



A2Z Civil Engineers

USER GUIDE

CONSTRUCTION NOTES FOR AUTOCAD AND CIVIL 3D

2020
-
2027

At A2Z Civil Engineers, we are not just drawing lines – we are building trust, creating opportunities, and forming lasting partnerships.

From Survey to Design. From Concept to Completion. From Vietnam to the World. From A to Z.



Construction Notes for AutoCAD & Civil 3D

User Guide

Install · Activate · Create notes · Place bubbles · Renumber

AutoCAD & Civil 3D 2020 – 2027



Contents

Part 1 - Getting Started	3
<i>What you need</i>	<i>3</i>
<i>How licensing works, in plain terms.....</i>	<i>4</i>
Part 2 - Install the Tool	4
Part 3 - Activate Your Licence	4
Part 4 - Using the Tool.....	7
4.1. <i>Manage Notes.....</i>	<i>7</i>
4.2. <i>Place Note Bubble</i>	<i>9</i>
4.3. <i>Place Note with Leader</i>	<i>9</i>
4.4. <i>Insert Notes Table</i>	<i>10</i>
4.5. <i>Update Bubble Tag Manual</i>	<i>11</i>
4.6. <i>Update Notes Table.....</i>	<i>11</i>
4.7. <i>Change Table Width.....</i>	<i>11</i>
Part 5 - Renewing & Moving Computers	12
<i>When your licence expires.....</i>	<i>12</i>
<i>Moving to a new computer</i>	<i>12</i>
Part 6 - Troubleshooting	12
<i>I don't see the ribbon tab</i>	<i>12</i>
<i>My activation code doesn't work</i>	<i>12</i>
<i>The download won't run</i>	<i>12</i>
<i>I still need help</i>	<i>12</i>



Part 1 - Getting Started

About - A2Z Civil Engineers

Software Information



A2Z CIVIL ENGINEERS

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*From Survey to Design.
From Concept to Completion.
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From A to Z.*

Product

Software: A2Z Civil Engineers - CNotes (v1.0)

Productivity tools for Autodesk® Civil 3D.

Developed by Henry Lu, Founder & CEO — A2Z Civil Engineers.

Our Services:

- Land Development Outsourcing
- Site Development Outsourcing
- Survey CAD Drafting
- Stormwater Drafting & Modeling
- 3D Modeling

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This guide walks you through installing A2Z CNotes, activating your free licence, and using every feature. If you only read one section, make it Parts 2 and 3 - install and activation.

What you need

- Autodesk AutoCAD or Civil 3D, any version from 2020 through 2027.
- A Windows computer (the tool does not require administrator rights to install).
- A company email address, to receive your activation code.



How licensing works, in plain terms

The tool is free, but each copy must be activated once. You send us a **Request Code** generated by your computer; we email you back an **Activation Code**. You paste that code in, and you're done. Activation is one-time and works offline afterwards.

Good to know

Your licence lasts two years and can be renewed for free.

A licence is tied to one computer. If you change computers, just register again.

The Request Code cannot reveal your name, files, or location - it only identifies the machine.

Part 2 - Install the Tool

Step 1. Close AutoCAD or Civil 3D

If AutoCAD or Civil 3D is open, close it completely before installing. This lets the installer copy its files without conflict.

Step 2. Run the installer

Double-click A2Z Civil Engineers_CNotes_Setup_1.0.0.exe. Follow the prompts and accept the licence agreement. The installer does not need administrator rights and installs only for your user account.

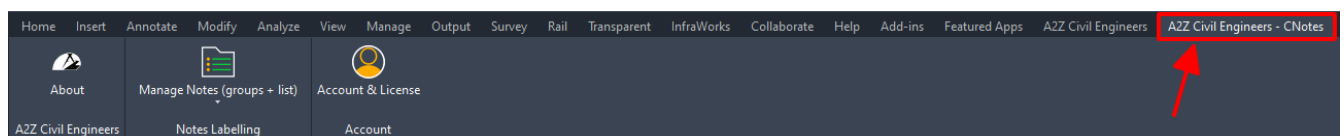
Step 3. Finish

When the installer finishes, it offers to open the registration page. You can do that now or later - you'll need AutoCAD or Civil 3D open first to get your Request Code (next part).

