
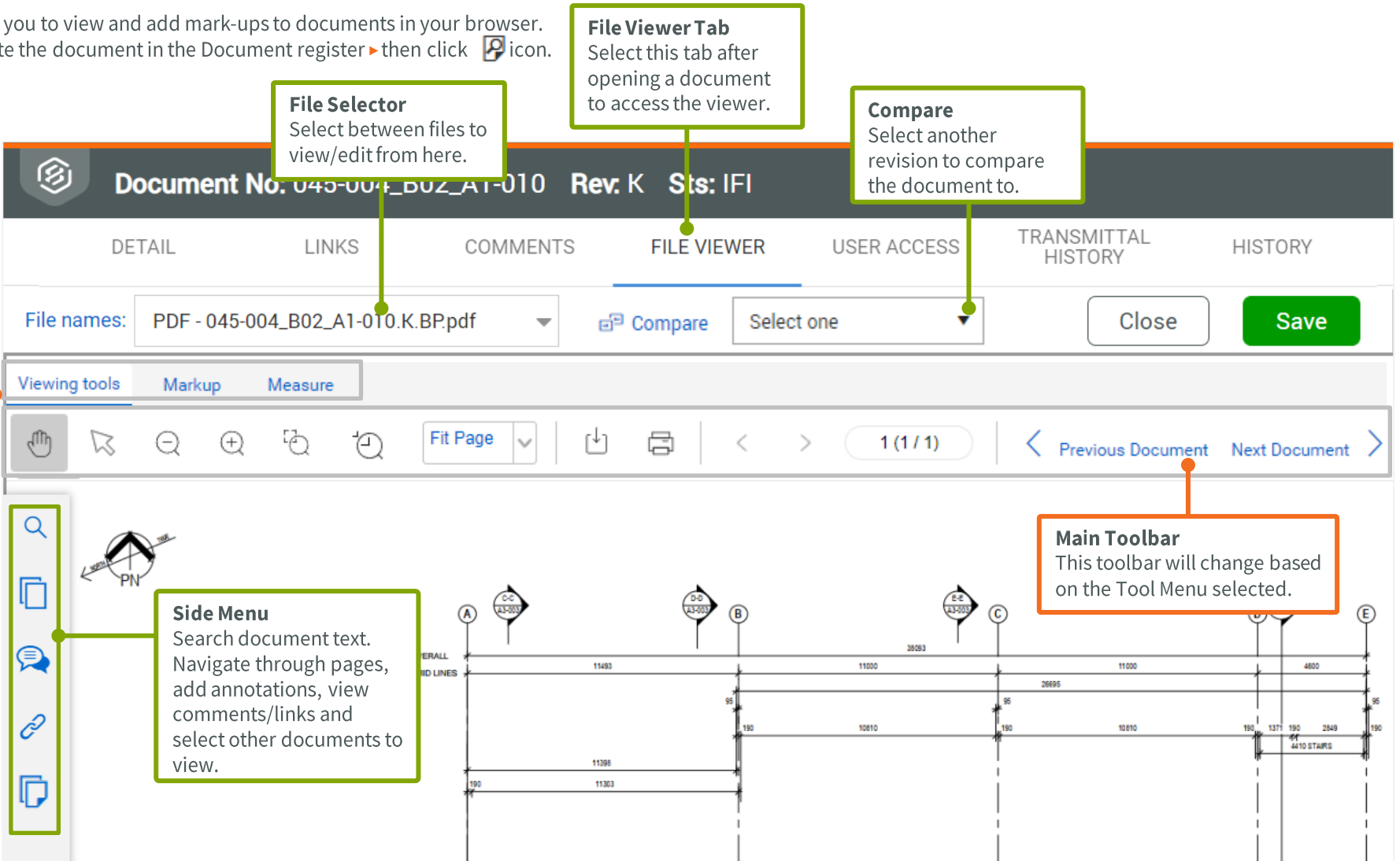


VIEWER OVERVIEW

The online Viewer allows you to view and add mark-ups to documents in your browser. To open the Viewer, locate the document in the Document register then click  icon.



