

Creating PDF Files from MicroStation DGN Files

Introduction

T.D.O.T. Design Division personnel have two methods available to them for producing PDF files from plan sheets in MicroStation. Both of these are described in this document. The recommended method is with InterPlot Organizer, which is used for batch plotting and generating PDF plan sets. They can also use MicroStation Print to produce individual sheet PDF files.

Consultants that use MicroStation's Print Organizer tool for batch plotting can use that section for guidance in producing PDF plan sets.

A single PDF file should be created that contains all required sheets for all plan sets except for the final construction plans turn in. For final construction plans, each individual sheet is generated as a separate PDF file. They can then be combined in a PDF portfolio where they can each be digitally signed by the project engineer(s).

PDF Sheet Sizes

All Plan sheets in PDF files used for posting to FileNet must be set up at full size. Other PDF plans sheet submittals may be half size as stipulated in the T.D.O.T. Design Division Guidelines.

This document contains a section at the end describing the correct way to print from PDF files to avoid scaling errors. It shows document and paper sizes as well as how to print from either full or half size to generate any required prints you may need.

PDF Plan Sets from InterPlot Organizer

1. Open InterPlot Organizer and create a plot set.

The next several pages illustrate the set-up of sheets in InterPlot Organizer. They vary by type and when your plans were originally set up. Once you have your sheets set up in InterPlot Organizer you scan skip to page 8 and step 2.

For plan sheets created after January 2006 that utilize the MicroStation V8 sheet borders:

Create a plot set using settings files, **PdfEnglishFul.set** for regular plan sheets or **PdfEnglishXSFul.set** for cross section sheets.

These settings files utilize a smaller plot shape in the MicroStation V8 sheet border that is drawn with color 253. This special plot shape for PDF generation was set up to stop data from being clipped from the right edge of the sheets when plotted from the PDF file. **The resulting PDF document**



sheet size will be smaller than the normal printed sheet size so that it will fall within standard printer margins.

Document Sheet Sizes

Regular Full Size:	33.185" X 21"
Cross Section Full Size:	32.85" X 21.25"

Regular Plan Sheets (Full Size)

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001a	001a.sht	default	default views	fence	pdf.ful	stdcolor.tbl	none	1:1	33.185, 21	0	in	
002	002.sht	default	default views	fence	pdf.ful	stdcolor.tbl	none	50:1	33.185, 21	0	in	
002a	002a.sht	default	default views	fence	pdf.ful	stdcolor.tbl	none	50:1	33.185, 21	0	in	
002Ь	002b.sht	default	default views	fence	pdf.ful	stdcolor.tbl	none	1:1	33.185, 21	0	in	
002c	002c.sht	default	default views	fence	pdf.ful	stdcolor.tbl	none	1:1	33.185, 21	0	in	
002d	002d.sht	default	default views	fence	pdf.ful	stdcolor.tbl	none	1:1	33.185, 21	0	in	
002e	002e.sht	default	default views	fence	pdf.ful	stdcolor.tbl	none	50:1	33.185, 21	0	in	
003	003.sht	default	default views	fence	pdf.ful	stdcolor.tbl	none	50:1	33.185, 21	0	in	
003a	003a.sht	default	default views	fence	pdf.ful	stdcolor.tbl	none	200:1	33.185, 21	0	in	
004	004.sht	default	default views	fence	pdf.ful	stdcolor.tbl	none	50:1	33.185, 21	0	in	
004a	004a.sht	default	default views	fence	pdf.ful	stdcolor.tbl	none	50:1	33.185, 21	0	in	
004b	004b.sht	default	default views	fence	pdf.ful	stdcolor.tbl	none	50:1	33.185, 21	0	in	
004c	004c.sht	default	default views	fence	pdf.ful	stdcolor.tbl	none	50:1	33.185, 21	0	in	
005	005.sht	default	default views	fence	pdf.ful	stdcolor.tbl	none	50:1	33.185, 21	0	in	
006	006.sht	default	default views	fence	pdf.ful	stdcolor.tbl	none	50:1	33.185, 21	0	in	
0061	006.sht	default	default views	fence	pdf.ful	stdcolor.tbl	none	50:1	33.185, 21	0	in	
007	007.sht	default	default views	fence	pdf.ful	stdcolor.tbl	none	100:1	33.185, 21	0	in	
008	008.sht	default	default views	fence	pdf.ful	stdcolor.tbl	none	50:1	33.185, 21	0	in	
009	009.sht	default	default views	fence	pdf.ful	stdcolor.tbl	none	50:1	33.185, 21	0	in	
010	010.sht	default	default views	fence	pdf.ful	stdcolor.tbl	none	350:1	33.185, 21	0	in	
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Cross Section Sheets (Full Size)

