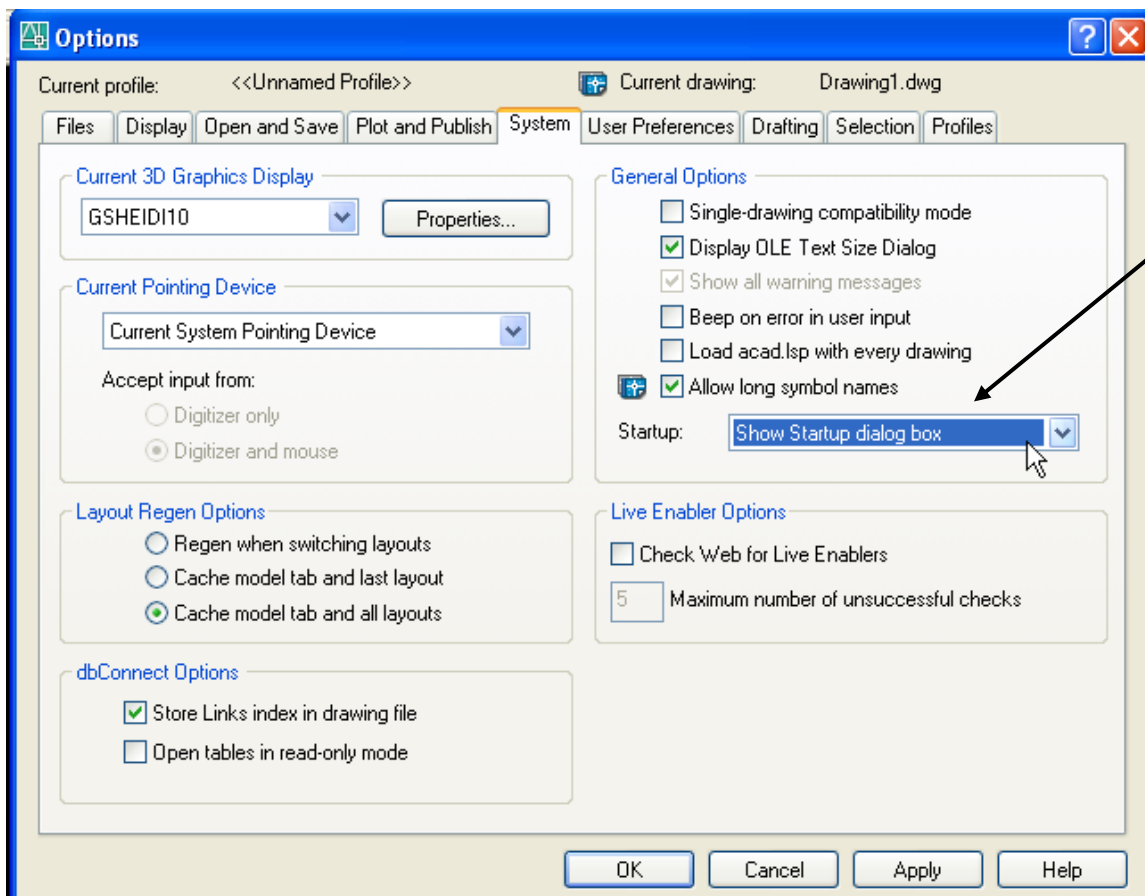


Creating Templates for all Projects

In this exercise you will create Templates for the entire course
They will include Title Blocks for all sheet sizes, Text Styles & Dim Styles in both
Metric and Imperial.

BEFORE you start, make sure the Startup Dialogue Box is turned on:

Tools > Options > System (tab)



