

-----Original Message-----

**From:** Boteler, Keith

**Sent:** Wednesday, May 28, 2003 3:03 PM

**To:** Boggan, Adam; James, Billy; Forgey, Billy; McCollum, Danny; Breland, Carol; Robinson, Charlie; Waldon, Greg; Williams, Greg; Roberts, Boobie; Reinike, Chet; Morea, John; Gilliam, Rocky; Brown, Denise; Sutterfield, Russell; Dover, Terrie

**Cc:** Pittman, Richard; Reese, John; Seal, David; Mood, Amy; Whitfield, Robert; Fletcher, Brad; Purvis, Keith; Pickering, John; Bracey, Kevin; Case, Mark; Ward, John C.; Allen, Mike; Hilderbrand, Ken; Reeves, Steve

**Subject:** Electronic Plans

This is to advise you that all InHouse Plans from **Pre-ROW through Office Review stage** (Pre-ROW, Field Inspection, Final ROW, Final ROW Revisions, ROW (Utility) XS, Office Review) and all X-Section Prints will be submitted to the Print Shop electronically (TIF files) for InHouse Designed Projects. At this time, Final Construction Plans will still be printed and delivered in paper format.

Attached are current instructions for submitting plans. No major revisions have been made but it is recommended that you review these steps prior to your next submittal. Some important notes are listed below.

1. ENSURE THE CORRECT SCALE & MAKE SURE ALL PRINTS ARE FULL SIZE (22"x34.6")
2. Ensure all data is present on the TIF image (Correct Levels On/Off, Correct Reference Files On/Off, etc.). If you prefer to review printed plans, you can print the TIF images through Iplot Organizer.
3. The Date in the TIF file names should be a constant date close to the actual original print request or the actual date of a revision.
4. For Print Request in which files have already been forwarded to the Print Shop, the Designer does not have to recreate the files if they exist in [\\rwdplans\plans\row](#) or [\\rwdplans\plans\construction](#). Just provide the link to these files and state that they are already on the server.
5. Since ROW plans have no Sheet Numbers, they should be consecutively ordered(0001-\*.TIF, 0002-\*.TIF, \*). Construction Plans should be named the sheet number (0001-\*.TIF, 0002-\*.TIF, [0002a-\\*.TIF](#), 0003-\*.TIF, etc.).
6. Revisions should have the same sheet number as when they were originally submitted.
7. Make sure you have the correct Print Type chosen:

We will make links available to the current set of plans for our major Print Types through our Intranet's Active Project Queries so that the Active set of plans can be viewed online. Also, a link will be provided to view All Print Requests for a Project including ROW revisions, etc. You can view an example of this at:

[http://rwdsrv001/RWDIntranet/q-status.idc?fms\\_con=101800](http://rwdsrv001/RWDIntranet/q-status.idc?fms_con=101800)

One other note that Mike & Ken wanted to pass along: On ROW Revisions, the WK Sheet #'s of the revised sheets should be shown on the Title Sheet.

Please pass this info on to your Design Team Members.

# ELECTRONIC PLANS

## OVERVIEW

The following is procedures to generate TIF files to submit to the Reproduction Shop for copies. A Printer has been set up for each design team (For Example: [\\rwdplans\fletcher-plot](#)) that when printed to from lplot will generate these TIF images. The TIF files will be created by the printer in a shared directory on RWDPLANS (For Example: [\\rwdplans\fletcher](#)). Once the files have been generated the design team will MOVE the files from this directory to a sub-directory called PLANS under a specific project directory. The Design team will then submit a Print Request email form to CADD. CADD will MOVE the TIF files from the Designer's computer to an appropriate directory on RWDPLANS and then they will forward the print request to the Reproduction Shop. This form will have a link to the TIF files. The Reproduction Shop will copy the files from \\rwdplans and make the appropriate copies.

Detailed Instructions for this process are discussed below. It will be critical to follow the Naming convention discussed in these instructions.

## DETAILED INSTRUCTIONS – Design Team

### 1. CONNECTING TO THE APPROPRIATE PRINTER & SHARE

Each Design team member will need to connect to the TIF producing PRINTER & Shared directory.

