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CONNECTICUT  
DEPARTMENT OF TRANSPORTATION

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Architectural, Engineering and Construction Applications

A Step-by-Step Instructional Guide  
for Installing the

**CTDOT Digital Design  
Environment**

Computer-Aided Design and Drafting Standards  
for Consultants and CTDOT Employees

# Connecticut Department of Transportation

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[CTDOT - SELECTseries DDE](#)

## INTRODUCTION

The Connecticut Department of Transportation (CTDOT) has standardized on Bentley Systems Inc. for Computer-Aided Design and Drafting (CADD) software. CTDOT has established CADD standards in the form of a customized workspace to be used with Bentley products; specifically, *MicroStation* and *InRoads*. These CTDOT CADD standards are referred to as the Digital Design Environment (DDE) and are made available to consultants doing business with CTDOT as well as the general public. Further information about the DDE, in addition to who is required to use it, can be found at [CTDOT - SELECTseries DDE](#) .

Once Bentley software is locally installed, it can be configured to use the customized resources, tools, and interfaces of the DDE, which can be stored either locally or on a network. This guide provides step-by-step instructions on how to download, install, and configure *MicroStation*, *InRoads*, and the DDE.

This version of the DDE is for use with *InRoads V8i SELECTseries 2*. It is not configured to work with *InRoads V8i SELECTseries 3* (aka *OpenRoads*) or any subsequent versions of the software. CTDOT will soon transition to the Bentley *ProjectWise* document management environment for all CADD. This future environment will consist of standard units, managed workspaces, and current versions of *MicroStation* and *InRoads*. Once the transition is complete, the workspace referred to in this guide will no longer be updated and will remain available on the web for legacy projects only.

Installation instructions and screenshots in this guide (actual or illustrative) are from the aforementioned Bentley products and were installed on the Microsoft *Windows 7* operating system.

## GUIDE FORMAT

This guide is broken down into “STEPS,” which are apparent in the Table of Contents, to help expedite the setup process as being sort of a “quick start” for the user. The guide also includes informational “bubbles,” which are not critical but may be helpful in further understanding the setup process.

## TRADEMARKS

*MicroStation* and *InRoads* are registered trademarks of Bentley Systems, Incorporated. Other trade names, computer protocols, and file formats mentioned in this guide are the trademarks of their respective owners. In no event will the appearance of any graphic, description of a graphic, picture, screen display, or any other method of conveying meaning be considered to impair the rights of the respective owners.

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# Section 1 Download and Install Bentley Software

## CTDOT Recommended Versions:

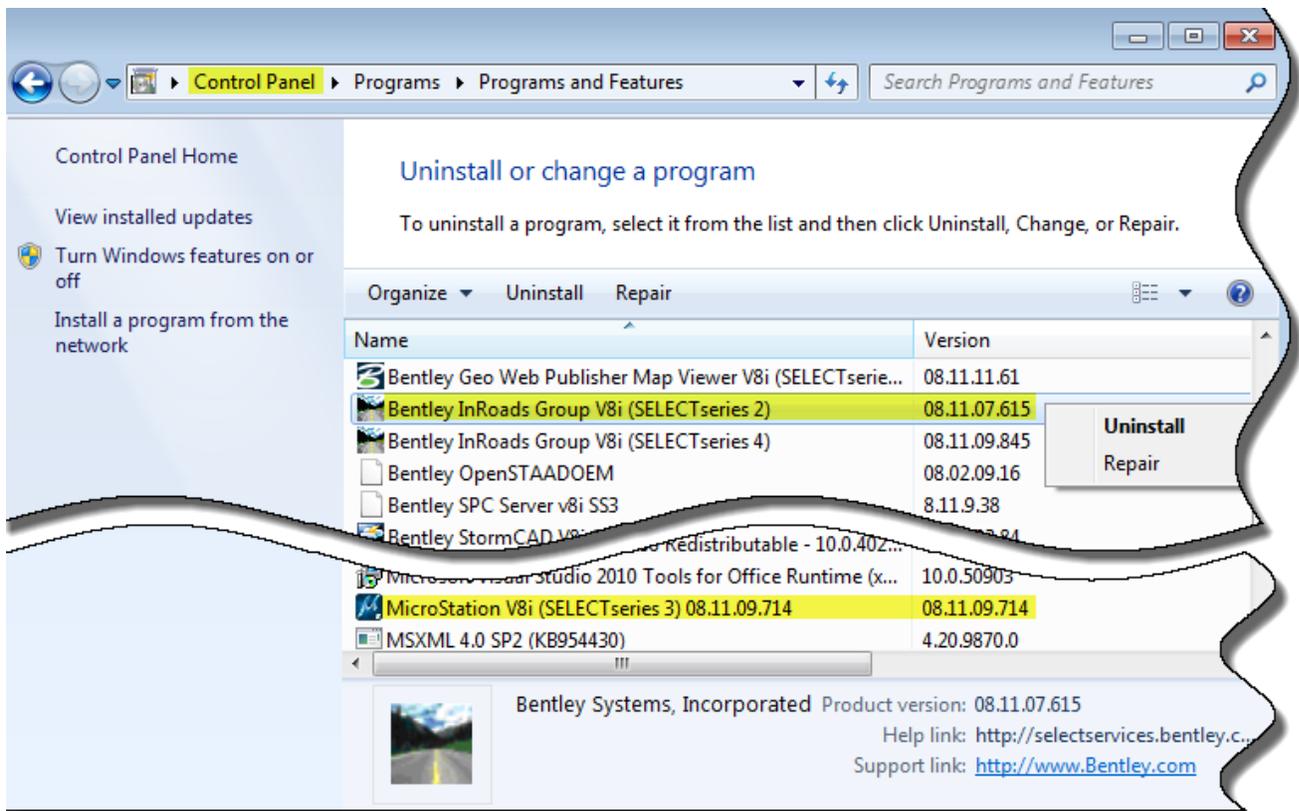
CTDOT has developed, tested, and implemented the DDE CADD standards based upon the following software versions:

- Bentley *InRoads Suite V8i* (SELECTseries 2) Version 08.11.07.615
- *MicroStation V8i* (SELECTseries 3) Version 08.11.09.459
- Prerequisites for Bentley Desktop Applications Version 08.11.07.03

## STEP 1. Remove Older Installs

Check to see if less than adequate versions of *MicroStation* or *InRoads* are already installed on your personal computer through the Control Panel. If so, they must be uninstalled before installing the recommended versions.

1. Go to **Start > Control Panel > Programs and Features**
2. Right click versions that need to be removed, one at a time, and select **Uninstall**
3. Follow the prompts to complete

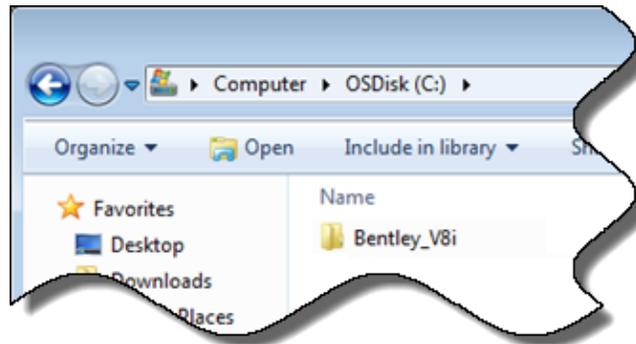


## STEP 2. Create C:\Bentley\_V8i

### *Program Location:*

CTDOT uses a custom folder, **C:\Bentley\_V8i**, for installed Bentley programs rather than the program defaults due to user permissions. We need only create this one folder at this point. Additionally, a **BentleyDownloads** folder will automatically be created during the extraction and install processes. This is covered in detail in the sections that follow.

Create a new folder on the root directory of the **C drive** named **Bentley\_V8i**:



## STEP 3. Sign Into SELECT Services

Use an internet browser to sign in at <http://www.bentley.com>:

### *Bentley SELECT Services:*

Bentley SELECT subscribers are entitled to administrative resources and support services. These services include a personal portal where software downloads may be accessed.

Bentley SELECT ID passwords are provided by your SELECT services administrator.

For CTDOT employees, SELECT services administrators are:

- Samantha Scharpf - [samantha.scharpf@ct.gov](mailto:samantha.scharpf@ct.gov)
- Elaine Richard - [elaine.richard@ct.gov](mailto:elaine.richard@ct.gov)



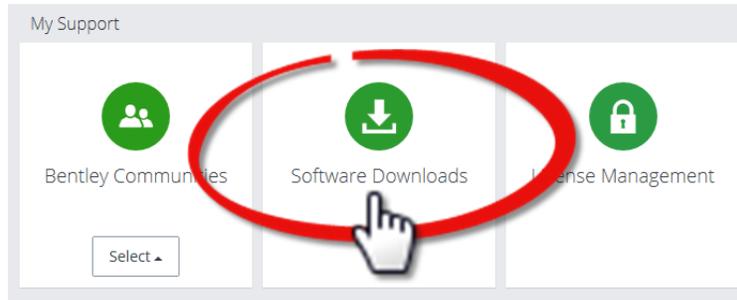
## STEP 4. Navigate To Personal Portal

Select **Support**> **Go To Personal Portal**. Accept the agreement if prompted:

The screenshot shows the Bentley website interface. At the top right, the user is logged in as john.rinaldi@ct.gov. The navigation menu includes SOLUTIONS, PRODUCTS, SERVICES, SUBSCRIPTIONS, and USER PROJECTS. The SUPPORT link is circled in red and labeled with a '1' and an arrow. Below the navigation is a banner for Bentley SELECTservices with the tagline 'At your service'. The main content area features a 'Support Services' section with a description and two buttons: 'LEARN MORE' and 'GO TO PERSONAL PORTAL'. The 'GO TO PERSONAL PORTAL' button is circled in red and labeled with a '2' and an arrow. Below this is a terms of service agreement with a green checkmark icon and the text 'I agree to the Bentley Systems Terms of Service and Privacy Policy'. The 'I accept' button is circled in red and labeled with a '4' and an arrow. A '3' and an arrow point to the agreement text.

## STEP 5. Select Required Downloads

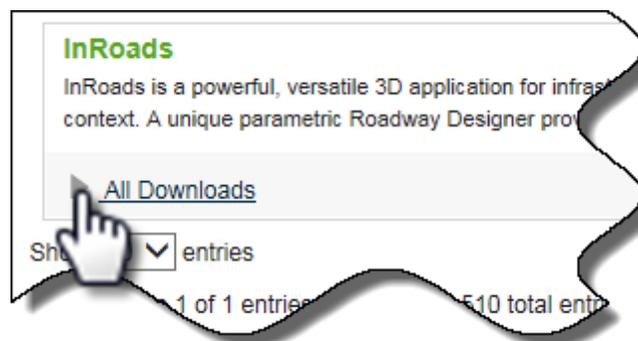
1. Select **Software Downloads**:



2. Begin by typing "InRoads" into the search field. Select "InRoads (Bentley InRoads Suite V8i)" when suggestions appear:

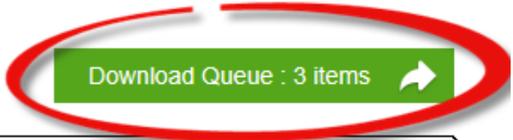


3. Expand **All Downloads** to view the results list:



#### 4. InRoads SELECTseries 2

- a. Select Bentley *InRoads Suite V8i* (English) 32-bit version **08.11.07.615**.
- b. Expand to show dependencies
- c. Toggle on only the recommended dependencies as shown - MicroStation V8i (English) 32-bit version **08.11.09.459** and Prerequisites for Bentley Desktop Applications (English) 32-bit version **08.11.07.03**:



**Download Queue : 3 items** 

**InRoads**  
InRoads is a powerful, versatile 3D application for infrastructure design, offering an innovative approach to designing in a whole project context. A unique parametric Roadway Designer provides an all... [More >](#)

▼ All Downloads

	Product Download	Version	Date	Size	Download
▶ <input type="checkbox"/>	Bentley InRoads Suite V8i (Turkish) 32-bit	08.11.09.791	10/16/2015	393 MB	
▶ <input type="checkbox"/>	Bentley InRoads Suite V8i (English) 32-bit	08.11.09.845	07/10/2015	402 MB	
▶ <input type="checkbox"/>	Bentley InRoads Suite V8i (English) 32-bit	08.11.09.845	07/10/2015	390 MB	
▶ <input checked="" type="checkbox"/>	Bentley InRoads Suite V8i (English) 32-bit	08.11.07.566	03/11/2013	266 MB	
▼ <input checked="" type="checkbox"/>	<b>Bentley InRoads Suite V8i (English) 32-bit</b>	<b>08.11.07.615</b>	02/01/2013	266 MB	
	Dependencies				
<input type="checkbox"/>	MicroStation V8i (English) 32-bit	08.11.09.357	09/17/2012	870 MB	
<input checked="" type="checkbox"/>	<b>MicroStation V8i (English) 32-bit</b>	<b>08.11.09.459</b>	06/27/2013	826 MB	
<input type="checkbox"/>	MicroStation V8i (English) 32-bit	08.11.07.443	07/16/2010	490 MB	
<input checked="" type="checkbox"/>	<b>Prerequisites for Bentley Desktop Applications (English) 32-bit</b>	<b>08.11.07.03</b>	09/21/2009	290 MB	
▶ <input type="checkbox"/>	Bentley InRoads Suite V8i (Italian) 32-bit	08.11.07.542	07/09/2012	264 MB	
▶ <input type="checkbox"/>	Bentley InRoads Suite V8i Update 1 / English 32-bit	08.11.07.542	07/09/2012	32 MB	

5. Download

- a. Select the “Download Queue” as shown in the top of the previous image to list the three desired items.
- b. Select each item, one at a time, to download as shown below



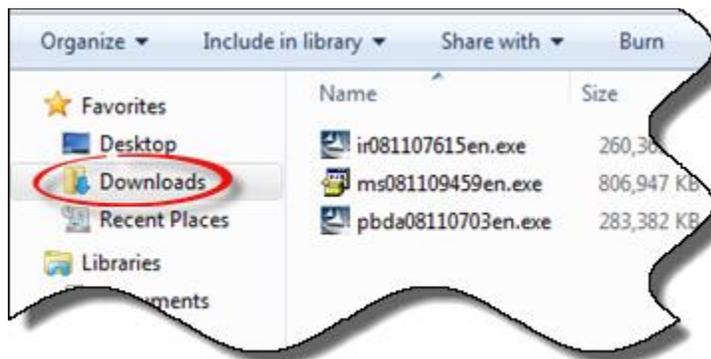
- c. Read and **Accept** the legal terms if prompted



- d. **Save** each file when prompted:



- e. The saved files will go to your browser’s **Downloads** location when completed:



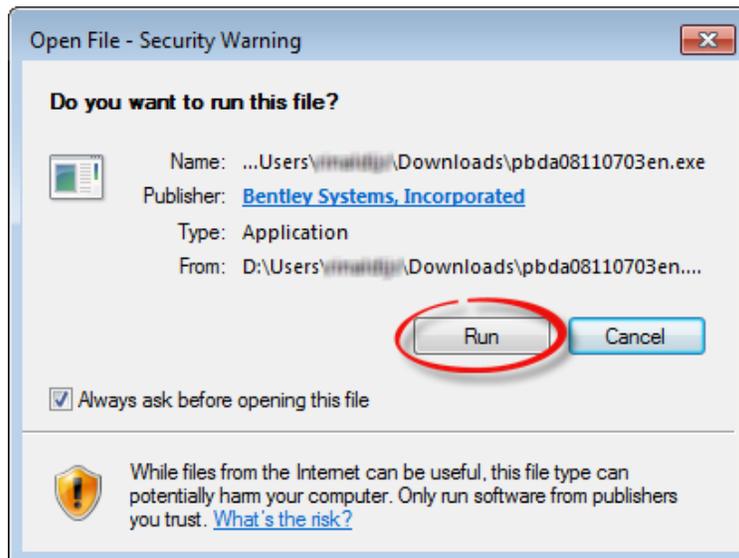
## STEP 6. Extract and Install Prerequisites

### *Extraction and Installation:*

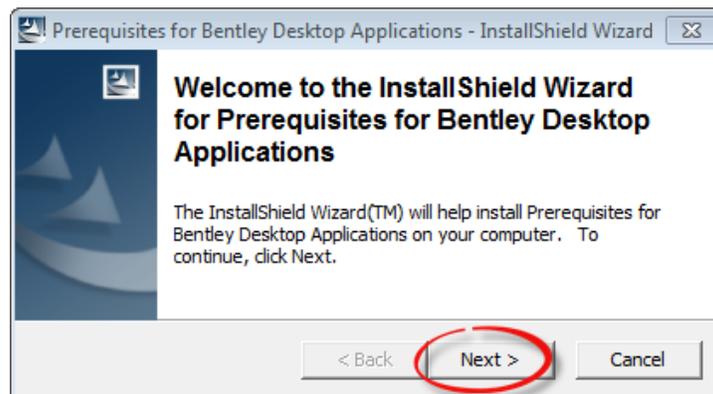
Files can be extracted and installed at the same time or at a later time. The latter option is recommended and used in the following example. Files must be installed in the following order:

1. Prerequisites - *pbda08110703en.exe*
2. *MicroStation* - *ms081109459en.exe*
3. *InRoads* - *ir081107615en.exe*

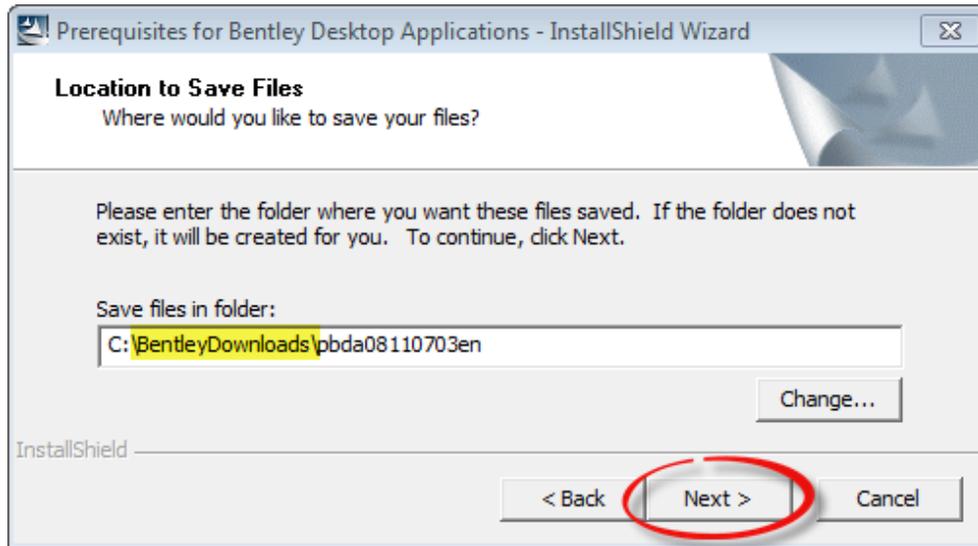
1. Browse to the saved Bentley files.
2. Double click *pbda08110703en.exe* and click **Run** to begin extraction:



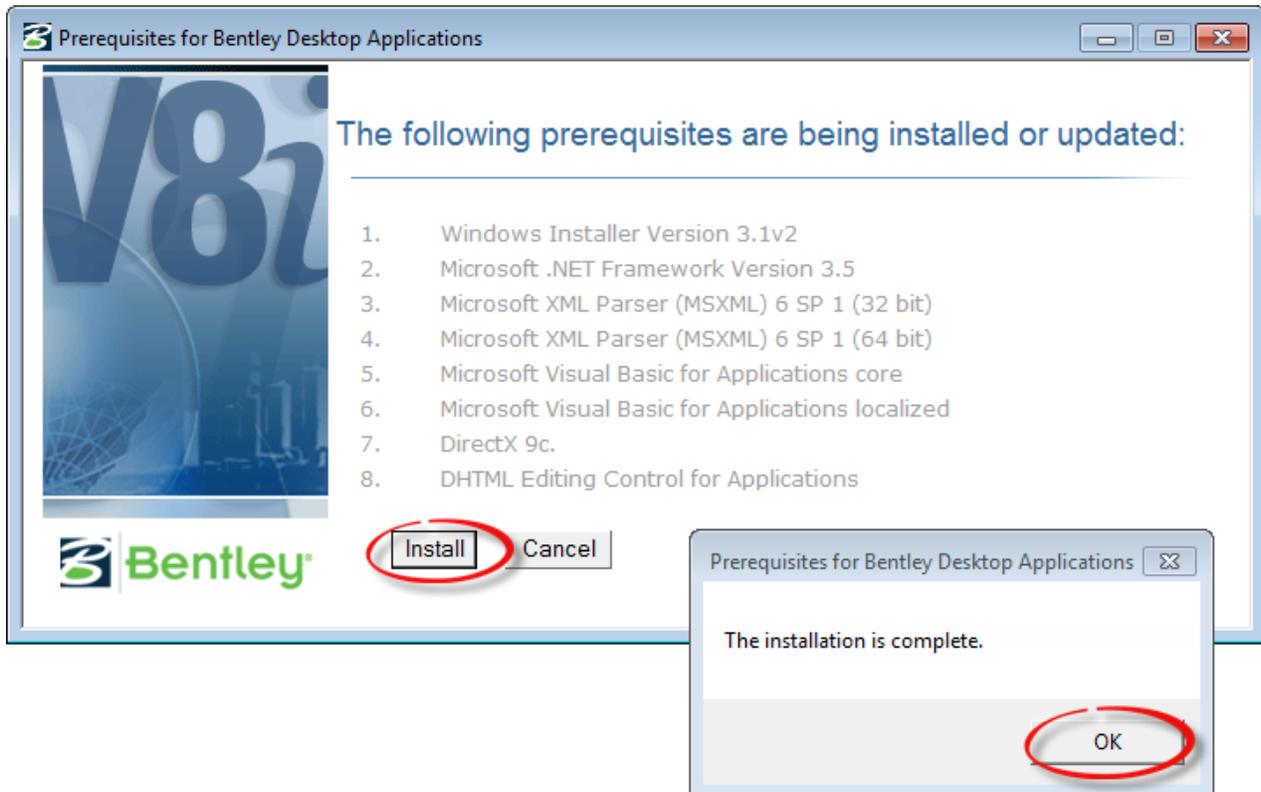
3. Select **Next** to continue installing the prerequisites:



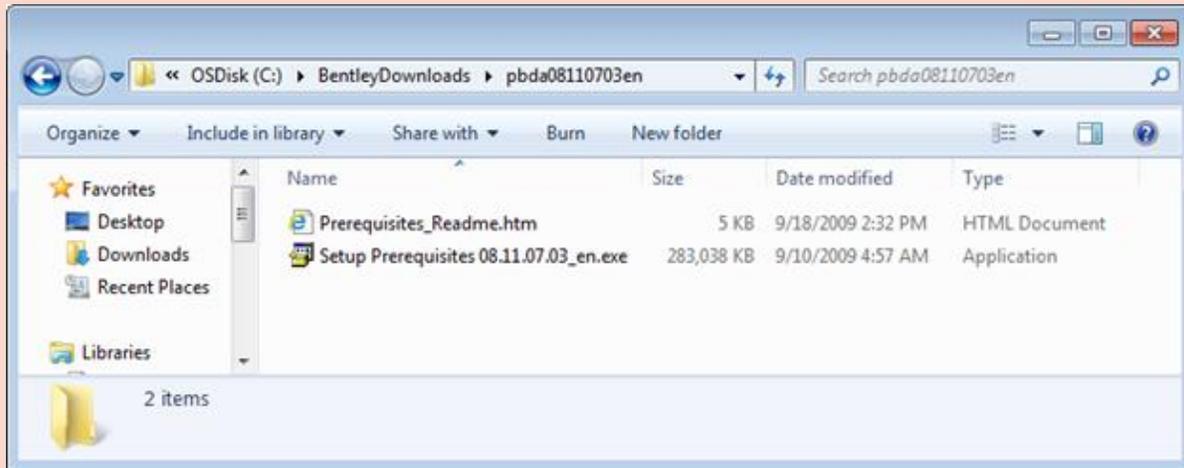
4. Keep *C:\BentleyDownloads* as the default location. A *pbda08110703en* folder will be created for the extracted files. Select **Next**:



5. Select **Install** and then **OK** when installation is complete:

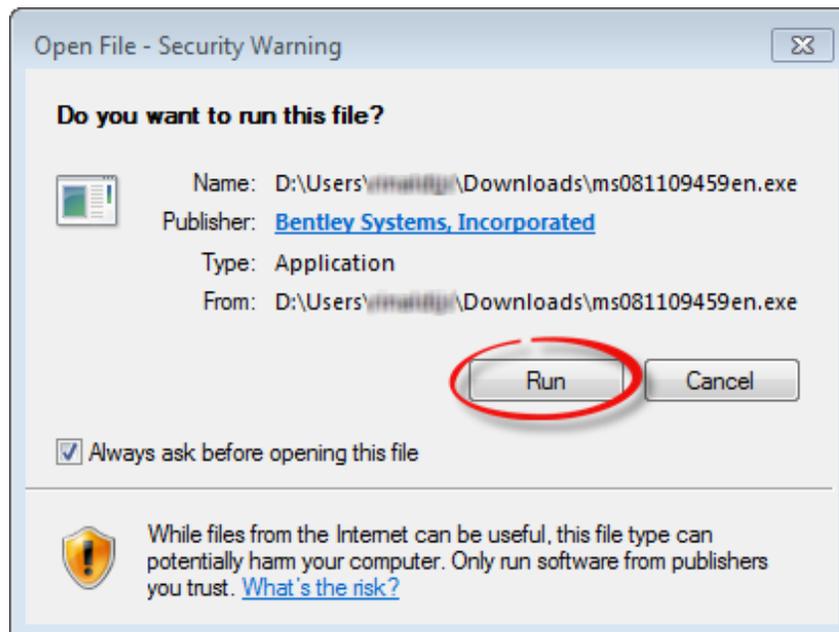


Briefly note that the prerequisite files have been extracted to a new folder, **Bentley Downloads**. No further action is required since we have already installed and extracted in the previous steps:

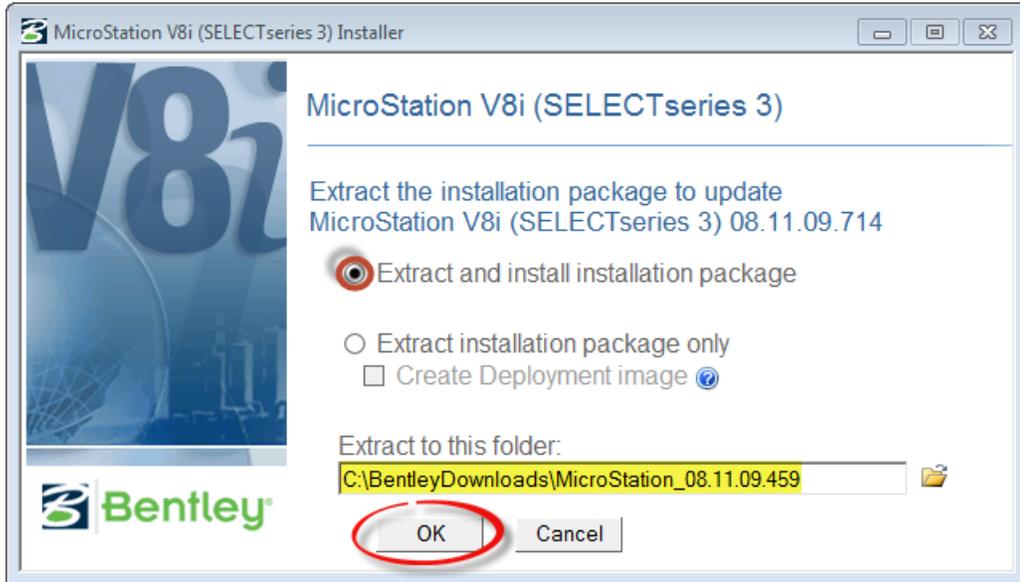


## STEP 7. Extract and Install MicroStation

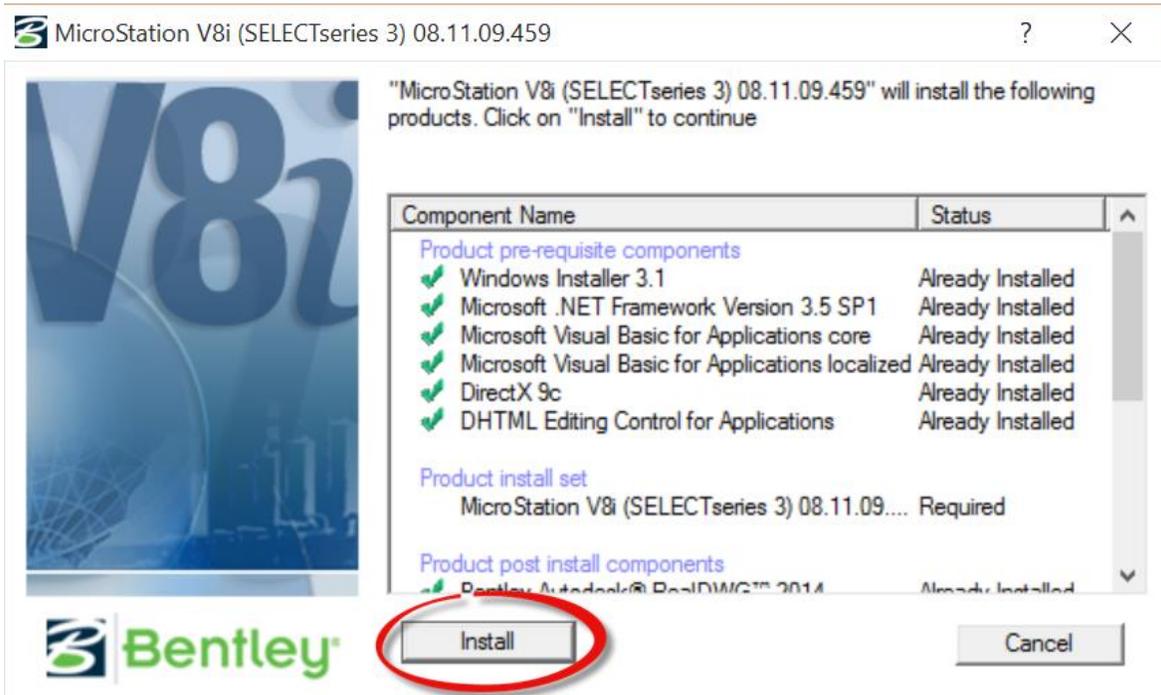
1. Browse to your local downloads folder again. Double click *ms081109459en.exe* and select **Run** to begin extraction of the *MicroStation* program files:



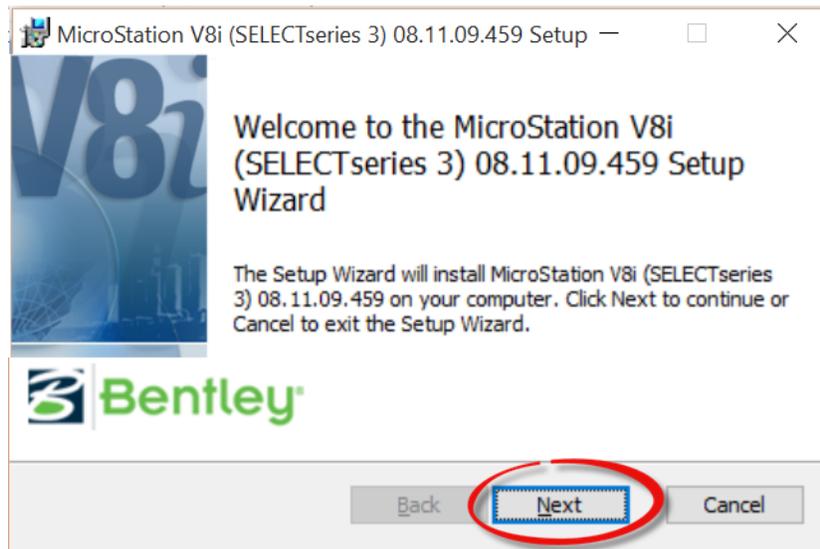
2. Toggle on **Extract and install installation package**. Keep the default folder location for extracts as *C:\BentleyDownloads\MicroStation\_081109459* and select **OK**:



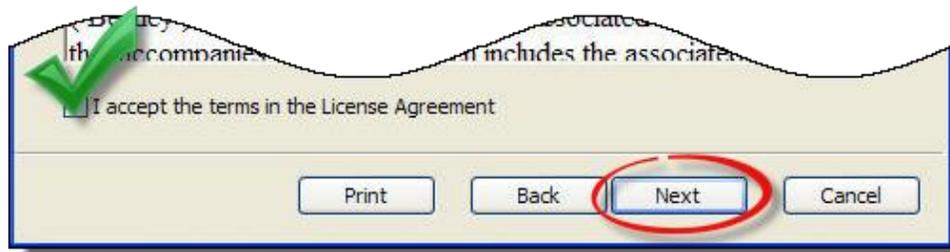
3. Select **Install**.



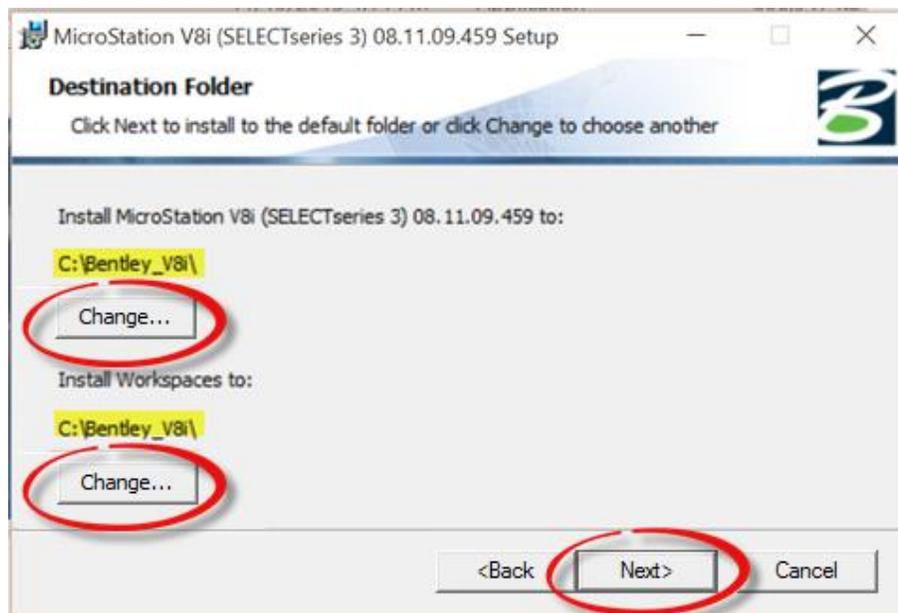
4. Select **Next**



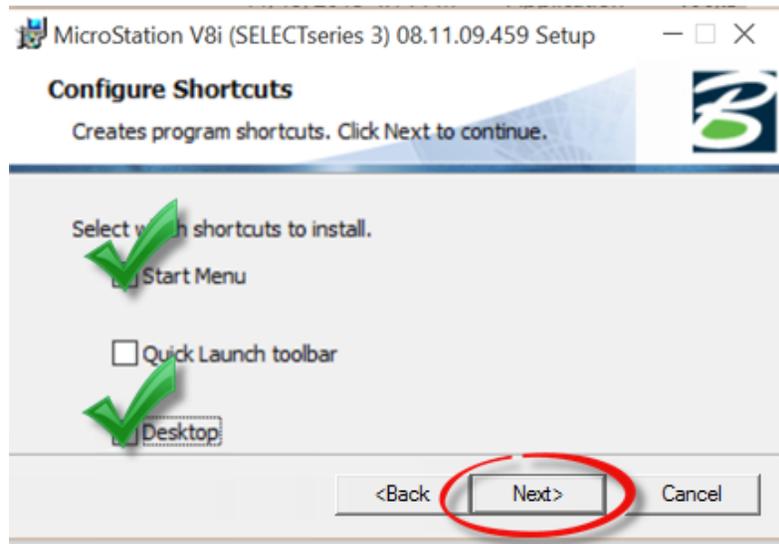
5. Accept the *End User License Agreement* after carefully reading it and select **Next**.



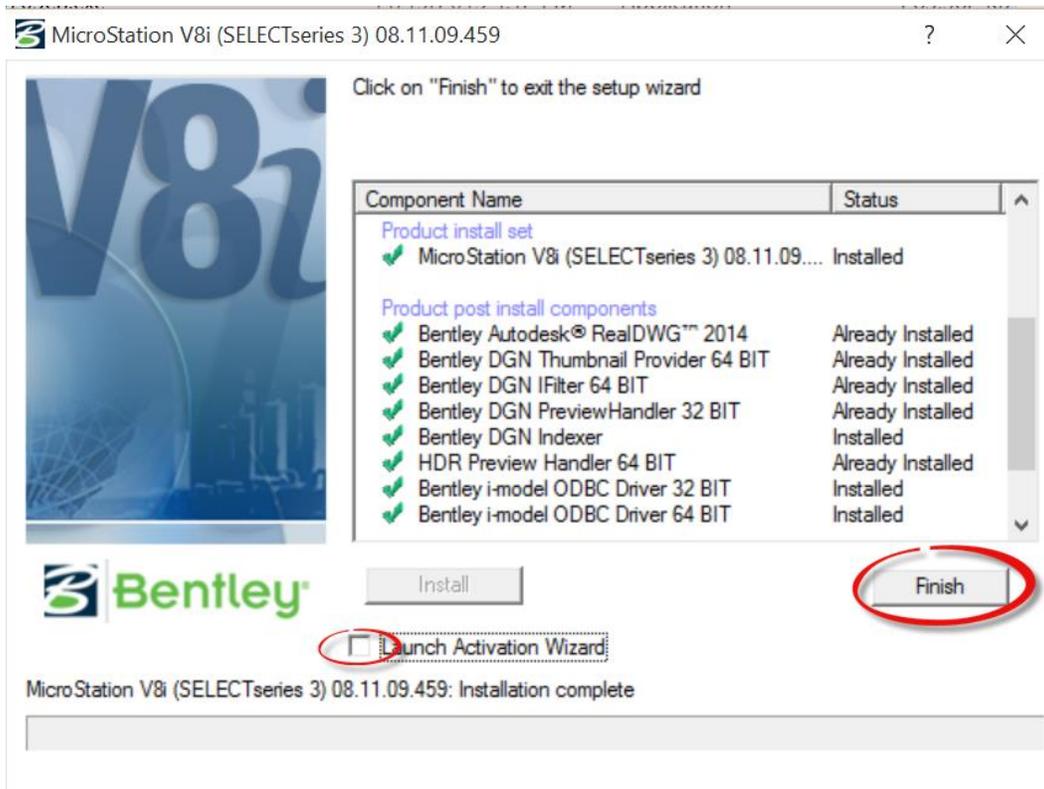
6. Change the **Destination Folder** for both... to C:\Bentley\_V8i. Select **Next**.



7. Check on the **Start Menu** and **Desktop** shortcut options. Select **Next**.

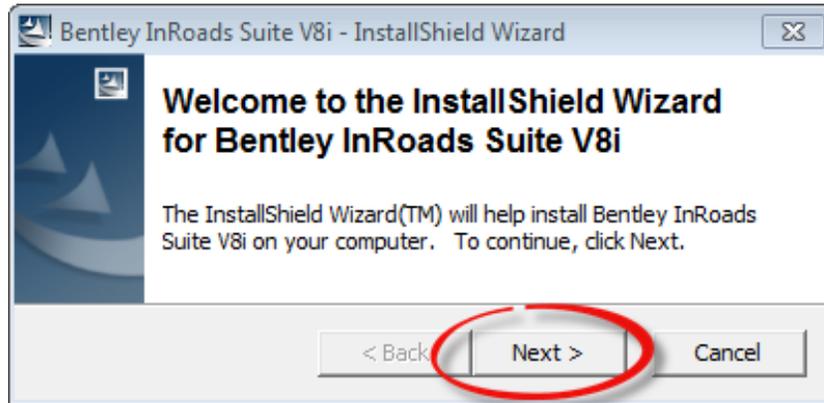


8. Choose the **Typical** Setup Type when prompted and then **Install** to complete setup.  
9. Keep **Launch Activation Wizard** unchecked and select **Finish**.

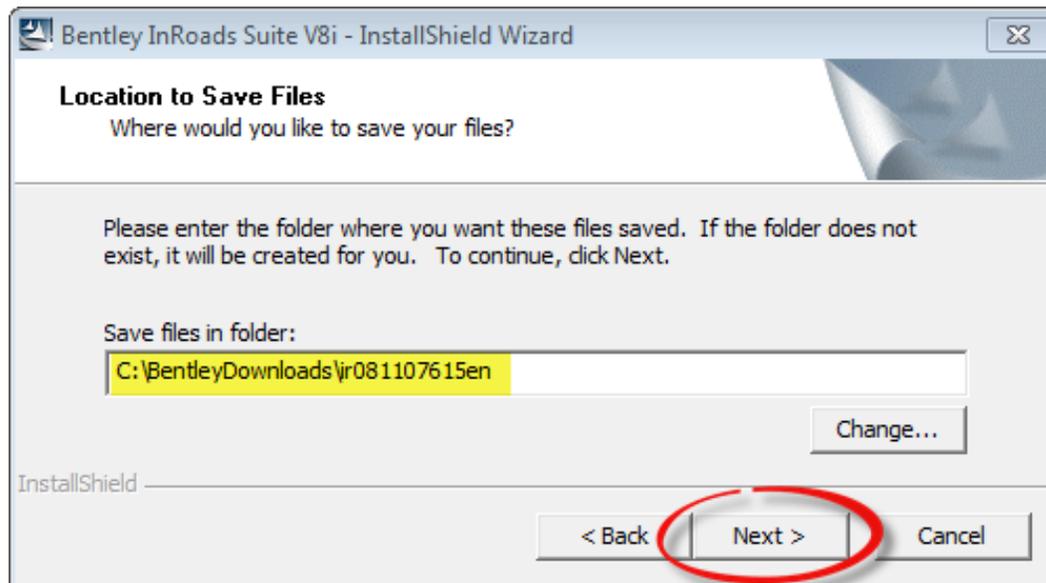


## STEP 8. Extract and Install InRoads

1. Browse to the downloads folder again, Double click *ir081107615en.exe* to begin extraction.
2. Select **Next** in the InstallShield Wizard to begin:

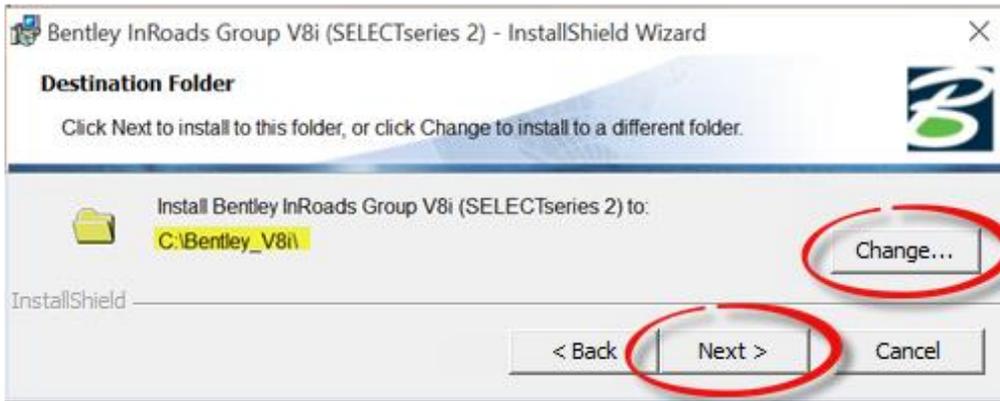


3. Keep the default location as *C:\BentleyDownloads\ir081107615en*.
4. Select **Next** to begin file extraction:

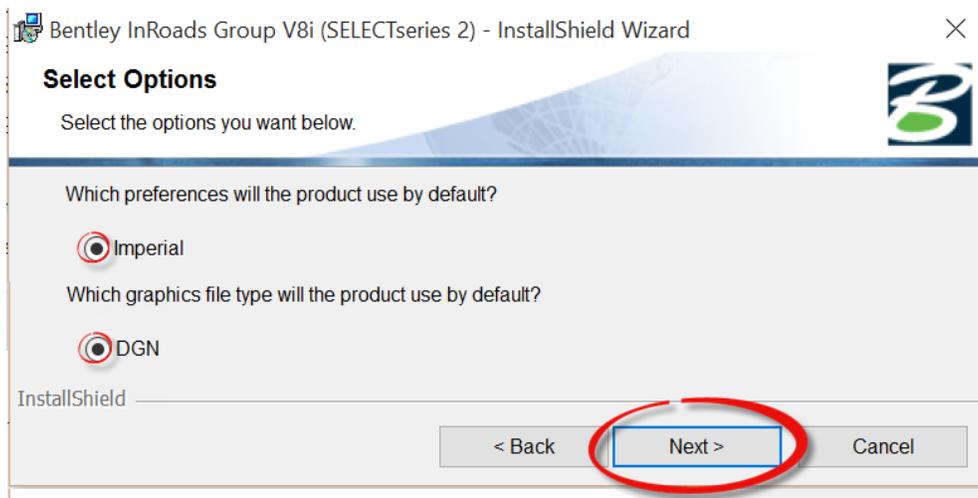


5. Select **Next** once again in the InstallShield Wizard to install *InRoads*.
6. **Accept** the *End User License Agreement* after carefully reading it and select **Next**.

