

# DigEplan Markups - Informational

25 Steps

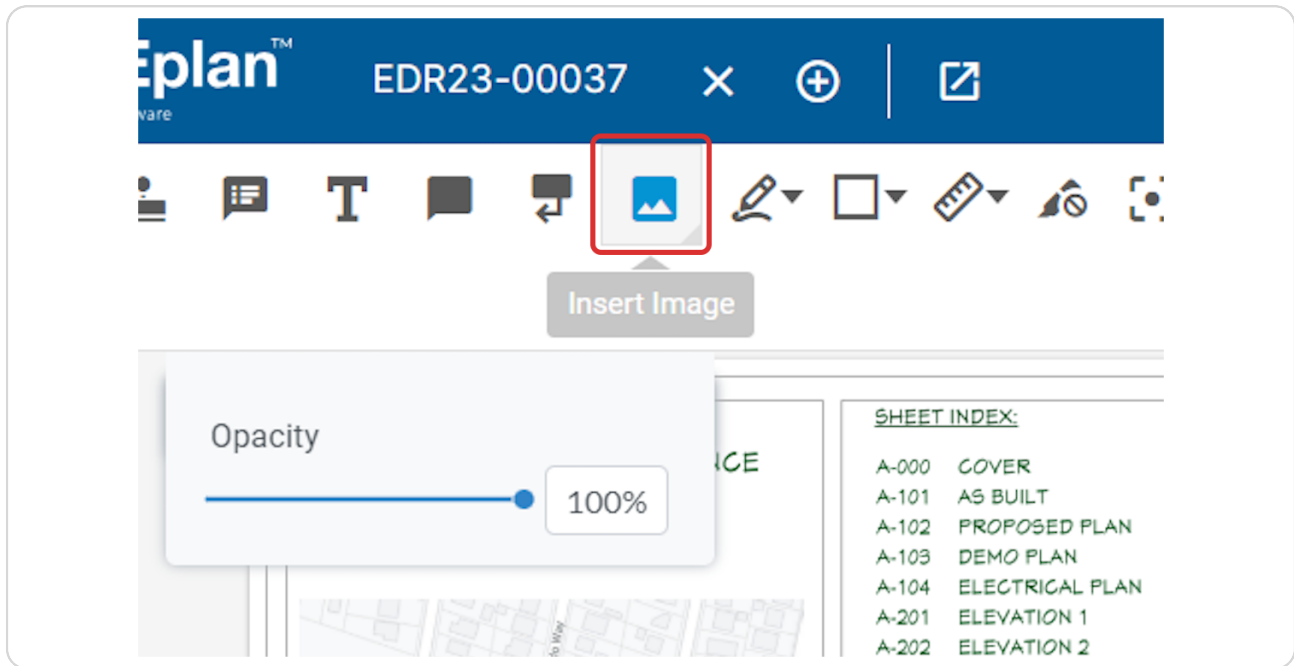
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## STEP 1

### INSERT IMAGE

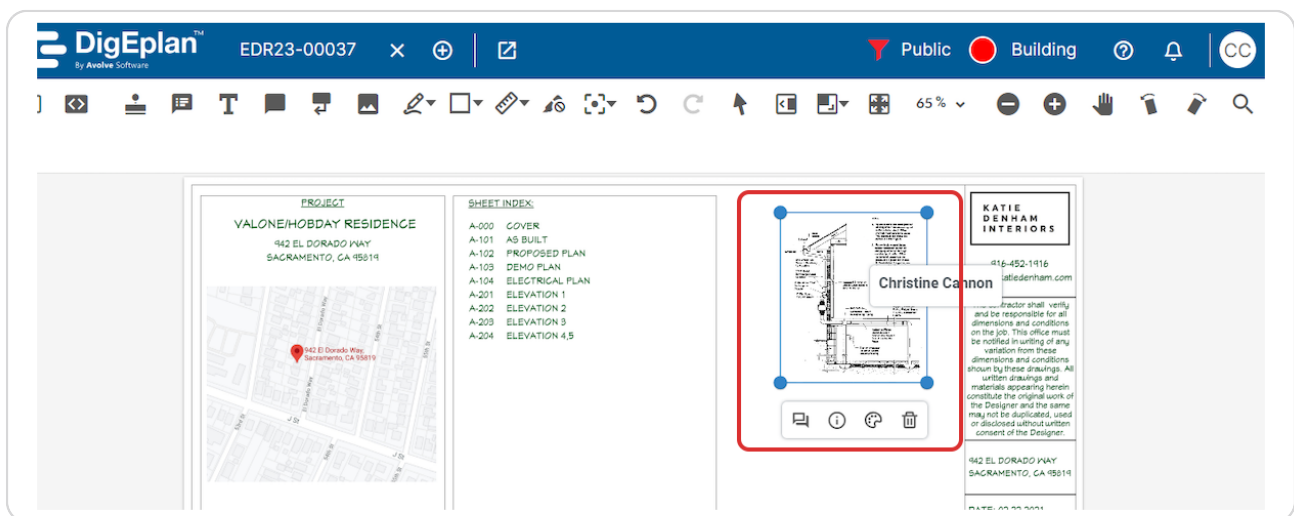
Clicking on insert image will allow you to select a saved image from your computer to insert



