

VIEWING AND MARKING UP DRAWINGS

Drawings that you added or have been shared with you can be viewed from the Drawings logged.

To navigate this Quick Reference Guide, simply scroll down, or use the following hyperlinks to jump to a specific section.

[View a Drawing](#)

[Adding Markups](#)

[Viewing a Marked Up Drawing](#)

[Printing a Drawing with Markup](#)

[Downloading a Drawing with Markups](#)

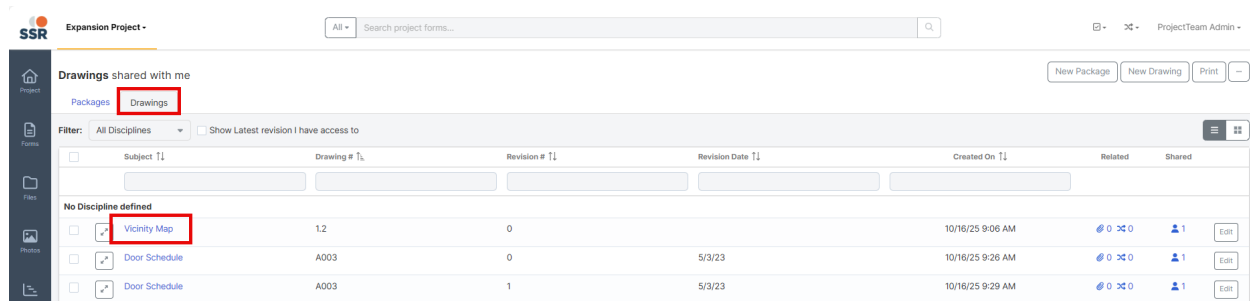
[Downloading a Drawing without Markups](#)

[Closing the Markup Tool](#)

[Related Resources](#)

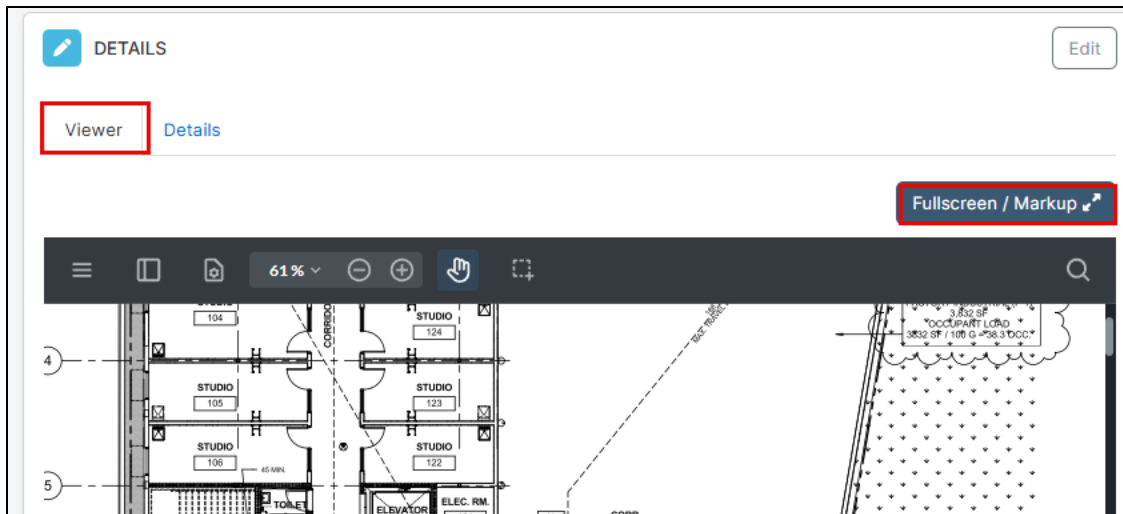
VIEW A DRAWING

- 1) When you open the Drawings Form Type, the **Packages** tab is open. You can switch to the Drawings list by clicking on the tab at the top.
- 2) Click on the **Subject** of the drawing to open.