Part 3 - Activate Your Licence

Step 1. Open AutoCAD or Civil 3D and find the ribbon tab

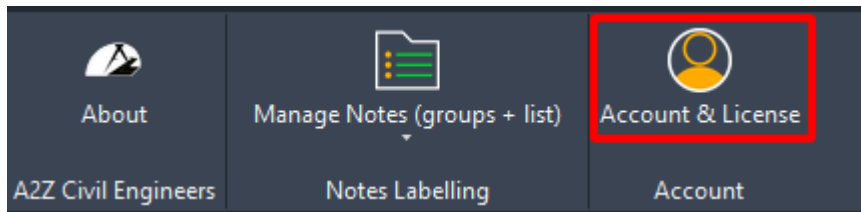
Start AutoCAD or Civil 3D. Look for the **A2Z Civil Engineers - CNotes** tab on the ribbon.





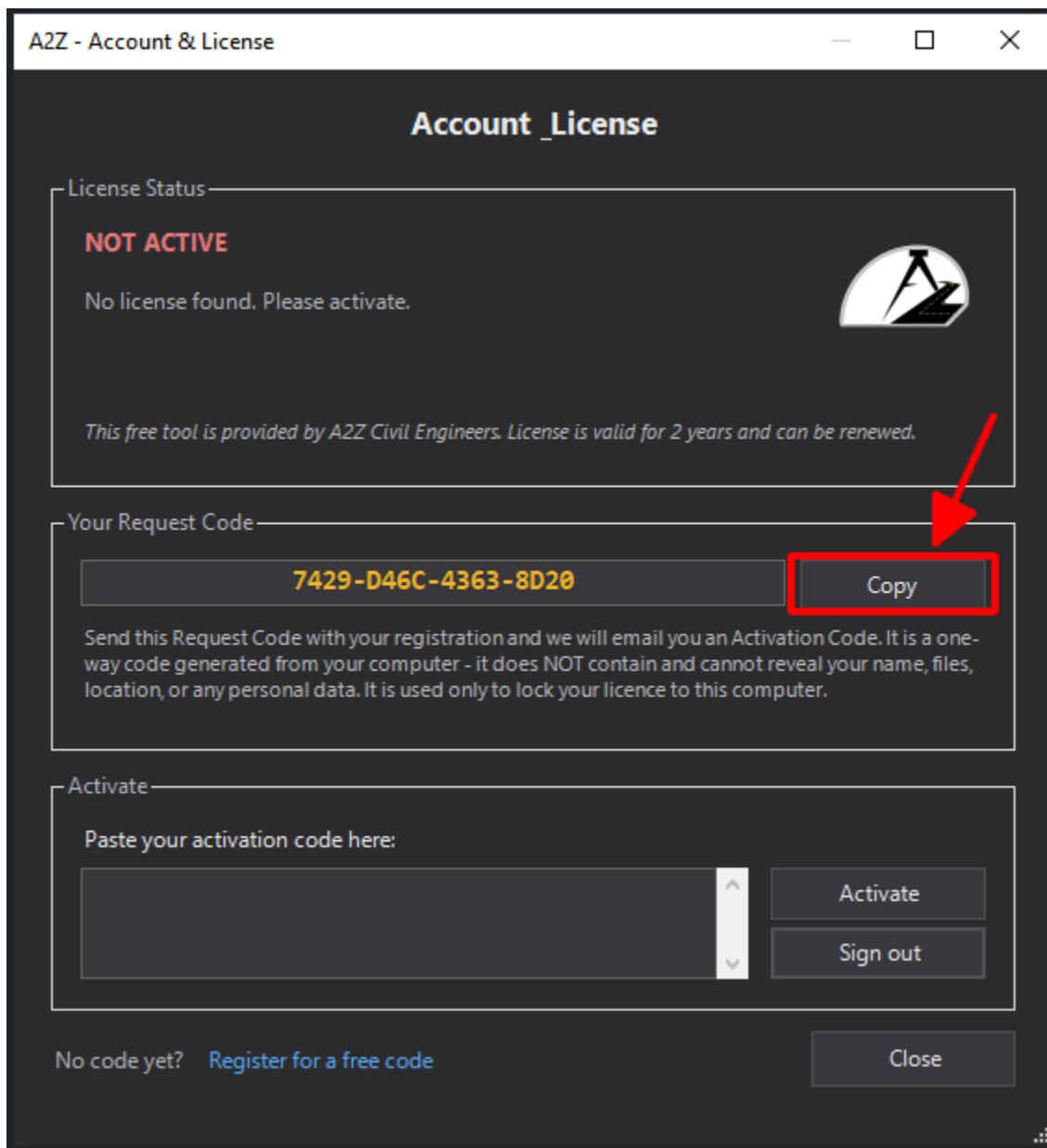
Step 2. Open Account & License

On that tab, click **Account & License**. A window opens showing your licence status and your Request Code.



Step 3. Copy your Request Code

Click the **Copy** button next to your Request Code. It looks like four groups of four characters, for example 7429-D46C-4363-8D20.





Go to the registration page at

a2zce.com/civil-3d-construction-notes

Step 5. Wait for your Activation Code

