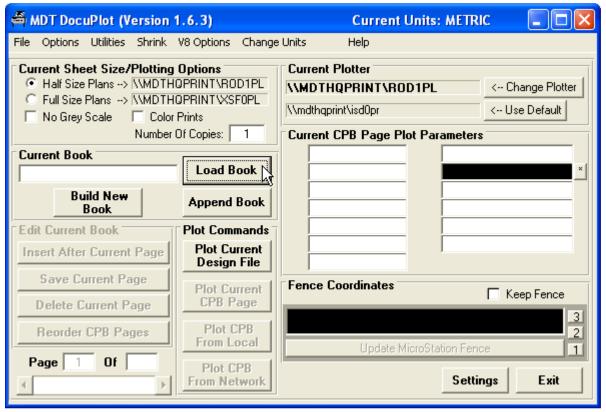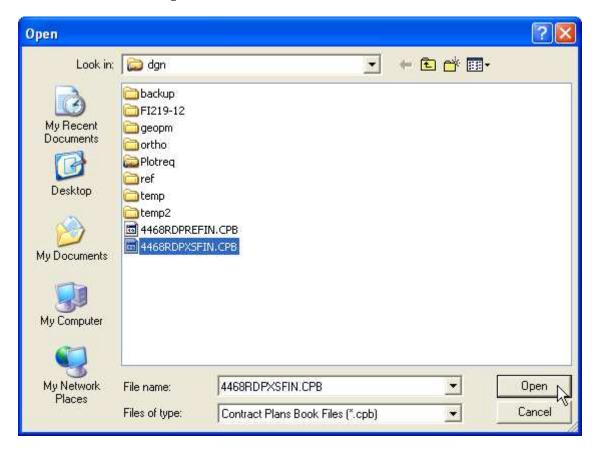# MDT Docuplot Half-Size Plan PDF Creation Instructions

Enhancements have been completed to Docuplot and the Network Batch Plotting to allow Contract Plans and Docuplot privileged users to request a PDF file containing half-size plan plot results.

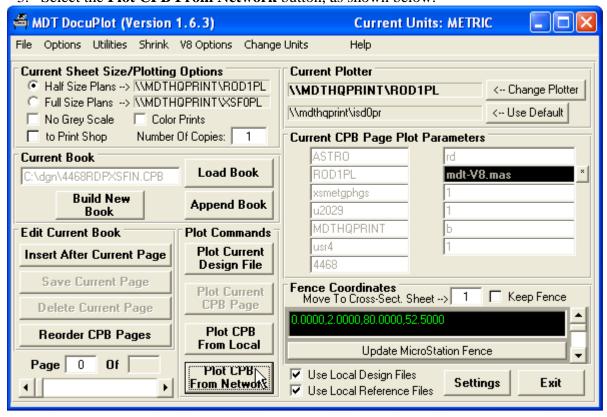<u>To create PDF files for half size plans you will need to do the following</u>:

1. Make sure that you have a contract plans book on your PC that you want to use to create a PDF from (the CPB file should be in the C:\Dgn folder which is where it is placed when it is accessed using DMS).
2. Start up Docuplot and load the desired contract plans book:
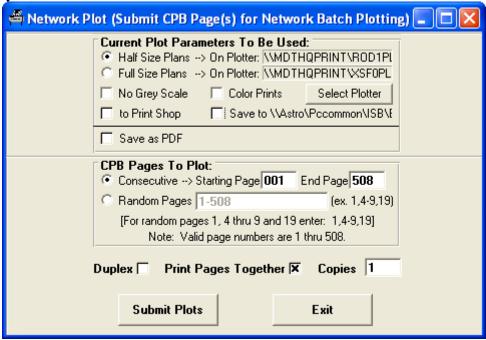   a. Select the **Load Book** button as shown below.

    b. Highlight the CPB file and select the **Open** button to load the CPB book file, as shown below.
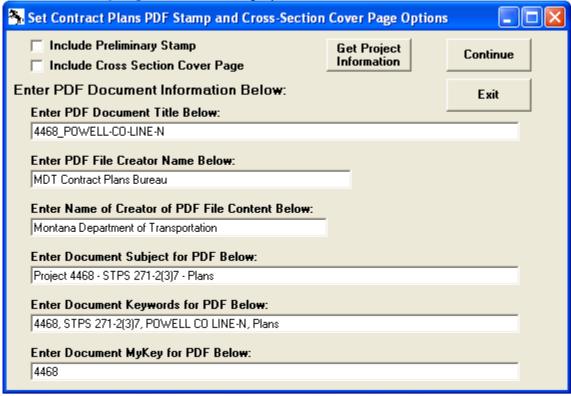
3. Select the **Plot CPB From Network** button, as shown below.

