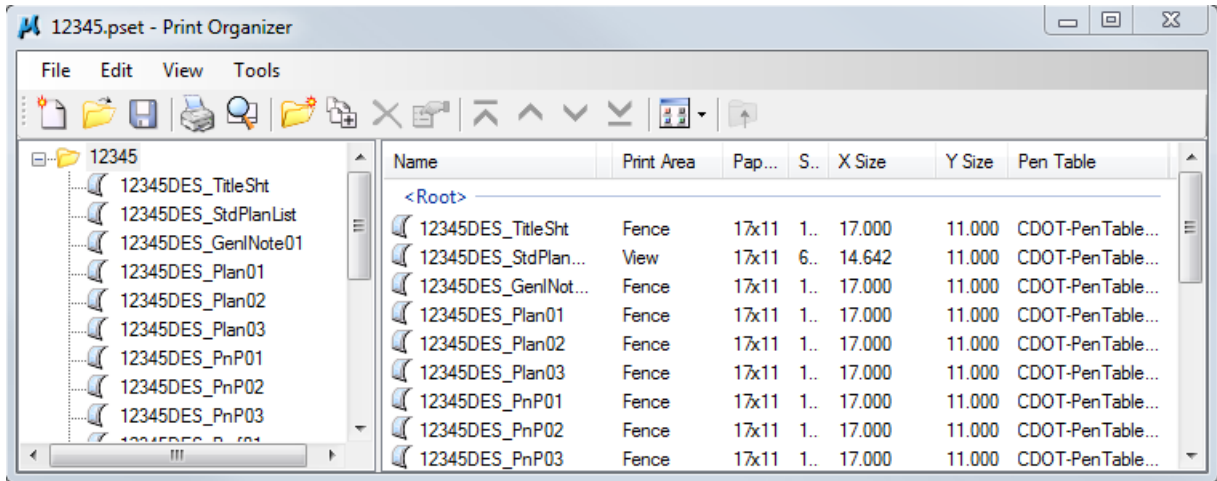
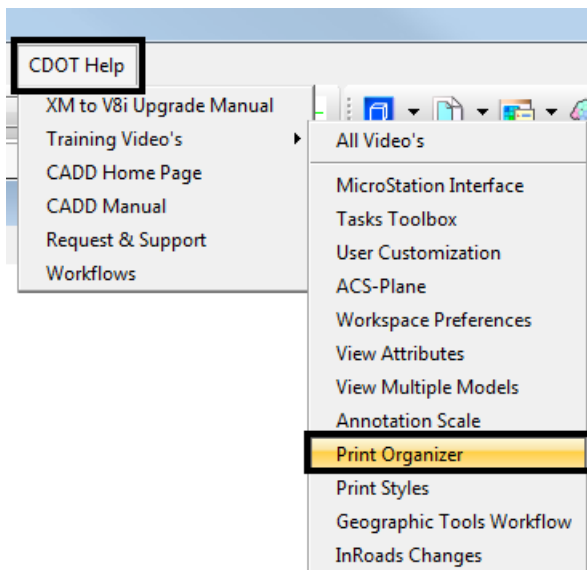


# Workflow MP 3 - Print Organizer

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.

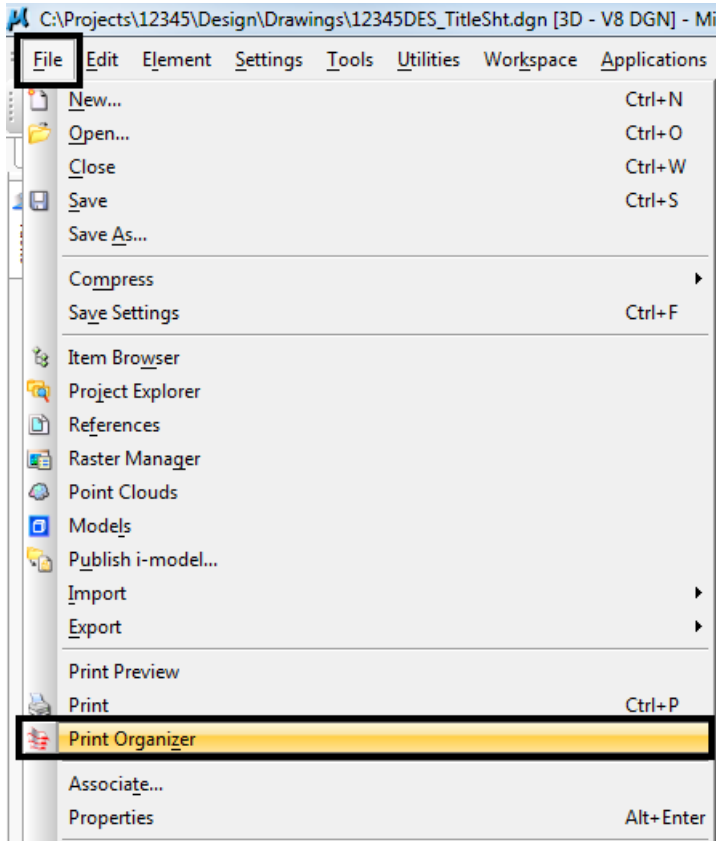


For more information on using **Print Organizer** for Batch Printing, watch the training video “**Using Print Organizer for Batch Printing**”. This can be accessed from within MicroStation by using the **CDOT Help** pull down menu and selecting **Print Organizer**.



