



Job Aid

Vertex Mode on Blocks

Issue 2

June 16th, 2023

Vertex Mode on Blocks

This job aid will guide you through ways to utilize Vertex Mode on Blocks placed in a Floorplan.

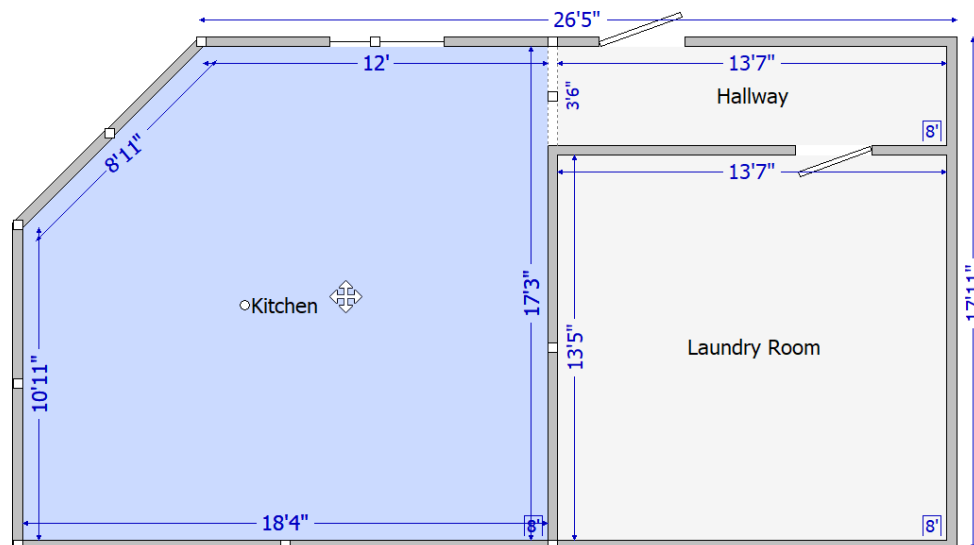
The following tasks are described in this document:

- Using Vertex Mode on a freestanding Block
- Placing a Block on an Angled Wall
- Utilizing Vertex Mode on a Block in Wall Editor

Note: This document was created using a demo insurance company with generic settings. Keep in mind that your screens may appear slightly different. Please refer to your specific carrier guidelines for proper claim and estimate settings.

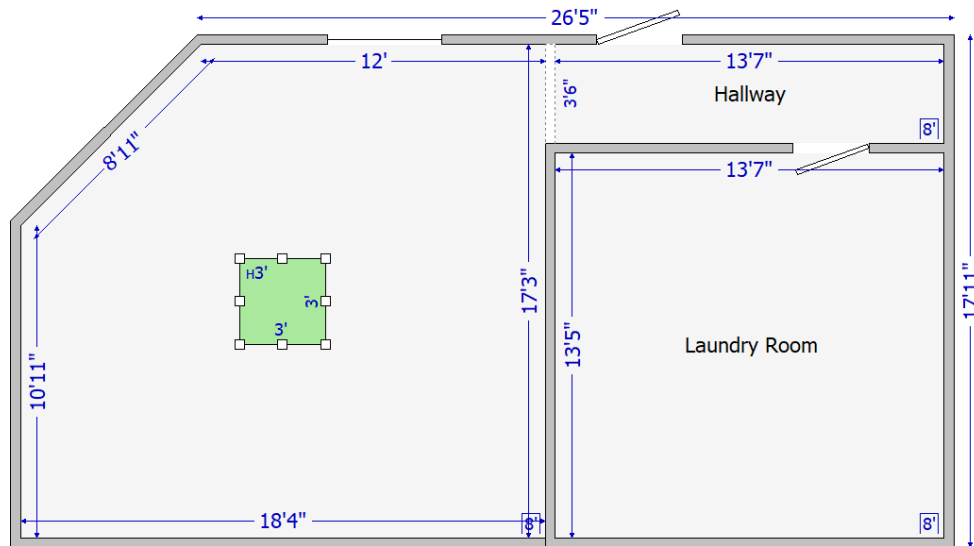
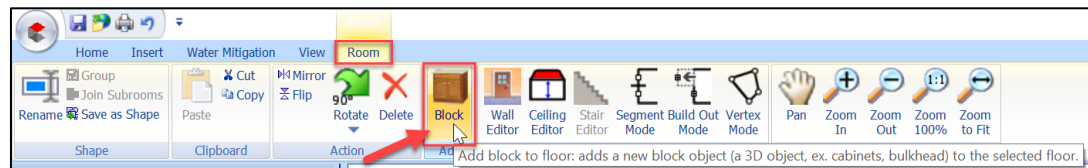
Using Vertex Mode on a Freestanding Block

- a. Within a Floorplan, select the Room that you wish to add a block to by clicking anywhere on that Room.

