

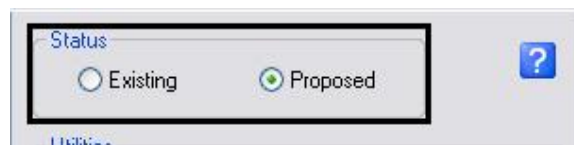
## CDOT Utilities Menu



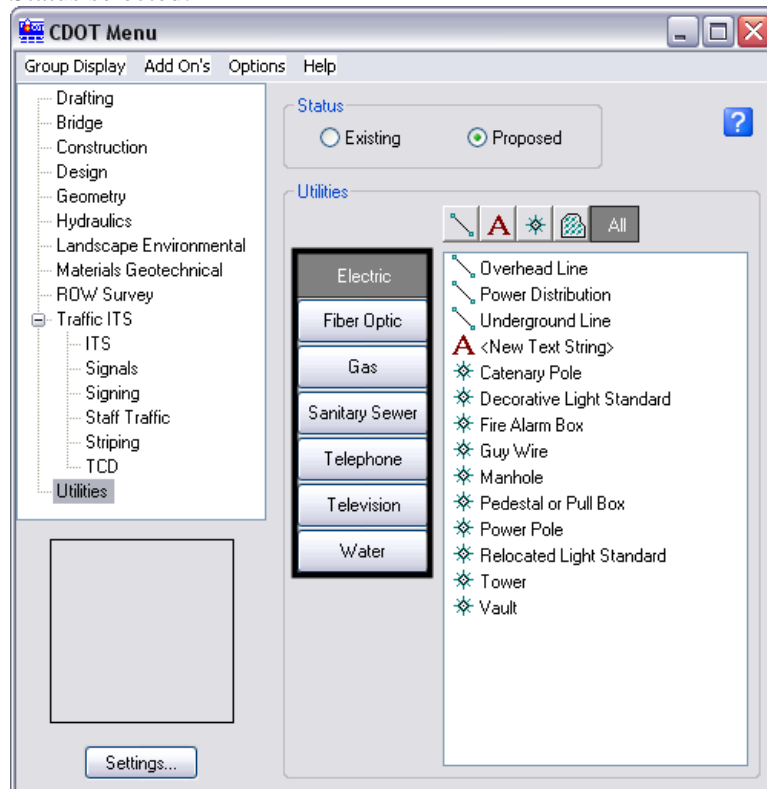
This document guides you through the functionality of the CDOT Utility Menu. The CDOT Menu is designed so that the user can effortlessly maintain the Department's drafting standards. Each command selected from menu will automatically set the correct level and symbology for the element to be placed. It also launches the MicroStation command needed to place the element. The menu should also be used to set symbology even when a different command will be used to place an element.

The CDOT Menu Explorer (left pane of the dialog box) separates the menu options based on specialty groups. The Drafting option will be used by all groups. Some menu options assigned to a specialty group may also be required by another, so be sure to check the other specialty groups' menu options if a command or symbology is not found within your group.

1. From the **Status** area, select whether to place items on **Existing** or **Proposed** levels.

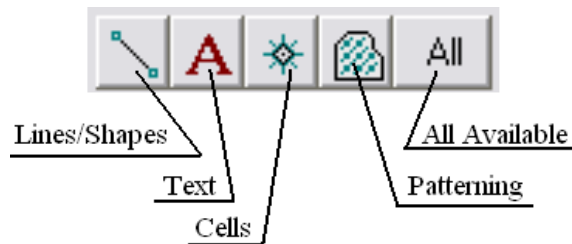


2. Select one of the Category buttons on the left side of the **Utilities** area to begin defining the element to be placed. The choices of buttons will change based on the Status selected.



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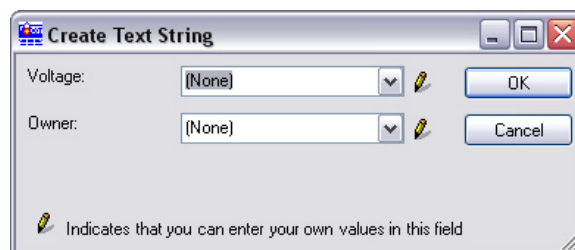
3. If desired, select one of the Filter buttons above the selection list. These are used to limit the selection list to a specific type of element. The illustration below identifies the element types displayed by each Filter button.



