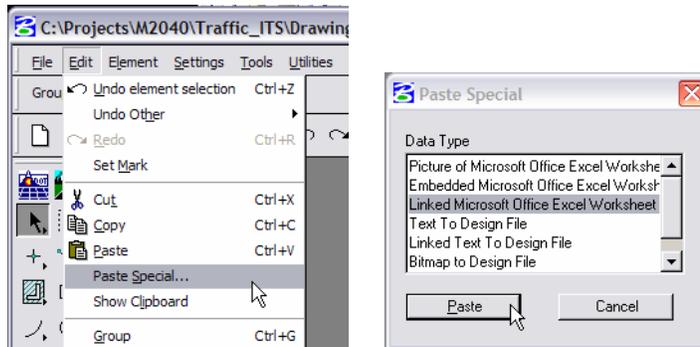
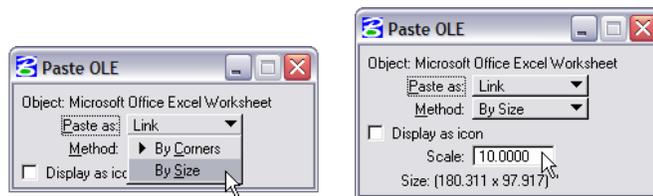




3. Within the MicroStation file, select **Edit > Paste Special ...** from the MicroStation menu. From the Paste Special Dialog Box, select **Linked Microsoft Office Excel Worksheet** and select **Paste**.



4. This brings up the **Paste OLE** dialog Box. Select **By Size** and enter a scale of 10.



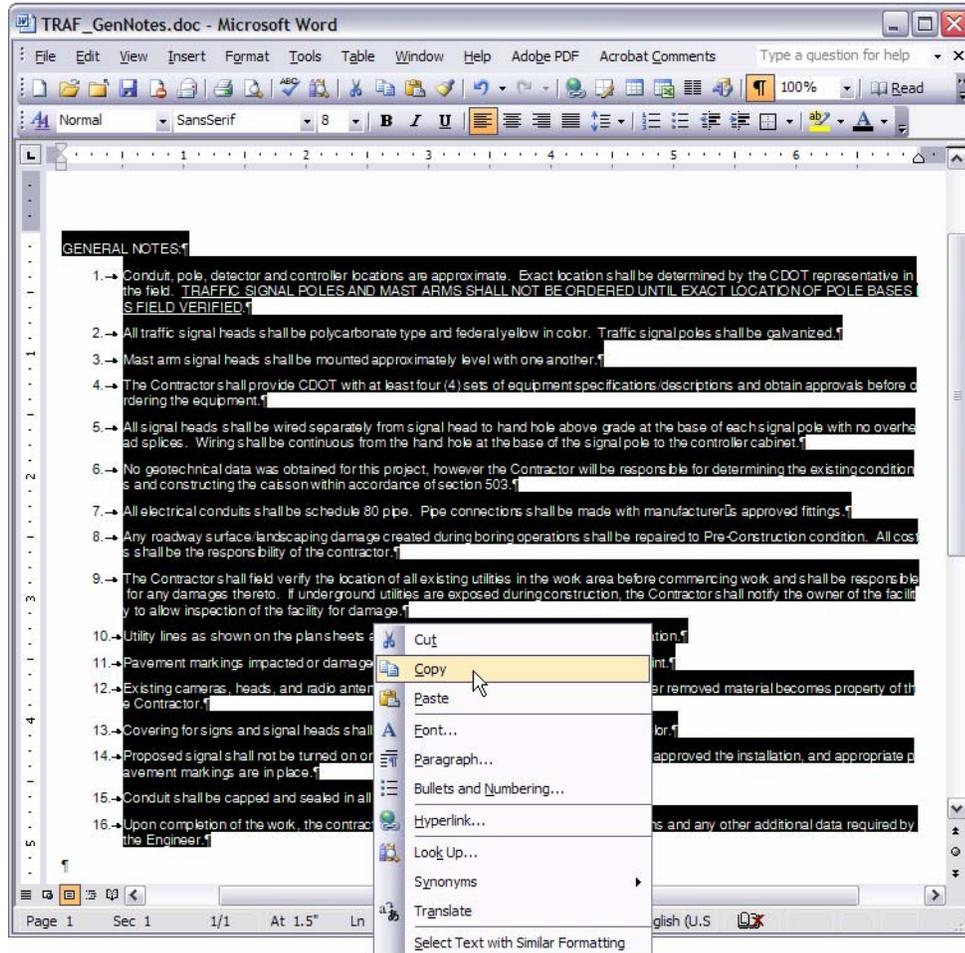
**Note:** The San Serif font should be used as the default Font in Microsoft Excel documents. The San Serif 8 pt font in Excel, is equivalent to CDOT Standard Text (.07”), and the San Serif 12 pt font is equivalent to CDOT Title Text (.10”) for a 1”=1’ Drawing with a Scale of 10 noted above. The fonts are not exact duplicates but the San Serif will be the most similar Font to the CDOT Standard.