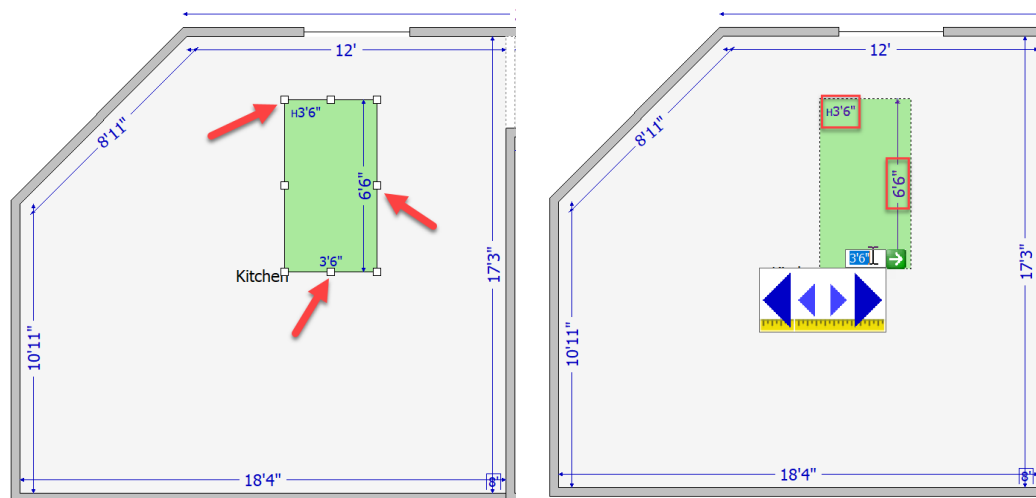


Note: The room will change to blue when it has been selected. Select multiple rooms at a time by holding down CTRL while clicking on the desired rooms.

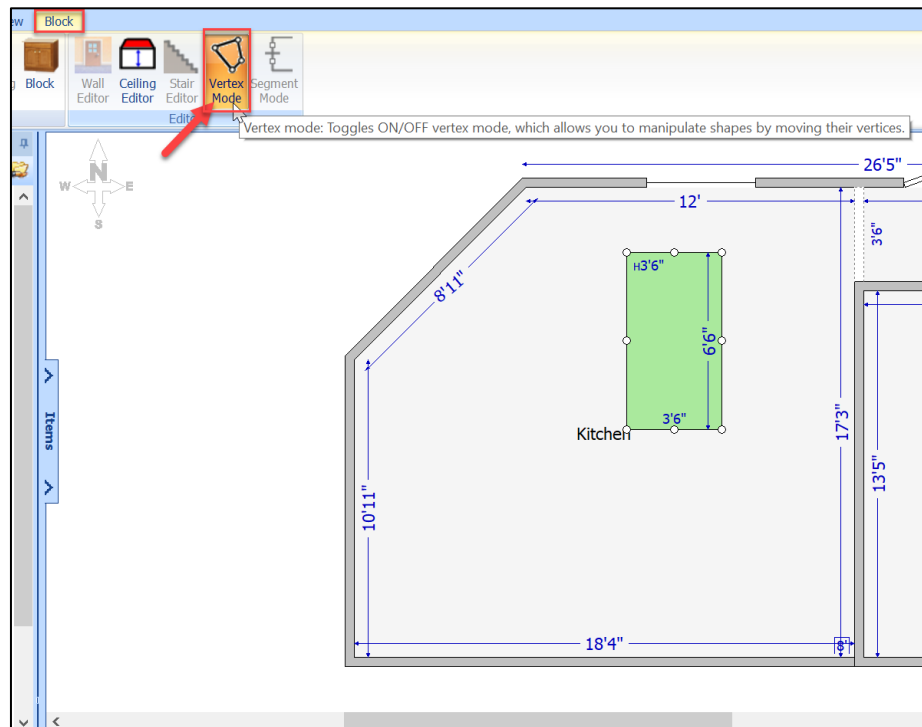
- b. Within the **Room** tab, click on **Block** to add a block to the selected room(s).




