

# CDOT Note Sheets



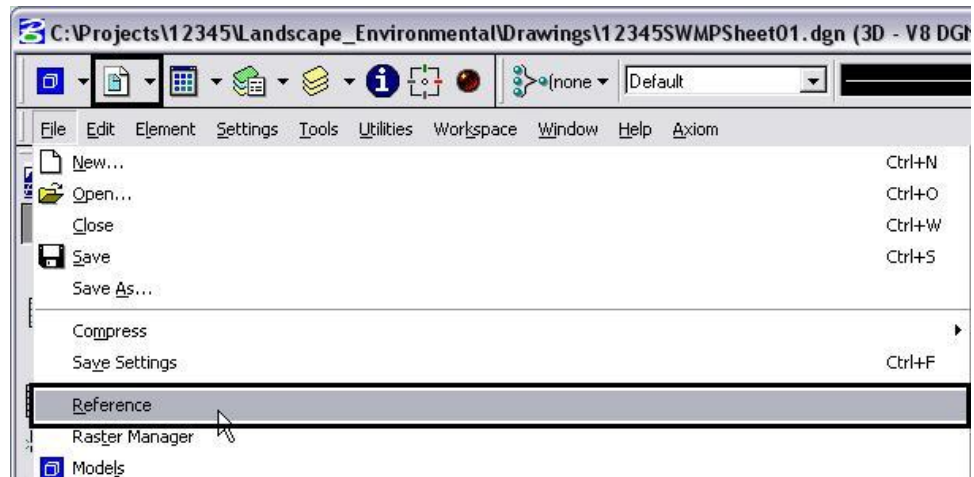
This document guides you through the creation of CDOT Notes sheets. This includes general notes for each of the specialty groups, SWMP notes for Landscape and Environmental, as well as any other sheets with notes. The Design general notes will be illustrated in this workflow, but the process is the same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

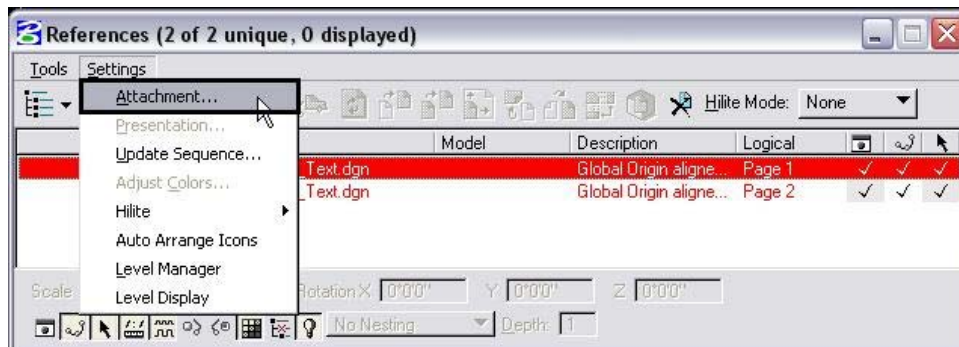
The JPC#GeneralNotesSheet01.dgn and 02 have been created in the appropriate project folder through the create project utility. These files will reference drawings which have the generic notes already placed. This allows the user to edit these generic notes, in a separate file, to be project specific 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.



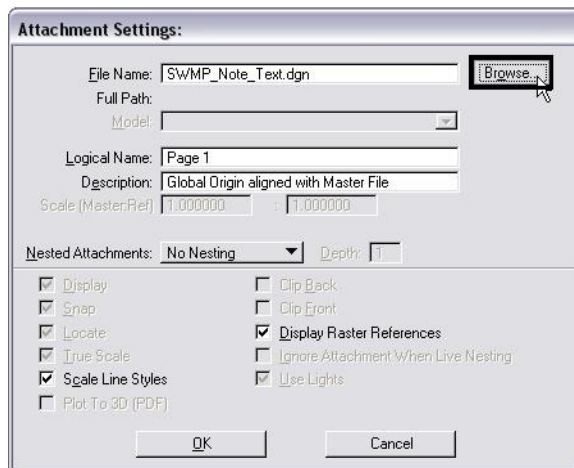
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3. Highlight the first file in the list and Select **Settings > Attachment**. This opens the Attachment Settings window.

