

# **Brava 5.3X Help**



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## New Features in this Release (5.x)

The following features and enhancements are now available in Brava! Enterprise:

### 5.3 Changes

- Scrollable paging added (for documents) via the mouse wheel or vertical scroll buttons when the document is at pan limits.
- Term hit highlighting. All words specified in the Highlight Terms parameter are highlighted in yellow on all pages of the document.
- [Thumbnail](#) support. A thumbnail panel can be opened by the user providing an alternative way to navigate the document.
- [Compare files](#) functionality and toolbar added. Nudge and rescale hotkeys enabled for more exact alignment.
- Redaction enhancements added: [Find/Redact](#) and [Redact to List](#).
- Memory mapping of local file.
- Scalability improvements - Instead of converting files on the server, some file types may be converted locally (e.g. tif, pdf), resulting in a reduction of server processing requirements.
- Ability to establish a nightly truncation of the displaylistcache which reduces the need to truncate during the day, resulting in improved server performance.
- Markup enhancements – Added the ability to [change ownership](#) of markup entities. Also, a markup item “[Consolidate Markups](#)” was added to allow those with the proper rights to consolidate all open markups into a single new consolidated markup file.
- The default [pan](#) tool can now detect and follow hyperlinks.
- A native file (non-CSF) that contains markups with blackout entities loaded and that is published to PDF will now have those blockouts redacted in the output PDF file.
- Simplified redaction process. The user is no longer prompted for whether to burn-in a markup for redaction or for review. Instead, blackout entities being burned into a published CSF or PDF file are always redacted.
- Ability to control the darkness of a print watermark through a new parameter.
- A third mode has been added to the [magnifier](#) window. When selected, it allows the user to click on an area of the page that will stay "docked" in the magnifier window. If the user scrolls the current page, the view that's in the magnifier stays the same.
- Improved capability to convert Outlook msg files.

## 5.2 Changes

- Support for Markup Raster Entities via new markup toolbar button. This feature allows users to insert and resize PNG and JPG raster images into markup layers.
- Ability to copy markups to all pages. When editing a markup, a user can select one or more copy able markup entities to all pages of the multi-page document.
- Support for PDF publishing. Features are similar to CSF publishing.
- Support for applying markups on published PDF files as either PDF Comments or as burned in markups.
- Print Screen functionality is disabled when a CSF file is loaded that has Save As, Print, or Copy Text disabled by Visual Rights.
- Improved measurement features. Snap feature automatically snaps to midpoints of line segments, and center points of arcs and circles. New polyline measurement added.
- System audit tool available to provide basic diagnostics on the target system and report potential problems. Available as a separate download.

## 5.1 Changes

- Brava 5.1 has been re-engineered as an activeX application rather than a Java application and Brava! now runs inside of an Internet Explorer window.
- Increased speed and fidelity.
- GDI support.
- Brava!'s menu bar is no longer available, however, all menu options are available through the toolbar button's pop up menus or through the right mouse button menu.
- Java plug-in download no longer required.
- Capability to [burn-in markups](#) on CSF and non-CSF files.
- Capability of [publishing](#) files to secure CSF format. New Save AS icon replaces Save as JPG icon on toolbar.
- The **Default** background color is now available as a user preference. If you select the Default menu item, Brava! Enterprise will decide through driver directives which background color to use (for example, CAD file backgrounds will use black, office formats will use white, etc.).
- Offline functionality not available.

## 5.0 changes

- Viewing and full support for files published to IGC's proprietary [CSF](#) (content sealed format).
- Capability to publish CSF files via Net-It Enterprise (formerly Brava! Publisher) from native format or from IGC's published XDL format.

- Supports [Visual Rights™](#) on published CSF documents. Visual Rights determine if the document can be printed, copied, downloaded, saved as JPG, measured, if markups can be created, if the file has an expiration date, and other rights determined at the time of publishing.
- [Client side publishing to CSF](#) with a Net-It CAD plug-in or Net-It Now - allowing users to produce secure CSF documents from any application's print command. (Require separate installs.)
- New markup tool called "[blockout](#)" allows you to place a rectangular hide entity over an area of a CSF document. Hidden areas cannot be searched or copied. When a blockout entity is saved as part of a "redaction" markup, the blocked out area cannot be viewed, searched, or copied. Note that when a redaction markup is saved, the markup author may set a redaction password. If the proper password is entered when viewing the CSF with the redaction, the block out entities will become transparent, otherwise they remain opaque.
- Ability to designate a [burned-in markup](#) on a CSF file. Burned in markups are contained within the CSF file and cannot be edited.
- Ability to designate a burned-in markup as a redaction on a CSF file. A redaction markup can never be closed.
- Ability to [save your current view as a JPG file](#), including any open markups.
- New lock icon summons a dialog revealing the status of the document's [Visual Rights](#) (enabled or disabled) when a CSF file is loaded.
- Multiple document instances. The Brava! Client has been re-architected to enable unique document instances in separate browser windows at the same time using only one JVM.
- New custom action parameters allow integrators to create up to 5 custom action buttons for the Brava! GUI.
- [Mirror Horizontally](#) feature has been added to the View menu that toggles mirroring a raster image on and off.
- Markup properties (e.g. font name, size, and style, line width, etc.) are persisted for the user between markup sessions.
- An expanded markup color chooser palette is available (previous version just had a choice of 16 colors).
- New applet parameter to allow setting of the Changemark font.
- New applet parameter to allow custom specification of the markup directory on a per document basis.
- New applet parameter to allow passing of custom information to registrars of notification events.
- Ability to configure Net-It Enterprise's publisher component on how to respond to application specific dialog boxes.
- Improved font support allows for better handling when zooming in on text.
- Capability to generate font information with the published file. This means that only the Brava! Server and Net-It Enterprise's JobProcessor machines need to have all the fonts installed that your site's documents and drawings need; if this configuration is established, the client machines do not need to have all the fonts used by your site's documents and drawings installed.



## What is CSF?



Informative Graphic's Visual Rights™ technology renders document, image, and CAD files into an accurate, encrypted, content sealed format that embeds persistent content usage controls. The CSF/3DF publishers and free Readers let you control what can visually be done with your files. Digital Rights Management security strategies are further fortified with Visual Rights. CSF is a neutral 2D format that is a replica of the source file, including images, graphics, layout, and more. With CSF files, you can embed print and watermark banners.

### [View More Details about CSF Publishing](#)

Documents can be published to CSF format using IGC's Brava! Enterprise, Brava! Desktop, Net-It Enterprise, Net-It® Now software, or one of the Net-It® CAD Plug-ins on a client's machine.

To view a document secured with Visual Rights™, simply select a published CSF document to view through Brava! Enterprise, Brava!® Desktop, or Brava! Reader which read the document's file rights before displaying a document page.

- If the file's expiration date has been set by the person who published the file, the current date is checked and the viewer displays an error message if it is past the publisher's defined expiration date.
- If the file is password protected, a password prompt displays. You are given three chances to enter the correct password.
- If these checks pass, and the CSF file has a [redaction markup](#) with a redaction password set, you are prompted for the password, and the file is allowed to display in the viewing window.

If the password entered is invalid or the time date stamp is no longer valid, the document will not open.

Brava! viewer features are disabled if the file has a corresponding right disabled. For example, if printing is disabled by Visual Rights, the Print button on the toolbar and Print menu items are grayed out. If Save As, Printing, or Copy to Clipboard are not permitted, your Print Screen function is disabled. If a Print Screen is attempted, a Visual Rights image conceals the Brava viewing area.

The Brava! viewers contain a lock icon in the status bar  when a CSF file is loaded. When you click this icon, a dialog displays informing you of the rights the document has enabled or disabled. For example:

Permitted Visual Rights™

Printing : No  
Markup Authoring : No  
Markup Review : No  
Burn In Markups : No  
Measurement : No  
Copy To Clipboard : No  
View By Layer : No  
Save As : Yes  
File Expires : Never  
File Password Protected : No

**See Also:**

[Format Comparison Chart PDF/DWG/CSF](#)

## Why CSF?

**CSF:** Compressed, Content Sealed Format from Informative Graphics®

### Share Content - Keep Control

CSF format allows you to securely share content. Our <http://www.infograph.com/digital-rights-security.htm> Visual Rights(tm) supported content publishers render document, image, and CAD files into an accurate, encrypted, and compressed content sealed format that embeds persistent content usage controls. CSF files can be viewed with rights protection using the easy-to-use, fast, and freely distributed Brava! Reader.

### Advantages of creating CSF include:

- Permit print, copy, measure, markup, and analyze
- Expire document use by date
- Burn-in watermarks and banners
- Password protect
- Redaction (block out) - using [Brava! Desktop](#)

Easily create CSF files with one of these three software choices:

1. Download the free **Net-It Now** CSFwriter software (web site: [www.net-it.com](http://www.net-it.com)) Net-It Now installs a print driver that can create CSF files from any Windows application. The software is free!
2. For CAD content we offer **Net-It CAD**, which makes a more compressed CSF file and includes concepts like attributes, layering, exact measure, and more. Net-It CAD runs as a plug-in inside such applications as AutoCAD, Microstation, Inventor, Solid Edge, Solidworks, and more.
3. Try **Brava! Desktop** (web site: [www.bravaviewer.com](http://www.bravaviewer.com)) Brava! Desktop loads a variety of native file formats and can publish them to CSF format. You can also add markups or block out content (redaction) and publish as a secure CSF file. Brava! Reader will view these markups as well.