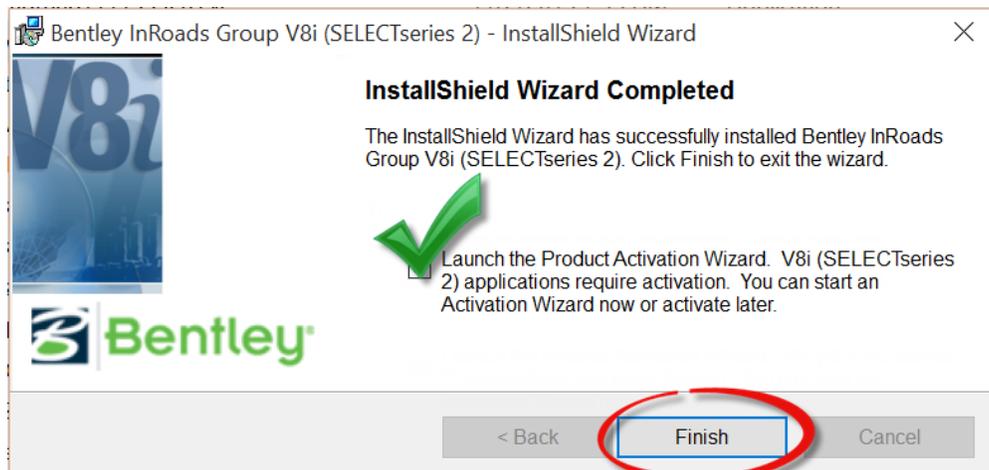
7. Change the **Destination Folder** to **C:\Bentley\_V8i**. Select **Next**:



8. Keep options defaults as Imperial and DGN and select **Next**:



9. Select **Install** to begin program installation when prompted.
10. Check to **Launch** the Product Activation Wizard. Select **Finish**. Note that the Wizard can also be launched at a later time if desired.

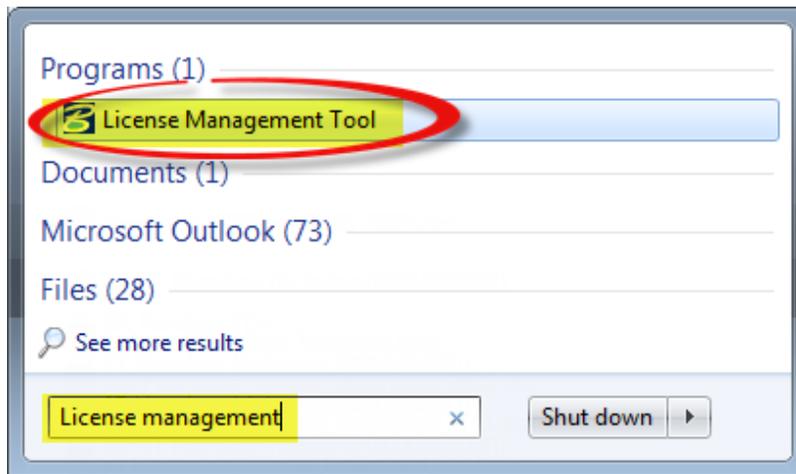


## STEP 9. Run License Management Tool

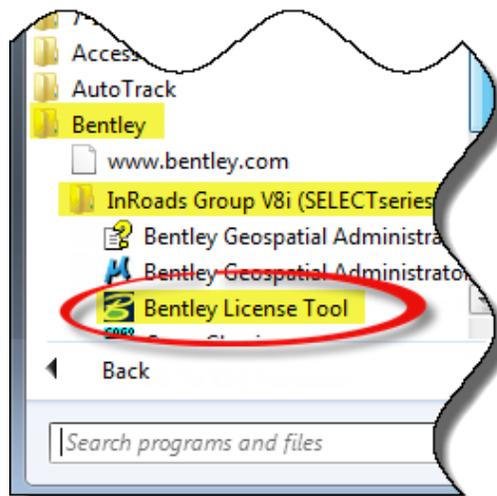
### *Product Activation Wizard:*

The **Product Activation Wizard** is where the **Site Activation Key** will be entered for software licensing.

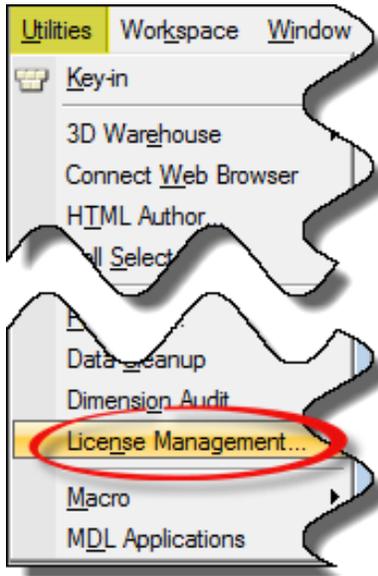
1. If the **Product Activation Wizard** has already been launched, skip to **STEP 10** to activate.
2. If the **Product Activation Wizard** has not been launched, first run the **License Management Tool**. There are three ways to run it:
  - A. From the **Start** menu, begin typing **License management** into the search field to find the program. Select it:



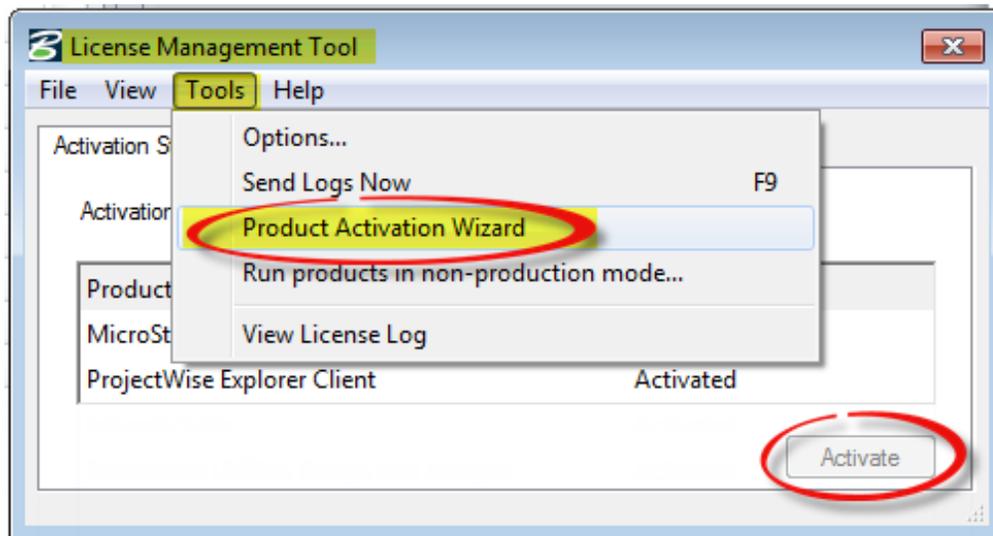
- B. Alternately, choose **All Programs > Bentley > InRoads Group V8i > Bentley License Tool**:



- C. The **License Management Tool** can also be launched from within the *MicroStation* program by **Utilities> License Management**:



3. From the **License Management Tool**, choose **Tools> Product Activation Wizard** and select **Activate**:



## STEP 10. Activate Bentley Products

There is a 30-day trial period to use Bentley software if you do not have licenses. Site Activation Keys are provided by Bentley through your SELECTservices Administrator.

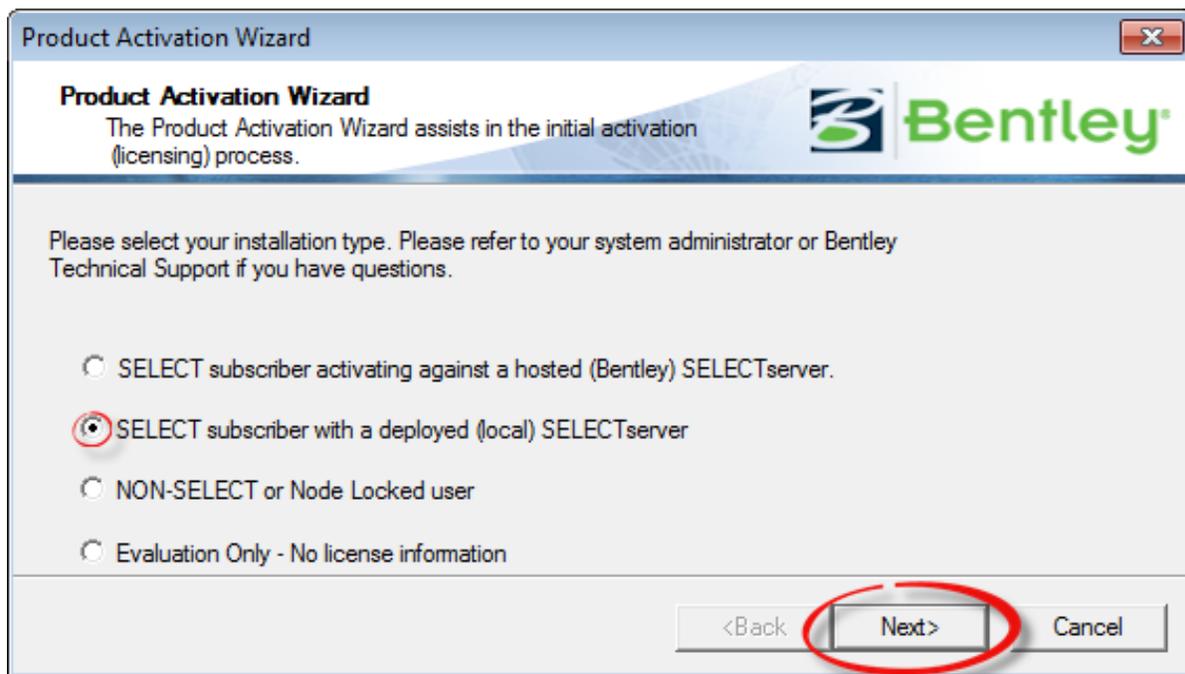
### A. CTDOT Consultants:

CTDOT Consultants should follow instructions provided by their company's Bentley SELECTservices Administrator.

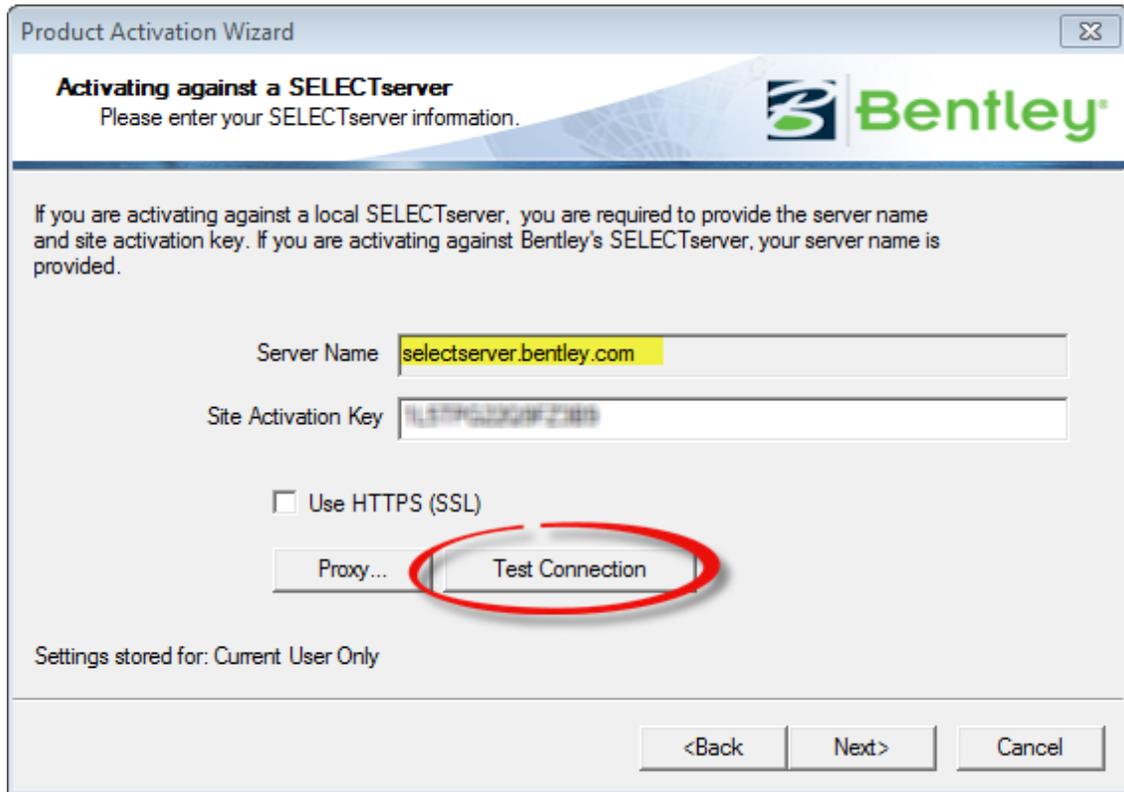
### B. CTDOT Employees Only:

If you have a Bentley Select ID but do not have a Site Activation Key, please provide your Bentley Select ID in an email to your SELECTservices Administrator (see **STEP 3**).

