

INSTRUCTIONS TO CREATE THE 1A SHEET FOR AN ORD SET OF PLANS

Note: This spreadsheet will create the "Standard Drawings" and the "General Notes" to be imported into the design & drawing model named 1A in ORD.

Standard Drawings worksheet

Select appropriate checkboxes in the 2024 Standard Drawings worksheet (or 2018, if applicable) that are applicable to the project. Once finished, complete the General Notes worksheet as instructed below, **do not export the text file yet.**

General Notes worksheet

Select the appropriate checkboxes and pulldown menus in the General Notes worksheet that are applicable to the project. **Do not export text file yet.** Submit the Excel file with both worksheets completed, along with an Index of Sheets to the Plans and Standards Management group (aka "Plan Checking"). A sample Index of Sheets is included in this workbook.

Index of Sheets (not part of the automated process)

Due to text formatting issues in MicroStation, automating an export for the Index of Sheets from the Excel file is not recommended. Instead a pre-populated 1A sheet with the Index of Sheets has been included in the 1A design model. However, there is a Index of Sheets worksheet in this workbook that includes a comprehensive list of sheets that may be included in a set of plans. This list mirrors the list in the 1A design model and can be modified to only include sheets in the final plan set.

After plan checking first review

Once the Plan Review Engineer has reviewed your first submittal and you have made any necessary corrections, you may then click the "Save Checked Standards/Notes to Text" button on both the Standard Drawing and the General Notes worksheets. This will export the selected Standards/Notes to a text (.txt) file to be saved in the project directory. You should save it in the same directory as the spreadsheet itself. File name is your preference.

You have now completed the creation of the text files for the 1A Sheet. The text files can now be imported into MicroStation. **Do not edit the information at the top of the created text file,** there are MicroStation commands added to the text file that will not appear once you import the file in MicroStation.

1A Sheet Creation ORD - Follow Roadway Design unit ORD Training "Module 13 Sheeting" for more details on the ORD sheeting process.

- STEP 1** Create a blank ORD file using the seed file located in (WorkSpace)\Configuration\Organization-Civil\Disciplines\NCDOT_Roadway\Standards\Seed\Seed2D - TSH_1A_1B.dgn
- STEP 2** Open the drawing model named 1A. Click on fit view to see all the content of the model. You will notice the pre-populated 1A sheet with index of sheet. You will need to edit the Index of Sheets as appropriate for the project.
- STEP 3** Go to File – Import – Text.
- STEP 4** Path to the location where the text files reside. Click inside the 1A sheet to place the text.

You will need to place the General Notes in the middle and the Standard Drawings on the right hand side of 1A sheet. The text may sometimes appear outside the sheet during import process. Adjust as needed.

If this is a large project, you will have to move the Index of Sheets, General Notes and Standard Drawings around to make them fit completely in the 1A sheet.