We review each registration and email your Activation Code, usually within one business day. If you don't see it, check your spam folder.

Back in the **Account & License** window, paste the Activation Code into the box and click **Activate**. The status changes to ACTIVE and shows your expiry date. You're ready to use the tool.

If activation fails

The most common cause is using a code issued for a different computer. Each code works on one machine only.

If you changed computers or reinstalled Windows, copy your new Request Code and register again for a fresh code.

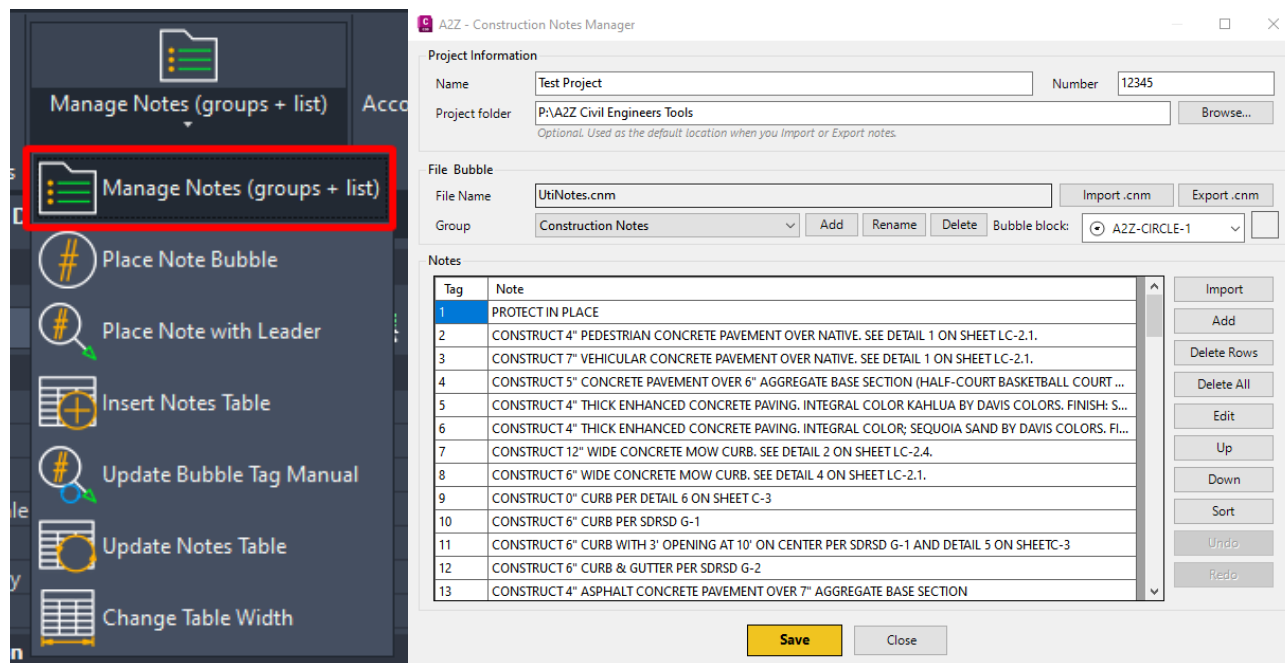


Part 4 - Using the Tool

All features live on the **A2Z Civil Engineers - CNotes** ribbon tab, under the **Construction Notes** button. Here's what each one does.

