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.

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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.