

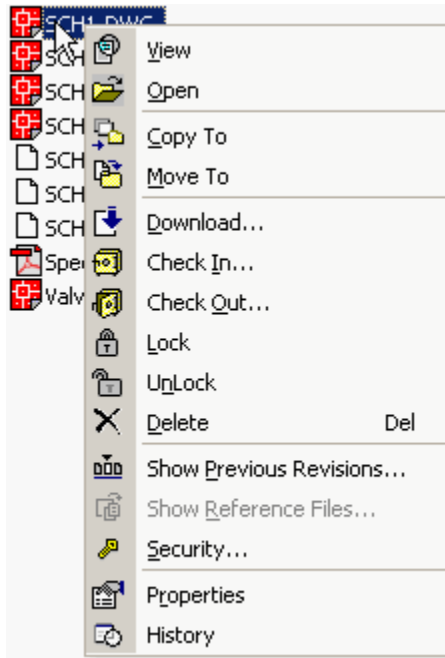
## Viewing a Document

Over 200 documents can be viewed using the Citadon CW viewer. Documents can be viewed wherever they are encountered in the system, in the DMS, as attachments, or within binders. In addition, if you have the native application on your desktop and sufficient security for that file, you can use the Open function to open the file.

Additional Help information can be found by clicking **Help** on the viewer's Menu bar.

If you have it set as your preference, double-click on the desired document to launch the viewer. You can also right-click on the

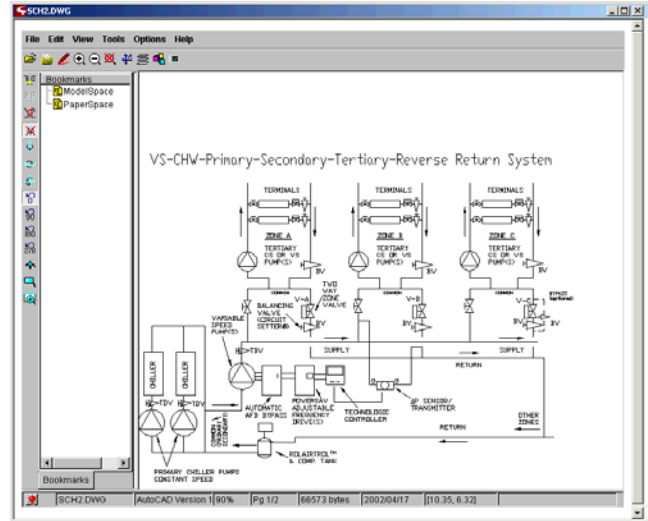
document and select  **View** from the menu.



CW will launch the viewer and connect to the server to retrieve the selected document



The viewer then displays the document.



## View Mode

Documents are opened in View mode, which is the default. The menu bar and toolbars are those of View mode.

Clicking the right mouse button presents the pop up menu.

- **Zoom Fit** – to automatically fit the document to the width of the view window.
- **Zoom Previous** – to automatically return to your previous zoom level.
- **Zoom Page Width** – to automatically fit the document to the width of the view window.
- **Markup** – to enter markup mode and open an existing markup or create a new one.



*In View mode:* By default, click and drag performs an *Auto Zoom* of graphic file formats (raster and vector files). This is different than text-based programs such as word-processing, spreadsheets, databases, or archive files, where click and drag performs text selection.

In addition to the right mouse button pop-up menu, a tool bar is located at the top of the viewer.



Opens the **File Open** dialog box to allow opening of a local hard disk/network file. The opened file however, cannot be saved to Citadon CW via the viewer.



Opens the **Print Properties** dialog box to allow setting of print options, headers and footers, watermarks, margins and pen sets. See Print Section for more information on printing and plotting.



The **Markup** icon that opens the Markup files dialog box to allow selection of one or more markup file(s). See the Markup section of this guide for additional information.



Zoom In/ Zoom Out icons. Zoom In magnifies the document by a factor of 2. Zoom Out demagnifies a document by a factor of 2.



Full Resolution icon displays graphic files at full resolution within the drawing window.



Fit icon displays the document within the horizontal and vertical drawing window area.



The Layers icon displays the Layers dialog box to allow selection of the layers for the current active file for display. Multi-layers may be utilized in the Mark-up mode and this icon can provide for removing layers from view.



