
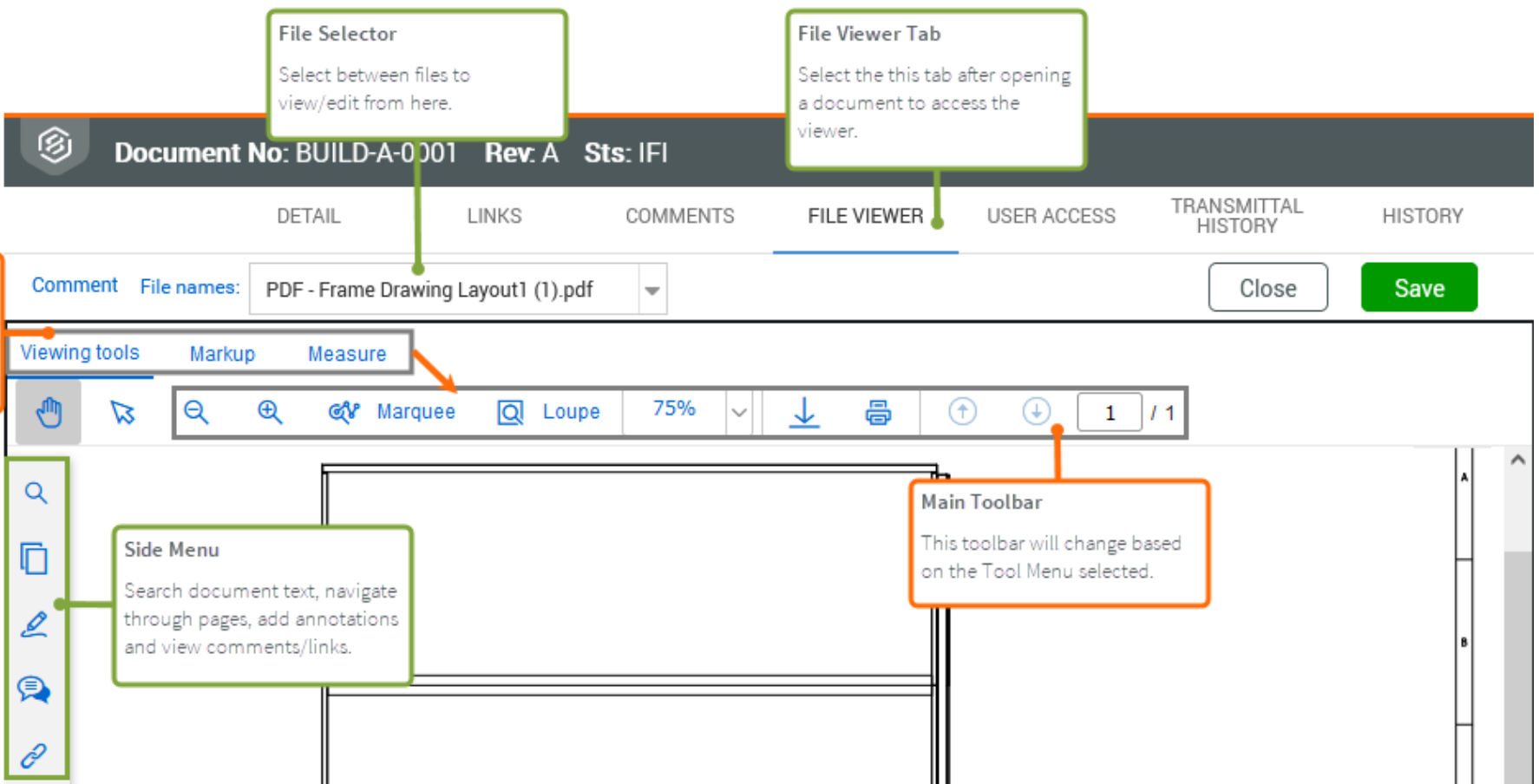


VIEWER OVERVIEW

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 the this tab after opening a document to access the viewer.

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

Side Menu
Search document text, navigate through pages, add annotations and view comments/links.

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

Document No: BUILD-A-0001 Rev: A Sts: IFI

DETAIL LINKS COMMENTS **FILE VIEWER** USER ACCESS TRANSMITTAL HISTORY HISTORY

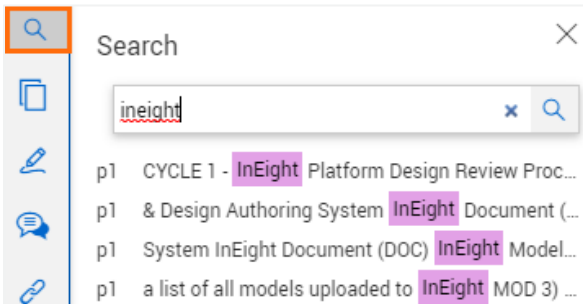
Comment File names: PDF - Frame Drawing Layout1 (1).pdf [Close] [Save]

Viewing tools Markup Measure

Hand Mouse Zoom In Zoom Out Marquee Loupe 75% [Download] [Print] [Page Up] [Page Down] 1 / 1

SEARCH PANE

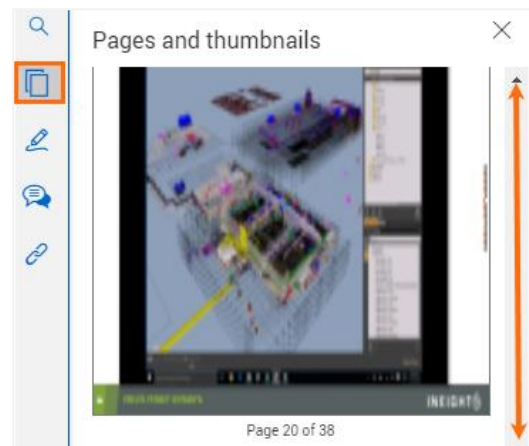
The search pane allows you to search for text in PDF files. Click on search results to be taken to the page with the search text highlighted.



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

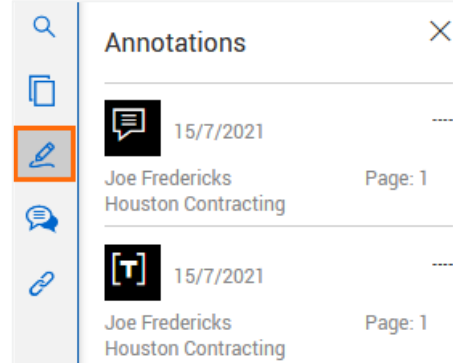
THUMBNAIL PANE

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



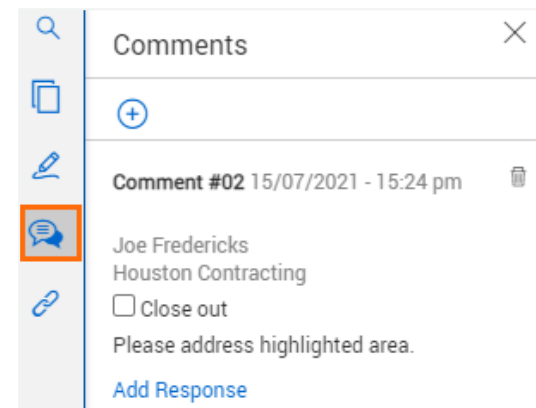
ANNOTATIONS PANE

The Annotations Pane displays all Markup annotations associated with a file. Clicking on the annotation will highlight the item in the file.



COMMENTS PANE

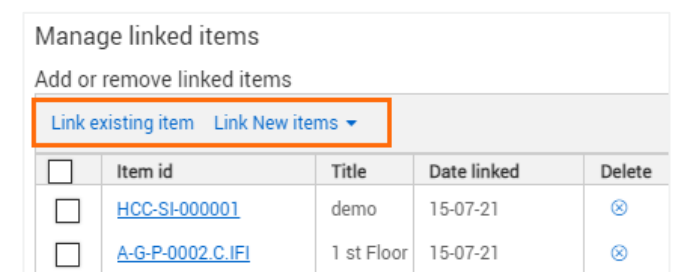
The Comments Pane displays all comments associated with a document. You can create new comments, respond to existing comments or close them out.



Note: Markup annotations will also be saved as comments against the document.

LINKS PANE

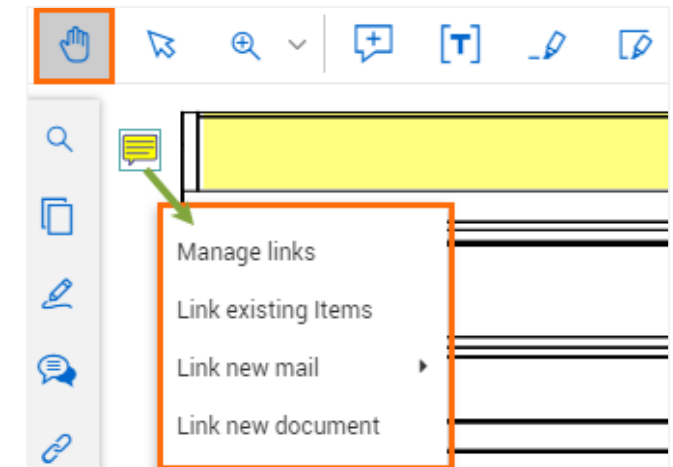
The Links Pane displays all links associated with a Document. You can link existing items or link to new items. Click on the Item id to open existing links.



