

# **APPENDIX E**

## **Creating ROW 'H' Sheet Using Existing Plan Sheets**

## Guide to Creating ROW 'H' Sheets

Office of Right of Way, Right of Way Design Section Date: 3/18/08

### Copy the existing Design office project sheet files -----

1. Using Explorer, copy the 'D' & 'E' (if needed) plan sheets file, from the Design office subfolder, corresponding to the project.
2. Rename the D sheet file number to an 'H' sheet file number.  
(Example 90034059.D4 → 90034064.H4)

If a side road sheet is needed, they will be labeled as a 'HE' sheet. It may be necessary to use more or less 'H' or 'HE' sheets than are used for the 'D' and 'E' plan sheets. 'H' or 'HE' sheets are only needed when we need to show new acquisitions. The numbering of these sheets do not have to match the corresponding Design office sheet.

### Correcting the levels displayed -----

1. Open the renamed 'H' sheet file from the ROW folder.
2. Open the reference files dialog box (F1, or Settings → Levels → Display).
3. Turn on/off the various attachments by shutting off the display of those not needed.
4. Detach those attachments not needed.

*If you realize you need another attachment, **do not** attach the file as usual. The sheet border has been moved and needs preset parameters. Use the next 3 steps to reattach a reference file. If not needed, skip these steps.*

(Be sure the reference file to be copied is highlighted prior to choosing copy)

- a. Use the **copy** tool within the reference dialog Tools → Copy
  - b. Choose a data point of the highlighted reference file and accept.
  - c. Data snap to the exact same point and accept.
  - d. Use the Browse button, to point the reference path to the desired file for attachment.
5. Use the 4 above steps and make a copy of the (.row) file.
  6. Name the (.row) attachment **rowShape** & name the original **rowLine**.
  7. Turn on/off the appropriate levels from the list provided at the back of this manual.
  8. Once all levels are turned on/off, save settings.

### **Moving the Reference files -----**

Be sure the Axis lock is turned on for the next few steps. To turn this on either click on the 'lock' symbol in the lower right portion of the Microstation session OR go to the Settings drop down menu Settings → Lock → Axis.

In the next few steps you are moving all files on the sheet to show a full plan view, rather than the split plan/profile the D sheet showed. There is a diagram on the next page showing where the data points are to be done and with what snap mode to be used.

1. If not open already; open the reference dialog box (F1).
2. Highlight all files except the (.border) & (.cpn) file.

(See example #1 on page X to see the snap points)

3. In the reference dialog, choose the MOVE command (Tools → Move).
4. Snap to the intersection point of the centerline and the line forming the left side of the border and accept.
5. Using the Midpoint snap method, snap to the midpoint of the line forming the left side of the border and accept.

*DO NOT move the (border) sheet rather than the reference files. This will cause BATCHPLOT to work incorrectly and plot only a portion of the plan sheet.*

All selected files should have moved to the new position and the alignment should be centered in the plan sheet.

### **Clipping the Reference file boundaries -----**

Now all the files need to be re-clipped to show information in a full plan view.

1. If not already highlighted, select & highlight all files except the (border).
2. Place a fence from the upper right corner of the sheet border, to the lower left corner.

*Make sure to choose the lower corner of the plan view not of the plan sheet. The fence should not contain the name bar.*

3. In the reference dialog, choose Clip Boundary (Tools → Clip Boundary).
4. Click to accept or decline and redo steps 1-3 above, if needed.

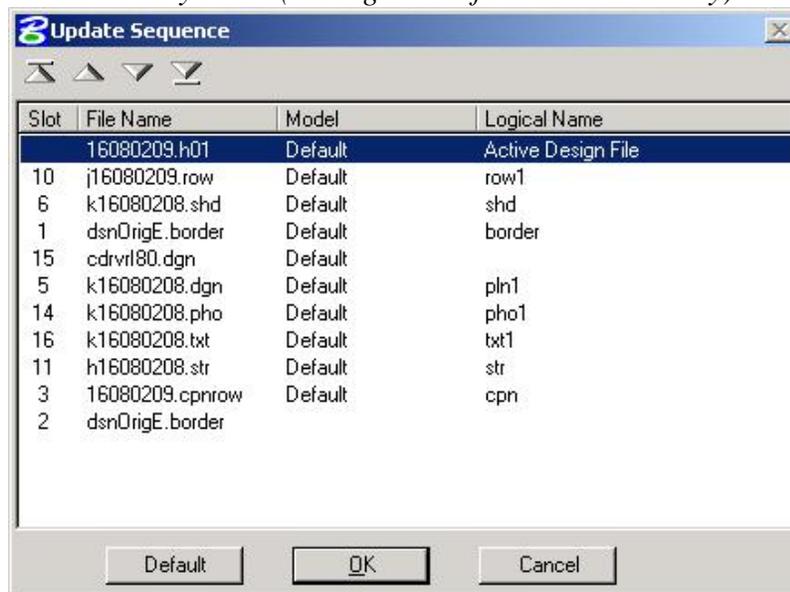
## Sequencing -----

In order for the line work to properly fall on top of the colored shapes, the reference files need to be re-sequenced. Use the following box for reference sequencing order.

