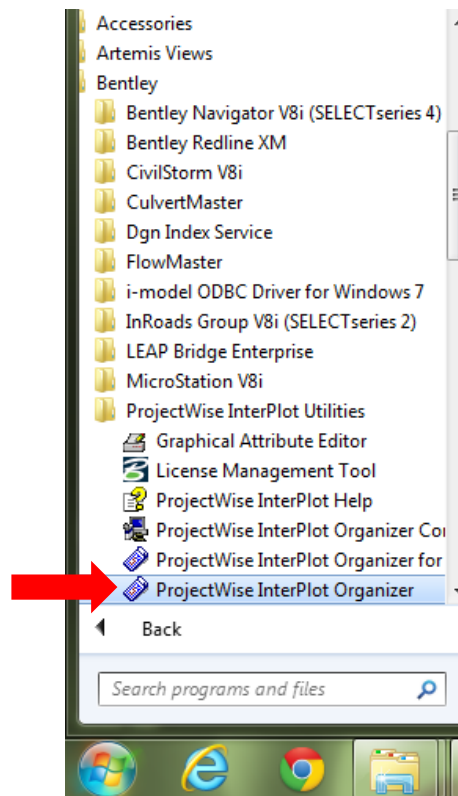


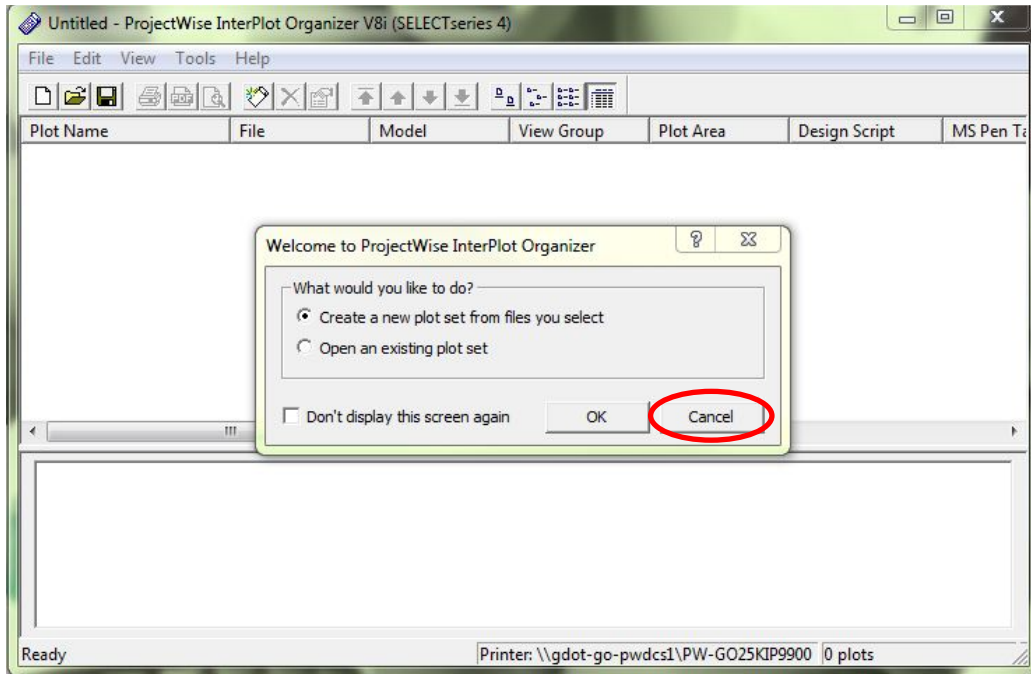
Plotting PDF files stored in ProjectWise

KIP Request and KIP Print applications cannot navigate to files stored within ProjectWise. To plot hard copies of PDF files generated from either MicroStation V7 or V8i, you will use ProjectWise InterPlot Organizer. You may also use Adobe Reader to plot single sheets. Special instructions for plotting in Adobe can be found at the end of this document.

