

MicroStation – WSDOT Sheet Batch Printing

Overview

The MicroStation Batch Print command allows you to quickly print a large number of sheets across any number of files. PDF sheets for final plan sets must be text searchable.

This process looks at a selected set of files and, according to customizable specifications, takes all data enclosed by a designated shape and send it to a printer. Batch printing accommodates any number of instances of the designated shape across all selected files. The specifications and settings for a batch print can be saved for future use.

Workflow

Typically start with one or more DGN files that include sheet borders. The following steps will produce a set of printed sheets:

- 1. Select the files to print.
- 2. Choose an appropriate plot specification.
- 3. Set the paper size and rotation.
- 4. Print.

Selecting files for Printing

Before beginning this process, it may be helpful to list out the files and their locations. Then, open the **Batch Print** command and start the process.

1. Double-click on the Sheet Utilities > Batch Print option in the WSDOT Custom Tools command.

The Batch Print Dialog opens.

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Specification	s Controlling Printing			
Printer:	ter: Black & White Half Size			
Print Area: Layout: Display:	Plot Limits PS&E Sheet File - 11 x 17 Default			
# ^ File		Model	Description	

2. Verify that the *Specifications Controlling Printing* display settings are similar to the graphic above.

This indicates that the configuration file is available. If the specifications indicate "**Default**", contact CAE Support.

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3. In the <u>Batch Print</u> dialog, select the *Edit* > *Add Files*... command.

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~ Or ~
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Click the Add Design Files icon on the toolbar.

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Specifications Controlling Pri Add Design Files						
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This opens the <u>Select Design Files to Add</u> dialog.

<u>File Edit</u> Specifications Training\IR201\EngDataDesign 20\					
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Specifications Cont	k & White Ball Size	Date modified	Туре		
~	Deliverables	10/17/2013 8:49 AM	File folder		
Recent Places	DesignEngDoc	10/17/2013 8:49 AM	File folder		
	🐌 _RWKs	10/17/2013 8:49 AM	File folder		
	🐌 _Standards	10/17/2013 8:49 AM	File folder		
	🐌 Geometry	4/7/2014 3:55 PM	File folder		
Desktop	ibraries 📔	10/17/2013 8:49 AM	File folder		
	🐌 Reports	10/17/2013 8:49 AM	File folder		
	Jufaces	10/17/2013 8:49 AM	File folder		
	🔏 20 Scale Cross Sections.dgn	2/11/2013 4:37 PM	Bentley Mic		
Libraries	💯 50 Scale Cross Sections.dgn	2/11/2013 4:37 PM	Bentley Mic		
	IR201_WorkingFile_20.dgn	1/23/2014 11:51 AM	Bentley Mic		

- 4. Navigate to the directory containing the file(s) that you want to print.
- 5. Select the files from the list on the left and click the **Done** button in the lower right.
- 6. Repeat these steps until all of the files have been added.

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File Edit Specifications				
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Specifications Controlling Printing				
Printer: Black & White Half Size				
Print Area: Plot Limits Layout: PS&E Sheet File - 11 x 17 Display: Default				
# ^ File Model Description				
1 C:\Users\Pu\20 Scale Cross Sections.dgn Default InRoads 3D Working File				
2 C:\Users\Pu\50 Scale Cross Sections.dgn Default InRoads 3D Working File				

Selecting the Print Specifications

Next, select the desired plot specification from the list of WSDOT-supported formats. The specification determines the following options:

- Black & White or Color
- Half size (11"x17") or Full size (22"x34")
- Print to paper or PDF file.
- 7. Double-click on the **Printer:** option in the top half of the <u>Batch Print</u> dialog.

This opens the <u>Select Printer Specifications</u> dialog.

8. Select the print specification from the list.

The below list of print specification will create paper output. Do not print to a system PDF the output will not be a text searchable PDF.

Select Printer Specification	
Black & White Full Size Black & White Half Size Color Full Size Color Half Size	<
<u>Q</u> K Cancel	

Specification	s Controlling Printing	
Printer: Black & White Half Size		
Print Area: Layout: Display:	Plot Limits PS&E Sheet File - 11 x 17 Default	

The below list of print specification will create text searchable PDF.

