

OpenRoads Designer User Manual



U.S. Department
of Transportation
**Federal Highway
Administration**

Chapter 4

USER PREFERENCES AND
SOFTWARE INTERFACE SETUP



Chapter 4 User Preferences and Software Interface Setup

This chapter covers the setup and customization of the ORD Software interface. Specifically, this chapter covers the customization of the Ribbon, User Preferences, and the creation of Keyboard Shortcuts.

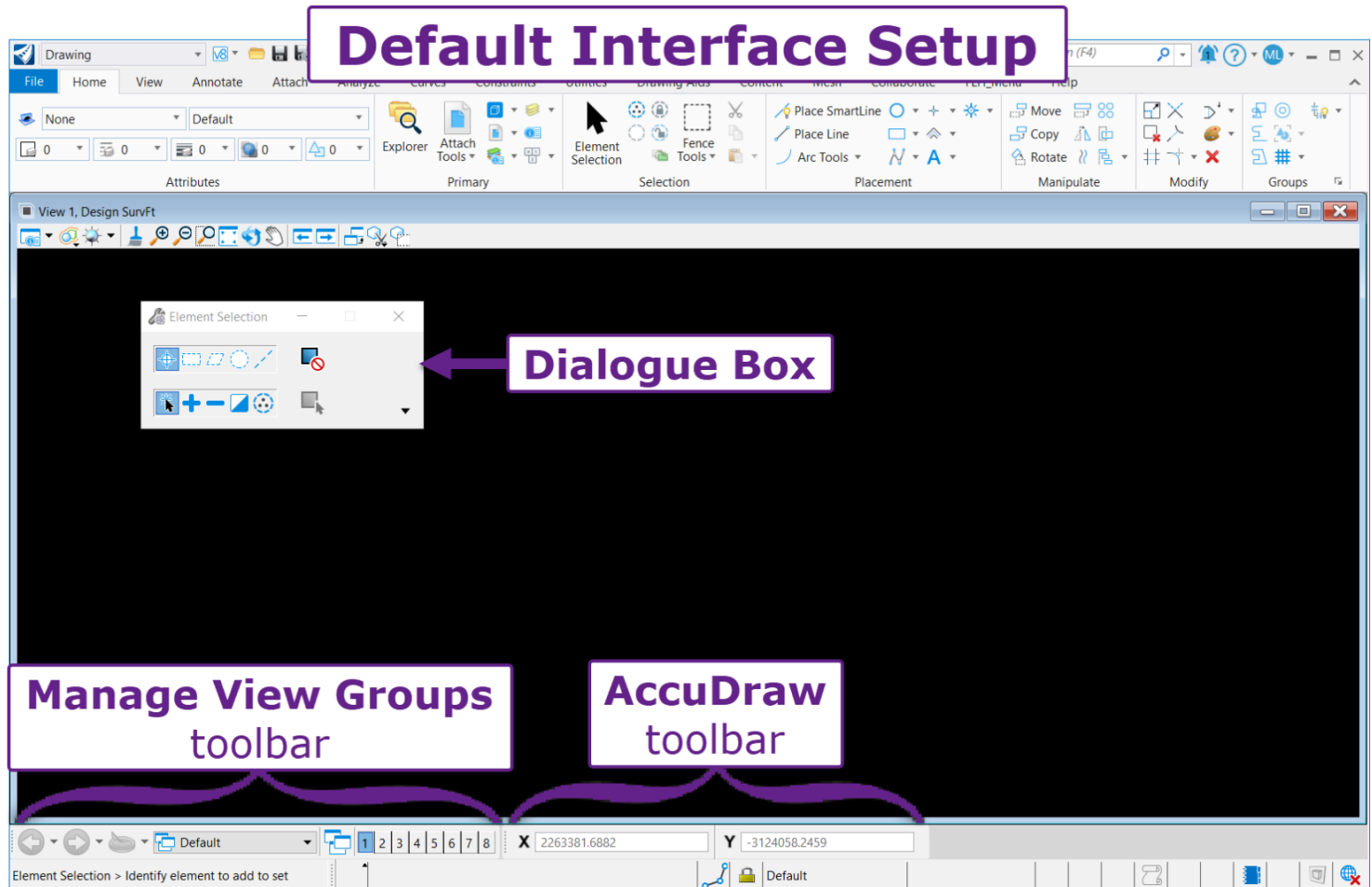
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4A – SETTING UP THE SOFTWARE INTERFACE

4A.1 Default Interface Setup

Shown below is the default software interface setup. This is the setup shown when the OpenRoads software is initially installed:



The default interface setup only contains the **Dialogue Box**, **Manage View Groups**, and **AccuDraw** tool boxes. These toolbars are essential to the operation of the software. If these toolbars are NOT displayed, then follow the procedures shown below to open them:

Open the Dialogue Box: The Dialogue Box is automatically opened each time a tool is used. It is possible to exit out of the Dialogue Box, but it will be re-opened during the next tool operation.

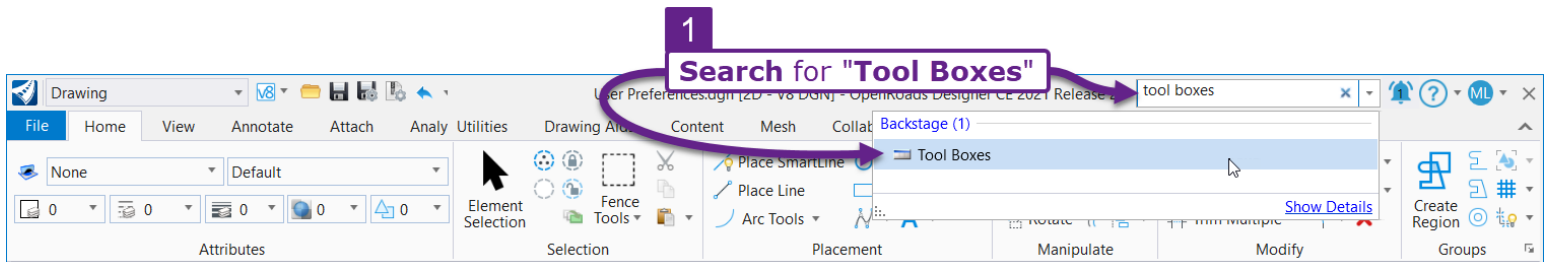
BEST PRACTICE: The Dialogue Box is essential to the operation of every tool in the software and should always be visible. Drag and place the Dialogue Box in an easily accessed location. Docking the Dialogue Box is acceptable. However, do NOT dock and collapse (pin) the Dialogue Box.

Open the Manage View Groups tool box:

In the Search Bar, type in and select "Tool Boxes".

1

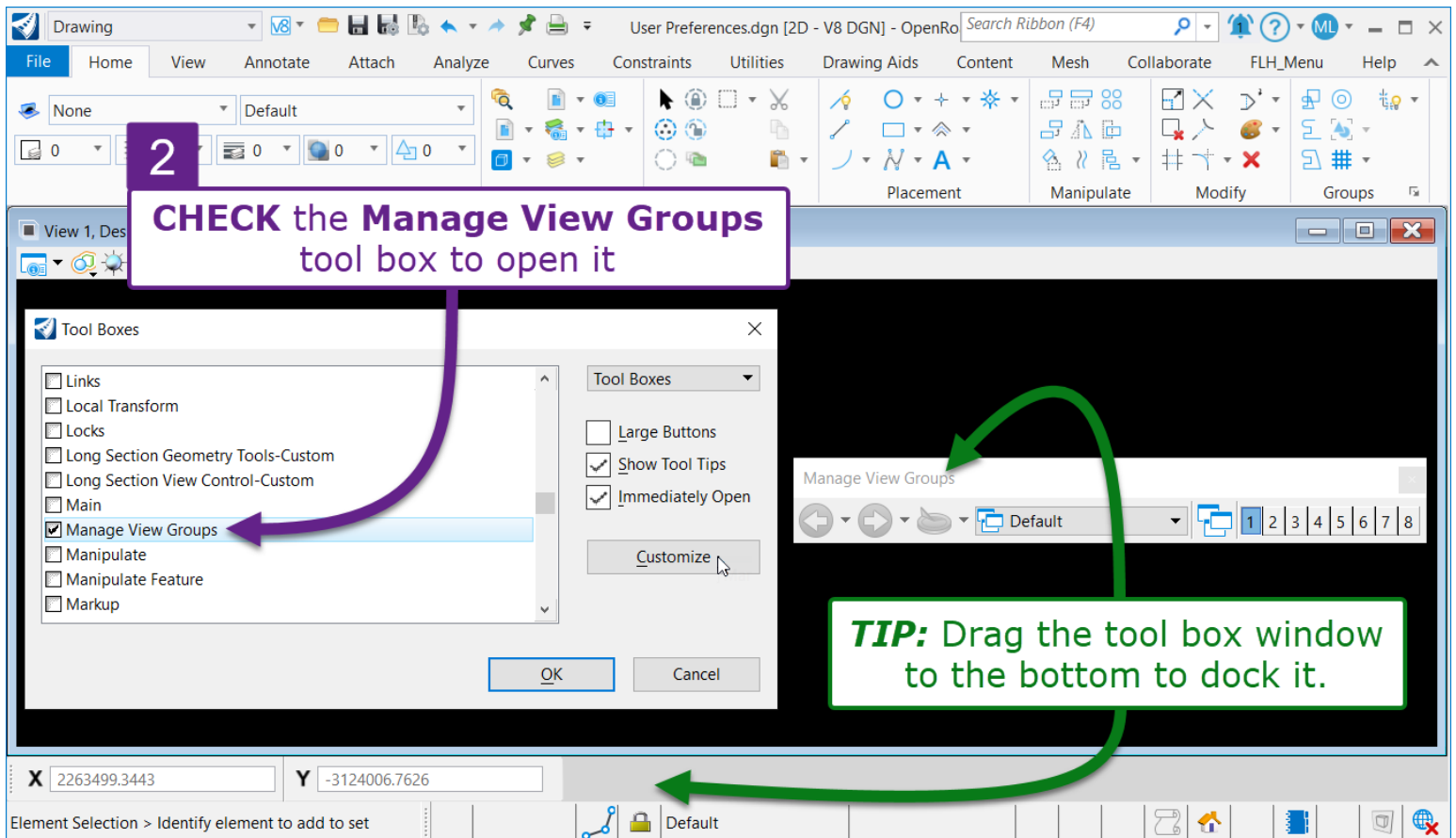
ALTERNATE LOCATION: The *Tool Boxes* menu is also found under:
File → **Settings** → **User Settings** → **Tool Boxes**




In the *Tool Boxes* menu, find the **Manage View Groups** tool box and CHECK the box next to it.


2

TIP: When a tool box is initially opened, it will be floating in the interface. Drag the tool box window to the bottom or sides of the interface to dock it.



Open the AccuDraw tool box:

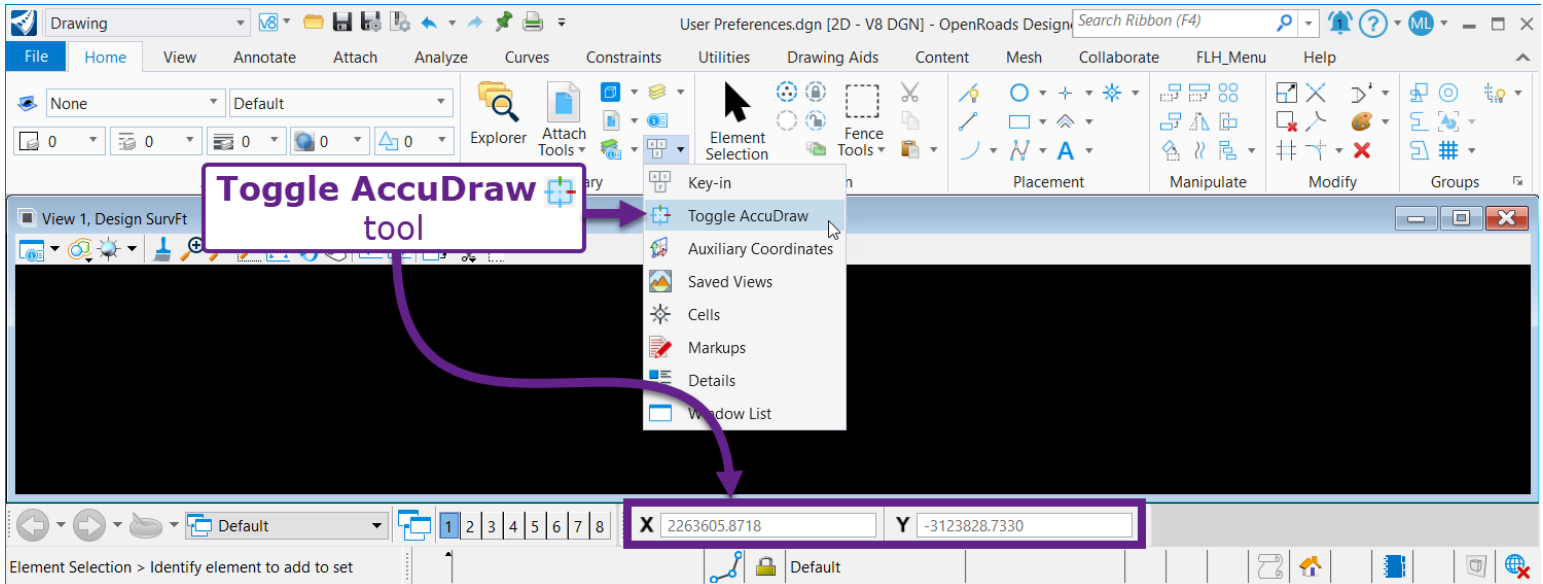
If AccuDraw is toggled OFF, then the AccuDraw tool box will NOT be displayed. To restore the AccuDraw tool box, the *Toggle AccuDraw*  tool must be used.

The *Toggle AccuDraw*  tool is found in many locations in the Ribbon. Two common Ribbon locations are:

OpenRoads Modeling workflow → **Home** tab → **Primary** panel

OR

Drawing workflow → **Home** tab → **Primary** panel



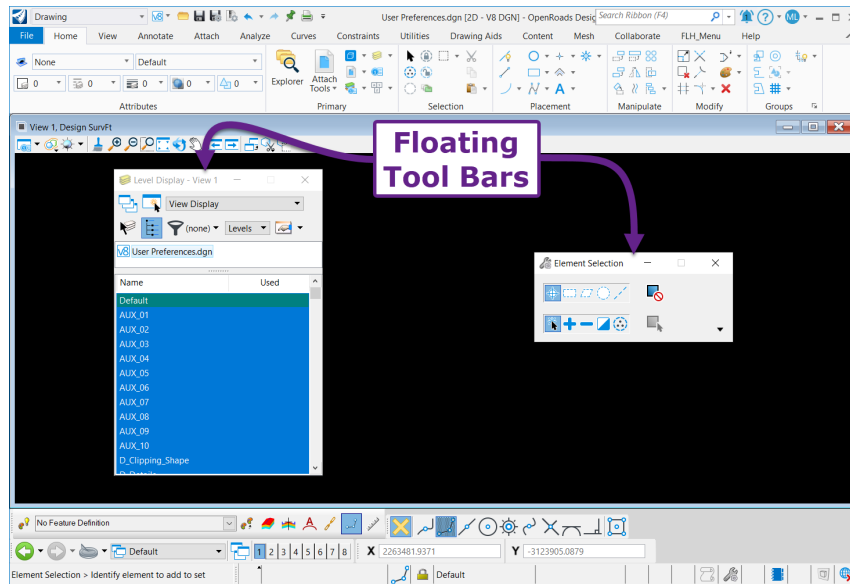
TIP: The operation of AccuDraw is discussed in [6B - AccuDraw](#).


4A.2 Floating, Docked, and Pinned Tool Bars

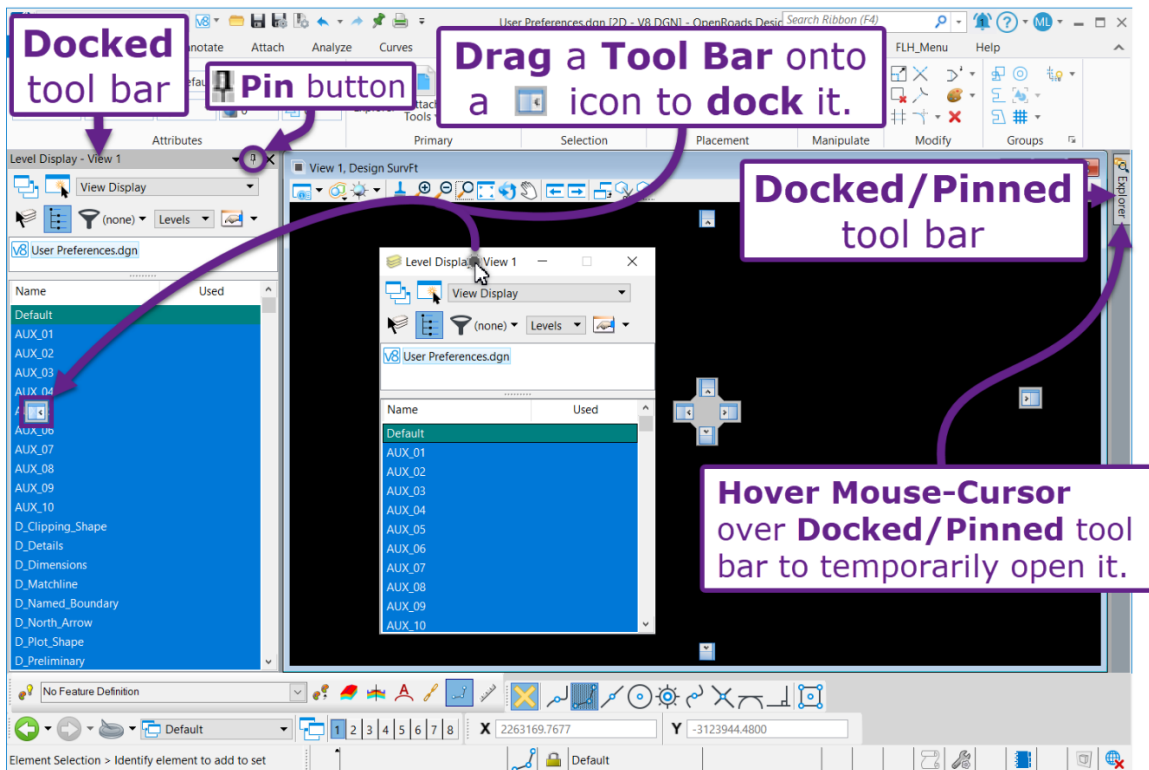
Tool bars can be floating, docked, or pinned.