[More Information About CSF](#)

## Toolbars

[Brava! Toolbar](#)



[View Tools Page Control](#)



[Find](#)



[Compare Toolbar](#)



[Status Bar](#)



[Markup Properties Toolbar](#)



## Markup Toolbar



## Brava! Toolbar

The **Standard** toolbar contains buttons for the commonly used commands. From left to right, these are:



Markup File



Print, Print Region, ISO Banners/Watermarks



Save View As JPG, Publish to CSF, Publish to PDF



Download



Measure



Select



Zoom Extents



Zoom Width



Pan



Zoom

 [Zoom In/Out](#)

 [Magnifier](#)

 [Page Thumbnails](#)

 Available from the Help submenu are options to launch the Brava! Online help file, suggest new features, and launch the Brava! About screen.

## Status Bar

The Status Bar is the informational bar below the Standard toolbar. Document title, tool tips, [markup properties](#), and other information display on the Status Bar.

## Viewing Tools

### View Tools

You can change the way the image displays within Brava! by using the various view tools. The horizontal Scroll Bar contains buttons for the less frequently used display commands. From left to right, these are:

 [Rotate](#)

 [Set Visible Layers](#)

 [Monochrome](#)

 [Background Color](#)

 [Page Control](#)

### See Also:

[Zoom and Pan Tools](#)

[Display Options](#)

## Background Color

You can change the background color of file types with "transparent" background colors, such as monochrome raster and vector file types (color raster files are not affected) to black, white, or gray. If you change the background color to the same color as the selected foreground color for monochrome images, the foreground color will automatically be changed.

To change the background color, click  on the scroll bar and select **Black**, **White**, or **Gray** from the pop up menu. Background color can also be accessed through the view window right mouse button menu. If you select the Default menu item, Brava! Enterprise will decide through driver directives which background color to use (for example, CAD file backgrounds will use black, office formats will use white, etc.).

## Background Fill

Background fills are the same color as the current image [background color](#), however they are white when printed. Background fills cover the designated area giving the impression that the area has been hidden; note however that this information is not truly hidden since any text underneath the fill can be searched or copied, or, if the background fill is not part of a [redaction](#) markup, the markup can be closed. To truly block out information, a markup containing [blockout](#) entities needs to be burned into a CSF file.

Background fills can be used to allow extra space for comments and other markups. They can be selected from the drop down menu as a property for the Rectangle, Ellipse, Polygon, and Sketch Polygon tools. Select one of these markup shapes from the [Markup toolbar](#) and select your desired options from the [markup properties](#) toolbar.

To draw a Rectangular or Elliptical Background fills:

1. Click and hold the left mouse button and drag the mouse pointer to draw the shape.
2. Release the mouse button to set the entity.

For the Poly Background fills:

1. Click the left mouse button where you want to set the first vertex of the polygon.
2. Move the mouse pointer to where you want the second vertex and click the left mouse button again.
3. Set any remaining vertices, and then click the left mouse button on the first point to set the entity. You can also double-click the left mouse button at the last vertex position and Brava! automatically fills in the last line segment for you (connecting the last vertex point to the first).

[Edit](#) the markup as desired. If the markup is not currently active, use the [Select Markup Tool](#) to pick it.

## Monochrome

Monochrome Mode changes all lines of a color image to a single color (the default is black). Markup entities remain in color for quick identification.

Click  on the scroll bar to change to monochrome mode. Click  to return to color mode.

When Monochrome Mode is selected, the image displays and prints in black and white.

## Rotate

You can rotate an image clockwise in 90 degree increments. Click  on the scroll bar until the image is rotated to the desired increment.

To rotate a markup entity see [Editing Markups](#).

## Mirror

You can flip a raster image horizontally with the Mirror tool. From the right mouse button menu, select **Mirror** to toggle the mirror image on or off.

Notes:

- Hotkey for the Mirror tool is Ctrl + F
- You can create markups on images that have been mirrored, however, when the image and markup are reloaded for viewing, you will need to mirror the image again for the markup to display correctly over the image.
- When navigating through or doing a print preview on a multi-page document, the mirror setting is retained (persisted) when navigating back and forth through the document pages. In addition, printing when doing a print preview with the mirrored state intact will print the image correctly as seen in the preview.
- If a raster file is loaded using INSO, the image is treated as vector and therefore the mirror function will have no effect.

## Zoom and Pan Tools



Fit All



Fit Width



Zoom Window



Zoom in/out



Magnifier



Pan



Image-Based Zoom

### Fit All

Fit all  changes the view so that the full image is visible in the window. Files recognized as CAD drawings are automatically zoomed to extents when opened in Brava! (Documents open at Zoom Width.)

### Zoom Window

Click  to access the Zoom window command:

**Zoom Window.** You can change the zoom area by dragging a box, or window, around the area you want to zoom in on. The area within the box will fill the image window. Simply click and hold the left mouse button, then drag the mouse around the area you wish to fill your viewing area.

**Zoom in/out.** While in Zoom Window mode, you can press the right mouse button and move the pointer up and down to zoom in and out of an image. Up increases magnification while down decreases it.

OR

Click  to access the **Zoom in/out** control. Hold the left mouse button down while moving the pointer up and down to zoom in and out of the image. Up increases magnification while down decreases it.

**Note:** You can use the hotkeys <+> or <-> to zoom in and out while any tool is active. First click inside of the viewer frame window and then hit the + key to increase magnification or the - key to decrease magnification.

## Fit Width

The Fit Width command changes the zoom level so that the entire width of the image appears in the window. This is most useful for 8.5 x 11 documents so you do not have to scroll left and right to read the text.

To zoom an image to width, click  on the toolbar. Documents are opened automatically at Fit Width when loaded in Brava. Files recognized as CAD drawing files are opened at Fit Extents.

## Magnifier



The Magnifier tool summons a rectangular "magnifying glass" in your viewing window. Use this tool to zoom into smaller areas on a larger image.

**Adjust** the magnification by clicking and holding the left mouse button on the zoom adjustment handle. Dragging upward increases magnification while downward decreases it.

**Move** the magnifier by clicking and holding the left mouse button on the magnifier window, then dragging.

**Resize** the magnifier by clicking and holding one of the four corner resize handles and dragging.

**Close** the magnifier by clicking the red "x" in the upper right corner.

**Toggle** the magnification behavior (eyeglass, bird's eye, or dock) through the small icon in the upper left corner of the magnifier window. Click the icon to toggle between the behaviors.



*Eyeglass* - When this icon is displayed in the magnifier, you can click on any area of the drawing or document and the magnifier will snap to that area and display the selected section.



*Bird's Eye* - When this icon is displayed, a small rectangle displays with your cursor when it is moved off of the magnifier window. You will notice that as you move your cursor around the document or drawing, the area contained in the cursor's small rectangle displays in the magnifier window (bird's eye view).

*Dock* - When this mode is selected, you can click on an area of the page that will stay "docked" in the magnifier window. If you scroll the current page, the view that's in the magnifier stays the same.

**See also:**

[Measurement Magnifier](#)

## Image-Based Zooming

Image-based zooming is a percentage of scale based on the original document's coordinate system. You can select to view a document from 25 to 400 percent of its actual size through the image-based zooming drop down box. The window size does not adjust for this type of zooming, but rather the size of the window determines how much of the image is visible.

You can type in a custom percent to adjust the zoom percent control to any percentage between 1 and 400%. When zooming with any of the view-based tools such as [fit width](#) and [zoom window](#), the image-based zooming drop-down box displays the current zoom percentage.

## Pan

To pan across an image, click  on the toolbar. Note that the mouse pointer changes to a hand icon. Click and hold the left mouse button while dragging the mouse pointer in the direction you wish to move the image.

While in pan mode, you can press the right mouse button and move the pointer up and down to zoom in and out of an image. Up increases magnification while down decreases it.

As with the [Select](#) tool, hyperlinks contained in the document are recognized when moused-over and can be launched when the pan tool is active.

## Visible Layers

You can turn image layers (e.g., layers of a DWG file) on or off through the **Set Visible Layers** dialog box.

1. Click  on the scroll bar.
2. Select the check box(es) next to the layer(s) you wish to show or hide. A checkmark indicates visibility is on. Click **Hide All** to turn the visibility of all layers off, or **Show All** to turn the visibility of all layers on.

3. Click **Apply** to update the image display without closing the dialog box. (You can click **Restore Defaults** to undo any changes you have made).
4. Click **OK** to update the image display and close the dialog box.

**Note:** This menu option is disabled if the View by Layer [right](#) is disallowed on a CSF document.

## Page Control

When you view a multi-page document or drawing file, the paging controls display on the scroll bar.

	Changes to the next page of the document. If you are viewing the last page, it changes to the first page.
	Changes to the previous page. If you are viewing the first page, it changes to the last page.
	Allows you to specify the page you wish to view. You can type or select a page name or number from the drop-down list box. A typed entry (for example, 25) displays as #page of #total pages (25 of 72, for example).

## Scrollable Paging

With document files, you can scroll through pages using the mouse wheel or vertical scroll buttons.

If the file is not a document, the behavior of the mouse wheel and scroll buttons is to zoom in and out.

## Thumbnail Paging

If enabled, thumbnail navigation is available for document pages via a scrollable thumbnail panel. Selecting an image in the thumbnails panel changes the current view to the selected page. You can float your mouse over each thumbnail to view page/sheet name, if available. See also [Page Thumbnails](#).

**Note:** You can control the order that multi-page DWG files appear in the file list through the *myrdrv.ini* file located in your Brava! installation directory. In the [DWG2DL] section of the file, adjust the value of the *PageLoadOrder* parameter according to the following preference:

0: Paperspace first

1: Modelspace first

2: Paperspace only

3: Modelspace only

4: Similar to 0 except the last active layout is first.

Example: PageLoadOrder=0

If there is only one page, it is loaded.

