![City of Phoenix — Planning & Development Department]

Electronic Plan Review (EPR)
How to Print Markups in ProjectDox

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.

3. Click on the "DRAWINGS" link on the left side of the screen.

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

5. 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.

6. The drawing will appear showing the changemarks. Click on "Publish". A drop down will appear with publish choices. Click "Publish to PDF".

7. Click "Insert markup as PDF comments", check the "Append Changemarks notes" box and then click the "Publish" button.
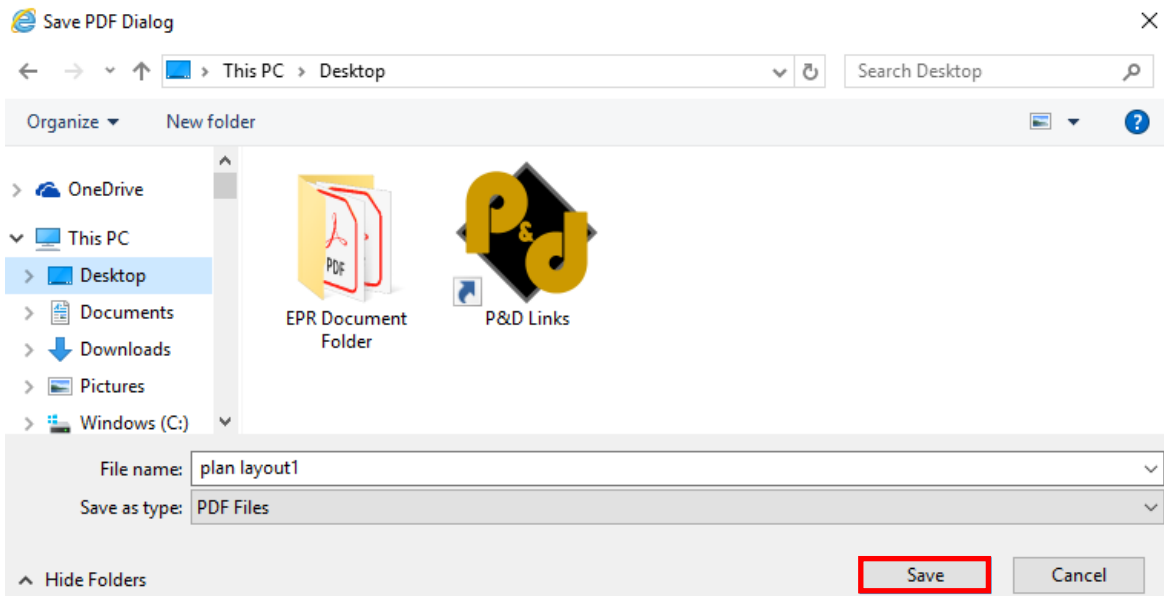
NOTE: By checking "Append Changemarks notes" box, this will generate a report to go along with the changemarks on the plan sheet. If you do not need the report, uncheck the "Append Changemarks notes" box.
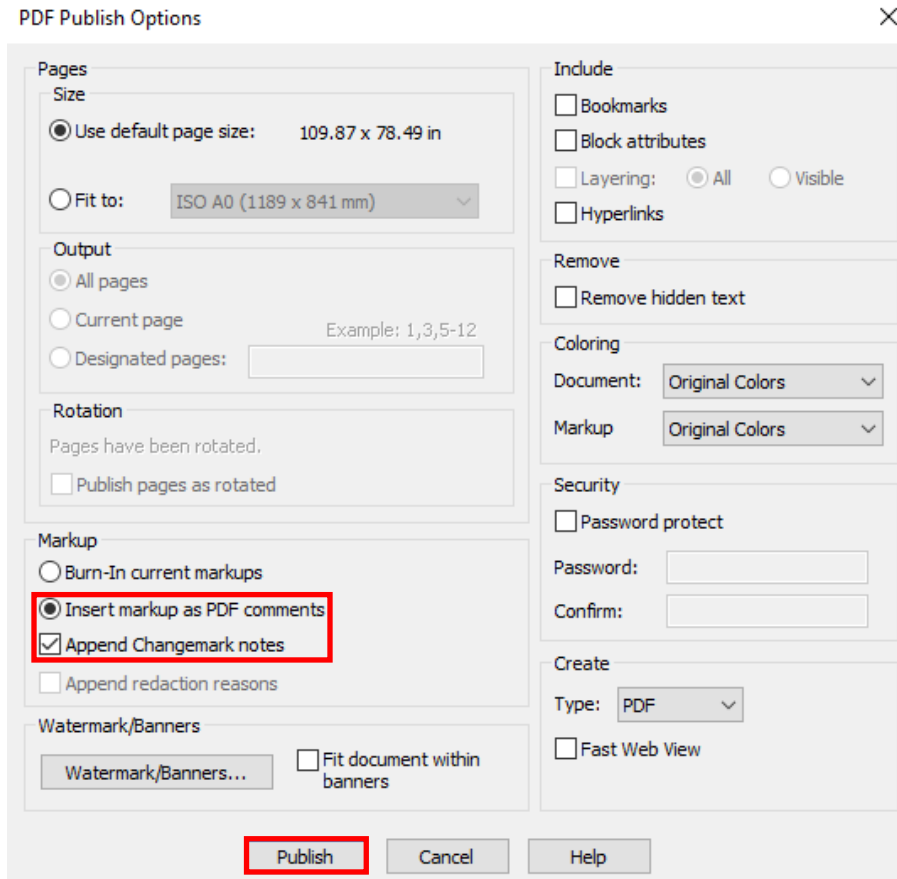
8. A pop-up will appear, click on "Save to file" and then click the "OK" button.
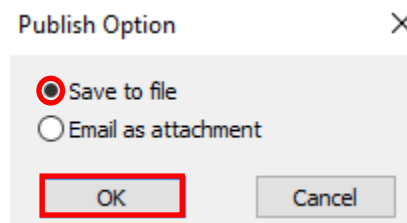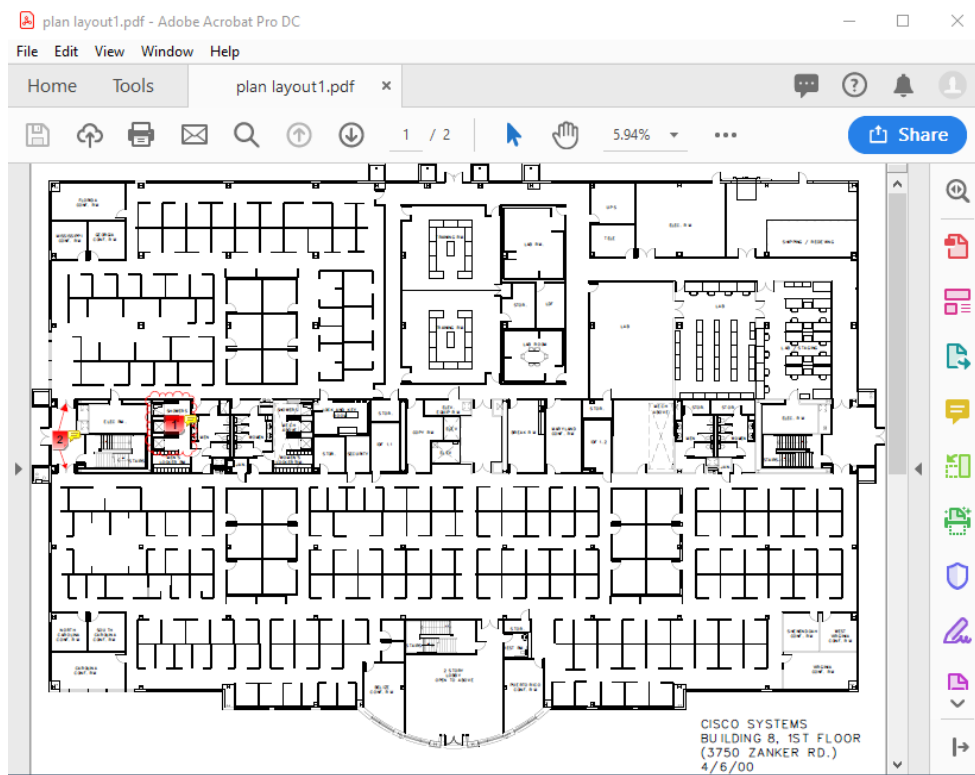
9. A pop-up will appear, choose a location to save the file and click "Save".

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