

# Print Organizer – Active File

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## Description

Batch print from active file.

## Requirements

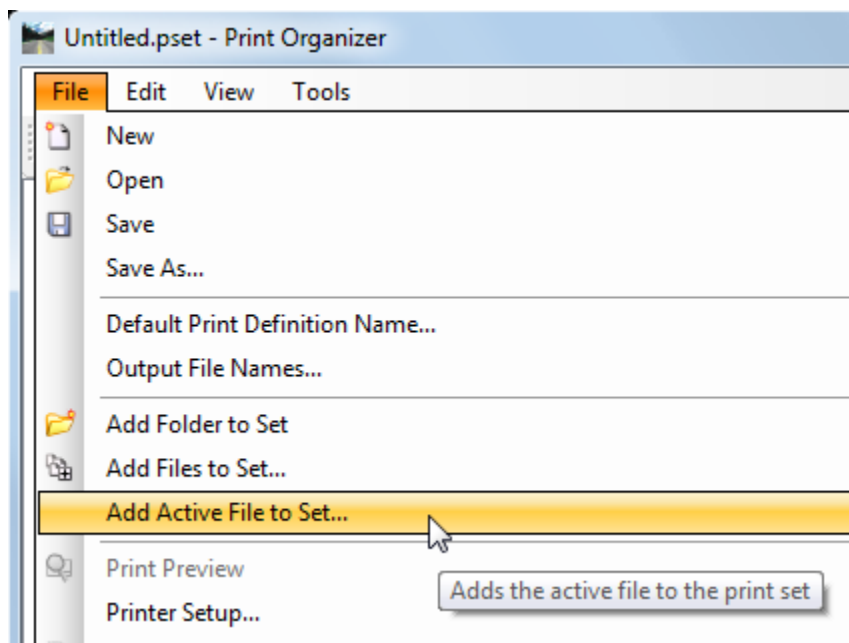
Must be working in a CAD file opened thru Bentley ProjectWise.

Plot shape requirements are:

1. Level = border organizer shape
2. Color = 191
3. Line Style = 6
4. Weight = 0

## Instructions

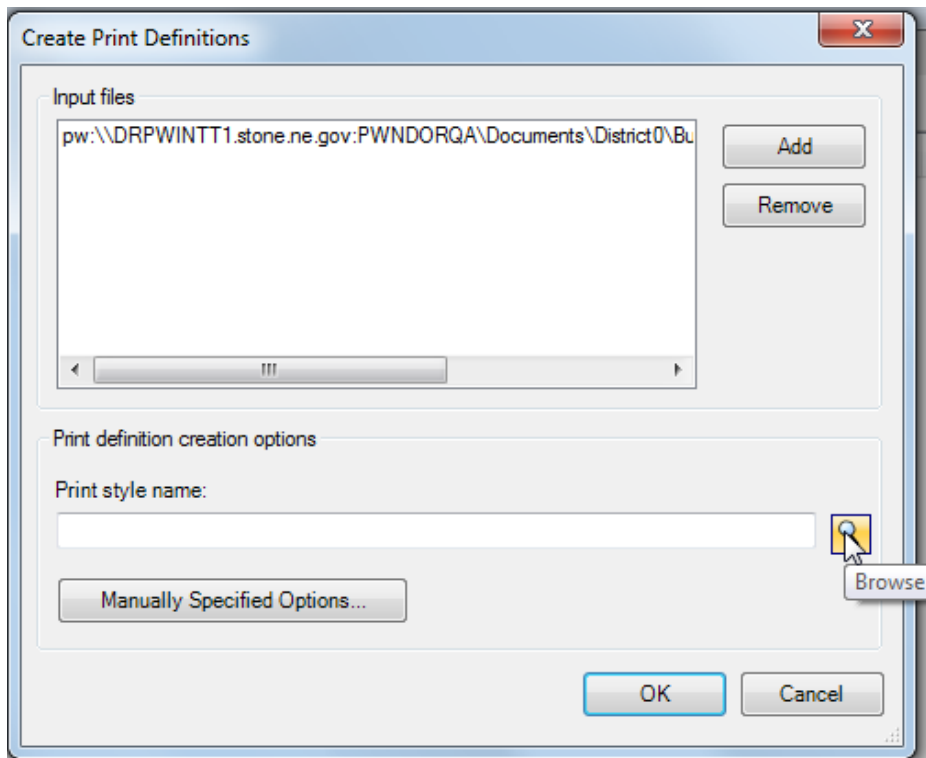
1. Place plot shapes in the design file where needed.
2. Start Print Organizer.
3. Click on File and Add Active File to Set...



