Bentley View CONNECT Quick Guide

Bentley View CONNECT is a DGN viewer. MicroStation design files may be opened (read-only), reviewed and printed using Bentley View CONNECT.

Opening Bentley View CONNECT

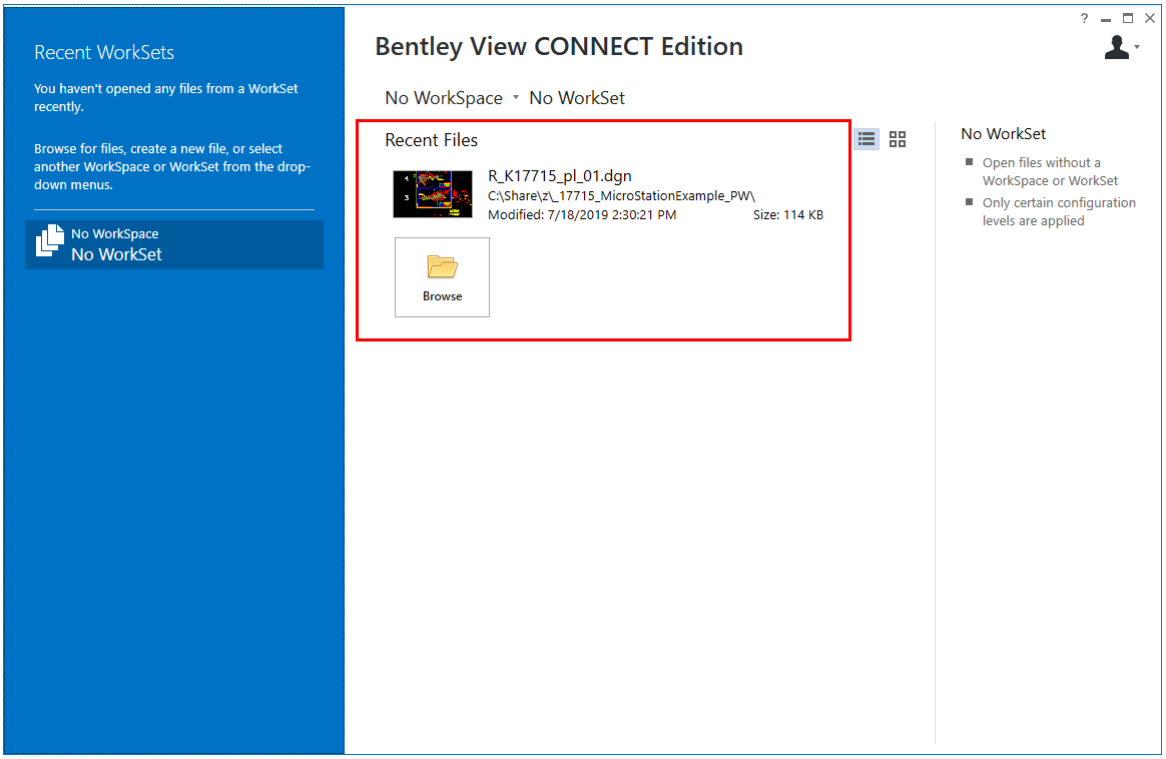
If Bentley View CONNECT is the application that is installed on your computer and assigned as the default application for DGN files, double-clicking on a .dgn file in File Explorer or ProjectWise Explorer will open the DGN file with Bentley View CONNECT.

Bentley View CONNECT may also be launched by double-clicking the program icon on your desktop.

