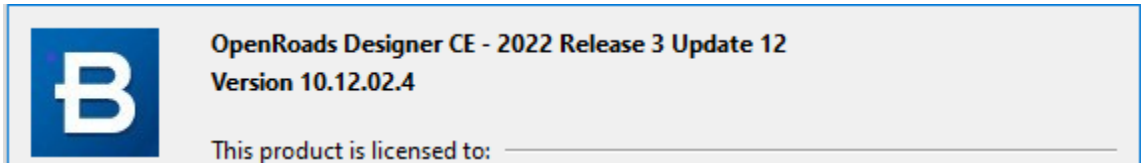
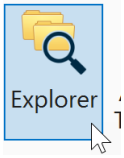
Placing Pipe X-section Sheets into Sheet Index File

These instructions were created April 2024. These instructions were created with:

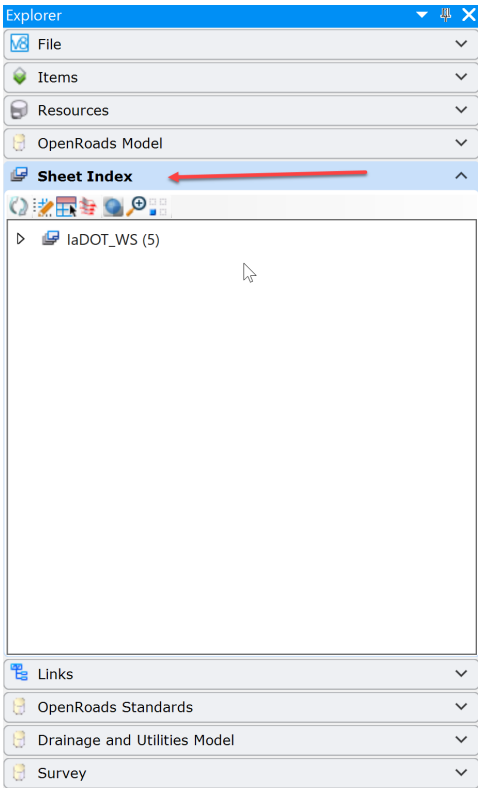


When creating sheet files, the sheet border information will have text fields that are set up to work with the **IaDOT_WS.dgnws** Sheet Index file. This file is in the **ProjectResources\Workset** folder of every Bridge Project Directory. The IaDOT_WS.dgnws Sheet Index file is specific to each WorkArea that it resides in. The Sheet Models are added to the Sheet Index to autofill the text fields. To do this, access the Sheet Index thru the Project Explorer.

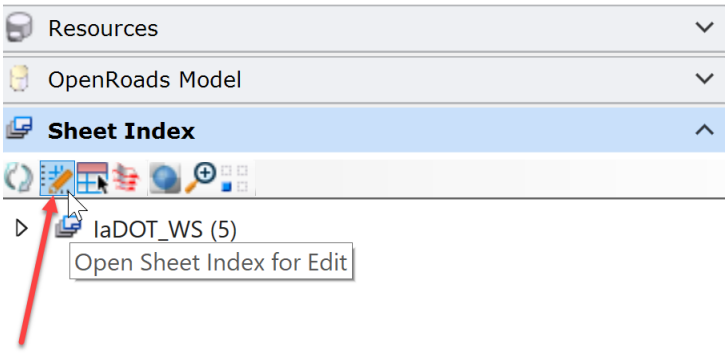
Note: The Sheet Index can only be edited by one User at a time. Also keep in mind, that the index file will be used by anyone making sheets in that directory.



Project Explorer displays the Sheet Index as shown below:

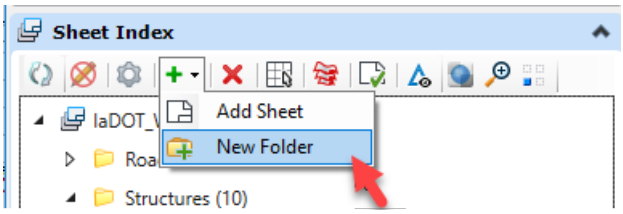


Open the Sheet Index for editing, click on the Open Sheet Index for Edit button.

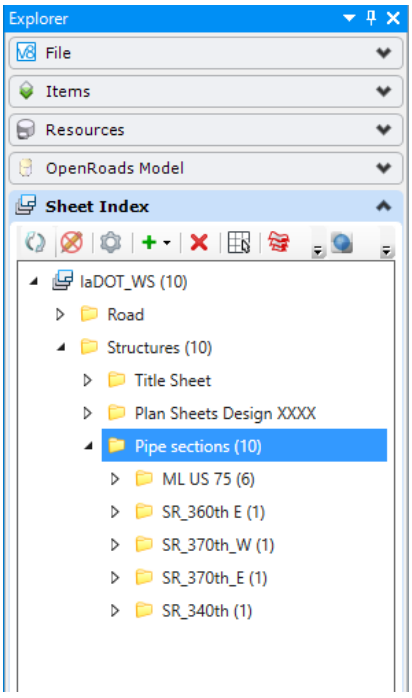


Next, add the folders that the sheets will reside in. Typically, the process is to create a folder for the Pipe sections. Then make subfolders for each cross-section group, alignment.

To add a folder, click on the Structures folder to highlight then click on the create folder button. Select New Folder.



Once all the folders needed are added it should look something like this:

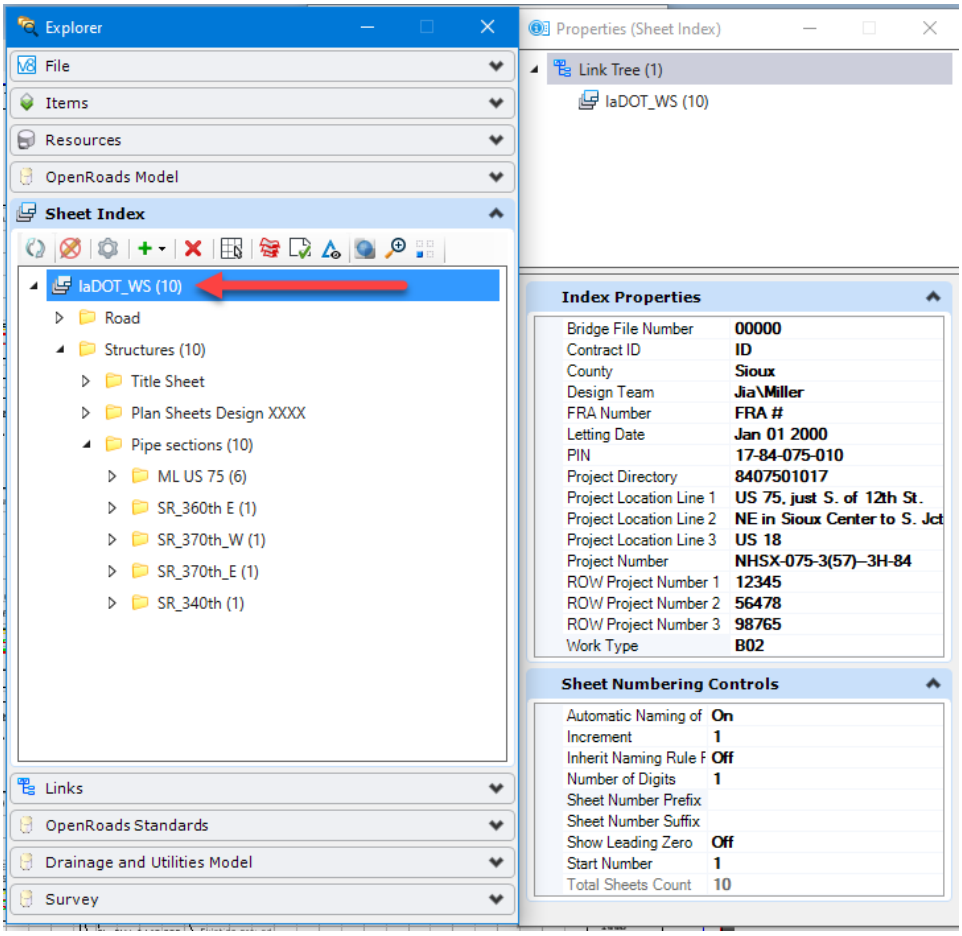


Next, set the Index Properties at the index level. Click on the **IaDOT_WS** in the Sheet Index Explorer to highlight and open the Properties window.

Edit the following text fields:

- Bridge File Number
- County
- Design Team (e.g., Iowa DOT or Consultant Name)
- PIN#
- Project Directory
- Project Location line 1,2,3
- Project Number
- Work Type
-

Completing these values will fill out the corresponding text fields in the Border.

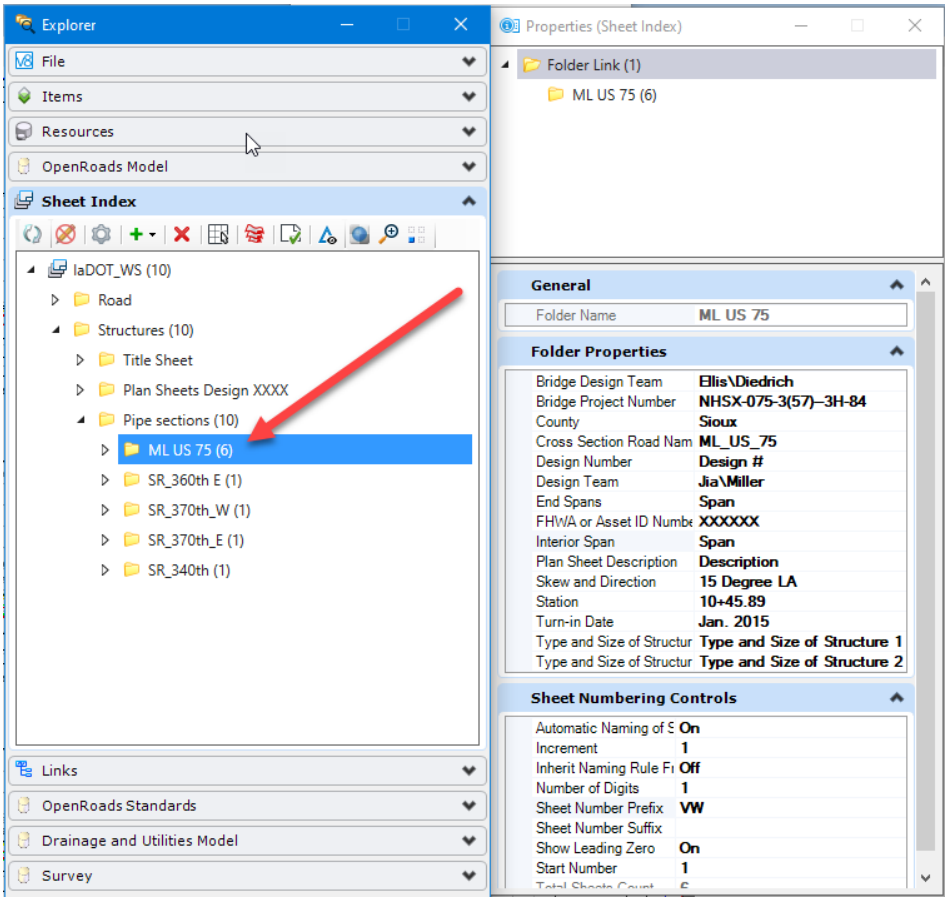


Next, set the text fields that are cross section specific for each cross-section group. To do this, select the folder created earlier for each cross section group in Project Explorer to highlight and open the Folder Properties.

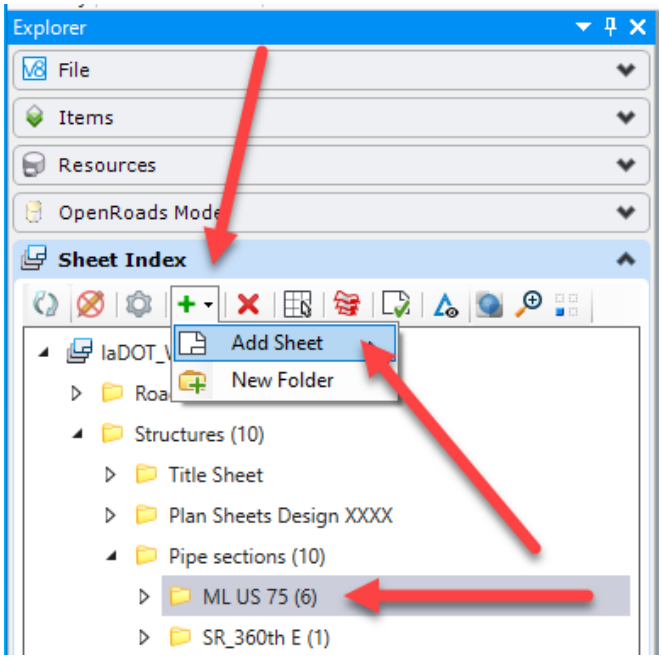
Edit the following text fields:

- Bridge Design Team
- Bridge Project Number
- County
- Cross Section Road Name
- Design Team (e.g., Iowa DOT or Consultant Name)
- Sheet Number Prefix

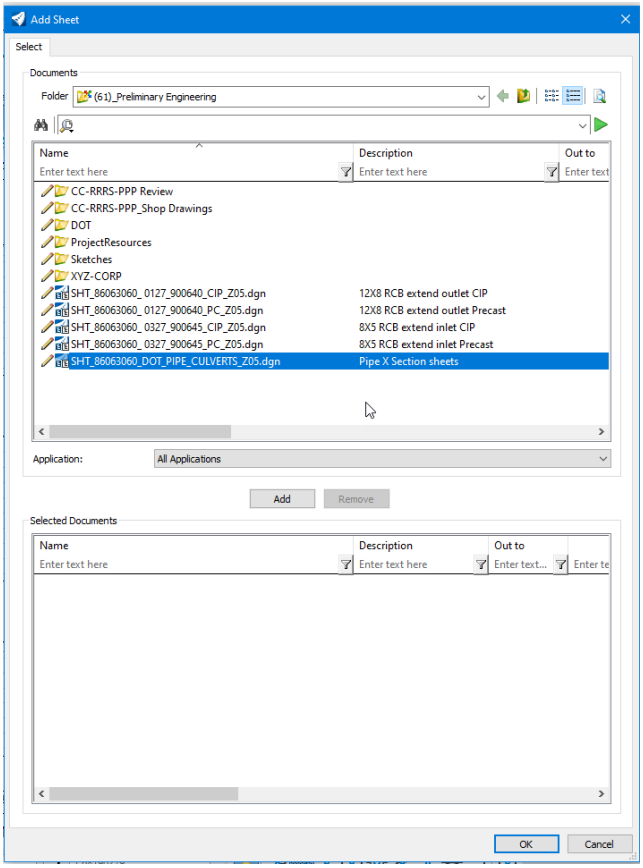
Note: The Mainline sheets number prefix are set as VW sheet number prefix. Sideroads sheets are set as VX sheet number prefix only if one sideroad is in the project. If multiple sideroads are in a project, then the first sideroad of the project will have a sheet number prefix VX1, then VX2 and so on thru the project. If interchange ramp sheets are made the sheet number prefix for them are VY.



Once the folders are created for the cross-section groups, then add the sheets to the correct folders. Select the folder that the sheet will reside in and click on the Add Sheet button.

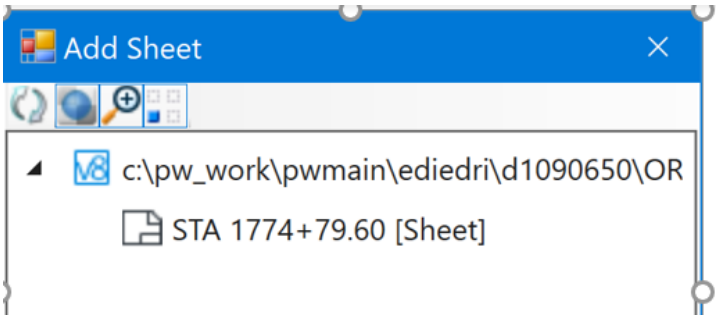


The Add Sheet dialog box will open. Browse to select the DGN file that the sheet is in.



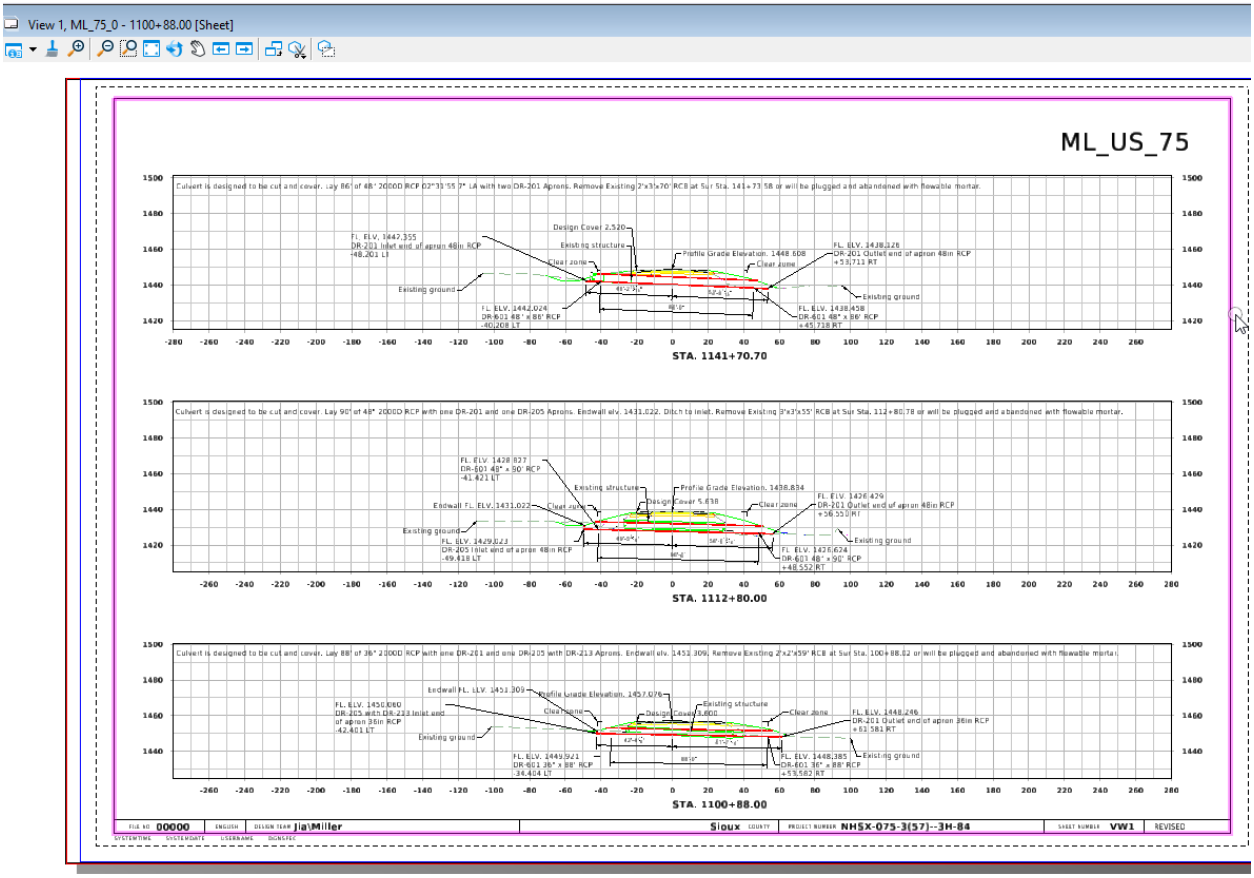
Click the Add button. Then click the OK button.

A list of available sheets will display. Select the sheet that will reside in the cross section folder selected.
Note: 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. If the sheet needed is not listed make sure it is not allready in another index.

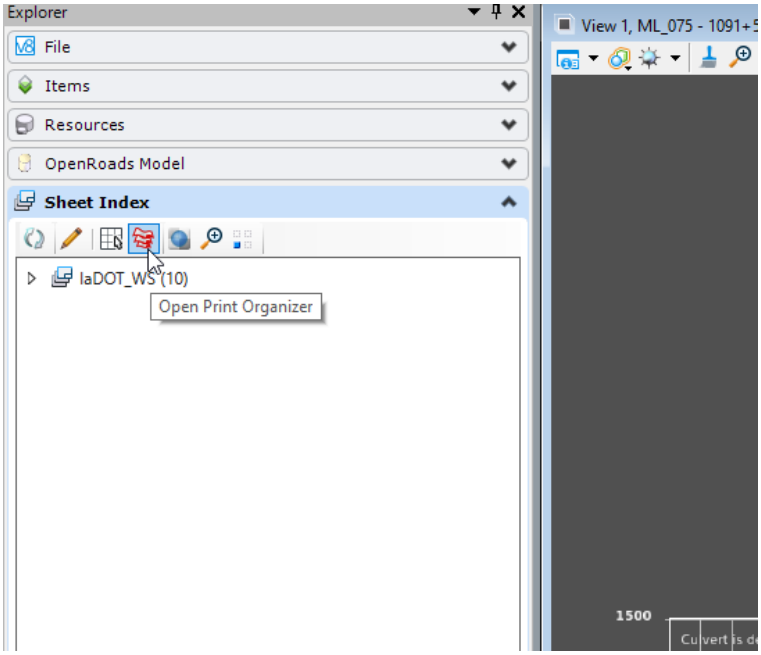


Once the sheet models have been added to each of the folders, then check the sheets for any errors. If all text fields and sheets look good, then check in the sheet index and print.

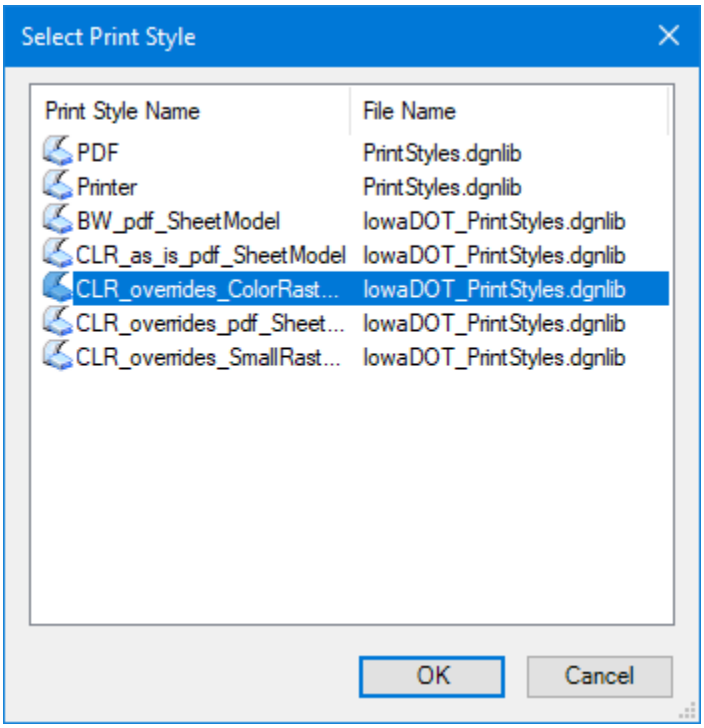
It sould look something like this:



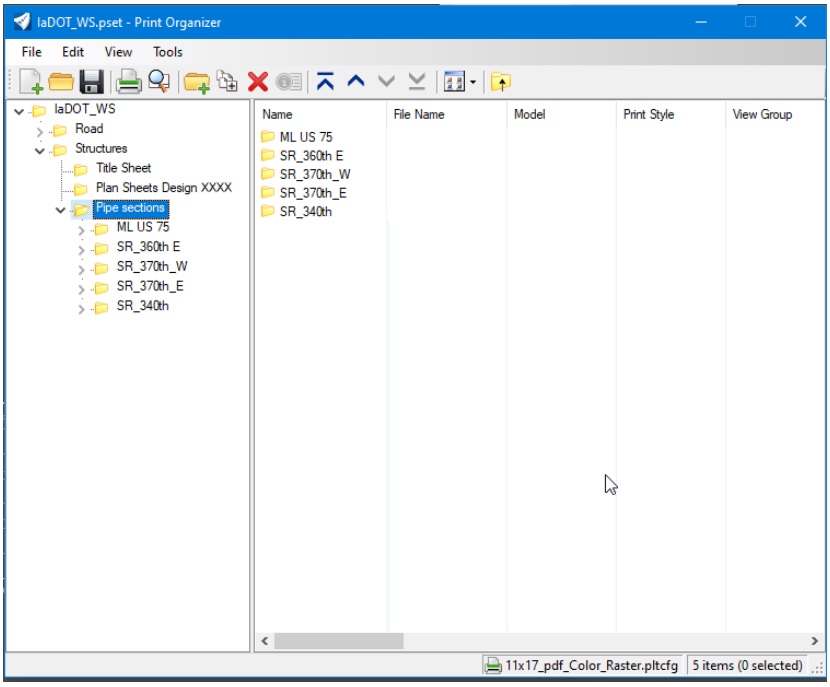
To print the cross-section sheets, click on the Open Print Organizer tool located at the top of the Sheet Index.



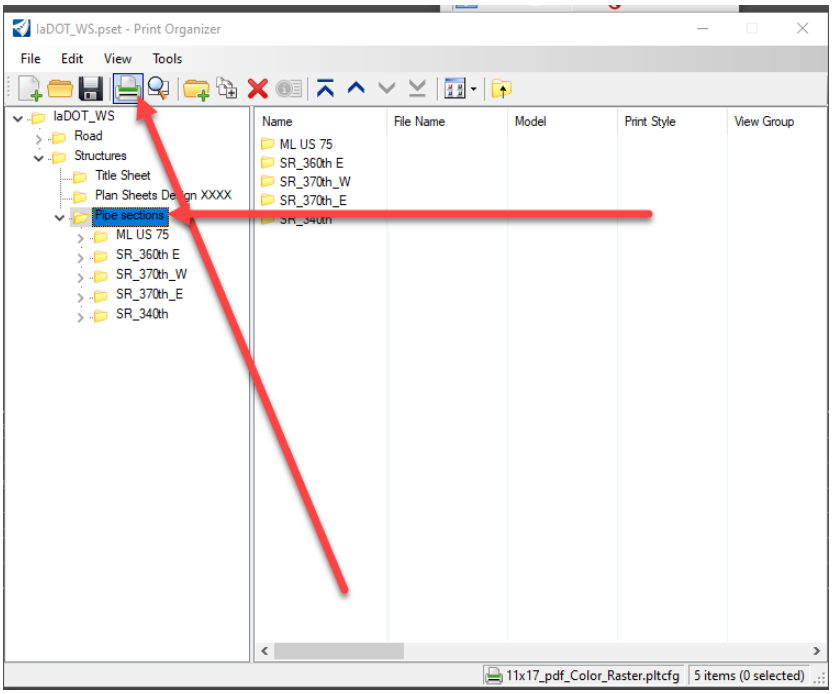
It will open this Select Print Style dialog box. Select the CLR_overrides_ColorRaster print style. Then click OK.



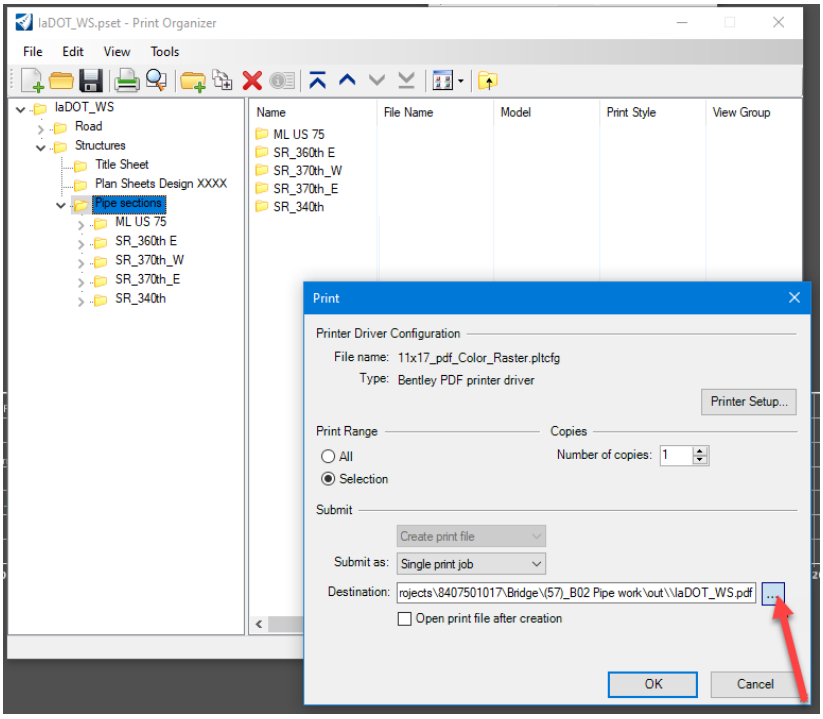
Next, it will open the Print Organizer. Select the parent folder to the sheets that are needed to print. For this example, it is the Pipe sections folder.



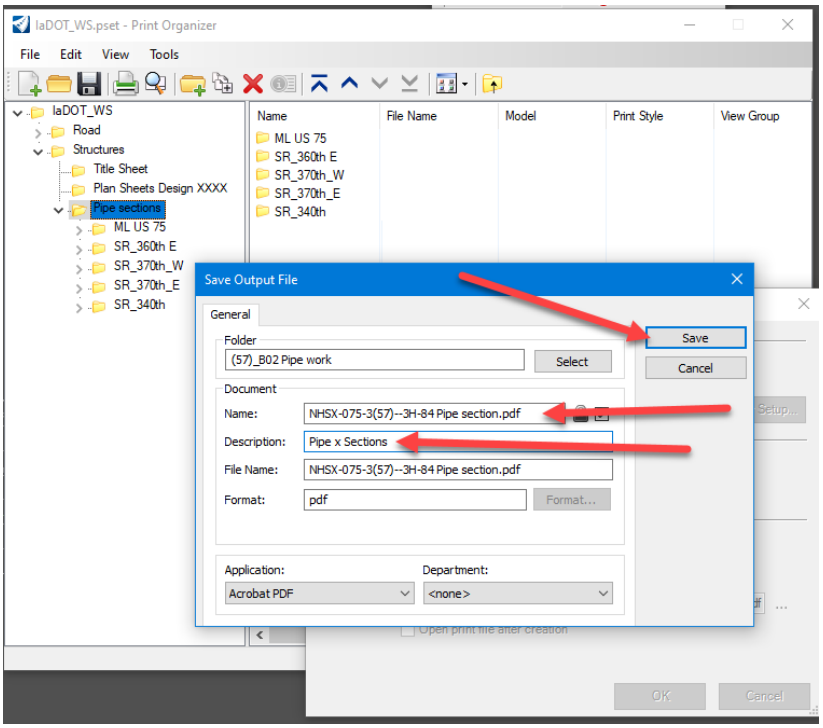
Click on the print tool at the top of the Print Organizer.



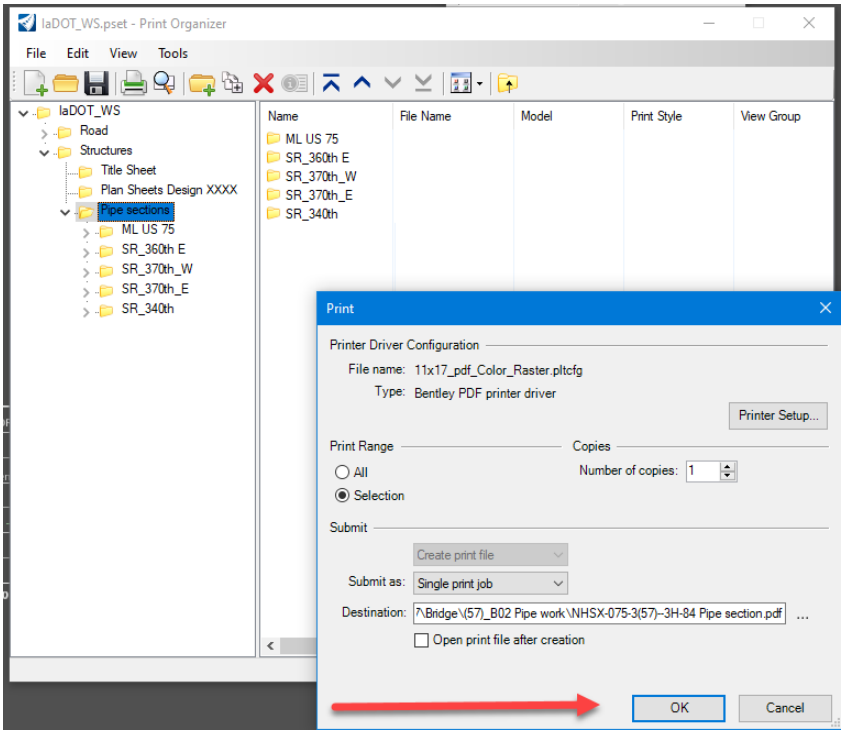
It will open the print dialog box. Click on the three dots at the end of the Destination.



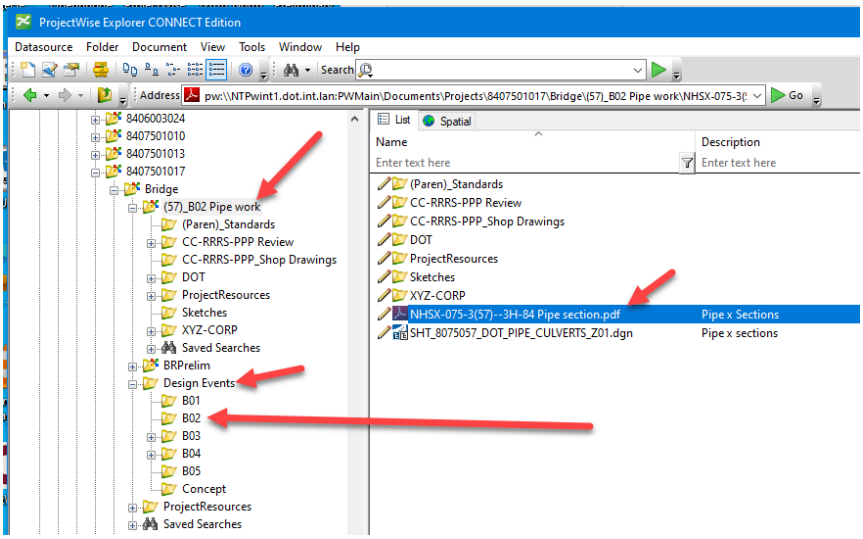
It will open the Save Output File dialog box. Name it with the project number and pipe sections Complete the description as Pipe x sections and set the format to pdf. Then click Save.



This will display the print dialog box again. Then click OK.

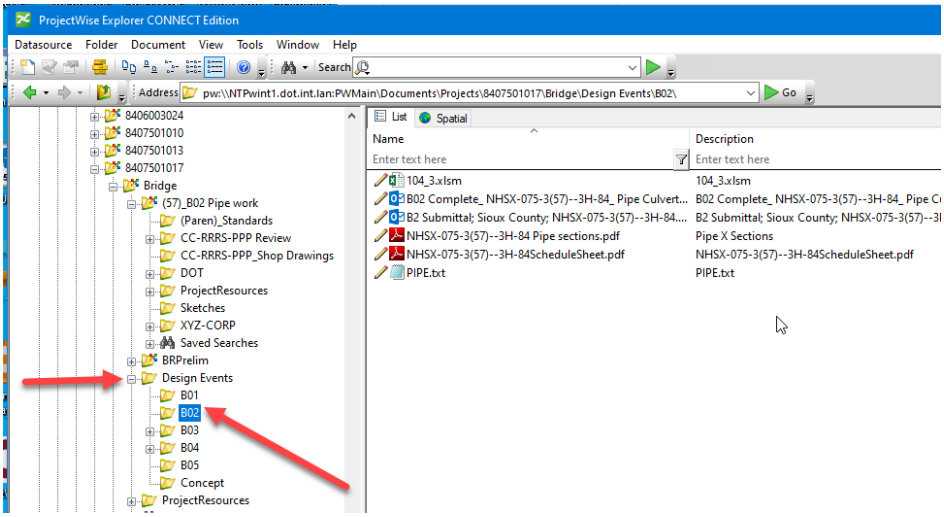


Once it is done making the pdf, it should appear in the same directory that the SHT file resides in.



Review the file to make sure it is correct.

Move it to the Design Events subfolder under B02.



This is the subfolder location for the finished ASCII input file and Schedule Sheet that will be created from the pipe database. This will be covered in PW06_Entering Pipe and Structure Information into the Access Database