

**ERRATUM No. 18**  
For the electronic updating of the  
**Plans Preparation Manual**  
September 10, 2018

**Chapter 2: PROJECT PLANS**

Section 2-1.8 Sheet Identification Codes, Sheet Names and Plan Order

One instances of “irrigation crossover” and two instances of the word “crossover” in paragraph 2 of column 2 on page 2-53 are replaced with “irrigation conduit”.

Section 2-2.5 Layouts, Profile and Superelevation Diagrams – Plan Content

Three instances each of “irrigation crossover” and “crossover” in paragraph 3 of column 2 on page 2-83 are replaced with “irrigation conduit”.

Section 2-2.7 Temporary Water Pollution Control

One page 2-73, one instance of “THIS PLAN ACCURATE FOR TEMPORARY WATER POLLUTION CONTROL WORK ONLY” is updated to read “APPROVED FOR TEMPORARY WATER POLLUTION WORK ONLY” matching revised cell “NOTE 18”.

Section 2-2.9 Contour Grading Plans

One instance of “THIS PLAN ACCURATE FOR CONTOUR GRADING WORK ONLY” on page 2-77 is replaced with “APPROVED FOR CONTOUR GRADING WORK ONLY” to match revised cell “NOTE 19”

Section 2-2.10 Drainage Plans, Details, Profiles and Quantities

On page 2-81, one instance of “THIS PLAN ACCURATE FOR DRAINAGE WORK ONLY” is replaced with “APPROVED FOR DRAINAGE WORK ONLY” to match revised cell “NOTE 4”.

On page 2-84, one instance of “(N) NOT A SEPARATE PAY ITEM, FOR INFORMATION ONLY” has been updated to read “NOT A SEPARATE BID ITEM” to match revised cell “NOTE 3”.

Nine instances of “pay item” replaced with “bid item”.

Section 2-2.11 Subsurface Drains

On page 2-93, one instance of “THIS PLAN ACCURATE FOR EDGE DRAIN WORK ONLY” is replaced with “APPROVED FOR EDGE DRAIN WORK ONLY” to match revised cell “NOTE 21”.

On page 2-95, one instance each of “THIS PLAN ACCURATE FOR UNDERDRAIN WORK ONLY”, “THIS PLAN ACCURATE FOR HORIZONTAL DRAIN WORK ONLY” and “THIS PLAN ACCURATE FOR UNDERDRAIN AND HORIZONTAL DRAIN WORK ONLY” are replaced with “APPROVED FOR UNDERDRAIN WORK ONLY”, “APPROVED FOR HORIZONTAL DRAIN WORK ONLY” and “APPROVED FOR UNDERDRAIN WORK AND HORIZONTAL DRAIN WORK ONLY” to match revised cells “NOTE 22”, “NOTE 27” and “NOTE 28”.

Twelve instances of “pay item” replaced with “bid item”.

Section 2-2.12 Sanitary Sewer Plans, Profiles, Details and Quantities

On page 2-97, one instance of “THIS PLAN ACCURATE FOR SANITARY SEWER WORK ONLY” is replaced with “APPROVED FOR SANITARY SEWER WORK ONLY” to match revised cell “NOTE 5”.

One instance of “pay item” replaced with “bid item”

Section 2-2.14 Construction Area Signs

On page 2-103, paragraphs 2 and 4 in column 2 have been updated to replace 2 instances of “sign codes” with “sign designations”.

On page 2-104, one instance of “THIS PLAN ACCURATE FOR CONSTRUCTION AREA SIGN WORK ONLY” is replaced with “APPROVED FOR CONSTRUCTION AREA SIGN WORK ONLY” to match revised cell “NOTE 30”.

On page 2-105, bullet point 3 in column 1 has been updated as follows to match revised cell “CAS”:  
Sign designation – Show the full sign designation for all signs. Include the “(CA)” suffix for "California" only signs.

On page 2-105, additional paragraph has been added to let the engineers know that variations of the note as shown in published PPM examples “A-1”, “B-1”, “B-2”, “B-3” and “65 CS-1” could be used as notes under the quantity tables.

### Section 2-2.15 Motorist Information Plans, Details and Quantities

On page 2-107, paragraphs 3 and 6 in column 2 have been updated to replace each occurrence of “sign code” with “sign designation”.