File Selector
Select between files to view/edit from here.

File Viewer Tab
Select this tab after opening a document to access the viewer.

Compare
Select another revision to compare the document to.

Tool Menus
Selecting between the tool menus updates the tool in the Main Toolbar.

Side Menu
Search document text. Navigate through pages, add annotations, view comments/links and select other documents to view.

Main Toolbar
This toolbar will change based on the Tool Menu selected.

The screenshot shows the InEight PDF Viewer interface. At the top, there's a header with the document number '045-004_B02_A1-010', revision 'Rev. K', and status 'Sts: IFI'. Below this is a navigation bar with tabs: 'DETAIL', 'LINKS', 'COMMENTS', 'FILE VIEWER' (selected), 'USER ACCESS', 'TRANSMITTAL HISTORY', and 'HISTORY'. The 'FILE VIEWER' tab is active, showing a 'File names:' dropdown with 'PDF - 045-004_B02_A1-010.K.BP.pdf', a 'Compare' button, a 'Select one' dropdown, and 'Close' and 'Save' buttons. Below the navigation bar is a 'Viewing tools' section with 'Markup' and 'Measure' tabs. The 'Markup' tab is selected, showing a toolbar with icons for hand, mouse, zoom in, zoom out, fit page, print, and navigation. The 'Main Toolbar' is also visible, showing icons for search, navigation, and other tools. The main content area displays a technical drawing with dimensions and labels like 'A', 'B', 'C', 'D', 'E' and '4410 STAIRS'.

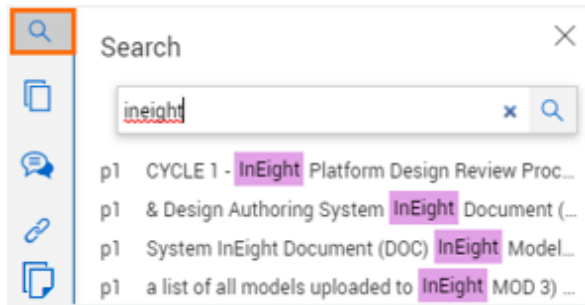
QUICK GUIDE

PDF VIEWER ESSENTIALS



SEARCH PANE

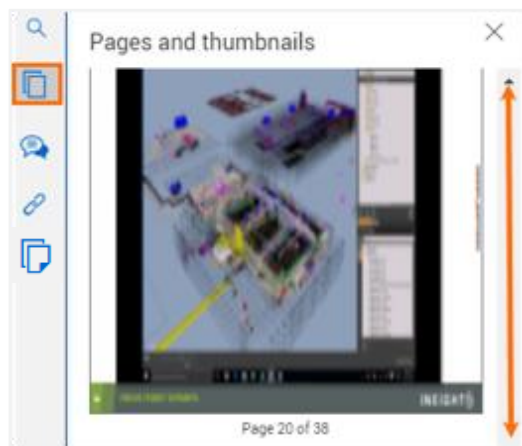
The search pane allows you to search for text in PDF files. Click on search results to be taken to the page with the search text highlighted.



Note: PDFs must contain searchable text for this feature to work.

THUMBNAIL PANE

The thumbnail pane displays thumbnails of all pages in PDF files. The pages can be scrolled and clicked on for ease of navigation.



COMMENTS & ANNOTATIONS

The Comments & Annotations Pane displays all Markup annotations & comments associated with a file.

You can create new comments, add tags, respond to existing comments or close them out (depending on Project Settings being activated for these tasks).

