

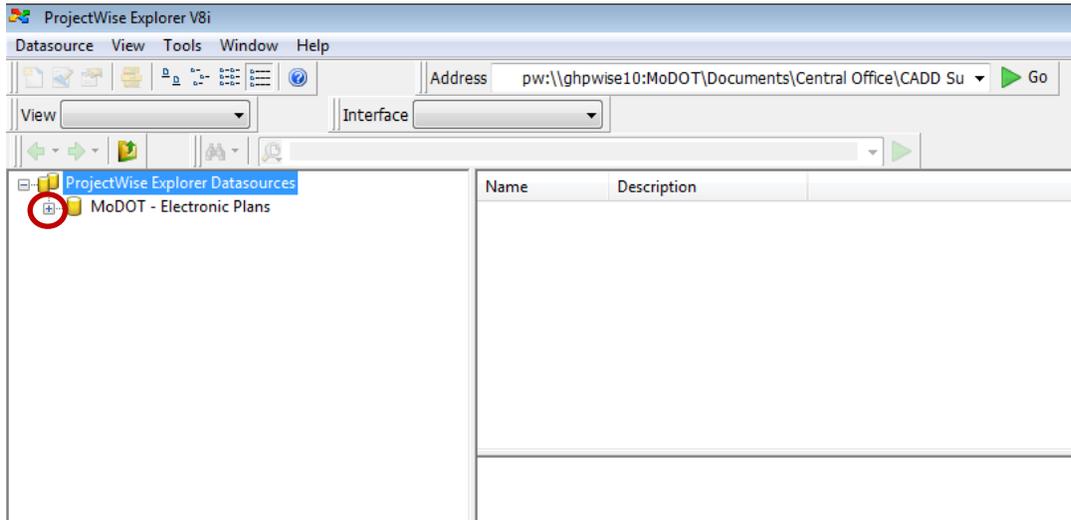
MicroStation V8i – File Open

1.0 File Open

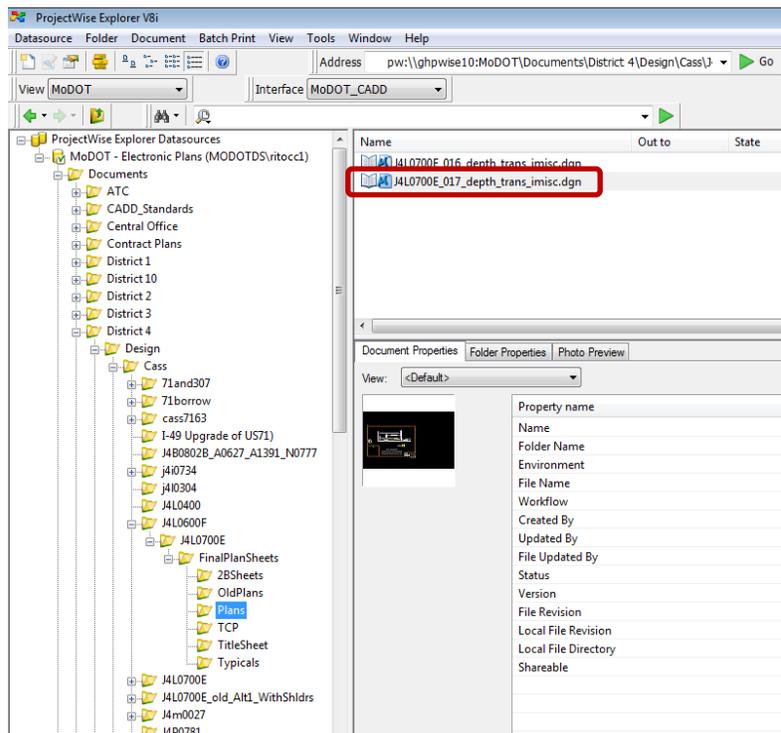
The way to open a MicroStation files is through the ProjectWise document management system. You will begin by double-left clicking the ProjectWise icon located on your desktop (background color may vary based on the color of your desktop background).



The ProjectWise Navigator will open, and should automatically log you in as long as you are the person logged onto your machine.



