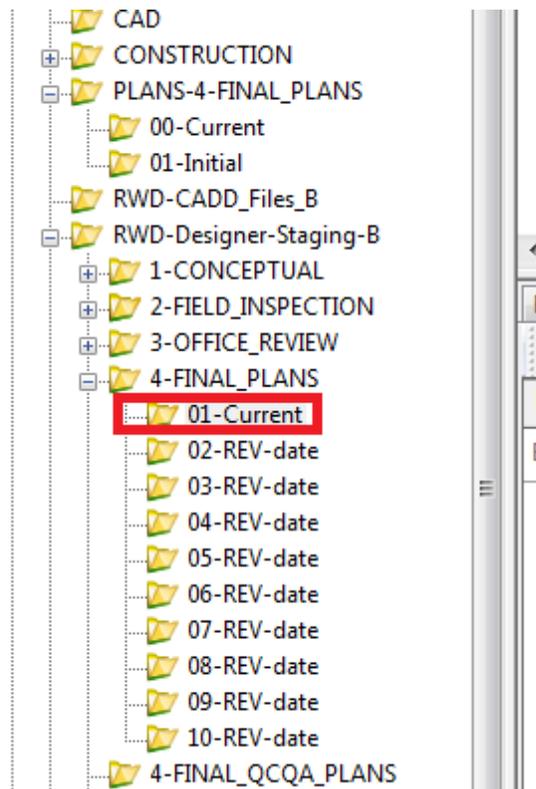


When submitting revisions for a final set of plans in ProjectWise, 2 documents will be required (See example at the end of this document for more information on this). After the initial print, the full set of plans should be located in the staging area. The location is RWD-Designer-Staging-B -> 4-Final_Plans -> 01-Current. You will use that PDF to make your changes. You will then create a version of it and submit that version as the print request.

Walkthrough

1. Navigate to the “01-Current” folder located in the “Staging Area” for the job you want to revise:



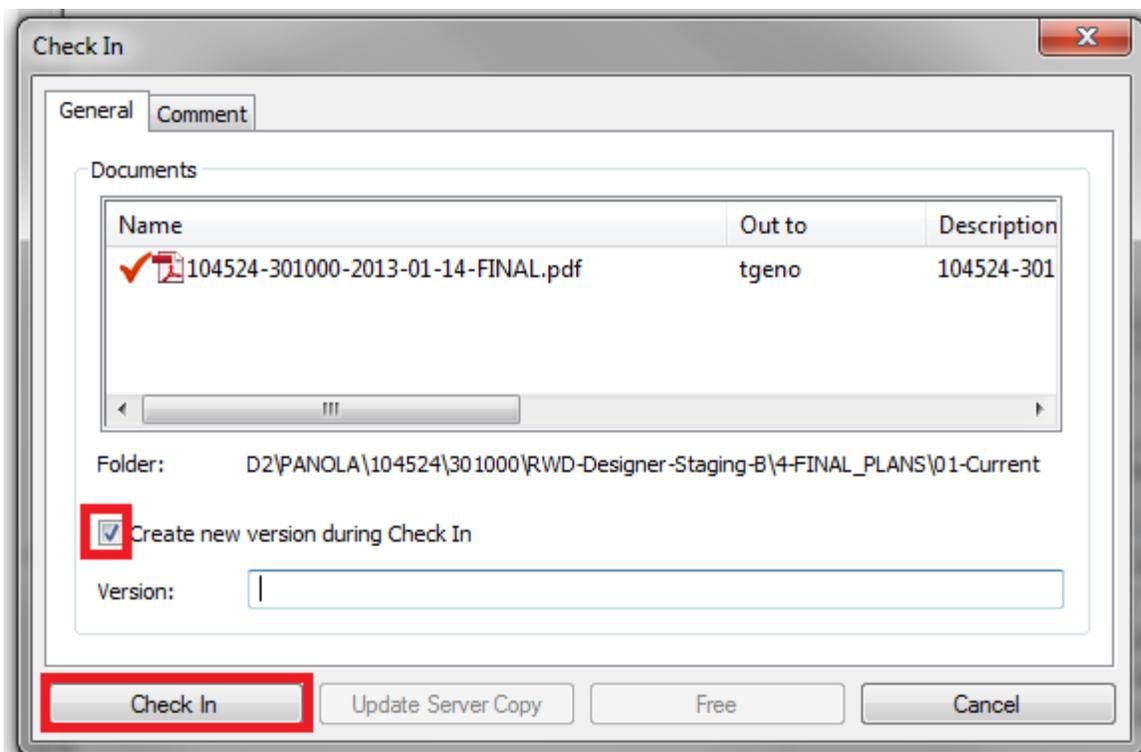
2. Double click on the Final Plans PDF to open it in Adobe.

3. Insert your revised sheets into this document. If you need help on how to insert sheets, use this document (Step 3):
http://sp.mdot.ms.gov/Roadway%20Design/CADD_Info/Documents/Multipage_Adobe.pdf

If you need to add stamps, refer to this document:

http://sp.mdot.ms.gov/Roadway%20Design/CADD/Other/Adding_Stamps.pdf

4. Once you have finished editing, click the save button in Adobe Acrobat and close the document.
5. At the “Check In” Prompt pops up, check the box for “Create new version during Check In” and click “Check In.”



Note: The only version of the document you will see is the current version you have created. If for some reason you make a mistake and need to go back to the previous version, CADD can still access it.

Documents Required for Revisions:

For the submittal, we require 2 files for each strip set (2 for final plans, 2 for bridge plans, etc). For roadway plans, we want the PDF you just created using steps 1-6 above. We also want a set with JUST the revised sheets. It will be named the same as the full set except it will have a –REV at the end. If there are any bridge revisions, bridge division will give you these 2 documents for their strip set.

Example:

102090-301000-2012-11-07-FinalPlans.pdf (Full Set)

102090-301000-2012-11-07-FinalPlans-REV.pdf (Revised sheets ONLY)