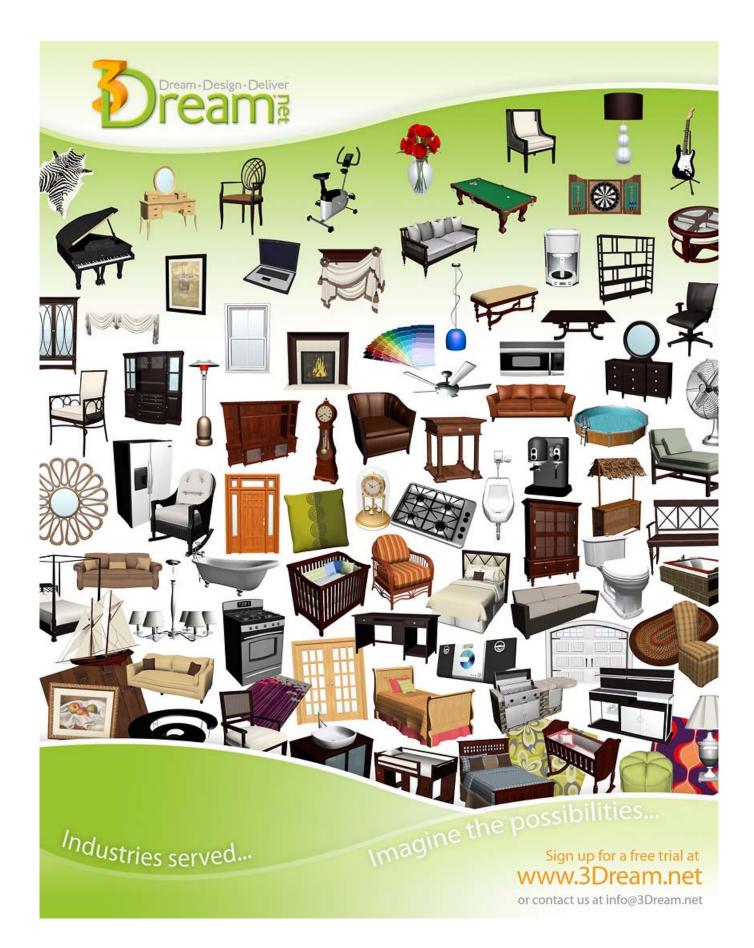


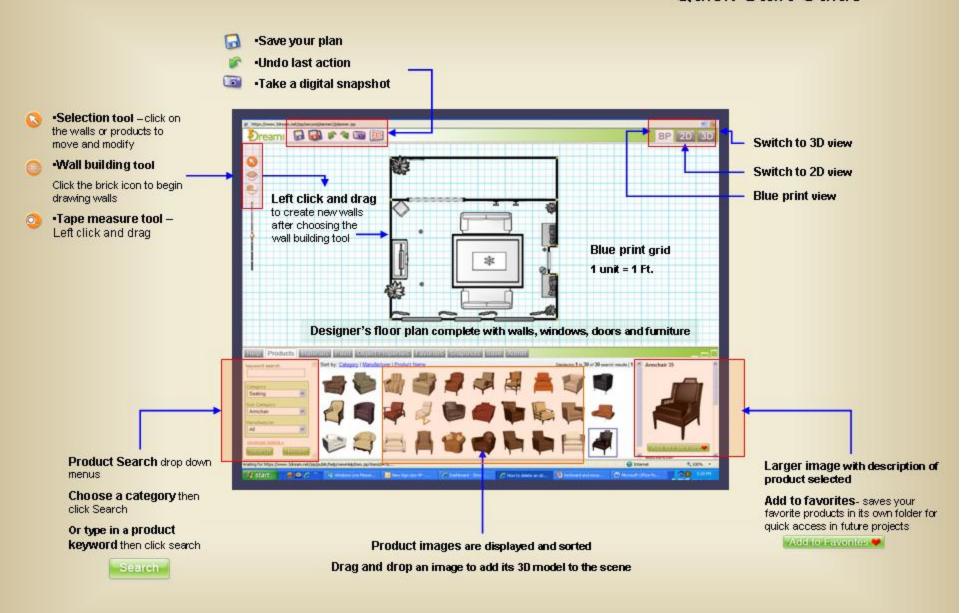
The only 3D visualization selling tool. Online. On demand.

