

SpaceDraft[®]

User Guide

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About Us

As a visual forward-thinking platform, SpaceDraft revolutionises the way ideas, plans, and strategies are communicated. Our interactive and collaborative tool empowers individuals and teams to create captivating visual representations that inspire action and drive success. SpaceDraft is a versatile platform that aids individuals in comprehending both the macro (big picture) and micro details on a case-by-case basis.

At SpaceDraft, we revolutionise traditional methods of relaying information by catering to different learning styles and bridging the gap between intergenerational communication in the workplace. Drawing inspiration from visual coordination techniques used in Hollywood film production and the simplicity of communicating through basic visuals like drawing plans in the dirt, our technology harnesses the power of visual coordination to transform how professionals communicate and collaborate.

With SpaceDraft, teams can effortlessly coordinate and align their efforts, map out strategies, allocate resources, and manage tasks with ease. With a user-friendly interface, architects, designers, and planners can seamlessly navigate and utilise SpaceDraft's features to streamline the design process and enhance productivity. By eliminating confusing explanations and embracing visual representation, we bring clarity, simplicity, and speed to professional endeavours, enabling efficient communication and driving success in the resources sector.

SpaceDraft also represents a paradigm shift in how ideas, plans, and strategies are communicated, revolutionising traditional methods to cater to diverse learning styles and the visually oriented workforce of the future. As a pioneering platform, SpaceDraft has been crafted to enhance visualisation and collaboration across various industries, offering a comprehensive solution that transcends age and learning preferences.

In today's dynamic business landscape, characterised by a growing emphasis on environmental sustainability and digital transformation, SpaceDraft emerges as a pivotal tool for companies seeking to improve their Environmental, Social, and Governance (ESG) practices while embracing paperless workflows. By harnessing the power of visualisation and real-time collaboration, SpaceDraft empowers organisations to streamline processes, enhance communication, and drive sustainable growth.

SpaceDraft promotes collaboration among project stakeholders by facilitating real-time sharing and collaboration on designs, fostering communication and teamwork throughout the project lifecycle. With SpaceDraft, you can bring your visions to life, fostering a shared understanding and alignment among stakeholders. Our real-time updates and collaboration features enable seamless teamwork, ensuring everyone is on the same page and moving towards a common goal.

In this proposal, we have articulated the multifaceted capabilities of SpaceDraft, exploring how it can revolutionise project visualisation, collaboration, and planning, and contribute to the achievement of organisational objectives. By using SpaceDraft, we believe we can unlock the power of visualisation, embrace sustainable practices, and propel your businesses towards a more efficient, collaborative, and visually driven future.

For more information, visit: <https://www.youtube.com/watch?v=bUzhz-QfWoo>

Objectives of the user guide

The objective of this software user guide is to facilitate effective learning and comprehension of SpaceDraft. It serves as a comprehensive guide to help users understand, navigate, and utilise SpaceDraft's features and functionalities. The primary goals of this user guide are:

User Proficiency: Enable users to become proficient in using the software by providing step-by-step instructions and explanations for key features and functions.

Knowledge Transfer: Transfer essential knowledge about SpaceDraft from experienced users or developers to new or less-experienced users, ensuring a consistent understanding of its capabilities.

Onboarding: Facilitate the onboarding process for new users by offering clear and concise information about installation, setup, and initial usage of SpaceDraft

Troubleshooting: Equip users with the knowledge and skills to identify and resolve common issues or errors that may arise while using SpaceDraft.

Efficiency Improvement: Provide tips, shortcuts, and best practices to help users work more efficiently with SpaceDraft, promoting productivity and reducing the learning curve.

Reference Guide: Serve as a reference guide that users can consult when they encounter challenges or need a quick reminder of how to perform specific tasks within SpaceDraft.

Account Management

Nominate an Admin User. This is normally an IT administrator or Department head.

Admin User Responsibilities: This person will be responsible for managing the account, ensuring other users are signed up to SpaceDraft.

Adding Users to the Enterprise Account

The Admin User can either set up SSO or invite users to the SpaceDraft Enterprise Account.

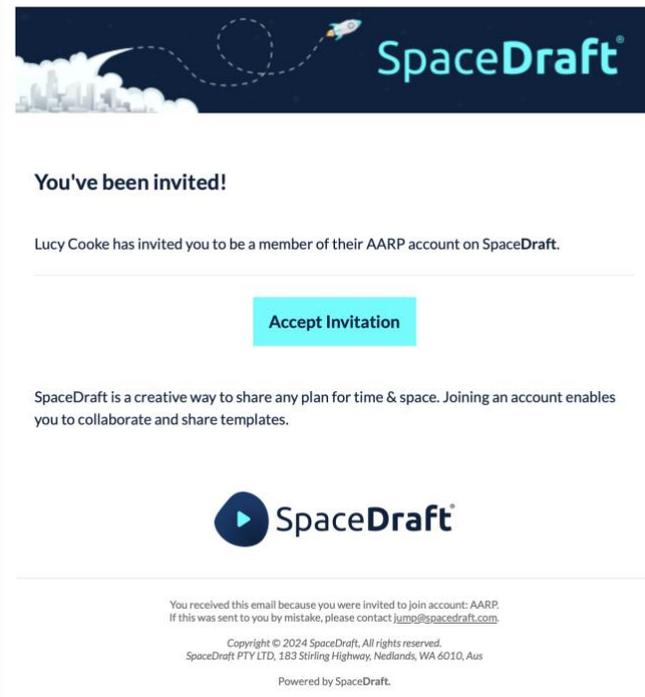
Setup controls are found under the profile dropdown menu and click on **Account Settings** when signed in as the Admin User and when you are viewing the desired enterprise account.

SSO login

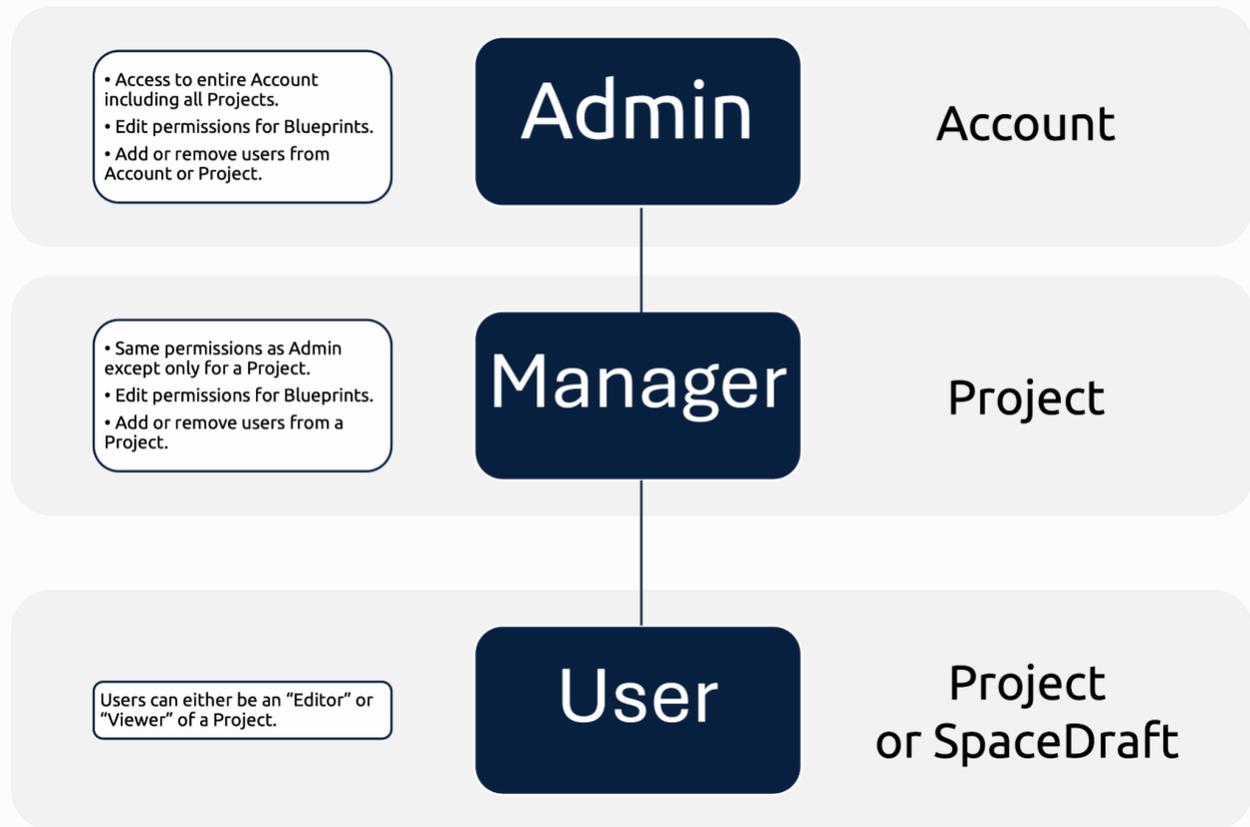
SSO enables users to automatically sign up using the company's login credentials - no password is required. For SSO setup and issues, please contact us.

