

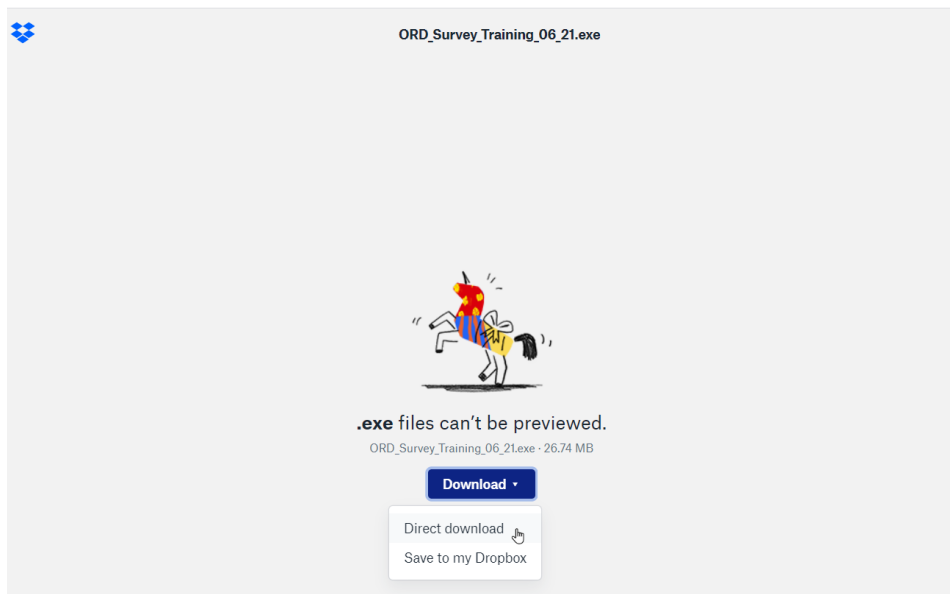
PREPARING FOR YOUR VIRTUAL TRAINING USING THE KYTC CONFIGURATION

Prior to the class, there are a few things that must be done on your machine.

- For KYTC employees, please email KYTCCaddSupport@ky.gov if you have any problems with these instructions.
- For Consultants, you may need the assistance of your IT department.

Downloads

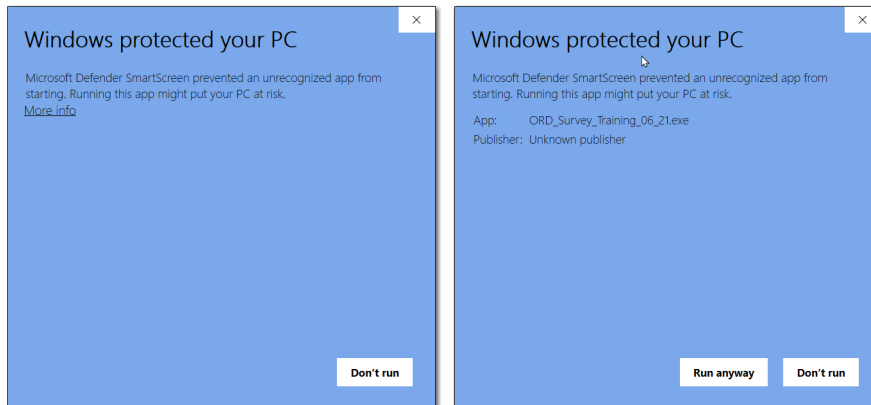
1. You must have **OpenRoads Designer 2020 R3** installed on your machine. The book and data files are specifically for this version of software.
2. Make certain the KYTC configuration is installed. Consultants can download it here:
<https://transportation.ky.gov/CADD-StandARDS/Pages/default.aspx>
3. Download and install the data files for the class.
 - a. Go to the **OpenRoads Designer Survey** download page here:
https://www.dropbox.com/s/j8fnhhpczwsioqo/ORD_Survey_Training_06_21.exe?dl=0
 - b. Select the **Download** drop-down and then select **Direct download**.



This downloads a self-extracting zip file.

4. Double-click the **ORD_Survey_Training_06_21.exe** from your download folder location.

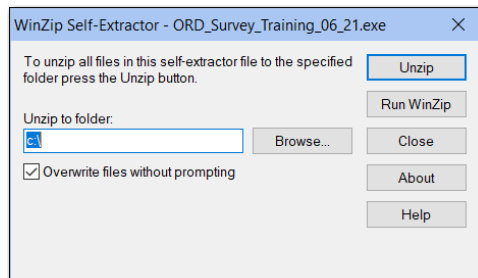
- If you receive a Windows warning message about an unrecognized app, select **More Info**, then select **Run anyway**.



- If you receive any other warning from your virus protection software, select the option to run the program anyway.

The file may be unrecognized, but it is virus-free.

