



Altium Designer

Essentials Training with Altium 365

Module 29: Design Review and Commenting

Altium
TRAINING





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Module 29: Design Review and Commenting

1 Purpose

In this module, you'll learn how to open a Project for a review, using the Comments and Task panel, adding comments and collaborate with other team members.

Altium Designer projects, when integrated with a connected Workspace, enable a dispersed design team to collaboratively work on projects that are centrally stored and managed through that Workspace. To enhance the design collaboration process, the design interface supports commenting on design documents. Comments, i.e., user-added notes, can be applied to a point, object, or area on a schematic, 2D PCB, Draftsman, or ActiveBOM document and may be replied to by other users.

2 Shortcuts


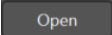
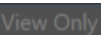
Shortcuts used when working with Module 29: Design Review and Commenting

Ctrl+ALT+C	Place a Comment
Ctrl+S	Save Document





3 Preparation

1. Close all existing projects and documents.
2. Open the Project `Module 29 Design Review and Commenting - Part A`
 - a) Select **File » Open Project** to open the *Open Project* dialog.
 - b) **Enable the folder view button** .
 - c) Navigate to the predefined Training Project `Module 29 Design Review and Commenting - Part A`
(`Top\Projects\Altium Designer Essentials Training Course\...`)
 - d) Select **Open** .
 - e) The Project will be available at your Project Panel with `View Only` option .

3.1 Review inside Altium Designer

3.1.1 Comments and Task panel

3. Open all schematic documents and the PCB with the command **Open All**.
4. Open the Panel *Comments and Tasks*, Figure 1, no Comments and Tasks are added so far.

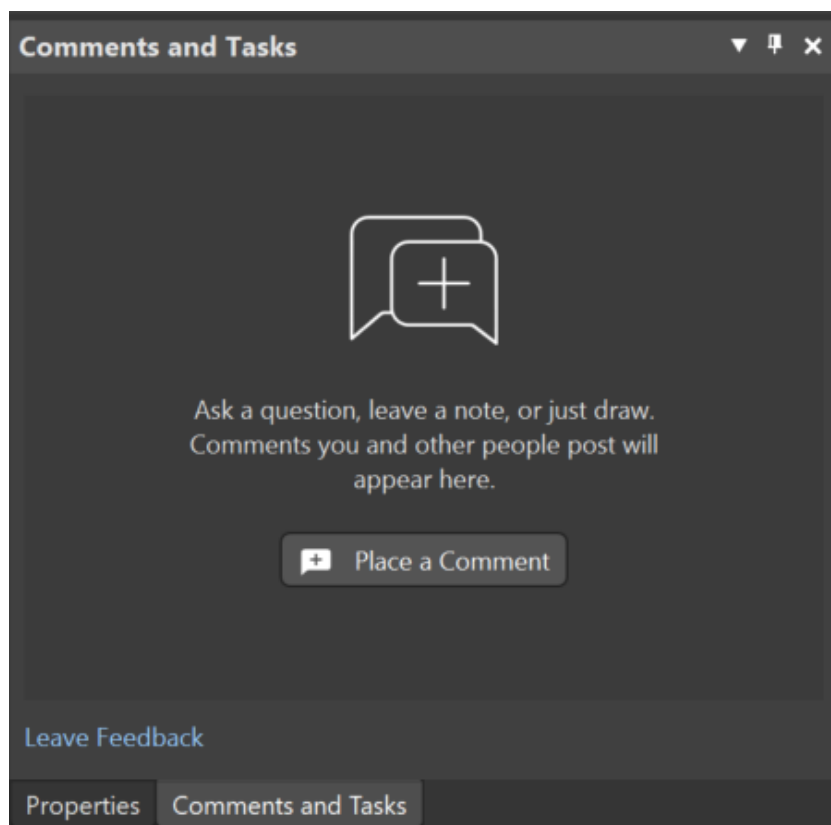


Figure 1. Comments and Tasks



3.1.2 See Comments and Tasks from the Trainer

Caution: For ILT Training: Wait until the trainer added some comments / changes to the project and let you know that he is ready before you continue with the next steps.

- If you check the upper left corner of the workspace you can see icons representing other persons that opened the project / document, Figure 2.

