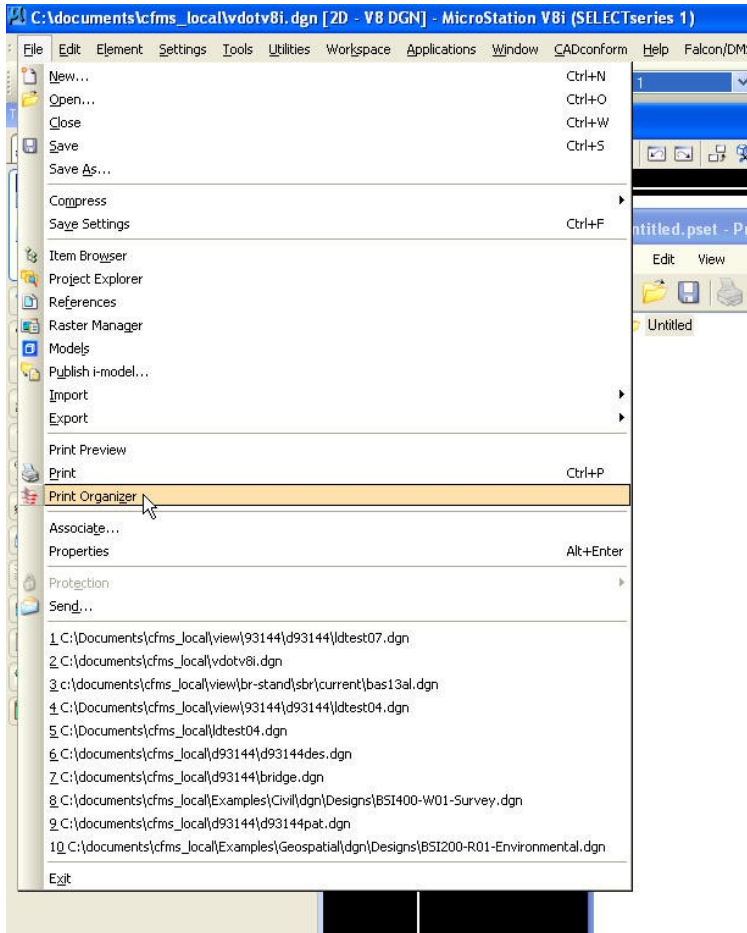
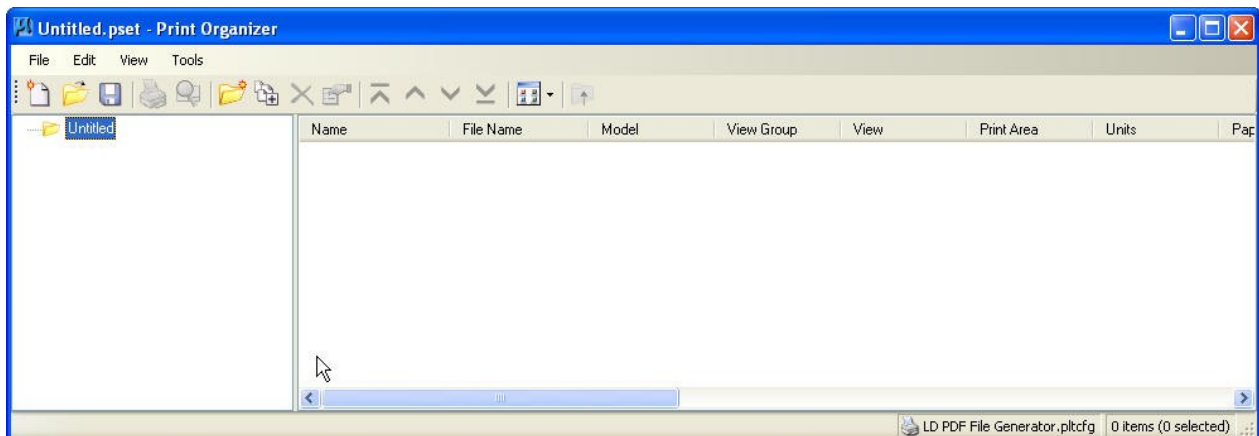


