

Guide for returning reviewed files back to Applicants.

PUBLISHING METHOD

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

Current Sort: - Select -

1




2

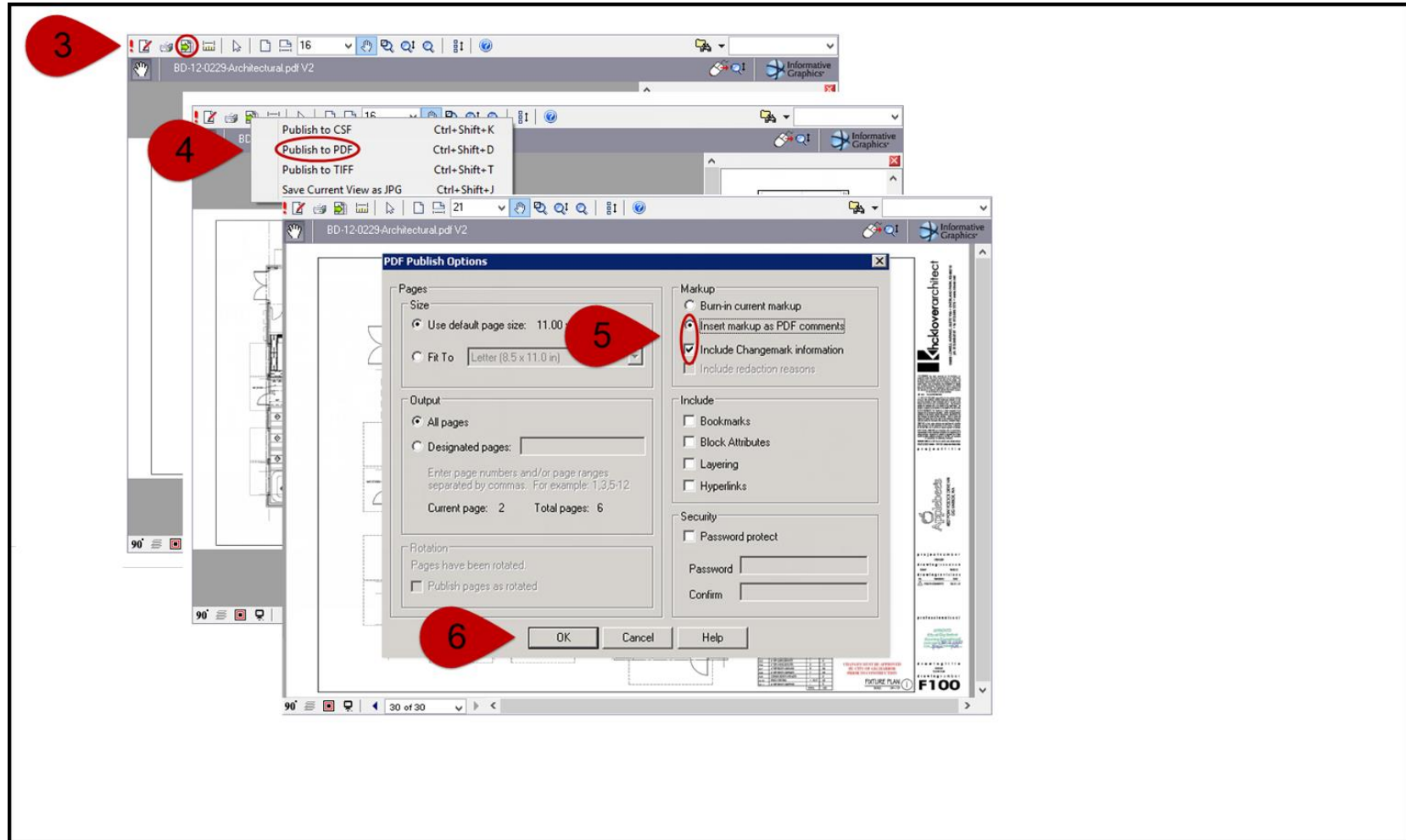
3

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 checked="" type="checkbox"/>	<input type="checkbox"/>	PLANNING APPROVAL	Kristin	9/14/2012 4:13:58 PM

View/Edit Clear All

3

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".