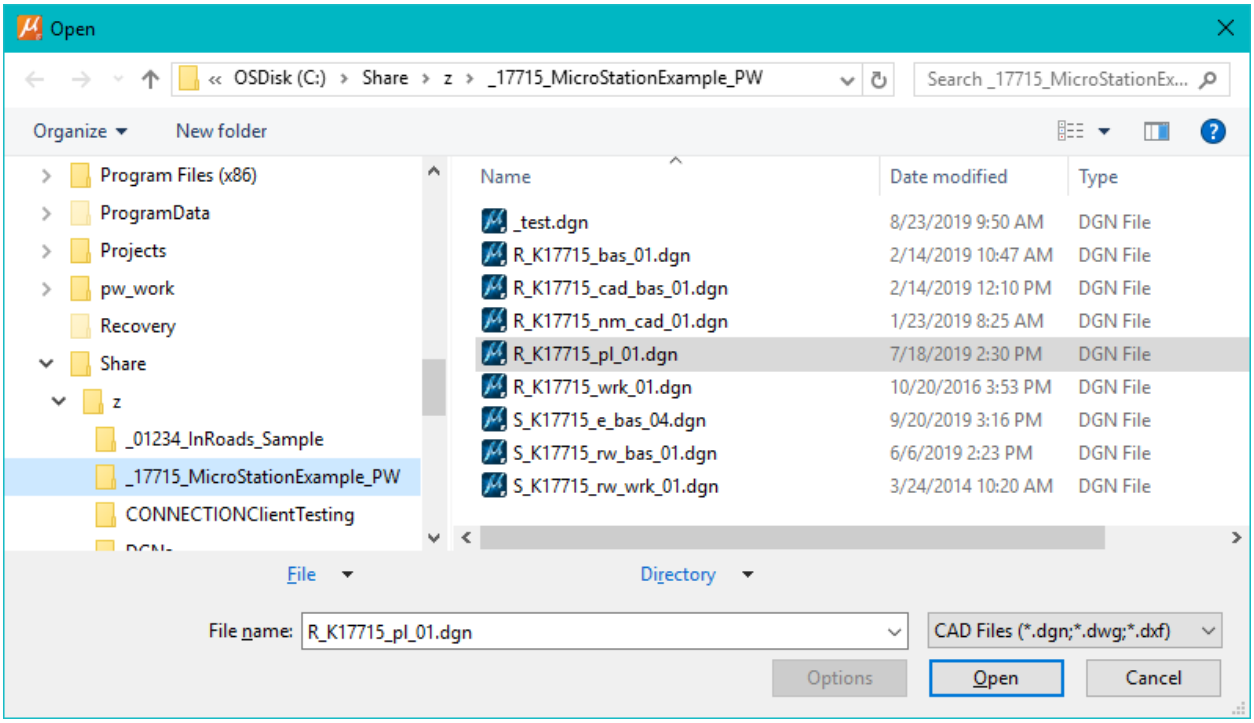
Note: You need to sign-in to the CONNECTION Client to start Bentley View CONNECT. If you are not signed into CONNECTION Client, the Sign-In window will open.

If ProjectWise Explorer is installed on your computer, the ProjectWise Login dialog may appear, or you may have auto-login selected. The **[Cancel]** button may be used to access files on your desktop or server share.

