

Location Map Creation for Title Sheets

Overview:

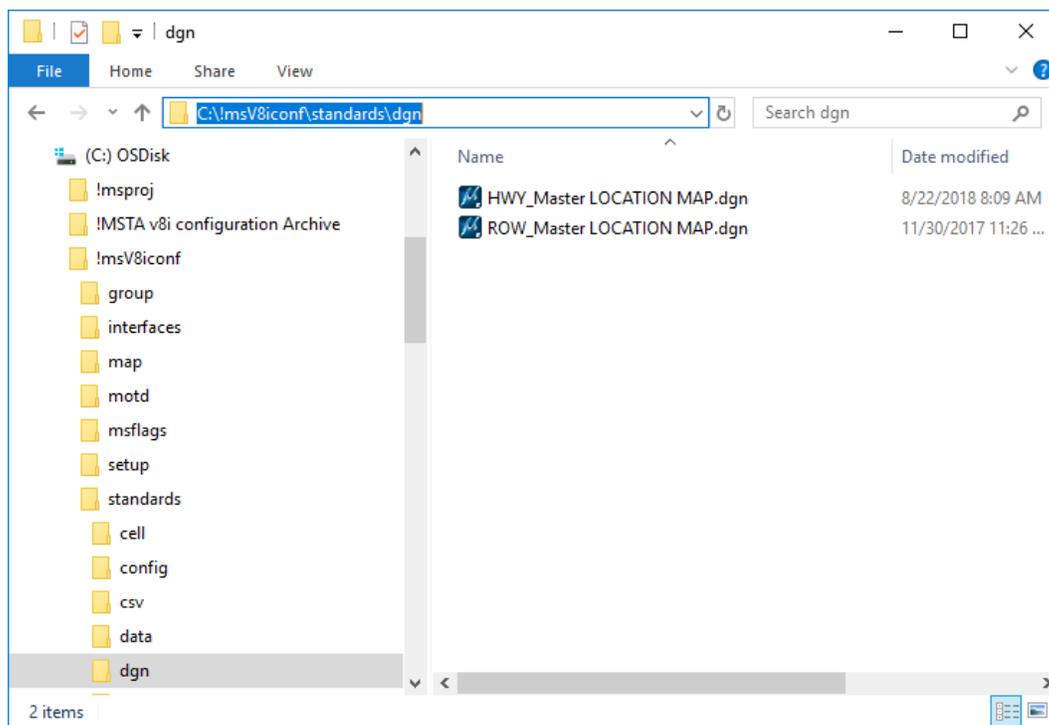
These are instructions for creating the Location Map that is placed on the full size 22"x34" Title sheet of Highway plan sets and the Right-of-Way Coordinate sheet and help standardize their presentation. The Location map is meant to help locate the project area within the state

- Open the Master Location Map dgn for your discipline
- Choose a box and move it to the project location, and save the dgn
- In the project's Title sheet, Reference the Saved View from the Master Location Map
- "Merge into Master" the Saved View into the Title sheet
- Edit the Location map and add annotation to it as necessary

Note: The Master Location Map dgns can be found here on your computer:

C:\!msV8iconf\standards\dgn

If ever you lose these files, or they get corrupted run the CADD Update Utility and new copies will be saved on your pc in the same folder.