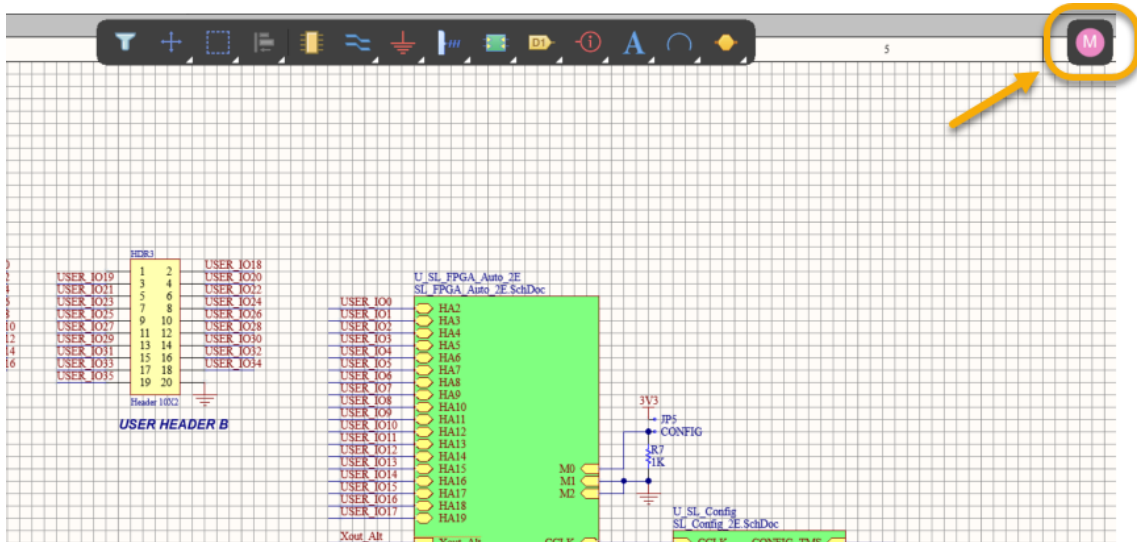


Figure 2. Other Users that opened the Document / Project

- If other users modify the document the icon change and you see a pen, , , Figure 3.

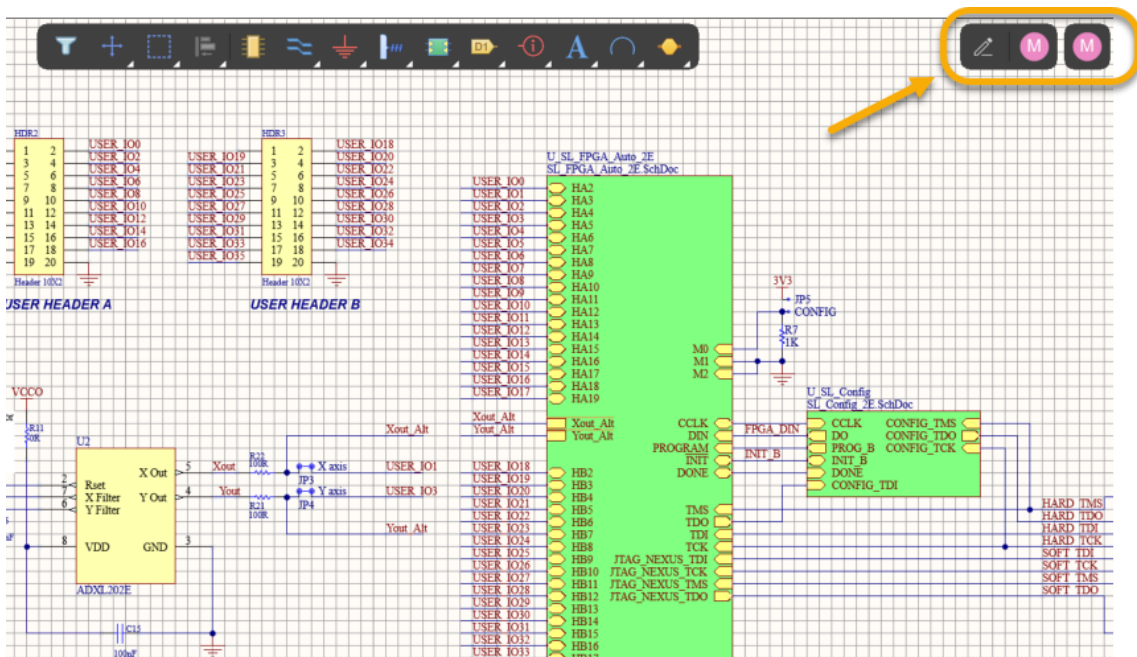


Figure 3. Document with Modification

- Comments and Tasks that were added to the project are listed at the *Comments and Tasks* panel. Each comment and task have his own information area. This can be selected to jump to the Object in the document and to see details for the information.

