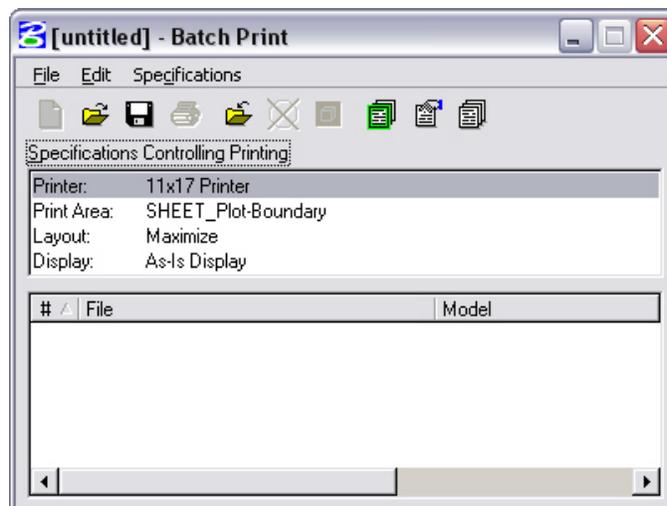# CDOT Batch Printing

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 called back for future printing. It can also be used for plotting to PDF.

1. Select **Batch Print** in MicroStation from the file pull down menu.
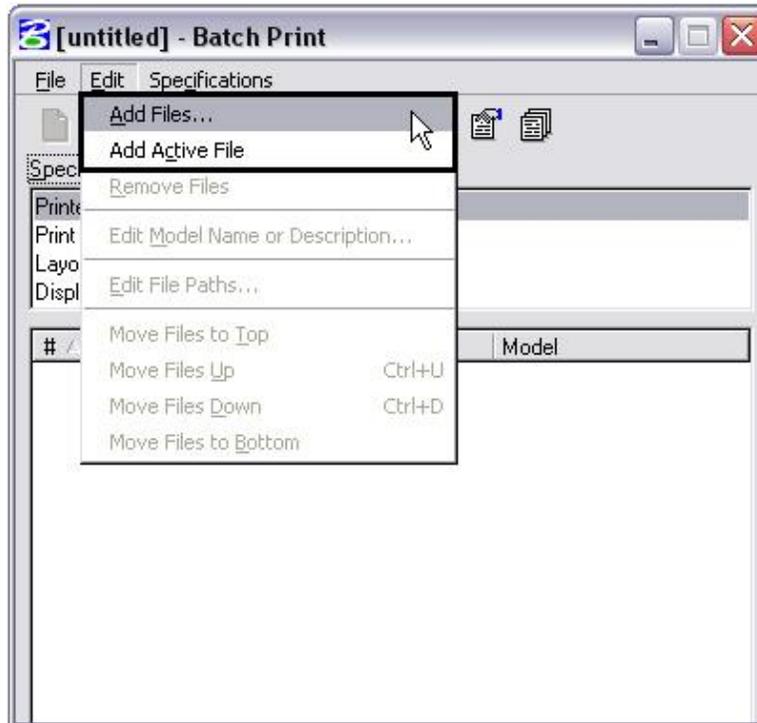

Note: You can be in any MicroStation file when you run the Batch Print process.

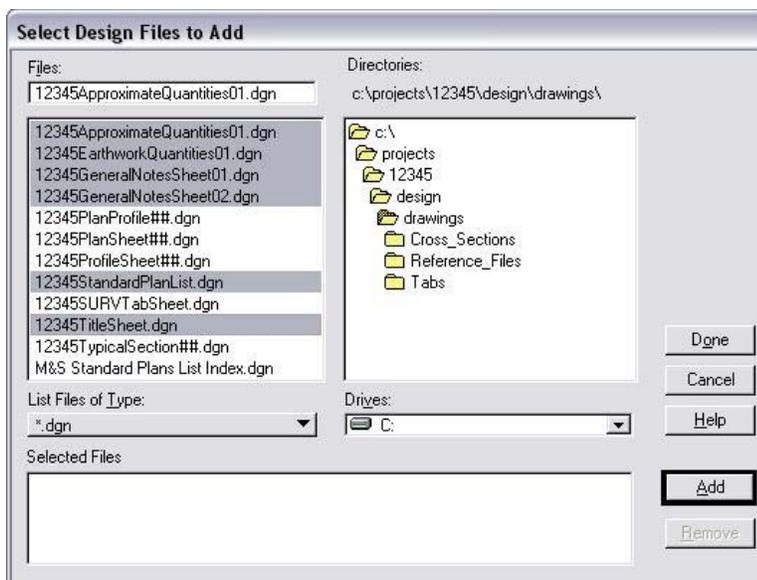The following default dialog box will display.

2. To add files to the batch process, select **Edit > Add Files** and/or **Edit > Add Active File**.

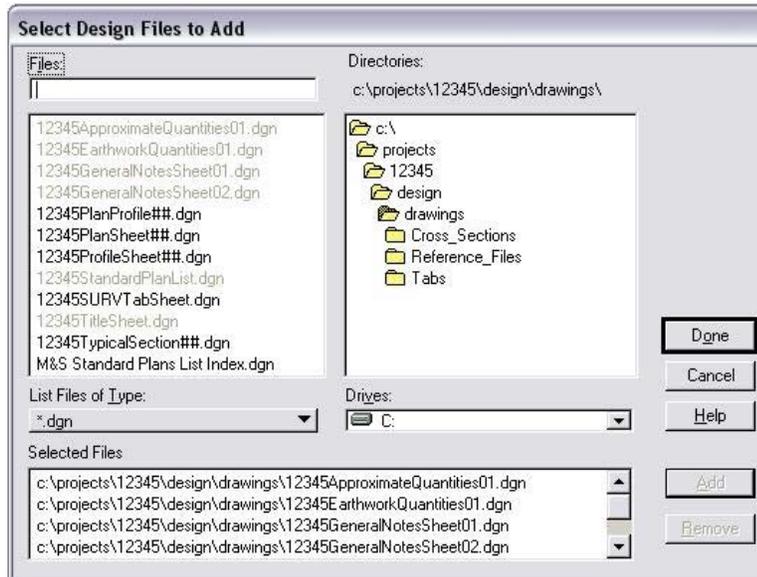**Note: Add Active File** adds the design file that is open in MicroStation.

