CONNECTICUT DEPARTMENT OF TRANSPORTATION

DIGITAL DESIGN ENVIRONMENT GUIDE

CONNECT EDITION

Volume 14 – Printing and Publishing

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Course Overview

This module will instruct users on how to publish CAD content to PDF files using OpenX Products.

This module will provide recommended instructions for publishing and printing selected PDF documents/plans. The instructions are intended for publishing full scale single or multiple page sets of project plans in a PDF Package or a Multi-page PDF from the OCE plotters. This workflow can also be used to publish mylar sheets.

Skills Taught:

- Publish a single sheet
- Use the Batch Tools
- Publish from a Fence Shape
- plot single sheet and Multiple sheet PDF's to paper and mylar
- plot/print half scale sheets
- plot/print office size sheets
- plot large size areas

Section 1 – Publishing CAD Content to PDF

1.1 Custom Publishing Tools

The tools for publishing CAD content to PDF are available in the top ribbon, under the CTDOT Workflow's CTDOT tab in the Publishing Section.

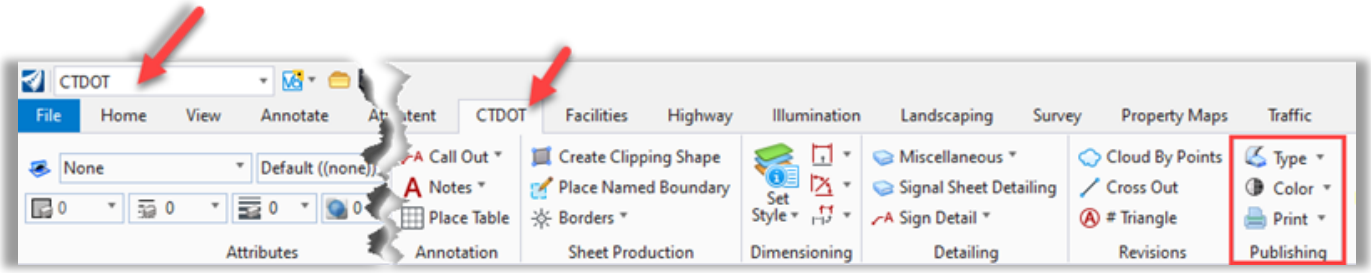

Figure 1

Before getting started users should be familiar with the following terms:

Sheet Model – This is a model in CONNECT Edition (OpenRoads, OpenBridge or OpenBuildings) where the contract sheets are prepared for publishing to PDF.

Transient Shape – This is the grey sheet boundary in a sheet model.

Fence – In terms of publishing to PDF, a fence is a boundary that is placed over that area of a sheet model that you want to publish to PDF.

1.2 Single Sheet

This section shows how to publish a sheet that has a transient shape assigned to the sheet model. This should be used to create test pdfs and individual pdfs. This should not be followed when creating a contract discipline subset. Follow the Sheet Batch Publishing section to create multi-page contract discipline subset PDFs.

1. On the **CTDOT** tab find the **Publishing** section, click on the **Type** pull down menu and select **Contract Sheet Model**.
2. Click on the **Color** pull down menu and select **Black and White**.
3. Click on the **Print** pull down menu and select either **Browse to Print** or **Quick Print**.
   - ***Quick Print*** will save the PDF in C:/Plots.
   - ***Browse to Print*** will allow you to save the PDF in any location.

1.3 - Sheet Batch Publishing

This section must be followed when publishing a contract discipline subset. Batch publishing is used to publish all your contract sheets to PDF at one time.

1. On the **CTDOT** tab find the **Publishing** section, click on the **Print** pull down menu and select **Batch Print**.
2. On the Print Organizer click **File > Save As...**, browse to your discipline's ***Contract Plans*** folder, give the PSET file a name and click **Save**.
3. On the Print Organizer click on the **Add Files to Set** icon.