Notice the (+) next to the MoDOT Electric Plans data source. You will need to single left-click this + to expand the list. You may then navigate to the desired file location by clicking on the + next to each folder (i.e., Documents – District 4 – Design – Cass – J4L0700E – FinalPlanSheets – Plans). Once there, you will double left-click on the file to open it in MicroStation.

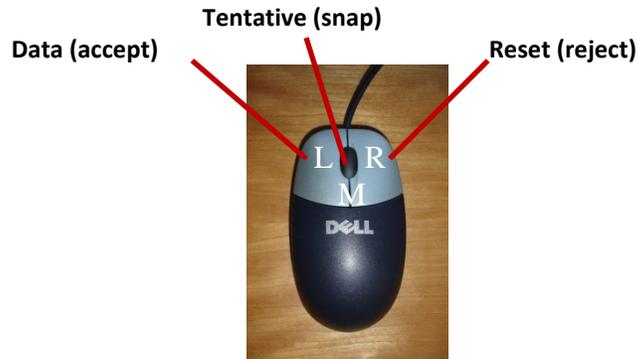


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1.1 Working with the Mouse

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

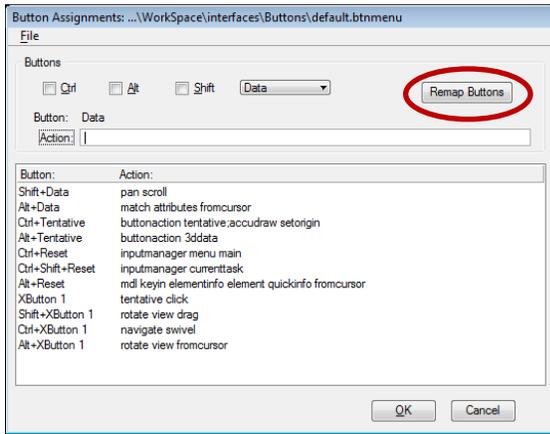
Resetting in MicroStation is similar to using the <esc> key in other applications. Resetting will “back you out” of most MicroStation operations that have several steps. For example, if you use your View controls to zoom in, doing a reset (or 2) will back you out of the View controls and back to the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

To Reset

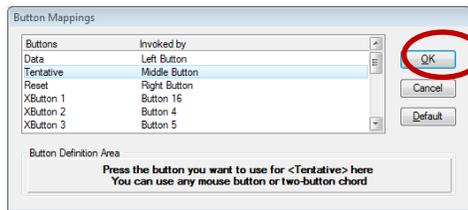
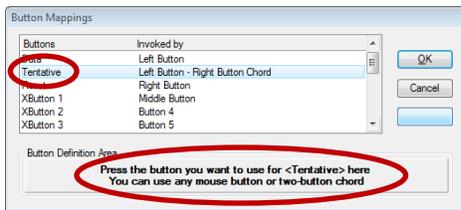
Click the Reset button (right mouse button).

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.