Otherwise, select **Add Files** and navigate to your project directory. Select the files you are adding to the batch process. Select **Add**.
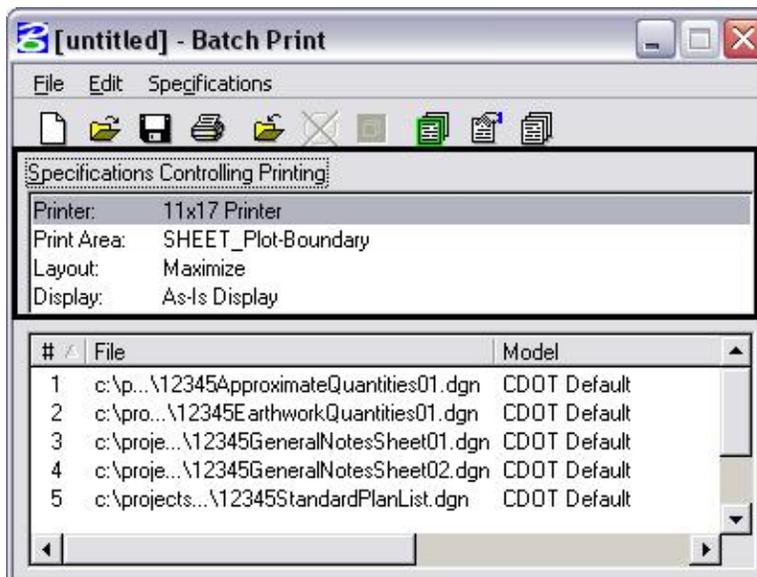

Note: You can hold down the *Ctrl* or *Shift* key to select multiple files.

After you add the files, select **Done**.

3. The batch process default settings include sending the selected files to a printer, defining the **Print Area** to **SHEET_Plot-Boundary**, setting the print scale to **Maximize**, and setting the pen table for printing in black and white.

4. If the default specifications settings need to be changed, select **Specifications > Manage.** Another option is to <RIGHT CLICK> in the **Specifications Controlling Printing** window to access the **Specifications** menu. Otherwise, proceed to step 6 on page 10.
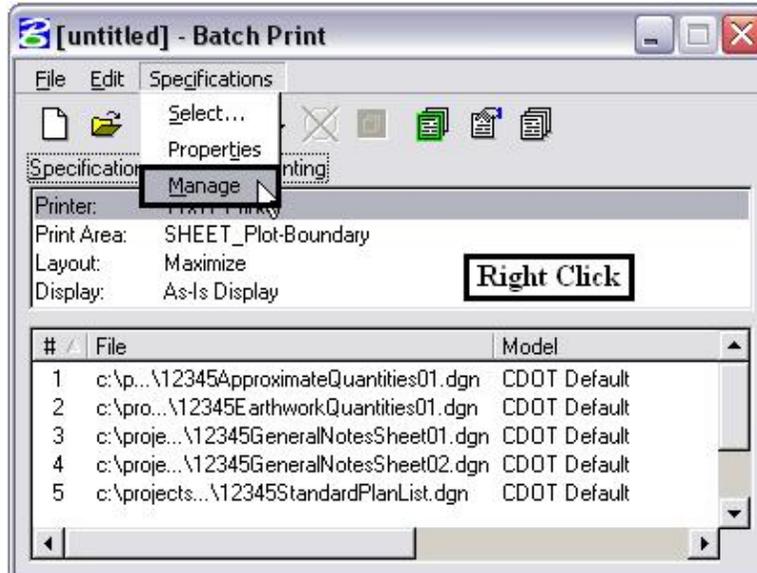
You can select specifications for the Printer, Print Area, Layout, and Display as shown in the Batch Print Specification Manager below.

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 select the properties button.


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 step 7 for printing to a PDF file. 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.
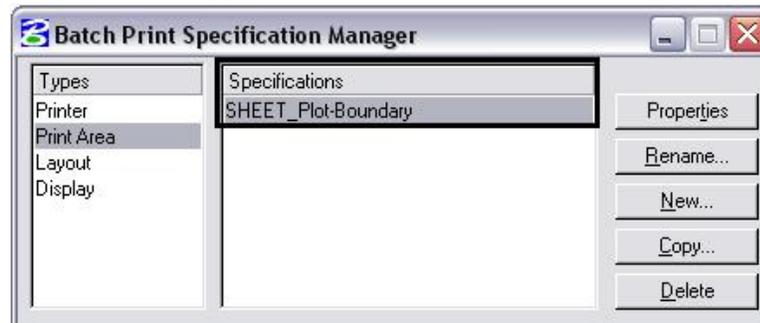

