

Workflow MS 23 – Linking MicroStation Elements

This document guides you through the process of linking MicroStation elements to different types of documents as well as project folders and web sites, including:

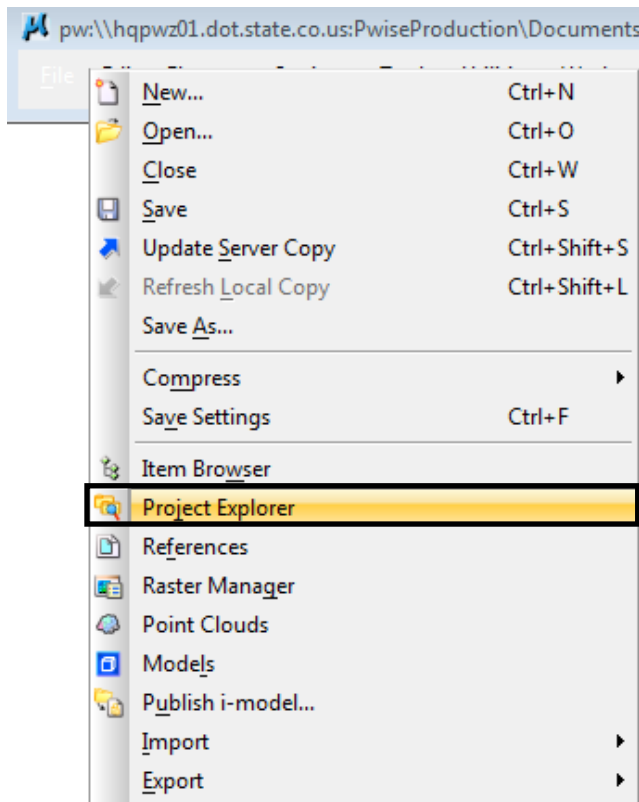
- Other CAD files
- Microsoft Office documents
- Adobe PDF's
- Web sites
- Pictures, including aerial imagery

Many other types of files and directories, as well as MicroStation key-in commands, can be linked as well through the following process.

MicroStation Project Explorer

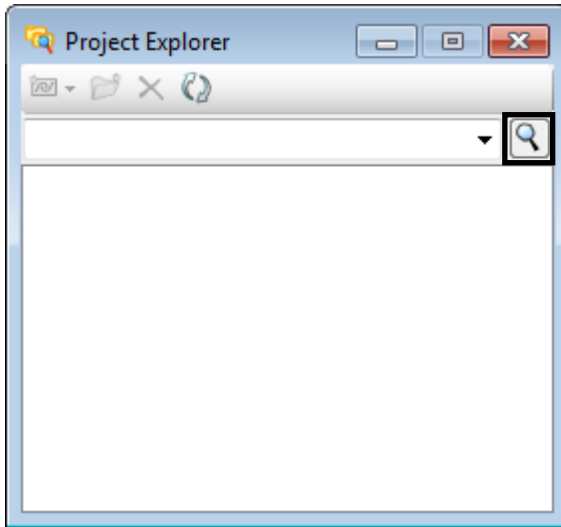
Linking to MicroStation elements is done through MicroStation's Project Explorer. A Link Set is created, individual links are created within the link set, and then the link is attached to a MicroStation element.

1. Open **Project Explorer** by selecting **File>Project Explorer**, or by selecting the **Project Explorer** icon located on the **Primary Tools**.

