

PREPARING FOR YOUR VIRTUAL TRAINING

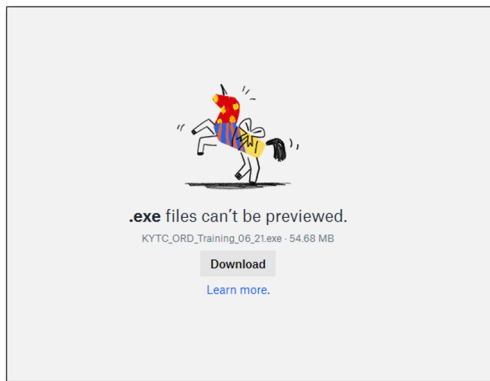
The ORD training Uses Bentley's Imperial configuration that is installed with the software

Prior to the class, there are a few things that must be done on your machine.

- You may need the assistance of your IT department.

Downloads

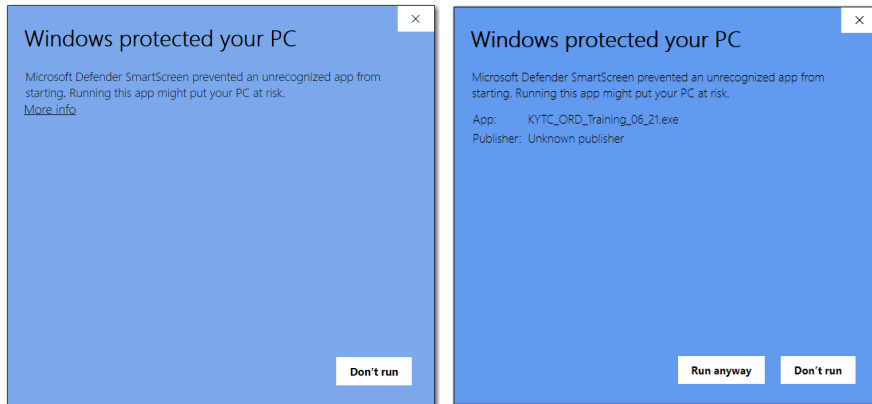
1. You should have **OpenRoads Designer 2022 R3 (10.12.02.4)** installed on your machine. The book and data files are specifically for these versions of software. You can use **2021 R2 (10.10.21.04)** but should alert your instructor at the beginning of class as there are differences they will alert you about.
2. Download and install the data files for the class.
 - a. Go to the **OpenRoads Designer** download page here:
https://www.dropbox.com/s/g0tcpws2prjxuvx/ORD_Training_2023.exe?dl=0
 - b. Select the **Download** drop-down and then select **Direct download**.



This downloads a self-extracting zip file. Your file name will be different than the ones shown in the images.

3. Double-click the *ORD_Training_2023.exe* from your download folder location.

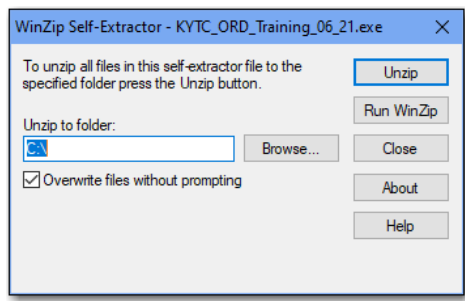
- If you receive a Windows warning message about an unrecognized app, select **More Info**, then select **Run anyway**.



- If you receive any other warning from your virus protection software, select the option to run the program anyway.

The file may be unrecognized, but it is virus-free.

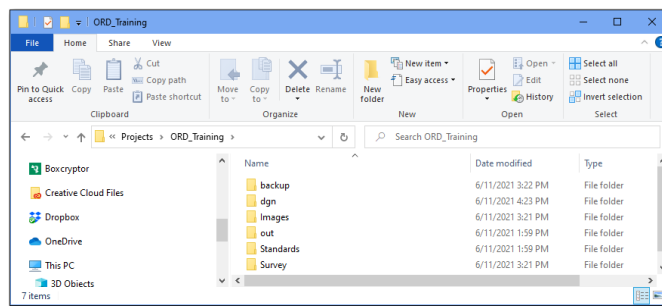
- From the WinZip Self-Extractor window, verify the Unzip to folder location is C:\ then select **Unzip**.