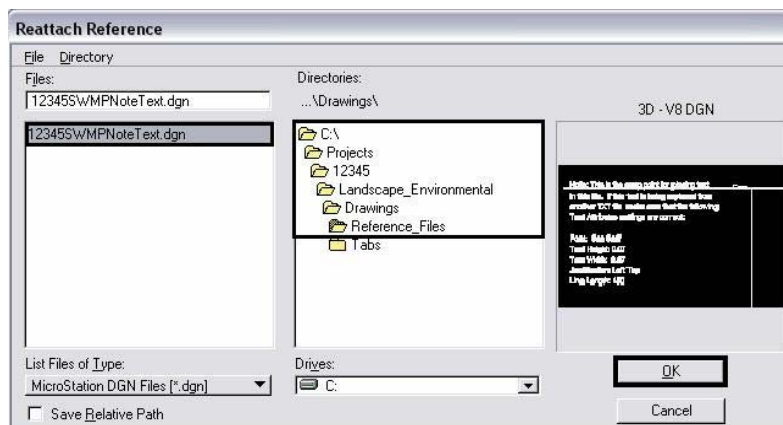


**Note:** You can also double click on the reference file name to open up the attachment settings dialog box.

4. Select the **Browse** icon.



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.



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- 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:

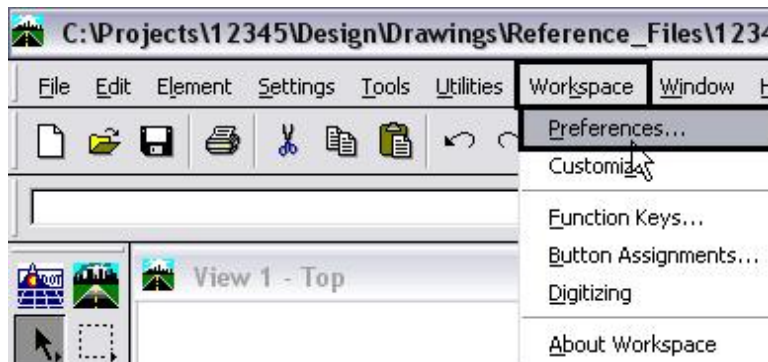
C:\Projects\12345\Design\Drawings\Reference Files\12345DesignGenralNote.dgn

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

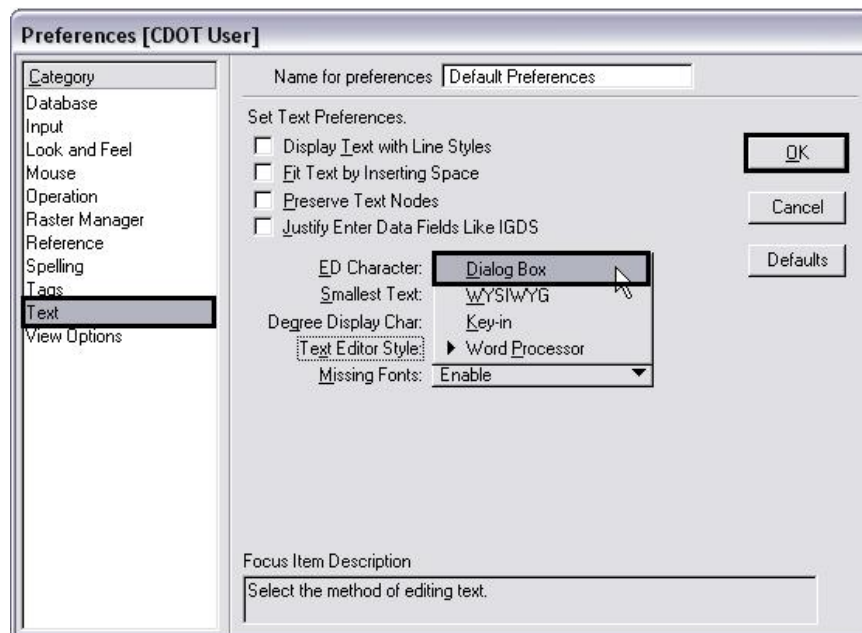
MicroStation offers several styles of text editor. Two of them, the “**Word Processor**” and the “**Dialog Box**” are best suited for editing large quantities of text. However both have some limitations. The **Word Processor** allows modification of the text attributes (such as italics, bold, and color) 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**.

