TOTAL Sketch

User's Guide

1-800-ALAMODE
www.alamode.com

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Total Sketch User's Guide

Welcome to TOTAL Sketch

TOTAL Sketch is a la mode's revolutionary sketching program designed to make sketching as easy as the rest of your report. By eliminating a lot of the traditional sketching conventions, TOTAL Sketch frees you to draw your sketch in the order you want without having to regularly retrace walls, backtrack through your sketch to make corrections, or remember the correct order to draw each area. This user's guide is written to help you accomplish key tasks in TOTAL Sketch including:

- Installation, setup, and updates
- Drawing basic sketch items like walls and labels
- Using symbols or icons to reflect doorways and home appliances
- Drawing complex lines like walls with arcs and angles
- Using "pop points" to jump to corners and square the lines of your sketch

In addition to this user's guide, we also have a variety of video training resources available to help you learn, including:

- A webinar covering everything you can do with TOTAL Sketch.

Install TOTAL Sketch

You don't need to install TOTAL Sketch separately from WinTOTAL or TOTAL. Just make sure you have downloaded and installed the latest WinTOTAL updates and TOTAL Sketch will appear inside for you to use.

If you own a copy of TOTAL Sketch and want to use it on a machine that doesn't already have WinTOTAL or TOTAL installed, you'll need to download and install it separately. To install TOTAL Sketch as a standalone program:

1. Log in to your account at http://www.alamode.com/myaccount/.
2. Enter your a la mode **Username** and **Password** and click **Log in**.
3. Once logged in, click **My Downloads** on the left.
4. Click the **Download** link to the right of the entry for TOTAL Sketch to begin the download.
5. Save the file to an easily accessible location (like your Windows Desktop).
6. Once the download is complete, double-click the file to begin the installation and follow the instructions in the wizard.

TOTAL Sketch Hotkeys

TOTAL Sketch's built-in shortcuts provide an easy way for you to save time interacting with TOTAL Sketch. Instead of frequently having to jump back and forth between the mouse and the keyboard, these shortcuts provide a way for you to keep your hands on your keyboard so you can keep working. For a printable copy of this list of shortcuts, click here.

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Sketching

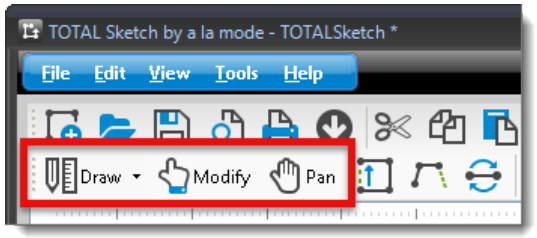
The Sketching section of this guide details the functionality of the sketcher and provides tips such as zooming and panning and explains the best process for drawing areas, adding symbols, and more.

To start or modify a sketch in TOTAL:

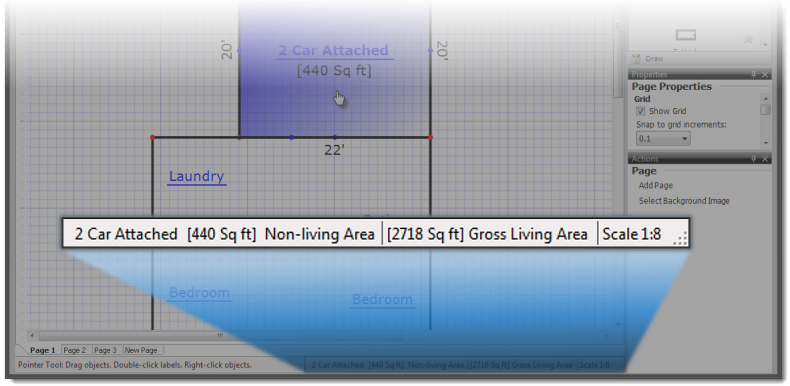
1. First, if you have not already done so, set TOTAL Sketch as your preferred sketcher by clicking **Sketch With**, and selecting **TOTAL Sketch by a la mode** from the main toolbar in WinTOTAL's Sketch PowerView or TOTAL's Sketch PowerView.

> ***NOTE:***
>
> Sketches created by third party sketch vendors, like Apex, are saved in a proprietary format that TOTAL Sketch cannot access. If you intend to edit a sketch from a third party vendor, you will need to use their own sketching software to edit and save it.

2. Create a new sketch or edit an existing sketch as needed.
   - **To create a new sketch** - From the Sketch PowerView in WinTOTAL or TOTAL, click **New Sketch** in the toolbar at the top of the screen to create a new sketch. Then, in the screen that appears, select the type of sketch you want to create, and click **OK**.
   - **To edit an existing sketch** - From the Sketch PowerView in WinTOTAL or TOTAL, click to select the sketch you wish to edit and then click **Edit** in the toolbar at the top of the screen.
3. Once TOTAL Sketch launches, select the sketch mode for your needs from the toolbar at the top. Modes include:
   - **Draw Mode** - As the name implies **Draw** Mode is intended for use when you want to draw something new in your sketch. Click **Draw** in the main sketch toolbar to set **Draw** Mode in TOTAL Sketch.
   - **Modify Mode** - Modify mode is intended for use when you simply need to adjust part of an existing sketch. Click **Modify** in the main sketch toolbar to set **Modify** Mode in TOTAL Sketch.
   - **Pan Mode** - Pan mode allows you to navigate around the sketch without altering it.



4. Draw your sketch as usual. As you work your way through the sketch, notice that the GLA and scale is displayed in the information bar at the bottom. Hover over an area in your sketch to view the area calculations for that area. Or click the **File Info** ( ) button to view detailed sketch information.



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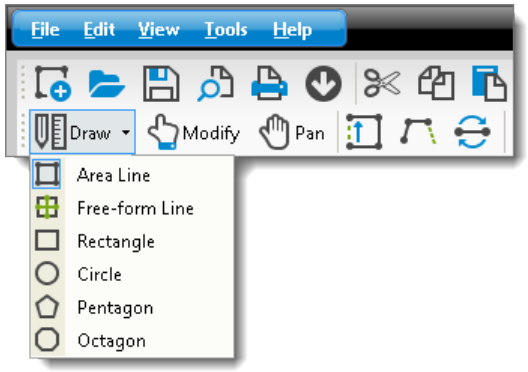
5. When finished click **File**, select **Save** from the drop-down menu, and close TOTAL Sketch.

Sketching Basics

TOTAL Sketch's sketcher operates in two modes: **Draw** Mode and **Modify** Mode. As the names imply, each mode is intended to serve different functions based on the state of the sketch. To draw a portion of your sketch for the first time, you'd need to use **Draw** Mode. If you already have a sketch and need to alter it, you'd need to use **Modify** Mode. To create a sketch and begin drawing:

1. In a sketch, click the arrow beside the **Draw** button in the toolbar.
2. In the menu that appears, select the type of line you wish to use. Items include:
   - Area Line
   - Free-form line
   - Rectangle, Circle, Pentagon, or Octagon



3. After selecting the type of line you want to use, position your cursor on the sketch canvas where you'd like to begin and press enter to anchor the beginning point of your line.
4. Use the numbers on your keyboard to enter the length of the line. Then, press the arrow key in the direction you want the line to go: left, right, up, or down.
5. Once the line has been drawn, press the enter key to anchor the end point of your line. If you make a mistake while drawing, click the **Undo** icon ( ) to undo the last action. You can also, click **Modify** (Modify), select the line, and press **delete** on your keyboard, or click the delete icon ( ) to remove a line.
6. Repeat step 3 for each wall until you close your area. Additionally, the sketcher displays pop points to assist you while sketching. If you are working on a typical or "squared" property, you can simply hold down the Ctrl key on your keyboard and press the arrow key in the direction of a pop point to draw a line or even close an area without having to manually enter the wall lengths.

That's all you need to know to sketch basic areas. Of course, it takes more than simple boxes to complete a sketch, so you'll want to visit the other sections of this guide to learn about the other features of TOTAL Sketch.

Draw Area Lines

Area Lines are generally the first lines you draw on a sketch, and they're the lines that create the boundaries that separate each of the Areas in your sketch. Follow the instructions below to draw area lines:

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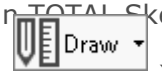
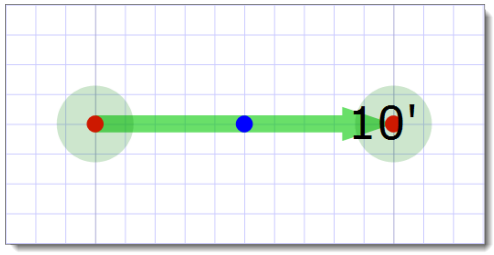
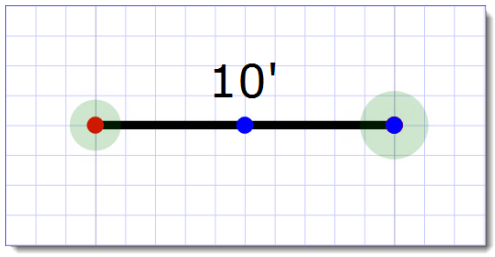
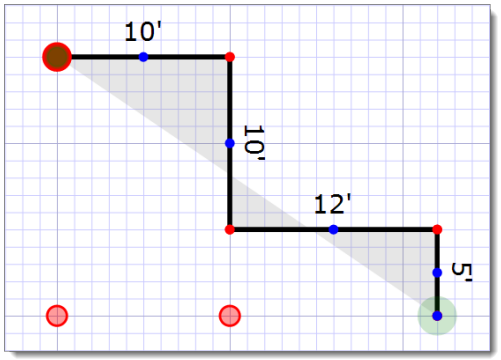
1. In a sketch in TOTAL Sketch, click the arrow next to the **Draw** icon () and select **Area Line** from the drop-down menu.
2. Using your keyboard, enter the length of the first wall using the number keys.
3. After selecting the type of line you want to use, position your cursor on the sketch canvas where you'd like to begin and press enter to anchor the beginning point of your line.
4. Then, press the corresponding arrow key to indicate the direction of the line. This extends the line based on the length and direction you specified. The line has an arrow and a highlighted "endpoint". This indicates the direction of the line, as well as the location of the endpoint for the line.



5. When you're satisfied with the line and no further adjustments are needed, press the enter key to anchor the end point. The line now turns black to indicate that it has been anchored.



Now, you're ready to draw the next wall. Follow the instructions above to enter the length, press an arrow key to indicate the direction, and extend the new wall from the existing wall's highlighted endpoint. When this line is anchored, pop points appear around it. Use the pop points to quickly jump to common, "squared" junctures in your sketch, or continue entering the lengths and directions of the remaining lines. Repeat these steps until you close the area.



Draw free-form lines

Free-form lines are a nice finishing touch that can be added to a sketch to round it out. Follow the instructions below to draw free-form lines in TOTAL Sketch.

NOTE:

Free-form lines are for visual representation only and do not affect calculations in the sketch. To draw a new area or cut an area out of an existing area, use area lines instead

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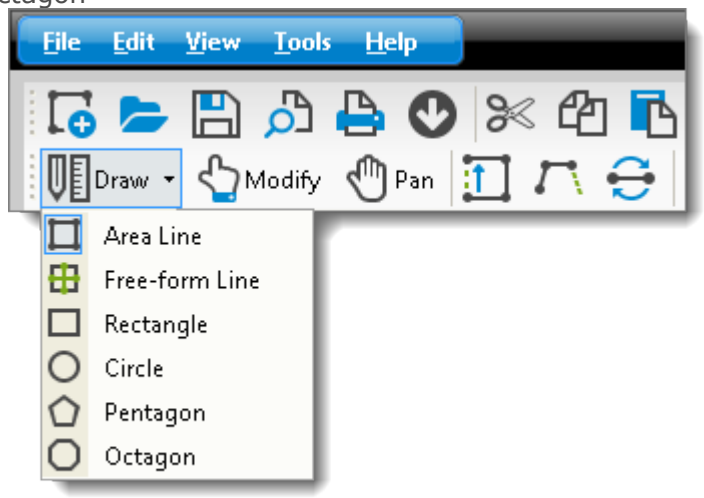
1. If you haven't already, click the arrow next to the **Draw** icon ( ) and select **Free-form line** from the drop-down menu.
2. After selecting the type of line you want to use, position your cursor on the sketch canvas where you'd like to begin and press enter to anchor the beginning point of your line.
3. Use the Sketch Keyboard to enter the length of the line and press an arrow key to indicate the direction of the line.
4. If you're satisfied with the line, press the **Enter** key to anchor the end point of the line. If you make a mistake, remove the line by clicking the modify icon ( ), selecting the wall, and pressing the **delete** key on your keyboard, or clicking the delete icon ( ) in the toolbar. Or, simply click the **undo** key ( ) to revert any changes.
5. If another free-form line is adjacent to the one you just drew, repeat steps 3 and 4 to continue drawing free-form lines. If you need to draw another free-form line in a different location on the sketch, repeat the steps above beginning with step 1.

Draw Shapes

TOTAL Sketch provides access to a variety of predefined area line shapes you can add to your sketch as a starting point for areas you create.

1. In a sketch, click the down arrow beside the **Draw** button in the toolbar or select the **Draw** panel at the right of the screen and select the desired shape. Shapes include:
   - Rectangle
   - Circle
   - Pentagon
   - Octagon



> ***NOTE:***
>
> If you are sketching a polygon other than rectangle, pentagon, or octagon, select either pentagon or octagon from the drop-down menu. Then, before proceeding with the instructions below, enter the number of sides for your polygon (up to twelve sides) using the numbers 0-9 on your keyboard, where 0=10, 1=11, and 2=12.

2. Once you've selected a shape (and adjusted the number of sides if necessary), position your cursor over the desired starting point for the shape. For circles, that starting point

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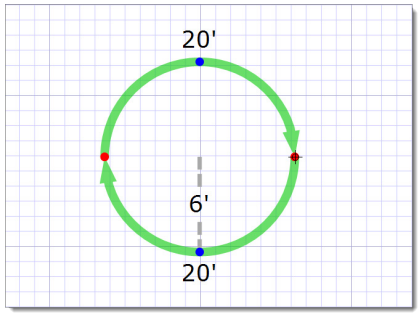
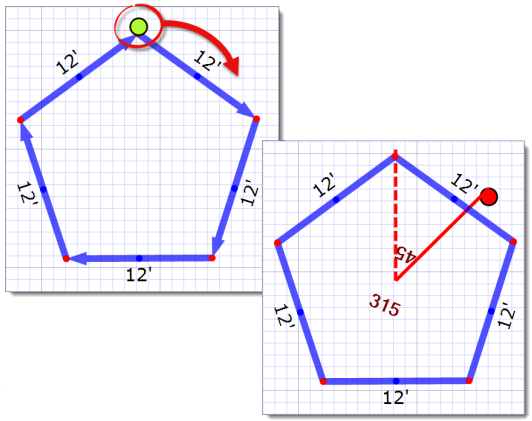
is the center of the circle. For all other shapes, the starting point is one of the intersections of the shape.

3. Click to place the starting point and, while holding down the click, drag your cursor to any one direction to enlarge the shape. When the shape reaches the desired size, release the mouse click.



4. As necessary you can rotate the shape or adjust individual line lengths within it. Just click **Modify** in the main toolbar and do one of the following:

   - Click to select the shape and then click the green circle above it and drag it to rotate the shape.
   - Click and drag and end point within the shape to adjust the line lengths and/or angles.



Zoom, Pan, and Autofit

As you edit your sketch, it may be necessary to zoom in on a particular portion of the sketch to fine-tune it. TOTAL Sketch provides three different ways to help you adjust the on screen view of your sketch: Zoom, Pan, and Fit Sketch to Screen.

- **Zoom** — In a sketch, you can zoom in our out of your sketch by clicking the **Zoom In** icon ( ) or **Zoom Out** icon ( ) in the top toolbar respectively. Alternatively, you can also press **Ctrl +** on your keyboard to zoom in or **Ctrl -** on your keyboard to zoom out, or use the scroll wheel on your mouse — scroll up on the mouse wheel to zoom in, or scroll down to zoom out.
- **Pan** — In a sketch, you can pan to a specific part of your sketch at the current zoom level by clicking the **Pan** button (Pan) in the top toolbar. Then, click and hold your mouse button and drag the sketch canvas to the desired position. Once you're satisfied with the placement of the sketch canvas, simply release the mouse button and click **Draw** (Draw) or **Modify** (Modify) to resume sketching.
- **Fit Sketch to Screen** — To quickly adjust the zoom and pan of the sketch window so that it centers your entire sketch on your screen, click the **Fit Sketch to Screen** icon ( ) in the main toolbar, or simply press the letter **C** on your keyboard.

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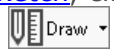
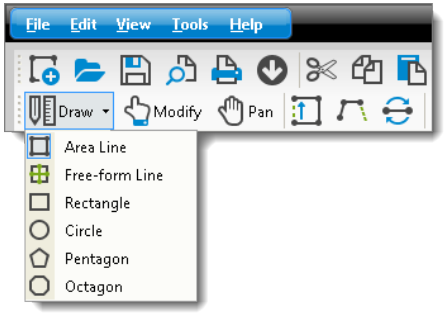
NOTE:

Zooming, panning, and fitting the sketch on your screen in TOTAL Sketch only affects your view of the sketch inside of TOTAL Sketch — not the actual scale of the sketch in your report. WinTOTAL and TOTAL scale your sketches automatically to fit correctly into your report. No manual scaling is required.

Draw Angles

TOTAL Sketch provides several ways to draw or adjust angles in your sketch:

1. In a sketch, click the arrow next to the **Draw** icon () in the toolbar, or choose the **Draw** panel on the right side of the screen and select either **Area Line** or **Free-form Line**.



2. Click the sketch canvas, or position your cursor and press **Enter** to anchor the starting point for your new line and begin drawing.
3. When you're ready to draw an angled line you have two options:
   - **Draw the length and angle** - Type the length of the line (in your preferred units of measure), press **L** or **R** on the keyboard to indicate whether you want the line to angle left or right respectively, and type the degree of the angle that you want to turn. Then, press **Enter** to draw and set the angled line. For instance, if you're drawing in feet, type **10r45** to draw a 10 ft line that angles 45° to the right.
   - **Draw the rise and run** - Type the length of the rise of the line and tap the directional arrow on your keyboard that corresponds to the direction of that line, but do not press Enter. Then, type the run of the line and, again, tap the appropriate directional arrow key on your keyboard to indicate the direction of the run. If you need to adjust the line, use the directional arrows on the keyboard to fine tune the line length and/or angle before pressing Enter (However, you can always switch to Modify mode and make further adjustments later). When you're ready to anchor the end point of the angled line, press **Enter** to set it. For example, to draw a line with a rise of 10 down and a run of 15 right, you'd type **10**, **down** (↓), **15**, **right** (→), followed by the **Enter** key.