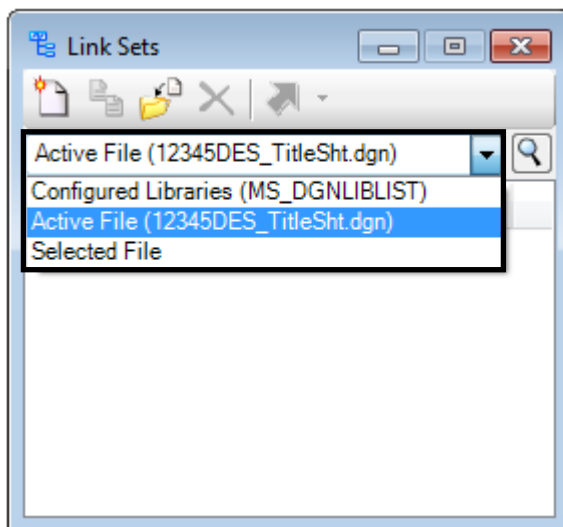




- From **Project Explorer** select the **Browse** Icon, this brings up the **Link Sets** dialog box.



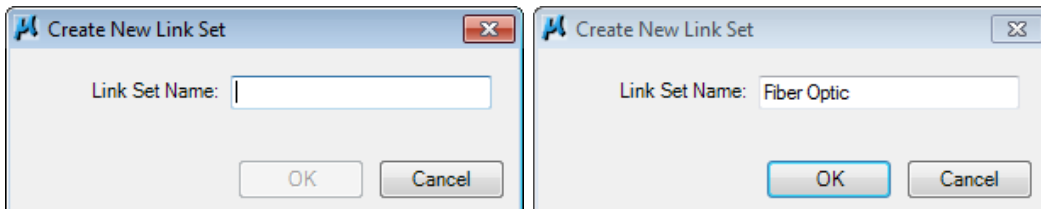
- Click on the **Drop-Down** list arrow and select the **active file**.



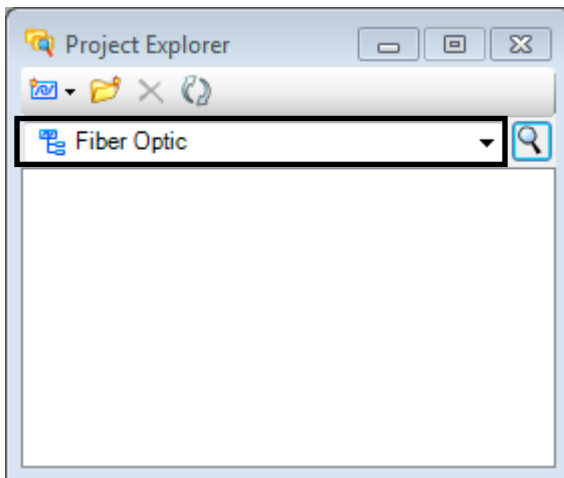
- From the **Link Sets** dialog select the **New Link Set** icon.



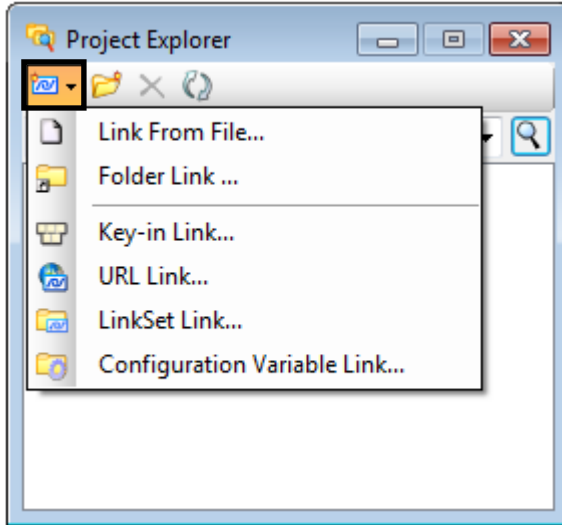
5. Give the new Link set a name the <D> OK.



