



Creating, Loading, Editing your own Title Block in HYLOT

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CREATING A TITLE BLOCK IN HYLOT

Once you have a plotting sheet, you're ready to customize it further by adding your own title block. In the TITLE BLOCK EDITOR, you can create a title block containing items that you wish to be printed on each of your plots. A title block may also include editable fields for information that changes with every plot.

1. **Open the HYLOT program** by clicking its icon on the tool bar or by selecting FINAL PRODUCTS-HYLOT. Your plot will be displayed.
2. **Select SETTINGS-TITLE BLOCK EDITOR** to open the Title Block Editor.

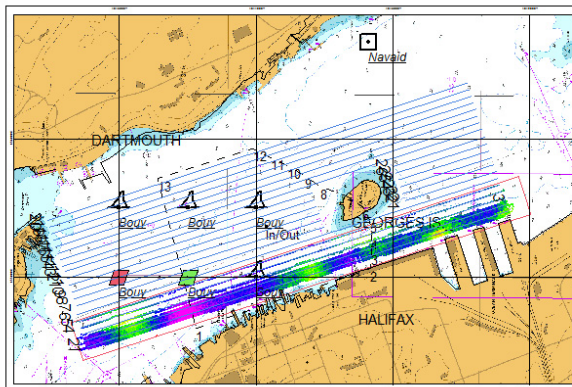
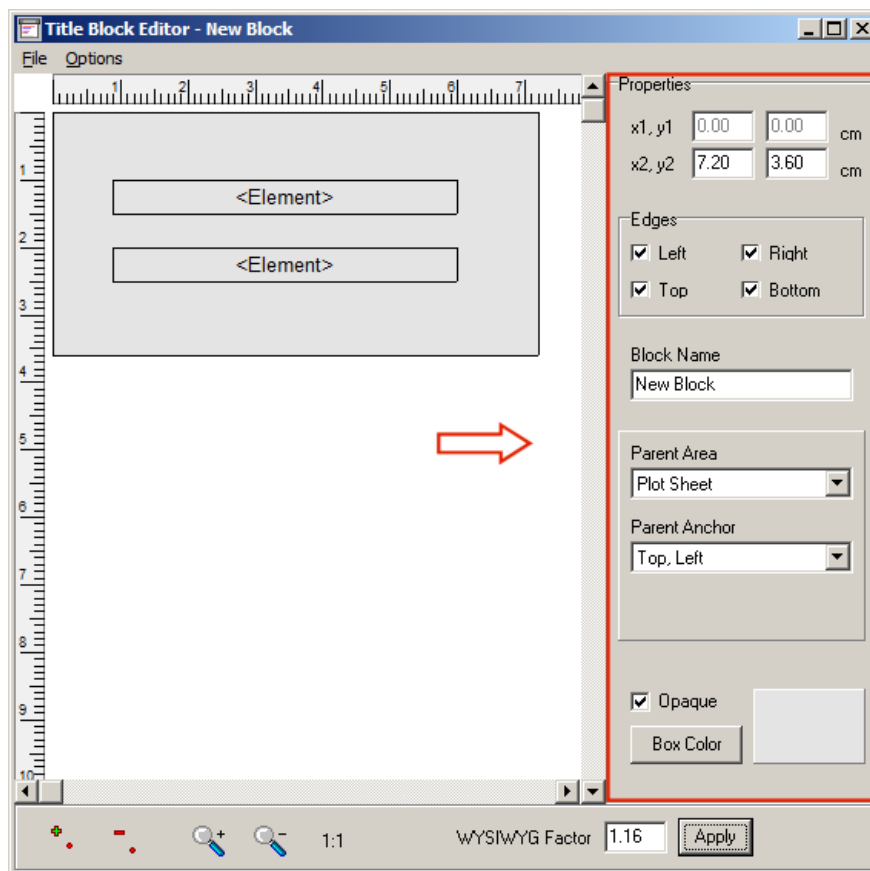


FIGURE 1. Setting the Title Block Properties



3. **Enter your title block properties.**

- In the top right hand corner are 4 fields that determine how big the Title Block will be.
- The **Edges** fields control the outline of your Title Block. You can toggle them on or off depending on your desire to see the black lines outlining the Title Block.
- **Title Block Name:** Using your cursor sweep over the existing text in the field and delete it then type a name for your block. The company name always works well for me. I'm going to name mine "Hypack Survey Company".
- **Parent Area:** HYPLOT provides the choice to place an area adjacent to the plot for use as a Title Area. If your intentions are to use this style of border, select the 'Title Area' option. If you do not plan use a title area select 'Plot Sheet'.
- The **Parent Anchor** tells the editor where you would like to initially place the Title Block on the plot sheet or title area. I'm going to place my Title Block in the top-left corner.
- **Box Color:** Here you can give the box some colored background. To do this, click the Box Color button, choose a color and click [OK]. Check the '**Opaque**' check box and your Title Block will show off its new background color.
- The **WYSIWYG Factor** is the scale factor for the Title Block. Enter the factor click [Apply].