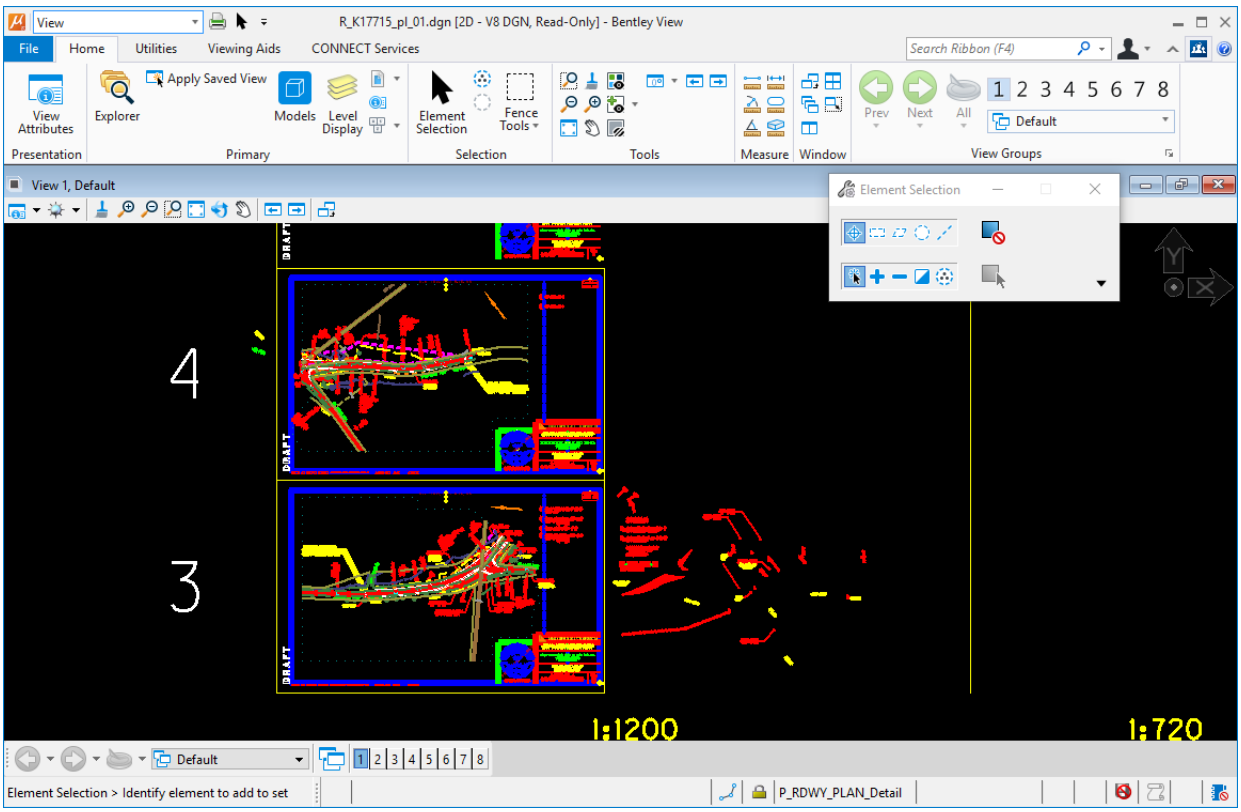
The initial Bentley View CONNECT interface is the Work Page and appears as below. The center area, outlined in red, will contain shortcuts to recently opened DGN files and a **[Browse]** button that may be used to navigate to other locations on your computer, a server, or in ProjectWise if you are logged in.



When the **[Browse]** button is selected, an Open dialog using File Explorer is displayed with a “CAD Files” filter set. Select a CAD file and click **[Open]**.

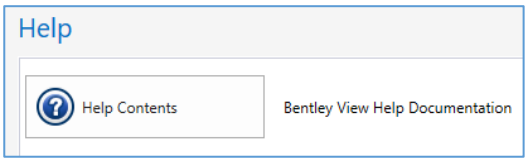


After a few seconds, the CAD file will open and be displayed in Bentley View CONNECT.



The Ribbons

The View workflow provides four (4) ribbons which appear as tabs at the top of the interface: Home, Utilities, Viewing Aids, and CONNECT Services. The **File** tab opens a back stage which allows you to "Open" a different file, "Print" the file that you are viewing, or access "Help" (the Help Contents are similar to other software Help documentation).



This guide will focus on a quick workflow that uses tools on the Home ribbon to adjust the view and measure, and create a PDF using **File>Print**.

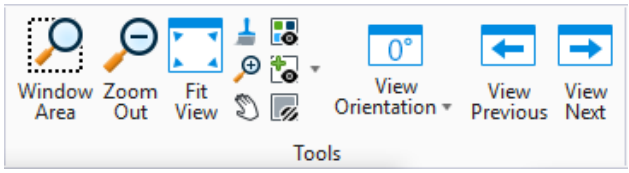
Adjusting the View

Mouse Controls

Left-click (Left mouse button press and release) = "Accept" a command or select an element
Right-click (Right mouse button press and release) = "Reject" to reset or exit a command
Right-press (Right mouse button press down until pop-up menu appears, then release)
Scroll Wheel-press (Middle Button press down) = drag for view panning
Middle Button-click (press and release scroll wheel) = Pan command, Middle Button-click to end
Scroll Wheel-Roll Push = Zoom in 1.75 times
Scroll Wheel-Roll Pull = Zoom out 1.75 times