For example, all of the available commands are shown for **Electric**.



4. If the Text command is selected for any option, the **Create Text String** dialog will appear.



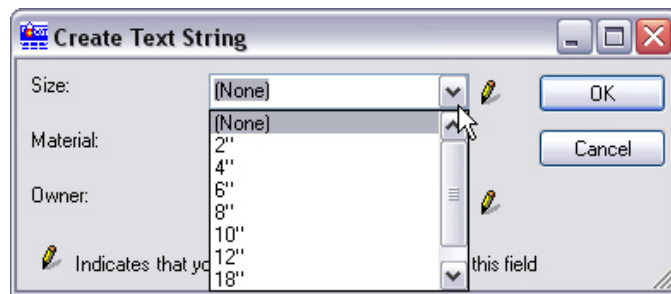
This dialog will be different for each Utilities option selected, the example above is for Electric. The following options are available:

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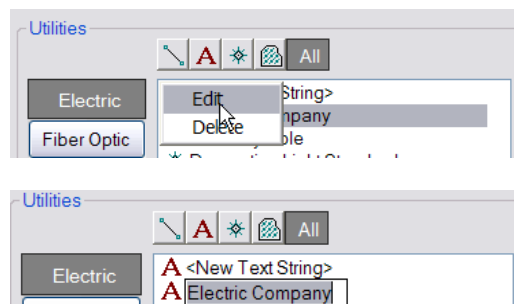
Under Gas, Sanitary Sewer, and Water, you have the option of labeling **Size**, **Material**, and **Owner**. Under Electric, you have the option of labeling **Voltage** and **Owner**. Under Fiber Optic, you have the option of labeling **Strand Count** and **Owner**. Under Telephone, you have the option of labeling **Wire Pair** and **Owner**. Under Television, you can label the **Owner**.

**Note:** All of the available text strings will be labeled in MicroStation separated by a comma

- When **A <New Text String>** is selected, (None) will appear in the key in fields of the **Create Text String** dialog box. If there are predetermined options in the **Create Text String** dialog box, such as pipe size, you can select the options from the list in the pull-down menu. If you key-in a label, the CDOT Menu will store up to 10 previous entries. The 10 previous entries will be available from the **Create Text String** dialog box pull down menus and also from the list of available commands in the CDOT Menu window. If an entry is incorrect, you can right click on that entry in the CDOT Menu list and edit the text. Note: Sizes can only be entered in feet or inches. This must be numeric not text and fractions must be represented by their decimal equivalent.



- If an entry is incorrect, you can right click on that entry in the CDOT Menu list and edit the text. There is another right click option for deleting that entry.



- Once the Text command is selected, the Menu will give control to MicroStation for labeling a Utility. MicroStation will prompt you at the Command Line portion of the MicroStation window. **<D>** to accept the line representing the utility to be labeled.

Place Text Along Element > Identify element, text location

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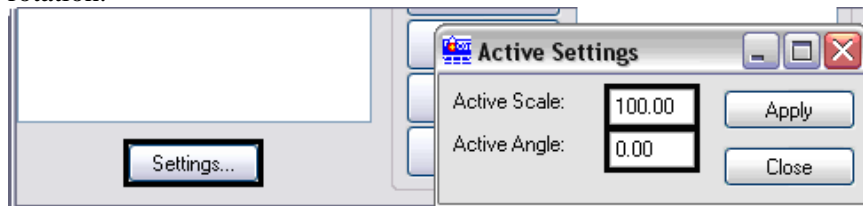
- Next, you will have the option of placing the text above or below the line representing the utility. <D> above or below. This will automatically accept placement.

Place Text Along Element > Accept, select text above/below

### Settings Options

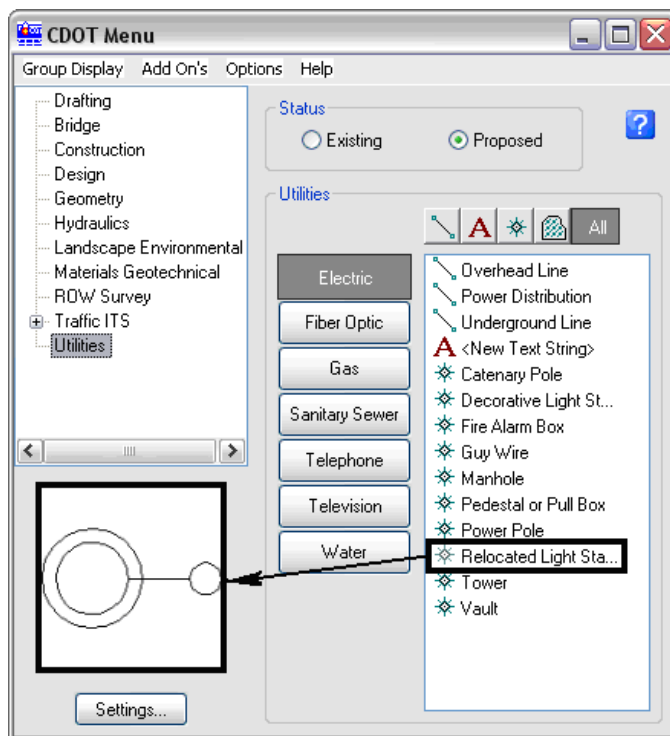
The Settings options are used to change the scale and angle at which elements are placed.

- The **Active Scale** and **Active Angle** settings are accessed from the **Settings** button on the CDOT Menu.
- To change the **Active Scale** or **Active Angle**, key-in the desired value in the appropriate field. **Note:** the Active Angle is view independent and not associated with view rotation. Therefore, the x-axis is always horizontal regardless of the view rotation.



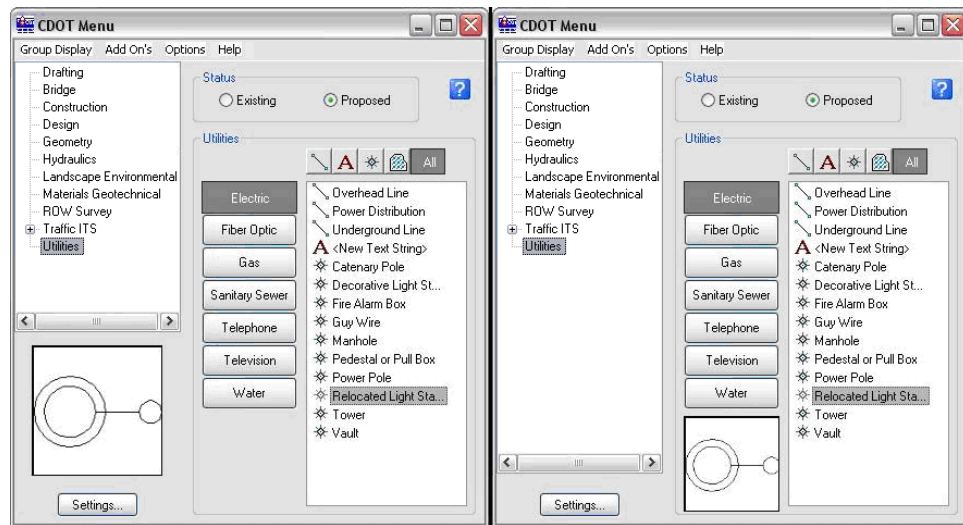
### The Cell Preview Window

- To see a preview of a cell, <D> on the cell name in the list. The cell is then displayed in the preview window.



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12. The **Cell Preview Window** can be relocated within the CDOT Menu. It may reside under the **Menu Explorer** (left) or under the **Category** icons (right).



To move the **Cell Preview Window**, <D> and hold on the window, drag it to the new location, and release the mouse button.