



User Manual

PDF Markup Tool for Large-Format Plan Sets

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1. Overview

PlanInk is a browser-based PDF markup tool designed for large-format plan sets — utility maps, cable construction drawings, civil engineering documents, and any field or office workflow that requires annotating plans. It runs entirely in your web browser with no installation required on client devices.

Key capabilities:

- Annotate large, multi-page PDFs directly in your browser
- Open one photo, or select several at once, directly (JPG, PNG, BMP, WEBP) — automatically converted to a centered, Letter-size PDF, one page per photo, ready for annotation or straight-to-save
- “Scan” a photo — crop, straighten, and clean it up (“Black & White”, “Grayscale”, or “Enhanced Color”) before it becomes a PDF page, ideal for a phone photo of a receipt, permit, or field document shot at an angle
- Insert an image or picture with “Image” — embed a photo (JPG, PNG, BMP, WEBP) directly onto the page as its own annotation, not limited to a transparent PNG the way the “Sign” tool’s “Upload” tab is; resize it afterward like any other annotation
- 16 drawing and annotation tools including freehand pen, shapes, arrows, text, tables, signatures, and a measurement tool
- Select, move, resize, and delete any placed annotation
- Double-click any annotation to edit its content or properties
- Full undo and redo stack for all operations
- Annotations are flattened into the page before saving — prints in every PDF viewer and plotter
- Fill opacity independent from stroke opacity on all shapes
- Six line styles — Solid, Dotted, Short dash, Long dash, Dash-dot, and Long dash-dot — for every shape, pen, and measurement line
- Light, Dark, and Auto (system-follow) interface themes
- Smooth zoom from 10% up to 10,000%, with sharp annotation rendering at every level
- Trial and license key system for save access
- Touch screen support with pinch-to-zoom
- Scrollable toolbar adapts to any screen size
- Copy, paste, duplicate, and rotate any annotation — including moving one to a different page
- Delete pages from a document before saving, with full undo support

2. System Requirements

Supported Browsers

Chrome / Chromium	Version 90 or later — Windows, macOS, Linux, Android
Firefox	Version 90 or later — Windows, macOS, Linux, Android

Microsoft Edge	Version 90 or later — Windows, macOS
Opera	Version 90 or later — Windows, macOS, Linux
Brave	Version 90 or later — Windows, macOS, Linux
Safari	Version 15 or later — macOS, iOS, iPadOS

Older browser versions

Firefox on Ubuntu 20.04 ships with an older ESR version that may not render all annotation types correctly in the browser PDF viewer.

If you experience rendering issues, update your browser to the latest version or use Chrome.

Saved PDFs are always correct regardless of the browser used to create them.

Devices

Windows laptops	Full support including touch and stylus (Microsoft Surface)
macOS	Full support
Android tablets	Full support via Chrome or Firefox
iPad / iOS	Supported via Safari or Chrome browser
Linux	Full support via Chrome or Firefox 90+

Network

- Device must be able to reach the PlanInk server (LAN or internet depending on deployment)
- JavaScript must be enabled (default in all modern browsers)
- Minimum screen: 1024×768 recommended for plan set work

3. Getting Started

Accessing PlanInk

PlanInk runs in a standard web browser. Navigate to the address provided by your administrator, for example:

```
https://app.planink.app
```

Opening a PDF or Image

- Click the “Device” button in the top-left of the toolbar, press Ctrl+O, or drag a file anywhere onto the window.
- Select a PDF file, or one or more photos in JPG, PNG, BMP, or WEBP format, from your computer. Selecting multiple photos converts them into a single multi-page PDF.
- The document loads and the first page is displayed. PlanInk opens with the “Pan” tool active.

i Opening Large or Complex Sheets

To keep the first view fast, a document never opens zoomed in past 100% of its actual size, and large-format sheets (wider than Tabloid) open at 37%. This only affects the initial view — use “Fit Width” or zoom in normally right afterward.

On an unusually dense drawing, you may briefly see “Large drawing — optimizing for memory” in the status bar. This means PlanInk detected the sheet is expensive to render and adjusted automatically to keep memory use in check — no action needed.

i Opening a Photo

Photos (JPG, PNG, BMP, WEBP) are automatically converted to a US Letter-size PDF, centered with roughly a 1 inch margin — no separate conversion step needed. Select or drop more than one photo at once to convert them into a single multi-page PDF, one page per photo, in the order they were selected or dropped. If every photo is portrait or square, every page is portrait; if every photo is landscape, every page is landscape. If the batch is mixed, every page is portrait and any landscape photos are scaled down to fit the page, centered, without cropping or rotating.