Example Printer & Share:

[\\rwdplans\fletcher-plot](#) – Print Share

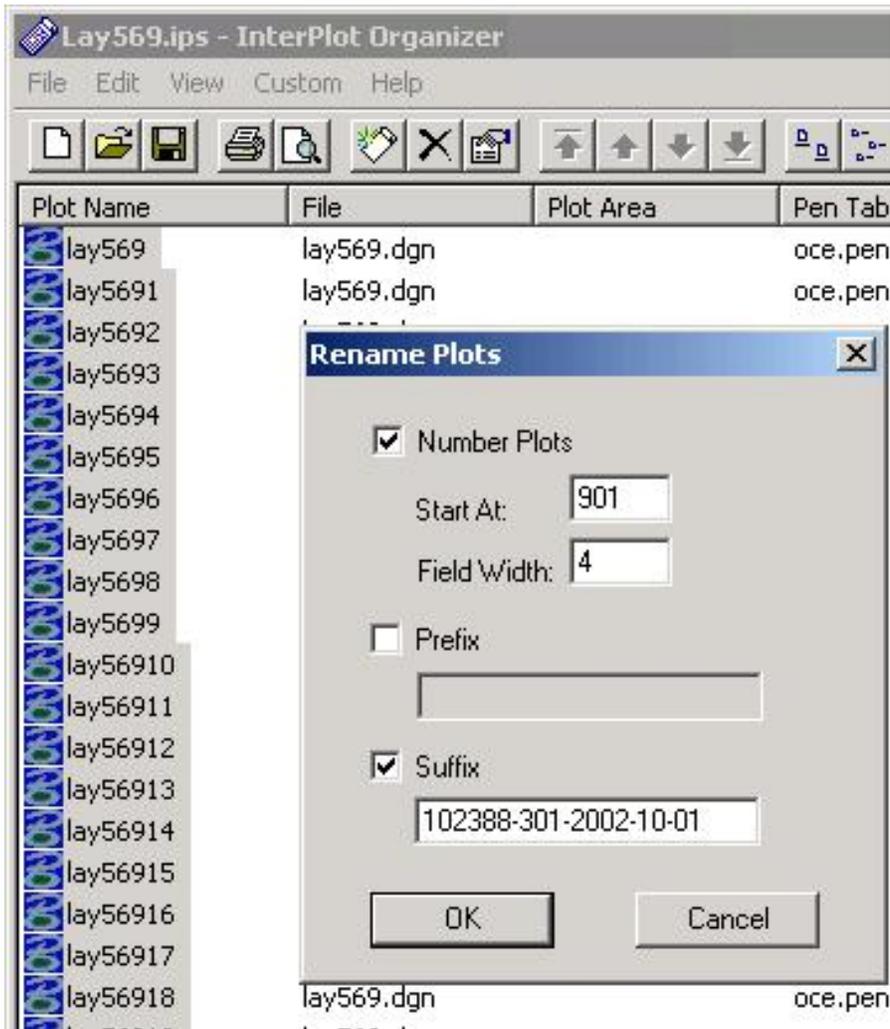
[\\rwdplans\fletcher](#) – File Share where TIF's are generated.

Also, A directory called PLANS needs to be created under each project directory under your projects folder.

### 2. USING IPLIT ORGANIZER

You will create your .IPS files as you normally would with the exception that you should use the settings file TIF.PLT to orientate the plots correctly or ensure a 90° Rotation. The plots will have to be in the order of your sheet numbers. You will use the Rename Menu (Edit-> Rename) on Organizer to Rename your plot names to the correct naming convention which is 4DigitSheetNumber-FMSNUMBER-Date.TIF

In the figure below you see what the file names were prior to renaming and the how the rename plots menu has to be filled out.



The next figure shows the renamed files & all the correct lplot settings for an English project.

