

## DataSpace Live Document Viewer

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## 1. Introduction

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This guide is a brief introduction to the new and improved Document Viewer in DataSpace Live. The new viewer replaces the existing viewer with a more efficient and up to date version that is both easier and faster to use. All the same functions are retained but in a brand new format, organised under separate tabs with larger, easier to find and easier to recognise buttons.



The greatest improvement to our new viewer however, is that you no longer require a plugin to use it. As a HTML 5 viewer, any browser from HTML 5 to IE9+ can support the viewer, without the hassle of installing and managing a plugin.

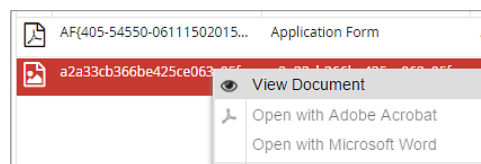


## 2. Opening a document with the viewer

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For those that are new to using the DataSpace Live Document Viewer, opening a document or drawing with the new viewer is quick and easy. Once you have the application open, go to the **'Application Documents'** tab.

In your list of documents, you can click on the document once to select it and then either press the **'View'**  icon on the toolbar or right-click on the application and select **'View application'** .



Alternatively you can simply double click on the document to open it.

**Note:** If your internet browser is blocking pop-ups you may be prevented from viewing a document in the viewer. You will need to unblock pop-ups for DataSpace Live:

**How do I do this?...**

Watch a video tutorial: <http://www.screencast.com/t/mGqWVABqaN>

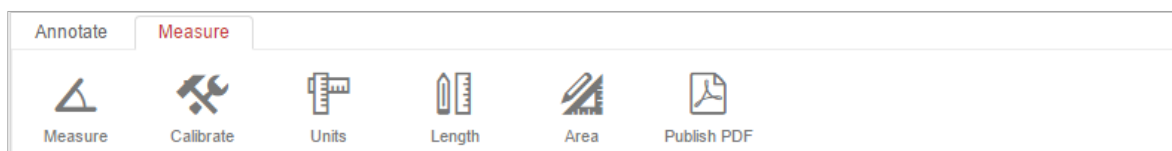
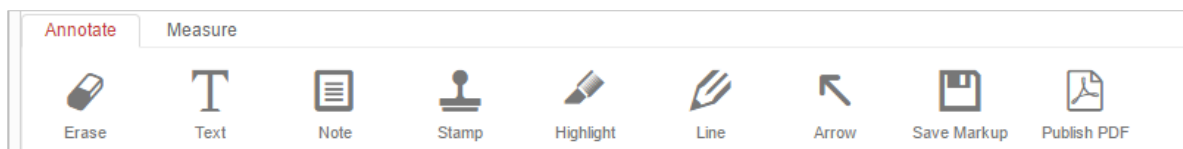
Download a guide sheet: <http://www.screencast.com/t/q2HG2d8ay>

### 3. The Viewer Tabs

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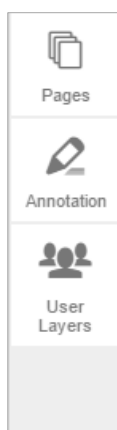
When the viewer opens you will notice a number of tabs along the top, bottom and left hand side.

The two tabs along the top are called the **'Annotate'** and **'Measure'** tabs. Here you will find all your tools for marking-up, redlining, measuring and calibration. To switch between tabs simply click your cursor on the tab title.



At the bottom of the viewer you will see a fixed **'Viewing Bar'** tab with all your viewing options, such as zooming in and out, rotating and fitting the document to the size you wish to view it at.

If you have more than one page in a document, you can use the page navigation arrow bar on the bottom right to move between them. You can also view the pages by clicking on the **'Pages'** bar to the left hand side of the viewer.



On the left hand side of the viewer you will also have a tab that allows you to view a list of pages in your document, a list of markups added to a document and list of user layers.

Which tabs or tools you have available in your account will depend on what type of account subscription you currently hold. If you are interested in finding out about our range of accounts and their different functions, please contact us at the details listed at the end of this guide.

## 4. Using the Tab Tools

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### The Viewing Bar

#### Zooming

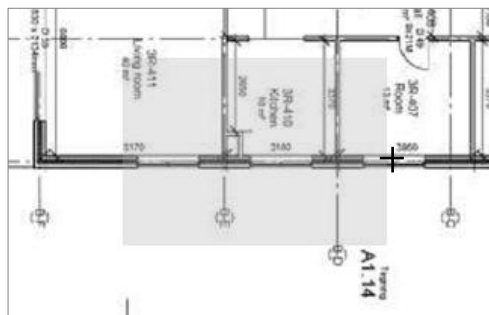


On the viewing bar you have buttons for zooming in and out on the document and in addition, for zooming in on a specific area of a document.

