

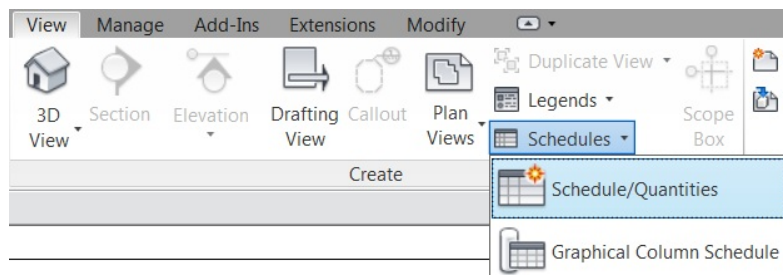
General Notes and Schedules

Adding Generals to you drawing using a Schedule

Autodesk Revit Architecture, MEP, Structure

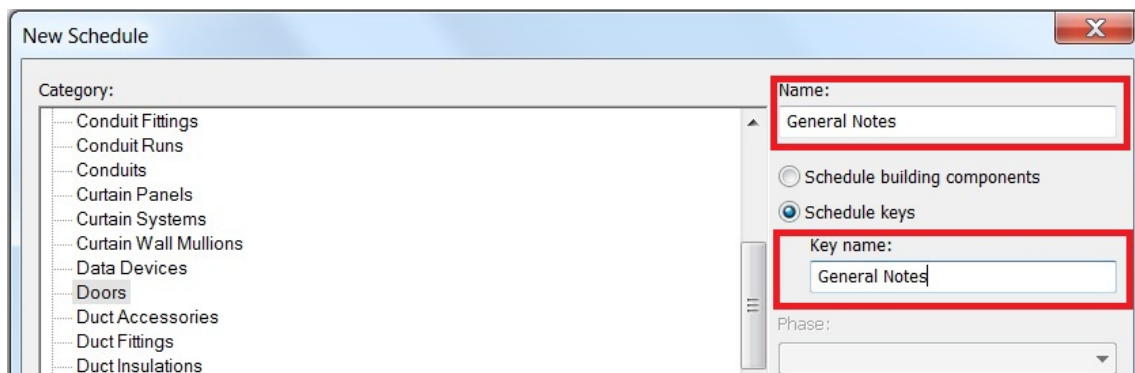
You can simply add general notes onto your drawing sheet by using text and positioning it in the notes column, but have you every thought to use a schedule instead?

Go to create a new schedule **Ribbon View (TAB) ► Create (Panel) ► Schedules ► Schedules/Quantities**