## Display Options

Available from the right mouse button menu are various check boxes that let you alter the way the image displays in the view window such as Fit Width, Fit All, next and previous paging commands, and the edit menu commands (copy, paste, and delete).

Select **Enable Animation** if you would like to turn on this feature. When selected, the image makes animated transitions from one viewpoint to the next when using any of the viewpoint transition tools such as the [zooming](#) and rotate tools. When this feature is turned off, the image will snap to each viewpoint change.

Select **Review Changemarks** to display the [Review Changemarks](#) frame on the right portion of the viewer window.

Select **Show Line Weight** to display an entity's true line width. If not enabled, the view displays with all controllable vector lines drawn at one pixel thickness regardless of the entities true line width. The one pixel width stays constant at zoomed magnification when this option is disabled. Disabling the Show Line Weight command is useful when viewing files containing entities of unusual thicknesses that can obscure other entities if displayed at their true width.

GDI++ support is provided for viewing vector based files with Anti-Aliasing (smooth lines). A right mouse menu option "**Enable Enhanced Display (Slower)**" allows you to turn off Anti-Aliasing to improve display performance if desired. If GDI++ is not available, this menu option is grayed out.

You can also control the [Background](#) color toggle from the right mouse button menu. Select **Background Color** to switch from white, to gray, to black. Select **Default** to use the background color determined by the driver directives.

You can flip a raster image horizontally with the [Mirror](#) tool. Select **Mirror** to toggle the mirror image on or off.

## Right Mouse Button Controls

When using certain tools, clicking the right mouse button brings up a pop-up menu containing various [display](#) and edit commands. However, when the Pan, Magnifier, and Zoom Window tools are active, the right mouse button can be used as an added navigational control to quickly zoom in and out.

The right mouse button navigation is available whenever you see the right mouse button image  on the far right side of the status toolbar.

Pan tool  Zoom Window tool  Magnifier tool 

While using any of these three tools, you can press and hold the right mouse button while moving the pointer up and down to zoom in and out of an image. Up increases magnification while down decreases it.

## Markups

### Markup Files

Markups allow you to annotate documents without altering the document itself. All markup entities are saved in a markup file, which is overlaid on the image. There can be more than one author per markup file. A new layer is automatically created for each new markup file author (determined by the login user name), allowing them to see other author's markups, but not edit them.

You can [create](#) new markups, open an existing markup for [editing](#), [overlay](#) one or more markups on a source document for review, or [burn-in](#) markups to a CSF file.

The symbol  indicates that markup files exist on the server for the current document.

### What do you want to do?

 [Create Markups](#)

 [Open Markups for Editing/Edit Markups](#)

 [Overlay Markups for Review](#)

-  Consolidate Markups
-  Close Markups
-  Save Markups
-  Burn in Markups
-  Change Markup Ownership

**See also:**

[Markup Toolbar](#)

## Markup Toolbar

The **Markup** toolbar contains related groups of markup tools. To invoke the Markup Toolbar, click  on the Standard Toolbar and select **New**. (The markup tools are only available if your Brava! Server Administrator allows and enables this feature.)

**Note:** Markup tools remain active until another tool is selected.

From left to right, the tools are:

-  Markup Select
-  Cloud and Polycloud
-  Line Arrow
-  Text
-  Changemark
-  Insert Raster Image
-  Sketch and Sketch Poly
-  Line, Polyline, Arc, Scratchout, and Crossout
-  Solid and Hollow Shapes (Unfilled/Filled Rectangle, Ellipse, and Poly)
-  Blockout for Redaction, Find and Redact, Redact to Phrase List
-  Edit Text (Strikeout, Underline, and Highlight)
-  Hyperlink

## Creating Markups

To markup a document or image, create a new markup file.

1. Click  on the Standard toolbar and click **New...**
2. Select the desired markup tool from the [Markup Toolbar](#).

## Markup Properties

The markup properties toolbar is available when creating or editing markup files. You can edit the available markup properties individually or to a group of entities. Use the [Select Markup](#) tool to pick and edit one or more markup entities.



**Fill Type** - The Fill Type properties are only available for the Rectangle, Ellipse, Polygon, and Sketch Polygon tools

[Solid](#)

[Hollow](#)

[Highlight](#)

[Hide \(Background Fills\)](#)

## Blockout for Redaction

The Blockout for redaction markup entity  allows you to place a rectangular cover over an area of a sensitive or confidential document to block only certain portions from being viewed, searched, or copied. If the file being marked up is a CSF file, it must have the markup authoring and burn-in rights enabled and can not already have a redaction markup burned in.

**Important note:** The blockout for redaction entity only blocks information when its markup file has been published to a CSF or PDF file. If the markup with the blockout entities is saved and reloaded, areas covered by the blockout entity can be seen, searched, and copied. Also note that the redaction capabilities physically removes text and blanks out raster image information. Vector information and associated block attributes are not removed from the file. Vector information under the redaction blockouts is covered, however, and is not visible in the published file.

To create a Blockout entity:

1. Click and hold the left mouse button and drag the mouse pointer to draw the rectangular shape on the image.
2. Release the mouse button to set the entity.
3. [Edit](#) the markup as desired. If the markup is not currently active, use the [Select Markup Tool](#) to pick it.
4. To complete the blockout for redaction, the markup must be burned in to the current file, otherwise it will just remain a transparent entity. See the [Burn-in](#) topic for help on burning in markups.

Additional blockout tools are available from the blockout tool submenu that allow you to [find and redact](#) specific phrases contained in a document, or [redact to phrase](#) list to find redact various predefined lists of phrases.

**Exposing Blockouts:** If the author who published the CSF file established a blockout for redaction password, then you are prompted to enter that password. If the correct password is entered, any blockout for redaction entities are transparent (all other markup entities remain unchanged).

If no or an incorrect password is entered, the Blockout entities remain opaque and areas beneath them are hidden from the viewer. If the publisher set no password for the redaction, no prompt is presented and the Blockout entities remain opaque, and uneditable.

## Highlights

This tool allows you to draw translucent shapes. Highlights can be selected from the drop down menu as a property for the Rectangle, Ellipse, Polygon, and Sketch Polygon tools.

Select one of the above markup shapes from the [Markup toolbar](#) and select your desired options from the [markup properties](#) toolbar.

For the Rectangular or Elliptical Highlight tools:

1. Click and hold the left mouse button and drag the mouse pointer to draw the shape.
2. Release the mouse button to set the entity.

For the Poly Highlight:

1. Click the left mouse button where you want to set the first vertex of the polygon.
2. Move the mouse pointer to where you want the second vertex and click the left mouse button again.

3. Set any remaining vertices, and then click the left mouse button on the first point to set the entity. You can also double-click the left mouse button at the last vertex position and Brava! automatically fills in the last line segment for you (connecting the last vertex point to the first).

[Edit](#) the markup as desired. If the markup is not currently active, use the [Select Markup Tool](#) to pick it.

## Solid and Hollow Shapes

The Solid Shapes group allows you to draw solid (filled) or hollow (unfilled) Rectangle, Ellipse, or Poly shapes. Hollow markups render just the outline.

Select one of the above markup shapes from the [Markup toolbar](#) and select your desired options from the [markup properties](#) toolbar.

For the Filled or Unfilled Rectangle or Ellipse:

1. Click and hold the left mouse button and drag the mouse pointer to draw the shape.
2. Release the mouse button to set the entity.

For the Filled or Unfilled Poly,

1. Click the left mouse button where you want to set the first vertex of the polygon.
2. Move the mouse pointer to where you want the second vertex and click the left mouse button again.
3. Set any remaining vertices, and then click the left mouse button on the first point to set the entity. You can also double-click the left mouse button at the last vertex position and Brava! automatically fills in the last line segment for you (connecting the last vertex point to the first).

[Edit](#) the markup as desired. If the markup is not currently active, use the [Select Markup Tool](#) to pick it.

## Line Arrow

The Line Arrow tool  allows you to draw an arrow.

1. Click the left mouse button where you want the arrow point to begin and click where you want the line to end.
2. [Edit](#) the markup as desired. If the markup is not currently active, use the [Select Markup Tool](#) to pick it.

## Polyline

The Polyline  tool allows you to draw a jointed line.

1. Click the left mouse button where you want the line to begin.
2. Move the mouse pointer to where you want the polyline's first vertex to be and click the left mouse button to set the point. Continue to do this until all points are set.
3. Double-click where you want the polyline to end to set the line.
4. [Edit](#) the markup as desired. If the markup is not currently active, use the [Select Markup Tool](#) to pick it.

## Scratchout

Similar to the Crossout tool, the Scratchout tool  is used to place an easily identified zig-zagging line pattern (rather than an X) through a rectangular region of an image or section of text, marking the area as symbolically invalid.

1. Click and hold the left mouse button and drag the mouse pointer to draw the shape on the image.
2. Release the mouse button to set the entity.
3. [Edit](#) the markup as desired. If the markup is not currently active, use the [Select Markup Tool](#) to pick it.

## Sketch and Sketch Poly

Use the Sketch tool  to draw freehand shapes. Use the Sketch Poly tool  to create [filled](#) freehand shapes.

1. Click and hold the left mouse button and drag the mouse pointer to draw the shape.
2. Release the mouse button to set the entity.
3. [Edit](#) the markup as desired. If the markup is not currently active, use the [Select Markup Tool](#) to pick it.

## Arc

You can place an arc using the Arc tool .

1. Click the mouse button where you want to begin. Click again at the approximate arc center point. Click a third time at the desired end point to set the arc.
2. [Edit](#) the markup as desired. If the markup is not currently active, use the [Select Markup Tool](#) to pick it.

## Cloud

You can draw clouds using the Cloud  and Polycloud  tools .

