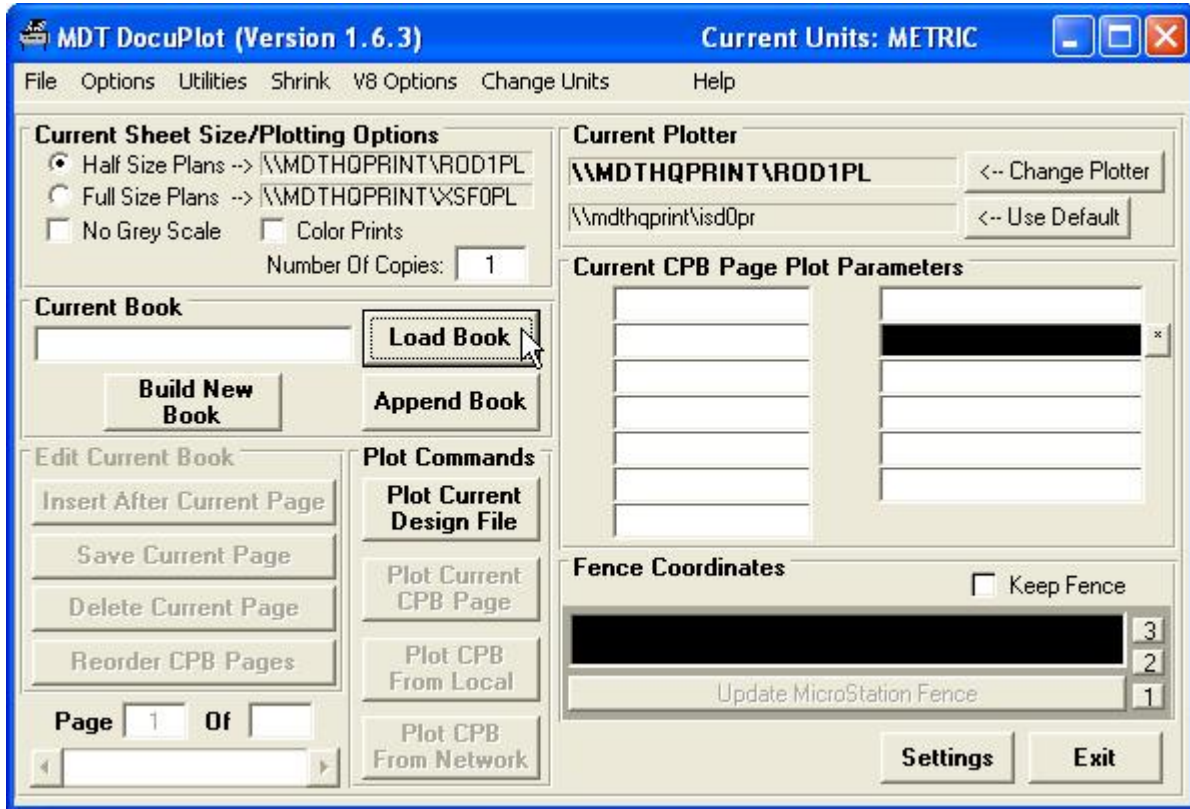


## MDT Docuplot PDF Creation Instructions

Enhancements have been completed to Docuplot and the Network Batch Plotting to allow Contract Plans and Docuplot privileged users to request a PDF file containing plot results.

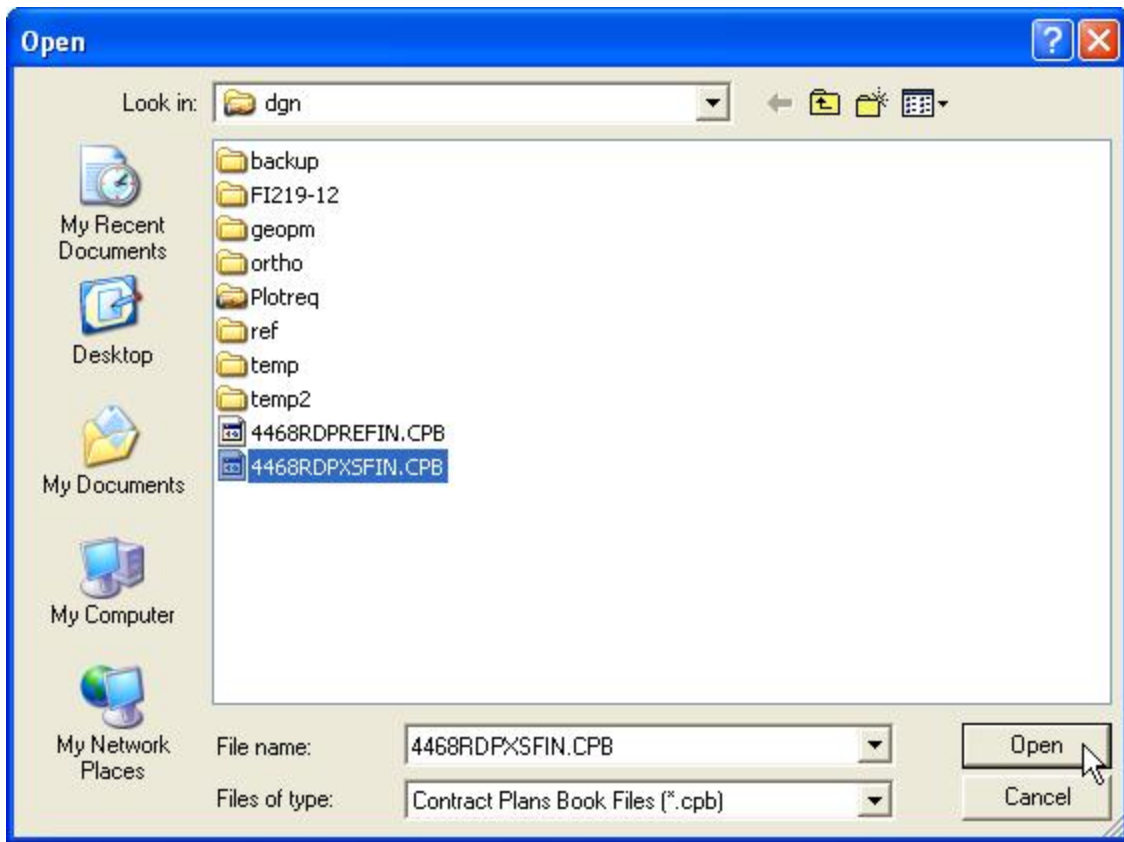
To use the PDF creation capability in Docuplot you will need to do the following:

1. Make sure that you have a contract plans book on your PC that you want to use to create a PDF from (the CPB file should be in the C:\Dgn folder which is where it is placed when it is accessed using DMS).
2. Start up Docuplot and load the desired contract plans book:
  - a. Select the **Load Book** button as shown below.

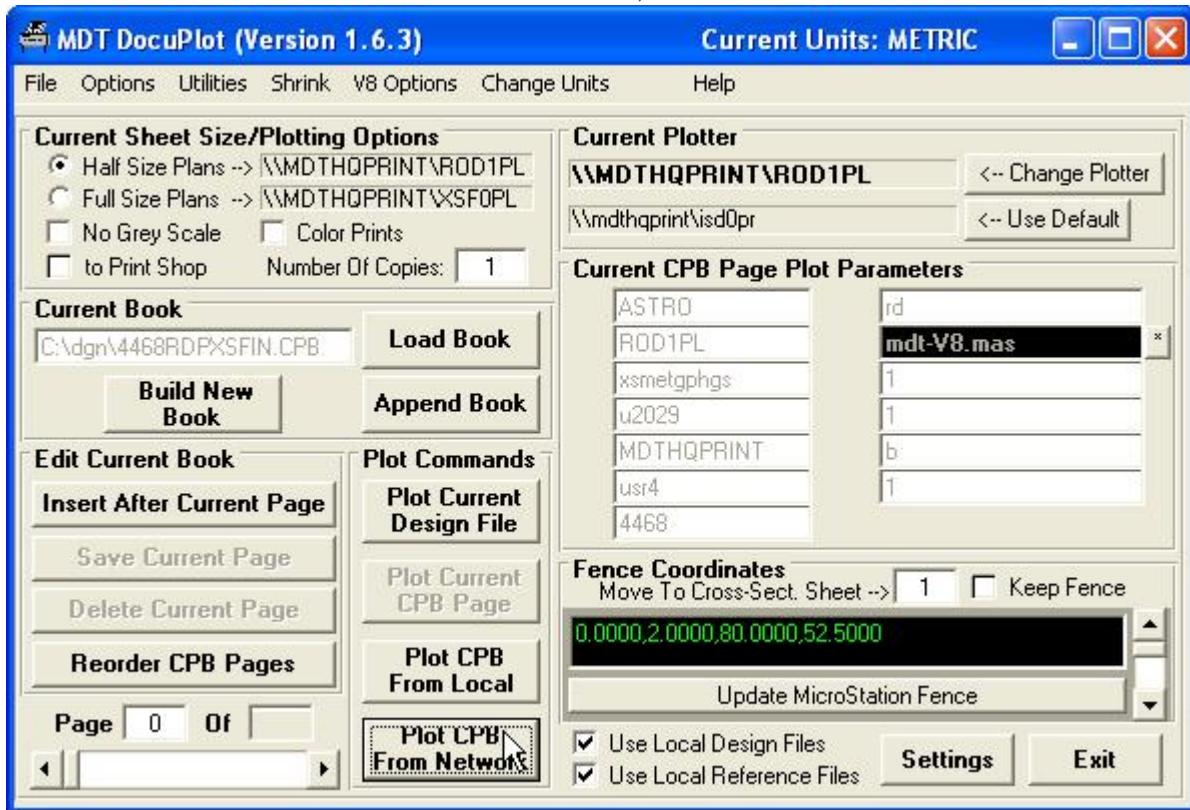


- b. Highlight the CPB file and select the **Open** button to load the CPB book file, as shown below.

