

## Instructions for Creating PDF Files

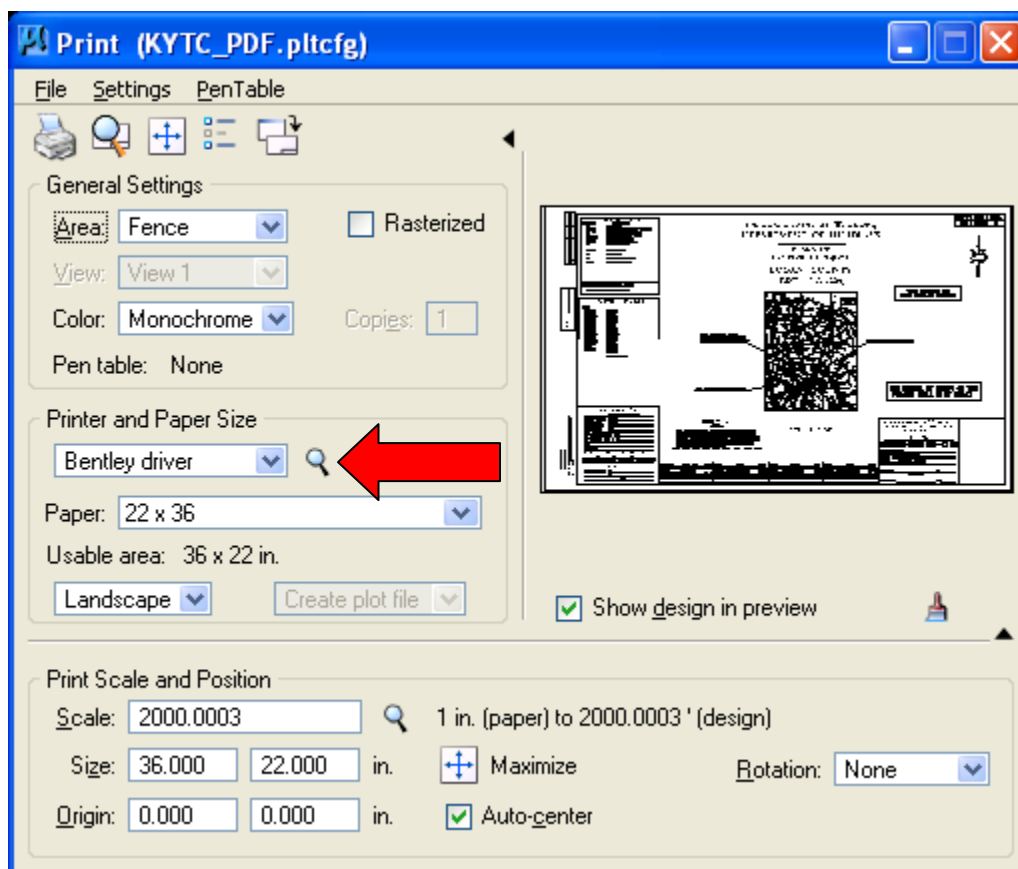
To create individual PDF files:

Open MicroStation File

Fence the Sheet that you want to make a PDF of.

File > Print

Under Printer and Paper Size click on the search button (magnifying glass)



For KYTC employees go to Common Files\Graphic Standards Workspace\Graphic Standards (Current)\Plotting\KYTC\_PDF.pltcfg

For Consultants go to C:\KYTC\_CADD\_Standards\KYTC\_Resource\Plotting\KYTC\_PDF.pltcfg

