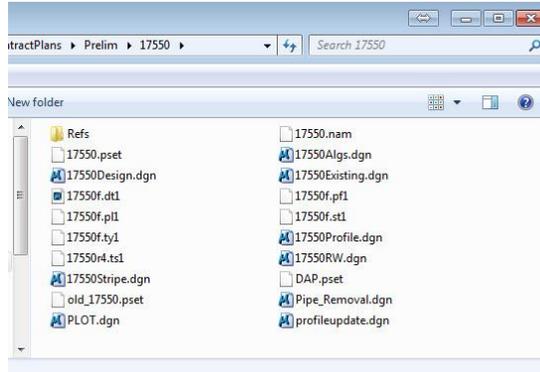


Print Organizer for Contract Plans – Tips for Easy and Fast

1. The Easiest Folder Structure –

Flat folder structure with all your .pset in the same folder as the rest of your files. In your F:\ drive or G:\ drive mapped to your drafting share project folder.



[Why?](#)

2. The Best Way to Set Up a Design File for Printing –

1. Place more borders than you will need in each model (file) that you will be printing from.
2. Open each file and ensure there is at least one extra border.
3. Save settings with the view active that has borders aligned with the view axes - View 1, maybe.

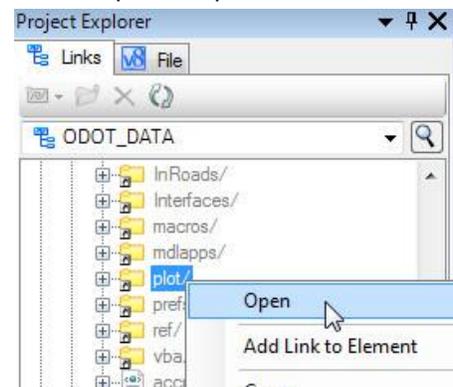
4
3



[Why?](#)

3. The Best Way to Create a Print Set From the Seed KeyNu.pset –

1. Open Project Explorer.
2. Navigate to F:\ODOT_DATA\USERCFG\plot; right-click and choose Open to open Windows Explorer.
3. Copy KeyNu.pset.
4. In Project Explorer navigate to your project folder, right-click and choose Open.
5. Inside your Windows Explorer project folder, Paste.
6. Change name of KeyNu.pset.



[Why?](#)

4. The Most Efficient Way to Launch Print Organizer –

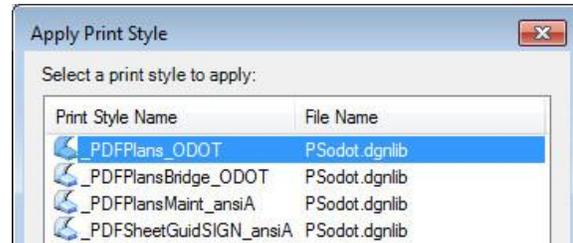
In Project Explorer, right-click on the print set file and choose Open.



[Why?](#)

5. The Most Efficient Way to Create Print Definitions –

1. Drag specific models out of Project Explorer and drop into the appropriate left-side folder in Print Organizer.
2. Select `_PDFPlans_ODOT` as the Print Style from the top of the list.

