

## ANNOTATION

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This guide covers some of the most commonly used AutoCAD commands for creating text notes and annotation with leaders.

When text or multileader objects are created, they will be assigned the style that is current in the drawing. Styles can be selected from the drop-down menu located on the *Text* or *Leaders* panels on the *Annotate* tab. See the *Styles* section below for more information on text or leader styles.

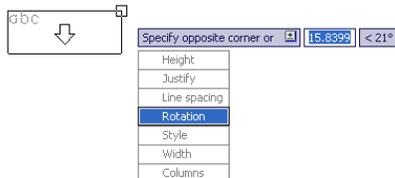
### Text

#### Multiline Text

Multiline text is a text object that consists of multiple lines. The command is located on the *Text* panel on the *Annotate* tab. When you start the command, you will be prompted to click on two corners to define the box where the text will be placed. After you select the corners of the window, a box will appear where you can enter your text. If the text that you enter exceeds the width of the box, the text will automatically wrap around and start additional lines of text in the box.

Multiline text can be formatted in many of the same ways as text in a Word document. This includes indentation, paragraph spacing, bullets and numberings, columns and special characters that can be inserted.

Multiline text can be aligned by selecting the down arrow after the first corner is identified.



To edit an existing piece of multiline text, simply double click on the text. You can make changes to the body of the text, and the *Text Editor* ribbon will appear that contains commands that you can use to format the text.

#### Single Line Text

Single line text is a text object that consists on only a single line. The command is located on the *Text* panel on the *Annotate* tab. You will need to click on the down arrow to the right of the *Multiline Text* command to find the *Single Line Text* command option.

When you start the command, you will be prompted to select a starting point for the text. Next, you will be asked to specify a rotation angle. This can be entered manually at the command line, or you can select a second point in the drawing to define the angle. After you specify the rotation angle, a cursor will appear where you can start entering your text.

To edit an existing piece of single line text, double click on the text. You will be able to edit the text itself, but your options to change its properties are limited. Single line text objects do not have all of the formatting options as multiline text objects. You can change the justification by selecting the single line text object, right clicking, and selecting *Justify* from the popup menu.

Single line text can be easily aligned along lines or other drafting objects in the drawing by selecting two points along the object when you specify the starting point and rotation angle. Several separate single line text objects can be combined into a single multiline text object. This is done by typing the command *txt2mtxt* at the command line and selecting the single line text objects.

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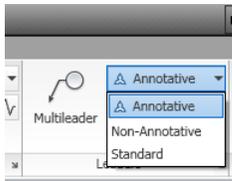
### Multileaders

#### Multileader

A multileader is a combination of text and a leader with an arrowhead. The command is located on the *Leaders* panel on the *Annotate* tab. When you start the command, you will be prompted to specify the leader arrowhead location. Next, you will be asked to select the location for the text. The leader will then be placed in the drawing and a cursor will appear where you can enter your text. The text associated with the multileader object will be multiline text.

To edit the text associated with a multileader, double click on the text. You can also click on the multileader and use the grips that appear to adjust the multileader's text and leader positions.

There are three multileader styles in the Wisconsin template. The *Annotative* style can be used in Model Space or Paper Space. The *Non-annotative* style is intended to be used in Paper Space only. The *Standard* style could be used to create new styles.



Other multileader editing commands:

#### Add Leader

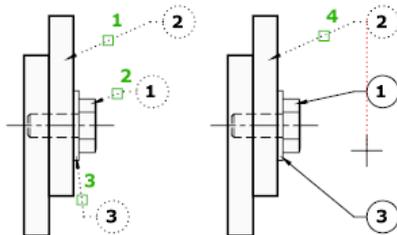
This command adds additional leaders to a multileader object. It is activated by clicking on the  icon on the *Leaders* panel on the *Annotate* ribbon. You will be prompted to select the multileader object that you want to add a leader to, and then the location for the additional leader.

#### Remove Leader

This command removes leaders from a multileader object. It is activated by clicking on the  icon on the *Leaders* panel on the *Annotate* ribbon. You will be prompted to select the multileader object that you want to modify, and then the leader(s) that you want to remove.

#### Align

This command aligns several multileader objects. It is activated by clicking on the  icon on the *Leaders* panel on the *Annotate* ribbon. You will be prompted to select the multileader objects that you want to align, and then the object in the group to which you would like the other multileaders to align. A line will then appear that you can use to change the slope of the alignment line.




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*This help sheet was obtained courtesy of the Minnesota NRCS Engineering Division and has been modified for use in Wisconsin.*

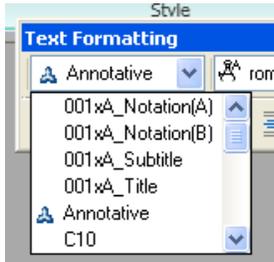
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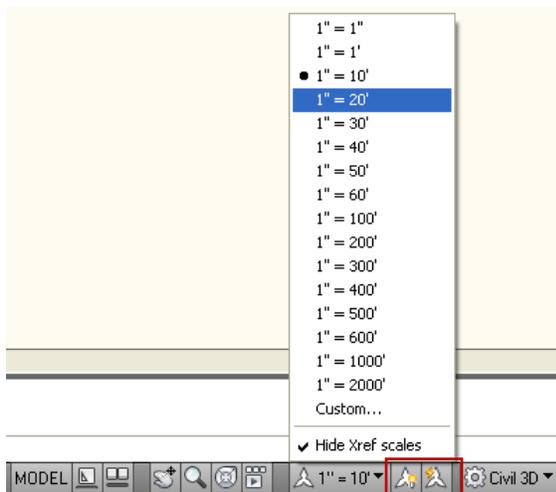
### Styles

There are several text styles provided with the Wisconsin drawing template. There are both *Annotative* and *Non-annotative* styles.

The style(s) with  symbol in front of it are *annotative*, meaning the text size will remain the same no matter what scale the drawing is plotted.



The *Annotative* style can be used in model space or paper space. It can be controlled using the annotative scale for the drawing. The annotative scale is changed from the Application Status Bar at the bottom of the window. When this scale is changed, the text or leader properties such as text height or leader arrowhead size will be automatically rescaled.



The icons immediately to the right of the list of annotative scales are a means of controlling what **text and leaders** you want to appear per layout.

If these two icons are activated (light bulb is on), the text that is inserted will appear on all layouts, without regard to the scale in which they were created. Different combinations of these two icons will yield different results. Hover over the icons to identify what is currently on.

Annotation Visibility: Show annotative objects for current scale only

First icon bulb **off**.

Annotation Visibility: Show annotative objects for all scales

First icon bulb **on**.

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