

# Print Organizer Help Document

MicroStation's built in batch plotting program used to create print sets.

## [Quick Steps](#)

### [Single sheet Plotting using Microstation Print](#)

### [Detailed Steps](#)

### [Adding sheets to an existing Plot Set](#)

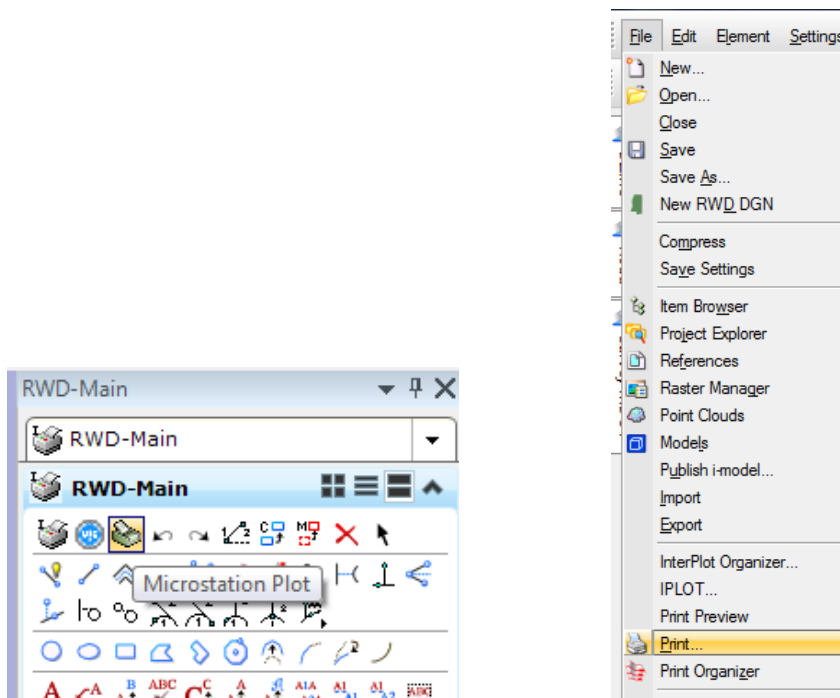
### [Printing Plot Set](#)

## Quick Steps

1. Press Print Organizer button on the RWDMain menu
2. Rename and Save the .Pset in your project folder
3. Add DGN's except WK sheets and Lay sheets
4. Select the correct print style (prelim/ final)
5. Add WK sheets
6. Select the color print style (prelim/ final)
7. Rearrange sheets to their correct order
8. Highlight all of the sheets
9. Edit, Rename by expression, use *Custom* (this Renumbers sheets)
10. Open Laysheet folder
11. Add Lay sheets
12. Select the correct Print style (prelim/ final)
13. Highlight only the lay sheets
14. Edit, Rename by expression, use *Laysheet* expression
15. Move the Laysheet folder to correct location in plot set
16. File, print
  - PDF - select project folder to save PDF
  - Plotter – print plot set

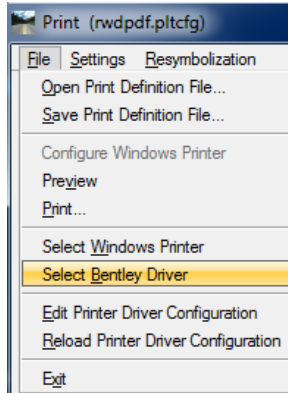
## Single sheet Plotting using Microstation Print

1. Draw a fence around your sheet
2. press print from the RWD main menu or from File, print

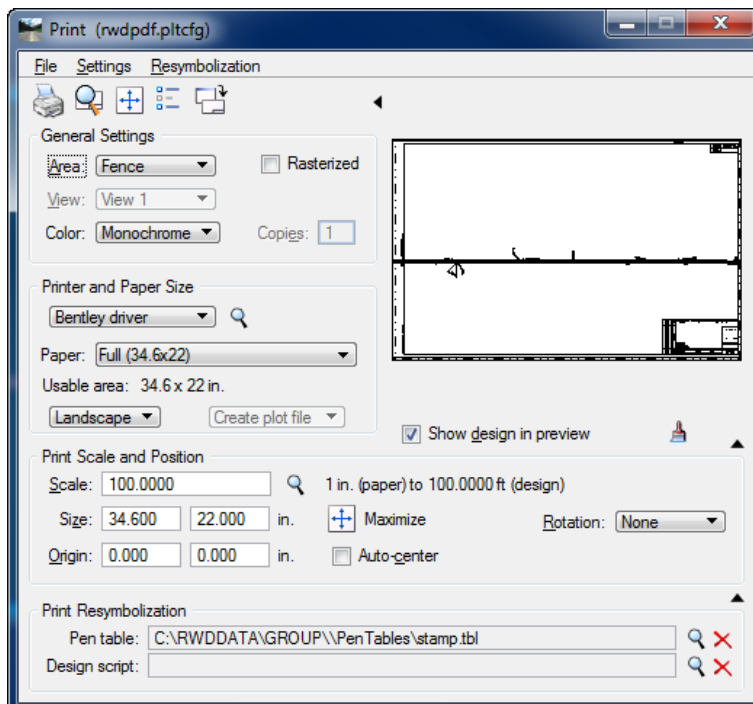


## Creating a PDF

1. From the print window's File, Select Bentley Driver, chose rwdpdf.pltcfg and press ok
  - This will configure the print dialog to RWD PDF settings



