Workflow OP 4 - Right of Way Property Tab Sheets

This document guides you through the use of the Excel spreadsheet JPC#ROW_TabProp.xls with the JPC#ROW_TabProp##.dgn to create a finished "Tabulation Of Properties" sheet file.

Using the ROW_TabProp.xls file:

1. The ROW_TabProp.xls file is set up to hold data for up to four complete tabulation sheets. This file is protected to maintain the column widths and number of rows. Data entry is allowed in the body of each table only. The illustration below highlights the body of table 1.


   a. Data is entered beginning in cell 5A.

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**. <u>Do not close the document</u>.
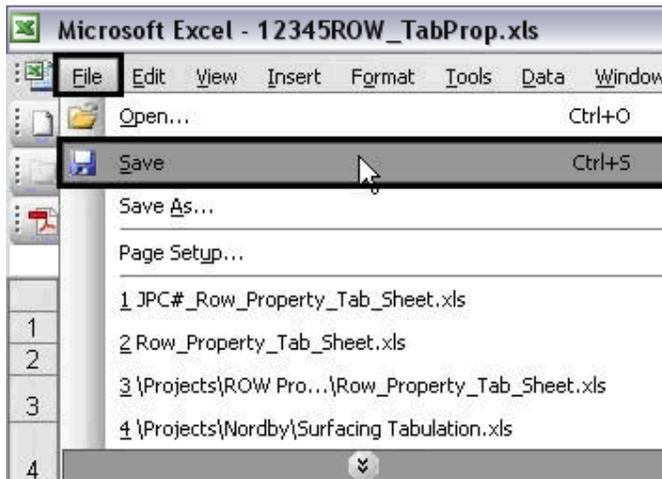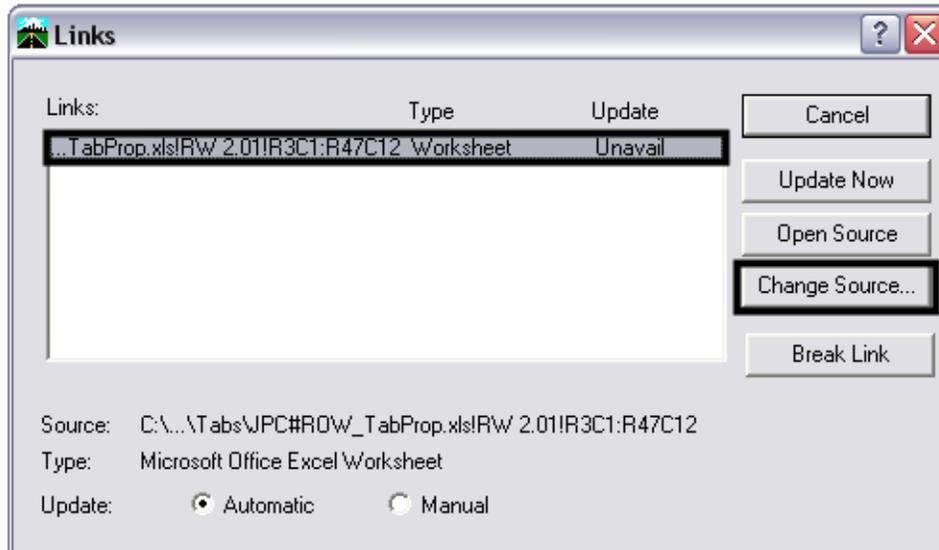

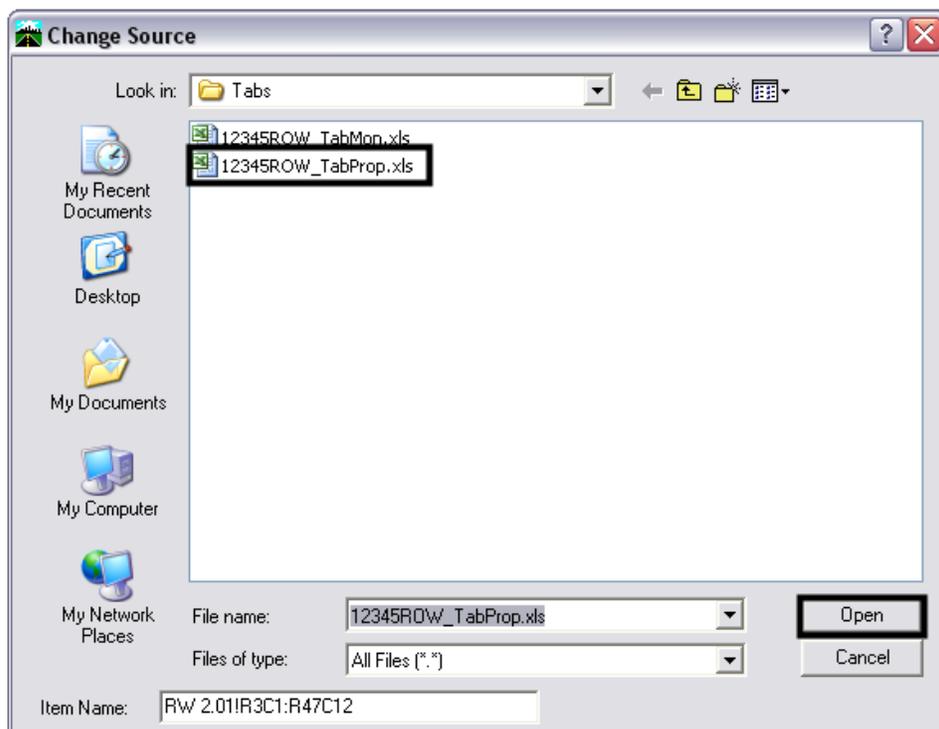## Updating the Link to the ROW_TabProp.xls file

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 4 through 7 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.