

Batch Plot Instructions

In Microstation place a **rectangular shape** on the perimeter of the Border sheet and all Standard sheets.

The shape must be comprised of the following attributes:

Level = 1, Color = 0 (white), Line Style = 0, Weight = 4

Navigate to **File > Batch Print/Plot**

Double click *Printer: Default*

Default Properties window pops open.

Under option for:

Printer: Browse and Attach Printer driver.

Paper size: Select **B-CUT**

Orientation: Select **Landscape**

Output and Post Processing: Select **Device**

Port: Type in **LPT1**

Double click *Plot Area: Default*

Default Properties window pops open.

Under option for:

Reference View: Select **View 1**

Plot Boundary: Method; Select **Shape**

Check boxes **ON** and key-in the following attributes:

Level = 1, Color = 0 (white), Line Style = 0, Weight = 4

Search Files: Check boxes **ON** for **Master File** and **Reference Files**

Check box **ON** for **Process Multiple Boundary Elements**. This option is for dgn files with multiple sheets in one file ie. BC sheets 1 – 12.

All sheets in dgn file must have the Plot Boundary shape around it's perimeter in order to be printed.

Double click *Layout: Default*

Default Properties window pops open.

Under option for:

Plot Size/Scale: Select **Maximize**

Plot Origin: Select **Center**

Units: in

Double click *Display: Default*

Default Properties window pops open.

Under **Options:**

All options should be set to **As-is**

Pen Table: Navigate to location of where your *file-date pen table* is located.

This option is if you use the *File-date* cell that will place the file name and date sheet was printed.

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Click on **Add design files to the job set** *Icon*.

Navigate to CSJ and begin adding dgn files to job set. You may place them in the order that they will be printed for a plan set beginning with the Title sheet, Project Layout etc. Use Index of sheets as a guide.

Click **Done**

If you have to add a file or files later Batch Plot automatically places the sheet at the bottom of the job set. You can move the file or files up or down into place by holding **Ctrl U** for UP or **Ctrl D** for DOWN.

Click on *Printer Icon* to print job set.

You have the option of printing the entire set or selected files.

If you want to print multiple individual files, highlight file by left clicking your mouse on the selected file and hold Ctrl key.

You may create a job set for just cross sections if you have a large project.

Save job set by name in **Batchplot** folder in CSJ.