

Inserting a Symbol

The following instructions will guide you through inserting a symbol into your drawing. The insert symbols option can be found in the **{Survey}** module and under the **[Draw]** menu.

Submenu **<Insert Symbols>**

- 1) Run the Insert Symbol function: **{Survey} → [Draw] → <Insert Symbols>**
- 2) The "Insert Symbols" dialog box appears on the screen.
- 3) To choose the symbol, click the "**Select**" button and choose the desired point symbol.
- 4) In the "*Select Symbol*" window, scroll through the symbols available and **click** the desired symbol.
 - a) The pulldown menu next to "*Symbol Category*" lets you pick from different symbol groups. The "Points" group is the most common.
- 5) If the screen in model space has been twisted using the twist screen command then, choose the option "Prompt for Rotation".
- 6) Under Erase Existing Symbols, there are three options:
 - a) Yes – by selecting "yes" the existing point symbol will be erased.
 - b) No – by selecting "no" the existing point symbol will not be erased.
 - c) Prompt – If the "prompt option is chosen then the user will be prompted in the command line to answer yes or no to erase the existing symbol.
- 7) Enter the symbol size: **size**.
 - a) The symbol size should be the desired scale multiplied by 0.125 (ex. 40 scale → $20 \times 0.125 = 2.5$)
 - b) The default size is taken directly from the "Drawing Setup" on the "Settings" menu. If you change the scale and symbol plot size there it will effect the size during the command.
- 8) Enter the layer that the point symbols will be drawn on: **PLN – Symbol**. Click "**Ok**" when done.
- 9) You are prompted to pick the location for the symbol. Use **one of the following** methods:
 - a) **Pick** the **location**/current point symbol

- b) **Type** in the **point number** followed by “**Enter**”
 - c) **Type** in the **coordinates** followed by “**Enter**”
- 10) If the option to Prompt for Rotation was selected in step 5, then enter the rotation angle of the point.
 - 11) If asked to erase the current symbol, select “**NO**”
 - 12) Press “**Enter**” to end the command or pick the next point.