

Kahua Quick Reference Guide

Markup Tool

Project Lifecycle Applicability



About Markups

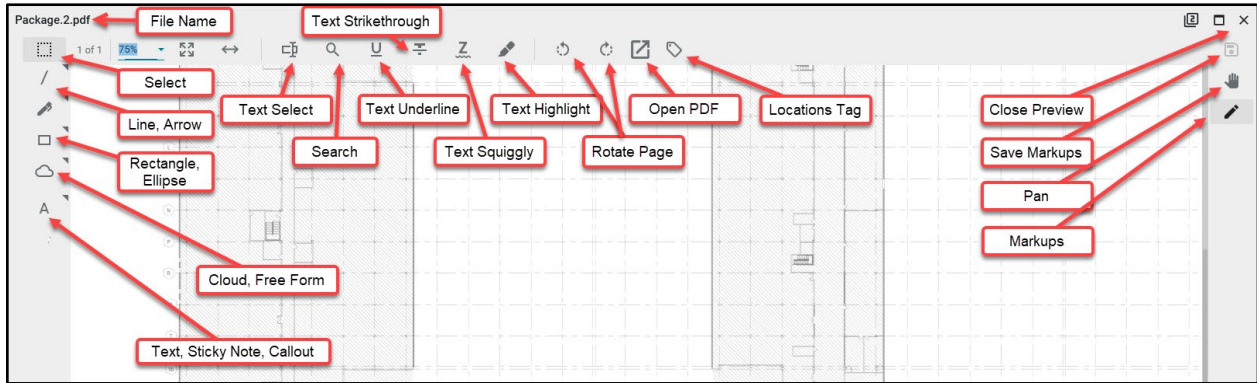
Kahua's Markup Tool enables collaboration on files that have been uploaded to Kahua. The Markup Tool provides the ability to annotate with clouds, lines, arrows, text, and comments. Each Markup is stored with information that identifies who made the markup and when it was made, with the option to input individualized comments as well.

Use the Markup Tool

1. Open the project using **Project Finder** in the left navigation pane.
2. Navigate to the app that contains the document you wish to markup. Options include a document in the References section of a record, a file in File Manager, or a Design Review – Review Set.
 - a. For a document in the References section of a record: Put a check mark in the box to the left of the filename, and click the **Markup** link.
 - b. For a file in File Manager: click the filename to open the document in the preview pane. Click the **Markup** link.
 - c. For a document in the References section of a Design Review – Review Set: Put a check mark in the box to the left of the filename, and click the **Markup** link.
3. If the **Markup** options are not already showing, click the pencil icon from the options down the right side of the preview window.

Note: If Markup is grayed out, you do not have access to markup the document. Your access is determined by your role and/or the status of the record.

4. Use the Markup tools across the top and down the left side to add markups to the document.



5. **Style:** With an added markup selected, a paint palette icon appears under the stamp icon. Clicking it will open color, size and opacity options for the markup.
6. **Comments:** As you add markups, they will be listed in the **Comments Log** and additional comments can be added to the log.
 - a. Clicking on an item in the **Comments Log** takes you to that comment in the file.
 - b. The **Status** of a markup can be changed to Open/Closed in the Comments Log.
 - c. Closed items can be removed from the document preview by checking the **Hide Closed** box.
 - d. You can hide the log by clicking on the **View Markups** icon.



7. **Important:** Click the **Save** icon in the top right corner to save all work. When complete and saved, exit the markup view.

Resources

For more help with this or any other Kahua application, you can access the Calendar for Instructor-led training, Self-paced videos, or additional Quick Reference Guides (QRGs) from this link: [Training: Project management tool | GSA](#)

Related QRGs

[File Manager](#)
[Design Review](#)