The Blocks icon provides for selection of blocks that may be defined in the graphics file. Blocks must be defined in the source file.



A file may contain more than one view of an image. The **View** icon is used to select a particular view of the current active file. The **Zoom to Fit** option can help bring a named view into the display area if it is not initially visible.

In addition to the horizontal tool bar, a vertical toolbar provides the following features to manipulate the document in View and Mark-up mode.



**Next Page** icon. Click to navigate to the next page in the file.

**Previous Page** icon. Click to navigate to the previous page in the file.

**Page Number** icon. Click to navigate to a specific page in the file.

The four **Flip** icons provide the functionality to:

- 1) Return to unflipped view (**Flip None**)
- 2) **Flip Vertical Axis**
- 3) **Flip Horizontal Axis**
- 4) **Flip Both Axes**

The four **Rotate** icons provide the functionality to:

- 1) Return to non-rotated view (**0**)
- 2) Rotate **90** degrees.
- 3) Rotate **180** degrees
- 4) Rotate **270** degrees.

**Bird's Eye** opens a window containing a miniature of the currently active file in its entirety. A box frame can be resized and displaced to quickly and easily move to any portion of the current file.

**Magnify Glass** zooms an area specified by the position of a magnify glass..

**Magnify Window** displays a separate window rather than moving with the magnify glass.

Note: there is no icon on the vertical or horizontal toolbars for **Panning**. To **Pan**, select the **View** menu, **Special view modes...**, and click on **Pan**.

### Redlining a Document (Markup Mode)

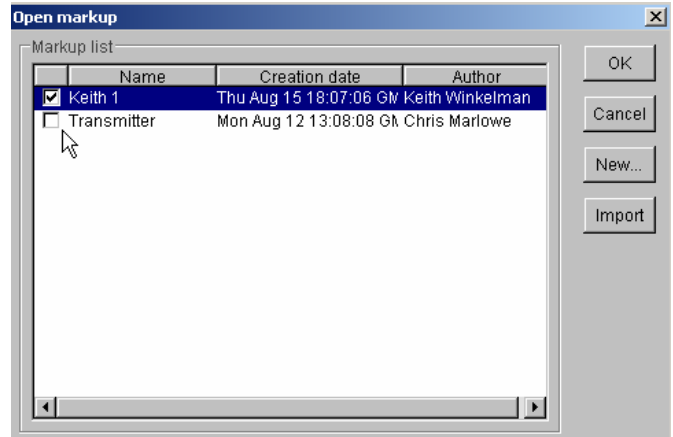
To add comments to a document, or redline, enter **Markup** mode by:

- 1) Clicking on the **Markup** icon on the horizontal toolbar or,

- 2) Selecting **Markup...** from the right mouse button pop-up menu.

This will open the **Open Markup** dialog box if markup files already exist for the document. The status bar (bottom left corner) will also

show a if there are existing markups for the document.



From this dialog box you can select the previous markups you wish to view, or select **New..** to start a new markup.

In Markup mode, the following right mouse button menu is available:



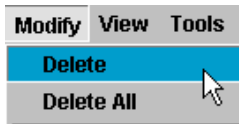
- **Zoom Fit** – to automatically fit the document to the view window.
- **Zoom Previous** – to automatically return to your previous zoom level.
- **Zoom Page Width** – to automatically fit the document to the width of the view window.
- **Hyperlinks** – to create edit and manage hyperlinks
- **Line Style** – to select a style of line to use in your markup entity
- **Line Thickness** - to select a line thickness for use in your markup entity
- **Fill Type** – to select the type of fill to apply to your markup entity: Solid Fill, No Fill or Transparent Fill
- **Entity Color** – to select a color for your markup entity
- **Order** – to select the overlay order when several markups are being displayed simultaneously
- **Exit Markup Mode** – to exit markup mode and return to view mode

In addition to using the right mouse button pop-up menu to access frequently used markup functions, you can use two additional toolbars.

