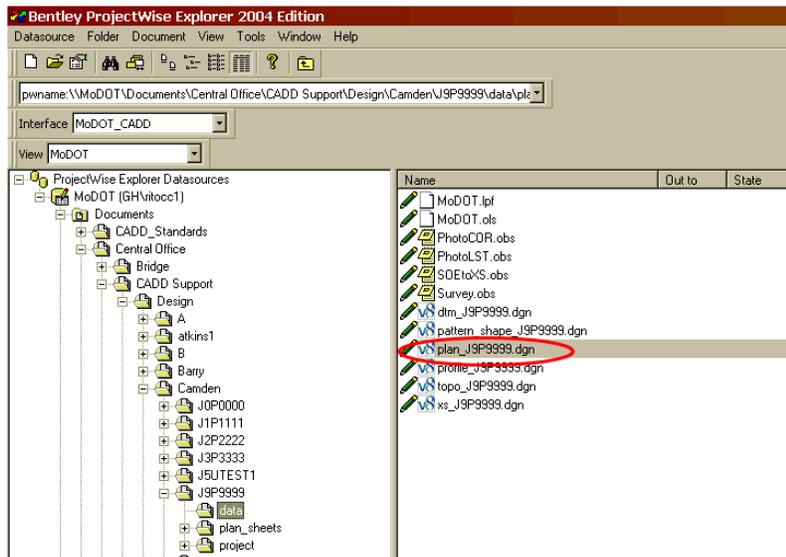


1.0 Starting MicroStation With ProjectWise

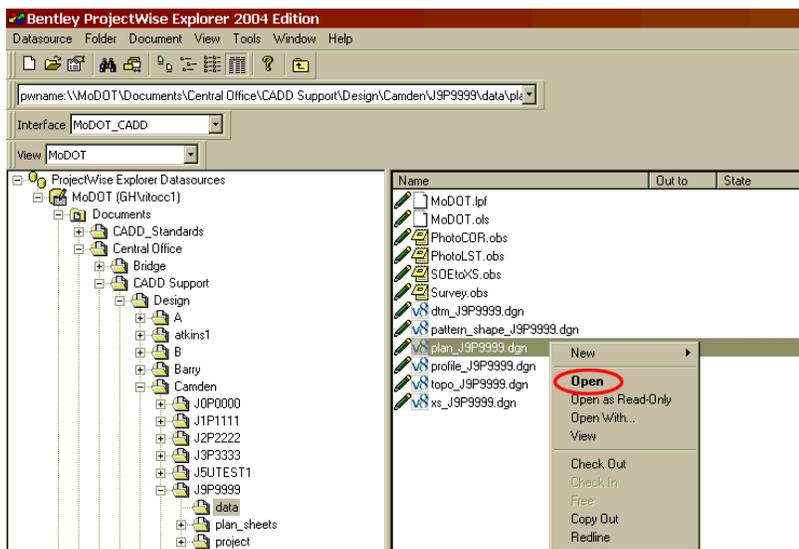
There are a couple ways to open a MicroStation file from within the ProjectWise environment. MicroStation files do need to be opened through ProjectWise and not using just the MicroStation icon to get to you files. Opening the files through ProjectWise will insure the file loads up properly with the correct configurations assigned to the file.

After opening ProjectWise Explorer, you can navigate to the folder the file is located in and simple double-left click on the file.



or

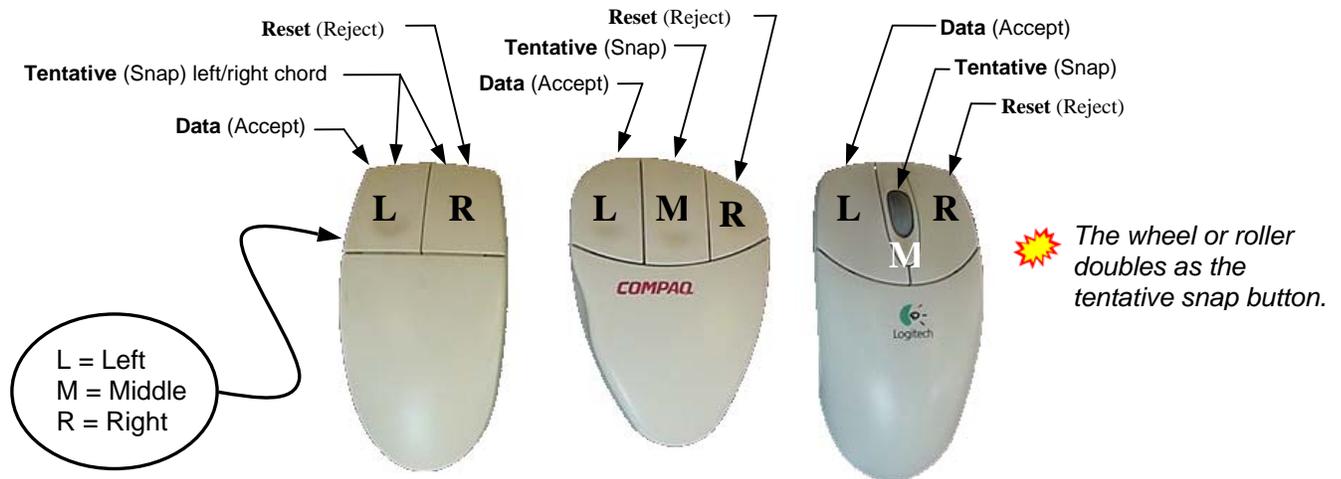
You can right-click on the file name, and select "Open".