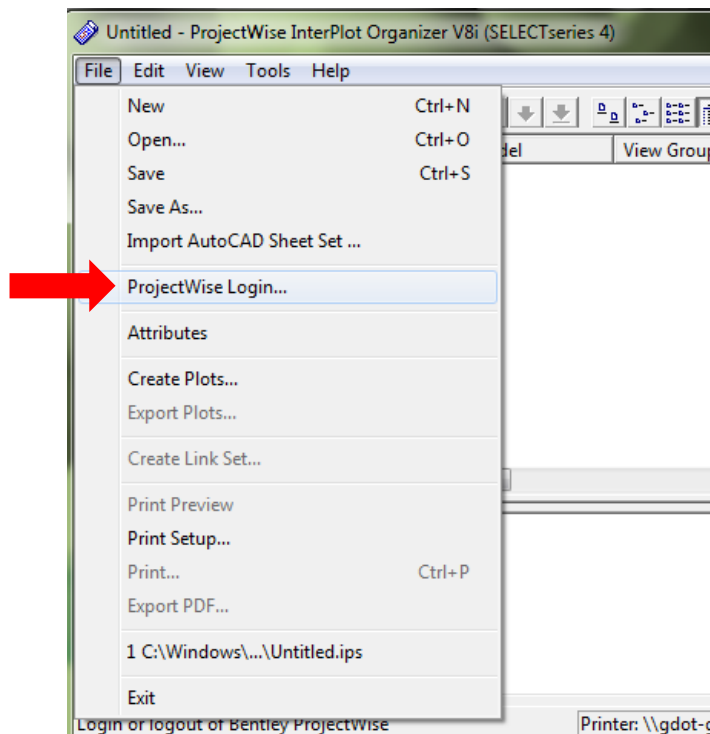
From the Start menu, open **ProjectWise InterPlot Organizer** by going to All Programs>Bentley>ProjectWise Interplot Utilities.



The ProjectWise Interplot Organizer V8i (SELECTseries 4) window will open. There will be a Welcome window that asks: What would you like to do? Click **Cancel**.



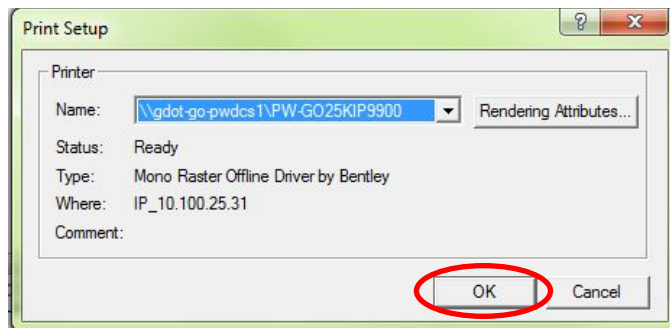
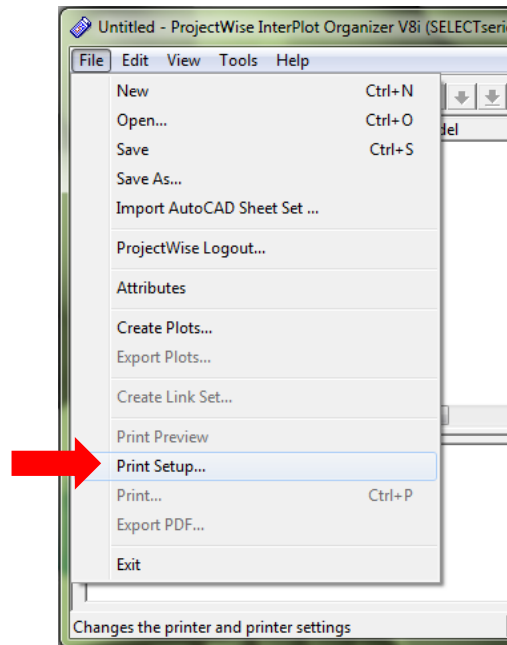
Go to **File>ProjectWise Login**.



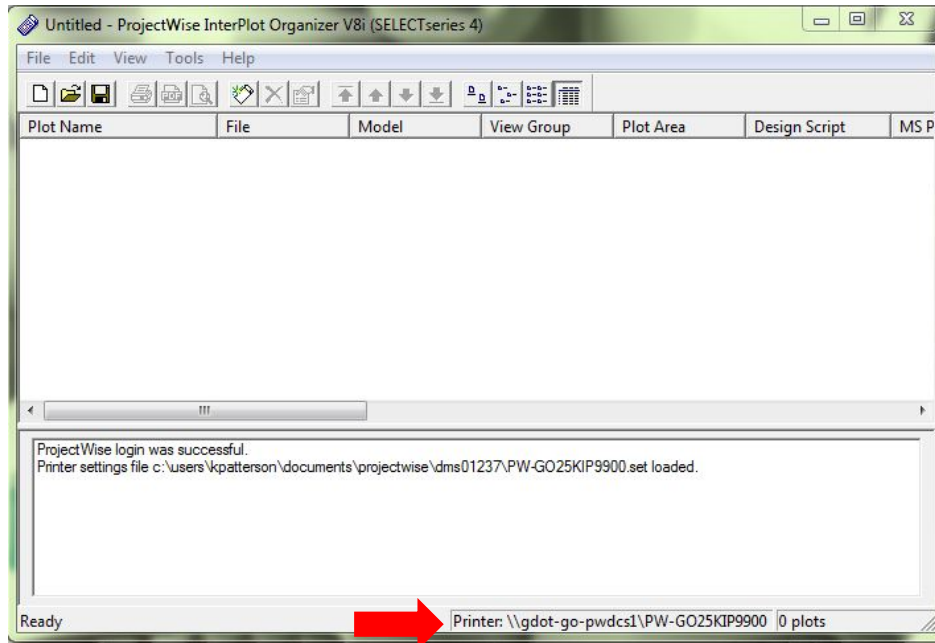
This will connect the InterPlot Organizer application to ProjectWise so you can select your PDFs saved in your ProjectWise project. Make sure the Datasource is set to **ProjectWise**, then **check the box** for Use Windows Single Sign-On (no password required), then click **Log in**.



