

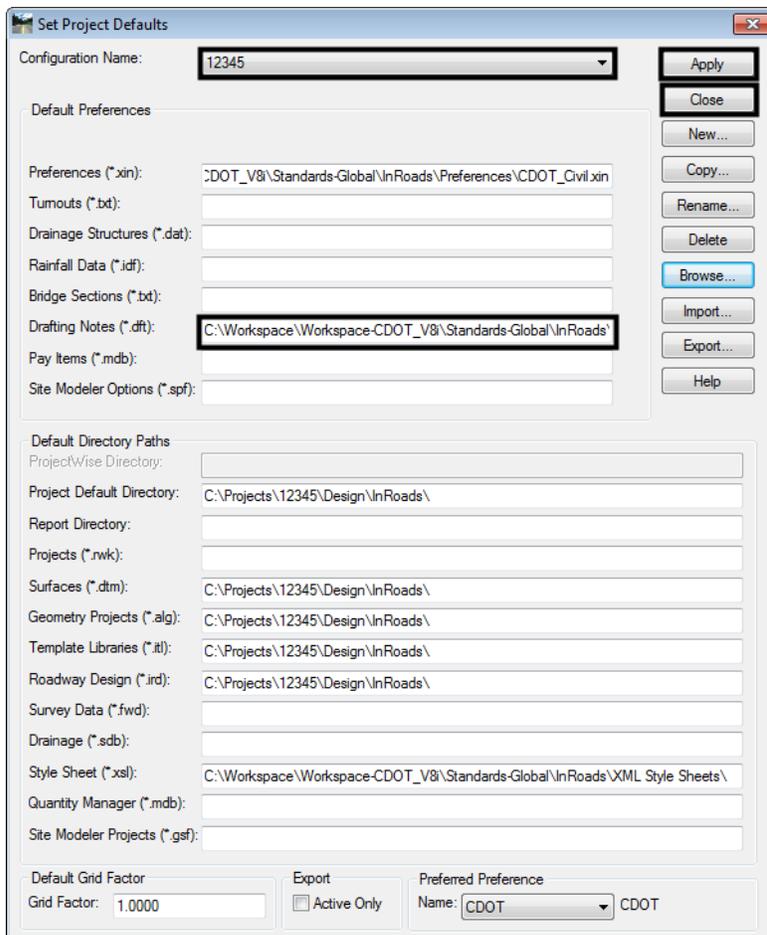
Workflow IR 9 - InRoads Place Note Command

This document guides you through using the InRoads Place Plan 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

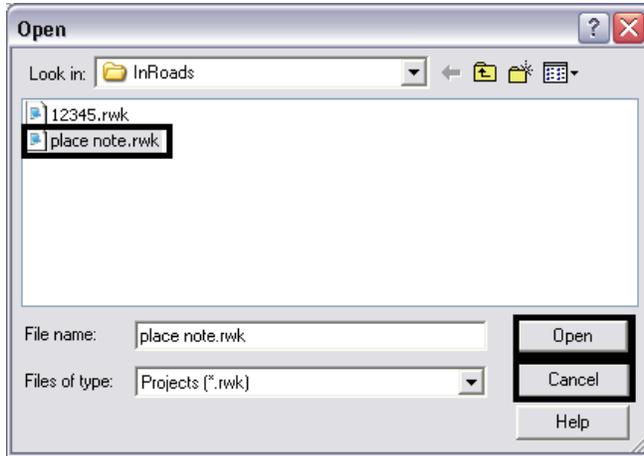
Setting Defaults

1. Launch both MicroStation and InRoads with the CAD file that requires annotation. This document follows `C:\Projects\12345\Design\Drawings\Reference_Files\12345DES_Model.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`.
3. <D> **Apply** and **Close**.



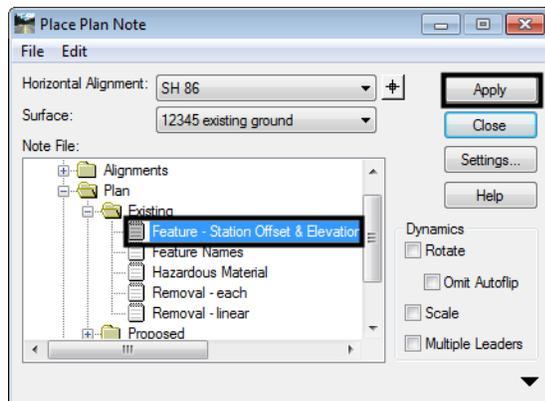
Note: Project specific DFT (drafting notes) files can be created and stored in the project directory structure. Creating this file will be discussed later in this document.