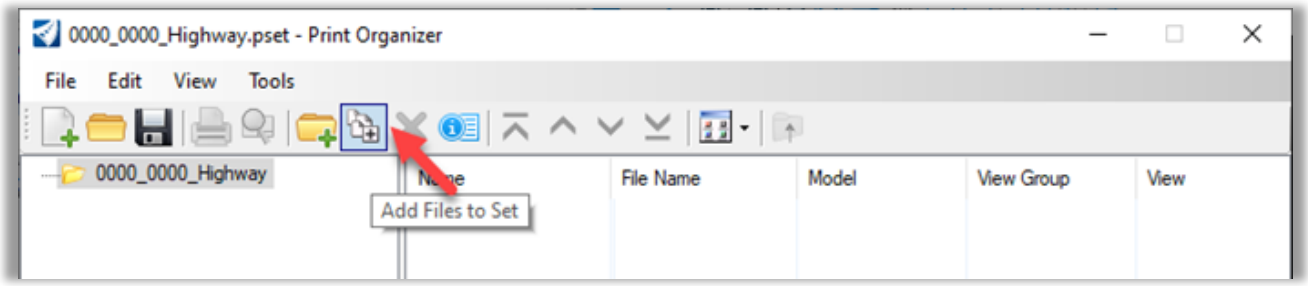

Figure 2

4. On the Create Print Definitions dialog box select **Add**.
5. On the Select Files dialog box select all the DGN files that house the needed sheet models.
6. On the Create Print Definitions dialog box, select a Print style name, click on the browse button, On the Apply Print Style dialog box select ***CT_Contract_Sheet Models*** and click **OK**.
7. On the Create Print Definitions dialog box click **OK** to add the files to the set.

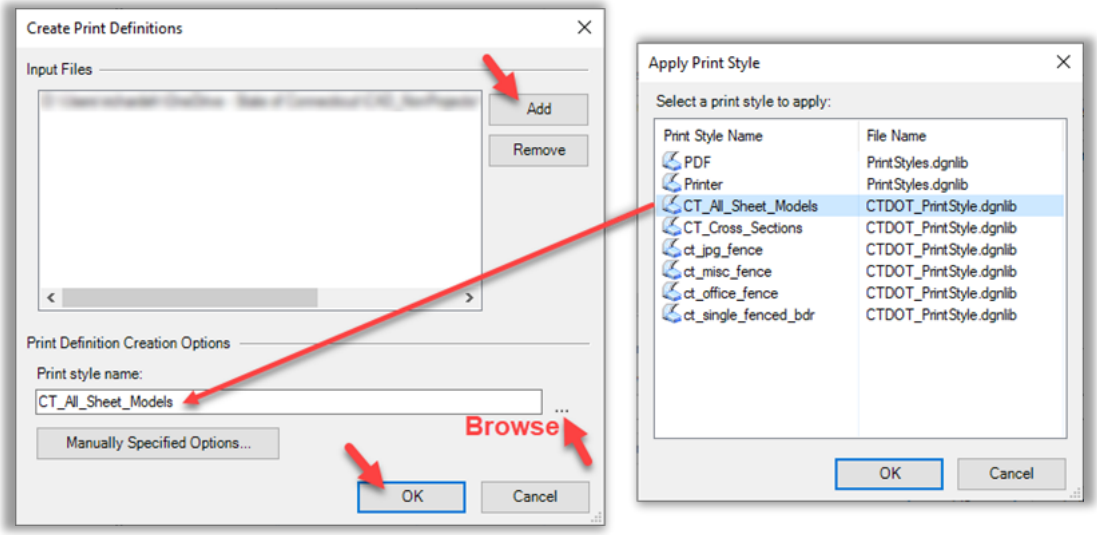

Figure 3

8. Make sure the sheets are in the correct order. To change the order, use the sorting tools.

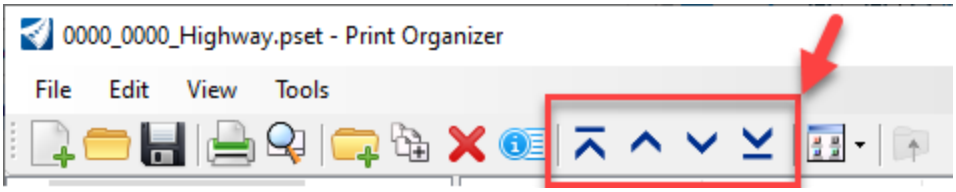

Figure 4

9. Create the PDF by clicking on the **Print** icon, make sure **All** is selected, browse out to where you want the PDF to be saved and then click **OK**.