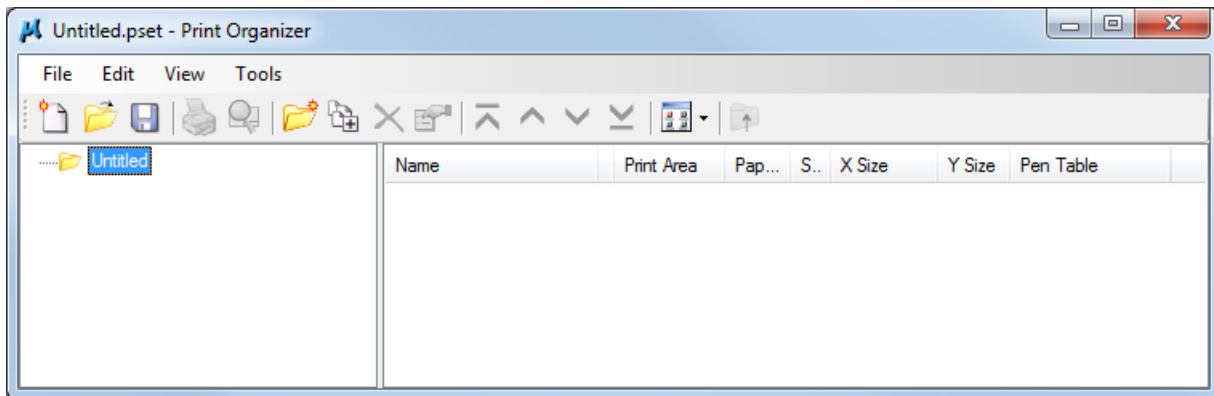
## Basic Print Organizer Workflow

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

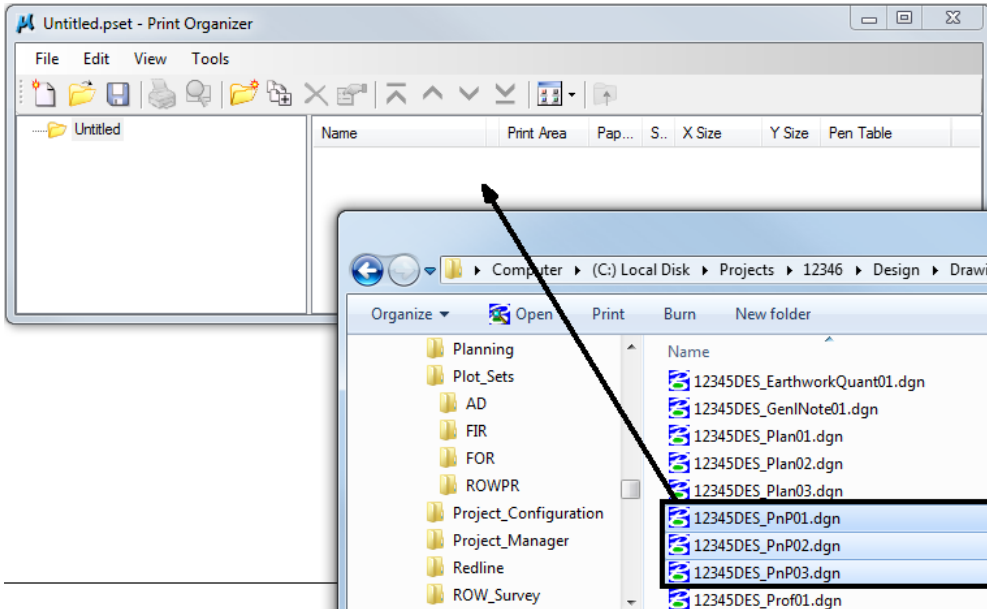
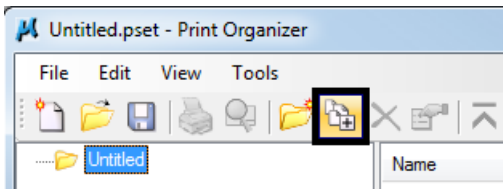


**Note:** You can be in any MicroStation file when you run **Print Organizer**.

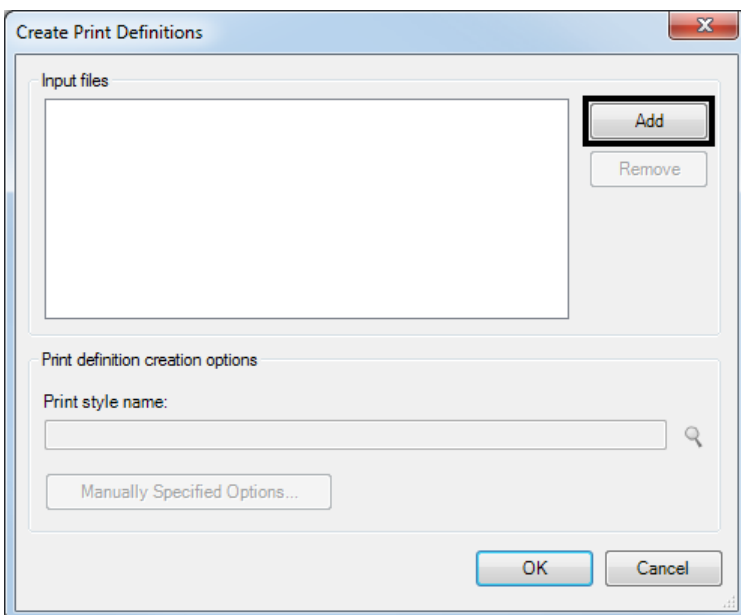
2. The **Print Organizer** dialog box will display. The print set name is Untitled. When you save the print set with a project related name, the root folder in the left hand column will change along with the file name. The saved file will have an extension of PSET.