4.1. Manage Notes - the main window

This window is where you build and organise your construction notes before placing them. It is divided into three areas, top to bottom: Project Information, File & Bubble, and Notes.



4.1.1. Project Information

Basic details about the job. These are stored with the drawing and can appear on your notes table.

- **Name** and **Number** - your project's name and number.
- **Project folder** - optional. When set, it becomes the default location whenever you Import or Export notes, so you don't have to browse for it each time. Click **Browse...** to choose it. Leaving it empty is fine.

4.1.2. File & Bubble

Controls for the linked notes file and the marker shape.

- **File Name** - shows the linked notes file (.cnm) once you Import or Export. It fills in automatically; you don't type here.
- **Import .cnm / Export .cnm** - save your whole notes set to a file, or load one back. Handy for reusing a standard set of notes across drawings.
- **Group** - the note category you're working in. Use **Add**, **Rename**, **Delete** to manage categories. Each group has its own bubble shape and its own list of notes.
- **Bubble block** - the marker shape for the current group (circle, hexagon, diamond, and so on).

4.1.3. Notes

The table of notes for the current group has two columns - Tag (the number) and Note (the text) - with a column of buttons on the right:

- **Import** - bring notes in from a file (see "Importing notes" below).



- **Add** - add a blank note row. **Edit** - edit the selected note.
- **Delete Rows** - remove the selected notes. **Delete All** - clear the whole list.
- **Up / Down** - move a note to reorder the list.
- **Sort** - reorder and optionally renumber the list (see “The Sort button” below).
- **Undo / Redo** - step back or forward through your edits.

Paste straight from Excel

You can paste rows directly from Excel into the notes table.

Copy the cells in Excel, click the table cell where you want to start, then press Ctrl+V. The rows and columns drop in exactly as they were in Excel; new rows are added automatically if needed.

Two columns (number + text): click the Tag cell on the first empty row, then paste.

One column (text only): click the Note cell, then paste.

4.1.4. Importing notes

Click **Import** and choose a file. A2Z (.cnm), other software(.cnb), and plain .csv / .txt lists are all supported.

If a .cnm file contains more than one group, a small window asks how you'd like to bring it in:

- **Choose a single group** to import its notes into your current group.
- **Replace existing notes in the current group** - tick this to clear the current group first, instead of adding to it.
- **Import all groups instead** - brings in every group from the file, keeping their names.
- **Replace ALL existing groups** - with “all groups” ticked, this clears every group already in the drawing before importing. Use with care; it deletes your current groups.

When you add notes without replacing, any plain-number tags are renumbered to continue after your existing notes, so nothing collides. Lettered tags (like A1) are kept as they are.

The Sort button

Sort opens a small window with three choices:

- **Sort by tag only** - reorders the list by tag but keeps the existing numbers.
- **Sort and renumber in sequence** - reorders and renumbers the notes 1, 2, 3... Only plain-number tags are renumbered; lettered tags like A1 stay as they are.
- **Sort and renumber in sequence and plan** — does the above and also updates the bubbles already placed on the drawing: it renumbers them, marks any deleted notes with an “X” on a non-plotting layer, and clouds the changes so they're easy to spot.

Two things to know about Sort

Save first: if you have unsaved edits, the tool asks you to Save before sorting. This keeps the table and the drawing in step.