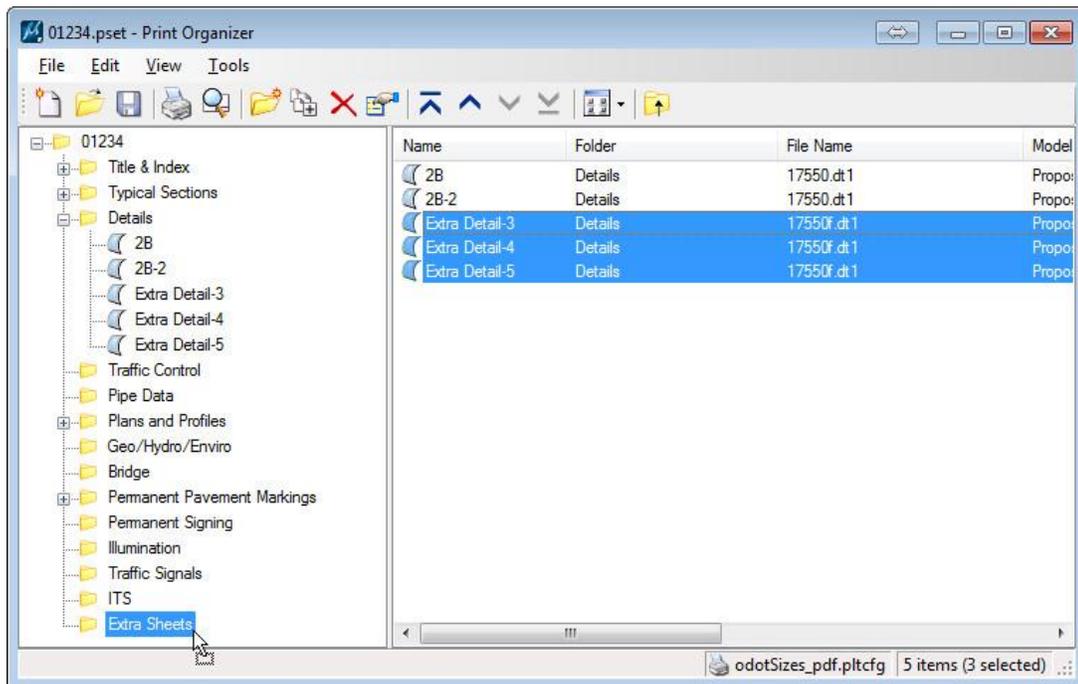


[Why?](#)

6. The Easiest Way to Name and Organize the Print Definitions –

As print definitions (fences) are created:

1. Print preview.
2. Rename.
3. Create an Extra Sheets folder (Add Folder to Set) at the bottom.
4. Move extra print definitions (fences) to the Extra folder.



[Why?](#)

7. The Best Way to Save the Print Set –

1. Save the print set in the same folder as your files.
2. Name the print set using your project key number.
3. DO NOT USE ANY SPECIAL CHARACTERS IN ANY FOLDER OR FILENAME.

[Why?](#)

8. The Most Efficient Way to Proceed With Drafting –

1. Continue drafting in the master files - PL1, DT1, PF1, etc.
2. If more sheets are needed, place work in the empty "extra" borders that you placed in step #2.
3. Save settings in your master files the way you want them to print.

[Why?](#)

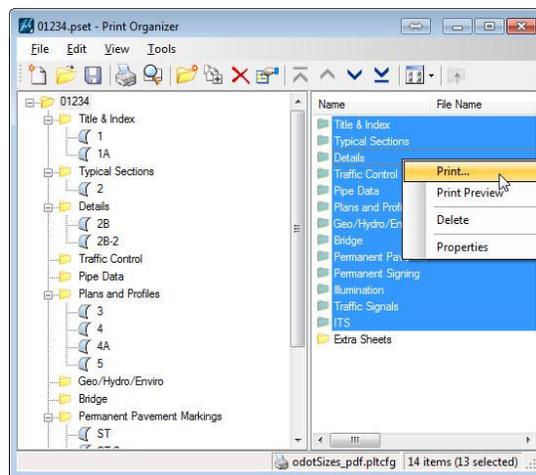
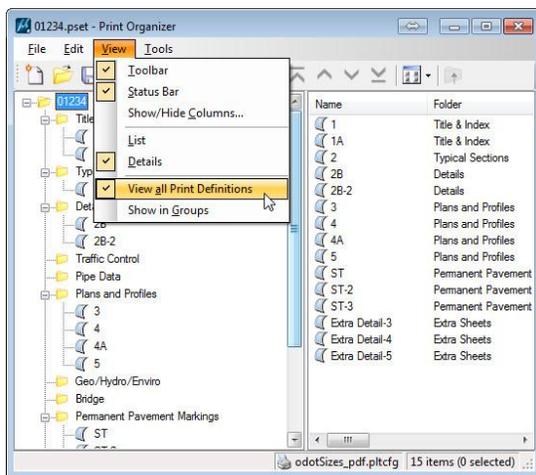
9. The Best Way and Time to Manage Your Project Print Set –

