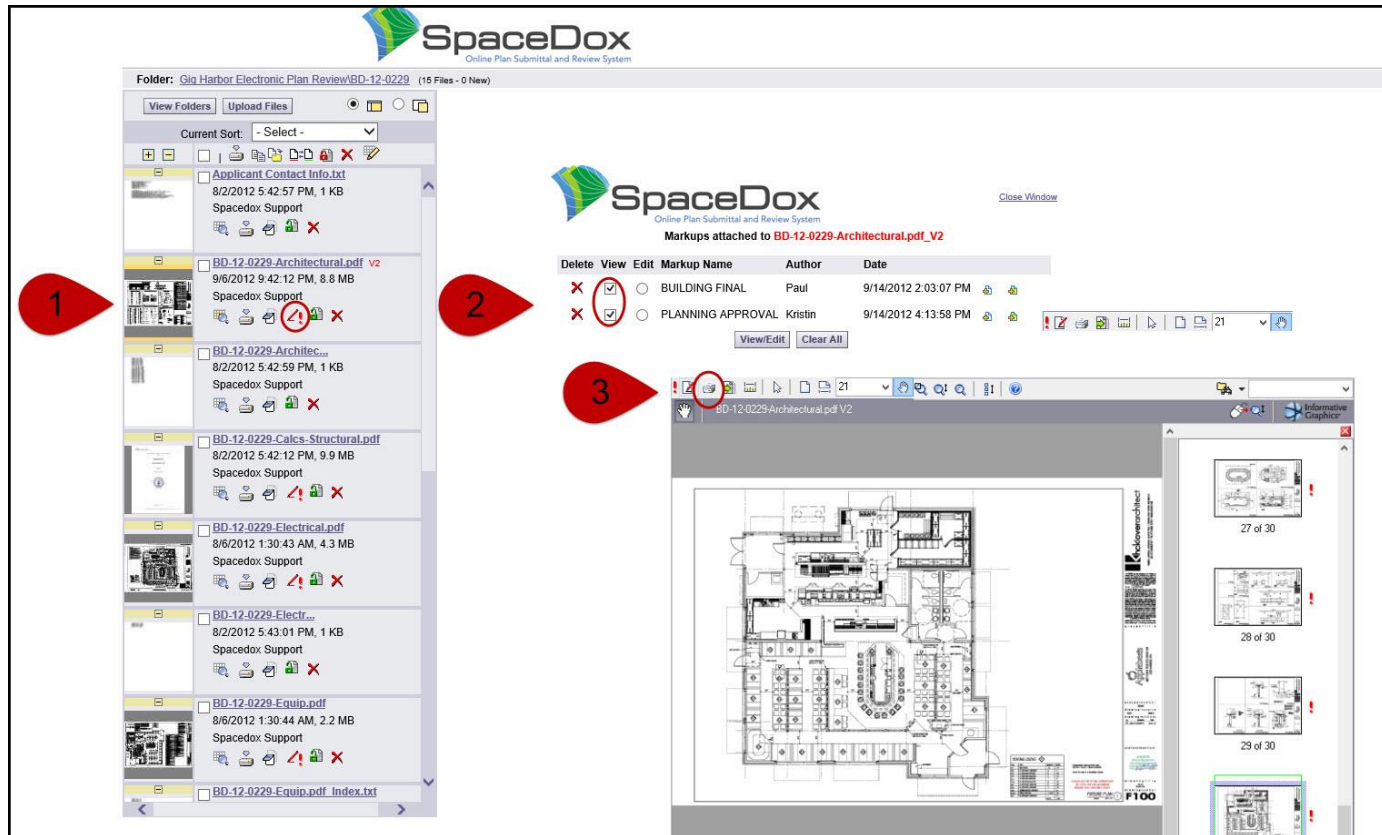




Guide for returning reviewed files back to Applicants.

