

# ePM Quick Reference Guide #92

## ePM Viewing and Redlining Toolbars & Icon Features

### WHAT IS...

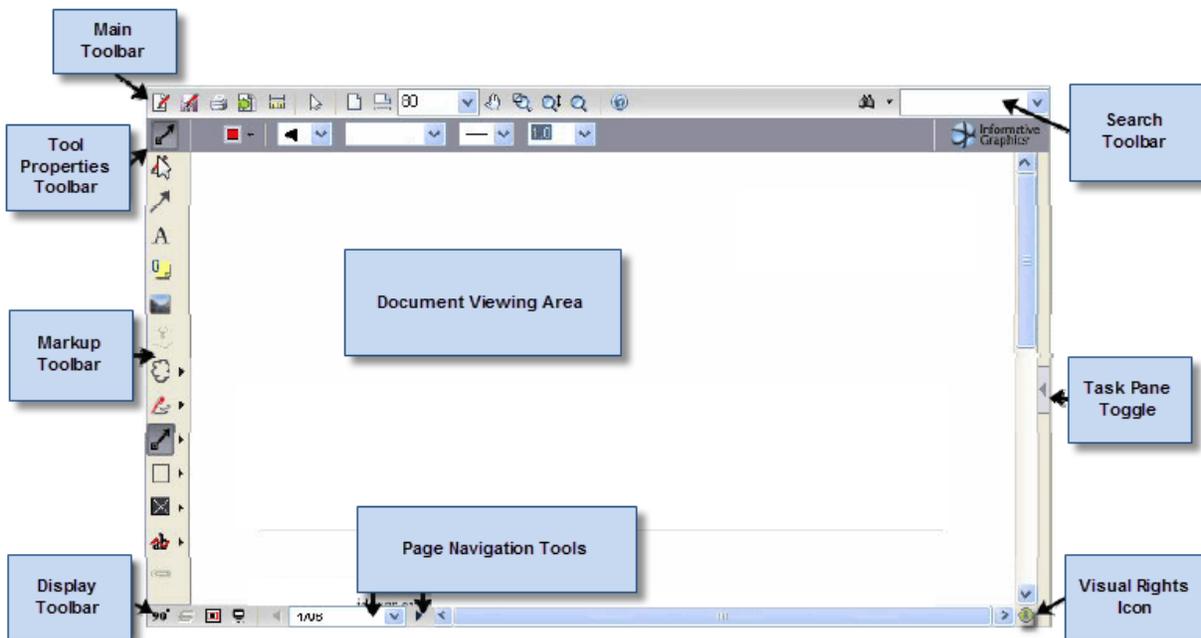
This QRG specifically details all feature functionality tools that the ePM Document Management - View and Redline Viewer provides. The following 3 sections will be illustrated:

1. User Interface Overview
2. Toolbars
  - Main Toolbar
  - Viewer Markup Toolbar
  - Viewer Display Toolbar
  - Tool Properties Toolbar
3. ePM View and Redlining Task Bar

### WHO WILL USE THIS?

- General Contractor
- Construction Manager
- Architect/Engineer
- Project Manager

