BUZZSAW QUICK START GUIDE
LOGGING IN FOR THE FIRST TIME

To log into Buzzsaw for the first time, you will need to have received a welcome email from one of the administrators. Click on the link in the email to begin the download of Buzzsaw. Once complete you will be logged in for the first time. You will need to pick a new password as well as enter your contact information. Password must consist of at least eight characters that must include at least one upper case letter, lower case letter, and a number. Example: “Buzzsaw1”. Please see Figure 1.

Figure 1
Figure 2 is your log on screen.

**Figure 2**

Enter your user name and password. If you forget your password click on “I forgot my password” and follow the prompts or please contact your Buzzsaw site administrator.
Figure 3 is your Facilities-OPC site screen.

To enter the project database click on the plus next to the gray ball, Facilities-OPC icon.
Figure 4 is the project screen list. Orange folders are projects. This is the screen that lists your projects.

Figure 4

By clicking on the Facilities-OPC icon, the Buzzsaw directory will open and gives you access to your list of projects. You can expand the folder contents by clicking on any folder that has a plus sign next to it.
REVIEWING AND MARKING-UP

1. VIEWING FILES IN BUZZSAW

To view a file, simply navigate to the file as you would in Windows Explorer and click on the file in the folder view on the left. This will show the file on the 'View' tab in the right detail pane as shown in Figure 5.

![Figure 5](image)

You can also copy and paste these files on your computer to utilize in other documents, spreadsheets, email, etc... You must keep in mind that the original file will be kept in Buzzsaw. You can comment on files but to make comments, contact your Buzzsaw Administrator to elevate your permission and to provide directions.
2. REVIEWING AND MARKING-UP PLANS
   To mark-up a drawing, click on the drawing in the folder, then click on the “View”
tab located in the right pane, as shown in Figure 6. Drawing files will have a .DWF
extension*. If you do not have the Autodesk Design Review tool loaded at this point,
you will be prompted if you would like to install it now. Follow the prompts until
complete.

![Figure 6](image)

Click the “View in Window” button if you would like to view the plan in a larger
window.

* - Please note that if drawings or files that need to be marked up are in .PDF
format, they cannot be marked up directly in Buzzsaw or Design Review. Contact
your Buzzsaw Administrator to review the process of marking up .PDF files.
3. **RIBBONS/PANELS and ACTIVATING RIBBONS**

Ribbon indexes are located on the black ribbon strip window of Autodesk Design Review. The primary ribbon indexes are the Home, Markup and Measure, and Tools. See figure 7.

![Figure 7](image)

**Figure 7**

**Ribbon Description**

Ribbon toolbars lists are activated by clicking on one of the three tabs (Home, Markup & Measure, or Tools)

**Figure 7a**
Home Ribbon
Have panels for file, view, Workspace, Search, and Help related subjects.

Markup & Measure Ribbon
Have panels for the clipboard, formatting, callouts, drawing, measuring and stamping.

Tool Ribbon
Have panels for the canvas, 3D tools, and create sheet.

Table 1
To the right of the ribbon tabs, click the Ribbon Display button.

The minimize behavior cycles through the following minimize options:

- Minimize to Tabs: Minimizes the ribbon so that only tab titles are displayed.

- Minimize to Panel Titles: Minimizes the ribbon so that only tab and panel titles are displayed.

- Show Full Ribbon: Displays tabs and full panels, including controls.

Tip You can also double-click the ribbon tab bar or right-click the ribbon tab bar, click Minimize, and select the desired display option.

Table 2
4. **VIEW/ZOOM**

Now that the architectural plan fills your entire screen (using Autodesk Design Review), you can use the buttons in the “Canvas Toolbar” to navigate and zoom into the plan. See Figure 8.

![Canvas Toolbar](image)

**Figure 8**

**Fig 8a Canvas Toolbar**
<table>
<thead>
<tr>
<th>Canvas Tool Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Tool</td>
</tr>
</tbody>
</table>
| To delete any mark-ups (it’s common to make many mistakes when first using these tools) click on the selector tool that looks like a mouse pointer,  
| then click on the mark-up you’d like to delete, and press your delete key. You can use the arrow to also make changes to the markups by using the Format toolbar |
| Home                    |
| Use the Pan button to move within the sheet and reposition your view. |
| The Zoom tool allows you to zoom in or out of the sheet or model. |
| The Zoom Rectangle, Click and hold left mouse button. Draw a rectangle and release the button. You will zoom to that area. |
| The Zoom Extents re-centers entire drawing. |
| The 2D Navigation Wheel is a tracking menu that contains Pan and Zoom wedges, providing the same functionality that is provided by the Pan and Zoom tools found on the toolbar. The 2D Navigation Wheel saves you time and clicks by combining these two tools on a single interface. |

Table 3
5. TEXT BOX MARKUP TOOL
To type in a text box, click on the “A” icon on the Draw Panel on the Markup & Measure Ribbon. Take the cursor to the work area, click once, and drag diagonally to the size of the text box you want then release. A gray box will appear. Start typing in the text box. Click outside of the text box in the work area to come out of text mode. See figure 9.