Invitation link

The Admin User emails an invite link to users that will be building or viewing SpaceDrafts. Recipients click on the link and create their own personal SpaceDraft log in. This automatically assigns them to the Enterprise Account.



Permissions



Launching SpaceDraft

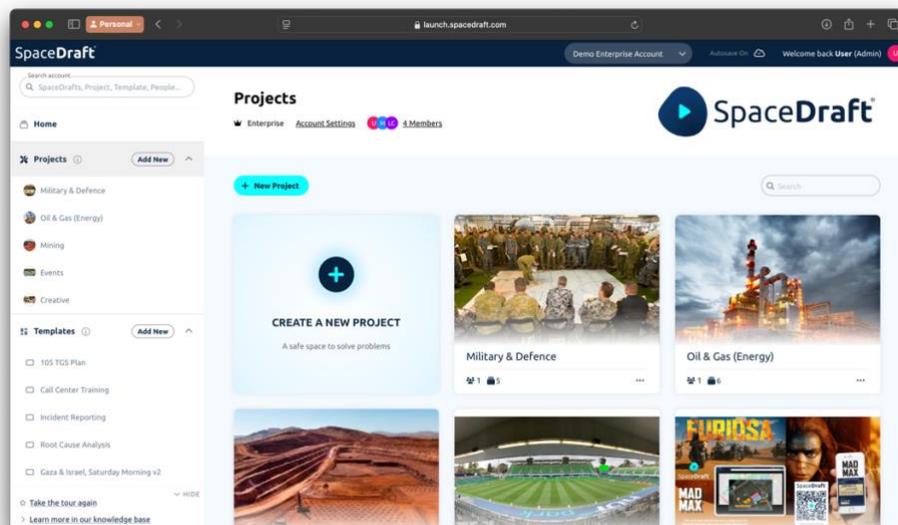
Go to launch.spacedraft.com and enter your login details or enter your organisation email address and create a password.

Tour

A welcome message will appear when you first login to SpaceDraft for the first time. The tour will walk you through all the functions of SpaceDraft to get you started.

Dashboard

Each time you login to SpaceDraft, the Dashboard is your landing page. The SpaceDraft Dashboard is just like SharePoint. You can create Projects and assign permissions. From here you can access and update any existing SpaceDrafts or create new SpaceDrafts and edit your account settings.



My Accounts

A user can have their own personal account and be a member of an Enterprise Account shared with them by an enterprise Admin. You can switch between them at any time.

Home

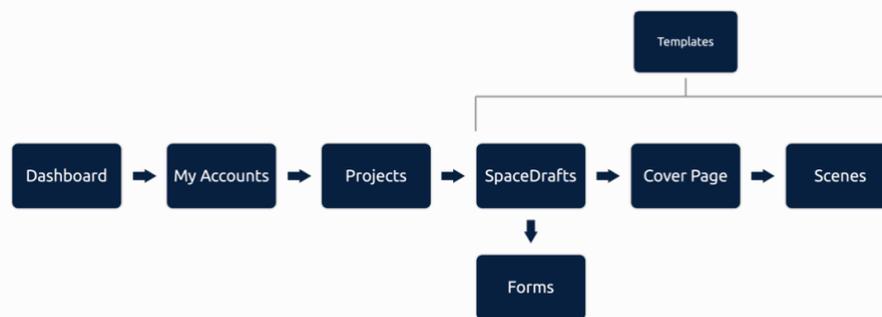
This is your personal working space. SpaceDrafts can live here until you want to share them by dragging and dropping them into a Project. Once your SpaceDraft has been dragged into a Project, anyone in that project can see your SpaceDraft.

Projects

Each project has a Manager who controls the permissions of users within that project. Users can be **Editors** with the ability to edit a SpaceDraft or they can be **Viewers** which means they cannot edit the SpaceDrafts in the Project. You can manage project settings in the header of an open Project or by clicking on the ... icon on the Project card in the Project view.

Templates

Project Managers or Account Admins can save any SpaceDraft as a Templates for anyone in the account to use. You can also save forms, scenes and entire SpaceDrafts as a template.



Projects

Projects are co-working spaces that allow multiple people to see and work on SpaceDrafts together. Every Project needs at least 1 Manager. Managers as well as Admins can allocate users into Projects. NB: The users need to have created an account via SSO or the invite link before they are visible under the account page.

Process:

1. Admin User navigates to the My Account page.
2. Admin User creates user groups (Projects).
3. Admin User assigns manager rights to certain users.
4. Admin User or Managers assign users to groups (Projects).

Creating a Project

You can create a new Project by clicking the Projects tab on the left side of the Dashboard and clicking the **Add New** button.

- You can assign a Project Manager and invite users to any Project.
- The Project Manager can assign **Editor** or **Viewer** permissions to Users in the Project.

SpaceDrafts

Building a SpaceDraft

Either in the Home or Project page, create a new SpaceDraft by clicking on the **+ New SpaceDraft** button or click on the box that says **Create A New SpaceDraft**.

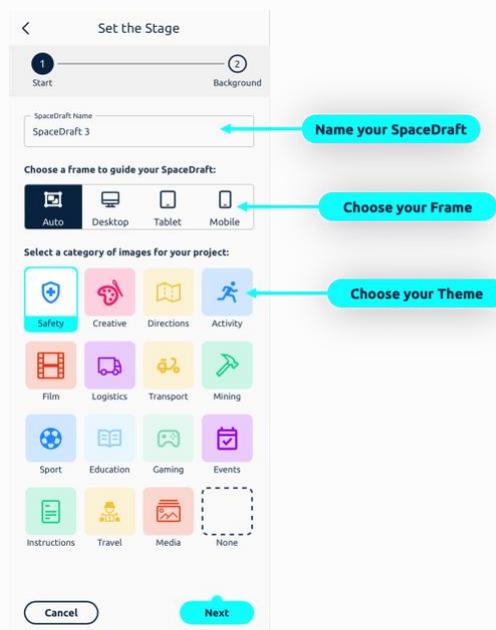
From here you can either click **Get Setup** or **Start From Scratch**:

- **Get Setup** – This will walk you through the setup process. (We recommend clicking on this one, as it streamlines the process and makes everything easy to understand).
- **Start From Scratch** – Is for those who have more actively used SpaceDraft and don't need any help with setting up.

When clicking **Get Setup** you will be guided through the process of setting up your SpaceDraft. The Setup panel is where your SpaceDraft journey begins. This is where you can choose what frame you want for your SpaceDraft and set your theme of background images for pins (moving images).