1. Click and hold the left mouse button and drag the mouse pointer on the image to draw a cloud shape.
2. Release the mouse button to set the entity.
3. For the Polycloud, move the mouse pointer to where you want the first vertex to be and click the left mouse button to set the point. Continue to do this until all points are set.
4. Double-click to set the Polycloud.
5. [Edit](#) the markup as desired. If the markup is not currently active, use the [Select Markup Tool](#) to pick it.

## Crossout

The Crossout tool  is used to place an "X" over an area of the image.

1. Click and hold the left mouse button and drag the mouse pointer to draw the shape on the image.
2. Release the mouse button to set the entity.
3. [Edit](#) the markup as desired. If the markup is not currently active, use the [Select Markup Tool](#) to pick it.

## Line

The Line tool  allows you to draw straight lines in any direction.

1. Click the left mouse button where you want the line to begin and click where you want the line to end.
2. [Edit](#) the markup as desired. If the markup is not currently active, use the [Select Markup Tool](#) to pick it.

## Markup Color

You can change the color of any markup entity using the 16 predefined markup colors. You can also select from a wider range of colors by selecting the "More" button from the markup color list. This summons a color chooser dialog box containing a wide range of color options. Each markup can be a different color and it can be changed at any time.

To change the markup color, click  on the [markup properties](#) toolbar when available and select the new color from the drop-down.

## Markup Font

Change the font name, style, and size for markup text through the **Markup Text Font** dialog box. To change the markup text font:

1. Use the [Select](#) tool to select and alter existing text or click  to add new text.
2. Select your desired options from the text properties toolbar. You can select the font style, size, and color. The transparency toggle button  allows you to show the markup entity text box with transparent or filled background.
3. Click **OK**.

## Line Style and Width

Change the style and width of markup lines by using the Line Style and Line Width tools .

1. Select a new line style and line width from the drop down boxes when available from the [Markup properties](#) toolbar.
2. You can change the line width of existing markup lines. If the markup is not currently active, use the [Select Markup Tool](#) to pick it.

### See also:

[Line Thickness](#)

## Markup Text

Click  on the **Markup** toolbar to place text directly on the image (as opposed to in an annotation).

1. Click the mouse pointer where you want the text to start and drag a rectangle to dictate the width of the text column and the font height to be used. (The grey "<Text>" displayed is to preview how your text will look)

**Note:** Single-clicking the text tool causes a new text entity to be created using the last established font height. The new text has no enforced column width until you hit the return key or manually adjust the column width handles.

2. Type the desired text.
3. [Edit](#) the markup as desired. You can [change the Font](#), style, size, color, and transparency (of the markup text box).
4. If the markup is not currently active, use the [Select Markup Tool](#) to pick it. You can drag the text box to another location and you can adjust the size of the text box by length or height.
  - To adjust the length, click and drag one of the circular handles on the upper right or left corners. The size of the text does not change.
  - To adjust the height, click and drag the yellow ball on the lower left section of the text box up or down. The text automatically resizes as you adjust the text box height.
  - To rotate the text, click and drag the green rotation handle in any direction.

## Edit Text

You can  underline,  strikeout, and  highlight text contained in a document.

1. Select your desired edit text tool from the [Markup Toolbar](#).
2. Select a desired [color](#) to use.
3. Click on the text you wish to mark up and drag your mouse to the point where you want to stop. The selected text appears highlighted until you release the mouse button - at which point the underline, highlight, or strikeout markups display.

## Font Chooser

The Font Properties dialog box is accessed through then **Font** button of the **ISOBanner/Watermark** dialog box. Here, you can choose the font properties to use for your Banner and Watermark print outs.

**Note:** You can set the font style, size, and name from the Font Properties dialog box, however, the Watermark font size is not affected by your font size selection.

Select a font name, style, and size from the available choices and click OK. You can review your selection in the review section of the dialog box. The list of available font names is the list that your default printer supports. You can also view your list of available fonts through the fonts list in your Microsoft Word application.

If these properties have been set in either the *jmyriadserver.ini* file or as applet parameters, changes made to these fields in the Font Chooser will not be saved.

## Editable Markups

Markup files can either be editable or overlaid. Editable markups are working markups, currently in progress. You overlay markups to review them, but they cannot be edited.

## Editing Markups

You can edit markup entities in the [active](#) (editable) markup files. You can create new markup entities or use the [Select Markup Tool](#) to select existing entities to resize, reshape, move, or delete.

To open a markup file for editing:

1. Click  on the toolbar and select **Open....**
2. Select the markup you wish to open.
3. Click **OK**.
4. Click  on the **Markup** toolbar.
5. Select the markup or markups you wish to edit (you can select more than one markup by pressing <Shift> while clicking on the desired markups).

**Note:** If you are not the author of the markup file, see [Changing Markup Ownership](#).

6. Edit the markup(s) as desired. You can move, resize, delete, or reshape markup entities.
  - Hold the left mouse button down on any of the 8 resize handles (to resize) or on the entity itself (to move), and then drag.

- To delete a selected markup, press <Delete> (on your keyboard or from the right mouse button menu).
  - To rotate a selected markup, click on the green ball extending from the center of your markup entity. The cursor changes to . Drag the ball in the direction you wish to rotate and release the mouse button to set the entity.
  - To change the shape of a selected markup, click on one of the independent edit handles (picking points) and drag.
  - To add a [hyperlink](#), select the markup and type or select a URL from the hyperlink text box.
7. You can also select and Copy a markup or group of markups through the right mouse button menu command. Hold down the <Shift> key to select multiple markup entities and click **Copy**. You can **Paste** the markups into the same page or into a different page of the same document.
8. If editing markups on a multi-page document, you can copy selected markups to all pages if your administrator has enabled this feature. Use the **Apply All** button in the markup properties bar  to copy all copy able entities to all pages of the document. Entities that cannot be copied include strike-throughs, Changemarks, and Block-outs.

Note that a separate undo needs to be performed for each entity copied into each document page if you change your mind. Changes made to a copied entity on one page have no impact on any of the entities contained in other pages.

## Closing Markups

To close the currently active markup:

1. Click  on the toolbar.
2. To close an editable markup, click **Close** on the drop-down menu. You will be prompted to save the file before closing if the markup has not been saved yet or if changes have been made.
3. To close markups that are open for review, select **Close Review** and select the overlaid markups in the list that you want to close.

**Note:** You cannot close or edit markups that have been [burned in](#).

## Saving Markups

Markup files are saved as MRK or DXF files.

1. Click  on the toolbar and select **Save**, or **Save As**, or **SaveAs DXF**.
2. Type the file name in the **File Name** text box. Markups are saved to the Markups directory within the installed Brava! Server directory unless a different path is specified in server file or the HTML pages. See the Brava! Install Guide in the Brava! Server directory for more information. Markups saved with **Save** or **Save As** are stored with the extension \*.mrk (markup format). Markups saved with **SaveAsDXF** are stored in \*.dxf format and can be opened in CAD applications.
3. Click **OK**.

### See Also:

[Burning in Markups](#)

[Publishing Markups to PDF Files](#)

## Overlay Markups for Review

Though an image file can have only one active markup associated with it, there can be multiple overlaid, or read-only markups attached. Markups that are open for review can optionally be permanently [burned in](#) to the current file for review (not for redaction).

1. Click  and select **Open for Review...**
2. Select the markup file or files you wish to overlay and click **OK**.

**Note:** The symbol  present in the status bar indicates that markup files exist on the server for the current document.

## Select Markup Entity

The Select Markup tool allows you to grab markup entities to move, copy, resize, reshape, delete, or change ownership.

1. Click  on the **Markup** toolbar.
2. Once the Select tool is active, click on a markup to select it or press and hold <Shift> while clicking to select multiple markups.
3. To select adjacent markups, click and hold the left mouse button and drag a box around all the markups you wish to select.
4. [Edit](#) the markup as desired.

## Markup Pages

Use the Markup Pages Tool to navigate through markups on multi-page documents. From the right mouse button menu, select **Review Markup Pages**. You can select to view the Next or Previous page that contains markups.

## Burning in Markups

You can burn markups into native files or CSF files that have the markup burn-in [right enabled](#). This means that when the burn-in action completes, the markups, as well as the currently set banners and watermarks are included within the newly created CSF file and can never be closed.

To burn-in a markup and save the file as CSF:

1. Open a file and [create a markup](#) layer. You may also open markup layers [for review](#).
2. Click  on the toolbar and select **Burn-in Markup**
3. All currently opened markup layers are permanently burned into the file's view. If the editable markup contains blockout for redaction entities, the markup is automatically burned in for [redaction](#).
4. Select [Publishing Options](#).
5. From the [Publish Option](#) dialog, select to save the CSF file on a file system (**Save to File**), or to send an email with the CSF file attached (**Email as attachment**).
6. When a user opens a CSF file that has markups burned in, both the markups and document are automatically visible. The user can view and review any [Changemarks™](#) contained in the markup.

### *Burn in of Markup Entities*

Markups that don't contain blockout for redaction entities are burned in for the purposes of review only. One or more markups can be burned into a CSF file and any markup that is open for review or edit is stored. The burned in CSF file is a snapshot of the current view and does not change the loaded file state.

### *Burn in of Blockout Entities*

Markups that contain blockout for redaction entities are burned in to the published CSF file for the purpose of redaction. A redaction allows any [Blockout](#) entities to be pre-processed to disallow viewing, copying, or searching on concealed text.

When initially burning in a markup that has blockout entities into a CSF file, you have the option of setting a password. A correctly entered password (by the viewer) will cause any blockout entities to become transparent, revealing the hidden portions of text and graphics to viewers who enter the password correctly. If no password is set, the blockout entities remain as solid entities and viewers cannot remove or edit them, nor can they copy or search on the text they conceal.

