

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.

## Updating Links to the Word Doc

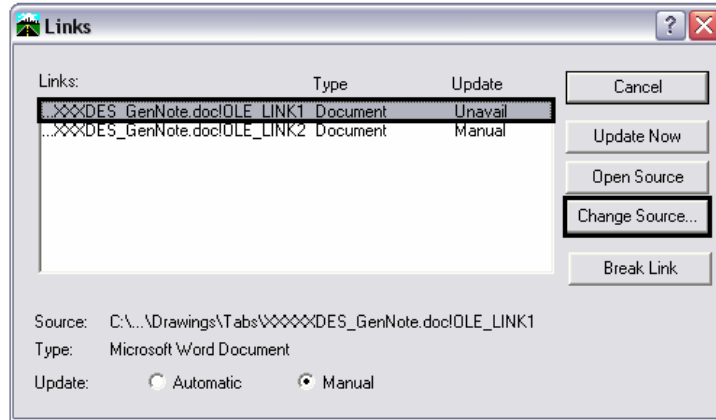
The JPC#DES\_GenINote##.dgn is created in ...\\Design\\Drawings project folder when the Create Project Utility is run. This file is linked to a Word document that contains generic notes. The links are pointing to the JPC#DES\_GenNote.doc that resides in the Project Template and must be redirected to the file in the specific folder.

1. Open the JPC#DES\_GenINote##.dgn located in the C:\Projects\JPC#\Design\Drawings directory.
2. Select **Edit > Links** from the MicroStation Main Menu.

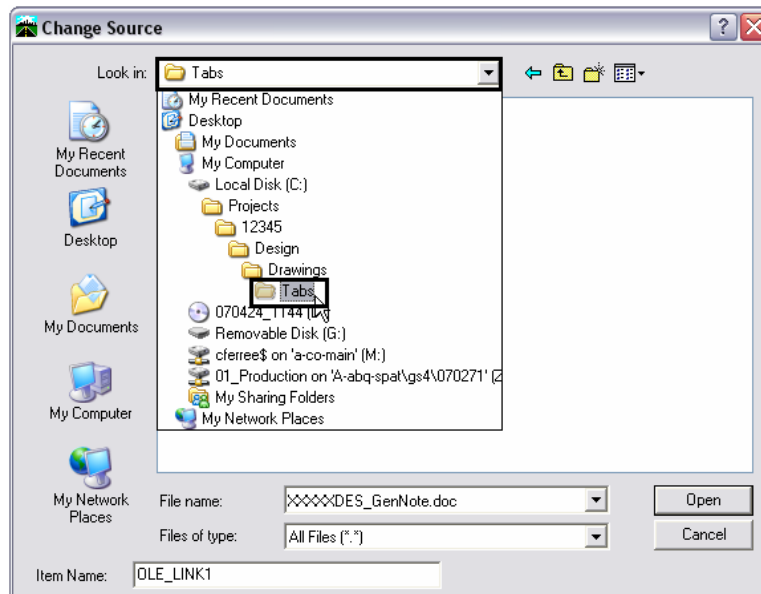


3. In the Links dialog box, highlight one of the documents shown, then <D> **Change Source**.

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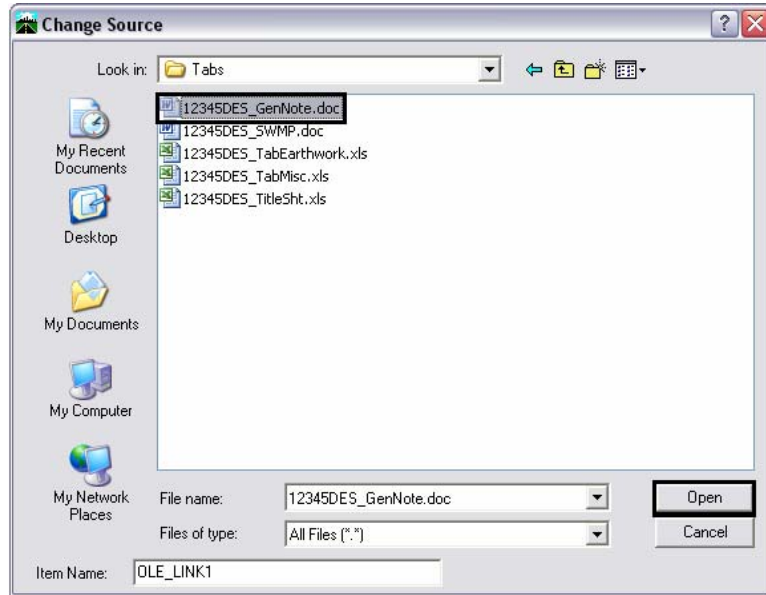


4. In the **Change Source** dialog box, use the drop-down list next to the **Look In** field to select the desired directory.



5. Highlight the JPC#DES\_GenNote.doc file and <D> Open.

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- Repeat this process for the other link.  
**Note:** both links use the same JPC#DES\_GenNote.doc.

