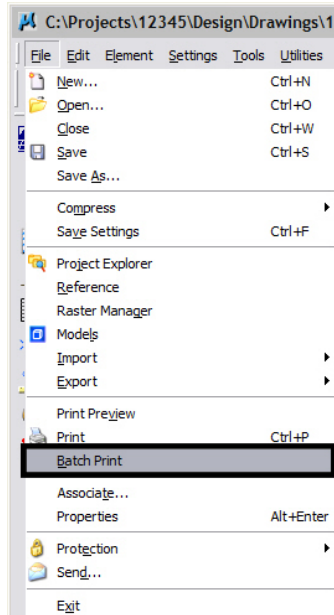


CDOT Batch Printing



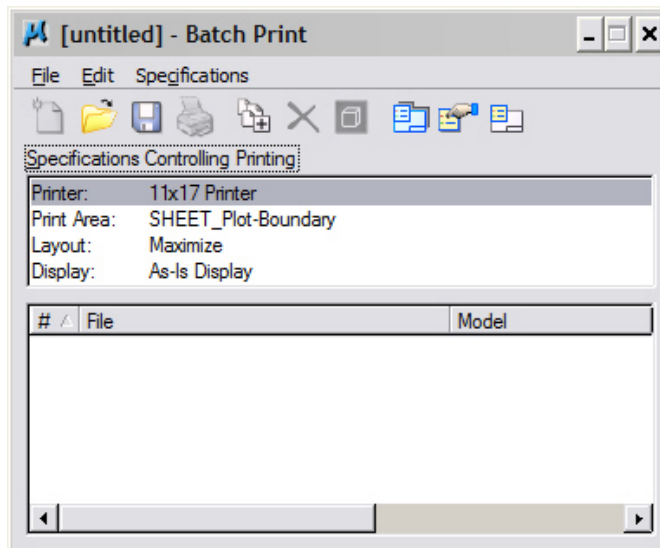
Batch Printing is used to print multiple files at one time. This tool can assist you in organizing Plot Sets for milestone submittals. A .job file can be saved and recalled for future printing. It can also be used for plotting to PDF.

1. Select **File > Batch Print** from the MicroStation pull down menu.



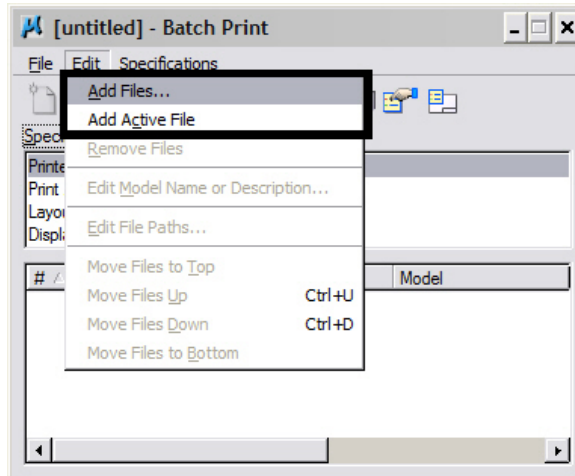
Note: You can be in any MicroStation file when you run the Batch Print process.

The following default dialog box will display.



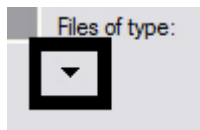
2. To add files to the batch process, select **Edit > Add Files** and/or **Edit > Add Active File** from the **Batch Print** dialog pull down menu.

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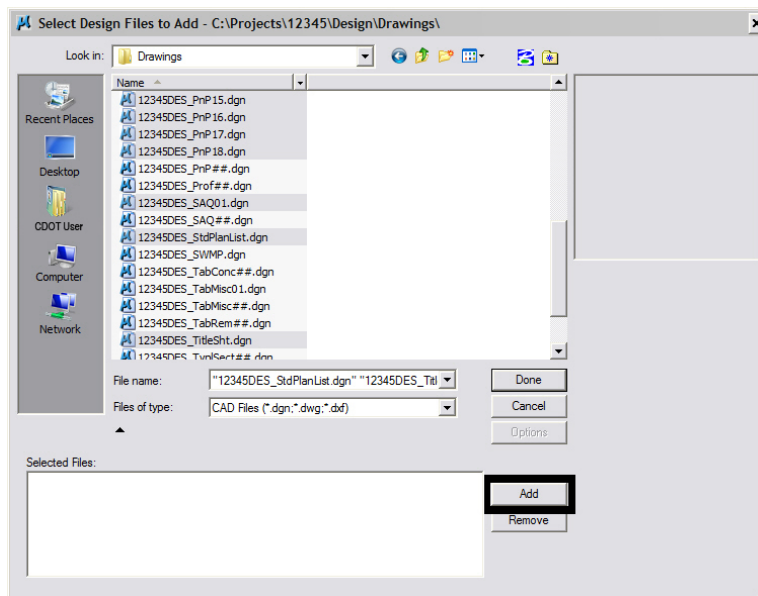


Note: **Add Active File** adds the design file that is currently open in MicroStation.

3. Open the Selected Files view by <D> on in order to see the Add files button.



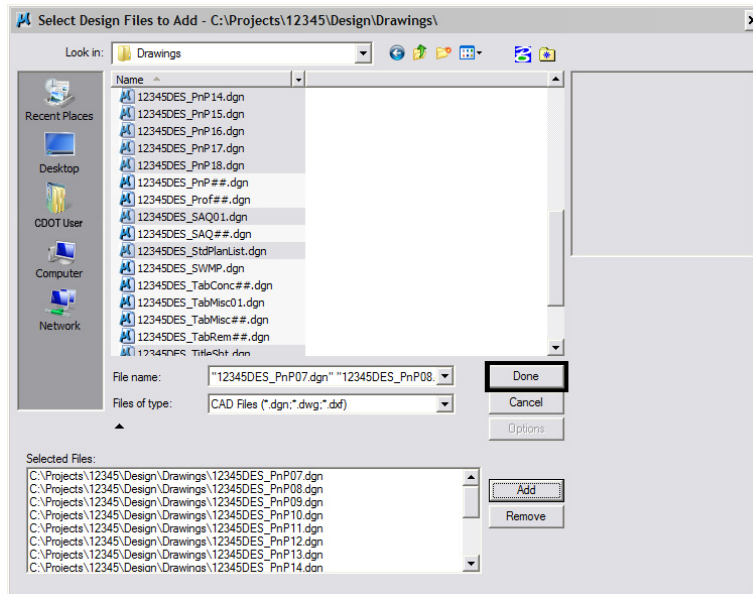
4. If the **Add Files** button is available, navigate to your project directory. Select the files you want to add to the batch process. <D> **Add**.