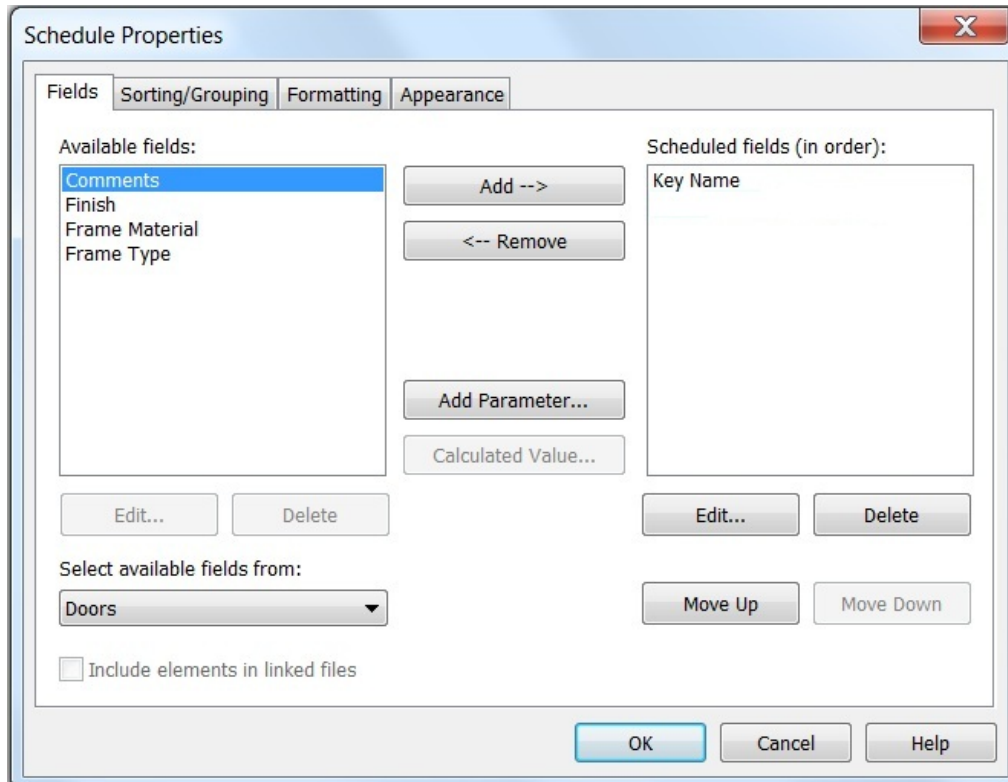
Pick Schedule Type

When the New Schedule dialog box appears on screen choose a category but not something that you would generally use. For example in the below image I have chosen Doors it's not something that I would generally use in Revit Structure. You may need to use a different type of schedule if you're creating one in Architecture or MEP.



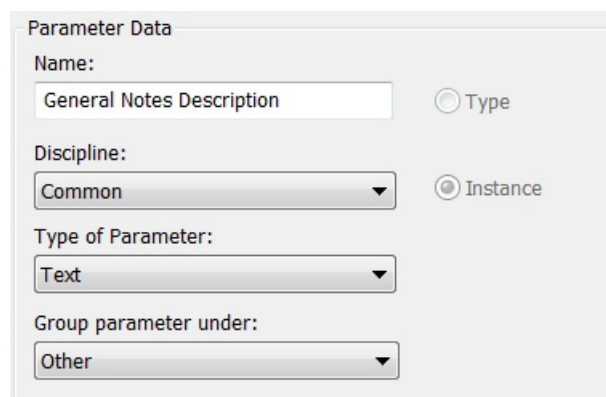
- You need rename it as its going to be used for your drawing notes I have called it **“General Notes”**.
- It’s a Schedule key that we are going to use, so switch it to **“Schedule keys”**.
- Under Key name just change it to **“General Notes”**.

To build the schedule we need to add some fields. In the below image you can see it has the Key Name which we will use to number each note we add, but we need to add another field to use as our text description box.



Adding Parameter

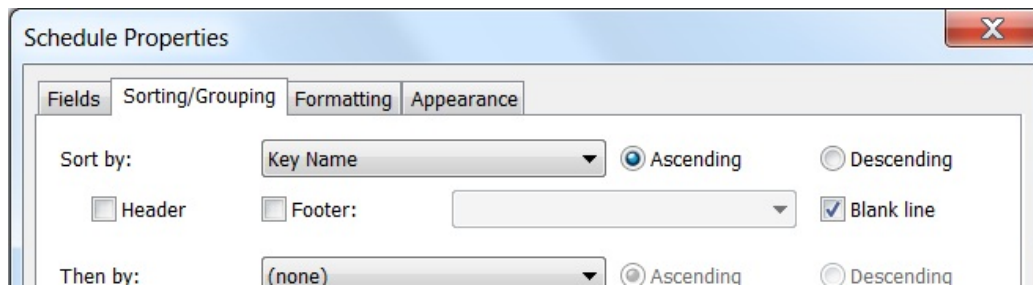
- Select the Add Parameter button.
- Give Parameter a name “General Notes Descriptions”
- Discipline – Common
- Type of Parameter – Text
- Group Parameter under – Text
- Click OK and the new field will be added.



Formatting The Schedule

The schedule is now coming to shape but there are a few things we still need to do so it looks like notes should do.


- On Sorting/Grouping (TAB) sort by – key name (Ascending) and tick Blank Line, as will leave a line between each note.