HEIC not yet supported — many iPhones save photos in HEIC by default. In a batch, any HEIC files are skipped and reported while the rest still convert. If a HEIC photo won't open, switch to Settings → Camera → Formats → Most Compatible on the phone, or share the photo to Files as JPEG first.

Scanning a Photo

- Click the “Scan” button (camera icon) next to “Device” in the toolbar, or “Scan a Photo” on the upload screen.
- Choose a look for the whole batch first — “Black & White” (the default, best for text documents), “Grayscale”, “Enhanced Color”, or “Original”.
- For each photo, drag the four corner handles onto the edges of the document. A zoomed magnifier appears while you drag, showing exactly where each corner will land — especially useful on a touch screen, where a finger can otherwise hide the exact spot.
- Use the rotate buttons for a photo taken sideways, or “Skip crop, use full frame” to use the whole photo without cropping.
- Selecting multiple photos scans each one in turn, then assembles the whole batch into a single multi-page PDF using the same centered, Letter-size layout as opening photos directly.

i “Scan” vs. “Device”

“Device” still converts a photo straight to a PDF page instantly, with no crop step — the right choice when a photo is already square to the page. Use “Scan” instead when a photo needs straightening, like a picture of a receipt, permit, or field document taken at an angle.

Both stay entirely on your device — nothing is uploaded anywhere to crop or filter a photo.

Inserting an Image

- Click the “Image” button (picture icon) in the toolbar, or press I.
- Choose a photo or picture — JPEG, PNG, WEBP, or BMP. It's placed on the page at a comfortable, already-selected size, ready to move or resize right away.
- Double-click an inserted image to swap in a different picture without deleting and re-placing it.

- Resizing an image keeps its proportions locked, so it can't be stretched out of shape by accident — drag any handle and the whole image scales together.

"Image" vs. "Sign"'s "Upload"

"Sign"'s "Upload" tab is scoped to signatures specifically — it expects a transparent PNG and warns if there isn't one. The "Image" tool is for embedding any picture — a site photo, a permit, a receipt — in any of the four supported formats, with no transparency requirement.

Closing a Document

- Click the "Close" button (X icon) next to "Save" to fully close the open document and return to the upload screen.
- If you have any unsaved markup, PlanInk asks you to confirm before closing.
- Closing resets the active tool back to "Pan", ready for the next document.

Navigating the Document

- Pan by selecting the "Pan" tool (V) and dragging, or by scrolling with your mouse or trackpad at any time.
- Middle mouse button pans regardless of the active tool.
- Zoom with Ctrl + mouse wheel, the +/- buttons, or a pinch gesture on touch screens.
- The "Fit Width" button resets zoom so the full page width is visible.
- Use the page indicator at the bottom to navigate between pages.

Extreme Zoom

PlanInk supports smooth zoom from 10% up to 10,000%, far beyond what most PDF viewers offer.

Annotations stay sharp and accurately positioned at every zoom level, so you can zoom in tight to read small labels, verify splice details, or place precise markups on dense utility and cable plans.

Default tool

PlanInk opens with the "Pan" tool active. Switch to a drawing tool when ready to annotate.

Press V to return to "Pan" at any time, or middle-click and drag to pan without switching tools.

4. Interface Overview

Toolbar

The toolbar runs across the top of the screen in two rows. The top row holds the tool icons and scrolls horizontally on smaller screens — swipe or drag it to reach tools at either end. The second row is fixed in place directly beneath it and always shows the color/width/style/size/fill controls relevant to whichever tool is active, so reaching them never requires scrolling the icon row — it stays visible (though empty) even for tools with no properties, such as "Pan" or "Select", so the canvas below never shifts as you switch tools.

File	"Device" (Ctrl+O), "Scan", Drive, "Save" (Ctrl+S), and "Close" buttons
Tools	"Pan", "Select", and all 16 drawing/annotation tools

Stroke properties	Width slider, Line color button, Line style dropdown
Measure	Scale readout and Change-scale button, ft/m toggle, Snap toggle and increment, “Calibrate” button, Label size slider, and Label background color/opacity/enable controls (visible when “Measure” tool is active)
Fill	Fill toggle, opacity slider, Fill color button (visible for shape tools)
History	“Undo” and “Redo” buttons
Zoom	Zoom out, percentage readout, Zoom in, “Fit Width”
Theme	Light / Dark / Auto toggle (far right)

Canvas

The main viewing and drawing area. PDF pages render here and all annotations are drawn directly on top. On large or complex plan sets, a page may briefly show a spinning Loading indicator while it finishes rendering — this is normal and the page fills in automatically.

