

# Placing Notes on the Circular Problem

---

**This chapter will cover:**

- 1. Use the tools and toolbar for simple 2D Computer Aided Drafting (CAD)**
- 2. Use the Pan Realtime tool to change views in the drawing**
- 3. Changing layers to place text on the drawing**
- 4. Use the Mtext command to add text to the drawing**
- 5. Use special symbols when adding text to the drawing**
- 6. Checking the spelling of the notes using the Spell command**
- 7. Saving the drawing**

## Using the Window Area Tool to Change the View

---

Use the Window Area tool on the 2D View Control toolbar to zoom in to the area in the bottom right corner of the part. This is where you will place the notes on this drawing.



Select a point inside the part and drag the window out and down to the right (Figure 7.1). Click to zoom into this area.

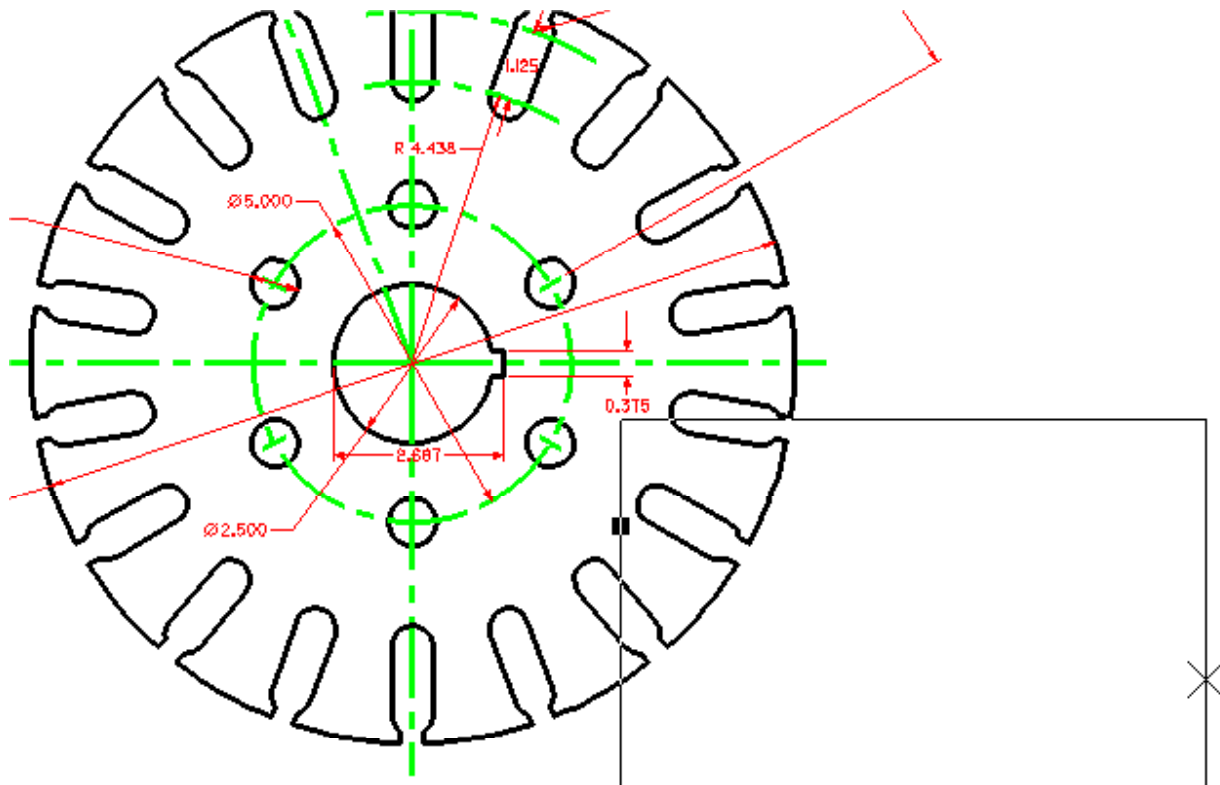


Figure 7.1 – Selecting the Area to Zoom

## Changing Levels

---

Use the Active Level combo box to select the text level before placing the notes.

