Creating Single Sheet PDFs of CAD Plan Sheets in the 1_Milestone_Submissions\6_PSnE folder in ProjectWise

This workflow shows the steps to use the MicroStation **Print Organizer** to create multiple PDFs from a complete print set (.PSET) stored in the 2_Plan_Sheets folder in a ProjectWise project. You will also be shown a workaround to overcome a current software defect that prevents selecting a destination folder that is different than the working folder. This workflow will finally show you how to create the document names and descriptions for the digital plan PDFs.

Other Resources

One plan sheet per PDF in 6_PSnE folder and Addendum ([Contract Plans Manual, Chapter 4](#))
Plan sheet numbering ([Contract Plans Manual, Chapter 2](#))
File/Document Naming Convention (ODOT ProjectWise Explorer User Manual in ProjectWise)

Print Organizer Setup

Create print definitions in a .PSET file and name the print definitions according to the Plan Sheet Numbering found in the Contract Plans Manual. The workflow will use correctly named print definitions to produce correctly named PDF documents.
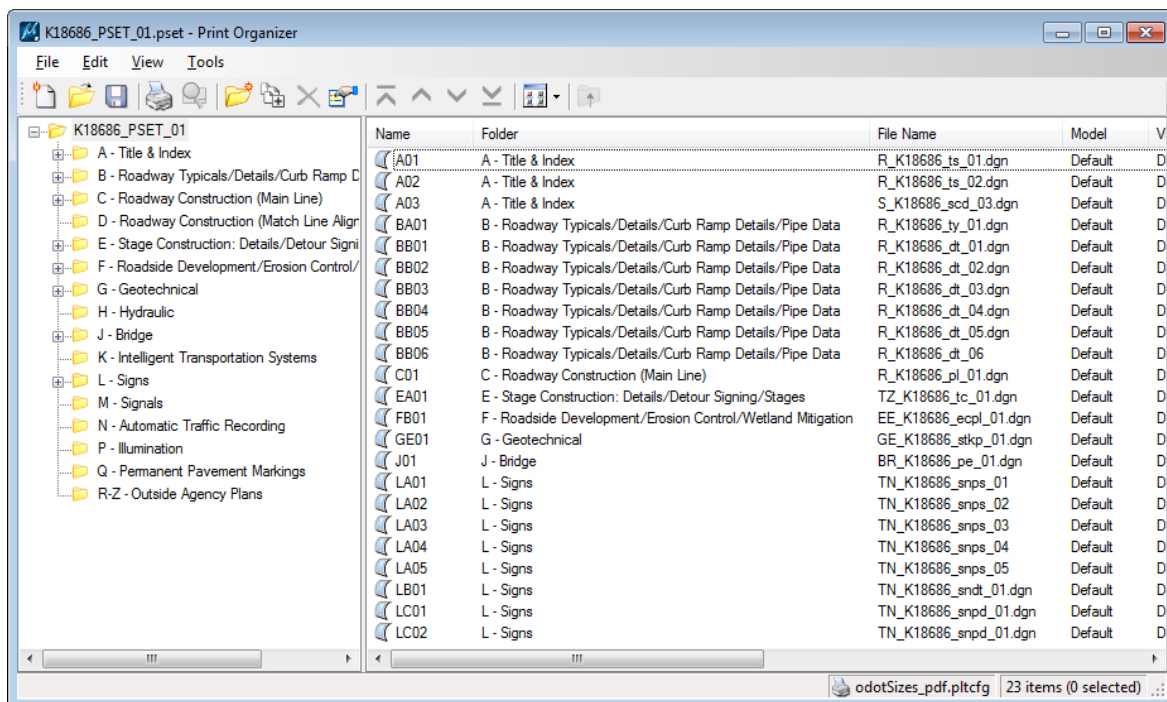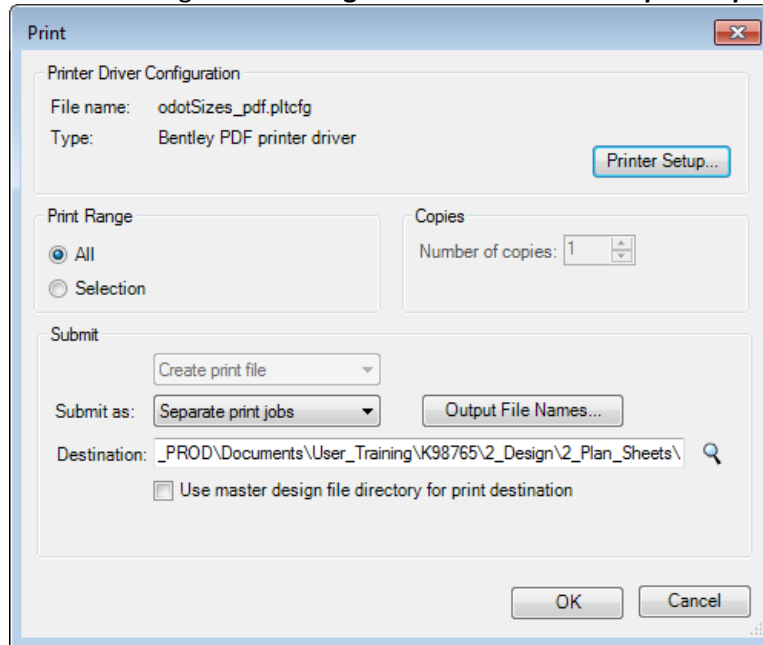

