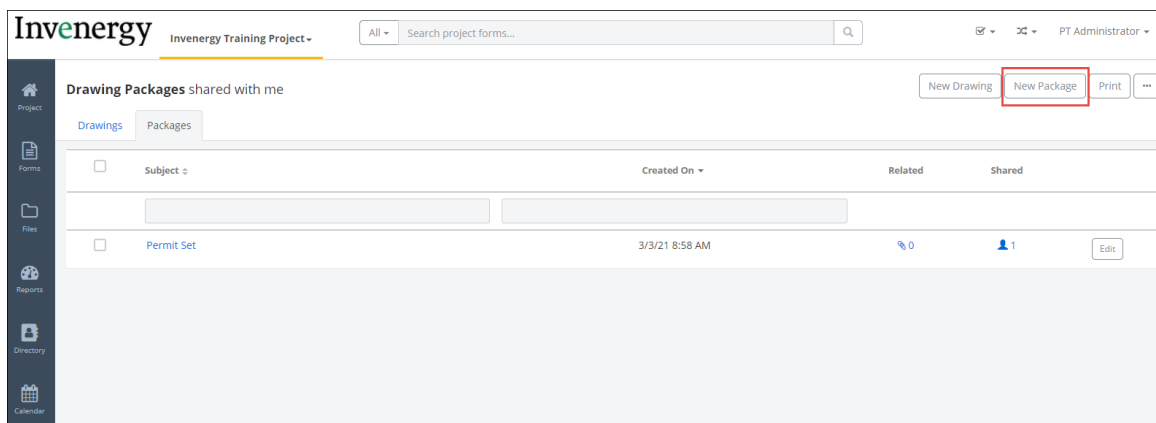


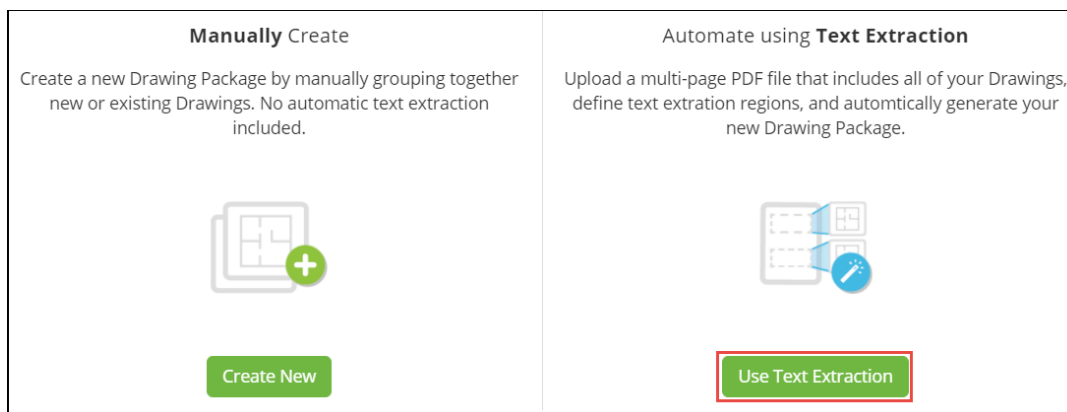
## Drawings and Drawing Packages (Text Extraction)

### Creating a New Drawing Package

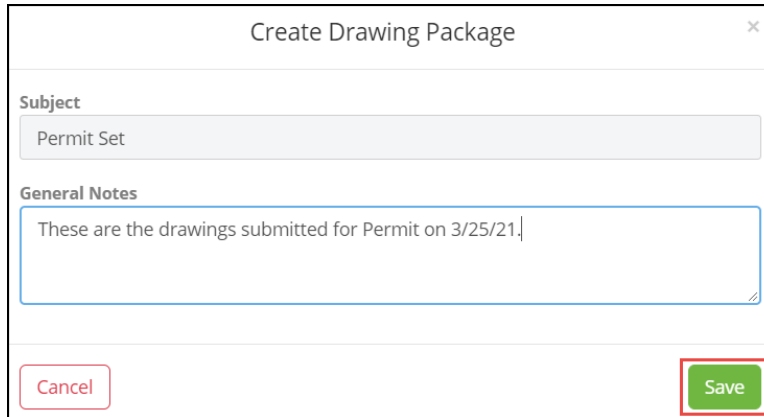
1. Navigate to the Drawing log within a project.
2. Click the **New Package** button on the top of the Drawing log.



