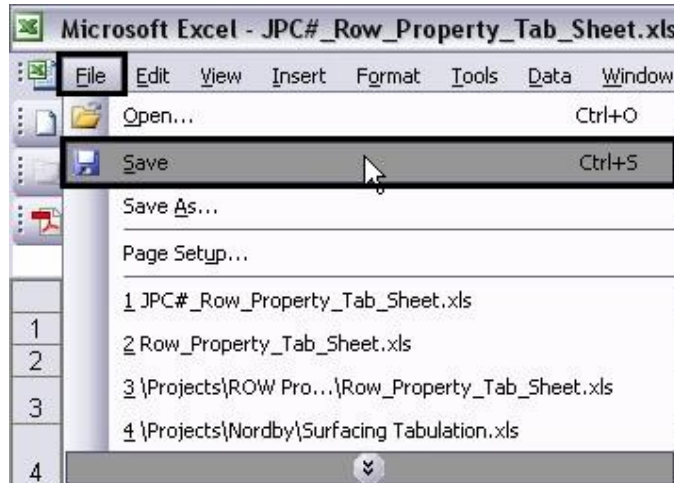


2. After typing in the desired data, press the Tab key to move to the next available cell. This will move the cursor across each row, one cell at a time until the end of the row is reached. A tab at the end of the row will move the cursor to column A of the next row. A tab at the end of a table will move the cursor to the first row and column of the next table.
3. After the desired data is entered select **File > Save**. Do not close the document.

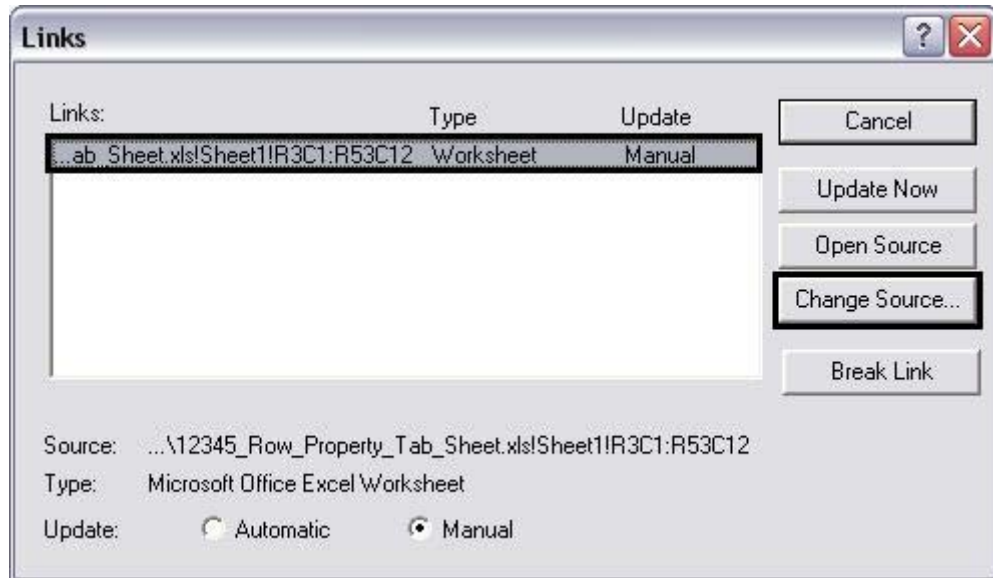


Updating the Link to the ROW_Property_Tab_Sheet.xls file

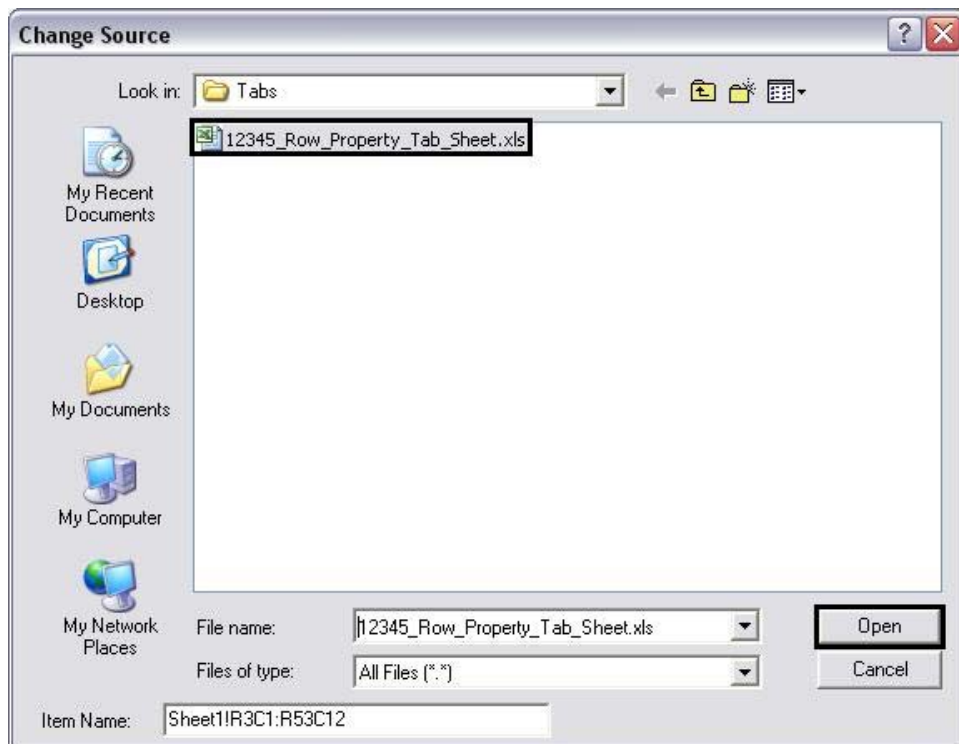
4. Open the JPC#ROWPropertiesTabSheet###dgn in MicroStation.
5. Select **Edit >Links** from the menu. This will display the **Links** dialog box.



6. In The **Links** dialog box, highlight the link to the spreadsheet and select the **Change Source** icon.



7. From the Change Source dialog box, highlight the desired JPC#ROW_Property_Tab_Sheet.xls sheet and select the **Open** icon.



8. Repeat steps 4 through 7 for the other JPC#ROW_Property_Tab_Sheet.xls if needed.

Editing The ROW_Property_Tab_Sheet.xls file

9. The Excel file (and thus the MicroStation tab sheet) can be edited from MicroStation by selecting the Element Selector then double clicking (**Data, Data**) on the table. This opens Excel and the linked spreadsheet.
10. Make the desired edit in Excel, **Save** and **Close** the file. The corrections will be updated automatically.

Note: If the link to the spreadsheet is lost or additional sheets are required, refer to CDOT Linking MicroStation to Excel Documents.pdf for directions on reestablishing or creating new links.