

# Help Guide

**VIRLETTE**

VIRTUAL PALETTE

www.virlette.com

**Access -** Go to [www.virlette.com/downloads](http://www.virlette.com/downloads). Click on the 'Download for PC' button and software will automatically start downloading. Once downloaded, extract files to a local folder on your hard drive. Open that folder, once extraction has completed, and click on the 'Virlette' icon to start the program.

Use your supplied login and password, or contact Virginia for credentials.

On your first use of the program only, the materials need to be manually loaded: click on the 'add materials' button to the left of the home page, and then click on the 'download all' button at the top right. Once all have downloaded, click on the home button (adjacent to the 'download all' button).

Select a room and state (day/night and window treatment) and 'enter'.

**Movement -** Move mouse to look around and establish the direction you want to move, then use arrow keys to move :

<- <b>left</b> :	backward	<b>up</b> :	higher viewpoint
-> <b>right</b> :	forward	<b>down</b> :	lower viewpoint

Use **Tab** key to restore original viewpoint in room.

**Edit surfaces -** **Right mouse click** to show surface tracker, right click again to turn off;  
**Left mouse click** to edit selected surface / open sample menu,  
**Right mouse click** to close sample menu.  
**Shift** key to turn tracker on or off at any time.

**Scrolling -** Hold **left mouse button down** and drag (up or down).

**Rug on/off -** Click **middle mouse button**. (Note :Rugs in lounge/dining area cannot be turned off)

**Window treatment type -** Can be edited in Master Bedroom and Living Room (window icon).

**Move mouse/viewpoint with sample menu open -** Press and hold the '**R**' key.

**Screenshot -** Activate **screenshot** button, and full screen room view will open in screenshot mode. Move as required to get optimal camera position, then left click to save screenshot. Screenshot with time/date stamp will be saved in the 'ExportedFile' folder within the program folder.

**Full screen sample mode -** Activate full screen sample mode via the **folder** icon.  
This enables the full sample library to be viewed across all surfaces, and samples can be saved as 'favourites' (star icon) and grouped into 'palettes'.

**Camera Sensitivity and Movement speed -** Can be customised via the '**settings**' screen.

**Exit / Minimise -** Quit the program via the **Quit** button on the home screen.  
Minimise the program via **ctrl+alt+esc** (hold down all keys at once).

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### Night / Day -

Switch between night and day view.



### Screenshot -

Take a **screenshot** of a selected view.



### Full screen sample mode -

View the full sample library across all materials and save as **palettes**.



### Favourites -

Access **saved /starred** samples.



**Undo** - Removes last selection.



### Arrows -

Collapse and expand menu options.  
Arrows are highlighted in **blue** if there is a filter selected.



### Window treatments -

Switch between window treatments, for selected windows.



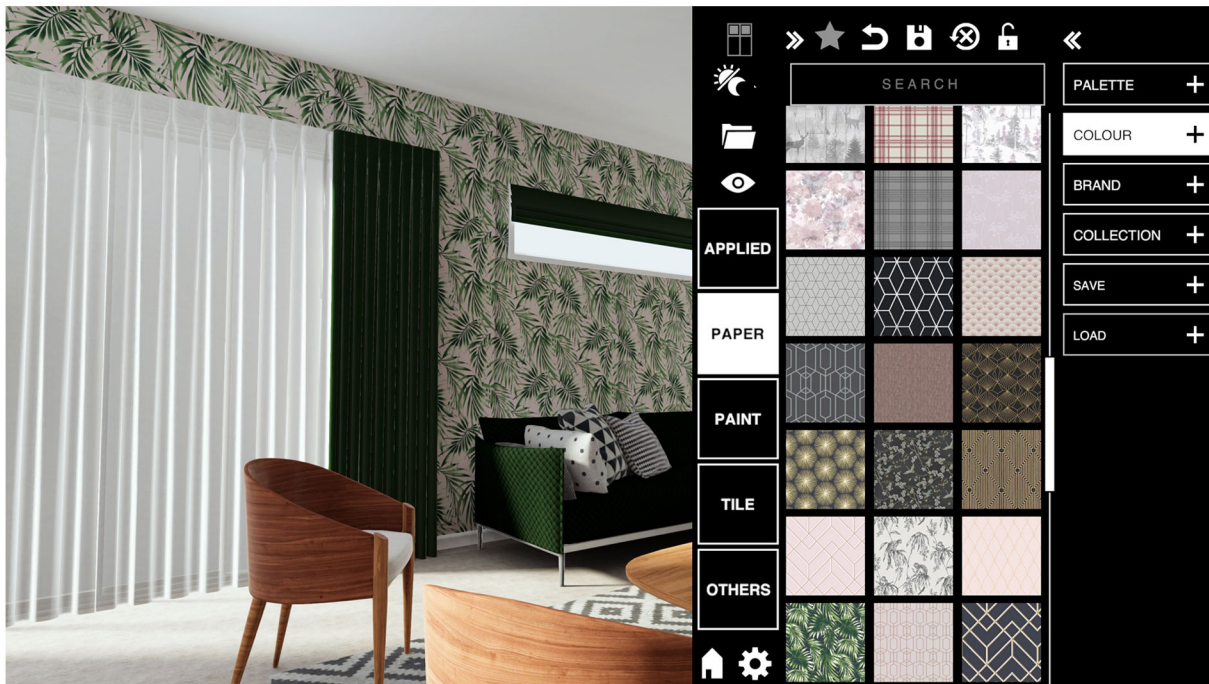
### Filter reset -

Clears all currently selected filters.



### Lock -

Locks the current sample selection.



### Search -

Type in **search bar** to search by sample or brand name.

### Palette -

Load a saved group of samples.



### Save -

Scheme by entering a **scheme name/ +/save**.

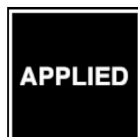
### Load -

Saved scheme by **selecting / load**



### Home -

Access home screen to **change Room and Day/Night** state, update **Samples** and **Quit** the program.



### Quick sample selection -

Filter samples by **material** and view samples that are currently **applied** in the scheme.



### Sample Options -

**Star** - add to favourites;

**'A'** - Apply material to all surfaces;

**'+'** See larger swatch / sample details.