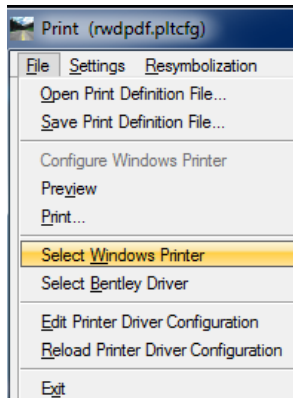
2. Set *Paper* to Full (34.6x22)
3. If necessary, add a Pen table or Design script to fit the type of sheet you need



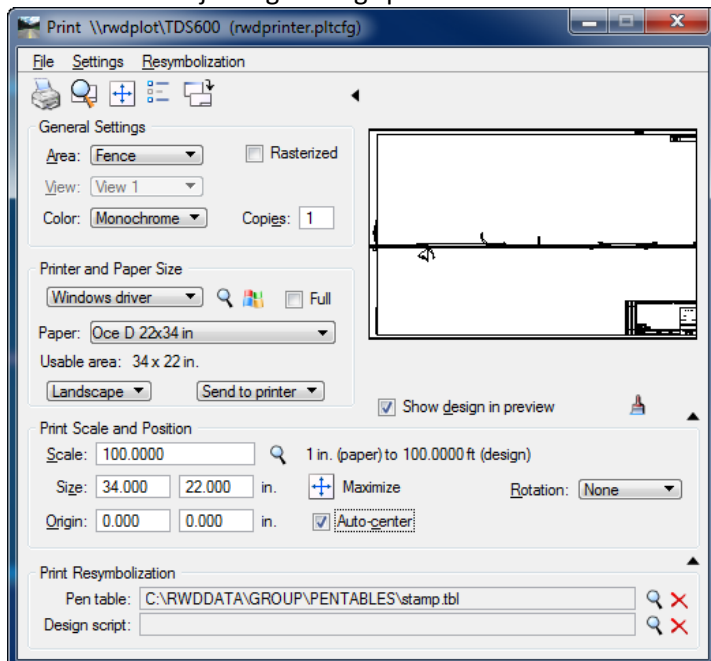
4. Press the print button
5. Select the folder to save the PDF

### Sending to a Plotter

1. From the print window's File, Select Windows Printer, chose the plotter you want to print to



2. Set paper size to Full\_Scale, Half\_Scale etc.
  - paper size options is based on the printer you selected
3. After adjusting settings press the Maximize button



4. If necessary, add a Pen table or Design script to fit the type of sheet you need
5. Press the print button

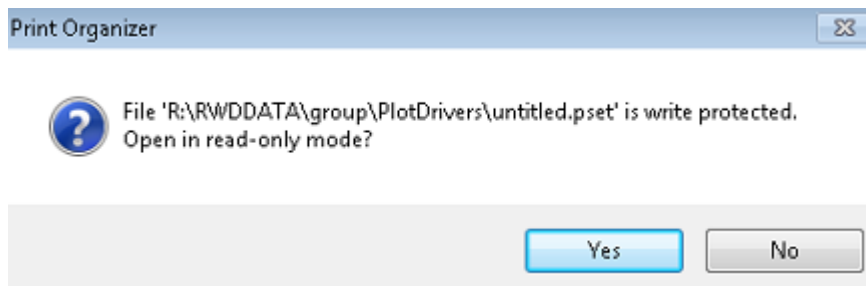
## Detailed Steps

### Opening Print Organizer

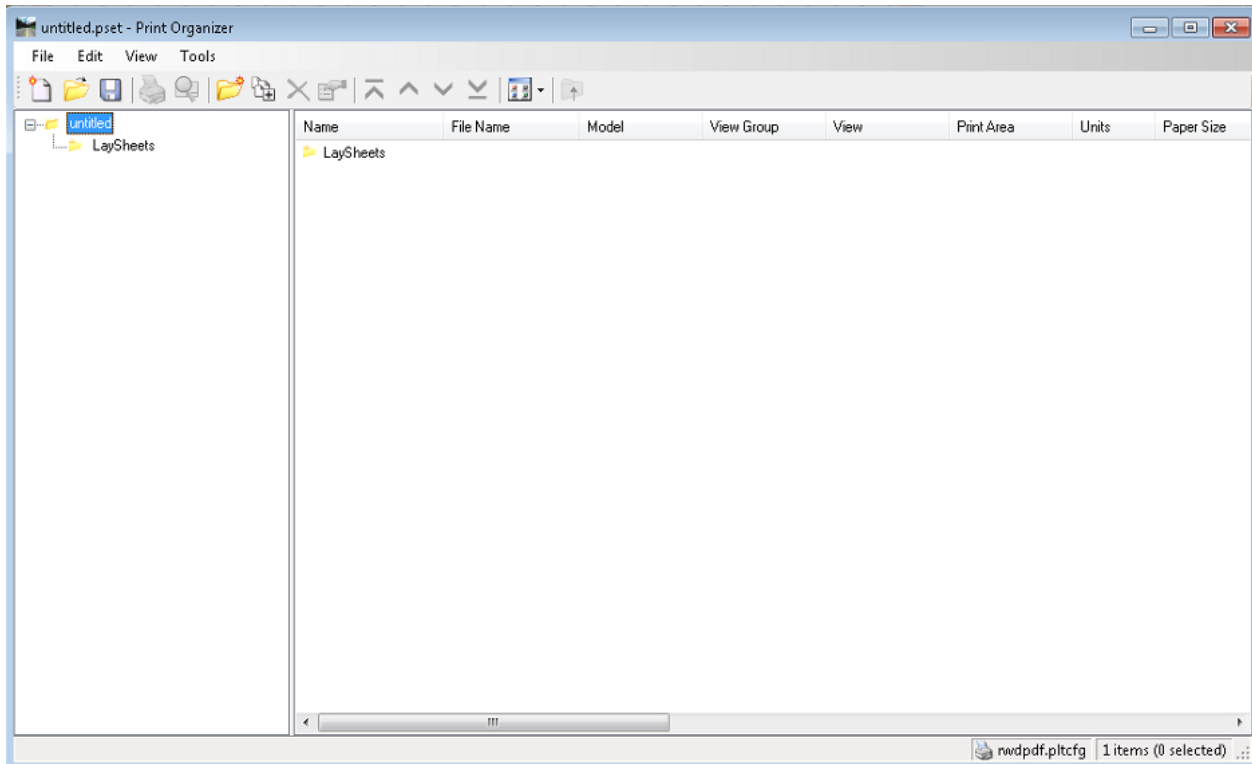
1. Press Print Organizer button on the RWDMain menu