## MDT DocuPlot PDF Creation Instructions



3. Select the **Plot CPB From Network** button, as shown below.



## MDT Docuplot PDF Creation Instructions

A *Network Plot (Submit CPB Page(s) for Network Batch Plotting)* window will be displayed, as shown below.

The screenshot shows a dialog box titled "Network Plot (Submit CPB Page(s) for Network Batch Plotting)". It contains two main sections: "Current Plot Parameters To Be Used:" and "CPB Pages To Plot:".

**Current Plot Parameters To Be Used:**

- Half Size Plans --> On Plotter: \\MMDTHQPRINT\ROD1PL
- Full Size Plans --> On Plotter: \\MMDTHQPRINT\XSF0PL
- No Grey Scale  Color Prints
- to Print Shop  Save to \\Astro\Pccommon\MSB\
- Save as PDF

**CPB Pages To Plot:**

- Consecutive --> Starting Page  End Page
- Random Pages  (ex. 1,4-9,19)  
[For random pages 1, 4 thru 9 and 19 enter: 1,4-9,19]  
Note: Valid page numbers are 1 thru 508.

At the bottom, there are checkboxes for "Duplex" (unchecked), "Print Pages Together" (checked), and a "Copies" spinner set to "1". There are two buttons: "Submit Plots" and "Exit".

4. Select the desired contract plan book pages to plot and then select the *Save as PDF* option.
  - a. For Contract Plans users, a *Set Contract Plans PDF Stamp and Cross-Section Cover Page Options* form is displayed, as shown below.

The screenshot shows a dialog box titled "Set Contract Plans PDF Stamp and Cross-Section Cover Page Options". It contains several checkboxes and text input fields.

Include Preliminary Stamp

Include Cross Section Cover Page

**Enter PDF Document Information Below:**

Enter PDF Document Title Below:

Enter PDF File Creator Name Below:

Enter Name of Creator of PDF File Content Below:

Enter Document Subject for PDF Below:

Enter Document Keywords for PDF Below:

Enter Document MyKey for PDF Below:



## MDT Docuplot PDF Creation Instructions

To define the file name for the PDF file to be created the user can enter the desired PDF document title in the **Enter PDF Document Title Below:** text box.

The PDF File Creator Name, Name of Creator of PDF File Content, Document Subject for PDF, Document Keywords and Document MyKey entries are metadata information that is saved within the PDF for reference. The user can use the preloaded information, manually enter all of these entries, or update the project related information shown in these entries by using the **Get Project Information** button, as shown below.

**Set Contract Plans PDF Stamp and Cross-Section Cover Page Options**

Include Preliminary Stamp

Include Cross Section Cover Page

**Get Project Information** (highlighted)

**Continue**

**Exit**

**Enter PDF Document Information Below:**

**Enter PDF Document Title Below:**  
4468\_POWELL-CO-LINE-N

**Enter PDF File Creator Name Below:**  
MDT Contract Plans Bureau

**Enter Name of Creator of PDF File Content Below:**  
Montana Department of Transportation

**Enter Document Subject for PDF Below:**  
Project 4468 - STPS 271-2(4)7 - Plans

**Enter Document Keywords for PDF Below:**  
4468, STPS 271-2(4)7, POWELL CO LINE-N, Plans

**Enter Document MyKey for PDF Below:**  
4468

After the **Get Project Information** button is selected, a *Get Project Description and Location Information* form will be displayed, as shown below.

**Get Project Description and Location Information**

**Project Information Summary**

Enter Proj No. Here ---> 4468      Select Phase ID ---> [All]      Select Phase Status ---> [All]

**Continue** (highlighted)

**Exit**

Number	Description	Location	Agree	Unit
4468	STPS 271-2(4)7	POWELL CO LINE-N	004	000
Proj No.	Project Description	Project Location	Agree	Unit
4465	IM-SF 0002(521)	MT/WY JOINT WEIGH STATION	521	000
4465	IM-SF 0002(521)	MT/WY JOINT WEIGH STATION	521	000
4466	STPS 269-1(28)1	TURN BAYS NORTH OF HAMILTON	028	000
4466	STPS 269-1(28)1	TURN BAYS NORTH OF HAMILTON	028	000
4466	STPS 269-1(31)1	TURN BAYS NORTH OF HAMILTON	031	000
4466	STPS 269-1(26)1	TURN BAYS NORTH OF HAMILTON	026	000
4466	STPS 269-1(30)1	TURN BAYS NORTH OF HAMILTON	030	000
4467	STPS 472-1(6)1	2 KM N OF JCT MT 200-NORTH	006	000
4467	STPS 472-1(6)1	2 KM N OF JCT MT 200-NORTH	006	000
4467	STPS 472-1(5)1	2 KM N OF JCT MT 200-NORTH	005	000
4467	STPS 472-1(7)1	2 KM N OF JCT MT 200-NORTH	007	000
4468	STPS 271-2(4)7	POWELL CO LINE-N	004	000

## MDT Docuplot PDF Creation Instructions

As shown above, the form loads with the Project Number entered in the **Enter Proj No. Here** ---> text box and the **Phase ID** and **Phase Status** both selected as *(All)*. These options are set so that all possible project-agreement-unit or Project Description combinations are displayed. Search thru the list of possible projects to find the correct Project-Agreement-Unit or Project Description and select the item so that it is highlighted and then select the **Continue** button to return the updated project related information to the *Set Contract Plans PDF Stamp and Cross-Section Cover Page Options* form, as shown below.

**Set Contract Plans PDF Stamp and Cross-Section Cover Page Options**

Include Preliminary Stamp

Include Cross Section Cover Page

**Get Project Information**      **Continue**

**Enter PDF Document Information Below:**      **Exit**

**Enter PDF Document Title Below:**  
4468\_POWELL-CO-LINE-N

**Enter PDF File Creator Name Below:**  
MDT Contract Plans Bureau

**Enter Name of Creator of PDF File Content Below:**  
Montana Department of Transportation

**Enter Document Subject for PDF Below:**  
Project 4468 - STPS 271-2(4)7 - Plans

**Enter Document Keywords for PDF Below:**  
4468, STPS 271-2(4)7, POWELL CO LINE-N, Plans

**Enter Document MyKey for PDF Below:**  
4468

The user can then edit the title and other entries if desired. For example, to create a PDF for cross-sections the user might add the cross-sections designation to the title and replace the Plans text with Cross-Sections in the other entries, as shown below.

## MDT Docuplot PDF Creation Instructions

**Set Contract Plans PDF Stamp and Cross-Section Cover Page Options**

Include Preliminary Stamp      **Get Project Information**      **Continue**

Include Cross Section Cover Page

**Enter PDF Document Information Below:**      **Exit**

**Enter PDF Document Title Below:**  
4468\_POWELL-CO-LINE-N\_CROSS-SECTIONS

**Enter PDF File Creator Name Below:**  
MDT Contract Plans Bureau

**Enter Name of Creator of PDF File Content Below:**  
Montana Department of Transportation

**Enter Document Subject for PDF Below:**  
Project 4468 - STPS 271-2(4)7 - Cross-Sections

**Enter Document Keywords for PDF Below:**  
4468, STPS 271-2(4)7, POWELL CO LINE-N, Cross-Sections

**Enter Document MyKey for PDF Below:**  
4468

To include a “Preliminary” stamp on all pages of the PDF, the user can select the **Include Preliminary Stamp** option, as shown below.

