

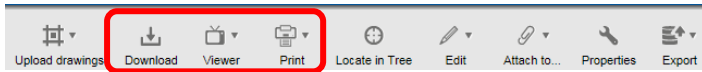
Drawing Portal – Viewing Drawings

Once you have found a document you want to look at using the search options [see Quick Guides *Searching for Drawings* or *Searching Using Filters*], place a tick in the box directly to the left of the drawing on the *Drawings* tab



	Name of drawing	Title	Revisi	Status	Ext.	Size	Description	By	Organization	Last changed on
<input checked="" type="checkbox"/>	1213-HA-35 [A] Electrical Layout_Electr	Electrical Plans	1	Approved For	pdf	280 KB		Killeen, Gary	Group Commercial	Nov 9, 2016 2:19:28 P

This toolbar then activates, which gives the following viewing options:



At this point (depending on your permissions) you have the following options:

Upload Drawings – this is for site administrators and not relevant to this process

Download – move drawings to your hard disk

Viewer - you can see the drawing within the Drawing Portal, which has markup features, rather than the native PDF or DWG. *Print* – when you press this button you have 2 options. Either print with or without markups.

Alternatively you can click on the link itself to open the drawing in PDF or DWG.



	Name of drawing	Title	Revisi	Status	Ext.	Size	Description	By	Organization	Last changed on
<input checked="" type="checkbox"/>	1213-HA-35 [A] Electrical Layout_Electr	Electrical Plans	1	Approved For	pdf	280 KB		Killeen, Gary	Group Commercial	Nov 9, 2016 2:19:28 P

Pressing this opens up a further box at the bottom of the page:



Here you can choose to open the file to view it, or save to another location.