ENGINEERING APPLICATIONS

# Creating Cut Sheets, Filling in Border Title Block Text, and Plotting

Creating Cut Sheets

1. Using the **CT_Sheet_Civil.dgn** seed file, create a new file and open it. The seed file can be found under **CTDOT_V8_Workspaces\CTDOT_Standards/seed/2007**

2. Reference the ground and design files and do fit all:

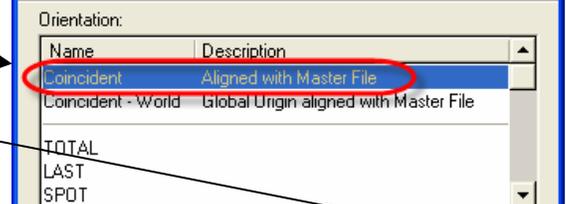   a) Click the **Reference File** Icon on the Primary toolbar.

    b) On the Reference File window, hit the **Attach Reference File** Icon, then browse to the file you want to reference and highlight it and hit **Open**.
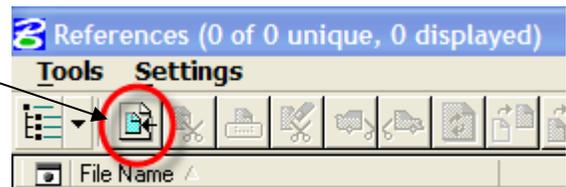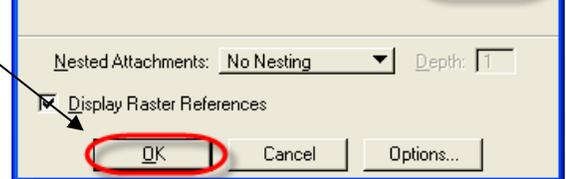
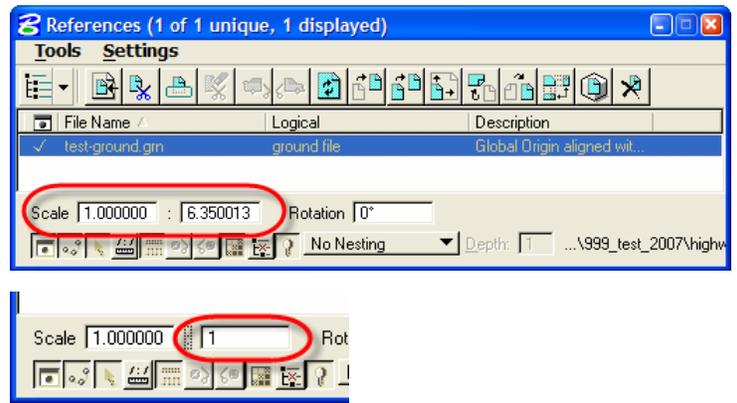   c) Type a **Logical Name**.

    d) Select **Coincident**.

    e) Turn off the **True Scale**.

    f) Hit **OK** and then do a fit all.

g) Check the scale at the bottom of the Reference File window; if it isn't 1 to 1, highlight the text and change it to 1 to 1 then data point on the window view and fit view again.

3. Place the "cut sheet border definition shape" at the desired cut sheet location/rotation:

> **NOTE:** CTDOT has created a "cut sheet border definition shape" which represents the outer most edges of the border – 21" x 32". When plotted at full scale, it yields a 22" x 34" sheet. This "**shadowed**" shape is called a MicroStation transient element. The transient element does not print, however it is snappable. When plotting and printing, MicroStation recognizes the transient shape so you do not have to place a fence.

a) Click on the **Models** Icon.

b) On the **Models** window, make sure the **CT_Sheet_21x32** is highlighted and click the **Define Sheet Layout** Icon.
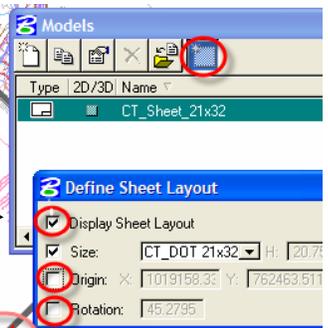
c) On the **Define Sheet Layout** window check **Display Sheet Layout** and uncheck **Origin** and **Rotation**.