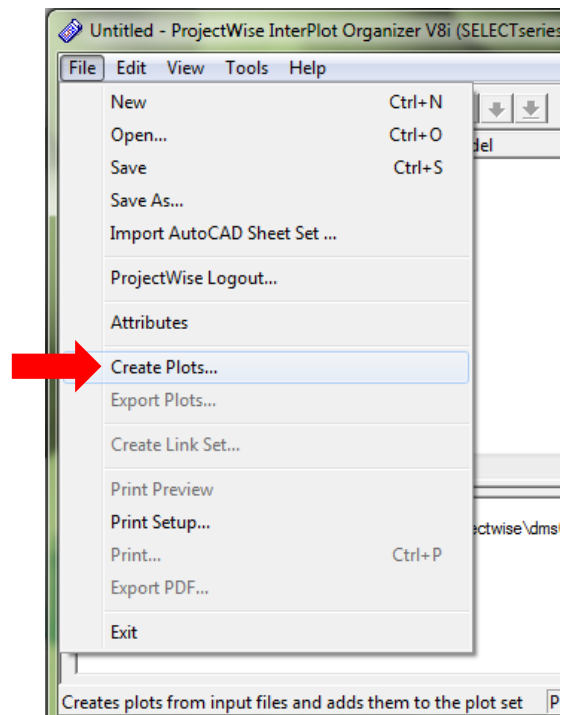
Go to **File>Print Setup** to select a printer for ProjectWise (ones that begin with PW-). Click **OK**.



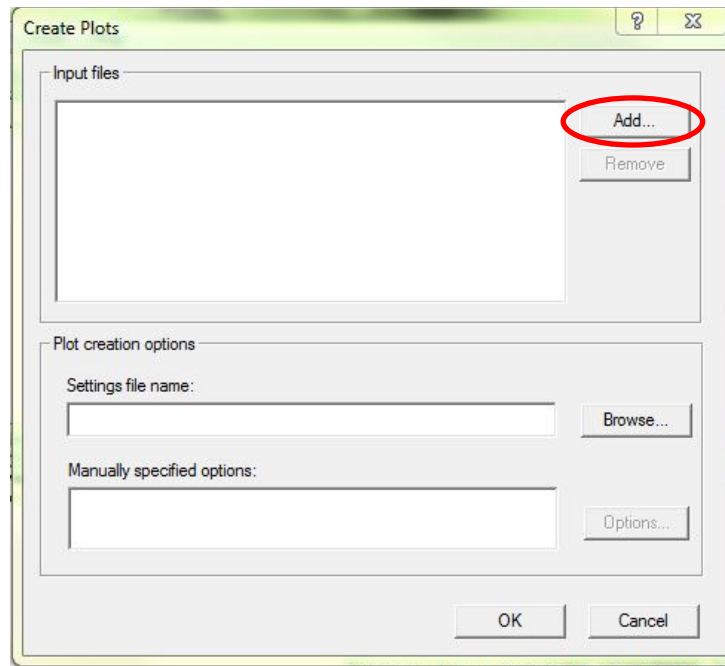
The current selected printer will display at the bottom of the InterPlot Organizer window.



