

# CDOT Sheet File Creation

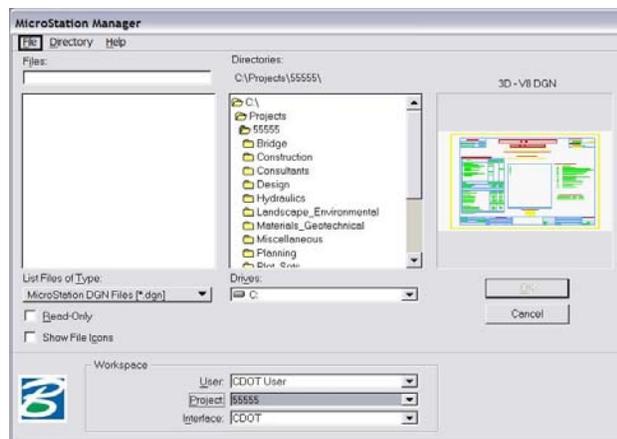


This document guides you through creating a new sheet file in MicroStation. We will be going over placing the sheet border around coordinate based model graphics. Setting up sheets this way maintains the coordinate based information and measurements are in real-world dimensions. This is a complimentary guide to Chapter 11, Drawing Composition from the Roadway Drafting Using MicroStation Manual.

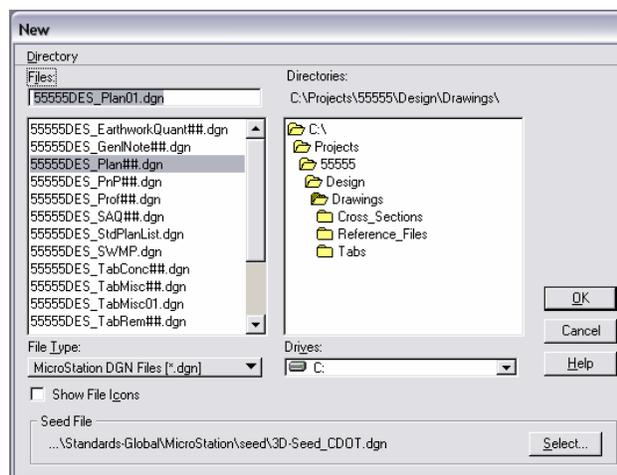
## Setting up the Sheet File:

### Beginning a New Drawing File

1. From the MicroStation Manager, select File > New.

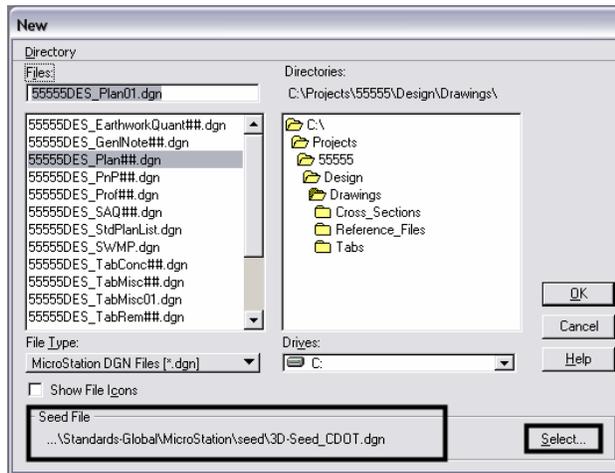


2. Enter a drawing file name that corresponds to the next consecutive sheet number and place it under the appropriate file location under C:\Projects\.....

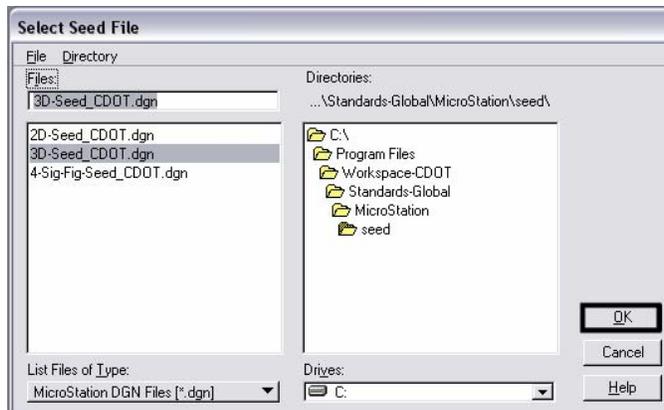


## CDOT Sheet File Creation

3. Verify that the desired **Seed File** is selected. If it is not, <D> Select and navigate to C:\Program Files\Workspace\_CDOT\Standards-Global\MicroStation\Seed\.



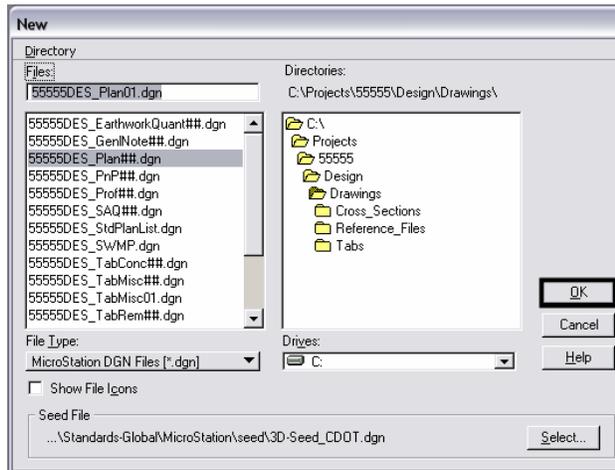
4. Highlight the desired file (for this example: 3D-Seed\_CDOT.dgn) and <D> OK.