d) Move your mouse over the reference files. Your first data point will place the lower left corner of the transient shape. Move your mouse to rotate the shape and hit a second data point to accept the desired rotation.
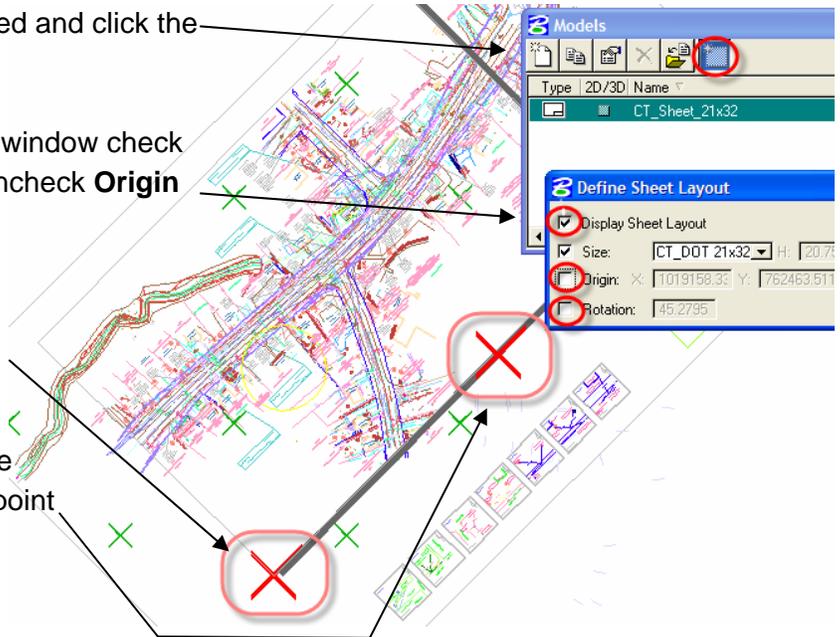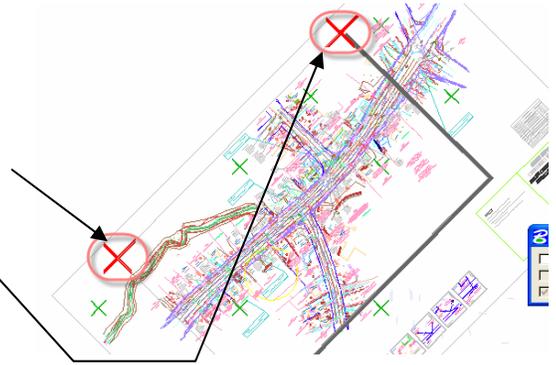
4. Rotate your window view:

a) Click on the **Rotate View** Icon on the bottom of your view window.
b) Set the method to **2 Points**.
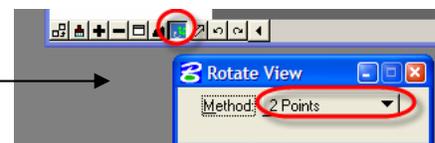
c) Do a tentative and then data point to the left corner of the transient shape outline.

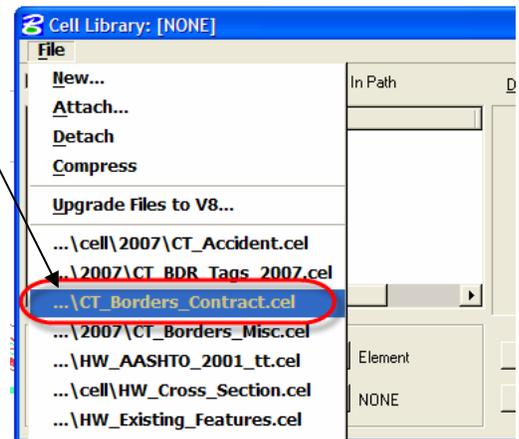d) Do a tentative and then a data point to the right corner of the transient shape to define the X-axis.

5. Place the border cell.
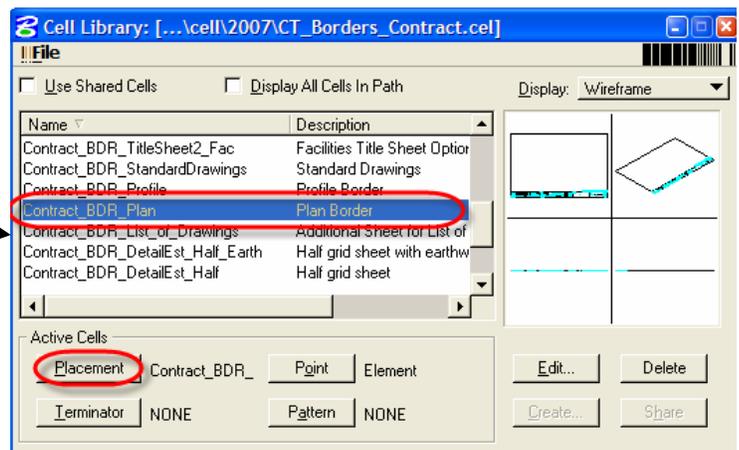
a) Select the **Cells** Icon on the Primary toolbar.

b) On the Cell Library window, click on **File** and select **CT_Borders_Contract.cel**. The cell library will automatically be listed in your dropdown window. If for some reason it isn't, you can attach it by pathing to:

W:/CTDOT_Standards/Standards/cell/2007

c) Highlight **Contract_BDR_Plan** and hit **Placement**.

d) Select the **Cells** Icon from the Main toolbar. Place the border cell using a tentative snap and then a data point to the bottom left of the transient shape.

