

From: Boteler, Keith
Sent: Monday, December 03, 2001 9:08 AM
To: Boggan, Adam; Seal, David; Pendarvis, Jonathan; Forgey, Billy; Smith, Dan; Lewis, Cornelius; McCollum, Danny; Smith, Sara; James, Billy; Latham, Tim; Wardell, Robert; Breland, Carol; Graham, Latonya; Rosenkranz, Jeff; Bracey, Kevin; Fletcher, Brad; Davis, Joe; Morea, John; Waldon, Greg; Gardner, Cheryl; Williams, Greg; Lewis, Breena; Robinson, Charlie; Gilchrist, Kelvin; Conner, Monte; Hulitt, Cliff; Roberts, Boobie; Williams, Rose; Mayfield, Thomas; Hilderbrand, Ken; Poe, John; Reinike, Chet; Greer, Norris; Cason, Benjamin; Brown, Denise; Gilliam, Rocky; Sookhakian, Lee; Sutterfield, Russell; Harr, Selena; Barton, Billy R. Jr.; Spell, Steve; Case, Mark; Henderson, J.J.; Parker, Larry; Dover, Terrie; Allen, Mike
Cc: Pickering, John; Purvis, Keith; Reese, John; Pittman, Richard; Kidd, Jim; Whitfield, Robert; Mood, Amy; Ward, John C.
Subject: Electronic Cross-Sections
Importance: High

This email is notification that Roadway Design will begin transferring cross-sections electronically in TIF format to the Reproduction Shop for copies. Although there may be a few exceptions for current projects, it is intended that Design Teams send no more paper copies of cross-sections to the Reproduction Shop. Attached are specific steps of how Roadway Design will create these TIF images and submit them to the Reproduction Shop.

A CADD session will be held tomorrow at the following times to review these steps.

December 4, 1:00-1:30	December 4, 1:45-2:15	December 4, 2:30-3:00
Adam Boggan	Brad Fletcher	Chet Reinike
David Seal	Joe Davis	Norris Greer
John Pendarvis	John Morea	Ben Cason
Billy Forgey	Greg Waldon	Denise Brown
Dan Smith	Cheryl Gardner	Rocky Gilliam
CC Lewis	Greg Williams	Lee Sookhakian
Danny McCollum	Breena Lewis	Russell Sutterfield
Sarah Smith	Charlie Robinson	Selena Harr
Billy James	Kelvin Gilchrist	Billy Barton
Tim Latham	Monty Conner	Steve Spell
Bob Wardell	Cliff Hulitt	Mark Case
Carol Breland	Boobie Roberts	JJ Henderson
Latonya Graham	Rose Williams	Larry Parker
Jeff Rosenkranz	Thomas Mayfield	Terry Dover
Kevin Bracey	Ken Hilderbrand	Mike Allen
	John Poe	



Steps.doc

Note: These Steps will be added to the CADD Manual.

If you will not be able to attend this meeting, please contact me.

ELECTRONIC PLANS

OVERVIEW

We will begin transferring x-sections in TIF format 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 Iplot will generate these TIF images. The TIF files will be created by the printer in a shared directory on RWDPLANS (For Example: [\\rwdplans\fletcher-plotfiles](#)). 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 submit a Print Request email form to Mike & Ken which in turn they will forward to the Reproduction Shop. This form will have a link to the TIF files. The Reproduction Shop will copy the files from the Design Team's computer 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

