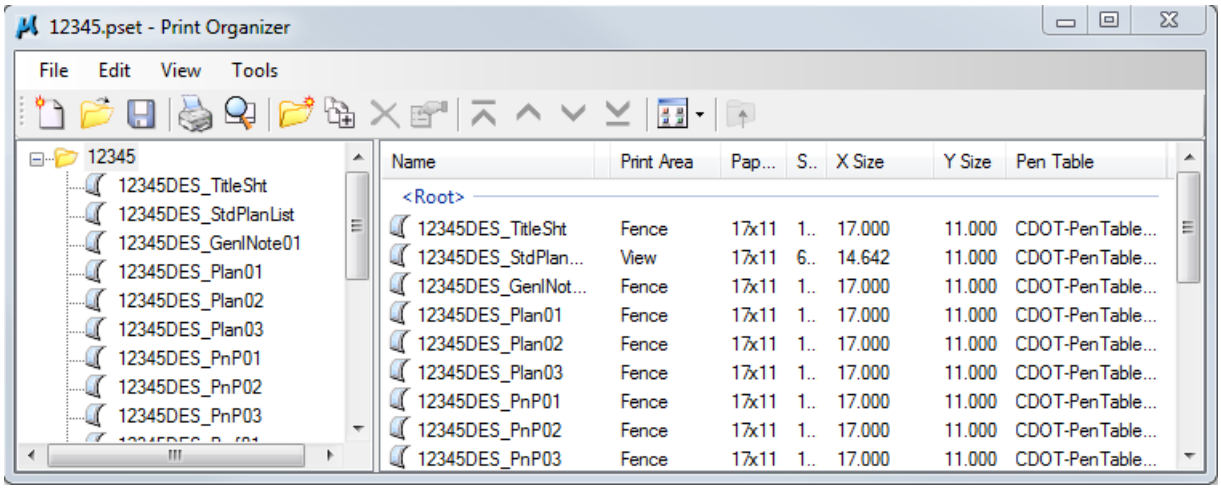
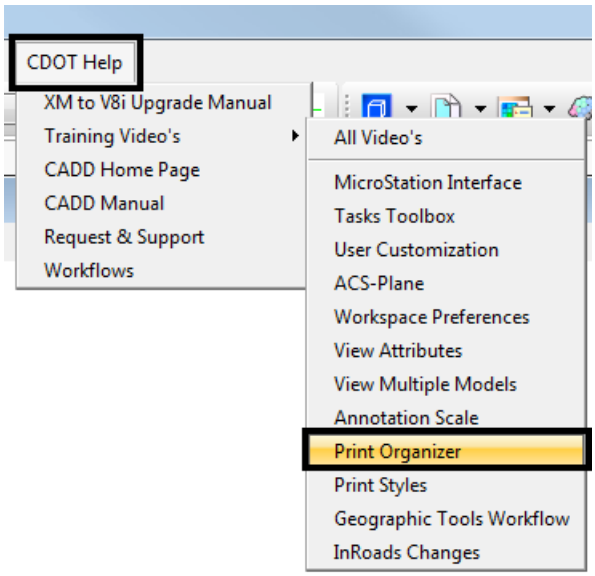
Workflow MP 3 - Print Organizer

This document guides you through the basic functions for using ***Print Organizer***. ***Print Organizer*** is a new utility in MicroStation that replaces the ***Batch Print*** utility in MicroStation and MicroStation PDF composer. Any past ***Batch Print*** job set (.job) files can be opened and converted to the new format.

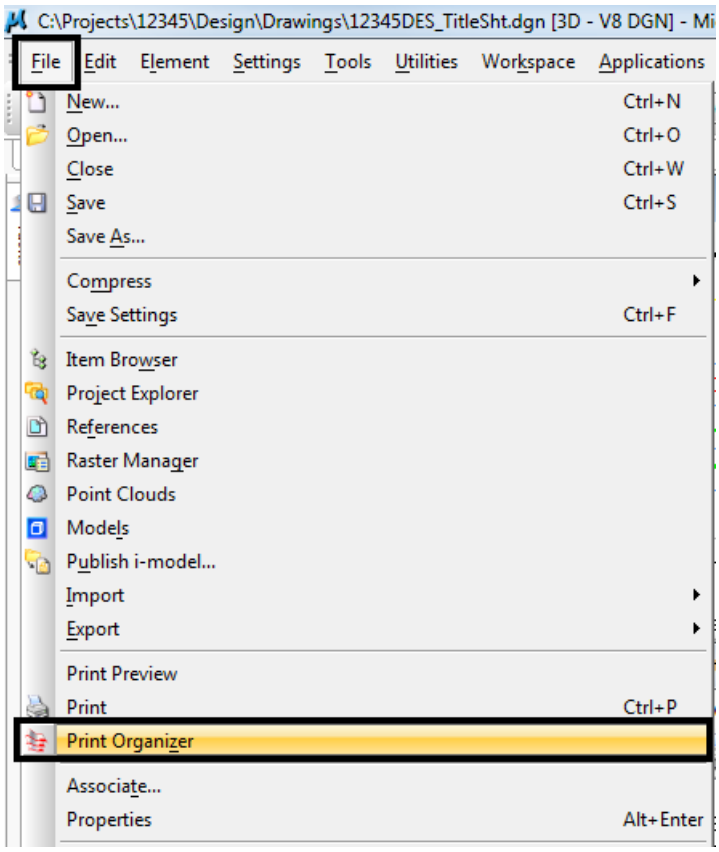


For more information on using ***Print Organizer*** for Batch Printing, watch the training video "***Using Print Organizer for Batch Printing***". This can be accessed from within MicroStation by using the ***CDOT Help*** pull down menu and selecting **Print Organizer**.