To review these settings further, select **Properties**.
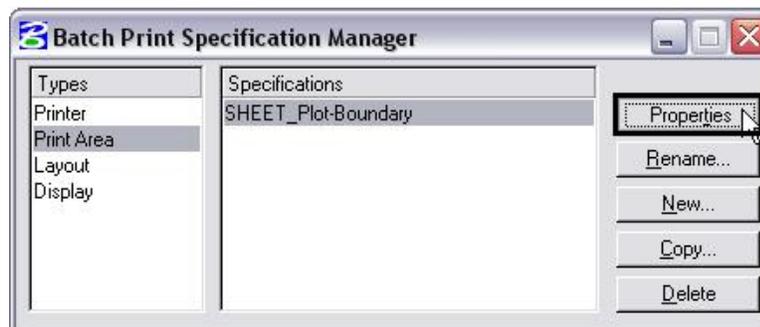
After you have selected **Properties**, you notice both the Master File and References checked *ON* under **Search Files**. If the level *SHEET_Plot-Boundary* is not found in the *Master File* as a cell, it will search for the level in the Reference files associated with the sheet file. This level defines the outer boundary of the CDOT standard sheet border.
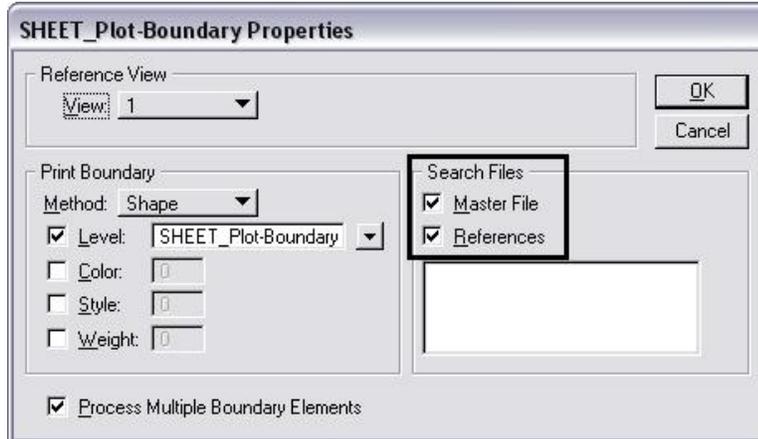

