

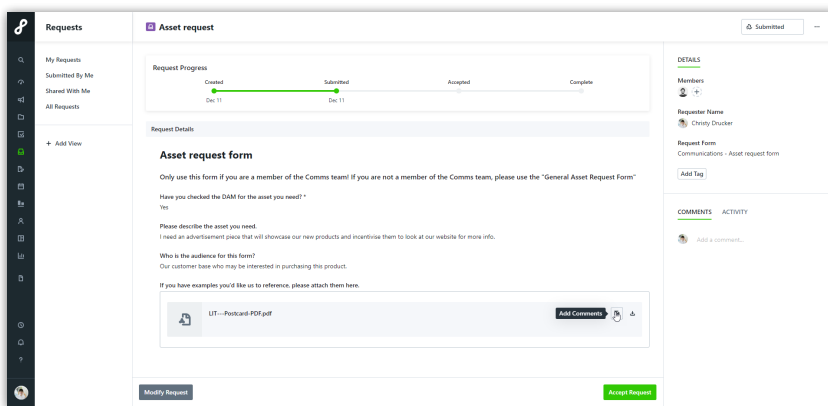
# Request File Markup

Published on 12/11/2023

Receiving information via a request can be difficult when there is disconnect between the Requester and the Acceptor. Use Request File Markup to help bridge the gap on your attached files!

## Accessing Request File Markup

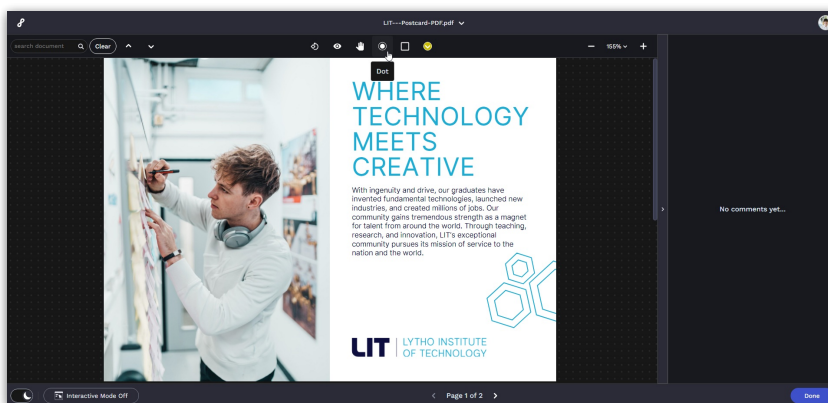
When or after [submitting a request](https://guide.lytho.com/help/request-management#viewing-submitted-requests) with an attached file, each file attached will show within the **Request Details** section of the request. On the right end of each file are your action buttons "Add Comments" and "Download." Clicking on the **Add Comments** button will take you into the request file screen.



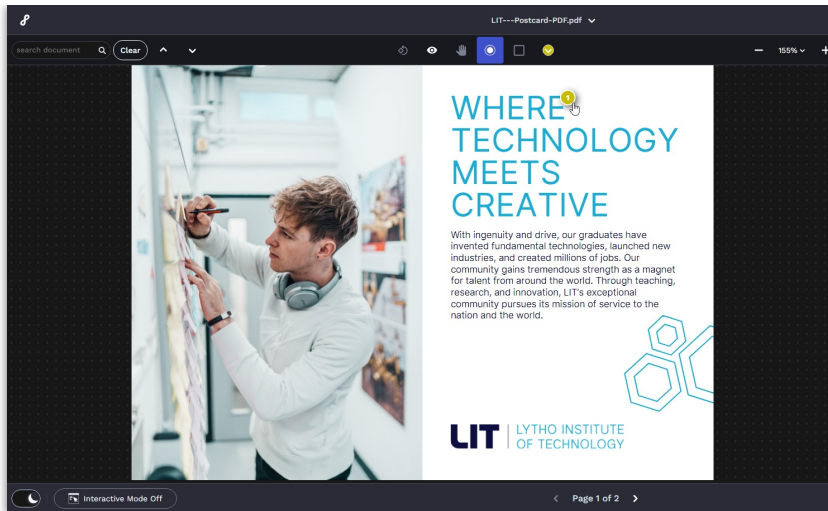
**Unsupported file types** (<https://guide.lytho.com/help/request-markup-early-access#supported-file-types>) will grey out the "Add Comments" button and instead read "Add Comments not yet supported for this file type."

