

# ConstructConnect

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**Viewing and downloading documents**  
**Working with the Document Viewer**

## Viewing and downloading documents

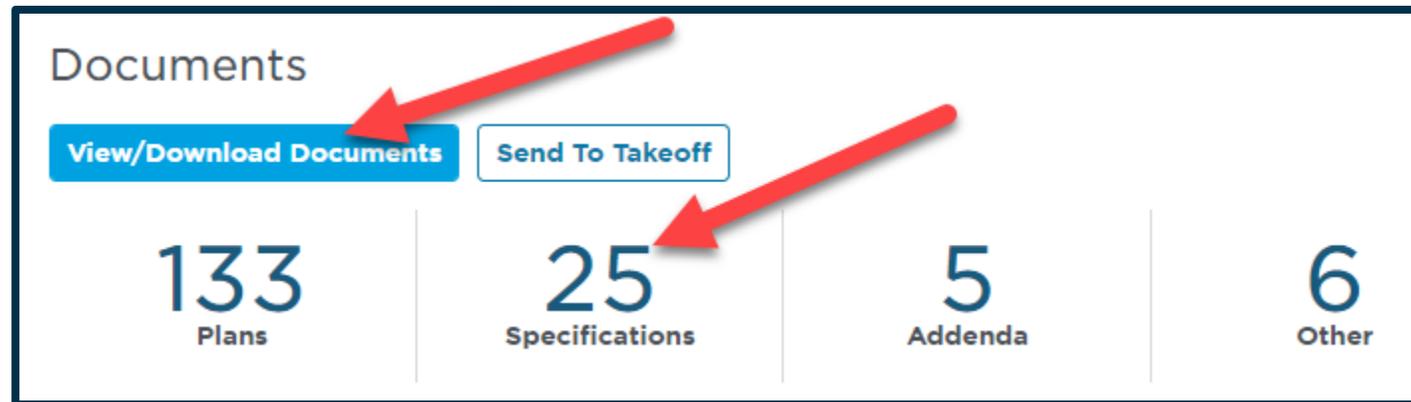
The ConstructConnect Platform document viewer gives you access to project plans, specifications and addenda for viewing, downloading and for performing takeoff. You can use filtering to locate the exact document types and preview, export and print documents. You can search the documents using new keywords or append the terms from the original search.

## Viewing and downloading documents

The document viewer is accessed from the project details page of projects that have documents attached by either selecting the icon or the number that appears above the document type.

**Note** that [you must first run a project search that includes project documents](#).

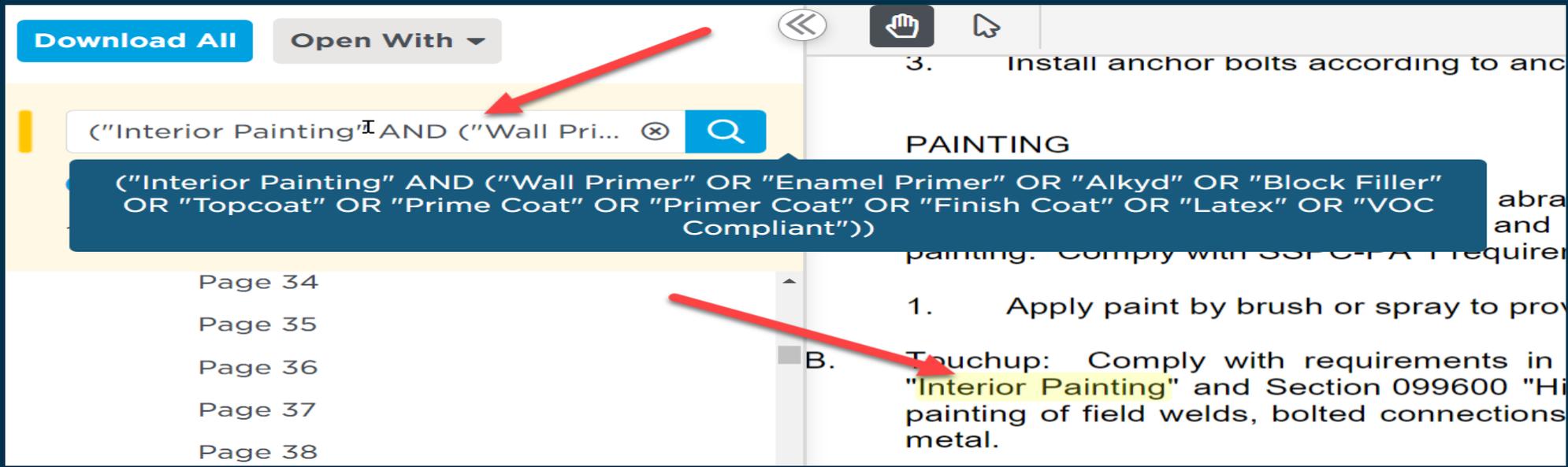
The following shows the two options for accessing the document viewer from the project details page.