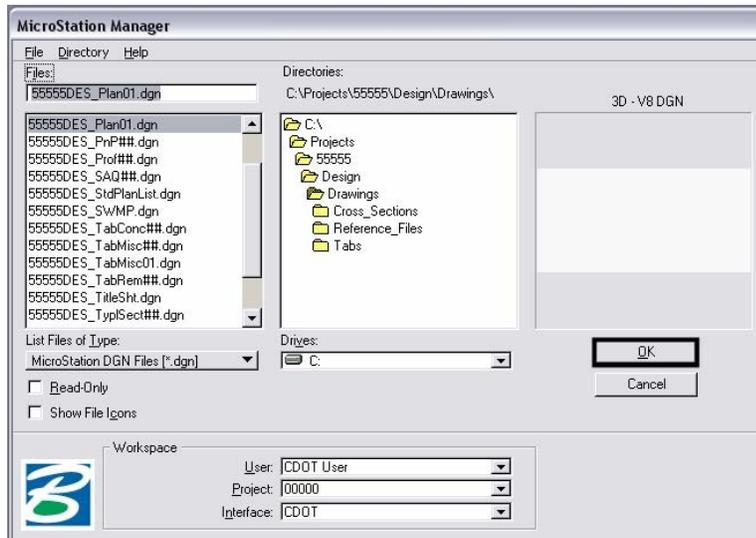
**Note:** All disciplines use the 2D-Seed\_CDOT.dgn and the 3D-Seed\_CDOT.dgn. The 4-Sig-Fig-Seed\_CDOT.dgn is a special bridge seed file.

## CDOT Sheet File Creation

5. In the New dialog box, <D> OK.



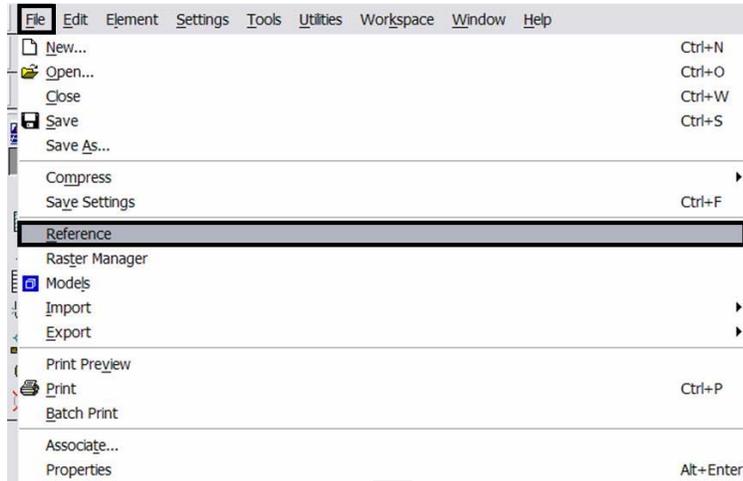
6. The file you created will be highlighted in the MicroStation Manager. <D> OK to open that file.



## CDOT Sheet File Creation

### Attaching Model Files to the Sheet File

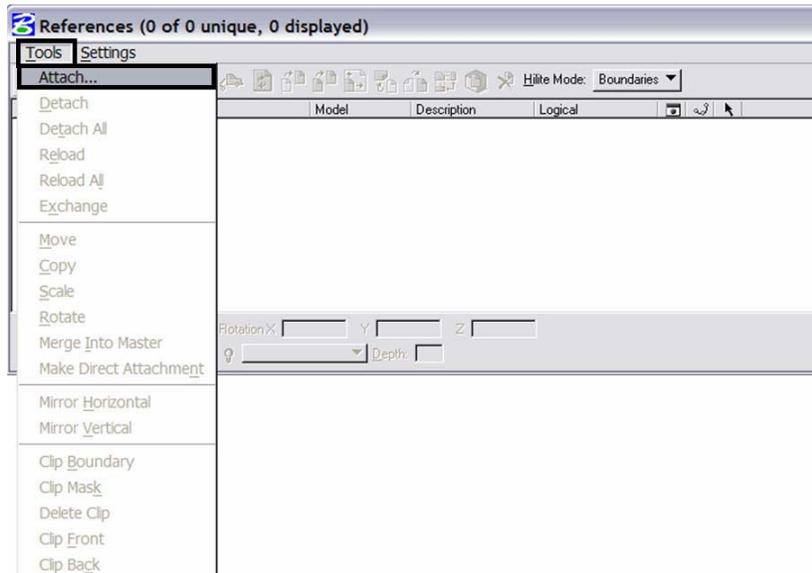
7. Select File > Reference.



Or choose the Reference icon  from the **Primary Tools** toolbar.