### Section 2-2.16 Stage Construction, Traffic Handling, and Detour Construction Plans, Details and Quantities

On page 2-110, one instance of “THIS PLAN ACCURATE FOR STAGE CONSTRUCTION WORK ONLY” is replaced with “APPROVED FOR STAGE CONSTRUCTION WORK ONLY” to match revised cell “NOTE 7”.

One instance of “THIS PLAN ACCURATE FOR STAGE CONSTRUCTION AND TRAFFIC HANDLING WORK ONLY” one page 2-110 is replaced with “APPROVED FOR STAGE CONSTRUCTION AND TRAFFIC HANDLING WORK ONLY” to match revised cell “NOTE 29”.

One instance of “THIS PLAN ACCURATE FOR TRAFFIC HANDLING WORK ONLY” one page 2-112 is replaced with “APPROVED FOR TRAFFIC HANDLING WORK ONLY” to match revised cell “NOTE 8”.

One instance of “THIS PLAN ACCURATE FOR DETOUR CONSTRUCTION WORK ONLY” one page 2-113 is replaced with “APPROVED FOR DETOUR CONSTRUCTION WORK ONLY” to match revised cell “NOTE 9”.

Three instances of “pay item” replaced with “bid item”

### Section 2-2.17 Pavement Delineation Plans

On page 2-116, two instances of “THIS PLAN ACCURATE FOR PAVEMENT DELINEATION WORK ONLY” are replaced with “APPROVED FOR PAVEMENT DELINEATION WORK ONLY” to match revised cell “NOTE 10”.

On page 2-117, one instance of “(N) NOT A SEPARATE PAY ITEM, FOR INFORMATION ONLY” is updated to read “NOT A SEPARATE BID ITEM” to match revised cell “NOTE 3”.

Multiple instances of “pay item” replaced with “bid items”.

### Section 2-2.18 Sign Plans, Details and Quantities

On page 2-119, old link pointing to the California MUTCD is replaced with an updated link pointing to Office of Traffic Engineering’s collection of “Traffic Engineering TOPICS” link collection webpage containing a link to the CA MUTCD.

On page 2-119, paragraph 3 in column 1 has been rewritten using “sign designation” instead of “sign code”.

On page 2-119, under paragraph 3, link pointing to California and Federal signs is updated.

On page 2-120, paragraphs 2 & 3 in column 1 has been rewritten using “sign designation” instead of “sign code”.

One instance each of “Sign code” in Column 2, paragraph 3 and bullet point 2 is replaced with “Sign designation”.

On page 2-120, one instance each of “THIS PLAN ACCURATE FOR SIGN WORK ONLY” and “THIS PLAN ACCURATE FOR PAVEMENT DELINEATION AND SIGN WORK ONLY” are replaced with “APPROVED FOR SIGN WORK ONLY” and “APPROVED FOR PAVEMENT DELINEATION AND SIGN WORK ONLY”

On page 2-121, under Sign Quantities header, the second bullet point is updated to use “sign designation” instead of “sign code”.

On page 2-122, paragraph 1 and the link underneath it pointing to RTL guide are now update to refer to Construction Contract Development (CCD) Guide.

Eight instances of “pay item” replaced with “bid item”.

#### Section 2-2.19 Summary of Quantities

On page 2-123, one instance of “(N) NOT A SEPARATE PAY ITEM, FOR INFORMATION ONLY” is updated to read “NOT A SEPARATE BID ITEM” to match revised cell “NOTE 3”.

Fifteen instances of “pay item” replaced with “bid item”.

#### Section 2-2.20 Retaining Wall Plans, Profiles, Details and Quantities

On page 2-128, one instance using “THIS PLAN ACCURATE FOR RETAINING WALL WORK ONLY” is updated to read “APPROVED FOR RETAINING WALL WORK ONLY” matching revised cell “NOTE 13”.

Three instances of “pay item” replaced with “bid item”.

#### Section 2-2.21 Sound Wall Plans, Profiles, Details and Quantities

On page 2-131, one instance using “THIS PLAN ACCURATE FOR SOUND WALL WORK ONLY” is updated to read “APPROVED FOR SOUNDWALL WORK ONLY” matching revised cell “NOTE 14”.

Four instances of “pay item” replaced with “bid item”.

