

# DigEplan Markups - Corrections Required: Step-by-Step Instructions

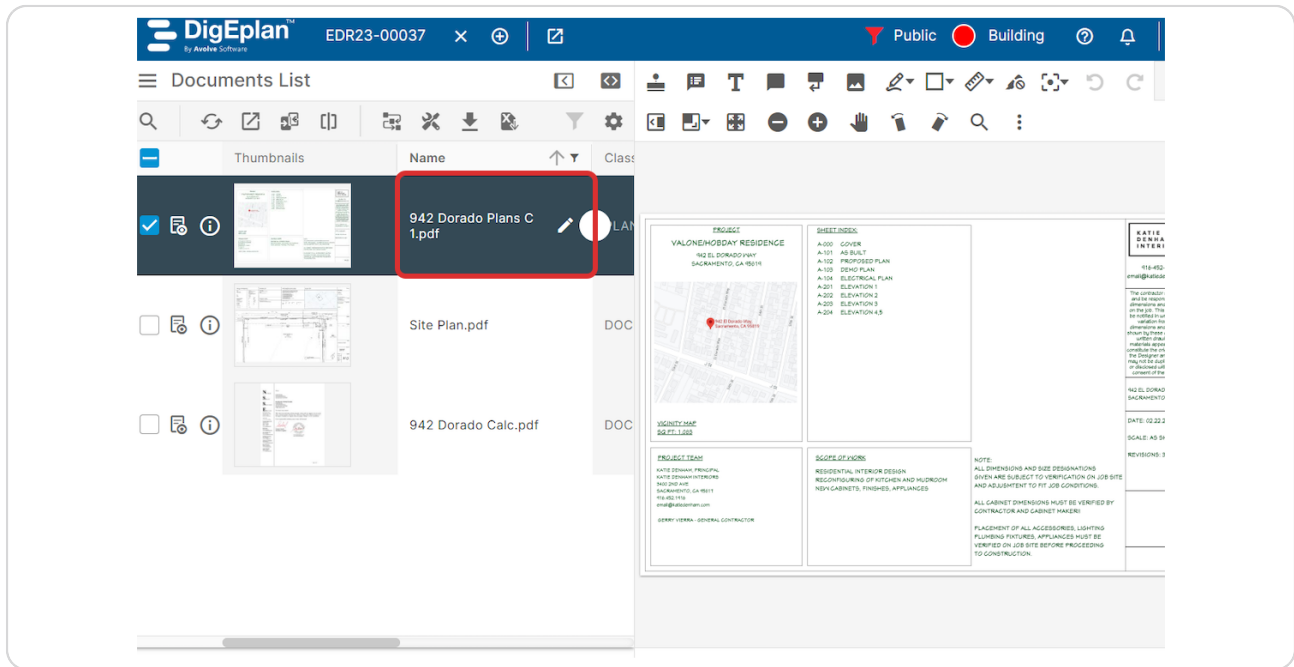
27 Steps

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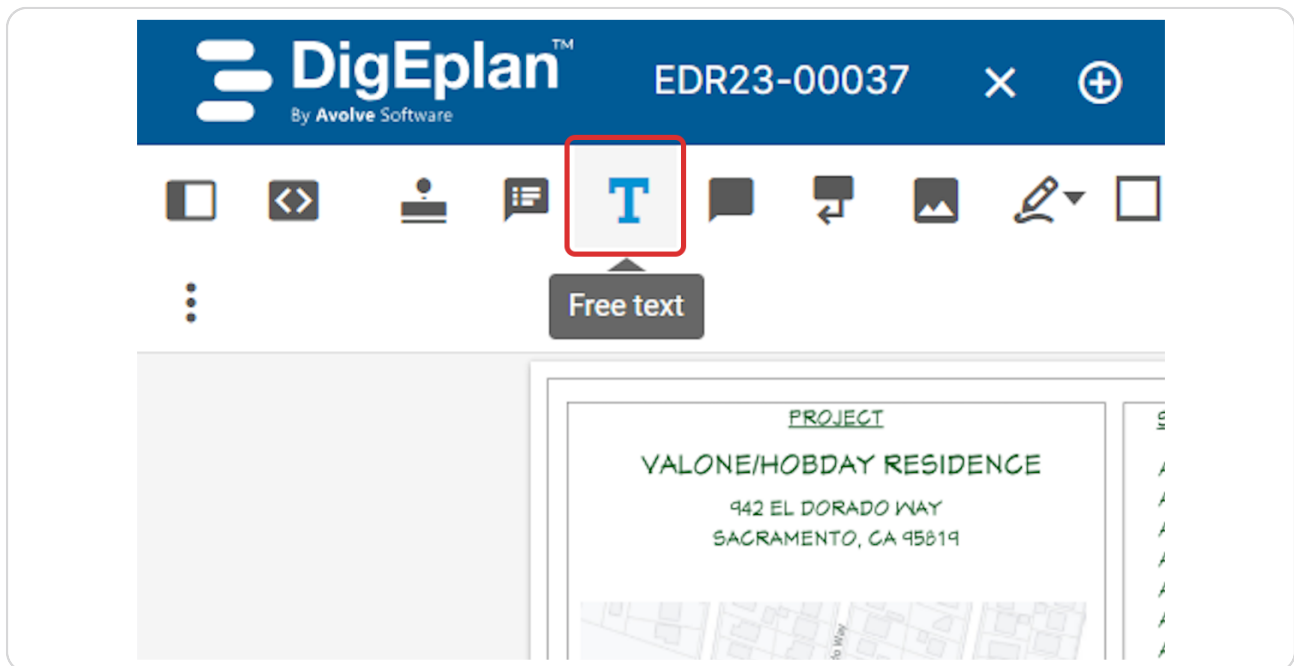
## STEP 1

