Lobby & Ledger Markup

Quick-start guide

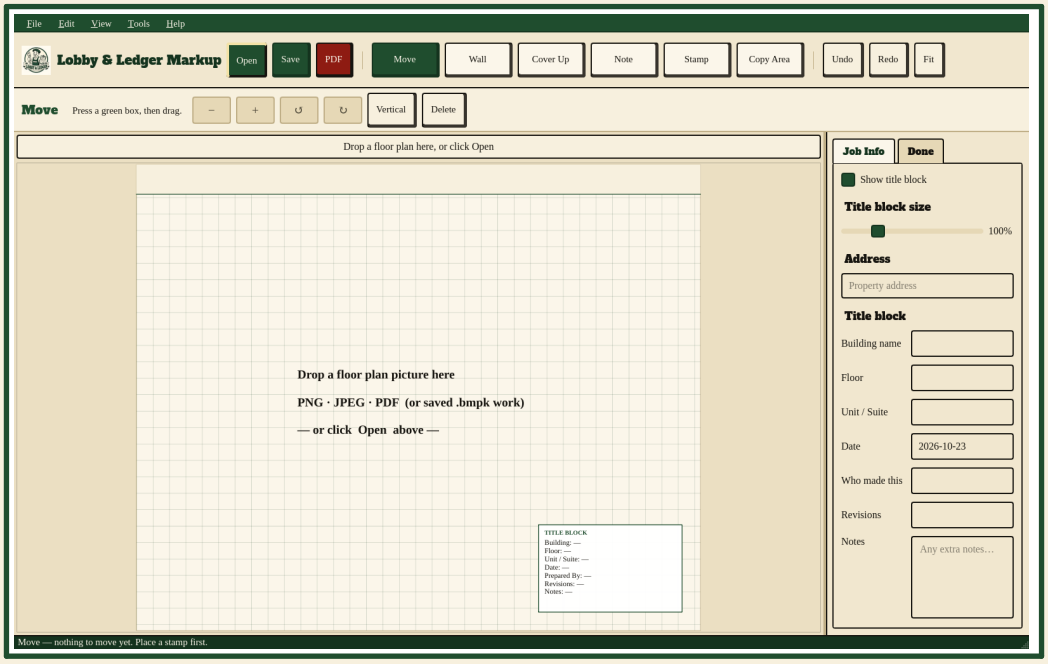
Make every vision count.

Version 2.1.0 · October 28, 2026 · For building supers, brokers and property managers

Lobby & Ledger Markup is a quick way to mark up a floor plan on a Windows PC. It's a step up from sketching on a napkin, with no straightedge or white-out needed. Open a plan, draw walls, add notes and door or fixture stamps, then make a Letter-size PDF to send. It works offline. **It is not CAD.** It doesn't measure anything, and a PDF from it isn't a construction document.

> All screenshots in this guide use a fictional sample plan of **100 Example Street**. Example data only.

1. The main window



The main window before a plan is opened. Drop a floor plan picture on the sheet, or click Open.

