

Labeling & Annotation Tools

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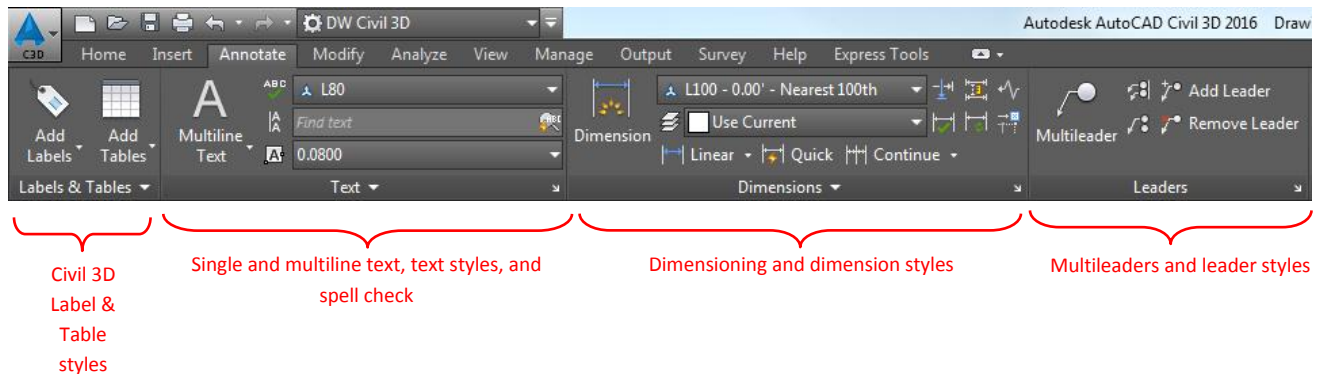
OVERVIEW - SECTION 13.0

Text, notes, labeling, and symbols are all considered “Annotation.” Each of these features have been predefined in the 2016 DW templates, with corresponding annotative scales. By selecting the proper styles, all text, notes, labels, and symbols should plot at the correct height and size based on the drawing scale (see [Section 13.1 – Model/Paper Space & Annotation Scales](#)).

This section only covers CAD functions related to labeling, for annotative symbols see [Section 14.0 – Standard Symbols \(Blocks\)](#).

ANNOTATE TAB

With the exception of symbols, all annotation features can be found on the *Annotate* tab located on the ribbon; the graphic below describes the most common features utilized on each panel:

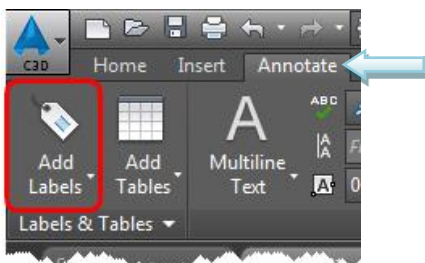


NOTE: Typically all labeling and dimensioning shall be placed in Model Space. Exceptions include, but are not limited to, general notes, section call-outs, titles etc. Example sheets provided in this document can be referenced for further clarification (see [Section 5.0 – Example Sheets](#)).

LABELS & TABLES PANEL

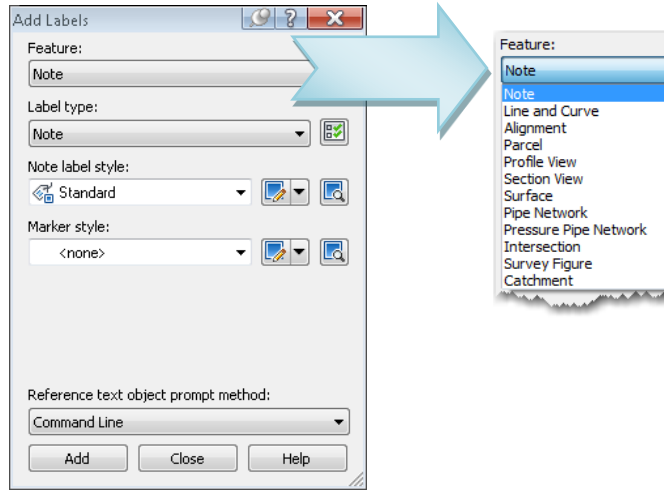
Linework should be labeled using the customized styles embedded within DW’s templates (i.e. 12” W, gas, electric, etc.); use the *Labels and Tables Panel* to utilize these label styles.

