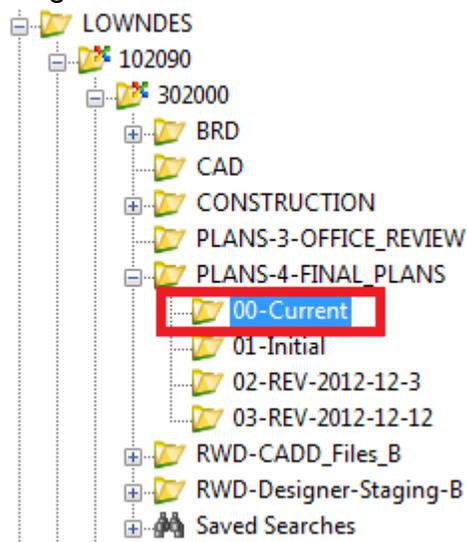


If this is the first revision that has been printed for a job, there should be a full set of plans on ProjectWise in the “Current” folder located in the PLANS-4-FINAL_PLANS folder. This is the file you will want to add your revisions to.

NOTE: If the title sheet was signed digitally, the signatures MUST be removed by the person who signed it. Before you take the following steps, you must send an email to the parties who signed it and have them remove their signatures. Once the revision has been finished, you will then have to email them and have them resign.

1. Navigate to the “Current” folder for the job you want to revise:



2. In the right window double click on the “FinalPlans” PDF to open it in Adobe:
3. Inside Adobe, delete and replace the sheets that have been revised. Note: Add your revision stamps in this step as well.
4. Hit save and close the file.
5. At the prompt, check the document in.

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 1-5 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.

Example:

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

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

If you need to add stamps (1st O. Rev, Special 2nd Order, etc), please refer to this help file:

http://sp.mdot.ms.gov/RoadwayDesign/CADD/Other/Adding_Stamps.pdf