8. From the Reference Manager tool bar select Tools > Attach

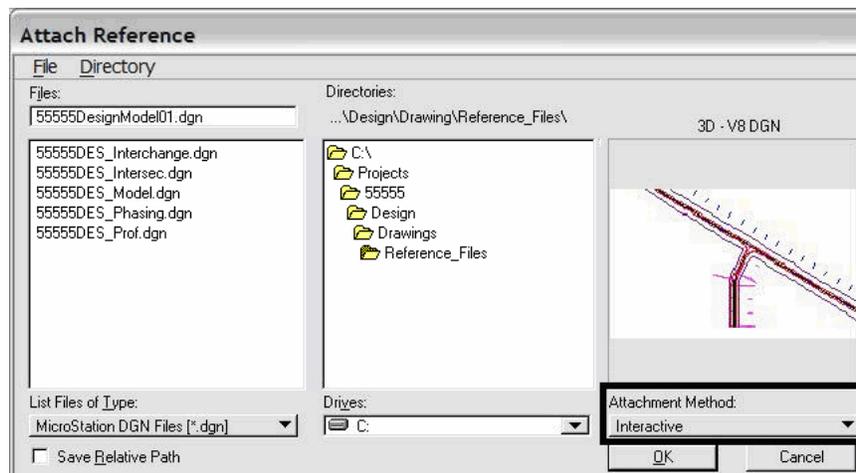


## CDOT Sheet File Creation

Or choose the **Attach Reference** icon .



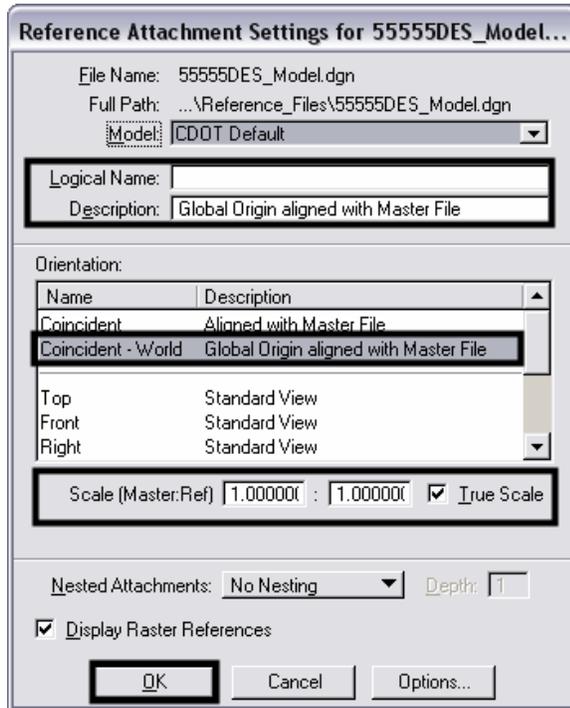
9. Search for the model file and verify the **Attachment Method** is set to **Interactive**.  
<D> OK.



**Note:** You can select more than one file at a time by holding the **Shift** or **Ctrl** keys down while making your selection. You can also *Drag and Drop* directly from Windows Explorer into the **Reference Manager** Tool box, selecting several files at one time as mentioned above.

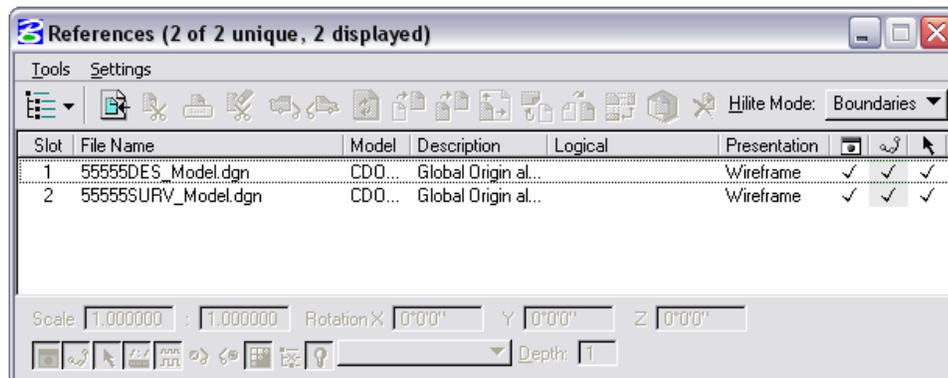
## CDOT Sheet File Creation

10. In the **Reference Attachment Settings** dialog box, key in a logical name and a description. For instance, the logical name might be **Design** for the Design Model drawing. The other settings should not have to be edited. **Coincident-World** is selected by default. Also the **Scale** is set at **1:1** by default. Verify **True Scale** is checked **ON**. <D> OK.



**Note:** When **Coincident World** under **Orientation** is selected and a **Scale** factor of **1:1** is entered, plan graphics are being referenced to the sheet file with the true coordinate information. All other attachment methods will not maintain the true coordinate values.

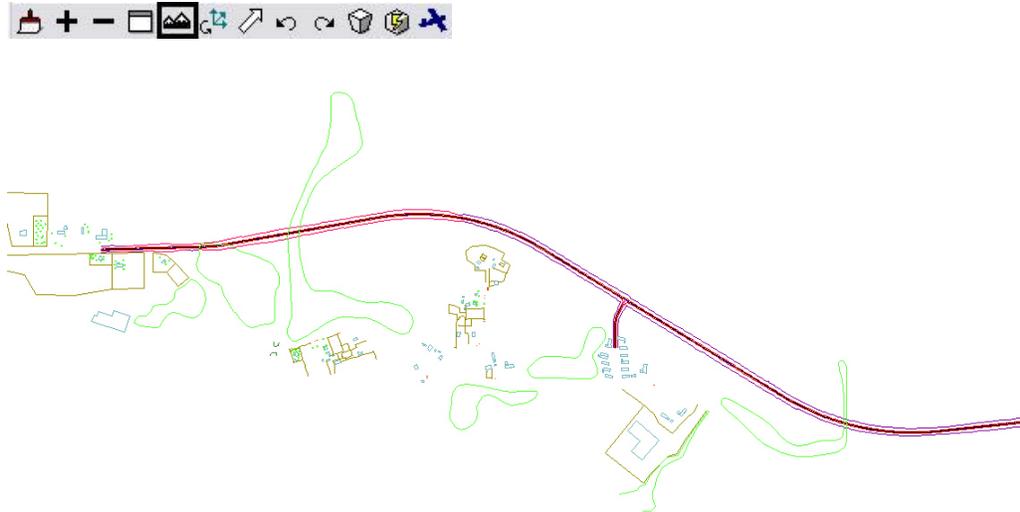
11. The files will be shown in the **References** dialog box.



