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Chapter 22: File Exchange Procedures

Introduction

At the end of each project, Consultants will be required to submit their files to CFLHD. If these standards are followed, the Consultant will only need to write their directory structure to a CD and submit with only a brief description of chain names, profile names, and file naming convention.

When a project is ready for construction, all the sheets in the plans need to be converted to a postscript file. These files will be used by the Acquisitions Team in Program Administration for their inclusion in the Electronic Bid Solicitation. The following Workflows will describe the two methods you can use to produce these files.

Workflow 1: Creating PS Files Using Print/Plot

1. ***Get into MicroStation and call up the Print/Plot dialog using the MicroStation pulldown menus. (File > Print/Plot)***

Figure 22-1: MicroStation Print/Plot

2. ***Select the PostScript Plot Driver File.***
   The appropriate PostScript plot driver is *pscript_ebid.plt****. (Click here to download latest version of pscript_ebid.plt)***
   The currently selected plot driver is displayed in the Plotter: field located in the middle right of the dialog. If pscript_ebid.plt is not the current plot driver, then click on the Select Plot Driver icon (circled in red below), locate pscript_ebid.plt, and select it. For CFLHD employees It will be in d:\Bentley\Workspace\system\plotdrv\.postscript
   A pen table (date.tbl) that places the date, time, and file name along the left edge of any of the standard sheet borders is automatically attached when you select the pscript_ebid.plt plot