6. Close the **Link Sets** dialog box and return to **Project Explorer**, the new link set will be displayed.



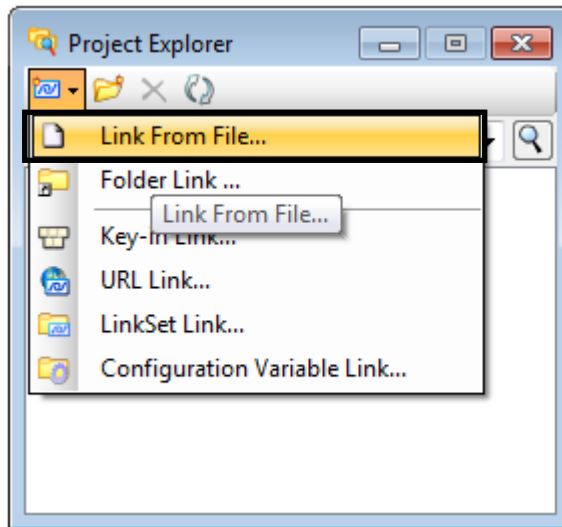
7. Select the Create Links icon to begin creating individual links.



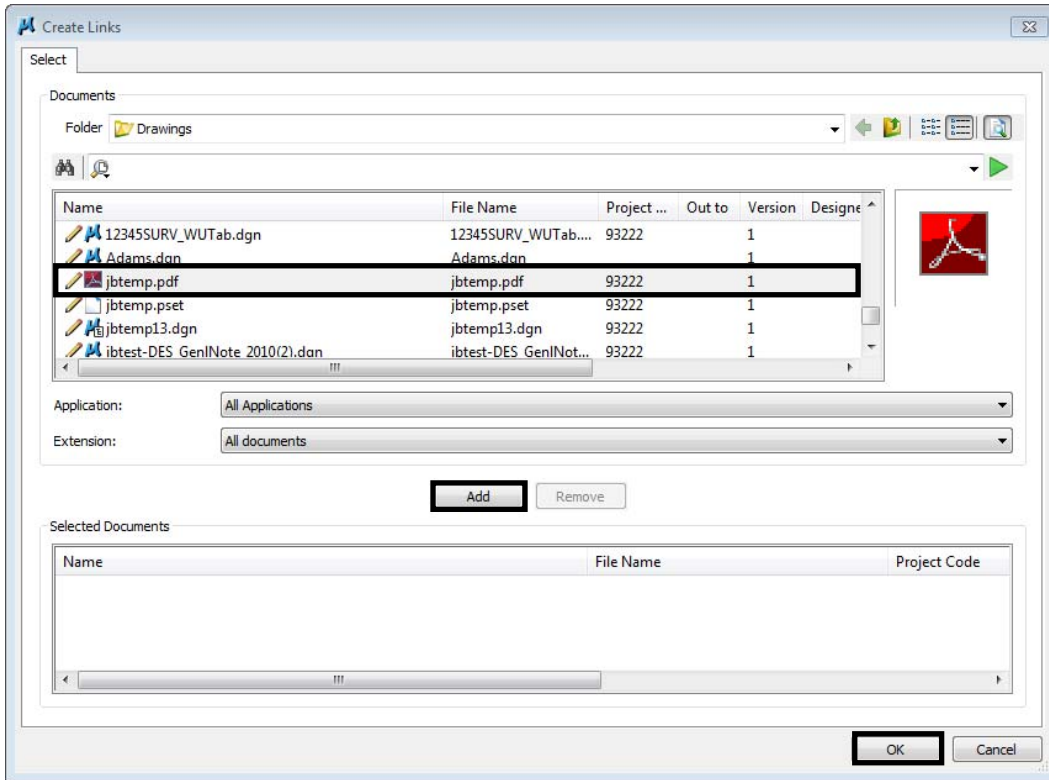
Note: As shown above MicroStation elements can be linked to many types of information. The types covered in this workflow include the following

- File: May be any type including pictures, pdf's, CADD files, etc.
- Folder: Can be within ProjectWise or not
- URL: Any valid web site address may be used