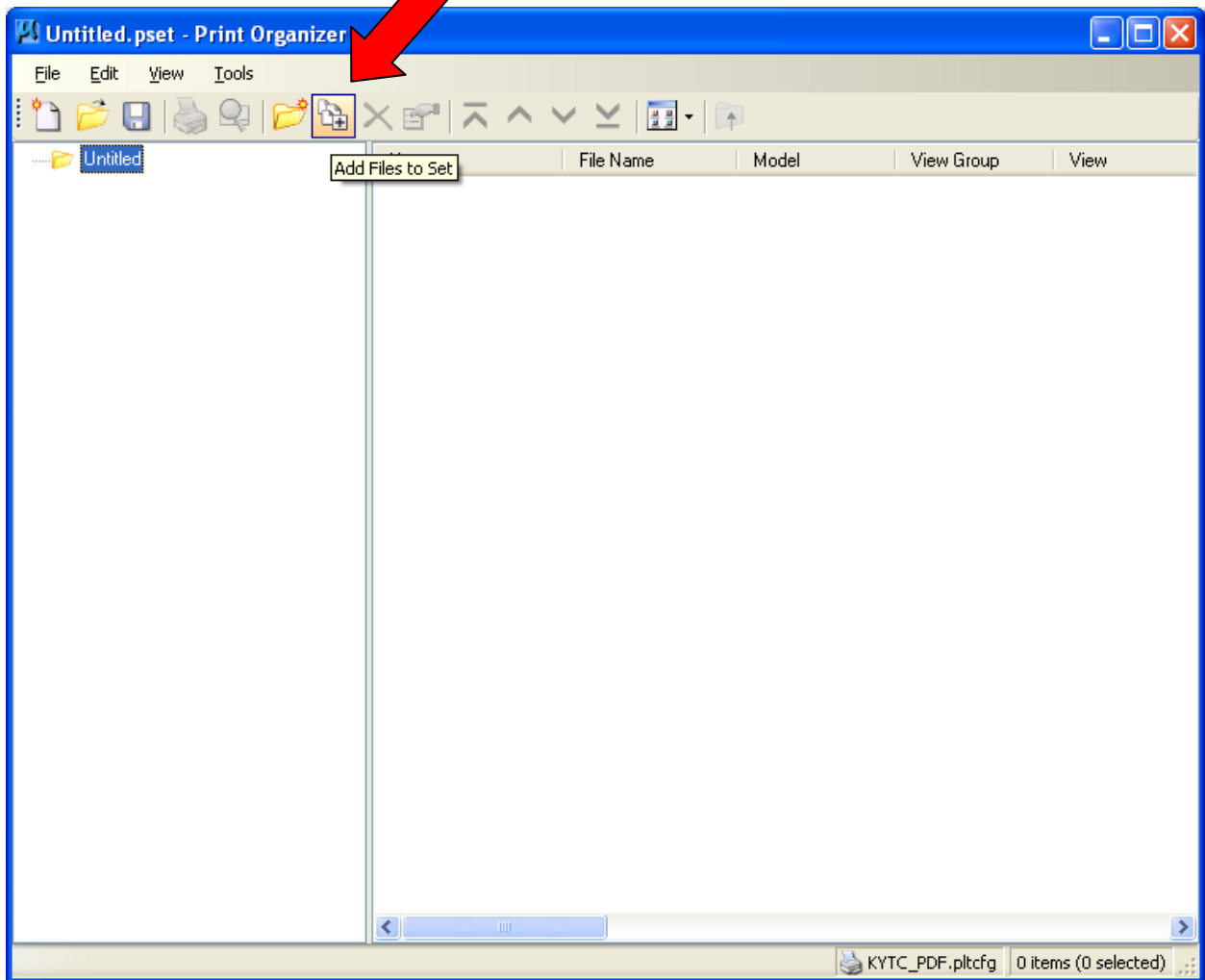
After you have chosen the KYTC\_PDF.pltcfg file you can just hit print to create your PDF file according to KYTC standards.

To create a PDF file from multiple files:

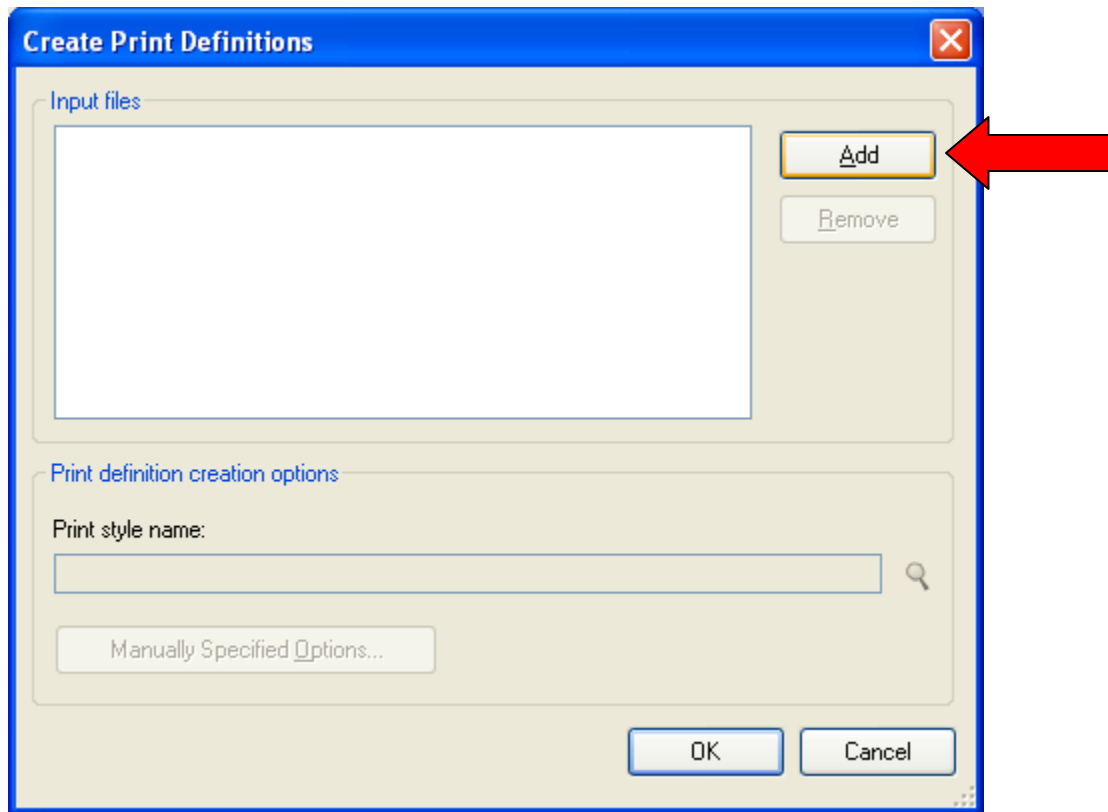
Open MicroStation File

Go to File > Print Organizer

Select the Add Files to Set Button

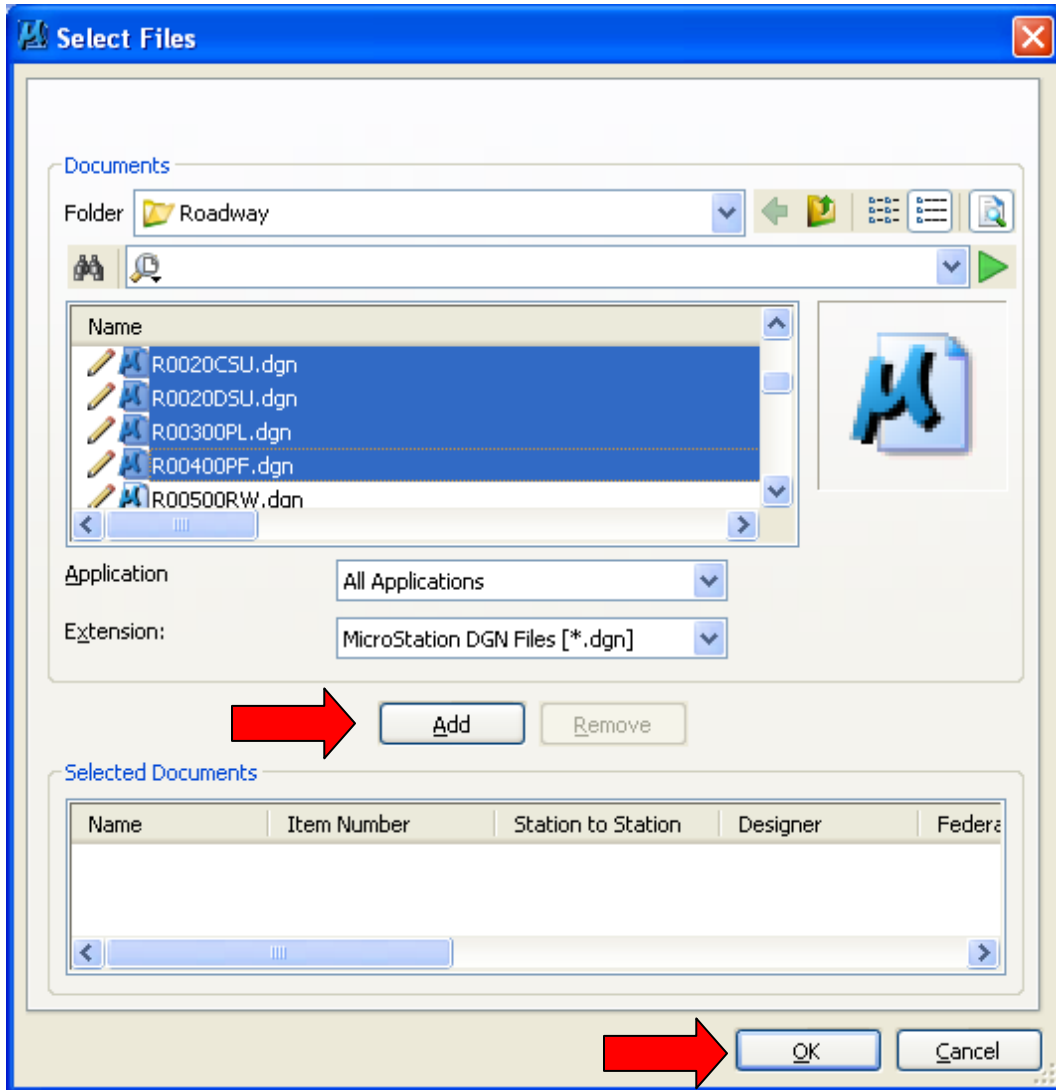


On the Create Print Definitions dialog box click on Add.



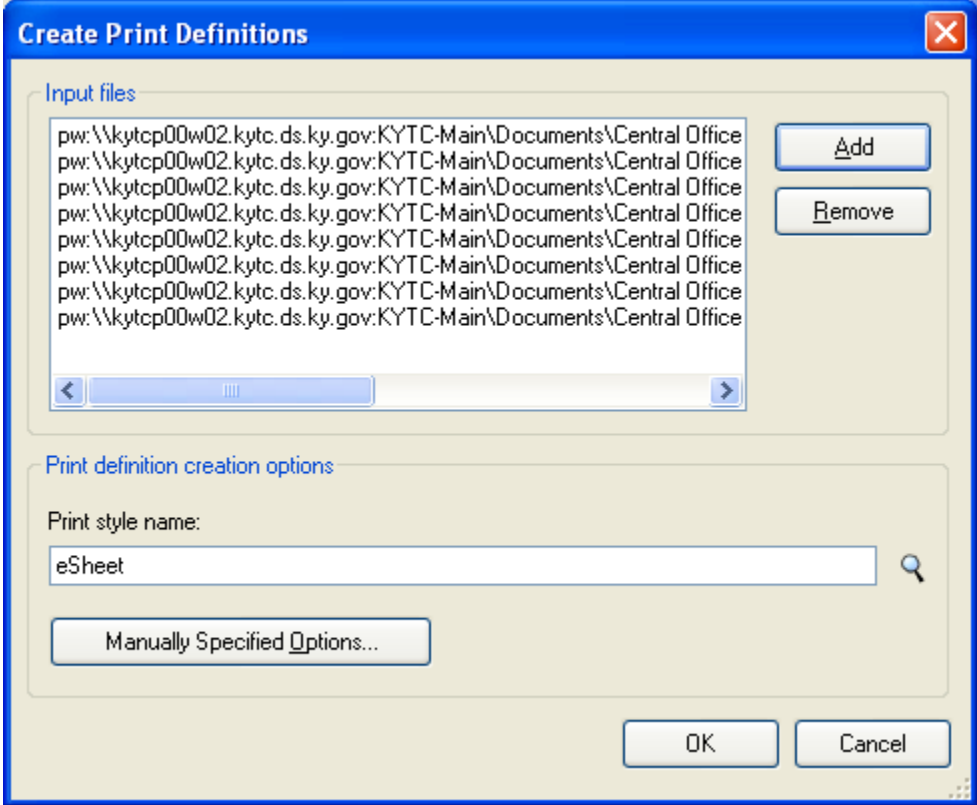
On the Select Files dialog box, browse to the folder where the files you want to use to create your PDF file are located.

Select the files you want included in your PDF File and click on Add. After your files appear in the selected documents window then click OK.



