

Overview

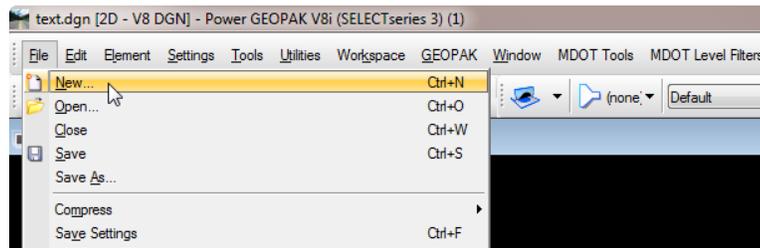
Created: 2/29/2016 SAP

This document is intended as a "how to" guide for Creating a New File within the MDOT_02 workspace. If working within Projectwise, the dialog boxes vary slightly from what is shown here.

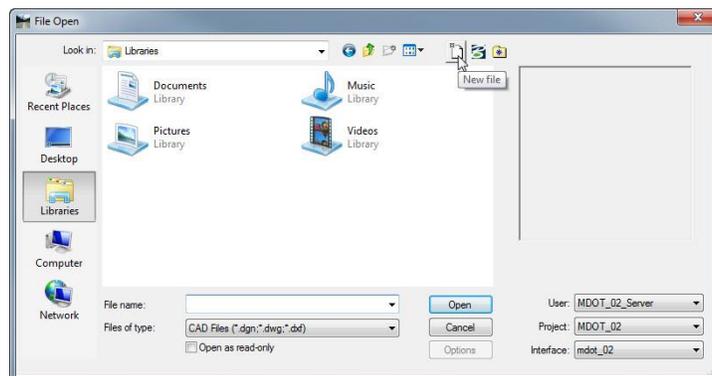
Step by Step

1. Choose one of the following:

Option 1: From within Microstation, select File > New



Option 2: Outside of Microstation and select the "New File" icon in the File Open dialog.

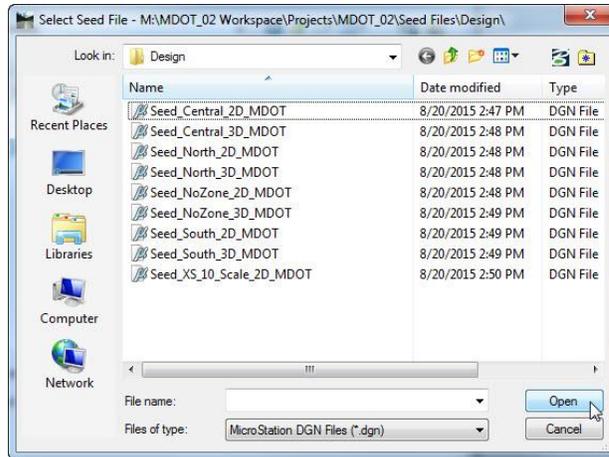


2. In the New File dialog, select "Browse" to select a seed file.

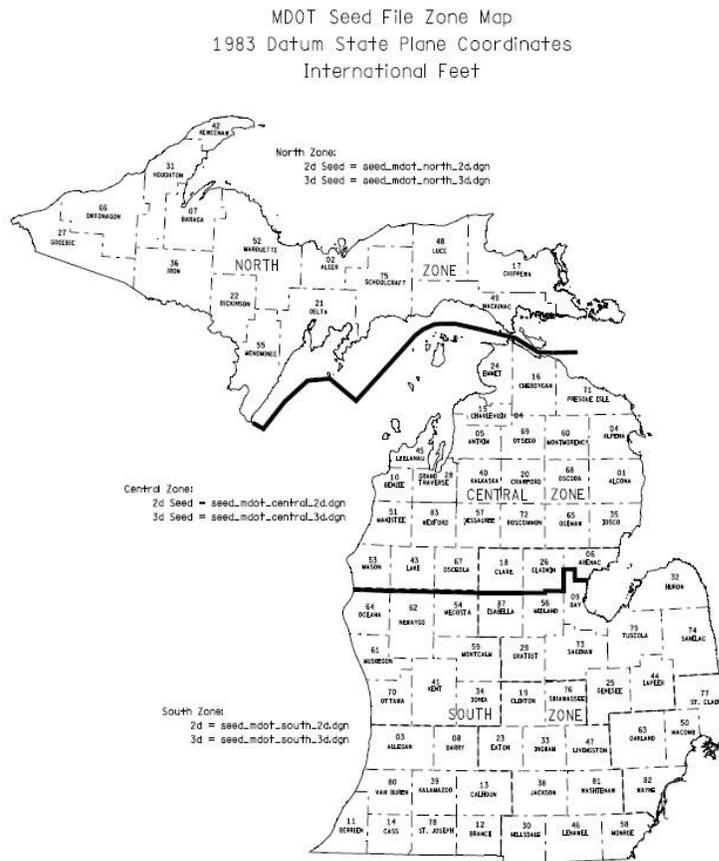


Microstation *Creating a New File (MDOT_02 Workspace)*

3. Select the appropriate seed file and select “Open”



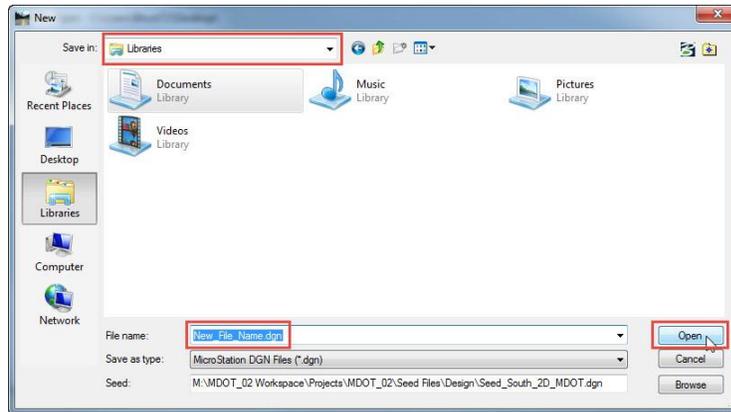
[MDOT Seed File Zone Map.pdf](#) shows which seed file to use based on the location of the project:



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Creating a New File (MDOT_02 Workspace)

4. In the New Dialog select the desired location to save the file. Enter the new file name and select “Open” to create the file in the chosen directory.



5. In the File Open dialog, set User, Project, and Interface dropdowns to MDOT_02_Server, MDOT_02, and mdot_02, respectively. Then, select the newly created file from the proper directory and select “Open”.