Print Organizer with a Complete Project PSET loaded

Creating Single Sheet PDFs from a Complete Print Set

1. Select **File > Print...** on the **Print Organizer** main menu to open the Print dialog.

2. Set options on the **Print** dialog to **Print Range:** *All* and **Submit as:** *Separate print jobs*
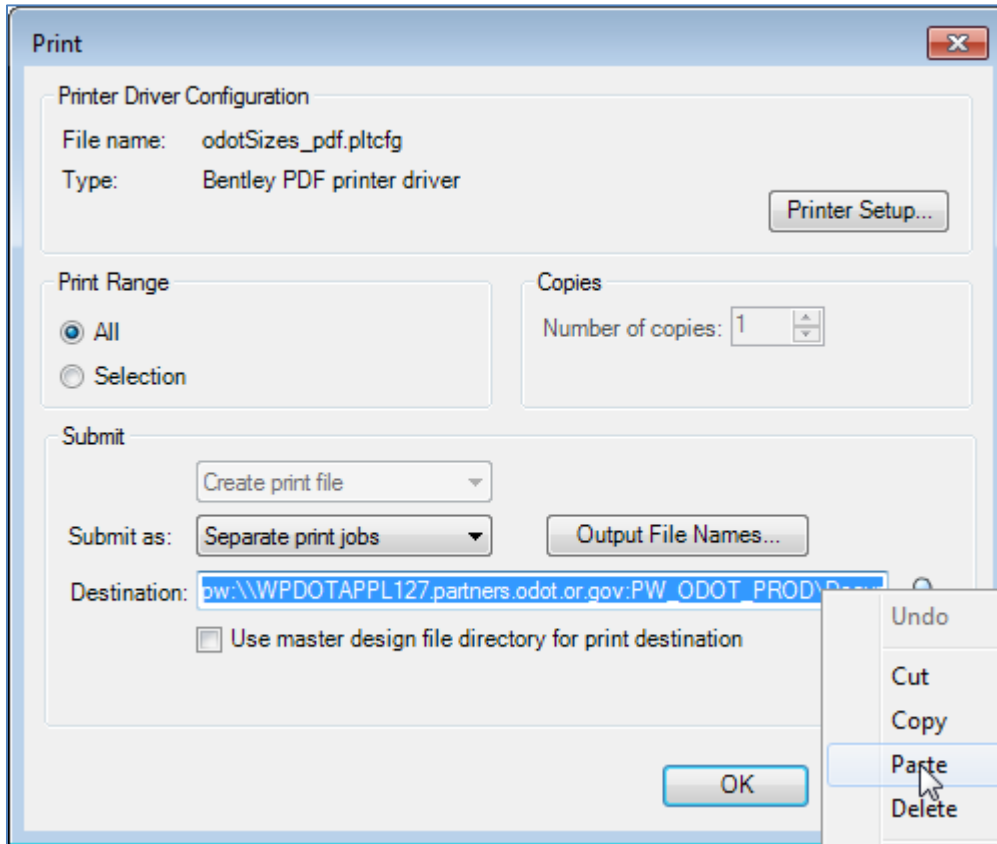

