LAB 23 - Batch Printing to PDF

In this lab, you'll use **Batch Printing** to print multiple files at one time. Instead of printing to a printer, you'll print to PDF for the reproduction department (i.e. a plot set for a milestone submittals).

>   ***Note:***   To batch print to a printer, see the workflow CDOT Batch Printing.

Chapter Objectives:

> After completing this exercise you will know how to:
>
> * Select files to batch print.
> * Set and change batch process specifications.
> * Create a batch process job file (*.job).
> * Batch print to PDF files.

Lab 23.1 - Select Files to Batch Print

> 1. Select **Batch Print** in MicroStation from the file pull down menu.
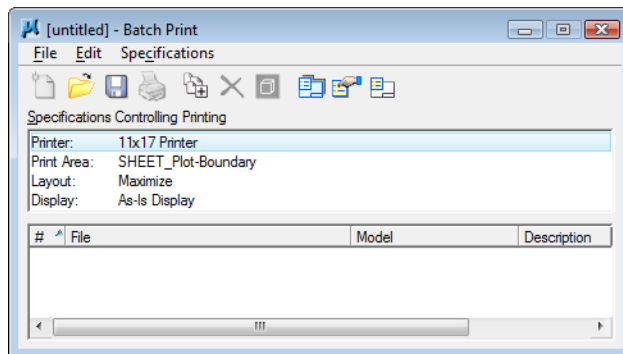
>   ***Note:***   You can be in any MicroStation file when you run the **Batch Print** process.

> 2. In the **Batch Print** dialog box, select **Edit > Add Files**.
>
>   ***Note:***   **Add Active File** adds the design file that is open in MicroStation.
>
> 3. Navigate to the C**:\Projects\12345\Design\Drawings** folder. Select the following files to add to the batch process (you can hold down the **Ctrl** or **Shift** key to select multiple files):
>
>   ♦ **12345DES_GenNote.dgn**
>
>   ♦ **12345DES_PnP01.dgn – 12345DES_PnP19.dgn**
>
>   ♦ **12345DES_StdPlanList.dgn**
>
>   ♦ **12345DES_TitleSheet.dgn**
>
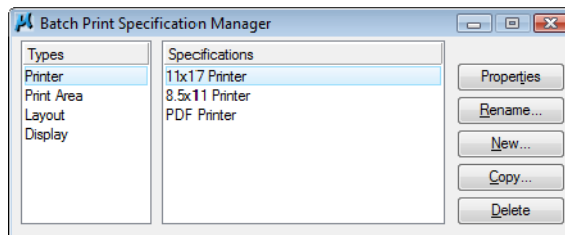>   ♦ **12345DES_TyplSect01.dgn**