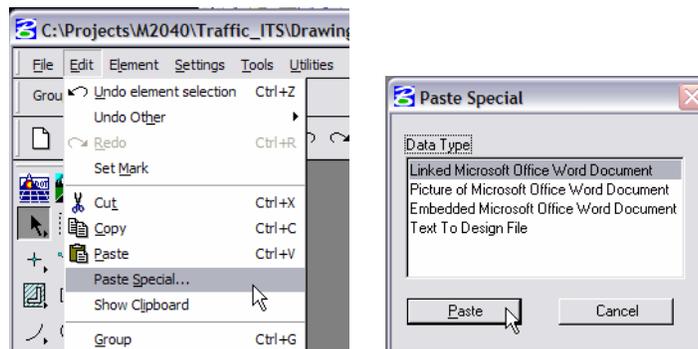


## Linking Microsoft Word Documents

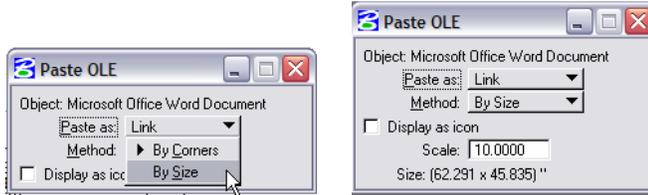
7. Within the Word file, select the information you would like in the MicroStation Sheet file and right click within the highlighted area and select **Copy**.



8. Within the MicroStation Sheet file, select **Edit > Paste Special ...** from the MicroStation menu. From the Paste Special Dialog Box, select **Linked Microsoft Office Word Document** and select **Paste**.

