BOOKMARKING PLANS

The City's electronic plan review system requires that all construction drawings, plan sets, civil plans, etc. are uploaded in one file. Each plan sheet will consist of a sheet NUMBER and sheet TITLE to become a bookmark. Each PDF compiler software has its own way of bookmarking pages or sheets within a file so the specifics of how to do this should be directed to the support functions of the software you are using.

> **Tip.** Please note that troubleshooting suggestions and screenshots included in this section have been created using Adobe Acrobat Pro. Other PDF tools (e.g. Nitro, Foxit, Bluebeam, Sejda, pdfFiller.com, bookmarkpdf.com etc.) may offer similar solutions that have not been outlined in this document.

WHAT IS A SHEET NUMBER AND SHEET TITLE

- A **sheet number** is alphanumeric that provides the sheet page with a unique value.
  Examples: A1.0, A2.0, A2.1, etc.

- A **sheet title** is a short description of the page.
  Examples: Site Plan, First Floor Plan Notes, First Floor Plan Details, etc.

WHAT IS A BOOKMARK

A PDF bookmark is a feature within a PDF document that allows users to quickly navigate to specific sections or pages of the document. Essentially, a PDF bookmark is a link or pointer to a particular point within the PDF document. Example of bookmarks/sheet number/sheet titles:
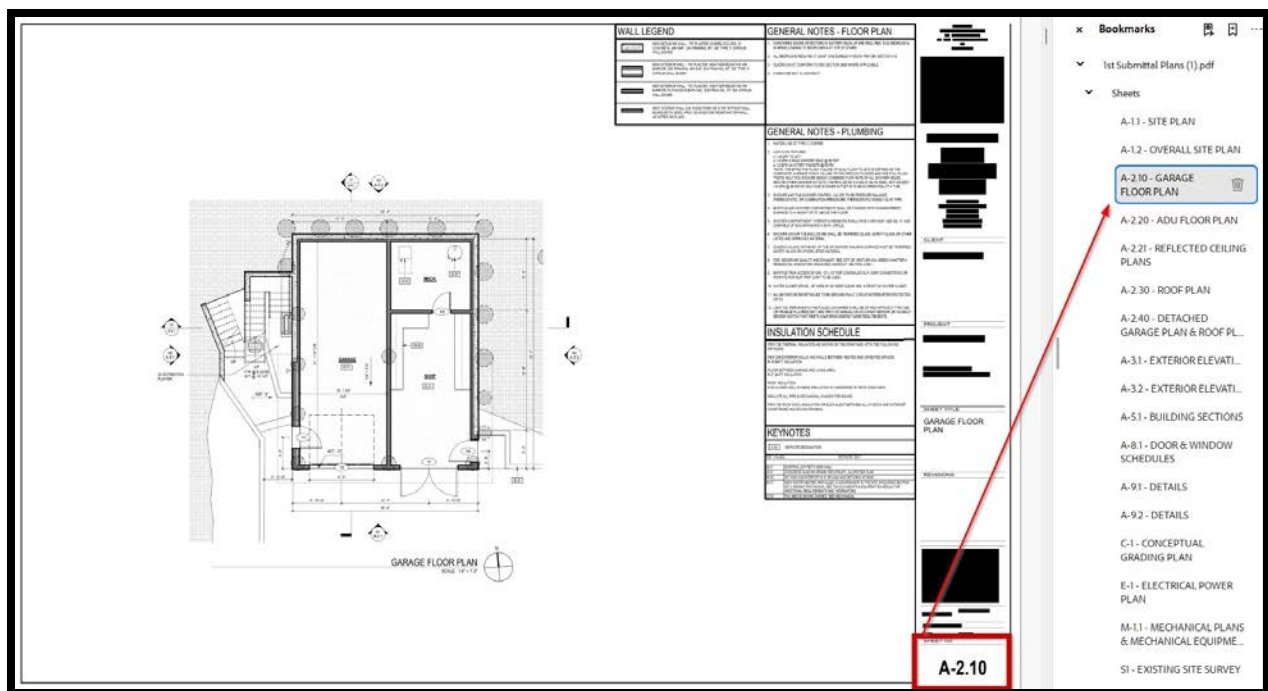
HOW TO ADD A BOOKMARK TO A PLAN SET

To add a bookmark:

Open Document File in PDF Adobe Editor.