4. 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 <D> **OK**. <D> **Cancel** to dismiss the **Open** dialog box.

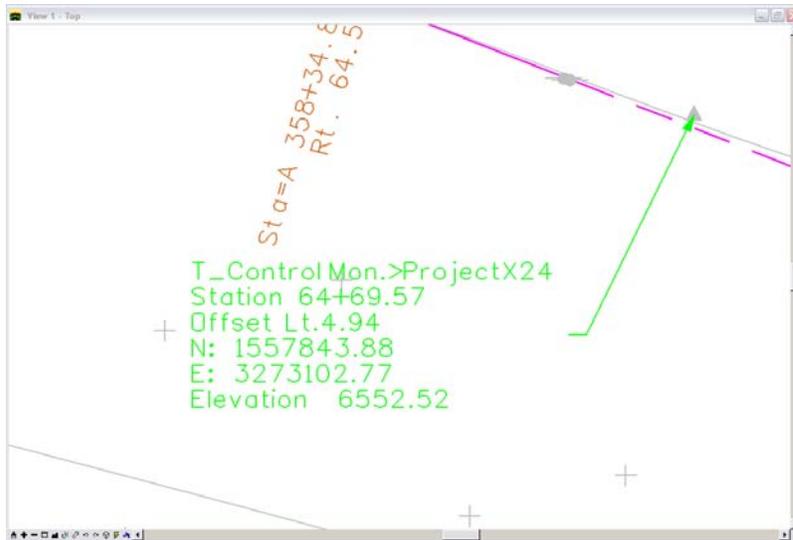


Placing Notes

1. Select **Drafting>Place Plan Notes**.
2. Expand the file tree structure (+) for **Plan > Existing**. Select **Feature - Station Offset & Elevation** and <D> **Apply**.



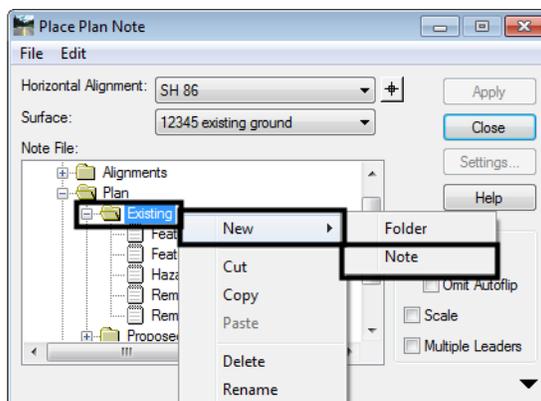
3. <D> on any element, <D> to accept, move mouse to desired location, and <D> again to insert note into drawing.



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.

