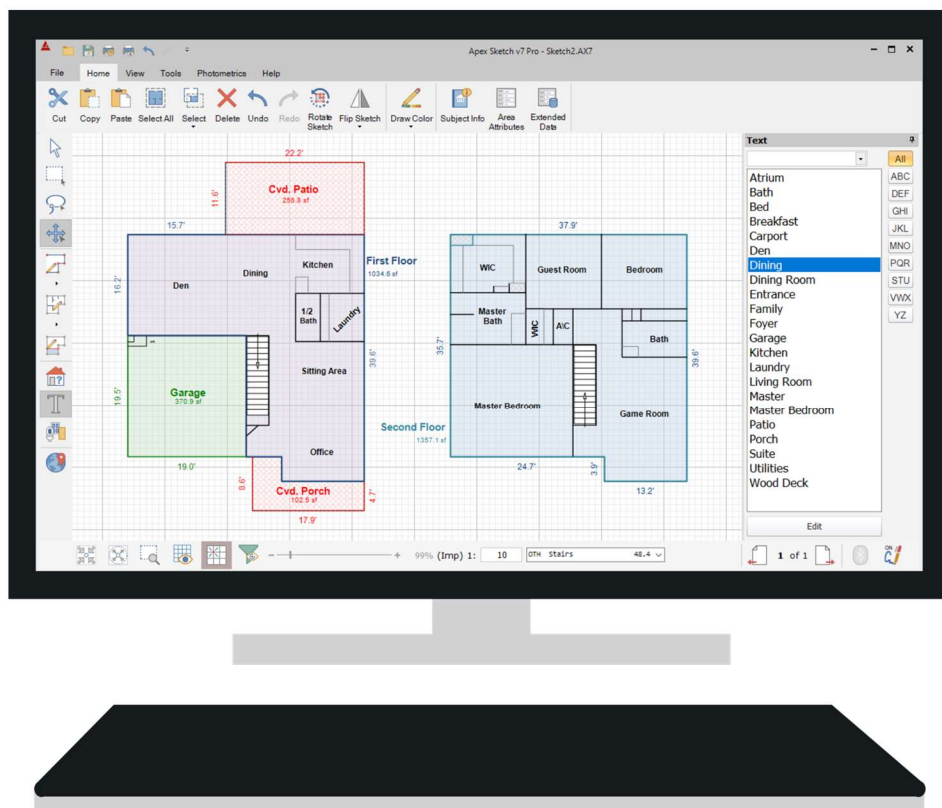


Apex Sketch v7

Text Library



Apex Sketch Version 7 – Text library

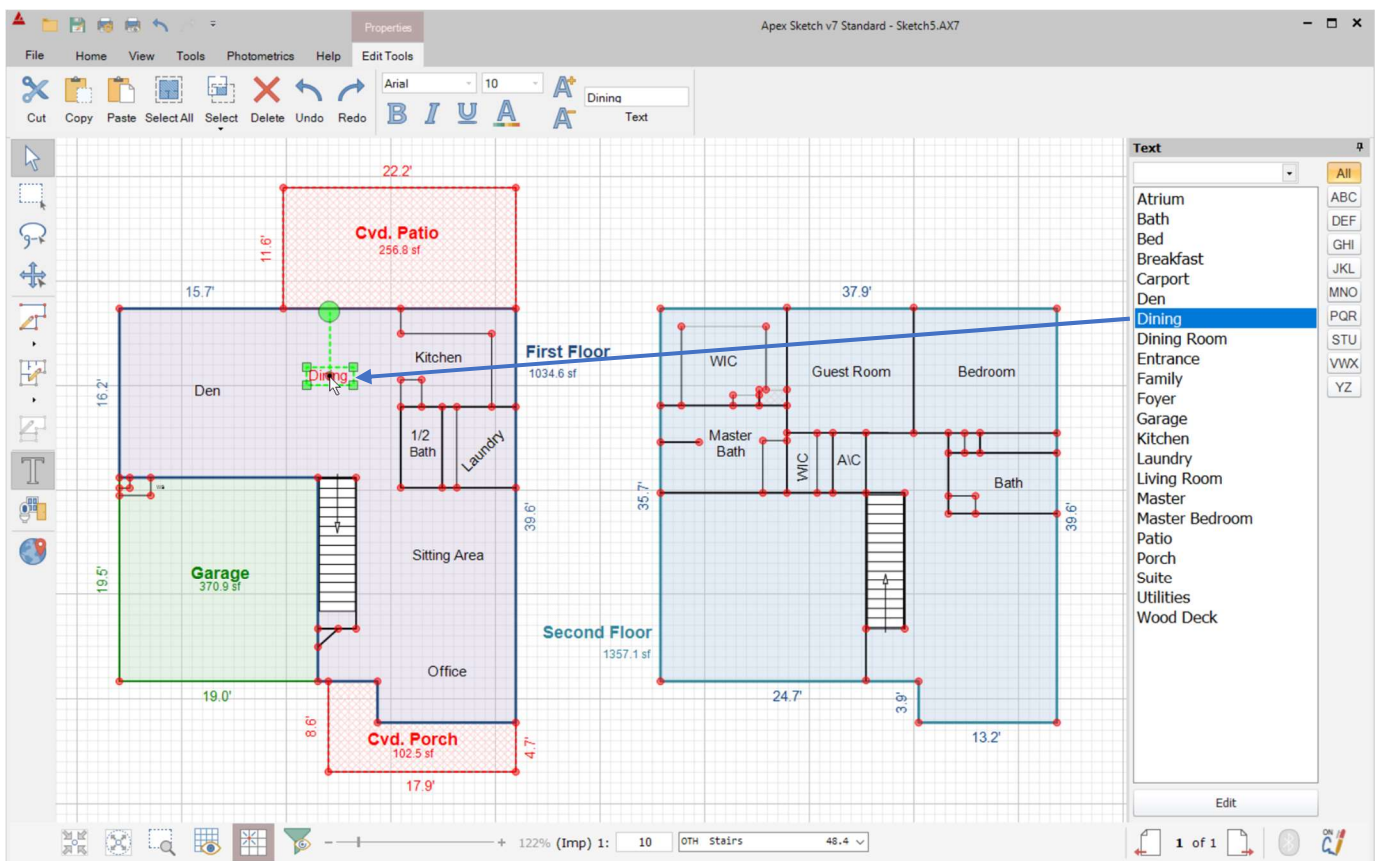
The Text Library provides you with access to your most frequently used labels allowing you to quickly annotate your floor plan sketches. A default set of labels is provided which can be edited to match your requirements and/or preferences.

This tutorial will walk you through adding Text to your sketch, inputting a custom label, editing and adding labels to the Text Library.

Adding Text to the Sketch

To add a text label to your sketch, click on the **Text** icon in the Drawing Toolbar or press the **T** key on your keyboard. This will bring up the Text Library on the Right Side of the Drawing Port.

With the Text Library opened, simply Drag & Drop the desired label from the list into the Drawing Port.



