

Title Sheet for Book Jobs

Overview:

These instructions are for creating the Title Sheet page for Book Jobs which is a scanned and scaled version of the original full-size sheet that has been stamped.

- Create a Title sheet dgn
- Fill out PCF file
- Fill out remaining Title Sheet fields
- Stamp and Signature
- Scan completed Title Sheet

Step One: Create the Title Sheet dgn

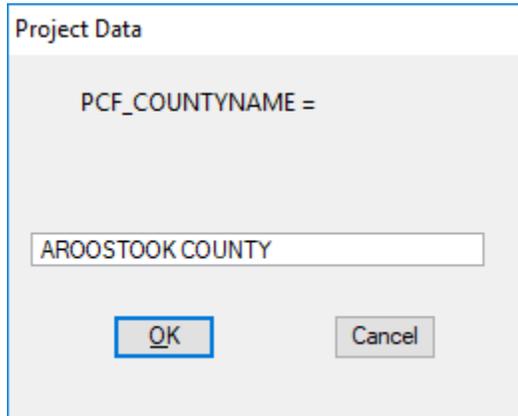
Use MicroStation to create a Title Sheet dgn.

1. With MicroStation open go to the menubar **File > MakeSheetz** and the following dialog box will open:

The screenshot shows the 'MakeSheetz' dialog box. The 'File Prefix' section has the 'Sheet #' radio button selected with the value '1' in the adjacent text box. The 'Type of File To Create' section has 'HIGHWAY' selected in the 'Workgroup' dropdown and 'Title' selected in the 'Type Of File' dropdown. The 'File Suffix' section shows a dropdown menu and a text box containing '.dgn'. Below these sections is a preview field displaying '001_Title.dgn'. At the bottom of the dialog are two buttons: 'CREATE FILE' and 'EXIT'.

2. Set up the fields as shown and Click "CREATE FILE".
3. The MakeSheetz macro will then create a Title Sheet dgn which will look like so:

- b. To edit a field, highlight it and click “OK”, a dialog box appears to edit the selected field.



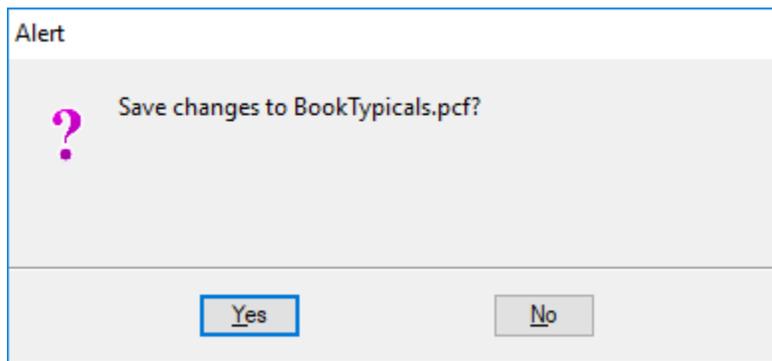
Note: The text you enter in this box will be displayed exactly as it will be on the Title Sheet, nothing else will be added or modified.



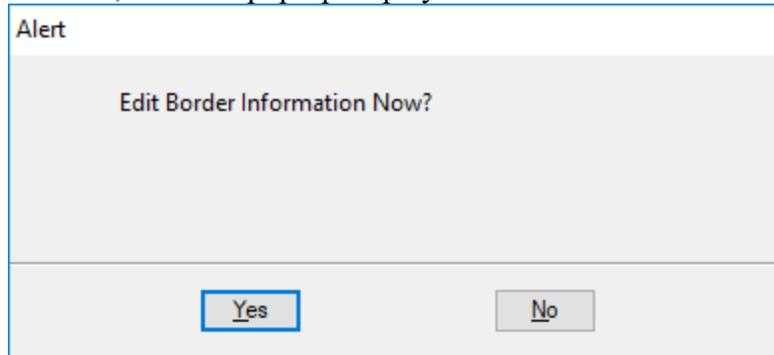
- c. After filling in the text field, Click “OK” which will return you back to the PCF editor where you can choose another field to edit or you can exit out of the editor. Upon exiting you can either save the edits and run the “Edit Project Data (PCF)” macro to change the Title Sheet text, or simply close and not make any changes to the Title Sheet.

Note: If you are unfamiliar with which PCF field in the PCF Editor represents what text on the Title Sheet refer to the second of the last page in this document.

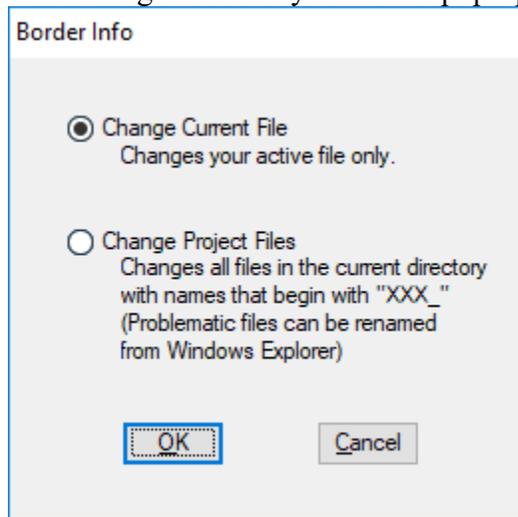
- d. After making all the PCF edits and are ready to have the edits show up in the Title Sheet, Click “Cancel” in the PCF Editor. After which this pop-up shows up:



- e. Click “Yes”, then this pop-up displays:



- f. Click “Yes” again causes yet another pop-up to display:



This one dialog box is asking you if you want to ONLY make the edits to current drawing you have open (the Title Sheet) OR do you want to make edits to ALL the sheet dgn’s in this project folder? I would recommend just doing the drawing one at a time unless you are absolutely sure there are no other drawings in this project that will be affected.

- g. Recommend choosing “OK” to only edit this drawing.
5. After the “Edit Project Data (PCF)” macro process is completed you still need to edit remaining text on the Title Sheet in order to finish it. Refer to the last two pages of this document to help determine what text the PCF macro will change and what remains to be edited.

Guidance: Title Sheet Standards and Conventions

These are the established rules of filling in text and fields on the Title Sheet for Book Jobs.

Note: Examples of completed Title sheets can be found in [Sample Title Sheets for Book Jobs](#).

- Title Sheet drawing name will always be “001_Title.dgn”
- The Title Sheet, sheet number will always be “1” (this will automatically populate when using the “Edit Project Data (PCF)” macro and the dgn name is as above.)
- PCF_TOWNNAME – if there are two towns separate the names with a “-“
- PCF_COUNTY – after the county name type out the word “COUNTY”
- PCF_STREETNAME – Always spell out road and street when naming streets
i.e. “US ROUTE 1”, “LINCOLN STREET”, “INTERSTATE 95”
- PCF_PROJECTLABEL – This depends on whether it is a FEDERAL or STATE project. Only Federal **or** State will be listed, never both:
 - Federal – “**FEDERAL PROJECT NO. #####**” (7 digits, no leading zeros, NO decimal)
 - State - “**STATE PROJECT NO. #####.##**” (7 digits, no leading zeros, WITH decimal)
- PCF_PROJECTNUMBER – This depends on whether it is a FEDERAL or STATE project:
 - Federal – “**FEDERAL PROJECT NO. #####**” (7 digits, no leading zeros, NO decimal)
 - State - “**STATE PROJECT NO. #####.##**” (7 digits, no leading zeros, WITH decimal)
- WIN Number – “WIN” needs to precede the seven digit code, which includes two decimal places.
i.e. “WIN 12345.67”, or “WIN 2355.00”
- Remove both the “PLAN LEGEND” block and the “INDEX OF SHEETS” block
- Display the roadway of the project in the center of the Title Sheet with:
 - North Arrow
 - Label of the roadway and or route designation
 - Show the direction with arrow to the nearest Municipality when going in either direction of the roadway
e.i. “TO VAN BUREN”, “TO GRAND ISLE”
- Label the Station at
 - Begin and End Station
 - Intersection of Townline’s and the roadway
 - Intersection of project roadway and other public roadways
- Lower righthand corner text block

PROJECT LOCATION:	BEGINNING 0.09 MILES SOUTH OF THE VAN BUREN TOWN LINE AND EXTENDING NORTH 3.71 MILES.
PROGRAM AREA:	HIGHWAY PRESERVATION PAVING
SCOPE OF WORK:	ULTRA-THIN BONDED WEARING COURSE

- Project Location – give an approximate location of the Beginning Station using miles to the hundredth decimal place from the closest significant feature, and the length of the project to the hundredth decimal place (in capital letters)
 - e.i. “BEGINNING 0.09 MILES SOUTH OF THE VAN BUREN TOWN LINE
AND EXTENDING NORTH 3.71 MILES.”
- Program Area – Copied from ProjEx and in capital letters
- Scope of Work – Copied from ProjEx and in capital letters
- Create a rudimentary Location Map ([Instructions](#)) with:
 - Pertinent landmarks, roads, waterbodies
 - Label of Municipality the project is within
 - Locate the “Begin” and “End” of the project
 - Road and route name
 - Scalebar
- Print Title Sheet to full size pdf
- Have a printed full size Title Sheet stamped and signed
- Have the signed and stamped Title Sheet scanned to a 8.5x11 pdf