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

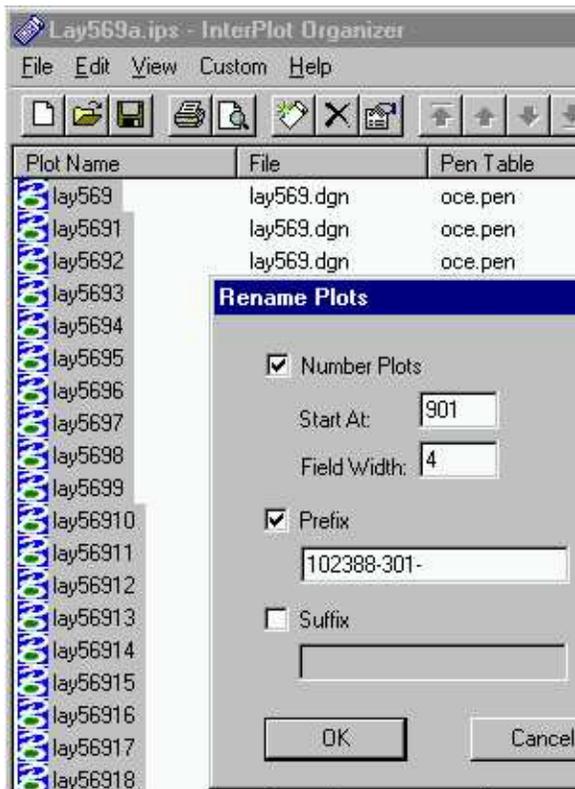
[\\rwdplans\fletcher-plotfiles](#) – File Share where TIF's are generated.

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

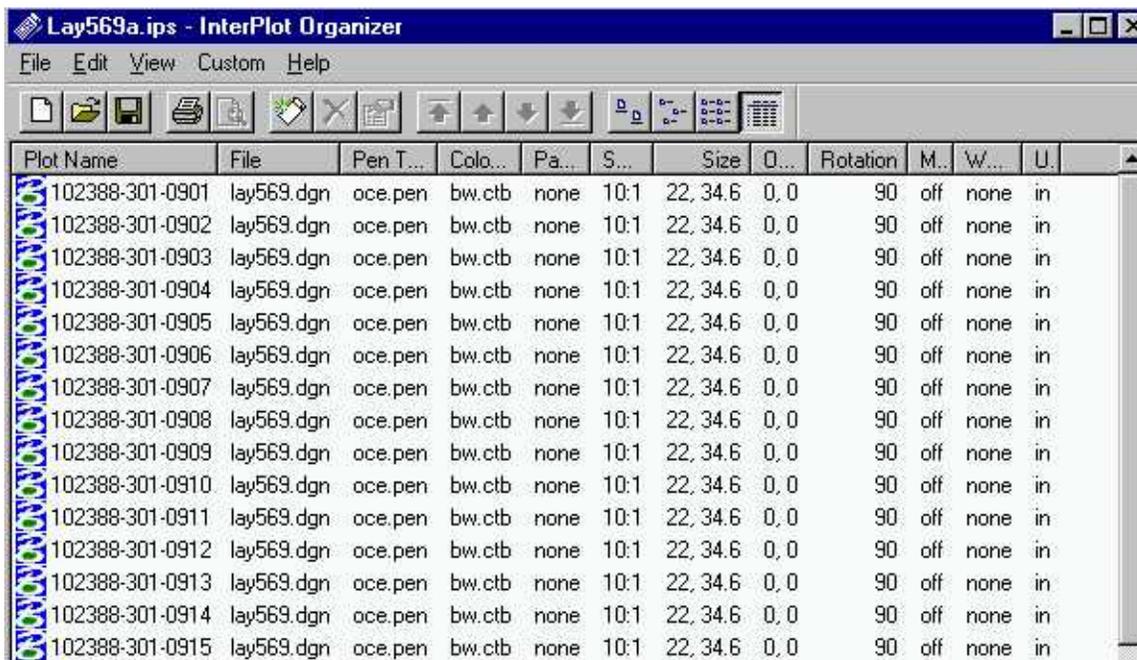
2. USING IPLOT ORGANIZER

You will create your .IPS files as you normally would. The plots will have to be in the order of your sheet numbers. You will use the Custom Menu on Organizer to Rename your plot names to the correct naming convention which is FMSNUMBER-4DigitSheetNumber.