4.   Select **Done**.
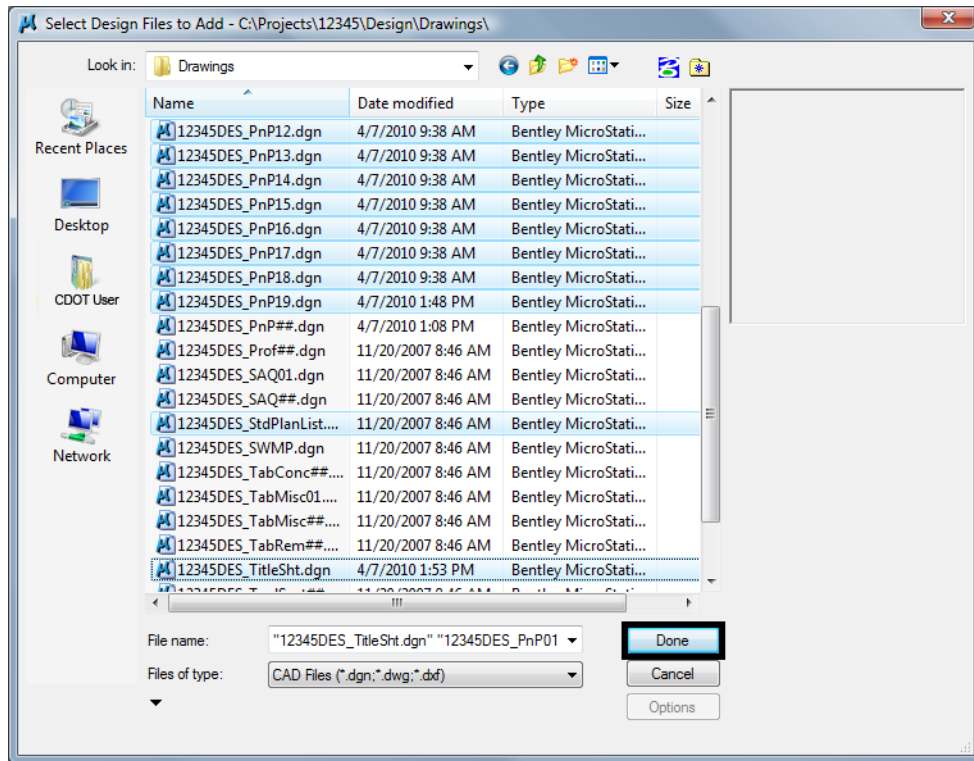
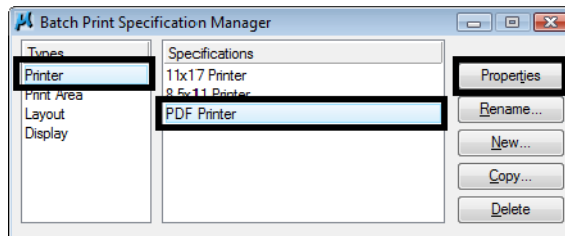5.   When finished adding files, select **Done**.
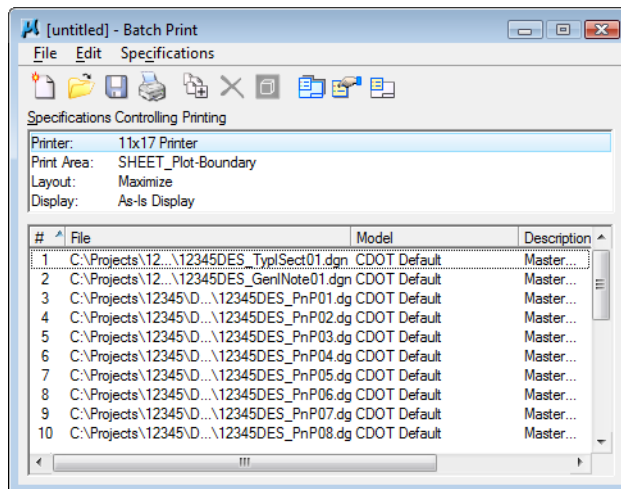
Lab 23.2 - Set Batch Process Specifications

1. The batch process default specifications are:

   ♦ **Printer: 11x17 Printer**
   ♦ **Print Area: SHEET_Plot-Boundary**
   ♦ **Layout: Maximize**
   ♦ **Display: As-Is Display**

2. Select **Specifications > Manage** to change the default specifications.

3. Under **Types**, select **Printer** and **PDF Printer**

   ♦ Select Properties

   ♦ Select *Driver* and select **CDOT-PDFDraftQuality_XM.pltcfg** and select **OK**
   ♦ Toggle off **Print document set to single file**
   ♦ Set the **Directory** to **c:\projects\12345\Plot_Sets**
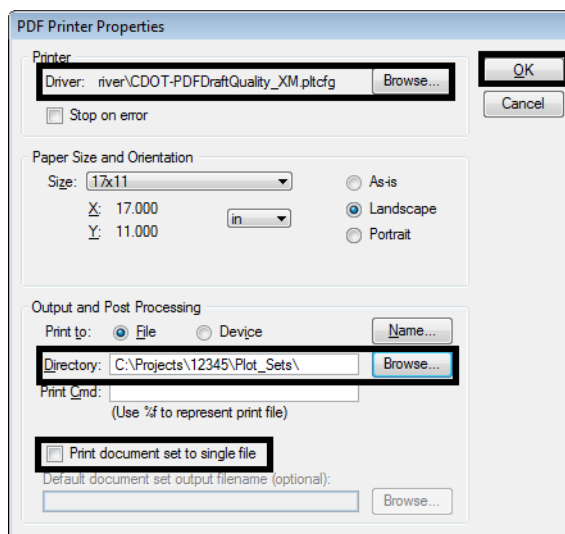
> ***Note:*** To print all these sheets to a single PDF, the toggle for **Print document set to single file** must be **ON**