2. Press YES to open the default .pset file

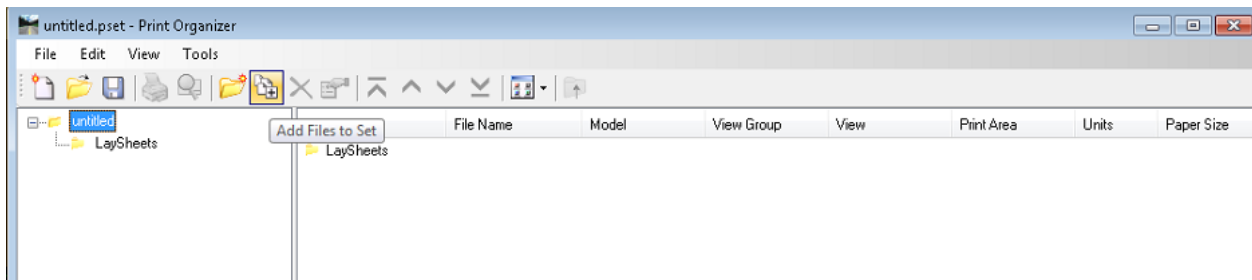


3. Save your .pset file in your project folder
4. File, Save as, this will change "untitled" to the name you saved it as

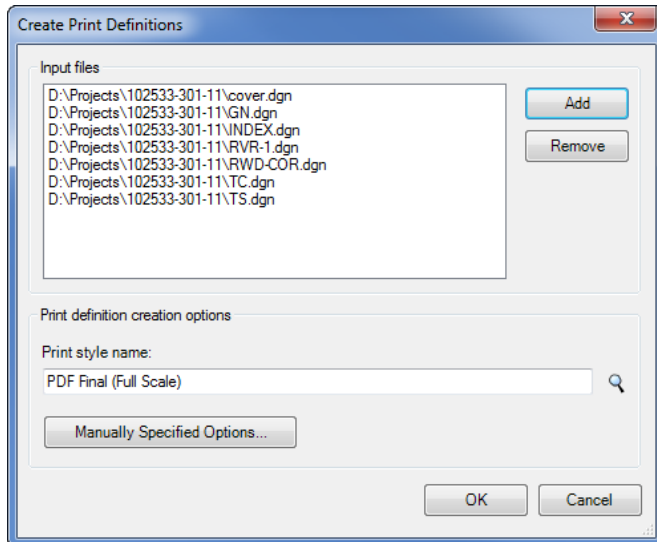


## Adding files to Plot set

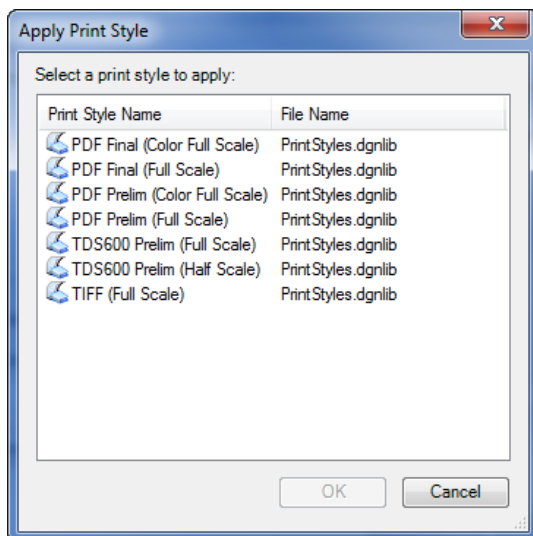
1. Press the *Add Files to Set* icon from the Print Organizer toolbar
  - You can also drag files from Windows Explorer to the Print Organizer dialog
  - This opens the *Create Print Definitions* dialog box



2. Press the *Add* button and select the DGN's from your project
  - If WK sheets are going to be in color, do not add
  - Lay sheets need to be added separately to the LaySheet folder