## Viewing and downloading documents

Viewing the window:

When keywords are used in your search, the document viewer opens in a new browser with the first instances of your keyword highlighted in the document:

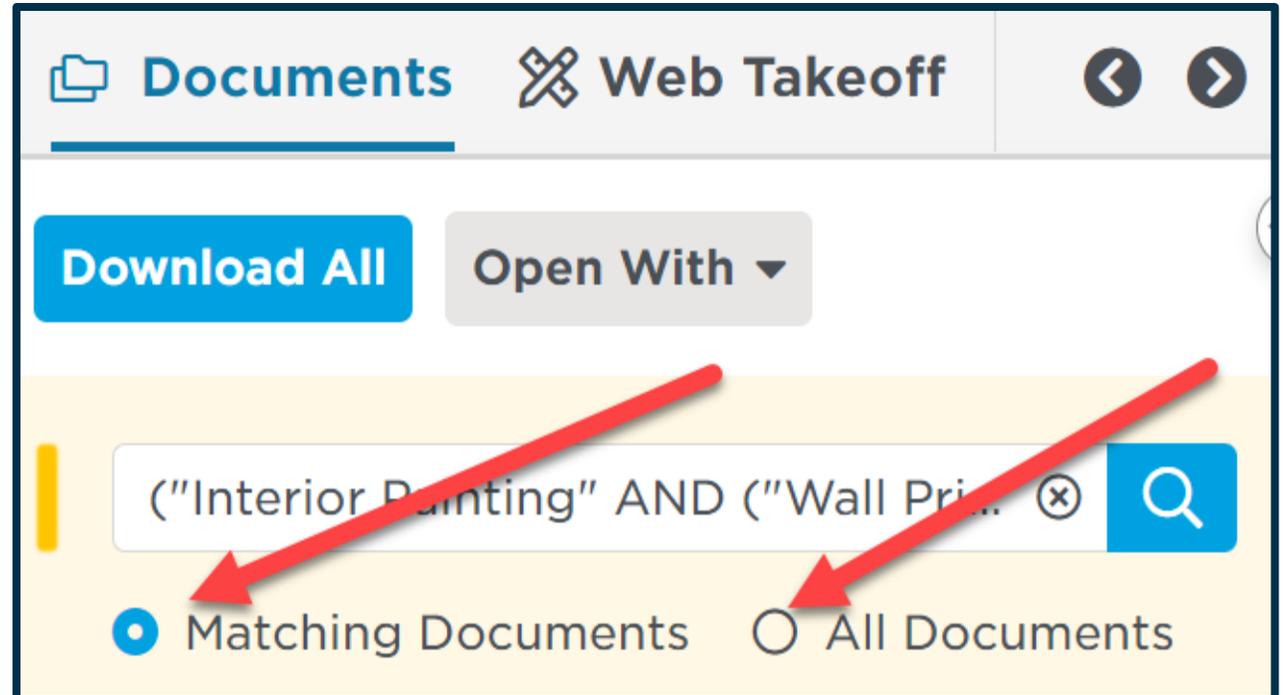


The screenshot displays a document viewer interface. At the top left, there is a blue button labeled "Download All" and a grey button labeled "Open With" with a dropdown arrow. Below these is a search bar containing the query: ("Interior Painting" AND ("Wall Pri..."). A red arrow points to the search bar. Below the search bar, a dark blue box contains the expanded search query: ("Interior Painting" AND ("Wall Primer" OR "Enamel Primer" OR "Alkyd" OR "Block Filler" OR "Topcoat" OR "Prime Coat" OR "Primer Coat" OR "Finish Coat" OR "Latex" OR "VOC Compliant")). Below the search bar is a table of contents with pages 34 through 38. On the right side, the document content is visible, including a section titled "PAINTING" and a list item "B. Touchup: Comply with requirements in "Interior Painting" and Section 099600 "Hi painting of field welds, bolted connections metal." A red arrow points to the highlighted text "Interior Painting" in the document content.

