

TABULATIONS GUIDANCE (CURRENT)

EXCEL SETTINGS:

FONT = COURIER NEW

FONT SIZE FOR GENERAL TAB INFORMATION = 8

FONT SIZE FOR TABULATION HEADER = 16 BOLD

TEXT ALIGNMENT =

HORIZONTAL - LEFT (INDENT)

CENTER

RIGHT

VERTICAL - CENTER (NO EXCEPTIONS)

ROW HIEGHT = 11.25

HEADER ROW HEIGHT = 21.00 (TABULATION HEADER OR TABULATION TOTALS ROW)

AXIOM MIRCOSOFT OFFICE IMPORTER:

ENTER A MICROSTATION FILE

GO TO AXIOM AND OPEN MICROSTATION OFFICE IMPORTER

SELECT THE SETTINGS TOOLBOX

GO TO FILE AND LOAD SETTINGS

CLICK CANCEL, GO TO S:\Dist8iStds\DIST_AXIOM\eAxiomV8_1b.ini

TABULATIONS GUIDANCE (FUTURE)

EXCEL SETTINGS:

FONT = CALIBRI

FONT SIZE FOR GENERAL TAB INFORMATION = 10

FONT SIZE FOR TABULATION HEADER = 16 BOLD

TEXT ALIGNMENT =

HORIZONTAL - LEFT (INDENT)

CENTER

RIGHT

VERTICAL - CENTER (NO EXCEPTIONS)

ROW HEIGHT = 11.25

HEADER ROW HEIGHT = 21 (TABULATION HEADER OR TABULATION TOTALS ROW)

GUIDANCE ON INSERTING TABULATIONS FROM EXCEL INTO MICROSTATION:

OPEN EXCEL FILE

SELECT A CELL AND DRAG TO HIGHLIGHT TAB DATA. RIGHT CLICK, COPY OR CTRL C.

OPEN MICROSTATION FILE

OPTION 1: EDIT, PASTE, PASTE AS: (YOUR CHOICE - PICTURE, EMBEDDED, LINK),

METHOD: BY SIZE (YOUR CHOICE - SCALE 1000 OR 1200)

OPTION 2: EDIT, PASTE SPECIAL, DATE TYPE (YOUR CHOICE - PICTURE, EMBEDDED,

LINK), METHOD: BY SIZE (YOUR CHOICE - SCALE 1000 OR 1200)

OPTION 2 DIFFERENCES: THE LINKED OR EMBEDDED TAB MAY LOOK SHADED IN YOUR MICROSTATION FILE. WHEN YOUR EXCEL FILE IS SAVED AND CLOSED THE SHADING IN MICROSTATION WILL GO AWAY. IT WILL NOT SHOW UP IN THE PDF. IF YOU INSERT A ROW OR COLUMN IN YOUR EXCEL FILE THE LINKED TAB WILL SHIFT.

TO UPDATE LINK IN MICROSTATION: EDIT, UPDATE LINKS

OTHER RESOURCES:

[MicroStation Tip: Object Linking and Embedding \(OLE\) – EnvisionCAD](#)

[Link Data Between MicroStation and an Excel Spreadsheet | Cadalyst](#)