

Electronic Plans

(This Document stored – U:\rd\Doc\PDF\ElectronicPlans.pdf)

Format: PDF (Recommended “Acrobat 5.0 and later”)

Naming Convention:

		Addendum	CCO
Section Method	PCN#_Section?.pdf	PCN#_Section?Add#.pdf	PCN#_Section?CCO#.pdf
Non-Section Method	PCN#_Nonsection.pdf	PCN#_NonsectionAdd#.pdf	PCN#_NonsectionCCO#.pdf

Note: Each Addendum or CCO includes only the revised sheet(s) for that Section.

Original File Location: Office’s prj folder (Ex. U:\rd\prj\CNTYPCN#\ for Road Design)

Page Size: Match Paper Size (8.5 in. x 11 in. or 11 in. x 17 in)

Rotation: Match Paper (Landscape or Portrait)

Color: Match Paper (One set matching Bid Letting Submittal)

Resolution: 600dpi

Number pages to match Section in PDF (Ex. B for Section B)

Embed Thumbnails

PDF Information

Fast Web View – Yes

Tagged PDF – No

Embed Thumbnails

Note: To check the above options **File>Document Properties>>Description...**

Initial View

Document Options

Show: Pages Panel and Page

Page Layout: Default

Magnification: Fit Page

Note: To check the above options **File>Document Properties>>Initial View...**

PDF from Word or Excel with Adobe PDF

Note: Requires Adobe Acrobat (not just Adobe Reader) to be installed.

Open file

File>Print

Select **Adobe PDF**

Confirm print options **Properties > Adobe PDF Setting**

Default Setting: **Standard**

Note: If the file is Color but Black and White is desired:

Print **Properties > Paper/Quality**

Color: Select **Black & White**

OK

Select folder to save PDF

Save

PDF from MicroStation with IPLOT Organizer

1. Create or Open an Iplot Plot Set (.ips) of the file(s) to plot.
 2. Select PDF printer from **File > Print Setup...**
(\\trpr10006\PDF or \\trpr10007\PDF) (See page 3).
 3. **Select** which one(s) you want to plot.
 4. If you want paper size of 11 x 17 and it is not set, then
Edit > Apply Settings... > 11x17_pdf.set
This will set - Paper Size = 11 x 17 , Ysize=10.5 and center.
➤ Optional - Project No. & Sheets No. fill in at plot time. (See below).
 5. **Print.**
 6. **Exit.**
 7. Files are written to an output folder.
(\\trpr10006\pdf_folder or \\trpr10007\pdf_folder) (See page 3).
➤ Name of PDF is:
 - a) If submitted as **one print job** the name will be the Iplot Plot Set(.ips) name.
“Untitled” if unnamed.
 - OR*
 - b) If submitted as **separate print jobs** the name will be plotname.
 Warning: If the name exists in the output folder it will overwrite.
 1. **Copy** the file from the output folder to project folder.
 2. **Delete** the file from the output folder.
- Note: If the plot is landscape then you will need to rotate the sheet with Adobe Acrobat.

PDF from MicroStation with PDF Composer (Export PDF)

1. Create or Open an Iplot Plot Set (.ips) of the file(s) to plot.
2. Select PDF printer from **File > Print Setup...**
(\\trpr10006\PDF or \\trpr10007\PDF) (See page 3).
3. **Select** which one(s) you want to plot.
4. If you want paper size of 11 x 17 and it is not set, then
Edit > Apply Settings... > 11x17_pdf.set
This will set - Paper Size = 11 x 17 , Ysize=10.5 and center.
➤ Optional - Project No. & Sheets No. fill in at plot time. (See below).
5. **File > Export PDF...**
Confirm “PDF Format Configuration”
Resolution: 600 dpi Rotation: 270 (for landscape)
Version Compatibility: Acrobat 5.0 and later
Searchable Text
6. **Create PDF.**
Select folder for files to be saved to and input name.
7. **Save**

To connect to PDF printer on trpr10006 or trpr10007

(Field Offices - [\\trpr10006\PDF](#) & Central Office - [\\trpr10007\PDF](#))

Start > Search

Select **Printers, computers, or people**

Select **A computer on the network**

Type in **trpr10006** or **trpr10007**

Click **Search**

Double Click **trpr10006** or **trpr10007**

Double Click the printer **PDF**

To connect to output folder on trpr10006 or trpr10007

(Field Offices - [\\trpr10006\pdf_folder](#) & Central Office - [\\trpr10007\pdf_folder](#))

Start > Search

Select **Printers, computers, or people**

Select **A computer on the network**

Type in **trpr10006** or **trpr10007**

Click **Search**

Double Click **trpr10006** or **trpr10007**

Double Click **pdf_folder**

Note: You can add the folder to your favorites or get the folder mapped to a drive. Or you can utilize a shortcut to the folder. You can copy U:\Bentley\Shortcuts\PDF_folder to your desktop.