**Set Contract Plans PDF Stamp and Cross-Section Cover Page Options**

**Include Preliminary Stamp**      **Get Project Information**      **Continue**

Include Cross Section Cover Page

**Enter PDF Document Information Below:**      **Exit**

**Enter PDF Document Title Below:**  
4468\_POWELL-CO-LINE-N\_CROSS-SECTIONS

**Enter PDF File Creator Name Below:**  
MDT Contract Plans Bureau

**Enter Name of Creator of PDF File Content Below:**  
Montana Department of Transportation

**Enter Document Subject for PDF Below:**  
Project 4468 - STPS 271-2(4)7 - Cross-Sections

**Enter Document Keywords for PDF Below:**  
4468, STPS 271-2(4)7, POWELL CO LINE-N, Cross-Sections

**Enter Document MyKey for PDF Below:**  
4468

To include a cross-section cover page for cross-sections, the user can select the **Include Cross Section Cover Page** option, as shown below.

## MDT Docuplot PDF Creation Instructions

**Set Contract Plans PDF Stamp and Cross-Section Cover Page Options**

Include Preliminary Stamp

**Include Cross Section Cover Page**

Get Project Information

Continue

Exit

Enter PDF Document Information Below:

Enter PDF Document Title Below:  
4468\_POWELL-CO-LINE-N\_CROSS-SECTIONS

Enter PDF File Creator Name Below:  
MDT Contract Plans Bureau

Enter Name of Creator of PDF File Content Below:  
Montana Department of Transportation

Enter Document Subject for PDF Below:  
Project 4468 - STPS 271-2(4)7 - Cross-Sections

Enter Document Keywords for PDF Below:  
4468, STPS 271-2(4)7, POWELL CO LINE-N, Cross-Sections

Enter Document MyKey for PDF Below:  
4468

Enter Cross-Section Cover Page Information Below:

**Change Cross-Section Cover Page Defaults (Greyed Out Items)**

CONTRACT PLANS BUREAU

MONTANA DEPARTMENT OF TRANSPORTATION

FEDERAL AID PROJECT NO.

STPS 271-2(4)7

POWELL CO LINE-N

CROSS SECTIONS

s:\admin\cover\section

The form will expand to show the **Enter Cross-Section Cover Page Information Below:** section with the items that will be included on the cross-section cover page. At this point the user can edit the project specific cover page line items (the items that are not greyed out). To edit the default cover page items the user will need to select the **Change Cross-Section Cover Page Defaults (Greyed Out Items)** option as shown below.



## MDT Docuplot PDF Creation Instructions

**Set Contract Plans PDF Stamp and Cross-Section Cover Page Options**

Include Preliminary Stamp

Include Cross Section Cover Page

Get Project Information

Continue

Exit

Enter PDF Document Information Below:

Enter PDF Document Title Below:  
4468\_POWELL-CO-LINE-N\_CROSS-SECTIONS

Enter PDF File Creator Name Below:  
MDT Contract Plans Bureau

Enter Name of Creator of PDF File Content Below:  
Montana Department of Transportation

Enter Document Subject for PDF Below:  
Project 4468 - STPS 271-2(4)7 - Cross-Sections

Enter Document Keywords for PDF Below:  
4468, STPS 271-2(4)7, POWELL CO LINE-N, Cross-Sections

Enter Document MyKey for PDF Below:  
4468

Enter Cross-Section Cover Page Information Below:

Change Cross-Section Cover Page Defaults (Greyed Out Items):

CONTRACT PLANS BUREAU

MONTANA DEPARTMENT OF TRANSPORTATION

FEDERAL AID PROJECT NO.

STPS 271-2(4)7

POWELL CO LINE-N

CROSS SECTIONS

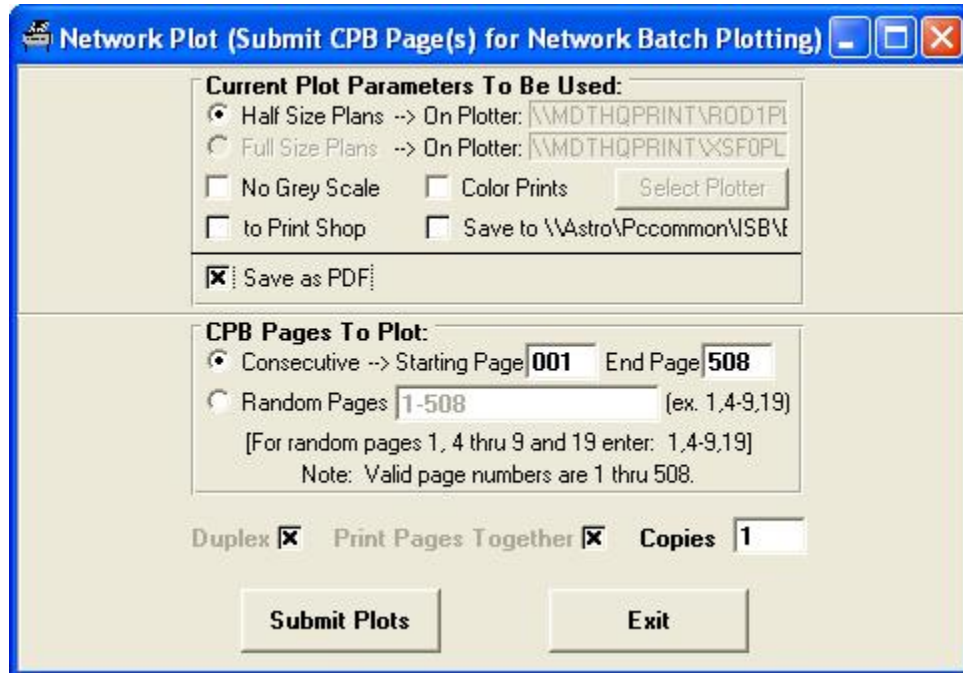
s:\admin\cover\xsection

The user can then edit the remaining cross-section cover page line items.

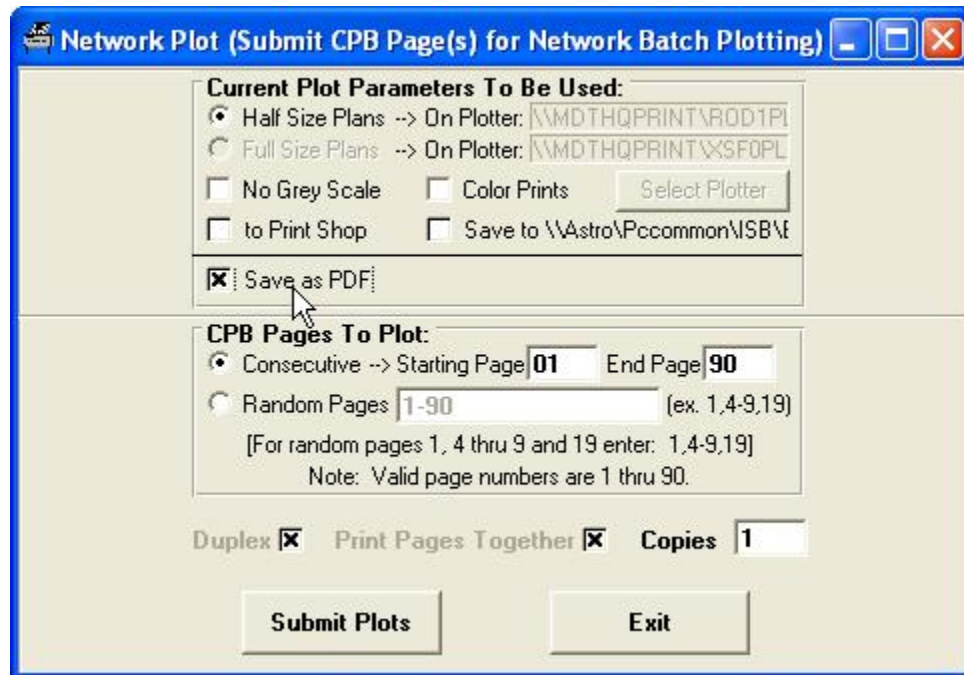
Once all of the Contract Plans PDF options have been set select the **Continue** button to return to the Network Plot (Submit CPB Page(s) for Network Batch Plotting) form, as shown below.