- c. Click on the **Block** to drag it to the desired location within the Room. Adjust the size of the block by clicking and dragging any of the square handles, or by clicking on the blue measurement figures.

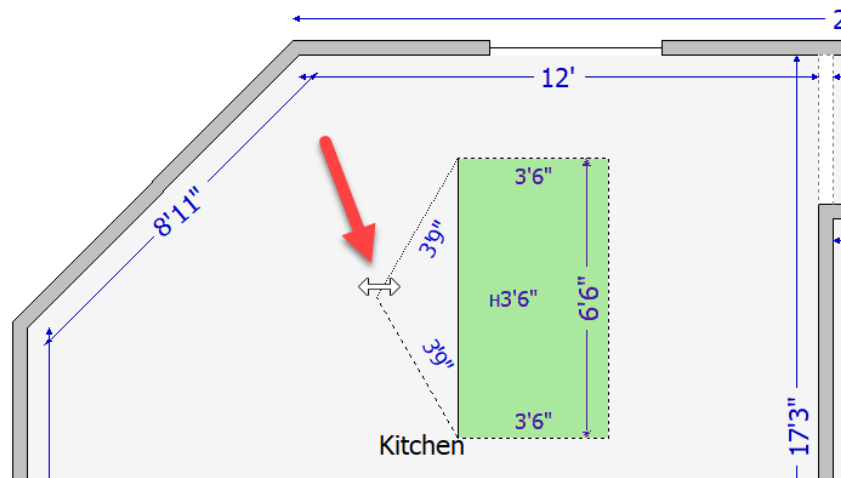


- d. Select **Vertex Mode** from the Block Editor ribbon to enter Vertex Mode.

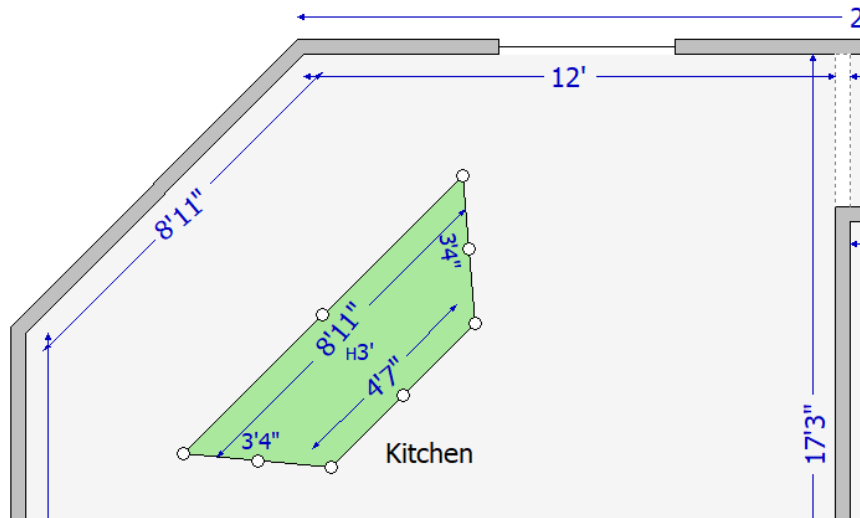


Note: The square handles on the block will become circles when in Vertex Mode.

- e. Grab any circle handle  and pull to create the desired angle or shape for the block.



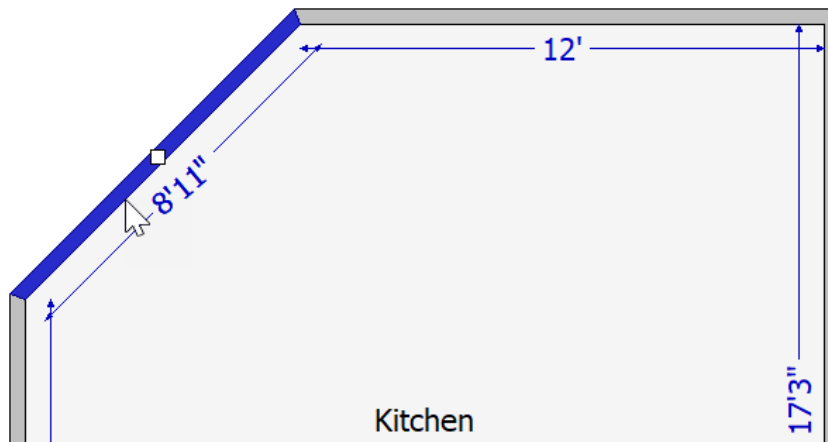
- f. Continue until the final shape has been created. Measurements can also be adjusted by clicking on the numbers within the block and typing the desired measurement.



