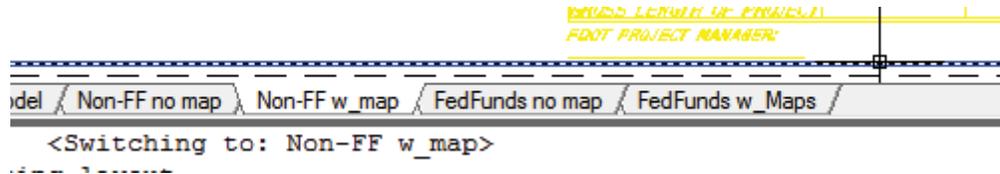


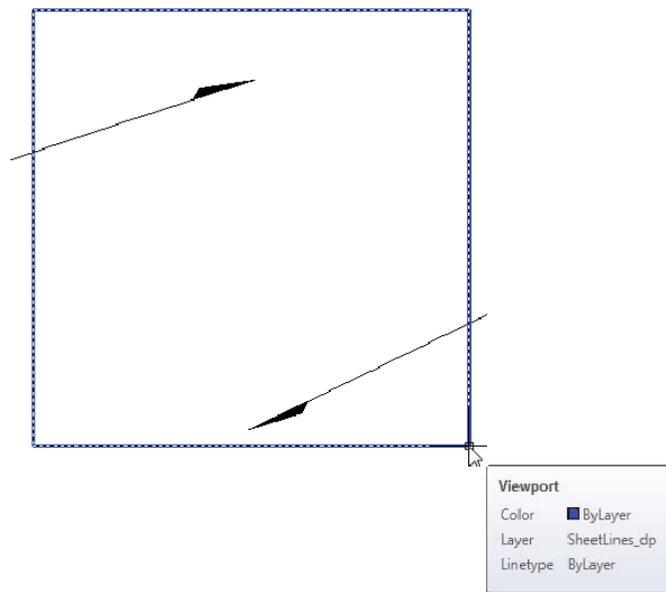
## CREATING KEY SHEETS

Key Sheets are already created with layouts for the different types of funding and map requirements. There is also 3 standard scales included 1"=2 miles, 1"=4 miles and 1"=8 miles. You may need to add additional scales for your projects.

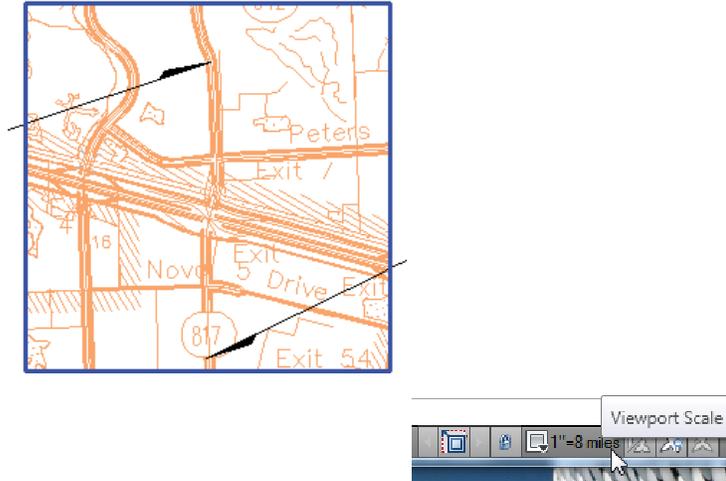
1. Create file using the Create File application if you haven't done so already. If you have already created the file, then open Civil 3D and open the Key Sheet you created.
2. There are 4 project types available: Non-FF no map, Non-FF w\_map, FedFunds no map, FedFunds w\_map. Select a layout with a map for your project type.