### Open the document to review from the Documents List tab



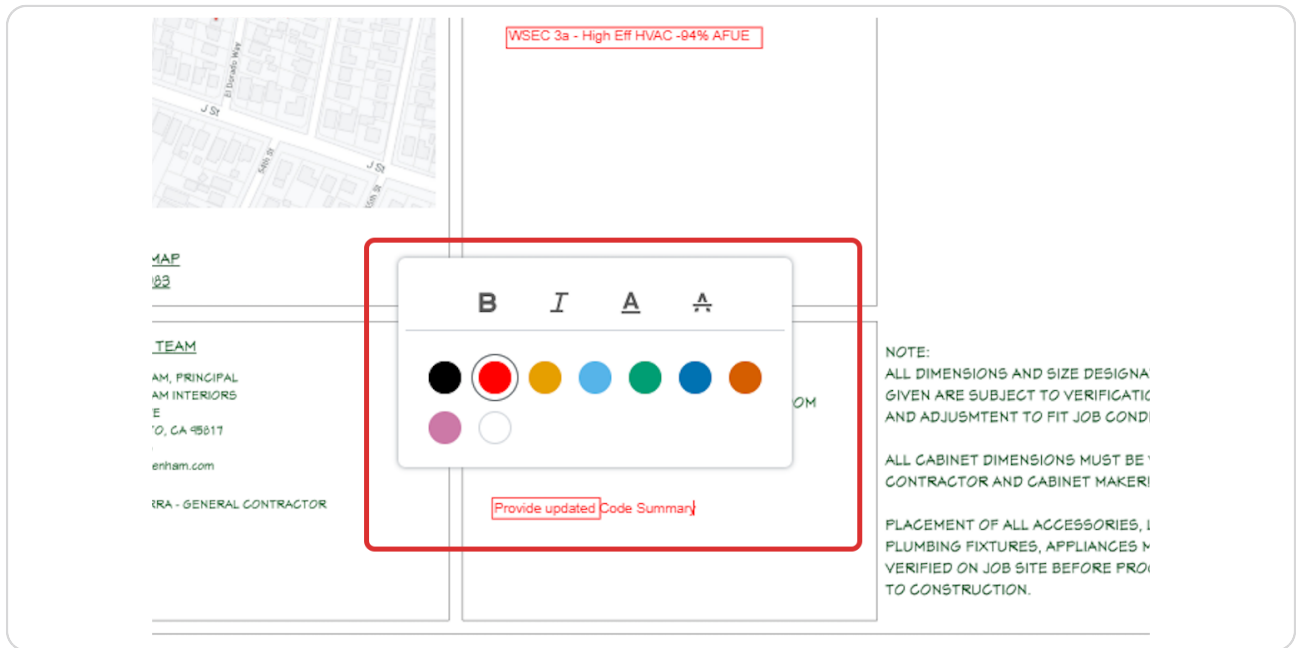
## STEP 2

### FREE TEXT: Click on Free Text icon



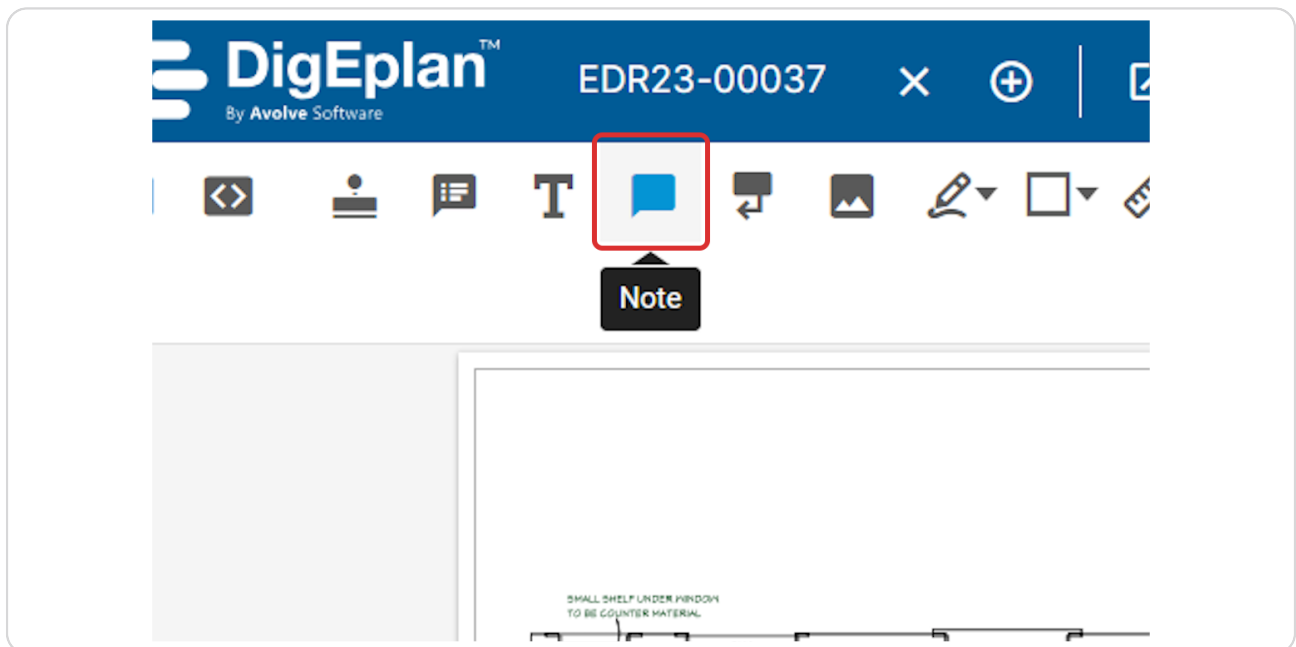
### STEP 3

**FREE TEXT:** Click on the plans where you want the text to appear and type in comment



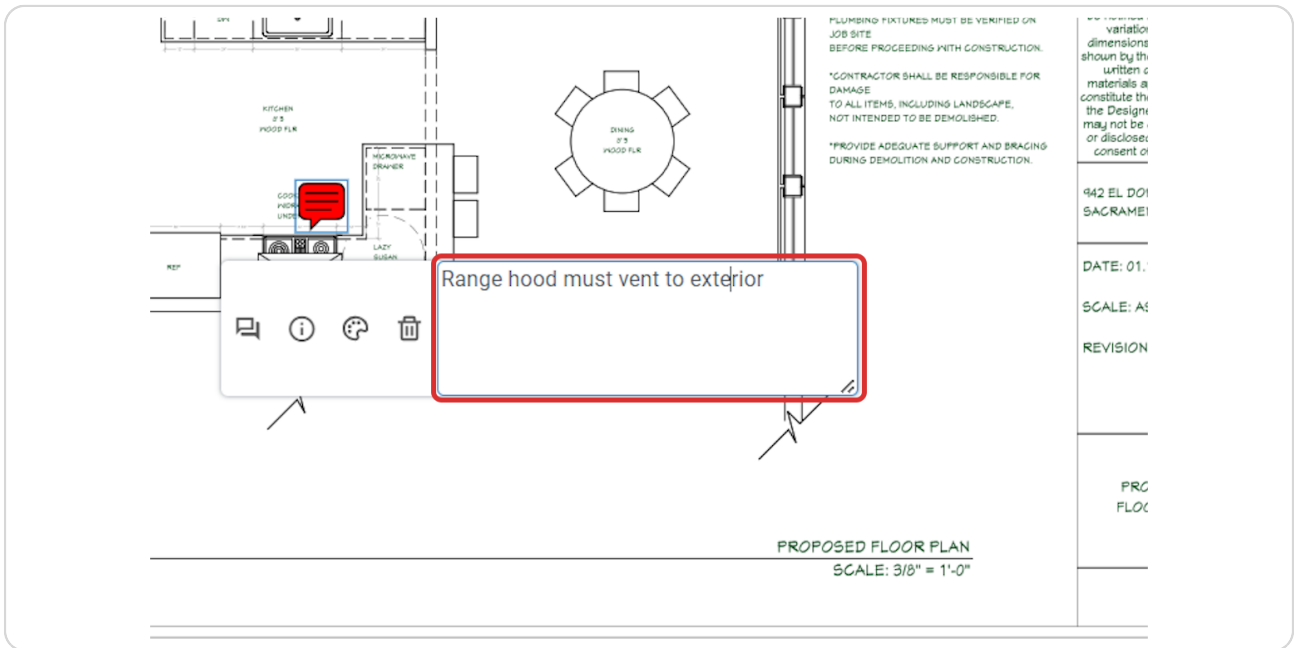
### STEP 4

**NOTE:** Click on Note icon



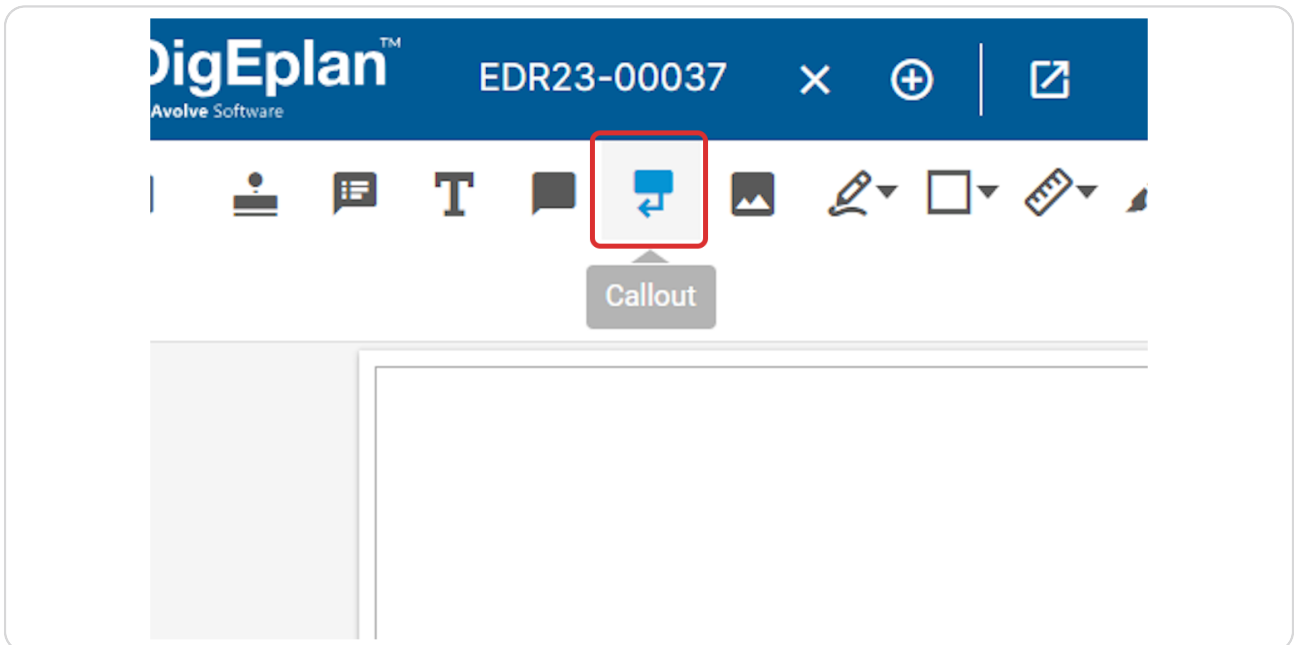