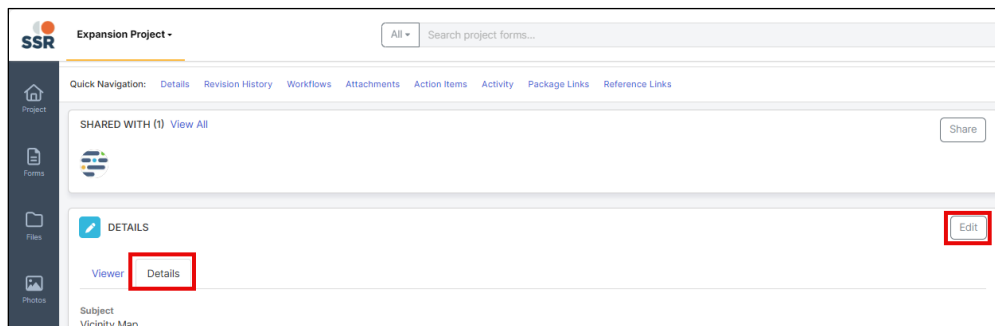


Subject	Drawing #	Revision #	Revision Date	Created On	Related	Shared
No Discipline defined						
Vicinity Map	1.2	0		10/16/25 9:06 AM	0 0 0	1 Edit
Door Schedule	A003	0	5/3/23	10/16/25 9:26 AM	0 0 0	1 Edit
Door Schedule	A003	1	5/3/23	10/16/25 9:29 AM	0 0 0	1 Edit

- 3) The *Details* pane opens to the *Viewer* tab with a preview of the drawing.
 - a) Click the **Fullscreen/Markup** button to open the drawing to Fullscreen.

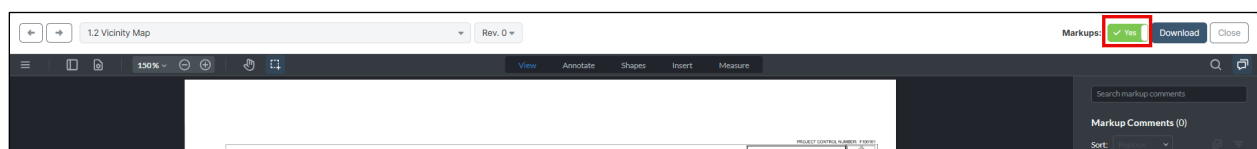


- 4) The *Details* tab shows the metadata for the drawing.
 - a) **Edit** opens the *Details* for updates.

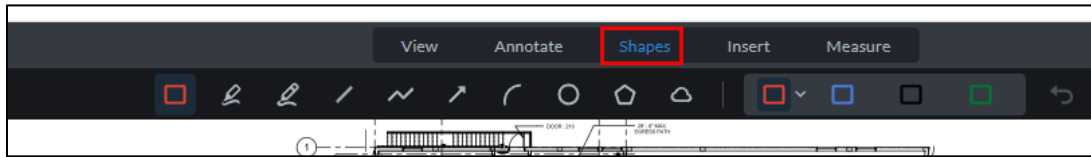


ADDING MARKUPS

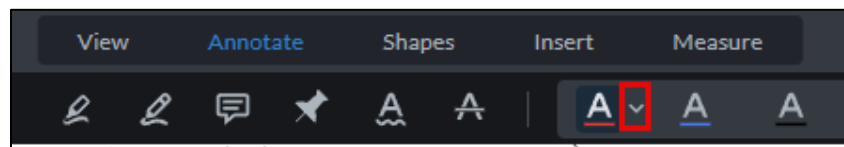
- 1) In the upper right corner, slide the **Markup** mode to **yes**.



