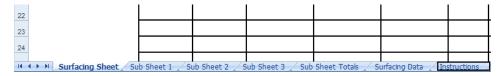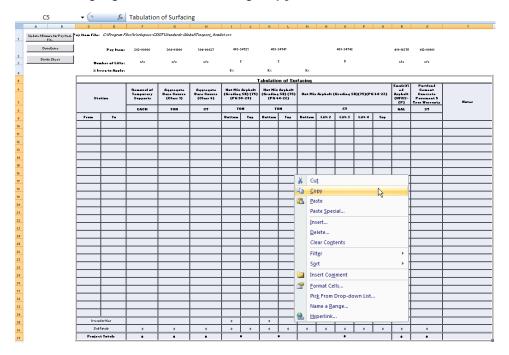# CDOT Linking Excel Documents to MicroStation

This document guides you through linking Excel spreadsheets to MicroStation. This workflow uses the example of linking a standard CDOT tab sheet but the concepts can be used to link any Excel spreadsheet.

## Preparing the Excel Document

1. Open the CDOT tab sheet that will be linked to the MicroStation plan sheet and follow the instructions found in the Instructions tab to enter the quantity data. Tab sheets are located in the *…\Drawings\Tabs* folder of each specialty group within the project directory.
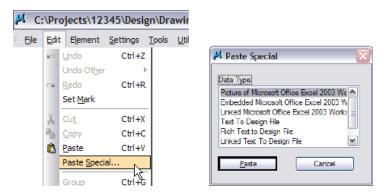


2. Once the data is entered into the tab sheet, **Highlight** the information you would like to link to the MicroStation file and copy to the clipboard by right clicking within the highlighted area and selecting **Copy**.
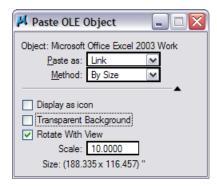
## Linking Excel Documents

1. Open the MicroStation tabulation file. These files are located in the
   **…\Drawings** folder of each specialty group within the project directory.

2. From the MicroStation file menu, select **Edit > Paste Special**. In the **Paste
   Special Dialog Box**, **<D> Linked Microsoft Office Excel 2003 Worksheet** and
   **<D> Paste**.



3. This brings up the **Paste OLE Object** dialog box. Select **Link** in the **Paste as:**
   option, **By Size** as the **Method**: and enter a **Scale** of **8.5**.
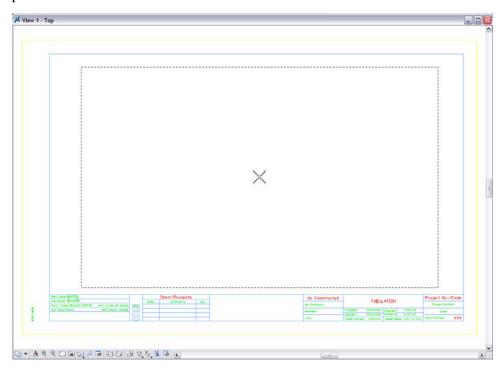


4. The Arial font is the default font used in the standard CDOT Excel tab sheet
   documents. The Arial 10 pt font in Excel is equivalent to CDOT Standard Text
   (.07"), and the Arial 12 pt font is equivalent to CDOT Title Text (.10") for a
   1"=1' drawing when the Excel file is placed at a Scale of 8.5 as noted above.
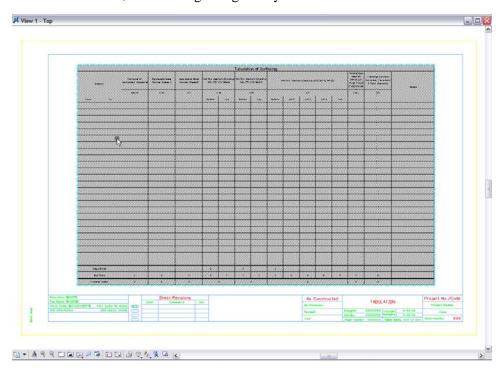
   **Note:** To insert a standard spreadsheet into a border that in not at a 1"=1'
   scale, multiply the scale of the Border by 8.5 to calculate the scale for
   the Excel link.

5. The limits of the selected Excel data to be placed in the MicroStation sheet will display in the MicroStation Window. Select the origin point for the Excel File and **<D>** to place the file. The location of the link can easily be adjusted after it is placed.
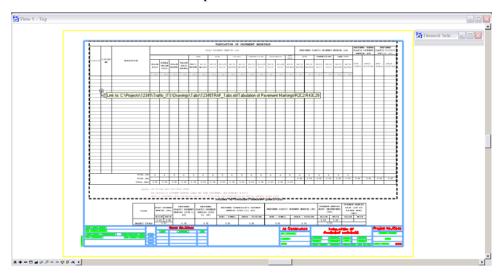


**Note:** The link will display with hatching which indicates that the Excel file containing the linked data is currently open. If you close out of your Excel file, the hatching will go away.

6. To move the link, use the MicroStation Element selector and single click on the linked graphics image.
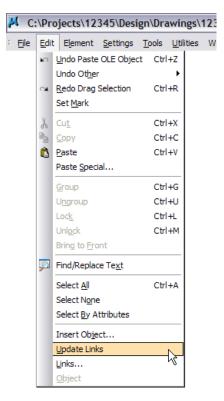
   **Note:** Do not resize the linked window with the handles, as the text size will also resize and will not plot as desired.
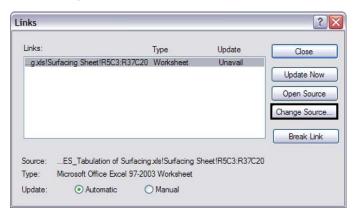


7. Hover over the linked image to display the location of the Excel file.

8. Double click the link to open the Microsoft Excel document. Edit the Excel file, close the file, and the updates will be displayed in the MicroStation file.

## Updating Document Link Source and Properties

1. If an Excel document has been moved or renamed, you will need to update the existing link. This is also the case for MicroStation files with links that were created with the **Create Project Directory** program. These files are linked to the Excel files in the standard template directory and need to be updated to link to the Excel files in the **Project Directory Structure**.
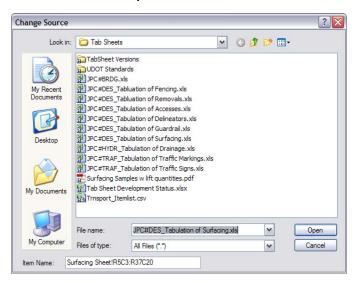
2. From the MicroStation menu, select Edit > Links…

3. This will bring up the **Links** dialog box. Select an available document link and <D> Change Source.
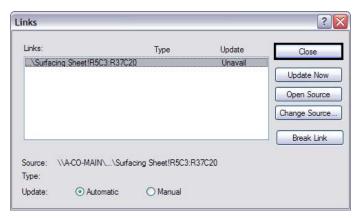
4. This brings up the ***Change Source*** dialog box.  Navigate to and select the correct Excel file and <D> Open.

5. Once a new source is chosen the Links dialog box will return.  Continue to select additional documents to update the link or <D> Close to exit the Update Links Dialog box.

**Note:** Select either to have the link update manually or automatically by selecting the method you prefer.  If a ***Manual*** update is chosen, use the <D> Update Now button to update the file manually