



## Workflow 2: Creating a New Job Set

1. The user must first select the design files to be added to the Job Set. Select *Edit>Add Files* or select the *Add Design Files* icon, as shown below.

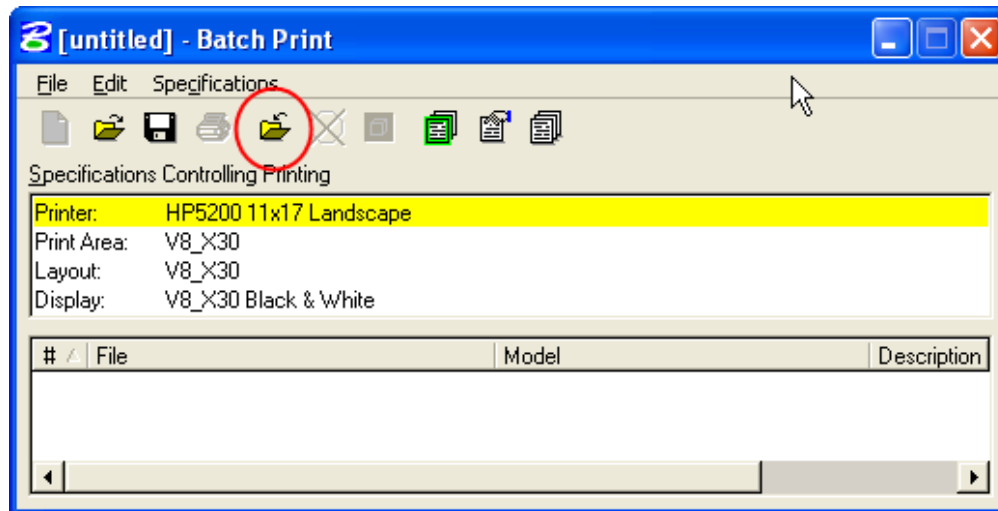


Figure 10-3: Add Files icon

2. Once selected the following dialog box will activate.

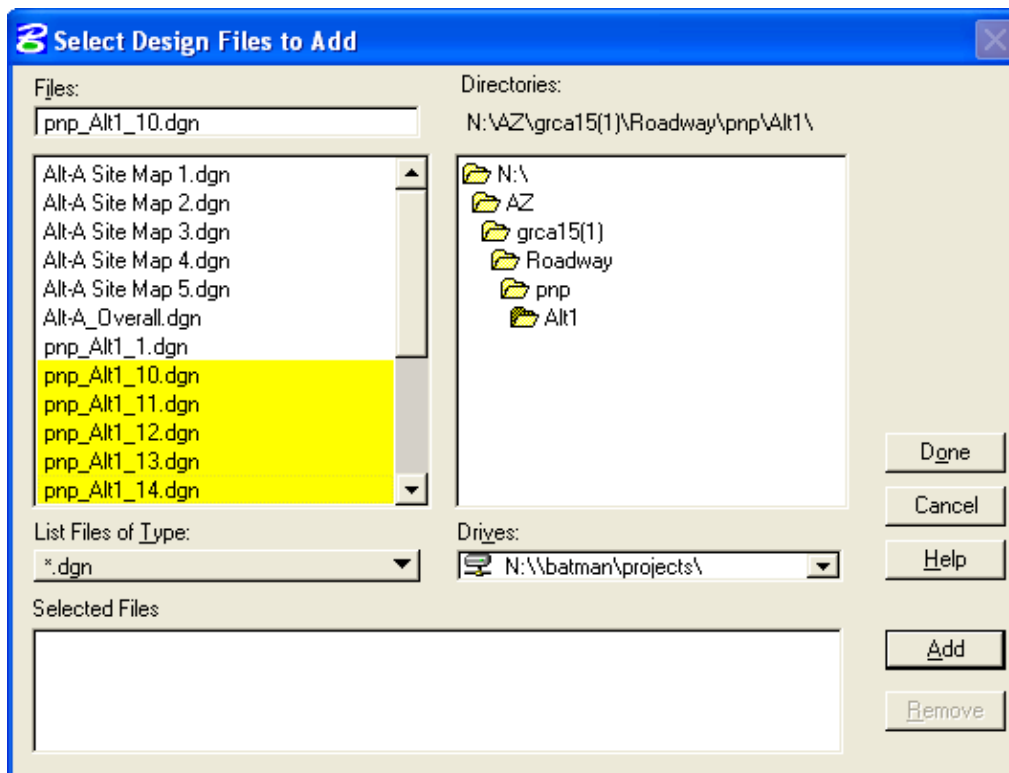




Figure 10-4: Select Files to Add

3. *Select the desired directory from the upper right Directories box. Once you have navigated to the correct directory, select the desired files from the upper left Files box. You may select multiple files by using the control or shift keys while selecting.*
4. *After selecting the desired files, the Add button will be active. Select the Add button and the selected files will be populated in the selected files box at the bottom of the dialog box.*