STEP 5

**NOTE:** Click on the area you want the note bubble to appear. Type comment in the pop-up bubble



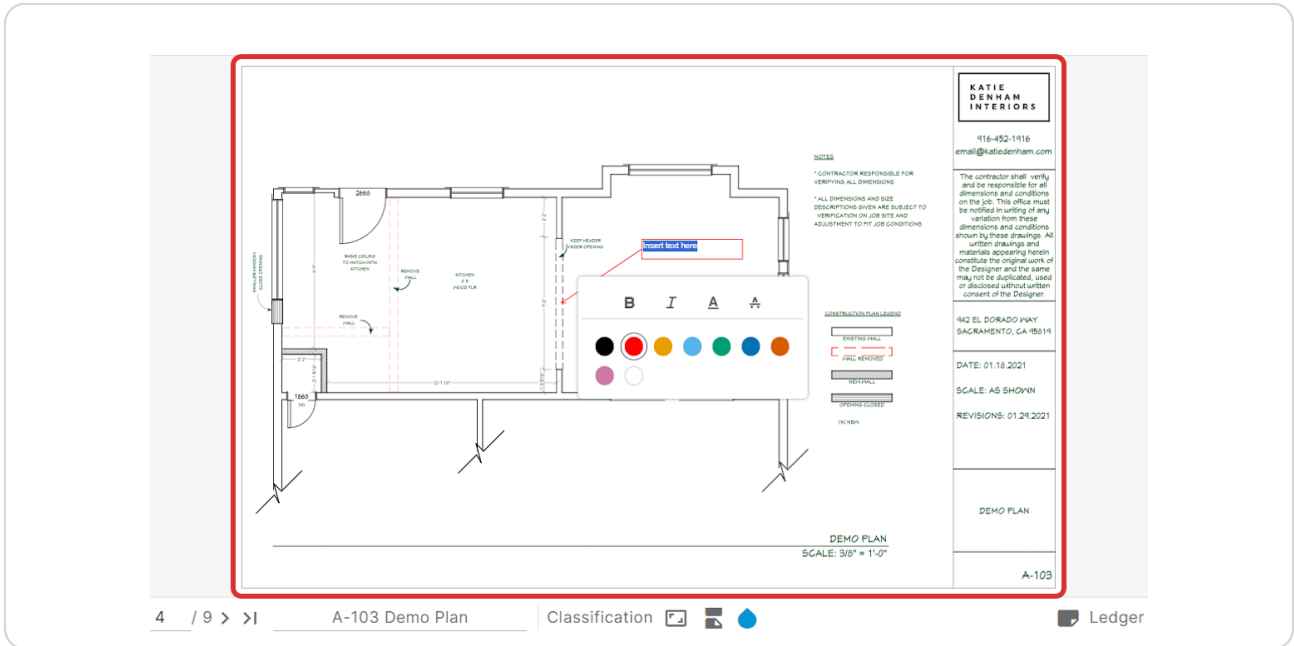
STEP 6

**CALLOUT:** Click on the Callout icon



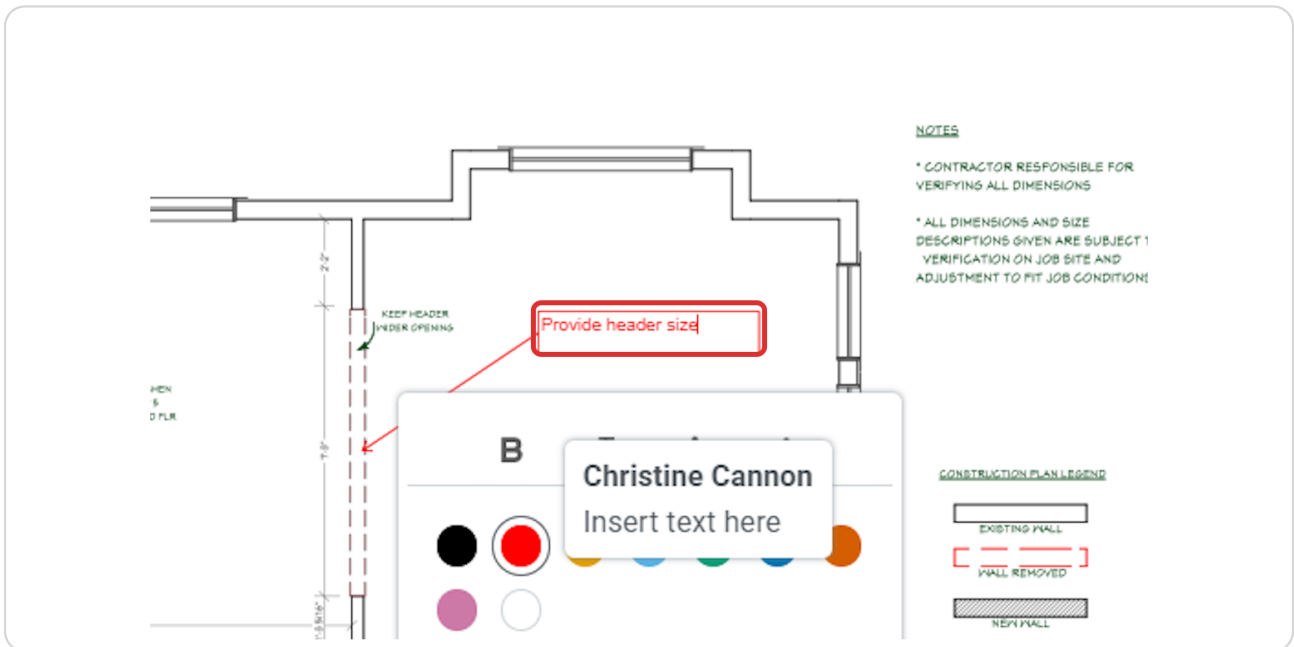
## STEP 7

**CALLOUT:** Click on the part of the plans you'd like the arrow to be and a second click for where you want the text to appear.