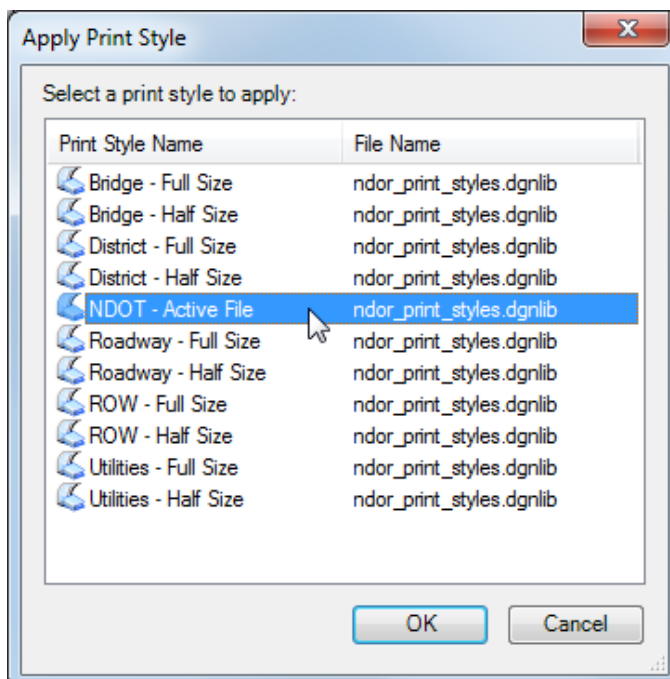
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4. Browse to select Print Style Name.



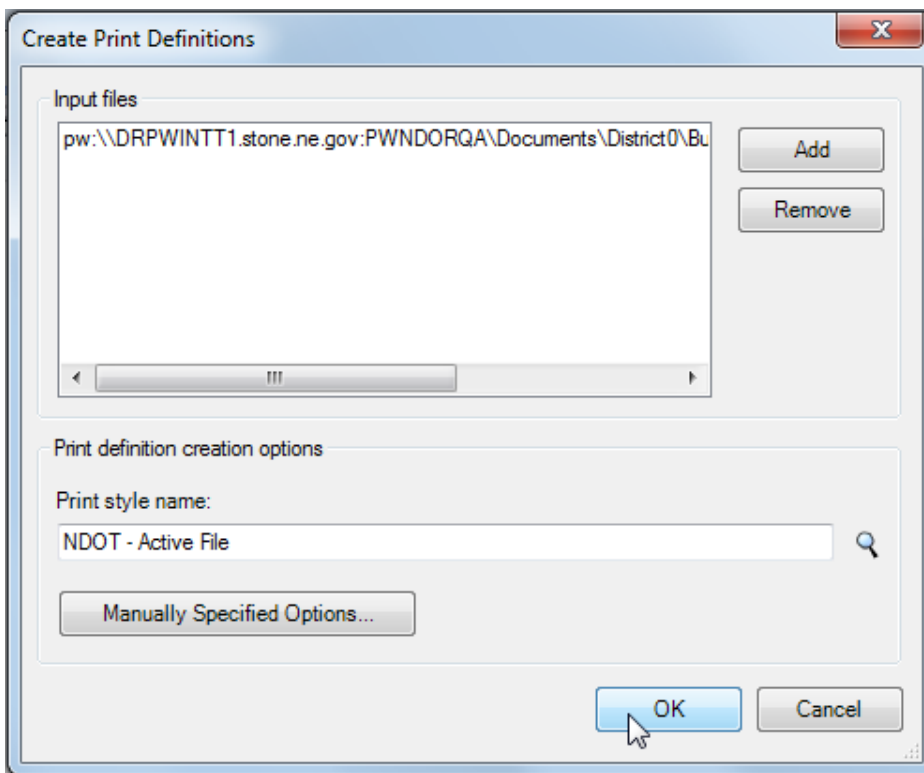
5. Select 'NDOT – Active File' and click 'OK'.



