Creating PDF's with MicroStation Print Organizer (CADD Files)
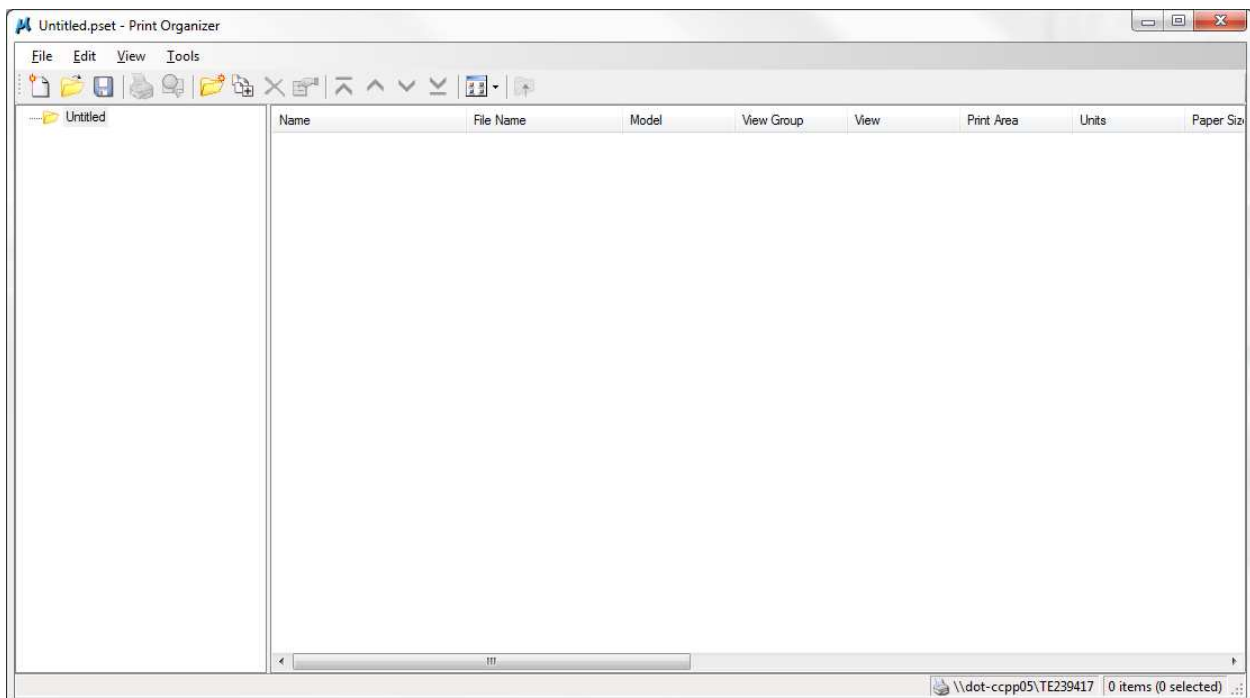
Using the Traffic Control Workspace

NOTE: IMPORTANT – You must use the current sheet cells. If the outside sheet fence border is the color red than replace the cells;

Print Organizer is a batch print utility that focuses on printing multiple files, models, and Project Explorer links versus just printing the active DGN file.
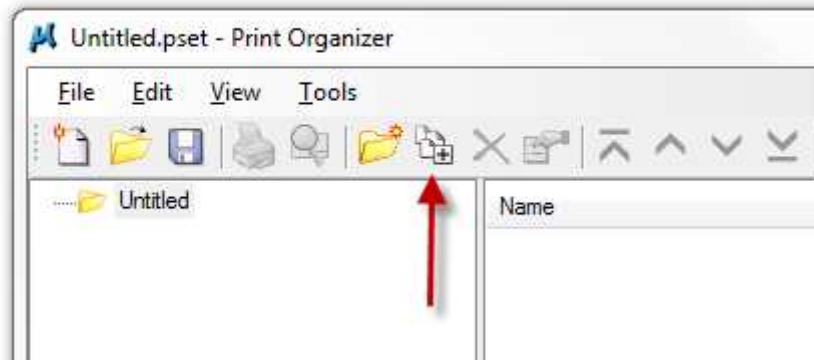
Print Organizer stores project deliverables in a print set file with a .pset extension. These project deliverables are represented as a set of organized print definitions. Each print definition consists of a reference to a DGN file to be published, like a sheet model in a DGN file, along with properties, such as size, scale, and form name that determine how the DGN file will be published within the print set.
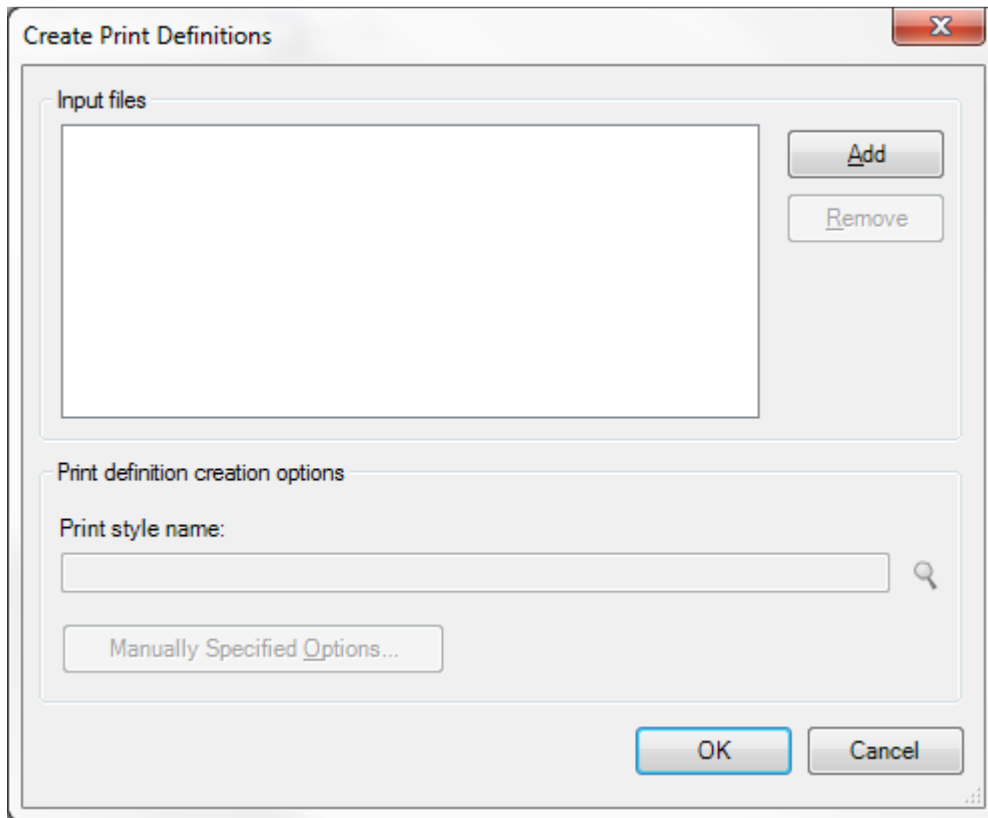
Let's get started shall we?

