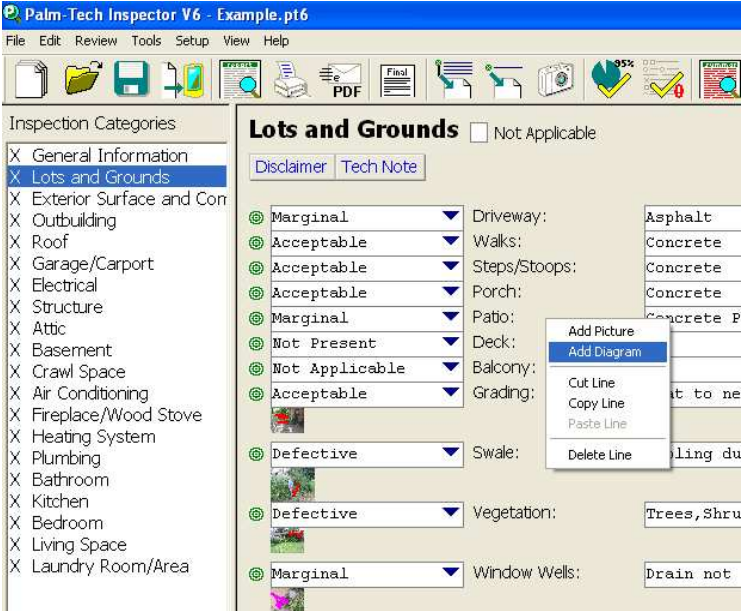


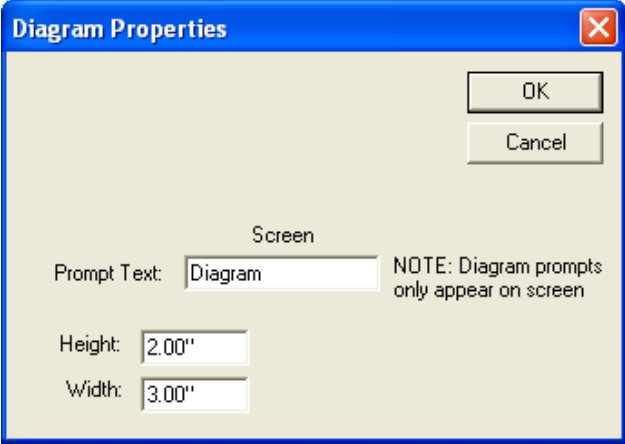
Adding a diagram to your inspection is a simple procedure that can be broken down into two parts. This step-by-step guide will show you everything you need to know to get started.

**I. ADD DIAGRAM BUTTON**

- 1. To add a diagram to your report, right-click on the line where you want to insert a diagram and select 'Add Diagram' from the resulting menu.



- 2. The Diagram Properties window will appear. You can change the screen prompt and the size of the diagram. Sizes are shown in inches. Click OK to continue.



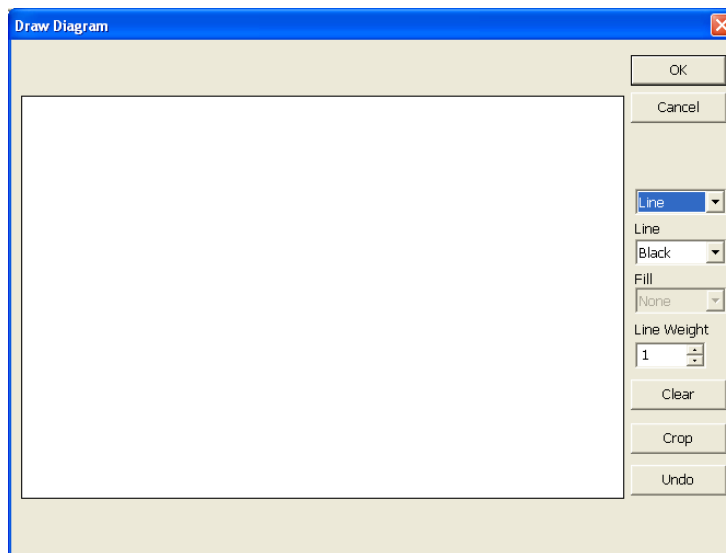
# How to: Add a Diagram to an Inspection

## II. DRAWING YOUR DIAGRAM

3. Notice that on your inspection you now have a 'Diagram' button under the line you added it to. Click on this button now.

Acceptable	Porch:	Concrete	<Note>
Marginal	Patio:	Concrete Paver	Uneven ...
Diagram			
Not Present	Deck:		<Note>

4. Notice the options here. You have a wide variety of tools to make your diagram look however you desire.



- Tools: This is a variety of drawing tools to build the diagram, including:
  - Line
  - Rectangle
  - Ellipse
  - Arrow
  - Freehand
- Color: This lets you change the color of the objects being drawn. The default color is black, but can also be changed to blue, green, red, brown, magenta, grey or white.
- Thickness: Change the thickness of the line under 'Line weight'. Increasing the value makes the line thicker, decreasing it makes it thinner. It is set by default to '1'.
- Clear: Erases everything in your diagram. Use this if you need to start over from scratch.
- Crop: This eliminates the white space around your diagram, making it take up the allotted space and nothing else. The aspect ratio is unchanged.
- Undo: Erases the last drawn object.

## How to: Add a Diagram to an Inspection

- To use the tools, select the tool and attributes you want to use and then click and drag within the canvas area (the white box) and your chosen item will be displayed. Click OK when you have finished drawing.
- When a diagram has been drawn, you will notice that the words 'Diagram drawn' appear in red next to the 'Diagram' button on your inspection screen. This indicates that your diagram was drawn and saved successfully. If you wish to make any additional changes you can click on the button and follow the steps listed above to adjust your diagram as need be.