## Using File Markup

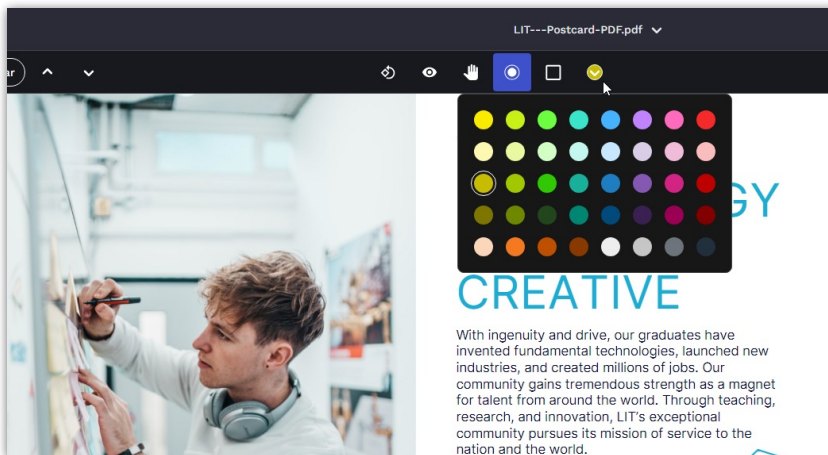
From the center of the upper actions bar, select one of the annotation tools. Once selected, the button will highlight indicating it has been selected.



Click anywhere on the asset to place your annotation. Some annotation types will require you to click and drag.



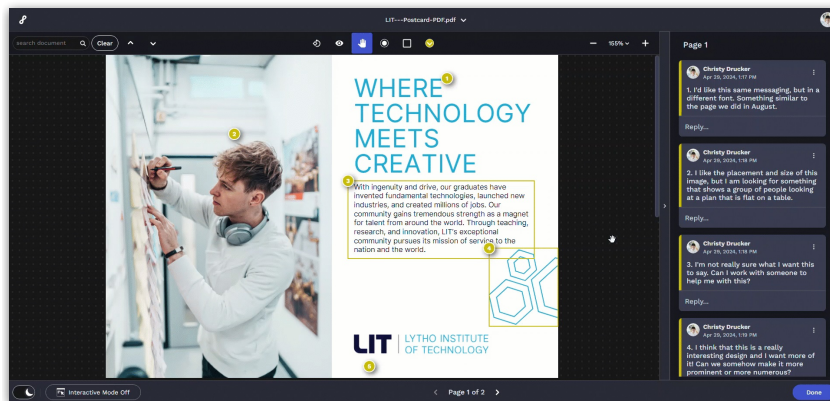
You can adjust your annotation color by selecting the **Choose annotation color** button to the right of the Dot tool.



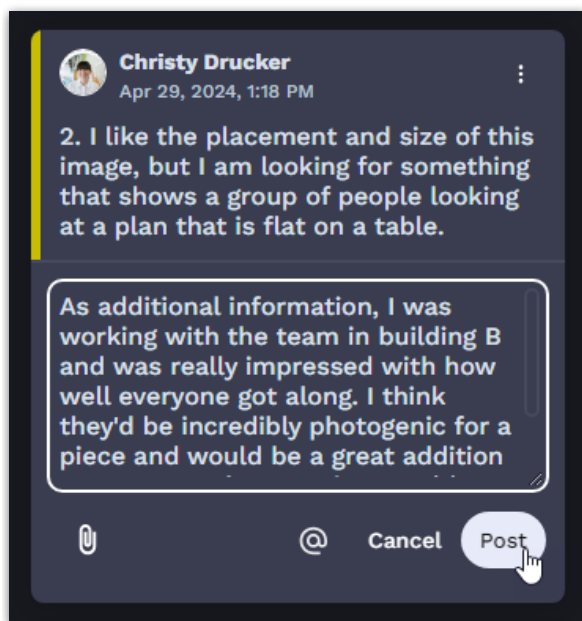
Whenever an annotation is placed, a comment will be required on the right side of the screen. Write your comment and select **Post** when you are finished. You can also attach up to 12 files to a single comment.



