

About suitability of Document Types for Issue

Why MASTERS should NOT be Issued

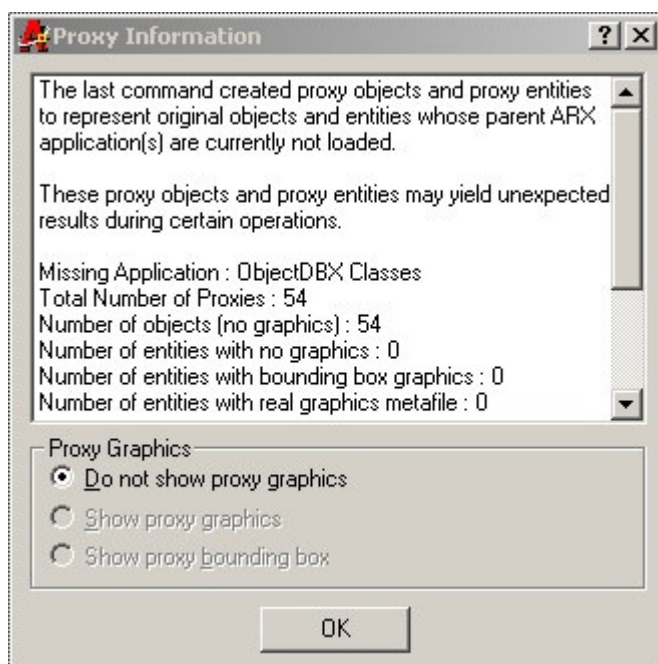
A "Master" Document is the one which is updated when changes are made. It is initiated at the "Initial Revision", for which the Revision is often "Nul", or Rev: 0. When it is revised, the Revision No and Revision Date must be updated, and a Description of the changes made must be added.

It should be used to PUBLISH the Initial Revision, and subsequent revisions. It is these published revisions which should then issued.

AutoCAD and similar products including most of those which form part of Microsoft Office, or Open Office have innumerable versions, and "Add ons" or "Inclusions" such as hyperlinked images.

So unless the recipient is identically setup, it is unlikely that the recipient of a Master Document will actually be able to publish or generate an identical deliverable: that means that the recipient may well review and pass the document with the critical information that it is actually required to be reviewed is simply not visible because it is missing.

An example of what can happen in AutoCAD when a supporting object is missing causes this message....



Another key "configuration item" is Plotter settings ... and causes this type of message



This is why TDOC links both the Master Document, and each of the Published Revisions.

Edit Document

Browse **Edit**

Document

Job No 0001 Floor Plans

Ref L10 *Edit*

Title Level 10 Master Floor Plan

Type Drawing Size A0 Size Groups Key Words

Stored

Master 0001_L10_Master.dwg

Revision

Revision 00 *Edit* Dated 15/04/09

Description Initial Document

Location FILE DCN None Issuable Key Words

Attachment 0001_L10_00.pdf

New Similar Add Rey Delete Save Cancel Exit

Why PDF's should be Issued

There are a number of good reasons why a PDF [which stands for Portable Document Format] is the preferred format:

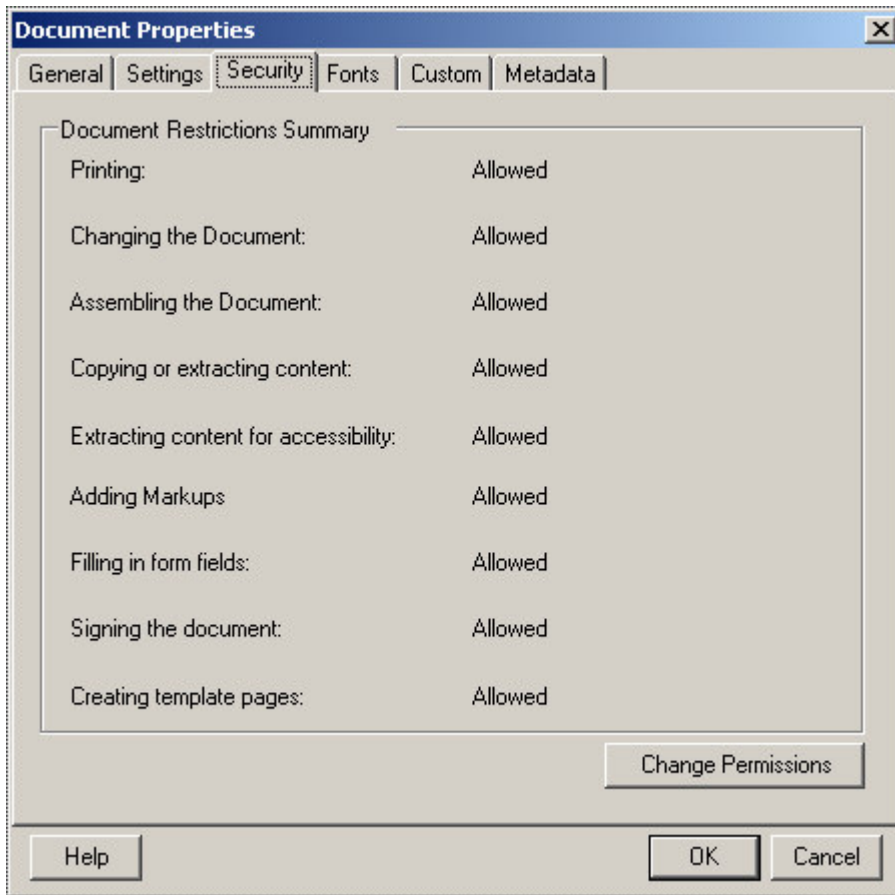
a) Publishing or Generation is easy

Many packages such as Perfect Office [Word Perfect] and Open Office have builtin capability to publish to PDF. There are many "PDF Printers" around and many are free. These are based on "Ghost Script" which catches what would be sent to a printer or plotter and saves it in a specific but generic format [PDF].

b) Security

PDF's can be stamped with publishing and copyright information etc etc.

PDF's can be set to allow what can be done with it - all of which maybe password protected. The following screen shot is from Bluebeam PDF Revu.

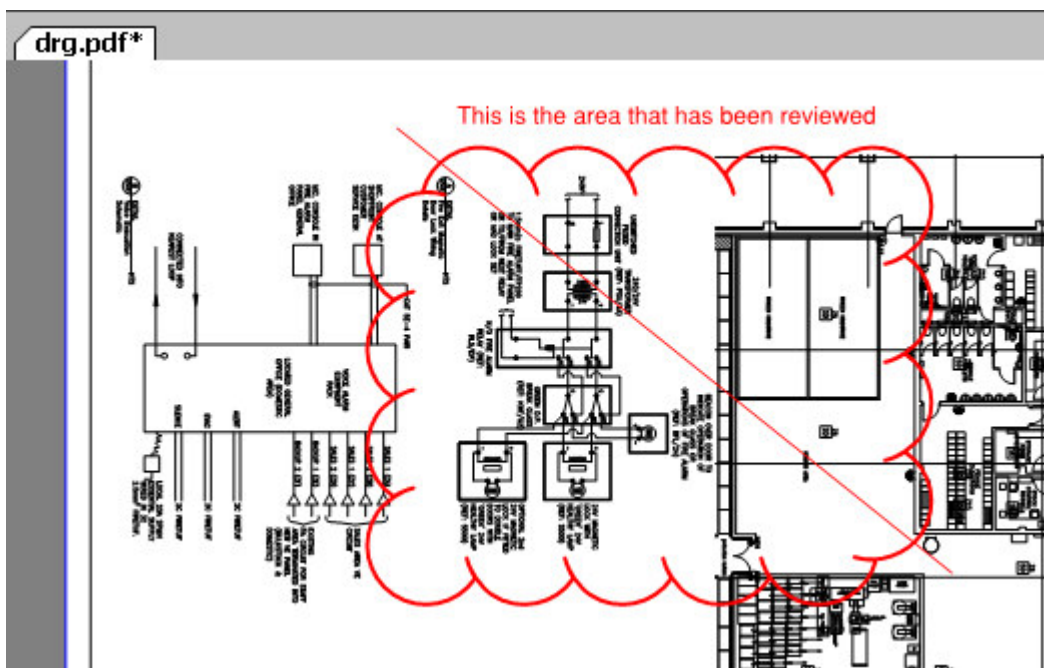


c) The size of a pdf is generally much much smaller than the master - may be as much as a factor of 20 (as with this document)

d) The copyright of the master cannot be stolen ...