# Print Organizer (Batch Plotting)

Go to **File** on the Main MicroStation Menu and select **Print Organizer**

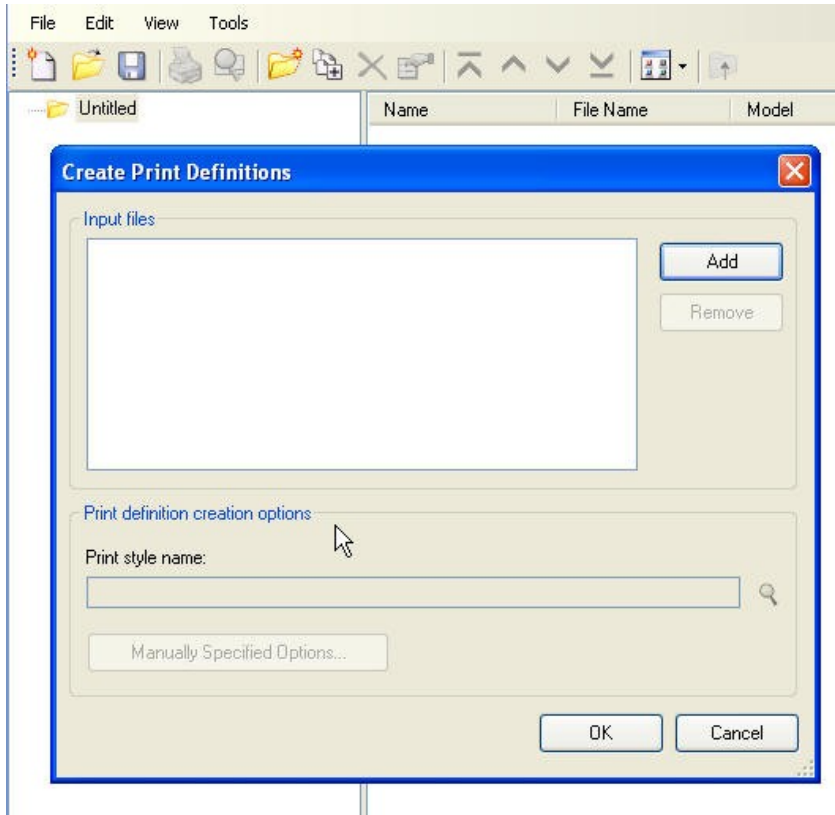


The **Print Organizer** dialog box will appear:

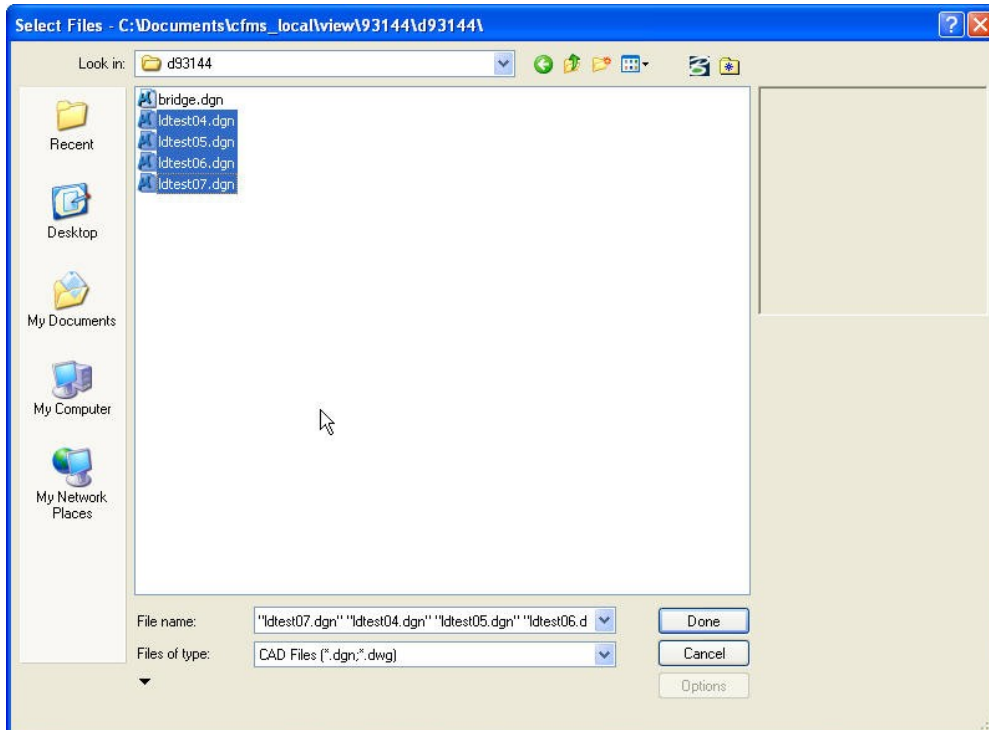


Go to **File** → **Add Files to Set**

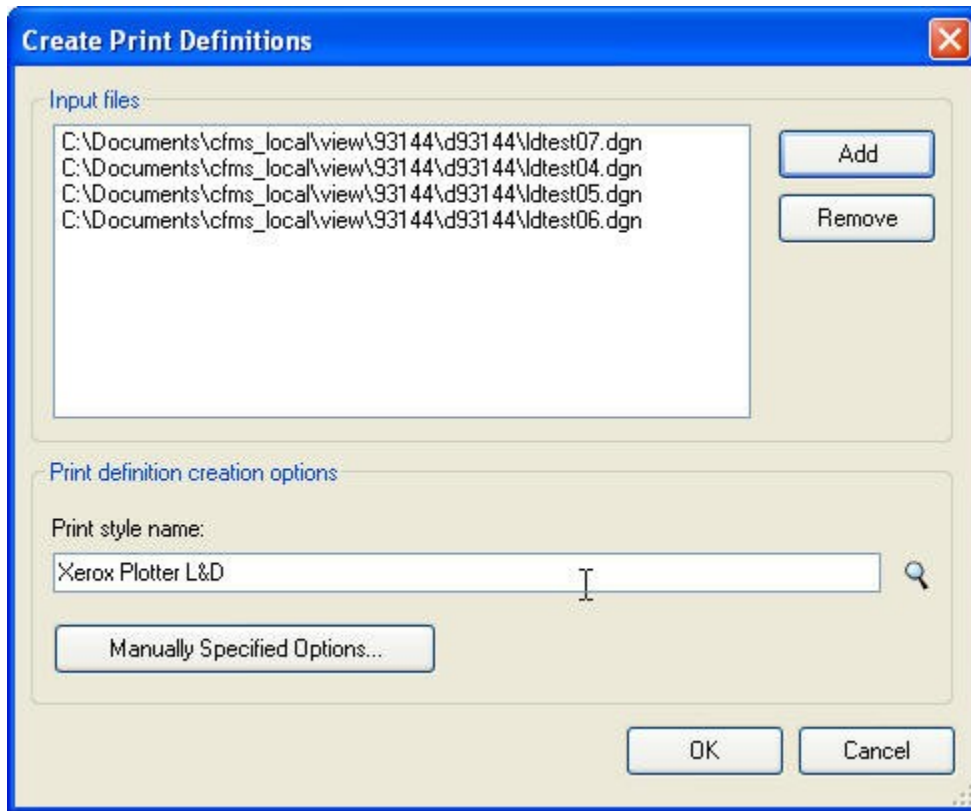
Select **Add**:



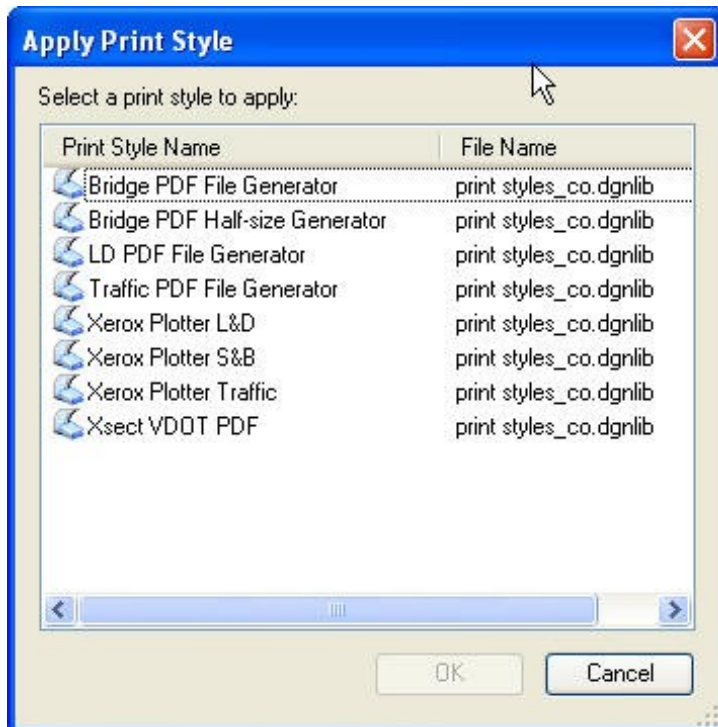
Then **Browse** to the files. Select the files and click **Done**.