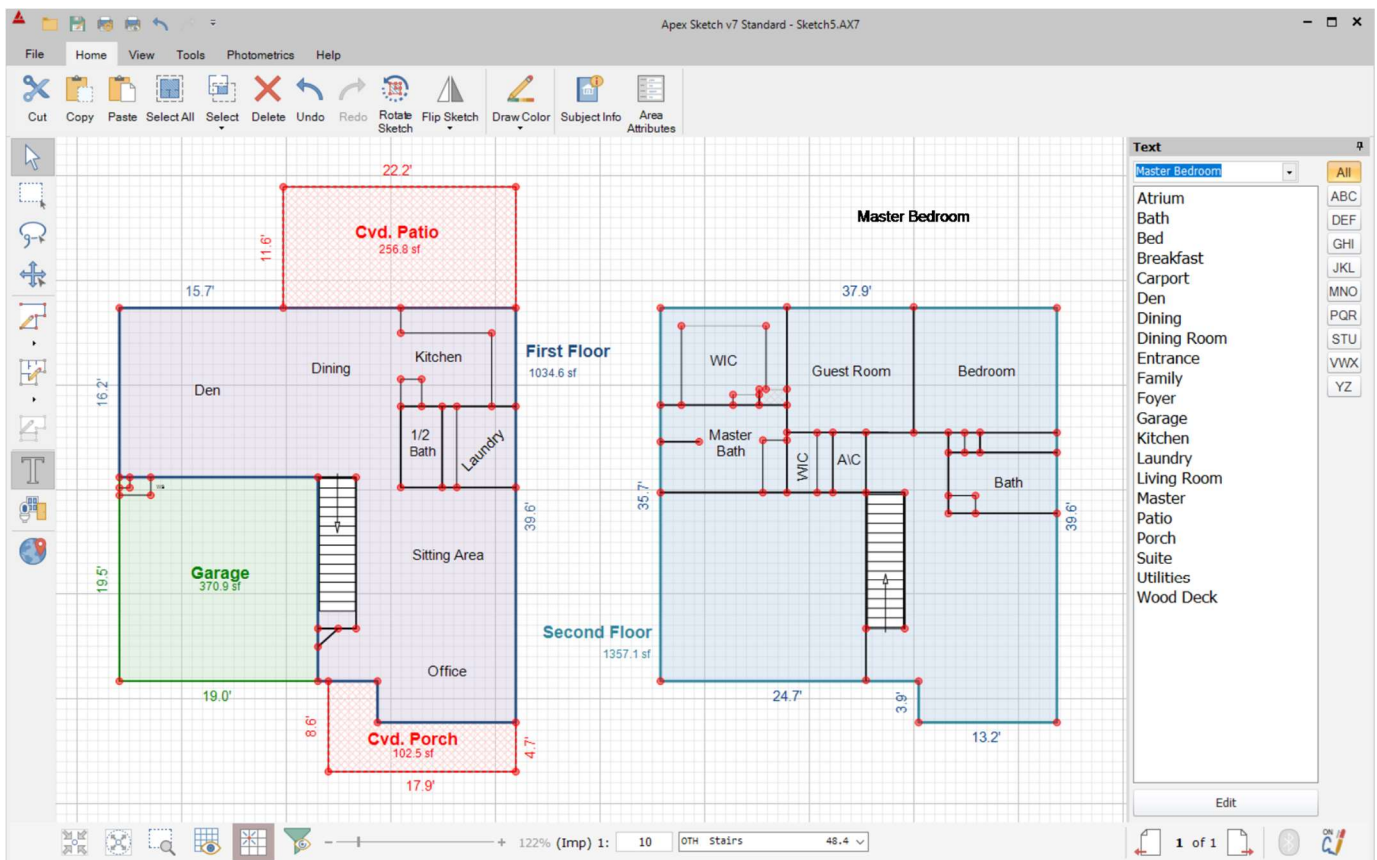
Once the label has been placed in the sketch, it can be rotated by Clicking & Dragging on the green balloon or tapping the **R** key on your keyboard.

Adding a Custom Label to the Sketch

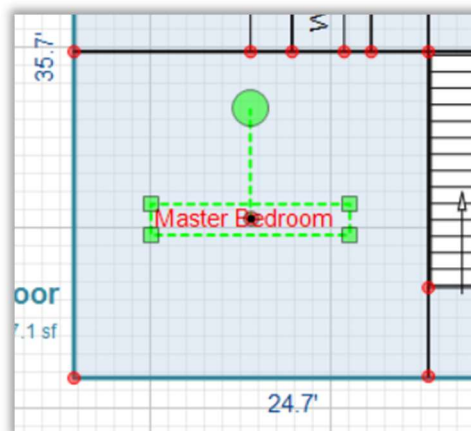
To add a custom text label that is not in your Text Library to the sketch, click on the **Text** icon in the Drawing Toolbar or press the **T** key on your keyboard to bring up the Text Panel.

In the Text box at the top of the Text Library panel enter the custom text you would like to add to the sketch. For this example, we will enter **Master Bedroom**.

Once you have entered the custom text in the text box at the top of the Text Library panel press the **Enter** key on your keyboard, this will attach the label to your cursor.

