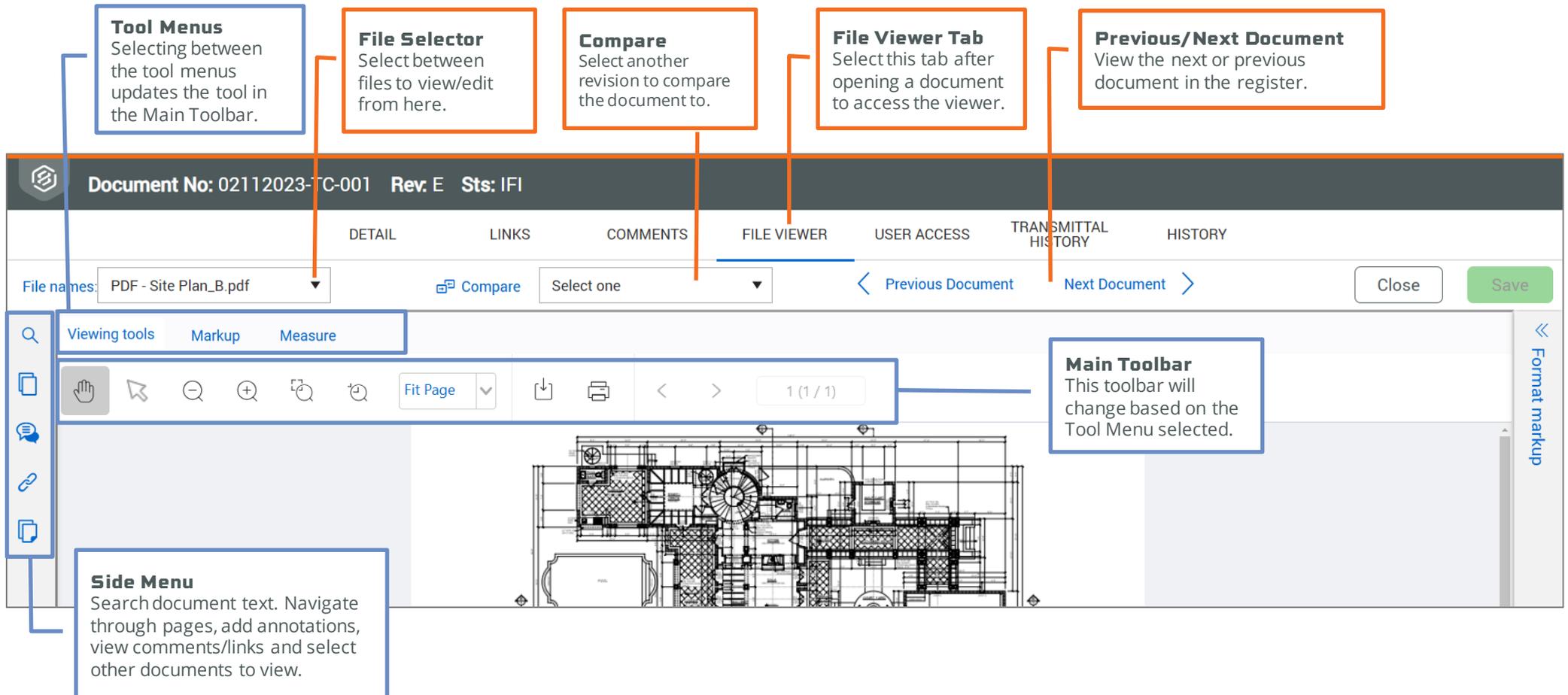


## VIEWER OVERVIEW

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.



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

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

**Compare**  
Select another revision to compare the document to.

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

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

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

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

Document No: 02112023-TC-001 Rev. E Sts: IFI

DETAIL LINKS COMMENTS FILE VIEWER USER ACCESS TRANSMITTAL HISTORY HISTORY

File names: PDF - Site Plan\_B.pdf Compare Select one < Previous Document Next Document > Close Save

Viewing tools Markup Measure

Fit Page 1 (1 / 1)

Format markup

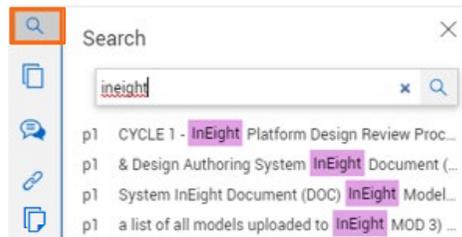
# QUICK GUIDE

# PDF VIEWER ESSENTIALS



## SEARCH PANE

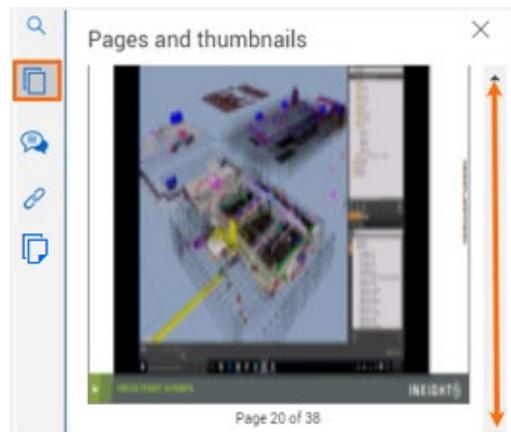
The search pane allows you to search for text in PDF files. Click on search results to be taken to the page with the search text highlighted.



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

## THUMBNAIL PANE

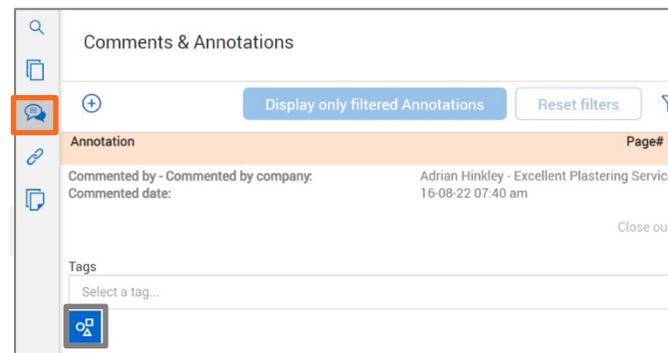
The thumbnail pane displays thumbnails of all pages in PDF files. The pages can be scrolled and clicked on for ease of navigation.



## COMMENTS & ANNOTATIONS

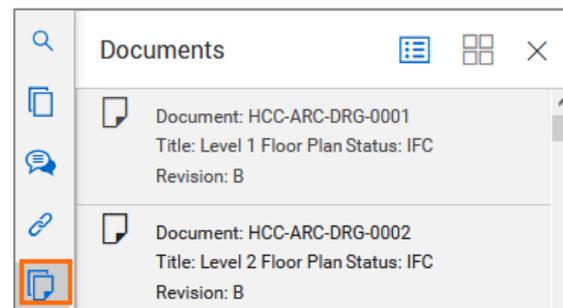
The Comments & Annotations Pane displays all Markup annotations, text & comments associated with a file.

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



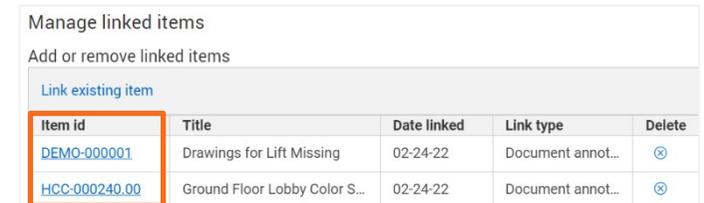
## TABLE OF CONTENTS

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.