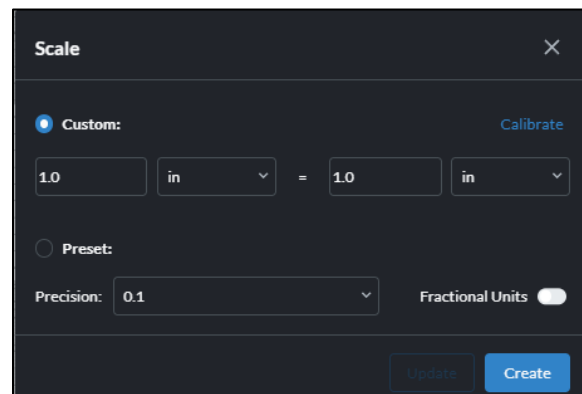
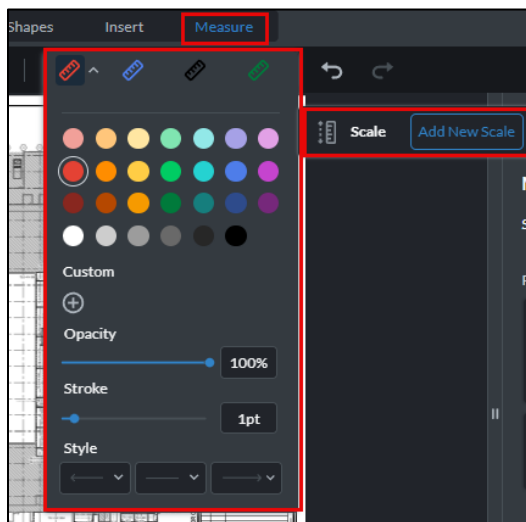
- 2) To select a markup tool, click **annotate, shapes, insert or measure** on the tool bar. A dropdown toolbar will appear below the tool selection with different tool styles options. To select a tool style, click one of the options.



- 3) To customize a tool style, click the **drop down** icon on the right side of a tool style.

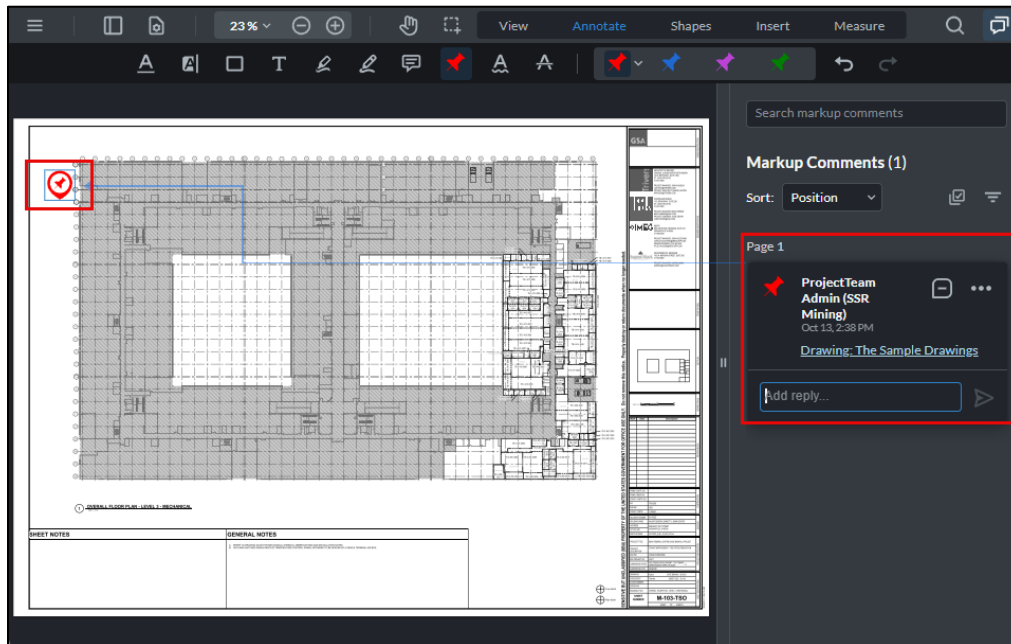


- 4) When selecting the **measurement** tool, the following customizations are available:
 - a) Border Color – Click the color tile to select the tool border color
 - b) Opacity – use the slider to choose the color opacity
 - c) Stroke – use the slider to choose the line thickness
 - d) Style – choose the various line styles
 - e) Scale – customize the measuring tool to fit the drawing ratio

