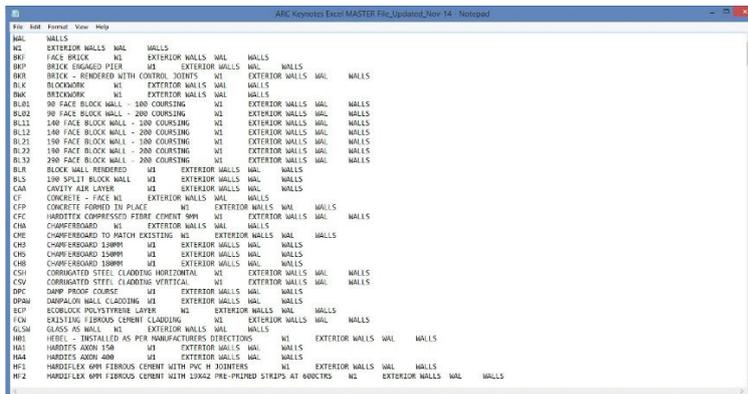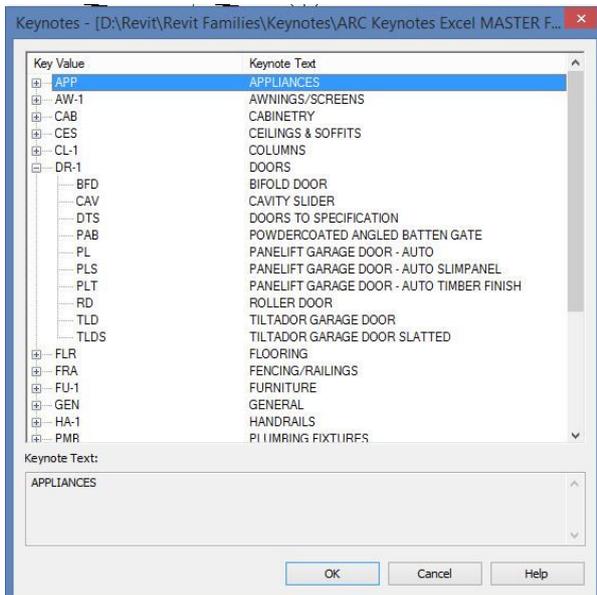# Manipulating Keynotes in Revit

The following instructional is the procedure for using and modifying keynotes in Revit.

Keynoting in general can range from general descriptions to very specific, depending on your project. The ability to modify keynotes to suit your project is an essential piece of information. The following procedure will explain in detail how to do this.
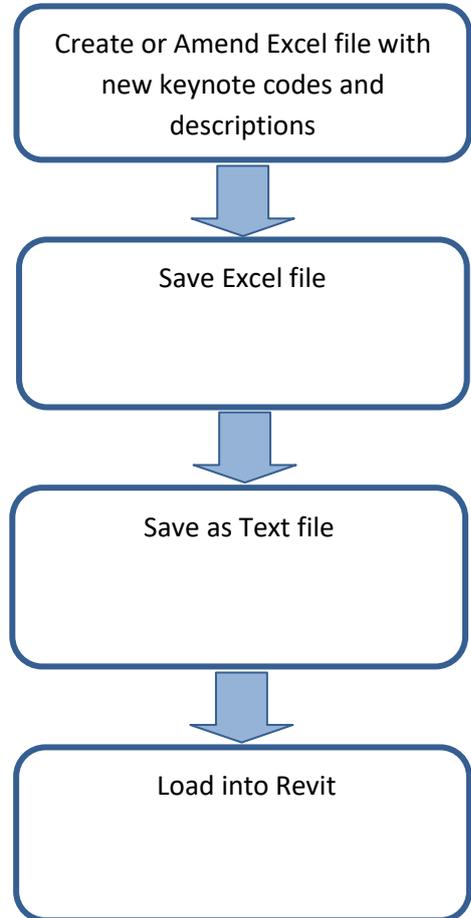
Revit relies on a text file to create a drop-down window from which you can choose your keynote.

The layout of the text file is specific to enable Revit to be able to create the drop-down menu:
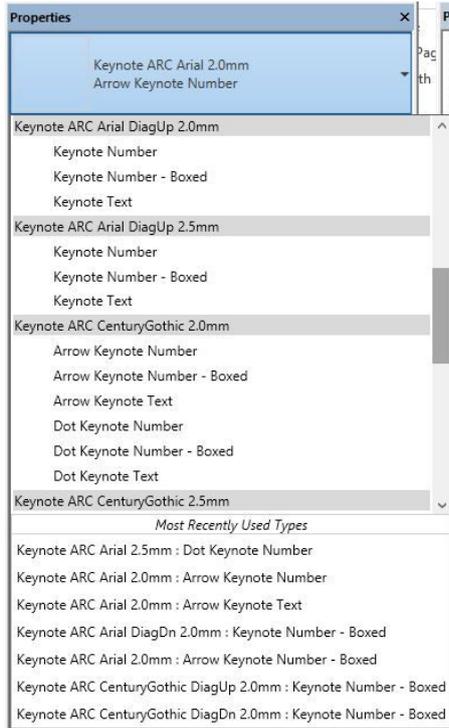

