CONNECTICUT DEPARTMENT OF TRANSPORTATION

DIGITAL DESIGN ENVIRONMENT GUIDE

CONNECT EDITION

Volume 14 – Printing and Publishing

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Course Overview

This module instructs users on how to publish CAD content to PDF files using OpenX products. It provides recommended procedures for publishing and printing selected PDF documents and plan sets. The instructions focus on publishing full-scale, single-sheet or multi-sheet project plan sets as either a PDF Package or a multi-page PDF.

Publishing initiates the PDF output process. At CTDOT, the Print dialog is not used to print directly to paper or mylar. All paper and mylar plots shall be produced from PDF files, not directly from DGN files.

Skills Taught:

- Publish a single sheet
- Use Batch Publish tools
- Publish roll plots from shapes
- Plot single-sheet and multi-sheet PDFs to paper and mylar
- Plot/print half-scale sheets
- Plot/print office-size sheets
- Plot large-format areas (Roll Plots)

Section 1 – Getting Started

1.1 Best Practices & Setup

1.1.1 Best Practice

These best practices are a **direct compilation of recurring support tickets and troubleshooting efforts**. Each item listed below addresses a pattern were projects experienced corruption, publishing failures, or significant rework.
By standardizing these practices, CTDOT reduces:

- Software instability and unexpected behavior
- Sheet creation and publishing errors
- Time spent troubleshooting late in design

Quick List

1		Store All Contract Sheets in the Correct Location
2	**ABC**	Use Simple File and Folder Naming
3		Use **S**creen **W**ith **W**eights
4		Control Reference Display Properly
5		Streamline Batch Publishing Operations
6	**C:/**	Assure the folder C:/Plots is created on your computer
7		Always use the approved contract pen table

Store All Contract Sheets in the Correct Location

1.1.1.1 Storage

All Contract Sheet PDFs must be created and stored within the discipline-specific **Contract_Plans** folder.

- Storing sheets in discipline-specific Contract_Plans folders ensures stability, consistency, and compliance throughout the project lifecycle.
- Makes it easier for reviewers
- Ensures every sheet is accounted for in the official project record.

1.1.1.2 File and Folder Naming

ABC Use Simple PDF File and Folder Naming

- Primarily stick to using Letters (A–Z, a–z), Numbers (0–9)
- Caution with problematic characters: # % & * ? / \ < > | : " ; , ~ ^ ! @ $`
- Avoid Using your name
- Avoid Long Paths - Windows has a character limit for the length of a path & file name
- Avoid Excessively nested Folders

1.1.1.3 Screening

Use Screen with Weights for Consistent Display and Publishing of Plan View Sheets

The Pen Tables delivered with the CTDOT CONNECT DDE allow screening options when creating PDFs. Display Survey References as screened while maintaining the delivered line weights. Use a wildcard beginning with **"SWW"** in the DGN reference file's logical name.

1.1.1.4 Reference Controls

Control Reference Display Properly

For guidance on managing level display, reference visibility, and view overrides, see **Volume 13, Section 1.6** of this volume. Use Screen with Weights for Consistent Display and Publishing of Plan View Sheets

1.1.1.5 Batch Printing

Streamline Batch Publishing Operations

When publishing PDFs for Contract Sheets create a **"Blank" DGN file** for use during Batch Publishing and store it in the ***Contract_Plans*** folder.

Open this dgn file when:

- Setting up the Print Organizer (PSET)
- Adding sheets to the Print Organizer (PSET)
- Publishing PDFs from the Print Organizer (PSET)

1.1.1.6 C:/Plots

C:/ Assure the folder C:/Plots is created on your computer

Open Windows File Explorer and endure your computer has the ***C:|Plots*** folder. If its missing, go ahead and create it now.

1.1.1.7 Pen Tables

Always use the approved contract pen table

The workspace includes several predefined Pen Tables for your use. It is not recommended to create or use custom Pen Tables, as they may not comply with the CAD standards established by CTDOT.

1.1.2 Setup Requirements

Before attempting to open or create PDF files users should make sure the following is in place:

1. **CTDOT** users should have the **CTDOT CONNECT DDE synced** through SharePoint with the COMPASS Project Synced along with the CAD Configuration.
2. **Consultants** should have **CTDOT DDE properly installed** or be syncing to the CTDOT DDE SharePoint/COMPASS system.
3. Log on to the **CONNECTION Client**. Bentley CONNECT licensing requires users to log into their Bentley account to secure a software license. CTDOT users should log in using your CTDOT email address and Bentley password. If you do not see the dialog box, select the ^ icon on the bottom Windows Screen. Click on the Connection Client Icon and select Open.
4. Access OpenRoads through **CAD Accounting (CTDOT)** or the **Customized Icon (Consultants).**
5. On the OpenRoads open screen select **Custom Configuration**, using the small drop-down arrows select the Workspace **CT_Workspace**, the needed **WorkSet** and **Role**.
6. Open Windows File Explorer and endure your computer has the ***C:\Plots*** folder. If its missing, go ahead and create it now.

If you require detailed steps please access Volume 1 of the DDE.

1.2 Custom Publishing Tools Overview

1.2.1 The CTDOT Ribbon

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.

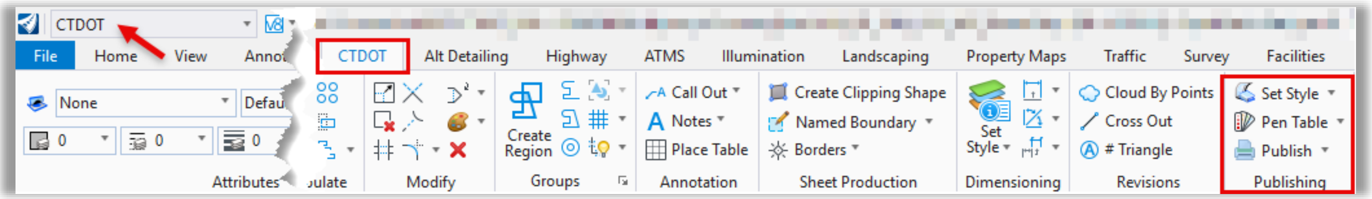

Figure 1 – CTDOT Ribbon Publishing Tools

The Publishing ribbon tools are used in conjunction with the Print dialog. Default Print dialog settings are predefined in the workspace but can be modified as needed for specific options such as color and paper size. When you select **Publish > Print Dialog**, the Print dialog opens and automatically activates the ***CTDOT_pdf_CONNECT.pltcfg*** plot configuration, along with all settings stored in that file.

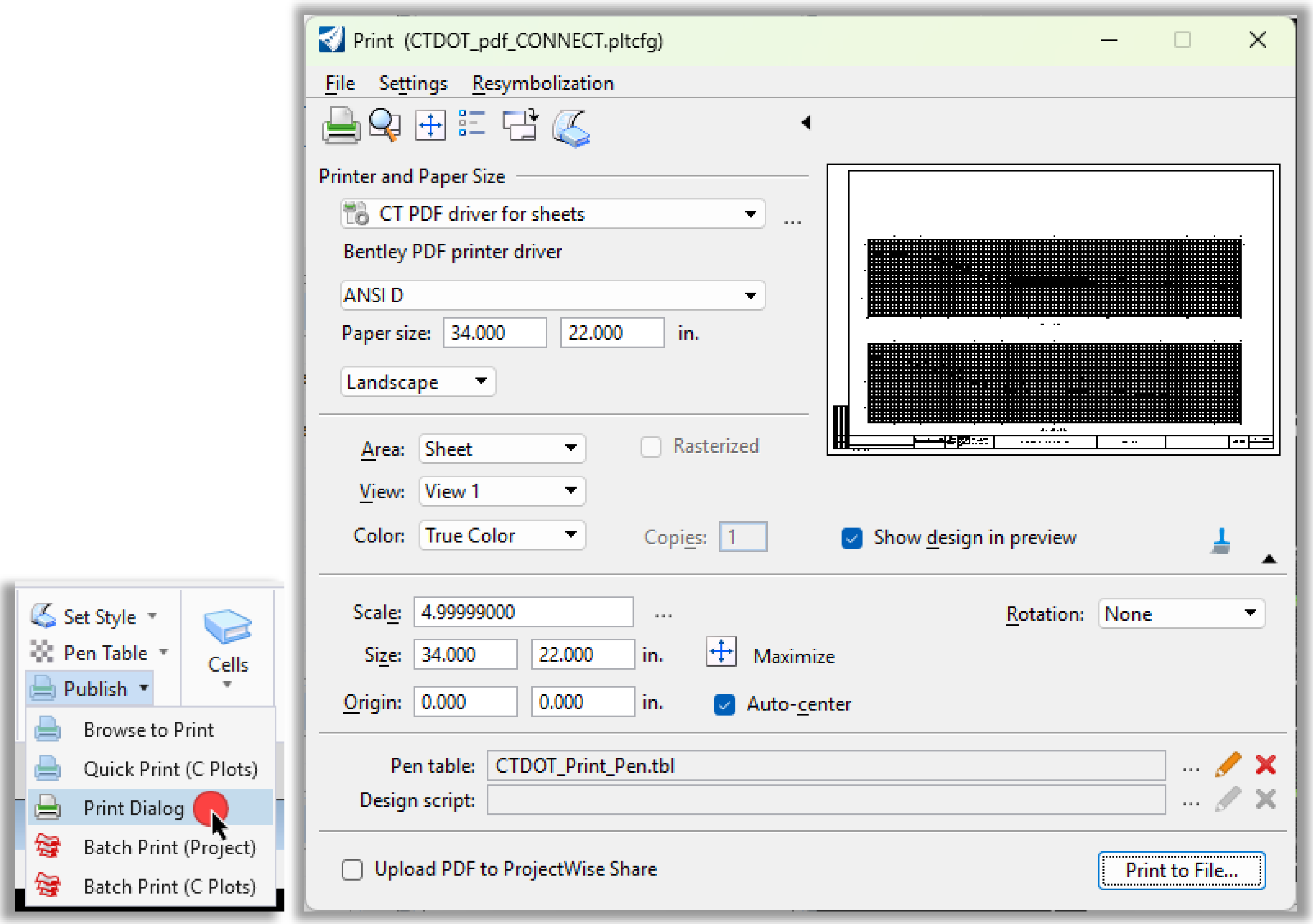

Figure 2 – Print Dialog

1.2.2 Set Style Pulldown Options

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

- **Sheet Model** – This is a model in CONNECT Edition (OpenRoads, OpenBridge, OpenRail, or OpenBuildings) where the contract sheets are published from when creating PDFs.
- **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.
- **Shape** – In terms of publishing to PDF, a shape is a boundary that is placed over that area of a sheet model that you want to publish to PDF.

The **Set Style** drop-down provides multiple Print Style options. Selecting a **Print Style** automatically applies the corresponding settings to the Print Options.

A Print Style is a saved set of print settings that defines the overall output behavior.

