# Editing Title Block information on TSL Sheets and Printing Sheets

These instructions were created with:

**OpenRoads Designer CONNECT Edition - 2020 Release 3 Update 9 - Version 10.09.00.91**

When using the Sheet Models in the Iowa DOT Bridge Bureau seed files, the Title Block and sheet border have text fields that are set up to work with the **IaDOT_WS.dgnws** Sheet Index file. This file is in the **ProjectResources\Workset** folder of every Bridge Project Directory. The IaDOT_WS.dgnws Sheet Index file is specific to each WorkArea that it resides in. The Sheet Models are added to the Sheet Index to autofill the text fields. Access the Sheet Index thru the Project Explorer. The Sheet Index can only be edited by one user at a time.
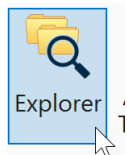
Project Explorer displays the Sheet Index as shown below.
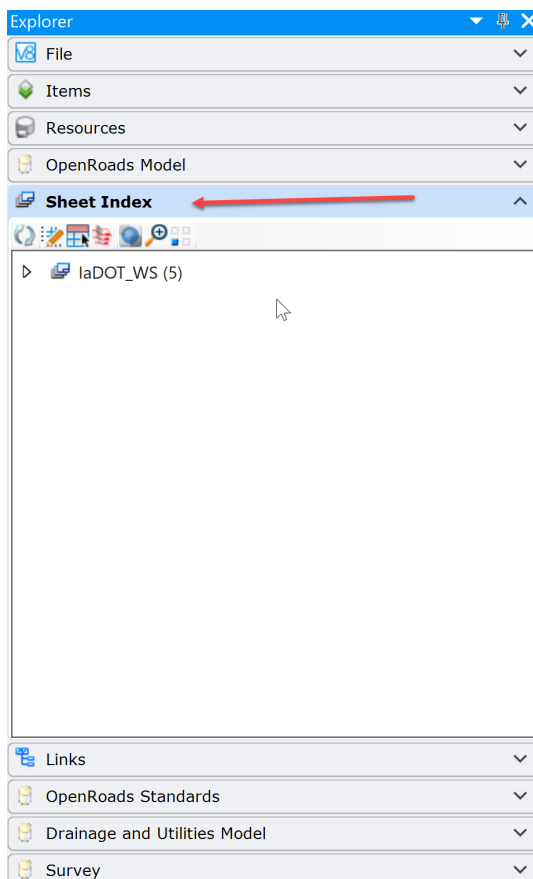
Next, open the Sheet Index for editing. Click on the Open Sheet Index for Edit ![icon] button.
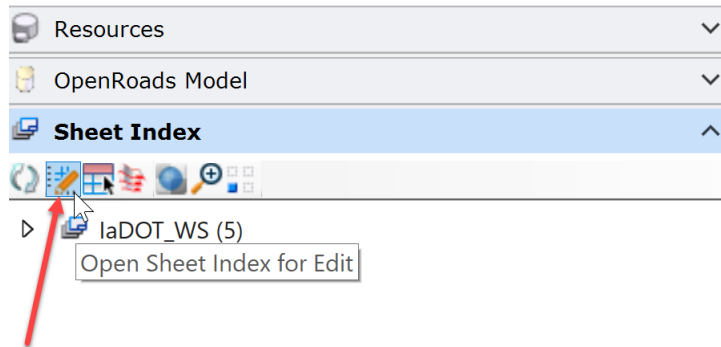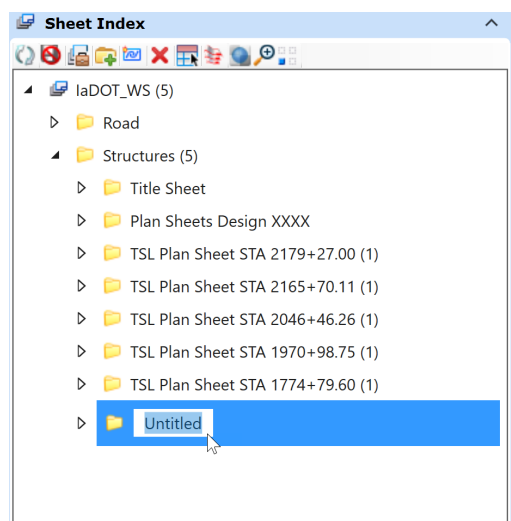

Add the folders that the sheets will reside in. Typically, the process is to create a folder for each Structure Design Number.

Note: At this stage the design number may not be known for each structure, so name it something specific to the structure. Once the design number has been assigned then rename the folder. This example will use the Design Station of the structure. To add a folder, click on the structures folder so that it is highlighted and click on the create folder ![icon] button.
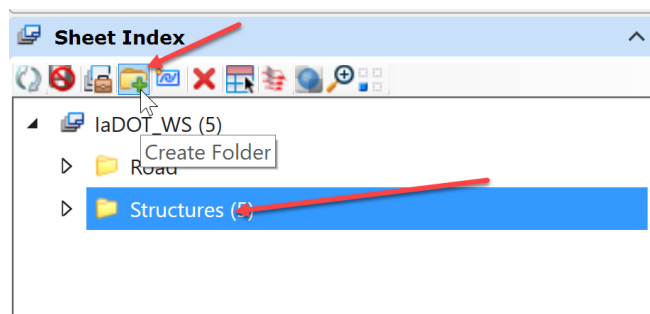

The folder will be added and named Untitled. To rename the Untitled folder, either right click and select Rename or edit it in the folder properties. Rename it the Design Number or the Station of the structure.

Once the folder is created for the design then add the sheets to it. Select the folder that the sheet will reside in and click on the Add Sheet button.
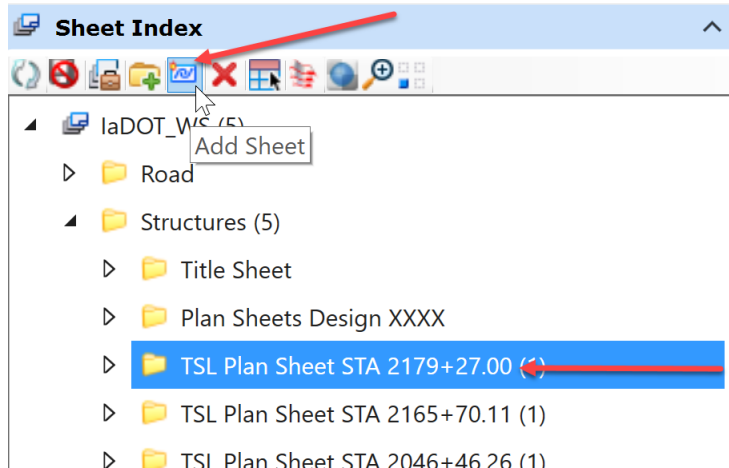

The Add Sheet dialog box will open. Browse to and select the DGN file the sheet is in thru the Select tab.
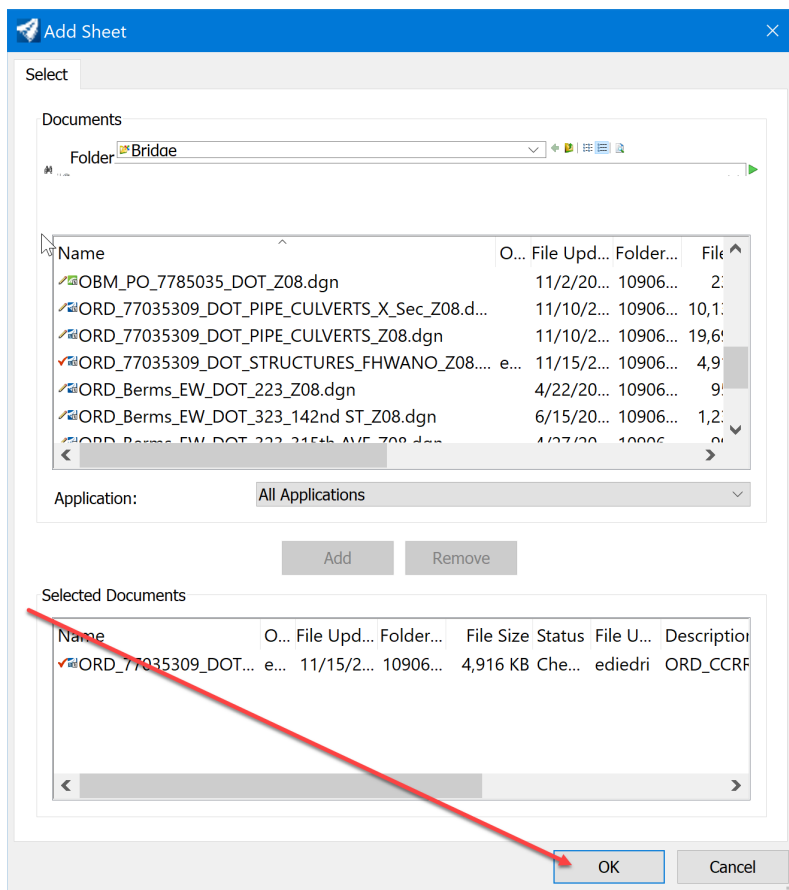

Click the Add button.

Click the OK button.

The list of available sheets will display. Select the sheet that will reside in this folder. The Add Sheet list will only show Sheet Models that are not part of any Sheet Index. A Sheet Model is only allowed to be assigned to one Sheet Index, not multiple indexes.
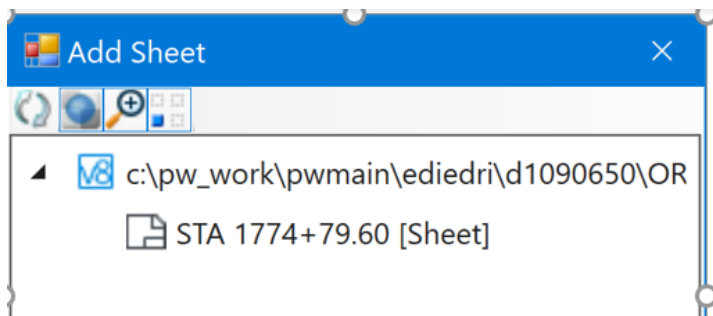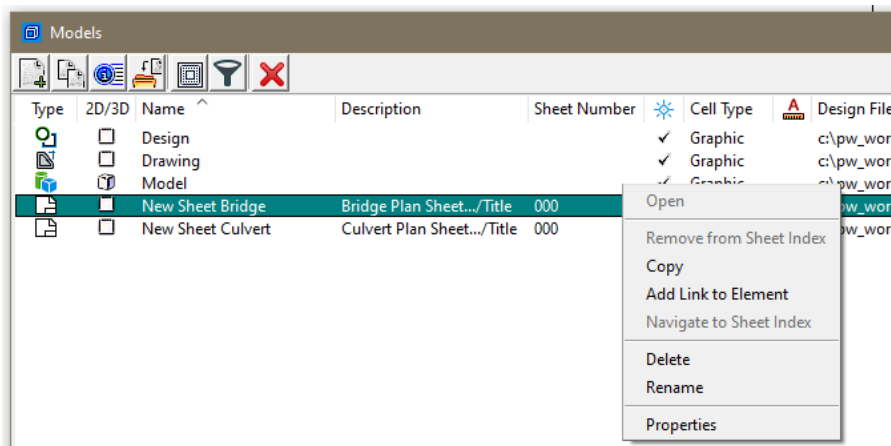

In the Properties of the Sheet Model it will show if the sheet is part of a Sheet Index or not.
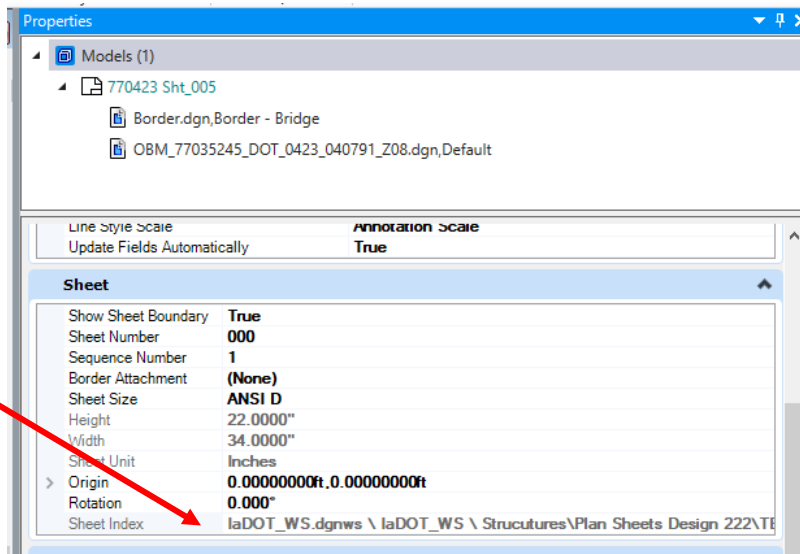
Example below is showing the Sheet Model is Not in a Sheet Index.
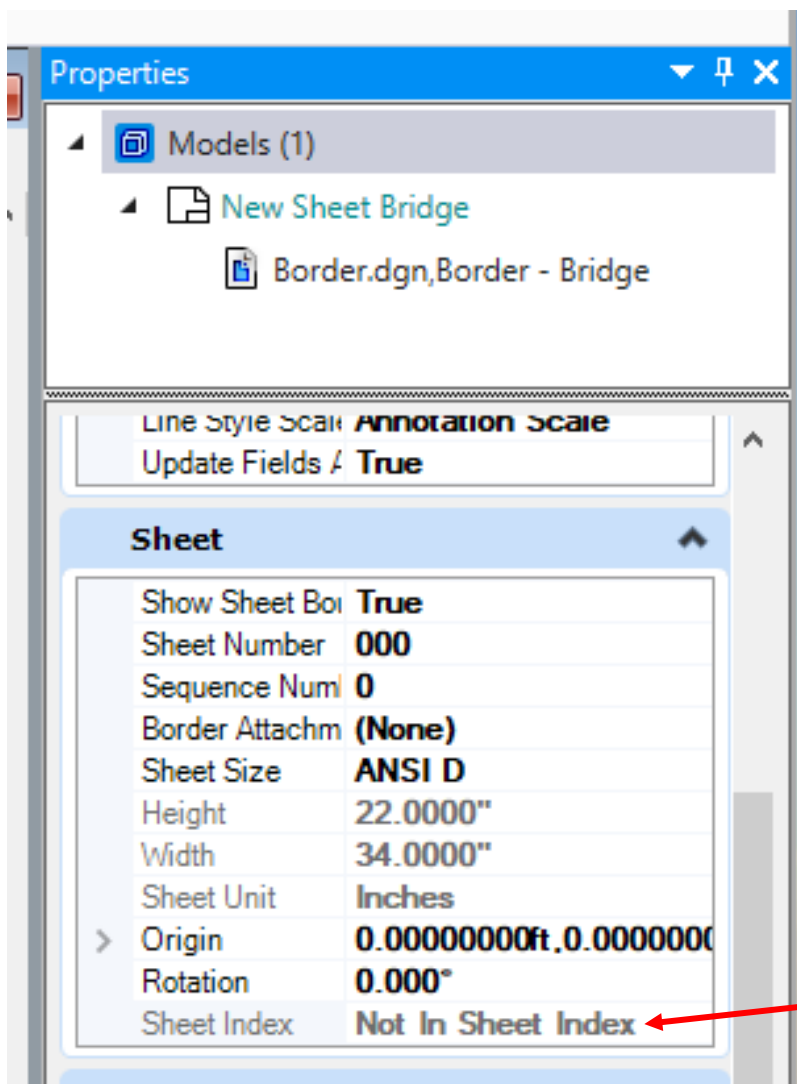
If the Sheet Model was in a Sheet Index then the Remove from Sheet Index option would be selectable.
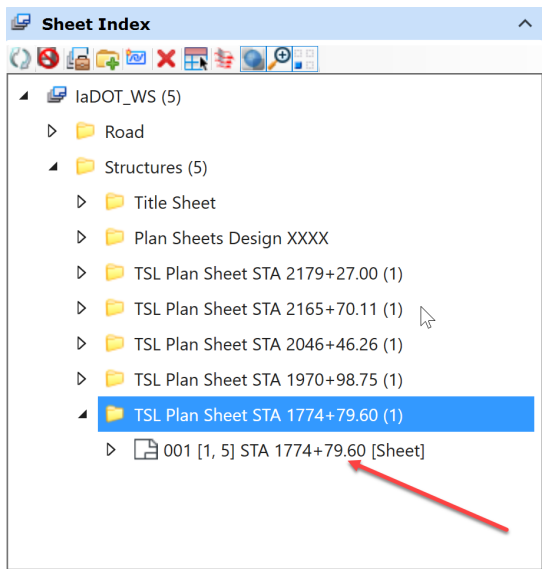

The image below shows the Sheet Model is in a Sheet Index.

Right clicking on the Sheet Model it can be removed from the Sheet Index, if desired. Sheet Models may also be removed from the Sheet Index through the Sheet Index Explorer.
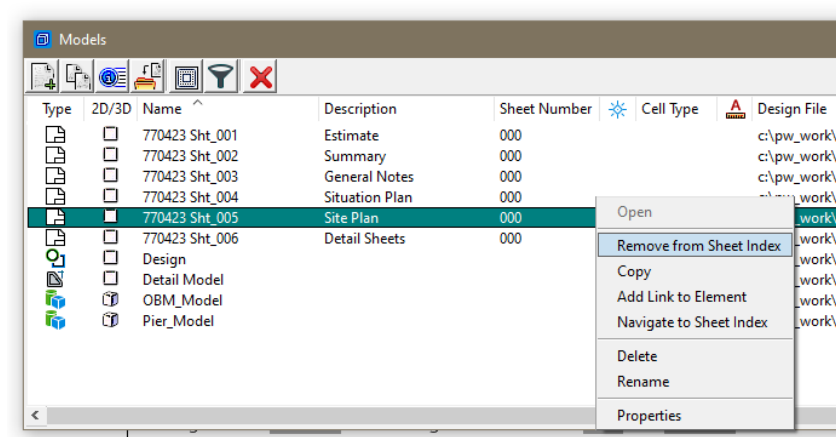
The sheet will appear in the index as shown below.

Next, set the Index Properties at the index level. Click on the **IaDOT_WS** in the Sheet Index Explorer so that it is highlighted and open the Properties. Set the Bridge File Number, County, Letting Date, PIN Number and Project Number. Completing these values will fill out the corresponding text fields in the Border and Title Block of the plan sheet, as well as the corresponding text fields on the Title Sheet.

The 3 Project Location Lines and 3 ROW Project Number lines are used to populate text fields on the Title Sheet. The Index Properties will set these fields in **all** the sheets in this index.
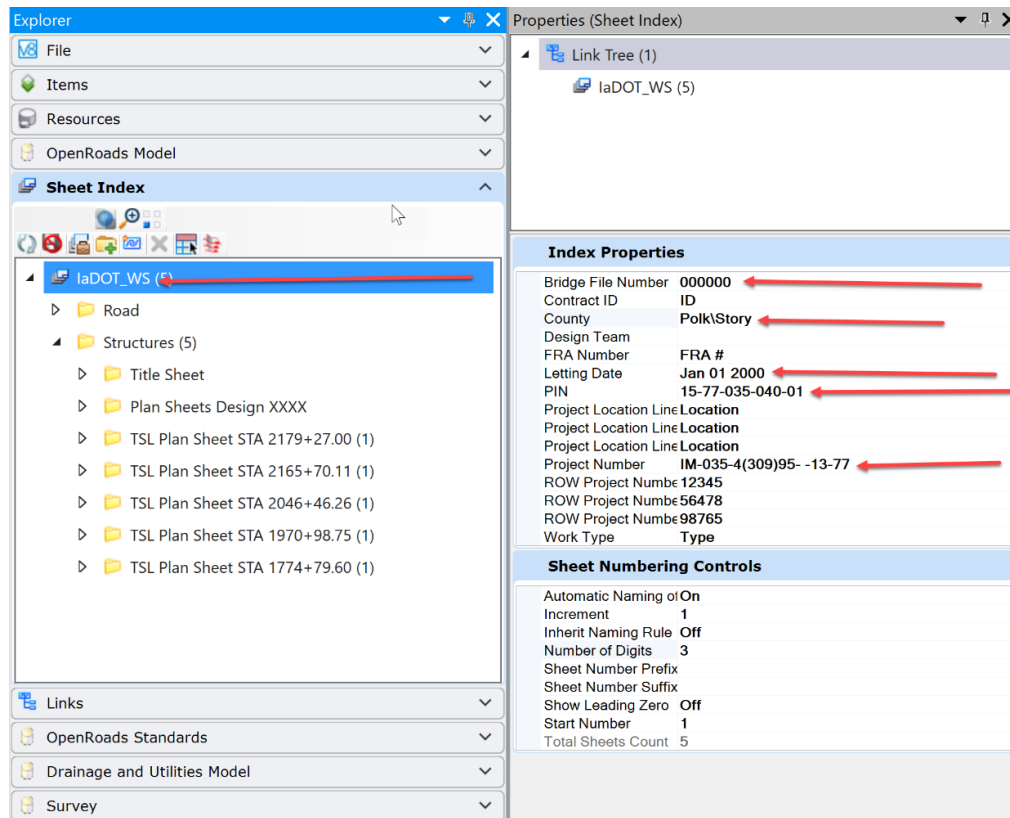
Next, set the text fields that are design number specific for each structure. Select the folder created earlier for each structure in Project Explorer so that it is highlighted and open the Folder Properties.
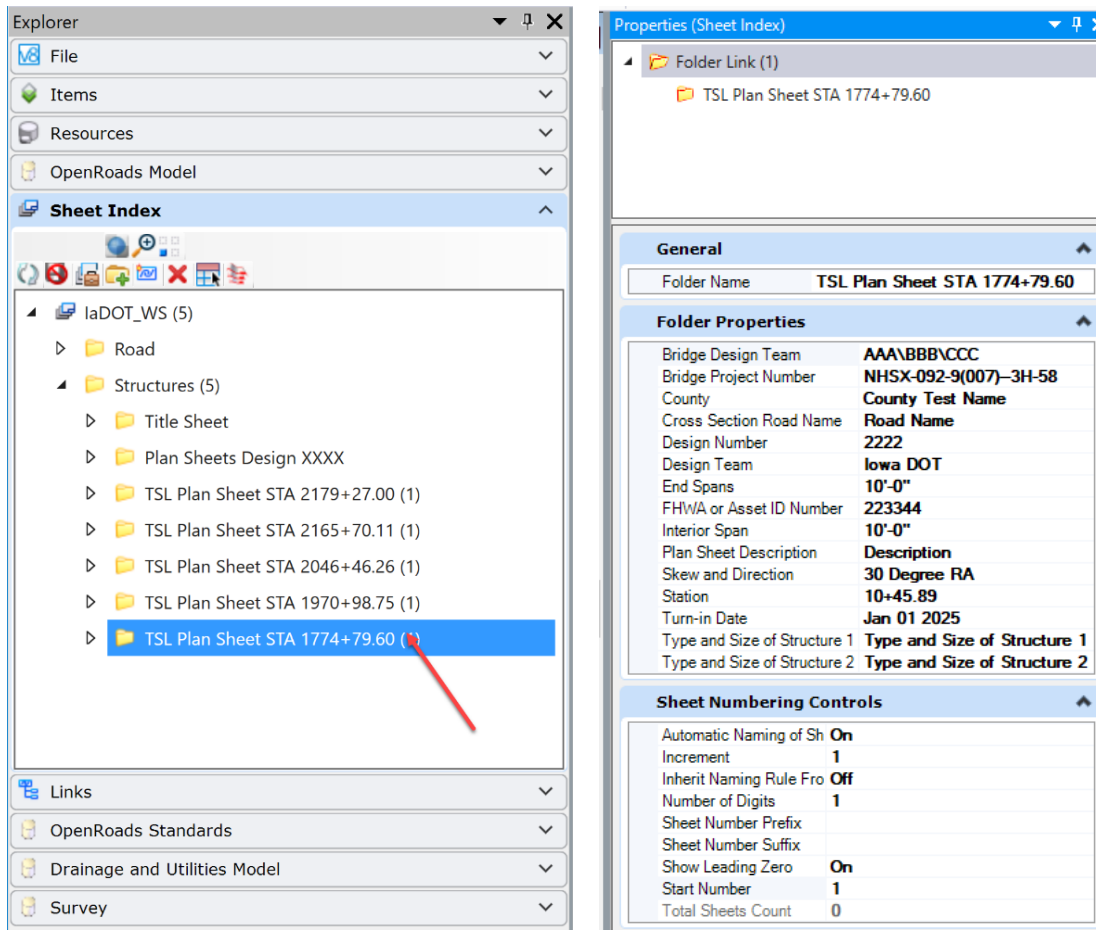
Edit the following Folder Properties:
- Bridge Design Team
- Bridge Project Number
- County
- Cross Section Road Name
- Design Number
- Design Team - Use Iowa DOT or Consultant Name
- End Spans and Interior Span - Culvert sheets will not use the Span fields.
- FHWA or Asset ID Number
- Skew and Direction (e.g. 30 Degree RA)
- Station of structure
- Turn-in Date
- Type and Size of Structure - There are two fields for Type and Size of Structure.

Some of the text fields may not be used on every sheet.

Completing these properties will fill out the corresponding text fields in the Title Block on each sheet that resides in this folder. Each folder must be edited for the specific information that applies to each structure.

The Plan Sheet Title Block below shows all text fields.

The **Plan Sheet Description** and **Design Sheet No.** text fields are linked to the model properties of the sheet model.
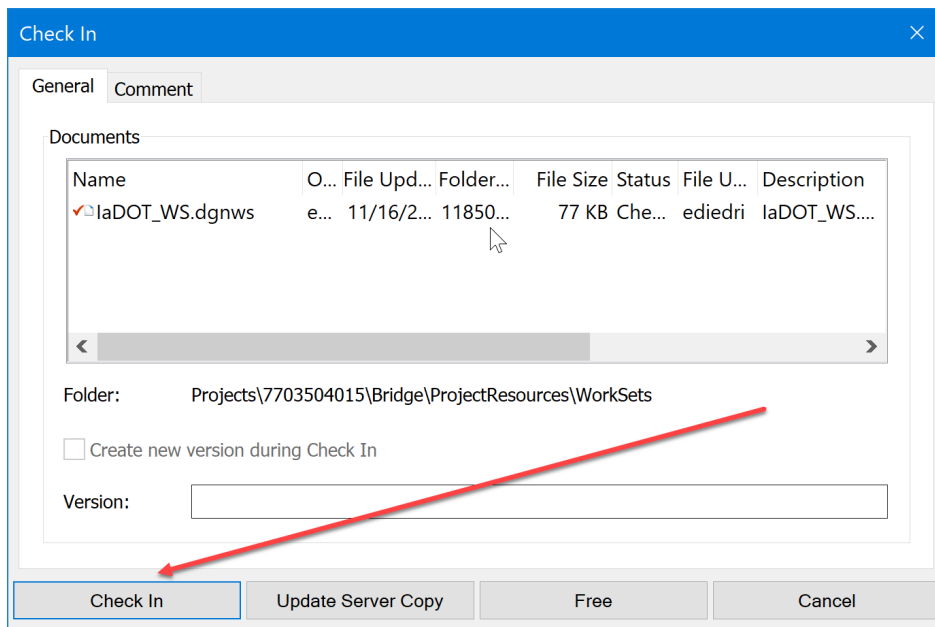

All other text fields in the Title Block are linked to the Sheet Index Folder Properties.

Once this information is set, stop editing of the Sheet Index. Click on the Make Sheet Index Read Only icon in Project Explorer. The Sheet Index can only be edited by one user at a time.
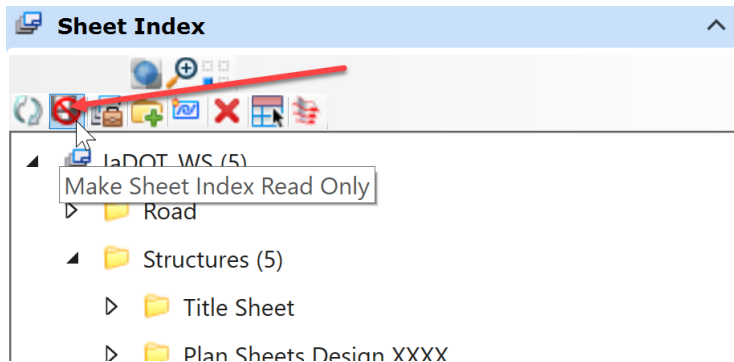

ProjectWise will notify the user to Check In the index. Click on the Check In button.

Next, set the Sheet Title and Design Sheet Number by opening the Models dialog box to set these two text fields that are configured to read the model properties. The Sheet Title is reading the sheet model Description.

For this example, it is a Situation Plan sheet, and the Design Sheet No. is sheet 1.
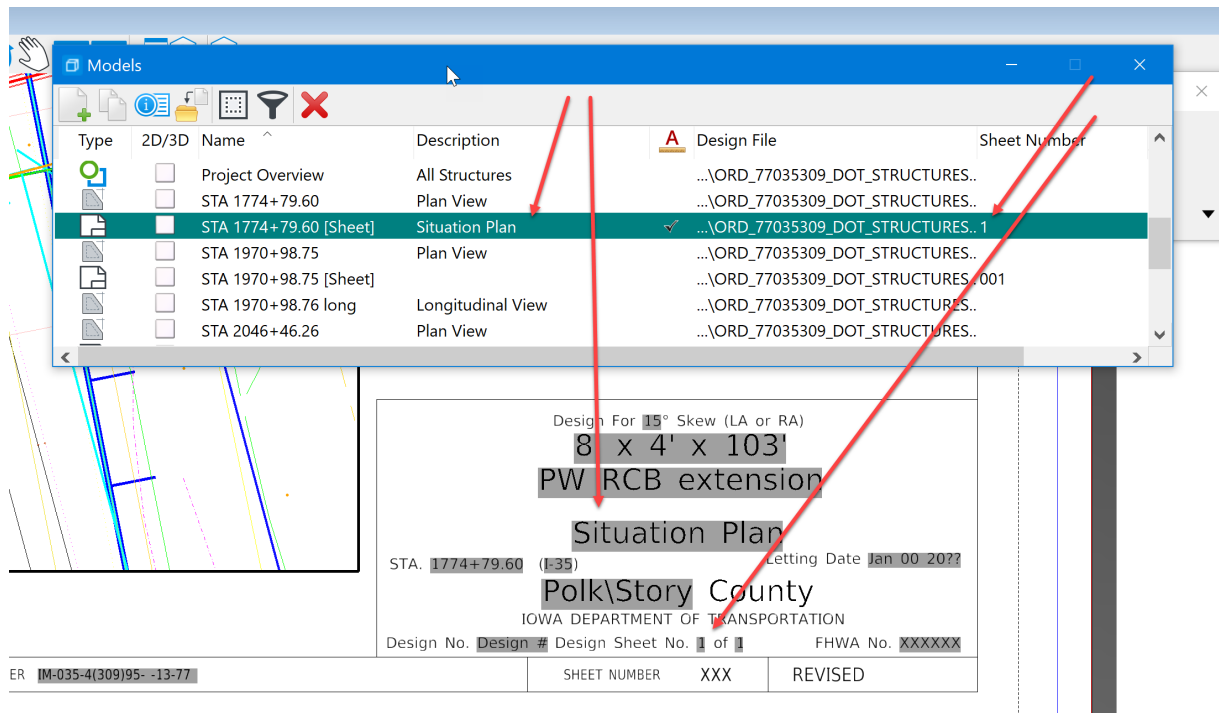
Note: If all the values that are entered are not reflecting the same data on the sheet, use the Update All Fields tool. This will reread all the assigned text fields.
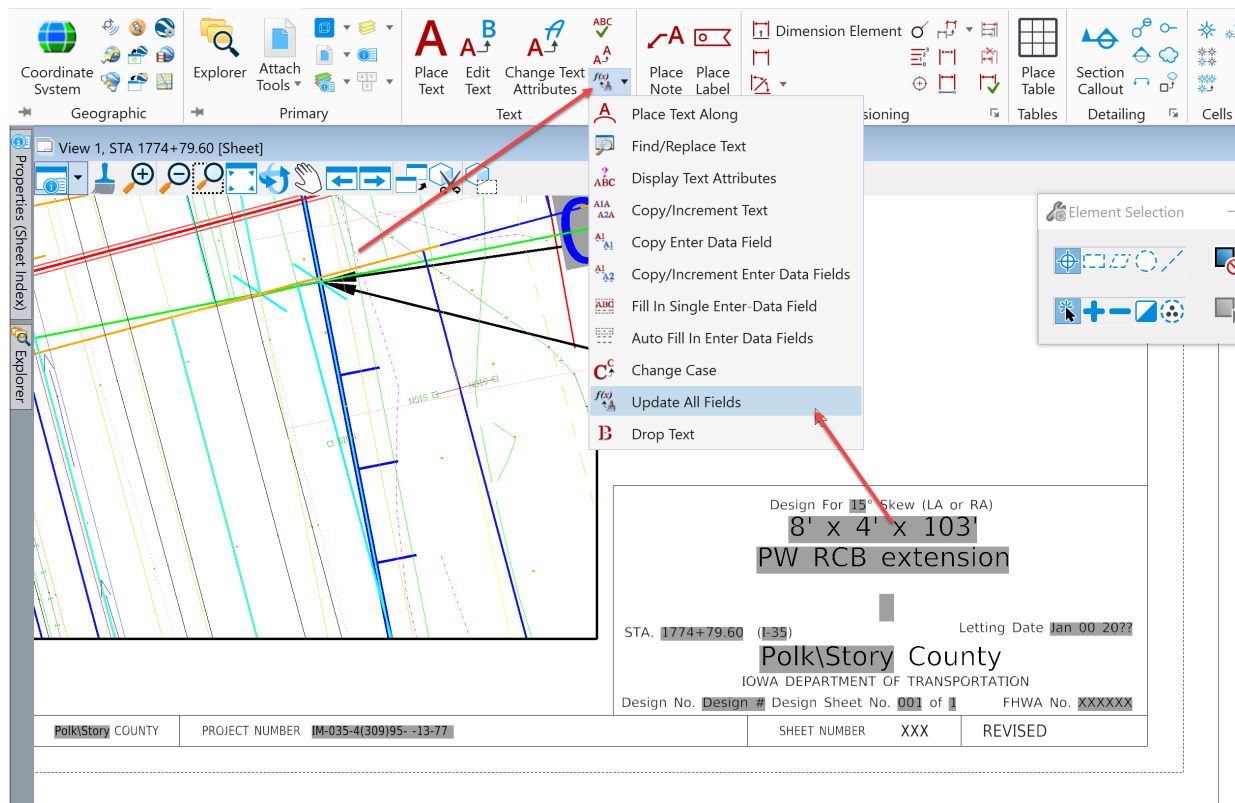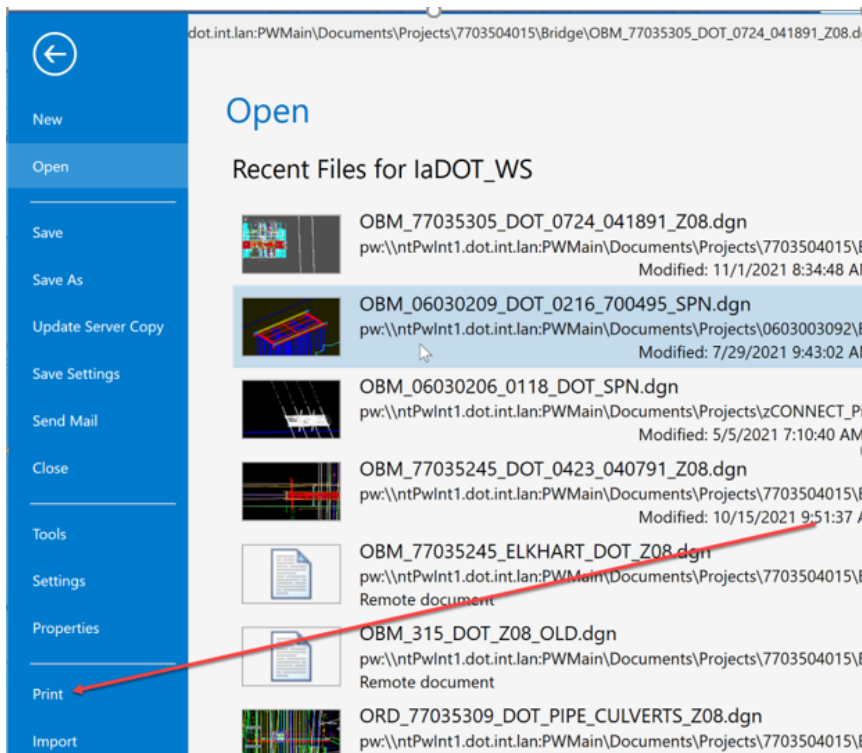
To print the TS&L sheet, use the Print Organizer. To access this tool thru the backstage, click on the **File** menu in the file the sheets are in.
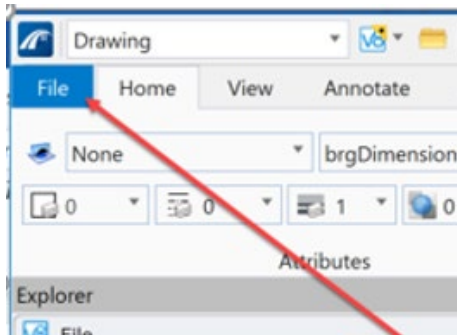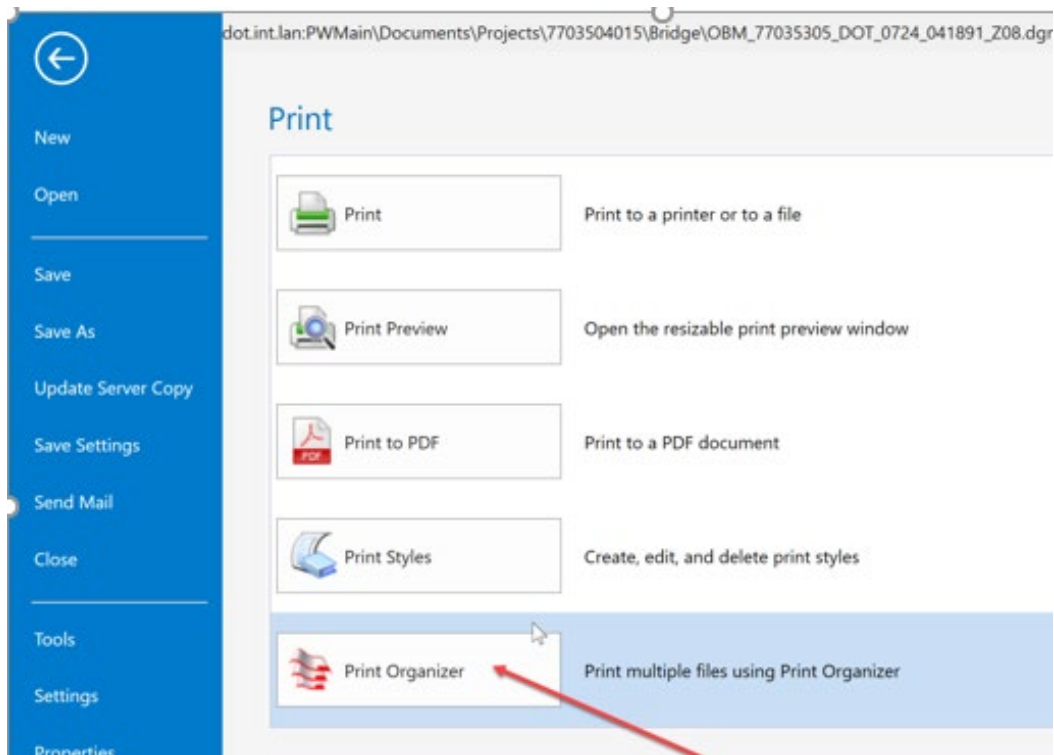

The Print Organizer may also be accessed through the Sheet Index which will be covered in a future document.
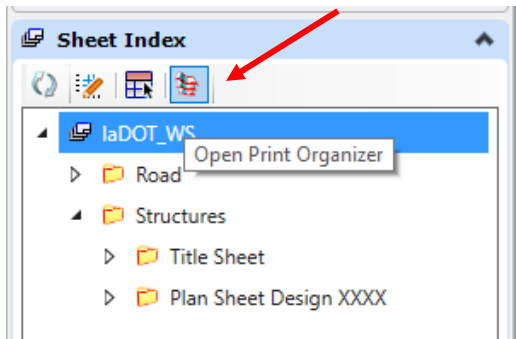
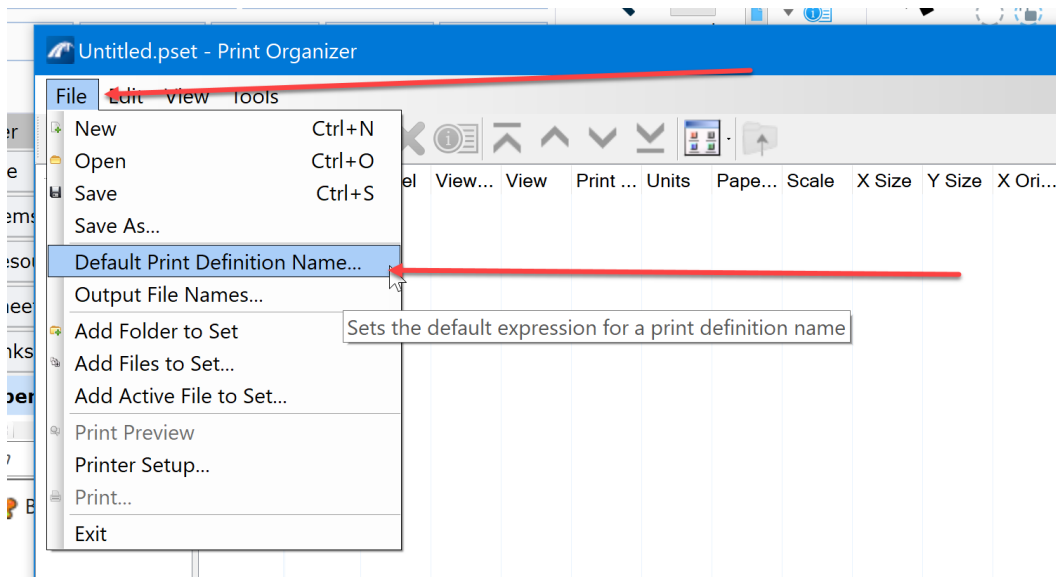The backstage will show the Print option, select **Print**.
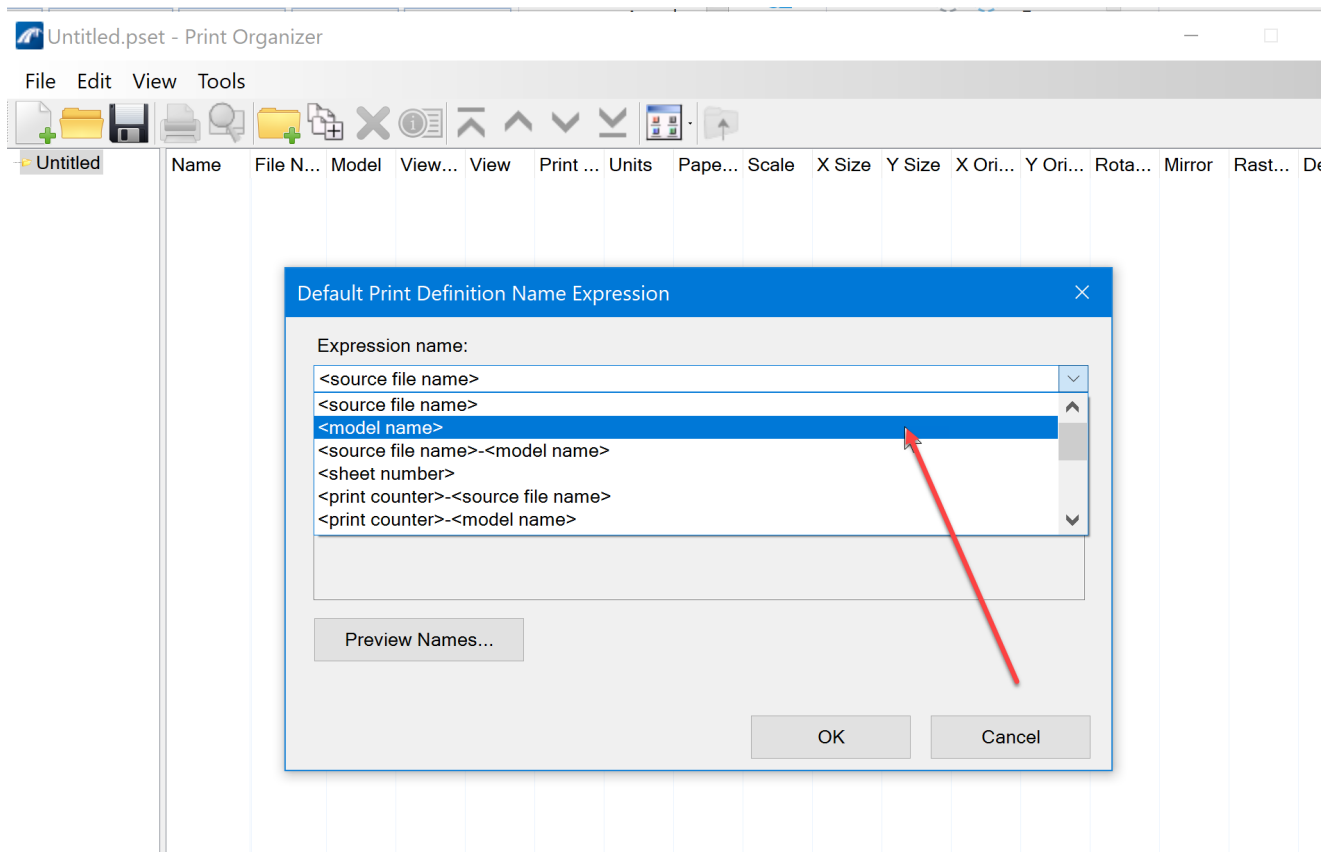
Select Print Organizer.

In Print Organizer set the **Default Print Definition Name** and **Output File Names** expressions to use **<model name>** before printing the sheets to the PDF.

Select **File** menu.

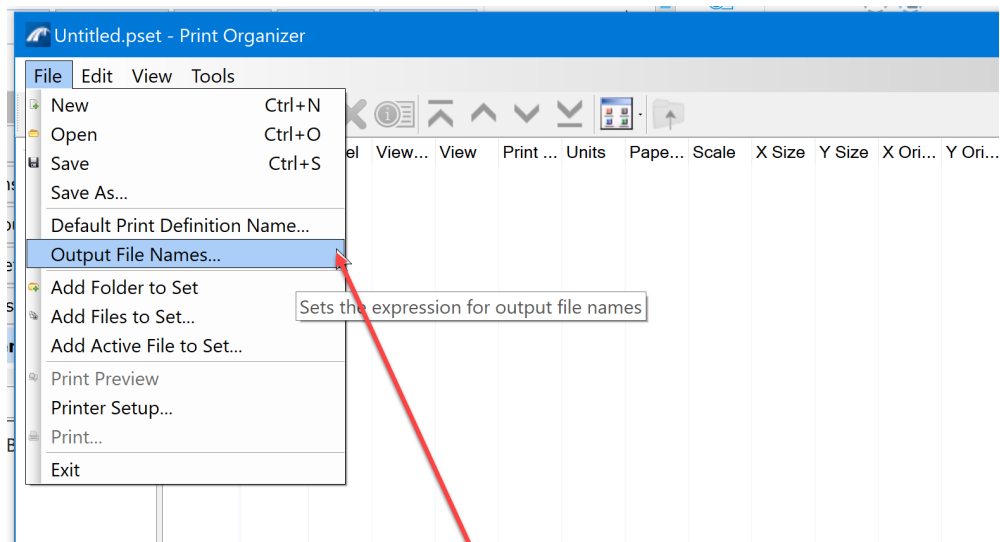Select **Default Print Definition Name...**.

The **Default Print Definition Name Expression** dialog box will display, select **<model name>** option.
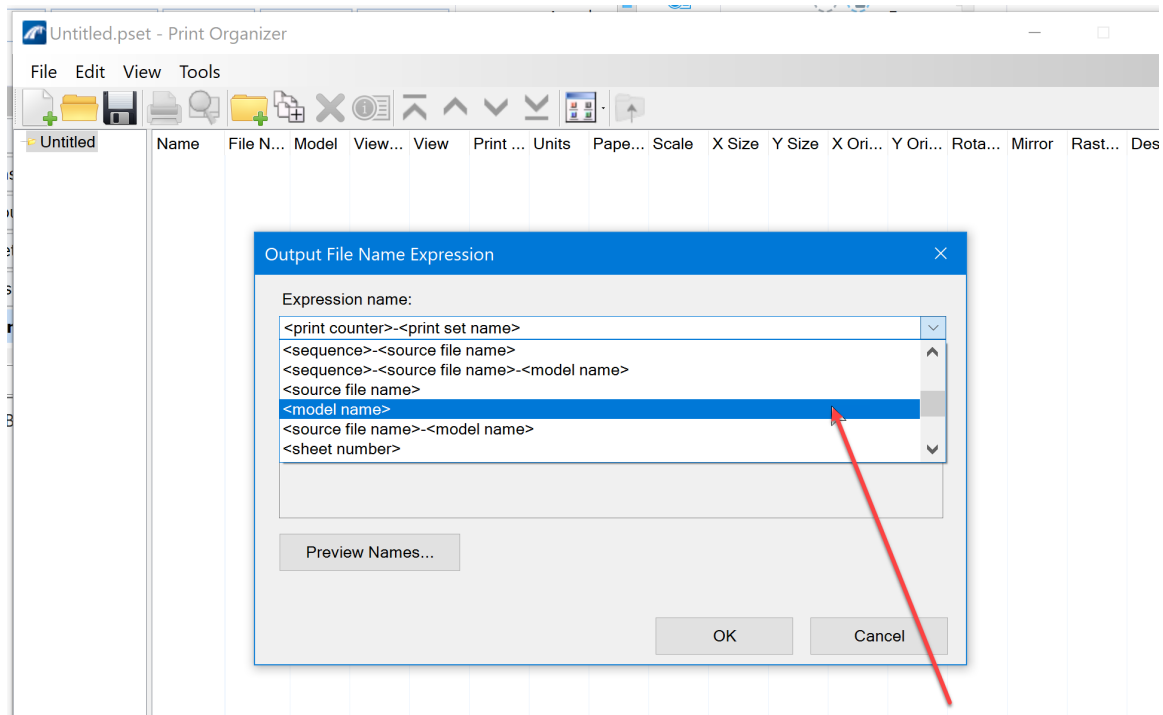

Click the OK button.

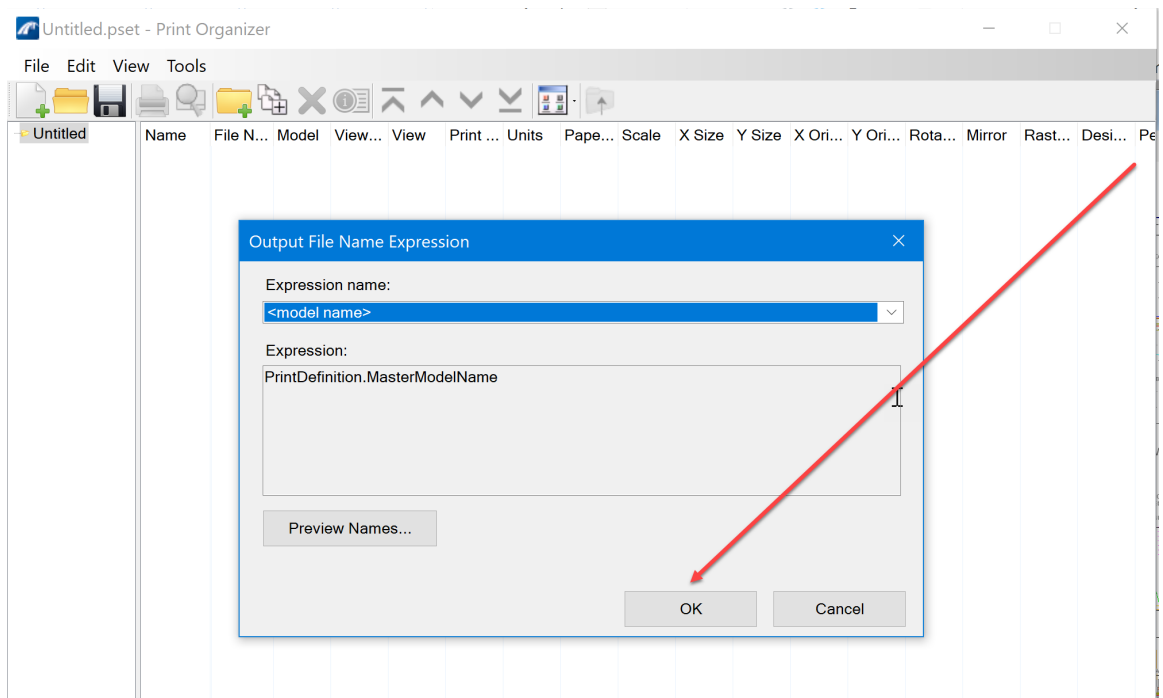Then select File menu again for the second setting.
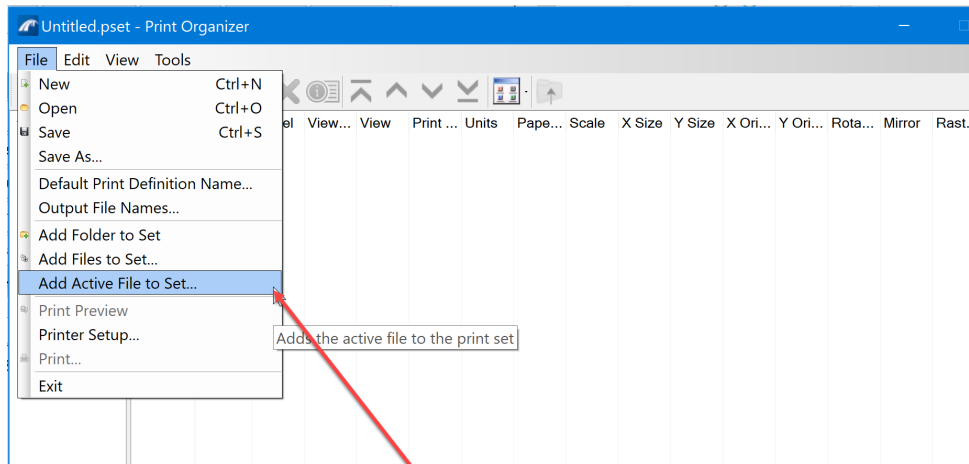
Select **Output File Names...**

The **Output File Name Expression** dialog box will display, select **<model name>** option.
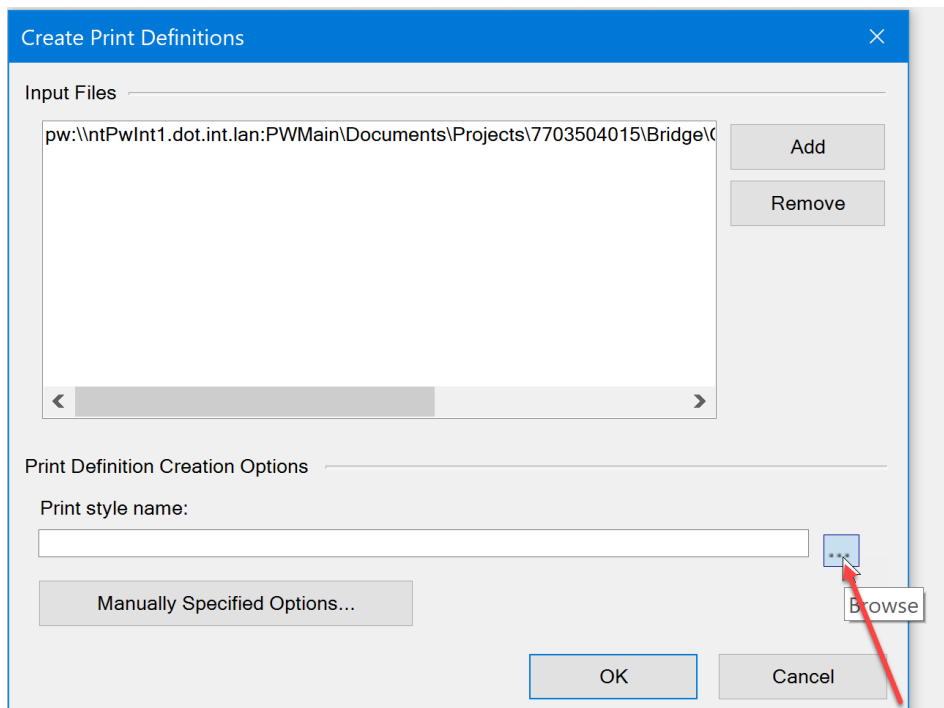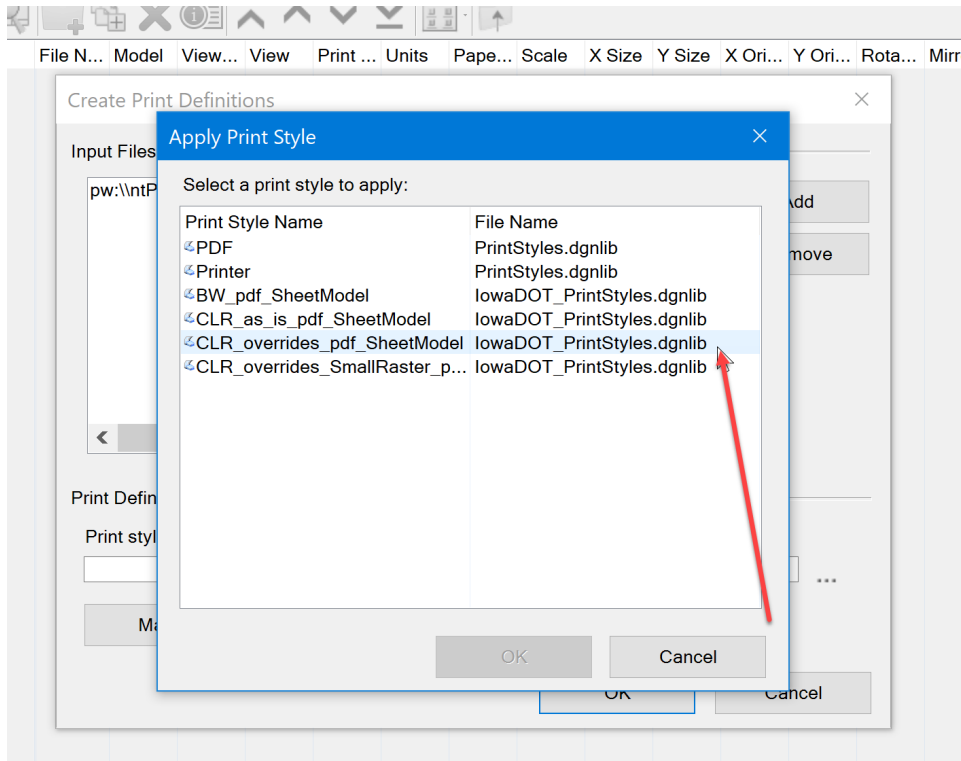

Click the OK button.

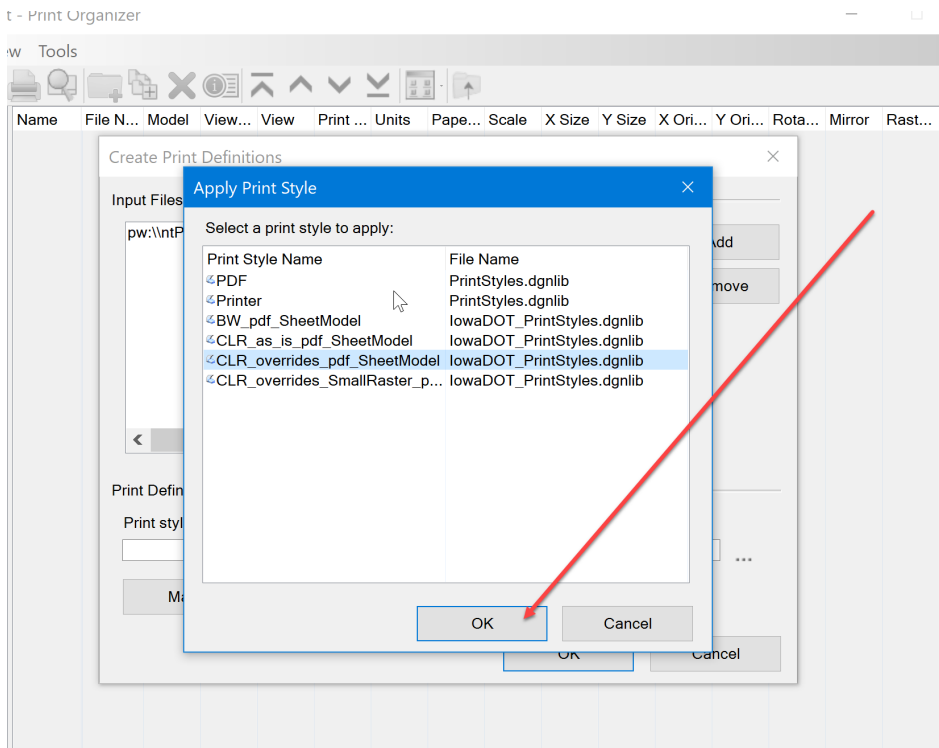Next, select the **Add Active File to Set…** option thru the File menu.

The Create Print Definition dialog box will open to select the print style. Click on the browse button next to the Print style name.

Then select the desired print style option from the Apply Print Style list. For this example use CLR_overrides_pdf_SheetModel.
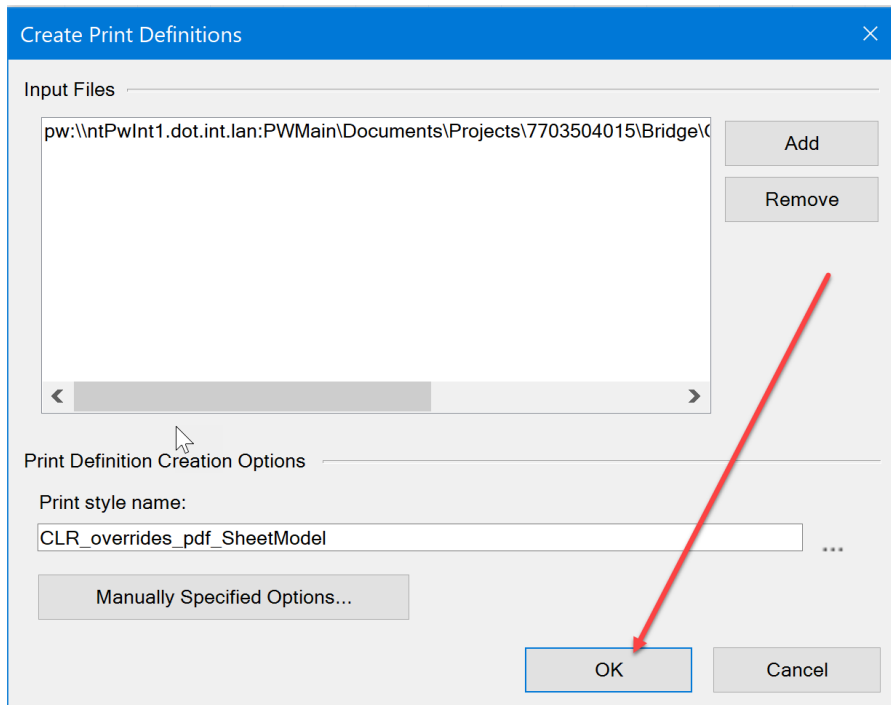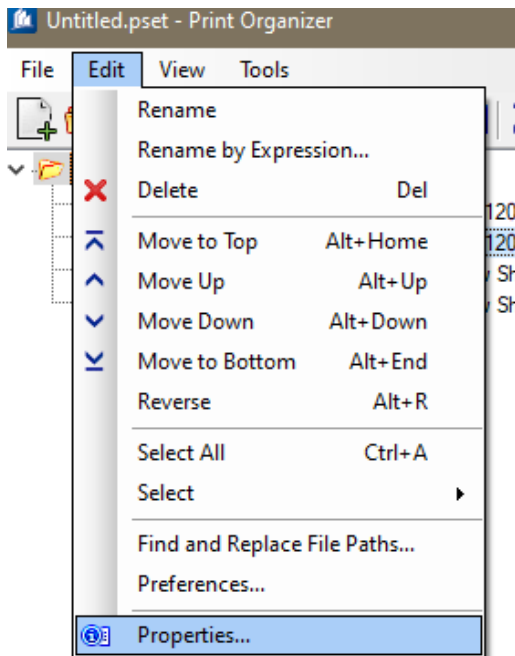

Click the OK button.

The selected print style should display in the field as shown below. Click the OK button.


After the Print Organizer compiles the sheets with the model name output, adjust the print property setting for rasters. Currently the print styles are set to print raster images in grayscale. This will need changed in the Properties of the print styles to have the raster images print in color.
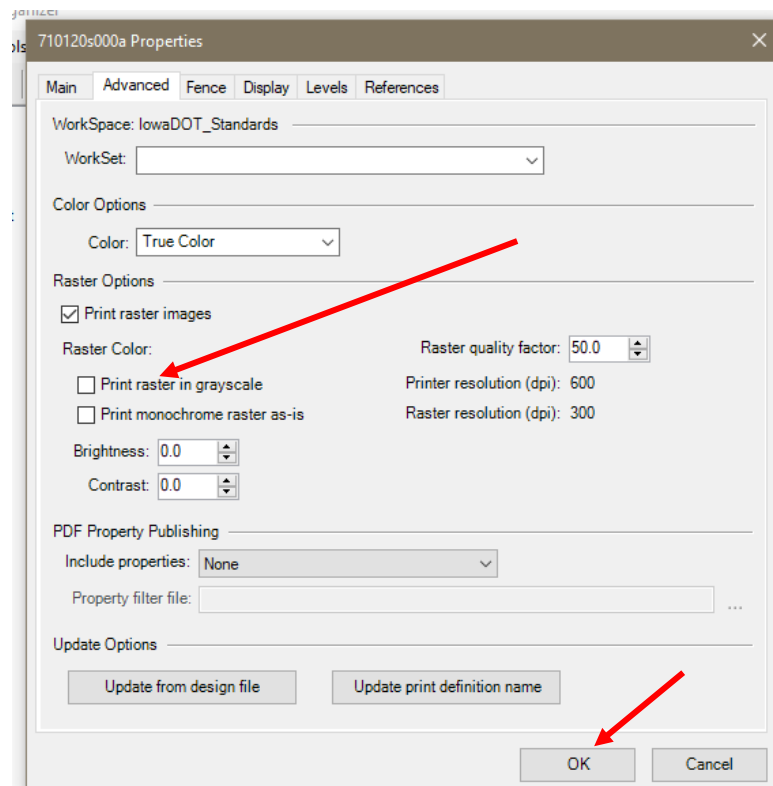
Select all the sheets to print, select **Edit** menu and select the **Properties** option.

The Properties dialog box will open. Select **Advanced tab**, then uncheck **"Print raster in grayscale"**.
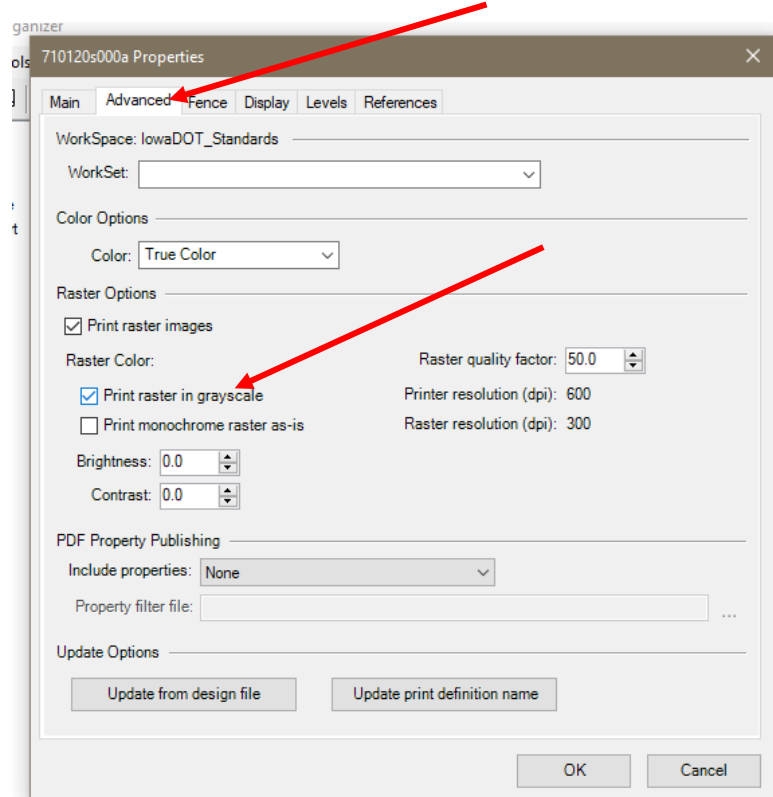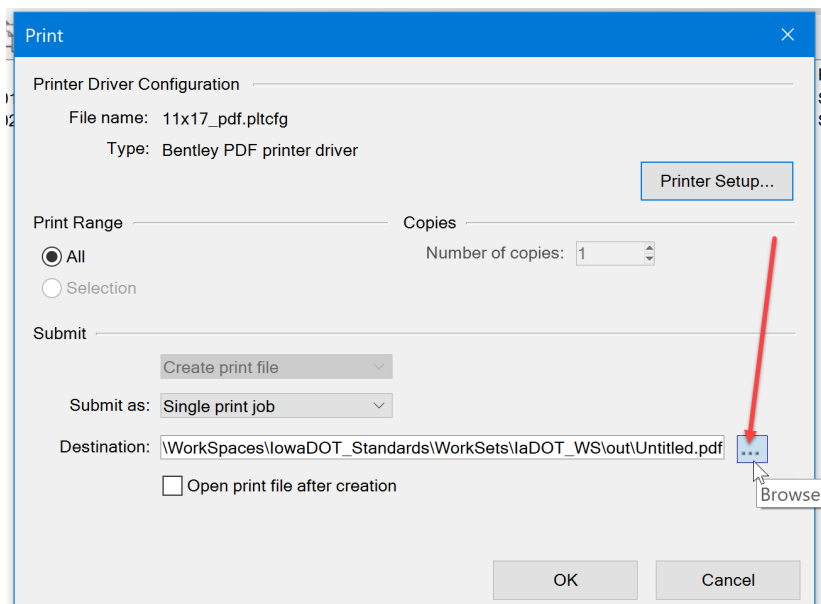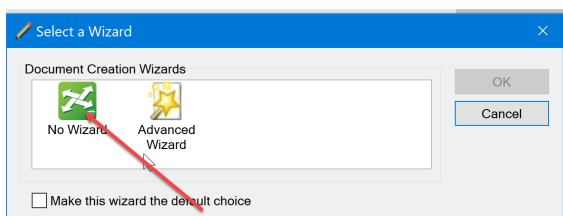

Click the OK button.

The Print Organizer will display the sheets it will be printing to the PDF. Confirm the sheets needed to print are listed and click on the printer icon at the top of the Print Organizer.
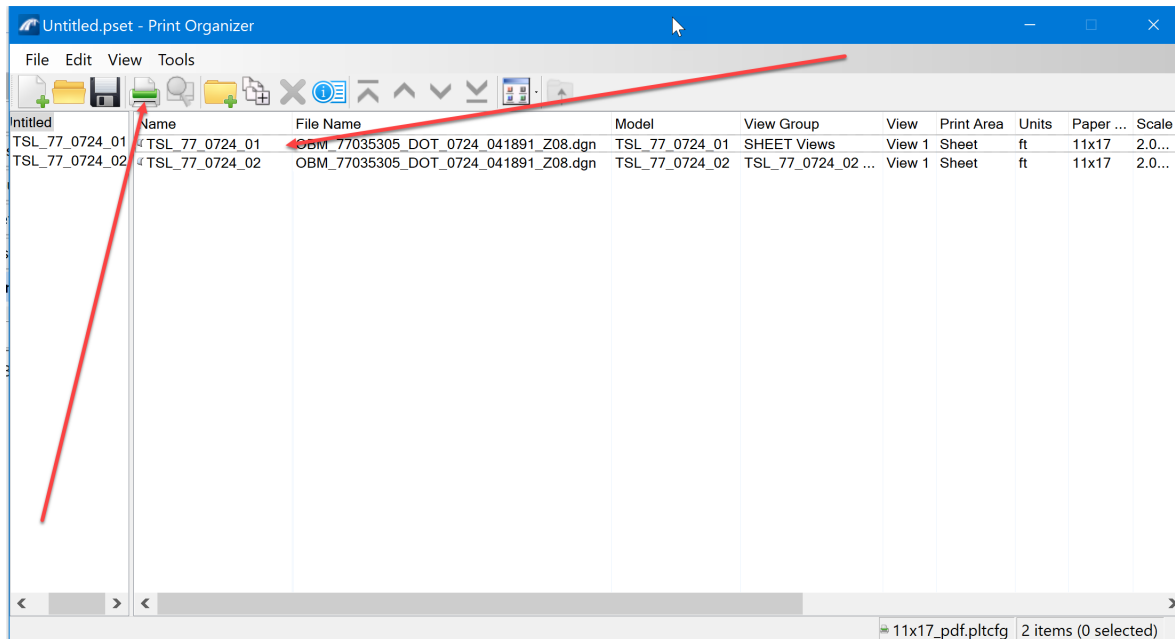
Next set the destination of the PDF file. Click on the Browse button next to the Destination field.

This will open the Select a Wizard dialog box. Select the No Wizard option.
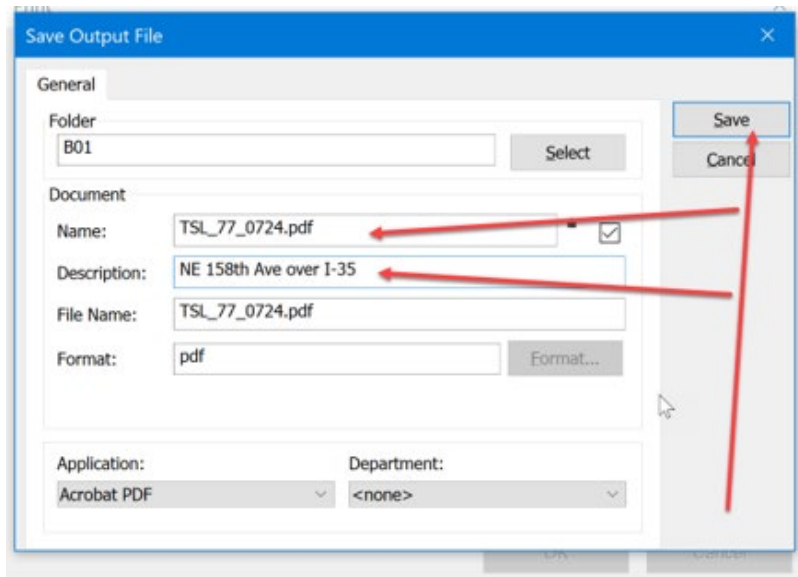
Click the OK button.

The Save Ouput File dialog box will open. Verify the folder is set to the correct location for the PDF. Then Name the PDF.
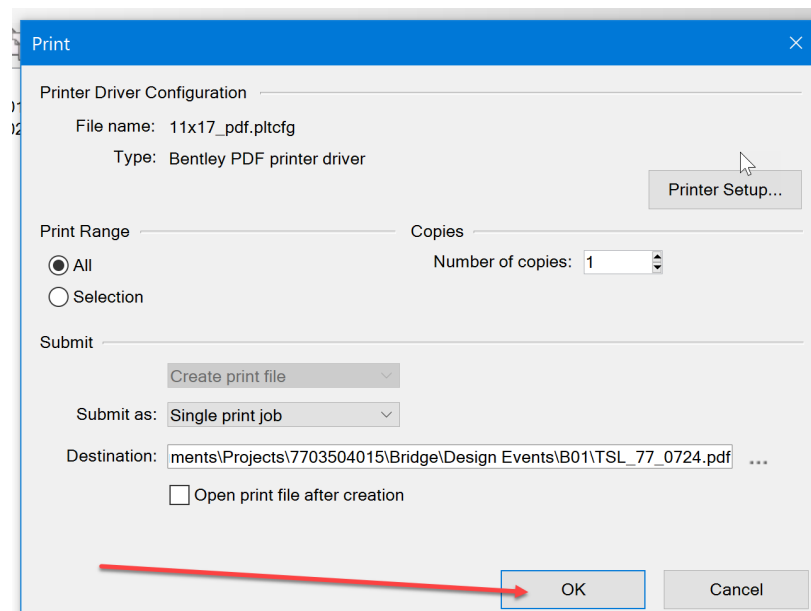
For this example, it is a bridge TS&L sheet so name it TSL_County #_Design#.pdf or TSL_77_0724.

Next, enter a short description so that users know that this is for the bridge over I-35 on NE 158th Ave.
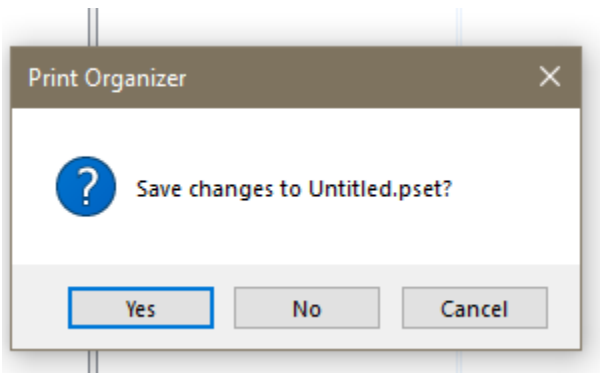
Click the Save button.

Click the OK button.

Then Print Organizer will create the pdf of the plan sheets.

When closing, Print Organizer will display a message asking if the pset needs to be saved. This is optional.

Saving a pset may be helpful when choosing to reprint the set again. However, if sheets have been added or there are changes to existing sheets, then the existing pset will need to be edited. Sheets may need added to be included and the existing sheets with changes may need updated from design file to see changes. The recommendation is not to save the pset and just recreate a new one, as needed. This ensures all changes to the Sheet Models are read from the CADD file.