



## How to Change Your Floor Plan Drawing

From time to time you may need to change the custom floor plan drawing in your GuestBridge software if your restaurant is renovated, for instance, or you may wish to use different floor plan drawings with different table layouts. It's easy to change the drawing of your restaurant's layout in GuestBridge.

### Steps:

1. **Determine your floor plan's file name**—Open the GuestBridge Administrative application. From the top menu bar, select *Operation*, then *Floor Plan*. The file name of your floor plan will be located in the upper right area of the window.
2. **Open Microsoft Paint**—On your PC, select the *Start* button in the lower left corner. Then choose *Programs* and then *Accessories*. Click on *Paint*.
3. **Open the file of your floor plan**—In the upper left corner of the Paint window, click on *File*, then *Open*. Browse your hard drive (c:) for the following directory: c:\Program Files\GuestBridge\GBReserve\Images and select the floor plan file name. Click *Open*.
4. **Make changes to the floor plan**—Using the tools in Microsoft Paint, make any desired changes to your floor plan. Here are some tips:
  - To do detailed work, click *View*, then *Zoom*, and *Custom*. Choose 800% to see small areas up close.
  - Usually floor plans drawings work best when you only draw the walls and major "landmarks". Don't worry too much about windows or areas where tables are not present.
5. **Save the new floor plan**—In Paint, click *File* on the top menu bar, then *Save As*. Make sure you are saving the file to the GBReserve/Images directory. Enter the file name for your new floor plan and click *Save*.
  - Tip: Save your file as a 16-color bitmap so that it will load faster in GuestBridge.
6. **Apply the new floor plan for all table layouts**—To use the new floor plan at all times, go back to the *Floor Plan* window in the Administrative application. Type the name of your new floor plan in the Filename field and click *OK*. When you restart the main GuestBridge application, the new floor plan will be displayed.
7. **Apply the new floor plan for selected table layouts**—If you wish to use this floor plan only for certain table layouts, select the desired table layout from the *Table Layouts* list on the left and click *Edit*. The *Edit Table Layout* window will appear.
  - If you see an *Override Layout Bitmap* field, type the name of the new floor plan file there. Be sure to include the ".bmp" extension. Click *OK*.
  - If you see an *Edit View* button, click it and then browse for the floor plan file name. Click *OK*.When you select that table layout in the main GuestBridge application, the new floor plan will be applied.

If you have any questions, please call GuestBridge Technical Support at 414-918-7550 or email [support@guestbridge.com](mailto:support@guestbridge.com).

**Note:** GuestBridge will create your new floor plan for you for only \$50.00 each. We will need a drawing of the desired new floor plan faxed to us at 414-918-7510. Please allow 5 working days.