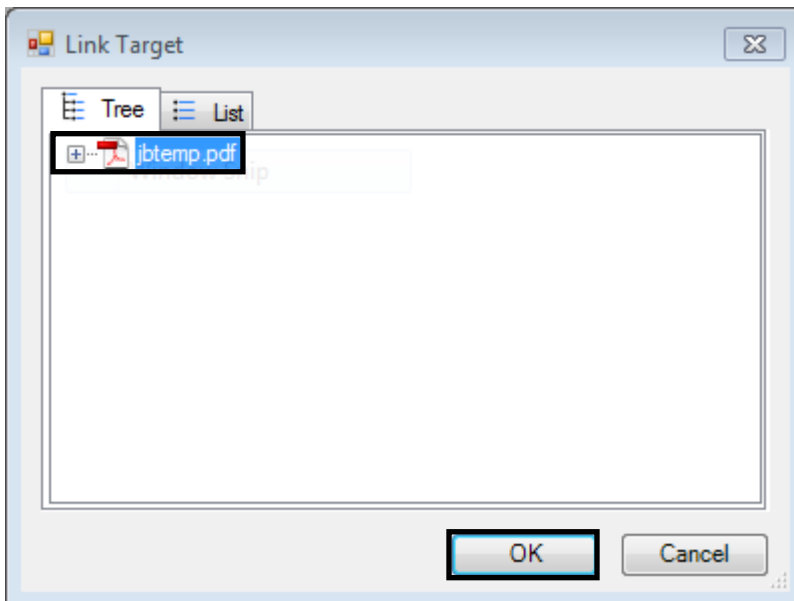
8. Select Create Link > Link From file...



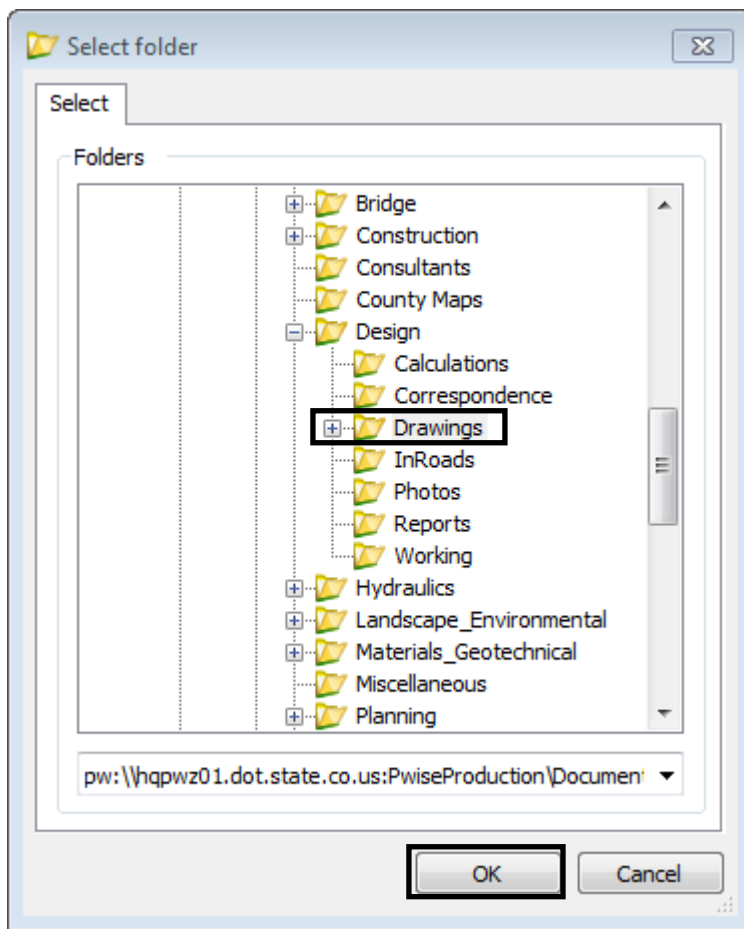
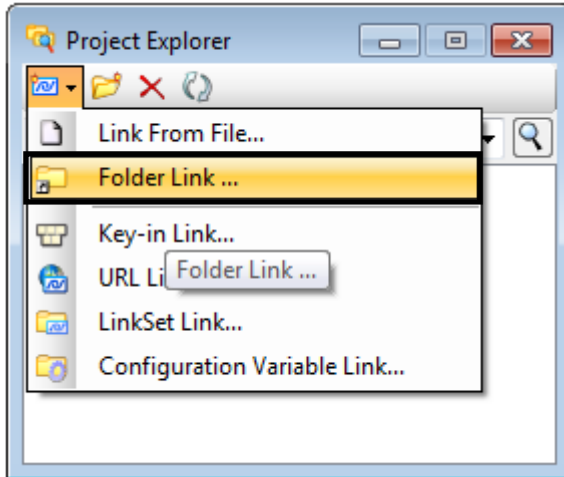
9. Navigate to the desired file, in this example a **.pdf** file. <D> Add, <D> OK. Any file type can be used in this step. This includes image files (.jpg, .png, .gif, tif, etc.), Microsoft Office documents, etc.

