

CDOT Linking Word Documents to MicroStation



This document is intended to show the process of linking Word files with MicroStation. This process is mainly used for creating note sheets to be included in the plan set, i.e. 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.

Developing Notes in Microsoft Word

Using the Word Template

Standard Word templates for each note type are located in the ...*Drawing**Tabs* folder of the project of each specialty group that has standard notes defined. These Word templates have been customized so that the page size corresponds to the area available in the MicroStation sheet file. The Word templates also contain customization of columns, text fonts, sizes, etc. that conform to CDOT standards.

1. Open the *JPC#DES_GenNote.doc* located in the ...*Projects**JPC#**Design**Drawings**Tabs* directory.
2. Fill in/Change any items to reflect project specific requirements.

Note: Each page of the notes document will need to be individually linked to the MicroStation sheet file. See [Creating a New Link](#) for details on creating/recreating links.

3. Save the changes.

Linking Notes to MicroStation

Standard *.dgn files for the note sheets of each specialty group are located in the ...*Drawing* folder of the specialty group. These *.dgn files have a special guide line at the top of the sheet that is used to link the notes in the Word file at the correct location and size in the sheet file. The *.dgn files also have predefined links pointing to a Word document in the project template that need to be redirected to the correct file in the project specific folder.

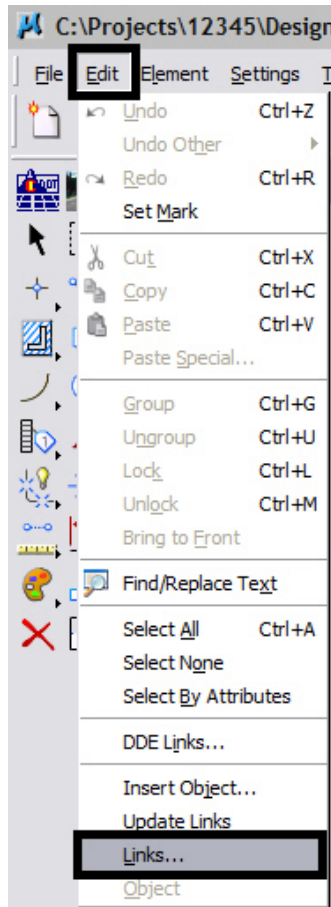
Updating Predefined Links to the Word Document

The *JPC#DES_GenNote##.dgn* is created in the ...*Design**Drawings* project folder when the Create Project Utility is run.

1. Open the *JPC#DES_GenNote##.dgn* located in the ...*Projects**JPC#**Design**Drawings* directory.

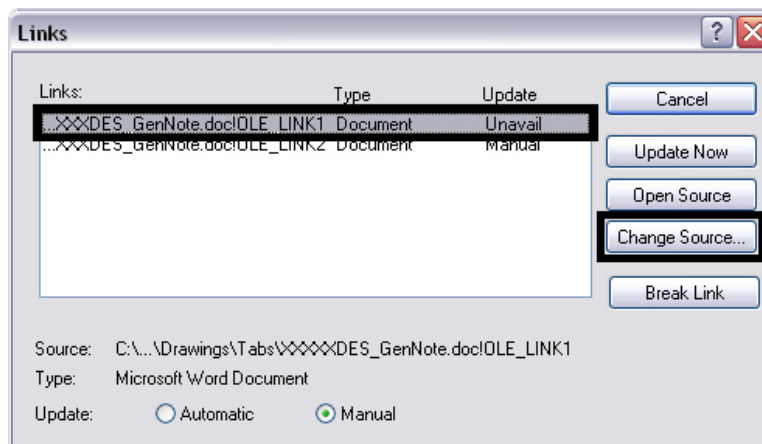
CDOT Linking Word Documents to MicroStation.pdf

2. Select Edit > Links from the *Main* Menu.



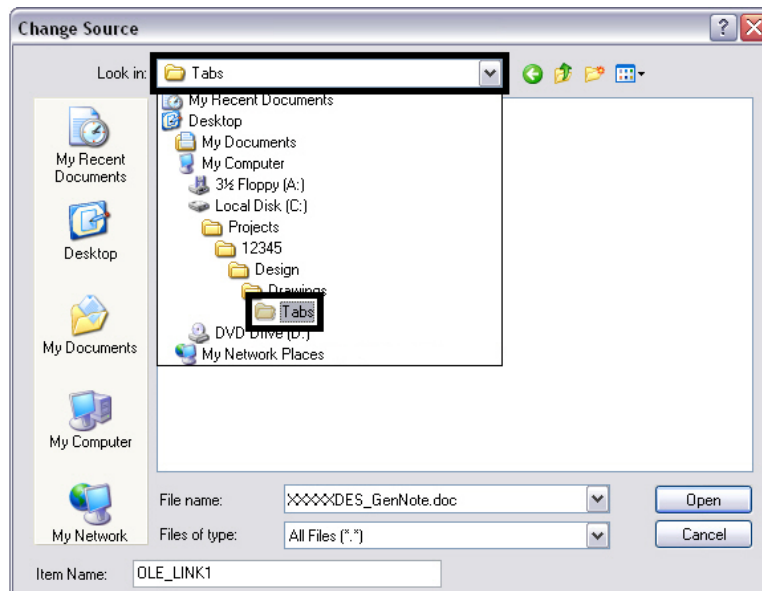
3. In the *Links* dialog box, highlight one of the documents shown, then <D> the Change Source button.