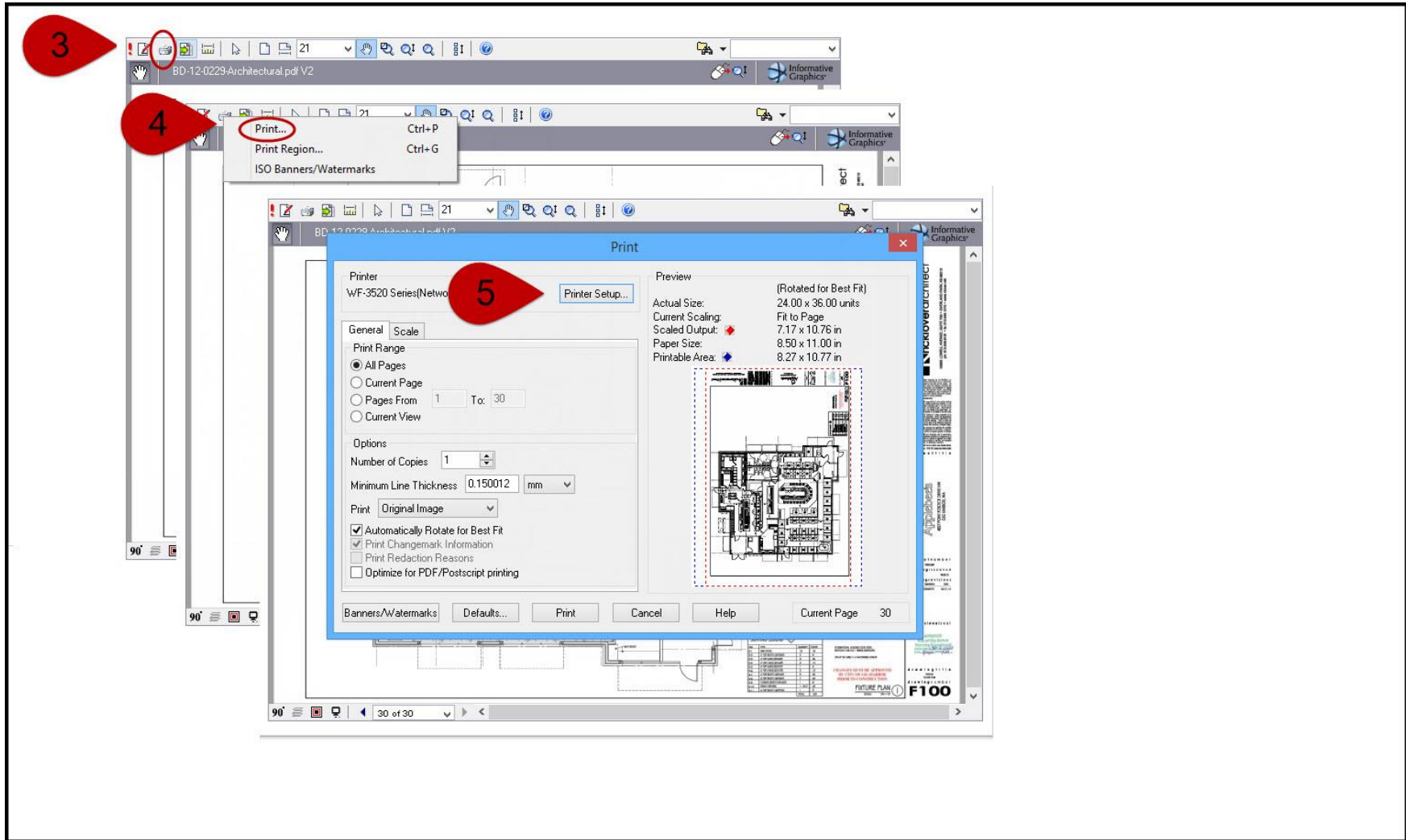
PRINTING (to file) METHOD



1. Choose File and click on the markups icon  (new files do not have markup icon) next to the appropriate file name.

2. The "View Markup List" screen appears showing all associated markups for that file. Check "View" for the most recent markup for each "Author". Next click on "View/Edit"  at the bottom of the markup page.

