








QR1 Best Practices: PDF Document Preparation and Validation

Note: For more detailed information, refer to the Design Team and/or Studio Administrator Procedure. Button screenshots are from typical Bluebeam toolbars.





1.0 Open Documents (Check Out & Open if working in Bluebeam Project)

- 1.1 If in Bluebeam Project, Right-click PDF document(s) – select “Check Out” and select “Open”

2.0 PDF Verification of Drawings

- 2.1 *Naming* - Named Properly per Exhibit D ****Rename as needed**
- 2.2 *PDF Size* - PDF file size is less than 1 GB
- 2.3 *Sheet Count* - Bluebeam Sheet count and Index Sheet count match
- 2.4 *Blank Stamp Area* - Blank area created in title block (same location all pages) for stamps
- 2.5 *Scanned Images* – Document pages regenerate quickly
- 2.6 Contains *Bookmarks* . ****Add Bookmarks using** 
 - 2.6.1 Bookmarks include Sheet number and Sheet name
 - 2.6.2 Nested by discipline
 - 2.6.3 Audit Bookmarks (from Bookmarks pull-down menu) finds NO broken bookmarks
- 2.7 Contains *Page Labels* in Thumbnails  ****Add Thumbnails using** 
 - 2.7.1 Includes Sheet number and Sheet name (Page Name)
 - 2.7.2 Includes Page Scale for Floor Plans
- 2.8 *Page Scale* - Verify Arch Floor Plans contain appropriate Page Scale (found in Thumbnails). ****Add Preset Scale to Plan Pages using** 
- 2.9 *Layers Removed* - Confirm Layers are not present. ****Delete Layers using** 
- 2.10 *Hyperlinks* - Confirm Hyperlinks are present
- 2.11 *Markups List Empty* - Confirm Document is Flattened. ****Flatten Document using** 

3.0 PDF Verification of Specs, Forms, Calculations etc.

- 3.1 Confirm *Text is Searchable* 
- 3.2 *Markups List Empty* - Confirm Document is Flattened. ****Flatten Document using** 
- 3.3 Contains *Bookmarks*  for major Sections. ****Add Bookmarks using** 
 - 3.3.1 Confirm each Section is listed
 - 3.3.2 Audit Bookmarks (from Bookmarks pull-down menu) finds NO broken bookmarks

4.0 ADD UCSD COVER SHEET to all Documents requiring Session Review - MUST BE COMPLETED prior to adding initial submission documents to the Session

- 4.1 Update all Sections of the Cover Sheet and Save the Cover Sheet first
- 4.2 Open the documents to be added to the Session. If in Bluebeam Project, Right-click PDF document(s) – select “Check Out” and select “Open”
- 4.3 From the “Document” pull-down menu, select “Insert > Pages from Document”
- 4.4 Click “Add” button and/or Browse to PDF titled “UCSD EPR Cover Sheet”
- 4.5 Insert at beginning of each document by selecting “Before” and “First Page”
- 4.6 Click OK.
- 4.7 Save and Close (and Check In, if in Studio Project) each file. Repeat for all files going into Session

** Steps to add missing items – to be completed by the Design Team