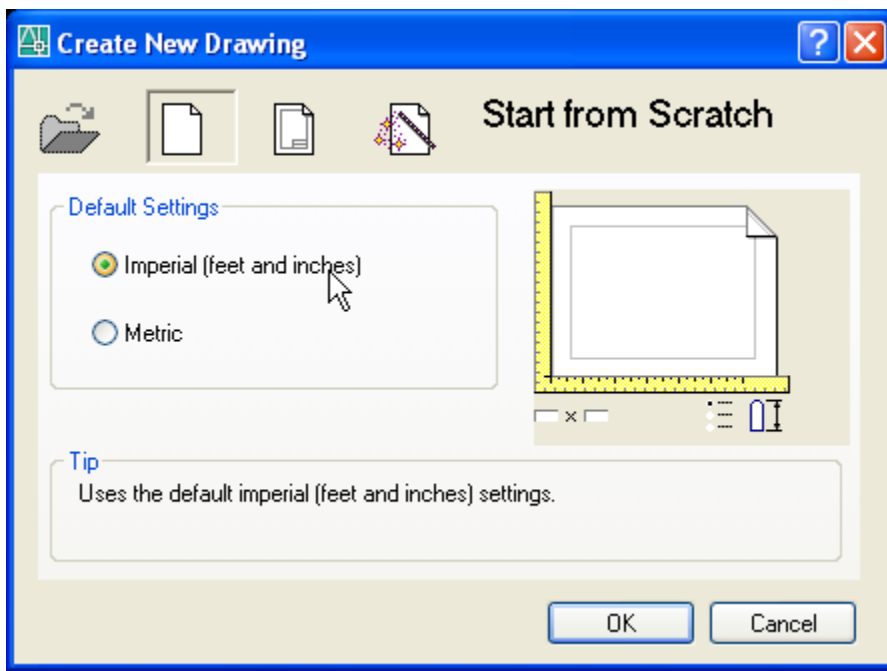
Show
Startup
dialogue
box

Imperial Template **IMPERIAL TEMPLATE**

Imperial Sheet Sizes

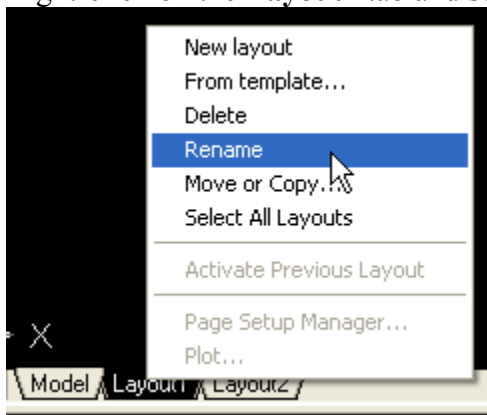
Sheet Size	Imperial Dimensions
Size A	8-1/2" x 11"
Size B	11" x 17"
Size C	17" x 22"
Size D	22" x 34"
Size E	34" x 44"

Start a New Drawing – Make sure you use the **Imperial** Default settings



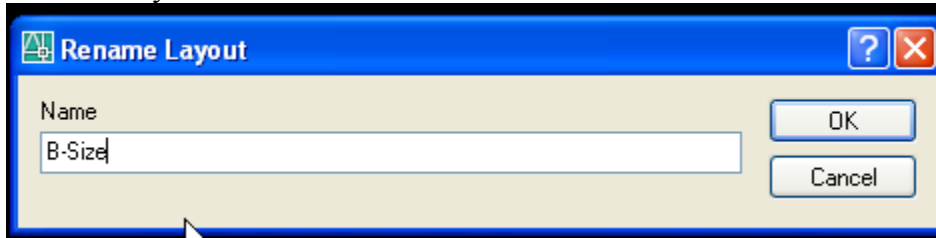
Creating Tabs:

Right-click on the **Layout1** tab and select Rename

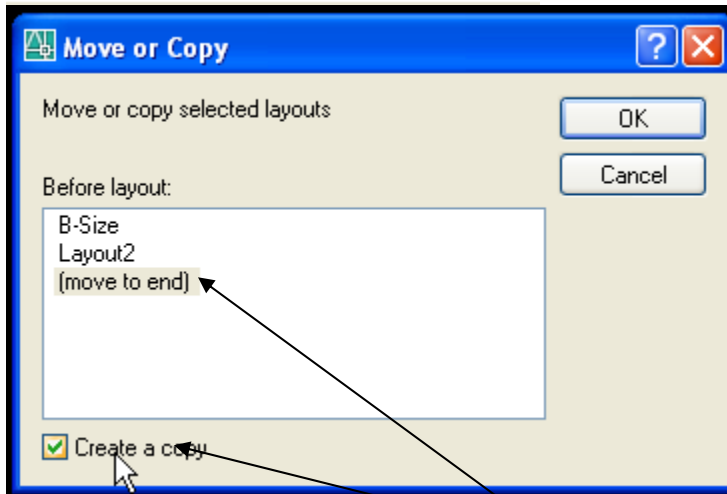
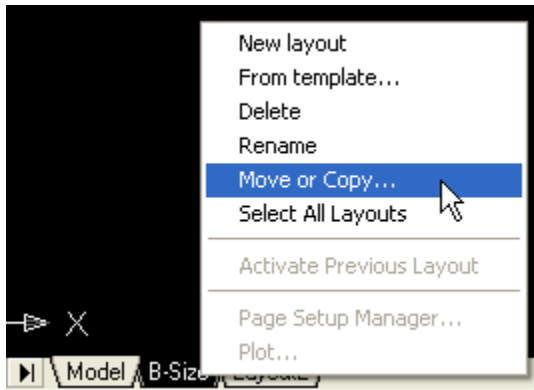