Naming and Choosing a Theme

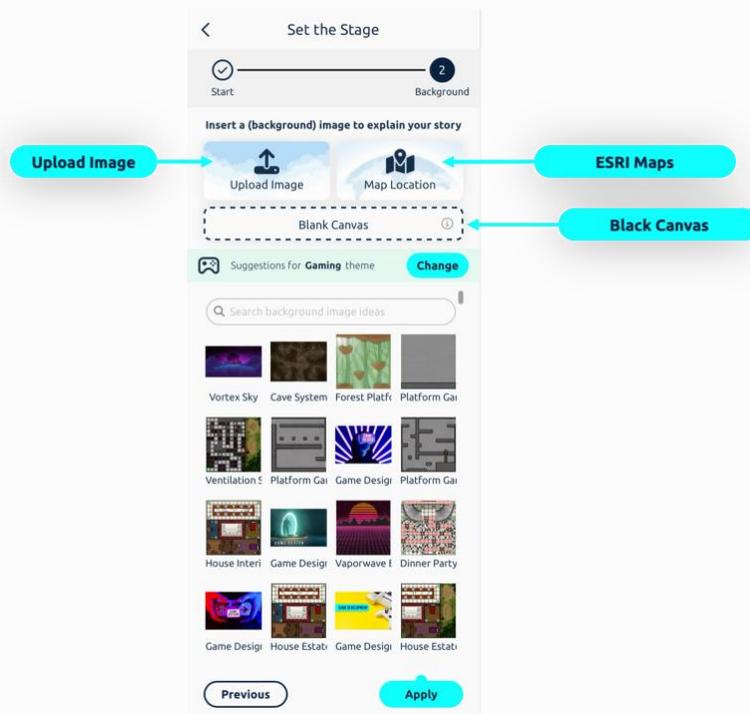
- **Set Your Frame:** Choose a frame to guide your SpaceDraft by selecting Auto, Desktop, Tablet and Mobile depending on what device you want your SpaceDraft viewed on.
- **Pick Your Theme:** Browse through the various themes and pick one that suits your SpaceDraft best. Picking a theme will show you backgrounds and pins that best fit that theme. If you don't see a category that fits your SpaceDraft, just click none.



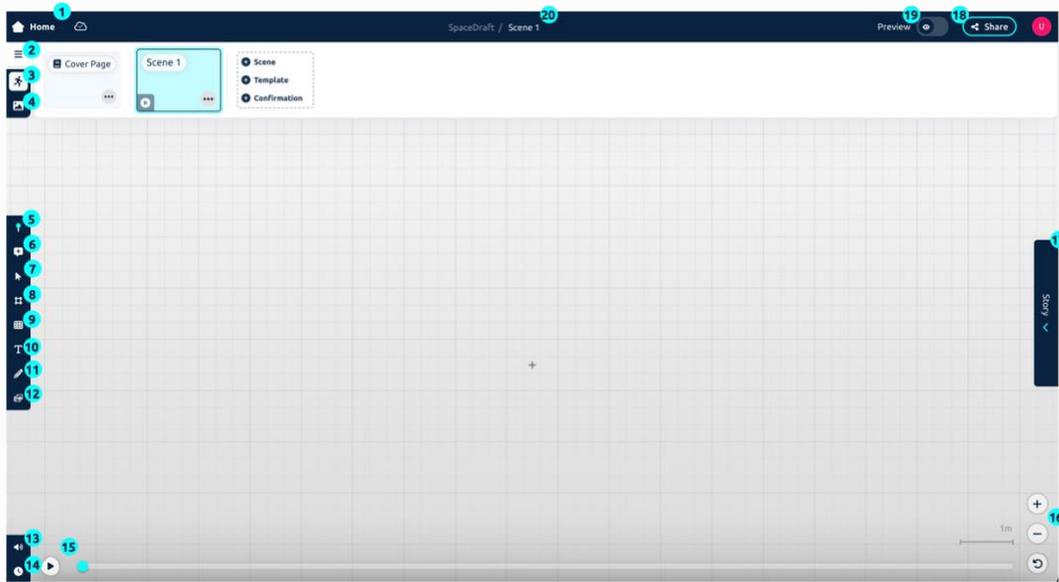
Set Your Space

Setting your background image is very important because you are setting the stage for your scene. The background image can be an ESRI map location, any uploaded image or you can draw one. You can always edit your background later.

- **ESRI Maps:** Enter an address and choose a map type. To zoom, use two fingers on the trackpad or **Control +** mouse scroll.
- **Upload Image:** Upload a background image of your own. Drag and drop into the grey area or browse your computer.
- **Blank Canvas:** No background is a blank canvas - you can use the draw tools to create your own.
- **Image Library:** Use search to find a background image that may work for you.



Functions



1. **Home:** Click on the Home icon to return to the Dashboard.
2. **Navigation:** Return to the Cover Page and move between scenes or add new scenes, templates or forms to your SpaceDraft.
3. **Activity Layer:** The main layer where you create pin movements.
4. **Background Layer:** An annotation layer that sits below your pins.
5. **Pin Library:** Insert moving images or create new pins.
6. **Comments:** Insert 'post-it' like comments with text, links and videos.
7. **Group select:** Save time by selecting multiple images at once. Perform actions on multiple pins at once. You can also fuse pins into a single pin.
8. **Frame:** Apply a frame to set aspect ratio and scale.
9. **Grid:** Enable grid for greater precision when building your SpaceDraft. You can calibrate the grid to a specified scale or snap objects to the grid.
10. **Text:** Insert text to describe what is happening in your scene.
11. **Paint:** Markup your scene and highlight areas.
12. **File Library:** Browse the file library for your SpaceDraft and upload any media you would like to insert into your SpaceDraft.
13. **Sound:** Introduce sound or a voiceover to your project. This can be sound you have previously recorded, or you can record it now in the Sound Panel.
14. **Timeline:** Open the movement tab to track the movement of your pins. You can decide when they need to be hidden, when they need to move and much more. Here you can also change the time format of your SpaceDraft.
15. **Slider:** Use the slider to scrub through time and push play to see your scene play out.
16. **Zoom controls:** Click + to zoom in and - to zoom out.

17. **Story:** The story can be used to describe your scene.
18. **Share:** Send out your SpaceDraft as a view only link, create a QR Code of a Scene or Project or invite collaborators to work with you in real-time.
19. **Preview:** Toggle between Edit and Preview mode to see how your SpaceDraft will appear to others.
20. **Title:** Edit the title of your SpaceDraft.

If you're ever unsure what an icon means, hover your cursor over the button and a text description will appear.

See the related knowledge base article [here](#).

Pins

Pins are used to represent action within your scene. Use movement to bring your vision to life and customise your pin to accurately represent your imagination or plan. Pins can be used for mapping out directions, demonstrating changes over time, identifying an area, coordinating movement of objects, and more!

Pin Library

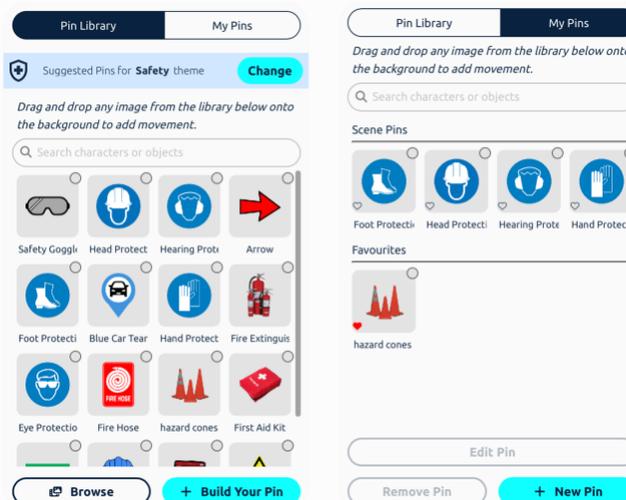
Here you can browse the different recommended pins that SpaceDraft has to offer depending on the selected theme. Click and drag the pins you like into your space to add them, or select multiple pins and click the neon **Place Pin** button, and multiple will be added at once. The pins will now appear in the My Pins tab.

My Pins

This is where you will find all the pins in your project. Your pins are categorised into two sections:

Scene Pins: Pins used in the current scene you are in are found here. Clicking on them will highlight where they are within the space, or drag it onto the canvas to duplicate.

Favourites: Additionally if you click the Heart Icon, you can favourite a pin, this will allow you to easily use these pins across other scenes in your SpaceDraft. Any changes you make to a favourite pin will reflect across all scenes (excluding any movement).



★ **Hot Tip:** you can drag and drop images from your desktop or copy and paste them into your scene!

Edit Pins

When you click on a pin, you'll see a variety of options available to you that allow you to make even more adjustments. Below is a list of what you can do.

- Add movement to a pin to bring your scene to life (more on this later).
- Edit the appearance of the pin even further.
- Change the name of the pin (and show or hide name).
- Hide the pin.
- Rotate or resize your pin.
- Flip it vertically or horizontally.
- Send it in front or behind another pin.
- Copy the pin and paste it elsewhere (including other SpaceDrafts too).
- Duplicate the pin.
- Remove your pin.
- Change the path colour.

