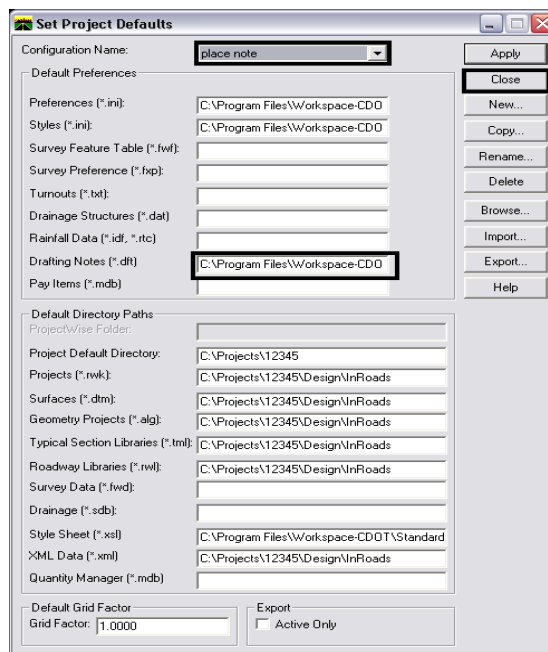This document guides you through using the InRoads place note command which places annotation based on a combination of manual input and information extracted from InRoads geometry, surfaces, profiles, or cross sections. A major benefit of using this command is generation of annotation based on the engineering model and the ability to automate updating the annotation if the engineering information changes.
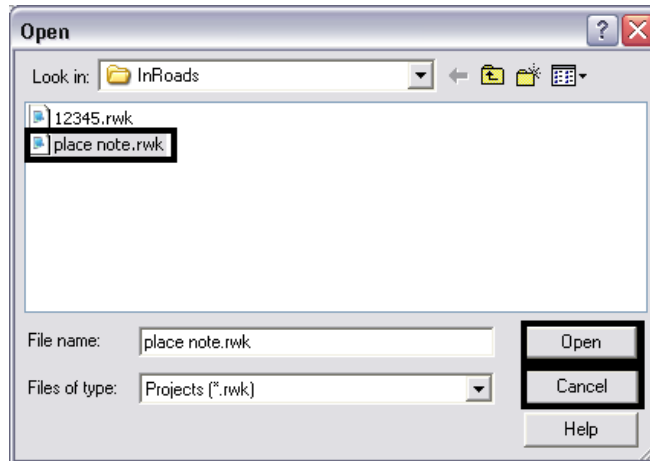
Plan Notes

Setting Defaults

1. Launch both MicroStation and InRoads with the CAD file that requires annotation. (This document follows C:\Projects\12345\Design\Drawings\Reference_Files\12345RowModel01.dgn)

2. From the InRoads menu, Select **File**>**Projects Defaults .** Select the appropriate configuration name for the active project. If not already defined, the Drafting Notes field should be directed to: C:\Program Files\Workspace-CDOT\Standards-Global\InRoads\Notes\CDOT-Notes.dft select Apply and Close.
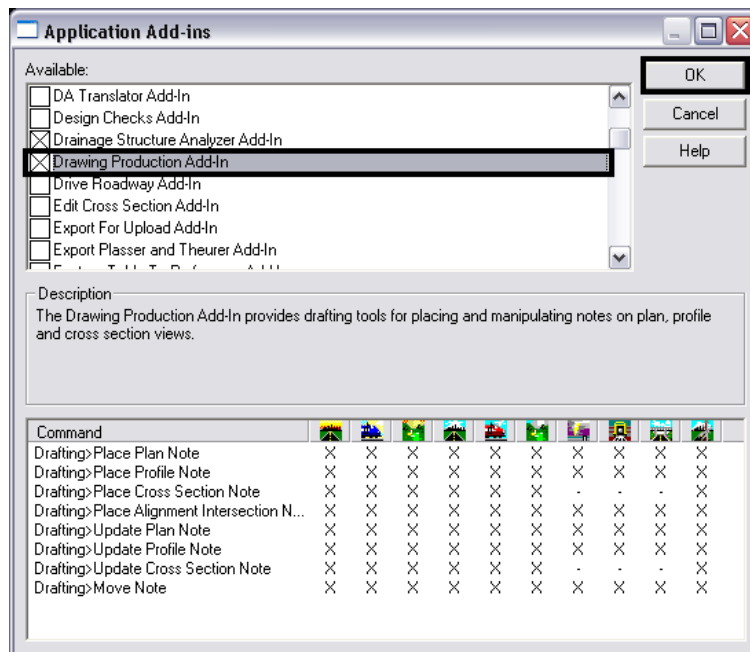

> **Note:** Project specific DFT (drafting notes) files can be created and stored in the project directory structure. Creating this file will be discussed later in this document.

