



Viewing and Marking Up Drawings

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

[View a Drawing](#)

[Adding Markups](#)

[Viewing a Marked Up Document](#)

[Printing a Mark Up](#)

[Downloading a Markup Document with Annotations](#)

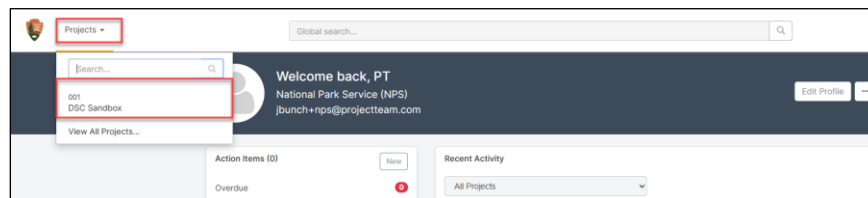
[Downloading the Markup without Annotations](#)

[Closing the Markup Tool](#)

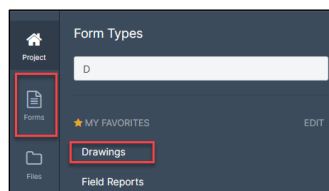
[Related Resources](#)

View a Drawing

1. Open the project.



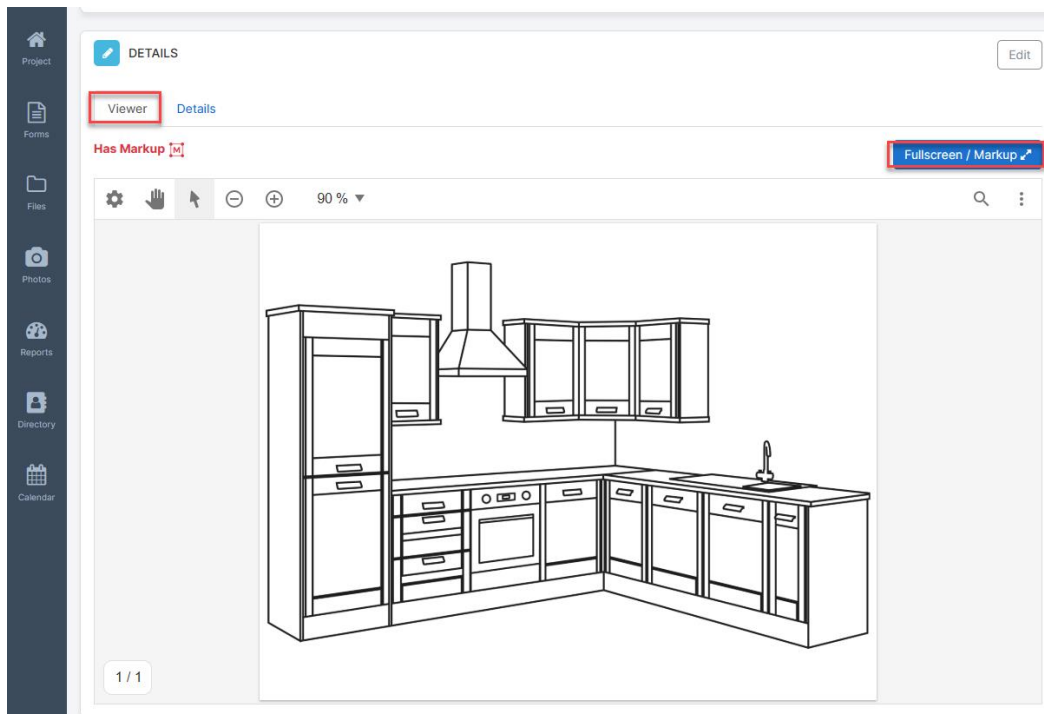
2. Open **Drawings** from the options that open after clicking on **Forms** in the left navigation pane.



