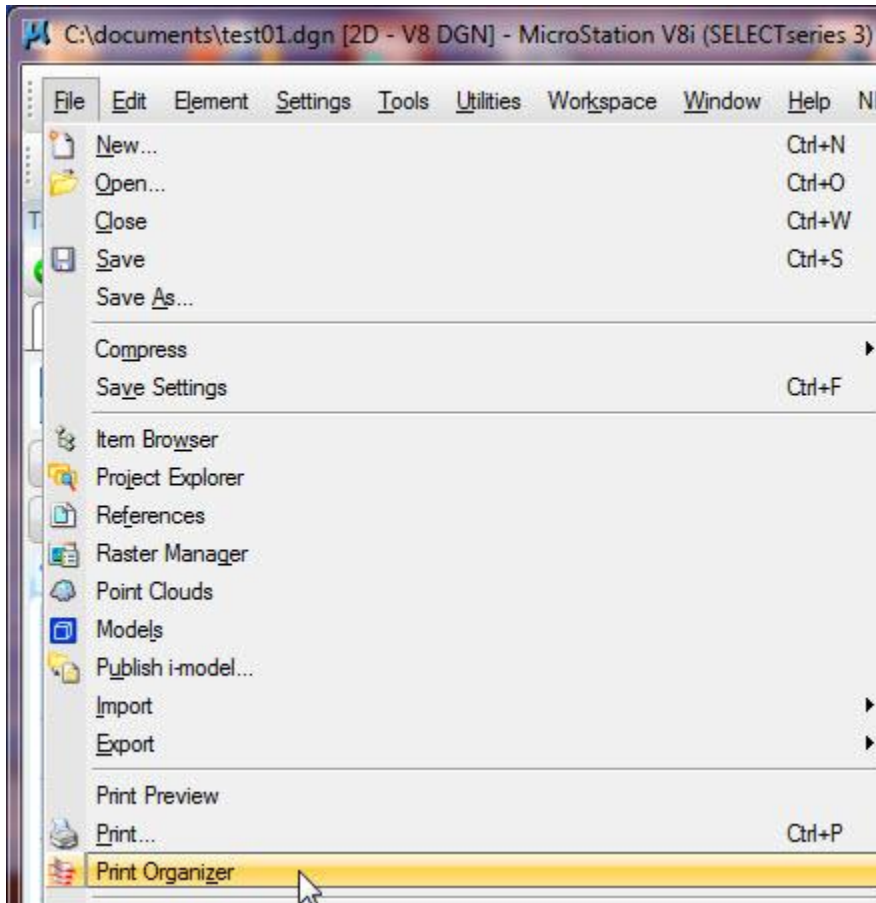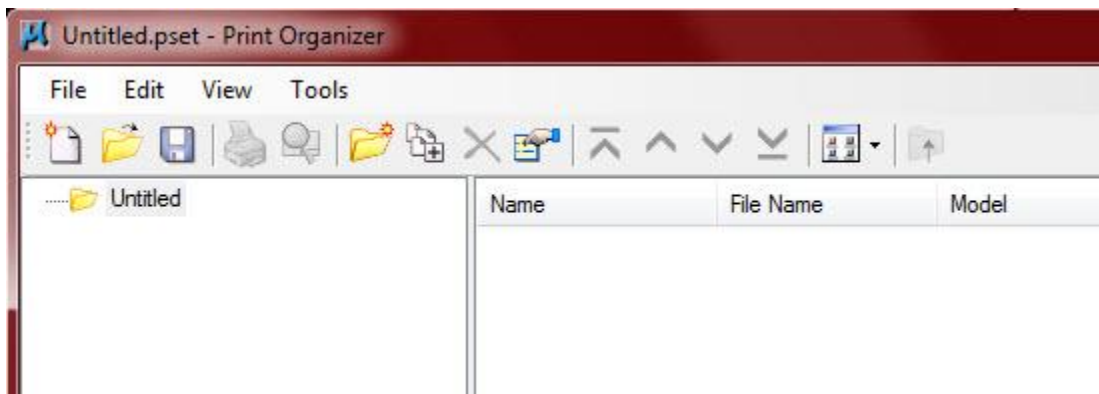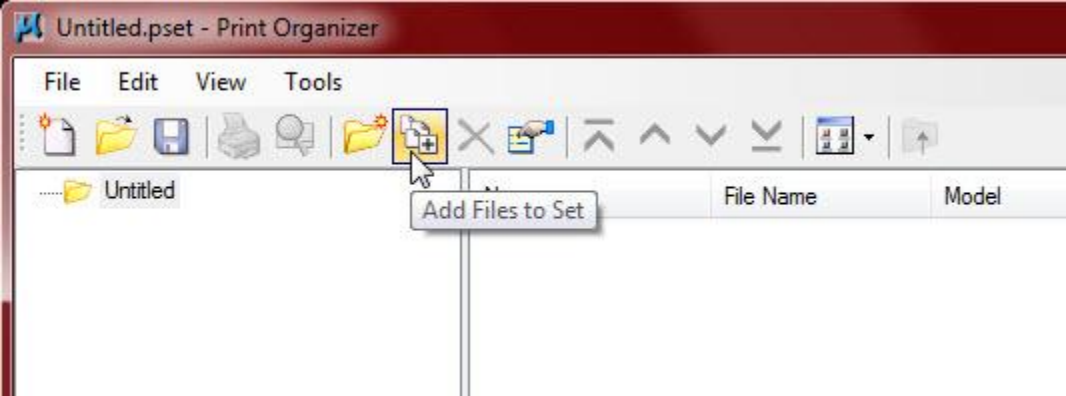# MicroStation V8i Print Organizer

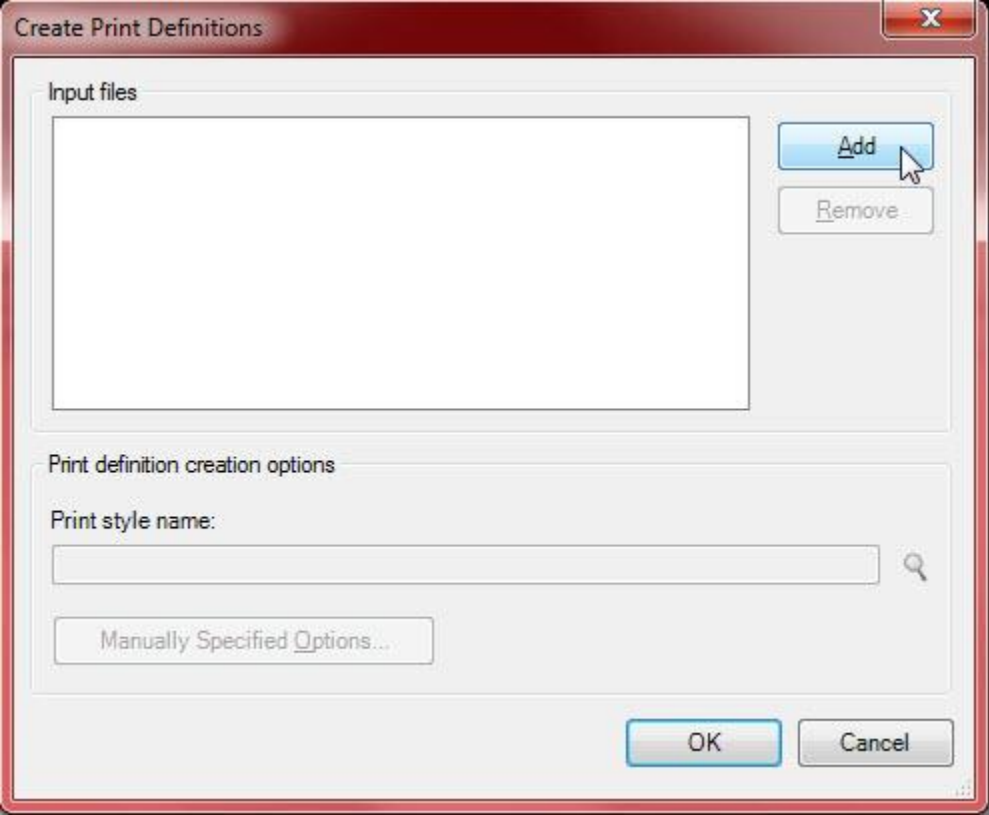In a MicroStation file, click on "File" and click on "Print Organizer".

