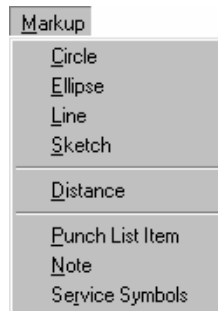# Using the Markup Commands

The Markup menu supplies various commands that allow you to add changes, comments, and suggestions to a drawing or to specific areas of a drawing. To open the Markup menu, select *Markup* from the Menu bar.

```
Markup
    Circle
    Ellipse
    Line
    Sketch

    Distance

    Punch List Item
    Note
    Service Symbols
```

From the Markup menu select the command you want to perform. They include:

Circle

Use the *Circle* command to surround an area of the drawing that is to be noted.

To Use the Circle Command

1. Select *Markup → Circle*.
2. Place your cursor where you want the center point of the circle to be.
3. Click and drag the cursor until the circle is the size you want.

Ellipse

Use the *Ellipse* command to surround an area of the drawing that is to be noted.

To Use the Ellipse Command

1. Select *Markup → Ellipse*.
2. Place your cursor where you want the ellipse to begin.
3. Click and drag the cursor until the ellipse is the size you want.

Line

Use the *Line* command to indicate an area of the drawing that is to be noted.

To Use the Line Command

1.   Select *Markup → Line*.

2.   Place your cursor where you want to start the line.

3.   Click and drag the cursor to indicate the line length.

Sketch

The *Sketch* command allows you to use free-hand drawing on the drawing area.

To Use the Sketch Command

1.   Select *Markup → Sketch*.

2.   Place your cursor where you want to start drawing.

3.   Click and drag the cursor to sketch the shape that you want.

Note:

- When using the *Circle*, *Ellipse*, *Line*, and *Sketch* commands, SoftPlan reView allows you to select the thickness and color of the Markup item.

- If you want to use a different thickness and/or color, select the new thickness and/or color before you use the Markup command.

To Select the Thickness of a Markup Command

1.   Select the Markup Thickness icon ![icon] from the Toolbar. The following menu opens:

2.   Select the thickness you want to use. This thickness will then be used for the Markup commands until you change it.

To Select the Color of a Markup Command

1. Select the Color box [   ] from the Toolbar. The following menu opens:

2. Select the color you want to use. This color will then be used for the Markup commands until you change it.

Using the Distance Command

The *Distance* command allows you to automatically calculate the distance between two lines on a reView drawing, and place a temporary dimension line between them.

To Use the Distance Command

1. Select *Markup* → *Distance*.
2. Click and drag the cursor across the first line.
3. Drag the cursor to cross over the second line. A temporary dimension line showing the distance between the two lines is displayed.

Note:

*   If the two lines dimensioned are parallel, a perpendicular dimension line showing the distance between the two lines is displayed.

*   If the two lines are not parallel, an angled dimension line is drawn showing the distance between the two lines at the points you selected.

Adding Punch List Items, Notes, and Service Symbols to SoftPlan reView Drawings

Punch List Items, Notes, and Service Symbols can be added to reView drawings.

- The *Punch List Item* command is particularly valuable during final inspections. It is customizable to allow you to include all possible inspection findings, for example: broken windows, nail pops, paint overspray, broken appliances, scratched surfaces, and so on.

- Use the *Note* command to add notation for the drawing or to an area of the drawing.

- The *Service Symbols* command is used to specify the placement of services, such as electrical outlets and switches, telephone, cable and so on.

Punch List Items, Notes, and Service Symbols are added to reView drawings using the same method.

To Add a Punch List Item, Note, or Service Symbol to a reView Drawing

1. Select *Markup → Punch List Item* / *Note* / *Service Symbols*.

2. Click on the screen where you want to place the punch list item, note, or service symbol. A color coded symbol is placed to indicate the item's position and the Punch List Item / Note / Service Symbols menu opens:

> **Note:**
>
> *The symbol indicating the position of a service symbol can be changed in color. Select the new color before selecting the Service symbol's position.*
>
> *To learn how to select a new color, see a previous section **To Select the Color of the Markup Command**.*

3. From the drop-down menu (bottom left field), select the item or person that the note pertains to.

4. In the *Comment* field (top field), enter the information or instructions that you want to relay for that item or person, or select from a list of currently available standard comments. To display these comments (see the sample Comment list below), click on the *N* displayed at the bottom of the menu.

Note:

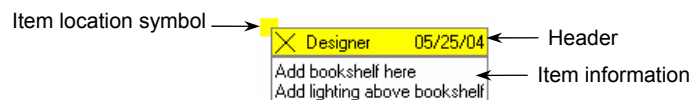*The N is not displayed if standard comments are unavailable.*

Illustration 1: Sample Comment List

5. If you have selected from the Comment list, click **OK** to enter the comment in the *Comment* field.

6. If the markup item is a punch list item or a service symbol, you can choose the symbol you want to use to indicate its position. To do this:

    i Click on the current symbol choice displayed on the bottom right corner of the Punch List Item or Service Symbols menu. A list of the symbol choices is displayed:

Illustration 2: Symbol List

    ii. From the list, choose the symbol you want to use.