- g. Click anywhere outside of the **Block** or click **Vertex Mode** from the ribbon again to exit Vertex Mode.

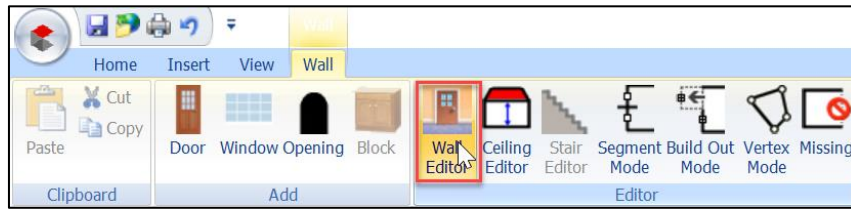
Placing a Block on an Angled Wall:

- a. Within a Floorplan, highlight the desired angled wall of a room by clicking on the wall.

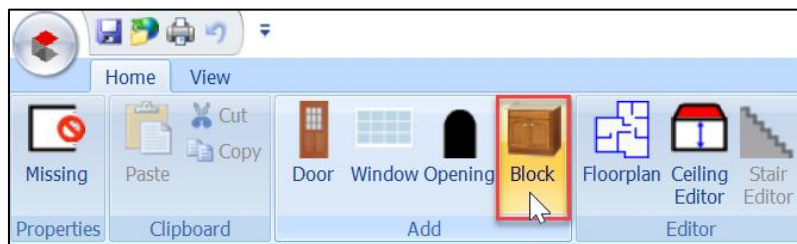


Note: A highlighted Wall will display as blue compared to the normal gray.

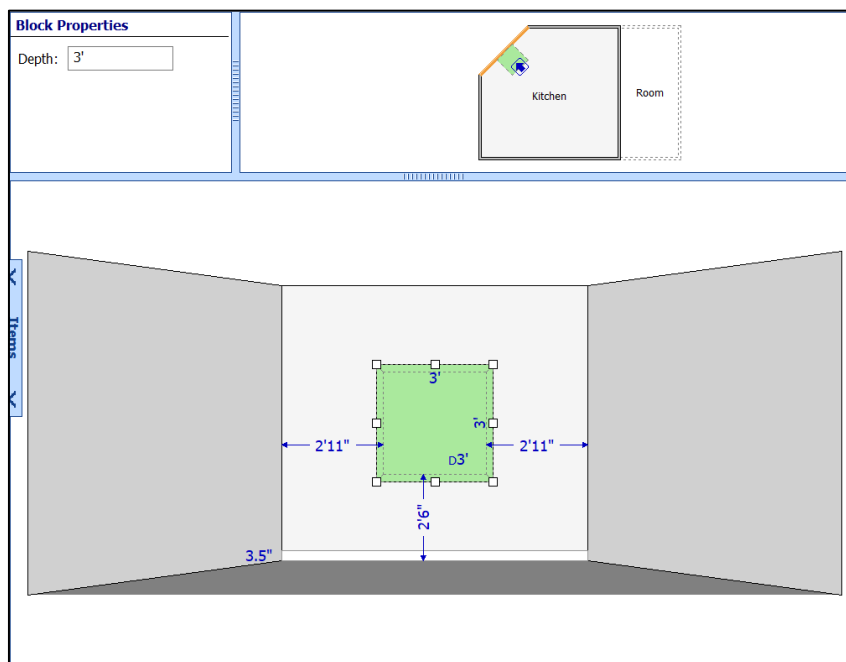
- b. Click **Wall Editor** from the Editor Ribbon.