Print Styles control:

- Area (Print Area, Paper Size, Orientation, & View)
- Layout (Size & Scale, Rotation, & Origin)
- Pen table
- Print Driver (True Color, Grayscale, Monochrome)

Below is a table of the Print Styles CTDOT has configured:

Set Style Pull Down Option **Print Style Name**	**Use Description**	**Pen table** **Print driver configuration file**
For use with **Sheet** Type Models		
Sheet Model BW Sheet_Model_BW	Will auto seek to a **Sheet Boundary** and produce a **Black & White PDF**.	CTDOT_Print_Pen.tbl CTDOT_pdf_CONNECT.pltcfg
Sheet_Model_Color Sheet Model Color	Will auto seek to a **Sheet Boundary** and produce a **Color PDF** with a **Black Border**.	CTDOT_Print_Pen_Color.tbl CTDOT_pdf_CONNECT.pltcfg
Sheet_Model_Grayscale Sheet Model Grayscale	Will auto seek to a **Sheet Boundary** and produce a **Grayscale PDF**.	CTDOT_Print_Pen.tbl CTDOT_pdf_CONNECT.pltcfg
For use **Design** Type Models		
Fence 22X34 BW Fence_22X34_BW	Requires the user to place a **Fence**, will produce a **Black & White 22X34 (ANSI D) PDF**	CTDOT_Print_Pen.tbl CTDOT_pdf_CONNECT.pltcfg

Fence Office BW Fence_Office_BW	Requires the user to place a **Fence, Paper Size and Scale**; will produce misc. office size **Black & White PDFs.**	CTDOT_Print_Pen.tbl CTDOT_pdf_CONNECT.pltcfg
Fence Misc BW Fence_Misc_BW	Requires the user to place a **Fence**, will produce a **Black & White PDF**	CTDOT_Print_Pen.tbl CTDOT_pdf_misc_CONNECT.pltcfg
Fence JPG Color Fence_JPG_Color	Requires the user to place a Fence, will produce a **Color PDF** with a **Black Background**	CTDOT_Print_Pen_Color_JPG.tbl CTDOT_jpeg.pltcfg
Shape Roll Plot BW Shape_Roll_Plot_BW	Requires the user to place a **Shape** on the Level **TOOL_Roll_Plot_Shape**, will produce a **Black & White PDF**.	CTDOT_Print_Pen.tbl CTDOT_pdf_misc_CONNECT.pltcfg
Shape Roll Plot Color Shape_Roll_Plot_Color	Requires the user to place a **Shape** on the Level **TOOL_Roll_Plot_Shape**, will produce a **Color PDF**.	CTDOT_Print_Pen_Color.tbl CTDOT_pdf_misc_CONNECT.pltcfg

1.2.3 Pen Table Pulldown Options

Pen Tables determine how elements appear when published to PDF. A **Pen Table (.tbl)** remaps element display attributes at publishing time only.

Pen Tables control:

- Color → black/white
- Line weight overrides
- Screening (halftone effects)

The **Pen Table** pull down controls which **pen table (.tbl)** is applied.

- **Black and White-** Converts graphics to Black (**CTDOT_Print_Pen.tbl**)
- **Color** – Uses Colors as defined in DGN, except White (240) becomes Black (**CTDOT_Print_Pen_Color.tbl**)

There are four other Color Pen Tables available in the workspace that can be set when the background is not white.

- **CTDOT_Print_Pen_Color_Ortho_Blk_Bdr.tbl**
  All Colors remain except Border Levels (BDR_*) becomes Black
    - Used on top of Orthos
- **CTDOT_Print_Pen_Color_Ortho_Wt_Bdr.tbl**
  All Colors remain and White stays White
    - Used on top of Orthos
- **CTDOT_Print_Pen_Color_JPG.tbl**

All Colors remain and White stays White

- Used for Black Background on PowerPoint Slides

- **CTDOT_TRU_Pen_Weights.tbl**
  - To be used by Planning for State-Wide Mapping

1.2.4 Publish Dropdown Options

Publish initiates the PDF output process. At **CTDOT**, the Print dialog is not used to print directly to paper or Mylar. All paper and mylar plots shall be produced from PDF files, not directly from DGN files.

The **Publish PDF** drop down offers several avenues to publish PDF files:

- **Browse to Print:**
  - used when you are in a Sheet Model with a defined Sheet Boundary Definition.
  - creates a single Black and White PDF on the fly using the Default Print Settings
  - paths to the PDF to the DGN storage location but allows the user to select a different location if needed.
- **Quick print (C Plots):**
  - used when you are in a Sheet Model with a defined Sheet Boundary Definition.
  - creates a single Black and White PDF on the fly using the Default Print Settings
  - automatically created the PDF in the ***C:\Plots*** folder
- **Print Dialog** - Opens the Print dialog box so you can customize as needed
- **Batch Print (Project)**
  - Opens the Batch Print dialog box
  - Creates a PDF in the same folder as the DGN file
- **Batch Print (C Plots)**
  - Opens the Batch Print dialog box
  - Creates a PDF in the ***C:\Plots*** folder

1.2.5 ANSI & ARCH Sheet Size Guide

CTDOT contract sheets are produced at the standard **ANSI D (22 × 34)** sheet size.

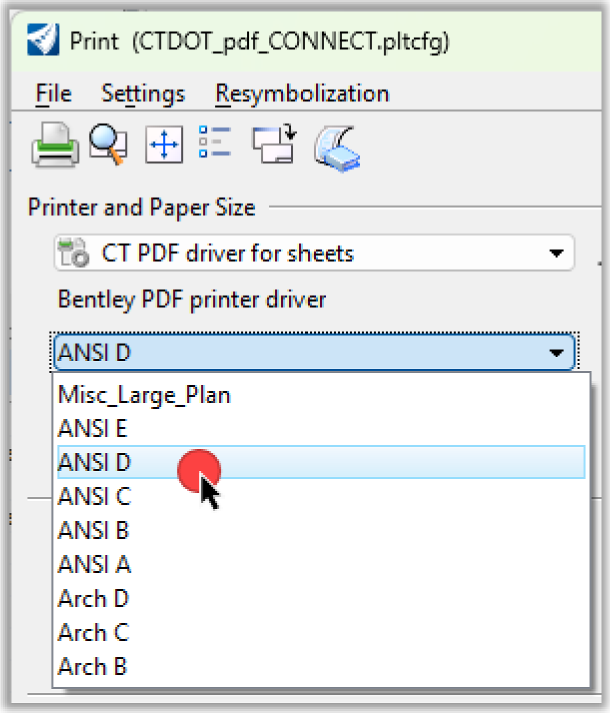

Figure 3 - Available Sheet Sizes

The following table lists other commonly used ANSI and ARCH sheet sizes in inches for reference.

ANSI Size	Width × Height	ARCH Size	Width × Height	Roll Plans
ANSI A	8.5 × 11	ARCH B	12 × 18	22 X 36 (Double Sheet)
ANSI B	11 × 17	ARCH C	18 × 24	36 X 40 to 140 (every 5”)
ANSI C	17 × 22	ARCH D	24 × 36	36 X 144 (Max Length)
ANSI D	**22 × 34**			
ANSI E	34 × 44			

Section 2 – Publishing CAD Content to PDF

2.1 Single Sheet Publishing

This section shows how to publish a sheet that has a transient shape (Sheet Boundary) 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.

Models will publish a PDF that uses any of the following Sheet Boundary sizes:

ANSI Size	Width × Height	ARCH Size	Width × Height	Roll Plans
ANSI A	8.5 × 11	ARCH B	12 × 18	22 X 36 (Double Sheet)
ANSI B	11 × 17	ARCH C	18 × 24	36 X 40 to 140 (Every 5”)
ANSI C	17 × 22	ARCH D	24 × 36	36 X 144 (Max Length)
ANSI D	22 × 34			
ANSI E	34 × 44			

1. On the **CTDOT** tab find the **Publishing** tool group.
2. Click on the **Publish** 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.

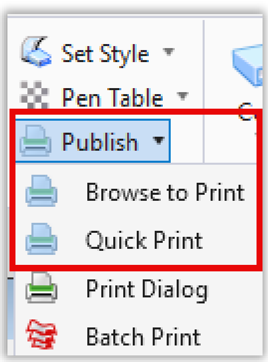

Figure 4 – Browse to Print and Quick Print Tools

2.2 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. Open or create a ***Blank DGN*** file.
2. On the **CTDOT** tab find the **Publishing** section, click on the **Publish** pull down menu and select **Batch Print (Project)** or **Batch Print (C Plots)**.

   Batch Print (Project)

   - Opens the Batch Print dialog box
   - Sets the PDF creation path to the Project Folder

   Batch Print (C Plots)

   - Opens the Batch Print dialog box
   - Sets the PDF creation path to the C:\Plots folder
3. 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**.
4. On the Print Organizer click on the ***Add Files to Set*** icon.

Figure 5 – Add Files to Set

5. On the Create Print Definitions dialog box select ***Add***.
6. On the Select Files dialog box select all the DGN files that house the needed sheet models.
7. 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 ***All_Sheet_Models_BW*** and click **OK**.
8. On the Create Print Definitions dialog box click **OK** to add the files to the set.

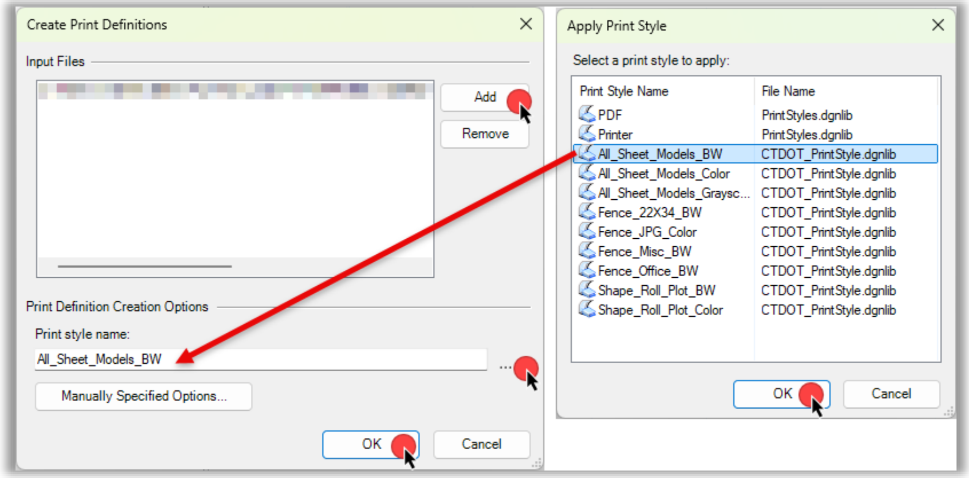

Figure 6 – Apply Print Style

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

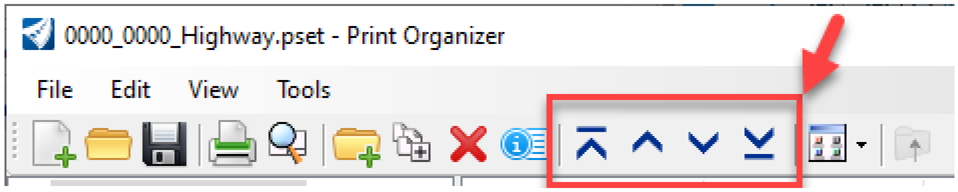

Figure 7 – Reorder Models

10. 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**.

