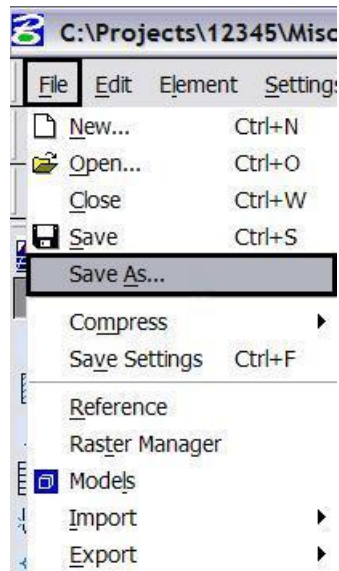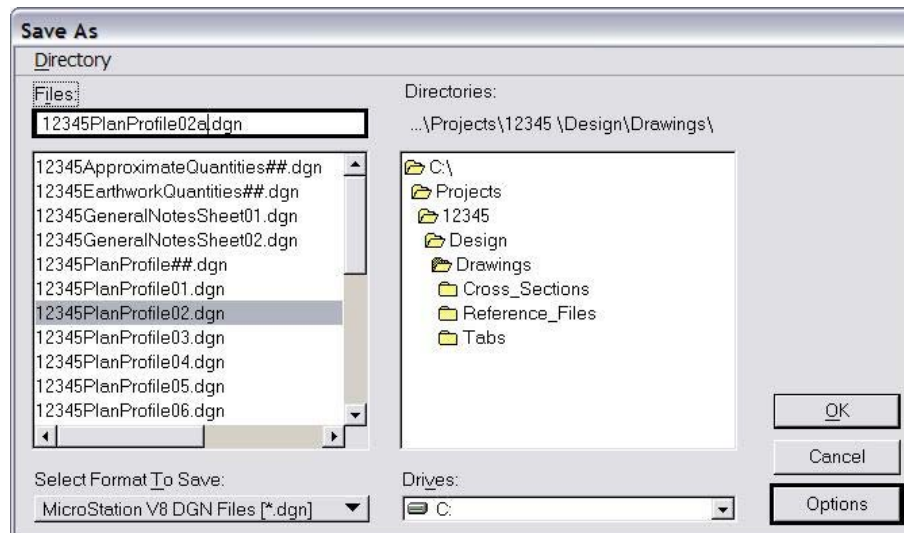This document guides you through updating the MicroStation levels that were changed, deleted, and renamed from the Configuration Releases prior to V03.02. All drawing files created under the V03.01 and prior Configuration Releases will need to be updated to the current CDOT standard levels. See CDOT Configuration Readme.pdf file located in the level library section.
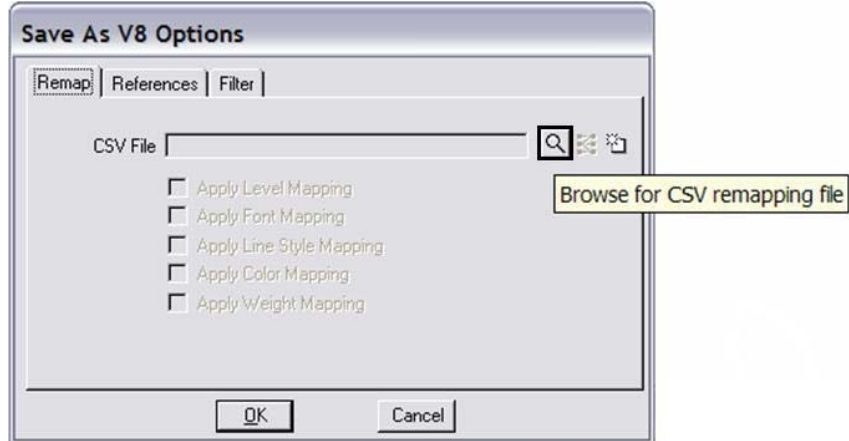
Converting Levels in MicroStation

