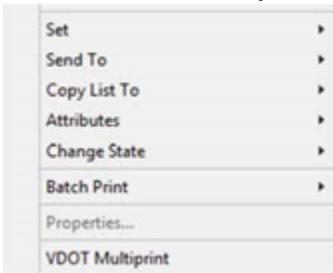


## VDOT Multiprint

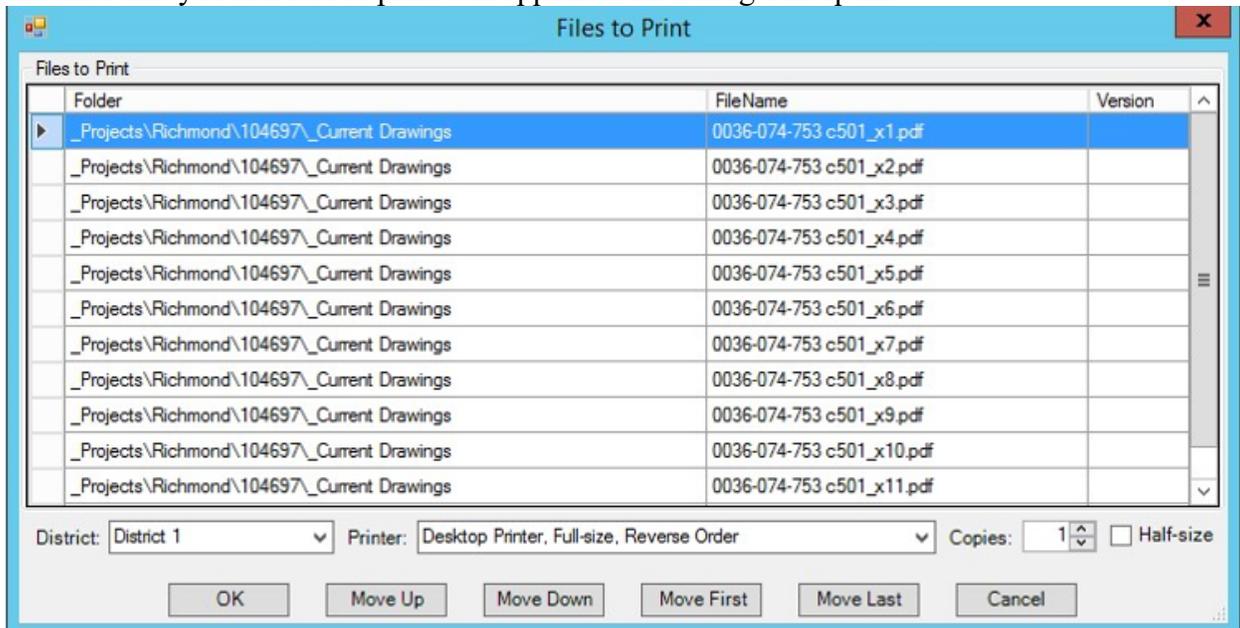
The VDOT Multiprint command is a customization that allows ProjectWise Explorer users to send multiple PDF or TIFF files to be printed on configured network printers. Printing documents stored in ProjectWise are typically done by opening or viewing the file in a native application and using the application print command to generate prints. Drawing sets have been produced as a single sheet documents that are collected and ordered by name. Often one set exists in a folder for a specific project.

## Using Multiprint

- Select the files that need to be printed
- Right click on files
- Click ‘VDOT Multiprint’



- The files that you selected to print will appear in the dialog box opens



- The order of the files to print can be reviewed and changed.

### To change the order that files are printed

- Select the file by click on it
- Use the Move up, Move Down, Move First, and Move Last buttons to move the file to the desired location

## ProjectWise – VDOT Multiprint



When the order is satisfactory select the options for printing, beginning with the printer. The list of printers are configured by the administrators.

Please be mindful of the printer selected and the paper used.

Once a printer is selected the remaining options may be set as desired. Copies will always default to 1. Full-size is the default. Click the 'Half-size' checkbox for reduced, half-size plan sheets. Each printer (Oce or PageWide) will be configured to address reverse order. Plans will be printed in the order.

Once the options are set click 'OK' to submit the files for printing. The 'Files to Print' dialog will close when the job is submitted to the server.