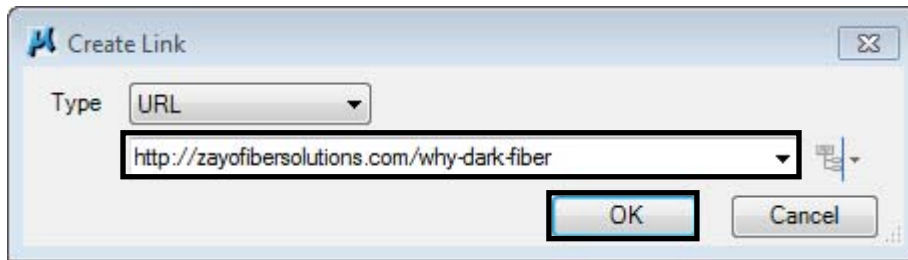
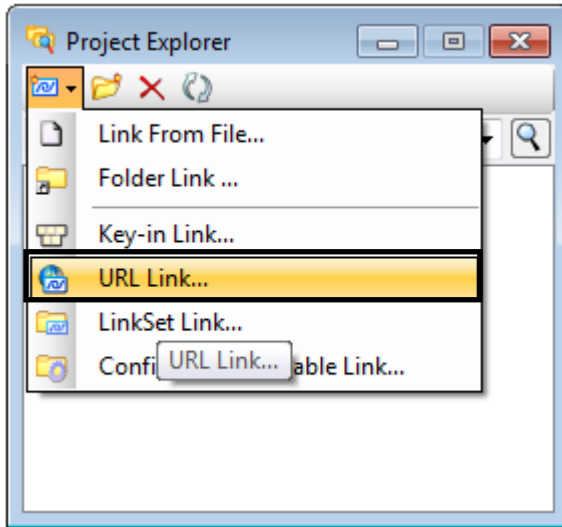


10. From the **Link Target** dialog box select the file name and <D> OK.



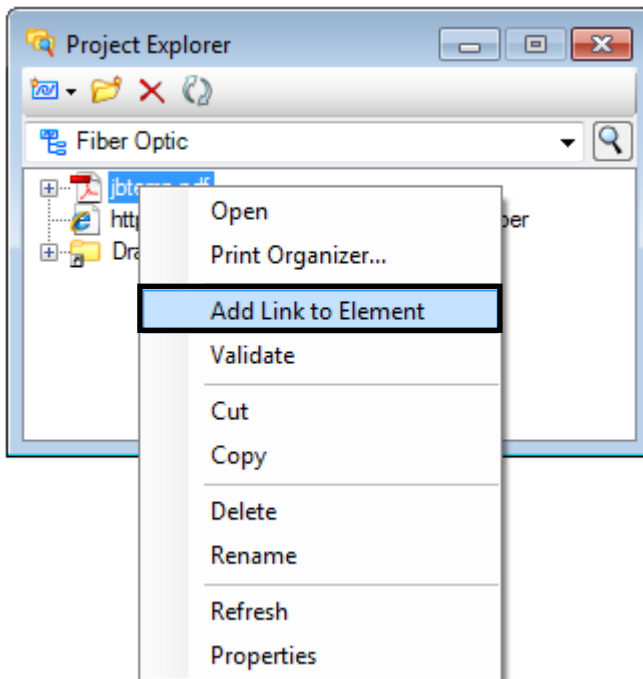
11. Repeat the process for each type of link desired