3Dream Training Guide version 5.1



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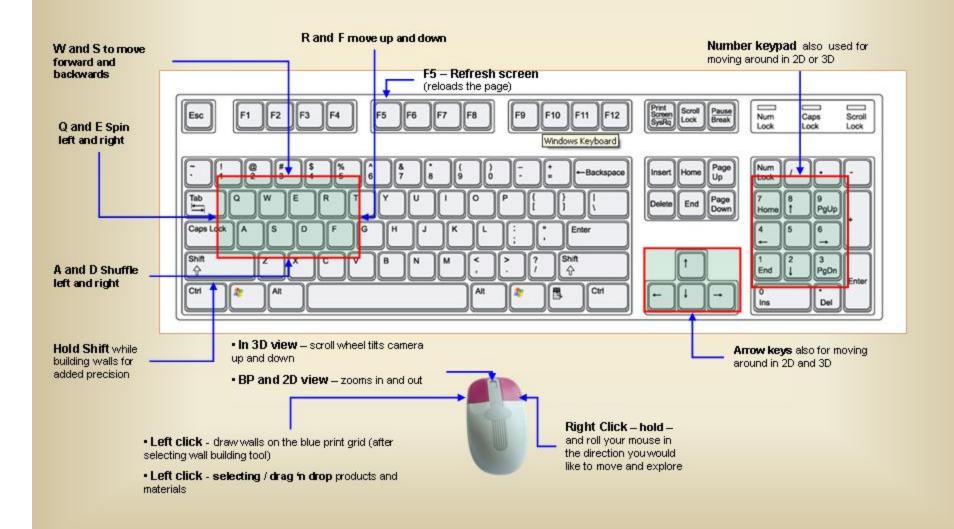
Quick Start Guide



Quick Start Guide

Navigation keys

How to move around, navigate and explore your 2D and 3D spaces



Quick Start Guide

- Wall building tool Click on it to activate, then point, click and drag a new wall on the floor plan
- Selection tool Click on it to activate, now point and click on walls and products to move and modify
- Tape measure tool Click on it to activate, then point, click and drag on your floorplan or scene to take a measurement.
- Save your work Saves any changes you have made to your scenes
- Save a copy Creates and saves an exact copy of your scene
- Undo Reverses the last step or task performed
- Redo Cancels the undo
- Snapshot Click to take a digital snapshot. Snapshot is automatically saved in your snapshots folder
- Fine Exit Save and exit the scene you are currently working on
- Blue print view Displays the blueprint / floor plan currently being worked on
- 2D view Displays a birds eye overhead perspective of the scene
- 3D view Displays the 3 dimensional virtual perspective. User navigates and interacts with the space and objects inside this view.
- Information Object properties icon After clicking on or selecting an item, the objects description, dimensions and finish are displayed and modifiable
- Make a copy of an object After clicking on or selecting an item, an exact duplicate of the product is created
- Delete an object After clicking on or selecting an item, the object can be deleted or removed from the scene
- Rotate an object After clicking on or selecting an item, the object can be rotated.
- Raise an object After clicking on or selecting an item, the object can be raised or lowered.

- Lock /unlock Click to lock an object and prevent it from moving. Click again to unlock
- Zoom to will set the view directly in front of an object in (3D) or overhead the object in (BP,2D)
- Snap Click to remove the objects 'snap', or its ability to stick to the walls. Click again to reset the snap. Can be useful when dealing with objects in small spaces and tight corners
 - Camera height slider Click on the orange marker and slide up and down to raise and lower the camera height in BP,2D and 3D
- Search After selecting a product category, click search to display the results
- Help tab Click to access help files and video tutorials
- Products tab Click to access product categories

Remove Favorite W

- Materials

 Matrials tab Click to access furniture and construction material which can be applied to all products, floors, walls and ceilings

 Paint Opens the paint tool. Choose colors, create swatches then drag and drop the paint onto the walls or products.
- Favorites tab Click to access your favorites folder. Store products, materials and paint samples for easy access during any project.
- Snapshots Click to view all snapshots taken from the current scene.
- Save Click to save your scene. You may change your scene name or change which project to save the scene into at this point.
- Add to Favorites After clicking on an object from a product search, clicking the add to favorites button will store the product in the favorites folder.
 - Remove Favorite If an object is already in the favorites folder, click to remove the object or material from your favorites folder.

