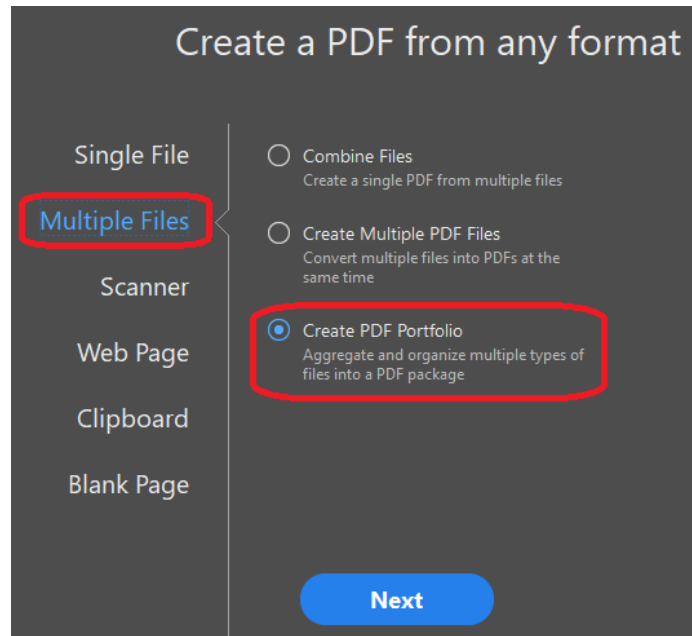
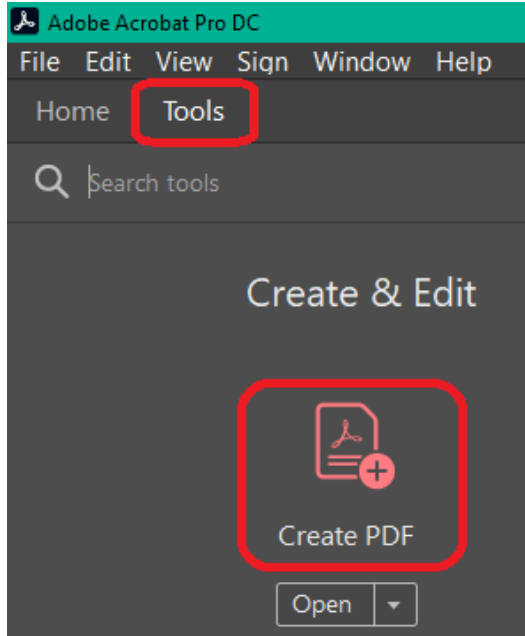