### USER INTERFACE OVERVIEW



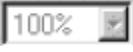
### TOOLBARS: MAIN TOOLBAR



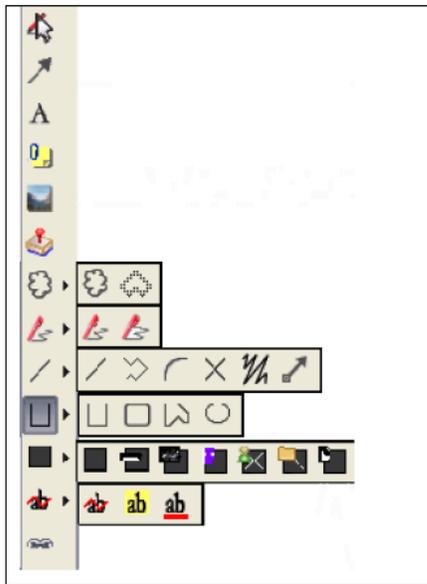
	<p><b>Markup Exists Indicator.</b> When present, this icon lets you know that a markup exists for the currently opened document.</p>
	<p><b>Markup.</b> Access commands regarding markup files, such as creating a new markup file, opening a markup file for edit or review, and saving a markup file.</p>
	<p><b>Markup Save</b> – Saves document.</p>
	<p><b>Print.</b> Opens the Print dialog box which contains standard print options, such as choosing a printer, giving a range of pages to print, etc. You can also select print-to-scale options, view Print Preview, and set ISO Banner and Watermark options. An option is available to print Changemarks information and/or redaction reasons as an appended page.</p> <p>If <b>Print Region</b> is selected from the Print menu, press the mouse on a starting point of the viewer and draw a rectangle on the area of the document that you would like to print. The Print dialog appears when you release the mouse.</p>
	<p><b>Save and Publish</b></p> <p>Select <b>Save View as JPG</b> from the submenu to save the current view displayed in the Brava! Enterprise window as a JPG file. This feature captures the image window as a screen capture and will include all visible elements (e.g., markup entities, magnifier window, measurement indications, etc.).</p> <p>Select <b>Publish to CSF</b> from the submenu to publish the current file to secure CSF format with encrypted Visual Rights. CSF is a neutral 2D format that is a replica of the source file, including images, graphics, layout, and more. Secure CSF files published with Brava! Enterprise can be opened in Brava! Desktop or the free Brava! Reader.</p> <p>Select <b>Publish to PDF or TIFF</b> from the submenu to publish the current file (with any open markups) to PDF or TIFF format. A variety of publishing options can be selected from the dialog.</p> <p>When redacted entities are present in the open markup, publishing to CSF, PDF, or TIFF finalizes the redaction in the output file.</p>
	<p><b>Measure.</b> Access commands for measurement and calibration. You can measure lines, polygons, circles, and rectangles, use the measure count feature, and access the measurement settings dialog. See Measurement Tool Properties</p>

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	<p><b>Select.</b> Use the Select tool to select text in a document to copy (if allowed), select an intelligent object, and to activate Changemarks.</p>
	<p><b>Download.</b> If allowed by your administrator, you can download the current document to your local machine and open it in its native environment. Used in Net-It Central installations.</p>
	<p><b>Fit All.</b> Returns the zoom level to 100% so the full image displays in the Brava! window.</p>
	<p><b>Fit Width.</b> Ideal for 8.5" X 11" office documents, Zoom Width changes the zoom level so that the entire width of the image appears in the window. You can read rows of text without having to scroll right and left to see the entire line.</p>
	<p><b>Image based Zoom.</b> You can select to view an image based on a percentage of the original document's resolution and actual size. You can select from 25 to 800 percent of its actual size or input a custom percentage.</p>
	<p><b>Pan/Zoom.</b> When zoomed in on an image, use the Pan tool to maneuver around the image.</p>
	<p><b>Zoom Window.</b> Use the Zoom tool to zoom in, zoom out, (by holding down the right mouse button and moving the mouse up and down) or zoom to an area by dragging a box around the desired display area.</p>
	<p><b>Zoom In/Out.</b> Use the Zoom tool to zoom in and zoom out by holding down the left mouse button.</p>
	<p><b>Magnifier.</b> Use the Magnifier to summon a magnified view window on your image. The magnification can be adjusted and a toggle tool is available to allow you to switch back and forth between eye glass and bird's eye view.</p>
	<p><b>Brava! Enterprise Help.</b> Launch the on-line Help file to access hyperlinked Help about Brava! features.</p>
	<p><b>Find.</b> You can search the text on documents and images with the search tool. Wildcards and macros accepted. You can search up, down, and match case.</p>

**TOOLBARS: VIEWER MARKUP TOOLBAR**

	<p>The Markup toolbar contains markup, comment, and redaction tools. The Markup toolbar is displayed when you choose <b>New</b> from the Markup button menu .</p> <p>Additional markup tools are available by clicking on any arrow that exists to the right of the currently displayed tool.</p>
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	<p><b>Edit Markups.</b> Use to select and edit markup attributes, resize, reshape, rotate, copy, or move entity.</p>
	<p><b>Arrow.</b> Use to add arrows to your images. The arrow head is set at the first selection point.</p>
	<p><b>Text.</b> Use the Text tool to insert text directly on the image (rather than in a note). Use the Markup Properties tools to change the font name, size, etc.</p>
	<p><b>Changemarks.</b> The Changemarks tool allows markup authors to type or copy/paste in detailed text in a scrolling window. Authors can also add hyperlinks to point the user to additional information. Reviewers simply need to double-click on the markup entity while in select mode to review the text, or automatically scroll through each Changemark contained in the Changemarks list by clicking a Next button. See Also "Changemarks Panel" in the previous table.</p>
	<p><b>Insert Image.</b> Use this markup tool to insert external raster images (JPG, BMP, or PNG) into your current markup layer. Once selected, images can be resized and positioned where you want them.</p> <p>You can set multiple instances of this same image entity or use the <b>Browse</b> button in the Markup Properties bar to choose another raster image to insert. The properties bar also contains a list of 10 most recently used images which can be individually</p>

