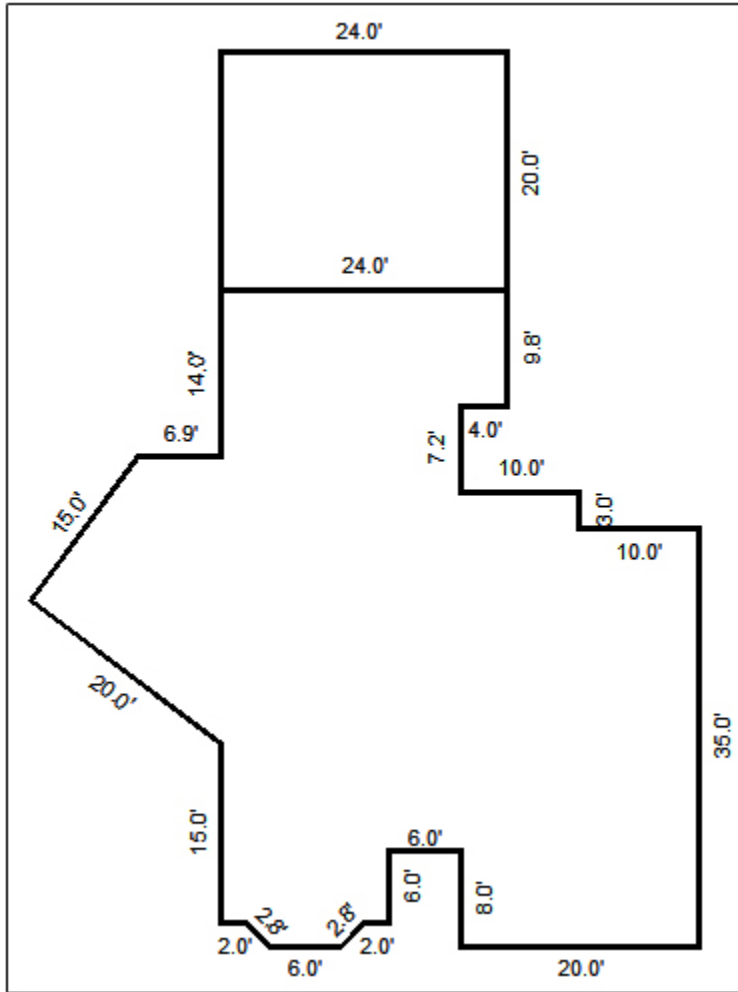
1. Press **Ctrl+R**.
2. Choose the scale of 1" = 15'
3. Click **OK**.

A drawing may be rescaled at any time, even while in the middle of drawing an area.

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## Drawing the Garage

Adding the garage is a very simple procedure which uses another of Apex's powerful features called **Jump to Point** as well as a handy rectangle drawing feature.



1. After drawing the outline of the first floor, define a new area by clicking the **Define Area** button. Select the **Garage/Carport** and click **OK**. Then, click **OK** again on the Name tab – accepting the default Calculation Adjustment of Positive.
2. Do not click on the drawing! Instead move your mouse over to the top left corner of the drawing – above the intersection of the 14' and 24' lines. Now, press **J** on your keyboard (perhaps several times if needed) to jump to that vertex. You'll see your point line up with the corner. Still do not click, however.
3. On your keyboard, type **24x20**. You'll see it in the lower left of the screen. Now, press **Enter** once.
4. You'll see the garage area appear. Now, here's another neat trick. We need to move the garage up 20 feet. So, type **20** and press **Up Arrow**. Then, press **Enter** once to lock it in place.

That's it for the garage. Next, we will draw the rear patio, which will teach you how to handle curves and arcs.

## Drawing the Rear Patio - Curves

Adding the rear patio will introduce you to curve drawing and tracing "common walls" back to the point of beginning (POB). First, you will have to establish a point of beginning, as you did when you sketched the garage. Your POB for the patio will be the point of intersection created by the garage and the upper right-hand side of the first floor.


Begin drawing the rear patio by following the directions below.

1. As always, click the **Define Area** button to define a new area. As you will notice, the Define area dialog names the area "porch." Feel free to rename it "patio" when the Name dialog pops up.
2. Use the **Jump to Point** feature described above to jump to the correct junction and press **Enter** to establish a POB.
3. Type **6**, press **Right Arrow**, and press **Enter** twice.



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1. Type **10**, press **Left Arrow**, press **Enter**, and press **Space Bar**.
2. Type **3**, press **Up Arrow**, press **Enter**, and press **Space Bar**.
3. Type **10**, press **Left Arrow**, press **Enter**, and press **Space Bar**.
4. Type **7.2**, press **Up Arrow**, press **Enter**, and press **Space Bar**.
5. Type **4**, press **Right Arrow**, press **Enter**, and press **Space Bar**.
6. Press **A** and press **Space Bar** to auto-close and blank out the dimension.
7. If necessary, press **C** to center the sketch.

 **Hint:** Rather than drawing all of those lines, you can press **Ctrl+F3** and Apex will trace the walls for you.

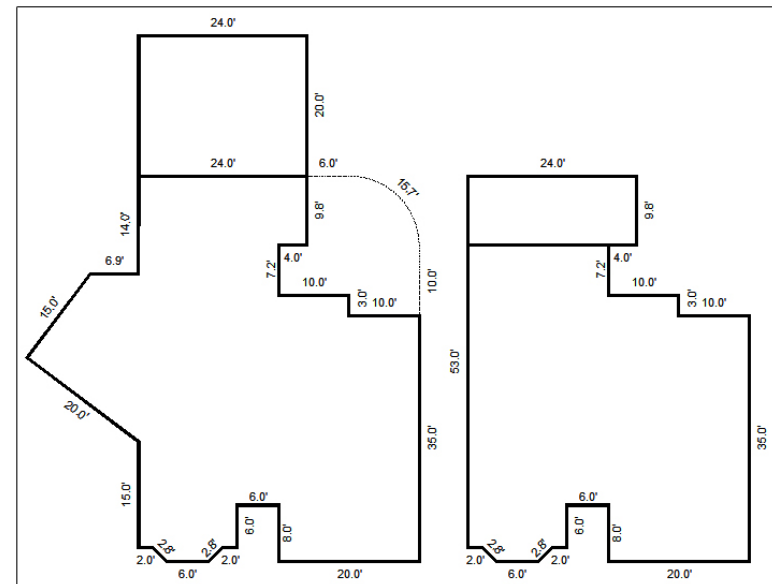
## Cloning the First Floor

Adding the second floor is accomplished by using a simple feature called Clone Area. Before we can begin, though, we must make room in the Drawing Port to accommodate the new area.

Follow the directions below to accomplish this and complete the cloning process.

1. To make room on the Drawing Port, press the **M** key, which will display a thin red outline of the sketch, superimposed over the original sketch.
2. Press **Left Arrow** to move the sketch as far to the left as it will go without moving out of the Drawing Port. Press **Enter**.
3. Once you have anchored the sketch in its new location, click the **Tools** menu and select **Clone Area**. This will display the **Select Area** dialog from which we will choose the area we wish to clone.
4. Select the First Floor by clicking on the line which displays the code GLA1, and click **OK**. This will display the **Define Area** dialog, so that we can define what we want to clone the first floor as.

5. Define the area as a **Gross Living Area**, and click the **2** button to indicate that this is a second floor area. Click **OK** to open the **Name** tab.
6. Type **Second Floor** in the **Name** text box, and click **OK** to return to the Drawing Port.
7. Type **45**, press **Right Arrow**, and press **Enter** to anchor the new area to the right of the first floor.



## Editing the Second Floor

Next, we will edit the second floor to remove the “wing” area of the sketch.

1. Press **Delete**, which will cause the **Select Area** dialog to pop open on the screen. Select the **Second Floor** and click **OK**.
2. The dialog box will ask you if you would like to reopen the second floor. Click **Yes**. This will erase the last line of the second floor.

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3. Press **Delete** four (4) more times to delete the lines back to the two foot line located just to the left of the bay window.
4. Press **A**, and then press **Enter** to close the area and anchor the 53 foot dimension.
5. Press **C** to center the sketch.

## Negative Areas

Now, you are ready to add a negative area to the second floor, which will complete your sketch. This introduces you to an important concept you must utilize in almost every sketch you will do.

The second floor of our example property has an area which is open to the area below it. Since this space will not add to the square footage of the Gross Living Area, it must be calculated as a negative area, just as the garage was.

Before adding the "Open to Below" area, however, it is important to understand an important concept. When adding or subtracting from an area, the area types must be alike. In this example, the area we wish to subtract from is a GLA second floor. For the calculations to correctly subtract the Open to Below area from the second floor, it must be of the same type when it is defined.

1. Click the **Define Area** button and define the new area as a **Gross Living Area**.
2. Click the **2** button to indicate that this area is on the second floor and then click **OK** to open the **Name** tab.
3. In the **Name** text field, type **Open to Below**.
4. Select the **Negative** radio button from the **Calculation Adjustment** section.
5. Also, select **Do Not Post** from the **Dimensions** section, since you don't need to add dimensions to this area of the drawing.
6. Click **OK** to return to the Drawing Port.

7. Place your cursor near the upper left-hand corner of the second floor and press **J** to jump to the point where you will begin drawing.
8. Type 24 x 9.8, and press **Enter** twice to complete the procedure.

This completes the sketch. Congratulations! You can now "touch up" the sketch to your liking by adding free-form lines to represent interior walls, text to identify various areas and icons to represent items within the property.

## Drawing Interior Walls

Now, you can begin drawing interior walls. Unlike the walls you have already drawn, interior walls do not add or subtract from area calculations; they are for illustration only. Because of that, you do not have to go through the process of defining an area to begin drawing. Instead, you will simply click the **Free Form** button, located to the right of the Define Area button.

Free Form lines are not only used to draw interior walls, but can be generally used to show other miscellaneous non-calculated items such as fence lines, sidewalks, driveways, etc.

To begin drawing your interior walls:

1. Click the **Free Form** button. "Free Form Mode" should appear in your status line.
2. Place your cursor near the exterior wall where you wish to begin drawing, and press **J** to Jump to Point.
3. Press **Enter** to establish a starting point.
4. Type the length and direction of your line, and press **Enter** to place the line.
5. At this point, if you can do one of two things:
  - Continue your drawing without raising your pen, by typing the length and direction of the next line, and press **Enter**.

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- ❑ Raise your pen by pressing **Enter** a second time and move it to the next starting point.

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**Hint:** As you move the cursor, the line length will be displayed, to allow you to make the line the proper length. Cross-hairs will also appear as you come to points with perpendicular lines or corners, to allow you to square your lines with previously drawn lines.

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6. You may have to press the **Refresh** button to see your drawn line.
7. Move your cursor to the next starting point, and begin the process again, until you are finished drawing the interior lines of your property.

## Adding Text

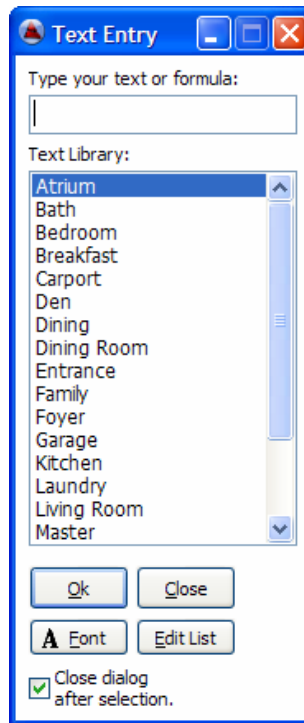
Now that the interior walls have been accurately drawn, we can begin adding text labels to our sketch. Adding text labels is very easy with Apex.

1. To add text, simply click the **Text** button. This will invoke the Text Entry Dialog.
2. Double-click the desired text from the **Text Library**, or type in new text of your own and click **OK**.
3. The text you chose will now be "attached" to your cursor. Use your cursor to position the text.
4. Click once to place the text in the chosen position.

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**Hint:** If you're going to place several text items, turn off the **Close dialog after selection** check box. Now, when you select a text entry from the list, the dialog stays open allowing you to quickly choose additional items.

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## Text Edit

Once you've placed text labels, you may edit them in a variety of ways.

### Moving text:

In case you placed a phrase in the wrong area:

1. Select the text by clicking it. Your text will now be surrounded by four boxes.
2. Click and hold on the Hotspot. The Hotspot is the blue triangle that appears when you select the text.
3. Move the text, and then release the mouse button.

### Changing text size:

1. Select the text by clicking it.
2. Click and hold on the Hotspot.
3. Use the + or - to increase or decrease the text size.

### Rotating text:

1. Select the text by clicking it.
2. Click and hold any of the handles.
3. Rotate, using your mouse.

### Editing text:

1. Select the text by clicking it. Then, right-click the text and choose Properties.
2. Retype word correctly.
3. Click **OK**.

## Adding Icons or Symbols

Icons are used to place doors, windows, and other miscellaneous items on your sketch; giving it a very professional look.

1. Click the **Symbols** button bring up the **Symbol Selection** pallet.