As an option, you can narrow the search by adding the name of the Reference file containing the border under *Search Files*. However, this step is not necessary.
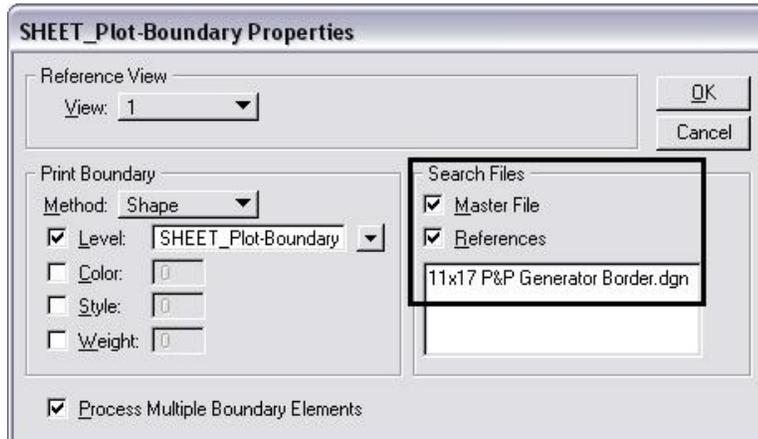
If you have problems with batch printing a sheet file containing multiple sheet borders, such as cross sections, check the properties of the print area specification and verify the toggle **Process Multiple Boundary Elements** is checked on. Select the **OK** button when finished.
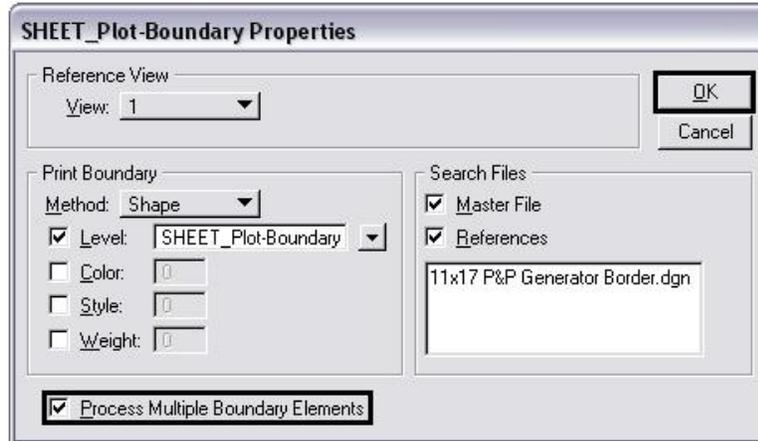
Layout specifies the scale of the plot. If a file contains more than one sheet with multiple scales, select Maximum.
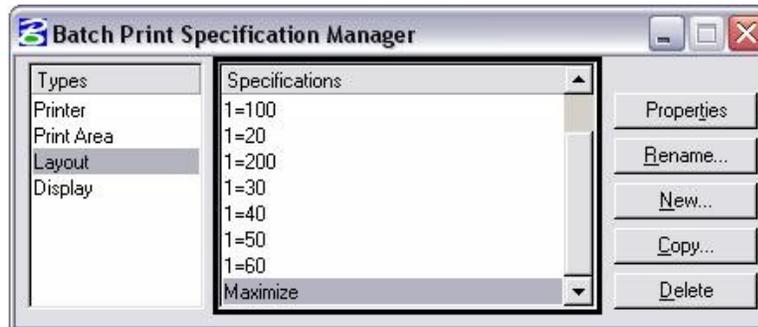
Display is the last setting in the Batch Print Specification Manager. The As-Is Display Specification sets up the way various elements print. Select Properties to review the **Print Attributes** display settings.
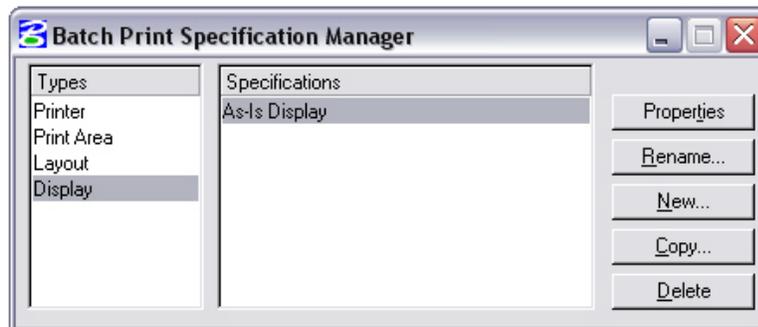
The batch process defaults to As-Is. This setting will read the MicroStation *View Attributes* setting for each design file. The Pen Table defaults to ***CDOT-PenTable.tbl***. This table is for black and white printing. If you would like to use a different pen table, click the **Browse** button and select the desired table from the list. The file path defaults to C:\Program Files\Workspace-CDOT\Standards-Global\MicroStation\Tables\Pen. Select **OK** when finished.
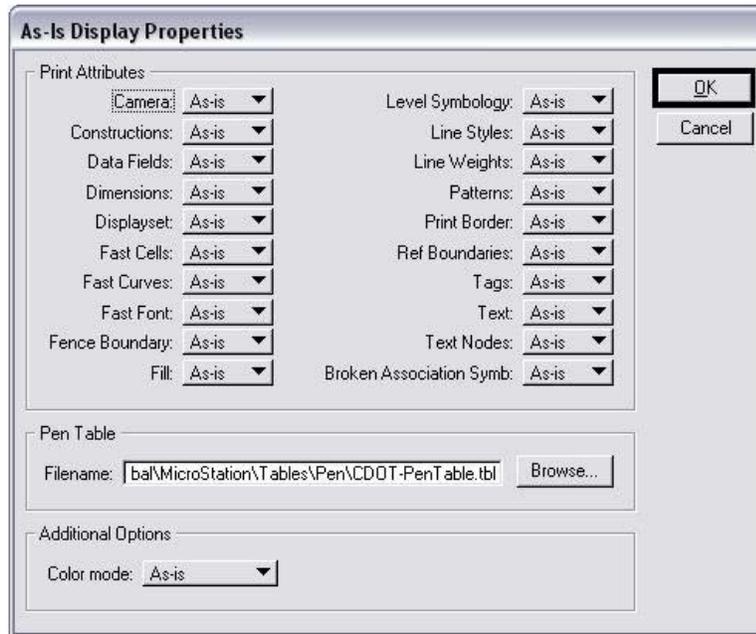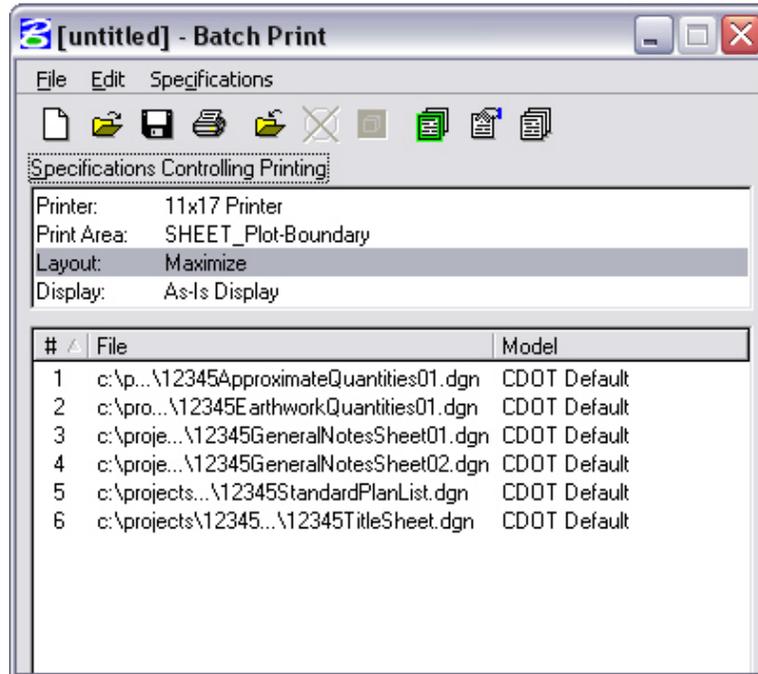
Once you have the Batch Print Specification Manager setup, select **X** to close out of this dialog box.
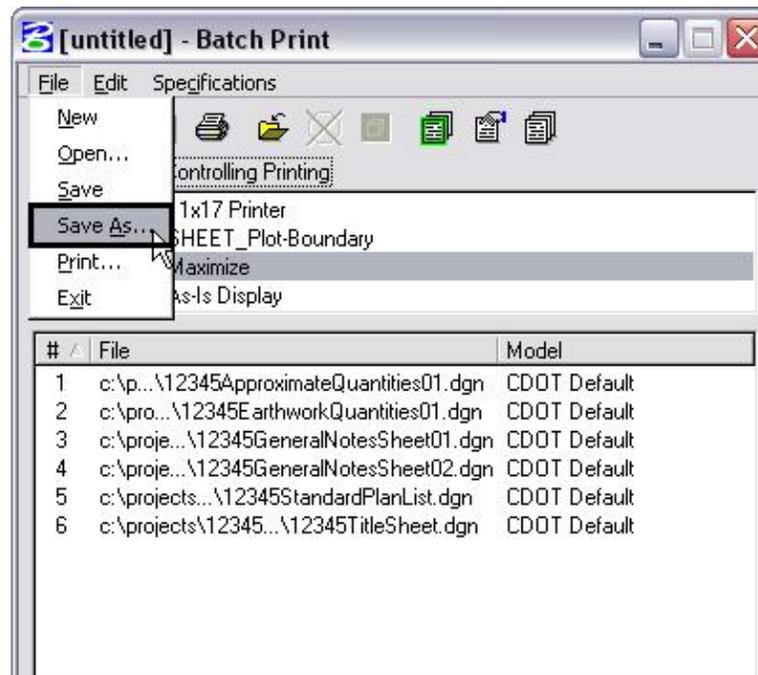
Any changes made in the Batch Print Specification Manager will be shown in the main Batch Print dialog box.

