

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:

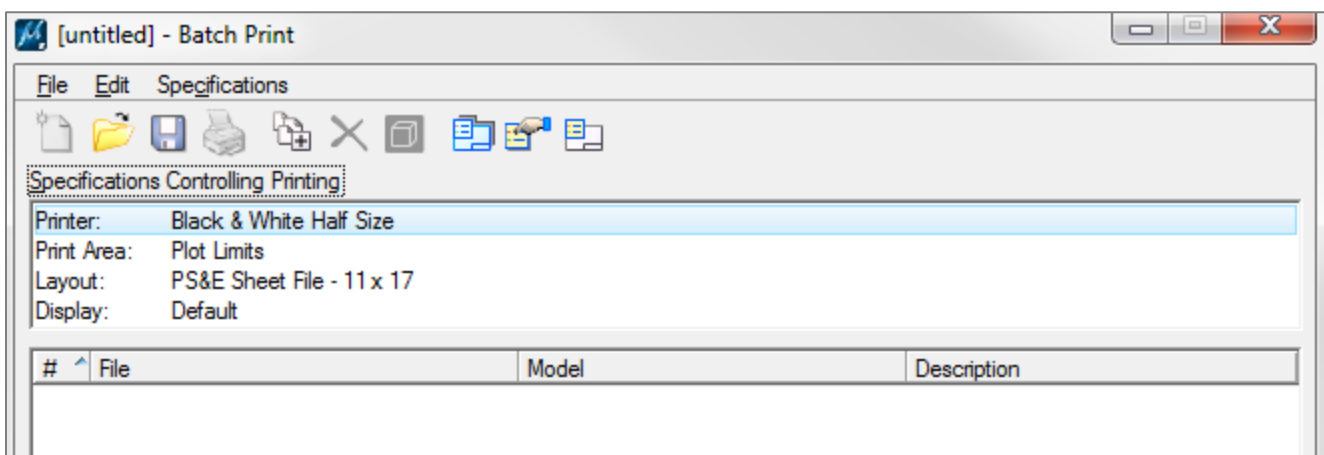
1. Select the files to print.
2. Choose an appropriate plot specification.
3. Set the paper size and rotation.
4. Print.

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.



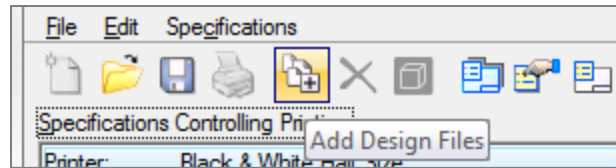
2. Verify that the *Specifications Controlling Printing* display settings are similar to the graphic above.

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

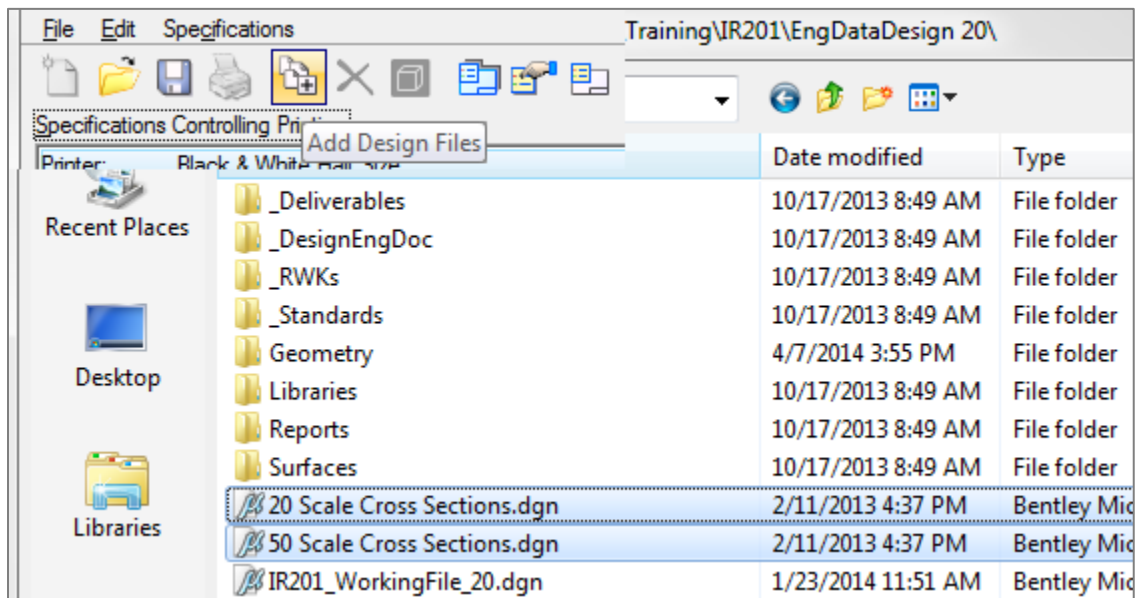
3. In the Batch Print dialog, select the *Edit > Add Files...* command.