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58	rosr95mainlinexssheets	default	default views	fence	pdf.ful	stdcolor.tbl	none	10:1	32.85, 21.25	0	in	
59	rosr95mainlinexssheets	default	default views	fence	pdf.ful	stdcolor.tbl	none	10:1	32.85, 21.25	0	in	
60	rosr95mainlinexssheets	default	default views	fence	pdf.ful	stdcolor.tbl	none	10:1	32.85, 21.25	0	in	
61	rosr95mainlinexssheets	default	default views	fence	pdf.ful	stdcolor.tbl	none	10:1	32.85, 21.25	0	in	
62	rosr95mainlinexssheets	default	default views	fence	pdf.ful	stdcolor.tbl	none	10:1	32.85, 21.25	0	in	
63	rosr95mainlinexssheets	default	default views	fence	pdf.ful	stdcolor.tbl	none	10:1	32.85, 21.25	0	in	
64	rosr95mainlinexssheets	default	default views	fence	pdf.ful	stdcolor.tbl	none	10:1	32.85, 21.25	0	in	
65	rosr95mainlinexssheets	default	default views	fence	pdf.ful	stdcolor.tbl	none	10:1	32.85, 21.25	0	in	
66	rosr95mainlinexssheets	default	default views	fence	pdf.ful	stdcolor.tbl	none	10:1	32.85, 21.25	0	in	
67	rosr95mainlinexssheets	default	default views	fence	pdf.ful	stdcolor.tbl	none	10:1	32.85, 21.25	0	in	
68	rosr95mainlinexssheets	default	default views	fence	pdf.ful	stdcolor.tbl	none	10:1	32.85, 21.25	0	in	
69	rosr95mainlinexssheets	default	default views	fence	pdf.ful	stdcolor.tbl	none	10:1	32.85, 21.25	0	in	
70 71	rosr95mainlinexssheets	default	default views	fence	pdf.ful	stdcolor.tbl	none	10:1	32.85, 21.25	0	in	
71	rosr95mainlinexssheets	default	default views	fence	pdf.ful	stdcolor.tbl	none	10:1	32.85, 21.25	0	in	
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For 8 ¹/₂ X 11 Permit Sketches:

Create a plot set using the following settings files:

PdfEnglishPermitLand.set or **PdfEnglishPermitPort.set** for black & white landscape or portrait permit sketches,

PdfEnglishPermitLandColor.set or **PdfEnglishPermitPortColor.set** for color landscape or portrait vicinity maps.

These settings files utilize a PDF plot shape in the permit sketch borders that is drawn with color 253.



For permits set up prior to October 2007 when the PDF plot shape was added to the permit sketch border cells, use the **Draw Plot Border** tool to set symbology and manually add the PDF plot shape by drawing over the outside border of the permit. This tool can be found under the TDOT drop down menu at **TDOT > Tools > Draw Plot Border** or from Geopak's D&C Manager at **Drafting Standards > Tools > Plot Border**.

