

## Instructions for Measuring and Taking Photos of Your Room

These instructions have three accompanying pdf files with diagrams to provide further information and guidance. These files are located on our website on the bottom of each page in the “Forms” section or you can email us to request copies.

The file names are as follows:

1. Basic Room Drawing
2. Basic Room Drawing with Measurements
3. Basic Room Drawing with Camera Angles

### Step 1: Sketch Outline of Room

- Sketch an outline of your room as if looking down from the ceiling to get a birds eye view, as you can see in my sample file “Basic Room Drawing”
- Include any windows, doors (show which way the doors open)
- Show where power outlets and switches are located with an (X) on your sketch
- Show if there is a T.V outlet in the room and where it is located with (TV) on your sketch
- Show if there is a WiFi (modem) outlet in the room and where it is located with (WiFi) on your sketch

### Step 2: Measure Room

- Measure overall length of each internal wall with your measuring tape. You need a measuring tape, a ruler won't work for this. You can get an inexpensive one from the dollar store if necessary.
- Show each measurement of all windows, doors, main fixtures eg. fireplace as you can see displayed in my sample file, “Basic Room Drawing with Measurements”.
- You can see from my sample this does not need to be laid out perfectly; it is more important I have the measurements and can tell which wall or window they belong with than they are perfectly aligned on the drawing – what I do need are details like the length of each wall, the distance between walls and a window, how far a window is off a floor and how much distance there is between that window and the ceiling, etc. Write your numbers down, use arrows if necessary pointing to the item and write down what the arrow is pointing to. Show your measurements in inches or cm, just let me know what scale you are using.

### **Step 3: Provide Ceiling Height**

- Measure the ceiling height from floor to ceiling and mark on your sketch as (CH) followed by the measurement. eg (CH270cm or inches if that is the unit of measure you are using)

### **Step 4: Take Photos of Your Room**

- Follow the Photo Guide in my sample file “Basic Room Drawing with Camera Angles” for photographing your room. Make sure the photos are nice and clear with good exposure.

### **STEP 5: Email us Your Measurements and Photo**

- When you have completed your measurements either scan your sketch or photograph with your smart phone & email them. If your email server will not allow you to email a lot of photos at once you can send a few at a time or send them to me via your existing OneDrive or dropbox.com.
  - (Set up a free account, upload your photos, click to share with me, enter my email address and I will get a notification saying you have sent me files. Also send me an email to let me know you have sent me files via shared OneDrive or Dropbox file)
- Send to [debi@approachableinteriordesign.com](mailto:debi@approachableinteriordesign.com) with the following reference in the subject line: YOURSURNAME-ROOM TITLE
- If you have any inspiration references from the internet or magazines of interior spaces you love or would like a similar look achieved please send these images via email to [debi@approachableinteriordesign.com](mailto:debi@approachableinteriordesign.com)

*\*note always reference your (YOURSURNAME-ROOM TITLE) with a brief description in the email, this makes it a lot easier for me to be more efficient with your project.*