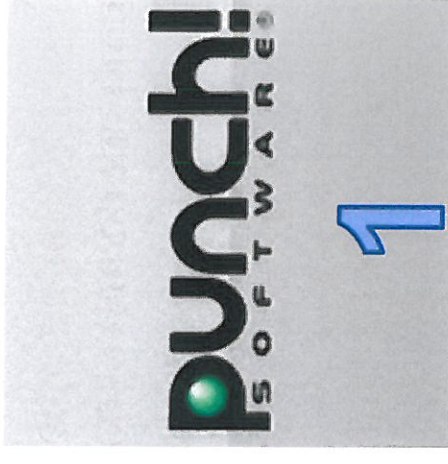


### To start a new room:


1. Double click on the Punch desktop icon to launch the program.
2. Close out of the smaller Quick Start window
3. Press Continue through the larger Quick Start menu.



### To set your grid on the screen:

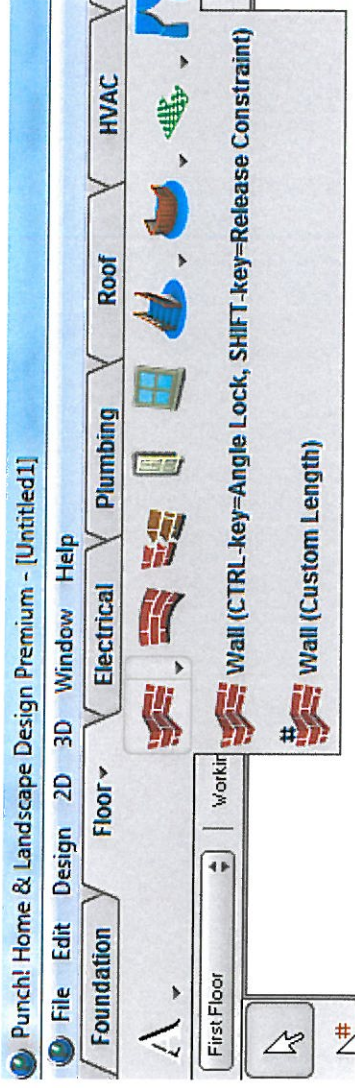
1. Go to 2D → Grid Visible
2. Adjust your screen colors so you can see your grid lines.  
Go to 2D → Screen Colors and choose a color for the Grid Lines box. Press OK.

### Navigating through Punch

- Remain in the Floor tab.
- If you lose your place in 2D (lost floor plan), go to 2D → Reset 2D view.
- If you lose your place in 3D (under ground or in sky), go to 3D → Reset 3D view.
- You will be using the wall and door icons below the Floor tab for this assignment.
  - If you hover over the icons, you will see their name appear.
- To view the room in different views (2D, 3D, split 2D/3D), go to the Window tab.
- To zoom in, go to 2D → Set Zoom or use the scroll wheel on your mouse.
- To delete an item, use the  Select Tool to select the item and then backspace.
- CTRL-Z will undo your last step(s).

## To create custom walls:

1. Click on the dropdown menu for the Wall tool and select the Custom Length Wall Tool.



2. Draw a straight line using the wall tool by left clicking on the grid and dragging.
3. Add the dimensions of your wall by entering the dimensions in the window.  
Dimensions should be written in feet and inches.  
For instance, 38 1/2 feet would be entered as 38'-6" in the dimensions window.

## To add the door:



1. Choose the door tool icon.
2. Select the door style and dimensions in the Tool Options window.
3. Click on the wall segment in the 2D view to place the door.
4. Drag up and out to open the door with the correct hinge placement. Click again.
5. If the door does not swing correctly, change the Flip Door and Swing Angle settings in Tool Options.
6. Click on the Door Hardware icon to set the handle. Adjust the width and height dimensions so the handle rests in the correct position.