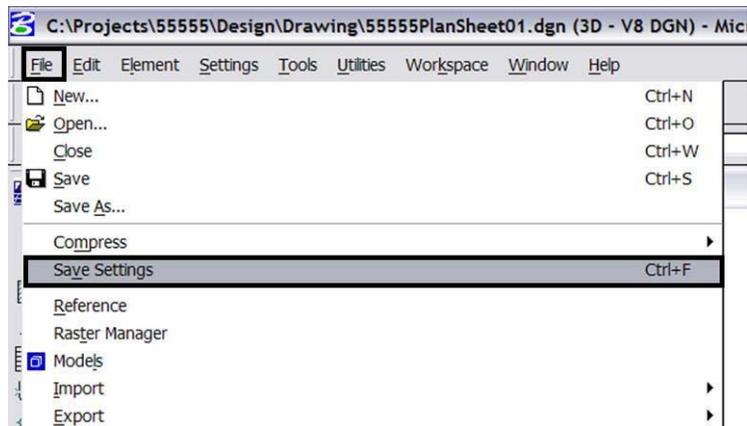
**Note:** Whenever you make graphical model file changes, your sheet file will automatically update.

## CDOT Sheet File Creation

12. Fit View using the icon  so all graphics are displayed.



13. Select File > Save Settings from the **Primary** toolbar.



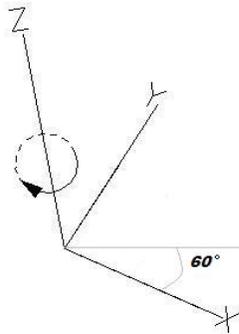
## CDOT Sheet File Creation

### Rotating the View

14. After the references are attached, you may need to rotate the view depending on the layout of the sheet. **Note:** You are not rotating the reference file(s). You are only rotating the view. The coordinate system will not change.
15. One option to rotate the view is to Key-in ***rv = x,y,z*** and press <Enter> or <Tab>.



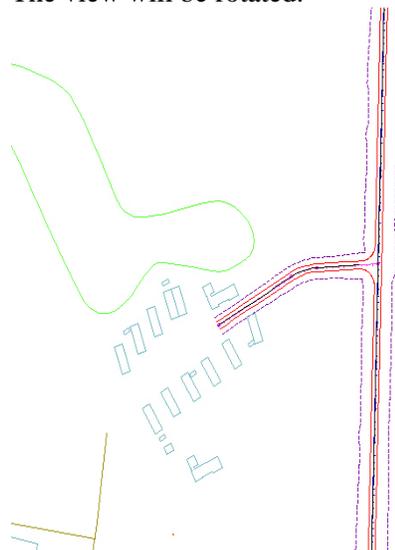
**Note:**  $x = 0$ ,  $y = 0$ , and  $z =$  Rotation Angle. You are rotating the view about the z-axis. This is the axis perpendicular to the view. Otherwise, if you are working in a 2D file the key-in would be ***rv = value of rotation***.



16. You will be prompted to select the view you would like to rotate in. <D> in the active view window to select the view.

Rotate View (Relative) > Select view

The view will be rotated.

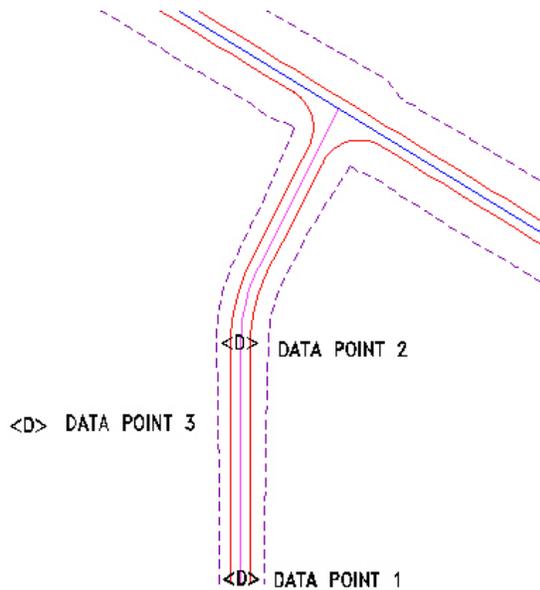


## CDOT Sheet File Creation

17. You can also elect to rotate the graphics using **3 Points**. Select **Rotate View**.



Change the Method to **3 Points**.



**Note:** Make sure you are picking a data point near the 3D element. Do not snap to 3D elements because you will be rotating along the z axis instead of just the x and y plane. Turn Accusnap off or you can hold the **<Ctrl>** and **<Enter>** keys down at the same time to temporarily disable Accusnap while you are locating the data points.