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



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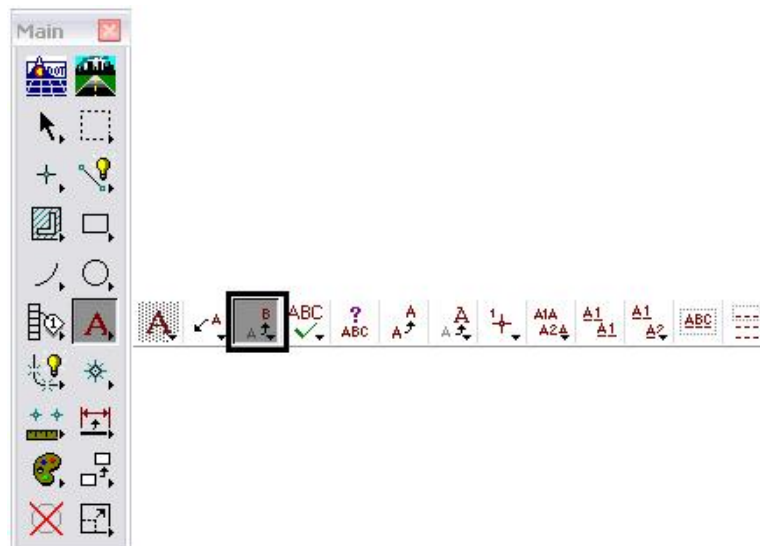
- Under **Category**, select **Text**. For the **Text Editor Style**, select **Dialog Box**. Finally, select the **OK** icon.



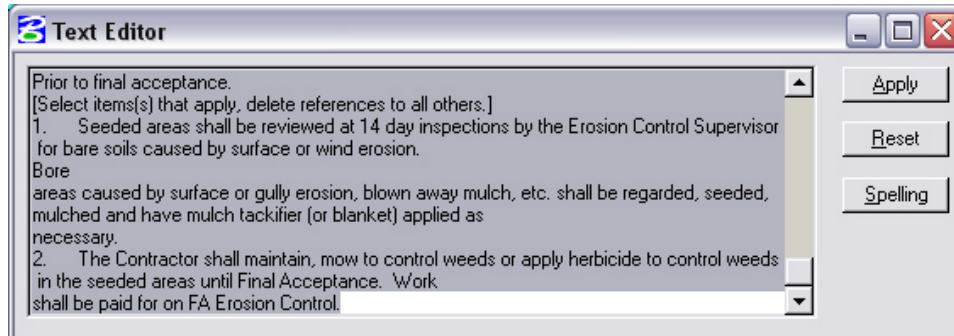
**Note:** This change is for this workflow only. Change the **Text Editor Style** back to **Word Processor** once editing is complete.

### Editing Text

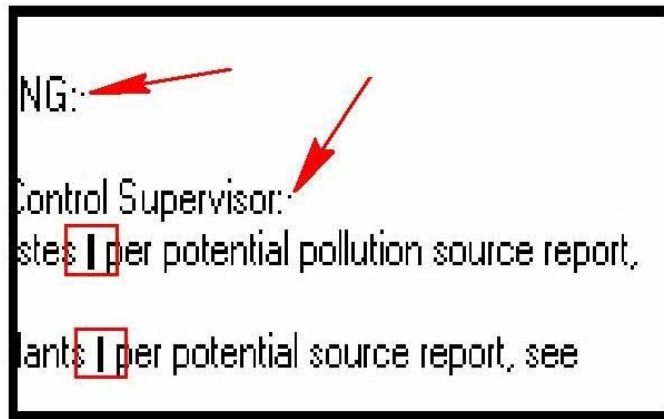
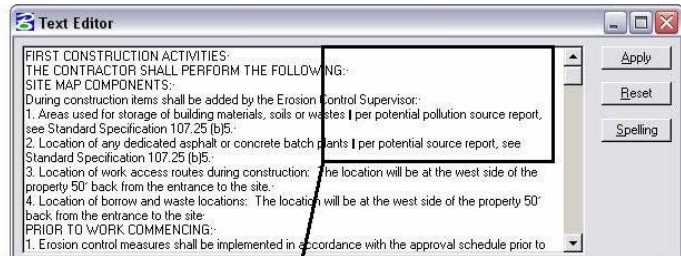
- Open the JPC#DesignGeneralNote.dgn file.
- Select the **Edit Text** command from the MicroStation Main menu.