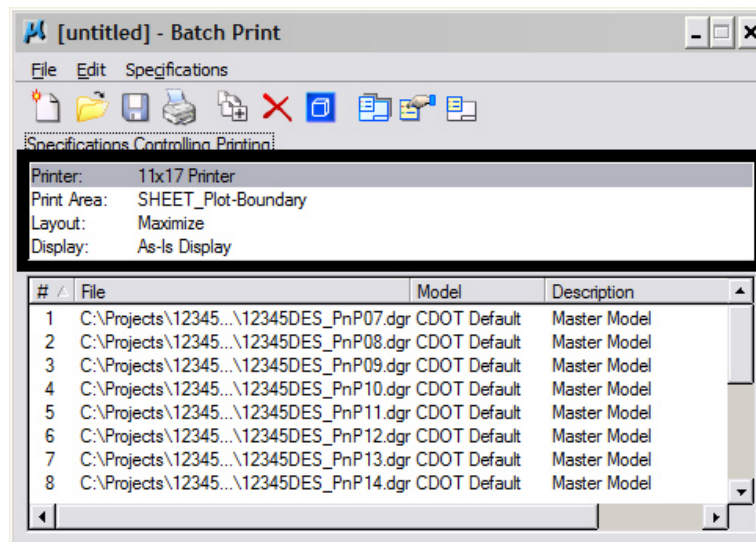
Note: You can hold down the *Ctrl* or *Shift* key to select multiple files.

CDOT Batch Printing.pdf

5. After all the files have been added to the Selected Files list, <D> Done.

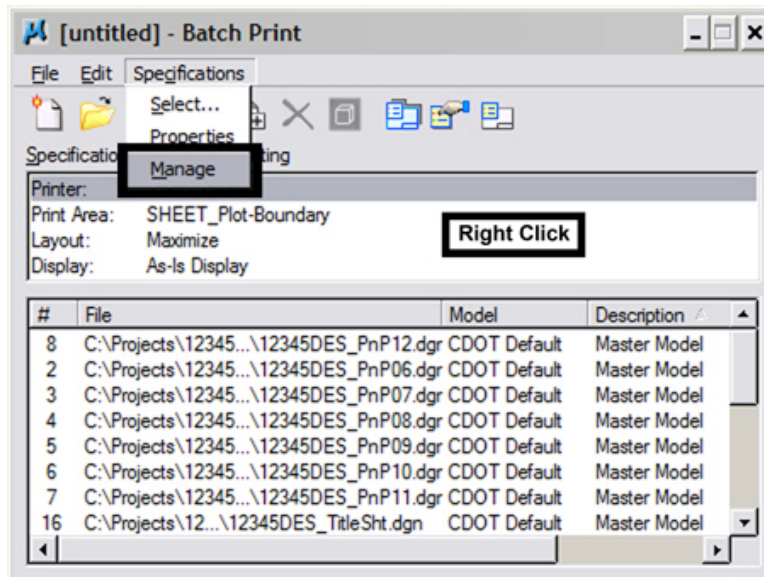


6. The batch process default settings include sending the selected files to a printer, defining the **Print Area** to *SHEET_Plot-Boundary*, setting the **Layout** to *Maximize*, and setting the pen table for printing in black and white (*CDOT-Pen Table.tbl* set in **Display** settings As-Is Display specifications properties).

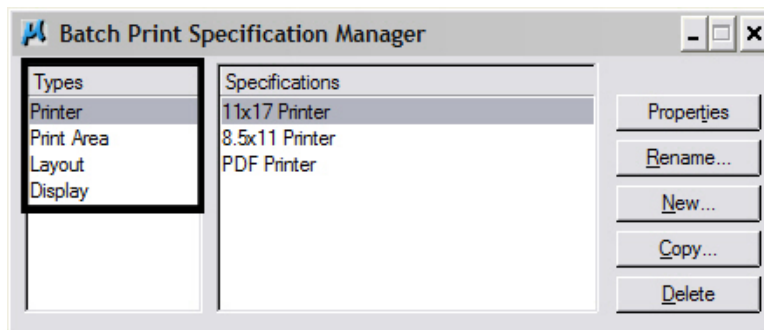


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7. If the default specifications settings need to be changed, select **Specifications > Manage**. Another option is to <R> in the *Specifications Controlling Printing* window to access the **Specifications** menu. Otherwise, proceed to Step 6.

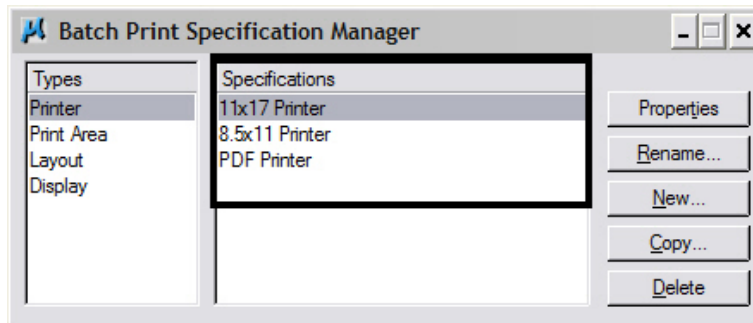


You can select specifications for the **Printer, Print Area, Layout, and Display** as shown in the **Batch Print Specification Manager** below.



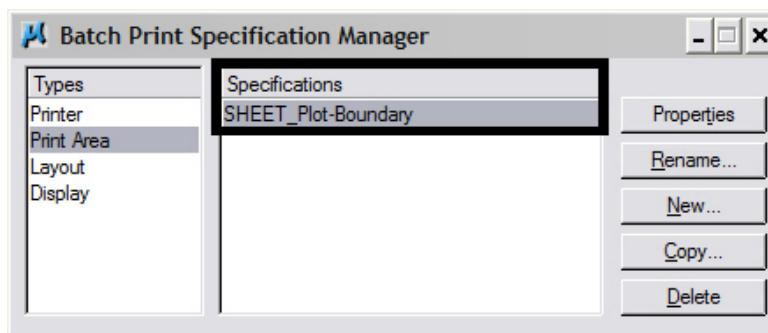
CDOT Batch Printing.pdf

8. Select **Printer** under *Types*. Choose between the **11x17 Printer**, the **8.5x11 Printer**, or the **PDF Printer**. To review the settings of the specification, highlight the item and <D> **Properties**.