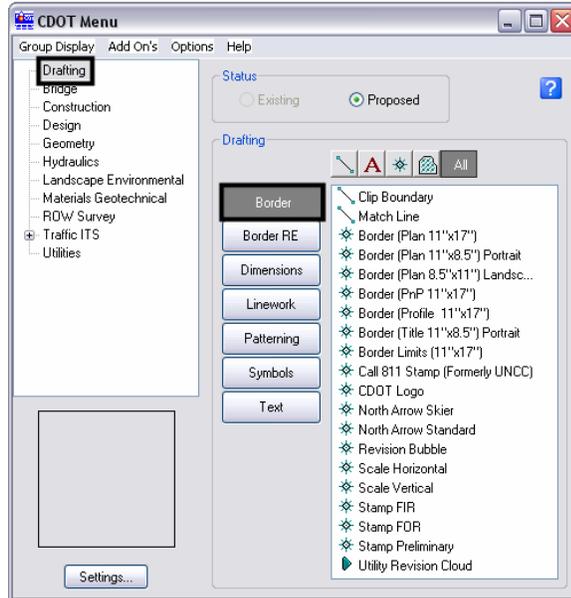
The view will be rotated.



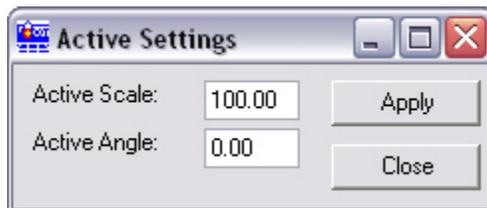
## CDOT Sheet File Creation

### Attaching the Border, Bar Scale, North Arrow, and Resident Engineer/Survey Supervisor Cells

18. From the CDOT Menu, select Drafting > Borders.



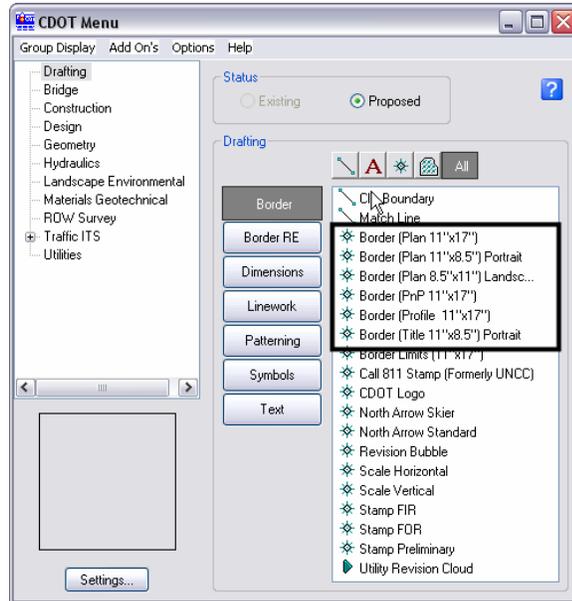
19. <D> Settings if the desired sheet scale is something other than 1" = 100'. In the Active Settings dialog box you can change the Active Scale and the Active Angle.



**Note:** The Active Angle is view independent and not associated with view rotation. Therefore, the x-axis is always horizontal regardless of the view rotation. You will not need to set this for correct placement of the North Arrow or other cells.

20. Select the desired sheet border cell from the list.

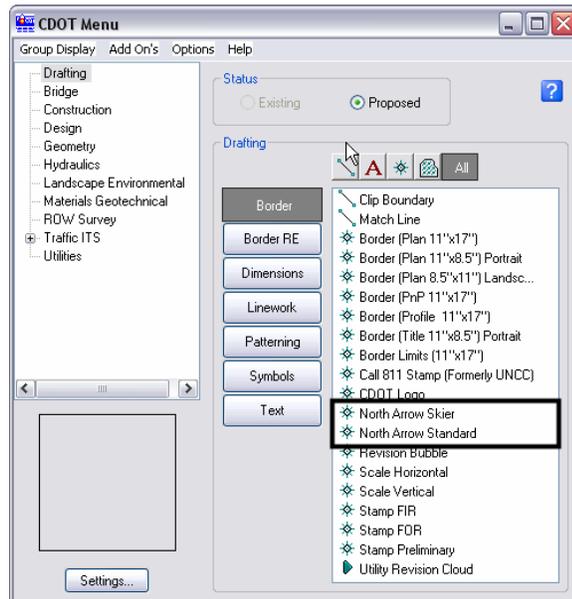
## CDOT Sheet File Creation



21. Once a sheet border is selected, you will be prompted to locate the lower left hand corner of the sheet border (the cell's origin). Move the cell to the desired location and <D>.

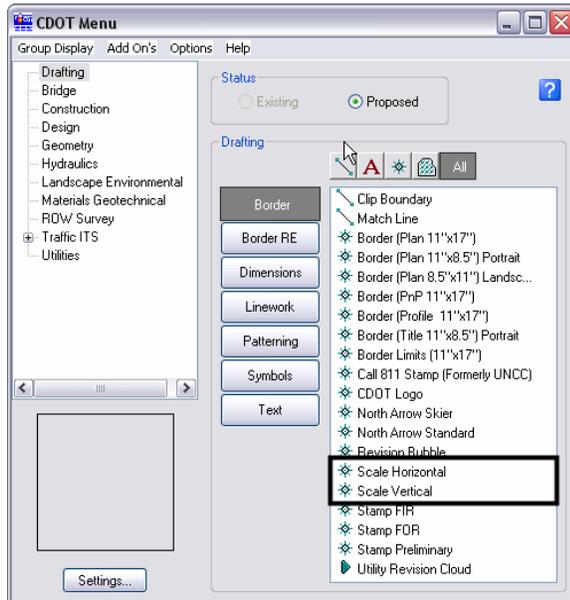
Place Active Cell > Enter cell origin

22. Select the desired **North Arrow**. Move the cell to the desired location and <D>.



## CDOT Sheet File Creation

23. Select a Bar Scale if desired. Move the cell to the desired location and <D>.



24. Finally, select the Border RE button, then select the desired Region Engineer cell. <T> to the location shown in the illustration below and <D> to accept placement.