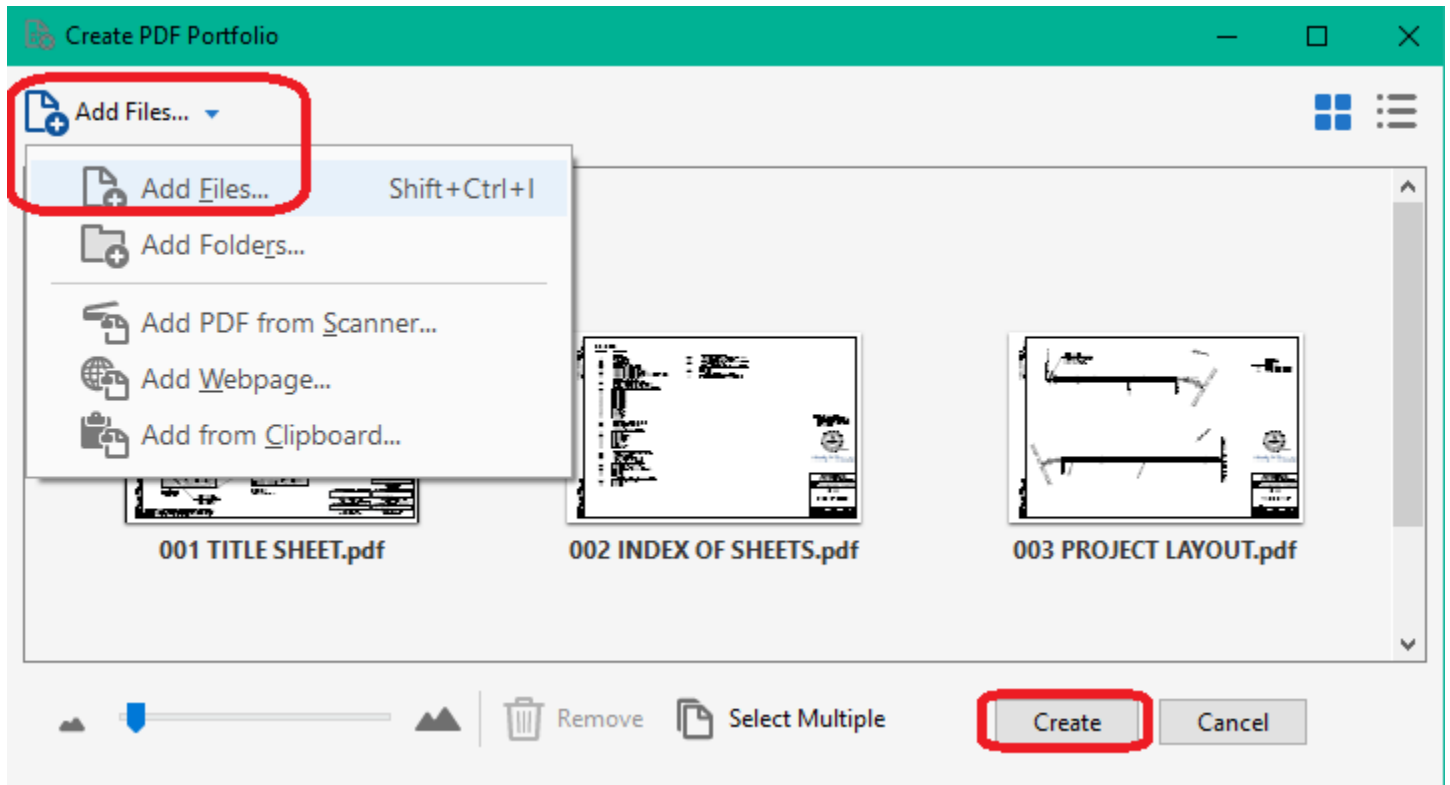
5) Create a PDF Portfolio



*** Prior to creating a portfolio it is recommended that you move all of the PDF plan sheet files into the same folder in Windows.

Open Adobe Acrobat DC. Click on “Tools” in the upper-left and choose “Create PDF”. On the next screen select “Multiple Files” and then “Create PDF Portfolio”. Click Next.



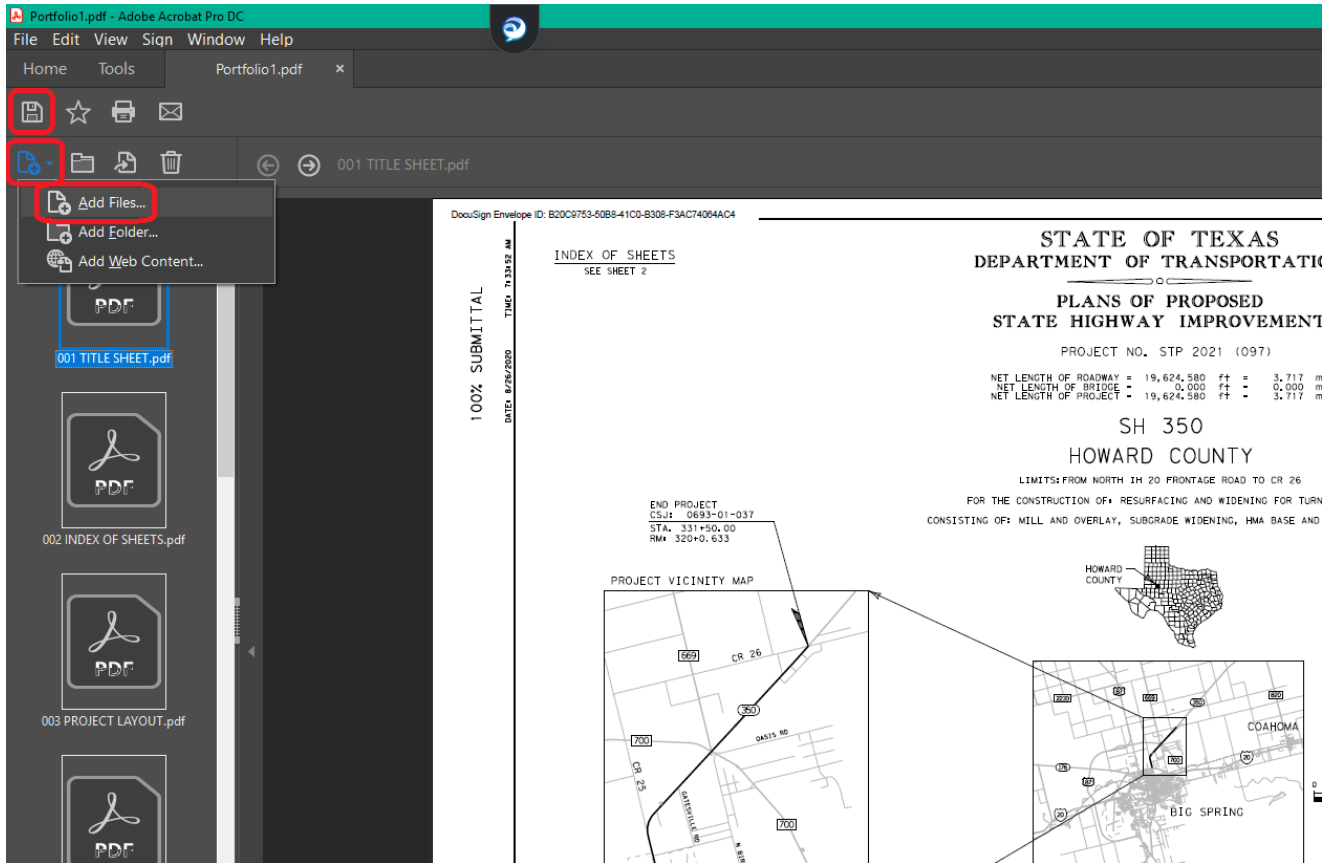
In the pop-up window select “Add Files”. Navigate to the folder where all of the plan sheet files are, highlight all of them at once with the mouse (or CTRL+A for Select All) and add them to the portfolio. Click “Create”.