Make your vision come to life by using the right pins for your scene. Search our library or click on an existing pin to apply the changes listed above.

Rename Pins

To rename a pin simply click on the pin you would like to rename, click the ... button and then select **Edit Title**. Here you can also show or hide the title as well and change the size of the title if shown.

Remove Pins

To remove a pin from your scene, press the **Delete** key or you can either:

1. Select the pin in the background, click the ... button and click **Remove Pin** from the menu, *or*
2. Open the **My Pins** tab, select the pin you want to remove and click the **Remove Pin** button.

Hide Pins

1. Click on the pin in the background and press the **H** key or select  to hide.
2. The hidden pin will display as a zebra striped bar in the timeline. The timeline will be discussed in more detail later.

Custom Pins

Use this feature to create your own pin icon by drawing a character or object. It is also useful for highlighting a specific area in your scene. To create your own pin:



1. Open the Pin Library by clicking the  button in the sidebar.
2. Click **+ Build Your Pin**.

The possibilities are endless when it comes to customising a pin. Here you can:

- Add text.
- Add Arrows or lines of different sizes and colours.
- Insert shapes and change their colours or sizes.
- Upload an image to use as the pin.
- Introduce pins from the pin library and draw on top of them to enhance them.
- Adjust the opacity to make your pin more transparent.

Click Save when you're done and the custom pin will appear on your canvas.

You can also edit existing pins:

1. Select an existing pin in your SpaceDraft you would like to edit.
2. Press the **P** key or click the  **Edit Pin** button to open the Pin Editor.

Edit Image

When you are in the Pin Editor, you can also reorder, duplicate, flip and edit images in the pin. Click on an image in the pin editor, then click the ... button and click **Edit Item**. From here you can paint, crop and remove background.

Reorder Pins

Rearrange the stacking order of pins in the background by sending to front or sending to back. This is useful if one pin is obstructed by another making it difficult to see or click on.

Simply click on the pin and press **]** key to Send to Front and **[** key to Send to Back, or:

1. Click on the pin you would like to move.
2. Click the ... button.
3. Select **Send to Front** if you want to that pin to sit on top of other pins, or
4. Click **Send to Back** if you want to move it behind another pin.

Flip Pins

Use this feature to flip your pin horizontally or vertically. You can find this feature in the pin context menu. Click the ... button above the pin and select **Flip Vertical** or **Flip Horizontal**.

Duplicate Pins

Use this feature to create a carbon copy of any pin. Duplicating will bring across any adjustments you have applied to the original, including size, orientation and colour.

This is useful for when you need to quickly and easily create multiple pins with the same dimensions and settings. To duplicate a pin simply select the pin and press the **D** key or:

1. Click on the pin you would like to duplicate.
2. Click the ... button to get more options.
3. Select **Duplicate Pin** from the menu options.

Rotate or Resize Pin

Rotate and resize can be used to adjust the appearance of your pin. You can resize the pin, making it bigger or smaller using resize, and change the orientation with rotate.

To Rotate / Resize a pin:

1. Click on the pin you would like to edit.
2. Rotate your pin by clicking and dragging the  rotate button.
3. Resize your pin by clicking and dragging the  resize button.

Moving Pins

Pin Paths

Create movement in your scene with pin paths. There are a few options you can use to create a movement:

- **Add Path** - create a path in a straight line.
- **Draw Path** - create a path using freehand.
- **Add Route** - easily create multiple straight line paths, useful for when you want to create consecutive straight line paths in one go.

To add and draw path, simply:

1. Click on the pin.
2. Click the  **Add Movement** button and select **Add Path** or **Draw Path**.
3. Click and drag the pin to create the path.
4. Release the click to confirm.



To create a route:

1. Click on the pin.
2. Click the  **Add Movement** button and click **Add Route**. A neon border will appear around the canvas - this means you are in the 'add route' mode.
3. Click and drag the pin to create your first straight line path.
4. Release the cursor to confirm its position.
5. **Repeat steps 2 and 3** to create consecutive paths in different directions.
6. Once you are satisfied with your route, exit the mode by clicking the **X** in the top right corner of the screen.



If you need to undo a path at any time, click the  **Add Movement** button and click **Undo Last Path**.

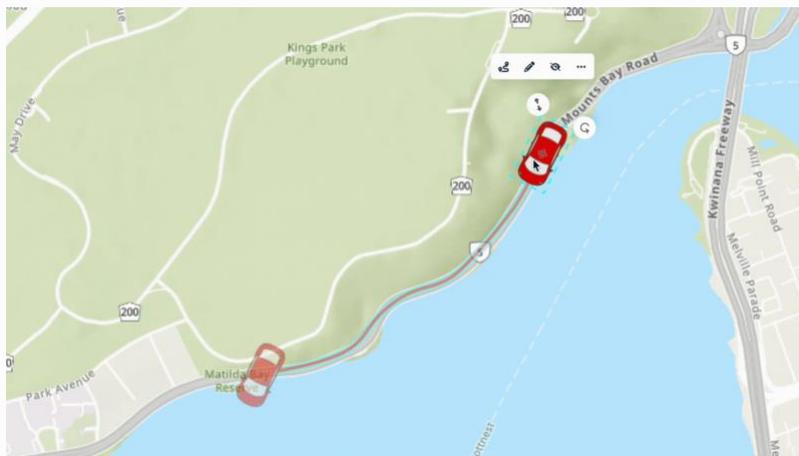
If you want to change the path colour, click the  **Add Movement** button and click **Change Path Colour**.

Pulsing

Drag the slider at the bottom to the point in time where you would like the pin to pulse. Click on the pin you would like to pulse and then click the  **Add Movement** button. Click **Add Pulsing** and choose the number of times you would like the pin to pulse.

Follow Path

You can get your pin to rotate to follow the direction of the path you draw. Click on the pin you want to apply the movement to, click the  **Add Movement** button and select Follow Path. This is ideal to show a car turning around a corner.



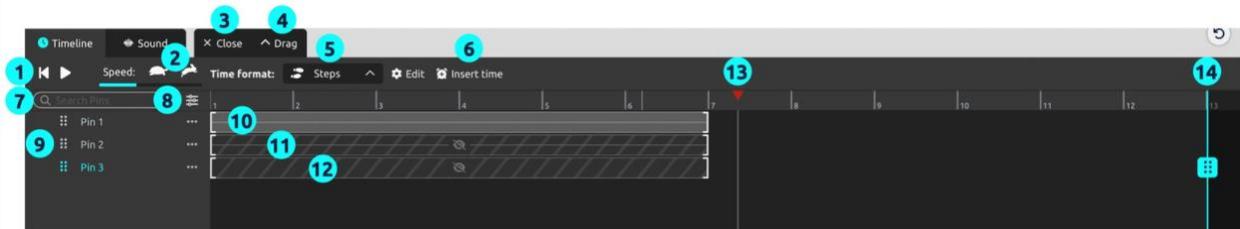
See our knowledge base articles about pins [here](#).

Timeline

Edit pin actions in the timeline. Pin paths and hidden pins will appear here, as well as pulsing actions.

Open the timeline by clicking the  button in the bottom left corner of the screen to see your pin paths, hidden pins and to edit pin actions, including start time duration, visibility.

Timeline Functions



1. **Playback controls:** You can click play or return to start. Use the spacebar as a shortcut to play.
2. **Playback speed:** Use the tortoise to slow down the pace and the hare to make it faster. These settings will be saved when you export your scene or SpaceDraft.
3. **Close:** Click to close the timeline.
4. **Drag:** Resize the timeline by dragging this handle.
5. **Time format:** select the time format for the SpaceDraft (clock, timer, steps, custom, null).
6. **Insert time:** add something in between the timeline.
7. **Search Pins:** if you have a large number of pins in your scene you can find them and make edits.
8. **Filter and Sort:** You can filter the timeline with all pins or only pins with actions as well as sorting the pins (manual, by sequence, date added, alphabetical).
9. **Pins:** Click and drag on the handle to reorder pins in the timeline. You can also delete pins or edit the pin name.
10. **Visible path:** Pin with movement. The blank area represents a visible pin that is not moving.
11. **Hidden path:** Hidden pin with movement (indicated by zebra stripes with strikethrough).
12. **Hidden pin:** This represents a static pin that is hidden (indicated by zebra stripes).
13. **Timeline needle:** Scrub through time by dragging the needle.
14. **End time:** The neon line represents the end time. Click and drag the line to extend or shorten the length of your scene.

