MDT Docuplot 8½X11 Pavement Preservation Plan PDF Creation Instructions
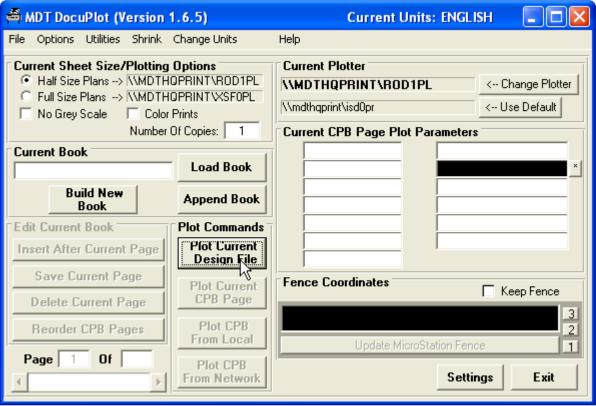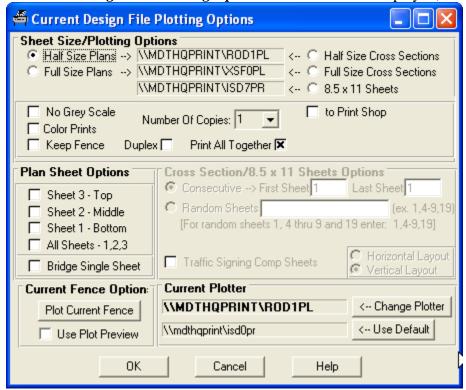
Enhancements have been completed to Docuplot to allow Contract Plans and Docuplot privileged users to create a PDF file containing 8½X11 Pavement Preservation plan plot results.

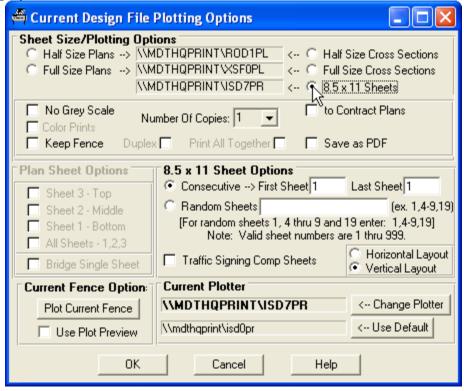<u>To create PDF files for 8½X11 Pavement Preservation Plans you will need to do the following</u>:

1. Make sure that you have a pavement preservation project Microstation design file on your PC that you want to use to create a PDF from (the design file should be in the C:\Dgn folder which is where it is placed when it is accessed using DMS).
2. Start up Docuplot.
3. Open the desired pavement preservation project design file in Microstation.
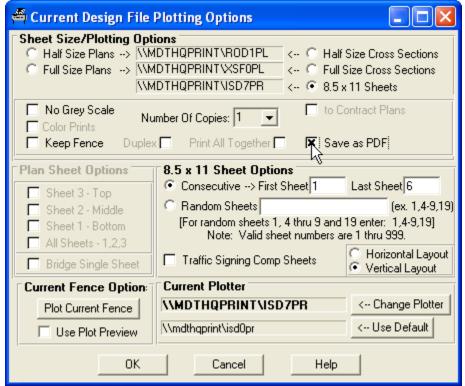4. Select the **Plot Current Design File** button, as shown below.

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A *Current Design File Plotting Options* window will be displayed, as shown below.

5. Select the *8.5 x 11 Sheets* option as shown below. A *Save as PDF* option will be displayed as shown below.
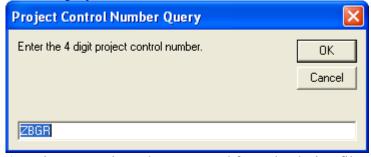
6. Next, enter the desired pavement preservation sheets to plot and then select the **Save as PDF** option as shown below.
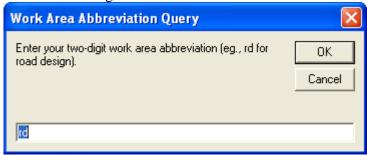

Select the **OK** button to continue the PDF creation process.

7. Next, a **Project Control Number Query** window will be display, prompting the user to enter the project control number as shown below.
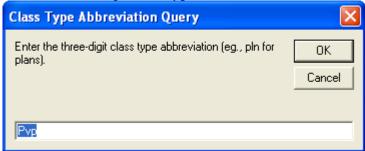

A project control number extracted from the design file name will be pre-populated in the text box as shown above. Enter the desired project control number and select the **OK** button to continue.

8. Next, a *Work Area Abbreviation Query* window will be display, prompting the user to enter the two-digit work area abbreviation as shown below.

   A work area abbreviation extracted from the design file name will be pre-populated in the text box as shown above. Enter the desired work area abbreviation and select the **OK** button to continue.

9. Next, a *Class Type Abbreviation Query* window will be display, prompting the user to enter the three-digit class type abbreviation as shown below.