3. Open project related data files such as geometry projects and surfaces. If developed, choose the projects RWK file to open project related data. (**File > Open**) Select the appropriate project file and click **OK**. Click **Cancel** to close the *Open* dialog box.
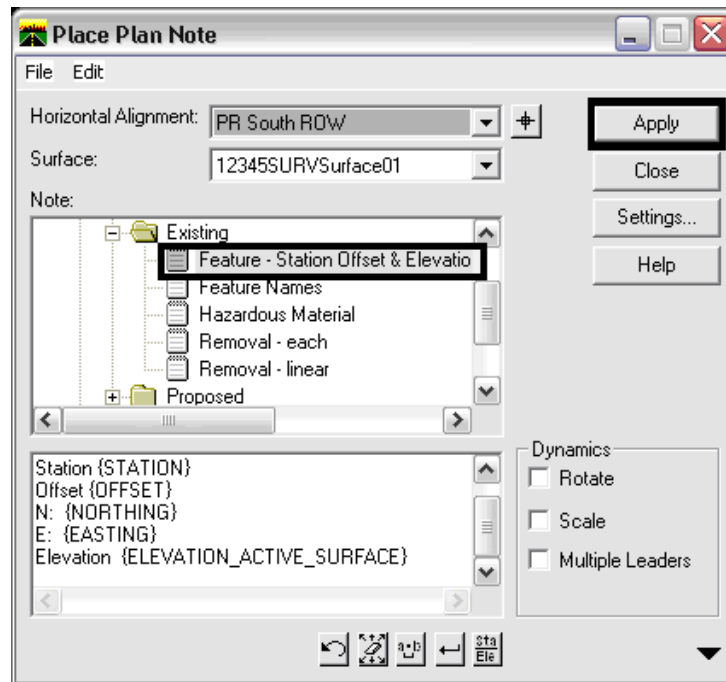
4. Verify that the Drawing Production Add-In is turned on in the *Application Add-Ins* dialog box (**Tools**>**Application Add-Ins**) and click **OK.**

Note: Annotation will be placed orthogonal to the MicroStation view. Consider the final orientation of plan sheets prior to placing notes.
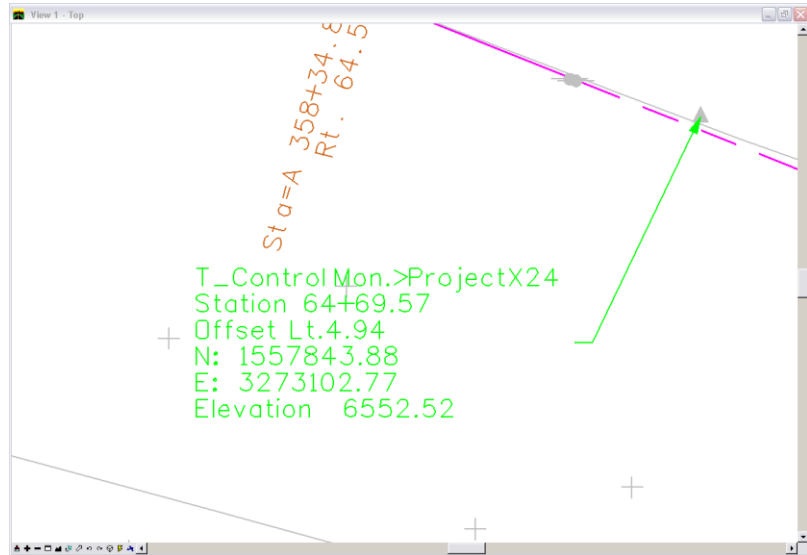
Placing Notes

1. Select **Drafting>Place Plan Notes**

2. Expand the file tree structure (+) for **Plan>Existing**. Select *Feature – Station Offset & Elevation*, click **Apply.**