View Controls

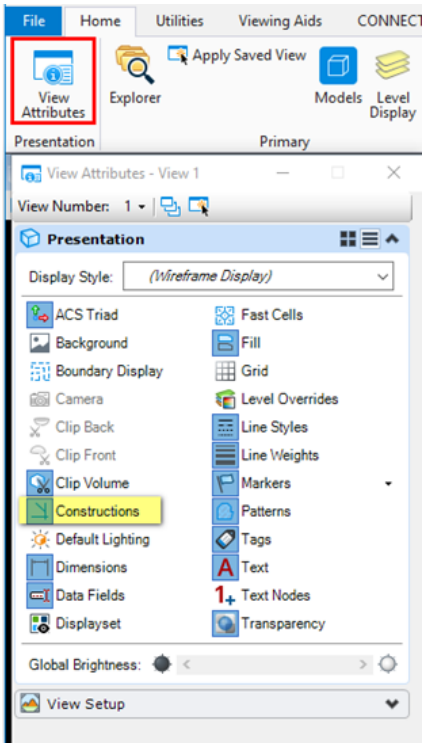
It might be easiest to use the mouse scroll wheel to adjust the zoom level and location of your view.



The larger icons are the view controls that are typically used. Fit View is used to set the zoom level such that all graphics, whose level is turned on for display, can be seen in the view window.

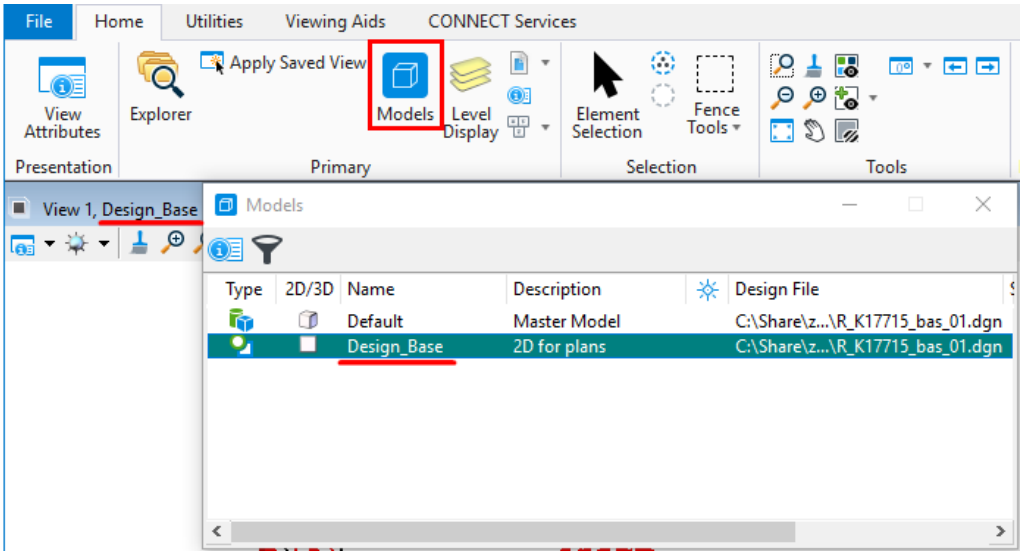
View Attributes

Use View Attributes from the Presentation group to turn on/off the display of Constructions (construction class elements), Text, Fill, Pattern, etc. Construction class elements are often used in the assembly of plans. Their display may be turned off for viewing or printing.