Introduction – The 3Dream Concept

3Dream was developed as the ultimate interior (and exterior) design tool, empowering the online user to instantly – and in real-time – create stunning inside or outside spaces, using real-world products and materials.

You can use 3Dreamtm to create fabulous room designs. Accurately draw your room then add items such as furniture, flooring, rugs, lighting, artwork and much more. Paint the walls and trim, change the tiles, and apply new fabric to the furniture. With 3Dreamtm the possibilities are limitless.



Actual "Snapshot" taken from within 3Dream

Features and Benefits

- Drag and drop interface
- Design in real-time, anywhere, anytime
- Search and Select from thousands of product and styles
- Changes or modifications can be applied and viewed instantly
- Source and manage all your projects
- Save, print or email room views and snapshots from any angle
- Prepare customized project reports for your clients
- Communicate with product vendors directly through 3Dream
- Easy to use, start planning in minutes
- No contract-no setup fee or software to download
- ♣ Use your 'Design center' to Attract, Relax and Inspire customers
- ♣ Let your customers see it BEFORE they buy it
- Enhance your professional image to help your business grow and prosper
- Design Students \$20 monthly subscription
- ♣ Help section-video tutorials and customer support available
- ♣ Item not in 3Dream yet? Contact us and let us know which product you would like to see. If the product will benefit the community, we will create the items.

Logging In

Visit the 3Dreamtm website at: www.3dream.net



Enter your email and password and click **Login**.

*Be sure to click the **Login** button and not the **Sign Up Now** button as this will take you through the unnecessary process of creating a new account.

Once logged in, 3Dreamtm will take you to your **Dashboard**.

The Dashboard is simply the starting point for your work. Among many other options, from here you can open an existing work project, create a new project, add client information or add / change your account information.



Building Your First Room

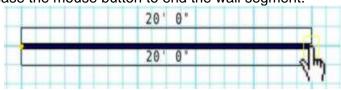
Start by creating a simple room to familiarize yourself with room building basics.

 Walls can only be drawn in BP (blue print) mode. If you are not in BP mode, click the tab to return.
 Wall building tool

2. Select the Wall Building Tool from the left hand toolbar.

3. Begin by creating a simple rectangular room. Do not leave spaces for windows and doors, they will be added later. For now, create a room with four solid walls.

To create the first wall segment, position the mouse cursor to the top left corner of where you would like to create the room. Click and hold the left mouse button then drag the mouse to the right until the wall is around 20 feet long. Release the mouse button to end the wall segment.



4. Now create the right side wall for your room. Position your mouse over the yellow dot on the right end of the wall segment. Press and hold the left mouse button and drag the mouse downward to create the right side wall. Release the mouse button to complete the wall.



5. Repeat what you have learned above to create the bottom and left walls. If you make

a mistake you can click the undo button to go back one or more steps. Look for the **Undo** button near the top left of your screen:

Things to Remember:

- Never try to make a copy of a wall via the yellow 'Copy' buttons
- Draw the walls with a nice even pace to allow the planner to keep up with you
- Hold down the shift key while drawing a wall to remove its' 'Snap'

Moving and Looking Around in 3D

- 1. Change into 3D view by clicking the **3D** tab on the top right of the 3Dreamtm planner window.
- BP 2D 3D
- 2. You are now looking at the room you just created. You will have move and look around to change the perspective.
- 3. Point your cursor anywhere over the scene and click.
- 4. Use either the mouse or the keyboard to move around in 3D
- 5. If you right click and hold the mouse you can use it like a game controller to move around. Right click and move the mouse left, right, forwards and backwards. Be sure that the cursor is pointed somewhere in the scene and keep holding down the right mouse button. The faster your mouse movement, the faster you will move.



Right click, hold and roll the mouse around to walk inside the 3D scene.



Keyboard arrow keys will also navigate you around the 3D scene



You can also move around using the keyboard. Experiment with the following hotkeys to move around within the scene:

- Press W to move forward, and S top move backward
- Press A to move left, and D to move right
- Press Q to rotate left, and E to rotate right
- A Press R to move up, and F to move down

Things to Remember:

- The mouse pointer must be pointed somewhere within the scene in order to move around
- The mouse and keyboard keys may be used simultaneously for even better and faster navigation

Adding Furniture and Other Products to the Scene

Click the **Products** tab on the bottom left of the screen.



There are a couple of ways to find products to add to your room. You can use the keyword search box to type in your desired product. For example, type "Sofa" in the **Keywords** box and click **Search**, your results will be all available sofas and any products with the word sofa in their name or description. Use a 'Google type' search method e.g. 'Sofa kidney' for specific attricutes.





You can also search for products by using the category drop down menu. Choose a category and sub category to narrow your search results. For example, click on the category drop down menu and select "Seating." Then choose a type of seating from the sub category drop down menu, such as "Recliners" and click **Search**. Your results will be all available recliners.

Search results can be dragged and dropped into the scene.

Once you click on an item in the search results, you will see an enlarged view of that item to the right with any available information. Once again, click on the item and drag it into



your scene. Once the item is in your scene, you can move it around to try out different arrangements. You can also change the appearance of the item (fabric, finish, color, size, etc.), after it has been placed into the scene.

Things to Remember:

- If you receive no search results, you may have been too specific with your wording in the keyword search field
- Use the advanced options link to filter your search even more
- Keyword search usually returns more results, e.g. 'windows' will retrieve windows and all window treatments

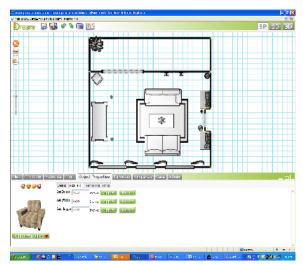
You can add products to your room in any mode (BP, 2D or 3D); although it is easier putting certain products into the room using one over another.

Use the **BP** or **2D** mode to add these types of products:

Area rugs, tables, chairs, ceiling lights, beds, sofas and window treatments
 It is easiest to position and centre these items in the BP view

Use the **3D** mode to add these types of products:

 Framed artwork and mirrors, crown molding, baseboard molding, shelving, wall sconces



Blue print view



Birdseye view



3D virtual scene

Searching for and Applying New Materials



Click on the Materials tab located next to the Products tab.

Quicl There are a couple of ways to find materials.

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You can use the keyword search box to type in the name of the material for which you are looking. For example, type "Flooring" in the **Keywords** box and click **Search**, your results will be all available floors and any materials with the word floor in their name or description.







Alternatively, choose a type of materials from the **Category** drop down menu, flooring for example.

Refine your results by choosing a sub category of flooring and click **Search**.

Your result will be thumbnail images of all available laminate floors.



Notes:			

Like products, clicking on a material in the search results, will bring up an enlarged view of that material to the right with any available information.

Click and drag, holding down the left mouse button, the desired material onto the floor of your room, release the mouse to apply the material. Notice that as you move your mouse over the floor it turns bright yellow; this means that you are able to apply the new flooring material.

You can apply any material to any object, as long as the object is highlighted in yellow. For example, you can apply flooring to the walls and ceiling or fabric to fireplaces should you so desire.



Materials refers to the type of finish which may be applied to a product or surface in your scene.

They may be flooring, ceiling, fabrics, various construction materials like wood or stone and paint.

Paint is also a type of material, but with its own separate tab.



Left click and drag new material

Things to remember:

- A You may change the finish on a product or object but you cannot then change the color of that finish. You would want to find the finish with the correct color in the first place, i.e. do not apply stone to the wall and then try to paint it red, find a red stone to apply to the wall
- Some finishes have a grain or direction to them. You cannot alter this direction but you can usually find the same finish with the other grain.
- Lots of flexibility You can try any material on any object!

Moving / Deleting / Copying / Resizing / Locking and Grouping Objects

Moving Objects

Click and hold an object and drag it to a new location. Objects can be moved in any view (BP, 2D or 3D). However depending on the product type, positioning is easiest in one mode over the other. Position your furniture, rugs, ceiling fixtures, and cabinets in BP and use 3D for artwork and wall sconces. You will develop a feel for what's best as your experience progresses.

Elevating Objects

Click on an object and the halo icons will appear. To elevate a product, click and hold the blue **Elevate** (up and down arrow) icon and push the mouse straight forwards or backwards.



*Do not click on the ends of the arrow to elevate.

Copying Objects

Click on an object and the halo icons will appear. Click the yellow **Copy** icon and an exact duplicate of the object will appear next to the original.



Deleting Objects

Click on an object and the halo icons will appear. Click on the red **Delete** icon and the object will disappear.



Rotating Objects

Click on an object and the halo icons will appear. Click and hold the green **Rotate** icon and move the mouse left and right.

*Do not move the mouse in a circular motion.





Resizing Objects

Click on an object and the halo icons will appear. If you click on the orange **Info** icon the object properties tab below will become active, displaying a picture of the selected product.



To change the dimensions of a product, click on the **Modifiers** tab. Now edit the dimensions and click **Apply**, the object will resize. If you would like to revert back to the objects default size, click on **Reset**.





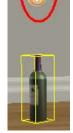
Notes:		

Locking Objects



Locking an object prevents it from being moved. Locked objects can be copied or changed in size and color, but remain in place until unlocked.

Click on an object and the halo icons will appear. Click on the orange **Info** icon to activate the object properties tab. You will see a large image of the product in the bottom left, with small icons above. Click on **Lock** icon to lock the item.



It is easy to tell when an item is locked. Click on the item and you only see only two info icons: the **Info** icon and the **Lock** icon. Click on the **Lock** halo icon to unlock the object.

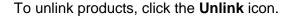
Grouping / Linking Objects

Clicking on any number of objects while holding down the control key will group the objects together. Grouped objects are indicated by a blue bounding box around all of the grouped objects. If you would like these items to remain grouped when deselected, it is necessary to link them together. Linked objects such as sectional sofas or kitchen cabinets become easier to move around or paint.



While holding down the **Ctrl** key click on the objects you wish to link. Above them will appear the halo icons. Click on the orange **Info** icon to activate the object properties tab. Instead of the usual display and option, the object properties tab will list all grouped products.

Click the **Link** icon and the bounding boxes will become orange and blue, instead of yellow and blue. Now, even if those objects are deselected, once clicked on again they will remain linked.







The Paint Tool



Click the Paint Tab

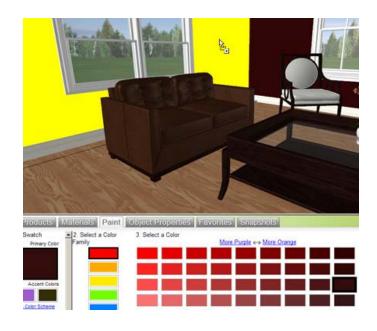
To find a paint color follow these three steps:

- 1) Select the swatch you would like to modify
- 2) Select a color family
- 3) Select a color



Click and drag your chosen paint color onto walls or objects in the scene. As you drag the paint over the object it will turn bright yellow color meaning that you are able to apply the new paint color. Release the mouse to apply the color. It is a good idea to add your preferred paint colors to your favorites to easily find and use them again.

