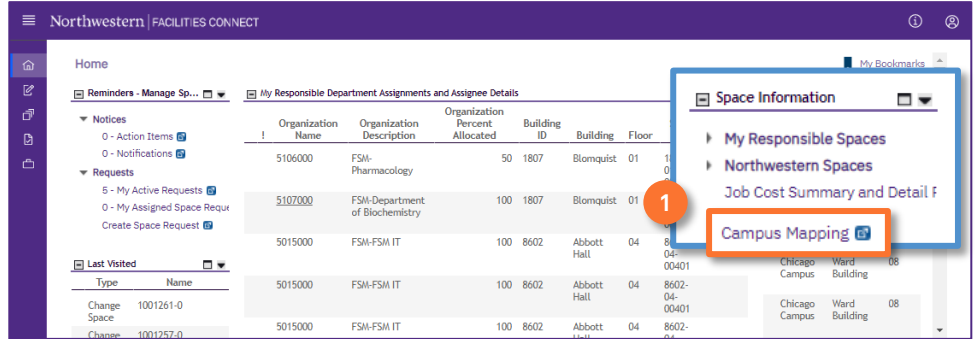## SPACE INFORMATION
SPACE FLOOR PLANS

Provides guidance on how to access building information and graphics in the Campus Mapping tool within Facilities Connect.

1 From the **Facilities Connect Home Screen**:
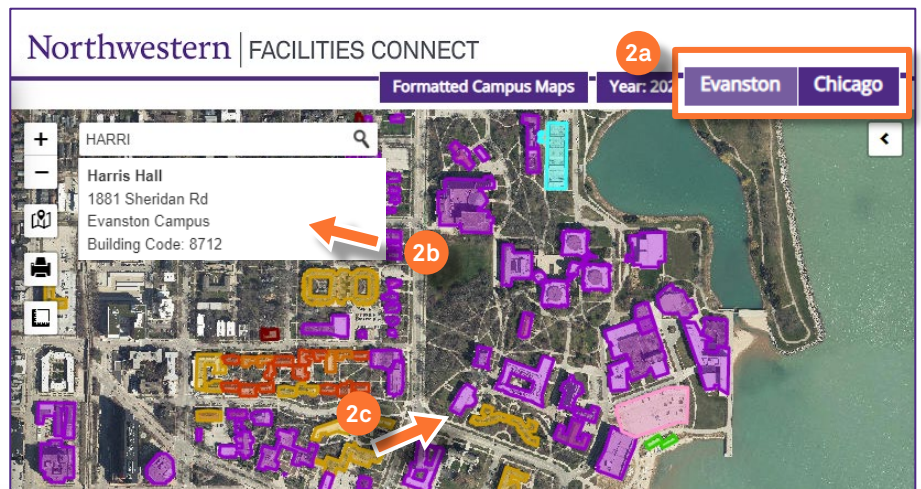
1 Click on **Campus Mapping**

2 To select a building:

2a Select the Evanston or Chicago campus.

2b **Use the Search Bar to t**ype the building name and navigate to building in drop down.
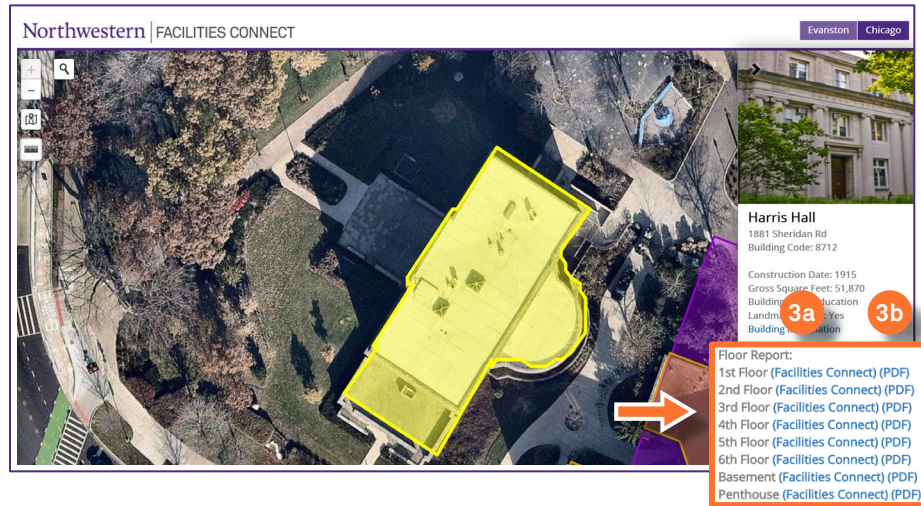
Or

