



Electronic Plan Solutions

---

## ProjectDox Viewer Tool Tips



4835 East Cactus Road Suite 420  
Scottsdale, Arizona 85254  
Phone: 602.714.9774  
[www.avolvesoftware.com](http://www.avolvesoftware.com)

## Table of Contents

|            |  |           |
|------------|--|-----------|
| <b>1</b>   | <b>ABOUT THIS GUIDE</b> .....          | <b>3</b>  |
| <b>2</b>   | <b>AUDIENCE</b> .....                  | <b>3</b>  |
| <b>2.1</b> | <b>Running the Brava Client</b> .....  | <b>4</b>  |
| <b>2.2</b> | <b>User Interface</b> .....            | <b>4</b>  |
| <b>2.3</b> | <b>Toolbars</b> .....                  | <b>5</b>  |
| 2.3.1      | Main Toolbar .....                     | 5         |
| 2.3.2      | Brava! Enterprise Functions Menu ..... | 5         |
| 2.3.2.1    | Markup Toolbar                         | 6         |
| 2.3.2.2    | Review Tools                           | 8         |
| 2.3.2.3    | Redaction Toolbar                      | 8         |
| 2.3.2.4    | Measure Toolbar                        | 9         |
| 2.3.2.5    | Publish Tools                          | 11        |
| 2.3.3      | Brava! Viewer Display Toolbar .....    | 12        |
| <b>2.4</b> | <b>Brava! Compare Toolbar</b> .....    | <b>13</b> |
| <b>2.5</b> | <b>Tool Properties Toolbar</b> .....   | <b>15</b> |
| <b>2.6</b> | <b>Brava! Viewer Task Pane</b> .....   | <b>17</b> |
| 2.6.1.1    | Page Thumbnails Panel                  | 17        |
| 2.6.1.2    | Bookmarks Panel                        | 17        |
| 2.6.1.3    | Changemarks Panel                      | 18        |
| 2.6.1.4    | Verify Redactions Panel                | 19        |
| 2.6.1.5    | Measure Takeoff Panel                  | 19        |

## **1 About this Guide**

This guide provides an overview of the Brava!® Enterprise Client user interface (the document viewer integrated with ProjectDox). This guide is designed for end users who are using their browsers to view documents, via web page links, that were processed and cached through the Brava Server via ProjectDox. The ProjectDox (Brava) Viewer allows users to view, zoom, pan, rotate, measure, annotate, and redact documents and images quickly and easily.

## **2 Audience**

This guide is intended for use by Avolve customers.

## 2.1 Running the Brava Client

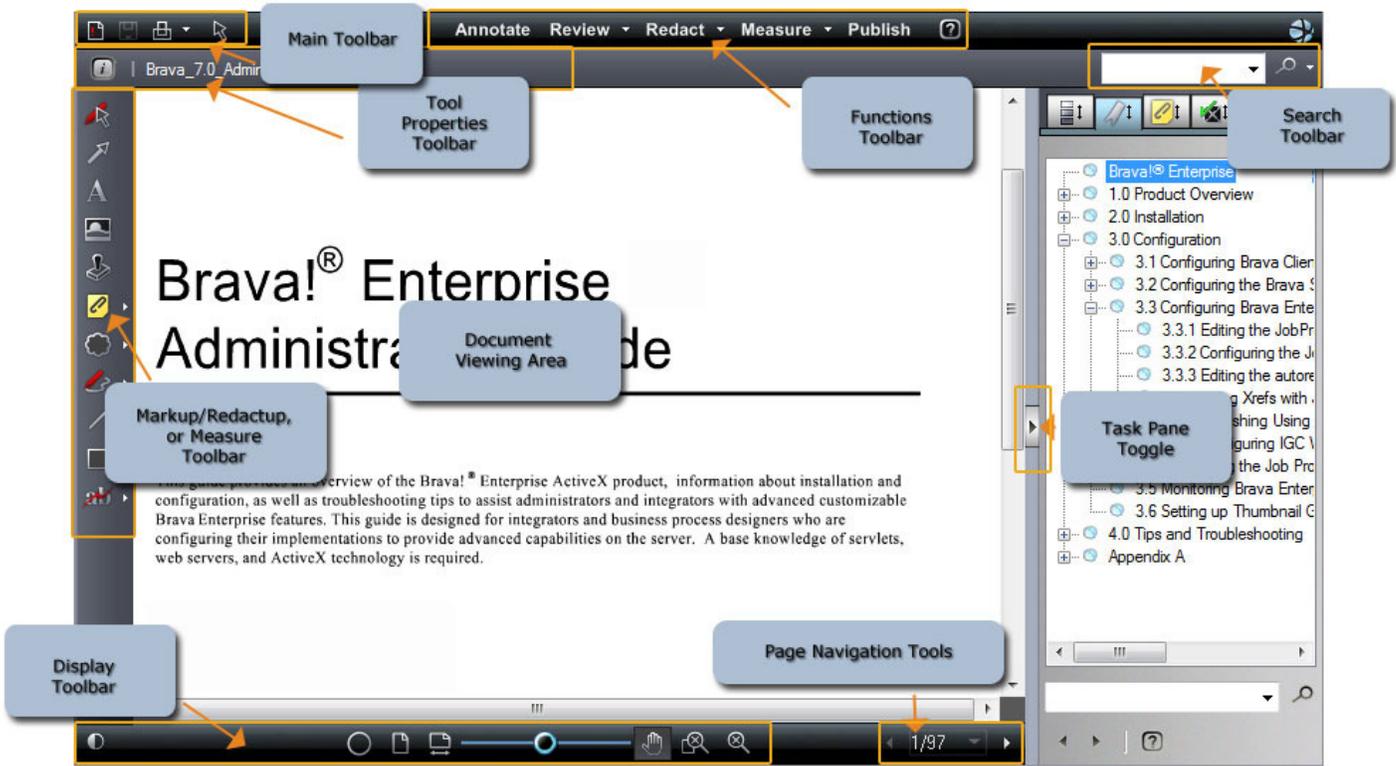
The first time you access a published document for viewing through your browser, you will be required to download the Brava ActiveX control onto your system. This requirement is a one-time installation. Click Run at the prompt to begin the installation.