1) First connect to the appropriate location of your project files.

2) While in MicroStation invoke the Print Organizer by simply selecting **File>Print Organizer** from the top menu. (This can also, be found on the TCP Toolbox)
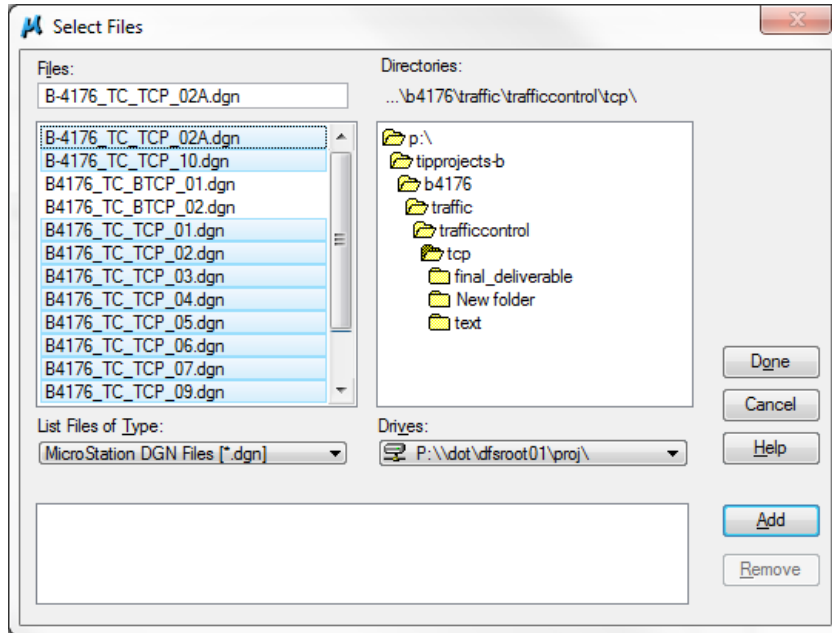
Once opened go ahead and select **File>Add Files to Set** or simply hit the appropriate button as shown below along the top ribbon.

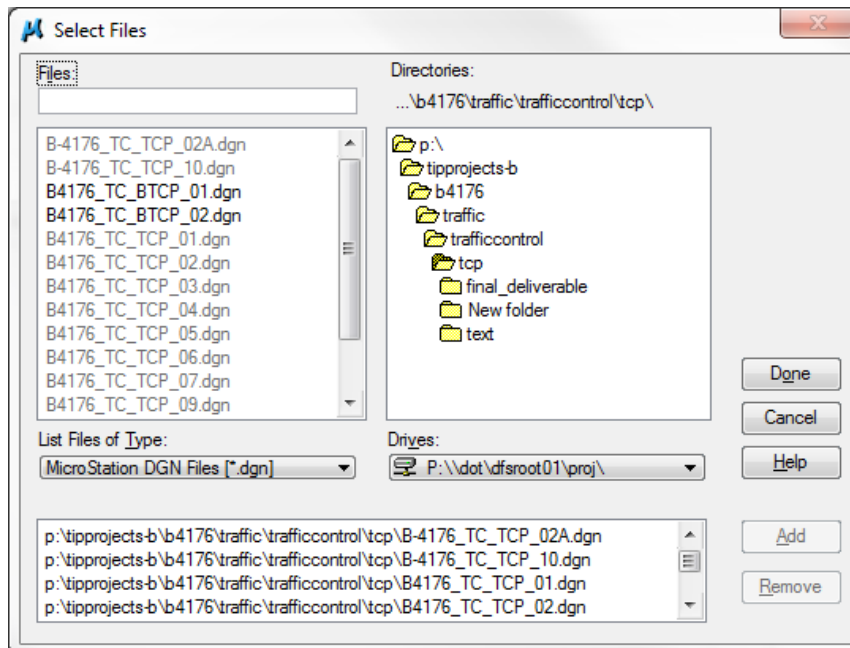The image below displays the resultant dialog box:

Once hitting the **Add** button the Select Files dialog box will appear already pointing to the default directory from whence you came when you started the program. (See Below) **NICE!**
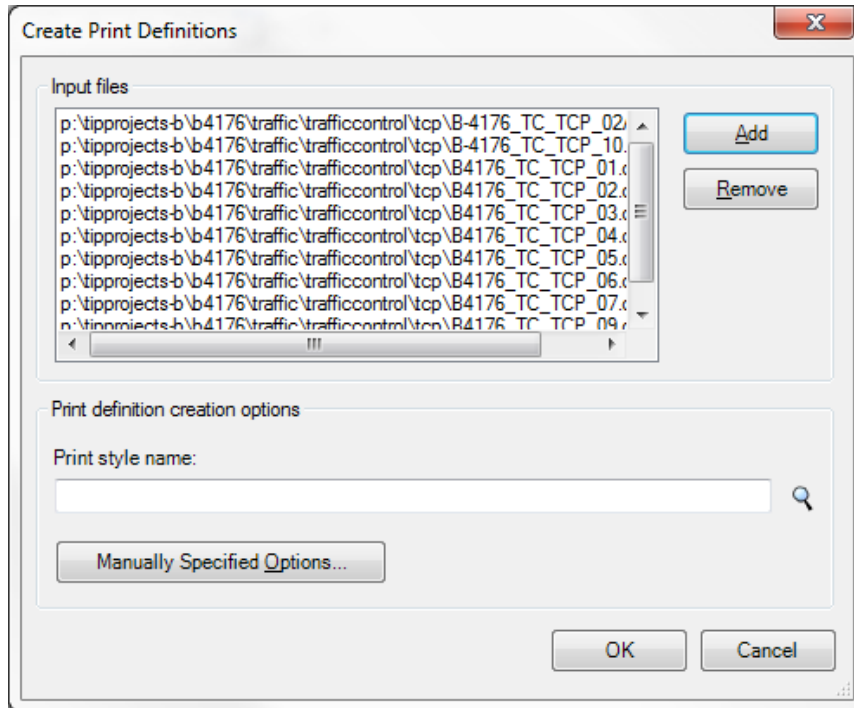

From here you simply select all the design files making up your set of plans. (Don't worry you can add others later)

Notice how the Add button is highlighted once you select a file or group of files? Go ahead and Hit this button once you are through with your selection. (See Below)

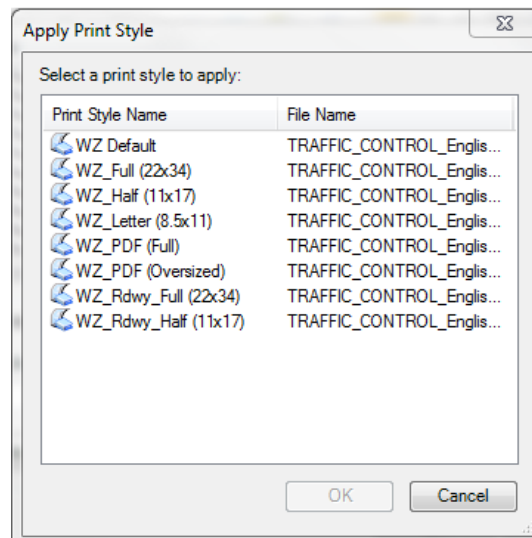Once you are satisfied with your selection (NOTE you can add or remove files) go ahead and hit **Done**.

The result will be reflected in the original Create Print Definition Dialog Box (See Below)
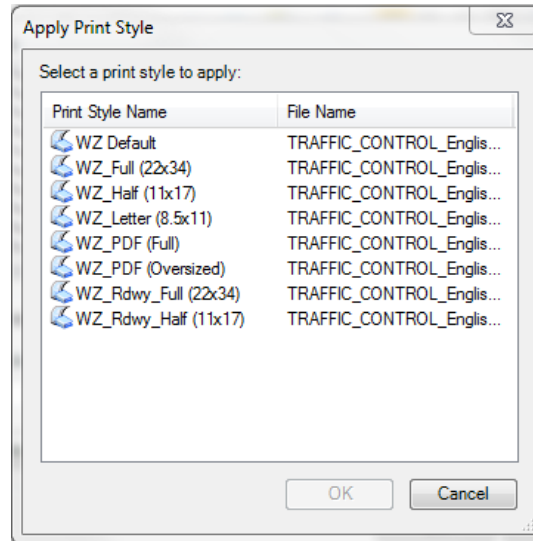

The following is an **IMPORTANT STEP** that you must do prior to proceeding:

Once your Input files are staged within this dialog box you must select a **print style definition** that you wish applied to the files. Do this by hitting the magnifying glass found on the dialog box.