This is the left side of the "Print Organizer" dialog box. Notice the file extension is pset.
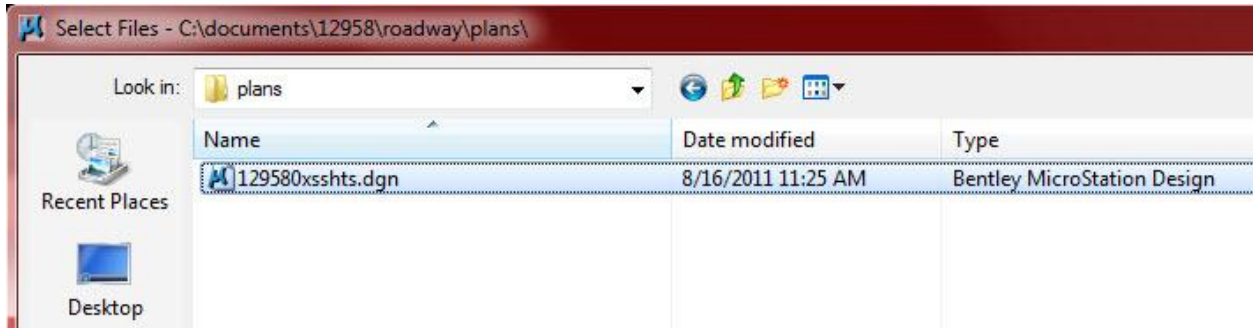
Click "Add Files to Set".

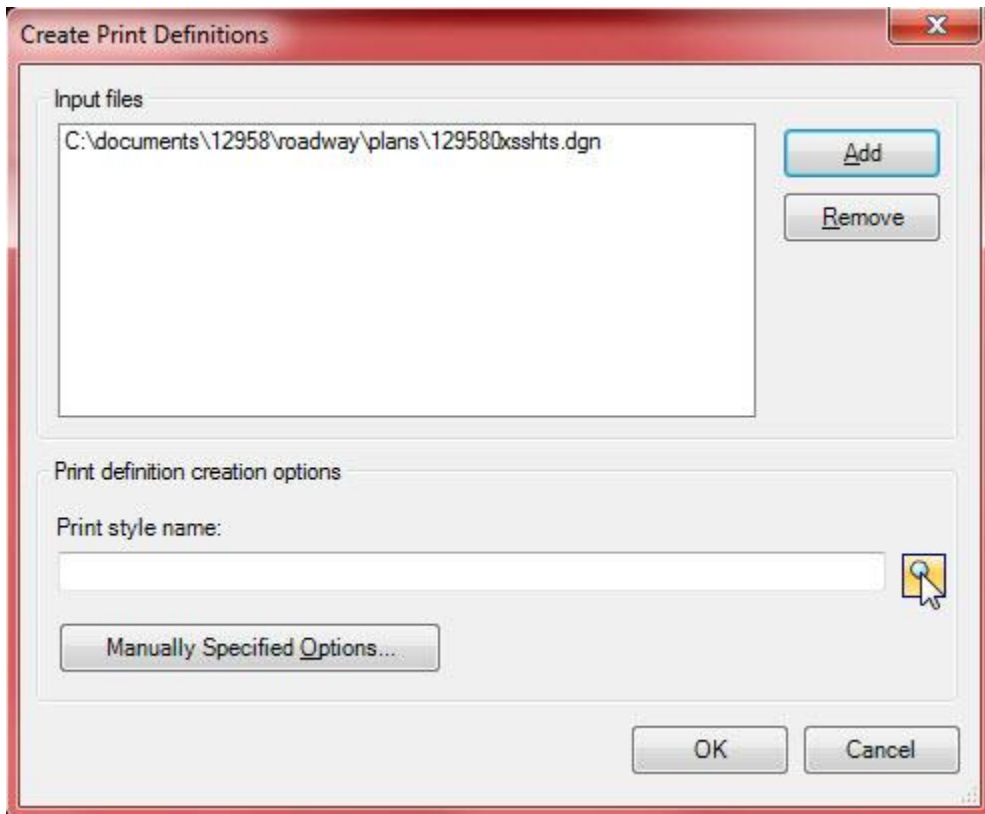Click "Add" and browse to find the file(s) you wish to add.

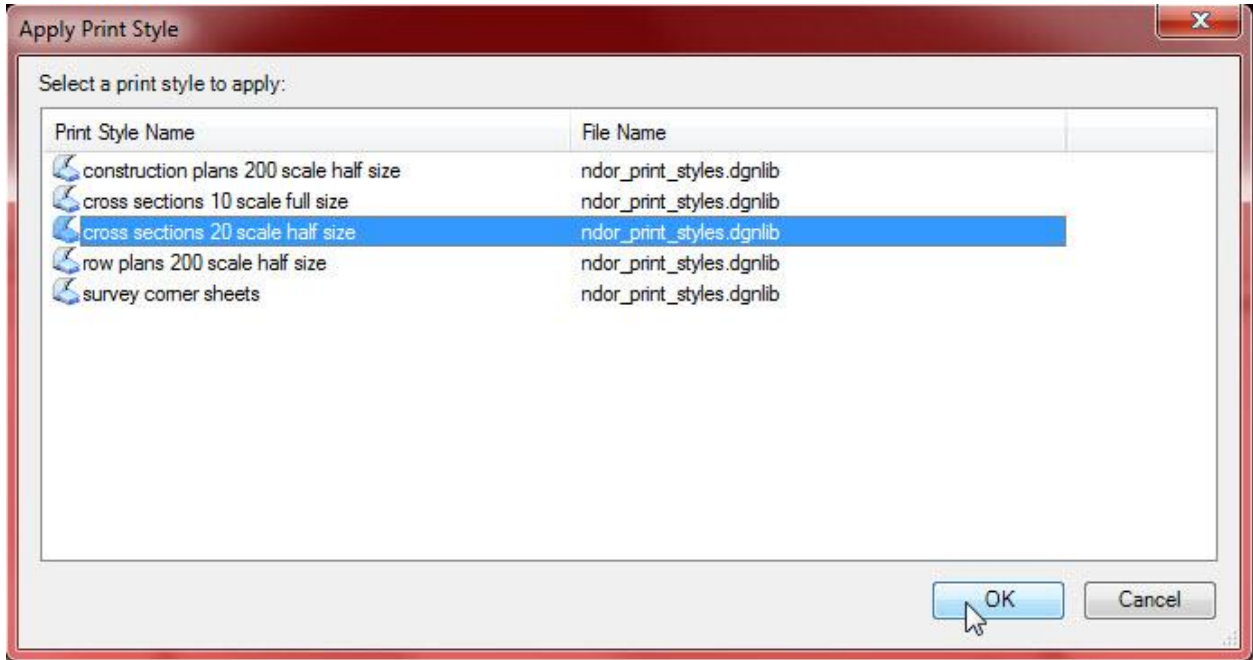In this example I am working with Cross Sections. Control Number 12958.