Once installed, if you have ActiveX controls blocked in your browser option settings, you will need to select Allow Blocked Content from the IE Security bar when prompted.

 To help protect your security, Internet Explorer has restricted this webpage from running scripts or ActiveX controls that could access your computer. Click here for options...



## 2.2 User Interface



## 2.3 Toolbars

This guide provides a quick overview of all of the button functions available in the Brava! Enterprise 7.0 SR1 viewer application.

### 2.3.1 Main Toolbar



This toolbar, located in the upper left corner of Brava! Enterprise, contains icons for executing markup commands, saving markups, printing pages and regions, and object selection.

|   |  |
|---|--|
|    | <b>Markup.</b> Access commands regarding markup files, such as creating a new markup file, opening a markup file for edit or review, saving a markup file, consolidate markups, as well as accessing a stamp template submenu.   |
|    | <b>Markup Save</b> – Available when a markup is open for edit, use this button as a quick way to save the current markup file to the markup directory.   |
|    | <b>Print.</b> Accesses the Print menu. The <b>Print</b> dialog box contains standard print options, such as choosing a printer, giving a range of pages to print, etc. You can also select to print to scale options, view Print Preview, and set Banner and Watermark options. An option is available to print Changemarks information and/or redaction reasons as an appended page.<br>If <b>Print Region</b> is selected from the Print menu, press the mouse on a starting point of the viewer and draw a rectangle on the area of the document that you would like to print. The Print dialog appears when you release the mouse. |
|  | <b>Select.</b> Use the Select tool to select text in a document to copy (if allowed), select an intelligent object, and to activate Changemarks.   |
|  | <b>Download.</b> If allowed by your administrator, you can download the current (original) document to your local machine and open it in its native environment. Used in Net-It Central installations only.  |
|  | <b>Find.</b> You can search the text on documents and images with the search tool. Wildcards, macros, and regex search strings are accepted. You can search up, down, find whole word, match case, and turn on term-hit highlighting.  |

### 2.3.2 Brava! Enterprise Functions Menu



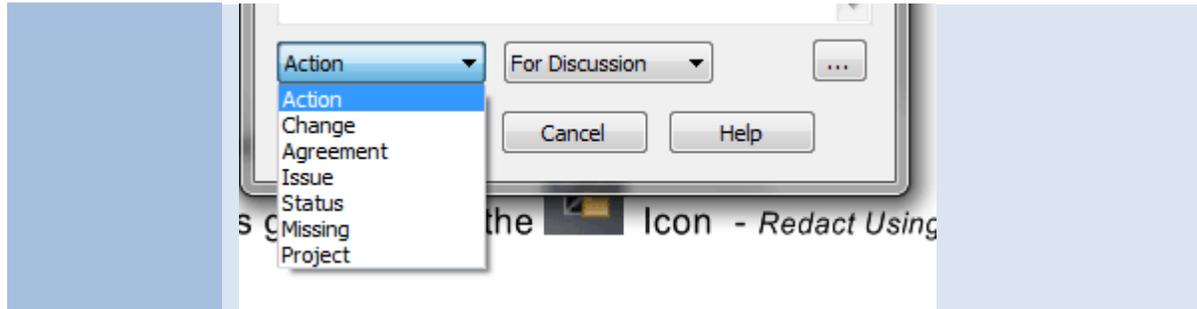
### 2.3.2.1 Markup Toolbar

The Markup toolbar contains tools for adding markup entities and Changemarks (annotations) to the current file. The Markup toolbar is displayed on the left side of the viewer when you:

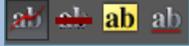
- Click  from the functions toolbar.
- Click  and select **New**.