1. From the **MicroStation Manager**, open a drawing file.

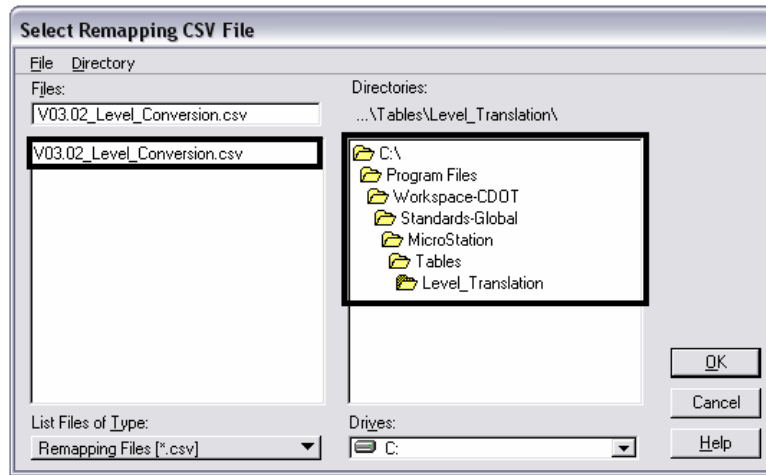2. Select **File** > **Save As**.

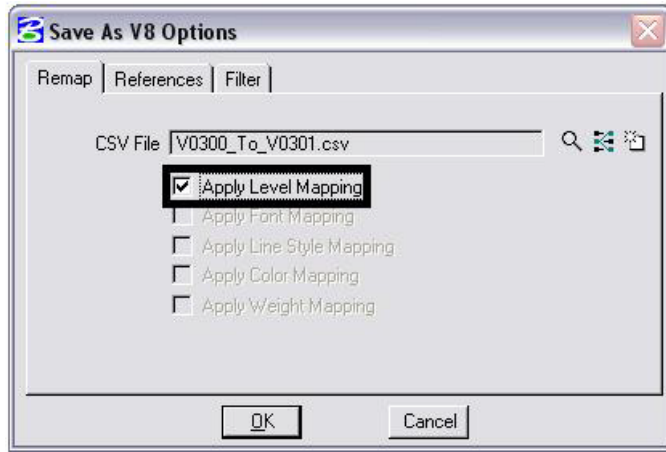3. Rename the current opened drawing file and select **Options**.

4. In the **Save As V8 Options** dialog box, select the **Browse for CSV remapping file** icon. A standard CSV file is located in the configuration which is already set up to remap all of the previous versions' levels to the standard CDOT MicroStation V03.01 levels.
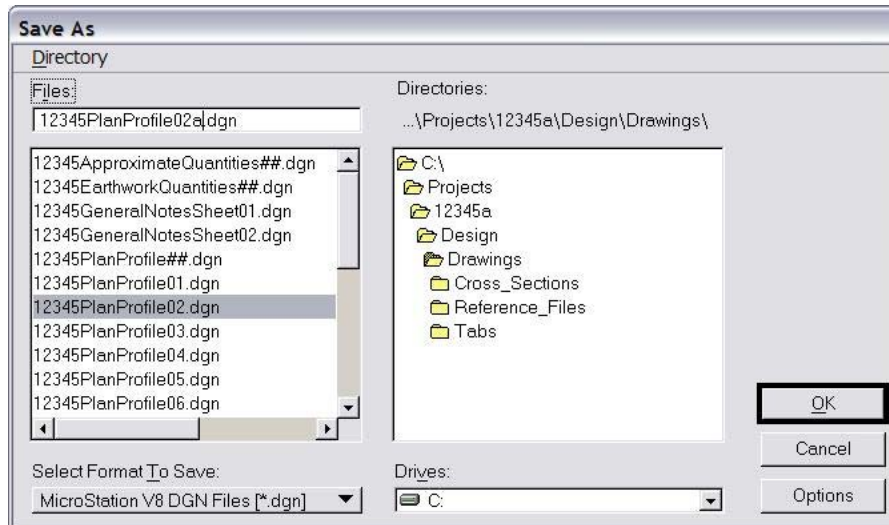
5. If not already there, browse to C:\Program Files\Workspace-CDOT\Standards-Global\MicroStation\Tables\Level_Translation. Select the file **V03.02_Level_Conversion.csv**. Select **OK**.

