

Quick Start for ODOT AutoTable

What is AutoTable and Why Do We Want to Use It?

AutoTable is an OPTIONAL third-party application which provides a seamless integration between Excel and MicroStation for tabular text/data.

Excel spreadsheet files can be imported into MicroStation and modified at any time. The original Excel spreadsheet is synchronized with the DGN file and can be updated as text, format, or data changes. The application draws the Excel table in MicroStation using native geometry while linking the DGN file to the spreadsheet. All imported text and borders are native elements in CADD and are fully editable. AutoTable enables the designer to transfer data from Excel spreadsheets to MicroStation DGN files in an efficient manner while maintaining the current ODOT CADD standards (i.e., MicroStation levels, fonts, size, color and line weights).

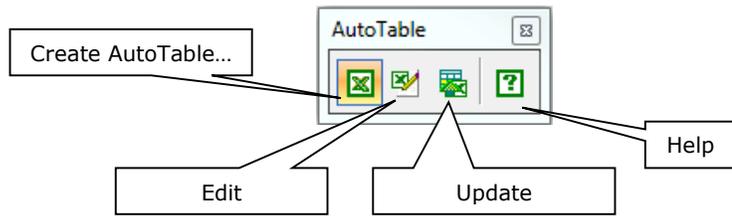
Do not be intimidated by the detailed information in the "ODOT User Guide for AutoTable"; it is intended as a comprehensive manual for those who need to know the specifics of the software. For the general user, the Guide is to be used as a supplemental resource providing additional guidance and background into the more detailed and technical aspects of the software.

Getting Started:

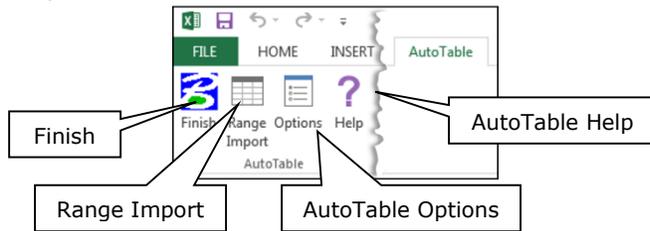
- Check with your Network Administrator (or CADD Manager) to verify the software is installed per the ODOT installation guidelines. See the "ODOT User Guide for AutoTable" for installation instructions.
- Familiarize yourself with the available Excel templates and associated user guides/documentation. The spreadsheet templates include a comprehensive library of standard ODOT Sub-Summary, General Summary, and other various tables used for detailed design. The GENSUM_VBA.xls is an automated General Summary application associated with the current Item Master List. Prior to using this VBA, please review the "General Summary Item Automation" User Guide to ensure you are familiar with the application in addition to having the correct add-in file installed in your Microsoft add-in directory.
- Verify your computer screen resolution is set to 96 dpi to avoid scaling issues when using the ODOT set-up. To check/set your dpi, select Control Panel from your Start menu, and proceed as follows:
 - Control Panel > Display > Display Properties > Settings > Advanced > General > DPI = 96
- When setting up new Excel tables to be imported into MicroStation, be sure to use an Arial 10Pt TrueType font and a row height of 12.75 pixels in order to obtain correct row spacing and font height (0.14) in MicroStation. For titles, subtitles, and so forth, use a 12pt Excel font size to achieve a MicroStation font height of 0.17, a 14pt to achieve 0.20, and 18Pt to achieve 0.25. An Arial TrueType regular font in Excel becomes a Font 30 in MicroStation. An Arial TrueType italic becomes Font 31, and a Verdana regular becomes font 70. All bolded fonts in excel will be placed at the respected MicroStation font but will have a Linewidth of 2.

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- Use the left icon in the MicroStation AutoTable toolbar to create a new Excel worksheet. Create your table in the Excel worksheet and then use the Finish or Range Import icon from the Excel AutoTable toolbar to return to MicroStation and place the table.



- The simplest form of importing your Excel table into MicroStation is the Finish button on your Excel-side AutoTable Ribbon. Be sure to start the table from the upper-left corner of the Excel worksheet (cell A1). If you are working with a table that does not start in the upper left cell of the worksheet (e.g. one of our standard automated General Summary spreadsheets) you will have to select all the cells that comprise the table, and then click on the Range Import button on the



Excel AutoTable toolbar.

- Play with the software. Click on the Edit button in MicroStation. Make changes to the spreadsheet, then return to MicroStation. Next, open the worksheet in Excel; make some changes, close Excel, and then update the table in MicroStation with the Update button. Check out the other icons on the toolbars, and the options on the Cadig drop-down menu in MicroStation. Look up the tools and settings in the ODOT User Guide for AutoTable and read about how they work.

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Excel is a registered trademark of Microsoft, Incorporated.

MicroStation is a registered trademark of Bentley Systems, Incorporated.

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Contact Information:

If you have any questions, suggestions, or problems please contact the ODOT Office of CADD and Mapping Services CADD Support team or use the following form on the ODOT web site at:

https://odot.formstack.com/forms/cadd_servicerequest