Floating: A tool bar is considered floating when it is NOT attached to the top, bottom, or sides of the interface. A floating tool bar can be dragged and moved to any location

TIP: If using multiple computer monitors, a floating tool bar can be placed on an auxiliary monitor.



Docked: Drag a tool bar to the bottom or side of the screen to dock it. When dragging a tool bar, icons are shown on the top, bottom, and sides of the interface. Drag the tool bar to a  button to dock.




Docked and Pinned: After a tool bar has been docked, push the  button to pin (collapse) it. After a tool bar has been pinned (collapsed), hover the mouse-cursor over the tool bar to temporarily expand it.

4A.3 Recommended Tool Bars and Interface Setup

In addition to the default tool bars (i.e., AccuDraw and Manage View Groups), the following tool bars and menus should be in an easily accessed location.

It is recommended that following tool bars are docked at the bottom of the interface.

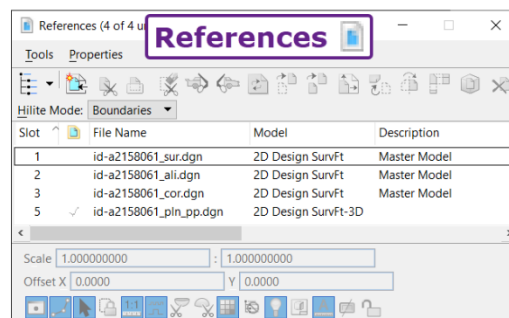
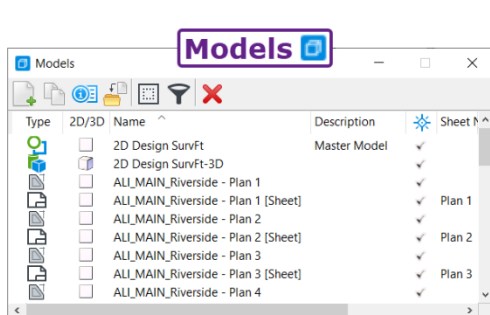
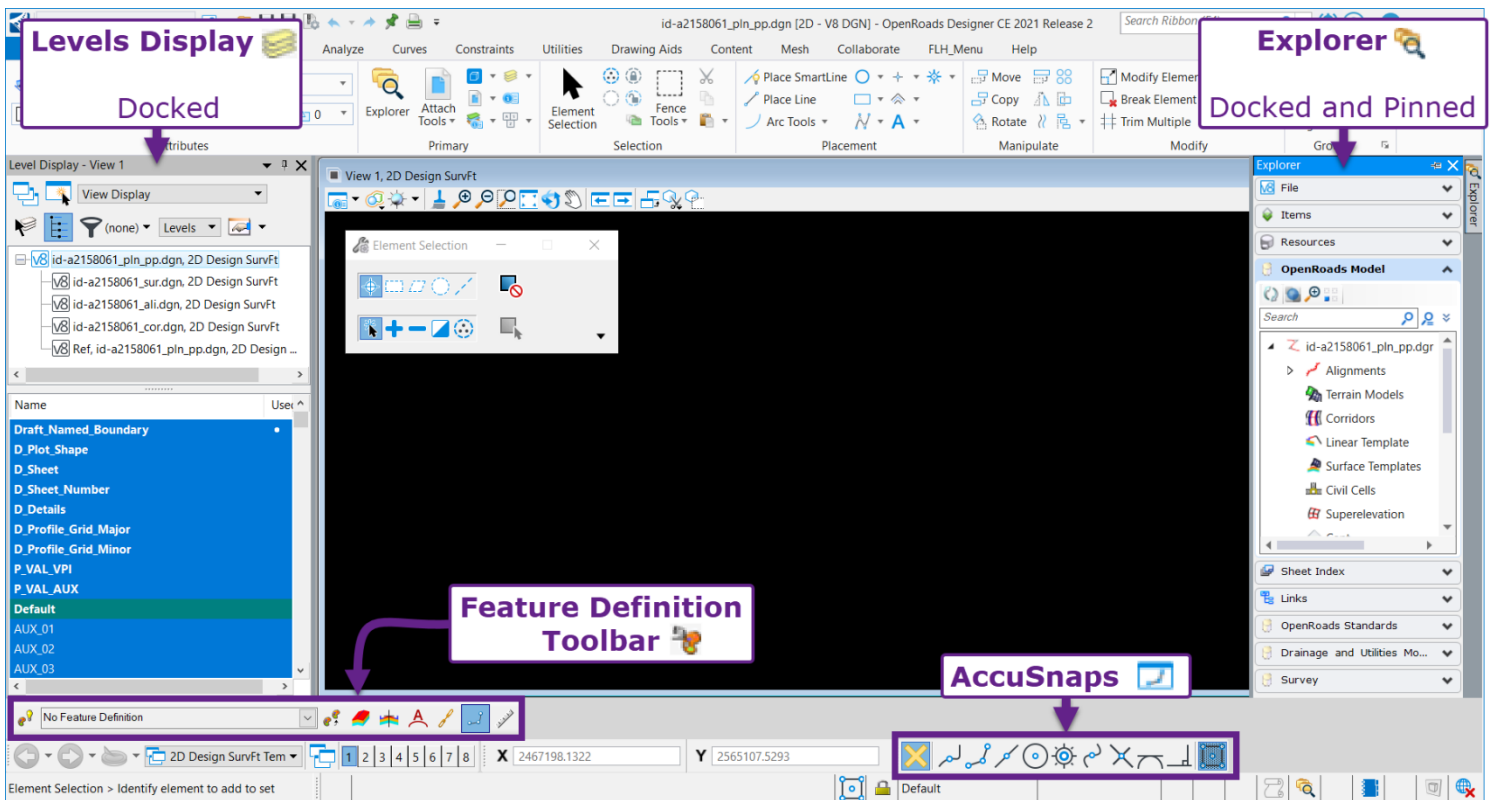
- **AccuSnaps** 





TIP: To open the AccuSnaps  tool bar, search for "Snap Mode" in the Search Bar.


- **Feature Definition Toolbar** 

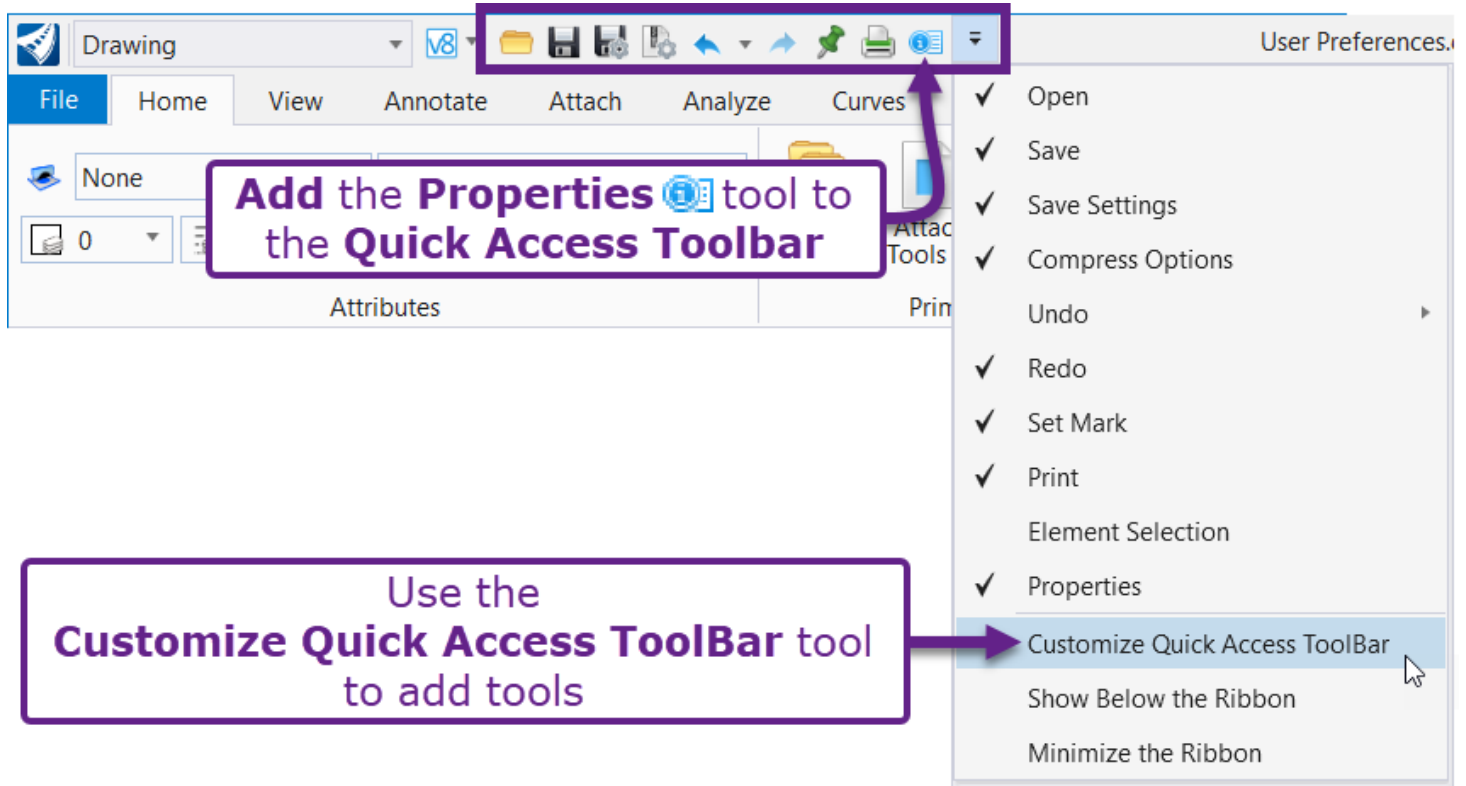
The following tool bars should be docked to sides of the interface OR placed in a floating position on an auxiliary computer monitor.

- **References**  manager
- **Models**  manager
- **Level Display** 
- **Explore** 
- **Properties**  - See the **WARNING** on the next page.



WARNING: When the Properties  box is opened, it has the potential to bog-down large ORD Files. When opened, all elements in the ORD File are processed in the Properties  box. To speed up overall processing times, open the Properties  box ONLY when necessary. Close (exit out) of the Properties  box when not in use.

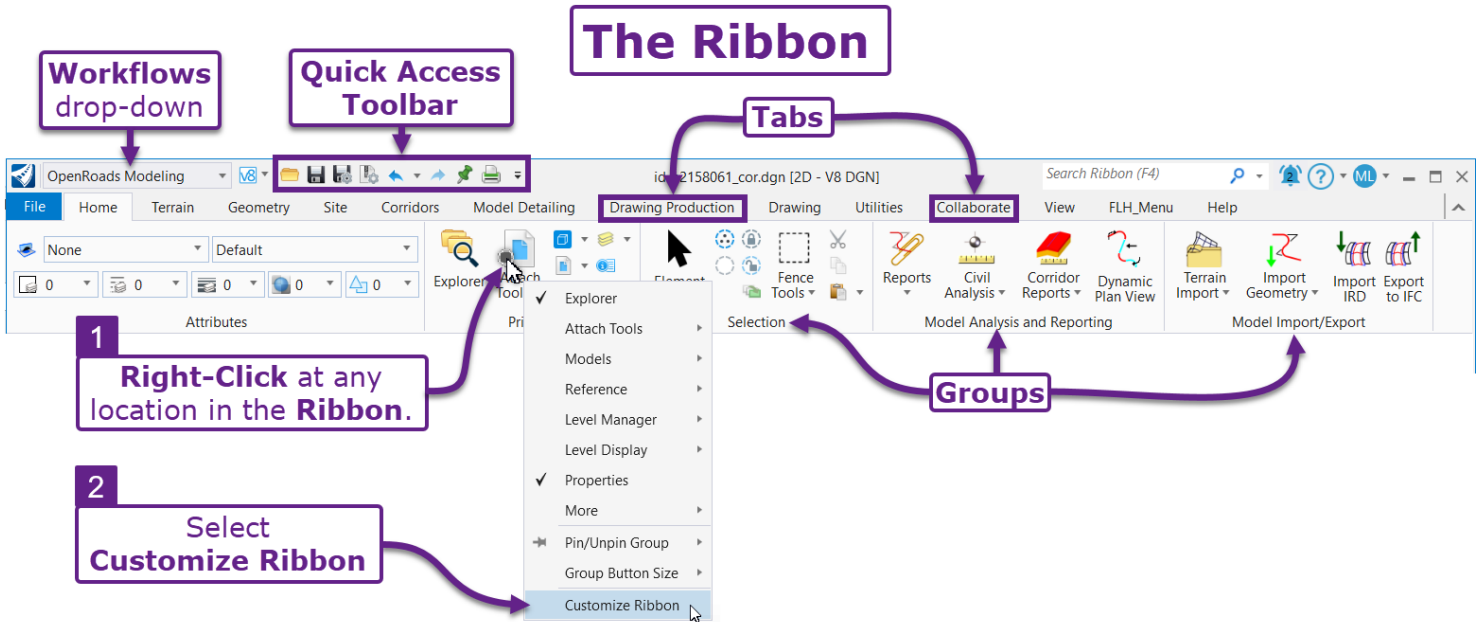
TIP: Add the Properties  tool to the Quick Access Toolbar. Adding tools to the Quick Access Toolbar is shown in [4B.3 Customize the Quick Access Toolbar](#).



4B – CUSTOMIZE THE RIBBON AND QUICK ACCESS TOOLBAR

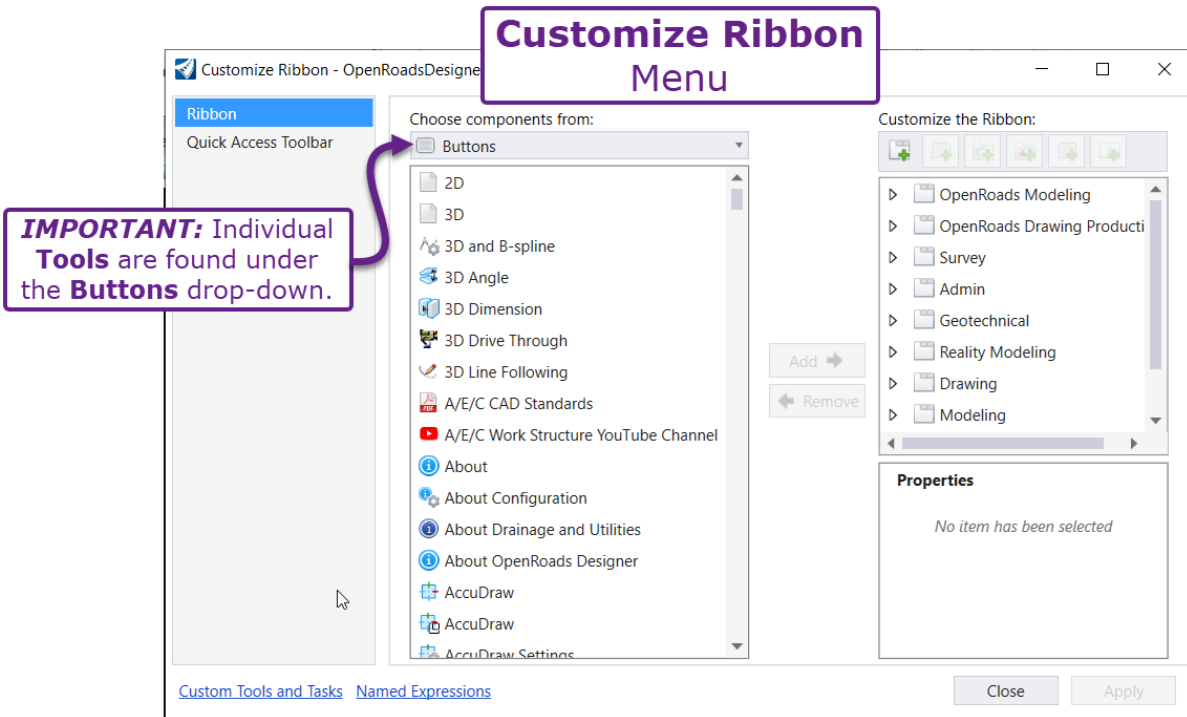
Every aspect of the Ribbon can be customized. Tools can be added or removed from any location in the Ribbon. Entire Tabs can be added or removed from a Workflow. Custom Workflows can be created if desired.

The graphic below shows the basic anatomy and terminology of the Ribbon.