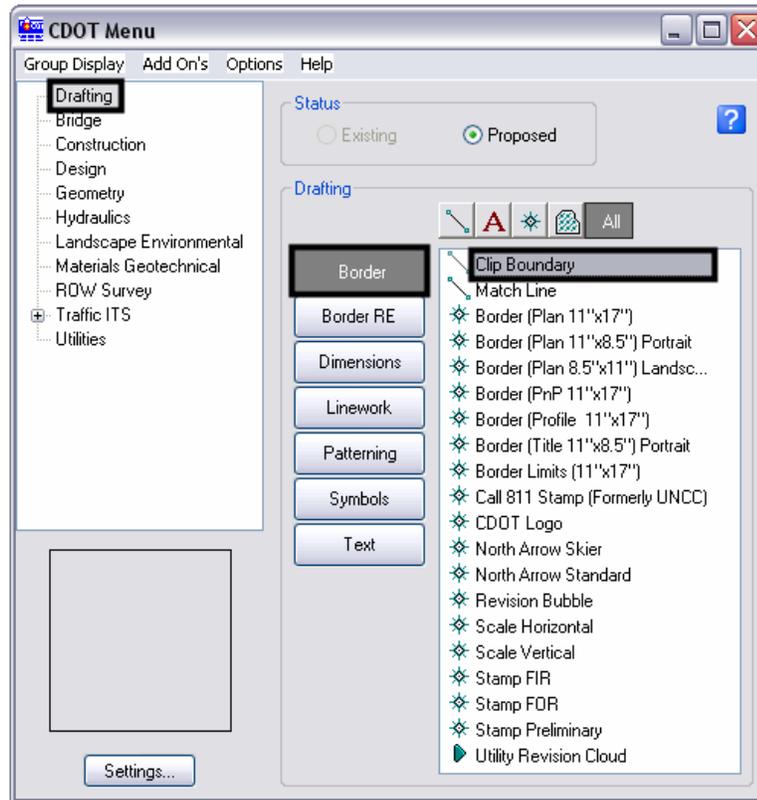
**Note:** Contact the CADD Manager if any edits need to be made to a Region Engineer cell. Remember, you **can** edit the cell with the **Edit Text** command until the changes are available in the next configuration.

25. Double click on any of the text fields in the border to add sheet specific information.
26. Coordinate with the Region Surveyor when you are creating sheets that are not at a 1:100 scale. They will provide you with the topography and survey MicroStation files at a different scale. Otherwise, the line work and cells will not be the correct size for the print scale.

## CDOT Sheet File Creation

### Placing a Clip Boundary

27. From the CDOT Group Menus select **Drafting > Border > Clip Boundary**.

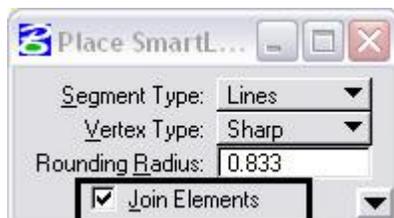


Verify the **SHEET\_Clip-Boundary** level is active.



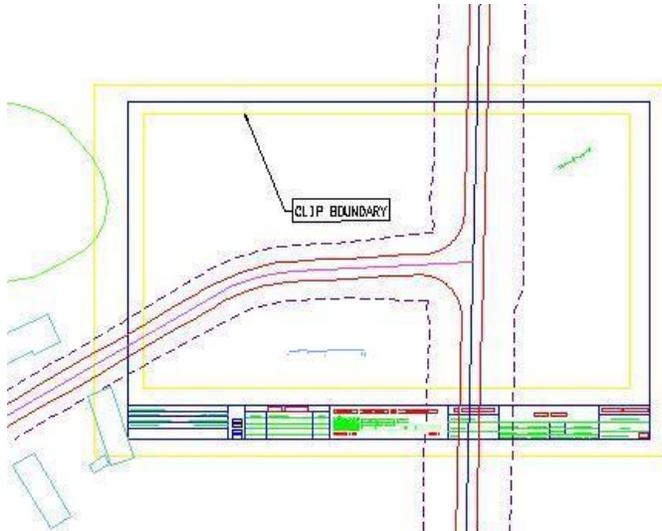
**Note:** The level **SHEET\_Clip-Boundary** will not print.

28. The Place Smart Line  command will be active. Verify the option for **Join Elements** is checked **ON** and draw a closed shape that will represent your clipping boundary of the model file.



