# TIP TUTORIAL

## *Using Annotation Sets Part 4*

## INTRODUCTION

In Annotation Sets Part 4 we will continue to work with annotation sets.

This will complete this series of tutorials on Annotation Sets. This is a powerful tool to get to know. I hope that this series of tutorial tips will help you gain proficiency in using Annotation Sets.

As with all the tips and tutorials that I present , it is my desire that if you know of a better or more proficient way to use any of the tools that are discussed please let me know and I will provide that tip for the other users. Also let me know if there is any particular tool, function, command, way of doing something, etc., that you would like me to present as a step by step tutorial.

My tips and tutorials are structured to advance the knowledge and proficiency of both new and experienced users of the Chief Architect home design software and are offered for free at www.chiefacademyhomedesign.com. You will also find free tips and tutorials at www.chiefapprentice.com.

## ANNOTATION SETS STEP BY STEP
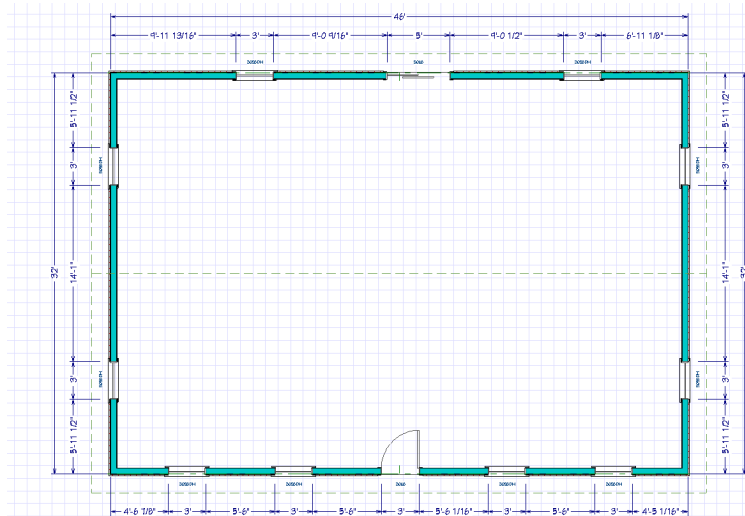
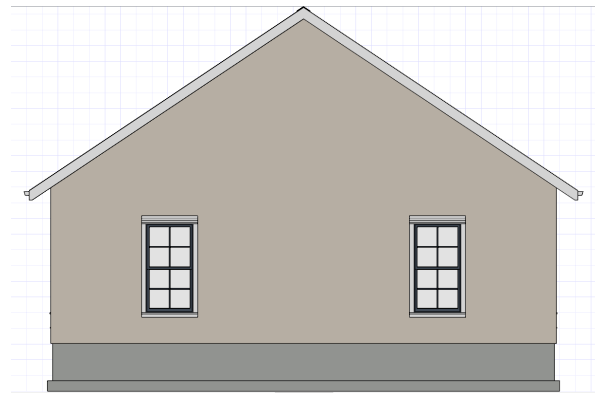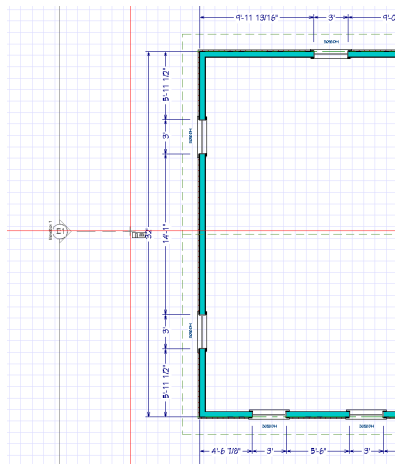1. Open a new plan, or use an existing plan.