Additional markup tools are available by clicking on any arrow that exists to the right of the currently displayed tool. Please see the [Tool Properties Toolbar](#) section of this document for available tool options.

|  |   |
|--|---|
|   | <b>Edit Markups.</b> Use to select and edit markup attributes, resize, reshape, rotate, copy, or move entity.   |
|   | <b>Arrow Pointer.</b> Use to add arrows to your images. The arrow head is set at the first selection point.   |
|   | <b>Text.</b> Use the Text tool to insert text directly on the image (rather than in a note). Use the Markup Properties tools to change the font name, size, etc.  |
|  | <p><b>Changemarks.</b> The Changemarks tool allows markup authors to type or copy/paste in detailed text in a scrolling window. Authors can also add hyperlinks to point the user to additional information. Reviewers simply need to double-click on the markup entity while in select mode  to review the text, or automatically scroll through each Changemarks contained in the Changemarks list by clicking a Next button. See Also "Changemarks Panel".</p> <p><b>Changemarks combination tools:</b> These tools are available purely for convenience. With one single click, you can add a Changemarks with either a <i>Highlight</i> , <i>Text Highlight</i> , <i>Cloud</i> , or <i>Arrow</i> . Once added, the two entities behave totally independent of each other.</p> <p><b>Changemarks Type and State:</b> <i>Type</i> and <i>State</i> are attributes that can be assigned to the original Changemarks content and to each reply that is added to a discussion. After the <i>Type</i> is selected, the <i>State</i> drop-down will show only the States associated with the currently selected <i>Type</i>. Types and States can be customized in the <i>ChangemarkConfig.xml</i> file.</p> |



|   |   |
|---|---|
|    | <p><b>Insert Image.</b> Use this markup tool to insert external raster images (JPG, BMP, or PNG) into your current markup layer. Once selected, images can be resized and positioned where you want them.</p> <p>You can set multiple instances of this same image entity or use the Browse button in the Markup Properties bar to choose another raster image to insert. The properties bar also contains a list of 10 most recently used images which can be individually selected and inserted.</p>  |
|    | <p><b>Add Markup Stamp.</b> If Stamp Templates have been authored and saved, the markup stamp button is available on the Markup Toolbar. When clicked, a list of available markup stamps is shown that can be added to the current markup layer.</p> <p>The stamp template is a group of markup entities that have been defined as a single unit and all elements of the template are resized and moved as a single entity and cannot be edited otherwise. Color, content, and other elements are defined by the author when a stamp template is created and saved.</p> <p>When a stamp is inserted, if a dynamic text field exists (such as %Page, %Date, %dbstring(value), etc.), the field is resolved and results are populated in the stamp.</p> |
|  | <p><b>Cloud and Polyclouds.</b> Add cloud or polycloud shapes on your images.</p>   |
|  | <p><b>Highlight.</b> Creates highlight entities by drawing a rectangle. Unlike the filled shape entity, highlights do not have the option of being filled or hollow.</p>  |
|  | <p><b>Sketch and PolySketch.</b> Use this tool to draw freehand shapes and lines on your image. Polysketch can be filled or unfilled.</p>   |
|  | <p><b>Crossout, Scratchout, Arc, and Line Tools.</b> Use any of these tools to add linear shapes on your documents and images. The mouse cursor will change to reflect the tool selected. Line width and style can be selected in the markup properties toolbar, with additional arrow end styles available for the Line Arrow tool.</p>  |
|  | <p><b>Rectangle, Rounded Rectangle, Ellipse, and Polygon shapes.</b> Shapes can be used as highlights or hides, and can be filled or hollow as determined by your selection in the Shape Properties drop-down list. Use</p>   |

|   |   |
|---|---|
|   | <p>the Hides shapes to cover or “hide” areas of the image. Hides shapes are automatically the same color as the background color. The mouse cursor will change to reflect the tool selected.</p>                          |
|  | <p><b>Edit Text.</b> You can highlight, strikeout, strikethrough, and underline selectable text contained in a drawing or document. Simply drag a box around the text area you want to include to select and mark it.</p> |

### 2.3.2.2 Review Tools

The Review button allows quick access to open and close markup files for the purpose of review.

|   |   |
|---|---|
|  | <p><b>Review.</b> Brava! Enterprise can open markup files for review. Though an image file can have only one editable markup associated with it, there can be multiple overlaid, or read-only markups attached. Markups opened for review cannot be edited, but one or more overlaid markup layers can be permanently <a href="#">published</a> with the current file, along with any newly created markup layers, as a new markup.</p> <p>Clicking <b>Review</b> opens a file explorer window where you may select an associated markup file, or files, to open for review. When markup files are overlaid for review, clicking on the review drop-down <b>arrow</b> displays a list of currently open markups that you may close for review (Close Review). Selecting Review Changemarks opens up the Changemarks panel where you may cycle through any Changemarks contained in the markup file.</p> |
|---|---|

### 2.3.2.3 Redaction Toolbar

The Redact toolbar contains tools for redaction purposes. The Redact toolbar is displayed is displayed on the left side of the viewer when you click .

