



CI Tools Annotate Add-on Guide

IMPORTANT

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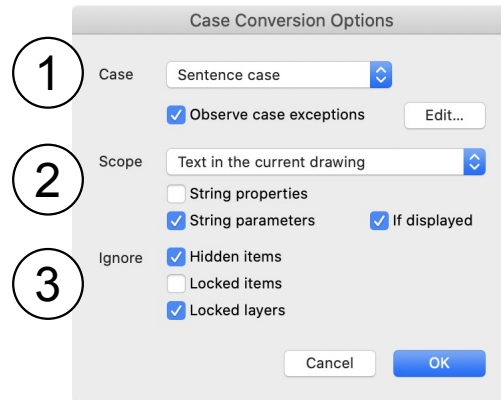
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1 Managing Text Case

1.1 Convert Text Case

Annotate's case conversion tool can change the text content of most project elements, optionally including settings like (string) properties and parameters. To convert the case of just a selection of items, pick them first. To start the conversion tool, click the menu item *CI Tools > Annotate > Convert Case...*



The *Case Conversion Options* dialog appears first. Pick from the following:

1. **Case** Specify the required text case and whether any exceptions should be observed. Options include:

- *Sentence case*
- *UPPER CASE*
- *lower case*
- *Title Case*

Select *Observe case exceptions* if some words or abbreviations should have a fixed case. An *Edit* button will appear for reviewing the exceptions (see section 1.2 for more details).

2. **Scope** Specify the scope of the text conversion, including:

1. *Selected items only*. Disabled if nothing is selected in the active drawing view.
2. *Text in the current drawing*. Only the active drawing view will be affected. If the floor plan is active, only the current storey will be targeted.
3. *Text in floor plan (all storeys)*. All stories in the floor plan will be targeted.
4. *Text in all drawings*. All drawings, including sections, worksheets etc will be targeted.

Select *String properties* to convert any string property values. Note that this will not affect text picked from a menu of pre-determined choices – if you want to change that, use the Property Manager.

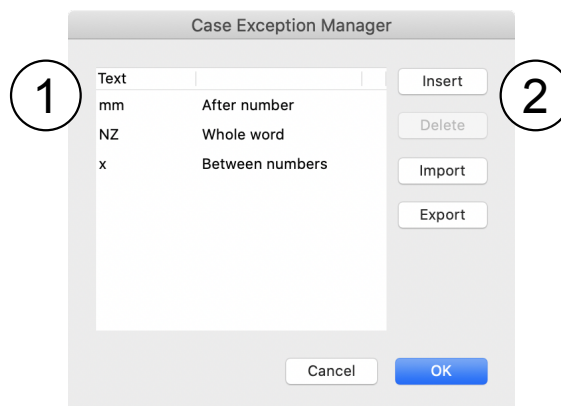
Select *String parameters* to convert parameter text. Locked or hidden parameters will not be affected (on the basis that they are probably not intended to be changed). If the option setting *If displayed* is selected, only string parameter values exactly matching text currently displayed by the object in 2D will be converted. This is a much safer option if the object holds other visible, unlocked text that shouldn't be changed.

3. Ignore Select any items or layers that shouldn't be converted, including:
 1. *Hidden items*, e.g. everything on hidden layers;
 2. *Locked items*, i.e. where the element has been explicitly locked;
 3. *Locked layers*, e.g. everything on locked layers.

Click *Ok* to begin the conversion process.

1.2 Managing Case Exceptions

The *Case Exception Manager* collects words or abbreviations that should have a fixed case irrespective of the standard for the general text. The manager can be viewed by clicking the *Edit* button from the *Case Conversion Options* dialog, or by clicking the menu *CI Tools > Annotate > Manage Case Exceptions...*



The list of exceptions is project-specific, but can be exported for import into other projects. The manager dialog features include:

1. The exception list

The list is divided into 2 columns, both of which can be edited directly in the list:

- **Text** The literal text, i.e. with the case as it should appear in the document.
- **Context** The context in which this exception is relevant

For example, the abbreviation of millimetre to mm is usually lower case, but we don't want to see any word containing double-m to be affected, e.g. "common" converted to "COmmON". The unit would be expected to follow a number, e.g. 100mm, so the context should be set to "After number". An entire word that should have a specific case, e.g. a proper noun, could have the context as "Entire word". If a series of letters, symbols or even words should have a specific case no matter where they occur, the context will be "Anywhere". Note that "Anywhere" must be selected for any expression that contains non-alphanumeric characters such as "." or "?".

2. The buttons to the right provide additional functionality:

- **Insert** Insert a new exception in the list
- **Delete** Delete the selected exception(s) from the list
- **Import** Import case exceptions from a file
- **Export** Export the current list of case exceptions to a file

Case exception files have the *.keycase* extension.

Changes to the case exceptions are saved on clicking "Ok" or discarded with "Cancel".