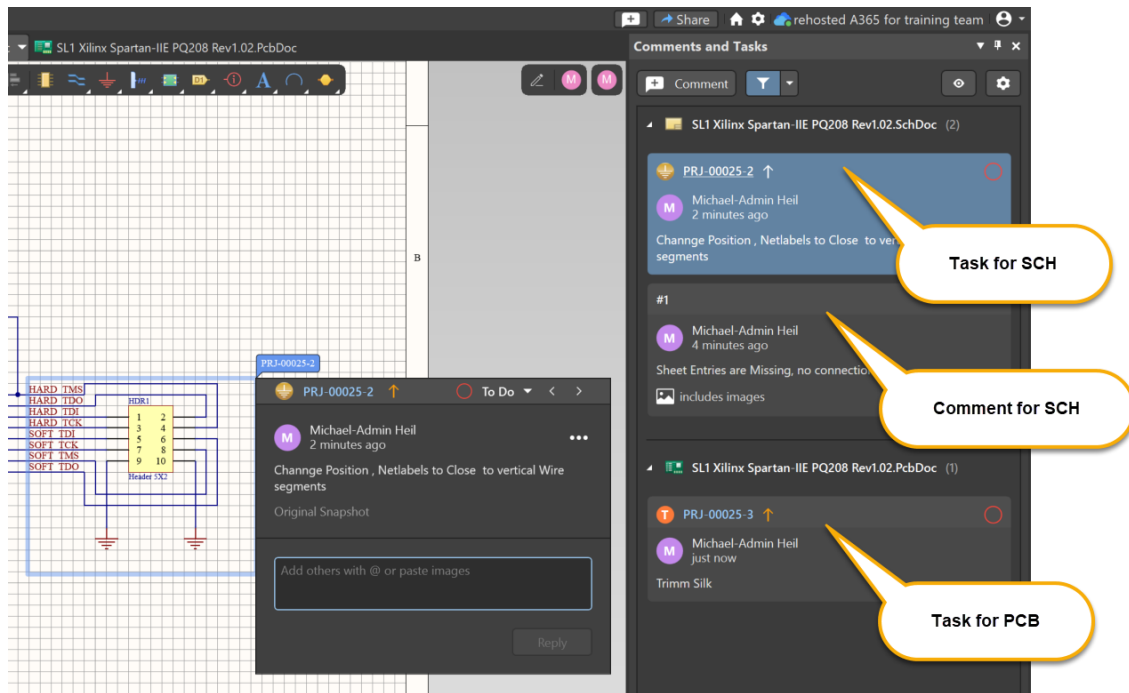



Figure 4. Notes and Comments



3.1.3 Place Tasks and Comments

Next you can place **ONE** comment. To place a Comment, click the **Comment** command and select an area or an object at the SCH (e.g. Component / Pin / Net), or you select at the PCB a PCB area or object and create a comment.

8. At the *Comments and Tasks* panel select the command to place a Comment .
9. Place **ONE** comment at a SCHDOC or the PCB. Feel free to assign a task to a Team Member /College or the Trainer.