6. In the **Save As V8 Options** dialog box, check on the field for **Apply Level Mapping**. Select **OK**.
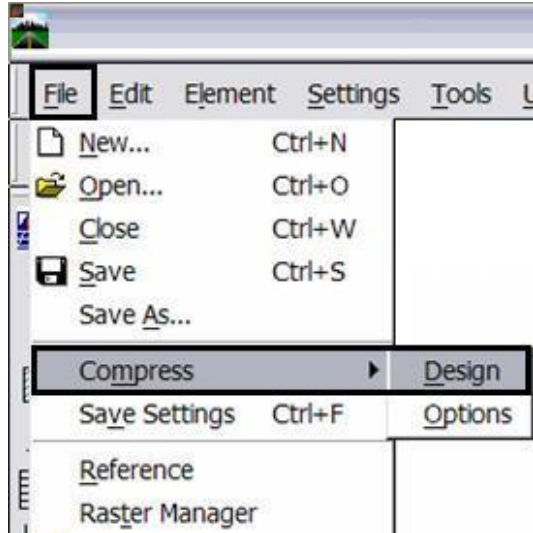

7. Select **OK** in the **Save As** dialog box. The CSV file will execute and the previous levels will be converted to the updated levels in the V03.01 configuration release.
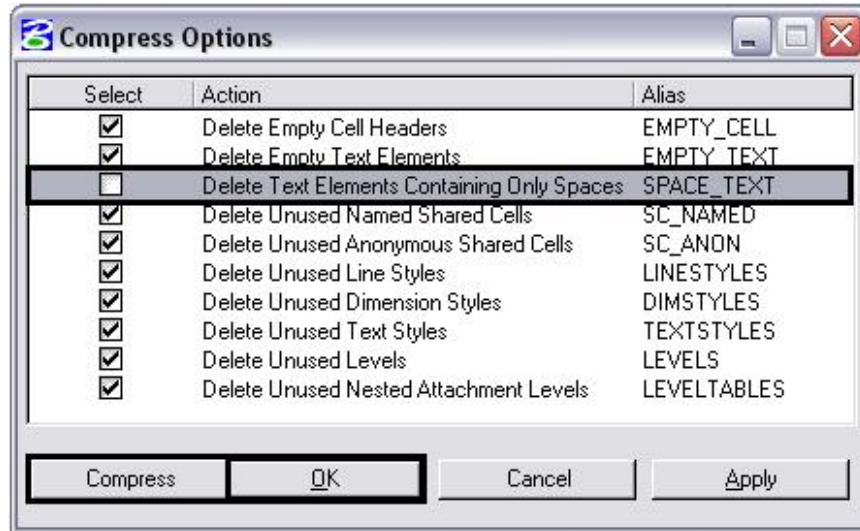

Note: Once the new file is created, there will be two files with the same data. From windows explorer delete the old file and rename the newly created file to the old name. This will allow all reference file calls to be correct and will eliminate having duplicate data

Compressing the Model File

8. After the level updates have been made to the drawing files created in previous versions, select **File** > **Compress Design > Options**.
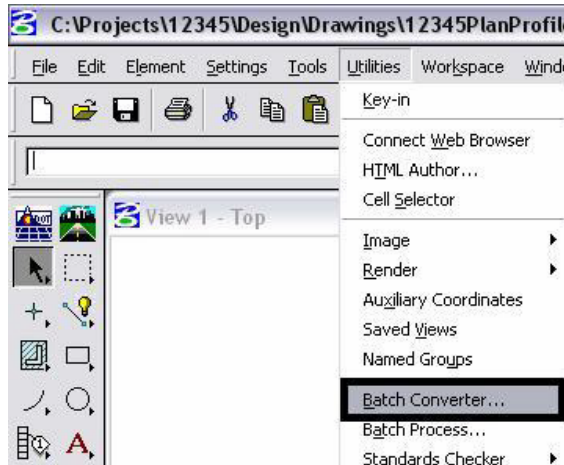