## STEP 8

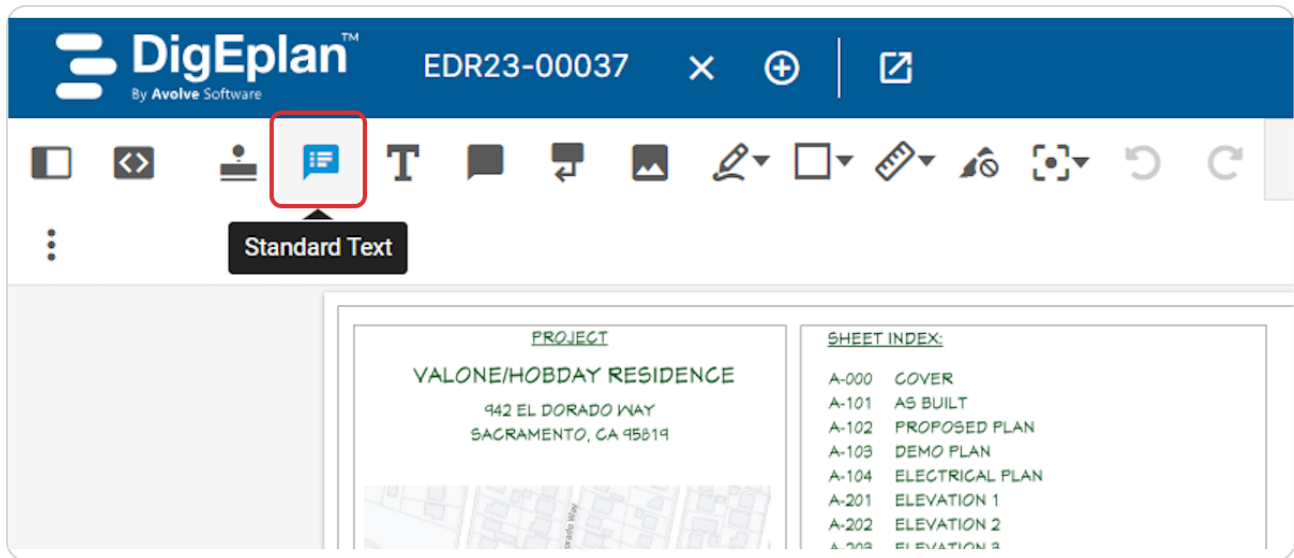
**CALLOUT:** Type in the text



## STEP 9

### STANDARD TEXT: Standard Comments from Accela

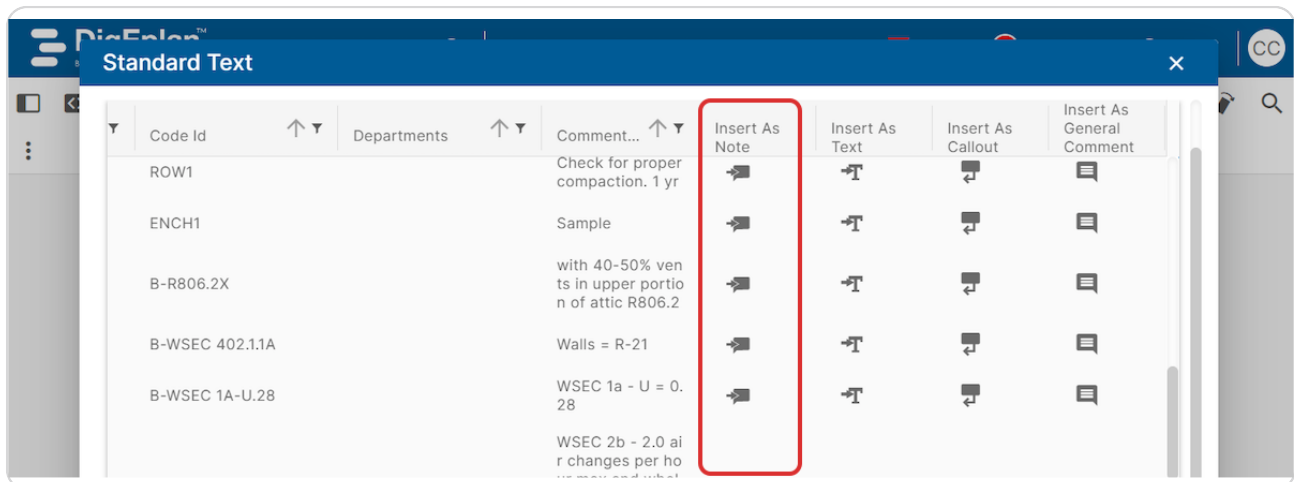
Standard Text can be added as either a markup on the plans. In the open document in the markups toolbar select the standard text icon.



## STEP 10

### STANDARD TEXT: Insert As Note

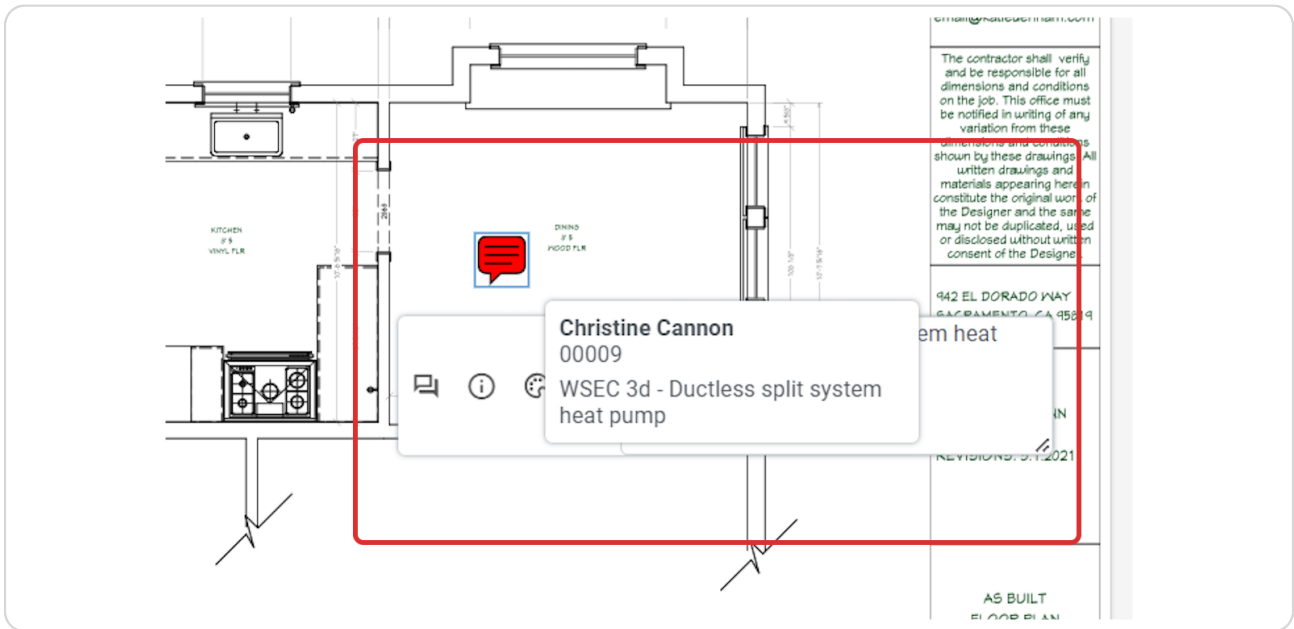
The same display window that appeared after clicking on standard text in the general comments will open with additional markup options. Next to the standard comments the markup options for each will be displayed.



## STEP 11

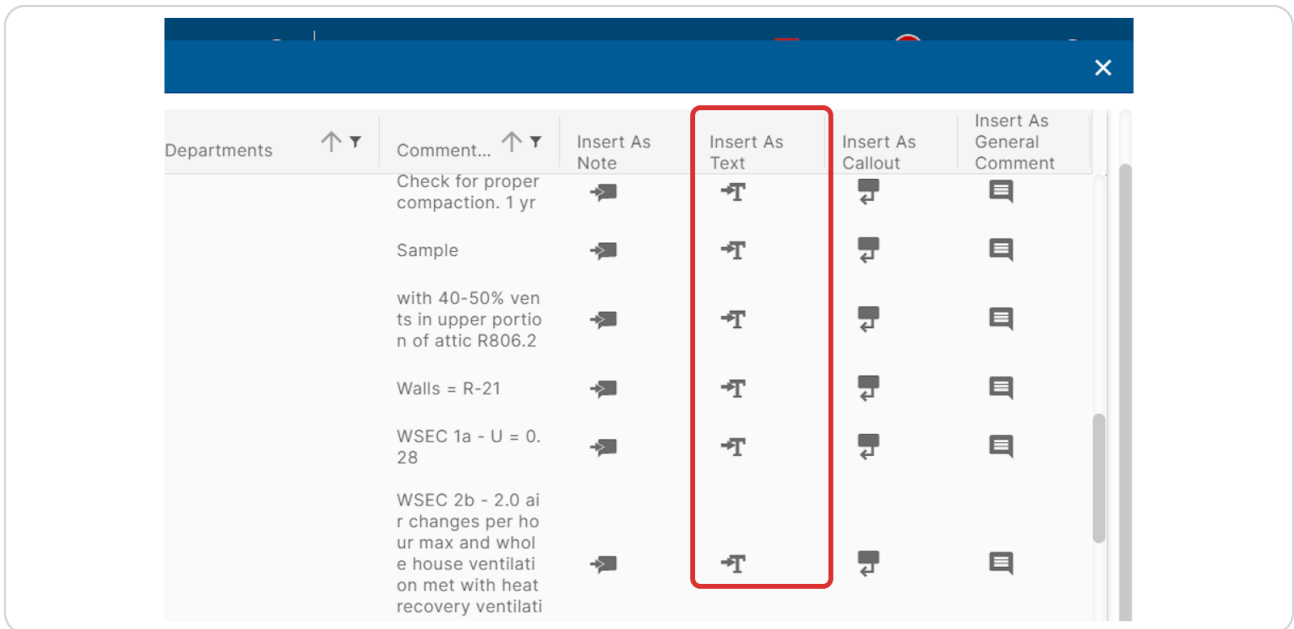
### **STANDARD TEXT: Insert As Note**

Clicking on the Insert As Note icon will close the pop up window and allow the reviewer to click and insert the text into a note bubble on the plan sheet