*Note*   *Unless I say otherwise, I will assume that you will be using Chief Architect's* Profile.plan *template for these tutorials.*

For this tutorial I will use a 46' x 32' building. I've added some windows and doors, a foundation, and an 8:12 gable roof.
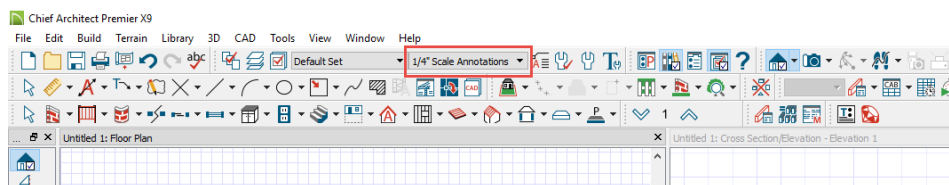
2. Take a cross-section view of one side of your building using the  **Cross Section/Elevation** tool button. I will take a cross-section view of the left side of my 46' x 32' building.
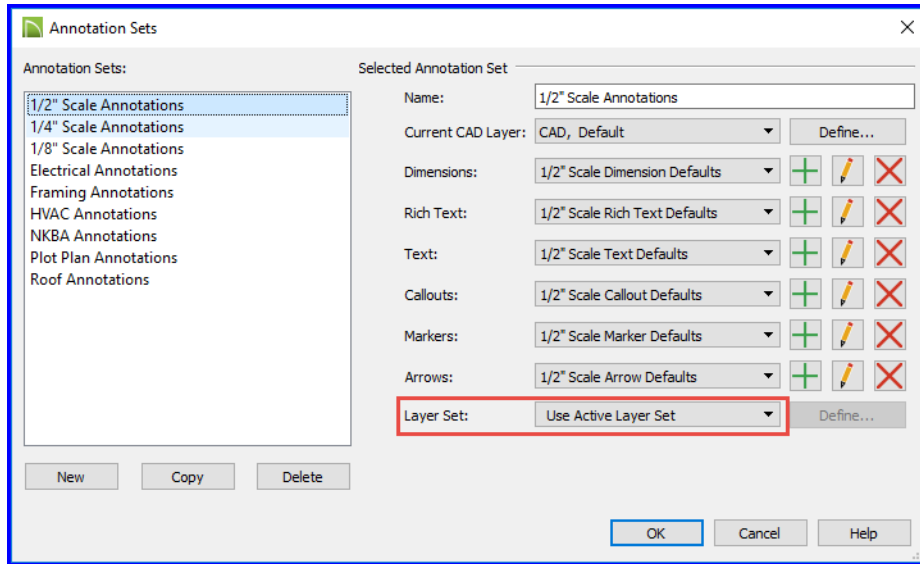


3. Tile the view windows vertically. Make the plan view window the active window. Observe the layer set that is listed in the **Active Layer Set Control** drop-down window. For my model I'm using the **Default Set** layer set. Make the cross-section view window active. It should be using the **Section View Set** for its layer set.

4. Make the floor plan view active. Make sure that **¼" Scale Annotations** is displayed in the **Active Annotation Set Control** drop-down window.



5. Click the  **Annotation Sets** tool button to display the **Annotation Sets** dialog. You should see several annotation sets listed here. **¼" Scale Annotations** should be highlighted because that was the annotation set being used at the time you displayed this dialog. Note that **Use Active Layer Set** is listed in the **Layer Set** drop-
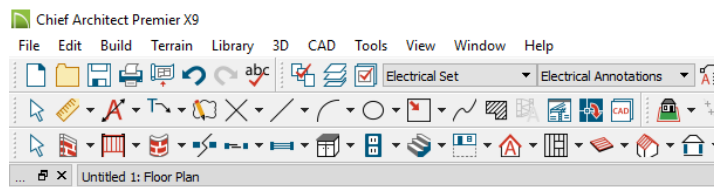
down list box. Click on **½" Scale Annotations** and the same **Use Active Layer Set** is listed. The same would be true if you selected **¹/₈" Scale Annotations**. This means that whenever you activate any of these scaled annotation sets they will have no effect on the assigned layer set for the active view, which in this case is the **Default Set**.



