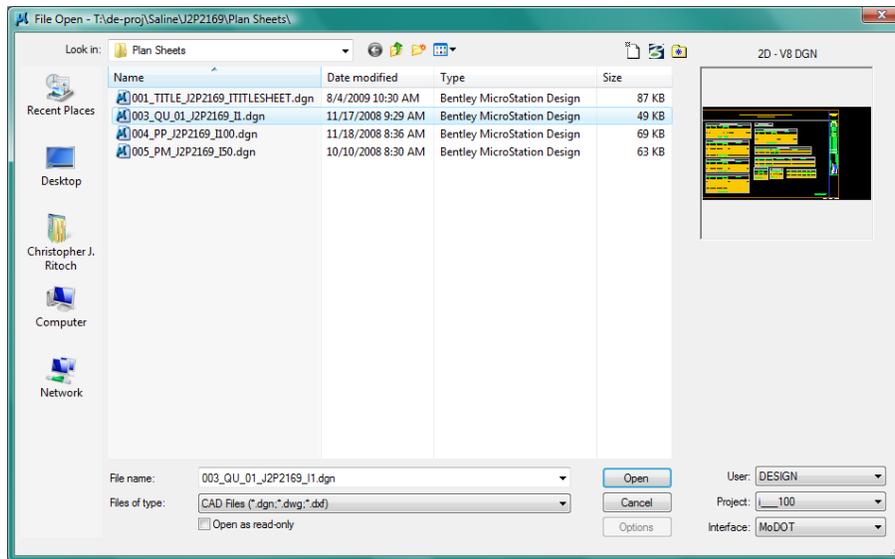


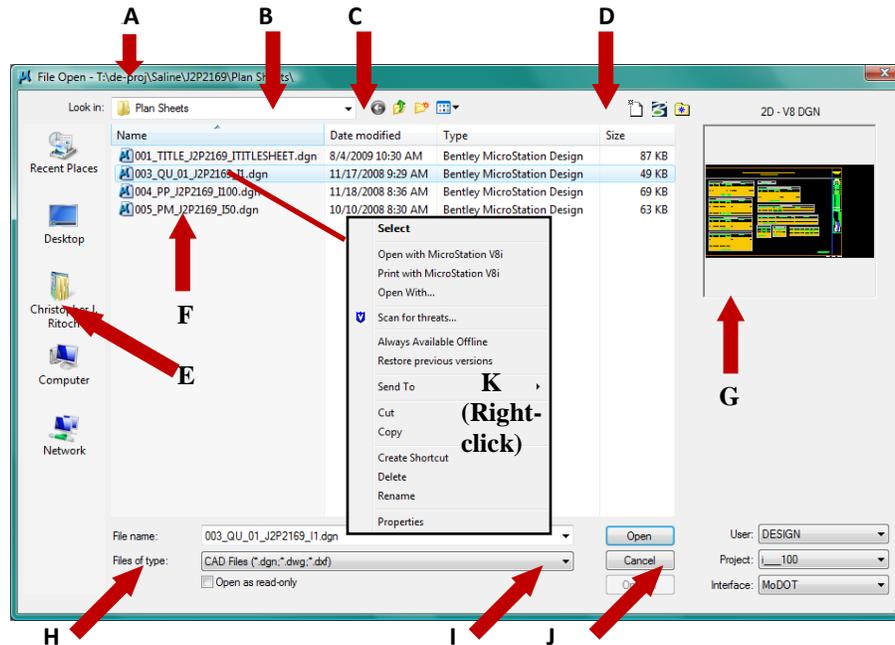
MicroStation V8i – File Open

1.0 File Open

When you start MicroStation by using the desktop icon , the first dialog box that appears will be File Open.



Through the File Open dialog box, you can perform a variety of functions to manage your files which will be covered in this section. Here is an overview of the various parts this dialog box contains:



Below is a description of the various parts.