Print Organizer Print dialog

2. Click the magnifying glass icon across from **Destination:** to open the **Save Output File** dialog; navigate to the correct folder (e.g. 1_Milestone_Submissions\PSnE).
3. Highlight and right-click **Copy** the path at the bottom of the **Save Output File** dialog.
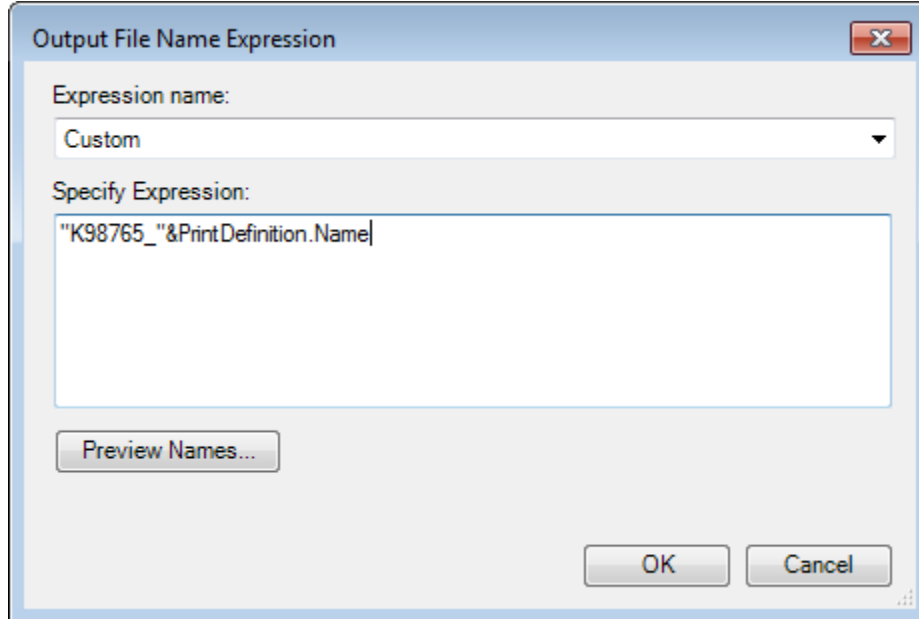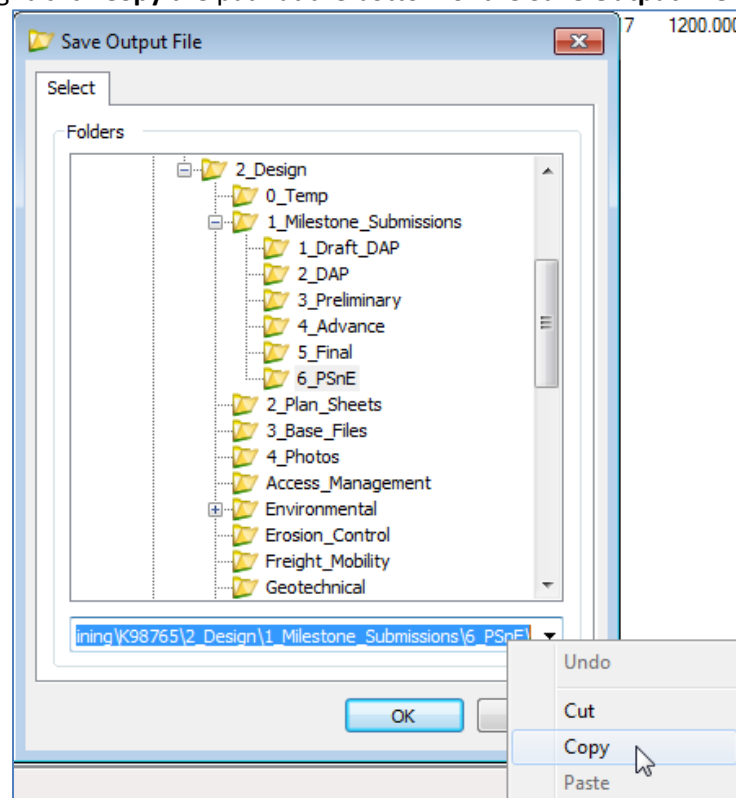

Save Output File dialog: Copy the path

4. Click [**OK**] to dismiss the **Save Output File** dialog.
5. On the **Print** dialog, highlight the <u>entire</u> **Destination:** field and right-click **Paste** the path into the **Destination:** field.