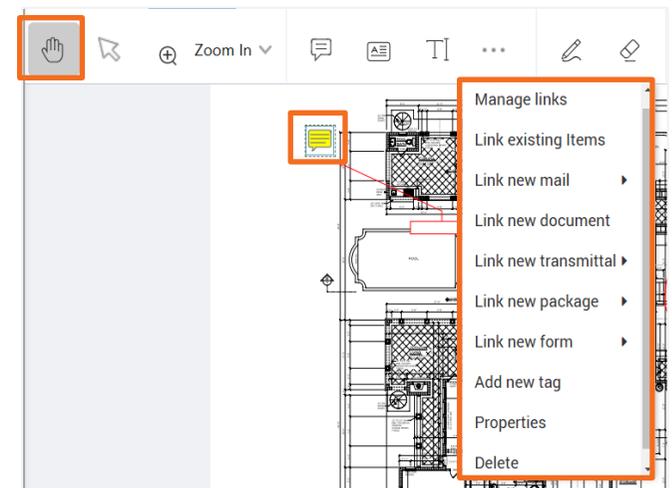


**Note:** Ensure you click save before viewing the links.

## LINKING ANNOTATIONS

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

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



# QUICK GUIDE

# PDF VIEWER ESSENTIALS



## MARKUP TOOLS OVERVIEW

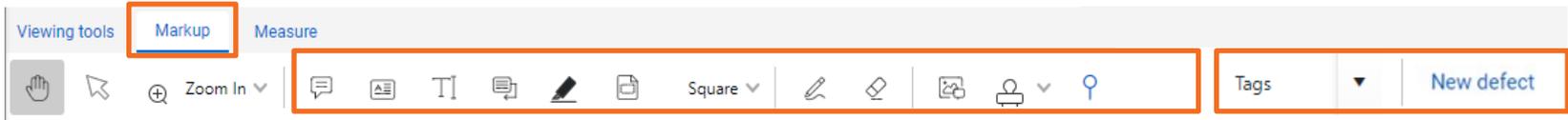
Select the **Markup Menu** to access the Markup toolbar. The **Format slide-out panel** opens when markups are added. To enable support for markup, **right-click** annotations to link items such as emails, documents, or forms.



Ensure you click save after adding your markup! To enable **Auto save document markups** option under **Settings/Project Settings/Document**.



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



The **Tags** dropdown shows all tags added in comments. The **New Defect** is to mark defects to the drawing.

	<b>NOTE:</b> Add pop-up notes on drawing.	
	<b>TEXT BOX:</b> Add text annotations.	
	<b>TYPEWRITER:</b> Enter text without a text box.	
	<b>CALLOUT:</b> Add callouts.	
	<b>HIGHLIGHT:</b> Highlights searchable text.	
	<b>AREA HIGHLIGHT:</b> Highlight specific area.	
	<b>DRAW SHAPE:</b> Draw the selected shape. For some shapes you will need to <b>double-click</b> when done.	<ul style="list-style-type: none"> <li>Square</li> <li>Circle</li> <li>Line</li> <li>Arrow</li> <li>Polygon</li> <li>Polyline</li> </ul>

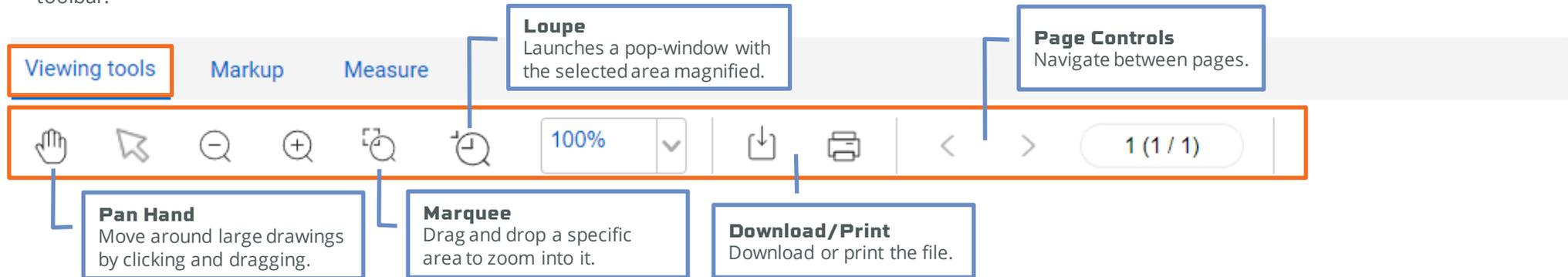
	<b>PENCIL:</b> Draw free-form lines.	
	<b>ERASER:</b> Remove Pencil markings.	
	<b>IMAGE:</b> Insert image.	
	<b>STAMP:</b> Select and add stamp. Choose from Standard, Dynamic and create Custom stamps.	
	<b>PIN:</b> Add pin that contains links to items. Pin defects to the drawing.	

# QUICK GUIDE

# VIEWER ESSENTIALS

## VIEWING TOOLS OVERVIEW

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



**Viewing tools** 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.

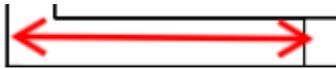
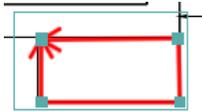
**Download/Print**  
Download or print the file.

100%

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## MEASURE TOOLS OVERVIEW

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

 <p><b>DISTANCE:</b> Measure the distance between two points.</p>	
 <p><b>PERIMETER:</b> Measure the perimeter.</p>	
 <p><b>AREA:</b> Measure the area using the Polygon or circle measurement.</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