7. The *Complete* field can be checked to indicate that the information or instructions have been noted and/or completed.

8. Select **OK** to close the menu. If the markup information is a Note, an information menu appears on the screen beside its symbol. Illustration 3 shows a sample Information menu for a Note item.

Illustration 3: Note Information Menu

If the markup information is a punch list item or a service symbol, just the item's location symbol is visible on the screen.

Note:

• To display the Information menu for a Punch List Item or a Service Symbol, click or right-click on the item's location symbol (see Illustration 3) or use the *Select* command as described in the following section, ***Using the Edit Commands***.
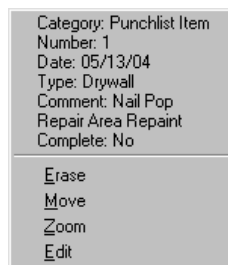
Illustration 4 shows a sample Information menu for a Punch List item.

Item location symbol →

× Drywall   05/12/04 ← Header
Nail Pop
Repair Area Repaint ← Item information

Illustration 4: Information Menu

• To temporarily turn off an Information menu, click the *X* displayed on its header. See Illustration 4.

• Once displayed on the screen, these Information menus remain visible until they are turned off.

• To move an Information menu to another location on the screen, click on the header (see Illustration 4), and then drag the menu to its new position.

Note that the item's location symbol does not move with the information. If needed, use the *Move* command as described in the section, ***Using the Edit Commands*** to move the position symbol.

• If you click on the *Item information* section of the menu (see Illustration 4), a more detailed information menu for the item appears, for example:

Category: Punchlist Item
Number: 1
Date: 05/13/04
Type: Drywall
Comment: Nail Pop
Repair Area Repaint
Complete: No

<u>E</u>rase
<u>M</u>ove
<u>Z</u>oom
<u>E</u>dit

Use this menu to review information for the Punch List Item, Note, or Service Symbol. It describes:

– What *Category* of information is being displayed: Punch List Item, Note, or Service Symbol.

– The *Number* placement of the particular information, for example the above punch list item was the 1st punch list item placed on the reView drawing.

- *Note that multiple punch list items, notes, and service symbols can be placed on a reView drawing.*

– The *Date* the information was placed on the drawing

– Who the information is for or what the information or instruction pertains to

– The *Comment* (information or instruction) relayed

– Whether or not the information or instruction has been noted and/or completed

You can also use this menu to modify information for the Punch List Item, Note, or Service Symbol. For more information on modifying a Punch List Item, Note, or Service Symbol, see the **Select** command in the following section **Using the Edit Commands**.

Using the Edit Commands

The Edit commands allow you to *Erase*, *Move*, *Select*, *Undo*, and *Redo* information added to a reView drawing.

- *You can not use the Edit commands to change the original drawing information that was exported into SoftPlan reView*.

To open the Edit menu, select **Edit** from the Menu bar:

From the Edit menu select the command you want to perform. They include:

Erase

Use this command to erase information that has been added to a reView drawing.

To Use Erase

1. Select **Edit** → **Erase**.
2. Click on the item you want to remove.

Move

Use this command to move information that has been added to a reView drawing.
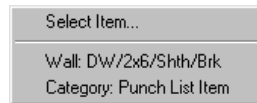
To Use Move

1.   Select *Edit → Move*.
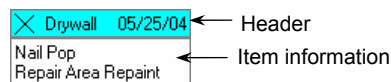
2.   Click and drag the item to its new location.

Select

Use this command to view detailed information about any item on a reView drawing. To do this:

1.   Select *Edit → Select*.

2.   Click on the item you want to view information for. If more than one item is located at a particular point, a menu appears listing the items located there, for example:

> Select Item...
> Wall: DW/2x6/Shth/Brk
> Category: Punch List Item

3.   From the menu, select the item to view, for example *Category: Punch List Item*. An Information menu about that item opens, for example:

> X Drywall   05/25/04 ←—— Header
> Nail Pop
> Repair Area Repaint ←—— Item information

Illustration 3: Information Menu

- *To temporarily turn off an Information menu, click the **X** displayed on its header. See Illustration 3.*

- *Once displayed on the screen, Information menus remain visible until they are turned off.*

- *To move an Information menu to another location on the screen, click on the header (see Illustration 3), and then drag the menu to its new position.*

- *If you print a reView drawing, any currently displayed punch list item, note, or service symbol Information menus, or information menus for fixed items on the reView drawing will be printed with the drawing.*

- *If the item selected is a punch list item, a note, or a service symbol, you can display commands that allow actions to be performed on it. To do this, click on the Item Information part of the menu (see Illustration 3) or right-click on any part of the menu. A more detailed Information menu opens, and the **Erase**, **Move**, **Zoom**, and **Edit** commands become available:*

```
Category: Punch List Item
Number: 2
Date: 05/25/04
Type: Drywall
Comment: Nail Pop
Repair Area Repaint
Complete: No

Erase
Move
Zoom
Edit
```

