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## Starting SoftPlan reView

### To Start SoftPlan reView

1. Click the **Start** button on the Windows® Taskbar.
2. Point to *Programs*.
3. Point to the *SoftPlan reView* folder.
4. Click the *SoftPlan reView* icon . The SoftPlan reView program opens on the screen.

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### Note:

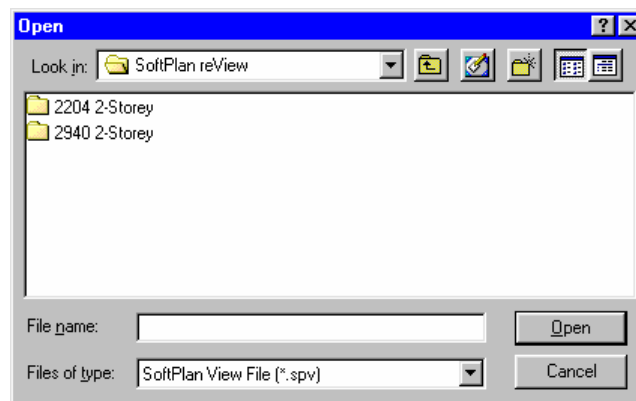
During the installation of SoftPlan reView, a SoftPlan reView program startup icon  is placed on the Windows desktop. For a future short cut to starting the SoftPlan reView program, double click on this icon.

## Opening a Drawing

Whenever you start SoftPlan reView a blank screen is displayed.

### To Open a SoftPlan reView Drawing

1. In SoftPlan reView, select **File** → **Open**. The Open menu is displayed:



2. Select the folder that contains the reView drawing that you want to open. The available drawings for that folder are displayed.

3. Select the drawing to open using one of the following methods:


- Double-click the drawing to open.
- Highlight the drawing to open, and then select the **Open** button.

## Saving a Drawing

As you notate or markup a drawing, save it often to avoid losing your work.

### To Save a Drawing

Use either of the following save methods:

- Click the  save button on the Toolbar.
- Select *File* → *Save*.

## Using Save As to Save a New Drawing

If you wish to make a copy of the current drawing, use the *Save As* command.

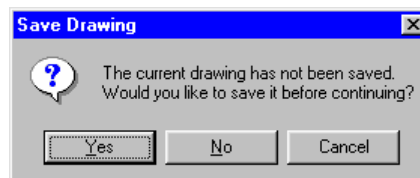
### To Use Save As to Save the Current Drawing to a New Drawing

1. Select *File* → *Save As*. The *Save As* menu opens.
2. From the *Save in* field, select the folder you want to store the drawing in.
3. In the *File name* field, enter a name for the new drawing.
4. Select the **Save** button to save the drawing to the folder.

## Choosing another Drawing

To choose another drawing, close the current drawing and select the drawing you need.

If you have unsaved changes in the current drawing, the following Save Drawing message prompts you to save your work before the other drawing is opened:



Select one of the following to continue:

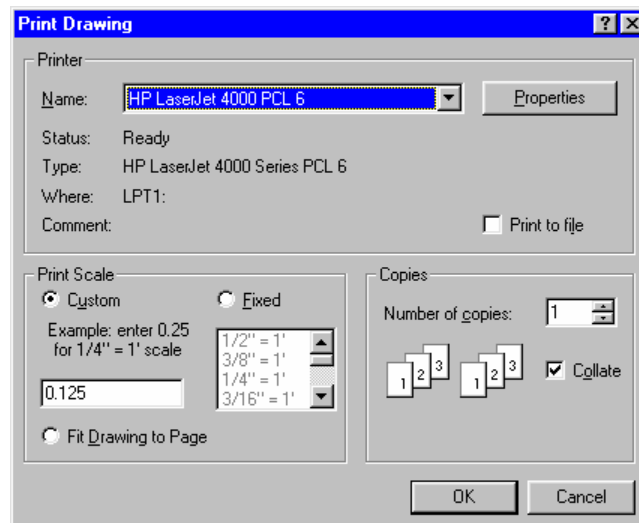
- Select the **Yes** button to save the information added to the active drawing. The active drawing closes and the new drawing appears on the screen.
- Select the **No** button if you do not want to save the information to the active drawing. The active drawing closes and the new drawing appears on the screen.
- If you select the **Cancel** button, the message will close and the current drawing will remain on the screen.

## Printing a reView Drawing

Not all drawings can be printed in SoftPlan reView. The *Print* command is therefore available for only those drawings allowed to be printed. This is determined during the export of the drawing from SoftPlan.

### To Print a Drawing in SoftPlan reView

1. Display the reView drawing that you want to print.
2. Select **File** → **Print**. The Print Drawing menu opens:



3. If you have different printers or plotters installed on your computer, select the one that you want to use from the Printer *Name* field.
4. Select the **Properties** button, and then select the paper size that is appropriate for the printer you are using.

5. Select the **OK** button to close the Properties menu.
6. Select the scale to print your drawing at from the *Print Scale* section of the menu.

**Note:**

*The available print scale choices depend on the print scale option that was selected during the export of the drawing from SoftPlan.*

If available, you can choose to print the drawing at either a **Fixed** or a **Custom** scale size:

- To set a *Fixed* print scale size, select **Fixed**, and then choose the print scale from the drop-down menu.
- If none of the fixed scales are suitable, set a custom scale size. To do this, select **Custom**, and then enter the print scale you want to use. Using this feature, drawings can be printed to any possible scale.