Status Bar

The bottom of the screen shows the page count and current page, with a page-jump control: tap the ‹ and › arrows to step one page at a time, or tap the page number and type a specific page to jump straight to it. The number always reflects whichever page is currently in view. Status messages (such as “Saved” or “Trial expired”) appear here briefly after actions. The center of the status bar shows “PlanInk v” followed by the installed version number, so you can confirm which build is running at a glance; it hides on narrow phone screens to avoid crowding the page-jump control.

5. Tools Reference

File Tools

Icon	Tool	Description
	Device (Ctrl+O)	Opens a PDF or photo (JPEG, PNG, WEBP, BMP) from your device’s local storage or file picker. A photo opened this way converts straight to a page instantly, with no crop step — use “Scan” instead if it needs straightening.
	Scan	Opens the “Scan” workflow — crop, straighten, and choose a filter (“Black & White”, “Grayscale”, “Enhanced Color”, or “Original”) for a phone photo before it becomes a page. Click the “Scan” button (camera icon) next to “Device” in the toolbar, or “Scan a Photo” on the upload screen. No keyboard shortcut — button only.
	Drive	Opens a PDF from Google Drive (Beta). Shown as a cloud icon in the toolbar. Files opened this way can also be saved back to the same Drive location, in addition to the usual local download.

Navigation Tools

Icon	Tool	Description
	Pan (V)	Scroll the page by clicking and dragging. Also activated by the middle mouse button at any time. This is the default tool when PlanInk opens.
	Select (S)	Click any annotation to select it. Drag to move. Drag a handle to resize. Delete or Backspace removes the selected annotation. Double-click any annotation to edit it.

Drawing Tools

Icon	Tool	Key	Description
	Pen	P	Freehand drawing. Hold and drag to trace a free-form line.
	Highlighter	H	Click and drag to draw a straight highlight line. Default color is yellow. Default width is 12 pt. Default opacity is 50%.
	Eraser	E	Drag over any annotation to remove it. Erasure is undoable.
	Line	L	Click and drag to draw a straight line between two points.
	Rectangle	R	Click and drag to draw a rectangle. Enable "Fill" in the toolbar to add a fill color.
	Triangle	A	Click and drag to draw a triangle.
	Polygon	G	Click to place vertices one at a time. Press Enter or double-click to close and commit the shape.
	Arrow	>	Click and drag to draw a line with an arrowhead at the endpoint.
	Circle	C	Click and drag to draw an ellipse or circle.

Icon	Tool	Key	Description
	Diamond	D	Click and drag to draw a diamond shape.
	Text	X	Opens the “Text” dialog. Type your label, choose a font, color, wrap, and alignment, then click “Insert text” to place it on the page.
	Table	T	Opens the “Insert Table” dialog. Configure your table data and styling, then click “Place on canvas”.
	Sign	N	Opens the “Sign” dialog. Draw, type, or upload a signature, then click “Insert signature” to place it on the page.
	Image	I	Embeds any photo or picture (JPEG, PNG, WEBP, or BMP) directly onto the page as its own annotation, with no transparency requirement. Resize is aspect-ratio-locked. Separate from “Sign”’s “Upload” tab, which stays scoped to signatures.
	Measure	M	Click to place waypoints one at a time; pause briefly, double-click, or press Enter to finish. Displays a dimension label based on the current scale, magnetically snapping to round numbers as you draw. Use “Calibrate” to derive the scale from a line of known real-world length instead of entering it directly.
	Timestamp	K	Click anywhere on the page to stamp the current date and time, using your device’s local

Icon	Tool	Key	Description
			clock. Unlike “Text”, there’s no dialog to fill in — the stamp is placed immediately. Lands on the “Select” tool with the new stamp already selected, ready to reposition.

6. Stroke Properties

Width slider	Controls stroke thickness in PDF points. Applies to all drawing tools.
Line color	Opens the native OS color dialog. Applies to all strokes and borders. “Text” has its own separate color picker inside its dialog.
Line style	Choose “Solid”, “Dotted”, “Short dash”, “Long dash”, “Dash-dot”, or “Long dash-dot”. Visible for “Pen”, “Line”, “Rectangle”, “Triangle”, “Polygon”, “Arrow”, “Circle”, “Diamond”, and “Measure”. Not shown for “Highlighter”.
Fill (toggle)	Enables a fill inside closed shapes (“Rectangle”, “Circle”, “Polygon”, “Triangle”, “Diamond”). Not shown for “Line”, “Arrow”, or “Highlighter”, which have no fillable interior.
Fill opacity	Controls how transparent the fill is, from 5% to 100%. The border is always drawn at full opacity regardless of fill opacity.
Fill color	Opens the native OS color dialog for the fill color, independent of the stroke color. Only visible when “Fill” is enabled.