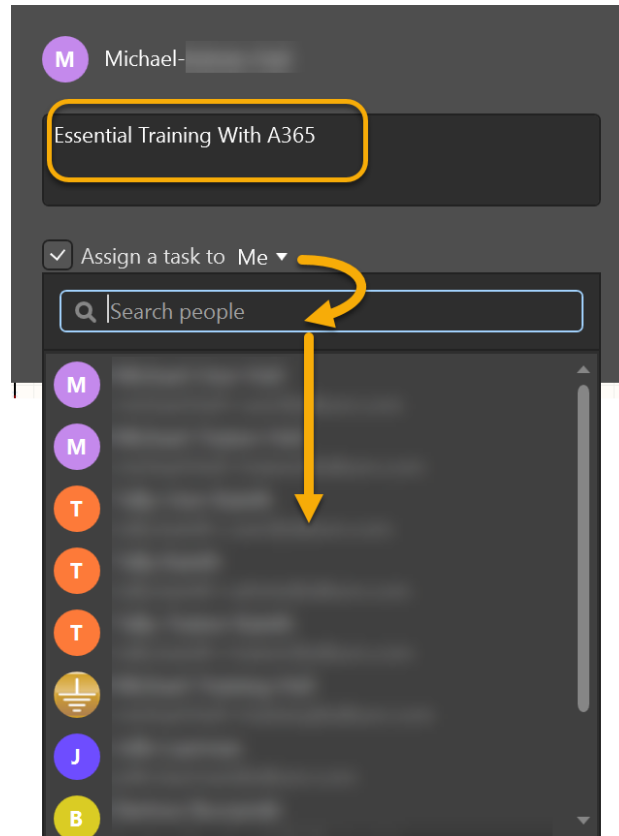


Figure 5. Adding a comment, with Task

10. If the panel was empty, after you placed your first comment you can see additional commands at the panel, Figure 6.

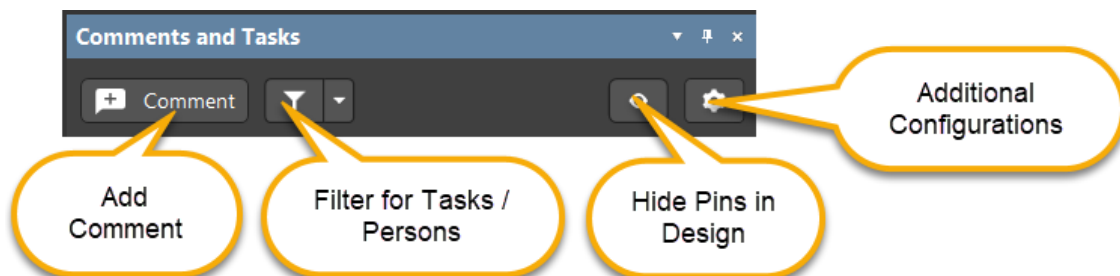


Figure 6. Commands from Comments and Tasks panel



11. You will see how the comments, task list grows, as other Training attendees place additional comments, tasks.
12. You can check if you have a task if you filter the task list.





3.1.4 Placed Tasks and Comments

Caution: For ILT Training: Wait until some of the attendees created some comments / tasks at the project before you continue with the next steps.

13. At the *Comments and Tasks* Panel select one of the Tasks or Comments that were added to the Project.
14. A task offers the option to change the priority and to change the status of the task. It is also possible to add additional comments to an existing task / comment, Figure 7.
15. Feel free to open the configuration  and the filter  for the *Comments and Tasks* panel to configure the list of comments / tasks you see at the panel, Figure 8.