Figure 9
6. **CALLOUT / CLOUD TOOLS**

In the “Callout Panel” on the “Markup & Measure Ribbon” you will see 9 call-out boxes. The call-out boxes in the first column will allow you to point directly to items in the drawing. The second column will allow you to draw a square or rectangular cloud. The third column will allow you to draw around irregular shaped objects better known as drawing a free-form cloud. An example of each can be seen in Figure 10.

![Figure 10](image-url)
<table>
<thead>
<tr>
<th>Callout Box Tool Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Rectangle callout] [Circle callout] [Triangle callout]</td>
</tr>
<tr>
<td>Shaped label callouts with no target clouds. Use any of these three tools to create callouts points with a rectangle, circle, or triangle label.</td>
</tr>
<tr>
<td>![Rectangle callout, revision cloud] [Circle callout, revision cloud] [Triangle callout, revision cloud]</td>
</tr>
<tr>
<td>Shaped label callouts with rectangle target clouds. Use any of these three tools to create regular shaped callout clouds with a rectangle, circle, or triangle label.</td>
</tr>
<tr>
<td>![Rectangle callout, revision polycloud] [Circle callout, revision polycloud] [Triangle callout, revision polycloud]</td>
</tr>
<tr>
<td>Shaped label callouts with freehand target clouds. Use any of these three tools to create irregular shaped callout clouds with a rectangle, circle, and triangle label.</td>
</tr>
</tbody>
</table>

Table 4
7. **LINE TOOLS**

   In the Draw Panel on the Mark up & Measure Ribbon you will find the “Line Tools” that will allow you to make straight lines, squares, circles, and free-hand sketches. See Figure 11.

   ![Figure 11](image-url)

   **Figure 11**
<table>
<thead>
<tr>
<th>Drawing Tools for 2D Content</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Line tool" /> Line tool draws a line markup.</td>
</tr>
<tr>
<td><img src="image" alt="Rectangle tool" /> Rectangle tool draws a rectangle or square markup.</td>
</tr>
<tr>
<td><img src="image" alt="Freehand Highlighter tool" /> Freehand Highlighter tool draws a freehand highlight markup.</td>
</tr>
<tr>
<td><img src="image" alt="Rectangle Cloud tool" /> Rectangle Cloud tool draws a rectangle revision cloud.</td>
</tr>
<tr>
<td><img src="image" alt="Polyline tool" /> Polyl ine tool draws a polyline markup.</td>
</tr>
<tr>
<td><img src="image" alt="Ellipse tool" /> Ellipse tool draws an ellipse or circle markup.</td>
</tr>
<tr>
<td><img src="image" alt="Rectangle Highlighter tool" /> Rectangle Highlighter tool draws a rectangle highlight markup.</td>
</tr>
<tr>
<td><img src="image" alt="Polycloud tool" /> Polycloud tool draws a revision polycloud.</td>
</tr>
<tr>
<td><img src="image" alt="Freehand tool" /> Freehand tool draws a freehand line markup.</td>
</tr>
<tr>
<td><img src="image" alt="Textbox tool" /> Textbox tool creates a markup text box.</td>
</tr>
</tbody>
</table>

**Table 5**

**Helpful Hint:** To draw a perfectly straight line, hold down the Shift key before anchoring the end point.
8. RUBBER STAMP TOOL

The “Rubber Stamp Tool” located on the Stamps Panel allows you to stamp different text. To use one of the stamps shown, click on the down arrow of the selector tool that looks like a stamp, and click on the stamp. See Figure 12.

![Figure 12](image.png)

You can also use custom stamps. Please ask the Buzzsaw Administrator for assistance. Examples range from commonly used fixtures such as outlets to Signature Stamps showing approval of a drawing.
9. MEASUREMENT TOOL PANEL

In “Measurement Tools Pull-Down” located on the Mark up & Measure Ribbon in the Measure Panel you have the choice of three two-dimensional measurement tools. You can measure a single length, a polyline, and an area. When using the perimeter and area tools, begin clicking and moving either clockwise or counter-clockwise clicking in each corner consecutively until the path is complete. DO NOT REVERSE YOUR DIRECTION. The final click should be a quick double-click or click on the last point and hit the “ESC” key. This will release you from the tool. See Figure 13.