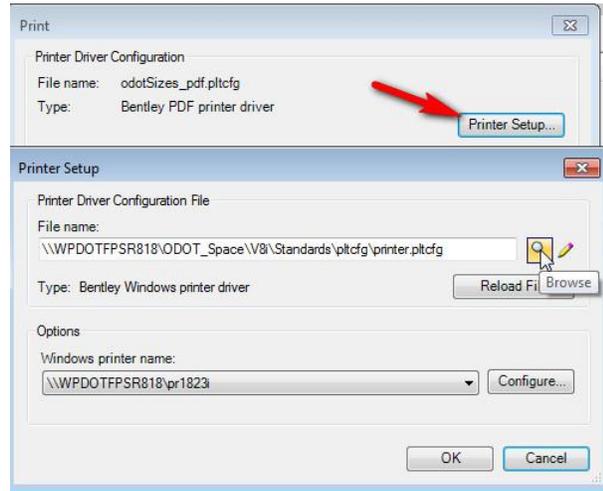
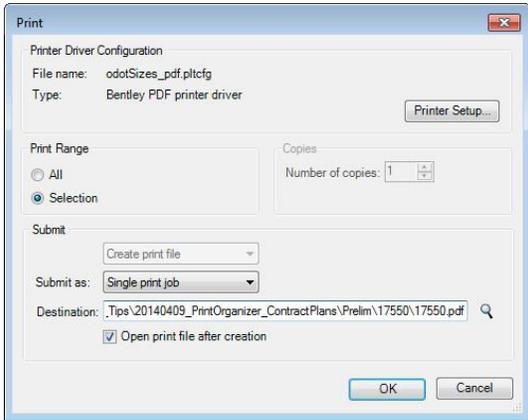
1. Open Print Organizer and load your project pset from history.
2. Rename extra sheets and move the print definitions out of "Extra Sheets" into the appropriate folder when you begin to draft inside those extra borders.
3. Save, save, save your print set.

[Why?](#)

10. The Easiest Way to Print or Create PDFs From a Print Set –

1. For selecting individual sheets use View>View All Print Definitions; for selecting folders for printing uncheck "View All Print Definitions".
2. Create a single PDF with multiple pages by choosing Submit as: Single Print Job and accept the default name.
3. To create paper prints:
 - a. Print from Adobe (this is the easiest option to get paper), or
 - b. Click the Print icon, then click [Printer Setup...] and choose printer.pltcfg using the magnifying glass icon; ensure the printer has 11x17 capability and click [OK].
 - i. CLOSE PRINT ORGANIZER AND DO NOT SAVE!





[Why?](#)

[More Explanation \(Answers to Why?\)
Second Best and Other Information](#)

More Explanation (Answers to Why?)

1. Why is flat the easiest folder structure?

- a. Files in your personal or crew share are in your control.
- b. References will always be found by the master files when they are in the same folder.
- c. All files and references will be found by the Print Set, even as the parent folder changes its name and location by project phase – if they are all in the same folder.
- d. Project Explorer already has a link to your G:\ drive - makes it easy to find your files.

Note: if you display the file location, use Print Organizer command in Final phase to fix paths.

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2. Why is it easiest to leave extra borders in the file?

- a. The borders identify areas where fences will be created when Print Organizer scans the model the first time. We create more fences than we think we need and hold the extra empty fence locations in reserve - just in case. This helps us avoid having to rescan the model.
- b. The orientation of the last active view will be used when creating fences and we want them to not be at an angle.

Note: If you run out of reserve, see [Fast Way to Add Additional Sheets](#).

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3. Why copy the keynu.pset this way?

- a. You'll need Project Explorer open to your project folder anyway.
- b. Using the Open function in Project Explorer is a faster way to get to these locations with Windows Explorer windows.
- c. With two Windows Explorer windows open, you can simply copy the keynu.pset from one window and paste into the other. Then, rename it!