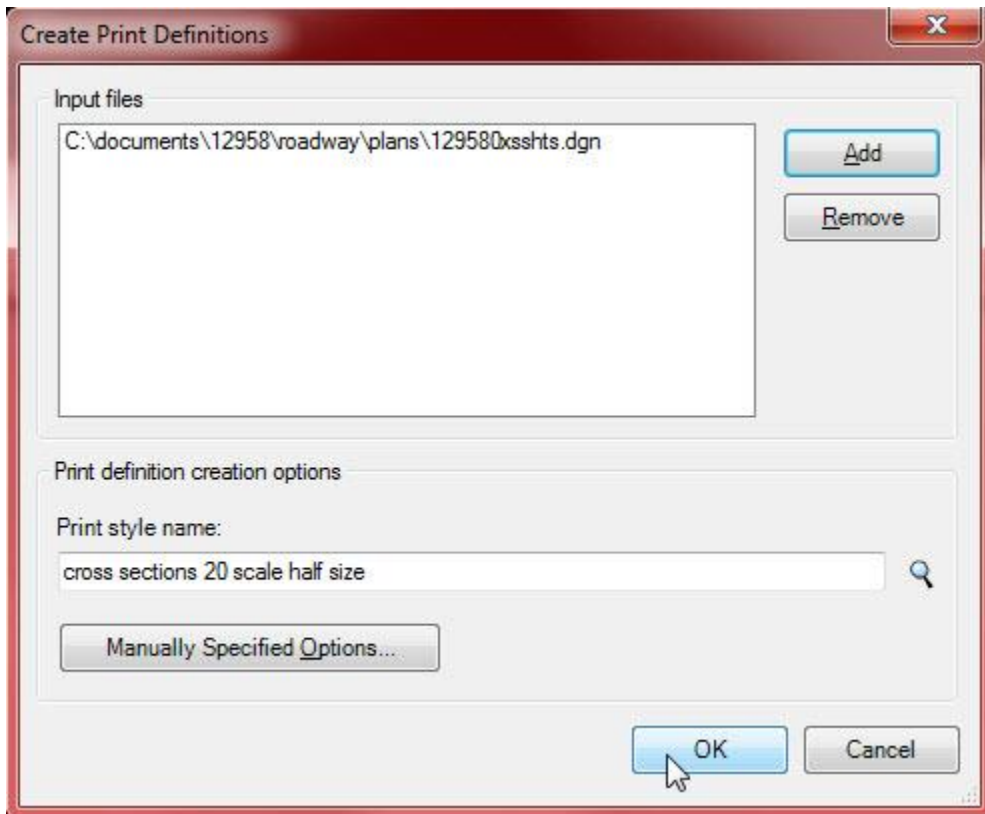Click "Done" to add the file(s) to the "Create Print Definitions" dialog box.

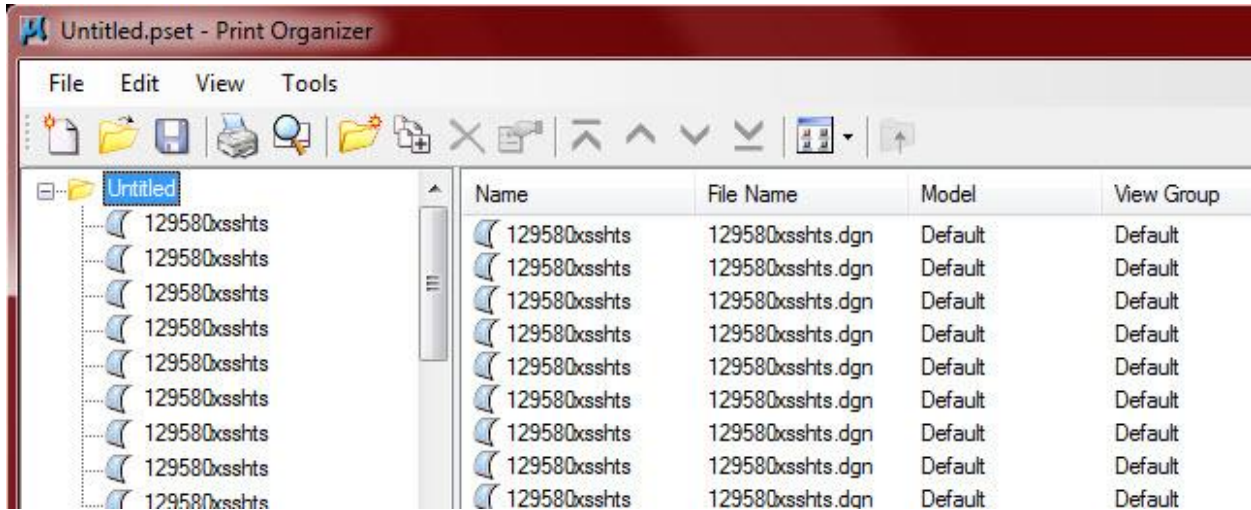Click on the Magnifying Glass to find the "Print Style Name".

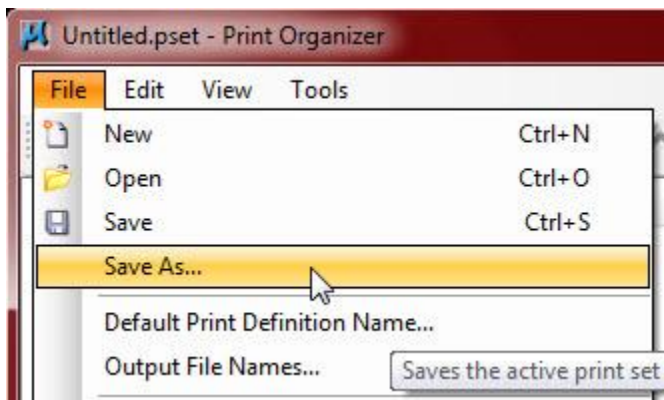20 scale, half size plans is what I want, so I make that selection and click on "OK".
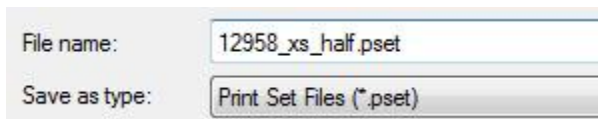

Click on "OK".