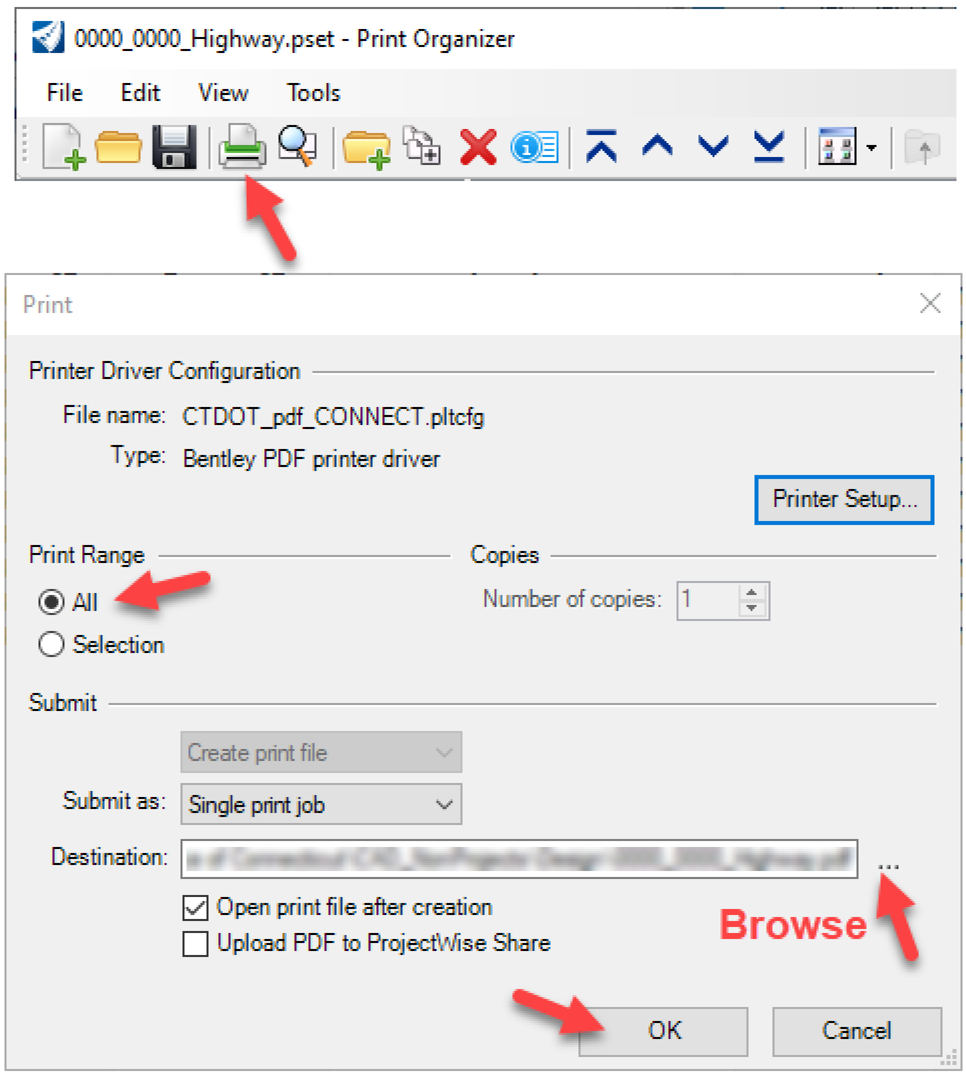

Figure 8 – Publish to PDF

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

2.3 Large Format Areas

Roll Plots are printed from large plotter paper rolls and intended to show long stretches of roadways. Plotter paper rolls come in a variety of widths. Current in-house plotter paper widths are 36-inch, 34-inch, 18-inch, and 17-inch.

This workflow shows how to create a roll plot for 36-inch wide paper. However, this workflow could be applied to other common plotter paper sizes.

In the 2D Design Model , a Plot Shape element must be manually drawn for each sheet in the Roll Plot.

2.3.1 Determine the Plot Shape Dimensions

The dimensions of the user-created Plot Shape element depend on two factors:

- **Plotter Paper Width Size -** The plotter paper width will determine the REQUIRED Plot Shape Width.
- **Design Scale -** The Roll Plots should be created at a conventional Design Scale (i.e., 1"=40') so that scaled measurements can be made with rulers on the printed Roll Plot sheet.

PDFs will be created **one inch smaller** than the actual plotter paper size to provide a small border, ensuring that no content is cut off when printed to any media.

Use the chart below to determine the dimensions of the Plot Shape based on the selected Design Scale and appropriate plotter paper width:

Plot Shape Dimensions for Common Paper Sizes and Design Scales Design Scale					
	REQUIRED Plot Shape Height				
Design Scale	35" PDF for 36" Roll	33" PDF for 34" Roll	17" PDF for 18" Roll	16" PDF for 17" Roll	Maximum Plot Shape Length (12')
1" = 10'	350'	330'	170'	160'	17,280'
1" = 20'	700'	660'	340'	320'	34,560'
1" = 30'	1,050'	990'	510'	480'	51,840'
1" = 40'	1,400'	1320'	680'	640'	69,120'
1" = 50'	1750'	1,650'	850'	800'	86,400'
1" = 60'	2,100'	1,980'	1,020'	960'	103,680'
1" = 80'	2,800'	2,640'	1,360'	1,280'	138,240'
1" = 100'	3,500'	3,300'	1,700'	1,600'	172,800'

2.3.2 40 Scale From Shape

In this example, a 36-Inch Roll Plot Width and 1" =40' Design Scale is used. This configuration necessitates a REQUIRED PDF Shape Width of **1,400'** and a Maximum Plot Shape Length of **69,120'**.

1. Using the Place Block tool, draw the Plot Shape element in **View 1** to the dimensions determined from the chart on the previous page. Use the tool **CTDOT > CTDOT > Sheet Production > Borders > Roll Plot Shape**. This will set the **TOOL_Roll_Plot_Shape** Level active. This Level is configured to NOT print.

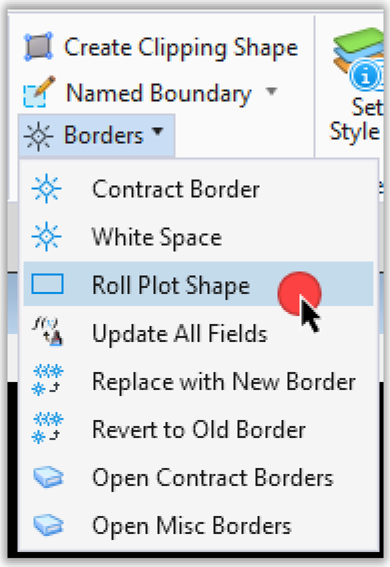

Figure 9 – Roll Plot Shape Tool

2. Draw the custom Plot Shape using the appropriate dimensions, use the table above as a guide. In this case (36-inch wide paper size and 1"=40' design scale), the **REQUIRED Plot Shape Height** is ***1,400 feet*** and the **Maximum Plot Shape Length** is ***69,120 feet***. However, the Plot Shape length can be adjusted as needed.
3. Next, the Plot Shape can be Moved, Rotated, and the Length is adjusted to fit the project area.

4. Now you will create the PDF. Use the tool **CTDOT > CTDOT > Publishing > Set Style > Shape Roll Plot Color**.

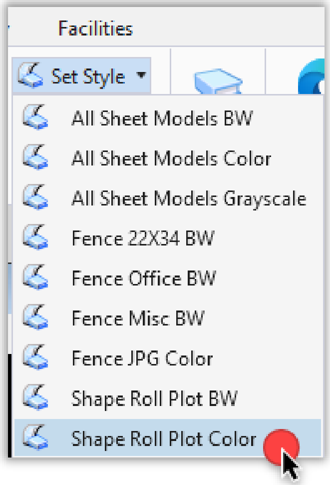

Figure 10 – Set Style Shape Roll Plot Color

5. In the Print dialog box adjust to the intended **Roll Size** & ***Scale***.
6. Select the **Print to File...** and select where you want to save the PDF and click **Save**.

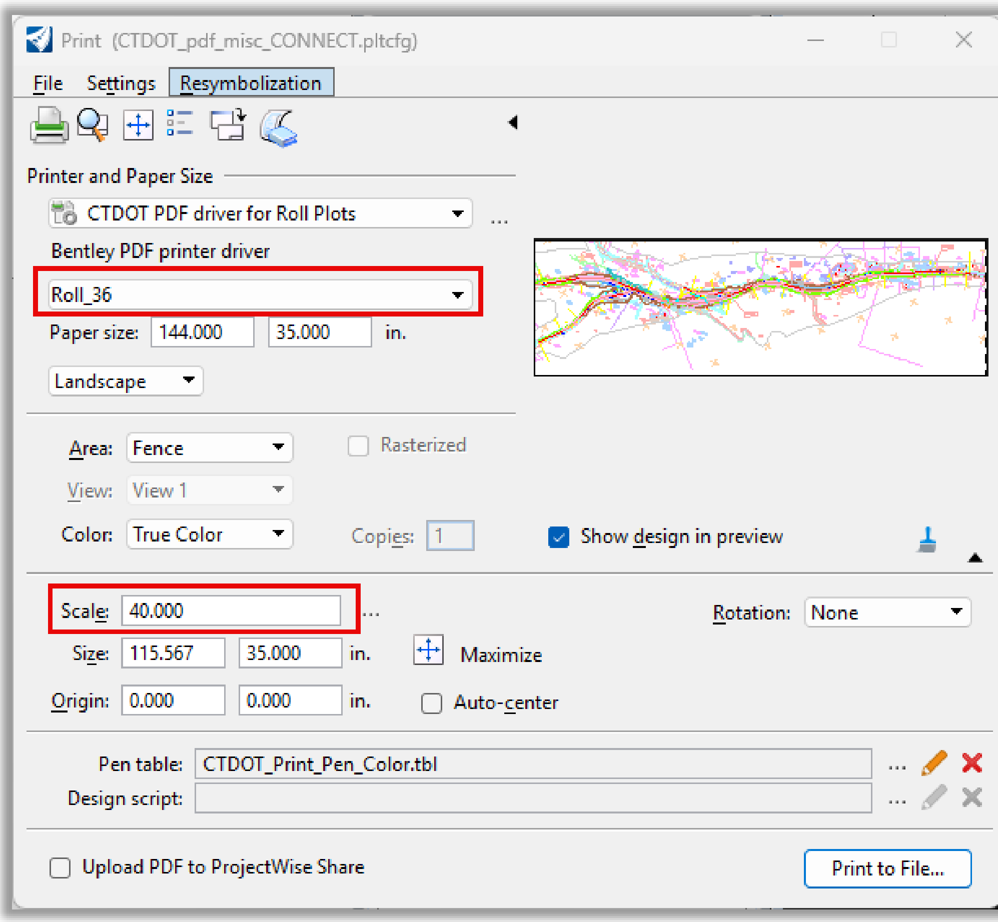

Figure 11 – Print Dialog

7. A 35" Wide PDF will be published allowing for a 36" Roll Plot.

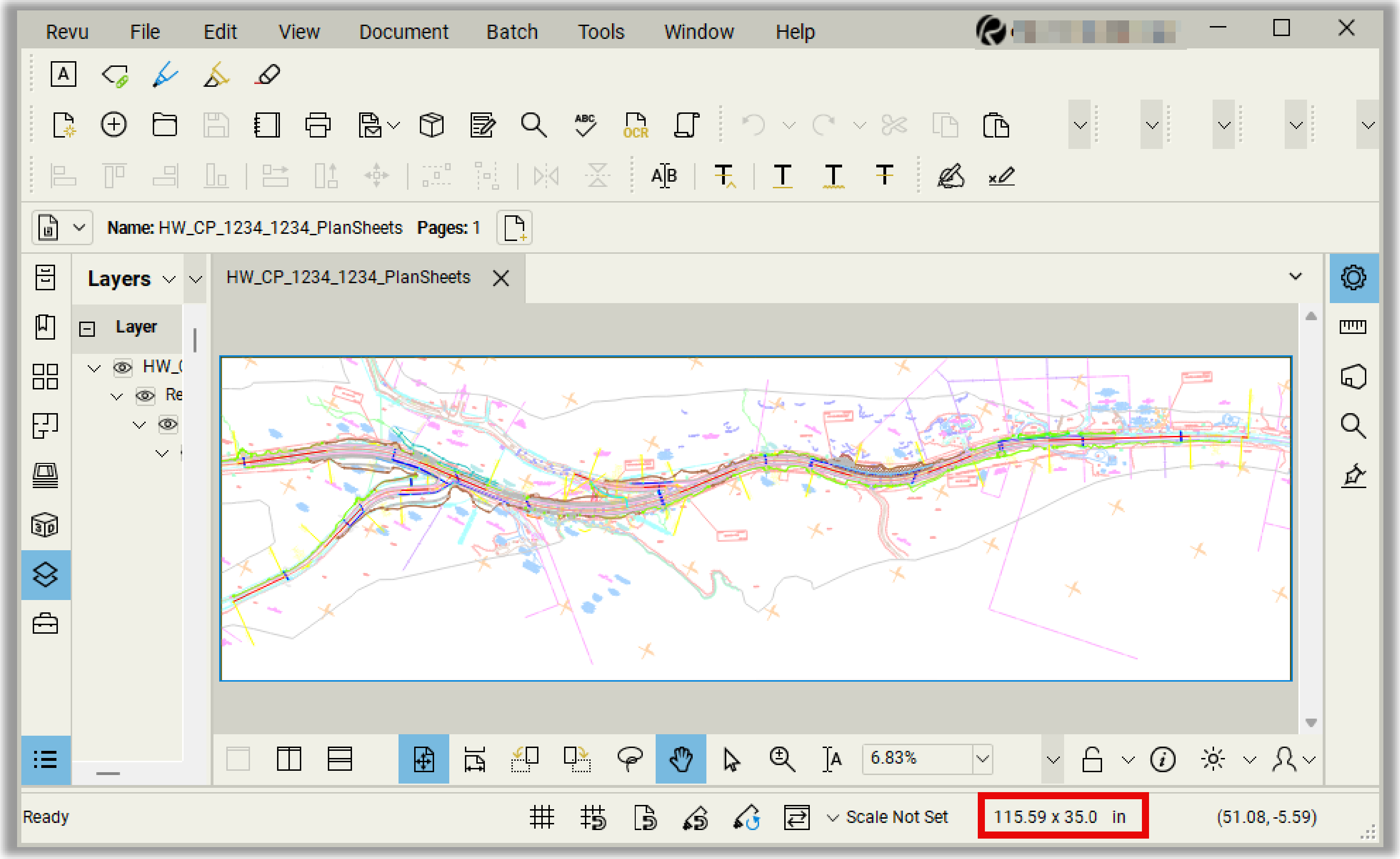

Figure 12 – PDF Output

2.3.3 100 Scale from Shape

Create a **100 Scale PDF** on to accommodate an 18 inch Roll Plot.
Scale = 1" = 100'
Shape: Width = 1,700' Max Length = 172,800'