3. Data Point on any element, data point to accept, move mouse to desired location, and data point again to insert note into drawing.
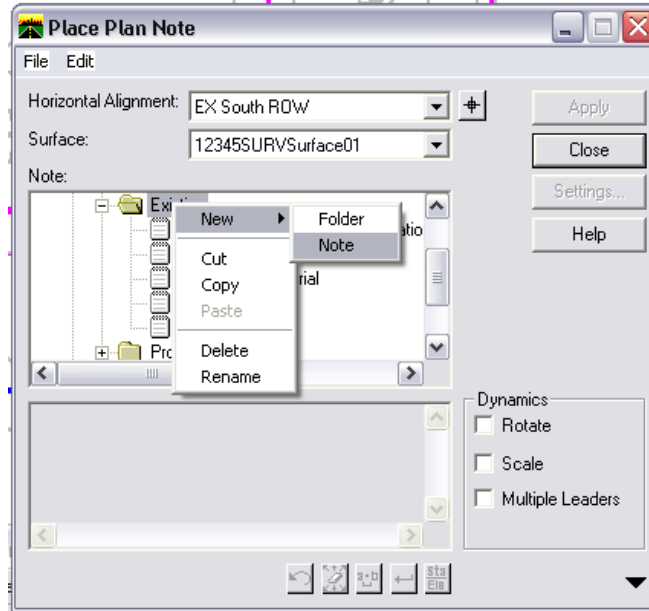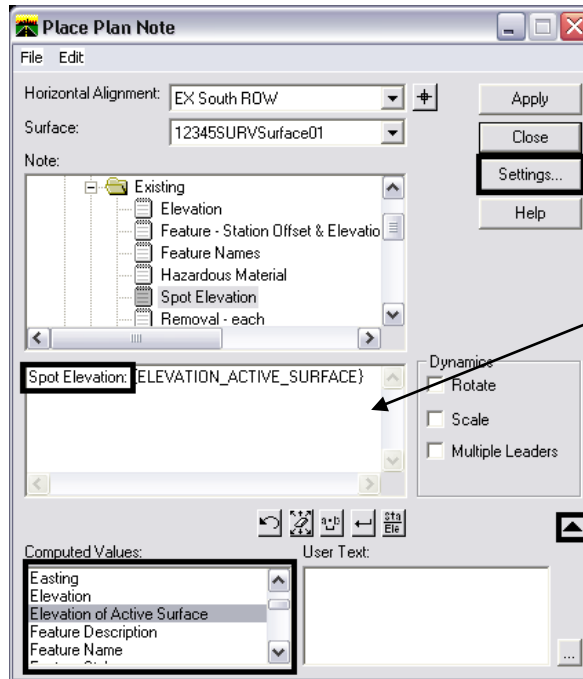
Note: In order for InRoads to generate annotation extracted from a surface feature, that feature must be displayed in the CAD file using the **Surface>View Surface>Feature** command. If text fields appear empty (non quantitative) it is more than likely due to the feature's properties. Either a description is not provided or the element is not displayed as a feature in the design file.

Creating a Plan Note

1. From the *Place Plan Note* dialog, right click in desired folder to insert note. Select **New** and then **Note.**
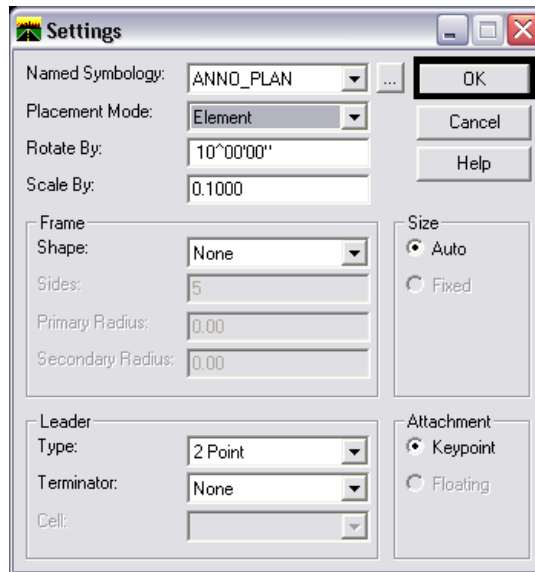

2. Insert desired name (Spot Elevation) and hit *Enter* to complete.
3. Expand dialog box using the arrow in the lower right. Use the keyboard to insert any descriptive text (Spot Elevation:) into the text field. Select computed values (ELEVATION_ACTIVE_SURFACE) from the *Computed Values* field by double clicking item. Click **Settings**.

