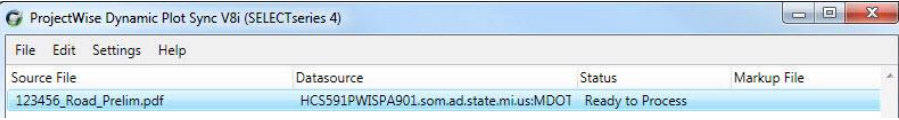


Digital Pen Users Guide

State:		Creating the DOT Matrix Set
Step	Action	
1	<p><i>Navigate to the folder where the .pdf file resides.</i></p> <p>NOTE – If the PDF that needs a matrix set created for it exceeds 30 MB please find a good spot in the document to separate the file into equal parts. This will allow a quicker return time of the DOT Matrix set. It's also good practice to 'Flatten' the PDF before creating a DOT Matrix Set.</p>	
2	<i>Right Click and Select Michigan DOT Dynamic Plot.</i>	
3	<i>Navigate to where the DOT Matrix Set will reside and Click Ok.</i>	
4	<p><i>Click Ok when the notification states that it was successfully submitted.</i></p> <p>**NOTE – The time it takes to create the DOT Matrix set is dependent on the size of the document.</p>	
5	<p><i>When completed click the link in the email and print page 2 of the DOT Matrix Set. Set printer settings to: Page Scaling – None, Uncheck – Auto Rotate and Center and Check – Choose paper source by PDF page size.</i></p>	
6	<i>Make a test comment and dock the pen</i>	
7	<p><i>Select the test comment and click process</i></p> 	
8	<i>When completed click the link to the Markup File and open the file</i>	
9	<i>Locate the test comment and delete it</i>	
10	<i>Close the .pdf and save upon exiting</i>	

Ink Colors for each area:

Area	Color
Region & TSC (All areas)	Blue
Real Estate	Purple
Quality Assurance	Red
Environmental & SESC	Green
Lansing CFS & Geotech	Orange
Geometrics	Magenta
Signals and Signing	Olive
Hydraulics	Sky Blue

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Trouble Shooting:

Creating the Matrix Set

There isn't a Michigan DOT Dynamic Plot option when right clicking the File. Check under 'Tools' to see if there's a Michigan DOT Dynamic Plot URL. If not, please contact a Digital Pen Specialist to get the Add-in installed.

The destination folder is not selectable within ProjectWise. It's probably because there isn't sufficient rights to write to that location. Contact a ProjectWise Support Specialist to get rights to that location.

It doesn't create the entire document. Open the original pdf and 'Flatten' all the pages and try again.

Commenting with the Pen

While making comments the pen buzzes. That means that the Pen isn't reading the matrix grid. Re-print the page as described in Chapter 1 and try again.

Docking the Pen

After Docking the Pen nothing happens. Sometimes, although rare, launch the Dynamic Plot Sync manually the first time. To do this click on Start > All Programs > Bentley > ProjectWise Dynamic Plot Sync V8i (SELECT Series 4) and open ProjectWise Dynamic Plot Sync V8i (SELECT Series 4). See if it loads the comments. If not, try the next step.

When Dynamic Plot Sync opens but there are no comments to Process. Click on Settings > Preferences. Verify that the Pattern Service address is set to: <http://hcs591cotspa901/BentleyDPS> and click Test Connection. It should validate the address. Then retry another test comment and try again. If not, try a different matrix set and try again. It might be that the matrix set needs to be re-created.

Reviewing the Comments

The comments are there but they can't be moved or grouped. This is because the comments were put in a fillable field. Delete the comments file, 'Flatten' the PDF in Adobe, re-create the Matrix set and try again.

Pen Problems

Please call a Digital Pen Specialist for Pen Hardware related problems.

Contacts

Email this resource: MDOT-ProjectWiseConsultant@michigan.gov