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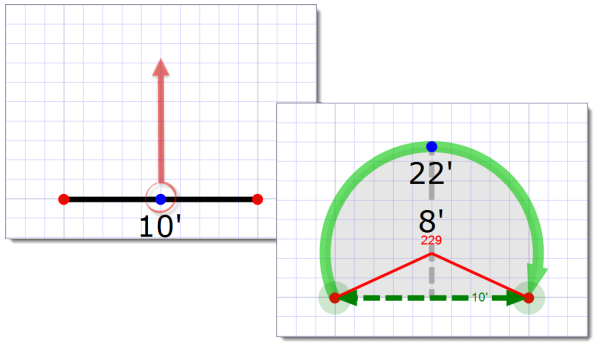
Draw Arcs

To draw arcs in TOTAL Sketch, first determine the diameter and height of the arc. Then, follow the directions below to translate the data to your sketch:

1. First draw the length of your line to match the diameter of your arc and press the enter key on your keyboard.
2. Click the **Modify** icon (

).
3. Click the blue dot in the center of the line and drag it to match the height of the arc.



Alternatively, when you switch to **Modify** mode and select your line, you can also hold down the **Alt** key on your and use the arrow keys on your keyboard to adjust the arc of the line incrementally, or use the scroll wheel on your mouse to quickly arc the line.

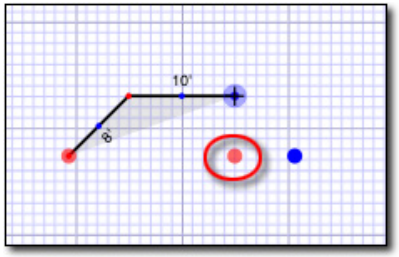
4. When you're finished, click a different area on the sketch canvas to anchor the end point of the line and apply your changes.

Pop Points

As you sketch, a variety of dots appear around your line. These dots — called "pop points" — are useful tools you can use as leverage to join your lines at common junctures and align them with other parts of your sketch. There are two types of pop points that appear as you draw your sketch:

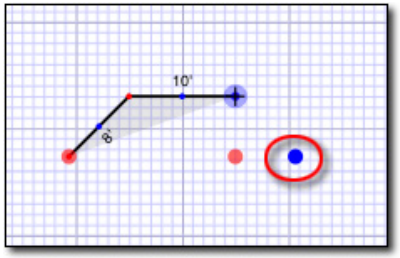
Red Pop Points

Red Pop Points indicate that you can draw your line to match an intersection or wall elsewhere in your sketch. For instance, if you're drawing the third line in a rectangle, you have two other points in your sketch that you can line up with. Red pop points suggest the next, most logical or common point for you to square-off your sketch.



Blue Pop Points

Blue pop points indicate that you can mirror a previously drawn angle in your sketch. These are particularly useful for mirrored angles like those typically found in bay windows.



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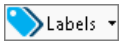
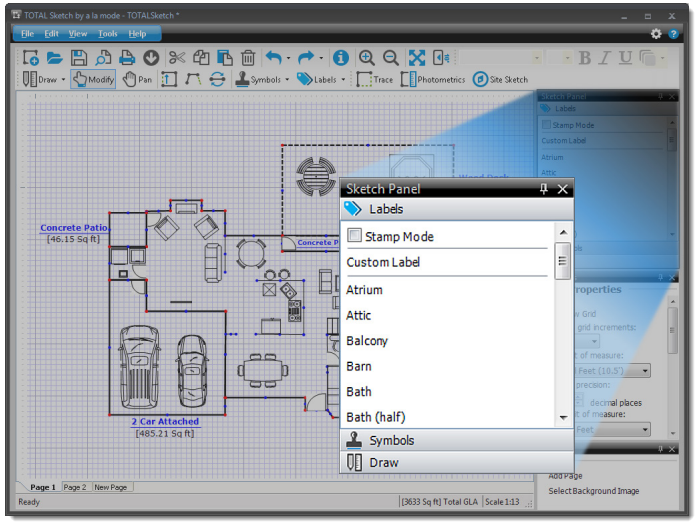
When a pop point appears on screen that you would like to use, simply click it or press the appropriate directional arrow to draw a line connecting the end point of your current position to the location of the pop point.

Labels

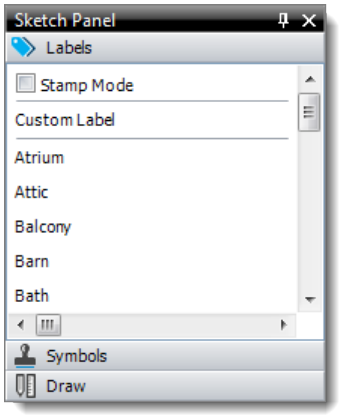
TOTAL Sketch allows you to add as many labels to your sketch as you need. And, in addition to the wealth of provided labels, you can also create your own custom labels to meet your needs. To access Labels in TOTAL Sketch, click the **Labels** icon () in the toolbar at the top, or click the **Labels** tab in the Sketch Panel on the right.



Add Labels

Follow the instructions below to add a label to your sketch:

1. In a sketch, click the **Labels** icon ( ) in the toolbar at the top, or click the **Labels** tab in the Sketch Panel on the right.



2. Select the label from the list provided, or click here for instructions on creating your own.
3. After selecting the label from the list, click the location on your sketch where you want to place the label.
4. To move a label once it's been placed on screen, switch to Modify mode ( ), and then click and drag the label to the new location.

Create Custom Labels

To create your own custom label in addition to those provided with TOTAL Sketch

1. In a sketch, click the **Labels** icon ( ) in the toolbar at the top, or click the **Labels** tab in the Sketch Panel on the right.
2. At the bottom of the list of labels, click **Edit List**.

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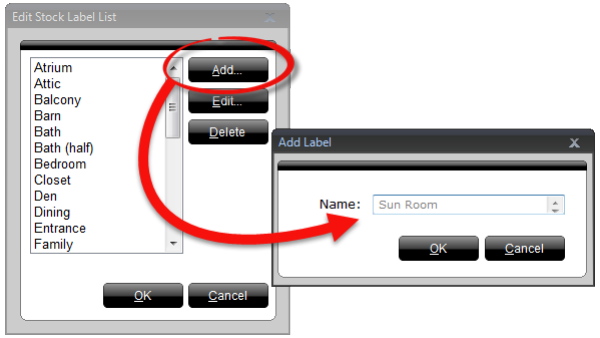
3. Click **Add** in the window that appears, enter the label name as you'd like it to appear on your sketch, and click OK.



4. The label now appears alongside TOTAL Sketch's list of stock labels. Click to select it and apply it to your sketch.

Format Sketch Labels

As necessary, you can adjust the font type, size, color, and other formatting of the labels you use in your sketch. To format a label:

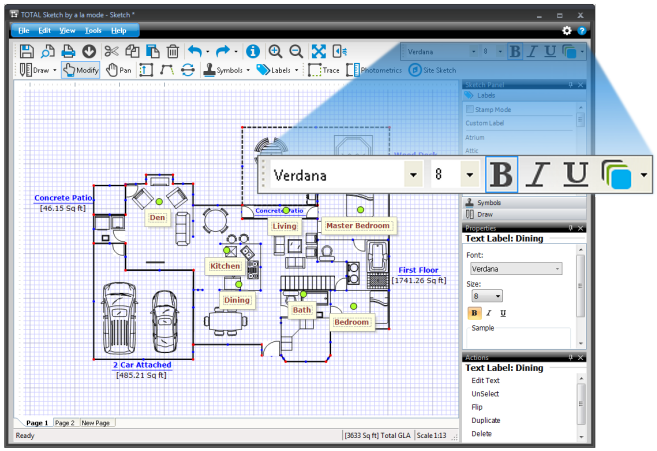
1. In a sketch, click **Modify** ( ) in the toolbar at the top of the screen.

2. Click to select a label that has already been place on the sketch that you wish to format. Or, add a new label.

HINT:

If you want to apply the formatting options to all of the labels currently in your sketch, click **Edit**, **Select All Text** from the menus, and then apply your formatting options. Keep in mind, though, that this also selects dimension labels, area names, and calculations. So, if you don't want to format those labels, you'll need to deselect them or turn them off via Preferences or by using Hotkeys.

3. Now, use the formatting options in the toolbar to the upper right to set the font, size, color, and formatting of your label. This can also be done through the **Properties** panel on the right.



NOTE:

If the formatting toolbar is not available in the toolbar at the top of the screen, click **View**, hover over **Toolbars**, and select **Formatting** from the drop-down menu to enable it.

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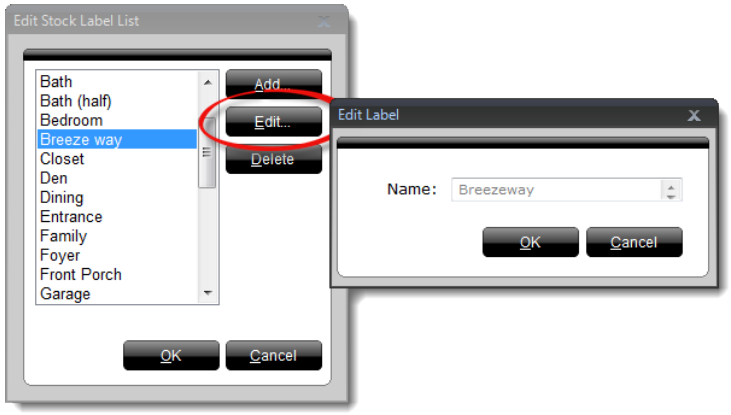
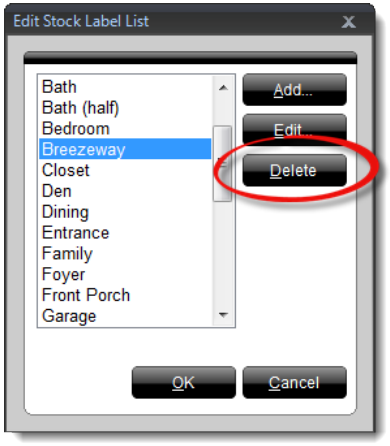
Edit and Remove Labels

To remove a label from your list of labels:

1. In a sketch, click the **Labels** icon ( ) in the toolbar at the top, or click the **Labels** tab in the Sketch Panel on the right.
2. At the bottom of the list of labels, click **Edit List**.
3. In the window that appears, select the label from the list, then do one of the following:
   - Click **Edit** to change the text for the label and click **OK** when you're finished.



   - Click **Delete** to remove a custom label from the list.

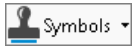


> ***NOTE:***
>
> Only custom labels can be removed. The stock labels are permanent and can be edited, but not deleted.

4. When you're finished, click **OK** to save your changes and return to your sketch.

Add Symbols

To add symbols to your sketch:

1. In a sketch, click the **Symbols** icon () in the toolbar at the top, or click the **Symbols** tab in the **Sketch Panel** on the right to expand the list of symbols.

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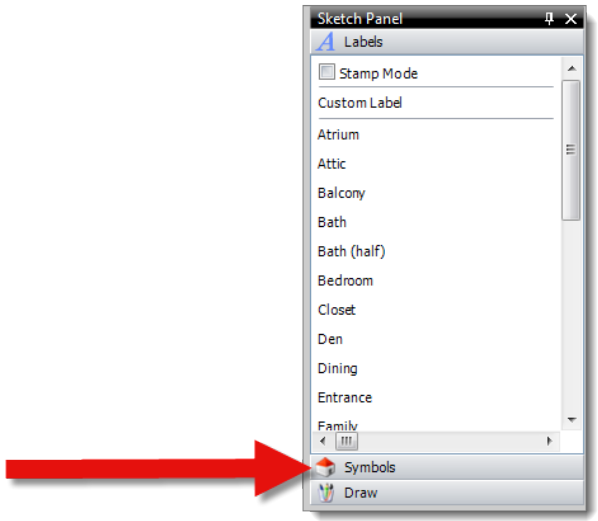
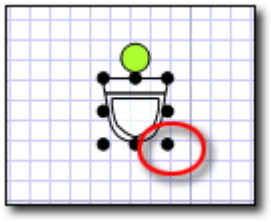


> ***NOTE:***
>
> If you need to place several copies of the same symbol throughout your sketch, first enable Stamp Mode and then select and place the symbol. Because Stamp Mode doesn't require you to reselect the same symbol, you can keep clicking to place additional copies of your selected symbol.

2. Choose the symbol category from the drop-down list at the top, then select you Symbol from the list.
3. Once the symbol appears in the sketch, it's attached to your cursor. Position your cursor over the location where you want to drop it and click to place the symbol.
4. From there, you can adjust the symbol as needed:
   - To rotate the symbol, click and drag the green circle above the image.

   - To delete the symbol, select it and press **Delete** on your keyboard, or click the **Delete** icon ( ) in the sketch toolbar.
   - To move the symbol, click and drag it to the desired location.
   - To resize the symbol, select any one of the black circles - called "handles" - surrounding the image and drag the "handle" to shrink or enlarge the symbol. To keep the proportions in sync, be sure to check the **Constrain Proportions** box in the **Properties** panel before resizing it, or hold the **Shift** key on your keyboard while adjusting the size.



   - You can also adjust the size of your symbol using the **Properties** panel on the right. Simply select the symbol from your sketch, and then enter the **Height** and **Width** dimensions in the **Properties** panel.

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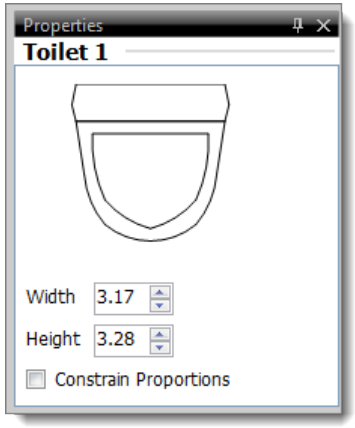
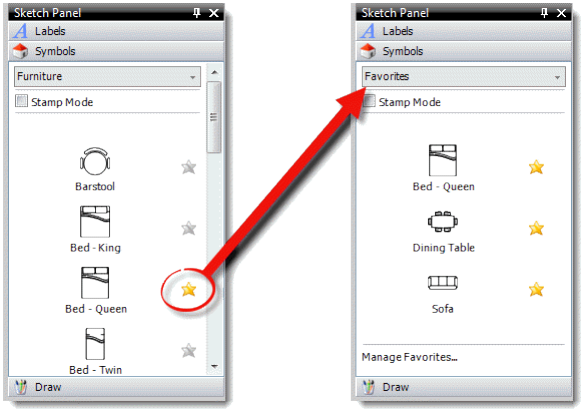
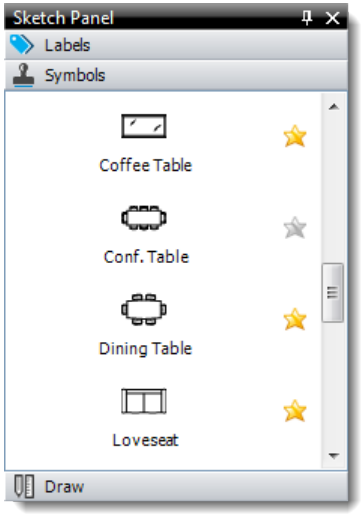


5. Next to each symbol is a star icon ( ). Click the star icon to add that symbol as a favorite. This makes the symbol easier to access by grouping it together with other symbols you frequently use in the **Favorites** category via the **Symbols** drop-down menu.

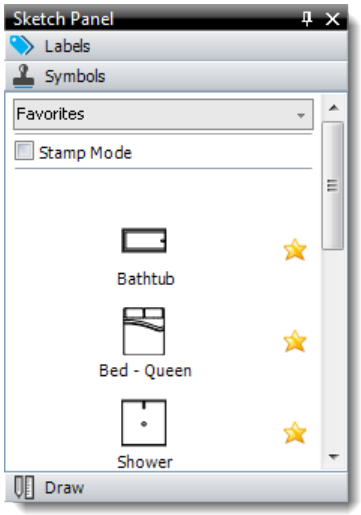


Favorites

To add a symbol to your list of favorites, simply click the star icon ( ) to the right of a symbol.



The symbols that you've added as favorites are grouped together in the **Favorites** category in your list of **Symbols**.



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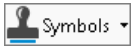
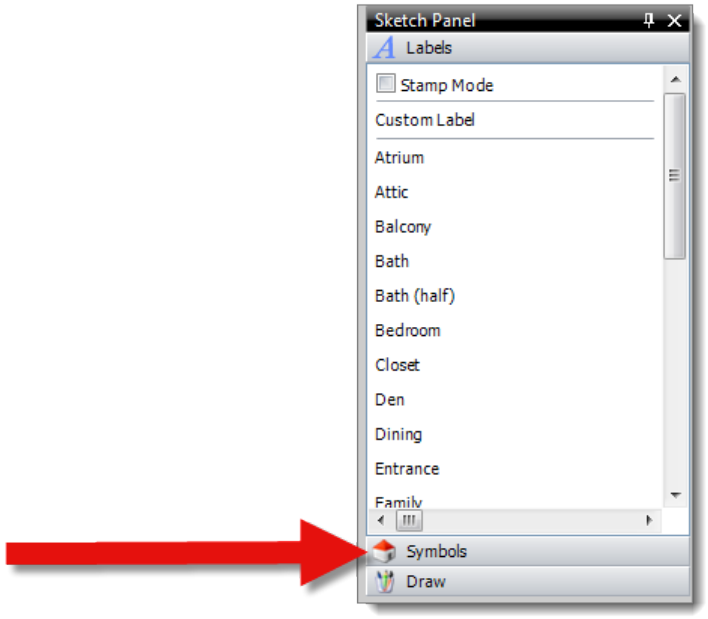
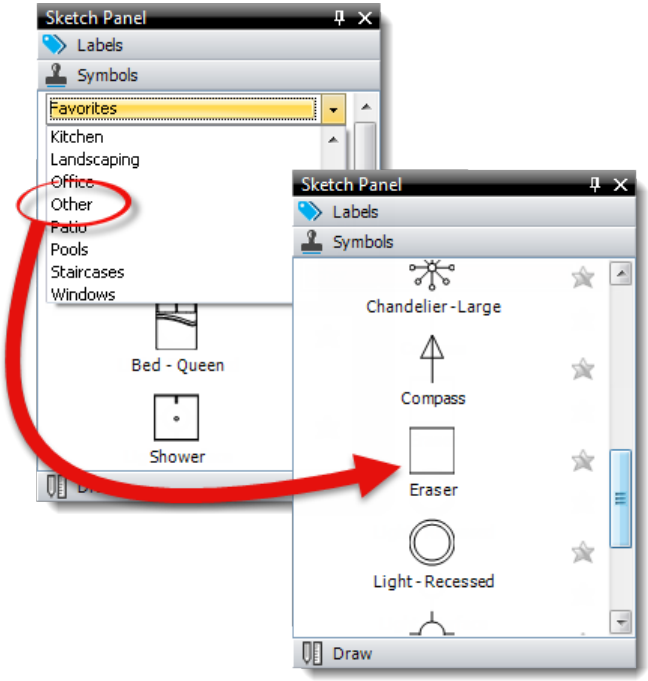
Erase Items

In TOTAL Sketch, you can easily erase a small segment of a line, symbol, or label using the built-in eraser tool. The eraser tools works like digital "white out" allowing you to eliminate a small segment of a line in order to place a door in the white space, for example. To use TOTAL Sketch's eraser:

1. In a sketch, click the **Symbols** icon () in the toolbar at the top, or click the **Symbols** tab in the **Sketch Panel** on the right to expand the list of symbols.