- A. Banner
 - Shows the name of the active dialog box.
 - Shows the full path of the folder.
 - Allows you to move the dialog box.
- B. Navigation pull down (left-click on the down arrow on the bar to activate)
 - Allows you to navigate to the correct drive and folder location.

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- C. Folder Options (left-click icon to activate)
 - Allows you to navigate to the last folder visited.
 - Moves you up 1 folder in the directory tree.
 - Allows you to create a new folder.
 - Gives you options on viewing contents (i.e., Icons, list, and tiles).

- D. File Options and Directory History (left-click icon to activate)
 - Allows you to create a new file.
 - Allows you to compress a file, and looks at the last 10 files visited.
 - Looks at the last 10 directories visited.

- E. Other navigation options (left-click icon to activate)
 - Looks in folders you have recently been in.
 - Looks on your Windows Desktop.
 - Looks on your local C:\users\ drive.
 - Looks at all of your drives (local and networked).
 - Looks at your network.

- F. Display Field
 - Shows contents of the current folder.

- G. Preview Window
 - Shows thumbnail preview of the selected file.
 - Shows if the selected file is 2-D or 3-D.
 - Shows the type of file it is (i.e., dgn, dwg).

- H. File Type Pick List (left-click on the down arrow on the bar to activate)
 - Allows you to narrow down the type of file displayed in the Display Field (This should normally be set to “CAD Files”).

- I. Open/Cancel buttons
 - Allows you to open a file or cancel out of the File Open dialog box.

- J. Workspace Pick Lists left-click on the down arrow on the bar to activate)
 - User and Interface options should not need to be touched.
 - Project should be set to the scale of the border file.

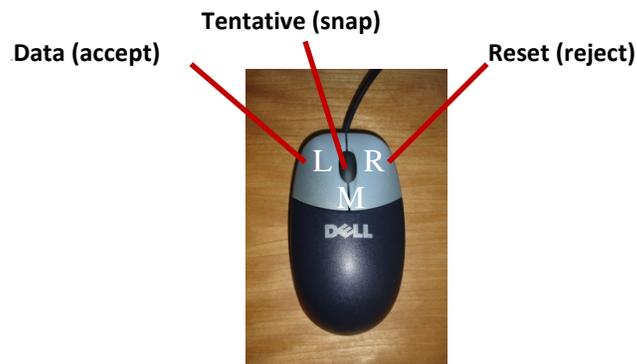
- K. More File Options (when you right-click on a file in the Display Field, then left-click an option in the drop-down menu)
 - Select will open the selected file.
 - Cut/Copy/Paste will perform that operation on a file.
 - Delete will delete a file.
 - Rename allows you to rename a file.

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1.1 Working with the Mouse

A typical Dell mouse has 2 buttons and a wheel (roller) in the middle. The roller also serves as a button when pressed down on.

(Note: L=Left, R=Right, M=Middle mouse buttons)



The DATA button (left mouse button) is used to:

- Select icons, menus, or graphic elements.
- Confirm a selection (i.e., OK a confirmation to delete a file).
- Create a selection set with an element or elements (more about this later).

To enter a data point

1. Position the pointer on the desired location.
2. Click the Data (left) button on the mouse.

The TENTATIVE button (middle mouse button or wheel) is used to:

- Snap to a point (key point, midpoint, etc).
- Reference a point (key point, midpoint, etc) on an existing element for the purpose of typing in a value to be measured from that point.

The RESET button (right mouse button) is used to:

- Reject a selection if another element is in the same proximity (selection will toggle through all of the elements within close range).
- Cancel or terminate a command in progress.
- Allows you to repeat the last command activated (i.e., place line).