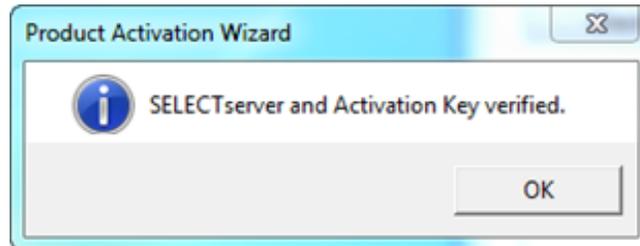
1. CTDOT employees using a home use environment should choose **SELECT subscriber with a deployed (local) SELECT server** then select **Next**:



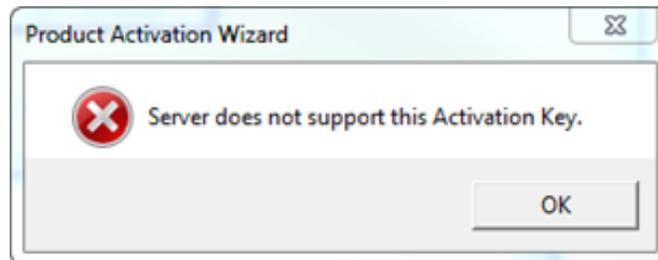
2. DO NOT use the default Server Name. Enter **selectserver-home.bentley.com** into the **Server Name** field and then your assigned **Site Activation Key**. Select **Test Connection**:



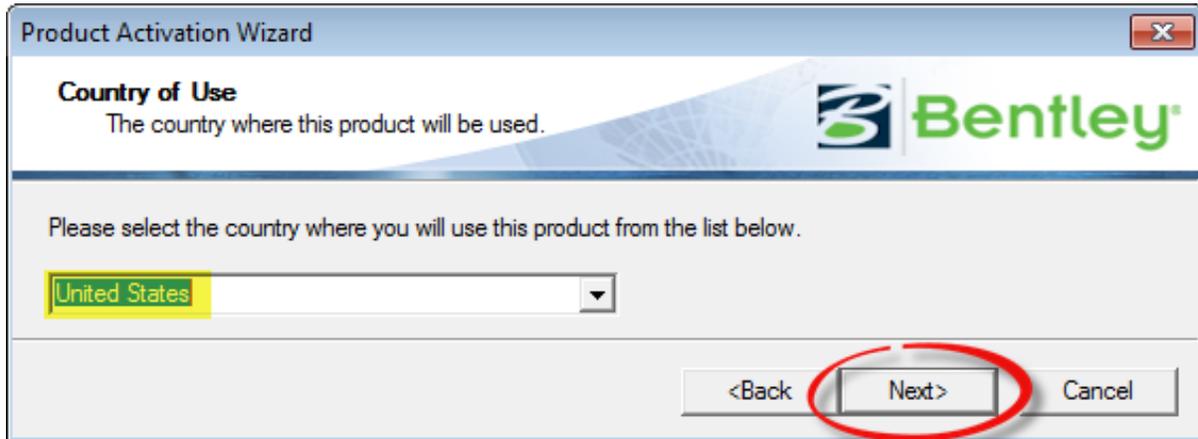
3. The following verification should appear:



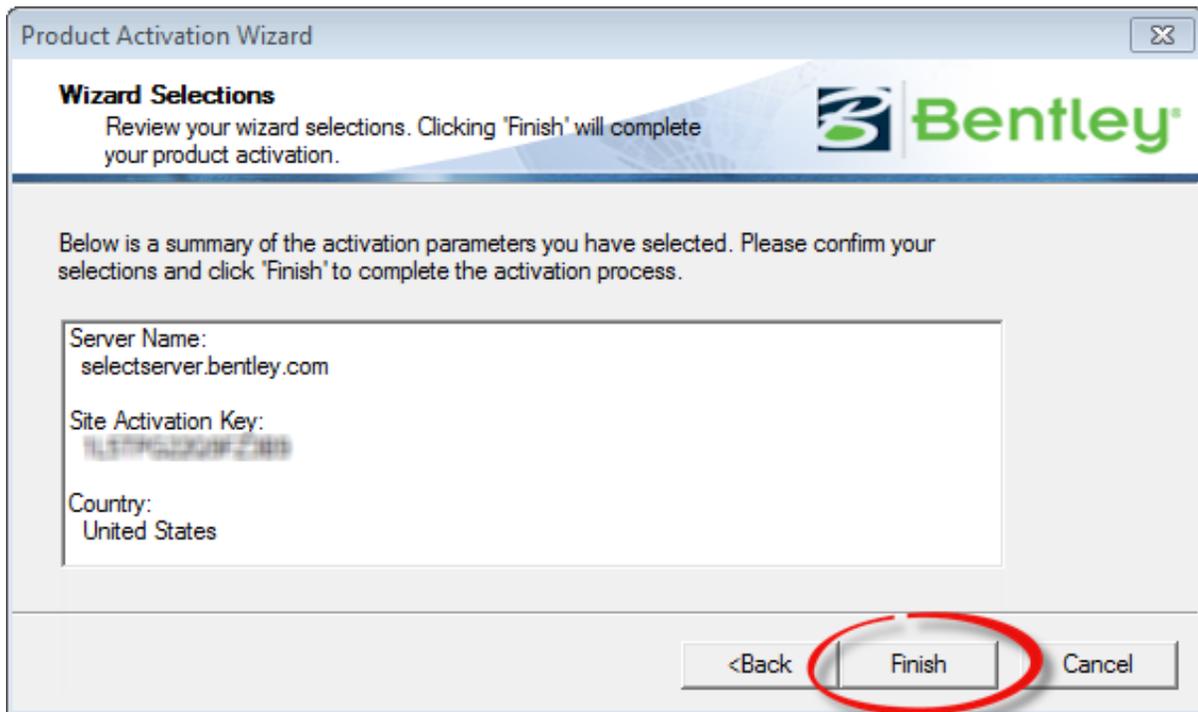
If not, ensure that you have entered the correct Server Name and Activation Key. If you continue to receive the following message, contact your SELECTservices Administrator.



4. From the **Product Activation Wizard** dialog box, select **Next** to continue.
5. Pick **United States** for the Country of use and select **Next**:



6. Select **Finish**:

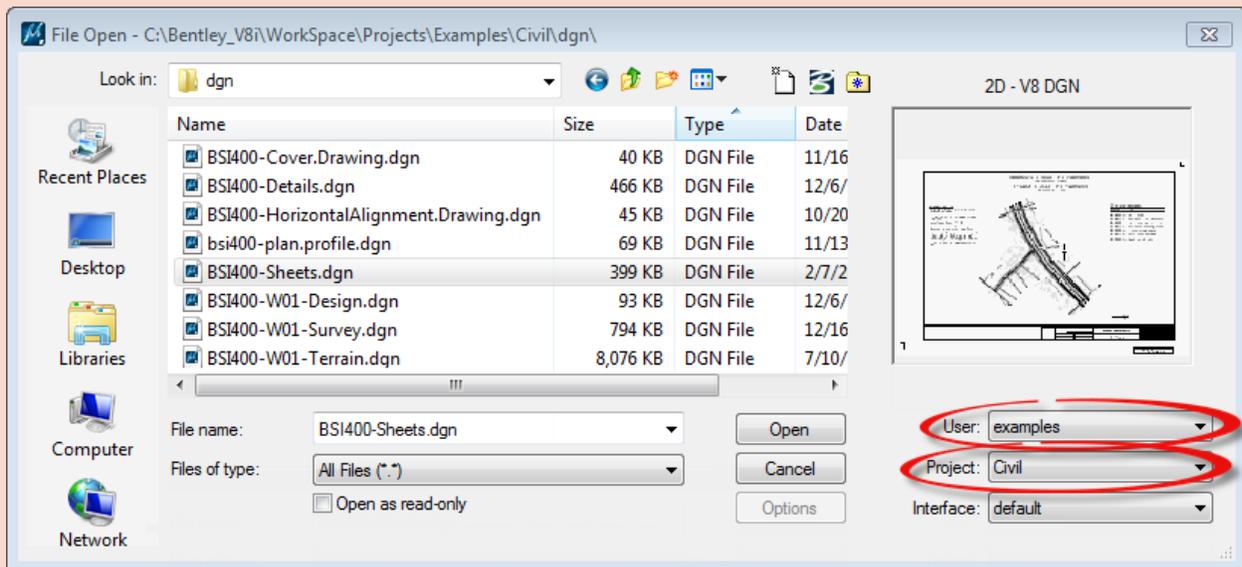


## Section 2 Access Delivered Bentley Products

*MicroStation* and *InRoads* are now ready to use “out of the box”; however, CTDOT projects and workspace resources will be available only when customization is complete. Continue to begin using the delivered Bentley products, or skip to **Section 3 CTDOT Digital Design Environment** to download and install the DDE.

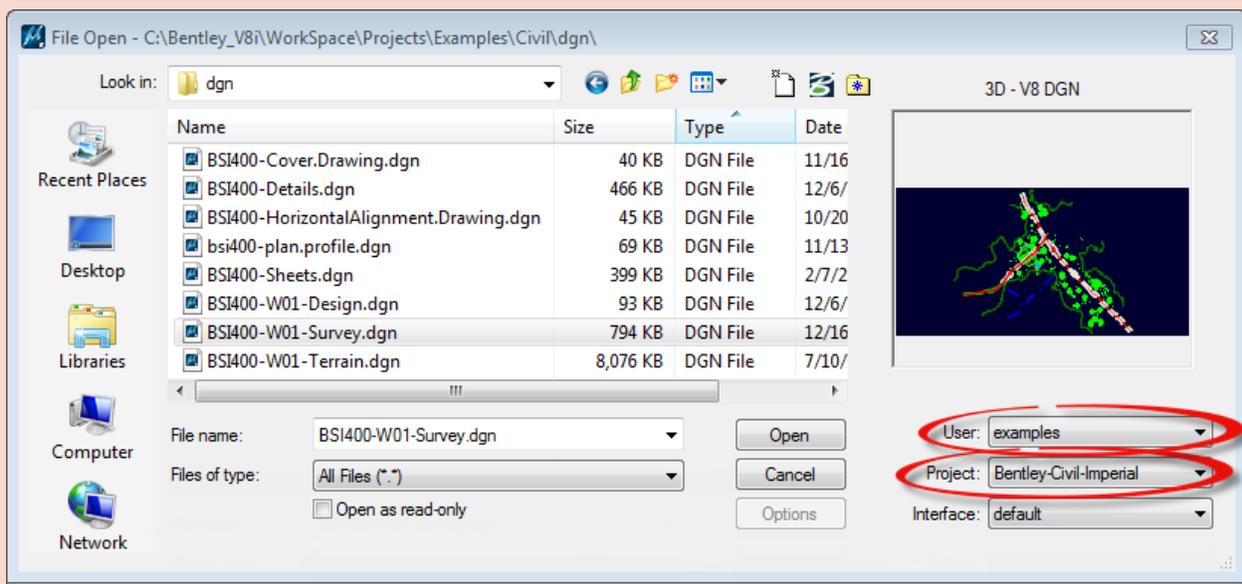
*Access MicroStation:*

*Start > All Programs > Bentley > MicroStation V8i (SELECT series 3) > MicroStation V8i (SELECT series 3).*



*Access InRoads:*

*Start > All Programs > Bentley > InRoads Group V8i (SELECT series 2) > InRoads Suite.*



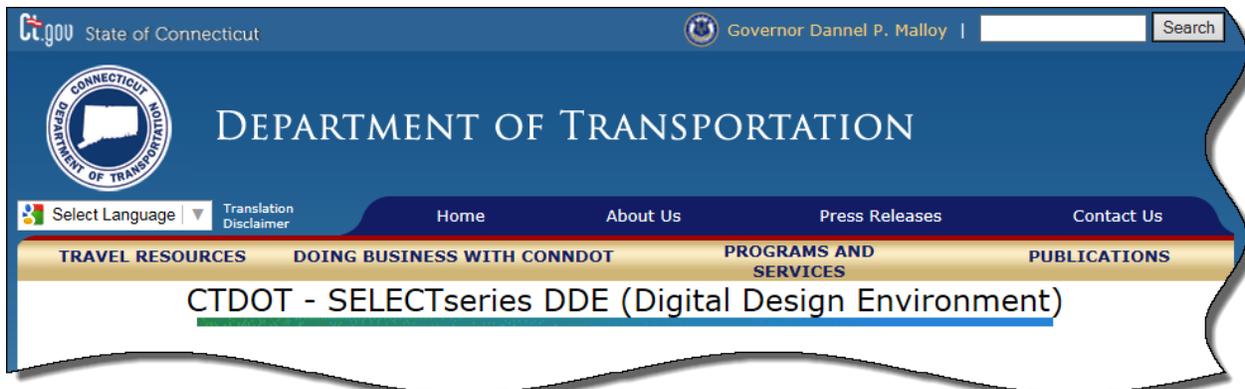
## Section 3 Download and Install the DDE

*CTDOT Home Page:*

The [CTDOT - SELECTseries DDE](#) is available through the [Connecticut Department of Transportation website](#). It can be found under: **Doing Business With CONNDOT> Engineering Resources> CTDOT - SELECTseries DDE**. There are two important downloads under **Design Environment Set-Up**: the first is this document which you are reading, and the second is the most current DDE in a compressed format (\*.zip).

### STEP 11. Download the DDE Zip file

Using an internet browser, follow this link to download the DDE: [CTDOT - SELECTseries DDE](#)



Find the **Download** icon and select it to begin the DDE download:

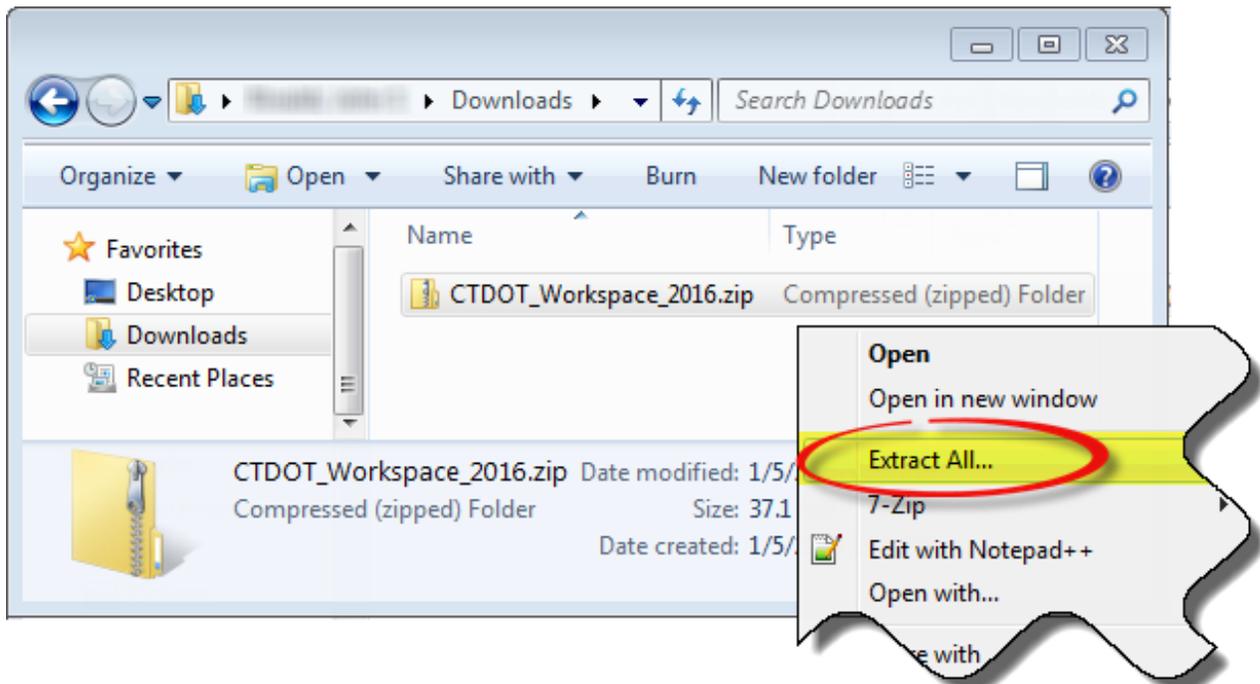


## STEP 12. Extract File Contents

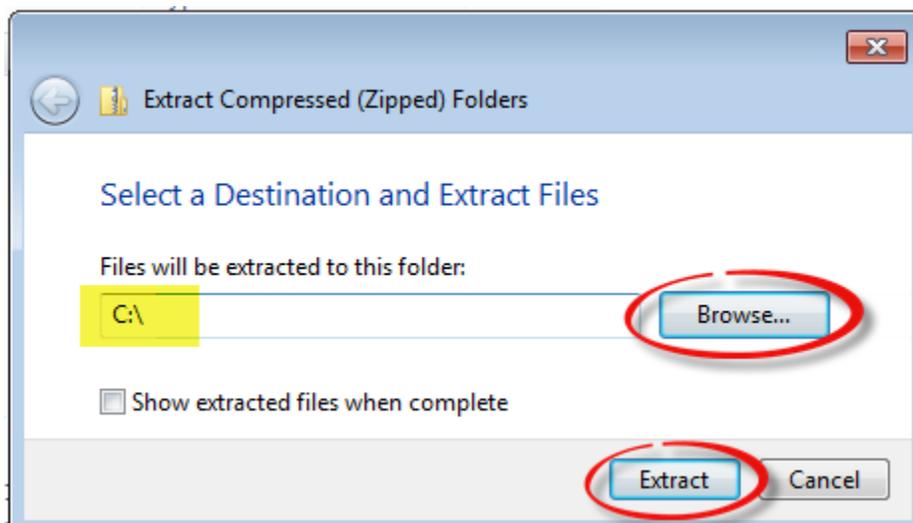
### *Extraction and Installation:*

The DDE can be set up either locally or as networked environment. The default location and following example is based on the “C” drive. It can be changed to a different location either now or later.

