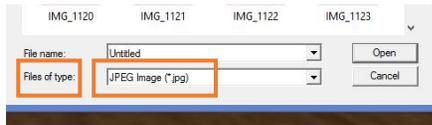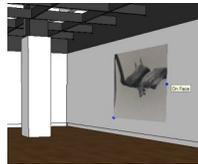# INSTALL YOUR EXHIBITION

1. With your model open on SketchUp, open the "File" menu in the upper left hand corner.
2. Select "Import" and a window will pop-up. Make sure the "Files of type:" field shows "JPEG image (*.jpg)".
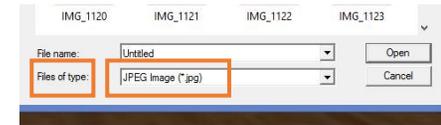

3. Select desired artwork for placement on the wall and click "Open".
4. Place the image on the wall. An "On Face" text box will appear when you are flush with the wall surface.
5. Click the mouse once to position the image. A small blue diamond will appear at the corner of the image
6. Now you have to size your image. A second blue diamond will appear along the opposite edge of the image. Move your mouse to determine what size your image will be.
7. Once you have your desired size, a second click of the mouse will install the artwork on your wall.
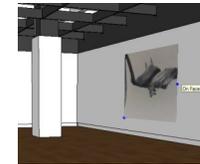

Don't like where you placed the image?
A simple "Undo" can be found under the "Edit" menu.

SKETCHUP TOOLS: A QUICK GUIDE

The **Select** Tool
Need to change something?
Use the select tool and tap on the item you want to change. Then select another tool to make your changes.

The **Shapes** Tool
Create the outline of a shape on any surface.
Helpful for creating walls or cutouts. (See **Push/Pull** tool.)
Click on the down arrow on the right for more shape options, including a circle and polygon.

The **Push/Pull** Tool
Want to make a wall? Use the **Shapes** tool and outline a long rectangle. Then select the **Push/Pull** tool, and *pull* your wall up by moving your mouse *up* the screen. Also helpful for creating podiums in the gallery space.

The **Orbit** Tool
There are different ways to move around the model. Though it is the most dizzying, the **Orbit** tool allows you to see the model from any and all angles.

The **Pan** Tool
The **Pan** tool traverses and views your model both horizontally and vertically.

Want to "walk" around the model? **Under the "Camera" menu, select "Walk" to move about the model with your mouse.**