



Printing markups from ProjectDox is a useful tool to share correction comments with your design team, project meetings or to keep for your record.

1. Log into the ProjectDox system and find your project by clicking on the “Task (PD)” button on the left side of the screen.
2. Click on the project name link to access the project home page.



Project Name	Task	Attached To	Status	Priority	Due date	Created On	Updated On	Updated By
1803805-LPRR	ApplicantResubmit	APPLICANT	Pending			10/3/2018 1:42:15 PM	10/3/2018 1:42:15 PM	

3. Click on the “DRAWINGS” link on the left side of the screen.

- 1803805-LPRR
 - CHECKLISTS (1 Files - 0 New)
 - DRAWINGS (60 Files - 0 New)**
 - SUPPORTING DOCUMENTS (14 Files - 0 New)
 - REFERENCE DRAWINGS (59 Files - 0 New)
 - APPROVED PLAN SET

4. To access markup layers on a plan sheet, click on the icon to the right of the drawing thumbnail.

- A screen will pop-up, check the “View” box to choose the layer(s) you want to view and then click the “View/Edit” button to open the file.



[Close Window](#)

Markups attached to **plan layout1.pdf**

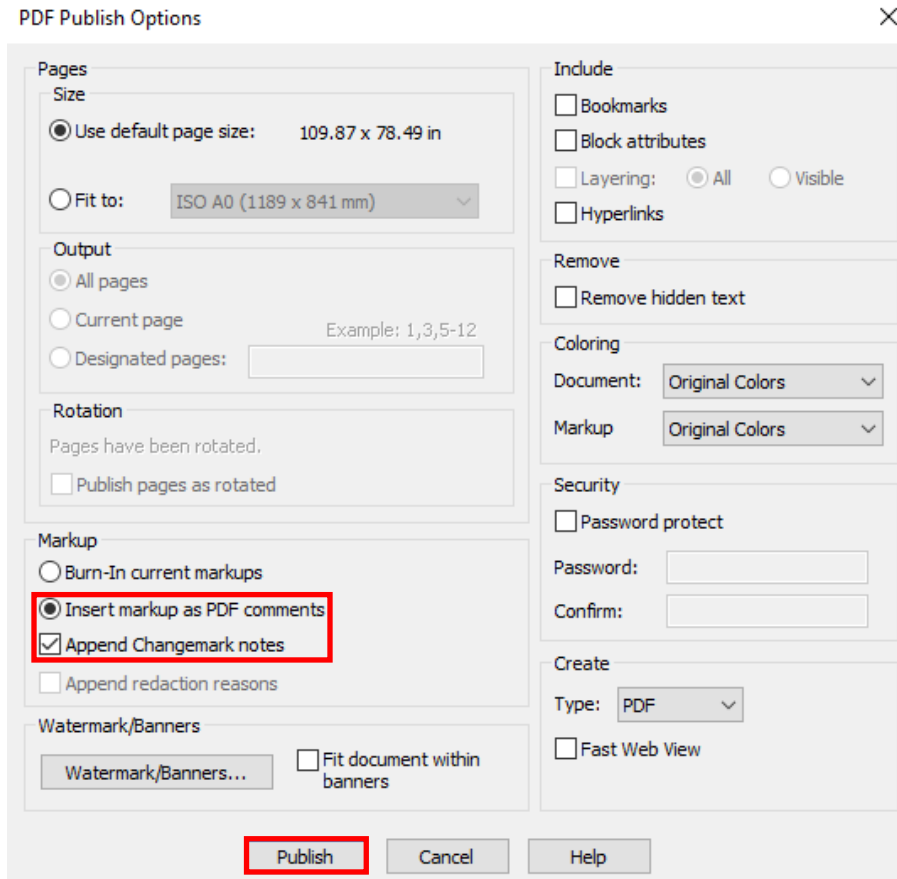
Delete	View	Edit	Markup Name	Author	Date			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IBC	Steven Rodriguez	10/5/2018 7:36:42 AM			
			View/Edit	Clear All	Select All for View			

- The drawing will appear showing the changemarks. Click on “Publish”. A drop down will appear with publish choices. Click “Publish to PDF”.

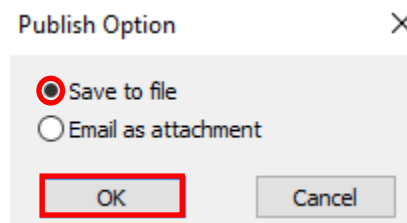
The screenshot shows the ProjectDox interface with a floor plan of Cisco Systems Building 8, 1st Floor. The top menu bar includes 'Annotate', 'Review', 'Redact', 'Measure', and 'Publish' (highlighted with a red box). The right sidebar displays a list of markups: 'IBC 1' and 'IBC 2'. Below the list, a comment from Steven Rodriguez dated 10/05/2018 07:36 AM is visible, stating 'Remove swing doors.' and '0 replies'.

