

How to Use the Civil Labeler Tool

The following document shows how to use the Civil Labeler tool in OpenRoads Designer. This tool is available starting with the ORD 2021 R1 version. The instructions refer to the dataset used for the VDOT Plans Production class, which can be found on ProjectWise using the link below.

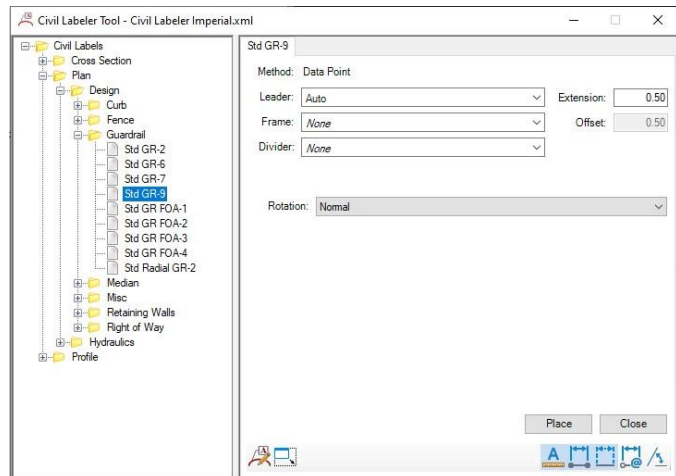
[Standards \(Forms, Job Aids, Installs, Training\)\VDOT Training Manuals and Datasets\ORD\ORD_VDOT_Specific_2021\VDOT Sheeting Tutorial Dataset 2021 R1.zip](#)

- Zoom to the west end of the Alt2 Alignment near station 16+25.00 where the guardrails start.



- Select *Drawing Production > Labels > Civil Labeler*.
 - On the Civil Labeler Tool window go to the *Civil Labels > Plan > Design > Guardrail folder*, select the **Std GR-9** option, and click **Place**
 - Set the *level* to **DES_GUARDRAIL_TERM_GR-9**, and the *line style, line weight, and color* to **By Level**.

- The labels themselves will come in on the correct level with the correct color, however, leader lines automatically come in on the active level with the line style, line weight, and color as by level. If you wish to change the color of the leader you will need to use the Change Element Attributes tool on the leader once it has been placed.

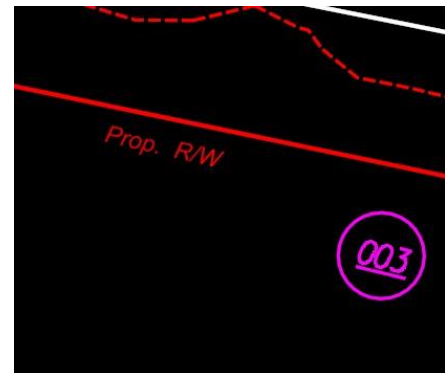


- You will need to change the level each time you place a label for the leader lines to come in on the correct level.

- Left Click on the teal colored guard rail ends to select the starting point for the leader, move your mouse to an appropriate spot for the label, and left click again.



- If your label is coming in at an odd angle you can change the rotation option on the Civil Labeler Tool. Common options to use would be View Horizontal and View Vertical.
 - You can also change the Leader option to specify what side of the label you want the leader to be on.
 - For labels with prepopulating civil fields (station, offset, etc.) you may notice a small circle at the end of the leader line. This can be turned off by turning off Constructions in the View Attributes.
- d. Zoom to the area just south of the guardrail terminator you just labeled near the 003 callout.
- e. On the Civil Labeler Tool window navigate to the *Civil Labels>Plan>Design>Right of Way>Proposed* folder and select the **Prop RW** option.
- f. Set the *level* to **RW_PR_RW_TXT**.
- g. Left Click twice on the red proposed right of way line to place the label.
- Please note that the RW and easement station and offsets cannot be placed with this tool. The standard brackets we use on them aren't available in the Civil Labeler.



3. Placing Begin and End Project/Construction Labels

- a. Zoom to the area around station 14+00.
- b. Go to *Geometry>General Tools*, and click the *Civil Accudraw* button.
- c. Select *Drawing Production >Labels>Civil Labeler* if the tool still isn't open.
- d. Navigate to *Civil Labels>Plan>Design>Misc* and select the **Begin Project** label.
- e. Set the *level* to **level 31**, and the line weight, line style, and color to by level.



- f. On the Civil Accudraw menu select the Station-Offset method.

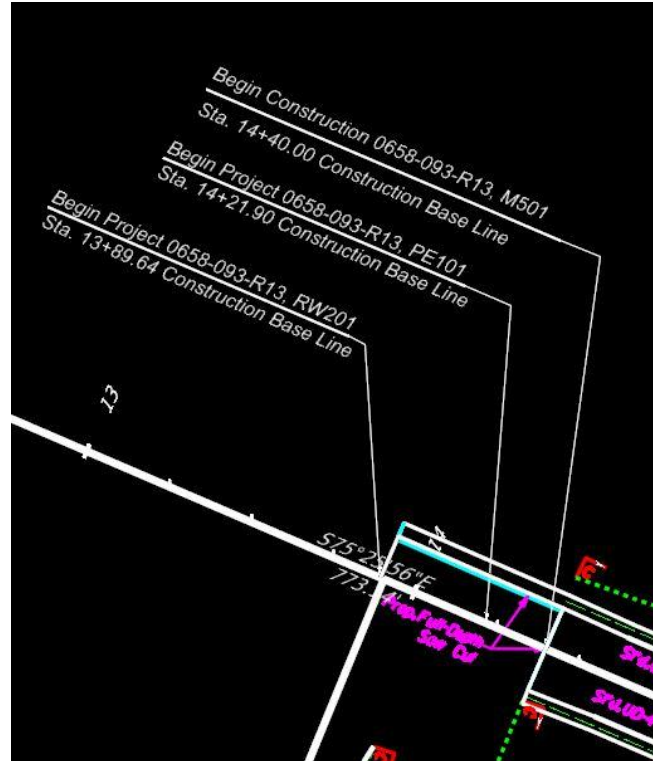


- g. Select the Alt2 alignment. On the Civil Accudraw keyin set the *Station* to **13+89.64** and hit the enter key. Then set the *Offset* to **0** and hit the enter key.

- h. Left click to accept the position. Now move the begin project label to an appropriate place and left click to place the label.

The station value will automatically fill in, however, the project number, and any other text that needs to be added will have to be manually added.

- i. Repeat steps D-H two more times. The first time place another begin project label at **14+21.90**. The second time place a **Begin Construction** label at station **14+40.00**.



- j. Once your labels have been placed the text for the project numbers needs to be changed. Double click the begin construction label and change the XXXX-XXX-XXX, C501 to **0658-093-R13, M501**. Double click the station text for the label, and add **Construction Base Line** to the end of it.
- k. Double click the begin project label at station 14+21.90 and change the XXXX-XXX-XXX, C501 to **0658-093-R13, RW201**. Double click the station text for the label, and add **Construction Base Line** to the end of it.
- l. Finally, double click the begin project label at station 13+89.64 and change the XXXX-XXX-XXX, C501 to **0658-093-R13, PE101**. Double click the station text for the label, and add **Construction Base Line** to the end of it.