# Using Print Organizer to Create Multiple PDFs

You can use Print Organizer to create and manage prints — both paper and digital. The ODOT defaults are configured to easily create PDF print definitions. Print Organizer uses everything from the pen tables and printer driver configuration files to paper sizes and scales, in order to create print definitions for plan sheets automatically. Much of the setup is performed by choosing the desired Print Style during print definition creation.

PSET (Print Set) Seed File or Untitled Print Set

Print Organizer creates and uses print set (PSET) files as a container to store <u>multiple</u> print definitions. When multiple print definitions are saved, they are arranged in a hierarchical structure and may be placed into folder groups. A print definition stores everything about the print, except the displayed graphics: the file name, model, view, fence area, scale and size, and attached pen table. When Print Organizer is opened, an untitled print set that has no folders is dynamically created. You may create your own folder structure if you wish and name the file when you save it. Alternatively, you may load a seed print set file.

A seed print set file has been created for use in assembling contract plans. `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. For CONNECT Design Platform projects in the ProjectWise datasource, create and name your print set file using the Document Creation Wizard and the template named `KeyNu.pset` from `Documents\CAD_Resources\Seed`. When naming this document use the "Project Documents" classification and the "Complete Project PSet" description.

The `KeyNu.pset` file contains named folders that are in order of the sections that are found in plan sets.
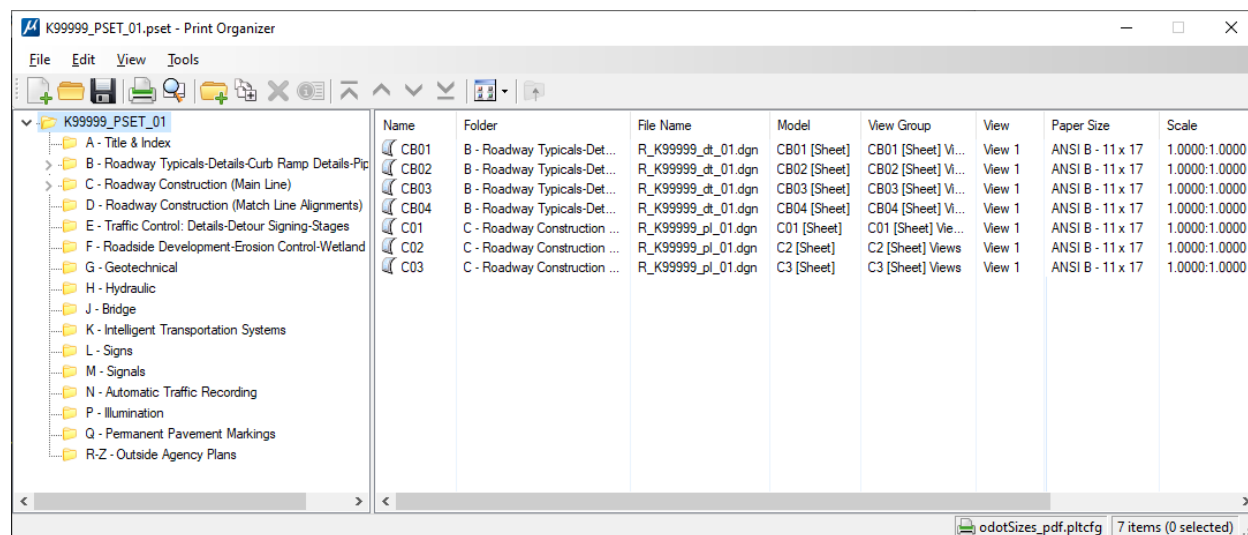
Print Organizer Default Settings and View

Print Organizer is configured to load your system printer when it launches. If there are any errors on your system printer, it will cause tremendous slowness when working with Print Organizer. For this reason, it is recommended to make your **default system printer** a "digital" printer, like Microsoft Print

to PDF. All of the print styles that you may select when creating print definitions will cause the creation of PDFs and will not use a physical printer.