|   |   |
|---|---|
|  | <p><b>Redact Area</b> This markup entity allows you to place a rectangular cover over an area of a sensitive or confidential document to block only certain portions from being viewed, searched, or copied.</p>  |
|  | <p><b>Allow Area Tool.</b> This tool allows you to cut away areas of an unpublished redactup rectangle that you would like to reveal and make visible. The allow area rectangle, when drawn over a redaction area, cancels the redaction in that area only.</p>   |
|  | <p><b>Redact Privacy Information.</b> Use the Redact Privacy Information tool to quickly find and redact sensitive information commonly found in documents and forms including Social Security numbers, Phone numbers, Email addresses, Date of birth, and names. Exception lists can be specified.</p> |
|  | <p><b>Find &amp; Redact.</b> This tool lets you run a command that finds and redacts multiple instances of a common word or phrase simultaneously.</p>  |

|   |  |
|---|--|
|    | <p><b>Redact Using Script(s)/List(s).</b> This tool allows you to run a command to find and redact a predefined list of phrases or redaction scripts in one action. See the Brava! online help for the required scripts and lists format. You may use redaction wildcards and macros to search for and redact text strings and number combinations. See the online help for using the available tags and macros that can be used with the Find &amp; Redact, and Redact Using Scripts tools.</p>   |
|    | <p><b>Redact Page.</b> This tool allows you to redact an entire page or specified pages. You can select to redact all pages, only the currently displayed page, or a range of pages (type in the start and end page numbers). Essentially, this tool can be used in conjunction with the Allow Area tool as a reverse redaction tool, in other words, "redact everything on this page except specified areas."<br/>       With all of the above tools, the redactions are not finalized until the document is <a href="#">published</a>.</p> |
|    | <p><b>Insert Image.</b> Use this redactup tool to insert external raster images (JPG, BMP, or PNG) into your current redaction layer. Once selected, images can be resized and positioned where you want them. You can set multiple instances of this same image entity or use the Browse button in the <a href="#">Tool Properties Toolbar</a> bar to choose another raster image to insert. The properties bar also contains a list of 10 most recently used images which can be individually selected and inserted.</p>                   |
|  | <p><b>Find &amp; Redact From/To.</b> Similar to Find &amp; Redact, this tool allows you to specify a range of text to redact by entering a start and end search pattern. You can choose whether or not to include the end string in the redaction.</p>   |

### 2.3.2.4 Measure Toolbar

The Measure toolbar contains tools for measurement purposes. The Measure toolbar is displayed on the left side of the viewer when you click .



**Measure.** Access commands for measurement and calibration. You can measure lines, polygons, circles, and rectangles, use the measure count feature, and access the measurement settings dialog.

**Measurement Properties.** Depending on the measurement tool selected from the menu (line, polyline, polygon, rectangle, circle, or count), various properties display for that measurement, including:

↔ 
∠ 
+

*Distance*
*Angle*
*X, Y Coordinates*

**Perimeter** **Area (poly)**

**Height** **Area (rectangle)**

**Radius** **Circumference** **Area (circle)**

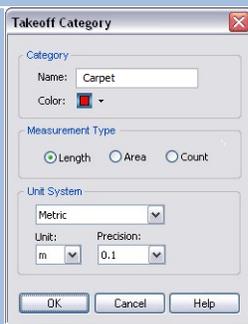
**Count**

**Clear All** and **Undo Last** . Clears all or only the last count marker placed on an image.

If **Show Leader** is selected, a text box (with category color border) will display each individual measurement result on the entities you place.

The **Negative Area** check box allows you to place a negative entity for that category. As long as the check box is selected, any entity you place on the drawing will subtract from the accumulated results. The measurement entities text box displays a negative number if Show Leader is selected.

You can select the **Snap** check box if you would like your measurement points to snap to the nearest picking point or to the midpoint of segments and circles. Note that only CAD type formats support snap. The setting has no effect on raster images and text documents.



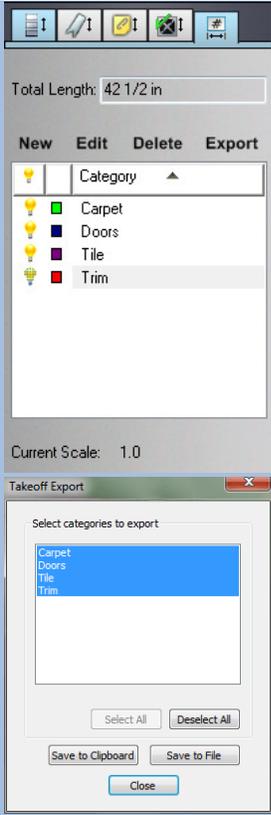
## Measure Takeoff

To access the Measure Takeoff panel, click or from the

**Measure** button , select **Takeoff**.

You can create categories of different types (length, area, and count) and accumulate total measurement values for each category defined. Select **New** to define a new category through the *Takeoff Category* dialog. You can **Edit** or **Delete** a selected category if you are the author.

