

Clark County Digital Plan Room Complete How-To Guide

Last Updated: 03/3/2021

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What is the Digital Plan Room?

Clark County has partnered with ePermitHub to launch the Digital Plan Room, a new electronic document review solution that is seamlessly integrated into the Clark County Citizen Access Portal. The Digital Plan Room solution will introduce many new features to optimize the plan review process.

The Digital Plan Room system includes:

- Strong digital signatory assurance
- Simple file uploads and automated versioning at the sheet-level
- · Interactive Issue/Condition communication for plan review comments
- Seamless user experience within the Citizen Access portal, the Clark County's Building Permitting and Planning Case portal
- Immediate Digital Signature validation checks upon upload

Other highlights include:

- Clients will now receive instant feedback when uploading their documentation whether their documents (aka, plan and supporting documentation files) meet digital signature guidelines when applicable
- Interactive access to color-coded mark-ups (by discipline), Issues, and Conditions from within the Citizen Access for reviewing disapproved comments
- Submission of any corrections will only require revised sheets to be submitted (aka, Digital Slip Sheeting)

Uploading and Validating Files

Plans and supporting documents (aka, files) are uploaded after payment for the permit application or completed application is submitted.

1. Upon successful payment, the Receipt/Record Issuance page will display. (NOTE: Not all applications require prepayment prior to uploading documents and plans) Click on "Upload Plans and Documents" to upload your plans and supporting documents (aka, files).

Step 3: Receipt/Record issuance

Thank You

00120

lf ye Plea	ou made a payment your receipt is being emailed to you. ase print a copy of the receipt for your records.	
390 AUTU	MN HUE AVE	
BD21-	Upload Plans and Documents	Copy Record

2. Enter a description of the entire package or upload in the Description text box and click "Continue".

General	
Review Plan Cycle # 1	
Description: (?)	
Client Demo Tutorial	
Continue	

3. Drag and drop or browse to find your files. Select the document type and enter a description of the document. Click on Upload and Validate.

/~	&	
	Drag and drop files here	
	or	
	Browse	
CorruptedFile.pdf	Select a document ty 🗸 Description	×
	Upload and Validate	
· · · · · · · · · · · · · · · · · · ·		

4. While the files are being validated, the status will display as "Uploading".

F	iles						
	Name	Description	Туре	Status	Uploaded By	Uploaded Date	Signature
	AutoCAD_Sample Signed.pdf	Demo Documents	Documents	UPLOADING	Larry Cooper	2/1/2021	

5. Once validation is complete, the status will change to "Validated". Click on "Process Files" to continue.

Files							
Name	Description	Туре	Status	Uploaded By	Uploaded Date	Signature	
AutoCAD_Sample Signed.pdf	Demo Documents	Documents	VALIDATED	Larry Cooper	2/1/2021		Î

Errors When Uploading and Validating Files?

1. If there is an error after uploading the file, a message will appear at the top of the screen and additional information is found by hovering over the Question Mark ("?"). For additional detail regarding the different types of error messages, please see the <u>Understanding and Resolving Errors section</u> below.

rejected file	e files have been rejec s. Please delete all reje nce the status of all th	ected files ar	nd upload them	again when	ew package if there are the problems are with the preparation of
	ile.pdf was rejected. F 28AES.pdf was rejecte				
Digital Plan Room Record: BD21-00120					⑦ Need help
Record Details	Summary	Uploads	•	Issues Notes	Conditions
1 Information	2 File Processing		3 Sheet Versioning		4 Review
Step 2: Add & Proces	s Files			ew the require r this review p	C Requirements

2. To upload the corrected file, remove the file containing the error by clicking on the recycle bin.

Step 2: Add & Process Files

Click to view the requirements checklist for this review package.

Ø Requirements

Browse or drag and drop the desired files to upload. Once all files are added, the Upload and Validate button is displayed. Click on it to validate the files and add them to your review package. When all of the desired files are uploaded and validated, click the Process Files button to prepare your files for review.

