

Guide for returning reviewed files back to Applicants.

Folder: Gig Harbor Electronic Plan Review/BD-12-0229 (15 Files - 0 New)

View Folders Upload Files

Current Sort: - Select -

SpaceDox Online Plan Submittal and Review System

Close Window

Markups attached to **BD-12-0229-Architectural.pdf_V2**

Delete	View	Edit	Markup Name	Author	Date
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BUILDING FINAL	Paul	9/14/2012 2:03:07 PM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PLANNING APPROVAL	Kristin	9/14/2012 4:13:58 PM




View/Edit Clear All

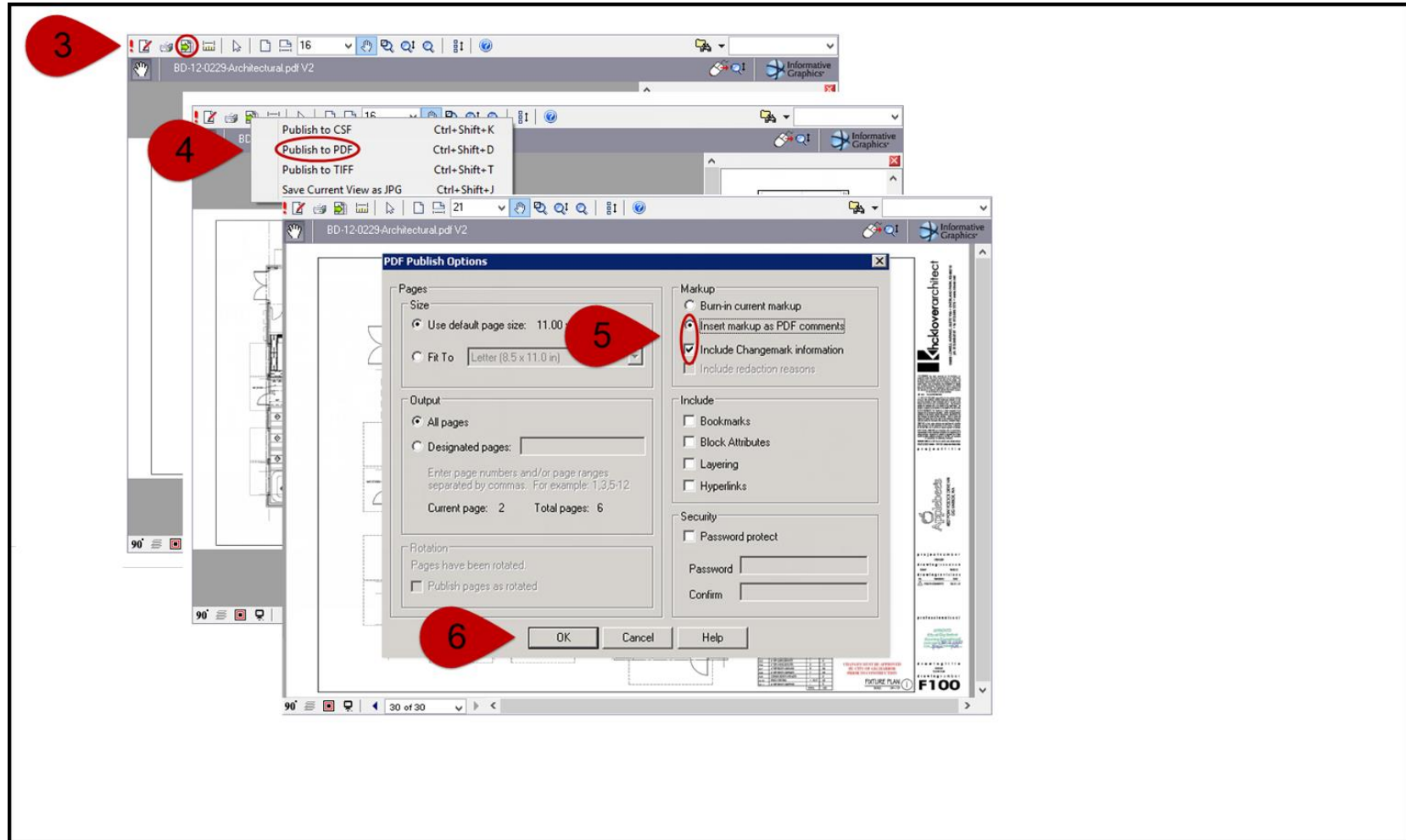
BD-12-0229-Architectural.pdf V2

27 of 30

28 of 30

29 of 30

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 "Publish Icon". 