#### Section 2-3.2 Project Ready-To-List (RTL) Certification

“Construction Contract Award (RTL Guide)” in paragraph 3 of column 2 on page 2-145 is replaced with “Construction Contract Development (CCD) Guide”. In the same paragraph two instances of “RTL Guide” are replaced with “CCD Guide”. Link to the old RTL guide is now updated to point to the web link for CCD guide.

END of ERRATUM No.18

**ERRATUM No. 17**  
For the electronic updating of the  
**Plans Preparation Manual**  
March 19, 2018

**Chapter 1: INTRODUCTION TO THE PLANS PREPARATION MANUAL**

Section 1-1.2 Application of Plan Preparation Standards

Section 1-1.2 has been updated to comply with the nomenclature changes being made to the Highway Design Manual (HDM) and Project Development Procedures Manual (PDPM) where “Mandatory Standards” are now referred to as “Boldface Standards” and “Advisory Standards” are now referred to as “Underlined Standards”. All instances of “Mandatory Standards” and “Advisory Standards” in the above mentioned Section of the PPM are now replaced with “Boldface Standards” and “Advisory Standards”.

**Chapter 2: PROJECT PLANS**

Section 2-1.0 Application of Plan Preparation Standards

Section 2-1.0 has been updated to comply with the nomenclature changes being made to the HDM and PDPM. All instances of “Mandatory Standards” and “Advisory Standards” in Section 2-1 of the PPM are now replaced with “Boldface Standards” and “Underlined Standards”.

Section 2-1.6 Electronically-Generated Plan Sheet Signatures and Project Development Names

Note # 1 (Page 2-34) under Figure 2-10, INDIVIDUAL PLAN SHEET PROJECT DEVELOPMENT NAMES (Left Margin of Border Sheet) for Projects Prepared by Caltrans has been updated to include the text height and text width information for Landscape Architecture. This information is also provided in the Generic Landscape Sheet Border example under Section 2-2.22, Landscape, Irrigation and Planting section of the Latest revision to the PPM examples.

END of ERRATUM No.17

ERRATUM No. 16  
For the electronic updating of the  
**Plans Preparation Manual**  
January 16, 2018

**Chapter 2: PROJECT PLANS**

Section 2-2.16 Stage Construction, Traffic Handling, and Detour Construction Plans, Details and Quantities

Section 2-2.16 was updated to match information presented in Section 2-1.8 and the published example under Section 2-2.5 when adding modifier for Stage Construction Plans.

END of ERRATUM No.16

**ERRATUM No. 15**  
For the electronic updating of the  
**Plans Preparation Manual**  
August 30, 2017

**Chapter 2: PROJECT PLANS**

Section 2-2.6 Construction Details

Section 2-2.6 was revised and updated to reflect changes in other design manuals and guidance. Appropriate use of construction detail drawings was revised for clarity. The subsection for curb ramp construction details was substantially rewritten.

**END of ERRATUM No.15**

**ERRATUM No. 14**  
For the electronic updating of the  
**Plans Preparation Manual**  
February 02, 2017

**Chapter 2: PROJECT PLANS**

Section 2-2.23 Electrical Systems

In the subsection Quantities, the words “for information only” are deleted from the note that is required to be included with a quantity table for an electrical system lump sum bid item.

**END of ERRATUM No.14**



**ERRATUM No. 13**  
For the electronic updating of the  
**Plans Preparation Manual (U. S. Customary Units)**  
December 08, 2016

**Chapter 2: PROJECT PLANS**

Section 2-2.4 Project Orientation

The verbiage under subsection Key Map and Line Index was revised to provide more clear instruction for use of clip frames on key maps and use of the various types of key maps and their coordination. Minor revisions were made to subsection Project Control to make it current and to support the updated project control example plan.

**END of ERRATUM No.13**

**ERRATUM No. 12**  
For the electronic updating of the  
**Plans Preparation Manual (U. S. Customary Units)**  
November 16, 2016

**Chapter 2: PROJECT PLANS**

Sections 2-2.13 Utilities

There have been significant updates and additions to the entire section. These updates and additions support revisions to the Project Development Procedures Manual, Chapter 17, Encroachments and Utilities. A checklist was added in the section to help remind designers and reviewers of appropriate information to be shown on the plans.

Section 2-2.22 Landscape, Planting and Irrigation

The text in subsection Quantities was changed to support revised cell NOTE3 to read “(N) NOT A SEPARATE BID ITEM”; deleting the portion that read “FOR INFORMATION ONLY.”