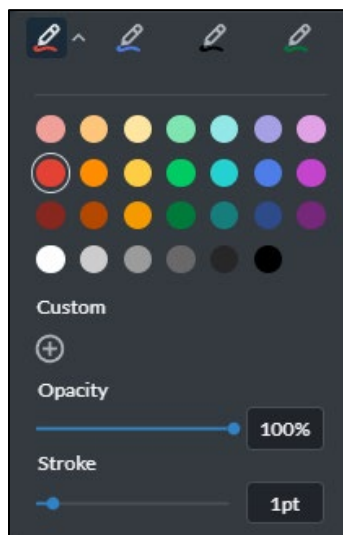


- 5) To add a Reference Link to a record:
 - a) Click on **Annotate**
 - b) Click on the **Document Pin** tool
 - c) Select the record
 - d) Click **Add**.

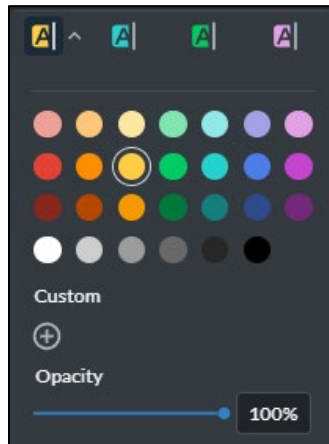
- 6) To review the *Reference Link*, click the **document pin**. The linked reference information will appear in the markup panel on the right side of the screen.



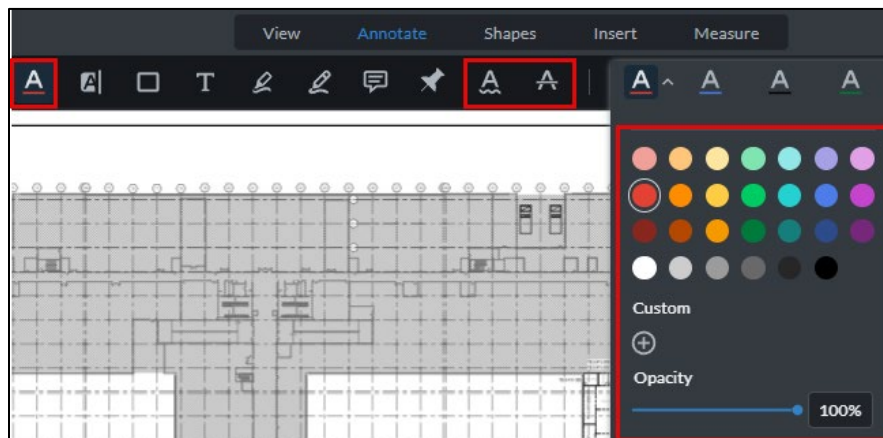
- 7) The following options are available for the **freehand** tool:
- a) Color
 - b) Opacity
 - c) Stroke



