

Creating Row Files From Start to Finish

Office of Right of Way, Right of Way Design Section 11-28-06

Part 1—Project directories

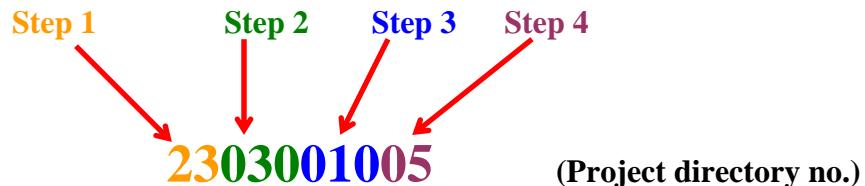
The following steps are for creating a workable row project folder with the appropriate files needed to complete the CADD work for a project. Be sure that you are working in the correct project directory. Some directories may be very similar.

If the directory has not been created for the project, contact your support person and he/she will submit a directory request.

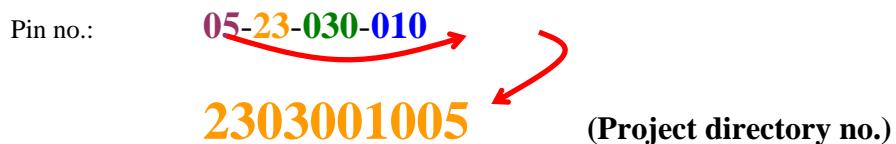
Below is an explanation of the how the correct project directory can be determined by using the project number and PIN number. In the example below, when referring to the third number, it refers to the third **digit**. Since there are sets of numbers contained in the PIN number, referring to each digit may be easier than referring to numbers.

Project no.: **NHSX-30-9(123)—3H-23**
Pin no.: **05-23-030-010**

1. The first 2 digits of the project directory correspond to the county number.
Clinton - 23
2. The next 3 digits of the project directory correspond to the route or highway number. The route number is the first number of the project number.
hwy 30 - 030
3. The next 3 digits of the project number correspond to the last 3 (8 thru 10) digits of the PIN number.
Ex. 030
4. The last 2 digits of the project number correspond to the first 2 digits of the PIN number. This number is also the year the project was established in corridor development.



You can also figure out the project directory number by looking at the pin number only. Take the first 2 digits of the PIN number and put them at the end of the remaining PIN number. This is the project directory number.