2. Click the drop-down menu at the top, select the **Other** category, and click to select the **Eraser** symbol.



3. Once the eraser appears in the sketch, it's attached to your cursor. Position your cursor over the location where you want to drop it and click to place the eraser symbol. When placed, it obscures or "whites out" any symbols, lines, labels, or other sketch elements below it.
4. From there, you can adjust or remove the eraser as necessary:
   - To rotate the eraser, click and drag the green circle above it.
   - To delete the eraser, select it and press **Delete** on your keyboard, or click the **Delete** icon ( ) in the sketch toolbar.
   - To move the eraser, click and drag it to the desired location.

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- To resize the eraser, select any one of the black circles - called "handles" - surrounding the image and drag the "handle" to shrink or enlarge the symbol. To keep the proportions in sync, right-click the symbol, hover over the label description, and select **Constrain Proportions** before resizing it, or simply hold down the **Shift** key while dragging one of the handles..

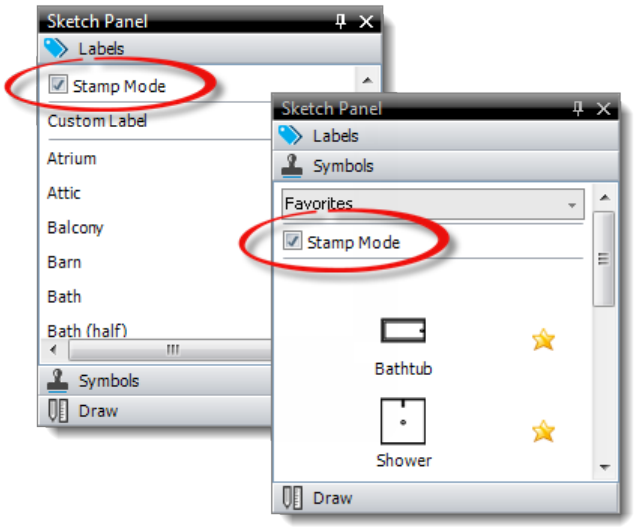
HINT:

If you need to place several copies of the eraser throughout your sketch, enable Stamp Mode, before you select and place the eraser. Because Stamp Mode doesn't require you to reselect the eraser, you can keep repeatedly click different areas of the sketch to place additional copies of the eraser.

Stamp Mode

TOTAL Sketch's Stamp Mode allows you to place multiple copies of the same label or icon on your sketch without having to reselect it each time. It effectively creates an electronic stamp out of the next symbol or label you select so that you can simply click your sketch repeatedly to place multiple copies of the same symbol or label. To enable Stamp Mode in TOTAL Sketch:

1. In a sketch, click the **Labels** or **Symbols** tab in the **Sketch** panel on the right, depending on which type of item you wish to place on your sketch.
2. At the top of the list, check the box beside **Stamp Mode** to enable it.



3. Finally, select the label or symbol you wish to stamp onto your sketch.
4. Click to place as many copies of the selected symbol or label as you wish.
5. Then, when finished, return to the **Symbols** or **Labels** menu (depending on which type of item you placed on your sketch), and uncheck **Stamp Mode** box at the top of the list to disable it, or select a different symbol or icon to continue stamping with a different item.

Sketch Pages

As you sketch, you may find that you need to add additional pages in order to accommodate all the areas necessary to sketch the property. The pages you add in TOTAL Sketch

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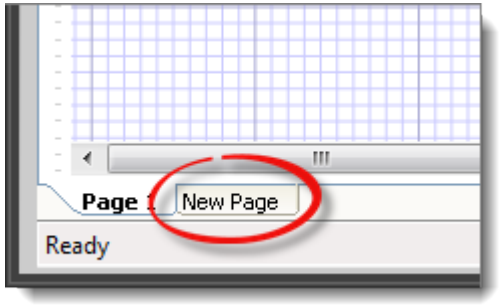
conveniently transfer to individual pages in your report when they're transferred back to WinTOTAL or TOTAL.

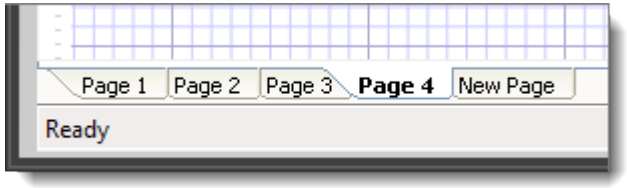
Add a Page

To add a page to your sketch:

1. In a sketch, click the **New Page** tab on the lower left or click **Add Page** in the Actions panel.



2. Once you have multiple pages, simply click the **Page** tab corresponding to the desired sketch page to view to that page of your sketch.

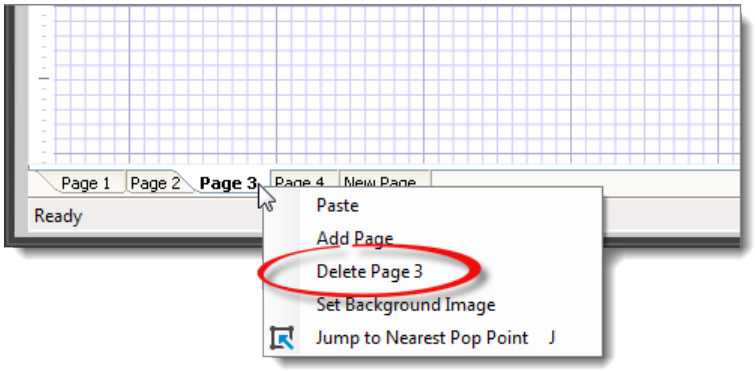


Rearrange or Delete a Page

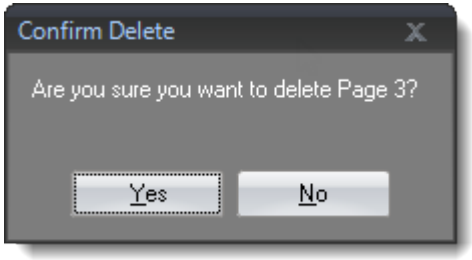
To rearrange pages in your sketch, simply click and drag the page tab on the lower left to a new position. When you do this, the page numbering is automatically updated - for example, if you were to move Page 4 after the first page in your sketch, Page 4 becomes Page 2, Page 2 becomes Page 3, and so on.

To delete a page from your sketch:

1. In a sketch, right-click the **Page** tab corresponding to the page you wish to delete.
2. In the menu that appears, click **Delete Page**.



3. Click **Yes** to confirm that you want to delete the sketch page.



Export Sketches

Follow the instructions below to export your sketch file as a separate file or an image:

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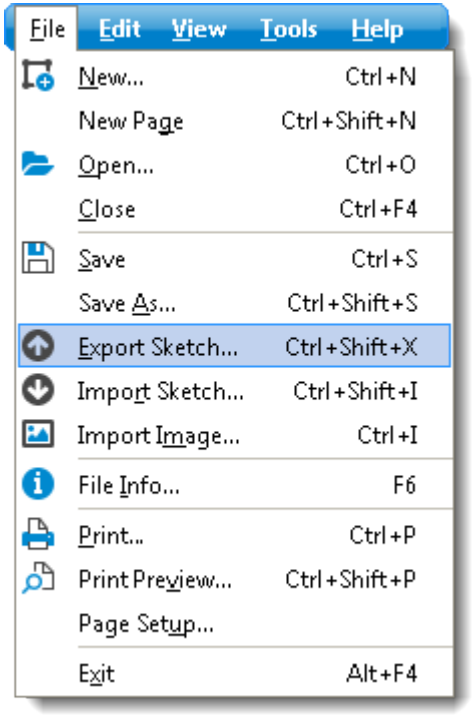
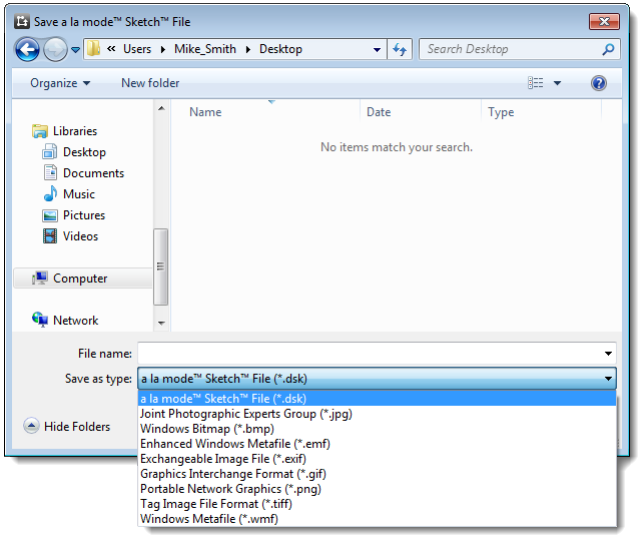
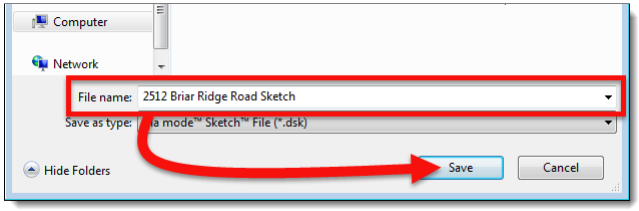
1. In an open sketch, click **File** on the upper left and select **Export Sketch**.



2. Select one of the export formats from the **Save As Type** drop-down menu. In addition to the TOTAL Sketch File (.dsk) format, TOTAL Sketch fully supports exporting to all major image file formats.



3. Browse out to the location on your computer where you'd like to save the file and then click **Save**.



Import Sketches

If you have a WinTOTAL or TOTAL report containing a sketch that was created in TOTAL sketch, or a sketch file that was exported from TOTAL Sketch or certain versions of Apex Software, TOTAL offers an import function that allows you to import the sketch. Below is a list of the file types that can be imported into TOTAL Sketch:

- ***.dsk** — TOTAL Sketch files

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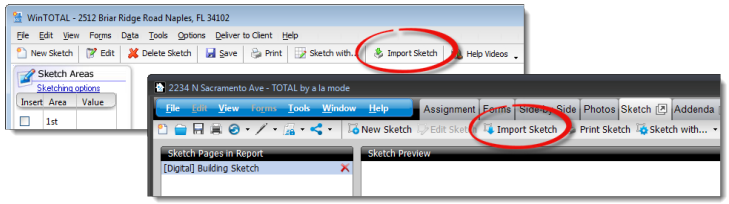
- ***.zap** — WinTOTAL Athena, WinTOTAL Aurora, and TOTAL reports
- ***.ax2**, ***.ax3**, and ***.ax4** — Apex Sketch files created in Apex v4 or earlier

> ***NOTE:***
>
> Because Apex began encrypting their sketch files after v4, any sketch created on a higher version cannot be converted

Import from a WinTOTAL or TOTAL report (*.zap)

1. In WinTOTAL's Sketch PowerView or TOTAL's Sketch PowerView, click **Import Sketch** in the top toolbar.

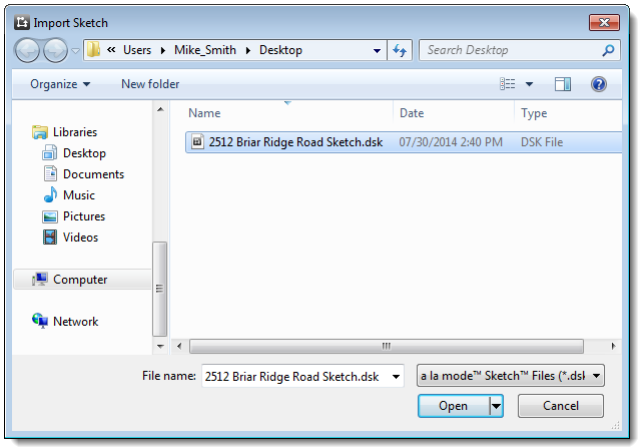


2. In the window that appears, browse to the report containing the sketch you wish to import.
3. Select the report containing the sketch you wish to import and click **Import**.

Your sketch is then imported directly into your report. If the sketch that you wish to convert was created in Apex and you want to open and edit it in TOTAL Sketch, ensure that TOTAL Sketch is set as your default sketcher and simply edit the sketch file. Click here for instructions on selecting your default sketcher in WinTOTAL, or click here for instructions on selecting your default sketcher in TOTAL.

Import from TOTAL Sketch (All file formats)

1. With a blank sketch open in TOTAL Sketch, click **File** on the upper left, and select **Import Sketch** from the drop-down menu.
2. Browse to the TOTAL Sketch file (.dsk), WinTOTAL or TOTAL report containing a sketch (.zap), or Apex sketch file (.ax2, .ax3, or .ax4) that you wish to import.



3. Click to select the sketch file and then click **Open**.

TOTAL Sketch imports the sketch and, if it's an Apex sketch, converts it to TOTAL Sketch format.

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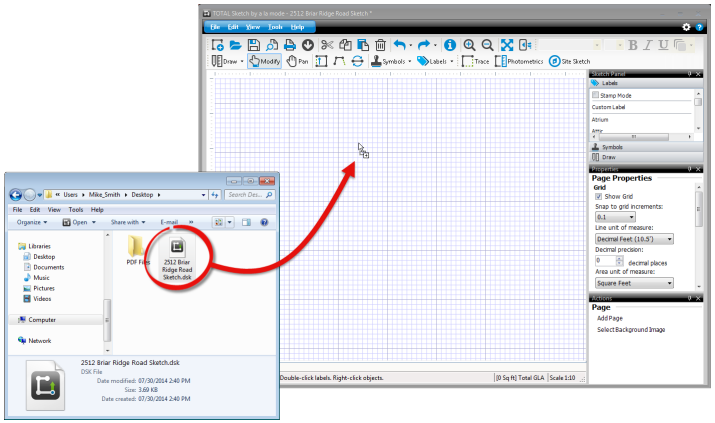
Drag & Drop Import

TOTAL Sketch also supports the ability to drag and drop files to import them into TOTAL Sketch. If you know the location of the sketch file or WinTOTAL/TOTAL report containing the sketch file you wish to import, just browse to that folder on your computer's hard drive (via Windows Explorer or your Windows Desktop), and then drag and drop file directly into an empty sketch in TOTAL Sketch. TOTAL Sketch imports the sketch and, if it's an Apex sketch, converts it to TOTAL Sketch format.



Import Images

To import an image into your sketch:

1. In a sketch, click **File** on the upper left, and select **Import Image** from the drop-down menu, or simply press **Ctrl+I**.
2. In the screen that appears, browse to and select the image you wish to import. Then, click **Open**.
3. When you're returned to the sketch, the image is attached to your cursor. Position your cursor above the location where you want to drop the sketch and click to place it.
4. Click the image to select it. From here, you can adjust the image as necessary.
   - To rotate the image, click and drag the green dot above the image.

   - To delete the image, select it and press Delete on your keyboard, or click the **Delete** icon ( ) in the toolbar at the top.
   - To move the image, click and drag it to the desired location.
   - To resize the image, click to select any one of the black dots - called "handles" - surrounding the image and drag the "handle" to shrink or enlarge the symbol.

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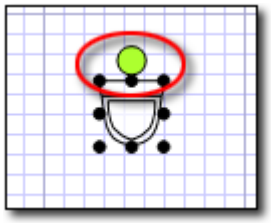
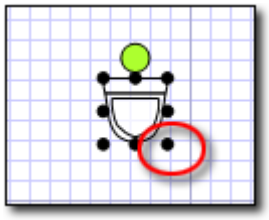
Modify Sketches

To modify your sketches, click the **Modify** icon ( ) on the upper left. Once you're in **Modify** mode, you can do things like rotate symbols, draw arcs, or move any element in your sketch:

1. While in a sketch, click the **Modify** icon ( ) to enter **Modify** mode.
2. Click to select the item you want to modify in your sketch.
3. Then, adjust, move, or delete the item as needed:
   - To move an element like a symbol, label, line, or area, click and drag the item or area to move it. For even more precise placement, click to select any element and use the arrow keys on your keyboard to move it in any direction. The amount of distance that the item moves is determined by TOTAL Sketch's Grid Settings.
   - To rotate a symbol, click to select it and use the green circle above the symbol to rotate it.



   - To scale the size of a symbol, click it to display the **Height** and **Width** parameters in the properties panel on the right. Then, click the width and height arrow keys to adjust the height and width of the symbol, manually enter the height and width parameters, or simply click and drag any of the handles (the black dots) that appear around the perimeter of a symbol when it is selected. When you're finished, click a different area on the sketch canvas to apply your changes.



   - Select an element and press the **Delete** key on your keyboard, or click the delete icon ( ) in the toolbar at the top to delete the selected item from your sketch.

Adjust Line Lengths

Once a line has been drawn and the end point is anchored, it can still be adjusted at any time. To adjust the length of a line in your sketch:

1. Click the **Modify** icon ( ) to enter Modify mode.
2. Click the starting point of the line you wish to modify.
3. Use the arrow icons on your keyboard to increase or reduce the length of the line incrementally. Or, simply enter the new length of the wall and press **Enter**. Let's say you have a 12' wall drawn on your sketch and it needs to be 17'. Simply tap the arrow keys until you reach the desired length, or type the number 17 and press **Enter**.
4. When you're finished, click the sketch canvas or press **Enter** to anchor the end point of your line.

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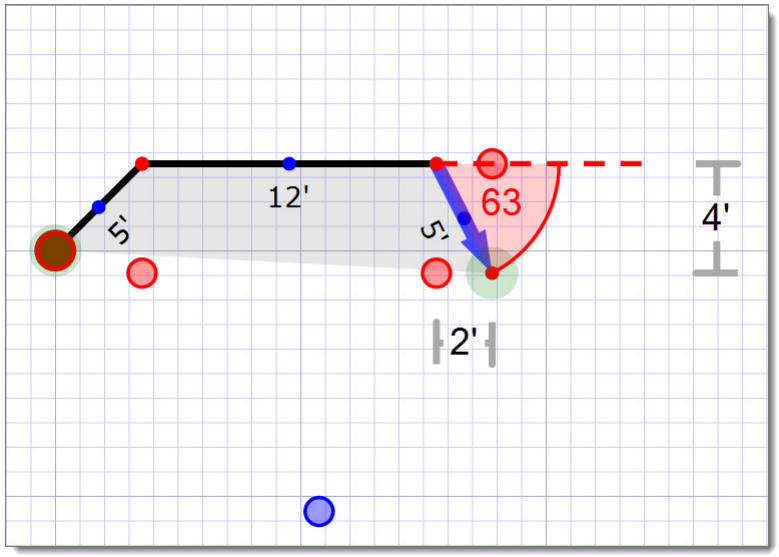
Adjust Angles

To adjust an angle in your sketch:

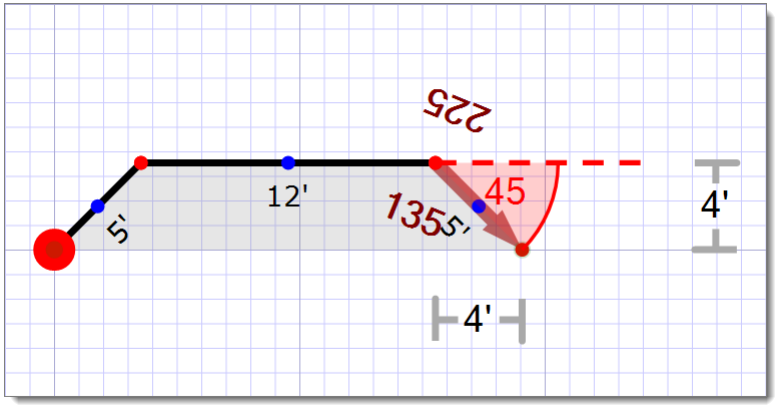
1. Click the **Modify** icon ( ) to enter Modify mode.
2. Click the line for which you want to adjust the angle.



