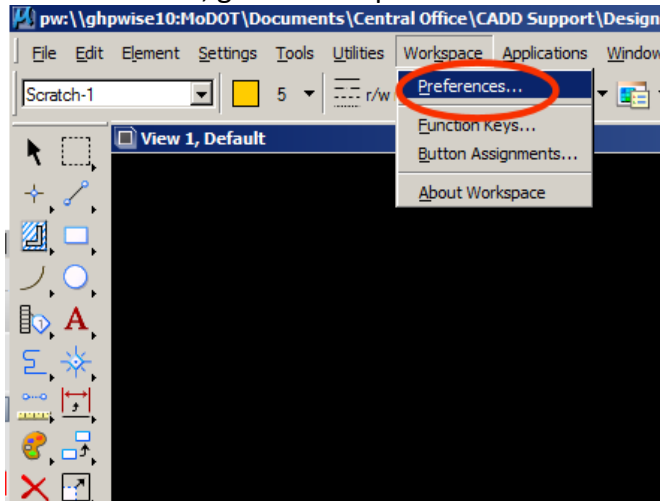
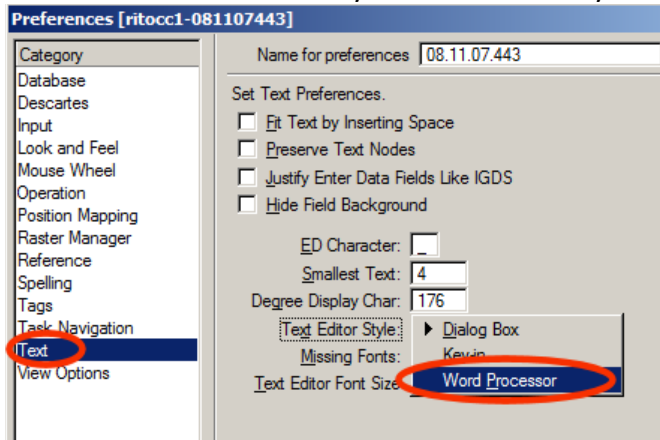


With the release of MicroStation SS2, there have been several changes and improvements. When V8i was released, we found several issues with editing text, especially when it came to our special symbols. If you are still using the Dialog Box to edit text, you will need to change to the Word Processor. Follow the steps below.

In MicroStation, go to Workspace > Preferences.



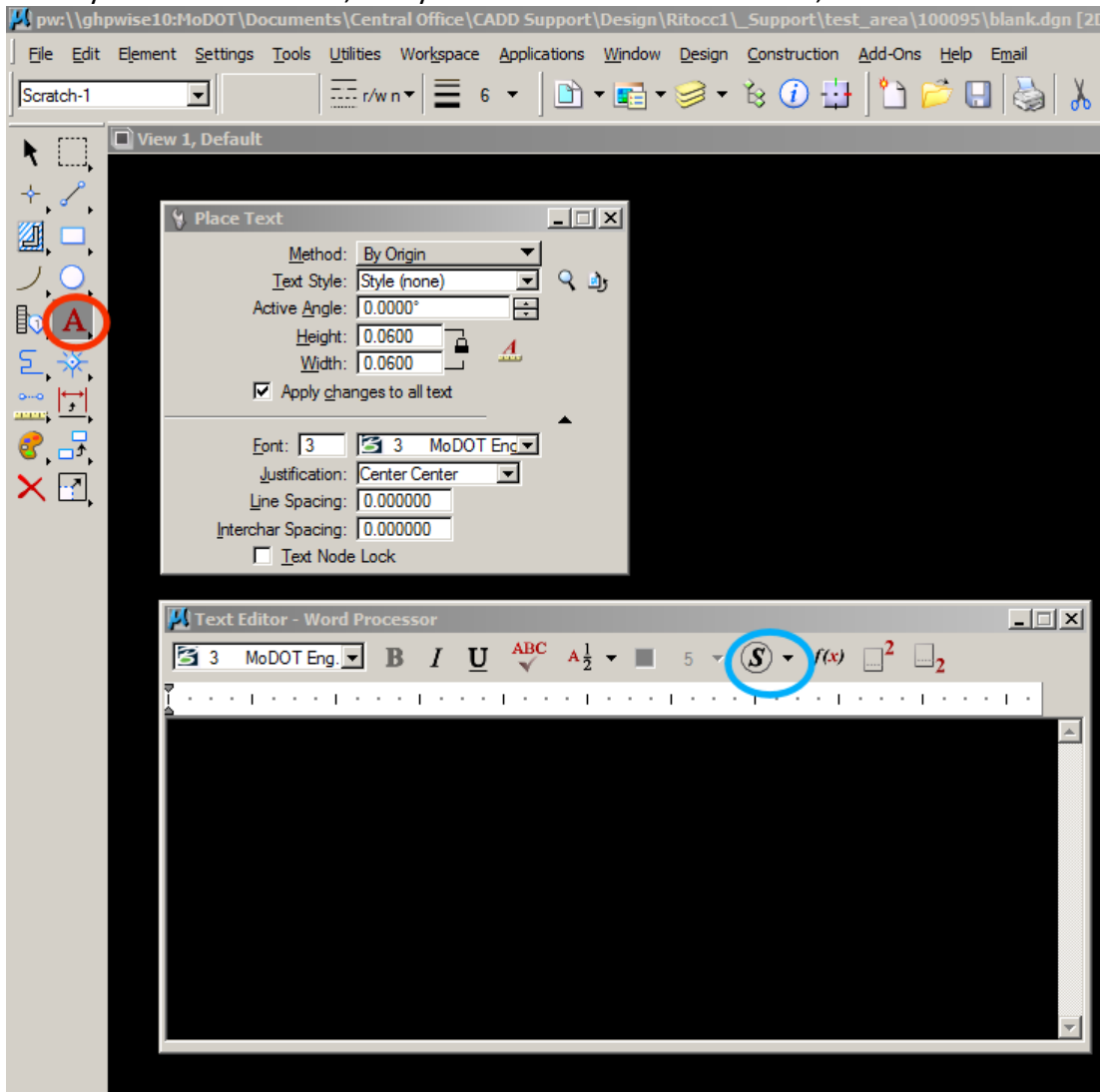
Click on "Text". Make sure your Text Editor Style is set to "Word Processor" and say OK.



