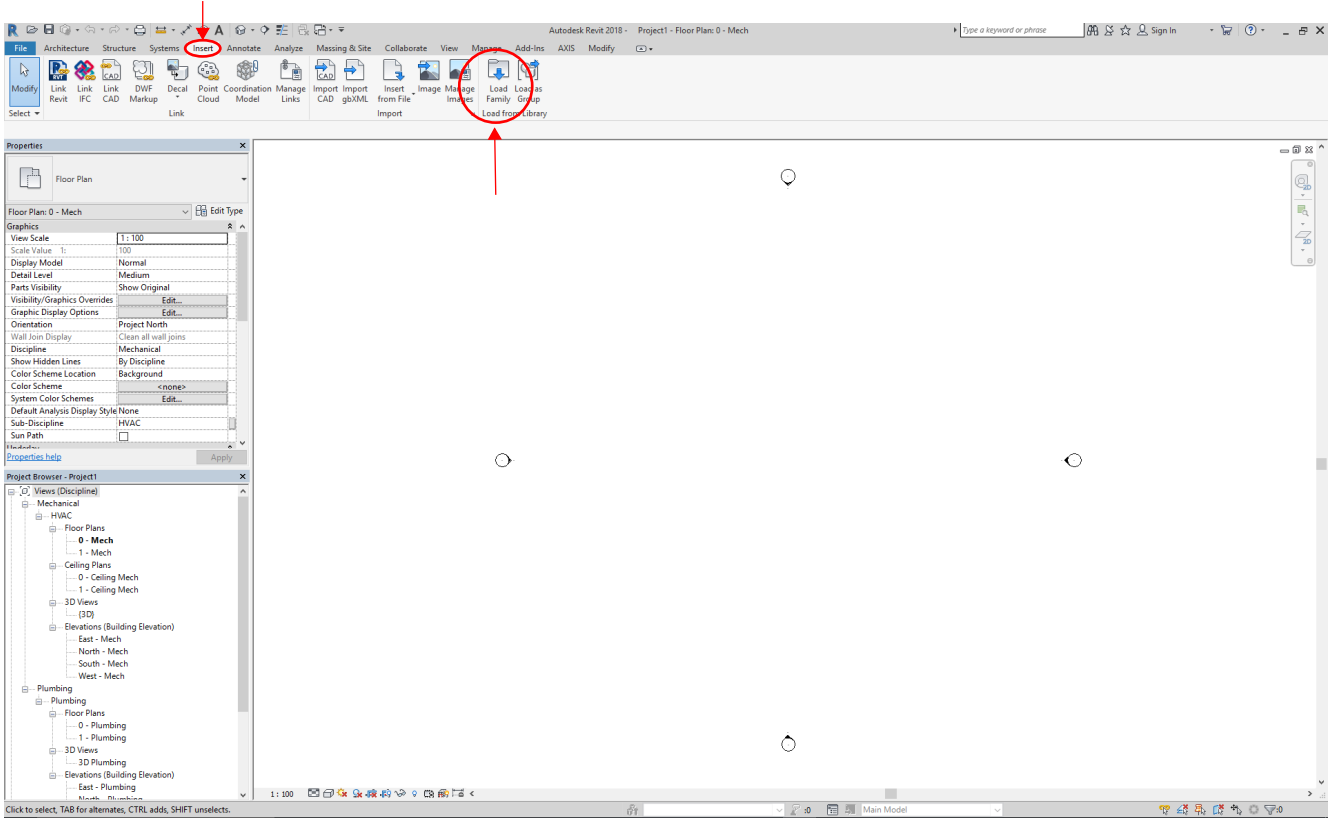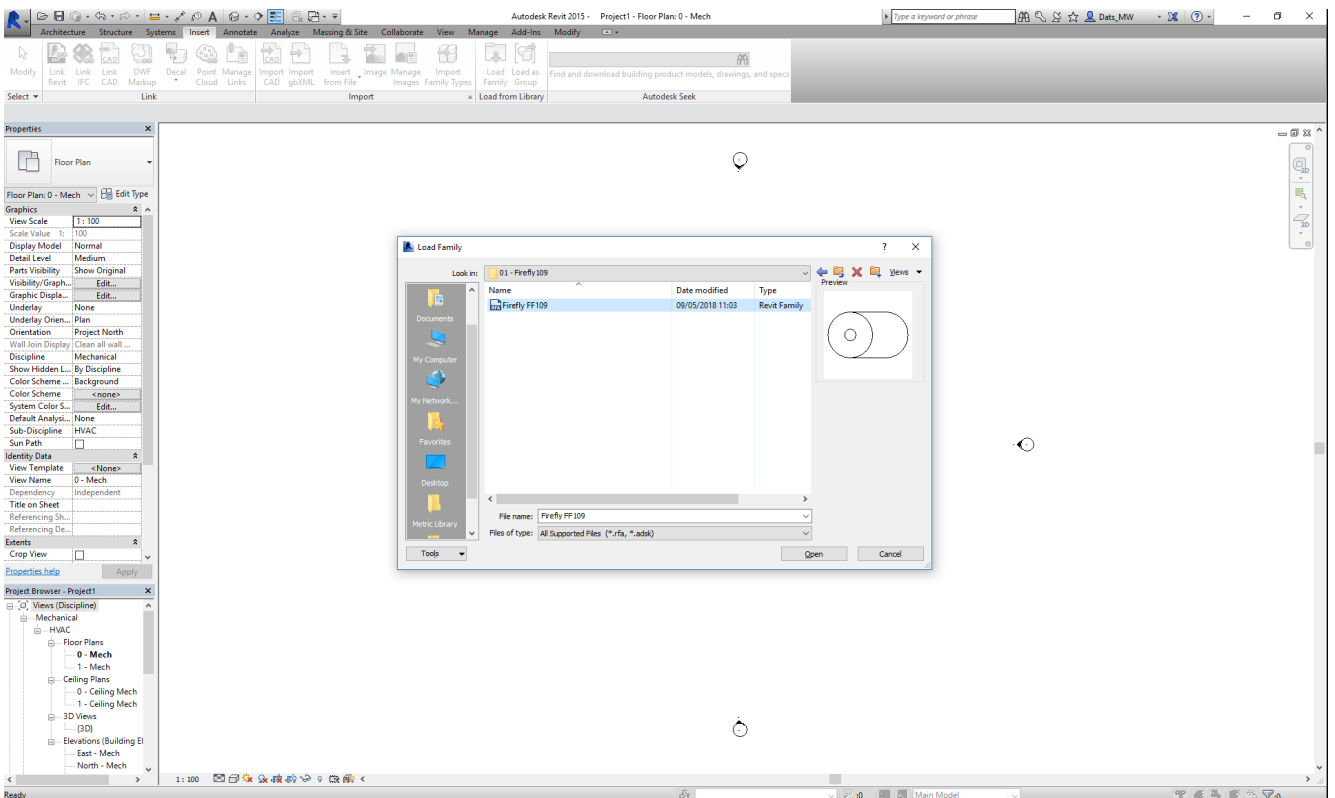*Click the insert tab then the load family ribbon.*

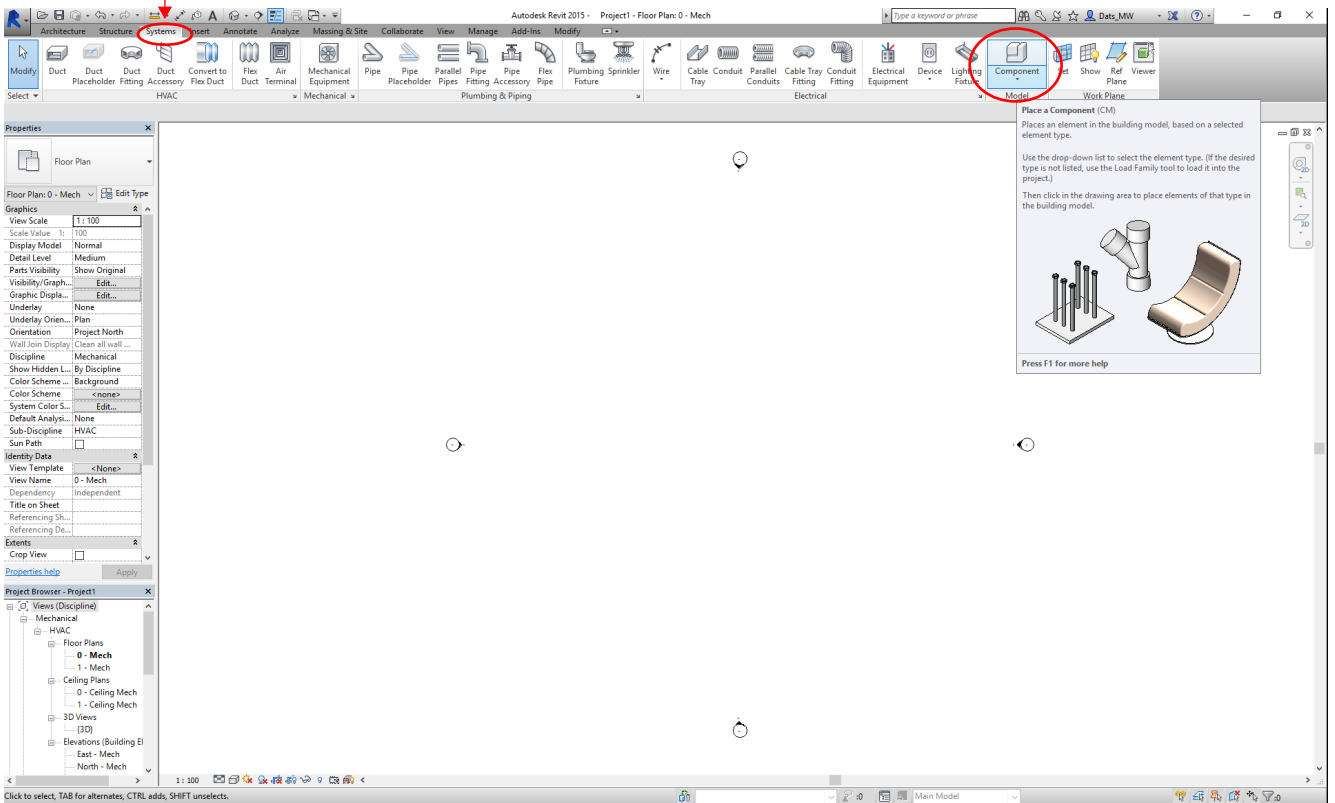*Choose relevant family file*