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Plot Name		Model	View Group	Plot Area	Design Script	Color Table	Paper S	Scale	Size	Rotation	Unit
br3660permitmap	br3660permitmap.dgn	default	default views	fence	pdfcolor.ful	stdcolor.tbl	none	2000:1	8.346, 10.847	0	in
Sbr3660permit1	br3660permit1.dgn	default	default views	fence	pdf.ful	stdcolor.tbl	none	50:1	8.346, 10.847	0	in
Sbr3660permit2	br3660permit2.dgn	default	default views	fence	pdf.ful	stdcolor.tbl	none	100:1	10.847, 8.346	0	in
Sbr3660permit3	br3660permit3.dgn	default	default views	fence	pdf.ful	stdcolor.tbl	none	20:1	8.346, 10.847	0	in
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2. Go to **File > Export PDF**.

When one or more plots are selected in the list, you can right click on your mouse and choose **Export PDF** from the pop up menu. There is also an icon to launch this function on the menu bar



The Export PDF dialog display varies slightly from previous versions and includes an option to create separate PDF files for each sheet. This option should be used when creating PDF documents for final construction plans (portfolio).

Export PDF	? ×
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Creation options C Create one PDF file containing C Create a separate PDF file for	
PDF options PDF Format Configuration	ne
Create PDF	Cancel

To Export PDF documents for final construction plans (portfolio), select **create a separate PDF file for each plot** is recommended under creation options of the Export PDF dialog.



Note: Sheets should be named according to TDOT CADD standards.

Export PDF
Plot range • All plots C Selected plots
Creation options C Create one PDF file containing all plots C Create a separate PDF file for each plot
PDF options PDF Format Configuration Invoke PDF viewer when done
Create PDF Cancel

3. In the Export PDF dialog, click on **PDF Format Configuration**.

Make the following settings: Resolution: 600 dpi Rotation: 270 Version Compatibility: Acrobat 8.0 and later Searchable Text: clicked On. RGB JPEG Compression: clicked On.	PDF Format Configuration Format Properties Document Security Resolution: Rotation 600 dpi 270 Version Compatibility Acrobat 8.0 and later
After the settings are made, select OK in the PDF Format Configuration dialog.	 Include URLs/Engineering Links Searchable Text Unicode Font for Searchable Text Levels/Files (Optional Content) Print as Created RGB JPEG Compression Disable Saved Views/References Bookmark
	OK Cancel



4. Back in the Export PDF dialog, you may wish to click on the option to **Invoke PDF viewer** when done to automatically open the new PDF file for review.

Click Create PDF.

5. In the **Save PDF File** dialog, navigate to your project folder, enter a filename and click **Save**.

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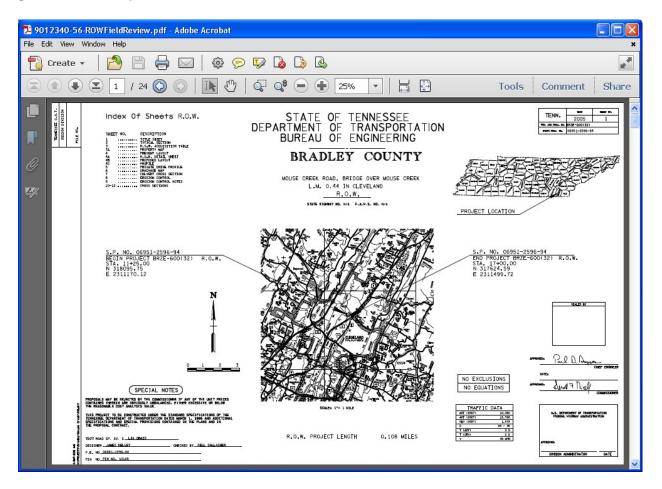


If you had the **Generate a separate PDF file for each plot** clicked On then you are prompted for the folder to place the sheet PDF files in.

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If the option to Invoke PDF viewer when done was clicked, the new PDF file is opened when generation is completed.