3. Just like when drawing angles, there are two methods to adjust angles:

Rise and Run
If you know the specific measurements of the rise and/or run of the line, type the amount by which you need to increase the line and press the appropriate arrow key on your keyboard to increase the rise or run of the line by the specified amount.

Length and Angle
Type the number for the entire length of the line, press **L** or **R** (depending on the direction in which the line angles), and type the degree of the angle.



4. Click a different area on the sketch canvas, or press **Enter** to anchor the end point of your line and apply your changes.

Adjust Sketch Elements

To adjust an element that appears in your sketch:

1. Click the **Modify** icon ( ) to enter **Modify Sketch mode**.
2. Click an element on your sketch such as a line, symbol, or label to select it.
3. Once selected, you have a few options for adjusting the element:
   - To rotate the element, click and drag the green circle above it.

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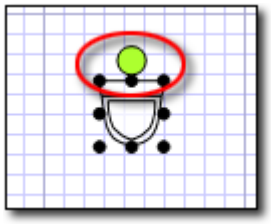
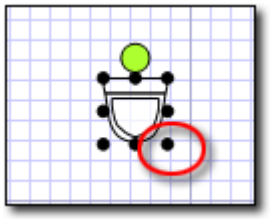
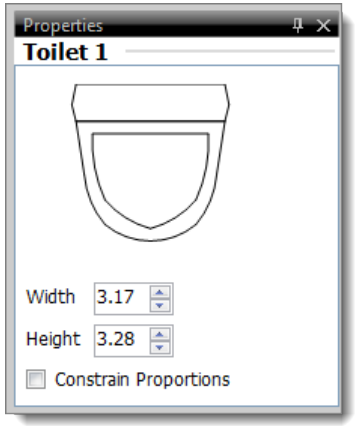


> ***NOTE:***
>
> The rotation control doesn't appear when area lines or free-form lines are selected.

- To resize a symbol, select any one of the black dots - called "handles" - that appear along the perimeter of the element and drag the "handle" to shrink or enlarge the symbol. To keep the proportions in sync, be sure to check the **Constrain Proportions** box in the Properties panel before resizing it, or hold the **Shift** key on your keyboard while adjusting the size.



- You can also adjust the size of your symbol using the **Properties** panel on the right. Simply select the symbol from your sketch, and then enter the **Height** and **Width** dimensions in the Properties panel.



- To adjust the font, font size, font style, or color of a label, use the Formatting toolbar.
- Click an area label to view area properties, or when an area is selected, use the properties panel on the right to edit an area name, change the foreground and background colors, change area patterns, and more.
- Adjust the length, base angle, color, opacity, style, and width of area lines and free-form lines using the Properties panel on the right.

4. When you're finished adjusting the symbol, click a different area on the sketch canvas to apply your changes.

Delete Sketch Items

In TOTAL Sketch, you can easily adjust a single item or an entire sketch. To delete an item or items from your sketch:

1. In a sketch, click the **Modify** icon (

) to enter Modify mode.

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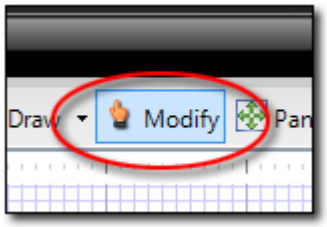
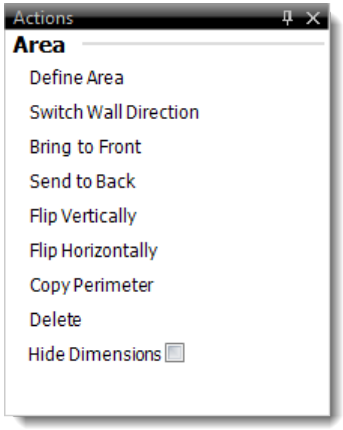


2. Now, select the item(s) you wish to delete. To select a single item, just click it. To select several items, do one of the following:
   - To select a multiple, individual lines, icons, or labels, hold down the **Ctrl** key on your keyboard and click each item you wish to select.
   - To select all items within a specific region, click a blank area of the sketch and drag your cursor (while holding the click) to form a blue selection rectangle around the items you wish to select. When you release the mouse button TOTAL Sketch selects all items contained within the blue selection region you created.
3. Finally, press the **Delete** key on your keyboard, or click the Delete icon ( ) in the toolbar at the top to remove the selected item(s).

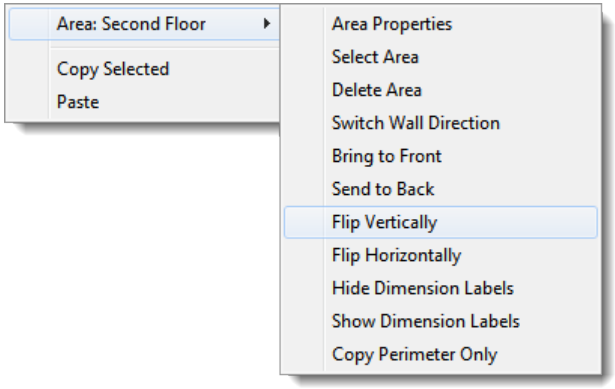
Flip Sketch Items

To flip a sketch element in TOTAL Sketch:

1. In a sketch, click (Modify) to enter **Modify** mode.
2. Now, click to select the item you wish to flip.
3. Finally, choose the **Flip Vertically** or **Flip horizontally** option using the **Actions** panel to flip the element accordingly.



Or, you can right-click the selected item, hover over the **Image**, **Area**, or **Label** menu (depending on which type of item is selected), and click either **Flip Vertically**, or **Flip Horizontally.**



Move sketch elements

After you've drawn an area, you can move it anywhere on the canvas using the instructions below:

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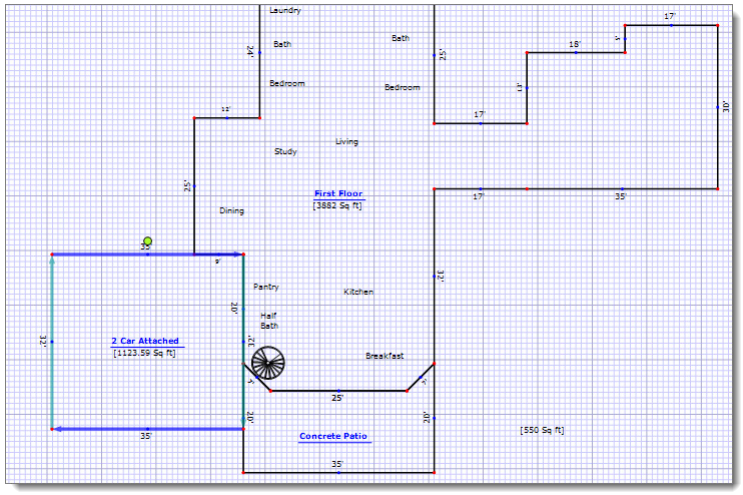
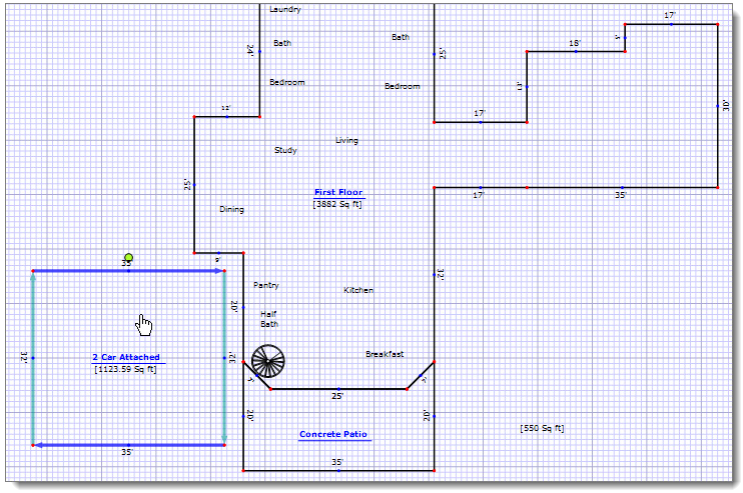
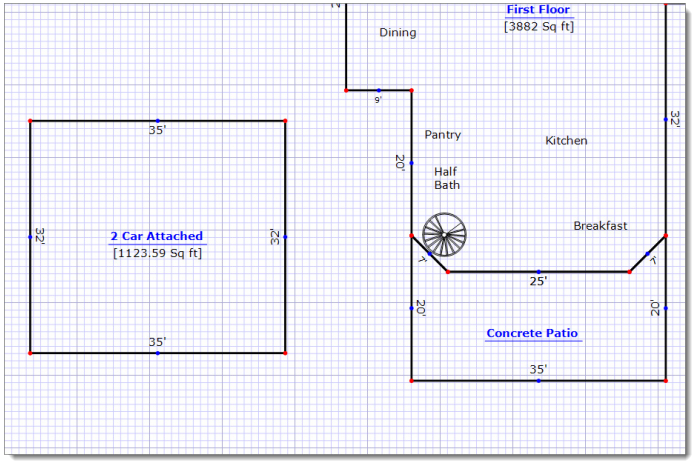
1. In a sketch, click the **Modify** icon (Modify) to enter **Modify** mode.
2. Click the element you want to move to select it.



3. Now, click and drag the element you wish to move.



4. Release the mouse click to drop the element in the new location.



That's it — the area is now anchored at the new location on the canvas.

Working with areas

When sketching in TOTAL Sketch, labeling areas (first floor, garage, etc.) allows the measurements and calculations for that area transfer into your report.

To define an area:

When you draw an area, you're prompted to choose what type of area it is. TOTAL Sketch attempts to predict what type of area has been drawn, but you can easily adjust the type of area.

1. In a sketch, click the **Modify** icon (Modify) to enter **Modify** mode.
2. **Click Tools** on the upper left and select **Setup Area Types** from the drop-down menu. Or, click **F4** on your keyboard.

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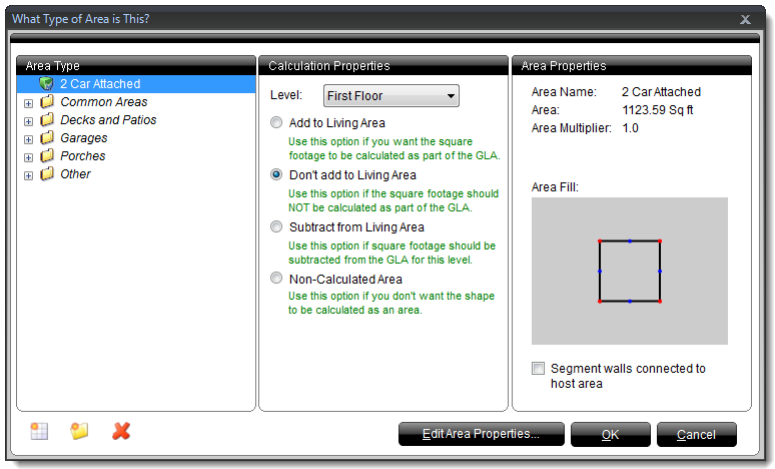
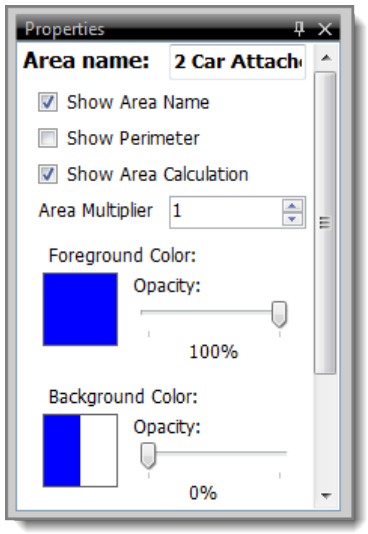
3. Select the appropriate area type from the list of area types on the left and adjust the calculation properties if necessary. Or, create a new area type.



You can also rename an area on the fly, or adjust other area settings using the Properties panel.

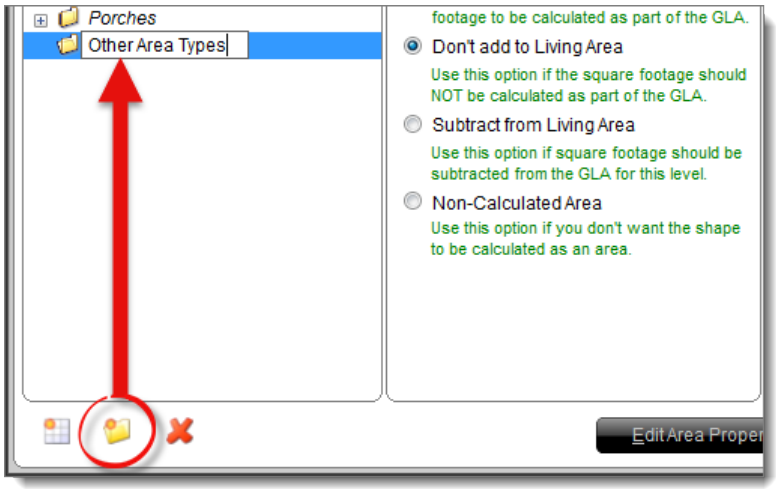


4. Once you have selected the Area Type and calculation properties, click **OK** to save your changes and apply them to your sketch. If you're adjusting the area settings using the **Properties** panel, simply continue with your sketch.

Create Area Types

To create new area types used to label the areas in your sketch and define how they are calculated:

1. Click the Modify icon ( ) to enter **Modify mode** and click an area to select it. If this is a new sketch, click here for instructions on drawing a new area, and then skip to step 3.
2. Click **Tools** on the upper left and select **Setup Area Types** from the drop-down menu. Or, click **F4** on your keyboard.
3. Click the **New Category** icon ( ) on the lower left to create an additional category folder for your area. Then type a description for the category and press **Enter**.



4. Select the Category folder where you want to place your new area, click the **New Area** icon ( ) on the lower

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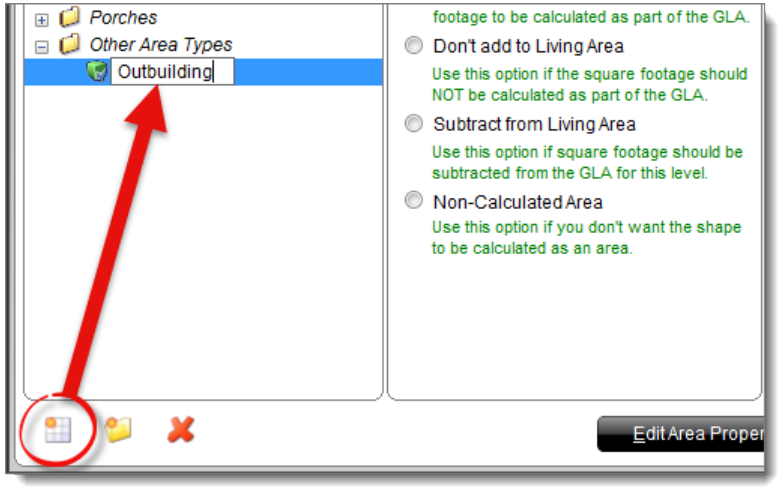
left, enter the description for your area as you'd like it to appear in your sketch, and press **Enter**.

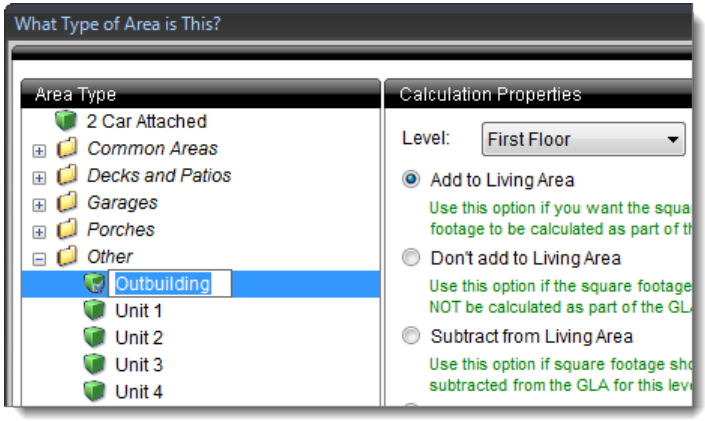


5. When you are finished, click **OK** to save your changes and apply the selected area type to the area selected in your sketch.

Edit Area Types

To edit the details for an area type:

1. Click the **Modify** icon ( ) to enter **Modify** mode.
2. Select an existing area in your sketch, or draw a new one and skip to step 4.
3. Click **Tools** on the upper left and select **Setup Area Types** from the drop-down menu. Or, click **F4** on your keyboard.
4. Click to select an area from the list on the left so that it is highlighted in blue. Then, click the text for the area description to edit it.



5. Adjust the calculations for the selected area using the **Calculation Properties** panel in the middle. When you're finished, click **OK**.

Delete Area Types

To delete an area type from the list of area types you can use in your sketch:

1. In a sketch, click **Tools** on the upper left and select **Setup Area Types** from the drop-down menu. Or, click **F4** on your keyboard.
2. Click to select the **Area Type** or **Category** folder that you wish to delete.

> ***NOTE:***
>
> Deleting a Category folder also deletes any Area Types that are contained within it.