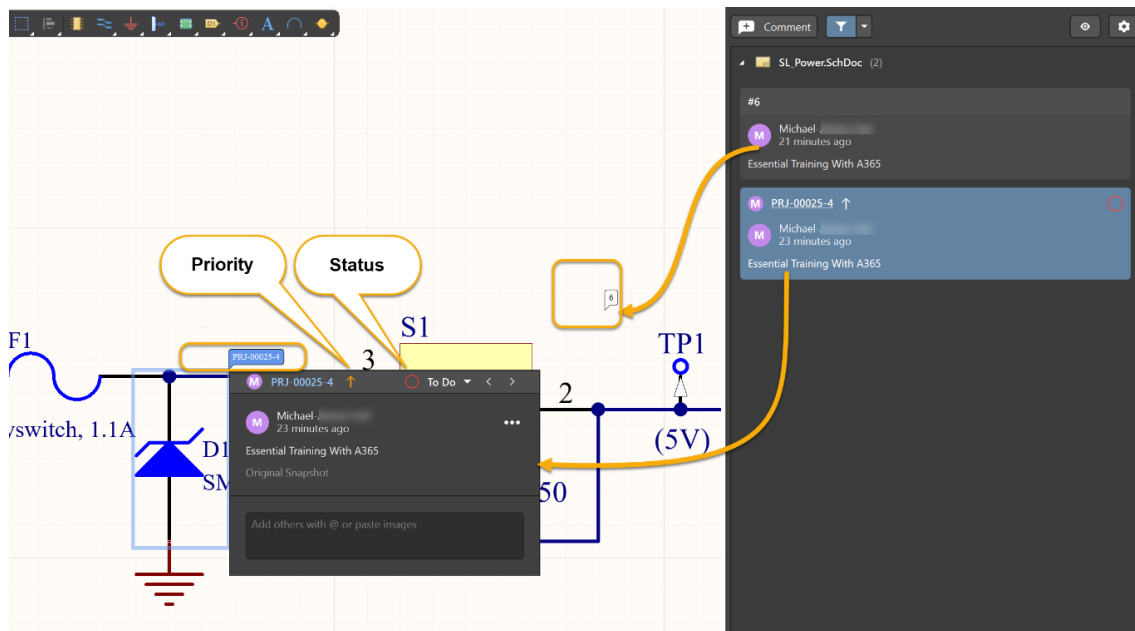


Figure 7. Open placed Tasks and Comments



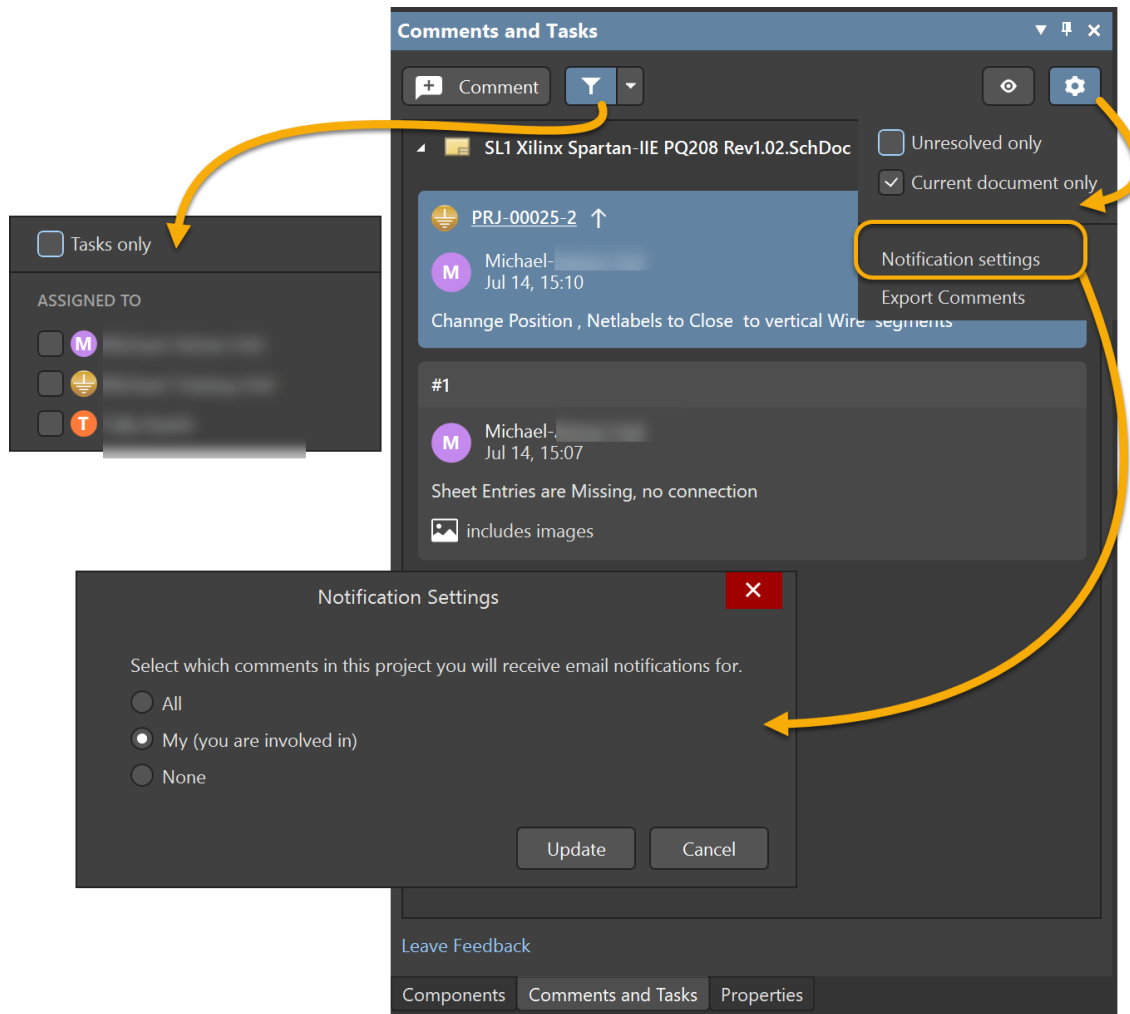


Figure 8. Configuration for the Comments and Tasks panel

3.2 Review with Web Interface

As alternative to a review in Altium Designer it is possible to open and review a Project from a Web Browser.