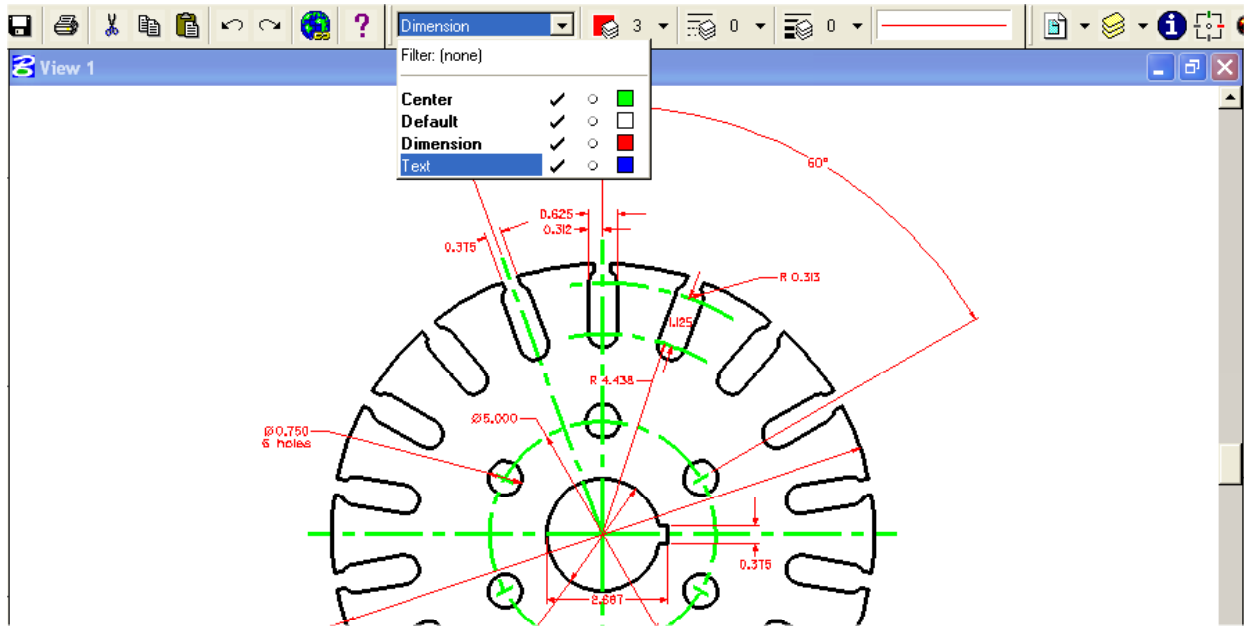


Figure 7.2 – Selecting the Text Level

## Using the Place Text Tool to Place Text

Now you are ready to place notes on the drawing. Select the Place Text tool from the Text toolbar. The Place Text window and the Text Editor – Word Processor window will appear.



Make sure that the text style is set to the Standard style you created in the rectangle problem and modified for this problem. The Active Angle should be at 0.0000° and the Method should be set to By Origin (Figure 7.3).



Figure 7.3 – The Place Text Window

Type the notes into the Text Editor – Word Processor window. The notes you need to type are:

### NOTES:

1. MATERIAL: 18 GA. (0.046) C.R.S.
2. REMOVE ALL SHARP EGDES AND BURRS.
3. CADMIUM PLATE
4. TOLERANCES UNLESS OTHERWISE SPECIFIED:  
 3 DECIMAL:  $\pm 0.010$   
 ANGULAR:  $\pm 0.1^\circ$

To add the plus/minus symbol and the degree symbol, you will need to use a keyboard shortcut. Keyboard shortcuts differ between fonts; for INTL\_ENGINEERING, pressing ALT+0177 will place a “±” and pressing ALT+ 0176 will place a “°”. Use TAB to create the space between the numbers and the text. Once you have typed the text into the Text Editor – Word Processor window, select a point to place the notes (Figure 7.4).