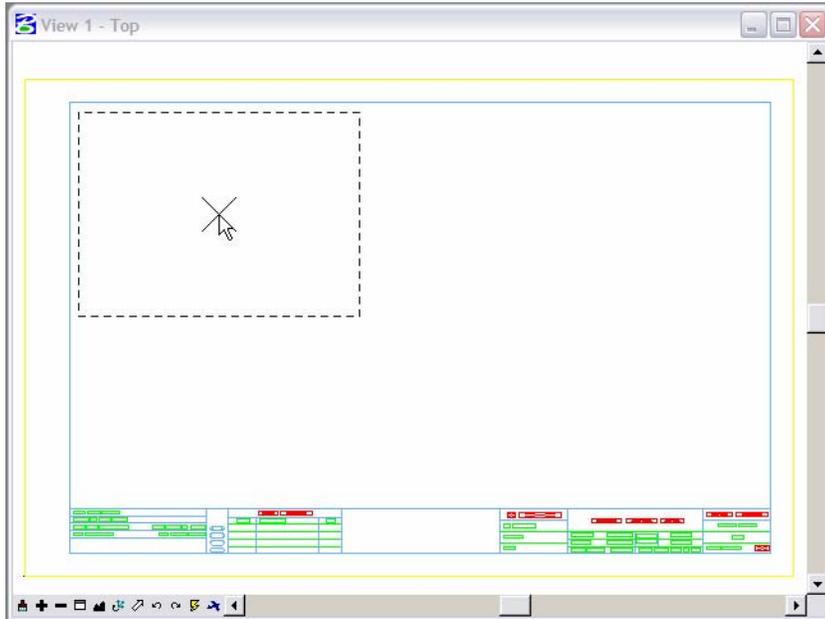


9. This brings up the **Paste OLE** dialog Box. Select **By Size** and enter a scale of 10.

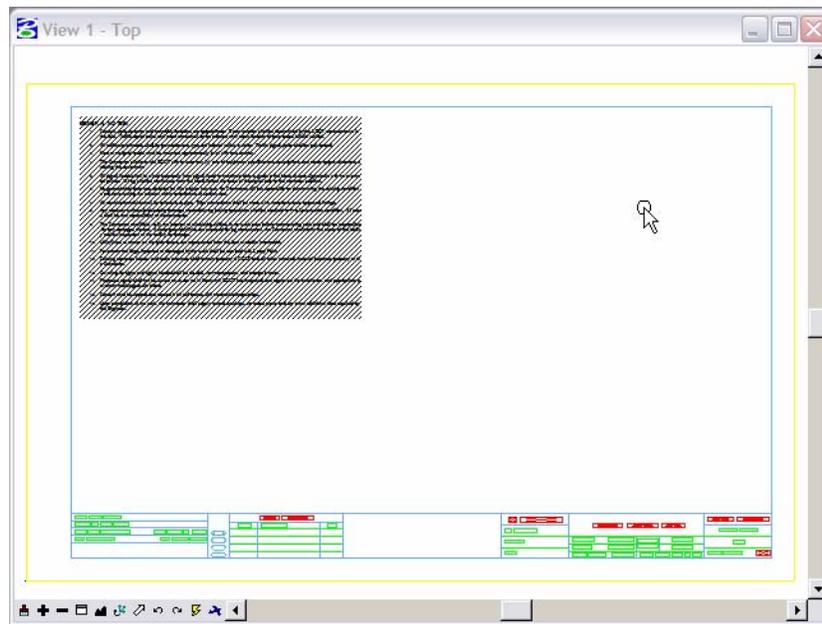


**Note:** The San Serif font should be used as the default Font in Microsoft Word documents. The San Serif 10 pt font in Word, is equivalent to CDOT Standard Text (.07”), and the San Serif 14 pt font is equivalent to CDOT Title Text (.10”) for a 1”=1’ Drawing with a Scale of 10 noted above. The fonts are not exact duplicates but the San Serif will be the most similar Font to the CDOT Standard.

10. MicroStation now shows the limits of the Word data to be placed in the MicroStation Sheet File. Select the location and hit <D> to place the file.

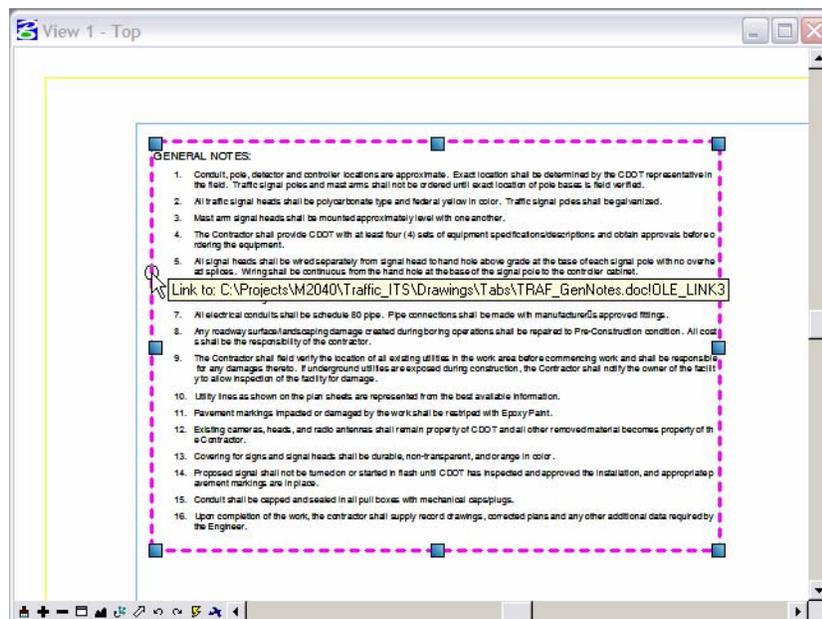


## Linking MicroStation to Office Documents



**Note:** The data has hatching which indicates that the Word document containing the linked data is currently open. If you close out of your Word document, the hatching will go away.

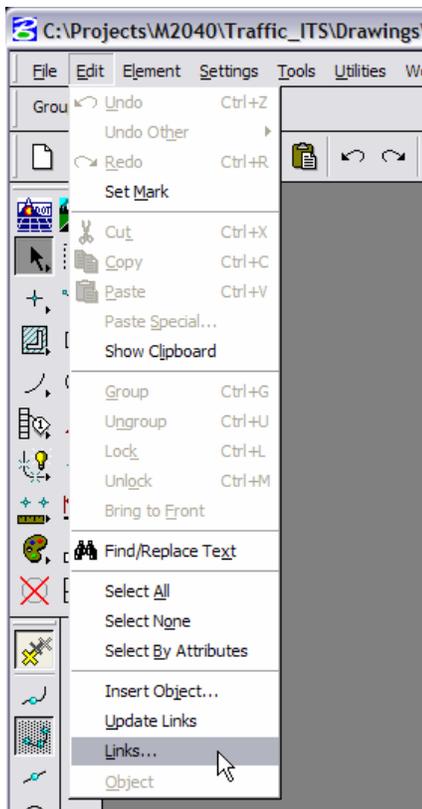
11. You can single click on the Linked graphics and use MicroStation Commands to move the image. Do not resize the linked window with the handles, as the text size will also resize and will not plot as desired.



