



AutoCAD® 2022

FOR INTERIOR DESIGN AND SPACE PLANNING

THE DESIGN APPROACH

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The Design Approach

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chapterfour

Adding Text and Tables to the Drawing

CHAPTER OBJECTIVES

Define the terms *style* and *font* and describe the function of each.

Use **Dtext** (single line text) to draw text.

Use **TEXTEDIT** to change text contents.

Use different fonts on the same drawing.

Place text on several different parts of the drawing with a single command.

Use the modifiers **Align**, **Fit**, **Center**, **Middle**, **Right**, **Top**, and **Style**.

Use the **Text Style...** dialog box to create condensed, expanded, obliqued, backward, inclined, and upside-down text.

Use the **Text Style...** dialog box to change any style on the drawing to a different font.

Use **Properties** to change text characteristics.

Use standard codes to draw special characters such as the degree symbol, the diameter symbol, the plus-minus symbol, and under-scored and overscored text.

Use **Mtext** (multiline text) to create paragraph text.

Spell-check your drawing.

Use the **Table** command to create door and window schedules.

EXERCISE 4-1

Placing Text on Drawings

To make complete drawings with AutoCAD, you need to know how text is added to the drawings. In Exercise 4-1, we examine the following AutoCAD commands, used to place lettering on drawings:

- **Text Style...:** Used to control the appearance of text
- **Single Line Text (Dtext):** Used to draw text that is not in paragraph form
- **Multiline Text (Mtext):** Used to draw text that is in paragraph form

When you have completed Exercise 4-1, your drawing will look similar to the one in Figure 4-1.

Figure 4-1
Exercise 4-1: Placing text on drawings



TIP

If you click **New...** and select the **acad.dwt** template, you will be in the same drawing environment as when you simply open the AutoCAD program and begin drawing. AutoCAD uses the **acad.dwt** template for the drawing settings if no other template is selected.

- Step 1.** Use your workspace to make the following settings:
1. Use **Save As...** to save the drawing with the name **CH4-EXERCISE1**.
 2. Set drawing units: **Architectural**
 3. Set drawing limits: **8-1/2,11** (the inch mark is not needed)
 4. Set **GRIDDISPLAY: 0**
 5. Set grid: **1/4**
 6. Set snap: **1/8**
 7. Create the following layers:

Layer name	Color	Linetype	Lineweight
a-anno-text	green	continuous	.006" (.15 mm)
a-area-ttbl	magenta	continuous	.006" (.15 mm)

8. Set layer **a-anno-text** current.
9. Use **Zoom-All** to view the limits of the drawing.

Making Settings for Text Style

Understanding the difference between the terms *style name* and *font name* with regard to text is important:

Style Name

AutoCAD provides in the **Text Style** dialog box (use **ST** for Style to see the **Text Style** dialog box), by default, a style named *Standard*. By default, the *Standard* style includes the following settings (Figure 4-2):

Font Name:	Arial
Font Style:	Regular
Annotative:	Not checked
Height:	0'-0"
Upside down:	Not checked
Backwards:	Not checked
Vertical:	Not checked
Width Factor:	1
Oblique Angle:	0