## STEP 12

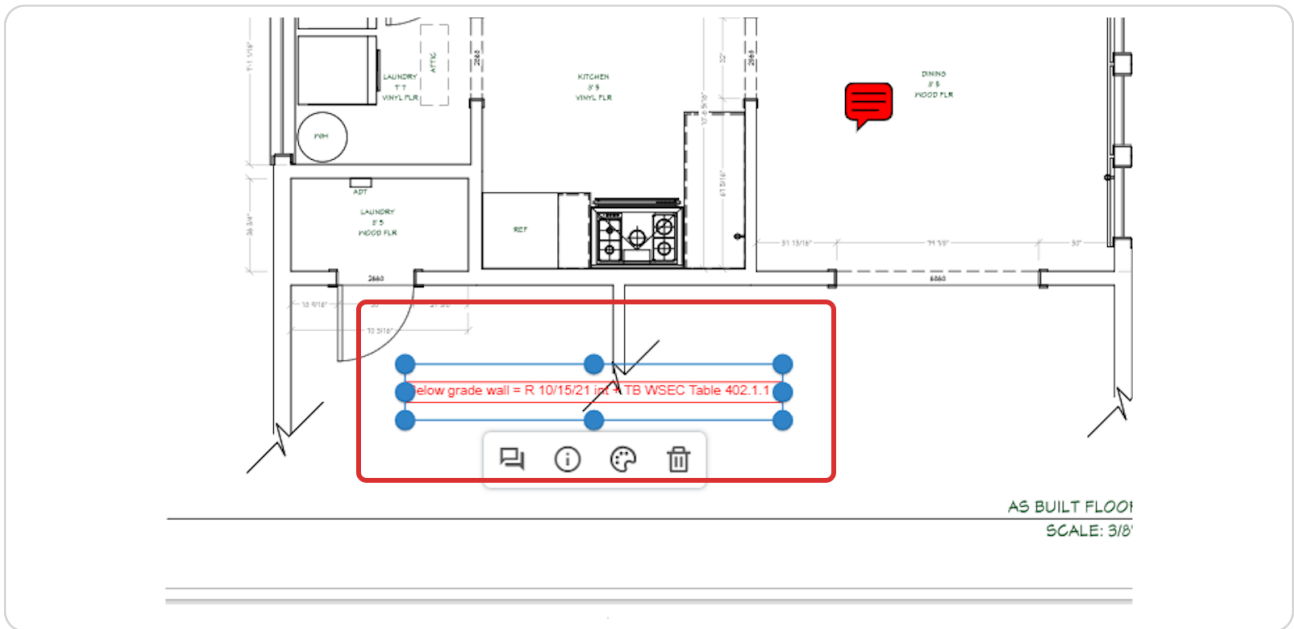
### **STANDARD TEXT: Insert As Text**



### STEP 13

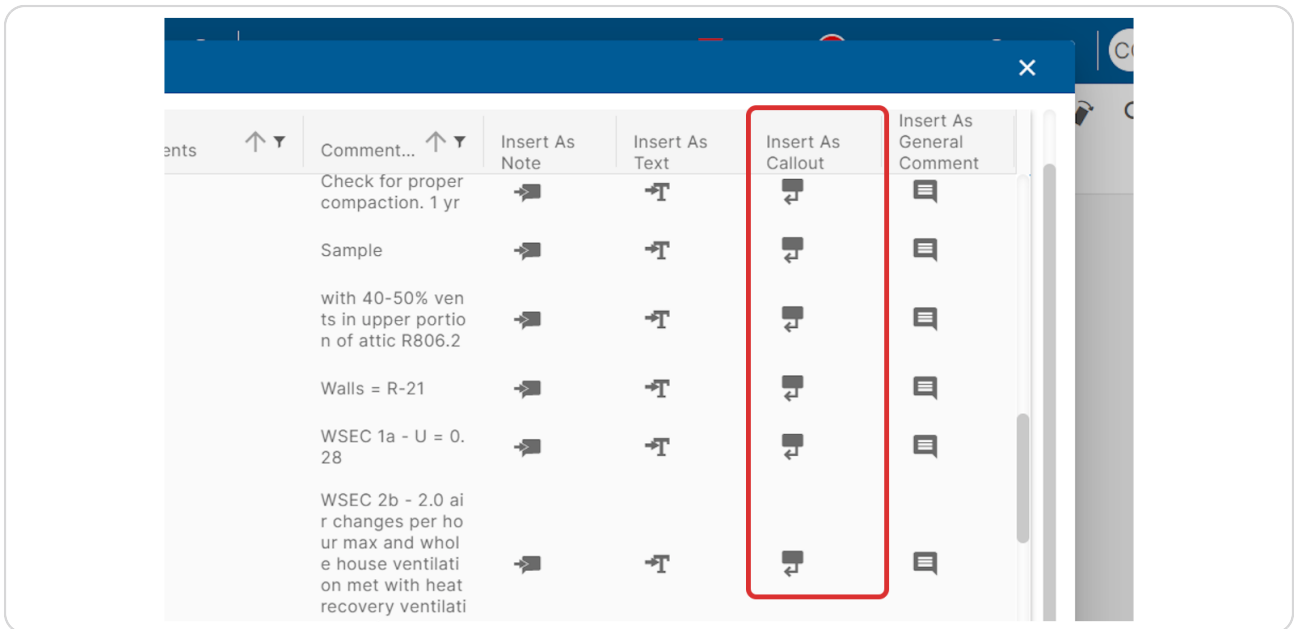
#### **STANDARD TEXT: Insert As Text**

The pop up window will close. Click on the area of the plans where the comment should be placed.



### STEP 14

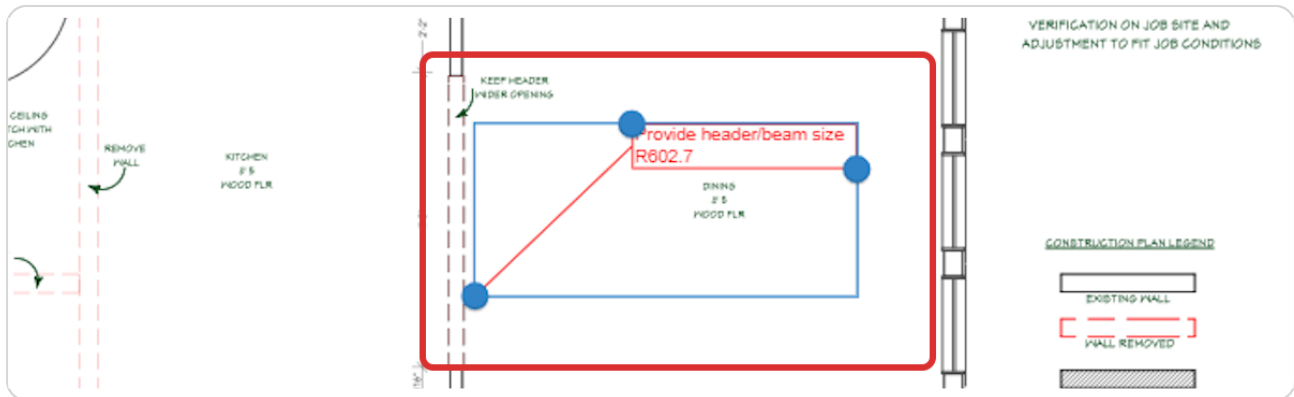
#### **STANDARD TEXT: Insert As Callout**



## STEP 15

### STANDARD TEXT: Insert As Callout

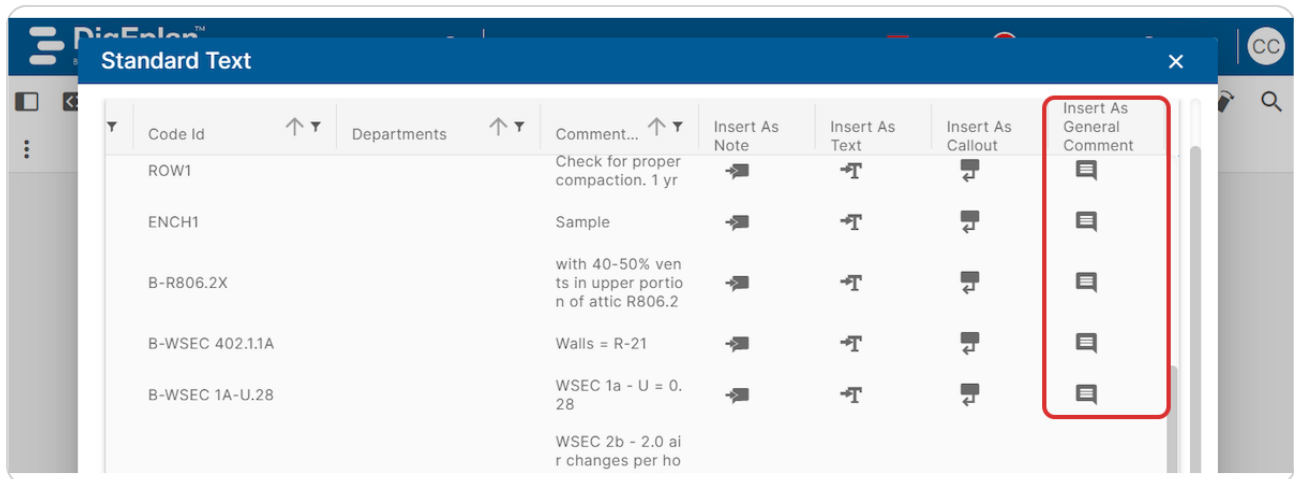
The pop up window will close. Click on the area of the plans where the arrow should be pointing.