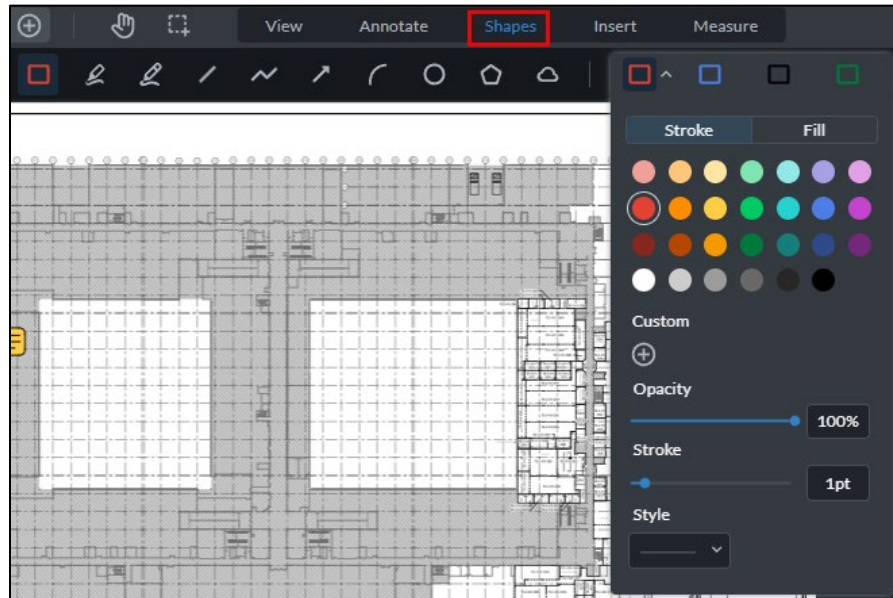
- 8) The **text tool highlight** option allows the user to select a color to highlight text in the body of the document.



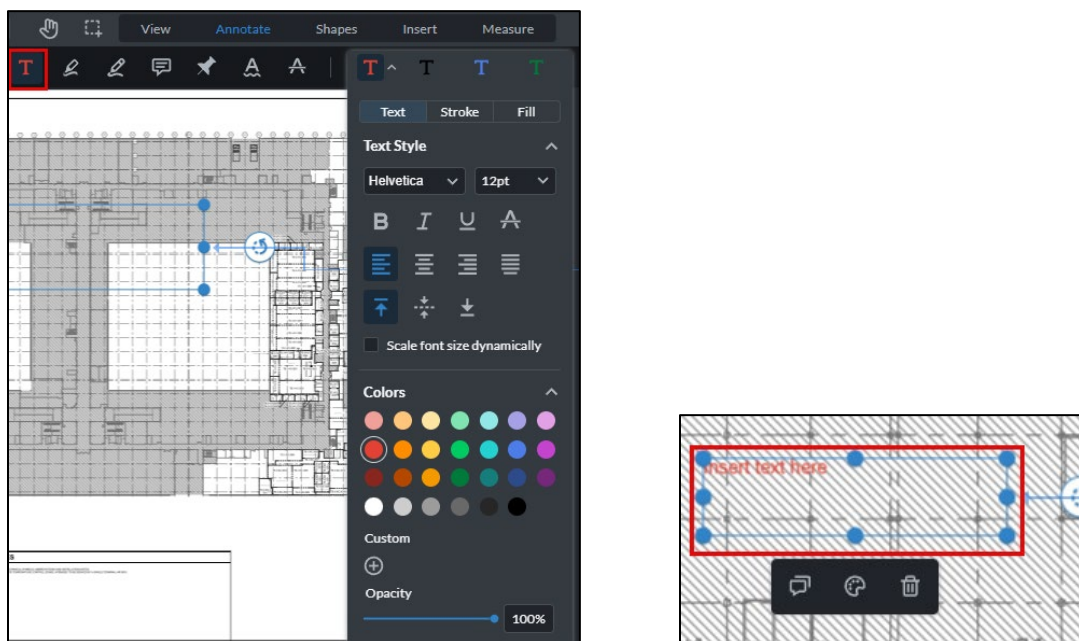
- 9) To use the **text tool underline, squiggly or strikeout** options, select the tool style and choose the color and/or opacity. Next select the text in the document to apply the style to.



