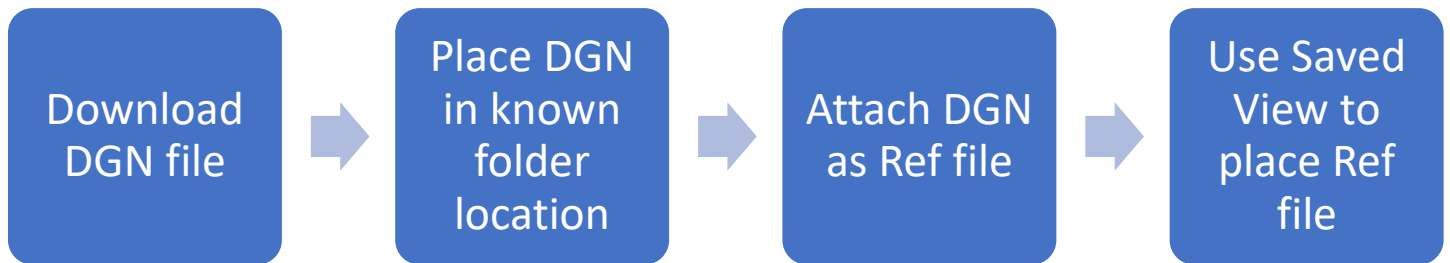


How to use Caltrans Standards Palette in MicroStation

Overview:

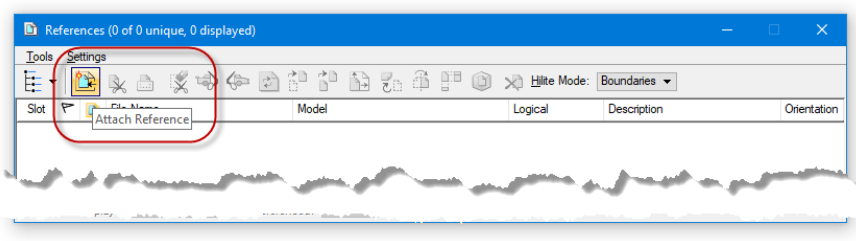


Purpose of Standards Palette:

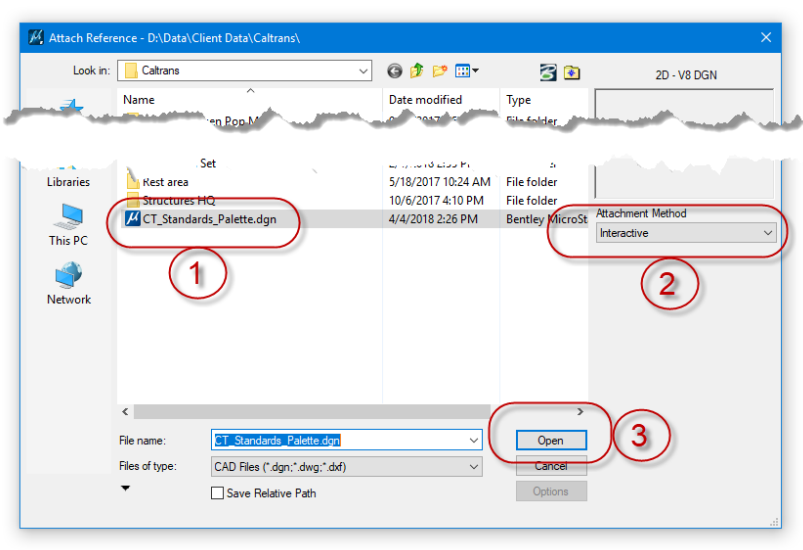
The purpose of this file is to make easily accessible items such as Cells, Text and other items used in your daily work in MicroStation. How this is accomplished is by attaching the DGN as a Reference file to any DGN file you are working on.

Steps:

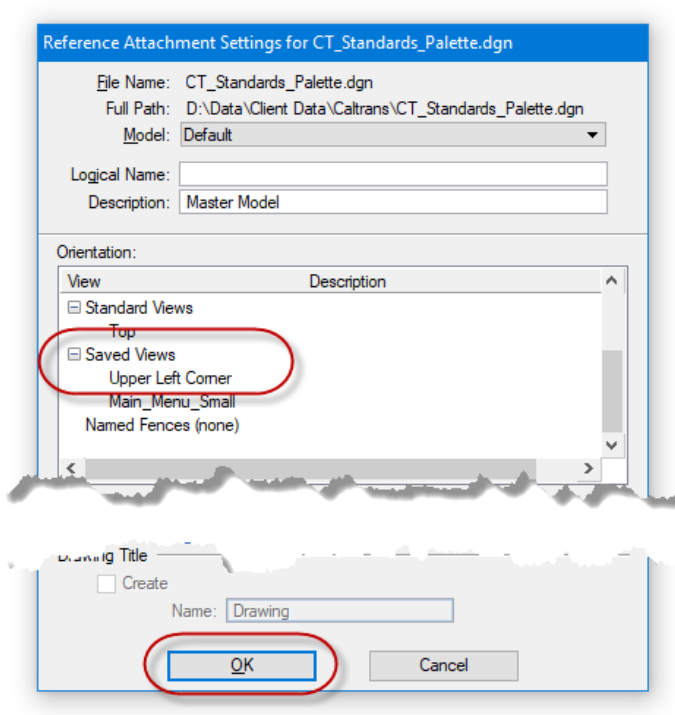
1. Download the zipped DGNLIB file from website (www.caltransacademy.com)
Or, click following link to download ([LINK](#))
2. Save DGN file to the appropriate folder. A folder that you will remember and can easily locate later.
3. Unzip the zip file.
4. Launch MicroStation.
5. Open the Reference file dialog.
6. Select Attach Reference tool.



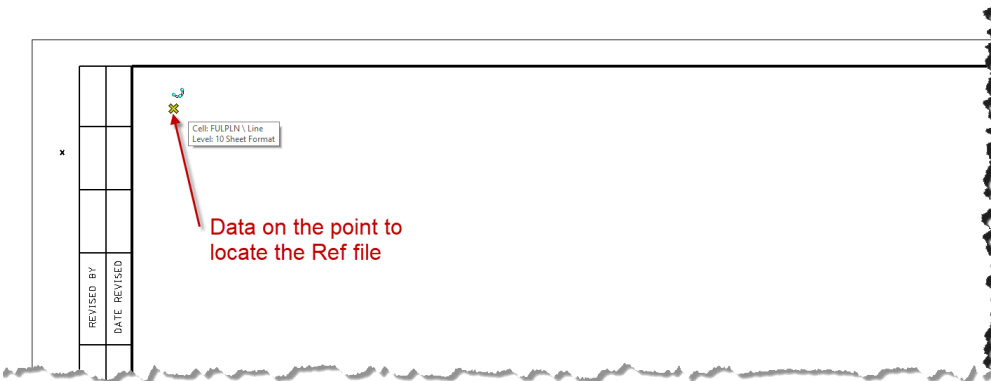
7. Navigate to where you downloaded the DGN.
8. Using the Attachment Method of Interactive, select the DGN and click Open.



9. On the Attach Reference Settings dialog, expand the **Saved View** option in the list box and Select the Saved View named **Upper Left Corner** and click **OK**.



10. Place the Attachment by clicking (Data) on the point in the upper left corner of the border cell.



11. When attached correctly, the Reference file will appear around you Border and should look like the following image.