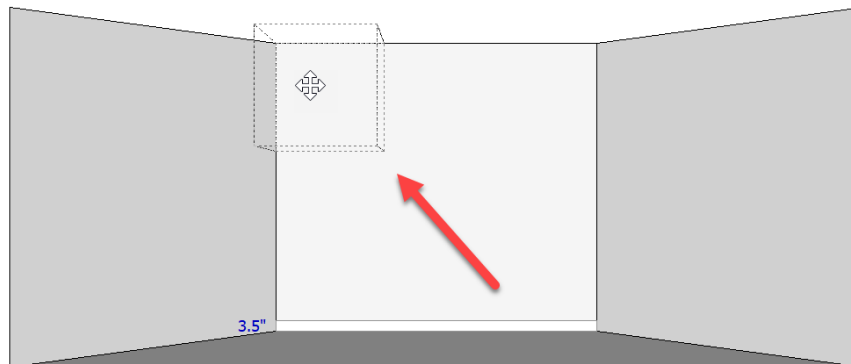
- c. From the Wall Editor, click **Block** from the **Add** section of the ribbon.



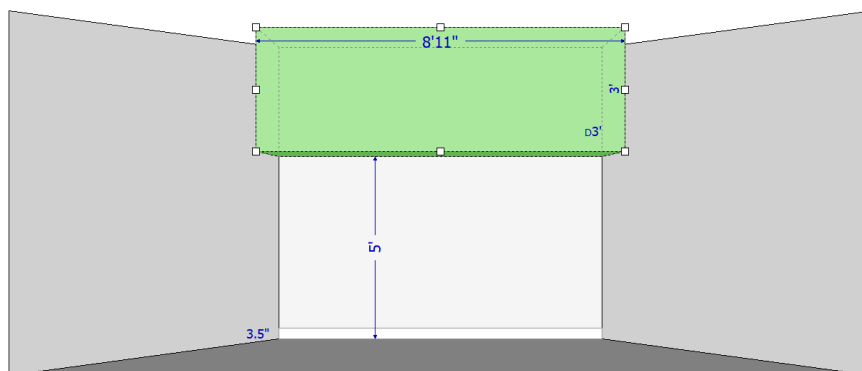
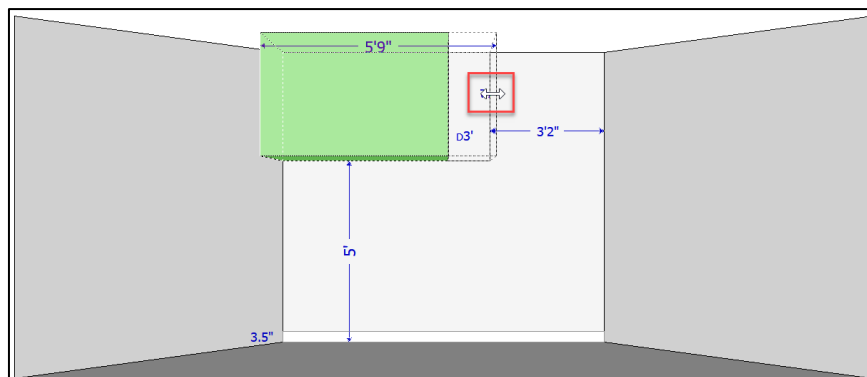
The block will be placed in the center of the wall by default.



- d. Drag the block into the desired position on the wall.

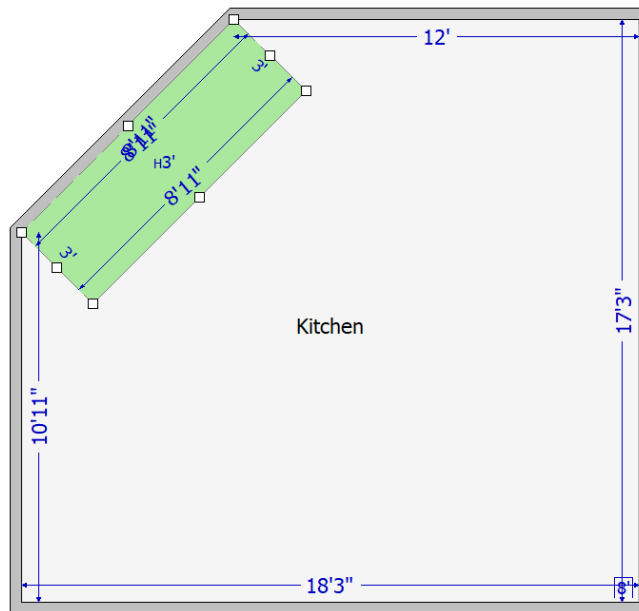


- e. Adjust the size of the block by grabbing any of the square handles and expanding it vertically or horizontally. Measurements can also be adjusted by clicking on the blue figures within the block.