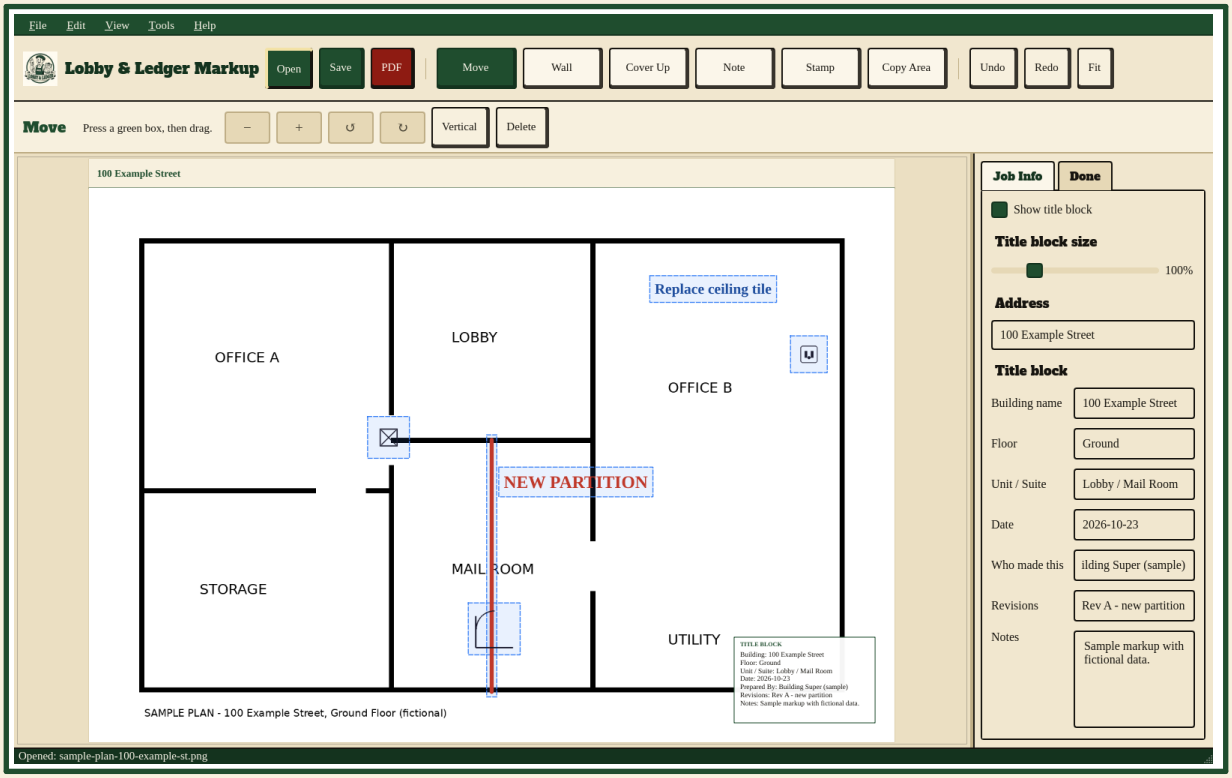
- **Top bar: Open**, **Save** and **PDF**, then the tools: **Move**, **Wall**, **Cover Up**, **Note**, **Stamp** and **Copy Area**. **Undo**, **Redo** and **Fit** are at the end.
- **Options strip** (under the top bar): settings for the tool you picked, such as size − and +, the two rotate arrows, **Vertical** text and **Delete**.
- **Side tabs: Job Info** (address and title block) and **Done** (save and make the PDF).

2. Open a plan

Click **Open** (or **File > Open**), or drag a file onto the window. You can open:

- Pictures: PNG, JPG, BMP, GIF, TIFF and WebP
- PDF files (you'll be asked which page to use)
- DXF and SVG drawings
- Lobby & Ledger Markup work you saved earlier

> **Tip:** iPhone HEIC photos don't open. Save them as JPG first. A phone photo of a paper plan works fine, as long as it's taken straight on and in good light.



The sample plan with a new partition wall (red), a note, and door and outlet stamps. The address shows across the top, and the title block sits in the corner.

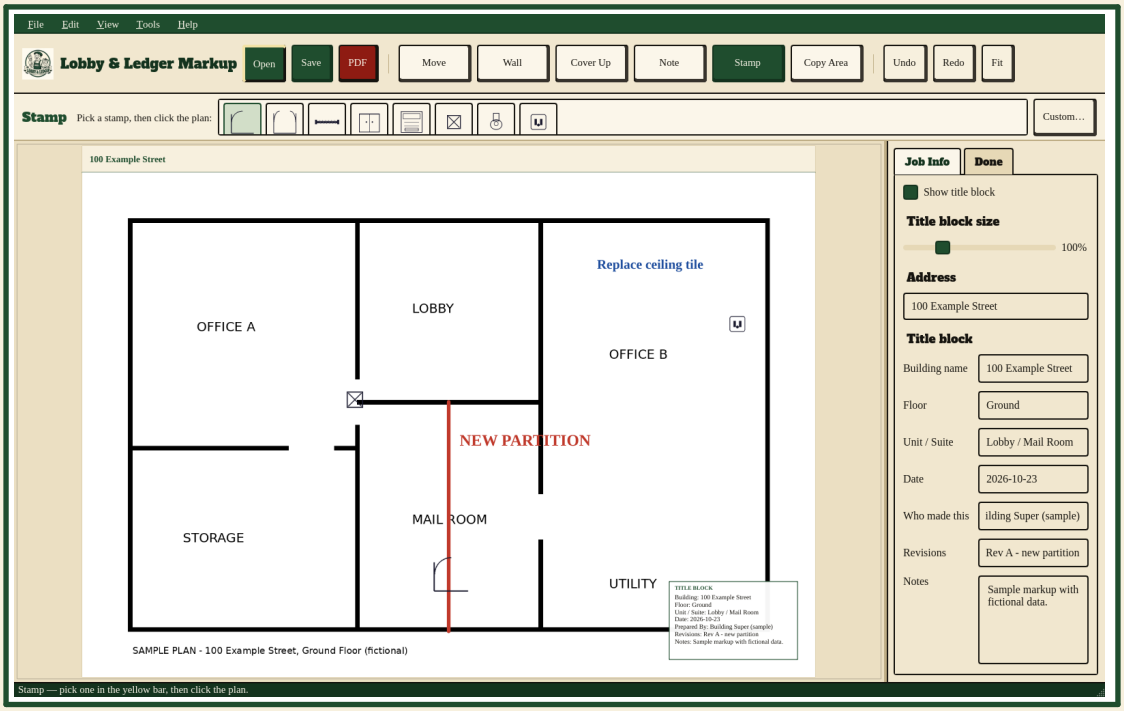
Getting around

- **Zoom:** turn the mouse wheel.
- **Move the view:** hold the Space bar and drag.
- **See the whole sheet:** click **Fit** (or press Ctrl+0).
- **Made a mistake?** Click **Undo**. Changed your mind? Click **Redo**.

3. Mark it up

Click a tool on the top bar. The options strip under it changes to match, and the bottom line of the window tells you what to do next.

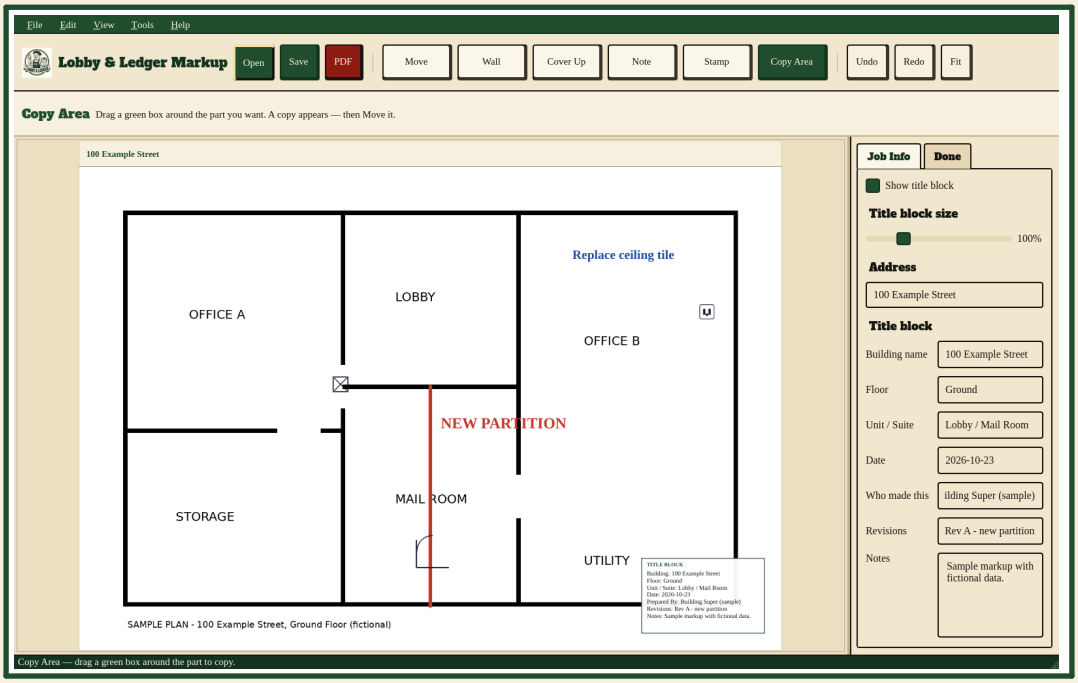
Tool	What it does
Move	Press on a markup's box and drag it. Use − and + to make it smaller or bigger, the arrows to turn it, and **Delete** to remove it.
Wall	Drag to draw a wall line.
Cover Up	Paints white over parts of the plan you want to hide.
Note	Click to place text. Click **Vertical** in the options strip for sideways text.
Stamp	Places symbols: single and double door, partition, cabinet, pantry, column, restroom and outlet. **Custom…** lets you add your own picture.
Copy Area	Drag a green box around part of the plan. A copy of that part, with its walls and notes, appears as one piece you can move.



Stamp picked: the options strip shows the stamps to choose from, with Custom… on the right. Pick one, then click the plan.

4. Copy part of the plan

Use **Copy Area** when the same layout repeats, like matching offices or a stack of units. Drag a green box around the part you want. A copy appears. Then switch to **Move** and drag the copy where it goes.



Copy Area picked. The options strip reads: drag a green box around the part you want, a copy appears, then Move it.

5. Job info and title block

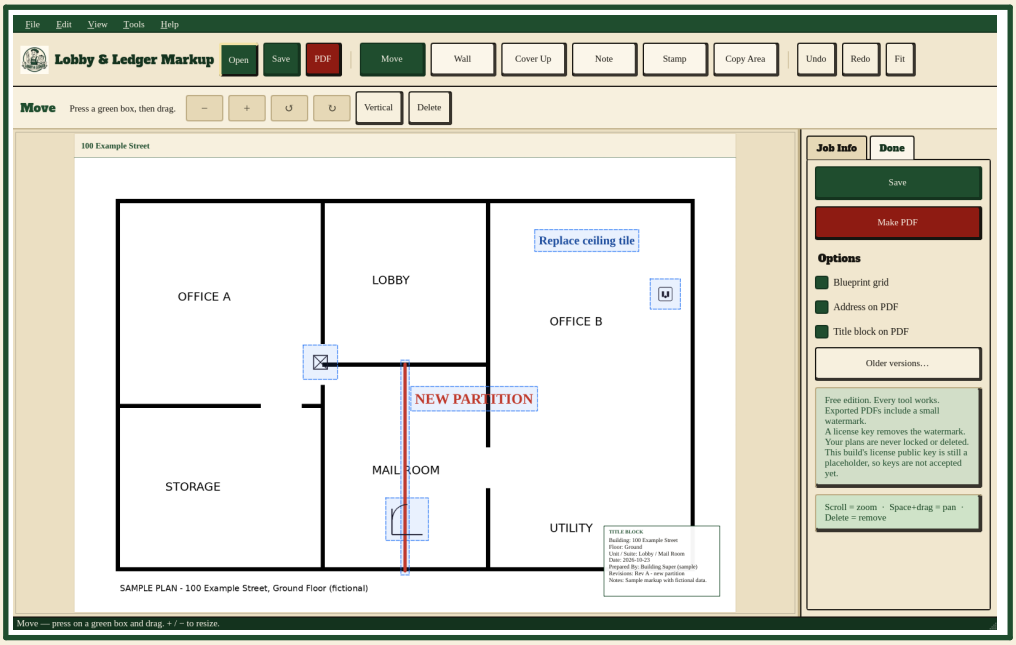
On the **Job Info** tab (right side, shown above), type the **Address**. It prints across the top of the sheet.