Imperial Template

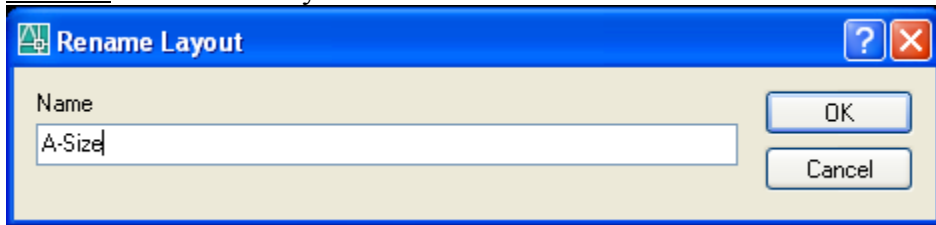
Rename Layout1 tab to B-Size



Right-click on **B-Size** tab and select Move or Copy



Rename all the tabs so you have:

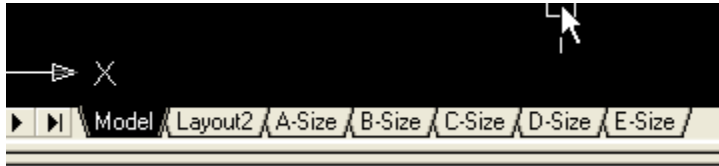


Repeat until you have 5 tabs

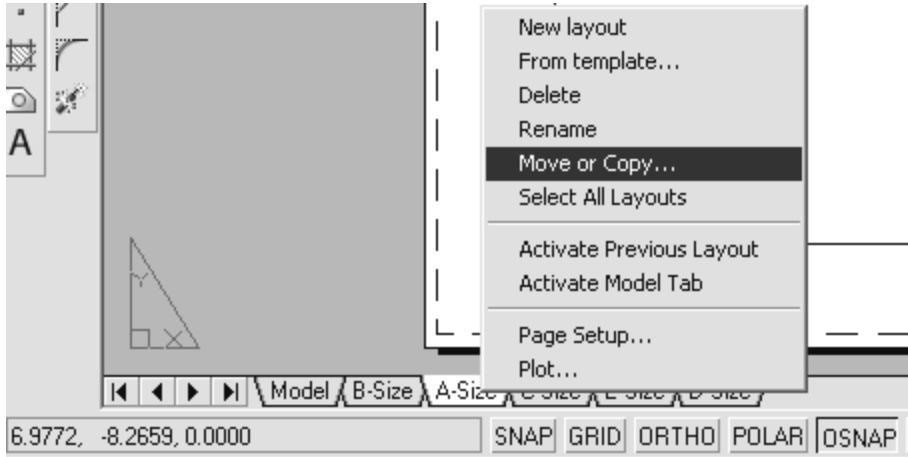
A-Size
B-Size
C-Size
D-Size

Imperial Template

E-Size

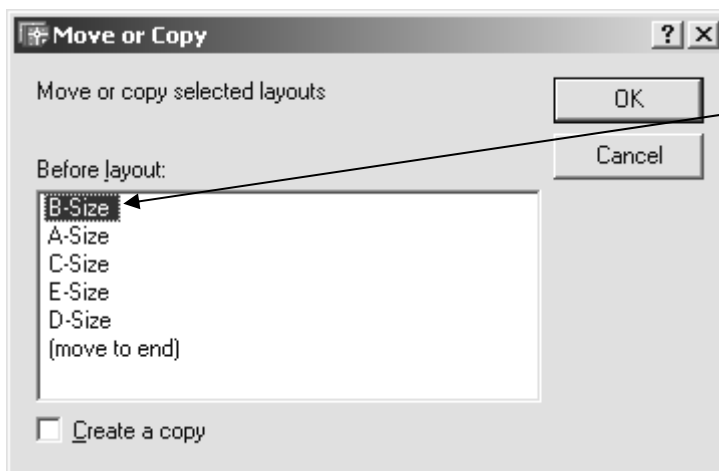


If they are not in this order, you can right-click on a tab and select Move or Copy. Then move the tab as required until they are in Alphabetical order.



For example:

Right-click on
A-Size and select
Move or Copy



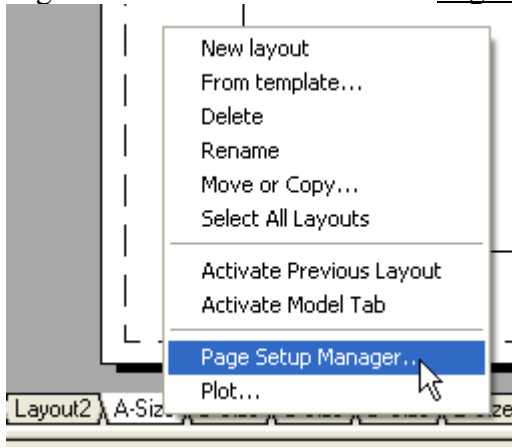
Highlight the tab you want the
one you are moving (A-Size)
To go BEFORE

Repeat until all your tabs are in Alphabetical order.

