## PREPARING FOR YOUR VIRTUAL TRAINING

The MicroStation I (Basic MicroStation) training may be taken using *either* Bentley's Example configuration that is installed with the software, or if you are a KYTC employee or consultant completing KYTC work, you may use KYTC's configuration. These directions apply to either situation. Steps that are specific to one or the other are noted.

***You only need to set up one of the two configuration options. ***

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

- For KYTC, please email KYTCCaddSupport@ky.gov if you have any problems with these instructions.
- For Consultants, you may need the assistance of your IT department.

## Downloads

1. You can either use MicroStation or OpenRoads for this training class. Since all of MicroStation's functionality is built into OpenRoads, either application will work – but you do not need both.

   **MicroStation users**: You must have **MicroStation 2024 (Version 24.0.0.XX)** installed on your computer.

   **OpenRoads users**: You should have either **OpenRoads Designer 2023 (2023.00.01.xx) or 2022 R3 (10.12.02.4)** installed on your computer.

2. *KYTC users*: Make certain the current KYTC configuration is installed.
   *Consultants not working with KYTC*: Skip this step. You do not need to download the KYTC CADD standards.
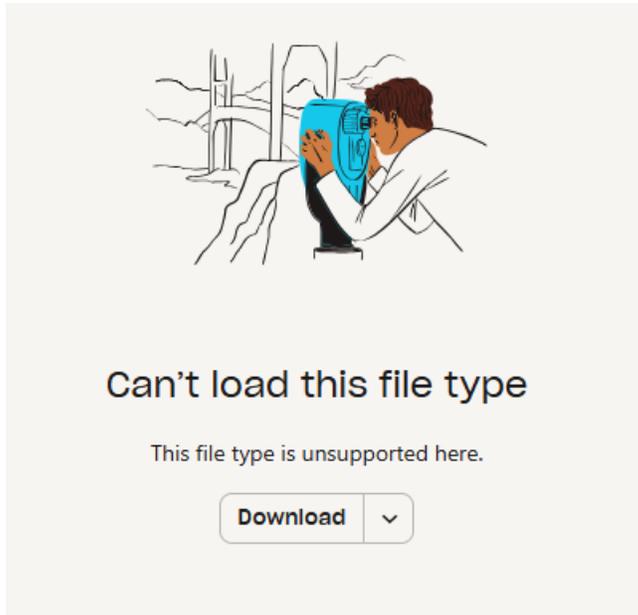   *KYTC Consultants*: download the configuration here:
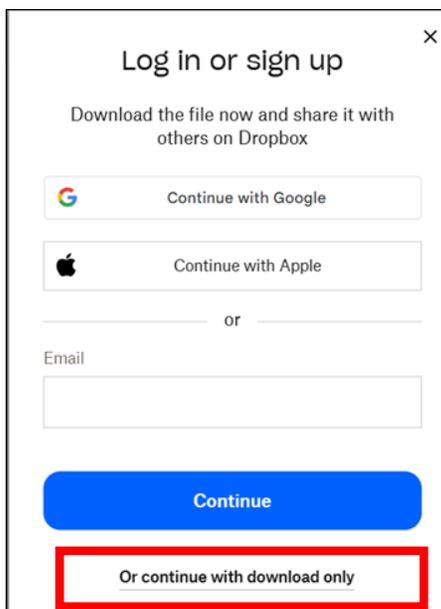   https://transportation.ky.gov/CADD-Standards/Pages/default.aspx.