2c Click on a **Building** within the map.

3 Once the building has been selected, the information pane is visible:

3a Click on the **Facilities Connect** link to access detailed building information and graphics.
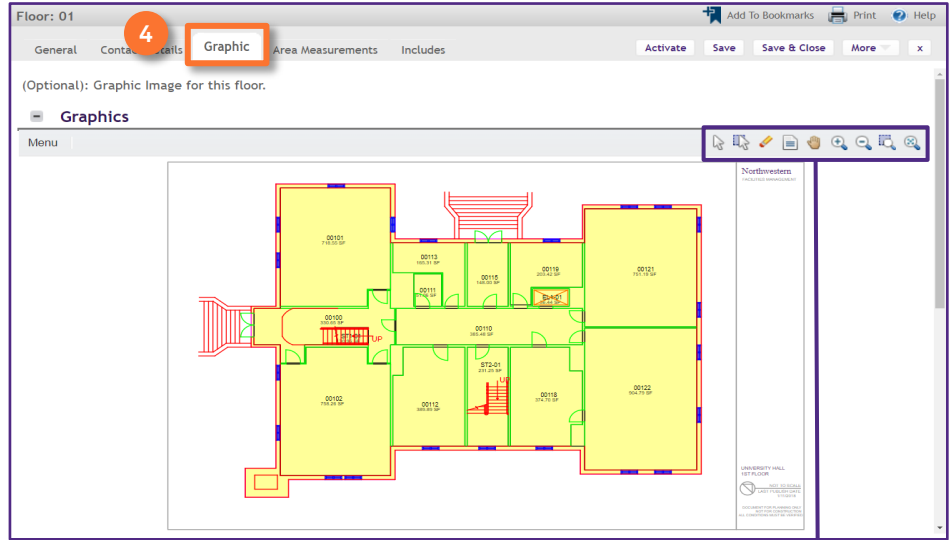
3b **PDF** link to view the Floor Plan PDF.

SPACE INFORMATION
SPACE FLOOR PLANS

FLOOR PLAN LAYOUT & TOOL BAR

**4** The selected Floor Report will open in a new tab.

Click on:

4 **Graphic** tab to view the Floor Plan and use Graphical Reporting tools.

Select tool allows you to select and highlight spaces on the Floor Plan

Select Window tool allows you to select multiple spaces by clicking and dragging your cursor over a specific area of the Floor Plan

Eraser tool clears all active space selections

Show Details tool opens the Space Details for a selected space as a new window

Pan tool allows you to click on the Floor Plan and drag it to reposition it

Zoom tool includes plus / minus buttons which allow you to zoom in and out on the full Floor Plan

Zoom Window tool allows you to focus your zoom by clicking and dragging your cursor over a specific area of the Floor Plan

Fit View tool re-centers and zooms the full Floor Plan to fit the window

*For more information on Floor Plan tools and functionality, please see the **Graphical Reporting Job Aid** .

4 **PRINTING FLOOR PLANS**

We recommend the following printer settings:

LANDSCAPE
- Select Landscape orientation
- Set the Paper Size to 11x17
- Select **Custom Scale**; set to **130%**
- Click **Print**

PORTRAIT
- Select Portrait orientation
- Set the Paper Size to 11x17
- Under **Pages to Print**; select **More Options >> Current View**
- Select **Custom Scale**; set to **190%**
- Click **Print**