



Use this guide in order to help you prepare your floor and site plan files for the Blackline Live portal. By following these guidelines you can help ensure that your files have maximum usability and readability in the portal.

Ensure your files are editable PDF, PNG or JPEG.

Blackline prefers PDFs, but can work with most file types. Please do not send scans of images.

FirstFloor.pdf	FirstFloor.png
SecondFloor.png	FirstFloor.jpeg
DO	DON'T

Ensure files are labeled clearly

Clearly label which floor plan corresponds with which floor in your building.

FirstFloor.pdf	Floorplan1.pdf
SecondFloor.pdf	Floorplan2.pdf
DO	DON'T

Ensure maps are up to date

Ensure maps are accurate with current floor plan of space.

DO	DON'T

Use uncluttered, legible and high resolution maps

Avoid overly complicated, blurry or technical maps.

DO	DON'T

Indicate which way is North

If not indicated on your map or obvious by the shape of your building, label which direction is North so that the floor plan can be placed with the correct orientation.

DO	DON'T

Label where the floor plan is in the building

If your floor plan only takes up a certain area of your building, please provide a reference image as to where your floor plan should be placed in the building.

DO	DON'T

Ready to send your floor plan in?

When your files are good to go, send the following to your Sales Representative or our Customer Care team:

- Your floor plan file(s)
- Your organization name in Blackline Live
- Your site address or latitude/longitude