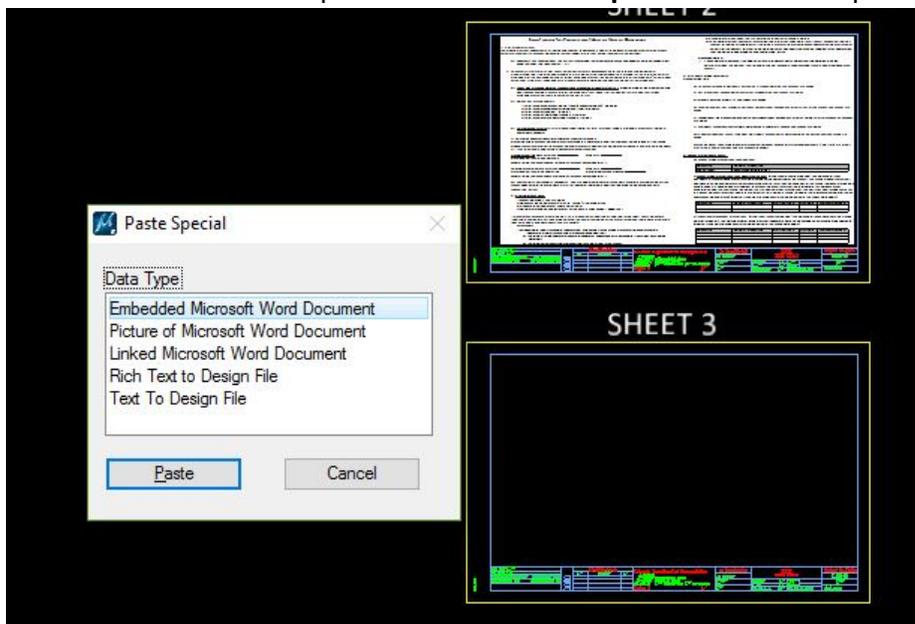# Guidance on inserting CDOT SWMP Template into Microstation

If starting a new project and are planning on always doing edits in ProjectWise CDOT recommends using the MicroStation **embedded (OLE) process** to import the Word File into CDOT's Tile Block. If you use the **linking (OLE) process** edits to the Word file can only be saved on your local drive (c:) in (c:/projectwise/pwz_working) and you will need to remember to move the Word files into ProjectWise every time you edit the template.

1. Download the latest SWMP Template Word file from the CDOT Landscape Architecture Website and save it in Projectwise (pw:\\SAP sub account #\Environmental\Water_Quality_SWMP).

2. Complete filling out the document using site and project location specific information. Also format the document so page breaks are in logical locations, and save it on PW (perhaps save as original template_not embedded text.docx).

3. Open the **Word** file and Select the text on the first 11 x17 sheet.

4. From the Word pulldown **Edit>Copy.** This text is copied to the clipboard.

5. Open the **MicroStation** file in ProjectWise you want to paste the SWMP Template first page text into.

6. From the MicroStation pulldown **Edit>Paste Special.** The Paste Special dialog appears.

7. From the list of Data Type select **"Embedded Microsoft Word Document"**

8. Select the **Paste** icon.

9. In the Paste OLE Tool Settings dialog set the Method to **By Corners**.

Importing Options:

– An **embedded** file is imported and saved into the DGN file. Edits made to the embedded file are saved in the DGN file.

– A **linked** file is imported to the DGN file but still resides in the original application. Edits are made to the source file and can be updated using the MicroStation Update link tool. But remember when working in ProjectWise the Word file is saved in your (c:/projectwise/pwz_working) and needs to be moved to ProjectWise every time an edit is made.