Once the Portfolio has been created, Save it . You can also add additional files at this time with the  icon near the upper-right. The portfolio name should be in accordance with the following naming convention:

Letting Month Letting Year_Controlling CSJ_COUNTY.pdf (the underscores represent spaces)

Example: **1120 0693-01-037 HOWARD.pdf**



You have additional options within a portfolio as follows:

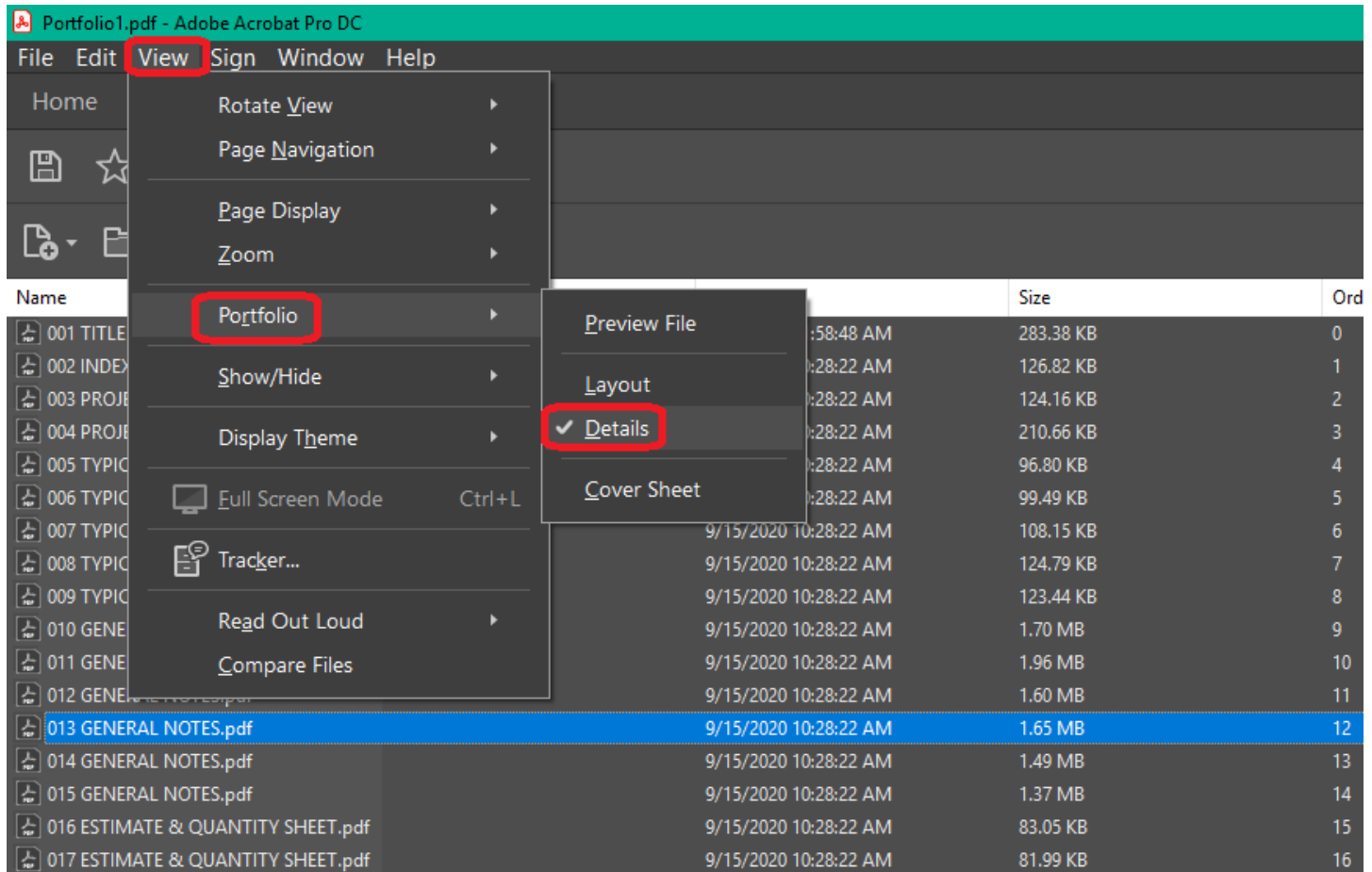
- Add additional files with  (NOTE you can add sheets with the same file name, and it will prompt you to overwrite the existing sheet, a convenient way to update files in a portfolio)
- You can also drag & drop files from a Windows folder (even if they have the same file name) to add or update files in the portfolio
- Right-click to delete a file with 