MDT Docuplot Half-Size Plan PDF Creation Instructions

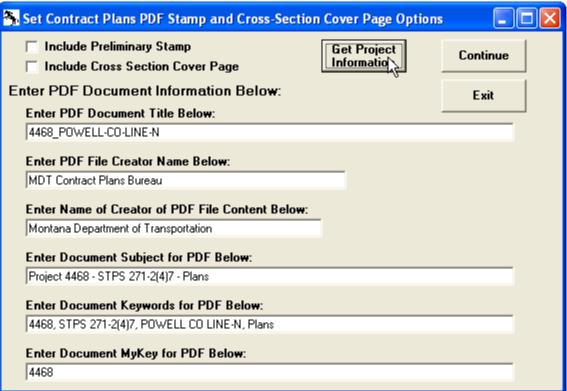A *Network Plot (Submit CPB Page(s) for Network Batch Plotting)* window will be displayed, as shown below.

4. Select the desired contract plan book pages to plot and then select the *Save as PDF* option.
   a. For Contract Plans users, a *Set Contract Plans PDF Stamp and Cross-Section Cover Page Options* form is displayed, as shown below.

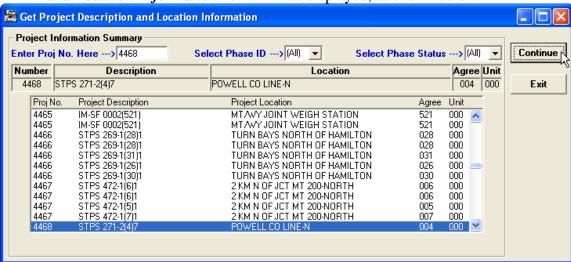# MDT Docuplot Half-Size Plan PDF Creation Instructions

To define the file name for the PDF file to be created the user can enter the desired PDF document title in the **Enter PDF Document Title Below:** text box.
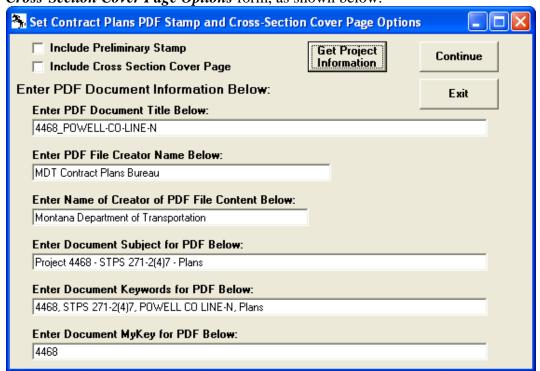
The PDF File Creator Name, Name of Creator of PDF File Content, Document Subject for PDF, Document Keywords and Document MyKey entries are metadata information that is saved within the PDF for reference. The user can use the preloaded information, manually enter all of these entries, or update the project related information shown in these entries by using the **Get Project Information** button, as shown below.
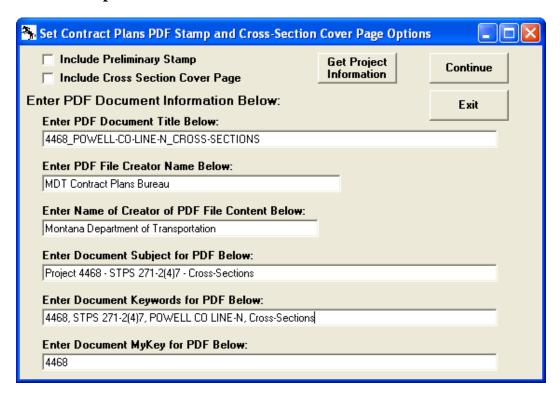

After the **Get Project Information** button is selected, a *Get Project Description and Location Information* form will be displayed, as shown below.