Fill vs. stroke opacity

Fill opacity only affects the interior fill of a shape. The border stroke is always drawn at full opacity.

This matches standard redlining conventions where borders must remain clearly visible even when fills are translucent.

“Dotted” style: screen vs. saved PDF

On screen, “Dotted” shows as small round dots. In the saved PDF, dots render as very short dashes instead — a limitation of how PDF stores dashed lines. All other line styles match exactly between screen and the saved file.

7. Working with Text

The “Text” tool lets you add a label to a plan sheet in your choice of font, with word wrap and left/center/right alignment, placed as a normal, resizable annotation — the same way the “Sign” tool places a signature.

Creating a Text Label

- Press X or click the “Text” button to open the “Text” dialog.
- Type your label. Press Enter within the box for a line break inside the same label — it isn't a submit button.
- Choose a font: the default (a bold sans-serif) or one of three cursive fonts — Dancing Script, Caveat, or Pacifico.
- Pick a color for the text.
- Turn “Wrap” on to have long lines reflow automatically to fit the label's width as you resize it; leave it off to have lines break only where you pressed Enter yourself.
- Choose Left, Center, or Right alignment.
- A live preview shows the label as you type and adjust these settings.

Placing and Editing Text Labels

- Click “Insert text” to place it on the current page — PlanInk switches to the “Select” tool automatically with the new label already selected, ready to drag or resize.
- Double-click a placed text label with the “Select” tool to reopen the “Text” dialog and update its wording, font, color, wrap, or alignment — the position and size are kept and the edit is undoable.
- Resize by dragging any handle. Width and height resize independently of each other, so you can make a label wider without also making it taller.

Text labels are images, not searchable text

Text labels render the same way a typed signature does — drawn once in your chosen font, then saved as part of the page. This is what allows PlanInk to offer cursive fonts with no extra setup, and it means a label always looks the same everywhere it's opened.

The trade-off: a text label in the saved PDF is not searchable, selectable, or copyable the way it would be in a word processor. If you need text you can search for later, keep labels short and rely on the plan set's own drawing titles and callouts for anything that needs to be findable that way.

Where text labels are placed

Text labels (and signatures, tables, and images) are inserted onto whichever page is currently visible in the viewer, near the top-left of your current scroll position.

8. Working with Tables

Creating a Table

- Press T or click the “Table” button to open the “Insert Table” dialog.
- The dialog opens with a default 2×2 grid.

Table Styling

Font size	Text size for all cells.
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Border color	Color of all cell borders.
Header fill	Background color for row 1.
Header text	Text color for row 1.
Data text	Text color for all other rows.
Row height	Height of each row in PDF points.
Col width	Width of each column in PDF points.
Row color swatches	Click the swatch on any row to set an individual background color for that row.

Placing and Editing Tables

- Click “Place on canvas” to insert the table — PlanInk switches to the “Select” tool automatically with the new table already selected, ready to drag or resize.
- Double-click any placed table with the “Select” tool to reopen its editor dialog pre-filled with current data and styling.
- Click “Update table” to apply changes. The edit is undoable.

9. Working with Signatures

The “Sign” tool lets you add a signature to a plan sheet three ways — draw it, type it in a cursive font, or upload an image of it — and place it as a normal, resizable annotation.

Creating a Signature

- Press N or click the “Sign” button to open the “Sign” dialog.
- Choose one of three tabs: “Draw”, “Type”, or “Upload”.

Draw

- Draw your signature directly with a mouse, stylus, or finger on the white signature pad.
- Click “Clear” to start over.
- The white background is automatically made transparent when placed, so only your ink appears on the page.

Type

- Type your name and choose one of three cursive fonts: Dancing Script, Caveat, or Pacifico.
- Adjust the size slider and ink color, then preview your signature live before placing it.

Upload

- Upload a PNG image of your signature.
- Tapping “Upload” opens your device’s standard file picker, so you can browse your files as well as choose a recent photo.
- A transparent background is recommended. PlanInk checks the file and warns you if no transparency is detected — in that case it will place as a solid rectangle.