Once a blockout for redaction contained in a markup layer has been burned in, no mechanism exists for you, as the author, to edit or remove that redaction.

Burned in markups cannot be closed, however, they can be printed and [Changemarks™](#) can be navigated as they normally would. Burned in markup files may be saved as DXF.

**See Also:**

[Publishing markups to PDF files](#)

### **CSF with Redaction (blockout)**

**About Redaction:** Brava! Enterprise and Brava! Desktop software allow the end user to designate a markup file to be burned-in to a published document as a "redaction". This means that the markups associated with that document can never be edited or removed by the end-user. The author has the capability to set a password that will allow only users who know the correct password to view any text and images that have been blocked out. Blockout entities on a markup file remain solid unless the password has been set and is correctly entered by the user. In that case, the blockout entities become transparent.

**Exposing Blockouts:** If the author who published the CSF file established a redaction password, you are prompted to enter that password. If the correct password is entered, any markup entities created with the [Blockout](#) tool are transparent (all other markup entities remain unchanged).

If no password, Cancel, or an incorrect password is given, the file will open, but any Blockout markup entities remain opaque and areas beneath them are hidden from view. If the publisher set no redaction password, no prompt is presented and the Blockout entities remain opaque, and uneditable. You can not turn off the visibility state of a redaction markup layer and any text or images hidden by the Blockout entity cannot be copied or searched.

### **Changemarks**

## Creating Changemarks

The Changemarks feature allows authors of markups to assign a placeholder and descriptive text and/or a hyperlink to a particular markup. All Changemarks contained in the markup files in the currently open markups appear in the Review Changemarks List. This allows reviewers to step through each Changemark's annotation in all related documents and images, so no comments are missed.

From the [Review Changemarks](#) List, Changemarks can be [filtered](#) by author, title, or content. The descriptive text contained in the Changemarks can be reviewed and copied to the Clipboard.

1. Click  and select **New** to create a new markup layer or **Open for Review** to open an existing layer.
2. Click  on the Markup toolbar.
3. Draw the shape on the image by clicking and holding the left mouse button, then dragging the shape. Release the mouse button to set the entity.
4. Enter the title of the Changemark in the title text box, and then press <Tab>.
5. Type any descriptive text necessary (this entry is optional and can be quite extensive) in the scrolling window and click OK. You can also copy text to the clipboard and select Paste from the right mouse button menu to add text from another source.
6. You can associate a [hyperlink](#) URL (also optional) by clicking  while the Changemark is active.
7. You can [edit](#) the Changemarks size or position if desired. If the Changemark is not currently active, use the [Select Markup Tool](#) to pick it. Double click on the Changemark to edit its contents.

### See Also:

[Reviewing Changemarks](#)

[Filtering Changemarks](#)

## Reviewing Changemarks

You or subsequent reviewers can view a list of all the Changemarks associated with an image through the **Review Changemarks** window. If you are reviewing Changemarks that you authored in the active markup file, you can also edit the Changemarks.

1. Open the image with the appropriate markup open or overlaid.
2. From the right mouse button menu, select **Review Changemarks**. The Review Changemarks panel opens on the right portion of the Brava! viewer.
3. Existing Changemarks can be reviewed by title, author, or date by clicking the appropriate tab. You can add a search [filter](#) if desired. (Click **All** to return all Changemarks to the list.)
4. Click on a resulting Changemarks that you wish to view. The Changemarks text displays in the panel's lower frame.
5. You can progress sequentially through the Changemarks by using the **Next** and **Previous** arrow buttons  .
6. The Changemarks entities appear in the Brava! viewer at the same magnification level the author created them. To view the Changemark, the "Review Changemark" panel must be opened. To edit the Changemark, you must be the author, have the markup opened, and click the individual Changemarks you want to edit.
7. You can launch any [hyperlinks](#) present, and Brava! will launch the specified URL in a separate browser window.

**Note:** You can review Changemarks contained in files that have [burned in](#) markups.

**See also:**

[Creating Changemarks](#)

[Markup Pages](#)

## Changemarks™ Filters

You can filter Changemarks by content and review the results by title, author, or date.

### Filter Contents

You can filter the list by a word or phrase appearing in the Changemarks' title or description.

To return the list of all Changemarks associated with a file, click **All**.

To filter Changemarks by text content that appears in either the Changemarks title or description, type the word or phrase in the Search text box and click . Each subsequent search will just search/filter against the list of entries returned from the previous search/filter.

Included in the Changemarks list are the tabs "Filter Titles," "Filter by Date," and "Filter by Author." Clicking on these tab fields list the set of currently filtered Changemarks by that attribute (i.e. author, title, and creation date).

### See also:

[Reviewing Changemarks](#)

## Hyperlink

A hyperlink contains a pointer to a text, image, sound or video file or a web address. When you launch a hyperlink contained in a Changemark or markup entity, the application associated with that file type is automatically launched and the specified file is loaded. If the hyperlink references a web address, the default browser is launched and goes to the specified URL.

### Add a hyperlink

You can attach a hyperlink to a [Changemark](#) or to any [markup](#) entity. Simply create the Changemark or markup entity and then click . Type a hyperlink URL in the text box.

To [edit](#) a Changemark or entity to add a hyperlink, click  to select the entity and then click  to specify a URL. Only one hyperlink URL can be assigned to each markup object.

### Launch a hyperlink

To launch a hyperlink from within a Brava! window (while in [review](#) mode), use the select tool  to move the cursor over an entity containing a hyperlink (pointer changes to a hand) and left-click.

To launch a hyperlink from the [Changemarks Window](#), click  located at the lower right corner. This button is only available when a Changemark contains a hyperlink.

You can specify how hyperlinks launch in Brava! by adjusting the applet parameter "HyperlinkLaunch."

**default** launches each document in its own separate window

**one** launches all documents in a separate window as Brava!

**self** launches documents in the frame (if frameset present) that the Brava! Viewer is in.

**top** launches documents in the same instance of the browser window replacing its current contents.

## Interactive Tools

### Select Tool

The select tool  is used to pick interactive elements in a document or drawing.

With it, you can select and [copy text](#) or you can launch [hyperlinks](#) contained in the document. The cursor changes to a hand when you move it over a hyperlink.

### Copy Text

If allowed by Visual Rights, you can select text contained in a CSF, Microsoft Office document or a drawing file and copy it to the Clipboard.

1. Use the Select tool  to click and drag a selection box around the text you want to copy. The selected text appears highlighted. The selection box can include as little as one letter, or as much as all of the text contained in the page.
2. From the right mouse button menu, select **Copy**. You can then paste the contents of the Clipboard into another application such as Notepad or Microsoft Word.

**Note:** This feature is not permitted if the publisher of the CSF file has disabled the Visual Right "Copy to Clipboard". If the document has the copy to clipboard right enabled, users can copy a specified portion, or the entire page to the clipboard. If not permitted, Print Screen functionality is also disabled.

## Find

You can search for text contained in an Office document or drawing file.

1. Type the word or phrase you want to search for in the search edit field.
2. You can specify your search parameters by selecting an option from the search menu (click the down arrow) .

**Down** - progressively searches for the next instance in the document.

**Up** - progressively searches for the previous instance in the document.

**Match Case** - searches for the text exactly as typed with upper and lower case characters.

3. Click  to launch your search. Use F3 to navigate to and highlight the next search instance.

## Measurement

### Calibrate

When measuring distances on 2D files, you must first calibrate the scale you wish to use. For example, if the image contains a component with a marked dimension of 1.5 m, you can use the Calibrate tool to measure the dimension line and enter 1.5 as the scale. The [Measure tool](#) will now give measurements in meters.

1. Click  and select **Calibrate...**
2. Click the left mouse button on the first then last point in the distance you will be using as the baseline.
3. Edit the calibration value to use as the scale (the unit that all future measured distances will be based on) and click **OK**.

The default precision for the Calibrate tool is four (4) decimal places. You can change the unit types and precision calculations through the measurement [Settings](#) dialog.

#### See also:

[Measurement](#)

[Measure Magnification Tool](#)

## Measure



There are various Measure tools available for drawing and image files under the measurement menu. You must [calibrate](#) a baseline distance before the Distance, Polygon, and Rectangle Measure tools will be available.

[Distance \(Line\)](#)

[Polygon](#)

[Polyline](#)

[Rectangle](#)

[Measure Count](#)

[Measurement Settings](#)

[Measure Magnification Tool](#)

## Measure Line

Measures the line (distance) between two selected points based on the calibrated baseline. The length of the new line, in terms of the calibrated baseline, will appear in the properties bar above the Brava! viewer window, along with the angle of the new line and the offset difference in y-axis position of the new line.

1. You must first [calibrate](#) a baseline distance before the Line tool is available.
2. Click  and select **Measure Line**.
3. Select the **Snap** checkbox if you would like your measurement points to snap to the nearest picking point or to the midpoint of segments, arcs, and circles. **Note:** Only CAD-like formats support snap. Raster images and text documents do not perform snap.
4. Click and release the left mouse button where you want to start measuring. An X will appear to mark the first point.
5. Click the left mouse button where you want to finish measuring. Another X marks the end of the line. **Note:** For certain formats, you can use the [Measure Magnification Tool](#) to assist in accurate placement of the points.
6. Creating a new line removes the existing measurements from the properties bar and clears the old line from the image window.

### See also:

[Measurement](#)

## Measure Rectangle

Allows you to measure a rectangular area. The width, height, and area of the rectangle display on the properties bar, respectively.