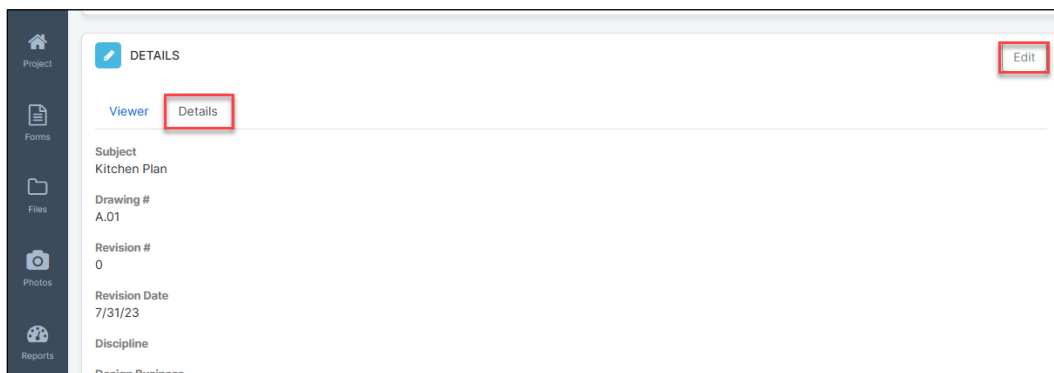
3. The *Drawings Package* tab opens so you can select a package and open a drawing from there or switch to the *Drawings* tab and click on the **Subject** of the drawing to open.



4. 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.



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

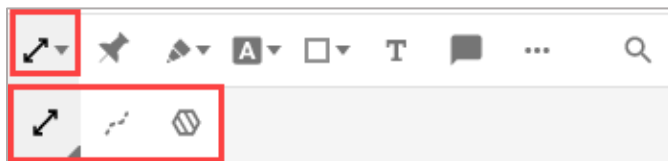


Adding Markups

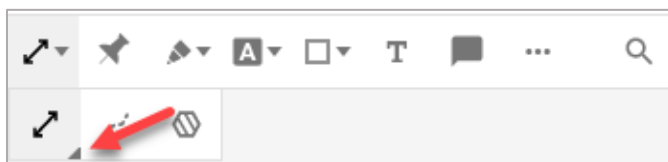
1. Open the drawing to fullscreen mode.
2. In the upper right corner, slide the **Markup** mode to **yes**.



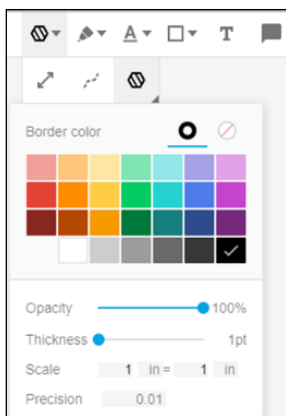
- To select a tool, click the **tool type** on the tool bar. A dropdown toolbar will appear below the tool selection with different tool styles options. To select a tool style, click one of the options.



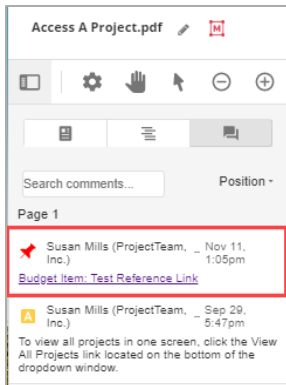
- To customize a tool style, click the **dog-ear** icon on the bottom corner of the tool style.



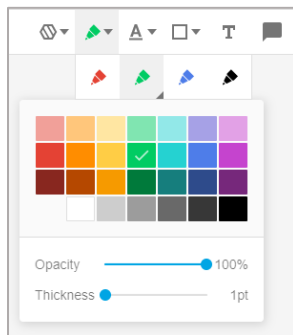
- When selecting the **measurement** tool, the following customizations are available:
 - Border Color – Click the color tile to select the tool border color
 - Opacity – use the slider to choose the color opacity
 - Thickness – use the slider to choose the line thickness
 - Scale (not available on all tool style options)
 - Precision (not available on all tool style options)



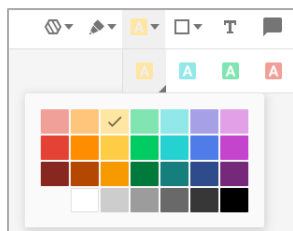
- To add a Reference Link to a record, click the **Document Pin** tool and click the **radio button** beside the record and **Add**.
- To review the *Reference Link*, click the **pin**.The linked reference information appear in the markup panel on the left side of the screen.