You can assign a different color for each category and the measurements placed on the document will display with that color. The list of categories can be sorted by name (click Category in the top column). Click the ascending/descending arrow to arrange the



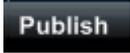
list accordingly.

Once the categories are defined, highlight a category and use the available (dependent on type) measurement tools to place multiple measurements on the document. As you place each measurement entity, accumulated totals display at the top of the takeoff panel. Takeoff information can be **Exported** to a file or to the Clipboard through the *Takeoff Export* dialog.

To hide a category, click the hide icon  to toggle between visible and hide. To toggle all categories from visible/hide state, click the  icon located in the column heading. Hidden category information will still remain available for export.

Category and takeoff information is saved as a markup layer to the current file and can be reviewed as any other markup file.

### 2.3.2.5 Publish Tools

The Publish toolbar contains tools for republishing documents. The Publish options menu is displayed when you click .

#### Save and Publish

Select **Save Current View as JPG** from the submenu to save the current view displayed in the Brava! viewing window as a JPG file. This feature captures the image window as a screen capture and will include all visible elements (e.g., markup entities, magnifier window, measurement indications, etc.). Note that redactions are NOT finalized in the captured image.

Select **Publish to CSF** from the submenu to publish the current file to secure CSF format with encrypted Visual Rights. CSF is a neutral 2D format that is a replica of the source file, including images, graphics, layout, and more. Secure CSF files published with Brava! Desktop can be opened in the free Brava! Reader.

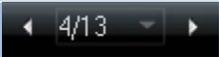
Select **Publish to PDF**, or **TIFF** from the submenu to publish the current file (with any open markups) to PDF, or TIFF format. A variety of publishing options can be selected from the dialog.

When redaction entities are present in the open markup, publishing to CSF, PDF, or TIFF finalizes the redaction in the output file.

### 2.3.3 Brava! Viewer Display Toolbar

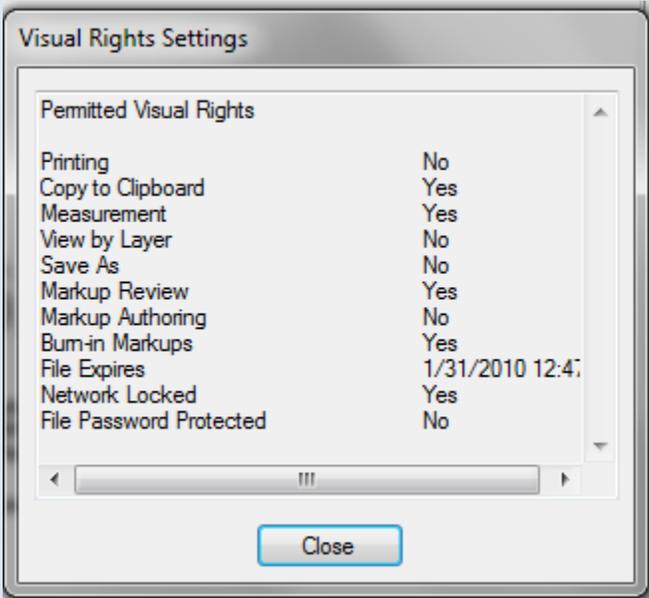


The Brava Viewer display toolbar contains tools to control how images display.

|   |  |
|---|--|
|    | <p><b>Color.</b> Use this button to change the background color of file types with "transparent" background colors, such as monochrome raster and vector file types (color raster files are not affected) to black, white, or gray.</p> <p><b>Monochrome:</b> Available from the color menu is also the Monochrome setting. Turning on Monochrome change all lines of a color vector image to a single color (the default is black) while leaving markup entities in color for quick identification.</p> |
|    | <p><b>Set Visible Layers.</b> Turn image layers (e.g., layers of a DWG file) on or off to minimize clutter in the view window or to focus on a particular area or part.</p>  |
|  | <p><b>Rotate.</b> The Rotate button allows you to rotate the image in 90 degree clockwise increments.</p>  |
|  | <p><b>Fit All.</b> Returns the zoom level to 100% so the full image displays in the Brava! window.</p>   |
|  | <p><b>Fit Width.</b> Ideal for 8.5" X 11" office documents, Zoom Width changes the zoom level so that the entire width of the image appears in the window. You can read rows of text without having to scroll right and left to see the entire line.</p>   |
|  | <p><b>Zoom Slider.</b> You can move the slider ball from left to right to increase or decrease magnification. Move left to decrease, right to increase. The ball snaps back to center on release.</p>  |
|  | <p><b>Pan/Zoom.</b> When zoomed in on an image, use the Pan tool to maneuver around the image.</p>   |
|  | <p><b>Magnifier.</b> Use the Magnifier to summon a magnified view window on your image. The magnification can be adjusted and a toggle tool is available to allow you to switch between eye glass  , bird's eye  , and docking  behavior.</p> |
|  | <p><b>Page Control.</b> Use page control to navigate through the pages of your documents. You can select a specific page from the drop-down</p>  |

list.