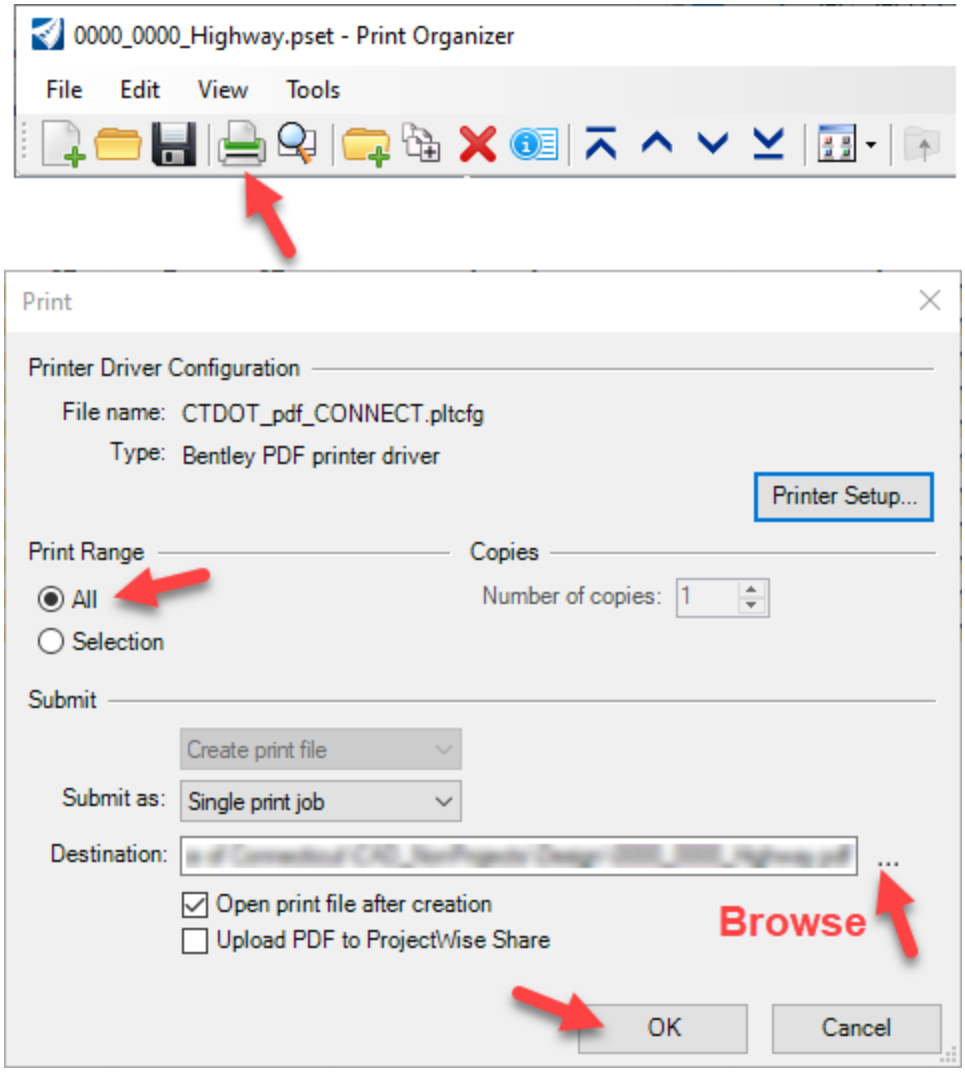

Figure 5

10. **Save** and **Close** the PSET file, this file can be reopened and revised as needed.

1.4 Miscellaneous Sizes

This section is used to publish content to PDF for miscellaneous areas. Examples of this are presentation materials that are larger or smaller than the standard 34" x 22" border we use for our contract plans.

1. Draw a fence over the area you wish to publish to PDF.
2. On the **CTDOT** tab find the **Publishing** section, click on the **Type** pull down menu and select **Misc Fence.**
3. Click on the **Color** pull down menu and select **Black and White** or **Color**.
4. In the Print dialog box set the ***Scale***, when you change the scale the PDF size will increase or decrease accordingly.
5. Select the **Print** Icon and select where you want to save the PDF and click **Save**.

Section 2 - Plotting and Printing PDF files

A PDF Package consists of numerous PDFs in a single file while a multi-page PDF is a single PDF with multiple pages. Also, a Full-Size PDF may be any size. To determine the size of your PDF document, in Bluebeam select the **Settings** Icon and choose **Document Properties**. The **General** tab will show the ***Page Size***.