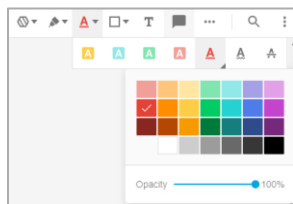
- 8. The following options are available for the **freehand** tool:
 - a. Color
 - b. Opacity
 - c. Thickness



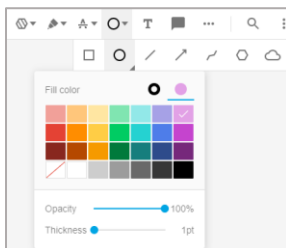
- 9. **The text tool highlight** option allows the user to select a color to highlight text in the body of the document.



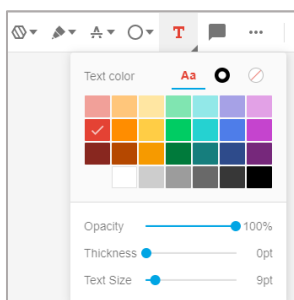
- 10. To use the **text tool underline, squiggly or strikeout** options, select the tool style and choose the color and/or opacity. Next select the text in the document to apply the style to.



11. The **shapes tool** allows the user to select a shape style and customize the shape by choosing a border and/or fill color. Additional options include setting the opacity and thickness of the border, using the sliders provided.

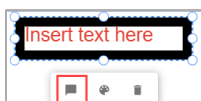


12. The **free text tool** lets the user choose the text color, the text border, the opacity, thickness and text size. Use the free text tool to place a text box anywhere on the document. Double click on the words “Insert Text Here” and type in the custom text.

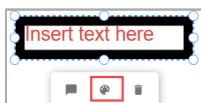


Additional options are available via the popup tool bar for the free text tool. Click the custom text box to view the following options:

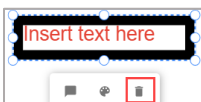
- a. To change the custom text inside the box, click the comment icon on popup tool bar and make any changes.



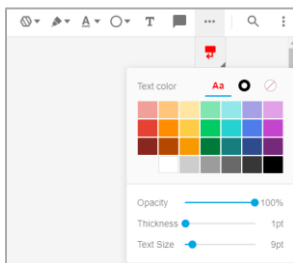
- b. To change the text color, text border color, opacity, thickness or text size click the **paint palette icon** on the popup tool bar and make the desired changes.



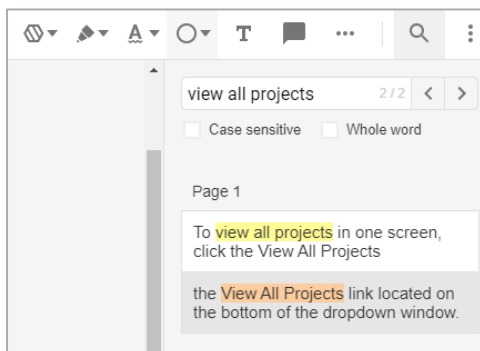
- c. To delete the custom text, click the custom text to open the text box and click the **trashcan icon** on the popup tool bar.



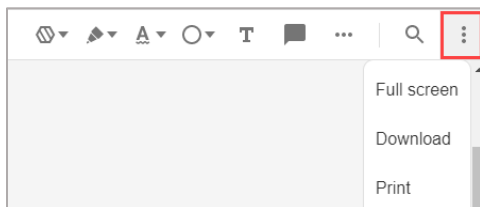
13. Click the **ellipsis** button to select the callout tool. The style options available for this tool are text color and border, opacity, thickness and text size.



