ADDING TEXT IN AUTOCAD DRAWINGS

There are many ways where texts are added to drawings to understand the drawings better.

One of the way which will be described below is by using Dynamic text (shortcut=dt).

Below are guided steps where text are added accurately into the Title Block of a drawing:

1. Procedure to add text to a box in Title block accurately

Zoom window into Title Block as shown so that it will show a bigger title block to input the text accurately. Ensure **Grid, Snap & Object Snap are turned on (Blue colour).**
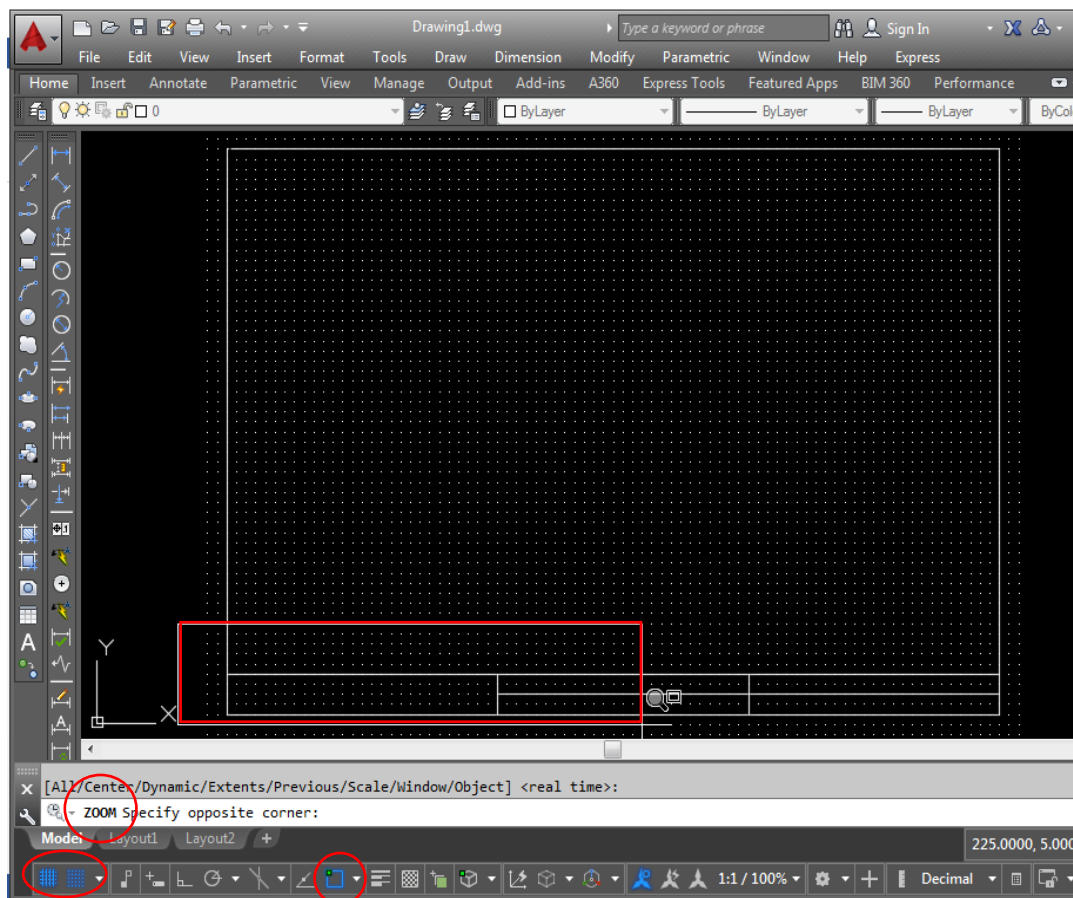

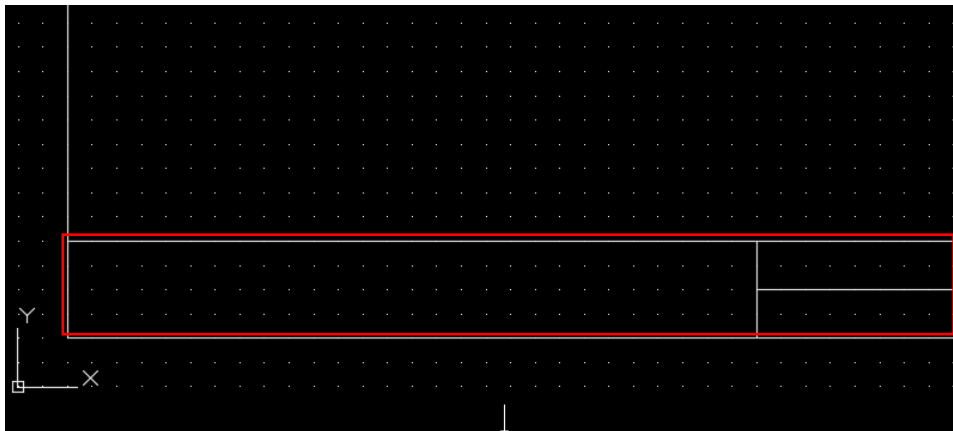**Fig 1.1**-Zoom into half of Title Block as shown in red rectangle.

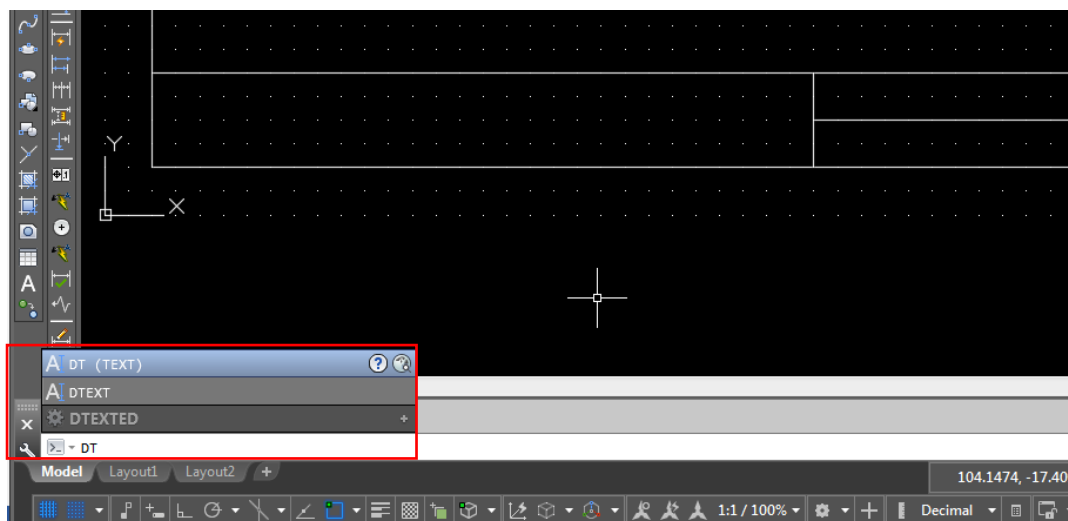**Fig 1.2**- Zoomed image appears as shown in red box
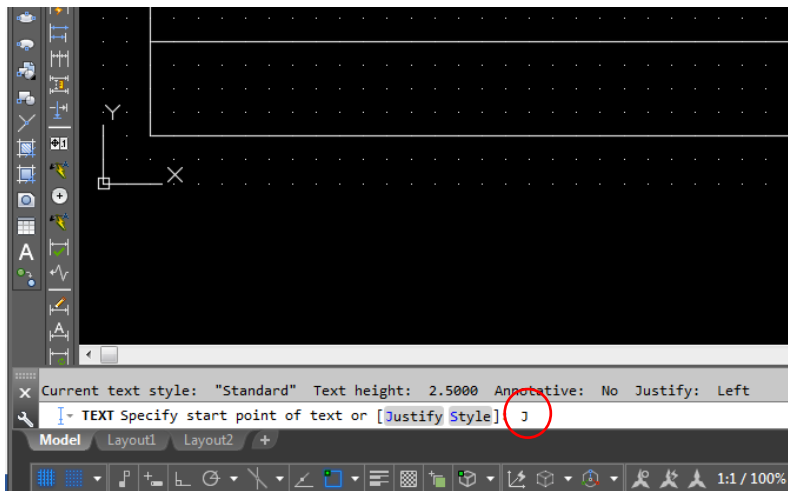

Fig 1.3-Type **DT** and enter
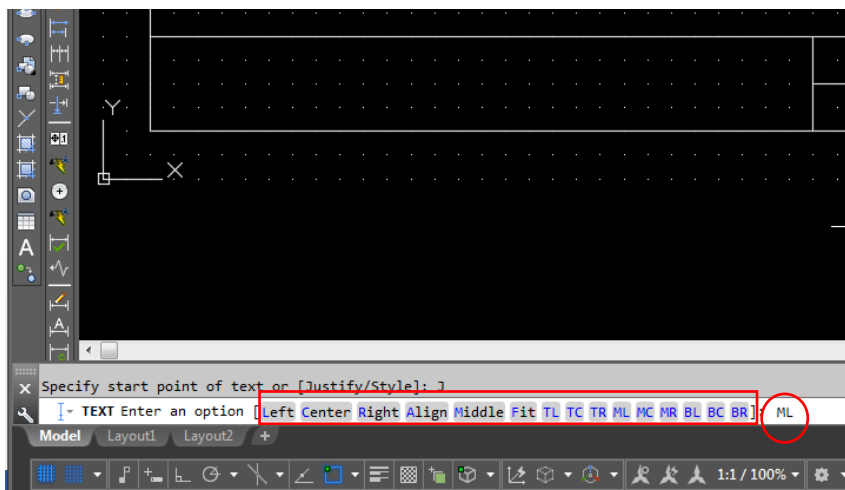
Fig 1.4-Next, type **J** (for justify)

Fig 1.5-Type **ML** (to justify middle left).