Note: Please do not con	mbine plans and docum	ents of various ty	ypes into a sin	gle PDF documen	t		
		Drag and	drop files he or rowse	rre			
Files							
Name	Description	Туре	Status	Uploaded By	Uploaded Date	Signa	
CorruptedFile.pdf	Demo Plans	Site Plan	REJECTED	Larry Cooper	2/3/2021		10 lbm
Encrypted128AES.pdf	Demo Documets	Documents	REJECTED	Larry Cooper	2/3/2021		

3. And then click "Yes" in the pop-up screen to remove the file and then upload the corrected file as described above in the <u>Uploading and Validating Files section</u>.

уог	Are you sure you want to remove this file?	×	
En: Plan Re	CorruptedFile.pdf		() N
BD21	Yes No		GN

File Processing

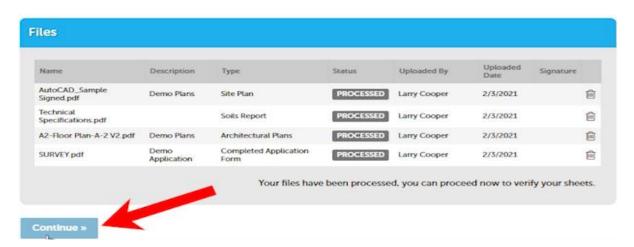
1. The File Processing step may take a few minutes to complete. The system is separating the plan sheets and optimizing them for review.

NOTE: It is not necessary to wait for the files to finish processing. You can close the screen and come back to it once the processing is complete. You will receive an email with a link alerting you that the processing step has been completed.

IMPORTANT – your plans have not been submitted yet. The next step, Sheet Verification, must be completed in order for the submittal to be complete.

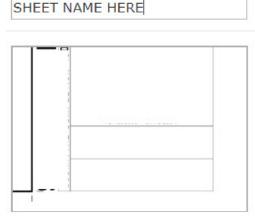
2. If you choose to wait for the file processing to finish, the above screen will close once complete and you can move forward to the Sheet Versioning step by clicking "*Continue*" on the next screen.

File processing	×
Your files are being processed into sheets and title block information is being extracted. This process can take several minutes to complete. You can navigate away from this page and return if desired.	
We will notify you via <i>email</i> when the process is completed and provide a link for you to return and complete the remaining steps to finalize your review package.	
Note: Your review package is not complete and will not be routed for review until you complete the remaining steps.	
Close	•



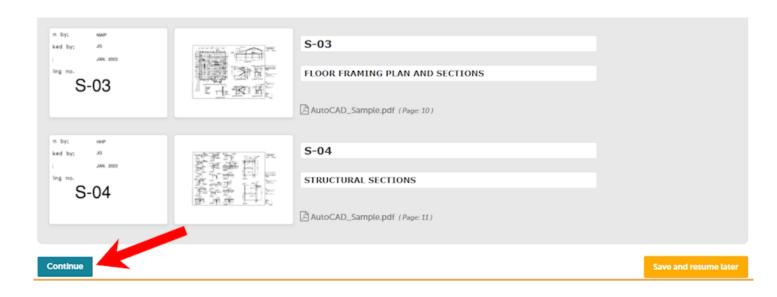
Sheet Versioning

- 1. Click on "*Continue*" to start the Sheet Versioning step. **NOTE:** If you opted to receive an email instead of waiting, the link will take you directly to the Sheet Versioning page.
- 2. Review the sheet numbers assigned to each sheet within the plan set and correct any mislabeled sheets by typing directly in the sheet number box. Once complete, click on "*Continue*". **NOTE:** All sheet names must be unique.



TIME-SAVING TIP: Include a Table of Contents in your file! Whenever possible, it is important to include a Table of Contents when exporting/publishing to the PDF (ex. Include "Create bookmarks" setting in AutoCAD Revit, etc.). Include sheet titles within the Table of Contents when possible. Including a Table of Contents improves the accuracy of the system in automatically identifying all of the sheet names.