Note: These links are associated with the same Word document. Each page of notes in the Word document will be a separate link. These links act independently of each other. Adding or deleting text from one link will not scroll text to the other link.

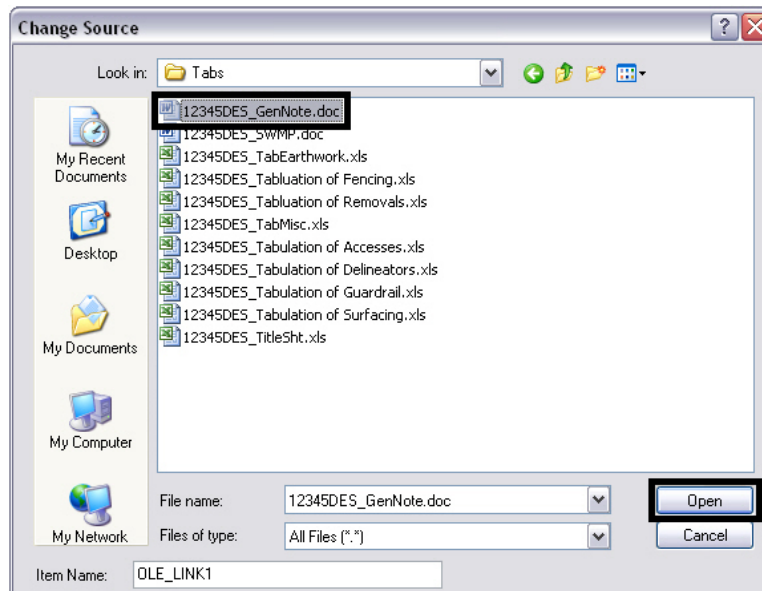


CDOT Linking Word Documents to MicroStation.pdf

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



5. Highlight the **JPC#DES_GenNote.doc** file and <D> Open.



6. Repeat this process for the other link.

Editing the Notes

Once the links to the Word document have been established, minor changes to the notes can be made directly from the *.dgn file. A minor change is defined as a modification that will not change the number of lines in the Word document.

Note: Use the instructions under [Creating a New Link](#) for edits that change the line count of the document.

Editing an Existing Link

1. Select the **Element Selector** tool from the *Main* toolbar.



2. 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.
3. 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.

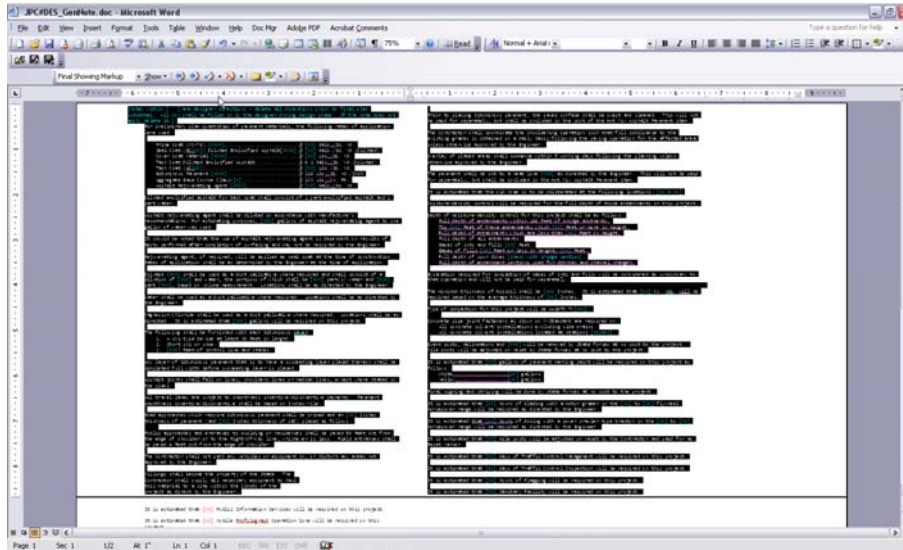
Creating a New Link

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

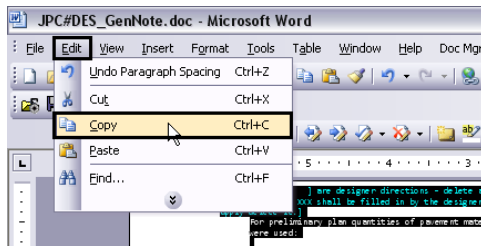
1. To delete the existing links in the *.dgn file, <D> the **Delete** button from the *Main* toolbar.
2. <D> on the linked text. <D> again to accept the command and delete the link.