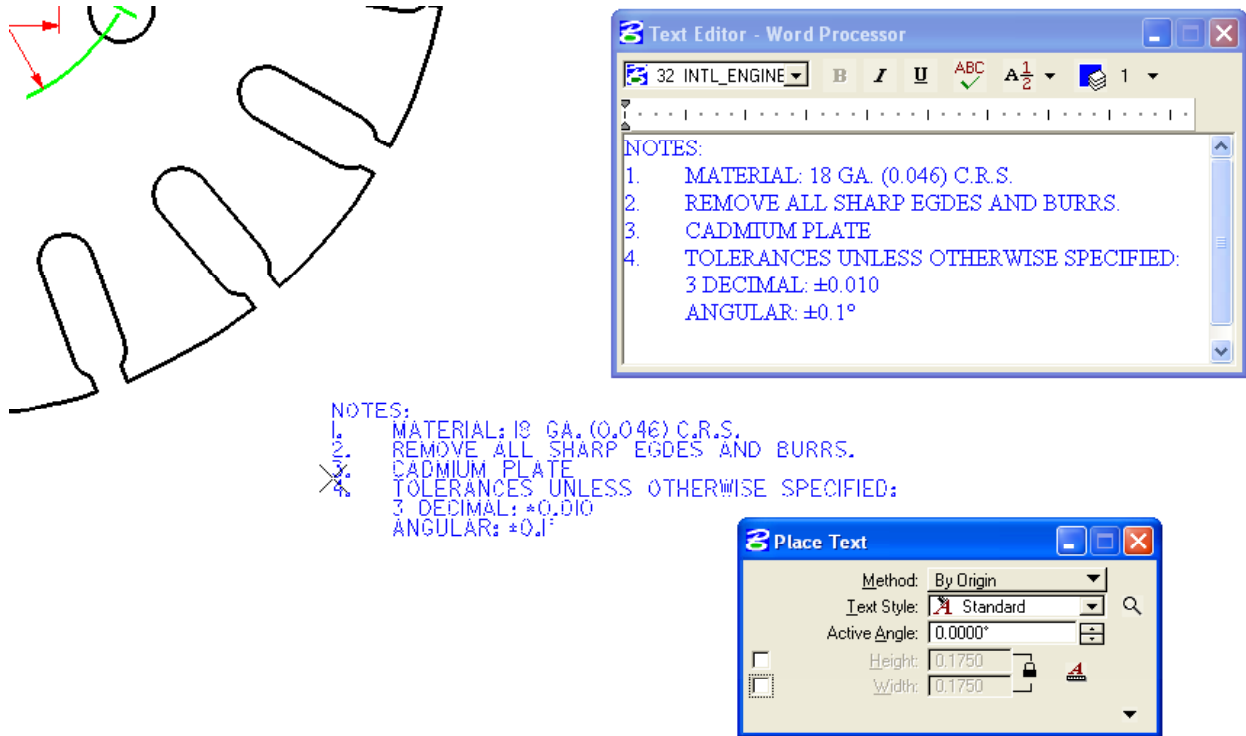


Figure 7.4 – Placing the Notes

## Checking the Spelling of the Notes Using the Spell Checker

In the notes picture in Figure 7.4 the word EDGES is spelled incorrectly. Select the Spell Checker tool from the Text toolbar to correct this problem.



Select the notes and the body of text will become highlighted. Click again and the Spell Checker window will appear with the misspelled word highlighted and suggested replacement words (Figure 7.5). If you misspelled any words in your notes besides EDGES, use the Spell Checker to correct them also.