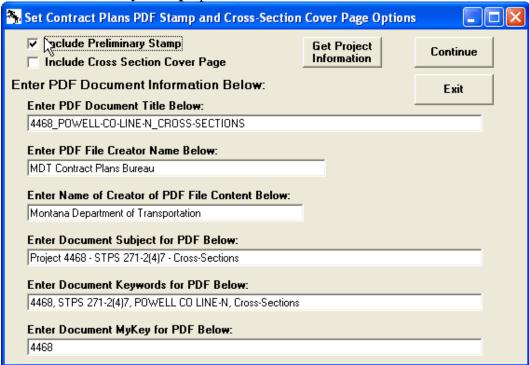# MDT Docuplot Half-Size Plan PDF Creation Instructions

As shown above, the form loads with the Project Number entered in the **Enter Proj No. Here --->** text box and the **Phase ID** and **Phase Status** both selected as *(All)*. These options are set so that all possible project-agreement-unit or Project Description combinations are displayed. Search thru the list of possible projects to find the correct Project-Agreement-Unit or Project Description and select the item so that it is highlighted and then select the **Continue** button to return the updated project related information to the *Set Contract Plans PDF Stamp and Cross-Section Cover Page Options* form, as shown below.

The user can then edit the title and other entries if desired. For example, to create a PDF for cross-sections the user might add the cross-sections designation to the title and replace the Plans text with Cross-Sections in the other entries, as shown below.

MDT Docuplot Half-Size Plan PDF Creation Instructions

To include a "Preliminary" stamp on all pages of the PDF, the user can select the **Include Preliminary Stamp** option, as shown below.

To include a cross-section cover page for cross-sections, the user can select the **Include Cross Section Cover Page** option, as shown below.

MDT Docuplot Half-Size Plan PDF Creation Instructions

The form will expand to show the **Enter Cross-Section Cover Page Information Below:** section with the items that will be included on the cross-section cover page. At this point the user can edit the project specific cover page line items (the items that are not greyed out). To edit the default cover page items the user will need to select the **Change Cross-Section Cover Page Defaults (Greyed Out Items)** option as shown below.

MDT Docuplot Half-Size Plan PDF Creation Instructions

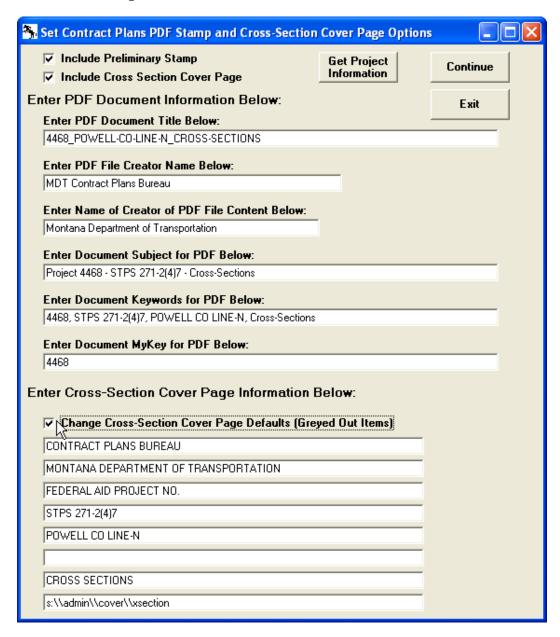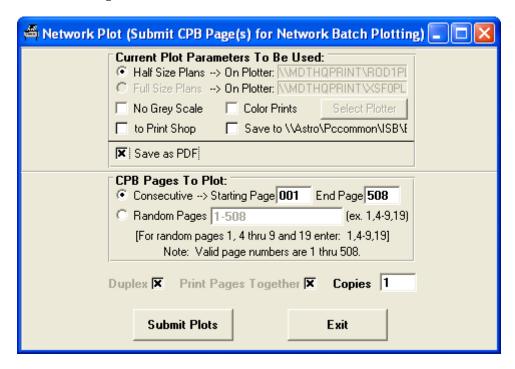**Set Contract Plans PDF Stamp and Cross-Section Cover Page Options**

