

Overview

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SAP

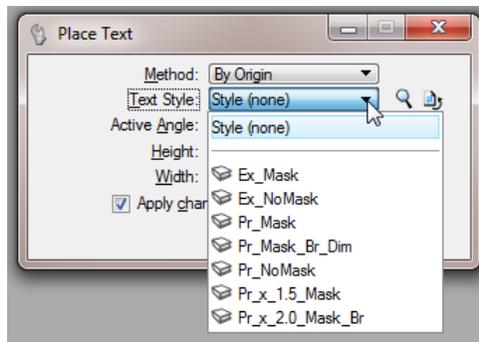
This document is intended as a "how to" guide for placing text within the MDOT_02 workspace.

Step by Step

1. Locate "Place Text" Tool



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



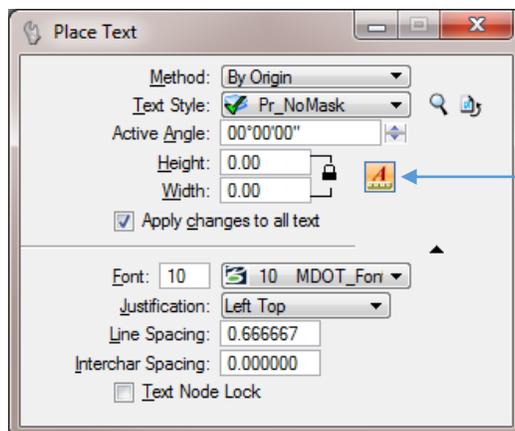
- Mask styles block out background objects

— MASK —

- NoMask styles allow background objects to show

— NO MASK —

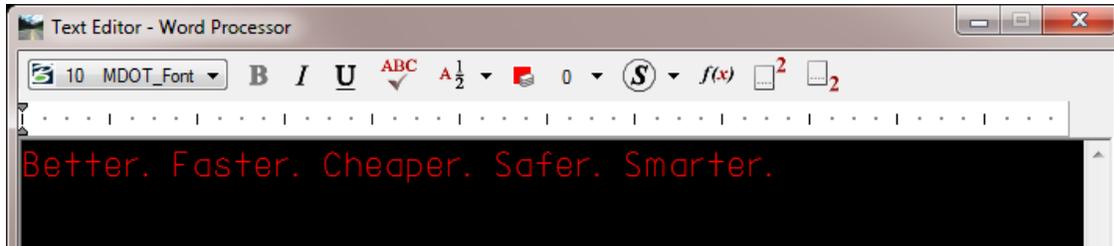
3. Make sure "Annotation Scale" option is selected. Text size will be determined by the annotation scale set in the drawing. Do not adjust the height/width values.



Annotation Scale

Microstation | Text Styles (MDOT_02 Workspace)

4. Enter desired text in Text Editor window and Data Point at desired location to place text.



5. Once text is placed, it can be edited with the Edit Text tool or by double clicking on the text with the element selector. Edit the text in the Text Editor window and then Data Point to accept the changes or Reset to cancel.



6. To change the text style after text has been placed, use the Change Text Attributes tool.



Select the new text style, making sure the Annotation Scale option is still checked. Data Point on text to change style.