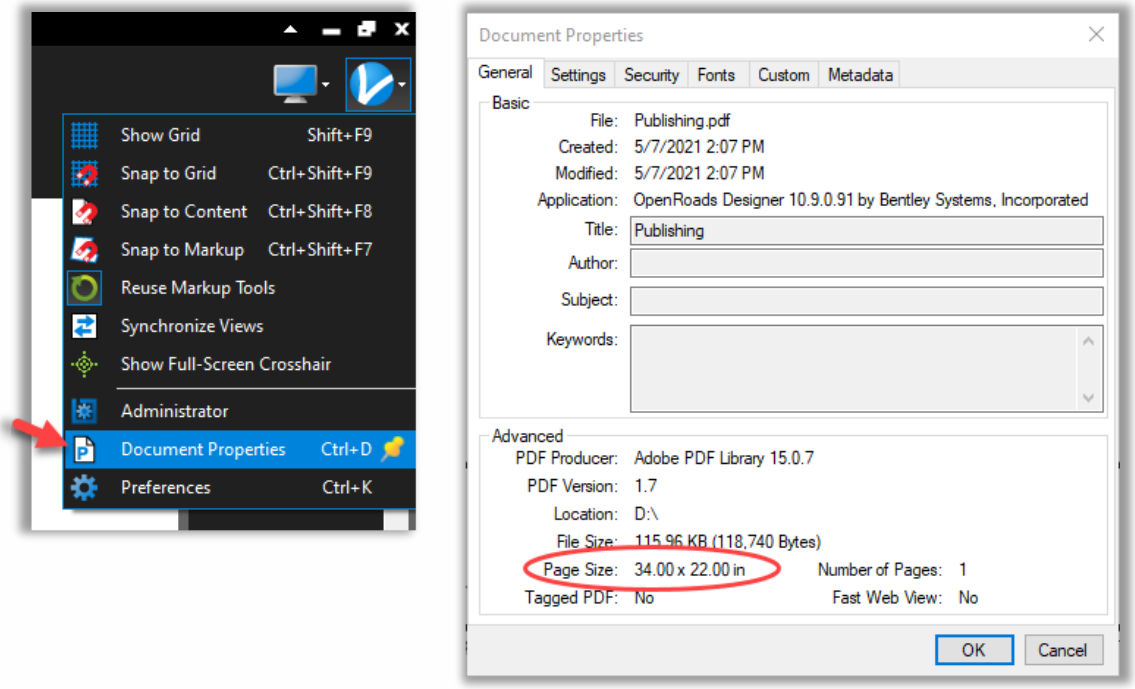

Figure 6

In general, all PDF documents can be printed using a Microsoft Windows compatible driver. To plot from one of the Oce plotters you must have it as a mapped selection from OIS as shown below. If it is not listed contact PC Support help desk at DOT.Helpdesk@ct.gov. For issues with BlueBeam, please submit a ticket to the COMPASS\Office 365 support staff.

In the PDF document access the Plotter/Printer settings by selecting **File > Print** or hit the **Print** icon.

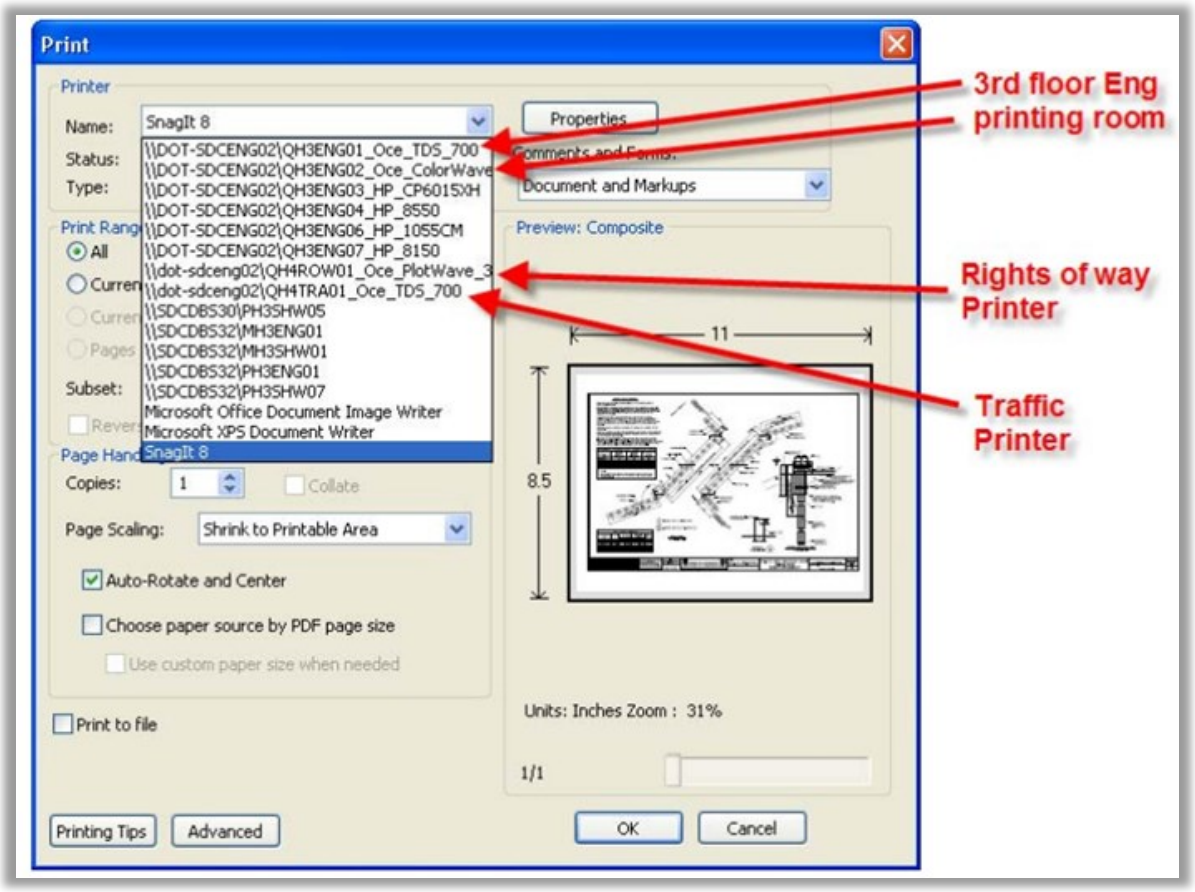

Figure 7

2.1 Plotting Sheets

2.1.1 Paper Sheet(s)

Follow the steps below to print a PDF from Bluebeam.