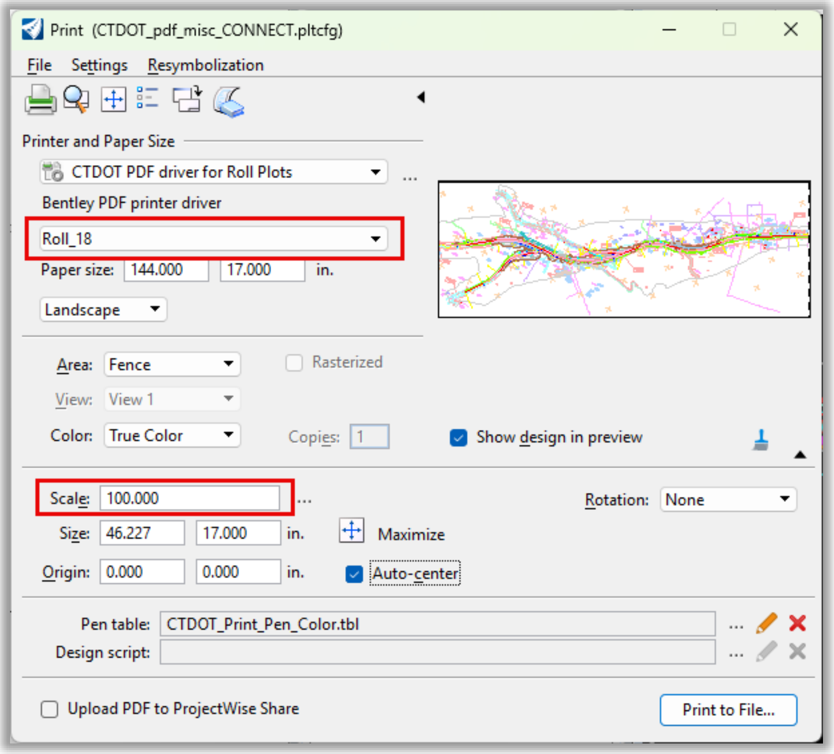

Figure 13 – Print Dialog

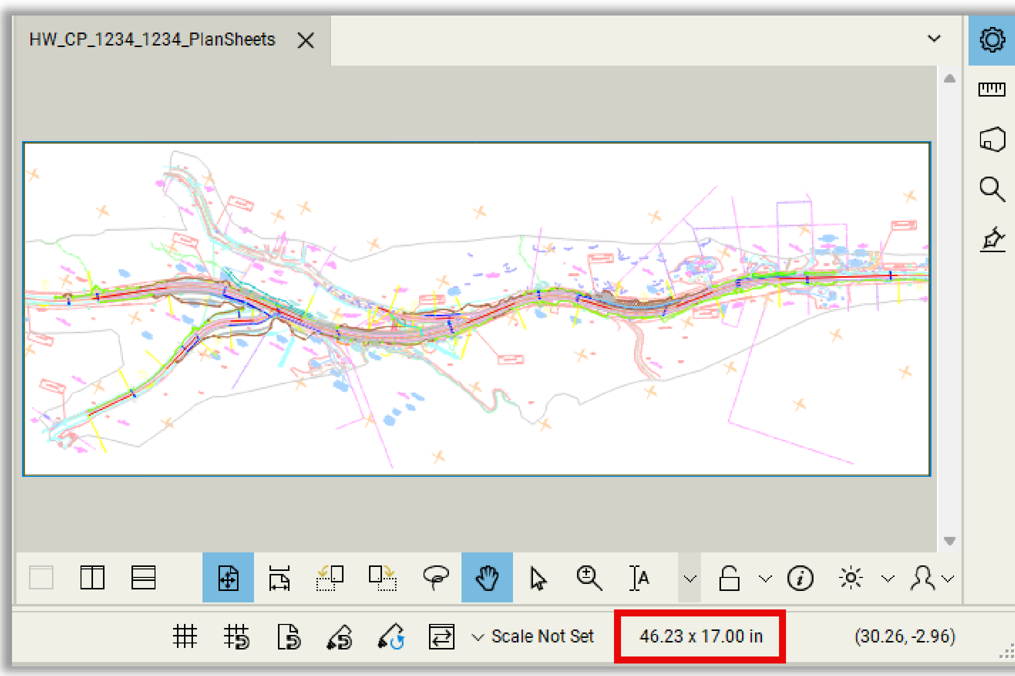

Figure 14 – PDF Output

2.3.4 Batch Print Roll Plots from Shape

Using the following Print Styles, you can have multiple shapes in a file and create several PDFs.

- Shape_Roll_Plot_BW.
- Shape_Roll_Plot_Color.

In the example below there are two shapes created for publishing to 20 Scale PDF to be eventually plotted on 36 inch wide paper. The height of each shape is 700' feet and both shapes do not exceed 34,560' in length.

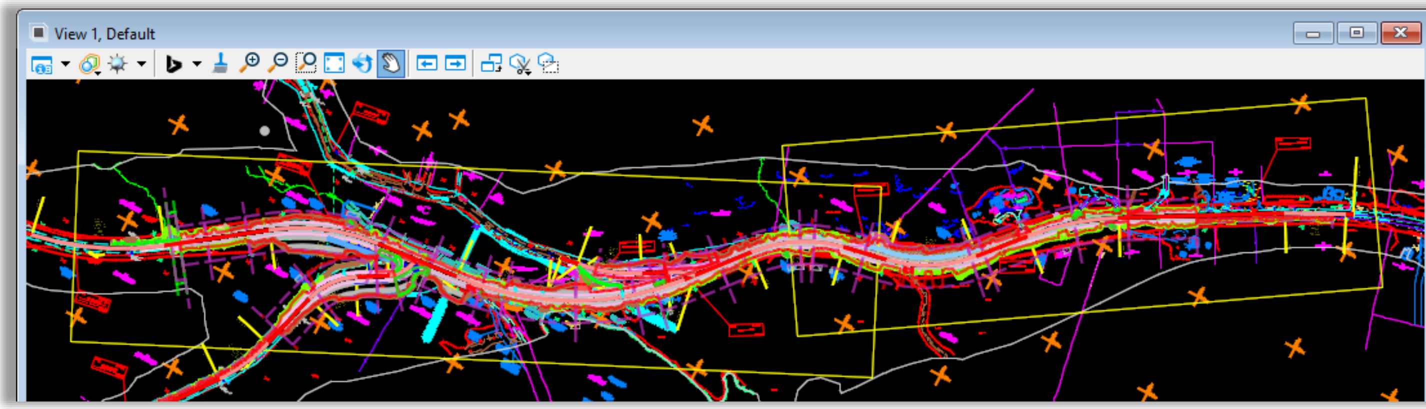

Figure 15 – Batch Print Large Format Shapes

1. Using the Place Block tool, draw the Plot Shape element in **View 1** to the dimensions determined from the chart on the previous page. Use the tool **CTDOT › CTDOT › Sheet Production › Borders › Roll Plot Shape**. This will set the **TOOL_Roll_Plot_Shape** Level active. This Level is configured to NOT print.
2. Draw the custom Plot Shape using the appropriate dimensions, use the table above as a guide. In this case (36-inch wide paper size and 1"=20' design scale), the **REQUIRED Plot Shape Height** is ***700 feet*** and the **Maximum Plot Shape Length** is ***34,560 feet***. However, the Plot Shape length can be adjusted as needed.
3. Move, Rotate, and adjust the Length as needed.
4. Create a second shape using the same height in Step 2, move, Rotate, and adjust the Length as needed.
5. With the Shapes created select the **Publishing** section, click on the **Publish** pull down menu and select **Batch Print (C Plots)**.
6. On the Print Organizer click ***File › Save As...***, browse to save and name the PSET file, click **Save**.

7. On the Print Organizer click on the ***Add Files to Set*** icon.

Figure 16 – Add Files to Set

8. On the Create Print Definitions dialog box select ***Add***.
9. On the Select Files dialog box select all the DGN files that house the needed roll plots.
10. 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 ***Shape_Roll_Plot_Color*** and click **OK**.
11. On the Create Print Definitions dialog box click **OK** to add the files to the set.

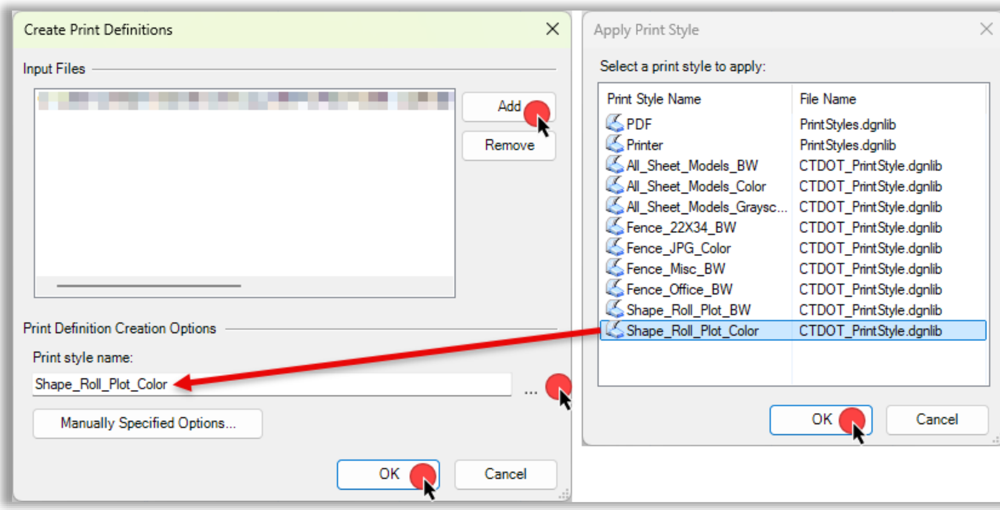

Figure 17 – Apply Print Style

12. There now will be a line items for each shape placed in View 1. Double click on each and set the layout options. In the case change the scale from 40:1 to ***20:1*** and click **OK**.