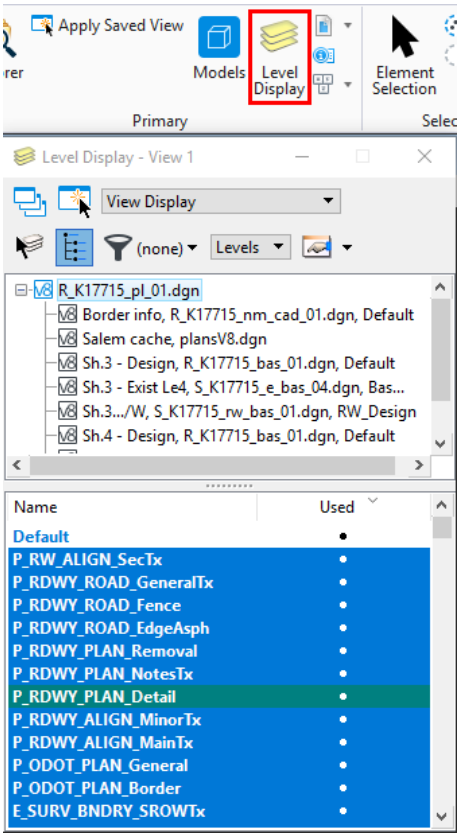
Select a Model

A model in a MicroStation design file (DGN) is like a page in a notebook. Just as you must turn a page to see more information, you may need to open a different model to see other drawings. To select which model to view, open the Models dialog with the Models icon in the Primary group on the Home ribbon (outlined in red below). Double-click on a model name to make it the actively displayed model.



Level Display

Each element in a model is assigned to a level name. Levels may be turned on or off to change the display of the elements. Open the Level Display dialog with the Level Display icon in the Primary group on the Home ribbon (outlined in red below). Click on a level name in the lowest window to change the highlight of the level name. Highlighted level names (blue background with white text) are levels that display the elements. Level names without highlighting (white background and blue text) are turned off for display.



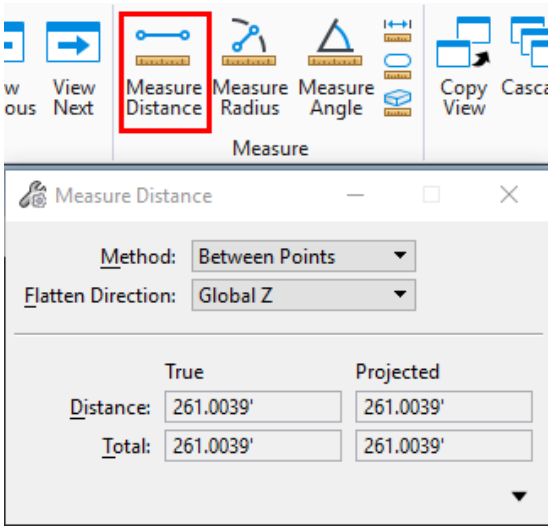
The upper window of the Level Display dialog is the reference target tree. For more information about controlling the level display of referenced elements, see **Help>Help Contents** on the back stage (File tab).

Accurately Clicking on Key Points

AccuSnap is already running with the snap mode set to Keypoint. When you use a tool that allows precision clicking, like Measure Distance, you will see a yellow "X" appear near your mouse cursor when you get close to a Keypoint. If you left-click when you see the yellow "X", your mouse cursor will jump to the location of the yellow "X" and accurately select the Keypoint.

Measuring Tools

The Measure Distance tool is found on the Home ribbon in the Measure group. When a measuring tool is selected, the Tool Settings dialog will allow you to adjust settings and will display results. The steps to run the command will be displayed in the Bentley View CONNECT status bar in the lower left corner.