Figure 13
## Measure Tools for 2D Objects

<table>
<thead>
<tr>
<th>Tool</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>Length. For 2D objects, the Length tool measures the straight line distance between any two points.</td>
</tr>
<tr>
<td>Polyline</td>
<td>Polyline. Measures the total cumulative length of multiple segments, including rectangles.</td>
</tr>
<tr>
<td>Area</td>
<td>Area. Calculates the area of the traced polygon or rectangle.</td>
</tr>
</tbody>
</table>

### Table 6
10. **FORMATTING PANEL**

To make changes to the mark-ups, click an icon on the “Formatting Panel” as shown in Figure 14. You can change the bold, font, text color, line color, fill color, or line size by clicking on the appropriate button.

![Format Toolbar](image-url)

**Figure 14**

<table>
<thead>
<tr>
<th>Format Toolbar</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image-url" alt="Icon" /> Choose the size of the text/font.</td>
</tr>
<tr>
<td><img src="image-url" alt="Icon" /> Choose the color</td>
</tr>
<tr>
<td><img src="image-url" alt="Icon" /> Choose Bold</td>
</tr>
<tr>
<td><img src="image-url" alt="Icon" /> Choose line size and weight</td>
</tr>
<tr>
<td><img src="image-url" alt="Icon" /> Choose line fill color</td>
</tr>
<tr>
<td><img src="image-url" alt="Icon" /> Choose type of line</td>
</tr>
<tr>
<td><img src="image-url" alt="Icon" /> Choose fill color</td>
</tr>
<tr>
<td><img src="image-url" alt="Icon" /> Choose Transparency</td>
</tr>
<tr>
<td><img src="image-url" alt="Icon" /> Choose Border</td>
</tr>
</tbody>
</table>

**Table 7**
11. **SAVING AND UPLOADING**

Once you are done adding your mark-ups and comments, you can save your work. Note that you are not editing the original, merely adding a marked-up copy for comment review by other members. Click on the Home Ribbon in the File Panel the “Diskette” button marked “Save As”. See Figure 15.

**Figure 15**
By clicking on the Diskette Icon and completing the “Save Markup File” you are uploading the file to the Internet so that others who have access to the plan can access your comments and markups. Type a unique name in the Name box and click ‘Finish’ or ‘Next’ if you would like to add a comment and/or send a notification to others in Buzzsaw about your mark-up. See figure 16.

**Figure 16**

**CAUTION**: Do not use hyphens or special characters in the unique name. YOU WILL NOT GET AN ERROR BUT IT WILL NOT POST TO THE INTERNET.

**Helpful Hint**: If you get a Microsoft Save window, STOP AND CALL THE BUZZSAW ADMINISTRATOR. You are not posting your work to the internet. The Buzzsaw Administrator can assist you in ensuring your work is not lost.

**Figure 17**

If this box comes up STOP and call the Buzzsaw Administrator, your work could be lost.
“The Add to Project – Attach Comment” Dialog box allows you to make comments or create/start a discussion on the mark-up that you have created. This comment or discussion can be found on the Version Tab where the plans are located. See Figure 18 or you can add the comment to the discussion tab by checking “Add comment to new discussion”.

**Figure 18**

You can send an E-mail notification directly to someone for review of a markup. Remember, the link is sent to the person, not the document. To use the embedded email links used by this method the person receiving this email must have a Facilities-OPC Buzzsaw account. See Figure 19.

**Figure 19**
12. **TABS/ REFRESHING**

Notice that if you go to the Markup tab you will see the number of markups made. By clicking on the tab you will get a list of mark-ups. See Figure 20. Buzzsaw does not update automatically so if you have been using Buzzsaw and you need to see the latest markups then click the “Refresh Button” if you do not see your mark up. See Figure 21.

![Figure 20](image1.png)

![Figure 21](image2.png)

13. **COMMENT THREADS**

You may simply wish to comment on other members’ comments and mark-ups, to do this click on the drawing in the folder view then click on the ‘Discussion’s tab. See Figure 20. If you right-click anywhere on the right panel you’ll see you have options to create a new comment or reply to an existing comment. When finished you may also notify other project members of your comment via email so they can review it within Buzzsaw.
14. PRINTING PLANS

If necessary, you can print plans to scale or even a portion of a plan if your printer is not large enough to print the entire plan. Click on the printer button in the Home Ribbon on the File Panel. This will bring up a preview window. Here you can manipulate the scale or set it to 100%. See Figure 22.

Figure 22

Notice that even though the paper size is not large enough to print the entire plan, using Current View will allow you to print an area to scale. Use the preview view to evaluate how the picture will be printed.
15. **Selecting Scale measurements.**
Right click on the work area in the new window. Select 2D Units and Scale to select the correct units. See Figures 23 and 24.