To utilize the appropriate Label styles, click on the *Annotate* tab on the Ribbon and select the tag icon, just above the *Add Labels* pull-down:

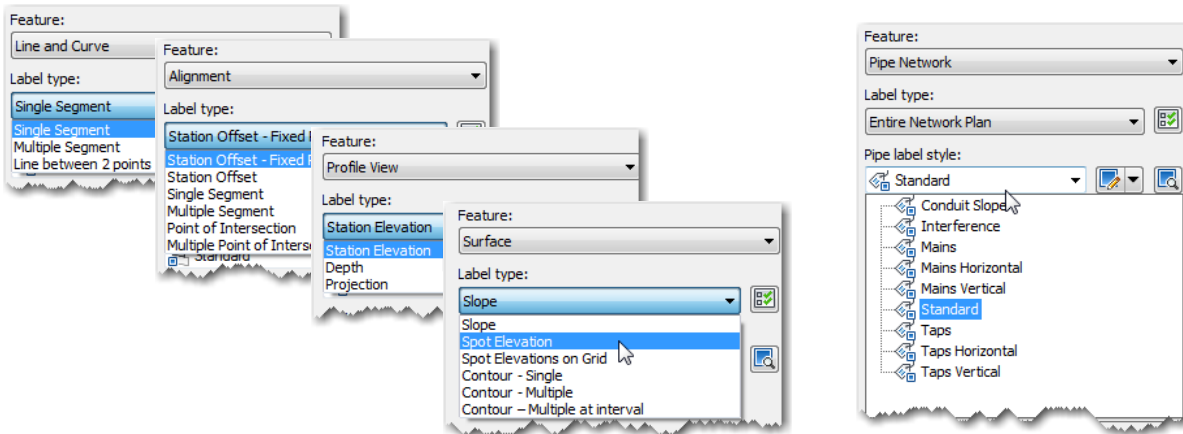


NOTE: C3D labels are present only in C3D templates; the AEC template will not contain customized label styles.

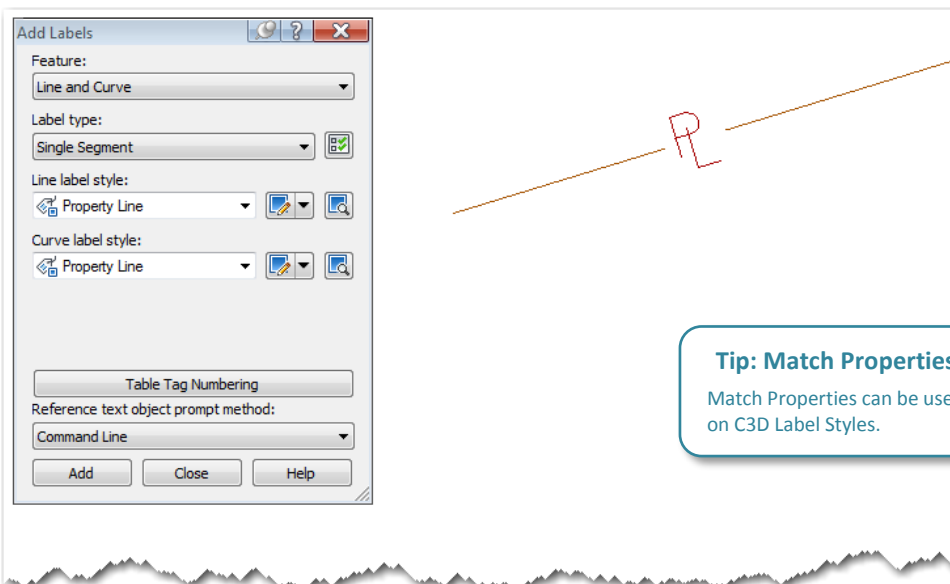
The *Add Labels* pop-up window will appear. Choose the type of *Feature* to be labeled:



The *Label type* options will be different depending on the type of *Feature* previously chosen. The examples below show a few of the common *Feature* types labeled with C3D labels:



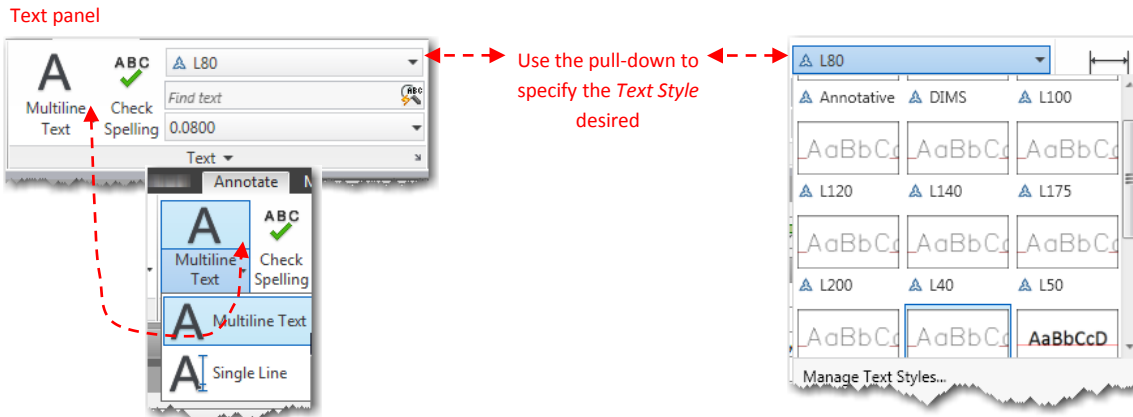
This example shows *Line and Curve* as the *Feature* selected, *Single Segment* as the *Label type*, and *Property Line* as the *Line and Curve* label styles:



Text Panel

The 2016 DW templates have been preloaded with acceptable, annotative *Text Styles* (see [Section 10.0 – Drawing Templates \(DWTs\)](#)). Text shall be placed on the appropriate layers (see [Section 12.0 – Layers & Linetypes](#)) based on discipline of work (architectural, civil, etc...) and corresponding Text Style. The *Text* panel also houses the *Check Spelling* function.