The *Customize Ribbon* tool is used to make changes to the Ribbon:

- | | |
|----------|--|
| 1 | Right-Click at any location in the Ribbon. |
| 2 | Select the <i>Customize Ribbon</i> tool. |



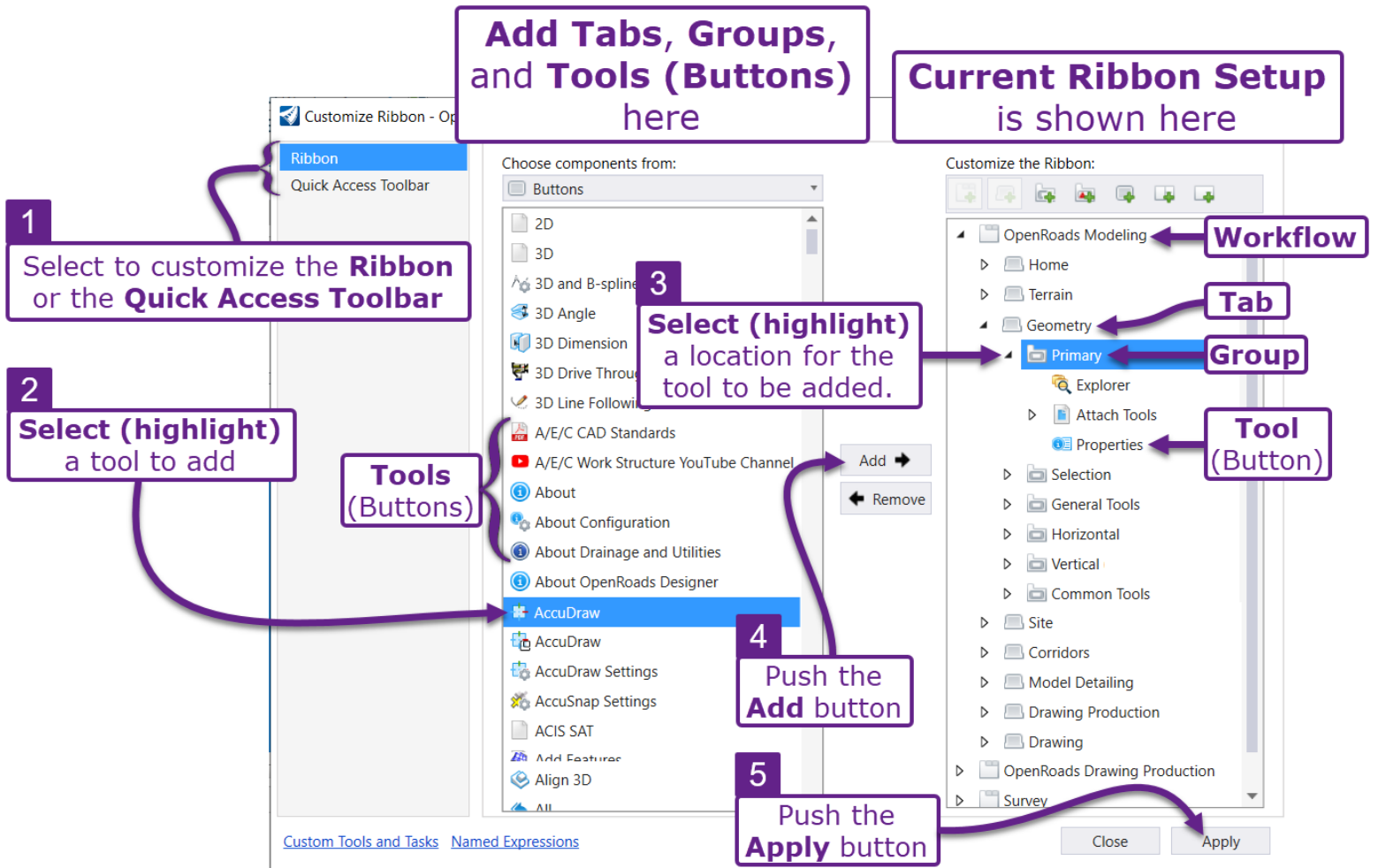
4B.1 Customize Ribbon Menu - Overview

The *Customize Ribbon* Menu is split into two columns:

Choose components from (Left Column): Select a Tool (Button), Tab, or Group from this location.

Customize the Ribbon (Right Column): This column shows the current Ribbon configuration. All Workflows, Tabs, Groups, and Tools currently used in the Ribbon are listed and arranged here.

Tools (Buttons), Tabs, and Groups are moved from the **Left Column** to the **Right Column** with the **Add** and **Remove** buttons.



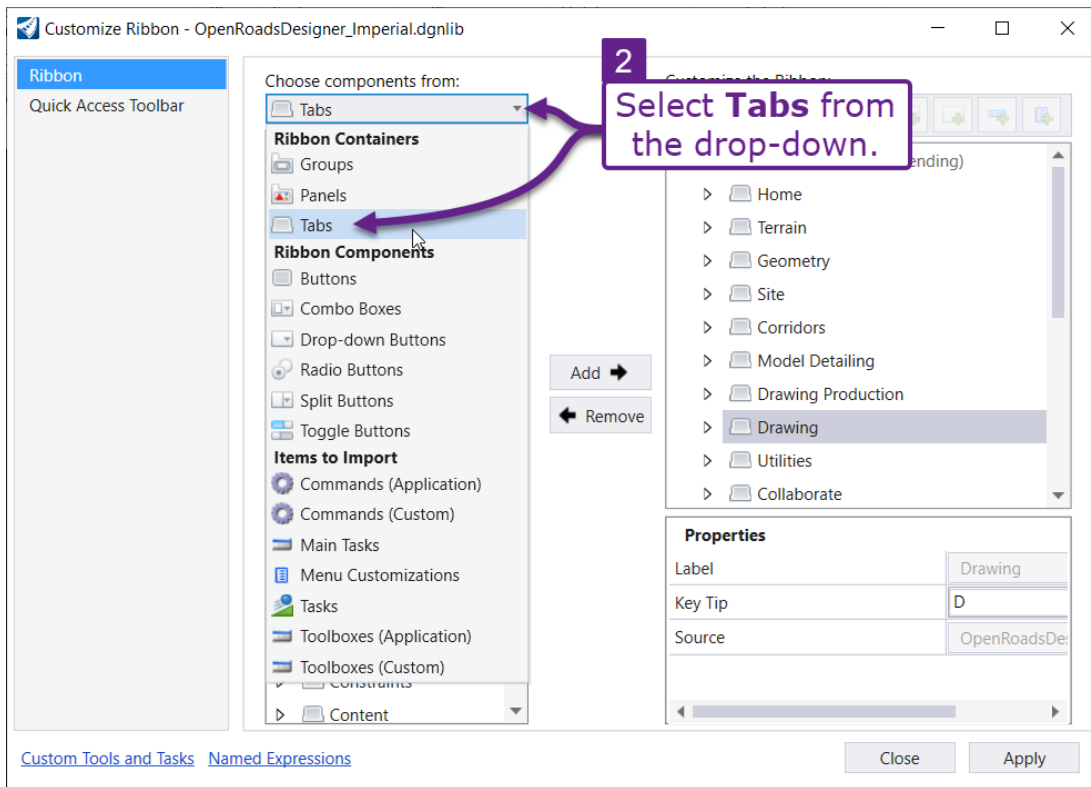
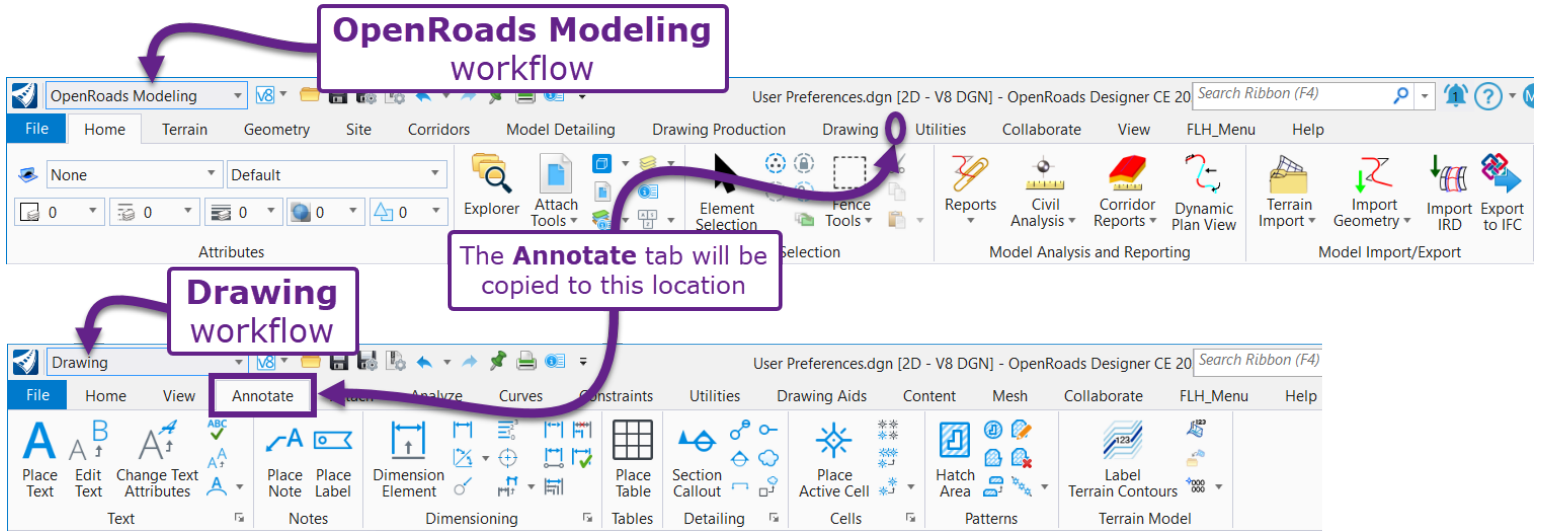
The general workflow for adding a Tool (Button) to the Ribbon is as follows:

1	In the far-left column, select to customize the Ribbon or Quick Access Toolbar.
2	Select (highlight) the desired Tool (button) from the Choose components from (Left Column).
3	In the Customize the Ribbon (Right Column), select the desired location for the Tool to be placed.
4	Push the Add button to move the tool from the Left Column to the Right Column.
5	Push the Apply button to finalize the Ribbon customization.

4B.2 Add a Tab to the Ribbon

In this example demonstration, the "Annotate" tab is added to the OpenRoads Modeling workflow.

NOTE: The "Annotate" tab contains tools for dimensioning and is found in the Drawing workflow. Dimensioning tools are NOT found in the OpenRoads Modeling workflow. After this customization, it is NOT necessary to switch to the Drawing workflow to access "Annotate" tab.



- 1 Open the **Customize Ribbon** menu by right-clicking on the Ribbon.
- 2 From the **Choose components from** (Left-Column), select **Tabs**.

In the Left-Column, select (highlight) the **Annotate** tab.

3

NOTE: There are many duplicate Tabs found in the Left-Column. Duplicate Tabs may contain a different set of Groups and Tools. For example, there are two Annotate tabs. These two Tabs are nearly identical. However, the lower Annotate tab contains an additional Group of tools for the annotation of Terrain Models.

TIP: Expand the Tab to examine the Groups and Tools contained within.

4

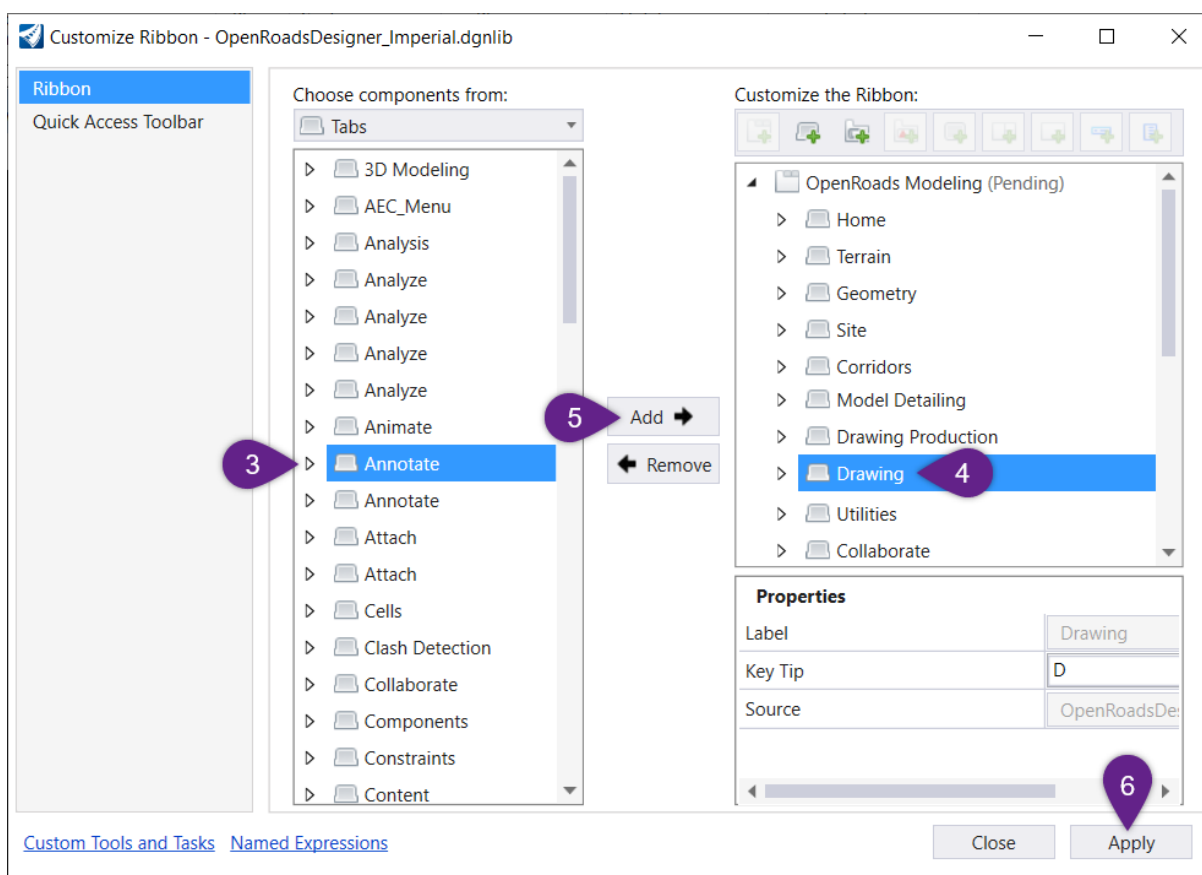
In the Right-Column, select (highlight) the Ribbon location for the tab. In this case, the Annotate tab is placed in the following location: **OpenRoads Modeling** → **Drawing**.

5

Push the **Add** button to move the tab from the Left Column to the Right Column.

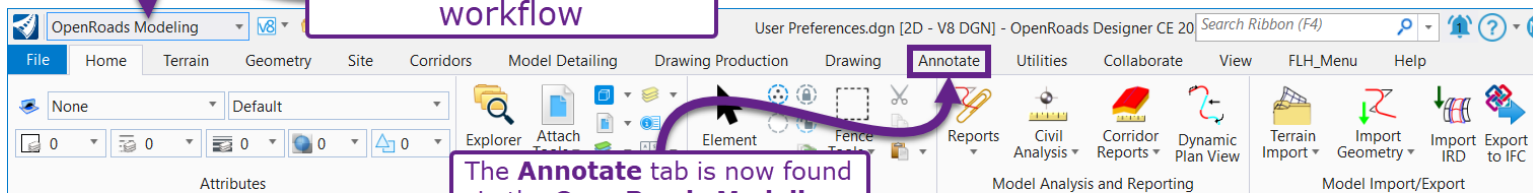
5

Push the **Apply** button to finalize the Ribbon customization.



Results

OpenRoads Modeling workflow

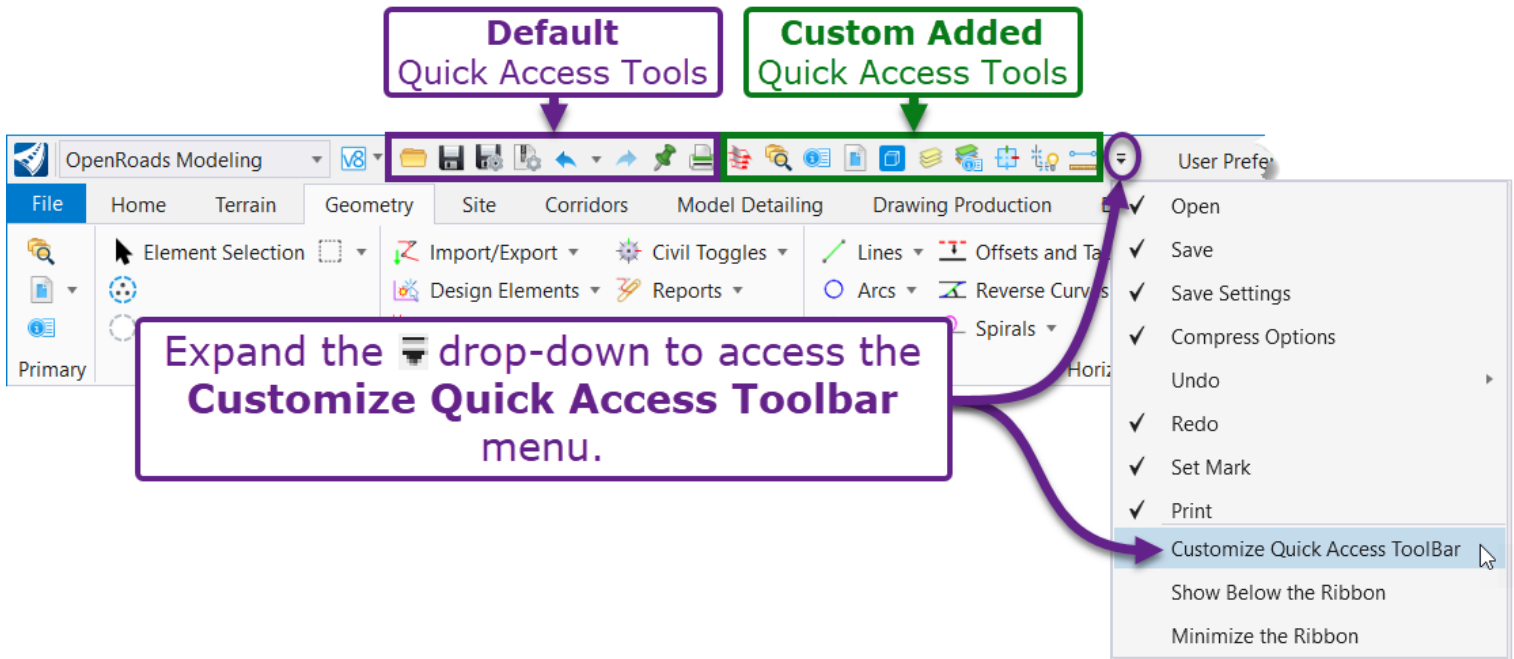


The Annotate tab is now found in the OpenRoads Modeling workflow










4B.3 Customize the Quick Access Toolbar

The Quick Access Toolbar shows a collection of commonly used tools. These tools are shown regardless of the Workflow or Tab selected. For convenience, add frequently used tools, menus, and managers to the Quick Access Toolbar.

