Markup Quick Reference Guide

This topic provides a reference for the **Newforma Viewer** markup tools.

Purpose

Use the Newforma markup tools to review, mark up and comment on project drawings and documents just as you do in a physical redlining process. You can quickly create multiple markups for any file you can open with the Newforma Viewer, link them to action items, and stamp them as part of a design or review process.

Audience

All users of Newforma Project Center.

Key Features

- Markup any supported file format in the **Newforma Viewer** without altering the original document.
- Save markup sessions as part of the project record.
- Link markups to other Newforma actions like action items, RFIs, and submittals.
- Electronically stamp documents.

To create a markup

1. Open a file in the **Newforma Viewer**, then select **Markup Drawing** from the **Tasks** panel to display the **Markup Tools** panel.

2. To draw lines, leaders, shapes and add text select the appropriate markup tool, then select a pen and mark in the viewer window.


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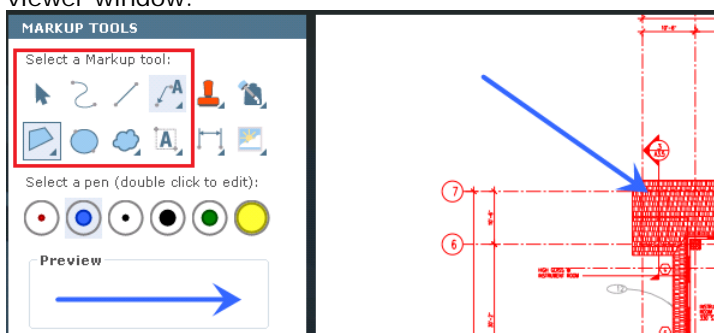
3. To add an electronic stamp select the **Stamp** tool and select **Browse** to open the **Select DWG Stamp dialog box** and browse to the location of your saved stamps. You can also select from previously used stamps.
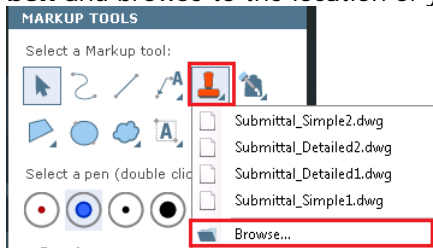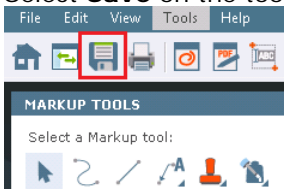

> *If it is the first time you are adding a stamp, the **Select DWG Stamp** dialog box opens when you select the **Stamp** tool button. Select a stamp file and select **Open** to continue.*

4. Fill in any editable properties in the Edit **Stamp Contents dialog box** and select **OK**.
5. Click in the image to place the stamp on the document.
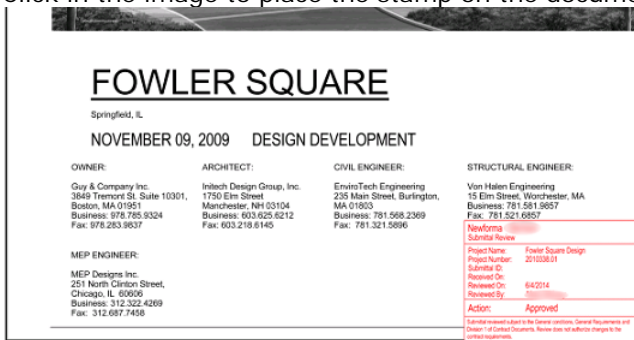
To save the markup session

1. Select **Save** on the toolbar.

2. In the **Save Markup Session As dialog box**, enter a **Name** for the markup session and add any comments in the **Remarks** section. Select **OK** to save.

To find your saved markup sessions

1. In the **Markup Sessions** activity center you can view all of the markup sessions created for the active project.

2. In the **Project Files** activity center you can identify files with markup sessions by looking at the **Related Items** column.


