

Creating Files Through Microstation Manager

There are several ways to create a New File in MicroStation (Construction).

You can select "File - New". This will bring up a "New file" dialog box.

You will then need to select a seed file (if the seed file shown is not "i_project_2d.dgn") If it is, skip this step. If it is not, you will need to click on the "Select" button at the bottom of the dialog box. Navigate to the t:\standard\wsmmod\design\seed_i directory and select the "i_project_2d.dgn" file. Then select "OK".

You will need to name the file by left-clicking in the blank box at the top of the dialog box under "Files". You do not need to put the ".dgn" extension. The filename should only include numbers, letters, and the "_" symbol if necessary. **There can be NO spaces in the filename.** If there are spaces, your document will not print.

Make sure you select the correct drive, and directory where you want the new file stored. Then select "OK".

You will get a dialog box that asks if you want to save the changes to the file that was open. You may answer this accordingly (Yes if you had changes in the old file you need to save, and NO if there were no changes to the file).

You are finished !

An alternate way to create a new file is to select the icon on your "Standard Tools" bar that is on the far left and looks like a plain sheet of paper. You would then follow the steps outlined above to select a seed file, etc.