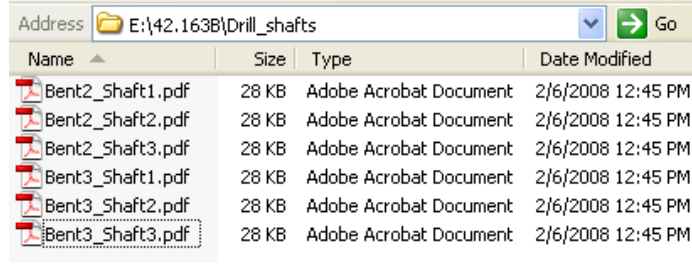


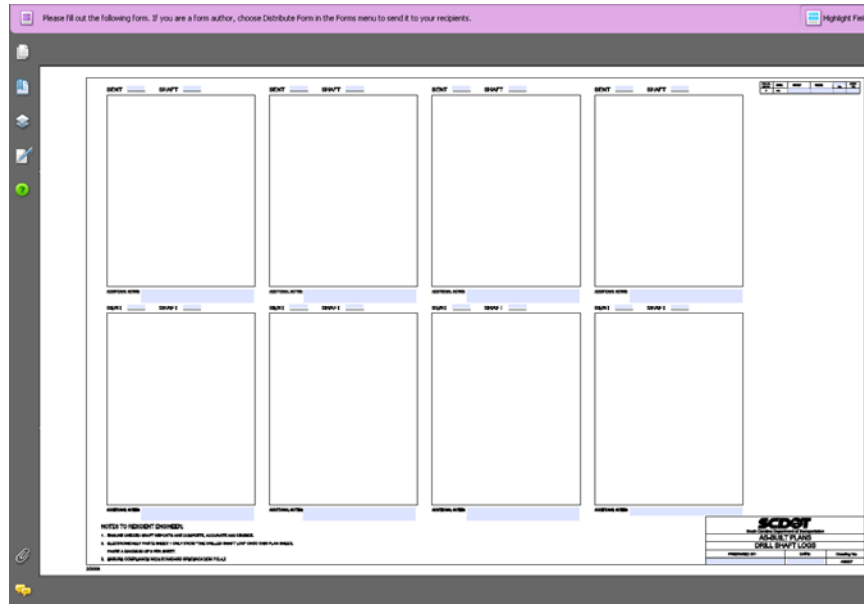
# Instructions for As-Built Form AB207 – Drill Shaft Logs

Requirements: Adobe Acrobat Professional 9.0  
8.5” x 11” scanner

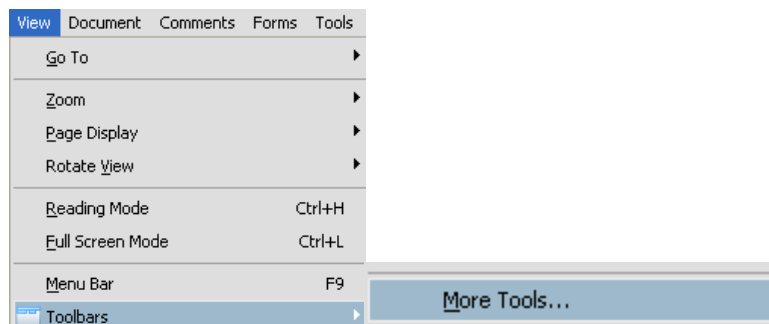
1. **Scan Sheet 1** of each completed Drill Shaft Log Report to a pdf, tif, or jpg document



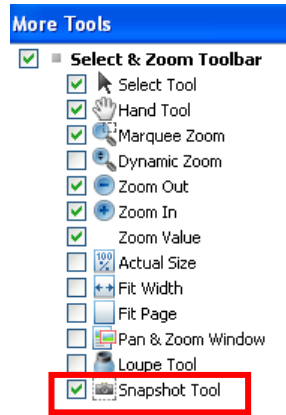
2. **Open the As-Built Form AB207.pdf** in Adobe Acrobat Professional