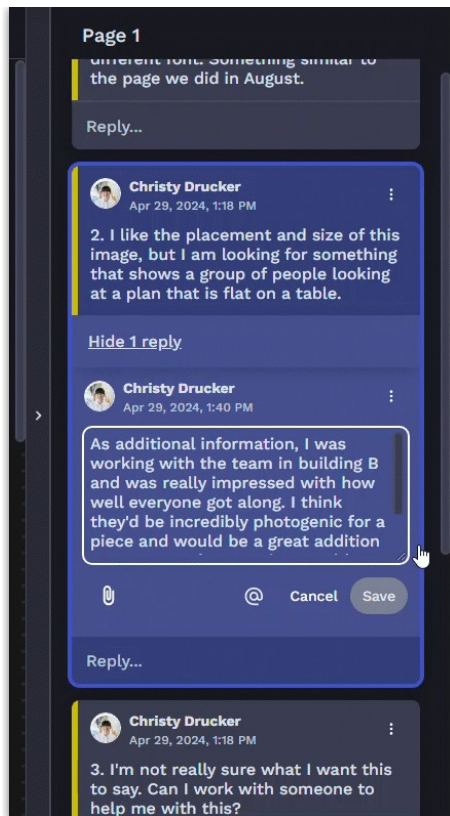
All comments will be stored on the right side of the screen. Use the outer scroll bar to scroll through the comments.



To reply to a comment, select **Reply...** underneath the comment and type within the text box. You can also attach files by clicking the **paperclip icon**. Click the **Post** button when you are ready to submit your reply.



While writing a comment, you can expand the comment box by selecting the bottom right corner and dragging it up or down.



When you are finished marking up the file, select **Done** in the bottom right corner. From the request page, the number of comments will be displayed on the attached file.

Request Progress

Created
Submitted
Accepted
Complete

Request Details

### Asset request form

Only use this form if you are a member of the Comms team! If you are not a member of the Comms team, please use the "General Asset Request Form"

Have you checked the DAM for the asset you need? \*

Yes


Please describe the asset you need.



I need an advertisement piece that will showcase our new products and incentivise them to look at our website for more info.

Who is the audience for this form?

Our customer base who may be interested in purchasing this product.

If you have examples you'd like us to reference, please attach them here.

