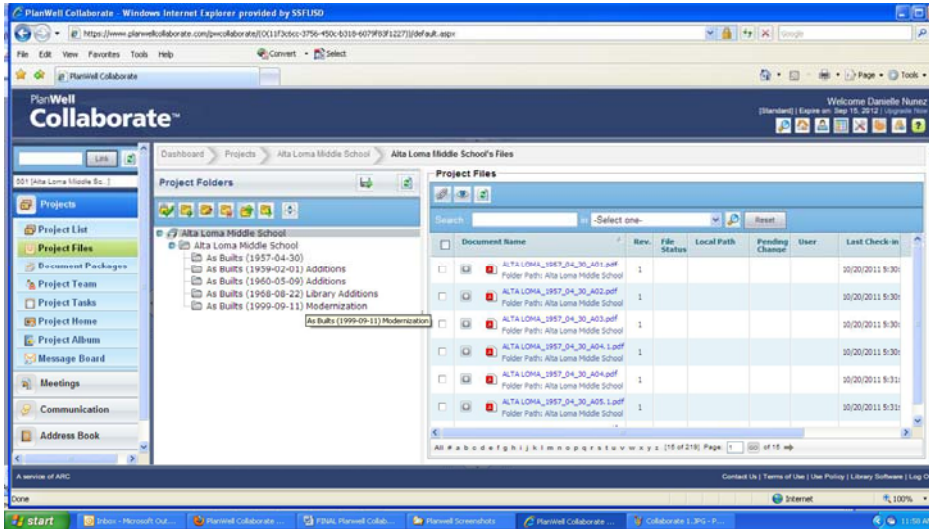


# SSFUSD/Measure J Bond Program

## Instructions for downloading As-Built drawings through Planwell Collaborate.

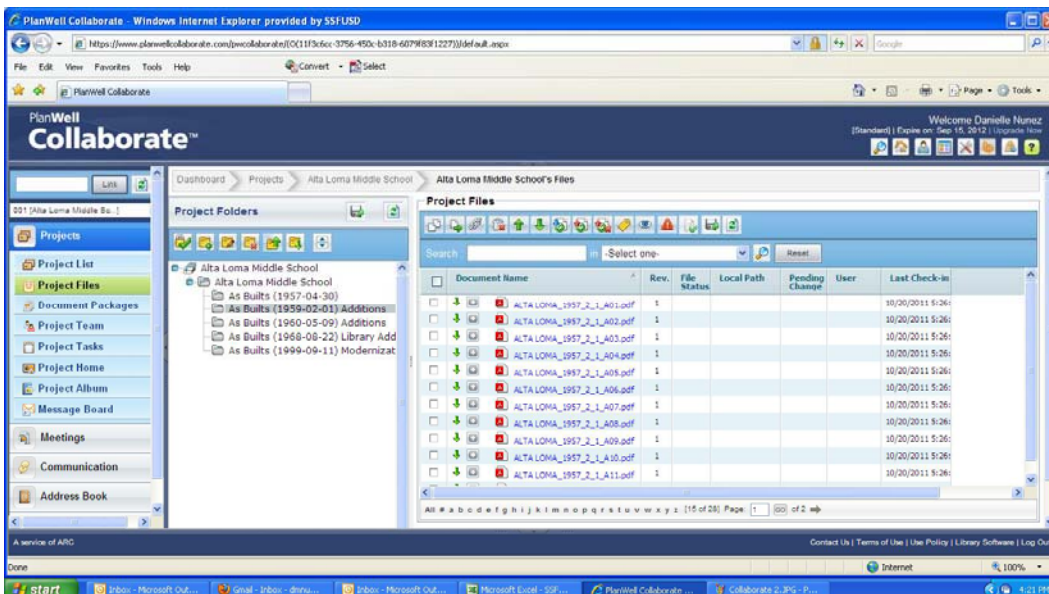
- Step 1: Upon entering the site via the provided links, on the left side of the screen, you will see a list of “Project Folders” which contain all the drawing folders associated with the project, with folders organized by year.