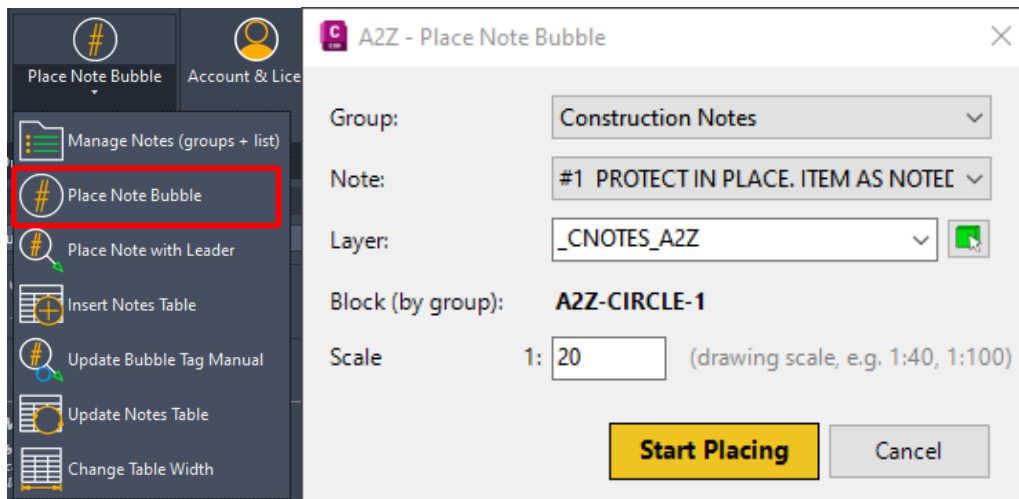
Auto-save: after a sort, the table is saved for you automatically, so you won't lose the new numbering if you close the window.



4.2. Place Note Bubble

Step 1. Run the command

Click **Place Note Bubble**. You'll be asked to pick a group and a note.



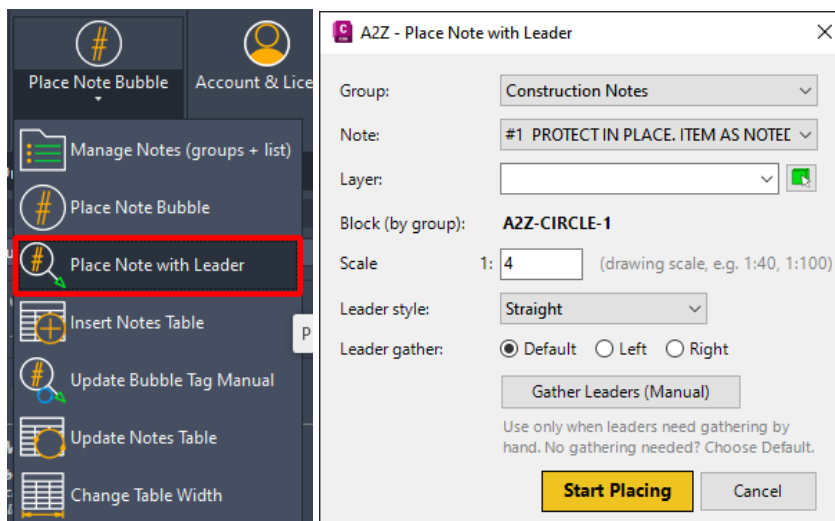
Step 2. Place the bubbles

Click anywhere on the drawing to drop a numbered bubble. Keep clicking to place more of the same note. Press ESC when you're done. You can also copy the bubble and double-click to re-enter another number to save time.

The bubble carries the note's number and the shape you assigned to its group - circle, hexagon, diamond, and so on.

4.3. Place Note with Leader

Same as placing a bubble, but with a multileader pointing at an object. Useful when the bubble can't sit directly on what it refers to. You can also copy the bubble and double-click to re-enter another number to save time.



Step 1. Set the options

Click **Place Note with Leader**. Choose the group, note, layer and scale as usual, then set:

- **Leader style** - Straight or Spline.
- **Leader gather** - where the leaders attach when the bubble has more than one arrow.

Default: keeps standard AutoCAD behaviour (leaders may split to both sides of the bubble).

Left: attaches every leader on the left side, keeping the right side clear for your note text.

Right: attaches every leader on the right side, keeping the left side clear for your note text.



Step 2. Place the note

Click **Start Placing**, pick the arrow tip, then pick where the bubble sits.

Step 3. Add more arrows

Select the bubble, hover over its grip and choose **Add Leader** (or use AutoCAD's Add Leader command). With Left or Right selected, each new leader is gathered to that side automatically. You can drag any arrow grip freely - the leaders regroup when you release the mouse.

Gather Leaders (Manual) - the same dialog has a button to regroup leaders by hand. You normally won't need it; it's there in case a bubble's leaders ever need regrouping. If you don't want leaders gathered at all, simply choose **Default**.

