



PPP (Pollution Prevention Plan) instructions

Design Manual
Chapter 21
Automation Tools
Instructions

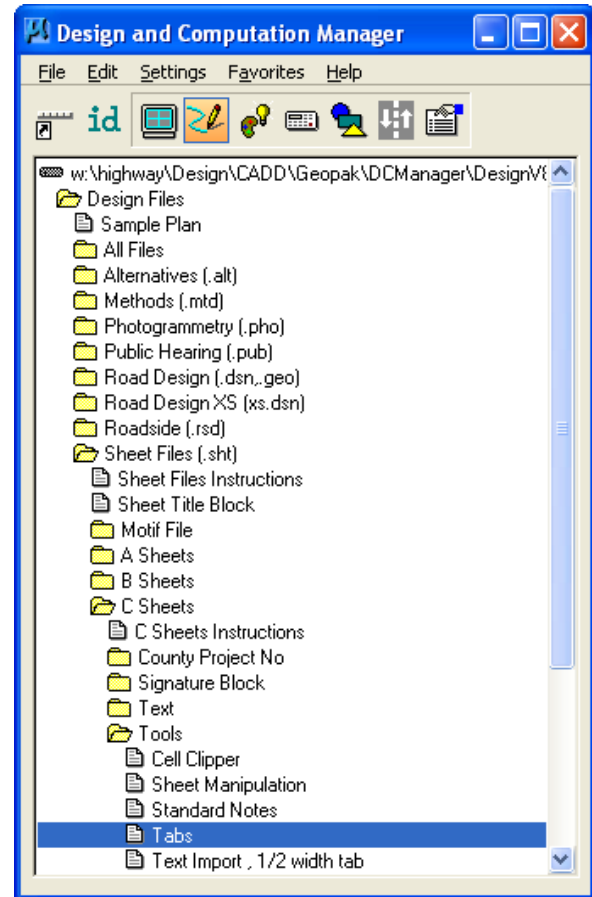
Originally Issued: 03-06-09
Revised: 05-29-09

The "Pollution Prevention Plan", (PPP), "shell" text document can be imported directly to a MicroStation file, using a D&C Manager command, without using any additional "conversion" programs. The D&C "**Text Import, 1/2 width tab**" command converts any font style and size from a Word document to the correct MicroStation font and size Text Style. The text automatically "word wraps" to a "half sheet width" tabulation line length.

The **PPP** "shell" document, is found in the **Forms** folder of the **Office of Design** grouping, which is specifically located at

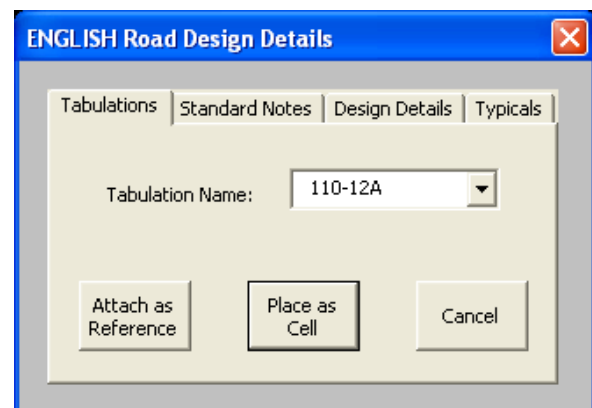
W:\Highway\Design\ShellLetters\StormwaterPermits\English_PPP.doc or ... Metric_PPP.doc.

An empty "**110-12A**" (Pollution Prevention Plan) tabulation, (**tab**), must first be placed in the MicroStation file. It is "imported" using the Geopak D&C **Tab**s command, as shown at the right.

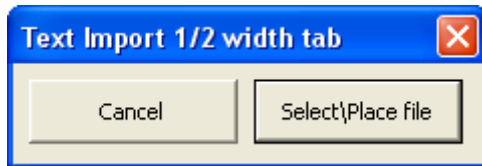


The **Tab**s command will access the ... **Road Design Details** dialog, as shown at the right. It will automatically determine whether the MicroStation file is English or Metric, and then display the appropriate ...**Road Design Details** dialog.