## STEP 2

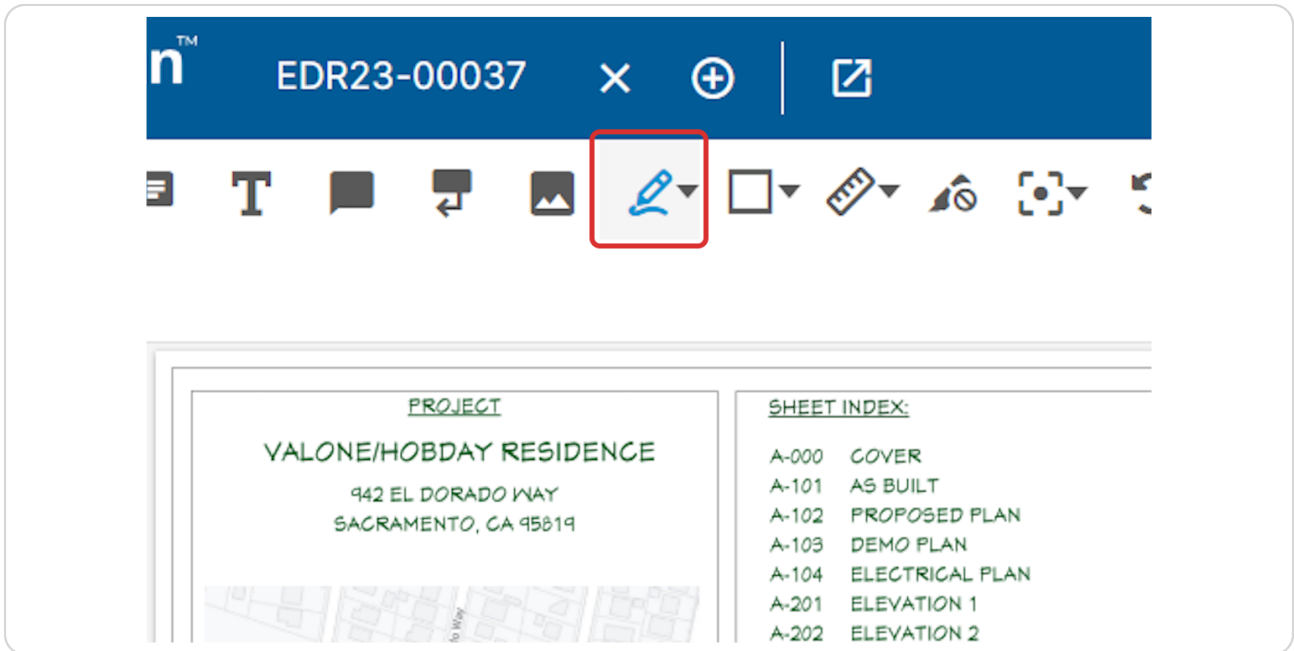
### INSERT IMAGE

Click to place on the plans. Use the blue circles at corners to resize



### STEP 3

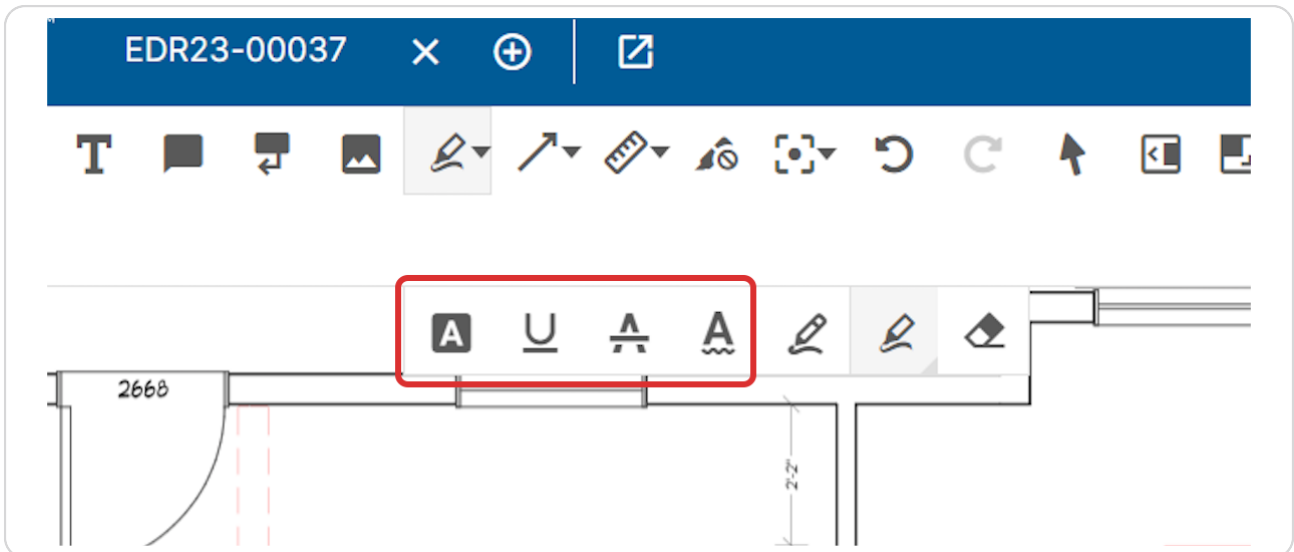
#### ANNOTATIONS: Text Tools and Freehand Tools



### STEP 4

#### ANNOTATIONS: Text Tools and Freehand Tools

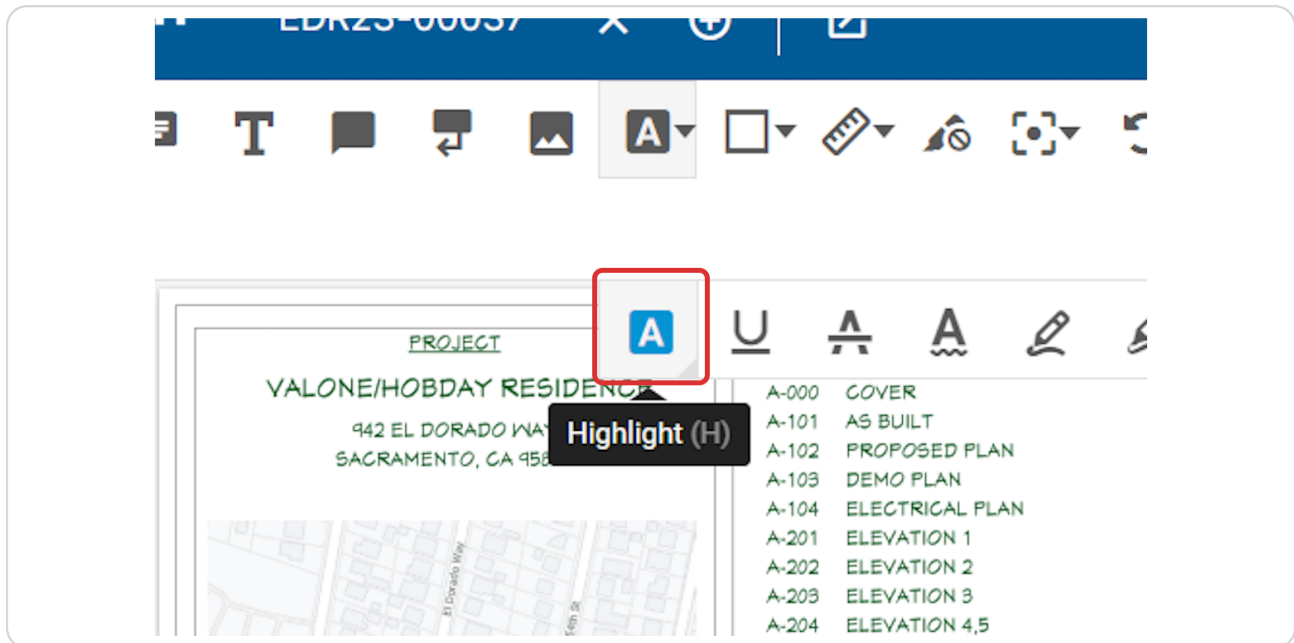
The first 4 text tools require the text in a plan to be selectable text. If it is not these tools will not work and you will need to use the freehand tools. These tools allow you to highlight, underline, strikeout, and squiggle



