

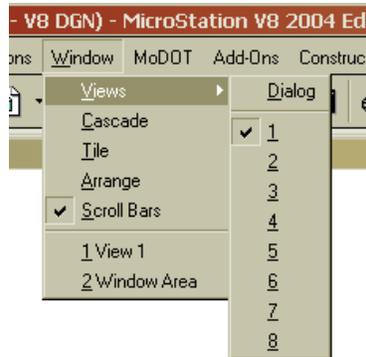
## 2.0 Views and Windows

MicroStation uses the terms “views” and “windows” interchangeably. Both refer to the 8 different windows, or viewing panes, that display your design file. Controlling how you see what you want to see can be very important to your productivity so let’s take a look at the basics of Microstation views.

### View Arrangement

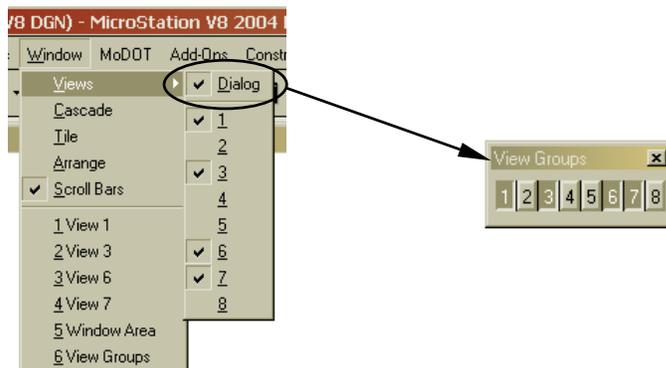
The views that you use are best positioned according to how it can assist you in working with your design file. Typically, a single window is all you really need to be highly productive. Other times you may need to see multiple areas of a design file at the same time, this is when the ability to utilize more than one window is beneficial.

MicroStation provides several preset window commands in the Window pull down menu at the top of the screen.



### Open/Close

The Open/Close option simply allows the user to control which of the 8 windows are open in your MicroStation screen. You can also bring up the Open/Close Dialog box by choosing that option.



### Cascade, Tile, Arrange

These options under the Window menu give the user a quick method of sorting or organizing open windows.

## 2.1 View Commands

The most commonly used view commands are located on the bottom of each window. These commands allow the user to zoom, pan, and refresh the display of a particular MicroStation view.



When selecting any of these commands, MicroStation automatically applies it to the associated view.

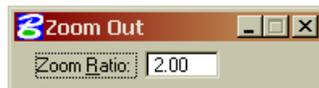
 The first tool on this tool bar is the Update View tool. This tool is simply used to refresh the drawing as you work.

 The second tool is the Zoom In tool. This tool provides the user with an adjustable zoom ratio that can be used to zoom in on details of a file.



When you select the Zoom In tool a rectangle will display around the cursor. This represents the extents of the next view display area once you position your cursor and left click.

 The next tool is the Zoom Out tool. This command also provides the user with an adjustable ratio and is used to zoom out and view a larger area of the drawing.



When this tool is selected the MicroStation view will be “zoomed out” once by the active ratio and the view will remain centered. If you wish to keep the center of the view at this location, but want to zoom out more, simply click the Zoom Out tool as many times as are necessary or change the ratio to the desired value and click the tool icon. If you want to change the center of the view left click in the drawing view at the desired location while the Zoom Out tool is active, this resets the center to the point where your cursor left clicks as it zooms out.

 The fourth tool is the Window Area tool. This command allows you to define your desired window area by establishing 2 corners. Left click to place the first point, then move the cursor to the opposite corner and left click once more.

 The fifth tool is the Fit View tool. By default this tool will fit all the existing geometry in a design file into the available view area.

The next tool is the Rotate View tool. You should not need to rotate your view.



The seventh tool is the Pan View tool. This tool is used to move from one area of the drawing to another while maintaining the active zoom setting.

To pan from one portion of the drawing to another simply left click in an area and as you move your mouse you will notice an arrow “rubber-banding” from your cursor. Move the end of this arrow to a position where you’d like to place the initial point that you clicked and left click once more.



MicroStation also provides the user a Dynamic Display option for the Pan View tool. If you enable this setting then you can simply pan from one area of the view to another by left clicking at a point and then moving your cursor, you will see the entire view move with your cursor, and then left click to drop it off in the necessary location.



The last two commands we will mention on this tool bar are the View Previous tool and the View Next tool. When a user has zoomed in or out, or has panned from area to another, and then wants to get back a previous view, the View Previous tool can be used to page back until the desired view is reached.



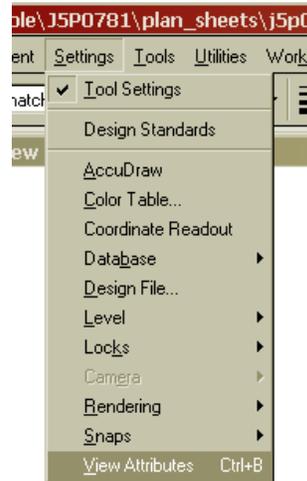
View Next simply reverses this and allows the user to page ahead once again when the View Previous command has been used.

**NOTE:** The View Command icons for each window are toggled on or off by the Scroll Bar option under the Window menu at the top of the MicroStation screen. If this option is not checked then the View Command tools will not be displayed.

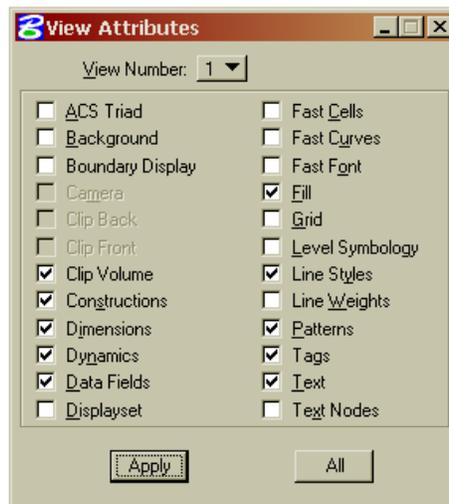
## 2.2 View Attributes

The View Attributes is a series of settings that effects how certain types and classes of elements are displayed or whether they are displayed at all. It also allows the user to determine whether certain drawing aids are displayed.

To access the View Attributes you can select the View Attributes option from the Settings pulldown menu at the top of the screen.



Once you have chosen the View Attributes option from one of these menus the View Attribute dialog box will open on your MicroStation screen.



With this dialog open you can toggle the available settings on or off by checking the box next to that setting. You can also determine which view will be effected when you change these settings by choosing the appropriate view from the drop-down list at the top of the dialog box.

Once you have the settings checked or unchecked to your satisfaction then you must apply these settings by clicking the "Apply" button at the bottom left of the dialog box. You can also apply the settings to all the views by clicking the "All" button at the bottom right of the dialog box.