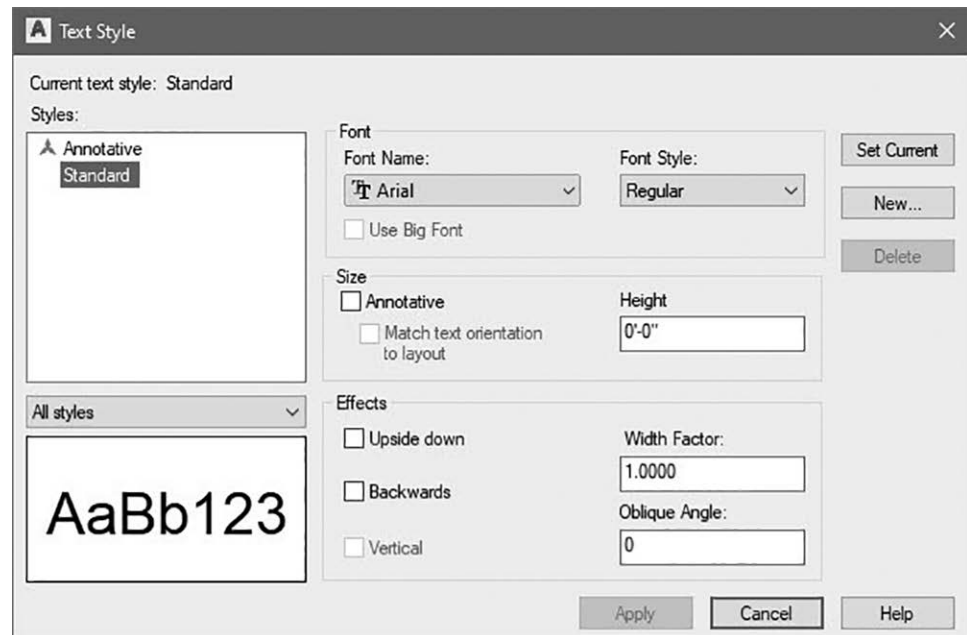


Figure 4-2
The *Standard* text style default settings

Font Name

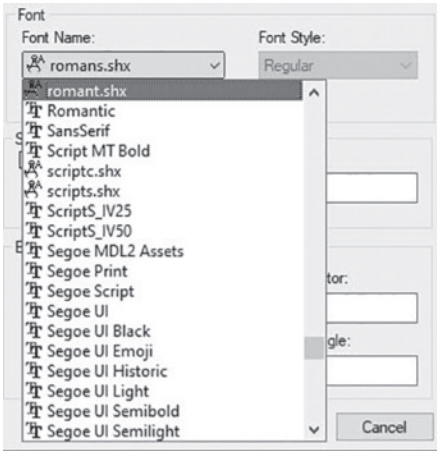
font: A distinctive set of letters, numbers, punctuation marks, and symbols.

This is the name of any **font** file. A font determines how text looks by defining its typeface, or graphical design. A font has to be installed in either the AutoCAD program (SHX fonts), or in Windows (TrueType fonts) before you

can select it and assign it to a style name. AutoCAD assigns the Arial font to the Standard style by default. AutoCAD has two types of fonts available, as shown in Figure 4-3:

- 1 TrueType fonts:** The standard font type provided by Microsoft Windows. TrueType fonts have the .ttf file name extension. This extension is *not* shown in the **Text Style** dialog box **Font Name** list.
- 2 SHX fonts:** AutoCAD's own set of fonts that have the .shx file name extension. This extension is shown in the **Text Style** dialog box **Font Name** list.

Figure 4-3
Two types of fonts: .shx and .ttf



TEXT STYLE	
Ribbon/ Panel:	Annotate/ Text/
Text Toolbar:	
Menu Bar:	Format/ Text Style...
Type a Command:	STYLE
Command Alias:	ST

Making a New Text Style

By clicking **New...** in the **Text Style** dialog box (Figure 4-2), you can make new text styles.

- You can assign any name you choose to the style name. You may use the same name for the style that is used for the font name, or you may use a different name, single number, or letter for the style name.
- You can assign the settings to the new text style to include **Font Name**, **Font Style**, **Annotative**, **Height**, **Upside down**, **Backwards**, **Vertical**, **Width Factor**, and **Oblique Angle**.

Step 2. Change the font for the Standard style (Figure 4-4), as described next:

Prompt

Type a command:

The **Text Style** dialog box
appears with the **Standard**
style current:

Response

Text Style... (or type **ST <Enter>**)

Click **TechnicLite** (in the **Font**
Name: list)

Click **Apply**

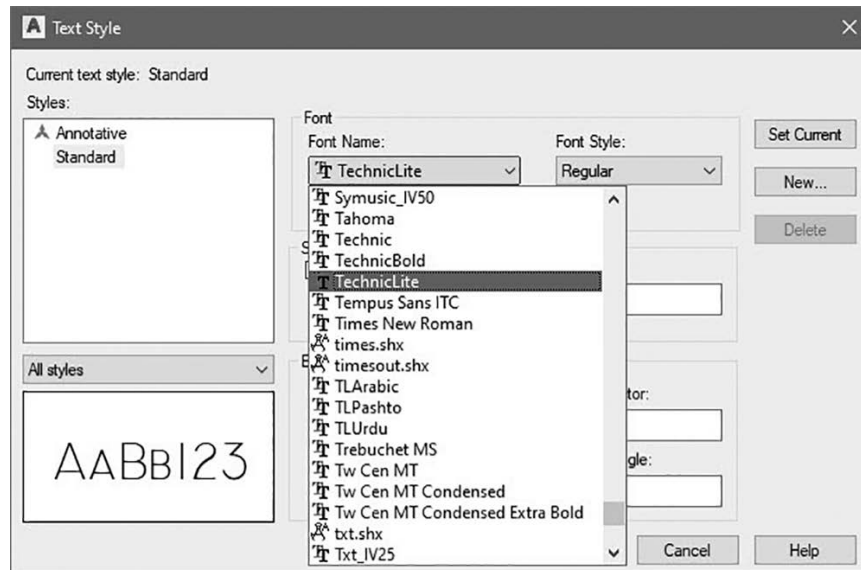
Any text typed while the Standard style is active will now contain the TechnicLite font. Notice the preview area in the lower-left corner that shows you what the font looks like. Notice also that the vertical setting is grayed out, indicating that this font cannot be drawn with one letter above the other.