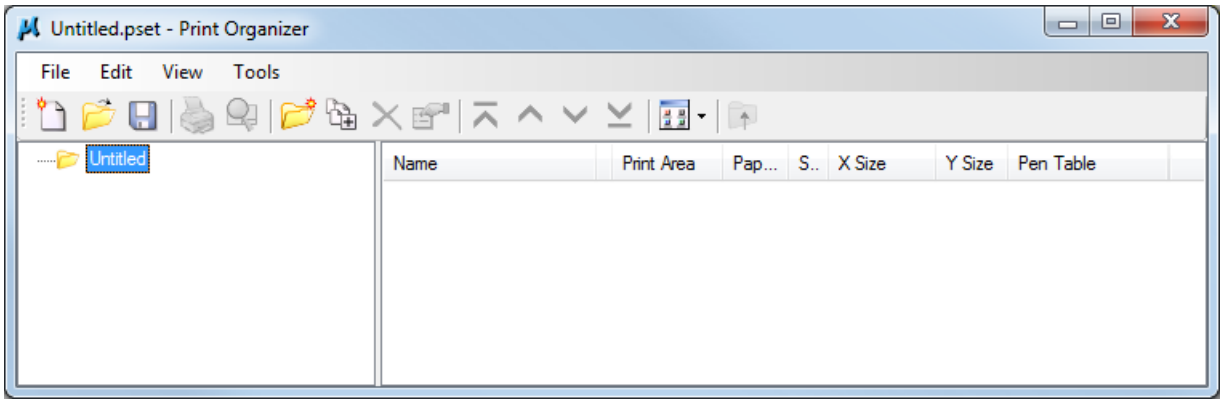
Basic Print Organizer Workflow

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

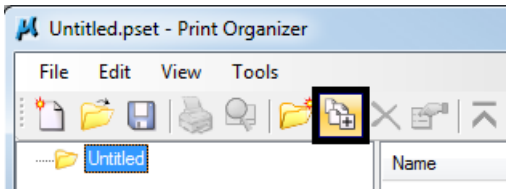


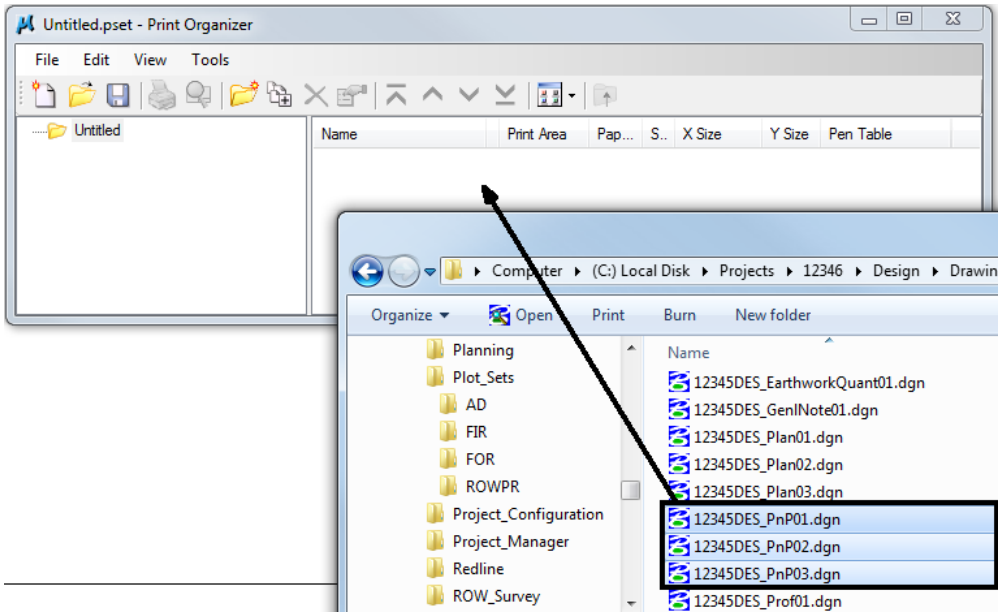
Note: You can be in any MicroStation file when you run ***Print Organizer***.

2. The ***Print Organizer*** dialog box will display. The print set name is Untitled. When you save the print set with a project related name, the root folder in the left hand column will change along with the file name. The saved file will have an extension of PSET.

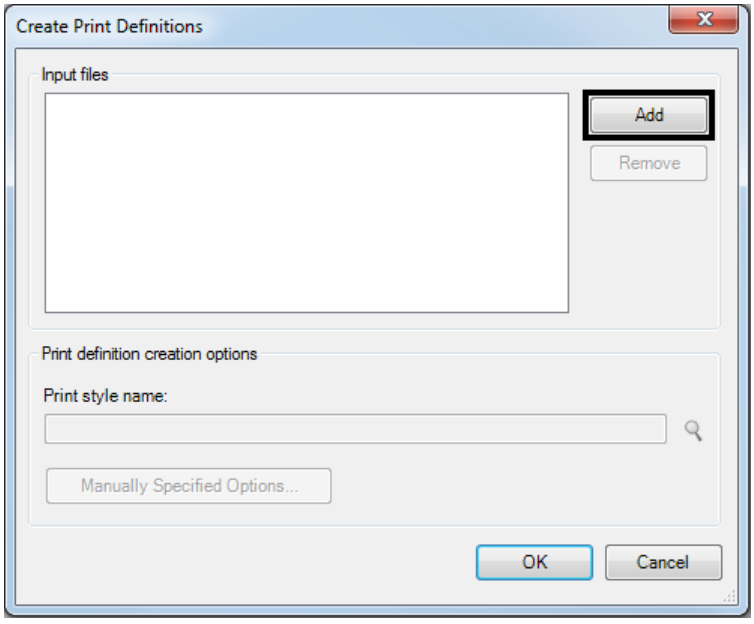


3. Files can be added either by **<D>** the **Add Files to Set** icon, or by dragging and dropping files from ***Windows Explorer***.

