Creating Notes

General Notes

From the **Insert** menu at the top of the screen, select **Note**

In the **Note** menu, set:

- **No Leader > Enter > Horizontal > Standard > Default**
- Then select, **Make Note**

Select the location for the note on screen. Since our option for text orientation was “Default”, this point will be the lower left-hand corner of the first character of the note.

Next a text entry window opens at the top of screen. Enter the text of the note. If multiple lines are required, press “enter” to move to the next line. When text is complete, press “enter” to get a new line and then “enter” again at the blank line.

Local Notes

From the **Insert** menu at the top of the screen, select **Note**

In the **Note** menu, set:

- **Leader > Enter > Horizontal > Standard > Default**
- Then select, **Make Note**

The menu for the leader line settings opens.

First select the attachment method. Most notes for holes will attach **On Entity** with the largest diameter in the circular view referenced.

The next selection is for the arrowhead type. The **Arrow Head** setting is preferred for mechanical drawings.

Pick the attachment entity and **Done Sel** to continue.
Enter the note text in the input window. The Symbol Palette will be open in the right margin of the screen. To insert symbols such as those for diameter and counterbore, simply pick the symbol from the palette and it will appear in the note.

You may need to move the note to get the leader to point toward the center of the hole. See below.

![Before moving note](image1)

![After moving note](image2)

If this doesn’t solve the orientation problem, you may have to change the note attachment point.

Select the note, it will highlight.

Press the RMB to bring up the menu.

Select Mod Attach

To change the point at which the arrowhead contacts the curve, use the option of **Same Ref**.

To attach the note to a different hole, use the option **Change Ref**.