Markup Documents

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Stay organized with markup features in your doc control system

Create and respond to markups to communicate with your team. Or create markups and export them onto the file for your suppliers and customers to view.

What are markups in DocBoss?

Markups are used in DocBoss to add comments, callouts, revision notes, shapes, and freestyle drawing to documents. Think of adding comments to a document in Adobe Acrobat - it's very similar.

See it in action

This video shows how to add the various markup features to a document in the DocBoss viewer:

Collaboration made easy

It's easy to respond to customer feedback as a team, or add comments for the user responsible for creating the next revision of a document.

Cloud-based visibility

As soon as a markup is saved to a document, any user who opens it in the DocBoss viewer will see the markup, along with the user's name and timestamp. No worry about syncing files or sending comment files by email.

Full reviewer access

Only a Review user license or higher is required to add, view, edit, and reply to markups in DocBoss.

Respond to customers

Comments on PDF files are automatically converted to DocBoss markups when imported. That means you can reply directly to comments your customers have applied externally to files.

How to add markups to documents

It's super easy!

Step 1: Open the document viewer
Step 2: Click on the markups tab
Step 3: Choose your markup style and click wherever you'd like to add it on the document

Share and export markups

Choose how you share markups with your team, suppliers, and customers with different export options.

Include markups on submittal

Choose whether you want to include markups when you make a submittal, or whether you want DocBoss to automatically remove them.

Create summary page

Does your customer want a separate sheet after the document listing all of the comments on it? We can do that!

Download file with markups

If you're not ready to make a submittal, no worries! You can still download the file, including all current markup, to share with a colleague who isn't using DocBoss, or to review in another editor.

Download CSV of markups

Export a CSV from a file, or from an entire submittal, of all of the comments and markup applied to it.

Learn more

Book a personalized demo with one of our Product Specialists today to see how these features can be customized to suit your company's needs.

Or, check out our other features here.