To zoom in on a specific area of a document, select the **'Zoom Area'** button and you will be able to drag an area selection box over the area you wish to zoom in on. Once you have let go of the mouse the viewer will zoom in automatically.

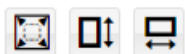


To return to normal zoom, simply click on the **'Zoom Out'** button.



Area Selection Box

#### Document Fit



For more viewing options, you can choose to view the document by **'Fit Screen'**, **'Fit Height'** or **'Fit Width'**. Simply click the relevant button to apply.

### The Annotate Tab

#### Adding Text or a Note



Under the annotate tab you can add text or a note to a document. To do this simply click on the **'Text'** or **'Sticky Note'** button on the tool bar and then click on the document

A new **'Add Text'** or **'Add Sticky Note'** box will open over the document. Type your text into the text fields provided.

The 'Add Text' tool will give you options to change colour, font, size, thickness etc.

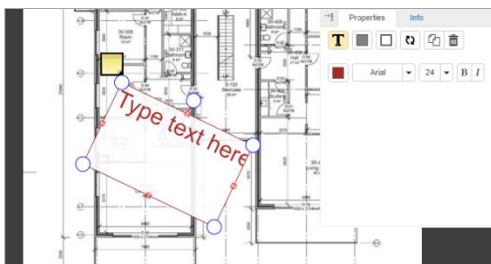
Once added, if you click on the item, you be able to move or delete it. See instructions below.



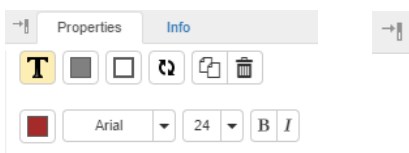
## Moving and Editing a Markup

Once you have added a markup you can usually edit it, move it or delete it. Different markups come with different edit options.

As an example, to edit, move or delete the text or note added to a document, simple click on the item to select it. Once you have clicked on the 'Text' item you have added, the edit box will open once again giving you the options to change the colour, font, size, thickness etc. It will also however present buttons to delete or copy it. The 'Info' tab gives you details about when and who added the item.



Once you click on an added item small red squares and/or blue circles will appear around it. The red squares suggest you can now drag the item to another location on the document. The blue circles suggest you can rotate by simply clicking and holding on a circle and dragging your mouse in a clockwise or anti-clockwise direction.



To close the 'Markup Edit Box' click on the 'Close Box'

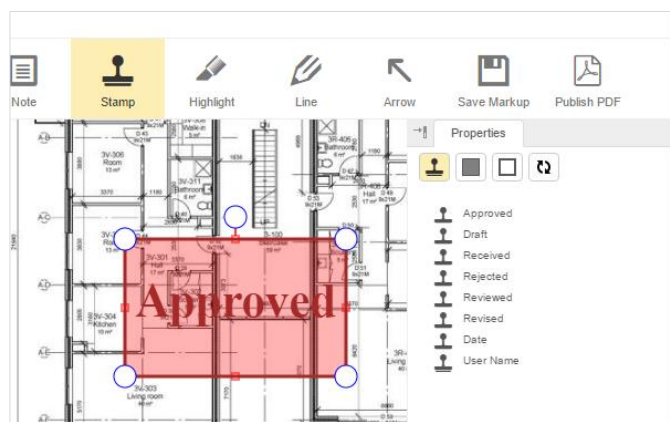
## The Stamp Tool



The **'Stamp'** tool allows you to stamp a document with a status. To add a stamp simply click on the **'Stamp'** button on the annotate tab and choose a status from the drop down list that will appear.

The stamp will added to the document with the name of the user who added it and the date it was added.

As we saw earlier with the **'Text'** tool, by clicking on the stamp you will be able to move the stamp around the document and in the 'Edit Box' change the colour of the stamp, resize it, rotate it or delete it.

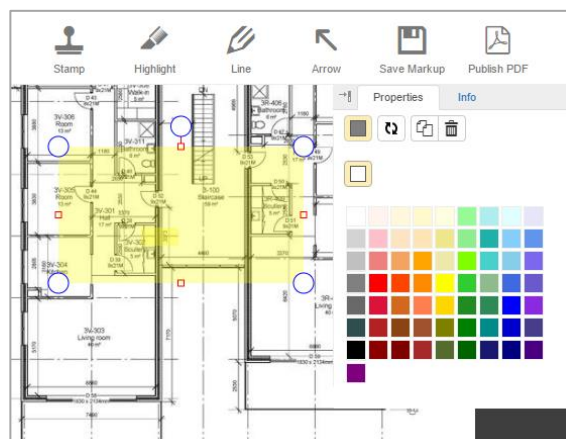


## The Highlight Tool



The **'Highlight'** tool allows you to highlight a particular section of a document. Simply click on the **'Highlight'** button on annotate tab and you will be able to drag an area selection box over the area you wish to highlight. When you let go of the cursor the area will appear automatically highlighted.