## MDT Docuplot PDF Creation Instructions

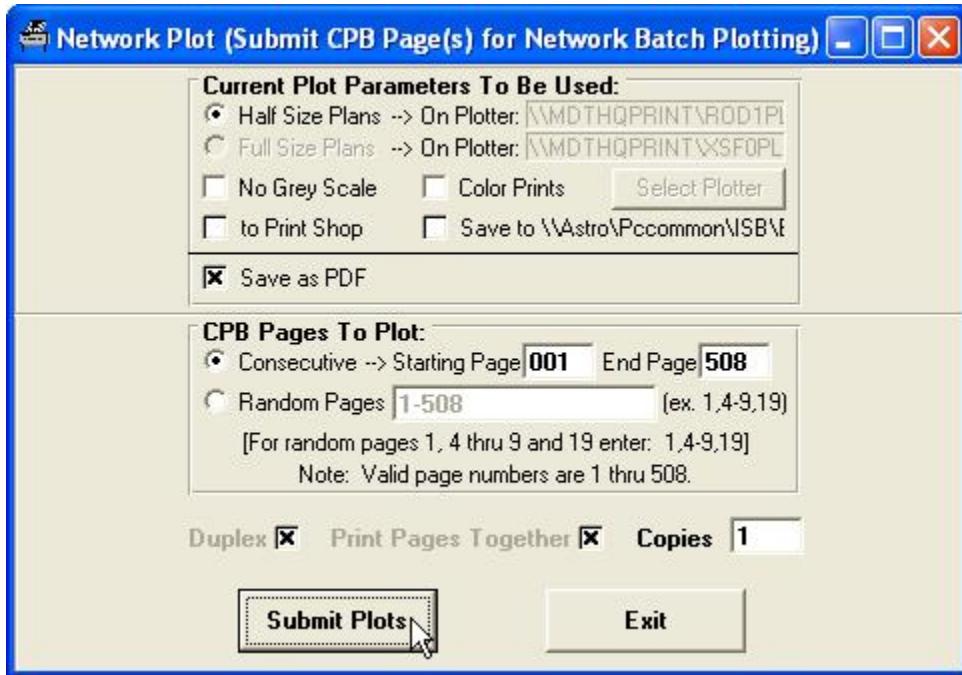


- b. For all other privileged users, only the *Save as PDF* option is displayed. The PDF file(s) created will either have a “For MDT Internal Distribution Only” stamp or an “As-Built Date Sensitive – For Information Only” stamp for as-built PDFs.

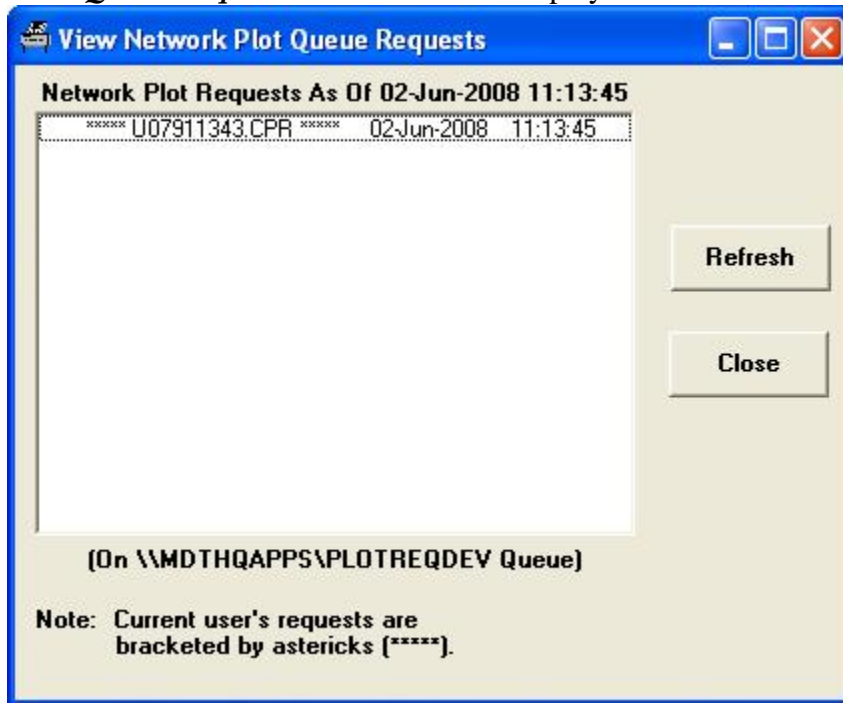


5. Select the **Submit Plots** button, as shown below.

## MDT Docuplot PDF Creation Instructions

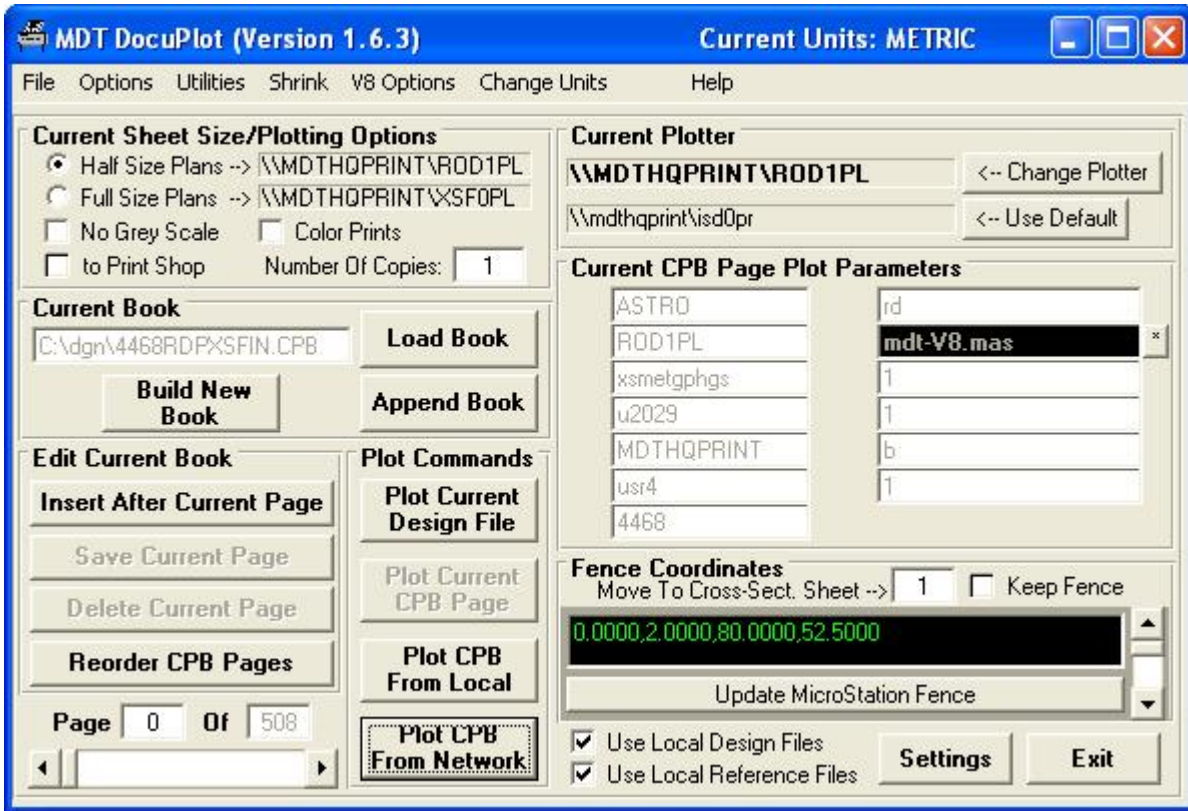


The request file will be created and saved to the network plot request queue and a *View Network Plot Queue Requests* window will be displayed as shown below.

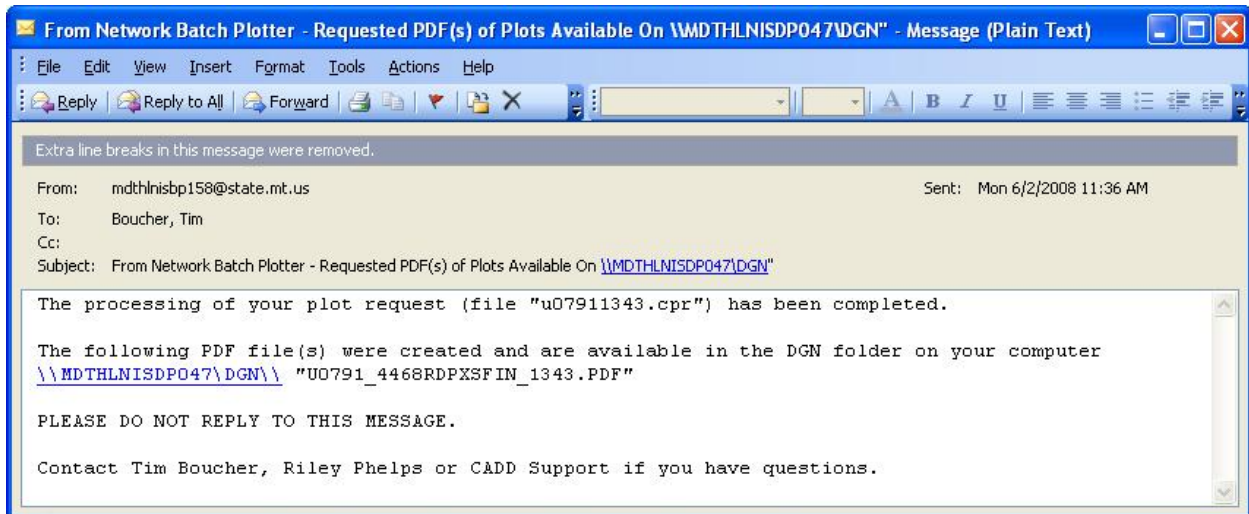


6. Select the **Refresh** button to refresh the display of active requests in the queue. Select the **Close** button to close the window.
7. Select the **Exit** button to exit out of MDT Docuplot (Version 1.6.X), as shown below.