## Editing the Notes

The General Note text document is located in the project directory under:

C:\Projects\JPC#\Design\Drawings\Tabs\JPC#DES\_GenNote.doc

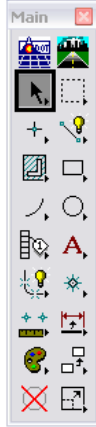
This file is then linked twice to the JPC#DES\_GenNote##.dgn sheet files, once for each sheet border in the file. These links act independently of each other, however. Adding or deleting text from one link will not scroll text to the other link.

Editing that will not change the number of lines in the Word document can be done through the existing link in the JPC#DES\_GenNote##.dgn file. For editing that will change the line count, open the JPC#DES\_GenNote.doc and make the desired changes. After changes are made, delete the existing links in the JPC#DES\_GenNote##.dgn file and create new ones from the edited Word document.

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### Editing an Existing Link

7. Select the **Element Selector** tool from the **MicroStation Main** toolbar.



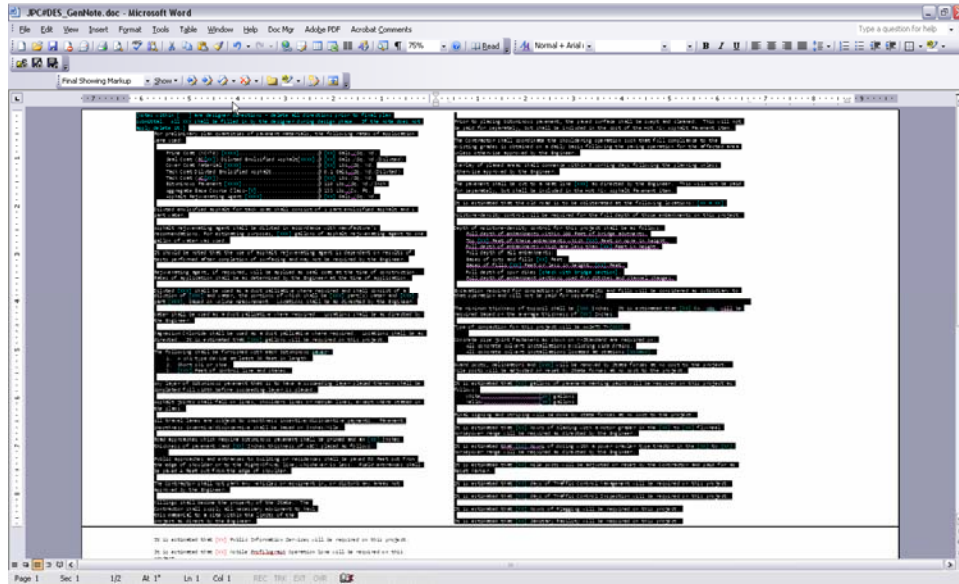
8. Move the cursor on the linked text and double click (<D> <D>). This will open the JPC#DES\_GenNote.doc file in a session of Word.
9. Make the desired changes in the text, **Save**, and **Close** the Word document. The changes will be automatically displayed in the JPC#DES\_GenNote##.dgn file.

### Creating a New Link

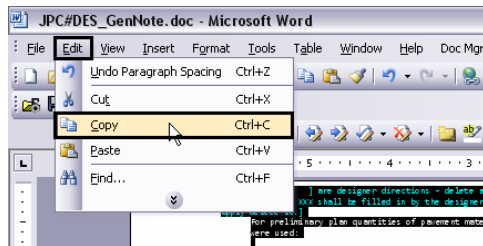
Use the following procedure when changes to the JPC#DES\_GenNote.doc will increase or decrease the original number of lines in the document.

10. Select **Delete** from the **MicroStation Main** toolbar.
11. <D> on the linked text. <D> again to accept the command and delete the link.
12. Open the edited JPC#DES\_GenNote.doc and highlight the entire page of text that is to be linked.

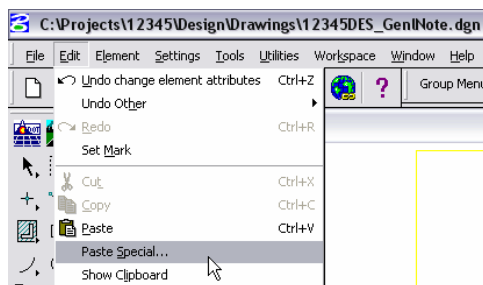
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13. Select **Edit > Copy** from the menu (or press **CTRL + C**) to copy the text to the clipboard.



14. Go to the MicroStation session with the JPC#DES\_GenINote##.dgn file open and select **Edit > Paste Special**.

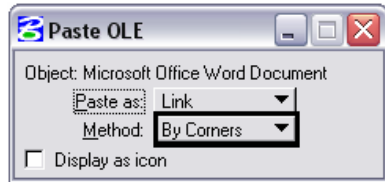


15. From the **Paste Special** window, select **Linked Microsoft Office Word Document**, then <D> Paste.

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16. In the Paste OLE tool dialog box, set the Method to **By Corners**.



17. <T> to the left end of the guide line and <D>.

18. <T> to the right end of the guide line and <D> to complete the link.