♦ Select **OK**

♦ Under Types, select **Print Area** and then select **Properties**.
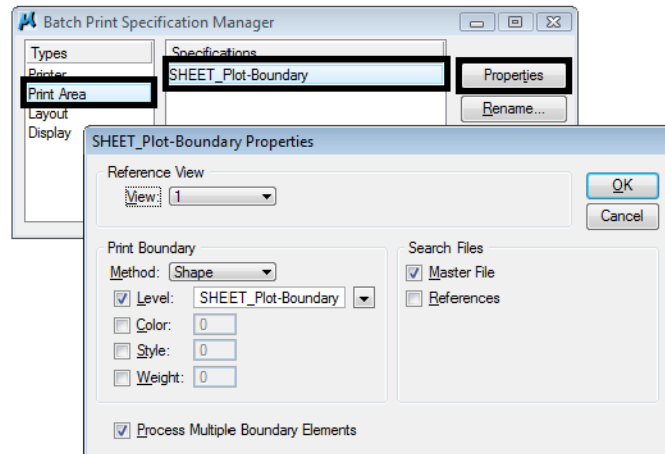
> ***Note:*** The printable area defaults to the outer boundary of the standard CDOT sheet border (the yellow shape on level **SHEET_Plot-Boundary**).
>
> Just **Master File** is checked **ON** under **Search Files**.
>
> If **References** is toggles **ON** and the level **SHEET_Plot-Boundary** is not found in the **Master File** as a cell, it will search for the level in the Reference files associated with the sheet file. This might cause blank sheets to be generated.

4. Cancel the **Properties** box.

5. Under **Types**, select **Layout** and then select **Maximize**.
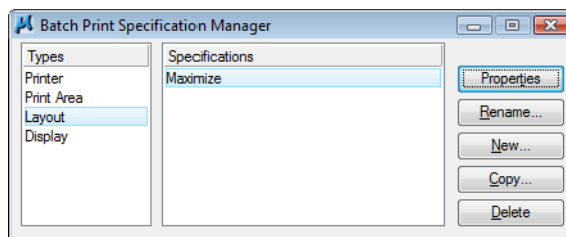
6. Under **Types**, select **Display**

♦ Select **As-Is Display**

♦   Select **Properties**
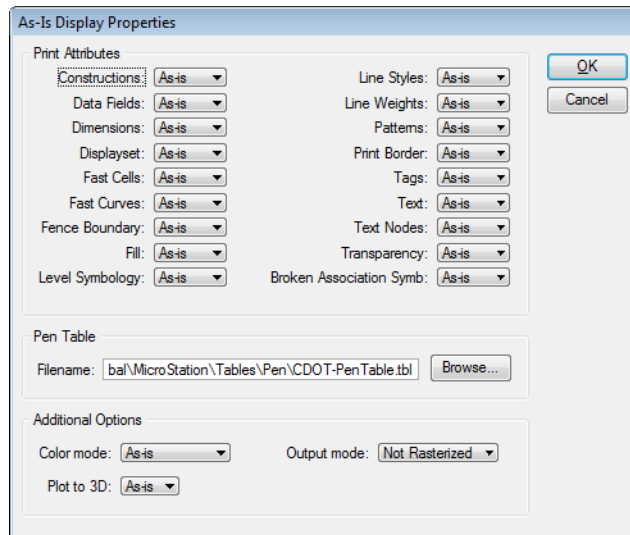
Note: The **As-Is Display Specification** sets up the print properties for various elements. The **As-Is** setting reads MicroStation's View Attributes setting for each design file.

The Pen Table defaults to **CDOT-PenTable.tbl**, which is the table used for black-and-white printing.

7.   **Cancel** out of the **Properties** box.

8.   **Close** the *Batch Print Specification Manager* box by selecting the **X** in the upper-right corner.