By clicking on the item you can rotate the area, change its size or even drag the item to a different position on the document. In the 'Edit Box' that appears, you can change the colour of the highlighted area or delete it.

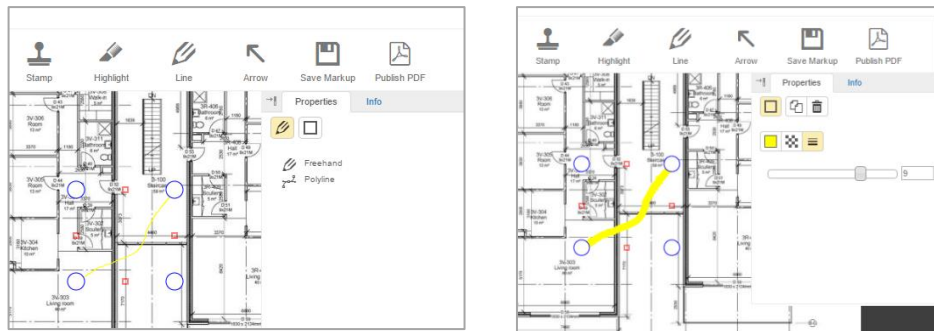


## The Line Tool



You can add a line or multiple lines to a document using the **'Line'** tool. Simply click on the **'Line'** button on the annotate tab. You will be able to choose between freehand drawing and using polylines. Click on the document and without letting go of the mouse, drag your cursor along the document to draw a line.

By selecting the item, you can drag it to another position or rotate it or using the **'Edit Box'**, change the colour or thickness of the line or delete it.



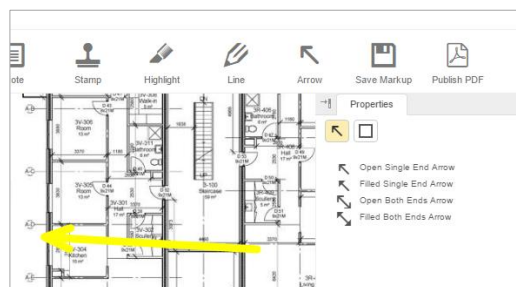
## The Arrow Tool



Using the **'Arrow'** tool you can add a range of arrows to a document. Simply click on the **'Arrow'** button on the mark up tab tool bar and choose a type of arrow from the drop down list that will appear.

Click on the document and without letting go of the mouse, drag your cursor along the document to draw your arrow.

Click on the item again to change its direction, size, length and position. Using the **'Edit Box'**, you can also change its colour, thickness of the line, type of arrow or delete it.



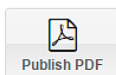
## The Eraser Tool



You can erase any item added to a document using the **'Eraser'** tool. Simply click on the **'Eraser'** button the mark up tab tool bar and rub away at an item with your cursor. Click on your erasing to bring up a delete button in your edit box if you wish to undo it.



## Saving and Publishing Changes



You can save any markups made to a document by clicking on the **'Save Changes'** button. If you are a Local Authority Planning Department, you will also have a **'Publish PDF'** button.

## The Measure Tab

### Measurement Units & Scale

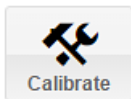


Under the measure tab you can switch measurement units between metric and imperial. Simply click on the **'Units'** button and select the required unit from the drop down lists. The selected unit will be shown in the box to the right. You can also adapt the measuring tool to the scale of the drawing by selecting the scale from the **'Scale'** field to the right of the **'Units'**



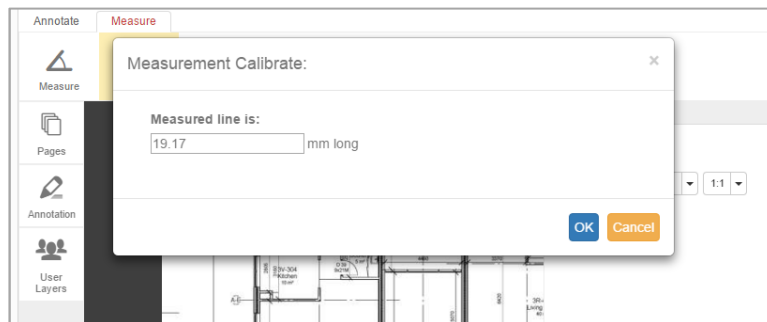


## The Calibration Tool



To assess the calibration of a document, simply click on the **'Calibrate'** button on the measure tab tool bar.

