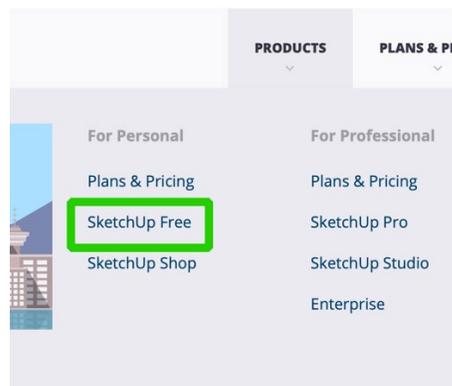


## SketchUp Tutorial

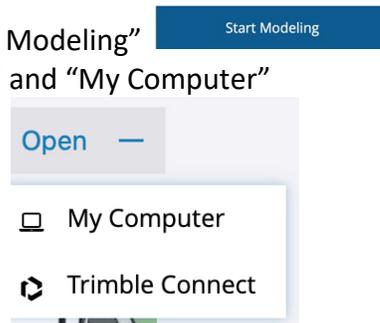
The following is a basic tutorial to guide you through the process of placing artwork in a premade gallery using SketchUp. For further utilization of the tools available on SketchUp, see the FAQs and tutorials at [www.sketchup.com](http://www.sketchup.com).

### Part I: Getting the gallery set up

1. Before beginning, be sure to have the following organized and ready to go:
  - a. Image files of the artworks, decorations, and placards you will be using
  - b. The metadata, especially the dimensions, of the artworks
  - c. The .skp file of the gallery you will be editing. These should be available on your course Collab site.
2. Go to <https://www.sketchup.com> and create an account
3. Under “Products,” select **SketchUp Free**

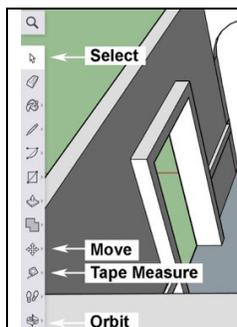


4. Choose “Start Modeling”
5. Select “Open” and “My Computer”



6. Select the Gallery assigned to your course.

### Part II: The Tools



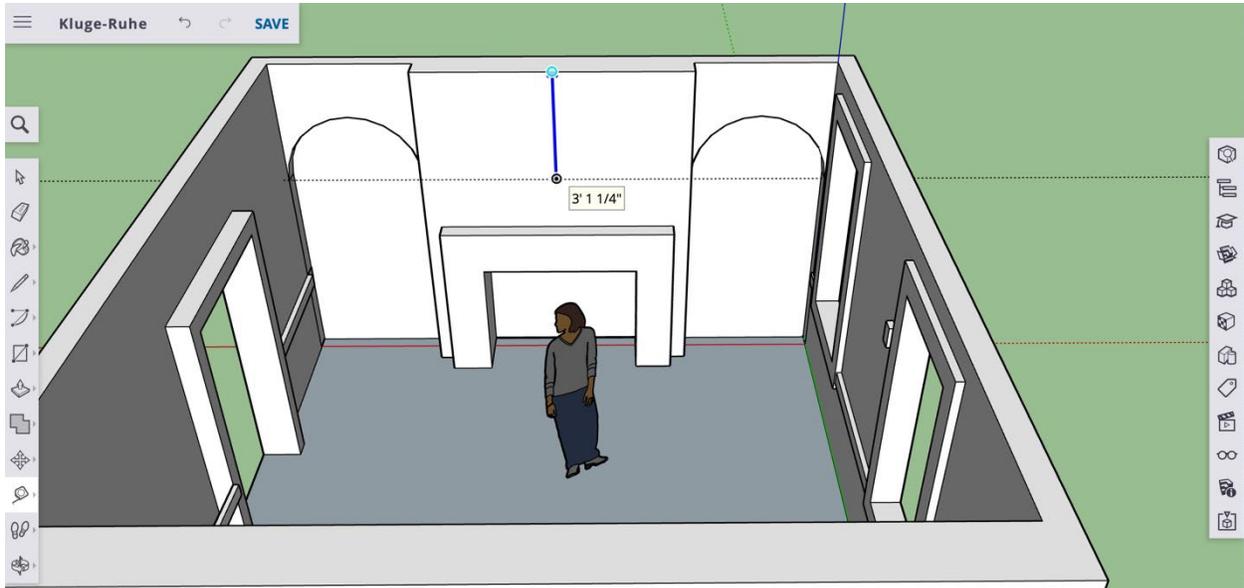
**Select:** This will allow you to select objects so you can move them, edit them, or delete them.