Page 1 from TEST2Plans.pdf



3. Click "Finish" to complete the file upload.

Step 4:Review

Please review the information below and ensure you have uploaded all of the plans and documents for this review cycle. Click the Edit buttons to make any needed changes or to upload any remaining documents. Once you click Finish, your review cycle will begin and additional documents cannot be uploaded until after the review cycle has been completed.

Finish	←						
General	ι						Edit
Review Plan Cj							
Client Demo T	utorial						
Require	ments						
This is the requ	irements checkli	st for this package.					
Status	Requirement				Mes	sage	
v	Architectural P	lans					
×	Completed App	dication Form					
Files							Edit
These are all th	e files that will be	e submitted with this p	sackage.				
Name		Description	Туре	Status	Uploaded By	Uploaded Date	Signature
AutoCAD_Sar	mple.pdf		Site Plan	PROCESSED	Larry Cooper	2/3/2021	
Technical Spe	cifications.pdf		Soils Report	PROCESSED	Larry Cooper	2/3/2021	
A2-Floor Plan	-A-2 V2.pdf	Demo plans	Architectural Plans	PROCESSED	Larry Cooper	2/3/2021	
SURVEY.pdf		Demo application	Completed Application Form	PROCESSED	Larry Cooper	2/3/2021	
Finish	$\boldsymbol{<}$						

4. You will receive confirmation the review package has been received by Clark County and will also receive an email confirmation. **TIP:** If you do not receive the email confirmation, please check your SPAM folder or contact your email provider and ask them to add <u>Clarkcounty-accela@clarkcountynv.gov</u> to their whitelist.

Success. Your review	v package has been re	eceived.		
Digital Plan Room Record: BD21-00120				
Record Details	Summary	Uploads	Issues	Conditions
			Notes	Approved

Review Package Details

Name: Review Plan Cycle # 1 Description: Client Demo Tutorial Status: Submitted Date created: 1/29/2021, 3:51:41 PM Date submitted: 2/3/2021, 2:08:56 PM

Files Vame Description Type Status Uploaded By Uploaded Date Signature AutoCAD_Sample.pdf Site Plan PROCESSED Larry Cooper 2/3/2021

Viewing Issues and Conditions

Once a given Plan Review Cycle is completed by Agency Staff, you will receive an email alerting you of the plan review status, the ability to respond to Issues and view Conditions, and submit any required corrected Sheets.

Issues – Issues are code related concerns that must be resolved by correcting the appropriate drawings.

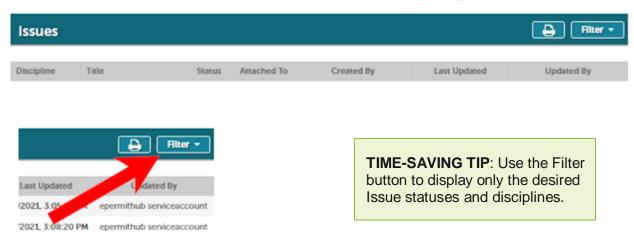
Conditions – Conditions are concerns that can be corrected in the field by the inspection staff and are similar to red-lined drawings.

To view the Issues and Conditions on the plan, please click on the link provided in the corrections required email or follow the steps below:

- 1. Login to your Citizen Access account.
- 2. Go to "Search" and select your Record ID.
- 3. Click on the "*Plan Room*" and select the "*Issues*" or "*Conditions*" tab as needed. The comprehensive list of Issues or Conditions identified will be listed. Click on an individual Issue or Condition to view the specific items.

Digital Plan Room Record: BD21-00142				⑦ Need help
Record Details	Summary	Uploads	Issues	Conditions
			//	Notes
Approved				

Below you will see a comprehensive list of issues for this project. This list can be filtered to focus on a desired discipline or status. You can click on an open issue to view associated mark-ups and respond before uploading new plans. Please note that all open issues will require a brief response prior to uploading a revised plan set.



Click on the box and a drop-down list will display with the filter options. You can select more than one option from the drop-down.