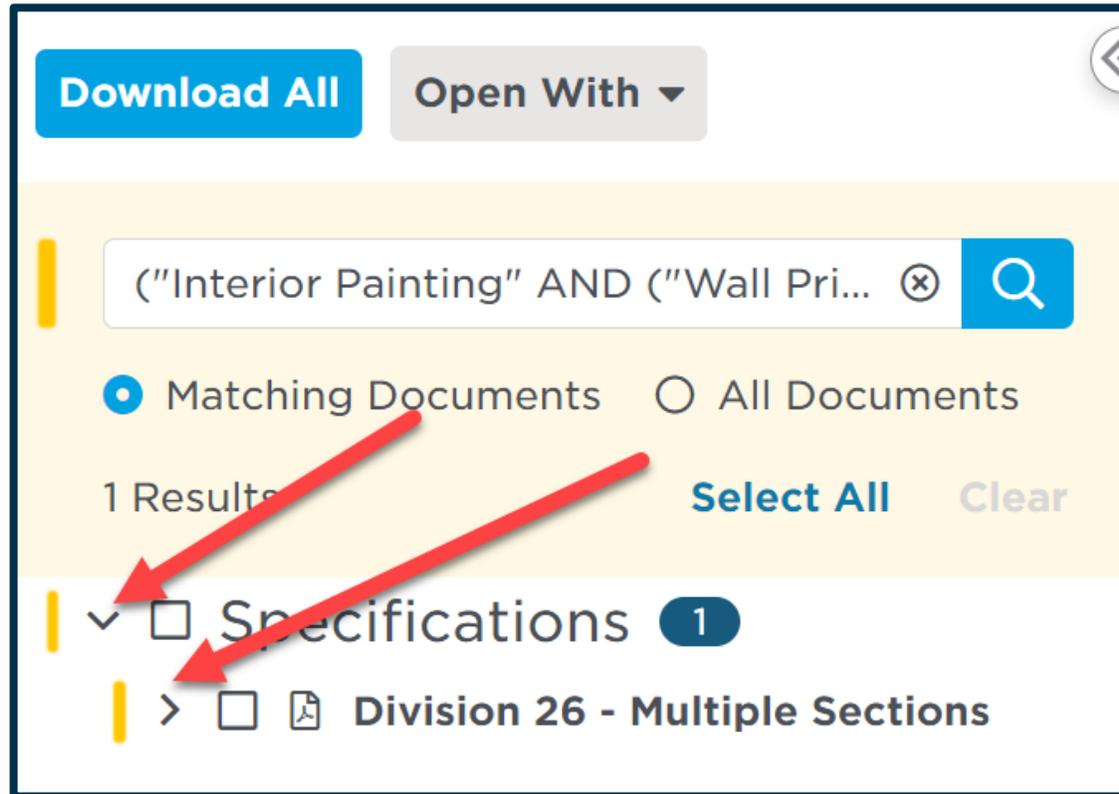
## Viewing and downloading documents

The document tree initially displays only those documents matching your keywords.

However, [you can access all project documents from the document tree](#), including any addenda with all subsequent revisions.



## Viewing and downloading documents



Click the up and down arrows to open and close document categories.

To open documents in the viewing panel, click on the document name in the tree.

