

MicroStation – Replace Title Block with Tagged Title Block

Overview

In March of 2014 the title block cell was updated to incorporate the use of tags for populating the labels. Using tags opens up new process and tools that CAE can take advantage of. The use of tags is a native function in MicroStation that assigns meta-data to elements or workspaces. So any new sheet that is created after that date should be using the tags. Sheets created prior to that point are using plain text. These files are still fully supported and will continue to function as they have been. However you might want to replace the older title block with a tagged title block. Let's look at both multi sheet per file and single sheet per file.

Multi Sheet per File

Typically the **Place\Label\Stamp Sheets** utility is used to create plan sheets. We can continue to use this as part of the replacement process. We'll copy the label, delete the title block and replace, and then label the sheet again.

1. Open the *WSDOT Custom Tools > Sheet Utilities > Place\Label\Stamp Sheets* utility.
 2. Switch to *Label Sheets* and select one of the plot numbers that has been placed.
 3. Click the **Copy Labels**.
- This will copy the labels that were used on the selected plot into the form.
4. Delete the title block cell and all the labels for that plot.
 5. Switch to *Place Sheets*, and select the plot number.
 6. Select which type sheet to use, click **Place Selected Sheets**
 7. Switch back to *Label Sheets* and click **Label Sheets**.

The sheets will then be labeled using the new tagged title blocks.

You will want to do this process in iterations if you have different label sets on different sheets.

Single Sheet per File

When referring to single sheet per file, these are usually place manually, scaled, and rotated to fit a base plan. The process described here should work for most title blocks but remember to look at the file and how the sheet was set up.

1. Zoom into the title block area.
2. Rotate the view so the title block is perpendicular.
3. Select all of the title block labels and move them out of the way.
4. Place a reference point, a line at one of the corners of the title block
5. Delete the title block cell.
6. Using the **Place Cell** tool, select the title block cell, set the scale and place the cell.

7. Move the title block cell to the reference point.
8. Using the **Edit Tags** tool to enter the labels, refer to the labels you copied earlier.
9. Delete the old labels.

For questions or comments on this tech note, contact your regional CAE Support Coordinator or the WSDOT CAE Help Desk at (360) 709-**8013**.