Responding to Issues

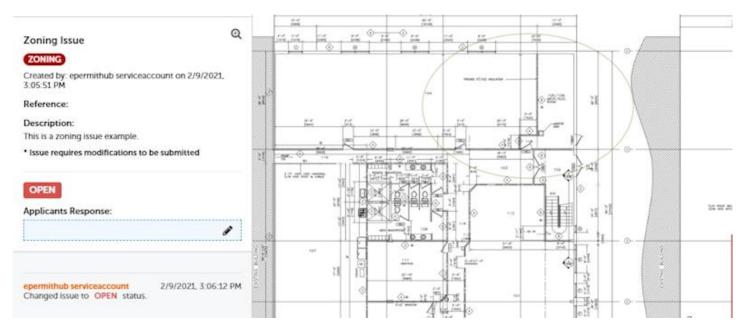
1. Click on the individual Issues to view the Issue and respond with the corrective action. **NOTE:** Mark-ups associated with the Issue are color-coded by discipline.

Digital Plan Room Record: BD21-00142				⑦ Need help
Record Details	Summary	Uploads	Issues	Conditions
				Notes
Approved				

Below you will see a comprehensive list of issues for this project. This list can be filtered to focus on a desired discipline or status. You can click on an open issue to view associated mark-ups and respond before uploading new plans. Please note that all open issues will require a brief response prior to uploading a revised plan set.

Issues						Filter -
Discipline	Title	Status	Attached To	Created By	Last Updated	Updated By
ZONING	Zoning Issue	OPEN	A-01	epermithub serviceaccount	2/9/2021, 3:05:51 PM	epermithub serviceaccount
ELECTRICAL	Electrical Issue	OPEN	A-01	epermithub serviceaccount	2/9/2021, 3:08:20 PM	epermithub serviceaccount
ELECTRICAL	Plan Level Electrical Issue	OPEN		epermithub serviceaccount	2/9/2021, 3:09:08 PM	epermithub serviceaccount

2. The plan sheet will open with the Issue with any related markups and correction comments displayed.



3. To respond to the mark-up, click on the pencil on the left-hand side of the screen in the text box labeled, "Applicants Response".

OPEN	
Applicants Response:	

4. It is important to be descriptive in the response. The response must include what corrective measures were taken to resolve the Issue. Once you save your Resolution response, the status of the Issue will automatically change to "*Answered*".



Applicants Response:

Response	to issue	
Save	Cancel	

5. To return to the Plan Room options click on the X at the top of the screen.



Printing or Saving the Issues List

If you would like to save the Issues list in order to email or print the list, please follow the below steps.

1. Click on the "Print" icon.

						Notes
Appr	oved					
				this project. This list ca view associated mark		
cipline o	r status. You ca	n click on an o	pen issue to	this project. This list ca view associated mark rief response prior to a	-ups and respond	before uploading n
cipline o ns. Pleas	r status. You ca	n click on an o	pen issue to	view associated mark	-ups and respond	before uploading n d plan set
cipline o ns. Pleas	r status. You ca	n click on an o	pen issue to	view associated mark	-ups and respond	before uploading n
scipline o	r status. You ca	n click on an o	pen issue to	view associated mark	-ups and respond	before uploading n d plan set.

2. The Issues list will open in a formatted report. The list can then be printed or saved by clicking the "*Print*" icon again.

Job Add	ress: 390 A	D21-00142 UTUMN HUE AVE, LAS VEGAS NV 89123 lient Tutorial Demo		\rightarrow		
Discipline	Status	Details	Attached To	Created By	Last Updated By	
7	0	Zoning Issue	A-01	epermithub serviceaccount	epermithub serviceaccount	
zoning	oning Open	This is a zoning issue example.	24-01	epermunuo serviceaccount	eperminuo serviceaccoun	

Viewing Conditions

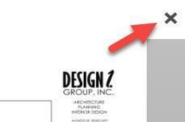
1. Click on the "*Conditions*" tab to view all Conditions, and then click on a specific Condition to view it on the plan sheet. **NOTE:** Conditions and mark-ups are color-coded by discipline.

