

# Finishing the Sheets

# 8

In this tutorial, you perform tasks to provide finishing touches on your project documentation, including:

- Creating a note block that contains typical construction notes
- Creating a drawing list that is automatically populated based on filter selections
- Creating the 2 most common types of legends produced for construction: annotation legends and building component legends
- Tracking and documenting revisions in the project
- Importing resources (images and text) from other applications into project sheets

## Using Note Blocks

In this lesson, you create a typical note block to annotate repairs and renovations to the exterior of the building.

## Creating a Note Block

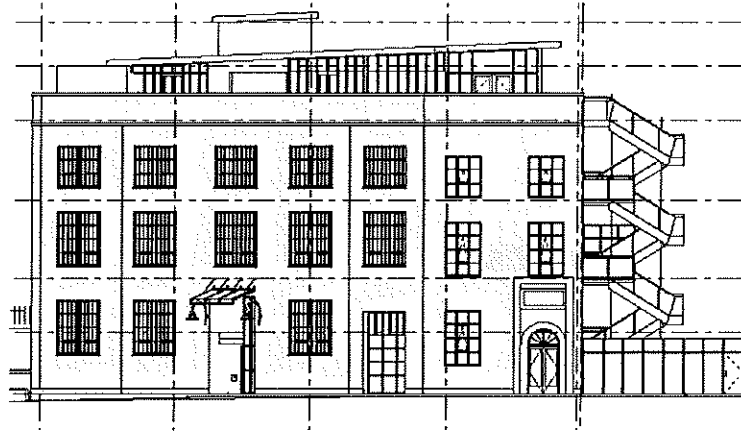
In this exercise, you add typical construction notes to sheets and then create a note block to expose the note text. The note block can be used to schedule parameters assigned to a generic annotation family.

### Training File

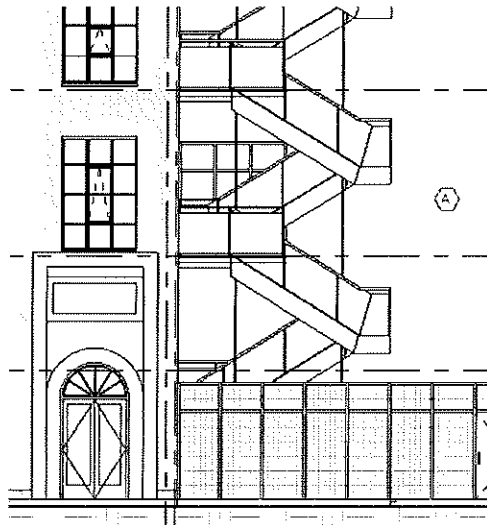
- Click File menu ► Open.
- In the left pane of the Open dialog, click Training Files, and open Imperial\i\_freighthouse\_flats-Finishing-Sheets.rvt.

### Load a generic annotation family

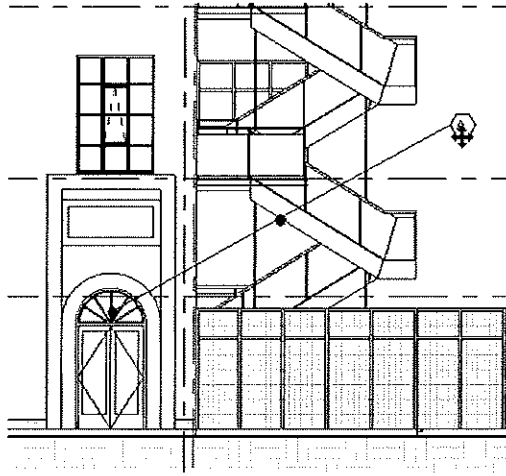
- 1 In the Project Browser, expand Elevations (Building Elevation), and double-click East.



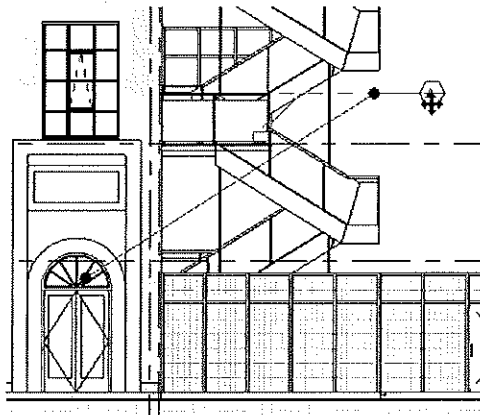
- 2 On the Drafting tab of the Design Bar, click Symbol.
- 3 Click Yes to load a generic annotation family into the project.
- 4 In the left pane of the Open dialog, click Training Files, and open Imperial\Families\Annotations\Sheet Keynote - Hexagon.rfa.
- 5 On the Options Bar, for Number of Leaders, type 1.
- 6 Click in the drawing area to the right of the building to place a hexagon tag.