## STEP 5

### TEXT TOOL: Highlight

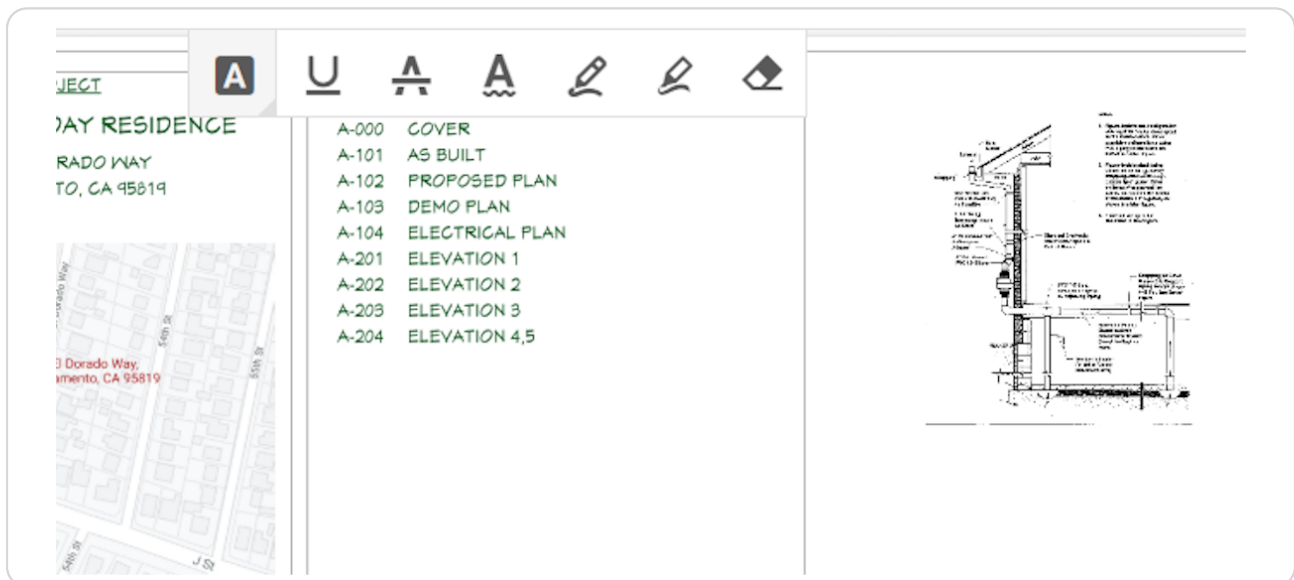
Text on plans must be selectable text



## STEP 6

### TEXT TOOL: Highlight

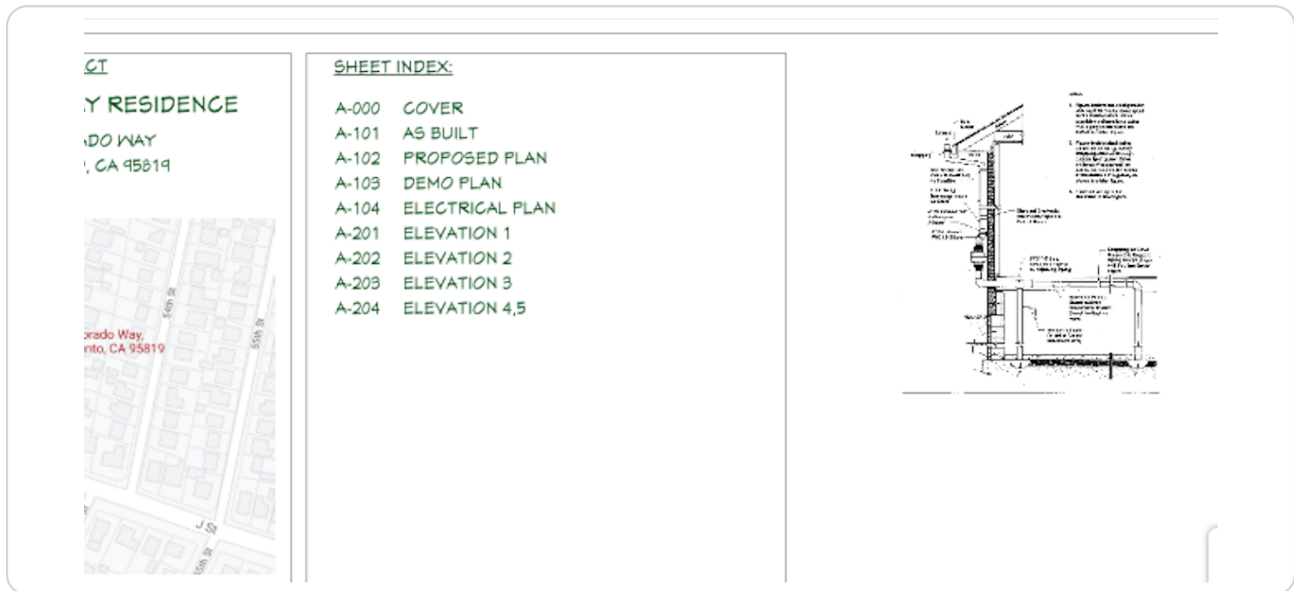
Select the text to be highlighted



## STEP 7

### TEXT TOOL: Highlight

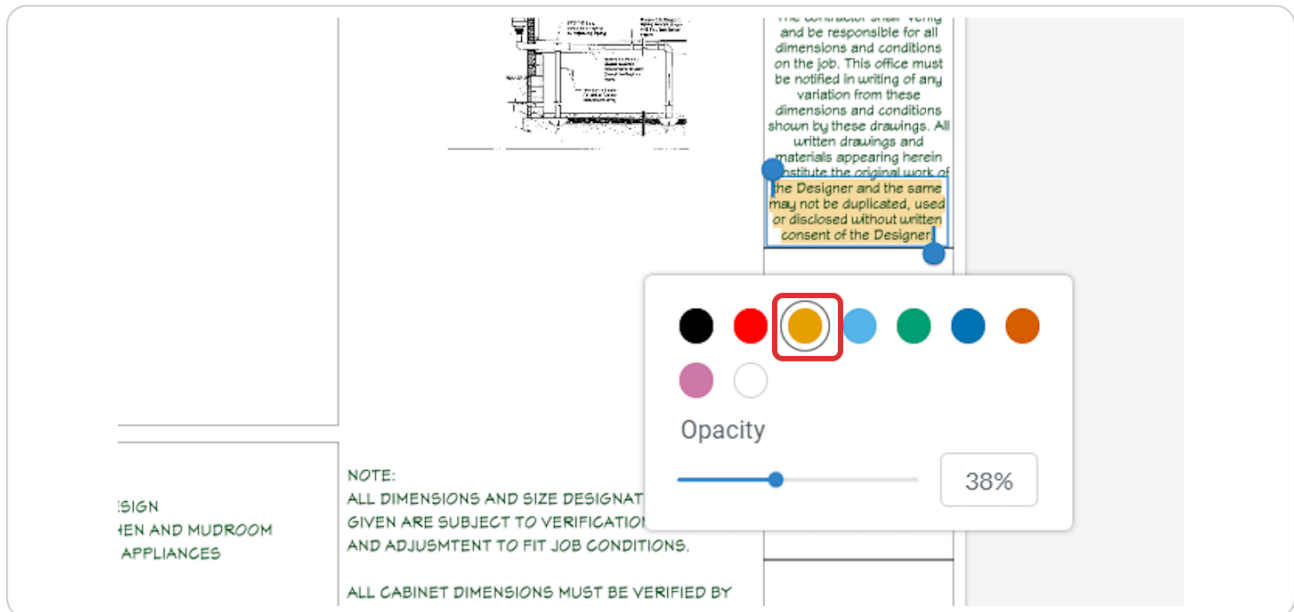
The highlight color defaults to your department color. This can be modified by selecting the highlight markup and clicking on the Style icon



## STEP 8

### TEXT TOOL: Highlight

Select preferred highlight color



## STEP 9

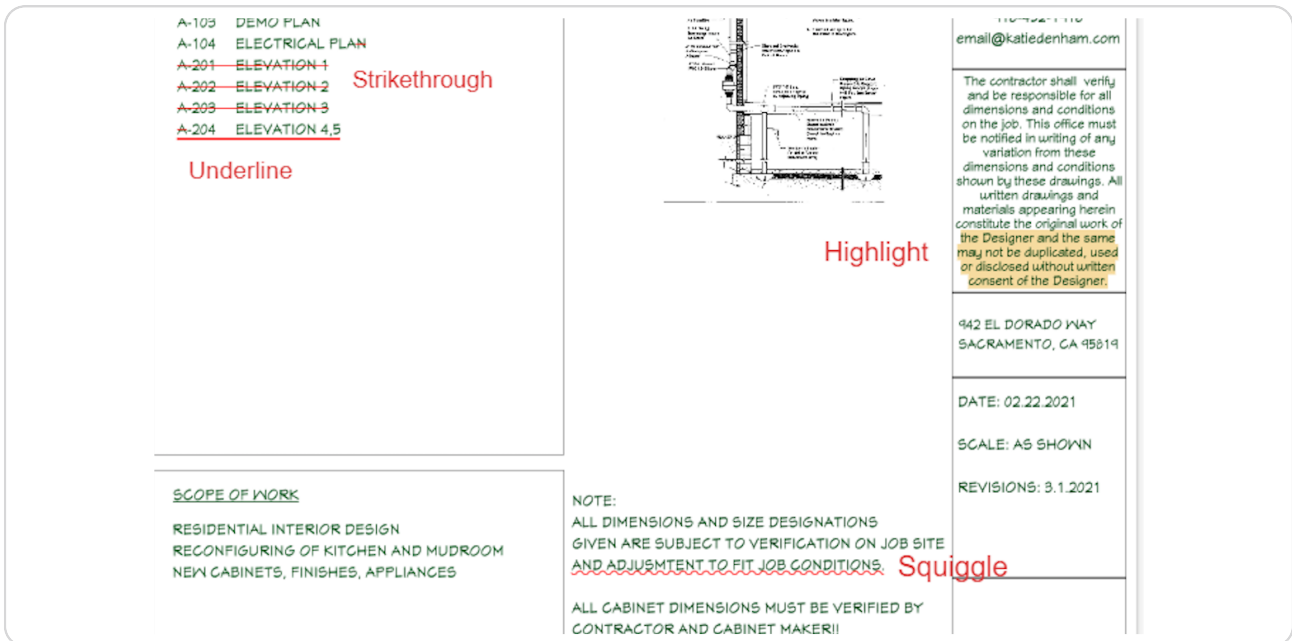
### TEXT TOOL: Highlight

Dragging the blue dot under Opacity will adjust the transparency of the highlighted text



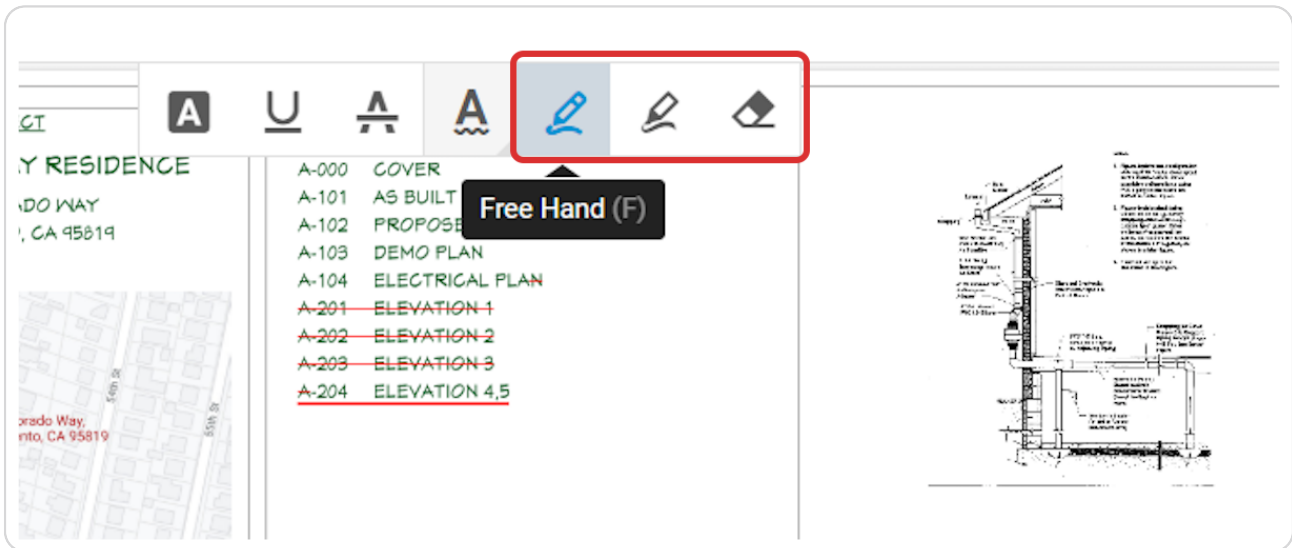
## STEP 10

### TEXT TOOLS: Example of each below



## STEP 11

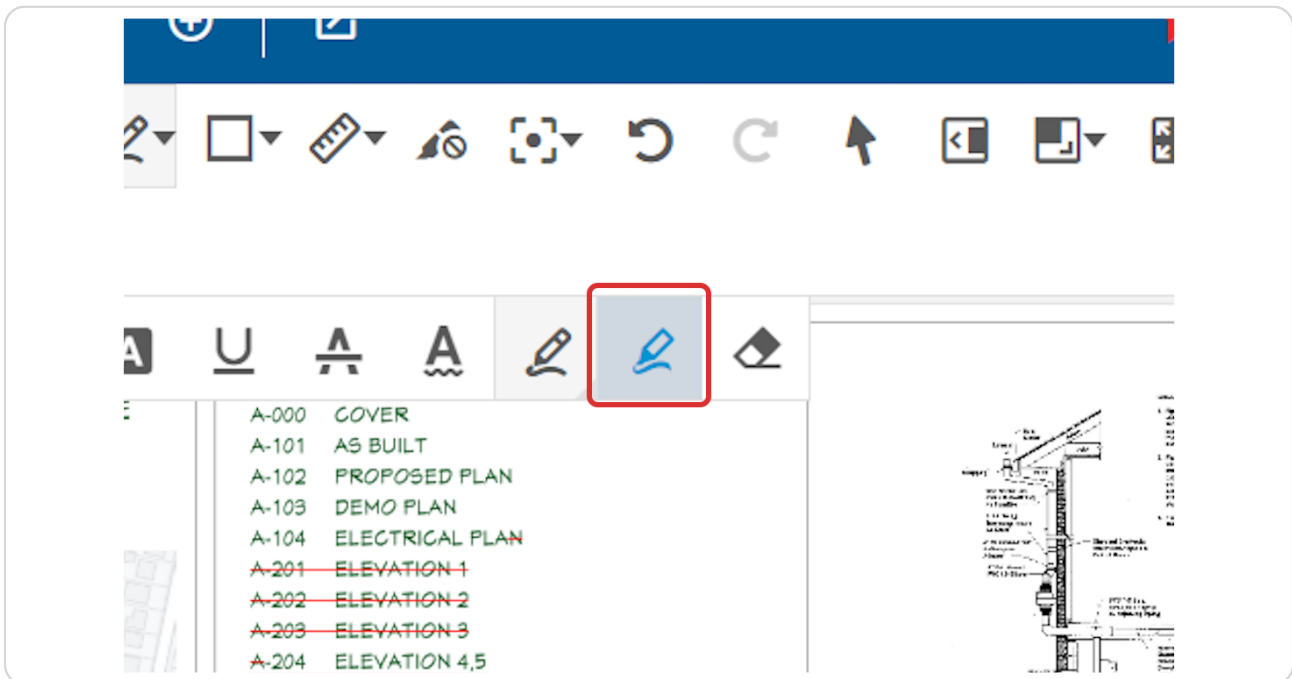
### FREEHAND TOOLS: Draw, Highlight, Erase



## STEP 12

### FREEHAND TOOLS: Highlight

This tool operates similar to the text tool highlight except the reviewer draws the highlighted area with their mouse vs selecting the text

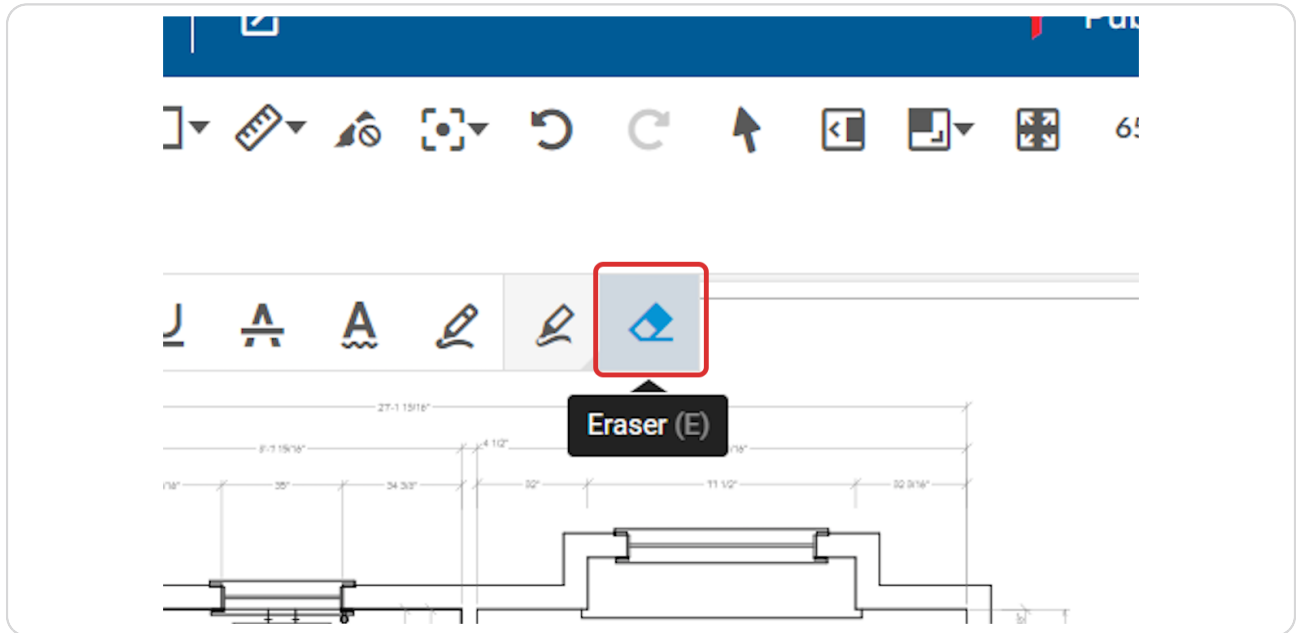




## STEP 15

### FREEHAND TOOLS: Eraser

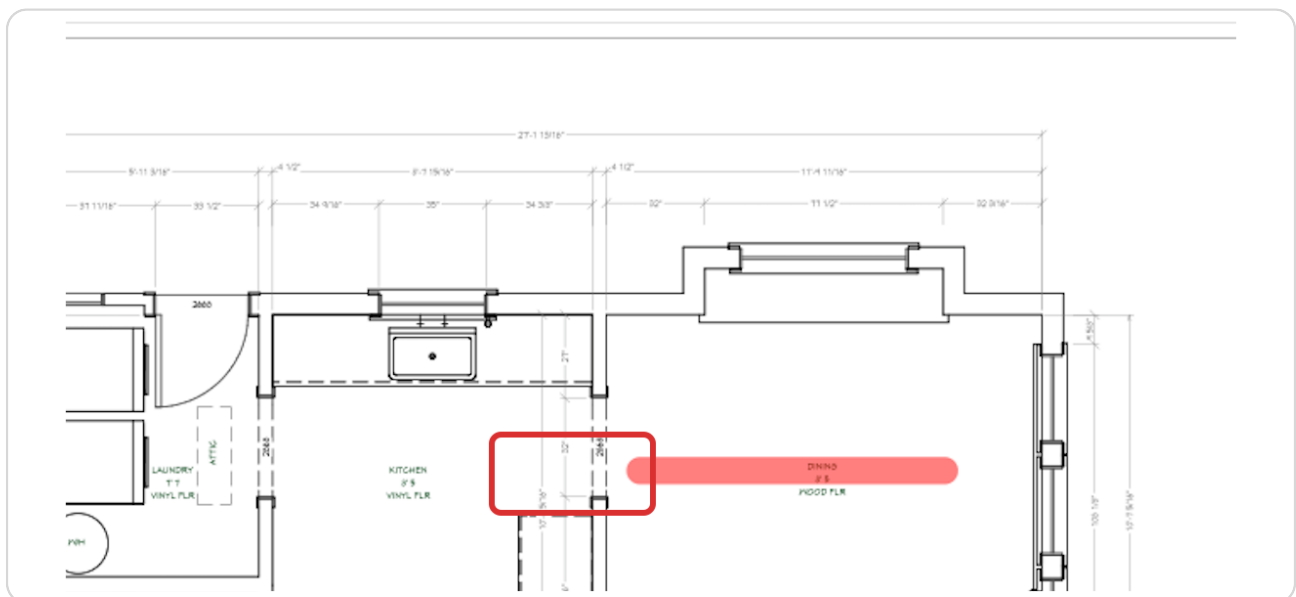
Sometimes a reviewer may want to erase a portion of a highlighted line.