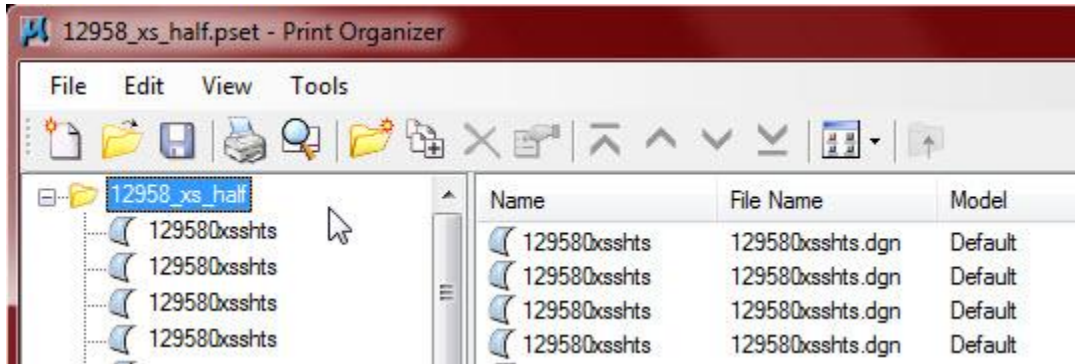The "Print Organizer" dialog box, showing the plot files.

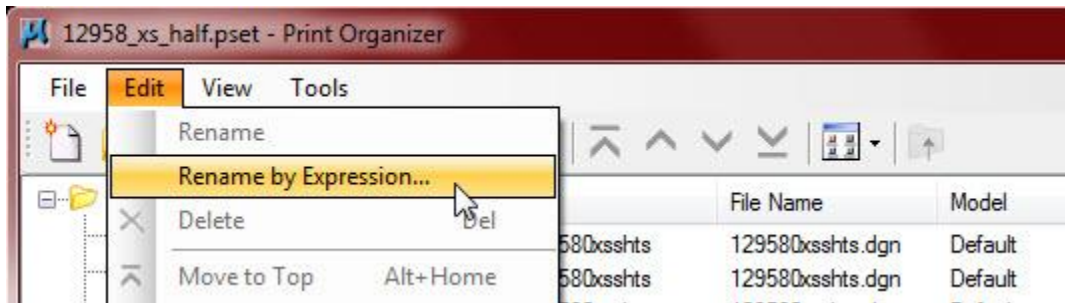Click on "File" and click on "Save As…" to name your "pset" file.

I renamed this file 12958_xs_half.pset. Half size cross sections for Control Number 12958.

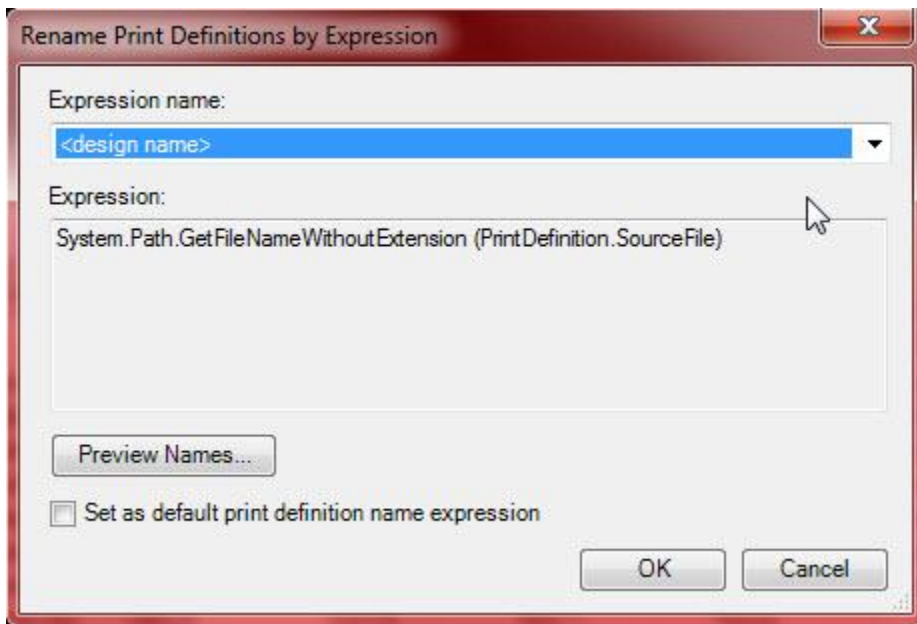To number the Plot Files, hilite the project name.
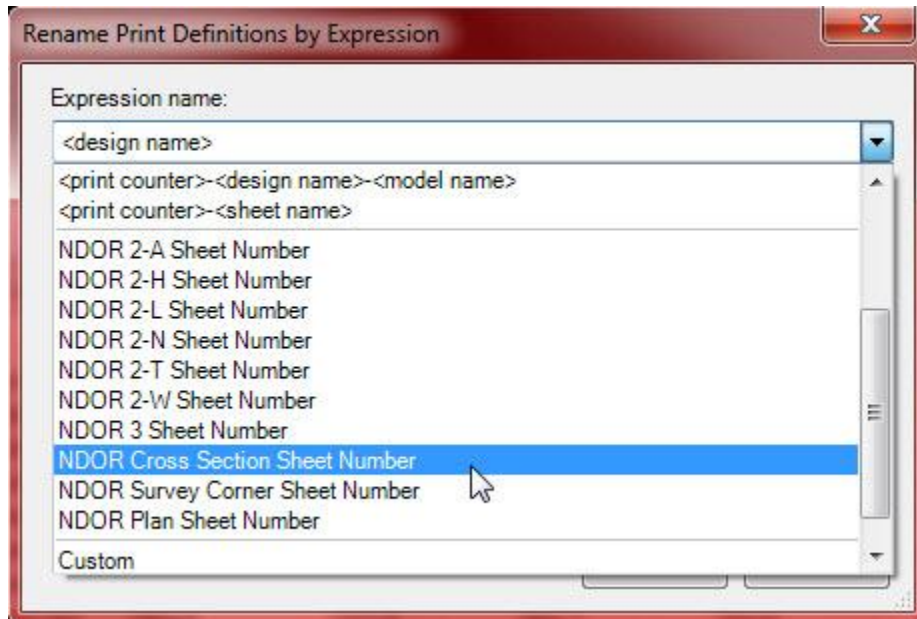

Click on "Edit" and click on "Rename by Expression…".