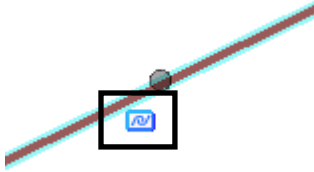


Note: After pasting or typing the web address press the Tab key to activate the OK button.

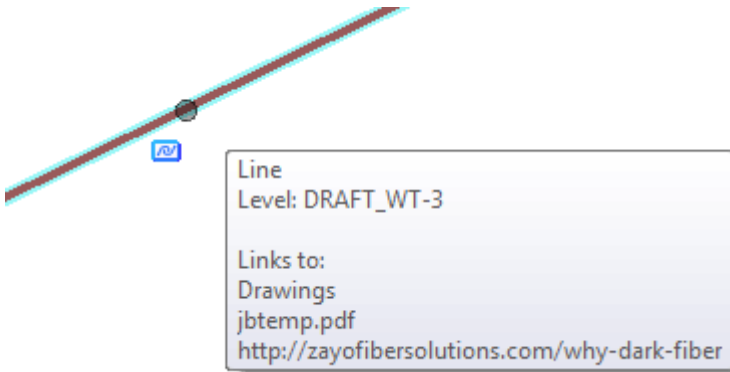
12. Once complete each link is displayed in **Project Explorer**. Select desired link, right-click and select **Add Link to Element**.



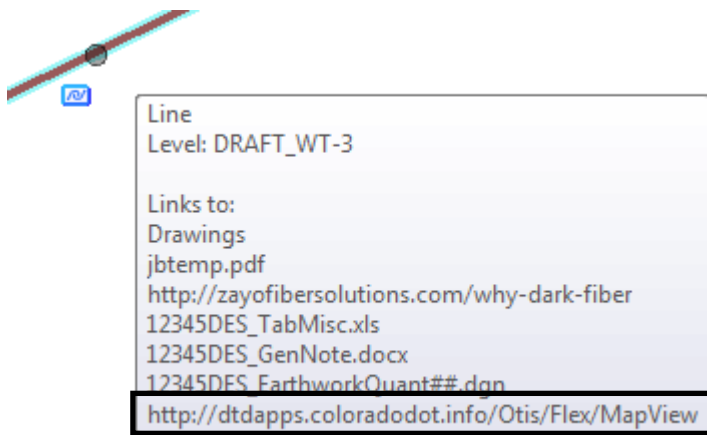
- 13. Select the **MicroStation Element** to be linked. Notice the linked element once the element is select