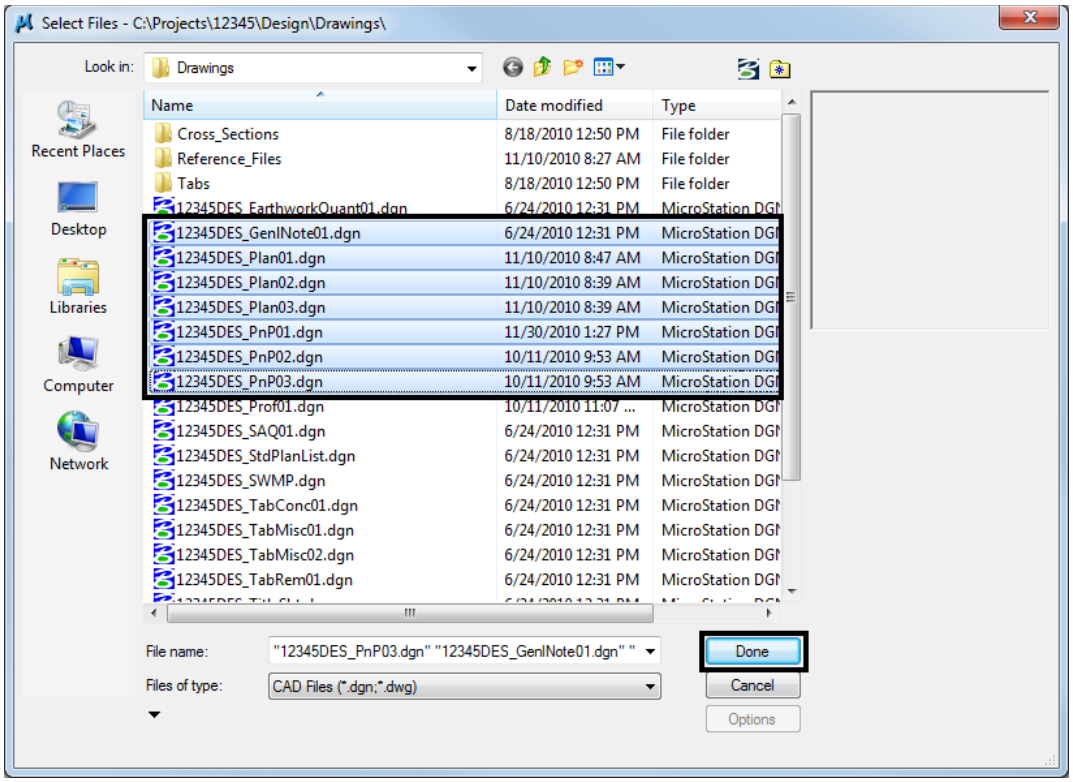




4. When the ***Add Files to Set*** icon method is used, the **Create Print Definitions** dialog will appear. Here you can add files and set a print style. Begin by **<D>** the **Add** button to add files.

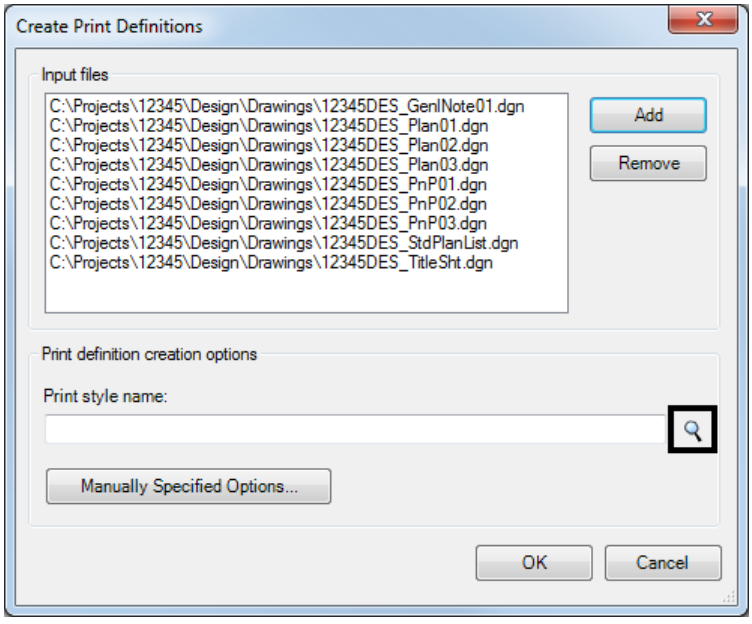


5. Navigate to your project directory and select the files you want to add to ***Print Organizer***. **<D> Done** to add the files.

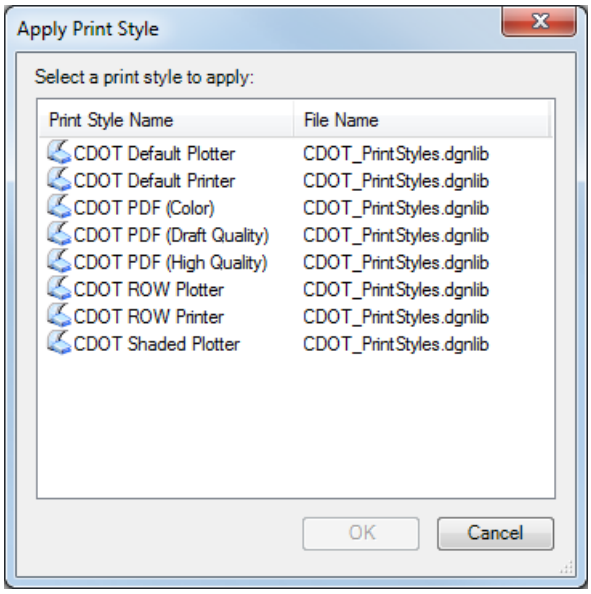


Note: You can hold down the ***Ctrl*** or ***Shift*** key to select multiple files.

