Office of Design

Adding an Addenda Box

When a plan has been changed by addenda, place a red box on the lower right corner of each sheet changed, see Figure 1 below for an example.
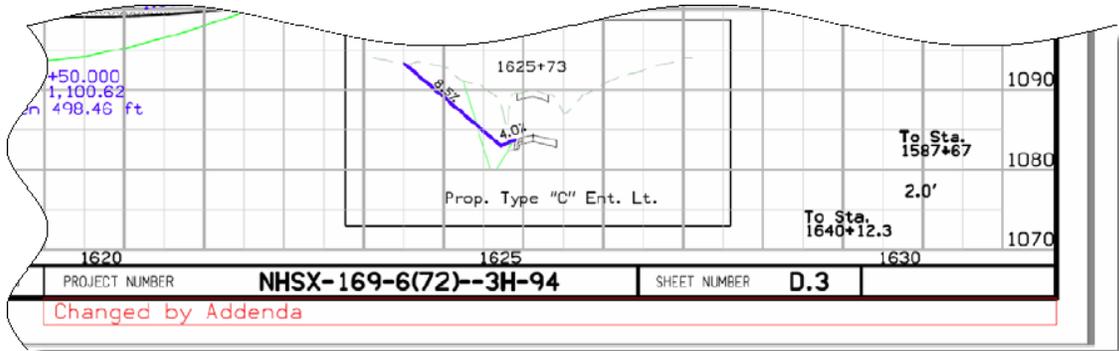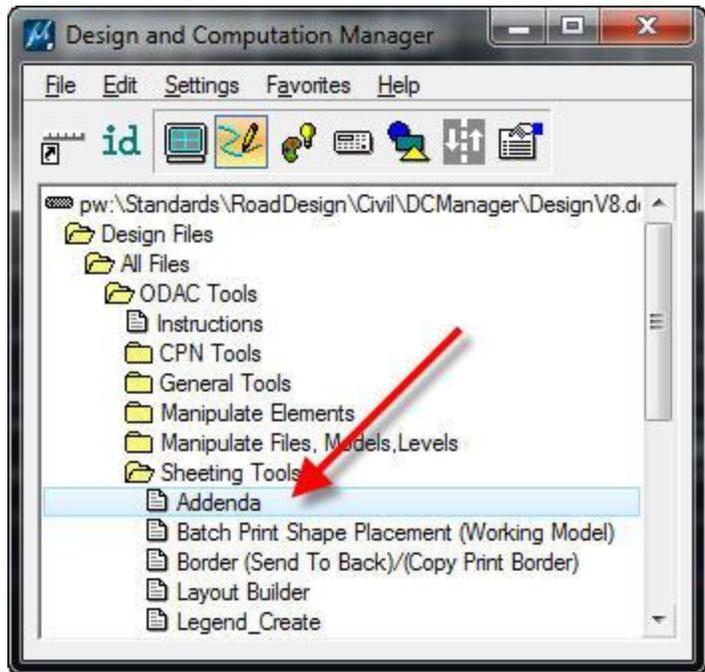

Figure 1: Updated sheet with addenda box.

Tools have been developed in both MicroStation and Excel to add the red addenda box.
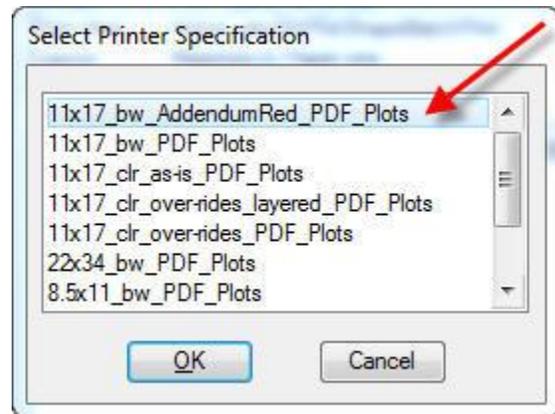
MicroStation

In MicroStation, the addenda box is accessed through D&C Manager, see to the right.

It will come in as a cell that can be snapped to the lower right corner of the sheet, see Figure 1 on previous page. Ensure **Place Influence** is toggled on so the cell is placed on the correct level (dsnAddendaCell) to print Red on B&W plan sheets using the appropriate print settings.
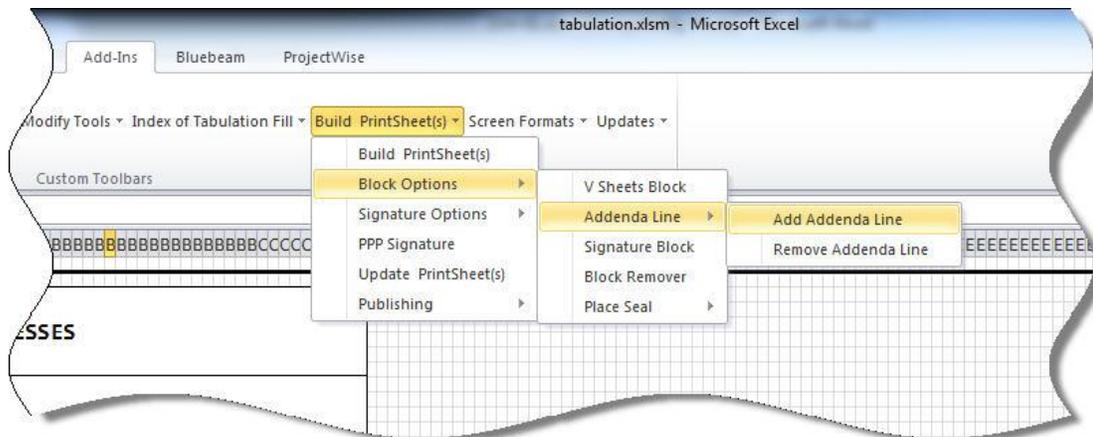
When printing Black & White sheets, this cell is intended to remain Red in color to make it more visible. This is accomplished by using the Batch Print configuration **11x17_bw_AddendumRed_PDF_Plots**. The addenda cell must be on the Microstation level **dsnAddendaCell** for this to properly print as red using this Black & White printing setting.

Color plan sheets will use the same print settings as if the addenda cell was not added, **11x17_clr_over-rides_PDF_Plots.**

Excel

In Excel, the tool can be accessed at the location shown below:

The tool will place the cell on the current sheet with which the selected cell(s) are associated. When the PDFs are published the cell will print red.

Chronology of Changes to Design Manual Section:

021M-061 Adding an Addenda Box

2/9/2021   Revised

Revised chapter title from Post Letting Plan to Adding an Addenda Box. Deleted information regarding submitting plan sheets changed by addenda.   That information is in Section 1H-2.

2/4/2016   Revised

Add additional information related to submitting plan sheets changed by addendum. Added naming conventions for the files and folders, explanation of the purpose of the updated plan sheets, and described the timing of when sheets should be submitted.

12/3/2015   Revised

Changed title. Made changes requested by the Office of Contracts to clarify the addendum request process, including Office of Contracts doesn't need 8.5"x11" sheet.

7/31/2015   Revised

Removed the hyperlinks from the LAN paths.

7/2/2015   NEW

New