6. Click on **Electrical Annotations**. **Electrical Set** is now listed in the **Layer Set** drop-down list box. Click on the rest of the annotation sets (not including the scaled annotation sets). All but the **NKBA Annotations** have a specific layer set assigned. Because they have a specific layer set assigned, if you activate, for example, the **Electrical Annotations**, the layer set will change to the assigned layer set, which for the **Electrical Annotations** is the **Electrical Set**. Remember, as of this writing, you should not activate an annotation set using the **Annotation Sets** dialog. To successfully activate an annotation set, close any open dialogs and select an annotation set from the

    **Active Annotation Set Control** drop-down window. You could also use the  **Active Defaults** tool to activate any annotation set.

7. Click **OK** to close the **Annotation Sets** dialog. Select **Electrical Annotations** from the **Active Annotation Set Control** drop-down list. Watch what happens to the plan view. The **Electrical Set** has become its layer set. Only the plan view is affected. The cross-section view is still using the **Section View Set**.



8. With the floor plan view active, select **¼" Scale Annotations** from the **Active Annotation Set Control** drop-down list. Select **Default Set** (or the layer set you were using for **¼" Scale Annotations**) from the **Active Layer Set Control** and you are back to where you started. Because you are using an annotation set (**¼" Scale Annotations**) that allows you to use the active layer set, layer set changes for either of the views will not affect the annotation set.
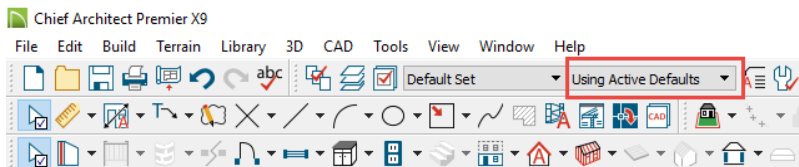
**9.** Click in the title bar of the cross section view to make that view active. Make sure that **¼" Scale Annotations** is displayed in the **Active Annotation Set Control** drop-down window. Click the ![icon] **Annotation Sets** tool button to display the **Annotation Sets** dialog.
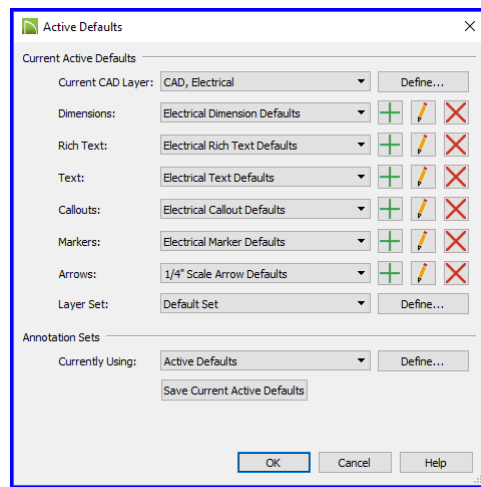
> *Note*
>
> *If you do not see the ![icon] Annotation Sets tool button on the Plan Setup toolbar, you can add it by going to the Toolbar Customization dialog. You can also display the Annotation Sets dialog by selecting Annotation Sets in the Default Settings dialog.*

**10.** Click on **Electrical Annotations** to select it. You can now change/edit properties for this annotation set. Again, unlike Chief Architect X3 through X5, you cannot make any of the annotation sets the active annotation set from this dialog (you can from the **Active Defaults** dialog-see next page). Click **OK** to close the dialog. Select **Electrical Annotations** from the **Active Annotation Set Control** drop-down list. The layer set for the active cross section view has changed to the **Electrical Set**. The layer set for the plan view remains unchanged and is still the **Default Set**.