CDOT Linking Word Documents to MicroStation.pdf

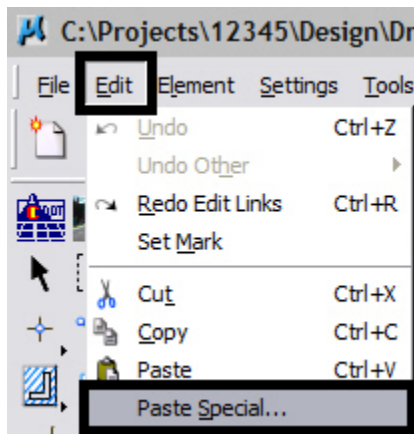
3. Open the edited JPC#DES_GenNote.doc and highlight an entire page of text.



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

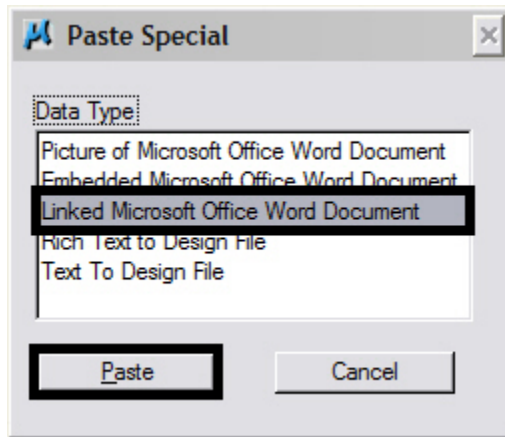


5. Go to the MicroStation session with the JPC#DES_GenINote##.dgn file open and select **Edit > Paste Special**.

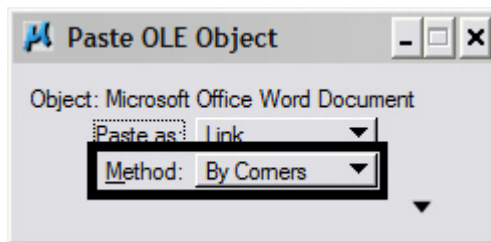


CDOT Linking Word Documents to MicroStation.pdf

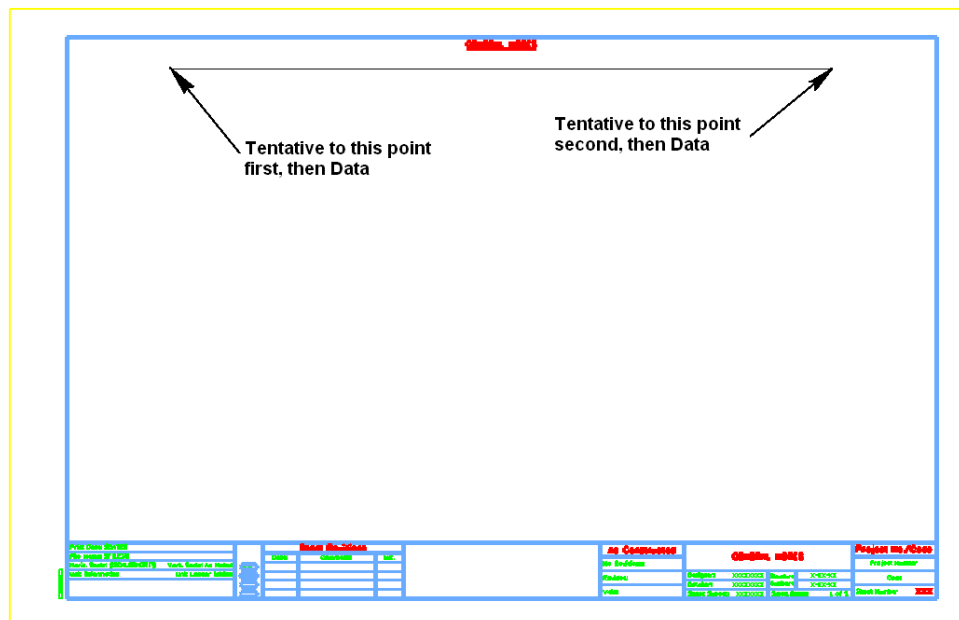
- From the *Paste Special* window, select **Linked Microsoft Office Word Document**, then <D> Paste.



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



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



CDOT Linking Word Documents to MicroStation.pdf

10. Repeat steps 3 through 9 to link each page of the Word file to the MicroStation notes sheet.

Although the layout of the notes sheet may be different for each discipline, use the same process noted in the steps above.