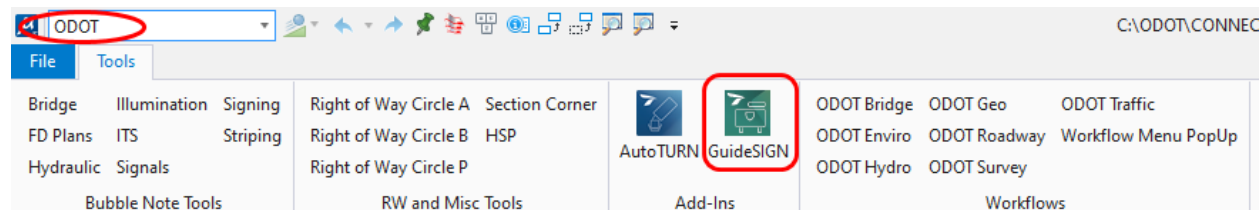


## GuideSIGN

### Using the Program

GuideSIGN can be launched from the **Tools** tab of the **ODOT** ribbon workflow in MicroStation or OpenX (ORD etc...) program.

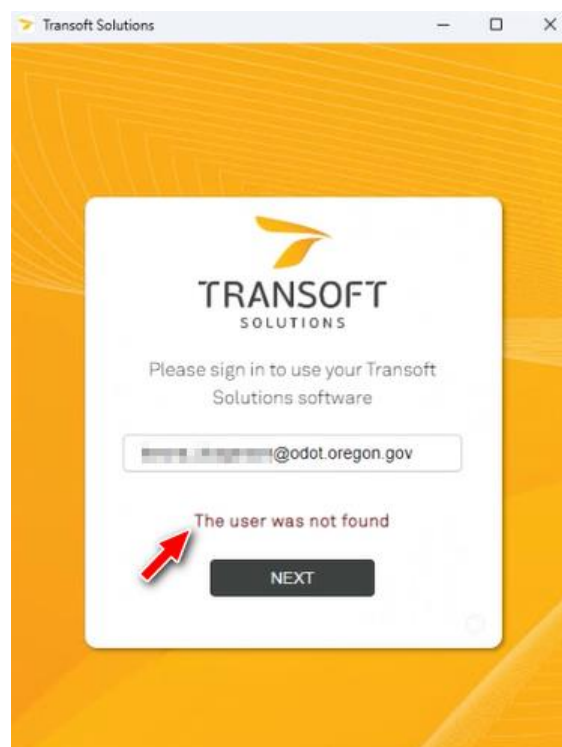
Select the **ODOT** ribbon workflow and then look in the **Add-Ins** group. After you launch the program, you may change back to the Drawing ribbon workflow.



### Signing In

When you launch the program, you will need to sign into a Transoft account with your ODOT email address. If you don't have an account, you will see "The user was not found" when signing in as shown. Contact EAST at [odot.east@odot.oregon.gov](mailto:odot.east@odot.oregon.gov) to request an account to use AutoTURN and GuideSIGN.

After launching GuideSIGN, sign in using the orange Transoft dialog with your ODOT email address. Next, enter your ODOT email address a second time into the Microsoft dialog followed by your ODOT password, and YubiKey/phone code because Microsoft also authenticates the sign-in.



### Transoft Data

Personal GuideSIGN content such as customized panel styles are stored locally in the **My Transoft Content** folder in the **Desktop\Engineering** folder. The My Transoft Content folder is backed up to F:\ODOT\_DATA\Transoft\Backups. You can restore these files yourself, if needed. Because the F: drive is on a server and backed up, even older files can be restored by the Computer Support Desk.

## Sheet Borders

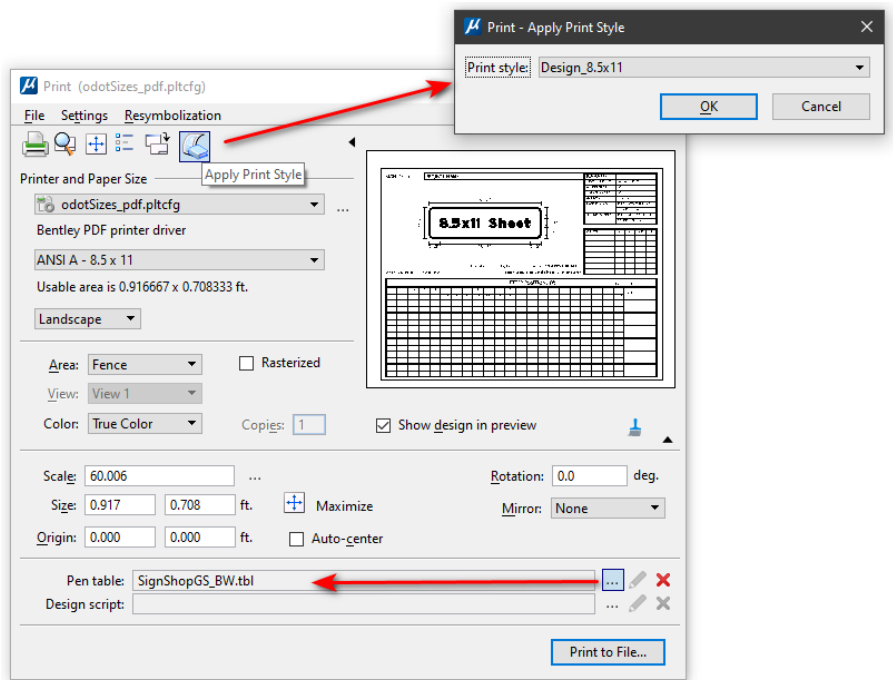
The ODOT GuideSIGN sheets have yellow borders which can be found by "Design\_\*" print styles when using the Print Organizer. The new borders allow multiple sheets, located within the design-type model, to automatically be found when the print definitions are being created.