Record Details	Summary	Uploads		Issues	Conditions	Notes	Approved	
Below you will see a list of conditions for this project. This list can be filtered to focus desired discipline. You can click on an open condition to view associated mark-								
Conditions	Conditions							
Discipline	Title	Status	Attached To		Created By	Last Updated	Updated By	
ELECTRICAL	Condition Example	OPEN	A-01	epermit	hub serviceaccount	2/9/2021, 3:09:21 PM	epermithub serviceaccount	

2. After clicking on a given Condition from the Conditions list, the plan sheet will open with the markup and Condition displayed on the related plan sheet.

	A-01	V1 -		BD21-00142			
A	CONDITIO	DN				<	L
	< All cond	ditions an	d not	es			
	Conditio	n Exampl	le			Ð	
	ELECTRIC	AL					
	Created by: 3:08:42 PM		ıb servi	ceaccount on	2/9/2021,		
		N					
	Descriptio	n:					V
	This is a cor	ndition exar	mple				4
	OPEN						

3. Conditions do not require a response. To return to the Plan Room options click on the X in the top right of the screen.



Uploading Corrected Sheets

 Prior to uploading, the entire plan review and response to issues must be complete. You will not be able to upload corrected sheets until you have responded to all open Issues and the plan review has been finished. The status will show "Answered" once all Issues have a response comment. If your Issue resolution only requires a comment, please add the comment to the Issue response and reupload the impacted sheet. To submit the subsequent revised package of plans all issues must have an answer.

Notice: All issues have been answered. Click the Uploads tab to submit responses and upload corrected plans and documents.	lany
Digital Plan Room	⑦ Need help

Record: BD21-00142				
Record Details	Summary	Uploads	Issues	Conditions
				Notes
Approved				

Below you will see a comprehensive list of issues for this project. This list can be filtered to focus on a desired discipline or status. You can click on an open issue to new associated mark-ups and respond before uploading new plans. Please note that all open issues will require a performance prior to uploading a revised plan set.

Issues					Ð	Filter -
Discipline	Title	Status	Attached To	Created By	Last Updated	Updated By
ZONING	Zoning Issue	ANSWERED	A-01	epermithub serviceaccount	2/9/2021, 6:15:21 PM	Larry Cooper

2. Click on "*Uploads*" to upload the corrected sheets. It is not necessary to resubmit the entire plan set. Only the updated or added sheets must be uploaded. Select "*Resume*" to upload the sheets.

Digital Plan Room Record: BD21-00212							⑦ Need help
Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved	

Digital files required for application and plan review are submitted within a review package. Below is a list containing submitted and in progress packages for this application. Plan files may only be submitted at the start of a review cycle. For review cycles that are in progress, click the Resume action to upload files to the packages.

Review Packages						
Date	Name	Description	Status	Last Updated By	Comment	Action
2/15/2021	Review Plan Cycle # 1	Demo	Processed	Larry Cooper		Resume

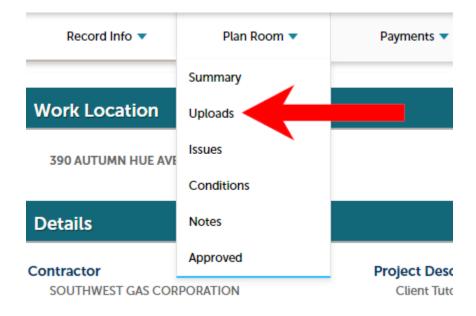
3. Complete the same upload steps as the initial upload. See the <u>Uploading and Validating Files</u> section above for detail on uploading files, and read the below **IMPORTANT NOTE** on how to name the revised plan sheet file names.

IMPORTANT NOTE: Use the same sheet names when uploading the revised plan sheets. It is important that the same names are used so that the Digital Plan Room automatically recognizes and versions the new sheets. This will save you time!

Forgot to Upload Plans?

If you forgot to upload plans upon submittal, you will receive an email reminding you to upload the plans.

- 1. Log back into the Citizen Portal and locate the record.
- 2. Once the record has been located, click on the "Plan Room" and click on "Uploads".



3. Follow the steps outlined in <u>Uploading and Validating Files</u>.

Downloading Approved Plans

Plans can be downloaded once approved. Follow the steps below to download the approved plans:

- 1. Locate the record in the Citizen Access Portal.
- 2. Click on the "Plan Room" tab dropdown next to the "Record Info" tab, and then click on "Approved".

	Record Info 🔻	Plan Room 🔻	Payments 🔻	
		Summary		
	Work Location	Uploads		
	390 AUTUMN HUE AVE	Issues		
		Conditions		_
	Details	Notes		
	Contractor	Approved	Project Des	c
	SOUTHWEST GAS COR	PORATION	Client Tut	c
	PO box 98512		Client Tut	c
	Las Vegas, NV, 89193			
	Contractor 1234567			
,	More Details			
	Copy Record Create Amendment			
Digital Plan Room Record: BD21-001	42			⑦ Need help
Record Details	Summary	Uploads	Issues Con	ditions
Notes	Approved			

This page shows a list of approved plans and documents for this project.

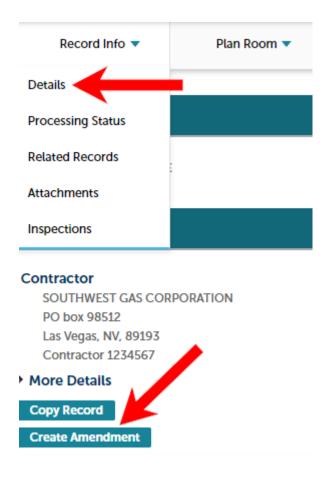
Approved					
Name	Description	Туре	Created date	Created By	
Approved Plans		Approved Plans	2/12/2021, 1:36:44 PM	epermithub serviceaccount	* 1
Approved Supporting Documen	ts	Approved Support Documents	2/12/2021, 1:16:47 PM	epermithub serviceaccount	*

Submitting Plan Amendment to an Active Permit

1. **Option 1:** Locate the Active Permit from the Citizen Access record list and click "*Create Amendment*" under the Action column of the record.

02/05/	2021 BD21-00003-R011	Revision		testtes	Awaiting Plans	Upload Plans
02/03/	2021 BD21-00142	Commercial Building New	Client Tutorial Demo	Client Tutorial Demo	Waiting on Customer	Upload Plans Amendment
02/01/	2021 BD43-00024	SFR Model Plan			Awaiting Plans	Upload Plans
		< Prev	1 2 3 4 5 6	7 8 9 Nex	t>	

Option 2: Click on a Record from the "*Record Number*" column shown in Option 1 above and then click the "*Create Amendment*" button at the bottom of the Record Details page.



2. Complete the Amendment application as you would the initial Permit application. Once you are at Step 3 of the Amendment application, proceed with the same instructions found in the <u>Uploading and Validating Files</u> as described above.

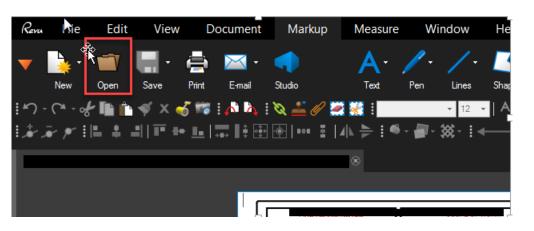
Common problems that could cause plan corruption during online submission:

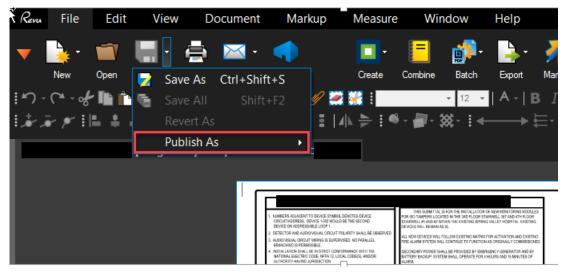
- The plan being saved as "read-only"
- The plan being "digitally" signed by the Architect/Engineer
- The plan **not** being properly flattened/optimized correctly within (.PDF)/Bluebeam
- The plan filename contains special characters (***%^@!**) and over character limit (example: archBD19-02456_%1@34!6_****_SameDayPlease_2019forwardtome)
- Using weak/non-dedicated unsecured Wi-Fi when submitting plans
- Customer firewall altering document syntax and adding additional characters into doc code upon upload into the Citizen Access Portal

If the plan is being saved from Bluebeam and converted to (.PDF) you need to optimize the drawing before submitting into ACA by doing the following steps:

Open Bluebeam

• Browse file directory for the plan that needs to be optimized





Revu	File	Edit	View	Document	Markup	Measure	Window	Help	
•	* -	Ĩ		b 🖂 - (•	-	= 💰	- 📑-	م
	New	Open	📝 Save /	As Ctrl+Shift+	·S	Create	Combine Batch	Export	Markups
₽ ~) - (*	~ - o∲	- 🗈 🛍	🐚 Save /	All Shift+F	2 🖉 🦉	2 🔣 1	▼ 12	- A - I	B <i>I</i> <u>∪</u>
1.	· # 1	⊨ ÷ ∙			ΞI	⊿lk ╞╾┋ ●	- 🔊 - 🗱 - 🗄	←>	≣- ≓-
			Publis	h As	•	Flattened	Ctrl+	Alt+F	
						Compresse	d 1.5 Ctrl+Si	hift+P	
						Uncompres	ssed		
				0 2. DE 3. AL 84	MILERS ALLACENT TO DEVICE SYME POUTINEDERSE, DEVICE YOU VOI EVICE ON ADDRESSABLE LOOP 1. TRECTOR AND AUDIOVISIAL CIRCUIT DEDIVISUAL CIRCUIT VIENDS & SUR MONCHING SPECTRASSABLE.	JLD BE THE SECOND T POLARITY SHALL BE OBSERVED. CRVISED. ND PARKLIEL	THIS SUBMITTIN, IS FOR THE INSTALLA FOR ISO SAMPTHS LOCATED IN THE SIME NEED SAMPHILL AND AND WHITE THE INSTALLO DEVICES WILL FRAMM AS IS. ALL NEW DEVICES WILL FOLLOW EXERTING MI THE AAPM SYSTEM INLL COMMUNIC TO FUM	THEFOR ACTIVATION AND EXIST CTICM AS ORIGINALLY COMMISSIO	NG NED.

Leave the defaults and make sure you check all the boxes highlighted in "red":

Flatten Markups	
Options	
Allow Markup Recovery (Unflatten)	
Assign Layer Markups	Options
Show Properties in Popup	Options
Flatten Capture Media as Attachment	Options
All Markups	
C Exclude Filtered Markups	
Selected Markups	
✓ Image	Check All
✓ Ellipse ✓ Stamp	Uncheck All
 Snapshot Text Box and Callout 	
Pen and Highlighter	
✓ File Attachment	
✓ Flag	
Page Range	
Pages All Pages (1 - 6) 🔹 of 6	
File [1 of 1]: 440P-268723 FIS-Spring Valley Hospital TJC	Fir
Batch Page Range (1-6)	
Add Files Unflatten	Flatten Cancel

🔽 Flag	
Line and Dimension	
Area and Volume Measurements	
Polyline	
Polygon and Cloud	=
Cloud+	
Rectangle	
Note:	-
Vote Note	
Polygon and Cloud	•
	^
Polygon and Cloud	•
✓ Polygon and Cloud ✓ Cloud+	Â
 ✓ Polygon and Cloud ✓ Cloud+ ✓ Rectangle 	1
 ✓ Polygon and Cloud ✓ Cloud+ ✓ Rectangle ✓ Note 	

1. "Unflatten" the file, save the file to a folder called "unflatten"

Ŧ

	9				
Pages	All Pages (1 - 6) 🔹	of 6			
	File [1 of 1]: 440P-268723 FIS-Spring Valley Hospital TJC Fir				
	<u>Batch Page Range (1-6)</u>				
Add Files	Unflatten		Flatten Cancel		

2. The document will stay open, then "flatten" the file, save the file to a folder called "flatten"

	9				
Pages	All Pages (1 - 6) 🔹	of 6			
	File [1 of 1]: 440P-268723 FIS-Spring Valley Hospital TJC Fir				
	<u>Batch Page Range (1-6)</u>				
Add Files	Unflatten		Flatten Cancel		

