

MDOT – PQS Linking Training

General Information

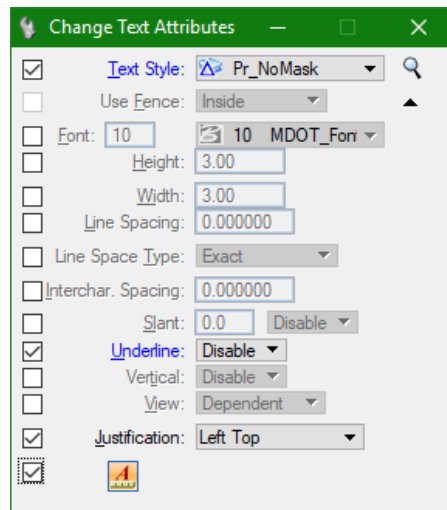
This goal of this training is to familiarize your self with the linking abilities of MicroStation. This training will replicate the process needed to link a Project Quantity Spreadsheet (PQS) with a plan sheet file.

Items Needed

- Completed PQS
- Quantity Base File
- Plan Sheet files

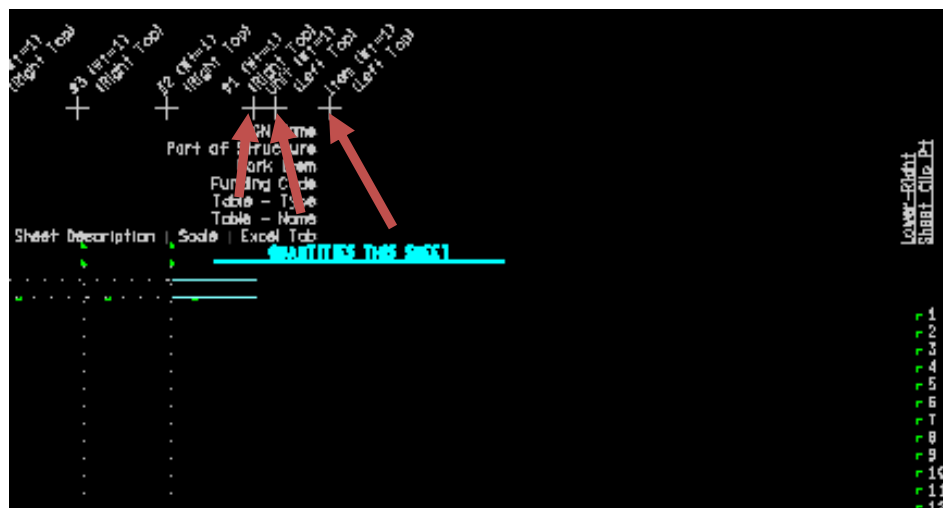
Part 1: Linking PQS to Base File

1. Open Base File .dgn
2. Set the annotation scale to the same annotation scale as the plan sheet files.
 - a. Multiple models may be needed depending on the number of plan sheet scales used.
3. Open the **Cell Selector**
4. Select the **Sheet, Labeling, & Patterning Cells (All Scales)** Cell Library Group
5. Navigate to **Sheets > Sheet_Tables_PlanQuantSpreadsheet**
6. Place the **Quant_Table_General** cell in the base file.
7. Set active level to a **Sheet_Label_Qnty_Wt1**
8. In Excel navigate to the first linking tab
9. Select the Item column header and right click and select copy
10. In MicroStation navigate to **Edit > Paste Special > Linked Text To Design File**
11. Snap to the center of the + of the **+ Item (Wt=1)** text of the Quant_Table_General cell
12. Select **Change Text Attributes**
13. Set the display box as follows.



a.

14. Repeat steps 7-12 for the applicable columns in Excel making sure to change the Justification for each based on Justification needed for the cell. Copy and the **Quant_Table_General** cell and paste it at the location of each proposed table.



a.

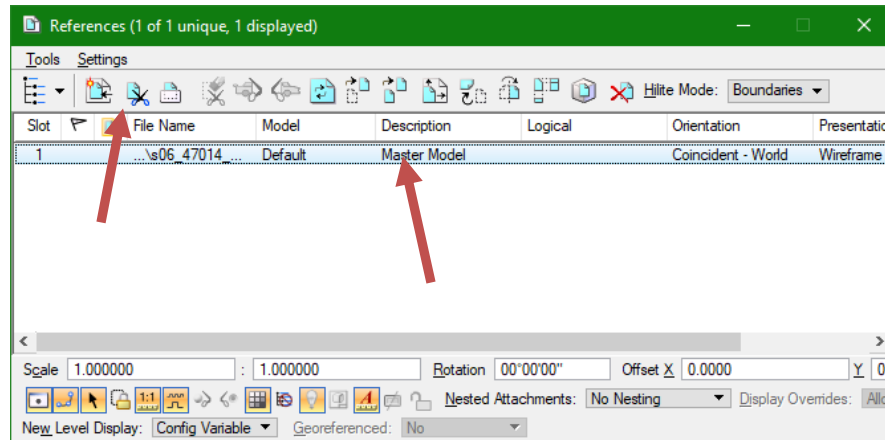
15. Set active level to a **Sheet_Label_Qnty_Clip_Pts~**
16. Copy and the **Quant_Table_General** cell and paste it at the location of each proposed table.
17. For each quantity block draw a rectangle around the quantities being sure to use the provided green snapping / clipping points.
- a. It is recommended to have the rectangle a few spaces higher on the “Lower-Right Sheet Clip”. This will allow for more pay items to be added and not need to adjust the size of the reference box.

Part 2: Reference Base File into Plan Sheet

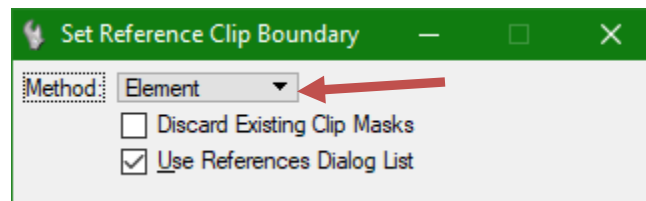
1. Open Plan Sheet File .dgn



2. Reference the Quantity Base File .dgn
3. Set the **Detail Scale** to the Quantity Base File's annotation scale.
4. In the reference dialog box select the Quantity Base File and select **Clip Reference**



5. In the **Set Reference Clip Boundary** dialog box set the Method to **Element** as shown



6. Select the rectangle that surrounds the quantity block needed in the reference file.
7. Data point to accept
8. Using the reference tools move the quantity block to the desired location on the plan sheet.



Technical Support

Please email any questions, issues or problems associated with this document to:

MDOT-EngineeringSupportTraining@Michigan.gov

Additional Design Services Help and Support can also be obtained through the following email resources:

MDOT-BridgeDesignSupport@Michigan.gov – For help with bridge design software, cells, levels, and workspace tools.

MDOT-Drainage-Utility@Michigan.gov – For help with GEOPAK Drainage, drainage cells and other subsurface utility modeling tools.

MDOT-CaddSupport@Michigan.gov – For help with cells, levels, line styles, dimensions, and other CADD and workspace tools.

MDOT-RoadwayModelingSupport@Michigan.gov – For help with roadway modeling, modeling templates, civil cells and workspace tools.

MDOT-Survey_Support@Michigan.gov – For help with survey data, workflows and processes.