5. *Once complete, select the Done button.*

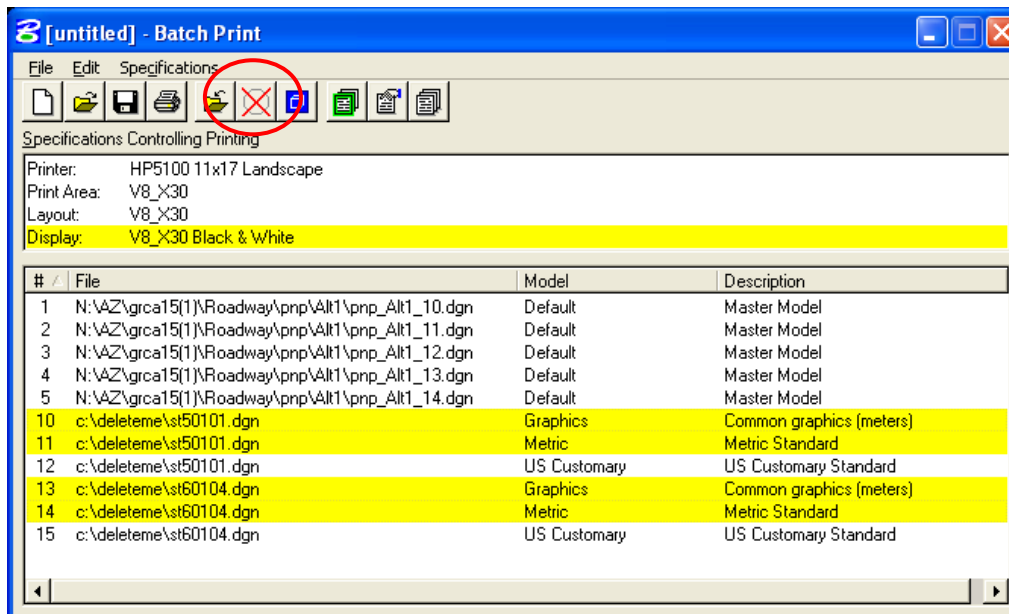


Figure 10-5: Files/Models Added to Job Set

6. *FLH Standard drawings and CFL Details have multiple models. You will need to select the “Graphics” and either the “Metric” or “US Customary” models and delete them from the list so that only the needed model is plotted. Once the files to be batch printed are selected, you can set the plot specifications. These specifications tell MicroStation how to plot the selected files.*



It is possible to change the default settings for all models to be added to plot jobs. Within the Microstation Configuration settings, changing the configuration variable `MS_BATCHPRINT_ADD_ALL_MODELS` to “0” will not add multiple entries. The default is “1”.

7. *Select Specifications>Manage, or select the Manage Specification icon, as shown below.*