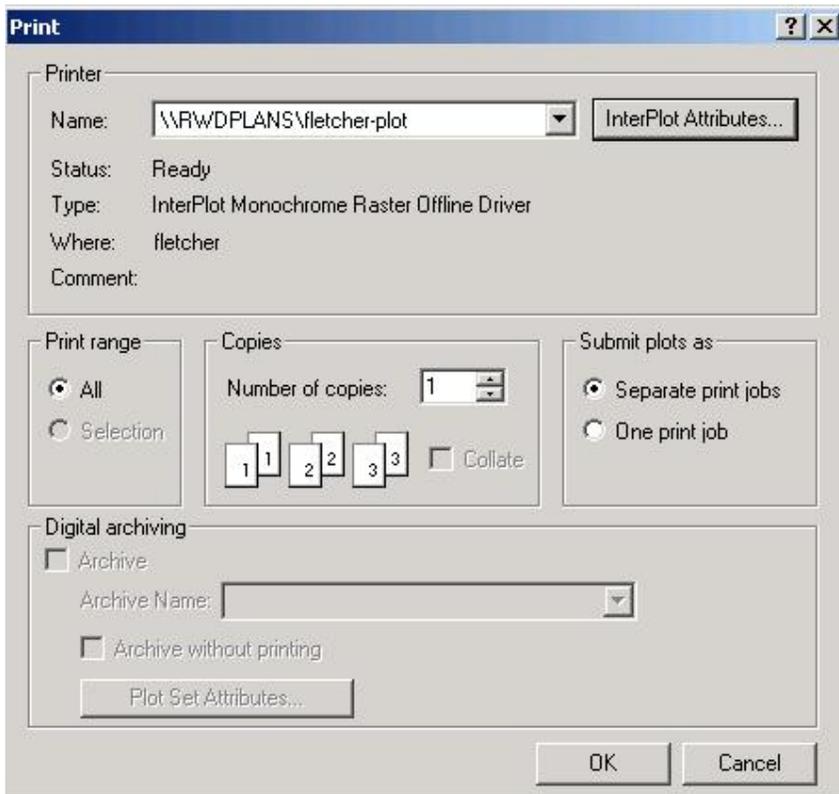
Plot Name	File	Pen T...	Color...	Pa...	Scale	Size	Ori...	Rotation	Mi...	Wor...	Units
0901-102388-301-2002-10-01	lay569.dgn	oce.pen	bw.ctb	none	10:1	22, 34.6	0, 0	90	off	none	in
0902-102388-301-2002-10-01	lay569.dgn	oce.pen	bw.ctb	none	10:1	22, 34.6	0, 0	90	off	none	in
0903-102388-301-2002-10-01	lay569.dgn	oce.pen	bw.ctb	none	10:1	22, 34.6	0, 0	90	off	none	in
0904-102388-301-2002-10-01	lay569.dgn	oce.pen	bw.ctb	none	10:1	22, 34.6	0, 0	90	off	none	in
0905-102388-301-2002-10-01	lay569.dgn	oce.pen	bw.ctb	none	10:1	22, 34.6	0, 0	90	off	none	in
0906-102388-301-2002-10-01	lay569.dgn	oce.pen	bw.ctb	none	10:1	22, 34.6	0, 0	90	off	none	in
0907-102388-301-2002-10-01	lay569.dgn	oce.pen	bw.ctb	none	10:1	22, 34.6	0, 0	90	off	none	in
0908-102388-301-2002-10-01	lay569.dgn	oce.pen	bw.ctb	none	10:1	22, 34.6	0, 0	90	off	none	in
0909-102388-301-2002-10-01	lay569.dgn	oce.pen	bw.ctb	none	10:1	22, 34.6	0, 0	90	off	none	in
0910-102388-301-2002-10-01	lay569.dgn	oce.pen	bw.ctb	none	10:1	22, 34.6	0, 0	90	off	none	in
0911-102388-301-2002-10-01	lay569.dgn	oce.pen	bw.ctb	none	10:1	22, 34.6	0, 0	90	off	none	in
0912-102388-301-2002-10-01	lay569.dgn	oce.pen	bw.ctb	none	10:1	22, 34.6	0, 0	90	off	none	in
0913-102388-301-2002-10-01	lay569.dgn	oce.pen	bw.ctb	none	10:1	22, 34.6	0, 0	90	off	none	in
0914-102388-301-2002-10-01	lay569.dgn	oce.pen	bw.ctb	none	10:1	22, 34.6	0, 0	90	off	none	in
0915-102388-301-2002-10-01	lay569.dgn	oce.pen	bw.ctb	none	10:1	22, 34.6	0, 0	90	off	none	in
0916-102388-301-2002-10-01	lay569.dgn	oce.pen	bw.ctb	none	10:1	22, 34.6	0, 0	90	off	none	in
0917-102388-301-2002-10-01	lay569.dgn	oce.pen	bw.ctb	none	10:1	22, 34.6	0, 0	90	off	none	in
0918-102388-301-2002-10-01	lay569.dgn	oce.pen	bw.ctb	none	10:1	22, 34.6	0, 0	90	off	none	in
0919-102388-301-2002-10-01	lay569.dgn	oce.pen	bw.ctb	none	10:1	22, 34.6	0, 0	90	off	none	in