Good to know about Leader gather

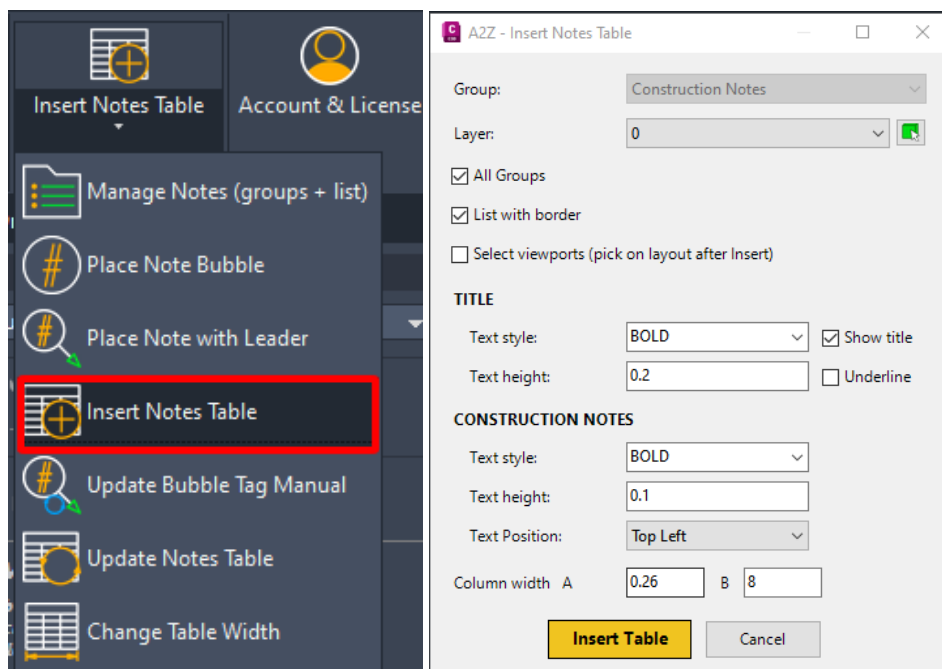
While you drag a grip, the leader may briefly appear on the other side - that's AutoCAD's live preview. It snaps back when you release the mouse.

Automatic gathering counts as its own Undo step, so after Add Leader you may need to press Undo twice.

Only bubbles placed with Left or Right are gathered. Attaching leaders to the top or bottom of a bubble isn't supported.

4.4. Insert Notes Table

Drops a construction notes table onto the drawing. You choose whether to list every category or just one. Pick the top-left corner and the table builds itself from the notes you've placed.



Group – the note group to list in the table.

All Groups – lists every group in one table instead of just the group selected above. Each group gets its own title row, followed by its notes. Groups with no bubbles on the drawing are skipped.

List with border – draws grid lines around every cell. Untick it for a clean list with no lines.

