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
# TIP TUTORIAL


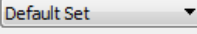
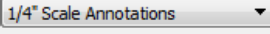



## *Using Annotation Sets Part 2*


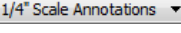
### INTRODUCTION

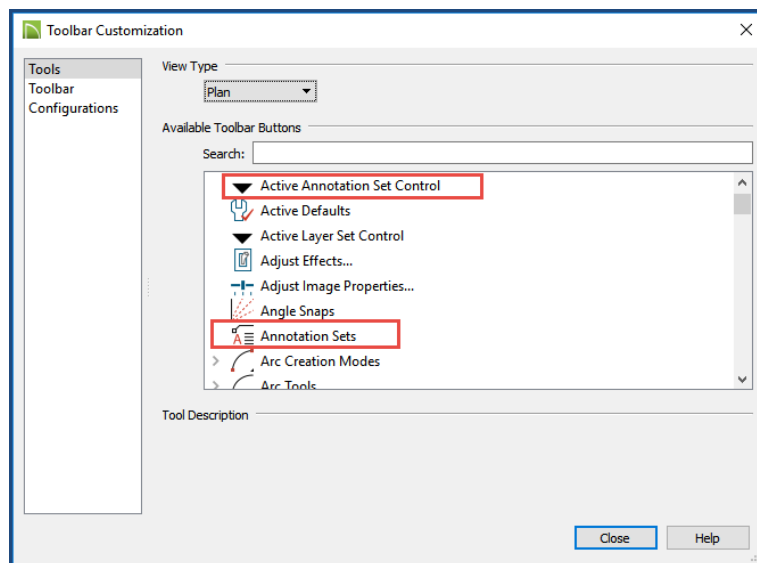
In Annotation Sets Part 1, I showed you one way to create a new annotation set. In Annotation Sets Part 2, I will show you another way to create a new annotation set. We will create the same annotation set (1/2" Scale IN ONLY Annotations) that was created in Annotation Sets Part 1. I will also show you how to save this new annotation set for future drawings.




### ANNOTATION SETS STEP BY STEP

1. Open a new plan. You can add the  **Annotation Sets** tool button and the  **Active Annotation Set Control** tool button to your

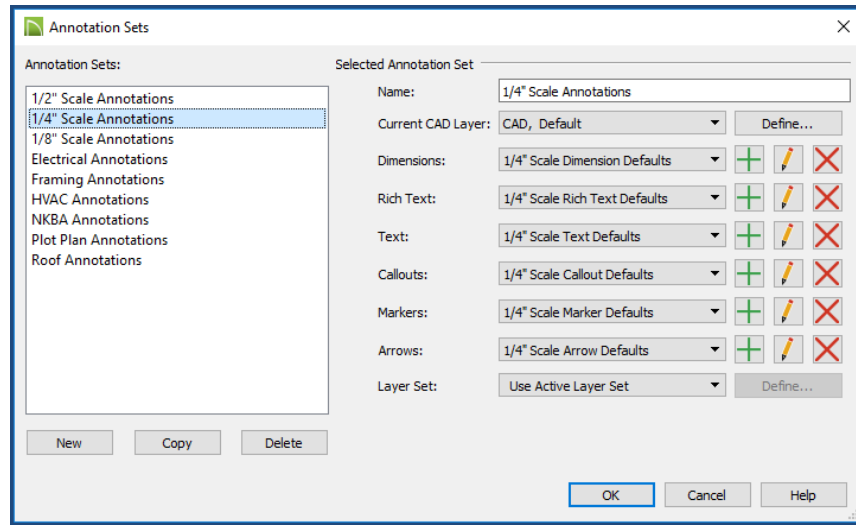
      **Plan Setup** toolbar using the **Toolbar Customization** dialog (**Tools > Toolbars & Hotkeys > Customize Toolbars**). I highly recommend that

you do this. If you prefer, you can make a separate toolbar with just the  **Annotation Sets** tool button and the  **Active Annotation Set Control** tool button. Call it something, like **Annotation Sets Toolbar**, for example.

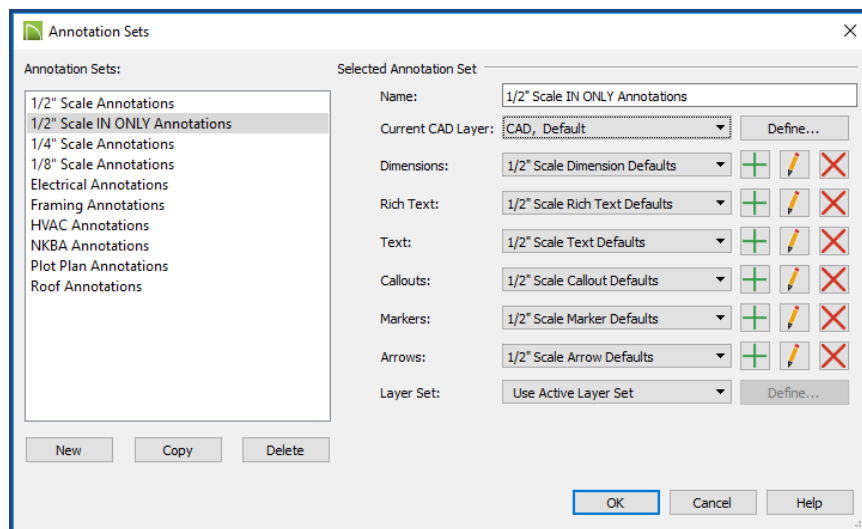





2. Click the  **Annotation Sets** tool button to display the  **Annotation Sets** dialog. You can also get to this dialog through the  **Default Settings** dialog (double-click **Annotation Sets** in the dialog).