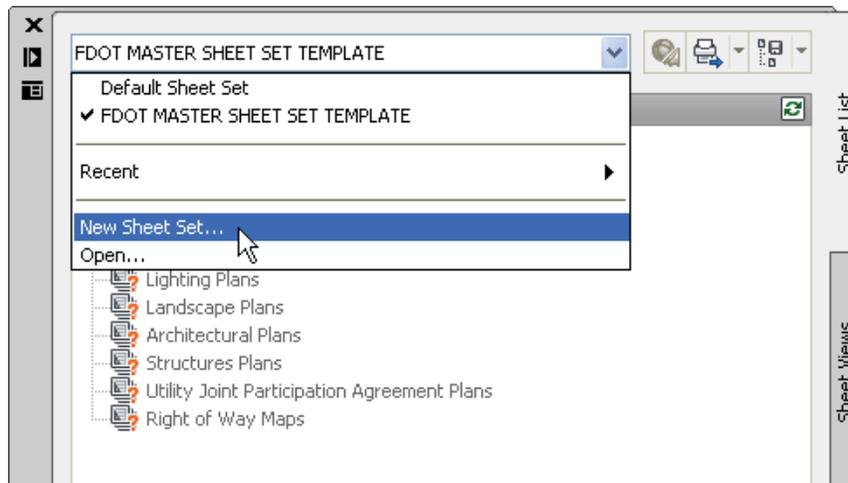
3. Locate the county map in the \symb folder and XREF the .dgn file in model space.
4. Locate project area in viewport in layout mode.