All files are also accessible from the top folder in the file tree as shown below. In addition, there are project subfolders (shown in the screen shot below) within which the drawing files are separated by year or plan set.

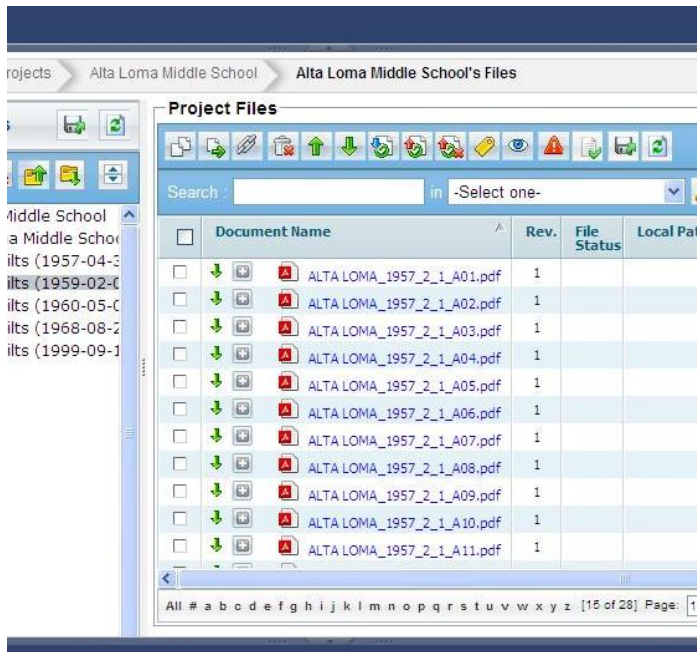


- Step 2: Click on drawing folder to view or download individual files.

External users can download Adobe PDF files of each drawing, one by one from the ‘project file’ screen as shown below.

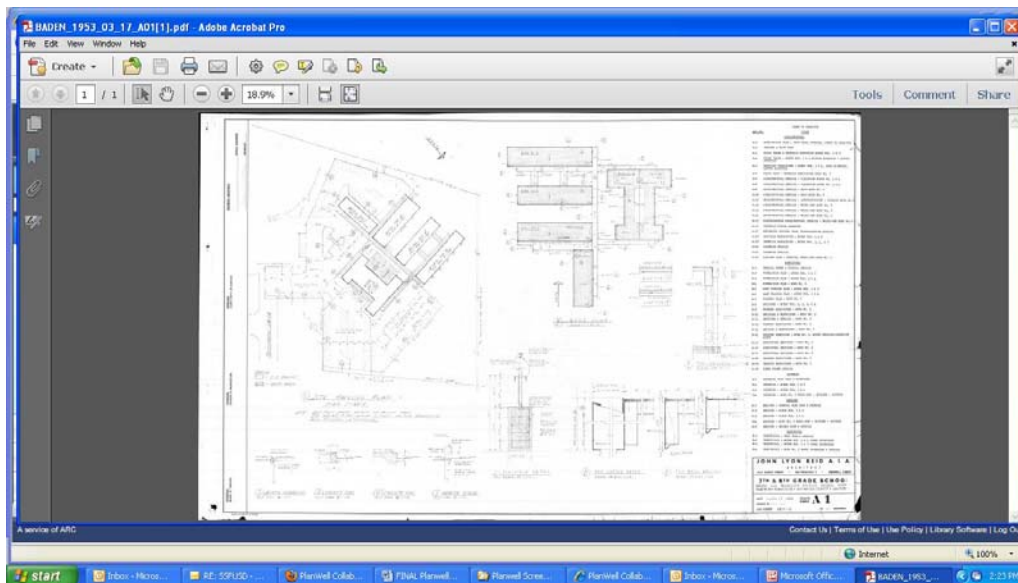


- Step 3: On the left side of each file in the project files window, there is a **Green arrow**, which when clicked on, will start an Adobe PDF download.



Upon clicking one of these arrows, the following prompt will come up to “Open” or “Save” the file.

Choose the option to “open” the file to see the full PDF.



Opened PDF files may then be printed by each user as they so wish.