The **zoom tools** enable you to adjust the resolution of the display in the TITLE BLOCK EDITOR, while the **insertion and deletion tools** add and remove elements in the title box respectively.

FIGURE 2. *The Title Block Example*

4. **Create the contents of your title block.** For each element, do the following:

- a. **Click the insertion tool** at the bottom of the editor and a small box will appear with the word 'Element' in it.
- b. **Use the grab handles to position the element within the title box.** The elements are just separate areas that, when combined will create your title box.
- c. **Use the Properties fields** to enter information, and control how this element appears in the Title Block.

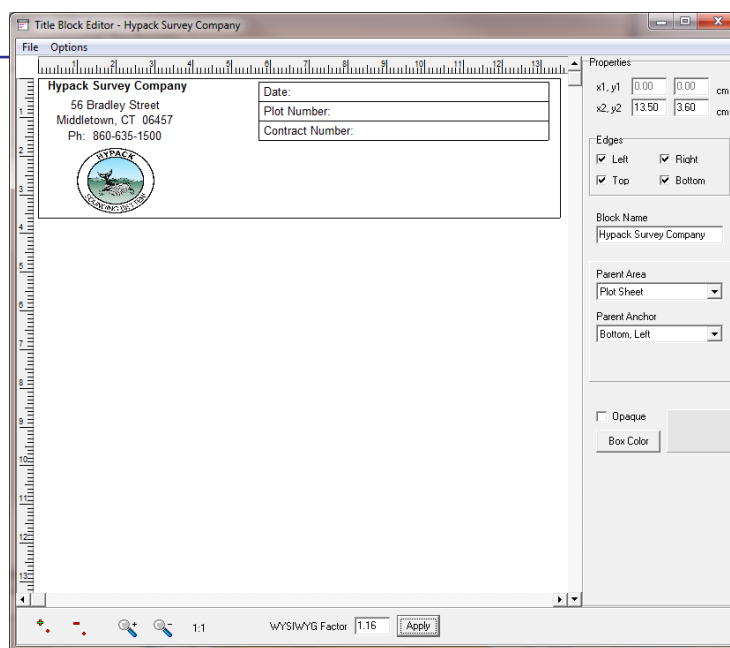


FIGURE 3. Element Properties

In this example, create an address and phone number area for my title block with no edges. This will take four elements.

1. **Click the insertion tool to add an element.**
2. **Position and size the element.**
3. Using the **Text Field** in the properties, type the text you wish to appear in that element.
4. Using the **Text Alignment Horizontal** and **Vertical** fields, align the text within the element box.
5. **Repeat this process for the remaining elements.**

Next, add a company logo to your title block. You will need either a JPG file or a BMP file and it just so happens Humper the Whale comes in both formats.

1. **Click the insertion tool to add an element.**
2. **Position and size the element.**
3. **Add the image file.**
 - a. **Check the Picture check box and click [Browse].**
 - b. **You can then browse to the picture and add it to the element.** These elements will be printed in the title block each and every time you plot with it.

Some elements in the title block will change with every plot. You can add the elements now with some simple text that will appear every time. (For example, for the date, you can add the element now with the text 'Date:'. Then, as I use the title block, you can edit this field and enter the date of the survey.) Alternatively, you can wait until you use this template title block and add the elements that are specific to this plot when you actually produce the plot. It's up to you.

4. **Save the title block template.** Select FILE-SAVE and save it to the HYPLOT Title Blocks folder. I now have a template for my plot sheets Title Block that I can use over and over without recreating it anew each time I want to add the Title Block to my plot sheet.

To use the template, simply add the title block like any other item you would add to the plot sheet via the Control Panel.

To edit the fields that change with each plot:

1. **Select SETTINGS-CONTROL PANEL and open the Title Blocks tab.**
2. **Select the title block in the listing then click [Edit]** and the block will open in the TITLE BLOCK EDITOR.
3. **For each element you want to edit, click on the element and update its properties for this plot.**

When I'm finished the block will be saved to this sheet, but the template will remain as I created it. Ready to be used with the next plot.

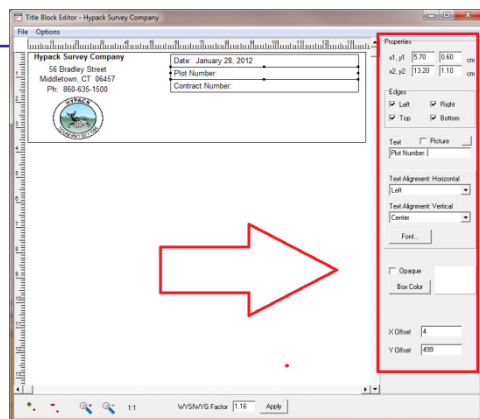


FIGURE 4. *The Title Block in the Plotting Sheet*

