# **How To PDF Guide - Web App**

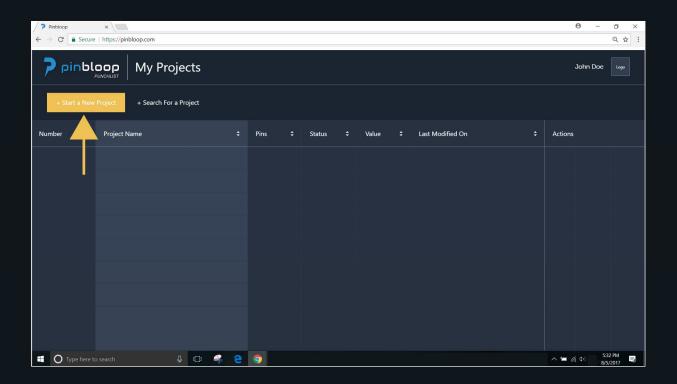
## **Start New Project**

How to Start a New Project

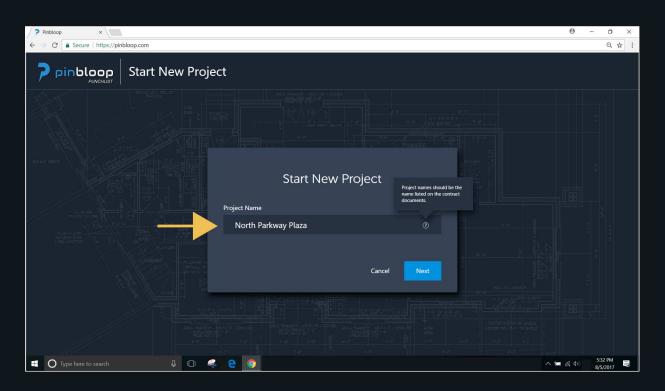


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Step 1: Click on the Tab "Start New Project"



Step 2: Enter Project Name



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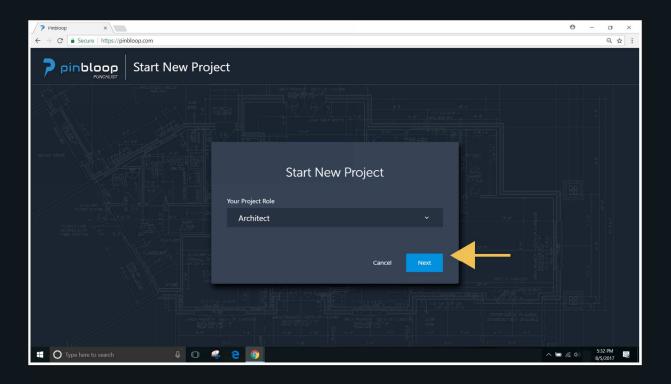
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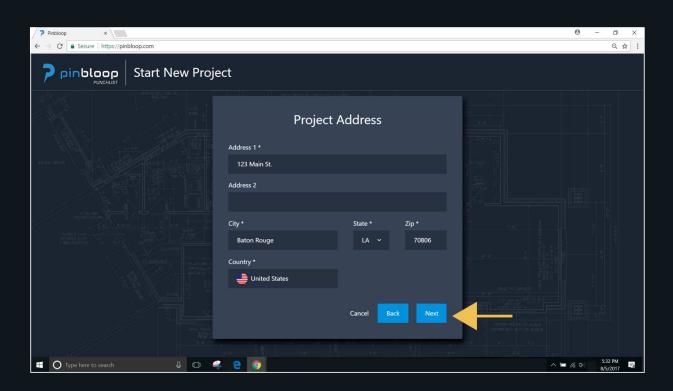


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Step 3: Select what your role will be on the project



Step 4: Enter The Project Address



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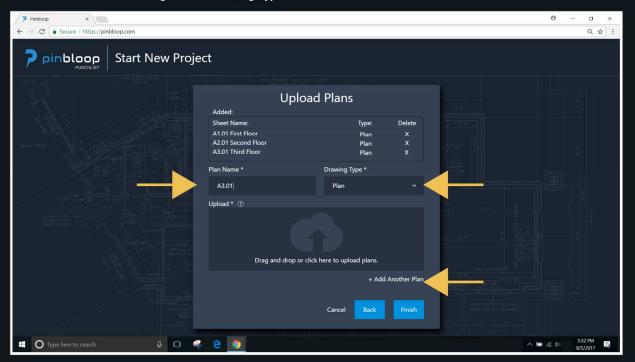


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#### Step 5:

#### **Upload Plans**

\*\* Must be Single Sheet PDF Plans in Landscape Orientation \*\*
Be sure to enter the Plan Name along with the Drawing Type



Step 6: View your project in the 'My Projects' screen

