Instructions for using the ITC Millwork Interactive Moulding Tool on the web

Go to www.itcmillwork.com and click on the Interactive Moulding button at the top right hand corner of the home page.

This will open the Interactive Mouldings page where you will click where it says Click here to go to the Interactive Mouldings Tool.

This will open a login window where you will need to type in the user name - **** and the password - ******. According to which operating system software you are using, the login window may or may not have anything in it. On some systems, it will have itcmillwork.com\itc in the user name box. If this is your case, simply delete this text and type in itc in all lower case, then type ****** in the password box and click OK.

At this point, the application will launch and several things may happen. First of all, in order to make this tool available in a full screen format, we had to put it on a pop-up window. So, if you have a pop-up blocker on your computer, you will need to click allow pop-ups and the page will launch.

At this point, the application will run if you already have Shockwave, which is the software the tool runs on. If you don't, it will automatically direct you to a free download of Macromedia Shockwave, which only takes a couple of minutes to load.

You will now be able to utilize the tool by clicking on any of the molding categories in the two vertical columns on the left hand side of the page. You will also have the ability to scroll through additional pages in each of the moulding categories by clicking on the up and down arrows in those columns.

Once you have chosen the categories you want to build profile assemblies from, simply click on the profile and drag it into the screen and place it where you want it. If you are building a three-piece crown moulding assembly, for example, click and drag a wall plate and place it against the left side of the "room". Then click and drag a ceiling plate into the screen. Because the ceiling and wall plates are interchangeable, you will need to click the right left arrow to flip it in the opposite direction so that it can become a ceiling plate. Then click the rotate arrow to turn it to where its perspective is correct. At this point, you can click and drag it into the correct position in the "room". Now, click on your piece of crown and place it into position. Continue to click and drag all of the mouldings until you get them positioned where you want them. Note: The wall and ceiling dimensions are scaled to the size of the mouldings, so you will know the actual bed and projection of the assembly simply by looking at where they sit on the screen.

At any point, you can click on 3-D view and it will convert your assembly into a three-dimensional model in another window. You will now be able to rotate the model 360 degrees, zoom it in and out and change it to any of the available wood species simply by clicking on the specie button. By clicking Reset 3-D view, it will

revert back to what was originally sent to the 3-D page. You can go back to the other screen by clicking Return to 2-D Profiles at any time.

If you are happy with what you have assembled, you can type notes in the Comments box (i.e. 3-piece crown for Master Bedroom, Dining Room and Foyer for the Smith Residence). You can type as much detail as you want in the box, so don't be shy. You will also notice that the profiles in your assembly will be displayed in the Items Used box with the ITCM profile number and dimensions. Another thing that you might notice is that when you mouse over any of the profiles in the left hand columns, the profile number and dimensions will appear at the top of the screen, along with the wood species in which we typically stock those particular profiles. If you want to exchange one profile for another, simply click on the one you want to delete, which should become yellow when clicked upon, and click clear part. If you want to start fresh, click clear all and all of the profiles in the "room" will disappear. Then, simply repeat the process with other profiles.

Once you have the assembly built like you want it and all of the notes typed in, you can send it to print simply by clicking the Print button. What you will get is the main screen page with what appears on the screen to scale, along with the notes page containing the profiles used and all of the copy that you types in the Comments box. Then you will get an individual page for each moulding profile used in the assembly in full size with the profile numbers and all of the pertinent dimensions.

When you send this to print, it may ask you to minimize the window. Then a print confirmation window will appear for each page that will be printed. For instance, if you sent a 3-piece crown assembly to print, you will get five total pages. As those windows appear, click OK or Print or Yes, whatever it prompts you to do.

One more print option you have is, while you are viewing your assembly in 3-D, you can press Print Screen on your computer keyboard, open a Word document, click Edit, scroll down and click Paste Special. This will open a window, which should have Independent Bitmap Device highlighted and Paste selected. Click OK and the image will be placed on the page in this Word document. Send this to print. You can also save this screen captured image for future use.

Although it may seem as though this is a complicated program from the detail of the instructions, it is very simple and user-friendly. Should you have any questions or problems with the program, please feel free to contact Shane Higginbotham at 704-821-1470 or shane.higginbotham@itcmillwork.com.