Another default setting to be aware of is the **Default Print Definition Name**. When using MicroStation and a new or untitled print set, the name of your print definitions is set by a configuration variable to use the **name of the model** that is found by the print style. When plan sheets are created in individually named models, these default print definition names will save time in managing the print set.

> *Note: We specify default print definition names by using the name of the model that contains your drawing when it is found by the print style. The available print styles either search for sheet-type models or rectangular shapes on a specific level in design-type models within the files you add into Print Organizer.*

It is highly recommended that the following **View** options be toggled on in the Print Organizer: Toolbar, Status Bar, Details, and View all Print Definitions.
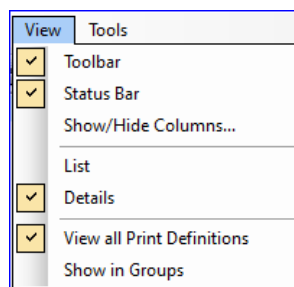
Source File View Preparation

The files that contain drawings for plan sets in design-type models must have the last active view left print-ready. Print-ready means the displayed levels and orientation of the last active view are ***ready for printing without rotation***. Save the file settings with an active view rotated so that border cells are aligned with the view axes. To do this, leave the view you will use for creating print definitions (the last active view) oriented to Unrotated, and place borders in the unrotated view.

> *Note: If the last active view is rotated with respect to the borders, you will get strange scales and rotated previews in the Print Organizer when you create print definitions.*

Prior to creating any PDFs from your print definitions, remember that the data that is currently displayed in the view used for the print definition, is the data that will be seen in the PDFs. Adjust references and levels in the source files for the print definitions.

Creating Print Definitions from Data Stored in ProjectWise

The steps shown below will show you how to work with a MicroStation DGN file that is stored in a ProjectWise datasource, and use a Complete Project PSET created from the `KeyNu.pset` template seed.

1. Open the **Print Organizer** dialog by clicking on the Print Organizer icon: on the Quick Access toolbar.
2. Load a print set file such as, a Complete Project PSET file `K99999_PSET_01.pset`:

a. Select **File > Open** in Print Organizer. This opens the **Open Print Set File** dialog to your active folder with a filter set to only display Print Set Files (*.pset).

b. Select a Complete Project PSET and click **[Open]**.
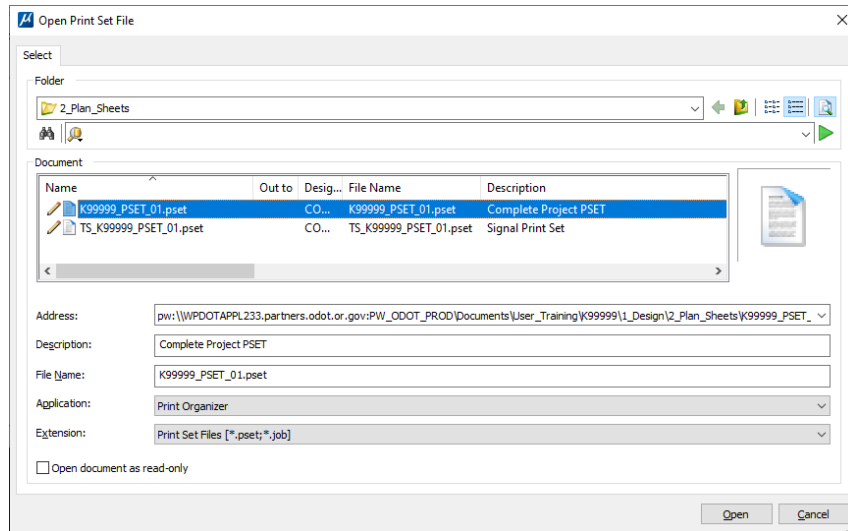
3. Select a plan sheet section sub-folder in the left window of the Print Organizer and choose **File>Add Files to Set…**. This opens the **Create Print Definitions** dialog.
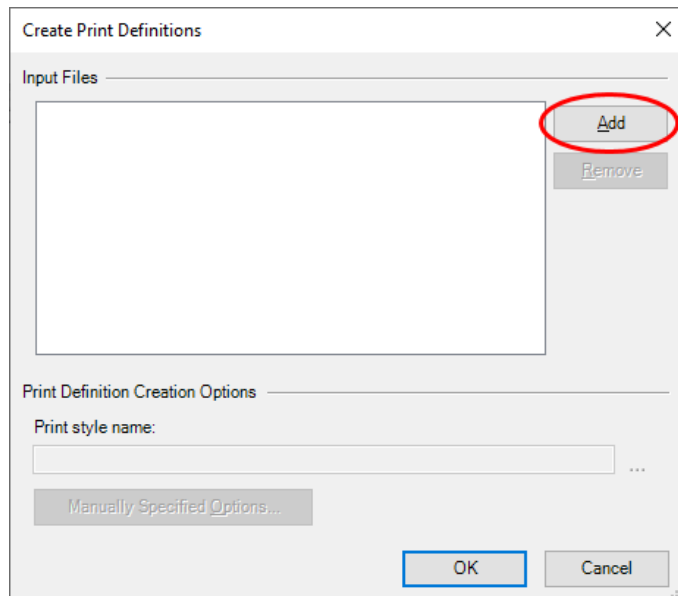