Resetting

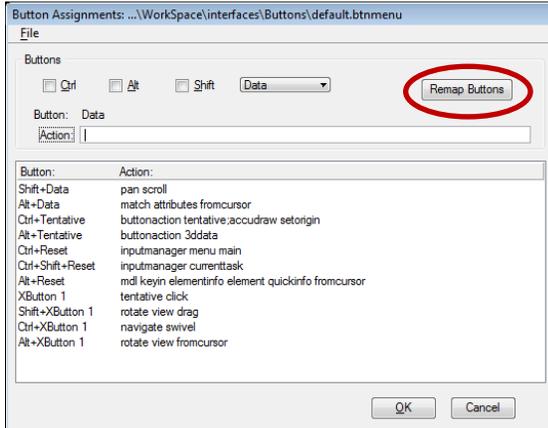
Resetting in MicroStation is similar to using the <esc> key in other applications. Resetting will “back you out” of most MicroStation operations that have several steps. For example, if you use your View controls to zoom in, doing a reset (or 2) will back you out of the View controls and back to the tool you were previously using.

To Reset

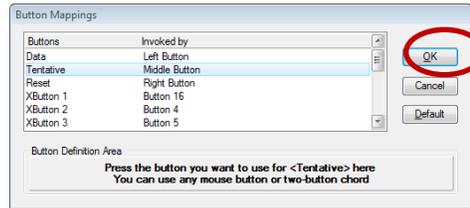
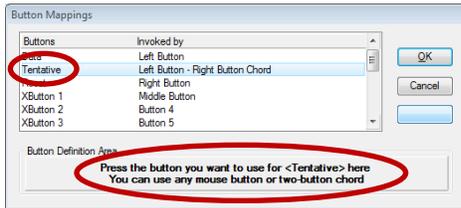
Click the Reset button (right mouse button).

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NOTE: The preset defaults may not be appropriate for your mouse. You can find the settings for this under **Workspace->Button Assignments**. Make sure the “XButton1” (middle mouse button) is set to “Tentative Click”. If it is incorrect, select the “Remap Buttons” button.