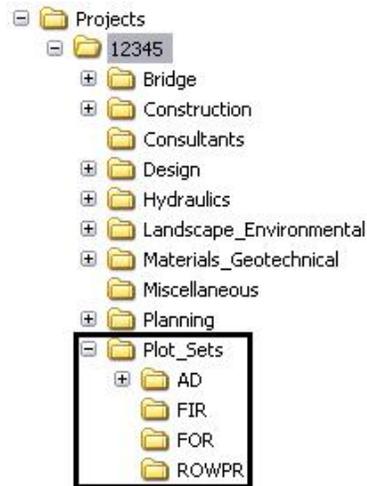5. These settings can be saved for future use on the project. The file is saved with a *.job extention. Select **File>Save As…**
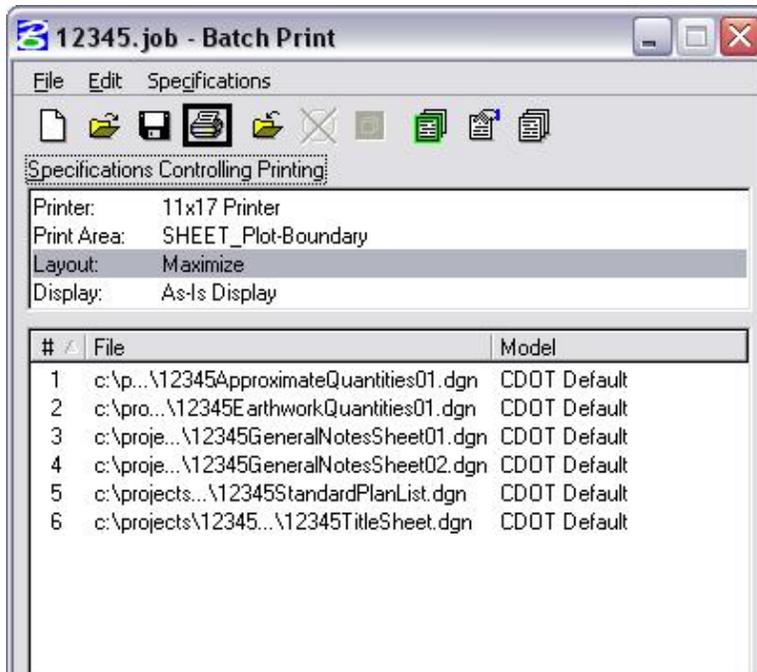
The job file should be saved to the project in the appropriate folder under the Plot_Sets folder seen below.

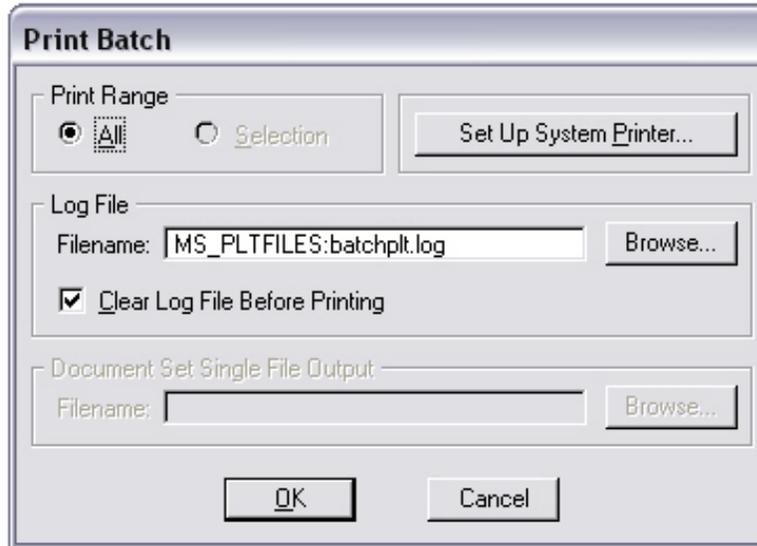The name of the file saved will display in the dialog box title.

6. Select the **Print** icon to open the **Print Batch** dialog box.

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). 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 only the highlighted files will be sent to the printer.
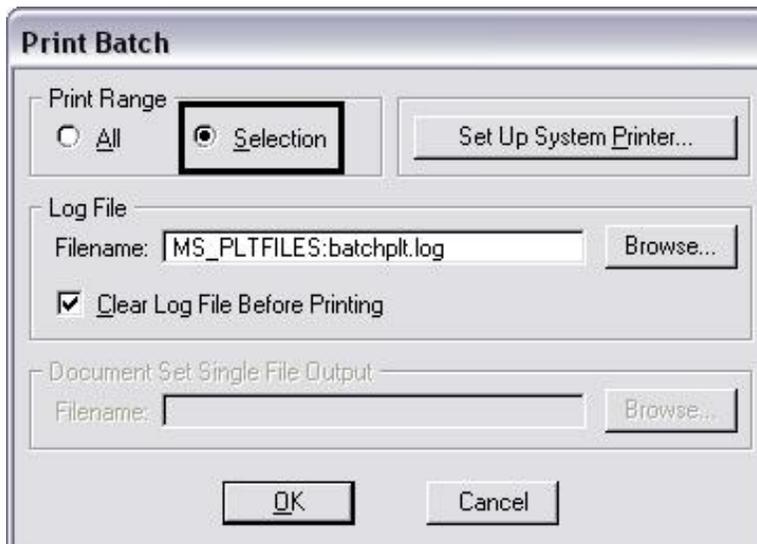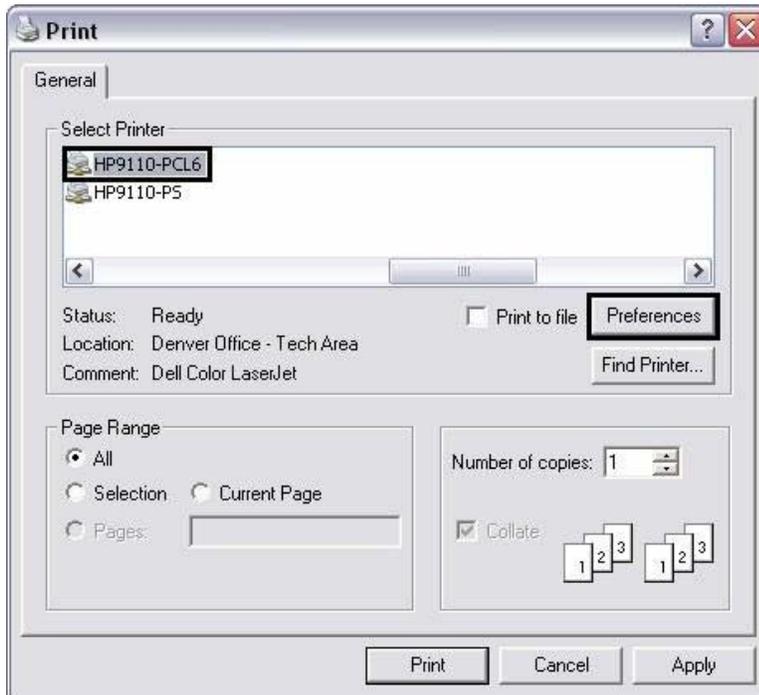