It's that simple.

1.1 Working with the Mouse

A three-button mouse provides one button for the three most commonly used functions. If your mouse has two buttons, you simulate the third button by simultaneously clicking both buttons or combining the **ALT** key with one mouse button.



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

1. Select icons, menus or graphic elements.
2. Confirm a selection (example: deleting an element. requires a confirmation after identifying it).

Data points

A data point is graphic input that, depending on the context:

- Designates a point in a design (for element placement or selection, for example).
- Designates the view in which it is entered (for fitting or updating, for example).
- Accepts an operation (deleting an element, for example), rather than rejecting it.

To enter a data point

- Position the pointer on the desired location in a view.
- Press the Data button (left mouse button).

The **TENTATIVE** (middle mouse button) button is used to:

1. Snap to significant points (i.e., keypoints, midpoints, endpoints, center...).
2. Reference a significant point on an existing element for typing in a value to be measured from that point.

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

1. Reject a selection. If another graphic element is near the selection point, MicroStation will highlight the element.

2. Cancel a command in progress.
3. Repeat the last command activated.

Resetting

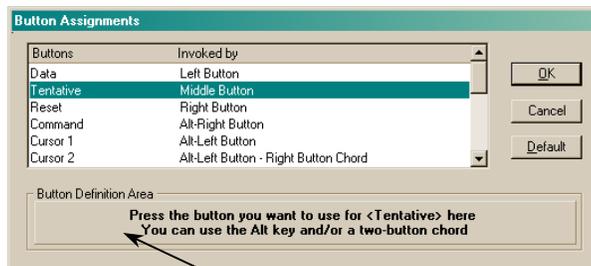
Resetting in MicroStation is similar to pressing the <Esc> key in some other programs. For example, Resetting will “back” you out of most procedures in MicroStation that have several steps. If a view control is selected, a Reset (or two) will de-select the view control and reselect the drawing tool selected when the view control was selected.

To Reset

1. Press the Reset button (right mouse button).

NOTE:

The defaults may or may not be appropriate for your mouse. If you are using a three-button mouse, you should change **Tentative** to use a single button (rather than the two-button chord) for faster operation.