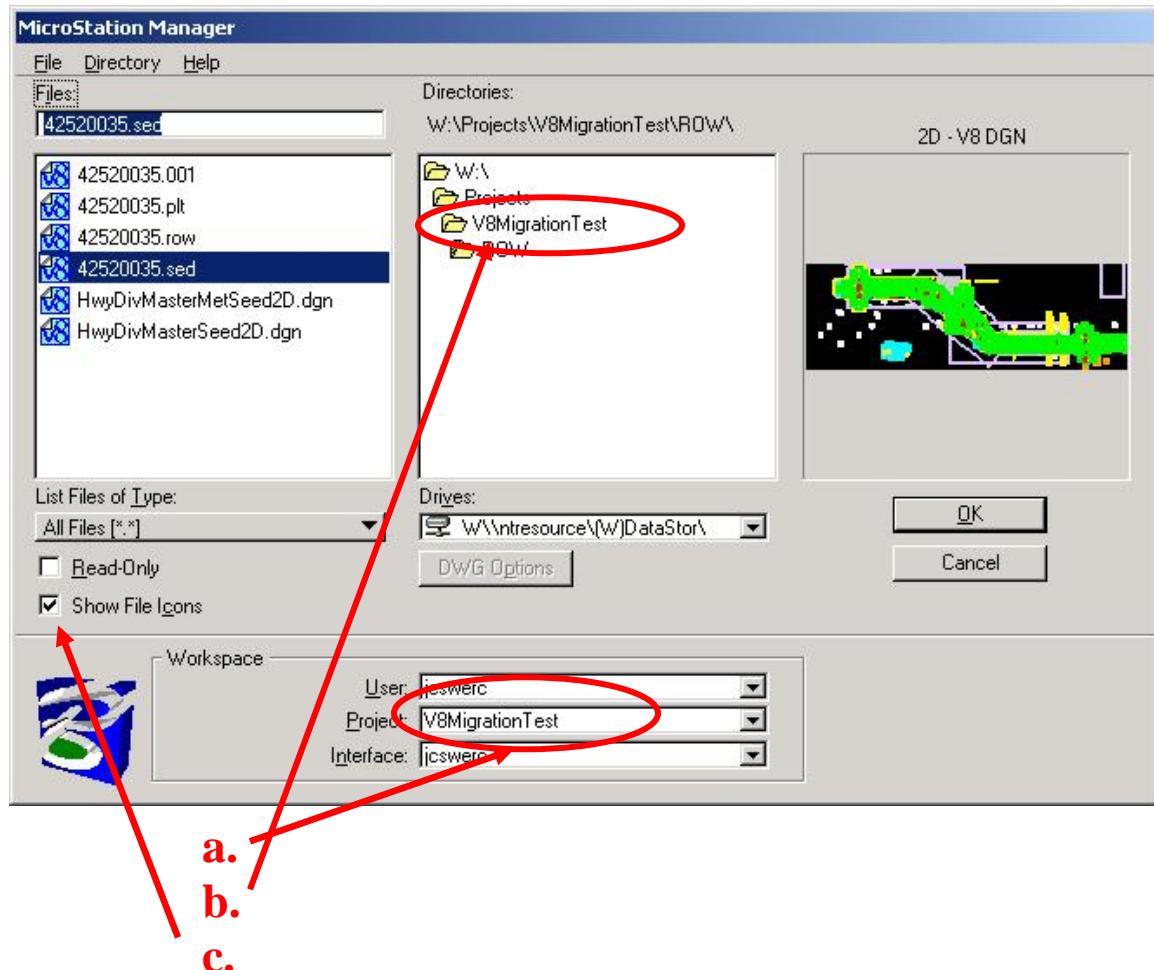
Once a directory has been created, you are ready to add the necessary files to the row folder located under each project directory.

Part 2 – Creating the appropriate working files

The first step in setting up the working files is to find the working units used by the other offices (pho, dgn, etc.) so that the files have the same working units

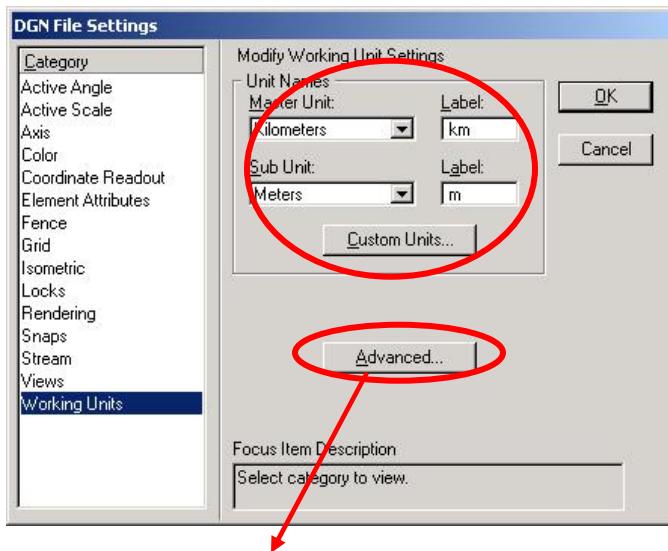
In V8 the working units do not have to be the same in order for the file to line up. But it is still VERY important to use consistent working units. Be sure to check the working units (and resolution!!) of the files built prior to ROW's (pho is a good one to use). **See step 5 below on how to check resolution But it also means the working units can be switched around throughout the construction period and no element changes take place. Basically the user needs to know if it is an English or Metric file. All offices have agreed on these 2 types.**

