This guidance is based on Adobe Acrobat 10 Pro. Additional guidance on using Adobe with NDDOT CADD Standards is available at:

http://www.dot.nd.gov/manuals/design/caddmanual/caddmanual.pdf#page=37

Creating PDF files from Microsoft Word and Excel

Several NDDOT plan sheets developed with Microsoft office are macro intensive. These plan sheets include;

- 1. Traffic Control Devices List (100WZ_001_TCDL.xls)
- 2. Design Notes (11x17 sheet) (006NT_001_notes.doc)
- 3. Bridge Notes (11x17 sheet) (170BR_001_notes.doc)

Macros need to be enabled to use the NDDOT custom tool. Macro Security needs to be set to "Enable all Macros". If Macro Security is set to a higher level the macros will not run. If macros don't run, confirm these Microsoft Office settings;

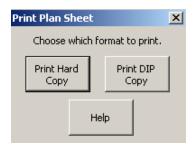
- 1. Within the Microsoft Office application, click "File > Options".
- 2. Click on "Trust Center".
- 3. Click on "Trust Center Settings".
- 4. Click on "Macro Settings". This is an extra step for Excel.
- 5. Enable all Macros.

Use the "Print Plans" macro. This macro is intended to launch on the opening of the document. If the macro security was just changed, you may need to close and reopen the document.

The macro can also be launched by selecting "View > Macro > View Macros". Then select "Launch Printer Box" macro.

Within the "Print Plan Sheets" dialog box – macro, select the "Print DIP Copy" and complete the prompts for the electronic distribution statement. The electronic distribution statement should be populated throughout the document.

Save the document according to the CADD Standards (Proper Name and Location).



Working with Adobe Acrobat

Adobe Acrobat can directly import Microsoft Office documents. It can not directly import MicroStation documents. MicroStation drawings need to be printed to PDF before they can be merged with other documents.

The common tools used to create and edit PDF plans include;

- 1. "Create > PDF From File"
- 2. "Create > Combine Files into a Single PDF"
- 3. Inserting Pages (Combining Documents)
- 4. Replacing Pages
- 5. Deleting Pages
- 6. Moving Pages

"Create > PDF From File"

- 1. In Acrobat, choose File > Create PDF > From File.
- 2. Select your file type from the "Files of type" menu and locate the file you want to convert to a PDF.
- 3. Click Open to convert the file to a PDF file.

"Create > Combine Files into a Single PDF"

- 1. In Acrobat, select "File > Create > Combine Files into a Single PDF". The "Combine Files" dialog box should open.
- 2. Click on "Add Files" to locate and select files. Hold down the Ctrl (control) key to select multiple files within a directory. Hold down the shift key to select a range of files within a directory. Then click the "Open" button.
- 3. Rearrange the files in the list as needed. To move a file up or down in the file list, select the file name and click Move Up or Move Down.
- 4. Click "Combine Files" to convert and consolidate the files into one PDF. Some source applications may start and close automatically. When the conversion is complete, the consolidated PDF file will open. This newly created file will have a default name such as Binder1.pdf. You may want to save this document with new name to a different directory.

Inserting Pages (Combining Documents)

- 1. Select "View > Tools > Pages" from the pull down menu. The "Pages" tool panel should open on the left side.
- 2. Select "Insert from File" from the Pages tool panel.
- 3. Select the document to insert.
- 4. An "Insert Pages" dialog box will open that allows you to specify the location to insert the pages within your active pdf document.

Replacing Pages

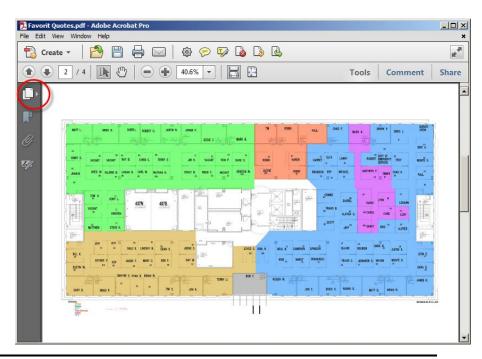
- 1. Select "View > Tools > Pages" from the pull down menu. The "Pages" tool panel should open on the left side.
- 2. Select "Replace" from the Pages tool panel.
- 3. Select the document containing the replacement page (s).
- 4. A "Replace Pages" dialog box will open that allows you to specify the specific pages in the active pdf document to replace with specific replacement document pages.

Deleting Pages

- 1. Select "View > Tools > Pages" from the pull down menu. The "Pages" tool panel should open on the left side.
- 2. Select "Delete" from the Pages tool panel.
- 3. A "Delete Pages" dialog box will open that allows you to specify the specific pages in the active pdf document to delete.

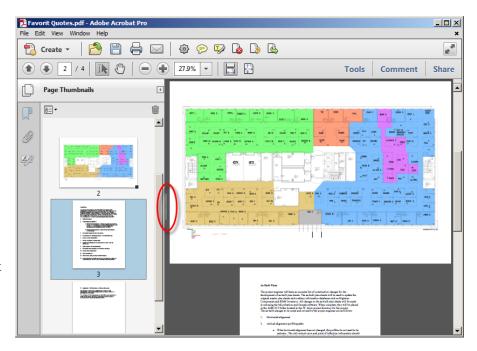
Moving Pages

Open the PDF with Adobe Acrobat. On the left side of the application window there are Navigation Pane Buttons. Double click on the "Page Thumbnails". If the navigation panel is minimized, it will expand.



You can adjust the size of the navigation panel by dragging on the right edge of the panel.

Each page of the plans will appear as thumbnail views in the navigation panel. To move a page, drag the page thumbnail to the desired location. The pages are renumbered. A range of pages can be selected by holding down on the shift key as the first page and last page of the range are selected. The range of pages can be dragged to the desired location.



Pages can also be dragged and dropped across 2 different opened pdf documents. Selected pages from the thumbnail panel of one opened document can be dragged to the thumbnail panel of a different document. This is another way to insert pages or combine documents.

Printing PDF Tip

Most drawings have been made so that they print at a specific scale. The scaling settings need to be turned off – set to "Actual size".