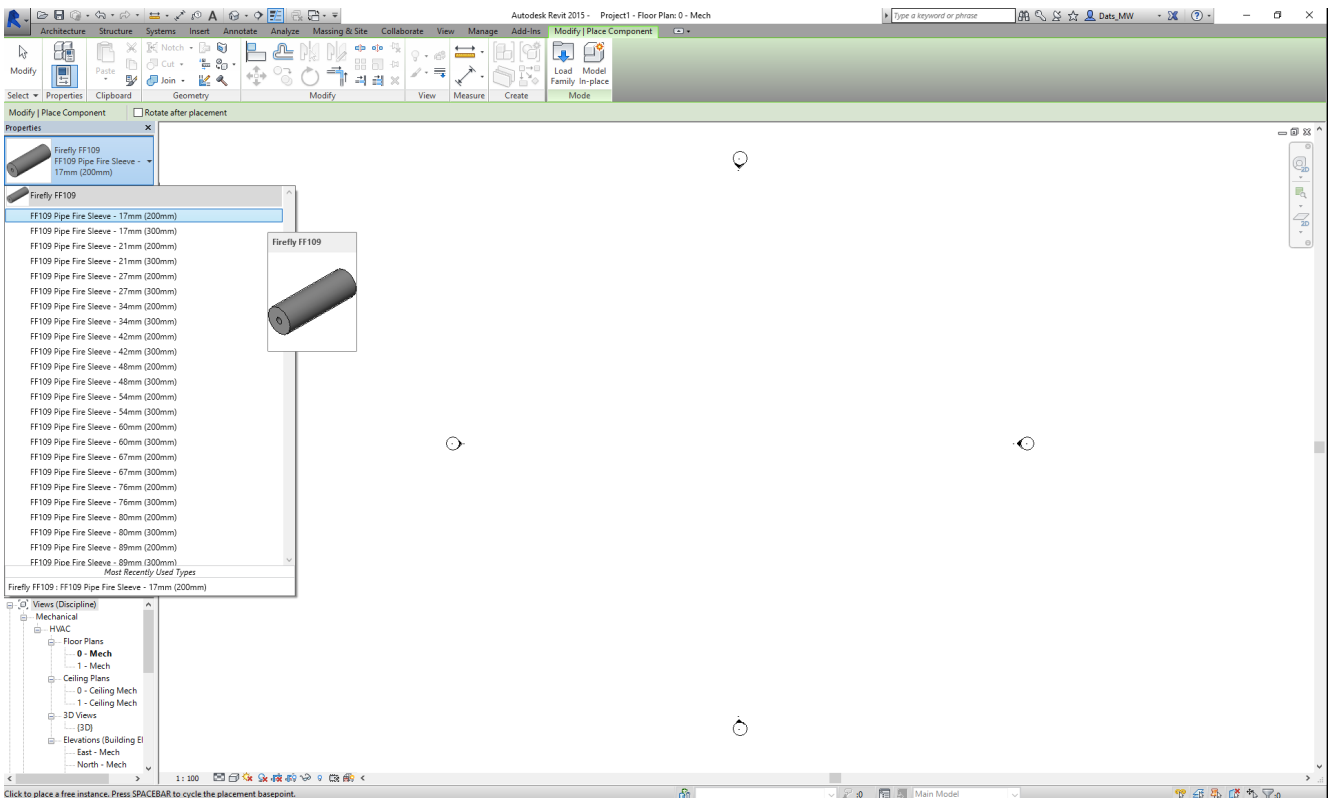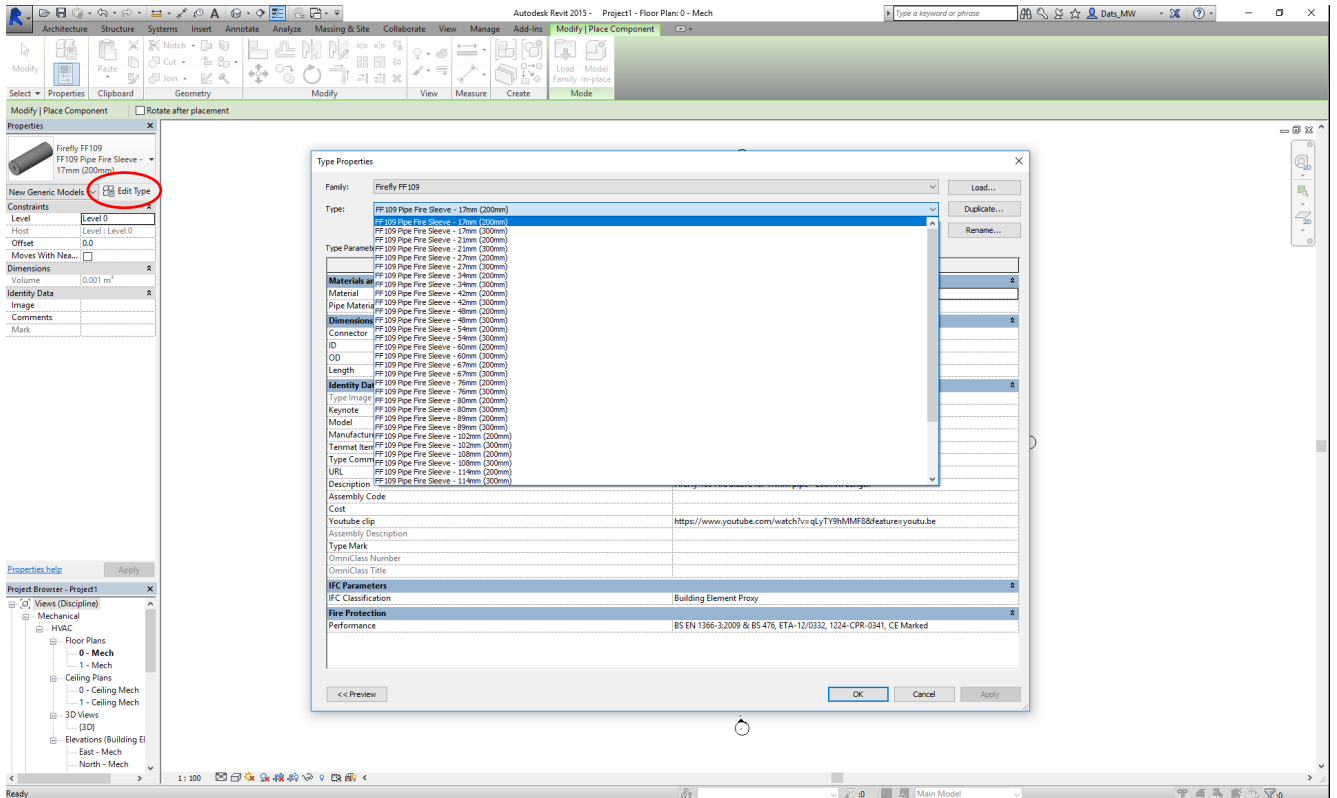*The selected family is now loaded into Revit*

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Click the systems tab then the relevant category for the loaded family.

Click on the family in the properties bar to see all the options for that family.

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By clicking edit type you can also change the selected family or view additional parameters (options) for that family.

Place the family into your project and you're ready to go.