e) Review and Mark up is easy

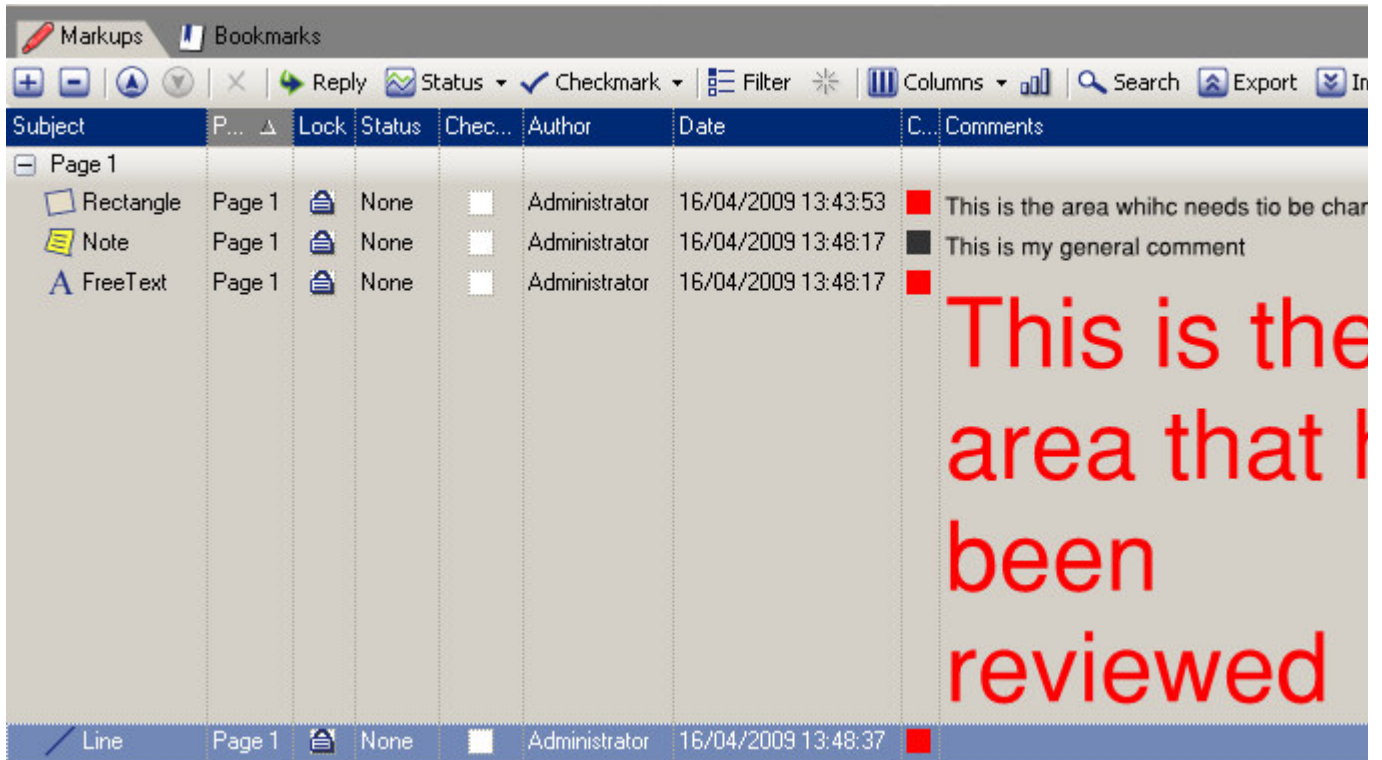
Here is an example of what a mark up could look like:



The marked up document can just as easily be returned by the reviewer.

f) Exporting ONLY the markup details for return is easy ...

First is the list of the actual markups:



And this is as they appear in Excel when exported as simple text. Information regarding the placement of the markups on the document is missing

	A	C	D	E	F	G	H	I	J	
1	ID	Subject	Page	Lock	Status	Checkmark	Author	Date	Color	Comme
2	BEUZWMLTVURLDPBE	Rectangle	Page 1	Locked	None	Unchecked	Administrator	16/04/2009 13:43	#FF0000	This is t
3	DEQZDUWLBBBOXGUP	Note	Page 1	Locked	None	Unchecked	Administrator	16/04/2009 13:48	#533333	This is r
4	PTQBDMDXSDIMPSSH	FreeText	Page 1	Locked	None	Unchecked	Administrator	16/04/2009 13:48	#FF0000	This is t
5	ESEOIMFLUYKODHF	Line	Page 1	Locked	None	Unchecked	Administrator	16/04/2009 13:48	#FF0000	been re

But more importantly is the new .BAX standard which is a secure XML file - the content of which is as follows for the above markups:

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g) Closing the circle

TDOC Stores this XML File as retrievable information in its database.