   A class type abbreviation extracted from the design file name will be pre-populated in the text box as shown above. Enter the desired class type abbreviation and select the **OK** button to continue.

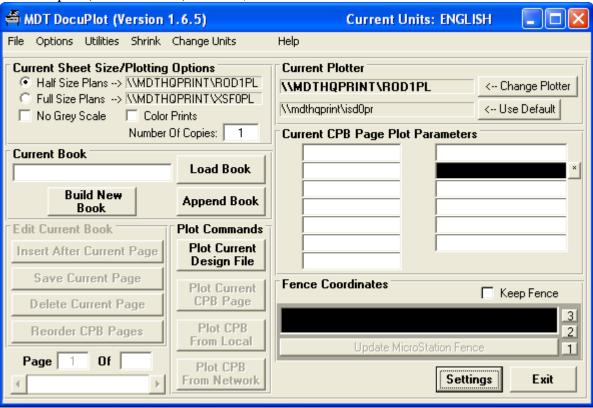10. A *Creating PDF File …* window will be displayed informing the user that the process of creating the plot files, inserting them into a Word document and creating the PDF is about to begin and that the process can take several minutes and should not be interrupted by the user, as shown below.

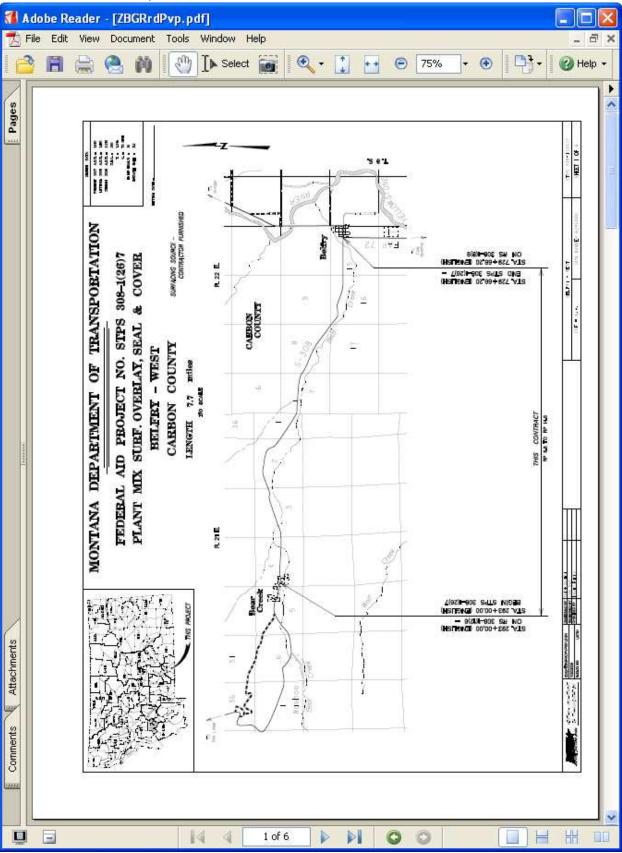11. The 8½X11 pavement preservation plan sheets will be plotted to plot files. Microsoft Word will then open and the plot files will be inserted into a blank Word document. The Word document will then be saved and the PDF will be created by printing the Word document to the PDF995 printer installed on the user's computer. Once the PDF file has been created, Microsoft Word will close and the Word document will be deleted.

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The PDF file will be saved in the C:\DGN folder with the file name set based on the input Project Control Number, Work Area Abbreviation and Class Type Abbreviation combination as "CNT#waCls.pdf" (i.e., "ZBGRrdPvp.pdf" for this example).

12. After completing the PDF file creation process, Docuplot will return to the main MDT Docuplot (Version 1.6.X) window, as shown below.

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13. When the PDF creation process is completed, the PDF file will be opened in Adobe Acrobat Reader, as shown below.

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The PDF file of the Pavement Preservation Project 8½X11 sheets can now be saved back to DMS if named correctly.

In this case, for example, since the file was named with the Project Control Number, Work Area abbreviation and Class Type abbreviation from the design file name, the user simply needs to rename the file by adding the three-digit version number to the file name. Hence, by adding "001" to the end of the file name, the file is ready to be saved back to DMS with the file name "ZBGRrdPvp001.pdf".

The file can be viewed or printed in the same manner as other PDF documents.

In order to produce printed copies from the PDF that are comparable to the prints created by printing out of Docuplot the user should do the following when printing the PDF from Adobe:

1. After selecting the File → Print option the ***Print*** window will open.
2. In the *Page Handling* section of the window:
    a. Make sure that the ***Page Scaling:*** dropdown selection is set to "None".
    b. Make sure that the ***Choose Paper Source by PDF page size*** option is selected.
3. Select the **Properties** button and go to the *Finishing* tab and select the ***600 dpi*** option in the *Print Quality* section of the tab and select the **OK** button (600 dpi is the quality that is being sent to the plotters when plotting directly)
4. Select the **OK** button on the ***Print*** window to complete the PDF printing.