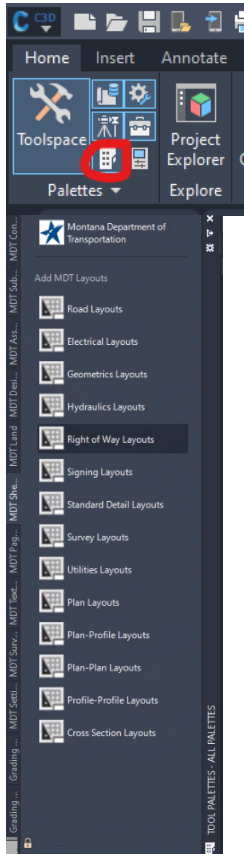# 806 - Title Sheet

Thursday, April 14, 2022   11:53 AM
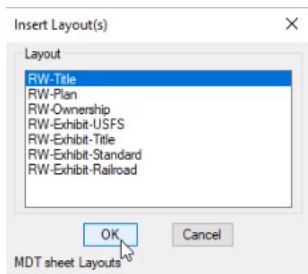
Title Sheet

The title sheet will be it's own file.

Create a new file using template design-start.dwt and save as XXXXXXXROTTL001.dwg in BIM 360 under the project. On the Tool Palettes – All Palettes dialogue, click on the MDT Sheets tab. The Tool Palette is located on the Home tab on the ribbon.

Select Right of Way Layouts and pick RW – Title.

Select the RW-Title layout tab. In the upper left corner of the title sheet, the project location arrow is a block. Select the arrow and explode the block. Drag the end of the arrow to the project location.
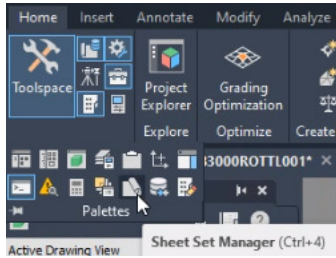
To add a viewport set the active layer to GS-VPRT. From the paperspace RW-Title tab, on the ribbon select the Layout tab, in the Layout Viewports, select Rectangular and draw a viewport, the size can be adjusted later if needed. Double click in the viewport to go into Model space. Within Model space type X-XREF and attach the RD title sheet (XXXXXXXRDTTLMAP). On the RW-Title paper space tab double click in the view port, zoom and adjust the view to show the project location map along with the begin and end project note. Road Design need to place the begin/end note and leaders need to be placed in model space so r/w can reference it into the r/w title sheet. (NEED VIEWPORT ADDED) (Title sheet to be updated with viewport) **(Trello_Card in Queue)**

Within Layer Properties, set layer GS-VPRT to no plot so the viewport around the project map does not print.
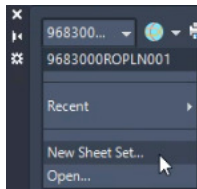
Text with a gray background is a field and will be updated throughout the sheet set if the Sheet Set Manager is used. Text without a background is an attribute. Attributes must be edited on each sheet. Double click on attributes and add text in the box next to Value.

The project information on the right side of the sheet border and in the top center is filled in by using the Sheet Set Manager. Before this information can be entered a plan sheet set needs to be created. Do not explode the fields. This would require project information to be hand entered on every sheet.

To create a Sheet Set Manager -
From the Home tab/Palletes Ribbon, select Sheet Set Manager.

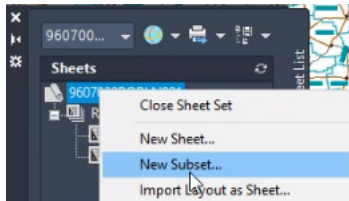Within the Sheet Set Manager Select New Sheet Set.

Under Begin select An example sheet set and click Next. Under Sheet Set Example select Browse to another sheet set to use as an example. The path below should be set as shown below. Select Next.
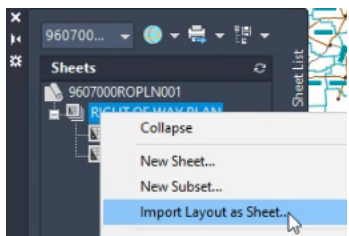

Under Sheet Set Details, the Name of the sheet set is XXXX000ROPLN001. Under Store sheet set data file (.dst) here, browse to the project RO folder in BIM360. Select Next and Finish.

