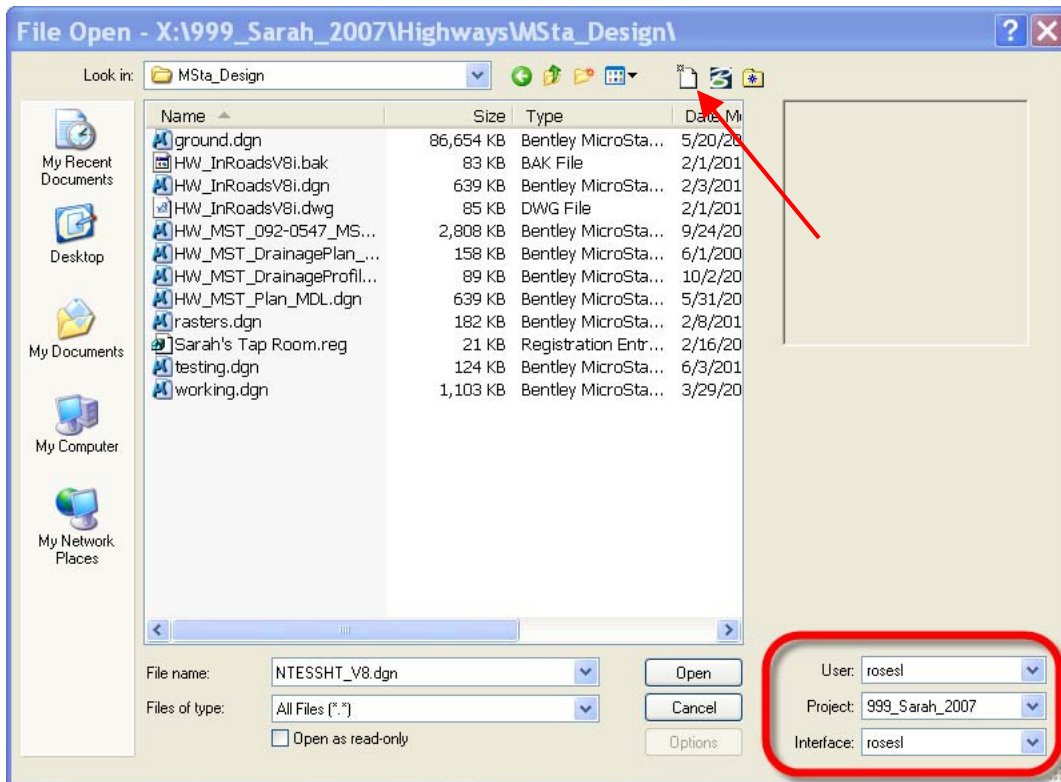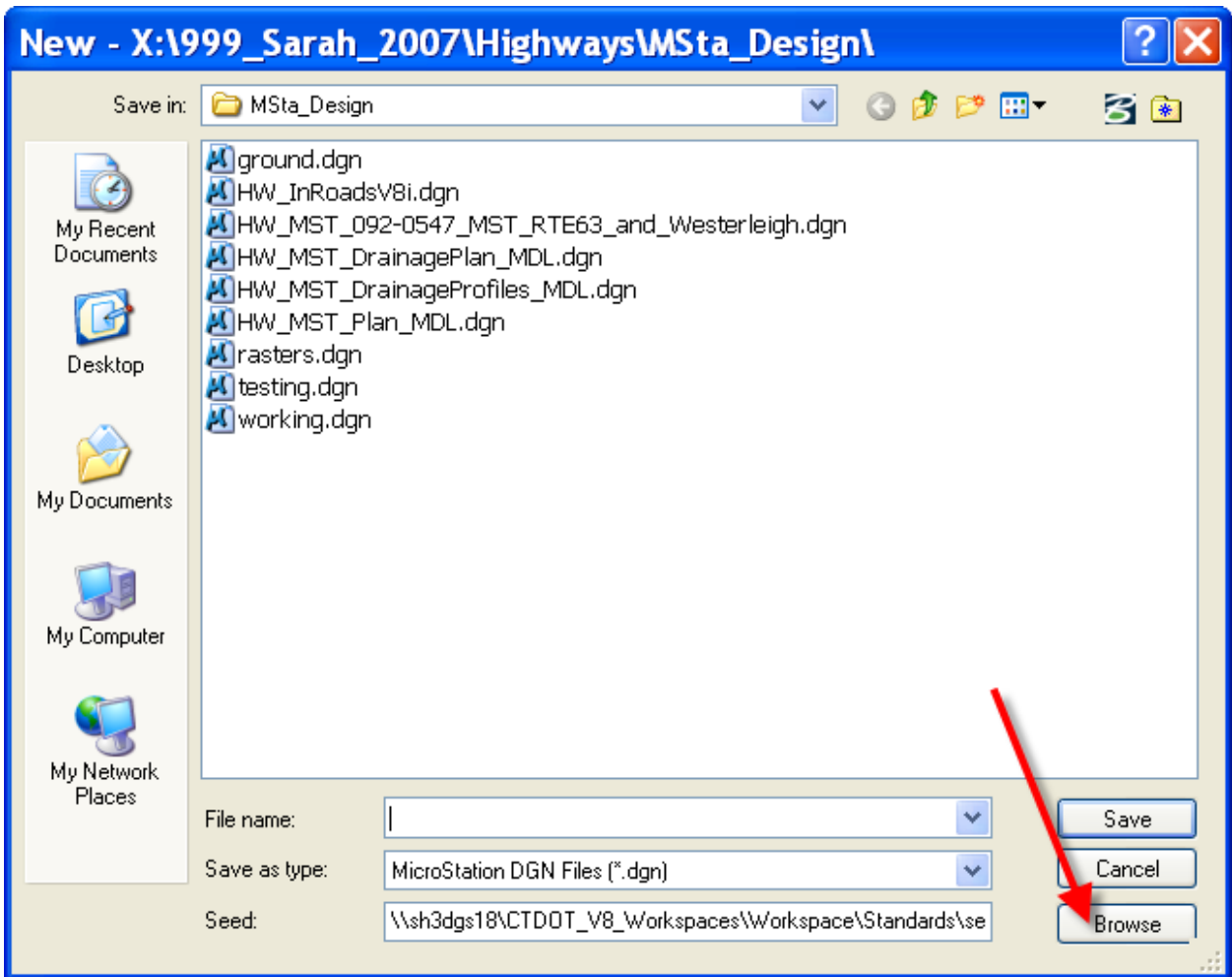# Creating a new MicroStation File