Your changes are shown in the main **Batch Print** dialog box.
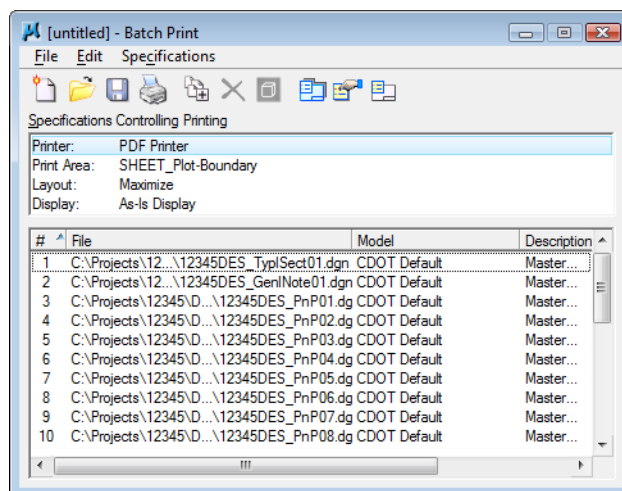
Lab 23.3 - Save the Specifications to a Job file (*.job)

1.   From the Batch Print dialog box, select **File>Save As…**

2. Navigate to the project's **...Plot_Sets** folder.

    Note: You should select one of the subfolders (FIR, FOR, etc.) for the appropriate plot
    set. For training purposes, you'll plot to the upper level Plot Sets folder.

3. In the **Files** field, key in **12345** and select **OK**.
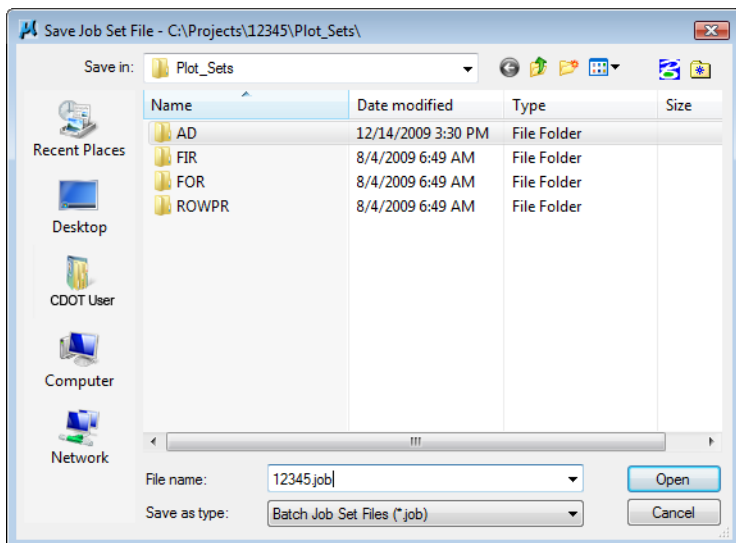
The job file should be saved to the project in the appropriate folder under the **Plot_Sets**.
The file is automatically assigned a .job extension. If you want to process this job again,
select **File > Open** from the **Batch Print** dialog box and choose the **12345.job** file.

Lab 23.4 - Create the Batch Prints

1. Select the **Print** icon to open the ***Print Batch*** dialog box.
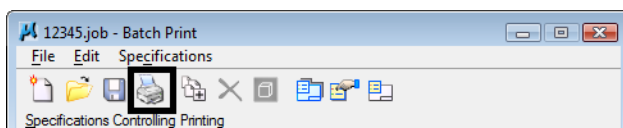
2. In the **Print Batch** dialog box, set ***Print Range*** to **All** to print all the files selected
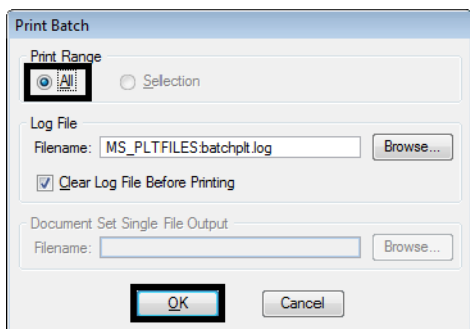
    Note: The option **Selection** would print only the files that you highlight in the list.