6. Back in the Interplot Organizer dialog, go to **File > Save** and save the plot set for later recall as needed.



Creating PDF Portfolios for Final Construction Plans

In the previous example, we created a plan set of all of the sheets. For final construction plans, each sheet must be a separate PDF. The previous steps can be used to create individual sheet PDF files as well. These individual PDF files are later combined in a portfolio so that each can be digitally signed by the engineer. For full documentation on creating PDF portfolios and digitally signing plans refer to documentation file <u>Digital Signature Certification Workflow.pdf</u>.

Missing Data in Adobe Acrobat 9

In some instances and especially with PDF files created from scanned images, some sheets may not show when viewed in Adobe Acrobat version 9. You will often get the error prompt, **"Insufficient data"** when attempting to view the sheet.

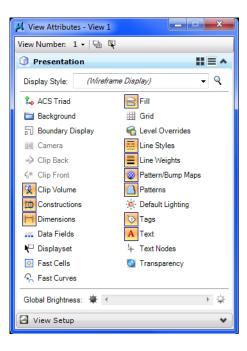
To correct this problem, simply re-generate the PDF document with version 9.

Open the document in Adobe Acrobat version 9 and click the **Print** option. In the Print dialog, choose the printer, **CutePDF Writer**, make settings as needed to maintain the paper size and then click **OK**. After entering a name for the new PDF file, it is created using version 9 which will make the missing sheets visible in the new document.

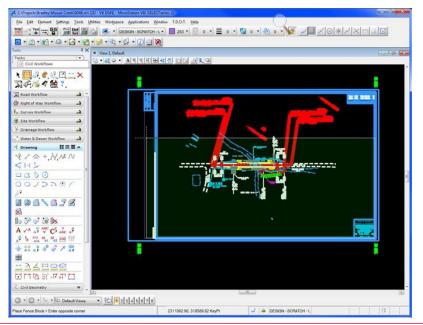


Creating PDF files using MicroStation Print

1. In the MicroStation plan sheet DGN file, change the default view attributes to **Line Weights** on, **Data Fields** off and **Fill** on. Adjust other view attributes if needed as shown below



2. Turn on level **DESIGN - SHEET - Plot Shape** if it is not on. Snap to the corners of the purple PDF plot shape on that level to place a fence around the plan sheet. It follows the inside sheet border on the right and is visible to the left of the inside sheet border on the left. On cross section sheets, it drops below the offsets at the bottom of the sheet grid.





Warning:

Do not use the plot snap points on the sheet border to set up the fence. These are set up for plotting to plotters that have the margins set at 0, not for PDF production.

- 3. MicroStation Print uses the current view attributes to set up the plot parameters. Turn off levels **DESIGN SHEET Plot Shape** and **DESIGN SCRATCH User 1**.
- 4. Open MicroStation Print. Go to **File > Print** or click the printer icon on the Standard tool strip.



or from the **TDOT Design Division** tool strip, **Plotting** tool box



 Attach the desired Bentley driver. In the MicroStation Print dialog go to File > Select Bentley Driver or click the browse icon next to the Bentley driver option on the dialog. Use plot configuration files Tdotpdfful.pltcfg, Tdotpdffulc.pltcfg (full size color) or Tdotpdfhaf.pltcfg to create PDF files.

Using the full size plot driver, the Paper Size will default to **PDF Regular Full** (33.185 X 21) for regular plan sheets. Other paper options include PDF XS Full and PDF Permit Full.



The **Print Scale** should come out at the correct scale by default based on the Paper Size. If the scale is incorrect, the fence may need to be adjusted.

🔑 Print (Tdotpdfful.pltcfg)	x
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 In the MicroStation Print dialog go to File > Print or click the printer icon on the dialog. The Save Print As dialog opens. Adjust the folder and filename as needed and click OK to save the PDF file.