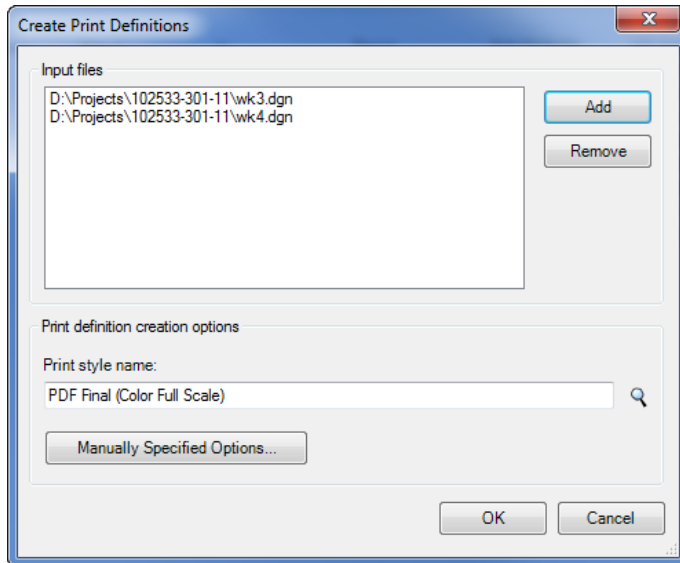


3. Attach a print style from the RWD directory by selecting the magnifying glass at the bottom of the dialog
  - Select the Print style that best fit the type of plot that you are creating then select OK.
  - This will automatically apply the print layout settings that Roadway Design uses.



## Adding Color Working Sheets to Plot set

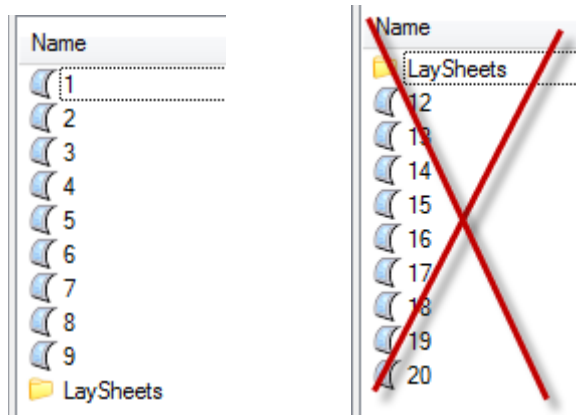
1. Press the add files to pset button
2. Add your working sheets
3. Using the magnifying glass, select the color print style and press OK
  - Prelim or final



## Numbering Plot Sheets

Once your sheets are added, they will already be numbered but may not be in the correct order.

1. Move sheets up or down to their correct location by looking at the File Name column
  - If you've already added your lay sheets move the LaySheet folder to the bottom of the list to keep them from renumbering
  - If your LaySheet folder is empty it doesn't matter where it is on the list

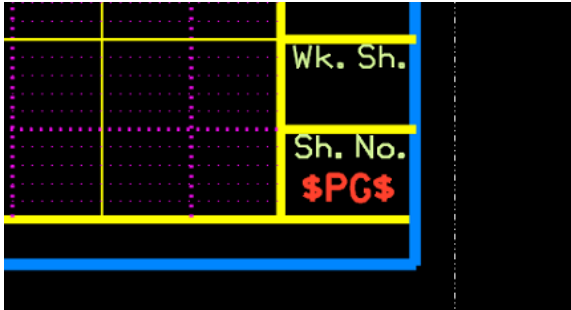


In order for this process to work, you must have a place holder text string in the sheet number box on every sheet in the project, excluding the title and index sheets.

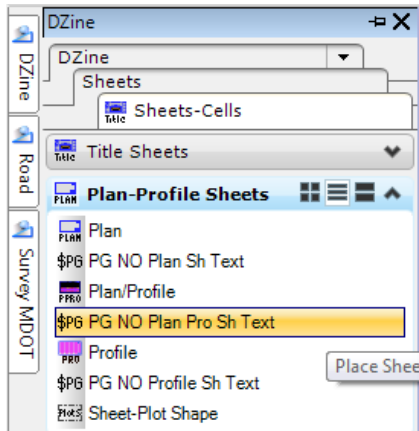
- The place holder text string we use in RWD is \$PG\$
- All sheets cells in our data set already contain this text string



- If your sheet does not contain this string, you can use the DZine menus to place the string



