





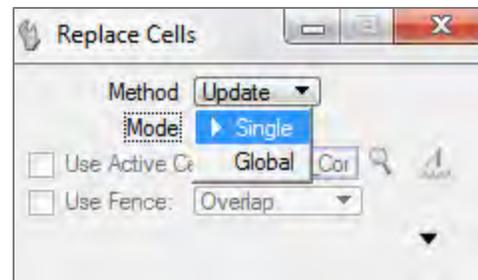
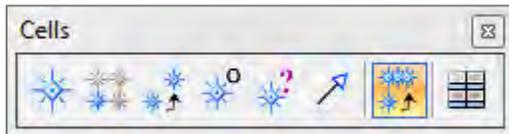
**NOTE:** Adjust text placement and any leaders as needed with the current text size. Continue this process for all of the revised text in the project.

### Convert Cells without text edits

For files drawn in standards prior to Nov 2008 PPM, see the list of effected elements on page 4 to see which cells would need to be changed.

Cells that include standard text only can be updated easily. **Do not** replace cells that have custom text with this method. The custom text will be replaced by the example text.

1. Use the **Replace Cell** command and set the *Method* to **Update**.



The *Mode* can set to either **Single** (individual) or **Global** (all cells with same name) depending on which would be better for the particular situation.

2. Adjust cell placement and any leaders as needed. Continue this process for all of the revised cells in the project.

### Convert Cells that Contain Custom Text

For files drawn in standards prior to Nov 2008 PPM, see the list of effected elements on page 4 to see which cells would need to be changed.

To convert a cell that contains customized text to the current standard, there are two suggested methods; create a new cell and revise it to read consistent with the old one, or note the custom text, update the cell and replace the text.

#### Create New Cell and Delete Existing Cell

1. Place a new cell (for example, **DR\_ST\_StructureNoteFlagContinue**).
2. Edit the text in the new cell to match the old cell.
3. Delete the old cell.
4. Adjust cell placement and any leaders as needed.

5. Continue this process for all of the revised cells in the project.

~Or...~

#### **Update and Edit Existing Cell**

1. Make note of the custom text.
2. Use the **Replace Cell** tool and set the method to **Update**.
3. Replace the cell text with the custom text noted above.
4. Adjust cell placement and any leaders as needed.
5. Continue this process for all of the revised cells in the project.

For questions or comments on this tech note, contact your regional CAE Support Coordinator or the WSDOT CAE Help Desk at (360) 709-**8013**.