

### Overview

Created: 2/29/2016 SAP

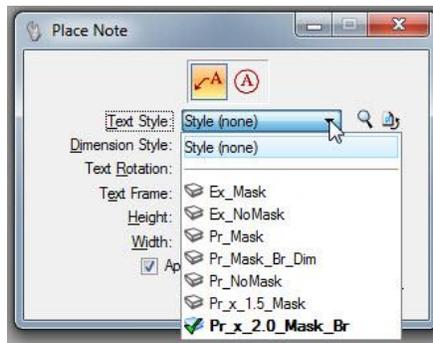
This document is intended as a "how to" guide for placing text with a leader within the MDOT\_02 workspace.

### Step by Step

1. Locate "Place Note" Tool

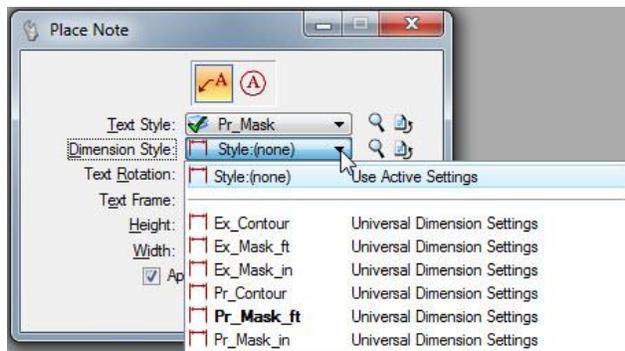


2. In the Settings Dialog, select dropdown for "Text Style", choose existing or proposed as needed.



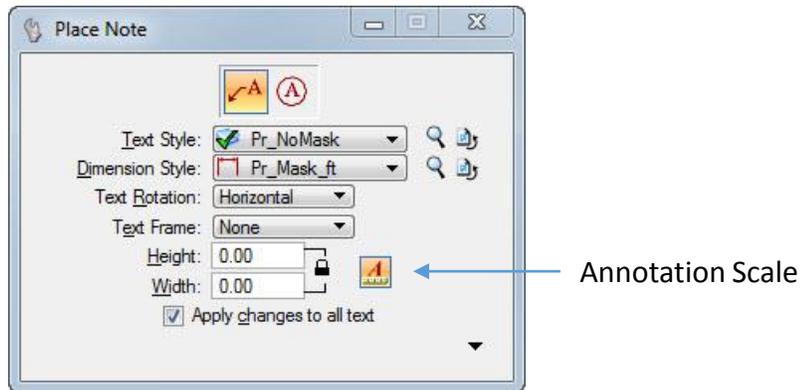
- Mask styles block out background objects  
— MASK —
- NoMask styles allow background objects to show  
— NO MASK —

3. Select dropdown for "Dimension Style", choose existing or proposed as needed to match the Text Style.

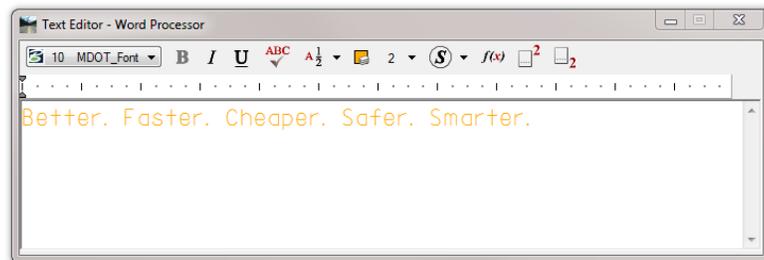


# Microstation | *Text with Leaders (MDOT\_02 Workspace)*

4. Make sure “Annotation Scale” option is selected. Text size will be determined by the annotation scale set in the drawing. Do not adjust the height/width values.



5. Enter desired text in Text Editor window and Data Point at desired location to start leader and Data Point again to place text.



6. Once placed, the text and leader locations can be modified using combinations of the Element Selector and the Move and Modify Element tools.