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	File name:	004B.pdf					•	Save
	Save as type:	Print Output Files (*)				•	Cancel



PDF Plan Sets from MicroStation Print Organizer

Consultants that use MicroStation Print Organizer can utilize the same MicroStation Print plot configuration files to set up complete plan sets in a single PDF file. This is preferable to individual files for each sheet, which is only needed for final construction plans. In Print Organizer set up a **Print Style** for generating PDFs:

Printer

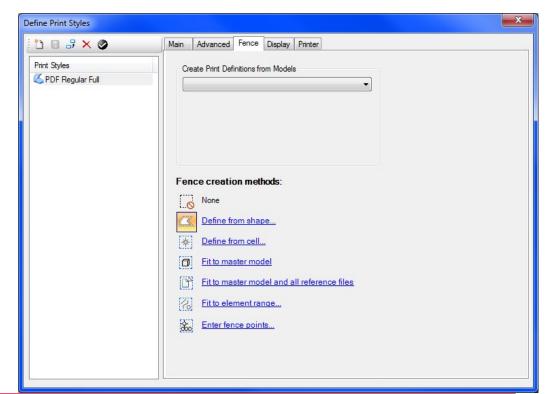
Define Print Styles		x
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Print Styles	Main Advanced Fence Display Printer Printer driver configuration file: C:\Users\Public\MicroStation Standards\pltcfg\Tdotpdfful.pltcfg C:\Users\Public\MicroStation Standards\pltcfg\Tdotpdfful.pltcfg	Q



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Fence





Search Shape properties Image: Master model Levels: Image: Reference files DESIGN - SHEET - Plot Shape References: Image: Design - Shape properties Image: Colors: (0-255) Image: Colors: (0-255) Image: Version of the state of t

Advanced

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	Color:							
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	Print raster images							
	Raster Color	Raster Quality						
	Print raster in grayscale	Quality factor: 100.0						
	Print monochrome raster as-is							
	Brightness: 0.0 Contrast: 0.0							
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🗅 🖯 🕹 🕹 🗙 🖉	Main Advanced Fence Display Printer	
Print Styles	Area Paper Print area: Fence View group: Orientation: View: View 1	•
	Rasterized Print to 3D Full sheet	
	Layout Units: In Rotation: Size and scale Size Y Size Y: 21 Mirror: Fence alignment:	
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Copy the PDF Regular Full print style and make the following changes to **Paper Size** and **Size Y** on the Main tab to set up a print style for **PDF XS Full**.

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Print Styles	Area Print area: Fence View group: View: View 1 ■ Rasterized ■ Print to 3D	Paper Paper size: [PDF XS Full v Orientation: Landscape v Full sheet
		Rotation: Origin Ourspecified @ Center © Specify:

TDOT CADD Support • James K. Polk Bldg. • 505 Deaderick Street, Suite 1300 • Nashville, TN 37243 • Tel: 615-741-4482 • Email: <u>TDOT.CADDSupport@tn.gov</u> • Website: <u>http://www.tn.gov/tdot/section/chief-engineer-design-home</u>

Main



After all of the settings for the print style have been made to control the output of the PDF file, you can add the individual DGN files for the sheets to the plot set using the Print Style desired.

Create Print Definitions		x
Input files C:\Projects\Bradley\Mouse Creek\001.sht C:\Projects\Bradley\Mouse Creek\002.sht C:\Projects\Bradley\Mouse Creek\0022.sht C:\Projects\Bradley\Mouse Creek\0022.sht C:\Projects\Bradley\Mouse Creek\0022.sht C:\Projects\Bradley\Mouse Creek\0022.sht C:\Projects\Bradley\Mouse Creek\0022.sht C:\Projects\Bradley\Mouse Creek\0022.sht C:\Projects\Bradley\Mouse Creek\0023.sht C:\Projects\Bradley\Mouse Creek\003A.sht C:\Projects\Bradley\Mouse Creek\003A.sht C:\Projects\Bradley\Mouse Creek\003A.sht C:\Projects\Bradley\Mouse Creek\003A.sht	Add E Remove]
Print definition creation options Print style name:		
PDF Regular Full Manually Specified Options	9	
	OK Cancel	

Review the resulting **Print Area** and **Scale** values for each plot to make sure all sheets have been captured correctly. A Print Area defined by View rather than Fence with an odd Scale indicates problems finding the PDF plot shape.