7. Click “Insert markup as PDF comments”, check the “Append Changemarks notes” box and then click the “Publish” button.

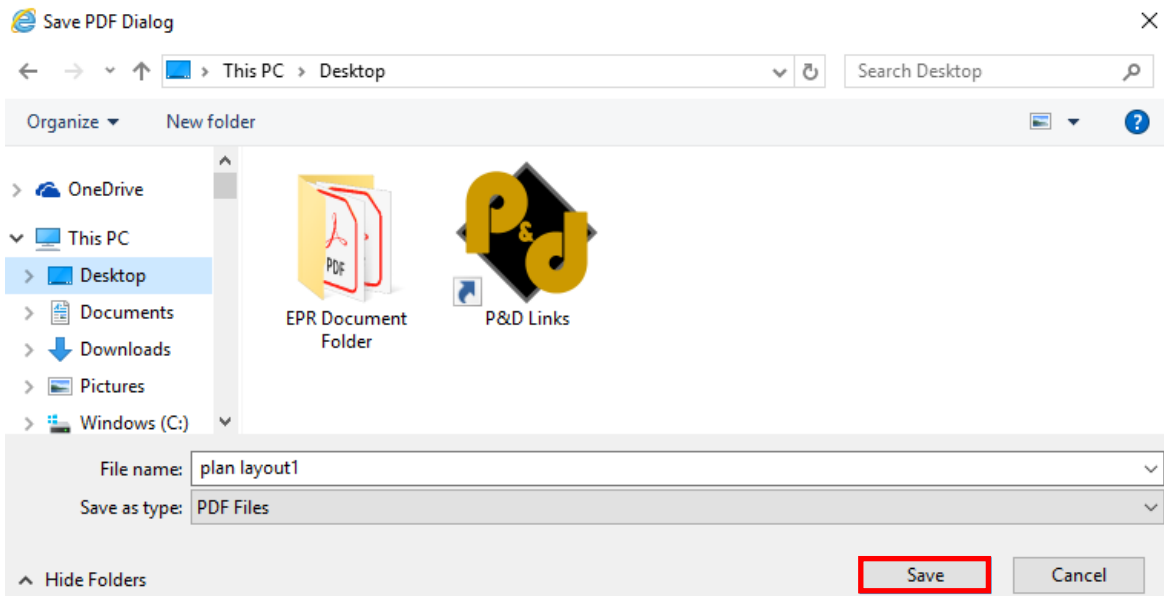
NOTE: By checking “Append Changemarks notes” box, this will generate a report to go along with the changemarks on the plan sheet. If you do not need the report, uncheck the “Append Changemarks notes” box.



8. A pop-up will appear, click on “Save to file” and then click the “OK” button.



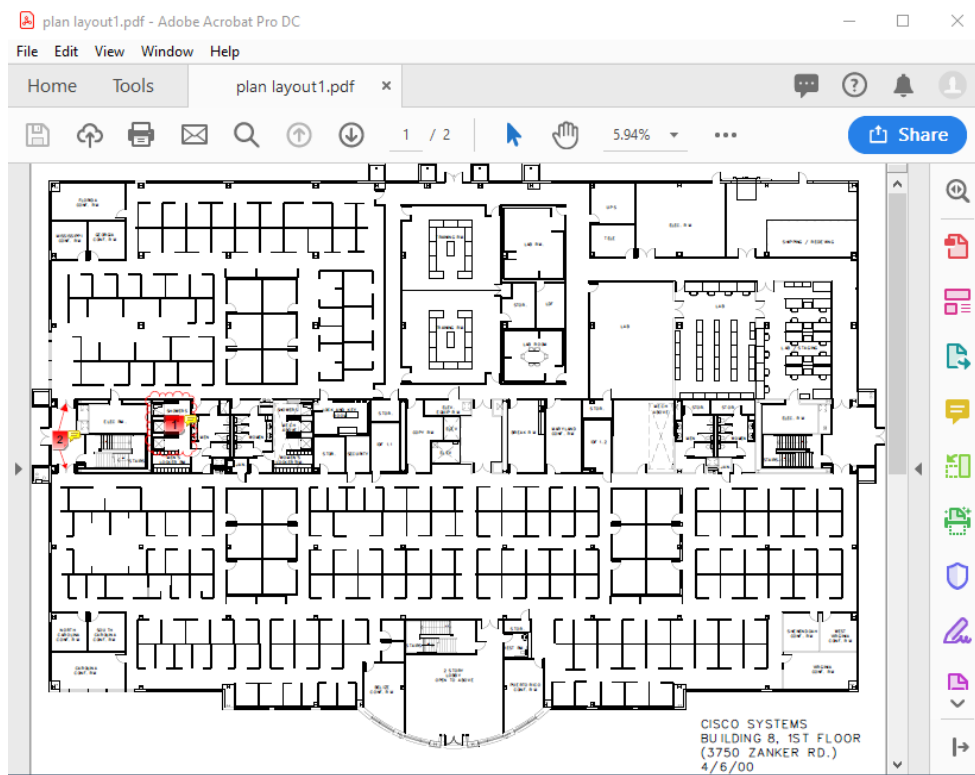
9. A pop-up will appear, choose a location to save the file and click “Save”.



10. After saving the file, click on the file to open it.

NOTE: The changemarks will be numbered. Hover over the changemark with your mouse to view the comments associated with the changemark. If you selected the “Append Changemarks notes” box, scroll down to the next page. A report with the changemark comments will be available.

Plan with Changemarks



Changemark Report