1. (Reference dialog box: Settings → Update Sequence)

**RowShape** should be **FIRST**  
**(.SHD)** file should be **Second to Last**  
**RowLine** should be **Next to Last**  
**(Active Design)** file should be **Last**

*All other files can be in any order. (Dialog Box is for EXAMPLE only)*



## Additional notes -----

If all appropriate levels were turned on/off, the final plan sheet should look similar to example #2 on the next page.

Since these are created from the original Office of Design plan sheets, some info will still be centered tightly around the alignment.

1. If eastbound/westbound sheets are created, each sheet should be designated with a note block. (copied from an ref existing file)
2. Clip masking minor amounts of elements from other files is allowable as long as the masking is away from the ROW acquisition area.

3. Plan sheet note blocks should be added to direct the customer to the corresponding D, E, F, or K sheets if applicable. (See rowdsnNoteblocks) Each sheet will need to be numbered. The sheet number should already be live in the file, but it will need to be changed from the D(or E) to the H.

4. Use the Text editor tool and change each sheet number file within the ROW directory appropriately.

Examples: 90034069.D1 → 90034064.H  
 90034069.E1 → 90034064.HE

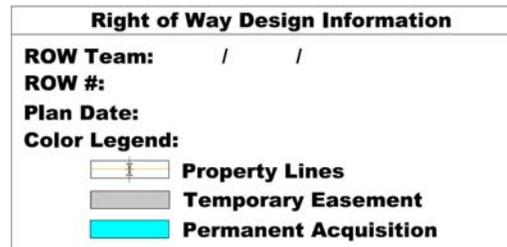
5. Place a Right of Way Information box in the lower right corner of each plan sheet.

It can be found in the rowdsnNoteblocks toolbox or rowdsn.cel. (Plan Sheet Legend)

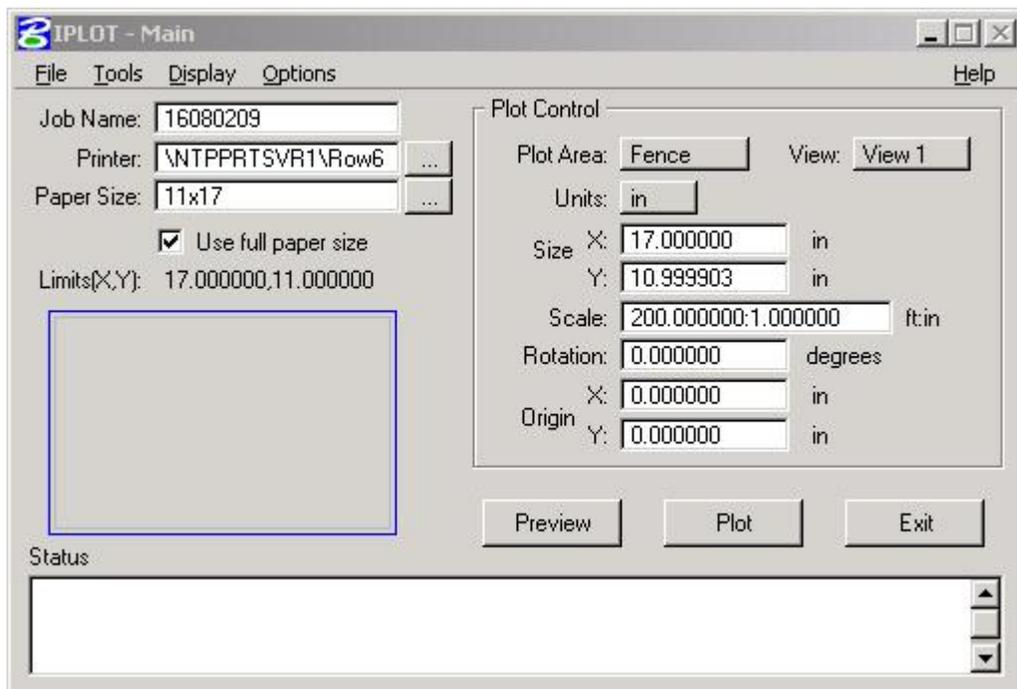
**Plotting-----**

To plot an H sheet use either **Batchplot** or **IPLLOT**.

1. When fencing the plan sheet, use the outer dotted box.
2. Click the 'Use Full Paper size' check box in the IPLLOT dialog.



When using IPLLOT use the parameters shown on the following page to set up a plot:  
**Note: The scale may be different**



In the above example, the scale is at 200. The Office of Design determines the scale. The H sheets **SHOULD NOT** be rescaled differently from the D sheets.