9. In the Compress Design Options window, all options should be on except **Delete Text Elements Containing Only Spaces.** Select the **Compress** icon, then select the **OK** icon.
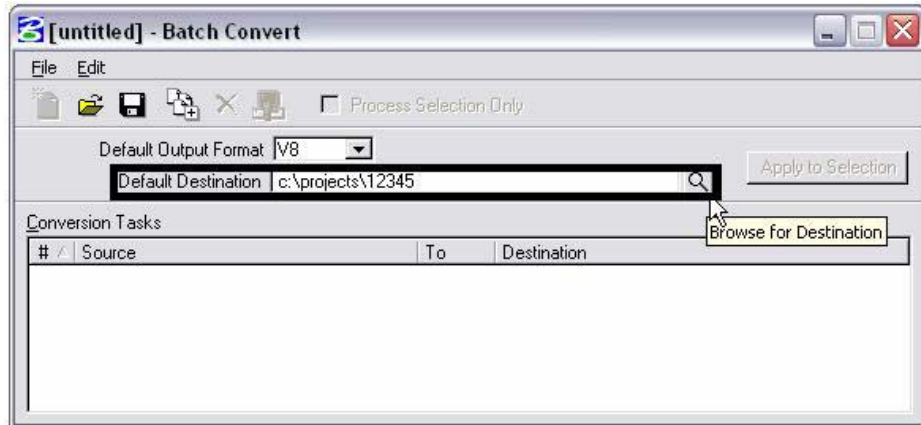
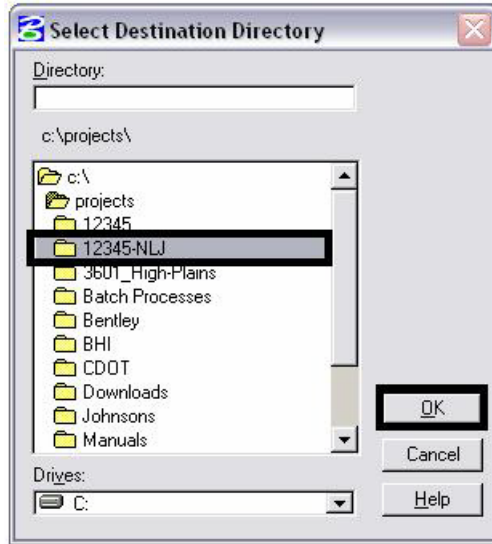## Converting Levels in MicroStation as a Batch Routine

1. From the **MicroStation Manager**, open a drawing file

2. It is recommended that a new project folder is created for the translated data to insure the original project data is not lost. Using the same JPC# number appended with a "– (initials)". Once the data is verified the original data can be backed up to disc and delete. The "–(initials)" then can be dropped from the project folder. The example used for this workflow will be 12345-NLJ.
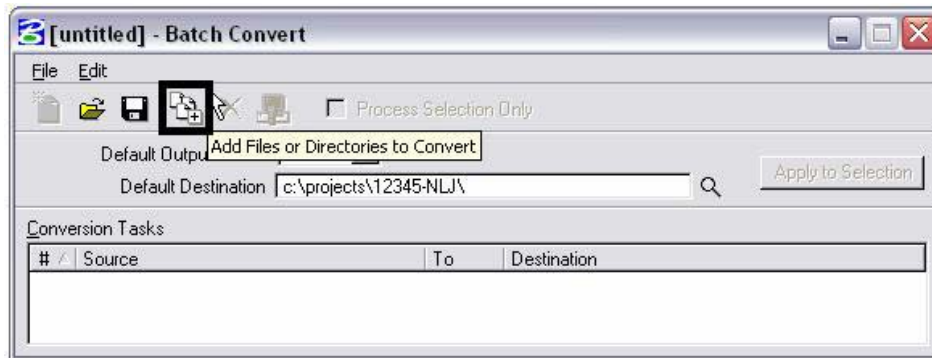
3. Select **Utilities > Batch Converter.**