3. Click on the "Publish Icon".

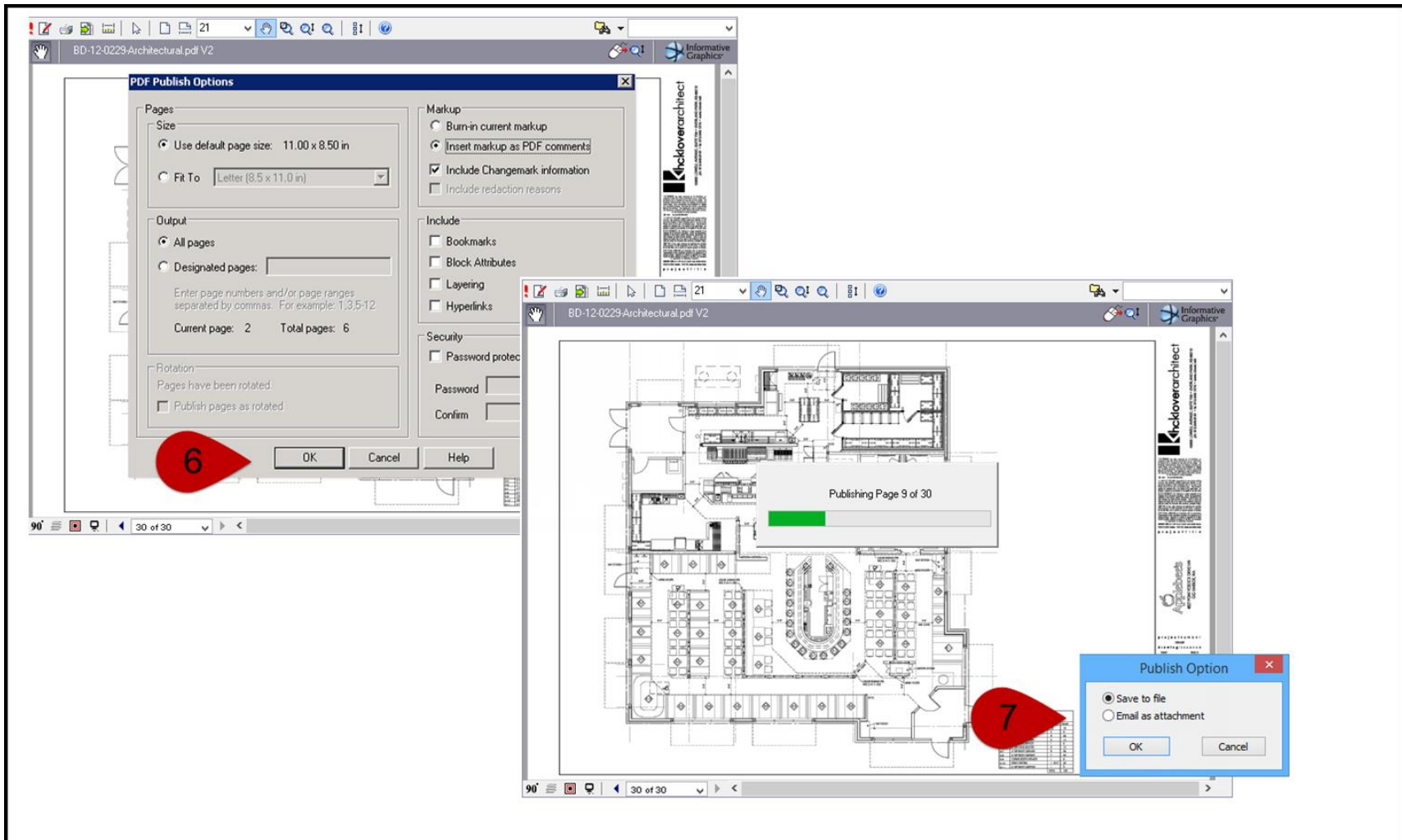
4. On dropdown list choose "Publish to PDF"

5. On "PDF Publish Options" choose :

"Insert markup as PDF comment"

"Include Changelog information" (greyed out if no Changelogs)

6. Click on "OK" to proceed.



6. Click on "OK" to proceed
7. Click on either"
"Save to file"
"Email as attachment"