If you have followed the proper naming convention all the files should show up in the correct order. Remember to use ALL CAPS for all sheet titles.

To view and/or edit a sheet, double-click a sheet or right-click on the sheet in the list and choose “Open File”. The sheet will open in a separate window and you will have the same options you would have when opening up any other PDF file.

If the sheet you want to edit is sealed, you will need to have the sealing engineer make the changes to the sheet and then re-seal it.

To change to a file list view that will show the date/time that each plan sheet was last modified, select View > Portfolio > Details. Having the Date and Time stamps visible is an easier way to keep track of which plan sheets have been updated, and when. You can also click on the column headers to sort the files by Name, or Date Modified.



6) Submit Project to Design Division

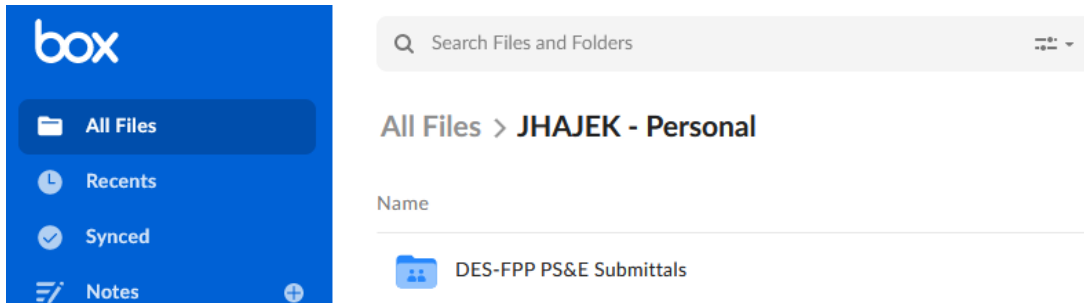
Supporting Documents (1002, Engineer Seals, Certifications, Estimate, CPM Schedule, etc): Before submitting the project, create a new PDF portfolio (or Zip file) for all the supporting documents that need to be submitted with the project. Save it using the following naming convention:

Letting Month Letting Year_Controlling CSJ_COUNTY (support docs).pdf *(the underscores represent spaces)*

