

## Creating a PSET File from KeyNu.pset Seed (Template)

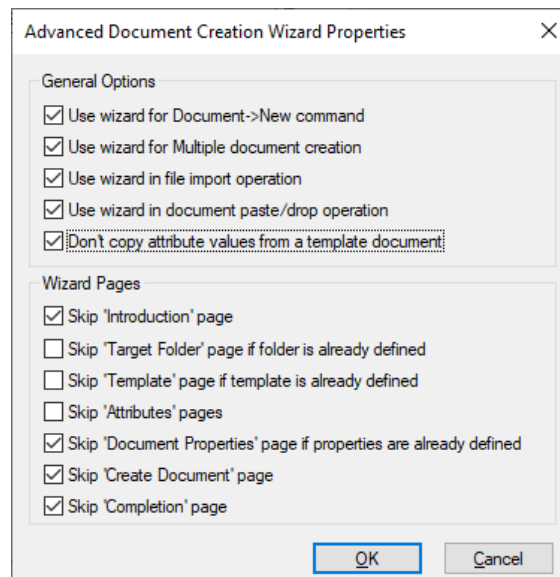
It is recommended to use ProjectWise Explorer for creating new print set files (PSET) from the KeyNu.pset seed and to not have Print Organizer open. This method reduces the complexity of creating the PSET document and naming it by performing those tasks using the ProjectWise Explorer Advanced Document Creation Wizard.

A seed print set file has been created for your use when assembling contract plan sets. KeyNu.pset is located with the DGN seed files in your C:\ODOT\v2023\Organization-Civil\ODOT\_Standards\Seed folder and may be copied into your Windows project folders or imported into a ProjectWise project. For CONNECT Design Platform projects in the ProjectWise datasource, you can use ProjectWise Explorer to create and name your print set file using the Document Creation Wizard and the template named KeyNu.pset from Documents\CAD\_Resources\Seed.

The KeyNu.pset file contains named folders that are in order of the sections that are found in plan sets.

### ProjectWise Advance Document Creation Wizard Properties

The following instructions are based upon settings that reduce the number of steps in document creation. In the ProjectWise Explorer, choose **Tools > Wizard Manager...**, then select the **Advanced Wizard** from the Wizard List and click the **[Properties]** button. Set the properties as shown below.

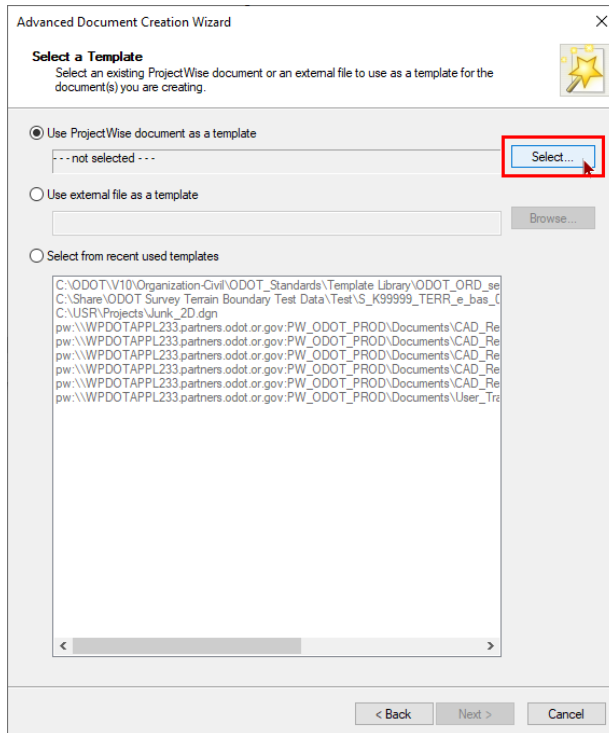


With these settings you will be prompted in the Wizard for three things: Verify your Target folder, select your Template (seed), and use the Document Naming Tool to describe and name the PSET.