~ Or ~

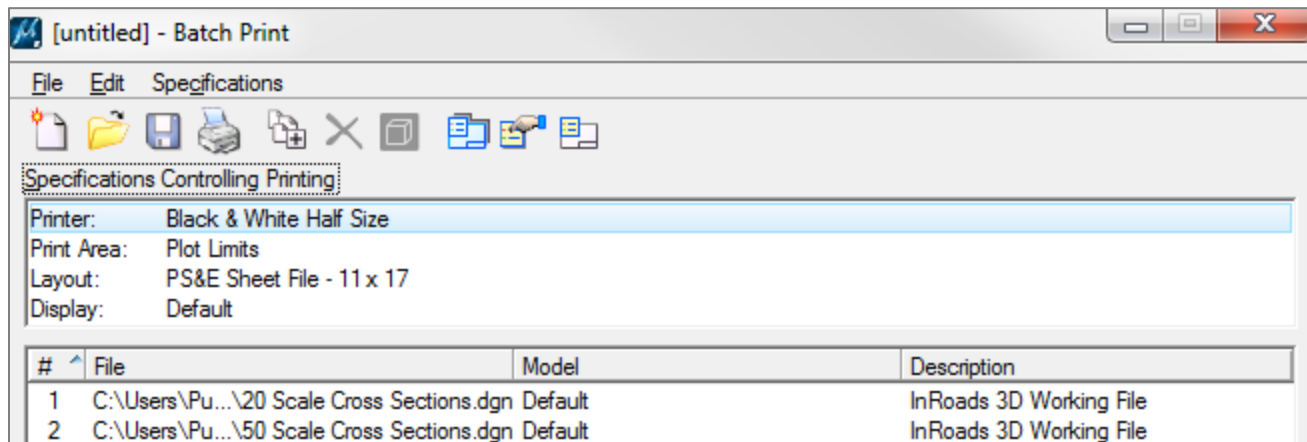
Click the **Add Design Files** icon on the toolbar.



This opens the Select Design Files to Add dialog.



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.



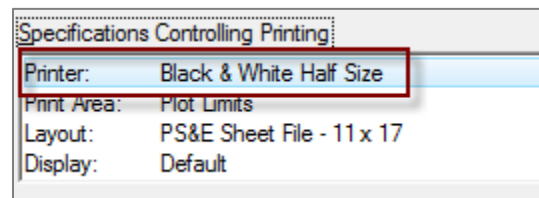
Selecting the Print Specifications

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

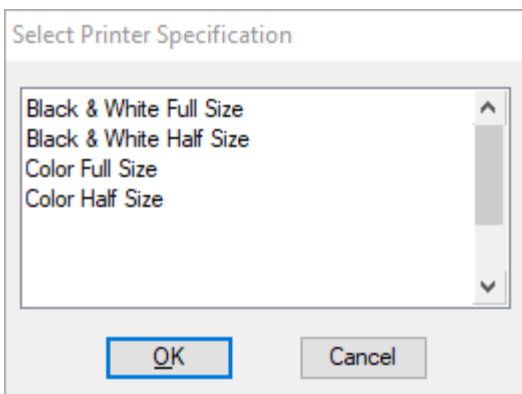
- Black & White or Color
 - Half size (11"x17") or Full size (22"x34")
 - Print to paper or PDF file.
7. Double-click on the **Printer:** option in the top half of the Batch Print dialog.

This opens the Select Printer Specifications dialog.

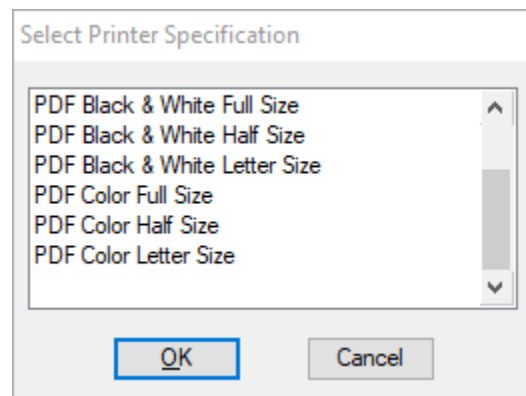
8. Select the print specification from the list.



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.



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



9. Click **OK** to close the dialog and return to the Batch Print 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

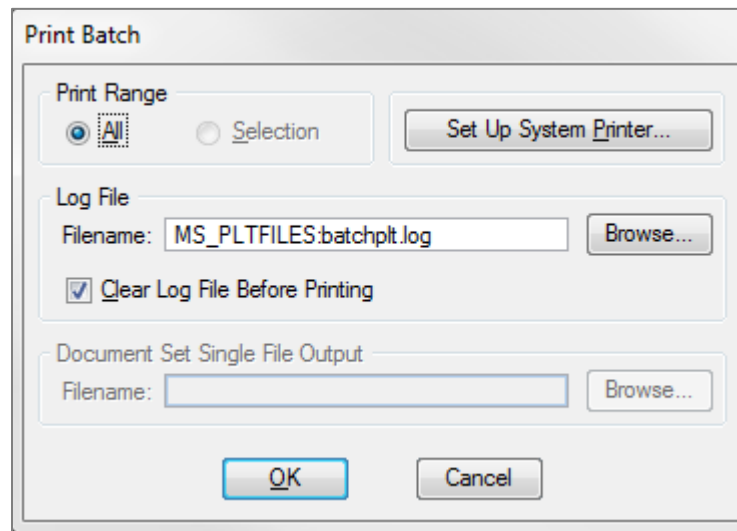
Select the PDF printer option to produce PDF files.