Setting Time

The time format of your SpaceDraft will dictate the scale on the timeline and the timecodes in the story panel. You can enter a starting value as well as a duration or if using the clock, a start and end time.

Editing Pin Paths in Timeline

- Use your cursor to click and drag the box to the preferred start position.
- Increase or decrease the speed of pin movement by clicking and dragging the resize handle on either side of the grey box to adjust the duration.

Hidden Pins in Timeline

Hiding a pin is a diverse feature that can be used to bring a bit of magic to your SpaceDraft. You have more control over the narrative of your scene with hidden pins which can be used for:

- Dictating when an object becomes visible to the viewer. For example, demonstrating an entrance.
- Drawing attention to something for a certain amount of time. For example, highlight an area on a map, relevant to that step in the process.
- Showing changes over time. For example, visualising growth phases, you can stagger the visibility of each phase by hiding and showing the relevant representative pins.

You are able to hide both static pins (no movement) and pin paths to help achieve the desired result.

To hide a pin path, simply:

1. Identify the path you want to hide and click on the box to open the context menu.
2. Select  Hide Path from the menu options.
3. A darker grey box will appear in the timeline, this represents the period of time that pin is hidden.

To show a pin, simply:

1. Identify the hidden pin.
2. Click on the zebra striped box.
3. Select  Show Pin from this point from the context menu.

To show a pin path:

1. Identify the hidden path.
2. Click on the zebra striped box.
3. Select  Show Path from the context menu to make the pin movement visible in the background.

You can adjust the timing of the hidden property in the same way you edit a regular pin path.

Reordering Pins in the Timeline

Use the  to the left of the pin name to grab and drag to reorder.

Comments in the Timeline

You can choose to see your Comments in the timeline. See [Comments](#) for information.

Zoom the Timeline

Use two fingers to zoom in and out on a trackpad, or **Control + mouse scroll**.

Split Action

Create a pause in between motion by creating a cut in the timeline and splitting the grey box into 2 boxes, allowing you to drag and readjust the timing and duration. Drag the needle or click on the time where you want to split the action and press the **C** key or click the scissors button.

Delete Paths

Click on any grey box and press the Delete key or click on the box and click .

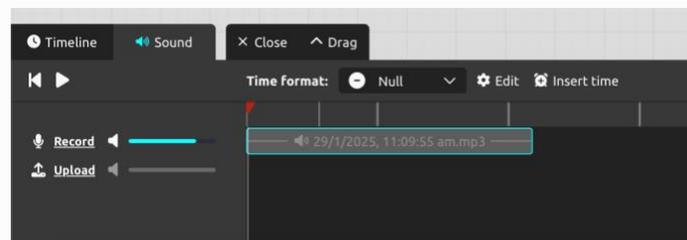
Sound

Upload or Record

1. Click the  Sound Panel icon.
2. Select either **Record** or **Upload**. When recording, click **Stop recording** once you have finished.

Editing Sound Timeline

You can edit sound in the timeline in the same way that you can edit motion, however you can also mute different clips of sound in your timeline and adjust their volume.



See our knowledge base articles about the timeline [here](#).

Story Panel

Use the story to describe the action in your scene. Below is a guide showing what each of the buttons below the story panel can do. They will allow you to personalise your SpaceDraft in unique ways.

Story Panel Functions



1. Insert videos, images and more using the File Library.
2. Add in unique text styling to personalise your text.
3. Sequence your story with Timecodes.
4. Tag pins in the story as you type.
5. Create Hyperlinks.
6. Connect one scene to another with Portals.

Scene Portal

Use the portal to insert a 'next button' that connects to any scene. You can have multiple portals throughout the script which can be useful if you need to connect more than one relevant scene. The portal also makes it easier for viewers to navigate through your SpaceDraft when you export it.

Adding a Portal

1. Click the portal button in the story menu.
2. A dropdown menu listing the scenes in your project will open.
3. Select the scene you wish to connect.

You can easily remove the link by using the backspace or delete key on your keyboard.

Change the name of the scene by navigating to the top left and selecting the icon. Any scene name changes will populate to the inserted portal.

Timecodes

Use timecodes to break up your story into sections corresponding to the action in your scene. Timecodes are useful for SpaceDrafts that pair descriptions with action, for example, steps in a sport drill.

Adding a Timecode

1. Select the diamond in the story menu.
2. The inserted timecode corresponds to the current position on the timeline.

Editing a Timecode

1. Easily adjust the display time of a timecode after inserting it by doing the following:
2. Select the  edit button.
3. A slider will appear in the Edit Timecode window.
4. Use the slider to adjust the time by dragging the dot to the correct time.
5. Click Apply when you're finished.

When playing your SpaceDraft, the story will automatically scroll as time passes.

Tag Pins

Tag pins in the story to help identify key objects in your scene.

1. Select Pins from the menu below the story.
2. Select the pin name you wish to insert.

Alternatively, use # to quickly add a pin inline whilst you type.

Insert Media

Add images and videos to your script by dragging and dropping the assets directly into the script window or by using the File Library in the menu. You can also copy and paste YouTube videos.

Insert Hyperlinks

Insert Hyperlinks into your text without showing the full URL.

See our knowledge base articles about the story panel [here](#).

Comments

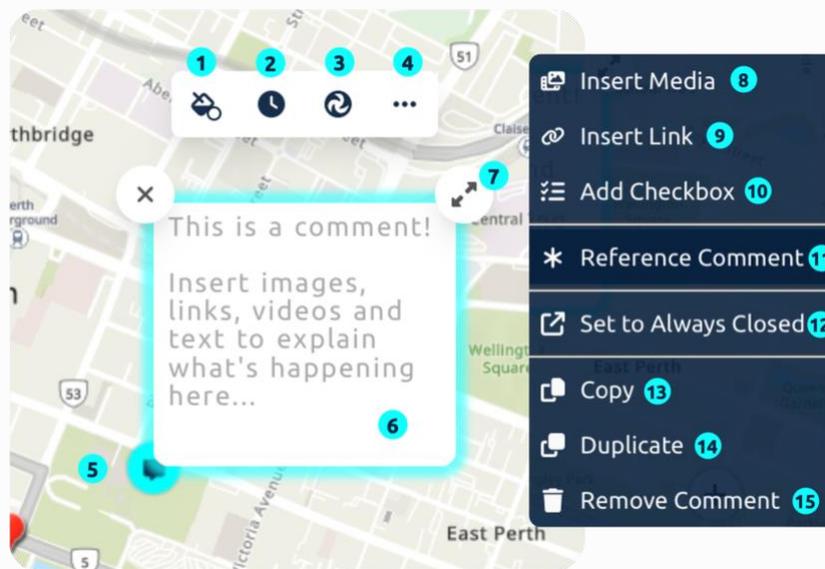
Comments are time-based notes within your SpaceDraft. They are visible for a window of time when you play through your scene, popping open when active. Use comments to add in situ detail to your scene.

You can place comments anywhere on the background and adjust the duration in which they are visible.

Comments are super versatile – add information (text), media (video, image) and styles (colour, size) to your comment to create the desired effect.

Once you have created a comment, click the ... button in the comment to expand the menu options.

Comment Functions



1. **Fill colour:** Change the colour of the comment window.
2. **Change time comment shows:** Adjust when the comment is visible and for how long.
3. **Connect to scene:** Insert a portal to another scene.
4. **More options:** Click here to open the blue menu shown on the right.
5. **Comment icon:** Click to open or close a comment.
6. **Input field:** Insert text or media here.
7. **Resize:** Adjust the size of your comment by dragging this corner.
8. **Insert Media:** Open the file library to insert images or videos into your comment. You can also drag and drop files into the comment from your desktop.
9. **Insert Link:** Insert a URL to a website or video.
10. **Add Checkbox:** Add a list of items that can be marked as completed.
11. **Reference Comment:** Link the comment to the story.

