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# TIP TUTORIAL

## *Using Annotation Sets Part 1*

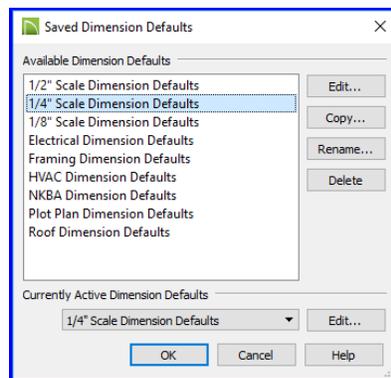
### INTRODUCTION

Chief Architect users have always been able to create default settings for many objects and then save the settings with the plan. Default settings can be created for dimensions, doors, windows, walls, text, and other objects. Beginning with Chief Architect X3, there are some objects that you can create and save multiple default settings for. You can create multiple default settings for manual dimensions, text, and other objects as you will soon learn in this section.

Effectively using Annotation Sets and Layer Sets can make creating construction documents a streamlined and organized workflow that can improve your production and efficiency.

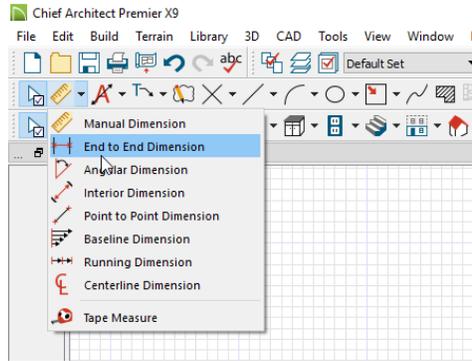
### USING DIFFERENT ANNOTATION SETS

1. In a plan, click the  **Default Settings** tool button to display the **Default Settings** dialog. Expand **Dimension** and then double-click **Dimensions** to display the **Saved Dimension Defaults** dialog. In the **Name** drop-down list box, if necessary, select **1/4" Scale Dimension Defaults** from the drop-down list. Click **OK**.

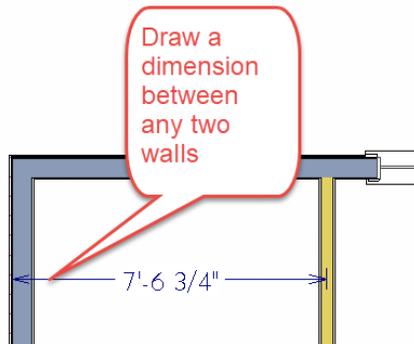


2. Click **Done** to close the **Default Settings** dialog.
3. Click the  **End to End Dimension** tool button from the **Dimension Tools** drop-down menu (or select **CAD** ⇒ **Dimensions** ⇒ **End to End Dimension**).

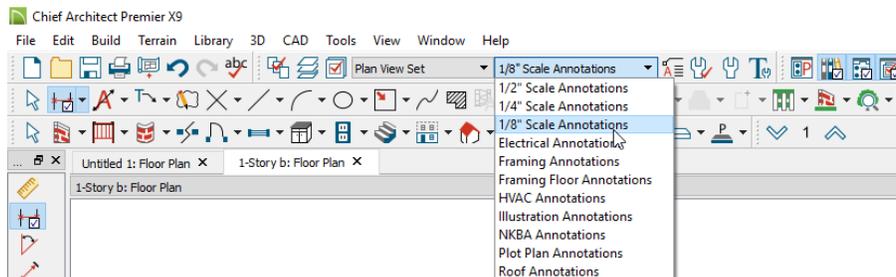
## Annotation Sets Step By Step



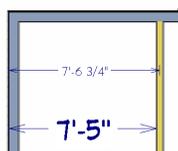
4. Draw a dimension between two walls in your plan (see the following example).



5. In the **Annotation Tools** toolbar select **1/8" Scale Annotations** from the **Active Annotation Set Control** dropdown list.