3. Select OK to start the batch process.

The process will take a few minutes to complete. If errors are encountered, open the error log **batchplt.log** in the **C:\Projects\12345\Plot_Sets** folder for more information.

Lab 23.5 - Review the PDF files

1. In Windows, open **My Computer**.

2. Navigate to the **C:\Projects\12345\Plot_Sets** folder.
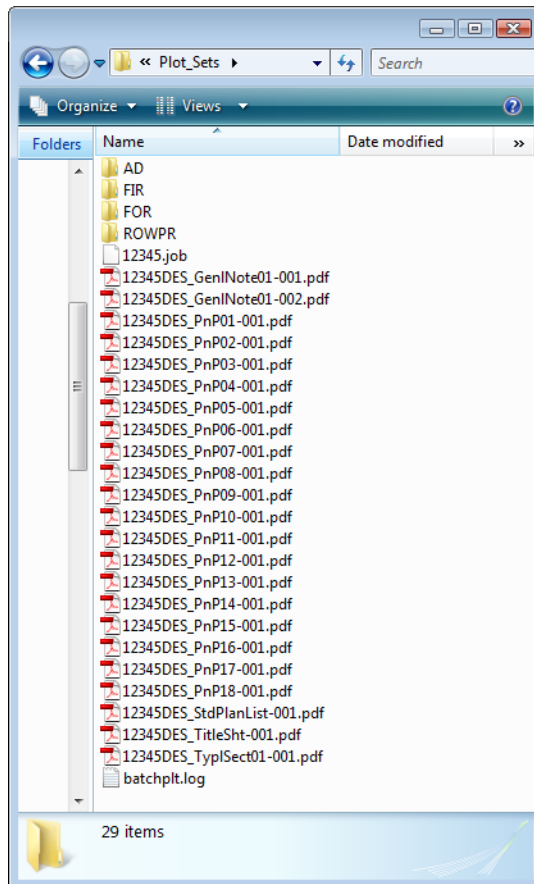
Note: The folder contains the all the individual pdf file sheets plus the **12345.job** file and batch log file.

3. Double-click on one of the **pdf** files to open.

4. Continue opening sheets as desired.
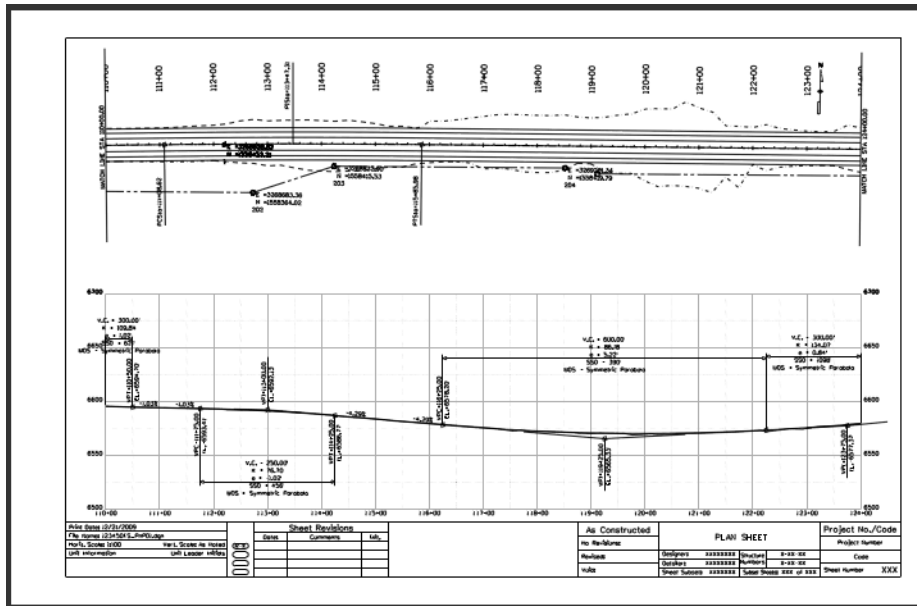
5. **Close** My Computer.

6. Return to MicroStation and **Exit**.