Printing

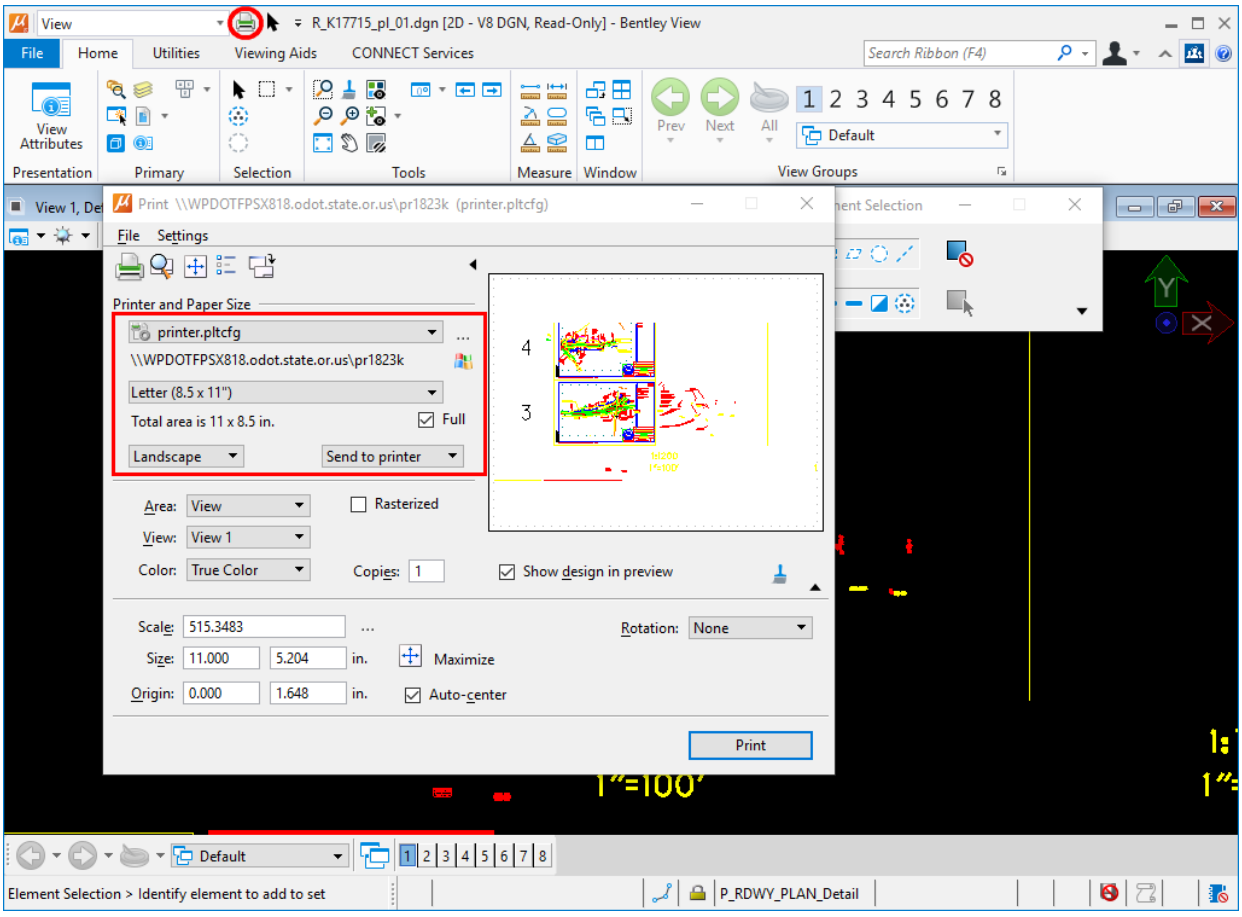
Please note: Bentley View CONNECT remembers the last driver that you used to print. If you have chosen to create a PDF first and then print to paper afterwards, you will need to select printer.pltcfg as the printer driver configuration file from the pick list on the Print dialog.

Print to Paper

To print exactly what you see in your view to paper, launch the Print dialog by clicking the Print icon on the Quick Access Toolbar in the title bar of Bentley View CONNECT. (Or type Ctrl+P or select **File > Print>Print**).

In the picture below, the Print icon is outlined by a red circle. The Print dialog has opened and a thumbnail preview in the upper right side displays what will be sent to the Default printer. Verify that printer.pltcfg is being used and your default printer appears on the print dialog. This information is in the Printer and Paper Size area outlined by a red rectangle.

Clicking the printer icon in the upper left corner of the Print dialog or clicking the **[Print]** button in the lower right corner will send this information to the printer.



