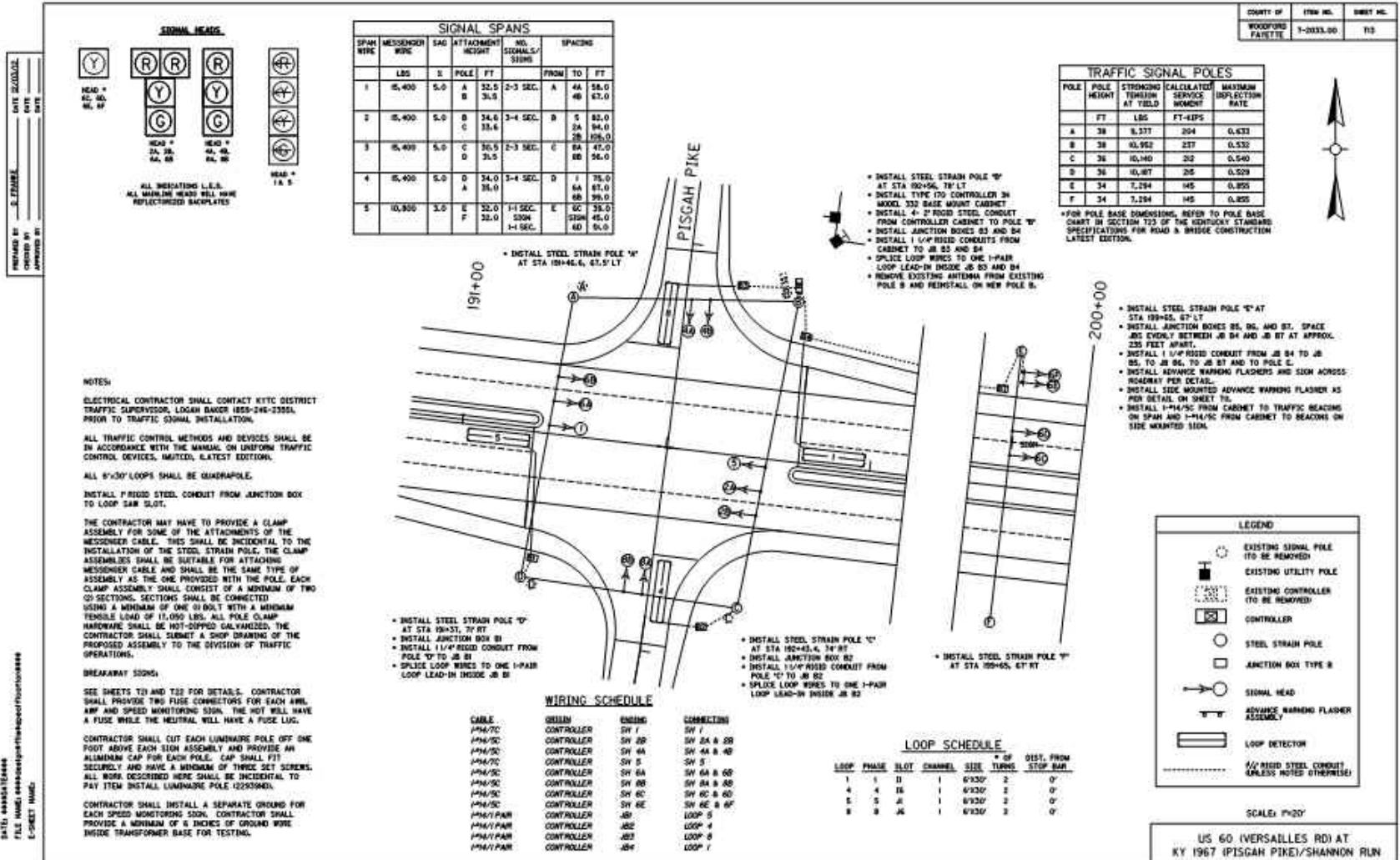# HOW TO CREATE AND MARK PLAN SHEETS FOR AN ADDENDUM
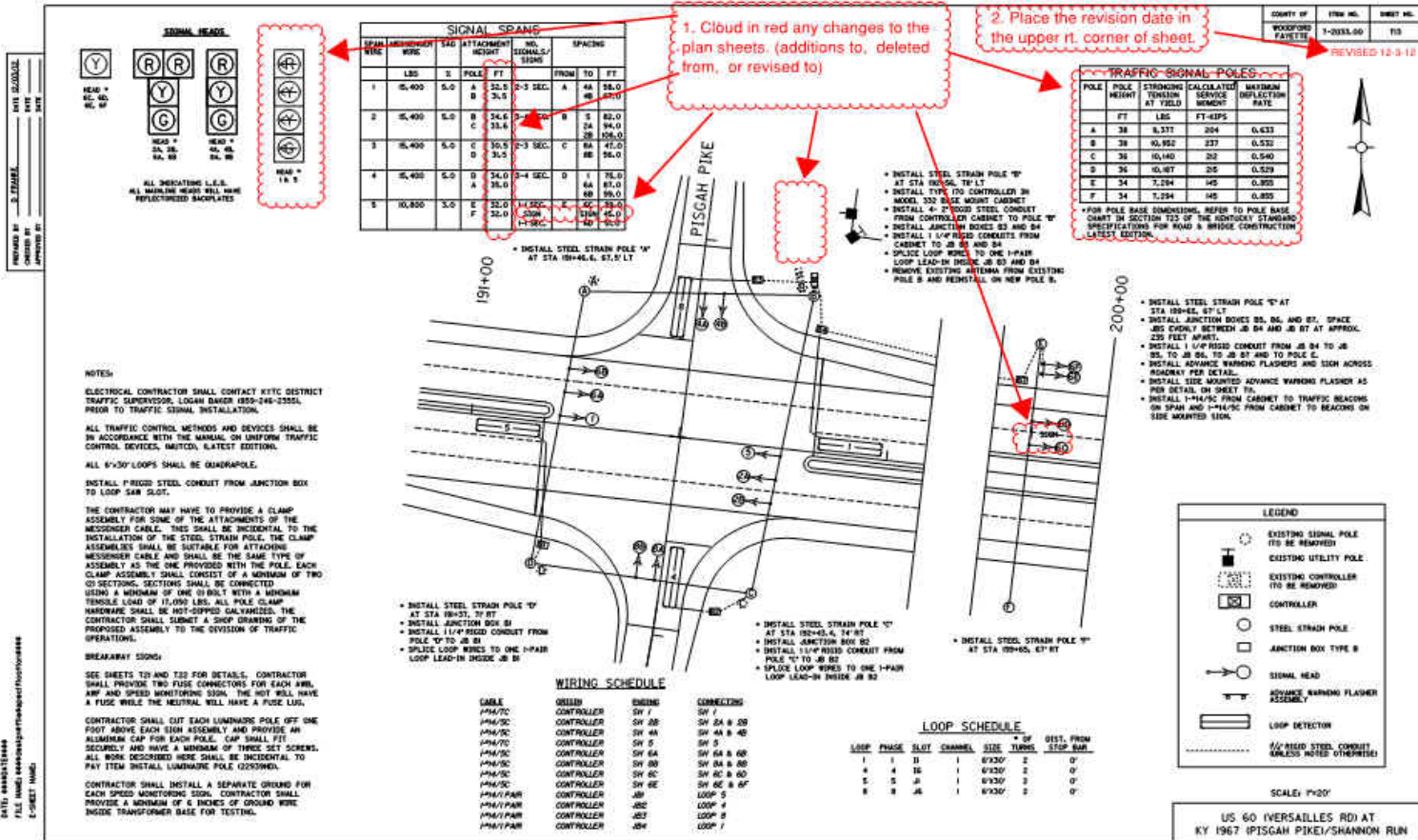
1. First create full size PDF (Filename.pdf) from your revised DGN file (Filename.dgn)

HOW TO CREATE AND MARK PLAN SHEETS FOR AN ADDENDUM

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

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

4. You will end up with one clean/corrected file (Filename.pdf) and one clean/corrected file with red clouds (Filename_mu.pdf)

5. Send both Pdf files to Plan Processing (*Filename.pdf & Filename_mu.pdf*)