

# Plot Station Training Class Syllabus

**Note:** Each Plot Station Training Class is tailored to the individual needs of the participants. For a particular audience, some topics may be covered in close detail while others may be summarized or skipped. This syllabus lists all of the topics that may be included in the two-day class.

## ▶ Lesson 1 - Plot Station Products Overview

- About the Plot Station Products
- Plot Station With ImageSite® and Print Room Manager

## ▶ Lesson 2 - Plot Station Server

- What is Plot Station Server?
- Plot Station Server Compatibility
- Installing and Starting Plot Station Server
- Installing a Plot Station Server Upgrade
- Updating Drivers
- Configuring Plot Station Server
- Setting Up Logical Plotters
- Plotter Setup Wizard
- Configuring Plotter Input Types
- Drawing Attributes Tables
- Configuring Plotter Output Drivers
- Setting Up Queues
- Setting Up Servers
- Setting Up Windows Printers
- Exercise: Setting Up a Logical Plotter
- Working with Plot Monitor

## ▶ Lesson 3 - Print Destination Configuration

- About Print Destination Configuration
- Configuring Plot Station Server to Work With Print Destinations
- Creating Print Destinations
- Defining Addresses for Print Destinations
- Defining Paper Sizes for Print Destinations

## ▶ Lesson 4 - PRF Generator for AutoCAD 2004+

- What is PRF Generator?
- System Overview
- Installing PRF Generator for AutoCAD
- Configuring PRF Generator for AutoCAD
- Working with the Tabs
- Using the PRF Generator Tools

▶ **Lesson 5 - PRF Generator for MicroStation**

- What is PRF Generator?
- System Overview
- Installing PRF Generator for MicroStation
- Testing Installation of PRF Generator
- Testing Integration with ProjectWise
- Configuring PRF Generator for MicroStation
- Troubleshooting
- Reviewing a PRF

▶ **Lesson 6 - Plot Manager™**

- What Is Plot Manager?
- Why Use Plot Manager?
- Using Plot Manager with an EDMS
- Installing and Starting Plot Manager
- Defining Configurations for Submit
- Submitting Jobs for Plotting

▶ **Lesson 7 - Plot View**

- About Plot View
- Installing Plot View
- Working with Images

▶ **Lesson 8 - Using DataTracker**

- About DataTracker
- Using Plot Station to Track Accounting Information
- The DataTracker Window
- Creating DataTracker Reports in Microsoft Access
- Defining Custom Columns
- Purging Data

▶ **Lesson 9 - Print Room Manager**

- About Print Room Manager
- Installing and Starting Print Room Manager
- Working With Queues
- Working With Job Tickets
- Sending e-mail to a Job Submitter
- Printing Jobs in Attended Mode
- Printing Jobs in Automated Mode (After-Hours Printing)
- Working With Archived Jobs