driver

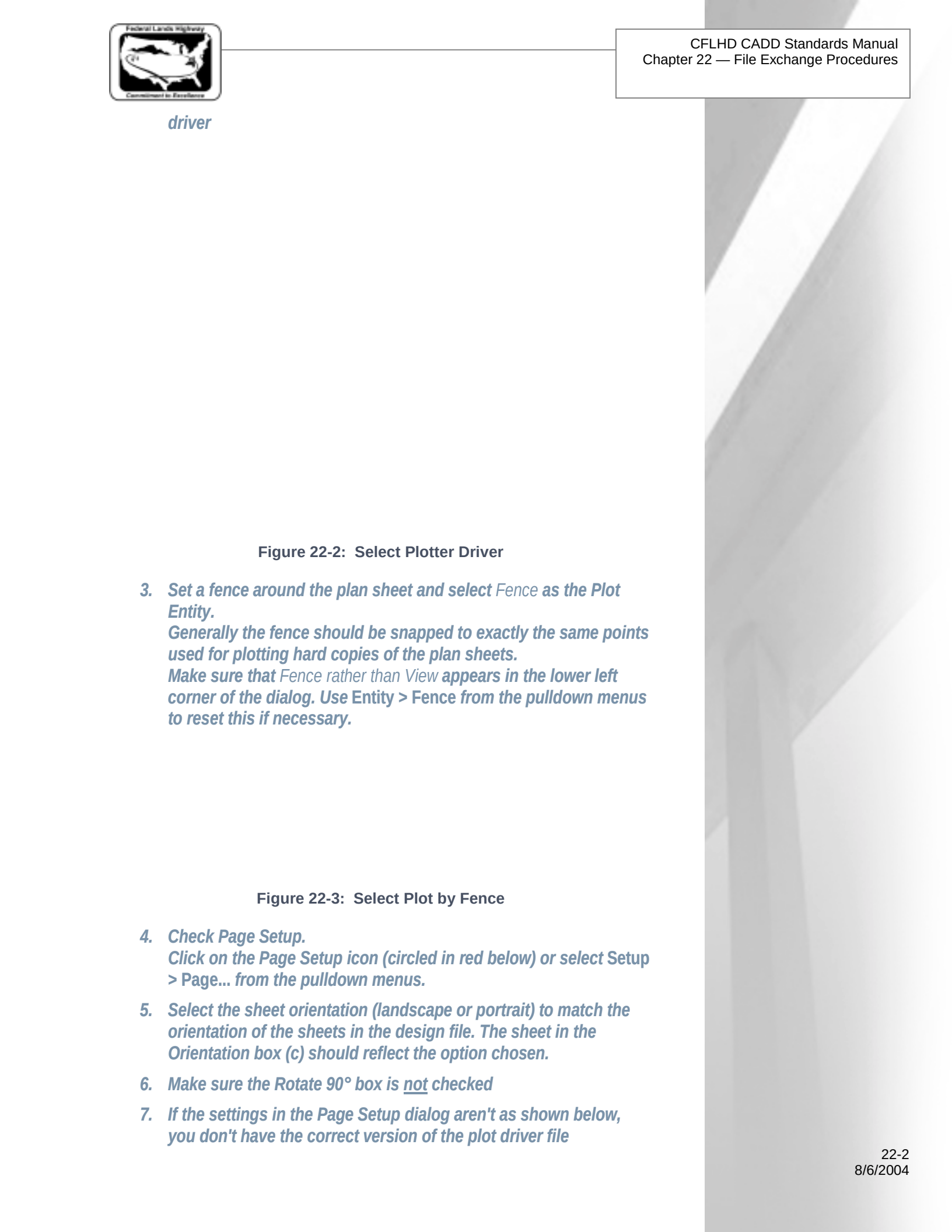

Figure 22-2: Select Plotter Driver

3. *Set a fence around the plan sheet and select* Fence *as the Plot Entity.*
   Generally the fence should be snapped to exactly the same points used for plotting hard copies of the plan sheets.
   Make sure that Fence *rather than* View *appears in the lower left corner of the dialog. Use* **Entity > Fence** *from the pulldown menus to reset this if necessary.*

Figure 22-3: Select Plot by Fence

4. *Check Page Setup.*
   Click on the Page Setup icon (circled in red below) or select **Setup > Page...** *from the pulldown menus.*
5. *Select the sheet orientation (landscape or portrait) to match the orientation of the sheets in the design file. The sheet in the Orientation box (c) should reflect the option chosen.*
6. *Make sure the Rotate 90° box is not checked*
7. *If the settings in the Page Setup dialog aren't as shown below, you don't have the correct version of the plot driver file*

(pscript_ebid.plt). The latest version of the plot driver can be downloaded from the link in step #2.
(You should only have to do this step once per MicroStation session.)

Figure 22-4: Page Setup

8. *Check Plot Layout*
   Click on the Plot Layout icon (circled in red below) or select **Setup > Layout...** *from the pulldown menus.*
   The two things to check here are:
9. *Scale to value should be set to 100*
10. *There should be very little, if any, white space around the blue rectangle in the middle of the dialog*
    (the white block represents the 11x17 paper and the blue rectangle represents the size of the plot for the current scale value)
11. *If the settings in the Plot Layout dialog aren't as shown below, you don't have the correct version of the plot driver file (pscript_ebid.plt). The latest version of the plot driver can be downloaded from the link in step #2.*
    (You should only have to do this step once per MicroStation session.)

Figure 22-5: Plot Layout

12. *Check Plot Options*
    Click on the Plot Options icon (circled in red below) or select **Setup > Options...** *from the pulldown menus.*
    Neither Fence Boundary nor Plot Border should be checked. If they are, uncheck them.
    (You should only have to do this step once per MicroStation session.)

Figure 22-6: Plot Options

13. *Preview the plot (optional)*
    Use **File > Preview** *from the pulldown menus or simply drag the bottom of the Print/Plot dialog straight down with the mouse.*

Figure 22-7: Plot Preview

14. *Create the PostScript plot file*
    Click on the Plot icon (circled in red below) or select **File > Plot** *from the pulldown menus.*
    The Save Plot As: dialog will pop up.
15. *Notice the directory where the PostScript files will be written. Change the directory if you want the PostScript file to go somewhere else.*
16. *In the Files: field type in a name for the PostScript file. Name the sheets so as to conform to the same naming convention as for .dgn files, but with the .ps extension. See the MicroStation chapter on file naming conventions for this information.*
17. *When you hit the OK button the PostScript file will be created.*

Figure 22-8: Save Plot As

Creating PS files for cross sections using the Print/Plot method would be very time consuming. Since the cross sections are usually plotted in one file, you can use the Batch plot method. To do this, you need to make sure the following four rules are followed.