Use the *Customize Quick Access Toolbar* tool to add tools to the Quick Access Toolbar.

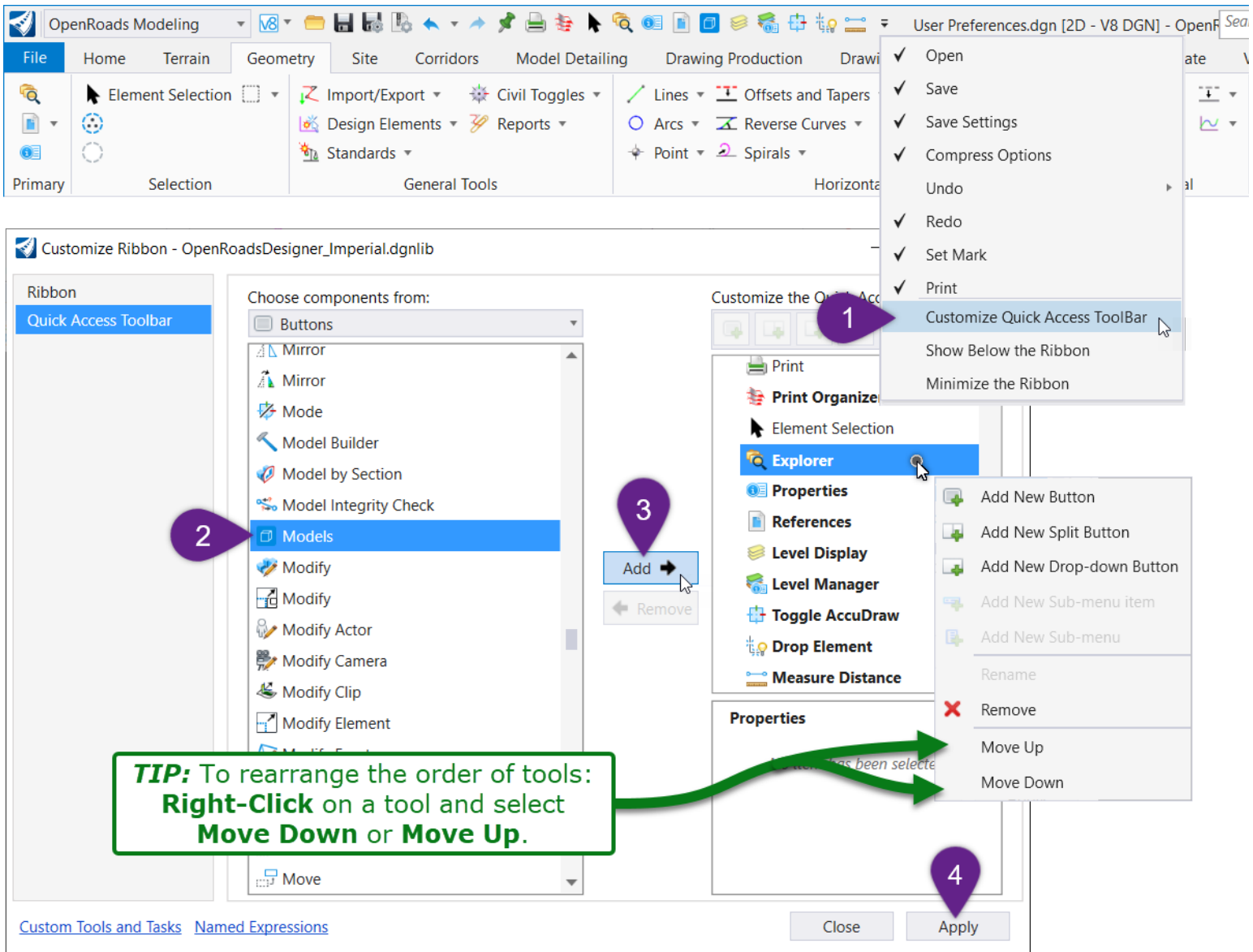



Recommended tools to add to the Quick Access Toolbar:

-  Print Organizer
-  Explorer
-  Properties
-  References
-  Models
-  Level Display
-  Level Manager
-  Toggle AccuDraw
-  Measure Distance

TIP: As an alternative, commonly used tools can be programmed as **Keyboard Shortcuts** or **Function Keys**. See [4C - Keyboard Shortcuts and Function Keys](#). In general, it is recommended that menus and managers are added to the Quick Access Toolbar. Program frequently used drawing tools (i.e., Place SmartLine, Measure Distance) as Keyboard Shortcuts or Function Keys.

The procedure for adding to tools to the Quick Access Toolbar is as follows:

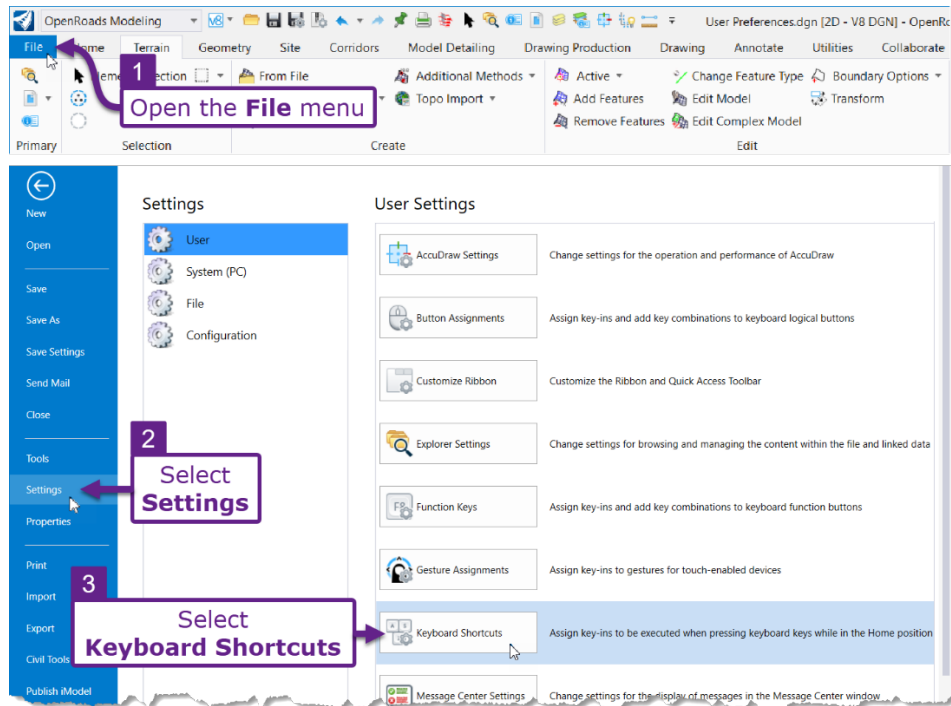


1	Open the Customize Quick Access Toolbar menu through the  drop-down.
2	From the Choose components from (Left-Column), select a Tool (button).
3	Push the Add button to move the tab from the Left Column to the Right Column.
4	Push the Apply button to finalize the Ribbon customization.

4C – KEYBOARD SHORTCUTS AND FUNCTION KEYS

A Keyboard Shortcut is a tool that is programmed to a keyboard key. When a keyboard key is pressed, the corresponding tool is executed.

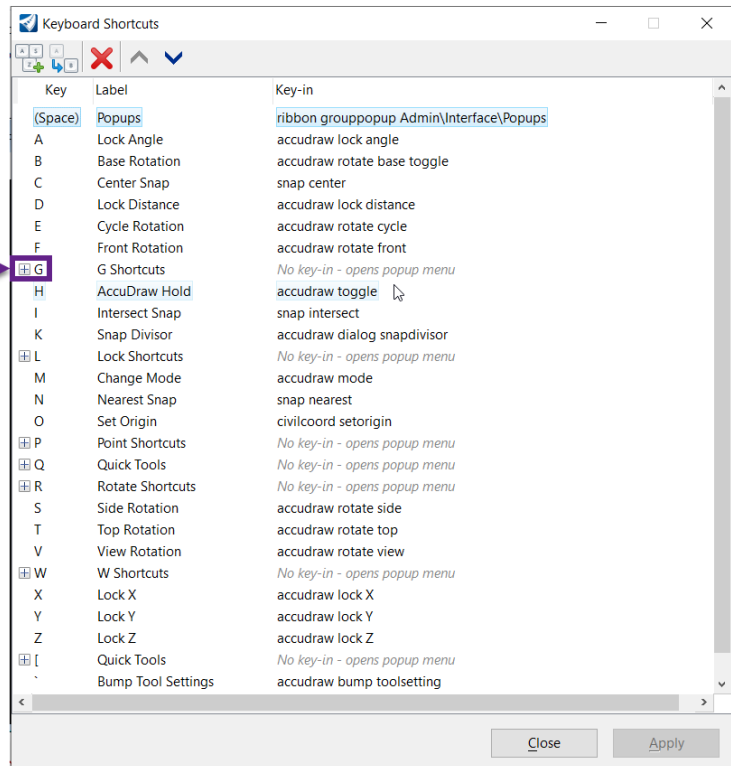
To access the Keyboard Shortcut menu:



4C.1 Default Keyboard Shortcuts





Shown below is the default configuration for Keyboard Shortcuts.

NOTE: Keyboard Shortcuts with a **+** require **2 or more Keystrokes** to execute a tool.




NOTE: A majority of the default Keyboard Shortcuts are used to manipulate the AccuDraw toolbar and AccuDraw Compass. For more information on AccuDraw, see [6B - AccuDraw](#).

The Keyboard Shortcuts for the following keys require two or more keystrokes to execute a tool: (Space), G, L, Q, R, W, [, and `.

Default Keyboard Shortcuts	
Key	Description:
(Space)	Summons a temporary toolbar that contains commonly-used tools.
A	Locks the current Angle shown in the AccuDraw toolbar.
B	Rotates the AccuDraw compass to the previous orientation. Press the "B" key again to rotate to the AccuDraw compass back to the View orientation.
C	Toggles ON the Center Snap.
D	Locks the current Distance shown in the AccuDraw toolbar.
E	When in the <i>3D Design Model</i>  , press the "E" key to rotate the AccuDraw compass to align with the primary planes: X-Y Plane (Top), X-Z Plane (Front), Y-Z Plane (Side).
F	When in the <i>3D Design Model</i>  , rotates the AccuDraw compass to align with the Front Plane (X-Z).
G	Summons the Get ACS tool or AccuDraw Settings. The Get ACS tool is used to activate a previously saved ACS orientation.
H	Toggles ON/OFF the AccuDraw compass.
I	Toggles ON the Intersection Snap.
J	(Not used)
K	Changes the amount of Snap Divisors that are available with the Key Point Snap. TIP: If the Snap Divisor value is set to 2, then snappable points will be found at the end points and midpoint of an element. If the Snap Divisor value is set to 3, then snaps can be found at the end points as well as the 1/3 rd and 2/3 rd length points. If set to 4, then snaps are at the end points, midpoint, and quarter points of an element.
L	Used to change the Z lock mode for AccuDraw when drawing in the <i>3D Design Model</i>  . Lock Index mode allows the Z coordinate to adjust to the elevation that is being snapped to. Lock Sticky Z mode locks in the Z coordinate to a single value. The Z coordinate value of consecutively drawn points will be the same as the initial point.
M	Changes the mode of the AccuDraw compass. Toggles between Polar (distance and angle) mode and Cartesian mode (X and Y).
N	Toggles on the Nearest Snap.
O	Temporarily places the AccuDraw compass at the current mouse cursor location.
P	When drawing elements, use this key-in to specify the location for the next point with a cartesian value (i.e., X=3, Y=6).
Q	Summons a list of commonly used drawing and manipulation tools. For example, press the "Q" key and then the "C" key to execute the <i>Copy</i> tool.
R	Used to access an array of tools used to rotate the AccuDraw Compass.
S	When in the <i>3D Design Model</i>  , rotates the AccuDraw compass to align with the Side Plane (Y-Z).

Default Keyboard Shortcuts

Key	Description:
T	When in the <i>3D Design Model</i>  , rotates the AccuDraw compass to align with the Top Plane (X-Y).
U	(Not used)
V	Resets the AccuDraw compass to align with the <i>View</i> window. After the "V" Key is pushed, the AccuDraw compass will be aligned straight up and down, left and right.
W	Saves and name the current ACS orientation/location.
X	Locks the current X value shown in the AccuDraw toolbar.
Y	Locks the current Y value shown in the AccuDraw toolbar.
Z	Locks the current Z value shown in the AccuDraw toolbar.
[Summons a list of commonly used drawing and manipulation tools. NOTE: The tools shown for this Keyboard Shortcut are identical to the "Q" Keyboard Shortcut. Using this Keyboard Shortcut may be more convenient for left-handed Users.
`	Used to switch (tab) between settings shown in the <i>Dialogue Box</i> .

4C.2 Determine Key-In Names

To create a custom Keyboard Shortcut, the exact **Key-in** name for a tool must be known.

The screenshot shows the 'Keyboard Shortcuts' dialog box with three callout boxes:

- Keyboard Key used to execute the tool:** Points to the 'C' key in the 'Key' column.
- Keyboard Shortcut Label:** Points to 'Center Snap' in the 'Label' column. **NOTE:** The Label text can be anything. It is simply a Label to identify the Keyboard Shortcut.
- Tool Key-in name:** Points to 'snap center' in the 'Key-in' column. **NOTE:** The Key-in text must be exactly typed in.

Key	Label	Key-in
(Space)	Popups	ribbon grouppopup Admin
A	Lock Angle	accudraw lock angle
B	Base Rotation	accudraw rotate base tog
C	Center Snap	snap center
D	Lock Distance	accudraw lock distance
E	Cycle Rotation	accudraw rotate cycle
F	Front Rotation	accudraw rotate front
G	G Shortcuts	No key-in - opens popup menu
H	AccuDraw Hold	accudraw toggle
I	Intersect Snap	
K	Snap Divisor	
L	Lock Shortcuts	
M	Change Mode	
N	Nearest Snap	
O	Set Origin	

WARNING: If the Key-In name is entered incorrectly, then the no action is performed when the Keyboard Shortcut is executed.

Key-In Background Information: Every tool has a corresponding **Key-in** name which can be determined from the *Key-In* tool menu.

The Key-in tool is found in many locations in the Ribbon. Two common Ribbon locations are:

OpenRoads Modeling workflow → **Home** tab → **Primary** group
OR
Drawing workflow → **Home** tab → **Primary** group

The screenshot shows the software ribbon with the 'Key-In' tool menu open. A callout box labeled 'Key-In tool' points to the 'Key-in' option in the menu.

- Key-in
- Toggle AccuDraw
- Auxiliary Coordinates
- Saved Views
- Cells
- Markups
- Details
- Window List

The **Key-in** tool is used to execute tools. Any tool found in the Ribbon can be executed with the **Key-in** tool.