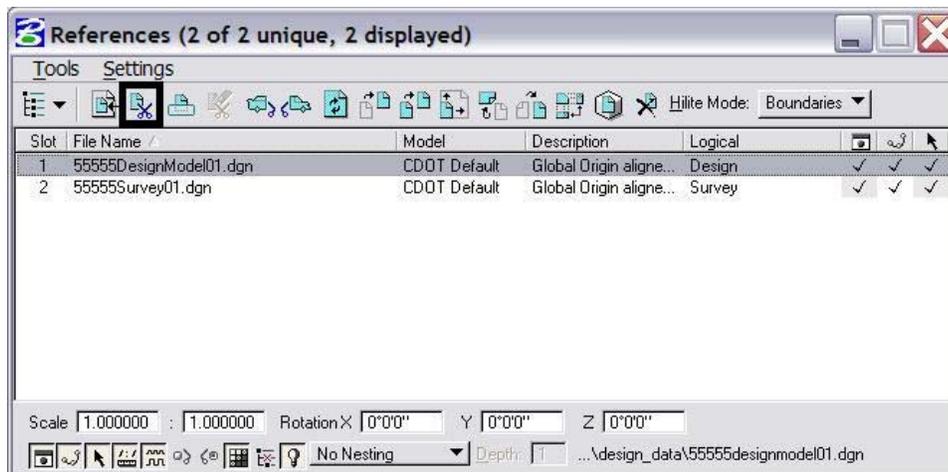
## CDOT Sheet File Creation

29. Otherwise, if the clipping boundary shape is rectangular, select the **Place Block** icon



## Clipping the Reference File

30. In References dialog box, highlight the Reference file to be clipped. Select the **Clip Reference** icon.



**Note:** You can select more than one reference file at a time by holding the <Shift> or <Ctrl> keys down while you are making your selection. You can clip multiple drawings in one step when they are all selected.

31. The following dialog box will open. Verify **Method** is set to **Element**.

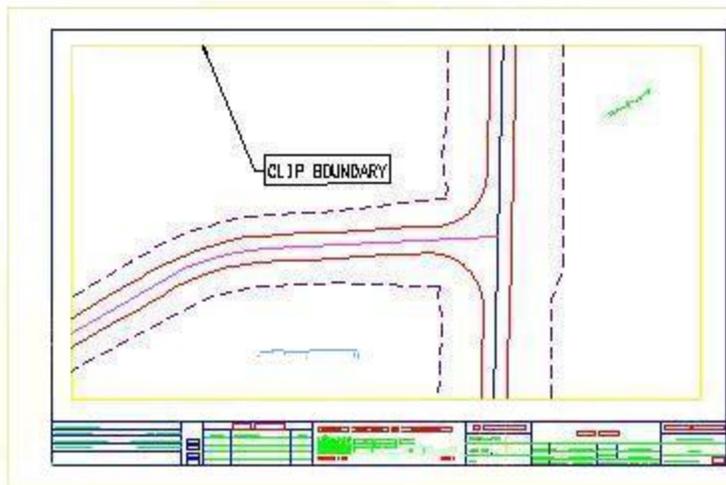
## CDOT Sheet File Creation



32. You will be prompted to select the **Element** you want to clip the reference from. Select the rectangular element that was placed inside the boarder on **GEN\_SHEET\_Clip-Boundary** level.

Set Reference Clip Element > Identify Clipping Element

33. Fit the MicroStation view  and **Save Settings** after clipping the reference files.



**Note:** Once the clipping boundary is placed, do not delete it. The clipping region of the reference file will be lost.

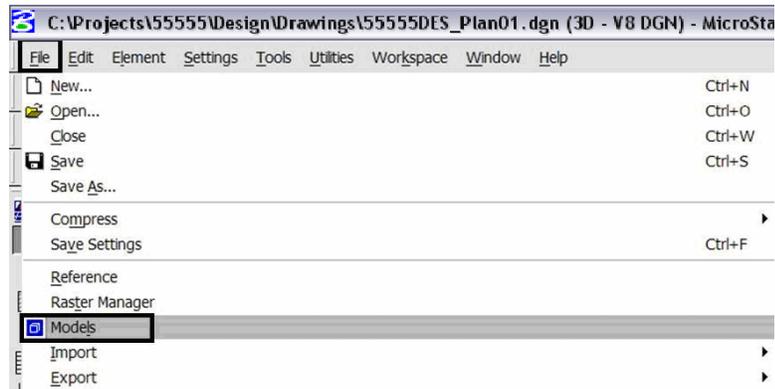
## CDOT Sheet File Creation

### Additional Sheet File Information

#### Setting up Text and Dimension Scale in the Sheet File

34. You must change the Annotation Scale Factor if the border cell was scaled to a factor other than 1:100. Otherwise, the text size in the sheet file will not correspond to the scale factor chosen when placing the border cell.

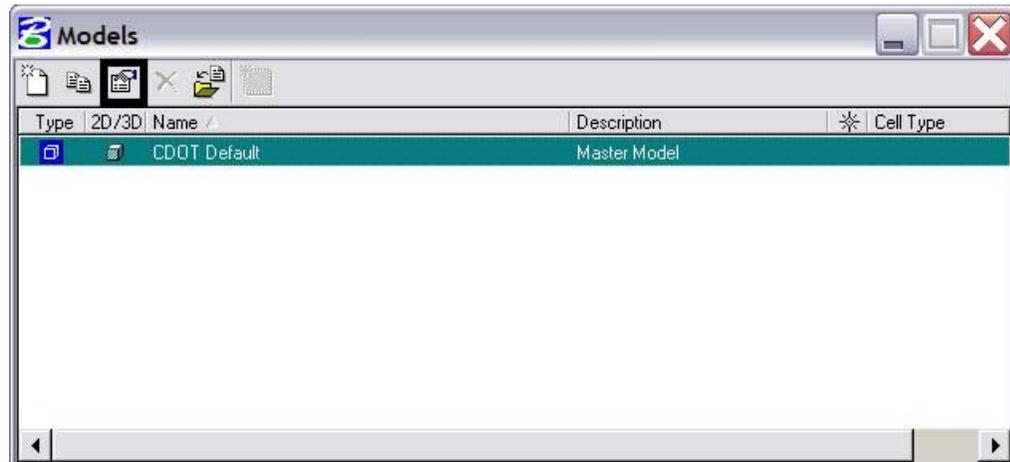
Select **File > Models** from the **Primary** toolbar.