## NOTES:

- a) FileNames –
  - a1) IT IS CRITICAL TO HAVE THE FILES IN ORDER (SHEET ORDER) WHEN RENAMING. No exceptions on the file name. 4DigitSheet Number-FMSNumber-Date.TIF.
  - a2) If you have a sheet named, for example 912-A, you would select the sheets down to 0912-A rename these as shown above with the Custom Rename menu, rename 0912-A with Edit Rename, Select the remainder of your sheets and use the Custom Rename Menu to remain the remainder with the Start At option on this dialog set to 913.
  - A3) **The Date should be a constant date close to the actual original print request or the actual date of a revision.**
  - A4) **Since ROW plans have no Sheet Numbers, they should be consecutively ordered(0001-\*.TIF, 0002-\*.TIF, \*). Construction Plans should be named the sheet number (0001-\*.TIF, 0002-\*.TIF, [0002a-\\*.TIF](#), 0003-\*.TIF, etc.).**
  - A5) Revisions should have the same sheet numbers as when they were originally submitted.
  
- b) Print Quality -
  - b1) **ENSURE THE CORRECT SCALE.**
  - B2) **All Electronic Prints need to be Full Scale (22"x34.6") and the Reproduction shop will reduce for half scale copies if needed. Quality will be poor if 11"x17.3" are generated and then enlarged by the Reproduction shop for Full Scale Prints.**
  - B3) **Ensure all data is present on the TIF images (Correct Levels On/Off, Correct Reference Files On/Off, etc.**
  
- c) **Print Request (Additional) - For Print Request in which files have already been forwarded to the Print Shop, the Designer does not have to recreate the files if they exist in [\\rwdplans\plans\row](#) or [\\rwdplans\plans\construction](#). Just provide the link to these files and state that they are already on the server.**

## 3. PLOTTING – CREATING THE TIFS

- a) Choose File -> Print
- b) Select the Printer
- c) Tag "Separate print jobs" under "Submit plots as"
- d) Tag OK to print.