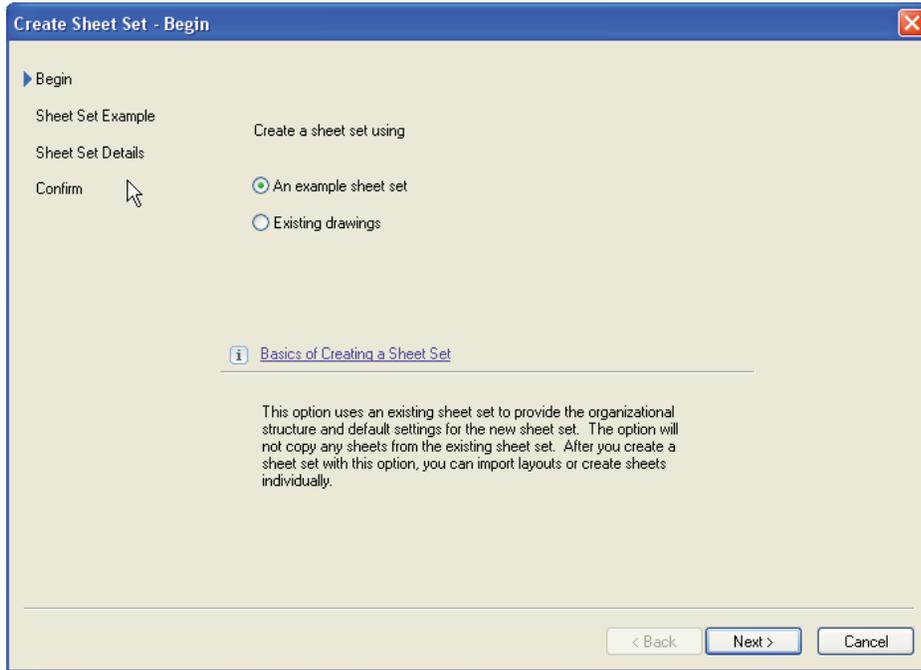
5. Set scale for viewport



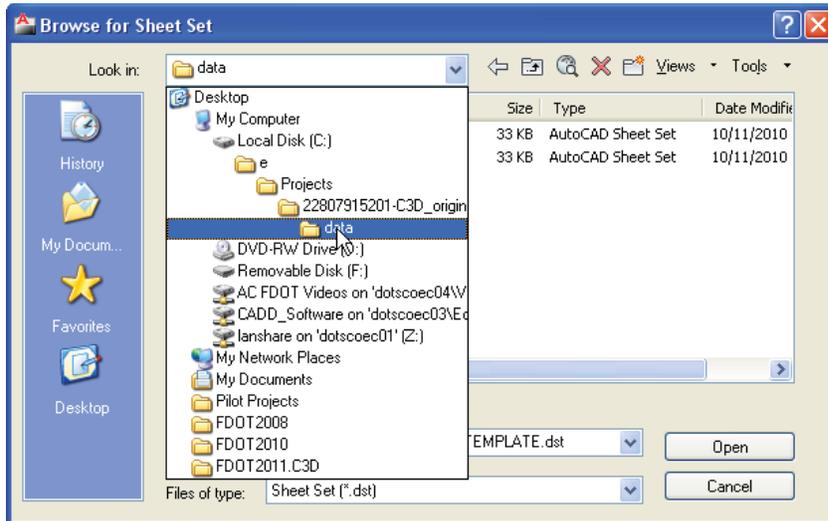
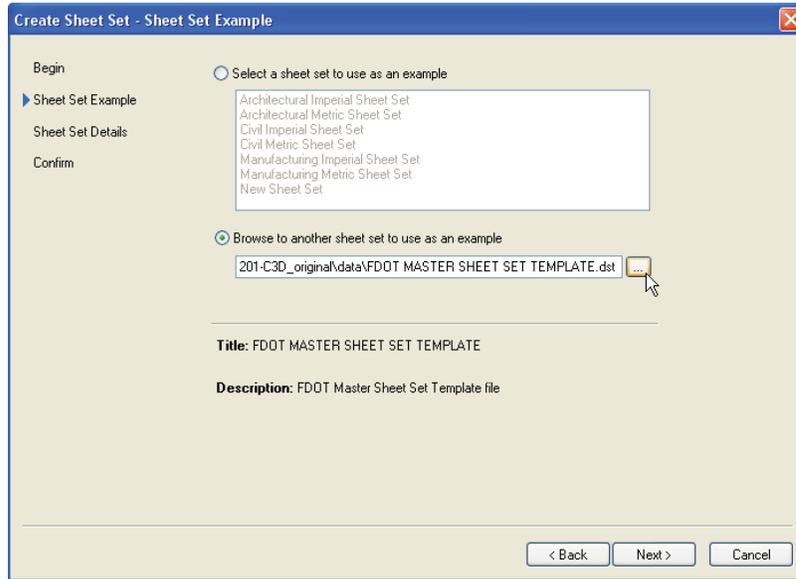
6. Open the Sheet Set Manager and select the drop-down arrow to pick the “New Sheet Set...” option.