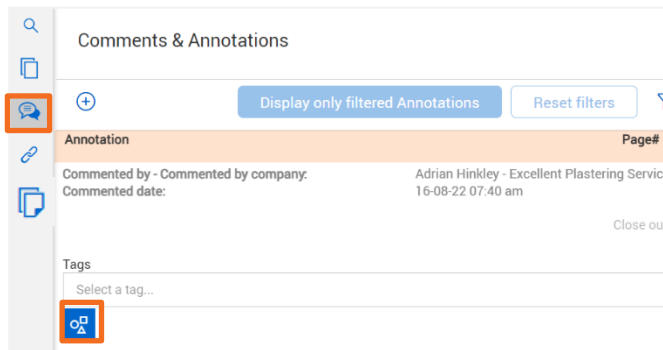
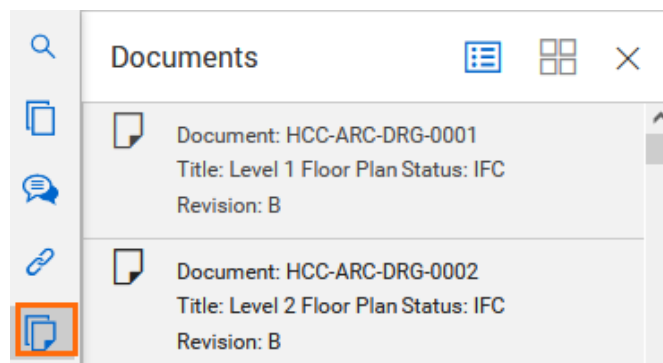


TABLE OF CONTENTS

The table of contents allows you to browse the document register and open other documents in the current Viewer window.



LINKS PANE

The Links Pane displays all links associated with a Document. You can link existing items or link to new items. Click on the **Item id** to open existing links.

Manage linked items

Add or remove linked items

Link existing item

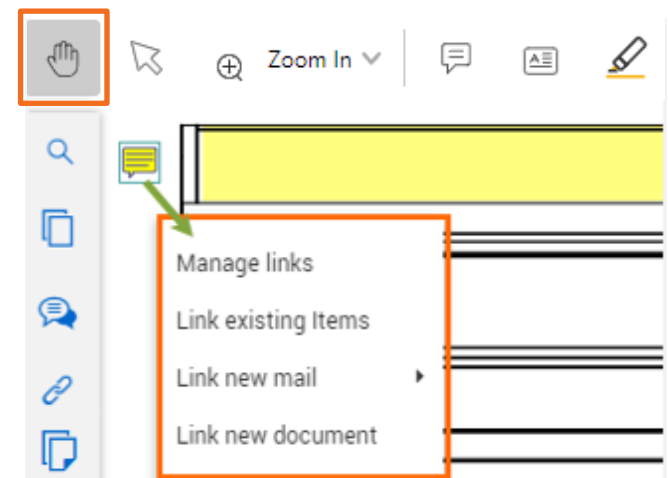
Item id	Title	Date linked	Link type	Delete
DEMO-000001	Drawings for Lift Missing	02-24-22	Document annot...	⊗
HCC-000240.00	Ground Floor Lobby Color S...	02-24-22	Document annot...	⊗

Note: Ensure you click save before viewing the links.

LINKING ANNOTATIONS

It is possible to link items to annotations created with the Markup tools.

Click the **Pan Hand icon** then left-click on the annotation item you want to link to and select one of the linking options.



MARKUP TOOLS OVERVIEW

Select the **Markup Menu** to access the Markup toolbar.

Viewing tools **Markup** Measure



Properties
Delete


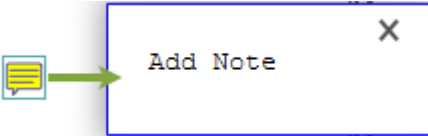





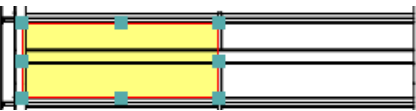







To Delete or view Properties of the Markup annotations, **right-click** on the object after adding it.


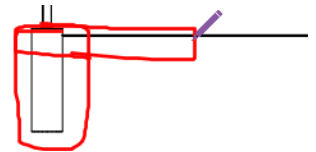

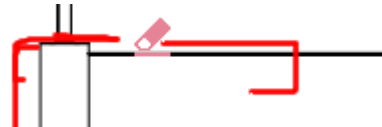

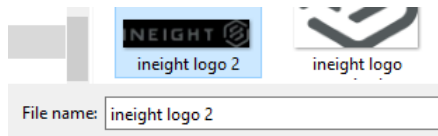




Save

Ensure you click save after adding your markup! It does not save automatically.

Tags

The **Tags** dropdown shows all tags added in comments.

 NOTE: Add pop-up notes on drawing.	
 TEXT BOX: Add text annotations.	
 HIGHLIGHT: Highlights searchable text.	
 AREA HIGHLIGHT: Highlight specific area.	
 DRAW SHAPE: Draw the selected shape. For some shapes you will need to double-click when done.	<ul style="list-style-type: none">  Square  Arrow  Circle  Polygon  Line  Polyline

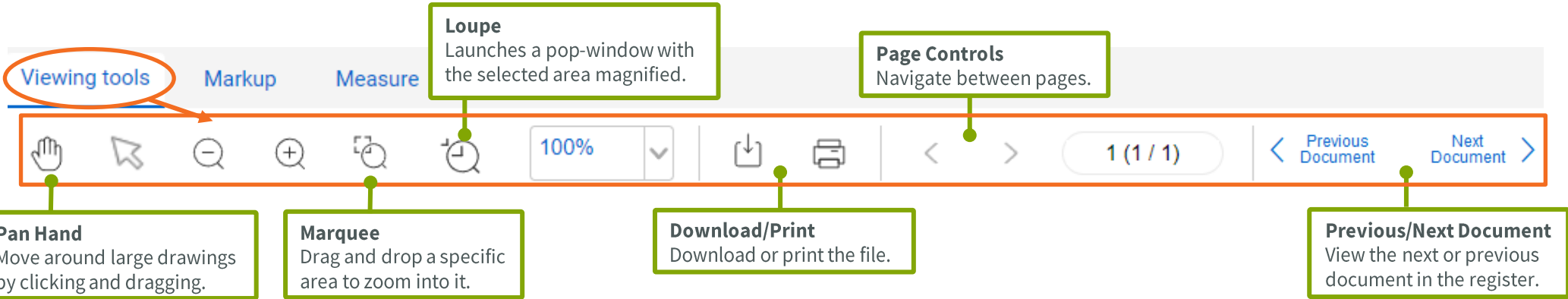
 PENCIL: Draw free-form lines.	
 ERASER: Remove Pencil markups.	
 IMAGE: Insert image.	
 STAMP: Select and add stamp.	
 PIN: Add pin that contains links to items.	

QUICK GUIDE

VIEWER ESSENTIALS

VIEWING TOOLS OVERVIEW

Select the **Viewing Tools Menu** to access the Viewing toolbar.



Viewing tools (circled in orange)

Markup | **Measure**

Loupe
Launches a pop-window with the selected area magnified.

Page Controls
Navigate between pages.

Pan Hand
Move around large drawings by clicking and dragging.


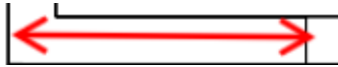




Marquee
Drag and drop a specific area to zoom into it.

Download/Print
Download or print the file.

Previous/Next Document
View the next or previous document in the register.

MEASURE TOOLS OVERVIEW

⚠ Measurements are approximate only and are dependent on the scale of the drawing.

 <p>DISTANCE: Measure the distance between two points.</p>	
 <p>PERIMETER: Measure the perimeter.</p>	
 <p>AREA: Measure the area.</p>	

NOTE

The measurements for the Area and Perimeter tool will appear in the Scale window.

For the Perimeter tool, you will need to right-click ► then select **Complete Measurement**.

Complete Measurement

Cancel Measurement