12. **Set to Always Closed:** Set the comment so that it doesn't open when you scrub through time.
13. **Copy:** Copy the comment to paste it into another scene.
14. **Duplicate:** Duplicate the comment within the scene.
15. **Remove Comment:** Delete the comment so that it is not longer in your scene.

Adding a Comment

- Right click on the background and select **Add Comment** from the drop down menu.
- Move the comment anywhere on the background by dragging the  icon

You can also add a comment directly from the sidebar on the left of the screen.

Delete a Comment

Click on the comment icon and then click the ... button and select **Remove Comment**.

Referencing Comments in the Story

Use this function to highlight comments in the story. It is useful when you have additional information relating to a specific line or text.

The reference will display as an * asterisk in the story. You can click on the * in the story and the comment will open in your background.

To reference a comment:

1. Open the comment.
2. Expand the menu by clicking the ... button.
3. Select the option **Reference Comment**.
4. The story panel will come into focus.
5. Click on a line in the story where you would like to anchor your comment.
6. You will see a * appear in the script.

If you want to remove a comment reference from the story, simply:

1. Open the story panel.
2. Hover over the * you want to remove (it will highlight neon on hover).
3. Right click on the * and select **Delete Reference**.

Change the Timing of a Comment

Comments appear at the time in which they were created. To edit the start time and duration of a comment:

1. Open the comment.
2. Select the  button to Edit Comment Timing.
3. A message will appear above the timeline and a second circle will appear on the time slider (if your timeline is open, two neon lines will appear instead).
4. These markers indicate the start and end time of the comment – the period of time that the comment will be visible during playback.
5. Click and drag the markers to adjust the start time and duration of the comment.
6. If you would like to keep the comment visible indefinitely, select **Show Until End** in the message above the timeline.
7. Click **Set** to confirm.

Auto Open / Always Closed

By default, a new mention is set to **Auto Open** - this means the window will pop open when you scrub through time. It will remain open during its visibility period (you won't be able to close it).

Setting it to **Always Closed** means the icon will appear during playback but you will have to click on the mention icon to open the window.

Set to Auto Open

When playing your SpaceDraft, you can choose to have comments automatically open at a specified start time and close at a specified end time.

To set a comment to automatically open:

1. Open the comment.
2. Expand the menu by clicking the ... button.
3. Select the option **Set to Auto Open**.

Your comment will now automatically open at the start time you select.

Set to Always Closed

You can also choose to have a comment remain closed and only visible if a user clicks on the comment icon.

1. Open the comment.
2. Expand the menu by clicking the ... button.
3. Select the option **Set to Always Closed**.

Your comment will only open if the comment icon is selected on your SpaceDraft.

Add Portals to Comments

Using portals in comments is useful if you want to connect to another scene at a particular point in time or if the next scene is a specific area on the map or your current scene.

1. Open the comment.
2. Hover over the option  **Connect to scene**.
3. A pop out menu will appear listing the scenes in your SpaceDraft.
4. Select the scene you wish to connect

A button with the name of the selected scene will appear in your comment.

Change Colour of Comment

Click the  icon to change the colour of the comment and pick a colour of your choice.

Show Comments in Timeline

Use this function to see when all your comments appear in time. This is useful if you have many comments or if you want to quickly locate one without having to scrub through time.

1. Right click on the background.
2. Select Show Comments on Timeline.
3. Look to the timeline and you will see neon dots representing each comment:



4. The neon dots and lines showing durations will also appear in the big timeline.
5. Repeat the same process to hide comments from the timeline.

See our knowledge base articles about comments [here](#).

Grid

Enable grid for greater precision when building your SpaceDraft. You can calibrate the grid to a specified scale or snap objects to the grid.

1. Select the  Grid button on the sidebar.
2. Toggle on Show Grid.
3. You can adjust the cell size, sub-divisions, and set the base unit.
4. You can also calibrate the grid by selecting two points on your SpaceDraft and then entering the real world distance.

You can set pins to Snap to Grid for greater precision. See the related knowledge base article [here](#).

Paint

Paint is an annotation layer that allows you to freely draw and add shapes, plus much more. These drawn elements are simply visual and can't be used as pins.

To open the paint feature:

1. Open the Background Layer or Activity Layer in a scene.
2. Click on the  icon and then the paint options will be available for you to use.

Paint in the Activity Layer will paint **above** your pins.

Paint in the Background Layer will paint **below** your pins.

Here is an outline of what each option within Paint allows you to do:

- **Select:** Allows you to select the different elements that you have drawn and move them around within the space or edit properties.
- **Free Draw:** Use your mouse to draw lines. These can be straight or curvy.
- **Straight Line:** Allows you to draw solid or dotted lines and arrows.
- **Shapes:** Insert shapes and resize them to fit your needs.
- **Eraser:** Remove drawn elements that you no longer need.
- **Line Size:** Change the thickness of the lines on a shape or line. This can be used on items you are about to add, or selected items you've previously drawn.
- **Line Colour:** Change the colour of the lines on a shape or line. This can be used on items you are about to add, or selected items you've previously drawn.
- **Fill Colour:** Change the colour of the fill on a shape. This can be used on items you are about to add, or selected items you've previously drawn.

- **Opacity:** Make your drawn elements appear more or less transparent by moving the slider.
- **File Library:** Add images to complement your drawings.
- **Text:** Lets you type text into the space. This will open up the text editor.

Once you're finished, exit the mode by clicking the close button in the top right corner. See the related knowledge base article [here](#).

Background

Edit Background

Edit background is an annotation layer that sits below your pins. You can use it to edit your background map, images and more.

To find Edit Background:

1. Right click on the background to expand the dropdown menu.
2. Select **Edit Background**.

You can switch between the activity layer and background layer at any time by selecting the tabs in the top left corner. You can identify you're in the background editor if you see a green border around the tool panel on the left side of your screen.

Edit Frame

Editing your frame allows you to customise the size of your SpaceDraft, depending on the desired viewing experience.

1. Select the  Edit Frame button from the sidebar.
2. Choose from Mobile, Tablet, Desktop, Custom or Auto.

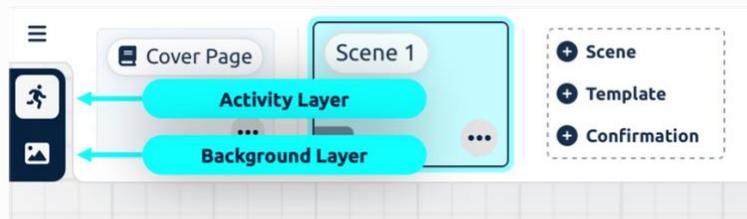
Data Maps

Data Maps can be found in the **Background Editor**. See the related knowledge base article [here](#).

With Data Maps you can enter a real world location and manage the layers of data that correspond to it. The data you pick will be shown on your map with the ability to toggle layers on and off.

Data maps also has a variety of map types to choose from.

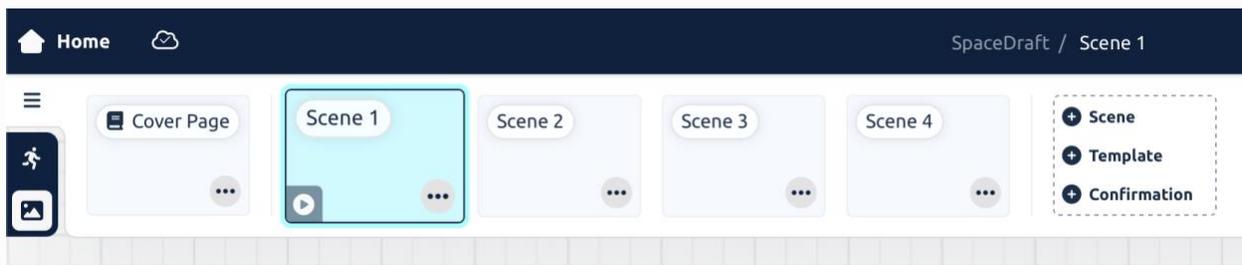
To use Data Layers, open the **Background Layer** by switching from Activity to Background in the tab on the top left of your screen.



1. With the Background Layer open (denoted by a green border around the toolbar on the left hand side), select the  icon to add or change the background image.
2. Select **Map Location**.
3. Select the  Data Layers button.
4. Here you can manage your data layers.
5. Hit **Save** to confirm your data map selection.