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



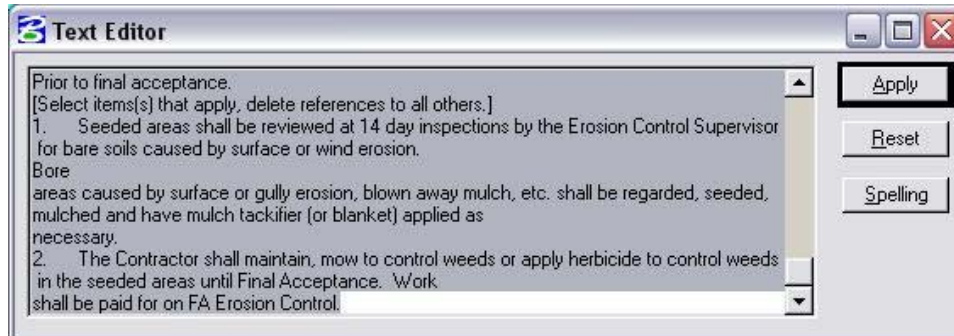
**Note:** When the **Text Editor** is displayed all of the text is highlighted and the cursor is at the end of the text.



**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 (“-“).

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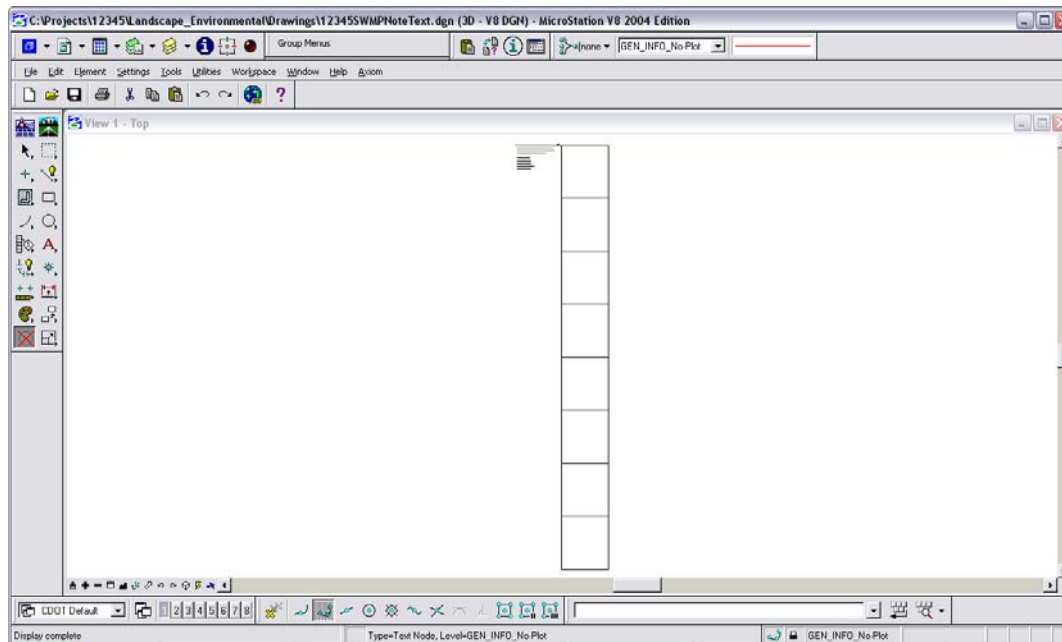
13. Make the desired changes to the text. Then select the **Apply** icon.



### Additional Notes On Editing Text

In the 12345DesignGeneralNote.dgn file, there is a column of eight boxes placed on a no-plot 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, “Pre-construction...” 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?	Does it change what we do?
SITE MAP COMPONENTS:	SITE MAP COMPONENTS:
Pre-construction [Listing where the	Pre-construction [Listing where the
may not be known until construction	may not be known until construction
during design state after bullets 3 a	during design state after bullets 3 a
1. Construction site boundaries:	1. Construction site boundaries:
2. All areas of soil disturbance a	2. All areas of soil disturbance a
3. Areas used for storage of buil	3. Areas used for storage of buil

The same holds true for text that crosses the right side of the clipping boundary. In the example below, The text “be included.” In the top illustration’ is outside the clipping boundary and will not be displayed in the sheet file. The bottom illustration shows the same text edited so that it is completely inside the clipping boundary.