On the Create Print Definitions dialog box select the search button (magnifying glass) in the Print definition creations options. Click on the eSheet Print Style Name and click OK.

Click OK on the Create Print Definitions dialog box.



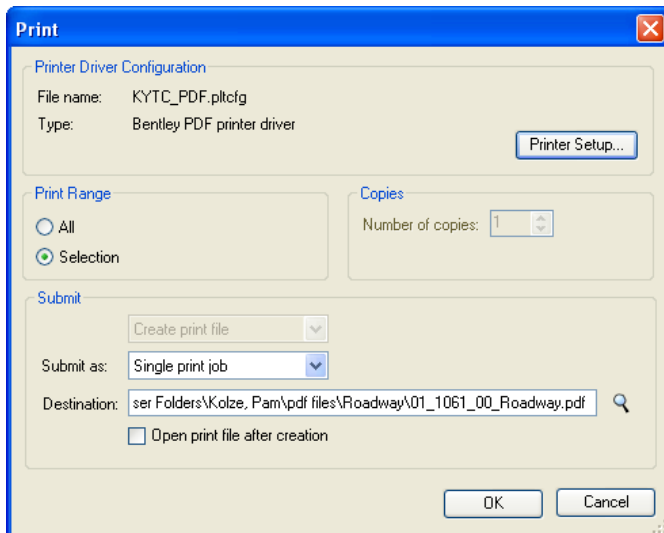
On the Print Organizer dialog box click on File > Print

In the Printer Driver Configuration Section the file name should be KYTC\_PDF.pltcfg.