1. Load Microstation and set the project directory as well as the working directory. (see diagram below)
 - a. Set your working directory, using the instructions in Part 1
 - b. Choose the proper project directory
 - c. Make sure this box is always checked



2. Under the proper working directory, navigate to the **PHOTO** folder
3. Open the **0000000.pho** file and the **"TOPO_0100"** model

4. Along the top menu bar go to the **Settings: Design File**
5. In the Design File Settings dialog box, click **working units** in the window on the left side, located at the bottom of the list



Be sure to check the RESOLUTION, by clicking the “Advanced” button. AN ALERT DIALOG BOX IS NORMAL This will show you the exact units that you must match to in order for the files to work properly. Check the resolution in both the PHO & DSN files then choose the proper ROW file.

*This will either show what is above or in the case of an English file,
si(US survey inches) and sf(US Survey feet)*

6. Using Explorer navigate to the ROW seed files located:
W:\|DOTCadd\ROWDesign\seedfiles
7. Highlight the appropriate seed files as shown in the list below

Needed seed files	Model choices
p&s.dgn	English plt borders Metric plt borders
row.dgn (copy twice)	ROW Layout (eng.)-default ROW Layout (met.) Metric P and S Seed file English P and S Seed file

8. Using Explorer *copy* the appropriate seed files into the correct ROW folder
9. Rename each of the seed files to the appropriate number-name as shown below

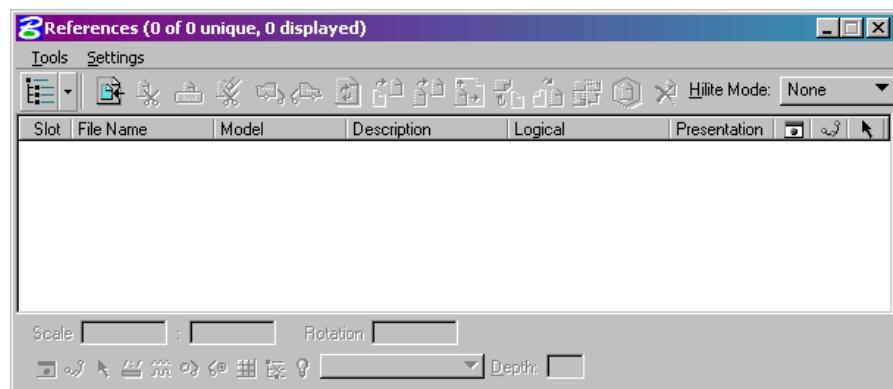
Please note that the letter office designator is no longer used

Seed file/ model name	re-name
p&s.dgn (default model)	0000000.plt
row.dgn (layout model)	0000000.row
row.dgn (P and S seed)	0000000.sed

Keep your session of Explorer Open for future use

Part 3 -- Setting up the plat & summary seed files

1. Open up the **plt** file in Microstation and open the appropriate model. At this time someone needs to enter the appropriate county and project number at the bottom of the plat sheet. Also fill in the data field information pertaining to the project number and county.
2. Close the **plt** file and open the **sed** file and appropriate **model** in Microstation.
3. Open reference file dialog box: Press (**F1**) or go to **File: Reference**



Make sure ALL files are DETACHED before re-attaching any new files(see above)