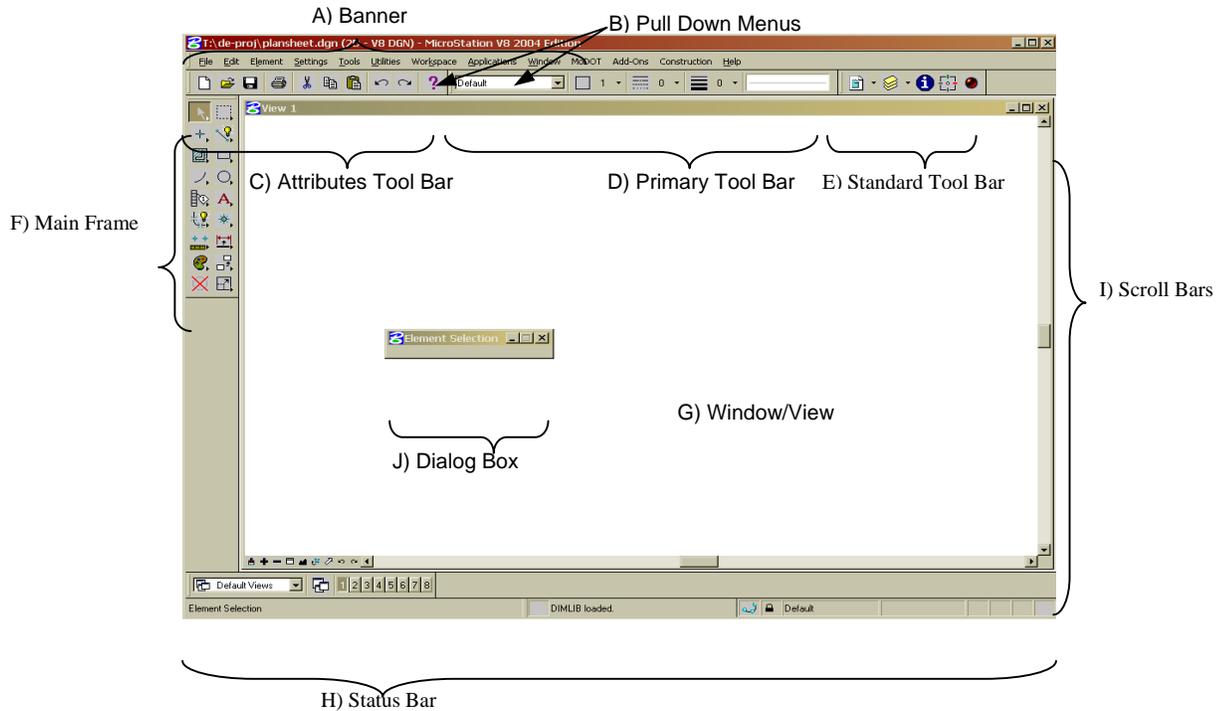


Note: Your mouse must be inside this box when you assign the desired button definitions.

Highlight the button to change and in the Button definition area click the desired button or combination.

To modify the button assignments go to the menu pull down *Workspace / Button Assignments* to invoke this dialog box.

1.2 MicroStation Window Layout



A) Banner



1. Displays the name of the dialog box.
2. Allows you to move or relocate the dialog box
3. Displays which dialog box is active when highlighted.

B) Pull Down Menu

Some dialog boxes have pull down menus. Move the mouse to the menu item and press the data button. The Menu will pull down, revealing commands and cascading “sub” menus. Data point to select option. (See the end of the chapter for more information.) You are now allowed to undock this menu bar.

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 now allowed to undock this tool bar.

With this tool bar you may:

1. Set the Active Level.
2. Set the Active Color.
3. Set the Active Line Style.
4. Set the Active Line Weight.
5. View the active symbology.



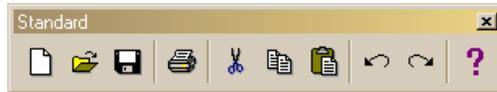
Color	: 3
Style	: 2
Weight	: 3

D) Primary Tool Bar



The Primary Tools tool bar is a launch point for commonly used MicroStation tools.

E) Standard Tool Bar



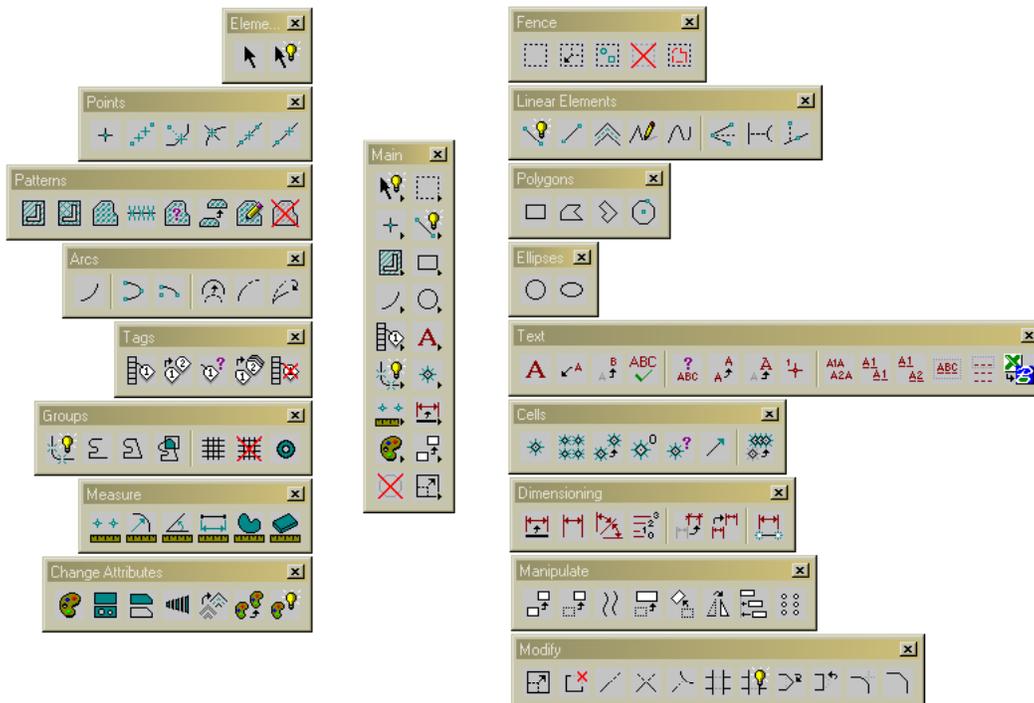
The Standard tool box contains icons that enable quick access to commonly used pull-down menu items. By default it is docked to the top of the MicroStation window (directly beneath the menu bar).