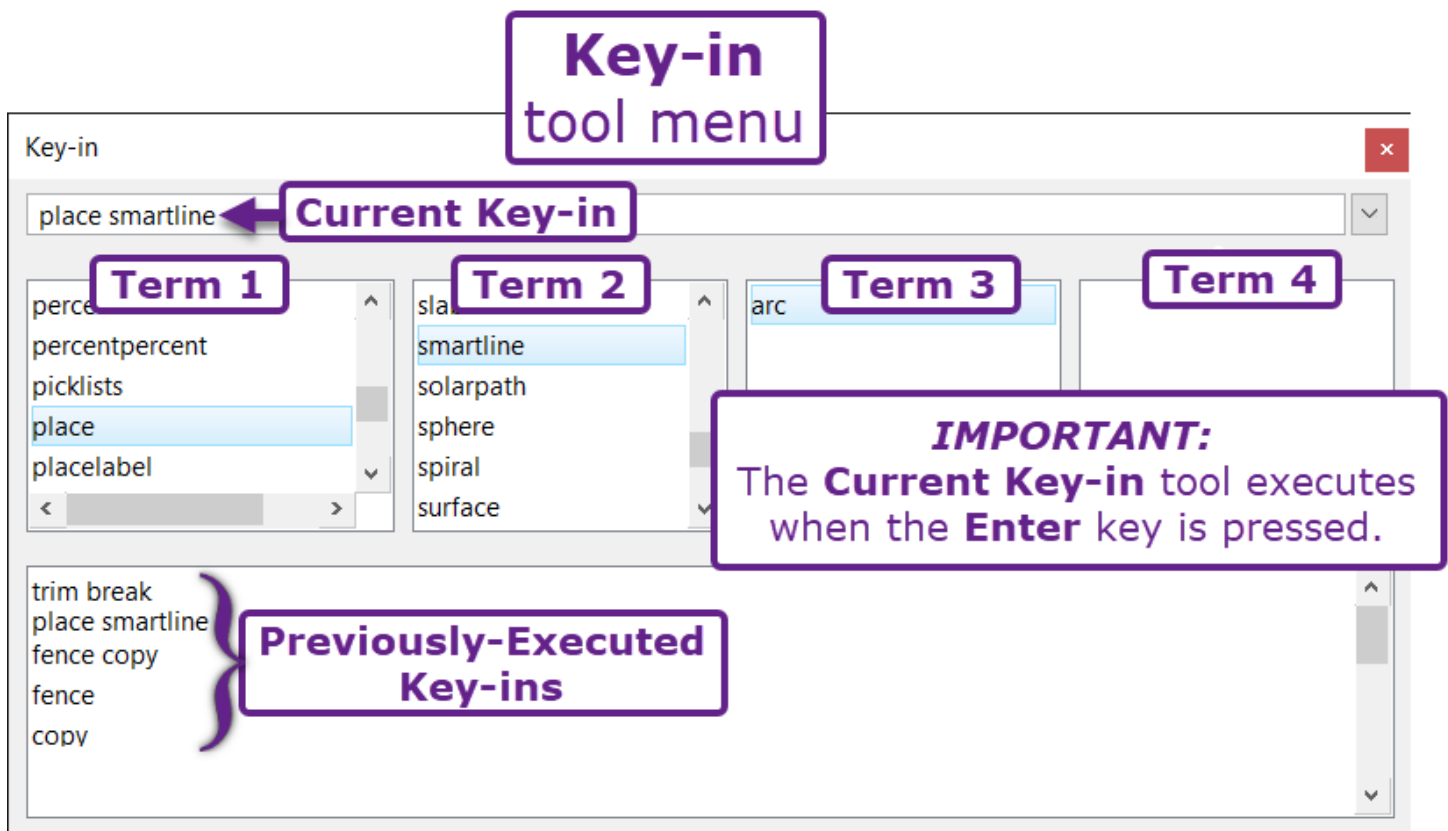
The Key-in name (shown in the **Current Key-in** box) is built by selecting **Terms** from the **Terms 1-4** boxes. A Key-in name consists of 1 to 4 terms.

TIP: Typically, Key-in names consist of 2 or 3 terms.

To build a Key-in, select (highlight) a term from the **Term 1** list and then continue to the **Term 2, 3,** and **4** lists as necessary. When a term is selected (highlighted), it will be added to the **Current Key-in** box at the top of the menu.

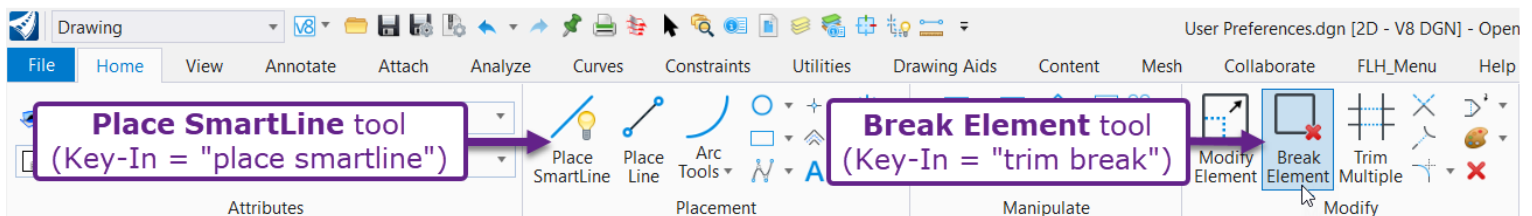
NOTE: Alternatively, if the Key-in name for a tool is known, it can be typed directly into the **Current Key-in** box.

Lastly, press the **Enter** key to execute the tool shown in the **Current Key-in** box.

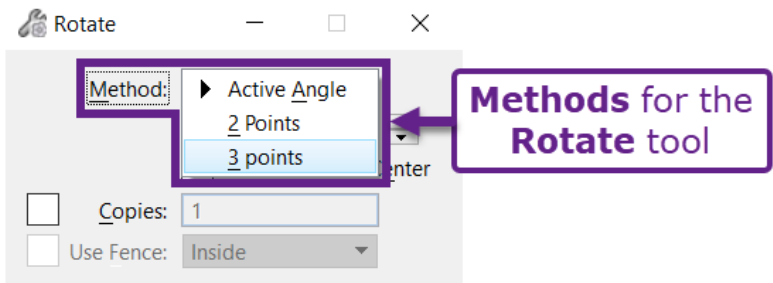
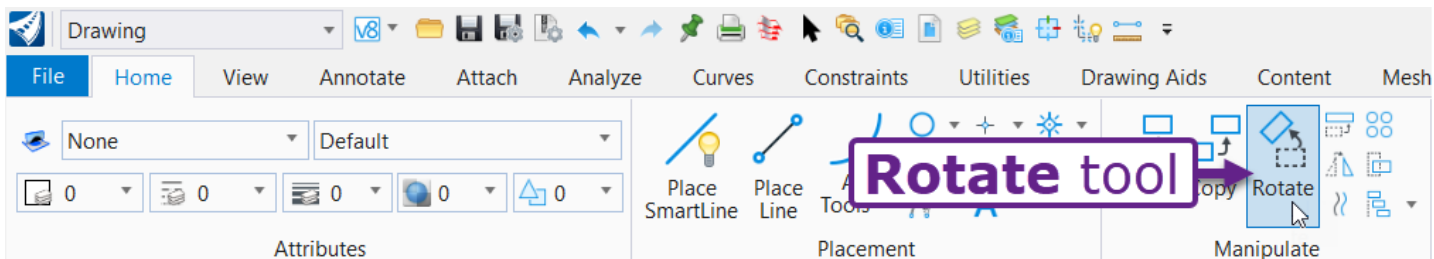


TIPS FOR DETERMINING A KEY-IN: Commonly, the Key-in name is like the tool name. For example, the *Place SmartLine* tool has a Key-in name of "place smartline". **Term 1** is "place". **Term 2** is "smartline".

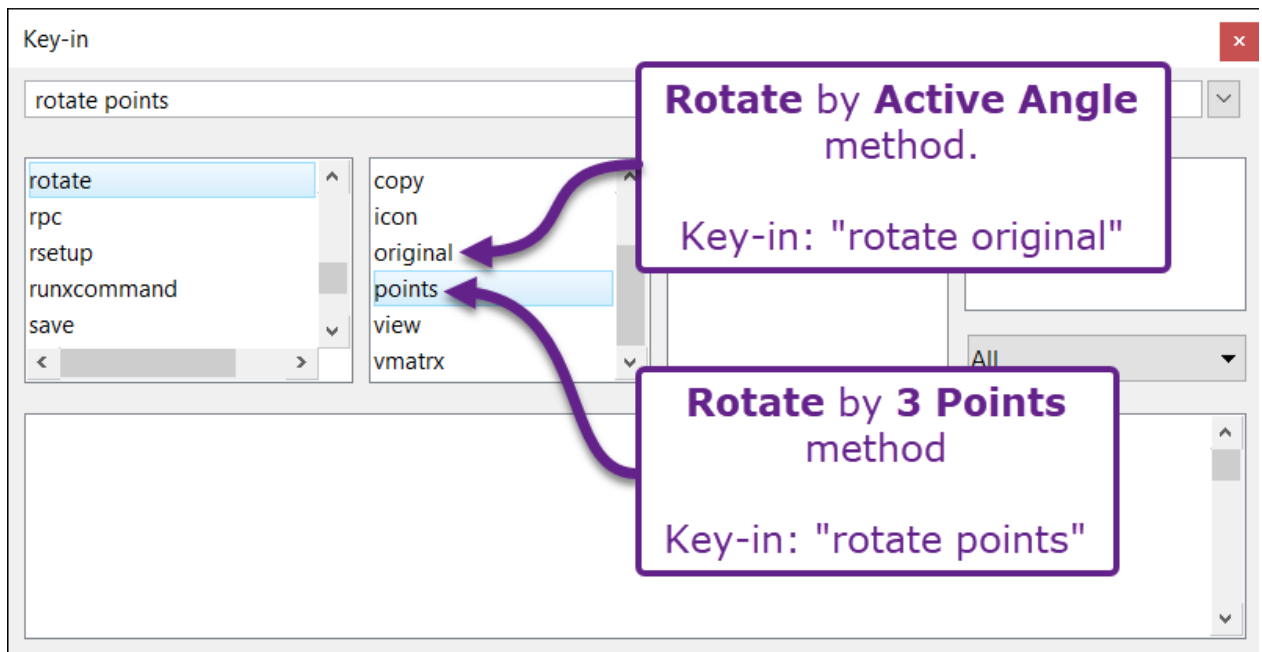
However, some tools may have a Key-in name that does NOT match tool name. For example, the *Break Element* tool has a Key-in name of "trim break".



TIPS FOR DETERMINING A KEY-IN: Many tools have different methods or settings that can be used in tool operation. For example, the *Rotate* tool can be used with any of the following methods: Active Angle, 2 Points, and 3 Points.




Typically, there is a unique Key-in name for each tool method. An additional Term is needed to specify the method for a tool. As shown below, the Key-in name for an **Active Angle** rotation is: "rotate original". The Key-in name for a **3 Points** rotation is: "rotate points". **NOTE:** The **2 Points** rotation method does NOT have a corresponding Key-in name.



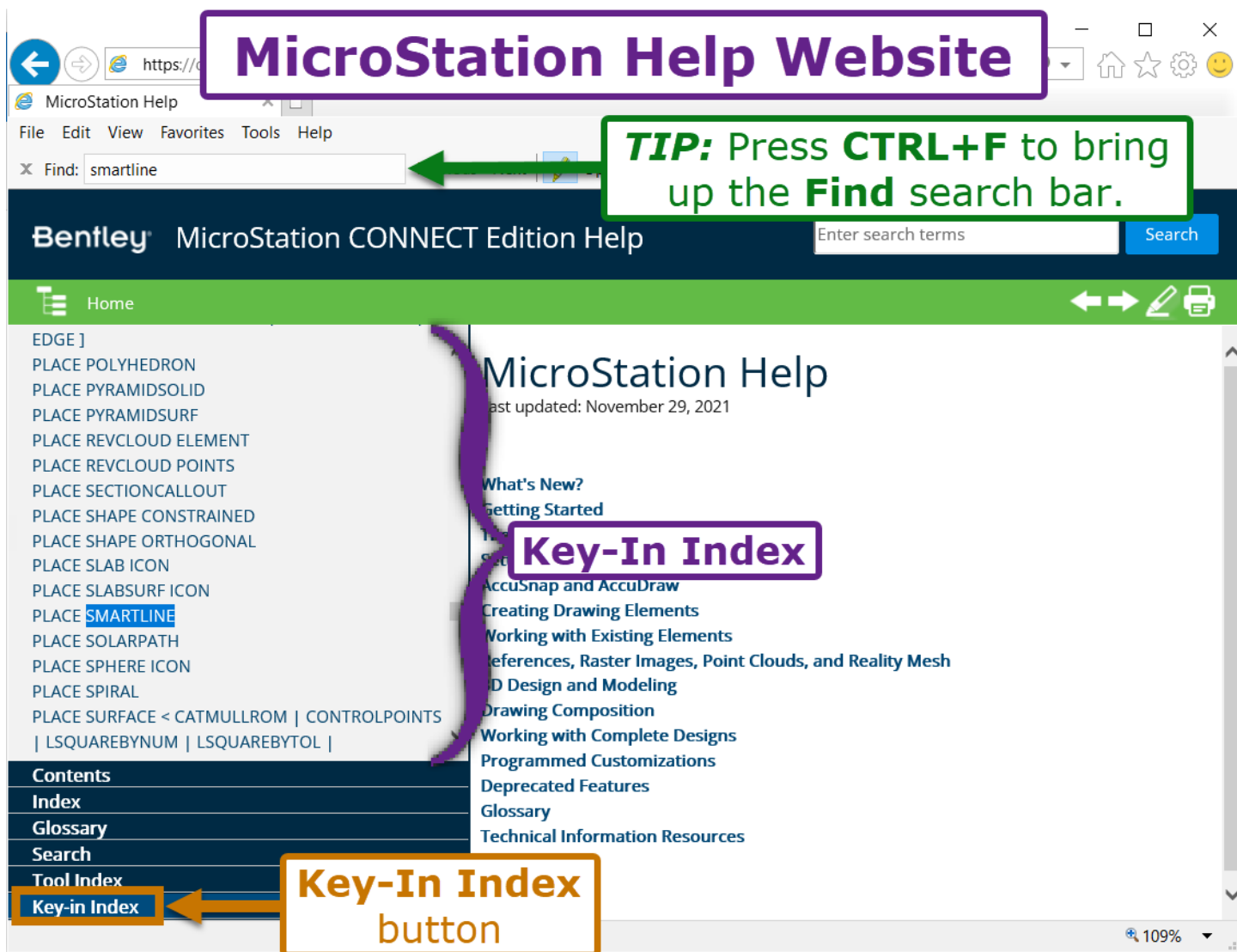
NOTE: By itself, the Key-in "rotate" does NOT do anything. If this Key-in is executed, then the message "Insufficient arguments" is shown in the Prompt bar.

NOTE: The Key-in "rotate icon" is the equivalent of pushing the *Rotate* tool button (icon) in the Ribbon. The method used in the previous execution of the *Rotation* tool is remembered and used.


NOTE: Some of the secondary Terms found under "rotate" are NOT applicable to the *Rotation* tool. For example, the Key-in "rotate view" is used to rotate the *View* window (*Rotate View*  tool).

The Bentley MicroStation Help Website also has a **Key-in Index**, which can be used to determine a Key-in name: <https://docs.bentley.com/LiveContent/web/MicroStation%20Help-v19/en/GUID-288FAFD8-1107-4FCB-9843-8BECC9099A06.html#>

In the MicroStation Help Website, select the **Key-in Index** button. The **Key-in Index** will be shown in the left-column.



TIP: In the MicroStation Help Website, press CTRL+F to bring up the **Find** search bar. In the **Find** search bar, type in a portion of the tool name.

TIP: Use the *Key-In*  tool to test a Key-in name found from the MicroStation Help Website. This process ensures that the Key-in name will function as expected when configured as a Keyboard Shortcut.

4C.3 Useful Key-Ins for Keyboard Shortcuts

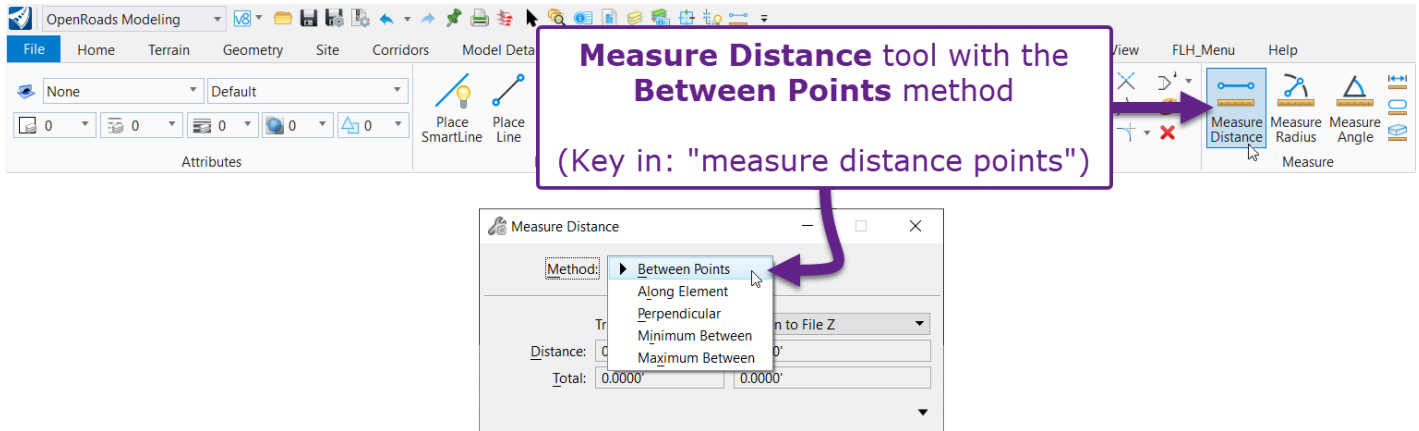
The chart below provides Key-ins for recommended Keyboard Shortcuts:

Default Keyboard Shortcuts		
Tool	Key-In	Description:
Change Level	levelmanager level offbyelem	When this Keyboard Shortcut is executed, click on an element to toggle OFF the Level for the corresponding element. This is a quick way to toggle OFF Levels without searching for the Level in the Level Display list.
Rotate to Element	accudraw rotate element	When this Keyboard Shortcut is executed, click on an element to rotate the AccuDraw Compass to align with the selected element. This is a quick way to rotate the AccuDraw Compass to align with a reference element.
Copy	copy	Copies an element.
Move	move element	Moves an element.
Rotate (3-points method)	rotate points	Rotates an element with the 3-point method.
Place Note	place note	Creates a Note element.
Place Text	place text	Creates a Text element.
Place Line	Place line	Creates a Line element.
Place SmartLine	place smartline	Creates a SmartLine element.
Move Parallel	move parallel offset	Offset an element.
Trim Multiple	trim multiple	Trims or extends element(s) to terminate at a reference element.
Break Element	trim break	Breaks an element into separate elements.
Measure Distance (Between Points method)	measure distance points	Measures the distance between two points.
Measure Angle	measure angle	Measures the angle between two elements.
Measure Area (Flood method)	measure area flood	Measures the enclosed area formed by a single or multiple elements.
Set Active Angle	active angle pt2	Sets the current Active Angle by clicking in any two point locations.
Change Direction	change direction	Changes the direction of a MicroStation Element (i.e., Line, SmartLine, Complex Chain). If the Line Style is shown upside down, then use this Key-In to flip it. The Change Direction key-in is demonstrated in 6I.5 Flip the Direction of a Line Style .