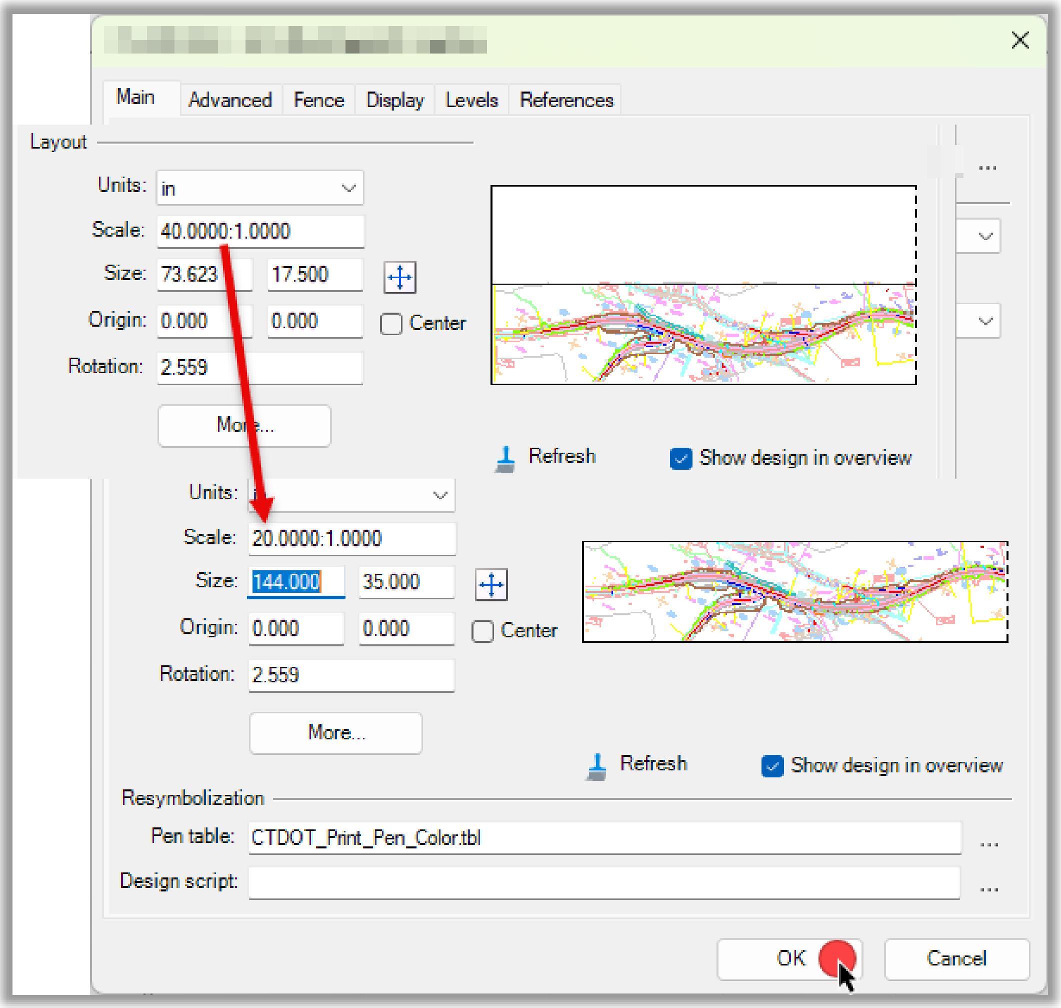

Figure 18 – Adjust Layout

13. Create the PDF by clicking on the **Print** icon, make sure **All** is selected and then click **OK**. A PDF with two layouts will get created.

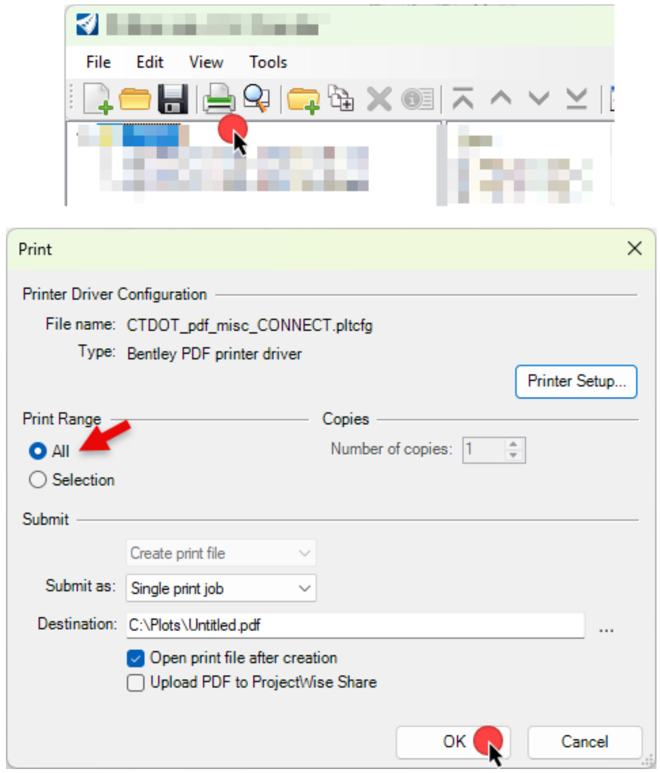

Figure 19 – Publish to PDF

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

Section 3 – Plotting and Printing PDF files

3.1 Overview

This section provides guidance for plotting and printing PDF files to paper, including full-size and half-scale contract plans, roll plots, and other print media such as mylar. These workflows are intended primarily for **in-house staff**, as consultants may use different printers and plotters with settings that differ from those used at the Department of Transportation.

Contract plan PDFs are generated using standardized CTDOT PDF configurations to ensure correct sheet size, scale, orientation, and graphical integrity. When printing these files, users must select the appropriate printer, paper type, and scaling options so the printed output accurately represents the original contract documents. Proper printing ensures that line weights, text, dimensions, and overall readability are preserved for design review, construction use, field distribution, and official record purposes.

Any support issues related to Plotters or Printers, please contact PC Support help desk at DOT.Helpdesk@ct.gov

3.1.1 PDF Dimensions

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.

The size can be seen in the bottom right tool bar.

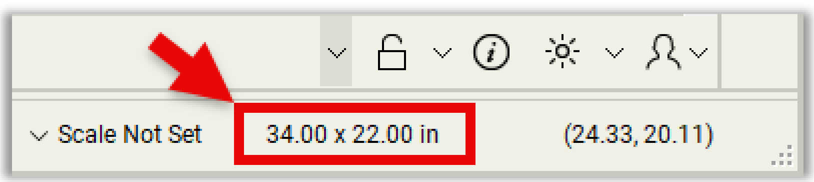

Figure 20 – PDF Dimensions

3.1.2 Plotters vs Printers

In general, all PDF documents can be printed using a Microsoft Windows compatible driver. To plot from one of the CTDOT plotters or printers you must have it as a mapped selection from OIS as shown below.

- If a desired printer or plotter is not listed, please contact PC Support help desk at DOT.Helpdesk@ct.gov
- For issues with BlueBeam, please submit a ticket to Bluebeam - Jira Service Management

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

   On the Print dialog there will be several printers and Plotters available, as of 12/18/2025 **DOT-QH3ENG02_HP_DJXL5200**, the 3rd floor plotter. This may change over time, please contact CAD Support if you notice the plooter has been replaced with a new name.

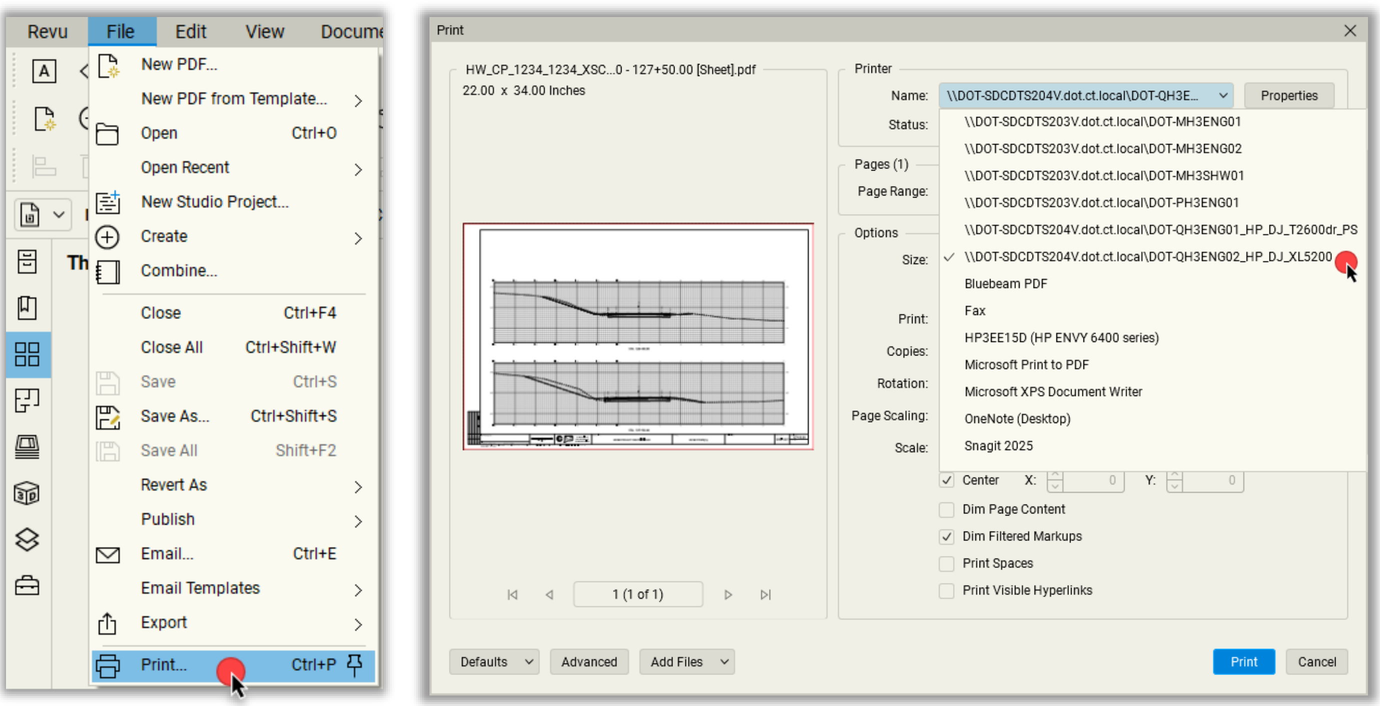

Figure 21 – Print PDF

Each plotter and printer dialog may look slightly different depending on the device being accessed. In general, plotter dialogs display a roll media icon, while printer dialogs display a sheet media icon, as shown below.

