

Section 5

Preparation of CADD Contract Drawings for Publication

5.1 **Preparation of CADD Drawings Prior to Publication.** Prior to releasing contract plans CADD files for publication or issuing to external agencies, customers, and Contractors the electronic files shall be prepared according to the following procedure prior to publication of contract drawings for each sheet file in the contract plan set.

5.2 **Create Archive Copy.** Create an archive copy of the 100% designed contract plans prior to reviewing and preparing files for drawing publication to serve as a backup resource.

5.3 **Select File for Review and Cleanup.** *Open* the selected file for reviewing and cleanup in Microstation.

5.3.1 **Activate Reference Manager.**

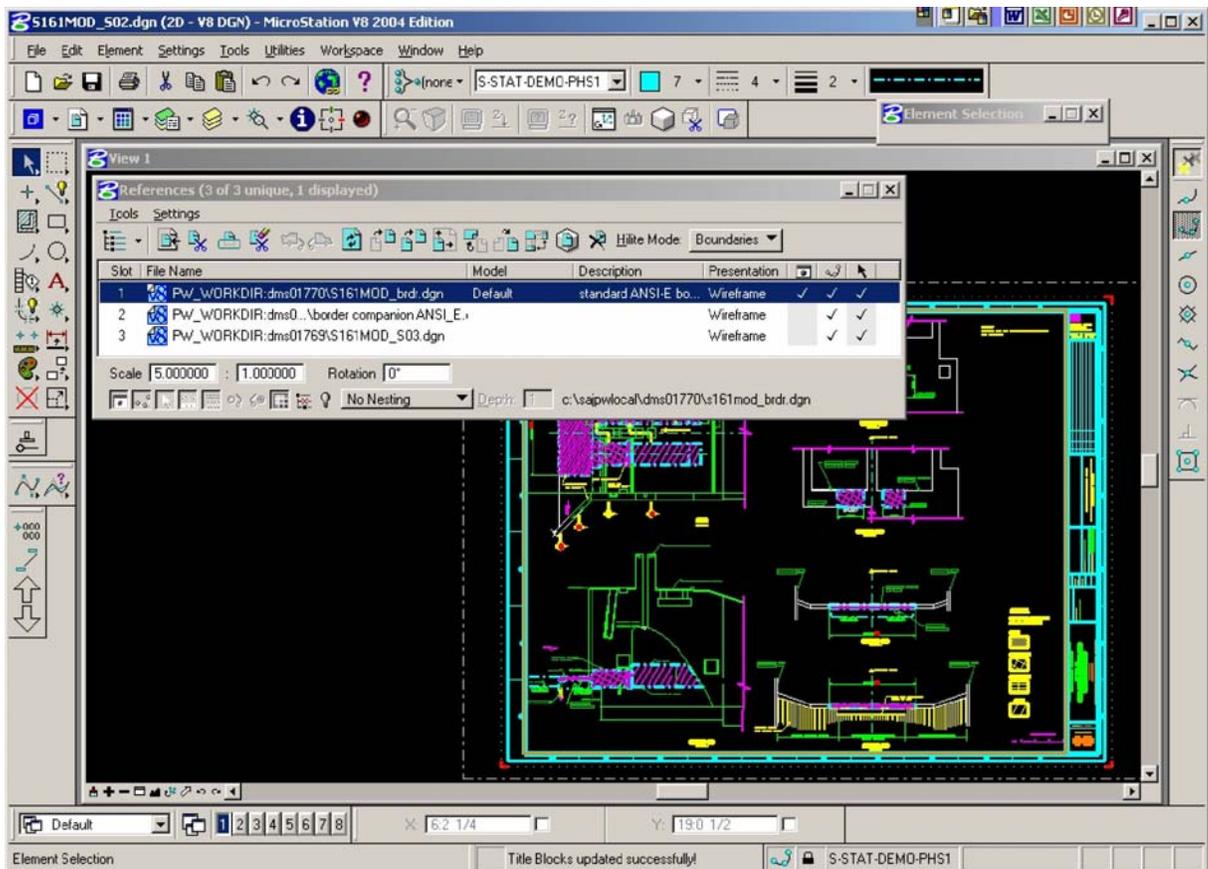


Figure 5-1
Reference File Example

5.3.1.2 Verify reference paths prior to detaching the reference file.

CAUTION

Be aware some margin graphics might be used as referenced details, or for sections. Prior to removing any margin graphics verify if they are being used or just left over from the design.

