How To PDF Guide - Tablet App
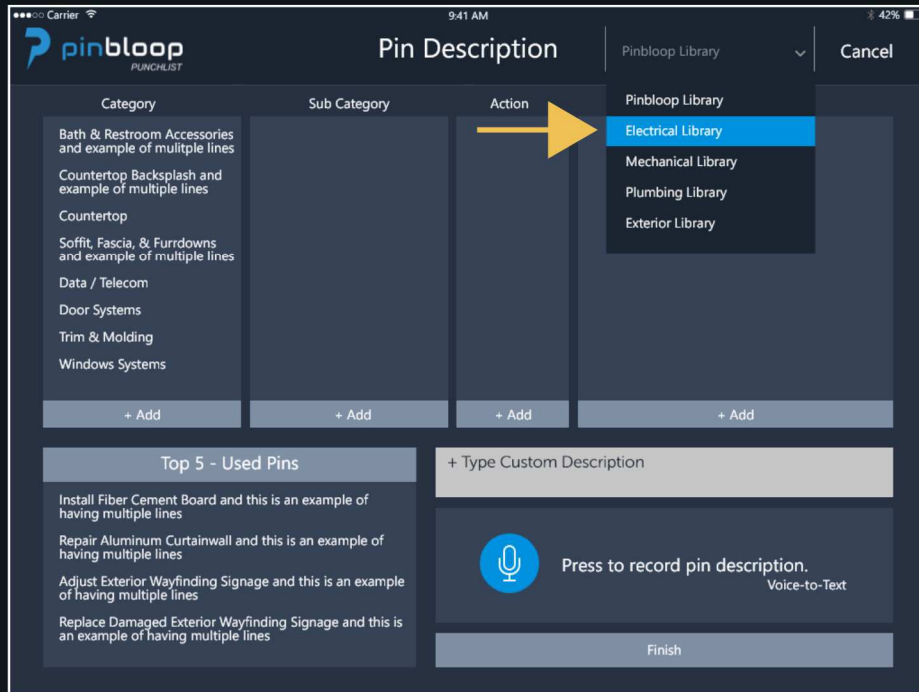
Add a Pin to a Drawing
How to Add a Pin to a Drawing or Plan Sheet

Step 1:
Select the Pin Library from the drop down
Pinbloop Library will be the default until a Library is selected from the drop down.
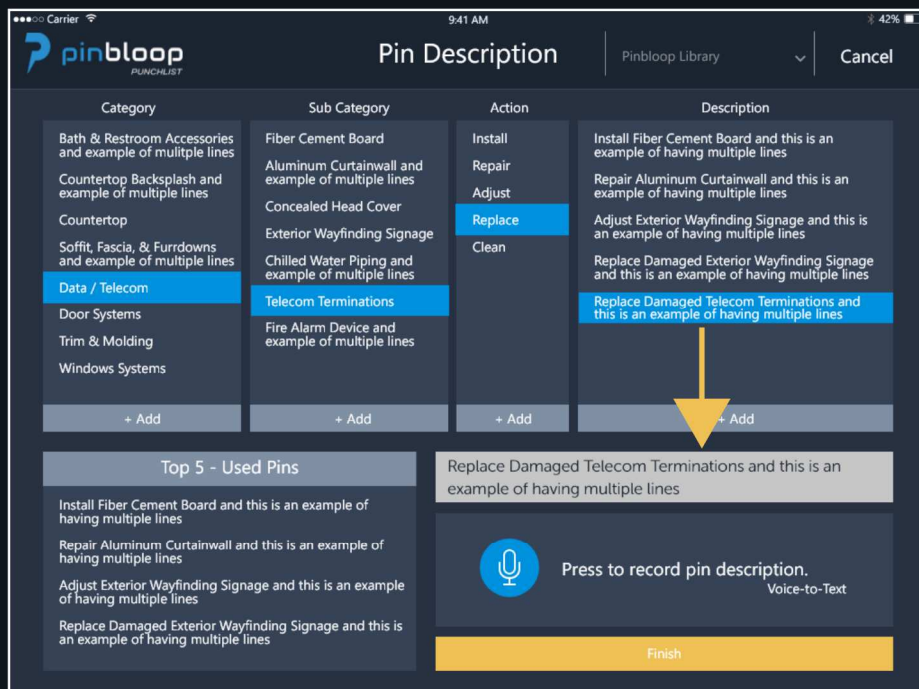