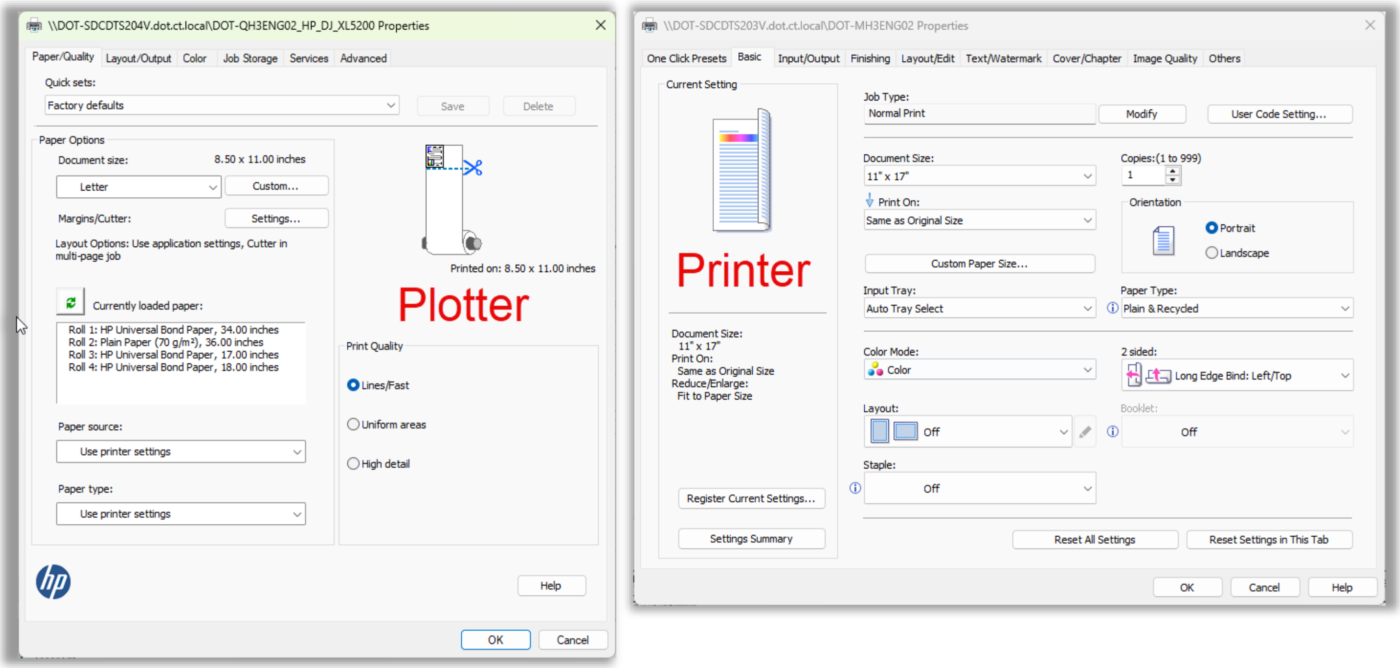

Figure 22 – Plotter vs Printer Settings

3.2 Paper Contract Sheets

3.2.1 Full Scale Sheets from Plotter

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. Select the Printer Name: **Plotter Name**. If you are plotting multiple sheets pay attention to the ***Print Range*** selection area.
3. In the ***Options*** section select:
    - Toggle On: ***Auto***
    - Paper Scaling: ***Fit to Paper***

    These selections will populate the correct paper size.
4. Select **Print**.

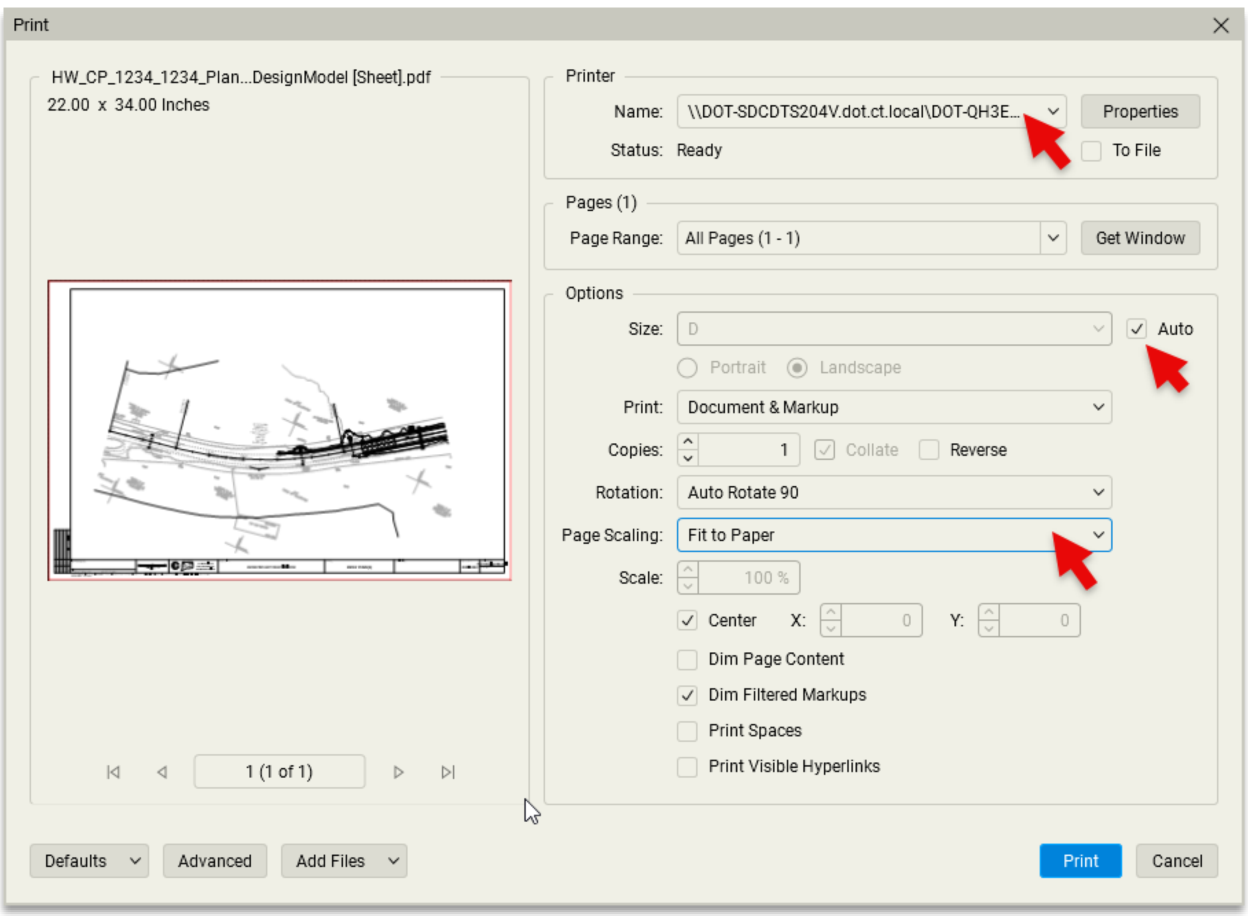

Figure 23 -Plotter Settings

3.2.2 Half Scale Sheets from Plotter

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. Select the Printer Name: **Plotter Name**. If you are plotting multiple sheets pay attention to the ***Print Range*** selection area.
3. Select the ***Properties*** button.

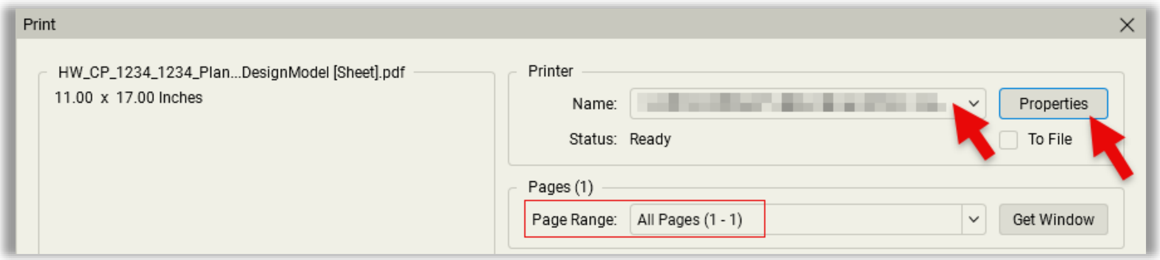

Figure 24 – Printer Dialog

4. In the ***Paper/Quality Tab***, select the Document Size: ***Tabloid*** and click **OK**.

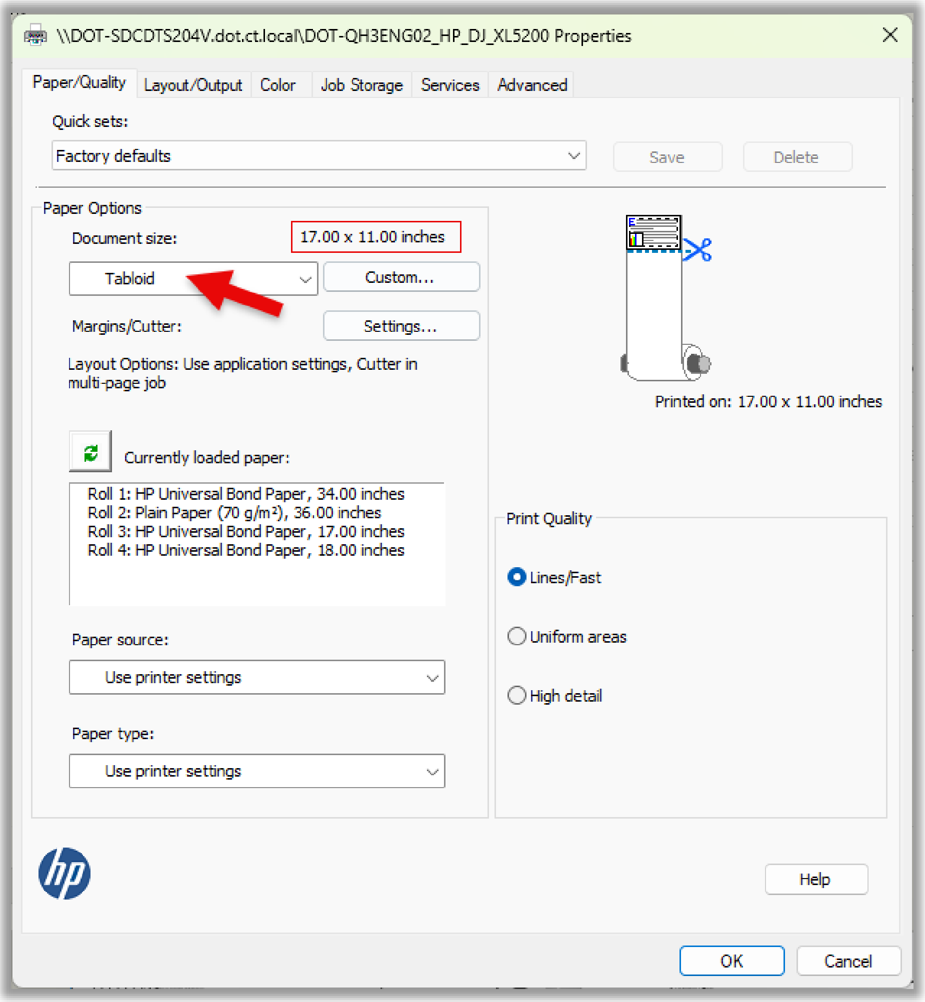

Figure 25 – Property Printer Settings

5. In the ***Options*** section select:
    - Size: ***Tabloid***
    - Toggle off: ***Auto***
    - Paper Scaling: ***Custom Scale***
    - Scale: ***50%***

These selections will populate the correct paper size.

