

# 12 SHEET NAVIGATOR

## OBJECTIVE

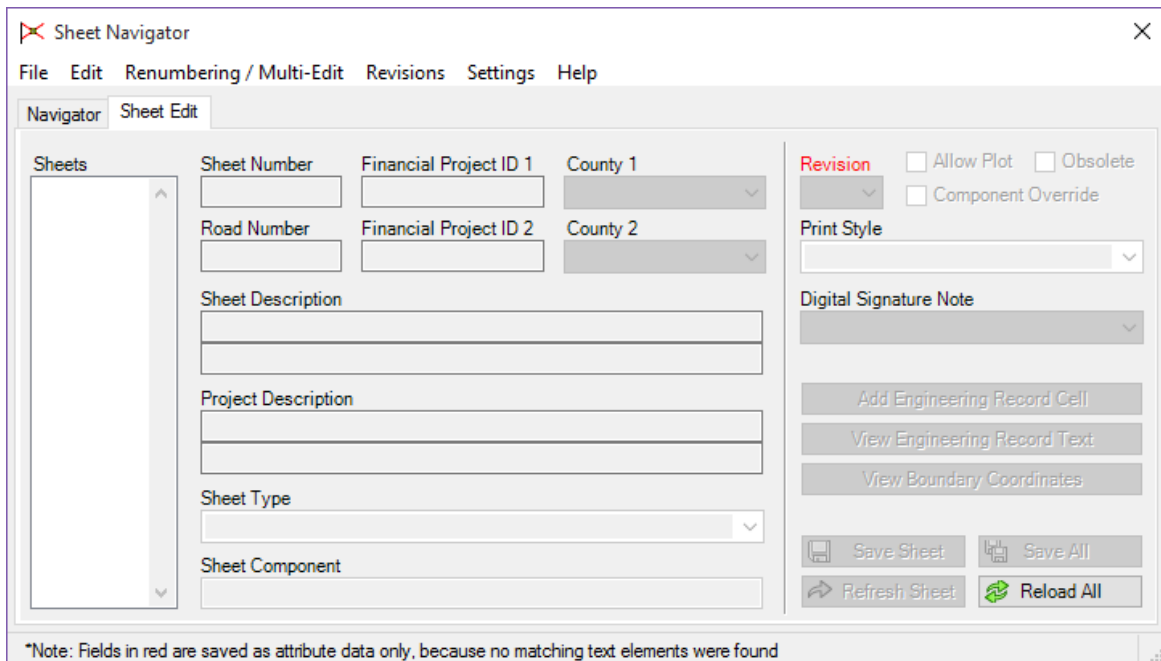
In this chapter the following topics will be covered:

- Overview of Sheet Navigator
- Create an Index
- Auto Numbering and Renumbering
- Edit Multiple Sheets

## INTRODUCTION

Sheet Navigator is an application developed by Florida Department of Transportation (FDOT) to fill out the sheet information, retrieve sheet information from previously created sheets, index all sheets in a component or project, and update sheet information on all sheets. When Sheet Navigator starts interactively in MicroStation, scans the active file for sheets, retrieves any sheet data that it finds and stores the data in GEOPAK adhoc tags on points at the corners of each sheet. This sheet information is later used to create the index of the project and to automate plotting of sheets for delivery of the contract plan set.

## OVERVIEW



Sheet Navigator has the ability to Auto Number sheets, number/re-number single or multiple sheets, create the Index of Sheets for the Key Sheet and create the \*.pset for printing with Print Organizer. Sheet Navigator can also tag a sheet as Obsolete so sheets are not selected and indexed. This allows the designer to create exhibits or temporary sheets in the project without the worry of electronic delivery including them in the plans package. Sheet Navigator can also perform multiple sheet edits at one time such as adding the Road Number or the Digital Signature Note.

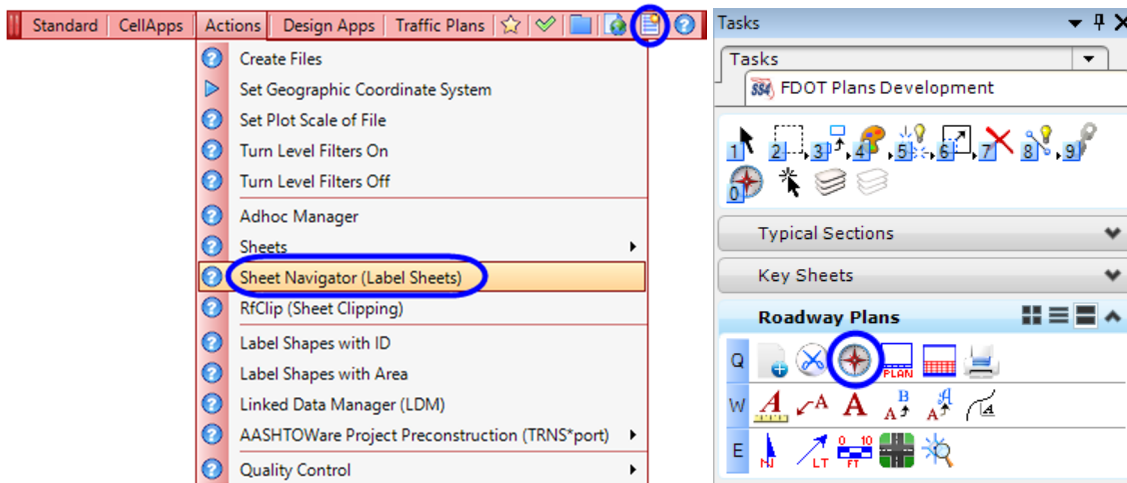
Sheet Navigator creates an index named Sheetinfo.xml located in either the root project folder or in the component folder depending on how the designer created the index. This index is crucial to Sheet Navigator functioning properly when working in the Auto Numbering, Renumbering or Multi Sheet Edit mode.

Sheet Navigator is used to:

- Number Sheets
- Label Sheet Title Blocks
- Auto Number Sheets
- Renumber Sheets
- Apply Revision Text

## SHEET NAVIGATOR DIALOG

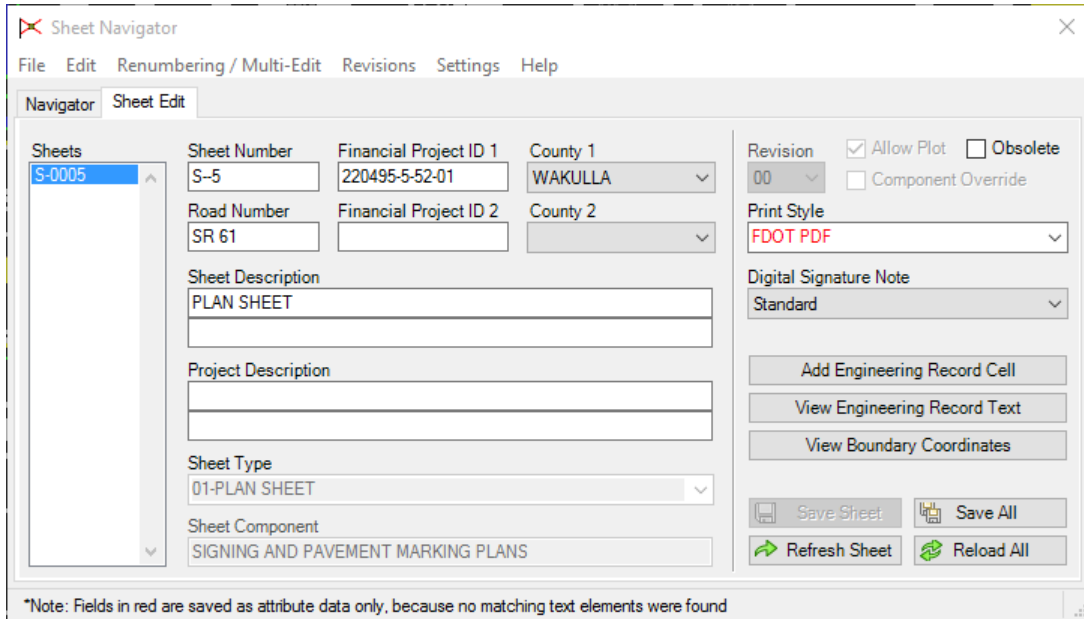
Sheet Navigator can be accessed through the FDOT Menu under **Actions > Sheet Navigator (Label Sheets)** <OR> from the Sheet Navigator Button on the end of the FDOT Menu OR from the Task Menu FDOT Plans Development > Roadway Plans.



The Sheet Navigator application consists of two tabs: *Navigator* and *Sheet Edit*. The application defaults to the *Sheet Edit* tab when the dialog displays.

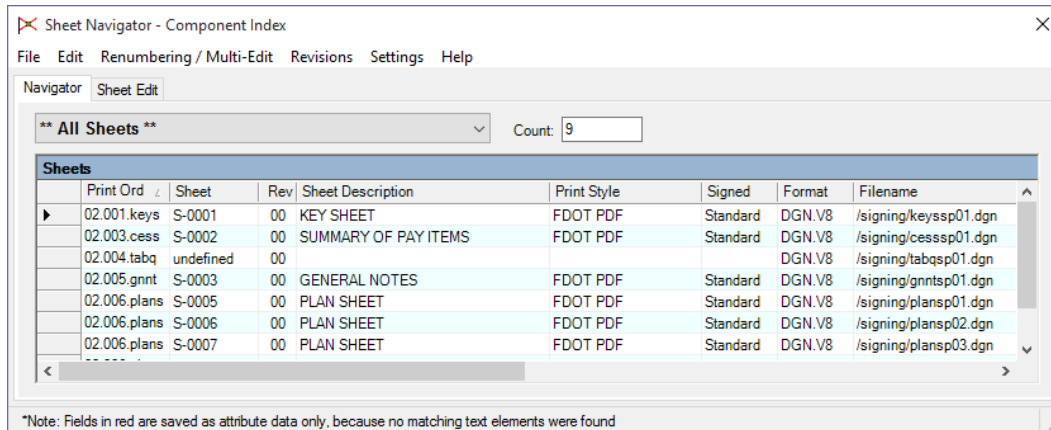
## SHEET EDIT TAB

The *Sheet Edit* tab is used for populating the standard title block information.



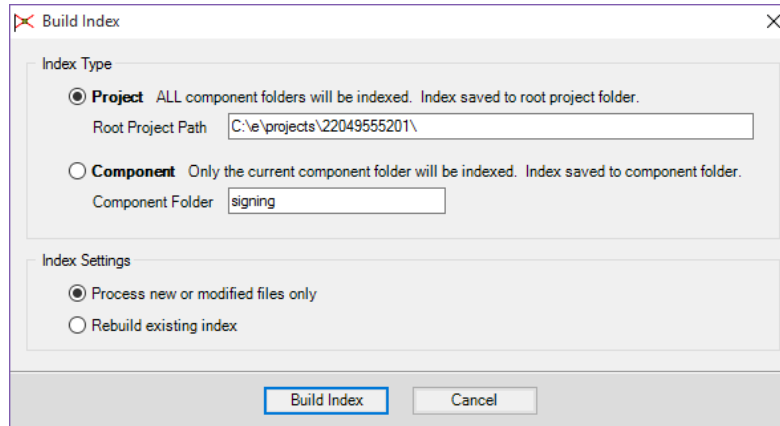
## NAVIGATOR TAB

The Navigator tab displays the list of sheets contained in an index file (SheetInfo.xml). Prior to using any of the multi-sheet edit functions available on the Navigator tab, the Project Index file (SheetInfo.xml) must be created by Sheet Navigator. It is automatically created in the root of the project folder. The XML file contains all of the information from the adhoc attribute tags. To create the XML file select File > New from the Sheet Navigator main menu. An index file can be created for the entire project or a specific component.



## SHEET NAVIGATOR - PROJECT INDEX

Sheet Navigator does not load or create a project index by default. A project index file must be created for certain operations such as renumbering, revisions, and multi-sheet editing.



An existing project index file (SheetInfo.xml) can be opened by selecting **File > Open** from the Sheet Navigator main menu. The default location for the project index file is the root project folder.

Design files containing the sheets are opened by double-clicking on a particular sheet in the list.

*Note* For more information on Sheet Navigator, see the FDOT Help files.

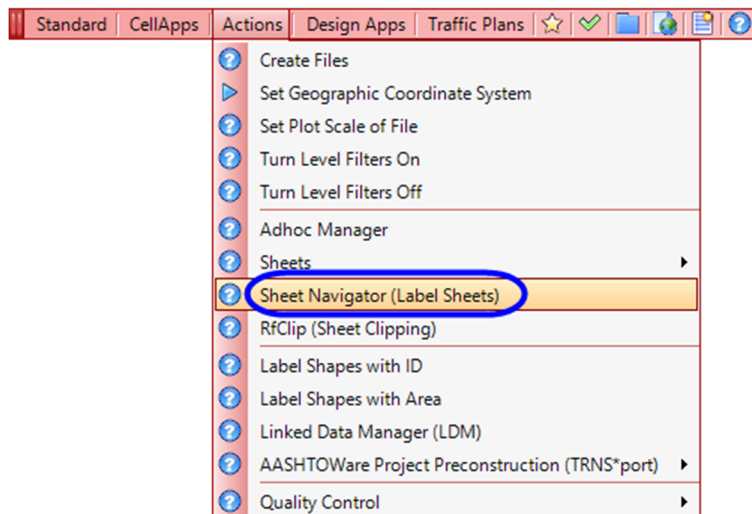
### **Exercise 12.1**      **Create Component Index**

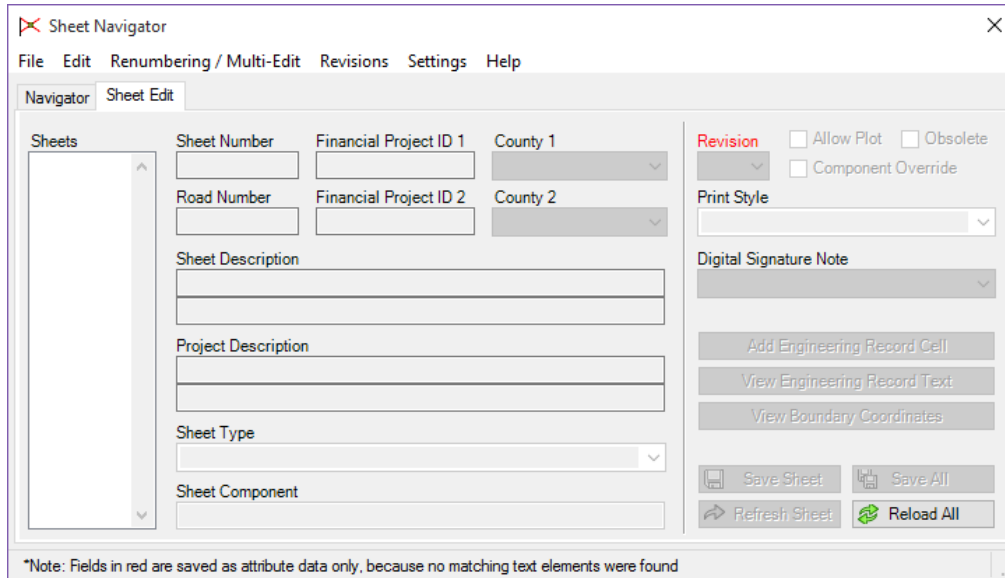
In this exercise a new Component Index will be created for the Signing & Pavement Marking Plan sheets.

1. Open *DSGNP01.dgn*.

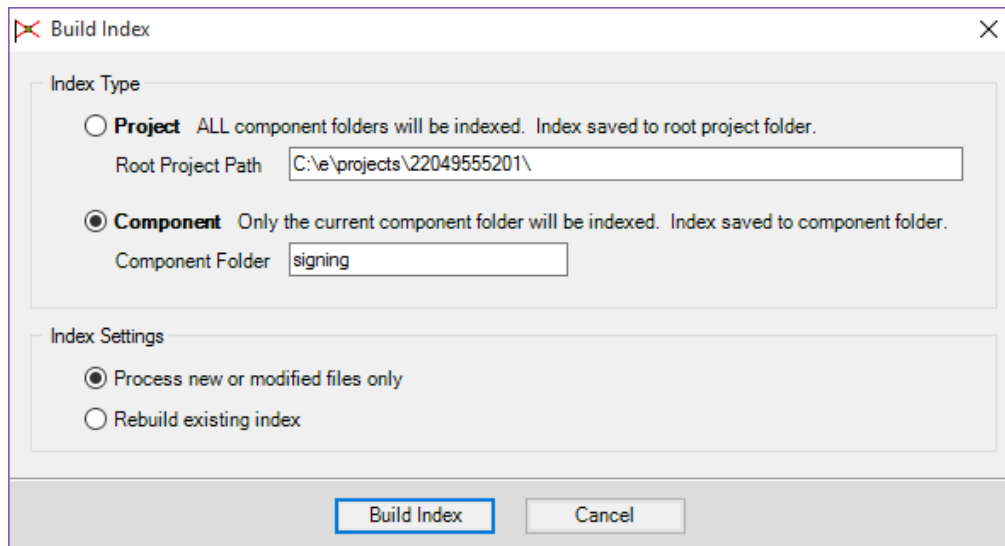
*Note* This exercise can be completed from any design file.

2. From FDOT Menu, select **Actions > Sheet Navigator (Label Sheets)**.



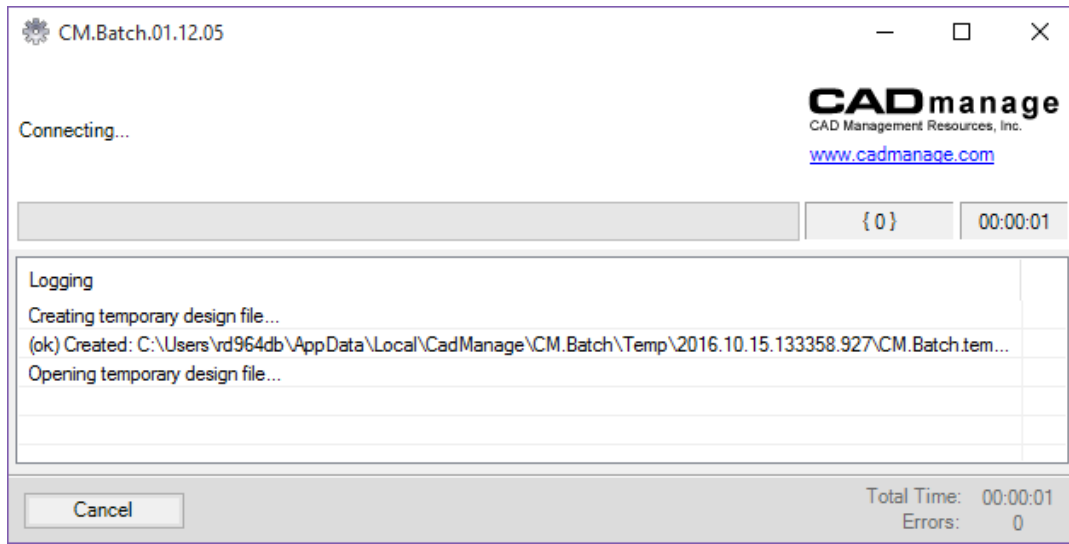


3. In Sheet Navigator, select the **Navigator** tab.
4. In the *Navigator* tab, select **File > New**.

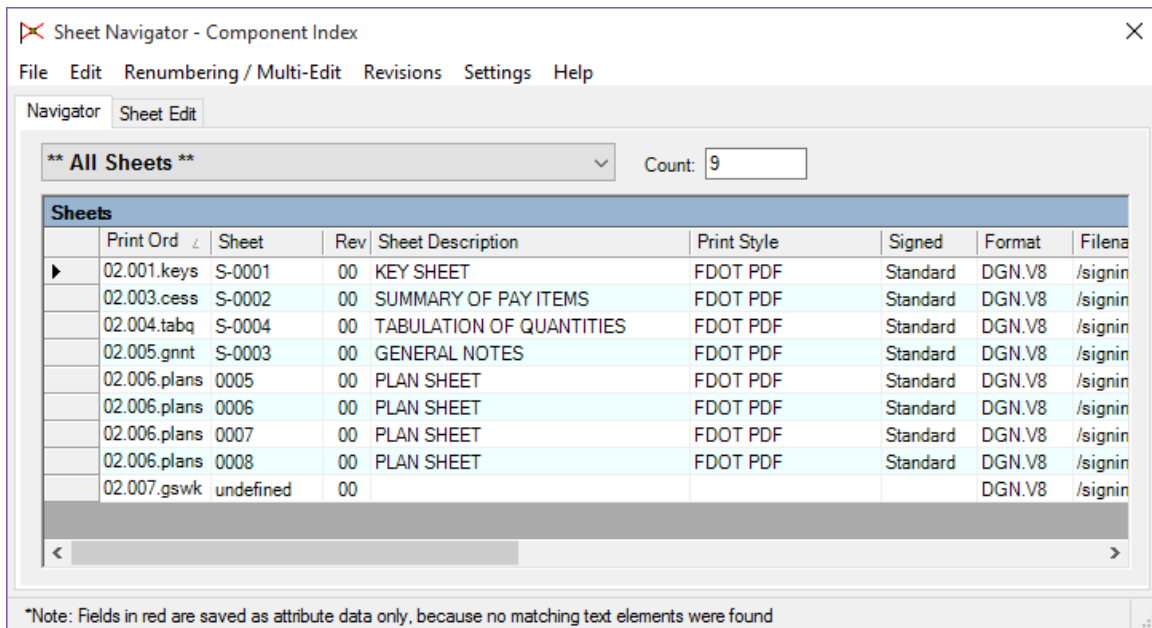


- a. Select the **Component** option.
- b. Click the **Build Index** button. (This creates *sheetinfo.xml* in the *Signing* folder. All other discipline folders are ignored.)

- MicroStation will close and the **CADmanage (CM.Batch)** process will run.



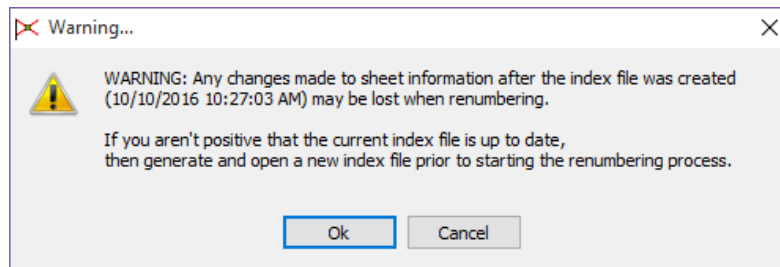
- When the process is finished, MicroStation re-opens and an index of sheets appears in Sheets list box.



## Exercise 12.2 Renumbering of Sheets

After the index process is complete, the Navigator tab will be populated with a list of sheets found in the signing folder. Up to this point, there have been some sheets already have information filled in using Sheet Navigator or other tools. However, there are a number of sheets that have missing information and are not numbered or numbered incorrectly. Sheet Navigator can be used to fill out missing information, tag the sheets with the standard Digital Signature Note and number each individual sheet in a batch process. The following steps will cover the basics of this process.

1. From Sheet Navigator menu, select **Renumbering/Multi-Edit > Start** process.
2. Click **OK** on the Warning dialog.

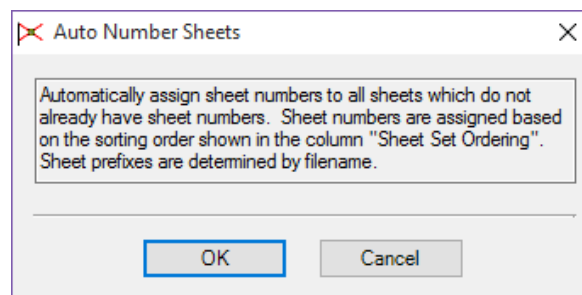


3. Select **Renumbering/Multi-Edit > Auto Numbering > Auto Numbering Mode**.

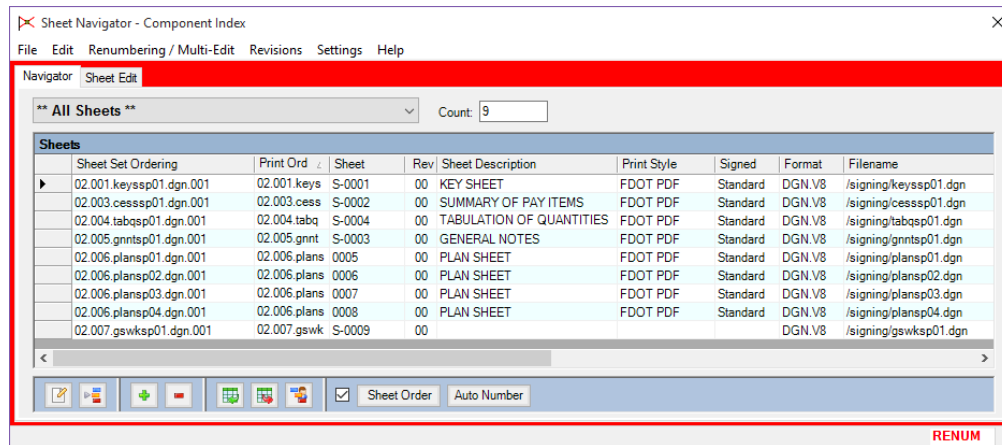
*Note* You could also use the check box at the bottom of the dialog to activate this option.



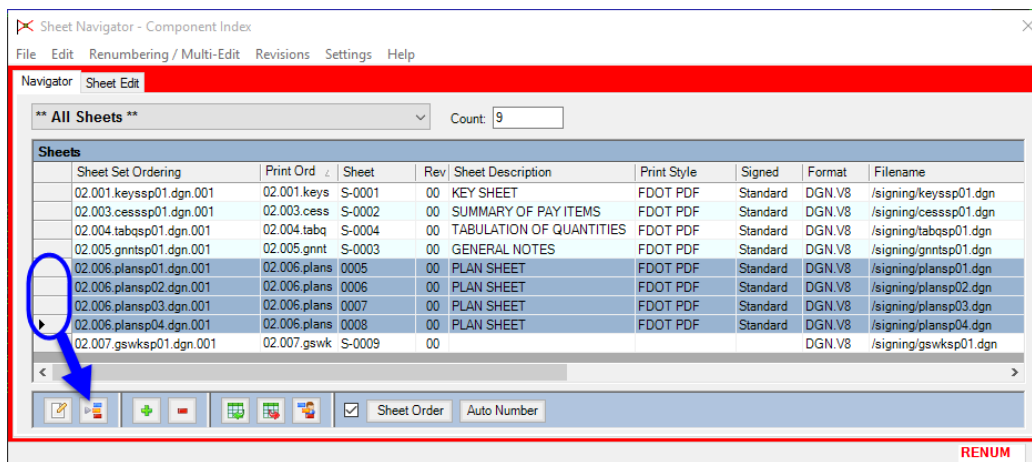
4. Click **Auto Number**.
5. Click **OK** on the Auto Number Sheets dialog.



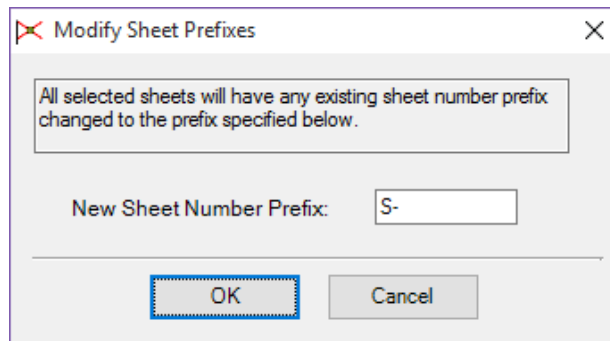
**Note** Notice in the figure below that the undefined sheet now has a number assigned, however, all the information shown is not correct. Corrections will need to be done using other tools available in Sheet Navigator.



- Click in the **grey column** before the *Sheet Set Ordering* column and drag across the sheets that do not have the correct prefix.



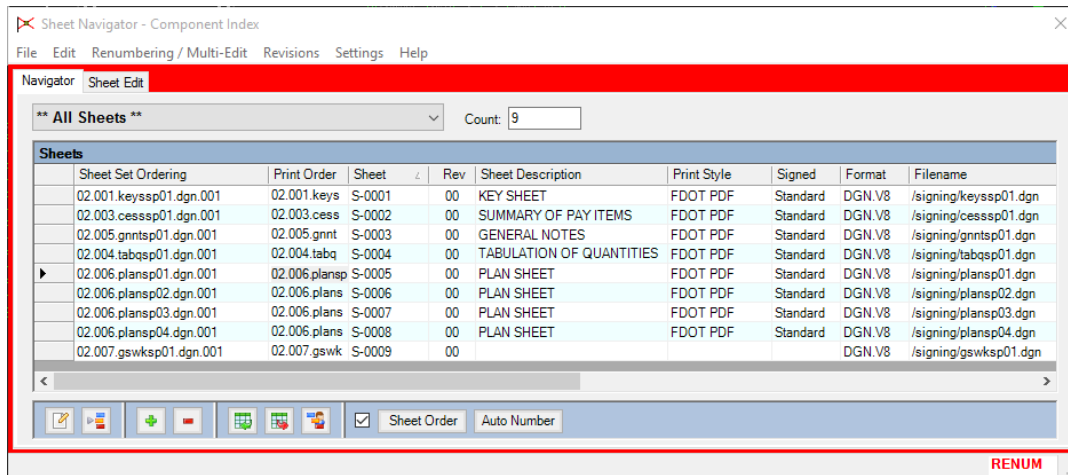
- Click the **Modify Sheet Prefix** button  at the bottom of the Sheet Navigator dialog.



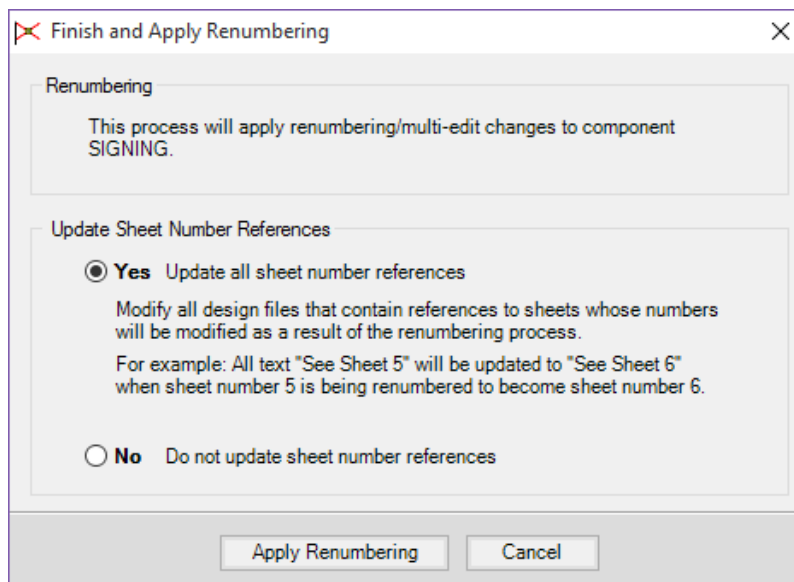
- Set *New Sheet Number Prefix* to **S-**.



- b. Click **OK**. (Notice the sheet prefixes have now been assigned.)



8. Click **Renumbering/Multi-Edit > Finish and Apply Changes**.

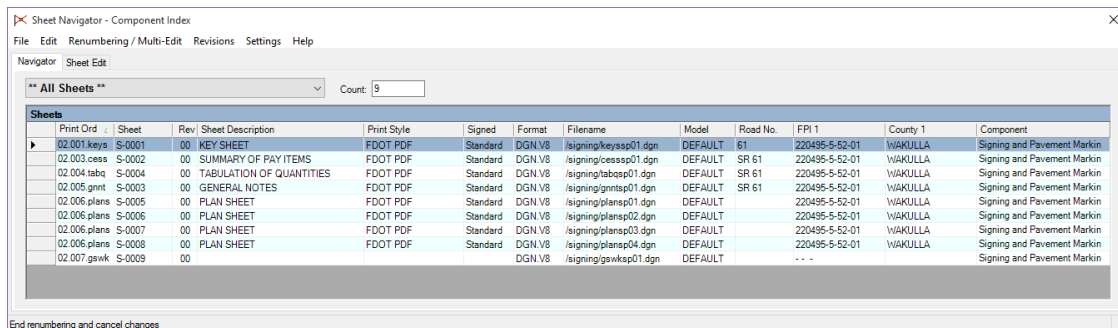


- a. Toggle **On** Yes to Update all sheet number references.
- b. Click **Apply Renumbering** to apply changes. This will open the batch process again to update the MicroStation files.
9. Double click on *Sheet S-0005*, this will open *plansp01.dgn* and set Sheet Navigator to the **Sheet Edit** tab. Notice the sheet number has been updated.

## Exercise 12.3 Use Multi-Edit to Add/Modify Sheet Information

Some of the sheets in the index are missing additional sheet information such as the *Road Number*, *FPI I*, *Print Style* or *Sheet Description*. In this exercise the missing information will be added to multiple sheets

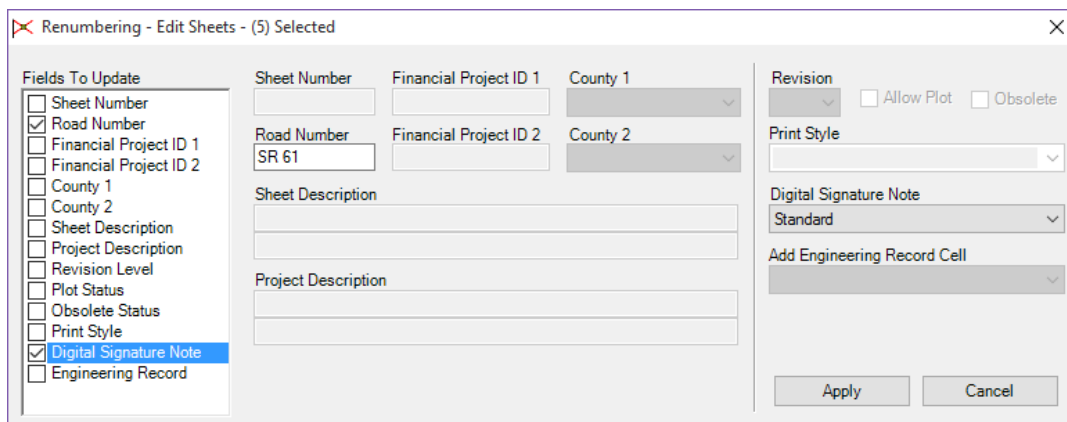
1. Continuing in the *DSGNP01.dgn*.
2. Select the **Navigator** tab on the **Sheet Navigator** dialog. Extend the dialog out to view all of the available columns.



3. Select **Renumbering/Multi-Edit > Start process**.
4. Click **OK** on the Warning dialog.
5. Click the *Sheet S-0005* and drag down across the rows to sheet *S-0009*.

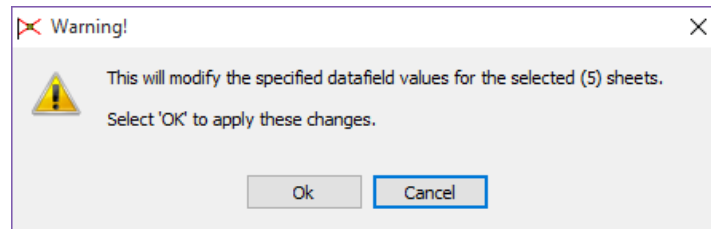
**Hint** You must click and drag over the far left box next to the Sheet number where the black arrow is shown. You can also use the Ctrl and Shift keys to select files.

6. Select **Renumbering/Multi-Edit > Edit Sheet(s)**. (This opens *Renumbering – Edit Sheets* dialog.)



7. Check **On Road Number**. (This activates the *Road Number* field in the dialog.)
  - a. Key-in **SR 61** in the *Road Number* field.
  - b. Check **On Digital Signature Note**. This activates the *Digital Signature Note* drop down list.
  - c. Select **Standard** from the *Digital Signature Note* list.
  - d. Click **Apply**.

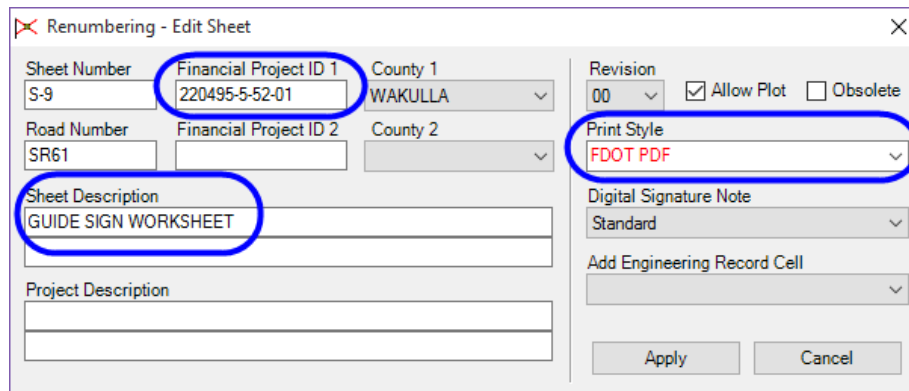
- Click **OK** on the Warning dialog.



- Select **Sheet S-0009** and click on the **Edit the selected sheets** icon located at the bottom of the dialog.




- Fill out the *Renumbering – Edit Sheet* dialog with the missing information.




- Click **Apply**.

- Select the **GENERAL NOTES** sheet.

- Click on the **Decrement the sheet number of selected sheets**  button to change the *sheet number* from **S-0003** to **S-0004**.

- Select the **TABULATION OF QUANTITIES** sheet.

- Click on the **Increment the sheet number of selected sheets**  button to change the *sheet number* from **S-0004** to **S-0003**.

- Click **Renumbering/Multi-Edit > Finish and Apply Changes**.

- Toggle **On Yes** to Update all sheet number references.

- Click **Apply Renumbering** on the Finish and Apply Renumbering dialog to apply changes. This will open the MicroStation files and add the sheet numbers to the sheets.