

Inserting a Symbol

The following instructions will guide you through inserting a symbol into your drawing. The insert symbols option can be found in the {**COGO-Design**} module and under the [**Tools**] menu.

Submenu <Insert Symbols>

- 1) Run the Insert Symbol function: {**COGO-Design**} → [**Tools**] → <**Insert Symbols**>
- 2) In the “*Select Symbol*” window, scroll through the symbols available and **click** the desired symbol.
 - a) The pulldown menu next to “*Symbol Category*” lets you pick from different symbol groups. The “Points” group is the most common.
- 3) Enter the layer that the point symbols will be drawn on: **PLN – Symbol**. Press “**Enter**” when done.
- 4) Enter the symbol size: **size**. Press “**Enter**” when done.
 - a) The symbol size should be the desired scale multiplied by 0.125 (ex. 40 scale → 20 x 0.125 = 2.5)
 - b) The default size is taken directly from the “Drawing Setup” on the “Inq-Set” menu. If you change the scale and symbol plot size there it will effect the size during the command.
- 5) You are prompted to pick the location for the symbol. Use **one of the following** methods:
 - a) **Pick** the **location**/current point symbol
 - b) **Type** in the **point number** followed by “**Enter**”
- 6) If asked to erase the current symbol, select “**NO**”
- 7) Press “**Enter**” to end the command or pick the next point.