Once done you will notice the following dialog box (NOTE: These Print Style Names were specifically setup for WZTC's use) (see listing at the end of your handout)
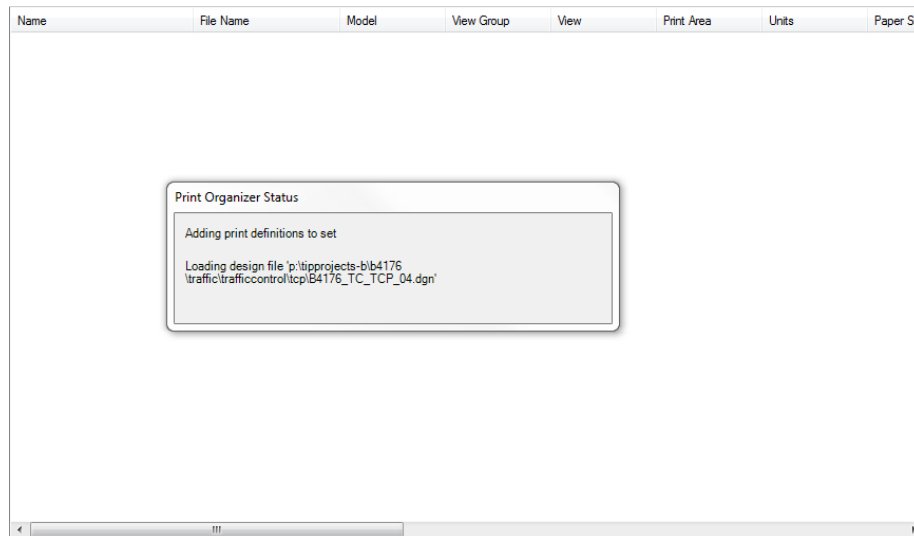
Let's pick WZ_PDF (Full)

Once selected **Hit OK** in both this and the subsequent dialog box.

The application will visit each and every design file indicated applying the print style as it goes along.
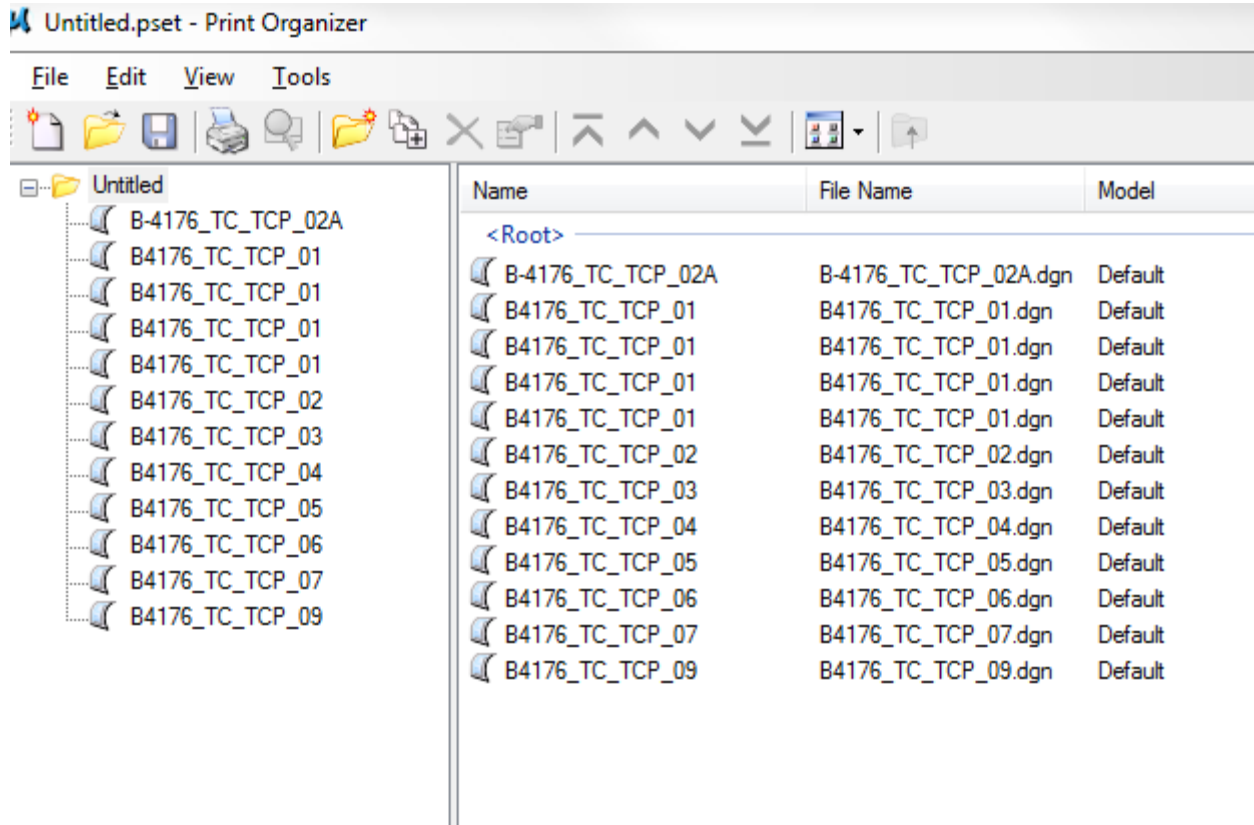

The final product will contain a listing of all files with the proper print/plot parameters.