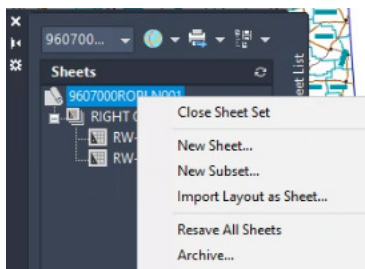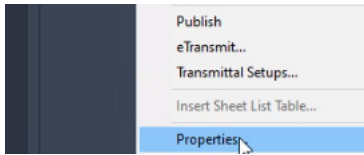Right click on the Sheet Set name and select New Subset.

The Subset Name will populate the field in the bottom right corner of the plans and should be called RIGHT OF WAY PLAN, select OK. Right click on the subset name and select Import Layout as Sheet.
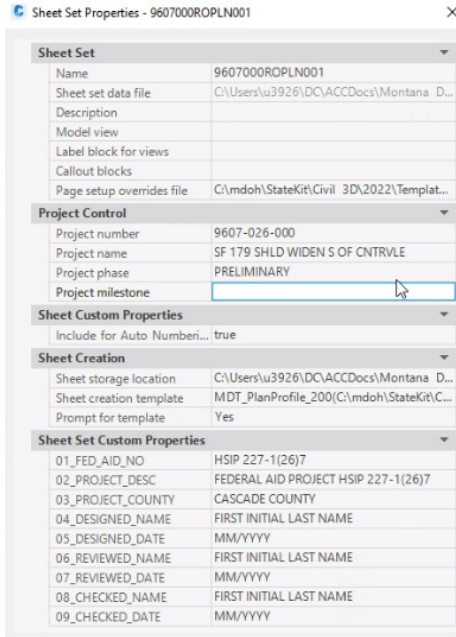

Select Browse for Drawing and select the title sheet file. Other drawings, if created, can be added at this time. Select Open, make sure a check mark is placed in the box by the drawing name(s), and select Import Checked. The checked files will be added to the RIGHT OF WAY PLAN subset of the Sheet Set Manager.

To enter the project information, right click on the Sheet Set and select Properties.
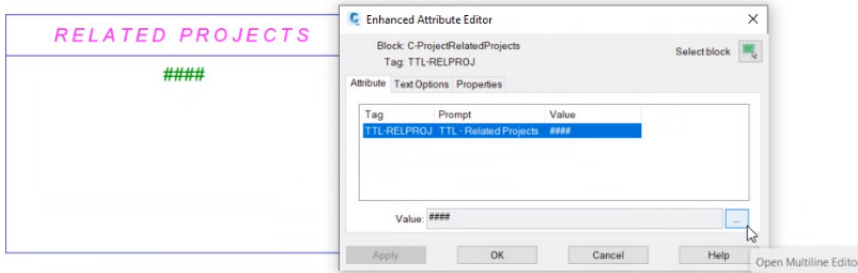
The Federal Aid Project number and County shown on the center top of the title sheet are located under Sheet Set Custom Properties, fields 02_PROJECT_DESC and 03_PROJECT_COUNTY. The project description is located under Project Control.

The project information on the right side of the sheet is filled in under the Project Control section. Project phase is Preliminary until authorization when it will be removed and replaced with a space. Project milestone is blank, type a space to remove the field. After this information is filled in select OK. Doing a REGEN will make the information on the right side of the title block border appear. To show the information in the top center, explode the title sheet heading block. The fields will populate with the project information. The project information can be edited by going back through Sheet Set Properties.

These steps are also available in the directions for Creating a Plan Sheet Set.

The Related Projects #### can be edited by double clicking on the ####. Then click the Open Multiline Editor ….. Edit as needed. After the project information has been added, click OK.

If the engineer seal is needed, copy it from the Road Design Title sheet.

The Title sheet no longer contains the note "SEE SHEET NO. _ FOR OWNERSIP NAMES, ADDRESSES, ETC……". This information is easily identified in the plan set.