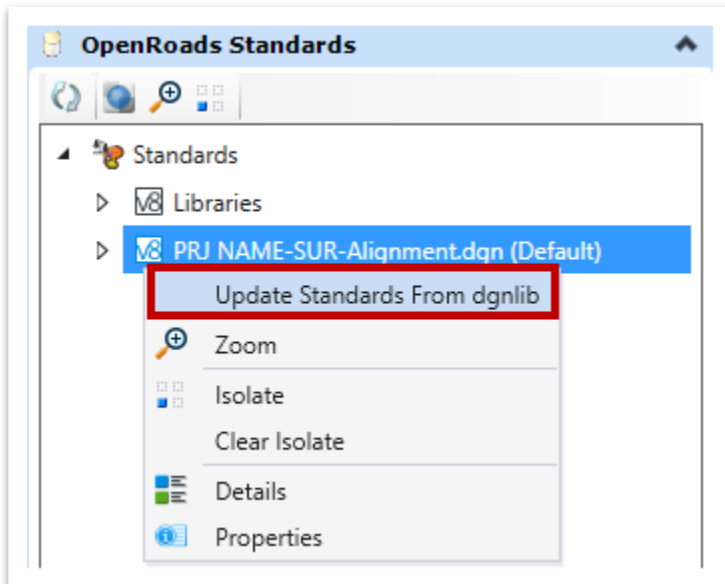# Upgrading ORD Files from Version 10.10 to 10.11

The following guidance shall be used if the user decides to upgrade to the latest Bentley ORD software version that TDOT is utilizing <u>or</u> if changes have been made within the TDOT workspace. However, please refer to the disclaimer before any upgrading is done, since there are limitations.
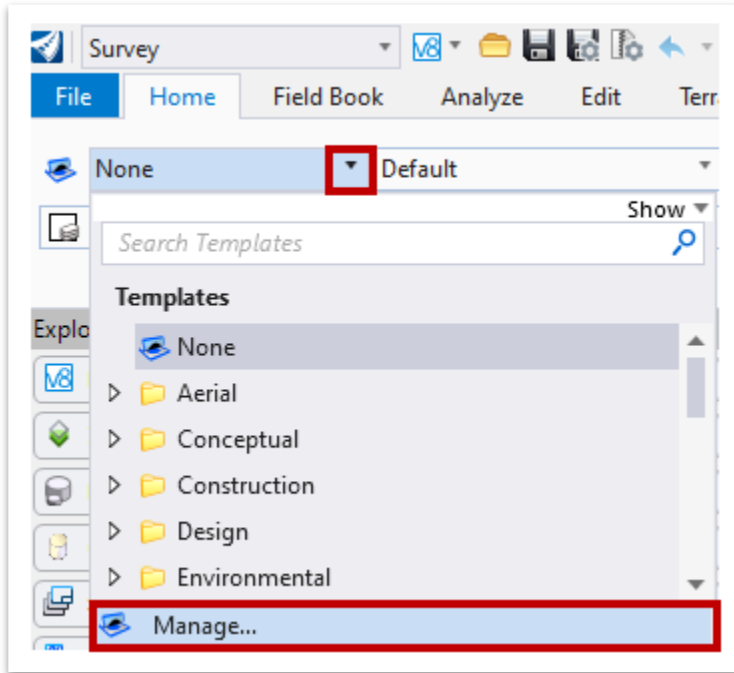
1. Open a given 10.10 (2021 Release 1 or 2) dgn file in **10.11** (2022 Release 1), which will automatically create a .bak file in the same location. The .bak file will preserve the 10.10 schema and serve as a backup.
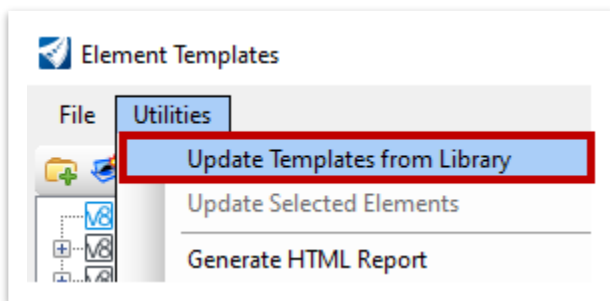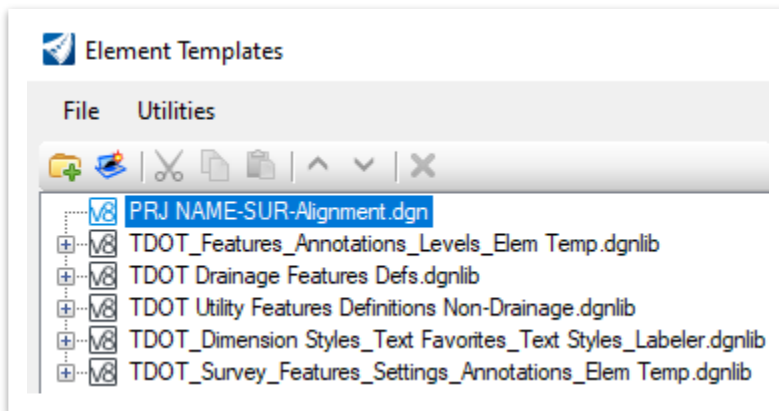

2. Under the **OpenRoads Standards** tab within the **Explorer**, right click on the dgn file that was opened and select Update **Standards From dgnlib**. **Note:** Give the software a minute to process.

3. Next, open the **Element Template** manager (located under the **Home** tab by default) by selecting **Manage**.

4. Within the **Element Templates** dialog box, select the dgn file that is open and then go to **Utilities >> Update Templates from Library**. **Note:** Give the software a minute to process.

5. Repeat Step 4 by selecting each of the five **dgnlib's** individually and running the **Update Templates from Library** tool after each selection. The folder should expand after each file has been updated. Close the **Element Templates** dialog box once complete.

Take Note!	*This may take a minute to process. Clicking while running will make the computer crash. Also, this is an important step the user would need to run even if there are no changes to the templates. This is also a mandatory step for users if there are minor changes to the cell libraries.*

6. Lastly, if your file has any elements that have been placed via tools in the **Drainage and Utilities** workflow, then the user needs to sync the design file. Open the **Synchronize Drawing** tool (**Drainage and Utilities >> Tools >> Project Tools >> Project**). There should be two alerts asking the user to accept synchronizing the drawing. Click **Yes** to both prompts. **Note:** This tool can only be run in **2D** files.