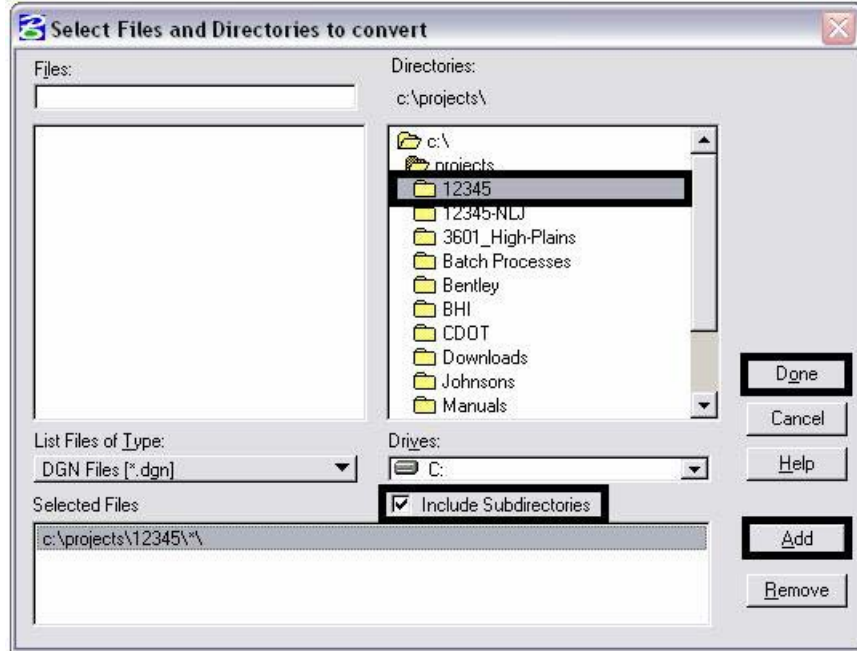4. Change the Default Destination to the temporary project folder.

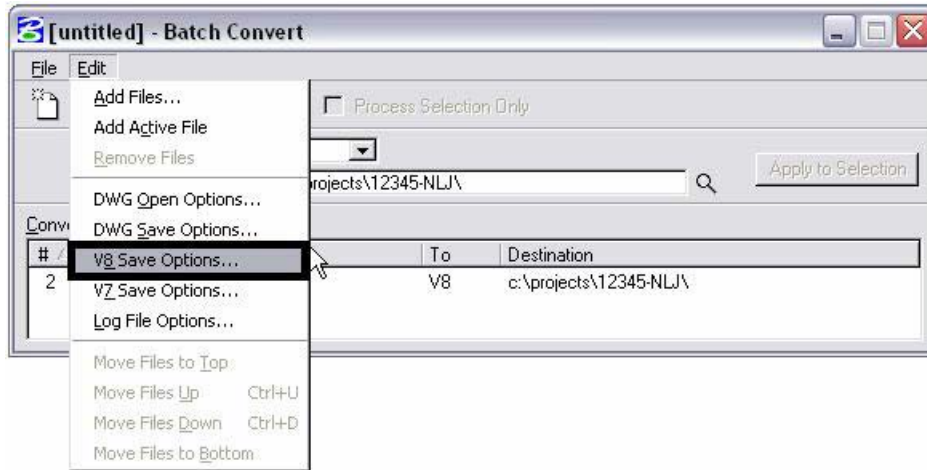5. Browse to the temporary project folder and click **OK**.

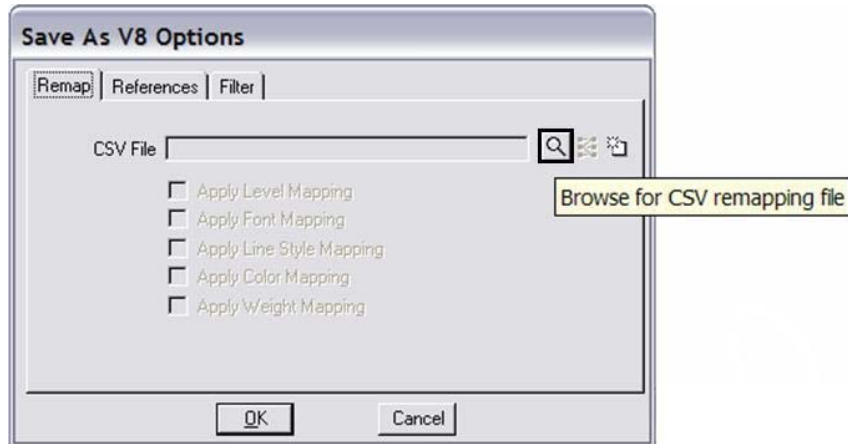6. Select the Add Files or Directories to Convert icon.