6. Clip and bound the reference files.

   a) Place a fence around your ground/design file.
   b) In the **References** window, highlight the reference file(s) you wish to clip and select the **Clip Reference** Icon.
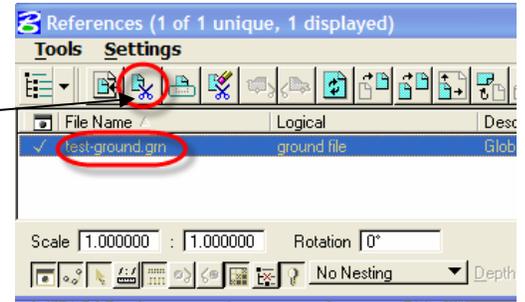
   READ YOUR PROMPTS. You will need to put a data point on the screen to accept the clip/bound shape and then you will need to do a reject to complete the operation.
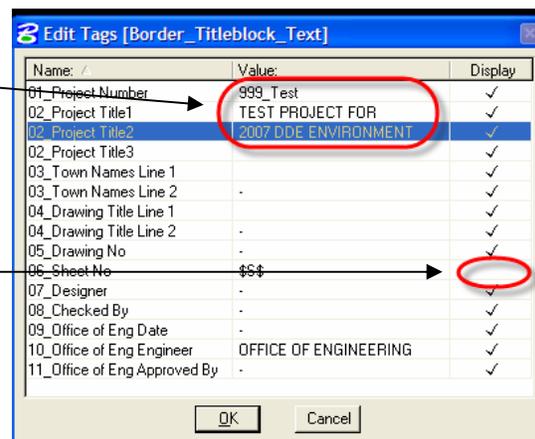
Filling in Border Title Block Text

1. Fill in the border text by selecting the **Edit Tag** Icon on the **Tags** toolbar.
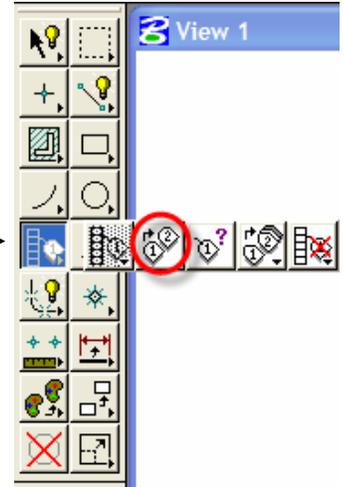
2. Double click on any one of the small text tag dashes located within the title block.

3. On the **Edit Tags** window in the **Value** column, fill in your project information. Hit the tab key to go to the next line, or you can use your up/down keyboard arrows.

4. If there are fields you are not using, you can turn them off by unchecking the display column.

5. Hit **OK** when through.

Creating Additional Cut Sheets

For additional cut sheets….do a "**Save As**" and rename the file. You will need to re-clip/bound the ground/design reference files and move the border and the transient shape.

NOTE: <u>After</u> doing a "Save As", it is important that you hit **File/Save Settings** or the view rotation may be lost. Even if you have your Workspace/Preferences/Operation set to **Save Settings on Exit**, the view rotation sometimes reverts back to "top" view. It is possible this is a bug with MicroStation Version 8.5.2.35.

Plotting Cut Sheets

1. Open **Iplot**. (Note, you do not need to place a fence.)

    a) The **Plot Area** will default to **Sheet** (the transient shape).
    b) Notice the sheet size defaults to a height and width of 20.75" x 31.75" which yields a paper size of 22" x 34" (ANSI D).
    c) Select your printer.
    d) Do a **Preview**, if needed.
    e) Hit **Plot**.
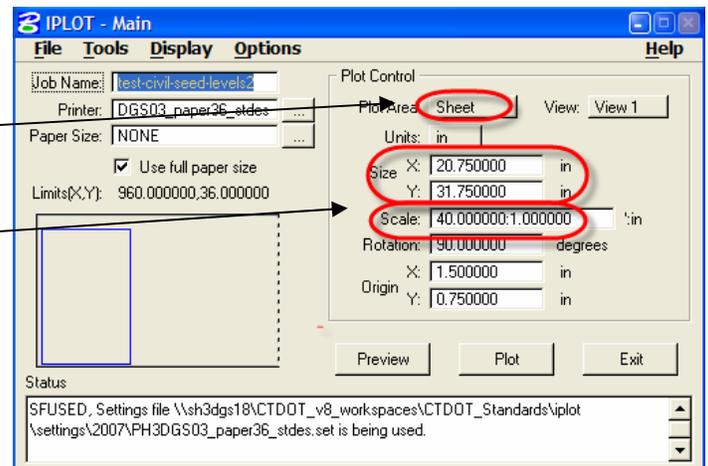
2. When using **Print/Plot**, the area will default to **Sheet** (the transient shape) and the print scale will be a true half scale with 11x17 paper.