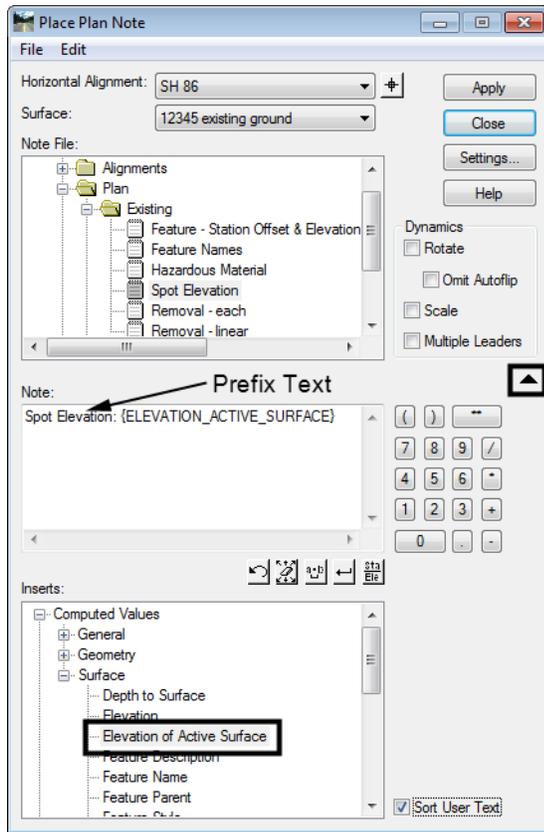
Creating a Plan Note

1. From the **Place Plan Note** dialog box, <R> in desired folder to insert note. Select **New > Note**.



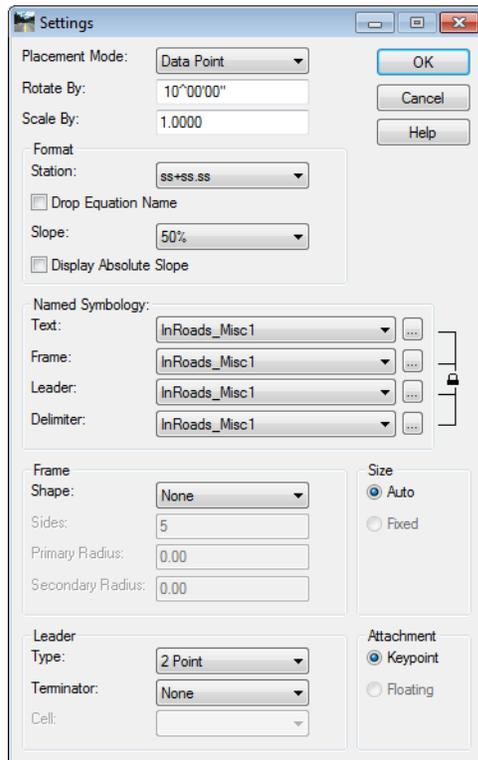
2. Enter a name for the note (***Spot Elevation*** for this example) and hit **Enter** to complete.
3. Expand dialog box using the downward arrow in the lower right of the dialog box. Use the keyboard to insert any prefix text (***Spot Elevation:*** in this example) into the **Note:** field.

4. <D> <D> the desired computed values (ELEVATION_ACTIVE_SURFACE in this example) from the **Inserts:** list box



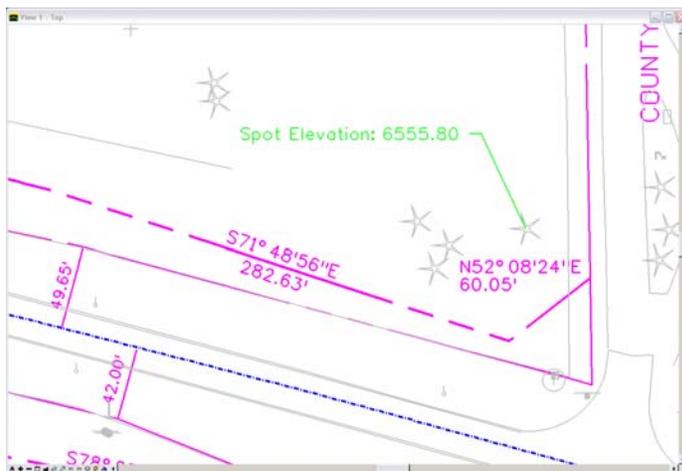
5. <D> Settings.

6. In the **Settings** dialog box, make the desired settings then <D> OK.



Note: To keep note settings for future use, save the DFT file in a project specific folder (**Projects\####\Project_Configuration**) by selecting **File>Save As** from the **Place Plan Note** dialog box. Saving to the CDOT workspace will not retain this information.

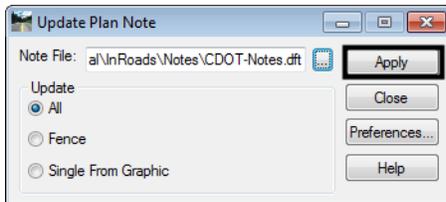
7. <D> **Apply** in the **Place Plan Note** dialog box. <D> at any location in the MicroStation view, <D> to accept, move mouse to desired location, and <D> again to insert note into drawing.



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 has been modified.

1. Select **Drafting > Update Plan Note**. To update a single note, toggle **Single From Graphic** on. If multiple changes are desired, the **Update** modes **All** or **Fence** can be used. **<D> Apply**.



2. **<D>** on note to update, **<D>** again to accept. The note will automatically be updated with new stationing information.



Moving Notes

1. Select **Drafting > Move Note**.
2. **<D>** on note to be moved; **<D>** to accept selection; **<D>** to choose new location.

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

Editing Notes

1. From the MicroStation Drawing Task Tab, select **Edit Text**.



2. <D> on any note to edit the text in the **Text Editor**. <D> anywhere in MicroStation view to accept changes made to text.

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