Note: Multiple files can be selected by holding down the Shift key or the Ctrl key at the Batch Print dialog box.

Next, select **Set Up System Printer.**

Then, select the printer you will be using and select **Preferences**.

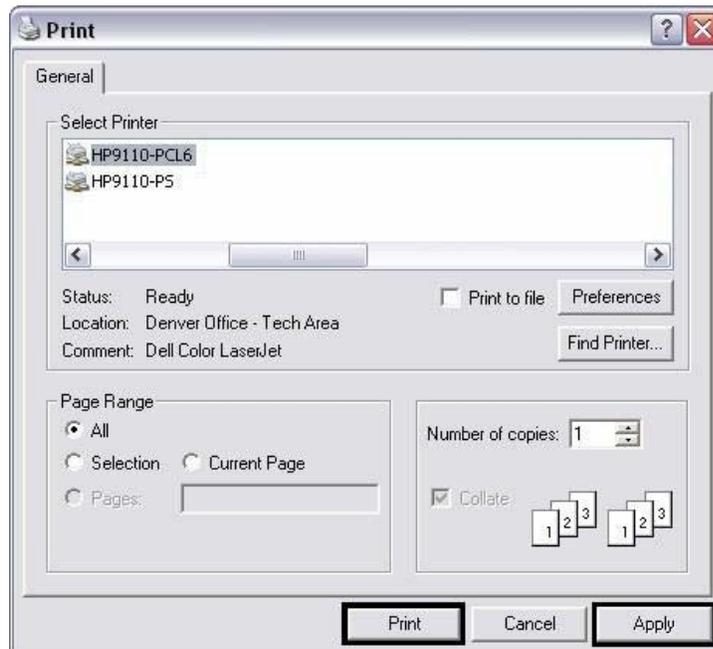**Note:** Your default Printer will be selected automatically.

Look for the setting that specifies the paper size for the printer you selected. Select the option for 11"x 17" or Tabloid paper size. Select **OK** when you have this set.

After you return to the Print dialog box, select **Apply** first and then the **Print** button.
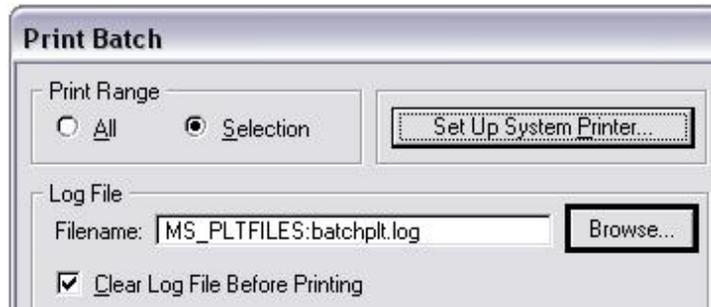
Note: If you do not change the Printer Preferences, the apply button will not be active so you will only need to select **Print**.
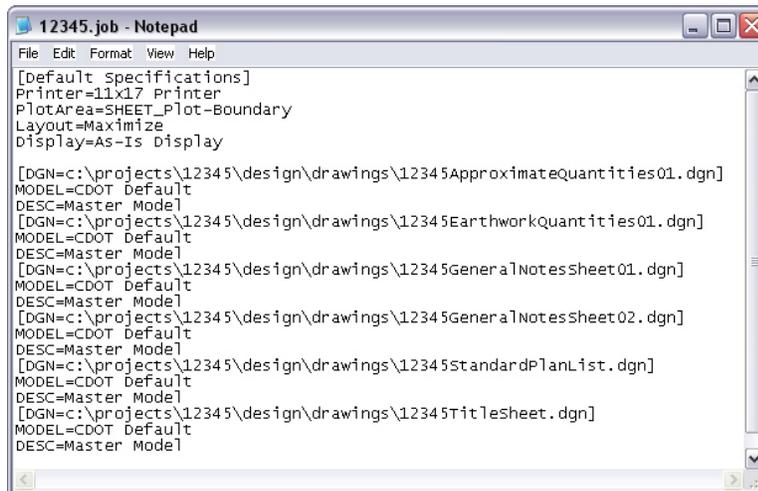
Caution: The **Print** button does not send the batch print to the printer. Instead, the Print Batch dialog box becomes active.

