

# Quick Guide to Site Planning on SketchUp

This guide will equip you with easy-to-use tools to draw a site plan for your proposed outdoor dining area. SketchUp is a user-friendly 3-D modeling program that can be used to draw 2-D site plans. For this purpose, you will become familiar with 8 tools on SketchUp:



**Select**- Click and select a line or shape

## **BUILDING SHAPES**



**Rectangle**- Create a four-sided shape



**Circle**- Create a circle shape

## **MEASURING AND ADDING TEXT**



**Tape Measure**- Measure distance



**Dimensions**- Create dimension annotations for shapes



**Text**- Add a text note on the model

## **NAVIGATING AROUND YOUR MODEL**



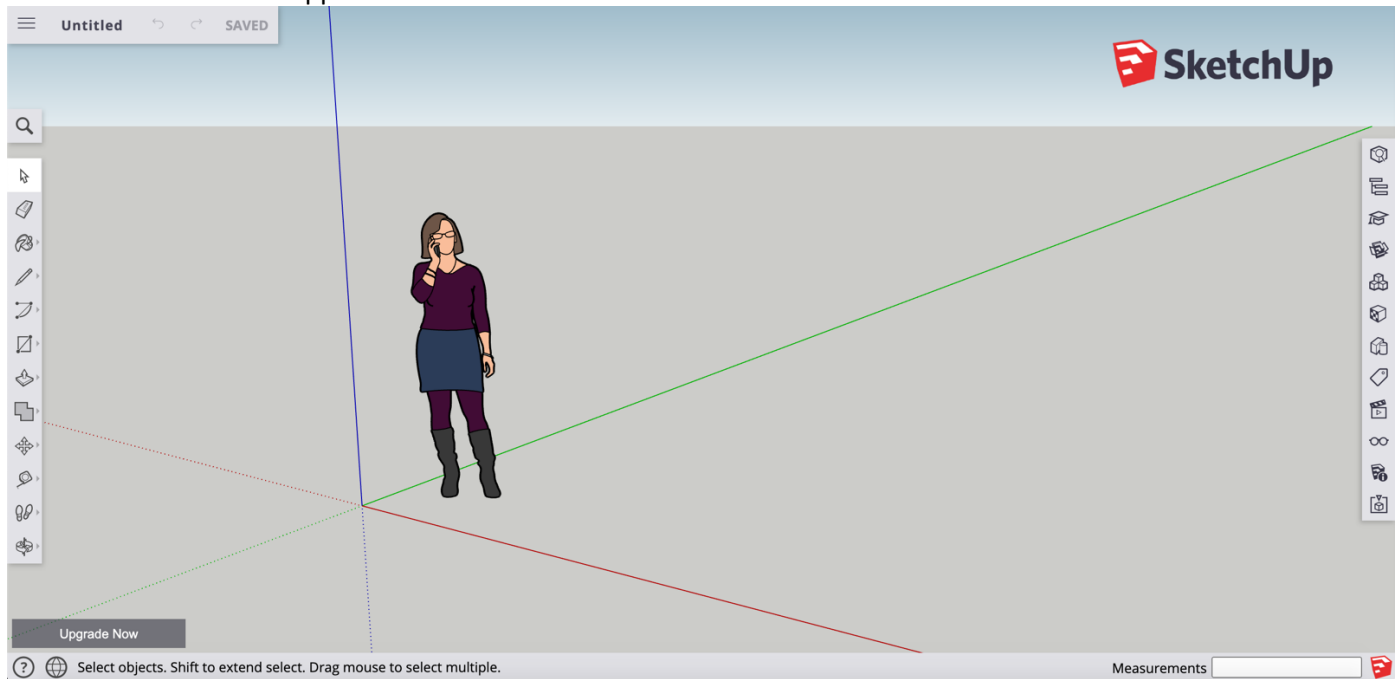
**Orbit**- Rotate your perspective around your model



**Pan**- Move around your document


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1. Create a free account to use SketchUp for Web:  
<https://www.sketchup.com/products/sketchup-for-web>
  2. Once you have created an account and verified your e-mail, login to Sketchup for Web.