- Rectangular MicroStation shape elements ("plotting shapes") must placed around each sheet outlining the areas within the dgn file to be plotted.
  The standard preference files for BatchPlot are set up to look for the plotting shapes with the following level/symbology: LV=61 CO=0 LC=2 WT=1.
- There should be no cross section sheets in a separate drawing that needs to be inserted within the sheets in your cross section drawing.
- Plotting shapes within a each design file must have been drawn into the file in exactly the order the PostScript files are to be created.
  For example, if the design file contains sheets number 5 through 8, then the first plotting shape drawn into the file must be around sheet 5, the second plotting shape drawn into the file must be around sheet 6, etc.
- Duplicate or extra plotting shapes are not allowed.

Workflow 2: Creating PS Files Using BatchPlot

1. *Make sure the design files to be translated are set up exactly as outlined in the four rules above. (If your design file contains GEOPAK cross-sections created with the standard cross-section layout files then it is already set up correctly.)*
2. *If you're BatchPlotting standard cross-section layout files, make sure to delete all the unused sheets cells from the design file. BatchPlot will plot each and every cross-section sheet cell in the design file regardless of whether or not there are actual cross-sections drawn in the sheet.*
3. *Call up the BatchPlot dialog from the MicroStation pulldown menus (*File > Batch Print/Plot*). The dialog will initially appear as shown below with the Printer, Plot Area, Layout, and Display specifications set to Default.*

Figure 22-9: Batch Plot

4. *Select the settings for creating PostScript files. There are pre-defined BatchPlot settings files that should be used.*
5. *The appropriate settings are selected by choosing* File > Open...

   from the pulldown menu (or the button) to bring up the Open Job Set File dialog, as shown below.
6. *In the list box at the left of the Open Job Set File dialog select either* postscript_files_landscape *or* postscript_files_portrait *to match the orientation of the sheets in the design file, and then click on the OK button to attach the settings.*
   (Note: If you don't see the postscript_files_landscape *and* postscript_files_portrait *selections in the Open Job Set File dialog, it most likely means that you don't have the latest*

*BatchPlot settings files on your computer. Click here to **download the latest versions** of these files.)*

Figure 22-10: Open Job Set

7. *The Open Job Set File dialog will disappear and the BatchPlot dialog should appear as shown below with Printer set to either PostScript Files, Landscape or PostScript Files, Portrait to match the design file sheets, and Plot Area, Layout, and Display set to PostScript Files.*

Figure 22-11: Landscape Plots

8. *Select the design file(s) where the plan sheets are drawn.*

9. *Use* **Edit > Add Files...** *from the pulldown menus (or the button) to bring up the Select Design Files to Add dialog, as shown below.*

10. *In the Select Design Files to Add dialog, navigate to the directory where the design files reside.*

11. *Select the file(s) with the plan sheets you want to create PostScript versions of.*

12. *Click on the Add button to add the file(s) to the Selected Files list at the bottom of the dialog. (Note: The files will be plotted in the order they appear in the Selected Files list.)*

13. *Click on the Done button to return to the main BatchPlot dialog.*

Figure 22-13: Add Files

14. *The selected files should now appear in the Design Files to Plot section of the main BatchPlot dialog, as shown below.*

Figure 22-14: Landscape Plots

15. *Run BatchPlot to create the PostScript files. Select* **File > Print...**

    from the pulldown menus (or the button) to begin creating the PostScript files. The dialog shown below should immediately pop up. Make sure the Print Range is set to All, and then click on the OK button to start the processing.

Figure 22-15: Print Dialog

16. *The MicroStation window should begin flashing and the Percent Complete window should pop up.*

Figure 22-16: Percent Complete

17. ***When processing is completed, there will be a message in the MicroStation status field summarizing the results of the procedure. Ideally the status message will indicate that there were no failures, as in the example shown below. If, on the other hand, the status message indicates that there were failures, check the BatchPlot log file (ustation\out\plot\batchplt.log) for details.***

18. ***If everything worked correctly there should now be one PostScript file per plan sheet in your project directory. The PostScript files should be named XSS000.ps, XSS001.ps, XSS002.ps, etc.***

You will need to check that all postscript files were created properly by running them through Acrobat Distiller to create .pdf files.

As part of the final submittal of a project. The designer will need to create a CD that has the following:

- .PDF of every plan sheet
- .PS of every plan sheet
- All quantity spread sheets and reports
- Staking reports.

This CD will be provided to the Construction Engineer as part of the Project Engineer's Notebook.