## Annotation Sets Step By Step




3. In the **Annotation Sets** window, select **1/2" Scale Annotations**. Click the **Copy** button. In the **Selected Annotation Set** section, in the name edit box, **1/2" Scale Annotations, Copy** is displayed. Change the name to **1/2" Scale IN ONLY Annotations**. Press the Tab key and the new annotation set is added to the **Annotation Sets** list window.

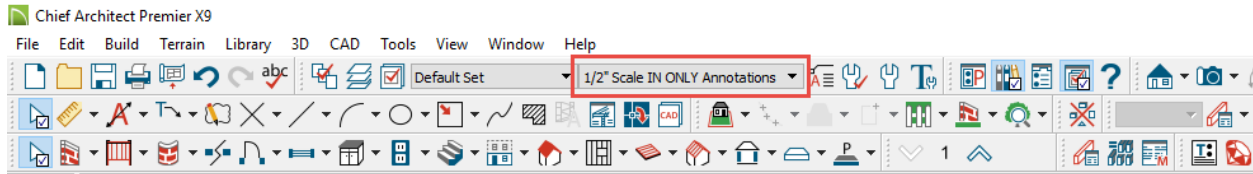


4. In the **Selected Annotation Set** section, click the  **Add** button for **Dimensions**. The  **New Default** dialog displays. Change the name to **1/2" Scale IN ONLY Dimension Defaults**. Click **OK**. The  **Dimension Defaults – 1/2" Scale IN ONLY** Dimension Defaults dialog displays. You can specify many different properties using this dialog. Go to the **Primary Format** panel. In the **Format** section, select **"** from the **Units** drop-down list. Click **OK**.

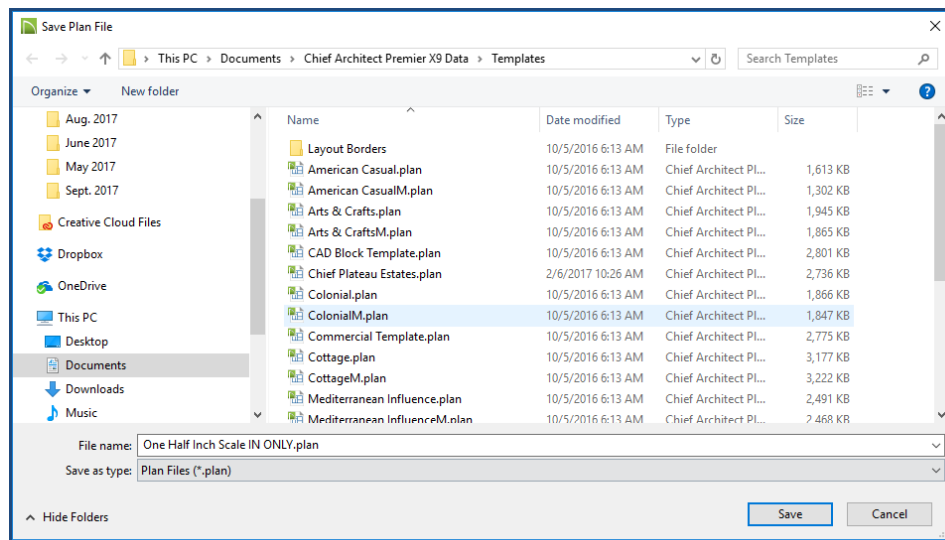
In the same way that you set up the dimension defaults, by first making a new default name (**1/2" Scale IN ONLY Dimension Defaults**) for **1/2" Scale IN ONLY Annotations**, and then setting up the defaults, you can also do for Rich Text, Text, Callouts, Markers, Arrows, and even make a separate Layer Set. If you decide later to make additional changes you

can do so by selecting the  **Edit** button.

5. Click **OK** to close the Annotation Sets dialog. In the **Active Annotation Set Control** window select the new **1/2" Scale IN ONLY Annotations** from the drop-down menu. This is now the active annotation set. Right now, this new annotation set will only be available for this plan. To make it available for all your future plans you will need to save this plan as a new template.



6. Select **File > Templates > Save As Template**. The Save Plan File dialog displays. Locate the folder you keep your templates in (the template folder for Chief Architect X9 Premier can be found in the **Chief Architect Premier X9 Data** folder located in your **Document** folder). Give the file a name and click **Save**.



Following the same procedures used for creating the **1/2" Scale IN ONLY Annotations** you can create other annotation sets, as many as you want. You can rename them, edit them, and delete them. Chief Architect has already provided you with templates with several annotation sets already created for you. However, many users prefer to develop their own annotation sets to better serve their needs. I will provide more tips on the use of anno sets, as I believe this is a great advancement in the use of Chief Architect for your design projects. Together with layers and layer sets and the new Text Style feature, in my belief, puts Chief Architect miles ahead of their competition. Once you grasp how powerful this tool can be I think you will agree that this is a great tool to have. Stay tuned!