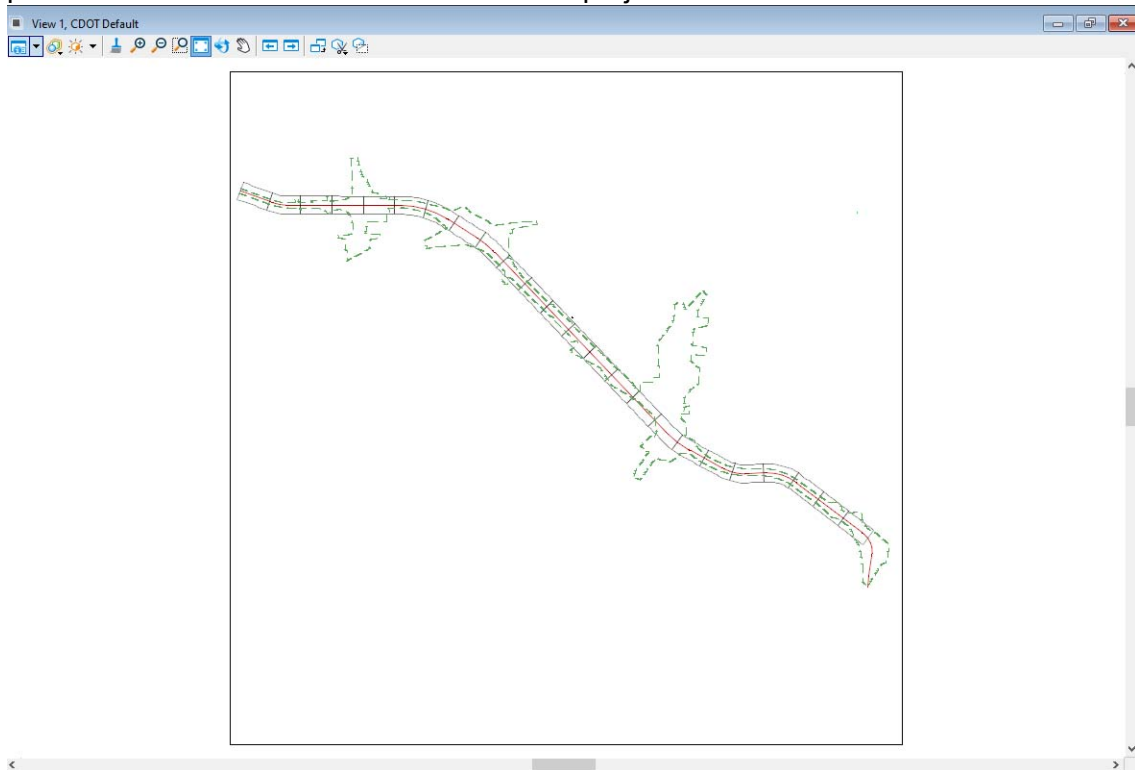


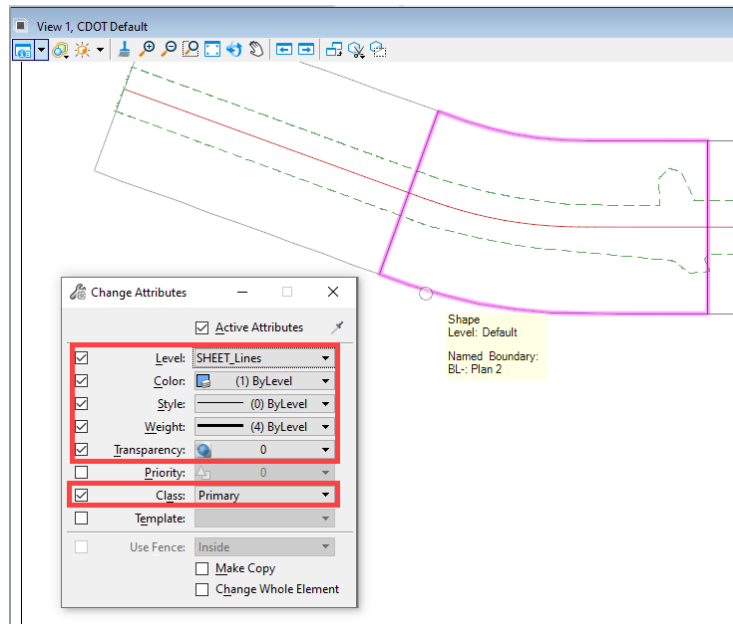
CDOT - Creating and Adding a Key Map to Plan Sheets in ORD

The purpose of this workflow is to describe the steps involved to add a key map to plan sheets that have been created in ORD. In this workflow, a copy of the file containing the project plan sheet named boundaries is used to create a key map. For this example, the original file containing the plan sheets is called **Plan Sheet Boundaries.dgn**.