The other settings should be left as they are. *If you leave the text height set at 0, you will be able to draw different heights of the same style and you*

will be able to change the height of text if you need to. Leave the text height set to 0 in all cases. The **Width Factor** allows you to stretch letters so they are wider by making the **Width Factor** greater than 1, and narrower by making the **Width Factor** less than 1. The **Oblique Angle** slants the letters to the right if the angle is positive and to the left if the angle is negative.

Figure 4-4

Select the **TechnicLite** font for the Standard style



AutoCAD also provides a style named **Annotative**. You use this style when you have added text to a drawing that will be plotted to scale (for example, $1/4" = 1'-0"$). You can make any style annotative in the **Text Style** dialog box by selecting the **Annotative** check box.

FOR MORE DETAILS

See Chapter 6 for more on annotative text.

Step 3. Make the settings for a new style that will be used on the drawing (Figures 4-5 and 4-6), as described next:

Prompt

The **Text Style** dialog box:
The **New Text Style** dialog box appears with a **Style Name** that AutoCAD assigns, style1:

The **Text Style** dialog box appears:

Response

Click **New...** (button on the right)

Type **HEADING** (to name the style, Figure 4-5)

Click **OK** (or press <Enter>)

Click **romand.shx** (in the **Font Name:** list, Figure 4-6)

Click **Apply**

Figure 4-5

Name the style, HEADING

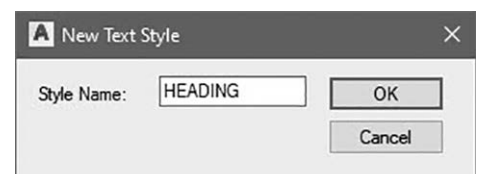
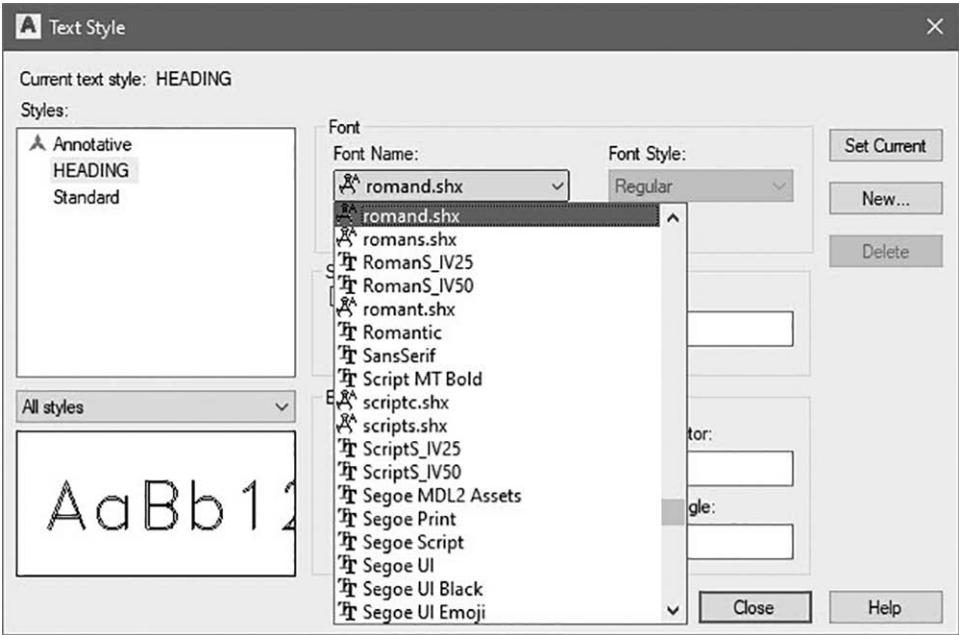


Figure 4-6
Select the romand.shx font
for the HEADING style



You now have two styles that have been defined on your drawing, Standard and HEADING.

TIP

To locate a font in the **Font Name:** list, hold your cursor over any font name in the list and type the first few letters of the desired font. You can also scroll through the **Font Name:** list by pressing the up or down arrow key on the keyboard or by using the wheel on your mouse.

Step 4. Make the settings for the following new styles (Figure 4-7):

Style Name	Font Name	Other Settings
HAND LETTER	CityBlueprint	None
OVERSCORE	Arial	None
UPSIDEDOWN	Arial	In the Effects box, select the Upside down check box and the Backwards check box.
VERTICAL	romand.shx	In the Effects box, select the Vertical check box (Figure 4-7). Deselect the Upside down and Backwards check boxes.

Step 5. Check the **Styles** list to determine whether your list matches the one shown in Figure 4-8.

Step 6. Click the **HEADING** style name and the **Set Current** button to make it current; close the dialog box.

NOTE

If you make a mistake while making the settings for a new style, go back to the **Text Style** dialog box, highlight the style name, change or fix the settings, and click **Apply**.