**11.** With the cross section view active, select **Default Set** from the **Active Layer Set Control** drop-down list. Notice that **Using Active Defaults** is now displayed in the **Active Annotation Set Control** drop-down list box. Because you are no longer using the assigned layer set for the electrical annotation set, you have created a different annotation set and the **Active Annotation Set Control** drop-down list box will display **Using Active Defaults**. This indicates that you now have a different annotation set active, which is a modified annotation set that can be easily saved or deleted. You will want to keep your eye on this because this change can happen often.
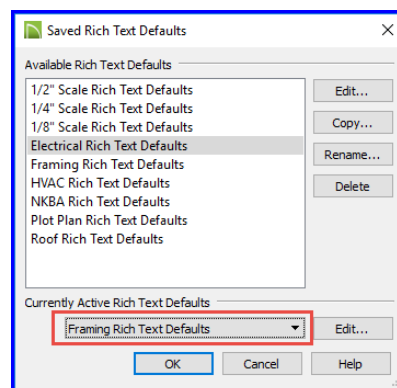


> *Tip*
>
> *To quickly see what properties or defaults an annotation set has, just click the ![icon] Active Defaults button. This will display the Active Defaults dialog, where you can make changes and additions to the different active defaults of the annotation set. In the Annotation Sets section you can also select the annotation that you want to be the active annotation set. As, explained in Annotation Sets Part 3, you have the option of creating a new annotation set by clicking the Define button for Currently Using.*

12. Close any open dialogs. With the cross-section view still active, select **Electrical Annotations** from the **Active Annotation Set Control** drop-down list. The layer set, the **Electrical Set** has been reassigned and is listed in the **Active Layer Set Control** drop-down list box.

13. Make the floor plan view active. For my model, it is going to use the layer set, the **Default Set**, which it had been previously assigned to. It was not affected by the reassignment to the cross section view. Select **Electrical Annotations** from the **Active Annotation Set Control** drop-down list. Now the appropriate layer set, the **Electrical Set** has been applied to the plan view.

This same switch to Using Active Defaults will happen if you make other changes as well.
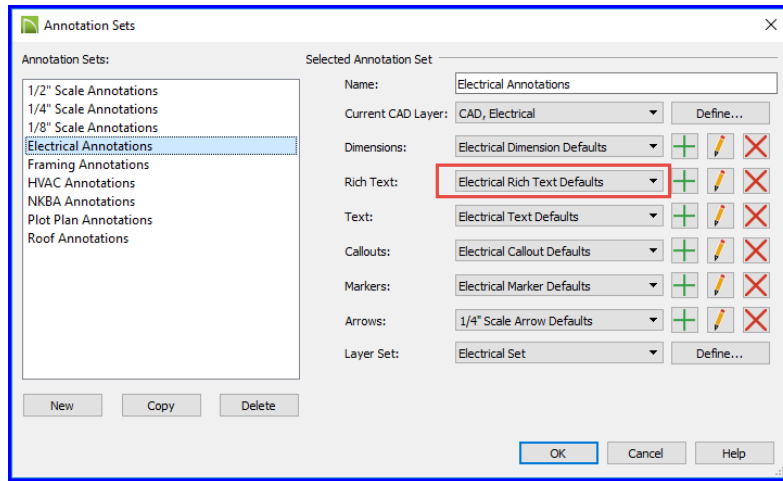
14. Display the **Default Settings** dialog and expand **Text, Callout and Markers**. Double-click **Rich Text**. The **Saved Rich Text Defaults** dialog displays. Select **Framing Rich Text Default** (or any of the other listed selections) from the **Currently Active Rich Text Defaults** drop-down list. Click **OK**. Click **Done**. Again you see **Using Active Defaults** listed in the **Active Annotation Set Control** drop-down list box.



15. Click the ⬛ **Annotation Sets** tool button to display the **Annotation Sets** dialog. Note the assigned settings. Outside this dialog and the **Active Defaults** dialog, if you make changes to any of these settings, you will get a

new annotation set called **Using Active Defaults**. So it is a good idea to keep your eye on the layer set properties that you are working with and on the annotation set that is currently assigned.



Like any other powerful tool, layer sets for example, the annotation tool (introduced in Chief Architect X3) should help increase your production activities significantly once you get used to the way the tool works.