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



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



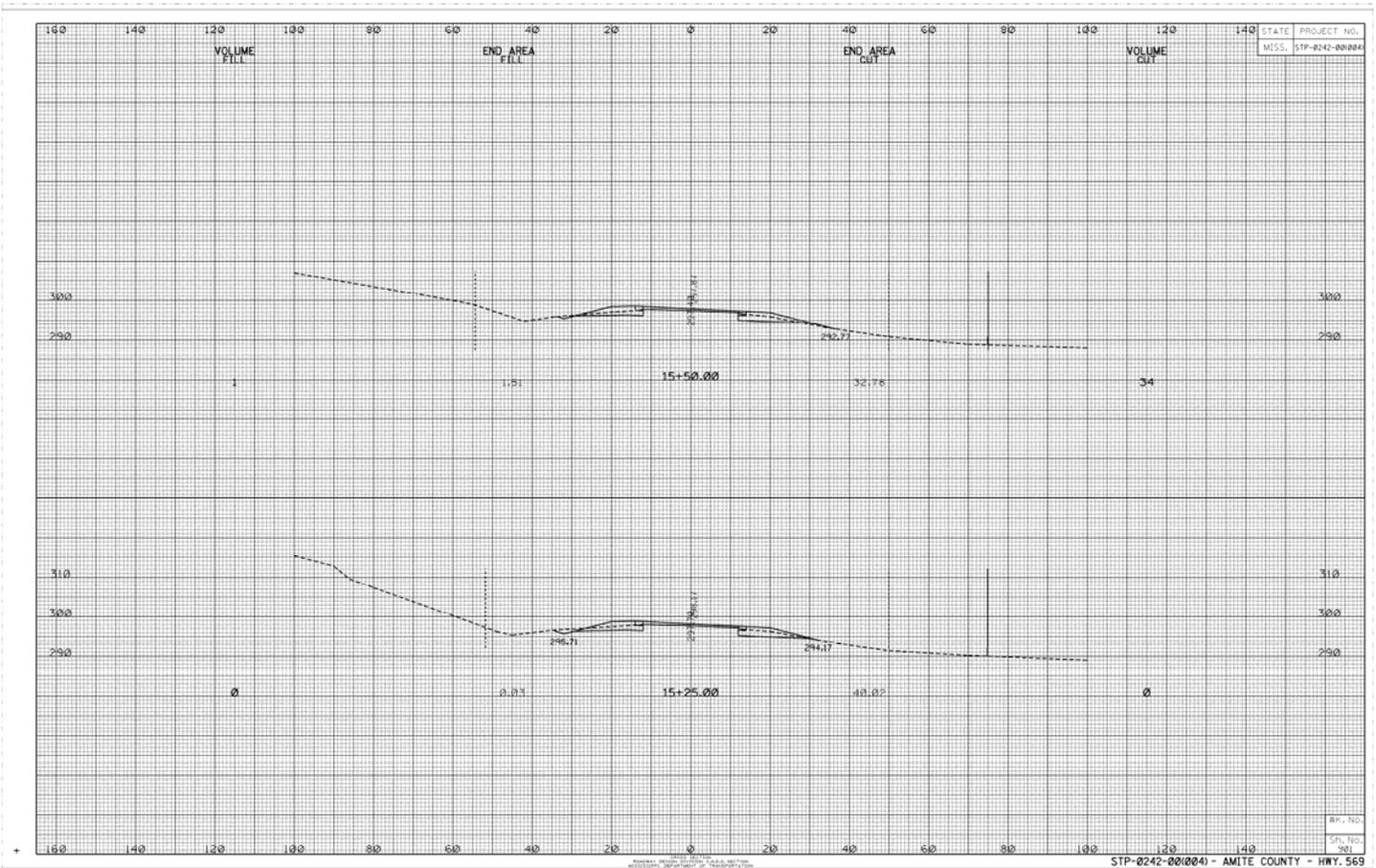
NOTES:

1. IT IS CRITICAL TO HAVE THE FILES IN ORDER (SHEET ORDER) WHEN RE-NAMING. No exceptions on the file name. FMSNumber-4DigitSheet Number.
2. 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.
3. You have to submit plots as **SEPARATE PRINT JOBS.**