4C.4 Create a Custom Keyboard Shortcut – Workflow


In this workflow, a Keyboard Shortcut is created for the *Measure Distance* tool with the **Between Points** method specified. The Key-in name for this tool configuration is “measure distance points”.

The Keyboard Shortcut will be assigned to the “M” key. After this workflow the *Measure Distance* tool will be executed when the “M” key is pushed.

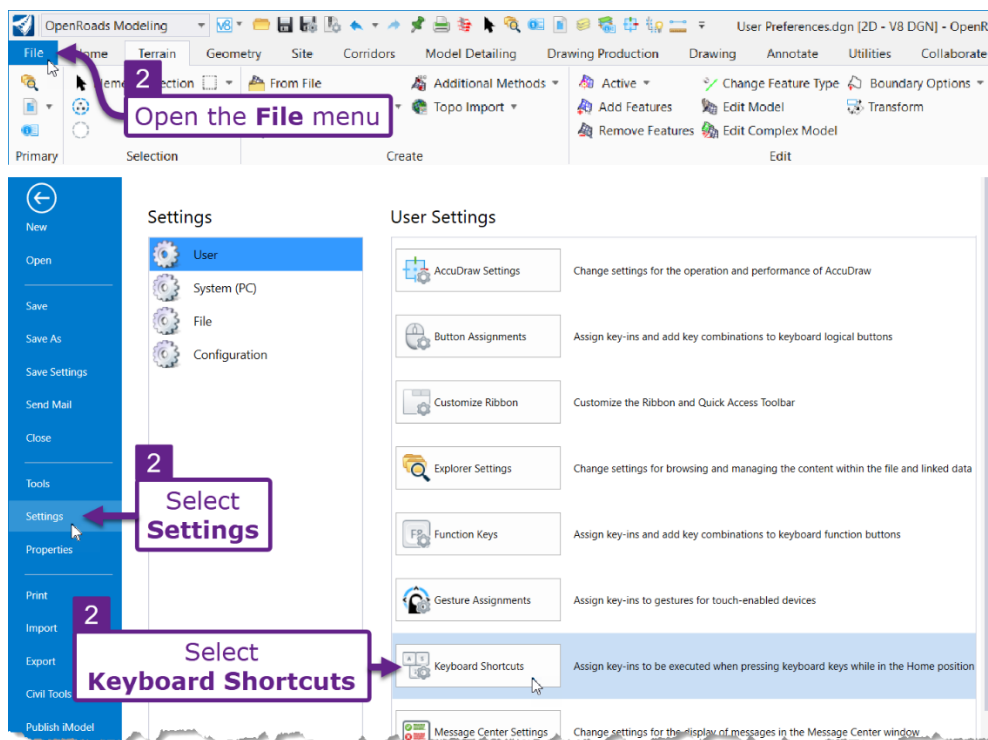


Determine the **Key-in** name for the Keyboard Shortcut tool. In this case, the Key-in is “measure distance points”.

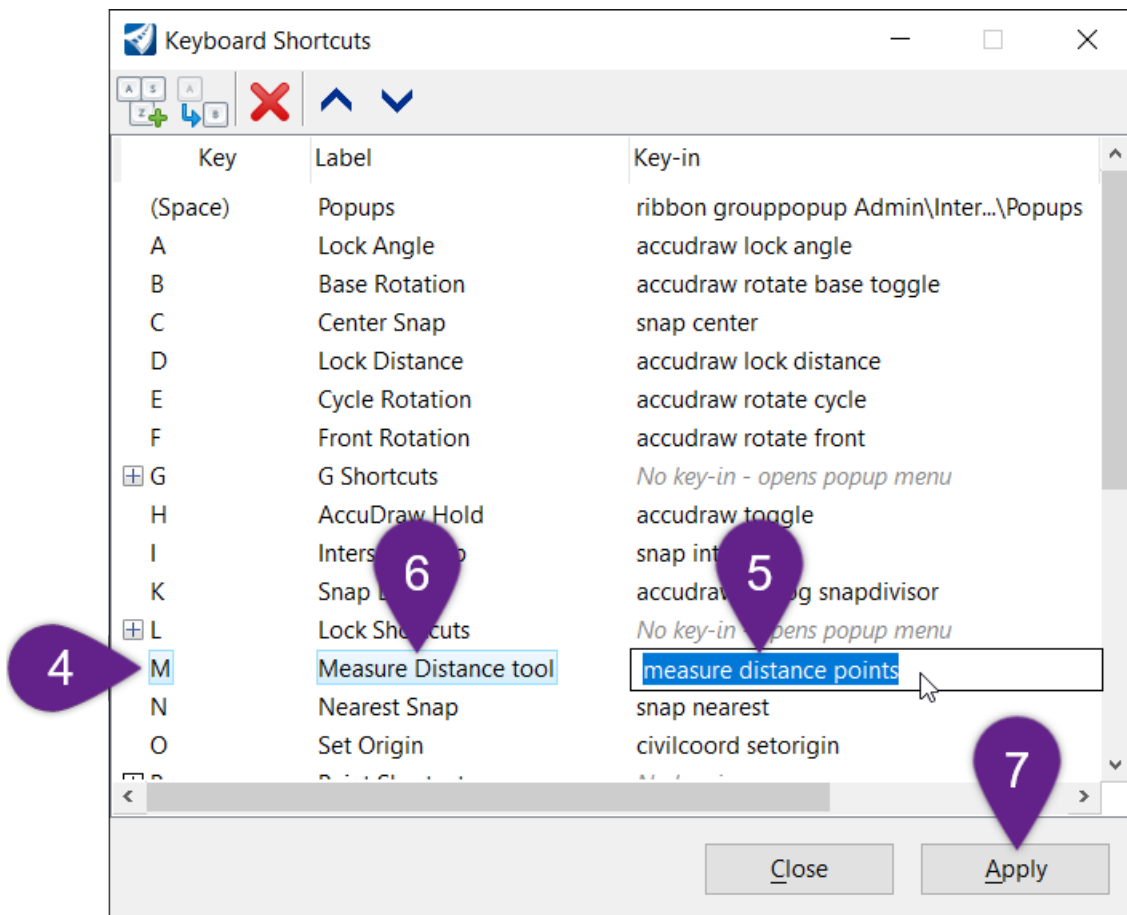
1 See **4C.2 Determine Key-in Names**.

TIP: Use the Key-In  tool to test a Key-in name. This process ensures that the Key-in name will function as expected when programmed as a Keyboard Shortcut.

2 Open the **Keyboard Shortcut** menu: **File** → **Settings** → **Keyboard Shortcuts**.



- 3 Determine the **key** that will be used for the Keyboard Shortcut.
In this case, the "M" key will be assigned to the Keyboard Shortcut.
- 4 Double-click in the **Key-in** box that corresponds with the "M" key.
Type in the Key-in name for the desired tool. In this case, "measure distance points" is typed in.
IMPORTANT: The Key-in must be typed in exactly.
- 5 Double-Click in the **Label** box that corresponds with the "M" key.
Type in an appropriate description for the Keyboard Shortcut. In this case, "Measure Distance tool" is typed in.
- 6 Click the **Apply** button.



4C.5 Function Keys

A Function Key is a tool that is programmed to the F1 – F12 keys. Function Keys are identical in concept to Keyboard Shortcuts.

IMPORTANT: Like Keyboard Shortcuts, the **Key-In** name for a specific tool must be known before programming a Function Key. To determine a Key-In name, see [4C.2 Determine Key-In Names](#). For a list of commonly used Key-Ins, see [4C.3 Useful Key-Ins for Keyboard Shortcuts](#).

Function Keys are programmed in **Function Key** menu, which is located in the following location:

File menu → Settings tab → Function Keys

The screenshot shows the OpenRoads Modeling software interface. The top ribbon is visible, with the 'File' menu highlighted. A callout box labeled '1' points to the 'File' menu with the text 'Open the File menu'. Below the ribbon, the 'Settings' tab is selected in the left-hand navigation pane. A callout box labeled '2' points to the 'Settings' tab with the text 'Select the Settings tab'. In the 'User Settings' pane, the 'Function Keys' option is highlighted. A callout box labeled '3' points to the 'Function Keys' option with the text 'Select Function Keys'.

The screenshot shows the 'Function Keys' dialog box. The title bar reads 'Function Keys - OpenRoads'. The dialog has a 'Function Keys' section with checkboxes for 'Ctrl', 'Alt', and 'Shift', and a dropdown menu for 'F1'. Below this, there is a 'Key: F1' label and an 'Action:' text box. At the bottom, there is a table with two columns: 'Key' and 'Action'. The 'Save' and 'Cancel' buttons are at the bottom right.

The workflow for programming a Function Key is as follows:

The screenshot shows the 'Function Keys' dialog box for 'OpenRoadsDesigner_Imperial.funckey.mnu'. It includes checkboxes for 'Ctrl', 'Alt', and 'Shift'. A dropdown menu shows 'F4' selected. The 'Key:' field displays 'Ctrl+Alt+F4' and the 'Action:' field contains 'change direction'. A table below lists 'Key' and 'Action' columns. Callouts provide instructions: 4 (select key), 5 (optional modifier boxes), 6 (action name), 7 (save button), and a tip about key-strokes.

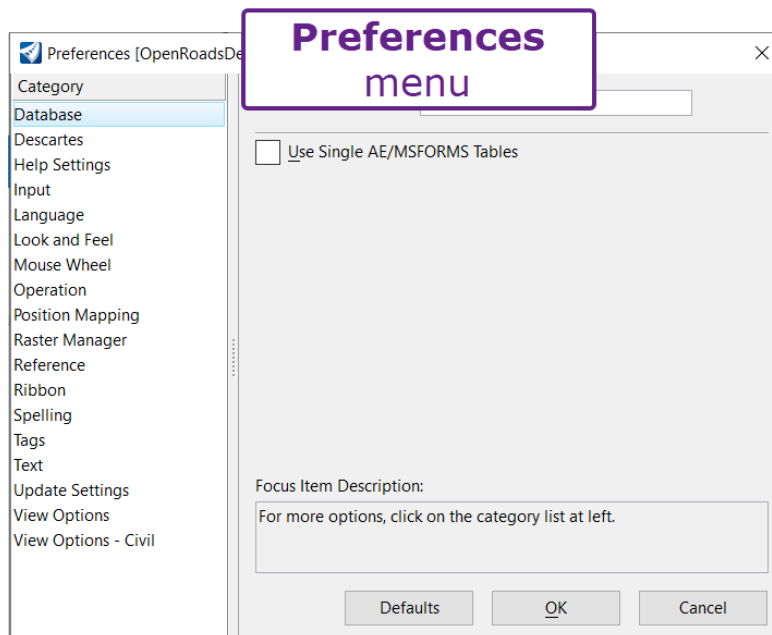
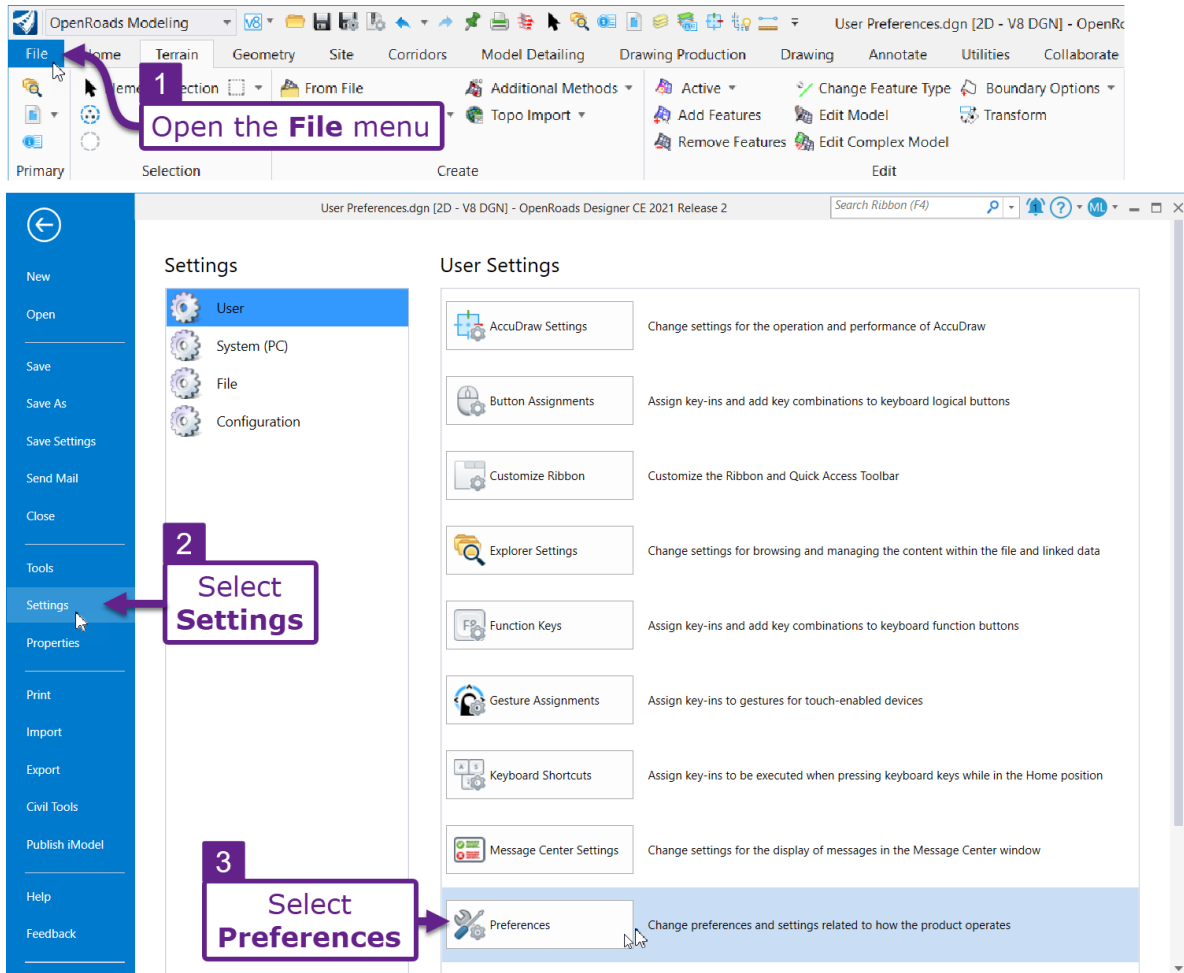
4	From the drop-down, select which F1-F12 key will be programmed. In this case, the F4 key is selected.
5	<p>OPTIONAL: CHECK any combination of the "Ctrl", "Alt", or "Shift" box. If any of these boxes are checked, the Function Key will require all CHECKED boxes to be pressed to execute.</p> <p>For example, if the "Ctrl" and "Alt" boxes were CHECKED, then simultaneously press "Ctrl" + "Alt" + F4 to execute the Function Key.</p> <p>TIP: The keys required to execute the Function Key is shown next to Keys:</p>
6	<p>In the Action: box, type in the Key-In name that corresponds with the desired tool to be executed when the Function Key is used.</p> <p>In this case, the "change direction" Key-In name is typed in.</p> <p>TIP: The "change direction" Key-In will flip the Line Style direction for an element. For a demonstration of this Key-In, see 6I.5 Flip the Direction of a Line Style.</p>
7	Press the Save button, to save the Function Key and exit out of the Function Key menu.

After the Function Key is programmed, press the required key-strokes to execute the corresponding tool.

4D – USER SETTINGS AND PREFERENCES

This section describes backend Preferences used to customize the behavior and appearance of the ORD software.