ARChetype keynoting and the Text File

Create or Amend Excel file with new keynote codes and descriptions

↓

Save Excel file

↓

Save as Text file

↓

Load into Revit

With the ARChetype package comes a TXT file called QARC Keynotes Excel MASTER File_Updated_Nov-14. As per the QARC companion, the Text file should be saved in a folder that can be easily navigated to when required. We here at QARC keep our keynote files with our families in a folder named "Keynotes". To load the keynotes file into your Revit file: Go to Annotate – Click on Tag drop down – Click on Keynote settings – Browse to the keynotes text file (wherever you have placed it on your drive).

Also provided with ARChetype is the various keynote tags pre-loaded into the system. These tags come in Arial and Century Gothic in sizes 2.0mm and 2.5mm and in various arrangements – level, diagonal up and diagonal down. Those tags can come with a leader and that leader can be adjusted to have an arrow, box, dot or various ends.

Amending the Text File

While the keynotes file is quite comprehensive, often it does not contain a specific keynote which has to be added. This can be achieved by adding a line of text to the text file with a new keynote code and description. However for the text file to work, there cannot be any duplicate codes and the format of the text file has to be correct for Revit to understand the drop-down menu. The formatting system of the text file is explained in greater detail below.

The Keynote Excel File

For ease of cataloguing and organising the keynotes text file, we at QARC headquarters keep all keynotes in an MS Excel file. In doing this we can easily control the Keynoting System parameters in columns.

Column A contains the actual keynote legend codes. Keynotes in the text file cannot be duplicated so column A has a conditional format built in to advise if a keynote code is being duplicated.

Column B contains the description of the keynote that arrives in the Legend on sheet.

Columns C/D/E/F tells Revit how to format the drop-down menu. Columns E&F tell that row (dependant) that it belongs under Row 1 (parent). Columns C&D tell that row (dependant) that it belongs under Row 2 (parent). This type of parent and dependant relationship has to be formatted correctly for the Keynoting system to work.

Creating a new keynote

If, for example, you wish to create a new wall type (tumbled brick) the procedure is as follows:

- Insert a new row where you wish the new keynote to be placed
- Create a new keynote code – BTM
- In Column B, write the description
- In Column C&D, write the parents for that row – in this case it is W1 & Exterior Walls
- In Column E&F, write the parents for the previous parent's row – WAL & WALLS
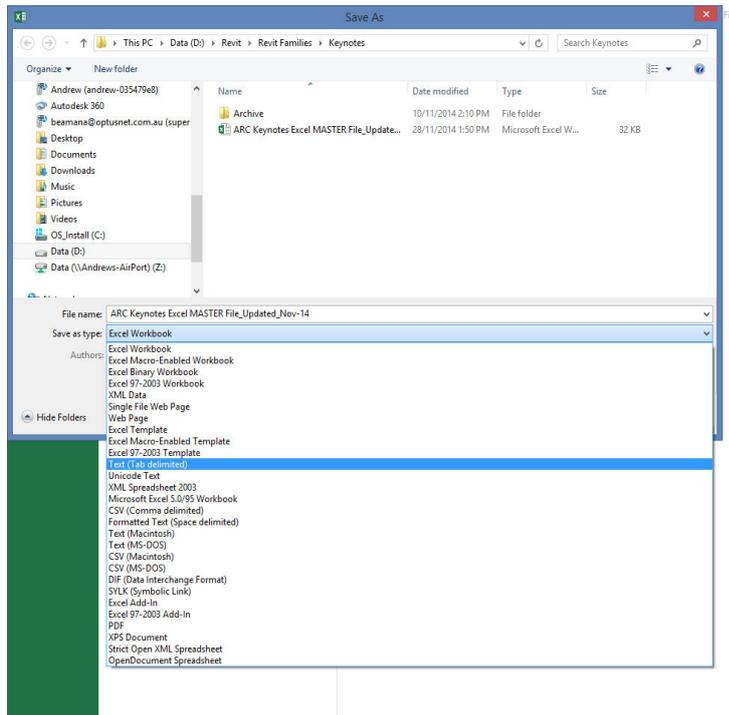- ENSURE ALL TEXT IS CAPITALISED!

If you create a duplicate keynote, it will appear in red:

Save your Excel file.

Now create a text file to be loaded into Revit. "Save As" in your Excel file and click on "*save as type*". Click on *Text (Tab delimited)* and save in same directory as your Excel file.

Load the new text file into Revit.

Go to Annotate – Click on Tag drop down – Click on Keynote settings – Browse to or reload amended keynotes text file – Done!