

How to properly prepare files prior to making PDF Request in ProjectWise

When preparing files to be submitted for Contract Plans, there are several things that need to be considered.

- 1) If you are working on Cross Sections, there is a 50 border maximum for the Make PDF Request routine. If you have 60 used borders, split it into 2-30 border files (it will process more efficiently than 1 file with 50 borders, and 1 file with 10 borders).
- 2) If there are blank border files (whether they are being displayed or not), a PDF file will still be created for every sheet when using the Make PDF Request routine in ProjectWise. Not only does this slow the system down, but also the Project Manager will need to manually delete all of the unused borders, and rename all the good ones (ex, if you are only using #01-16, detach #17-50).
- 3) If there are any unused reference files (whether they are being displayed or not), detach them prior to running the Make PDF Request routine. More reference files means longer processing time. At “crunch time”, this can mean some one’s job may not be processed in a timely fashion. This creates problems for everybody.
- 4) If there are any unused raster images (whether they are being displayed or not), detach them prior to running the Make PDF Request routine. The only approved use for raster images is in a Title Sheet. Raster images slow down system performance, thus delaying the processing of projects in a timely fashion.

Please keep these tips in mind when preparing to submit for Contract Plans. Taking these few simple steps will lead to better overall system performance, and will speed the creation of files for Contract Plans.