6. ***Print Styles*** have been created to control print settings such as print area, paper size, workspace, color, rater quality, and fence area. **<D>** the **Browse** icon (magnify glass) to select the appropriate print style.



7. The default print style names match the CDOT Print Driver naming conventions. For more on ***Print Styles***, watch the "***Using Print Styles***" training video.



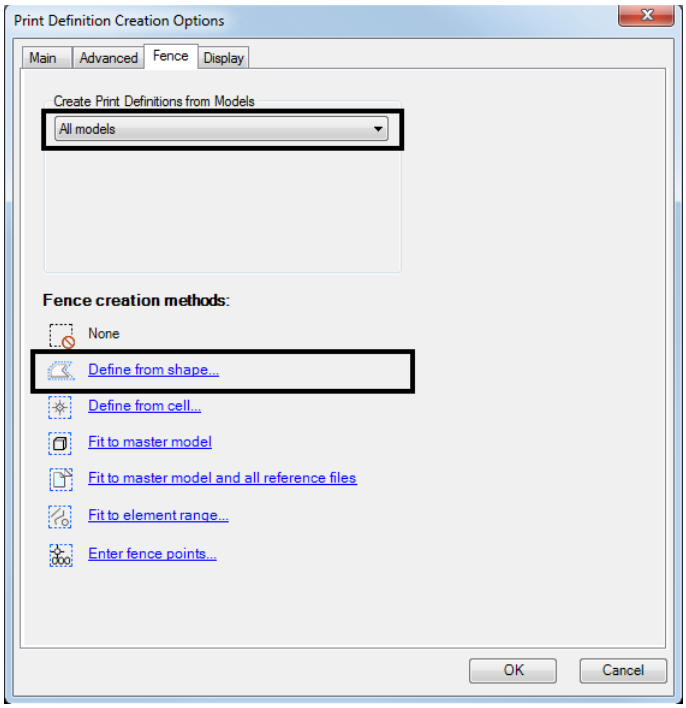
8. After selecting the appropriate print style, **<D> OK** in the Apply Print Style dialog box.

   Note: Any additional files that are added in the future will take on the definitions of these first files unless you select otherwise.

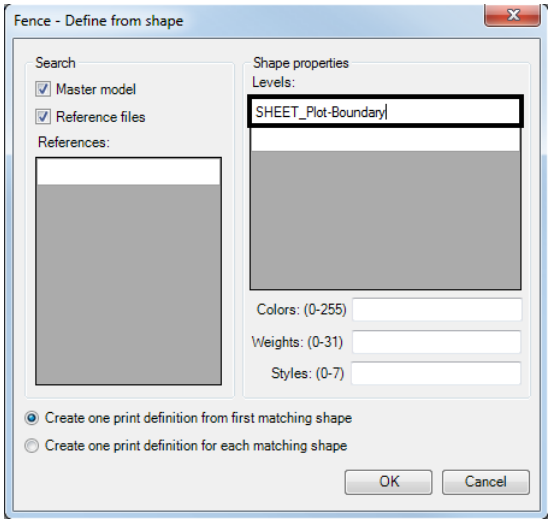
9. Next **<D>** ***Manually Specified Options*** to bring up the ***Print Definition Creation Option*** dialog box. Here is where you define the printing area.

10. When adding sheet files, there is a layer defined for the printing border called SHEET_Plot-Boundary. This can be used as the fence definition.

11. From the ***Fence*** tab, there are two settings. First set the ***Create Print Definitions from Models*** to **All models**.



12. Next select ***Define from shape*** and enter the shape properties. For example ***SHEET_Plot-Boundary***. **<D> OK**.

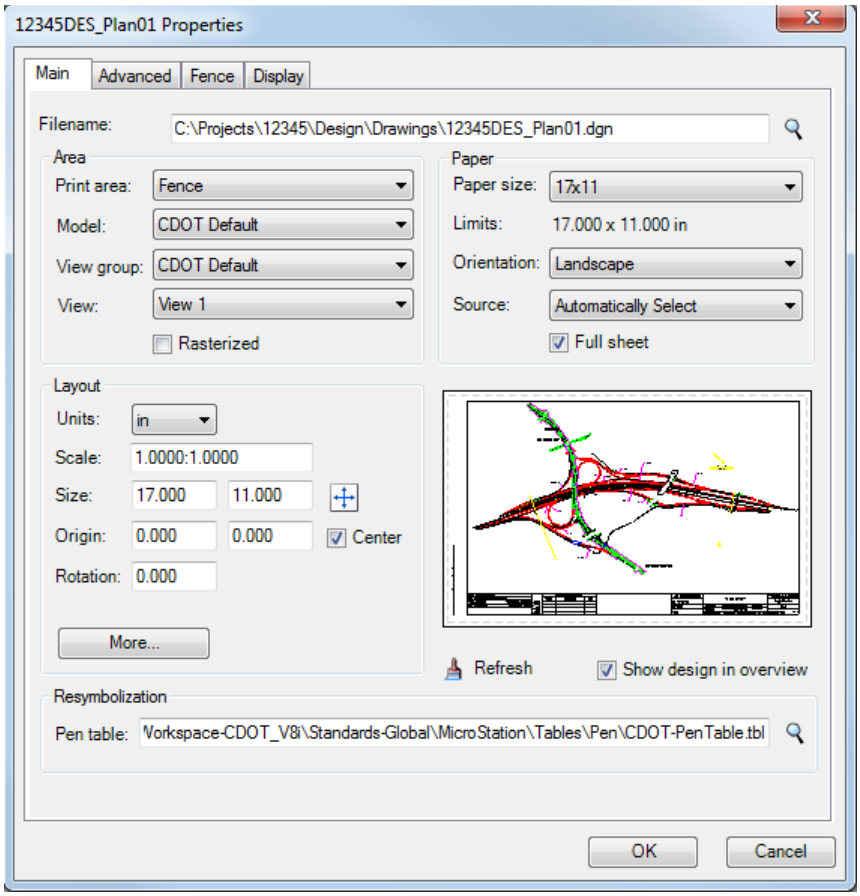


Note: When adding cross sections, toggle on ***Create one definition for each matching shape***. This will create a seperate file for each cross section in the model.