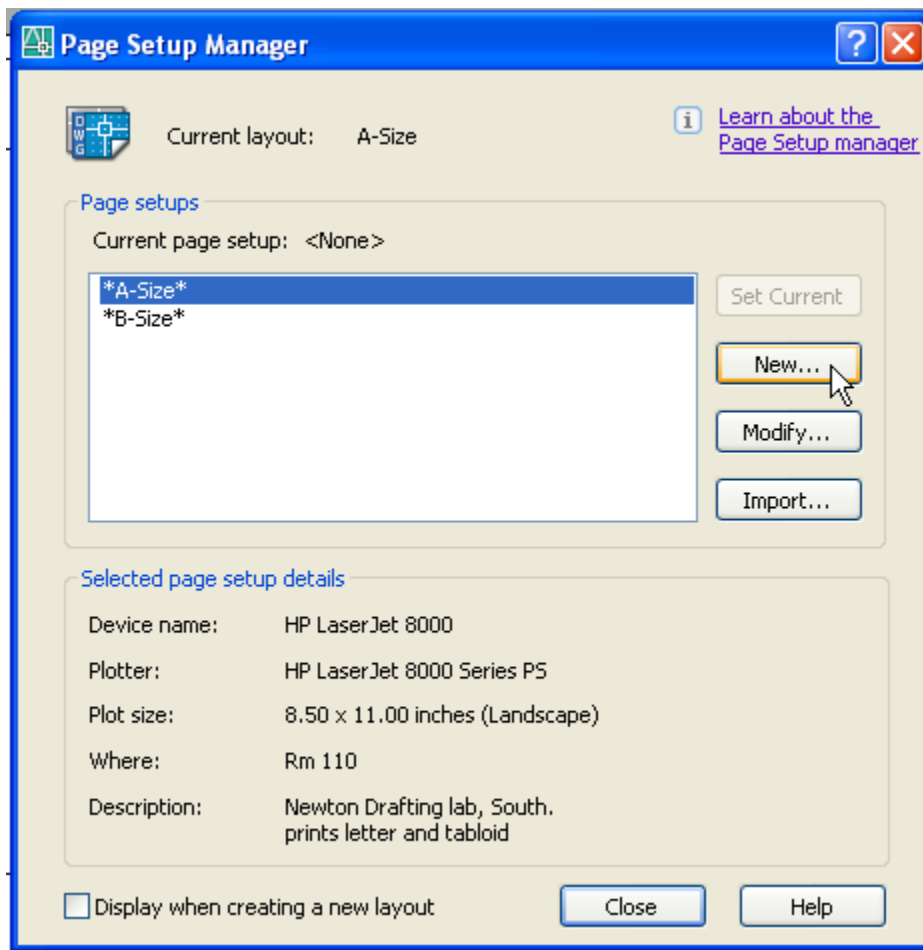
Imperial Template

Page Setup

Right-click **A-Size** tab and select Page Setup Manager...

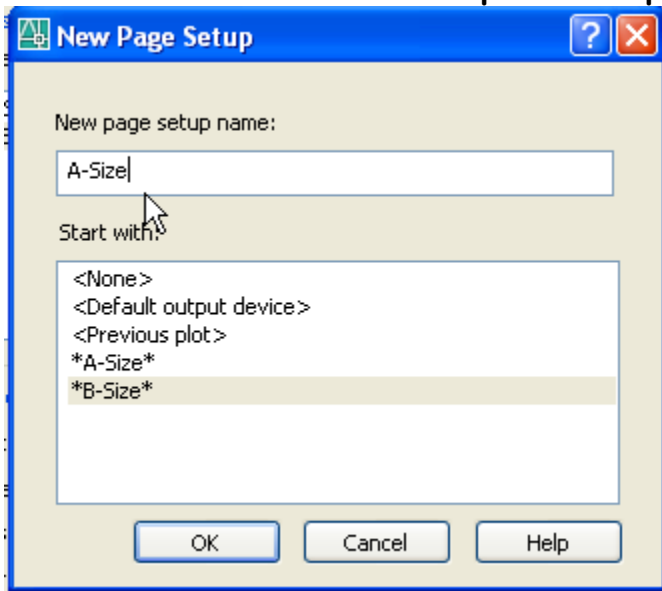


This brings up the Page Setup Manager window. Here you can control all the different page setups in the drawing.