- 10) The **shapes tool** allows the user to select a shape, line style, and customize the border and/or fill color. Additional options include setting the opacity and stroke thickness of the border, by using the sliders pro



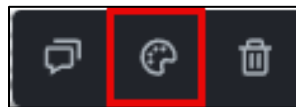
- 11) The **free text tool** lets the user choose the font style, size, color, text border, the opacity, thickness and justification. Use the free text tool to place a text box anywhere on the document. Double click on the words “**Insert Text Here**” and type in the custom text.



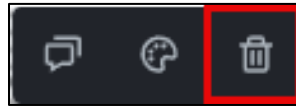
- 12) Additional options are available via the popup tool bar underneath the free text tool. Click the custom text box to view the following options:
- To change the custom text inside the box, click the comment icon on popup tool bar and make any changes.



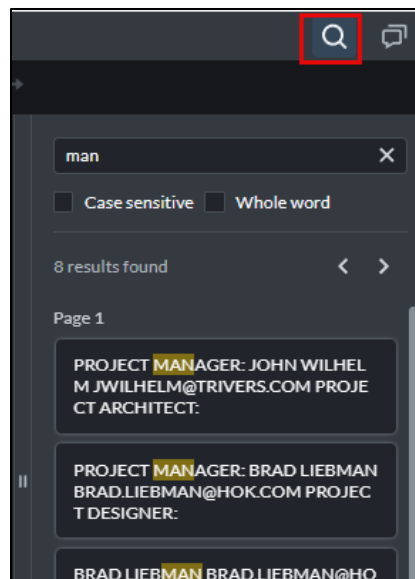
- To change the text color, text border color, opacity, thickness or text size click the **paint palette icon** on the popup tool bar and make the desired changes.



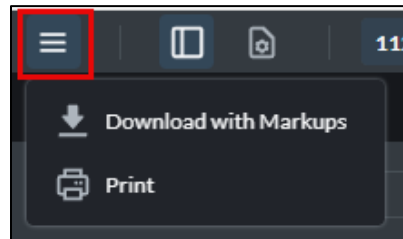
- To delete the custom text, click the custom text to open the text box and click the trashcan icon on the popup tool bar.



- 13) Click the **insert** button to select the **callout tool**. The style options available for this tool are font style, size, color for the font, border, and fill, and opacity.
- 14) To search for text within the document, click the **magnifying tool**. Enter the text in the search box. Options include Case Sensitive and Whole Word searches. Matching criteria will appear below the search box. Click the highlighted words to jump to the text within the document.



15) The three horizontal bars allow for downloading markups and printing.



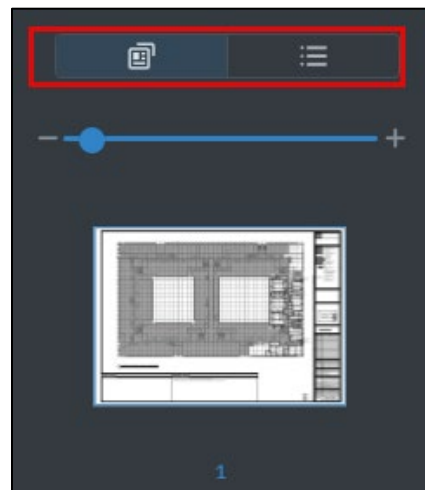
16) A toolbar on the upper left includes multiple viewing options.

- a) Pan
- b) Select
- c) Zoom Out
- d) Zoom In
- e) Zoom Level



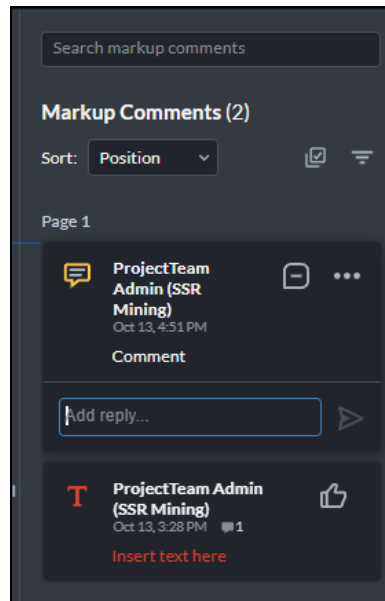
17) When selecting the Panel option, additional viewing options are available.