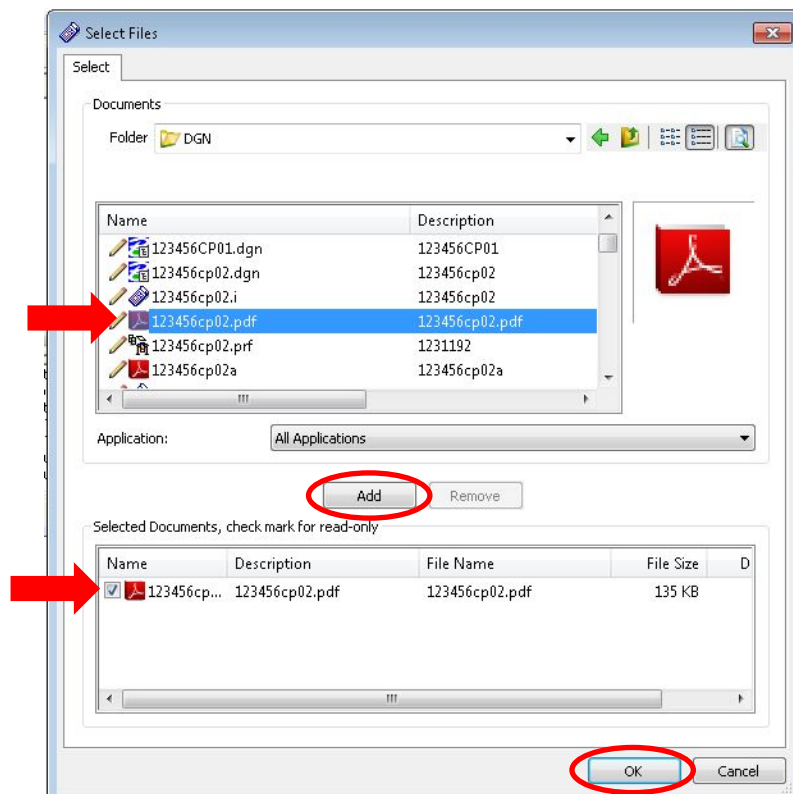
Go to **File>Create Plots**.



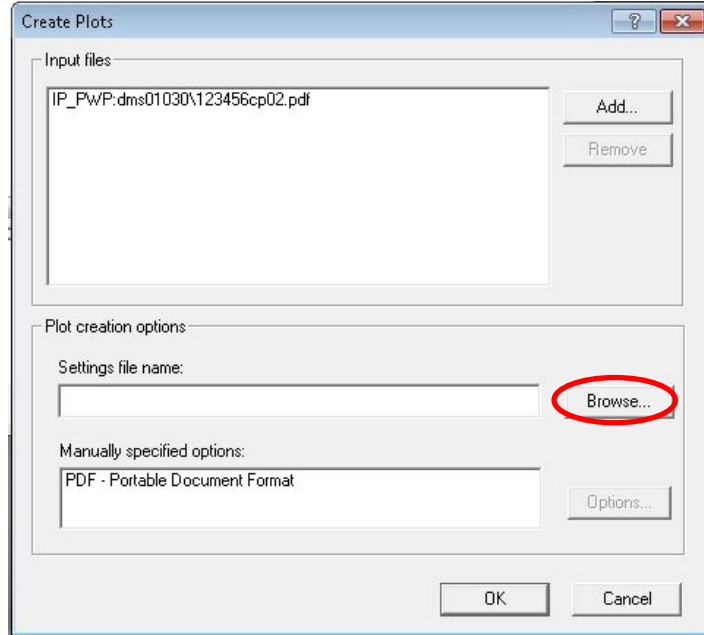
In this window, you will select the PDF files from ProjectWise. Click **Add**.



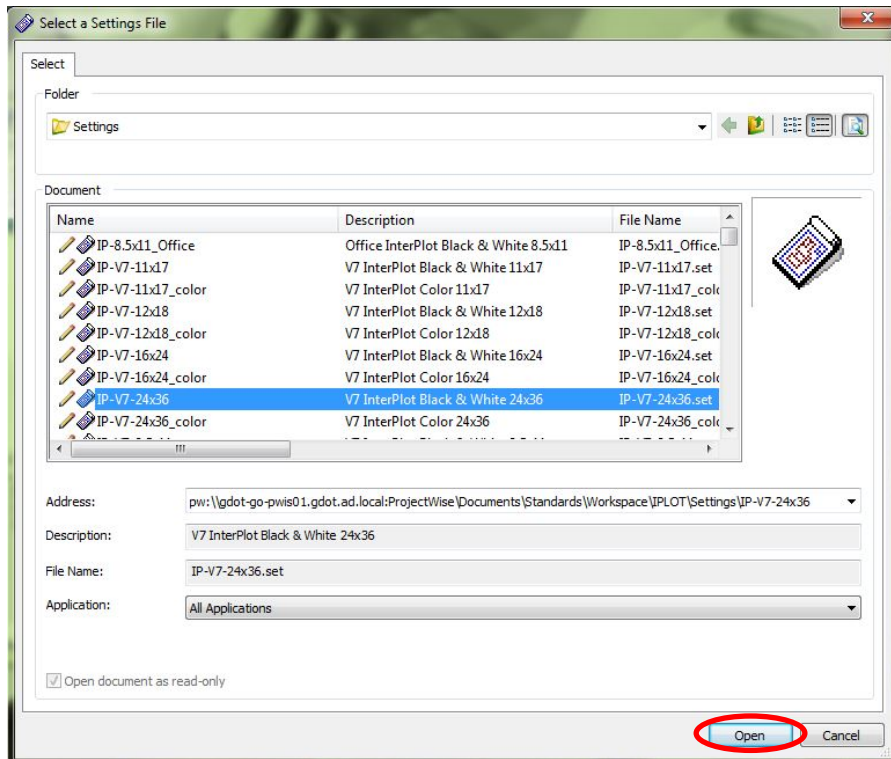
Navigate to the folder in ProjectWise where your PDFs are saved. Select the PDFs in the Documents area and then click **Add** to show them in the Selected Documents area at the bottom of the window. Click **OK** when all PDFs desired for plotting are selected.