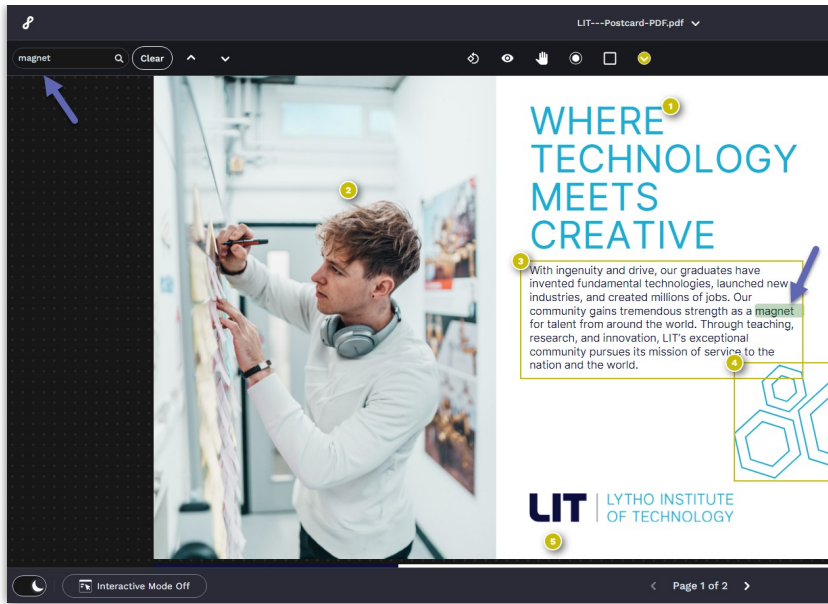

LIT---Postcard-PDF.pdf

## Additional Features

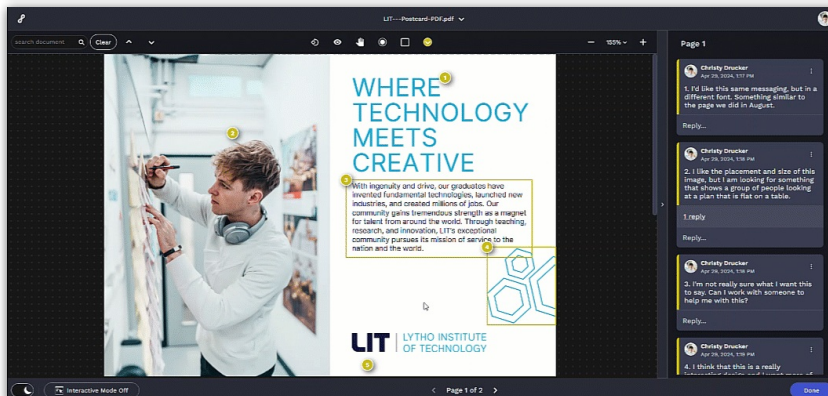
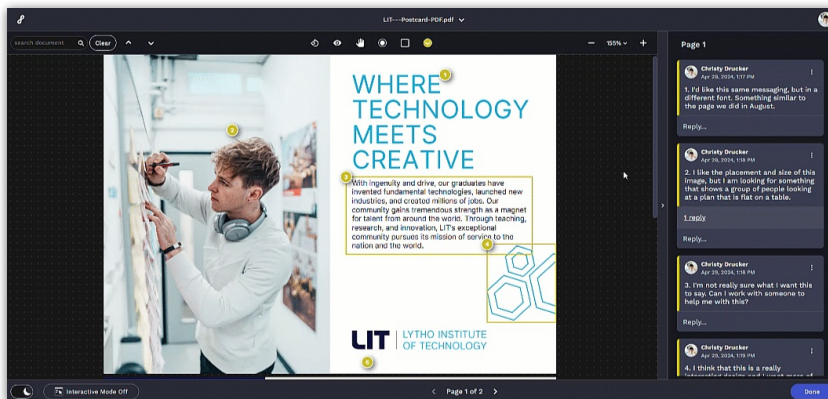
### Text Search

If the file you are marking up has a text layer, such as a PDF or .doc file, in the top left corner you will see a search box. Use this search box to find specific text in your file by clicking the **Enter** or **Return** key on your keyboard after typing in your text. When the text you've entered has been found, it will highlight in green. Use the arrows **<** and **>** next to the search box to move between each of the matching text items found.



## Continual Scroll

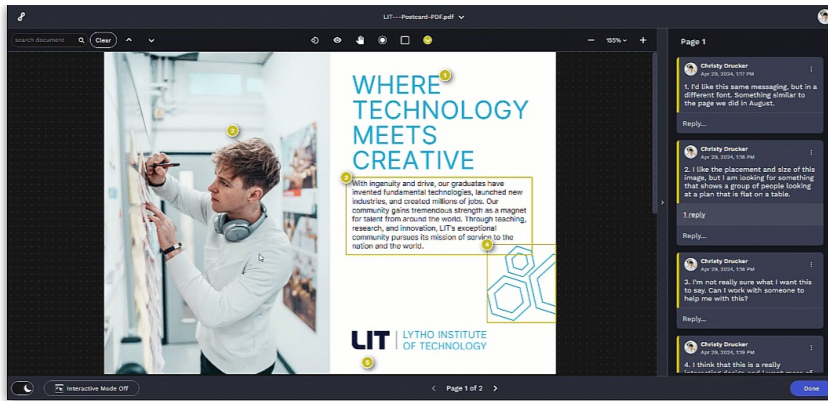
If your document contains multiple pages, you can use the single page navigation for single page navigation or the scroll bar on the canvas (or mouse wheel) to seamlessly scroll pages of an asset