☑ Include Preliminary Stamp
☑ Include Cross Section Cover Page

Get Project Information

Continue

Exit

Enter PDF Document Information Below:

Enter PDF Document Title Below:

4468_POWELL-CO-LINE-N_CROSS-SECTIONS

Enter PDF File Creator Name Below:

MDT Contract Plans Bureau

Enter Name of Creator of PDF File Content Below:

Montana Department of Transportation

Enter Document Subject for PDF Below:

Project 4468 - STPS 271-2(4)7 - Cross-Sections

Enter Document Keywords for PDF Below:

4468, STPS 271-2(4)7, POWELL CO LINE-N, Cross-Sections

Enter Document MyKey for PDF Below:

4468

Enter Cross-Section Cover Page Information Below:

☑ Change Cross-Section Cover Page Defaults (Greyed Out Items)

CONTRACT PLANS BUREAU

MONTANA DEPARTMENT OF TRANSPORTATION

FEDERAL AID PROJECT NO.

STPS 271-2(4)7

POWELL CO LINE-N
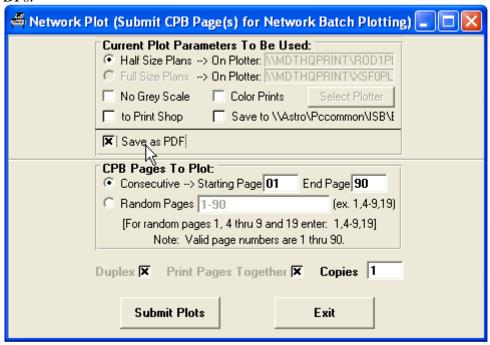
CROSS SECTIONS

s:\\admin\\cover\\xsection

The user can then edit the remaining cross-section cover page line items.
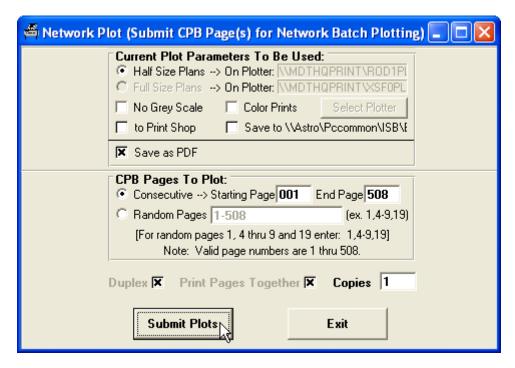
Once all of the Contract Plans PDF options have been set select the **Continue** button to return to the Network Plot (Submit CPB Page(s) for Network Batch Plotting) form, as shown below.
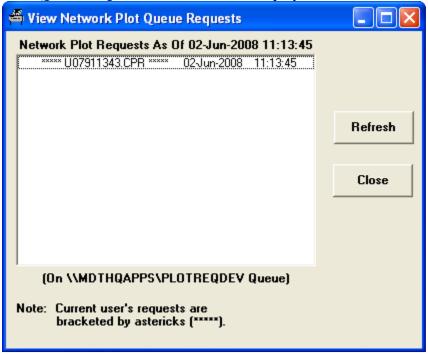
b. For all other privileged users, only the ***Save as PDF*** option is displayed. The PDF file(s) created will either have a "For MDT Internal Distribution Only" stamp or an "As-Builts Date Sensitive – For Information Only" stamp for as-built PDFs.
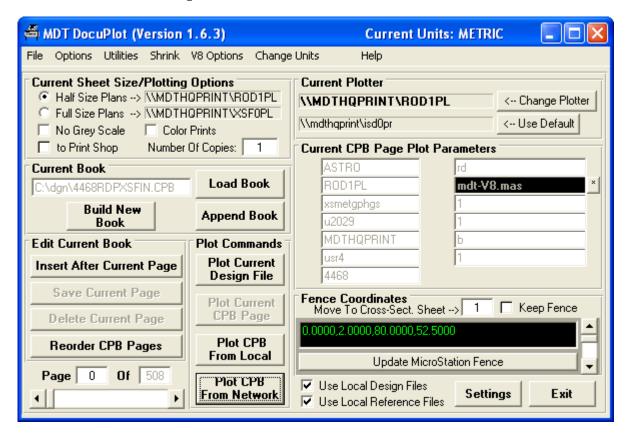