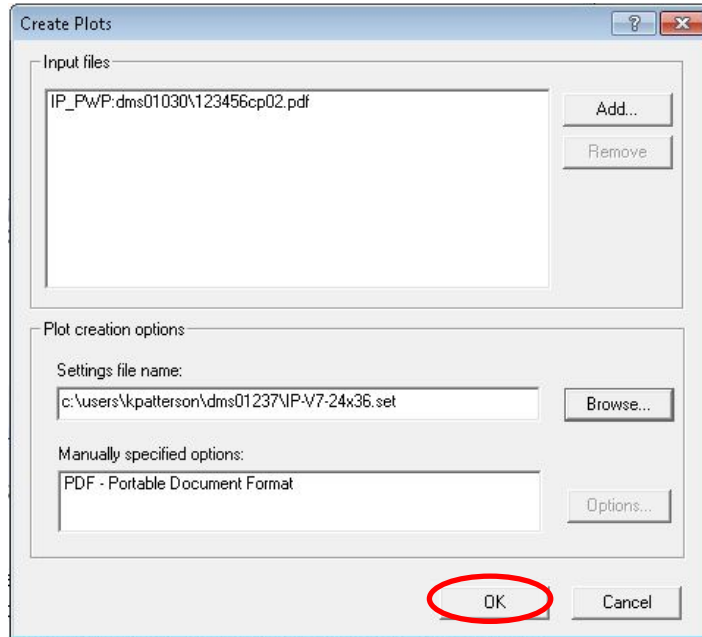
Select the appropriate settings file by clicking the **Browse** button.



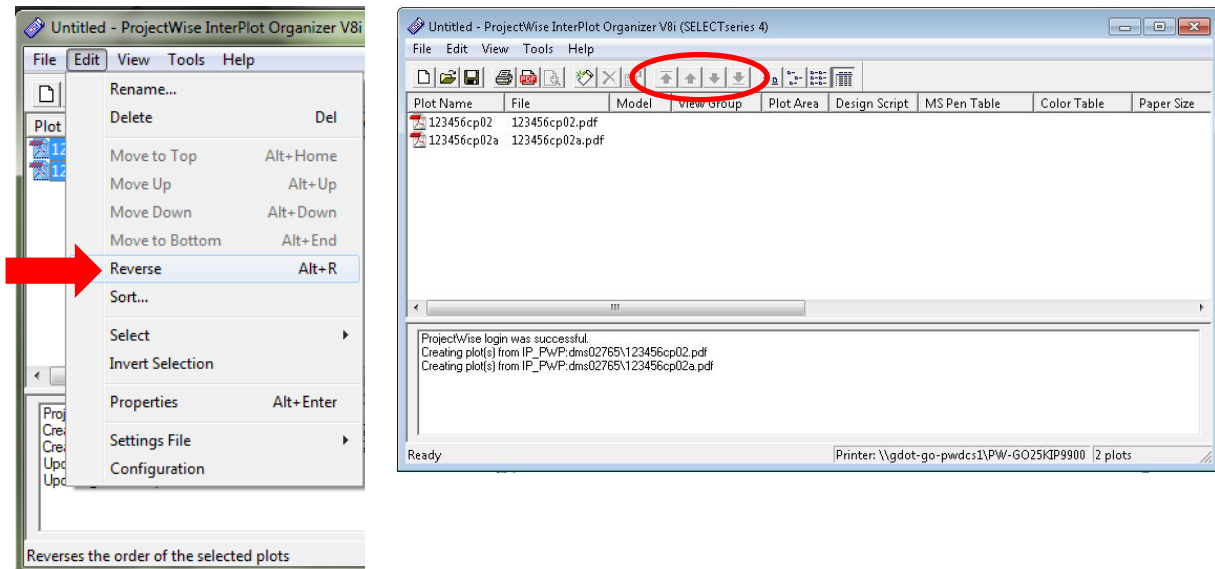
The window appears for selecting the settings file. The ProjectWise location of the settings files are in **Standards>Workspace>IPL0T>Settings**. Choose the appropriate V7 settings file that matches your desired output. The settings files have options for MicroStation version (V7 or V8), utilities files (UT), using snapshot view 1 instead of the GPlot view (SS), and paper sizes. Once you have determined the correct settings file, click **Open**.