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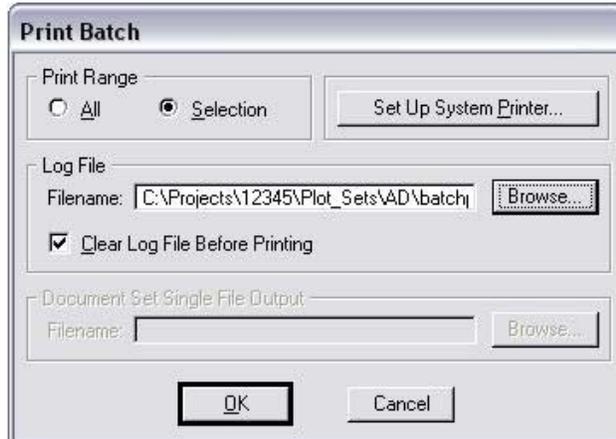

Here is a sample log file generated from the batch print process. This verifies all the settings and if any of the prints failed.
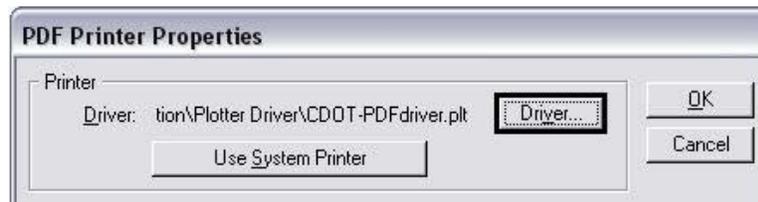
Select **OK** to send the files to the printer.

Print Batch

Print Range

○ All ● Selection   Set Up System Printer...

Log File

Filename: C:\Projects\12345\Plot_Sets\AD\batch   Browse...

☑ Clear Log File Before Printing

Document Set Single File Output

Filename: Browse...

OK   Cancel

7. **Creating PDF documents.**

From the Batch Print Specifications Manager, select PDF Printer and select **Properties**.

Batch Print Specification Manager
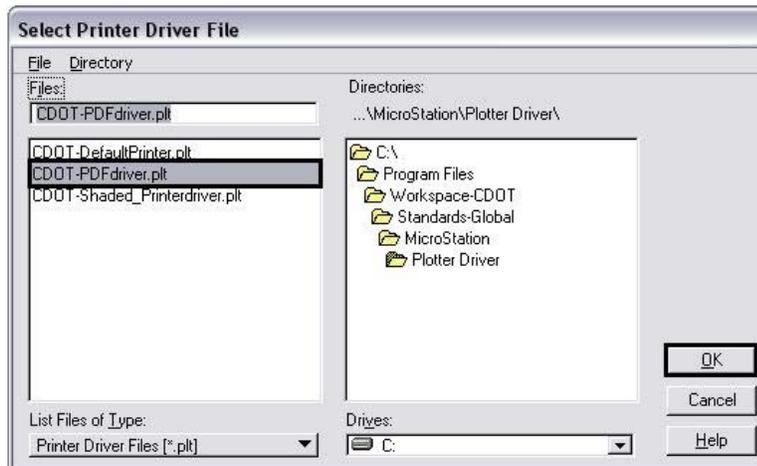
Types	Specifications
Printer	11x17 Printer
Print Area	8.5x11 Printer
Layout	PDF Printer
Display	

Properties
Rename...
New...
Copy...
Delete

The following dialog box will appear. Select **Driver**.

PDF Printer Properties

Printer

Driver: tion\Plotter Driver\CDOT-PDFdriver.plt   Driver...   OK

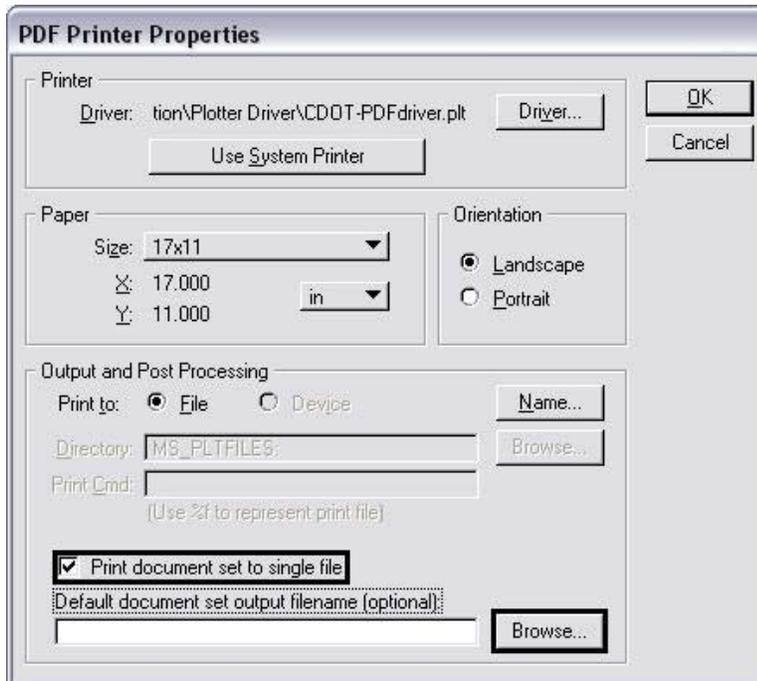Use System Printer   Cancel

Select **CDOT-PDFdriver.plt** under **Files** and select **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** and select **Browse**.