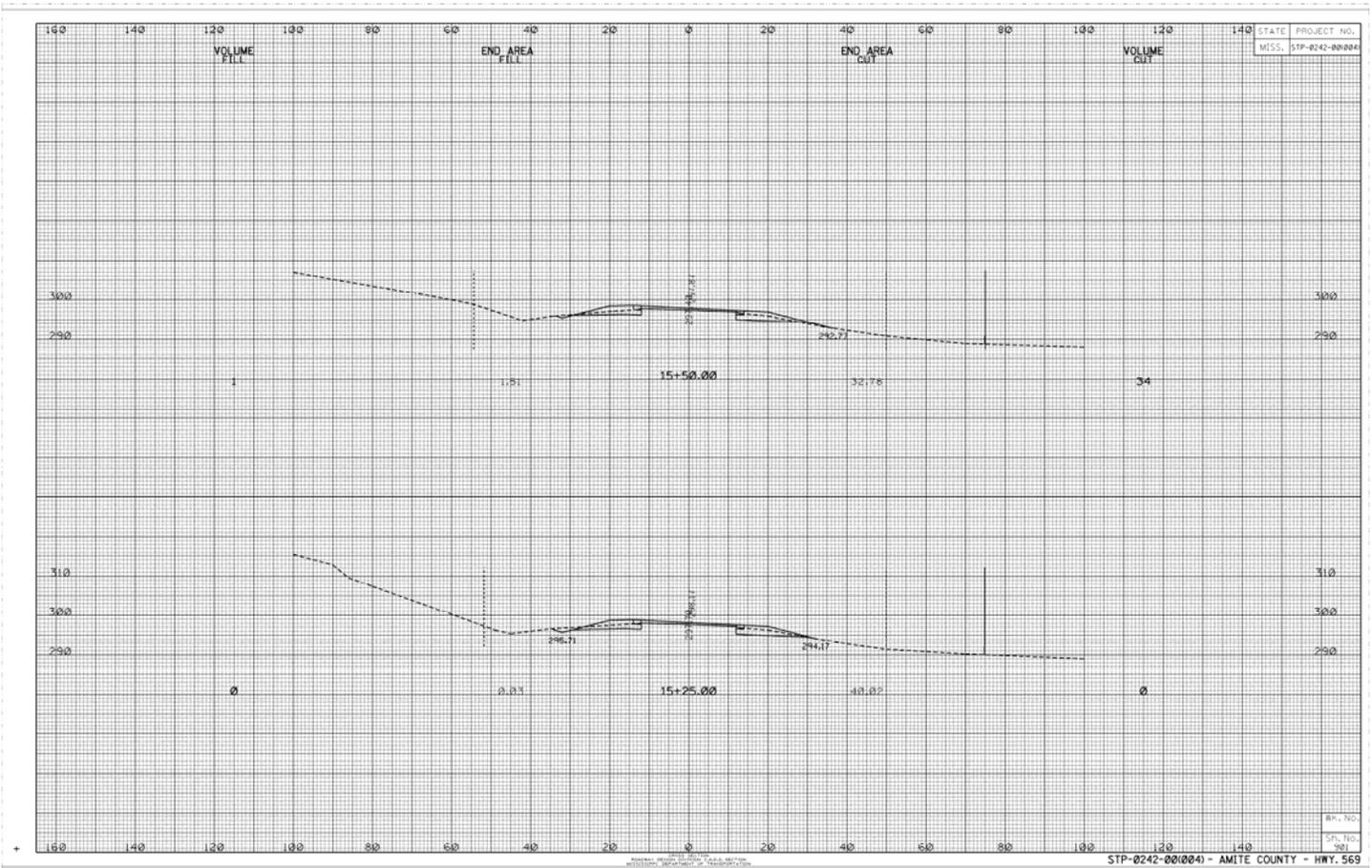


#### **4. MOVING THE FILES TO YOUR PROJECT**

Once the files have been created (It takes about 20 seconds per plot), you should **MOVE** the TIFS from the shared directory on RWD Plans (<\\rwdplans\fletcher> in this example) to the PLANS directory under the appropriate projects directory on your computer. You should check the drawings for the following items:

- a) Make sure the TIF files are named according to the sheet number & that they sort in Windows Explorer from 1<sup>st</sup> sheet to last sheet when sorted by Name.
- b) Check the quality of each plot & make sure the plot encompasses the entire sheet.
- c) Ensure all data is present on the sheet (Correct Levels On/Off, Correct Reference Files On/Off, etc.)
- d) Check the plot rotation so that it is readable from left to right on the screen.

You can view the images with Windows image viewer (Wang or Kodak). An example of what a x-section should look like is shown below.



#### **4. SUBMITTING PRINT REQUEST TO MICHAEL & KEN.**

Design Teams needing of Electronic Plans should complete the Print Request Email Form located on RWD Intranet Site (<http://rwdsrv001/RWDIntranet/forms.htm>) and email this to CADD (Kevin Bracey, Mark Case, & Keith Boteler). CADD will initially handle creating directories and moving files as needed and will forward the Print Request to RWD's Plan Management (Mike & Ken). It is planned that RWD's Plan Management will eventually assume this responsibility.

**Print Request - Message**

File Edit View Insert Format Tools Actions Help

Send [Icons] Options... [?] Normal Arial 10 [Icons]

To... Bracey, Kevin

Cc... Case, Mark; Bofeler, Keith

Subject: Print Request

	FMS	EXT	
PE Project #	<input type="text" value="102388/101000"/>	<input type="text" value="STP-0018-03(018)"/>	
ROW Project #	<input type="text"/>	<input type="text"/>	* Req'd. if ROW related Printing (PRE-ROW to ROW Revision)
CON Project #	<input type="text" value="102388/301000"/>	<input type="text" value="STP-0242-00(004)"/>	* Req'd. if CON related Printing (Final X-Sections)
Route:	<input type="text" value="12"/>	County: <input type="text" value="Oktibbeha"/>	
Printing Required:	<input type="text" value="Final X-Sections"/>	Preliminary Stamp Req'd. <input type="text" value="No"/>	
Print Size 1	<input type="text"/>	No. Copies: <input type="text"/>	
Print Size 2	<input type="text"/>	No. Copies: <input type="text"/>	
Files Attached	<input type="checkbox"/>		

OR

Link Example: \\rwd????\projects\????????\plans

Link to Files:

Special Instructions:

## DETAILED INSTRUCTIONS – CADD

CADD will receive the request from the Design Team, Move the files from the Designer's computer to the appropriate directory on RWDPLANS, forward the request to the Print Shop showing the new link, and modify the database to enter Printing Information. The Directory Structure / Filenaming format should match the example below. Specific Steps are discussed below.

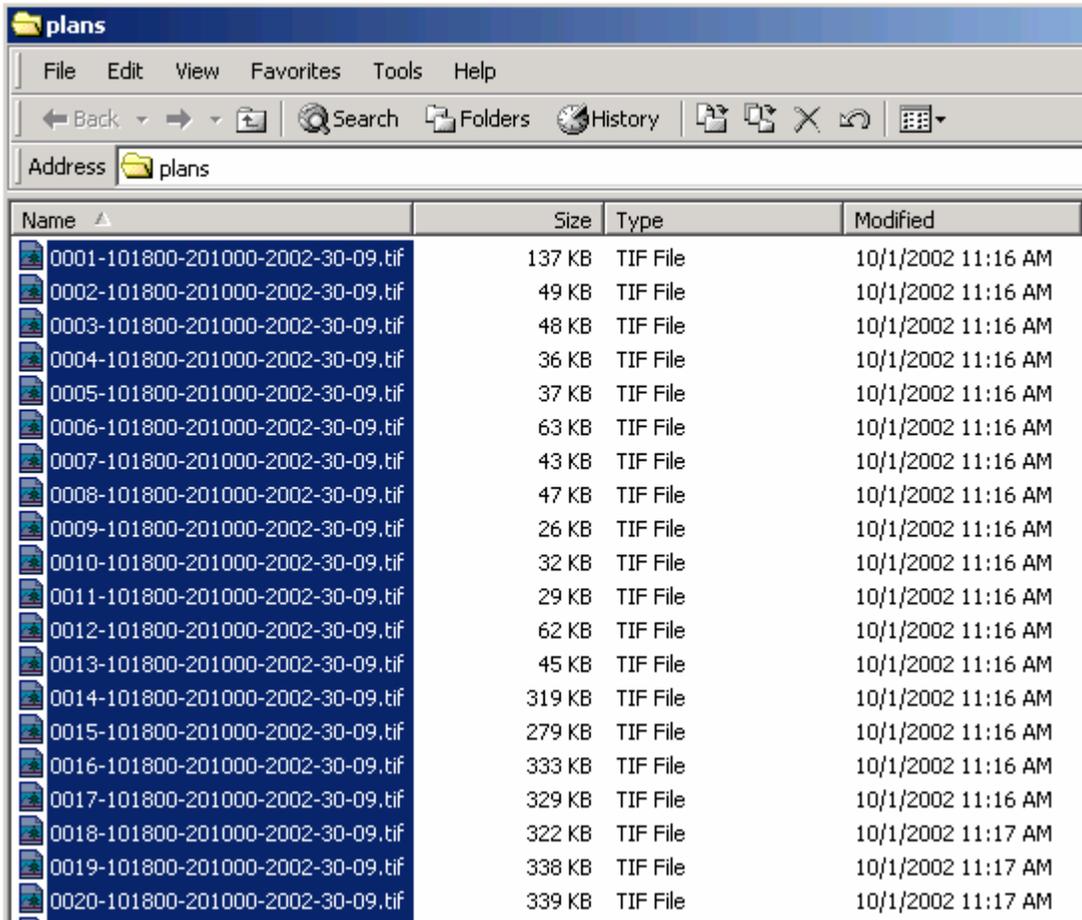
PE\  ROW\  FMS ROW #\ 1-ROW-PRE\ 2-FIELDINSP\ 3-ROW\ 0-Current\ 1-INITIAL	PE\  ROW\  100078-201000\ 1-ROW-Pre\ 0001-100078-201000-1999-10-04.TIF 0002-100078-201000-1999-10-04.TIF 0003-100078-201000-1999-10-04.TIF etc.
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	2-RevDate\ 3-RevDate Etc.\	2-FieldInsp\ 0001-100078-201000-2000-02-06.TIF 0002-100078-201000-2000-02-06.TIF 0003-100078-201000-2000-02-06.TIF etc.
FMS ROW #\ 1ROW-PRE\ 2FieldInsp\ 3ROW\ 0-Current\ 1-INITIAL\ 2-RevDate\ 3-RevDate Etc.\		3-ROW\ 0-CURRENT\ 0001-100078-201000-2000-04-05.TIF 0002-100078-201000-2000-06-16.TIF 0003-100078-201000-2000-05-10.TIF 1-INITIAL\ 0001-100078-201000-2000-04-05.TIF 0002-100078-201000-2000-04-05.TIF 0003-100078-201000-2000-04-05.TIF etc.
CON\ FMS CON #\ OffRev\ Final\ FMS CON #\ OffRev\ Final\ ASBUILTS\ FMS CON #\ MISCELLANEOUS\ 100078-202000\ 1ROW-Pre\ 2FieldInsp\ 3ROW\ 100078-203000\ 1ROW-Pre\ 2FieldInsp\ 3ROW\ Etc.\ 100080-201000 100081-201000 etc.\ 101342-201000 101344-201000 101344-202000 etc.\		2-2000-05-10\ 0003-100078-201000-2000-05-10.TIF etc. 3-2000-06-16\ 0002-100078-201000-2000-06-16.TIF etc.
	CON\ 100078-301000\ 1OffRev\ 2Final\ 100078-302000\ 100078-303000\ 100078-304000\ ASBUILTS\ 100078-202000\ 1ROW-Pre\ 2FieldInsp\ 3ROW\ 100078-203000\ 1ROW-Pre\ 2FieldInsp\ 3ROW\ Etc.\ 100080-201000 100081-201000 etc.\ 101342-201000 101344-201000 101344-202000 etc.\	