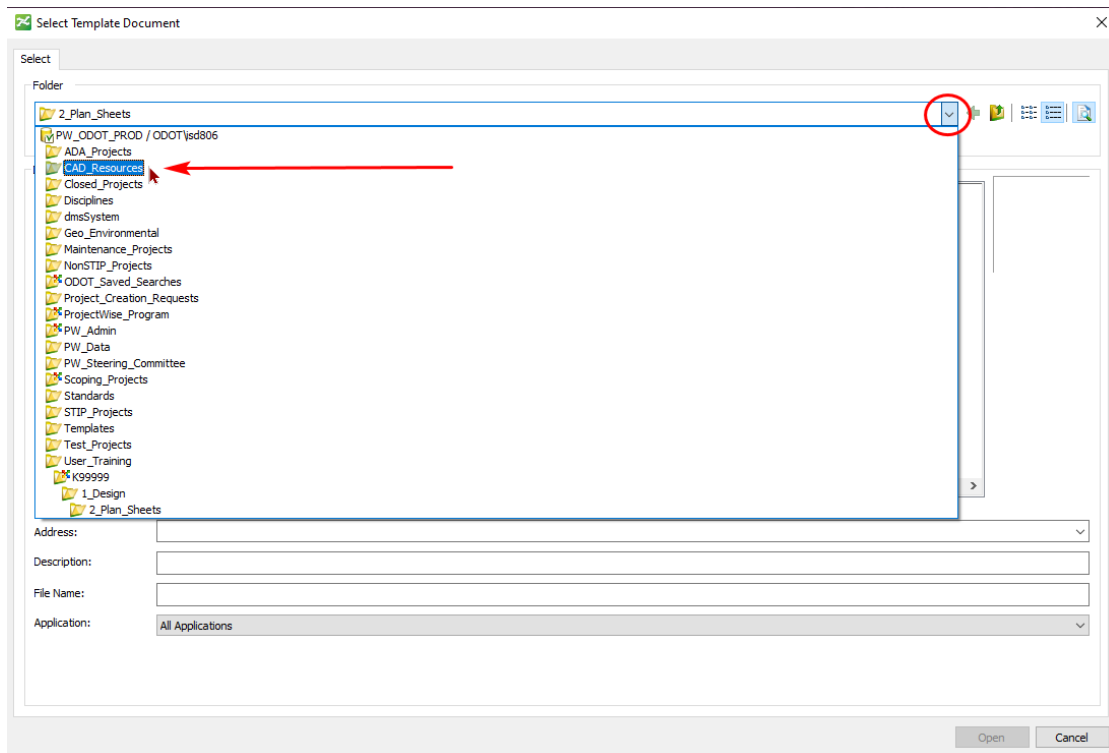
### Steps to Create a Complete Project PSET in 2\_Plan\_Sheets

1. In ProjectWise Explorer, navigate to and select the 2\_Plan\_Sheets folder.
2. Choose **Document > New > Advanced Wizard...**
3. Click **[Next >]** after verifying the target folder of 2\_Plan\_Sheets.

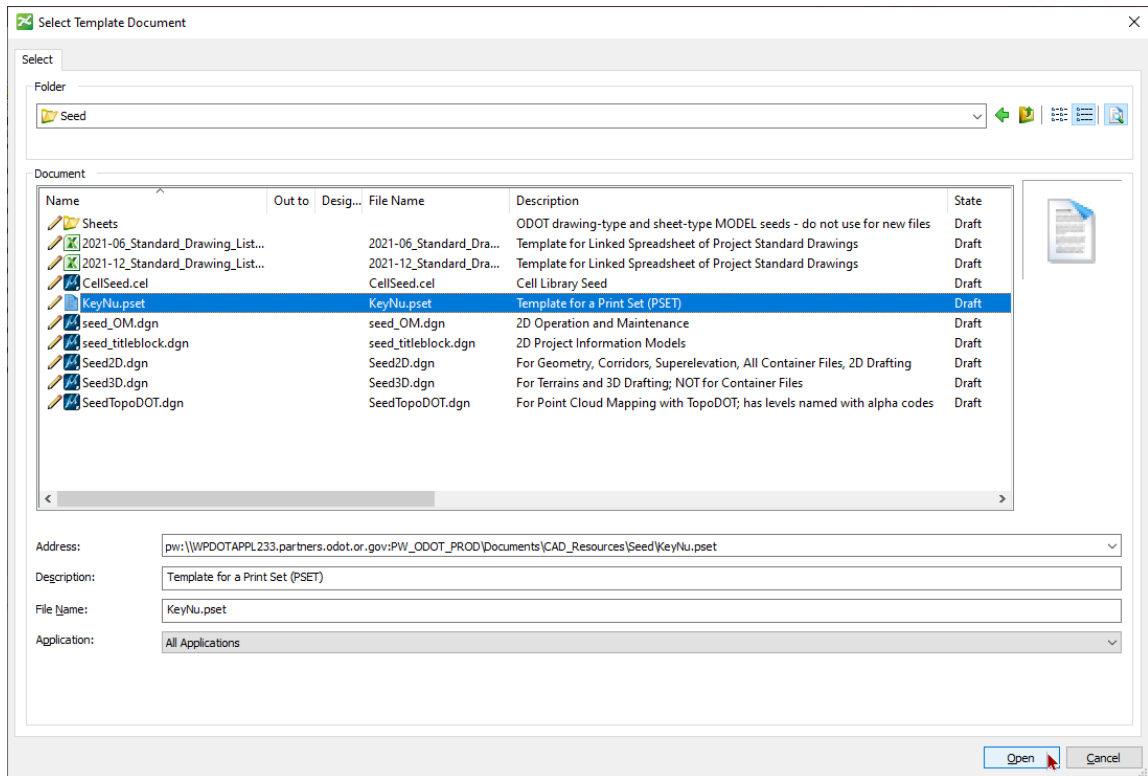
4. On the **Select a Template** screen, select “Use ProjectWise document as a template” and click **[Select...]**.



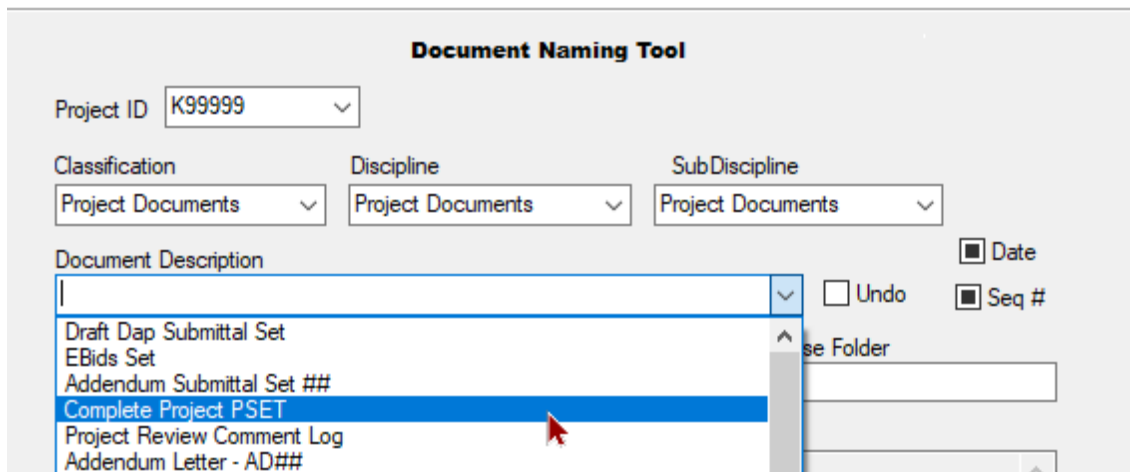
5. In the **Select Template Document** dialog, expand the Folder tree and select **CAD\_Resources**.



6. Double-click on the **Seed** folder in the Document list to open it, then select **KeyNu.pset** and click **[Open]**.



7. Click **[Next >]** on the Advanced Document Creation Wizard to move to the Document Naming Tool.
8. Set the Classification, Discipline, and Sub-Discipline to **Project Documents**.
9. Expand the Document Description list and select **Complete Project PSET**.



- Click the mouse into the Document Name field and **enter (lower case) .pset** at the end of the Document Name, then immediately click **[Next >]**. (The naming tool cannot place the extension into the document name; it must be manually entered. Bentley software operates best when the document name exactly matches the file name, including the extension.)

Advanced Document Creation Wizard

**Define Document Attributes**  
You should define environment specific document attributes. Modified attributes may apply to remaining documents.

**Document Naming Tool**

Project ID: K99999

Classification: Project Documents Discipline: Project Documents SubDiscipline: Project Documents

Document Description: Complete Project PSET ☐ Undo ☒ Seq #

Document Name: K99999\_PSET\_01.pset ☐ Undo Correct ProjectWise Folder: 2\_Plan\_Sheets

Error Message: Incorrect Document Name: edited searchable key words. Please undo.