7. Within the Add Files or Directories dialog box Files can be added individually and added to the process or entire directories can be added. Toggle on Include Subdirectories prior to adding folders to a convert process. Select the folder and select **Add**. Select **Done** when you are finished adding files and/or folders.
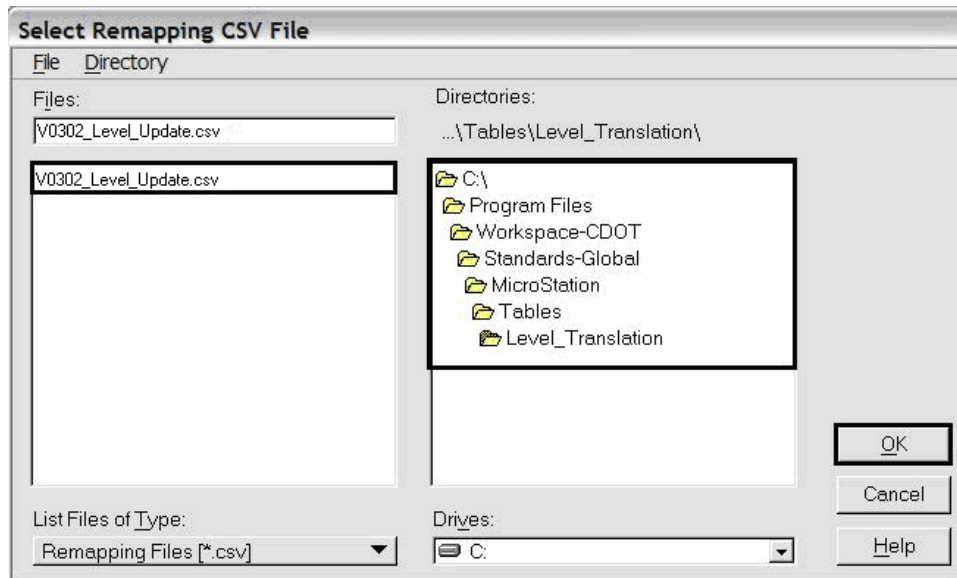

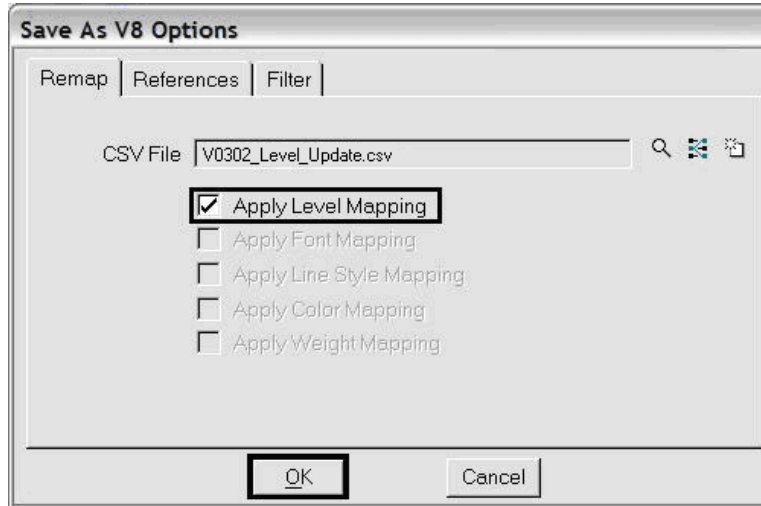8. Select **Edit > V8 Save Options…**

9. In the **Save As V8 Options** dialog box, select the **Browse for CSV remapping file** icon. A standard CSV file is located in the configuration which is already set up to remap all of the previous versions' levels to the standard CDOT MicroStation V03.00 levels.
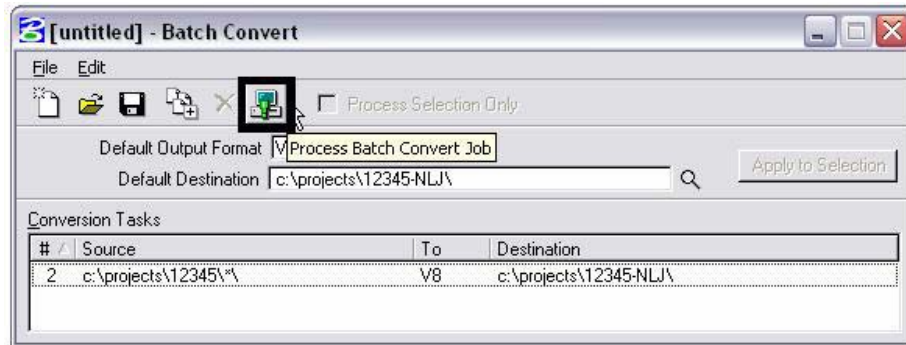