CDOT Place Plan Note.pdf
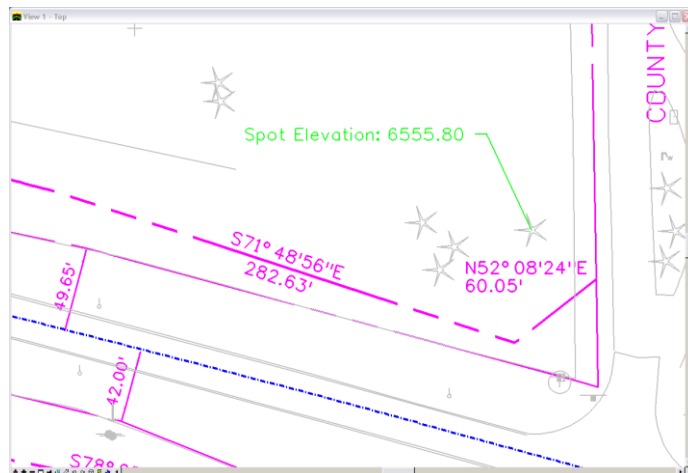
4. In the Settings Dialog box choose desired settings. Select **OK.**

Note: To keep note settings for future use, save the DFT file in a project specific folder (Projects\#####\Project_Configuration) by choosing **File>Save As** from the *Place Plan Note* dialog box. Saving to the CDOT workspace will not retain this information.
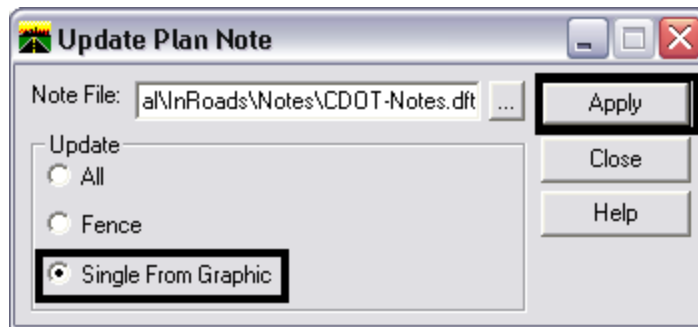
5. Click **Apply** in the *Place Plan Note* dialog. Data Point at any location, data point to accept, move mouse to desired location, and data point again to insert note into drawing
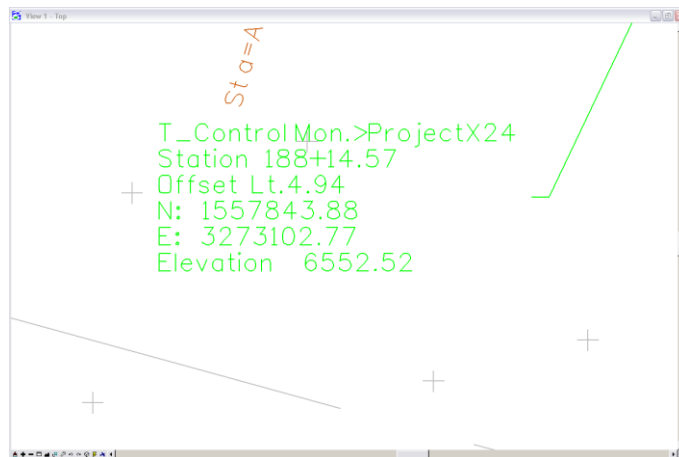
Updating Plan Notes

If design information such as stationing, surface elevations or feature information changes, annotation placed with the Place Note command does not have to be deleted and regenerated. However, it does need to be updated. The following example shows the procedure assuming the stationing of an alignment is modified.

1. Select **Drafting>Update Plan Note**. To update a single note, select update *Single From Graphic. If bulk changes are desired, the modes All or Fence can be used.* Click **Apply.**

2. Data Point on note, data point again to accept. The note will be updated with new stationing.

Moving Notes:
1. Select **Drafting > Move Note**
2. Data point on note; data point to accept selection; data point to choose new location.

   Note: When using the drafting notes Move command, the leader will stay associated with original insertion point. *Using the MicroStation Move command would reposition both the note and leader.*

Editing Notes

1. From the Main Tool Frame in MicroStation choose **Edit Text.**

2. Data point on any note to edit text in Text Editor. Data point anywhere in MicroStation view area to accept changes

    Note: Editing text will disassociate values, disabling the automatic updates to text feature.