CDOT Note Sheets



This document guides you through the creation of CDOT Notes sheets. This includes general notes for each of the specialty groups, SWMP notes for Landscape and Environmental, as well as any other sheets with notes. The Design general notes will be illustrated in this workflow, but the process is the same for each type of notes sheet.

This process will include updating the reference files to match the project file naming convention, editing the reference file attachments, and finally editing the generic text to be specific to the users project.

Updating Reference Files

The JPC#GeneralNotesSheet01.dgn and 02 have been created in the appropriate project folder through the create project utility. These files will reference drawings which have the generic notes already placed. This allows the user to edit these generic notes, in a separate file, to be project specific while having the correct text styles and insertion point predefined. The only reference file settings that must be changed are the file name and location based on the specific project.

- 1. Open the GeneralNotesSheet01.dgn
- 2. Select **File > Reference** or **Select** the Reference File icon from the Primary Tool bar. This will display the References window.

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3. Highlight the first file in the list and Select **Settings > Attachment**. This opens the Attachment Settings window.

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Note: You can also double click on the reference file name to open up the attachment settings dialog box.

4. Select the **Browse** icon.

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5. From the **Reattach Reference** window, path to your project directory and select the 12345DesignGeneralNote.dgn file. Select **OK**. Select **OK** again on the attachment settings dialog.

Reattach Reference		
File <u>Di</u> rectory		
Files: 12345SWMPNoteText.dgn	Directories: \Drawings\	3D - V8 DGN
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- 6. Repeat steps 3 and 4 for the other reference file attachments.
- If multiple note sheets are required, open each of the other 12345GeneralNoteSheetXX.dgn sheet files and repeat steps 1 through 5.

Editing the Notes

Each of the General Note text reference files are located in the project directory under:

 $C:\Projects\12345\Design\Drawings\Reference\Files\12345\Design\GenralNote.dgn$

This file is then referenced twice to each of the 12345GeneralNotesSheet##.dgn sheet files, once for the left column of text and once for the right. For example, the sheet file 12345DesignGeneralNote01.dgn displays the areas that represent pages 1 and 2 from the reference file 12345DesignGeneralNote.dgn

Text Editors

MicroStation offers several styles of text editor. Two of them, the "**Word Processor**" and the "**Dialog Box**" are best suited for editing large quantities of text. However both have some limitations. The **Word Processor** allows modification of the text attributes (such as italics, bold, and color) to specific parts of the text, but can be very slow when editing a large amount of text. The **Dialog Box** is very fast, but does not have any of the text attribute functionality. For this example we will be using the **Dialog Box**.

8. To enable the **Dialog Box** text editor, select **Workspace > Preferences** from the menu bar.



9. Under Category, select Text. For the Text Editor Style, select Dialog Box. Finally, select the OK icon.

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Database Input Look and Feel Mouse Operation Raster Manager Reference Spelling Tags Text View Options	Set Text Preferences. Display Lext with Line Styles Eit Text by Inserting Space Preserve Text Nodes Lustify Enter Data Fields Like IGDS ED Character: Dialog Box Smallest Text: Smallest Text: Degree Display Char: Text Editor Style Missing Fonts: Enable

Note: This change is for this workflow only. Change the **Text Editor Style** back to **Word Processor** once editing is complete.

Editing Text

- 10. Open the JPC#DesignGeneralNote.dgn file.
- 11. Select the **Edit Text** command from the MicroStation Main menu.



12. Select the text. The text will display the **Text Editor**.



Note: When the **Text Editor** is displayed all of the text is highlighted and the cursor is at the end of the text.



Note: The format displayed does not necessarily represent the actual format of the text being edited. The Text Editor window is resizable and the text inside is wrapped to fit in the window. Actual carriage returns are indicated by tiny dots at the end of the line (see the red arrows in the above illustration). Also, some special characters may not appear correctly in the editor window. For example, the vertical bars (shown in the red boxes above) are actually dashes ("-").

