# AS-BUILTS: HOW TO POST

1. Within the job folder, create a new folder titled "Electronically posted set".

2. Copy and paste the bid plans and specifications into that new folder.

3. Start form oldest to newest to allow the more recent changes to overlap any older ones.

4. Open the Addendum/RFI/ASI in Bluebeam. Analyze which of the following is most appropriate:

   a. "Snap shot" the change contents and superimpose them on the posted set.

      i. Snap shooting a pdf is done by clicking the "edit" tab in bluebeam and then click the snapshot icon.
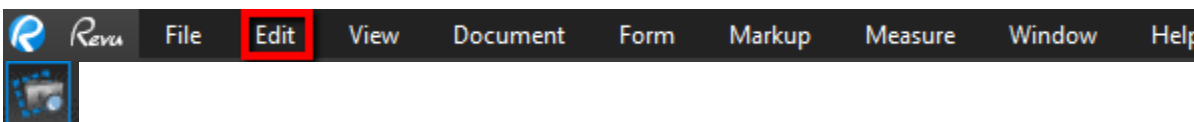

      ii. Outline the contents in which you wish to snapshot. This will automatically copy that snapshot image into your clipboard. Go to the posted set you wish to superimpose and "paste" the image onto the pdf.

      iii. Click the image and then click the "setting icon"
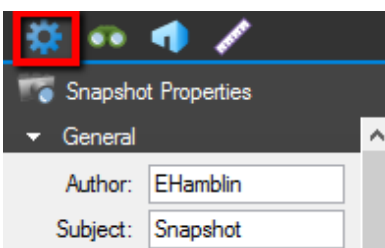

      iv. Select a light fill color (helps visually locate), change the opacity down to "70" (helps you line everything up), change line width to 2.00, select bubble line style, and change size to 2.00. Then resize the image above the desired location.
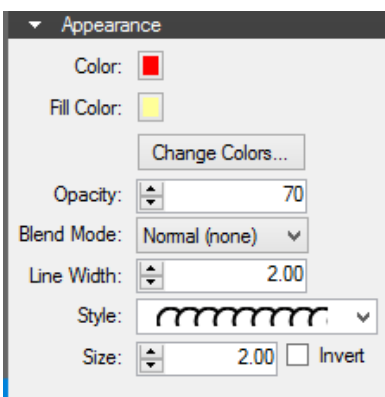
v. Once in place, change the opacity back to "100". Right click all associated items with the posting and select "lock" (this will make it so the image cannot be modified or moved accidentally). Right click those items and select "layer" and then "create new layer". You can then describe the layer in which these items should be identified (i.e. ADD #002).

Before   *After*
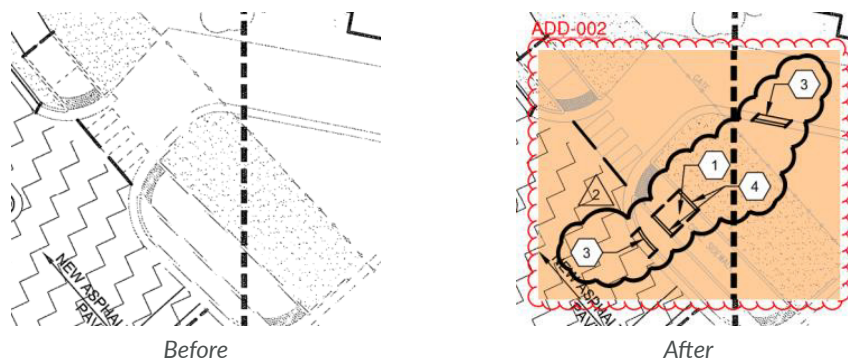
b. Insert custom items (text boxes, arrows, clouds, etc.) describing the change.

i. Using the "markup tool bars", select anything from text, clouds, boxes, arrows, lines, polylines, polygons, callouts, images, and dimensions. Arrange as needed.

ii. Once in place, right click all associated items with the posting and select "lock" (this will make it so the image cannot be modified or moved accidentally). Right click those items and select "layer" and then "create new layer". You can then describe the layer in which these items should be identified (i.e. ASI #011).

Before   *After*