	Name	File Name	Model	View Group	View	Print Area	Units	Paper Size	Scale	X Size	Y Size
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	Q 001A	001A.sht	Default	Default Vi	View 1	Fence	in	PDF Regular Full	1.0000:1.0000	33.185	21.000
	002	002.sht	Default	Default Vi	View 1	Fence	in	PDF Regular Full	50.0000:1.0000	33.185	21.000
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	🧳 002B	002B.sht	Default	Default Vi	View 1	Fence	in	PDF Regular Full	1.0000:1.0000	33.185	21.000
	🦉 002C	002C.sht	Default	Default Vi	View 1	Fence	in	PDF Regular Full	1.0000:1.0000	33.185	21.000
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	003	003.sht	Default	Default Vi	View 1	Fence	in	PDF Regular Full	50.0000:1.0000	33.185	21.000
003A	🥥 003A	003A.sht	Default	Default Vi	View 1	Fence	in	PDF Regular Full	200.0000:1.0000	33.185	21.000
	004	004.sht	Default	Default Vi	View 1	Fence	in	PDF Regular Full	50.0000:1.0000	33.185	21.000
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004B	🔍 004B	004B.sht	Default	Default Vi	View 1	Fence	in	PDF Regular Full	50.0000:1.0000	33.185	21.000
004C	🖉 004C	004C.sht	Default	Default Vi	View 1	Fence	in	PDF Regular Full	50.0000:1.0000	33.185	21.000
	005	005.sht	Default	Default Vi	View 1	Fence	in	PDF Regular Full	50.0000:1.0000	33.185	21.000
	006	006.sht	Default	Default Vi	View 1	Fence	in	PDF Regular Full	50.0000:1.0000	33.185	21.000
	006	006.sht	Default	Default Vi	View 1	Fence	in	PDF Regular Full	50.0000:1.0000	33.185	21.000
	007	007.sht	Default	Default Vi	View 1	Fence	in	PDF Regular Full	100.0000:1.0000	33.185	21.000
	800 💭	008.sht	Default	Default Vi	View 1	Fence	in	PDF Regular Full	50.0000:1.0000	33.185	21.000
	009	009.sht	Default	Default Vi	View 1	Fence	in	PDF Regular Full	50.0000:1.0000	33.185	21.000
	010	010.sht	Default	Default Vi	View 1	Fence	in	PDF Regular Full	350.0000:1.0000	33.185	21.000
	🔍 010A	010A.sht	Default	Default Vi	View 1	Fence	in	PDF Regular Full	100.0000:1.0000	33.185	21.000
	011	011.sht	Default	Default Vi	View 1	Fence	in	PDF Regular Full	398.3869:1.0000	32.464	21.000



Click the **Print** icon to open the dialog to generate the PDF file for the plan set.

Print	×
Printer Driver (-
File name:	Tdotpdfful.pltcfg
Туре:	Bentley PDF printer driver Printer Setup
Print Range	Copies
All	Number of copies: 1
Selection	
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Submit as:	Single print job
Destination:	C:\Projects\Bradley\Mouse Creek\9012340-56-ROWFieldReview.pdf
	Open print file after creation
	OK Cancel



Printing PDF plan sheet files

Step 3 includes alternate settings that should be used if you want a sheet size other than what is defined in the PDF file such as half sizes from PDF full size sheets.