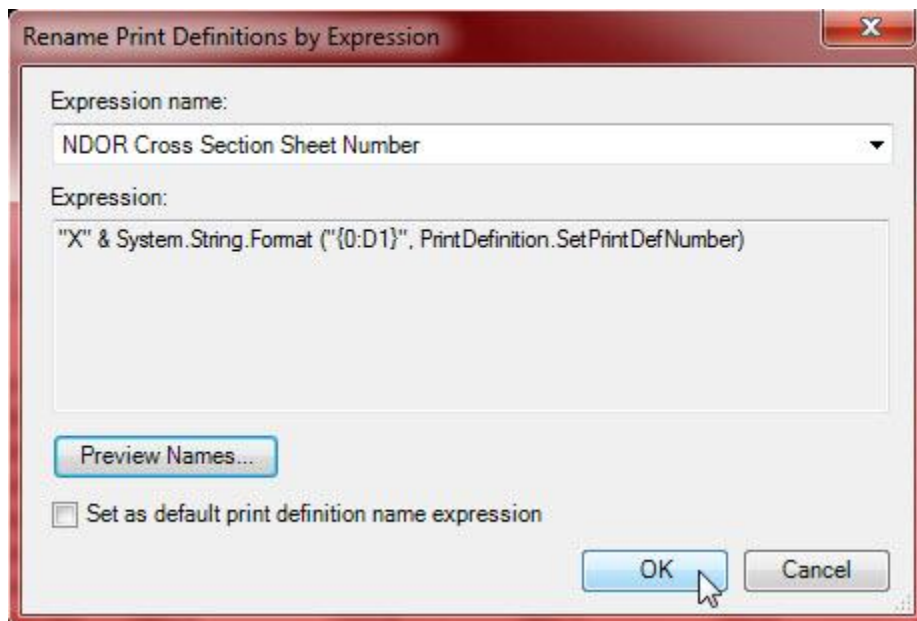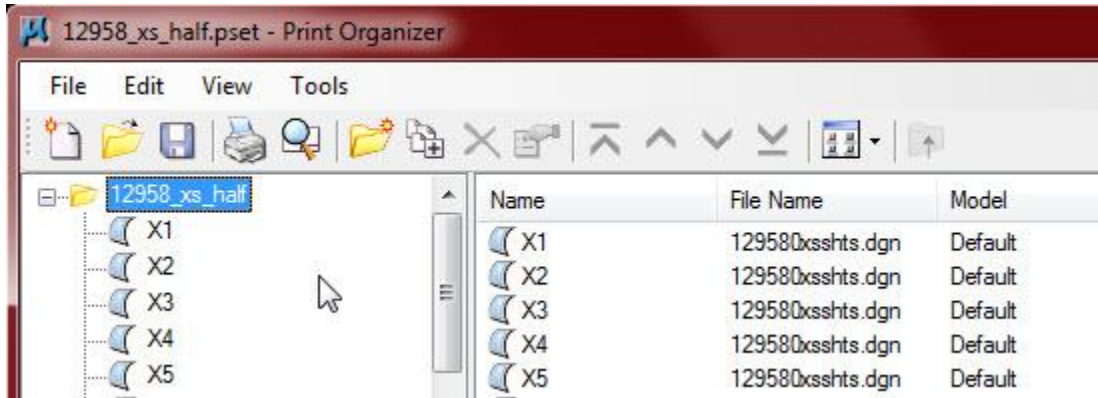Click on the down arrow on "Expression name:".

Select "NDOR Cross Section Sheet Number".

Click on "OK".

The "Print Organizer" dialog box, showing the new Plot Names.

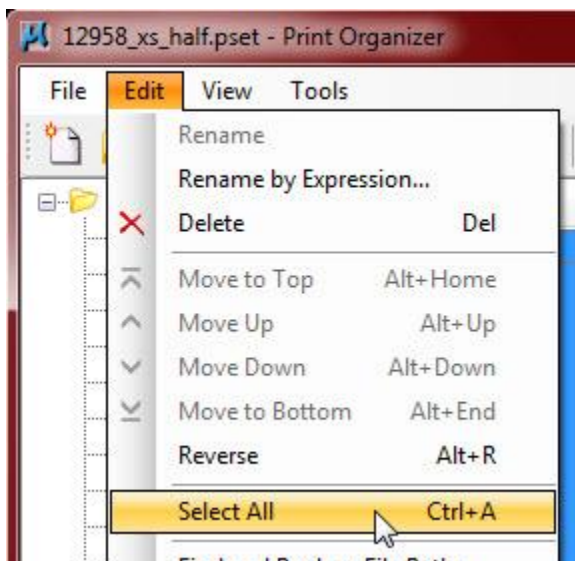Notes:
Individual plots can be renamed by selecting the plot name and clicking on "Edit" and then clicking on "Rename".

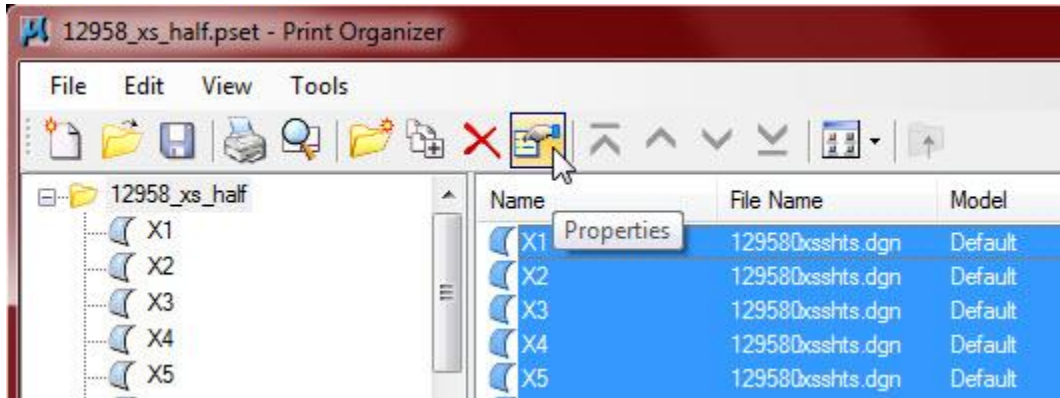To print the Sheet Number on Construction Plan Sheets, click on "File" and "Save" and then click on "File" and "Print".

