Splitting Plan Sets into Single Pages Quick Guide

Overview

Drawings/plan sets must be uploaded to Project Dox as single sheet PDF files. To convert a multi-sheet plan set PDF file into single sheet PDF files, we recommend the following three-step process:

Step #1- Renaming

Rename your master plan set file with the required King County naming convention, using the record number assigned to your application by King County. Examples:

- DWEL24-1234 A1.00 Architectural Plan.PDF
- ADDC24-4321 C1.00 Site Plan.PDF
- COMM24-9999 M1.00 Mechanical Plan.PDF

Step #2 – Splitting Multi-Page

Split the multi-page, master PDF file into single sheet PDF files using the splitting function in whichever file editor/viewer software you use (e.g. Adobe Acrobat, Blue Beam) Example: Blue Beam Process:

- Open master PDF file to be split (e.g. DWEL24-0000 A1.00 Architectural Plan.PDF)
- Select "Documents" from the menu bar
- Select "Split Document" from the drop down list
- Set Options: Split by Page Count = 1
- Select "OK"
- The master file is instantly split in separate, single-page PDF files and saved to the same file location as the source file, e.g.:

DWEL24-0000 A1.00 Architectural Plan Part-1.PDF
DWEL24-0000 A1.00 Architectural Plan Part-2.PDF
DWEL24-0000 A1.00 Architectural Plan Part-3.PDF
and so forth for as many sheets are in the source PDF file.

Step #3 – Renaming Individual Sheets

Rename the individual single sheet PDF files

- Select each file, one at a time, in your file navigator.
- Use the F2 key to edit the file name.
- Change the page number of the file to match the part number. Example:

DWEL24-0000 A1.00 Architectural Plan Part-2.PDF
becomes
DWEL24-0000 A2.00 Architectural Plan Part-2.PDF

- Erase the Suffix "Part-X". Example:

> DWEL24-0000 A2.00 Architectural Plan Part-2.PDF
> becomes
> DWEL24-0000 A2.00 Architectural Plan.PDF

- Hit the ENTER key to accept the changes to the file name.
- Repeat step #3 for each single-sheet file.

Renaming single-sheet files takes about 10 seconds each. For example, a 30-page master PDF file that is split into 30 single-sheet PDF files would require about 5 minutes to rename by following the above three-step process.

The plan sets are now ready to upload to ProjectDox. All the files may be selected and uploaded in ProjectDox simultaneously. It is not necessary to upload each file separately.