Click [**Add**]. The **Select Files** dialog opens.

4. In the **Select Files** dialog, use the **Folder** tree drop down arrow to navigate to the location of the DGN files containing drawings.
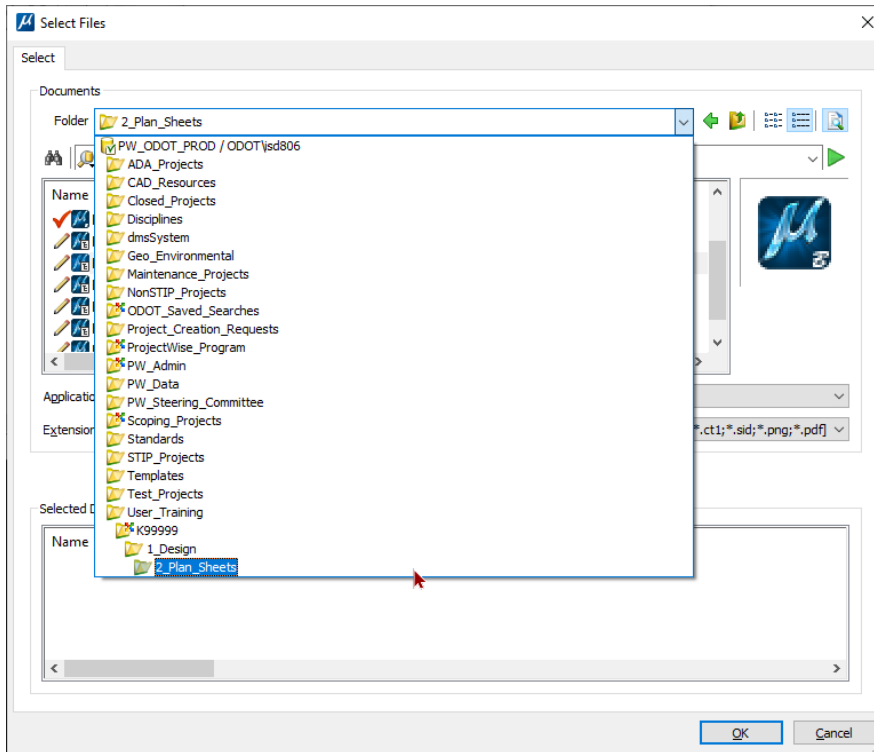
5. Select and add DGN files containing sheets for the selected sub-folder to the "Selected Documents" list. The **Select Files** dialog stays open while you navigate in the ProjectWise folder structure, if necessary, to add more files from a different folder. When done, click **[OK]**.