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4. Why launch Print Organizer this way?

You are already in the Project Explorer and do not need to look for a button to launch the Print Organizer and will not need to subsequently load a pset. Open on a .pset launches Print Organizer and loads the selected print set. Why not?

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5. Why create print definitions using the _PDFPlans_ODOT print style?

- a. _PDFPlans_ODOT is at the top of this list – no hunting required.
- b. The PDF print style will always use 11x17 paper size, no matter what your default printer is set to.
- c. The print scale will always perfectly match the drawing scale – automatically – you don't have to set the scale.
- d. The plans.tbl pen table is already applied.

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6. Why name and organize print definitions with extras?

- a. Take the time to name the print definitions, because PDFs will be created with bookmarks for folders and bookmarks for sheet names.
- b. The sorting is controlled by the folder hierarchy first, and then how the sheets are positioned within each folder, so move the sheets into the correct plan set order.
- c. The Extra Sheets folder is at the bottom of the folder list, where it may be easily left out of a selection set for printing! If you need to use one of the extra print definitions – drag it back into the correct section folder and rename it.

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7. Why save the print set this way?
 - a. The top folder in Print Organizer will take on the key number as its name.
 - b. PDFs produced will be named with the project key number.
 - c. Periods and commas in a folder name are fatal to Adobe when trying to create PDFS.

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8. Why proceed with drafting this way?

The Print definitions are really just fence locations and they are a window to your master files. Whatever you display in your master file will be displayed in the Print Definition and wind up being printed in the PDF.

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9. Why manage your Print Sets this way?
 - a. Holding the extra sheets in reserve keeps you from rescanning the master files for borders when it is not necessary.
 - b. The Extra Sheets print definitions will not move themselves or name themselves correctly when you begin to use them - you need to manage this.

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10. Why do you recommend printing to paper from Adobe and saving the .pset as PDF definitions?
 - a. Maintaining the print set in PDF format will preserve paper sizes and scales. If your default printer happens to not have 11x17, changing the printer setup to printer.pltcfg will reset all of your paper sizes to 8.5x11 and mess up the scales.
 - b. The print will look the same if printed from Adobe or from MicroStation.
 - c. You risk changing your paper sizes and scales every time you change the pltcfg file - so don't save the .pset after making paper prints!

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Second Best and Other Information

Second Best Folder Structure –

Separate types of work in a sub-folder and use relative referencing and save your Print Set in the parent folder with the master files.

Note: if you display the file locations, you will have to use a Print Organizer command to fix paths at every phase change.

Cautions and Why Easiest is All Your Eggs in One Basket –

Look up order when generating graphics for preview or print for Print Organizer is this:

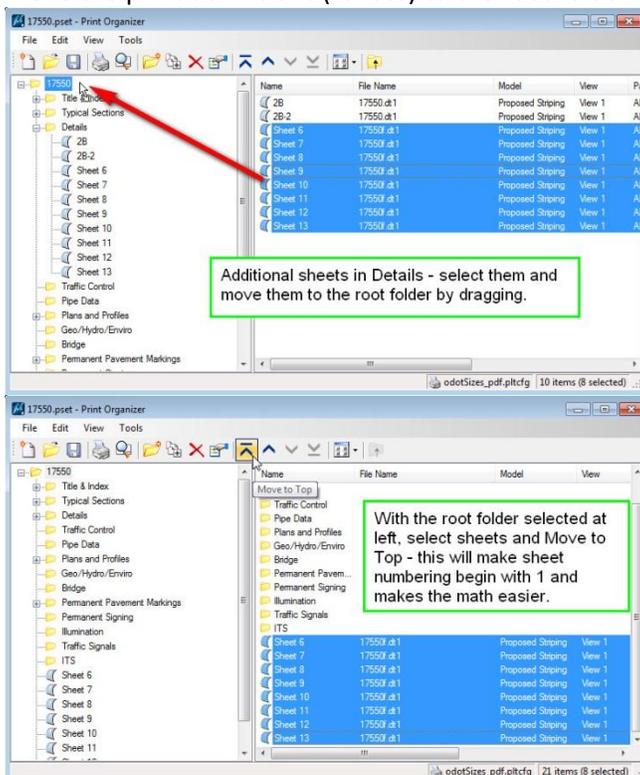
1. Look in location in the Filename field on the Main tab of the Properties – This is the original location that the file was added to the print set from.
2. If the filename cannot be found in the filename location – file is gone, drive is not mapped, no network – then look in the **same folder as the active MicroStation design file**.

References to the master file named in the print definition are looked up in this order:

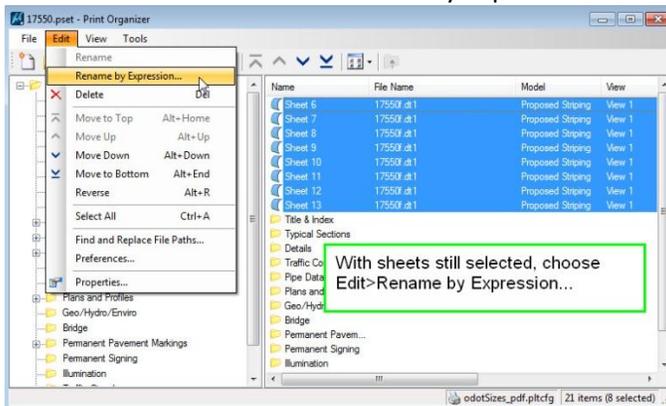
1. **Relative Path if set**
2. Same folder as parent, if nested
3. Same folder as active file
4. Standards\ref folder
5. Personal ref folder in USERCFG\ref, and finally
6. Full path (could be a mapped drive).

Fast Way to Rename a SEQUENCE of Print Definitions –

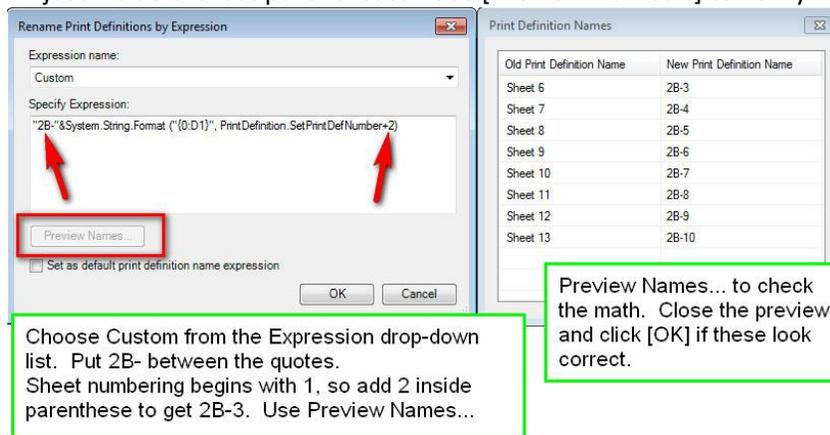
1. Move the print definitions (fences) to the root folder in Print Organizer.



2. Select them and use Edit > Rename By Expression...



- a. Use Custom and enter the part of name that repeats between quotes, "2B-", and place +1 just inside the last parentheses - use [Preview Names...] to verify.



Preview Names... to check the math. Close the preview and click [OK] if these look correct.

3. Move the print definitions back to their original folder and organize the order.
4. Save, save, save the print set.

Fast Way to Add Additional Sheets if You Didn't Make Extras or Ran Out of Reserves –

1. In the master file (ie. PL1), create a **new model** named borders and place a border (or two) stacked in it.
2. Back in the Default model which contains the drafting work, attach the borders model as a reference and move the reference so that it aligns directly over the top of the additional sheets.
3. In Print Organizer, drag the Default model containing the drafting work into a print set folder and choose **1Borders_In_Reference_Files_Only** print style.
4. Modify the properties of the newly created print definitions (fences) to attach the pen table.
5. Save, save, save the print set.