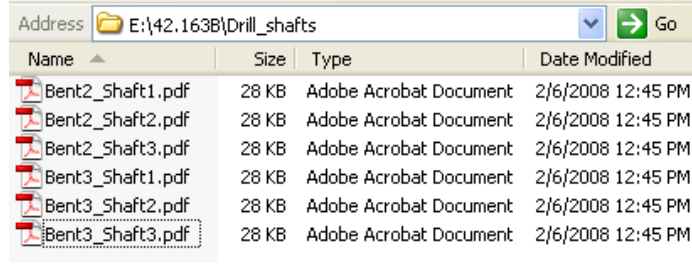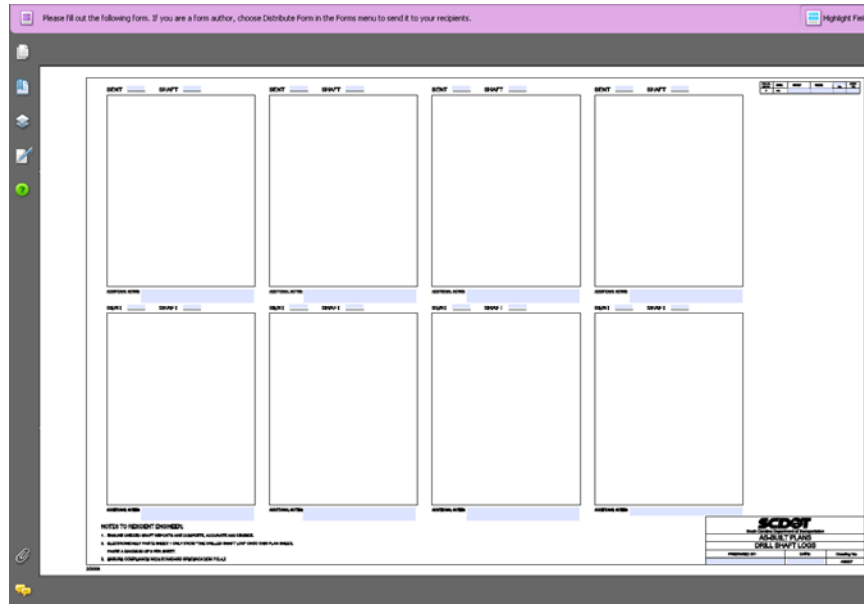# Instructions for As-Built Form AB207 – Drill Shaft Logs

Requirements: Adobe Acrobat Professional 8.0 or earlier
8.5" x 11" scanner
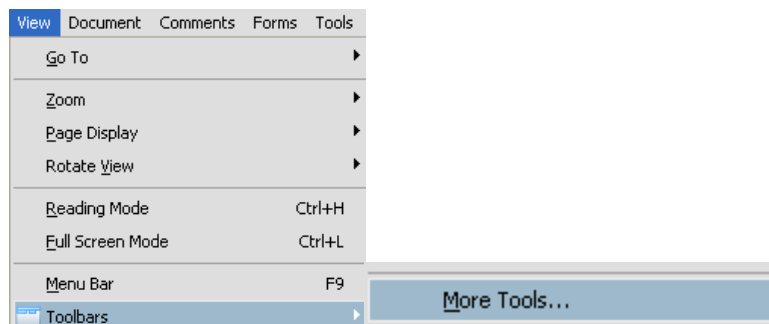
1.   **Scan** Sheet 1 of each completed Drill Shaft Log Report to a pdf, tif, **or** jpg document
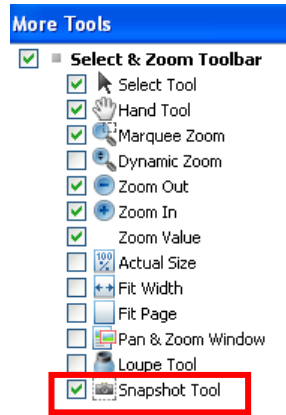

2.   **Open** the As-Built Form AB207.pdf in Adobe Acrobat Professional

3.   Select **View > Toolbars > More Tools** to access the More Tools dialog

4. Scroll down to the **Select & Zoom Toolbar** and toggle on the **Snapshot Tool**. Select **OK** when done. The Snapshot icon should now be located on the main toolbar