3. Click the **Delete** icon ( ) on the lower left.

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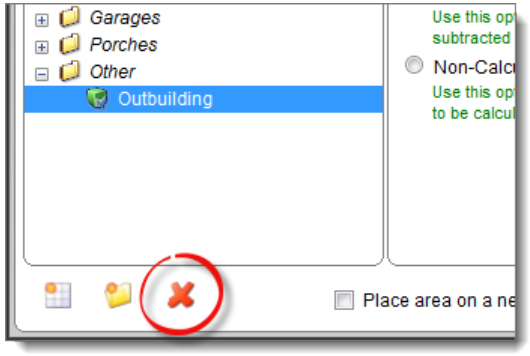
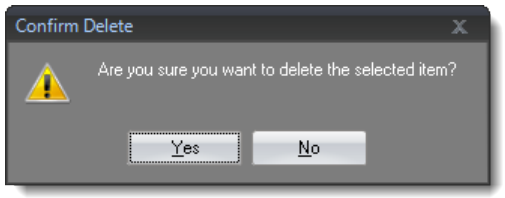


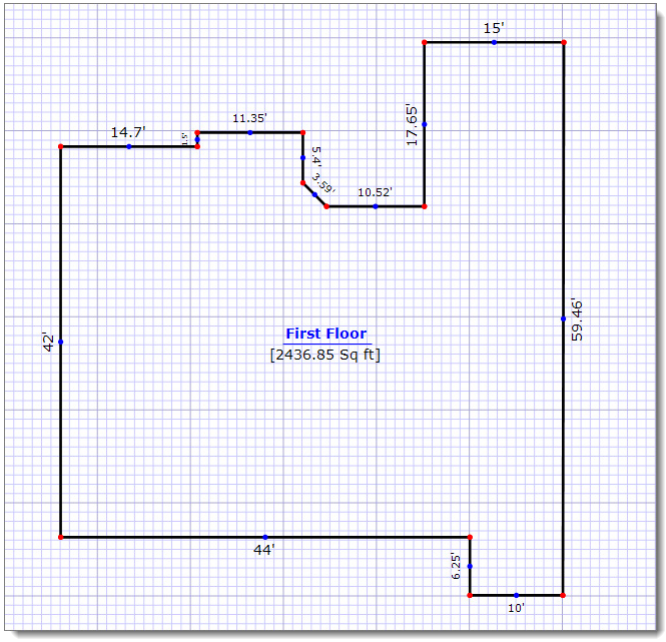
4. **Click Yes** to confirm that you wish to delete the selected **Area Type** and then click **OK** to apply your changes.

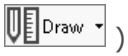


Cut out areas

Frequently, it's handy to be able to cut out an area of your sketch after you've already drawn all the area lines, and is particularly useful for drawing an attached garage. Here's how it works:

1. Let's say you want to add a 20' × 20' garage on the lower left side of the sketch below.



2. Since you've already drawn the area lines, sketch the garage starting on the area line where the garage door is located. Click the arrow next to the **Draw** icon () select **Area Lines**, and place your cursor on the area line where you intend to start drawing.

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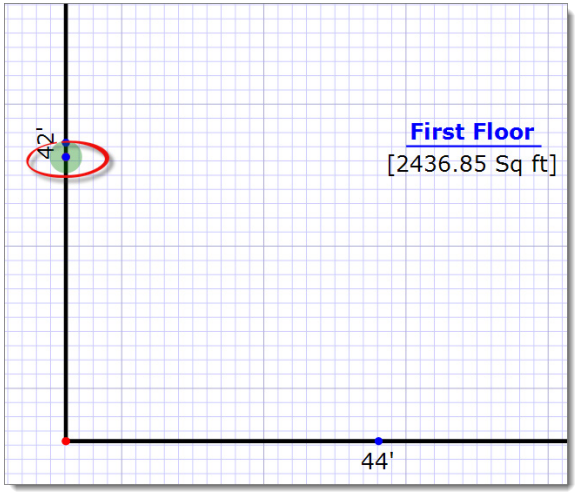
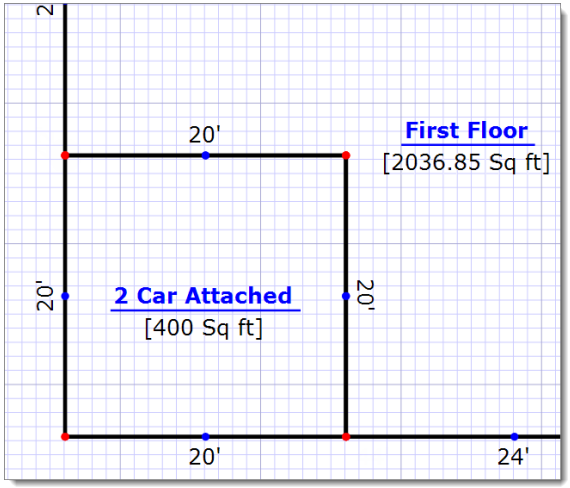
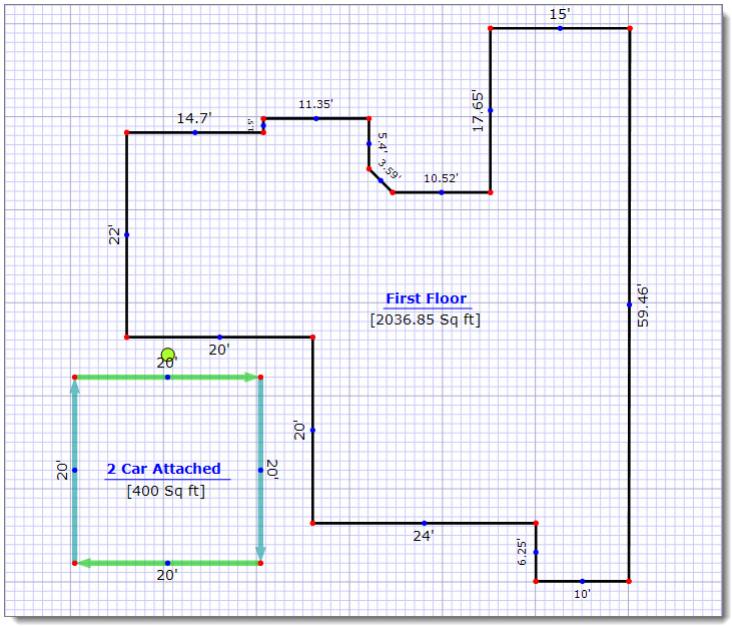


3. Draw area lines corresponding to the dimensions of the garage. When you close the area (this happens automatically when the area line you're drawing meets the existing area line, effectively "closing" the area), notice that TOTAL Sketch attempts to detect the type of area you just sketched. If it detected the wrong area type, simply change it.



4. Now that the area you drew has been cut out of the existing area, it is now autonomous from the original area. You can even move the new area independently from the rest of the sketch.



Copy and Paste Areas

Cloning an area in TOTAL Sketch is as simple as copying and pasting the area or a portion of an area into your sketch. To clone an area in TOTAL Sketch:

1. In a sketch, click the **Modify** icon ( ) in the top toolbar.

2. Now, select the item(s) you wish to copy.
   - **To select the entire area** - Click a blank portion within the interior of the area.

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- **To select only part of an area** - Hold down the **Ctrl** key on your keyboard and click each line you wish to include in the clone. Or click a blank portion of the sketch canvas outside of the area and drag a blue box around the items you wish to copy.

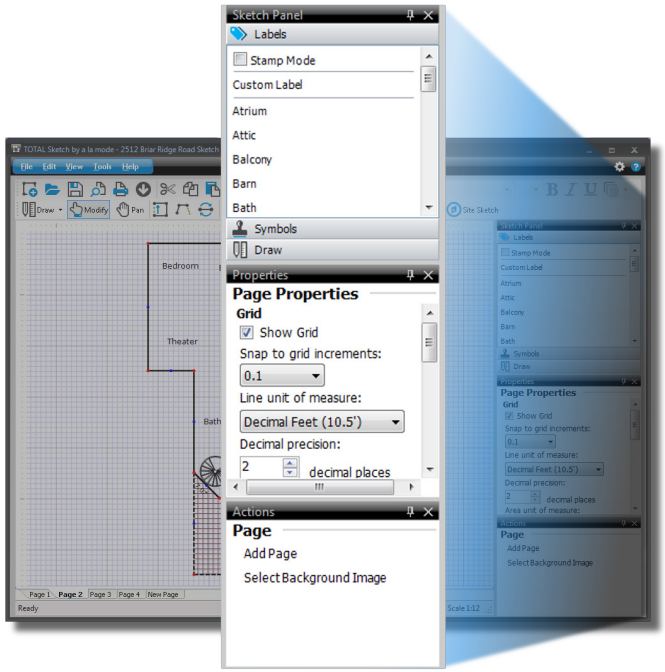
3. Click the **Copy** icon ( ) in the top toolbar, or simply press **Ctrl+C** to copy the area.
4. Then, click the **Paste** icon ( ) in the top toolbar, or press **Ctrl+V** to paste it back into your sketch.
5. Move the area to the desired location and make any adjustments or additions to the area that are needed (such as for a second floor).
6. Click the area label or use the **Properties** panel to edit the area definition and adjust it accordingly.

SEE THIS IN ACTION:

To see how to copy an entire area, click here.

Panels

TOTAL Sketch's panels provide quick access to commonly used features within the program. The Sketch Panel includes features such as labels, symbols, and drawing tools. The Properties panel allows you to make quick adjustments or modifications to elements in your sketch on the fly, and the Actions panel allows you to easily perform specific actions within the sketch.



Undock and dock Panels

To undock a Panel, simply click the black title bar and drag it to a new location. Follow the instructions below to dock the panel in a new location, or return it to the original location:

1. Click the black title bar and drag it to either the left or right edge of TOTAL Sketch.
2. When you reach the edge of the window, choose where you want to dock the panel. If there are no other panels on this side of the screen, a single placement option appears( ).

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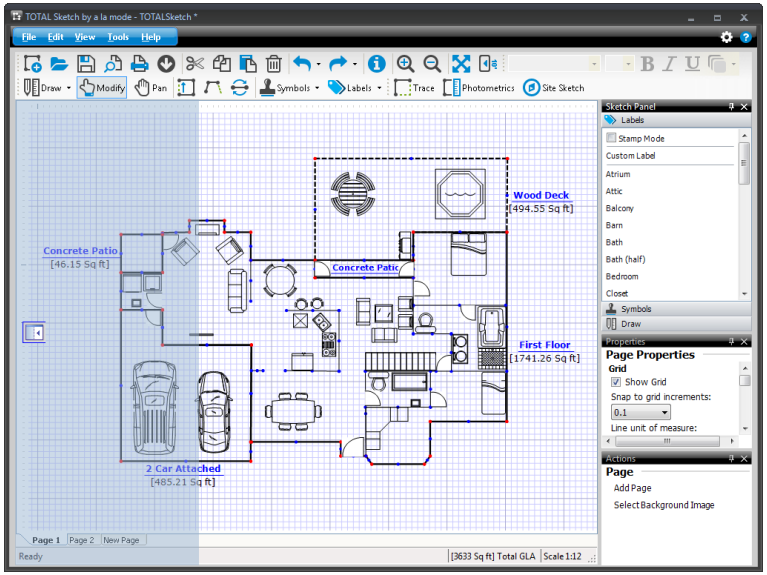
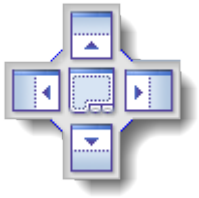


If other panels are open on this side of the screen, multiple placement options appear:



- Position your cursor over the left or right placement option to place the panel directly to the left or right of the existing panel.
- Select the top or bottom placement option to place the panel directly above or below the existing panel.
- Position your cursor over the middle placement option to switch to a tab view. The tab view expands the panel so that it covers the vertical length of your window. Toggle through each panel by selecting the tabs at the bottom.

3. Once you have positioned your cursor over your preferred placement option, simply release it to dock it in the new location.

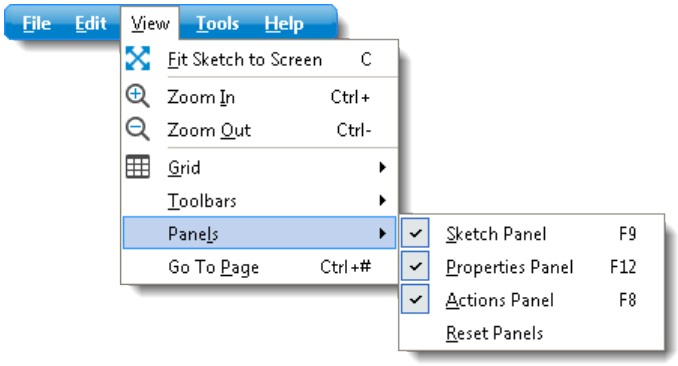
Collapse Panels

To collapse a panel, click the pushpin icon ( ) in the black title bar. To view the panel again, hover over it to expand it. When your cursor leaves the panel or the collapsed title bar, the panel collapses from view again.

To re expand the panel permanently, click the pushpin icon again.

Close or toggle panels on and off

To close a panel, simply click the close icon ( ) in the black title bar, or click the **F9** key on your keyboard to toggle the **Sketch Panel** on and off, click **F8** to toggle the **Properties** panel, or **F7** to toggle the **Actions** panel on or off. Additionally, you can also toggle panels on and off by going to **View**, **Panels**, and selecting each panel you want displayed.



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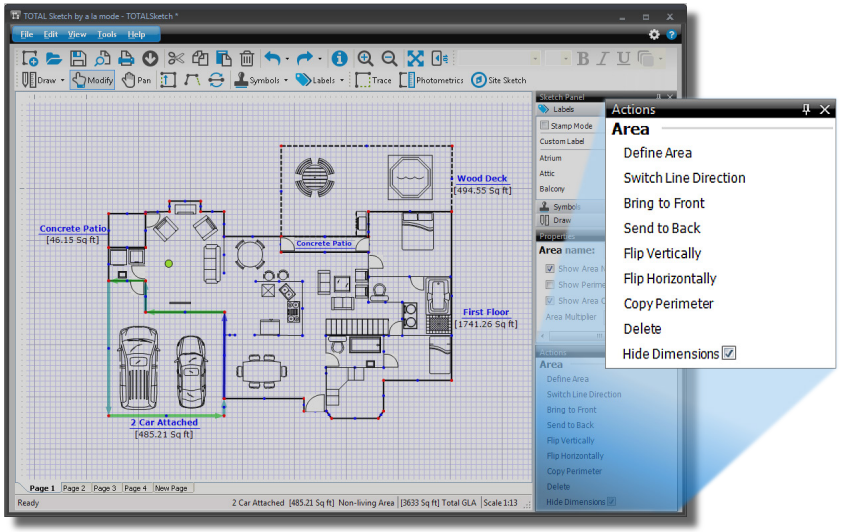
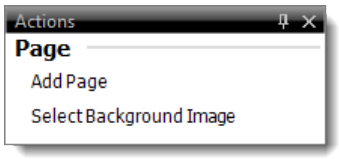
Actions

The Action Panel includes features such as the ability to add a new page, define an area, flip the area vertically or horizontally, copy the perimeter of an area, and more. The Actions panel is essentially intended to replace the right-click menus - anything that would normally require you to right-click in order to modify has now been added to the Properties or Actions panel for convenience.



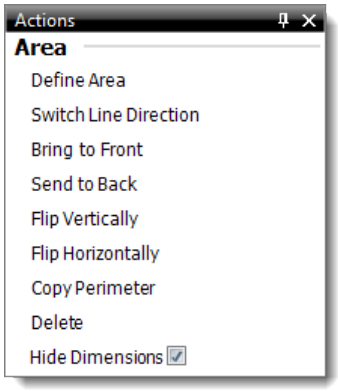
Page



When nothing is selected in your sketch, the **Page** Actions are displayed in the Actions panel. Page Actions include options for your sketch such as adding a new page or choosing a background image.

Area

When an Area is selected, the following options are available:



Define Area
Opens the Define Areas window.

Switch Line Direction
Allows you to switch the direction the walls are drawn in.

Bring to Front
If two elements overlap each other in your sketch, this option moves the selected area in front of the other elements.

Send to Back
If two elements overlap each other in your sketch, this option sends the area that is currently selected behind the other elements.

Flip Vertically
Flips the selected area vertically.

Flip Horizontally
Flips the selected area horizontally.

Copy Perimeter

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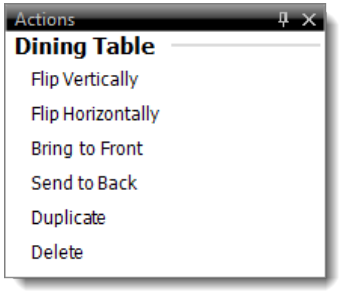
Copies the perimeter of the selected area, allowing you to paste it elsewhere in the sketch.

Delete
Deletes the selected area.

Hide Dimensions
Hides the dimension text for the selected area.

Symbols

When a symbol is selected, the Actions panel presents the following options:



Flip Vertically
Flips the selected symbol vertically.

Flip Horizontally
Flips the selected symbol horizontally.

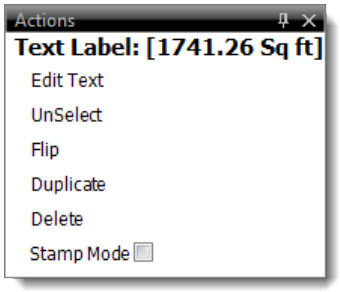
Bring to Front
If two elements overlap each other in your sketch, this option moves the selected symbol in front of the other elements.

Send to Back
If two elements overlap each other in your sketch, this option sends the symbol that is currently selected behind the other elements.

Duplicate
Creates a copy of the symbol that is currently selected. Simply click the desired location on your sketch to place the duplicated symbol.

Delete
Deletes the selected symbol.

Text Labels



With a label or text selected, you can edit text, unselect, flip the label, duplicate, enable stamp mode, and delete the label.

Properties

By default, the Properties panel displays general sketching options such as the ability to hide and show the grid, change the unit of measure, modify the scale, change the font and font size, and more. But, the Properties panel is also context sensitive — meaning the available options change based on what is currently selected or where you are in the sketch. The Properties panel is essentially intended to replace the right-click menus — anything that would normally require you to right-click to in order to modify has now been added to the Properties or Actions panel for convenience.

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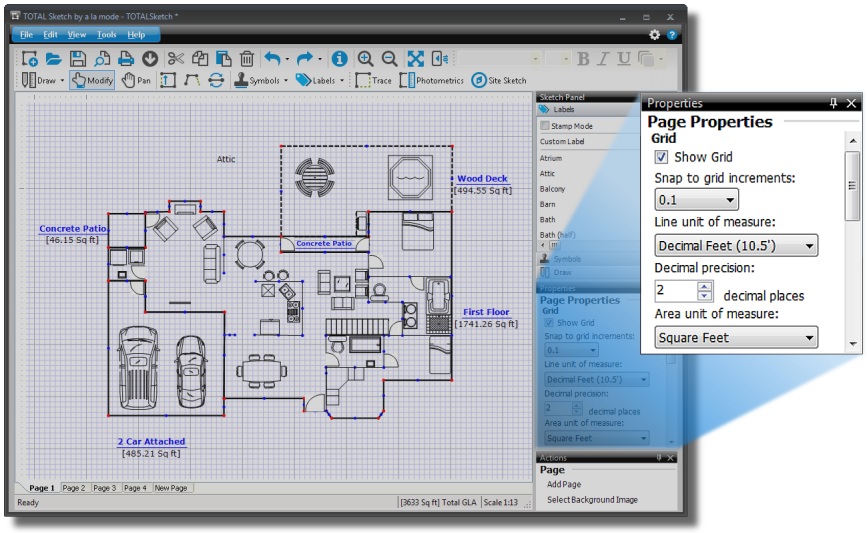

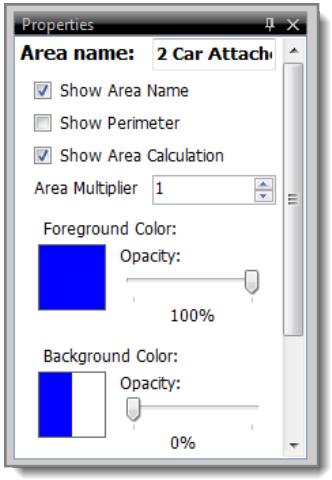

Areas

When an area is selected, the following options are available:

Area Name
The label TOTAL Sketch places on the area.

