

**SMALL PROJECTS**  
INSTRUCTIONS FOR DOCUMENTATION COORDINATION AND POSTING TO PROJECT  
MANAGEMENT SYSTEM

Technical Specifications:

- Assemble as one .pdf file (do not include manual cover). See *Drawings* instructions below, if necessary
- Publish the Technical Specs file to Centric Project
  - o CP location: Bid tab\Bid Documents element\Project Manual sub-element

Manual Cover:

- Has a Manual Cover been prepared?
  - o Template location: G:\Template\Informal\Manual Cover-Bid Issue-Informal.dot
  - o Save and name the file Cover-Project Title
- Publish manual cover to Centric Project as a separate pdf file
  - o CP location: Bid tab\Bid Documents element\Project Manual sub-element
  - o Name it Cover-Project Title
  - o Do not include it with the Technical Specifications

Drawings: that are not included in the Technical Specs:

- Convert all drawings to .pdf files
- Assemble all the drawings as one .pdf file; in the order in which you want them to print. (Instruction below.)
  - o Open the first .pdf
  - o Under *Documents*; choose *Insert Pages*
  - o From the *Select File To Insert* box; using the down arrow, choose the next drawing file. Click *Select*
  - o From the *Insert Pages* box; choose the Location; *After* or *Before*
  - o Then choose the appropriate page; First, Last, Page #. Click OK
  - o Do this until all pages are combined into one .pdf file
  - o Save and name the file appropriately
- Publish the Drawings file to Centric Project
  - o CP location: Bid tab\Bid Documents element\Drawings sub-element

Confirm:

- Confirm to Shellie Black that all files are published to Centric Project