- a) Thumbnails – smaller versions of the pages
- b) Outlines – if created, a document outline is available here

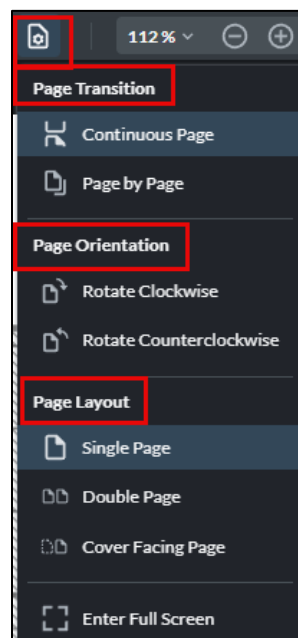


18) To search for annotations, text or comments, click the **Notes** button on the panel toolbar. Enter the search criteria in the search box:

- a) Enter a comment on a specific markup in the **reply box** below the selected item and press the enter key
- b) Use the **multiselect** button to highlight multiple comments in the drawings
- c) Use the **filter** feature to filter comments based on user, color, type and status.



- 19) The **Controls icon** on the left includes additional features.
- a) Page Transition – provides a book-like display or a scrolling option
 - b) Page Orientation – provides rotation options for pages in clockwise and counterclockwise
 - c) Page Layout – provides directional options for pages to be displayed

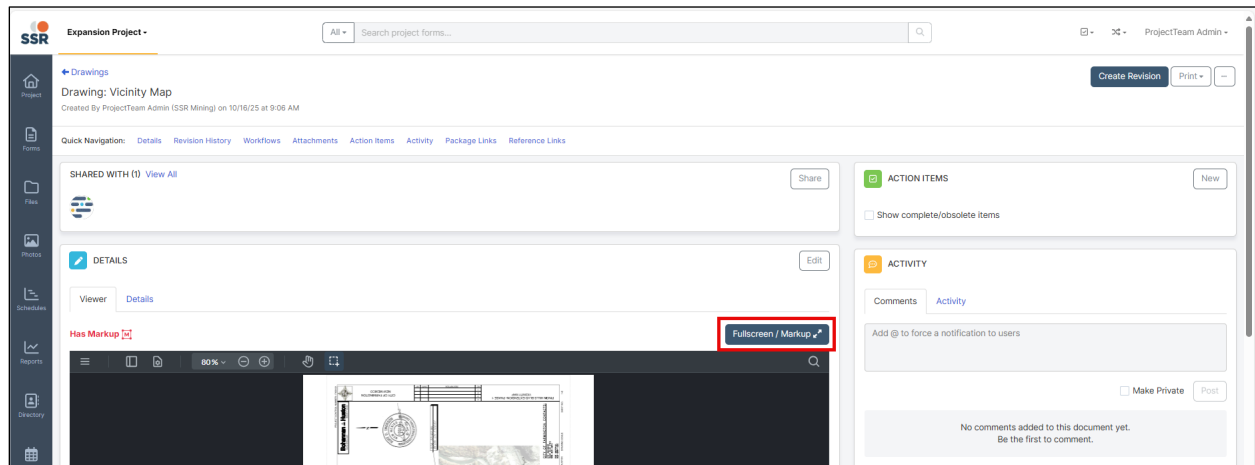


- 20) Use the panning feature to move the page up and down.
- 21) Use the select tool to choose annotations, text boxes, shapes, etc.