5.3.1.3. For every reference file that has display turned *OFF*, *detach* the reference file.

5.3.1.4 Delete any attached border companion file.

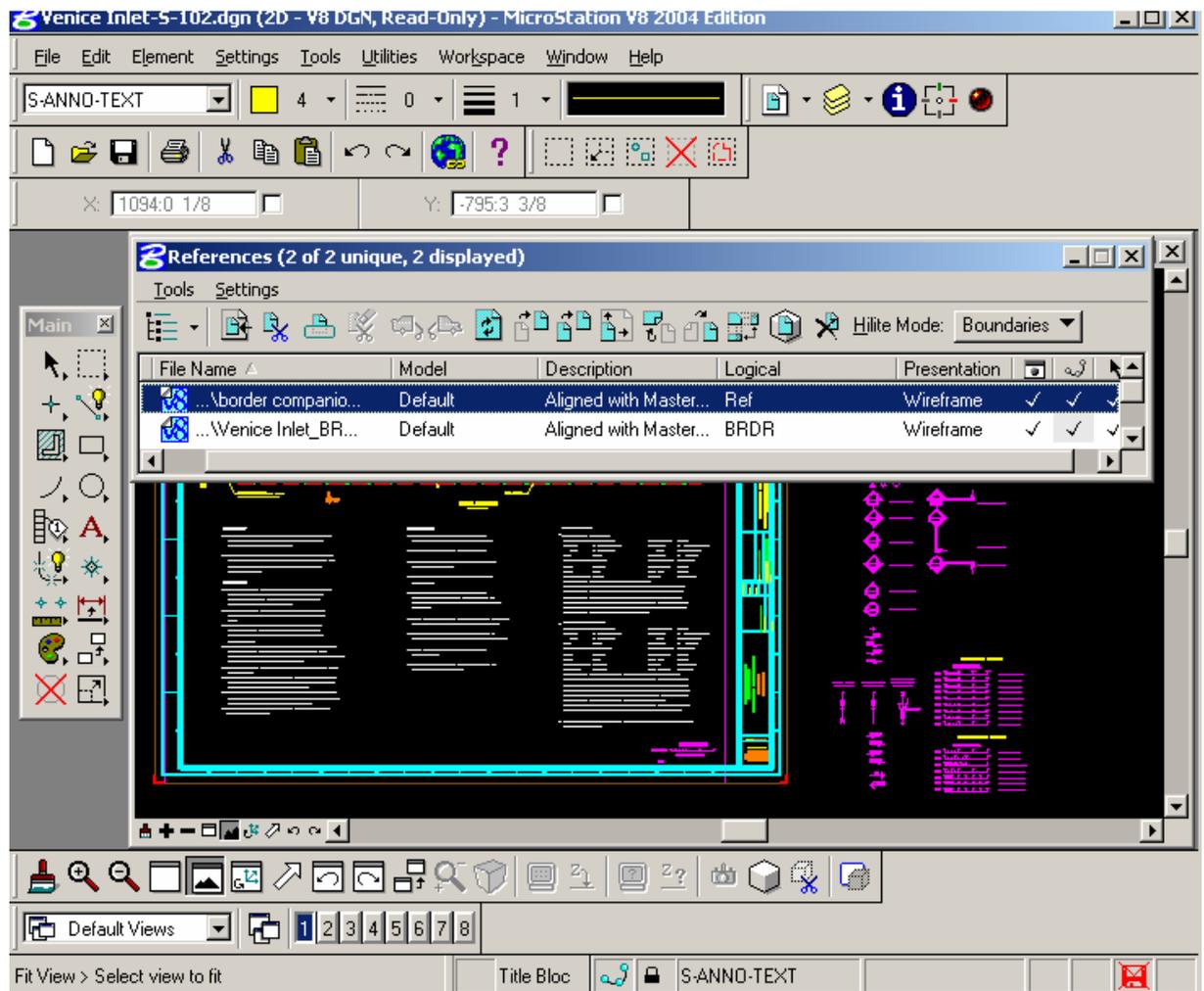


Figure 5-2
Companion File Attachment

5.3.1.5 Open Settings/Locks and turn off the graphic group lock on.

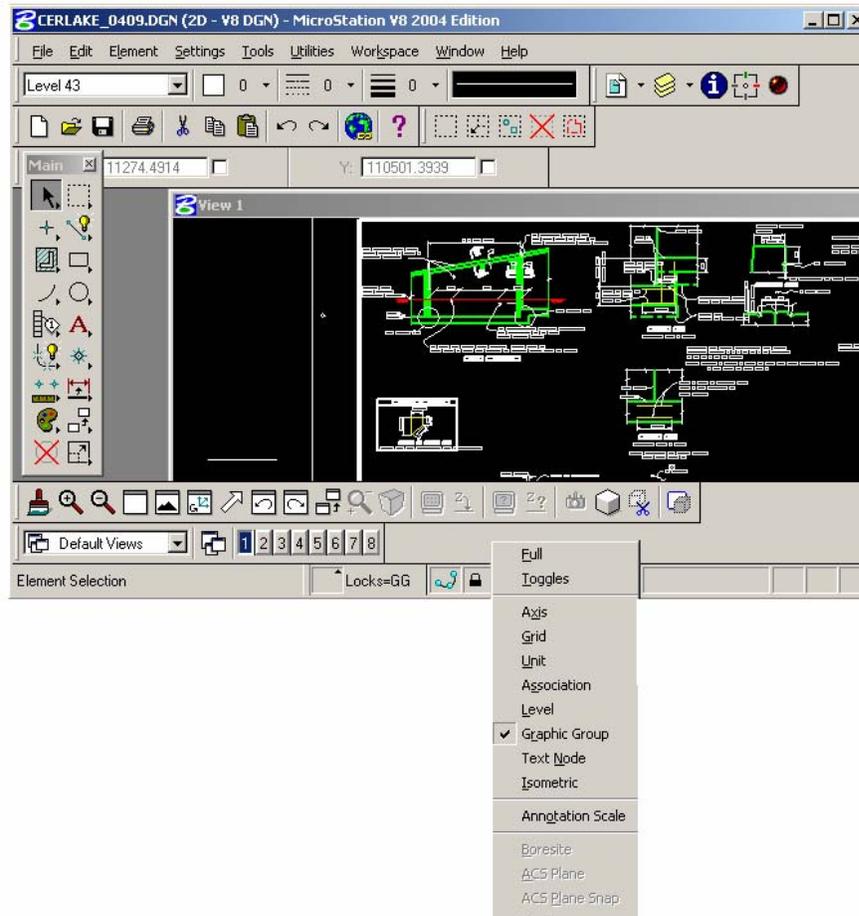


Figure 5-3
Graphic Group Lock

5.3.1.6 Check to see if the sheet file is referenced to itself, if any circular references are found within the sheet file; create a model file of the required detail(s) or section(s). The sheet file should not contain any model type graphics outside the border. Replace the sheet file graphics circular reference with the created model file.