## STEP 16

### STANDARD TEXT: Insert As General Comment

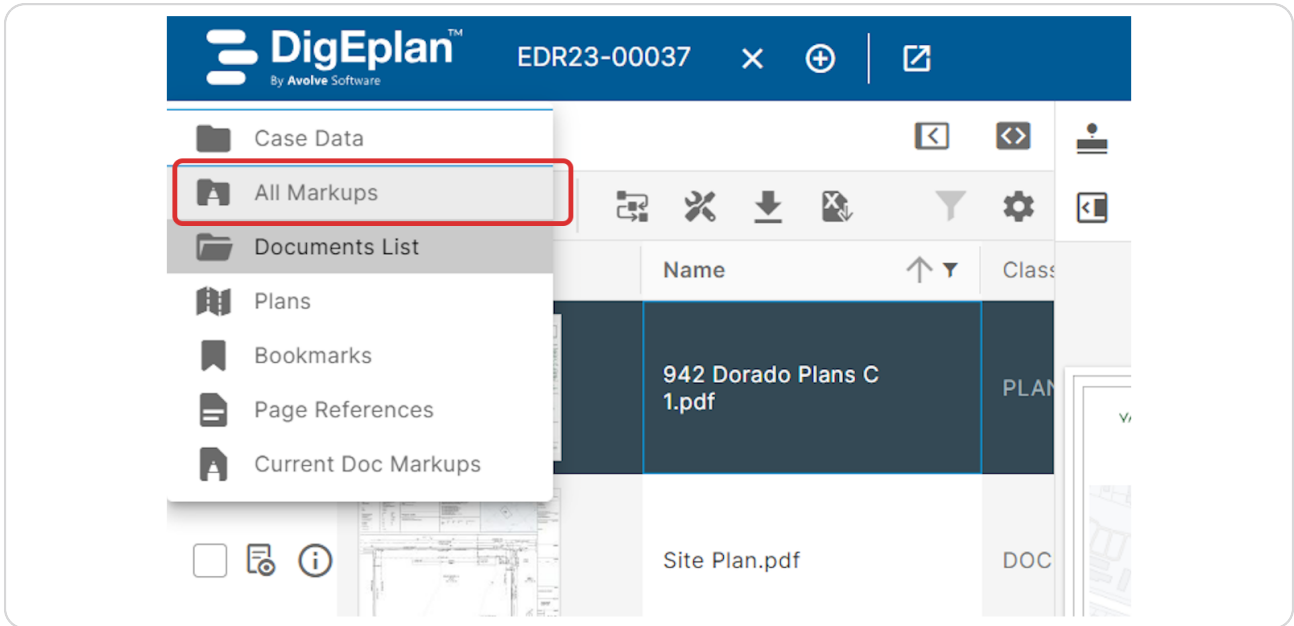
NOTE: Standard text can be added as a general comment from within the plan.



STEP 17

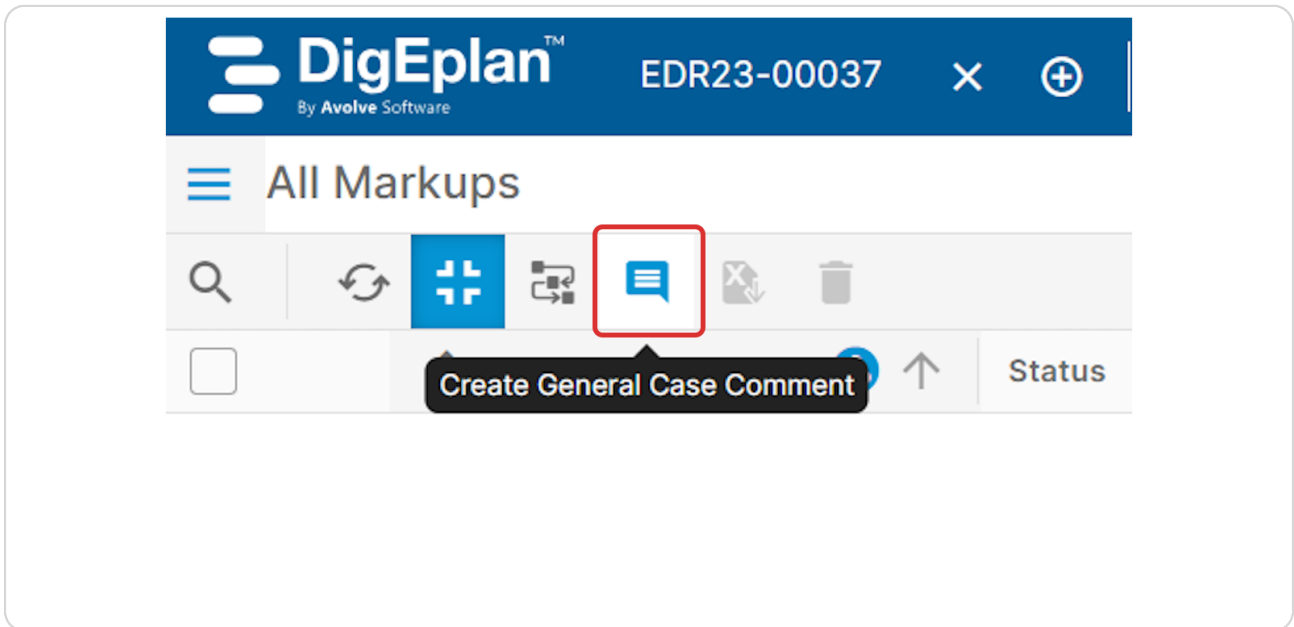
**GENERAL COMMENT: Start in the All Markups tab**

For correction items not linked to a specific plan sheet or detail. Ex: Provide structural calculations...