13. Make the desired changes to the text. Then select the Apply icon.



Additional Notes On Editing Text

In the 12345DesignGeneralNote.dgn file, there is a column of eight boxes placed on a noplot level. These represent the clipping boundaries used in the 12345 DesignGeneralNote.XX.dgn sheet files. Text that lies on the clipping boundaries will be cut in half in the sheet files and will not display correctly.

14. Use the text editor again and add additional carriage returns, where needed, to make sure that no text lies on the clipping boundaries.



In the example below, the left illustration shows the line beginning with, "Preconstruction..." is on the clipping boundary line. On the right, this has been corrected by adding two carriage returns above the text, "SITE MAP COMPONENTS:"

	Does it change what we do? SITE MAP COMPONENTS:	Does it change what we do?	
	Pre-construction [Listing where the may not be known until construction during design state after bullets 3 au 1. Construction site boundaries: 2. All areas of soil disturbance au 3. Areas used for storage of build	SITE MAP COMPONENTS: Pre-construction [Listing where the may not be known until constructior during design state after bullets 3 a 1. Construction site boundaries:	
1	The same holds true for text that crosses the example below, The text "be included clipping boundary and will not be display shows the same text edited so that it is co	the right side of the clipping boundary. I I." In the top illustration' is outside the yed in the sheet file. The bottom illustration mpletely inside the clipping boundary.	n
	The Contractor shall protect all existing survey monumentation construction operations. Any monuments disturbed by the Contr elocation, shall be reset at the Contractor's expense. The Contr hose monuments in the field prior to construction. See Tabula	designated to remain from damage during actor that are not designated for actor and Engineer shall note tion of Survey.	
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The C	ontractor shall protect all existing survey monumentation designated to remain from damage during
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This w	ork shall not be measured and paid for separately, but shall be included in the cost of the work.
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Editing Text Outside of MicroStation Option

The MicroStation text editors have some limitations when working with large amounts of text. This is especially true when data is being copied from a notepad document and pasted into a MicroStation text editor. This can cause MicroStation to shut down abnormally. Therefore, if large scale changes are to be made, these should be done in the JPC#DesignGeneralNote.txt file and imported into the JPC#DesignGeneralNote.dgn. This file can be edited in either Wordpad or Notepad. Because MicroStation text does not recognize tabs, spaces will have to be used to align text. Also, MicroStation text does not recognize text wrapping. Therefore, when the right margin is reached, a carriage return (pressing the Enter key) must be used to start a new line.

Importing the Edited Text

Once the text has been edited, it can be brought into MicroStation. In order for the new text to display properly in the sheet files, it must be put in the same location, using the same settings as the previous text.

- 15. Open the 12345DesignGeneralNote.dgn file.
- 16. Select Match Text Attributes from the Main menu.



- 17, Select the text and click a second time to accept.
- 18. **Delete** only the old Notes text. The drawing should now look similar to the illustration below:

Note: This is the snap point for placing text 💦 👡	
in this file. If text is being placed from a TXT file	
make sure to snap to this point. This file is	
represented at the right are clipping boundaries for	
the reference file. The text should be inserted with	
the default text style set to .07" ENG-100.	
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Additionalitems to consider. These notes will be	
modified for each project. The ASCII text formatting	
must be maintained, so that the reference files work	
the next sheet, when it is split between sheets. The	
text can be edited with the Word Processor, but	
additional formatting should not be added.	

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19. Select **File > Import > Text**.

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20. From the **Include Text File** window, path to your project directory and attach the applicable text file. Select **OK**.

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123455W/MPNotes.txt	C:\ Projects Cadscape_Environmental Prawings Reference_Files Tabs
	<u>D</u> K Cancel

21. **Tentative** to the snap point, then select to place the text. The snap point is the upper left corner of the top box (as indicated by the note).



22. Following the steps shown under the heading **Additional Notes On Editing Text** (page 6 above), make a final edit to populate all of the text box fields, making sure that none of the text lies on the clipping boundaries. Then bring up the sheet file to plot.