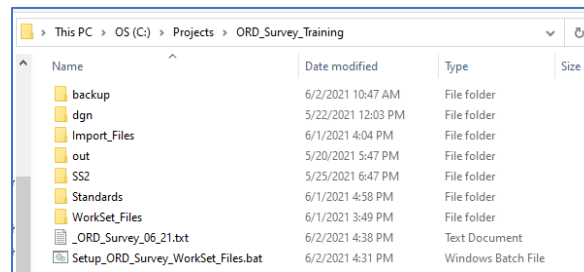
- From the Winzip Self-Extractor window, verify the Unzip to folder location is C:\ then select **Unzip**.



After unzipping, select **OK**, then **Close** the Winzip Self-Extractor.

The extraction will create the class project folder structure.

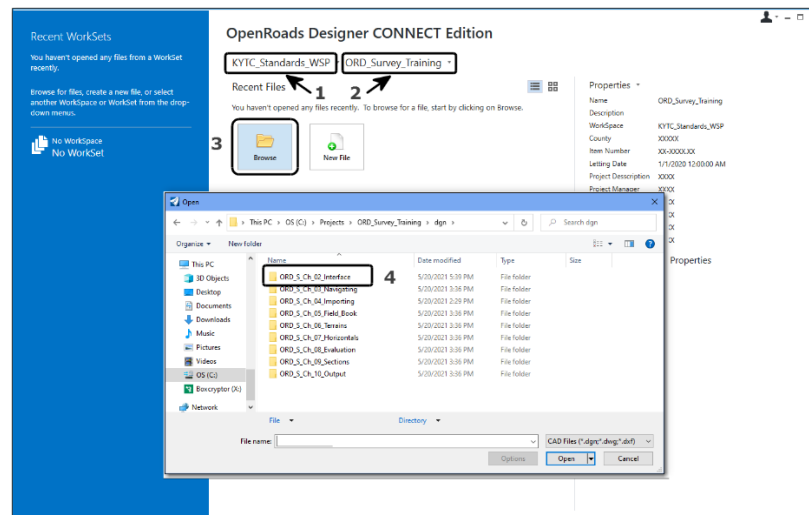
- Check that you have a `C:\Projects\ORD_Survey_Training` with subfolders for the training class.



- If your configuration is installed in the KYTC default location of `C:\KYTC_ORD_Standards`, run the `Setup_ORD_Survey_WorkSet_Files.bat` file shown above to copy the WorkSet files to the appropriate folder. If your configuration is installed elsewhere, the WorkSet files (.dgnws and .cfg) can be manually copied to the appropriate location from the WorkSet_Files subfolder (check with your IT department if you're unsure).

Test your setup

- Start ORD
- If you see a **Welcome** page, pick the arrow on the right side to go to the **Work Page** which is shown below.



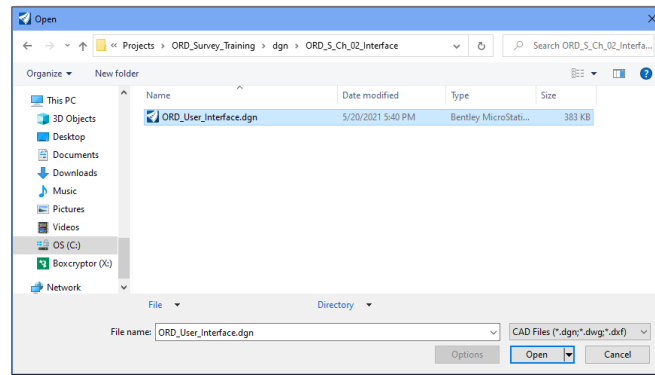
- Set the 1) Workspace and 2) WorkSet as shown, then 3) **Browse** and 4) **Open** the `ORD_S_Ch_02_Interface` folder.

The Workspace is part of the KYTC configuration installation.