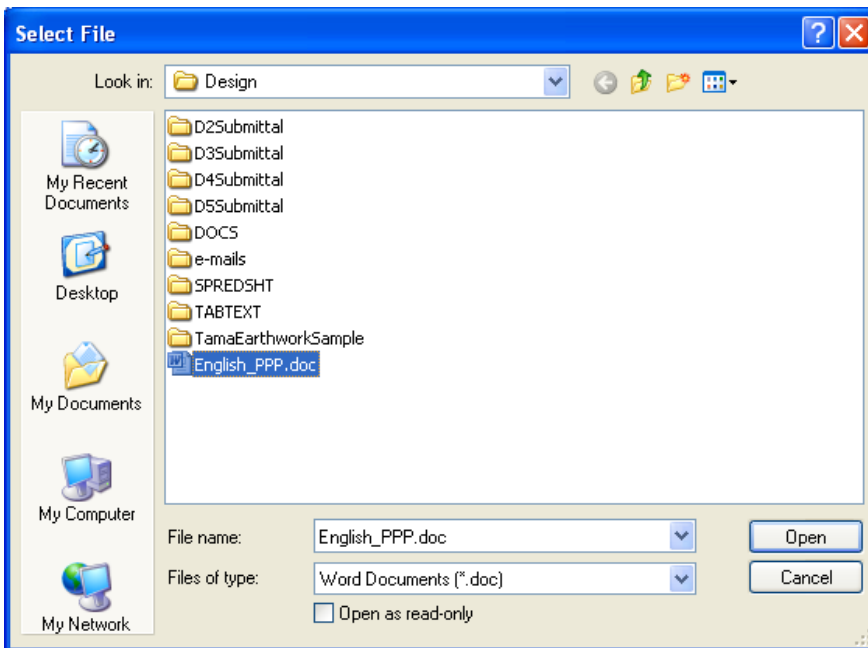
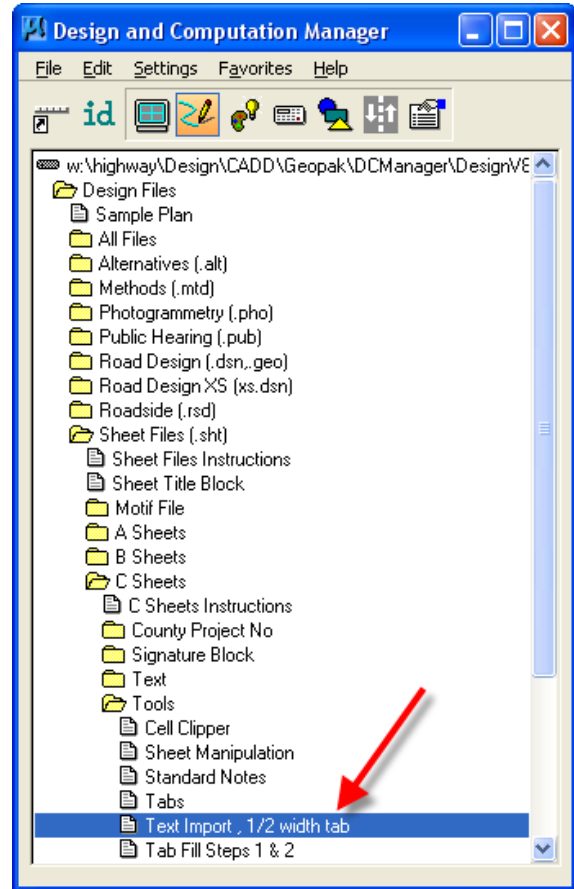
From the *drop-down* menu, select tabulation **110-12A** , as shown, and *click* either the **Attach as Reference** or the **Place as Cell** button, and place the Tab at the desired location in the file.



To import the **PPP** document text, select the “**Text Import 1/2 width tab**” command from D&C Manager, as shown at the right. This will produce the “**Text Import 1/2 width tab**” dialog, shown below.

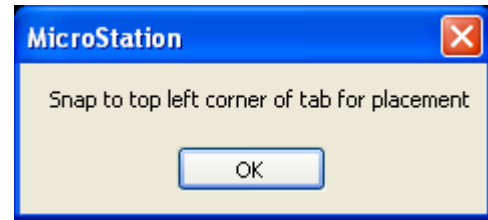


To continue, *click* the **Select\Place file** button, (above). This will display the **Select File** “browse” dialog, shown below. Locate and select the correct **PPP** document.

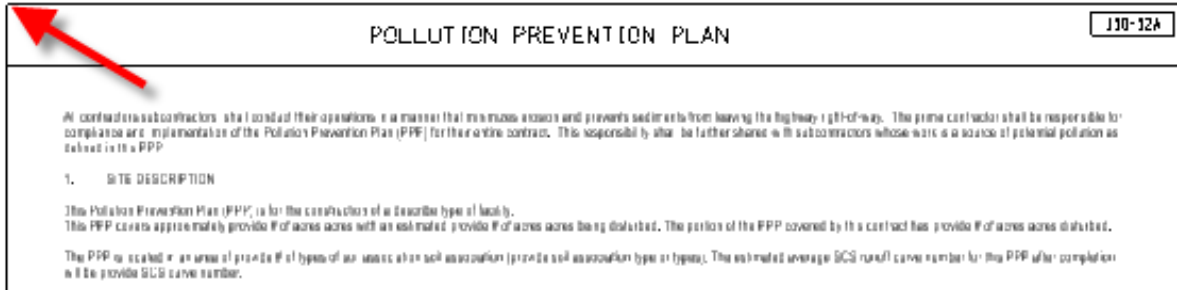


When the **PPP** document has been selected, *click* the **OK** button.

After the **PPP** document has been selected, the instructional dialog, (shown at the right), will display, providing information on the correct attachment location. *Click* the **OK** button,



then *snap* to the top left corner of the empty tab, as shown by the arrow below.



The text document will automatically fill the **tab** data area, reformatting as necessary. If the original text is longer than a single tab, it will be necessary to manually move the excess portion to a second blank tab.

Example of text conversion: The document shown below was imported using the **"Text Import, 1/2 width tab"** command, and the result of the automatic reformat is shown above.