Select Printer Specification	
PDF Black & White Full Size PDF Black & White Half Size PDF Black & White Letter Size PDF Color Full Size PDF Color Half Size PDF Color Letter Size	^
<u>O</u> K Cancel	~

9. Click **OK** to close the dialog and return to the <u>Batch Print</u> dialog.

Printing & Configuring your Paper Size and Orientation

At this point the dialog choices depend on whether you are printing to a PDF file or to paper.

Generating a PDF

Select the PDF printer option to produce PDF files.

- 1. In the <u>Batch Print</u> dialog, select *File > Print*.
 - ~ OR ~

Click the **Print** icon in the <u>Batch Print</u> dialog.

This opens the <u>Print Batch</u> dialog.

Print Batch	
Print Range Image I	Set Up System <u>Printer</u>
Log File Filename: MS_PLTFILES:batchp	Browse
☑ Clear Log File Before Printing	
Document Set Single File Output Filename:	Browse
<u>O</u> K	Cancel

MicroStation generates a log file whenever you batch print. You can specific the location of this file.

- 2. In the *Log File* area, click the **Browse...** button.
- 3. Enter the location and name of the log file.
- 4. Click **OK** to return to the <u>Print Batch</u> dialog.
- 5. In the *Document Set Single File Output* field, click the **Browse...** button.
- 6. Enter a name and destination for the new PDF file.
- 7. Click **OK**.

After a brief processing dialog, the <u>Batch Print</u> dialog will return.

- 8. Open the new PDF file and verify its contents.
- 9. If no changes are necessary, close the <u>Batch Print</u> dialog to clear it.

Printing to Paper

Specific settings are different for each printer. These screen graphics of the printer dialogs are simply examples of what you might expect. For specific settings, please consult CAE support staff.

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The process for sending the job to a printer requires selecting a different option in the Selecting the Print Specifications command.

- 1. Select *File > Print* from the <u>Batch Print</u> dialog.
 - ~ Or ~

Click the **Print** icon in the <u>Batch Print</u> dialog.

This opens the Print Patch Dialog.

Print Batch	Print Batch				
Print Range	e <u>S</u> election	Set Up System <u>P</u>	rinter		
Log File Filename:	MS_PLTFILES:batch	plt.log	Browse		
<mark>▼ <u>Cl</u>ear I</mark>	Log File Before Printing				
Document Filename:	Set Single File Output		Browse		
	<u>0</u> K	Cancel			

- 2. Enter a log file name and location in the *Filename*: field.
- 3. Click the **Set Up System Printer** button to access the printer settings.

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Print		×
General		
Select Printer		
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Status:	Ready	Print to file Preferences
Location:	HQ/HQ Building/SA	
Comment:	Xerox WorkCentre 7845	Find Printer
Page Range		
All		Number of copies: 1
Selection	Current Page	
Pages:		Collate
		Print Cancel Apply

- 4. Select the printer of choice from the printers list, and click the **Preferences** button.
- 5. In the <u>Printer Preferences</u> dialog, set *Orientation* to **Landscape**.
- 6. Set the Paper Size to the desired size.
- 7. Click **Apply**, the **Cancel** to close this dialog.

This returns you to the Print Batch dialog.

It is not possible to batch print mixed sheet sizes. You will need to run a spate batch print for each paper size.

8. In the Print Batch dialog, click **OK** to print your sheets.

Additional Information

- If your prints aren't coming out, check your MicroStation message center for errors. Sometimes there are no plot limits found in the file. Older versions of the WSDOT sheet cells do not contain plot limit elements. You will need to update your cells using the **Replace Cells** tool located in the <u>Cells</u> toolbox.
- When using **Batch Print**, all closed elements on the **SH_GI_PlotLimits** level are treated as plot limits. Be sure there are not any extra elements on that level to avoid unwanted plots.

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- It is possible to save a batch print file list and settings by using **Batch Print's** *File > Save* command. This will generate a ***.job** file which can be loaded at a later time to quickly plot the same set of files again.
- Printing selected files in a batch print file list is done by first highlighting the desired files, then
 toggling the *Selection* option in the <u>Print Batch</u> dialog. A good example would be to create a file
 list of all PS&E sheets for a project, save the list as a job file, then print specific sheet types as
 needed from the list.

For questions or comments on this tech note, contact your regional CAE Support Coordinator or the WSDOT CAE Help Desk at (360) 709-**8013**.