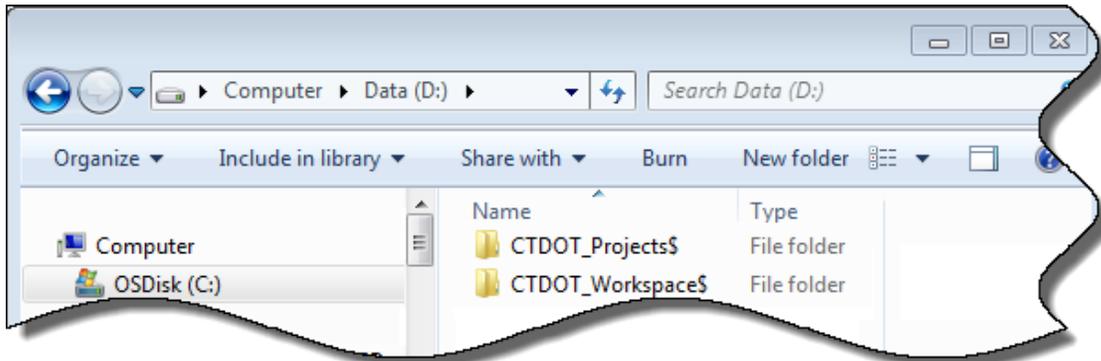
1. Browse to the downloaded DDE zip file. Right click to **Extract All**.



2. Browse to the C Drive to extract the environment folders. Select **Extract** :

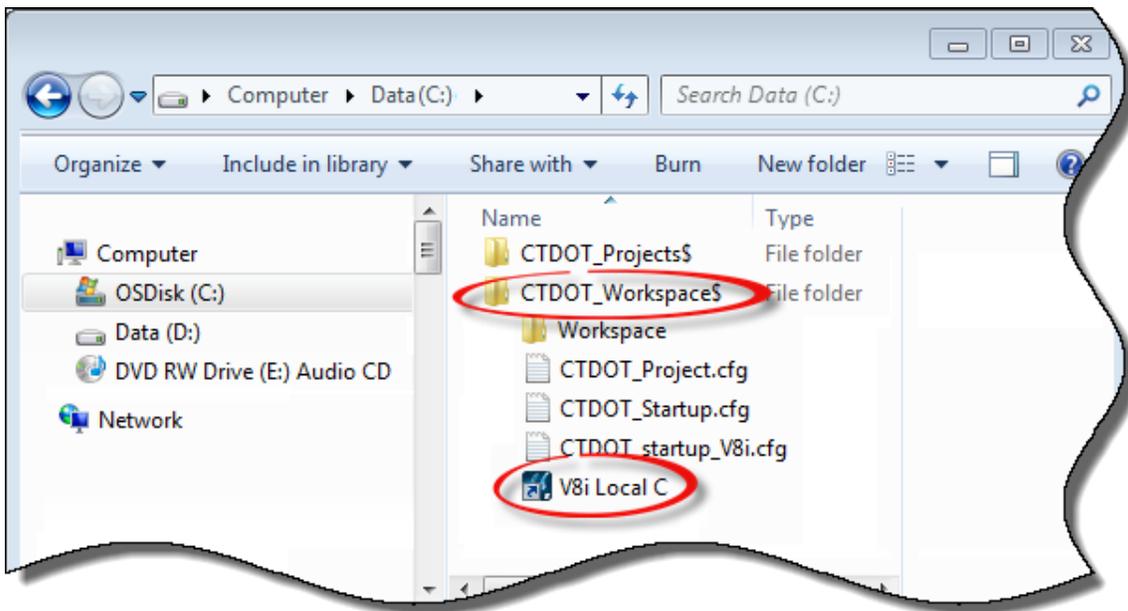


3. Two main folders will be created - one for projects and one for workspaces:



### STEP 13. Copy Desktop Shortcut

Browse to `C:\CTDOT_Workspace$`. Locate the default shortcut to begin *MicroStation* with:



Copy and paste the shortcut to your desktop:



### STEP 14. Assess Locations

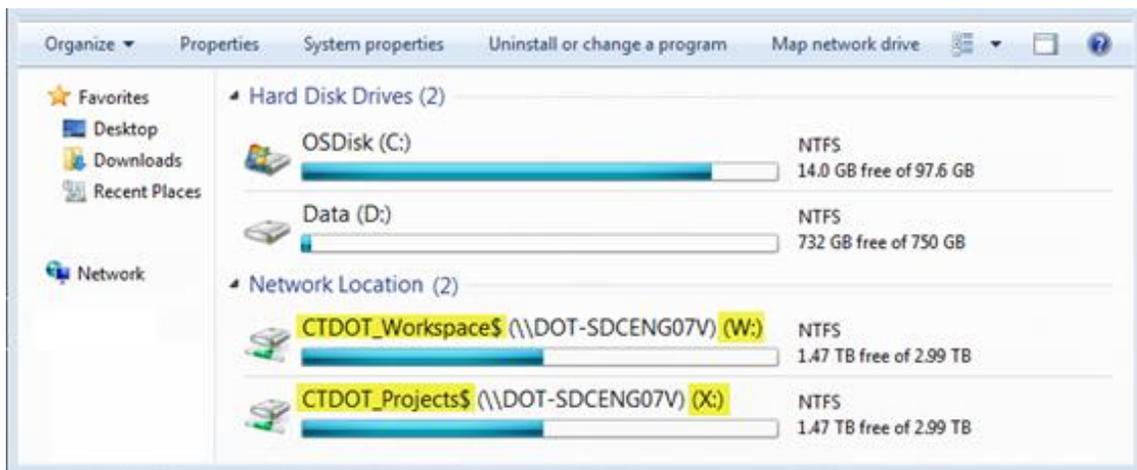
If the previous installation locations were not modified for either program (`C:\Bentley_V8i`) or DDE location (`C:\`), skip to **STEP 17**; otherwise, continue with the following step:

## STEP 15. Set up Network Environment

### *Network Environment:*

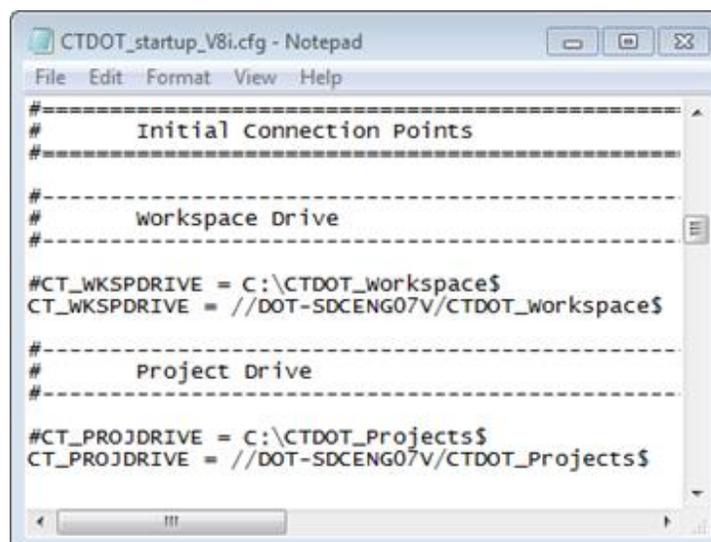
Network setup is typically done by a Network Administrator so that a server will be accessible to all users. The environment can also be installed on a drive other than the default, C:\.

1. Move the two folders, **CTDOT\_Projects\$** and **CTDOT\_Workspace\$**, to the server(s). These locations can be the same or different. The example shown below uses the same server but uses two different drive letters, **W** and **X**, for mapping:



2. From the **CTDOT\_Workspace\$** folder, open **CTDOT\_startup\_V8i.cfg** using a text editor. Edit the Project and Workspace paths as shown. The example below uses **//DOT-SDCENG07V/**. This server name should be modified to your company's server name. Pay careful attention to spelling and save any changes that you've made.

Note: Lines which have been commented out (#) will not be processed by *MicroStation*. It is recommended that server names be used rather than network drive letters.

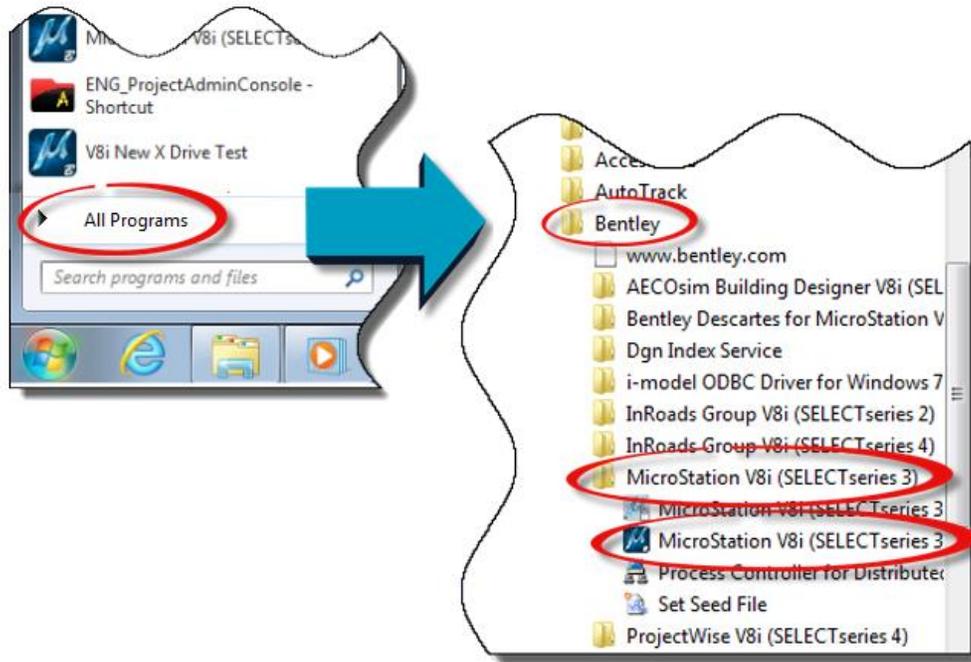
A screenshot of a Notepad window titled 'CTDOT\_startup\_V8i.cfg - Notepad'. The text inside shows configuration for workspace and project drives. The workspace drive is configured with both a local path (C:\CTDOT\_workspace\$) and a network path (//DOT-SDCENG07V/CTDOT\_workspace\$). The project drive is configured with both a local path (C:\CTDOT\_Projects\$) and a network path (//DOT-SDCENG07V/CTDOT\_Projects\$).

```
CTDOT_startup_V8i.cfg - Notepad
File Edit Format View Help
#-----
# Initial Connection Points
#-----
#-----
# workspace Drive
#-----
#CT_WKSPDRIVE = C:\CTDOT_workspace$
CT_WKSPDRIVE = //DOT-SDCENG07V/CTDOT_workspace$
#-----
# Project Drive
#-----
#CT_PROJDRIVE = C:\CTDOT_Projects$
CT_PROJDRIVE = //DOT-SDCENG07V/CTDOT_Projects$
```

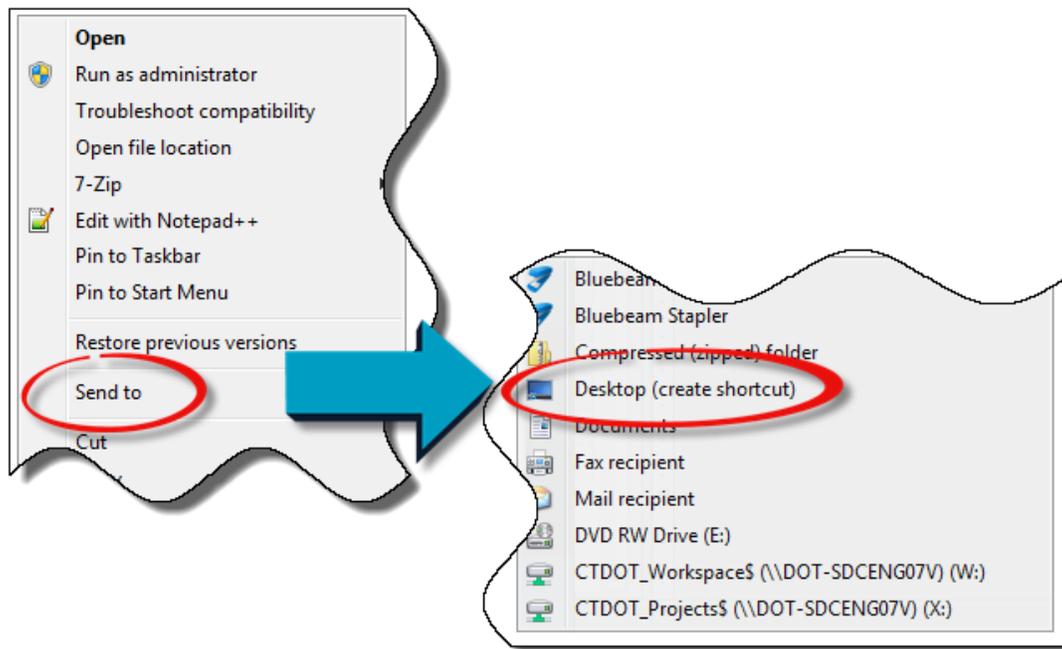
## STEP 16. Create a Network Shortcut

A shortcut must be created and modified to access the networked DDE. The shortcut simply adds a command line argument to the *MicroStation* executable.