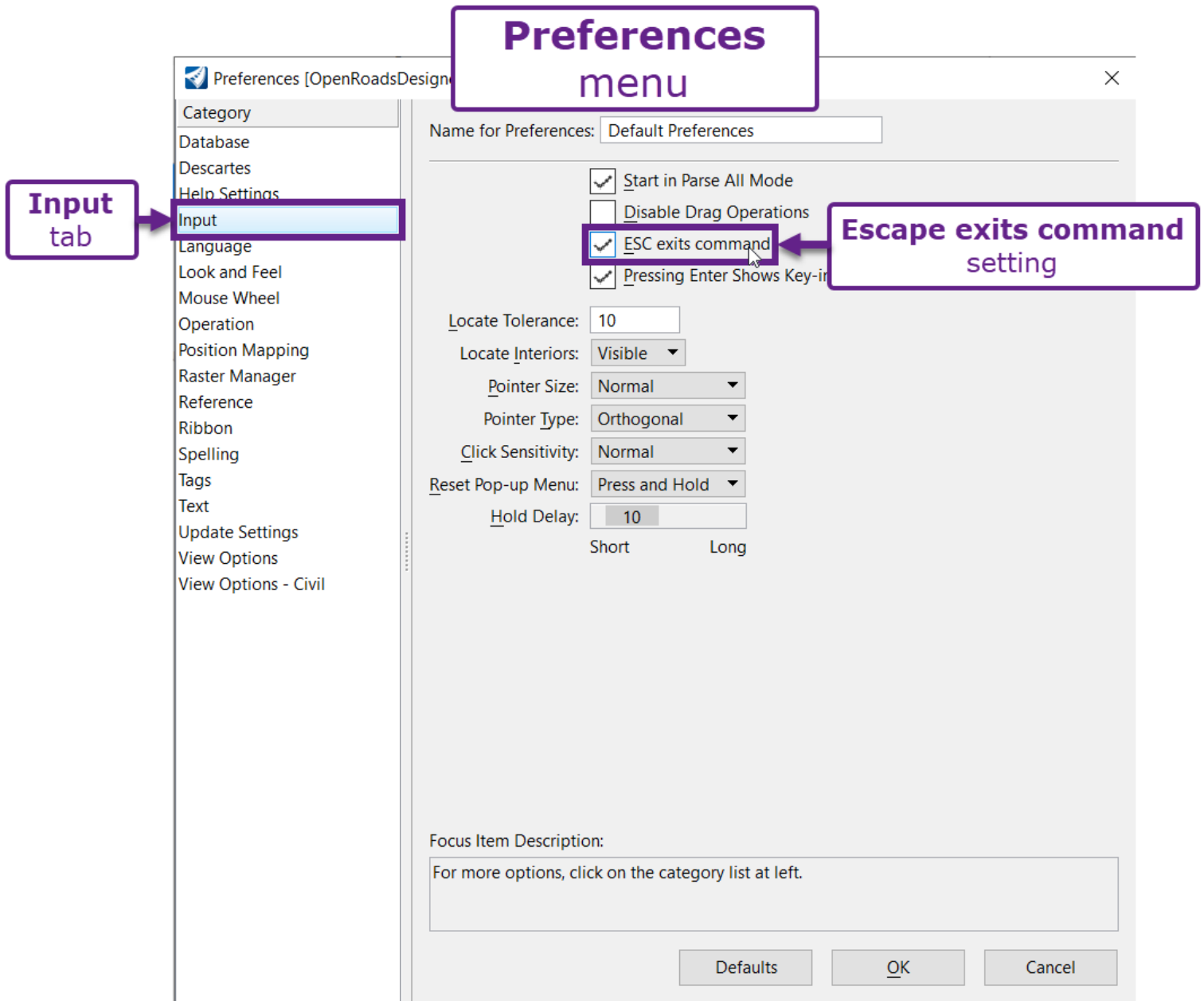
The Preferences menu is found in the following location: **File** → **Settings** → **Preferences**.



4D.1 Escape Exits Commands

If the "ESC exits commands" box is CHECKED, then pressing the "Escape" key will exit/abort the current tool operation. By default, this box is UNCHECKED.

This setting is found in the **Preferences** menu, under the **Input** tab.

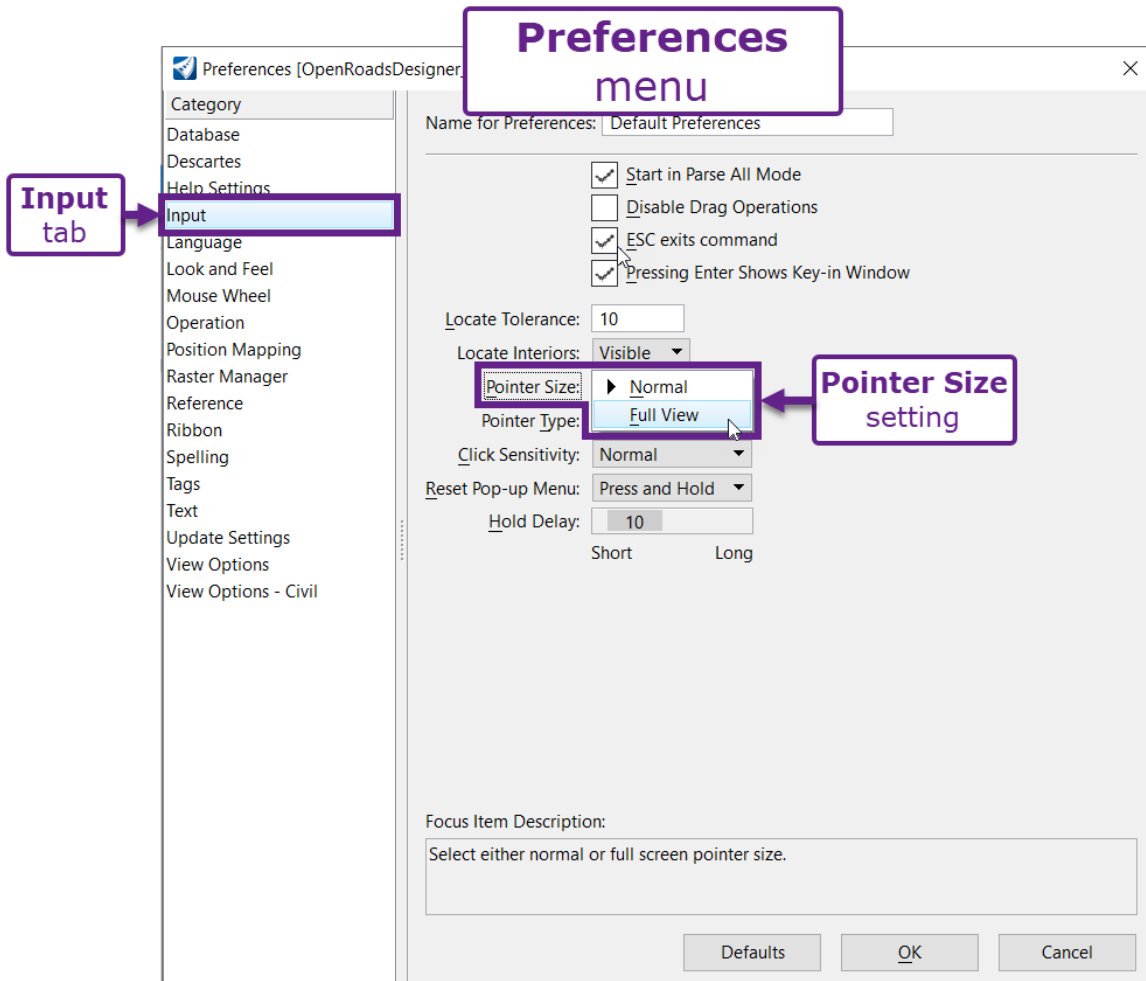
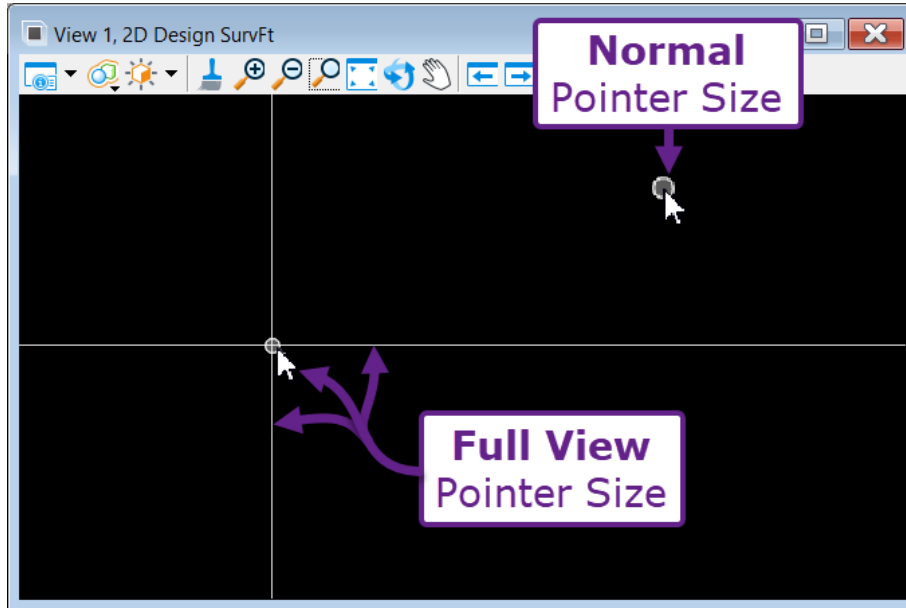


4D.2 Change the Mouse Pointer Size

There are two modes for the mouse pointer size and style:

Normal (default): This mouse pointer style does NOT include cross hairs.

Full View: The mouse pointer style contains cross hairs that extend the entire length of the View window.

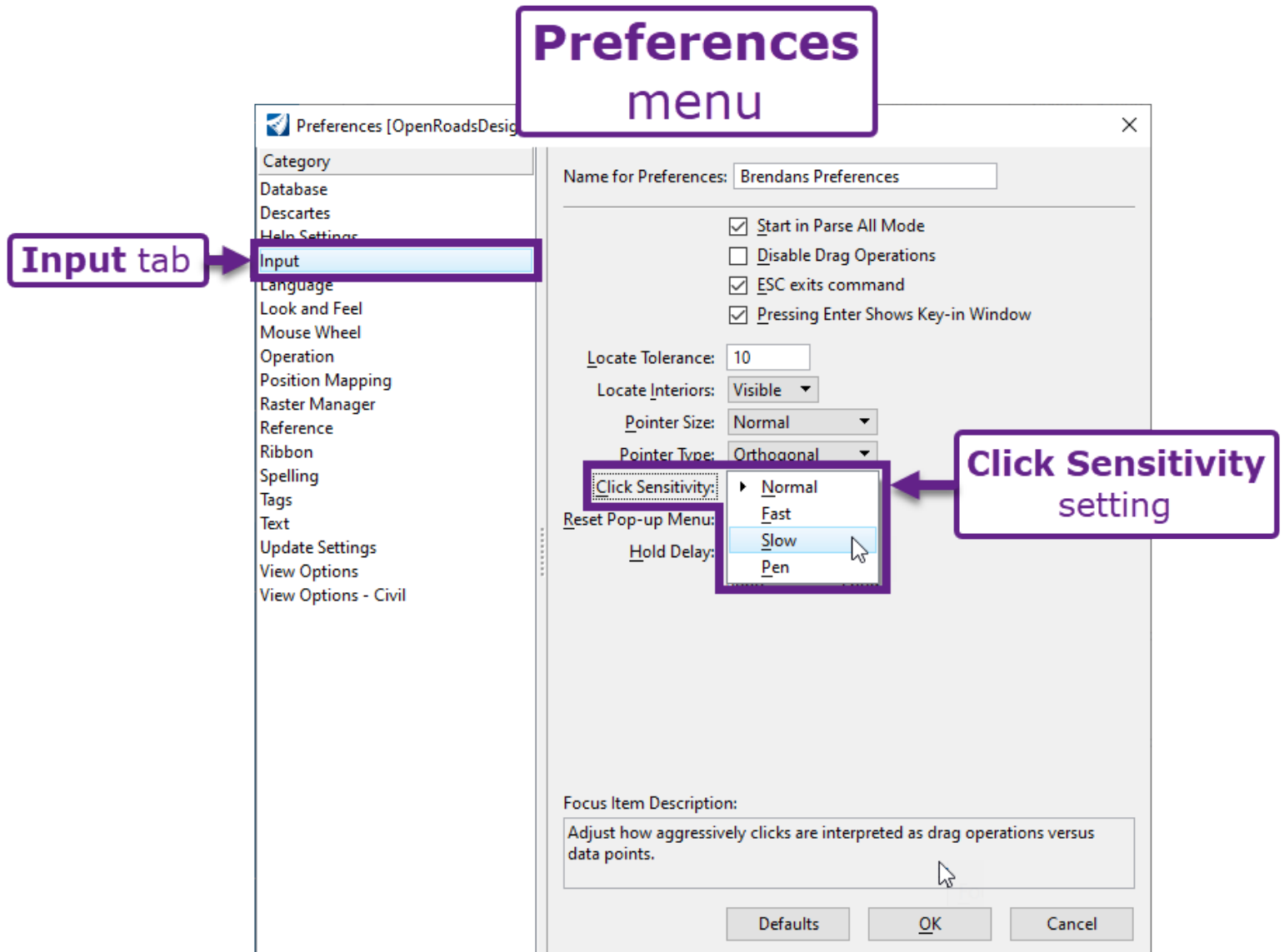


4D.3 Change the Mouse Click Sensitivity

The *Click Sensitivity* preference determines how long it takes for a click (data point) to become a drag operation.

When set to **Slow**, it will take longer to perform a drag operation after initially clicking. When set to **Fast**, a drag operation will be performed almost instantaneously after initial clicking.

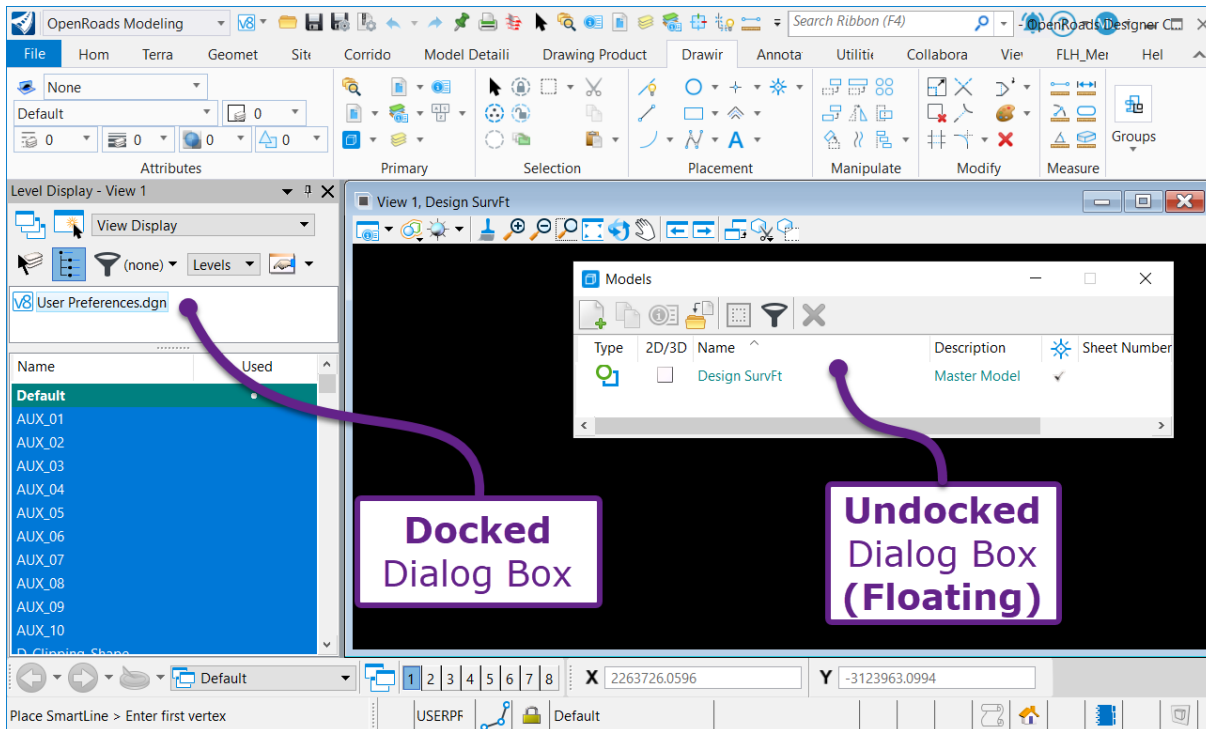
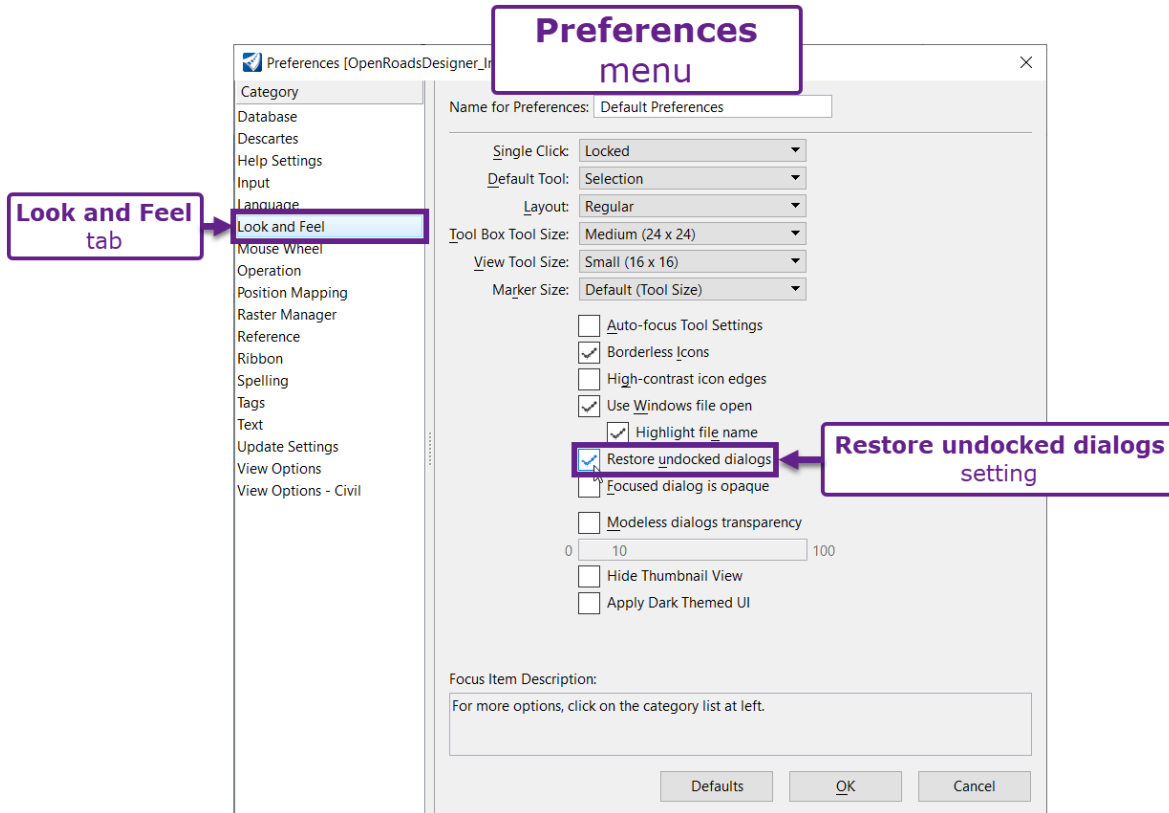
The **Pen** option is intended for using the ORD Software on a tablet or touch-screen.