PDF using Standard Plate Printing

1. Start Standard Plate Printing
 - Start Menu > All Programs> stdPlatePrinting > Standard Plate Printing
 - a) If printing 11 x 17 – B-size have PDF.set in setting folder
This will set - Paper Size = 11 x 17 , Ysize=10.5 and center.
 - OR
 - b) If print 8.5 x 11 – A-size *don't* have PDF.set in setting folder
2. Select PDF printer – **Print to...**
(\\trpr10006\PDF or \\trpr10007\PDF) (See page 3).
3. Optional – Fill in Project Number.
4. Select **Paper Size**.
5. Unit of Measure – only English available at this time.
6. Select **Left Plate** desired.
7. Select **Right Plate** desired (only for 11 x 17).
8. Select **Print**.
9. Repeat for desired plates.
10. Files are written to an output folder.
(\\trpr10006\pdf_folder or \\trpr10007\pdf_folder) (See page 3).
 - Name of PDF is stdplot_s_b#.pdf
 - Warning: If the name exists in the output folder it will overwrite.
11. **Copy** the file(s) from the output folder to project folder.
12. **Delete** the file(s) from the output folder.

Standard Plates PDF's downloaded from WEB on 11 x 17 sheet

Note: Requires Adobe Acrobat (not just Adobe Reader) to be installed.
(These instructions are written for Version 7.)

1. Download Standard Plates needed from the Office of Road Design's WEB page
(<http://www.sddot.com/PE/roaddesign/plates.asp>).
 - Right Click on Standard Plate Number > Save Target As...
2. Print an empty border sheet to PDF, with or without project numbers & page numbers. Or get a copy from the Office of Road Design's WEB page.
(<http://www.sddot.com/PE/roaddesign/docs/downloads/emptyborder.pdf>)
3. Open a PDF with an empty border sheet.
 - If not landscape rotate page.
 - If multiple pages Specify Page Range in Page Range.
4. Document > **Add Watermark & Background...**
5. Select Type > **Add a Watermark**
6. Select Source > **From file** – Browse... select PDF downloaded.
 - Select Page Number desired if multiple page standard plate.
7. Select Position and Appearance > **Horizontal Alignment** from **Left**.
8. Select OK.
9. Repeat Steps 4 thru 8 except **Add a Watermark** on Right.

Note: You can add project numbers & page numbers using “Add Header & Footers” in Adobe. I would not use any commenting Tools to fill in project numbers & page numbers as it will look like a review comment and won't print when “Document Only” is printed which is the default.

Electronic Project Numbers and Sheet Numbers (Including Option for Standard Plates)

Using variables in Iplot to fill in numbers.

Pen tables (rdhalf.pen, rd.pen, color.pen and photo.pen) will substitute characters assigned to environment variables for the following text:

\$\$Project 1\$\$, \$\$NUM\$, \$\$TOT\$, etc.

Note: if variable set to none or not used this text is not plotted.

Procedure:

- 1) Place or update “name” cell in the MicroStation sheet file. For cross sections recreate or update the cell used for the border.

- 2) **Create** or open IPS for sheets.
 - Optional (except for **IPS method**) - Add blank sheet(s) for sheets printed outside of Iplot.
(U:\rd\Bentley\Iplot\iparm\blank.i)
 - From Windows Explorer drag and drop blank.i into your IPS.
 - Repeat as needed.
 - Optional (except for **IPS method**) - Add **standard plate(s)** for section.
(U:\rd\Bentley\Iplot\iparm\Standard_Plates.i)
 - From Windows Explorer drag and drop Standard_Plates.i into your IPS.
 - Repeat as needed.
 - A. Double click the newly created plot.
 - B. Select “Reference Files” tab.
 - C. Highlight logical name “Left”.
 - D. Select rename.
 - E. Type in plate number or Browse (U:\rd\Misc\stdplates\English).
 - F. Un-highlight logical name “Left” and highlight logical name “Right”.
 - G. Select rename.
 - H. Type in plate number or Browse (U:\rd\Misc\stdplates\English).
 - Repeat as needed.