To print the Sheet Number, Project Number, Control Number, Horizontal and Vertical Scales on Cross Section Sheets, click on "Edit" and click on "Select All".
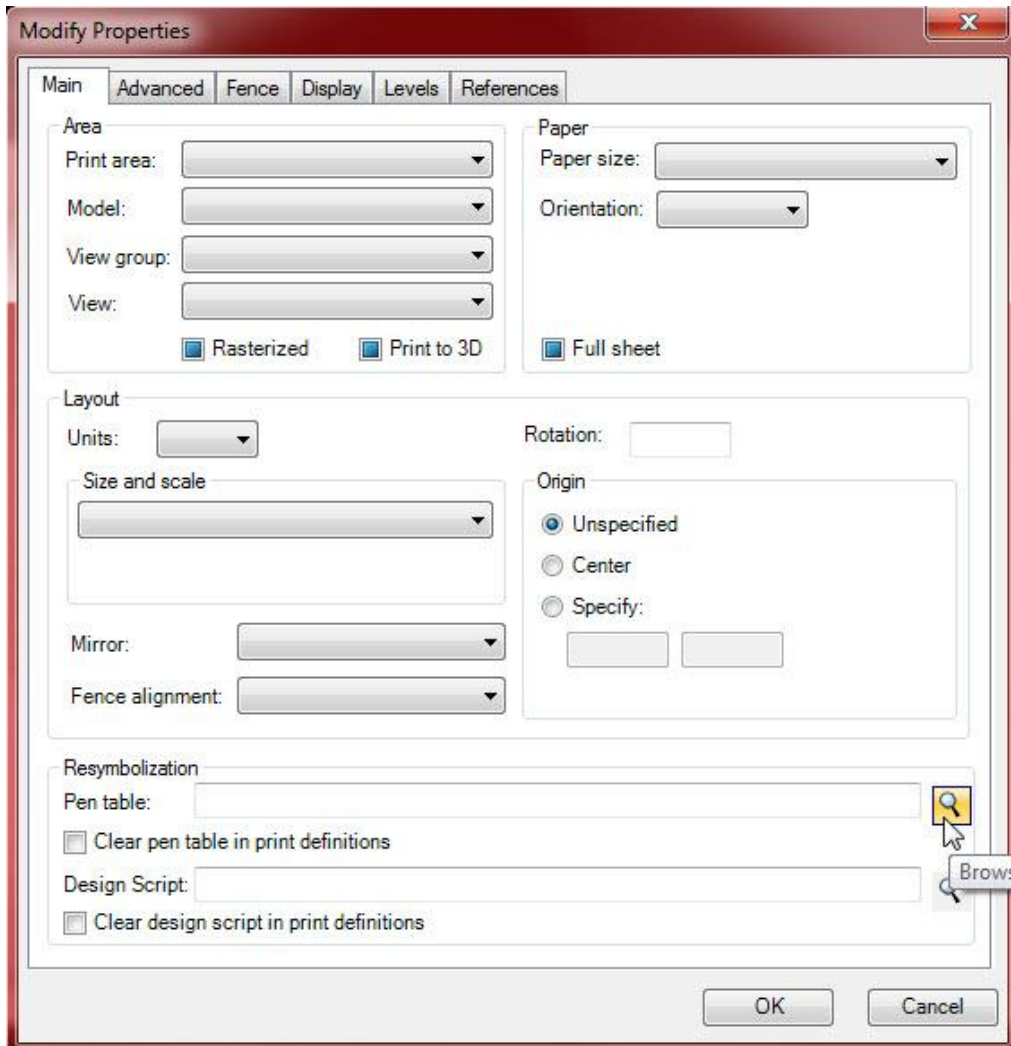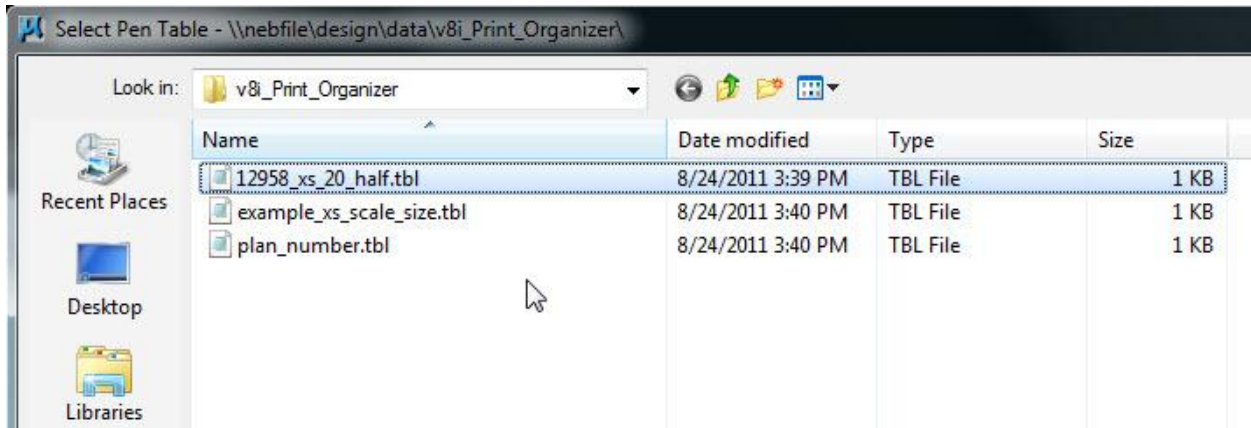
Click on the "Properties" button.

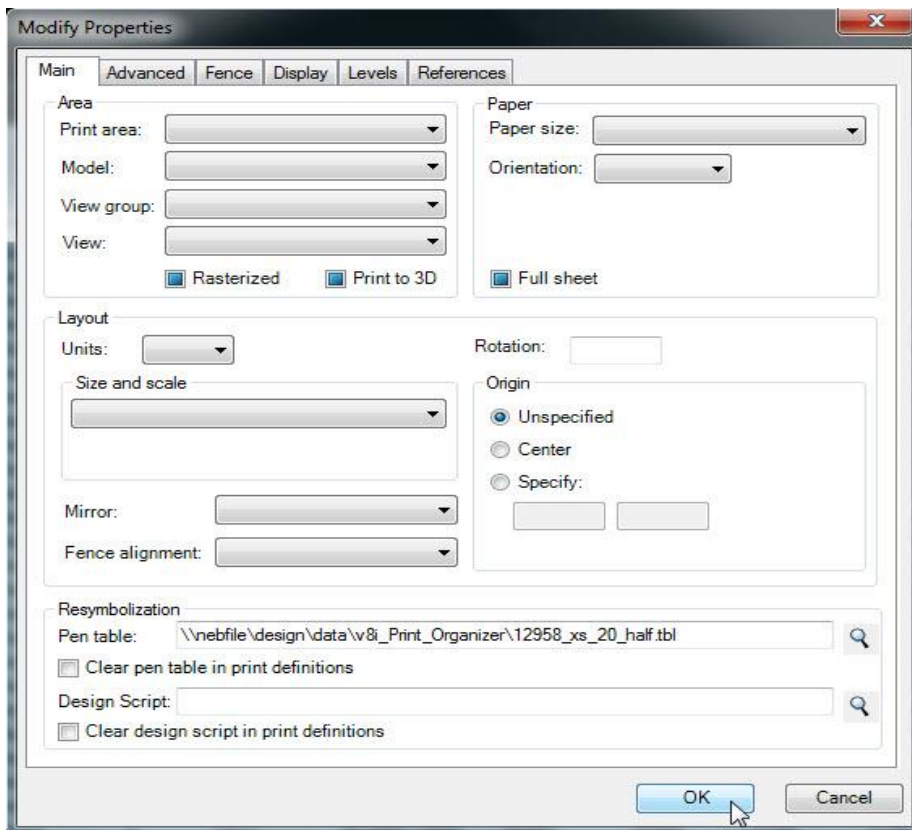Click on the Magnifying Glass to find or create, the "Pen Table" for this project plot set.

This project is 12958 and we are plotting 20 scale Cross Section sheets … select the
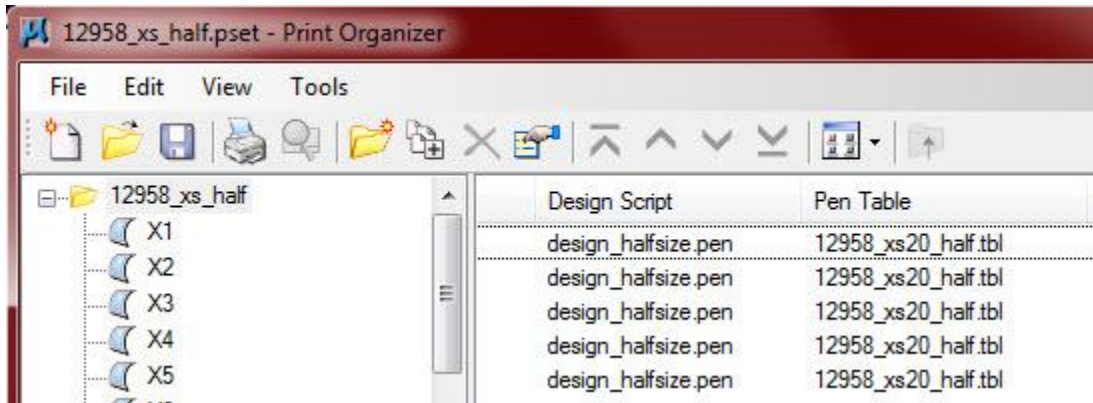12958_xs_20_half.tbl "Pen Table" file.