5. Select the **Submit Plots** button, as shown below.

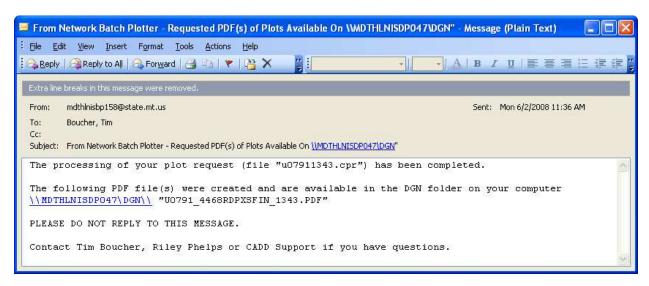# MDT Docuplot Half-Size Plan PDF Creation Instructions

The request file will be created and saved to the network plot request queue and a *View Network Plot Queue Requests* window will be displayed as shown below.

6. Select the **Refresh** button to refresh the display of active requests in the queue.
    Select the **Close** button to close the window.

7. Select the **Exit** button to exit out of MDT Docuplot (Version 1.6.X), as shown below.

8. Close Microstation.

9. The network batch plotter will pick up your request and process the request, creating the PDF file. Once the file is created the Network Batch Plotter will attempt to save the PDF file to the C:\Dgn folder on the computer that the request was submitted from. If the C:\Dgn folder on the requesting computer is not available the PDF file will be saved out to the Plot-to-PDF share folder. The Network Batch Plotter will then send an e-mail message notifying you that the PDF has been created, as shown below.
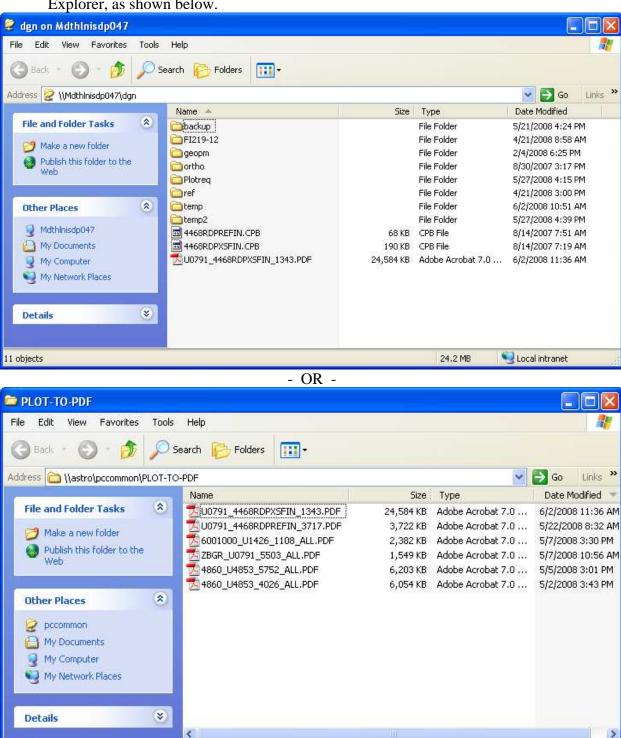

The message will include a link to the location for the file (\\"YourComputerName"\DGN or \\Astro\Pccommon\Plot-to-PDF) along with the name

of the created PDF file (the file name will include your user number, the name of the CPB used to request the PDF, and a random number, each separated by an underscore character ("_").   For example, the PDF file name is "U0791_4468RDPXSFIN_1343.PDF" in the above e-mail message.