Click on the document and drag the arrow from one point to another to assess the measurement calibration. When you let go of the cursor, the **'Measurement Calibration'** results box will open.



## The Free Measure Tool

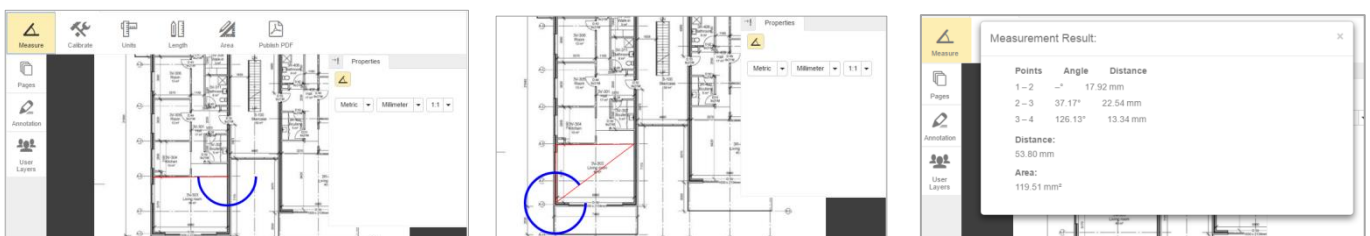


Under the measure tab you will find specific tools for measuring lines and areas. You can also use the **'Free Measure'** tool to measure parts of a plan yourself.

Simply click on the **'Measure'** button on the measure tab tool bar.

As you click on the plan and drag the cursor a measuring line will appear. When you reach the end measuring point double-click on the mouse and the **'Measurement Results'** box will open displaying the measurement.

If you are measuring an area, only click once with the mouse when you reach the first point to fix it in place and then continue to drag the mouse in the required direction to create an area. Double click when you reach the last point to open the **'Measurement Results'** box.

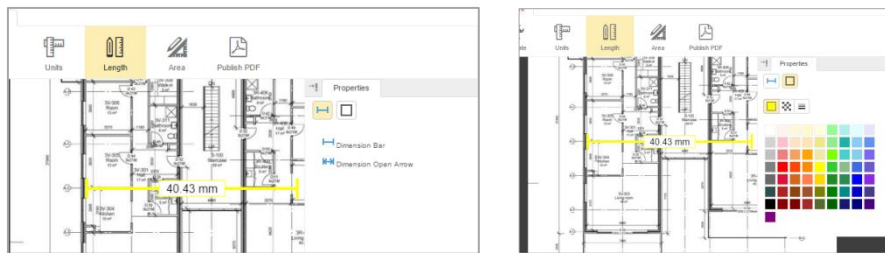


## The Length Measure Tool



To measure the length of a document detail, simply click on the **'Length'** button on the tool bar. Click on the document at your starting point and then drag the cursor to your required end point and let go of the mouse. A bar with the measurement will appear on your document.

By clicking on the item you can move the measurement bar around on your document to measure other lengths. In the 'Edit Box' you can change the colour, form and thickness of the bar or delete it.

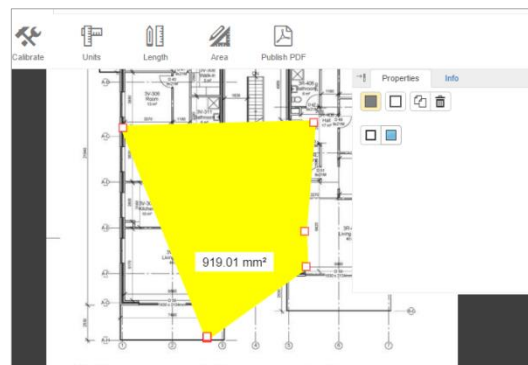


## The Area Measure Tool



The **'Area'** measure tool allows you to measure and mark specific areas on a document. Simply click on the **'Area'** button and then drag your cursor along the document to mark your first line, clicking once with the mouse when you reach the first point. Continue to drag the mouse in the next required direction to create an area and double click when you reach the last point to fix the lines in place. The measurement is displayed in a bar on the document.

By clicking on the you can drag the area to a different position on the document, or using the 'Edit Box', change the colour or thickness of its lines, fill the area with colour or pattern, or change the shape of the area by moving its points.



Help & Support: [helpdesk@resolutiondm.com](mailto:helpdesk@resolutiondm.com)



[www.resolutiondm.com](http://www.resolutiondm.com)