  - *If you select **Erase**, the item is erased.*

  - *For more information on **Move**, see the previous section.*

  - *If you select **Zoom**, SoftPlan reView zooms in on the item and centers it on the drawing screen.*

  - *If you select **Edit**, the original menu for the item opens, for example Punch List Item, Note, or Service menu, allowing you to make changes to the item.*

- *If the item selected is a markup item (circle, ellipse, line or sketch), the **Erase**, **Move**, and **Zoom** commands become available when the item is first selected.*

- *If the item selected is part of the fixed SoftPlan reView drawing, no action can be performed on it. It is there for reviewing only.*

Note:

You can also *select* any item from the reView drawing by right-clicking on it.

Undo

Use this command to undo the last consecutive operations since the drawing was opened. To perform an Undo, select ***Edit → Undo***.

Redo

Use this command to redo the last consecutive Undos since the drawing was opened. To perform a Redo, select ***Edit → Redo***.

Using the Redraw Command

Redraw is used to refresh the drawing screen. To perform a redraw, select *File → Redraw*.
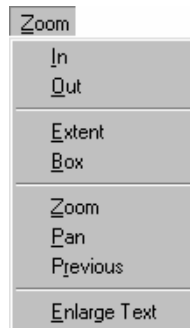
Note:

You can also redraw the drawing screen by clicking the ↺ *Redraw* button on the Toolbar.

Using the Zoom Commands

While working with SoftPlan reView, you may want to view the whole drawing or to magnify details. SoftPlan reView supplies several Zoom commands to create quick alternate views.

To Select the Zoom Commands

Select *Zoom* from the Menu bar to display the list of Zoom commands:

Use the following Zoom Commands to view your drawings:

Zoom In

Select *Zoom → In* to progressively zoom in closer to magnify your work.

Zoom Out

Select *Zoom → Out* to progressively zoom out to view larger portions of your work.

Extent

Select *Zoom → Extent* to display everything you have drawn on the screen.

Box

The *Box* command creates a window that adjusts from the corner-out. Size the window around the portion of the drawing you want to view.

To Use the Box Zoom Command

1.   Select *Zoom* → *Box*.

2.   Place the cursor on a corner of the area you want to view.

3.   Click and drag the cursor to surround the area of the drawing you want to view.

    Note:

    *You can also select the Zoom **Box** button on the Toolbar to access this command.*

Zoom

Use this command to *Zoom In* and to *Zoom Out* on the drawing screen.

To Use the Zoom Command

1.   Select *Zoom* → *Zoom*.

2.   Click and drag your cursor:

    • Upward on the drawing screen to progressively zoom in closer to magnify your work.

    • Downward, to progressively zoom out to view larger portions of your work.

Pan

Use this command to move the viewing screen in order to view a particular portion of the drawing.

To Use the Pan Command

1.   Select *Zoom* → *Pan*.

2.   Place your cursor on the drawing area at the point where you wish to change the viewing position.

3.   Click and hold the *Left* mouse button.

4.   Drag the screen to the desired view.

Note:

- *If there is a middle button or a scroll wheel on your mouse, you can use it to reposition the viewing screen. If you use this method to pan, it is not necessary to select the **Pan** command.*

- *You can also select the **Pan** button* *on the Toolbar to access this command.*

Previous

To return to the previous viewing window, select ***Zoom*** → ***Previous***.

Enlarge Text

By default, the notes and dimensions on the SoftPlan reView drawings are displayed in the size, font, and proportion as originally specified. If you want them to be displayed in an enlarged, simple font for easier reading at any zoom magnification level, select ***Zoom*** → ***Enlarge Text***.

Note:

*To once again display the originally specified text, select **Enlarged Text** to remove the check.*

Zooming with the Scroll Wheel

Users who have a mouse with a scroll wheel can use it to zoom in and out to see areas of the drawing. To zoom in, position the cursor over the area you want to view and then move the scroll wheel upward. To zoom out, position the cursor over the desired area and move the wheel downwards.

If you use this method to zoom in and out, it is not necessary to select the *Zoom* command.

Adding Markup to the Various Modes of a reView Drawing

SoftPlan reView allows you to add information to different modes. These modes include: *Drawing, Area, Ceiling, Electrical, Floor System, Framing, Interior, Roof,* and *Site* mode. The *Drawing* mode is the default mode for displaying reView drawings. If necessary, select a different display mode in order to add markup information (comments, suggestions, and modifications) to a drawing in that specific mode.

To Select another Display Mode

1. Select the *Drawing* mode button ◿ from the Toolbar. A menu of the different display modes opens.

2. Select the mode you need from the menu. The drawing is redisplayed in that mode.

3. Add the necessary markup to the drawing.

Displaying the Version Number of SoftPlan reView

At times you may want to know what version of SoftPlan reView you are using. To do this, select *Help* → *About*. A message is displayed showing the current version of SoftPlan reView: