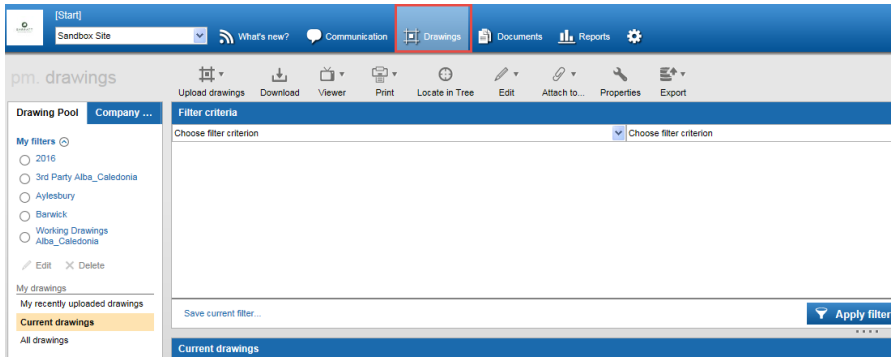


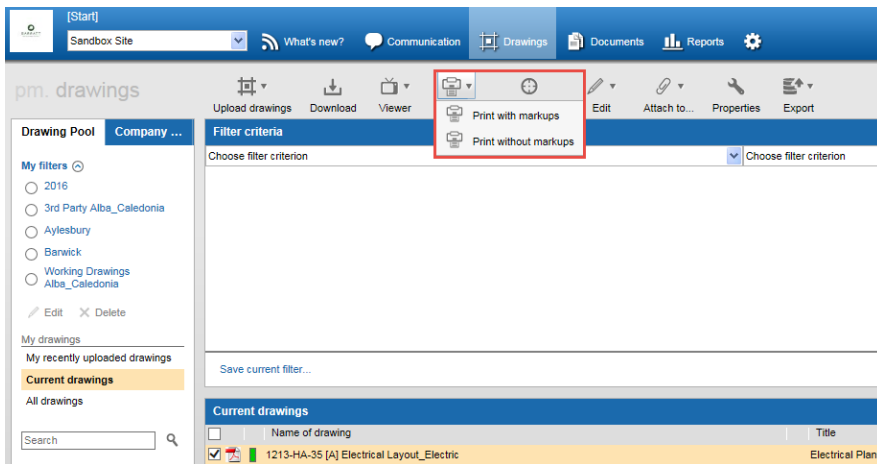
Drawing Portal – Printing Drawings and Documents

Printing Drawings

Once you have located a drawing you can print this out from within the Drawing Portal. Select the *Drawings* tab at the top of the page:



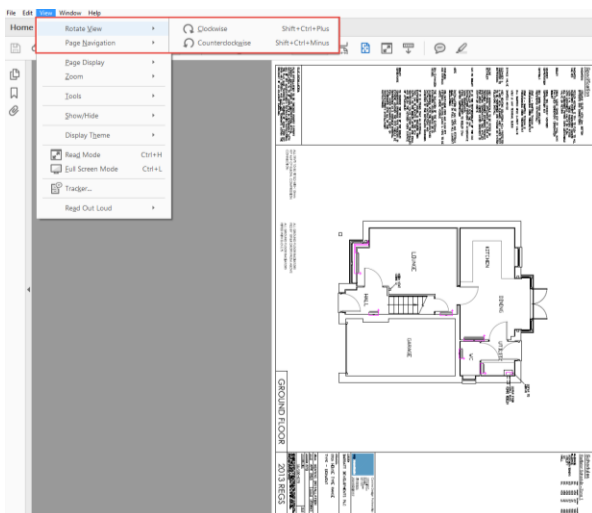
Select the drawing you require by placing a tick in the box next to it as shown below:



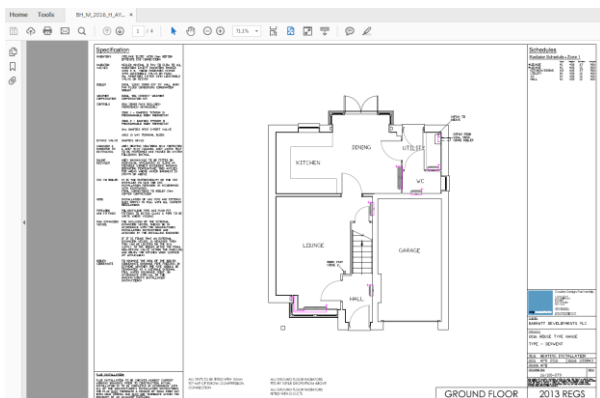
Note: You can only print one drawing at a time.

When you press the *Print* option you have 2 options:

- *Print with markups* – this will include any highlights or notes you have added
- *Print without markups* – this will print the original drawing
- The drawing/ document will now open in PDF.



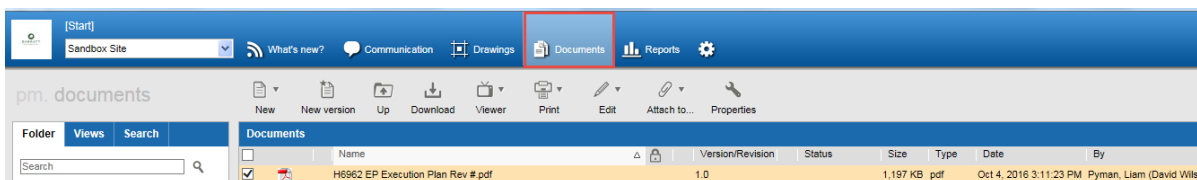
Note: you may need to press the Rotate button, as shown above, to change the orientation of the drawing



Note: The benefit of printing out using the Drawing Portal print option is that, a QR code is attached to the document, so you can tell whether it is current or not. If you use the standard File/ Print option this code will not appear.

Printing Documents

Documents can be printed from the *Documents* tab which sits directly to the right of the *Drawings* tab:



Select the document you want to print (as shown above) and press the print button. Again this can be printed with or without markups.

Also See:

Searching for Drawings and Documents