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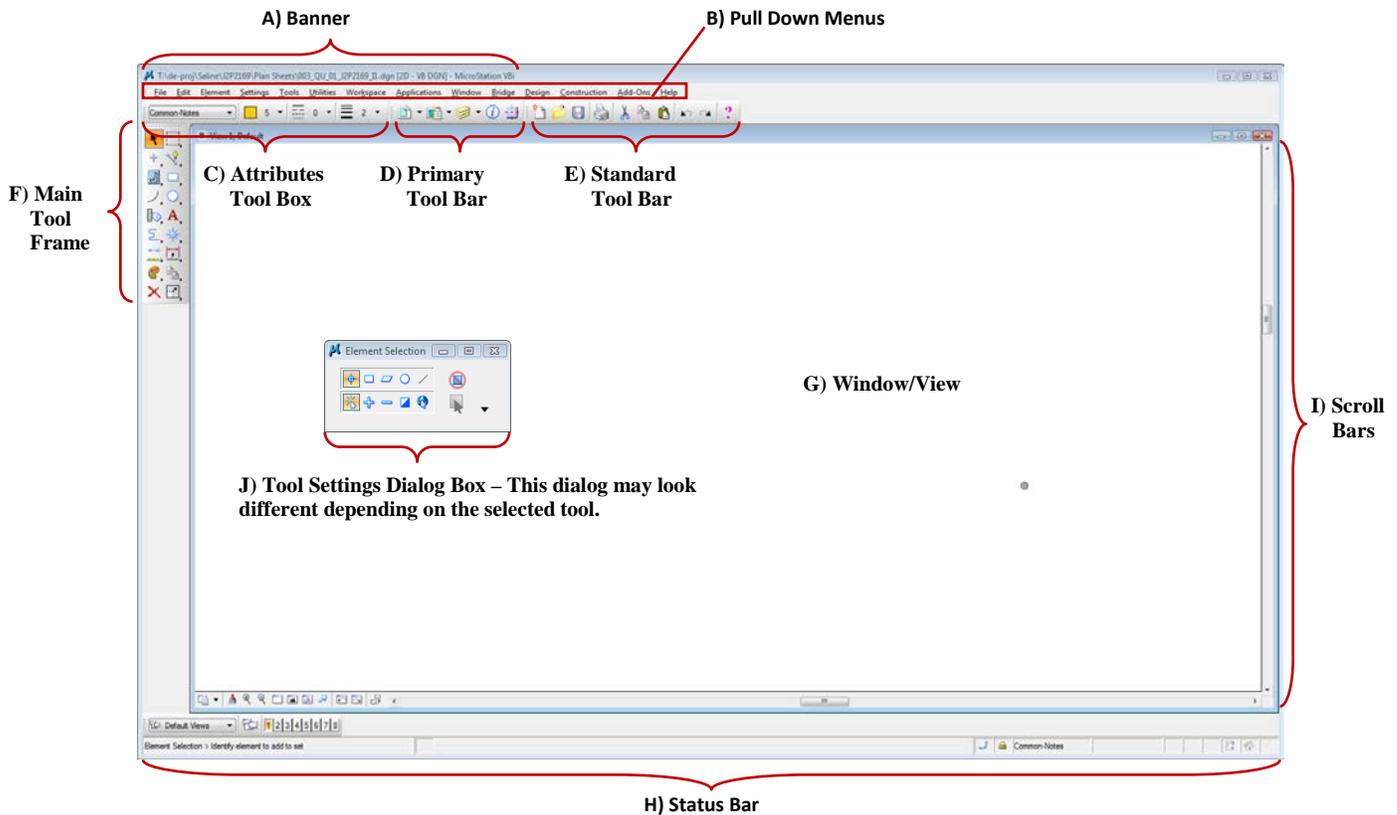


This will bring up a new dialog box.



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



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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.

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 menu 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.

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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.

F) Main Tool Frame

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

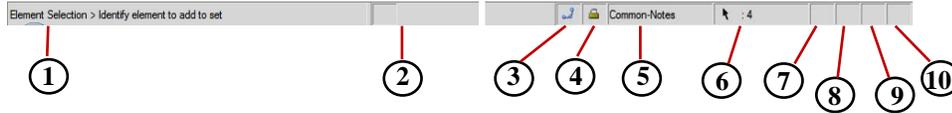
The Main Tool Frame is open by default the first time you open MicroStation. It is docked to the left edge of the MicroStation window. It can be undocked and redocked on the right edge of the window.

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.

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H) Status Bar

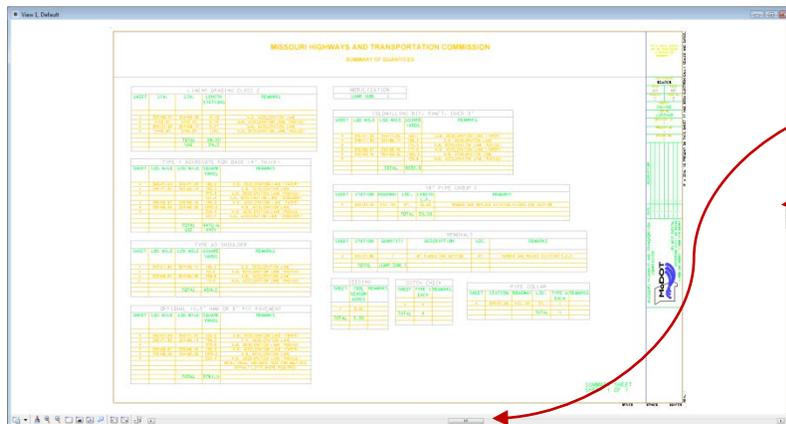
Provides prompts, context-sensitive assistance, and some interactive functionality.