Notes:			



Left click and drag the paint onto the walls or any other surface

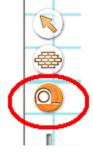


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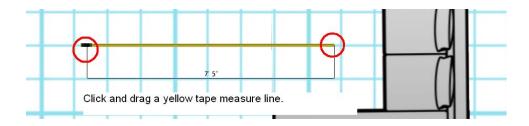
Tape measure tool

The tape measure is used to take measurements inside your scenes. It can be used in all 3 views, BP, 2D or 3D. If it used in 3D, it is only possible to take measurements along the floor of your scene. It can not be used for taking vertical or height measurements.

Click on the tape measure tool and it will turn bright orange to indicate it is activated. Now click and drag the tape measure in your scene.



When you are measuring near walls and tight corners, hold down the shift key while dragging. This will give you the required precision and will remove the 'snapping' quality of the tape.



Okay to use the tape measure in 3D view, but only on the floor. It will not measure vertical heights.



When you are done with your measurement, just point the mouse on the yellow tape line and it will disappear.

How to take a snapshot

You make take digital 'Snapshots' of your scenes by clicking the camera icon at the top of the planner. This may be done in any of the 3 views, blue print, 2D or 3D.

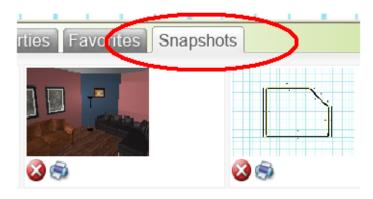


Only your planner viewing area will appear in the snapshot. (i.e. none of the toolbars or search boxes will be in the snapshot).

Your best snapshots are taken with your viewing area enlarged to the maximum size. Do this by clicking on the resize tab which is located in the middle far right portion of your screen.



Notes:

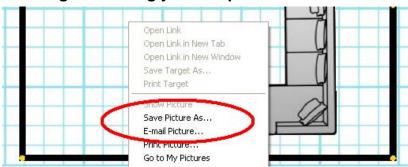


All of the snapshots that you take of that scene will appear in the snapshots folder.

You may print them from here by clicking on the printer icon. You can delete them from here also.



Emailing and saving your snapshots



Just right click on any of the snapshots, and you will see the windows drop down menu for saving and emailing your pictures. All of your snapshots are also saved and organized in your

project manager. They are grouped together according to the scene they were taken from.

Right click on the snapshot to email or save to own hard drive

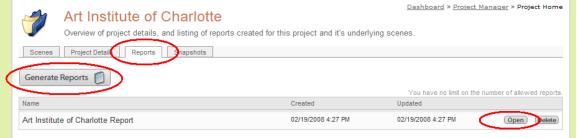


Notes:			

Creating Reports

Reports are accessed via the project manager on the **Dashboard**.

Select the project for which you would like to generate reports then click on the **Reports** tab. You can now create a new report by clicking on the **Generate Reports** button or view an existing report by clicking on **Open**.



There are several sections of a report which can be edited or hidden depending on how much content you would like to display.

If you would like to make any changes to the reports, you must first click **Edit** at the top left.



You can now scroll through and edit / add information in the report.

You can add images wherever you see **Click Here to Insert and Image**. Images can be of snapshots you have taken in the planner or any image (jpeg, pjpeg, bmp, gif, png, x-png, max size: 250kb) saved on your hard drive.



After making any changes be sure to click the **Save** button.

Find detailed instructions on working with reports underneath the reports sections on the left hand side.

Once saved you may view or download the report as a PDF, which you can, of course, print, save or email.



Notes:				

Tips & Tricks working with 3DREAM

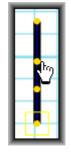
1) **Laptop -** If using a laptop, you may not have a scroll wheel necessary for controlling the cameras up and down tilt.



2) Dimensions - If you want to display all of the dimensions on your BP view, simply select each wall in succession while holding down the Ctrl key. You may now take a snapshot of the blueprint showing the dimensions as you have selected.



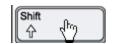
- 3) **New Walls -** When creating a wall, left click and hold the mouse, pause briefly, then slowly move the mouse cursor until the wall catches up.
- 4) New Walls When creating a detailed floor plan with many walls, watch for extra wall nodes (yellow dots), that may have been created accidentally by clicking without holding down the left mouse button. These nodes divide the walls into sections that need to be treated, moved or painted individually. To remove the node, use the selection tool, click and drag the node along the wall into a corner; the extra node will disappear.