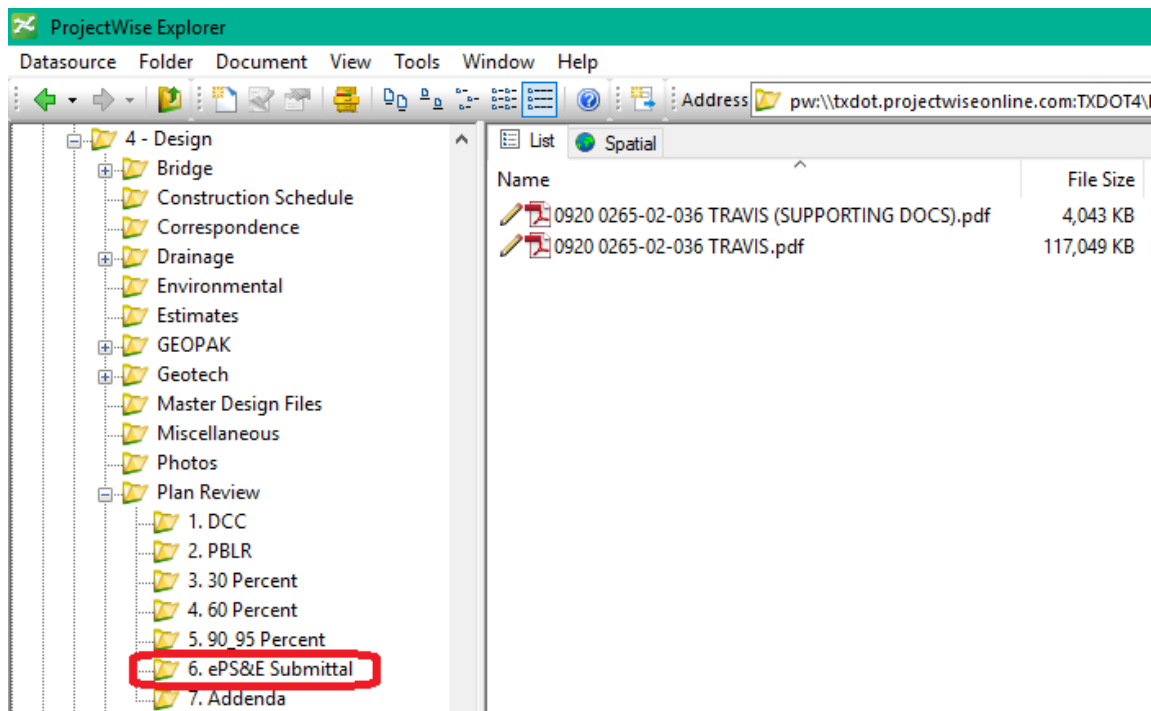
Example: 1120 0693-01-037 HOWARD (support docs).pdf (or .zip)

NOTE: You do not need to include the Proposal in the supporting documents. Design Division has access to all of the proposals via the Miramo drive.

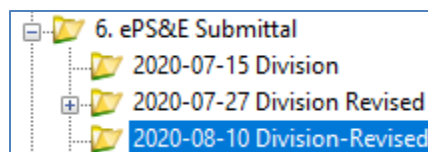
When you have finished the two PDF Portfolios (or Zip files) and are ready to submit the project to Design Division for letting, send it via Box to DES_FPP_ePS&E@txdot.gov. If you haven't used Box before, go to <https://txdot.account.box.com/login> and login with your email address and Windows password. Further instructions for using Box for 100% PS&E submittals can be found in Appendix C of this manual.



You may also use ProjectWise, and upload the portfolios/zips to the “ePS&E Submittal” directory of the Contract CSJ. **It is preferred that the plan sets are uploaded to ProjectWise as portfolios (or Zip files), rather than individual plan sheet files.** Upload and Download speeds are much faster with plan sets when all of the plan sheets are in a portfolio. You may use a Zip file as well to upload plan sets and supporting documents.

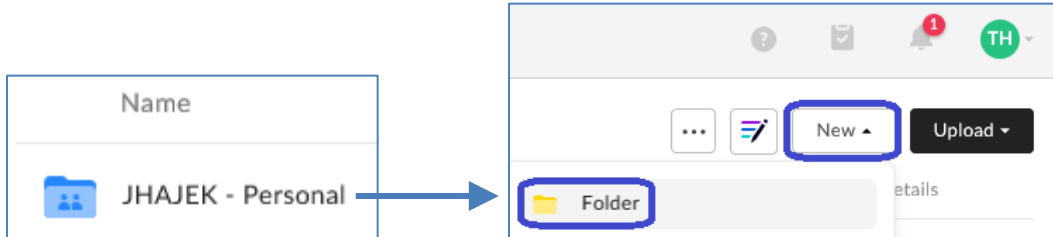


NOTE: You should NOT update any PS&E files in ProjectWise after they have been submitted to DES. If you need to revise any files, make a new sub-folder in ProjectWise, with the folder named as YEAR-MONTH-DAY (see screenshot below). Place any revised documents in this folder, and notify Design Division that revised files have been uploaded to ProjectWise and provide the link to download.