After unzipping, select **OK**, then **Close** the WinZip Self-Extractor.

Important! Do not specify a location other than C:\ The extraction will create the project folder structure called for in class.

- Check that you have a C:\Projects\ORD_Training with subfolders for the training class.

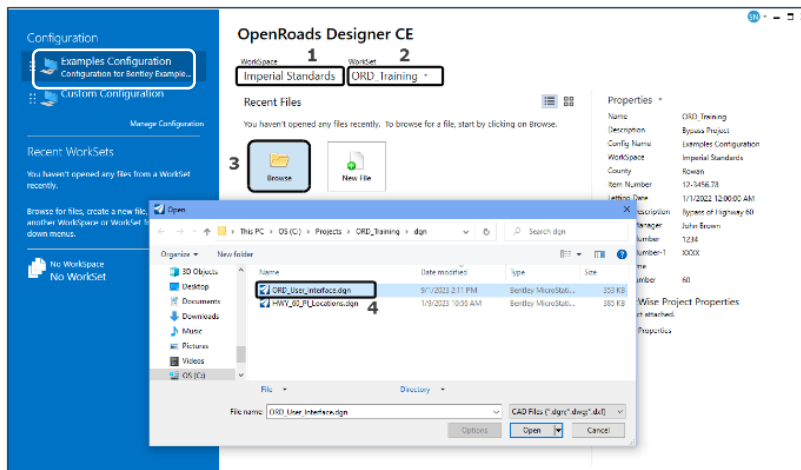


Important! If for whatever reason, you cannot or do not install the files in this location, see the README in C:\Projects\ORD_Training for additional information on installing the data.

8. If your Bentley configuration is installed in the default location, run the `C:\Projects\ORD_Training\Bentley_Config_Class_Setup.bat` file to copy the WorkSet files to the appropriate folder. If your Bentley configuration is installed elsewhere, the WorkSet files (.dgnws and .cfg) must be manually copied to the appropriate location from the WorkSet_Files subfolder (check with your IT department if you're unsure).

Test your setup

9. Start ORD
10. If you see a **Welcome** page, pick the arrow on the right side to go to the **Work Page** which is shown below.



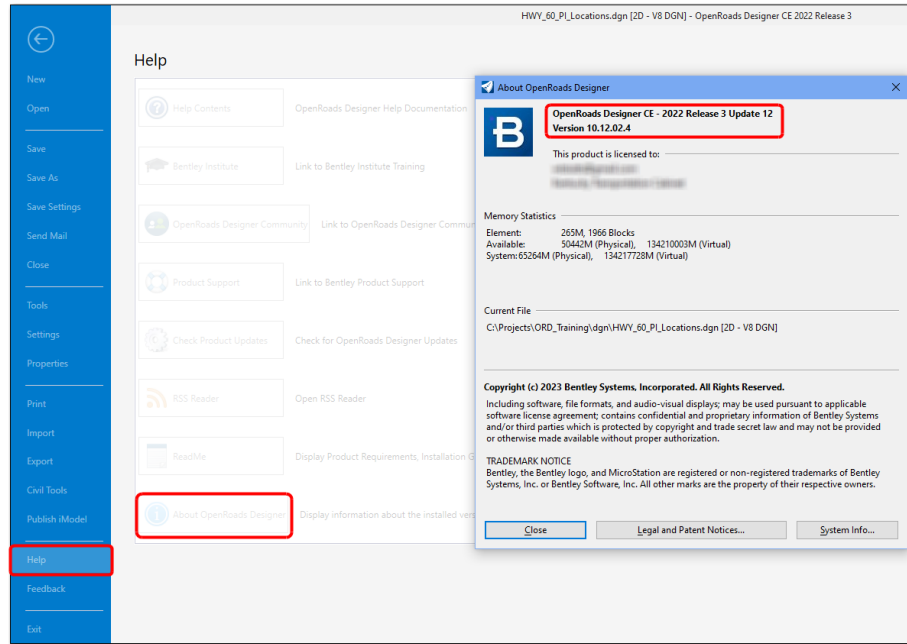
11. Set the 1) Appropriate WorkSpace (either is sufficient, you do not need both) and 2) WorkSet as shown, then 3) **Browse** and 4) **Open HWY_60_PI_Locations.dgn**.