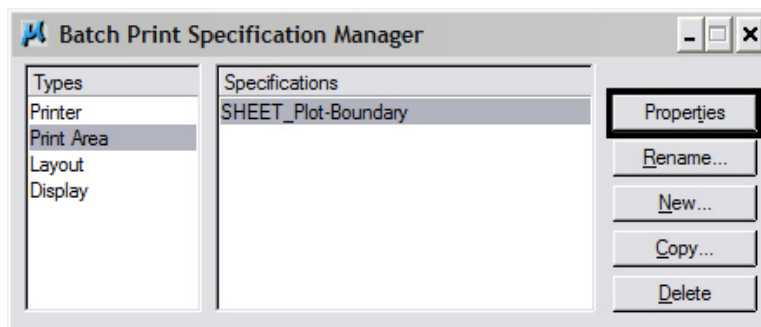


Note: This dialog defines whether or not you want the batch process to be sent to a printer or to a PDF file. For this example we are sending files to an 11x17 printer. See “Creating PDF documents” in this document for printing to PDF files. The following examples can be used whether you are sending the files to a printer or to a PDF file.

Print Area specifies the criteria used to define the printable area boundary. The specifications default to the outer boundary of the standard CDOT sheet border.

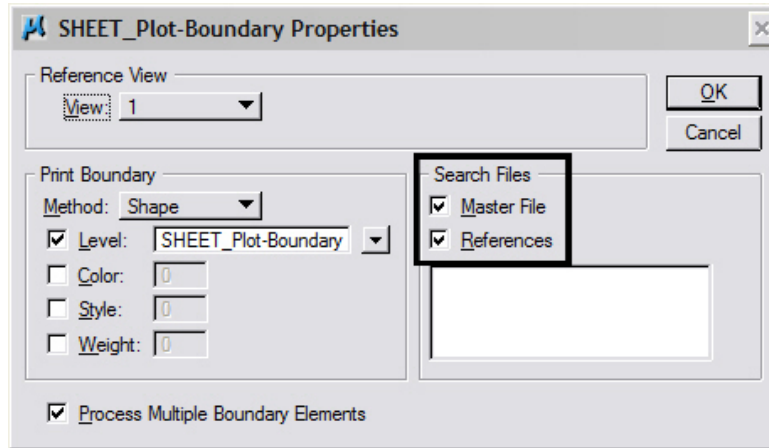


9. To review these settings further, <D> **Properties**.

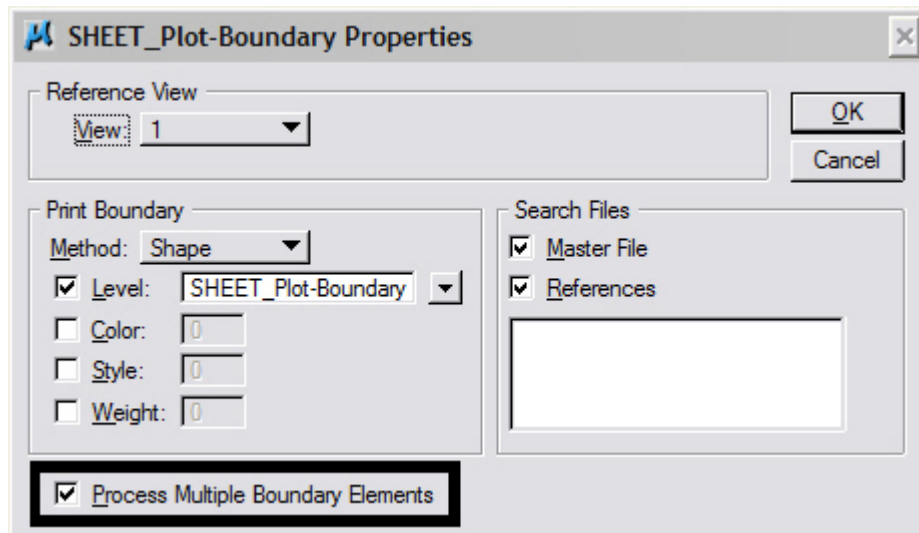


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In the **SHEET_Plot-Boundary Properties** dialog box, you notice both **Master File** and **References** checked *ON* under **Search Files**. What this signifies is that if the level SHEET_Plot-Boundary is not found in the Master File as a cell, it will search for the level in the Reference files associated with the sheet file. The level SHEET_Plot-Boundary defines the outer boundary of the CDOT standard sheet border.



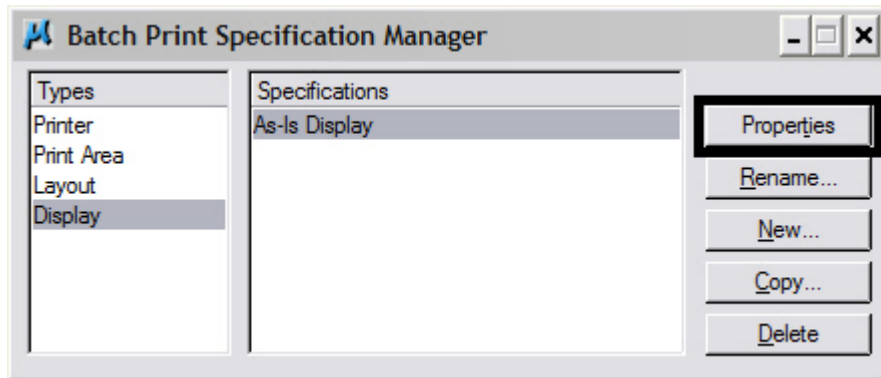
10. If you have problems with batch printing a sheet file containing multiple sheet borders, such as cross sections, check the **SHEET_PLOT-Boundary Properties** dialog and verify the toggle **Process Multiple Boundary Elements** is checked on. <D> OK button when finished.



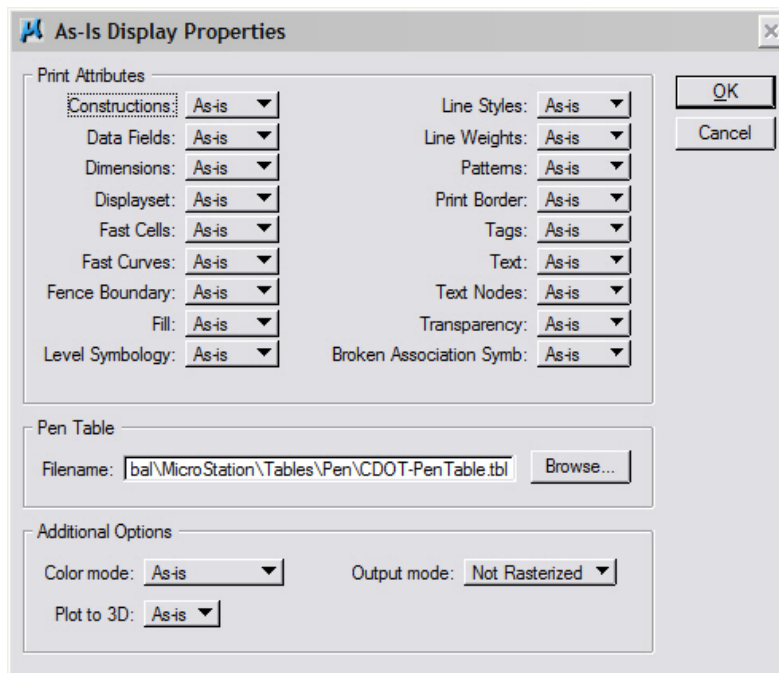
Layout only has the Maximum option, so no setting will be made here.