**Note:** You can hover over the linked image to display the location of the Word file. Double clicking the link will open the Microsoft Word document. You can edit the Word document, close the file, and the updates will be displayed in the MicroStation file.

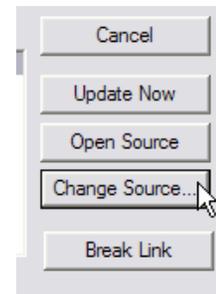
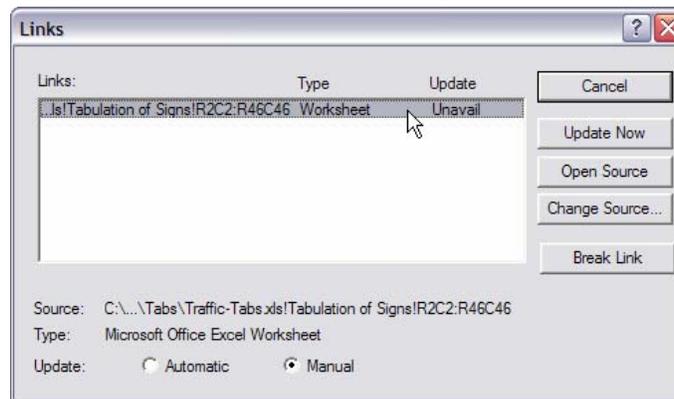
### Updating Document Link Source and Properties

12. If the Office document has been moved or renamed, you can simply update the link instead of redoing the above procedure. This is also the case for MicroStation files with links that were created with the **Create Project Directory** program. These files will be linked to Office files in a standard template and need to be updated to link to the Office files in the Project Directory Structure.
13. From the MicroStation menu, select **Edit > Links...**

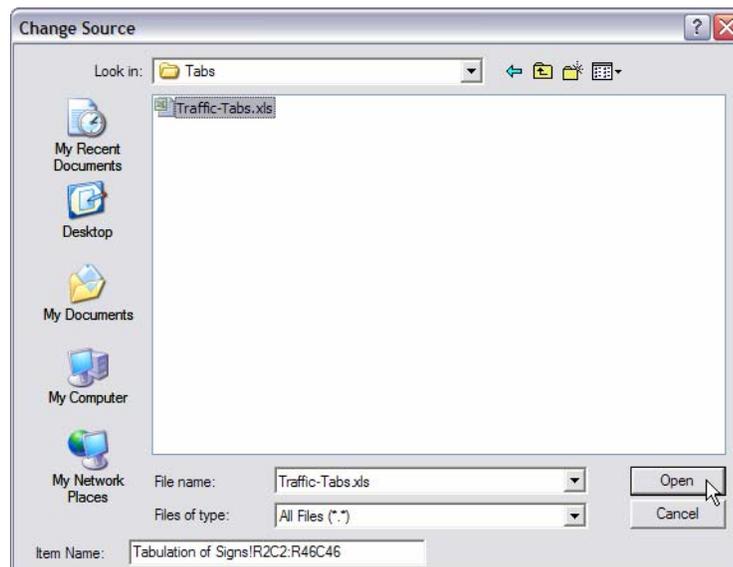


14. This will bring up the Links dialog box. You can select an available document link and select **Change Source...**

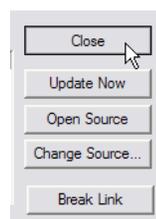
## Linking MicroStation to Office Documents

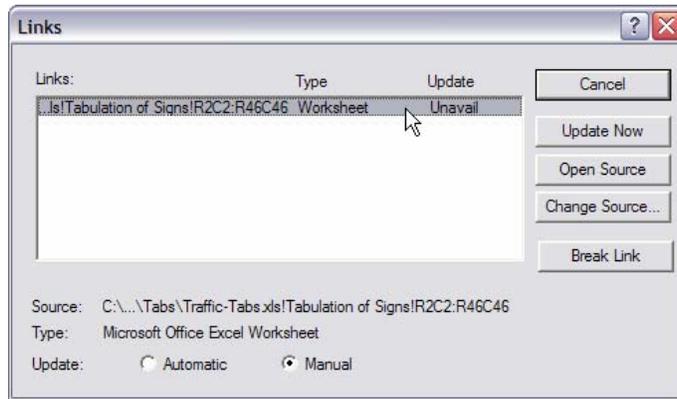


15. This brings up the Change Source dialog box. You can browse to and select the file with its new location. Select **Open**.



16. This will bring up the Links dialog box. You can select an available document link and select **Close** to exit the Update Links Dialog box.





**Note:** You can select either to have the link update manually or automatically by selecting the method you would like. You can do a manual update from this dialog box by picking the link and selecting **Update Now**.