- If the file you choose isn't a valid PNG image, PlanInk shows a message asking you to pick a PNG instead.

Placing and Editing Signatures

- Click "Insert signature" to place it on the current page — PlanInk switches to the "Select" tool automatically with the new signature already selected, ready to drag or resize.
- Double-click a placed signature with the "Select" tool to reopen the "Sign" dialog and replace it with a new draw, type, or upload — the position is kept and the edit is undoable.



Where signatures are placed

Signatures (and tables) are inserted onto whichever page is currently visible in the viewer, near the top-left of your current scroll position.

10. Selecting, Moving, and Resizing

Selecting

- Switch to the "Select" tool by pressing S or clicking "Select" in the toolbar.
- Click any annotation to select it. A blue dashed bounding box appears with 8 circular handles.
- Click on empty canvas or press Escape to deselect.
- If annotations overlap, clicking again at the same spot selects the next one underneath instead of re-selecting the topmost one — keep clicking to cycle through everything stacked at that point.

Cursor Guide

Crosshair	Hovering over a selectable annotation — click to select
Four-directional arrow	Inside selected annotation — drag to move
Directional resize arrows	Over a resize handle — drag to resize
Default arrow	Over empty canvas — click to deselect

Moving and Resizing

- Drag inside the bounding box to move. Drag a handle to resize.
- Tables: resizing scales column width, row height, and font size proportionally.
- Text: width and height resize independently — dragging a side handle changes only that dimension. The label re-renders at a crisp resolution once you release the handle, rather than stretching.
- Signatures: resizing scales the image proportionally, preserving its aspect ratio.

Deleting

- Select any annotation, then press Delete or Backspace to remove it (undoable).

Copying, Pasting, Duplicating, and Rotating

- Select any annotation, then use the small floating toolbar that appears above (or below, if there's no room) its selection box. "Duplicate" places an immediate copy on the same page, offset slightly so

it doesn't land exactly on top of the original. ⤴ “Rotate” turns it 90° clockwise with each tap. ✕ “Delete” removes it, the same as pressing Delete or Backspace.

- “Rotate” works for every shape and drawing tool, plus “Timestamp” and “Measure”. “Table”, “Sign”, and “Text” can't be rotated.
- “Copy” and “Paste” are also available as standalone buttons in the main toolbar, next to “Select”. “Copy” only appears once something is selected; “Paste” only appears once something has actually been copied. On desktop, Ctrl+C, Ctrl+X, and Ctrl+V do the same thing.

Moving an Annotation to a Different Page

Dragging an annotation only moves it within its own page. To move one to another page, select it, “Copy” (or “Cut”, to remove it from the original page), navigate to the destination page, then “Paste” — it lands on whichever page is currently in view.

Deleting Pages

- Navigate to the page you want to remove, then tap the  button in the page controls at the bottom of the screen.
- PlanInk asks you to confirm, naming the page by its current number. If the page has any markup on it, the confirmation says so — deleting the page removes its markup too.
- The page is hidden immediately and the remaining pages renumber to close the gap. Nothing is actually removed from the file until you Save.
- Ctrl+Z restores a deleted page, exactly like any other action.
- You can't delete the only remaining page — the button disables itself once just one page is left.

11. Editing Existing Annotations

Double-clicking any annotation with the “Select” tool active opens an editor for that annotation type:

Text label	Reopens the “Text” dialog pre-filled with the existing wording, font, color, wrap, and alignment. Click “Update text” to apply — its position and size are kept.
Timestamp	Reopens a simple inline text overlay with the stamped date/time as plain text. Edit and press Enter to save, Escape to cancel.
Table	Reopens the “Insert Table” dialog pre-filled with all data, styling, and row colors. Click “Update table” to apply.
Signature	Reopens the “Sign” dialog with the “Draw”, “Type”, and “Upload” tabs so you can replace it. Click “Update signature” to apply — its position and size are preserved.
Shape (rect, circle, polygon, triangle, diamond, line, arrow, pen)	Opens a floating property editor with line color, stroke width, and line style controls; fill toggle, fill color, and fill opacity controls appear too for “Rectangle”,

	“Circle”, “Polygon”, “Triangle”, and “Diamond” (not “Line”, “Arrow”, or “Pen”). Click “Apply” to commit, “Cancel” to revert.
Measure	Opens the same floating property editor as shapes, with line color, stroke width, and line style controls, plus “Measure”-specific Label size and Label background (enable, color, opacity) controls. Click “Apply” to commit.

Undo support

All edits made through the double-click editors are pushed to the undo stack.