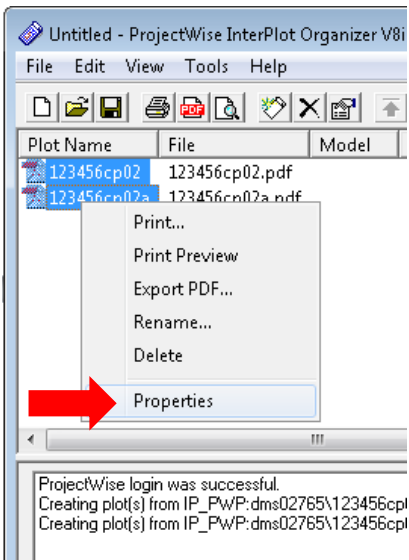
Click **OK** to close the Create Plots Window.



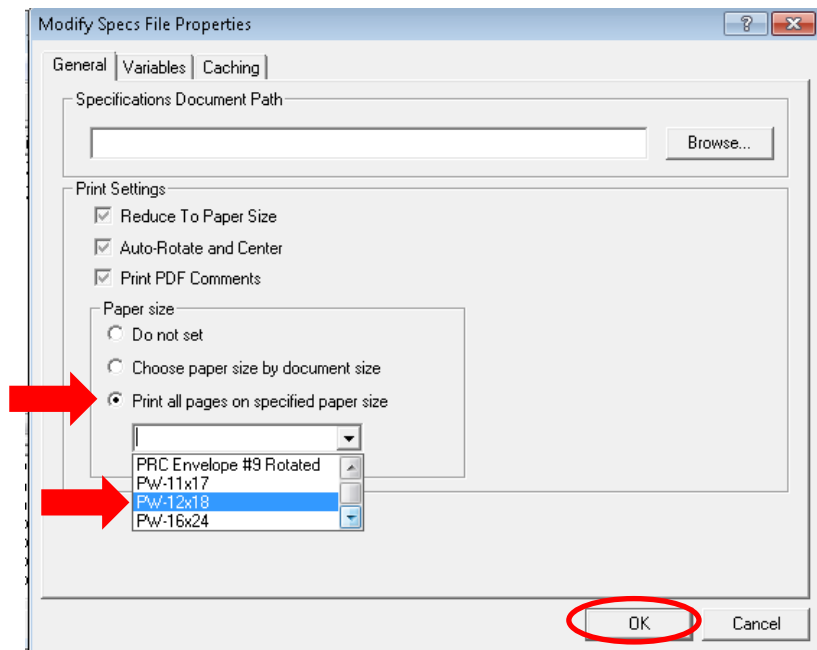
You will see the selected files list in the InterPlot Organizer window. The files can be reordered to output in the correct order. You will want to place them in reverse order in InterPlot Organizer to come out of the plotter in descending order. To reverse the order, select all PDF files and go to **Edit>Reverse**. To modify the order of single files in the list, use the **Arrow icons** at the top of the window to move selected files up or down.



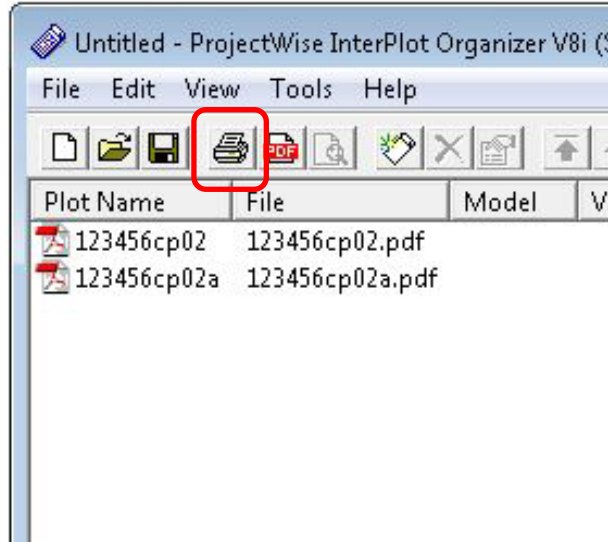
The PDF files are typically saved full size. If you desire a **half size set**, select all the PDFs then right click and select **Properties**.