Structure Name: Structure #: DFI #

**Tips**

1. Edit description: <here and delete chevrons> #, \$, ? and add to the beginning or end.
2. Edit name: date, sequence number, ?, #, add zDeleted to the beginning (as needed).
3. Edit Digital Plan descriptions and names: "?" with a letter (a-z or A-Z); replace "#" with a digit (0-9).
4. Do not delete searchable key words.
5. Select the correct folder using the Advanced Wizard/Select Target Folder page; otherwise, cancel and name the document in the correct folder.
6. Click into the Error Message field and confirm it's blank (no errors).
7. Consultants Only: Copy/paste the name and description to the Advanced Wizard/Document Properties page or the General tab using the "Properties..." shortcut.
8. Send document suggestions to PWNamingCommittee@odot.state.or.us

< Back Next > Cancel

- Click **[Next >]** without making any changes on the **Define Secondary Document Attributes** screen.

The Complete Project PSET will appear in the 2\_Plan\_Sheets folder in the ProjectWise Explorer.

ProjectWise Explorer

Address: pw:\WPDOTAPL233.partners.odot.or.gov\PW\_ODOT\_PROD\Documents\User\_Training\K99999\1\_Design\2\_Plan\_Sheets\K99999\_PSET\_01\_...

Design Platform	Name	File Name	Description	State	Status	Folder Name
CONNECT	R_K99999_dt_01.dgn	R_K99999_dt_01.dgn	Curb Ramp - Detail Sheets	Draft	Checked In	2_Plan_Sheets
CONNECT	R_K99999_dt_02.dgn	R_K99999_dt_02.dgn	Misc - Detail Sheets	Draft	Checked In	2_Plan_Sheets
CONNECT	R_K99999_dt_03.dgn	R_K99999_dt_03.dgn	<Sheet-No> - Detail Sheets	Draft	Checked In	2_Plan_Sheets
CONNECT	R_K99999_Misc_01.dgn	R_K99999_Misc_01.dgn	PRINT FROM HERE Miscellaneous Document	Draft	Checked In	2_Plan_Sheets
CONNECT	R_K99999_Misc_02.dgn	R_K99999_Misc_02.dgn	Misc - Detail Sheets - Practice	Draft	Checked In	2_Plan_Sheets
CONNECT	R_K99999_pl_01.dgn	R_K99999_pl_01.dgn	C01-C03 - Plan Sheets	Draft	Checked In	2_Plan_Sheets
CONNECT	R_K99999_pl_02.dgn	R_K99999_pl_02.dgn	<Sheet-No> - Plan Sheets	Draft	Checked In	2_Plan_Sheets
CONNECT	R_K99999_pl_03.dgn	R_K99999_pl_03.dgn	Plan View Sheet w Notes - Plan Sheets	Draft	Checked In	2_Plan_Sheets
CONNECT	R_K99999_ts_01.dgn	R_K99999_ts_01.dgn	<Sheet-No> - Title Sheets	Draft	Checked In	2_Plan_Sheets
CONNECT	R_K99999_ts_02.dgn	R_K99999_ts_02.dgn	<Sheet-No> - Title Sheets	Draft	Checked In	2_Plan_Sheets
CONNECT	TS_K99999_PSET_01.pset	TS_K99999_PSET_01.pset	Signal Print Set	Draft	Checked In	2_Plan_Sheets
CONNECT	K99999_PSET_01.pset	K99999_PSET_01.pset	Complete Project PSET	Draft	Checked In	2_Plan_Sheets

Document Properties | Work Area Properties | Folder Properties | Personal Portal | Photo Preview | Dependency Viewer | Access Control | Components

View: <Default>

Property name	Property value	Property name	Property value
Name	K99999_PSET_01.pset	Description	Complete Project PSET
Folder Name	2_Plan_Sheets	Folder Description	
Environment	ODOT	Storage	PW_ODOT_PROD
File Name	K99999_PSET_01.pset	File Size	11.86 KB (12,148 bytes)
Workflow	UFC_(1_Design)_2_Plan_Sheets thru ...	State	Draft
Created By	isd806	Created	12/3/2021 9:07:13 AM
Updated By	isd806	Updated	12/3/2021 9:07:15 AM
File Updated By	isd806	File Updated	12/3/2021 9:07:14 AM
Status	Checked In	Node	

For Help, press F1

9:09 AM