- 7 On the Design Bar, click Modify.
- 8 Select the keynote, and drag the endpoint of the leader to position it on the right front door.




9 Drag the midpoint of the leader to position it as shown:



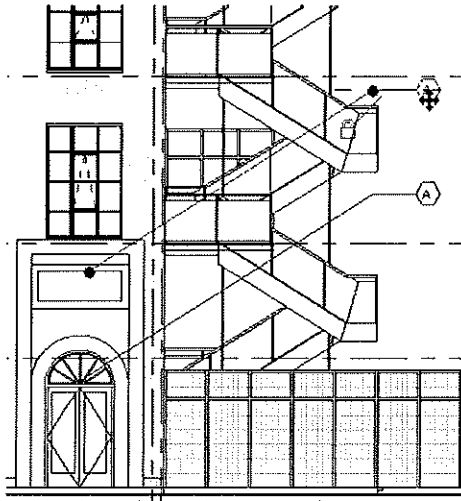
Create annotation marks for items requiring notes


10 With the tag selected, on the Options Bar, click  (Element Properties).

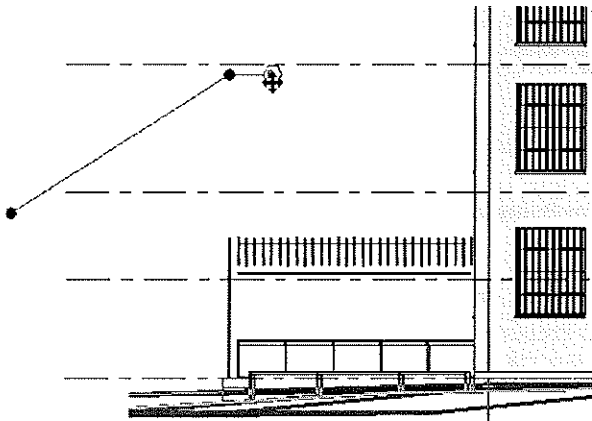
11 In the Element Properties dialog, under Identity Data, for Text, type **Seal existing doors and insulate**, and click OK.


12 On the Edit toolbar, click  (Copy).

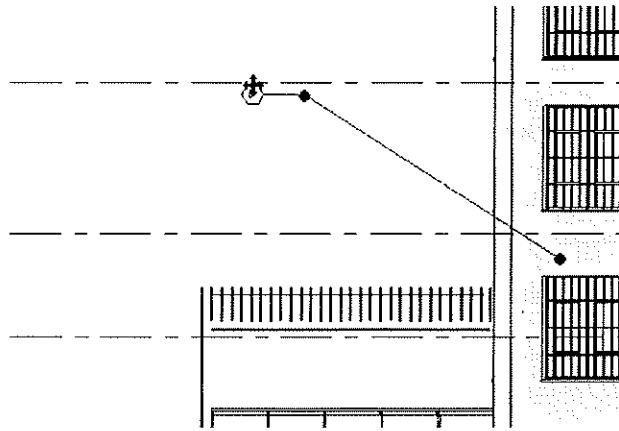
13 Select the tag, and click above the tag to place the copy.



- 14 With the copy selected, on the Options Bar, click  (Element Properties).
- 15 For Text, type **Repair existing door surround**. Contact Historic Preservation District official for specific requirements.
- 16 For Tag, type **B**.
- 17 Click OK.
- 18 Using the same method, make another copy of the tag and place it on the left side of the building.



- 19 With the tag selected, on the Edit toolbar, click  (Mirror), and on the Options Bar, clear Copy.
- 20 To create a vertical mirror image of the tag so the leader points toward the building, position the cursor over the hexagon tag until a vertical bar displays, and click.