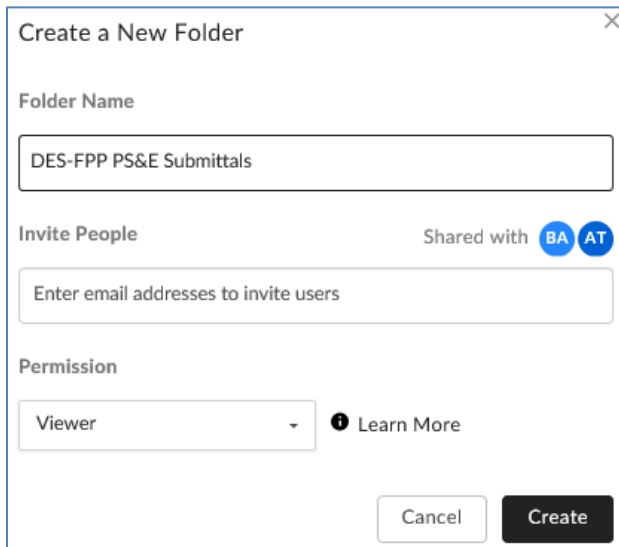


Appendix C: Standard Operating Procedure for Final PS&E Submittal to DES-FPP using Box.com

- 1) Login to your Box.com account with your TxDOT email and password via: <https://txdot.app.box.com/>
 - a. If you do not have a Box.com account, you will need to submit a TxDOTNow support ticket requesting a new Box.com account.
- 2) Once logged in, you should see a folder named “Personal” with your user ID, click to enter this folder. Once inside your Personal folder, click the New button in the upper-right, and then select Folder.

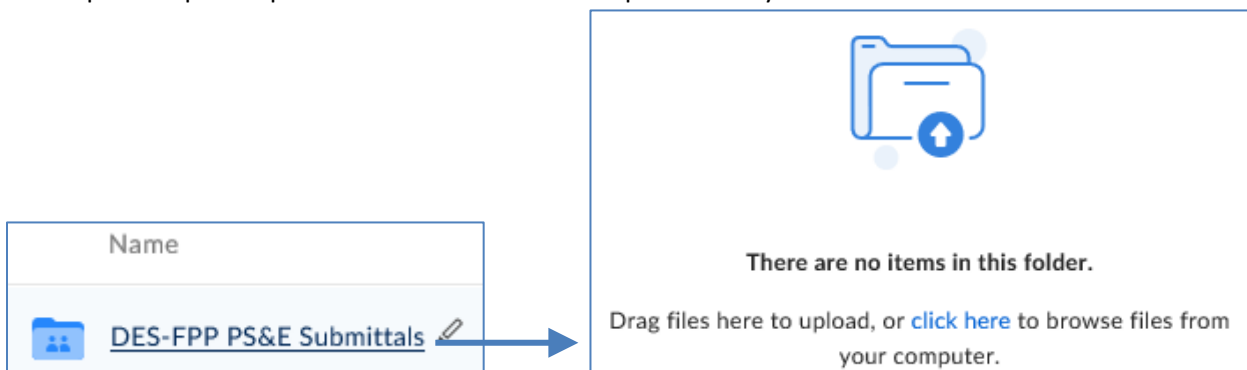


- 3) In the pop-up window, name the folder “DES-FPP PS&E Submittals” or something similar. Leave the other options as defaults, and click Create.

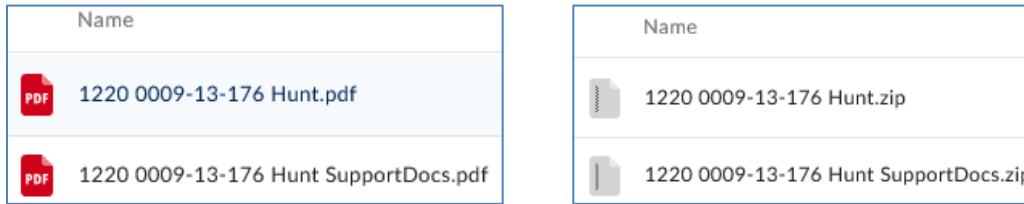


- 4) Once the folder is created, click on the folder to open it. From within the folder you can drag/drop PS&E submittal documents, or click the link in the middle of the screen to browse for files on your computer to upload.