1. Open a PDF document and select **File > Print** or click on the **Print** icon.
2. If you are plotting multiple sheets pay attention to the ***Print Range*** selection area.
3. In the ***Page Handling*** section select:

   Page Scaling: ***None***
   Toggle on: ***Auto-Rotate and Center***
   Toggle on: ***Choose paper source by PDF page size***.

   These selections will populate the correct paper size.
4. Select **OK** to send to the plotter.

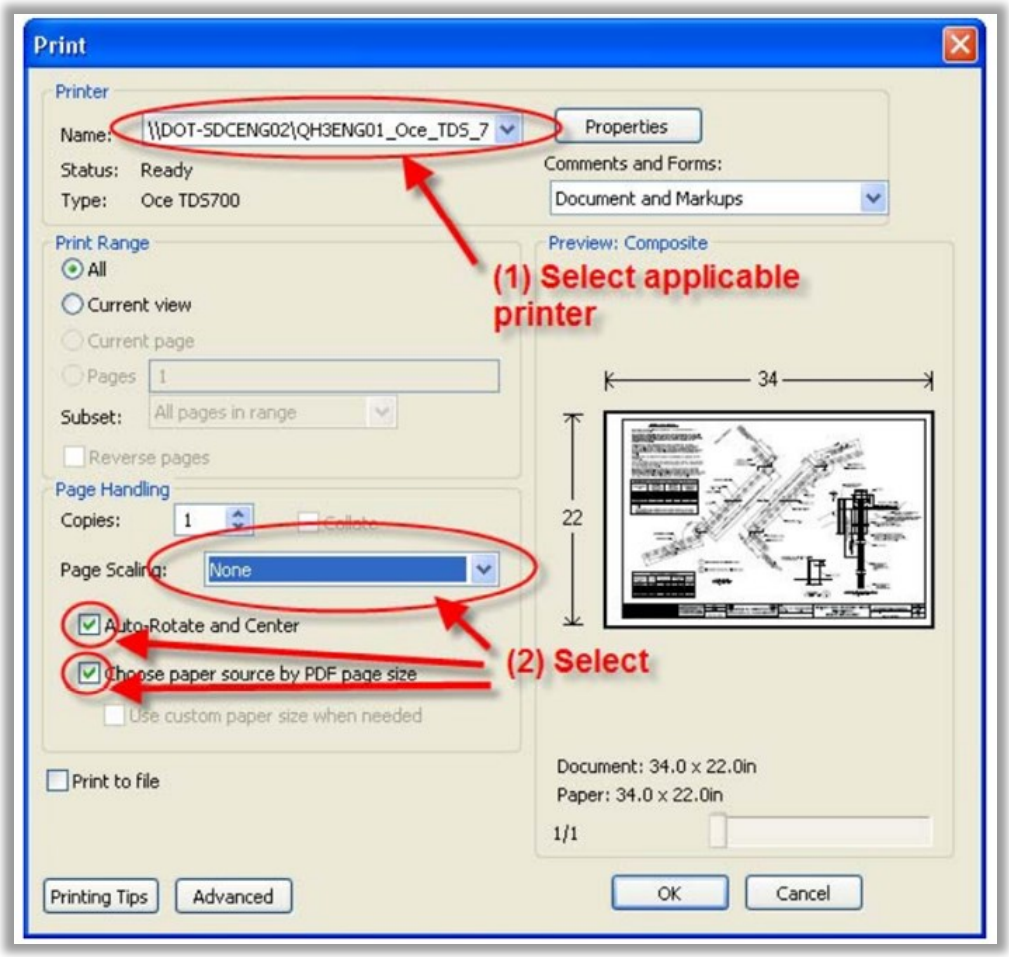

Figure 8

2.1.2 Mylar Sheet(s)

1. Open a PDF document and select **File > Print** or click on the **Print** icon.
2. If you are plotting multiple sheets pay attention to the ***Print Range*** selection area.
3. In the ***Page Handling*** section select:

   Page Scaling: ***None***
   Toggle on: ***Auto-Rotate and Center***
   Toggle on: ***Choose paper source by PDF page size***.
   These selections will populate the correct paper size.
4. Select **Properties**.