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 55555/Plot_Sets folder as seen below. Key in the appropriate file name and select **OK**.
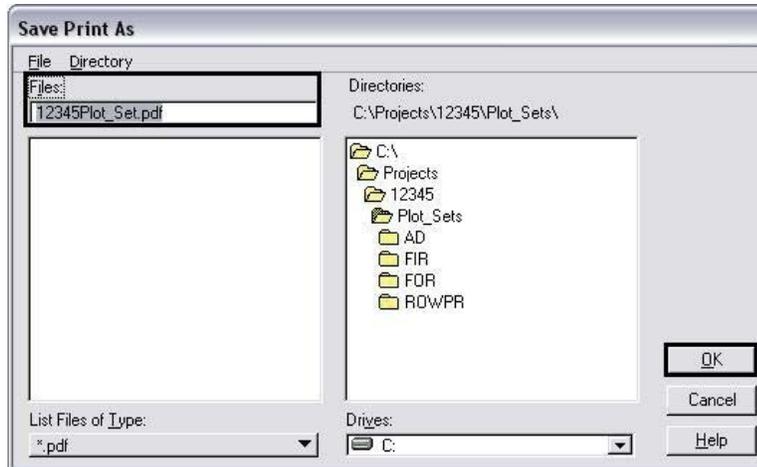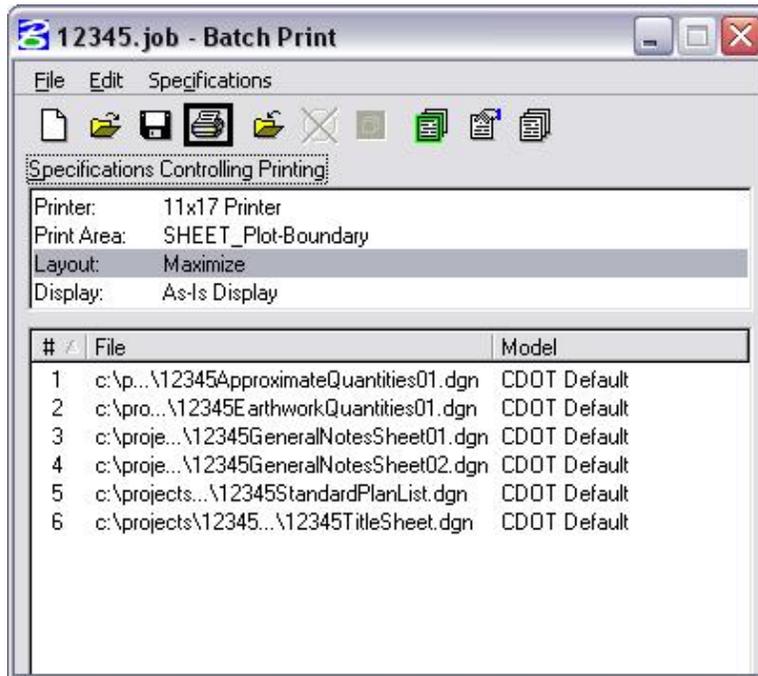

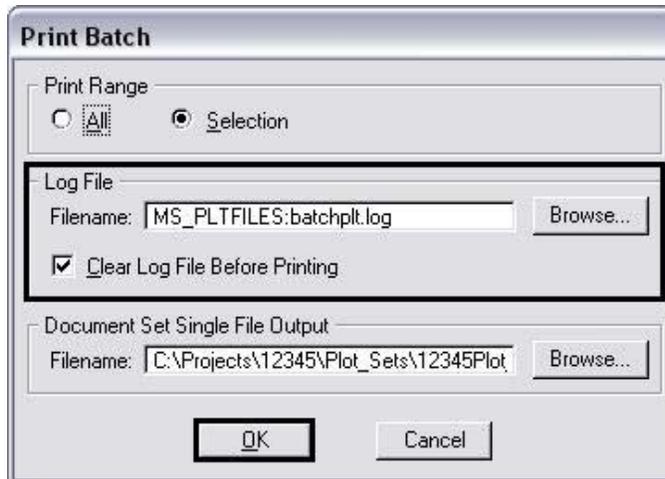The file name and path will display in the **PDF Printer Properties** dialog box. Select **OK**.
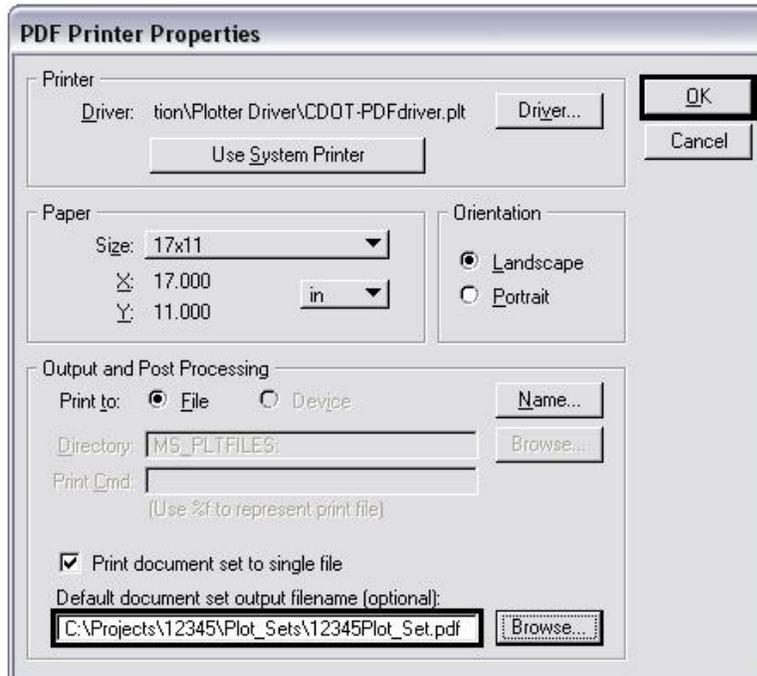
8. Select the **Print** icon to open the **Print Batch** dialog box.

Set the Log File location and select **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. This 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.

9. To set the directory path for multiple PDF files, open the PDF Printer Properties dialog box (see step 7 above). In the **Output and Post Processing** area, select **Browse** and set the desired directory path.