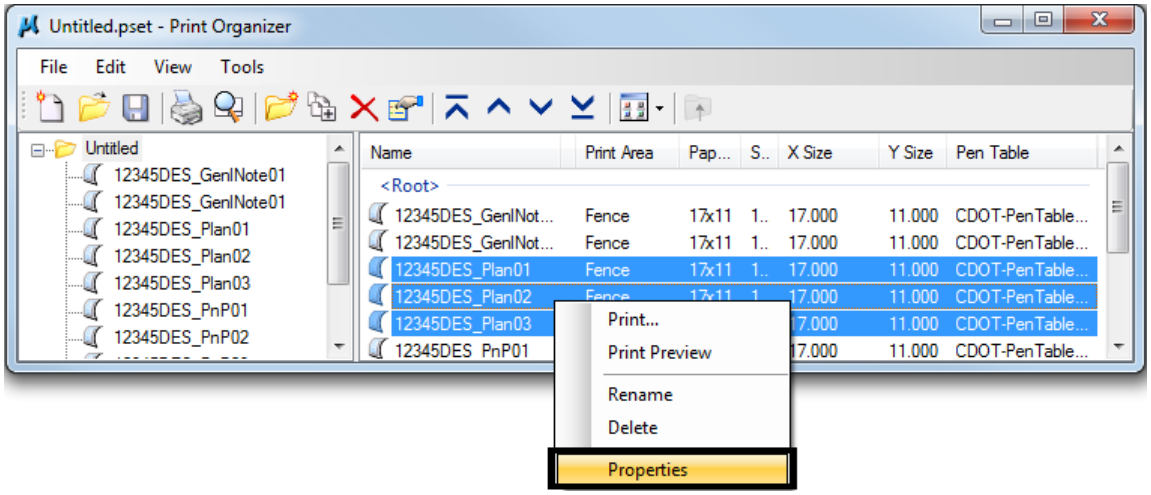
13. **<D> OK** in the Print Definition Creation Option dialog box.

14. **<D> OK** in the Create Print Definitions box. This will add the file(s) to your print organizer.

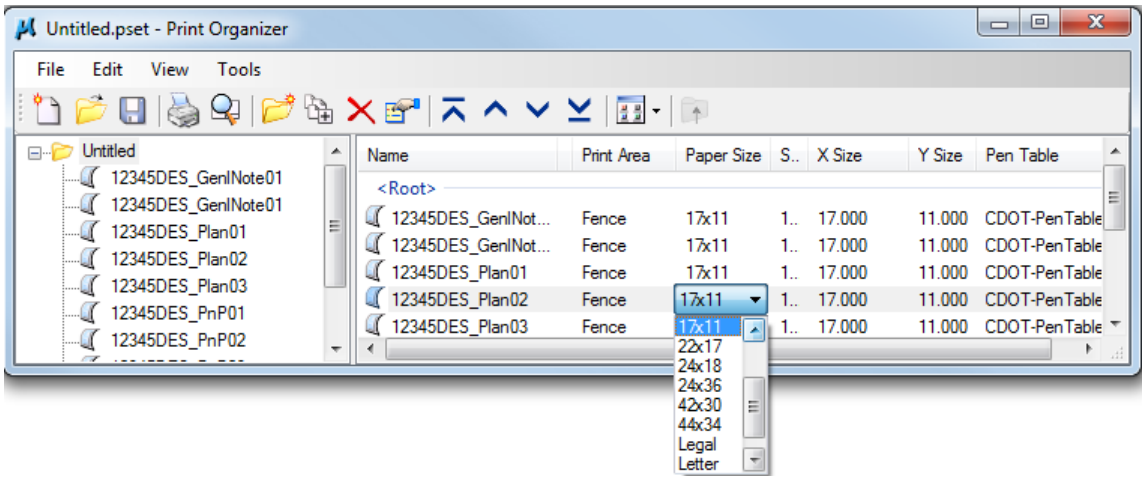
15. To view the print style assignments or override them, double click on the file name. This will open the ***Properties*** dialog box for that file.



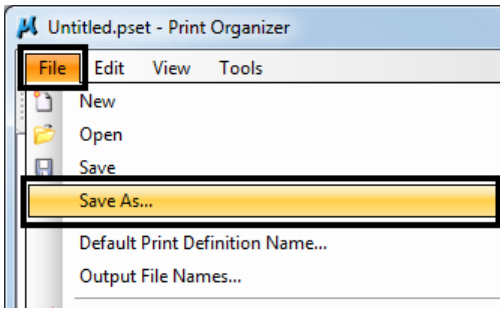
16. Print definitions can be edited on more than one file at a time. If you select more than one file and then **right click** and select **Properties**, the **Modify Properties** dialog box becomes available.