Section 2-2.23 Electrical Systems

The text in subsection Quantities was changed to support revised standard note to appear with a lump sum bid item quantity table; "FOR INFORMATION ONLY. ELECTRICAL SYSTEMS QUANTITY TABLES SUMMARIZE SIGNIFICANT COMPONENTS. SEE ELECTRICAL SYSTEMS PLANS AND SPECIFICATIONS TO DETERMINE ALL MATERIALS NEEDED FOR EACH SYSTEM."

END of ERRATUM No.12

**ERRATUM No. 11**  
For the electronic updating of the  
**Plans Preparation Manual (U. S. Customary Units)**  
September 14, 2016

**Chapter 2: PROJECT PLANS**

Section 2-2.8: Erosion Control

There have been significant updates and additions to the entire section. These updates and additions support the 2015 Standards Plans and Specifications. A checklist was added in the section to help remind designers and reviewers what appropriate information is to be shown on the plans.

Section 2-2.23: Electrical Systems

There have been significant updates and additions to the entire section. These updates and additions support the 2015 Standards Plans and Specifications. A checklist was added in the section to help remind designers and reviewers what appropriate information is to be shown on the plans.

END of ERRATUM No.11

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**ERRATUM No. 10**  
For the electronic updating of the  
**Plans Preparation Manual (U. S. Customary Units)**  
March 30, 2016

**Chapter 2: PROJECT PLANS**

Section 2-2.22: Landscape, Irrigation and Planting

There have been significant updates and additions to the entire section. These updates and additions reflect what is in the 2015 Standards Plans and Specifications plus the variety of plan sheet names listed in the CADD Users Manual. A checklist was included in the section to help remind designers and reviewers what appropriate information is to be shown on the plans.

END of ERRATUM No.10

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**ERRATUM No. 9**  
For the electronic updating of the  
**Plans Preparation Manual (U. S. Customary Units)**  
July 31, 2015

**Chapter 3: PRELIMINARY PROJECT DEVELOPMENT DRAWINGS**

Section 3-2.3: Route Adoption Map

The new address for the web link to the DGN templates was updated.

Section 3-2.4: Freeway/Controlled Access Highway Agreement Exhibit

The new address for the web link to the DGN templates was updated. There is a new Symbolic Exhibit (3-2.4F) added, so the last paragraph was updated to reflect that.

Section 3-2.6: PUC Exhibits

There were a couple corrections to the labeling of the exhibits.

**Chapter 4: RIGHT OF WAY ENGINEERING MAPPING**

Section 4-5.2.5: Parcel Data and R/W Lines

For the 5<sup>th</sup> bullet, the last half of the sentence was struck-out and replaced with “if applicable.”

Section 4-5.2.7: Ownership Record

For the 4<sup>th</sup> bullet, brackets replaced parenthesis.

For the 5<sup>th</sup> bullet, the phrase “or is indeterminate” was added to the 1<sup>st</sup> sentence. The word “possible” was added to the 2<sup>nd</sup> sentence.

For the 7<sup>th</sup> bullet, it was deleted and totally re-worded.

**END of ERRATUM No.9**

**ERRATUM No. 8**  
For the electronic updating of the  
**Plans Preparation Manual (U. S. Customary Units)**  
May 1, 2015

**Chapter 3: PRELIMINARY PROJECT DEVELOPMENT DRAWINGS**

This is the first time in a long time that the entire of Chapter 3 has been made available. Sections include Photogrammetric Maps, Route Adoption Maps, Freeway/controlled Access Highway Agreement Exhibits, New Public Road Connection Location Maps and Public Utilities Commission (PUC) Exhibits.

END of ERRATUM No.8

**ERRATUM No. 7**  
For the electronic updating of the  
**Plans Preparation Manual (U. S. Customary Units)**  
October 10, 2014

**Chapter 2: PROJECT PLANS**

Section 2-1: Policies and Procedures for Preparing Project Plans

There are numerous updates and additions throughout this section. Added were updated figures, blank pages for future additions and more descriptions explaining Caltrans standards.

Section 2-2: Project Plan Sheet Specific Data and Examples

There are numerous updates and additions throughout this section. Added were blank pages for future additions and more descriptions explaining Caltrans standards.

With this erratum, page numbering was affected, so starting with Section 2-1 page numbering will change for all future subsequent sections. The Table of Contents reflects the new page numbering for the sections just updated. Older sections not yet update, will still reflect the old page numbering for that section. This creates an overlapping of numbers, so just refer to the page numbers of each individual posted section, not the entire manual.