Press Ctrl+Z to revert any edit including text changes, table updates, signature replacements, and property changes.

12. Undo and Redo

Ctrl+Z (“Undo” button)	Reverses the last action. Repeatable through the full history.
Ctrl+Y or Ctrl+Shift+Z (“Redo” button)	Re-applies the last undone action.

The undo stack covers: drawing, erasing, moving, resizing, deleting, text edits, table edits, signature edits, and shape property changes.

Session only

The undo/redo history exists only for the current session.

Closing the document (or reloading the page) clears the history.

Performing a new action clears the redo stack.

13. Themes: Light, Dark, and Auto

Auto	Follows your OS setting. Recommended for most users.
Light	Forces light interface regardless of OS setting.
Dark	Forces dark interface. Useful in low-light environments.

- Click the theme button (far right of toolbar) to cycle: Auto → Light → Dark → Auto.
- Your preference is saved in your browser and remembered on your next visit.
- The PDF canvas always renders at full contrast regardless of theme.

14. Saving Your Work

When you save, PlanInk downloads an annotated copy of the PDF to your computer. All annotations — including signatures — are permanently flattened into the page content, making them printable in every PDF viewer, printer, and large-format plotter without any special settings.

- Click “Save” or press Ctrl+S.
- A save gate dialog appears if you have no active license.
- With an active license or trial, the file downloads immediately.
- The filename has “-markup.pdf” appended. Trial watermarked files use “-TRIAL-markup.pdf”.
- A photo (or batch of photos) converted to PDF can be saved immediately, even with no markup added — “Save” downloads the converted PDF as-is. A PDF you opened directly still needs at least one annotation before “Save” produces a file.

Important

Once saved, annotations cannot be edited by re-opening the saved PDF in PlanInk.

PlanInk does not auto-save. Save regularly if making many changes.

Keep your original unannotated PDF as a backup.

The original file on your device is never modified.

15. Opening and Saving from Google Drive (Beta)

PlanInk can open a PDF directly from your Google Drive, let you mark it up as usual, and save your changes back to the same file — without the file ever passing through PlanInk's own servers.

Opening a File from Drive

- Click “Drive” in the toolbar, or “Open from Google Drive” on the start screen.
- Sign in with your Google account if prompted.
- Choose the PDF you want to open from the picker window.
- The file loads into PlanInk exactly as if you'd opened it from your device.

Saving Back to Drive

Once a file is open from Drive, the “Save” button writes your markup back to that same file automatically. A second button, “Save local copy”, is also available if you'd like a copy downloaded to your device as well.

If the file was changed on Drive by someone else since you opened it, PlanInk will warn you and let you choose whether to overwrite the Drive version or save a local copy instead, so nothing is lost.

Beta

Google Drive integration is in Beta. It works with no extra steps in Chrome and Opera. In Firefox and Brave, if the Google sign-in dialog gets stuck, refresh the page, then look for a shield or privacy icon near your address bar and allow this site, then try “Open from Google Drive” again.

Availability: Google Drive integration is currently available on the hosted PlanInk service (app.planink.app). It is not yet available on self-hosted LAN deployments.

16. Licensing

PlanInk uses a save gate to control access to clean (watermark-free) saves. When you click “Save” without an active license, a dialog appears with three options:

Trial Code

- Enter a TRIAL-XXXXXXXX-XXXXXXXX-XXXXXXXX-XXXXXXXX-XXXXXXXX code to activate 30 days of full access.
- Trial codes are one-time use per device.
- Get a trial code at planink.app.

License Key

- Enter a license key to activate your license. Keys are validated against the PlanInk license server and tied to specific devices.
- SEAT-XXXXXXXX-XXXXXXXX-XXXXXXXX-XXXXXXXX-XXXXXXXX — Professional: 1 seat, up to 3 devices.
- TEAM-XXXXXXXX-...-S01 through S10 — Team: up to 10 seats, 3 devices per seat. Each team member uses their own seat sub-key.
- ORG-XXXXXXXX-XXXXXXXX-XXXXXXXX-XXXXXXXX-XXXXXXXX — Organization: up to 50 seats, 3 devices per seat.
- Licenses are validated against the PlanInk license server on activation and re-checked weekly. A 7-day grace period allows offline use if the server is unreachable.
- Each device activation is tracked — visit planink.app/manage to view or remove active devices.
- Saves on a licensed tier stamp a small QR code, called a Device Stamp, in the bottom corner of every page, identifying which device and license produced the file — including when saving fully offline with no internet connection at all. It contains no personal information and doesn’t affect the document’s content — scanning it just returns a short code. Basic (watermarked) saves don’t get one, since there’s no license behind them to identify.