Navigation

The scene navigation panel at the top of the screen allows you to:



- Add a new scene.
- Delete or duplicate scenes by clicking the ... button next to the scene name.
- Edit scene name by clicking the ... button next to the scene name.
- Toggle between scenes.
- Reorder scenes by clicking and dragging.
- Set which scene starts first by clicking the ... button next to the scene name.
- Share a single scene by clicking the ... button next to the scene name.
- Insert a Template or a Form (Confirmation).

Cover Page

The Cover Page is where your SpaceDraft story comes to life. **Cover Page** is a visual navigation option for all your scenes. You can upload an image, paint, add text edit scene thumbnails, annotate the map,

and create nonlinear relationships between scenes. You can also manage your scenes and create new ones. Your scenes will automatically appear on the cover page.

To access the cover page, select **Cover Page** in the navigation panel at the top of your screen.

You can also edit the scene thumbnail, choosing the shape, colour and layout, or you can upload an image.

Connect to Another Scene

You can create non-linear relationships between scenes (thumbnails) in the cover page by clicking on the scene and clicking and dragging the arrow button to another scene.



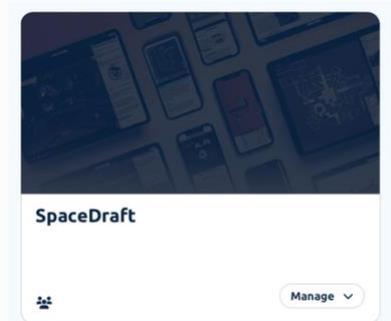
Edit Scene Thumbnail

To edit a scene thumbnail, click on a scene and use the keyboard shortcut **P** or select the  icon.

You can upload an image, change the colour, resize and so much more.

Manage SpaceDrafts

Your SpaceDrafts will appear as cards on your Dashboard. By clicking the **Manage** dropdown button you can edit the thumbnail, choose a starting scene, duplicate, add forms, save as template, remove SpaceDraft from a project and delete the SpaceDraft. When editing the thumbnail, you can edit the SpaceDraft name, add a description and add a thumbnail image.

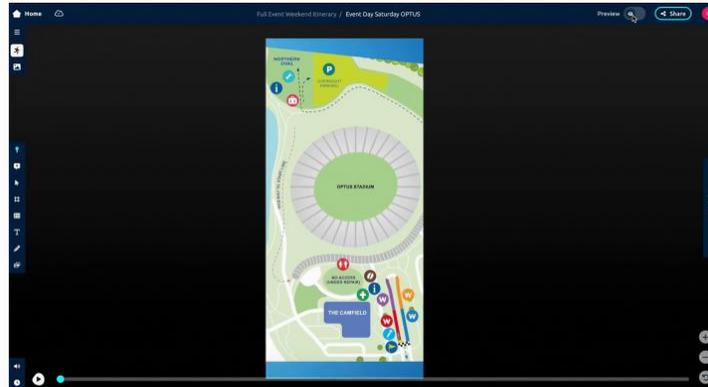


See our knowledge base articles about visual navigation [here](#).

Share and Collaborate

Preview

To preview your SpaceDraft before you send or share it, the Preview Toggle located in the top right corner of any SpaceDraft helps you Preview what your SpaceDraft will look like for the recipient. You can also preview the user experience by clicking on the tablet, desktop and phone icons. You can then edit your SpaceDraft accordingly to make sure it looks best on all platforms.



Print

If you need a physical copy of your SpaceDraft, you can print it or save it as a PDF. Inside your SpaceDraft, click the **Share** button in the header. Click **Print** from the dropdown options. You will be presented with a Print Preview, and once you're happy, click the **Print** button in the bottom right. Your browser or operating system will then open the print function and from there you can select a printer or save as a PDF.

Send

Use send when you want to export your finished SpaceDraft to others. When you send a SpaceDraft it creates a live link to that SpaceDraft that can be viewed (but not edited). If you make updates after sending, it will be reflected in the exported SpaceDraft.

How to Send:

1. Go to the **Share** button in the header and select Send as Link, Create QR Code, Send Email or Embedded Link.
2. Choose a single scene to export or the whole project. You can also choose to start at a scene or the cover page.

QR Codes

You can create a QR code for your SpaceDraft, which you can place quite literally anywhere so it can be easily scanned and viewed on a mobile device. SpaceDrafts are live, so you never need to worry about updating the links or QR codes overtime. Here's how:

1. Click the Share button in the header.
2. Select **Create QR Code**.
3. You can also choose the starting scene and edit the name to appear on the QR code.



With SpaceDraft for Enterprise, you can also order bespoke aluminium metal plate physical QR codes to install in locations or on machinery. Contact us for more information.

Collaborate

Collaborate with others in real time. Your fellow SpaceDrafters will be able to see any changes made in real time. You can choose different admin levels for your collaborators.

How to collaborate

1. Go to the Share button in the header and select **Invite Collaborators**.
2. Enter a collaborator's email address in the email field and click **Add**.
3. Click **Next** once you have added all email addresses.
4. Define the access level under Access Permissions:
 - a. **Editor:** User can make changes to the SpaceDraft.
 - b. **Viewer:** Users can see changes in real time but cannot make any changes themselves.
5. Add an invitation message (optional).

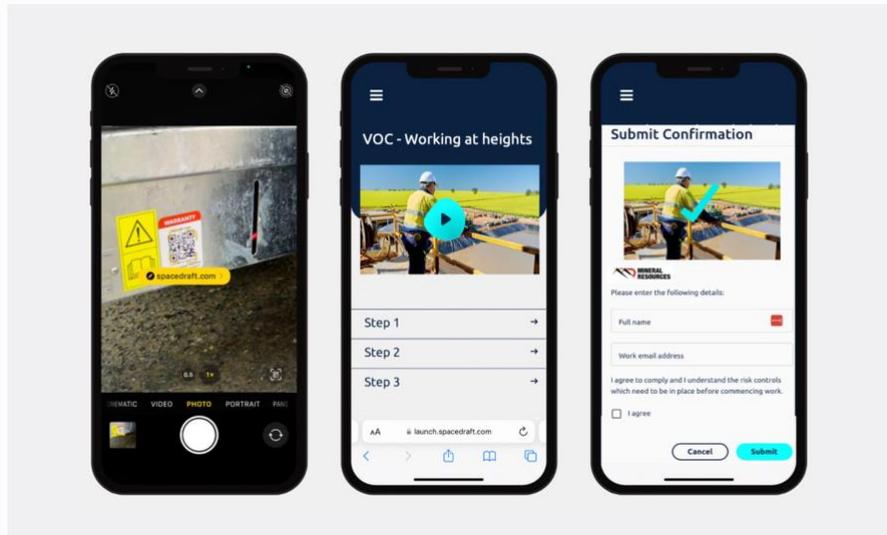
You can also make your SpaceDraft public and generate a sharable view only or edit link so anyone with the link can either view or edit the SpaceDraft.

Remove a Collaborator

Go to the **Share** button in the header and select **Invite Collaborators**. Choose **Remove** from the access level dropdown menu next to the user you want to remove. Read more [here](#) on our knowledge base.

Forms

Verify that a user has viewed and understood all the contents of your SpaceDraft. The Forms feature makes SpaceDraft an even better platform for effective training and communication. Forms allows Enterprise users to verify that someone has viewed and understood all the contents of a SpaceDraft. After a user has successfully viewed a SpaceDraft you share with them, they will be asked to fill out a form at the end which can be designed to meet your organisation's requirements.



Benefits of Forms

- Meet industry requirements at a management system level.
- Embed elements of the PDCA into the operational framework and processes of the business.
- Reduce reliance on external documentation.
- Reduce risk of obsolete inaccurate documentation.
- Help streamline work processes to help with efficiency.
- Assist on demonstrating compliance.
- Facilitate the maintenance of records.
- Provide an audit framework and a real-time assessment of performance.
- Minimise the risk of tacit knowledge and staff turnover.
- Communicate effectively with employees and stakeholders.
- Enable collaboration.
- Provide a platform for effective training and communication.

Add Form

1. Open the SpaceDraft you would like to add a Form to.
2. In the navigation panel at the top of your screen, click on **+ Confirmation**.
3. Choose an existing form template or click the **New Form** button to start from scratch.
4. Customise the Form to suit your needs by adding your organisation name, logo, terms and conditions as well as textboxes.