1. Make a copy of the **Plan Sheet Boundaries.dgn**, the file that has the Plan Sheet named boundaries in it. In this example, the copy is named **Key Map.dgn**. This is done so that the named boundaries for the plan sheets can be moved to a level that will print for the Key Map but will not print in the plan area of the sheet.
2. In **Key Map.dgn**, Turn off reference files and levels that will not be displayed in the key map area on the plan sheets.
3. Next, draw a square around the project. The square in this example is 30000x30000. Make the box around the project to the same proportions as the key map area on the plan sheets. Move the box so that the sheet project is in the center of the box.

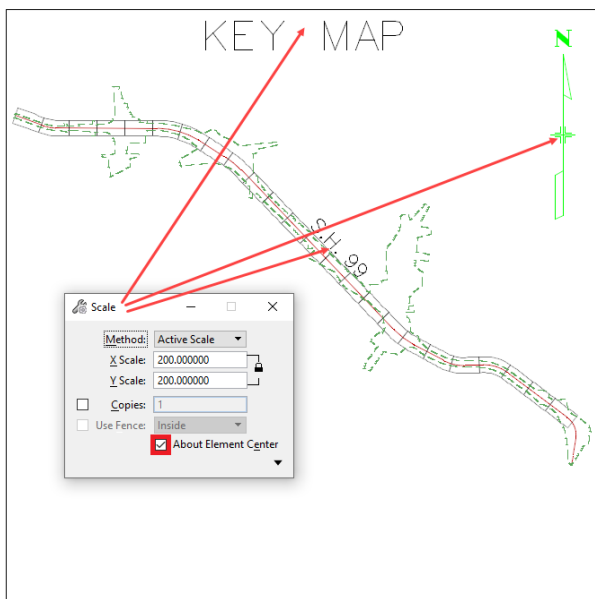


4. Select the **Change Element Attributes** command. Set the **Level** to **SHEET_Lines**. Toggle on **Color**, **Style**, and **Weight**.
5. Toggle on the **Transparency** option and set it to **0**.
6. Toggle on the **Class** option and set it to **Primary**.

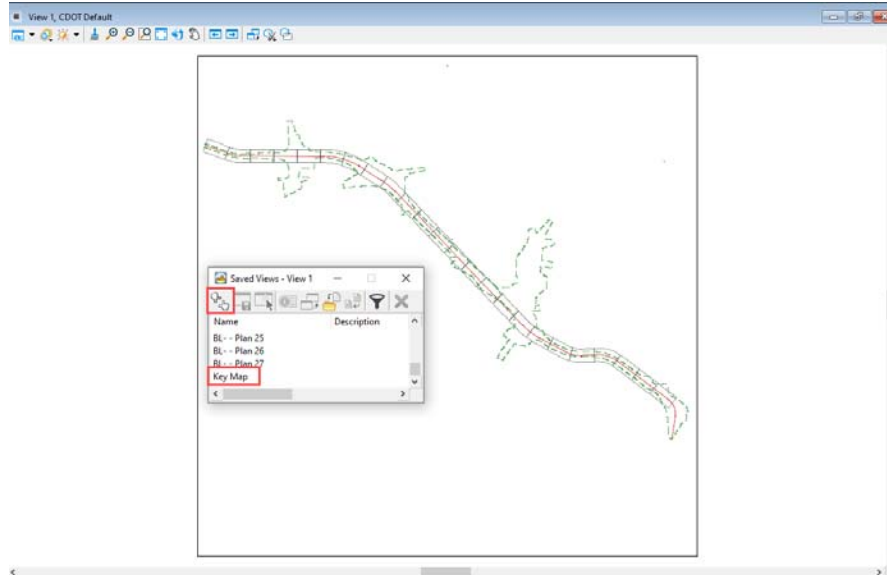


Note: All the named boundaries can be selected in advance, using the Element Selector, and changed at one time.

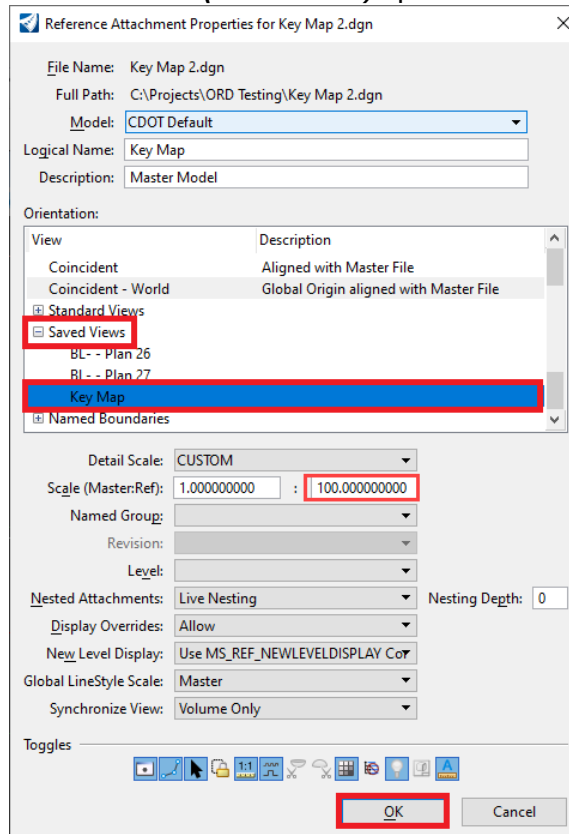
7. Place any notes, cells, etc. that will appear on the Key Map every sheet in this file. In this example, the title, north arrow and highway name have been scaled up half of the **Detail Scale** (Key Map box/Plan Sheet box for the key map reference). Toggle on the **About Element Center** option so that the items retain their position. This scale will look right when attached to the drawing models in you plan sheet file.