3. Open the file in the **Newforma Viewer** to view the markups and turn on or off selected markup sessions on the **Markup Sessions** tab of the **Drawing Explorer dialog box**.
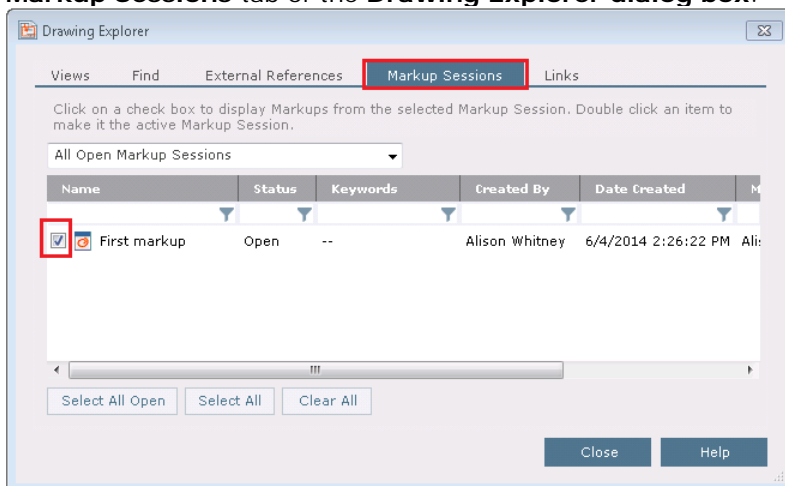
To create a PDF from your markups

If you need a static copy of your markups and the underlying file, you can save or send the markup as a PDF.

1. Select the **PDF** icon in the **Newforma Viewer** toolbar to create a new PDF.
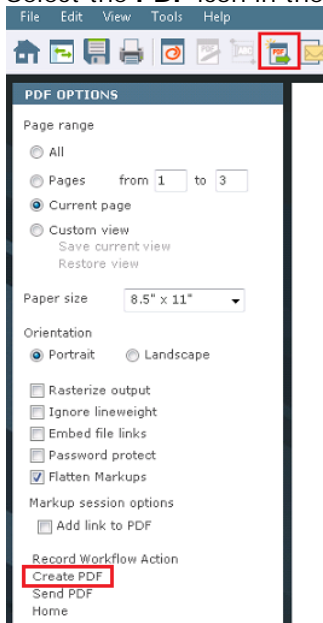

2. Make selections in the **PDF Options** panel as needed, then select **Create PDF**.

3. Select a save location, enter a **File Name** and select **Save**.

To edit a PDF

The **Newforma Viewer** offers basic PDF editing tools such as copy and paste text from a PDF and insert, delete and rearrange pages.
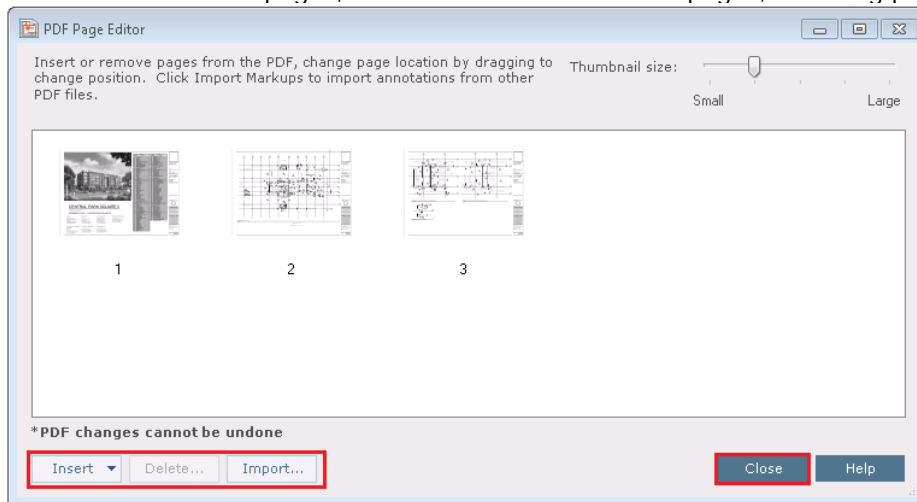
1. To copy text from a PDF select the **Copy and Paste** icon from the toolbar, then click and drag around the text you wish to copy.
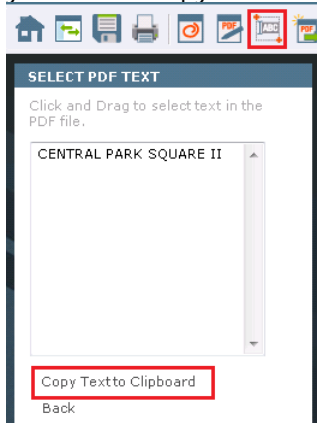
2. Select **Copy Text to Clipboard** to paste the text elsewhere.
3. Select the **PDF Page Editor** icon on the toolbar to insert, delete and rearrange pages in the PDF.

4. Select **Insert** to add pages, **Delete** to remove selected pages, and drag pages to change page positions.

5. Select **Close** to save changes.