3. Click **Use Text Extraction**.



- The Drawing Package form will open. The **Subject** field is required, and **General Notes** are optional. Click the **Save** button.



Create Drawing Package

Subject

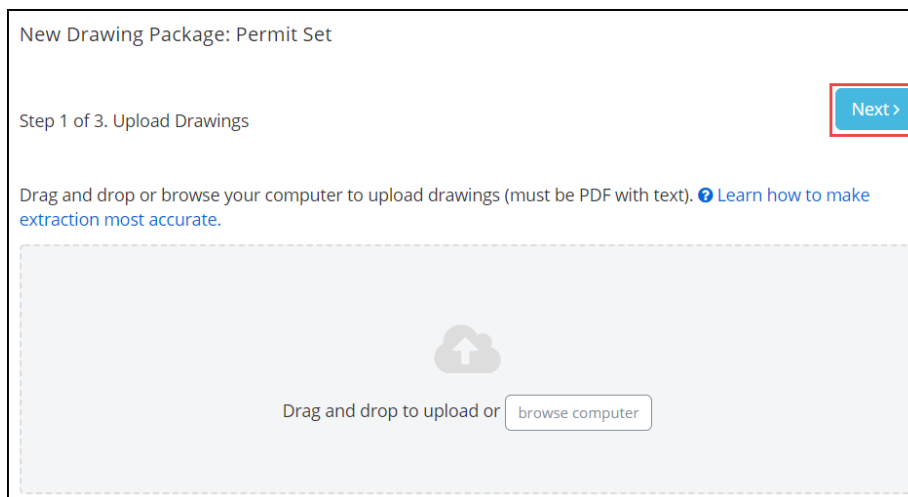
Permit Set

General Notes

These are the drawings submitted for Permit on 3/25/21

Cancel Save

- Drag and drop or browse your computer to upload drawings in PDF format. File(s) can contain multiple drawings or a single drawing. Multiple files can be uploaded at once. Click **Next**.



New Drawing Package: Permit Set

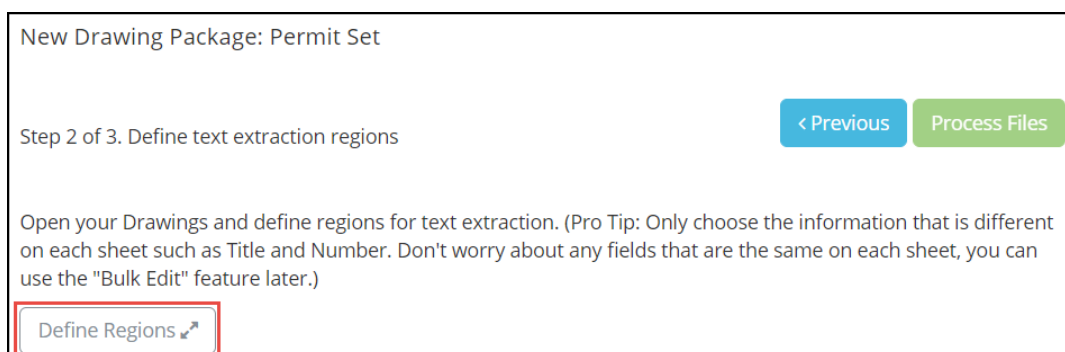
Step 1 of 3. Upload Drawings

Next >

Drag and drop or browse your computer to upload drawings (must be PDF with text). [Learn how to make extraction most accurate.](#)

Drag and drop to upload or [browse computer](#)

- Click **Define Regions** to identify the locations on the drawings for text extraction.