END of ERRATUM No.7

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**ERRATUM No. 6**  
For the electronic updating of the  
**Plans Preparation Manual (U. S. Customary Units)**  
July 30, 2014

**Chapter 1:**

There have been minor updates and additions to several parts of this section. The biggest change is the addition of noting Authority to Advertise District Delegation (AADD) in addition to the existing method of Authority to Advertise Office Engineer (AAOE).

With this erratum, there is no change to the page numbering or section titles.

END of ERRATUM No.6

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**ERRATUM No. 5**  
For the electronic updating of the  
**Plans Preparation Manual (U. S. Customary Units)**  
November 8, 2013

**Chapter 2:**

Section 2-2.23 Electrical Systems:

There have been significant updates and additions to the entire section. The biggest change to note is that Electrical Systems plan sheets must now comply with the 2010 Construction Contract Standards. Another big item is that **only one** bid item (lump sum) can be shown for each plan sheet.

The past practice of having a bid item (lump sum) for each plan sheet did not clearly define the work to be paid per plan sheet. A cost breakdown of each bid item was not provided by the electrical designer. All of the burden was placed on the Contractor to submit a schedule of values to discern and segregate the materials and quantities for each bid item. This led to costly Contract Change Orders (CCOs) during the construction phase of the project.

With the November 8th, 2013 Memorandum signed by both the Division of Traffic Operations and the Division of Design, this past practice of not quantifying the materials and components of the electrical design on the Electrical Systems plans sheets will need to change. The Electrical Systems project plans must now include a quantity table listing the materials and components of work and bid item quantities.

This change is effective November 8th, 2013. In certain situations District Office Engineer may allow an exception, but the exception process ends on July 1st, 2014. Exceptions are only granted where including the quantifying of materials and components would impose a significant delay in the project schedule or a significant increase in the support costs.

**END of ERRATUM No.5**

**ERRATUM No. 4**  
For the electronic updating of the  
**Plans Preparation Manual (U. S. Customary Units)**  
September 10, 2013

**Chapter 2:**

Section 2-2.6 Construction Details:

There have been significant updates and additions to the entire section. There are two new sub-sections (curb ramps and driveways). These new sub-sections were included because the design and/or construction of curb ramps and driveways must meet current policy and standards developed in accordance with the Americans with Disabilities Act (ADA) of 1990.

There are new Revised Standard Plans (RSPs) for curb ramps and driveways as well as an update to DIB 82. The design for all curb ramps should meet the conservative design standards now shown in the Caltrans Standard Plans.

END of ERRATUM No.4

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**ERRATUM No. 3**  
For the electronic updating of the  
**Plans Preparation Manual (U. S. Customary Units)**  
November 7, 2011

**Chapter 2:**

Section 2-2.5 Layouts, Profiles and Superelevation Diagrams:

There have been significant updates and additions to the entire section. The new standards identified in this section or clarifications to old standards should be incorporated on all projects currently in the design phase, but for all projects that will PS&E after April 1<sup>st</sup>, 2012.

**END of ERRATUM No.3**

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**ERRATUM No. 2**  
For the electronic updating of the  
**Plans Preparation Manual (U. S. Customary Units)**  
November 4, 2010

**DIGEST OF CHANGES:**

**Chapter 2:**

Section 2-2.3 Typical Cross Sections:

This section has some sentences deleted, added or reworded for clarifying the purpose of the Typical Cross Section sheets.

The checklist for Typical Cross Sections was also updated for clarifying what should be shown on the sheets and in some cases how. The “EA” was updated to reflect the Project Number and Phase. The note concerning superelevation diagrams should NOT state “as directed by the engineer” (this is an outdated note). The new note is to say, “superelevations are shown on the superelevation diagrams.” The note is only to appear if there is superelevation diagrams included in the project plans set.

## Section 2-2.4 Project Orientation:

### Key Map and Line Index

The first paragraph was reworded for clarifying the purpose of the Key Map and Line Index sheet. A second paragraph was added concerning which plan view sheets may be associated with the clip frames defining the key map.

A third paragraph was added concerning Stage Construction and Traffic Handling Plans having their own key map. Electrical Systems Plans should also have their own key map if necessary, because many of their projects consists of spot locations and plan sheets plotted at a different scale than the layout sheets.

