







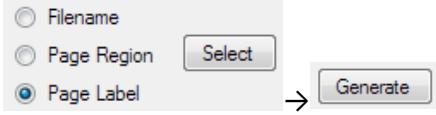


PDF Checklist (See AUTOCAD Above)

PREPARER	QUALITY CONTROL REPRESENTATIVE	
BLUEBEAM REVIEW PDF's		
At the discretion of the Port PM, files may be broken into disciplines, multi-discipline volumes, or other grouping (typically for large projects)		
Submit individual sheet PDFs, full-size pages, black & white <i>only</i> (color plots will not be accepted). Document size must match size of full-size printed hardcopy (e.g., standard Port of Seattle 22"x34" electronic pages).	Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>
Comments (Optional):		
Submit single combined PDF for entire package, full-size pages.	Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>
Comments (Optional):		
OTHER BLUEBEAM PDF SUBMISSION REQUIREMENTS		
Create bookmarks for each page, with bookmark title to match sheet number (e.g. C-201) <i>Recommendation: Batch-create bookmarks by area, selecting sheet number area on the drawing file</i> 1. Left pane → Bookmarks  2. Highlight and then delete all existing Bookmarks 3. Create Bookmarks  → Page Region → Select sheet number on typical sheet	Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>
Comments (Optional):		
Create hierarchical bookmarks for each discipline (e.g. "Civil", under which C-100, C-200, and C-201 would fall) <i>Recommendation: Create New Bookmark at front of each discipline, then move individual pages' bookmarks under the parent discipline bookmark</i> 1. Left pane → Bookmarks  2. Add Bookmark  for discipline 3. Drag individual sheet bookmarks under the discipline bookmark as a group: <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; background-color: #333; color: white; padding: 5px; margin-right: 10px;"> <div style="border-bottom: 1px solid white; margin-bottom: 5px;">Mechanical</div> <div style="border-bottom: 1px solid white; margin-bottom: 5px;">M-101</div> <div style="border-bottom: 1px solid white; margin-bottom: 5px;">M-102</div> </div> <div style="font-size: 24px; margin-right: 10px;">→</div> <div style="border: 1px solid black; background-color: #333; color: white; padding: 5px;"> <div style="border-bottom: 1px solid white; margin-bottom: 5px;">Mechanical</div> <div style="border-bottom: 1px solid white; margin-bottom: 5px;">M-102</div> <div style="border-bottom: 1px solid white; margin-bottom: 5px;">M-101</div> </div> </div>	Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>
Comments (Optional):		

<p>Ensure page labels match sheet numbers (e.g., C-201) <i>Recommendation: Create bookmarks first, then use batch page label “by bookmarks”</i></p>	<p>Verified <input type="checkbox"/></p>	<p>Not Verified <input type="checkbox"/></p>
<ol style="list-style-type: none"> 1. Verify Bookmarks exist for each page, matching sheet number. 2. Left pane → Thumbnails  3. Create Page Labels  → Bookmarks 	<p>Comments (Optional):</p>	
<p>Provide links between callouts and pages referenced.</p>	<p>Verified <input type="checkbox"/></p>	<p>Not Verified <input type="checkbox"/></p>
<p><i>Recommendation: OCR (Optical Character Recognition) document only if needed, then batch create new links. These functions only available in Bluebeam Complete (Extreme).</i></p> <ol style="list-style-type: none"> 1. “Document” ribbon → OCR  → Okay 2. “File” ribbon → Batch → Link → New  <ol style="list-style-type: none"> 3. Link 4. Add Open Files → Next 5. Page Label → Generate  <ol style="list-style-type: none"> 6. Run 	<p>Comments (Optional):</p>	
<p>Use PDF format that is text-searchable, including all blocks, notes, labels, model space areas, paper space areas, etc. <i>Recommendations:</i> <i>Use Autodesk DWG-to-PDF driver when creating PDFs</i> <i>Do not flatten PDFs</i> <i>When searching, select “Search Markups” in search options in Bluebeam. Alternatively, use OCR.</i> <i>If a hardcopy is signed & scanned, use OCR (or submit copy w/o signature, originated with PDF driver)</i></p>	<p>Verified <input type="checkbox"/></p>	<p>Not Verified <input type="checkbox"/></p> <p>Comments (Optional):</p>

Embed all drawing fonts in PDF file.	Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>
	Comments (Optional):	
Verify that files are unlocked. <i>(i.e., pages can be split out, added, etc. No ability to edit text or images in drawings is required.)</i>	Verified <input type="checkbox"/>	Not Verified <input type="checkbox"/>
	Comments (Optional):	

Name:	
Date:	

Name:	
Date:	