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CHAPTER 11 - PDF CREATION & PLAN DELIVERY METHODS

11.1 – About Plan Delivery Procedures

When a project is ready for advertisement and construction, all the sheets in the plans need to be converted to PDF files. The PSERT Team will use these files for their inclusion in the Electronic Bid Solicitation. This Chapter will describe the methods that can be used to produce the PDF files.

11.2 – Sealing and Signing Policy

11.3 – Creating PDF's

There are two previous and one new method to create PDF files within MicroStation. The basic method is through MicroStation Print. The other method is through MicroStation Batch Plot. Print Organizer is now included in MicroStation V8i, and will replace the Batch Plot method. The basic method is typically used with single sheet or small print jobs. Batch Plot and Print Organizer methods enable the creation of multiple PDF and are used for larger print jobs and cross sections.

MicroStation Print

MicroStation Print is the most fundamental and basic way to create a print.

MicroStation Batch Plot – Old Method

Creating individual PDF files for cross sections using the MicroStation print method would be very time consuming. Using the Batch Print method makes this process much faster.

The following rules will help to make the batch plot PDF process more efficient:

- Rectangular MicroStation shape elements ("D_Plot_Shape plotting shapes") must be placed around each sheet outlining the areas within the dgn file to be plotted.
- Plotting shapes within each design file must be drawn into the file in exactly the order the PDF files are to be created.
- Duplicate or extra plotting shapes will generate extra PDF files and is not recommended.
- It is easiest to generate cross section PDF files from only one MicroStation file.

Print Organizer – Preferred Method

Print Organizer is now included in MicroStation V8i, and will replace the Batch Plot method. See Chapter 10.6.

11.4 - CADD Documentation

In the case when electronic CADD files are delivered to EFLHD, or when a developing project moves from one designer to the next, it is very important to provide proper CADD file documentation. It is ideal to maintain a “working” file to track important files. The files to track should enable another to understand which files are used to create all the design plan sheets. Additionally, it is important to track and describe the necessary files and locations to continue and edit the project’s design.

File Tracking

The **EFLHD Design Project Log** spreadsheet can be downloaded from the EFLHD Design Tool Kit. The Tool Kit is located on the Highway Design tab in the Design Resources section. To get the file,

M:\Apps\tools\Design Tool Kit\Highway_Design_File_Log

CADD Deliverables

It is imperative to follow the key components of this guide when CADD files are delivered. Maintaining the proper directory structure and file organization for a project, as described in **Chapter 2**, as well as file naming conventions must be followed.