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Display is the last setting in the Batch Print Specification Manager. The As-Is Display specification sets up the way various elements print. <D> Properties to review the Print Attribute display settings.

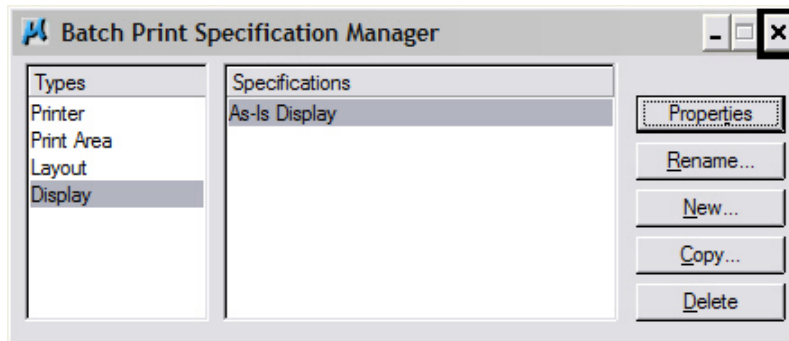


11. The batch process defaults to *As-Is*. This setting will read the MicroStation View Attributes setting for each design file. The Pen Table defaults to *CDOT-PenTable.tbl*. This table is for black and white printing. If you would like to use a different pen table, <D> **Browse** and select the desired table from the list. The file path for Pen Table defaults to *C:\Program Files\Workspace-CDOT\Standards-Global\MicroStation\Tables\Pen*. <D> **OK** when finished.

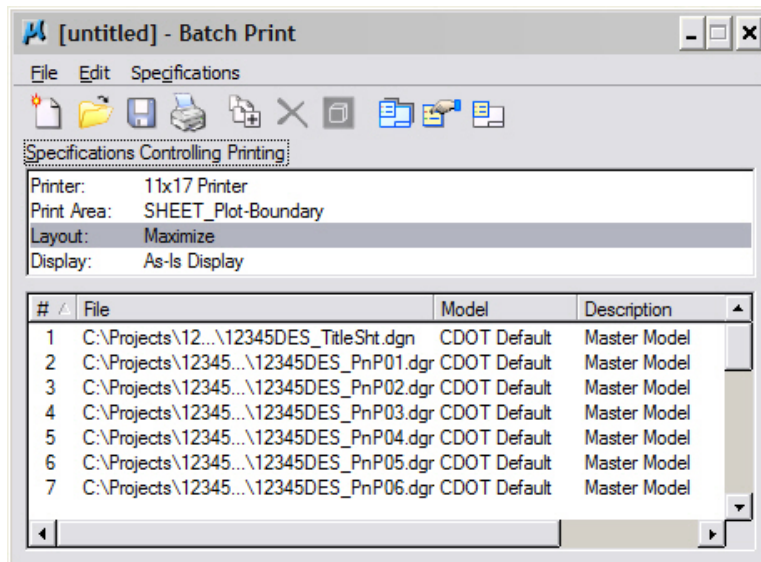


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- Once you have completed the **Batch Print Specification Manager** setup, <D> the X in the upper right corner of the dialog box to dismiss it.

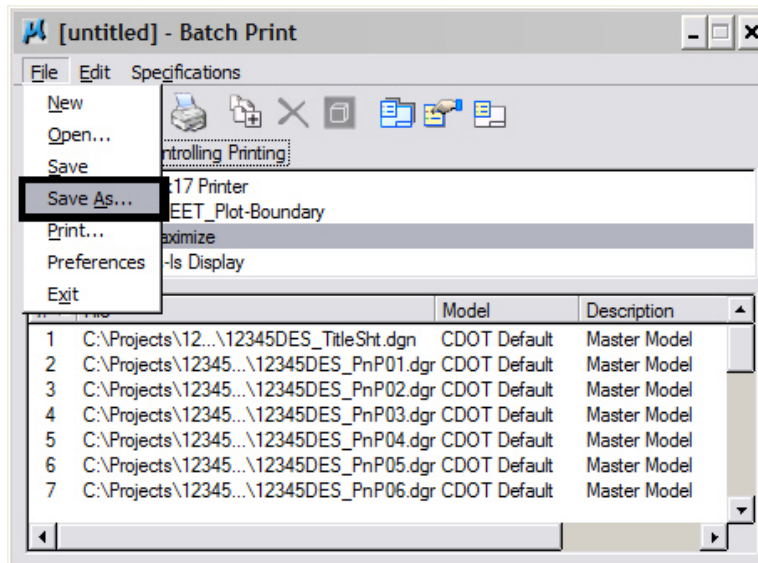


Any changes made in the **Batch Print Specification Manager** will be shown in the main **Batch Print** dialog box.

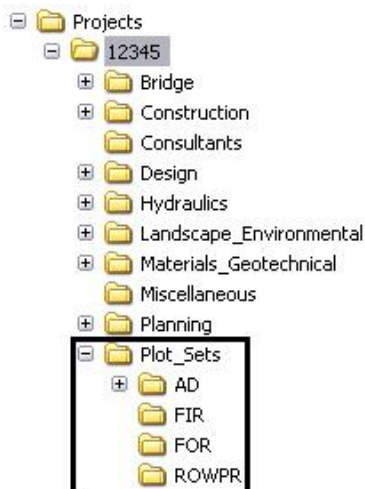


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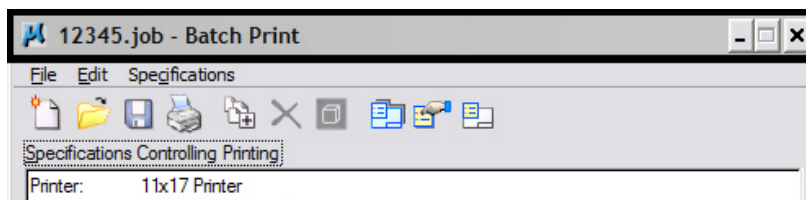
13. These settings can be saved for future use on the project. The file is saved with a *.job extension. Select **File > Save As...**



The *.job* file should be saved to the project in the appropriate folder under the *Plot_Sets* folder seen below.