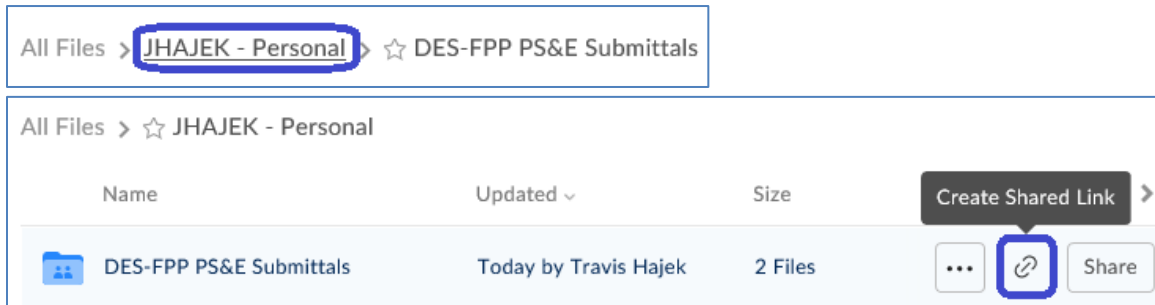
* For optimal upload speeds it is recommended to upload from your C drive instead of a network drive.



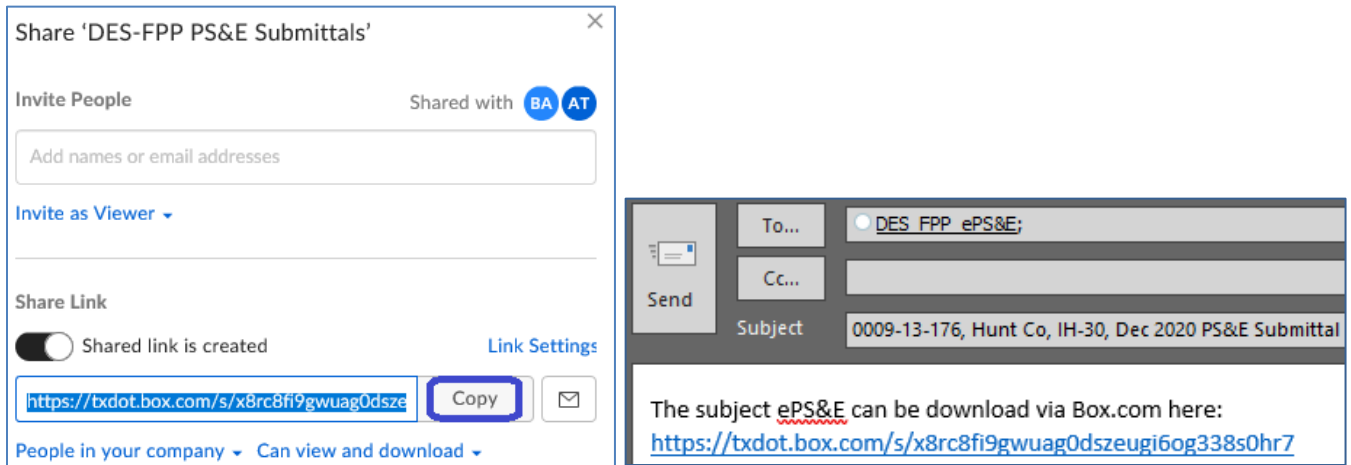
- 5) Before uploading, make sure your files follow the recommended naming convention for PS&E submittals. See following example of PDF portfolio submittals for a plan set and supporting documents:
Let Month-Let Year CCSJ County (and recommend to submit supporting documents in a separate portfolio. Zip files may be used as well instead of PDF portfolios)



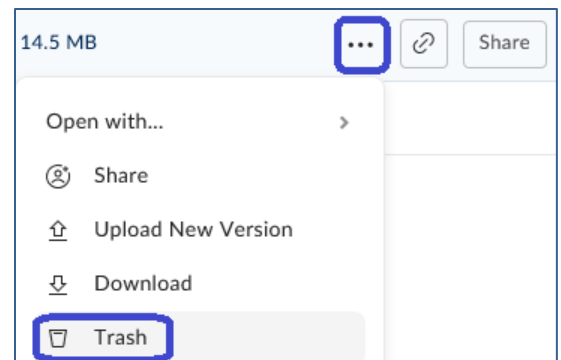
- 6) At the top-left of the screen, click on your Personal folder (up one folder level). Once you are up one folder level, move your mouse over the new Submittals folder and over to the right an icon should appear to create a shared link. Click this icon




- 7) In the pop-up window, click the Copy button to copy the hyperlink (leave other settings as default). Paste this link into a new email. Add the project info to the Subject of the email, and send to DES_FPP_ePS&E@txdot.gov.

