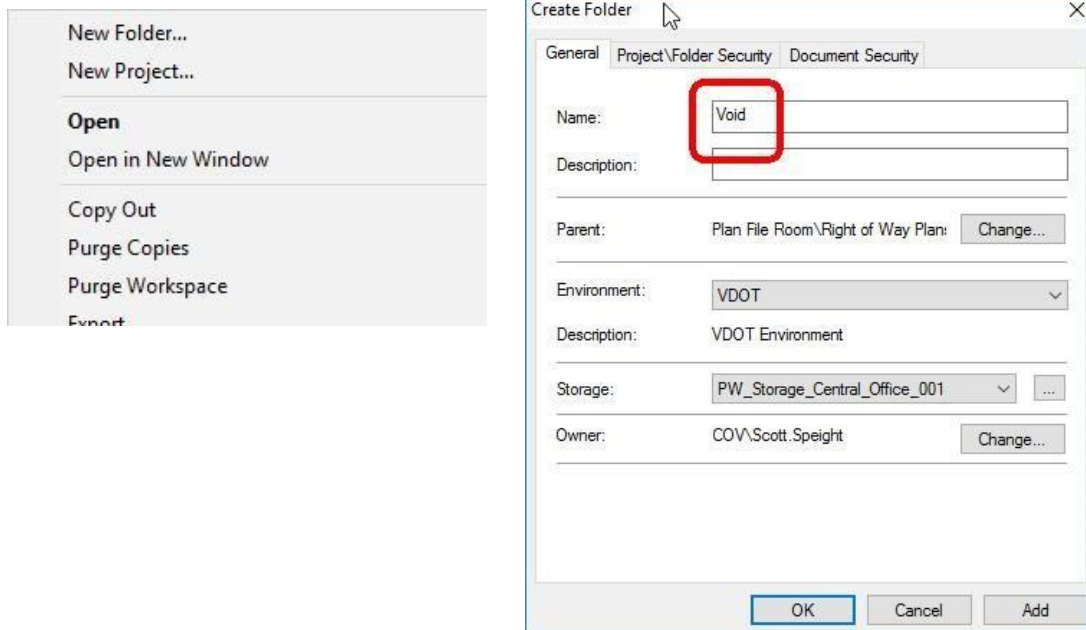


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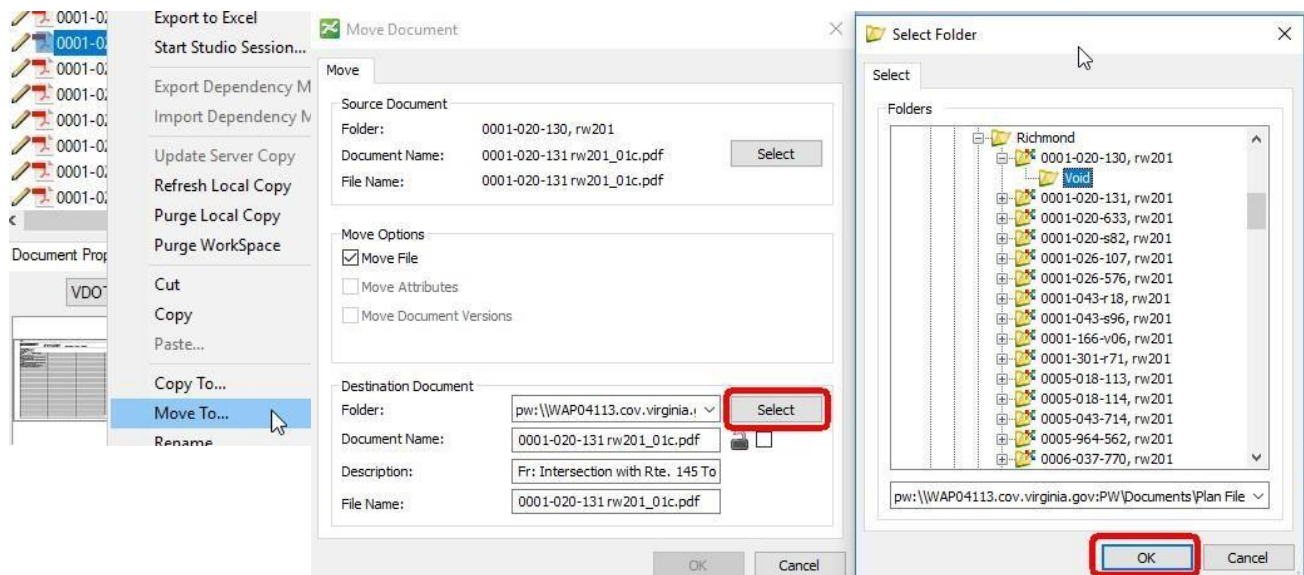
When creating a Right of Way revision, there are steps to follow to ensure that record copies of the original plans are preserved.

- In the project folder in the Right of Way Plan File Room, a “Void” folder will need to be created.
- You can right click on the project folder itself or any blank space inside the folder and “New Folder...”
- The folder name is Void
- Click OK.



- Select all of the files that are part of this revision
- Right click on them and select Move To
- Click on Select in the Move Document Dialog
- Select the new VOID folder

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- Back in the design folder, make sure to add the _r1, _r2, _r3 etc to the VDOT Drawing Sheet Number field in Document Properties for the DGN file.
- Create new Renditions as you did in the past for the Right of Way Plan File Room AND Current Drawings.