

# ***EPlans Preliminary Sheet Numbering Tool***

This sheet: [ftp://ftp.dot.state.wi.us/transp/roads/eplans/prelim\\_sheet\\_numbers.pdf](ftp://ftp.dot.state.wi.us/transp/roads/eplans/prelim_sheet_numbers.pdf)

## **Notes**

- Acrobat 5 or higher is required to use this tool.
- The Bureau of Highway Construction places sheet numbers in the final plan.
- This sheet is for placing preliminary sheet numbers with a "PRE\_" prefix.
- If a plan contains multiple projects, number each plan individually.
- Leave this sheet in the plan.

## **TO ADD PRELIMINARY SHEET NUMBERS**

### **1. Insert this sheet at the end of the plan**

- a. With the plan open in Acrobat, select Document > Insert Pages.
- b. In the Select File to Insert dialog box, select this file (prelim\_sheet\_numbers.pdf)
- c. In the Insert dialog box, choose After for Location and Last page for Page.
- d. Click OK.

### **2. Click the Place Preliminary Sheet Numbers button**

- a. Go to the last sheet of the plan.
- b. Click the Place Preliminary Sheet Numbers button once.  
(The preliminary sheet number appears in the bottom right corner of the sheets.  
The number should match the page number in the Acrobat Status bar).

### **3. Re-Save the PDF**

- a. Select File > Save As and save the PDF.

## **TO REMOVE PRELIMINARY SHEET NUMBERS**