Save with Watermark (Basic)

- Save immediately without a license.
- A “PLANINK TRIAL — planink.app” watermark is tiled diagonally across every page.
- The watermark renders on top of all content and annotations.
- Watermarked files are for evaluation only and not suitable for official submissions.

Expired or Revoked Licenses

- When a trial or timed license expires, the status bar shows a notification on the next save attempt.
- The save gate dialog reopens automatically.
- Trial codes cannot be reused on the same device after expiry.
- If a license is revoked (for example, after a refund or a policy issue), the save gate shows a message that the license has been revoked, rather than expired.
- This can also happen automatically, not only when you click “Save” — PlanInk checks periodically in the background and right when you bring the app back to the foreground, so you may see this message shortly after reopening it even if you haven’t tried to save anything yet.

Clearing License Data

To reset license data in your browser (for testing or troubleshooting), paste the following into the browser console (F12 → Console):

```
localStorage.removeItem('planink-license');
localStorage.removeItem('planink-used-codes');
```

17. Keyboard Shortcuts

Shortcut	Action
Ctrl + O	Open a PDF, or one or more image files (JPG, PNG, BMP, WEBP)
Ctrl + S	Save annotated copy (opens license gate if needed)
Ctrl + Z	Undo
Ctrl + Y or Ctrl + Shift + Z	Redo
Ctrl + C	Copy selected annotation
Ctrl + X	Cut selected annotation
Ctrl + V	Paste — lands on whichever page is currently in view
Ctrl + + or Ctrl + =	Zoom in
Ctrl + -	Zoom out
Ctrl + Mouse Wheel	Zoom in / out
V	“Pan” tool (default on open)
S	“Select” / Move / Resize tool
P	“Pen” (freehand)
H	“Highlighter”
E	“Eraser”
L	“Line”
R	“Rectangle”
A	“Triangle”
G	“Polygon”
>	“Arrow”
C	“Circle”
D	“Diamond”
X	Open “Text” dialog
T	Open “Insert Table” dialog
N	Open “Sign” dialog

Shortcut	Action
M	“Measure” tool
K	“Timestamp” tool
I	“Image” tool
Delete or Backspace	Delete selected annotation
Escape	Cancel in-progress shape • Deselect • Close “Text”/“Sign”/“Table” dialogs without saving • Cancel Timestamp edit
Enter	Line break within the “Text” dialog • Commit Timestamp edit • Close polygon
Middle mouse button	Pan (works with any tool active)

18. Touch Screen Usage

Single finger drag (“Pan” tool)	Scrolls the page
Single finger tap	Selects tools, clicks buttons, places annotations
Two-finger pinch	Zooms in and out, centered on your fingers
Single finger draw (drawing tools)	Draws annotations
Drag a “Scan” corner handle	Shows a zoomed magnifier of that spot, so you can place the crop line precisely

- The toolbar scrolls horizontally on narrow screens — swipe left or right to reach all tools.
- All dialog boxes are touch-friendly.
- The “Sign” dialog’s “Draw” pad supports touch and stylus input, the same as the main canvas.

19. Installing PlanInk as an App

At app.planink.app, PlanInk can be installed as a standalone app instead of used only in a browser tab — its own window, its own icon in your app launcher or Home Screen, no address bar.

- In Chrome or Edge (desktop or Android), an install icon appears in the address bar (or the ⋮ menu). Click it and confirm to install.
- On Safari (iOS/iPadOS), tap Share, then “Add to Home Screen.”
- Once installed, PlanInk opens in its own window and gets its own icon — no browser chrome, no address bar.

Hosted app only

Installing is only available at app.planink.app. A LAN deployment your organization provides (for example, an internal address like `eccsvr`) will never offer to install — this is intentional, since a LAN-only install could silently stop working the moment you leave that network. The LAN version still works fully in a regular browser tab.

If Your LAN Server Becomes Unreachable

If you're using a LAN deployment and it becomes unreachable — for example, you've left the office network — a banner appears at the top of the screen: "Can't reach your LAN server right now." Tap the link in the banner to switch to the hosted cloud version at app.planink.app instead.

You'll need to activate again

The cloud version is a different server, so you'll see the license/trial gate there even if you're already licensed on your LAN deployment. Activating there uses one of your license's device slots, the same as installing on any new device.