[Note: **MC**=Middle Center, **MR**=Middle Right, **TL**=Top Left, **TC**=Top Center, **TR**=Top Right, **BL**=Bottom Left, **BC**=Bottom Center, **BR**=Bottom Right, **Left**=Placement of words towards Left of where cursor is clicked, similarly for **Center, Right, Middle, Align & Fit** as the word implies]
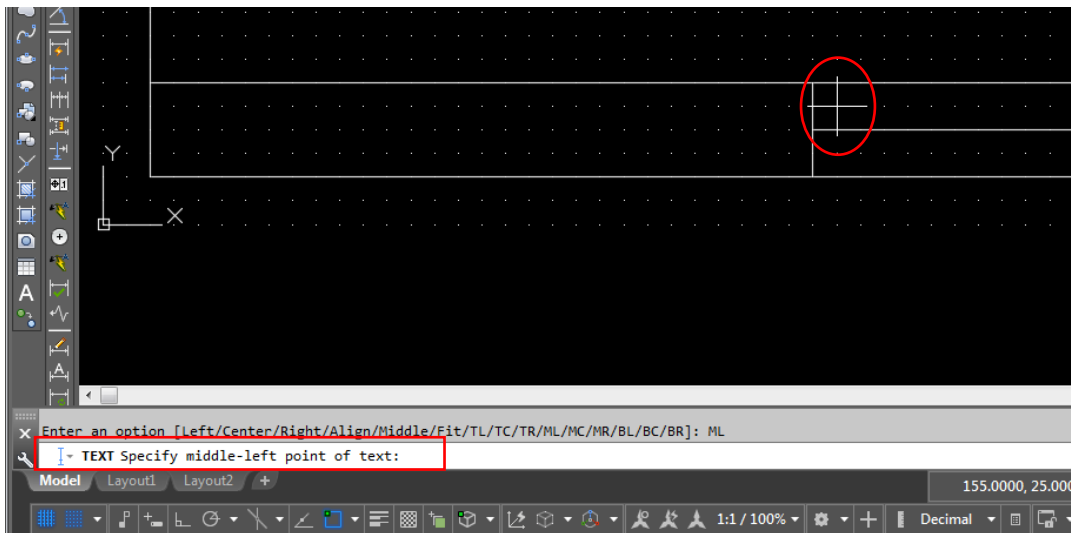
Fig1.6- Specify the **ML point** by clicking onto the middle horizontal grid & 1 grid point away from vertical line of title block as **circled in red.**
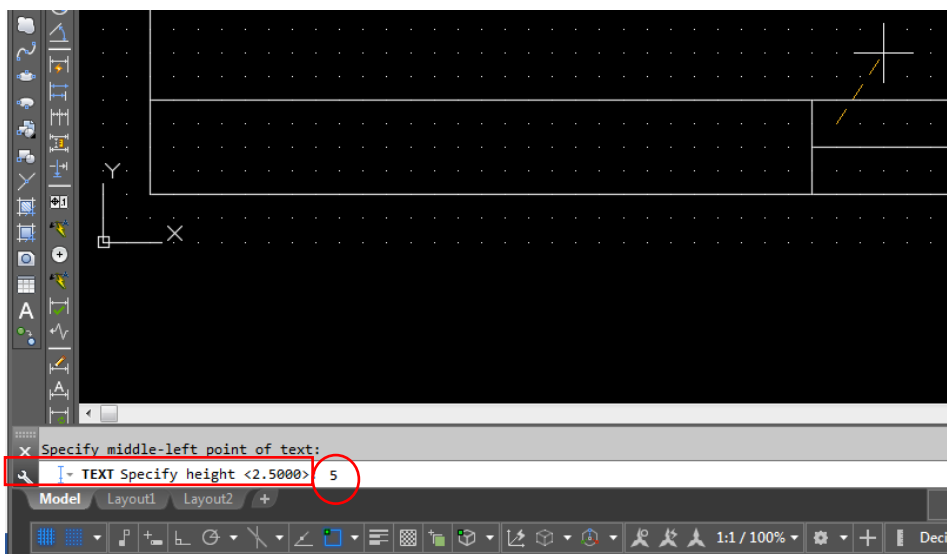

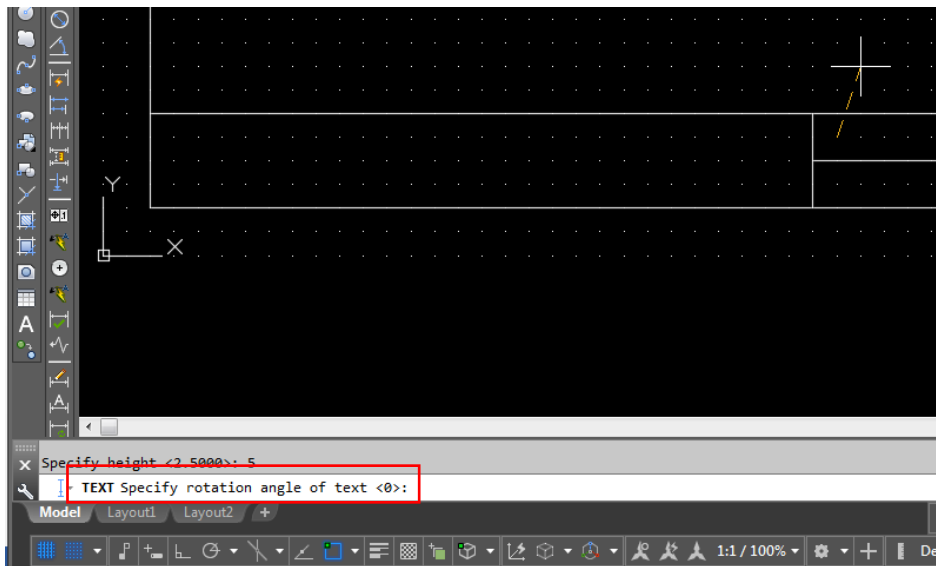**Fig 1.7**- Next, Specify text height =**5**mm

Fig 1.8-**Specify rotation angle of Text= (0).** Just **enter** in keyboard & **text will be typed from left to right which is the direction of 0 degrees**. If 90 is entered, then text will appear 90 degrees, i.e. text will appear vertical upwards and so on if different angle is entered.
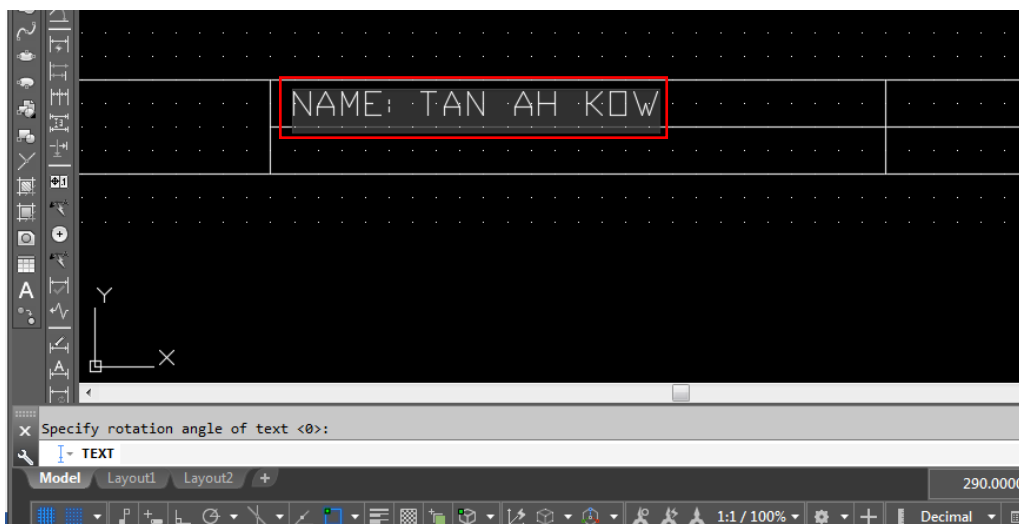