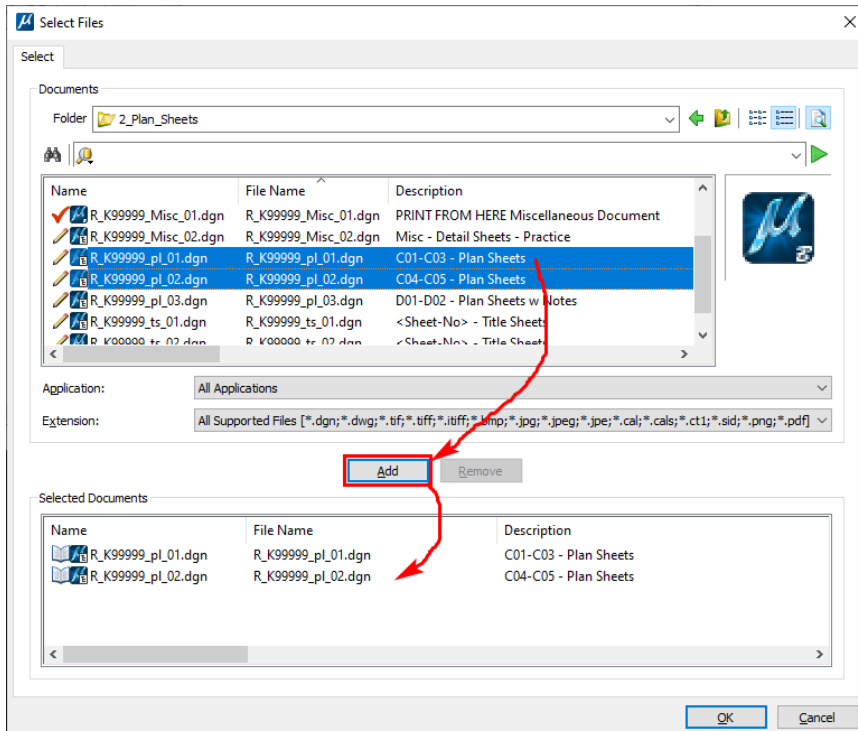
6. On the **Create Print Definitions** dialog, click the **[…]** button (Browse) to select a Print Style.
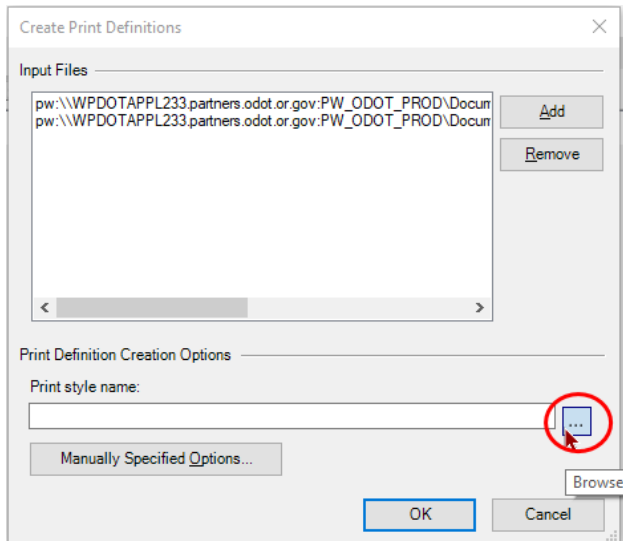
7. Select a print style from the **Apply Print Style** dialog based upon the type of model that contains the drawing and the size of the intended PDF. Click **[OK]** on the **Apply Print Style** dialog.
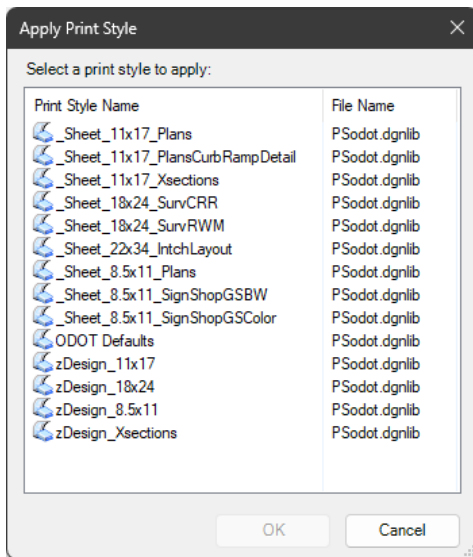