4. Attach the below files, (enter a description & logical name if you choose)

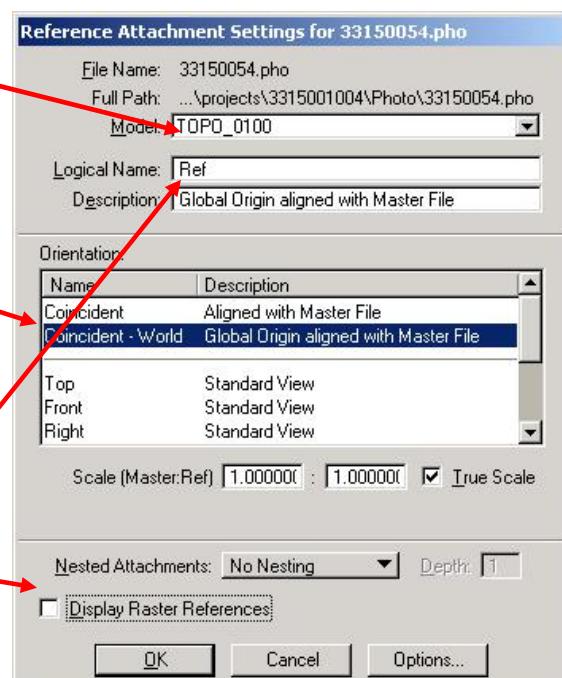
Example:	Logical name	File name
	design	42520035.dsn - located in the Design folder
	photo	42520035.pho - located in the Photo folder
	ex.row	42520035.dis - located in the DistrictROW folder
	prop.row	42520035.row - located in the Row folder
	plt	42520035.plt - located in the Row folder

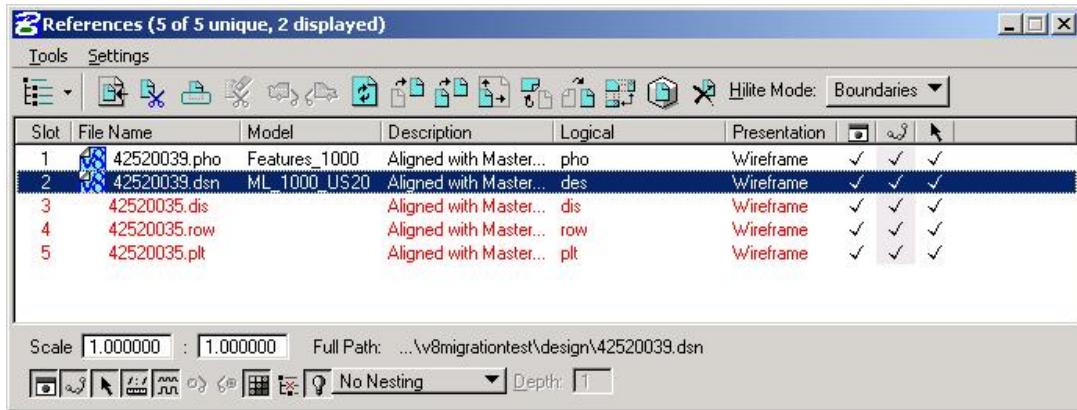
*By default when referencing a file, the default model will be chosen, but if a different model is needed for attachment merely toggle through the choices
(See example to the right)*

Always be sure the
Coincident – World
(Global Origin aligned) is
highlighted

You also can add a logical name, but
now in V8 you can see the file name
as part of the dialog. The user can
now determine this.

Be sure this is toggled OFF





5. Attach each of the needed reference files as shown on the previous page, step 4
6. Once all files are attached **fit view** from the view border tool palette



If nothing appears, turn on line weights, and refresh screen.

Steps 7-12 below are to simplify each parcel file. If those steps are skipped, proceed to step 13

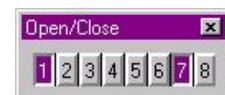
7. Toggle on another Microstation window



If you already have a window dialog box docked along the top of your screen, skip to step 12