New Drawing Package: Permit Set

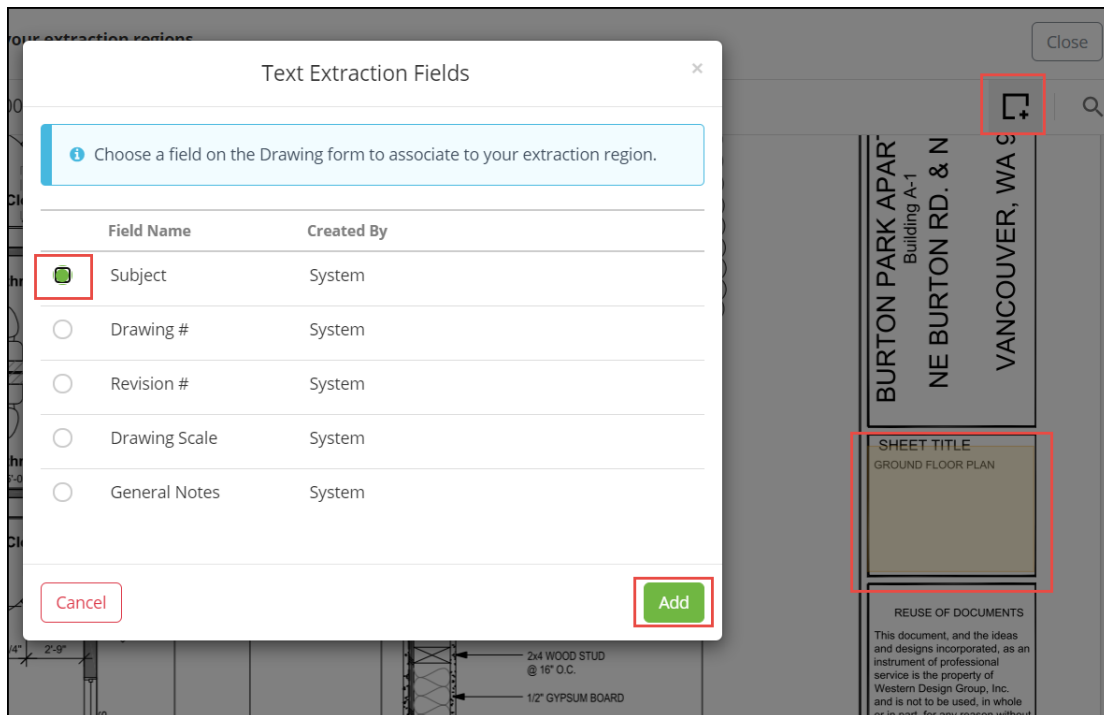
Step 2 of 3. Define text extraction regions

< Previous Process Files

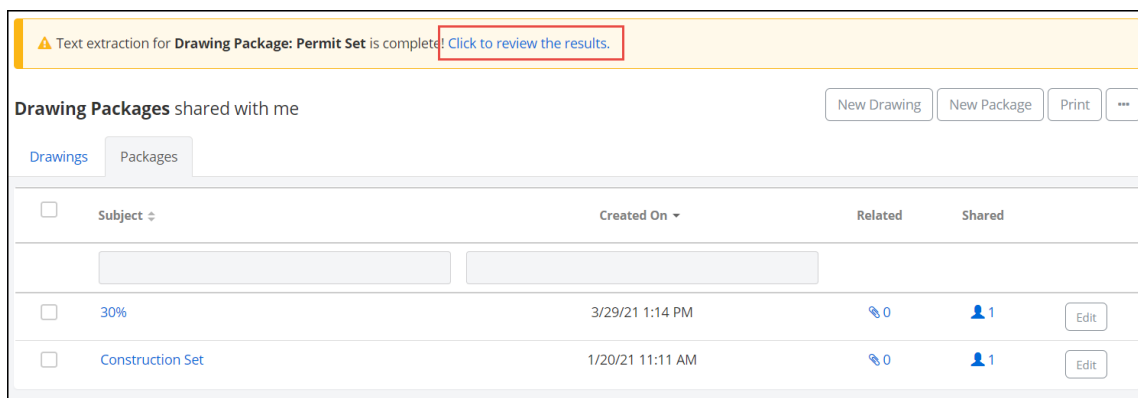
Open your Drawings and define regions for text extraction. (Pro Tip: Only choose the information that is different on each sheet such as Title and Number. Don't worry about any fields that are the same on each sheet, you can use the "Bulk Edit" feature later.)

Define Regions

- Click on the **Square with the +** to select a region, click and drag the yellow box over the desired region, select the field to add by clicking on the radio button in the list, and click **Add**. Repeat as needed for all desired fields.



- Click **Close**
- Click **Process Files**
- Click **View Drawings Log**
- When the drawings are done processing, you will receive an email that allows you to review the package. Alternately, in the header of the drawing log will be a banner that shows the status of the package and will display a link to review when complete.



12. Review the results for the first drawing. Make corrections as needed for click ... to delete a drawing from the package. When satisfied with a drawing click **Confirm & Next**. Repeat for each drawing. When all drawings have been confirmed click **Finish and Create Package**.