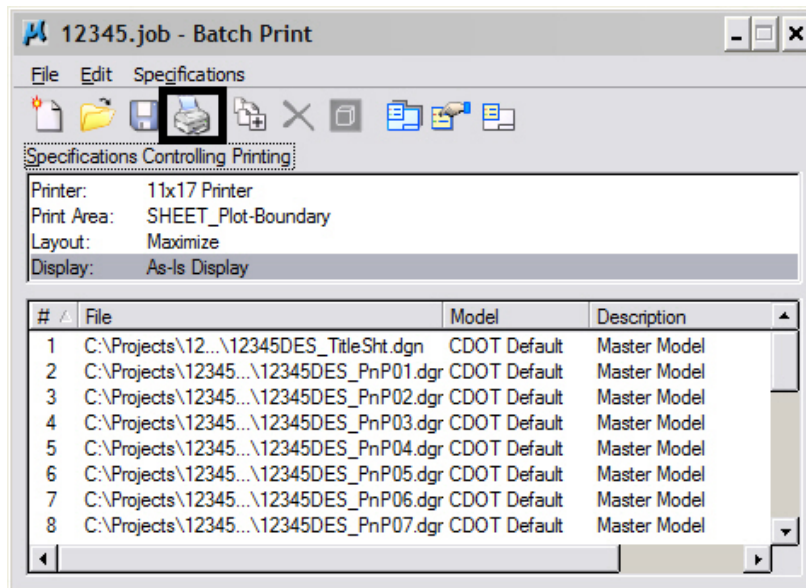


The name of the file saved will display in the header of the **Batch Print** dialog box.

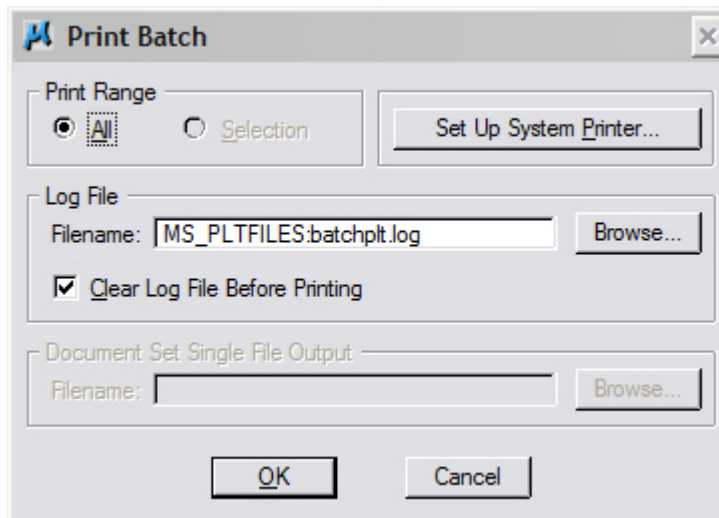


CDOT Batch Printing.pdf

14. <D> Print icon to open the **Print Batch** dialog box.



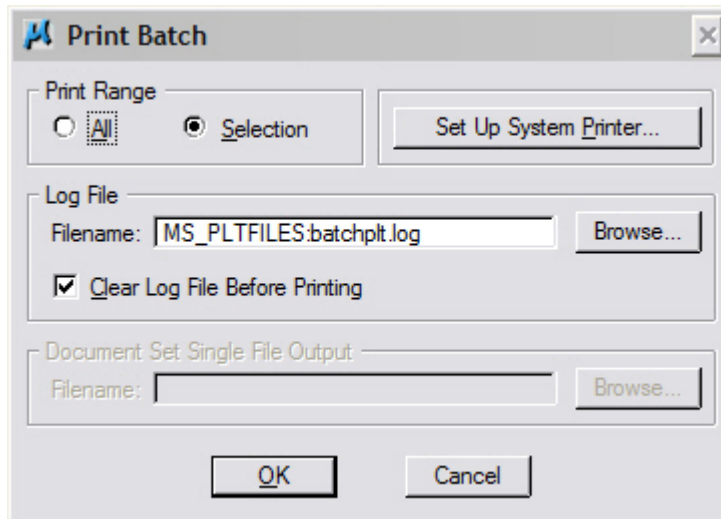
15. The **Print Batch** dialog box has three settings to adjust, the **Print Range**, **System Printer** and the **Log File**.



First, the **Print Range** can be set to *All* or *Selection*. The *All* toggle is used to batch print all files attached to the batch process. If none of the files are highlighted in the **Batch Print** dialog box, the *Selection* toggle is not available (shown dithered above).

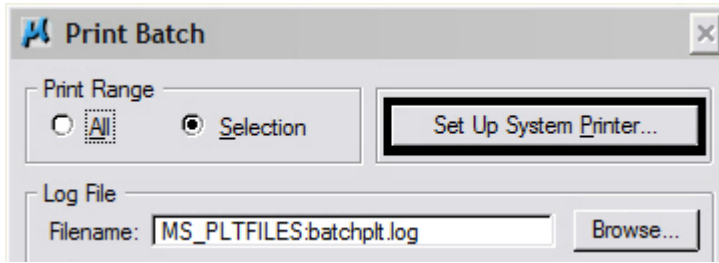
CDOT Batch Printing.pdf

If files are selected in the **Batch Print** dialog box, (this can range from one file to multiple files), the **Selection** toggle is available and, if used, results in only the highlighted files being sent to the printer.

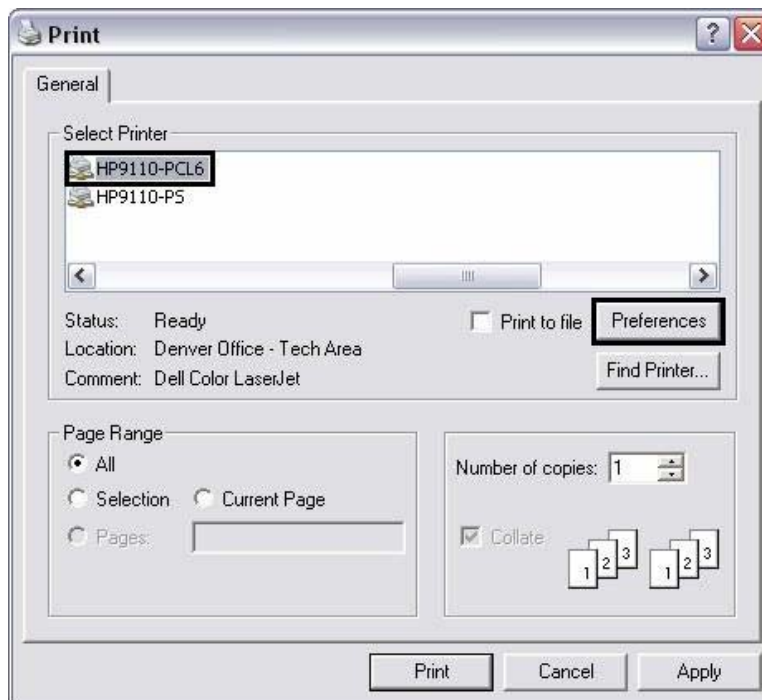


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16. Next, <D> Set Up System Printer.



