Athens-Clarke County Planning Department requires that Electronic Plans be submitted for all Plans Review submittals beginning January 1, 2010. Drawings may be submitted in either *Design Web Format* (DWF) or *Portable Document Format* (PDF). DWF is the preferred format and is required for plan sets over ten pages in length.

Publishing a DWF from Autodesk Applications

DWF publishing is built into Autodesk applications including AutoCAD and Revit. Generally, publishing from AutoCAD or Revit is accomplished by going to File>Publish and setting up your publishing as you would if you were plotting a paper copy. Different versions of AutoCAD have slightly different processes. It is recommended that you refer to the attached appendix or visit the Autodesk support page for specific support for your drafting program. DWFs should be submitted as one multi-sheet file, **not** multiple single-sheet files. The DWF pages must match the associated paper sets exactly and be submitted on one (1) CD or DVD.

Creating a PDF from Autodesk Applications

PDF creation is not integrated into Autodesk applications and requires a separate printer driver or the use of Adobe Reader 6.0. To print to a PDF from an Autodesk application with a separate printer driver, select File>Plot and choose your PDF driver as your plotter and follow the steps you would to plot a paper copy. To create a PDF from Adobe Reader 6.0, select File>Create PDF>From File or From Multiple Files and select your file(s) from your database. PDFs should be submitted as one multi-sheet file, **not** multiple single-sheet files. The PDF pages must match the associated paper sets exactly and be submitted on one (1) CD or DVD. PDF submittals are not accepted for plan sets over ten pages in length. Be sure to double-check your PDFs prior to submittal as certain AutoCAD commands (such as text masking or wipeout commands) may alter your drawings and black-out information.

Publishing a DWF from Microsoft Office Applications

 A free DWF writer is available for download from Autodesk. This writer allows users to create DWFs from many programs including Microsoft Office applications. Creation of DWFs from the free Autodesk writer is similar to creating PDFs using an Adobe writer. Select File>Print and choose the DWF writer as your printer and follow the steps you would to print a copy to your printer.

Merging Mulitple DWFs into a Single, Multi-Sheet File

Method 1: Use the free Autodesk Design Review directly
1. Open Autodesk Design Review with or without loading a DWF file.
2. Drag the DWF files needed to be merged into the thumbnail pallet.
3. Save the new file as a new DWF file.
Thus, multiple DWF files are merged together to be one new DWF file.

Method 2: Use a new Windows Explorer shell extension (available on DWF files after installing Autodesk Design Review)
1. Select the DWF files in Windows Explorer and then right click the mouse inside the selected files.
2. Click on "Merge". Then you can enter the name for a new DWF file in the pop-up dialogue box.
3. All the selected DWF files will be merged together to be one new DWF file.

Appendix – http://usa.autodesk.com

Publish to DWF from the AutoCAD 2002 Family of Products

To publish a DWF file:

1. From the File menu, select Plot.
2. In the Plotter configuration > Name list, select DWF ePlot (optimize for viewing).
3. Specify the location and filename for the published file, and any other plot settings.
   - You can select "All layout tabs" for "What to plot" to publish DWF™ files of all layouts at once.
4. Select OK to publish single sheet files.

To create multi-sheet DWF files from the Publish command, subscription customers can use the AutoCAD® 2002 Design Publishing Extension, available from Autodesk Subscription.

Publish to DWF from the AutoCAD 2004 Family of Products

To publish a DWF file:

1. With a drawing (DWG) open, select Publish from the File menu, click the Publish icon in the toolbar, or enter Publish at the command line.
2. In the Publish dialog box, select Add Sheets to add additional sheets or layouts to the DWF™ file.
   - Reorder, rename, or remove sheets from the list.
   - Select Publish Options if you want to change the output directory, publish single sheet files, publish layers, or password protect the resulting DWF file.
   - Enter the filename and location for the resulting DWF file in Multisheet DWF file -> DWF file name field.
3. Click Publish.
4. Save your list of drawing sheets for easy republishing of the DWF file at a later date.

For additional details, including how to save your DWF publishing configurations, refer to your AutoCAD® Help documentation, or visit AutoCAD Tips.

Publish to DWF from the AutoCAD 2005 Family of Products

To publish a DWF file:

1. With a drawing (DWG) open, select Publish from the File menu, click the Publish icon in the toolbar, enter Publish at the command line, or click Publish in the Sheet Set Manager to publish all sheets to a single, multisheet DWF™ file.
2. In the Publish dialog box, select Add Sheets to add additional sheets or layouts to the DWF file.
   - Reorder, rename, or remove sheets from the list.
   - Select Publish Options if you want to change the output directory, publish single sheet files, publish layers, or password protect the resulting DWF file.
3. Click Publish.
4. Save your list of drawing sheets for easy republishing of the DWF file at a later date.