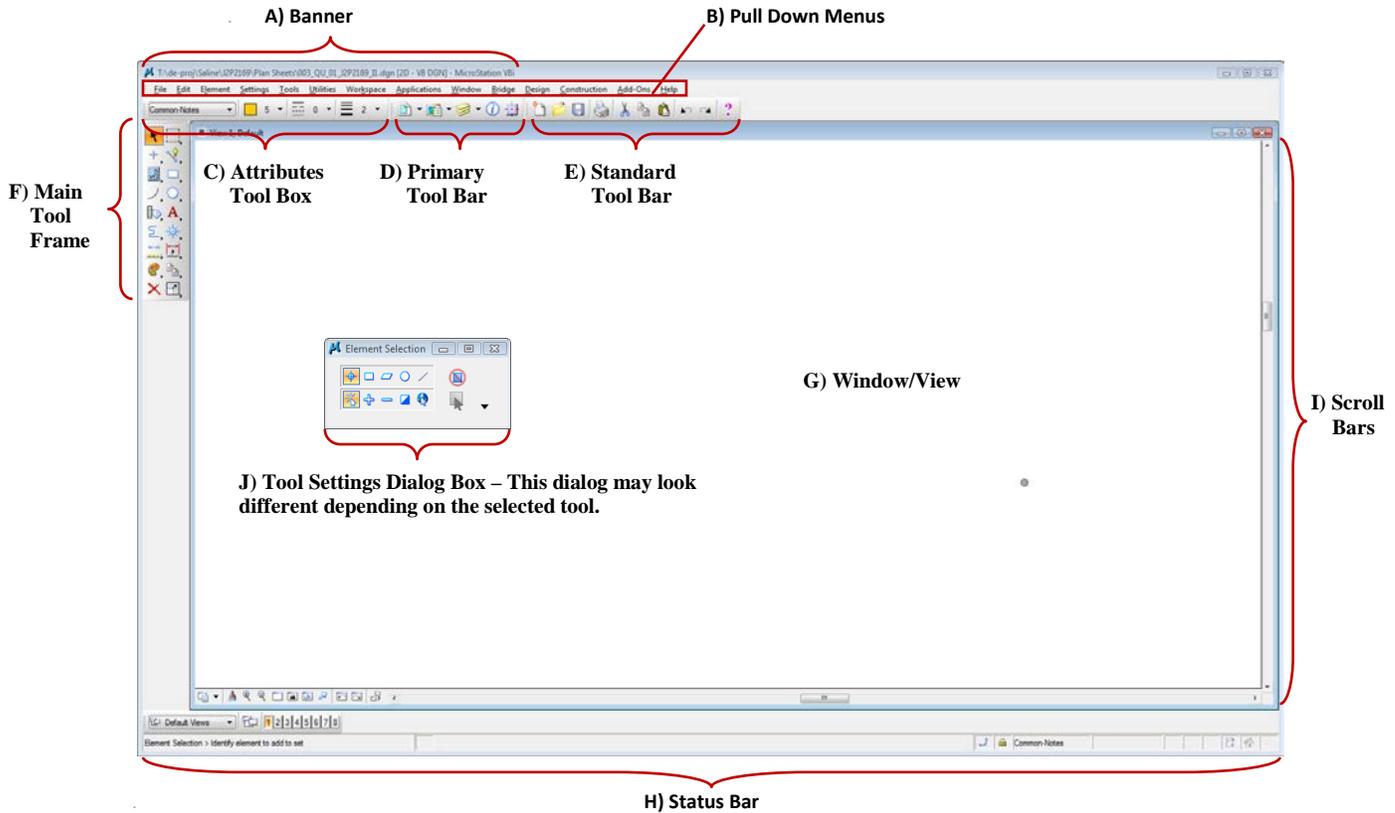


This will bring up a new dialog box.



Click on the word “Tentative”, and hover your mouse over the Button Definition Area. Click the middle mouse button. The definition for Tentative will change to “Middle Button”. Click OK.

1.2 MicroStation V8i Window Layout



A) Banner



- Contains the name, file location, and software along with the minimize, maximize, and close icons.
- Allows you to move or relocate the dialog box.
- Displays which box is active when highlighted.

B) Pull Down Menus



Some dialog boxes have pull down menus. Move your mouse to the menu item and click the data button. The menu will pull down revealing commands and cascading sub-menus. Data point on a selection to choose an item.

C) Attributes Tool Bar



The Attributes tool bar contains frequently used drawing tools and controls for frequently used settings. By default, it is docked to the top of the MicroStation window (directly beneath the pull down menu bar). You are allowed to undock this tool bar.

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With this tool bar, you may:

- Set the active level.
- Set the active color.
- Set the line style.
- Set the line weight.
- Preview the active line symbology.

D) Primary Tool Bar



The Primary Tools tool bar is a launch point for commonly used MicroStation tools. By default, it is docked to the top of the MicroStation window (directly beneath the pull down menus bar). You are allowed to undock this tool bar.

With this tool bar, you may:

- View the Reference Manager
- View the Raster Manager
- View the Level Manager
- Look up the information attributes of an element, line, or cell.
- Activate or deactivate AccuDraw.

E) Standard Tool Bar



This tool bar contains items that enable quick access to commonly used pull down menus. By default, it is docked to the top of the MicroStation window (directly beneath the pull down menus bar). You are allowed to undock this tool bar.

With this tool bar, you may:

- Create a new file.
- Open an existing file.
- Save a file.
- Print a file.
- Cut, copy, paste elements from one file to another.
- Undo a function.
- Redo a function.
- Invoke the Help menu.