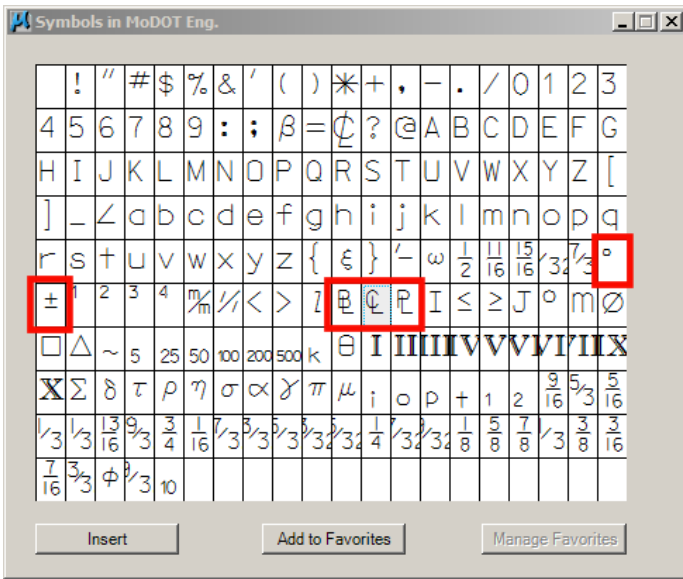
You can now edit text without worrying about losing special characters such as CL, BL, PL, +/-, degree, as well as keeping your stacked fractions stacked.

Now you have the option to add frequently used symbols, such as CL, PL, BL, degree, +/-, etc, to a Favorites list you can access and edit very quickly and easily.

Select your Place Text tool, and you will see the Place Text tool, as well as the Text Editor dialog box pop up.