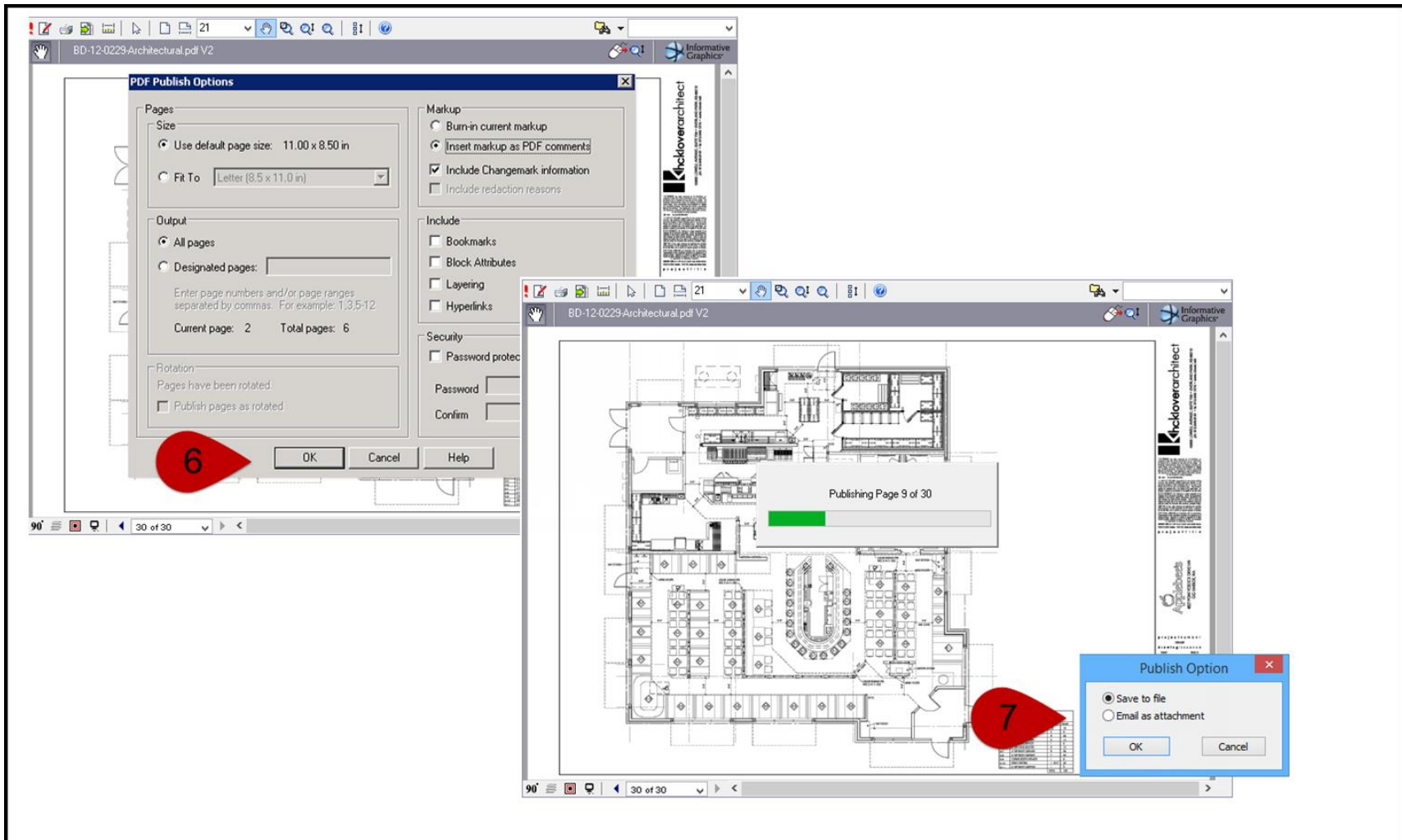
4. On dropdown list choose "Publish to PDF"

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"