Step 2:
Select a Category, Sub Category, Action, then Description
The description will auto fill in the Description Field.
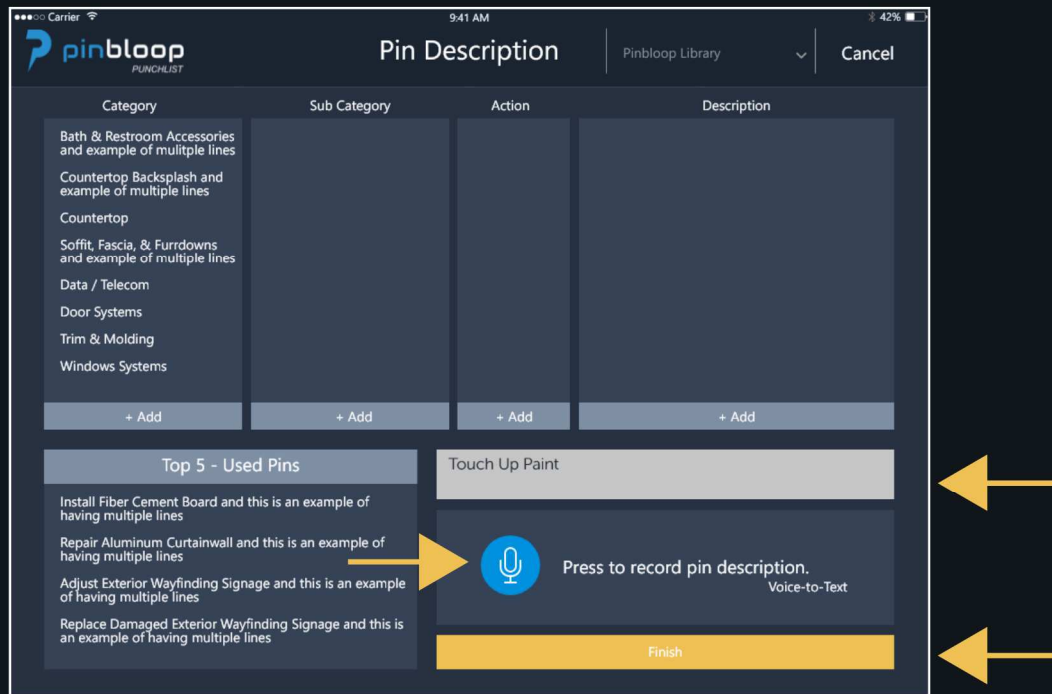**Click "Finish"**

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Add a Pin to a Drawing
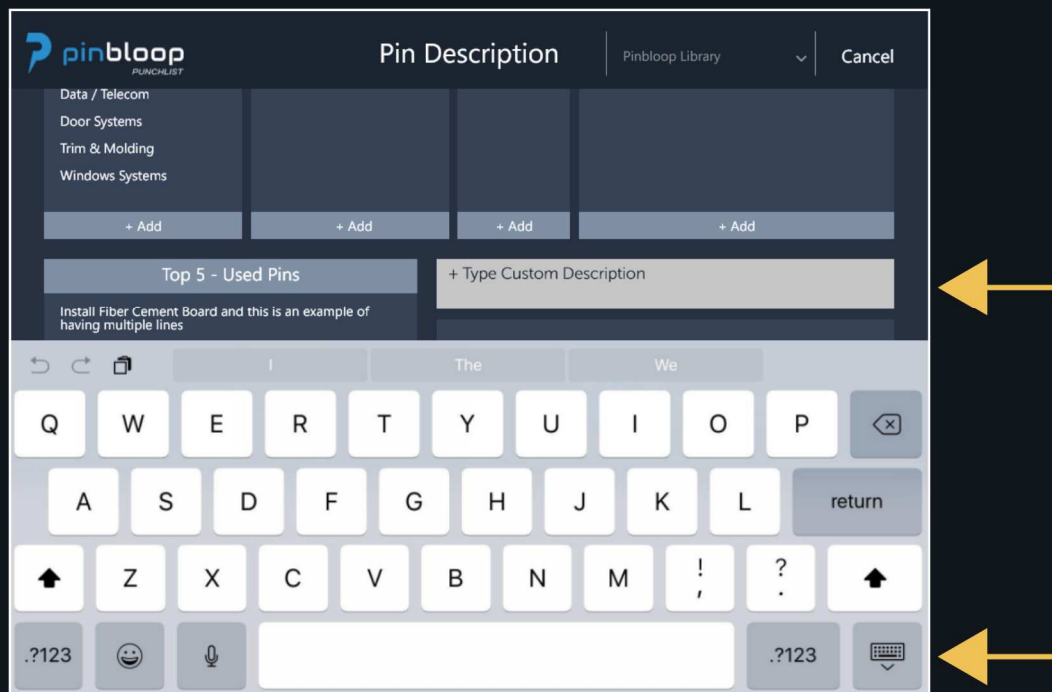### How to Add a Pin to a Drawing or Plan Sheet

Step 2a: Voice-To-Text
Select the Microphone to activate Voice-To-Text
Description will auto complete in the Description Field. Click "Finish"

Step 2b: Type Custom Description
Touch "Description Field" and Type Custom Description using the keyboard
Minimize Keyboard and Click "Finish"

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Step 2c: Top 5 Used Pins
Select one of the Top 5 Used Pins which populate automatically
Description will auto fill in the Description Field. Click "Finish"