## STEP 16

### FREEHAND TOOLS: Eraser

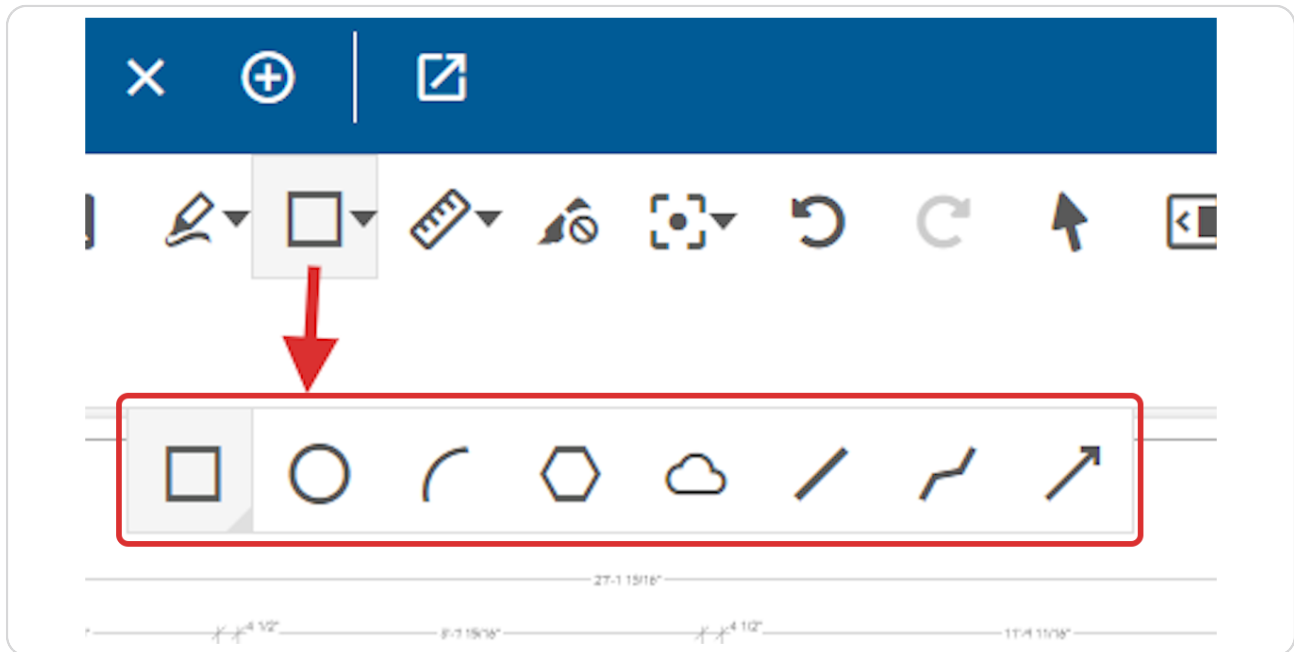
Use the eraser to draw over the portion of the highlight you'd like to remove