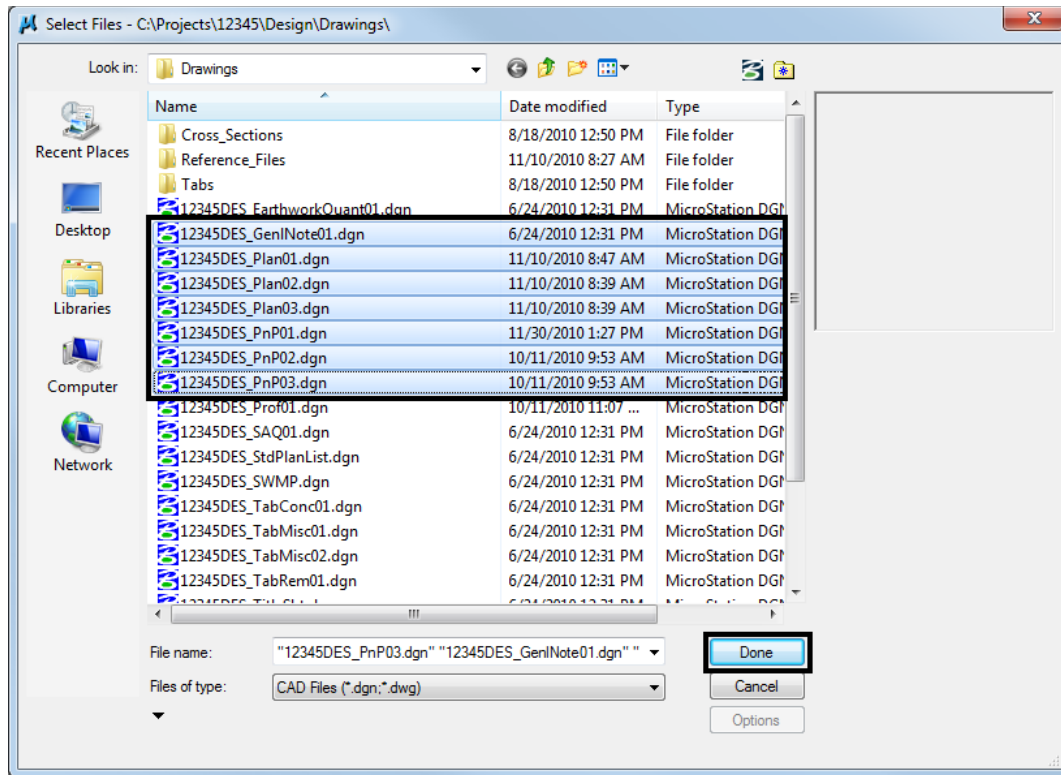
- Files can be added either by <D> the **Add Files to Set** icon, or by dragging and dropping files from **Windows Explorer**.



- 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.

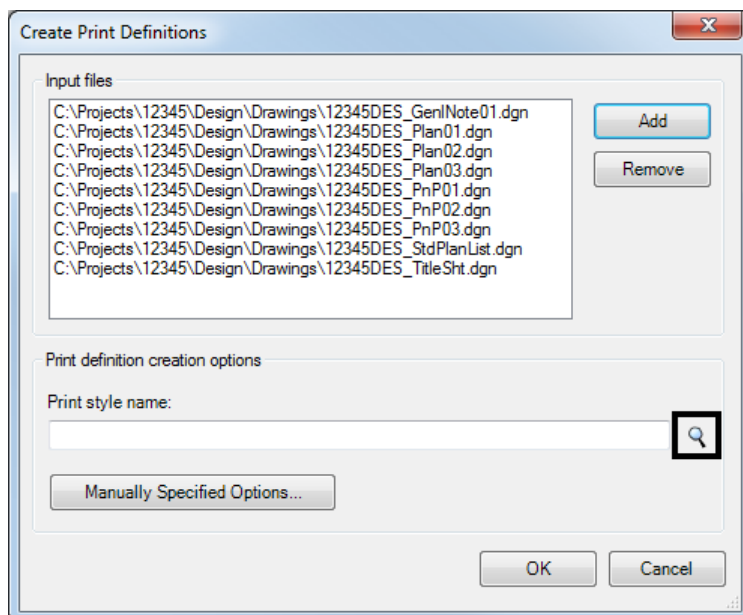


- Navigate to your project directory and select the files you want to add to **Print Organizer**. <D> Done to add the files.

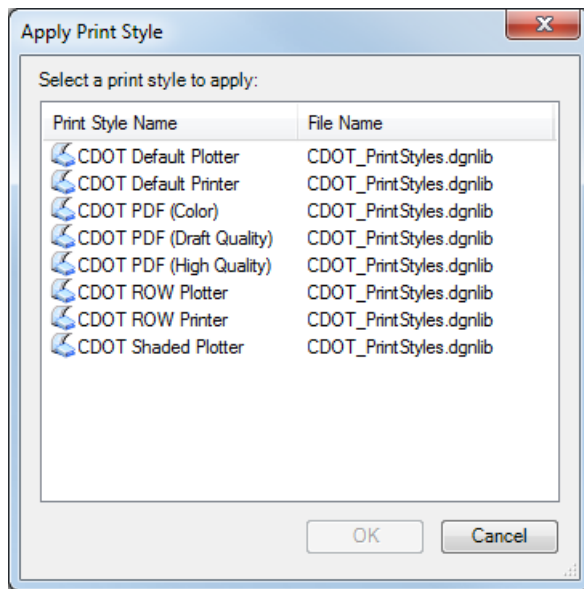


**Note:** You can hold down the **Ctrl** or **Shift** key to select multiple files.

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



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

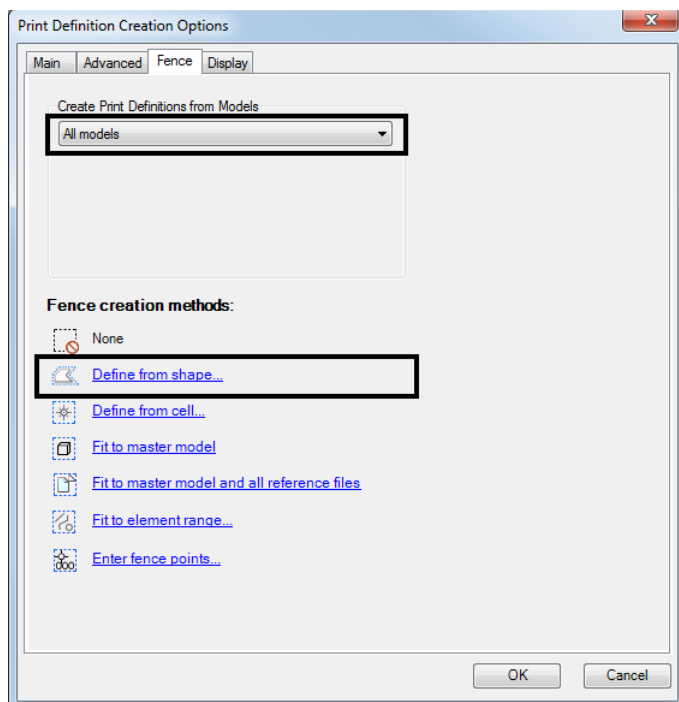


- After selecting the appropriate print style, <D> **OK** in the Apply Print Style dialog box.

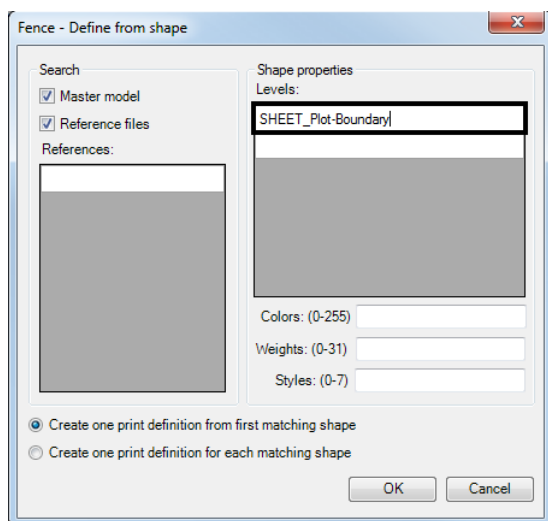
**Note:** Any additional files that are added in the future will take on the definitions of these first files unless you select otherwise.

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

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



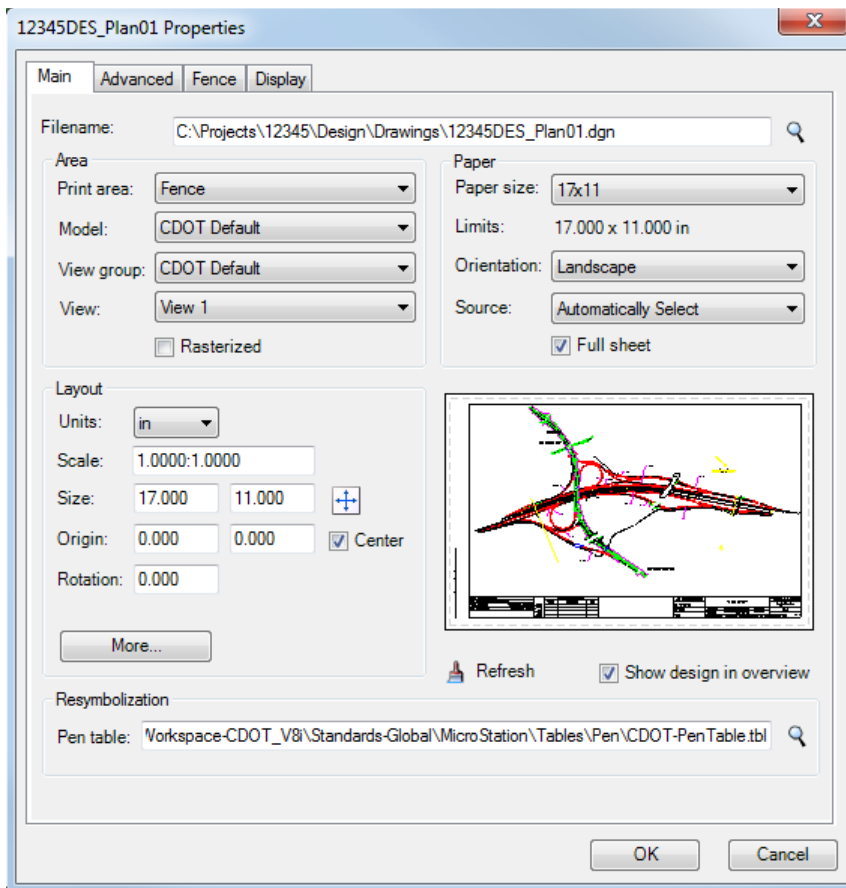
- Next select *Define from shape* and enter the shape properties. For example *SHEET\_Plot-Boundary*. <D> OK.



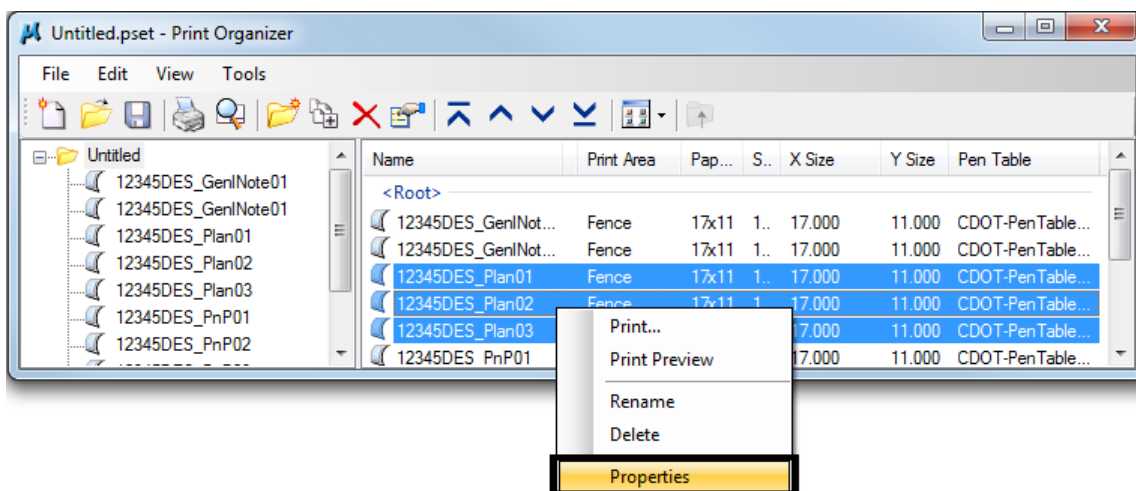
**Note:** When adding cross sections, toggle on *Create one definition for each matching shape*. This will create a separate file for each cross section in the model.

- <D> OK in the Print Definition Creation Option dialog box.
- <D> OK in the Create Print Definitions box. This will add the file(s) to your print organizer.

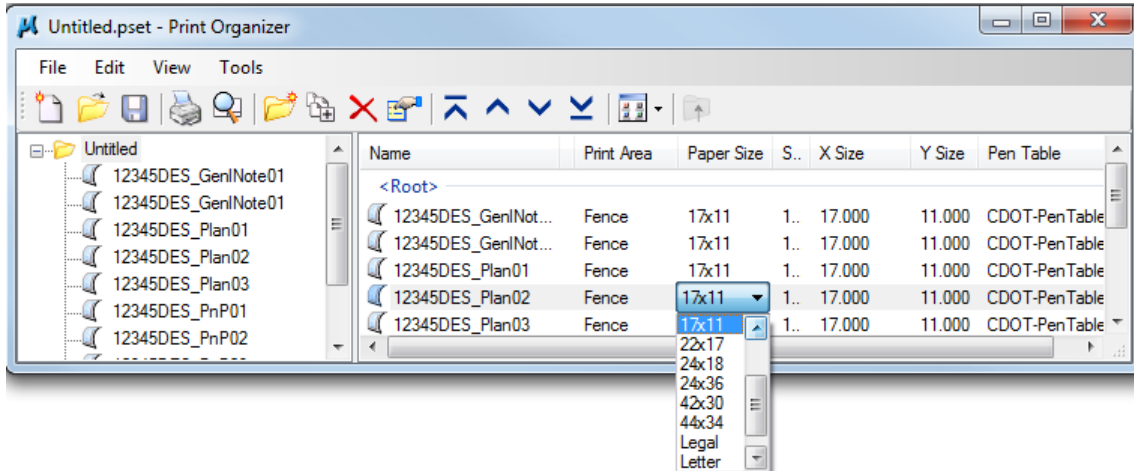
- To view the print style assignments or override them, double click on the file name. This will open the **Properties** dialog box for that file.



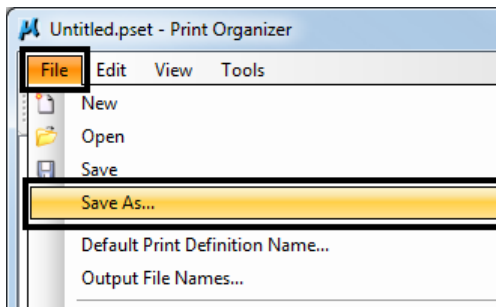
- Print definitions can be edited on more than one file at a time. If you select more than one file and then right click and select **Properties**, the **Modify Properties** dialog box becomes available.



- 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.

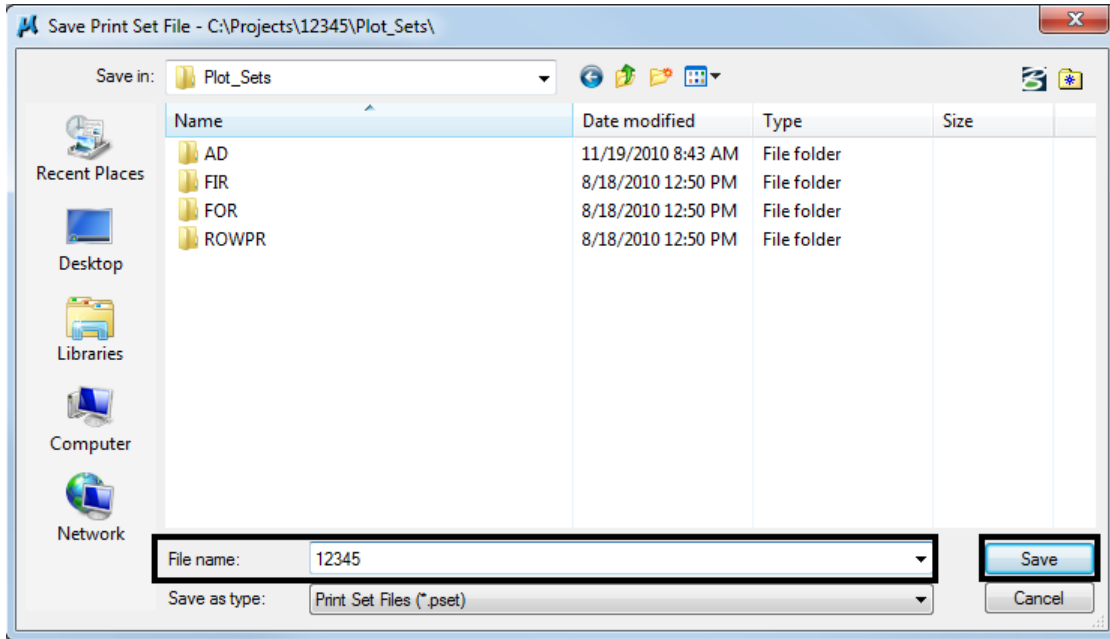


- Once all the settings have been assigned, select **File > Save As**.





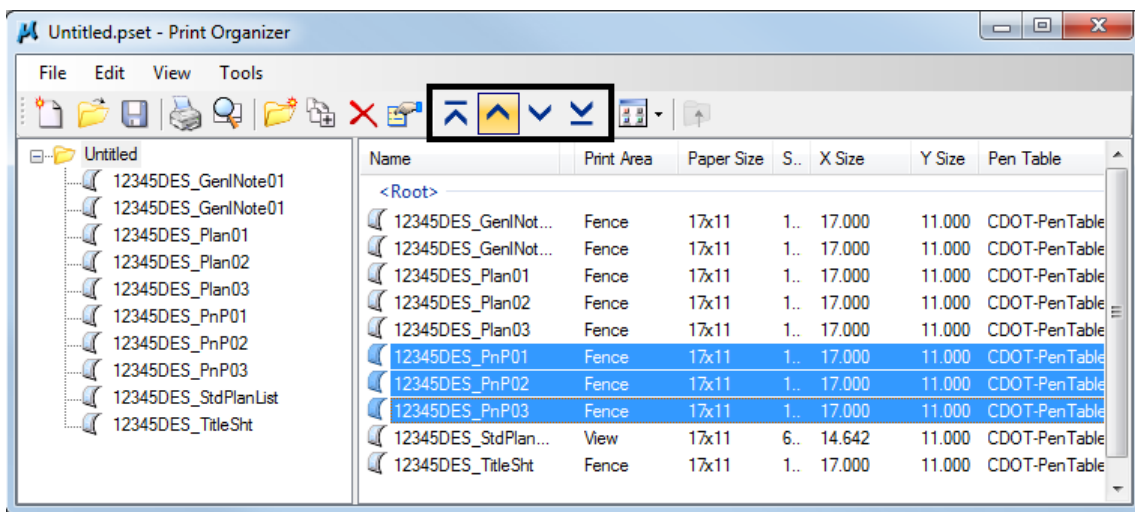
- Navigate to the appropriate project folder and assign a new name to the file. <D> **Save** when complete.



## Printing From Print Organizer

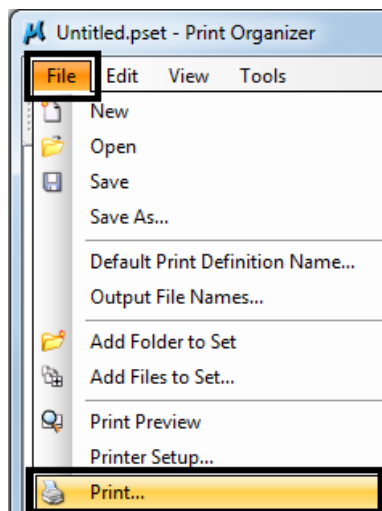
The files in the **Print Organizer** file will be printed in the order the sheets appear in the display. If they are displayed in the incorrect order this will have to be changed.

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

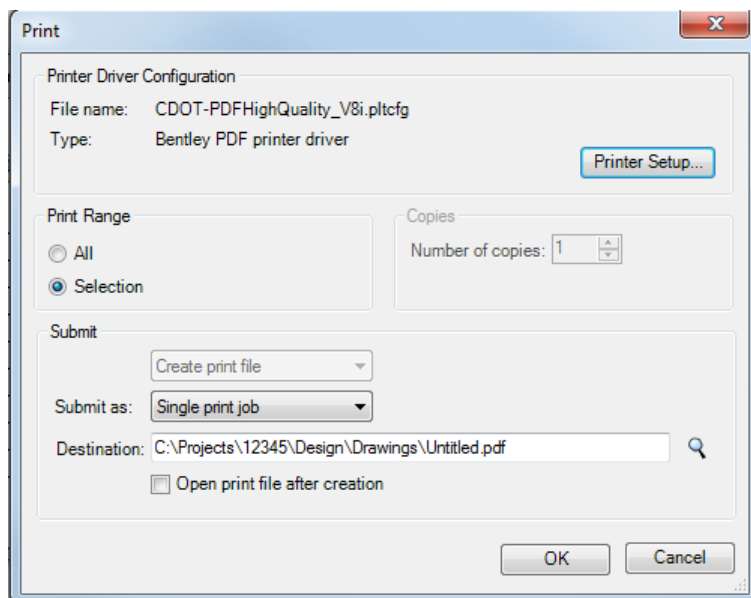


- Be sure to **save** the changes.

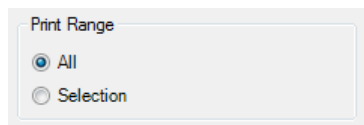
- Once all settings have been completed, select **File > Print** or **<D>** the printer icon to print the files.



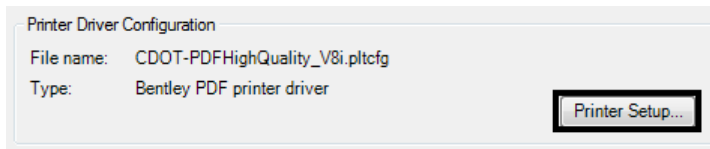
- The print dialog box will appear.



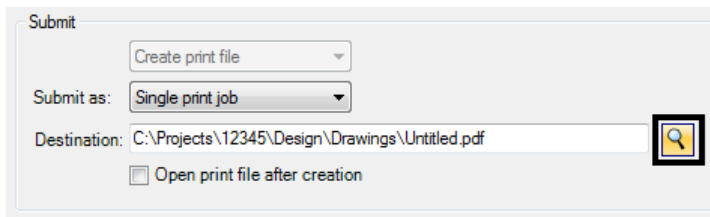
- The entire plot set can be printed or individual files. Select **All** or **Selection** for the print range.



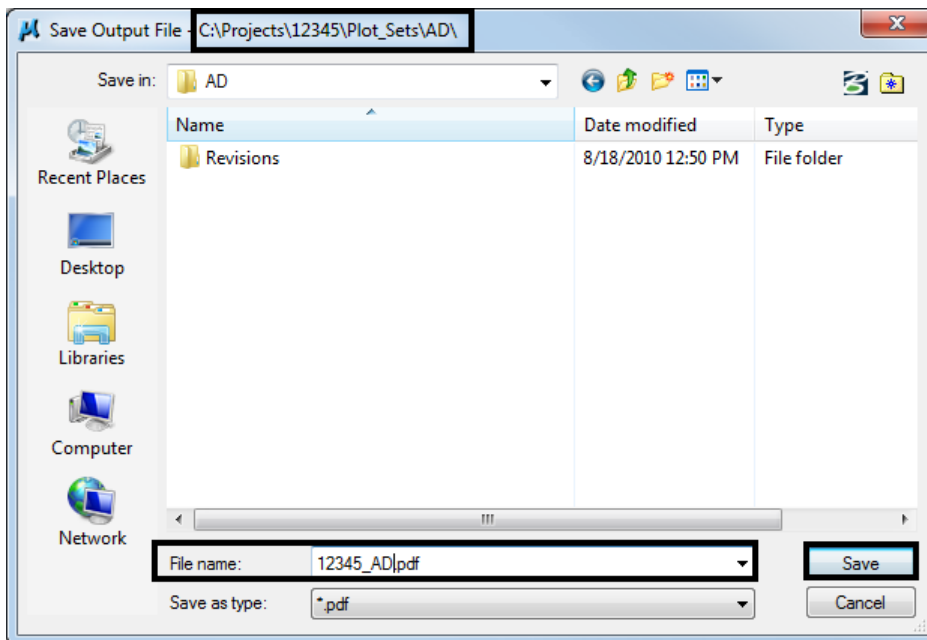
6. **Printer Driver** settings can be changed at this time if needed. Select the **Printer Setup** to select a different printer driver.



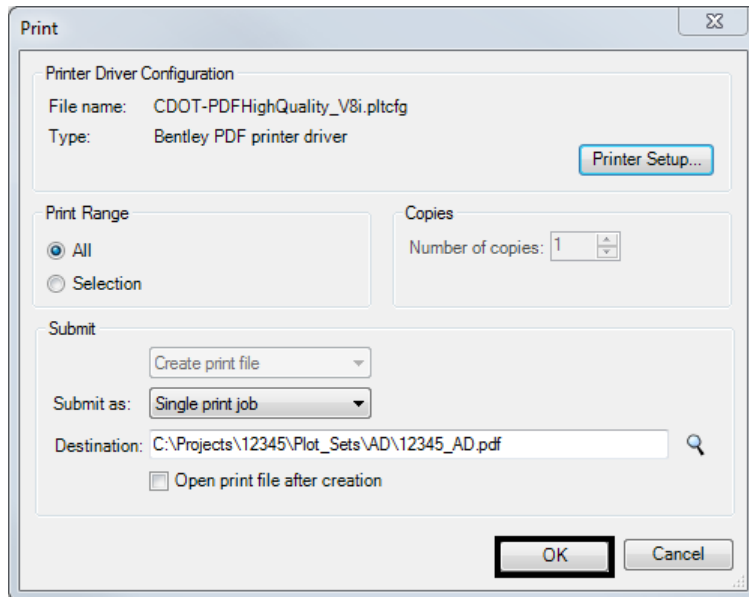
7. Finally, if you are creating an Adobe PDF file using a PDF driver, select the location where the file will be saved by <D> the **Browse** button



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

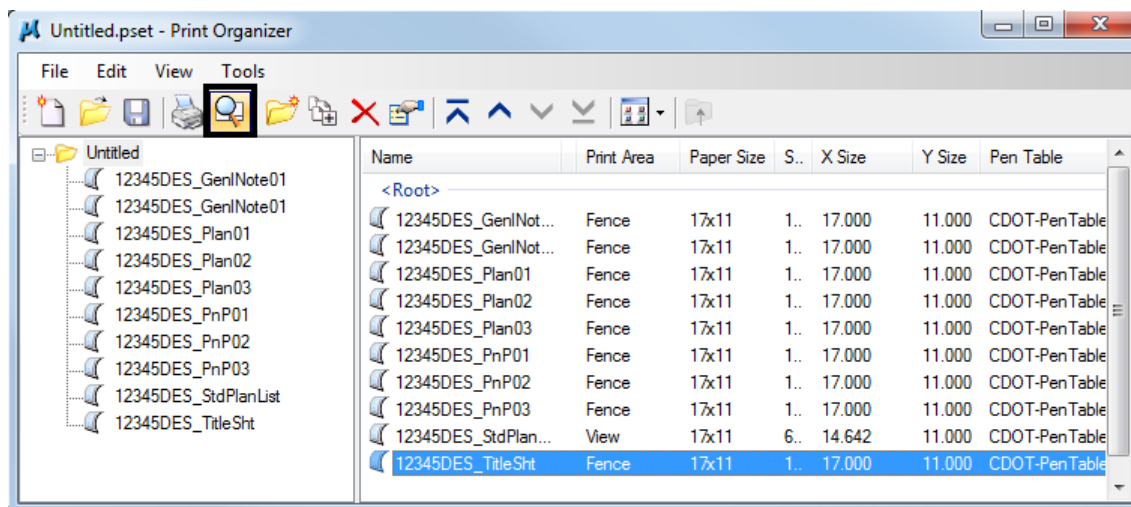


9. <D> **OK** to activate the **Print** command.



## Print Preview Files

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



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

Preview - 12345DES\_TitleSht (5/5)

12345DES\_TitleSht

<b>Design / H/S</b>	<b>DEPARTMENT OF TRANSPORTATION STATE OF COLORADO</b>	<b>Related Projects</b>
FINA PCDN WILL DEVELOP? <input type="checkbox"/> NO <input type="checkbox"/> YES	HIGHWAY CONSTRUCTION AND PLANS OF PROPOSED FEDERAL AID PROJECT NO. XXXXXXX STATE HIGHWAY NO. XXX XXXXXXX COUNTY CONSTRUCTION PROJECT CODE NO. XXXXX	P.L. LEAD PROJECT: XXXXXXXX PROJECT NUMBER: XXXXX
INITIAL HIGHWAY SYSTEM? <input type="checkbox"/> NO <input type="checkbox"/> YES		R.O.M. PROJECT: XXXXXXXX R.O.M. PROJECT NUMBER: XXXXXXXX

TABULATION OF LENGTH & DESIGN DATA			
STATION	SECTION	FEET	
		DESIGN	AS-BUILT
APPROACH TO BRIDGE			
STN. 10+00.00		100.00	100.00
BRIDGE 1000-000			
STN. 10+00.00 TO 10+000.00, R.P. 6.00		100.00	100.00
STN. 1+00.00 BRUSH STRUCTURE			100.00
STN. 10+00.00 END STRUCTURE		100.00	100.00
END 1000-000			
STN. 10+00.00 TO 10+000.00, R.P. 6.00		100.00	100.00
APPROACH TO BRIDGE			
STN. 10+00.00			
TOTAL		0	0
NUMBER OF PROJECT SECTIONS		100	100
TOTAL BRIDGE LENGTH		100	100

DESIGN DATA			
	S.H. 100	S.H. 100	
HIGHWAY WIDTH OF CURVE	100.00 FT	100.00 FT	
HIGHWAY GRADE	2.0%	2.0%	
HIGHWAY S & S. HORIZONTAL	100 FT	100 FT	
HIGHWAY S & S. VERTICAL	100 FT	100 FT	
HIGHWAY DESIGN SPEED	50 MPH	50 MPH	
MIN. DESIGN TRUCKS	SP = 10 HP = 100 WT = 100	SP = 10 HP = 100 WT = 100	
MIN. TRUCK S	10	10	
CLEAR ZONE DISTANCE (TARGET)	6.00 FT	6.00 FT	
CLEAR ZONE DISTANCE (MIN. WIDTH)	6.0 FT	6.0 FT	
CONSTRUCTION CLEAR ZONE (MIN. 14')	6 FT	6 FT	

SHEET REVISIONS		Contract Information		Project No./Code	
NO.	DATE	DESCRIPTION	BY	PROJECT NUMBER	PROJECT CODE

As Constructed		Contract Information		Project No./Code	
NO. REVISIONS	DATE	DESCRIPTION	BY	PROJECT NUMBER	PROJECT CODE