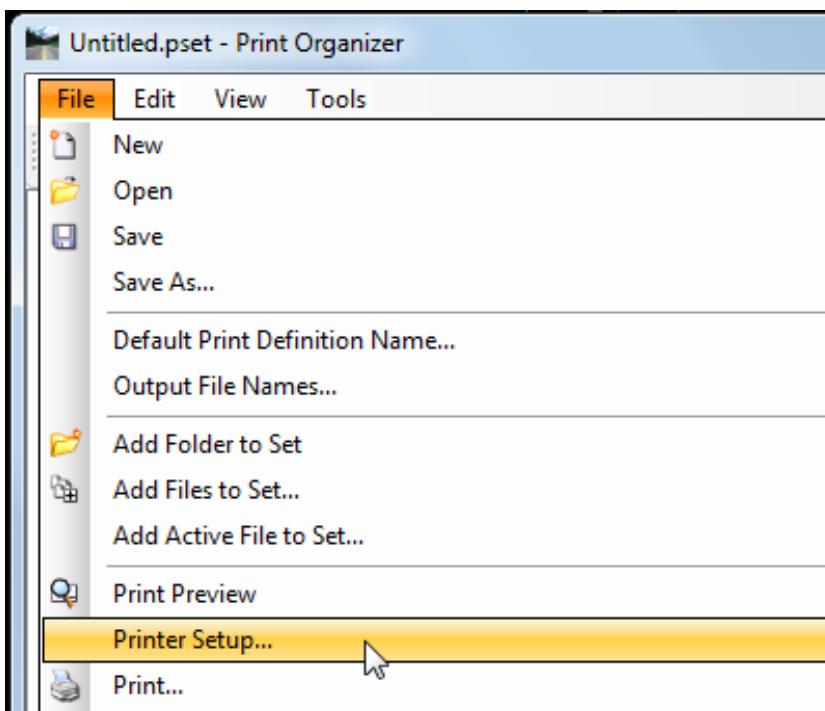
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6. Click on 'OK'. Your plot files will be added to Print Organizer.