8. From the menu bar along the top of the screen select the following:
Window: Dialog:

Dock the dialog box along the top of your screen



9. Again, from the menu bar along the top of the screen, select the following:
Window: Tile:

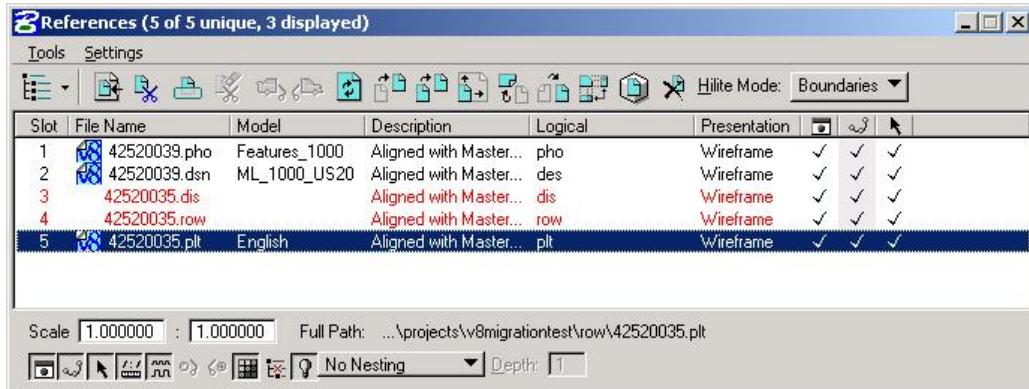
10. In one of the windows use the Window Area tool from the **View Border** tool palette to zoom into the plt file.



11. Now do the same step in the OTHER window now zooming in only on the other files.

Now one view should contain the plt file only, and the other view contains the other file.

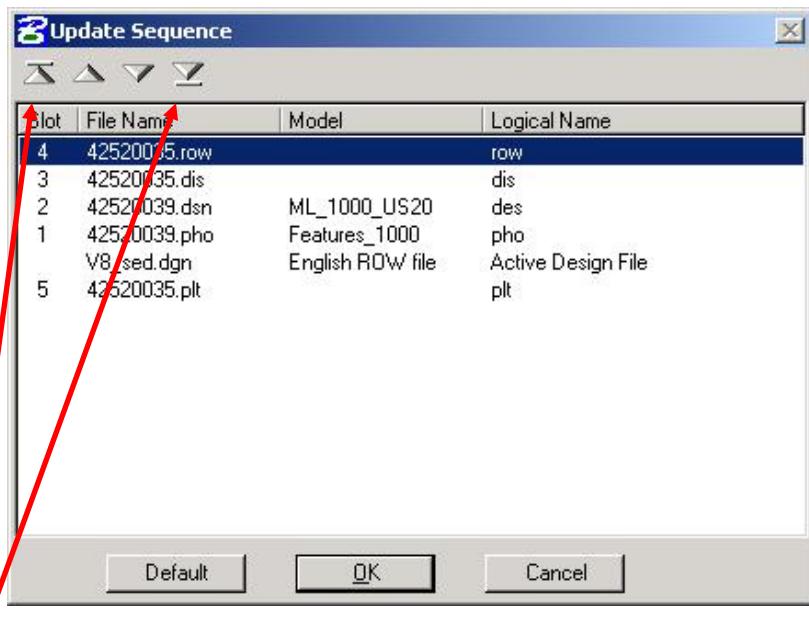
12. Now simply move the **plt** file so that it is in close proximity with the other files.



- a. Highlight the **plt** file
- b. In the reference file dialog box go to: **Tools: Move:**
- c. Click once on the view containing the **plt** file, then click on the other view. If this works the view with the **plt** file should go blank when the file is moved
- d. Use the **fit view** from the view border tool palette and click on **view 1**

There is no "correct" location for the plt file. Steps 7-12 above are to simplify each parcel file. Like mentioned earlier, those steps can be skipped

13. Within the reference dialog box choose **Settings: Update Sequence**



Step 14 and the above dialog box are used if any files were detached and re-attached. It shows the correct sequencing for the reference files.

14. Using the 2 outer arrows rearrange the reference files as shown above then choose OK
15. Once you are satisfied you should save settings:
Menu Bar: **File:** **Save Settings:**
16. Close Microstation and open the already opened session of **Explorer** or find the project directory for the project.
17. Copy the seed file the appropriate number of times to match parcels needed.
17. Rename each copy with the appropriate parcel number extension.

Ex. **29099033.001 (parcel # 1)**
29099033.001a (parcel # 1A)

Always use a 3-digit number or a 3-digit number followed by any lettered parcels when needed. This will help the files to show in consecutive order when seen in explorer.

Be sure to ALWAYS keep the original (.sed) file for future parcel creating.

Now that these steps are complete the user can continue on to the **manual p&s.doc** and create plat and summary files