The end user should now quickly review the parameters of each file listed to insure the proper results will be had once submitting for printing.

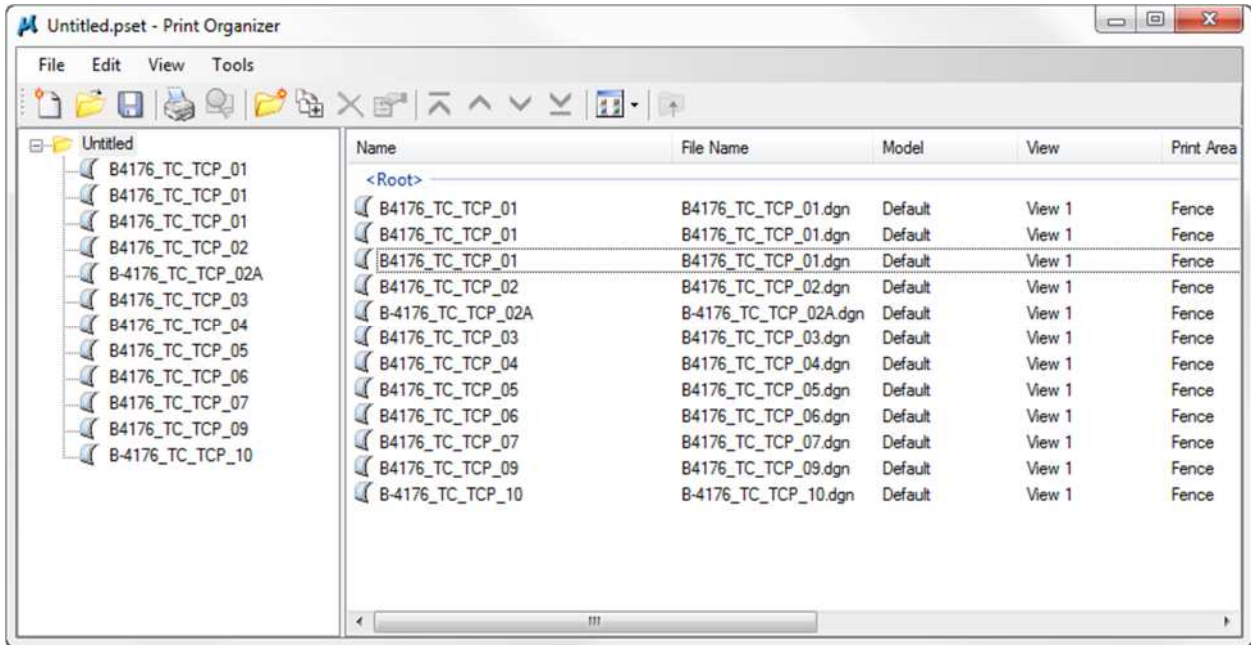**Let's review and make note of things you should be aware of:**

The example below depicts some things you may wish to fix prior to saving the pset(more on this later) and or submitting all of the plots at once. *CAN YOU FIND A FEW?*
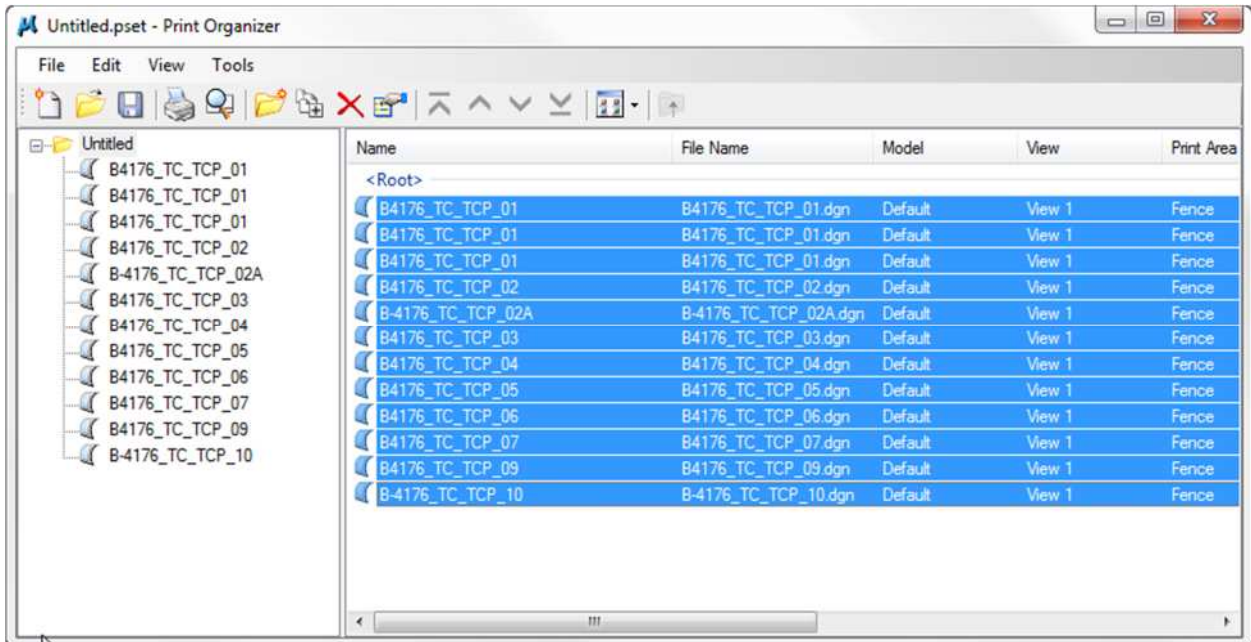

1) You more than likely will have to manually sort some of the sheets into the proper order prior to printing now and in the future.
2) Design Files containing multiple sheets will be listed (using the same name) they will be in the order as placed in the design file.
   a. First select and preview each file (this can be done with either the preview button or by double clicking on each file)
   b. Sort according to your findings
   c. Once sorted rename the files
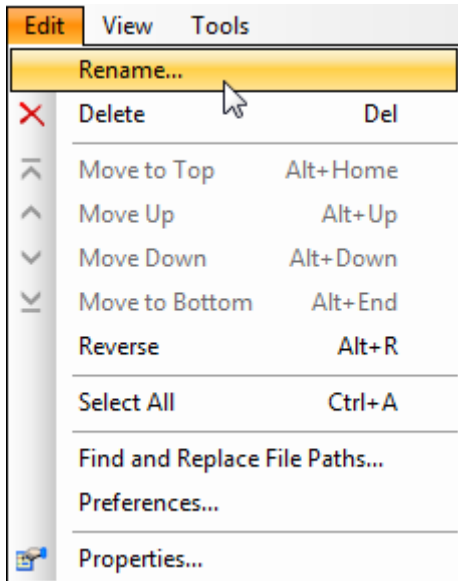
Renaming the files within Print Organizer

Once you have reviewed the listing of files and sorted them the proper order you will want to rename them according to the rules set forth for Final Submittal. NOTE we haven't printed anything yet!
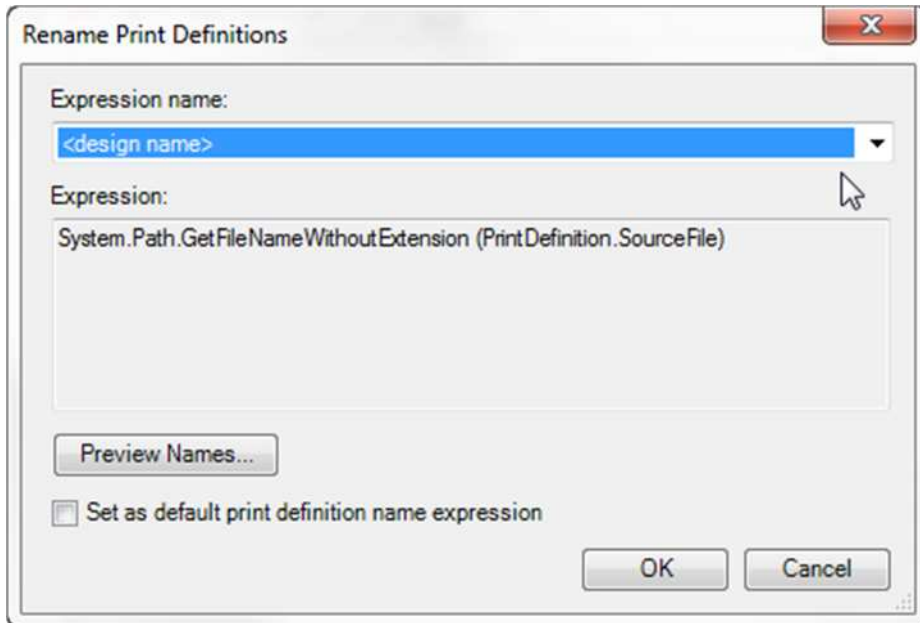

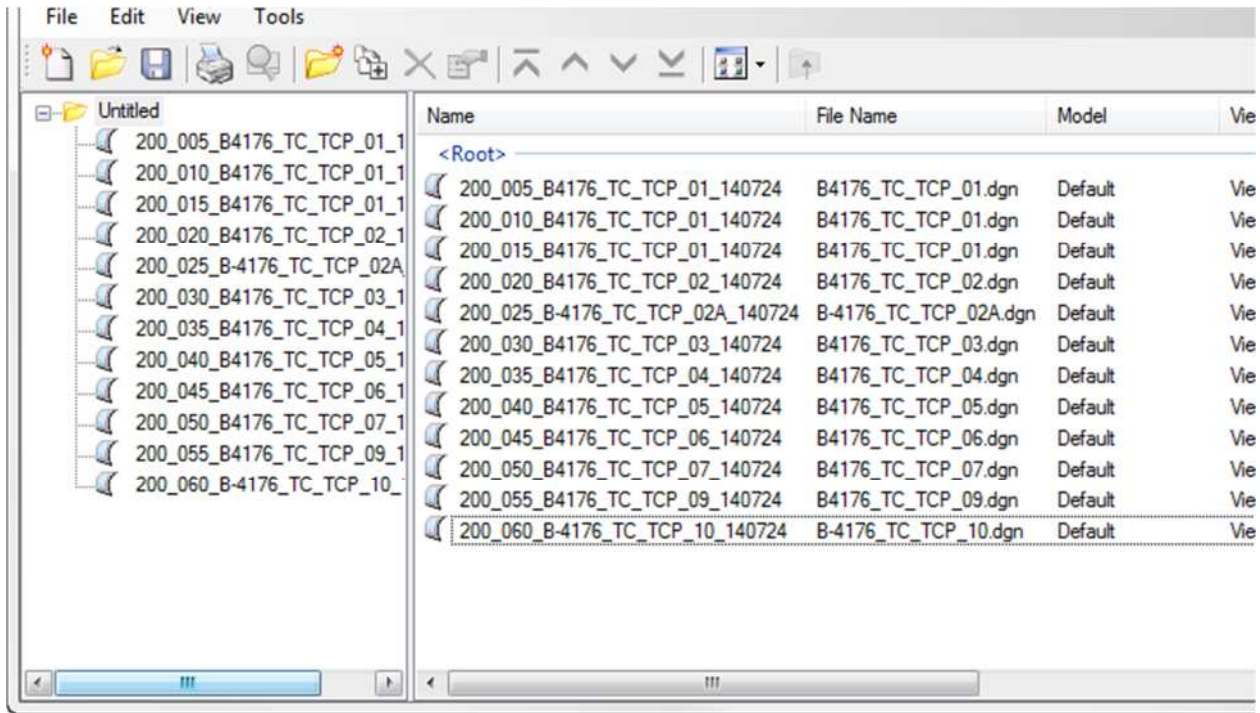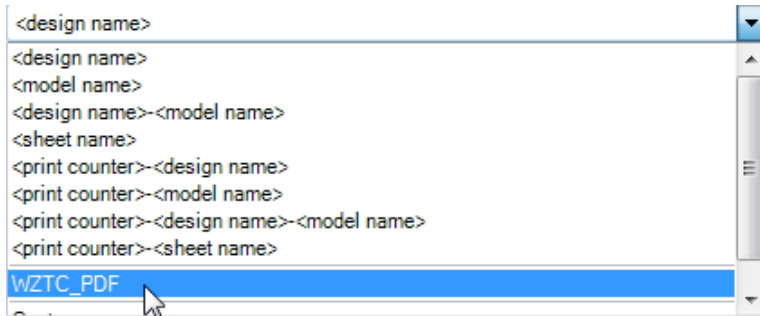Select all files within the window as shown below:

While all files are highlighted select Edit>Rename from the top menu within the PrintOrganizer Dialog box as shown:

Within the resultant dialog box you will pick an expression name from the drop down:

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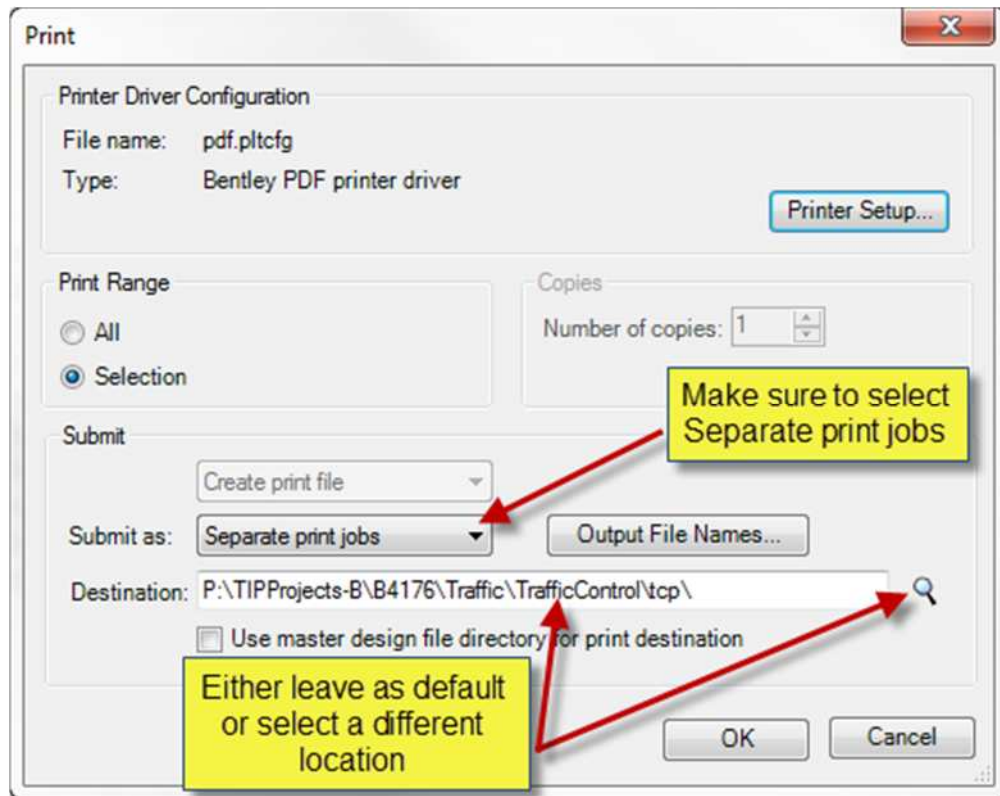Within the Drop Down Listing select WZTC_PDF And watch the results in PrintOrganizer

All files have been renamed for final delivery into the project common folder setup by contracts for Transportation Management Plans.

Now merely select all files listed and hit the printer icon within printorganizer.

Make Sure to create separate print jobs

The resultant pdf's will be created in the same directory as the MicroStation files unless you indicate otherwise.