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 **vertical ellipsis** button includes additional features.
 - a. Full screen - opens the browser to full screen mode
 - b. Download – download a copy of the marked up document to the user’s computer
 - c. Print – opens the printer options



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



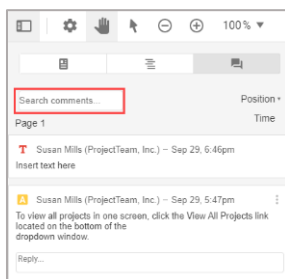
- a. Panel – allows for viewing annotation history by user name. A user can also update their own existing markups in PDF format only.
- b. Controls – set up page transitions, layout and page rotation.
- c. Pan

- d. Select
- e. Zoom Out
- f. Zoom In
- g. Zoom Level

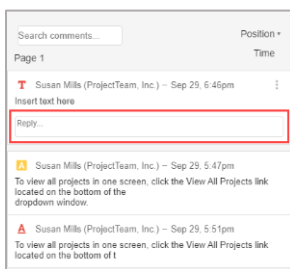
17. When selecting the Panel option, additional viewing options are available.
- a. Thumbnails – smaller versions of the pages
 - b. Outlines – if created, a document outline is available here
 - c. Notes – shows a list of all annotations, text and comments



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



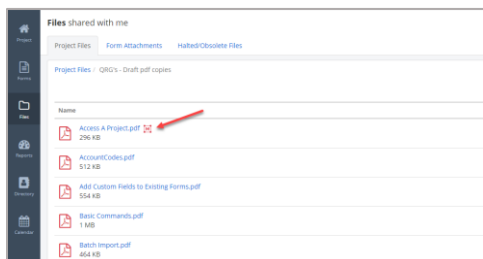
Enter a comment on a specific markup in the **reply box** below the selected item and press the enter key.



18. To make changes to the way a user views the pages, click the Controls button. Options are:
- a. Page Transition – choose between Page By Page or Continuous Paging
 - b. Layout – Single or double page viewing or cover sheet
 - c. Rotate – rotate the page
19. Use the panning feature to move the page up and down.
20. Use the select tool to choose annotations, text boxes, shapes, etc.
21. Zoom in, out or set the zoom levels using the appropriate buttons.

Viewing a Marked Up Document

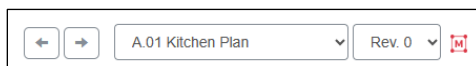
1. Open a marked up file from the attachments section in a document *or* in the Files module. In ProjectTeam, a marked up file will be annotated with a **red M**.



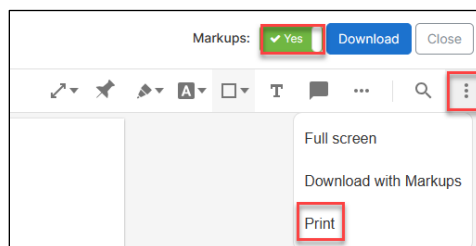
Printing a Mark Up

Marked up PDFs and photos may be printed and downloaded. When downloading a marked up photo, the file will download in PDF format.

1. Open a marked up file from the attachments section in a document *or* in the Files module.
2. When the marked up document opens, a **red M** will also appear beside the file name.

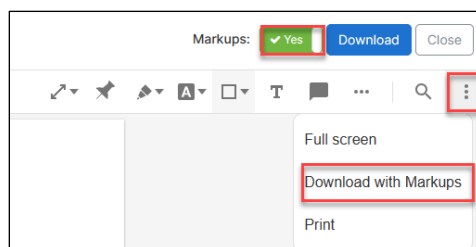


3. Turn on **Markup Mode**.
4. Click the **vertical ellipsis button** and select **Print**.



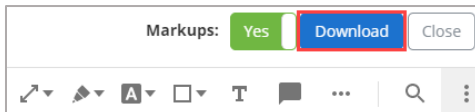
Downloading a Markup Document with Annotations

1. Open a marked up file from the attachments section in a document *or* in the Files module.
2. To download the *marked up version* of the document, press the **vertical ellipsis button** and select **Download**.



Downloading the Markup without Annotations

1. 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 Center Links**
 - [View Drawings in the Drawing Log \(projectteam.com\)](https://projectteam.com)
 - [Add markup annotations to a file \(projectteam.com\)](https://projectteam.com)
- **Quick Reference Guides (QRGs) and Training Videos**
 - Sharing Records
 - Initiating and Completing a Workflow
 - Creating Action Items
 - Making Comments
 - Adding Reference links
 - File Management Overview
 - Photo Management
 - Creating Drawings and Packages
 - Viewing and Marking Up Drawings
 - Revising Drawings and Packages