Show Area Name
Shows or hides the area's label.

Show Perimeter
Includes the total perimeter of the area below the area's label.

Show Calculation Area
Includes the total calculated area of the region below its label.

Area Multiplier
Multiplies the area's square footage in the total calculation, increase or decrease the multiplier using the up and down arrows.

Foreground Color/Opacity
Controls the inner fill color of the area and its clearness. Click the Foreground Color box to select a color and use the opacity slider to increase or decrease the clearness of the fill color.

Background Color/Opacity/Pattern
Specify a background color and apply a pattern to the background. Select a background color, pattern, and

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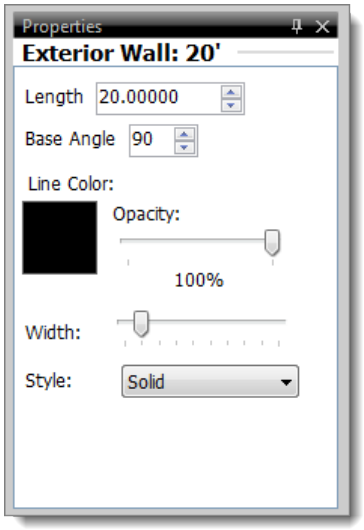
opacity (clearness) of the background to apply the change to your area.

Gradient
Applies a gradual color transition to the foreground color of your area. Select a foreground color and gradient style from the provided controls to preview the transition in the box above the **Gradient** drop-down.

Area Lines/Free-form Lines

When a free-form line or area line is selected, the following options are displayed:

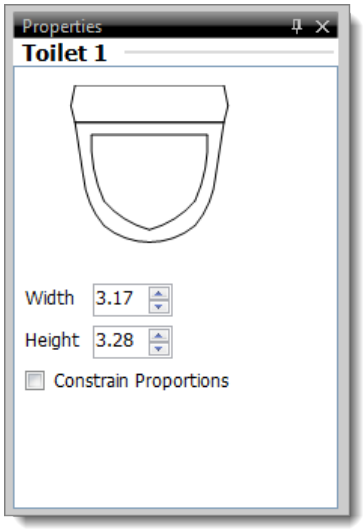


Length
Adjust the length of the line using your keyboard or the arrows.

Base Angle
Adjust the base angle of the wall.

Line Color/Opacity/Style/Width
Adjusts the color, transparency, thickness, and style of the selected line.

Symbols



With a symbol selected, the **Properties** panel allows you to adjust the width and height dimensions, as well as the ability to constrain the proportions while resizing.

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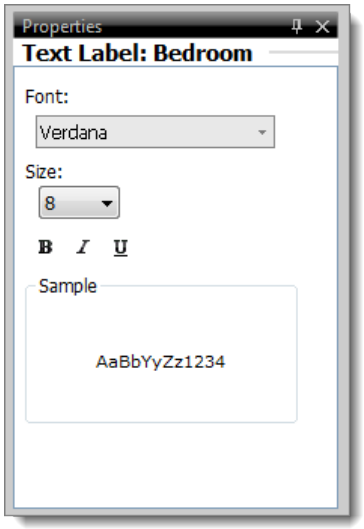
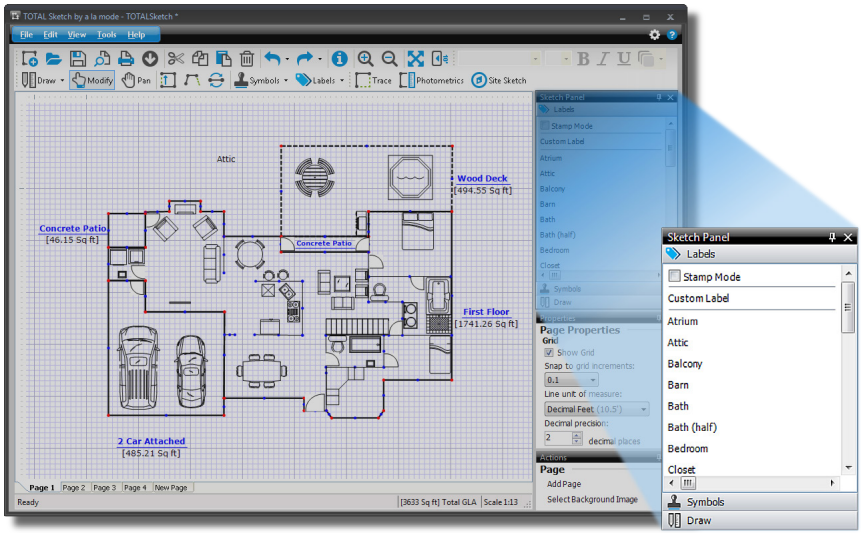
Text & Labels



With a label or text selected, the Properties panel allows you to modify the font type, font size, and font format options.

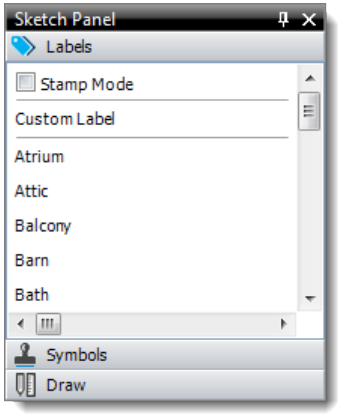
Sketch Panel

The Sketch panel provides quick access to some of the most frequently used tools when sketching: Labels, Symbols, and Draw modes.



Labels

The **Labels** section is displayed by default in the **Sketch Panel** and lists all of the stock labels built-in to TOTAL Sketch as well as any custom labels you've created.



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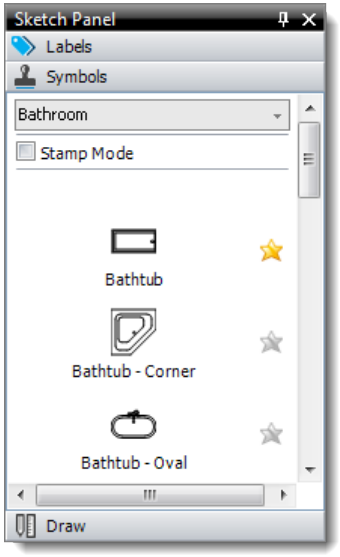
- To add a label to your sketch, simply select it from the list and then click the desired location on your sketch to place it.
- To add the same label multiple times to different areas of your sketch, check **Stamp Mode** at the top of the list before selecting a label. Then, click to place your label in each location. When you're finished, simply uncheck the **Stamp Mode** option.
- To create a one-time label without adding it to your list of labels, click **Custom Label** at the top of the list, click the desired location on your sketch to place your cursor, type the text as you want it to appear, and click **Enter** to add it to your sketch.
- To add a new label to your list, or to modify and delete any existing labels, click **Edit List...** at the bottom.

For more information about working with Labels, click here to view the main topic.

Symbols

The **Symbols** section of the **Sketch Panel** offers easy access to the symbols available in TOTAL Sketch. Click the **Symbols** tab in the **Sketch Panel** to access it.



- To add a symbol, select the symbol category from the drop-down list at the top and select your symbol from the list. Then, click the desired location on your sketch to place it.
- To add the same symbol multiple times to different areas of your sketch, check **Stamp Mode** at the top of the list before selecting your symbol. Then, click to place your symbol in each location. When you're finished, simply uncheck the **Stamp Mode** option.
- To add a symbol to your **Favorites** category, click the star icon (⭐) to the right of the symbol. Once you've added a symbol to your favorites, access it by selecting the **Favorites** category from the drop-down list at the top.
- To manage your list of favorite symbols, click **Manage Favorites** at the bottom of the list.

For more information about working with Symbols, click here to view the main topic.

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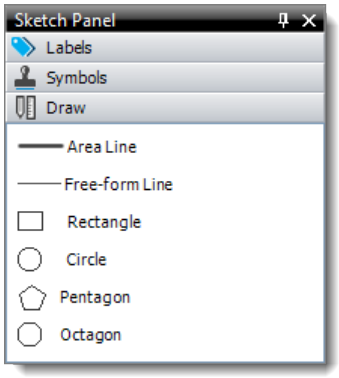
Draw

The **Draw** section of the **Sketch Panel** allows you to quickly choose between different wall types and shapes when sketching. Click the Draw tab in the Sketch Panel to access it. Click a link below for detailed information pertaining to each Draw mode:

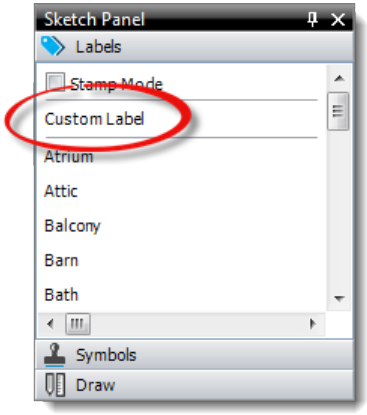


- Draw Area lines
- Draw Free-form lines
- Shapes

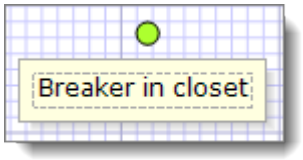
Place Text on a Sketch

You can place free-form text anywhere on the sketch on-the-fly. Here's how it works:

1. In a sketch, click the **Labels** icon (Labels) in the top toolbar, or click the **Labels** tab in the Sketch Panel on the right
2. **Click Custom Label** at the top of the list.



3. Now, click **the sketch canvas** where you'd like to place the text.
4. A text box with a blinking cursor appears. Type the text as you want it to appear on the sketch and press **Enter**.
5. You can rotate and move the text as needed. Just enter **Modify Sketch** mode, and then click and drag the text to move it around the sketch canvas. Or, click the text and use the green circle above it to rotate and change its orientation.



Sketch Information

TOTAL Sketch provides quick access to a sketch's details including area calculations, property information, and file information through its Sketch Details. To access your sketch's details:

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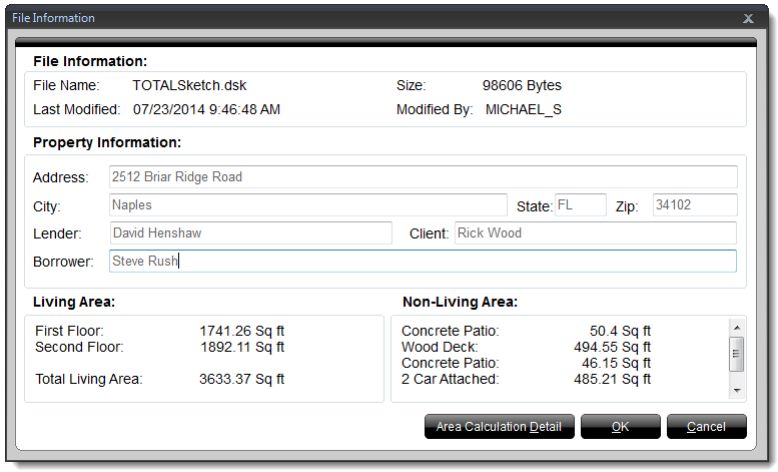
1. In a sketch, click **File** on the upper left, and select **File Info** from the drop-down menu, click the **File Info** ( ) button in the toolbar at the top of the screen, or simply press **F6** on your keyboard.
2. In the screen that appears, review or edit any of the information as necessary.

> ***NOTE:***
>
> If you're using TOTAL Sketch as your desktop sketcher inside of WinTOTAL, you must change this information in your report rather than in.

3. To view full details on TOTAL Sketch's area calculations, choose the **Area Calculation Detail** button.



4. When finished viewing or editing your Sketch Information, click **OK** to save any changes and close the window.

TOTAL Sketch Pro

TOTAL Sketch Pro is a new add-on for TOTAL Sketch and TOTAL for Mobile, which includes new features like Trace Mode and other features that are coming soon like Site Sketch and Photometrics. Also included with TOTAL Sketch Pro is the ability to integrate your favorite third-party sketching software, like Phoenix Sketch and Apex with WinTOTAL Aurora or TOTAL.

> ***NOTE:***
>
> TOTAL Sketch Pro replaces the legacy Sketch Integration License.

TOTAL Sketch Pro comes with a demo period of 14 days, after which you must purchase a TOTAL Sketch Pro license to continue using the Sketch Pro tools. To purchase a TOTAL Sketch Pro license, visit the TOTAL Store (click here) or give us a call at 1-800-ALAMODE. If you have a valid, unexpired Sketch Integration License, we have automatically given you a TOTAL Sketch Pro license at no cost that is valid for the same time frame as your Sketch Integration License.

License Manager

With TOTAL Sketch Pro's License Manager, you're able to manage available TOTAL Sketch Pro licenses, as well as assign rights for individuals in your office. Administrator accounts (typically the account holder), or those granted Assignment Rights by the administrator, can assign or revoke licenses. Only the administrator can grant Assignment Rights to other accounts.

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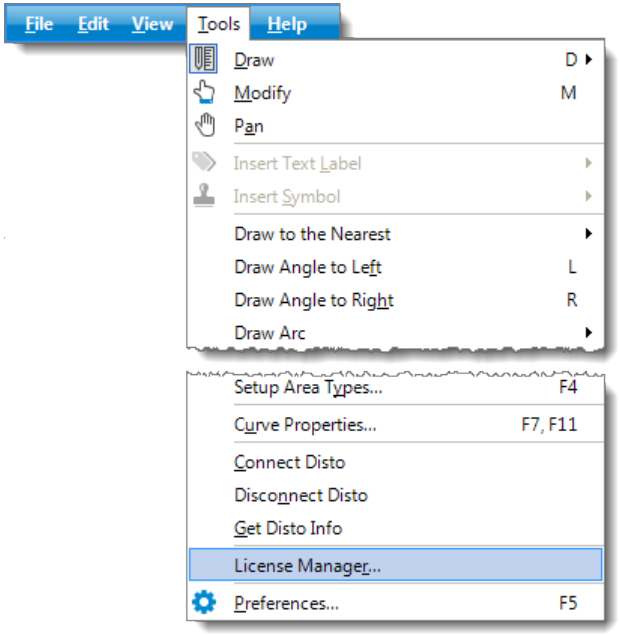
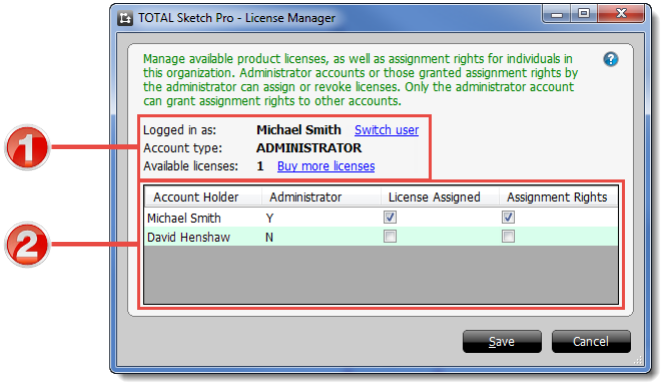
To access the License Manager while you're in a sketch, click **Tools**, and then click **License Manager** near the bottom of the list.



Once you've opened the License Manager, you have multiple settings to choose from:



1. General Information

— In this section, you're shown general information about your TOTAL Sketch Pro license, as well as who you're currently logged in as and how many licenses are still available.

— To switch users, click **Switch user** next to your username, then enter the new Username and Password.

— If you need to purchase more TOTAL Sketch Pro licenses, simply click **Buy more licenses** to be taken to the TOTAL Store.

2. Account Information

— Here, you're able to view who the Administrator is on the account, view and change TOTAL Sketch Pro licenses, and grant or revoke Assignment Rights from a user.

— To assign a user a TOTAL Sketch Pro license or grant Assignment Rights, just click the checkbox next to their username. If you don't have any available TOTAL Sketch Pro licenses available, you're unable to check the checkbox until you either release a license from another user or purchase another TOTAL Sketch Pro license.

Once you're finished configuring the License and Assignment Rights, click **Save** to commit your changes.

Trace Mode

Trace Mode creates a background image of an existing area in a sketch for you to use as a reference for tracing. In addition to serving as a visual reference, Trace Mode displays corner points and pop points to easily create additional stories, or areas such as basements that share some, but not necessarily all of the same walls.

While in Trace Mode, you can:

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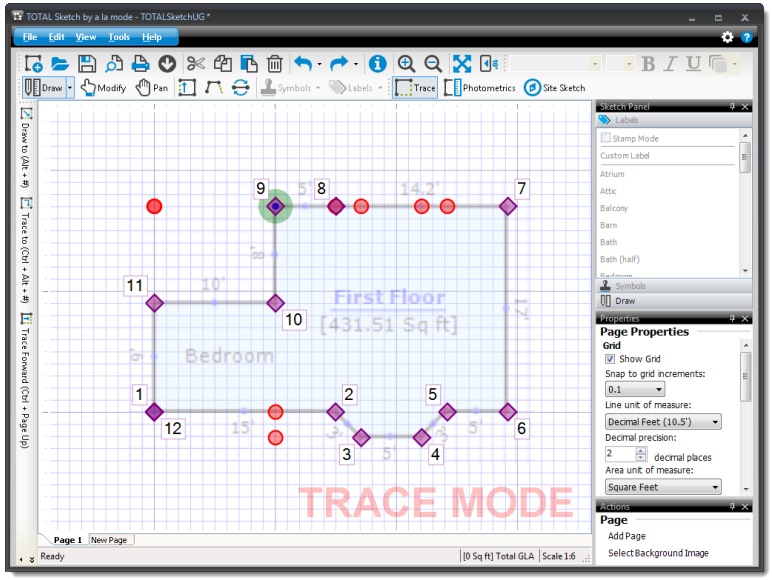
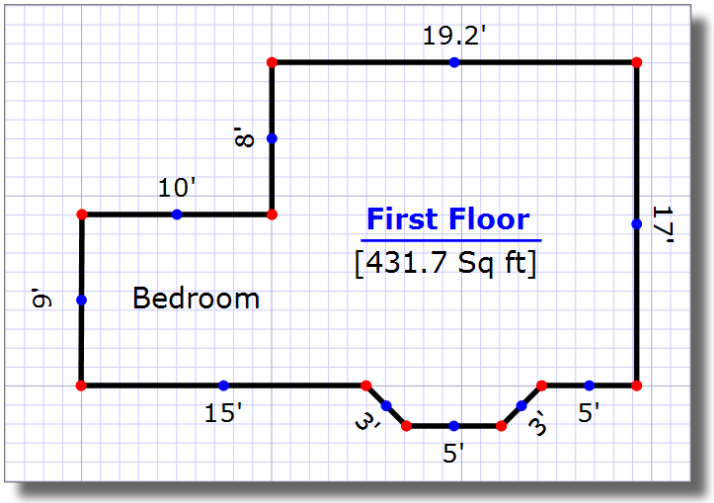
- Use the Draw To feature to trace the area and draw individual lines from one corner point or pop point to another.
- Use the Trace To feature to trace the perimeter of an existing area from point A to point B (which traces all of the lines in between those two points).
- Use the standard methods of drawing area lines to trace an existing area in your sketch to create new areas.