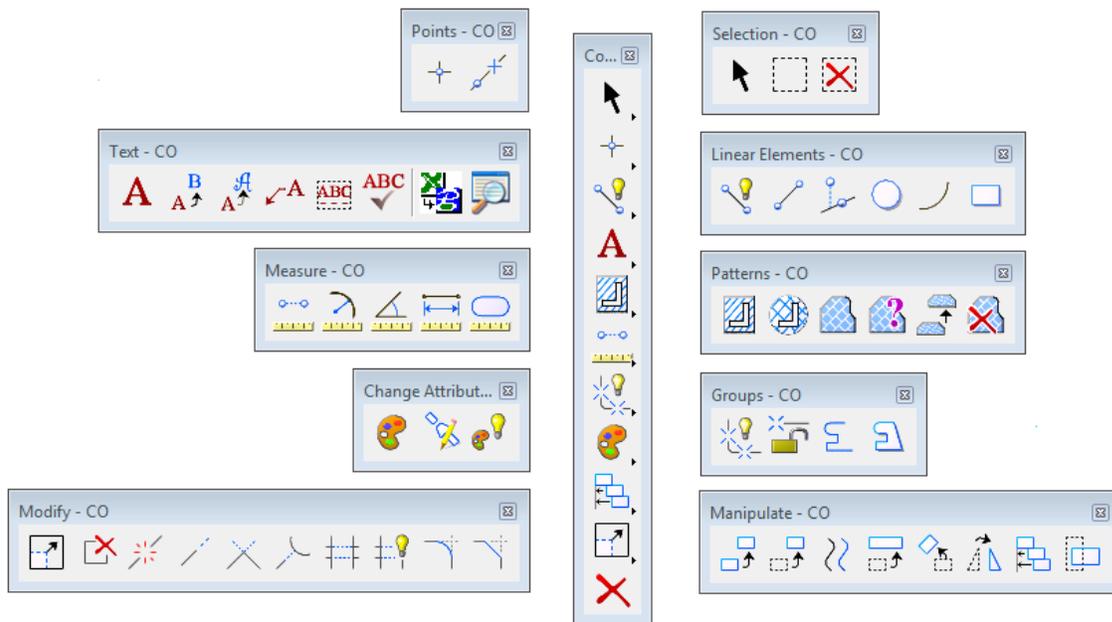
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F) Main Tool Frame

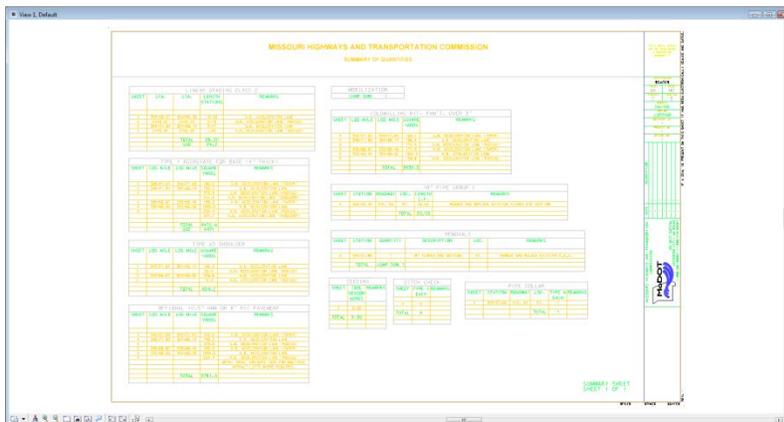
These are used to select drawing tools commonly used by Highway Designers and Technicians.

The Main Tool Frame is open by default the first time you open MicroStation. It is docked to the left edge of the MicroStation window. It can be undocked and redocked on the right edge of the window.

With the exception of Select Element and Delete Element, the tools in the Main Tool Frame are also members of a “child” tool box. When a tool is pointed to and the Data button is held down, its child tool box opens. The child tool box can be removed by selecting “Open As Tool Box” located at the bottom of the child tool box. When a tool is selected (whether attached or floating), the tool automatically becomes the default tool of the child tool box in the Main Tool Frame.