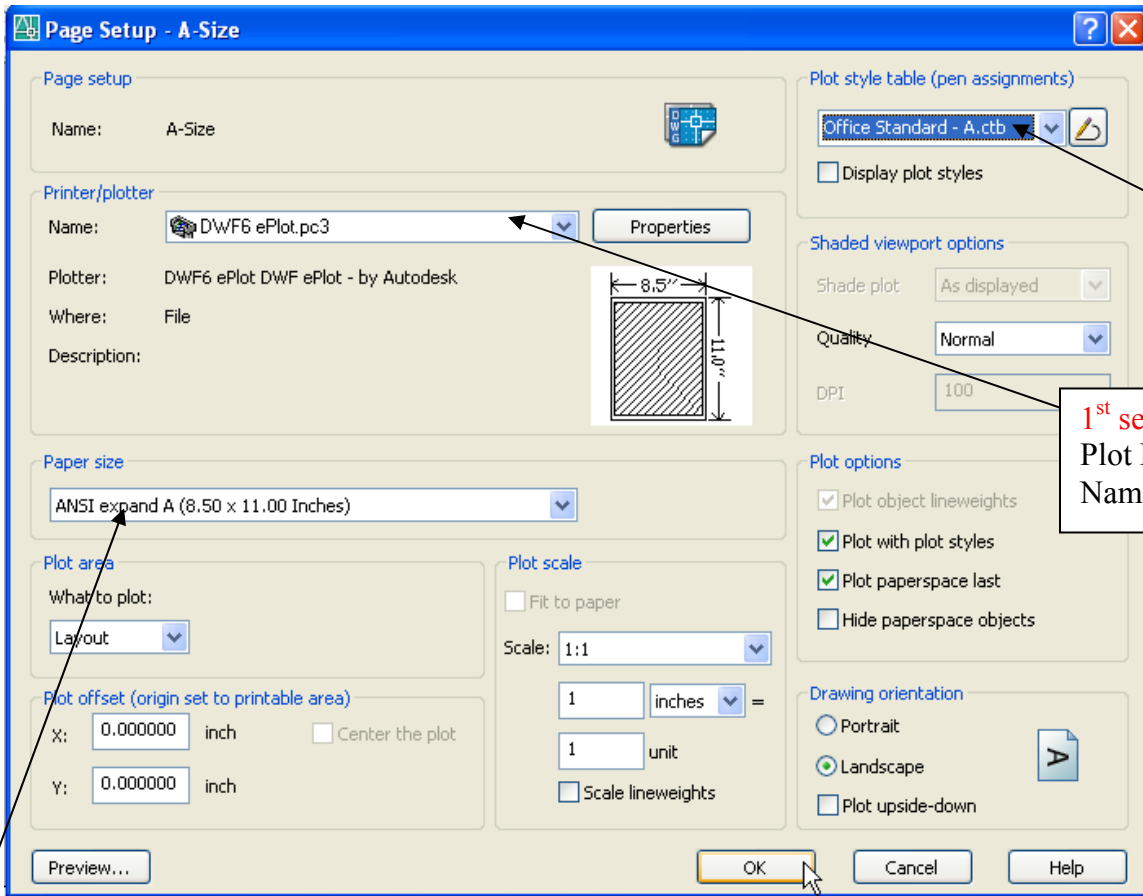
Click the **NEW** button to create a new page setup.

Imperial Template



Use the same name as the tab: A-Size. The names with the stars (*A-SIZE*) refer to the current setup on the tab.

Set the Plot device to **DWF6 ePlot** and *then* adjust the other parts: paper size, what to plot and scale, then the Plot Style:

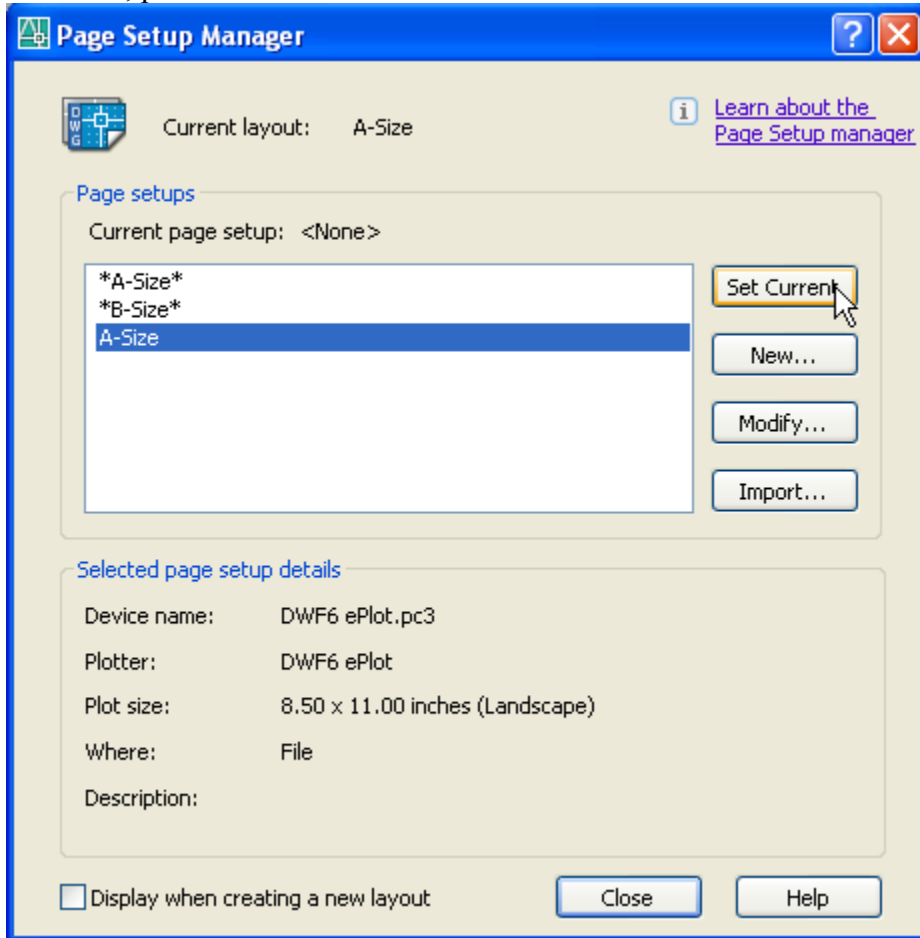


Paper Size: use ANSI full bleed A (11.00 x 8.50) if available

Imperial Template

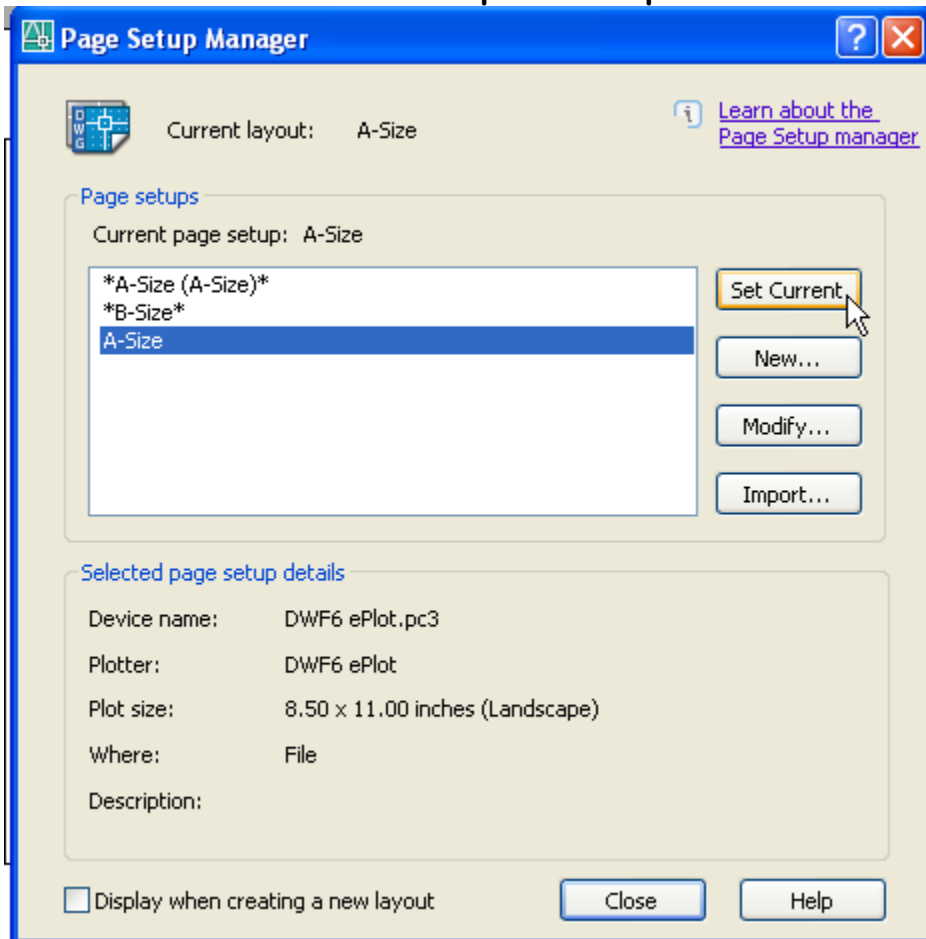
Save the Page Setup

When you pick OK, you return to the Page setup Manager. To assign the new page setup to the tab, pick the **Set Current** button:



The **tab-name** shows the page setup used for the tab. When the saved page setup is assigned, the name will appear next to the tab name:

Imperial Template



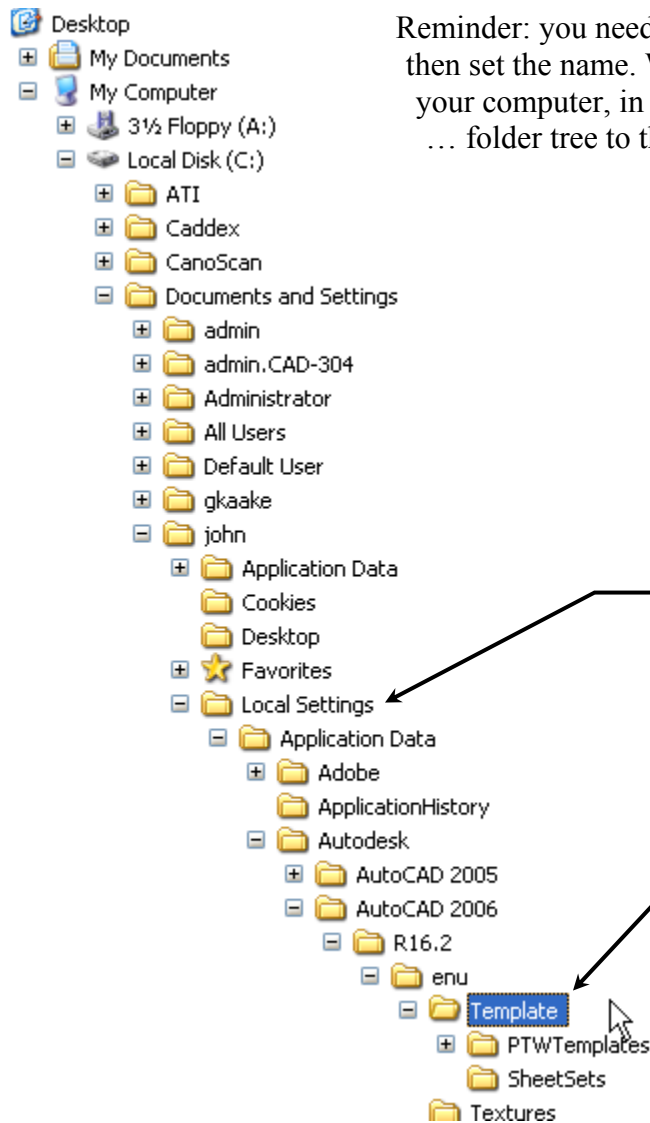
Imperial Template

SAVE

SAVE AS the drawing as a template: use the following naming convention:

XX-Imperial.dwt

Where you replace XX with your initials.