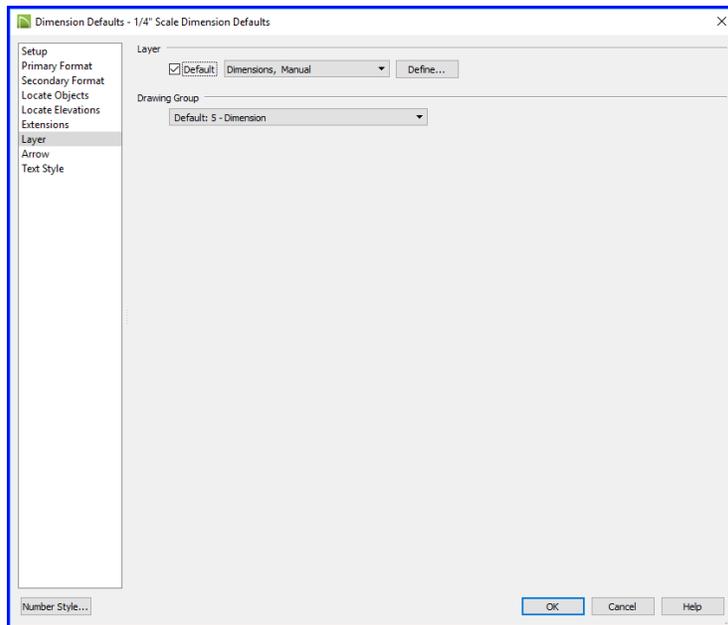
6. Draw another dimension below where you drew the first dimension. It follows the defaults that are currently set up for **1/8" Scale Annotations**. When this drawing is sent to layout and reduced to **1/8" per foot** it will print about **1/8" high**. If the drawing was changed to **1/4" per foot**, then it would print about **1/8" high** as well. So you can quickly switch between the different defaults as you need to.



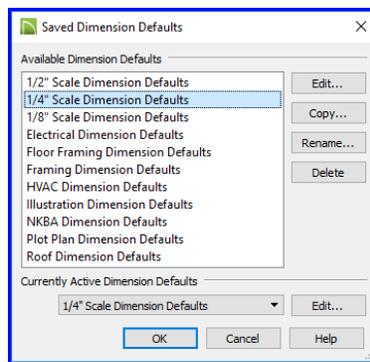
The default settings for the different annotation sets can be changed.

7. In the **Annotation Tools** toolbar select **1/4" Scale Annotations** from the **Active Annotation Set Control** drop-down list.

8. Double-click the  **Dimension Tools** tool button. This is a shortcut way to display the **Dimension Defaults – 1/4" Scale Dimension Defaults** dialog. You can make any of the changes that are available in the various pages of this dialog. Click the **Cancel** button to close the dialog.



9. Click the  **Default Settings** tool button to display the **Default Settings** dialog. Expand **Dimension** and then double-click **Dimensions** to display the **Saved Dimension Defaults** dialog. Clicking the **Delete** button (don't click it) will delete the current dimension default. All but one of the dimension defaults can be deleted. There must be always one available.

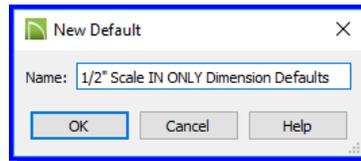


## ADDING NEW DIMENSION DEFAULTS

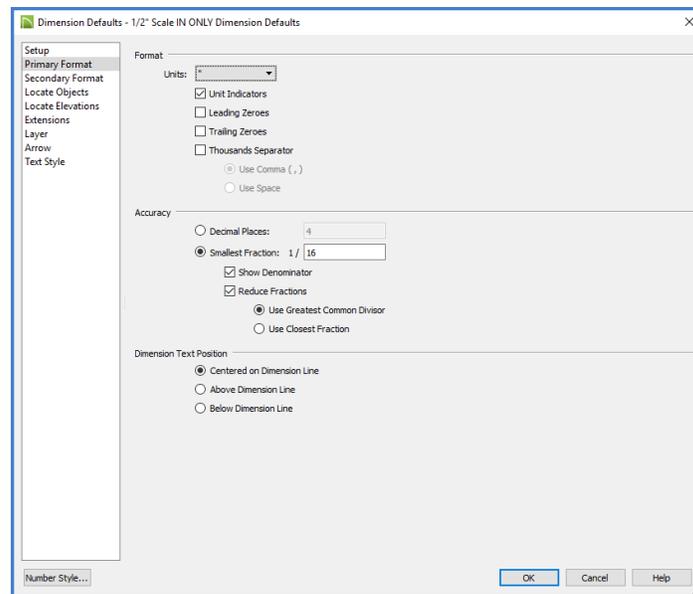
## Annotation Sets Step By Step

You can add new dimensions defaults by clicking the **Copy** button. When you click the **Copy** button, Chief Architect will copy the properties of the current dimension default and give you a chance to rename it.