F) Main Frame Tools

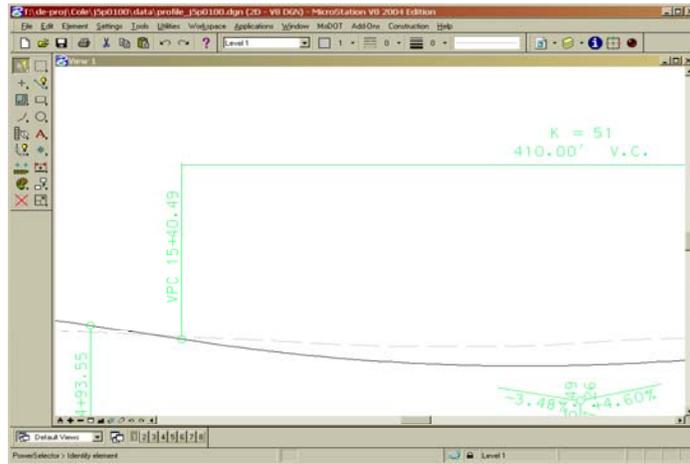
Used to select general usage drawing tools.

The Main tool frame is open when you start MicroStation for the first time. By default, the Main tool frame is docked to the left edge of the MicroStation window. It can be undocked or docked to the right edge.

With the exception of 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 held down, its child tool box opens. The child tool box can be “torn off” and floated by dragging it away from the Main tool frame. When a tool is selected in a child tool box (attached or floating), the tool automatically becomes the “representative” 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 if it is displaying a saved view).

H) Status Bar

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



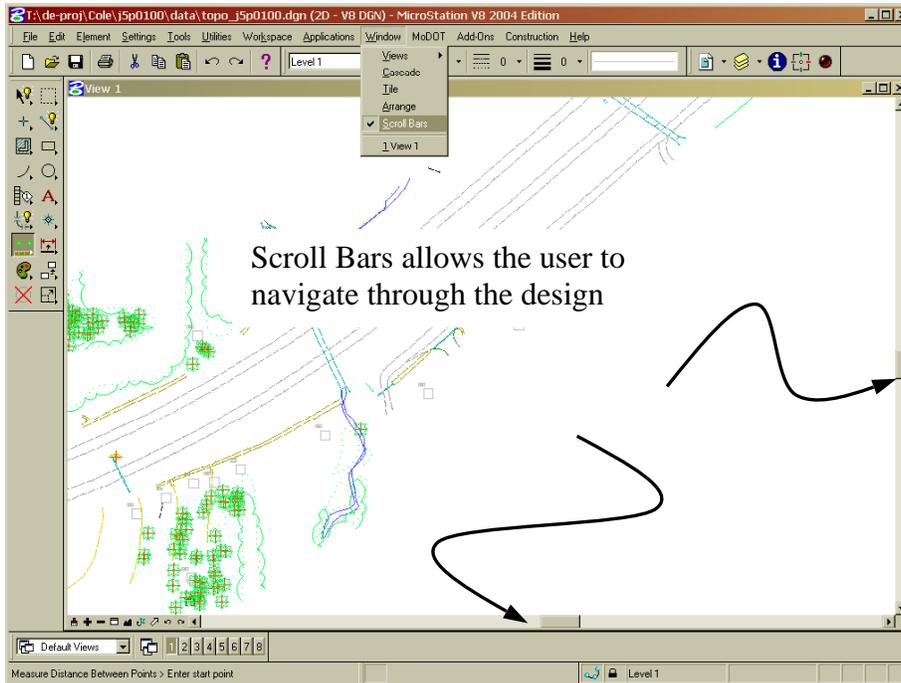
- 1) **Selected tool > prompt** - Shows the name of the selected tool or view control and (usually) a prompt for the next step in the normal procedure for using it.
- 2) **Message Center** - Shows system message information. Clicking in the Message Center portion of the status bar opens the Message Center dialog box. This dialog box contains a running log of system messages and any further description about the message if applicable.
- 3) **Snap mode** - Shows the type of snap selected.
- 4) **Locks icon** - Clicking the Locks icon provides access to the Locks submenu. (It does not indicate status information.)
- 5) **Active level** - Shows the Active Level setting. (Clicking the Active Level field opens the Level Manager dialog box, which is used to control level display and level symbology for the open DGN file and attached references.)
- 6) **Element selection indicator** - If shown, indicates elements are selected and displays the number of selected elements.
- 7) **Fence indicator** - If shown, indicates the fence mode of the fence that was placed. To place the fence, use a fence placement tool in the Element Selection tool box.
- 8) **DGN workmode** - Indicates which workmode is in effect. In DWG ("DWG") mode, certain functionality is disabled by default in order to restrict MicroStation to creating only information that can be stored in DWG format.
- 9) **DGN file changes indicator** - If a "diskette icon" is shown in the lower right-hand corner, it indicates that the DGN file has been modified during the current session. If the preference Immediately Save