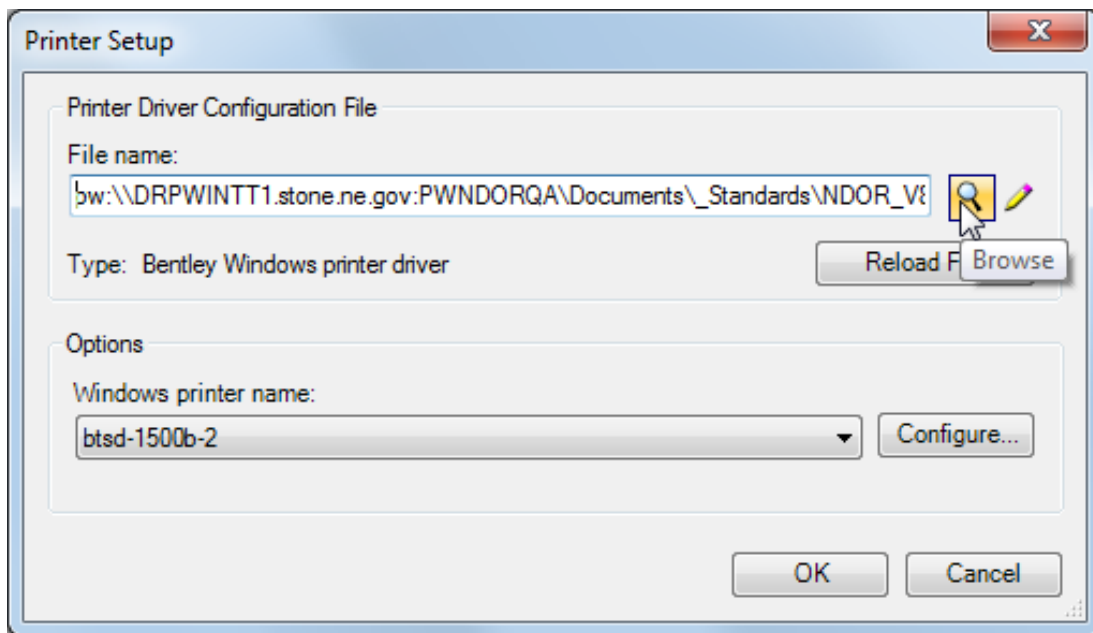


7. Click on 'File' and then click on 'Printer Setup'.

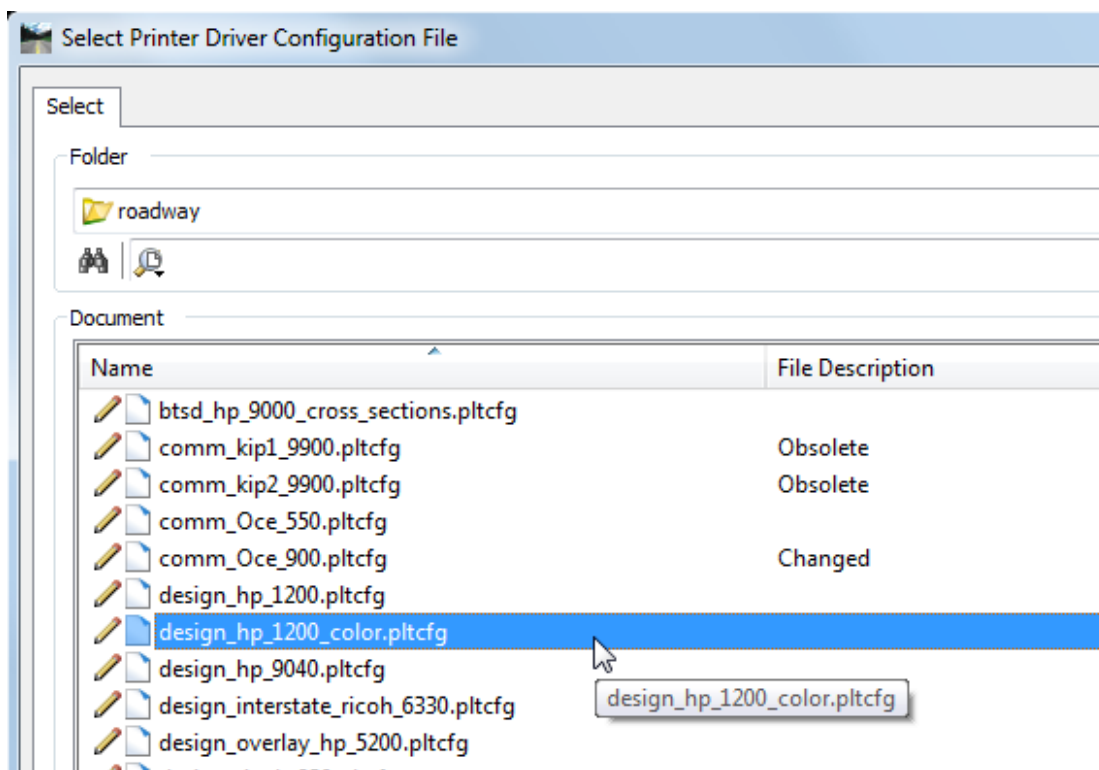


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8. Click on 'Browse'.



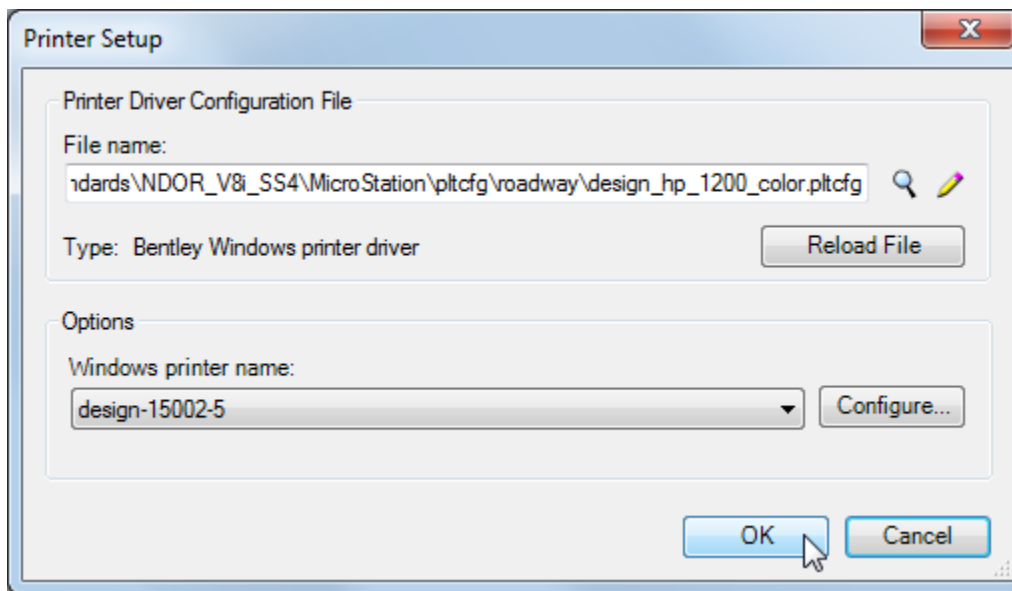
9. Select the Printer Driver and click 'Open'.



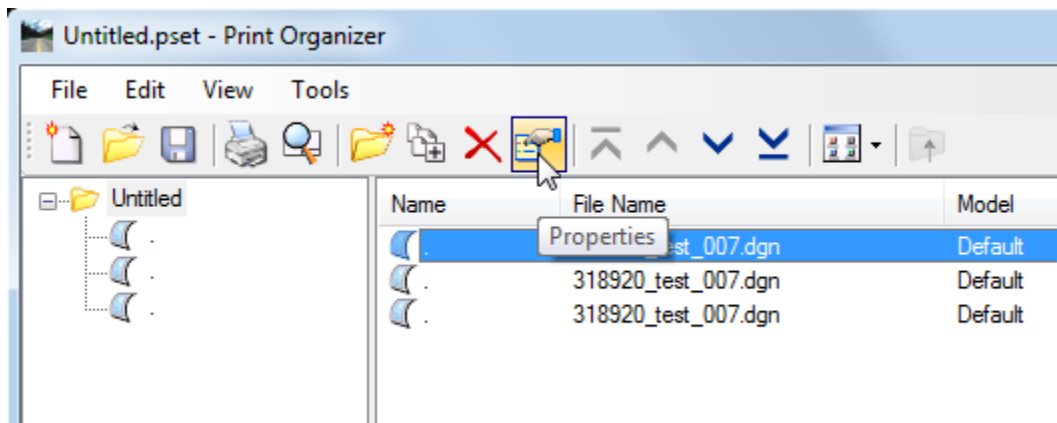
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10. Click on 'OK'.

