

Workflow 4: Using Print Organizer

1. Select **File > Print Organizer** from the MicroStation pull down menu.

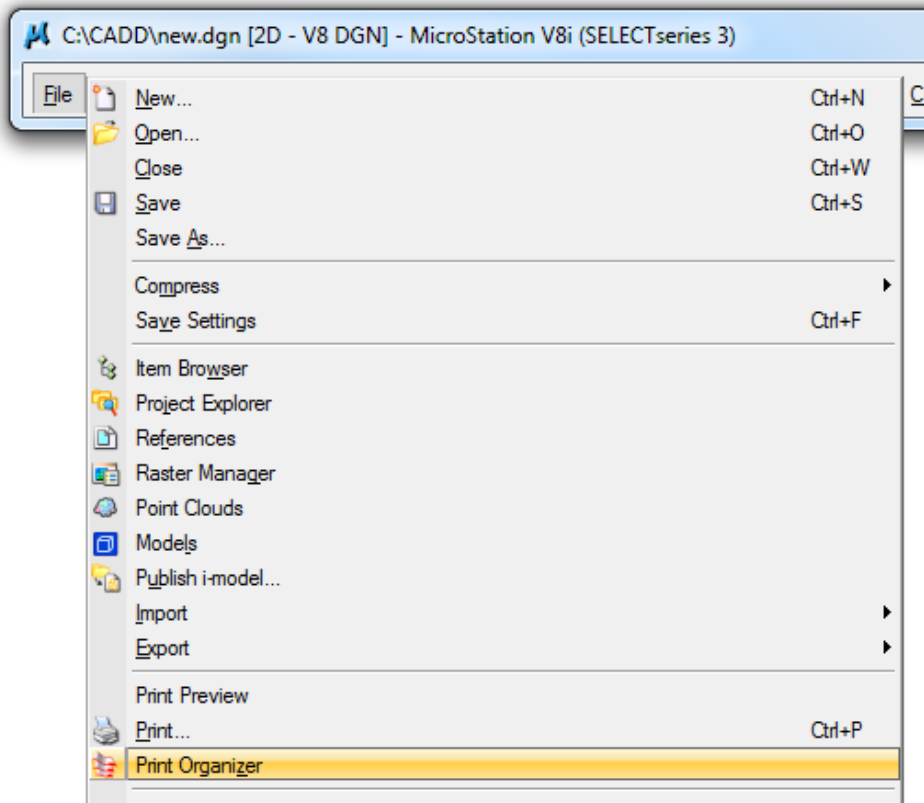


Figure 12-14: Accessing Print Organizer

2. Add files by either selecting the Add Files to Set icon or by selecting **File > Add Files to Set**. Files can also be added by dragging and dropping files from windows explorer. Entire folders can be added as well.

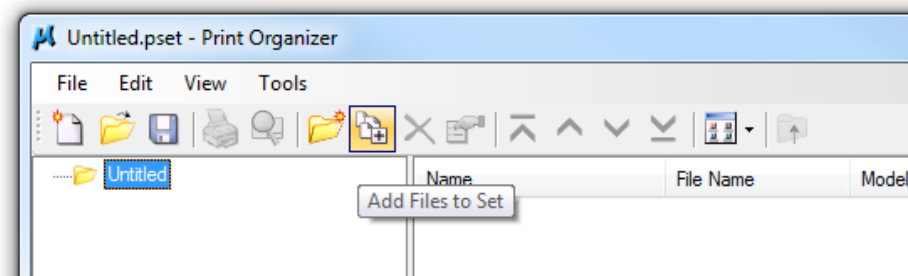


Figure 12-15: Add Files to Set

- When using the Add Files to Set method, the Create Print Definitions dialog will appear. Select the Add button to add files.