1. Receive request from Designer:

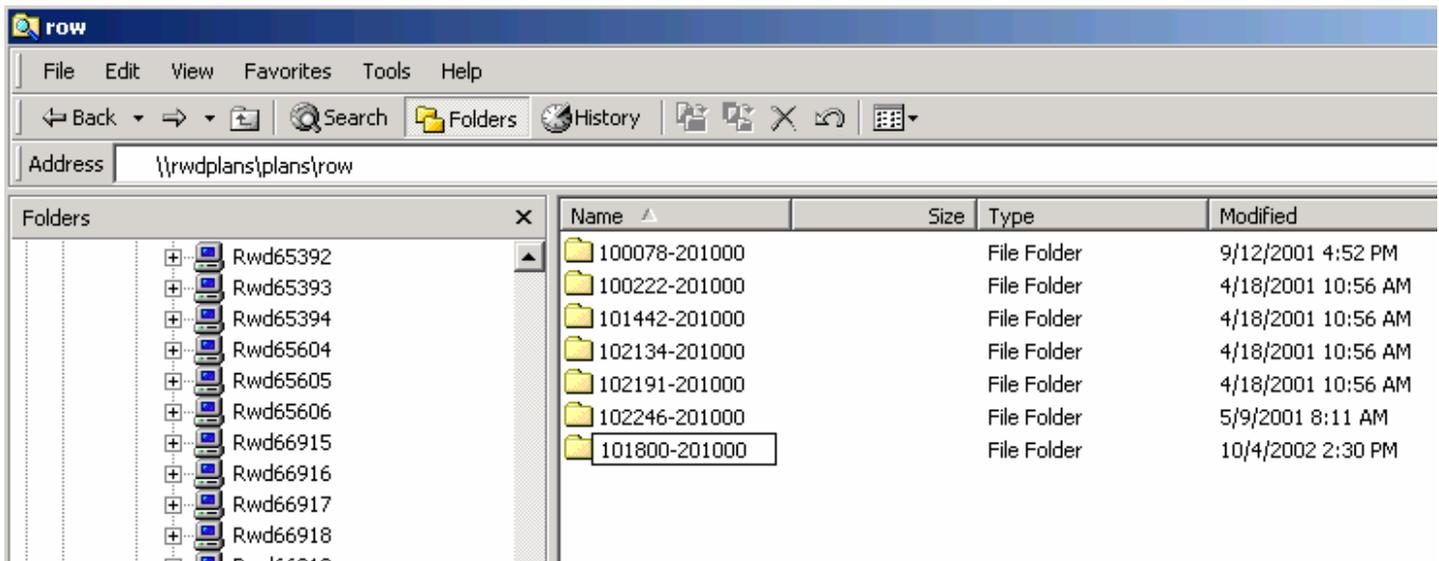
2. Click on Link or open Windows Explorer and go to computer/directory specified above.