For additional details, including how to save your DWF publishing configurations, refer to your AutoCAD® Help documentation, or visit AutoCAD Tips.

Publish to DWF from the AutoCAD 2006 Family of Products

To publish a DWF file:

1. With a drawing (DWG) open, select File > Publish. The Publish dialog box is displayed. If the Include Layouts When Adding Sheets option is selected in the shortcut menu or in the Publish dialog box, all the layouts in the current drawing are listed. Alternatively, click the Publish icon in the toolbar, enter Publish at the command line, or click Publish in the Sheet Set Manager to publish all sheets to a multisheet DWF™ file.
2. In the Publish dialog box, modify the list of sheets. You can add, remove, reorder, rename or copy sheets in the list, or change page setups.
3. (Optional) When your drawing set is configured, click the Save List button to save the drawing set list as a DSD (Drawing Set Descriptions) file. In the Save List As dialog box, in the File Name box, enter a name for the list. Click Save.
4. In the Publish dialog box, under Publish To, select DWF File.
5. In the Select DWF File dialog box, enter a file name. Click Select to provide the name and destination for the DWF file. Note: You also can enter a URL so that the DWF file is uploaded to an FTP or HTTP site.
6. Click Publish to start the electronic drawing set creation.
   - If background publishing is on, the animated plotter icon on the status bar indicates that the job is in progress. To view information about the processed publish job, right-click the icon. Click View Plot and Publish Details.
   - The information in the Plot and Publish Details dialog box is also saved to the Plot and Publish Details log file.
7. If background publishing is on, you can view the published DWF file. Right-click the plotter icon on the status bar. Click View DWF File.

For additional details, refer to your AutoCAD® Help documentation, or visit AutoCAD Tips.

Publish to DWF from the AutoCAD 2008 Family of Products

1. With a drawing (DWG) open, select File > Publish. Alternatively, click the Publish icon in the toolbar, enter Publish at the command line, or click Publish in the Sheet Set Manager to publish all sheets to a multisheet DWF™ file.
2. In the Publish dialog box, modify the list of sheets. You can add, remove, reorder, rename or copy sheets in the list, or change page setups.
3. (Optional) When your drawing set is configured, click the Save List button to save the drawing set list as a DSD (Drawing Set Descriptions) file. In the Save List As dialog box, in the File Name box, enter a name for the list. Click Save.
4. In the Publish dialog box, under Publish To, select DWF File.
5. In the Select DWF File dialog box, enter a file name. Click Select to provide the name and destination for the DWF file. Note: You also can enter a URL so that the DWF file is uploaded to an FTP or HTTP site.
6. Click Publish to start the electronic drawing set creation.
   - If background publishing is on, the animated plotter icon on the status bar indicates that the job is in progress. To view information about the processed publish job, right-click the icon. Click View Plot and Publish Details.
   - The information in the Plot and Publish Details dialog box is also saved to the Plot and Publish Details log file.
7. Once publishing is complete, you can view the published DWF file. Right-click the plotter icon on the status bar. Click View DWF File.

Publish to DWF from the Autodesk Revit 2007 Family of Products

To publish a 2D DWF file:

1. Select File > Export DWF > 2D DWF
2. Under Publish To, click DWF File.
3. [Optional] To export object data as part of a non-shaded DWF file, click the Options button, select Export Object Data for Revit Elements, and click OK. When you export object data, reviewers can see the object data when they select objects in Design Review.
4. [Optional] Click Print Setup to choose Sheet Size, Paper Placement, Zoom, and other settings.
5. In the Export dialog box, navigate to the directory where you want to save your DWF file.
6. Enter a file name.
7. Click Save to produce the DWF file or files.

Publish to DWF from the Autodesk Revit 2008 Family of Products

To publish a 2D DWF file:

1. Select File > Publish DWF > 2D DWF
2. To publish object data in the DWF, do the following:
    a. In the Publish dialog, select Options.
    b. In the DWF Export Options dialog, select the objects to publish (Model Elements, Rooms and Areas), then click OK.
3. Click Print Setup, specify print settings, and click OK.
4. In the Publish dialog, for Save In, navigate to the target folder for the DWF file.
5. If you are publishing a single view, do the following:

    a. Under Range, select Current View.
    b. Under File Naming, select Manual to specify a name for the exported file, or select Automatic to use an automatically generated file name
6. If you are publishing multiple views and sheets, do the following:

    a. Under Range, select Selected Views/Sheets.
    b. Click Select.
    c. In the View Sheet/Set dialog, select the views and sheets to publish and click OK.
    d. Under File Naming, for Automatic, select Short to use a short default name for the DWF file, or select Long to use a longer file name.
7. Click Save.