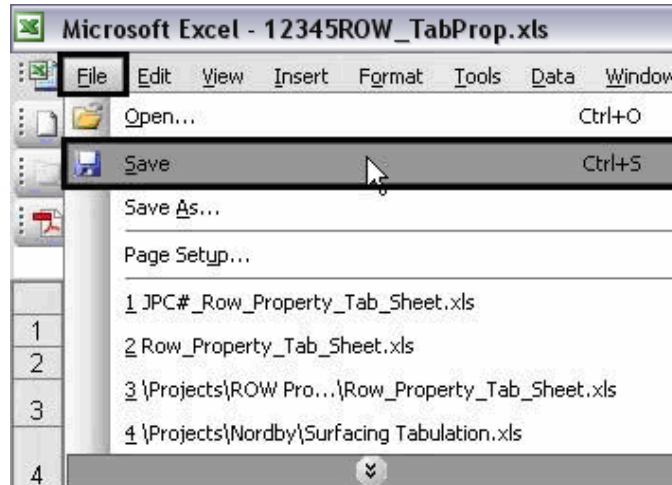


CDOT Right Of Way Property Tab Sheets

- 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.
- After the desired data is entered select **File > Save**. Do not close the document.



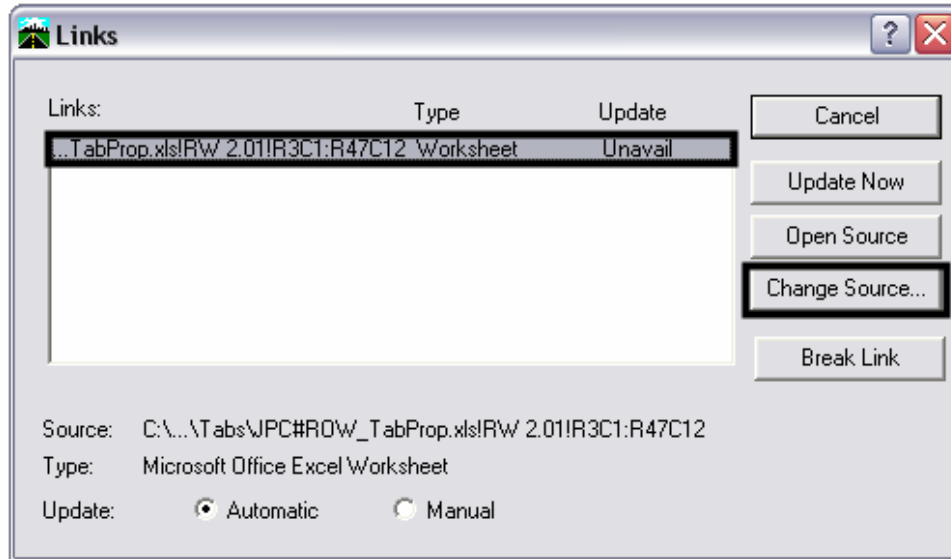
Updating the Link to the ROW_TabProp.xls file

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

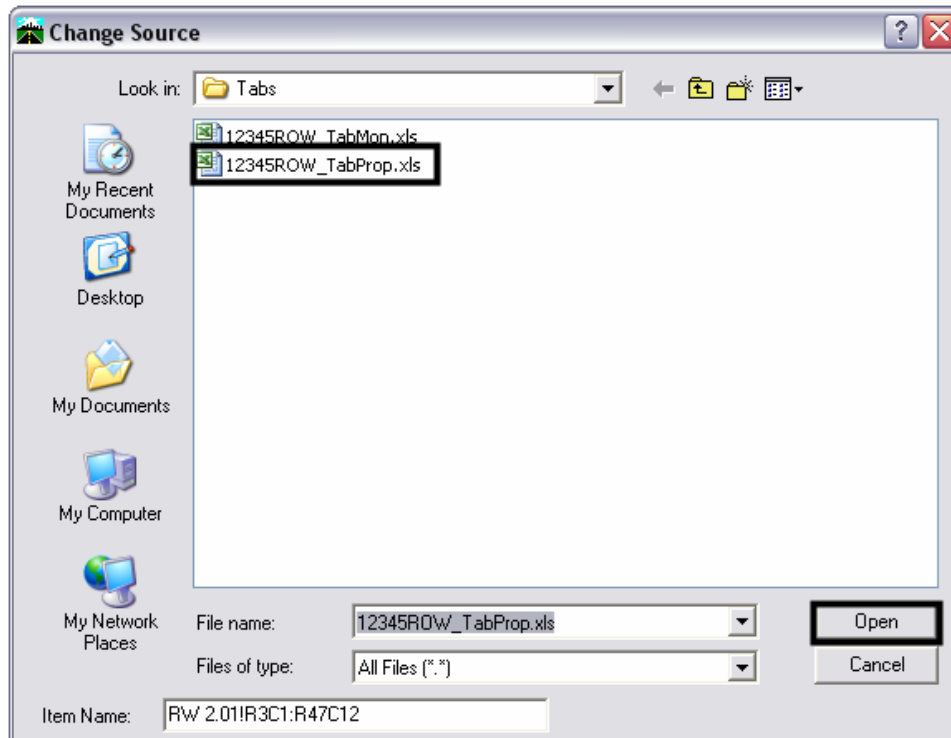


CDOT Right Of Way Property Tab Sheets

6. In the Links dialog box, highlight the link to the spreadsheet and <D> **Change Source**.



7. From the **Change Source** dialog box, highlight the JPC#ROW_TabProp.xls file and <D> **Open**.



8. Repeat steps 4 through 7 for other spreadsheets if needed.

CDOT Right Of Way Property Tab Sheets

Editing the ROW_TabProp.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 (<D> <D>) on the table. This opens Excel and the linked spreadsheet.
10. Make the desired edits in Excel, **Save** then **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 the workflow document **CDOT Linking MicroStation to Excel Documents** for directions on reestablishing or creating new links.