### Project Control

The first paragraph was split into two paragraphs with further explanations on the sheet name and identification code and the note that is to appear on the sheet.

A third paragraph was added concerning the plotting scale and the statement saying what the sheet is for. A fourth paragraph was added concerning showing the coordinate values in tabular format.

### Monumentation

This section was added to describe what monumentation is. If monumentation has to be perpetuated, it is to be shown on the Layout sheets.

END of ERRATUM No.2

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**ERRATUM No. 1**  
For the electronic updating of the  
**Plans Preparation Manual (U. S. Customary Units)**  
May 15, 2009

**DIGEST OF CHANGES:**

**Chapter 1:**

The new title of Chapter 1 is: "INTRODUCTION OF THE PLANS PREPARATION MANUAL." This Chapter 1, dated May 2009, supersedes and replaces previous U. S. Customary Unit versions of Chapter 1.

Section 1-1 General:

The sections have been rearranged, renumbered, and updated to accommodate the new text for Section 1-1.1, "Purpose," and Section 1-1.2, "Application of Plan Preparation Standards."

Section 1-1.2 - Establishes and defines categories of standards for plan preparation (mandatory, advisory, and permissive) similar to those used in other Caltrans manuals

Section 1-1.6 - Updated to reflect the current status of the versions of the MicroStation software used to prepare final contract plans

Section 1-1.7 - Added additional reminder to designers that early coordination with the drafting unit and the DOE unit can avoid project delays during final project review

Section 1-1.8 – Under the subheading, "Contract Plan Files," the various subjects covered in this manual that are related to policy and procedures for design and construction of a project have been listed.

## Chapter 2:

The opening paragraphs of Chapter 2, Section 2-1 and Section 2-2, all dated May 2009, supersede and replace previous U. S. Customary Unit versions of this material.

The purpose of Chapter 2 has been redefined in the opening paragraphs of the chapter.

### Section 2-1:

Section 2-1 has been renamed to: "Policies and Procedures for Preparing Project Plans." Sections of Section 2-1 have been rearranged, renumbered, and updated to accommodate the new Section 2-1.0, "Application of Plan Preparation Standards." Section 2-1.0 states the categories of standards for plan preparation (mandatory, advisory, and permissive) similar to those used in other Caltrans manuals. The subject matter of the other sections of Section 2-1 has been rearranged, updated and the wording revised to reflect which applicable plan preparation standard applies to the instructions in the manual.

#### Specific Section Changes:

Section 2-1.1 – This section has been renamed to: "Composition of Project Plans and General Preparation Procedures." Subheadings for "Right of Way" and "Railroad Involvement" have been added which discuss how and when project right of way is to be shown on the project plans and a means of determining if a project has railroad involvement.

Section 2-1.7 – This section has been revised to include the use of Project Case Designation Numbers for the purpose of cross-referencing instructions related to the development of project identification block information and its associated title sheet project description.

### Section 2-2:

The subject matter of sections of Section 2-2 has been rearranged, updated and the wording revised to reflect which applicable plan preparation standard applies to the instructions in the Section 2-2.

**Chapter 2 (cont'd):**

Specific Section Changes:

Section 2-2.2:

Additional instructions have been added regarding title sheet mapping (strip map versus other mapping such as road system maps), identifying post miles, and identifying the various types of structures.

Additional instructions for developing title sheet project description have been added under the subheading, "Title Sheet Descriptions." This includes the use of Project Case Designation Numbers for the purpose of cross-referencing instructions to develop title sheet project descriptions and the associated project identification block information.

Additional instructions have been added regarding the identification of begin and end points of project construction and work.

The Checklist for the Title Sheet has been revised.

**Title Sheet Examples:**

Changes to Title Sheet Examples "A," and "A1" through "N" include:

- Use of the most current border sheet applicable to each example sheet
- A new release date of 5/15/2009
- Additional instructions for preparation of title sheets
- Added instructions to title sheet examples to be consistent with changes made in the text portion of the manual

Changes to the Locations of Construction sheet for Title Sheet Example "K" include:

- Use of the most current border sheet for this example sheet
- Added or revised instructions for table title, column titles, line widths in table, spacing between rows and text sizes within the table

No changes have been made to the sheet titled: "Examples of State Locations Maps for Title Sheets."

END of ERRATUM No.1