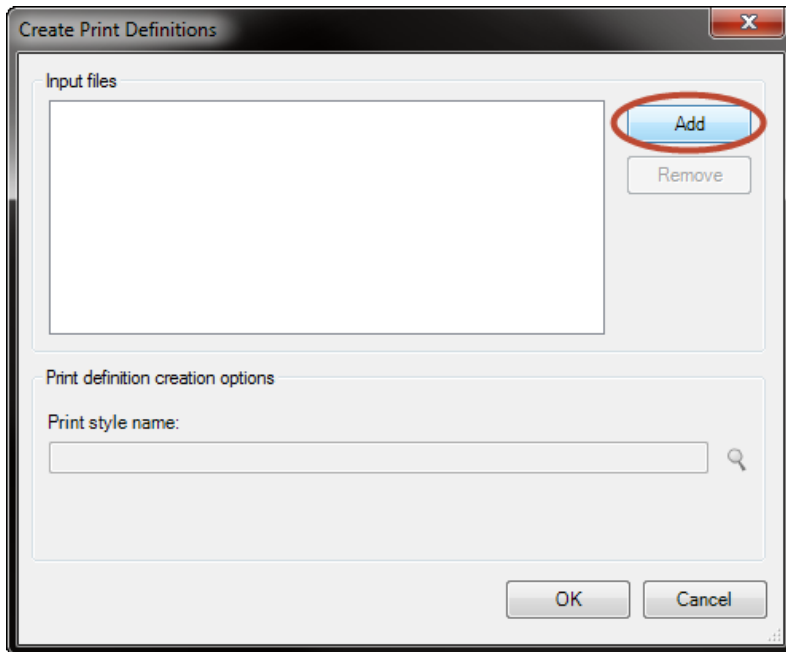


Figure 12-16: Create Print Definitions

- Navigate to your project directory and select the files you want to add. Select done to add the files.

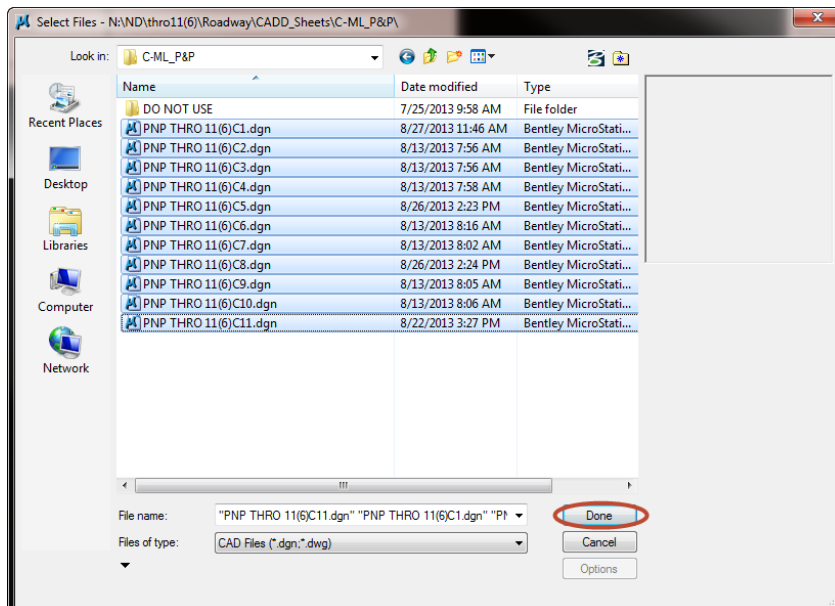


Figure 12-17: File Navigation

5. *Print Styles have been created to control print settings. Style names are based on and configured to printer names. Select the Browse icon (magnifying glass) to select the appropriate print style.*