## Light/Dark Mode Toggle

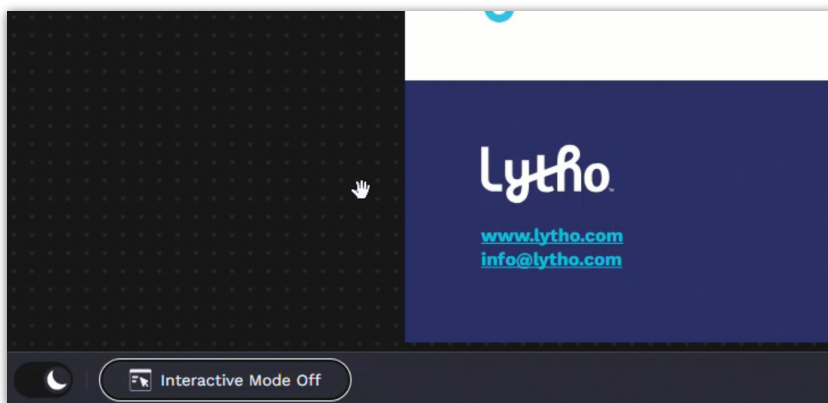
In the bottom left corner of the screen you will find the **Light/Dark Mode** toggle that allows you to switch between a primarily light or primarily dark color scheme.



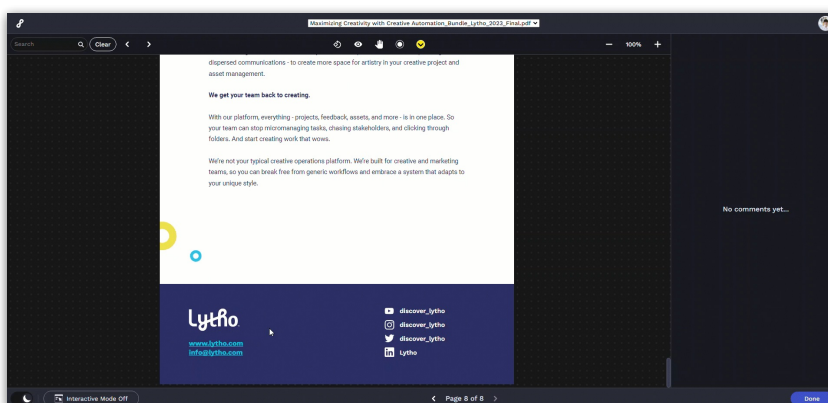


## Interactive Mode

If there are links or editable fields on your document that you would like your users to test or access, they'll be able to use "Interactive Mode" to interact with those links. Found in the bottom left corner of the screen, select the **Interactive Mode Off** button to toggle it on. When clicked, the button will light up green and read "Interactive Mode On."



While Interactive Mode is toggled on, users can click on links to activate them.



- While Interactive Mode is activated, users will not be able to add annotations.
- Hyperlinks saved to image files (.jpg, .png, .bmp) will not be accessible via Interactive Mode.

## Supported File Types

*This section will continue to be updated as the feature is improved.*

**PDF Documents:** \*.pdf

**Image Files:** \*.jpg, \*.jpeg, \*.gif, \*.png, \*.eps, \*.epsx, \*.tif, \*.tiff, \*.svg

**Microsoft files:** \*.doc, \*.docx, \*.ppt, \*.pptx, \*.xls, \*.xlsx

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