1. Go to Edit

2. Navigate to the page you want to create a bookmark for, all plan sheets will need a bookmark. Confirm the sheet number and sheet title.

3. Click the Bookmarks button to open the Bookmarks panel and select 'New' Bookmark

4. Edit the bookmark field with the appropriate sheet NUMBER and sheet TITLE.

5. Repeat the above steps for all additional plan sheets.
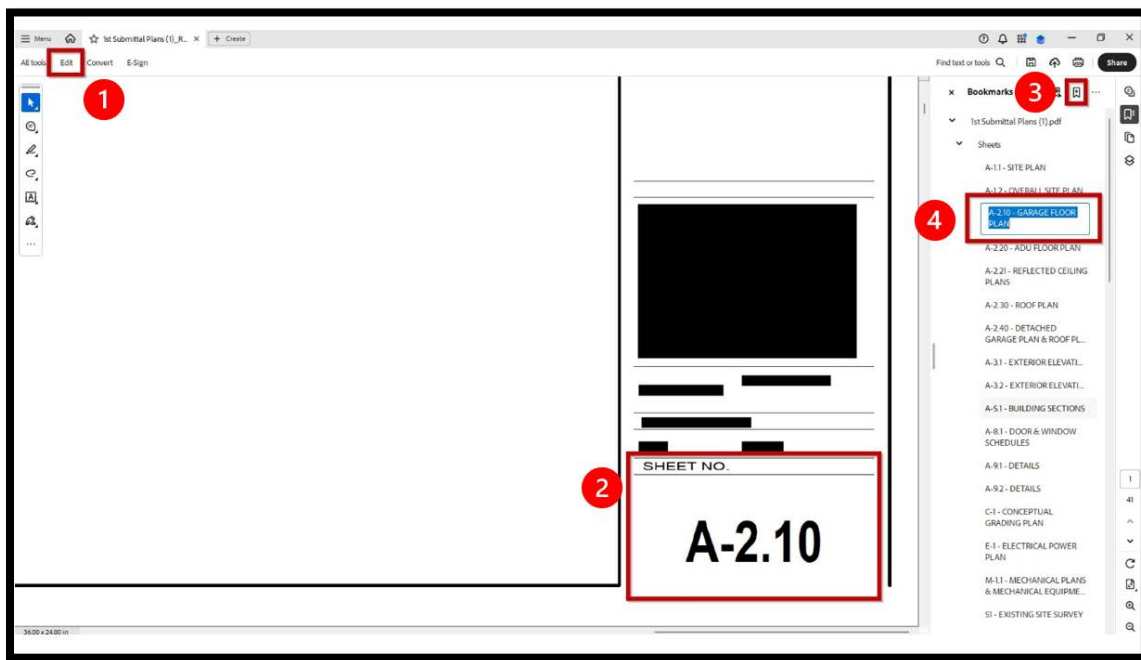
Once you create the bookmark, you may click and drag it in the panel to rearrange the order. Please note that all bookmarks must be on the same level as the topmost bookmark. Bookmarks cannot be indented or nested. To un-nest bookmarks, simply select the nested bookmarks and drag them to the same level as the topmost bookmark. Incorrect bookmarks will cause a delay in processing.

NEED HELP WITH BOOKMARKING

For applicants that do not have PDF complier software such as Adobe PDF Editor, Bluebeam, Nitro, etc. there are several free online PDF editors that allow you to add, modify, or remove PDF bookmarks online. In addition, if you experience an issue with plan sheet page references, you will see a message and be able to resolve the issue from the upload screen. If you need additional assistance, please send an email to the appropriate Permit Counter Staff and allow one business day to receive a response.