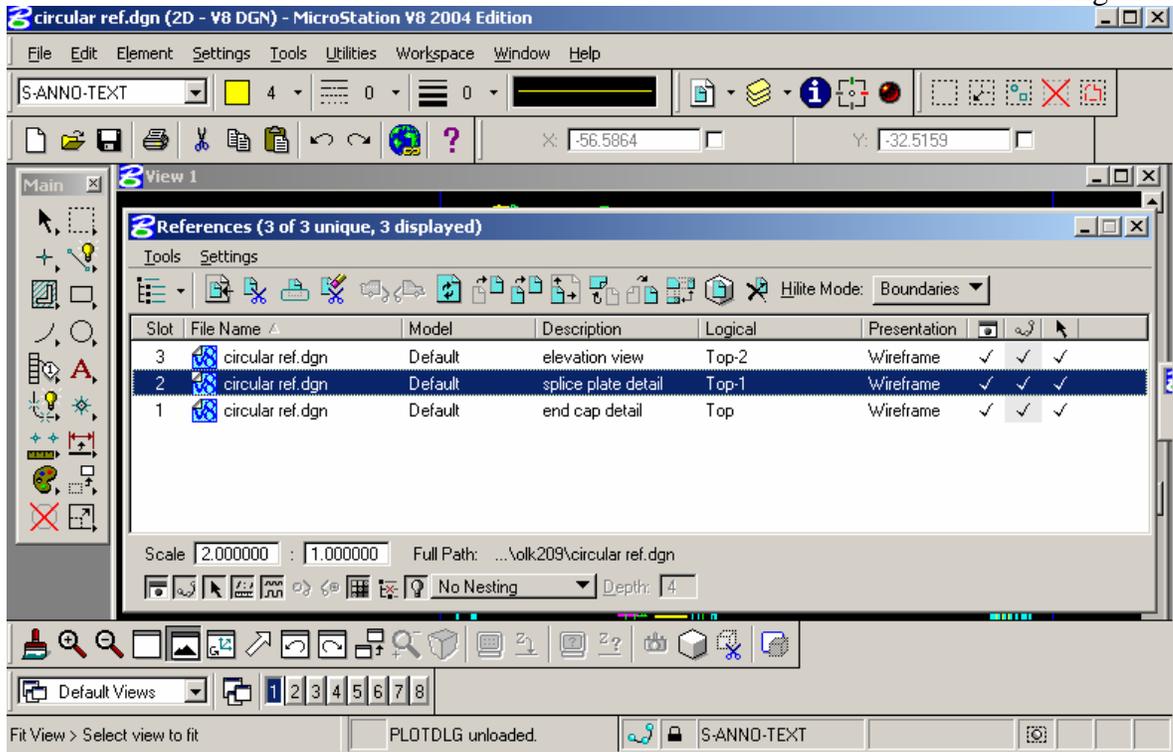


Figure 5-4
Circular Reference File of File No. 1

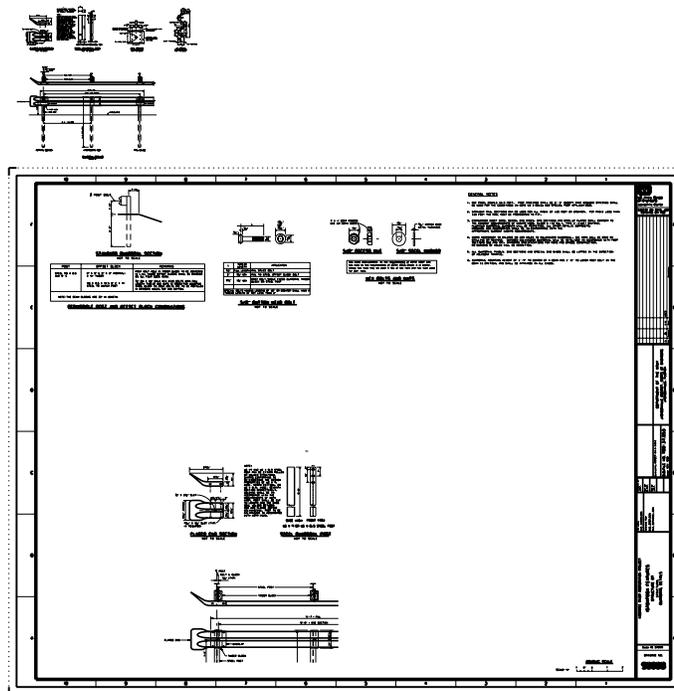


Figure 5-5
Circular Reference of File No. 2

5.3.1.7 In Reference Manager, replace the sheet file circular reference by changing the reference path to the newly created model file.

5.3.2 *Delete Graphics Outside the Border.* Delete all working/construction graphics outside the margin area of the border.