Draw to

Trace Mode's **Draw to** feature allows you to extend an individual line from where your beginning point is anchored to any other corner point or pop point on the sketch canvas. To use the Draw to feature:

1. Let's say you have a basement area similar to the image below, minus the bay window and the bedroom on the left. Since you've already completed the basic shape of the basement with your first floor area, use the existing area to trace your basement.



2. Click the **Trace** icon ( ) in the toolbar at the top to activate Trace mode. When you do, the original area becomes slightly "grayed out", the words **Trace Mode** appear in red on the lower right, and purple corner points ( ) appear in each corner of the original area.

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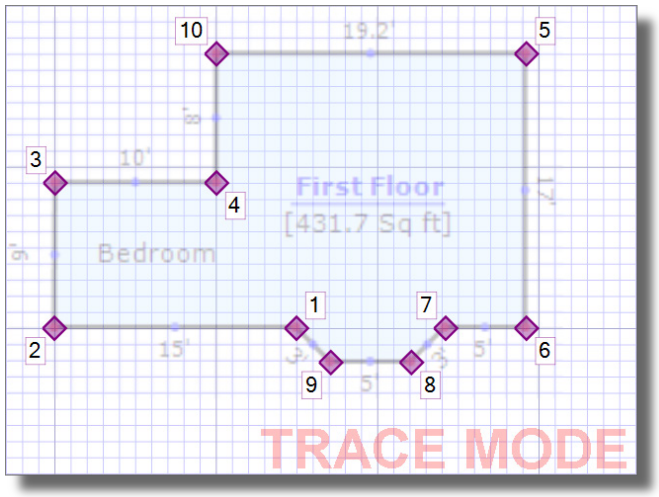
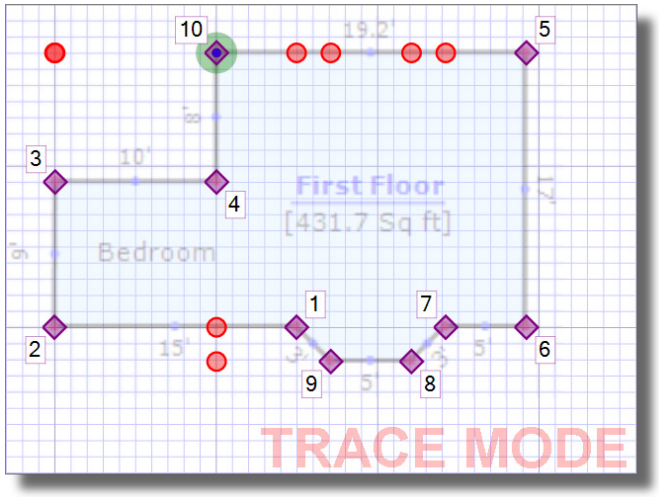


3. Next, position your cursor where you'd like to begin. In our example, we're starting from the corner on the upper left. You can also press **Alt**+**#** to jump to that corner point (**Alt**+**10** in our case), or position your cursor close to that point and press the letter **J** on your keyboard to jump to the nearest point. Now, press **Enter** to anchor your starting point



4. Now you're ready to begin tracing. Ensure that Draw Area line mode is selected, if TOTAL Sketch doesn't switch to it automatically. Then, trace the basement area. When using the Draw to feature, there are two ways to draw area lines:

Alt + #

The quickest way to trace individual lines is to simply hold down the **Alt** key on your keyboard, and then type the number that corresponds to the corner point where you wish to extend your line.

Ctrl + Directional Arrow

If the area you're drawing has common, "squared" points that match the original area, hold down the **Ctrl** key on your keyboard and press a directional arrow to extend a line from your starting point to the nearest corner point ( ) or pop point ( ) in that direction.

Line Length and Directional Arrow

If the area you're drawing deviates from the original area, or if you need a little more precision with your area lines, you can also type the length of a line and press an arrow key to indicate the direction of the line .

5. Continue to Draw area lines corresponding to the new area's dimensions to finish tracing.

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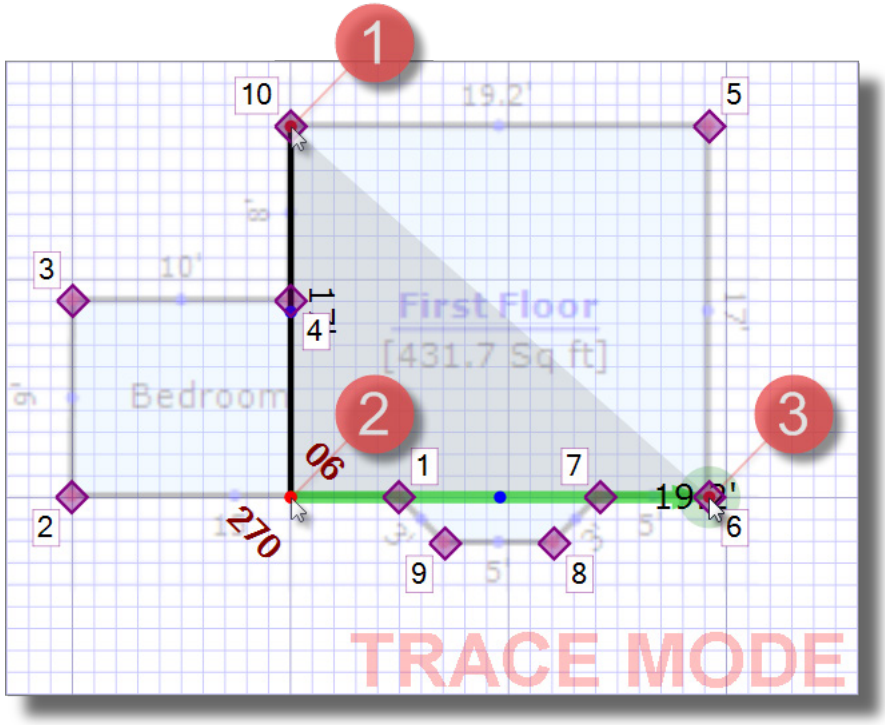
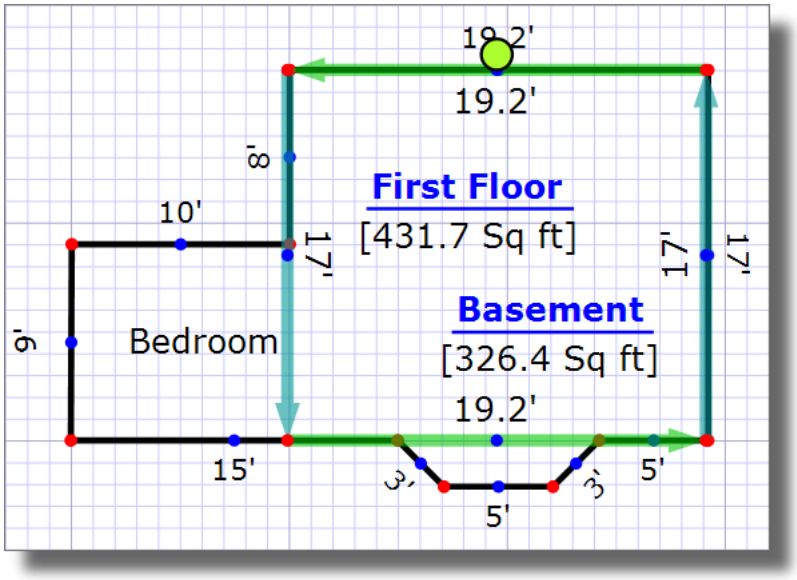
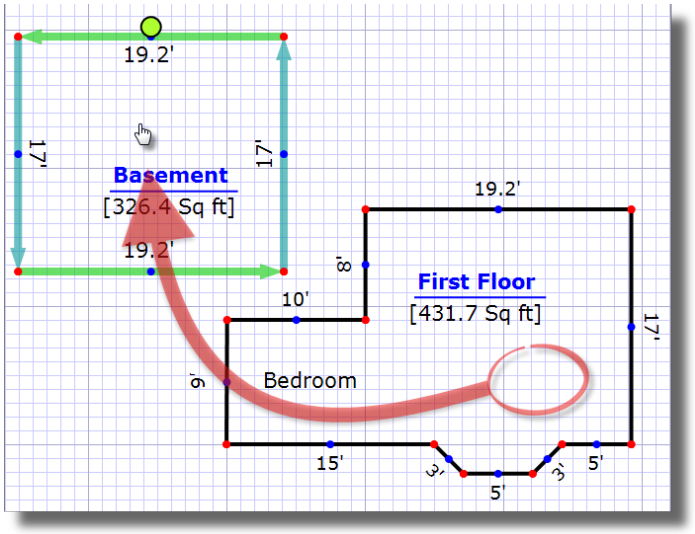


6. When you close the area (this happens automatically when the area line you're drawing meets the existing area line, effectively "closing" the area), notice that TOTAL Sketch attempts to detect the type of area you just sketched. If it detected the wrong area type, simply select a different area type from the list on the left.
7. After you select the area type, you're returned to the sketch where the new area is situated on top of the original area.



The new area is autonomous from the original area and you can move the new area independently from the rest of the sketch. Click and drag the new area to a new location on the sketch canvas.



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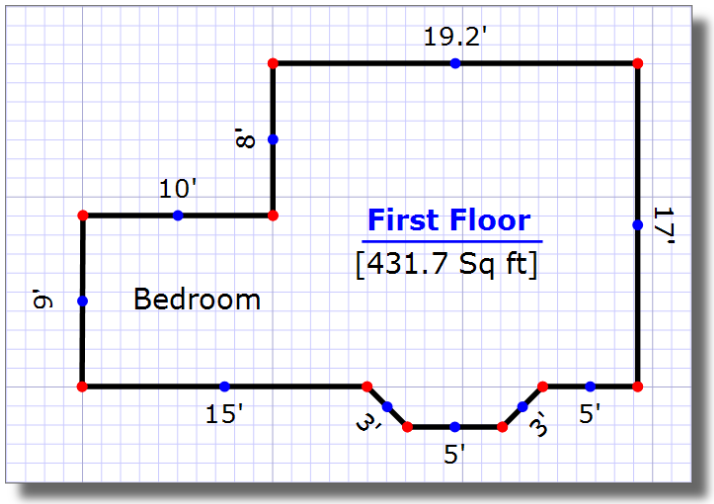
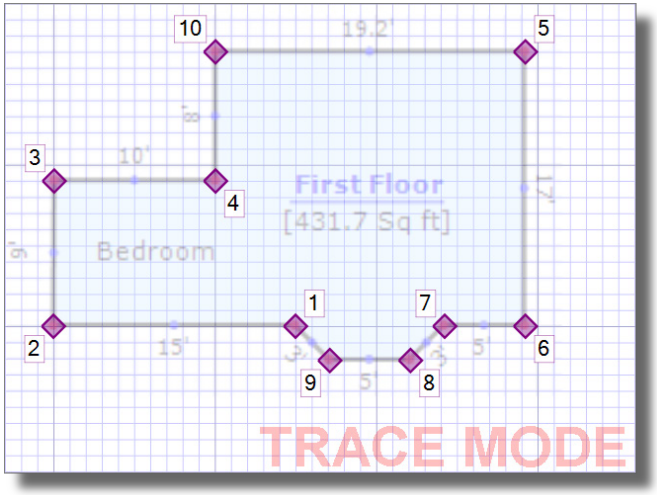
Trace To

Trace Mode's **Trace to** feature allows you to trace the outline of the original area from your starting point (where your starting point is currently anchored) to the corner point you select, and trace all of the lines in between. Using the trace to function, you can eliminate a lot of unnecessary steps when portions of the new area you're tracing are exactly the same as the original area. Follow the instructions below to trace to another corner point on your sketch:

1. Let's say you have a basement area similar to the image below, minus the bay window.



2. Tap the **Trace** icon ( ) in the toolbar at the top to activate Trace mode. When you do, the original area becomes slightly "grayed out", the words **Trace Mode** appear in red on the lower right, and purple corner points ( ) appear in each corner of the original area.



3. Next, position your cursor where you'd like to begin. In our example, we're starting from the corner on the upper left. You can also press **Alt**+**#** to jump to that corner point (**Alt**+**10** in our case), or position your cursor close to that point and press the letter **J** on your keyboard to jump to the nearest point. Now, press **Enter** to anchor your starting point

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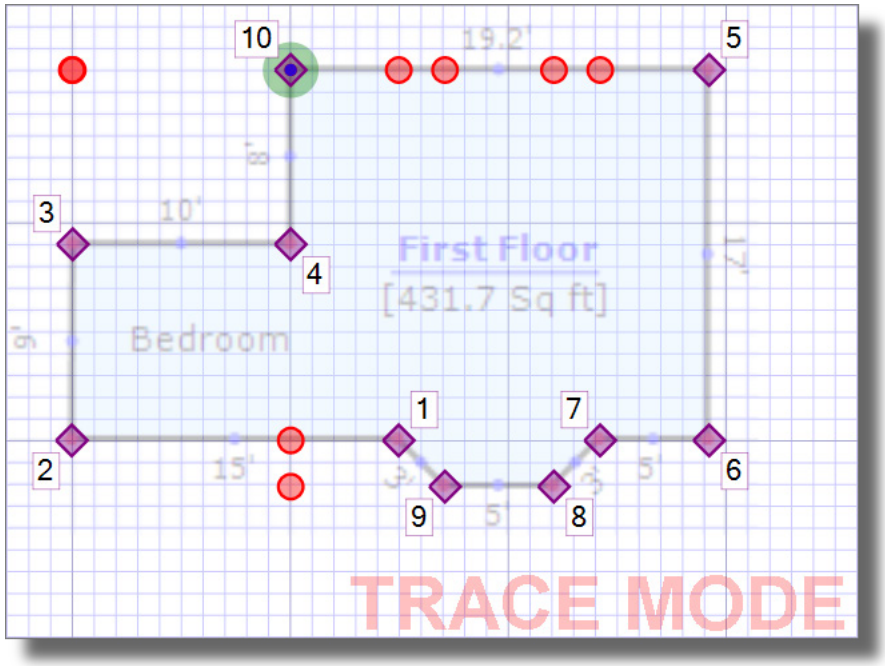
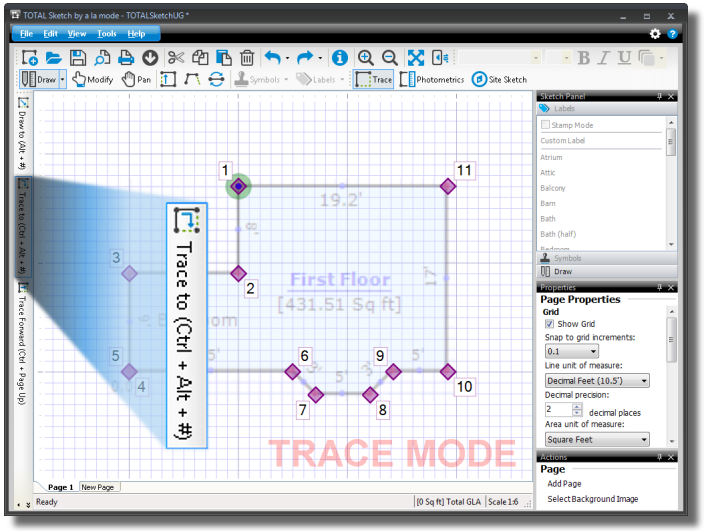
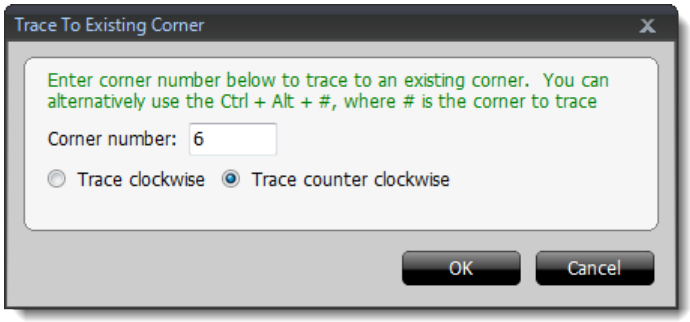


4. Now you're ready to trace to another point on your sketch. Ensure that Draw Area line mode is selected, if TOTAL Sketch doesn't switch to it automatically. If you're tracing the area in a clockwise motion, you can press **Ctrl**+**Alt**+**#** on your keyboard (**Ctrl** + **Alt** + **9** in our example) to quickly trace to another point in your sketch, but you can also trace to another point in a counterclockwise motion. Click the **Trace to** button on the left to open the Trace to dialog.



5. In the dialog that appears, type the number that corresponds to the corner point you want to trace to (corner point #6 in our example), select **Trace counter clockwise**, and click **OK**.



6. After clicking **OK**, TOTAL Sketch traces the outline of the original area from point A to point B, including all of the lines in between.

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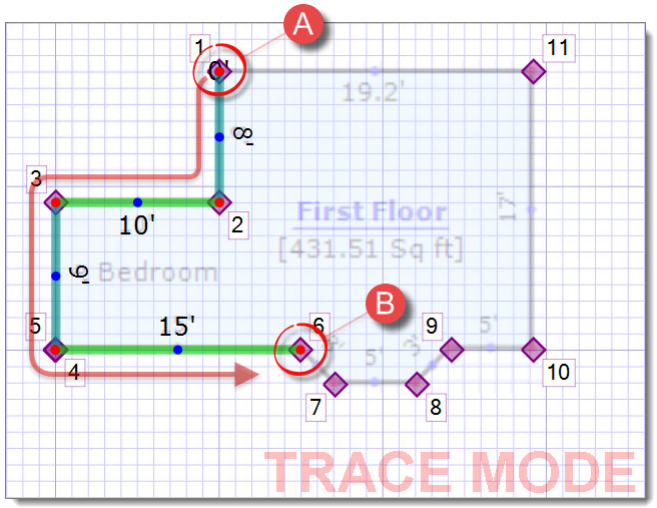
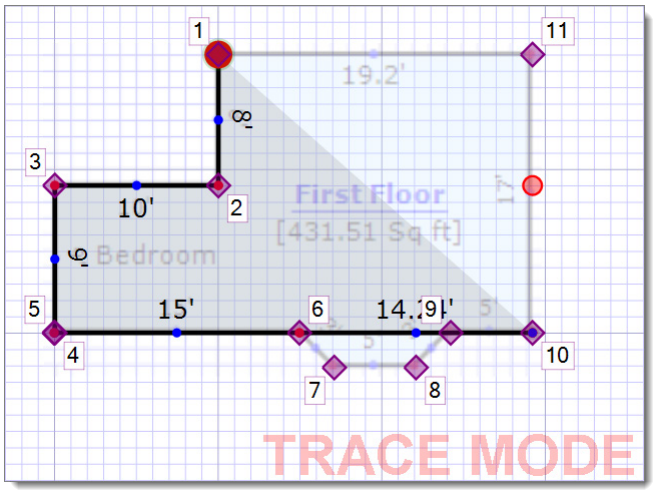


If you find that you didn't trace quite far enough, or if you accidentally traced too far, hold down your **Ctrl** key and press **Page Up** or **Page Down** on your keyboard to trace forward one step, or trace backward one step, respectively. In our example, tracing forward would extend the line from corner point 6 to 7, or tracing backward would take us back from corner point 6 to 5. Press **Enter** when you're ready to anchor the end point of this line.