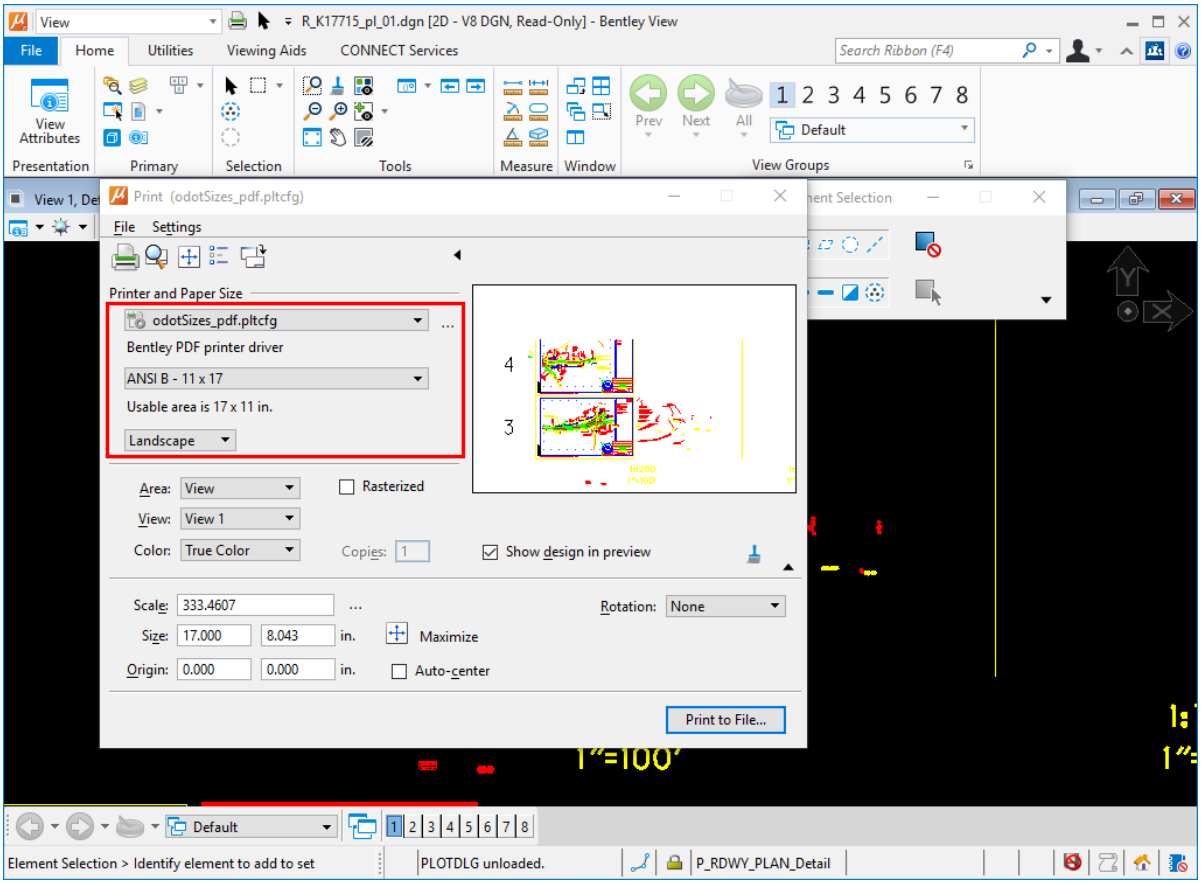
Print to PDF

To create a PDF of exactly what you see in your view, launch the Print dialog by selecting **File > Print>Print to PDF**).

In the picture below, the Print dialog has opened and a thumbnail preview in the upper right side displays what will be saved to a PDF file. Notice that the printer driver configuration file is set to use

odotSizes_pdf.pltcfg, a “Bentley PDF printer driver” with a paper size of 11 x 17. This information is in the Printer and Paper Size area outlined by a red rectangle in the image below.