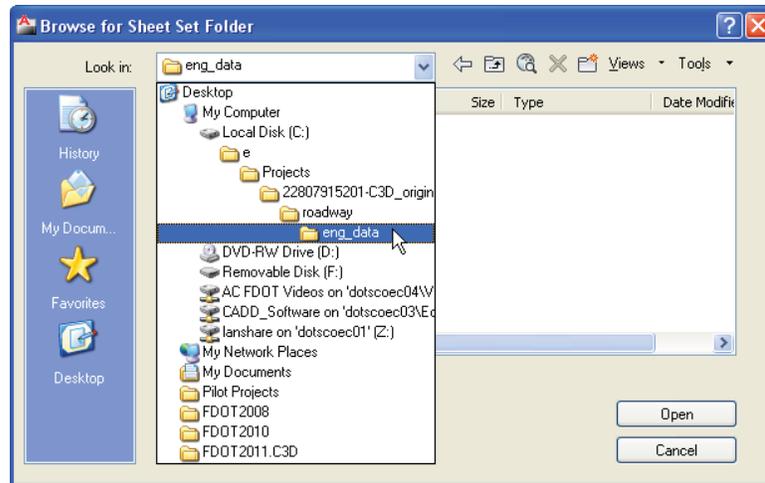
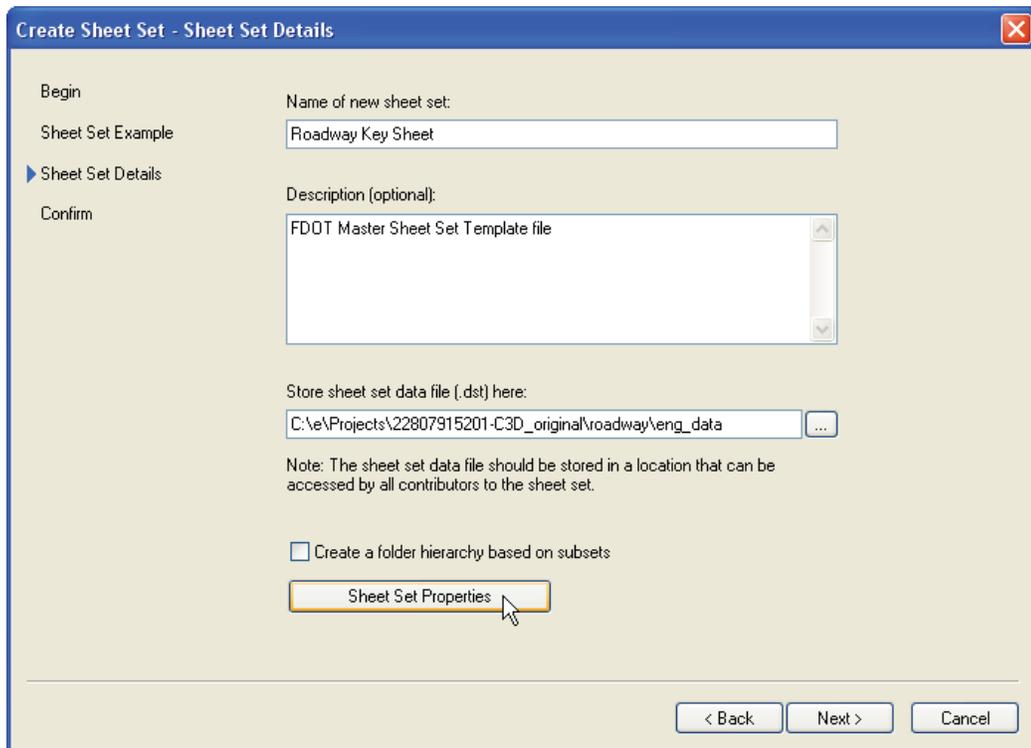
7. When the Create Sheet Set wizard opens, select to use “An example sheet set” the then “Next”.



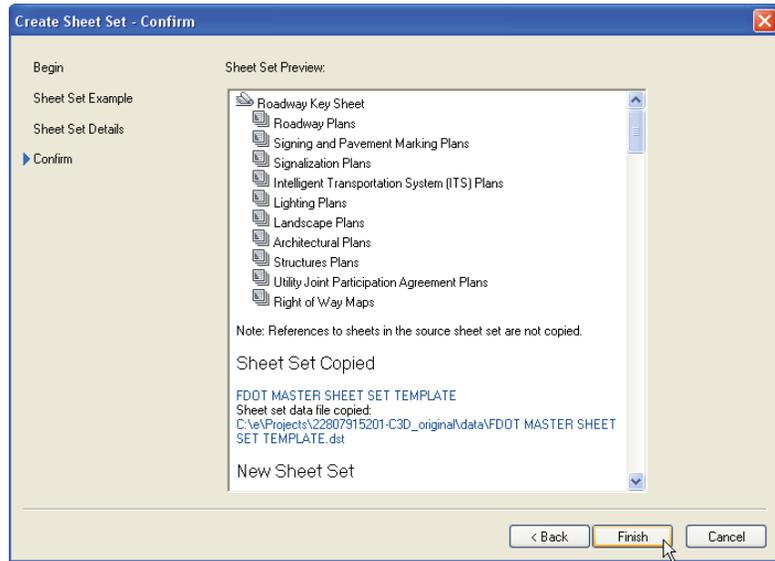
8. Select the “Browse to another sheet set to use as an example” and pick the ellipsis button to browse to the FDOT MASTER SHEET SET TEMPLATE located in the data folder of your project. This template is delivered when a project is created and has the project information you entered at the beginning. Select “Next”.



9. Name your Sheet Set and select the ellipsis button to navigate to the location your set will be created. At this point you will also have the opportunity to add any additional custom information that was missed at the beginning.



10. Review the Sheet Set Preview and select “Finish” to complete the process.



11. Right click on the component name for the Key Sheet and select “Import Layout as Sheet”