**CSF Icon** – this icon displays when viewing secure CSF format documents. Clicking on the icon launches a dialog that shows you what Visual Rights were applied to the published file.



| Permitted Visual Rights |                |
|-------------------------|----------------|
| Printing                | No             |
| Copy to Clipboard       | Yes            |
| Measurement             | Yes            |
| View by Layer           | No             |
| Save As                 | No             |
| Markup Review           | Yes            |
| Markup Authoring        | No             |
| Burn-in Markups         | Yes            |
| File Expires            | 1/31/2010 12:4 |
| Network Locked          | Yes            |
| File Password Protected | No             |

## 2.4 Brava! Compare Toolbar

The Compare toolbar offers tools for viewing two versions of a file while in Compare mode. Compare mode can only be enabled through your Brava Administrator and is available via integration to a document management system. Through your integration, open a file, and then browse to and select another version of the file for comparison. The Compare toolbar displays at the bottom of the viewing window.



|   |   |
|---|---|
|  | <b>Overlay:</b> Use this button to overlay both versions on top of each other. Both files display at their original colors. Use the slider to change the transparency of each file - left to dim the compare version, right to dim the open version.                                      |
|  | <b>Overlay Differences:</b> With this button, the compare file version opens overlaid on the open file. The open file displays in red (deleted geometry), and the compare file displays in green (added geometry). Geometry that has not changed (common between both revisions) is gray. |
|  | <b>Side-By-Side:</b> Both versions are displayed in a split-screen image. Move the slider to view transparent differences overlaid in each version.   |

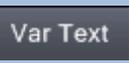
|   |   |
|---|---|
|    | <p><b>Text Comparison:</b> While a graphical comparison is useful for viewing differences in CAD drawings (as overlaid images), this method has limitations when it comes to comparing the actual text contained in a document file. Use the Text Comparison mode to view the (non WYSIWYG) text content comparison of the open and compare documents. The document is shown in split screen mode with the open and compare files displayed in two windows as lines of text, and the WYSIWYG view of the Compare or Open file shown beneath. Text differences between the two documents are highlighted in yellow, red, or green. <b>Red</b> indicates something that was deleted out of the open document. <b>Green</b> indicates something that was added to the compare document. <b>Yellow</b> indicates something that has changed between the two documents. A merged report can be exported to PDF using the Text Compare Report button. </p> |
|    | <p><b>Open File (Only):</b> Only the file that was first opened is displayed (normal colors). The set alignment points for comparison tool is available in this mode. All Annotate, Review, Redact, Measure, and Publish features are supported in this compare mode only.</p>  |
|   | <p><b>Compare File (Only):</b> Only the file that was opened for compare is displayed (normal colors). The set alignment points for comparison tool is available in this mode. Measure, and Publish features are supported in this compare mode.</p>  |
|  | <p><b>Additions:</b> Only added areas (areas present in the compare version, but not in the open version) are displayed in green.</p>   |
|  | <p><b>Deletions:</b> Only deleted areas (areas present in the open version, but not in the compare version) are displayed in red.</p>   |
|  | <p><b>Unchanged:</b> Only areas that are present in both the compare version and open version are displayed in gray.</p>  |
|  | <p><b>Nudge Alignment:</b> This button is available when using the Overlay, Overlay Differences, Side by Side, Additions, Deletions, and Unchanged viewing modes. You can use the Nudge Alignment commands to nudge and re-scale a compare image or drawing to an open drawing, allowing you to interactively make small adjustments to align the files more precisely. This feature is especially useful for comparing two TIFF images that contain the same text but have different line spacing. Click the Nudge Alignment button and select a direction from the pop up menu to nudge the compare file by one increment. This tool allows you to compare two versions of a file that are of different scales, or world page sizes.</p>  |
|  | <p><b>Clear Alignment Points</b> clears any currently set points.</p>   |
|  | <p><b>Transparency Slider:</b> This tool is available for Overlay, Overlay Differences, and Side-by-side modes to adjust the transparency amount of</p>   |