3. Use the following Set file: **rowDsnH.set**

In some cases, a project specific color table may need to be created if the proper levels and attributes were not utilized. If this is the case, contact ROW CADD support.

**When plotting the D sheets use the following set file: rowDsnPlan.set**

4. Click PLOT

Next, create a (.pdf) for ALL plan sheets.(A and H)

### **Printing Microstation Files to PDF Format**

The first step is to attach the plot queue that is used, instead of physical plotters where a paper copy would normally print out.

1. From your open windows session go to Start → Settings→ Printers

*Check to see if the following print queue is already attached. If it is, proceed to step 2 on the following page. If **NOT** continue.*

[\\NTPLTSVR2\RowDsnPDF](#)

- a. Attach the above print queue (just like attaching a plotter)
  - i. Click Add Printer →
  - ii. Choose Next on the 'Welcome to the Add Printer Wizard' dialog box
  - iii. Choose Network printer on the 'Local or Network Printer' dialog box
  - iv. Choose the **SECOND** option (*Type the name, or....*) on the 'Locate Your Printer' dialog box

2. To print a file to either pdf, use our standard **IPLOT** procedures.

- a. Fence your design like you normally would

*When creating a pdf file, fence the sheet using the actual lines of the border of the plan sheet.*

- b. Choose the proper Color table and Design Script (pen table)

*Be sure you choose Design script **NOT** MS Pen Table.*

3. Once all the parameters above are set properly, click on Print., the document, will come out at the RowDsnPDF folder location.

4. To copy the RowDsnPDF folder location, use Explorer to copy the shortcut to your desktop from the following path:  
*W:\Highway\ROW\ROWDesign\Automation\Shortcuts*

*Copying over the shortcut only needs to be done once, not after each plot session.*

5. Open the appropriate folder located on your desktop that you sent the 'plot' to.
6. The plotted file should be shown. It will have a portion of the project file name in followed by a few more random numbers and a (.pdf) extension.

**\*\*You can send multiple copies of the same sheet. They will not overwrite one another. The file name numbers will change with each submitted plot. \*\***

7. Copy the (.pdf) file to a desired location (i.e. Desktop, project folder, P-drive) – be sure if it to be utilized by others, not to copy to the Desktop  
The original location of the PDF is read-only. No user can modify, delete, rename, etc any file in the folder – It **MUST** be copied to another location
8. Rename the file using the proper naming convention+sheet no.  
*(Example: Sheet H01 would be named 90034064h01.sht)*

Follow the proper naming convention for the pdf and notify Office of Design and the District that they are complete.





Below is a chart showing which levels should be turned on to create a colored 'H' sheet. There may be less/more levels needed, but this list will be a good base to start from.

file/model name	Levels (ON)	
(.border)	51-53	(These are V7 level names – V8 names TBD)
(.dsn)	1,3,4,9,10,53,58,63	(These are V7 level names – V8 names TBD)
(.shd)	1,2,4,17,18	(These are V7 level names – V8 names TBD)
(.row)	DisPropLines rowdsnLineProposed rowdsnLineTE rowdsnLineFuture rowdsnHatchPE rowdsnNoteblockML rowdsnNoteblockTE rowdsnParcelML rowdsnStationML rowdsnStationMLTE rowdsnSymbolsExisting rowdsnSymbolsProposed rowdsnSymbolsPL	
(.row) rowshape	rowdsnShapeFeeTitle rowdsnShapeTE rowdsnShapePE	
(.str)	brgDimensionLines brgTextNormal NewStructure Prop_Grade RipRap	
(.pho)	1-5,9,18-20,23,28-31, 33,35,38,39,41,42	(These are V7 level names – V8 names TBD)
(.txt)	1,3,4	(These are V7 level names – V8 names TBD)
(.dis)	DisLotLines DisRowExist DisSecLines	

Here are a few items to double check in doing H sheets

**Colors** –Light blue for all permanent acquisition, Wheat for all temporary acquisition and orange for property lines. Ownership names will be black. We will not differentiate between types of acquisition with differing colors or shades. *Use the proper color table*

**New Lanes** – The new construction lanes will be shaded gray, when the shape has been created by the Office of Design

**Centerline Geometrics** - Turn off curve & spiral information (CS, PI, PC etc.). Need to retain BOP and EOP stationing.

**Equations** - Turn off equation stationing.

**Profile** - Profile portion is to be removed. A note block will be placed to refer to the corresponding profile

**Subdue Photogrammetry File** - We will consider this. May be done by Office of Design. In our consideration we need to verify that the photo information is still readable.

**References to Other Sheets** - We will leave these on and add our notes when needed

**Utilities** - We will leave these levels on.

**Labeling of Buildings** – We will leave level on

**Culvert info-** Structure information will remain on