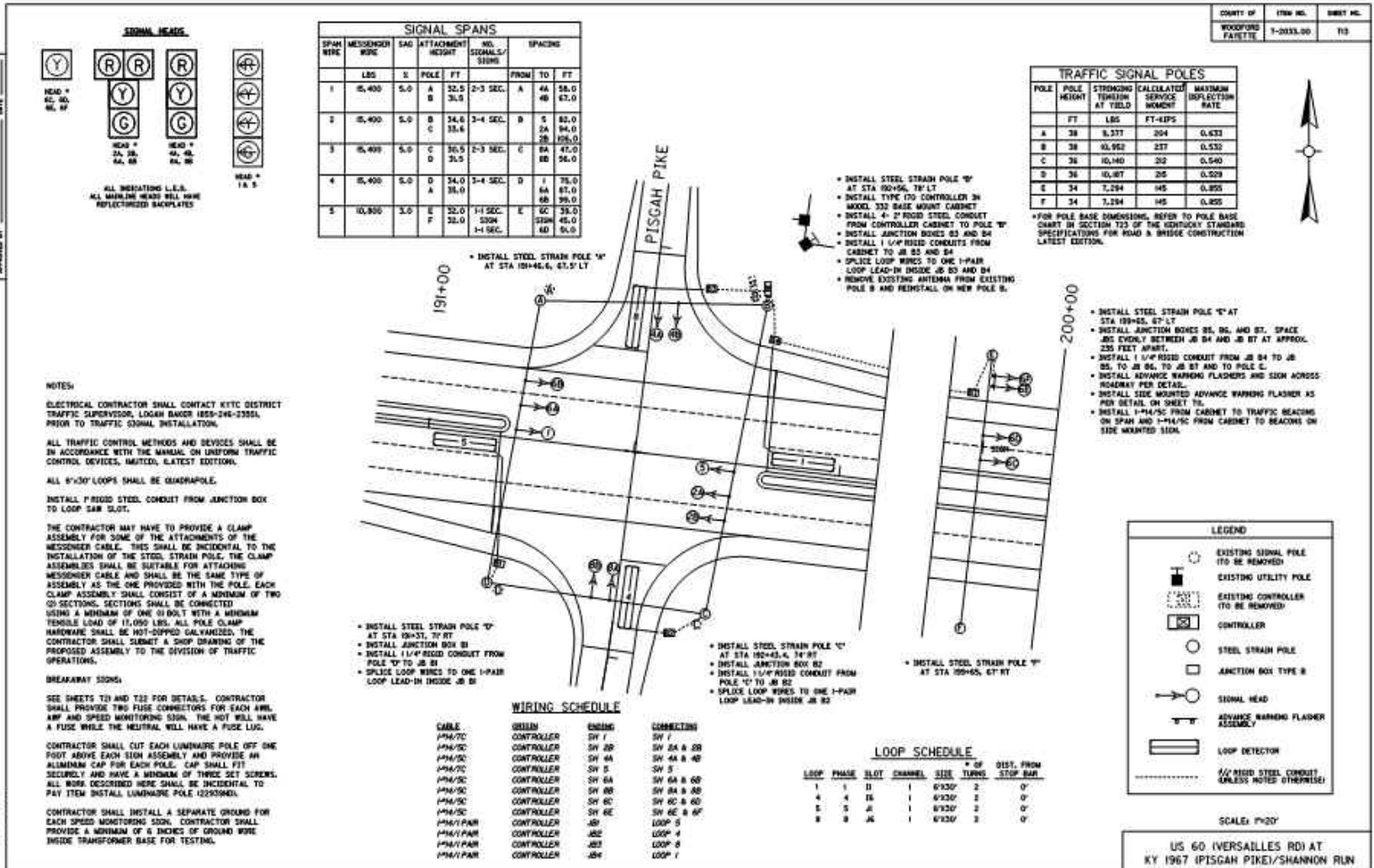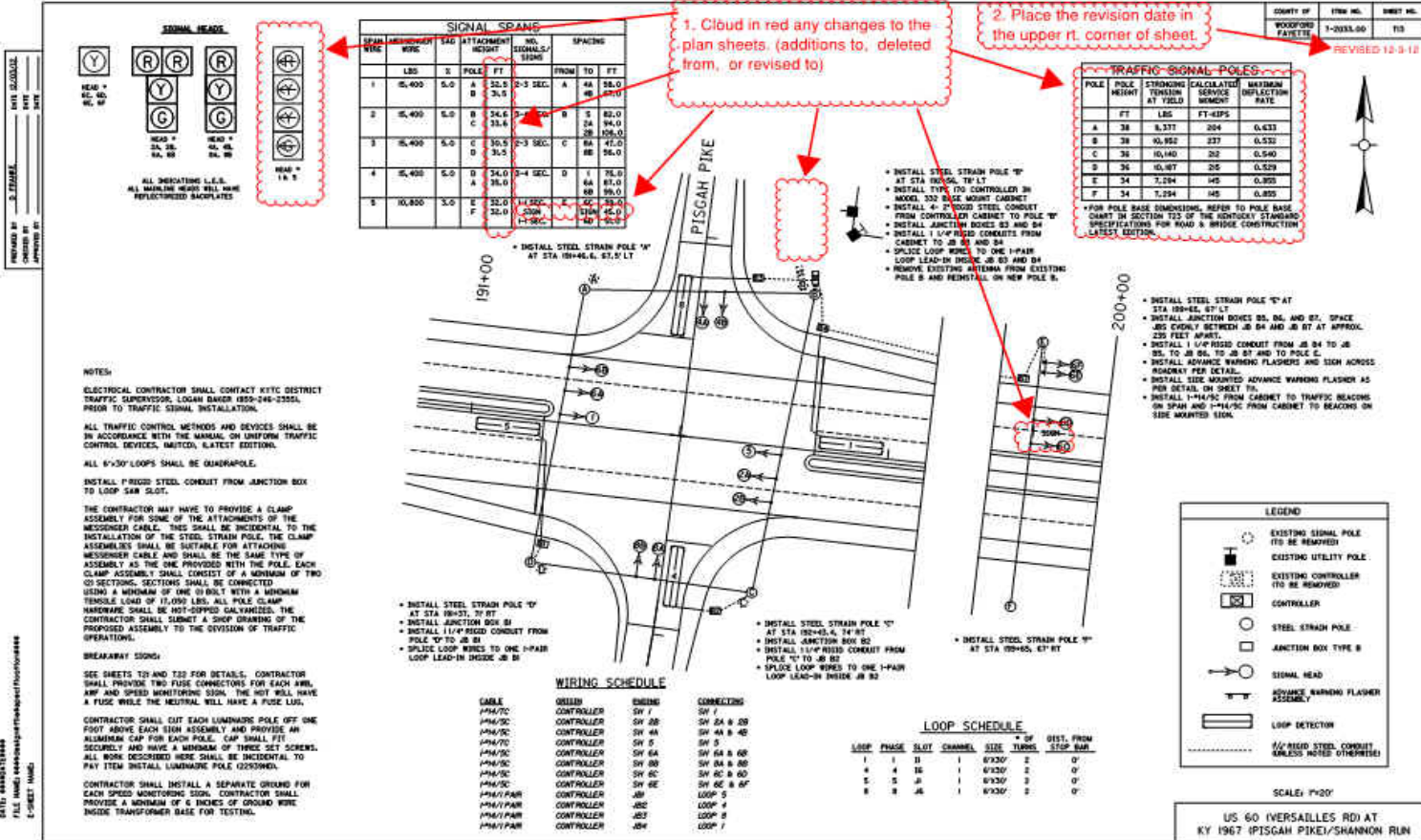# HOW TO CREATE AND MARK PLAN SHEETS FOR AN ADDENDUM

1. First create full size PDF (Book mark name.pdf) from your revised DGN file (Book mark name.dgn)

HOW TO CREATE AND MARK PLAN SHEETS FOR AN ADDENDUM

2. Copy PDF and add "_mu" to the sheet name. (example: *Book mark name_mu.pdf)*

3. Cloud in red any changes to the PDF (Revisions, Additions to, and or Deleted items) in the *Book mark name mu.pdf*

4. You will end up with one clean/corrected file (Book mark name.pdf) and one clean/corrected file with red clouds (Book mark name_mu.pdf)

5. Send both Pdf files to Plan Processing (*Book mark name.pdf & Book mark name_mu.pdf*)