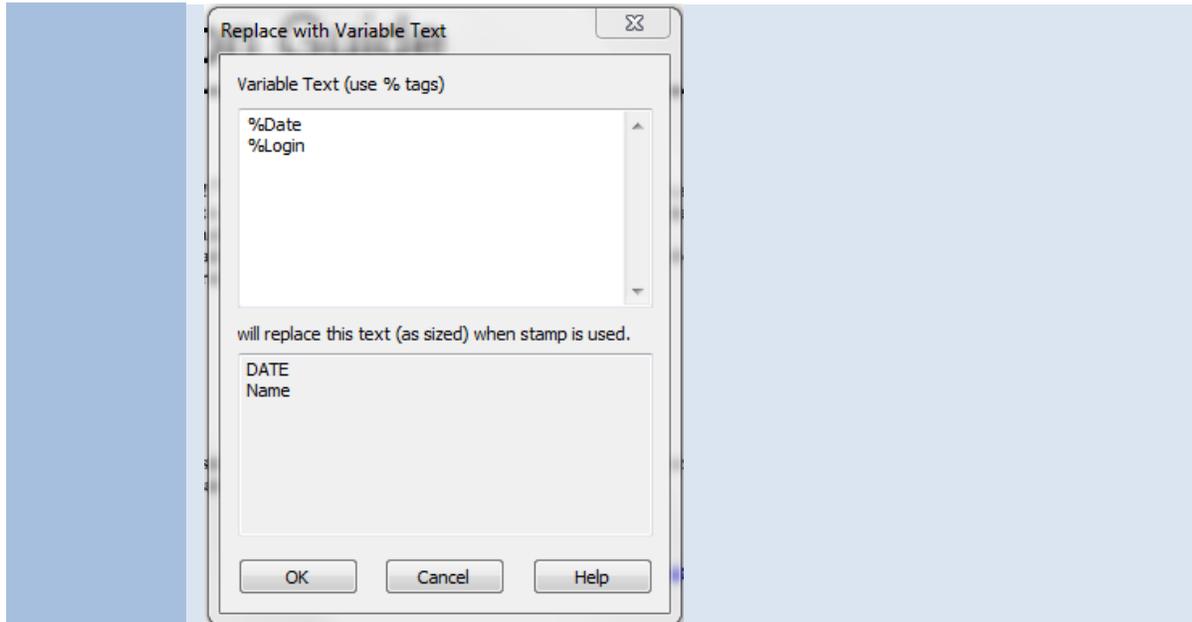
|   |   |
|---|---|
|   | <p>the two documents. In the two overlay modes, move the slider to the left to reduce the transparency of the Compare document (additions), move the slider to the right to reduce the transparency of the Open document (deletions).</p> <p>When the slider is centered, both documents display at 50% transparency. In Side-by-side mode, center the slider to view the changes side by side, overlaid at 25% transparency. Move the slider all the way to the left to view 50% transparency, or all the way to the right for 0% transparency (no overlay).</p> |
|  | <p><b>Text Compare Report:</b> Use this button to generate a merged text compare report and output the results to PDF.</p>  |

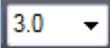
## 2.5 Tool Properties Toolbar



This toolbar contains tools to modify the properties of Markups and Measurements. The properties bar is located directly below the main toolbar.

|   |  |
|---|--|
|  | <p><b>Brava! Enterprise Help.</b> Launch the on-line Help file to access detailed information about using Brava! features.</p>   |
|  | <p><b>Text Properties.</b> Use the Bold, Italic, and Underline buttons to modify the style of your markup text.</p> <p>Use the font style and size drop-down boxes to change the markup font style and size used. Changing the size of the markup text box on the image will dynamically update the size of the font used in the font size selection box.</p>                              |
|  | <p><b>MarkupText Background.</b> Use this feature to select a background type for your markup text box. Available choices from the drop-down menu are <i>Transparent</i>, <i>Match Display Background</i>, and <i>&lt;Color&gt;</i>. Use <b>Select Background Color</b> to choose the markup text background color from the <i>Color Chooser</i> dialog.</p>                               |
|  | <p><b>Tokens.</b> Available when creating a stamp template, use this button to replace markup text with token variables. The token expressions will be resolved when a user inserts or double clicks on a stamp containing token variables. If the token used is a <i>%prompt()</i>, the user will be prompted with a text entry field where he can type in the requested information.</p> |




**Line Width.** Change the width of markup lines using the Line Width tool.


**Line Style.** Choose the style of line used for any of the Sketch, arrow, shape, edit text, or line tools. Choices include solid, dotted, dashed, or dash-dot.


**Shape Properties – Fill Type.** Select Solid, Hollow, Highlight, or Background Fill as attributes for a Rectangle, Ellipse, or Polygon shape. Choosing solid or highlight fills the shapes with the currently selected markup color.


**Arrow End Styles.** Choose the start and end arrow styles to use with the Line Arrow tool.
   



**Color.** Change the color of any markup entity using the 16 predefined markup colors, or you can choose **More...** to use the custom *Color Chooser* dialog.


**Copy Markups.** Use this button to copy selected markup entities to one or all pages of the document (specific page numbers can be entered in the *Copy Entities to Designated Pages* dialog). Entities that cannot be copied include Edit Text entities, Changemarks, and Redactups.


**Hyperlink.** Add a hyperlink to any markup entity when this icon is available. Hyperlinks can be launched by clicking on a markup entity containing a

hyperlink with the Select tool 

## 2.6 Brava! Viewer Task Pane



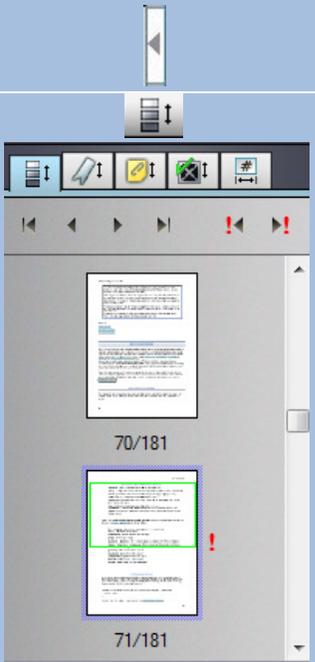
The task pane can be toggled open and closed by clicking on the Pane Arrow  on the right side of the Brava Viewing window.