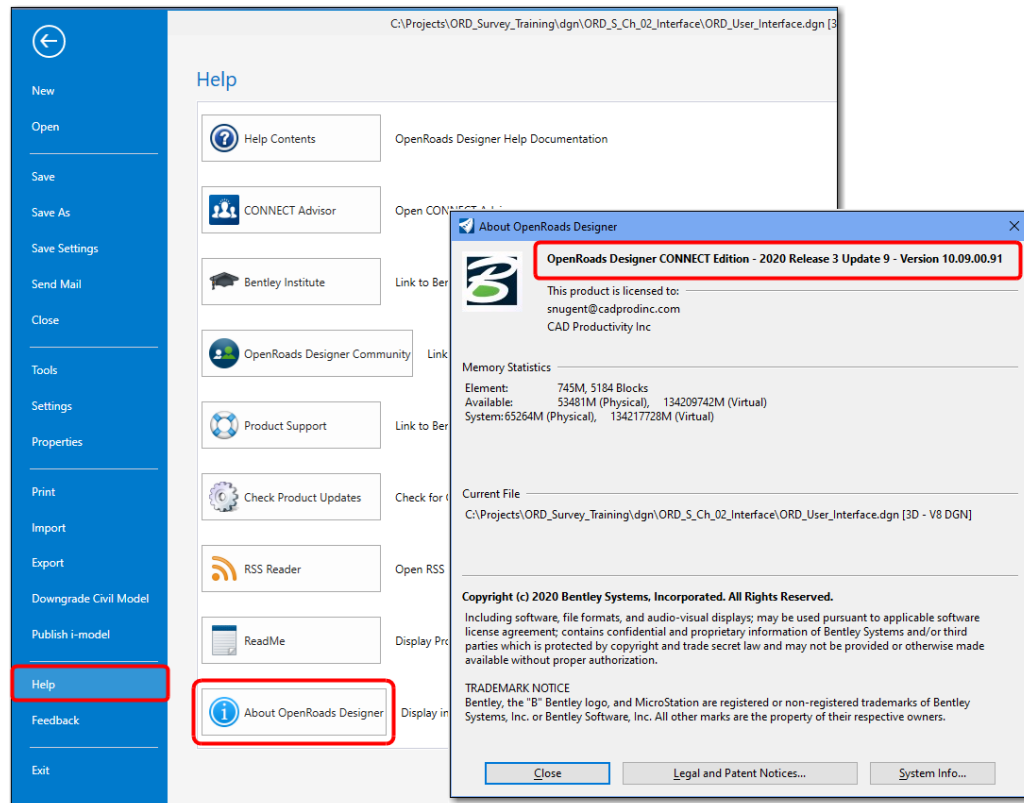
The WorkSet is part of the data file installation.

The Folders are part of the data file installation.

4. Open *ORD_User_Interface.dgn*.

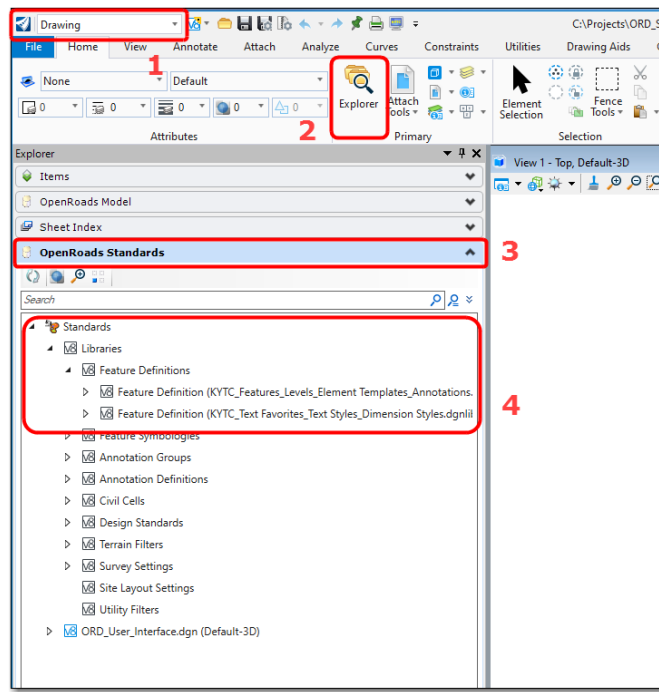


5. Choose **File > Help > About OpenRoads Designer** to check the version of software installed. You should have the version shown.



6. Close, then back-arrow at the upper left.

7. Choose **Explorer** and expand the categories as shown.



8. You **must** see the two KYTC Feature Definition files shown. If you do not, the KYTC configuration is not installed properly. Consult KYTC CADD Support or your IT Department. Without proper installation of the configuration, you will not be able to work the class assignments.
9. **Close** ORD after verifying you have the necessary files.

Prepare for Zoom

1. Zoom Client should be installed. Please download it here: (<https://zoom.us/download>).
 - For KYTC employees, if you have trouble downloading from this link, check the Software Center on your machine and try downloading Zoom from there.
2. Follow these directions to join a test meeting: https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-Test-Meeting?mobile_site=true
3. You must have an internet connection with enough bandwidth to support video streaming.
4. A microphone and speakers (or headset) are required for the best experience.
5. A video camera is recommended but not required.

You're ready for training!

You will receive a manual prior to class. We will be using the manual throughout the class, so be sure you have it available each day.

During class, please join from the same machine where your software is loaded – when we go into breakout rooms, you will be sharing your screen with me for questions.

If you are unfamiliar with Zoom and like more detailed information, here's a link to a Zoom video on joining a meeting. <https://support.zoom.us/hc/en-us/articles/201362193> and don't forget to download the tips sheet on the page where you found this list.