10. If not already there, browse to C:\Program Files\Workspace-CDOT\Standards-Global\MicroStation\Tables\Level_Translation. Select the file **V0204_To_V0300.csv**. Select **OK**.
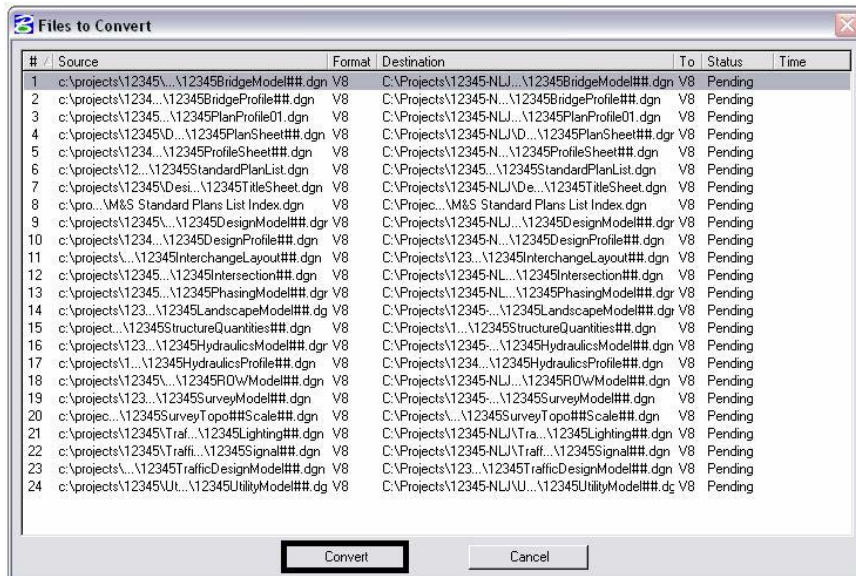
11. In the **Save As V8 Options** dialog box, check on the field for **Apply Level Mapping**. Select **OK**.
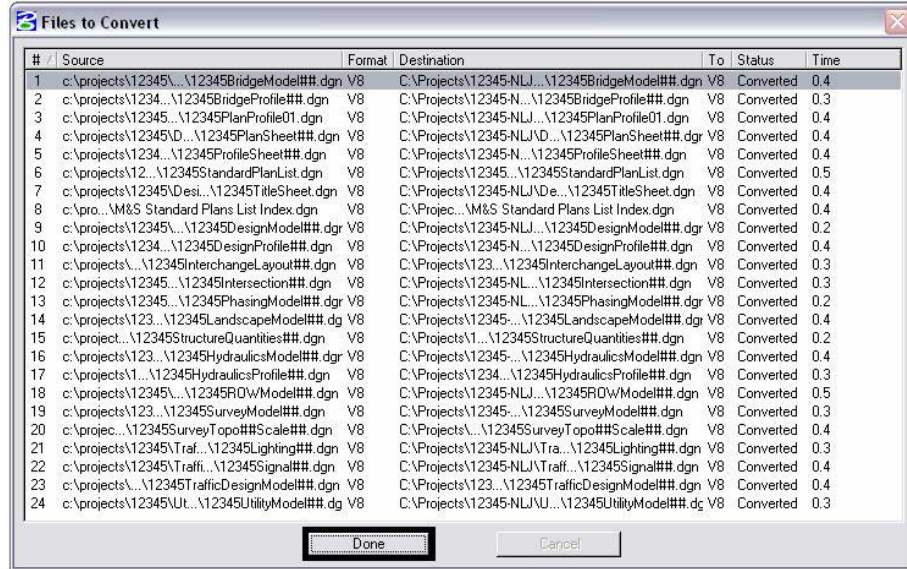

12. Select the Process Batch Convert Job icon when all files and directories have been added to the convert process.

13. Select Convert.

14. Once Convert is selected the process will run and the status column will be updated from Pending to Converted.

15. Once all the files have been updated select Done.

16. Take time to verify your data. The translation will only build folders and copy the translated data. You will need to copy all missing folders and data from you original project to the translated project folder. When folders and data have been verified, either delete or archive your original project folder and rename the translated project folder by removing your initials. This step will ensure that all references will display.