1. Through the Microsoft **Start** menu, select **All Programs > Bentley > MicroStation V8i** and right click on the **MicroStation V8i** program:



2. Select **Send to > Desktop (create shortcut)**:



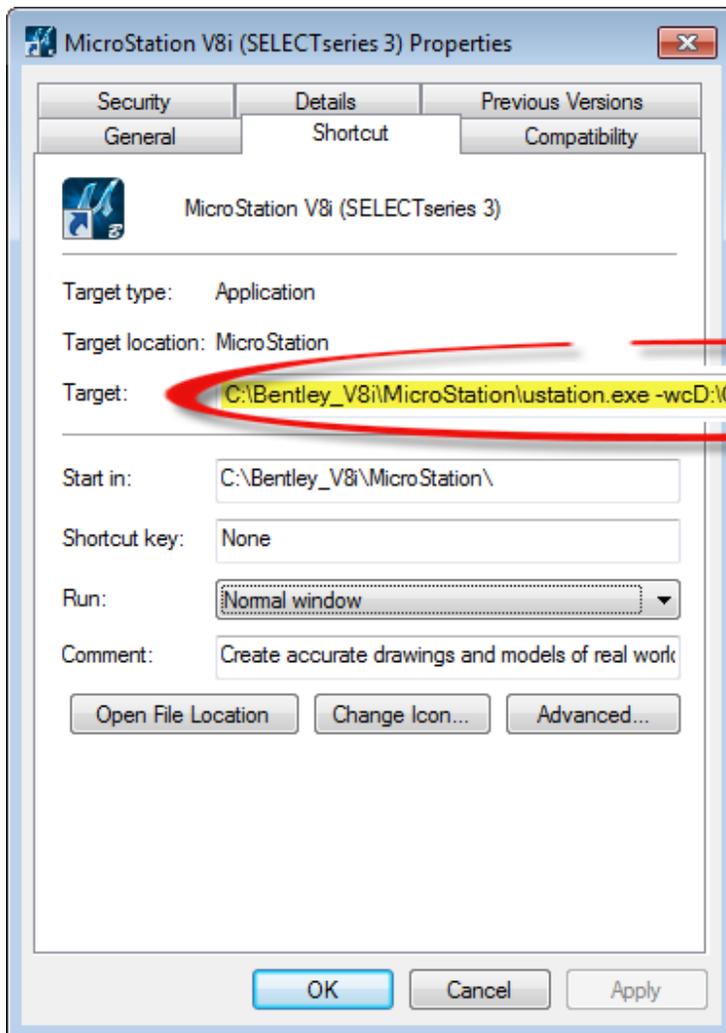
3. View your desktop and locate the newly created *MicroStation* shortcut. If you'd like, rename it to **Network , D Drive, etc. :**



4. Right click the shortcut and select **Properties**. Append the **Target** by copying and pasting the following text:

**"-wcServername:\CTDOT\_Workspace\$\CTDOT\_startup.cfg"**

You must modify the **Servername** to suite your network. The result should look similar to the following example. Pay attention to the space:



5. Select **Apply** and then **OK**.

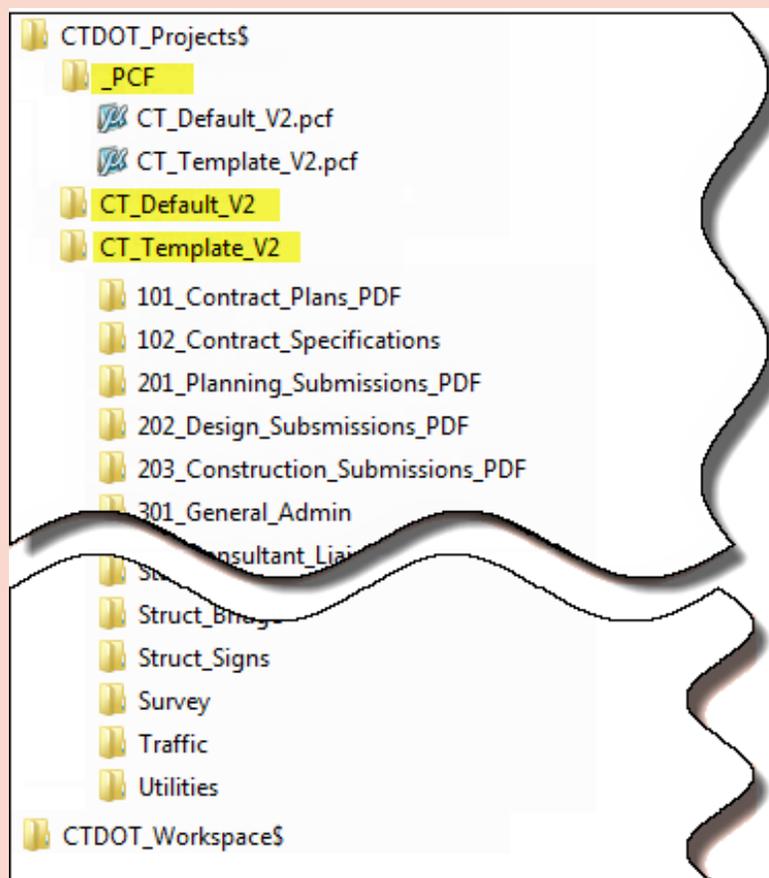
## CTDOT Projects

Project folders and configuration files (.pcf) are required for *MicroStation* and *InRoads* to properly load the DDE. Project folders are where all project-related information is to be stored, and pcf files direct the CADD programs to these folders.

### Project Defaults

The **CTDOT\_Projects\$** folder contains three subfolders:

- **\_PCF**, for project configuration files
- **CT\_Default\_V2**, a default project to immediately use CADD if new projects have not yet been created
- **CT\_Template\_V2**, a template to be copied for all new project creation:



## STEP 17. Create a New Project

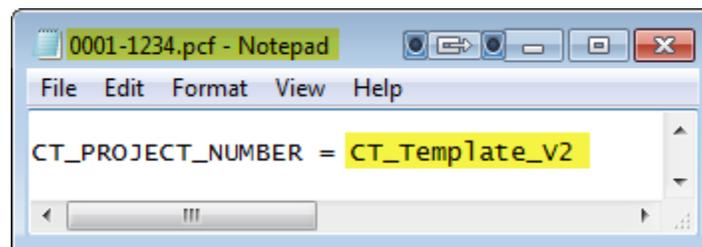
1. Browse to **CTDOT\_Projects\$** . Copy and paste the **CT\_Template\_V2** folder. Rename the copy to a valid project number such as **0001-1234**.



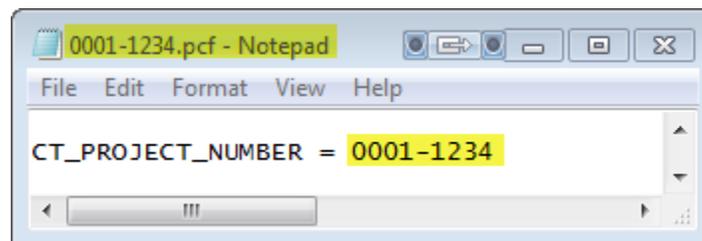
Browse to the **\_PCF** subfolder. Copy and paste the **CT\_Template\_V2.pcf** file. Rename the copy to the same project number as in the previous step. It is important that the names are identical.



2. Open the newly created pcf using a text editor such as *Notepad*.
3. Locate the line: **CT\_PROJECT\_NUMBER = CT\_Template\_V2**:



4. Edit the project number so that it is named the same as in the two previous steps (folder and pcf): **CT\_PROJECT\_NUMBER = 0001-1234**:



5. **Save** and **Exit** the text file.

Repeat **STEP 17** for each new project that you wish to create. You must edit the pcf using unique project names.

### *Populate Project Folders:*

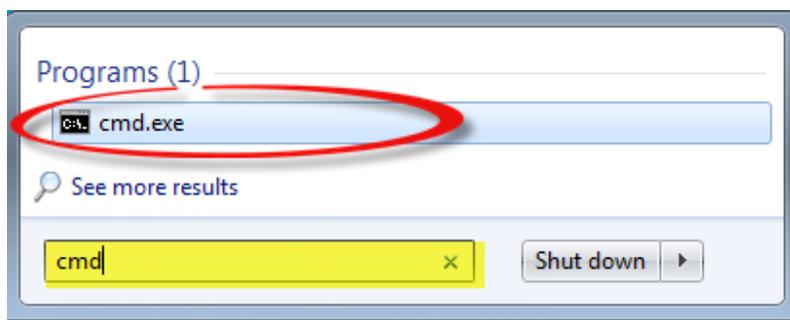
You may wish to populate the project folders at this point with existing *MicroStation* or *InRoads* files.

## STEP 18. Verify Your Windows Username

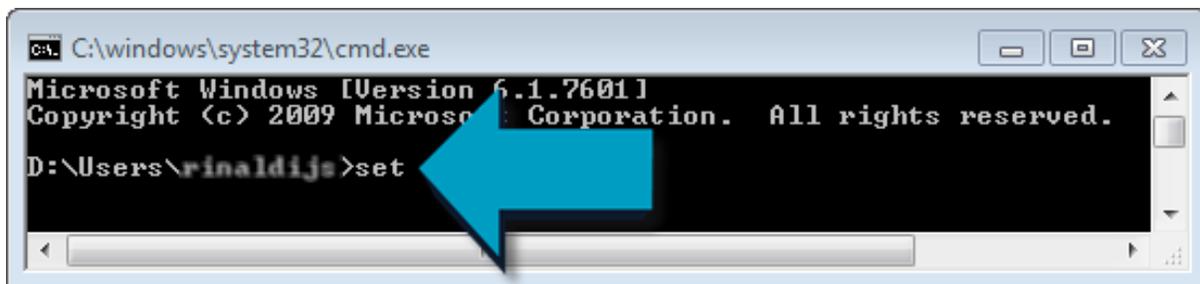
### *Initial MicroStation Setup:*

*MicroStation* allows users to customize a personal workspace. The CTDOT environment takes advantage of this with individual User Workspaces that are based on the current *Windows* username.

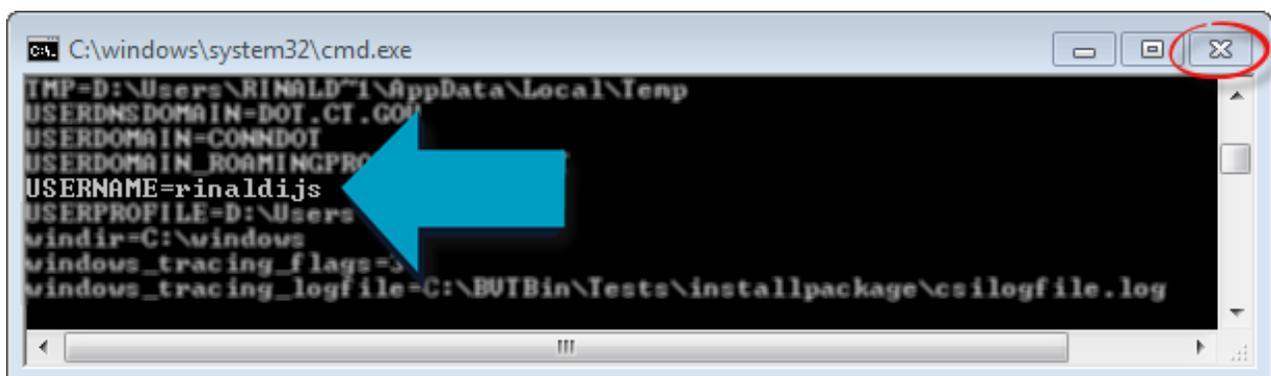
Verify your Windows username by typing **cmd** into the **Start** menu search field. Select the resulting **cmd.exe** program.



At the command prompt, type **set** and press **<Enter>** :



Scroll toward the bottom of the results and make note of your *Windows* USERNAME:



Exit **cmd.exe** using the "X" as shown above.

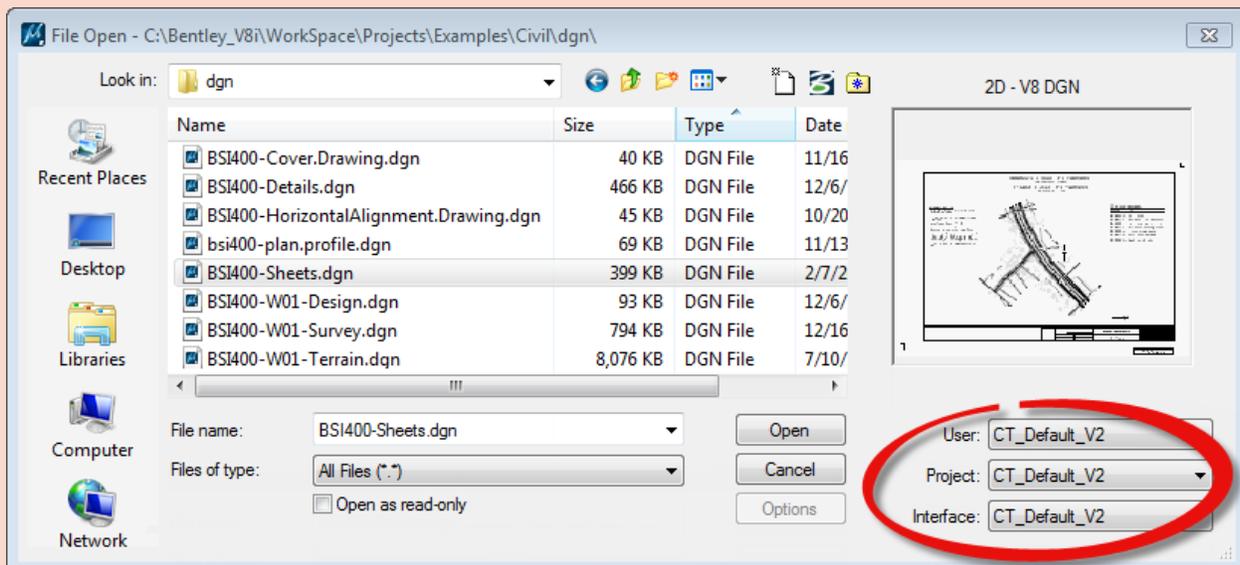
## STEP 19. Initialize MicroStation

Begin *MicroStation* by using the appropriate shortcut - either the local C:\ drive shortcut that was created in **STEP 13**, or the network shortcut from **STEP 16**:



### *CT\_Default\_V2*

The *MicroStation* Manager dialog box will open. If the DDE has been correctly set up, the defaults for all three workspace options, **User**, **Project**, and **Interface** will be **CT\_Default\_V2**:

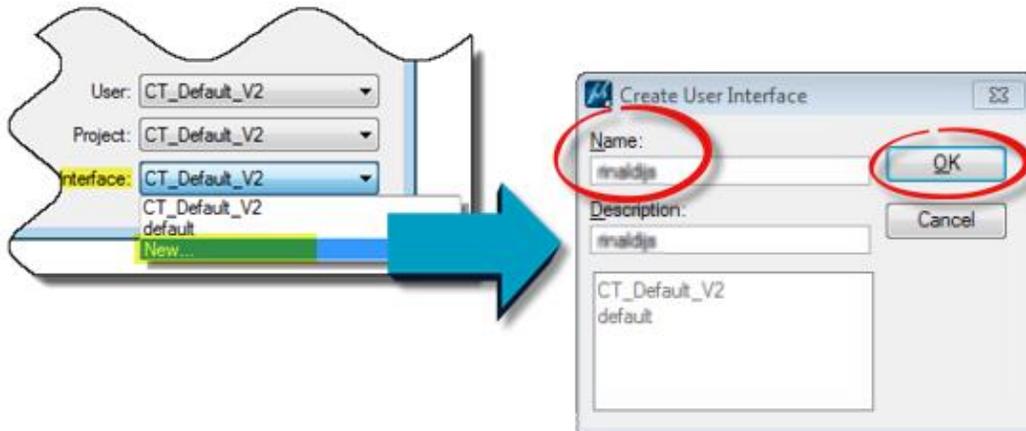


Do not enter a design file until new workspaces are created as described in the following section.