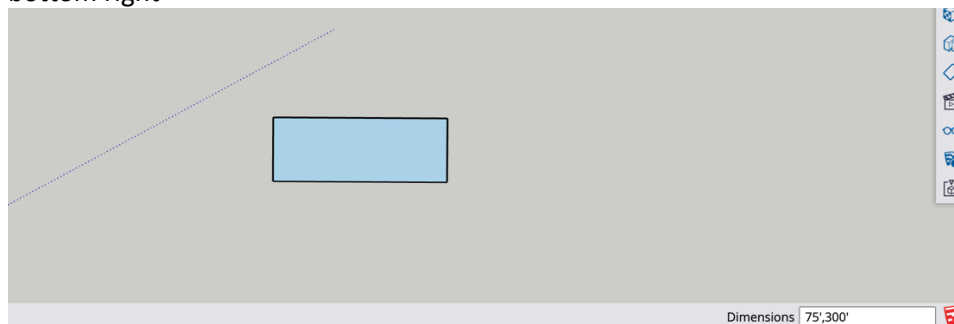
3. This screen will appear:



4. First, save and name your file on the top left-hand corner.

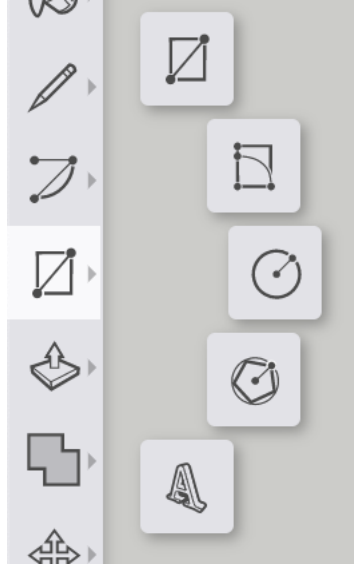
## **BUILDING SHAPES**


5. To start building your site plan, click on the  rectangle tool on the left sidebar, (the sixth icon from the top of the sidebar)
6. Drag the cursor onto the ground plane. While holding down the left clicker on your mouse, you can type in dimensions to automatically create the shape.
  - a. Input your **width'** + , + **height'**. (Example input for a street: 75',300')
  - b. As you type, you will see your input generated into the "Dimensions" dialog box on the bottom right





- c.
- d. *Note: Make sure there are no spaces between characters. You can input ' for feet, and " for inches.*

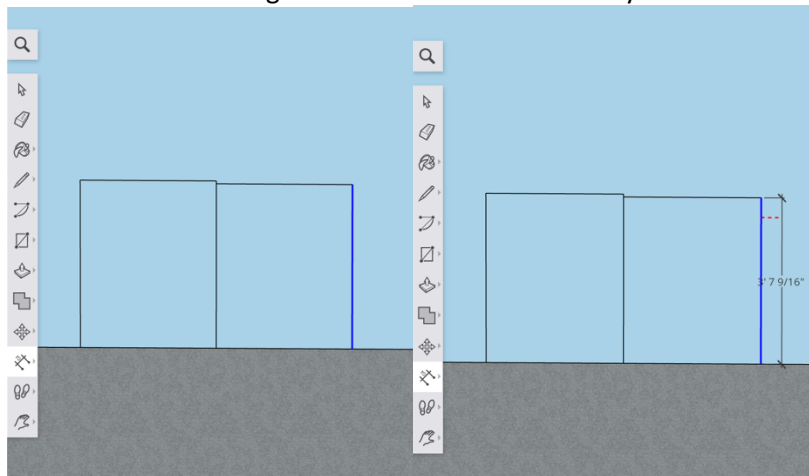
7. By toggling on the rectangle icon, you can switch between different shapes. Note the circle tool, third from the top.