G) Window/View

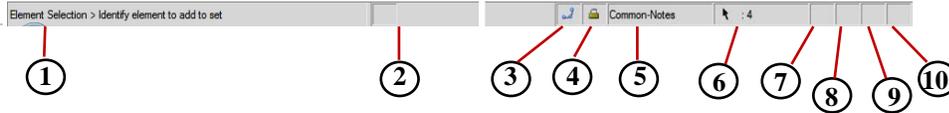


Windows or views display the design file graphics. There are eight (8) different views which can be overlapped, cascaded, or tiled. The banner identifies the window number (and name when displaying a saved view).

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H) Status Bar

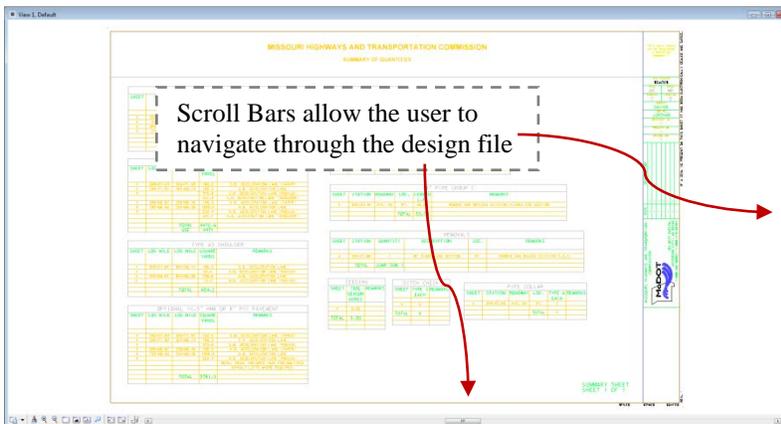
Provides prompts, context-sensitive assistance, and some interactive functionality.



- 1) **Selected tool > prompt** – Shows the name of the selected tool or view control. Usually contains a prompt for the next step in using it.
- 2) **Message Center** – Shows system message information. Clicking in the Message Center portion of the status bar opens the Message Center dialog box. This box contains a running log of system messages in the current session of MicroStation and any further description about the message if applicable.
- 3) **Snap mode** – Shows the currently selected snap.
- 4) **Locks icon** – Clicking the Locks icon provides access to the locks sub-menu.
- 5) **Active Level** – Shows the current active level.
- 6) **Element selection indicator** – If elements are currently in a selection set, the number of elements in that set will be displayed.
- 7) **Fence indicator** – If a fence has been placed, the type of fence placed will be shown.
- 8) **DGN work mode** – Indicates the current work mode. In DWG mode, certain functionality is disabled in order to restrict MicroStation to only creating information that can be stored in DWG format.
- 9) **DGN file changed indicator** – If nothing appears in this box, there have been no savable changes to the file, this box will be blank. If changes have been made to the file, a floppy diskette  will show. If the file is opened as Read-Only, a floppy disk will show with a red circle with a slash through it  showing that you cannot edit the current file. You can use your view tools, measure tools, and plot when in a read-only file.
- 10) **File not protected or signed** – This block is not used by MoDOT.

I) Scroll Bars -

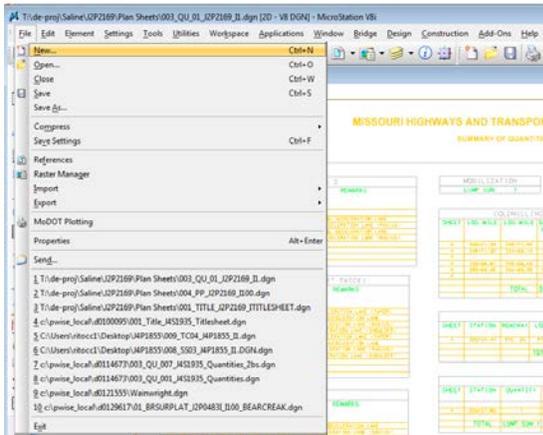
Toggles display of scroll bars on/off.



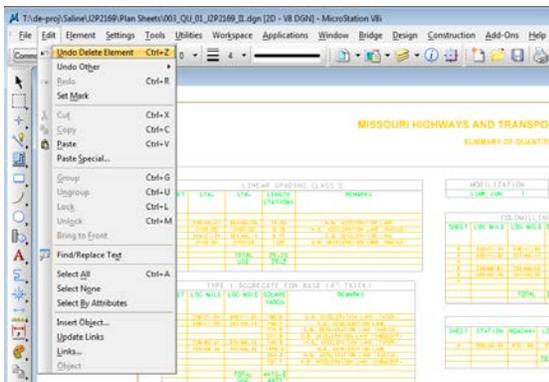
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1.3 Pull Down Menus

File - The File pull down menu contains items for creating, opening, closing, and saving design files and cell libraries, working with references, importing and exporting files, printing and ending a MicroStation session.



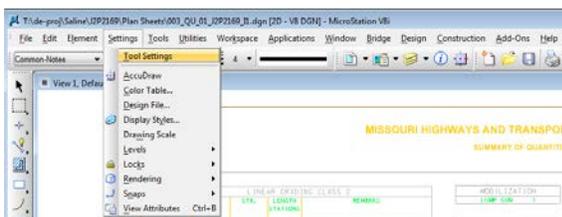
Edit – The edit pull down menu contains items for undoing and redoing changes, cutting/copying/pasting from 1 file to another, grouping/ungrouping selection sets, and locking/unlocking elements.



Element – The Element pull down menu contains items for modifying the attributes of an element.

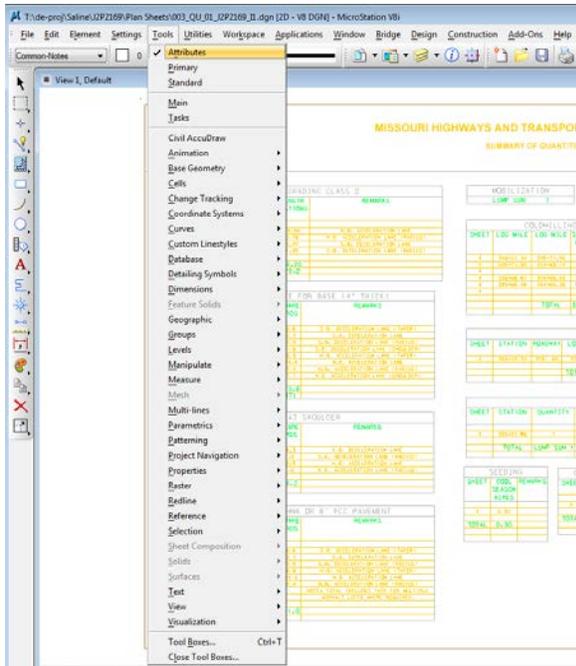


Settings – The Settings pull down menu contains items for reviewing and changing non-element specific settings.

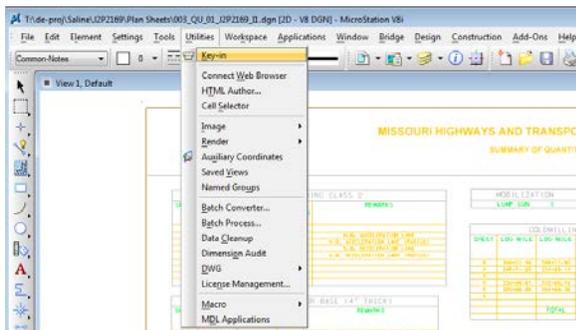


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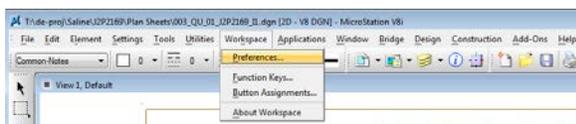
Tools – The Tools pull down menu contains items for opening and closing tool boxes, as well as creating new tool boxes.



Utilities – The Utilities pull down menu contains items for invoking utilities, macros, and extensions to MicroStation.



Workspace – The Workspace pull down menu contains items for setting user preferences, as well as customizing buttons and function key (F1-F12) assignments.

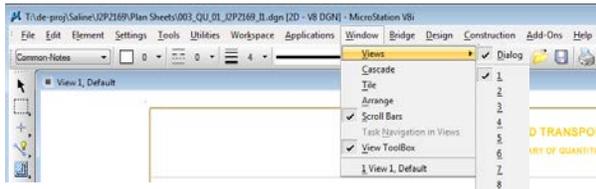


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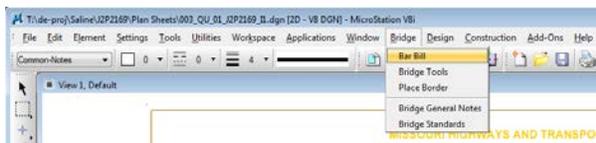
Applications – The Applications pull down menu contains an item for activating and deactivating the Bentley Civil application.



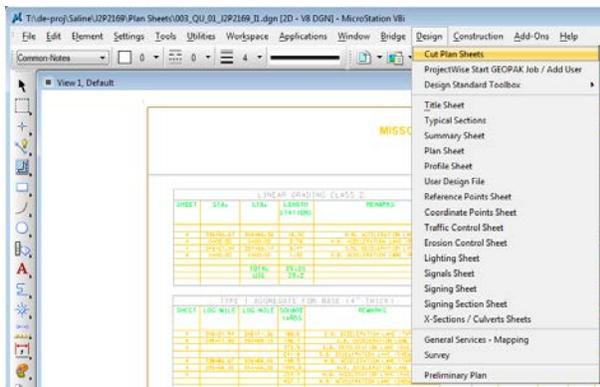
Window – The Window pull down menu contains items for opening and closing views, and controlling the arrangement of views and other windows on the screen.



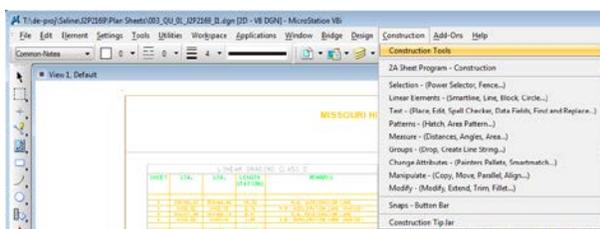
Bridge – The Bridge pull down menu has been designed to assist Bridge Division in creating Bar Bill sheets, and placing geometry and notes which adhere to MoDOT Standards.



Design - The Design pull down menu has been designed to assist Designers and Design Technicians in placing geometry, text, or cells which adhere to MoDOT Standards. Each sheet type listed invokes a different Settings Manager dialog box (See Settings Manager chapter).

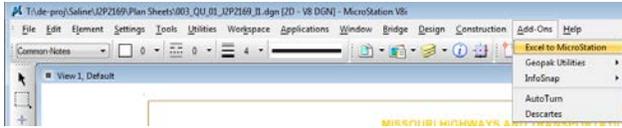


Construction – The Construction pull down menu has been designed to assist Construction Technicians and Inspectors in invoking the 2A Sheet program, placing geometry, text, or cells which adhere to MoDOT Standards. Each sheet type listed invokes a different Settings Manager dialog box. Also contained in this menu are the Construction Tool bar, and short cuts to the Snaps button bar, and the Construction Tip Jar.



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Add-Ons – The Add-ons pull down menu contains additional tools which were created by MoDOT or a third party.



Help – If a description is needed here, then you need more help than this manual can provide.



Tool Tips – If on, positioning the pointer over a tool icon displays a tool tip, which is a yellow rectangle with text that provides the name of the tool and in most cases a brief description.

Tracking – If on, the help page for each newly selected tool or view control is automatically displayed.

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