7. Continue to Draw area lines corresponding to the new area's dimensions to finish tracing.



8. When you close the area (this happens automatically when the area line you're drawing meets the existing area line, effectively "closing" the area), notice that TOTAL Sketch attempts to detect the type of area you just sketched. If it detected the wrong area type, simply select a different area type from the list on the left.
9. After you select the area type, you're returned to the sketch where the new area is situated on top of the original area.

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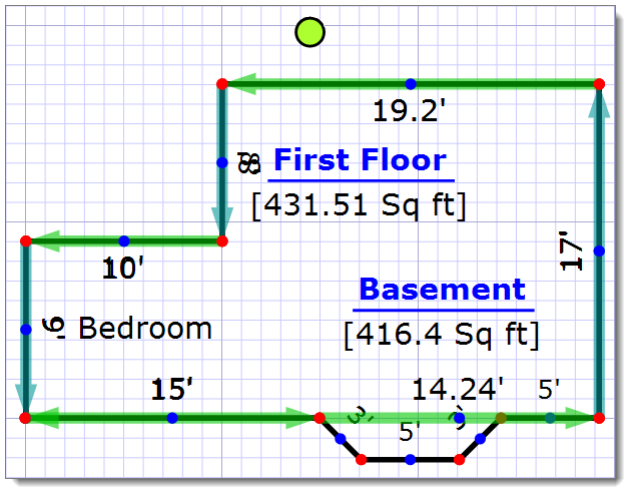
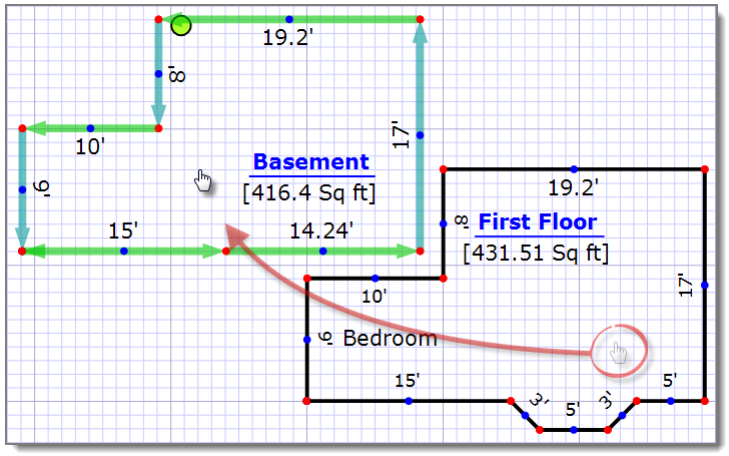


The new area is autonomous from the original area and you can move the new area independently from the rest of the sketch. Click and drag the new area to a new location on the sketch canvas.



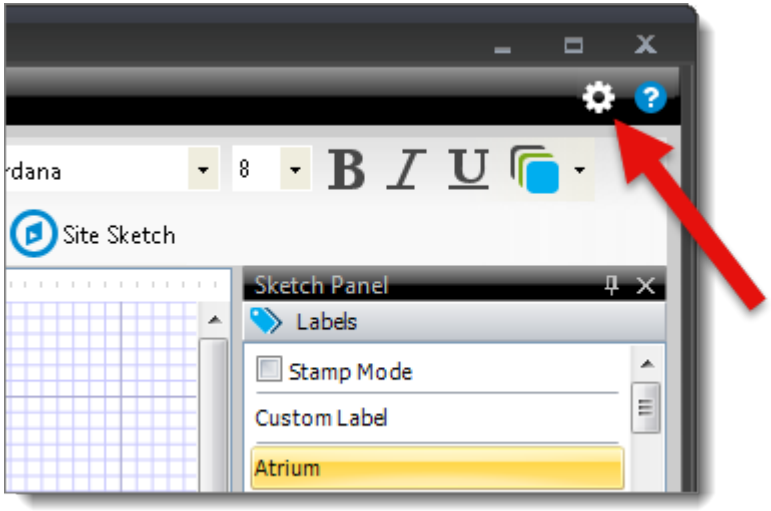
Settings

The TOTAL Sketch **Settings** allow you to customize many aspects of data entry, photo quality, and sketching.

To change settings in TOTAL Sketch:

TOTAL Sketch provides an array of options you can define to design your optimal inspection and sketching experience. We've gone to great lengths to make the application as widely useful as possible right out of the box, but we recognize that every appraiser has unique needs and habits. There are a few ways you can access TOTAL Sketch's preferences:

- Click **Tools** on the upper left and select **Preferences** from the drop-down menu
- Press **F5** on your keyboard
- Click the gear icon ( ) on the upper right



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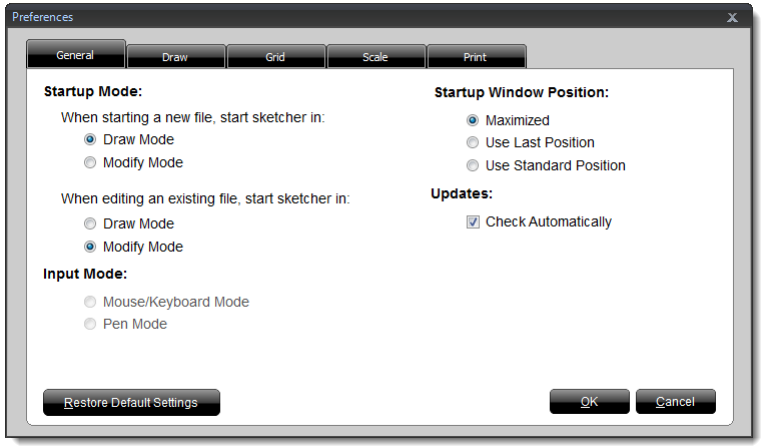
General Settings

To adjust TOTAL Sketch's General settings:

1. From TOTAL Sketch's Preferences, click the **General** tab.



2. Apply your preferred options. Options include:

Startup Mode
Choose whether you want to start in Draw mode or Modify mode when opening a new sketch, and when editing an existing sketch.

Input Mode
Choose your preferred method of input. Mouse and keyboard mode is selected by default. Select Pen Mode if your device uses a pen or stylus or if it allows for touch input

Startup Window Position
This setting controls the size of the window in which TOTAL Sketch opens. If you want TOTAL Sketch to fill your entire screen, select the **Maximized** option. Select **Use Last Position** to remember the window size from your last session. Or, select **Use Standard Position** to open TOTAL Sketch at a consistent size every time in the center of your screen.

Updates
If you want TOTAL Sketch to automatically check for updates as they're available, leave the box to **Check Automatically** checked. Otherwise, uncheck the box to manually run updates.

Restore Default Settings
Click the Restore Default Settings button on the lower left to revert ALL of TOTAL Sketch's preferences back to their defaults.

3. When finished, click **OK** to save your changes.

Draw Settings

TOTAL Sketch's sketch settings control line styles for Free-form Lines and Area Lines, dimension defaults, and a variety of other visual cues in the sketcher.

Line Settings

The **Free-form Lines** sections allow you to customize TOTAL Sketch's default line style for each type of wall. To adjust your free-form line and area line styles:

1. From TOTAL Sketch's Preferences, click the **Draw** tab.

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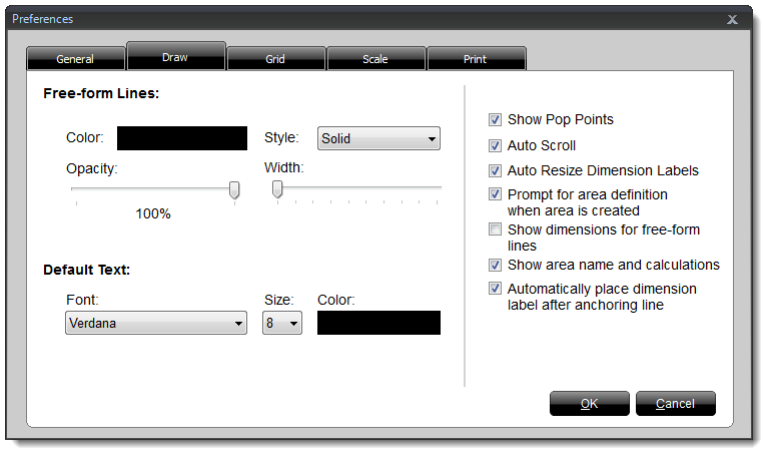

2. Adjust your line color and style settings for Free-form Lines in your sketch. Settings include:

Color
Click the color menu to select a color.

Opacity
Use the slider to increase or decrease the transparency of your free-form lines.

Style
Choose between various solid, dashed, and dotted line styles

Width
Use the slider to increase or decrease line width.

3. When finished, click **OK** to save your changes.

Default Text Settings

The Default Text section allows you to change the font family, font size, and color of labels in TOTAL Sketch. To change the default label style:

1. From TOTAL Sketch's Preferences, click the **Draw** tab.

2. In the Default Text section, adjust your settings. Settings include:

Font
Controls the default font size for text labels that appear throughout your sketch.

Default Text Font
Controls the default font family for text labels that appear throughout your sketch.

Default Text Font Color
Controls the default font color for text labels that appear throughout your sketch.

3. When finished, click **OK** to save your changes.

Other Settings

In addition to the basic line and label font settings, there are a few other options you can adjust on the right:

1. From TOTAL Sketch's Preferences, click the **Draw** tab.

2. Check or uncheck the desired options. Options include:

Show Pop Points
Pop points assist you in drawing your sketches by offering clickable points as you draw. These points automate the drawing process by allowing you to draw lines that match up with other lines and intersections in your sketch. By default, TOTAL Sketch enables these pop points, but you can disable them by unchecking this box.

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Auto Scroll

If you draw your sketches with a keyboard, TOTAL Sketch assists you in scrolling your sketch as you draw lines. Specifically, if the line you are drawing is longer than the amount of space that is currently displayed on screen, TOTAL Sketch automatically scrolls the view of your sketch to grant you more drawing space. By default, this option is enabled, but you can disable it by unchecking this box.

Auto Resize Dimension Labels

TOTAL Sketch automatically scales the size of your dimension labels to fit the space available in your sketch. This feature is on by default, but you can uncheck this box to manually adjust the size of your dimension labels.

Prompt for area definition when area is created

When closing an area, TOTAL Sketch prompts you choose an area type. By default, TOTAL Sketch enables this option, but if you prefer to draw your entire sketch and label each area once the sketch is complete, you can disable this option by unchecking the box.

Show dimensions for free-form lines

By default, TOTAL Sketch hides the dimension labels for free-form lines. If you'd like to display them in your sketch, just check this box.

Show area name and calculations

TOTAL Sketch can display the names and calculations for the areas you've drawn. By default, this feature is turned off (to keep labels and calculations out of your way), but you can enable it by checking this box.

Automatically place dimension label after anchoring line

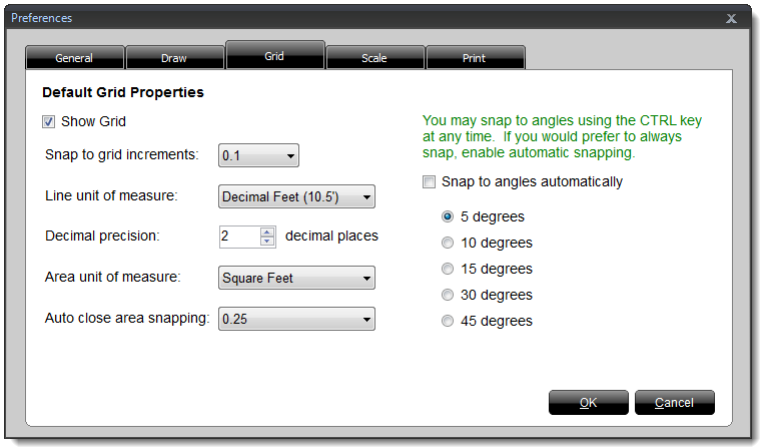
By default, TOTAL Sketch automatically places line dimensions for you as you draw your sketch. If you prefer to manually place the dimension label each time you anchor the end point of a line, check this box.

3. **Click OK** to save your changes.

Grid Settings

TOTAL Sketch's Grid settings allow you to set your preferred units of measurement and fine-tune the increments it uses in your sketcher to assist you in drawing lines and angles. To customize your grid settings:

1. From TOTAL Sketch's Preferences, click the **Grid** tab. These options can also be accessed from the **Grid** panel when nothing is selected in your sketch.



2. Apply your preferred options. Options include:

Show Grid

By default, TOTAL Sketch simulates grid paper to assist you in drawing. If you'd prefer to remove the

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grid so you only see a blank, white sheet for your sketch, uncheck this box.

Snap to Grid Increments

By default, TOTAL Sketch's sketcher snaps the lines you draw to the nearest foot on the simulated "grid paper." If you need to fine-tune this behavior, choose an alternate snap distance from the drop-down menu.

Line unit of measure

This drop-down box lets you specify the format and units of measure to be used for lines in your sketch.

Decimal precision

This setting determines the number of decimal places that are used when sketching and displaying labels.

Area Unit of Measure

TOTAL Sketch can display the area dimensions for your sketch in square feet or acres. Select your preferred units of measure from this drop-down menu.

Auto close area snapping

Choose the amount of space to allow before auto closing an area, based off the Line unit of measure setting. For example, when using **decimal feet** with **Auto close area snapping** set to **.25**, TOTAL Sketch will auto close an area any time the end point of a line is within .25 feet of another line or end point of a line.

Snap to angles automatically

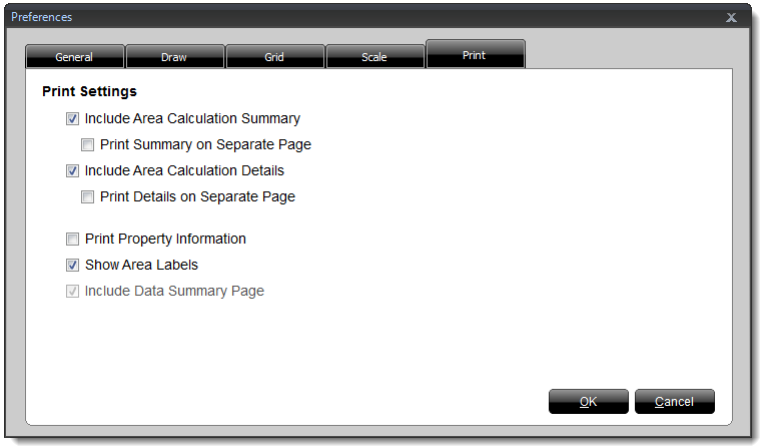
This setting makes it easier to draw commonly used angles by snapping directly to them, rather than having to draw them precisely on the grid. To enable this option, check the box, and then choose the degree to which an angle should snap. Note that, when drawing, you can temporarily enable or disable the angle snapping feature by holding the CTRL key on your keyboard while drawing the angle.

3. When finished, click **OK** to save your changes.

Print Settings

TOTAL Sketch's Print settings allow you to include additional summaries or calculations in your report print outs and, of course, give you control over printer margins, paper size, and print orientation. To customize your print settings:

1. From TOTAL Sketch's Preferences, click the **Print** tab.



2. Apply your preferred options. Options include:

Include Area Calculation Summary

Check this box to add a section to the bottom of each page in your sketch detailing the area calculations for each defined area in your sketch.

Include Area Calculation Details

Check this box to include details of how TOTAL Sketch derived the final area total.

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Print Details on Separate Page
By default, TOTAL Sketch tries to print both the area calculation summary and the area calculation details on the same page. Check this box to print each on a separate page.

Print Property Information
Includes the property information in a header on each page of your print out.

Show Area Labels
Check this box to display area labels in your print out

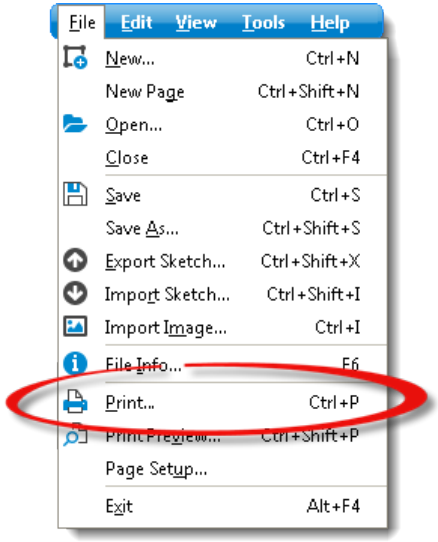
Include Data Summary Page
Check this box to add a full print out of your inspection notes and photos. Keep in mind that TOTAL Sketch isn't a full formfilling software package so this option does not print the property details on an official appraisal form.

3. When finished, click **OK** to accept your print options.

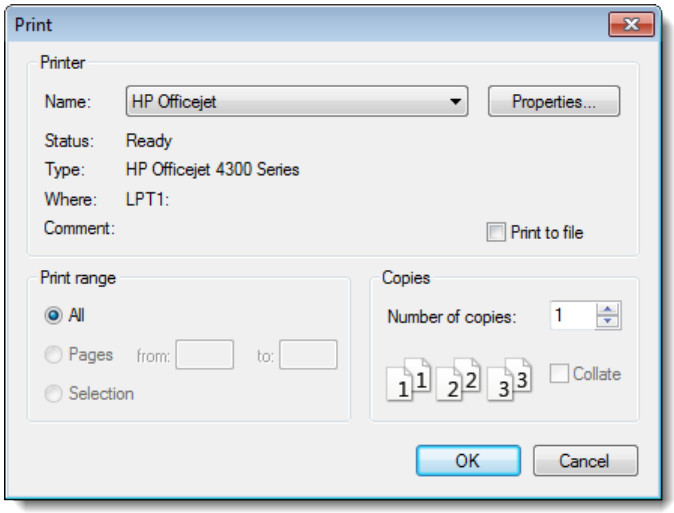
Printing

TOTAL Sketch's printing tools provide an easy way for you to print out your sketch if you need a hard copy around for reference. To print your sketch:

1. Set your printing preferences to specify whether you want to print just the sketch, or if you want to print an area summary and/or area calculation details.
2. Click **File** on the upper left, and select **Print** from the drop-down menu.



3. In the **Print** screen that appears, select your preferred printer, adjust any other options necessary, and click **OK** to start printing.



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