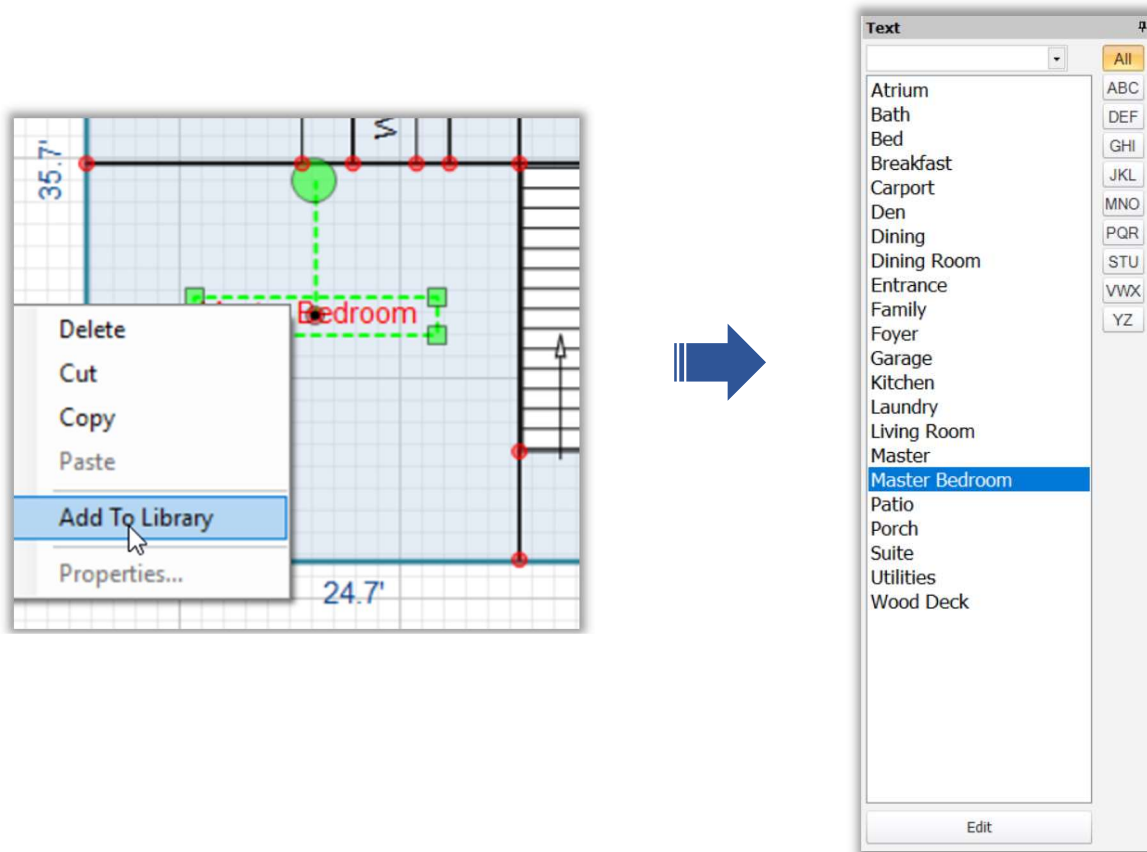


Using your mouse, position the label where you would like in the Drawing Port. Once in position **Left Click** or press **Enter** on your keyboard to place the label in the sketch.



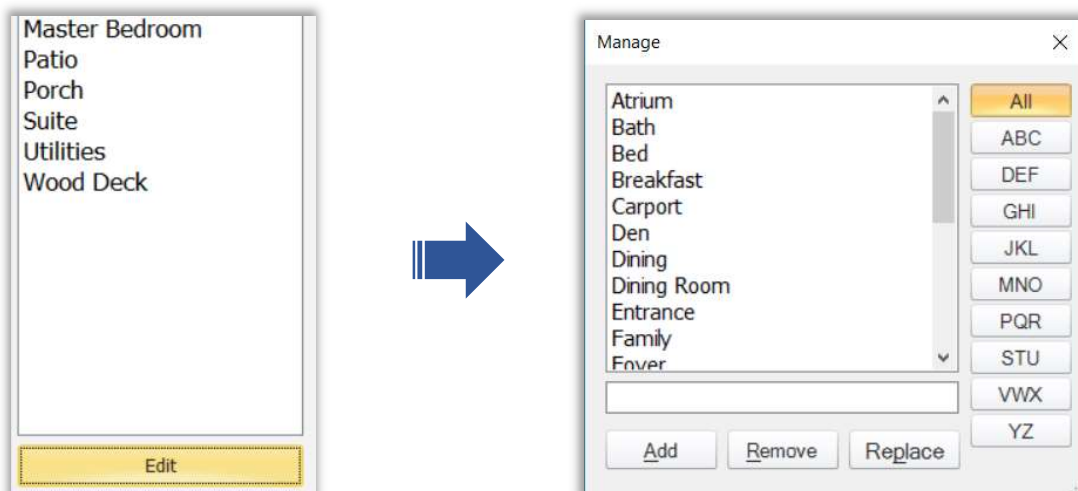
Adding a Custom Label to the Text Library

Once you have added the Custom Label to your sketch, while the label is highlighted with the green balloon attached, **Right Click** on the label and select **Add to Library**. This will add the selected label to your text Library allowing you to Drag and Drop from the list the next time you need to use that label.



Editing the Text Library

You can also edit the Text Library to add/remove labels from the list by clicking the **Edit** button at the bottom of the Text Panel to bring up the Edit dialog window.



Editing the Text Library (continued)

In the Edit dialog window, you can enter a word in the text box and click [Add](#) to add it to the list. You can also select a label in the list and click [Remove](#) to remove the label from the Text Library.