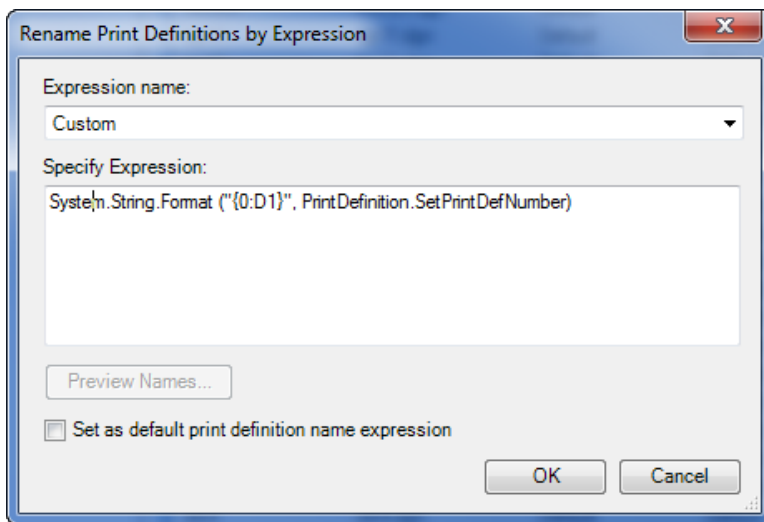
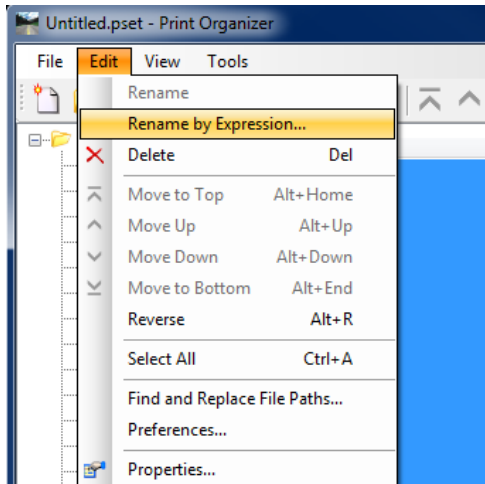
- The place holder text string we use in RWD is \$PG\$
- All sheets cells in our data set already contain this text string
- If your sheet does not contain this string, you can use the DZine menus to place the string
- The text will be replaced with sheet numbers during plot generation



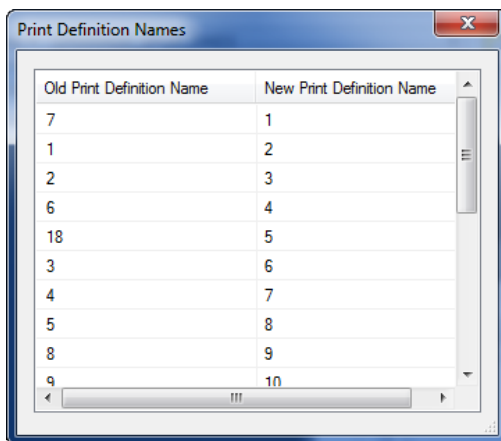
2. Preview the files by right clicking them and selecting *print preview* or by selecting the magnifying glass from the toolbar.



3. select all of the files in your set
4. from the edit pull-down menu, select *rename by expression*

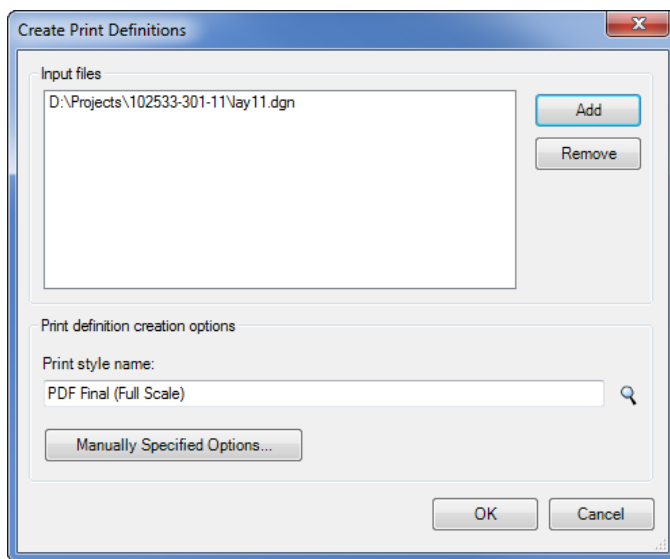


- You can verify everything has been entered correctly by pressing the Preview Names button

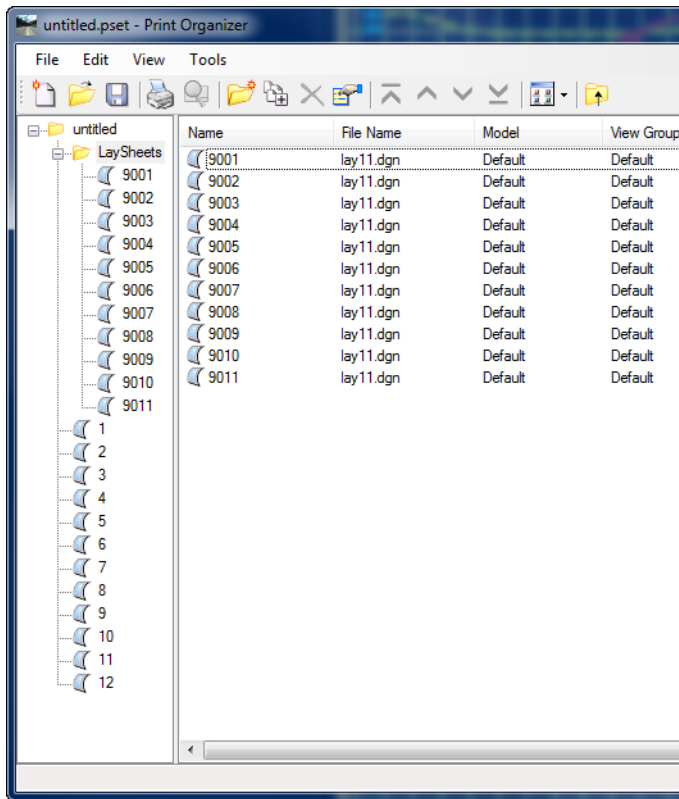
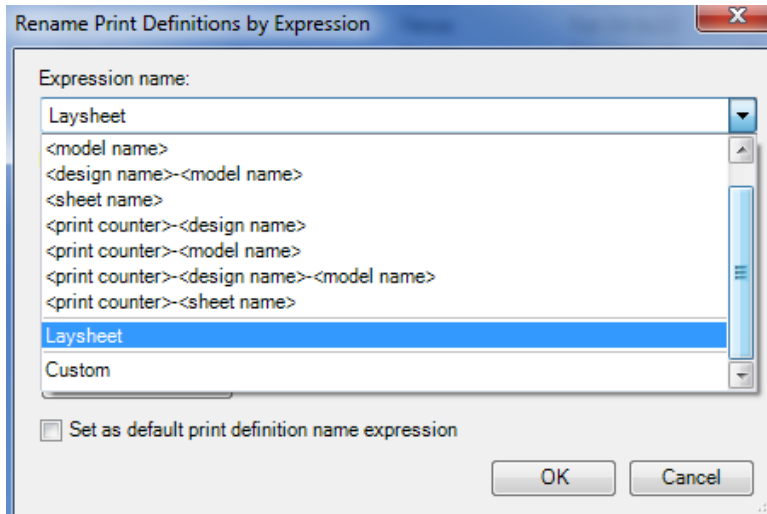