Example of what the folders should look like:

Name	Date modified	Туре
📜 Flatten	7/23/2019 11:38 A	File folder
👢 Unflatten	7/23/2019 11:38 A	File folder
-		

- 3. Once you have flattened the file, then open Adobe pro, browse to the folder called flatten, open the flattened doc in Adobe Pro
- Click →
- File Save As Other
- Optimize PDF

opennizerzi		
1		
File Edit View Winck Wind		_
<u> </u>	Ctrl+O	🛱 🤛 😼 💩 象 💎
Open From Acrobat.com		
🔞 C <u>r</u> eate	•	
🖹 <u>S</u> ave	Ctrl+S	THE SUBMITIA, IS FOR THE INSTALLATION OF NEW MONTOINNO MODILES
Save <u>A</u> s	Shift+Ctrl+S	BO TAMPERS LOCATED IN THE SRD FLOOR STARWELL BY AND 4TH FLOOR WELL AT AND RY MITHIN THE DISTING SRIGHO VALLEY HOSPITAL, EXISTING ESIN WILL REWIN AS IS
Save As Ot <u>h</u> er	•	Microsoft <u>W</u> ord
Save <u>T</u> o Acrobat.com		Spreadsheet
Send File		Microsoft PowerPoint Presentation
		Image •
Get Documents Signed		<u>H</u> TML Web Page
Re <u>v</u> ert		
<u>C</u> lose	Ctrl+W	Reduced Size PDF
Prop <u>e</u> rties	Ctrl+D	<u>C</u> ertified PDF
	Chul - D	Reader Extended PDF
e Print	Ctrl+P	Optimiz d PDF
View All Recent Files		Archivable PDF (PDF/ <u>A</u>)
1 H:\440P-268723 FIS-SFire Isolation.pdf		Press-Ready PDF (PDF/X)
2 H:\440P-268723 FIS-SFire Isolation.pdf		More Options

Make sure your settings in Adobe Pro match the screenshots listed below:

PDF Optimizer	FIRE ALARM T I
Settings: Custom	Delete
Current PDF Vers	ion: 1.6 (Acrobat 7.x) Make compatible with: Retain existing
 ✓ Images ✓ Fonts ✓ Transparency ✓ Discard Objects ✓ Discard User Data ✓ Clean Up 	Image Settings Color Images : Downsample: Bicubic Downsampling to Iso ppi for images above 2 Compression: JPEG Quality: Medium

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PDF Optimizer	
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 ✓ Images ✓ Fonts ✓ Transparency ✓ Discard Objects ✓ Discard User Data ✓ Clean Up 	Discard user related information Discard all comments, forms and multimedia Discard document information and metadata Discard all object data Discard file attachments Discard external cross references Discard private data of other applications Discard hidden layer content and flatten visible layers n: 1.0 (Acrobat 1.x)
 ✓ Images ✓ Fonts ✓ Transparency ✓ Discard Objects ✓ Discard User Data ✓ Clean Up 	Clean Up Settings Object compression options: Compress entire file Use Flate to encode streams that are not encoded Use Flate to encode streams that are not encoded In streams that use LZW encoding, use Flate instead Discard invalid bookmarks Discard invalid bookmarks Discard unreferenced named destinations Discard unreferenced named destinations Optimize page content Optimize the PDF for fast web view

Compression:	JBIG2 -	Quality:	Lossy	•	All units are in pixels p	per inch (ppi).
🔽 Optimize imag	es only if there is a r	eduction in s	size			
					ОК	Cancel

4. Create a folder called "adobe", save the document being optimized there

Name	Date r	nodified	Туре
Adobe	7/23/2	2019 11:41 A	File folder
Name	Date modified	Туре	
Adobe	7/23/2019 11:41 A	File folder	

5. You will see a status bar appear in the lower right-hand corner (this is a good sign)



6. Once this process is done, login to the portal and upload the document from the "adobe" folder