Design Changes is off, it indicates that there are changes that have not been saved. If the diskette is red and has an "X" through it, it means that the file is read-only.

I) Scroll Bars

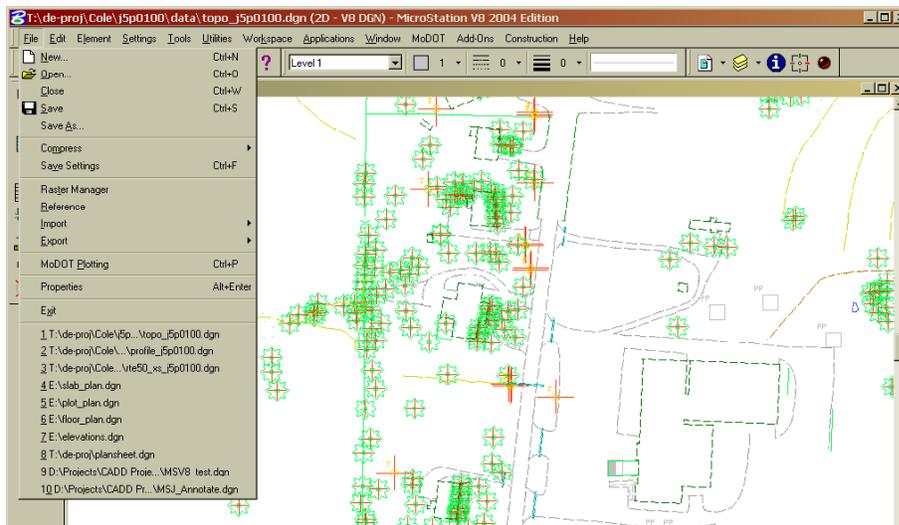


Toggles display of scroll bars and a view control bar in the borders of view windows.