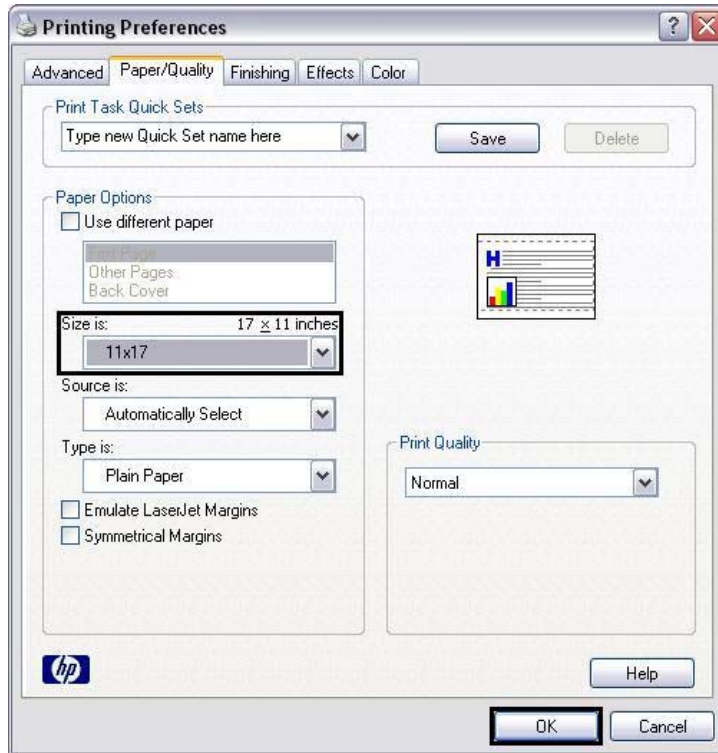
17. Select the printer you will be using from the list provided and <D> Preferences.



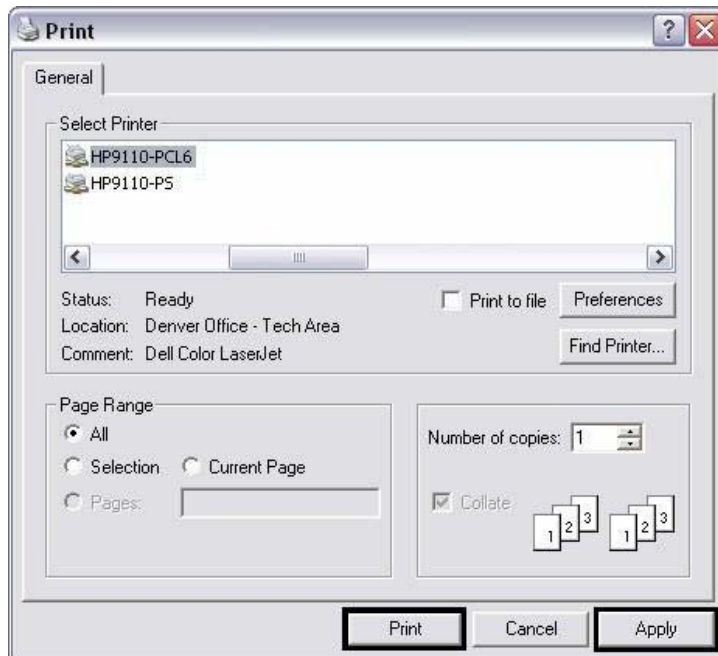
Note: Your default Printer will be selected automatically.

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18. Look in the **Paper Options** area for the setting that specifies the paper size for the printer you selected (**Size is:**). Select the correct paper size. **<D> OK** when you have this set.



19. After you return to the **Print** dialog box, **<D> Apply** first and then **<D> Print**.

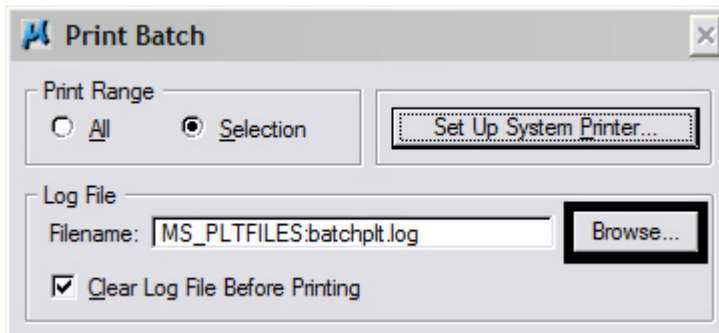


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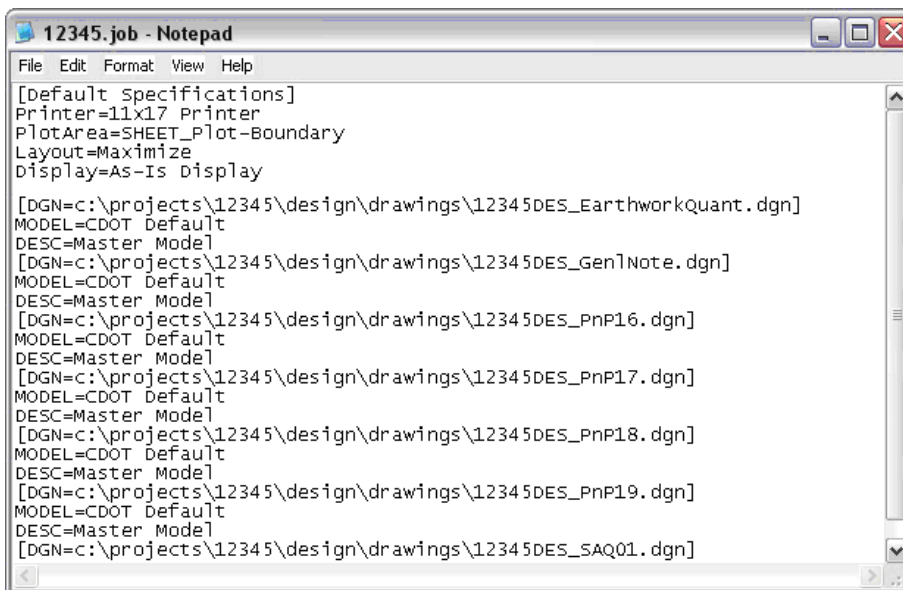
Note: If you do not change any Printer Preferences, the apply button will be grayed out. Simply <D> Print.

Caution: The Print button does not send the batch print to the printer. Instead, the **Print Batch** dialog box becomes active.

20. Finally, <D> **Browse** under **Log File** and select the location you want to save the log file to for this batch print process.