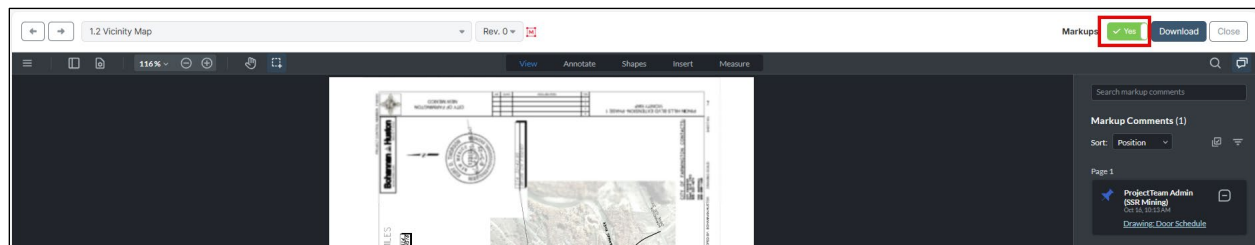
22) Zoom in, out or set the zoom levels using the appropriate buttons.

VIEWING A MARKED UP DRAWING

- 1) Open a marked Drawing. In ProjectTeam, a Drawing with markups will be annotated with a **red M**.
- 2) Click **Fullscreen/Markup** to open the viewer.

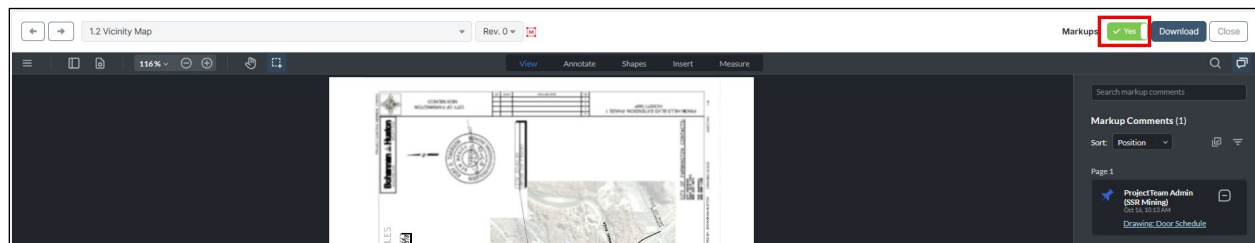


- 1) Turn on **Markup** mode.

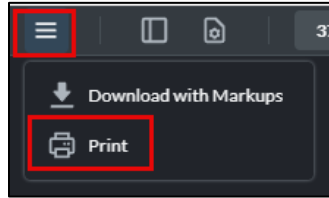


PRINTING A DRAWING WITH MARKUPS

- 2) Open the Drawing to the **Fullsize/Markup** viewer.
- 3) Turn on **Markup** mode.

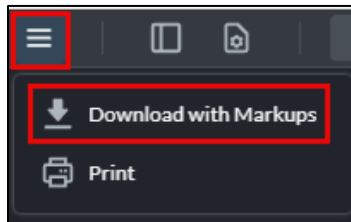


- 4) Click the three **horizontal lines** and select **Print**.



DOWNLOADING A DRAWING WITH MARKUPS

- 1) Open the Drawing to the **Fullsize/Markup** viewer.
- 2) Select the three **horizontal lines** and select **Download with Markups**.



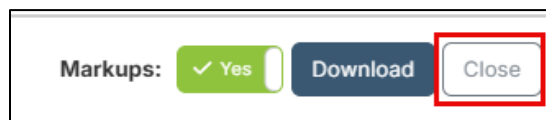
DOWNLOADING A DRAWING WITHOUT MARKUPS

- 1) Open the Drawing to the **Fullsize/Markup** viewer.
- 2) To download the *clean version (without markups)* of the document, click the **Download** button.



CLOSING THE MARKUP TOOL

- 1) Click the **Close** button to close the markup tool and return to the project.



RELATED RESOURCES

- **Help Pages:**
 - [View Drawings in the Drawing Log](#)
 - [Add markup annotations to a file](#)
- **Related QRGs:**
 - Sharing Records
 - File Management Overview
 - Creating Drawings and Packages
 - Revising Drawings and Packages