



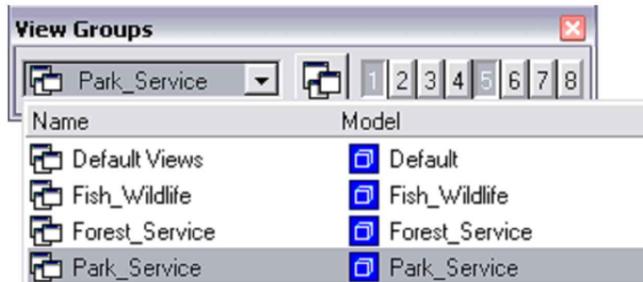




# Instructions

## (U.S. Customary Title Sheet)

- Switch between models to get Title sheet for appropriate agency.



- Grey elements are notes for user (*They are construction elements and will not plot*)
- Turn **off** AUX\_01 and **on** AUX\_02 levels for A/E project  
Turn **off** AUX\_02 and **on** AUX\_01 for CFL project
- Attach project Border to drawing – It will attach in the correct location.
- Place the State Key map at a scale of 1 – Origin location as shown
- Edit text for Project information.
- Paste "INDEX OF SHEETS" from Excel spreadsheet into drawing.

	A	B	C	D
1	INDEX TO SHEETS		20	
2	SHEET	DESCRIPTION		
3	A1	TITLE SHEET	} Row Height	
4	A2	CONVENTIONAL PLAN SYMBOLS & ABBREVIATIONS		
5				
6				
7			14	
8	← 14 →	← 55 →		
9		} Column Width		
10				
11				

**Note:**  
Spreadsheet at this size will allow 34 rows, if more rows are needed – place continuation in Sheet 2 of "Symbols and Abbreviations"

Edit > Paste special



You can paste a picture of the spreadsheet or link it so it updates automatically

Place by corners and snap to grey box in Titlesheet

## Park Service Title Sheet Only

### INTERMOUNTAIN REGION

- Copy this information with the "ORIGIN" point to the right corner of the "BORDER" file
- Edit the National Park Name

#### RECOMMENDED:

\_\_\_\_\_  
DIVISION ENGINEER, CENTRAL FEDERAL LANDS HIGHWAY DIVISION

DATE: \_\_\_\_\_

#### APPROVED:

\_\_\_\_\_  
SUPERINTENDENT, **name** NATIONAL PARK

DATE: \_\_\_\_\_

### MIDWEST REGION AND PACIFIC WEST REGION

- Copy this information with the "ORIGIN" point to the right corner of the "BORDER" file
- Edit the National Park Name and the Region Name

#### RECOMMENDED:

\_\_\_\_\_  
DIVISION ENGINEER, CENTRAL FEDERAL LANDS HIGHWAY DIVISION

DATE: \_\_\_\_\_

\_\_\_\_\_  
SUPERINTENDENT, **name** NATIONAL PARK

DATE: \_\_\_\_\_

#### APPROVED:

\_\_\_\_\_  
REGIONAL DIRECTOR, **name** REGION  
NATIONAL PARK SERVICE

DATE: \_\_\_\_\_