- 1. Open the PDF file with Acrobat.
- 2. Go to **File > Print** or click the Print icon
- 3. Make the following settings in the Print dialog to ensure that the sheets are scaled correctly.
 - Under **Printer** pick the printer or plot queue that has the desired sheet size for the plot.
 - In the Print dialog click on Properties:

Under Paper Source or Page Setup (depends on printer), set **Paper Size** based on the **desired paper size when printed**. Use the following as a guide:

34 x 22: **ANSI D 22 X 34 in**

The next several pages provide settings for **Printing Plan Sheet Size (Full or Half) as defined in the PDF File** or for **Printing Alternate Plan Sheet Sizes**. The dialog appearance and settings are similar but vary in Adobe Acrobat versions 8, 9, 10 Standard and 10 Pro. For this reason, we have included separate instructions for the use of each of those versions of Acrobat as needed.

These are followed on page 28 with step 4 and **Collating Plan Sheets & Plan Sets**.



Printing Plan Sheet Size (Full or Half) as defined in the PDF File

Adobe Acrobat 8 or 9

• In the Print dialog under Page Handling set:

Page Scaling to None Auto Rotate and Center clicked ON Choose Paper Source by PDF page size clicked OFF.

Print	
Printer Name: \\Jj00wf18\JJHQ13XER88301 Status: Ready Type: Xerox 8830 IP Print Range	Properties Comments and Forms: Document and Markups
 All Current view Current page Pages 1 - 23 Subset: All pages in range Reverse pages Page Handling 	K
Copies: 1 Collate Page Scaling: None Auto-Rotate and Center Choose paper source by PDF page size Use custom paper size when needed	
Print to file Printing Tips Advanced Summarize Comments	Document: 33.2 × 21.0in Paper: 22.0 × 34.0in 1/23 OK Cancel



Adobe Acrobat 10 Standard

• In the Print dialog under Page Handling set:

Page Scaling to None Auto Rotate and Center clicked ON Choose Paper Source by PDF page size clicked OFF.

Print	
Printer	
Name: \\Jj00wf18\JJHQ13XER88301	Properties
Status: Ready	Comments and Forms:
Type: Xerox 8830 IP	Document and Markups
Print Range	Preview: Composite
⊙ All	Document: 33.2 x 21.0in
O Current view	Paper: 22.0 x 34.0in
O Current page	1/24
Pages 1 - 24	
Subset: 🛛 All pages in range 🛛 👻	
Reverse pages	
Page Handling	34 ————————————————————————————————————
Copies: 1 🗘 Collate	
Page Scaling: None	YN 19/207
Auto-Rotate and Center	
Choose paper source by PDF page size	
Use custom paper size when needed	
Print to file	
Printing Tips Page Setup Advanced Summ	arize Comments
	OK Cancel



Adobe Acrobat 10 Pro

• In the Print dialog under Page Sizing & Handling set:

Size ON

Size Options to Actual Size **Choose Paper Source by PDF page size** clicked **OFF**. **Orientation** to Auto Portrait/Landscape

Print	X
Printer: \\JJ00WF18\JJHQ13XER88301 V Properties Advanced	Help 🕢
Pages to Print	Comments & Forms Document and Markups Summarize Comments
Page Sizing & Handling (a) Image: Size Options: Size Options: Fit Actual size Shrink oversized pages Choose paper source by PDF page size Orientation: Auto portrait/landscape	34 x 22 Inches
Portrait Landscape Want to print colors as gray & black? (Page Setup	< Page 1 of 23 Print Cancel



Printing Alternate Plan Sheet Sizes

Using the following settings specified for **Adobe Acrobat 8** or **9**, you can print half sizes at the correct scale from full size PDF files generated using the plot shape used to plot to plotters (Document dimension: 34 X 21.788 inches) but data will be clipped slightly on the right when printed on printers with standard margins.

Adobe Acrobat 10 Standard or **10 Pro will not** let you print half sizes at the correct scale from full size PDF files generated using the plot shape used to plot to plotters (Document dimension: 34 X 21.788 inches) when printed on printers with standard margins. They do not allow margin overlaps as previous versions of Acrobat did. You can use the Fit or Shrink options, which will yield an approximate half size but it will not be to the correct scale.