3. COPYING THE FILES TO YOUR PROJECT

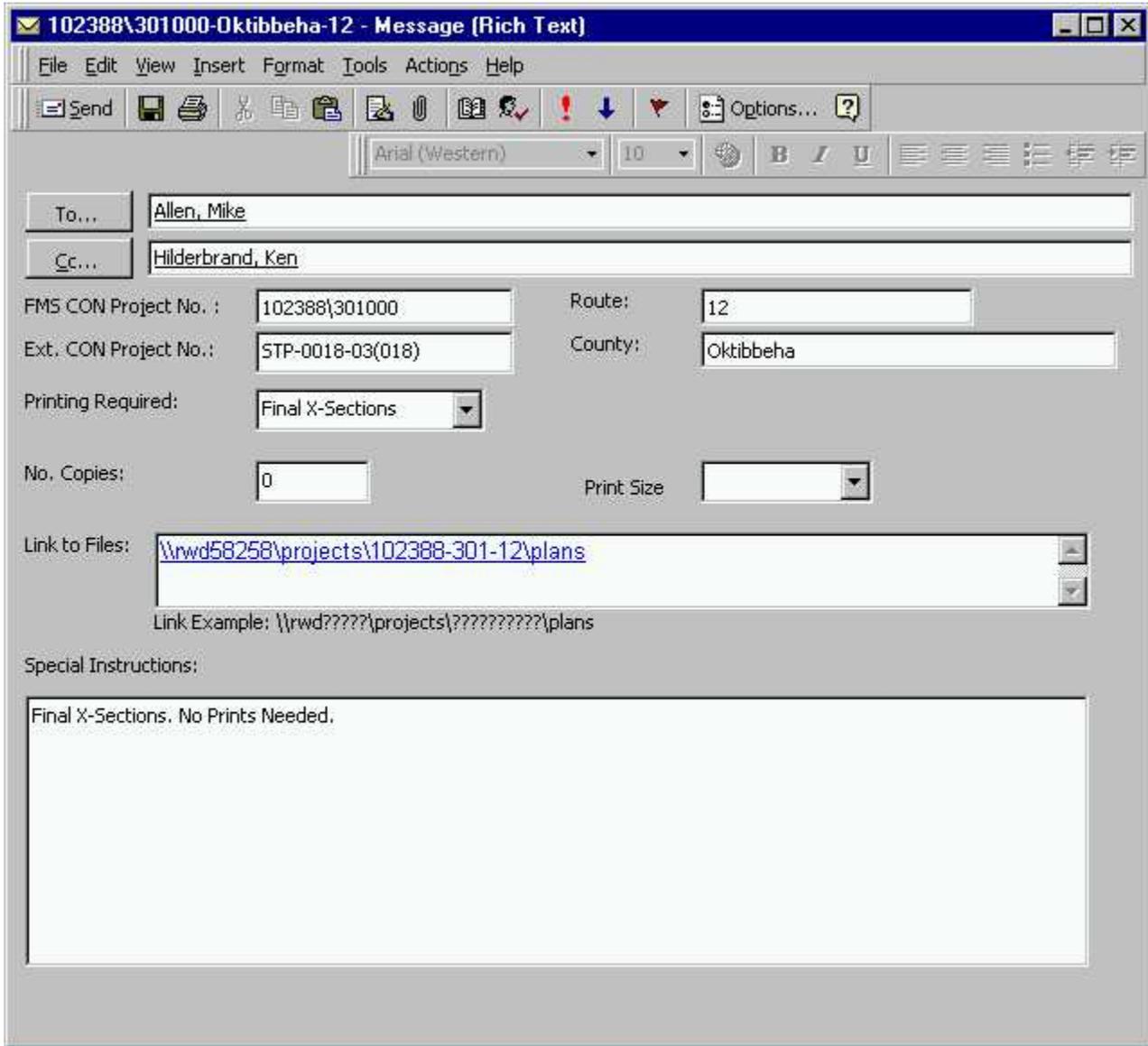
Once the files have been created (It takes about 20 seconds per plot), you should MOVE the TIFS to the PLANS directory under the appropriate projects directory. You should check the drawings to make sure they are named according to the sheet number & that they sort in Windows Explorer from 1st sheet to last sheet when sorted by Name. Also check the quality of each plot & make sure the plot encompasses the entire sheet.