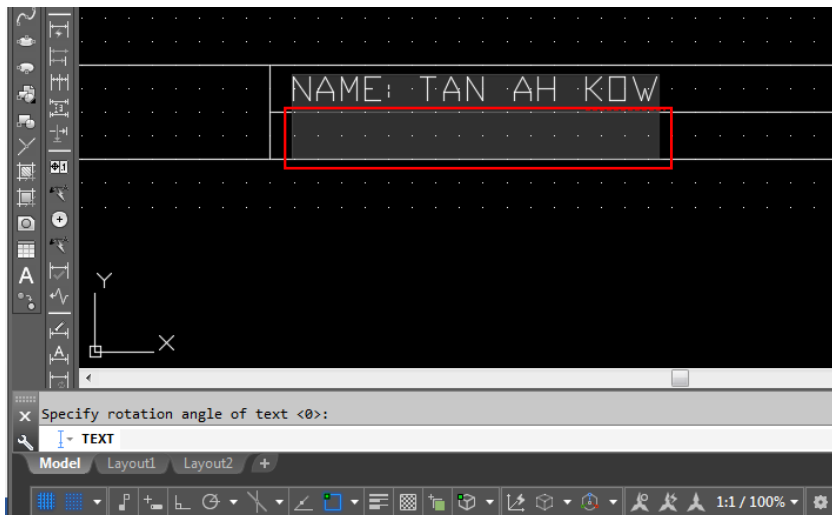**Fig1.9**- Type the text, e.g. **NAME: TAN AH KOW & enter**

Fig.1.10- software prompt on to enquire whether another line of text is required. If do not require, then just **enter** in keyboard.
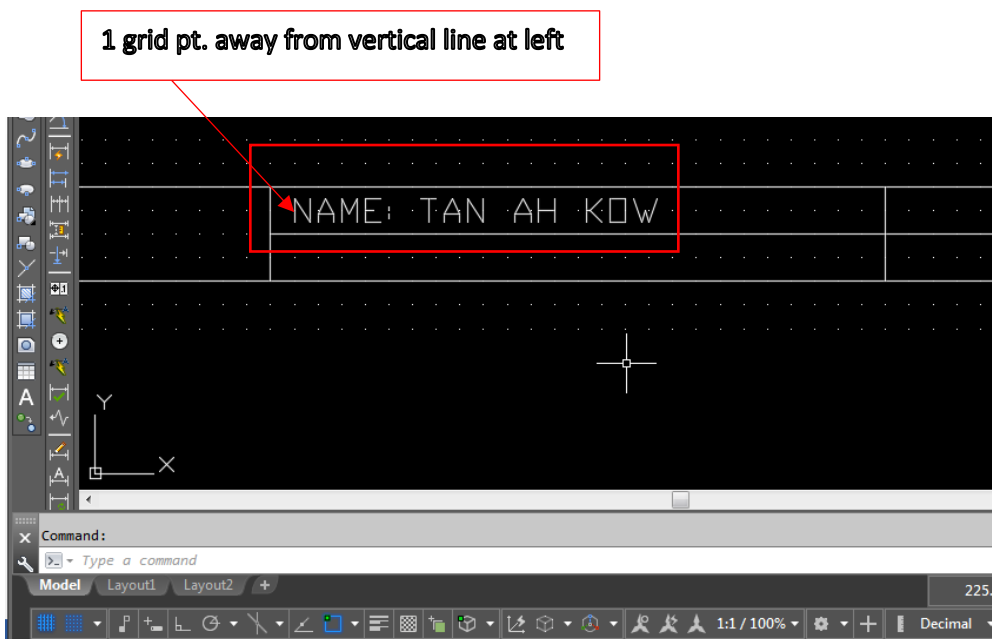

Fig 1.11-The text **NAME: TAN AH KOW** will be **placed accurately** 1 grid point away from vertical line and in between two horizontal lines of the box. Text also **starts from Middle Left (ML)** point (i.e. 1 grid point away from vertical line which you have specify earlier).

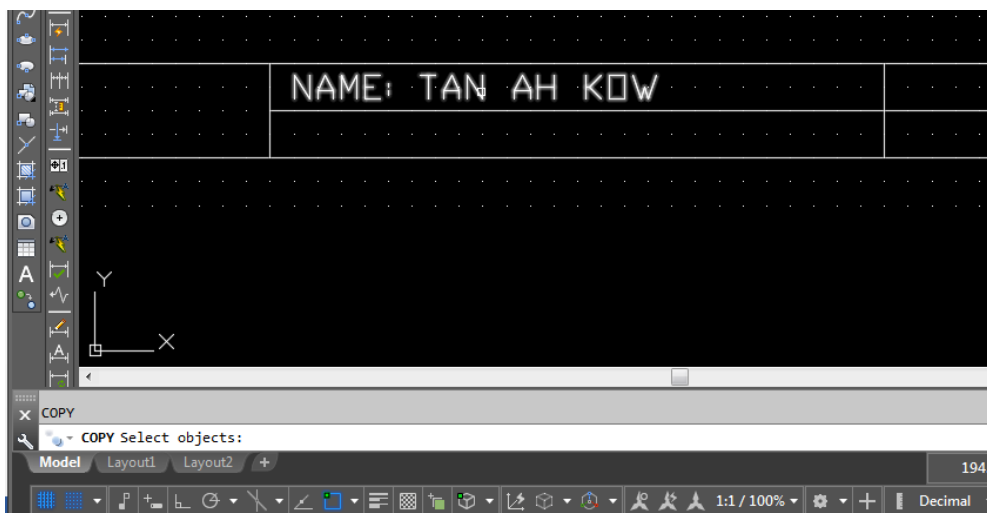## 2. <u>Procedure to add more text to other boxes in Title Block</u>

Fig 2.1-Use the modify command **Copy** (shortcut=cp) and select the text **NAME: TAN AH KOW** and **enter** in keyboard.
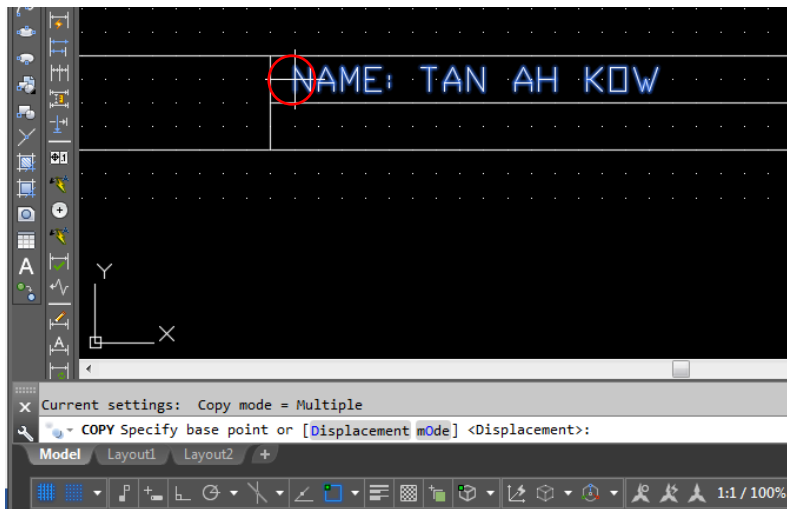
Fig 2.2- Specify base point of Text by clicking the cursor on the **Middle Left (ML) point (1 grid point away from vertical line on left of box)** that you have specify previously as **circled in red.**
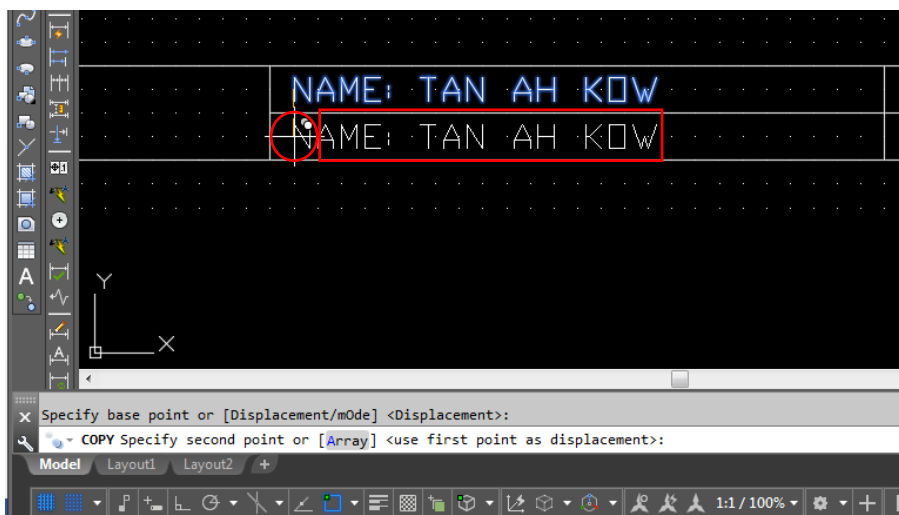