# MDT DocuPlot PDF Creation Instructions



8. Close Microstation.
9. The network batch plotter will pick up your request and process the request, creating the PDF file. Once the file is created the Network Batch Plotter will attempt to save the PDF file to the C:\Dgn folder on the computer that the request was submitted from. If the C:\Dgn folder on the requesting computer is not available the PDF file will be saved out to the Plot-to-PDF share folder. The Network Batch Plotter will then send an e-mail message notifying you that the PDF has been created, as shown below.



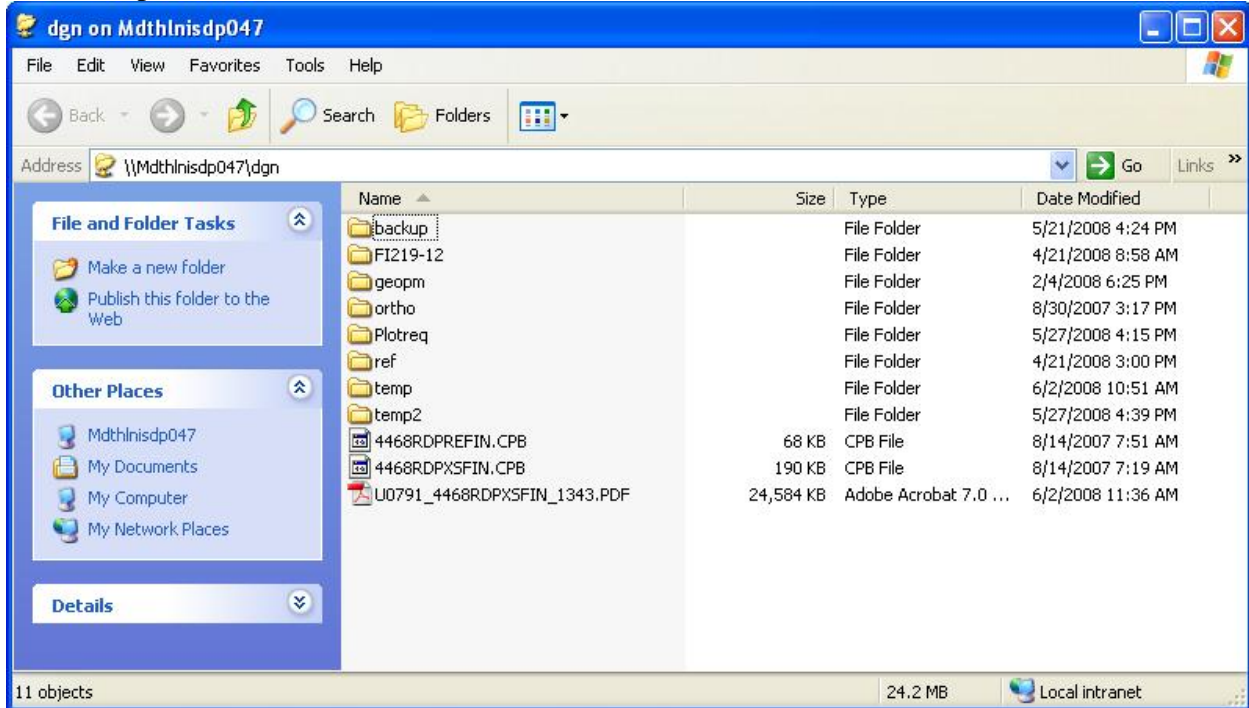
The message will include a link to the location for the file ([\\\"YourComputerName\"DGN](#) or [\\Astro\Pccommon\Plot-to-PDF](#)) along with the name



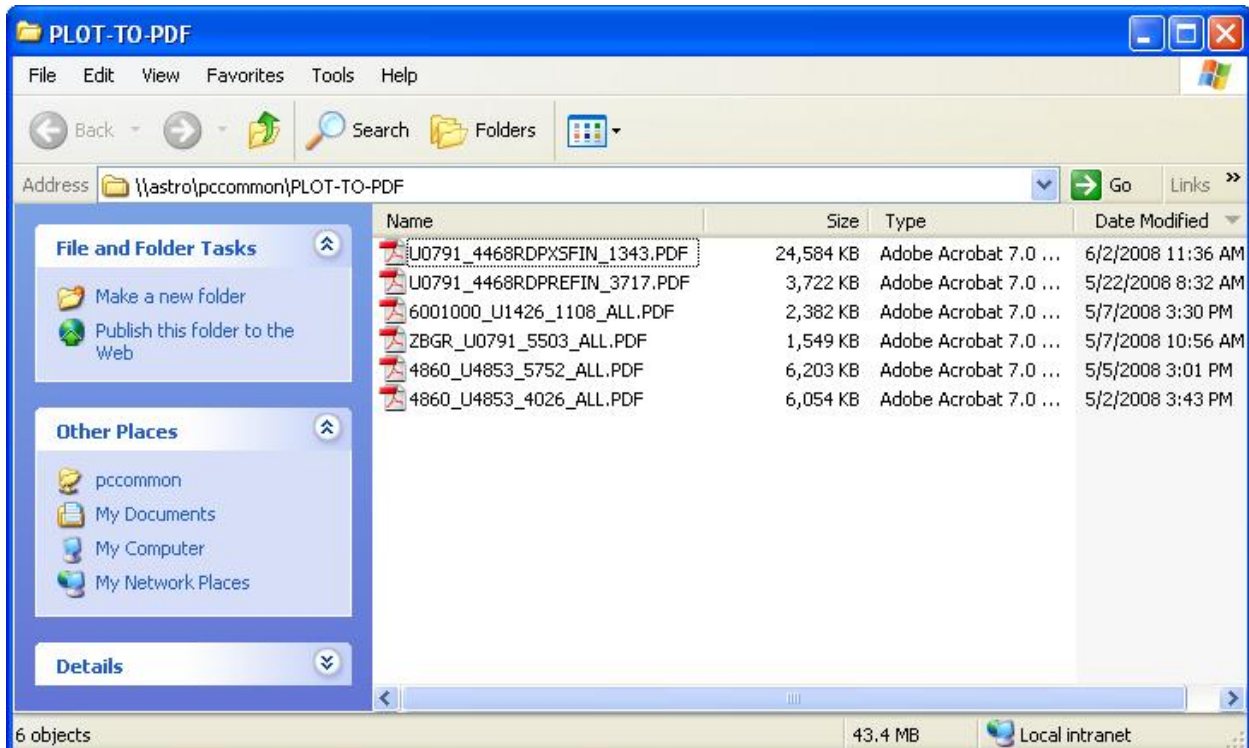
## MDT Docuplot PDF Creation Instructions

of the created PDF file (the file name will include your user number, the name of the CPB used to request the PDF, and a random number, each separated by an underscore character (“\_”). For example, the PDF file name is “U0791\_4468RDPXSFIN\_1343.PDF” in the above e-mail message.