## Adding and Numbering Lay Sheets

1. Open the Laysheets folder in your .pset
2. Add your lay sheets DGN file



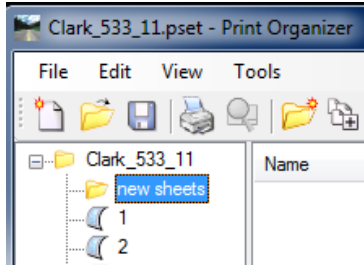
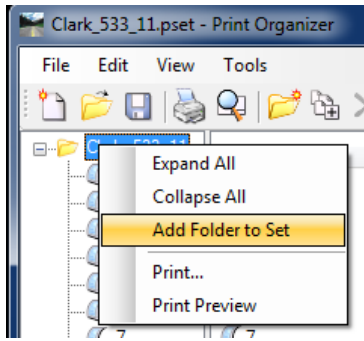
3. Highlight all of your lay sheets
4. Select rename by expression from the Edit pull down
5. Select Laysheet from the Expression name list and press OK



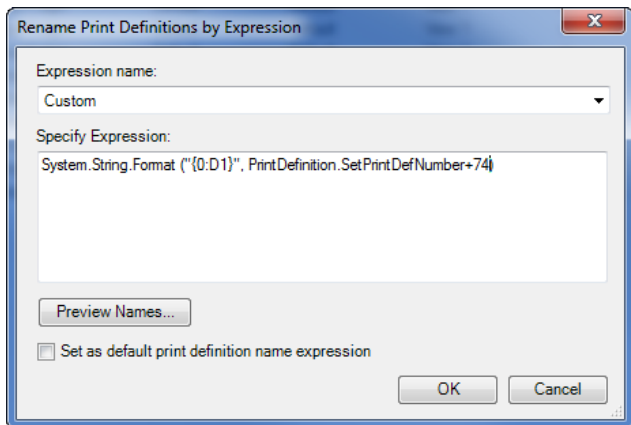
## Adding sheets to an existing Plot Set

### Adding Additional sheets that don't start at 1

1. Create a folder under your Pset name, then move that folder to the top



2. Add the new sheets to the folder
3. Highlight your lay sheets only
4. Edit, Rename by Expression
5. Select Custom from the Expression name list
6. Add "+\_" to the end of the expression
  - replace \_\_ with the number before your sheets start at
  - "+23" if your sheets start at 24



Old Print Definition Name	New Print Definition Name
1	75
2	76
3	77
4	78
5	79
6	80
7	81
8	82
9	83
10	84

7. Move the new folder to the location it needs to be in your plot set

### Lay sheets do not start at 9001

1. Highlight your lay sheets only
2. Edit, Rename by Expression
3. Select Custom from the Expression name list
4. Add "+900\_\_" to the end of the expression
  - Replace \_\_ with the number before your lay sheets start at
  - "+9015" if your sheets start at 9016

Rename Print Definitions by Expression

Expression name:  
 Custom

Specify Expression:  
 System.String.Format("{0:D1}", PrintDefinition.SetPrintDefNumber+9000)

Preview Names...

