

# ODOT Standards

Item	Purpose	How to Access or Use	What is Automatic?
New DGN file (PW)	Template for new CAD work with all ODOT design file settings for units and readouts; includes 10 levels that may be edited by users.	PWE: <b>Document&gt;New Document</b> , templates with descriptions in CAD_Resources\Seed	manual
New DGN file (Windows)	Template for new CAD work with all ODOT design file settings for units and readouts; includes 10 levels that may be edited by users.	File Explorer - Open MicroStation, ORD or OSD; <b>File&gt;New</b> and Browse...	Location of folder containing seed files
New model	Model template for new CAD work with all ODOT design file settings for units and readouts. Sheet models for disciplines have size, borders and title blocks.	Models, <b>New Model</b> , Design or Sheet From Seed, [...] (Change Seed Model), [Open] - choose a model	Location of file containing model seeds
Text Styles and Text Favorites	Place ODOT standard text in development of contract plans. Civil Annotation.	<b>Place Text</b> Command, Text Editor <b>ODOT Ribbon Workflows</b> commands will use ODOT text styles for text placement	ODOT Text Styles loaded at launch
Cell Libraries	Discipline-specific containers of drawings and/or text legends that can be placed as a pre-defined group.	Primary group> <b>More&gt;Cells Place Cell</b> Command  Cell Library dialog - <b>File&gt; select discipline library from list</b>	Every cell accessible by name - loaded at launch Location of folder containing discipline cell libraries
Line Styles	Physical and cosmetic custom line styles for use in development of contract plans.	Home>Attributes ODOT Ribbon Workflows commands will use ODOT custom line styles	ODOT custom Line Styles loaded at launch
Levels	1005 named levels. Most have status: Existing (E_) or Proposed (P_). Some for modeling - Design (D_), Sheet Layout (S_) or Administrative (#_). Major group identifiers exist for most disciplines. New levels are created only when there is a need to display an element differently from other elements that share the same level.	Home>Attributes ODOT Ribbon Workflows commands will use ODOT named levels	ODOT level names loaded at launch from DGNLIB

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Level Manager	Not used at ODOT much because: Level is just another attribute; Level editing is restricted to Level Symbology Overrides only; Elements share levels, but not all use ByLevel symbology; ODOT discipline ribbon buttons execute commands and select Element Templates (which include Level)	Home>Primary	Use of the Level Manager is very manual – recommended that you use the ODOT ribbon workflows.
Element Templates	Defines all element properties: Level, Color, Line Style, Weight, Text Style, Cell, Material,...	Home>Attributes Not typically used from the Attributes group. Most commands on the <b>ODOT ribbon workflows</b> set the element template.	Loaded at launch from DGNLIB. When an element template is invoked, it automatically sets almost all other element properties.
Drawing/Annotation Scales	Set the annotation scale of your model. The scale that is applied only to annotation text and annotation cells.	Drawing Scale tool bar (open and docked)	List of 27 scales commonly used by ODOT.
Reference (Cache) Files	Primary usage is to copy standard elements into new files for development of contract plans. Used similarly to cells in cell libraries to place previously drawn graphics; also used to match symbology.	<b>Reference Attachment</b> dialog; <b>Directory History</b> button	Shortcut to location of standard folder containing cache files - ODOT_Standards\ref
Drawing Boundaries	Provides pick list of standard sized fences that are used to create drawings, especially for the development of contract plans.	Picklist when using <b>Place Named Boundary</b> command	Selection of named drawing boundaries loaded at launch. Annotation Scale of drawing-type model automatically set to Detail Scale.
Print Styles	Combines print properties and settings to quickly produce a print or print definition for contract plans.	<b>Print</b> or <b>Print Organizer</b> dialogs; <b>Apply Print Style</b> picklist	Selection of print styles loaded at launch. Print style automatically sets the printer driver, paper size, scale, and attaches a pen table.
ODOT workflows	For discipline-specific placement of elements in DGNs for the development of contract plans.	<b>Ribbon Workflows List - ODOT</b>	Placement of discipline-specific cells and line styles from a menu

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Feature Definitions	Like element templates for civil elements. Sets type of civil element, what symbology and annotation to use.	ORD and OSD only - Select from list in <b>Feature Definition Toggle Bar</b> or use Explorer>OpenRoads Standards	Folder structure of categories loaded at launch
Annotation/Annotation Groups	Uses text styles and text favorites. Places annotation of civil features according to ODOT standards in development of contract plans.	ORD and OSD only - <b>Annotate Element / Annotate Model</b>	Feature definitions assigned to annotation. Drawing boundaries assigned to annotation groups.
Survey Settings	Sets Text Import/Export Wizard definitions and locations; Macro processing; Units; File types and Formats.	Create <b>New Field Book</b>	Copied into active file from DGNLIB with creation of new field book.
Geographic Coordinate Systems	Assigns a coordinate reference system to a model. Used in reprojection and referencing, interaction with other GCS-aware applications.	<b>From Library</b> in ODOT Favorites	List of Oregon Coordinate Reference Systems in the ODOT Favorites folder loaded at launch.
My Cells	Personal containers of drawings and/or text legends that can be placed as a pre-defined group.	Cell Library dialog - <b>File&gt;Attach...</b> Or what's easier is: Cell Library dialog - <b>File&gt; select from list</b>	Personal cell libraries make cells accessible by name, and loaded at launch if cell library is copied into C:\ODOT\CAD_Projects\MyCell
My References	Personal containers of drawings. Primary usage is to copy previously drawn elements into new files. Also used to match symbology.	Reference Attachment dialog; navigate and choose Reference Attachment dialog; <b>Directory History</b> button	Shortcut to location of personal folder containing cache files - C:\ODOT\CAD_Projects\MyRef