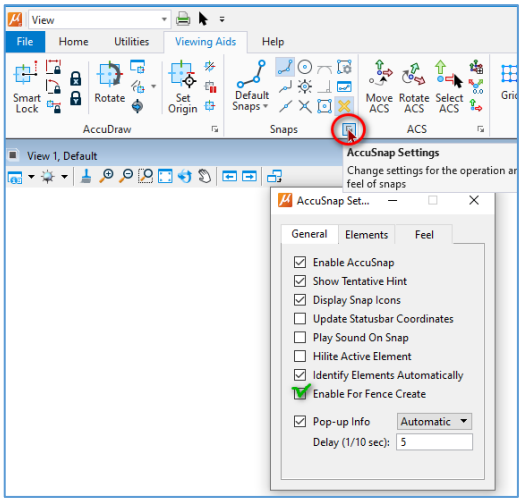
Clicking the printer icon in the upper left corner of the Print dialog or clicking the **[Print to File…]** button in the lower right corner will open a Save Print As dialog that uses File Explorer. The PDF will automatically open after it is created.



Placing Fences for Accurate Scales When Printing

Set up AccuSnap to function when the Place Fence command is chosen.

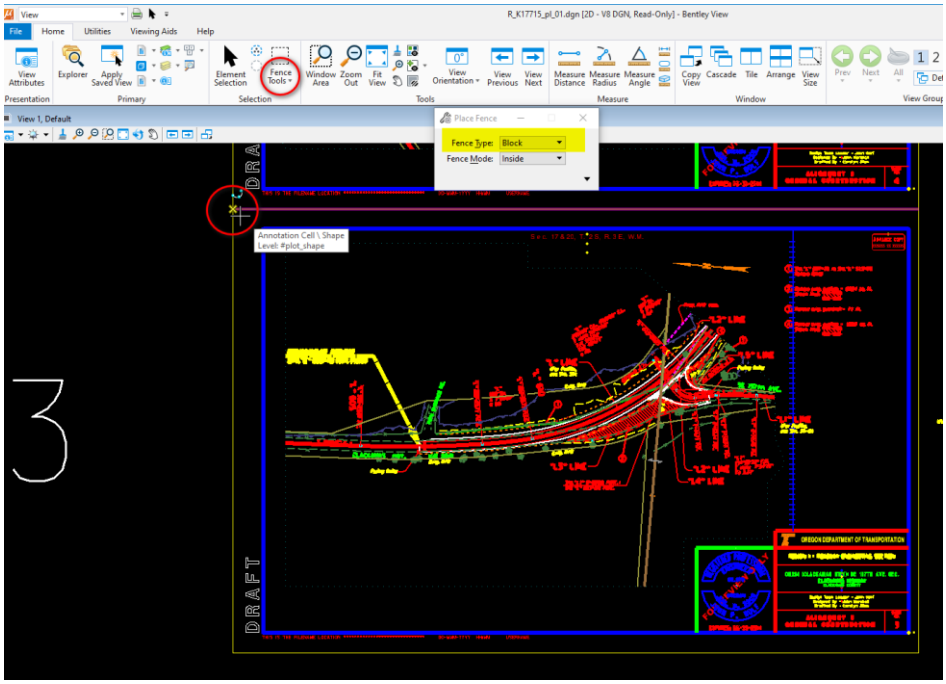
Click the **AccuSnap Settings** dialog launcher icon in the lower right corner of the Snaps group on the Viewing Aids ribbon.



Check the box “Enable for Fence Create”.

Close the AccuSnap Settings dialog.

Select the **Place Fence** command from the Home ribbon, Selection group, Fence Tools and set the Fence Type to Block in the Place Fence dialog. Move the mouse close to a corner of the yellow plan sheet outline.



Left-click when you see the AccuSnap yellow "X" appear to place the fence corners exactly on the yellow plan sheet outline.

Once the fence is placed, click the Print icon on the Quick Access Toolbar in the title bar of Bentley View CONNECT.

This fence will cause the PDF or print to be created using the correct drawing scale.