

## Workflow 3: Annotation Scale, Setting Annotation Lock and Placing Text

1. *Annotation Lock can be selected from the main MicroStation pull down menus by selecting Settings>Locks>Annotation Scale, as shown on the left below, or by using the locks menu on the MicroStation status bar, as shown on the right below.*

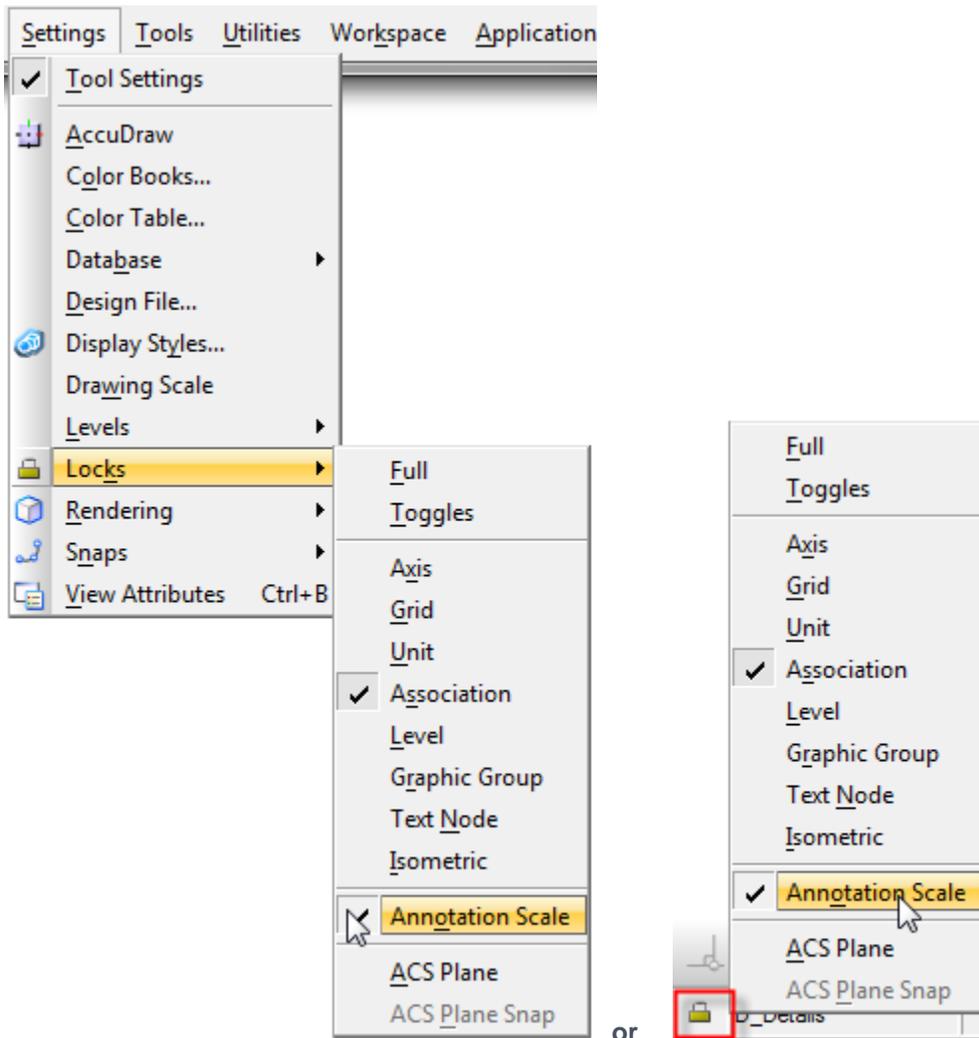


Figure 5-10: Toggle on Annotation Scale

2. *With Annotation Scale lock on, text will now be placed at the proper size for the output scale.*
3. *Select the Place Text tool.*



Figure 5-11: Text Menu

- From the tool settings window, select the desired text style.

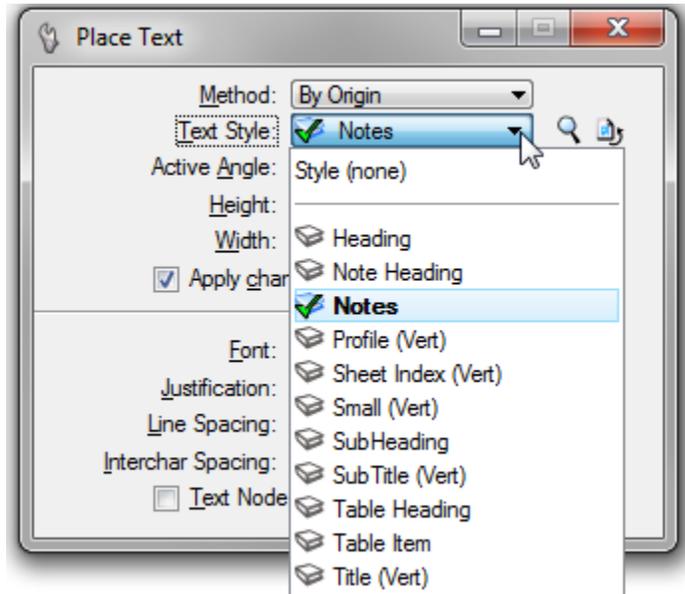


Figure 5-12: Select Text Style

- By selecting the Notes text style, the proper text size, font, line spacing, etc. will be set automatically. Note the indication that Annotation Scale is on. It is also possible to toggle this lock from the Place Text dialog.

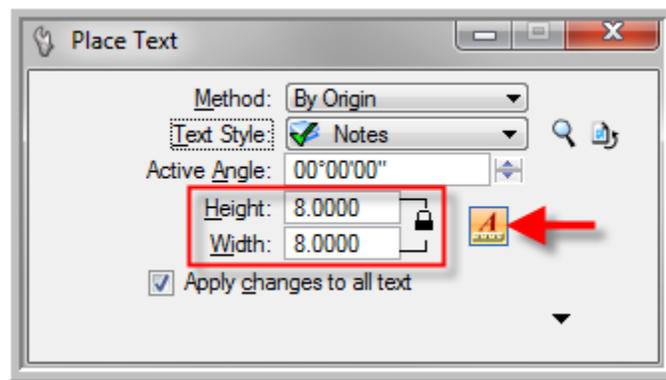


Figure 5-13: Place Text Dialog

- Begin placing text.



The same workflow applies to placing notes with leaders, and for placing dimensions. Using Annotation Scale is the easier way to ensure the proper sizing and scaling of both text and dimensions.