## Printing Single GuideSIGN Sheets

Printing single GuideSIGN sheets is the same as the process that is explained in

[PrintingASinglePDF.pdf](#).

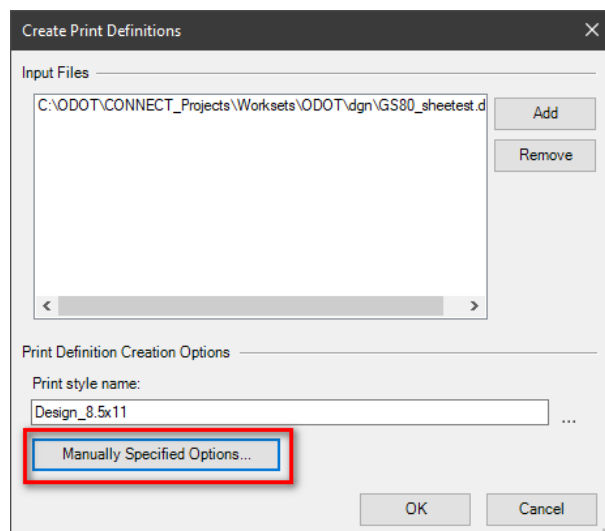
For GuideSIGN select either the Design\_8.5x11 or Design\_11x17 print style and then either the SignShopGS\_BW.tbl or SignShopGS\_color.tbl pen table as shown.



## Using Print Organizer for Multiple GuideSIGN Sheets

Printing multiple GuideSIGN sheets using Print Organizer requires one extra step to what is explained in [PrintOrganizerToCreateMultiplePDFs](#).

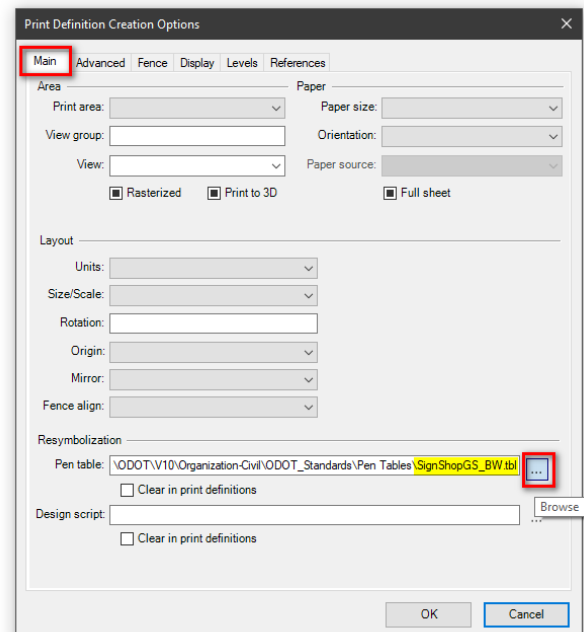
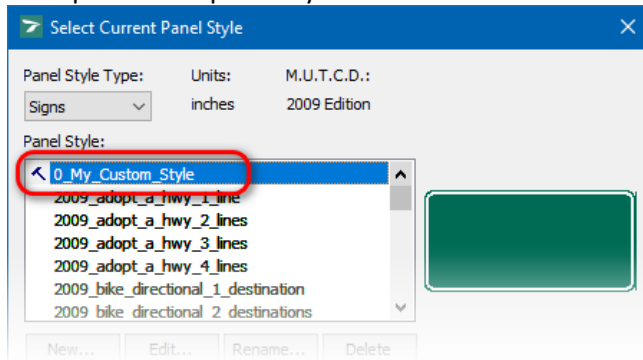
For GuideSIGN sheets select either the Design\_8.5x11 or Design\_11x17 print style at the Create Print Definitions dialog. The extra step is on the Create Print Definitions dialog. Choose the pen table by selecting **Manually Specified Options...**, the **Main** tab and the **Browse** button as shown below. Choose either the "SignShopGS\_BW.tbl" or "SignShopGS\_color.tbl" pen table.



## Migrating Your Custom Content (ODOT Users)

If you have your own GuideSIGN content such as a custom panel style, these files can be found in the My Transoft Content folder. The My Transoft Content folder is in the Engineering folder on your Desktop. Panel styles are in the ...\\My Transoft Content\\GuideSIGN 8.1\\Contents User\\Design\\USA\\2009\\Styles folder.

Example custom panel style:



## Version Upgrade

You can migrate your custom content forward to a new version of GuideSIGN or to a new computer with these steps.

If the program has just been installed, sign out of Windows, and sign back in. This will allow the automatic configuration to be completed. Then launch the new version of GuideSIGN which will create an empty folder structure in My Transoft Content; then close the program.

In the picture below, you will see that the custom panel styles (.ssi) are stored in a GuideSIGN sub-folder with the version number (highlighted yellow), in the My Transoft Content folder. Copy and paste the styles you want to migrate to the newer version as shown.

Example of copying panel styles to a newer version.