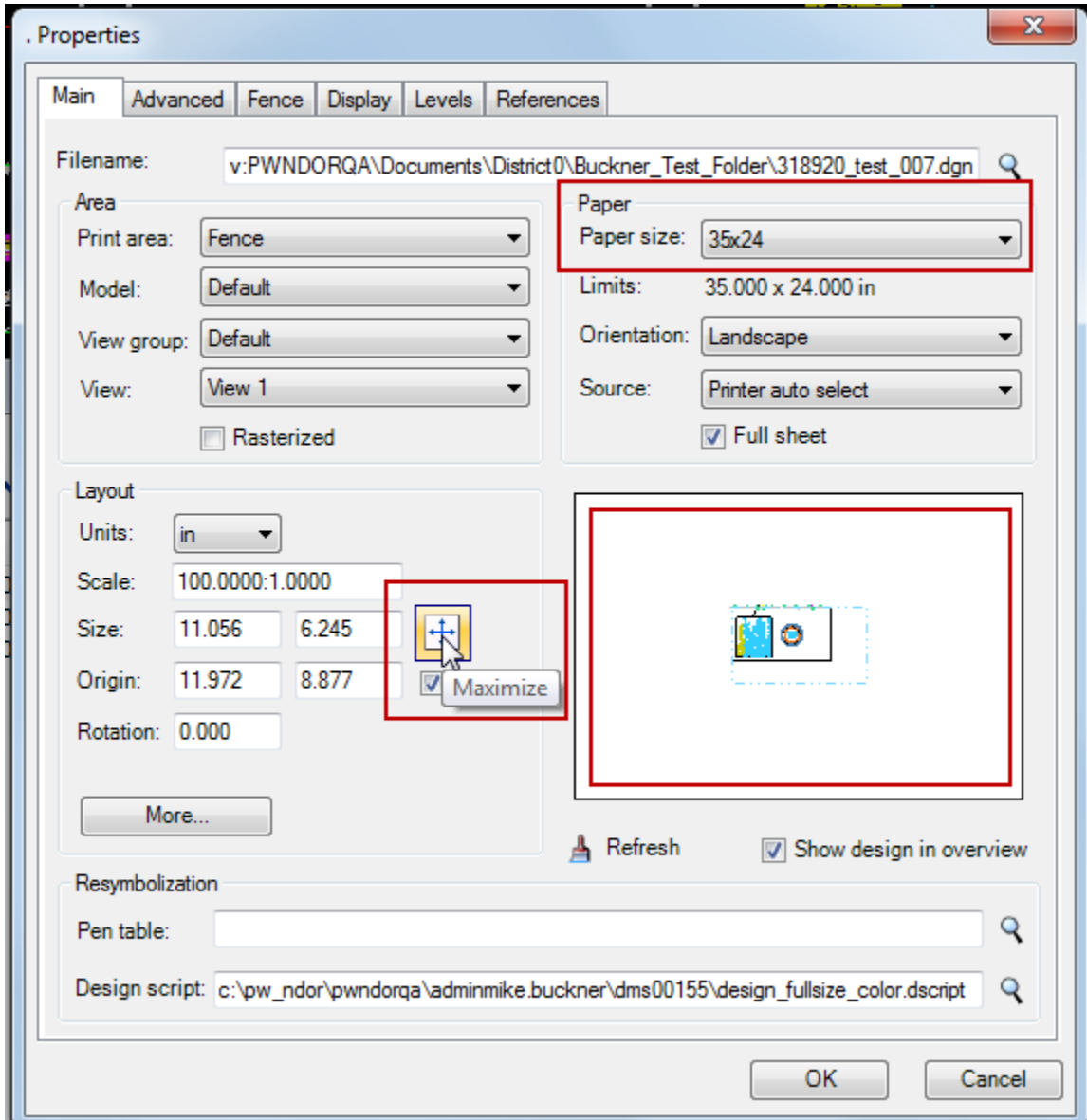


11. Select each plot file and click on the 'Properties' button.



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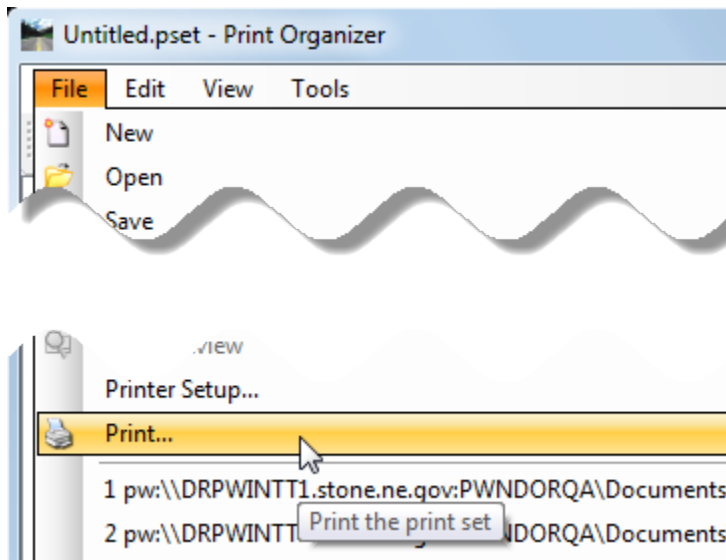
12. In the 'Properties' dialog box you may want to change the Paper Size.  
Notice the Print Preview window. You may want to Maximize your print, or change the scale.  
Remember to check each plot file. Click on 'OK'



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13. Click on File and Print.



14. Click on 'OK'.