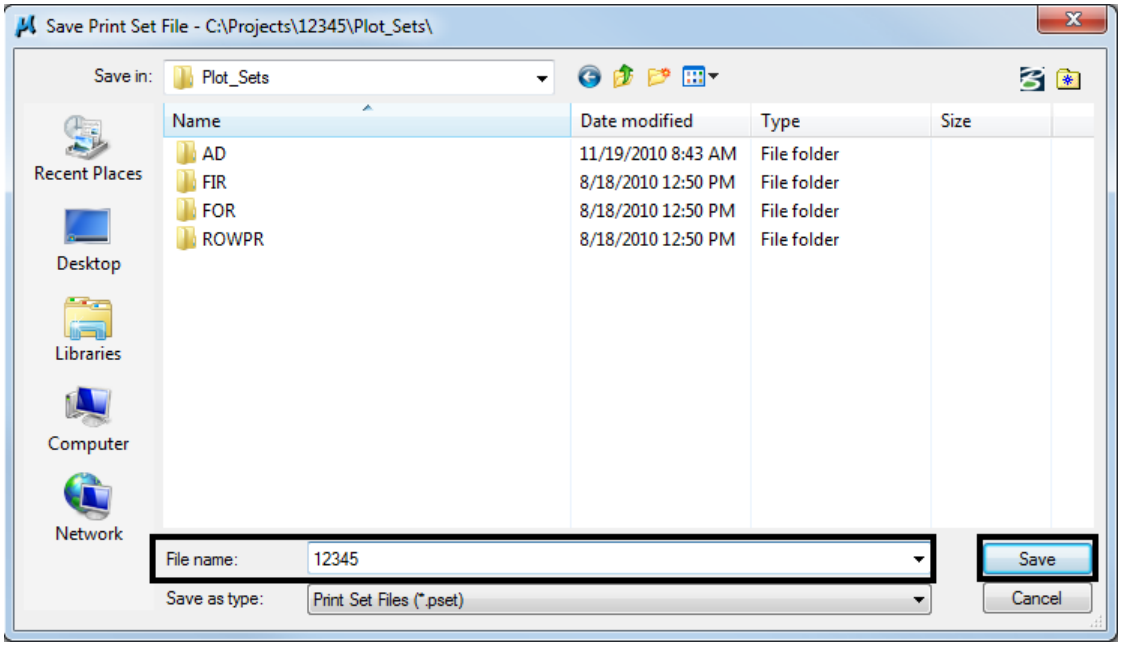
17. Changes can also be made to a single file by using ***in-place print definition editing***. This can be done by selecting the file you wish to edit in the right hand pane and double-clicking on the property in a specific column.



18. Once all the settings have been assigned, select **File > Save As.**



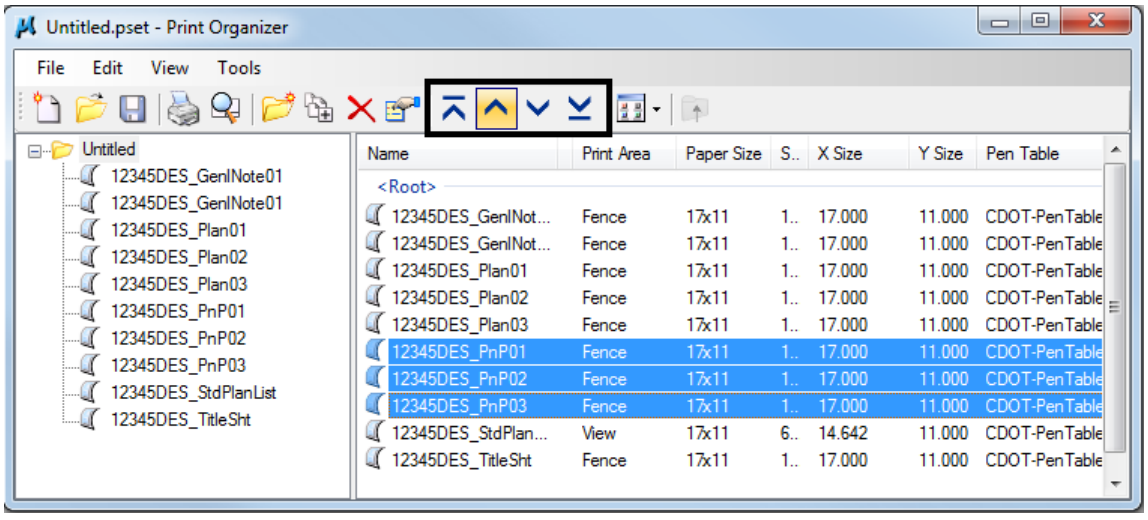
19. Navigate to the appropriate project folder and assign a new name to the file. **<D> Save** when complete.



Printing From Print Organizer

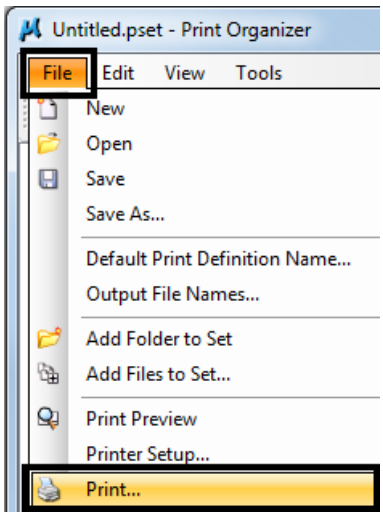
The files in the ***Print Organizer*** file will be printed in the order the sheets appear in the display. If they are displayed in the incorrect order this will have to be changed.

