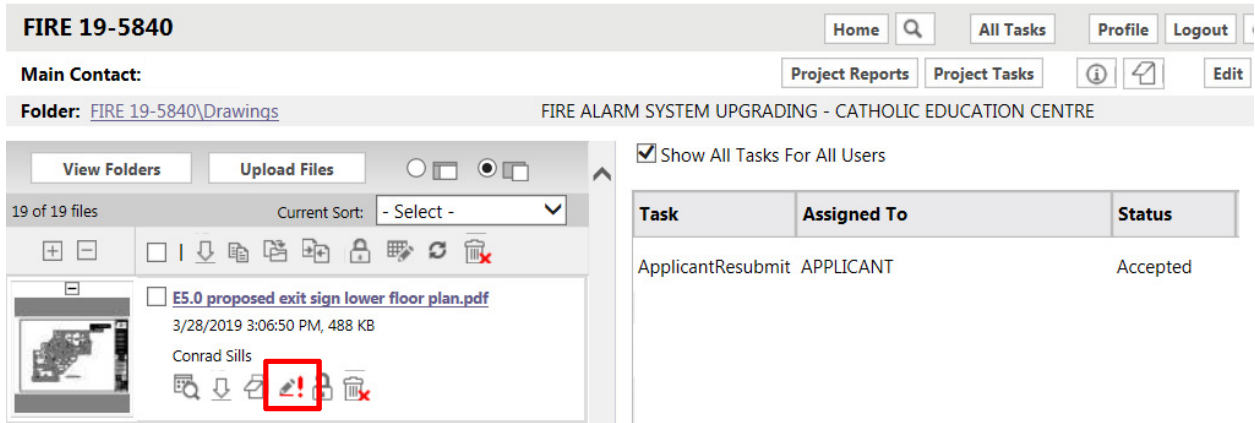


## HOW TO: VIEW MARKUPS

Mark ups are visual aids that are sometimes associated with a change mark comment. **They can only be viewed while you have an APPLICANT RESUBMIT task**; however the associated change mark text is always visible on your “workflow – project status report”.

1. Log into ePlans
2. Open your project and click on the “Drawings” folder.
3. Click on the “Mark Ups” icon next to the file. This will open a new window.



**FIRE 19-5840** Home Search All Tasks Profile Logout

Main Contact: Project Reports Project Tasks Edit

Folder: FIRE 19-5840\Drawings FIRE ALARM SYSTEM UPGRADING - CATHOLIC EDUCATION CENTRE

View Folders Upload Files

19 of 19 files Current Sort: - Select -

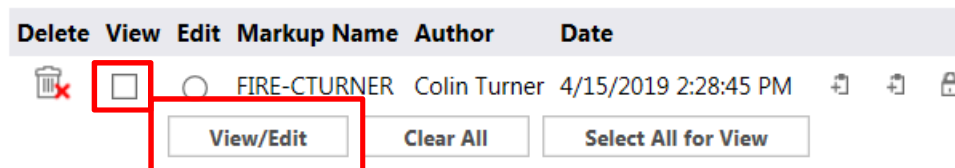
E5.0 proposed exit sign lower floor plan.pdf  
3/28/2019 3:06:50 PM, 488 KB  
Conrad Sills

Show All Tasks For All Users

Task	Assigned To	Status
ApplicantResubmit	APPLICANT	Accepted

4. Select the “view” check box for the mark ups you would like to view and click “view/edit”.

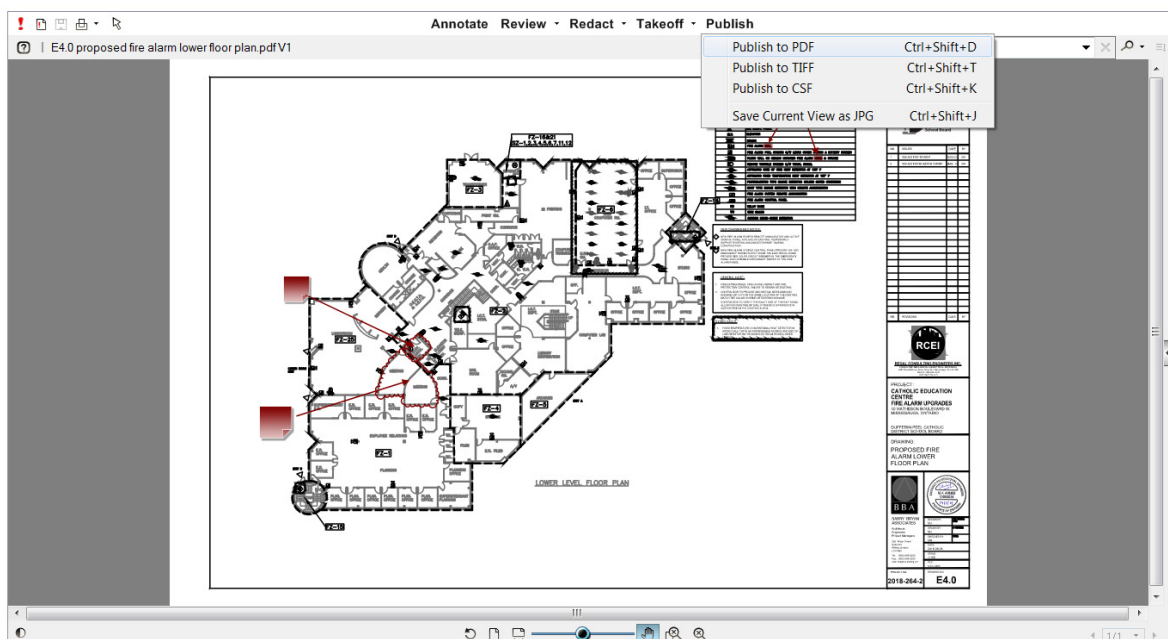
**Markups attached to E4.0 proposed fire alarm lower floor plan.pdf**



Delete	View	Edit	Markup Name	Author	Date
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FIRE-CTURNER	Colin Turner	4/15/2019 2:28:45 PM

View/Edit Clear All Select All for View

5. The drawing will open with the selected mark ups shown.
6. If you wish to share these markups, click “publish” and select your preferred format.



Annotate Review Redact Takeoff Publish

E4.0 proposed fire alarm lower floor plan.pdfV1

- Publish to PDF Ctrl+Shift+D
- Publish to TIFF Ctrl+Shift+T
- Publish to CSF Ctrl+Shift+K
- Save Current View as JPG Ctrl+Shift+J

LOWER LEVEL FLOOR PLAN

2018-264-2 E4.0