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.



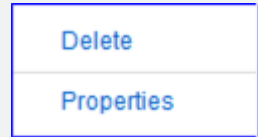
MARKUP TOOLS OVERVIEW


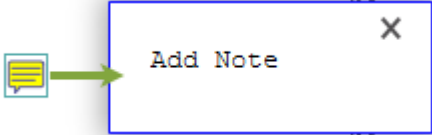





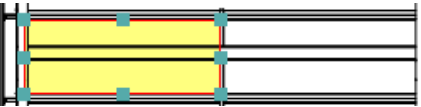







Select the **Markup Menu** to access the Markup toolbar.


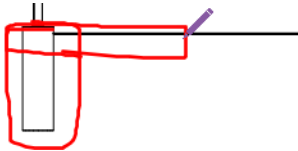










NOTE

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

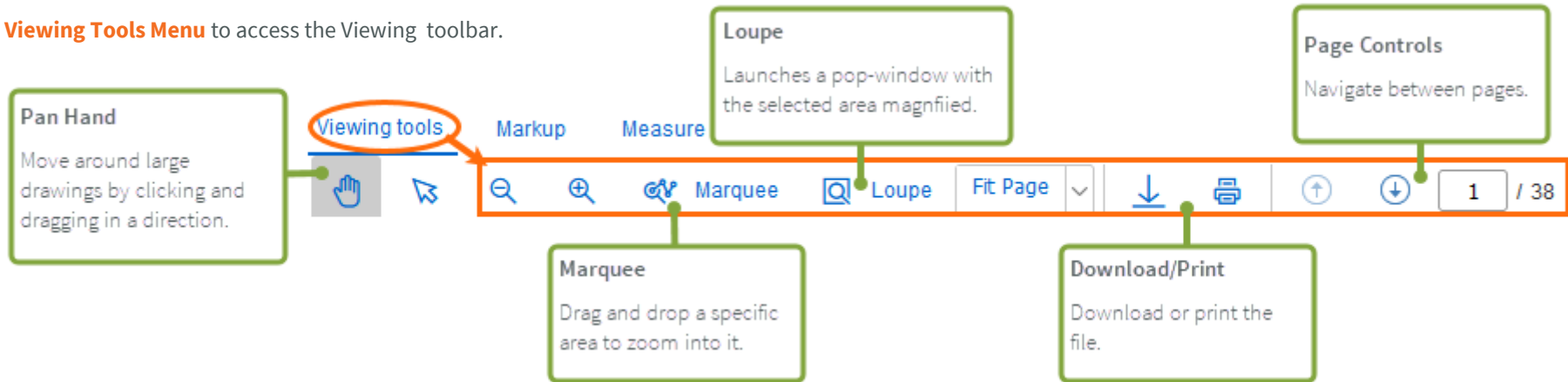


 <p>NOTE: Add pop-up notes on drawing.</p>	
 <p>TEXT BOX: Add text annotations.</p>	
 <p>HIGHLIGHT: Highlights text.</p>	
 <p>AREA HIGHLIGHT: Highlight specific area.</p>	
 <p>DRAW SHAPE: Draw the selected shape. For some shapes you will need to double-click when done.</p>	<ul style="list-style-type: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

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

VIEWING TOOLS OVERVIEW


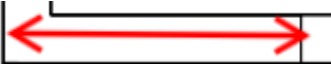

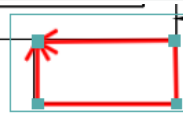


Select the **Viewing Tools Menu** to access the Viewing toolbar.



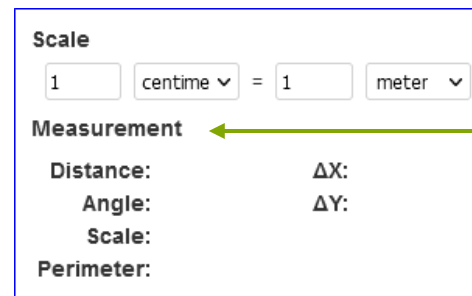
MEASURE TOOLS OVERVIEW

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

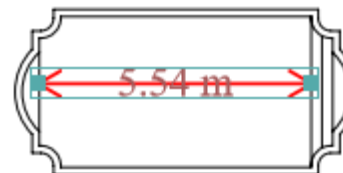
1. Select the **Measure Tools Menu** to access the Measure toolbar.
2. Select the measuring tool that you want to use.

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

3. Set the scale to match the scale of the drawing.



4. Click to draw a shape to get the measurement.



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**.