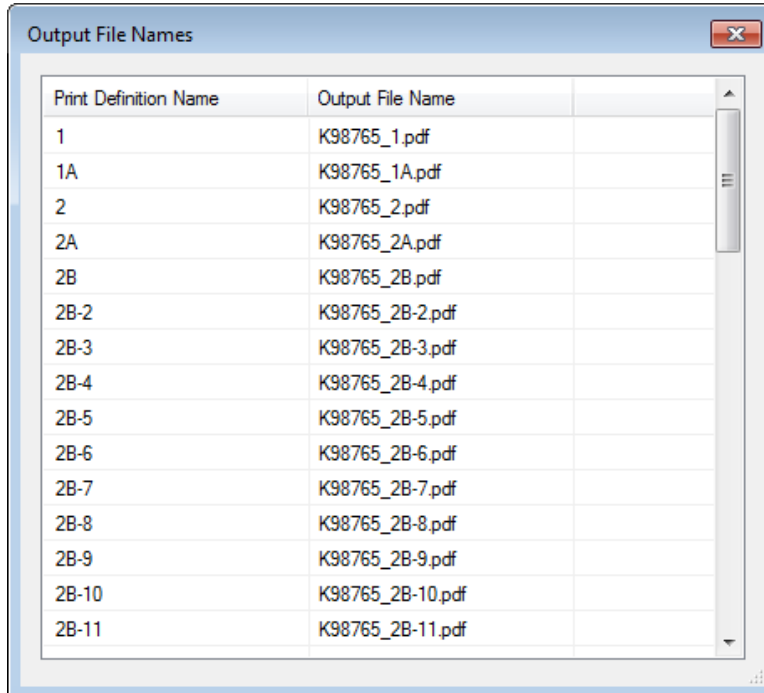**Print Organizer Print dialog: Paste the destination path**

6. To create the required PDF names:
   a. Click [**Output File Names...**] on the **Print** dialog.
   b. Set the **Expression name:** to *Custom*
   c. Replace what is entered in the **Specify Expression:** field with:
   "K#####_"&PrintDefinition.Name, where ##### represents the project key number. (Note: there are no spaces.)

Output File Name Expression dialog: Edit the expression

   d. Click [**Preview Names...**] to verify the file names, and then click [**X**] to dismiss the Output File Names. Click [**OK**] on the **Output File Name Expression** dialog to accept the names.
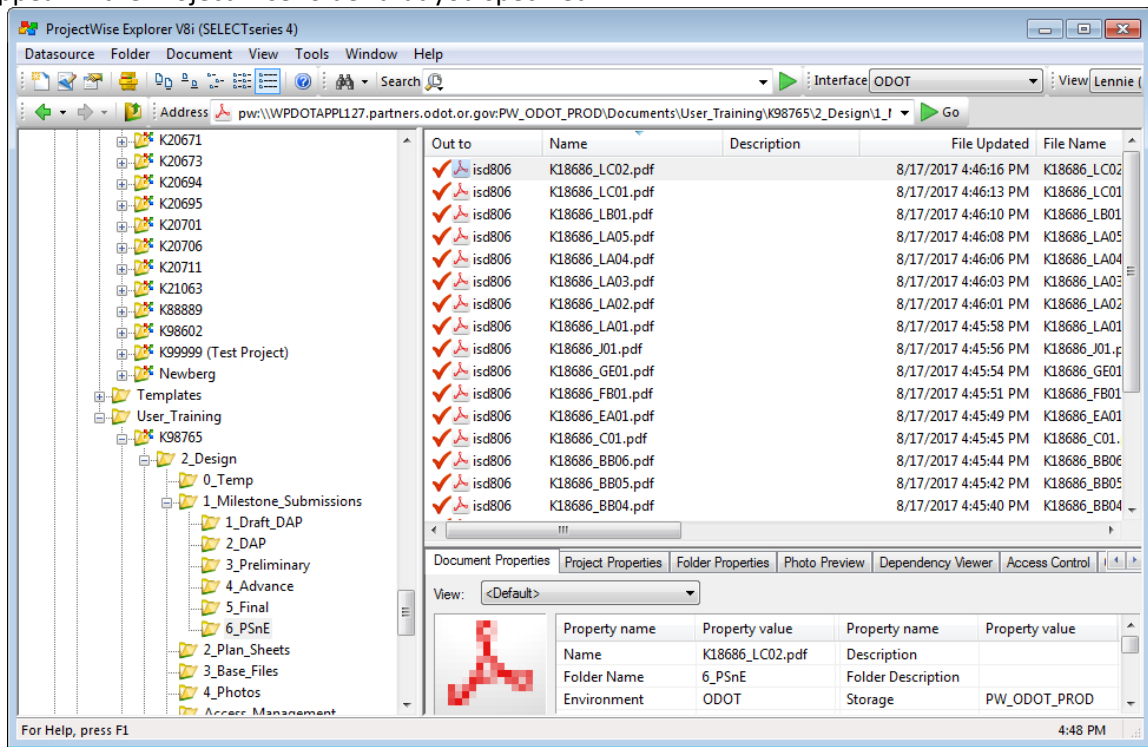
Output File Names dialog: Verify the Output File Names

7. Click [**OK**] on the **Print** dialog. At this time the prints will be processed and placeholder PDFs will appear in the ProjectWise folder that you specified.

ProjectWise Explorer showing checked out PDF placeholders

8. Click [**Check In**] on the ProjectWise **Check In** dialog that opens. As PDFs are checked in, content is uploaded to ProjectWise.
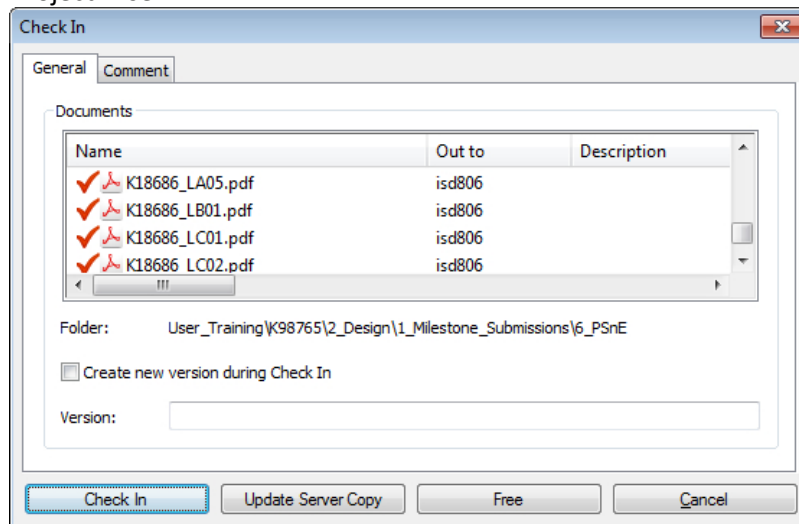

Check In dialog showing checked out PDFs

💡 ***Tip!*** *Leave the Print Organizer open; the File Names displayed in the Print Organizer can help you choose the correct Document Description when you are running the Document Naming Tool.*