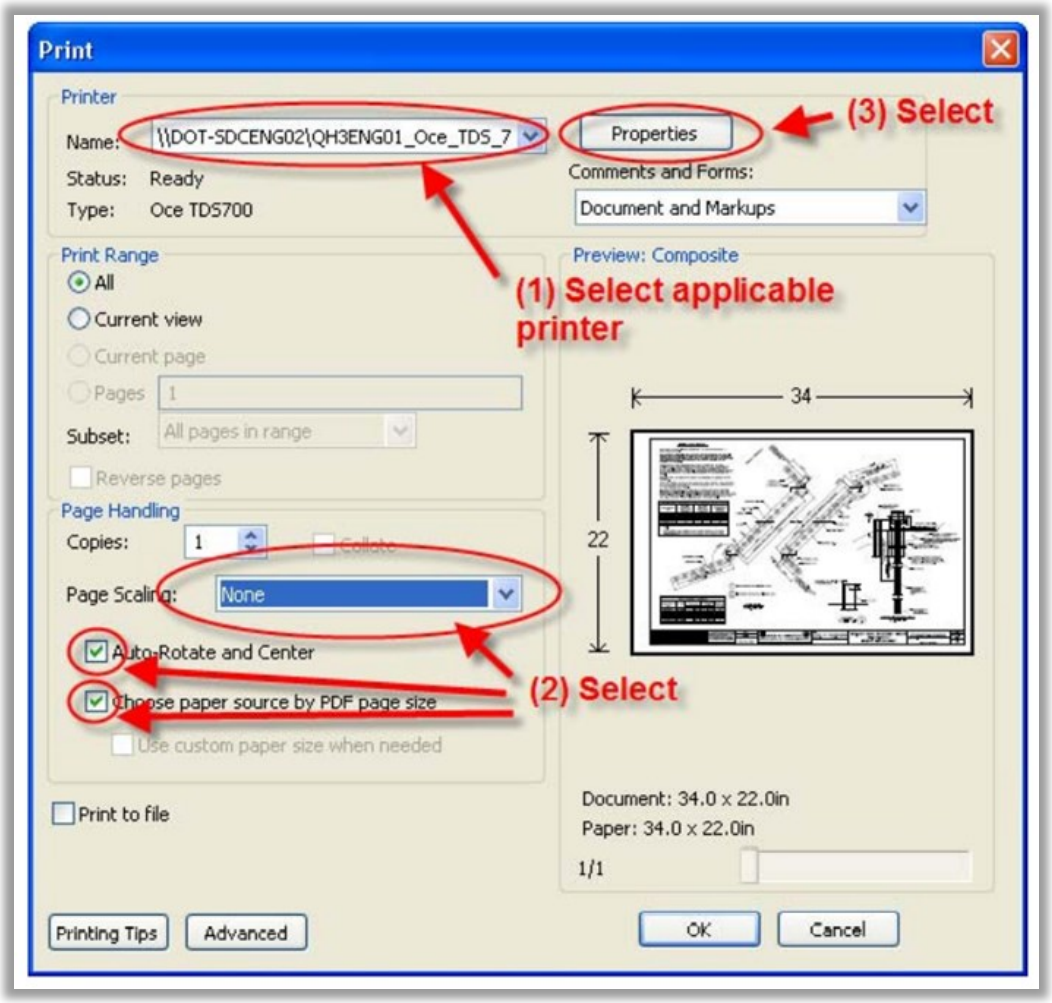

Figure 9

5. On the Properties dialog box, **Basic** tab select the **Media Type: *Film 3.5 mil***.
6. Select the **Layout** tab, for a typical mylar sheet the image must be mirrored to the back side of the sheet.
7. Select **More,** on the **Advanced Layout** dialog box select **Mirror: *Horizontal***.Select **OK**.