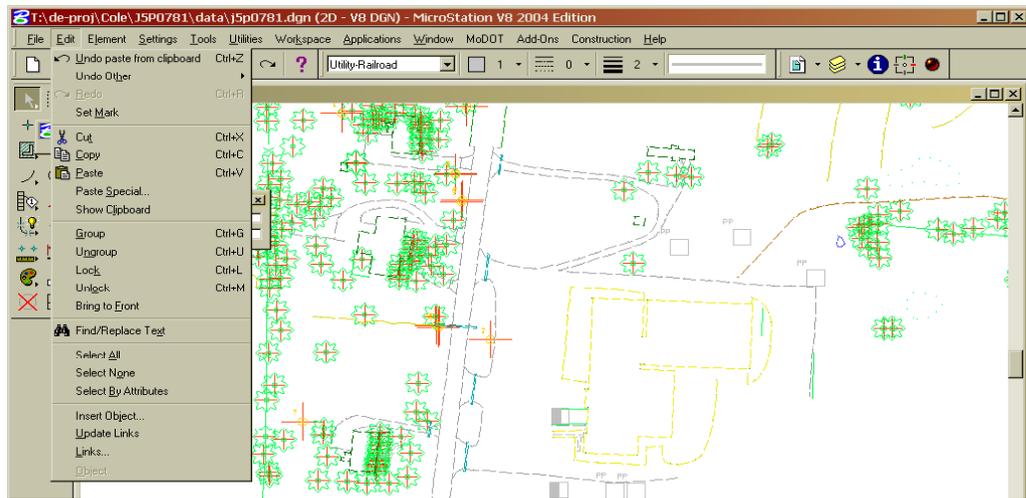


1.3 Pull Down Menus

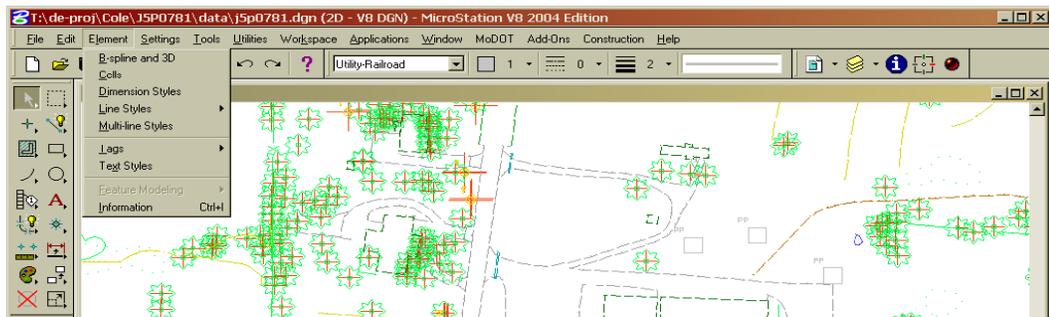
File - The File menu has items for creating, opening, and closing design files and cell libraries, working with references, importing and exporting files, printing, and ending a MicroStation session.



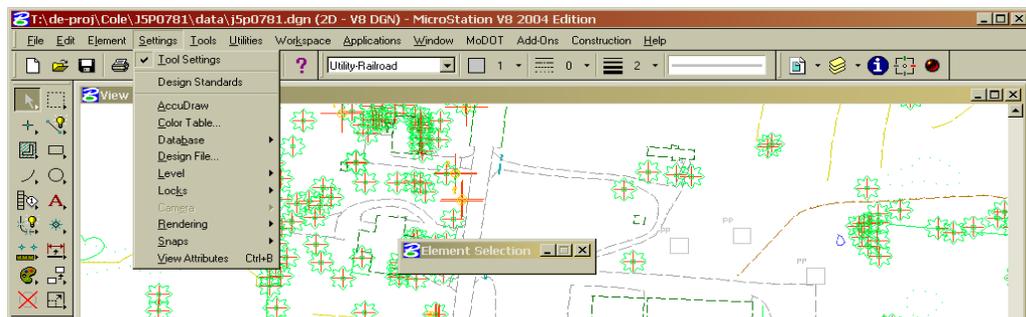
Edit - The Edit menu has items for undoing and redoing changes to the design file or a text field. There are also items for cutting and pasting text, defining and discontinuing groups, and locking and unlocking elements.



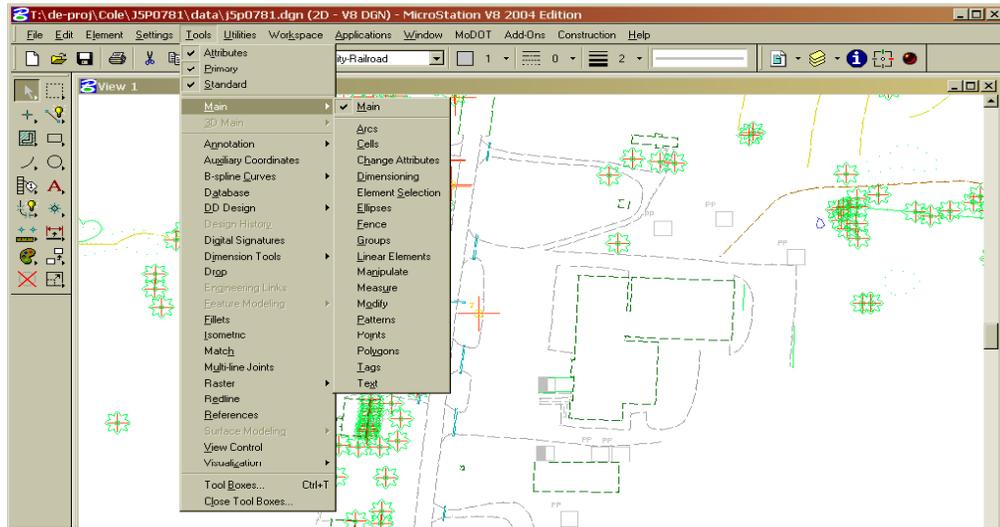
Element - The Element menu has items for controlling the attributes of elements being placed in the design.



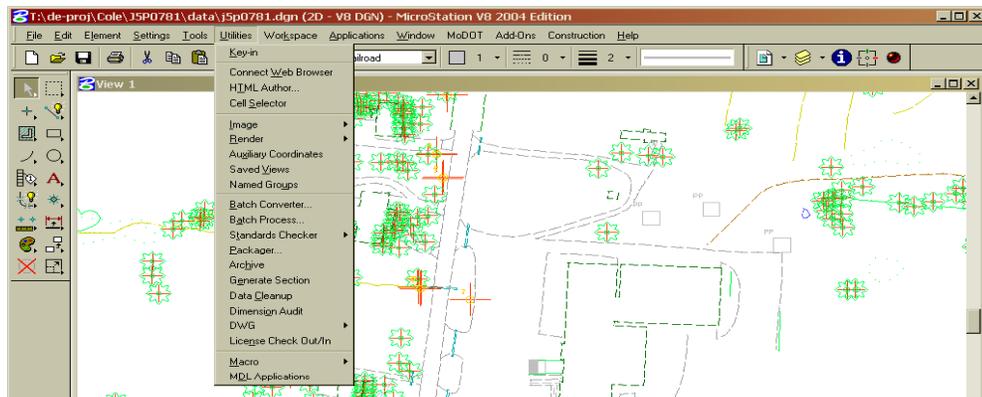
Settings - The Settings menu has items for reviewing and changing non-element-specific settings.



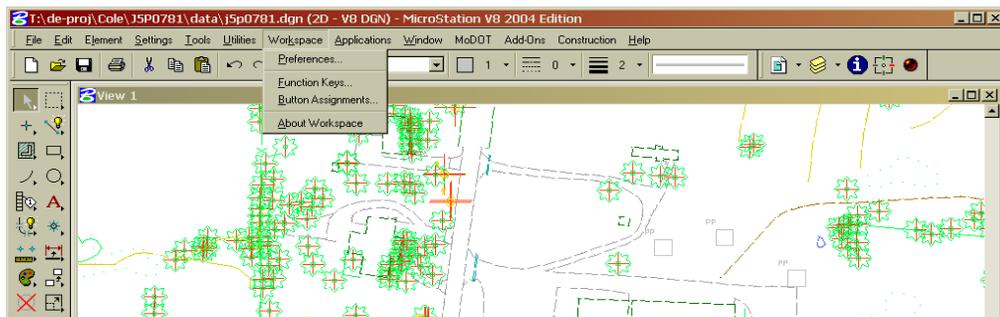
Tools - The Tools menu has items for opening and closing tool boxes, as well as creating new tool boxes.



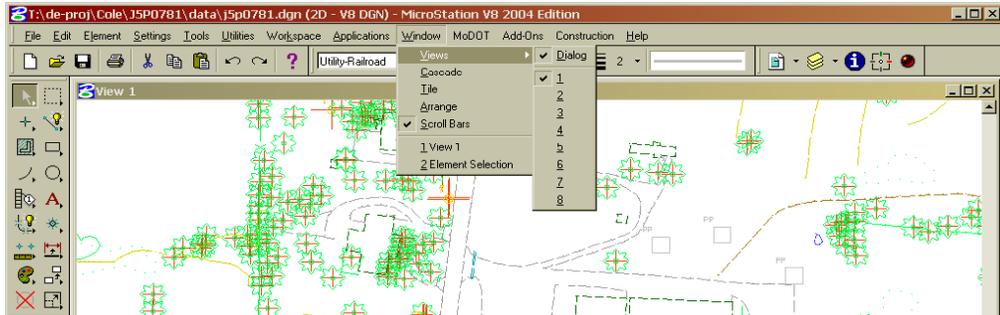
Utilities - The Utilities menu has items for starting utilities, macros, and extensions to MicroStation.



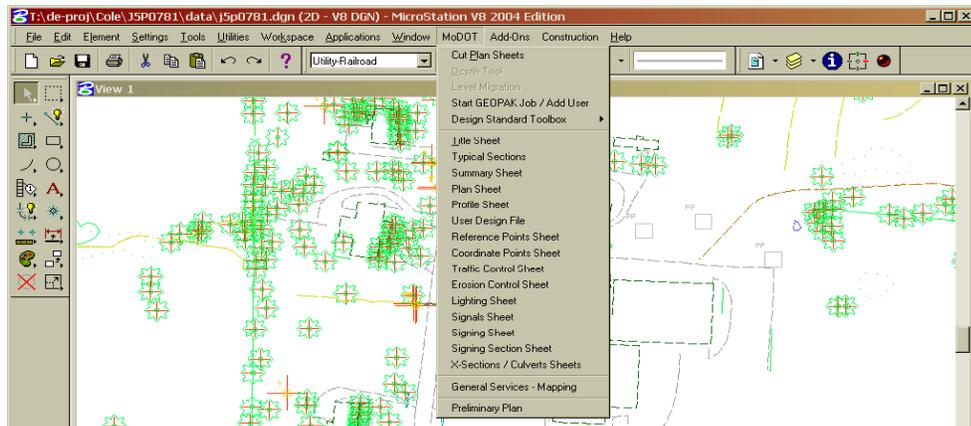
Workspace - The Workspace menu has items for setting user preferences, and customizing button and function key assignments.



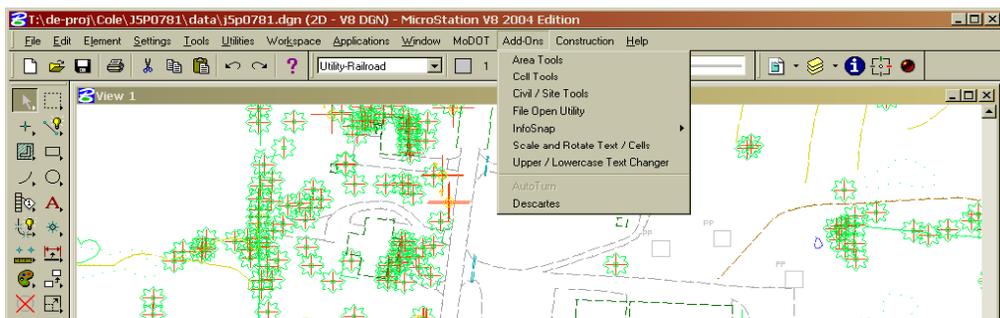
Window - The Window menu has items for opening and closing views and controlling the arrangement of views and other windows on the screen.



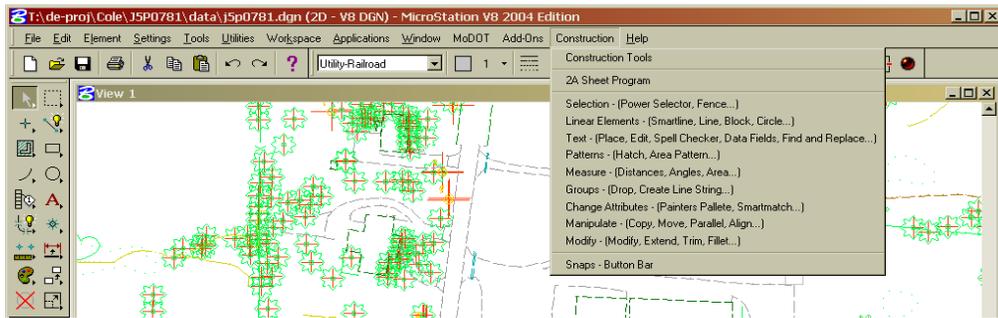
MoDOT – The MoDOT Menu has been designed to assist the user in placing geometry, text or cells using MoDOT predefined standards. This will increase productivity and maintain standards within the division and the department. Each sheet type listed invokes a different Settings Manager dialog box. (See the chapter on Settings Manager)



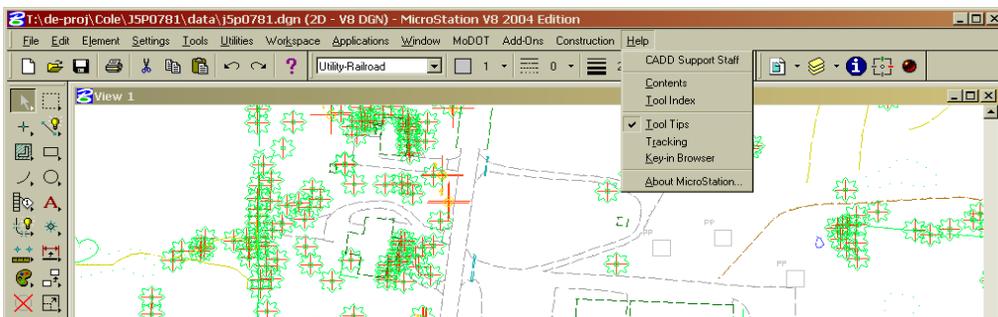
Add-Ons - The Add-ons Menu has additional tools that were created by MoDOT or by a third party.



Construction – This pull down was created for the Construction Division. It has the Construction tool bars with the minimum tools required to make changes to final plans or summary sheets.



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.



Tracking - If on, help for each newly selected tool or view control is automatically displayed in the Help window. As the tool or view control changes, the help changes.



Tool Tips will not be generated within MicroStation and Tracking will not be enabled unless these tools are checked in the Help menu!