Or select **Models** icon  from **Primary Tools**.

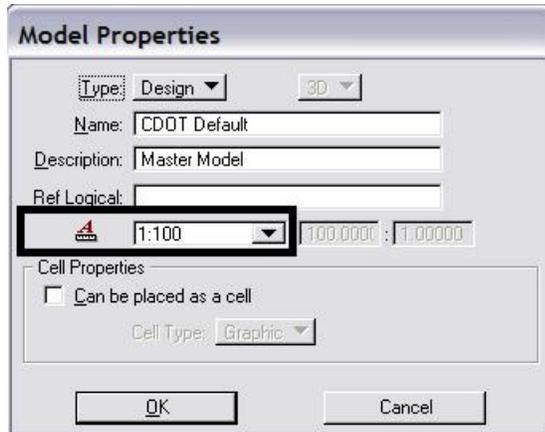


35. Select the **Edit Model Properties** icon 

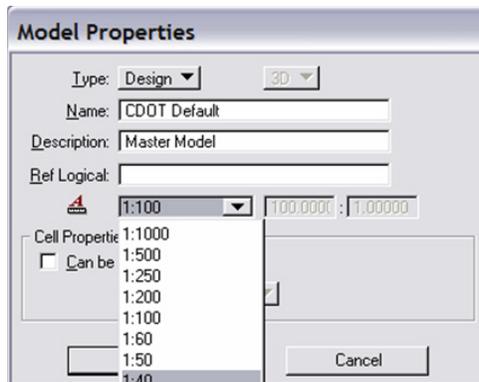


## CDOT Sheet File Creation

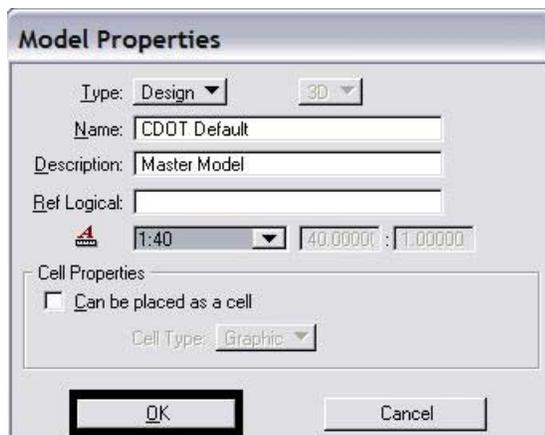
36. The **Annotation Scale** factor defaults to 1:100. Select the arrow to change the scale factor. If you try to place text before setting this, it will be too large since the drawing plot scale is at a 1:40.



37. From the pull down, select the **Annotation Scale** factor to match the scale factor used when placing the border cell.

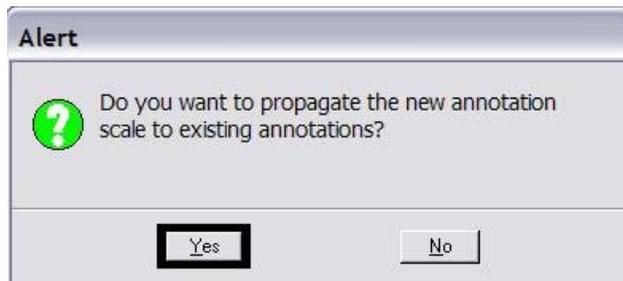


38. In this example, an annotation scale factor of 1:40 is chosen. Select **OK**.

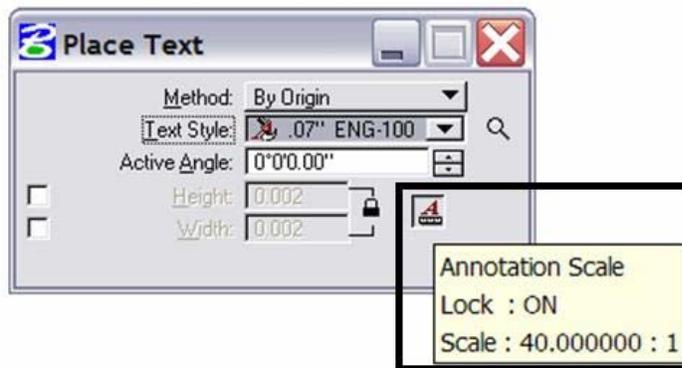


## CDOT Sheet File Creation

39. You will be prompted with the following dialog box. <D> Yes. This selection results in the update of any text previously placed in your sheet file.



40. You can now add text to the new sheet file. It will be scaled to the correct height based on the plot scale or in this case 1:40.



**Note:** Annotation Scale Lock must be turned **ON** when placing text or dimensions for the scale factor to take affect. Verify it is **ON** by hovering with your cursor over the  icon.

41. Select **File > Save Settings** before you exit MicroStation.