8. To delete a line or shape, use the  select icon to click on the feature, and press delete on your keyboard. (Pro-tip: to delete a shape, delete the lines and not the shape's fill. If you delete a shape that is placed within another shape, it will delete the fill within the lines.)

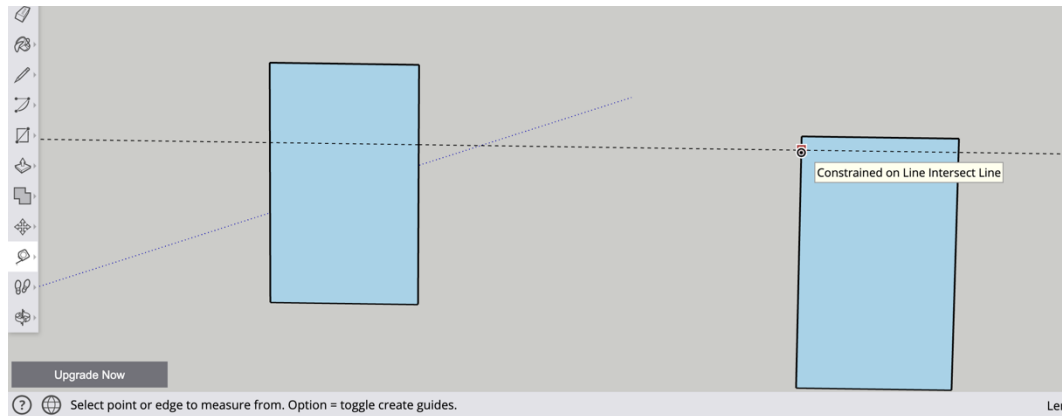
## ADDING DIMENSIONS AND TEXT NOTES

1. To add dimension annotations onto your model, click on the  tape measure icon on the left sidebar (third from the bottom), and click on the  dimension tool.
2. Click on a line feature and drag outside of the line to create your dimension annotation.

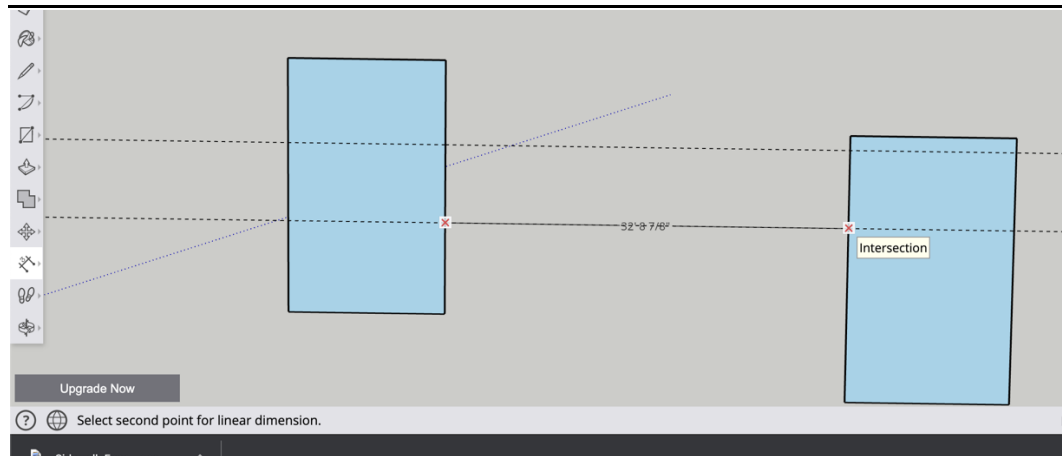


- a.
  3. To measure distance between shapes and lines, click back to the tape measure tool, click on your starting point, and click on your end point to measure the distance. To add a dimension


annotation for this distance, next use the dimension tool and trace the dashed line over to create the annotation.