- 3) Edit and save settings file. WordPad recommended. (Project&Sheet.set – default location C:\dot\rd\settings\)
 - Fill-in Project Number(s) replacing “none” – up to three
 - EX. Environment = [Project_Number=”NH-BRF 0012(103)303”]
 - Fill-in Section with section letter.
 - EX. Environment = [Section=**B**]
 - Fill-in Sheet_Number with: a) number b) “plotname” or c) “**IPS**”
 - Fill-in Sheet_Total with: a) number b) number or c) ”**IPS**”

- 4) In IPLOT Organizer select desired files and **Edit>Settings File...>Apply** settings file. This adds your edited information to your IPS.

Complete step for option selected in step 3 (a, b or c)

- a) Sheet Number from variable.
 - Modify Sheet_Number variable.

- b) Sheet Number from individual plotname in the IPS.
 - Rename plotname to match sheet numbers.
To rename multiple plotnames use Edit> Rename

- c) **Sheet Number & Total Sheets from IPS order.**
 - Arrange sheets in order. Sheet Number is from plot order in the IPS.
Note: Works properly only when all sheets are plotted. (Ver 8.05.01.21)
 - Total sheets is from number of plot in the IPS.

To Number Pages

Select **Page Tab** of Navigation Pane
Select **Options > Number Pages...**
Pages: All
Style: 1,2,3
Prefix: Type in Letter for Section

To Rotate Pages

Select Page Tab of Navigation Pane
Select **Options > Rotate Pages...**
For Page Range, specify whether all pages corresponding to page thumbnails selected in the Pages tab, or a range of pages are to be rotated.
Select page selection from the Rotate menu, and the orientation of pages to be rotated.
Click **OK**

To Replace Pages

Select Page Tab of Navigation Pane
Select **Options > Replace Pages...**
Select File containing the replacement pages
Original: enter pages to be replaced in the original document
Replacement: enter first page of the replacement range.
Click **OK**

To Insert Pages

Select Page Tab of Navigation Pane
Select **Options > Insert Pages...**
Select File containing the insertion pages
 Location: After or Before
 Page: Select desired location
Click **OK**

To Embed Thumbnails

(To update embedded thumbnails you will need to remove embedded thumbnails first.)

Select Page Tab of Navigation Pane
Select **Options > Embed All Page Thumbnails**

Adding “Not For Construction” as a Background

Note: Requires Adobe Acrobat (not just Adobe Reader) to be installed.
(These instructions are written for Version 7.)

Document > **Add Watermark & Background...**
Select Type > **Add a Background**
Select Source > **From file** – Browse... select file
 (U:\rd\Doc\PDF\Background_NotForConstruction.pdf)
Select **OK**
Save As

Note: To eliminate browsing through multiple folders, copy
Background_NotForConstruction.pdf to “My Documents”.

Removing “Not For Construction” as a Background

Note: Requires Adobe Acrobat (not just Adobe Reader) to be installed.
(These instructions are written for Version 7.)

Document > **Add Watermark & Background...**
Select Type > **Add a Background**
Select Source > **From text** – Type a **space** in the text box
Select **OK**
Answer **OK**
Update Thumbnails (see Above)
Reduce File Size
Save As

Reducing Adobe PDF file size and Enabling Fast Web View

After you've made any final changes to the Adobe PDF document reduce the size and enable Fast Web View.

Reduce File Size

Select **File > Reduce File Size**

Select the version compatibility you need, and click **OK**.

(Recommended "Acrobat 5.0 and later")

Click **Save**

When you choose Save As with the same file name, Acrobat rewrites the entire PDF document as efficiently as possible. When you choose Save, changes are appended to the file, which may increase the file size. By default, Acrobat also optimizes a PDF document for Fast Web View when you save it using the Save As command. Documents optimized in this way can be downloaded one page at a time from a Web server or network, reducing the time it takes to access and view them.

Printing a PDF

PDF's can be printed on different sizes of paper and different scaling. If possible it is best to print to a paper size that matches the PDF page size with no scaling. Most plan sheets will be on 11x17 PDF page size, so if your printer is capable of printing 11x17 you can print a scalable print. A simple way to do this is the check "Choose Paper Source by PDF Page Size" and set "Page Scaling: None" when printing.

If your printer can only print 8 ½" x 11" you can still print but it may not be to scale. You want to uncheck "Choose Paper Source by PDF Page Size" and set "Page Scaling: Fit Page".

Note: the preview will show the size and zoom.

Viewing a PDF

Adobe allow for many options and tools to make viewing easier. Some of these you can set with the Preference dialog box. Preferences affect your view of all PDF documents, but they do not affect printing or what other users see when they view the same documents on another computer.

To change background color to black

Select **Edit > Preferences**

Select **Accessibility**

Select **Replace Document Colors**

Select **Use High-Contrast colors**

Select **White text on black**

Select **Only change the color of black text or line art.**

Select **Change the color of line art as Well as text.**

Select **OK**