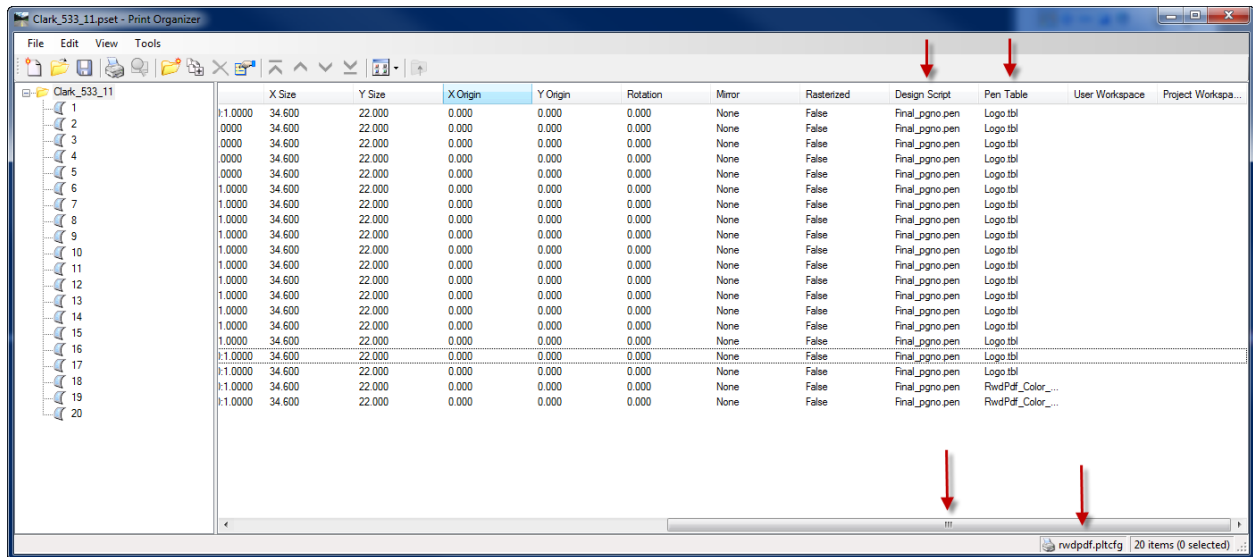
Set as default print definition name expression

OK Cancel

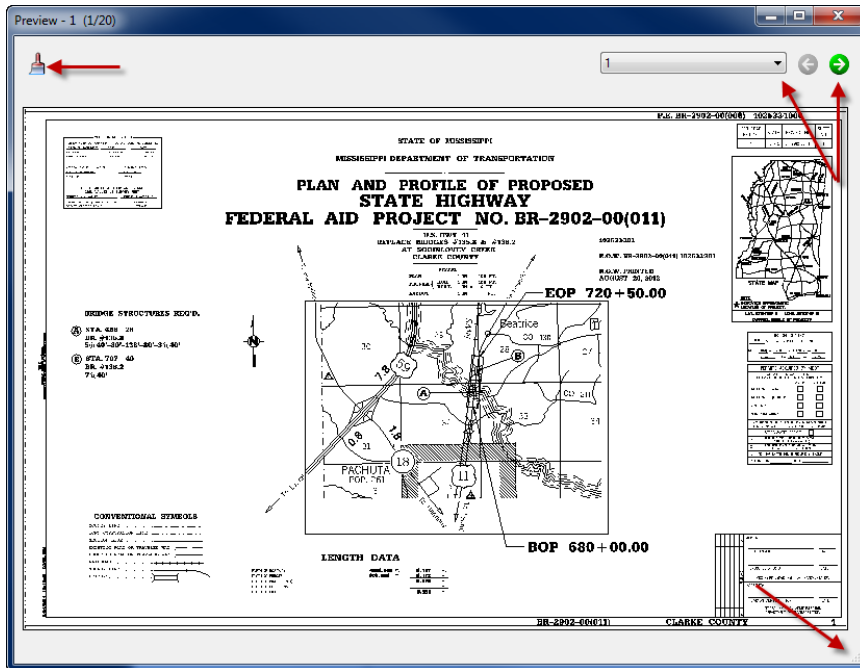
## Printing Plot Set

Now that all of your sheets have been modified, verify that the settings are correct by scrolling left and right.

- Paper Size, Scales, Design script, Pen table etc.

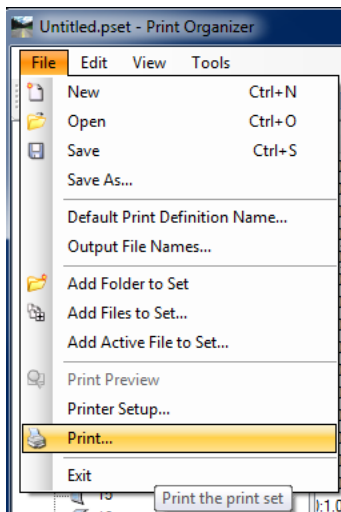


- You can also check by highlight all of your sheets and pressing the preview button on the tool bar
- There is **no zoom** feature but you can expand the image by dragging the dialog box out from the lower right corner.
- You can also scroll through all of your sheets by pressing the arrow buttons on the top right or jump to a specific sheet from the pull-down.
- If changes have been made to your drawing and are not shown, press the refresh button in the top left of the preview dialog box.