3.2.1 Open Web Browser

To make it simple we now open the Web Browser from within Altium Designer, but feel free to use the other methods you learned at the beginning of this Course.

16. At the *Project* panel, select the Project file, right click, and execute **Show in Web Browser**, Figure 9.

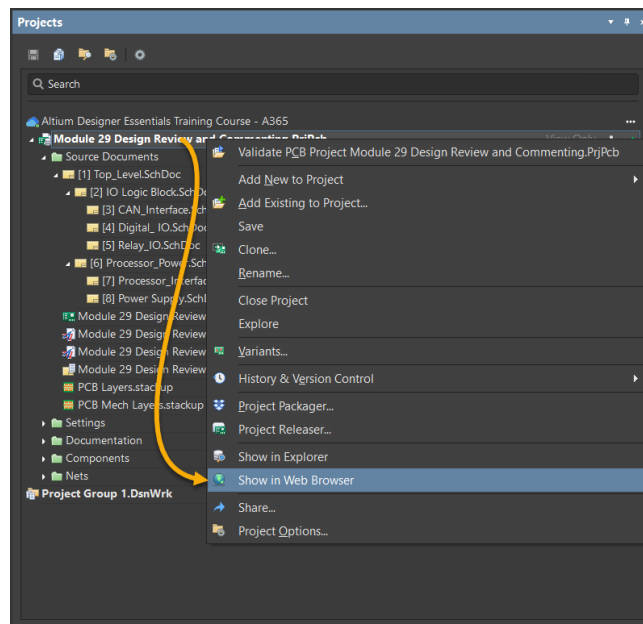


Figure 9. Open Web Browser

17. With the Web Browser open and the Project loaded:

- Open the *Comments and Task* list to see the existing Comments and Tasks
- Place **ONE** Comment at the Web View (SCH or PCB).

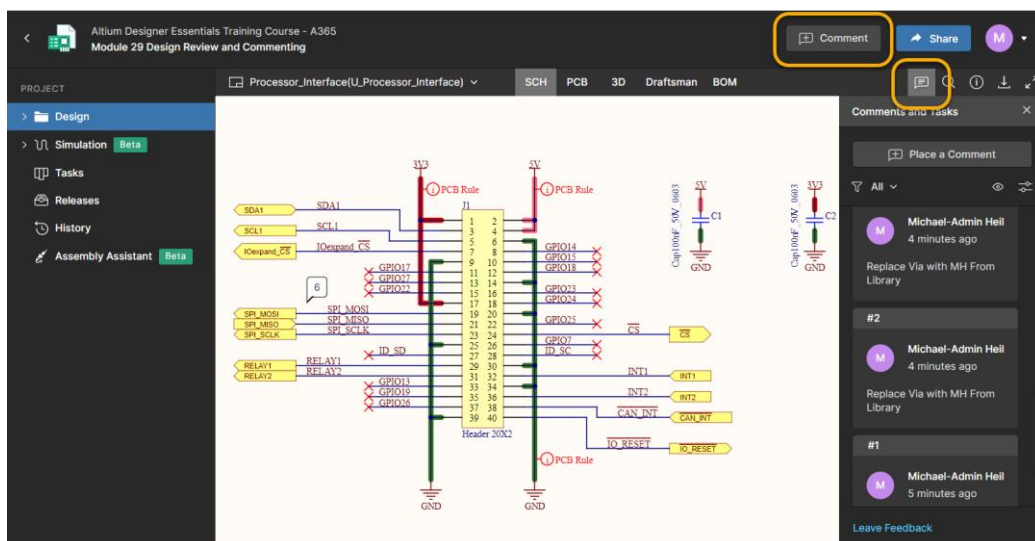


Figure 10. Web View for adding Comments



Caution: After a review or cross check from other team members, the typical flow would be to check the review and, if needed, to update the design.

Question: During this course, we used vias as Mounting Holes, which is not a typical way to create Mounting Holes.

A typical Mounting Hole definition, for most designers, is a component in a library (with a Mounting Hole Symbol and a proper Footprint).

As the final task (Homework for this course), think about the steps that would be needed in a redesign process to replace the existing Mounting Holes with a component that represents a Mounting Hole.





Congratulations on completing the Module!

Module 29: Design Review and
Commenting

from

**Altium Designer Essentials Training
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Thank you for choosing **Altium Designer**