1) Open MicroStation through Accounting.

2) Select the Project and make sure the user and interface are set to your login name.

3) Click the **New File** icon or if you are already in a MicroStation file select **File > New**.

4) Before typing in the file name, check the seed file and hit **Browse** if you wish to change it.
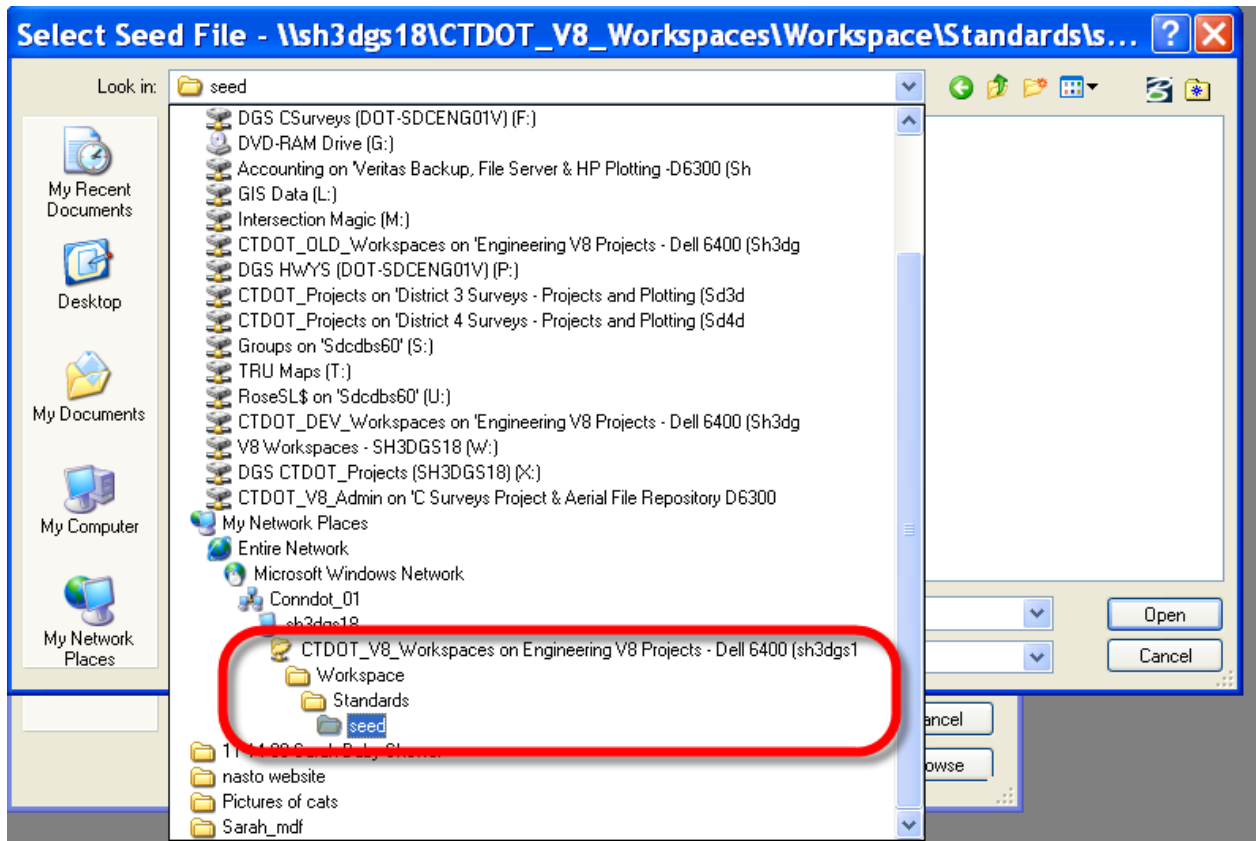


There are several standardized seed files you can select from.  They are located in the CTDOT_V8_workspace directory under **Workspace > Standard > seed**.

Geo-referenced seed files:

| | |
|---|---|
| CT_Design_3D_V8i.dgn | Use to create a 3d design file. |
| CT_Design_2D_V8i.dgn | Use to create a 2d design file. |
| CT_Sheet_Civil_3D_V8i.dgn | Use to create 3d cut sheets |
| CT_Sheet_Civil_2D_V8i.dgn | Use to create 2d cut sheets |

Non-geo-referenced seed files:

| | |
|---|---|
| CT_Sheet_Arch_2D_V8i.dgn | Use for detailing sheets |

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5) Pick the correct seed and select **Open**. Then type in your file name and hit **Save**.