3. Tag Edit -> Select All and then tag Edit -> CUT

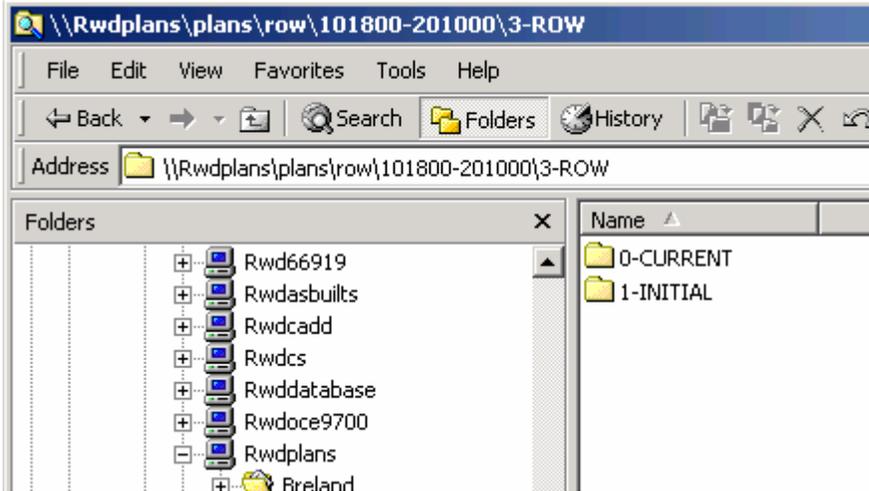


4. Open another Windows Explorer and go to [\\rwdplans\plans\row](#) (for ROW related printing) or [\\rwdplans\plans\construction](#) (if Office Review or Later).

5-1. For an original printing, create the FMS project directory. (File -> New -> Folder). (Use the ROW # if ROW related, CON # for Office Review and Later) and then enter this directory.



5-1a) Create the 0-Current directory & the 1-Intital and enter the 1-Initial Directory.



5-1b) Tag Edit -> Paste to MOVE the TIF files from the Design Teams computer to \\rwdplans.

5-1c) Verify File Naming & Orientation of plots. Correct as needed. Also add Preliminary Stamp if requested.

5-1d) Tag Edit -> Copy & then enter the 0-Current Directory and tag Edit -> Paste to copy the files to the 0-Current Directory.

5-1e) Go to step 6.

5-2. If the print request is a revision, create a subdirectory which will be named the revision date (2-2000-05-10\ in the Example above) under the appropriate Print Directory (3ROW in the example above) and enter this directory.

5-2a) Tag Edit -> Paste to MOVE the files from the link provided by the Design Team to the Revision Directory (2-2000-05-10).

5-2b) Verify File Naming & Orientation of plots. Correct as needed. Also add Preliminary Stamp if requested.

5-2c) Go to step 6.

6. Forward the Print Request to Mike and Ken advising them of the link and which files need to be printed.

7. If the Print Request is a Revision, CADD needs to:

- a) COPY the files from the Revision Directory to the 0-Current directory.
- b) DELETE the files in 0-Current that are replaced with this revision.

8. Fill out the Printing info in the Project Database.

#### NOTES:

- The links forwarded to the Print Shop will be to the 0-Current directory or to the Revision directory. No link will be sent to the 1-Initial Directory.
- When requests are made that are one time requests and do not need to be permanently stored, the tif's will be placed in the Miscellaneous Directory in which

CADD will create a directory named after the FMS Project Number and will MOVE the files to this location.

- When Requests are made where files are already present on the server, no transfer of files will be made. Mike and Ken will just forward the request to the Print Shop and advise them of the link. It is the designer's responsibility to not send the same TIF images if they are already on the server.

## ***DETAILED INSTRUCTIONS – RWD PLANS MANAGEMENT***

1. Review the type of request and complete the Print Size and No. of Copies if this is not already filled out.
2. Forward the request to MDOT's Print Shop.

## ***DETAILED INSTRUCTIONS – MDOT PRINT SHOP***

The Repro Shop will print from the link provided except for Final Cross-Sections which will be copied to the appropriate directory on SSOCE9800\plans\construction. Any Reprodesk \*.job files in the 0-Current directory will have to be updated to look at the new \*.TIF files.