1. You must first [calibrate](#) a baseline distance before the Rectangle tool is available.

2. Click  and select **Measure Rectangle**.
3. Select the **Snap** checkbox if you would like your measurement points to snap to the nearest picking point or to the midpoint of segments, arcs, and circles. **Note:** Only CAD-like formats support snap. Raster images and text documents do not perform snap.
4. Click and release the left mouse button where you want the rectangle to start.
5. Click again where you want to place the opposite rectangle corner to set the shape. Width, height, and area information displays in the properties fields. **Note:** For certain formats, you can use the [Measure Magnification Tool](#) to assist in accurate placement of the points.
6. Creating a new rectangle clears the old measurement and removes the old rectangle from the image window.

**See also:**[Measurement](#)**Measure Polygon**

Allows you to measure a polygonal shape. The length of the line between the last point set and the current mouse position, the total perimeter of the polygon (including the current mouse position) and the area of the polygon (including the current mouse position) appear in the properties bar, respectively.

1. You must first [calibrate](#) a baseline distance before the Polygon tool is available.
2. Click  and select **Measure Polygon**.
3. Select the **Snap** checkbox if you would like your measurement points to snap to the nearest picking point or to the midpoint of segments, arcs, and circles. **Note:** Only CAD-like formats support snap. Raster images and text documents do not perform snap.
4. Click the left mouse button where you want the first point of the polygon. As soon as you move the mouse pointer away from the first point, the measurement information changes in the properties bar.
5. Click the left mouse button where you want the second point, and continue to set the points of the polygon. Notice that the measurement information continues to update. **Note:** For certain formats, you can use the [Measure Magnification Tool](#) to assist in accurate placement of the points.
6. Double-click the left mouse button to set the last point. You will not see accurate measurement information if you have bisected the polygon, creating two or more shapes (the normally blue polygon will turn red when this happens).
7. Creating a new polygon clears the old measurement and removes the old polygon from the image window.

**See also:**[Measurement](#)

## Measure Count

The Measure Count tool allows you to easily count items in a drawing - such as fixtures in a floor plan, screws on a design, etc. A marker is placed on the counted item to serve as a placeholder.

1. Click  and select **Measure Count**.
2. Click and release the left mouse button on items you want to count. A marker appears at the selected location indicating the item is included in the total value displayed in the count textbox (indicated by ). To zoom into an area of the drawing to count items, click and hold the mouse button to summon a magnifier window. You can then drag the cursor to an exact location and release the mouse button to set the marker and close the magnifier window.
3. The markers remain on the drawing until cleared, but are hidden from view when another Brava! viewer tool is being used. Click **Clear All** to remove all counts, click **Remove Last** to undo only your last selected count.

## Measurement Settings

Available from the Measurement drop down menu, the Measurement Settings dialog allows you to select the precision units for measurement values displayed in the resulting value fields when using the measurement tools (distance, area, angle, xz value, and perimeter).

1. Click  and select **Settings**.
2. Select a measuring system from the drop down list. **English Architectural** includes a precision setting for distance in fractions and can be calibrated in inches or feet. **English** displays all values in decimals only. **Metric** systems displays decimal values in meters, centimeters, and millimeters.
3. Select a Unit value from the unit drop down box, then select the degree of precision desired. The Precision (Distance) drop down values only apply to distance measurements. You can select to display the value from the nearest 1 to 1/16th precision in distance, and you can choose to display your other measurement precision values from the nearest 1.0 to 0.00001 decimal value.
4. Click **OK** to activate your settings. Measurement settings are saved across Brava! Enterprise sessions.

**Note:** Values are rounded up or down to the nearest precision value. For example, if you are measuring a line that is 6 1/3 inches and you have 1/2 selected in the precision drop down, the value will round up to and read as 6 1/2 in the distance value text box. If the value is exactly in the middle, such

as  $6 \frac{1}{4}$ , the displayed value will round down to the nearest  $\frac{1}{2}$  which would be 6.

## File Operations

### Save View (as JPG)

You can save the current view displayed in the Brava! Enterprise window as a JPG file. This feature captures the image window as a screen capture and will include all visible elements (e.g., markup entities, magnifier window, measurement indications, etc.).

1. Click  on the toolbar and select **Save Current View as JPG** from the submenu.
2. Browse to and select a location on your file system to save the JPG file.
3. Click **Save**.

**Note:** If the Save as JPG [Visual Right](#) is disallowed on a CSF document, this menu option is disabled. Also, Print Screen functionality is disabled.

### Downloading Tool

The Download tool is only available in a Net-It Central site that has Brava! Enterprise selected as the document viewer. If your Server administrator allows and enables this feature in a Net-It Central site, you can download a native document to its native application on your desktop (assuming that the application is registered and installed on your system).

To do this, open a native document in your view window and click .

### Hot Keys

Various tools and commands can be accessed through these shortcut keys:

<Ctrl> + <A> = Help About

<Ctrl> + <B> = Toggle Background Color

<Ctrl> + <C> = Copy to Clipboard

<Ctrl> + <E> = Fit All

## Brava 5.3X Help

- <Ctrl> + <F> = Mirror (Flip)
- <Ctrl> + <G> = Print Region
- <Ctrl> + <H> = Help Contents
- <Ctrl> + <L> = Show Layers
- <Ctrl> + <M> = Open Markup
- <Ctrl> + <N> = New Markup
- <Ctrl> + <P> = Print
- <Ctrl> + <R> = Open for Review
- <Ctrl> + <S> = Save Markup
- <Ctrl> + <T> = Thumbnail Panel
- <Ctrl> + <V> = Paste
- <Ctrl> + <W> = Fit Width
- <Ctrl> + <Y> = Redo
- <Ctrl> + <Z> = Undo
- <Ctrl> + <Shift> + <C> = Close Markup
- <Ctrl> + <Shift> + <R> = Close Review
- <Ctrl> + <Shift> + <S> = Save As Markup
- <Ctrl> + <shift> + <K> = Publish to CSF
- <Ctrl> + <shift> + <D> = Publish to PDF
- <Ctrl> + <shift> + <J> = Save View As JPG
- <Ctrl> + <Space> = Rotate 90 Degrees
- <F3> = Find
- <+> = Zoom in, <-> = zoom out
- <Page Up> = moves to previous page
- <Page Down> = moves to next page

<Ctrl> + <Home> = go to first page

<Ctrl> + <End> = go to last page

The following hotkeys can be used while in **Compare** mode to nudge the overlaid "older version" in the desired direction:

<Ctrl> + <Left arrow> = nudge position left

<Ctrl> + <Right arrow> = nudge position right

<Ctrl> + <Up arrow> = nudge position up

<Ctrl> + <Down arrow> = nudge position down

<Ctrl> + <+> = nudge scale up

<Ctrl> + <-> = nudge scale down

The following hotkeys are available for navigating CAMCAD (\*.cc) files with the Brava! Viewer (when Select tool is active):

[mouse click] = "select entire geometry assembly and display it's attributes"

[mouse click] + [CTRL key] = "select specific geometry and display it's attributes"

[mouse click] + [SHIFT key] = "select a specific piece of a geometry and display it's attributes"

## Printing Tools

### Print

If your Brava! Server administrator allows and enables it, you can use the Brava! Printing functions.

Images print as they appear on the screen. If you have a markup open or overlaid, it will print on the image.

### What do you want to do?

 [Print a file](#)

 [Print a region](#)

 [Print with ISO banners](#)

 [Watermark](#)

### See Also:

[Print to Scale](#)

[Print Troubleshooting](#)

## Print a File

To print the open image with the default printer settings, click  ( or you can use the hotkeys + < P>).

**Note:** If Printing is disabled by Visual Rights, the print button and menu item will not be available. Additionally, Print Screen functionality will be disabled.

To change the default settings:

1. Click  on the toolbar and select **Print** from the submenu.
2. To change printers click **Printer Setup** and select a printer from the printer **Name** drop down box. Click **Properties** to make any adjustments to the printer properties. You can change the printer's paper tray or change the paper orientation (landscape or portrait) Click **OK** to close the printer **Properties** dialog box.
3. From the **General** tab, specify a **Print Range** and desired **Print Options**.
4. Print Range includes All Pages, Current Page, Pages From (specify page numbers), and Current View. Current View only prints the part of the image that occupies the viewing window. Current View attempts to use the paper's entire printable area, so the print out can contain some portion of the image that is not visible in the viewing window.
5. In the Options section, you can set the Number of Copies to print, color options (Original image colors, Vector lines as black, or Grayscale), and set the printed [Line Thickness](#). The Original image colors option is only available if the selected printer supports color printing.
6. Select the **Automatically Rotate for Best Fit** checkbox if you want Brava! to determine if rotating the image by 90 degrees will allow more of the image to fit on the printed page.

7. If Changemarks are associated with the document, the **Print Changemark Information** checkbox is enabled. When selected the content associated with each Changemark will print at the end of the print job. Only the Changemarks that fully appear in the printed output page will appear if the output page is a zoomed view. Each note receives a unique number that can be matched up to the text print out. Printed information includes the Changemark title, author, date and time authored, the note content, and any hyperlink reference.
8. Some older printers, and the PDF Distiller and Writer, may not properly invert print outs and many file types print reversed (black background and white foreground). To correct the print out (white background with black foreground), enable the **Optimize for PDF/PostScript Printing** option in the Print Options dialog. When selected, this causes a bitmap of the current image to be sent to the printer resulting in accurate print outs for the problematic printer or print driver. Note that enabling this option results in a slower print time and a larger print spool file. This option is persisted per printer.
9. Adjust the scale of the document from the **Scale** tab - see [Print to Scale](#) for details.
10. Observe the **Print Preview** area of the Print dialog to verify the area you wish to print is contained in the printable area of the page (indicated by the dashed blue line).