4D.4 Restore Undocked Dialogue boxes


An “undocked” dialogue box is a menu that is floating (i.e., NOT attached to the sides or bottom of the software interface window.

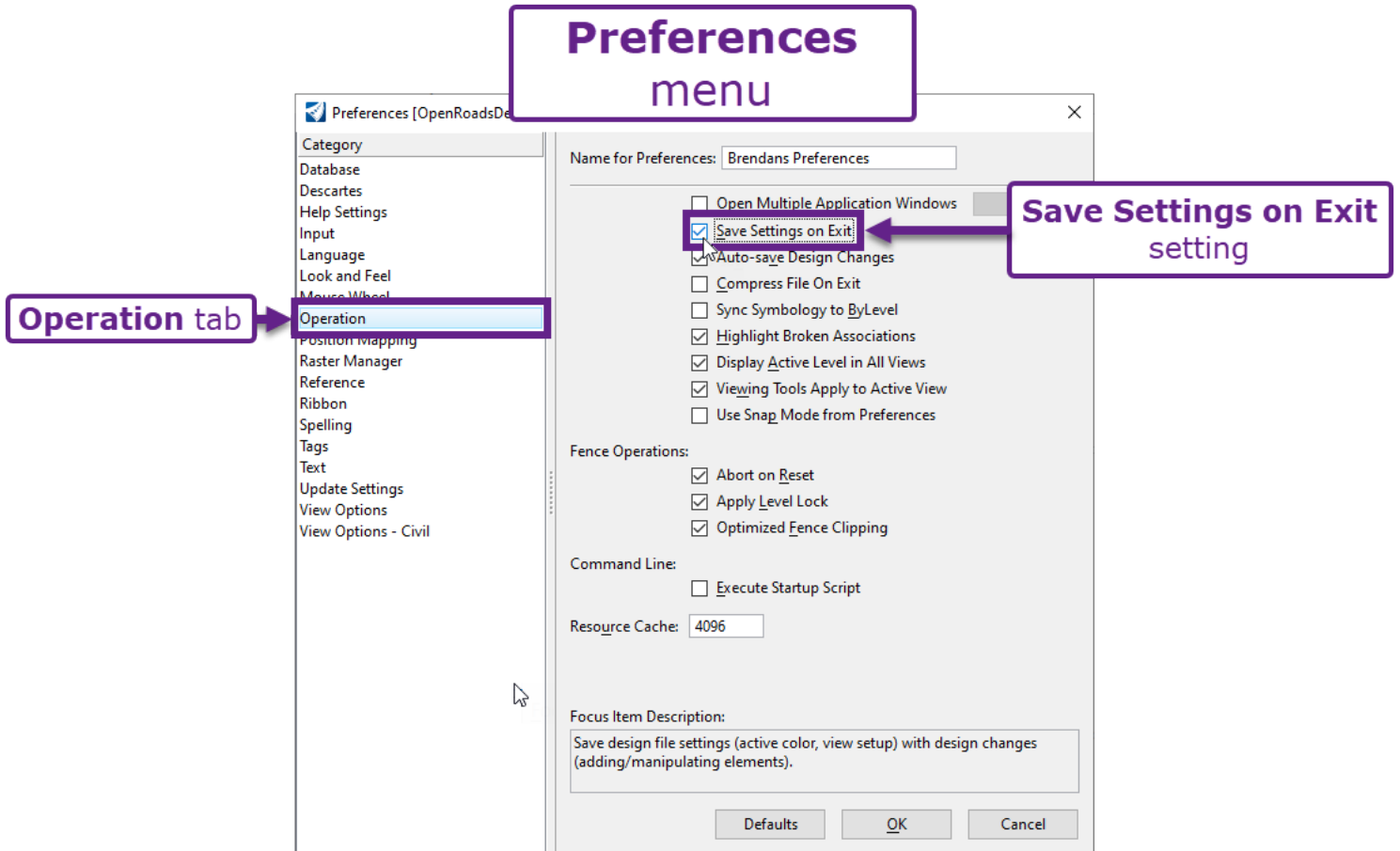
If the “Restore undocked dialogs” box is CHECKED, then position of a floating menu is remembered and restored the next time the software is opened. If this box is UNCHECKED, then previously-opened floating menus will NOT be present when the software is next opened. By default, this box is UNCHECKED.




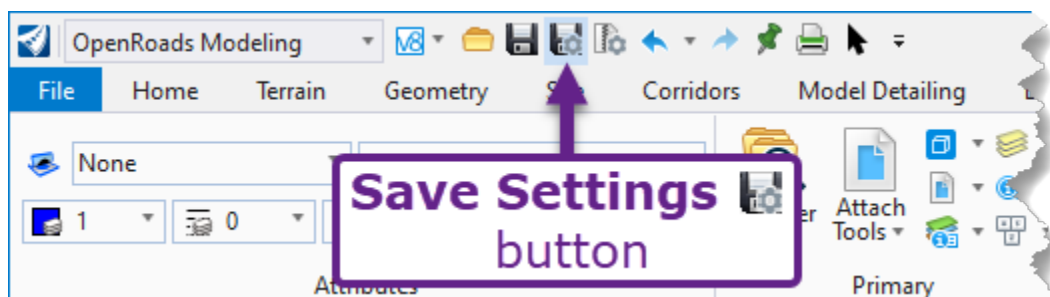
4D.5 Automatically Save Settings When the ORD File is Closed



By default, the User has to manually push the *Save Settings*  button to preserve which Levels are currently toggled ON/OFF for the next time that the ORD File is opened.



If the *Save Settings on Exit* box is CHECKED, then the *Save Settings*  action is automatically performed when the ORD File is closed. **NOTE:** By default, this box is UNCHECKED.



BACKGROUND INFORMATION: The *Save Settings*  button is found in the Quick Access Toolbar and is used to preserve the Level and position of the *View* window for the next time that the ORD File is opened.

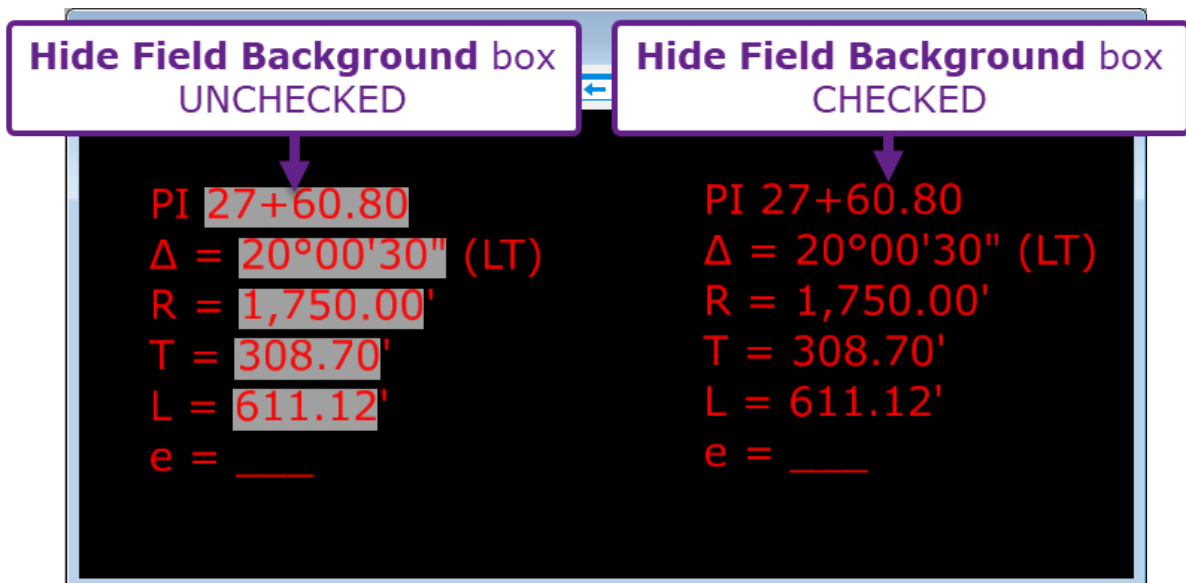
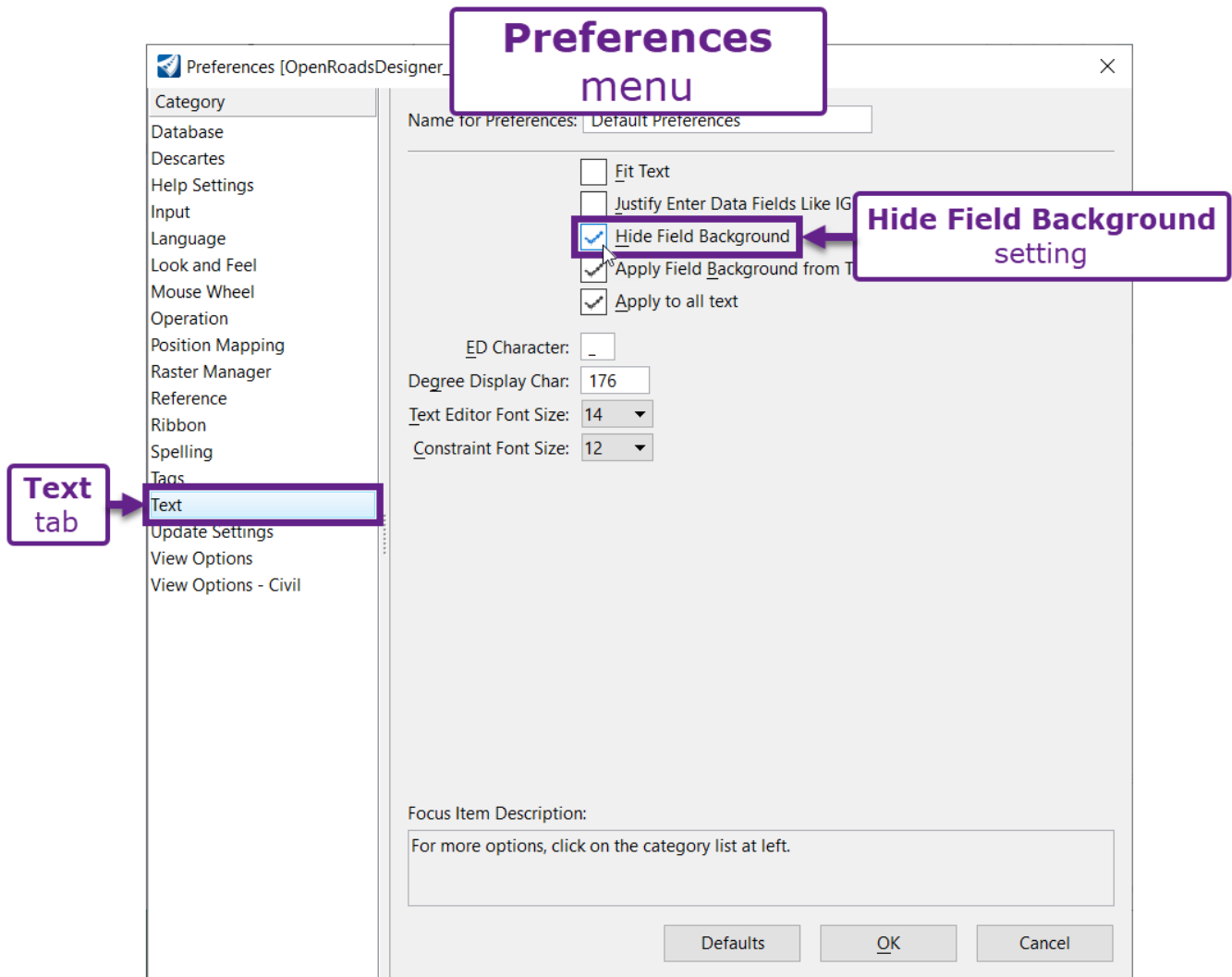


TIP: If a Level is toggled ON or OFF, then the *Save Settings*  button must be pushed for the Level to remain ON or OFF for the next time the ORD File is opened. More information on the *Save Settings*  button is found at [1G - Levels](#).

TIP: Also, the *Save Settings*  button saves the current position of the *View* window. For the next time that the ORD File is opened, the *View* window will be position at the same location and zoom level shown when the *Save Settings*  button was pushed.

4D.6 Hide Field Background

By default, there is no background fill for text values that are Fields (automatically populated text). To quickly recognize Field text, UNCHECK the "Hide Field Background" box.



4E – BACKUP AND RESTORE KEYBOARD SHORTCUTS AND PREFERENCES

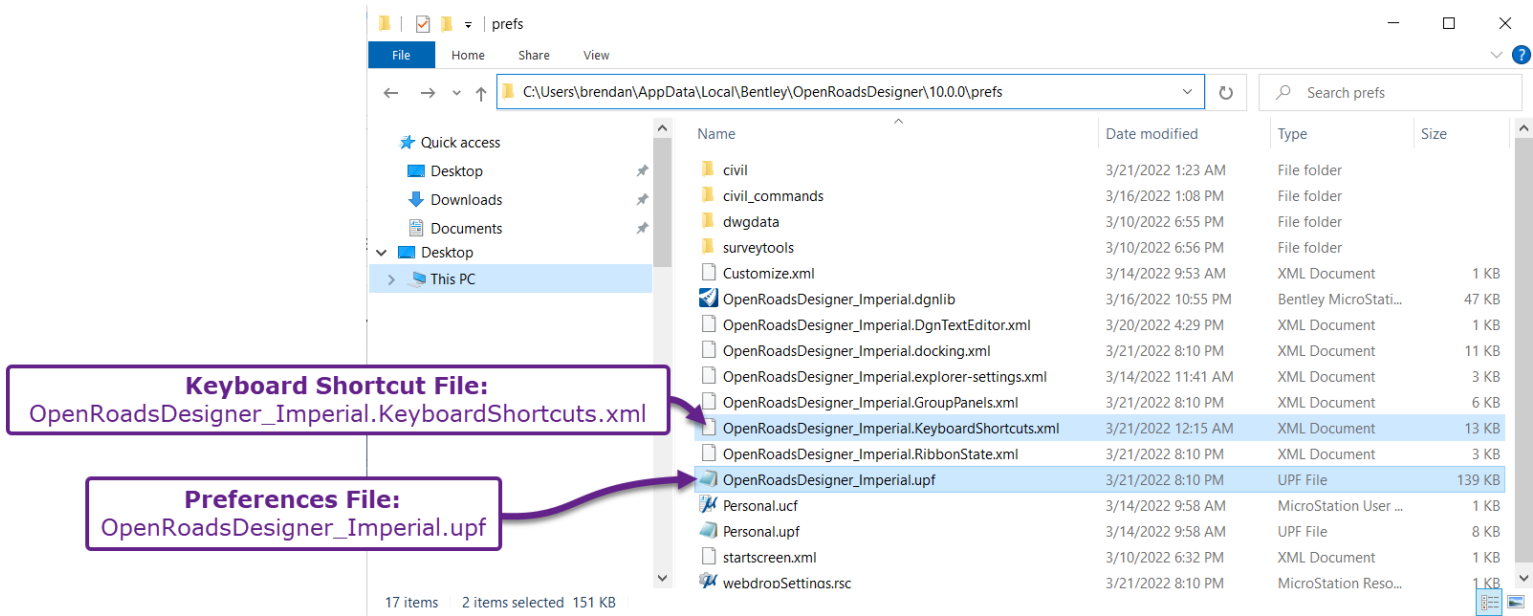
Keyboard Shortcuts and User Preferences are saved in external files found on the C:Drive.

Keyboard Shortcut File: Keyboard Shortcuts are stored in an external file with an “.xml” extension. Typically, this file is called: “OpenRoadsDesigner_Imperial.KeyboardShortcuts.xml”.

Preferences File: User Preferences are stored in an external file with a “.upf” extension. Typically, this file is called: “OpenRoadsDesigner_Imperial.upf”.

Both files are found on the C:Drive in the following location:

C:\Users**USER NAME**\AppData\Local\Bentley\OpenRoadsDesigner\10.0.0\prefs



Copy these files to create a backup. Rename the copied files by adding “_backup” to the end of the file name. For example: “OpenRoadsDesigner_Imperial_**backup**.upf”. Do NOT delete or rename the original files.

If the ORD Software is updated or reinstalled, the backup files can be used to restore Keyboard Shortcuts and Preferences.

To restore the backup setting, delete the original files and rename the backup files to match the original file name.