- 5) **Flooring -** Adding a wall, which divides a room into two, will remove any applied flooring and ceiling material from one of the sections. You will need to treat these areas again.
- 6) **Kitchen Cabinets -** When you are working with kitchen cabinetry, remember that they will only snap to the walls and not each other. Use the **BP** view to set them into position, and then **link** the objects together making it easier to move them up and down when you want to change their height.
- 7) Bulkheads / Odd Shapes To create a bulkhead or other original feature use <u>primitive shapes.</u> Primitives can be found in the **Products** tab and can be used to build custom shapes and objects. You can modify the size, color and position of these shapes. Primitive shapes do not snap but you can link them together, or to other objects to design such things as landings, mantels, and slanted ceilings.



8) **Snapping Properties -** Remember that it is sometimes helpful to turn the snapping property of an object off if you are working in a tight area or with window treatments. Go to object properties and click on the magnet image to turn it on or off.



9) Textures on Walls - If you have applied a texture to a wall, and later stretch the wall, depending on the type of texture (i.e. brick or wallpaper), the design of the pattern may appear stretched. Re-apply the same texture to the resized wall to correct.



10) **Wall Height -** If you would like to change the height of your walls, click on the floor or ceiling of the room. The orange **Info** icon will appear. Click on the icon, select the **Modifiers** tab under the **Object Properties** tab. This will change the height of <u>all</u> walls in your scene.





- 11) **Wall Height -** If you plan to change the height of your walls, try to do this before you have attached any items to them such as pictures, crown molding, shelving etc... These items will not raise or lower when the wall changes in height.
- 12) **Emailing Snapshots -** The best way to email snapshots from the planner is to have your email application opened. Go to the **Snapshots** tab, double click to open the desired picture, right click, copy and paste it onto your opened email message. Repeat for multiple snapshots.
- 13) **Emailing Reports** After the report is generated, click **Download as PDF**. You can now choose to save the report to your hard drive. Attach the report PDF as you would to any email in your email application.

You will also be given the option to Open the report. If you choose to do so, go to **File** and select **Email**.

Saving snapshots and reports to your computers hard drive is a convenient method also of organizing and backing up your images.

14) **Loading Times** – The number of items in the scene will effect the length of time needed to load that scene. Please be patient when loading scenes with 100 or more items.



15) **Different flooring in same room** – If the room is not divide by a wall or wall cutout, the floor cannot be treated with different types of flooring. One band aid solution to this is using the Lantag table top found under modular desks. Add it to your scene, resize it to fit the area in your room, and then treat it with a flooring or material. Remember to lower it down to floor level. It's best to use carpeting on the table top as the tiles and hardwoods sometimes do not scale perfectly.



Loading... (100 objects remaining)

Notes:			

Glossary of Terms

<u>Dashboard</u> – The 3Dreamtm management page. This is where the user can access the different features of 3Dreamtm: open projects, manage client information, create a new scene, browse news and message archives, view help, and access company and account detail.

<u>Favorites</u> – Tab in the planner used to save and access favorite items and materials desired for frequent use or to facilitate searching.

<u>Grid</u> – The 2-dimensional area upon which the floor-plan / blueprint view is created. The grid is scaled so that 1 square = 1 foot.

<u>Grouping</u> – Selecting several items together for easier movement and texture modification.

<u>Hotkeys</u> – 8 keyboard keys which enable the user to move around the scene (in any view BP, 2D or 3D) with or without the mouse.

<u>Keyword</u> - Used instead of the category drop down menus to search for products and materials in the planner.

<u>Linking</u> – Joining grouped objects together so that they function as one. Used for easier movement and texture modification of like items.

<u>Nodes</u> – Round yellow circles indicating the endpoints of a wall segment. Seen only in BP mode.

<u>Primitive Shapes</u> – Basic 3-dimensional geometric shapes helpful for creating unique items such as bulkheads, raised floors and steps. Primitives can also be used as place holders for custom items or items not yet available in the 3Dreamtm catalogue.