1. In the Batch Print dialog, select *File > Print*.

~ OR ~

Click the **Print** icon in the Batch Print dialog.

This opens the Print Batch dialog.



MicroStation generates a log file whenever you batch print. You can specify 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 Print Batch 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 Batch Print dialog will return.
8. Open the new PDF file and verify its contents.
 9. If no changes are necessary, close the Batch Print 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.

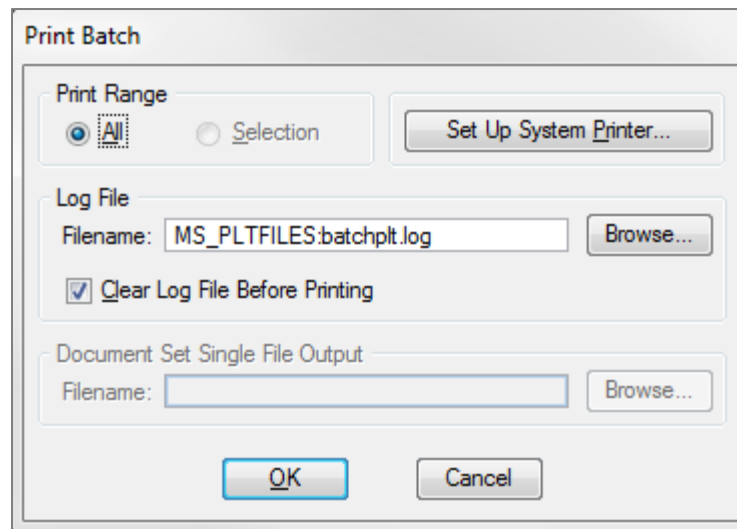
The process for sending the job to a printer requires selecting a different option in the **Selecting the Print Specifications** command.

1. Select *File > Print* from the Batch Print dialog.

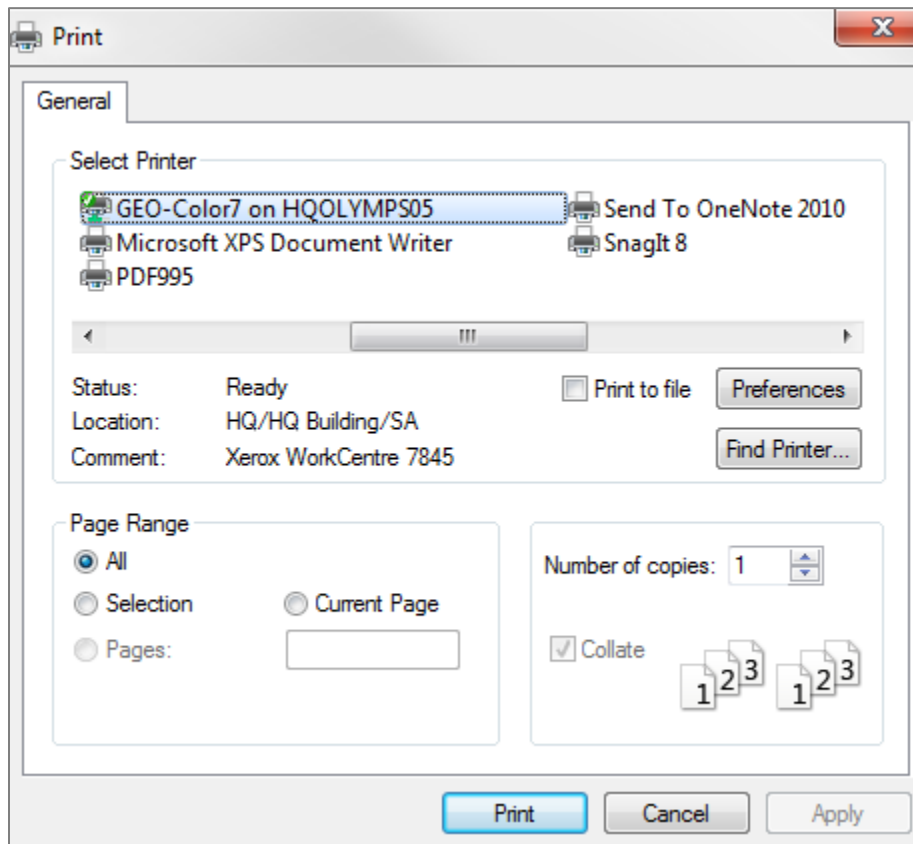
~ Or ~

Click the **Print** icon in the Batch Print dialog.

This opens the Print Patch Dialog.



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.



4. Select the printer of choice from the printers list, and click the **Preferences** button.
5. In the Printer Preferences 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 Cells 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.

- 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 Print Batch 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**.