## STEP 17

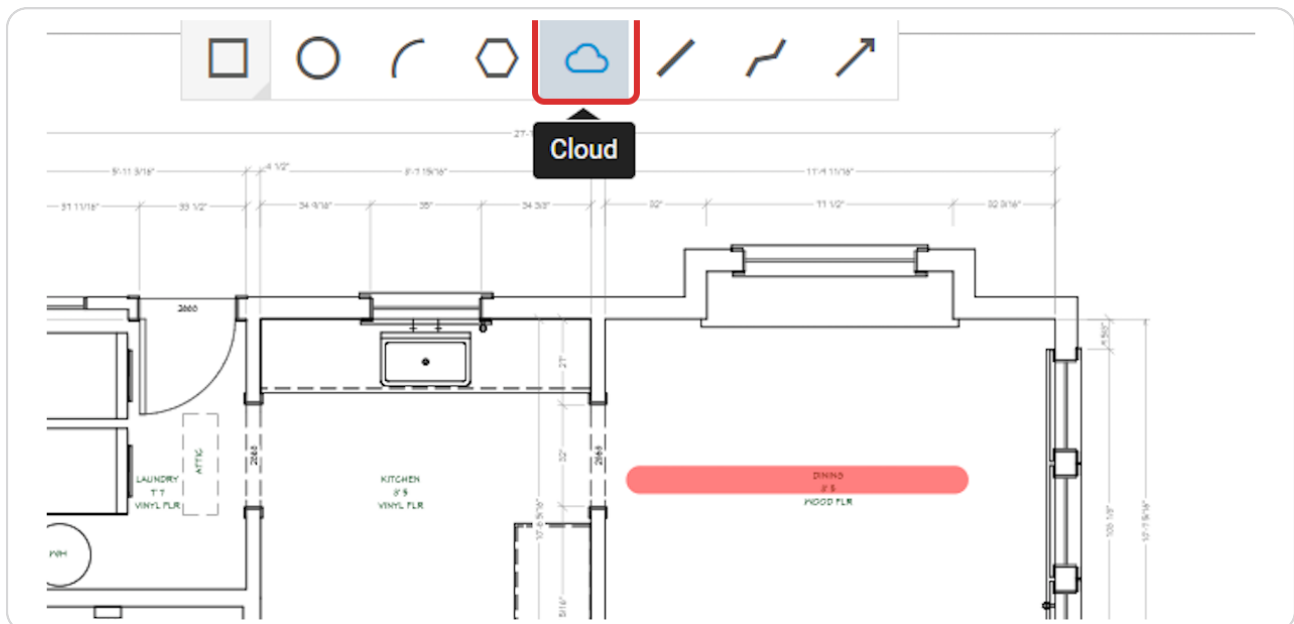
### SHAPES: Commonly used

The most used shapes are the Cloud, Line, and Arrow



## STEP 18

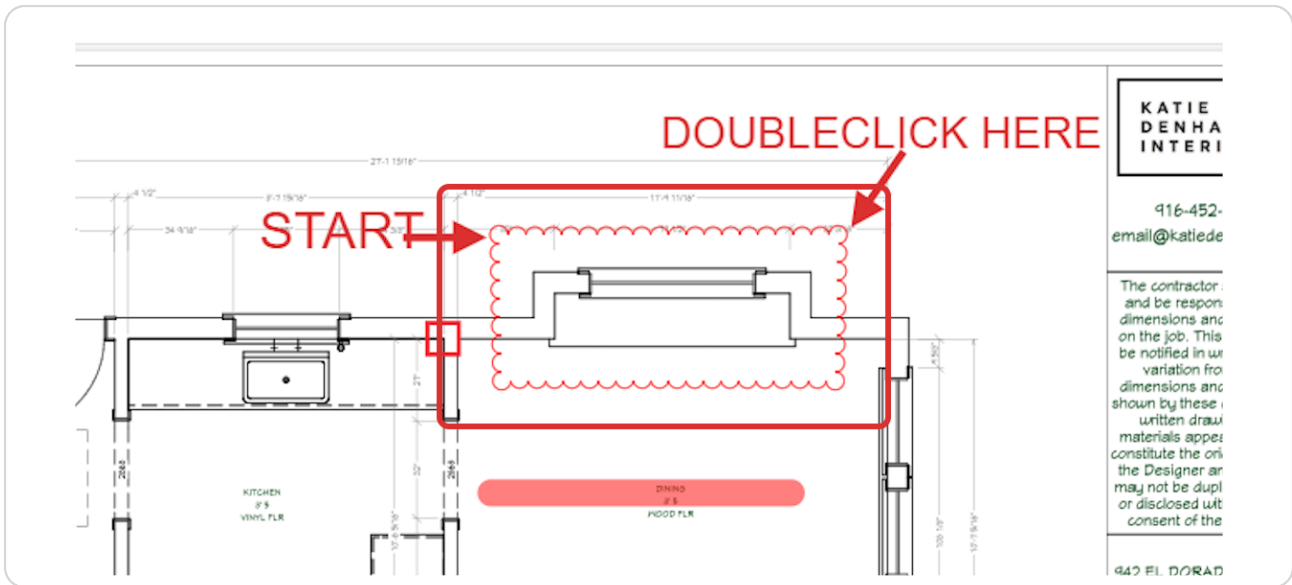
### SHAPES: Cloud



## STEP 19

### SHAPES: Cloud

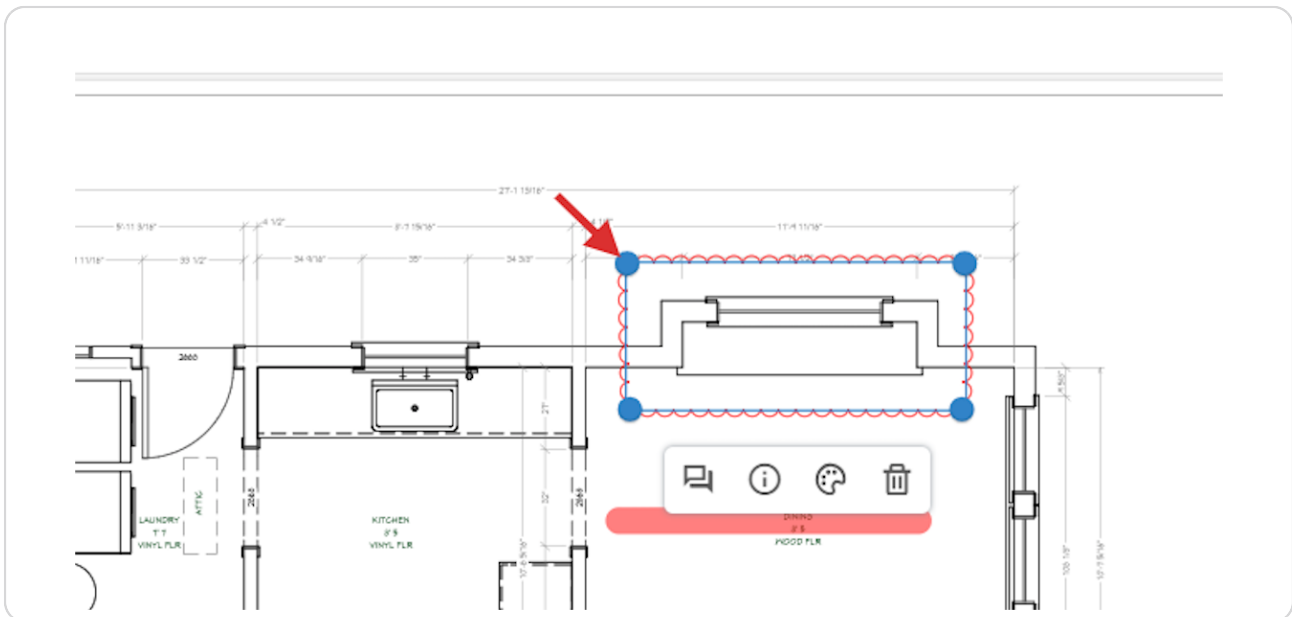
Once the cloud is selected click to set each corner and double-click as shown below to complete the cloud shape



## STEP 20

### SHAPES: Cloud

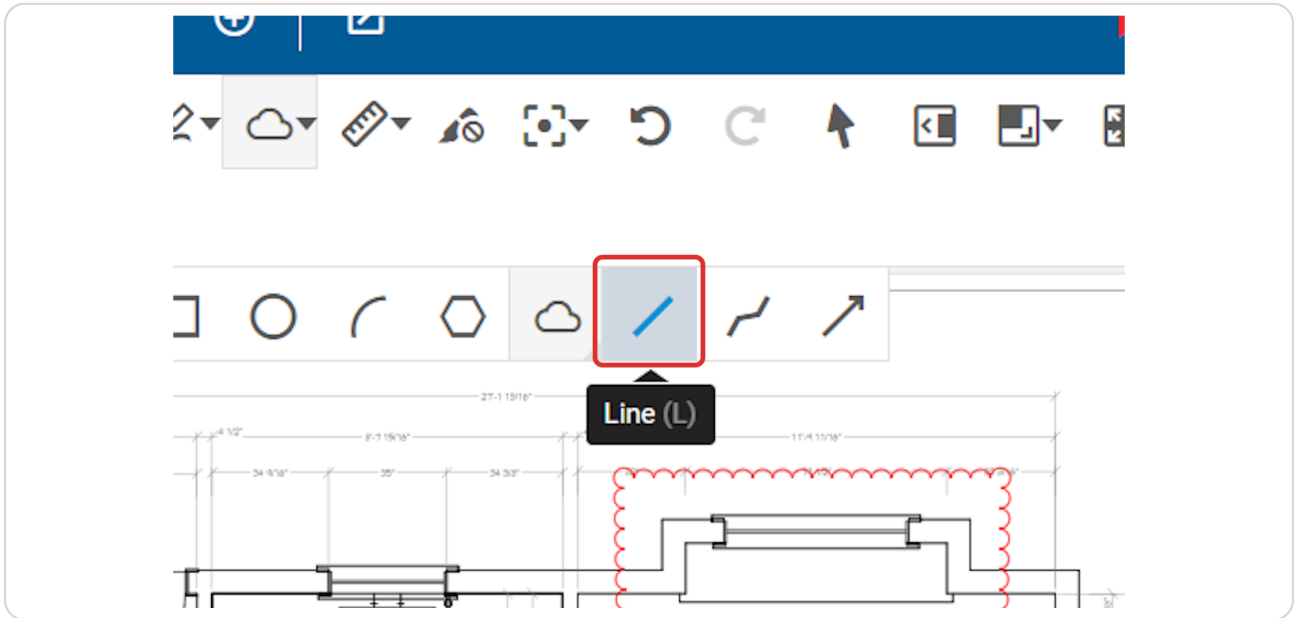
The cloud shape can be adjusted by dragging the blue dots at the corner