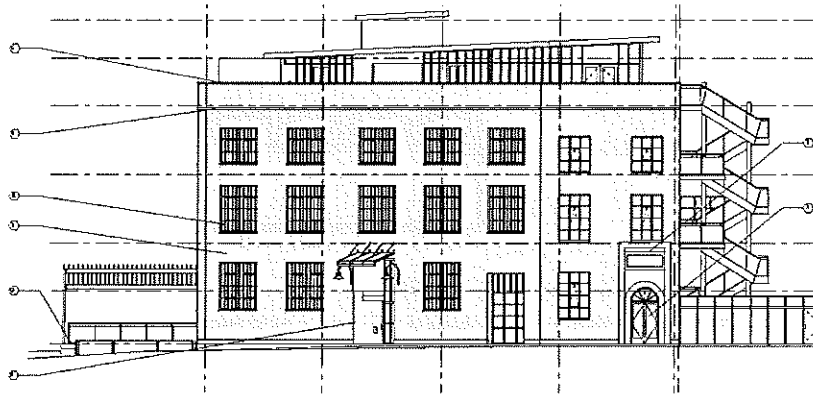


21 On the Design Bar, click Modify.

22 Optionally, using the table as a reference, and moving counter-clockwise, continue tagging the building as shown in the following illustration:

Tag	Text
A	Seal existing doors and insulate.
B	Repair existing door surround. Contact Historic Preservation District official for specific requirements.
C	Clean and repair stone parapet cap as required.
D	Clean and repair existing stone trim as required.
E	Remove all existing windows. Clean opening and repair as required for new window installation.
F	Clean exterior brick wall. Tuckpoint as required.
G	Clean existing concrete loading dock. Repair as required.

Tag	Text
H	Saw cut existing brick wall. Clean cut and repair wall as required.



Create, format, and place a note block on a sheet

23 Click View menu ► New ► Note Block.

24 In the New Note Block dialog, for Note block name, type **Exterior Construction Notes**, and click OK.

25 Specify values in the Note Block Properties dialog:

- On the Fields tab, under Available fields, select Tag, and click Add.
- Select Text, and click Add.
- On the Sorting/Grouping tab, for Sort by, select Tag.
- On the Formatting tab, for Heading, type **Mark**, and for Alignment, select Center.
- On the Appearance tab, for Header text, verify that Arial is selected, for the value, type 1/4", and select Bold.

26 Click OK.

The Exterior Construction Notes block displays.

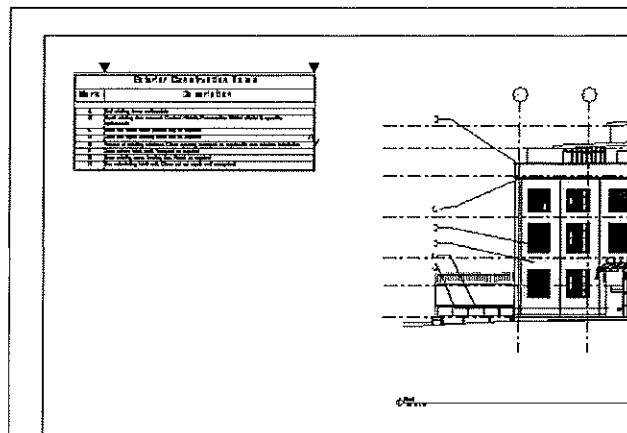
Exterior Construction Notes	
Mark	Description
A	Seal existing doors and insulate.
B	Repair existing door surround. Contact Historic Preservation District official for specific requirements.
C	Clean and repair stone parapet cap as required.
D	Clean and repair existing stone trim as required.
E	Remove all existing windows. Clean opening and repair as required for new window installation.
F	Clean exterior brick wall. Tuckpoint as required.
G	Clean existing concrete loading dock. Repair as required.
H	Saw cut existing brick wall. Clean cut and repair wall as required.

27 In the column header (text), type **Description**.

28 In the Project Browser, expand Sheets (all), and double-click A103 - Elevations.

29 In the Project Browser, expand Schedules/Quantities, select Exterior Construction Notes, and drag it to the sheet.

30 Click to place the block in the upper left corner of the sheet, and drag the right column control to expand the column to display the note text.



31 On the Design Bar, click Modify.

32 Zoom in to see the note block.

Exterior Construction Notes	
Mark	Description
A	Seal existing doors and insulate.
B	Repair existing door surround. Contact Historic Preservation District official for specific requirements.
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D	Clean and repair existing stone trim as required.
E	Remove all existing windows. Clean opening and repair as required for new window installation.
F	Clean exterior brick wall. Tuckpoint as required.
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33 Save the file as Imperial\i\_Freighthouse\_Flats-Finishing-Sheets\_in\_progress.rvt.

## Using Drawing Lists

In this lesson, you quickly create a drawing list that is automatically generated from the drawings available in the project.

## Creating a Drawing List

In this exercise, you create an automatically populated drawing list for placement on the title sheet of the project.

### Training File

Continue to use the training file you used in the previous lesson, Imperial\i\_Freighthouse\_Flats-Finishing-Sheets\_in\_progress.rvt.

1 In the Project Browser, under Sheets (all), double-click T - Title Sheet.