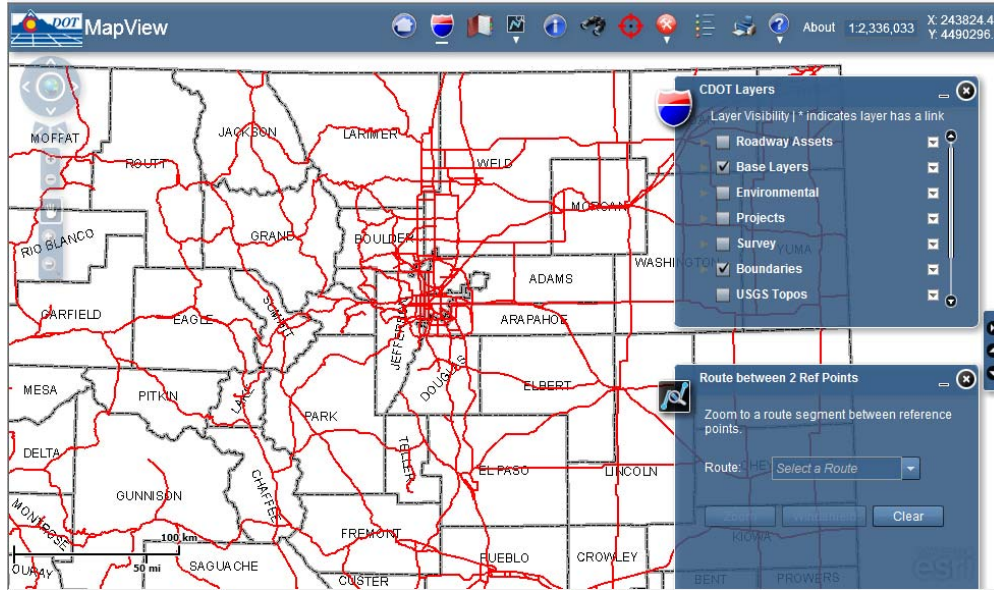


- 14. Repeat the process for each link created.
- 15. Hover over the linked element and the standard MicroStation pop-up information will be displayed along with linking information.

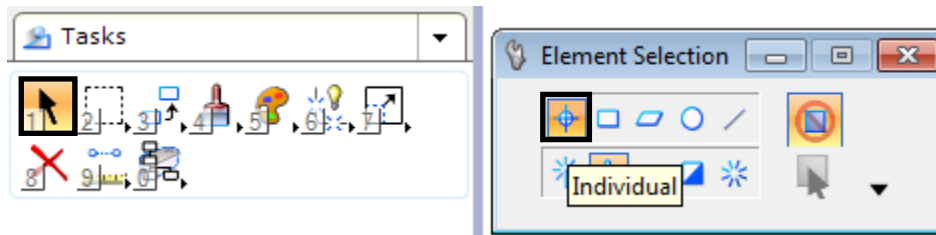


Note: Any URL or type of website can be linked to. This allows the user to link to more than standard websites. For example, a link may be placed sending the user to the CDOT OTIS GIS data website allowing the user to view and access GIS data from the map view.