I suggest you leave in the CADD file directory until you have gotten the plans signed and sealed through DocuSign. Once signed and sealed you will no longer need the working copies.
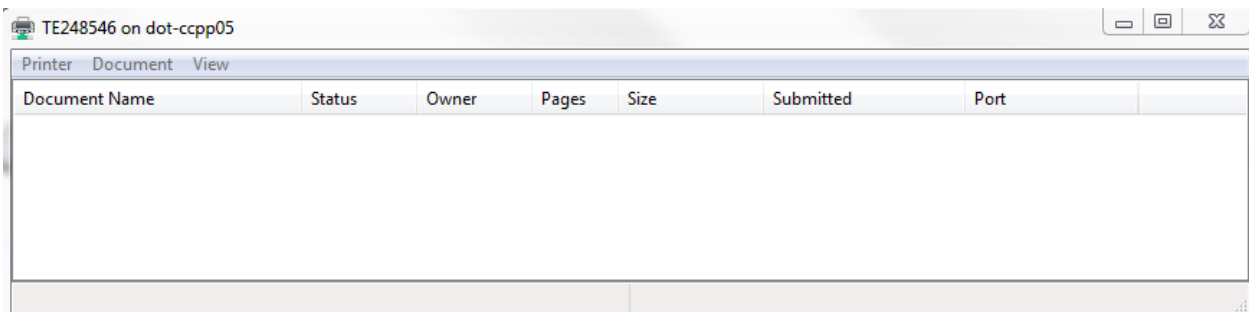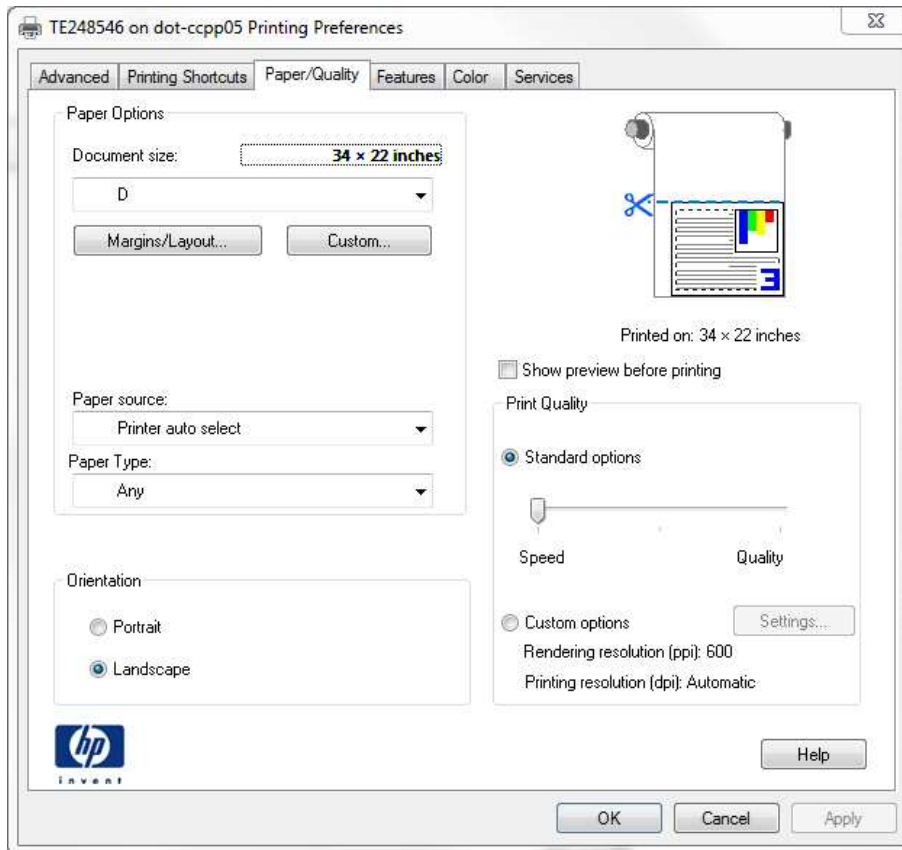
Tip on printing PDF's all at once.

Hit the start button in lower left hand corner of windows and select >devices and printers

Once all printers are displayed double click on the desired output device

(For the plotter in room 374 …. Central plotting area choose TE248546) note if running particularly slow select TE248546ps which is the postscript version of the same device.

From the top menu select>Printer>Printer Preferences

Make sure to setup the device by selecting the proper paper size and orientation:

34x22 inches or "D" sized sheet & Landscape mode

HIT OK once setup properly

Using windows explorer go to location on the server where pdf's reside and once selecting all pdf's right click and drag and drop onto the opened print queue dialog box

A small dialog should open and simply pick print;

A warning will immediately appear advising you that you are printing multiple files to which you answer to the affirmative.

THAT'S IT…………..All plots will come out as desired (no trimming if done right)

Resource Links:

Link to PEF PowerPoint Presentation regarding esignatures:

https://connect.ncdot.gov/projects/roadway/Private%20Engineering%20Firm%20Resources/Forms/AllItems.aspx

Link to FileRenamer utility: (Note we will most likely do this initially)

https://connect.ncdot.gov/resources/CADD/PlanFileRenamer/Forms/Allitems.aspx