*Figure 23*
Select the “Display Units when plotting to scale. Do not make changes to “Drawing Units.”
16. **Workspace control**

Workspaces retain information about which palettes are open, the palette positions, and the size of the application window. Workspaces do not retain changes made to the ribbon or Quick Access toolbar.

Design Review has two predefined workspaces with palettes arranged to help facilitate various review workflows: Default and Animation. See Figure 25.

Default: List View, Thumbnails, Markups, and Model palettes in a tabbed grouped, Markup Properties, Other palettes are displayed as tabs to the right of the canvas.

Animation: List View, Thumbnails, and Markups palettes in a tabbed grouped, Model, Views, Text Data, Grid Data, Other palettes are displayed as tabs to the right of the canvas.

![Fig 25](image-url)
A palette is a group of related features that enables you to find and display information about content in a DWF file. See Figure 26.

Fig 26
The palette title bar is at the top of the palette list. See Figure 27.

The Pinned and Unpinned buttons control the position of the palette. The Palette Options button provides access to commands for manipulating palette content. The Close Palette button hides the palette.

Fig 27
17. **Automatic Notifications**

If you would like to be automatically notified of any changes to a folder, project, or file within Buzzsaw use the Notifications feature. Begin by right clicking the object you are interested in (i.e Folder) and choose New Notification. You will be asked if you would prefer Immediate or Daily Summary. Immediate will send you an email notification upon every change to this object or its contents. Daily Summary will send you one email each day which will list all changes to the object or its contents. To navigate to the Notification Manager, click on the right Bell button in the toolbar as shown in Figure 28.

![Figure 28](image)

By right clicking a notification you are able to edit, remove, disable and enable each Notification individually. In the File Menu on that same screen, you are able to turn the entire Notification Service on and off as well as change the time of day when the Daily Summary emails arrive.
18. **Unread Items**

Figure 29 shows the Unread column. This column lets you know that there are elements of this file that you have not yet opened for review.

The initial “V” tells you that there is an unread *version* of this file.

The initial “R” tells you that there is an unread *red-line* (Mark-up).

The initial “D” tells you that there is an unread *Discussion*. 
19. Adding Comments to the Discussions Tab

Every file imported into Buzzsaw has a Discussion tab. To view and add comments, simply left click on a file in the folder view and left click the Discussions tab in the right, detail view as shown in Figure 30.

Figure 30

Right click on a comment and you will be given the choices of Adding a new comment, Replying, Printing, and Deleting a comment based on your permission level. Note that replies are indented under the initial comment and new comments are farthest to the left margin.
20. **Where to Get Help**

Navigate to the Project Information pull down and choose Project Information as shown in Figures 31 and 32.
You will then see a page with many useful links as shown in Figure 32.

Figure 32

Here you can click on the Support Center link. This will take you to the Buzzsaw web page. From there you can contact a Support Expert by phone (800-892-0449), join a weekly on-line Buzzsaw training class, and download Buzzsaw Training Manuals if necessary. Also on this page, you can update your Buzzsaw client as well as download free tools such as Autodesk Design Review, DWG TrueView, ans Autodesk DWF Writer. There is also a local help file you can access by clicking the “?” button on the main tool bar.
21. BUZZSAW PANE

The Buzzsaw Pane on the left hand side of the program allows you to navigate around the site and has useful tools as well. See Figure 33.

Figure 33

See Table 8 for explanations of each button.
<table>
<thead>
<tr>
<th>Left Pane Shortcuts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Projects</strong></td>
</tr>
<tr>
<td>Provides a list of all projects and their files that you have permission to view.</td>
</tr>
<tr>
<td><strong>Recent</strong></td>
</tr>
<tr>
<td>Provides a list of all project files you have not viewed or read. Available to all project members.</td>
</tr>
<tr>
<td><strong>Find</strong></td>
</tr>
<tr>
<td>Allows you to locate files across the entire site or within individual projects. You can limit or expand your search by including search criteria such as text, author, date, subfolders, and so on. Available to all project members.</td>
</tr>
<tr>
<td><strong>Mail</strong></td>
</tr>
<tr>
<td>Enables you to create, send, and manage your email messages. To send an email (without a link), click on Tools/New Email Message on the main tool bar or right click on the mailbox in the mail window.</td>
</tr>
<tr>
<td><strong>Recycle Bin</strong></td>
</tr>
<tr>
<td>Enables you to view folders and files that have been deleted from a project.</td>
</tr>
</tbody>
</table>

Table 8
22. **Personal Contact Information**

To access your information to update, click on orange user button. See Figure 34. It will bring up the personal information box. See Figure 35. Please keep your information up to date.

![Figure 34](image-url)
Figure 35