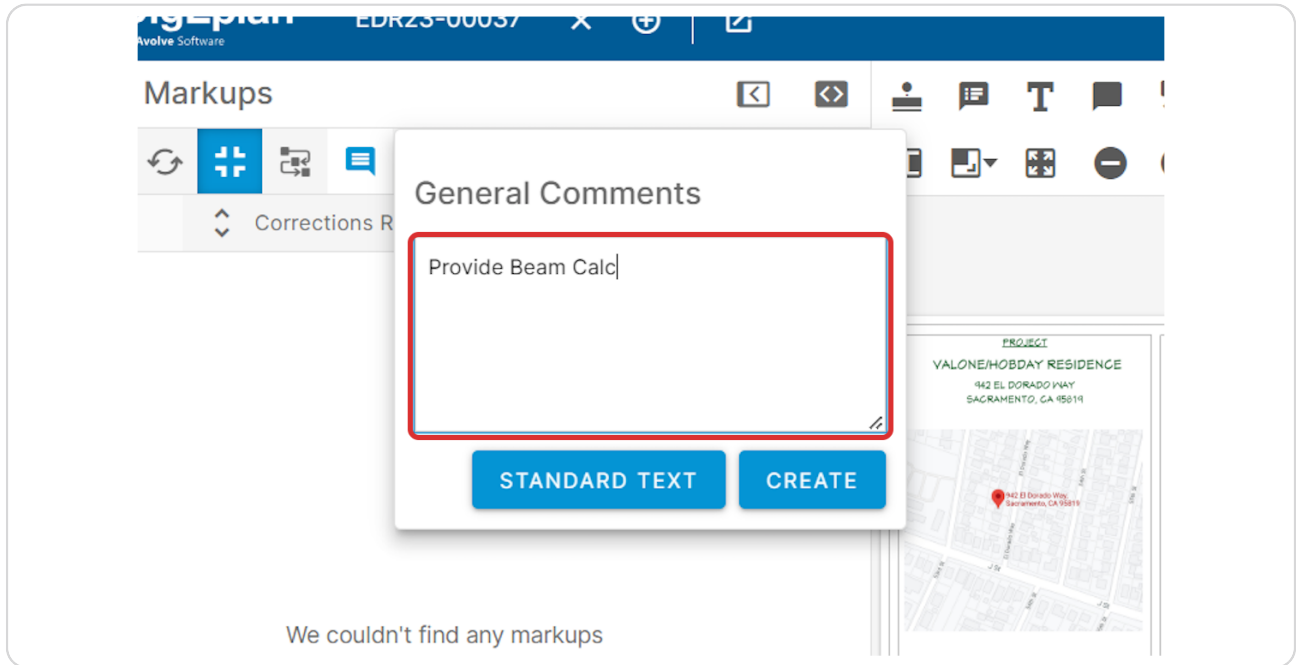
STEP 18

**GENERAL COMMENT: Click on Create General Case Comment**



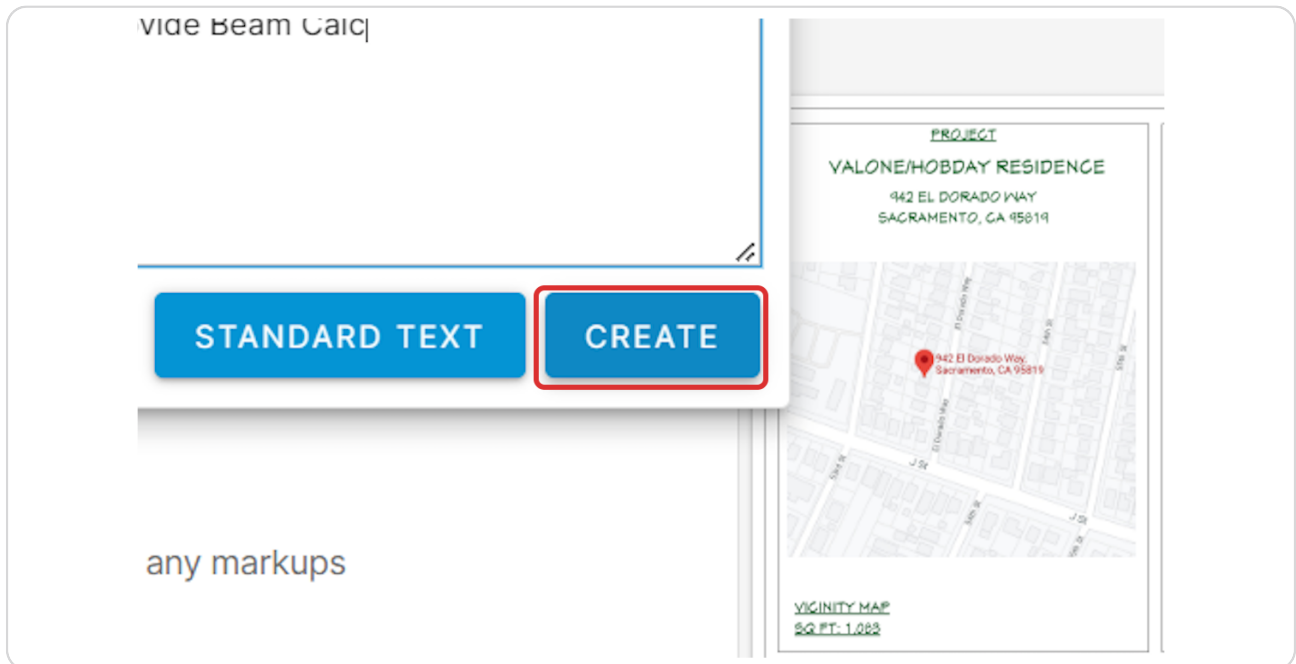
STEP 19

**GENERAL COMMENT:** Type comment in pop up window.



STEP 20

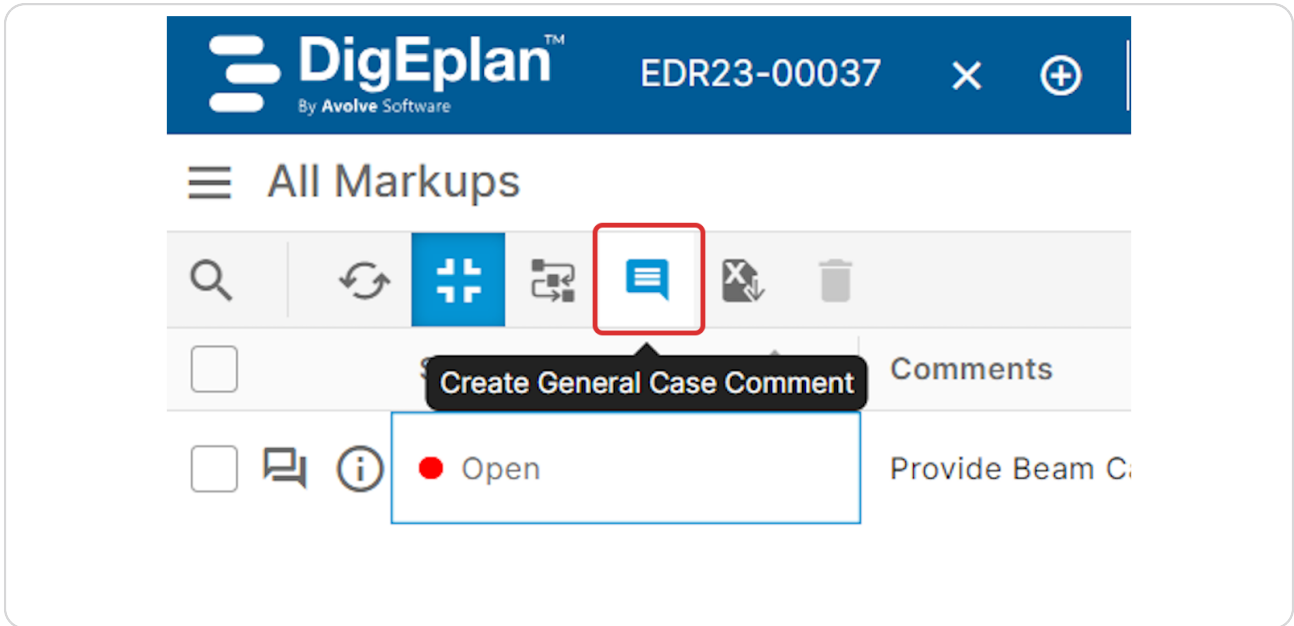
**GENERAL COMMENT:** Click on CREATE to save



STEP 21

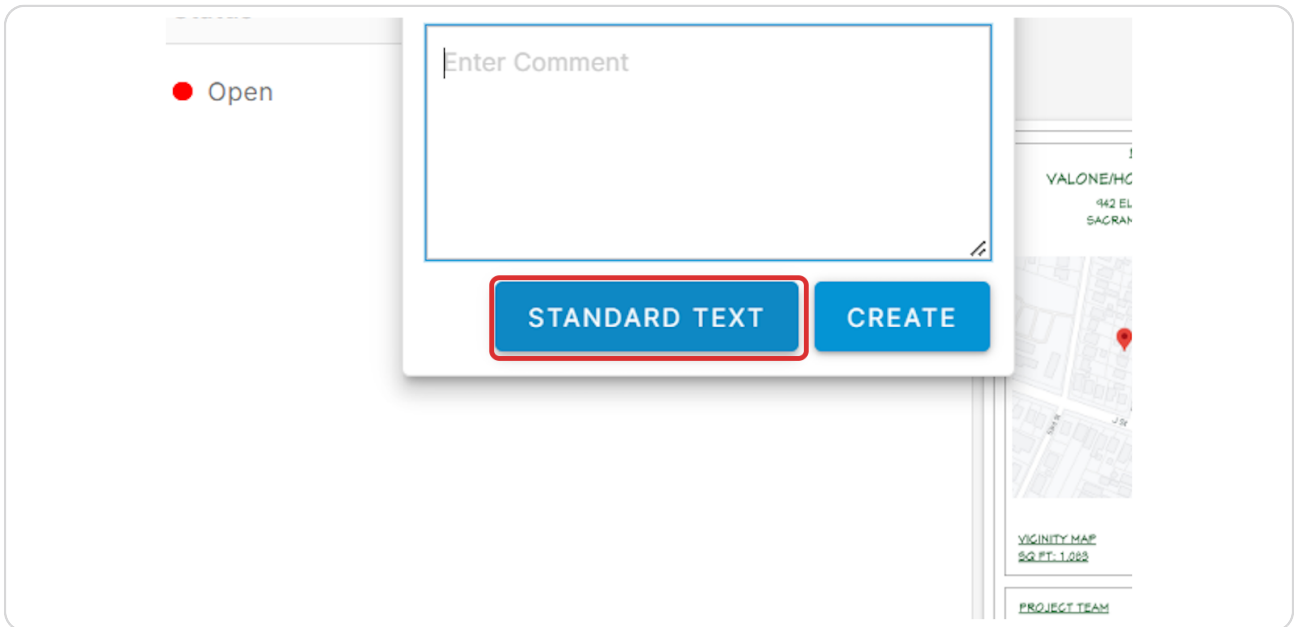
**GENERAL COMMENT: Standard Text**

If you have standard comments saved in Accela you can add them as markups through the Standard Text option.