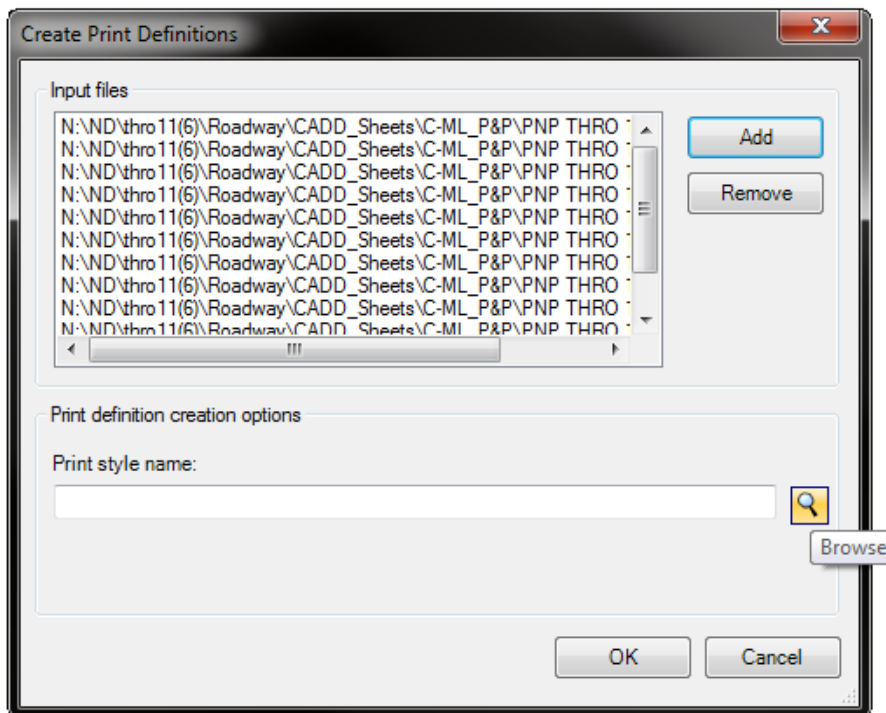


Figure 12-18: Print Style Name

6. *Select the desired print style and select OK.*

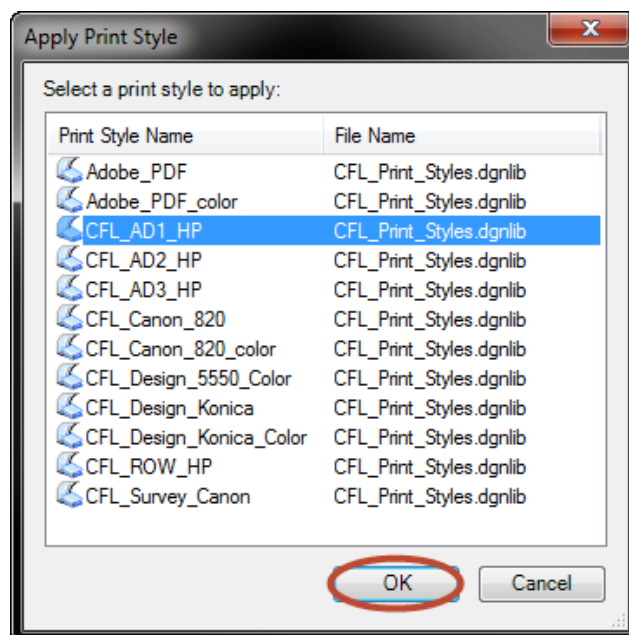


Figure 12-19: Apply Print Style

7. Select OK in the Create Print Definitions dialog.

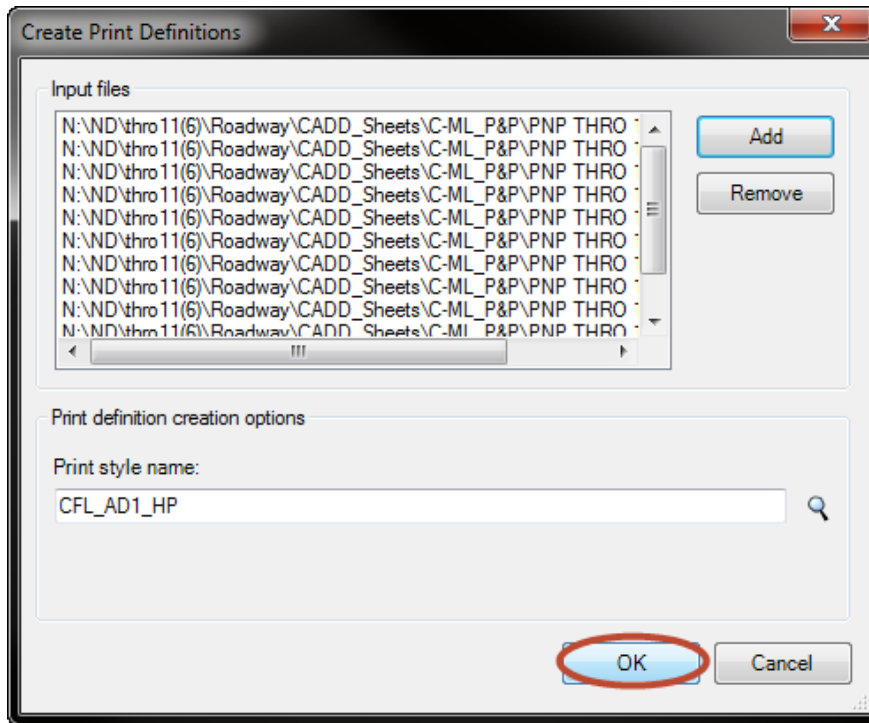


Figure 12-20: Populated Create Print Definition Dialog