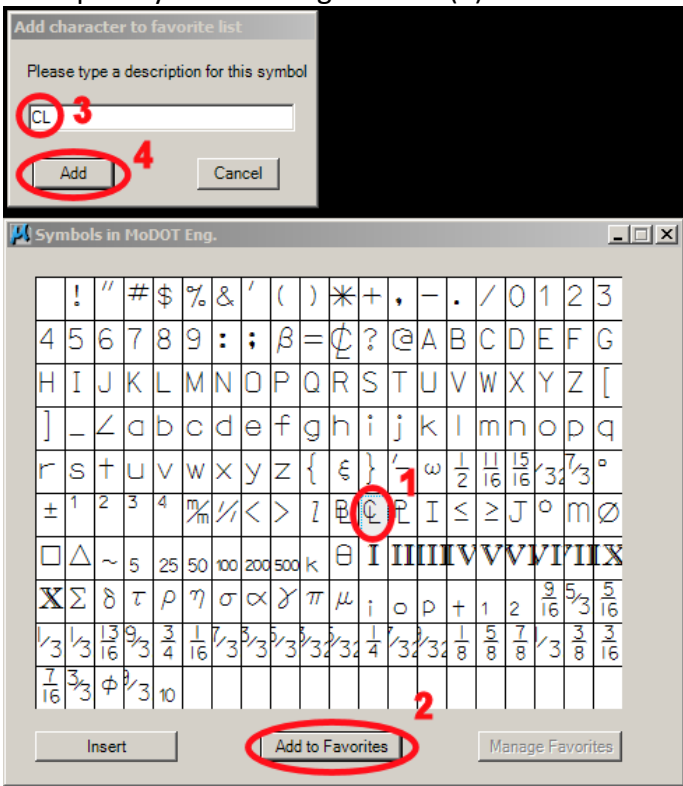


The Text Editor (Word Processor) dialog box is where we will add our favorites for quick, easy access of the symbols you commonly use. The favorites will be stored where you see the “S” (symbols) shown here with the blue circle. In order to begin creating favorites, left click on the “S”, but not on the arrow next to it. This will open up all the symbols that we can use (see page 3).



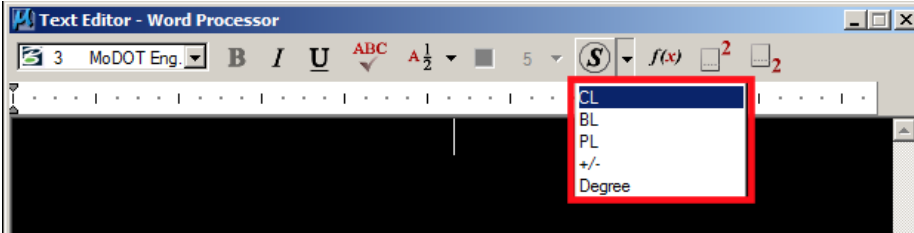
You will see symbols for BL, PL, CL, +/-, degree, etc. I have shown these with a red block around them. For this tip, I will add these 5.

Left Click on one of them, let's say CL for now, and then (2) select "Add To Favorites". Then (3) type in a description you will recognize and (4) select Add.

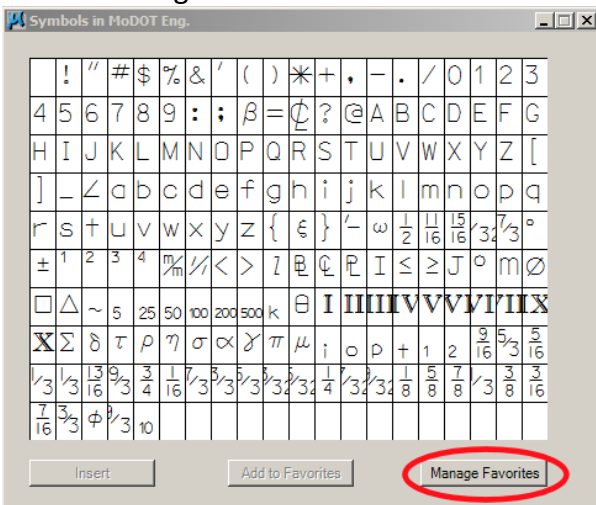


If you click the pull down arrow to the right of the “S” symbol, you will now see the CL shortcut. If you select it, the CL symbol will show up in the Text Editor dialog box.

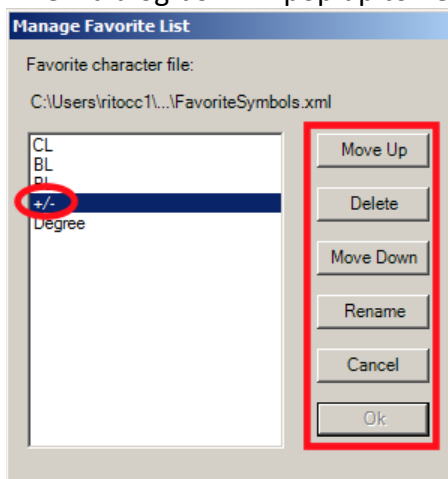
Now you can continue adding symbols by following the 4 steps shown at the bottom of Page 3. Once you have finished adding them, you will always be able to quickly access the symbols you commonly use by selecting them from the drop down box.



If you would like to rearrange them, this is also easy to do. When you have the symbols dialog box up, just select “Manage Favorites”.



A new dialog box will pop up to help you move, Delete, or rename a favorite.



Select the item you would like to modify, and select “Move Up”, “Delete”, “Move Down” or “Rename” from the buttons to the right. When you are finished making your desired modifications, click the OK button, and you are once again ready to use your favorite symbols.