1. Select the sheets to change. Using the **Move** buttons, move the selected sheets to the desired location.

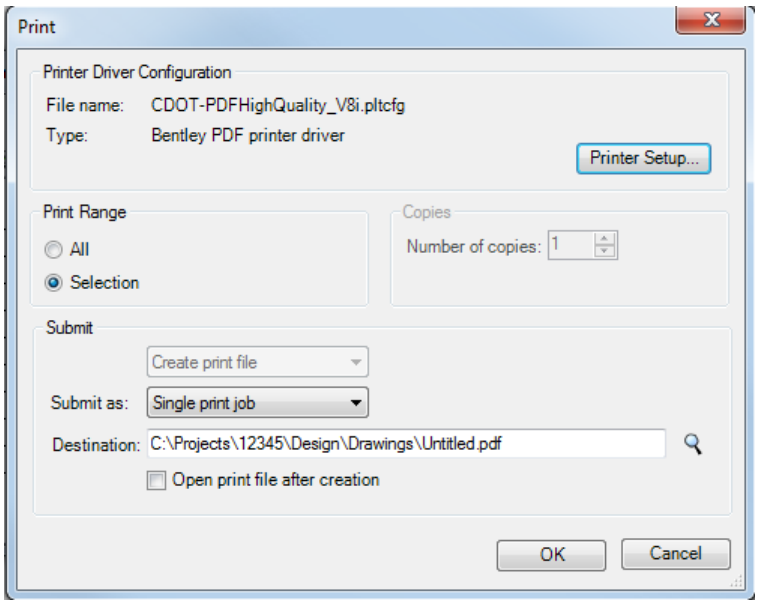


2. Be sure to ***save*** the changes.

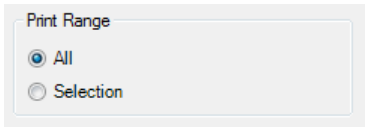
3. Once all settings have been completed, select **File > Print** or **<D>** the printer icon to print the files.



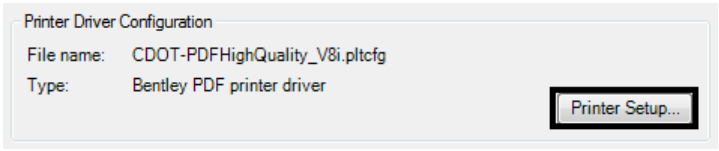
4. The print dialog box will appear.



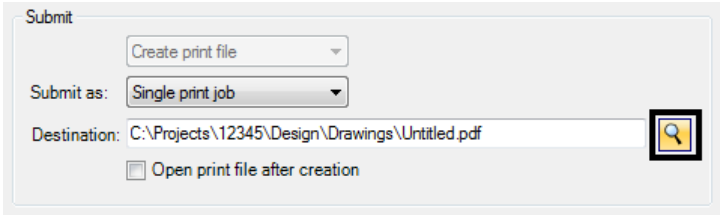
5. The entire plot set can be printed or individual files. Select **All** or **Selection** for the print range.



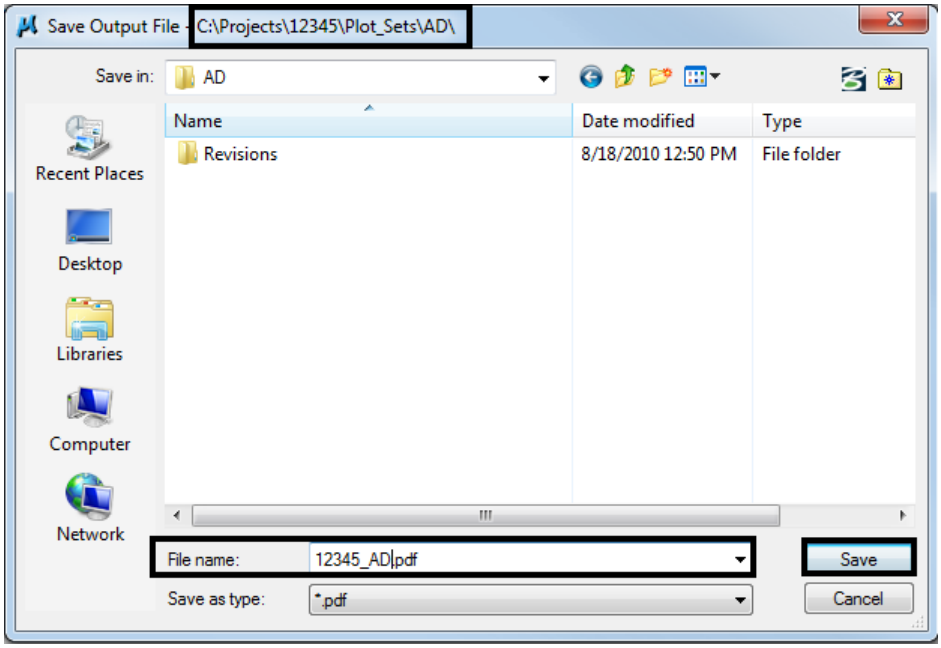
6. ***Printer Driver*** settings can be changed at this time if needed. Select the ***Printer Setup*** to select a different printer driver.



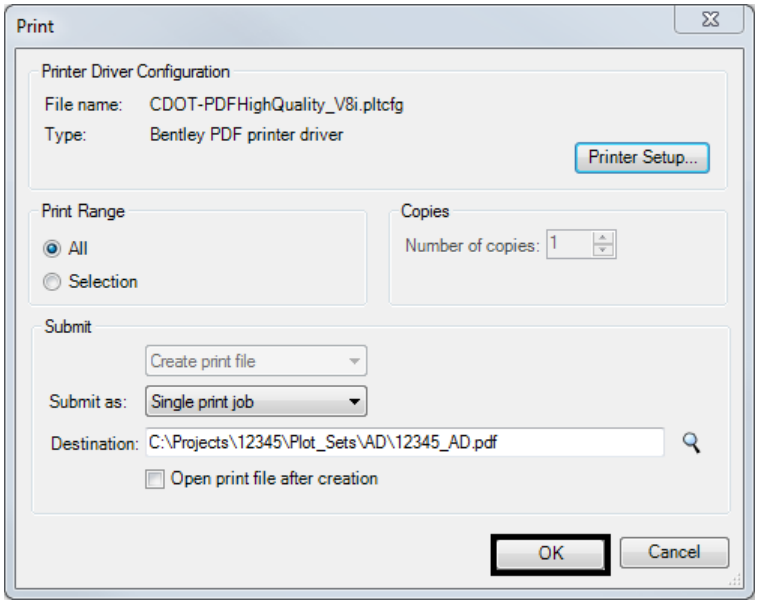
7. Finally, if you are creating an Adobe PDF file using a PDF driver, select the location where the file will be saved by **<D>** the **Browse** button