8. Back on the Print dialog select **OK** to send to the plotter.

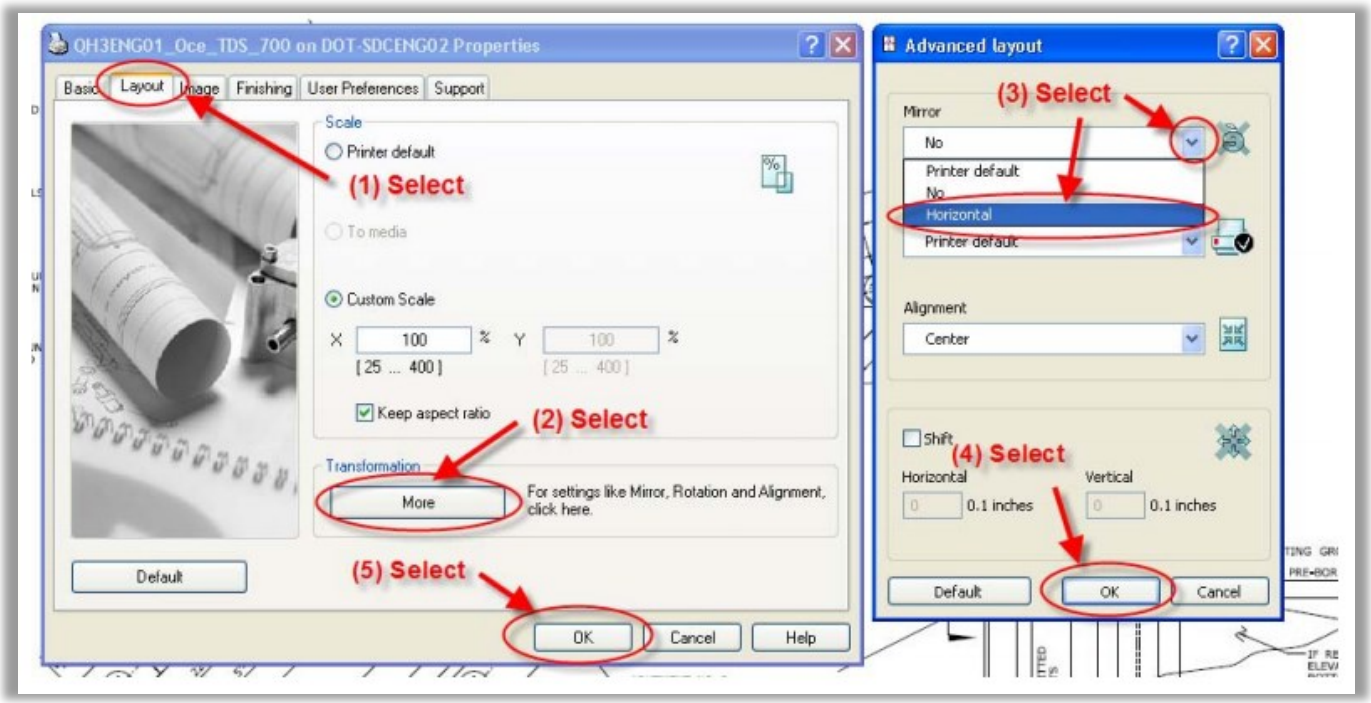

Figure 10

2.2 Plotting Half-Scale Sheets

Follow the steps below to print a PDF from Bluebeam.

1. Open a PDF document and select **File > Print** or click on the **Print** icon.
2. If you are plotting multiple sheets pay attention to the ***Print Range*** selection area.
3. In the ***Page Handling*** section select:

   Page Scaling: ***None***
   Toggle on: ***Auto-Rotate and Center***
   Toggle off: ***Choose paper source by PDF page size***.
   These selections will populate the correct paper size.
4. Select **Properties**.
5. On the Properties dialog box select ***Oce B 11X17 in***.
6. Select **OK**.
7. Back on the Print dialog select **OK** to send to the plotter.

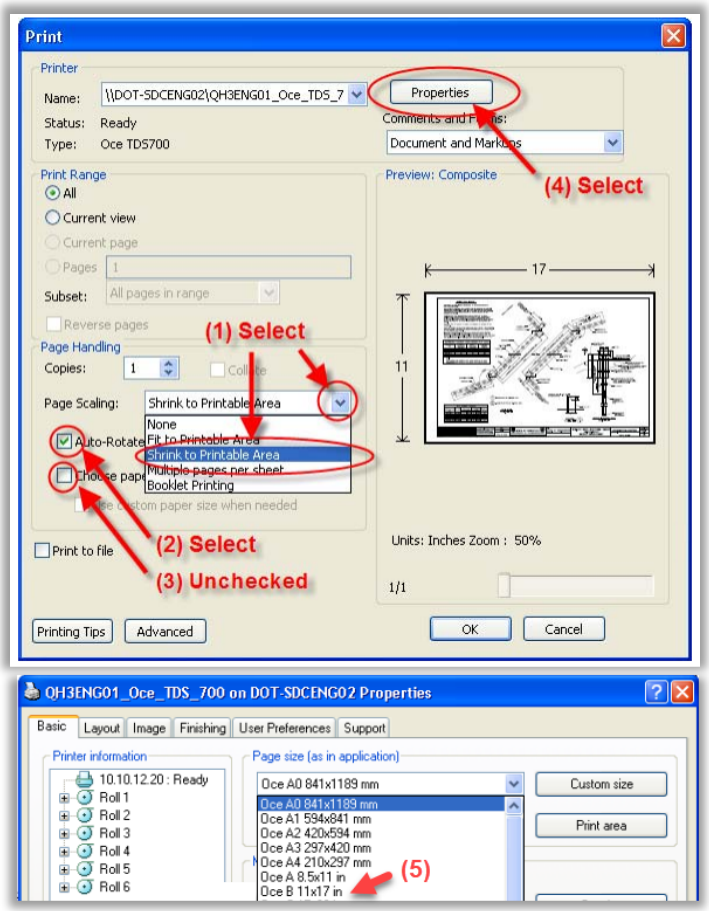

Figure 11

2.3 Plotting to a Local Printer

1. Open a PDF document and select **File > Print** or click on the **Print** icon.
2. If you are plotting multiple sheets pay attention to the ***Print Range*** selection area.
3. In the ***Page Handling*** section select:

   Page Scaling: ***None***
   Toggle on: ***Auto-Rotate and Center***
   Toggle on: ***Choose paper source by PDF page size***.
   These selections will populate the correct paper size.
4. Select **OK** to send to the Printer.