6. Select **Print**.

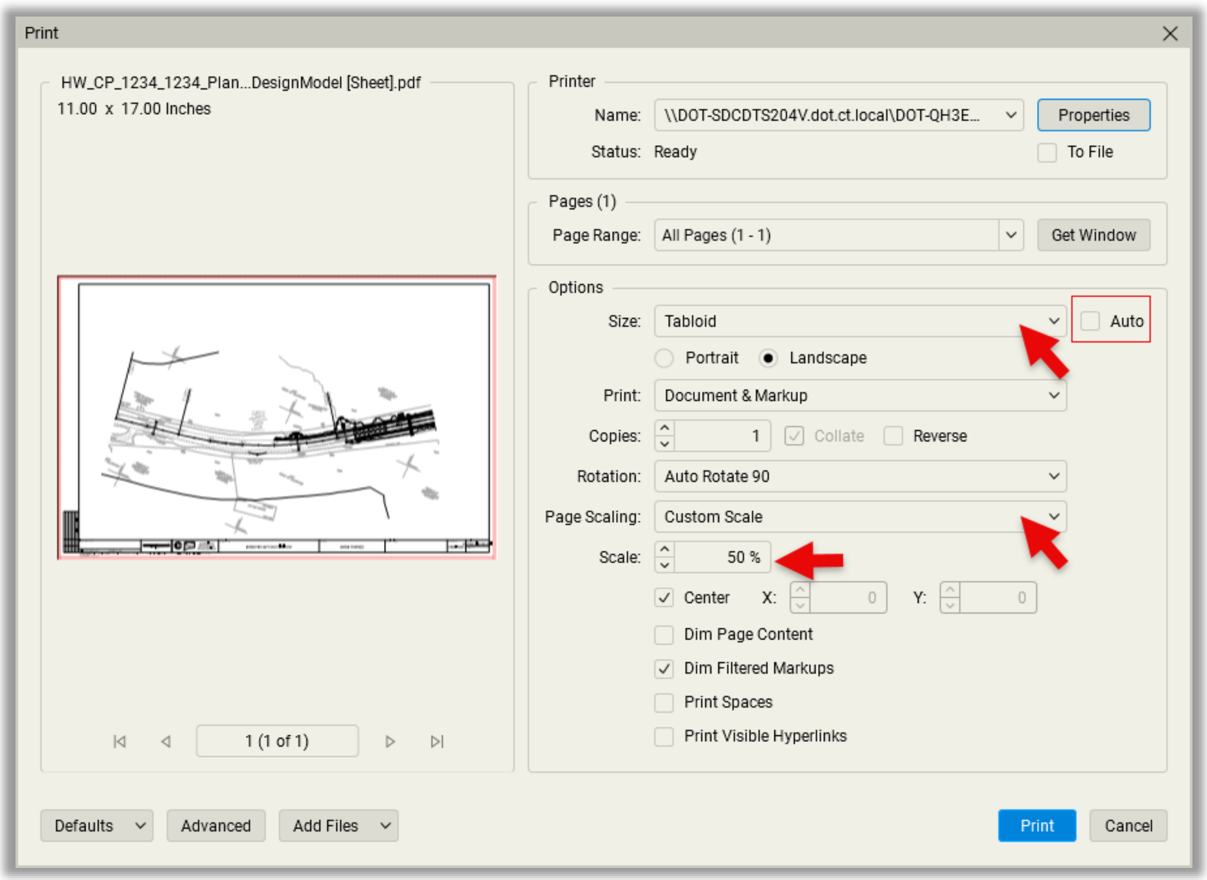

Figure 26 – Main Printer Settings

3.2.3 Half Scale Sheets from Printer

1. Open a PDF document and select **File > Print** or click on the **Print** icon.
2. Select the **Printer**. If you are plotting multiple sheets pay attention to the ***Print Range*** selection area.
3. In the ***Options*** section select:
    - Size: ***11" x 17"***
    - Toggle off: ***Auto***
    - Paper Scaling: ***Fit to Paper***

   These selections will populate the correct paper size.
4. Select **Print**.

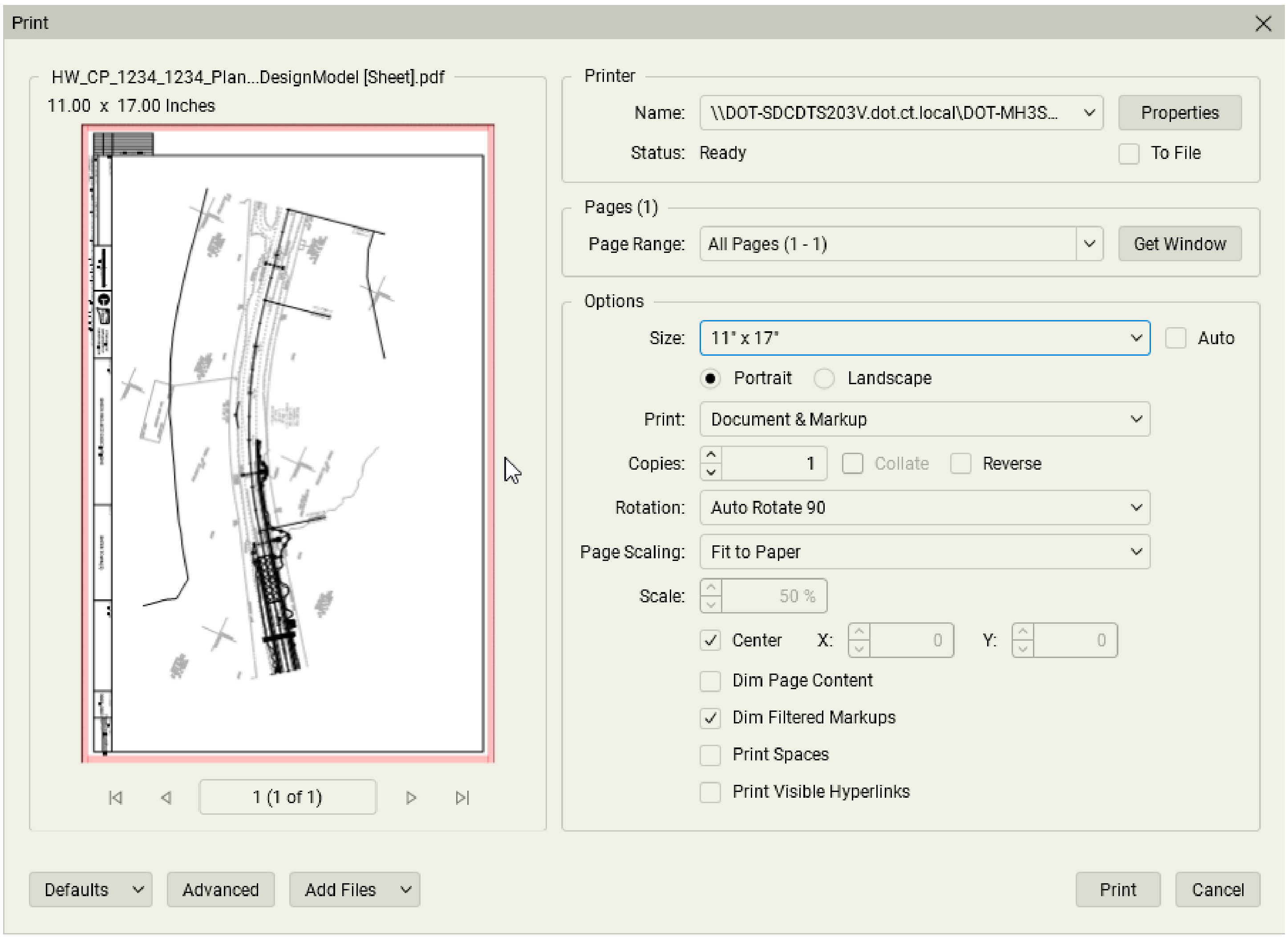

Figure 27 – Main Printer Dialog

3.3 Office Size Paper Prints

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. Select the Printer Name. If you are printing multiple sheets pay attention to the ***Print Range*** selection area.
3. In the ***Options*** section select:
    - Toggle On: ***Auto***
    - Paper Scaling: ***Fit to Paper***

    These selections will populate the correct paper size.
4. Select **Print**.

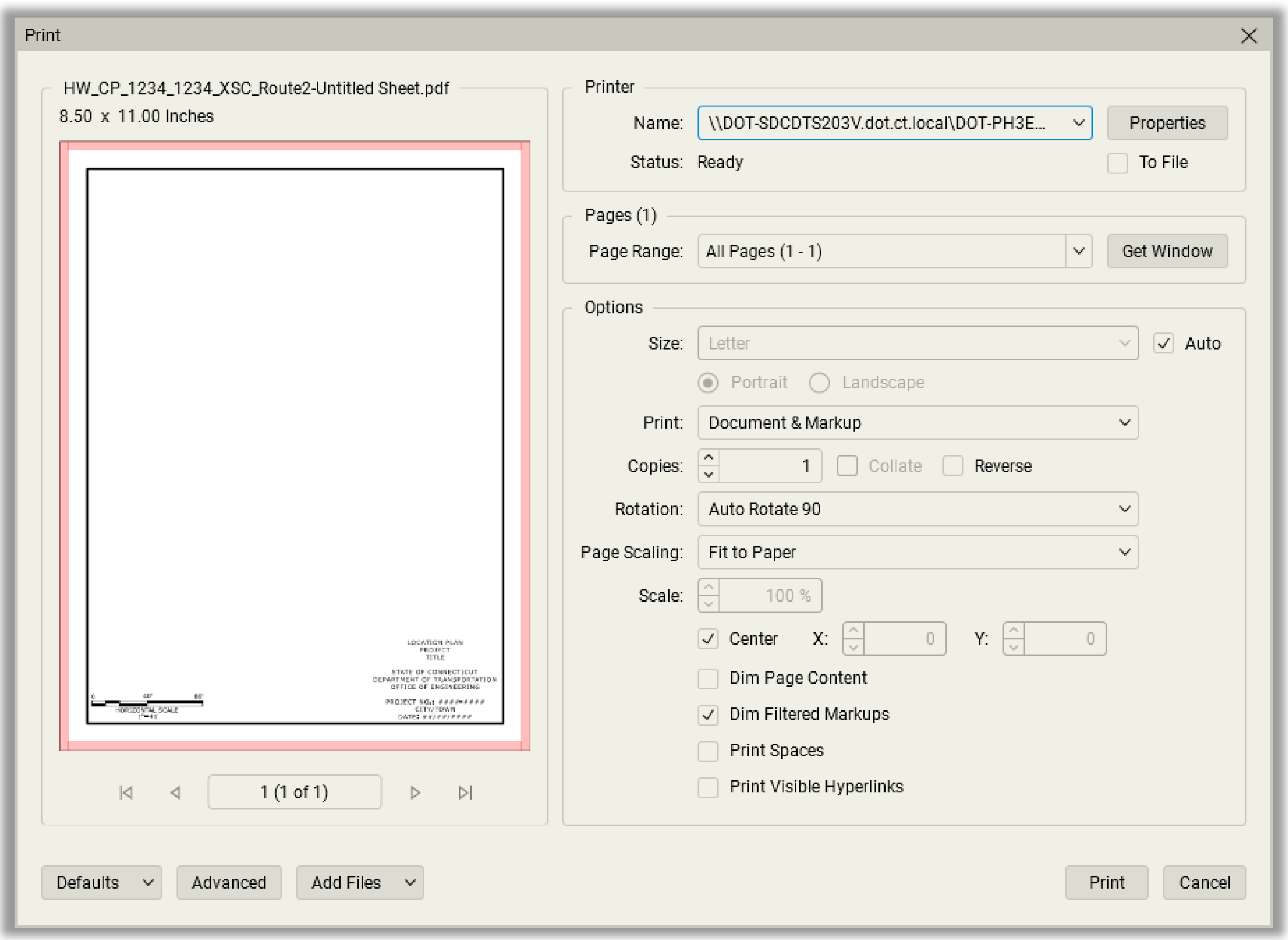

Figure 28 – Main Printer Dialog

3.4 Large Format Paper Plots

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. Select the Printer Name: **Plotter Name**. If you are plotting multiple sheets pay attention to the ***Print Range*** selection area.
3. Select the ***Properties*** button.