The Contractor shall protect all existing survey monumentation designated to remain from damage during construction operations. Any monuments disturbed by the Contractor that are not designated for relocation, shall be reset at the Contractor's expense. The Contractor and Engineer shall note those monuments in the field prior to construction. See Tabulation of Survey.	
This work shall not be measured and paid for separately, but shall be included in the cost of the work. (Shall only be used when 5% or less, of the estimated cost of the line item makes up the additional work to be included. If the line item involves additional work of more than 5% of the line item price, the additional work shall be broken out into separate line items).	be included.
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### Editing Text Outside of MicroStation Option

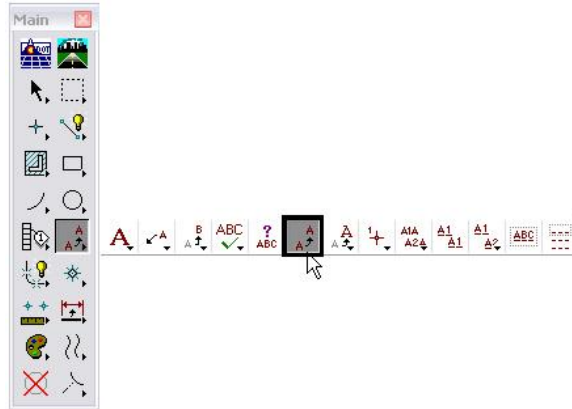
The MicroStation text editors have some limitations when working with large amounts of text. This is especially true when data is being copied from a notepad document and pasted into a MicroStation text editor. This can cause MicroStation to shut down abnormally. Therefore, if large scale changes are 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.

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



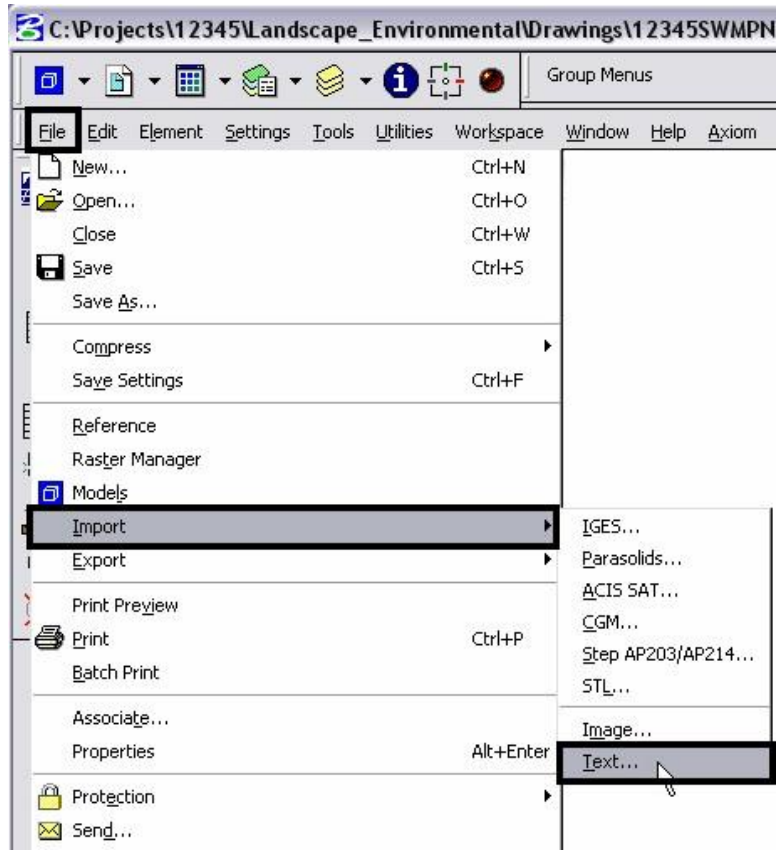
17. Select the text and click a second time to accept.
18. **Delete** only the old Notes text. The drawing should now look similar to the illustration below:

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 referenced into several Sheet Files. The blocks 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.

Additional items to consider. These notes will be modified for each project. The ASCII text formatting must be maintained, so that the reference files work correctly. It is advisable to carry an entire note to 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.



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



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

