Mark Up a Drawing

Objective

To mark up a drawing in your project's Drawings tool.

Things to Consider

- **Required User Permissions:**
  - To *add personal markups to a drawing*, 'Read Only' or higher permissions on the Drawings tool.
  - To *publish markups*, 'Standard' or 'Admin' permissions on the Drawings tool.

- **Additional Information:**
  - Any markups you add will automatically be added to your Personal layer. In order for markups to be visible to any user with permissions to view drawings on the project, you must [publish your personal markups](https://support.procore.com/products/online/user-guide/project-level/drawings/tutorials/mark-up-a-drawing) to the Published layer. Users with 'Standard' or 'Admin' permissions can publish their personal markups.
  - If you previously added markups to an existing drawing in Procore and then upload a newer revision of that same drawing, all of the markups to the previous revision will be preserved and inherited by the new drawing. You should automatically see all of the same personal and published markups on top of the new revision.
Video

Video content may not accurately reflect the current state of the system, and/or it may be out of date.

View as: Subcontractor

Steps

1. Navigate to the Drawings tool.
2. Click Open next to the drawing you're going to mark up.
3. Click the Markup icon in the upper right of the page.
   Tip! Be sure you are showing your personal layer! Click Filter and make sure the Personal layer is visible.

4. Mark up the drawing using the tools in the toolbar (detailed below).
5. When you have finalized a markup, and you are ready to make it visible to your team, Publish the Markups.
   Note: Not all markups are able to be edited after publishing. If you want to redo a published markup, you will need to Delete the Markup, and add the markup again.

Toolbar

- Select / Multi / Lasso: Pan around the drawing by clicking and dragging on an image with the Select tool. Select multiple markups to publish, edit, resize, or delete using the Multi Select or Lasso tools.
• **Pen / Marker**: Draw freehand shapes on the drawing using either the **Pen** or **Marker**.
  
  *Tip!* Hold the ‘Shift’ button on your keyboard to draw a straight line.

  ![Pen / Marker](image1)

• **Cloud / Box / Ellipse**: Draw a shape to highlight an area or link an item to. See [Link Related Items on a Drawing](https://support.procore.com/products/online/user-guide/project-level/drawings/tutorials/mark-up-a-drawing).

  ![Cloud / Box / Ellipse](image2)

• **Arrow / Line / Double Arrow**: Draw a line or an arrow to point to an area or link an item to. See [Link Related Items on a Drawing](https://support.procore.com/products/online/user-guide/project-level/drawings/tutorials/mark-up-a-drawing).

  ![Arrow / Line / Double Arrow](image3)

• **Text**: Add a resizeable text box to add information or comments. Click inside the box to begin typing. Drag the scroll bar above the text to adjust the text size. Click and drag the corners of the text box to adjust the size of the text box.
  
  *Note:* The text box color and width are determined by the Color and Line Width tools, which are shown on the toolbar when the Text tool is selected.

  ![Text](image4)

• **Distance / Area / Freehand / Calibrate**: After adding a calibration to your drawing using the **Calibration** tool, use the other measuring tools to measure a distance, area, or curved or poly shape. See [Add Measurements to a Drawing](https://support.procore.com/products/online/user-guide/project-level/drawings/tutorials/mark-up-a-drawing).

  ![Distance / Area / Freehand / Calibrate](image5)

• **Drawing**: Add a square or circle to add a link to another drawing sheet to.
  
  *Tip!* To draw a circle over the desired area, start at the upper-left corner where the edges of the left and top sides of the circle would meet. Hold the Shift key (to create a symmetrical circle), left-click and drag to the bottom right of the circle, and release the left-click.

  ![Drawing](image6)
• **Punch**: Click areas of the drawing using the **Punch** tool to link punch items. See "Add Punch List Items to a Drawing" in the See Also section below.

![Punch tool](image)

• **Coordination Issues**: Click areas of the drawing using the **CI** tool to link coordination issue to the drawing. See Add Coordination Issues to a Drawing.

![Coordination Issues tool](image)

• **Observations**: Click areas of the drawing using the **Obs** tool to link observations to the drawing. See Add Observations to a Drawing.

![Observations tool](image)

• **Photos**: Click areas of the drawing using the **Photos** pin tool to link photos to the drawing. See Add Photos to a Drawing.

![Photos tool](image)

• **Color**: This additional tool will appear when you select a drawing markup tool that allows you to modify the color. Select which color to use on a markup from this menu.

![Color options](image)

• **Fill**: This additional tool will appear when you select a drawing markup tool that allows you to modify the fill. Select the desired fill transparency of a markup.

![Fill options](image)

• **Line Width**: This additional tool will appear when you select a drawing markup tool that allows you to modify the width. Specify the width of a single line or border of a shape.

![Line Width options](image)
Next Steps

- Publish Personal Drawing Markups

See Also

- View the Markup Activity Feed
- What is the difference between public and personal markups?
- Link Related Items on a Drawing
- Add Punch List Items to a Drawing
- Add Coordination Issues to a Drawing
- Add Observations to a Drawing
- Add Photos to a Drawing
- Automatic Drawing Sheet Linking
- Add a Link to a Drawing
- Publish Personal Drawing Markups
- Delete Published or Personal Drawing Markups
- What is the difference between personal and public drawing markups?
- How do I apply markups from a previous revision to a new revision?