8. Navigate to the appropriate project folder. Enter a file name and **<D> Save**.

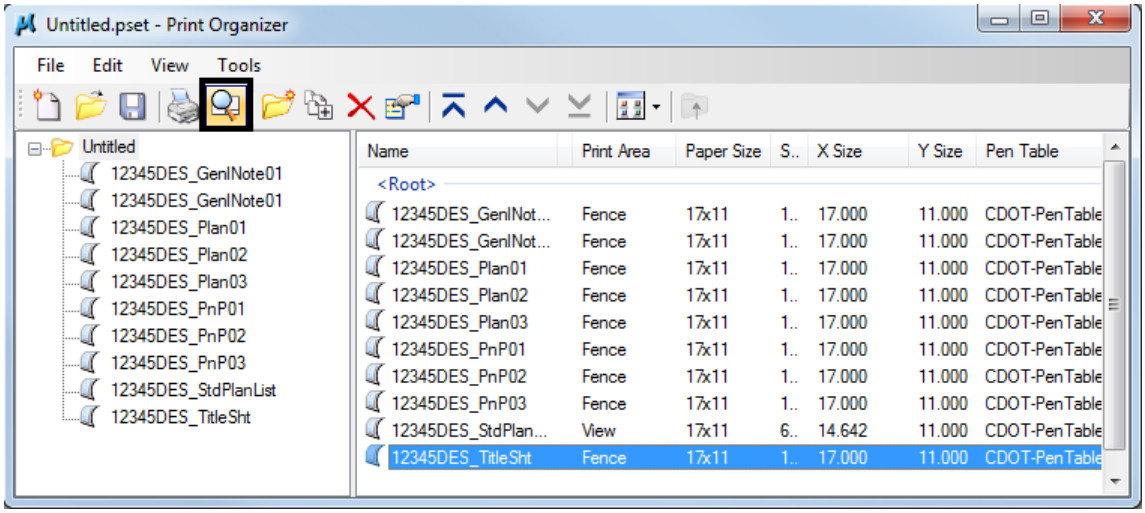
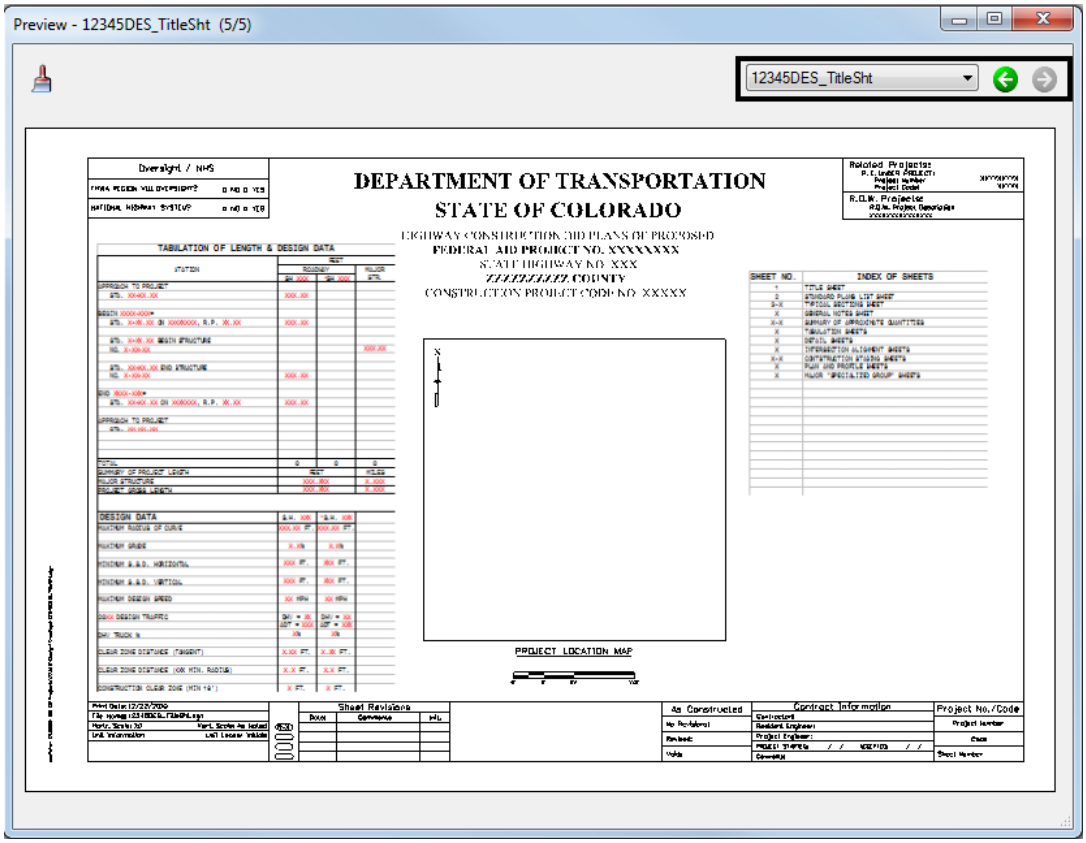


9. **<D> Ok** to activate the **Print** command.



Print Preview Files

1. Select the ***Print Preview*** icon to review files



2. If more than one sheet has been selected, use the navigation buttons to page through the sheets.