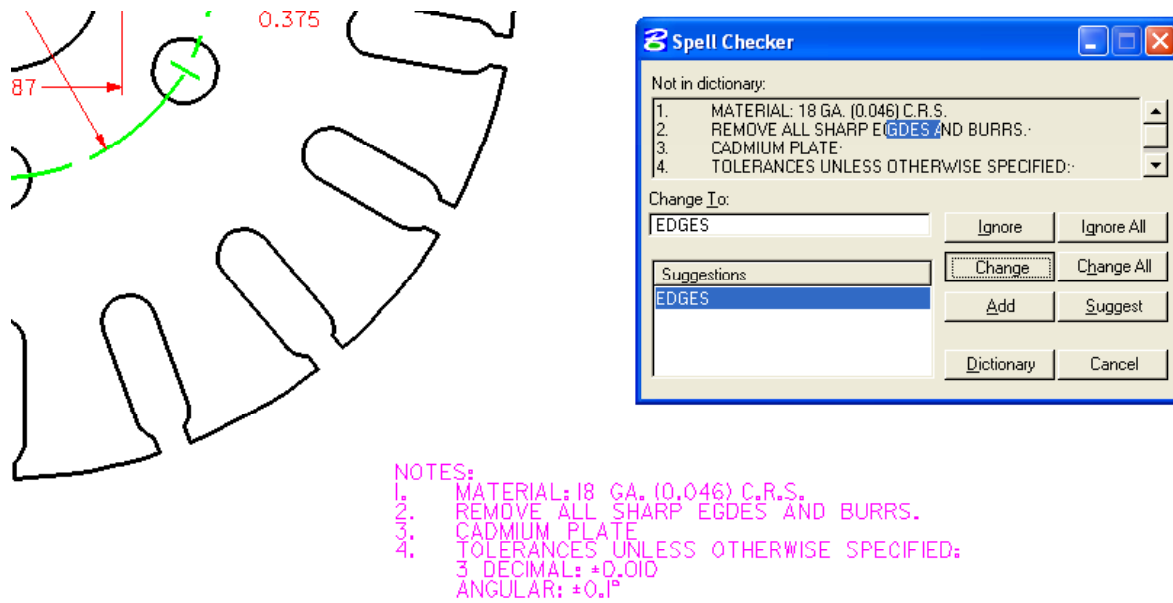


Figure 7.5 – Correcting the Misspelled Word, “Edges”

## Saving

Select the Save As button from the Standard toolbar and the Save As window will appear. Type “Circular Problem” in the Files box and click OK to save (Figure 7.6).

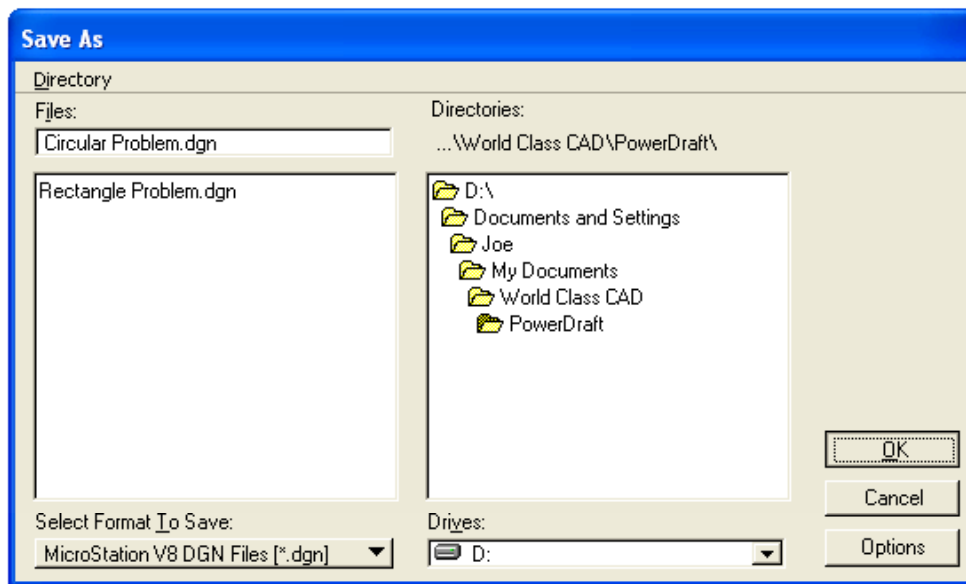


Figure 7.6 – Saving the Drawing as Circular Problem.dgn