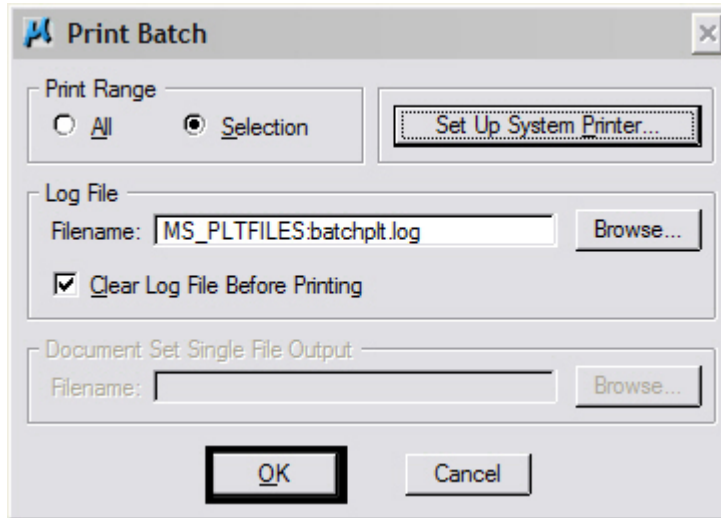


Shown below is a sample log file generated from the batch print process. This verifies all the settings and documents when prints failed.



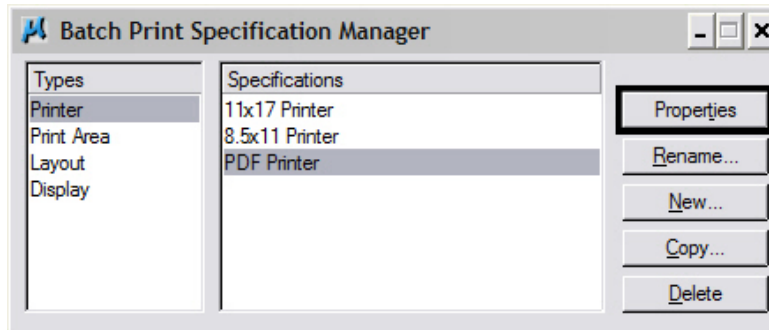
CDOT Batch Printing.pdf

21. <D> OK to send the files to the printer.

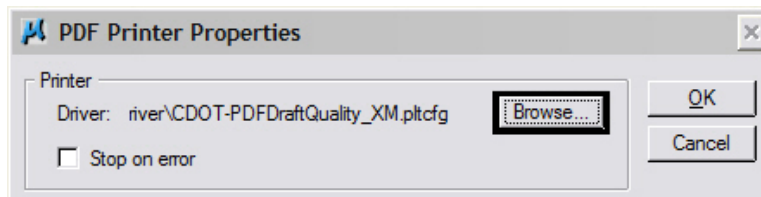


Creating PDF documents

1. From the Batch Print Specifications Manager (Specifications > Manage from the Batch Print dialog pull down menu), select **PDF Printer** from the Specifications list box and <D> Properties.

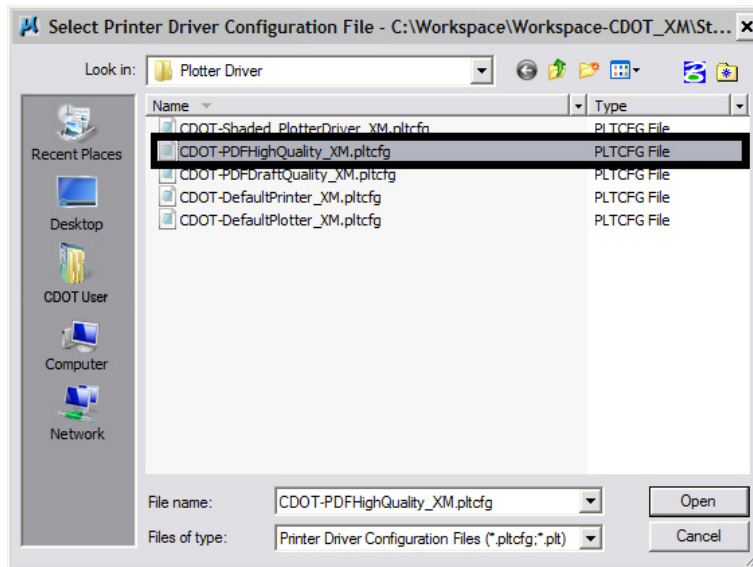


The PDF Printer Properties dialog box shown below will appear. <D> Driver.

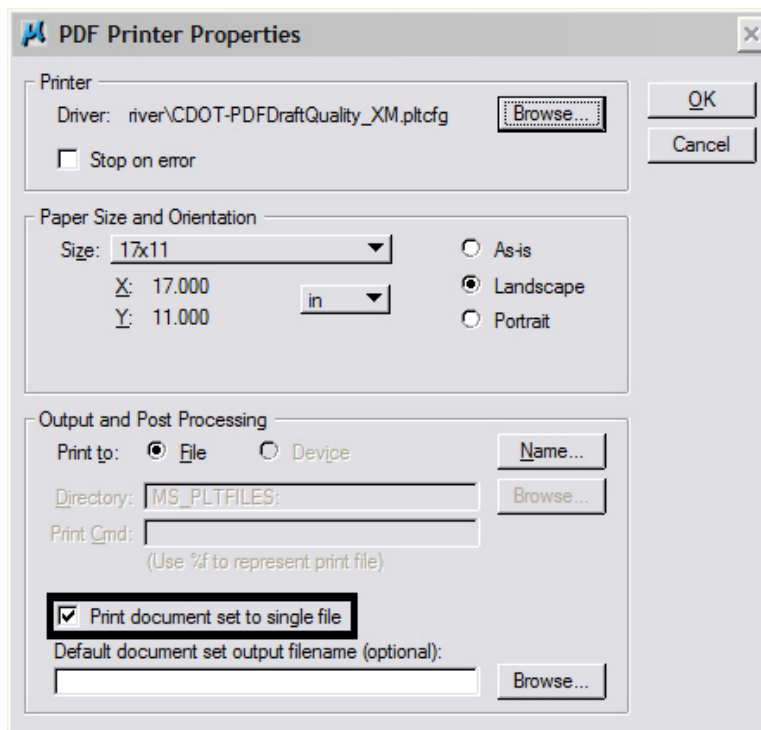


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Select the correct Printer Driver Configuration file and <D> OK.