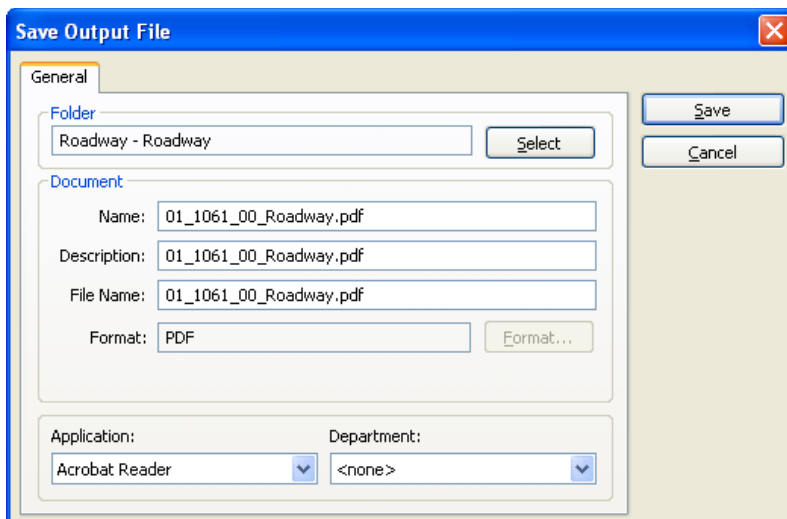
If it is not, click on the Printer Setup button. Select the search button and browse to:  
C:\KYTC\_CADD\_Standards\KYTC\_Resource\Plotting\KYTC\_PDF.pltcfg

In the Submit section:

Click the arrow next to “Submit as” to choose if you want all the files in one PDF file (Single Print Job) or if you want each file to be an individual PDF file (Separate Print Jobs).



Select the search button next to “Destination” to choose where you want to save the PDF File(s) and to name the PDF file. Then Click Save.

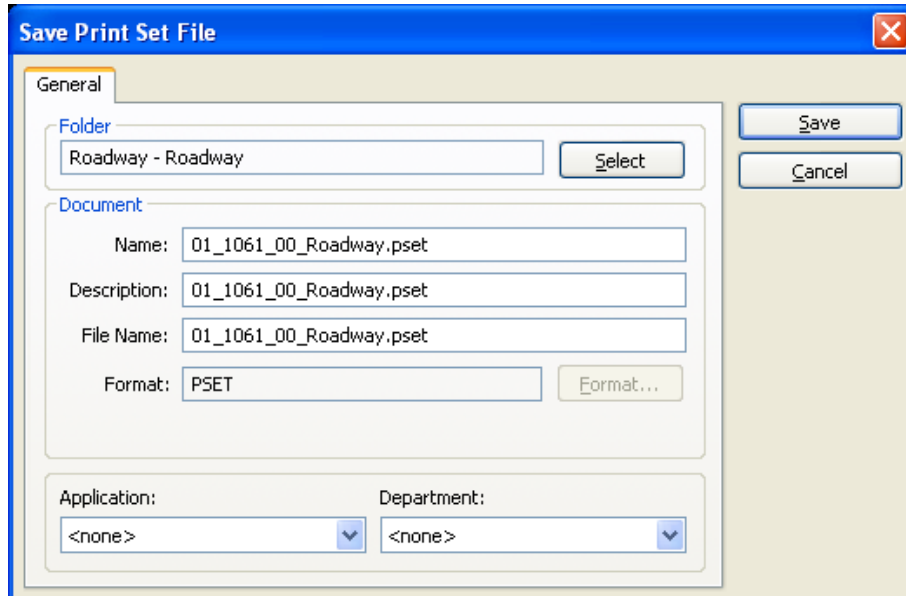


Click OK on the Print dialog box and your PDF file will then be created.

Once your PDF file is created, you will be returned to the Print Organizer dialog box.

To save your .pset file select File > Save.

Choose the folder that you want to save your .pset in and select a name for your .pset file.



Your .pset file will be saved and available for you to use to create PDF files at a later date. Any changes you make to your files will also show up in any PDF files that you create from your .pset after the changes are made.