10. Click on the link in the e-mail message to open the PDF location folder in Windows Explorer, as shown below.



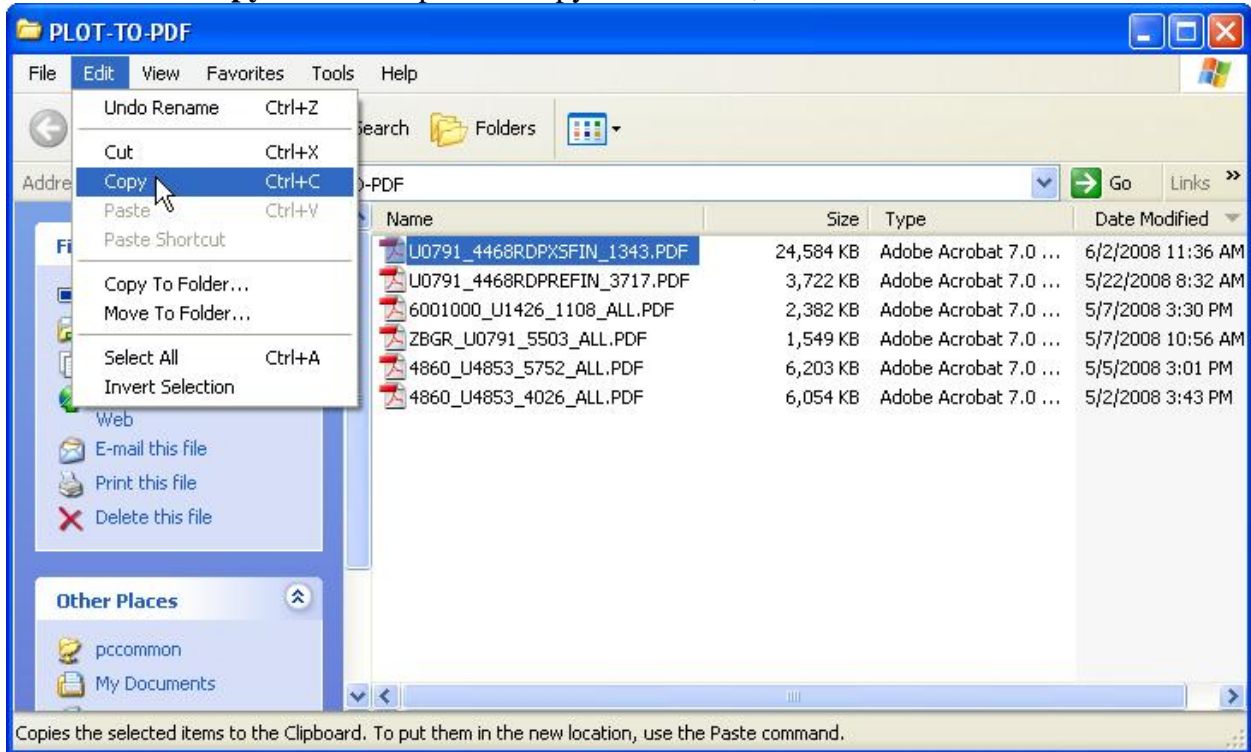
- OR -



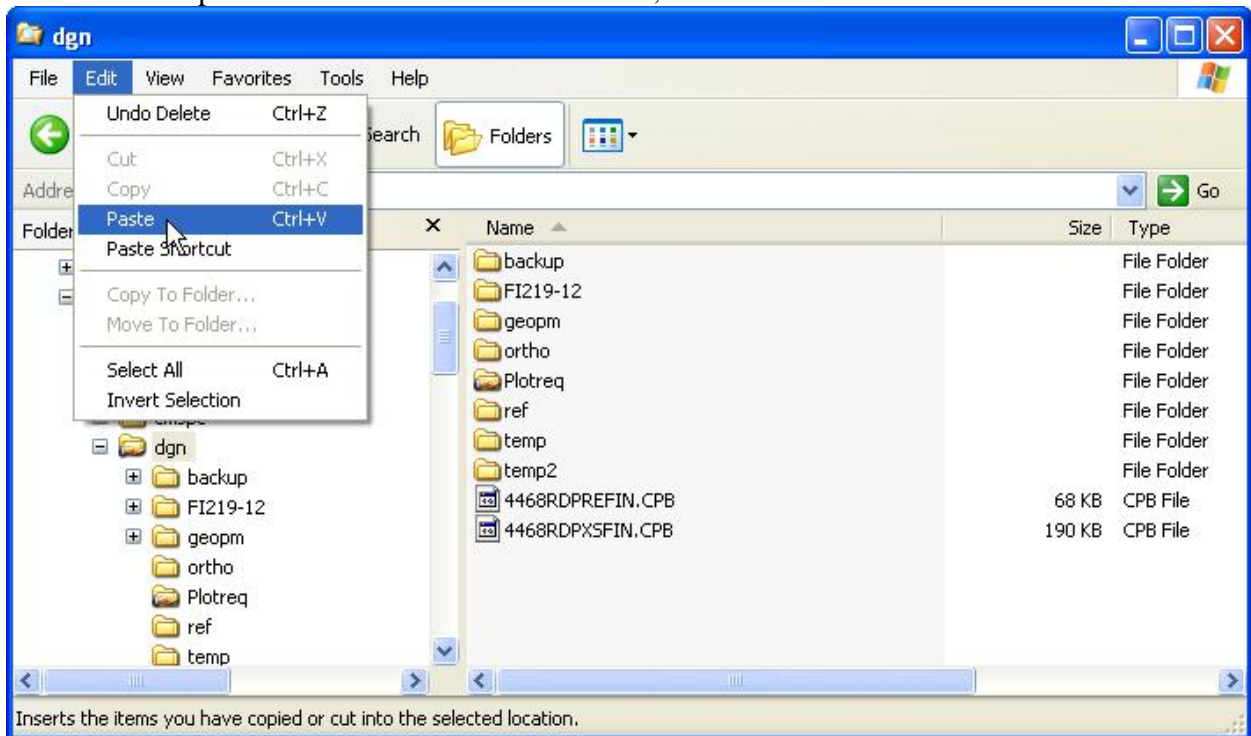


## MDT Docuplot PDF Creation Instructions

11. If the PDF file was saved to the PLOT-TO-PDF share then select and use the **Edit→Copy** file menu option to copy the PDF file, as shown below.



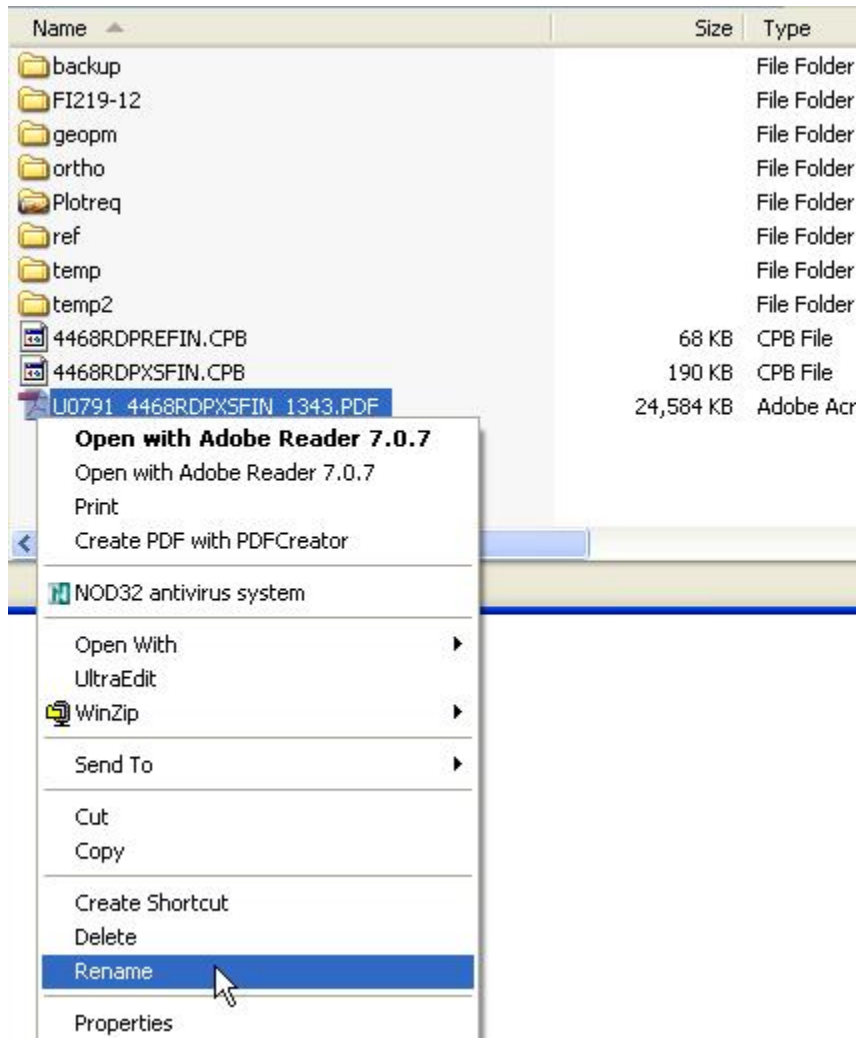
- a. Use Windows Explorer to navigate to the desired location where you would like to save the newly created PDF file and select the **Edit→Paste** menu option to paste the file to the desired location, as shown below.