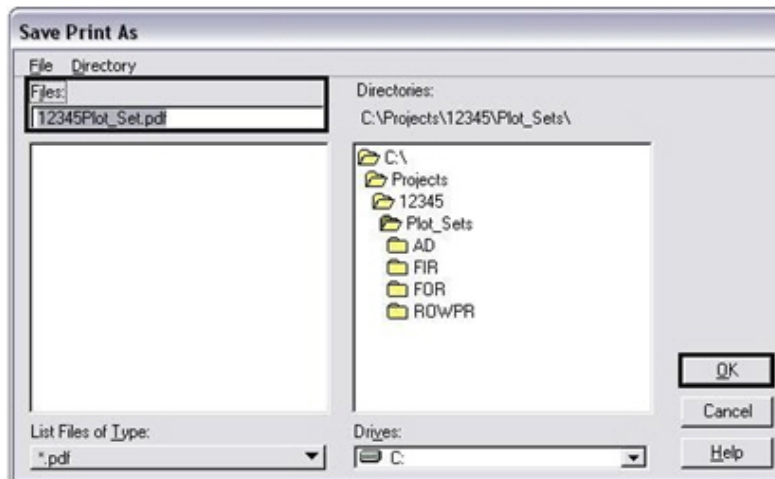
The following PDF Printer Properties box will display. Here you can have your batch prints sent to a *Single PDF* file. Toggle on **Print document to single file** in the **Output and Post Processing** area, then <D> Browse.



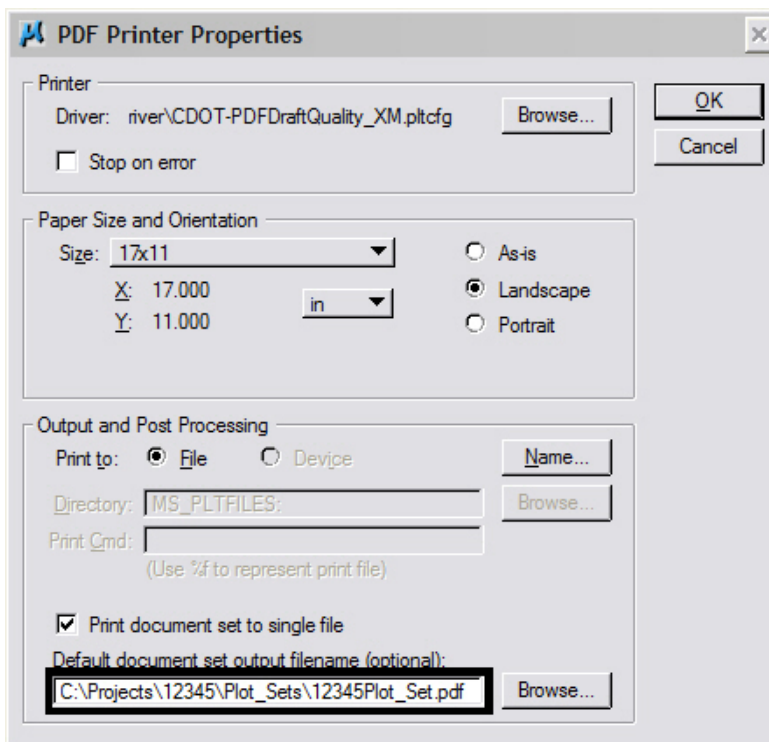
CDOT Batch Printing.pdf

Note: If you do not key in an output filename, the file will be saved to your Project Plot_Sets folder as defined by your active Project selected in the MicroStation Manager.

You will be prompted to save the single PDF file. Locate the appropriate folder under your project folder as shown below. Key in an appropriate file name and <D> OK.

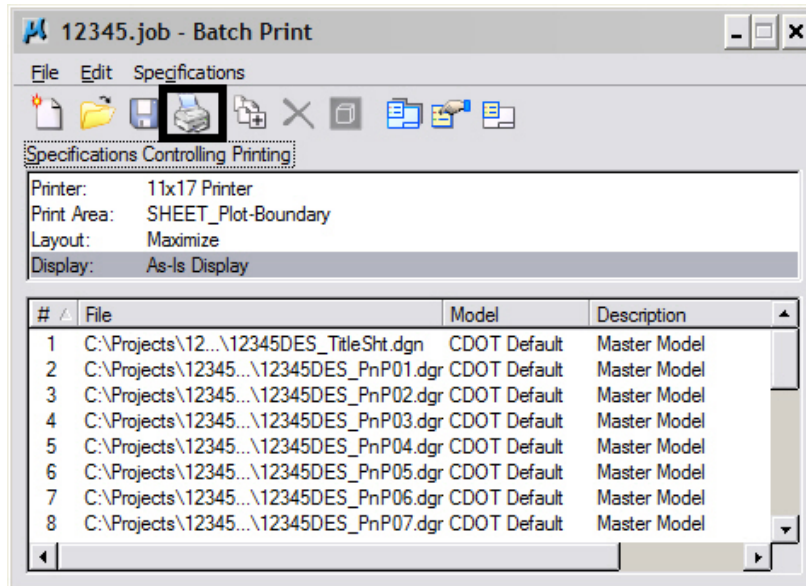


The file name and path will display in the PDF Printer Properties dialog box. <D> OK.

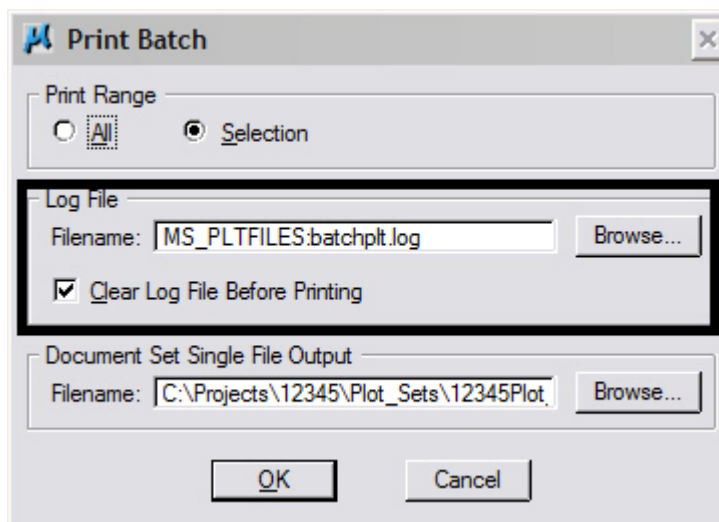


CDOT Batch Printing.pdf

2. <D> the Print icon to open the Print Batch dialog box.



3. Set the Log File location and <D> OK.



Note: When Batch Printing PDF's, you do not have the option to select the system printer at the Print Batch dialog box.

If you choose to create multiple PDF files, the name of the dgn file will be used in naming the PDF files created. Each file name will have "-001" appended to it. For example, a PDF created from 12345EarthworkQuantities01.dgn will be called 12345EarthworkQuantities01-001.pdf. If multiple SHEET_Plot-Boundary shapes reside in the same drawing, the -001 appended to the file name will be incremented by one for each shape.