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 prints of x-sections or submitting Final X-sections should complete the Print Request Email Form located on RWD Intranet Site (<http://rwdsrv001/RWDIntranet/forms.htm>) and email to Michael and Ken. The form is shown below.



102388\301000-Oktibbeha-12 - Message (Rich Text)

File Edit View Insert Format Tools Actions Help

Send [Icons] Options... ?

Arial (Western) 10 [Icons] B I U [Icons]

To... Allen, Mike

Cc... Hilderbrand, Ken

FMS CON Project No. : 102388\301000 Route: 12

Ext. CON Project No. : STP-0018-03(018) County: Oktibbeha

Printing Required: Final X-Sections

No. Copies: 0 Print Size: [Dropdown]

Link to Files: <\\rwd58258\projects\102388-301-12\plans>

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

Special Instructions:

Final X-Sections. No Prints Needed.

5. PROCEDURE FOR MIKE & KEN TO SUBMIT PRINT REQUEST TO REPRODUCTION SHOP

Mike & Ken should complete the Print Request - Roadway Plans Personnel form (located on RWD Intranet Site <http://rwdsrv001/RWDIntranet/forms.htm>) and email to the Reproduction **shop with a copy going to the requesting designer. When the Design Team receives this email copy, it shall cease any modification of these files until “receipt of files” email confirmation from the Reproduction Shop.**

6. PROCEDURE FOR REPRO SHOP TO PROCESS REQUEST

The Repro Shop will **copy the files from the link specified on the form & REPLY TO ALL that the “FILES HAVE BEEN COPIED”**. If the Print Request Type is Final X-Sections, these files need to be copied to the appropriate project directory under the construction directory. Just General X-sections can be deleted after copies are made.

From: Boteler, Keith
Sent: Friday, December 14, 2001 4:11 PM
To: Boggan, Adam; Seal, David; Pendarvis, Jonathan; Forgey, Billy; Smith, Dan; Lewis, Cornelius; McCollum, Danny; Smith, Sara; James, Billy; Latham, Tim; Wardell, Robert; Breland, Carol; Graham, Latonya; Rosenkranz, Jeff; Bracey, Kevin; Fletcher, Brad; Davis, Joe; Morea, John; Waldon, Greg; Gardner, Cheryl; Williams, Greg; Lewis, Breena; Robinson, Charlie; Gilchrist, Kelvin; Conner, Monte; Hulitt, Cliff; Roberts, Boobie; Williams, Rose; Mayfield, Thomas; Hilderbrand, Ken; Poe, John; Reinike, Chet; Greer, Norris; Cason, Benjamin; Brown, Denise; Gilliam, Rocky; Sookhakian, Lee; Sutterfield, Russell; Harr, Selena; Barton, Billy R. Jr.; Spell, Steve; Case, Mark; Henderson, J.J.; Parker, Larry; Dover, Terrie; Allen, Mike
Cc: Ward, John C.; Case, Mark; Henderson, J.J.; Poe, John; Bracey, Kevin
Subject: Electronic Cross-Sections

Since implementing Electronic Cross-Sections, many of you have had problems re-connecting to the \\rwdplans*-plotfiles shares (Example: \\rwdplans\forgey-plotfiles) at Login. We discovered that there appears to be a software glitch in Windows NT that causes this problem when a share name is over 12 characters in length. To eliminate this error when logging in, we decided to rename the shares and take the "**-plotfiles**" off the share name.

Each Design Team member needs to disconnect (In Windows Explorer or File Manager) the appropriate share on RWDPLANS which is the Design Team Leader's last name (Example: \\rwdplans\forgey-plotfiles).

Also, each Design Team member needs to connect (In Windows Explorer or File Manager) to the appropriate share on RWDPLANS which is now the Design Team Leader's last name (Example: \\rwdplans\forgey).

NOTE: The printer share names (Example: \\rwdplans\forgey-plot) which create the TIF images have not changed so your connections to these should be fine.

If you have questions about this, give someone in CADD a call.