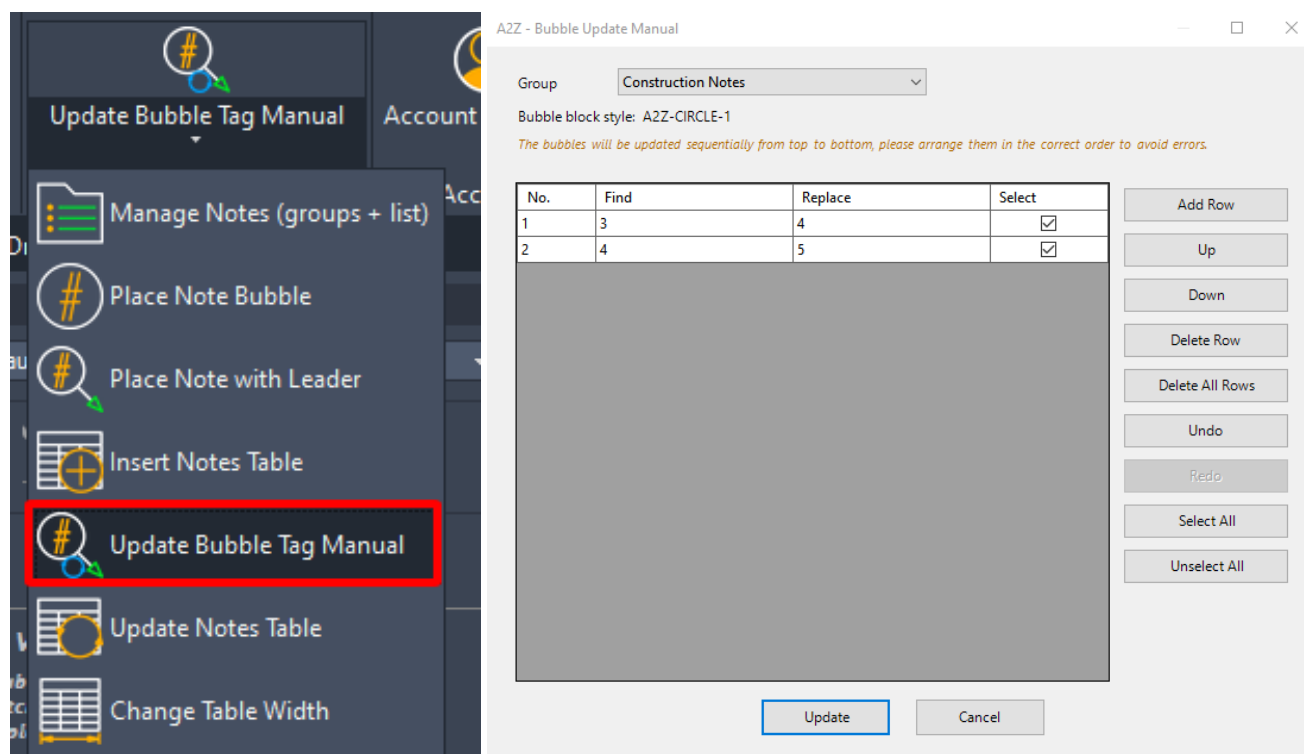
Select viewports (pick on layout after Insert) – for layouts with several viewports. When ticked, you pick the viewports to include after clicking Insert Table, and only bubbles visible in those viewports are listed. When unticked, bubbles from all viewports on the layout are combined.



Column width A / B – A is the width of the bubble column, B is the width of the note text column. Long notes wrap to fit column B. You can change the width later with **Change Table Width**.

4.5. Update Bubble Tag Manual

This is the feature that saves the most time - renumbering bubbles across the whole drawing.



Step 1. Open the window

Click **Update Bubble Tag Manual**. A table opens with columns: No., Find, Replace, and Select.

Step 2. Enter your changes

In each row, type the current bubble number under **Find** and the new number under **Replace**. Add as many rows as you need.

Step 3. Apply

Click **Update**. Changes apply top to bottom, and each bubble is changed at most once per run, so you won't get accidental chain-renumbering. Use Undo/Redo if needed.

Example

Find: 3 Replace: 4

Find: 4 Replace: 5

Every bubble numbered 3 becomes 4, and every original 4 becomes 5 - cleanly, in one pass.

4.6. Update Notes Table

After you add, remove, or renumber bubbles, click this to refresh your notes tables so they match what's actually on the drawing.

4.7. Change Table Width

Select a notes table and drag to set its width - handy for fitting the table neatly into a title block or sheet layout.



Part 5 - Renewing & Moving Computers

When your licence expires

Licences last two years. As you approach the expiry date, the tool reminds you. Renewing is free — register again with your current Request Code and we'll send a new Activation Code.

Moving to a new computer

Because a licence is tied to one machine, a new computer needs a new code. Install the tool there, copy the new Request Code from the Account & License window, and register again.

Part 6 - Troubleshooting

I don't see the ribbon tab

Make sure AutoCAD or Civil 3D was fully closed during installation, then reopen it. The tab is named “A2Z Civil Engineers - CNotes”.

My activation code doesn't work

Codes are tied to one computer. If you changed hardware, reinstalled Windows, or are trying to use the code on a different machine, copy your current Request Code and register again for a fresh one.

The download won't run

Some browsers flag new installers. If Windows SmartScreen appears, choose “More info” then “Run anyway.” The installer is safe.

I still need help

Email us at contact@a2zce.com and describe what you see in the Account & License window. We are glad to help.

Check the tool's safety at:

<https://www.virustotal.com/gui/file/196a3730f3ac9058f55eaa7675f819c907e1ce69dadb470f02b0e2801916cc5d>