20. Tips and Best Practices

General Workflow

- Open the PDF and navigate to the correct page in "Pan" mode before drawing.
- Set your color and stroke width before drawing — these apply to new annotations immediately.
- Use "Undo" (Ctrl+Z) freely. It covers everything including moves, resizes, edits, and deletions.
- For large plan sets with many pages, annotate one page at a time and save after each page.
- Field photos (splices, panels, equipment) can be opened directly — no need to convert to PDF first.

Color Conventions for Utility and Construction Plans

- Red (#E53935): New or proposed work (standard redline convention).
- Blue: Notes, callouts, reference dimensions.
- Green: Existing infrastructure to remain.
- Black: General annotations, text labels, table borders.
- White fill + colored border: Legend boxes and callout backgrounds.

Editing and Correcting Annotations

- Double-click any annotation with the "Select" tool to edit it without deleting and redrawing.
- Use the shape property editor to adjust color, width, or fill on placed shapes.
- Text labels can be updated in-place — the edit is undoable.

Working with Legends and Tables

- Use the "Table" tool to create a legend box with a header row and colored data rows.
- Set per-row fill colors to match your annotation colors for a professional legend.
- Place the table last so it renders on top of other annotations.
- Resize the table with the "Select" tool after placing to fit your available space.

Using the "Sign" Tool

- Use "Type" mode for a quick, legible signature; use "Draw" mode when you want your actual handwriting.

- Place your signature last, after other annotations, so it sits on top.
- Resize it once placed with the “Select” tool rather than trying to get the size exactly right in the dialog.
- For repeated use across many sheets, Upload a saved transparent PNG of your signature for a consistent look every time.

Using the “Text” Tool

- Type the full label before worrying about sizing — the dialog's preview shows it at a comfortable reading size regardless of how big or small the box ends up on the page.
- Turn “Wrap” on for longer labels you'll want to resize later; leave it off for short one-line callouts where you want full control over exactly where the line breaks.
- Resize the label once placed with the “Select” tool — width and height resize independently, so you can widen a label without also making it taller.
- Since a text label is an image once placed, pick your font and color before clicking “Insert text”. “Update text” keeps your wording and re-renders it if you change your mind, but getting it right the first time saves a step.

Using the “Measure” Tool

- Select the “Measure” tool (M), click to place the first point, then click again for each additional waypoint — a running preview shows the segment as you move the pointer. Pause briefly, double-click, or press Enter to finish; Escape cancels.
- Measurements magnetically snap to round numbers (1 / 5 / 10 / 25 / 50 / 100 ft or m) as you draw, so a line meant to land on exactly 100 ft does so cleanly. Change the increment or turn “Snap” off in the “Measure” toolbar row; hold Alt while drawing to bypass snapping for one segment.
- If the plan has no printed scale but shows something of known real-world size, use “Calibrate”: click the “Calibrate” button, draw a line along that known feature, finish it, then enter its real length. PlanInk derives the scale and recalculates every existing measurement on the page to match.
- Use the “Measure” toolbar row's Label size and Label background controls (or the double-click editor, for a measurement already placed) to make a dimension label stand out against busy plan content — a colored, semi-opaque box behind the text reads clearly even over dense linework or imagery.
- The measurement label, including any background box, is embedded in the saved PDF alongside your other annotations.
- For field calibration, verify the plan scale before measuring — scanned or resized plans may not match their printed scale. Calibrating against a known object on the plan (above) is usually faster and more reliable than trusting a printed scale bar.

Using “Scan”

- Frame the whole document in the photo with a bit of margin around it — it's easier to drag a corner in than to guess where an edge outside the frame would be.
- Pick “Black & White” for text-heavy documents like permits and receipts; use “Enhanced Color” or “Original” when color itself matters, such as a photo with colored markings or stamps.
- On a touch screen, watch the magnifier rather than your finger while dragging a corner — it shows the exact point that will become that corner, not the point your fingertip is covering.

- Good, even lighting helps more than a high-resolution camera — “Black & White” uses an adaptive threshold that already compensates for some shadow and glare, but an evenly-lit photo will always scan more cleanly.

Using “Image”

- Use “Image” for anything that isn’t a signature — a site photo, a permit, a receipt, a screenshot — in JPEG, PNG, WEBP, or BMP; use “Sign”’s “Upload” tab only for an actual signature PNG.
- Resize from a corner handle to keep the photo’s proportions — every handle is locked to the same aspect ratio, so there’s no dragging it into a stretched, distorted shape.
- Double-click an image to replace its picture in place, rather than deleting it and inserting a new one — its position and size carry over to the new photo.

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