If a file, for your project does not exist, right click, copy and rename the "example_xs_size.tbl"
file to your control number. (Again … this applies to Cross Section sheets only).

Right click to edit (or Open with Notepad) the Project, Control, H and V Scale numbers in that
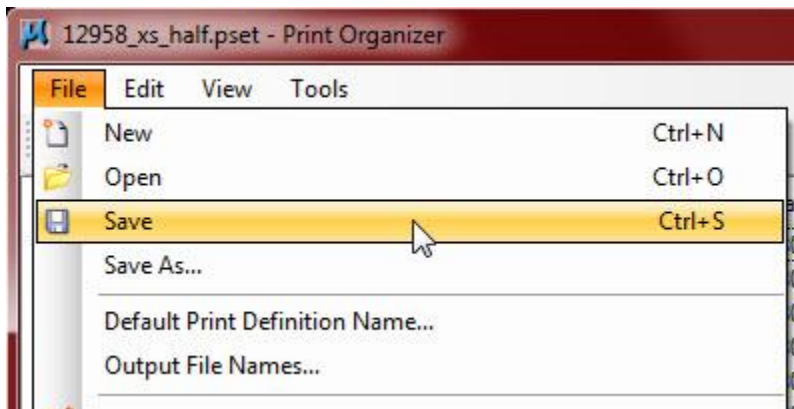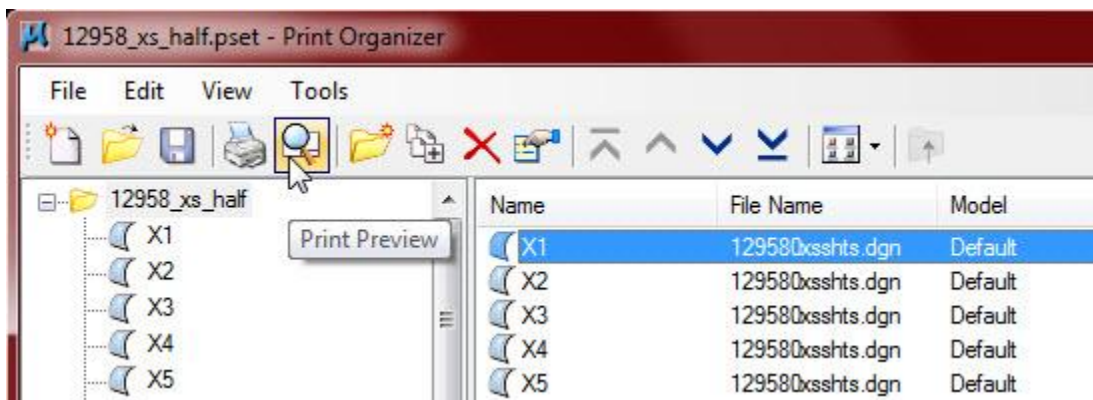file. Click on "Open" or "Edit".

Click on "OK".

This is the right side of the "Print Organizer" dialog box, showing the "Design Script" and "Pen Table" files.
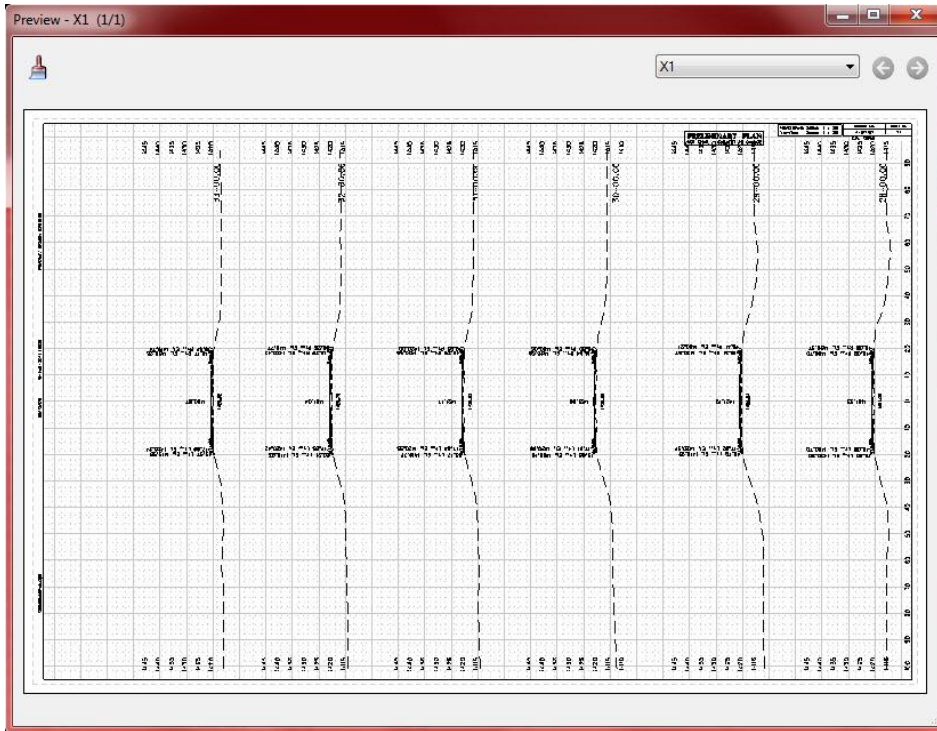

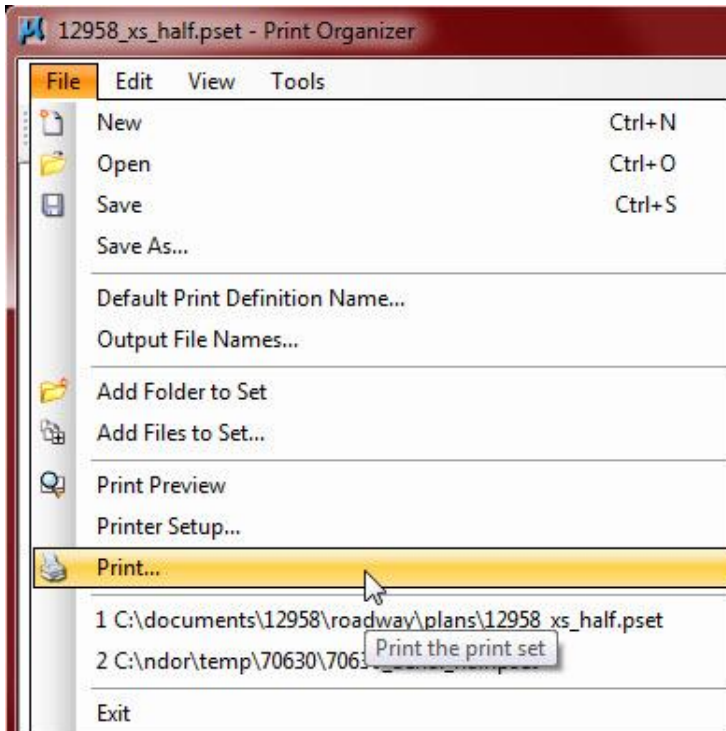Click on "File" and click on "Save".