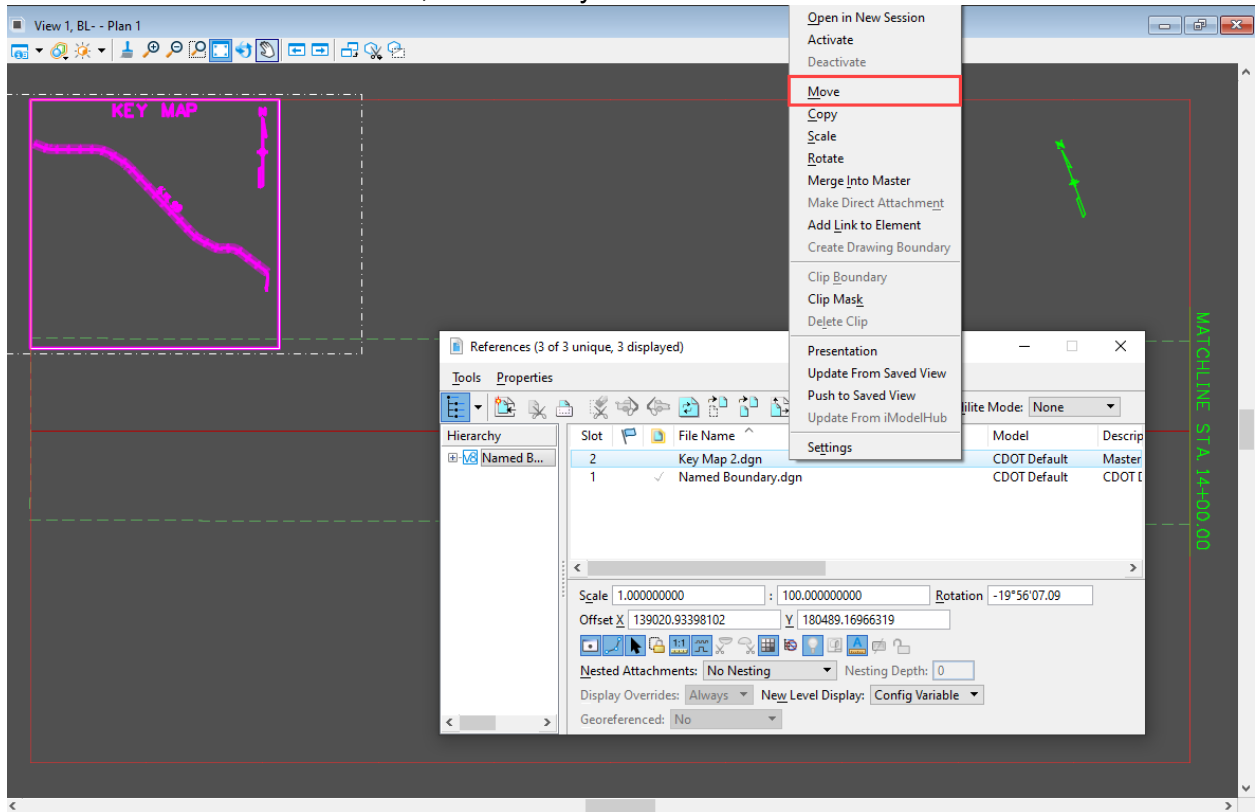
8. Make any other changes needed (such as turning levels, references, etc. on or off) so that all that is showing is what you want to see in the Key Map on the plan sheets.
9. Create a **Saved View** of your work. In this example, the saved view is called it *Key Map*.



10. Open the **Plan Sheet Boundaries.dgn** file (the original file). Open the Drawing Model of the first plan sheet.
11. Reference the **Key Map.dgn** using the **Saved View** option. The scale is **Key Map box/Plan Sheet** area for the key map, or $30000/300 = 100$ in this example. This value is entered in the right field of the **Scale (Master:Ref)** option.



12. Place the reference and move it, if necessary.



13. From the **Drawing** tab > **Placement** group, select the **Place Shape** command.

