The Envision Group, Inc.

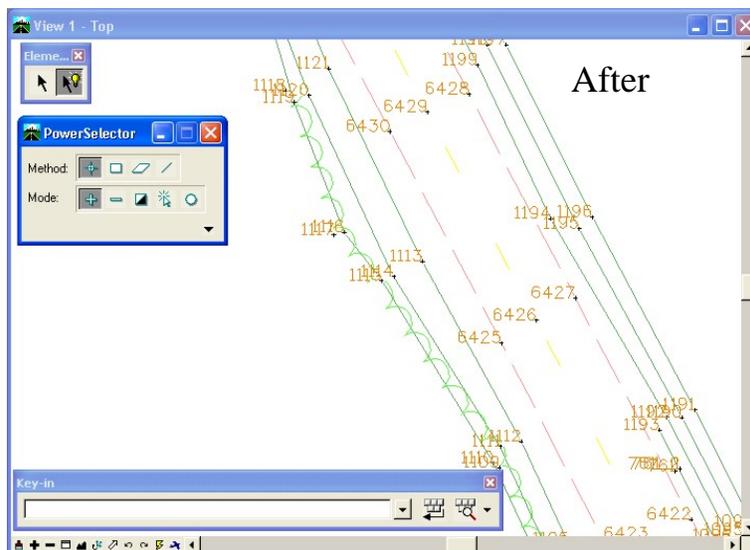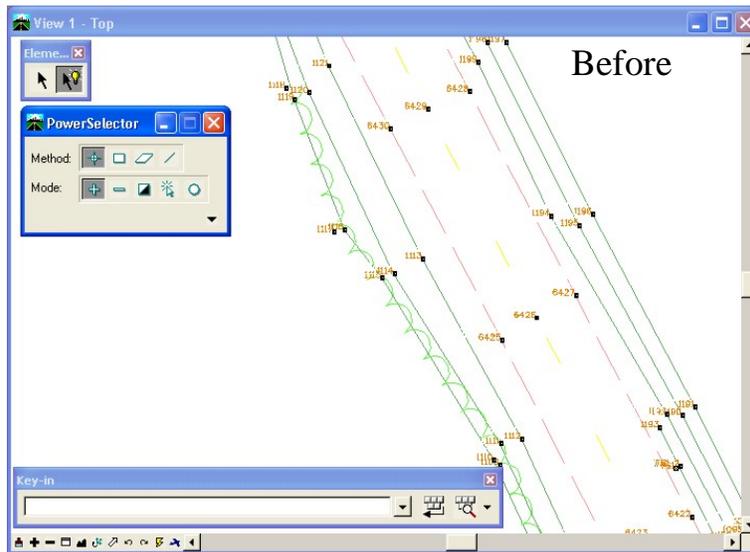**MicroStation & InRoads | EDUCATION•CONSULTING•SUPPORT•VISUALIZATION**

User Workflow

Changing Text Scale

When working with MicroStation files you may need to adjust the text scales for plotting or referencing purposes. This work flow will step you through adjusting them with MicroStation tools.
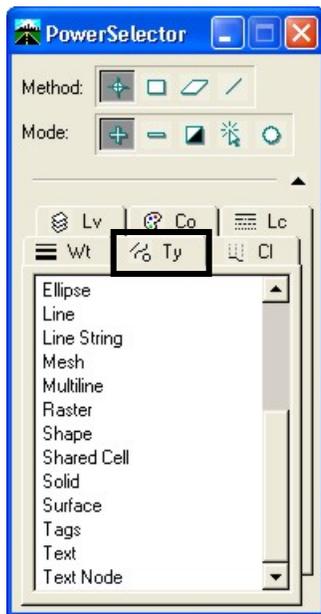
Steps:

Note: Prior to manipulating the original file you may want to make a copy of the file and name the new file accordingly.

1. From the Main Menu Toolframe **<D>** the **PowerSelector** icon

2. From the PowerSelector dialog **<D>** the **Show Selection Information** icon. The PowerSelector dialog will expand.
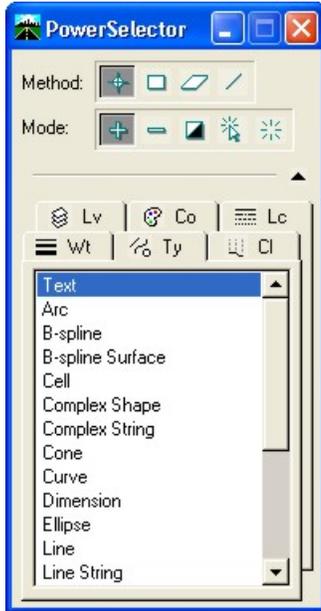
3. **<D>** the **[Ty]** tab. The available MicroStation Element Types will be displayed in the list.

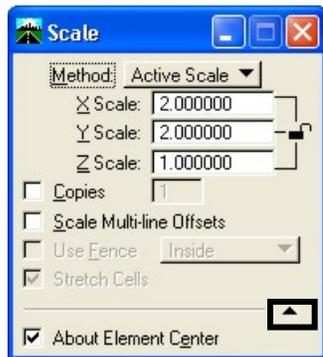4. Scroll through the list and **<D>** the **Text**. All the text in the design file will be selected.
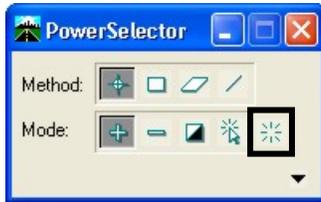
5. From the Manipulate toolbar **<D>** the **Scale** icon.

6. In the Tool Settings dialog set the desired scale factor.
    - X Scale = **2**
    - Y Scale = **2**
    - Z Scale = **1**
    - About Element Center - **Checked**

By setting the Z scale factor to **1**, this will not modify the elements elevations. If you can not see the About Element Center check box **<D>** the expand down arrow.

C:\tips and tricks\MicroStation\MS-Tip ChangeScale_Text.doc

7. **<D>** a point in the view to accept the scale. The text will change size.

8. From the PowerSelector dialog **<D>** the **Clear All** icon. All text in the active design file will be deselected.

        <u>**Note:**</u> If needed select *Edit > Undo* to revert to original graphics.