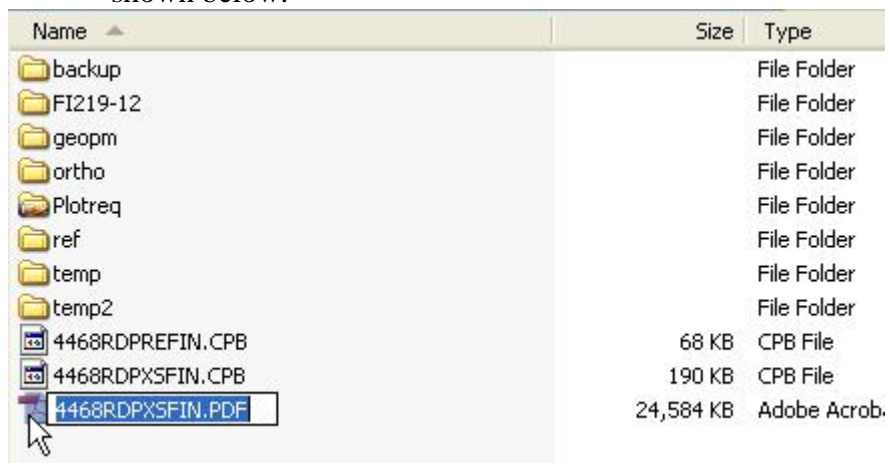
The file will be copied to the selected location.

## MDT Docuplot PDF Creation Instructions

- b. If desired, rename the file.
  - i. Select the file and right-click on the file and select the *Rename* option, as shown below.

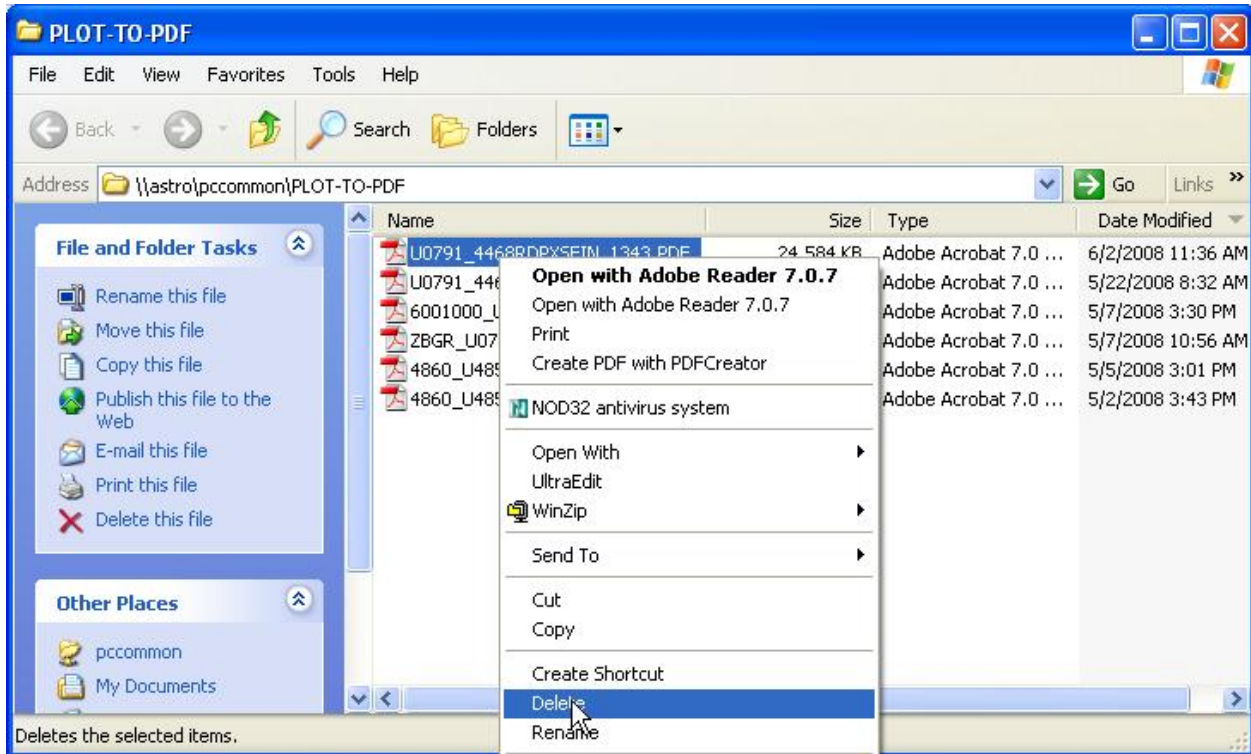


- ii. Remove your User Number and the random number from the file name, as shown below.



## MDT Docuplot PDF Creation Instructions

- c. Delete the PDF file from the Plot-to-PDF share folder.
  - i. Select the file and right-click on the file and select the *Delete* option, as shown below.

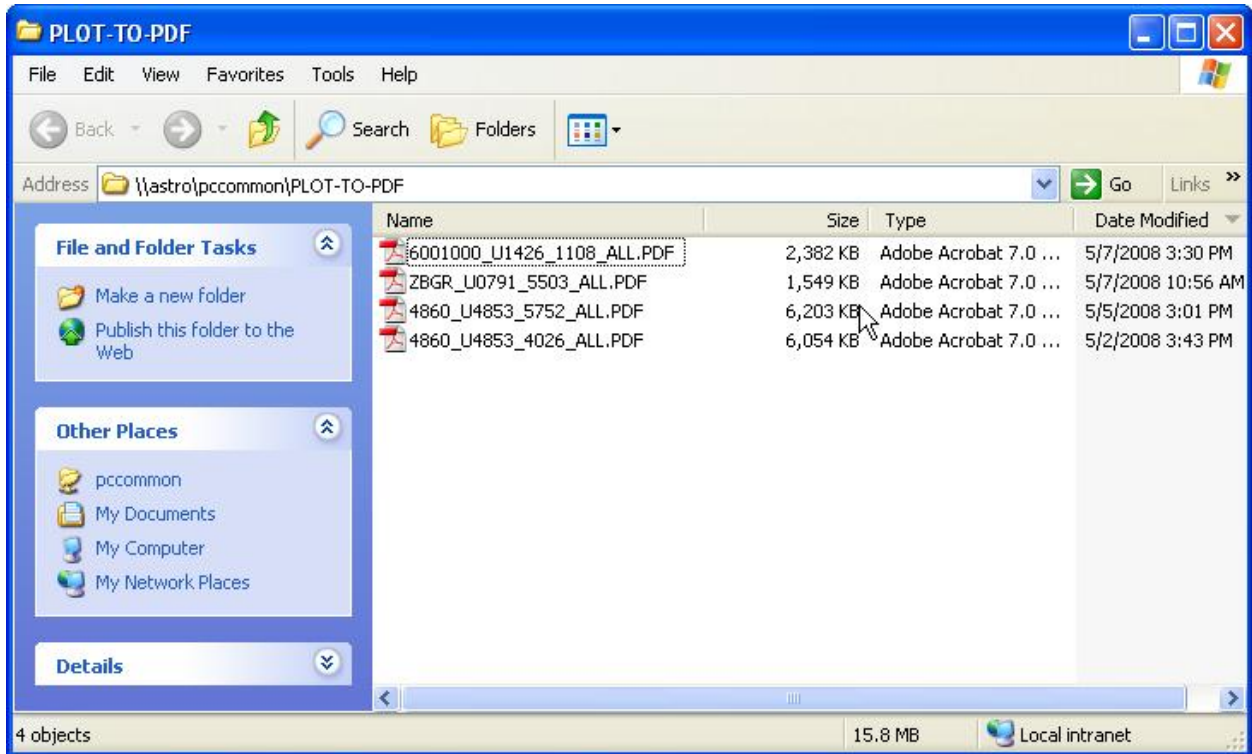


- ii. A *Confirm File Delete* window will be displayed as shown below.



- iii. Select the **Yes** button to complete the file deletion.  
Select the **No** button to cancel the file deletion.
  - iv. After selecting the **Yes** button, the file is deleted from the Plot-to-PDF share folder, as shown below.