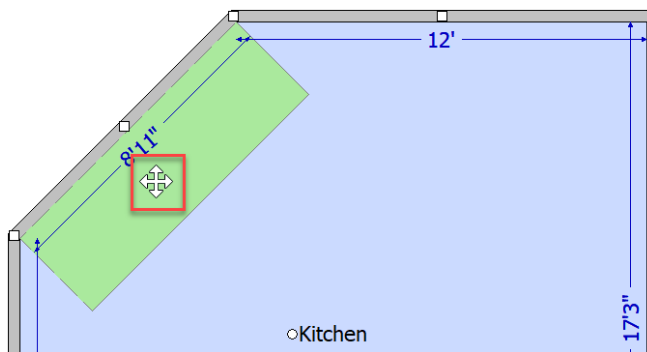


Note: If the block is dragged to a corner of the room, it will snap into place.

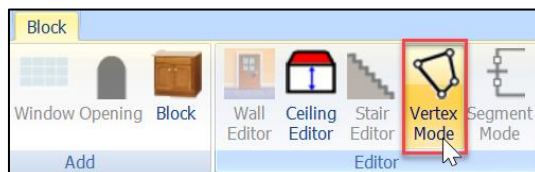
- f. To further fit the block on the angled wall into the corner of the room, click **Floorplan** to exit out of the Wall Editor.




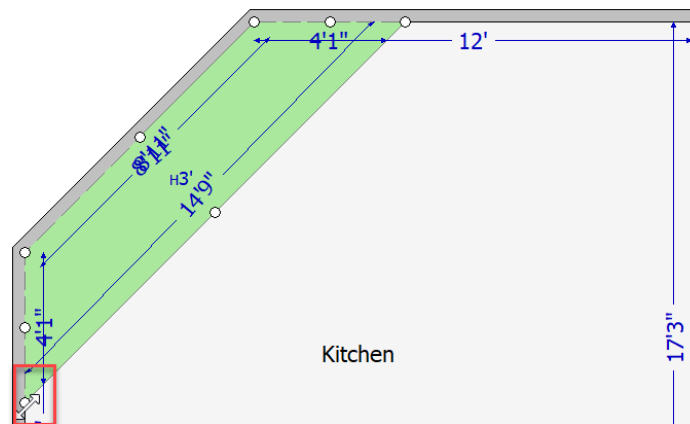
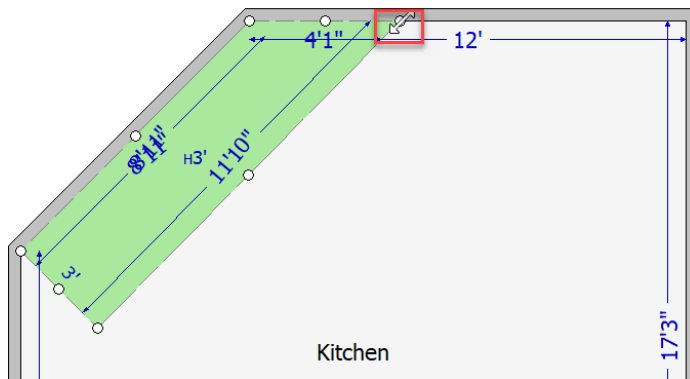
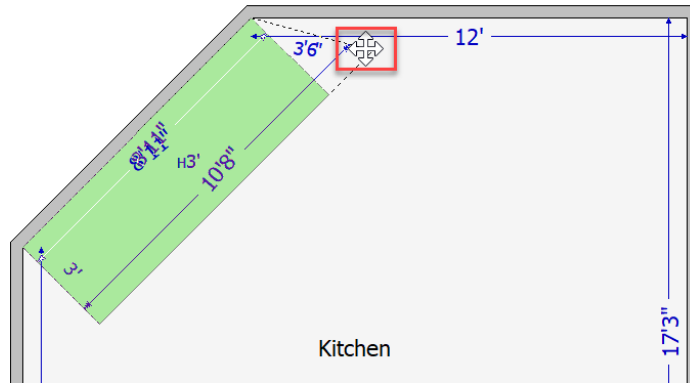
- g. Highlight the **Block** by clicking anywhere inside of it.



- h. Click **Vertex Mode** from the ribbon.



