

---

# Calculation Files

Design Manual  
Chapter 20  
Project Automation  
Information

Originally Issued: 01-14-10  
Revised: 01-31-19

---

This section provides guidance for using the Calculation Files (Calc File) program, which is used with Microsoft Excel to create roadway Design plan sheets with attached tabulations. The Calc File program allows for quantity calculations to be accomplished and stored within the same file used for the final printing of the sheets. This procedure eliminates the need to import graphic tabulation forms and Excel file text data into MicroStation files. The Calc File procedure also produces a permanent record of quantity calculations stored within the same file used for producing the final plan “print” sheets. The following instructional videos will assist in setting up and using the Calc Files.

## For External Designers Only

### Downloading and Extracting Support Files

Part 1: Downloading and Extracting Support Files.

Play video: [Downloading and Extracting Support Files](#)

Part 2: Updating Source Files.

Play video: [Updating Source Files](#)

## For All Designers

### Creating New Data Entry Sheets

Part 1: File Selection and Project Information.

Play video: [File Selection and Project Information](#)

### Adding Data Entry Sheets

Part 1: Adding and Removing DE Sheets.

Play video: [Excel Calcfiles Add RemoveDESheets](#)

Part 2: Add-Ins Ribbon Explanation.

Play video: [Add-Ins Ribbon Explanation](#)

### Importing and Exporting Data Entry Sheets

Part 1: Exporting Data Entry Sheets. This will allow multiple users to work on a calculation file.

Play video: [Excel Calcfiles ExportDESheets](#)

Part 2: Importing Data Entry Sheets. This tool can also be used to import non-data entry sheets.

Play video: [Excel Calcfiles ImportDESheets](#)

## Tabulation Modification

Part 1: This video explains what is contained in the Data Block and how to modify.

Play video: [ModifyingTabs\\_Part1\\_DataBlock](#)

Part 2: This video explains what is contained in the column formatting area and how to modify.

Play video: [ModifyingTabs\\_Part2\\_ColumnFormatting](#)

Part 3: This video explains what the column colors mean and how to modify.

Play video: [ModifyingTabs\\_Part3\\_ColumnColors](#)

Part 4: This video explains the process of adding tab columns and helpful notes.

Play video: [ModifyingTabs\\_Part4\\_InsertingColumns](#)

Part 5: Data Entry Sheets – Formatting Guidelines. Section [70A-10](#) further explains how to edit and format new or existing data entry sheets.

## Printing

Part 1: Adding Tabulations to your Print sheet.

Play video: [Excel\\_Calcfiles\\_Sheeting](#)

Part 2: Adding print sheets.

Play video: [Excel\\_Calcfiles\\_AddingPrintSheet](#)

Part 3: Numbering and Printing.

Play video: [Sheet Numbering and Printing](#)

# Chronology of Changes to Design Manual Section:

## 020J-061 Calculation Files

- |           |  |
|-----------|--|
| 1/31/2019 | Revised<br>Corrected broken hyperlinks. Updated logo and revised overall formatting.   |
| 3/23/2011 | Revised<br>Added additional videos and re-organized layout accordingly.                |
| 6/15/2010 | Revised<br>Add link under Tabulation Modification to new Design Manual 70A-010.        |
| 4/15/2010 | Revised<br>Adding new movies for tab modification and rearranged the order in one spot |
| 1/14/2010 | NEW<br>Guide designers through the use of the calc files.                              |