8. Click [**OK**] on the **Create Print Definitions** dialog. The print definitions are displayed in the Print Organizer.
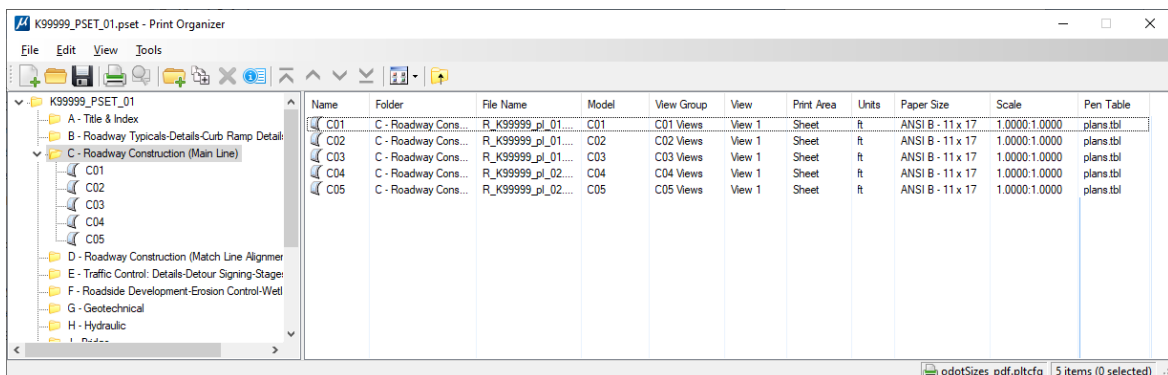
9. Choose **File > Save** to save the print definitions and push changes up to ProjectWise. Enter a comment on the **Update Server Copy** dialog and click **[OK]**.
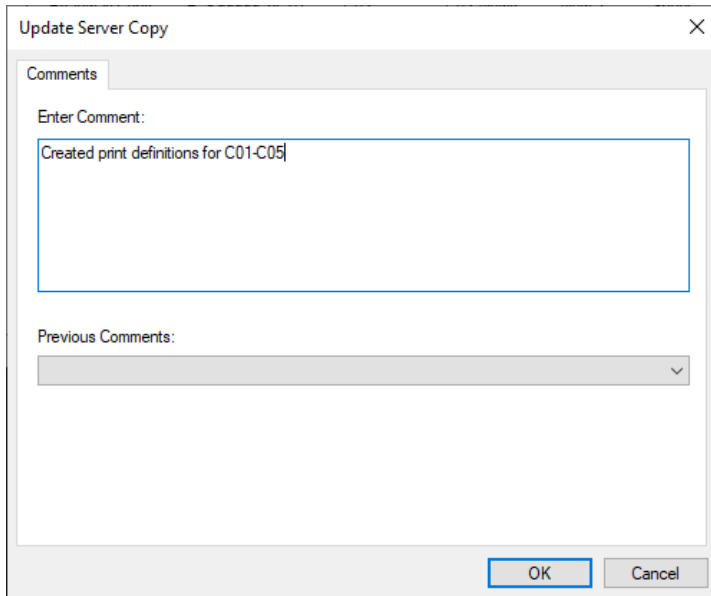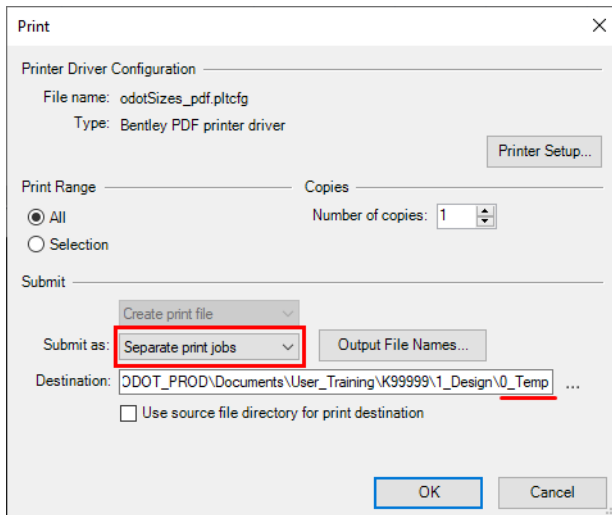
If you close **Print Organizer** without saving, you will be prompted to **Check In** or **Free** the PSET file.