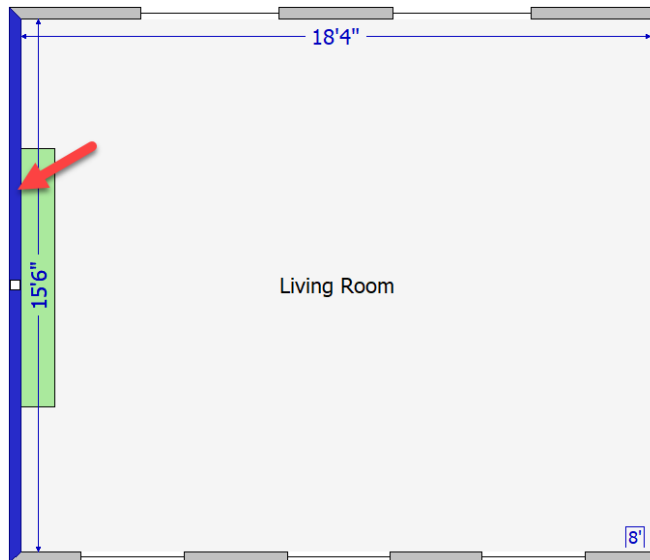
- i. Grab and pull the circle handles  of the block to create the desired angle or shape for the block.



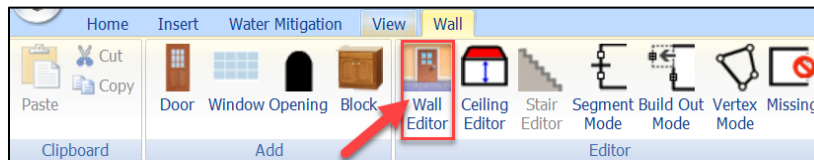
- j. Click anywhere outside of the **Block** or on the **Vertex Mode** button again to exit Vertex Mode.

Utilizing Vertex Mode on a Block in Wall Editor

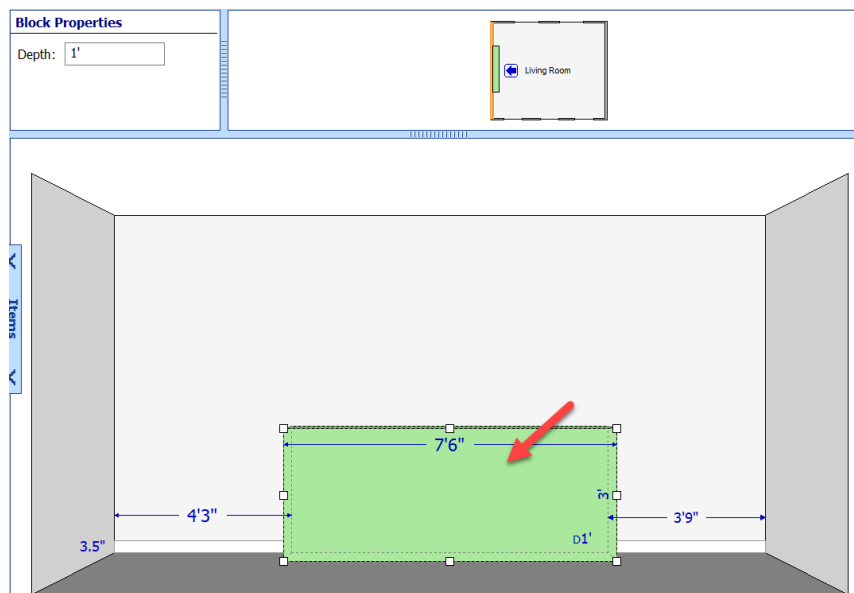
- Within a Floorplan where a Block has been added to a Room and dragged into place on a Wall, highlight the wall by clicking on it.



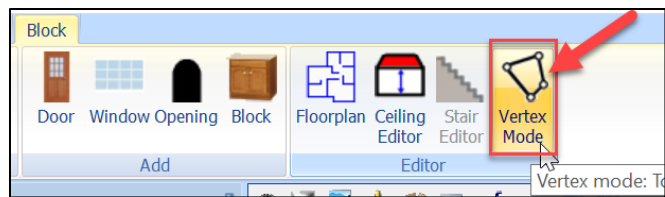
- Select **Wall Editor** from the Editor ribbon.



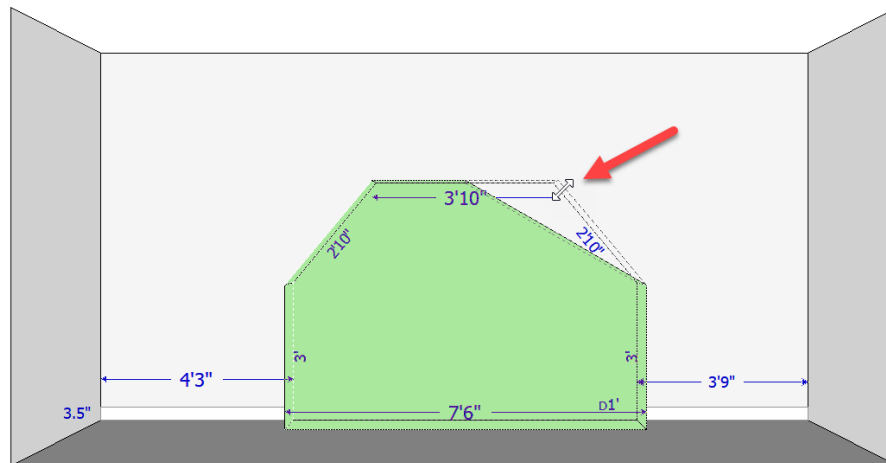
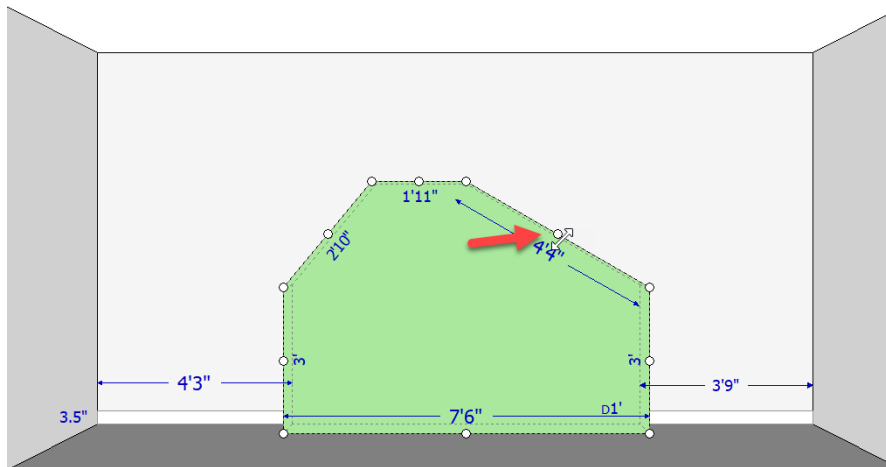
- Highlight the **Block** by clicking anywhere inside its perimeter.

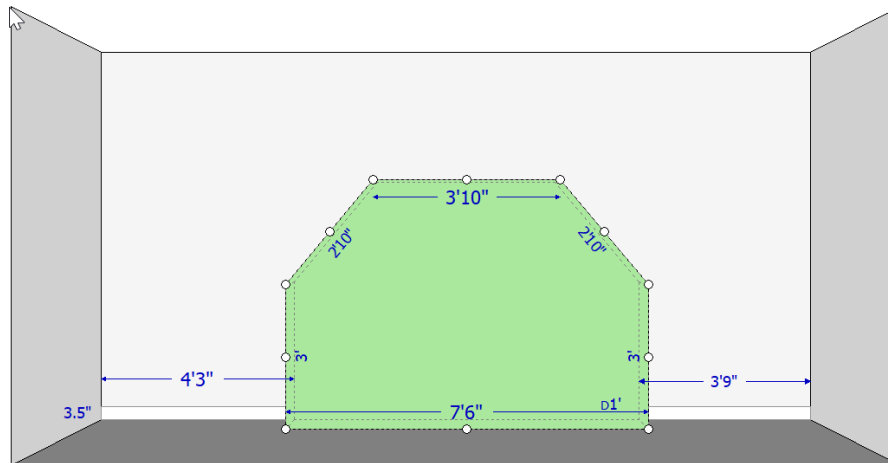


- d. Select **Vertex Mode** from the Block Editor ribbon above.



- e. Grab and pull the circle handles of the **Block** until the block has reached the desired shape. Measurements can also be edited by clicking directly on the numbers in the block.





- f. Click anywhere outside of the **Block** or on the **Vertex Mode** button again to exit Vertex Mode.



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