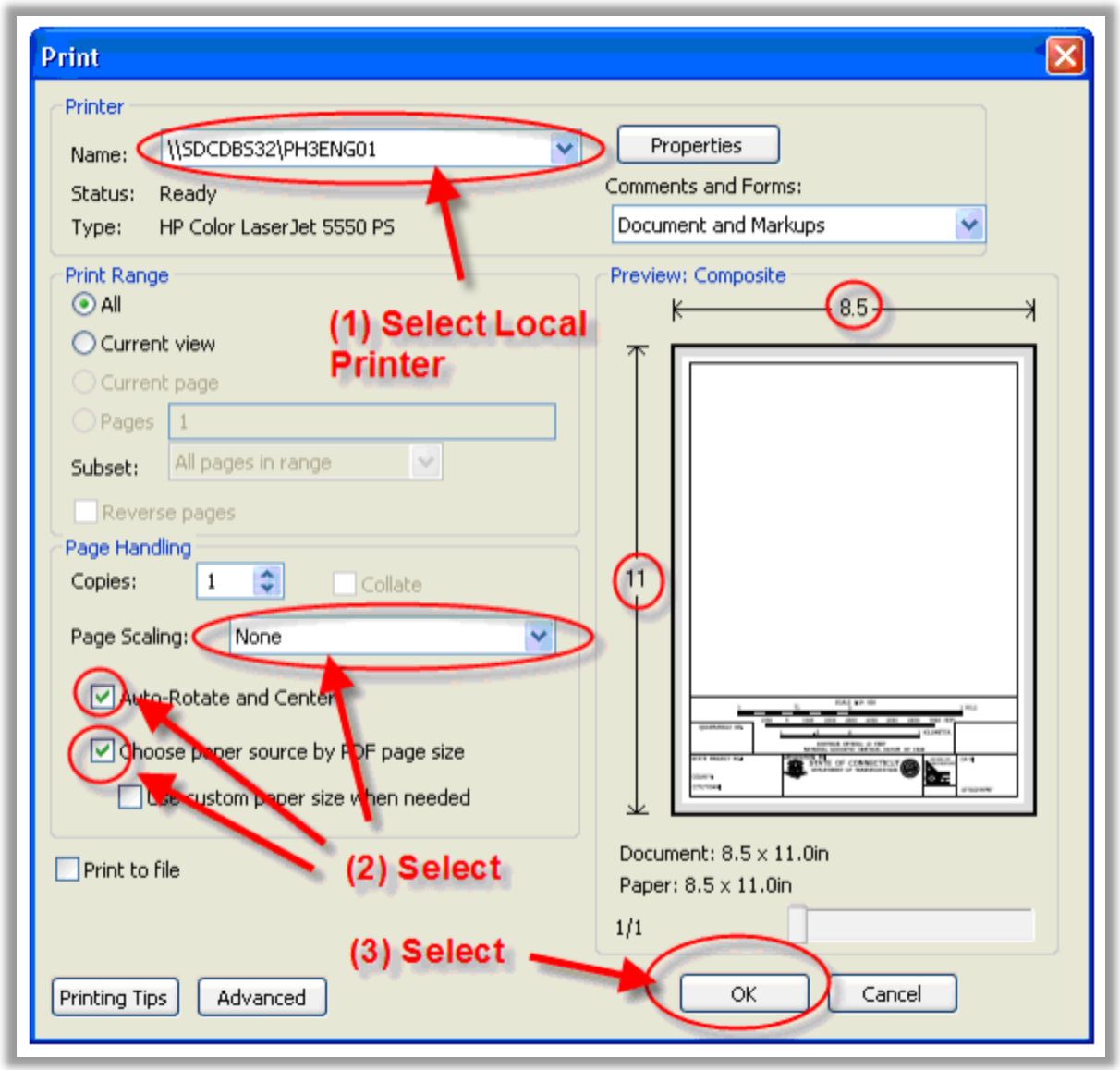

Figure 12

2.4 Plotting Miscellaneous Large Size Documents

2.4.1 Plotting Misc. Large Size Documents

Coming Soon

2.4.2 Plotting Large Misc. Large-Scale Documents Longer than 12 Feet

The user will have to create a custom size paper that will fit documents that are longer than 12 feet long.

Coming Soon

Section 3 Revisions

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Volume	Section #	Description