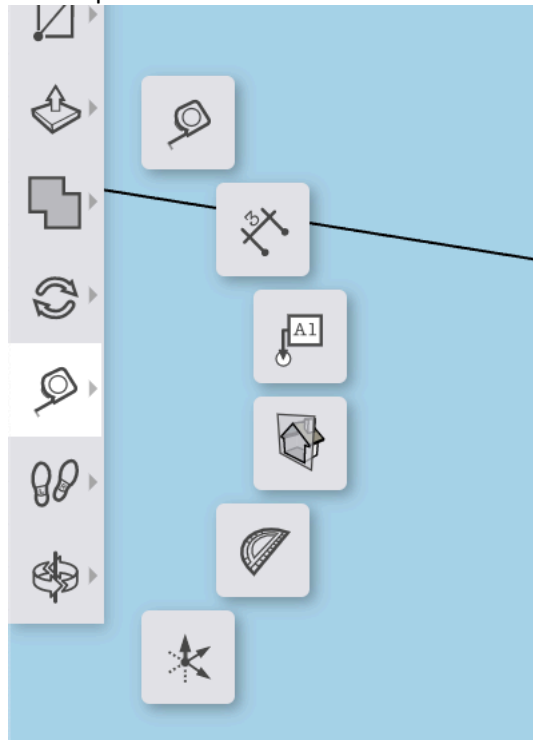


a.

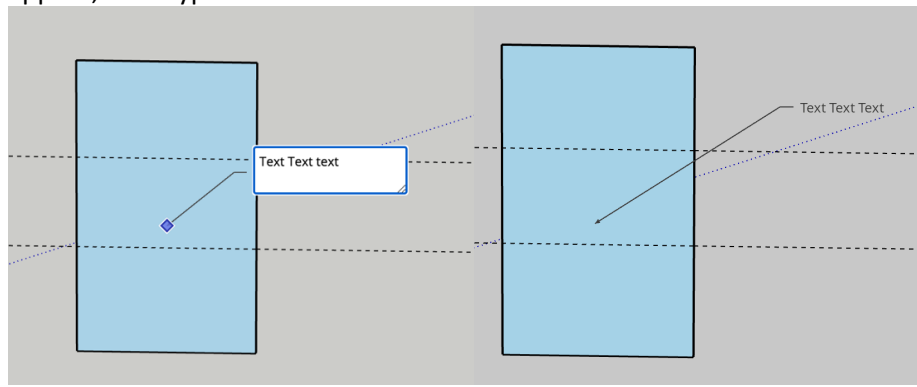


b.


4. To add a text note, click on the dimensions or measuring tape icon, and click on the  text icon from the options.

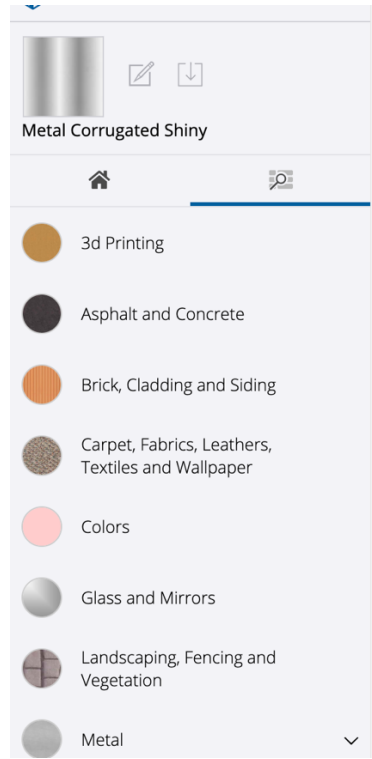


5. Click on a feature that you want to label and drag the line to the location where you want the label to appear, then type the text into the text box.




**OPTIONAL:**

1. To fill your shapes with a color or texture, click on the  paint bucket icon on the left sidebar (third from the top)
2. Click on the browse icon and choose a texture fill, then click on a shape or feature to fill it with that texture



**EXPORT IMAGE**

1. Open the  preferences menu on the top left corner, click Export, and export the image to include in your final temporary outdoor dining application.

*SAMPLE SITE PLAN FEATURED ON NEXT PAGE.*

If you have questions or need technical assistance, please contact:

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