

## 16\_20 Lock Elements, Lock Level, and Level Lock

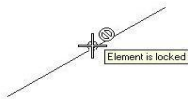
### Question:

We are receiving Microstation files with elements being locked. Can you please explain the various ways elements can be locked and unlocked for editing in a Microstation file?

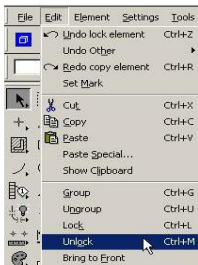
### Answer:

There are three main methods to lock (or unlocked) elements in a Microstation DGN file. They are Lock Element, Lock Level, and Level Lock Toggle.

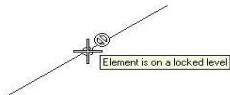
#### 1) Lock Element



To lock or unlock elements from being edited, select the element first. Then click Edit, Lock or Unlock.



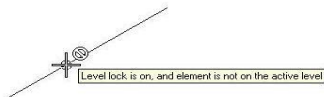
#### 2) Lock Level



To lock or unlock a particular level or a group of levels for editing, select the Active Level dialog box. Click on the second column set of icons to lock (lock icon) or unlock (open circle icon) that level. Level Manager can also be used with this method.



#### 3) Level Lock Toggle



To lock all elements from being edited, **except** for the active level, turn on (checked) the the Level Lock toggle.