10. To create a PDF file for each print definition in the entire print set, select the topmost folder on the left side in **Print Organizer**, then choose **File > Print…** or click the printer icon on the **Print Organizer** toolbar.
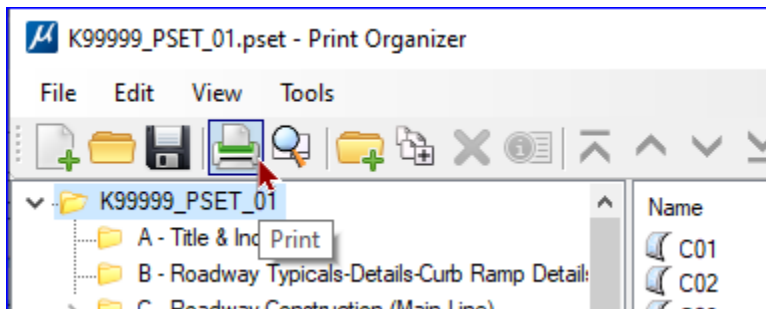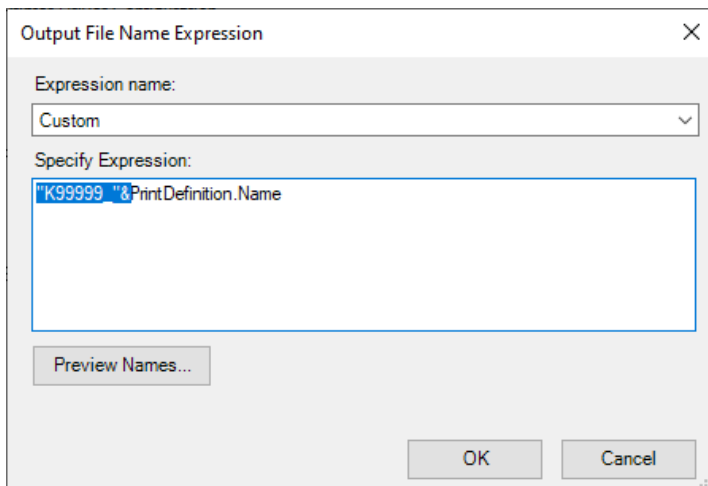
11. The **Print** dialog opens and allows you to **Submit as** a *Single Print Job* for one PDF or *Separate Print Jobs* for a PDF for each sheet. It is highly recommended to set the **Destination** to the **0_Temp** folder in your project, where you can delete documents.