Drawing Package: Permit Set

**Finish and Create Package** Finish Later ...

**A1.0** Confirmed  
GROUND FLOOR PLAN

**A1.1** Confirmed  
SECOND FLOOR PLAN

**A1.2**  
ROOF PLAN

29 %

1 / 1

You are viewing Drawing: **A1.2 ROOF PLAN**

**Review & confirm extracted field values.**

**Subject**  
ROOF PLAN

**Drawing #**  
A1.2

**Revision #**  
1  
This will become the new revision of A1.2.  
(Change)

**Revision Date**

**Discipline**

**Design Business**

**Design Contact**

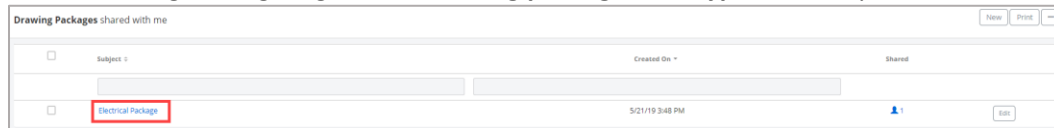
**Paper Size**

**Drawing Scale**  
Type the Drawing Scale

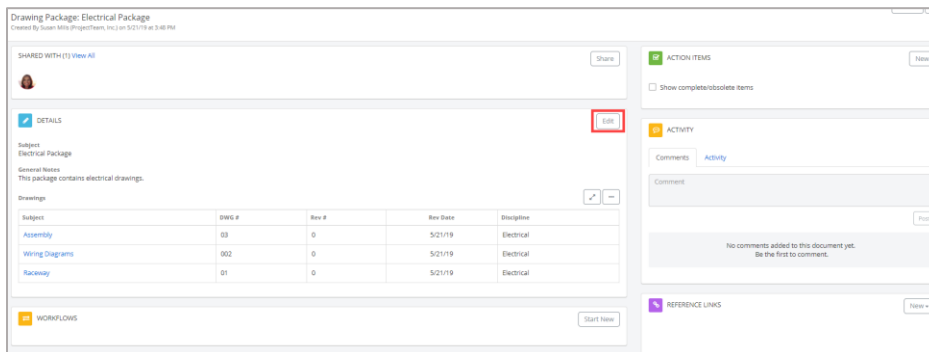
**Confirm & Next** ...

## Edit the Drawing Package Record

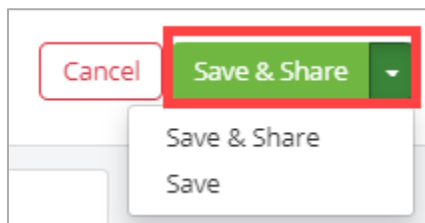
1. In the Drawing Package log, click a **drawing package title hyperlink** to open the document.



2. The drawing package document will open. To add additional information about the drawing, click the **Edit** button in the Details section.

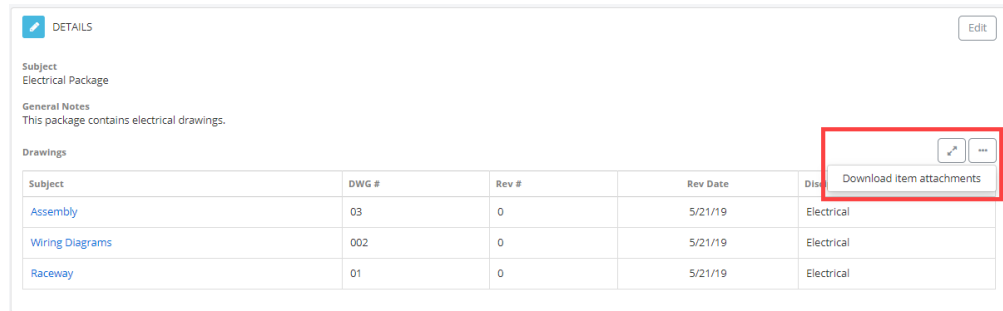


3. Click the dropdown arrow beside the **Save & Share** button located in the top right corner. Click **Save & Share** to save the document and share with other team members or click the **Save** button to save without granting access to the drawing package.



## Download Drawings from the Package

1. Open the drawing package. In the Details section of the package, click the **ellipsis (three dot)** button above the drawings section and click **Download item attachments**.



2. The drawing documents will download in a zip file to your computer.