8. Once the batch is compiled the Print Organizer will be populated as shown below. Select the Print icon.

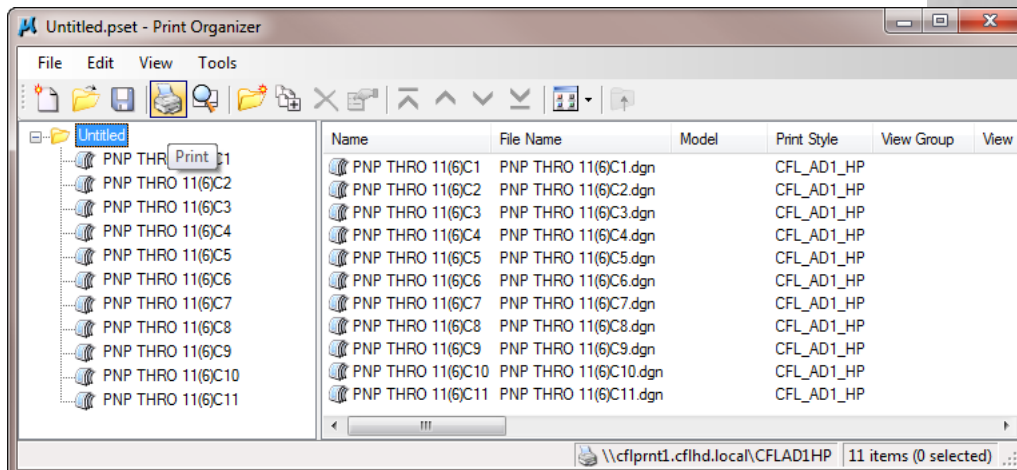


Figure 12-20: Populated Print Organizer Dialog

9. Verify configuration file name and printer settings and select OK.

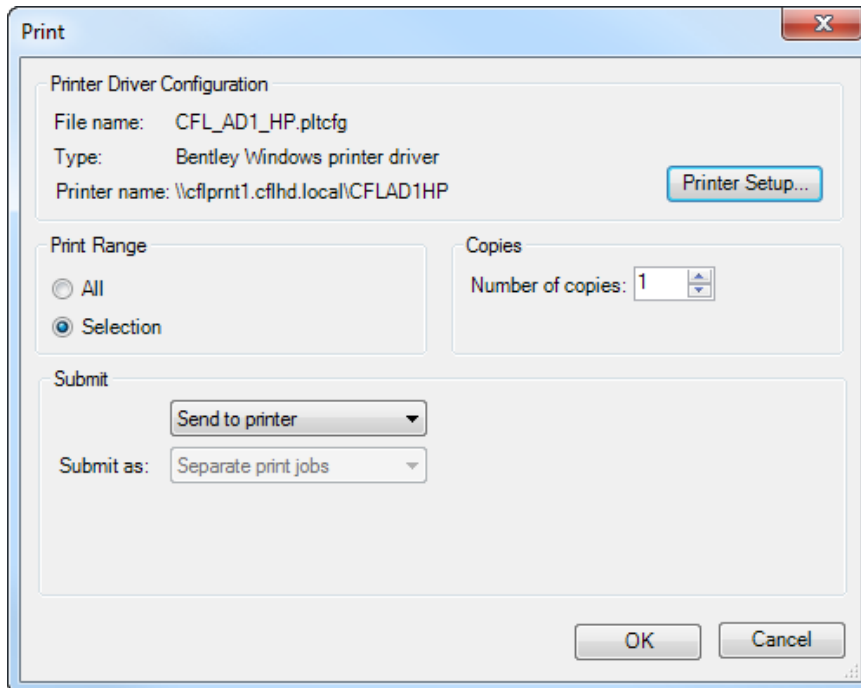


Figure 12-21: Print Dialog

Note: If a pdf had been selected the following dialog box will appear:

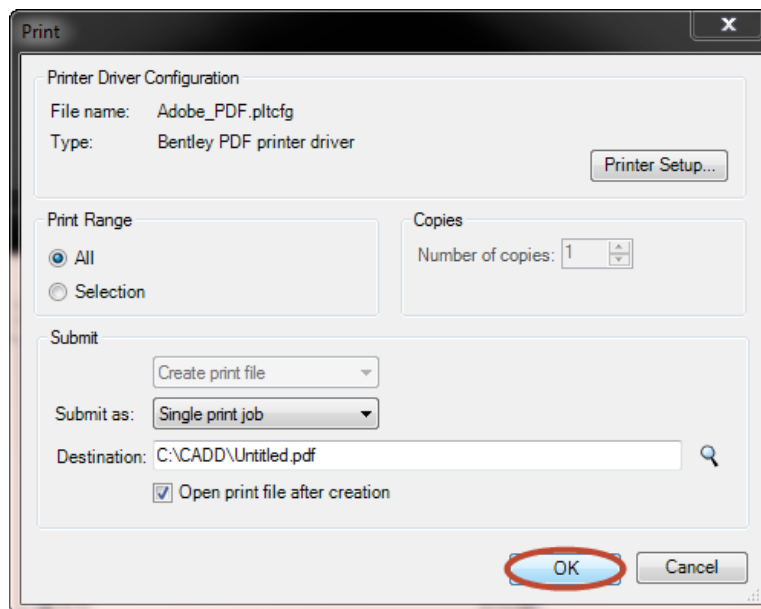


Figure 12-22: PDF Print Dialog

Verify Submit as: is set to the appropriate setting and change the Destination: to the correct location and file name.

10. Select **File > Save As** to save the *Print Set File* in the project directory.

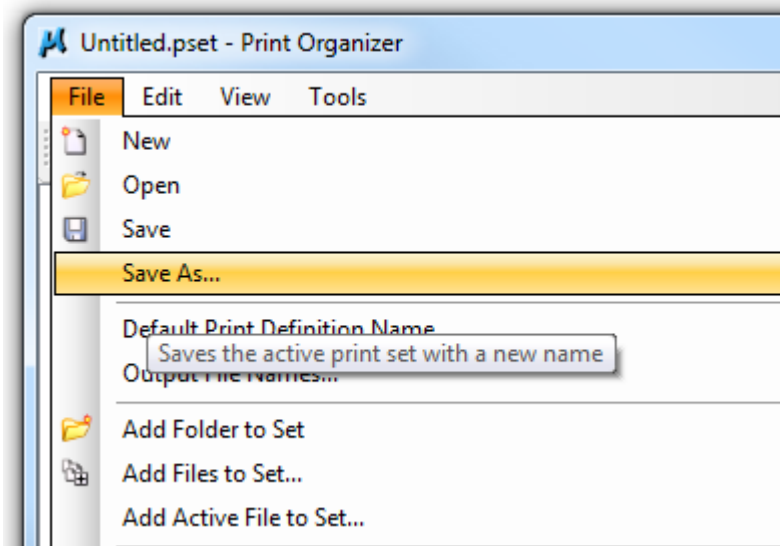


Figure 12-23: Print Set File Save Dialog