**Note:** If the print preview image does not display what you expect, study the textual output in the print preview panel. It displays the image's dimensions, the current scaling (e.g. "Fit to page," "1/50," etc.), the scaled output size (the image's dimensions multiplied by the scaling), the paper size dimensions, and the printable area size. Pay particular attention to the scaled output size compared to the printable area size; these are depicted, respectively, as the red and blue dashed lines in the preview image. Adjust the paper size or scaling as necessary to obtain the desired output.

11. Click **Print** to print the file.

You can save your print settings as the defaults to use permanently for subsequent printings. Click **Default** and then click **Save as Defaults**. To clear your saved default settings, click **Clear Defaults**. If Save as Defaults is not selected, the print dialog automatically defaults to the values used for the last print job.

The following settings of the Print dialog box can not be set as default:

1. **Print Range: From\_To** - if selected, the default setting is **Current Page**.
2. **Scale** entry always defaults to **Fit to Page**.
3. **Number of Copies** to print always defaults to **1**.

**See also:**  
[Print Region](#)

## Printing Tips

### Print Region

You can select just a region of an image to print using the Print Region command.

1. Click  on the toolbar and select **Print Region** from the submenu.
2. Click the left mouse button on the viewing window and drag a window around the area of the document you wish to print.
3. The selected area displays (according to the current settings) in the **Print Preview** area of the Print dialog box. **Current Region** is automatically selected in the **Print Range** area. Click **Print** to print the selected region.

In contrast to printing the Current View option, Print Region only prints the area selected in the dragged rectangle. The print out is cropped and does not try to fill the paper's printable area.

#### See Also:

[Print a File](#)

### ISO Banners

You can add, edit, or clear print banners or the [watermark](#) if they have not already been defined on the Brava! Server or in the html parameters. If particular banners or the watermark were previously defined, those defined areas will not be editable and the values specified on the server or in the html parameters will be used. **Note:** Any banners or watermarks that have been burned into a [CSF](#) file will not be editable.

1. Click  on the toolbar and select **ISO Banners/Watermark** (the button is also available from the Print dialog).
2. Click on the Watermark or one of the ISO banner folders (e.g., Top Left). If the Watermark or Banner areas are gray, they have been set on the server or via an HTML parameter and can not be edited.
3. If the Watermark or ISO Banner is editable, click on one of the 10 available lines and type the desired text in the edit box. You may insert [Tags](#) as line values. For **%SysDatePlusDays(** you need to add the number of days and close the parenthesis.
4. Click **OK** to save your changes and close the **Watermark/ISO Banner** dialog box.

You can choose to enter a value in the **Screen Watermarks** and/or **Screen Banners** fields to enable viewing of those value strings in the viewer display window. The string can be the same or different than the value of the Watermark or banner fields.

You can change the printed font by clicking the **Font** button and selecting a font name, Style, and Size from the Font Properties dialog box.

You can quickly review all of the existing print banners without searching through the list of available areas. Click **List** to view all Watermark/ISO Banner strings that are set for the current document.

### You can also:

 [Add or edit a watermark](#)

 [Use tag values](#)

## Tags

To access the Tag drop-down list, enter a percent symbol (**%**) in the edit field of a print banner or watermark. Print banners and the watermark can contain text strings or one of the available tag values:

**%Date** Inserts the date the print was spooled. If the tags are viewed on screen, the time at which the screen was last refreshed displays.

**%SysDatePlusDays(x)** Inserts a date the specified number of days past the system date. Replace "x" with the desired number of days. Negative numbers of days may be entered.

**%DBString(x)** This tag is used to resolve custom tags for products that integrate with Brava! Replace "x" with any printable character except a right parenthesis, ")".

**%Time** Inserts the time the print was spooled based on a 12 hour clock (AM/PM). If the tags are viewed on screen, the date on which the screen was last refreshed displays.

**%MilTime** Inserts the time the print was spooled based on a 24 hour clock.

**%Title** Adds the name of the document.

**%Page** Adds the page number.

**%TotalPages** Inserts the total number of pages.

**%Login (or %User)** Specifies the user name of the person who issued the print.

**%%** Inserts a single % character.

**Note:** Tag values are case insensitive. Also, all the tags except %% and %SysDatePlusDays() must be followed by a non-alphanumeric character (such as a space, a %, a comma, a slash) otherwise, they are interpreted as text strings.

## Watermark

You can add a watermark to your print outs. The watermark stretches from the lower left corner to the upper right corner.

1. Click  on the toolbar and select **ISO Banners/Watermark** (the button is also available from the Print Dialog).
2. Click **Watermark** to edit the watermark line. If the Watermark is grayed out, it has been set on the server or via an HTML parameter and can not be edited.
3. Type in the desired text string or **%** to access the **Tag** drop down list.
4. You can change the printed font by clicking the **Font** button and selecting a font name and Style from the Font Properties dialog box.  
**Note:** You can set the font style and name from the Font Properties dialog box, however, the Watermark font size is not affected by your font size selection.
5. You can choose to show the Watermark and/or banner values in the viewing window by adding an entry to the **Screen Watermark** or **Screen Banner** lines. These settings are useful for displaying a document's classification to the viewer (e.g., proprietary, draft, etc.) and the values can differ from the values entered in the Watermark and banner location lines.
6. Any banner or watermark value that has been defined by a server setting takes precedence over any value input in the Watermarks dialog.
7. Click **OK** to apply your changes and close the **ISO Banners/Watermark** dialog box.

### You can also:

 [Use Tag values](#)

## Print to Scale

You can print image files to scale through the **Scale** tab of the **Print** dialog box. You can scale the original image to fit the page, or scale it to a preset ratio.

Select the **Use drawing units** checkbox to use the document's raw drawing units for scaling instead of normalized units. When selected, one unit is assumed to equal either one millimeter or one inch (depending on the measurement unit type selected). This option is not selected by default and the document's normalized units are used for scaling. Normalized units are the drawing units converted to a real world unit based on a conversion factor of the document type.

For the **Measurement Unit Type**, you can choose from US Customary (inches) or Metric (millimeters) and select pre-defined drawing scales to set up image-based Print To Scale operations.

You can choose to use one of four scaling methods available - *Fit to Page*, *Scale*, *Fit Inside Banners*, and *Scale to Ratio* where you can enter custom values:

### Fit to Page

Fit to page automatically sizes a document to fit completely on the selected paper size.

### Fit Inside Banners

Select if you would like to squeeze the page to fit within the borders of any [banners](#) that might exist.

### Scale

Scale allows you to print a current file to a particular scale, based on the original scale of the image. Select a scale amount from the drop down list. With Full, one inch of the original prints as one inch (1 inch = 1 inch) and with 1/x inch, one foot of the original document prints as a fraction of an inch on paper (1/x inch = 1 foot). It is helpful to know the original scale of the file being printed in order to adjust the printed image accordingly. If unsure, use the Scale To or Fit to Page method, or use trial and error. (If you have Acrobat PDF writer, you can select that option from your printer drop-down name list to print to. You can then preview the file in Acrobat Reader as it will print.)

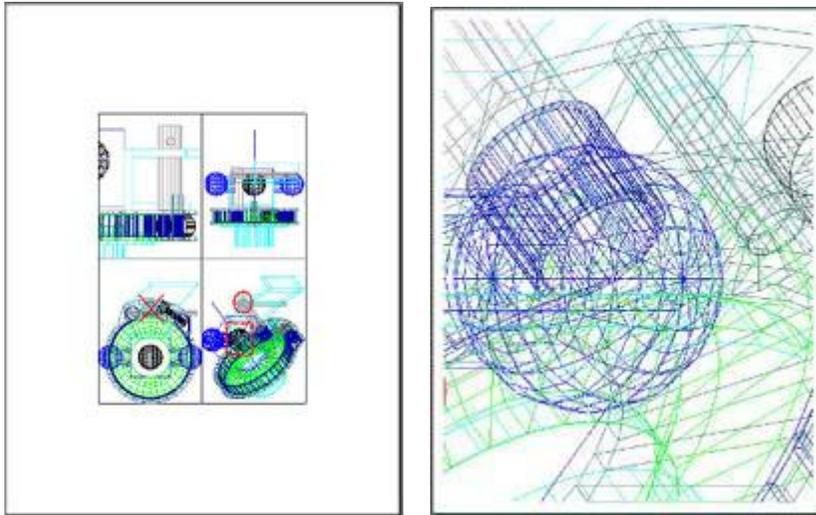
### Scale to

Scale to x for x also allows you to print a current file to a particular scale, based on the original scale of the image. Enter a scale ratio in the two text boxes. For example, entering 1 and 100, 1 unit (inch or millimeter) of the printed document is equal to 100 units of the original document. (1/100 or

1%) Or, if entering 5 and 1 for example, 5 units of the printed document represents 1 unit of the original (5/1 or 500%). The image is cropped if the scaled image is larger than the paper size. It is helpful to know the original scale of the file being printed in order to adjust the printed image accordingly.

**Examples:**

**Small scale drawing file where 1 inch = 1 inch:**

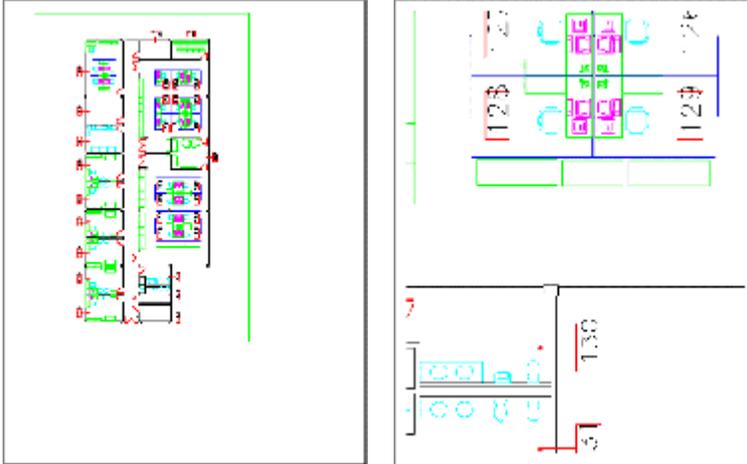


**1)** Scale to 1:2 (50%)

**2)** Scale to 6:1 (600%)

**Examples:**

**Large scale drawing file example where ¼ inch = 1 Foot:**



### 1) Fit to Page

### 2) Scale to 1:50 (2%)

Image values can vary greatly as you can see a value of 600% in the small scale example set yields roughly the same printed area as a value of only 2% in the large scale example set. Printing with an image size of 100% in the second example would most likely produce a blank sheet of paper.

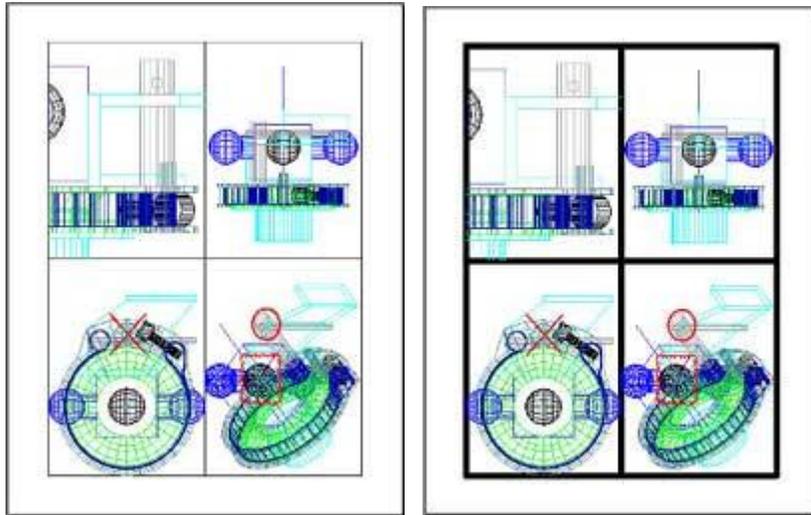
## Line Thickness

Brava! Enterprise supports line thickness for markup entities and CAD drawings. This feature is only available with high-resolution printing. You can adjust the minimum line thickness for print outs from 0 to 99 dots with 0 (the default) being the thinnest line weight available. A line width of 0 draws a line width of 1 pixel at any zoom level. Only the line thicknesses that have no set value are affected. If a drawing already has line thickness assigned to its pen colors, those values are retained.

To adjust the line thickness value:

1. Click  and click **Print**. Click the General tab if needed.
2. In the Options section, type a value from 0 to 99 in the Minimum Line Thickness field.
3. Select the numeric value's unit type from the drop down list of either points (1 point = 1/72 inch) or millimeters.
4. Click **OK**.

Example:



The border lines of this DWG file have no preset value. Here, we assigned a value of 40 dots as the minimum line thickness in the second image.

### Print Tips and Troubleshooting

- At this time, It is only possible to preview the page that is currently displayed in the viewer.
- To get the best line resolution on vector images, print using the "Vector Lines as Black" option.
- The rotation of the image displayed in the print preview area depends on the rotation of the image in the viewer, the print range selection, and the "Automatically Rotate Image for Best Fit" selection. When the "Current View" print range option is selected, the preview image's base rotation (when the option "Automatically Rotate for Best Fit" is NOT selected) will be the same as the rotation in the viewer. When any print range option other than "Current View" is selected, the preview image's base rotation is 0 degrees (no rotation). Selecting the "Automatically Rotate for Best Fit" option rotates the image in the preview 90 degrees from its base rotation if it results in the image fitting better on the target paper area.
- If the print preview image does not display as you expect, study the textual output in the print preview panel. It displays the image's dimensions, the current scaling (e.g. "Fit to page," "1/50," etc.), the scaled output size (the image's dimensions multiplied by the scaling), the paper size dimensions, and the printable area size. Pay particular attention to the scaled output size compared to the printable area size; these are depicted, respectively, as the red and blue dashed lines in

the preview image. Adjust the paper size or scaling as necessary to obtain the desired output.

- Some older printers, and the PDF Distiller and Writer, may not properly invert print outs and many file types print reversed (black background and white foreground). To correct the print out (white background with black foreground), enable the **Optimized PDF Printer mode** option in the Print Options dialog. When selected, this causes a bitmap of the current image to be sent to the printer resulting in accurate print outs for the problematic printer or print driver. Note that enabling this option results in a slower print time and a larger print spool file.

## About Content Sealed (CSF) Documents

### CSF Publishing and Visual Rights™

Client-side publishing refers to the publishing of a document or drawing to IGC's content sealed format (CSF) on a client machine rather than on the server.

Documents can be published to CSF by using either Net-It® Now software (which uses the document's native application on a client's machine to print and then capture and convert the output), one of the Net-It® CAD Plug-ins (which run inside the native application to produce the CSF output files), or by publishing through the Brava! Enterprise add-on component Net-It® Enterprise.

Visual Rights™ are assigned per CSF document and deal only with permissions on document content and features within the viewer. Permissions are not limited by users except in the case of password protecting a document and providing the password to selected users only. With CSF publishing, the publisher can control various attributes of the document including:

- set expiration dates for viewing
- set on screen and printed banners and watermarks that override the ones set in Brava! Enterprise
- whether links extraction will occur
- whether the document is password protected
- Visual Rights™ permissions determine whether the viewer can:
  - view and manipulate layers
  - copy to the Clipboard
  - print
  - use the measurement tools
  - review markups
  - author markups
  - burn in markups

Visual Rights are static and once a document is published, the set of rights cannot be changed.

Benefits of client side publishing:

- In the case of publishing through printing, the author of the document or drawing already has the native application on his system and therefore, that application does not need to be installed on the server.
- Necessary fonts and cross references will be present on the client machine.
- Scalability is high since the processing is distributed among many client machines.
- The original native file never leaves the client machine.

In relation to other IGC products, CSF files can be:

- contributed to a Net-It Central site.
- viewed with the freely distributed Brava! Reader.
- placed on the local file system for uploading to an Application Service Provider (ASP) page.

**See Also:**

[Viewing CSF Files](#)

[Publishing to CSF](#)

[Blockout for Redaction](#)

[Burning in Markups](#)

## **Viewing CSF Files in Brava!®**

Documents can be published to Informative Graphic's content sealed format ([What is CSF?](#)) using the document's native application on a client's machine. CSF publishing is accomplished in one of several ways, including using [Net-It® Now](#), [Brava! Desktop](#), a [Net-It CAD Plugin](#), or [Net-It Enterprise](#) software which all use the document's native application printing feature to capture and convert the output. The Net-It plug-ins can be run inside of native applications such as Microsoft Word, Excel, PowerPoint, Visio, AutoCAD, Inventor, SolidEdge, etc. to produce the CSF (or 3DF in the cases of 3D publishing) output files. Secure 3DF files can be viewed in Informative Graphic's [ModelPress Viewer](#) (free utility) and [Myriad](#).

To view a secure CSF document, simply select a published document to view through a CSF Viewer (Brava! Desktop, Brava! Reader, or Brava! Enterprise).

**Brava! exhibits the following behaviors only when viewing a CSF file:**

- Brava! reads the document's file rights (Visual Rights™) before displaying a document page. If the file's expiration date has been set, it checks the current date and displays an error message if not within the set time frame.
- If the file is password protected, a password prompt displays. If these checks pass, and the CSF file has a blockout for redaction markup with

a password set, the user is prompted for a [redaction password](#), and the file displays in your viewing window.

- Menu options are disabled in Brava! if the file has a corresponding right disabled. Note: If the Brava! HTML parameter has been set to disable a function, the function's menu option will not display at all, regardless of the rights of the CSF file.
- The Brava! interface contains a lock icon in the status bar . When you click this icon, a Visual Rights™ dialog box displays revealing the Visual Rights™ the document has enabled or disabled. For example:

Visual Rights Settings

[Printing](#) : No  
[Copy to Clipboard](#) : No  
[Measurement](#) : No  
[View by Layer](#) : No  
[Save as](#) : No  
[Markup Review](#) : No  
[Markup Authoring](#) : No  
[Burn-in Markups](#) : No  
[File Expires](#) : Never  
[File Password Protected](#) : Yes

- If the CSF file has the Markup Burn-in right enabled, a menu option will exist in Brava! Enterprise and Brava! Desktop called "Burn -in Markup." This feature enables you to save a new CSF file with the markups you currently have opened. When selected, you are prompted to save the file to a directory, or to send it as an email attachment. A new CSF file is then created with the open markups burned in.

**Note:** Markups that are being edited do not have to be saved for the burn-in markups feature to work.

- When a CSF file is opened that has markups burned in, the markups are opened in the viewer. The user can view and review any Changemarks™ contained in the markup, but he cannot close or edit the burned in markups. The markup file may be saved as DXF.
- The current image displayed in Brava! Enterprise can be [saved as a jpg file](#).
- If a loaded CSF file has *Save As*, *Printing*, or *Copy to Clipboard* disabled, your Print Screen function will be disabled. Attempting to use the Print Screen key places a Visual Rights image over the Brava viewing area, obscuring the screen.

Additional notes:

- If the document has the copy text right enabled, users can copy the entire page to the clipboard (excluding any areas concealed by a [blockout](#) entity).
- Banners and watermarks set in the CSF file take priority over any set in the HTML pages.

## Contact Information

If you need information on integrating and customizing Brava!® Enterprise or if you experience any problems or have any general inquiries, please feel free to contact us.



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