- 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 -

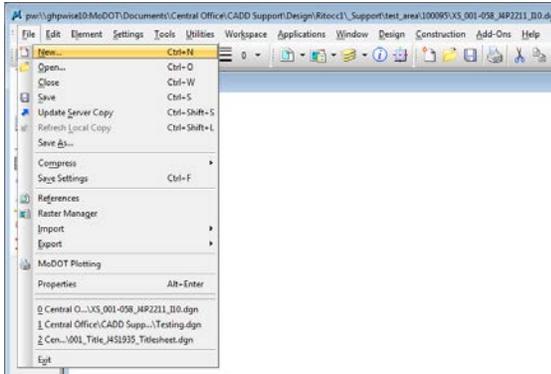
Toggles display of scroll bars on/off.



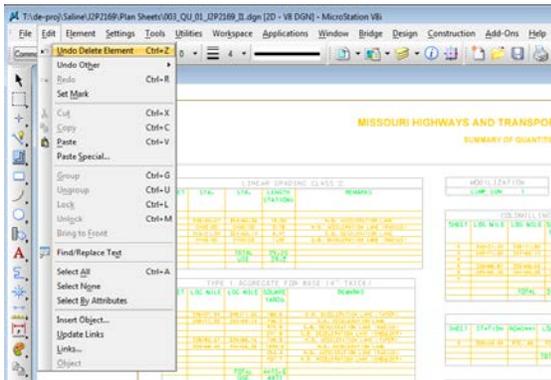
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1.3 Pull Down Menus

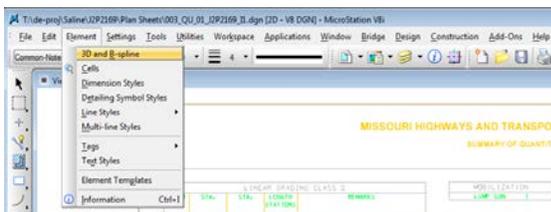
File - The File pull down menu contains items for creating, opening, closing, and saving design files, updating the server copy, compressing files, working with references, importing and exporting files, printing and ending a MicroStation session.



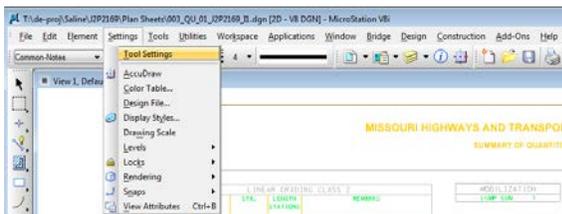
Edit – The edit pull down menu contains items for undoing and redoing changes, cutting/copying/pasting from 1 file to another, grouping/ungrouping selection sets, and locking/unlocking elements.



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

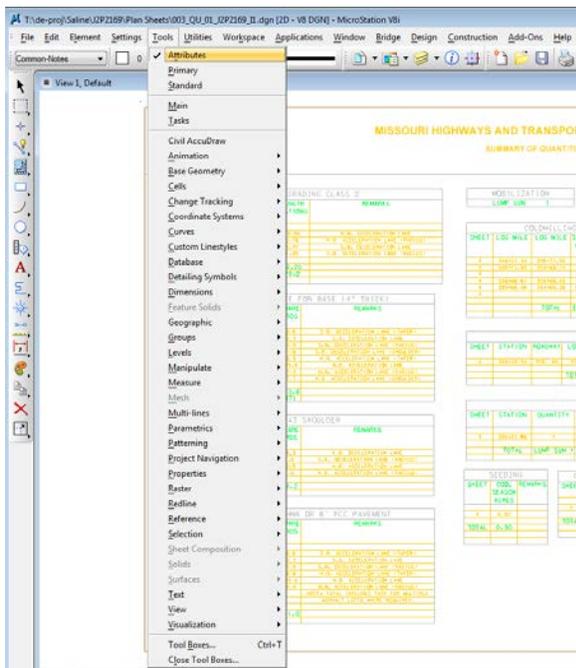


Settings – The Settings pull down menu contains items for reviewing and changing non-element specific settings.

