

Getting Started

Open 1A Spreadsheet

1. Save the 1A spreadsheet to the R:TIP# / Roadway / Doc folder.
2. Open Spreadsheet by double clicking on it in the folder.

Note: This spreadsheet will create the “Index of Sheets”, “Standard Drawings”, and “General Notes” to be imported into the 1A sheet in Microstation.

Be sure to update your workspaces!!

Standard Drawings

Please check the appropriate Roadway Standards that are applicable to this project. Once finished, print this worksheet for initial review by “Plan Checking”. **You must furnish this worksheet with ALL the Standard Drawings listed, not the exported text file.**

Once “Plan Checking” has reviewed your first submittal and you have made any necessary corrections, you may then click on the toolbox called “Save Checked Standards”. This exports the checked Standards to a text (.txt) file to be saved in the project directory. You should save it in the same directory as the spreadsheet itself (R:TIP# / Roadway / Doc).

You may at this time either continue on to “General Notes” or import the “Standard Drawings” into the 1A sheet now. It is recommended that you wait until all three categories (Standard Drawings, General Notes, and Index of Sheets) are complete.

General Notes

Please check the appropriate General Notes that are applicable to this project. Once finished, print this worksheet for initial review by “Plan Checking”. **You must furnish this worksheet with ALL the General Notes listed, not the exported text file.**

Once “Plan Checking” has reviewed your first submittal and you have made any necessary corrections, you may then click on the toolbox called “Save Checked Notes”. This exports the checked 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 (R:TIP# / Roadway / Doc).

You may at this time either continue on to “Index of Sheets” or import the “General Notes” into the 1A sheet now. It is recommended that you wait until all three categories (Standard Drawings, General Notes, and Index of Sheets) are complete.

Index of Sheets

Due to the many different layouts for the Index of Sheets, a generic sample has been included in the cell sheet. You may alter the layout by dropping the status of the sheet cell and editing the text for the Index of Sheets.

You have now completed the creation of the text files for the 1A Sheet and completed the Index of Sheets. The text files can now be imported into MicroStation.

1A Sheet Creation

MicroStation

Open a blank seed file with the correct working units for this project. Next bring in the 1A sheet from the sheet cell library (make sure your **workspaces are updated** as this sheet was recently added) using either Plan Sheets in D&C manager or place cell in MicroStation.

Go to File – Import – Text.

Path to the correct file location where the text files reside (should be R:TIP# / Roadway / Doc) and select the Index of Sheets first.

Place the Index of Sheets in the upper left-hand corner, then General Notes in the middle and the Standard Drawings on the right hand side.

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

Once complete, this sheet is to be added to the rest of the plans sheets for plotting and sealed when the rest of the other plan sheets are sealed.

One more thing, **DO NOT EDIT TEXT FILE**, there are MicroStation commands added to the text file that will not appear once you place the file in MicroStation.