   If you need assistance setting up the **10.12.02.4** configuration, download these directions:
   https://www.dropbox.com/scl/fi/de15komtme3scv1t2in9d/XML-Config-File-Instructions-for-Consultants.pdf?rlkey=nkrd1gn73fkj9ioff2ccz9x74&dl=0

3. Download and install the data files for the class.
   a. Go to the **MicroStation** download page here:
      https://www.dropbox.com/scl/fi/t9enizcw7ayck8a2v1y2t/Basic_MSC_05_25.exe?rlkey=a4bgk70myjbrqmp9q5glz4e1k&st=3rgm6755&dl=0
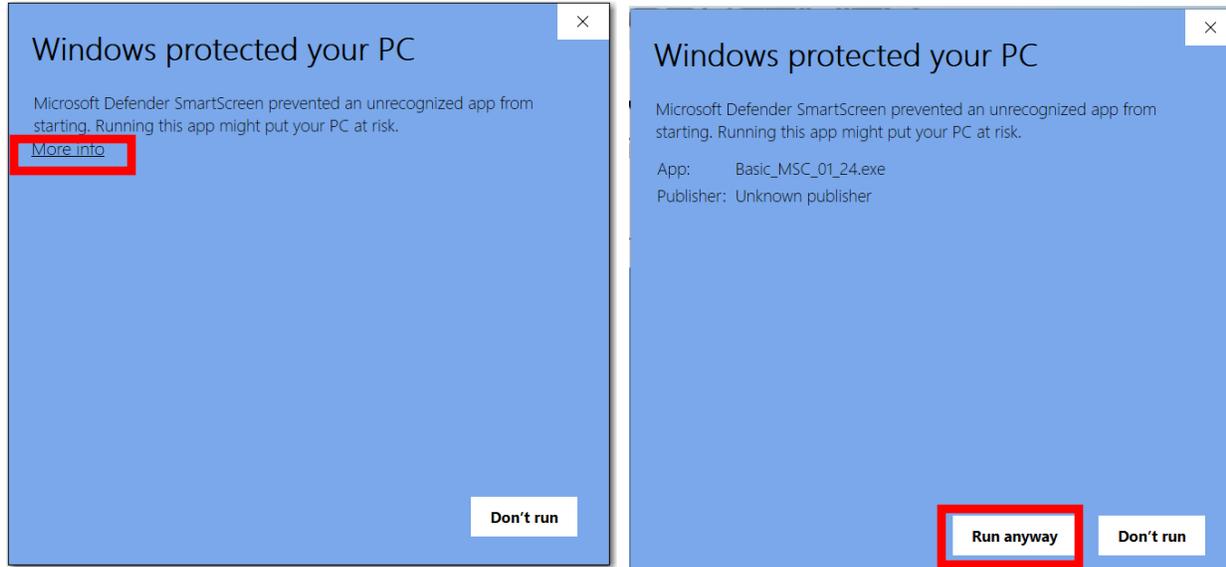


   b. You can ignore the ***Can't load this file type*** message. Select the **Download drop-down arrow** and then select **Download** again.
   c. If you are asked to log in to Dropbox, you can skip this step and choose **Or continue with download only**.



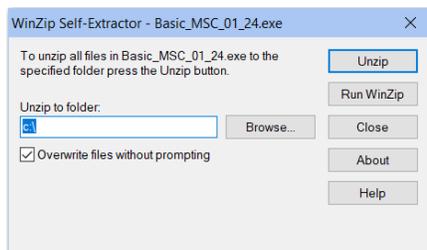*This downloads a self-extracting zip file to your Downloads folder*.

4.  Navigate to your **Windows Downloads** folder and Double-click ***Basic_MSC_05_25.exe***.

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



6.  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.*

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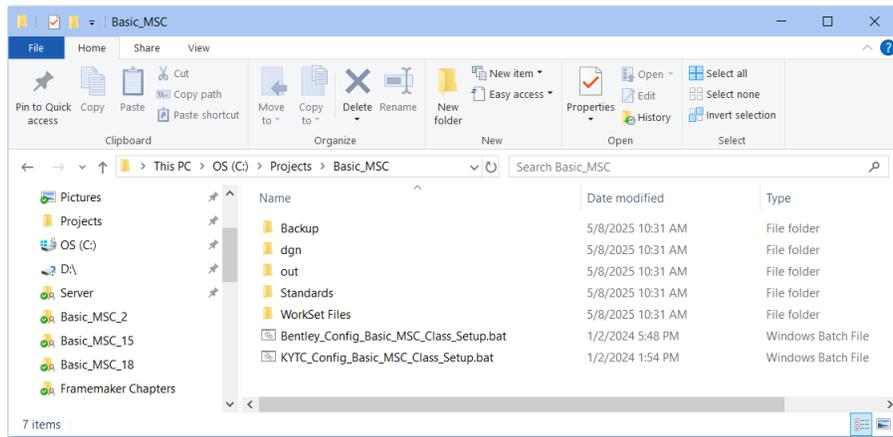


After unzipping, select **OK**, then **Close** the WinZip Self-Extractor.