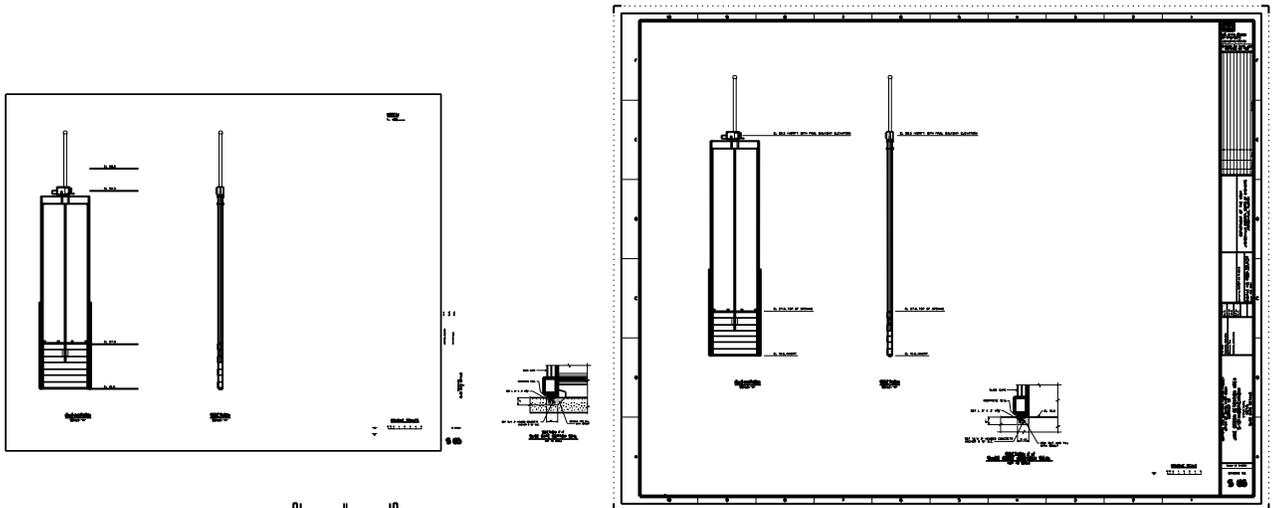


Figure 5-6
Margin Graphics - Graphics Outside Border

5.3.3 *Activate Raster Manager.*

5.3.3.1 Check the display setting for each attached raster file and delete any file not being used.

5.3.3.2 For each raster being used in the sheet file make sure the raster file is only being displayed in 1 view window.

NOTE

Do not delete any Tri-service A/E/C CADD Standard levels, used or unused.

5.3.4 *Open Level Manager.*

5.3.4.1 Check if non-standard levels are being used. If non-standard levels are being used, move those graphic elements from the non-standard level to the correct level.

NOTE

Cells used in the sheet file may contain non-standard levels. Since these levels can't be deleted they may remain in the sheet file.

5.3.4.2 Check the sheet file to see if it contains unused non-standard levels. Delete any non-standard levels you find in the sheet file.

5.3.4.4 Check the font used for all of these text elements. Change these text items to Bentley font 3, Engineering if needed.

- a. general notes.
- b. schedules.
- c. tables.
- d. legends.

5.3.3.1 Check the font used for dimensions, subtitles, titles, symbols, callouts, etc. Change these text elements to font 1, Working if needed.

5.4 **Open Cell Library Manager.**

5.4.1 *Detach the cell library.*

5.4.2 *Turn on Use Shared Cells and delete any unused shared cells.*

5.5 **Open Design File Cleanup Manager.** Use Design File Cleanup to delete duplicates on the same level.