The specifications shown below are for the current specified methods of PDF sheet generation using the special PDF plot shape that is reduced in size to correct the margin overlap problem when printing on printers with standard margins.



Adobe Acrobat 8 or 9

• In the Print dialog under **Page Handling** set:

Page Scaling to Tile Scale to	Tile All Pages 50% for half size from full size PDF sheets 200% for full size from half size PDF sheets
Overlap to	0.00

Print	X
Printer Name: \\Jj00wf18\JJHQ13XER88301B Status: Ready Type: Xerox 8830 IP Print Range All Current view Current page Pages 1 - 23 Subset: All pages in range Reverse pages Page Handling Copies: 1 < Collate Page Scaling: Tile all pages Tile Scale: 50 % Overlap: 0 in Cut Marks Labels	Properties Comments and Forms: Document and Markups Preview: Composite
Print to file	Units: Inches Zoom : 50%
Printing Tips Advanced Summarize Comments	OK Cancel



Adobe Acrobat 10 Standard

• In the Print dialog under **Page Handling** set:

Page Scaling to Tile Scale to	Tile All Pages 50% for half size from full size PDF sheets 200% for full size from half size PDF sheets
Overlap to	0.00

Print	X	
Printer Name: \\HQPRINT\HQ_13thFlr_NORTHEAST Status: Ready Type: OKI C9650(PS) Properties Comments and Forms: Document and Markups		
Type: OKI C9650(PS) Print Range Image: All Page: I - 24 Subset: All pages in range Page Handling Copies: I abeis Page Scaling: Tile Scale: 50 % Overlap: I Cut Marks Print to file Document and Markups Preview: Composite Units: Inches Zoom: 50% 1/24 Interpret to file Print to file Print to file Print to file		
Printing Tips Page Setup Advanced Summarize Comments OK Cancel		



Adobe Acrobat 10 Pro

• In the Print dialog under **Page Handling** set:

Poster	ON
Tile Scale to	50% for half size from full size PDF sheets 200% for full size from half
	size PDF sheets
Overlap to	0.00

Print	×
Printer: \\JJ00WF18\JJHQ13XER88301B V Properties Advanced	Helo 🕢
Pages to Print All Current page Pages 1-23 More Options	Comments & Forms Document and Markups Summarize Comments
Page Sizing & Handling (a) Image: Size Image: Size <	17 x 11 Inches
Page Setup	< Page 1 of 23 Print Cancel



Collating Plan Sheets & Plan Sets

4. Make the following settings to collate single or multiple plan sets.

The following information for printing may vary per printer/plotter depending on whether prints come out face up or face down.

Adobe Acrobat 8, 9 or 10 Standard

Printing a Single Copy on a Plotter (output face up)

 In the Print dialog under Print Range set: Reverse Pages box should be checked

Printing Multiple Copies on a Plotter (output face up)

- In the Print dialog under Print Range set: Reverse Pages box should be checked
- In the Print dialog under Page Handling set:
 Copies to Number required
 Collate box should be checked

Printing Single or Multiple Copies on a Printer (output face down)

- In the Print dialog under Page Handling set: Copies to Number required
- For more than 1 copy, in the Print dialog under Printer select: Properties, the Job Options tab & then under Job Type set: Collate box should be checked.

Adobe Acrobat 10 Pro

Printing a Single Copy on a Plotter (output face up)

- Copies to 1
- In the Print dialog under More Options set: Reverse Pages box should be checked



Printing Multiple Copies on a Plotter (output face up)

- **Copies** to Number required
- **Collate** box should be checked
- In the Print dialog under **More Options** set: **Reverse Pages** box should be checked

Printing Single or Multiple Copies on a Printer (output face down)

- **Copies** to Number required
- **Collate** box should **NOT** be checked for more than 1 copy
- For more than 1 copy, in the Print dialog under Printer select: Properties, the Job Options tab & then under Job Type set: Collate box should be checked.
- 5. Click **OK** to print.