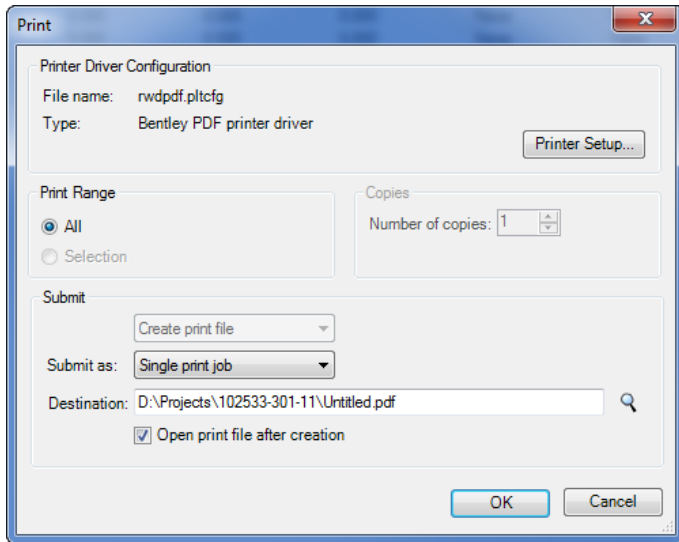
## Creating a PDF

1. Go to *File* and select *Print*



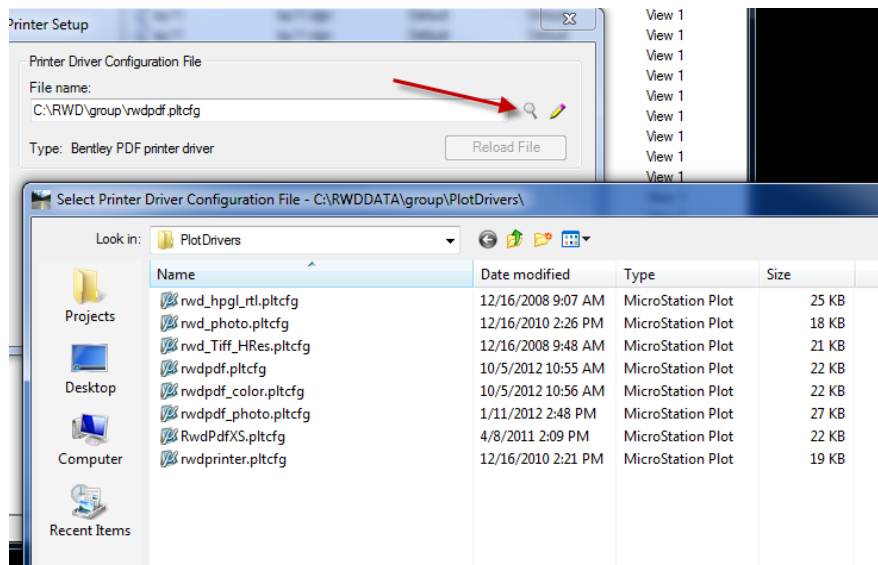
2. Set *Print Range* to **ALL**
  3. Set *Submit as* to **Single print job**
  4. Set *Destination* by navigating to the location of your project using the magnifying glass
- If you want to view the PDF as soon as it's created, check the *Open print file after creation* box.

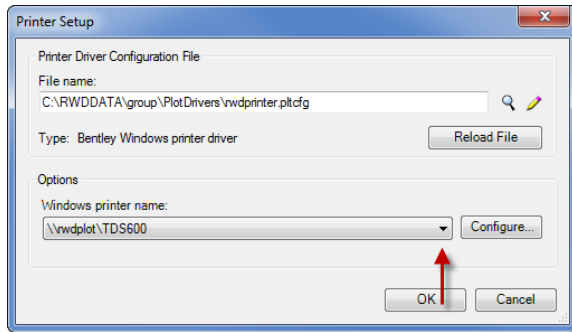




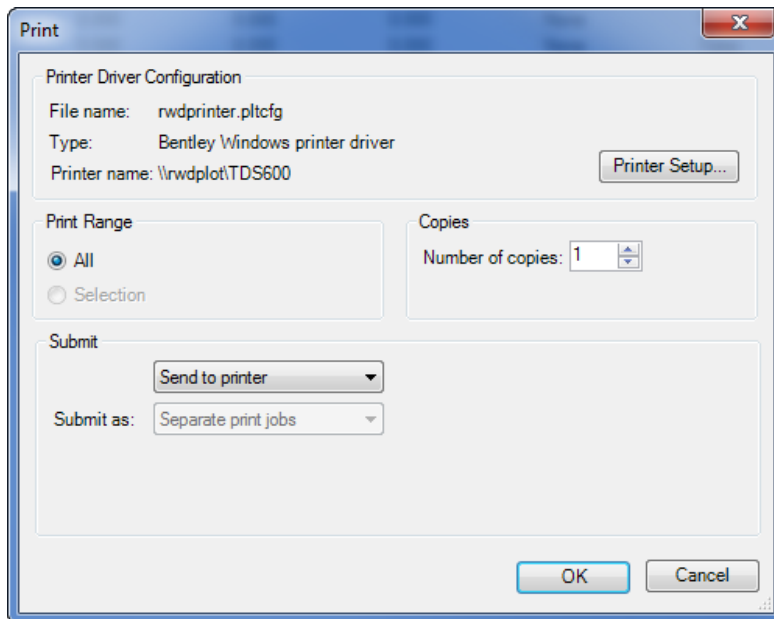
## Sending Set to a Plotter

1. Make sure the printer settings are correctly set by selecting *Printer Setup* from the print organizer's file pull-down
  - The default printer is set to the TDS600
  - The print driver should be set to *rwdprinter.pltcfg*





2. Go to *File* and select *Print*
  - The dialog box will look slightly different than if you were sending it to a PDF
3. Set *Submit* to *send to printer*
4. Press OK



This concludes the Print Organizer help document. If you have any trouble following this process, please contact [Jordan Dangerfield](#).

