

Workflow OP 7 - Auto-Numbering General Notes

This document provides a work around for the issues that MicroStation has when Word documents containing Auto-Numbering are linked to a DGN file.

The Auto-numbering function in Word will not function properly when linked to a MicroStation DGN file. Once the copied text is pasted into MicroStation, each page of the copied text is numbered with the value found in the **Set Numbering Value** dialog box. By default this value is set to 1. A second page pasted from the same Word document has its numbering set to the value at the beginning of the first page. Therefore, in order for the notes to be numbered properly, each page of notes must be in a separate file. These files are named:

JPC#DES_GenNote-Sheet-1.docx

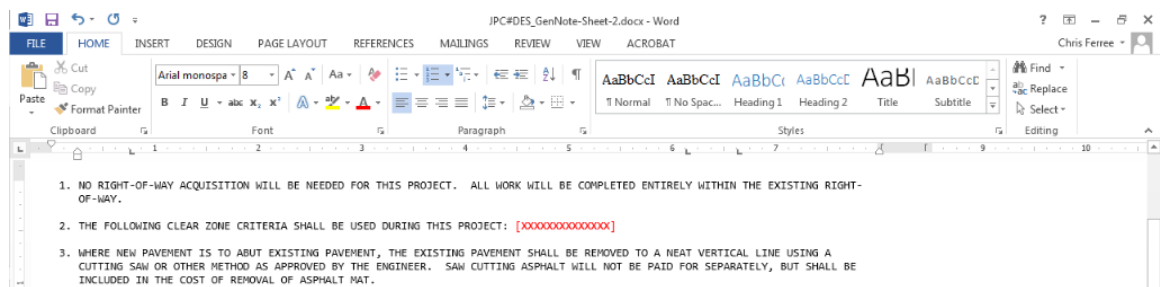
JPC#DES_GenNote-Sheet-2.docx

The first auto-numbered page requires no special formatting.

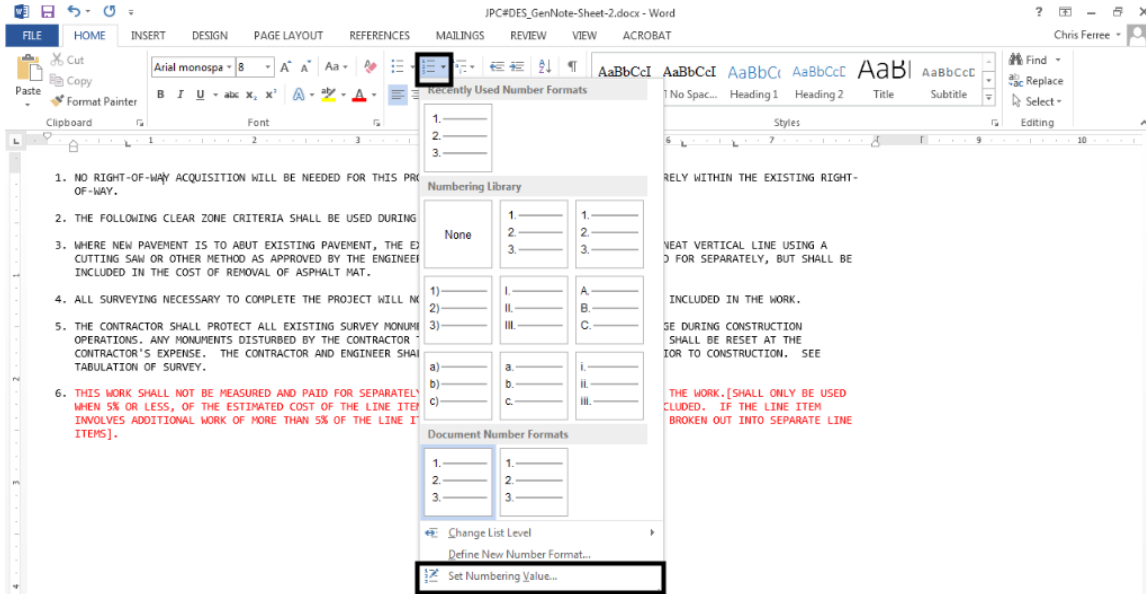
Setting the Auto-Numbering For The Additional Pages

Additional pages of notes must be in a separate file and each additional file must have the correct value set in the **Set Numbering Value** dialog box. In the example below, the first page of notes ends with note number 42.

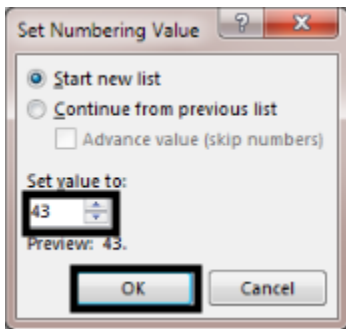
1. Open the desired Word document. In this example *JPC#DES_GenNote-Sheet-2.docx* is used.



- On the Home ribbon, in the **Paragraph** area, click on the **Auto-Numbering** button. At the bottom of the fly-out menu, select **Set Numbering Value**. This displays the **Set Numbering Value** dialog box.



- In the **Set Numbering Value** dialog box, in the **Set value to area**, key in the desired value. In this example **43** is entered.
- Left click on the **OK** button to accept the change and dismiss the dialog box.



- Link the modified document in MicroStation as normal. Because it is a separate document, the numbering value set in the file is used.