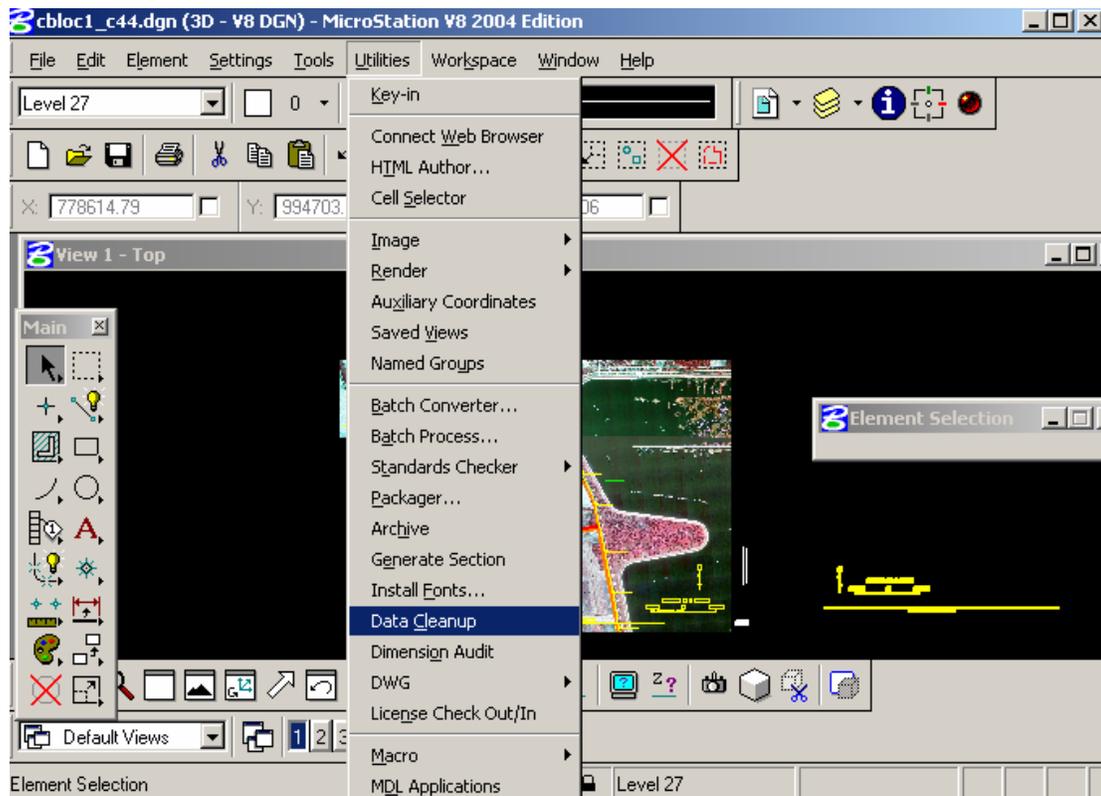


Figure 5-7
Delete Duplicate Element No. 1

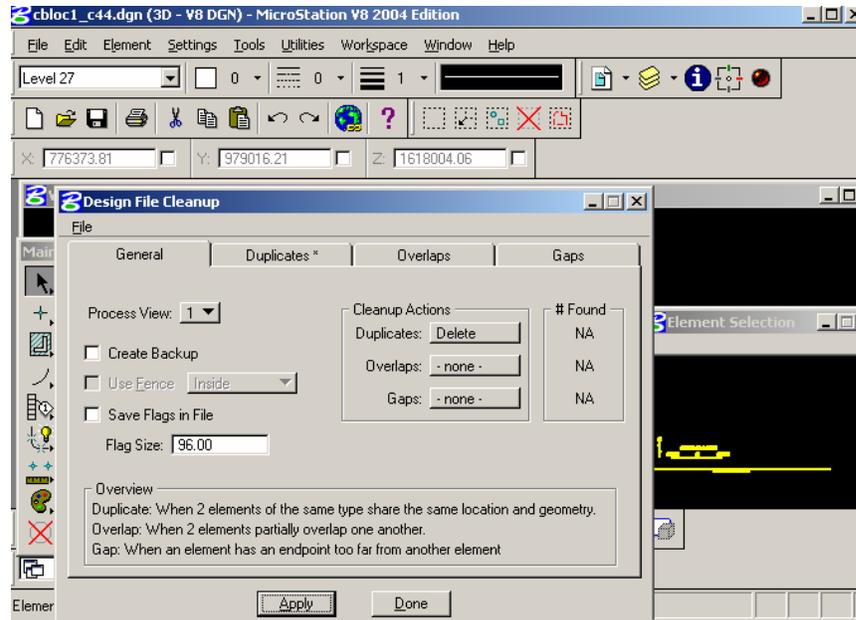


Figure 5-8