STEP 22

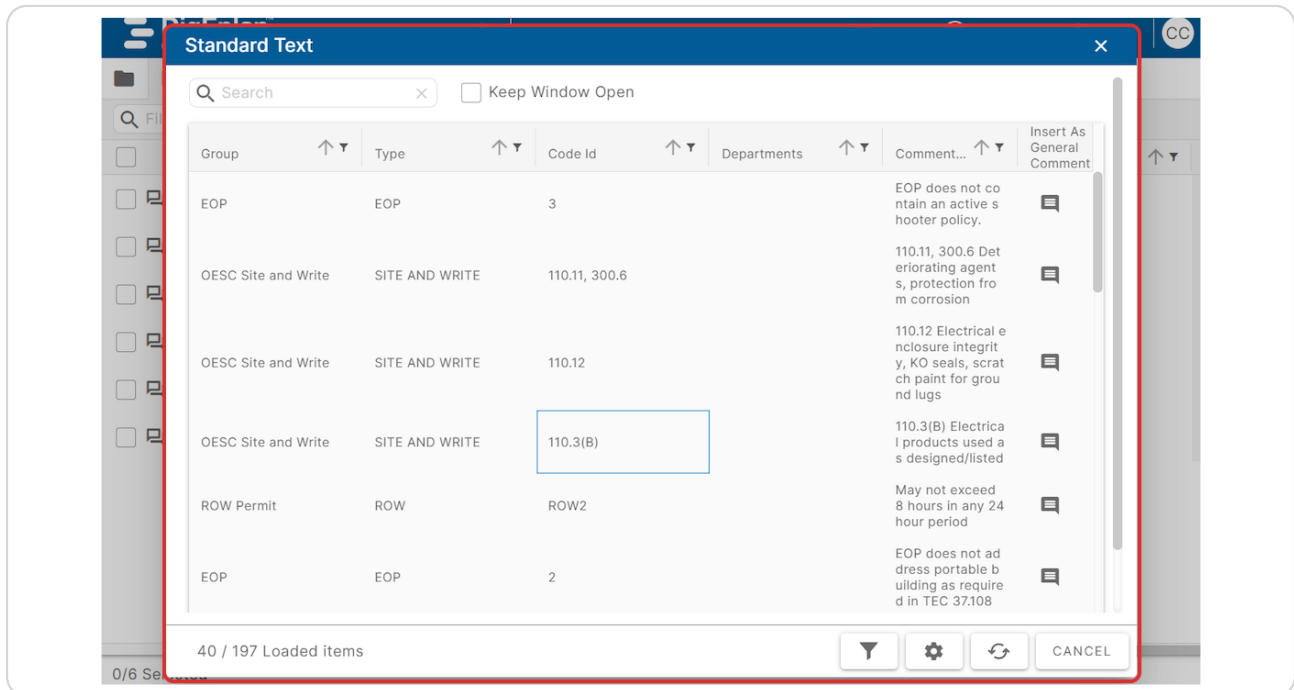
**GENERAL COMMENT: Click on STANDARD TEXT**



## STEP 23

### GENERAL COMMENT: Standard Text

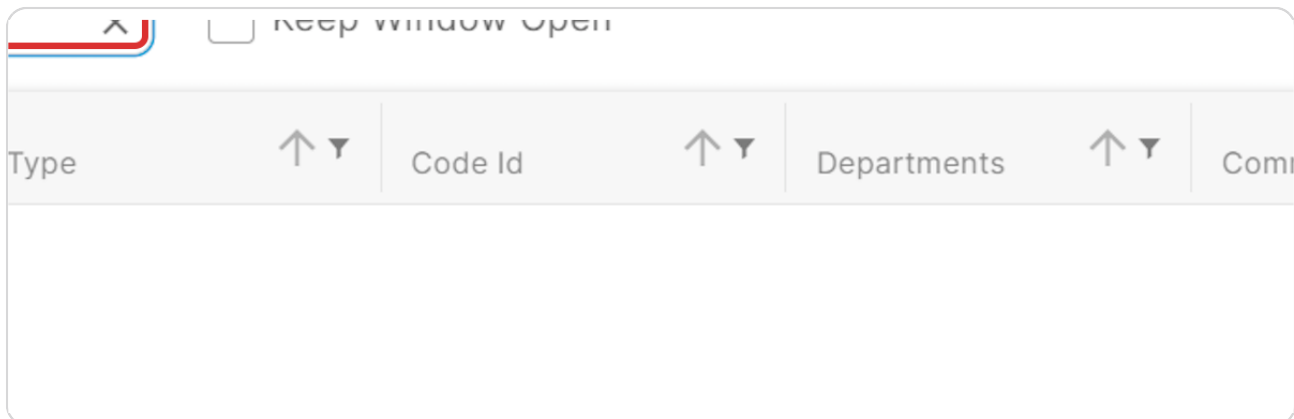
A list of the standard comments will appear. One option is to sort, filter, and scroll to find the correct item.



## STEP 24

### GENERAL COMMENT: Standard Text

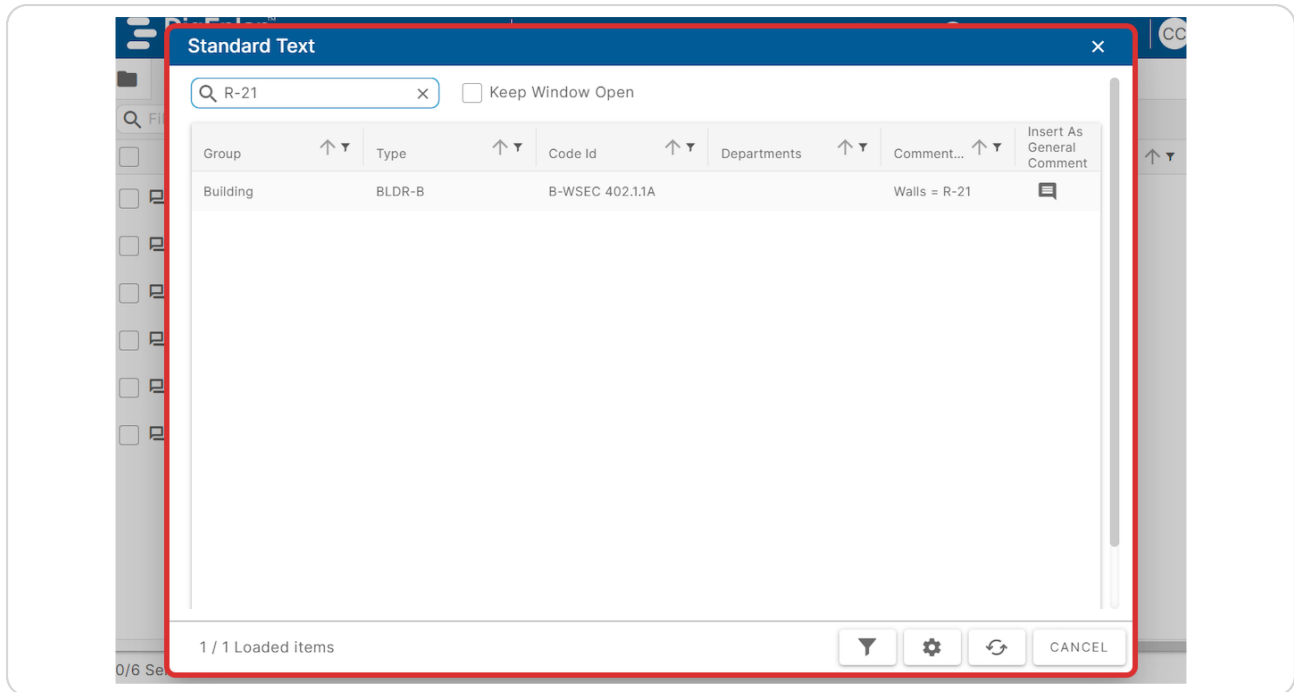
Alternatively, a reviewer may use the search bar up to to type in keywords



## STEP 25

### GENERAL COMMENT: Standard Text

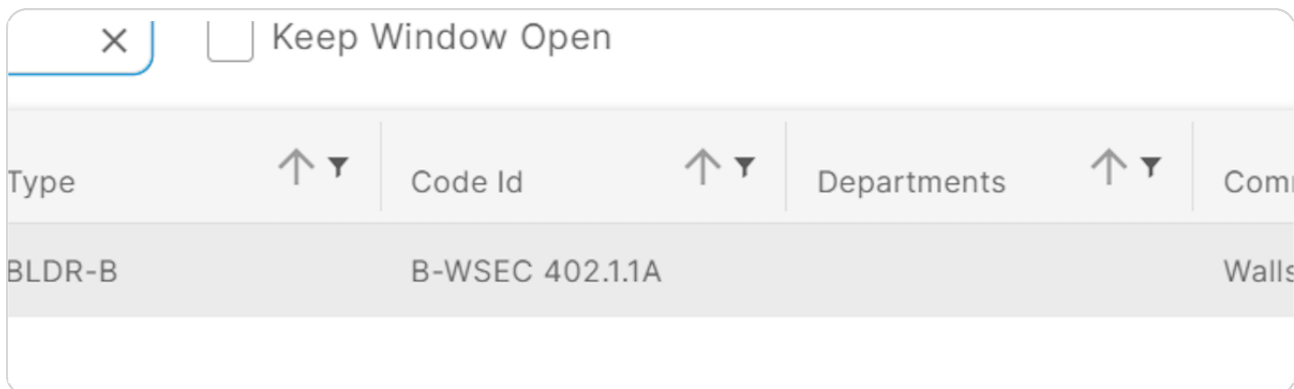
A list of items with those keywords will be displayed



## STEP 26

### GENERAL COMMENT: Standard Text

Click on the Insert as a General Comment icon next to the desired standard comment



## STEP 27

### GENERAL COMMENT: Standard Text

The standard text will appear in the pop-up window. This text can be edited before clicking on CREATE to add

