Icovia Space Planner
Quick Start Guide

Step 1: Create a Space

Once you enter the PortaFab Room Planner, the first step you will want to create is to enter the dimensions of your desired space. You can choose from some of our "Prebuilt Plans" that represent some of our most popular sizes or "Design your own."

Choosing a Prebuilt Plan

To choose a prebuilt plan, simply click on the size that you require and then click on the "Continue" button on the bottom right of your screen.

Design Your Own

To utilize your own dimensions, simply click on the "Design your own" tab and enter your desired depth and length. Please note that while most PortaFab panels come standard in 4 foot widths, panels can be easily to cut to achieve almost any wall length.

2 and 3 Wall Units

If you wish to show an existing wall as would be evident on 2 and 3 wall units, you can simply cover a pre-drawn wall with one from the Generic Icon Menu. (Go to Generic > Structural > Miscellaneous and it is at the bottom of the list.)

Odd Shaped Rooms

To create other odd shaped rooms, add break points to the exterior walls by clicking on the wall while pressing the [ctrl] key on your keyword. Once your break points are in position, you can either:

- Move the entire wall (by clicking on the wall) and then drag it to the desired location.
- Move the break point (by clicking the break point) to create angles and such.

Adding Interior Walls

To add interior walls, you have two options:

1. Add 4 foot sections – go to the Our Products tab and choose the wall icon. The dimensions of this wall are fixed at 4 feet long and 3" deep so you will have to add multiple sections to create longer walls.

2. Add any length wall – go to the Generic Tab and choose "Structural" from the first dropdown box. Once complete, choose "miscellaneous" from the second dropdown box. In the icon area click the solid black line title "Wall" and drag it into the work area. Once it is in the work area, you can click on the   and change the dimensions to the wall length and thickness you require. You may want to add break points in walls as well to help locate internal walls.

   Note: It is also possible to add internal walls by adding break points, but this takes a fair amount of experimenting to make work.

Adding a Grid

To add a grid to the work area, put your cursor in the work area and hit [ctrl] and "g" on your keyboard.

Step 2: Add PortaFab Structural Elements

Once you have the dimensions of your space, you can add the PortaFab products including standard doors, windows, HVAC units, and electrical items to your drawing. Simply click on the appropriate item in the Sidebar and drag it into the work area.

Please note that these items are sized according to our standard dimensions, so you cannot re-size them.

For details on any item, hold your cursor over the item and then click the "Details" button.

Step 3: Furnish Your Space

Once you have designed your new space you can choose from hundreds of standard icons to furnish it. Listed under the "Generic" tab, you will be able to choose from the following:

Furniture & Equipment

- Conference Room
- Cafeteria / Break Room
- Bathroom
- Office
- Tables
- Chairs & Benches
- Rugs & Mats
- Misc / Accessories
- Locker Room
- Equipment Enclosure

Structural

- Doors
- Windows
- Stairs
- Miscellaneous

Fixtures / Appliances

- Bathroom Fixtures
- Kitchen Fixtures
- Laundry / Utilities
- Electronics
- Lighting

Landscape

- Natural Features
- Trees / Shrubs
- Garden / Flower
- Hedges
- Driveways / Pathways
- Sprinkler Systems
- Walls / Fences

Gym / Fitness (Various Categories)

People

Step 4: Save, Print, and/or Email

PortaFab's Room Planner gives you the ability to Save, Email, and Print your drawings.

Save

To save a drawing, simply hit the Save Button, login, and name the drawing that you want to save.

Email

Once saved, you can email this to a colleague by clicking on the Share button. Then, enter the email address in the first box (the application can only send to one person at a time). Finally, enter a short message and click the send button.

Print

You can not only print the drawing, but also an itemized list of both PortaFab products used and any generic items.

- Click on the Print button
- Choose the scale (we suggest fit to page for best print results)
- Check the Itemized List, Numeric Labels, and Grid Buttons if desired
- Enter the information in the Created for box.
- Add any additional comments.
- Click on Print
- Change Printer Settings – To print landscape, you may need to check the preferences box in the print window that pops up and change the layout or orientation to "Landscape."

Thank you for using the PortaFab Room Planner.

Please note that this room planner has been designed to help our customers see how furniture, equipment, and other elements will fit in or around their new modular office or preassembled building. They are to be used for illustration purposes only. For engineered drawings, please contact PortaFab at 636-537-5555.

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Modular Building Systems