Describing Plan Sheet PDF Documents in 6_PSnE folder

The single plan sheet PDFs are created in the 6_PSnE folder from Print Organizer and named according to the document naming convention; however, they have no document description. The steps below will show how to use the Document Naming section of the Attributes to populate the required attributes and provide the correct description.
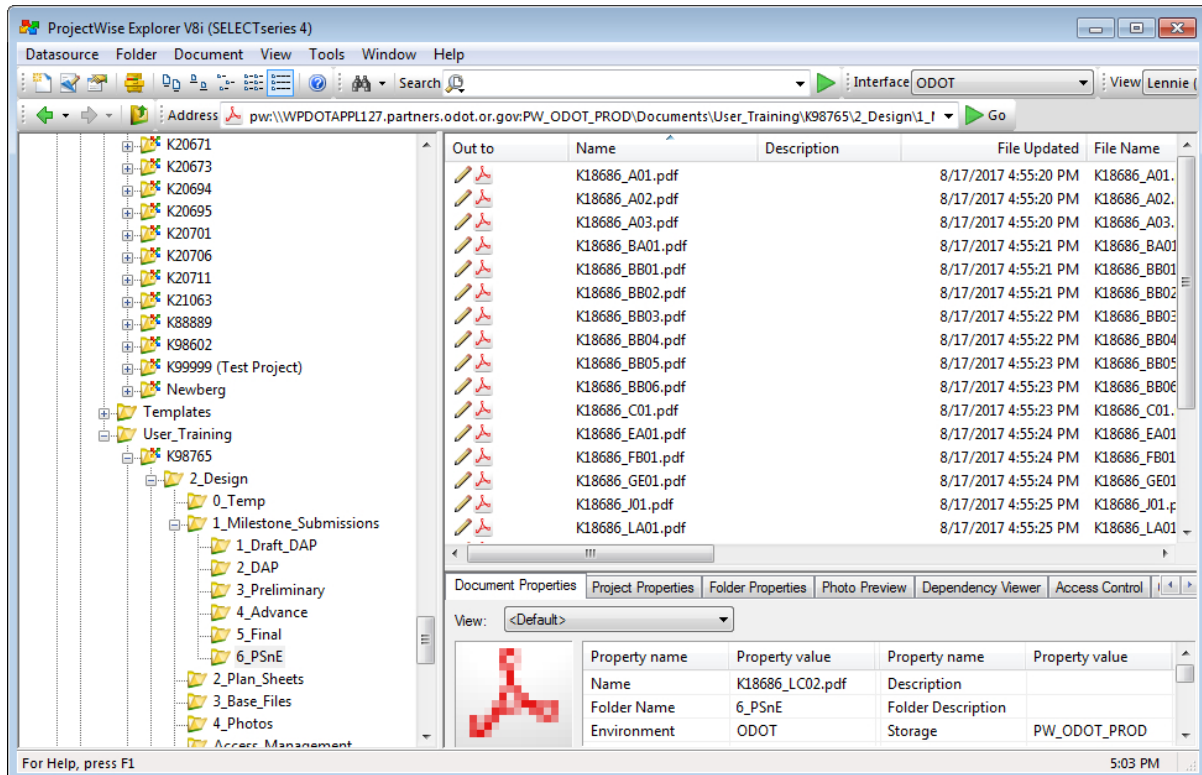
6_PSnE folder in ProjectWise Explorer showing PDFs without Description

1. Open the **ProjectWise Explorer** to the 1_Milestone_Submissions\6_PSnE folder for your project.
2. Open the document **Properties** of each PDF and select the Attributes tab. Fill in the **Classification** with *Digital Plan* and click on the down arrow next to **Discipline** to populate the top row of attributes. Select a **Document Description** that matches your sheet number category. Right-click **Copy** the **Document Description** and click [**Save**].

Attributes tab of the document Properties: Document Naming

3. Select the **General** tab on the **Properties** dialog and right-click **Paste** the **Document Description** into the **Description:** field. Finally, delete the angled brackets and replace **##** with the sheet number and click [**Save**]. The sheet number should be correctly displayed in the **Document Name**, and should match what you place in the **Description**.