You can also choose to **Fit Drawing to Page**. During print, the drawing will then be adjusted in size to fit onto the print paper size you are using. If not currently set, remember to specify the paper size you are using.

7. If necessary, select the number of copies of the drawing that you want printed from the **Number of Copies** field.
8. Press **OK** to begin printing the reView drawing.

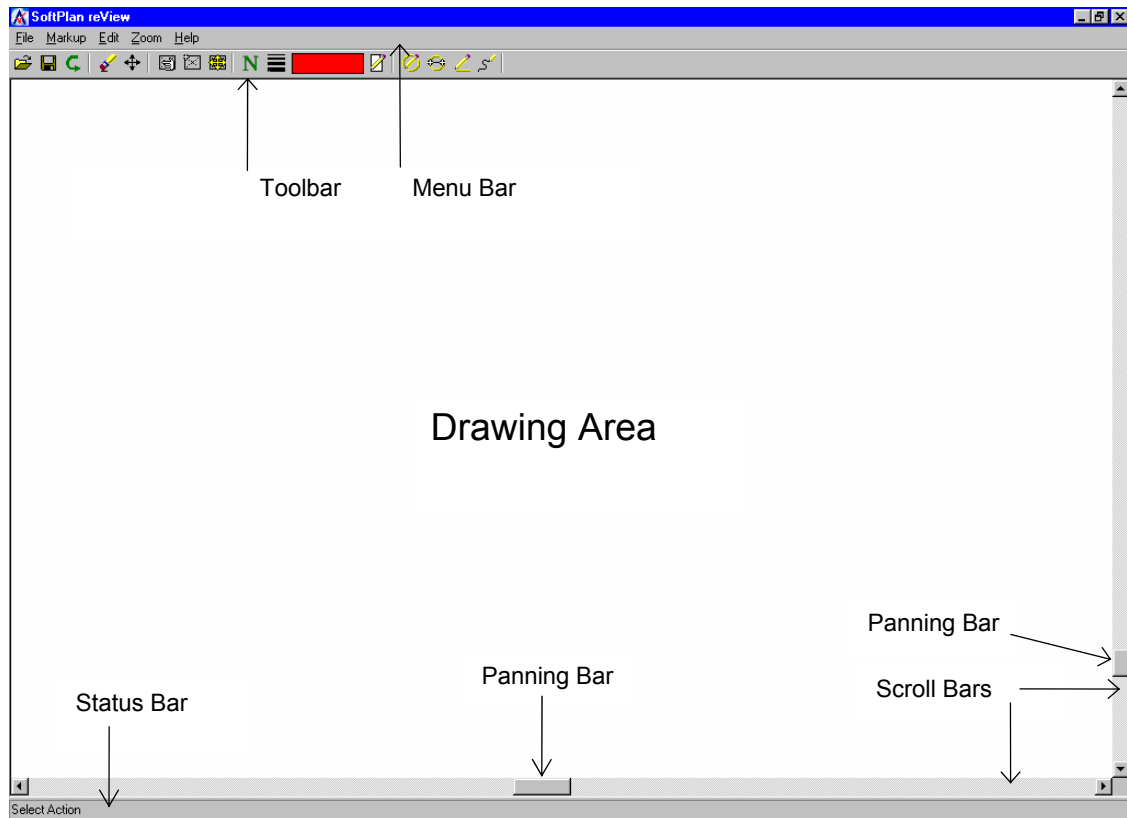
## Quitting SoftPlan reView

To quit SoftPlan reView, select **File** → **Exit**. If you have made any changes to the drawing, a message opens asking if you want to save the changes you made. Select the **Yes** button from the message to save the changes.

Note that you can also click the **X** on the top right corner of the screen to quit SoftPlan reView.

## The SoftPlan reView Screen

The following illustration shows the parts of the SoftPlan reView screen:



**Illustration 1: the SoftPlan reView Screen**

### The Drawing Area

This area is where you can markup and notate your drawings to show comments, suggestions, and modifications. The information in this *instruction* teaches you how to use the various SoftPlan reView commands to allow you to do this.

### The Menu Bar

The Menu bar consists of the primary SoftPlan reView functions. When you select one of these functions, a menu opens to display the commands for that function.

## Selecting Functions and Commands from the Menu Bar

You can use the following methods to select a function:

- Use your cursor to select the function and command you want.
- Use the Arrow keys on the keyboard to scroll through and locate the command you want.
- Most functions and commands from the Menu bar have an underlined letter, for example, **Markup** and **Edit**. Press the ALT key and the underlined letter to open a particular menu, and then press the underlined letter for the command that you want to activate from the menu.

## The Toolbar

The Toolbar contains shortcut buttons that allow you to quickly select and use the different SoftPlan reView commands.

To find out what a button on the Toolbar does, wave your cursor over it. The function of the button appears below it.

## The Status Bar

The *Status Bar* shows the command you've just selected (i.e., *Erase Markup Item*).

## The Scroll Bars

When reviewing a drawing, you will frequently be working on only a portion of it at a time. The scroll bars (see Illustration 1) appear on the right side and at the bottom of the drawing area, and are used to move side-to-side or up and down to view the drawing.

Use the following methods to change viewing positions on the drawing screen:

- Click the scroll bars to move side-to-side or up and down.
- Click, drag, and then release the panning bars.
- Click above or below the panning bars.
- Click or hold down the arrow buttons.