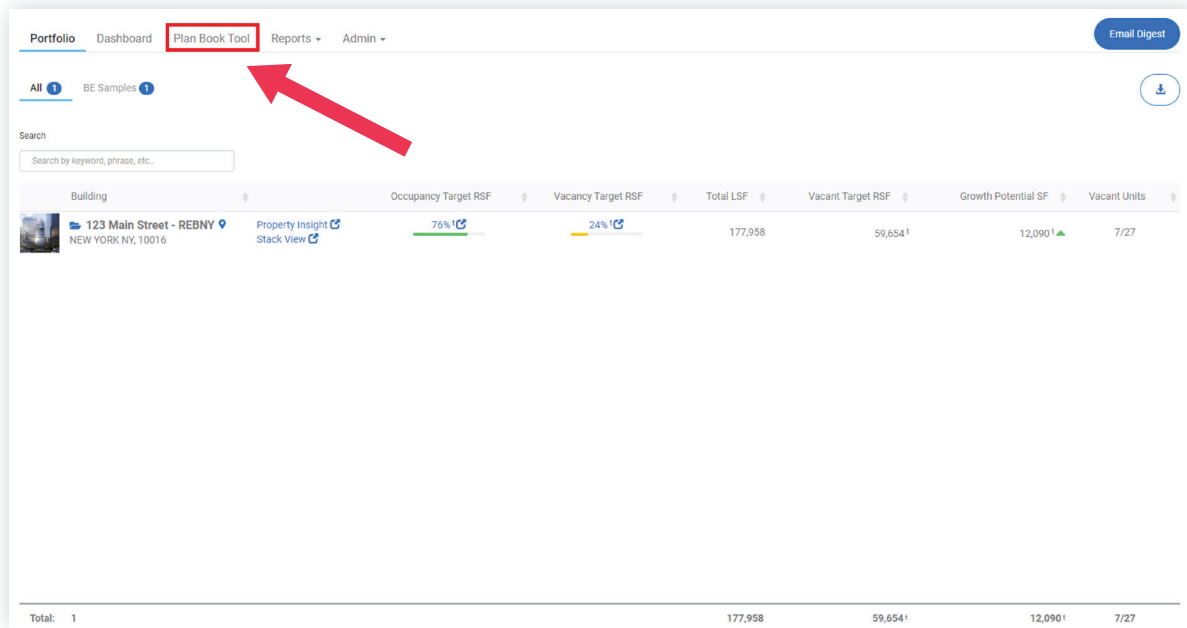
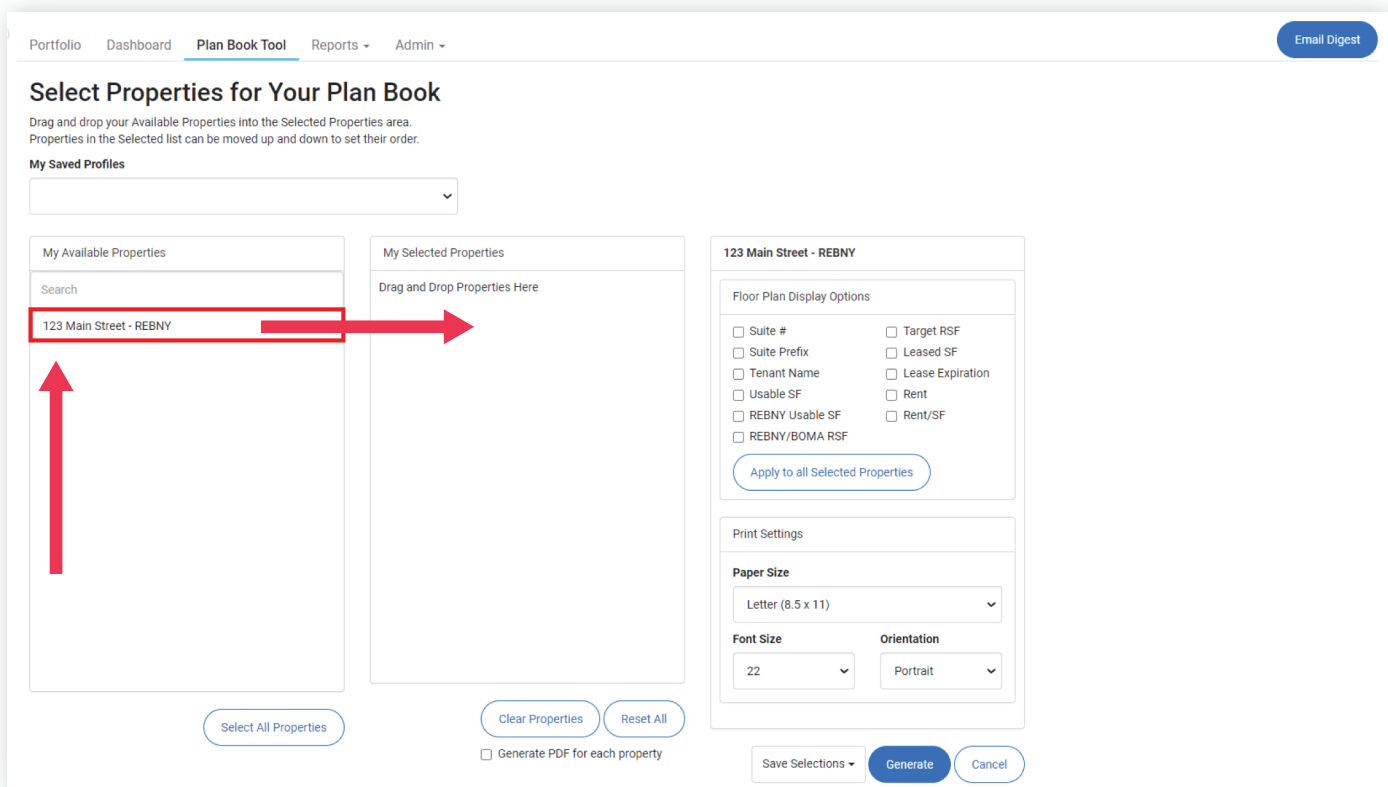


How do I use the Property Plan Book Tool?

1. Click on the **Plan Book Tool** on the Portfolio Page.



2. Drag and drop the property from the **Available** to the **Selected** section.



3. Set the desired Display Options and Font Size.

4. Click on **Generate Plan**.

5. Click on the **Hyperlink** to download the Plan book.

The screenshot displays the 'Plan Book Tool' interface. At the top, there is a navigation bar with 'Portfolio', 'Dashboard', 'Plan Book Tool', 'Property', 'Reports', and 'Admin'. On the right, there are buttons for '123 Main Street' and 'Email Digest'. The main heading is 'Select Properties for Your Plan Book', with instructions to drag and drop properties. Below this, there are sections for 'My Saved Profiles', 'My Available Properties', and 'My Selected Properties'. The 'My Selected Properties' section contains '123 Main Street - REBNY'. To the right, a configuration panel for '123 Main Street - REBNY' is shown, with a red box highlighting the 'Floor Plan Display Options' section. This section includes checkboxes for 'Suite #', 'Suite Prefix', 'Tenant Name', 'Usable SF', 'REBNY Usable SF', 'REBNY/BOMA RSF', 'Target RSF', 'Leased SF', 'Lease Expiration', 'Rent', and 'Rent/SF'. Below this is an 'Apply to all Selected Properties' button. The 'Print Settings' section includes 'Paper Size' (Letter (8.5 x 11)), 'Font Size' (22), and 'Orientation' (Portrait). A red box highlights the 'Font Size' dropdown. At the bottom, there are buttons for 'Select All Properties', 'Clear Properties', 'Reset All', 'Generate PDF for each property', 'Save Selections', 'Generate', and 'Cancel'. A red arrow points to the 'Generate' button. On the right, a green box indicates 'Your Plan Books are ready to print' and contains a red box around the hyperlink '123 Main Street - REBNY.pdf' with a red arrow pointing to it.