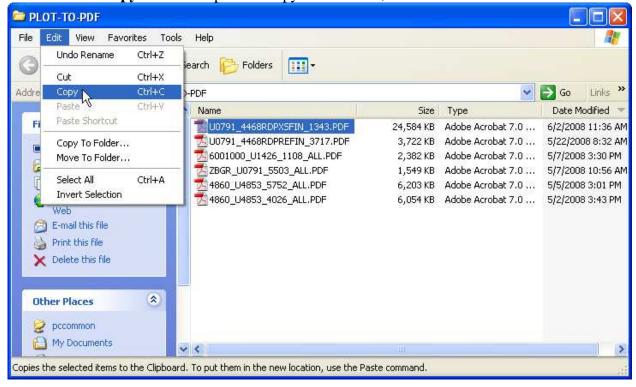10. Click on the link in the e-mail message to open the PDF location folder in Windows Explorer, as shown below.
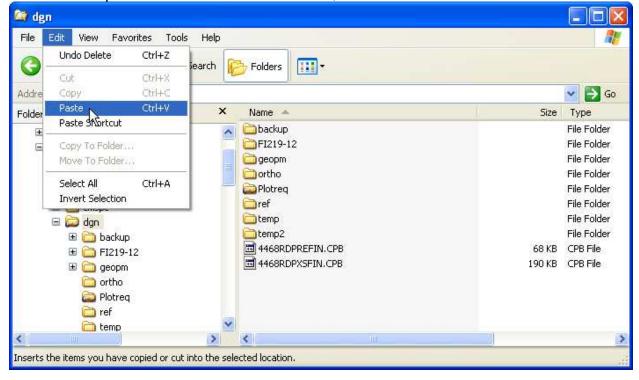

- OR -

MDT Docuplot Half-Size Plan PDF Creation Instructions

11. If the PDF file was saved to the PLOT-TO-PDF share then select and use the **Edit→Copy** file menu option to copy the PDF file, as shown below.
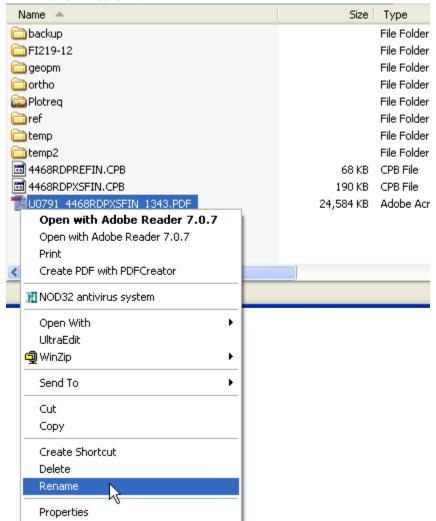

a. Use Windows Explorer to navigate to the desired location where you would like to save the newly created PDF file and select the **Edit→Paste** menu option to paste the file to the desired location, as shown below.
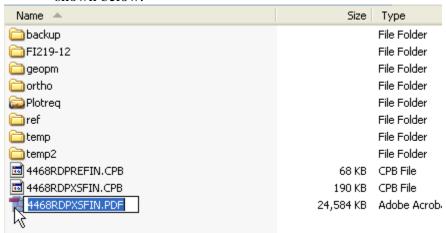

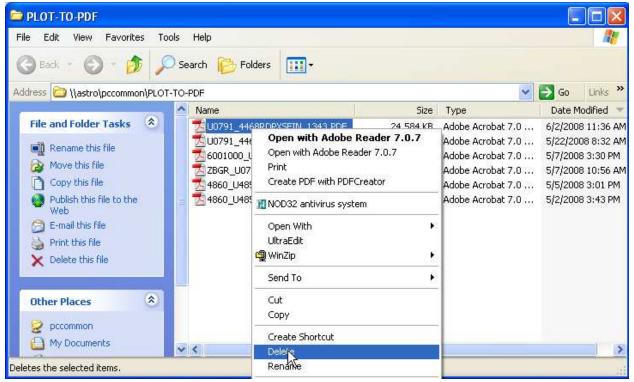The file will be copied to the selected location.

b. If desired, rename the file.
  i. Select the file and right-click on the file and select the *Rename* option, as shown below.

  ii. Remove your User Number and the random number from the file name, as shown below.

