


Interior Elevations Template

 [In this topic](#)

Use the Interior Elevations Template to create wall elevation designs and construction drawings to assist facility managers in determining mounting heights and finish cost estimates. The Interior Elevations stencil contains doors, walls, windows, elevator doors, restroom fixtures, fire safety equipment, and office signage. The steps for making an interior elevations drawing are similar to the steps for creating any other space plan or office layout; however, the shapes from Space Plan Template stencils use a plan view rather than an elevational view.

For information about how a particular shape behaves, right-click the shape, then choose Shape Help from the shortcut menu.

Before you draw your interior elevations space plan:

- Measure the space you want to lay out to get its dimensions.
- Measure the size of the objects you want to include in the space you're planning.
- Measure the size and heights of the windows and doors, their distances from corners (or other reference points), and note the direction of door swings.

Laying the foundation of the drawing

By default, the Interior Elevations Template opens with a scaled drawing page and in landscape (wide) orientation. You can change these settings at any time.

To change the page settings and drawing scale:

1. Choose File > Page Setup.
2. On the Page Size tab and Drawing Scale tab, choose the settings you want for the drawing page size, the printed page size, and the drawing scale, then click OK.

To change the measurement units, click the Page Properties tab and choose the unit you want to use from the Measurement Units list, then click OK.

See also:

[Rotating and resizing pages](#)

[Setting page orientation and scale](#)

Drawing to scale

When you're choosing a drawing scale for an interior elevations space plan, keep the following things in mind:

- In Visio Technical, drawing units are sizes in the real world. Page units are sizes on the printed page. The ratio of page units to drawing units is the drawing scale.
- The smaller the drawing scale, the larger the area you can represent. A scale such as 1/8 inch = 1 foot allows you to draw an entire floor on one page. A scale such as 1 inch = 1 foot allows you to focus on one part of the room.
- When you drop shapes on a scaled drawing page, they adjust automatically to the scale you've set.

See also:

[Setting page orientation and scale](#)

Creating an interior elevations space plan

Open a new drawing based on the Interior Elevations Template, or open an existing scaled drawing. Use guides and wall, window, and door shapes to build the framework.

To assemble the framework and position walls, doors, and windows:

1. Drag a guide from the horizontal ruler and position it on the page to represent the floor line in the drawing. Drag a second guide to represent the ceiling line.

TIP After you set up the guides that make up the framework, you may want to turn off the drawing page grid and use only the rulers and guides to position and glue shapes. To turn off the drawing page grid, choose View > Grid.

2. Drop the Wall shape so that its endpoints glue to the horizontal guide. The selection handles turn red, indicating that the shapes are glued. Adjust the width and height of the wall to the required size. The baseboard (skirting board) appears by default. To hide the baseboard, right-click the shape.
3. Glue Horizontal and Vertical dimension line shapes from the General - Dimensioning, Architectural stencil to the endpoints of the walls or to the guides to indicate the length of walls. Use shapes from the General - Annotations and General - Dimensioning, Architectural stencils to annotate other parts of the drawing and show dimensions.
4. Position windows, doors, and other shapes on the walls. To flip door or window shapes so the doors open in the appropriate direction, right-click the shape, then choose the appropriate command from the shortcut menu.

See also:

[About positioning shapes precisely](#)

Using layers with interior elevations space plans

A layer is a named category of shapes. When you create a space plan, Visio Technical places the shapes on layers. All Interior Elevations stencil shapes are placed on the Interior Elevations layer.

See also:

[About layers](#)

Working with shape properties

A custom property is a field in which you can store information. To associate additional data with your interior elevations planning shapes, you can run the Custom Properties Editor to add properties.

To run the Custom Properties Editor:

- Choose Tools > Macro > Custom Properties Editor.

See also:

[Adding, editing, and deleting custom-property fields](#)

Generating reports from properties

If you've associated custom-property data to shapes, you can run the Property Reporting Wizard to generate inventory or numerical reports based on the data.

To run the Property Reporting Wizard:

- Choose Tools > Property Report.

See also:

[Creating reports from custom data](#)

Linking shapes to other drawing pages, other files, or World Wide Web locations

You can add navigational links to any shape in your diagram, so that users of the diagram can right-click the shape to jump to separate drawing pages, separate files, or documents on an intranet or the Web.

To add links to shapes:

- Choose Insert > Hyperlink.

See also:

[About using hyperlinks](#)

Placing Visio drawings on the World Wide Web

You can easily convert a Visio drawing to a format Web browsers can read. Then you can distribute the drawing on an intranet or the Web.

See also:

[Exporting shapes and drawings in .jpg or .gif format](#)

[Saving drawings as HTML pages](#)

[Creating the interior elevations space plan](#)

[Drawing to scale](#)

[Generating reports from properties](#)

[Laying the foundation of a drawing](#)

[Linking shapes to other drawing pages, other files, or World Wide Web locations](#)

[Placing Visio drawings on the World Wide Web](#)

[Using layers with interior elevations space plans](#)

[Working with shape properties](#)