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

8. Check that you have a *C:\Projects\Basic_MSC* with subfolders for the training class.



9. **KYTC Employees/KYTC Consultants**: If your configuration is installed in the KYTC default location of *C:\KYTC_ Standards or C:\KYTC_ORD_Standards*, run the *C:\Projects\Basic_MSC\KYTC_Config_Basic_MSC_Class_Setup.bat* file to copy the WorkSet files to the appropriate folder. If your 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).

10. **Others**: If your Bentley configuration is installed in the default location, run the *C:\Projects\Basic_MSC\Bentley_Config_Basic_MSC_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).
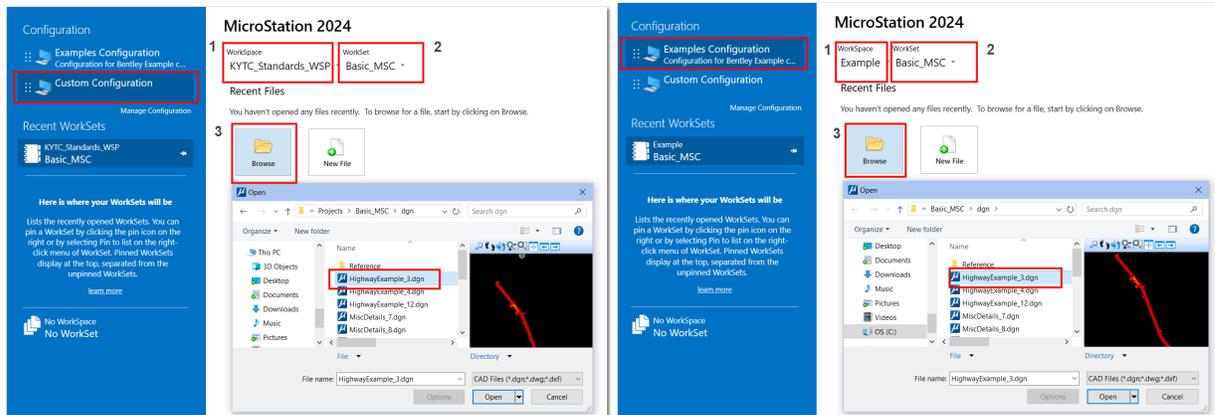
**Test your setup**

11. Start MicroStation or OpenRoads
12. If you see a **Welcome** page, pick the arrow on the right side to go to the **Work Page** which is shown below.

*KYTC Employees/KYTC Consultants*:                              *Others*:
Select **Custom Configuration** (or **KYTC**…) from the left          Select **Example Configuration** from the left side
blue section



13. Set:

1) the Appropriate WorkSpace (either **KYTC Standards WSP** or **Example**), and
2) WorkSet **Basic_MSC** as shown, then
3) **Browse** and make sure you see DGN files beginning with ***HighwayExample_3.dgn***.

> ***KYTC_Standards_WSP*** *is part of the KYTC configuration installation. If you do not see it, the configuration is not installed correctly.*

> ***Example*** *is part of the default install of MicroStation or OpenRoads.*

> **IMPORTANT!** Basic_MSC *is part of the data file installation*. *If you do not see Basic_MSC and the files shown, you do not have the data installed correctly.* **Do not create a new WorkSet!** *Make 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.*

14. **Cancel** out of the **Open** dialog box and **Close** MicroStation.

## Prepare for Zoom

1. Zoom Client should be installed. Please download it here: (https://zoom.us/download).
   - For KYTC employees, if you have trouble downloading from this link, check the Software Center on your machine and try downloading Zoom from there.
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.