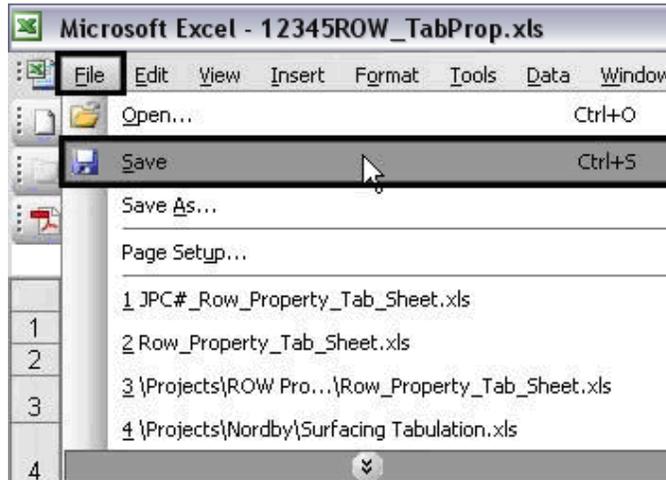




## CDOT Right Of Way Property Tab Sheets.pdf

2. 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.
3. After the desired data is entered select File > Save. **Do not close the document.**

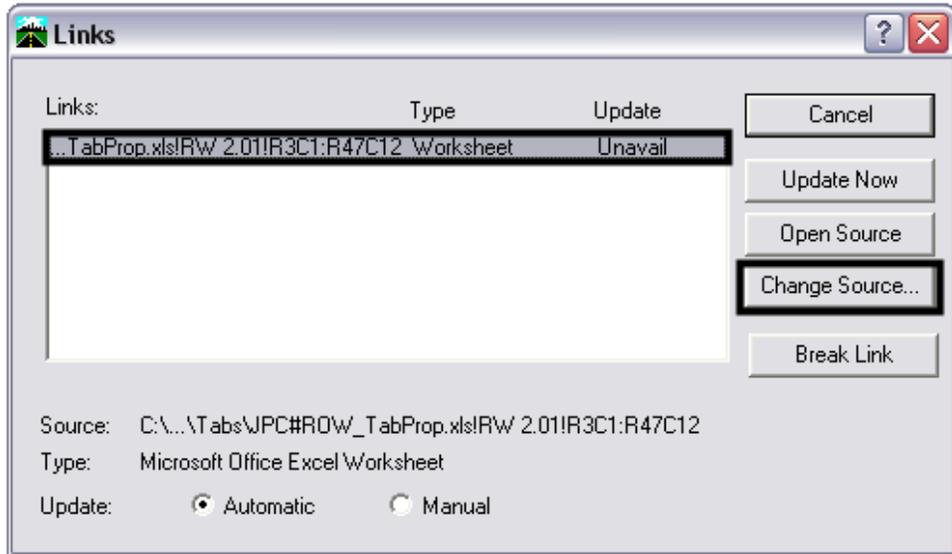


## Updating the Link to the ROW\_TabProp.xls file

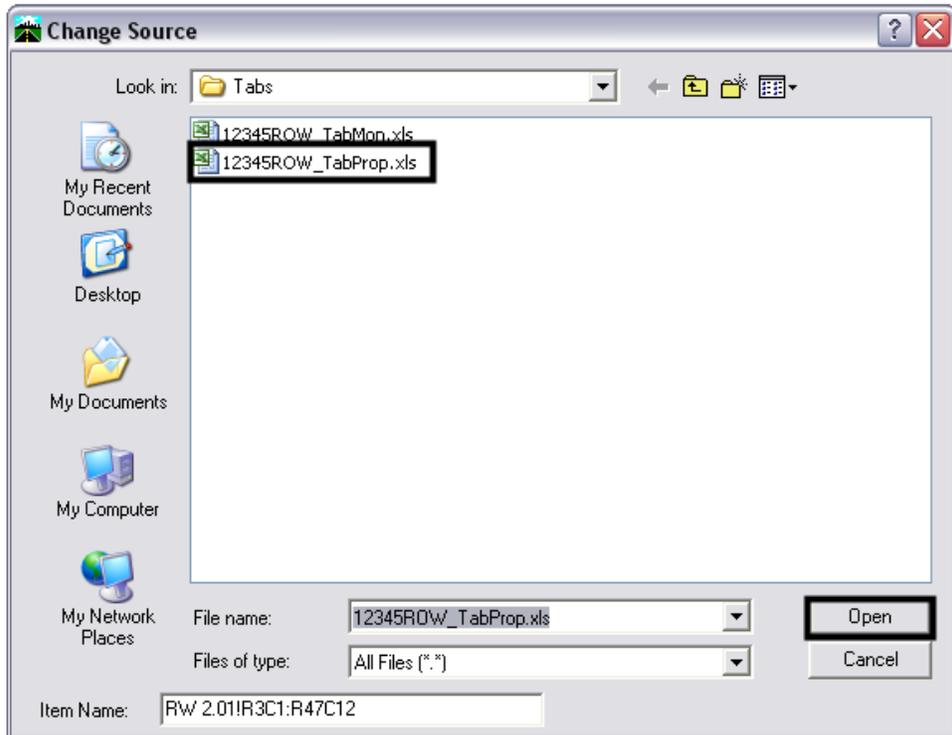
1. Open the JPC#ROW\_TabProp##.dgn in MicroStation.
2. Select Edit >Links from the menu. This will display the *Links* dialog box.



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



4. From the *Change Source* dialog box, highlight the JPC#ROW\_TabProp.xls file and <D> **Open**.



5. Repeat steps 1 through 4 of this section for other spreadsheets if needed.

## Editing the ROW\_TabProp.xls file

1. 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.
2. 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.