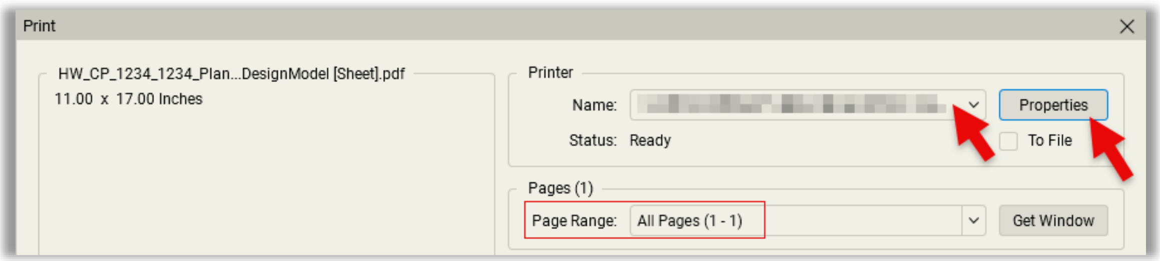

Figure 29 - Print Dialog

4. Select the ***Layout/Output*** tab. Rotation: ***Autorotate***
5. Click **OK**

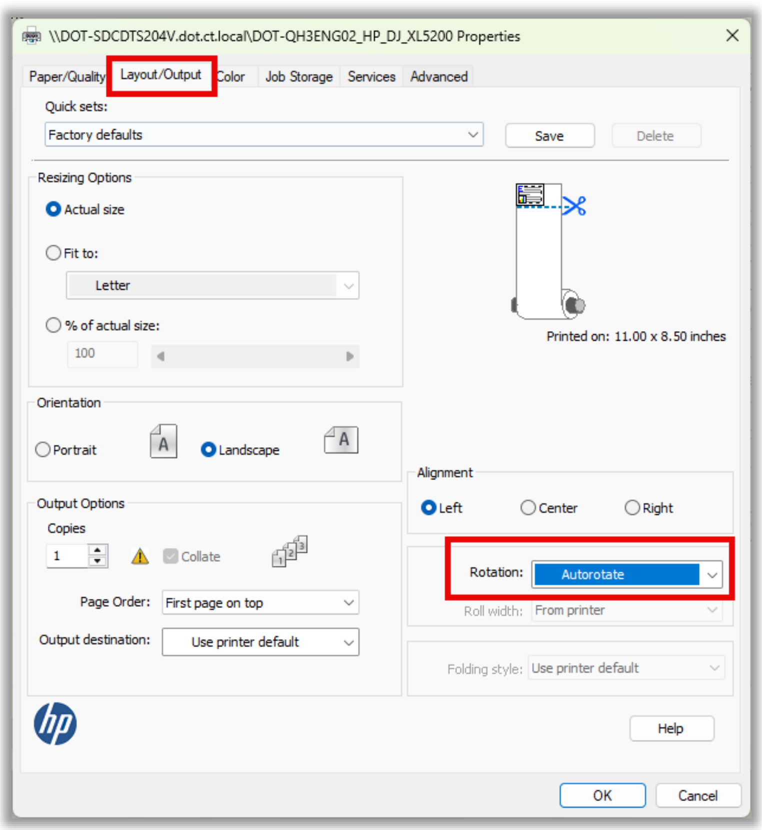

Figure 30 - Properties Print Dialog

6. In the ***Options*** section select:
   - Toggle On: ***Auto***
   - Paper Scaling: ***Fit to Paper***

   These selections will populate the correct paper size.

7. Select **Print**.

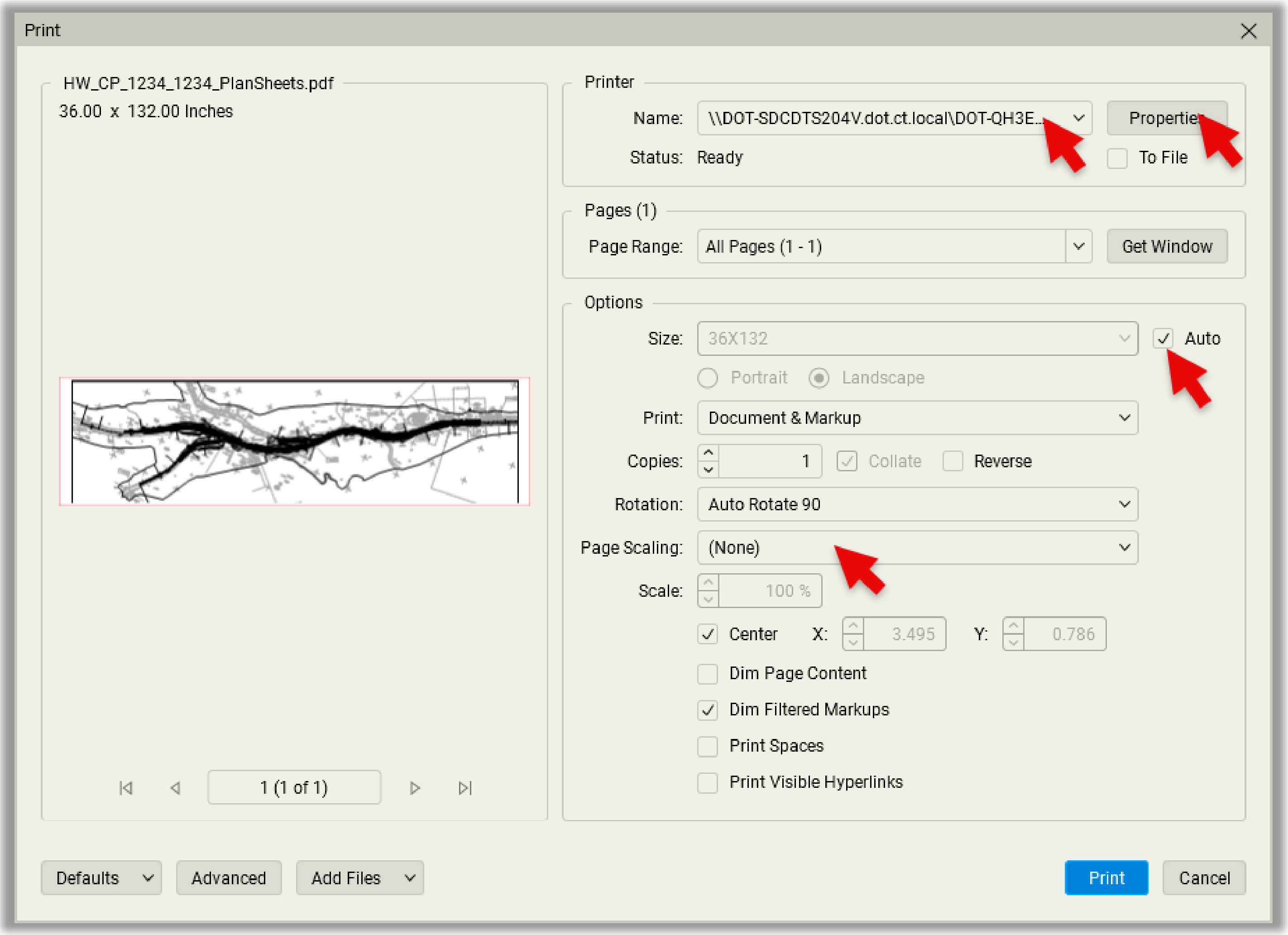

Figure 31 – Main Printer Dialog

3.5 Property Map Mylars

Property maps that are intended for record filing or archival purposes shall be plotted on **mylar sheets**.

- Mylar plotting is intended for final property maps only, not for interim review sets.
- PDFs may be used for review and distribution; however, mylar sheets remain the official record.
- Always follow CTDOT workspace standards and delivered configurations when producing mylar plots.

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: ***Fit to Paper***
   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**.

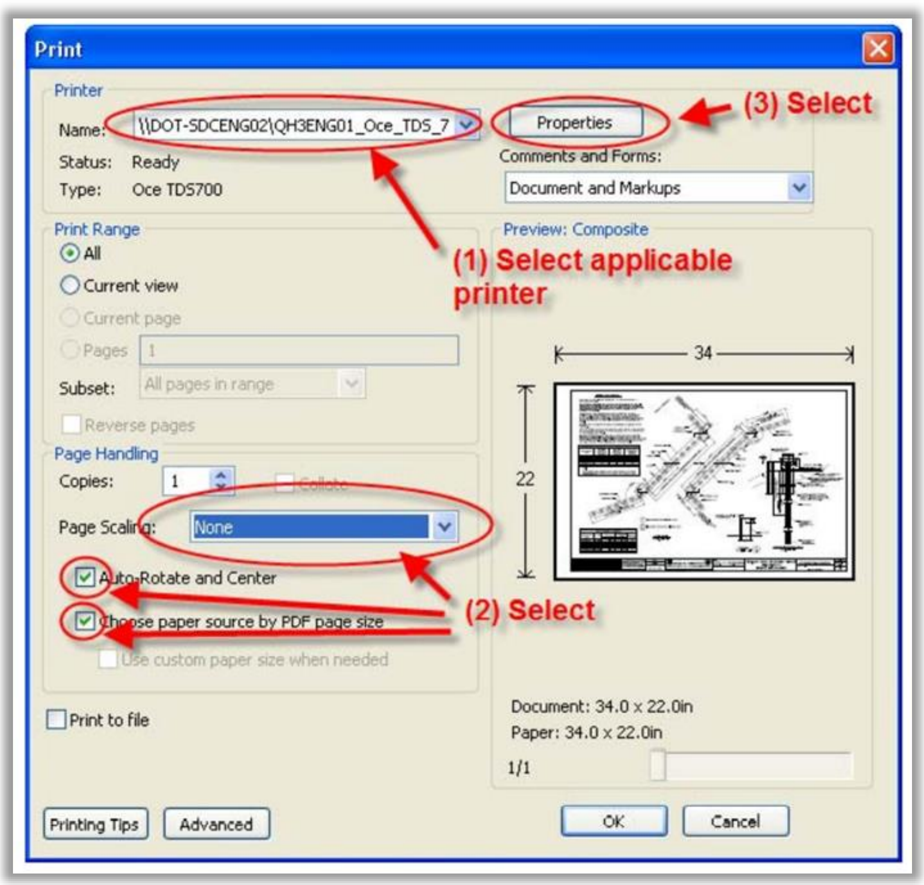

Figure 32

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.

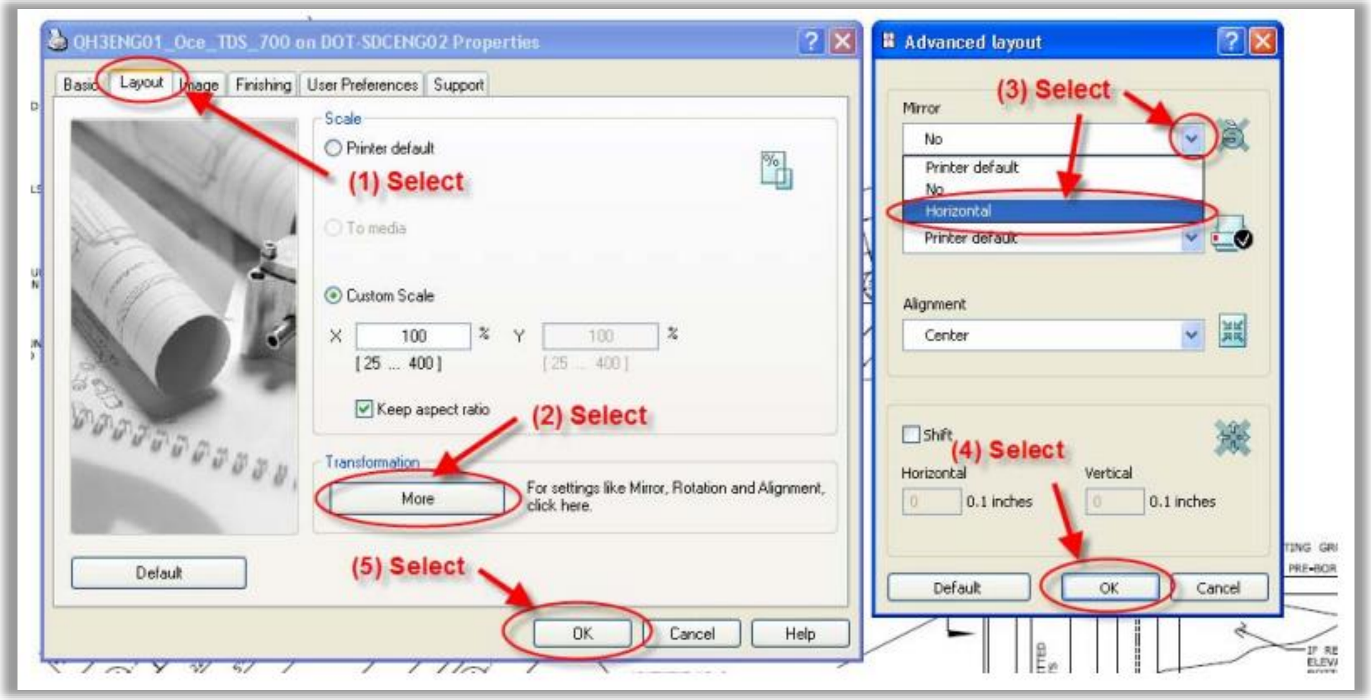

Figure 33