Fig 2.3- Now move the **duplicated text (in red rectangle)** & placed the cursor at **1 grid point away from vertical line in the box** below as shown.
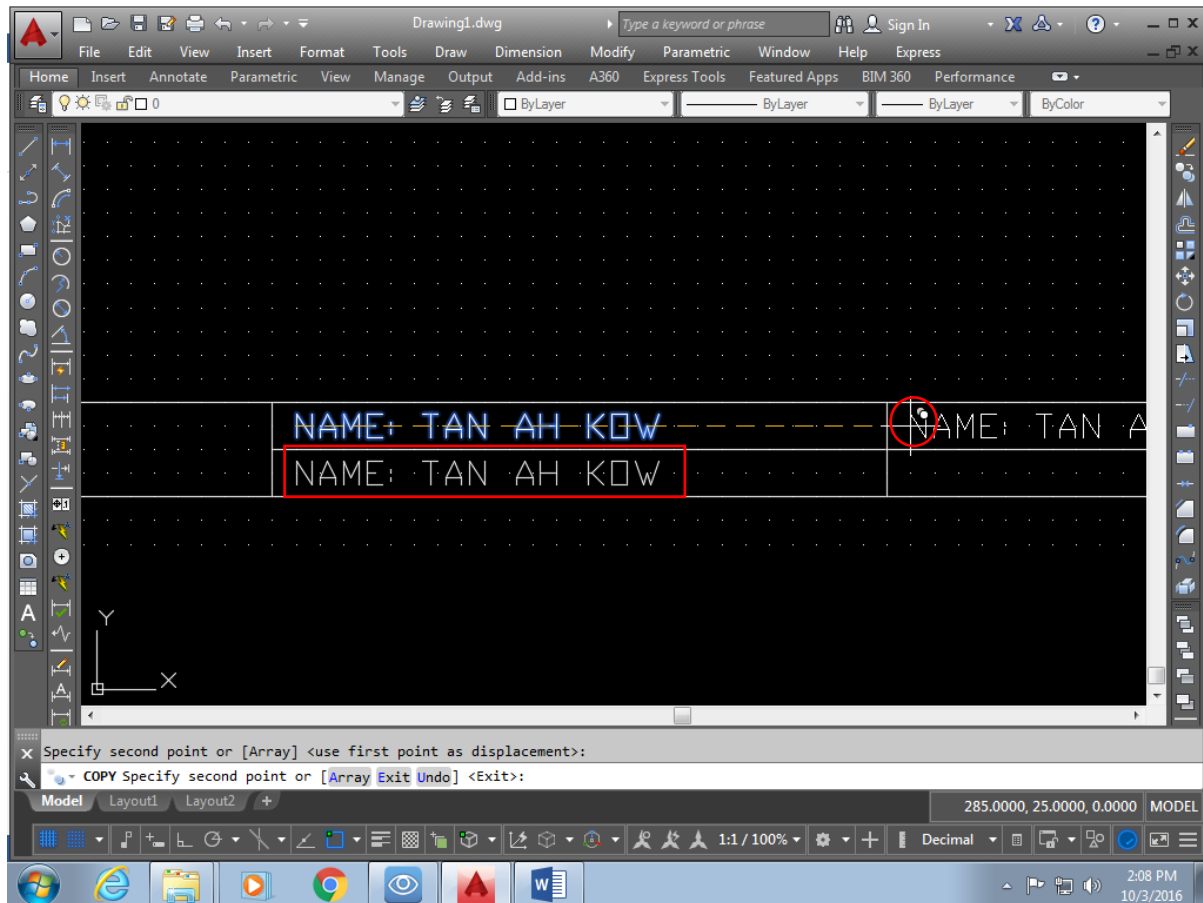
Fig 2.4-The bottom box now contain the **duplicated text in white (red rectangle)**. The **original text is in blue**. Next, **duplicate the text in other 3 boxes using the same placement method.**
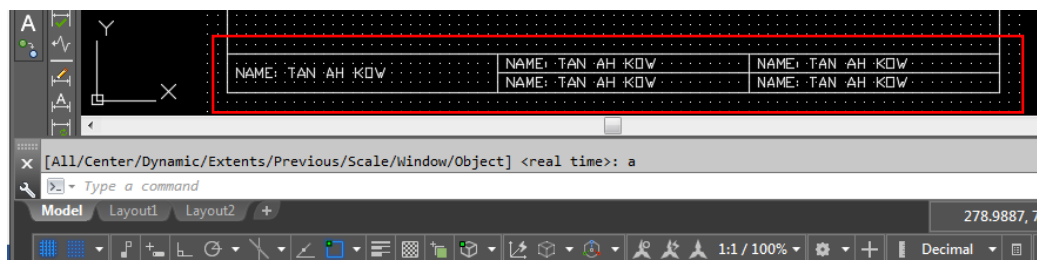

Fig 2.5- **Duplicated text** for each box in Title Block is **accurately placed.**

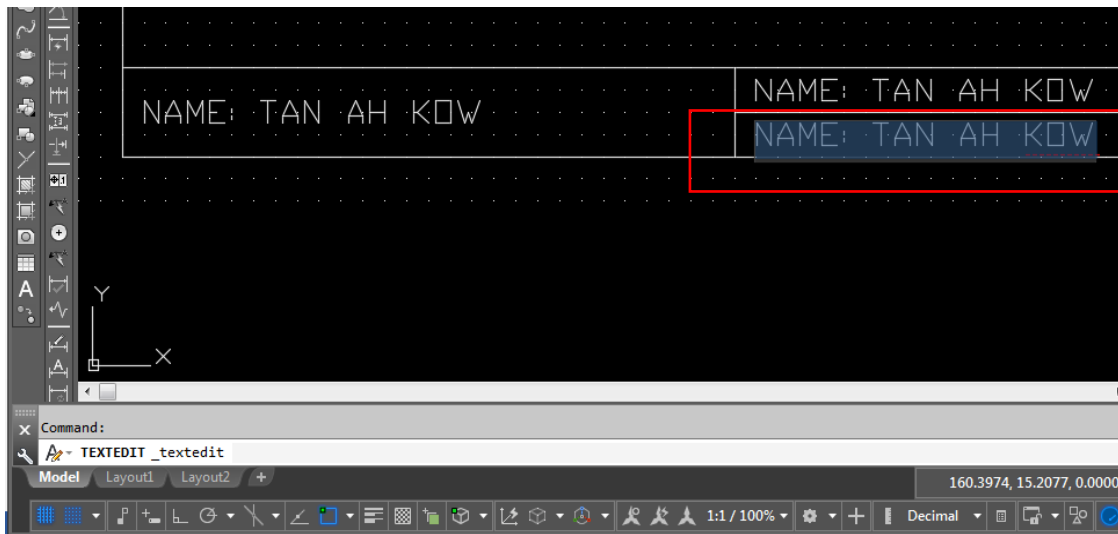## 3. <u>Procedure to change Text and Text Height</u>

Fig 3.1- **Double click** the text in the middle bottom box and it will be highlighted Blue. To change the text, retype it to: **ALL DIMENSIONS IN MM**
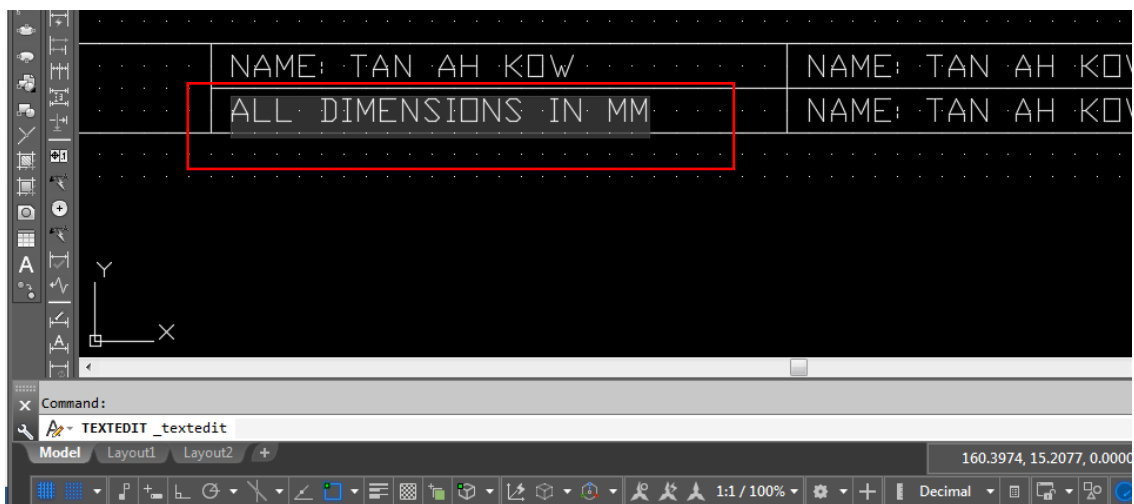

Fig 3.2- The middle bottom box **text appear** as shown and press enter in keyboard to complete instruction.
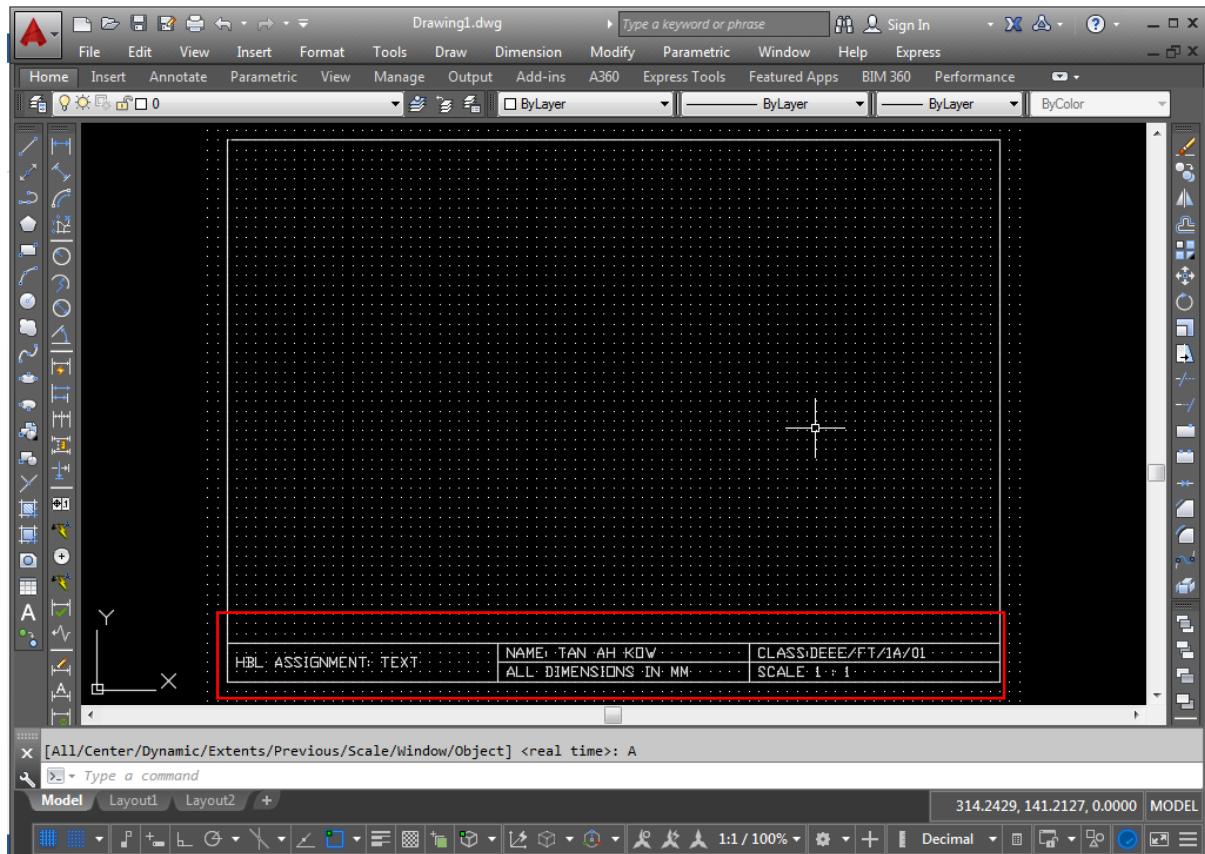
Fig 3.3- Use similar procedure to change text in the other boxes & place accurately as shown in red rectangle namely:

I.   **CLASS: DEEE/FT/1A/01 (Type in your own class)**
II. **SCALE 1 : 1**
III. **HBL ASSIGNMENT: TEXT**

Next, **Left most Box height is 20mm** compared to **the 4 smaller boxes of height 10mm**. The **height of the text (HBL ASSIGNMENT: TEXT)** in this box **must increase** in terms of proportionality. Therefore, the **text height** have to be **changed** **from 5mm** **to 7mm.** Below is the procedure to change text height.
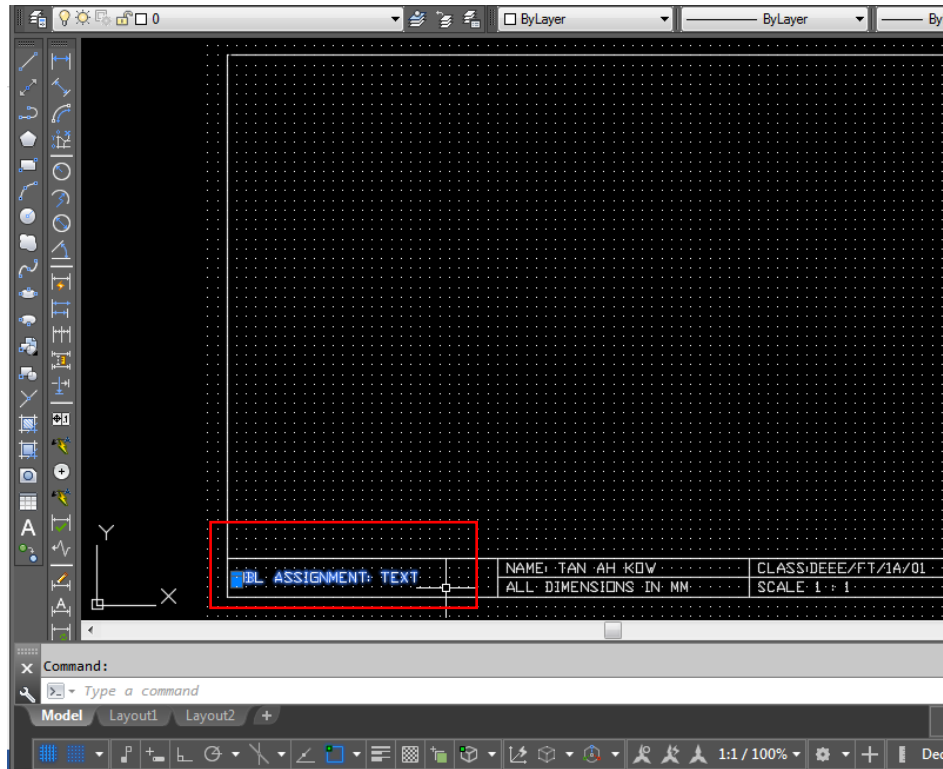

Fig 3.4- **Click** on the text: **HBL ASSIGNMENT: TEXT**. It will turn **blue** as shown.
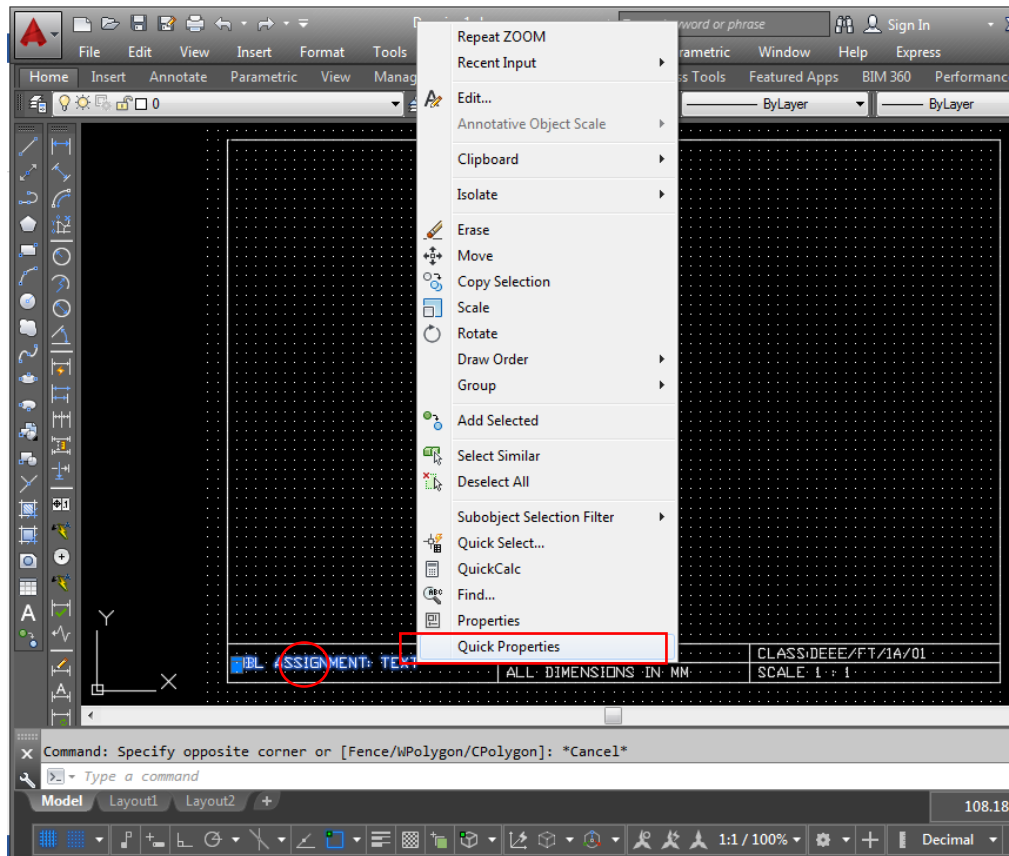
Fig 3.5- Using the mouse, **Right click** the text **HBL ASSIGNMENT: TEXT**. A **dialog box** appear and click on **Quick Properties.**
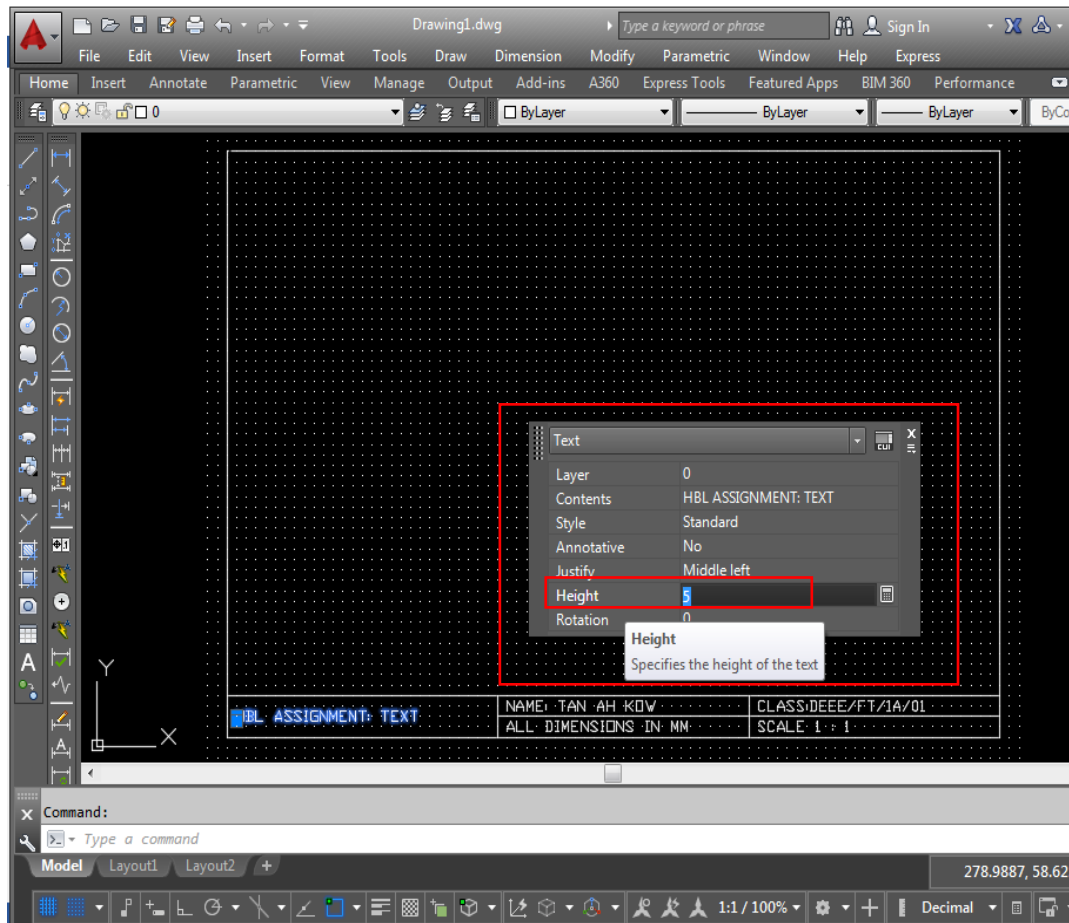
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Fig 3.6- A Quick Properties **dialog box** appears (Larger red rectangle). Click **Height (smaller red rectangle)** and **change** current height of 5mm **to 7mm**.
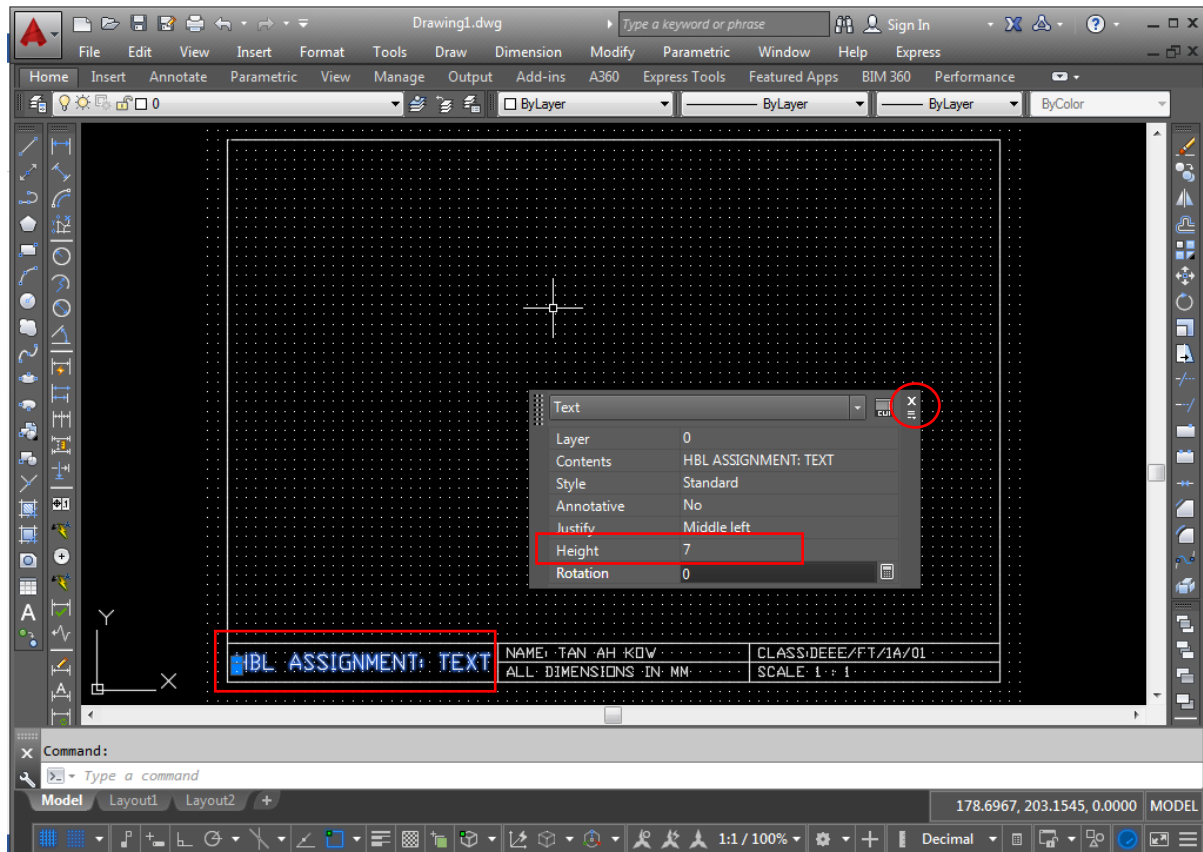
Fig 3. 7- Notice the **Text is now bigger (Bottom red rectangle)** and filled up the box proportionately. Then press **enter** and remove the dialog box by **clicking the X** at top right hand corner **of dialog box**. Press **Esc** in keyboard to complete the change in Text height.
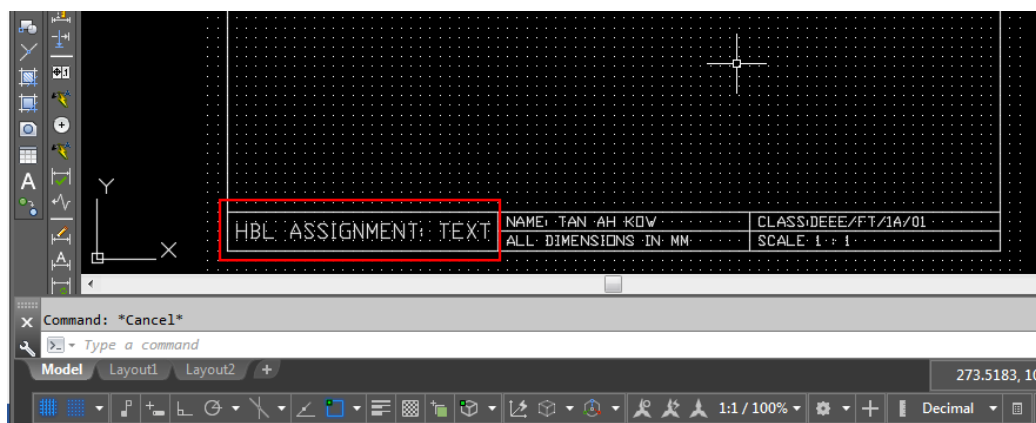

Fig 3.8- The change in Text height 7mm to HBL ASSIGNMENT: TEXT is as shown in red rectangle.
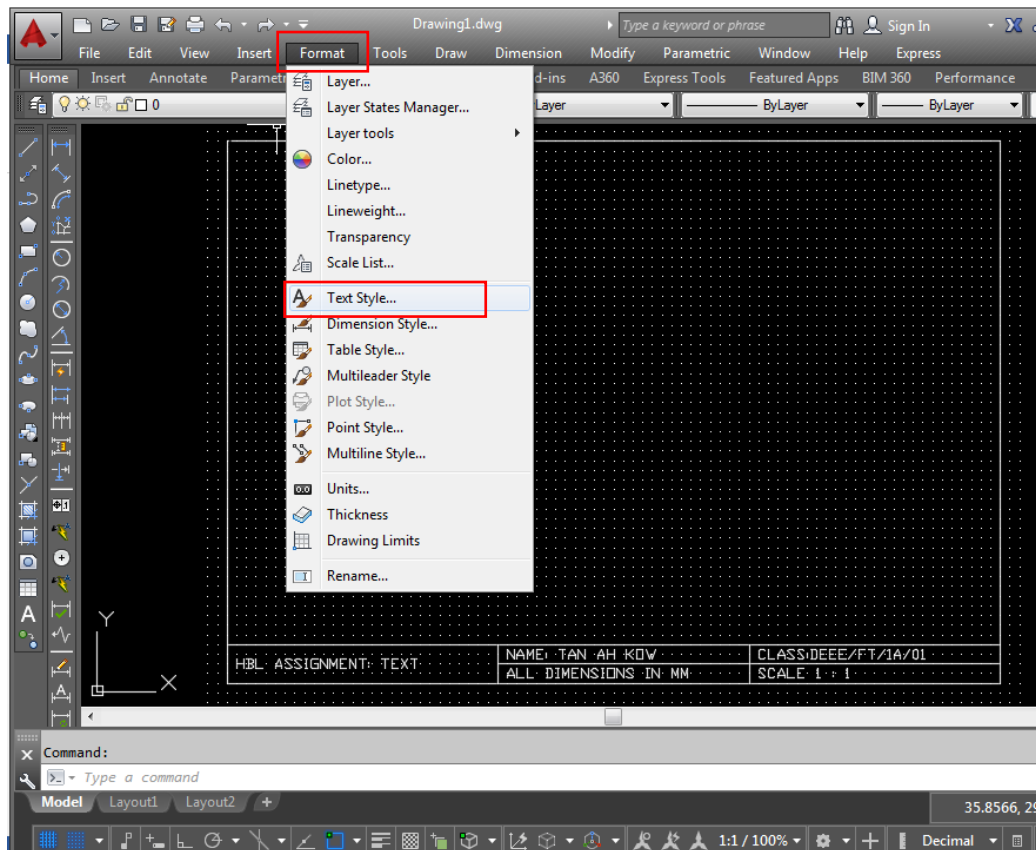
Next, **change the font to TIMES NEW ROMAN**

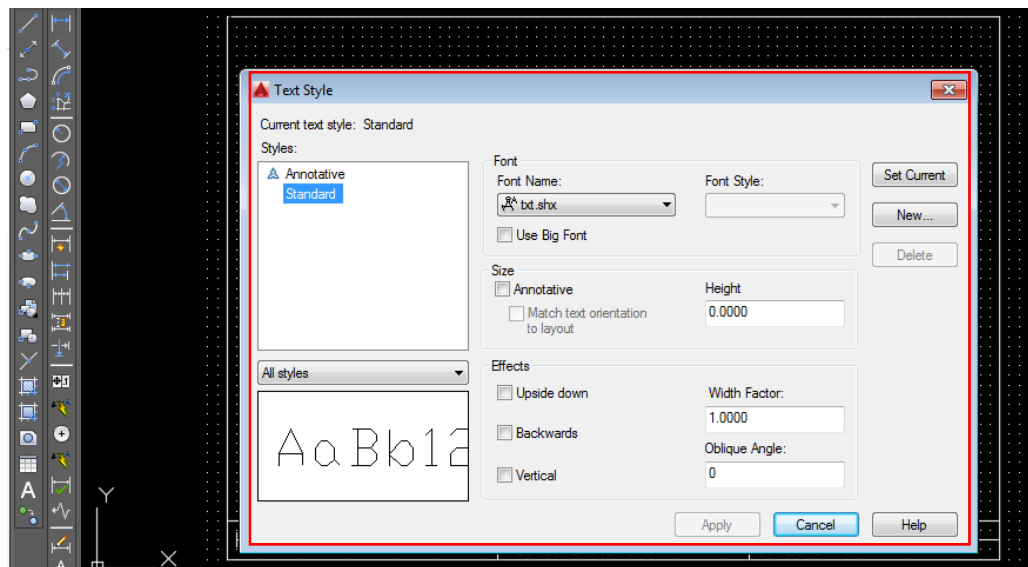**Fig 3.9**- Click **Format** and drop down menu appears. Click **Text Style**.
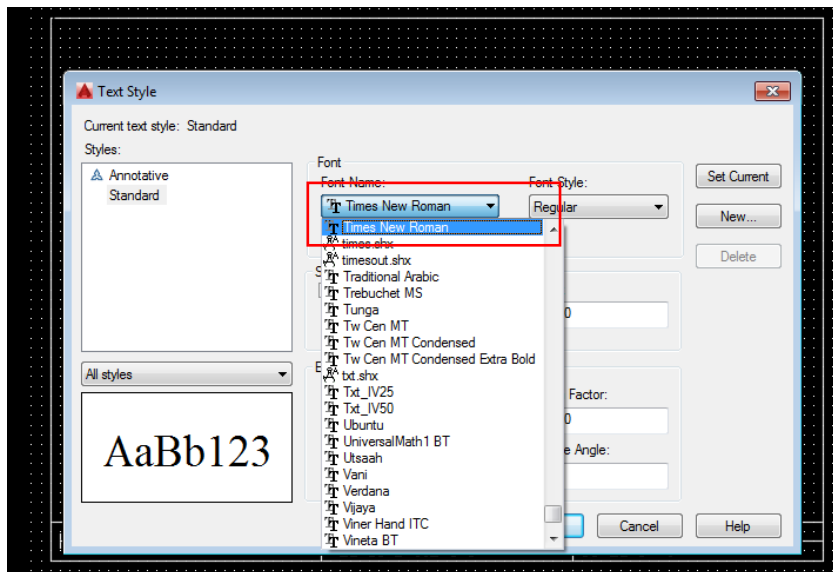

Fig 3.10- Text Style **Dialog box** appears.

Fig 3.11- Under Font Name, Type **ti** and **Times New Roman** appears as shown in red rectangle. Click on the **Times New Roman (dark Blue).**
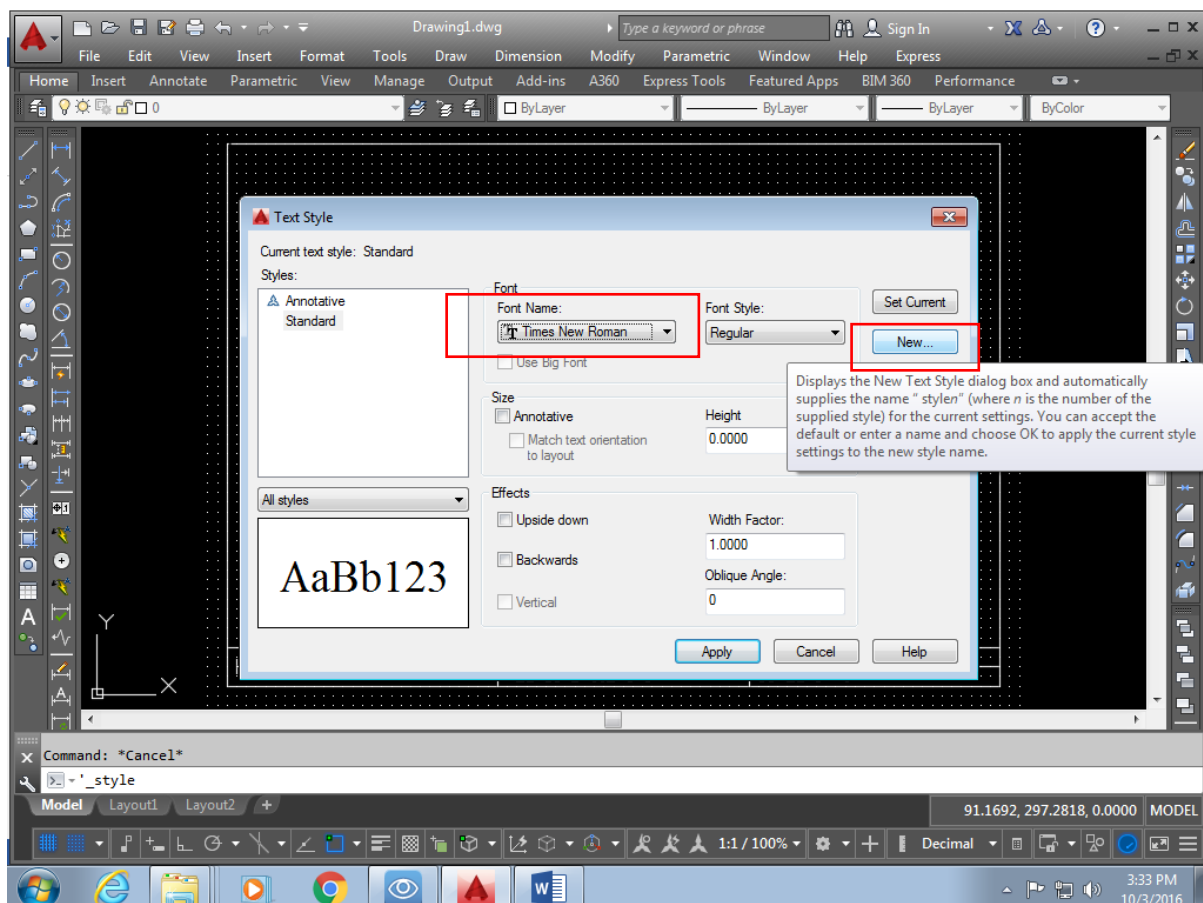

Fig 3.12- The **Font name** is now indicated **Times New Roman**. Next, Click **New** in order to export it to the **Style** in this drawing.
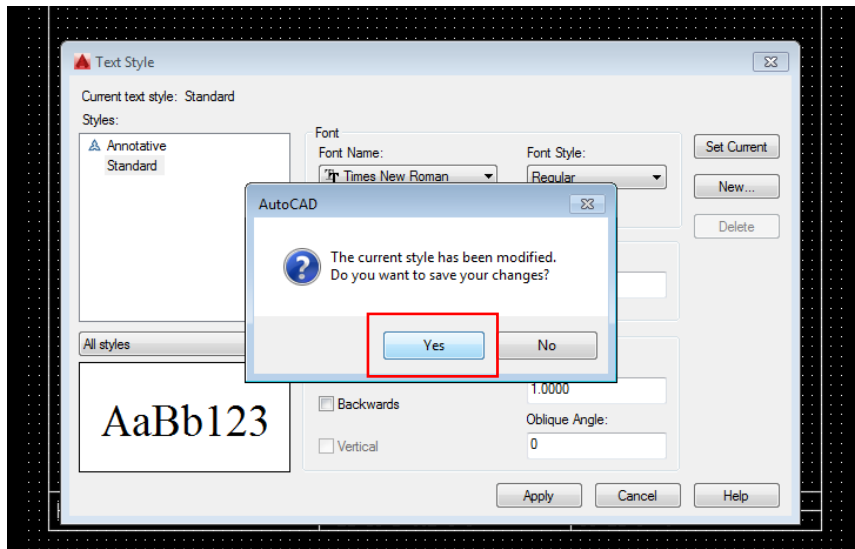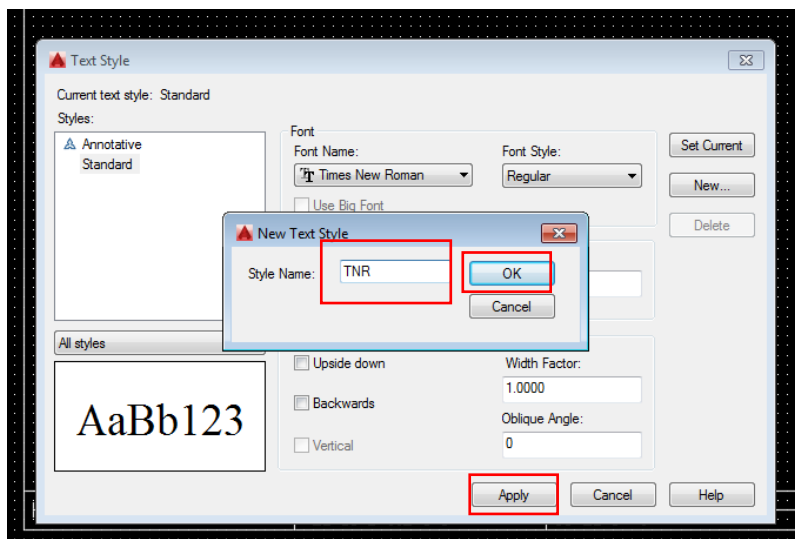
Fig 3.13- Another dialog box appears. Click **Yes**.

Fig 3.14- Another dialog box for new Style Name. Just type **TNR** to represent Times New Roman, click **OK** and then **Apply**.
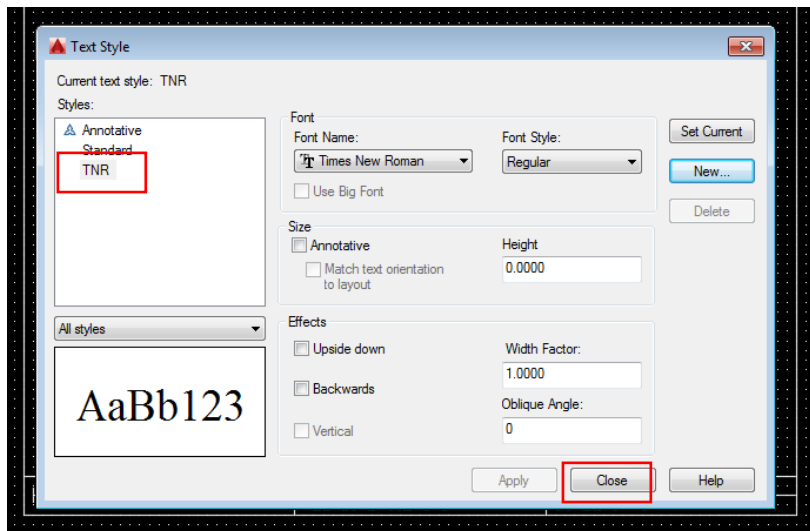
Fig 3.15- **TNR** now appears in the Box "Styles" as shown in red rectangle. Next, click **close** and the texts in Title Block are now changed to Times New Roman as shown in next figure 3.16.
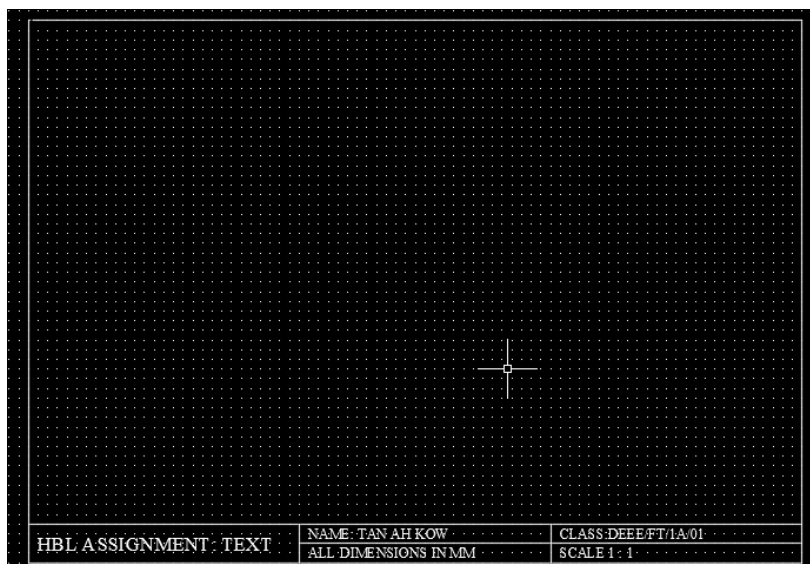

Fig 3.16- The Texts in Title Block are now changed to **Times New Roman.**

THE END