10. Select **1/2" Scale Dimension Defaults** from the drop-down list. Click the **Copy** button. The **New Default Name** dialog displays. Change the name to **1/2" Scale IN ONLY Dimension Defaults** (be sure to delete the last part of the name, **Copy**).



11. Click **OK**. The **Dimension Defaults – 1/2" Scale IN ONLY Dimension Defaults** dialog displays. Here you can immediately change the settings. Go to the **Text Style** page. The **Character Height** of **2"** (in the **Character Size** section) is right because we used the **1/2" Scale Dimension Defaults** settings. This **Text Style** page was introduced in Chief Architect X4.
12. Go to the **Primary Format** page. Select **"** (inches) from the **Units** drop-down list box in the **Format** section. Click **OK**.



13. In the **Currently Active Dimension Defaults** section, select **1/2" Scale IN ONLY Dimension Defaults**.

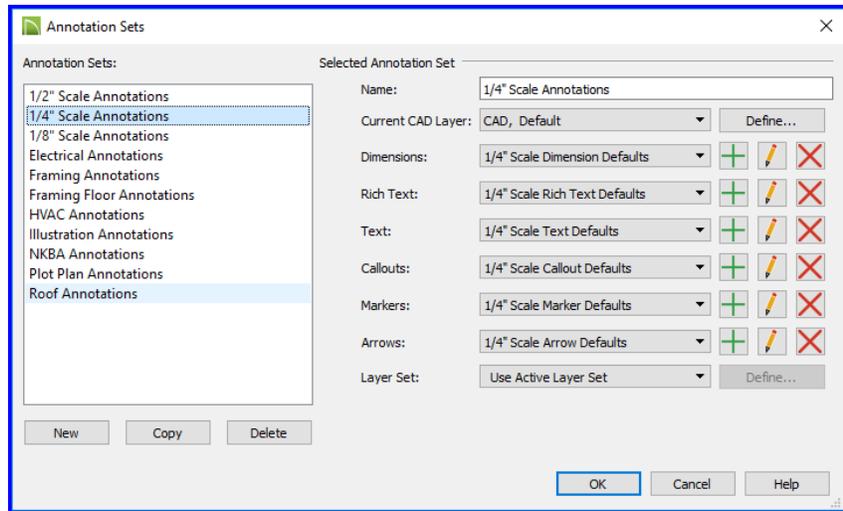
You have now created a new dimension default and it is the current default.

14. Click **OK** to close the **Saved Dimension Defaults** dialog. Click **Done** to close the **Default Settings** dialog. Draw a dimension below the other dimensions you have drawn between the two walls. This time the dimension is in inches and is following the defaults that were set. Note that the annotation set listed in the **Active Annotation Set Control** drop-down list is not the name we choose to call the new dimension default. Chief Architect has changed the name to **Using Active Defaults**. This is because when you were creating the new dimension default you were actually just making changes to, or modifying, the active annotation set, which was the **1/4" Scaled**

**Annotations.** If you want to make the **1/2" Scale IN ONLY Dimension Defaults** available as an annotation set, you will now need to save it as a custom annotation set. You can then rename it.

## ADDING A NEW CUSTOM ANNOTATION SET

15. Click the  **Annotation Sets** tool button. The **Annotation Sets** dialog displays.



16. In the **Annotation Sets** list window, select **1/2" Scale Annotations**. Click the **Copy** button. **1/2" Scale Annotations, Copy** is added to the **Annotation Sets** list window. It also lists in the **Name** edit box in the **Selected Annotation Set** section.
17. In the **Name** edit box change the name to **1/2" Scale IN ONLY Annotations**. When you press the Tab key the new custom **1/2" Scale IN ONLY Annotations** set will be added to the listed **Annotation Sets**. With this new set you can also assign its own fonts, arrows, layer sets, etc. Click **OK**.