MDT Docuplot Half-Size Plan PDF Creation Instructions

    c. Delete the PDF file from the Plot-to-PDF share folder.
        i. Select the file and right-click on the file and select the *Delete* option, as shown below.

        ii. A ***Confirm File Delete*** window will be displayed as shown below.

        iii. Select the **Yes** button to complete the file deletion.
              Select the **No** button to cancel the file deletion.

        iv. After selecting the **Yes** button, the file is deleted from the Plot-to-PDF share folder, as shown below.

  d. You can now close the Plot-To-PDF window and go back to the Windows Explorer window showing the folder with the PDF for the plots and view the PDF.

12. If the file was saved to the C:\Dgn folder on your computer you may want to rename the file.

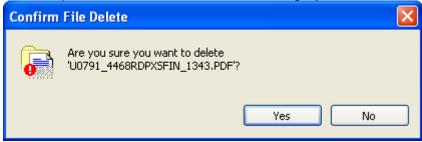 a. Select the file and right-click on the file and select the *Rename* option, as shown below.

Name ▲

📁 backup
📁 FI219-12
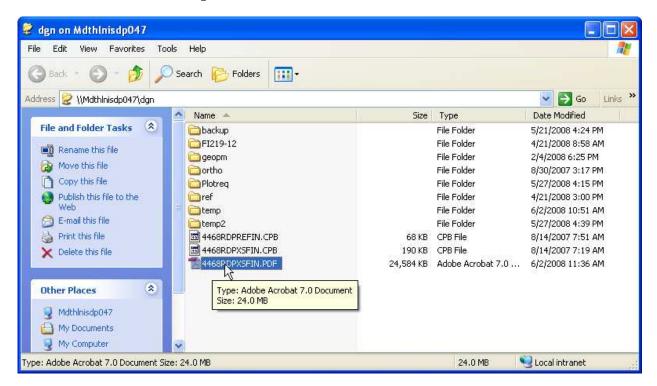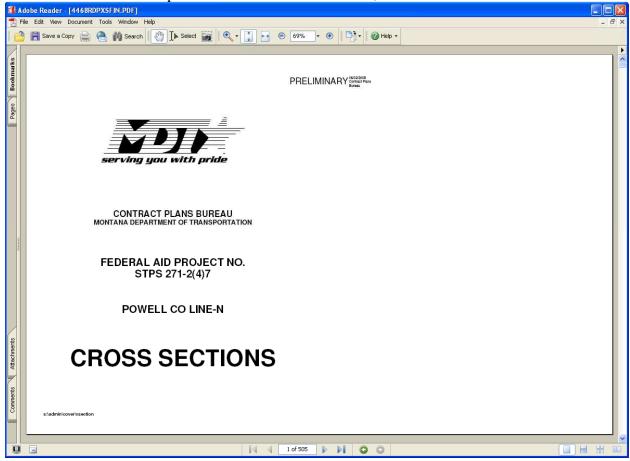📁 geopm
📁 ortho
📁 Plotreq
📁 ref
📁 temp
📁 temp2
🔲 4468RDPREFIN.CPB
🔲 4468RDPXSFIN.CPB

Open with Adobe Reader 7.0.7
Open with Adobe Reader 7.0.7
Print
Create PDF with PDFCreator
🅷 NOD32 antivirus system
Open With ▶
UltraEdit
🔲 WinZip ▶
Send To ▶
Cut
Copy
Create Shortcut
Delete
Rename
Properties

b. Remove your User Number and the random number from the file name, as shown below.

Name ▲	Size	Type
📁 backup		File Folder
📁 FI219-12		File Folder
📁 geopm		File Folder
📁 ortho		File Folder
📁 Plotreq		File Folder
📁 ref		File Folder
📁 temp		File Folder
📁 temp2		File Folder
🔲 4468RDPREFIN.CPB	68 KB	CPB File
🔲 4468RDPXSFIN.CPB	190 KB	CPB File
📕 4468RDPXSFIN.PDF	24,584 KB	Adobe Acrob

13. To view the PDF simply click on the file, as shown below.

14. The file will be opened in Adobe Acrobat Reader, as shown below.

You can now save the PDF of the plots back to DMS if you have named the PDF file correctly.

MDT Docuplot Half-Size Plan PDF Creation Instructions

In this case, for example, since the file was named to match the CPB file used to create the PDF, the file could be saved in DMS with the current name.

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.