**Pane Arrow.** This icon, located on the right side of the viewing window, expands and collapses the tabbed tool panel when clicked.

### 2.6.1.1 Page Thumbnails Panel

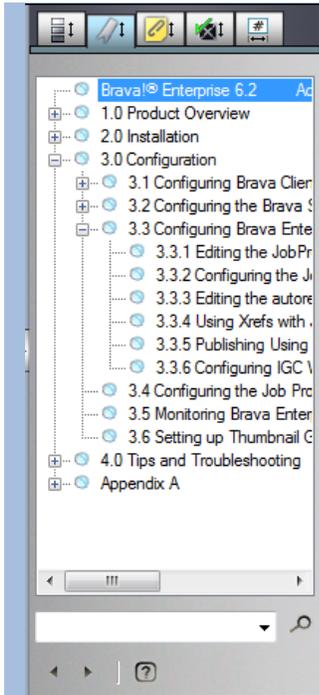
The Page Thumbnails Tab opens a scrollable thumbnail navigation panel on the right side of the Brava! viewing area. When clicked, the pages of the currently opened file appear in the panel as small click-able thumbnail images. First/Previous/Next/Last buttons are provided for quick page navigation.

If a markup file is open, an exclamation point  appears to indicate the pages that contain markups. You can use the next/previous markup page arrows to navigate through only those pages containing markups.



### 2.6.1.2 Bookmarks Panel

The bookmark panel lists the internal bookmarks contained in the document being viewed. In this panel you can expand or collapse the bookmark trees by clicking the +/- signs. Click a bookmark to go to that location in the document. Use the search field to search for bookmark titles. Use the next and previous arrows to navigate through bookmarks



### 2.6.1.3 Changemarks Panel

(See Changemarks from the [Markup Toolbar](#))

**Next** and **Previous** arrows are provided to navigate through the Changemarks list. The list can be sorted by the categories

provided in the *Sort* drop down list 

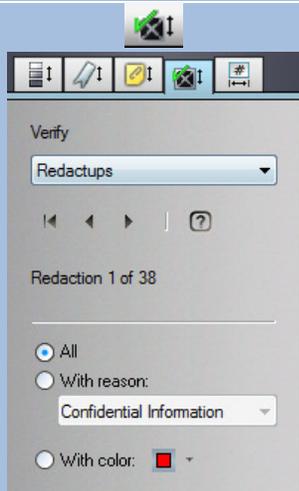
The Changemarks list window also contains buttons to **search**  the content, title, or author information of a Changemarks.

Use the **Show All** button  to undo any filters applied and show all Changemarks contained in the document.

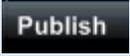
Use the **Extract Changemarks** button  to copy the selected Changemarks, or all Changemarks information contained in a document to the Clipboard. This function captures the Changemarks title, comment (text description), attached hyperlink (as text), and image (WMF bits) to the Clipboard. The resulting RTF stream can be pasted into Microsoft Word.

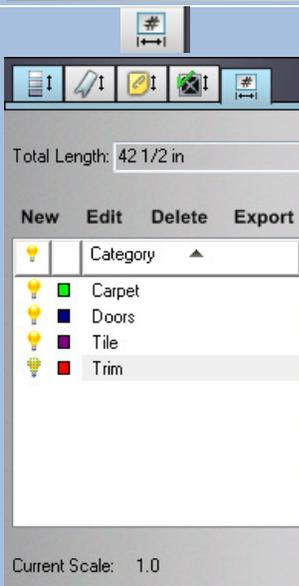
**Changemarks Discussion:** Users reviewing Changemarks can click Add Reply to reply to a selected Changemarks. The type and state can be updated and the current type and state of the last reply is what displays at the bottom of the Changemarks panel. All of the Changemark's replies are shown in the Changemarks window along with their author, date and time,

type and state information, and note content. Only reviewers with markup edit permissions can reply to Changemarks.



#### 2.6.1.4 Verify Redactions Panel

Once you have redacted a document (see  [Redaction tools](#)) you can optionally run the Verify tool to manually check and adjust the accuracy of each redacted area that has been set on the document before you finalize the redaction through publishing .



#### 2.6.1.5 Measure Takeoff Panel

To access the [Measure Takeoff](#) panel click this tab, or from the **Measure** button , select **Takeoff**. The takeoff panel lets you create categories and accumulate measurements and export the information to a (markup) file or to the Clipboard. You can total length, area, and counts by placing multiple measurement entities on the drawing for each category defined.