

## **Information about using Docuplot to create PDF's of plan sets.**

### **Why was this process created and what will it be used for?**

This process was created so users can create a PDF of CADD half-size standard or 8½x11 pavement preservation plan sets for distribution and sharing with other users. While not everyone has access to Docuplot or MicroStation, a PDF file can be viewed by anyone with computer access. This process reduces printing and manual distribution of plan sheets for plan review. It also provides a mechanism for Contract Plans to create PDF files of plan sets for contractors to access from the MDT Internet and for As-Built creators to create PDF files for As-Built requestors.

### **Does this new PDF file creation process replace the existing process for printing, distributing and submitting plans to Contract Plans?**

No. This new PDF file creation process is not a replacement for the existing process for printing, distribution and submittal of plans to Contract Plans. This is simply an enhancement to the Docuplot/Network Batch Plotting process to allow creation of PDF files of half-size standard or 8½x11 pavement preservation plan sets. This enhancement to the process supplements the review of preliminary plans by department employees. It also provides for plan set sharing with contractors and As-Built plan sharing with As-Built requestors.

### **Should these PDF files be shared with non-MDT employees?**

Only for Contract Plans and As-Built creators. For everyone else this is an internal based process. If someone outside of the department needs a copy of our plans, they need to request the plans from the design project manager. Contract Plans will use this process to create PDF files for contractors to access from the MDT Internet. As-Built creators can use this process to create PDF files for As-Built requestors.

### **Should the PDF files be stored on DMS?**

Only Contract Plans and As-Built creators will be storing the PDF files on DMS. For everyone else the PDF files will be used as temporary files for reviewing purposes only and will not be stored on DMS. Contract Plans will store the PDF files they create on DMS once the project has been let. As-Built creators may store the PDF files they create on DMS for use for future As-Built requests.

### **For those PDF files will not being stored on DMS, what will the naming convention be?**

To ease confusion it is recommended that you name the PDF file the same as the CPB book but with a ".pdf" extension. It will be helpful to include a date reference in the name to avoid confusion with multiple pdf creations for one set of plans. Example: 5753000RDPRE001.CPB saved as 5753000RDPRE001\_06\_26\_08.PDF.

### **Should the PDF files be printed through the print shop?**

No. The PDF files should only be printed at your local printers. Half-size plan set print shop print requests should be performed using the existing Docuplot Print to Print Shop process documented in the Docuplot help and user's manual under Section 10.4 "Plotting Directly to the Print Unit".

**How are employees supposed to share these PDF files? Can they be E-mailed or are they too big?**

It is recommended that the PDF files be copied to a share drive location like O:\District\Project-Folder (ex., O:\Billings\12345\_SOME-PROJECT). A link can be placed in an e-mail to the files location. The recipient of the e-mail can open the link and view the PDF file at the link or copy the PDF file to their local computer and view it locally.

**Who can use the create PDF feature in Docuplot?**

All users can now use the create PDF feature in Docuplot.

**Where and how do I create a PDF file of half-size plans from a CPB file?**

The process is performed with Docuplot. A help guide on how to create half-size plan PDF files from CPB books is available on your CADD Standards drive

<W:\Documentation\Docuplot\DOCUPLOT-HALF-SIZE-PLAN-PDF-CREATION-INSTR.PDF>).

The instructions will be added to the Docuplot help and user's manual under Section 10.7.1 "Save Half-Size Plans As PDF".

**Can a PDF be created from 8½ x 11 pavement preservation plans?**

Yes. A PDF can be created of the pavement preservation plans by following the same steps used to submit the 8½ x 11 pavement preservation plans to Contract Plans but choosing the "Save as PDF" option instead of the "to Contract Plans" option. A help guide on how to create PDF files for 8½ x 11 pavement preservation plans is available on your CADD Standards drive

<W:\Documentation\Docuplot\DOCUPLOT-8.5X11-PAVEMENT-PRES-PLAN-PDF-CREATION-INSTR.PDF>).

The instructions will be added to the Docuplot help and user's manual under Section 10.7.2 "Save 8½ x 11 Pavement Preservation Plans As PDF".

**What is the history for this process?**

The process was originally placed in production in August of 2008 but limited access to the create PDF feature to Docuplot Power Users. The process was updated in August of 2009 to allow all users access to the create PDF feature.