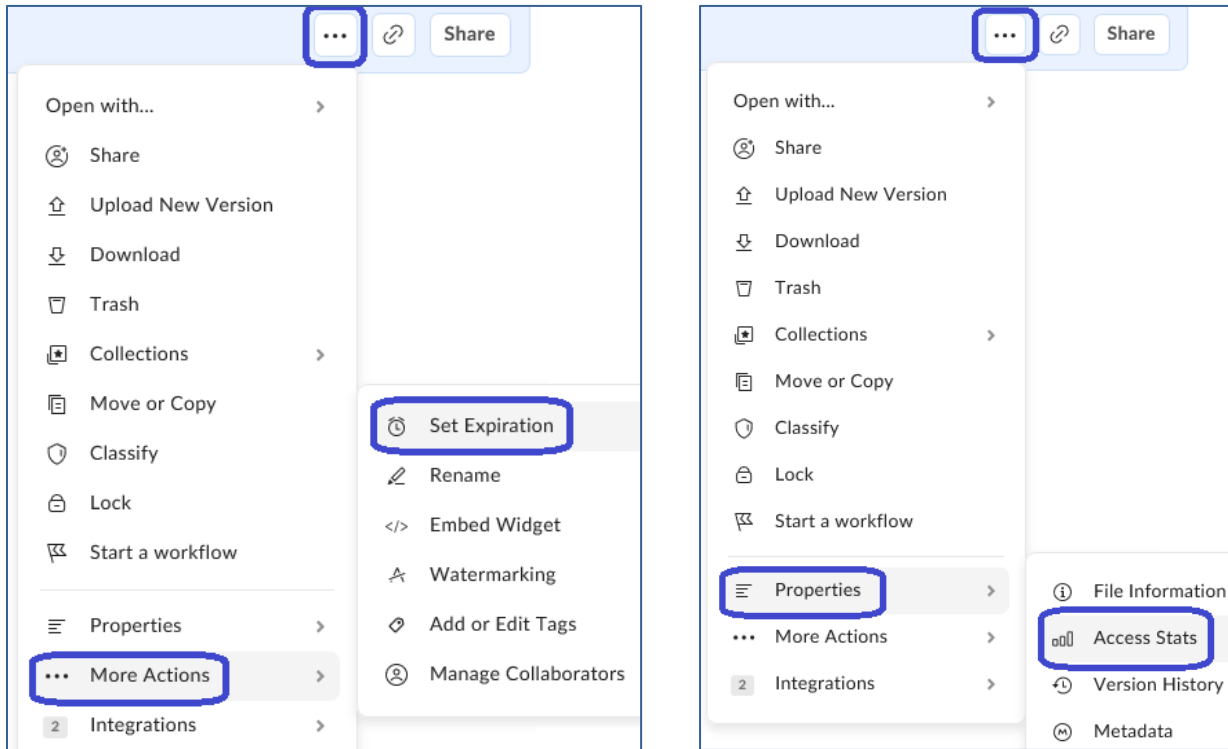


- 8) One advantage of Box over Dropbox is files stored in Box do not automatically delete. Once you have submitted files to DES-FPP, it is recommended to leave the files in your Submittals folder until after proposal release each month. Then they can be removed (see screenshot to the right). This will help prevent cluttering of the folder across different letting months.

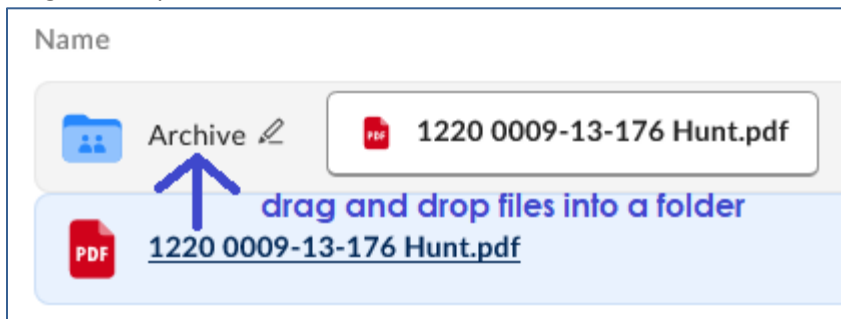


- 9) There is also an option to set files to auto-delete. Click the  icon to the right of any file, then select More Actions, and then Set Expiration. This is optional to use, but if you choose to use it please set the expiration to at least proposal release day, or later.

Another useful option is to select Properties, and then Access Stats, and Box will show you when a file has been viewed and/or downloaded, and by whom.



- 10) If you would rather archive files than auto-delete them, Box supports dragging and dropping of files into a sub-folder. As an example, create a folder named “Archive” within the “DES-FPP PS&E Submittals”, then you can drag and drop files into this folder as needed.



Also worth noting is the hyperlink (web address) to your “DES-FPP PS&E Submittals” folder will not change, so you can create a bookmark in your web browser for quick access to upload new files each month.