Edit Form

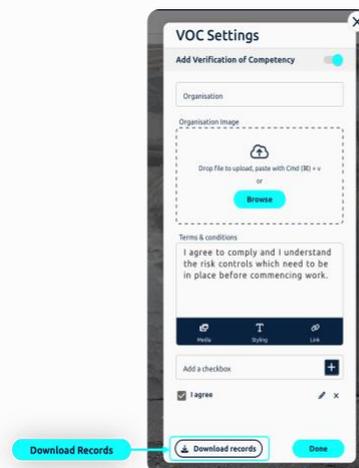
You can edit your Form at any time by clicking on the form thumbnail in the navigation panel. If you're on the dashboard, select the Templates tab and then click on the form you would like to edit under **Confirmation Form Templates**.

Download Records

You can download a record of all users who have completed the Form after viewing your SpaceDraft.

1. Click on the Form thumbnail in the navigation panel.
2. Select **Download records**.

This will download a .csv file to your device which includes the name, email, employee number, job description and date completed.



See our knowledge base articles about forms [here](#).

File Library

You can find and manage any assets uploaded to your SpaceDraft in the File Library.

Drag and drop files into the drop zone or click to browse your computer. You can also copy and paste images from other places right into SpaceDraft.

Supported file types include:

Image:

- jpeg, jpg
- png
- gif
- bmp
- svg

Video:

- mp4
- ogg
- webm

Sound:

- mp3
- wav

Other:

- pdf

Links:

- Anything with the above extension in the link
- Youtube
- Vimeo
- SoundCloud

Download Files

Replace Dropbox with SpaceDraft File Library - keep all your images, videos and PDF's in one place for ease of access and distribution. You can now download any content in your File Library straight to your device. Here's how:

1. Open your File Library by clicking the  button.
2. Click on the ... button to get more options.
3. Click  Download.

Not only can you download from the File Library while editing a SpaceDraft, but you can also download files from the Story Panel in Preview mode or the exported SpaceDraft. This means that anyone you send a SpaceDraft to can download images or PDFs that you have added to your story.

1. Open your SpaceDraft in Preview mode or open a SpaceDraft Export.
2. Open the Story panel.
3. Click  Download in the bottom right of the file in the story.

See the related knowledge base article [here](#).

Templates

A SpaceDraft template is any whole project or individual scene that has been saved as a template. Doing so duplicates the project or scene and creates an editable copy that can be reused. You can also make forms into templates and use form templates in your SpaceDraft.

Creating templates saves valuable time by negating the need to start from scratch every time you make a new SpaceDraft. Additionally, templates can be shared with others, meaning everyone can start on the same page.

Some of the great ways to use templates include:

- Communicating a visual plan that happens multiple times in a year. You can reuse and tweak templates to keep records of what happened and where in time and space.
- Industry applications include the standardisation of structures for the presentation of information, such as incident reports or site inductions.
- Event planners can create templates for recurring events, or events that occur in the same venue.
- Teachers in universities and schools can use templates to guide students through activities and assignments, providing inspiration while reducing misunderstanding.

Create a Template

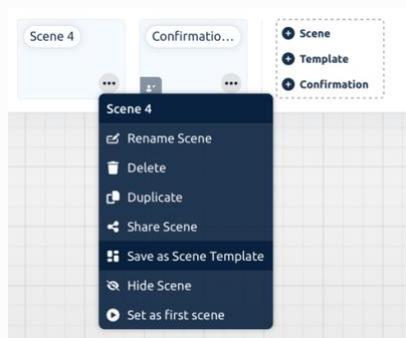
To create a template, you need to first create a SpaceDraft and then save it as a template.

Saving a SpaceDraft as a template

From your Dashboard, click the ... button on your SpaceDraft, then click **Save as Template**.

Saving an individual scene or form as a template

From inside your SpaceDraft, click the ... button in the scene or form thumbnail on the navigation panel, then click **Save as Scene Template** or **Save as Template**.



View and Use Templates

From your Dashboard, click the **Templates** tab from the left-hand menu. From the Templates page you can view, manage and use your templates.

Using a SpaceDraft template

From the Templates page, click on the template you wish to use, then click **Use Template**. This will copy the template into a new SpaceDraft. You can then edit and customise this new SpaceDraft without changing the original template.

You can also modify or delete a SpaceDraft template by clicking the ... button next to the template's name.

Using a scene template

There are two ways to use a scene template. The first way is to navigate to the Templates page, then click on a scene template. This will create a new SpaceDraft with the scene templates as the first scene. The second method is to insert a scene template into a SpaceDraft that already exists. From within the SpaceDraft, click the **+ Template** button in the navigation panel.

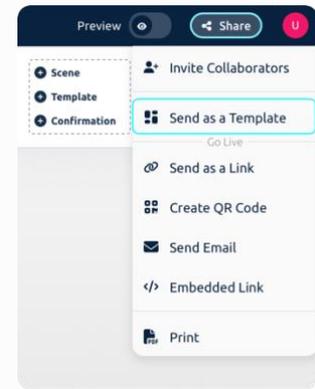
Using a form template

To add a form template from within a SpaceDraft, click the **+ Confirmation** button in the navigation panel. You will be given the option to select from an existing template or to create a new form from scratch. If you're on the dashboard, select the **+ Create Form** button from the Templates page.

The screenshot shows the SpaceDraft interface. The top navigation bar includes 'SpaceDraft', 'Demo Enterprise Account', 'Autosave On', and 'Welcome back User (Admin)'. The left sidebar has a search bar and a 'Templates' section with an 'Add New' button. The main content area is titled 'Templates' and shows a grid of template categories: 'SpaceDraft Templates', 'Scene Templates', and 'Confirmation Form Templates'. Each category contains several template cards with titles like 'Call Center Training', 'Root Cause Analysis', 'Incident Reporting', and 'Pre-Start Daily Toolbox'. A context menu is open over the 'Root Cause Analysis' template, showing options: 'Edit Template Thumbnail', 'Modify Template', and 'Delete'. Three red callout boxes with arrows point to specific elements: 'Click to view Templates' points to the 'Templates' section in the sidebar; 'Edit and Delete Templates' points to the context menu; and 'Create a new SpaceDraft and save it as a Template' points to the '+ Create Template' button in the top right of the main content area.

Sharing Templates

From the SpaceDraft, click the **Share** button, then select **Send as a Template**. From here, select whether you would like to share the SpaceDraft as a template via link, email, or by generating a downloadable QR code. This means you are giving someone a carbon copy of the SpaceDraft you created for them to build upon.



Inspiration Library

SpaceDraft's Inspiration library has dozens of ready-made templates and example SpaceDrafts. To use one of these templates, click on the arrow next to your username, then select **Inspiration**. From here, click on the template you wish to use, then click **Use Example**. This will add the template to your dashboard as a new, completely editable, SpaceDraft.

See our knowledge base articles about templates [here](#).

Hotkeys

SpaceDraft Hotkeys

Traditional Hotkeys

COPY: cmd + c / ctrl + c
UNDO: cmd + z / ctrl + z
CUT: cmd + x / ctrl + x
PASTE: cmd + v /

Pinmap Only Hotkeys

OPEN SPACE MODAL: s
OPEN TIME MODAL: t
ZOOM IN: +
ZOOM OUT: -
CLOSE/GO BACK: Esc

Pin & Timeline Hotkeys

DUPLICATE: d
HIDE/SHOW: h
GROUP SELECT: shift + click
 / cmd + click
SEND TO FRONT:]
SEND TO BACK: [
DELETE: Backspace / Delete
NUDGE / MOVE PINS:
 Arrow Up: move up
 Arrow Right: move right
 Arrow Down: move down
 Arrow Left: move left

Layout & Script Hotkeys

CONNECT SCENES: q
TAG A PIN: #

Timeline Only Hotkeys

CUT AUDIO BLOCK: c
MUTE: m
PLAY: Spacebar



Additional Resources

For more information and support please visit our Knowledge Base and our YouTube Channel.

Knowledge Base: <https://www.spacedraft.com/knowledge-base/?category=guides>

YouTube Channel: <https://www.youtube.com/@SpaceDraft>

User Support

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