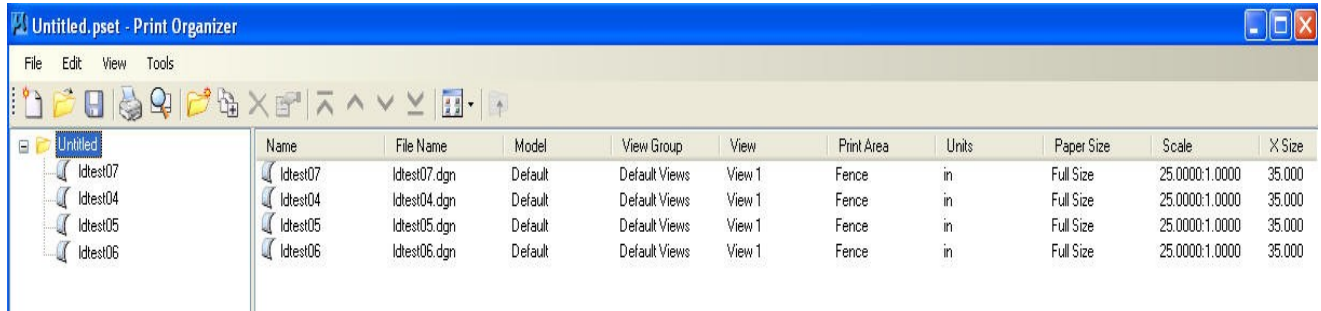
Choose the **Print Style Name** next by selecting the Magnifying glass:



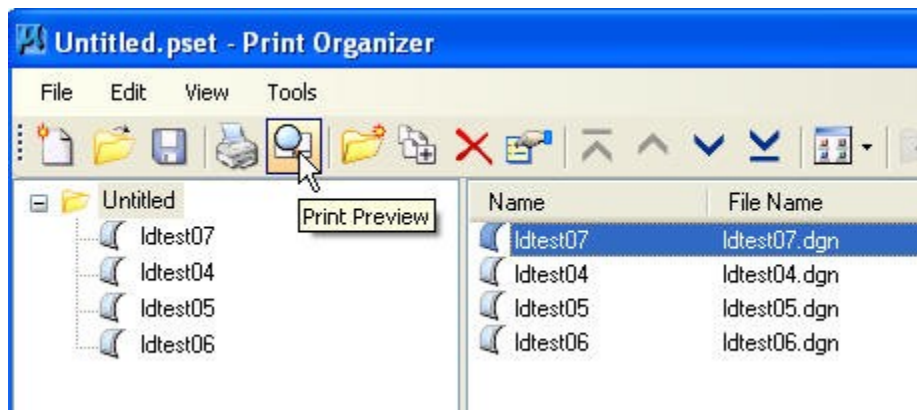
Highlight the **Print Style** and click on **OK**.



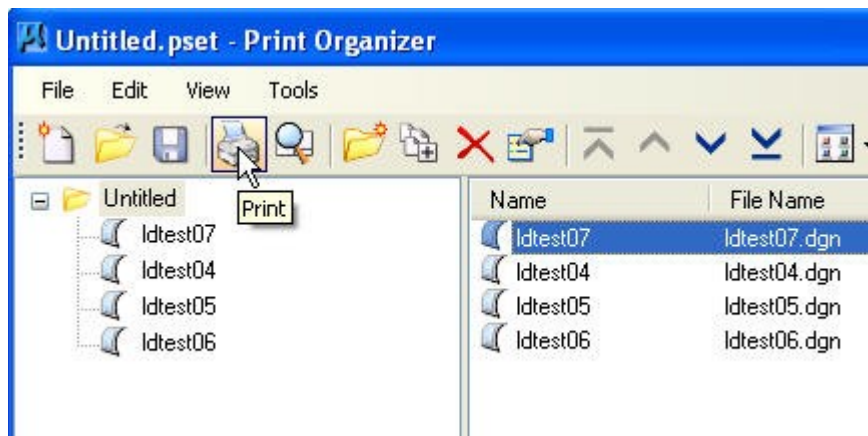
The **Print Organizer** dialog box should look like this now:



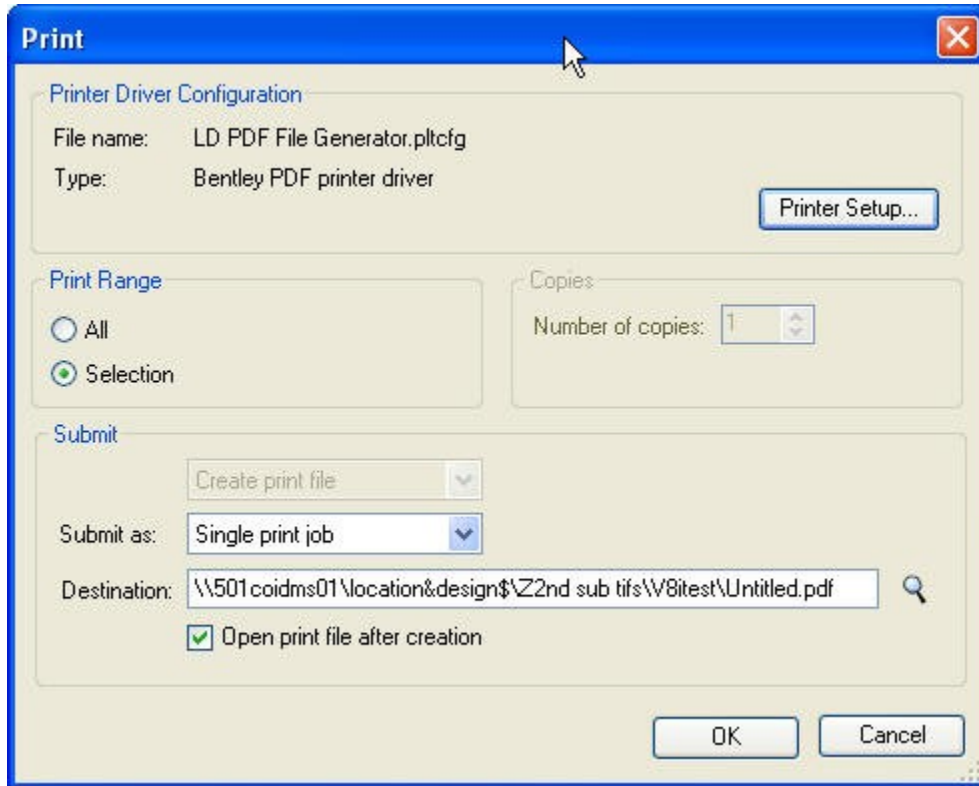
Review the settings and choose **Print Preview** if you would like to verify if the plot is correct:



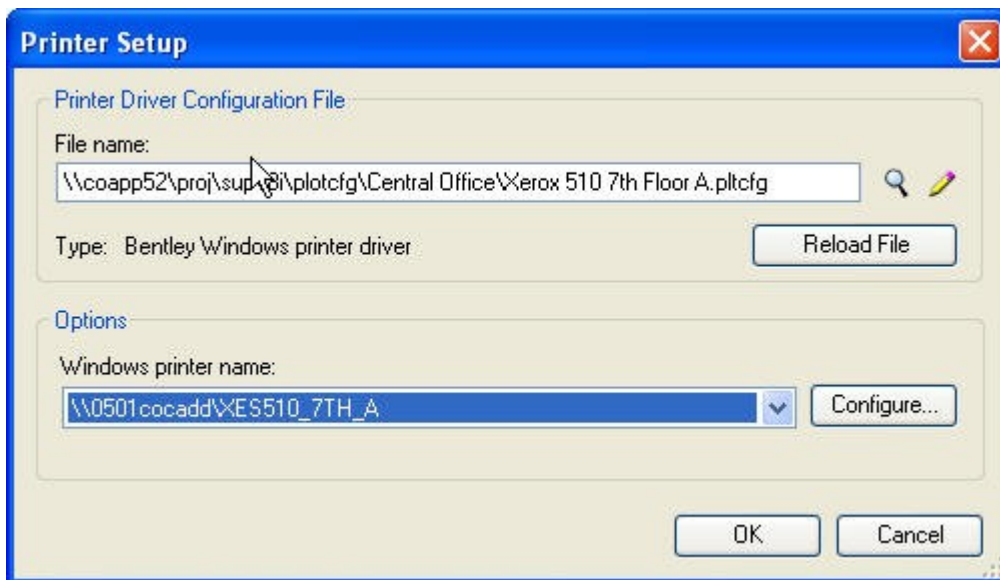
Select **Print**:



The following **Print** Dialog box should appear. Select **Printer Setup**.



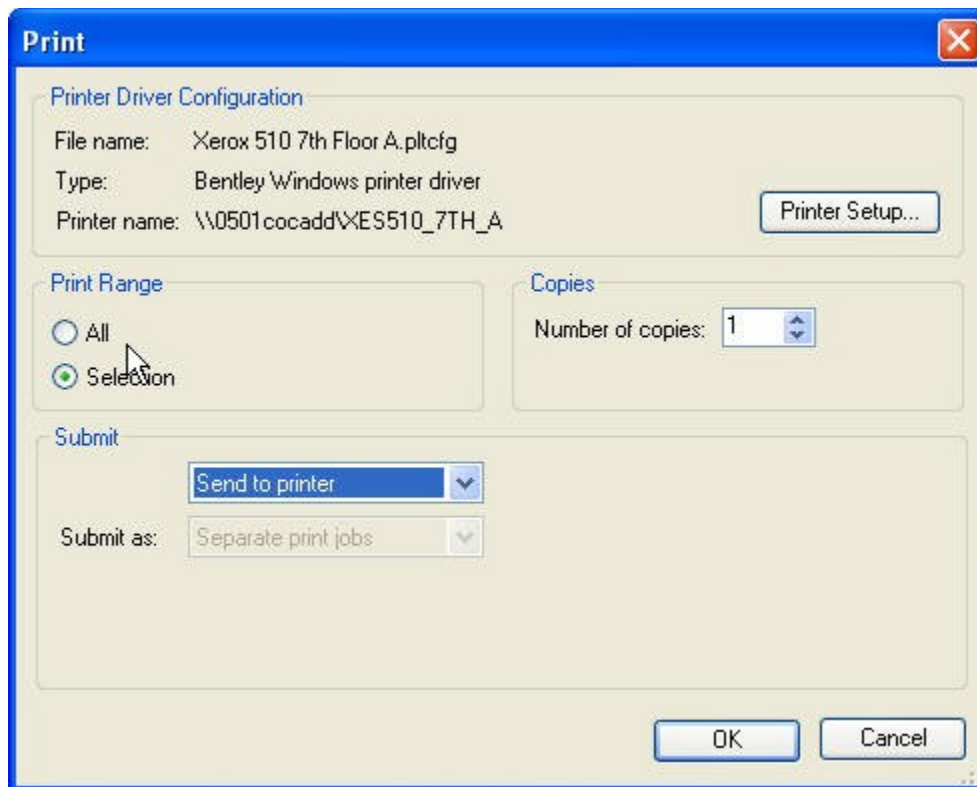
The following **Printer Setup** dialog box should appear:



Choose the correct **Driver Configuration File** and **Windows Printer Name**. (Printer should default correctly, if not choose the Printer)

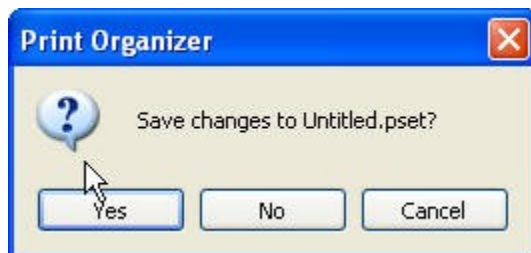
Select **OK**.

The **Print** dialog box should reappear:



Select **OK**. The prints should now come out on the plotter.

Close **Print Organizer**:



Select **No**. (Do not save the changes)