**Move:** Once your artwork is on the wall, you will use this tool to position it how you want.

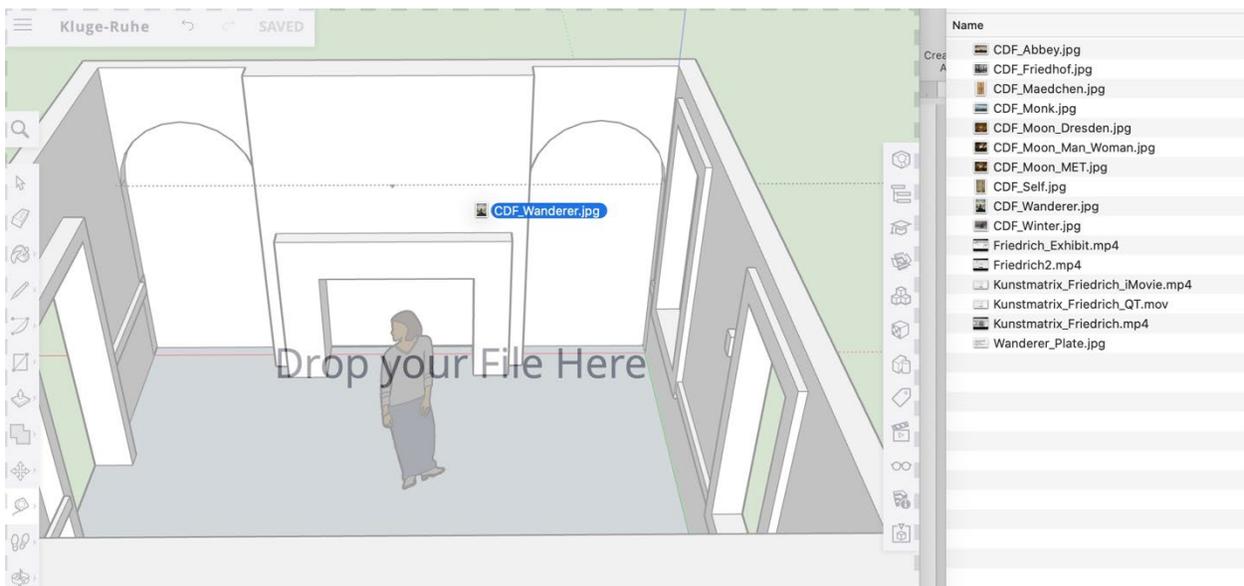
**Tape Measure:** You will use this tool to measure out one axis of your artwork’s dimension so that you can place it to scale.

**Orbit:** This tool will allow you to rotate your gallery so you can see how everything looks from different angles

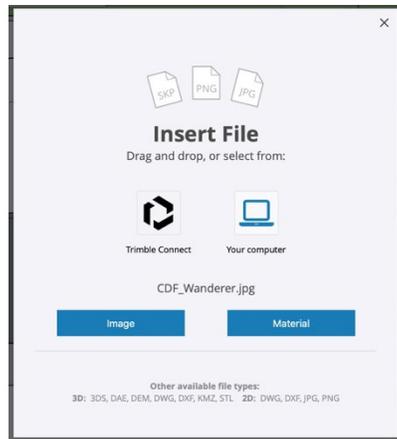
1. The first thing to do is to choose the wall upon which you will hang your artwork. For this tutorial, I have chosen the area above the fireplace in the Kluge-Ruhe Gallery 3.
2. Using the **Tape Measure** tool, click on either the top or sides of the surface and drag the cursor across the surface, taking care to read the measurements.
  - a. **NOTE:** Be sure to note the color of the line. It should match the color of the axis you are measuring. i.e.: if you are measuring down the wall, the line should be **BLUE**, if measuring along the wall, in this case, the line should be **RED**. In this instance, if the line was **GREEN**, it means I would be measuring **AWAY** from the wall.



3. Once you measure, there will be a line marking the bottom of your measurement. You are now ready to add artwork!
4. The easiest way to do this is to drag the file into the model



5. A prompt will appear. Choose "Image"



6. Drag the cursor to the line created by the **Measuring Tape**. This will create your first **Guide Point**. The image might look enormous, but don't worry. As soon as you click where you want it, it will shrink.



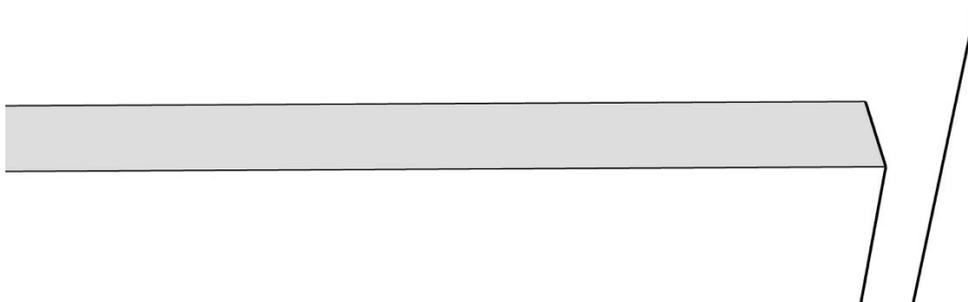
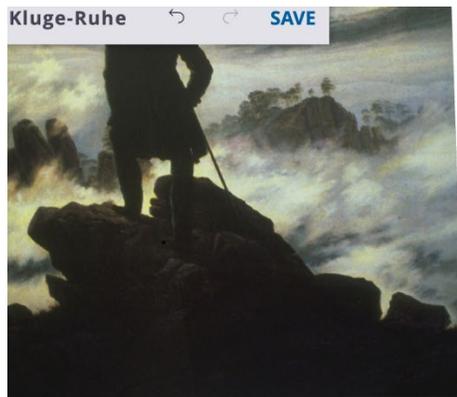
7. After the first guide point is established, move the cursor to the edge or top of the wall. The image will maintain its proportions.



8. You can now use the **Move** tool to position your artwork exactly where you want it.



9. Text is clunky in SketchUp, so for labels, create JPEGs. Add them the same way you did the artwork, only there is no real need to measure it.



10. Repeat the process with the other artworks! Don't forget to use the **Orbit** tool to make sure nothing is floating.