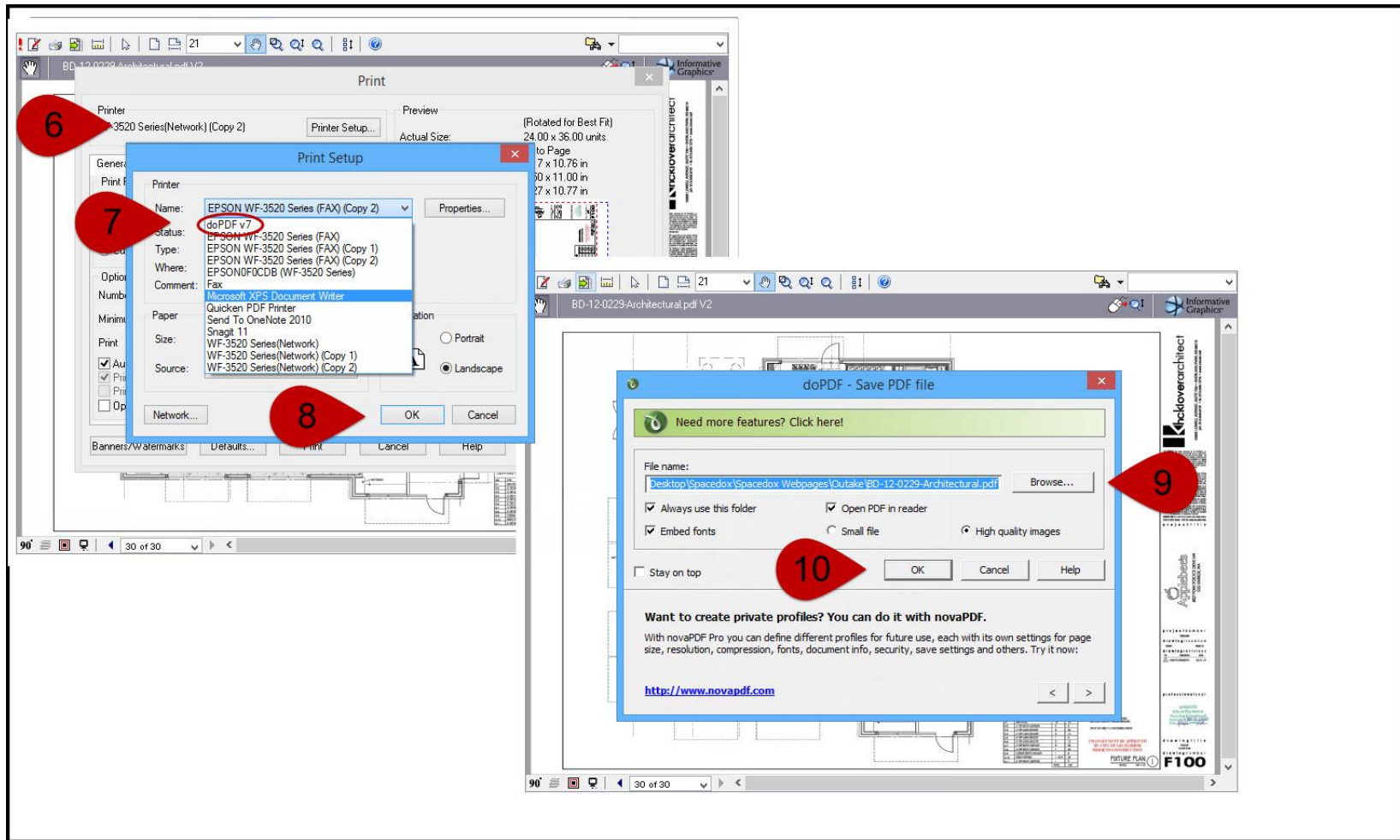
3. After the drawing opens, click on the "Print Icon". 



3. Click on the "Print Icon".

4. On dropdown list choose "Print"

5. On "Print" Popup choose "Printer Setup" to make sure you have the PDF printer chosen



6. On "Printer Setup" make sure you choose a PDF printer.

NOTE: On this step, if you don't have a PDF printer we recommend doPDF. It is Free and works 100% of the time. [Download doPDF Version 8](#)

7. Choose the appropriate PDF printer (see note on step 6) from the dropdown list on your local network.

8. Click on "OK" to proceed

9. Browse to your "save to" folder on your local computer/network for later retrieval for emailing.

10. Click on "OK".