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	<p>selected and inserted.</p>
	<p><b>Add Markup Stamp.</b> If Stamp Templates have been authored and saved, the markup stamp button is available on the Markup Toolbar. When clicked, a list of available markup stamps is shown that can be added to the current markup layer.</p> <p>The stamp template is a group of markup entities that have been defined as a single unit and all elements of the template are resized and moved as a single entity and cannot be edited otherwise. Color, content, and other elements are defined by the author when a stamp template is created and saved.</p> <p>When a stamp is inserted, if a dynamic text field exists (such as %Page, %Date, %dbstring(value), etc.), the field is resolved and results are populated in the stamp.</p>
	<p><b>Cloud and Polyclouds.</b> Add cloud or polycloud shapes on your images.</p>
	<p><b>Sketch and PolySketch.</b> Use this tool to draw freehand shapes and lines on your image. Polysketch can be filled or unfilled.</p>
	<p><b>Crossout, Arc, and Line Tools.</b> Use any of these tools to add linear shapes on your documents and images. The mouse cursor will change to reflect the tool selected. Line width and style can be selected in the markup properties toolbar, with additional arrow end styles available for the Line Arrow tool.</p>
	<p><b>Rectangle, Rounded Rectangle, Ellipse, and Polygon shapes.</b> Shapes can be used as highlights or hides, and can be filled or hollow as determined by your selection in the Shape Properties drop-down list. Use the Hides shapes to cover or “hide” areas of the image. Hides shapes are automatically the same color as the background color. The mouse cursor will change to reflect the tool selected.</p>
  	<p><b>Redact Area.</b> This markup entity allows you to place a rectangular cover over an area of a sensitive or confidential document to block only certain portions from being viewed, searched, or copied.</p> <p><b>Allow Area Tool.</b> This tool allows you to cut away areas of an unpublished redacted rectangle that you would like to reveal and make visible. The allow area rectangle, when drawn over a redaction area, cancels the redaction in that area only.</p>

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    	<p><b>Find &amp; Redact.</b> This tool lets you run a command that finds and redacts multiple instances of a common word or phrase simultaneously.</p> <p><b>Find &amp; Redact From/To.</b> Similar to Find &amp; Redact, this tool allows you to specify a range of text to redact by entering a start and end search pattern. You can choose whether or not to include the end string in the redaction.</p> <p><b>Redact Privacy Information.</b> Use the Redact Privacy Information tool to quickly find and redact sensitive information commonly found in documents and forms including Social Security numbers, Phone numbers, Email addresses, Date of birth, and Names. Exception lists can be specified.</p>
  	<p><b>Redact Using Script(s)/List(s).</b> This tool allows you to run a command to find and redact a predefined list of phrases or redaction scripts in one action. See the Brava! online help for the required scripts and lists format.</p> <p>You may use redaction wildcards and macros to search for and redact text strings and number combinations. See the online help for using the available tags and macros that can be used with the Find &amp; Redact, and Redact Using Scripts tools.</p> <p><b>Redact Page.</b> This tool allows you to redact an entire page or specified pages. You can select to redact all pages, only the currently displayed page, or a range of pages (type in the start and end page numbers). Essentially, this tool can be used in conjunction with the Allow Area tool as a reverse redaction tool, in other words, "redact everything on this page except specified areas."</p> <p>With all of the above tools, the redactions are not finalized until the document is published .</p>
	<p><b>Edit Text.</b> You can highlight, strikeout, and underline selectable text contained in a drawing or document. Simply drag a box around the text area you want to include to select and mark it.</p>
	<p><b>Hyperlink.</b> Add a hyperlink to any markup entity or Changemark. Hyperlinks can be launched by clicking on a markup entity containing a hyperlink with the Select tool, or by clicking the launch hyperlink button from the Changemarks list.</p>



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### REFERENCES

Reference the following ePM Quick Reference Guides (QRGs) for additional information. QRGs can be accessed through the [ePM Portal](#).

- QRG 91 - ePM View and Redlining Document Management
- QRG 93 - ePM View and Redline Supported File Formats