File Group: (p) Title Sheet Files			
File Type:	General (GN) Title (T) Sheet	**Level Library:**	pGN-T.csv
File Name:	pGN-T000_[route#]	**Barmenu:**	IDSIM_pGN- T_Menu.mdf

Description: The Title Sheet should contain the **contract title information** and an easy to read project **location map**, (generally on a scale of 1" = 2000') clearly labeled with existing streets and roads. The project location map (also called "area map") should be created (or referenced directly) from the grid maps maintained by the Highway Information Services Division.

A **north arrow** and **route designations** along with **community names** and **stream or river names** shall be included in the location map.

Proposed improvements shall be shown in heavier outline, their limits concisely controlled by **limit of work blocks**, each with pertinent information (station, contract number, roadway name) and pointing to specific locations on the map. If combining projects, show all project limits on the title sheet.

Identify **ongoing or proposed construction sites adjacent** to the project.

A **bar scale** (inches to feet) and **total roadway mileage** should be provided close to the map. Also, the **county, town or municipality** in which the project occurs should be added to the location map. Above the map, the **contract numbers** shall be written (both State and Federal if applicable).

The **design year designation** informational chart shall show ADT's, DHV's, design speeds, functional classifications and control years, etc.

The title sheet should also contain all **R-O-W plat and survey book** information, miscellaneous notes, and the map of Maryland. (Note: Space permitting, the Title Sheet may also contain an index of sheets, soils legend and list of conventional signs and abbreviations. However, most projects should use an additional sheet for this information.)

Reference File Attachments:

mGM-0000: Area Map (assembled from Grid Maps)

Creating the Tile Sheet File:

1. Open the **File Naming Wizard,** set the Description filter to **Title Sheet** (pGN-T), and create the file.

   Note that the Title Sheet workflow has been simplified. The standard file now consists of two models:

   - **Sheet Model -** contains the plot shape, standard text and title block areas, as well as some reserved text that must be updated to reflect the project details.

   - **Area Map Model -** used to attach the Grid Map reference files which form the basis of the Area Map. This model will be then be attached to the Sheet Model as a nested reference.

Creating the Area Map:

2. Open the **Area Map** model and attach the **Grid Map** file(s) for the project's county using the following options:

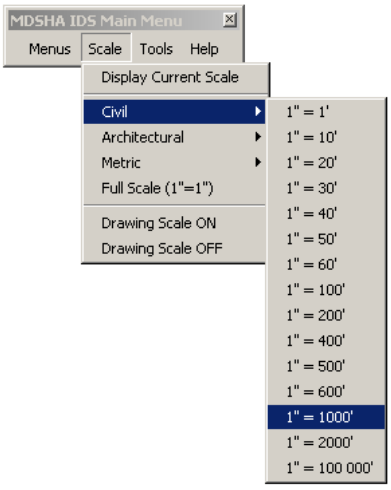
   Orientation: Coincident-World
   True Scale: 1:1
   Live Nesting: Depth = 2

   NOTE: The latest grid maps are ONLY stored in ProjectWise:

   \\SHAEDMS01\Documents\Standards and Publications\Digital Map Files (83_91 Harn)\GEO_Grids (V8)\2013_Data\COUNTY\DGN\

   If your project is also in ProjectWise, you may use the Grid Map Tool to easily select and attach your county files.

3. Check that the Model Annotation Scale factor is appropriate for the map scale (typically 1"=1000' or 1"=2000') and set if necessary:



Referencing the Area Map to the Title Sheet:

4. Open the **Sheet** model and do the following:
    - Activate the **Place Fence** by Element command and select the shape on level MAPS-AREA that represents the extents of the area map. This should create a new fence.
    - From the Main Barmenu, select Tools > Reference Tools > **Create Viewport**… This command puts the user back into the Area Map model with a shape on the cursor representing the fence in the Sheet model.
    - Adjust the zoom level so that the project limits are visible. If you find that a different map scale is necessary, change the Model Annotation Scale and the shape will resize.
    - Position the shape to define the extents of the area map, then **right-click** once to anchor the shape, then **right-click** again to define the rotation (Note: do not actually rotate the shape). The Area Map model will be automatically referenced into the Sheet model and clipped.
    - Back in the Sheet model, use the **Modify**  and **Move**  commands to adjust the size, shape, and position of the Area Map window element if needed to accommodate the entire project limits.

Adding the Project Specific Information:

5. Open the **Sheet** model and do the following:
    - Edit the place holder for the SHA Contract Number.
    - Edit the place holder for the Federal Aid Project Number if needed.
    - Edit the COUNTY - TOWN - MUNICIPALITY text with the appropriate designation.
    - Add the certification blocks that are appropriate to the project.
    - Add the Design Designation data
    - Add the R-O-W Plat Numbers
    - Add the Survey Book Numbers

6. Use the **Title Sheet barmenu** to complete the sheet, adding the following as needed:
    - Limits of Work
    - Stamps (PI, Semi-Final, etc)

Plotting the Title Sheet:

7. Select **Settings > View Attributes**… and turn on **Fill** and **Patterns**.

8. Using **Iplot**:

Color Table:	MonoIPLOT.ctb			
Pen Table:	Full-size:	Full.pen	Half-size:	Half.pen
Paper Size:	Full-size:	ANSI D	Half-size:	ANSI B
Scale:	1:1			
Rotation:	0°			

9. Using **MicroStation Print**:

Plot Config:	pdf_Mono.pltcfg			
Pen Table:	NAME_SUB.tbl			
Paper Size:	Full-size:	ANSI D	Half-size:	ANSI B
Scale:	1:1			