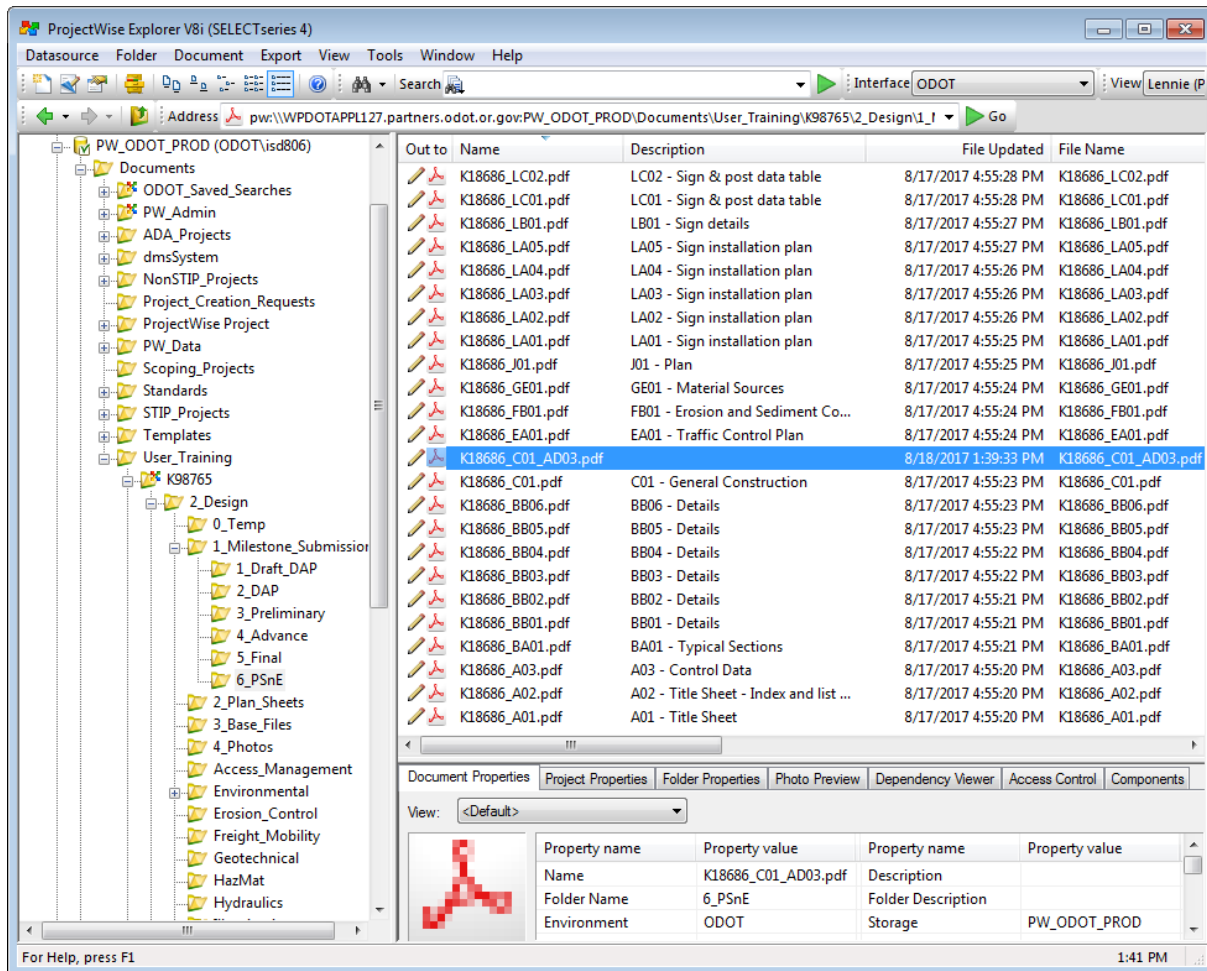**General tab of the document Properties: Description**

💡 *Tip! You can leave the Properties dialog open and select the next PDF plan sheet in the 6_PSnE folder to run Document Naming again and describe that sheet.*

Continue as shown in the above steps until all PDF plan sheets in the 6_PSnE folder have the **Document Naming** filled out and have **Descriptions** that include the sheet number that matches the **Document Name**.

Describing Addendum Plan Sheet PDF Documents in 6_PSnE folder

From time to time addendum letters are necessary which may have associated plan sheets. Name the addendum plan sheet print definition in the Print Organizer print set. Use the name format specified by the Contract Plans Manual. The addendum plans sheet PDF that is created will be named correctly, but will not have a document description. The steps below will show how to use the Document Naming section of the Attributes to populate the required attributes for an addendum and provide the correct description.

6_PSnE folder in ProjectWise Explorer showing an Addendum Plan Sheet PDF without a Description

1. Open the **ProjectWise Explorer** to the 1_Milestone_Submissions\6_PSnE folder for your project.

2. Open the document **Properties** of the addendum plan sheet PDF and select the Attributes tab. Fill in the **Classification** and **Discipline** attributes with *Digital Plan* and select a **Sub-Discipline** of *Digital Plan Addendum*. Select the **Document Description** of *<SheetNo_AD##> - <Sheet Title>* and then right-click **Copy** the **Document Description** and click [**Save**].

Attributes tab of the document Properties: Document Naming for Addendum

3. Select the **General** tab on the **Properties** dialog and right-click **Paste** the **Document Description** into the **Description:** field. Finally, delete the angled brackets and replace the content between the brackets with the sheet number for the addendum plan sheet and the sheet title. Click [**Save**]. The addendum sheet number should already be correctly displayed in the **Document Name**, and should match what you place in the **Description**.

General tab of the document Properties: Description for Addendum Plan Sheet

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