12. To rename the PDFs to satisfy PDF naming requirements, click **[Output File Names…]**.
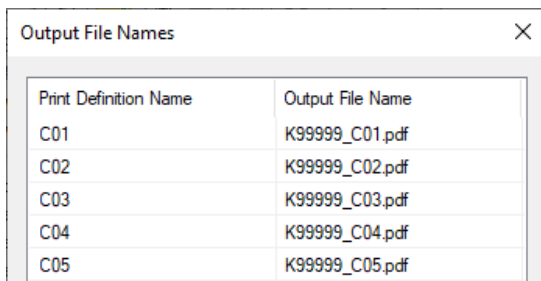
Type the following at the beginning of the expression:
`"K99999_"&`
Any text inside the quotation marks is used for each name; the 5-digit number should be the project key number, and the & symbol links the text with the print definition name.

13. Click **[Preview Names…]** to open the **Output File Names** dialog and verify that the PDFs will be correctly named.

14. Click the **[X]** to close the **Output File Names** dialog; then click **[OK]** on the **Output File Expression** dialog to accept the new names for the PDFs you will create.
15. Finally, click **[OK]** on the **Print** dialog to generate the PDFs in the 0_Temp folder in ProjectWise.
16. Open the ProjectWise Explorer to the project's 0_Temp folder.
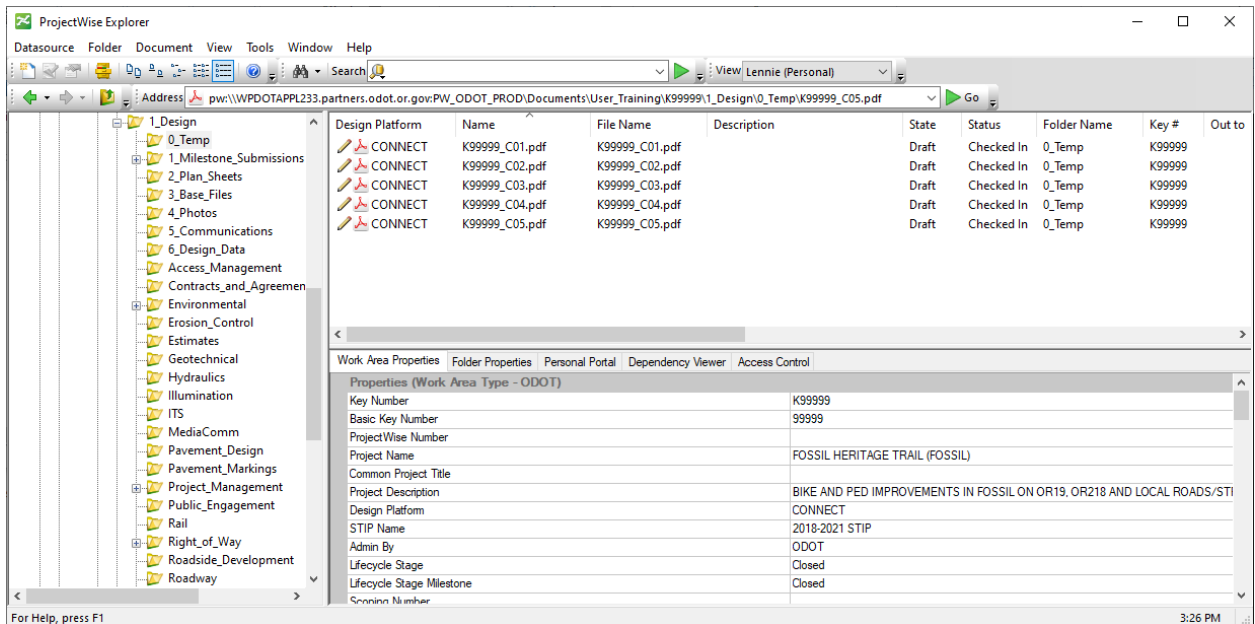
The PDFs you created will be in 0_Temp and checked in.

Save the Print Definition File

The PSET file contains all the information about the print definitions and can be reopened in Print Organizer for printing single sheets from the print set or for reprinting after revisions are made to content.

The print definition file does not contain any information about elements in the file. It does contain a fence location and when you request a print preview or a print, the print setup looks at the source file to determine which elements are currently displayed within the fence location. When you save the PSET file, it records the fence locations, the path and name of the source files, the paper size and scale.