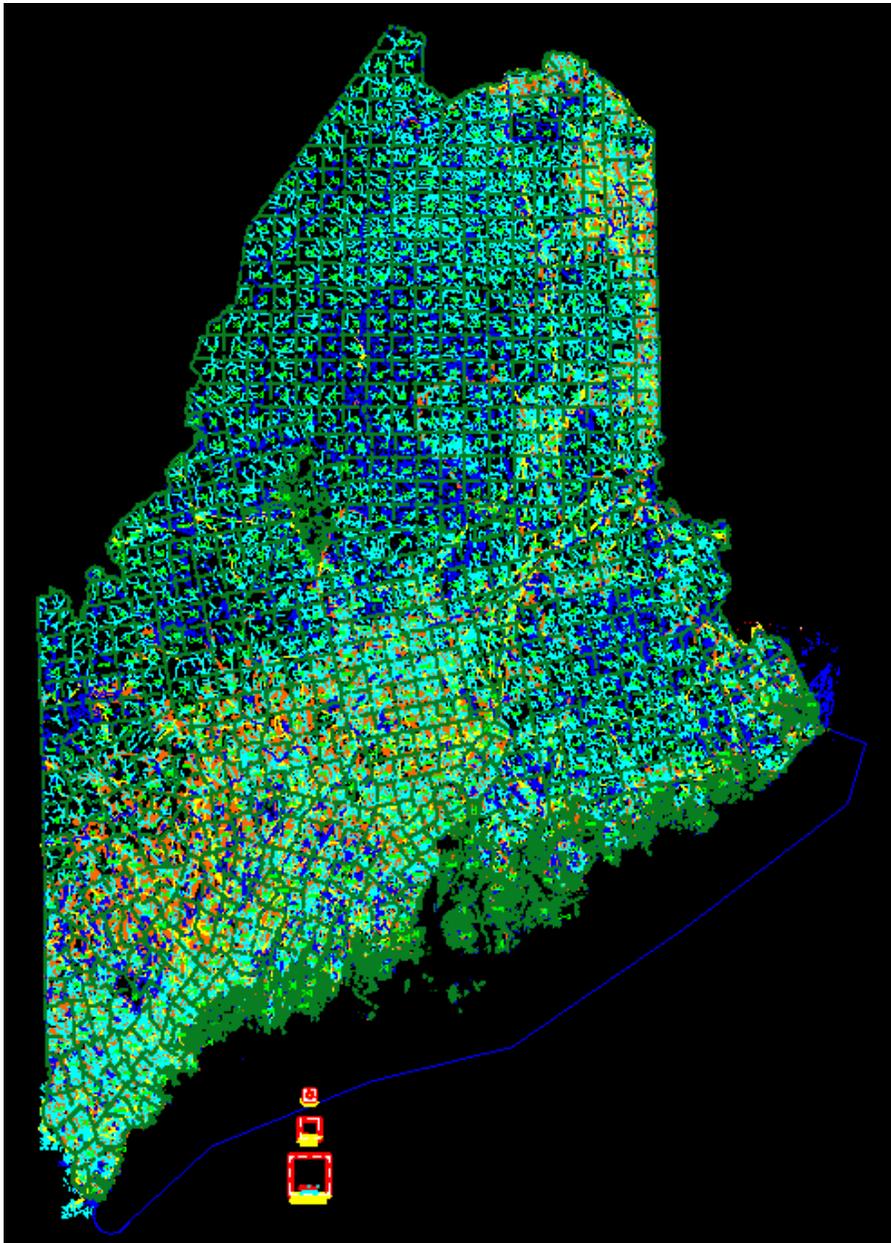
Step One: Choose the Appropriate Master file

Open and use the Master Location Map dgn appropriate for you.

HWY_Master LOCATION MAP.dgn - is for Highway Title sheets

ROW_Master LOCATION MAP.dgn - is for ROW Coordinate sheets

The only difference between the two are the size of the finished location map, Highway's is 5"x5", ROW's is 6"x6" the rest of the content is the same.



For my example I will be using the "HWY Master Location Map.dgn"

Step Two: Choose the Appropriate Box

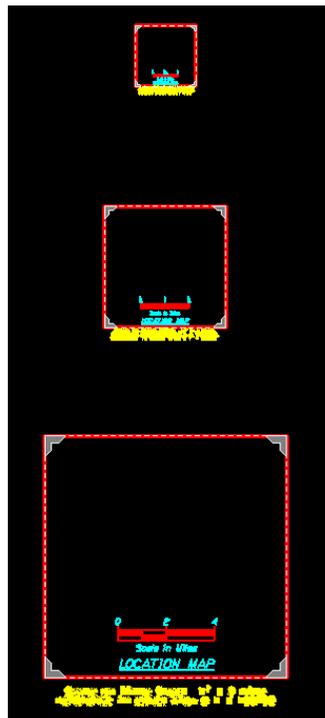
When you open your master location map drawing you see a depiction of the entire state and multiple red/yellow boxes off the coast. These Boxes represent the area that will be the future location map

These Boxes have two components:

1. MicroStation Cell of lines, scale bar, and text
2. Saved View traced over the square portion of the cell. The Saved View element is depicted with a gray dashed line and gray photo corners, as shown here:



The different size boxes produce different scale Location Maps when used. The yellow text below each box tell you what scale the finished Location Map will be: 1" = 0.5 mile, 1" = 1 mile, etc.).



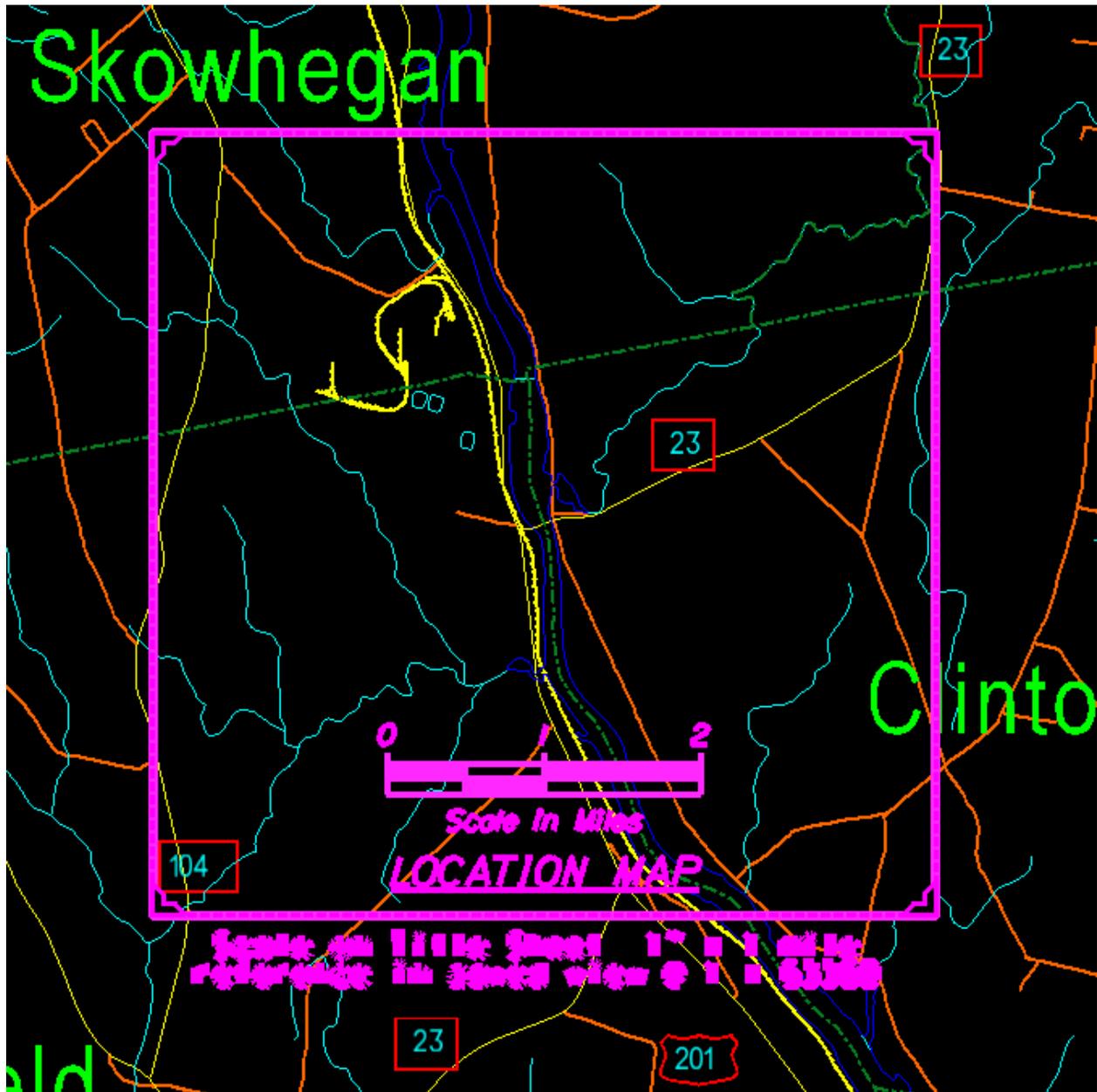
Step Three: Move Box to Project Location

1. Pick a box (and its corresponding Saved View) and move it to your project location. If it doesn't quite fit no problem, undo and try another size box.

Make sure you move these two elements in unison.

2. After you find the best size box to encapsulate the Location Map and you're sure the Saved View was moved with it, **Save the dgn.**

For my example I will use the "1" = 1 mile" Box and center it over the Kennebec River at the Skowhegan town line, as shown below:



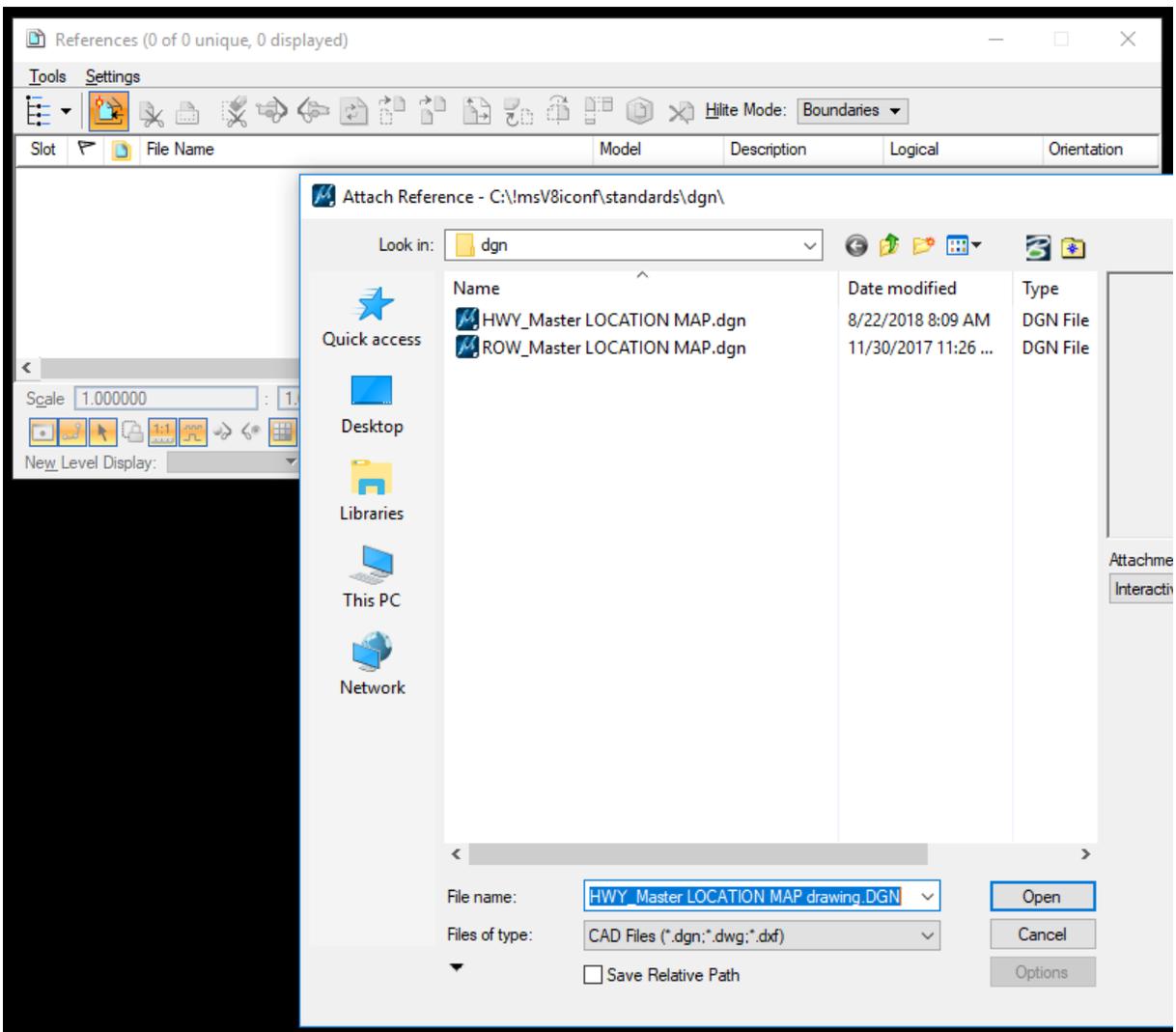
Step Four: Merging Location Box into Full Size Sheet

At this point you have been working in a Master Location Map dgn and in it you have encompassed an area with one of the Boxes (and it's Saved View) and have saved this dgn. Now you need to bring in that framed area so that it becomes the Location Map of the full-size sheet (whether it be the Highway Title sheet or the ROW Coordinate sheet).

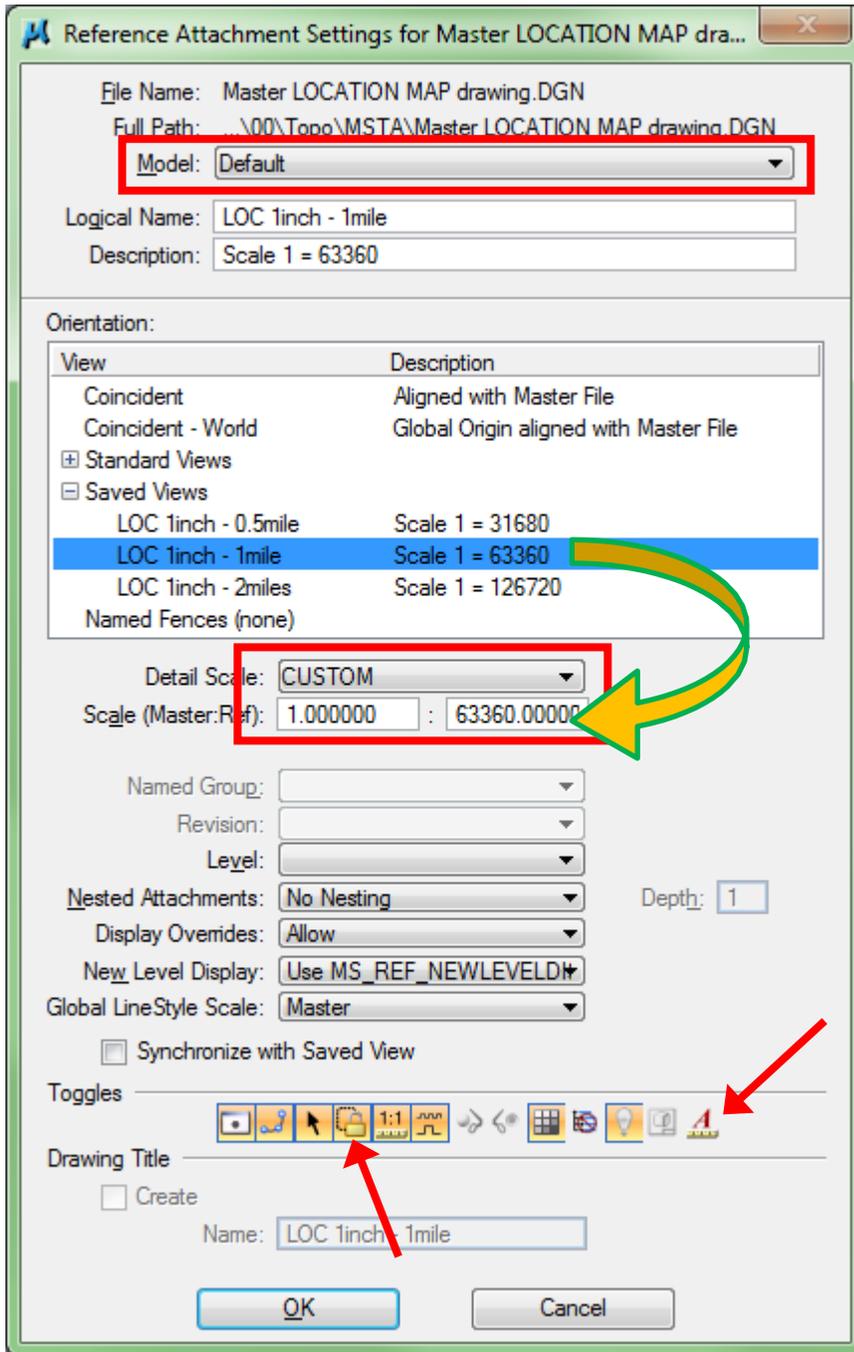
1. Open either the Title sheet or Coordinate sheet of the project depending on your discipline. If you don't have one, create it using "Make Sheetz"

For my example I will use a Highway Title sheet.

2. Open the Reference Dialog Box
 - a. Click on Attach Reference and search for the correct Master Location Map dgn.



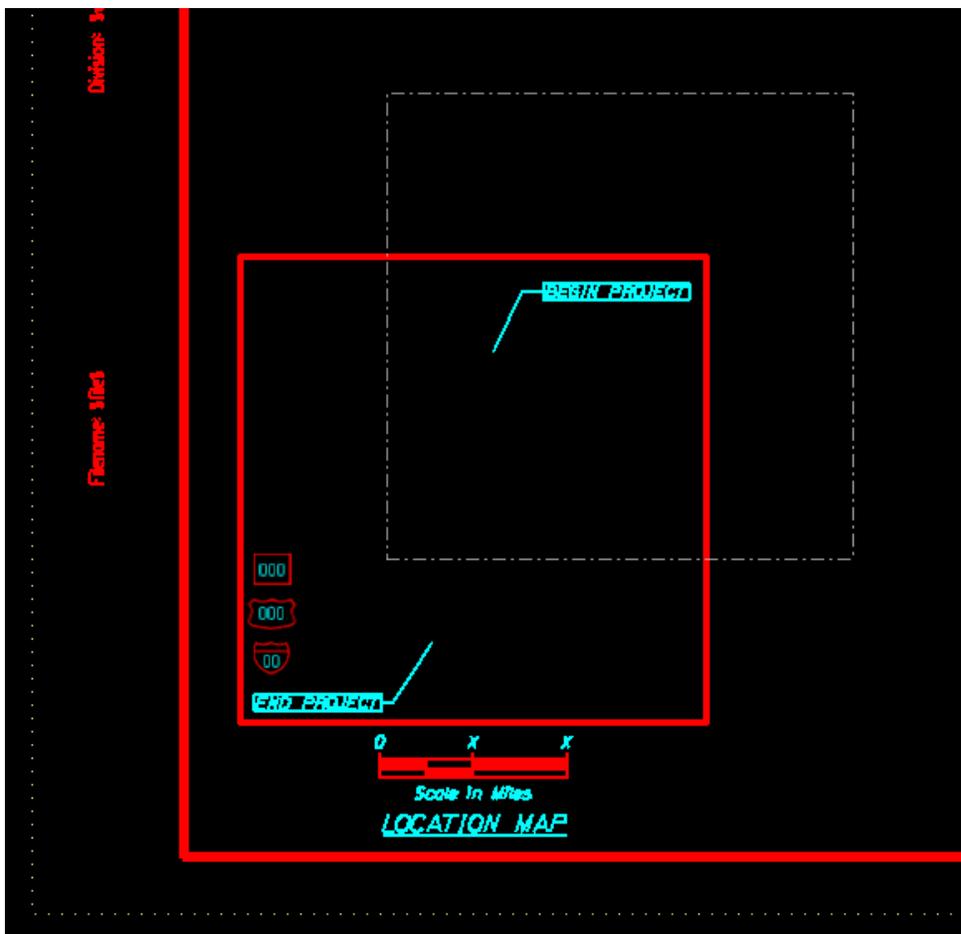
b. Click Open and the following dialog box appears, then **STOP!**



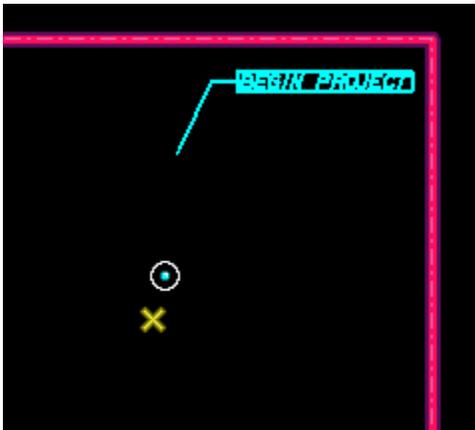
c. Change the settings in the above dialog box per the following edits:

- i. Set the Model to **Default**.
- ii. Select the Saved View that that has the same name as the Box you moved to the Project location either: “**LOC 1**” = **0.5 mile**”, “**LOC 1inch = 1 mile**”, or etc.

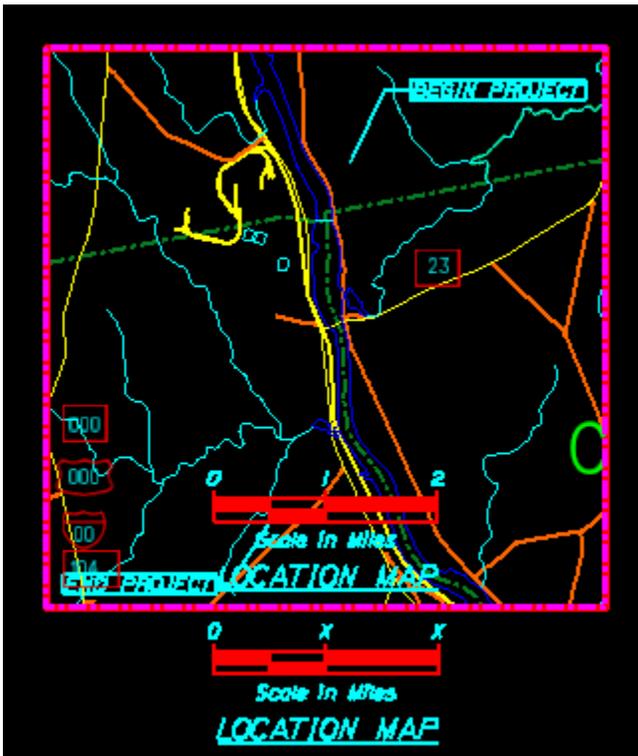
- iii. Detail Scale Choose “**CUSTOM**” (you will find it at the bottom of the dropdown).
 - iv. Scale (Master : Ref) enter the ratio that is associated with Box / Saved View you are using in the Master Location Map dgn.
The Description of the Saved View will help you with this (see yellow arrow).
 - v. Toggle the “Treat Attachment as Element for Manipulation” icon to **ON**
 - vi. Toggle the “Annotation Scale” icon to **OFF**
 - vii. Click **OK**
3. Now you return to your Title or Coordinate sheet to place the Master Location Map reference, shown as a gray dashed box.



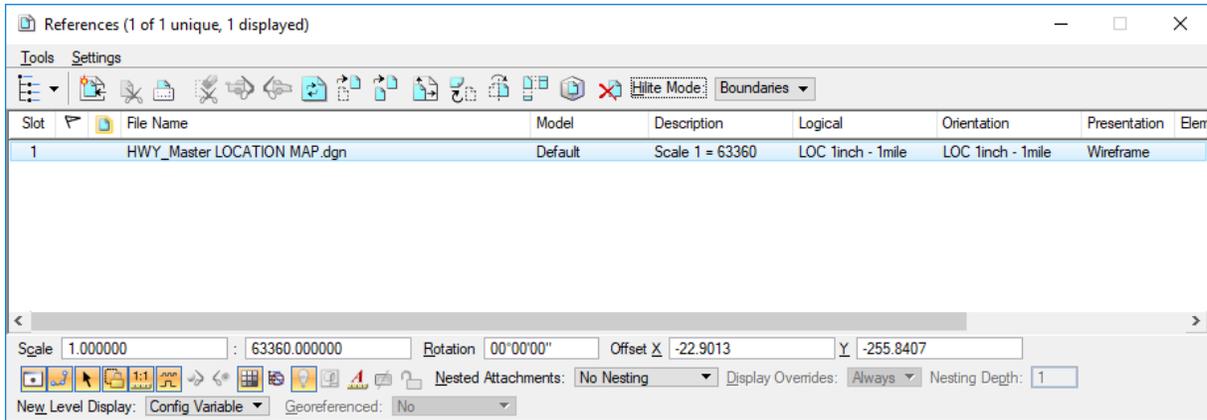
Suggestion: Use the AccuSnap “Center” since you are moving the “gray box” by its center, with the “Center” AccuSnap active hover over the red outline of the Location Map in the full-size sheet and Left Click when you see the Center Snap icon. (see illustration below)



- 4. You can move the reference box using the “move” command if it doesn’t land in the right place the first time.
- 5. Once the reference of the Location Map is in the correct position within the red box like so:



- a. Open the “Reference” dialog box again.



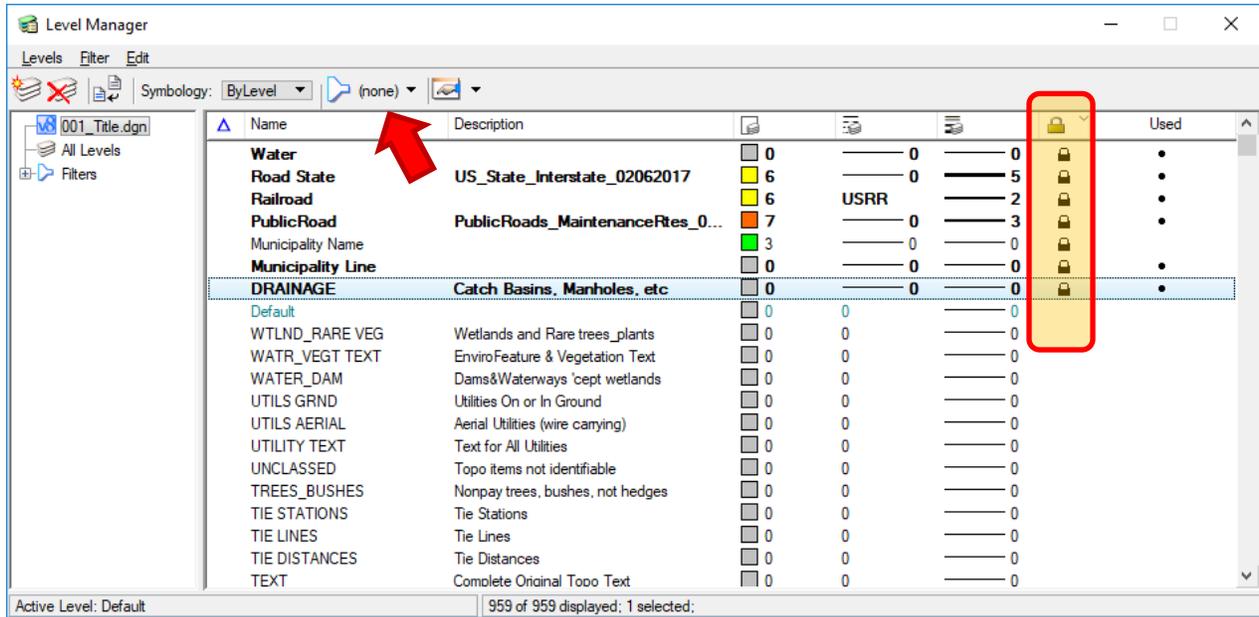
Currently all the elements of the Location Map are “referenced” from the Master Location Map dgn. That is not what we want because if the Location Map gets altered, deleted or corrupted all our work goes away. We need to bring all the elements now displayed in the Full size sheet’s location map into it so everything is “Really” there.

- b. In the Reference dialog box highlight “Master LOCATION MAP” dgn and select “Merge Into Master” command. You can find this command either by the “Tools” dropdown menu or the Right-Click menu. Now all the elements are in this drawing, now you will also note there are no dgnos listed in the “Reference” dialog box.

Step Five: Populate the Location Map

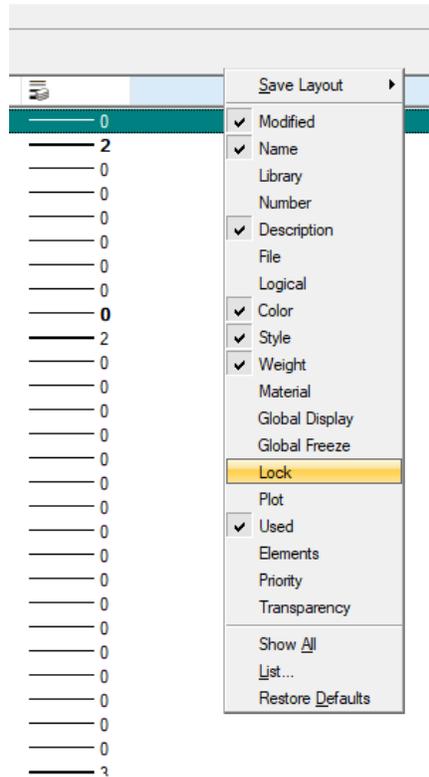
Once all the elements are in the Full size sheet dgn you need to add annotation to it in order to complete it.

- 1. Currently all the Levels of the Location Map elements are Locked so you won’t be able to manipulate them. This was done to help preserve the integrity of the Master Location Map. But you will need to Unlock them in order to edit them, to do this you need to:
 - a. Open the Level Manager and in it do the following:



- i. Change the Filter to “none” (see red arrow)
- ii. Go to “Lock” column header and Click on it

If the “Lock” column is not visible, Right Click on any part of the Column Header and Select it from the drop-down list. By Clicking on the “Lock” column it will resort all the Levels in the dgn by which ones are Locked.



- iii. Highlight all the Levels “Locked” and Click on the Lock icon for each Level to Unlock them.
2. Now edit and populate the Location Map for example:
 - a. Route Numbers, Beginning and End of Project callouts, Municipality Names, Waterbody Names, etc.
 - b. Route Symbols, Scale-Bar, etc.
3. Save the Title sheet dgn when complete.
4. End of Workflow.