Imperial_Standards is part of the default install of OpenRoads.

*ORD_Training is part of the data file installation. If you do not see ORD_Training, you do not have the data installed correctly. **Do not create the WorkSet**, be certain the data files are installed in the correct location and go back to either step 9 or 10 whichever is applicable in your situation.*

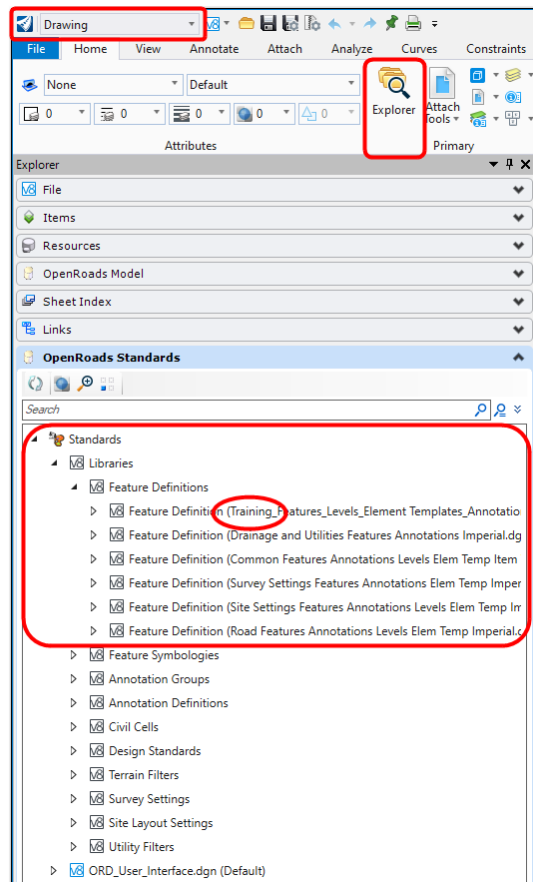
12. Select **Yes** if asked to Upgrade the file.
13. In the **No WorkSet Alert** choose the option to **Use active**.

14. Choose **File > Help > About OpenRoads Designer** to check the version of software installed. You should have **2022 Release 3 (10.12.02.04)**. The book is written specifically for this version. Note: You can use **2021 R2 (10.10.21.04)** but should alert your instructor at the beginning of class as there are differences in the data files and in some dialogs that they will alert you about.



15. **Close**, then back-arrow at the upper left.

16. Choose **Explorer** and expand the categories as shown (this will take a minute).



17. You **must** see Feature Definition files. If you do not, either the configuration or your files are not installed properly. Consult your IT Department. Without proper installation of the configuration and the class data files you will not be able to work the class assignments successfully.

18. **Close** ORD after verifying you have the necessary files.

Prepare for Zoom

1. Zoom Client should be installed. Please download it here: (<https://zoom.us/download>).
2. Follow these directions to join a test meeting: https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-Test-Meeting?mobile_site=true
3. You must have an internet connection with enough bandwidth to support video streaming.
4. A microphone and speakers (or headset) are required for the best experience.
5. A video camera is recommended but not required.

You're ready for training!

You will receive a manual prior to class. We will be using the manual throughout the class, so be sure you have it available each day.

During class, please join from the same machine where your software is loaded – when we go into breakout rooms, you will be sharing your screen with the instructor for questions.

If you are unfamiliar with Zoom and like more detailed information, here's a link to a Zoom video on joining a meeting. <https://support.zoom.us/hc/en-us/articles/201362193> and don't forget to download the tips sheet on the page where you found this list.