STEP 21

SHAPES: Line

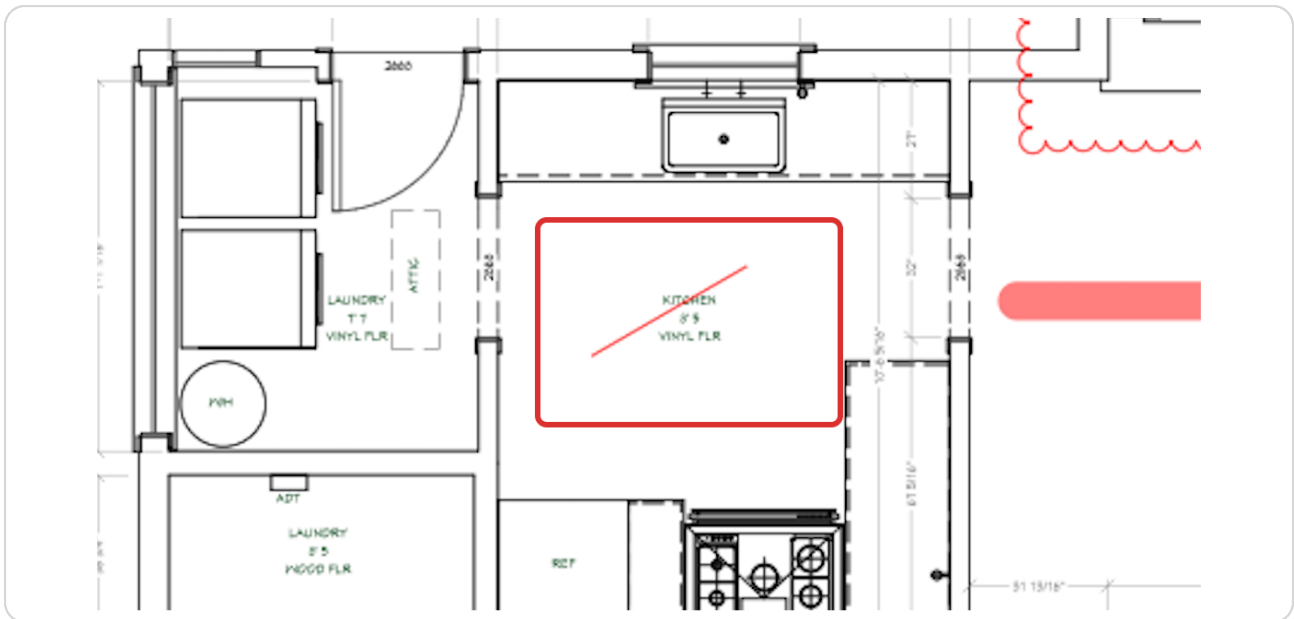
Can be used as an alternative to the text tools for underlining and strikethrough



STEP 22

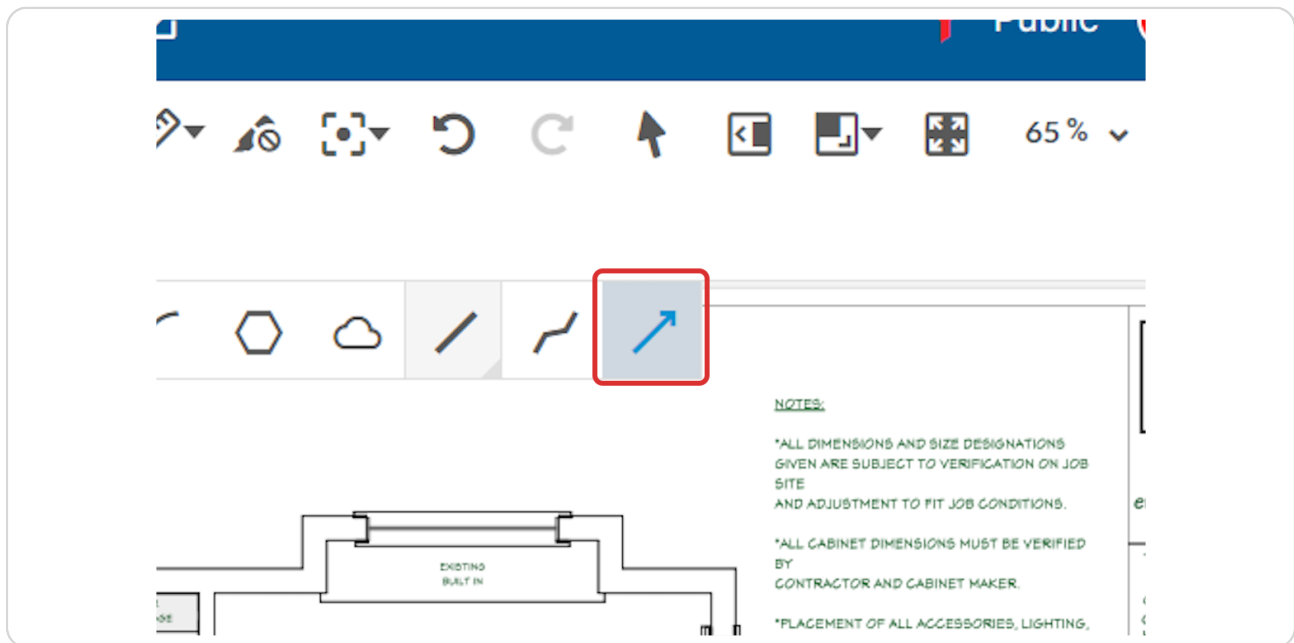
SHAPES: Line

Draw line on the plans



## STEP 23

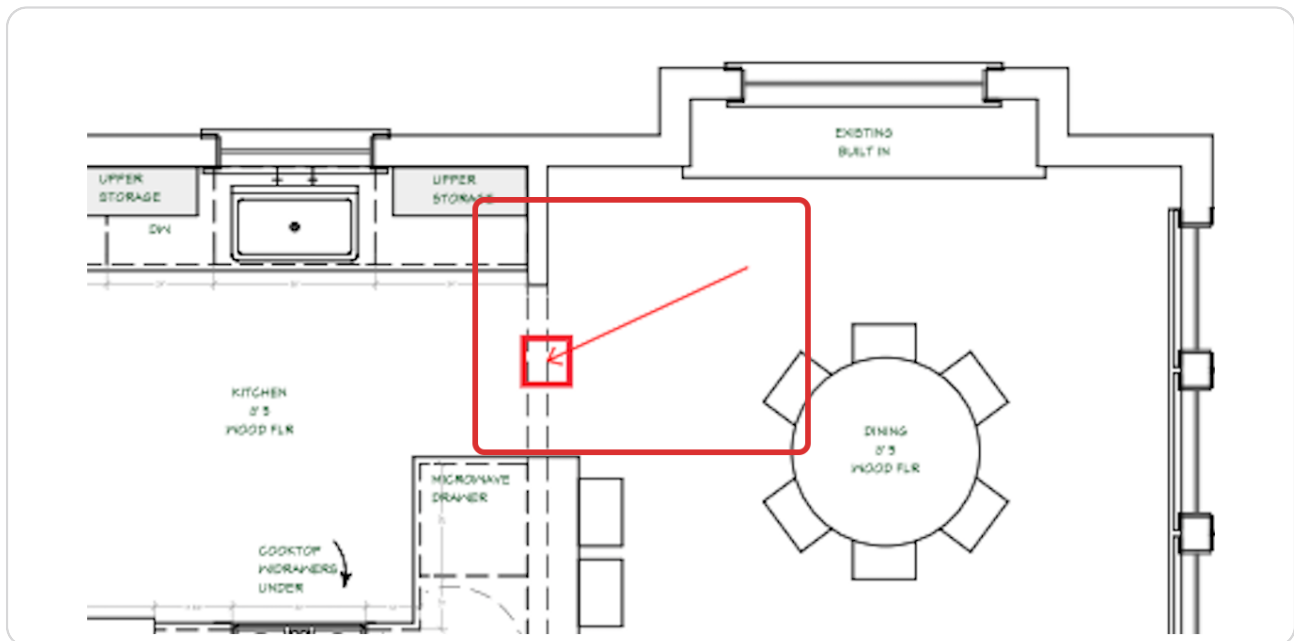
### SHAPES: Arrow



## STEP 24

### SHAPES: Arrow

The first click on the plans will set the tail and the final click will be where the arrow points



## STEP 25

### SHAPES: Arrow

The callout markup only allows for one arrow but there may be times a reviewer wants to point to multiple items on the plan. The arrow can be used as shown below