5. **Enter** the County, File, Route/Road, and Sheet Number in the appropriate form boxes in the upper right corner

FED. RD. DIV. NO.	STATE	COUNTY	FILE NO.	ROUTE NO.	SHEET NO.
3	S.C.	SPARTANBURG	42.163B	SC292	

The Sheet No should be the sequential number following the other AB sheets at the beginning of the ASBUILT Plans

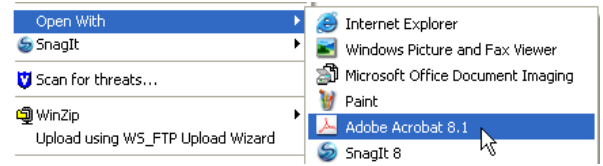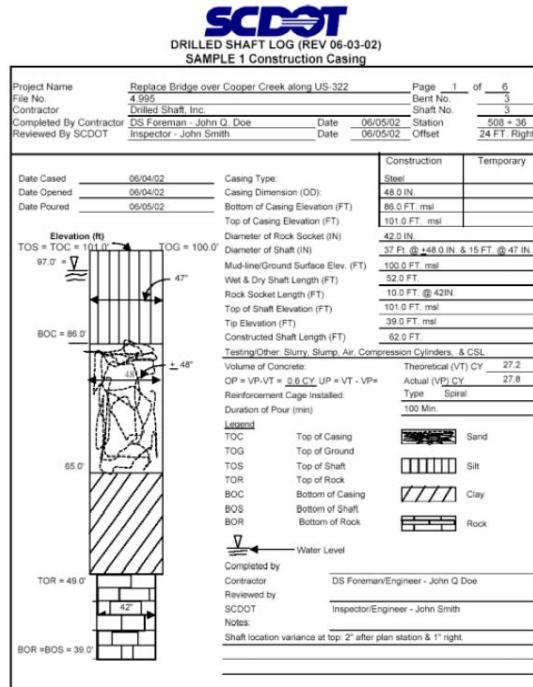6. **Enter** the Preparer's Name and Date in the form boxes in the bottom right corner

SCDOT		
South Carolina Department of Transportation		
AS-BUILT PLANS		
DRILL SHAFT LOGS		
PREPARED BY:	DATE:	Drawing No.
JOE RESIDENT, R.C.E.	02-11-2008	AB207

7. **Enter** the Bent and Shaft information and any Additional Notes in the form boxes for each scanned document
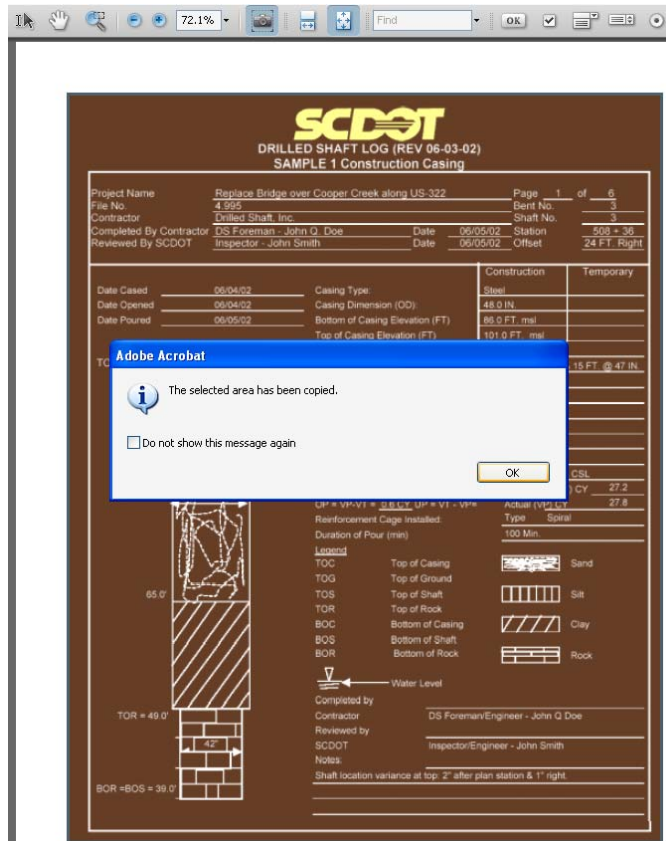
BENT 2   SHAFT 1

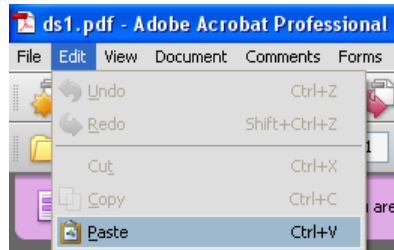ADDITIONAL NOTES: Add any additional or special notes for Bent 2 Drill Shaft 1 here.