The Modify Specs File Properties window will appear. For half size plots, choose **Print all pages on specific paper size** and then choose the correct half size paper size, such as PW-12x18. Always choose a paper size that begins with **PW-** when using InterPlot Organizer. Then click **OK**.



To send these PDFs to the plotter for hard copies, click the **Print** icon or go to **File>Print**.

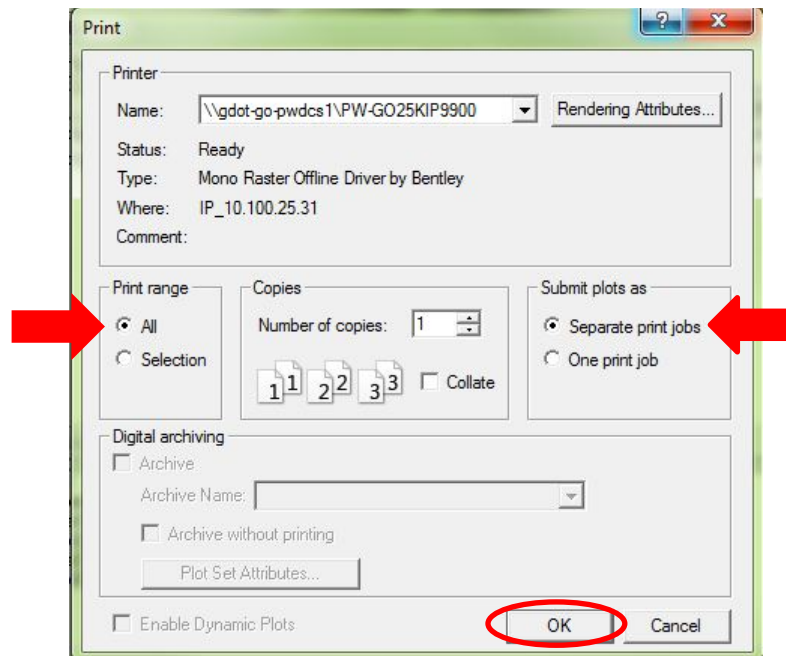


The Print Window will appear which will show the printer selected earlier on.

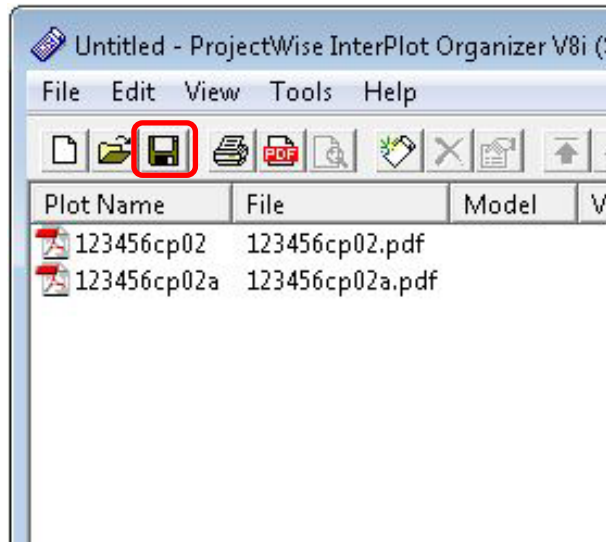
Be aware of the **Print Range** selection: if you have only certain plots selected in the InterPlot Organizer window, it will only plot those selected files when **Selection** is chosen. To make sure the entire set will plot, choose **All**.

The **Submit Plot As** section determines how the job will be sent to the printer. **Separate Print Jobs** will send each PDF as individual files to the printer, so other users' print jobs could get intermingled with yours if sent at the same time. **One Print Job** will send the set as one process to the printer so the set will come out all together.

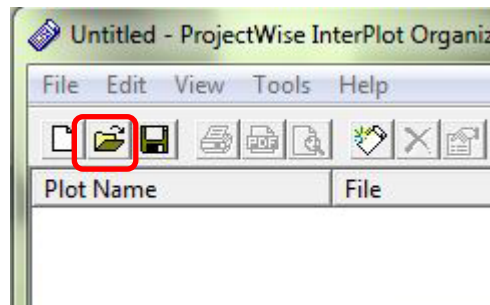
When you have finished your selections, click **OK** to send the plots to the printer.



You have the option to save this InterPlot Organizer set to recall and reuse later which will retain your ordered list of PDFs and the settings that have been applied. Just click the **Save** icon or go to **File>Save** or **File>Save As** and save the IPS files into your project in ProjectWise.