Delete Duplicate Element No. 2

5.6 Open the file menu and Save Settings.

5.6.1 Compress the file.

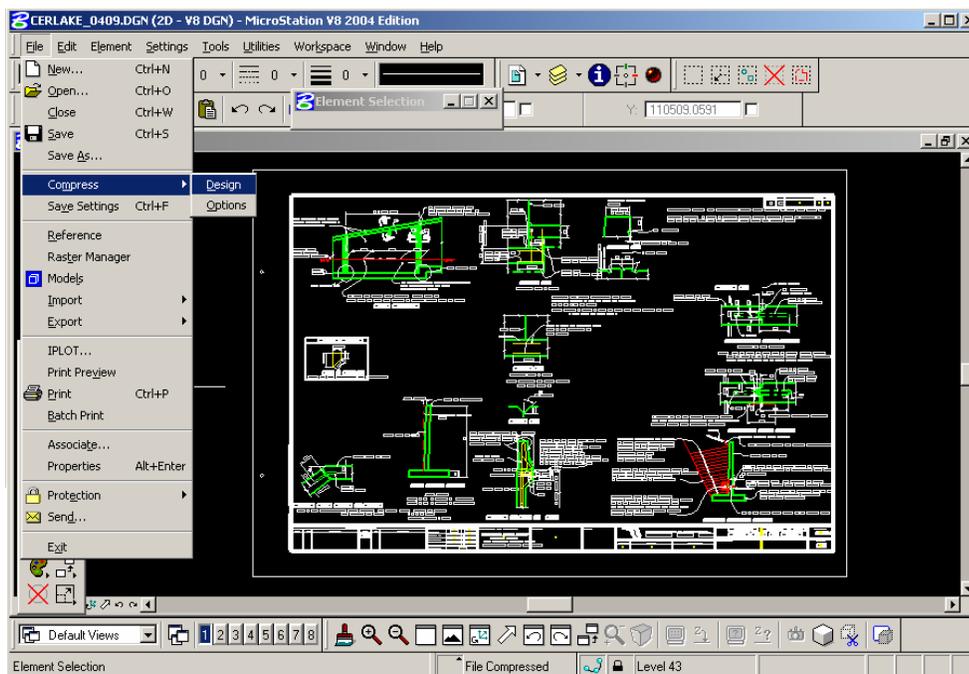


Figure 5-9
File Compression