

File Format

When submitting digital documents to the Online Plan Service they should be in the following format.

Large Format – (Plans)

File Types

CAL= CALS Raster Group 4 fax compressed bitmap

TIFF= Tagged Image File Format (TIFF) bitmap image, Compressed, CCITT4 (single page files)

TIF= Tagged Image File Format (TIFF) bitmap image, Compressed, CCITT4 (single page files)

Note:

The average size (per file) should be less than 1 megabyte.

Method-

1. Files should be named the same as the page name that appears in the title block. (ex: A-01.tiff)
2. Numbered files should include preceding 0's to ensure proper ordering (ex1: A-01.tiff good ex2: A-1.tiff BAD)
3. All Large format images should reside under a Plans folder.
4. When possible file grouping in folders is desired, for example all A sheets would be grouped in the ARCH folder.

Small Format – (Specs)

File Types

PDF= Adobe Acrobat Files

TIFF= Tagged Image File Format (TIFF) bitmap image, Compressed, CCITT4 (multi page files)

TIF= Tagged Image File Format (TIFF) bitmap image, Compressed, CCITT4 (multi page files)

Note:

The average size (per file) should be less than 5 megabytes. As a rule of thumb, specifications should be separated into divisions to produce desired file size.

Method-

1. Files should be named by section (ex: DIV_01.PDF, BIDINFO.PDF, MEMO.TIFF)
2. Numbered files should include preceding 0's to ensure proper ordering (ex1: DIV_01.tiff good ex2: DIV_1.tiff BAD)
3. All small format files should reside under a specs, memo or addenda folder.

Delivery-

To submit a project please go to <http://submit.onlineplanservice.com> . Call Amy at (916) 826-8840 for more information.