8. **Open** the 1ˢᵗ scanned document in Adobe Acrobat Professional. (If the scanned document is a tif or jpg, right-click and select **Open With > Adobe Acrobat**)
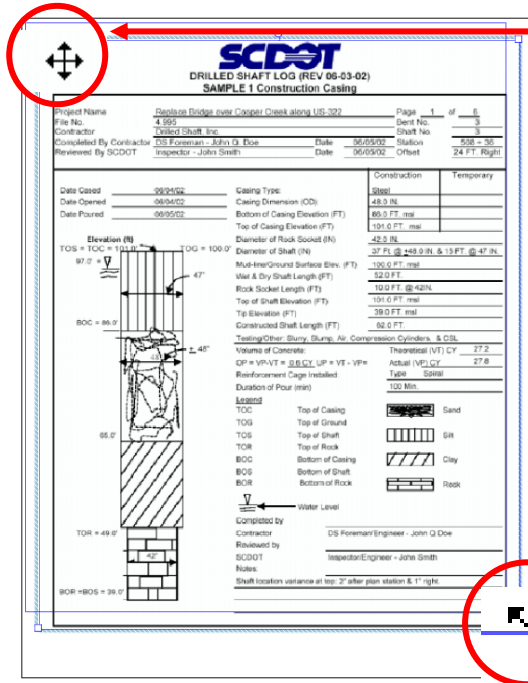

9. Press the **Snapshot** icon to activate. Click on the **upper left corner** of the area to capture and drag to the **lower right corner** to complete the capture. Press the **OK** button to accept the selected area

10. Select from tab at the bottom from the desktop toolbar to **activate** the AB207.pdf as the active pdf file. Select **Edit > Paste**
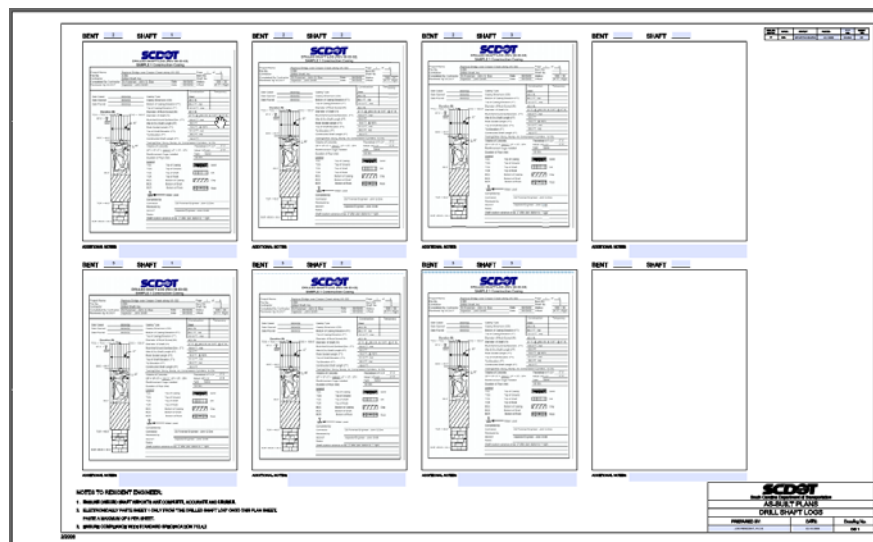

11. The image will paste into the center of the AB207.pdf

Use the **cross arrow to move** the image into the upper left corner of the correct box

Use the **corner arrows to resize** the image to fit inside

12. **Repeat Steps 8, 9, 10, and 11** to add additional scanned images to complete the Drill Shaft Logs plan sheet

13. **PRINT TO A FULL SIZE 22" X 36" PLOTTER**