

## INSTRUCTIONS TO CREATE THE 1A SHEET FOR AN SS2 SET OF PLANS

*Note: This spreadsheet will create the "Standard Drawings" and the "General Notes" to be imported into the 1A sheet in MicroStation.*

### 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 check boxes 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. 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 cell has been included in the NCDOT V8i workspace. 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 MicroStation cell 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 - MicroStation (SS2/SS4)

**STEP 1** Create a Blank 1A sheet file using the seed file located in workspace\NCDOT\_V8\_WORKSPACE\Ncdot\_Std\English\seed\english\_seed.dgn

**STEP 2** Set the active angle to 0.

**STEP 3** Go to cell library tool and attach the cell library NCDOT\_Englsh\_Sheets.cel located at \\NCDOT\_V8\_WORKSPACE\Ncdot\_Std\English\cell\

**STEP 4** Select cell PLAN SHEET 1A cell and place the cell in the MicroStation file. Use 50 scale when placing the cell.

**STEP 5** Go to File – Import – Text.

**STEP 6** 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. You may edit the layout of the Index of Sheets by dropping the cell status.

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.