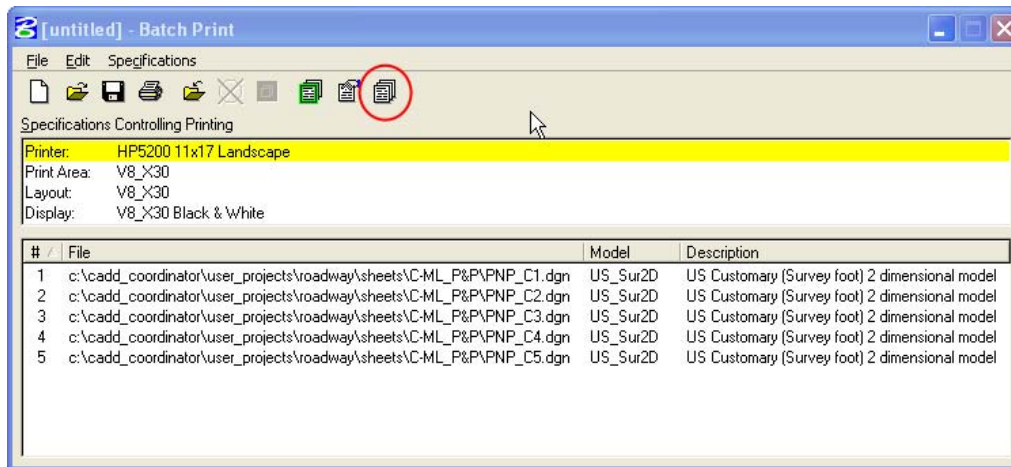


Figure 10-6: Manage Specifications Icon

8. Once selected the following dialog box will activate.

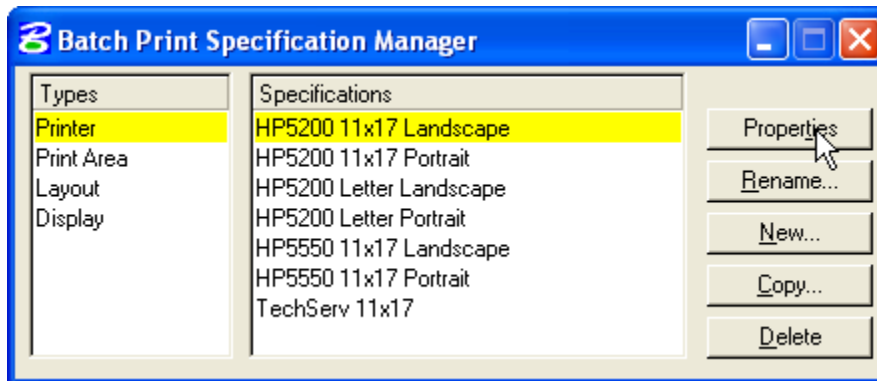


Figure 10-7: Batch Print Specification Manager - Printer

9. Select the appropriate printer from the right hand box.

10. From the Batch Print Specification Manager dialog box select Print Area.

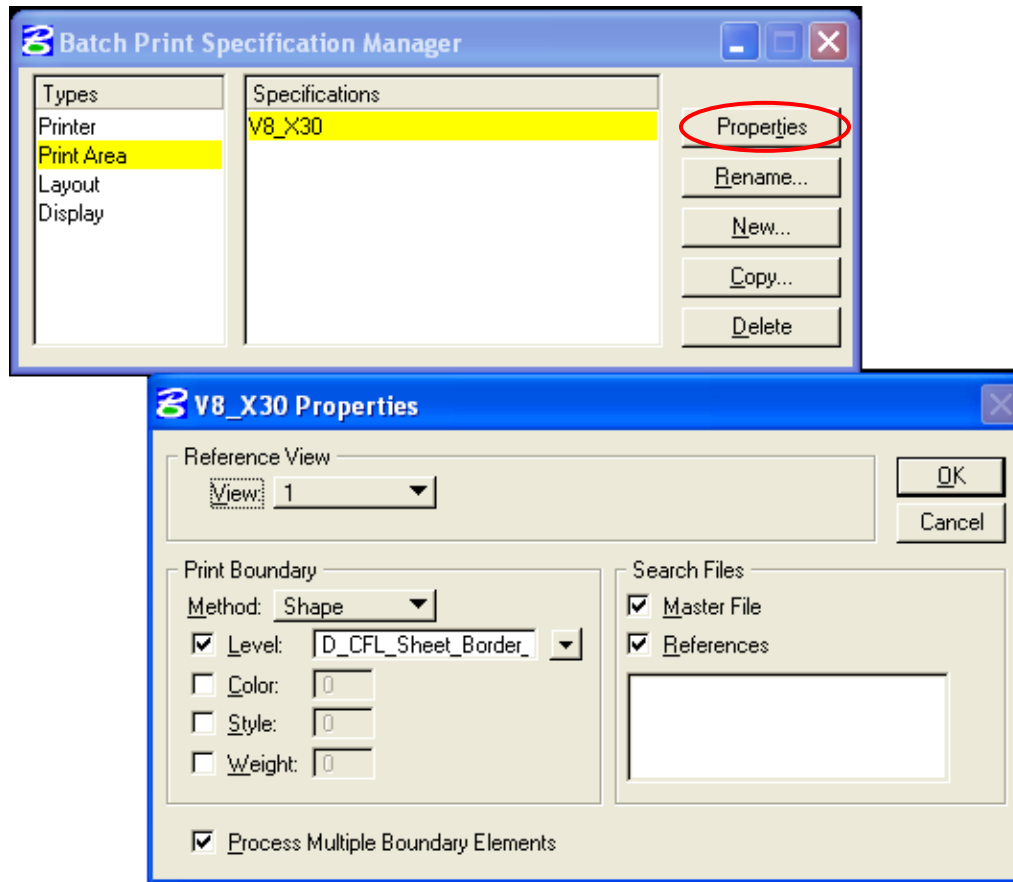


Figure 10-8: Batch Print Specification Manager - Print Area

11. The "Print Area" properties dialog box, shown above, is set for the plotshape level in the FLH\_Combined.dgnlib library.

12. From the Batch Print Specification Manager dialog box select Layout.

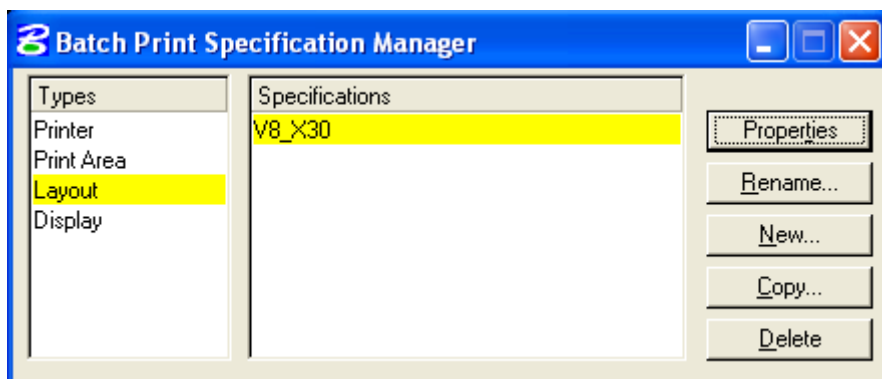
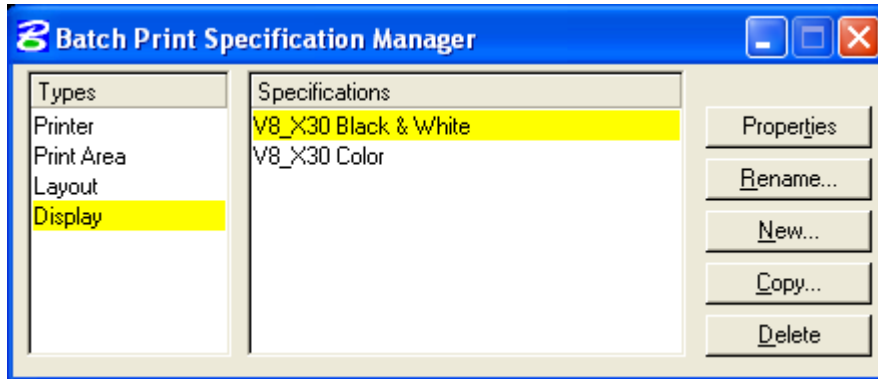


Figure 10-9: Batch Print Specification Manager - Layout



13. Select "V8\_X30" from the right hand box. No changes to the properties are required.
14. From the Batch Print Specification Manager dialog box select Display.



**Figure 10-10: Batch Print Specification Manager - Display**

15. Select either "V8\_X30 Black & White" or "V8\_X30 Color" from the right hand box depending on whether you are plotting Black & White or Color.
16. Close the Batch Print Specification Manager by selecting the X in the upper right corner.
17. Once the files have been added and the specifications set, select File>Save. This will save all of the settings in a Job Set file with a .job extension. Job Set files should be stored in your project directory. There is no standard or default directory where batch print looks for these files.