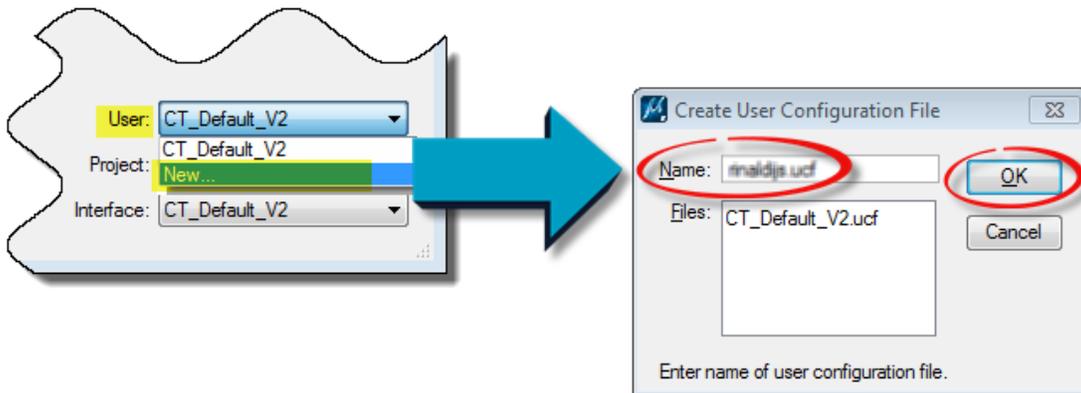
## STEP 20. Create A New User Workspace

Individual **User** workspace names must exactly match your Windows login as explained in **STEP 18**. A new User and Interface need only be created once.

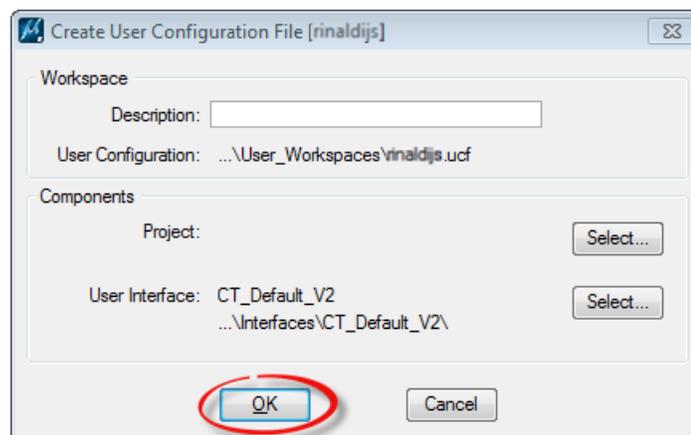
1. From the **Interface** pull down, select **New**. Enter your computer username (description is optional). Select **OK**:



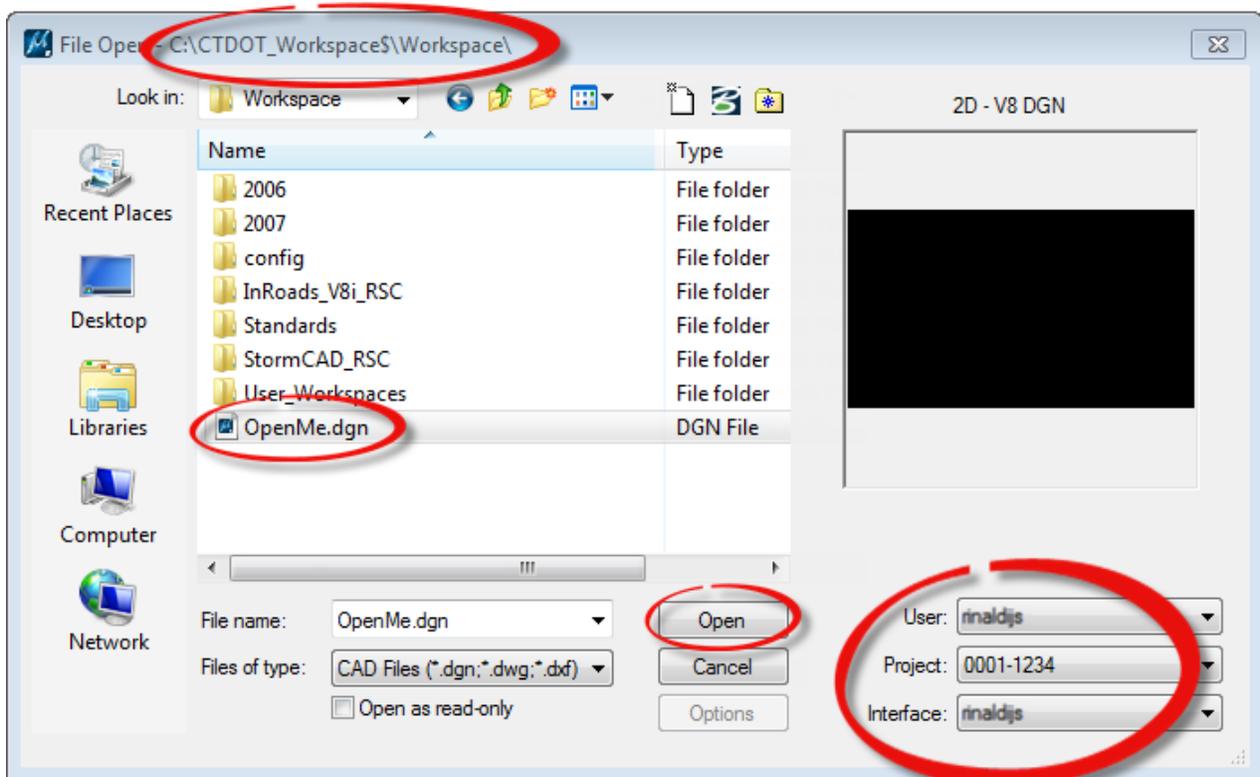
2. From the **User** pull down, select **New**. Enter your computer username. Select **OK**:



Description is optional. Do not select a project or interface yet. Select **OK**:



3. Select the **Project** that was created in **STEP 17** as shown below. Select your custom **Interface** as shown. Browse to the **Workspace** folder and select **OpenMe.dgn**. Open the file.



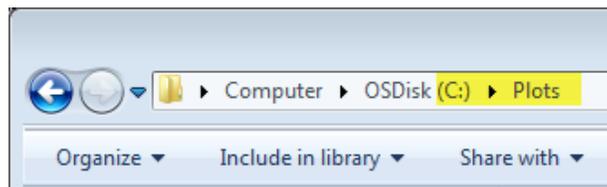
**IMPORTANT!** Once completely in the design file, DO NOT SAVE SETTINGS. Immediately EXIT *MicroStation*; if you do not initially do this, user preferences will most likely become corrupt.

## STEP 21. Create a C:\Plots Folder

### *Initial Publishing Setup:*

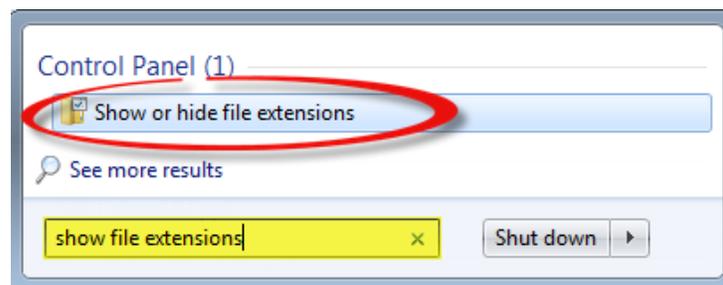
To use the **CT Publishing** task for automated publishing, you must first create a temporary location to store newly created pdfs. This is a scratch directory for the printer drivers to write to. File extensions must also be turned on for pdf publishing to function properly.

Using *Windows Explorer*, create a **C:\Plots** folder. Create this on each **C drive** regardless of where the environment is installed:

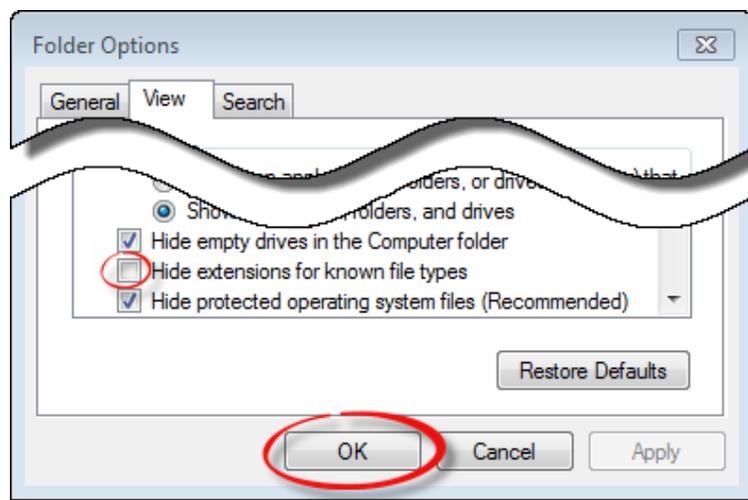


## STEP 22. Show File Extensions

Begin by typing **show file extensions** into the **Start** menu search field. Select the **Control Panel** result.



Ensure that **Hide extensions for known file types** is toggled off. Select **OK**:



## STEP 23. Setup Is Complete

You may continue with the next section to begin using *MicroStation* and/or *InRoads* and the DDE at any time.

### *CADD Guides and Policies:*

Information about using the DDE within *MicroStation* and *InRoads*, including **Menu items**, **Tasks**, and **Tools**, can be found on the [CTDOT - SELECTseries DDE](#) page.

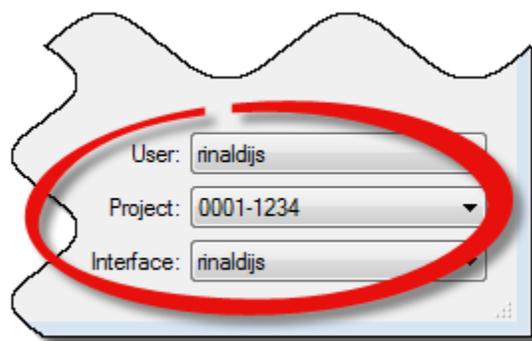
## Section 4 Begin Using the DDE

### STEP 24. Access MicroStation

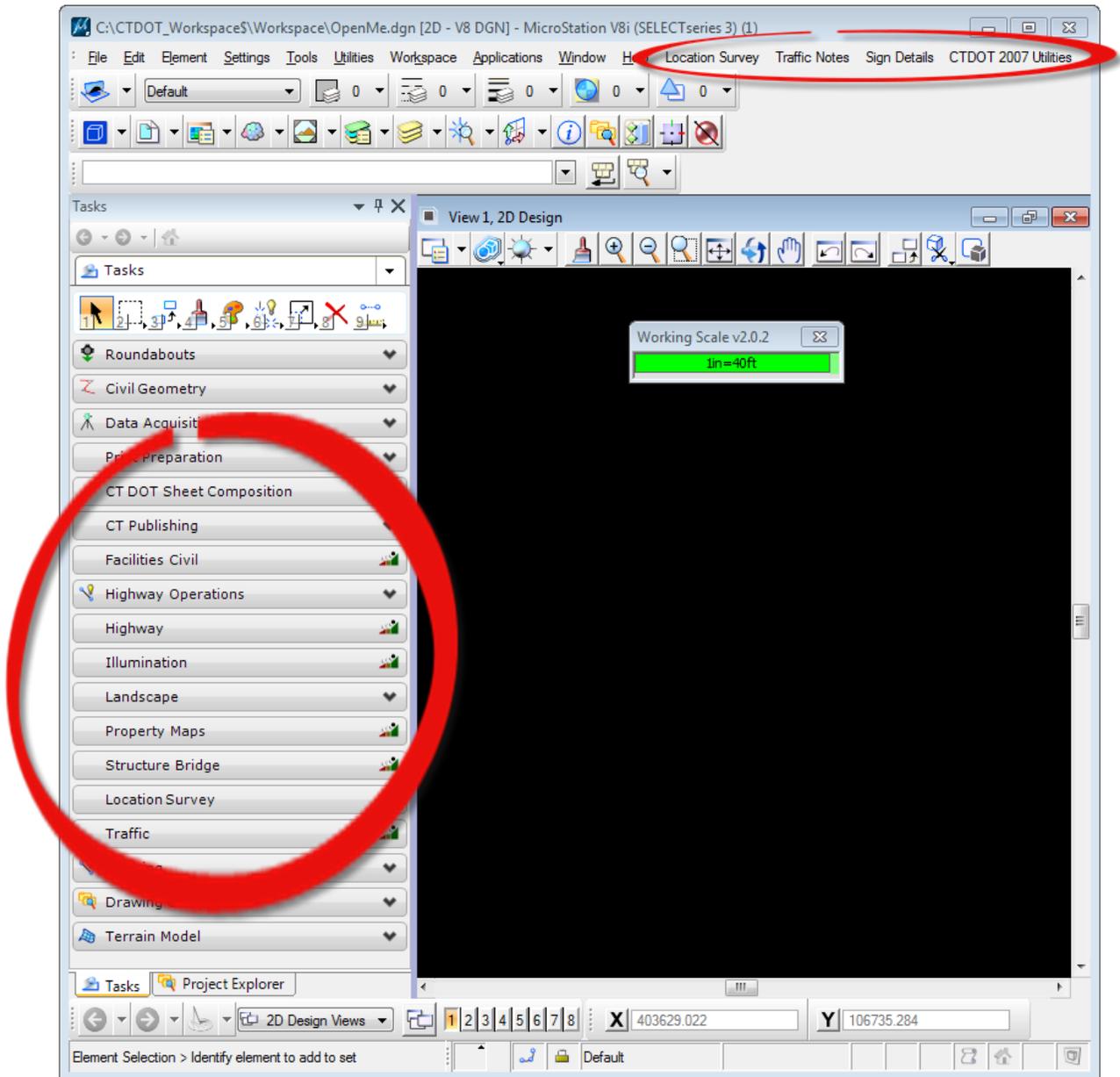
Use the appropriate desktop shortcut to access *MicroStation* and begin using the DDE.



The **MicroStation Manager** should default to your personal workspace. Always choose a project:



CTDOT DDE **Tasks** and **Menu** items will be available for your use as shown:



## STEP 25. Access InRoads

You will be able to access *InRoads* through the *MicroStation* main menu: **Applications> InRoads Group> Activate InRoads Suite**.