- Tick **Show title block** to add the box in the corner.
- Fill in **Building name**, **Floor**, **Unit / Suite**, **Date**, **Who made this**, **Revisions** and **Notes**. Leave any of them blank if you don't need it.
- Use the **Title block size** slider to make the box bigger or smaller.

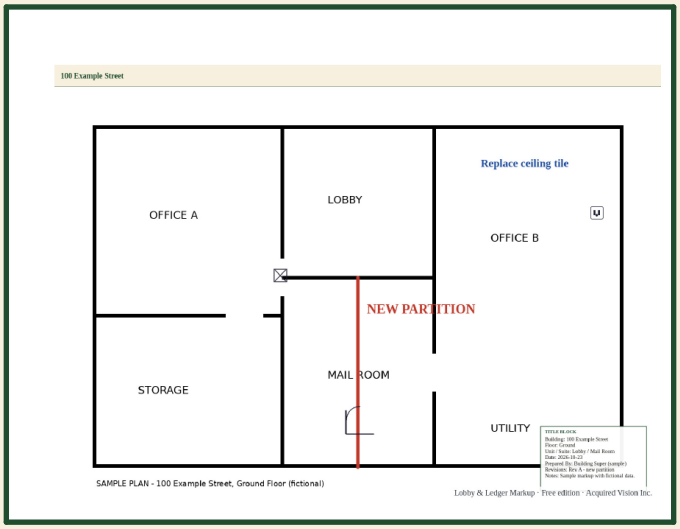
6. Save and make a PDF

Open the **Done** tab when you're finished.

- **Save** keeps your work so you can open it again later. Older copies are kept for you. Get one back with **Older versions…**.
- **Make PDF** (or Ctrl+E) makes a Letter-size PDF you can print or email. Tick the boxes to include the **Blueprint grid**, the **Address** and the **Title block**.



The Done tab: Save, Make PDF, the three PDF options, Older versions… and a note about the free edition.

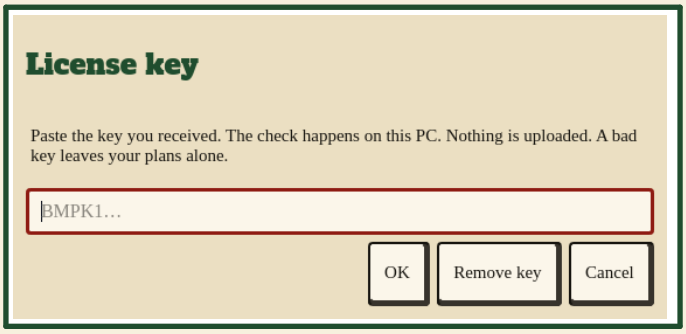


A PDF from the free edition. The small line at the bottom right is the watermark.

Free edition and unlock. The free edition has every tool. PDFs it makes carry a small watermark at the bottom: “Lobby & Ledger Markup · Free edition · Acquired Vision Inc.” A **$25 one-time unlock** removes the watermark. No subscription. Your plans are never locked or deleted.

7. License key and About

Help > Enter license key… (Ctrl+L) opens this box. Paste your key and click **OK**. The key is checked on your PC and nothing is uploaded. A wrong key leaves your plans alone. **Remove key** clears a saved key.



The License key box.

> **Note:** in this early 2.1.0 build, keys aren't accepted yet. The Done tab and the About box say so.

Help > About Lobby & Ledger Markup shows the version, the free edition status and the plain-language terms. **Terms of Use** and **Privacy** are on the Help menu too.



The About box for version 2.1.0.

Keyboard cheat sheet

Action	Shortcut
Zoom	Mouse wheel
Move the view	Space + drag
Delete the picked markup	Delete
Fit the whole sheet	Ctrl+0
Make PDF	Ctrl+E
Undo / Redo	Ctrl+Z / Ctrl+Y
License key	Ctrl+L

Questions? Email **support@lobbyandledger.com**.