Hilite a plot file and click on "Print Preview".

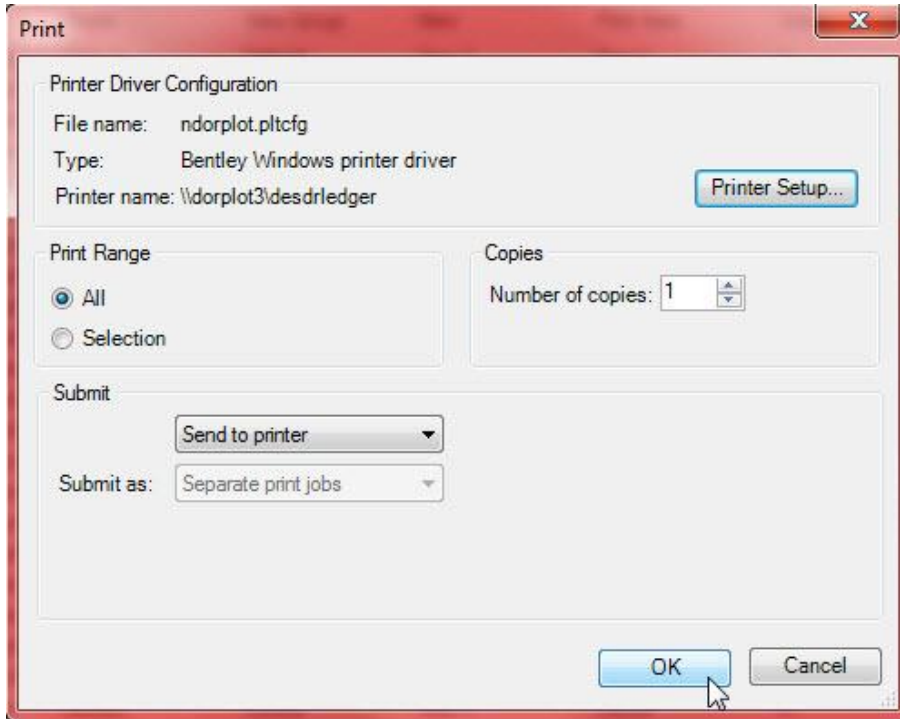The "Print Preview" dialog box.

Click on "File" and click on "Print".
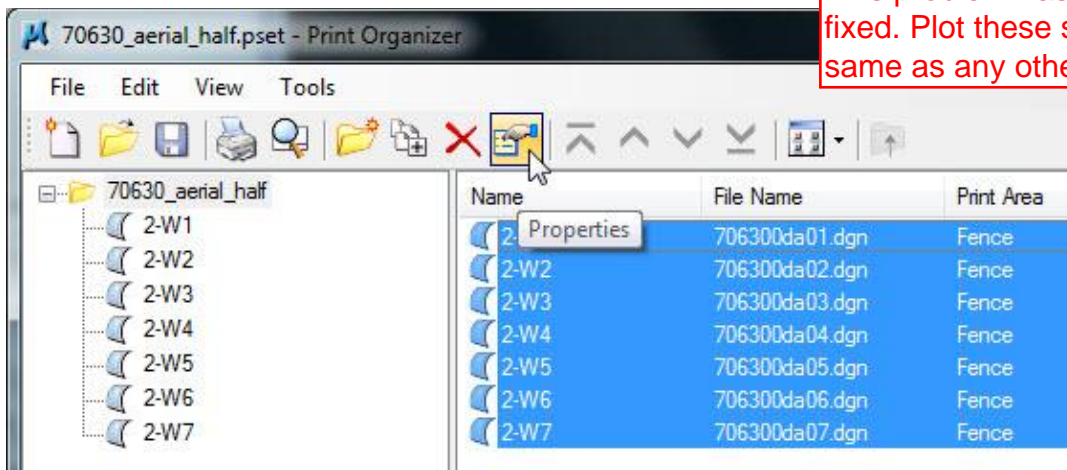
The "Print" dialog box. Click "OK" to print.

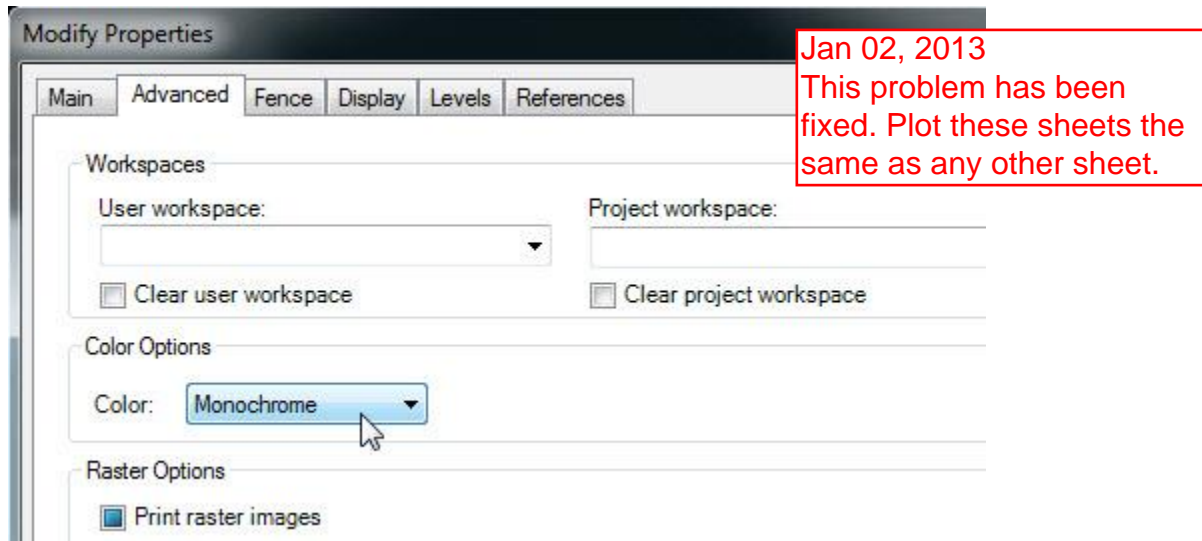## To plot sheets with raster files (photos) attached:

Make sure text style elements and other elements that require a white background block, are placed on level 191. That is the "Notes Aerial Photo Text" level.

Hilite the plot files and click on "Properties".

Jan 02, 2013
This problem has been
fixed. Plot these sheets the
same as any other sheet.

Click on the "Advanced" tab and set the "Color Options" to "Monochrome".

Click on "OK".

Click on "File" and "Save" and then click on "File" and "Print".

Notes:

When plotting full size sheets to the KIP plotter, plot in reverse order.

34 in.

8½ in.

17 in.

11 in.

A
(Letter)

C

11 in.

B
(Ledger, Tabloid)

E

44 in.

22 in.

D