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



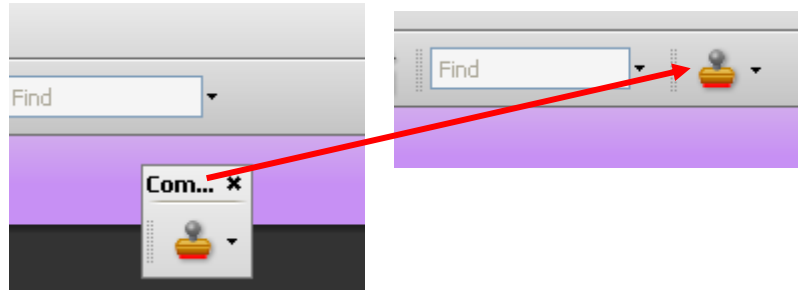
4. Scroll down to the **Select & Zoom Toolbar** and toggle on the **Snapshot Tool**.  
The Snapshot icon should now be located on the main toolbar



5. Scroll down and check on the Stamp tool – Select **OK** when done.



Drag the stamp tool bar to the top to “dock” it



6. **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*

7. **Enter** the Preparer’s Name and Date in the form boxes in the bottom right corner

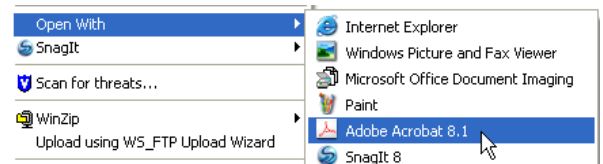
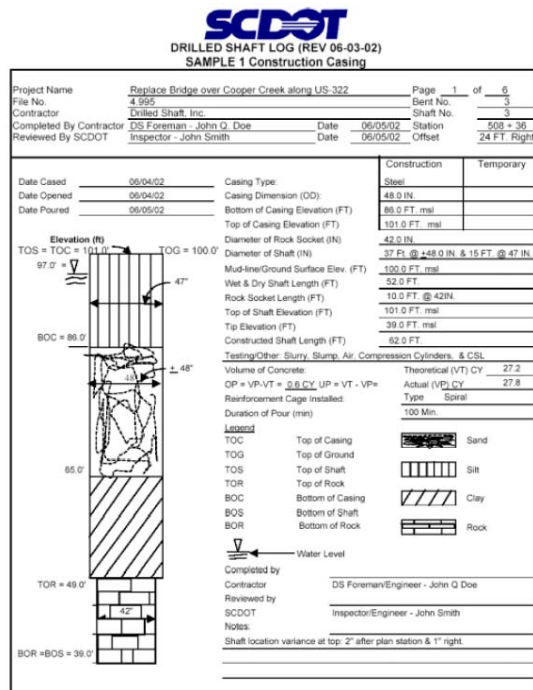
<b>SCDOT</b> South Carolina Department of Transportation		
<b>AS-BUILT PLANS</b>		
<b>DRILL SHAFT LOGS</b>		
PREPARED BY:	DATE:	Drawing No.
JOE RESIDENT, R.C.E.	02-11-2008	AB207

8. **Enter** the Bent and Shaft information and any Additional Notes in the form boxes for each scanned document