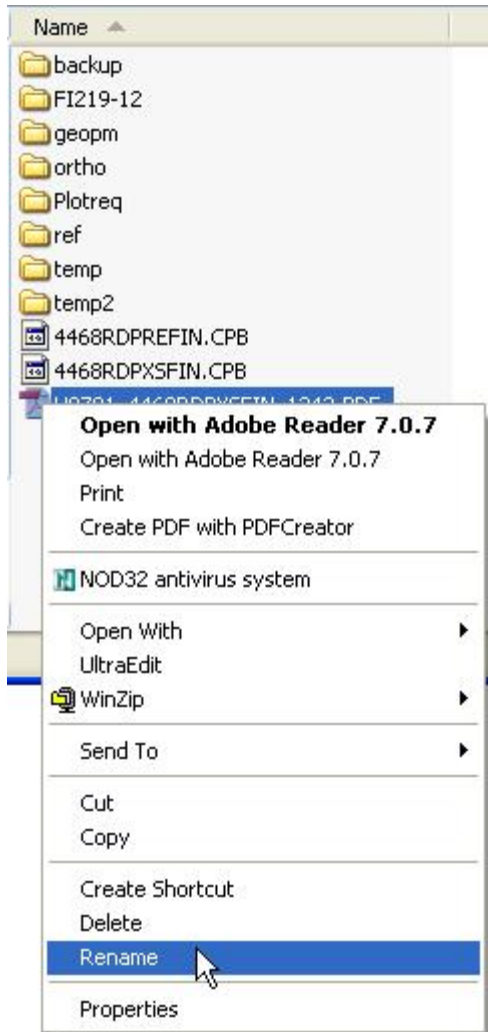
## MDT Docuplot PDF Creation Instructions



- d. You can now close the Plot-To-PDF window and go back to the Windows Explorer window showing the folder with the PDF for the plots and view the PDF.
12. If the file was saved to the C:\Dgn folder on your computer you may want to rename the file.
- a. Select the file and right-click on the file and select the *Rename* option, as shown below.



## MDT Docuplot PDF Creation Instructions

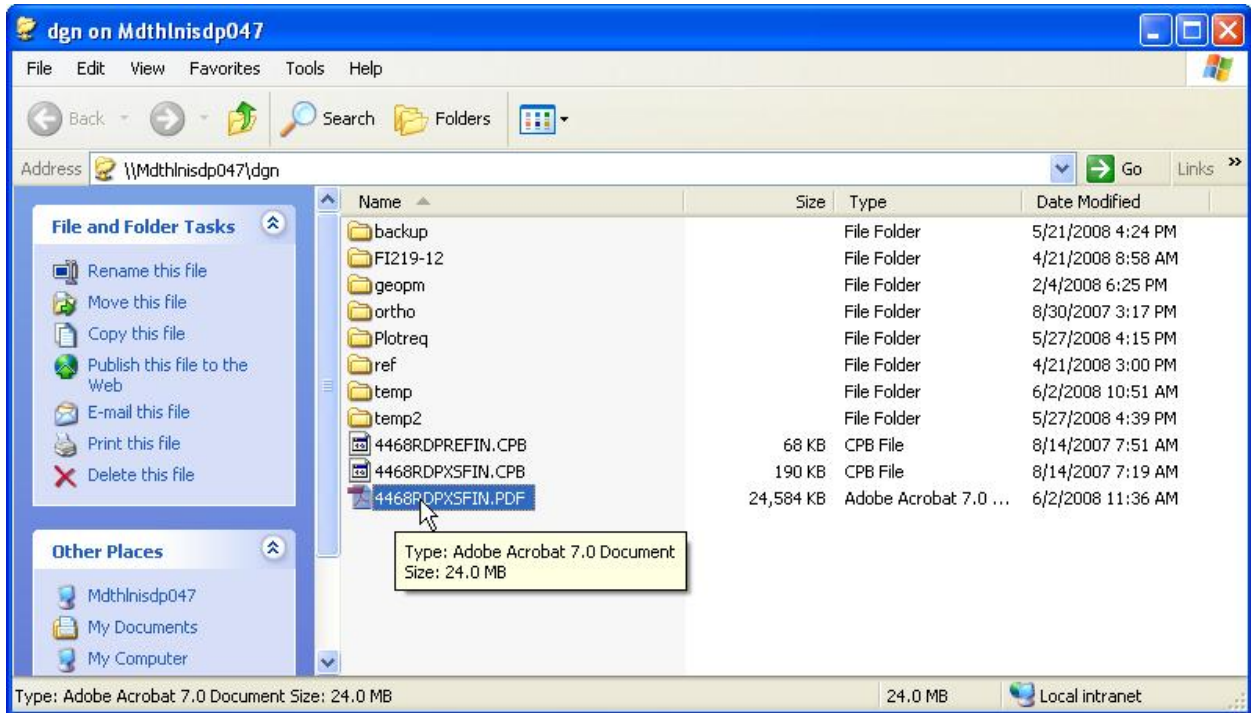


- b. Remove your User Number and the random number from the file name, as shown below.

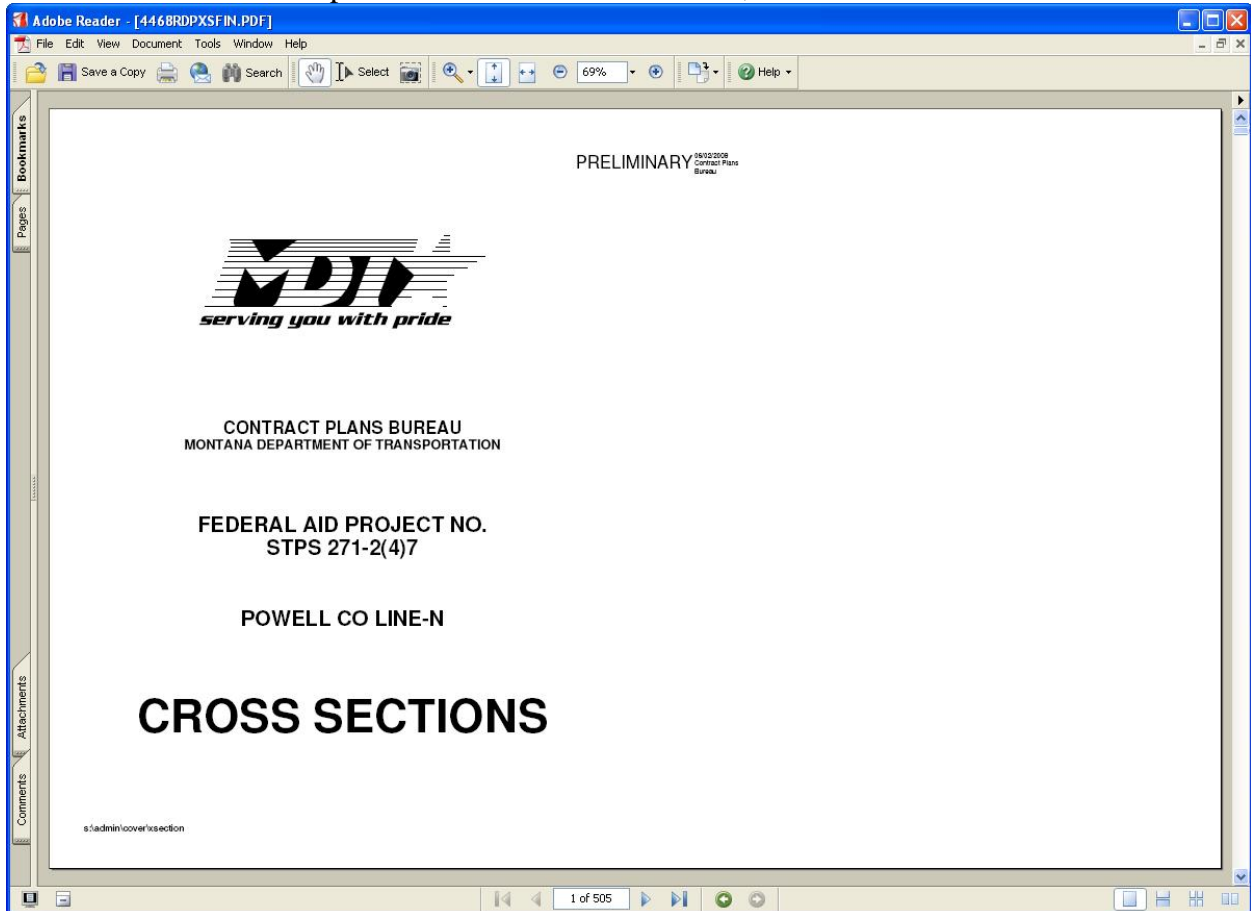
Name	Size	Type
backup		File Folder
FI219-12		File Folder
geopm		File Folder
ortho		File Folder
Plotreq		File Folder
ref		File Folder
temp		File Folder
temp2		File Folder
4468RDPREFIN.CPB	68 KB	CPB File
4468RDPXSFIN.CPB	190 KB	CPB File
4468RDPXSFIN.PDF	24,584 KB	Adobe Acrob

13. To view the PDF simply click on the file, as shown below.

# MDT Docuplot PDF Creation Instructions



14. The file will be opened in Adobe Acrobat Reader, as shown below.



You can now save the PDF of the plots back to DMS if you have named the PDF file correctly.

## **MDT Docuplot PDF Creation Instructions**

In this case, for example, since the file was named to match the CPB file used to create the PDF, the file could be saved in DMS with the current name.

The file can be viewed or printed in the same manner as other PDF documents.