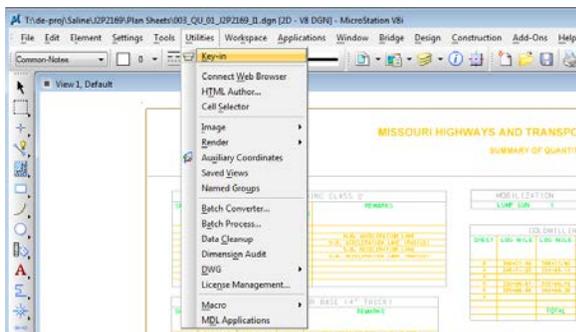


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Tools – The Tools pull down menu contains items for opening and closing tool boxes, as well as creating new tool boxes.



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.

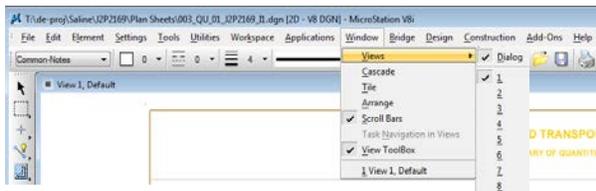


Applications – The Applications pull down menu contains an item for activating and deactivating the Bentley Civil application.

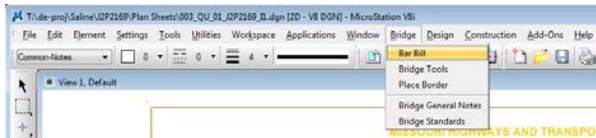


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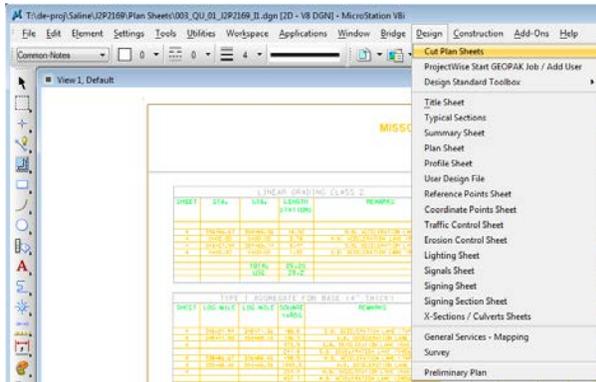
Window – The Window pull down menu contains items for opening and closing views, and controlling the arrangement of views and other windows on the screen.



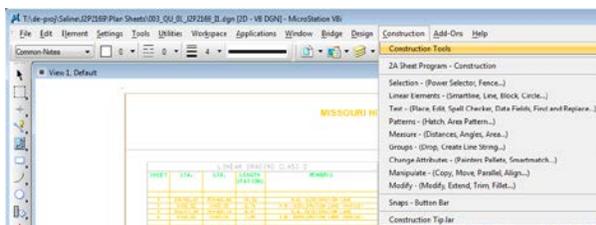
Bridge – The Bridge pull down menu has been designed to assist Bridge Division in creating Bar Bill sheets, and placing geometry and notes which adhere to MoDOT Standards.



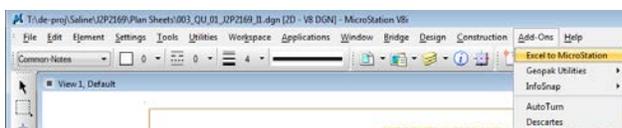
Design -The Design pull down menu has been designed to assist Designers and Design Technicians in placing geometry, text, or cells which adhere to MoDOT Standards. Each sheet type listed invokes a different Settings Manager dialog box (See Settings Manager chapter).



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.

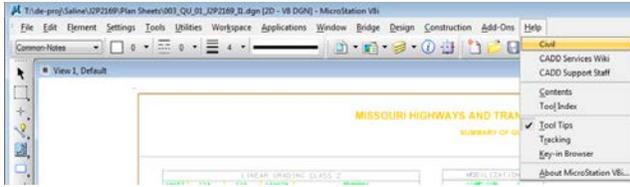


Add-ons – The Add-ons pull down menu contains additional tools which were created by MoDOT or a third party.



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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.

Email – The Email pulldown allows users to select the application they are using and will show a list of specialists at CADD Support that support that application. It will also allow you to select one of the specialist and will automatically bring up Lotus Notes (if already opened) so you can send that specialist an email on a problem or question you have.