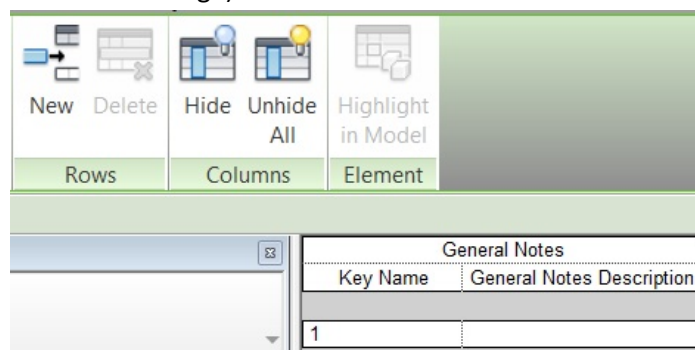


- We don't need to do anything on the Formatting (TAB) as we are going to hide these columns when it's placed onto a drawing sheet and leave the Appearance (TAB) for now we will come back to that. Just press OK.

Adding Notes To Schedule

You should now be in the General Notes schedule, but we don't have any information but the title and headings.

To add a row into your schedule *click* on the  New icon on Rows (Panel) on the Ribbon. This will put the rows into your schedule. (As shown in below image)

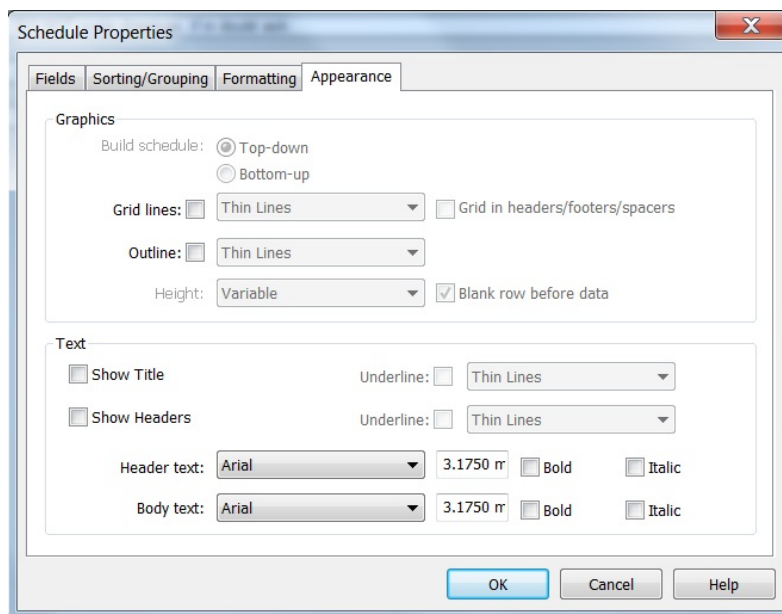


Add all the necessary rows you will need and just simply type in your notes text in general notes columns and now you should have a General Notes schedule that looks something like below.

General Notes	
Key Name	General Notes Description
1	All drawings to be read in conjunction with all relevant Architects, Engineer's and Specialists drawings
2	All specified products may be replaced with similar products approved by the structural engineer. The
3	All dimensions shown on drawings are in millimetres.
4	All levels shown on drawings are in metres above Ordnance Datum.
5	Setting out to be provided by Architect.
6	DO NOT scale drawings, if in doubt ask.
7	All proprietary products and systems shall be used in strict accordance with the manufacturers/suppli
8	Specific temporary works constraints if and where applicable are noted on the Gifford drawings to whi

Just go back into your Schedule Properties dialog box and switch to the Appearance (TAB).

- Under Graphics *Un-tick* Gridlines.
- Under Text *Un-tick* Show Title and Show Headers.
- Then click OK.



Placing General Notes On Drawing Sheet

Open you're a drawing sheet and just drag and drop the General Notes schedule into your notes column like shown here.

NOTES	
1	All drawings to be read in conjunction with all relevant Architects, Engineer's and Specialists drawings & sepcifications.
2	All specified products may be replaced with similar products approved by the structural engineer. The contractor shall submit all documentation/calculations to demonstrate the suitability of any substitute product.
3	All dimensions shown on drawings are in millimetres.
4	All levels shown on drawings are in metres above Ordnance Datum.
5	Setting out to be provided by Architect.
6	DO NOT scale drawings, if in doubt ask.
7	All proprietary products and systems shall be used in strict accordance with the manufacturers/suppliers instructions UNO.
8	Specific temporary works constraints if and where applicable are noted on the Engineers drawings to which they relate.

Please note I came across this a few years ago through the Autodesk University website on one of the Online Classes.