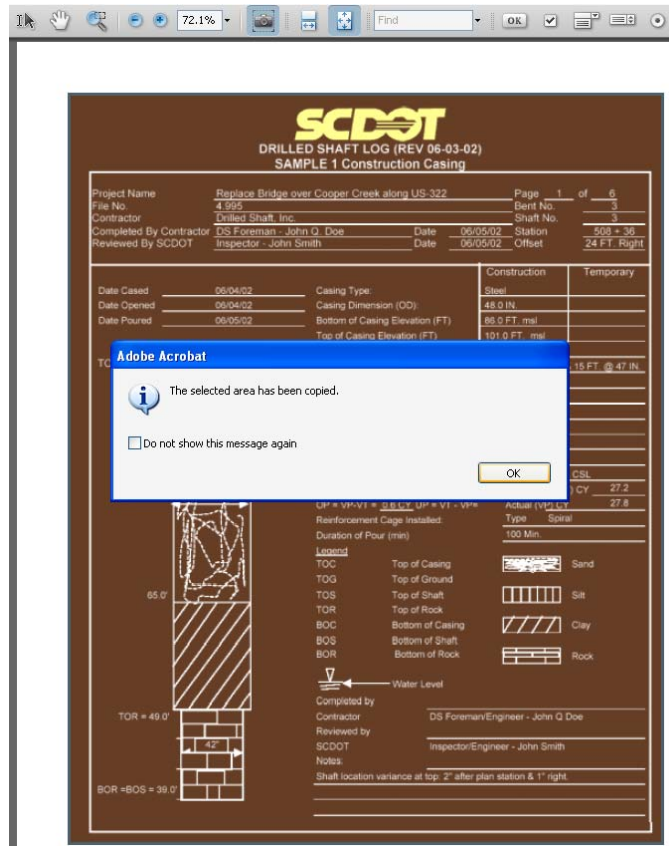
BENT 2 SHAFT 1

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

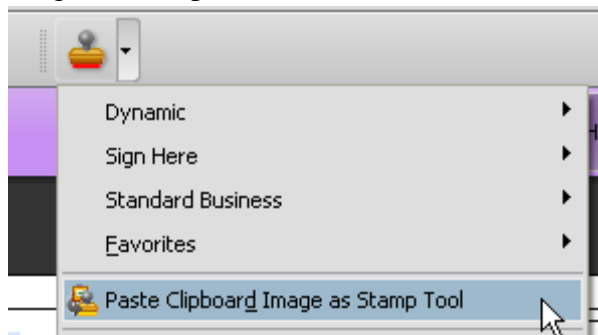
9. **Open** the 1<sup>st</sup> scanned document in Adobe Acrobat Professional. (If the scanned document is a tif or jpg, right-click and select **Open With > Adobe Acrobat**)



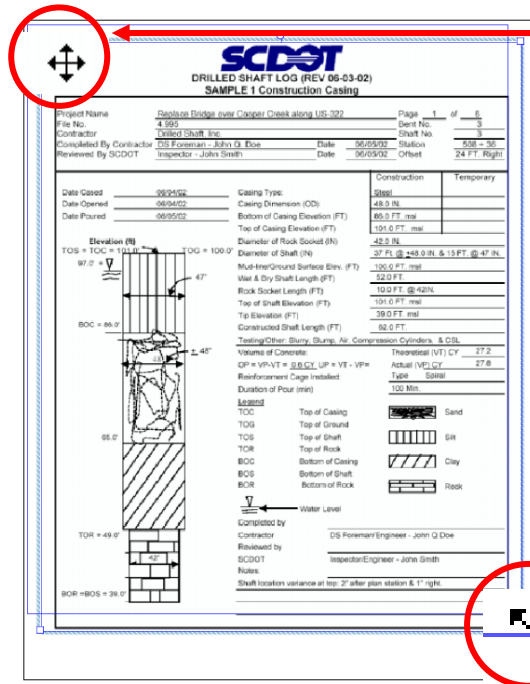
- Press the **Snapshot** icon to activate. Click on the **upper left corner** of the area to capture and drag to the **lower right corner** to complete the capture. Press the **OK** button to accept the selected area



- Select from tab at the bottom from the desktop toolbar to **activate** the AB207.pdf as the active pdf file. Select the drop down next to stamp and Paste Clipboard Image as Stamp tool



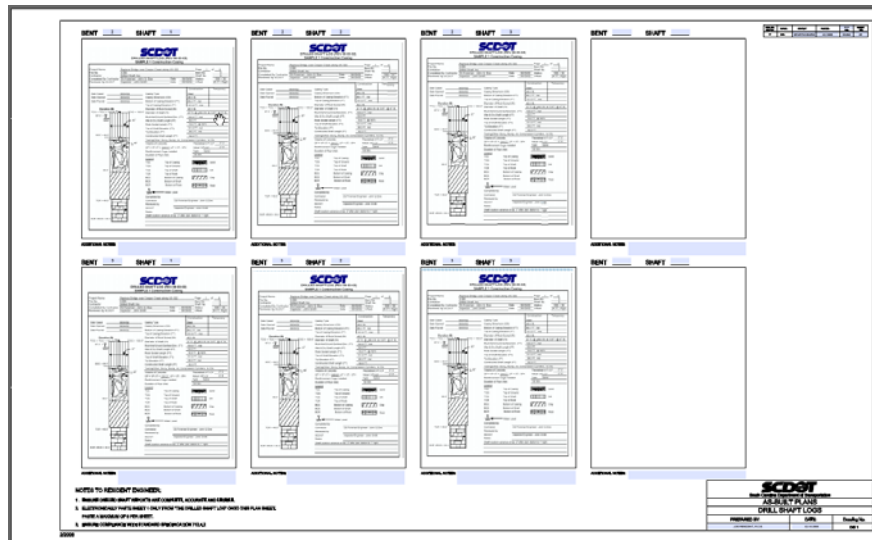
12. The image will paste into the center of the AB207.pdf



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

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



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