From the *Text* panel single line (DTEXT) and multiline (MTEXT) text can be added to the drawings by clicking the pull-down arrow under the capital A icon. The desired *Text Style* can also be defined at this time:



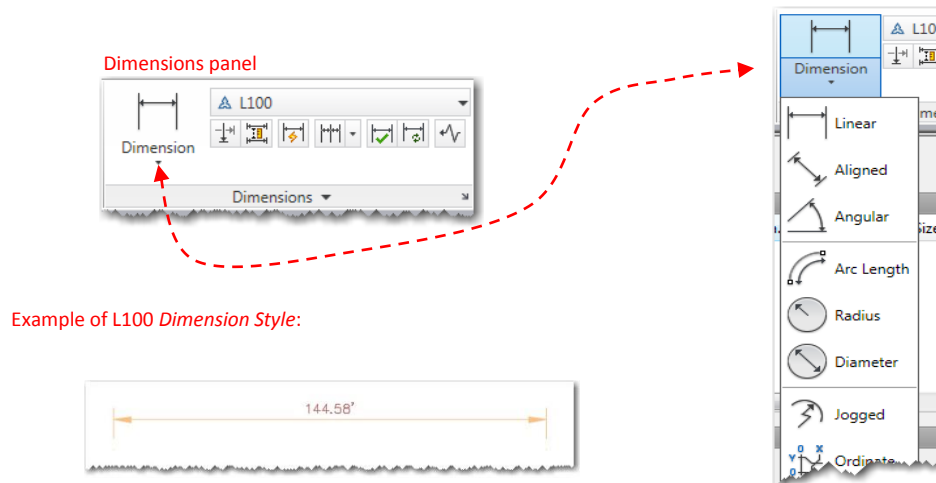
Due to enhanced editing capabilities multiline text is preferred over the use of single line text. The difference between the two is apparent by the number of grips shown when the text is selected:



DIMENSIONS PANEL

The 2016 DW templates have been preloaded with acceptable, annotative *Dimension Styles* (see [Section 10.0 – Drawing Templates \(DWTs\)](#)). Dimensions shall be placed on appropriate layers (see [Section 12.0 – Layers & Linetypes](#)) based on discipline of work (architectural, civil, etc...). All customized dimension styles have a “forced” color for text, and should not be changed.

Different types of dimensions can be added by clicking the pull-down arrow underneath the *Dimension* icon:

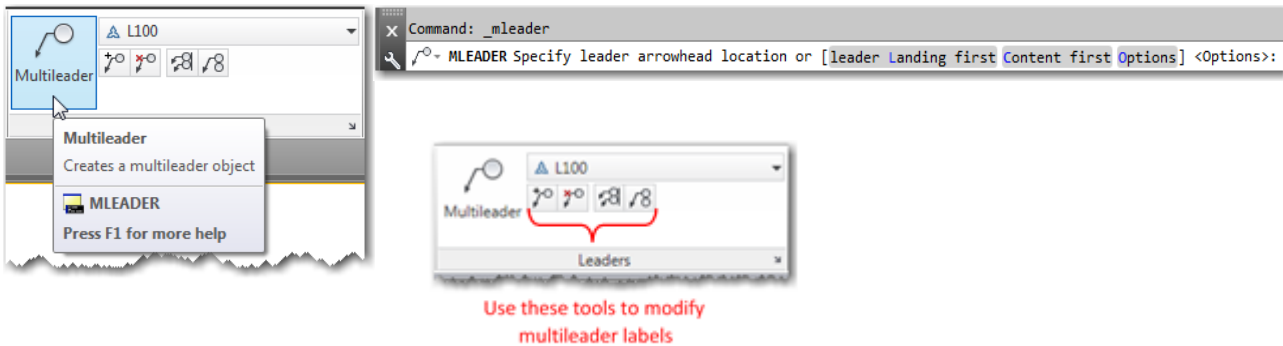


NOTE: Dimensioning should not be added on top of viewports in paper space. Measurements should not be revised except in special cases.

LEADERS PANEL – (MULTILEADERS)

Multileaders, leaders with attached MTEXT box, can be added to drawings from the *Leaders* panel. The 2016 DW templates have been preloaded with acceptable, annotative styles (see [Section 10.0 – Drawing Templates \(DWTs\)](#)).

On the *Leaders* panel click the *Multileader* icon and follow the command line prompts. Multileader labels shall be placed on the appropriate layers (see [Section 12.0 – Layers & Linetypes](#)) based on discipline of work (architectural, civil, etc...) and corresponding *Text Style*:



Adding Leaders

A quick way to add additional leaders to a Multileader label, select and right-click the desired leader and select *Add Leader* as seen below:



Removing Leaders

A quick way to remove an individual leader from a Multileader label, select and right-click the desired leader and select *Remove Leader* as seen below:

