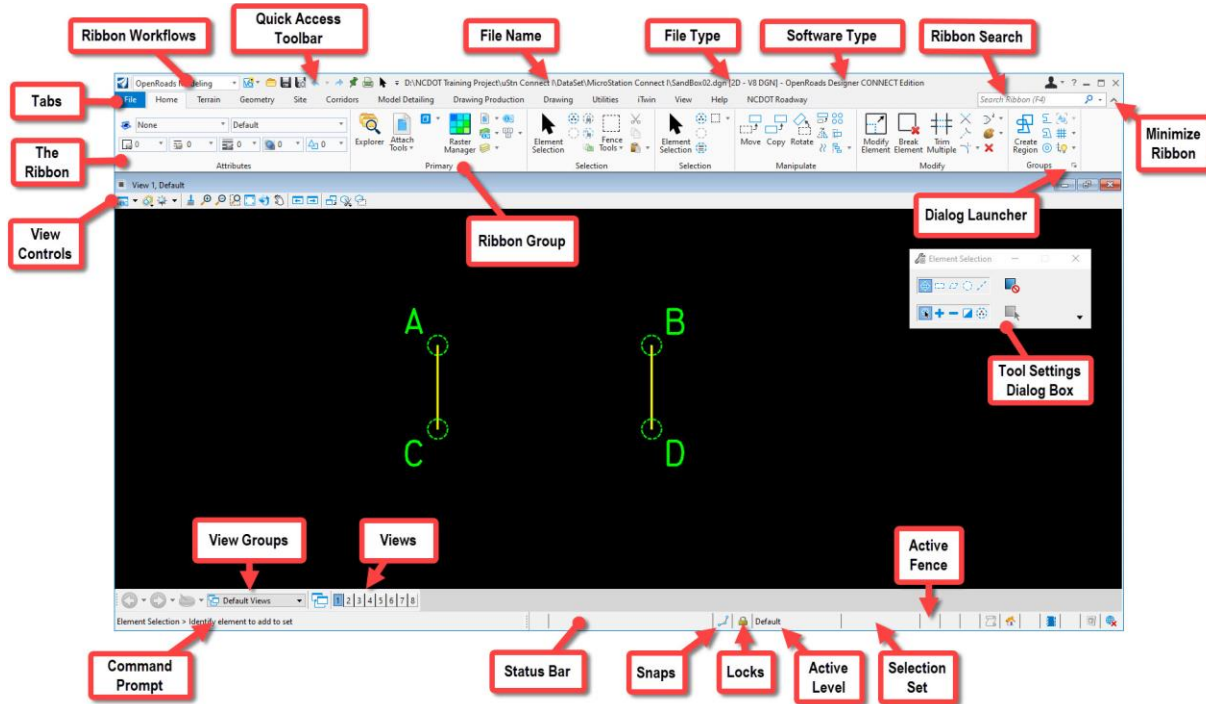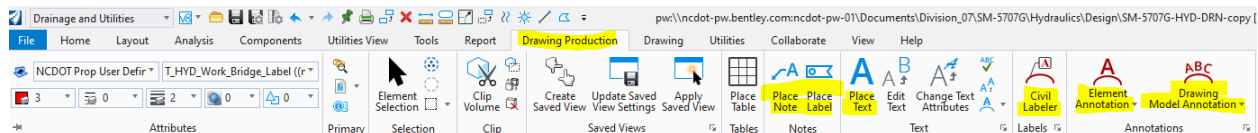As a refresher.

Bentley now calls labeling plans….annotating.
There are several ways to annotate plans.

The Labeling Tools can be found under the Drawing Production Tab under most Work Flows

Element Templates are going to be really important for Hydro users in ORD. I like to keep my element template tool palatte "pinned" to all workflows.

To "pin" the Element Template tool palette to all workflows:
- If you are in the Drainage and Utilities Workflow, go to the Home Tab
- Right Click in the Attributes Ribbon Group

Select Pin to all workflows.
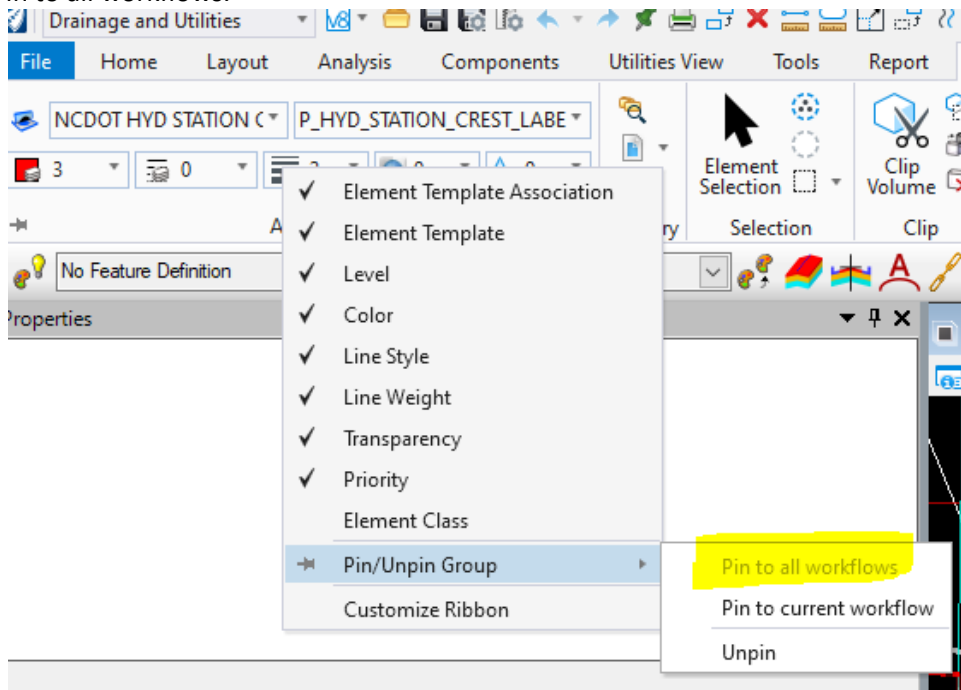
-
-
- You can unpin the toolbar by repeating the process and selecting the unpin option.

Placing Text Using Civil Labeler

- Until tools such as Element Annotation and Annotation Modeler are corrected to accommodate the Drainage and Utilities program, Civil Labeler will be the best option of the Hydro user.
- We have created Civil labels for every label that we had a label for in V8.
- If the V8 label had text associated with in Autotext, then that text is part of the label.
- If there was no associated in V8, we added "???". You will place the text, and then use the Edit Text to put in the required text. It will be on the correct level.
- We have created text favorites in Civil Labeler to pull the correct element templates, text styles, etc.
- **Labeling Drainage Structures**
- Under the Drawing Production Tab, look for Civil Labeler between the "Text" and "Annotations" Ribbon groups.
-
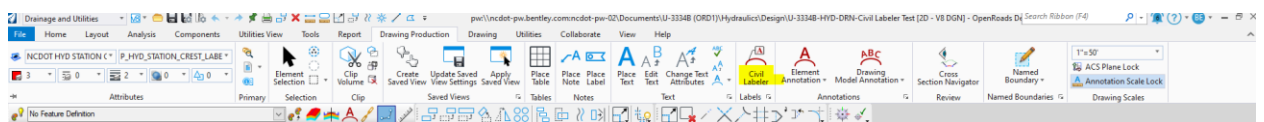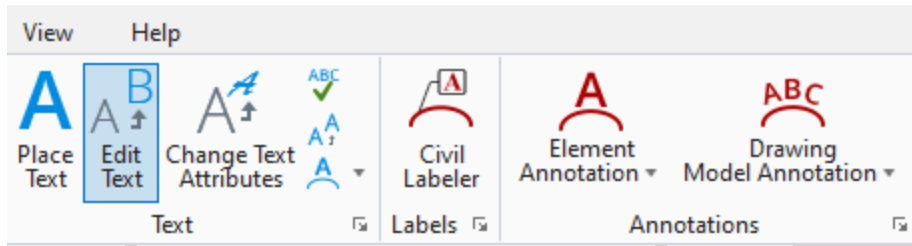
- Civil Labeler takes a few moments to open. Once it does, choose the NCDOT_HYD_Plan folder.

-
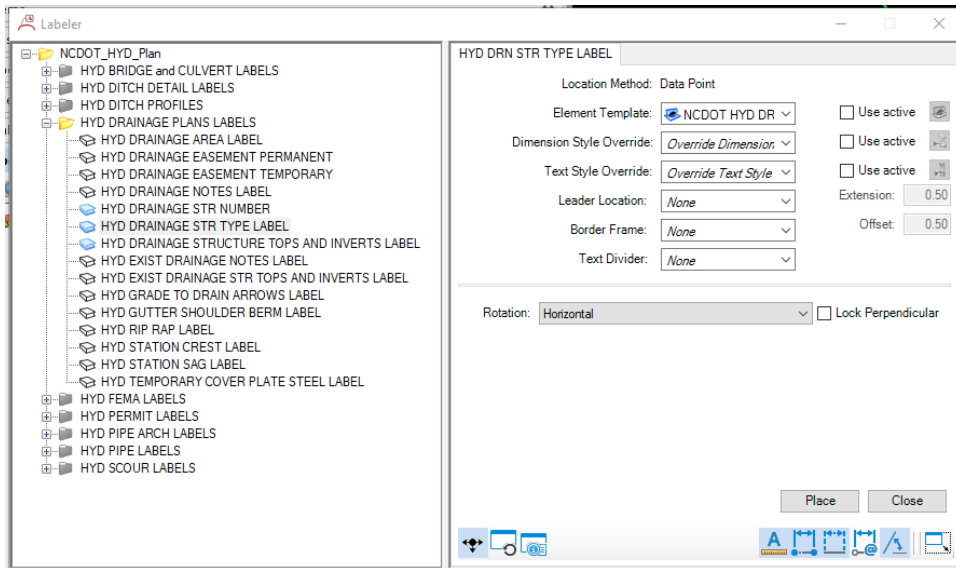
LABELING NODES

- Choose "HYD Drainage Str type" Label
  - For labeling CB's, DI's, 2GI's, etc use NCDOT HYD DRN STR TYPE LABEL. The label will read the "description" in the properties of the element/node and automatically pull from there.
  - We are not going to have labels for CB's, DI's, 2GI's, etc on their own levels at this time. Trying to make things easier.

- o
- o Most of the time you won't use a Leader for the labeling Nodes.
    - Set the Leader to None
        - Extension determines how long the straight line off the label is.
    - Set Frame to none
    - Set Divider to none
    - In most cases set Rotation to Horizontal, but feel free to experiment with the other choices.
- o Select Place
- o Data Point the Node you want to label.
- o Then Select where you want the Label to go.

LABELING A NODE WITH A LEADER
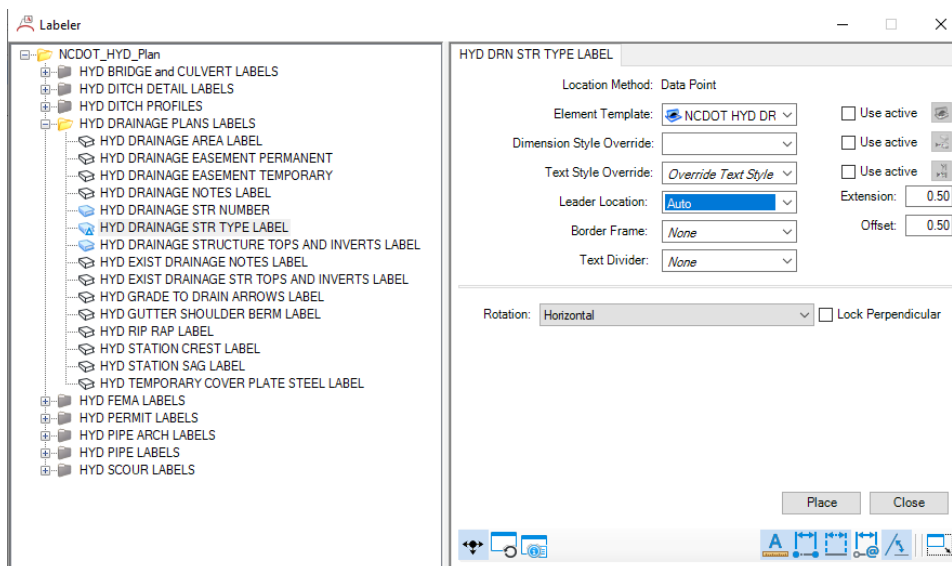
- Choose "HYD Drainage Str type" Label
    - o I would typically use Auto. It will adjust to the left or right of the label.

- o I would set the Extension of the leader to 0.5 or less
- o Extension determines how long the straight line off the label is.
- o If the Offset is set to 0, you will want to set the Frame to something other than none so that you can enter in a value of 0.5. Then reset the Frame to none.
- Select Place
- Data Point the Node you want to label
- Select where you want the Leader to begin
- Select where you want the text to be.
- Quick Tip: If you change the Leader, Frame, or Divider setting, the label in the left frame will change from a sheet a paper to a "delta" symbol.

LABELING AN OUTFALL

- o Choose "HYD Drainage Rip Rap" Label
- o Most of the time you won't use a Leader for the labeling Nodes.
  - ▪ Set the Leader to None
    - • Extension determines how long the straight line off the label is.
  - ▪ Set Frame to none
  - ▪ Set Divider to none
  - ▪ In most cases set Rotation to Horizontal, but feel free to experiment with the other choices.
- o Select Place
- o Data Point the Rip Rap Pad you want to label.
- Then Select where you want the Label to go.

LABELING STRUCTURE NUMBERS

- Choose "HYD Drainage Str Number" Label
  - o Most of the time you won't use a Leader for the labeling Nodes.
    - ▪ Set the Leader to None
    - ▪ Set Frame to Stretched Hexagon
    - ▪ Set Divider to none
    - ▪ In most cases set Rotation to Horizontal, but feel free to experiment with the other choices.
  - o Select Place
  - o Data Point the Node you want to label.
  - o Then Select where you want the Label to go.

LABELING PIPES (LINKS or CONDUITS)
- Labeling pipes is the same process except you need to pick the type of pipe material.
- It was not practical for each pipe type/size to have its own level as we did in V8, so there was no reason for the labels to either.
- At this point, we cannot control the offset from above or below the pipe.

- No Leader:
    - Select the label for the correct pipe material
    - Set rotation to InLine
    - Select Place
    - Data Point the pipe you want to label.
    - Then Select where you want the Label to go.
- With Leader:
- Select the label you want to use.
    - I would typically use auto. It will adjust to the left or right of the label.
    - I would set the Extension of the leader to 0.5 or less
    - Extension determines how long the straight line off the label is.
    - If the Offset is set to 0, you will want to set the Frame to something other than "none" so that you can enter in a value of 0.5. Then reset the Frame to "none".
- Data Point the pipe you want to label
- Select where you want the Leader to begin
- Select where you want the text to be.
- Quick Tip: You will get prompts in the lower left-hand corner....if you can remember to look for them.


LABELING DITCHES
- Plan View
    - Look in the "HYD Ditch Detail Label" Folder
    - "HYD Ditch Detail" Label will place the text: "SEE DETAIL ??"
    - Select if you want a Leader and your rotation
    - Select Place
    - If you need a leader then reference instructions above.
    - Use "Edit Text" in the Ribbon Group to change the "??" to "A"
- Profile View
    - Ditches will have to be labeled in the PPL file in the drawing model.
    - See Sheeting instructions on how to create Profile Sheets using named boundaries.
    - Look in the "HYD Ditch PRofiles"
    - Labels have been created for Begin Ditch, End Ditch, and the intermediate PI's for the left, right and median ditches.


Place text/Place Label
- We are going to use Element Templates and Place Label or Place Text as the replacement for the Hydro toolbar that most are used to.
- I have "pinned" the element template toolbar to all my workflows so I don't have to go back to the home screen every time.
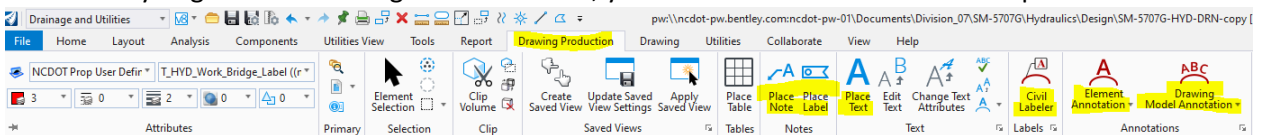- To do that
    - Go to the Home tab

- The Element Template tool palate should be in the far left hand corner
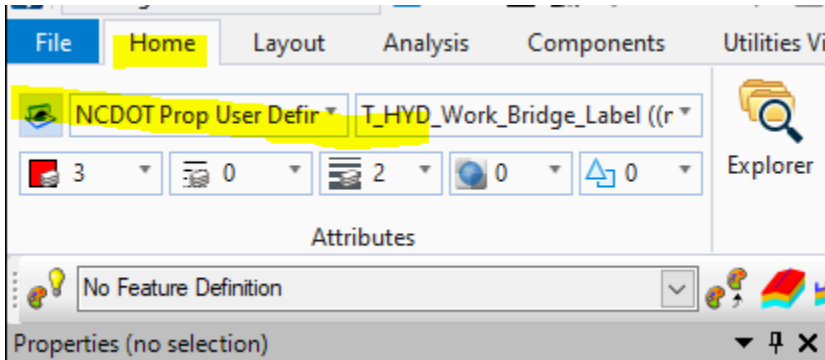
- Right click in the area over the Element Template Palate
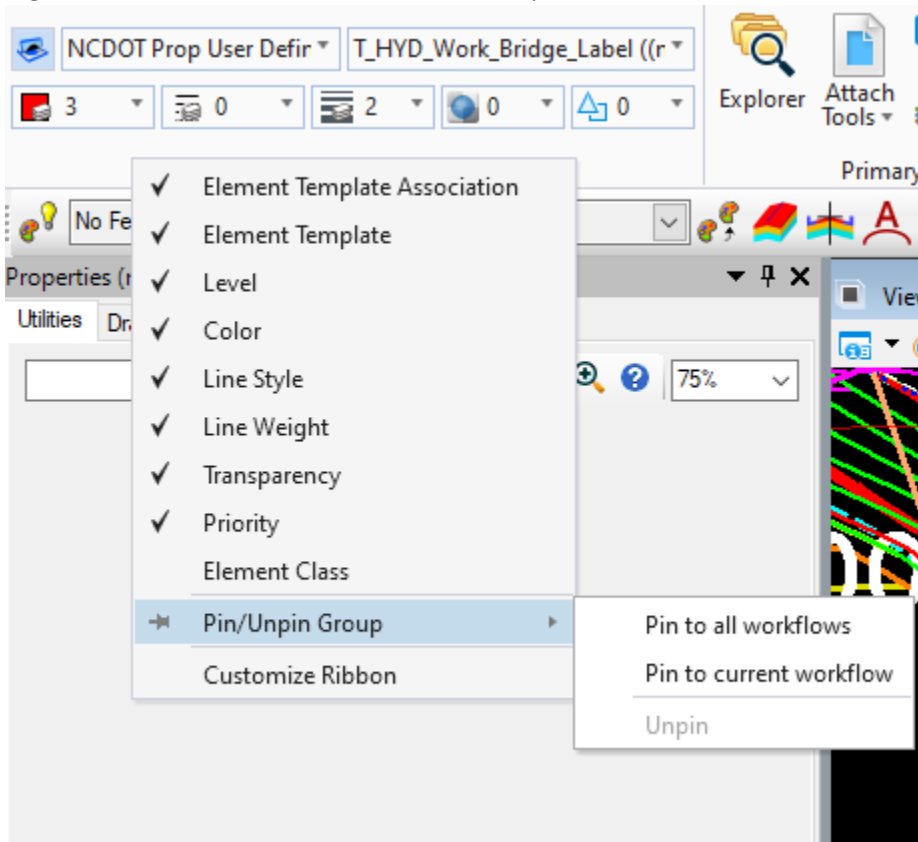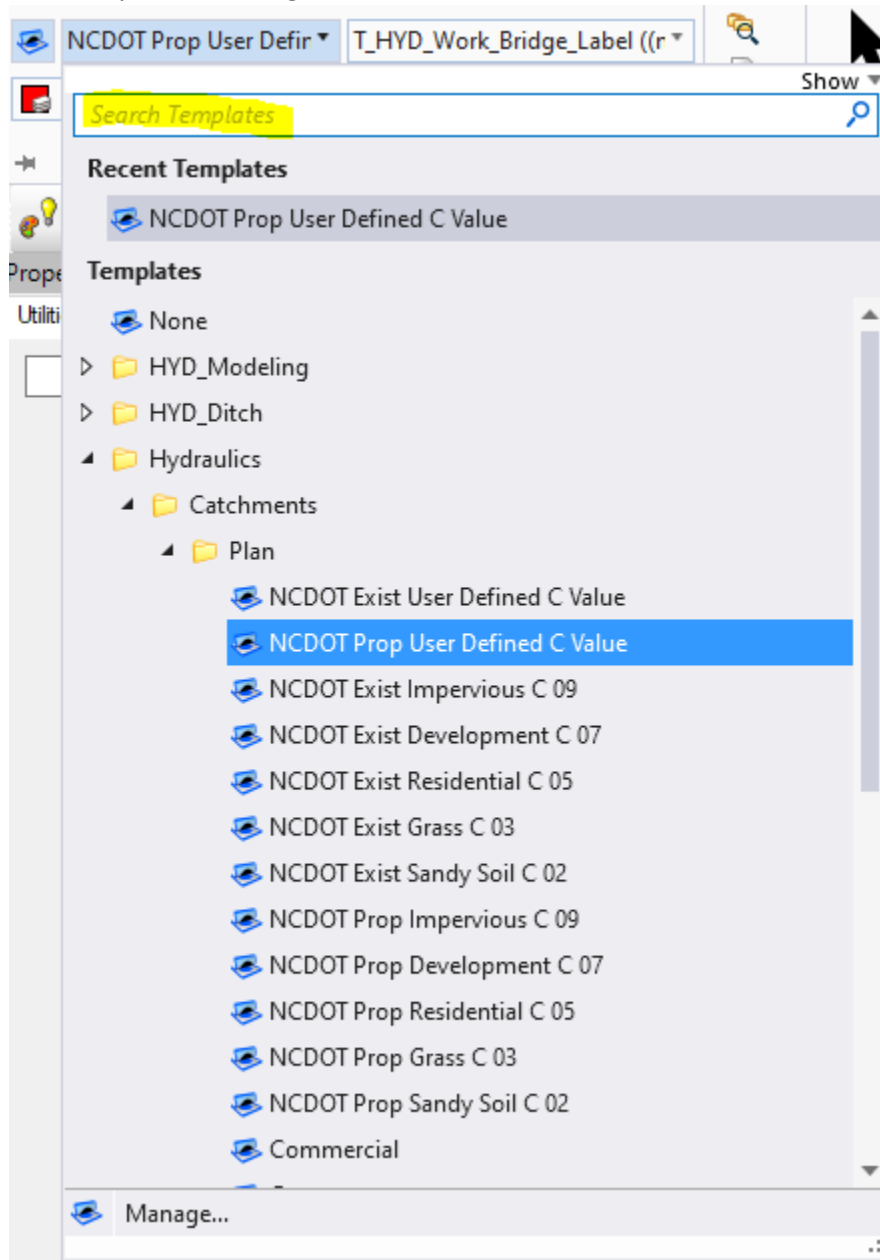

-
- Go to "Pin/Unpin Group>Pin to all workflows
- Now when you go to the Drawing Production Tab, you will still have the Element Templates

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- To place the text, select the Element Templates drop down.
- Quick Tip: Label will be stored under Hydraulics>Annotation
-

- You can either navigate the Element Template drop down or you can type in the search bar for what you are looking for.

- Once you have the element template you want, then choose your command. Place text or Place level.