To open the .ips file in the future, open InterPlot Organizer, login to ProjectWise and select the **Open** icon or go to **File>Open**.

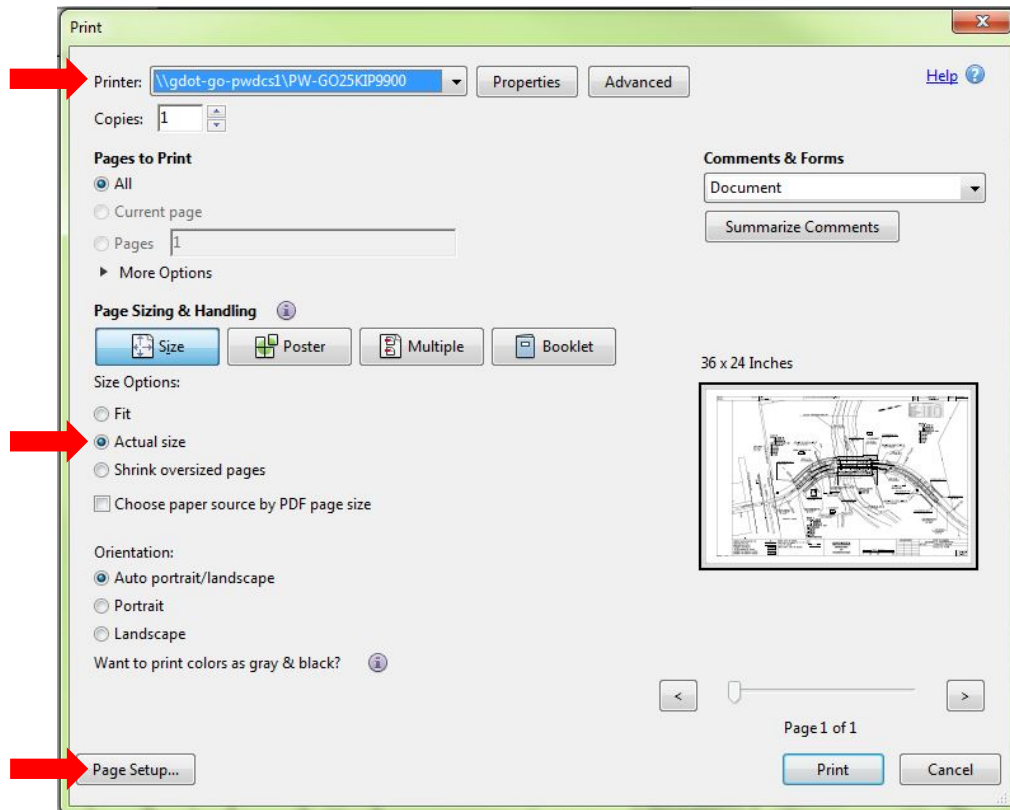


Plotting Single Sheets in Adobe Reader

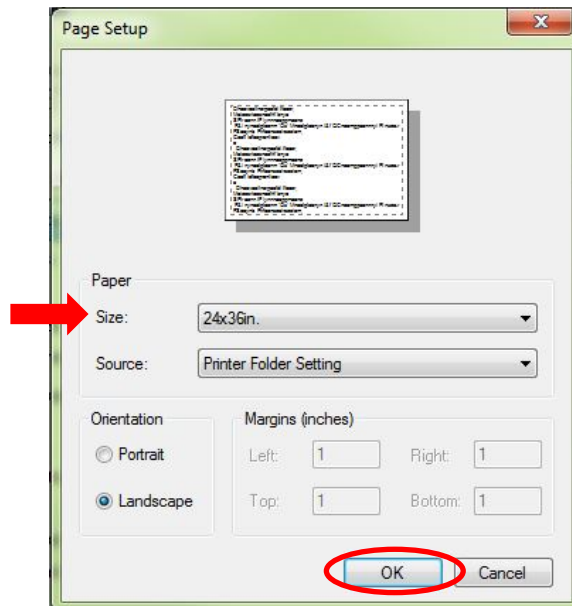
Open the PDF in Adobe by double-clicking the document in ProjectWise Explorer. Select **File>Print** to open the Print window.

Select the appropriate large format plotter for your location. You may use the plotters for ProjectWise that begin with PW.

Select **Actual Size** in the Size Options Area.



Click the **Page Setup** button at the bottom of the Print Window to display paper size options.



Be sure to choose the **24x36in paper size** – NOT the PW-24x36 paper size. The PW paper size modifies the margins which will output the wrong scale plot from Adobe.

Click **OK** to close the window after selecting the paper size.

Click **Print** to send the PDF to the plotter for printing.