## Viewing and downloading documents

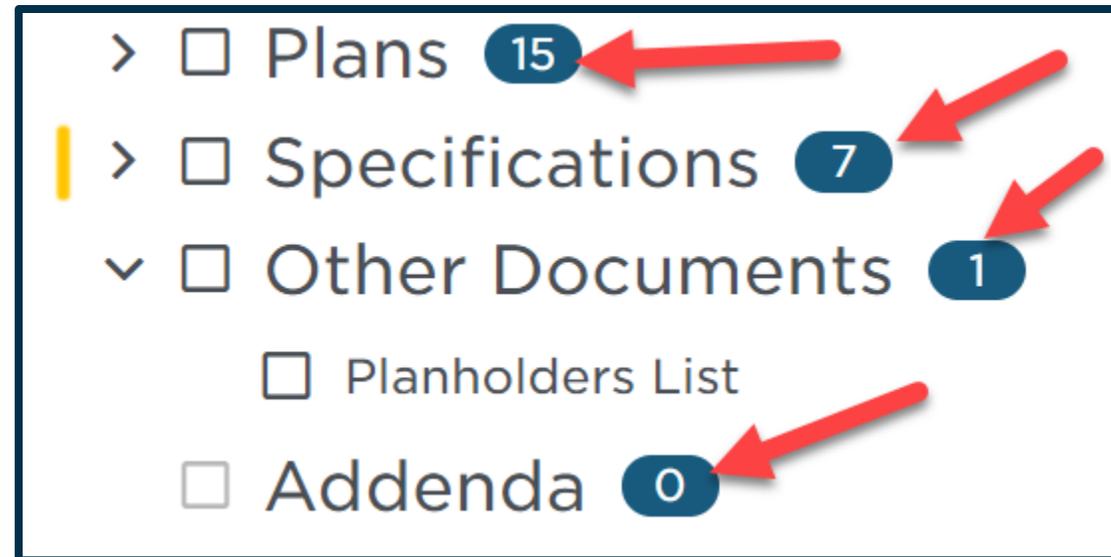
The document tree is separated by category:

*Plans*

*Specifications*

*Other Documents*

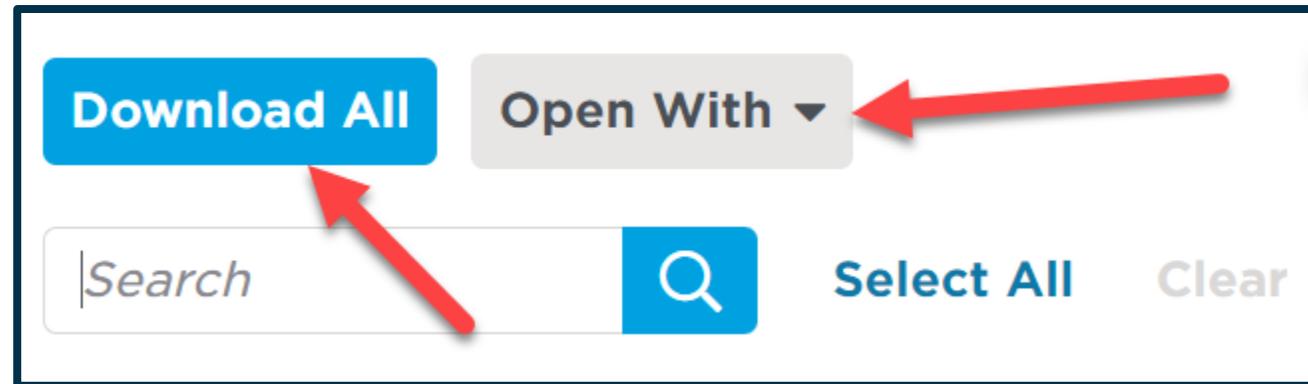
*Addenda*



## Viewing and downloading documents

Downloading documents:

The options at the top of the document tree gives you the ability to search for additional keywords, download all documents, download only selected documents, and to open with one of our Takeoff products.



Your documents download in PDF format to your local device for use in printing and sharing.

## Viewing and downloading documents

To download project documents:

1. Click on the *Documents* tab to display the document set for the project.
2. Choose from the following to continue.

To download...	Then...
Individual documents	<ul style="list-style-type: none"><li>• select the individual documents in the list.</li><li>• From the <i>Actions</i> menu, click <b>Download Selected Documents</b>.</li></ul>
all documents in the set	<ul style="list-style-type: none"><li>• click <b>Select All</b> from the <i>Actions</i> menu.</li><li>• Click <b>Download All</b> at the bottom of the page.</li></ul>

3. When prompted, select the location for the download and then click **Save**.

## | Viewing and downloading documents



Want to know more? Please use this link to access our [Training Resource Center](#).

THANK YOU

# BEFORE YOU BUILD.



Let's Connect:

