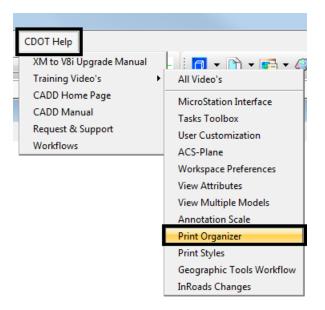
Workflow MP 3 - Print Organizer

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.

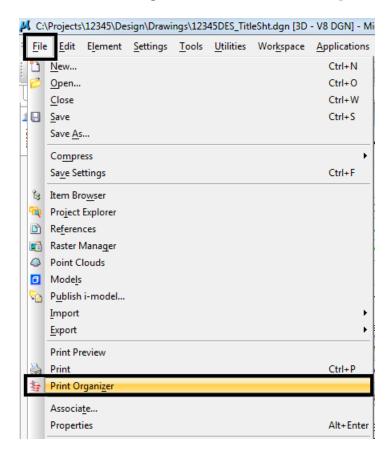
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For more information on using *Print Organizer* for Batch Printing, watch the training video "*Using Print Organizer for Batch Printing*". This can be accessed from within MicroStation by using the *CDOT Help* pull down menu and selecting **Print Organizer**.



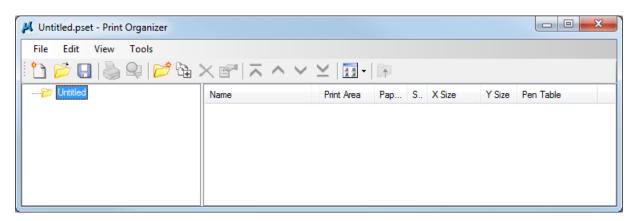
Basic Print Organizer Workflow

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*.

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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.

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

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	File name:	"12345DES_PnP03.dgn"	"12345D	ES_GenINote01.dgn" "	Done	
	Files of type:	CAD Files (*.dgn;*.dwg)			Cancel	
	•				Options	ר

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.

Create Print Definitions	×
Input files C:\Projects\12345\Design\Drawings\12345DES_GenlNote01.dgn C:\Projects\12345\Design\Drawings\12345DES_Plan01.dgn C:\Projects\12345\Design\Drawings\12345DES_Plan02.dgn C:\Projects\12345\Design\Drawings\12345DES_Plan03.dgn C:\Projects\12345\Design\Drawings\12345DES_PnP01.dgn C:\Projects\12345\Design\Drawings\12345DES_PnP02.dgn C:\Projects\12345\Design\Drawings\12345DES_PnP03.dgn C:\Projects\12345\Design\Drawings\12345DES_StdPlanList.dgn C:\Projects\12345\Design\Drawings\12345DES_TitleSht.dgn	Add Remove
Print definition creation options Print style name:	٩
Manually Specified Options OK	Cancel

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.

pply Print Style	X
Select a print style to apply:	
Print Style Name	File Name
CDOT Default Plotter CDOT Default Printer CDOT PDF (Color) CDOT PDF (Draft Quality) CDOT PDF (High Quality) CDOT ROW Plotter CDOT ROW Printer CDOT ROW Printer	CDOT_PrintStyles.dgnlib CDOT_PrintStyles.dgnlib CDOT_PrintStyles.dgnlib
	OK Cancel

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.

Print Definition Creation Options	3
Main Advanced Fence Display	
Create Print Definitions from Models	
All models	
Fence creation methods:	
None	
Define from shape	
Define from cell	
Eit to master model	
Eit to master model and all reference files	
Fit to element range	
Enter fence points	
OK Cancel	

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

Fence - Define from shape	×
Search Image: Search Image: Master model Image: Search files References:	Shape properties Levels: SHEET_Plot-Boundary Colors: (0-255) Weights: (0-31) Styles: (0-7)
 Create one print definition from fi Create one print definition for each 	

- **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.

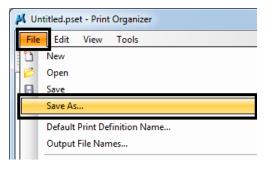
Main Advanced Fence Display Filename: C:\Projects\12345\Design\Drawing	s\12345DES_Plan01.dgn
Area	Paper
Print area: Fence 💌	Paper size: 17x11
Model: CDOT Default	Limits: 17.000 x 11.000 in
View group: CDOT Default	Orientation: Landscape 🔹
View: View 1	Source: Automatically Select
Rasterized	✓ Full sheet
Scale: 1.0000:1.0000 Size: 17.000 Origin: 0.000 Ø.000 Ø.000 More Resymbolization Resymbolization	Refresh
Pen table: Vorkspace-CDOT_V8\\Standards-Global	VMicro Station \Tables \Pen \CDOT-Pen Table tbl Q

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.

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		Properti	es					

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.



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

Printing From Print Organizer

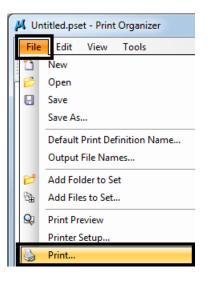
The files in the *Print Organizer* file will be printed in the order the sheets appear in the display. If they are displayed in the incorrect order this will have to be changed.

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

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	(12345DES_TitleSht	Fence	17x11	1	17.000	11.000	CDOT-PenTable

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.

Print	×
	Configuration CDOT-PDFHighQuality_V8i.pltcfg Bentley PDF printer driver Printer Setup
Print Range All Selection Submit	Copies Number of copies: 1
Submit as: Destination:	Create print file Single print job C:\Projects\12345\Design\Drawings\Untitled.pdf Open print file after creation
	OK Cancel

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.

Printer Driver	Configuration	
File name:	CDOT-PDFHighQuality_V8i.pltcfg	
Type:	Bentley PDF printer driver	Printer Setup

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

Submit	
	Create print file 👻
Submit as:	Single print job
Destination:	C:\Projects\12345\Design\Drawings\Untitled.pdf
	Open print file after creation

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

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Desktop					
Libraries					
Computer					
Network	•				+
	File name:	12345_ADlpdf		•	Save
	Save as type:	*.pdf		•	Cancel

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

Print	X
	Configuration CDOT-PDFHighQuality_V8i.pltcfg Bentley PDF printer driver Printer Setup
Print Range All Selection Submit	Copies Number of copies: 1
Submit as: Destination:	Create print file Single print job C:\Projects\12345\Plot_Sets\AD\12345_AD.pdf Open print file after creation
	OK Cancel

Print Preview Files

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

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

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STD. X-W.XX SEATH STRUCTURE NO. X-XXXX	100.30	×.	× 7.84 × 0.07 × 1.07	ALATION SAESTS
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HINDAH S.S.D. VETICAL	XXX FT. XXX FT.			
HAXTHEM DESEGN SPEED	XX HPH XX HPH			
DOWN DESTON TRAFFIC	DH/ = 30 DH/ = 300 2017 = 3000 2017 = 3080			
DH/ TRUCK &	3/4 3/4			
OLEAR ZONE DISTANCE (TRISENT)	X XX FT. X.W FT.	PPOJECT LOCATION MAP		
CLEAR ZONE DISTANCE (OK MIN. RADIUS)	X.X.FT. XX.FT.			
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