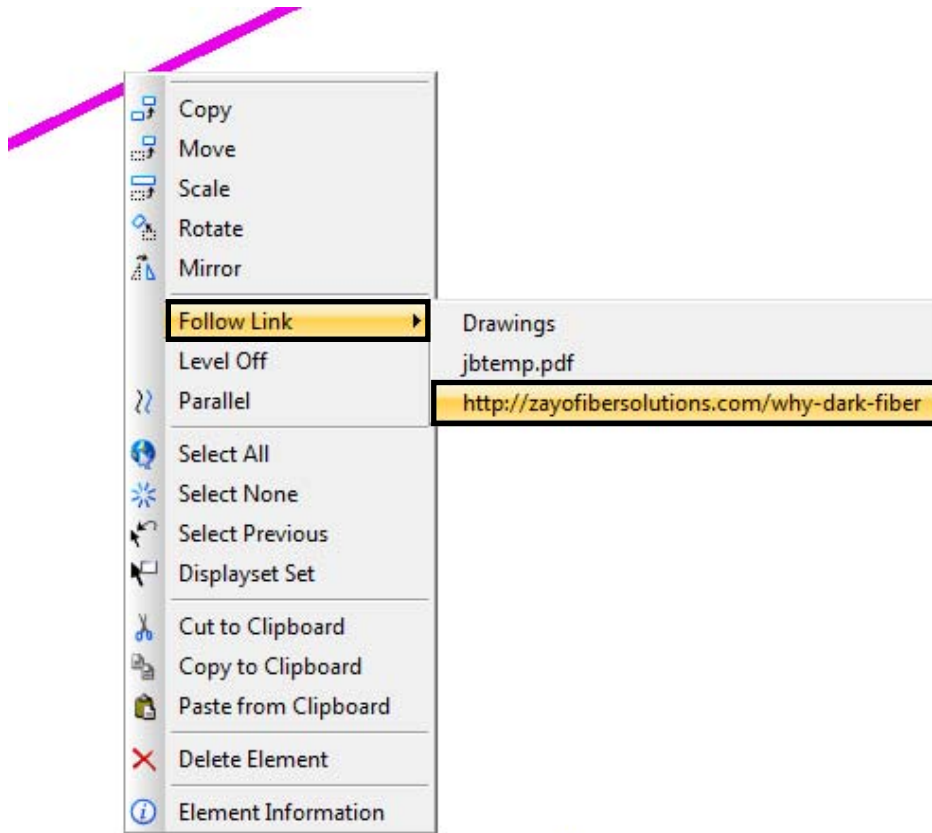




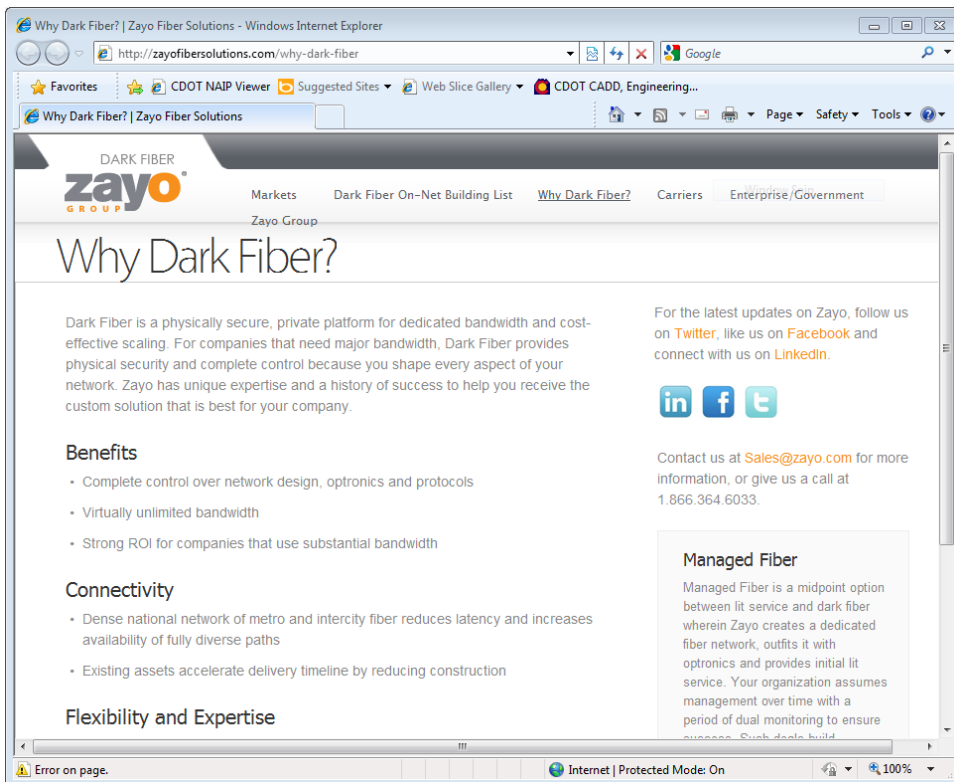
16. Once created and attached to elements the links can now be accessed. Pick the Element Selection tool and set to Individual.



17. Hover over the linked element and right-click. Select Follow Link > (desired link).



The selected link will be displayed in its native program.



Note: As shown above, this workflow may be used for many types of documents including Microsoft Office, .pdf, any picture format including aerial photo's, CAD files, as well as many other types of information. This may include MicroStation key-in's, websites, ProjectWise folders, and Windows directories.