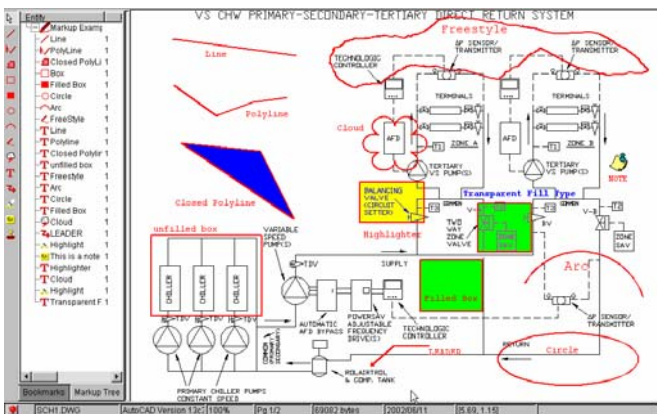
- Selection Pointer** for selecting markup entities
- Straight lines with **Line**
- Multi-segmented lines with **Polyline**
- Closed Polyline** (filled or unfilled)
- Unfilled Box**
- Filled Box**
- Ellipse, Arc** Define the center point and radius of a circle or arc by clicking-and dragging the mouse until the LMB is released.
- Freestyle**
- Cloud**, similar to circle
- Text**, click to enter text, select font, then place
- Leader line**, click at arrow end, drag click for each segment
- Highlighter**, similar to filled box
- Note**, add a detailed note, visible when double-clicked
- Drag to insert a **Symbol** from a symbol library. (Status, Electrical Symbols, Checkmark.

The first toolbar contains common markup entities, described above. For each entity, first select the icon from the toolbar, then begin placement of the entity by clicking the left mouse button and ending the segment by clicking the left mouse button a second time. Exit the entity markup mode by clicking the right mouse button.

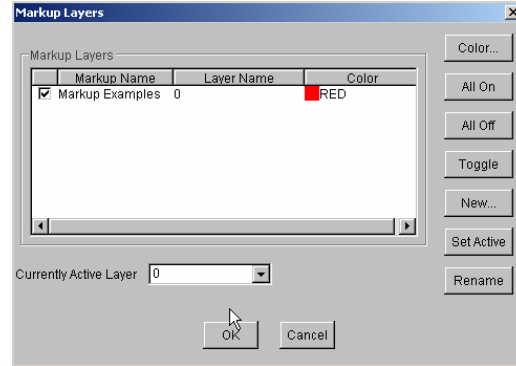
Note: Individual entities can be deleted by first selecting the entity using the selection tool, then choosing **Modify-Delete** from the **Modify** menu.



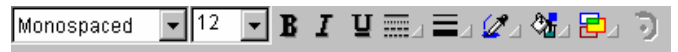
Examples of markup entities



An addition to the View mode toolbar provides the ability to create a **New** markup, select the **Active Markup** from the list of open markups. Click the **Layers** icon to manage the markup layers, new, color, toggle layers on/off using the dialog box



A second toolbar provides optional functionality for selected entities:

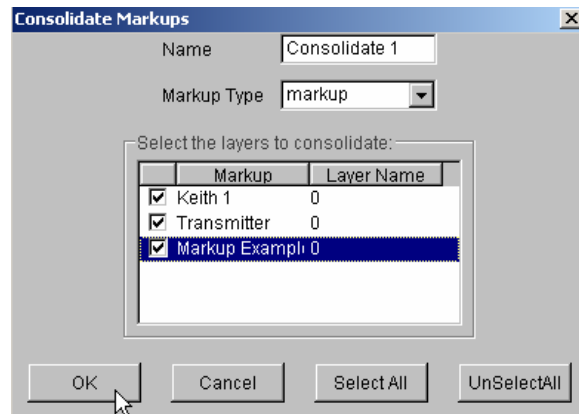


Modify Text Attributes      Control Line Type, Fill Color, Type Thickness and Color

## Simultaneously Viewing Markup Files

The **Consolidate** option allows you to create a new Markup file that combines copies of selected parts of different Markup files. This option is available only if multiple files have been loaded using the **Multiloading** option.

- After multiloading the Markup files that are to be included in the consolidation, select **Consolidate** from the **File** menu.
- The **Consolidate Markups** dialog box appears.
- Enter the **Output ID** (file extension) for the new Markup file.
- A list of the multiloaded Markup files and their markup layers is provided.
- Select the Markup file layers that you would like to consolidate into one file.
- Select **OK**.



Additional information can be found in the **Help** menu in the viewer.