<u>Sample Scene</u> – Pre-made scenes saved in 3Dreamtm for the user to view and modify. These scenes are available when creating a new scene. The **Sample Scene** tab is located beside the **Templates** and **My Templates** tabs.

Scene - The environment in which a space is planned and designed.

<u>Selection Tool</u> – The orange arrow icon located at the top of the left hand toolbox in the planner window. This tool is used by default and is changed only when the user is drawing walls or using the tape measure tool.

<u>Shopping List</u> – The section of a report containing an itemized list of all products and materials used in a project.

<u>Snap</u> – A magnetic property of certain objects (artwork, mirrors, window treatments, etc.) to attach themselves to walls or windows.

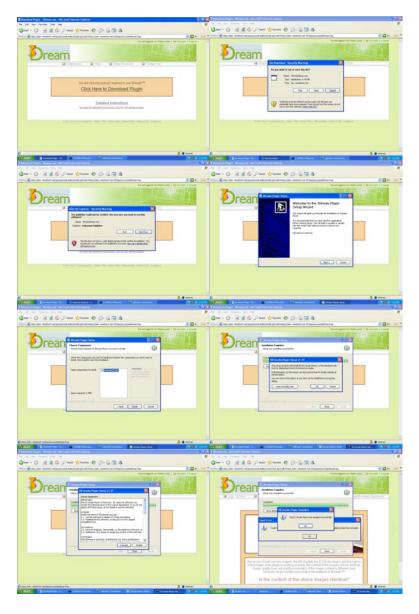
<u>Tape Measure</u> – A tool used to take measurements while in the planner; located on the bottom of the left hand tool box in the planner window. Works in BP, 2D and 3D.

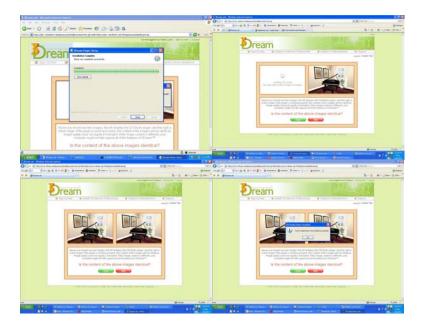
<u>Template</u> – Basic room shapes selected initially when creating a new scene. The user can choose from several pre-set floor plans or a blank template in which to draw custom floor plans.

<u>Wall Building Tool</u> – The orange brick wall icon located in the center of the left hand tool box in the planner window. Clicking on this icon will change the planner to wall building mode. Subsequent mouse clicks are used for drawing walls and will not select objects while this is activated. This tool is available only in BP mode.

Installing the 3D Player Plug in

After clicking on the Sign Up Now button the new account by completing the required company, email and password. This will generate a confirmation email which is sent automatically to the new user. The email contains a link to continue with step 2 of the sign up process which is installing the 3D plug in. There are several actions which the user will click on to complete the installation.





Even though it seems there is a lot to do because of the number of steps, each one of these is only a mouse click to the next step. The last 3 actions are testing the users system for its capability to run 3Dream. Once the plug-in is completely loaded the user is taken to the dashboard of 3Dream where the designing may begin.



If the users system does not load the plug in correctly there is an error message stating this. The user can now explore some trouble shooting options which should explain where the failure may be occurring.

System Requirements

	Minimum Requirements	Recommended
Internet Connection:	Cable or DSL	Cable or DSL
Operating System:	Windows XP/Vista	Windows XP/Vista
Browser:	Internet Explorer 6, or 7	Internet Explorer 6, or 7
Processor:	2Ghz Intel or AMD processor	Dual core Intel or AMD processor
Memory:	512 MB of RAM	2 GB of RAM
Disk Space:	100 MB free	100 MB free
Graphics:	DirectX 9 compatible video card with 512MB of memory	nVidia Geforce 8800, or ATI HD2800 or greater
Monitor:	1024x768 resolution or greater	1280x1024 resolution or greater
Notes:		