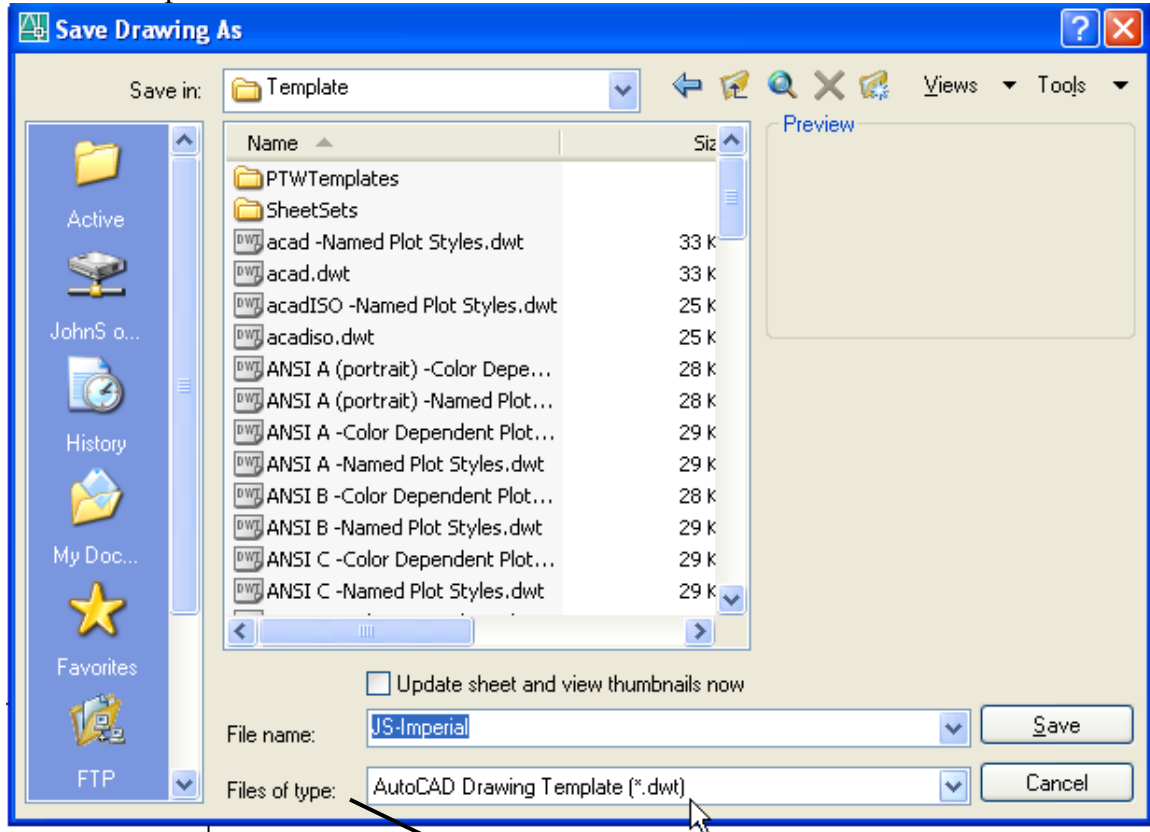
Reminder: you need to change the save as file type first, then set the name. When saved, this file will be placed on your computer, in the “**Local settings** / application data ... folder tree to the Templates folder..

Note: follow the Local Settings folder tree, not the Application Data tree your login.

AutoCAD automatically puts the .dwt files here. Copy your templates to your P: drive.

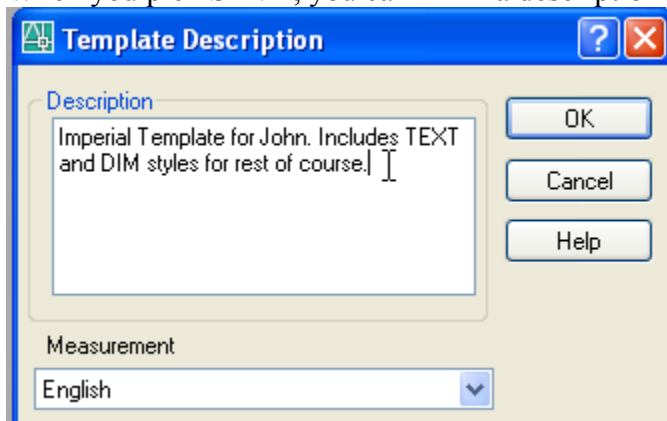
Imperial Template

You will need to copy this file to your P: drive to keep the templates for later use on another computer.



Change the File Type FIRST, then fill in the name of the .dwt template file.

When you pick SAVE, you can fill in a description for the template.



Imperial Template

Repeat Page Setup for the other tabs and page sizes using the following settings:

B-Size	
Plot Device tab	
Plot Device Name	DWF6 eplot.pc3
Plot Style Table	Office Standard B.ctb
Layout Settings tab	
Paper Size	ANSI full bleed B (17.00 x 11.00 inches)
Units Setting	Inches
Orientation	Landscape
Plot Scale	1:1
Plot Area	Layout

C-Size	
Plot Device tab	
Plot Device Name	DWF6 eplot.pc3
Plot Style Table	Office Standard D.ctb
Layout Settings tab	
Paper Size	ANSI full bleed C (22.00 x 17.00 inches)
Units Setting	Inches
Orientation	Landscape
Plot Scale	1:1
Plot Area	Layout

D-Size	
Plot Device tab	
Plot Device Name	DWF6 eplot.pc3
Plot Style Table	Office Standard D.ctb
Layout Settings tab	
Paper Size	ANSI full bleed C (34.00 x 22.00 inches)
Units Setting	Inches
Orientation	Landscape
Plot Scale	1:1
Plot Area	Layout

E-Size	
Plot Device tab	
Plot Device Name	DWF6 eplot.pc3
Plot Style Table	Office Standard D.ctb
Layout Settings tab	
Paper Size	ANSI full bleed E (34.00 x 44.00 inches)
Units Setting	Inches
Orientation	Landscape
Plot Scale	1:1
Plot Area	Layout

Imperial Template

Draw and create Title Blocks:

In this technique, you create the title block (graphics, text and attributes) in each tab and then make the block from the entities. This ensures your title block will fit the paper settings.

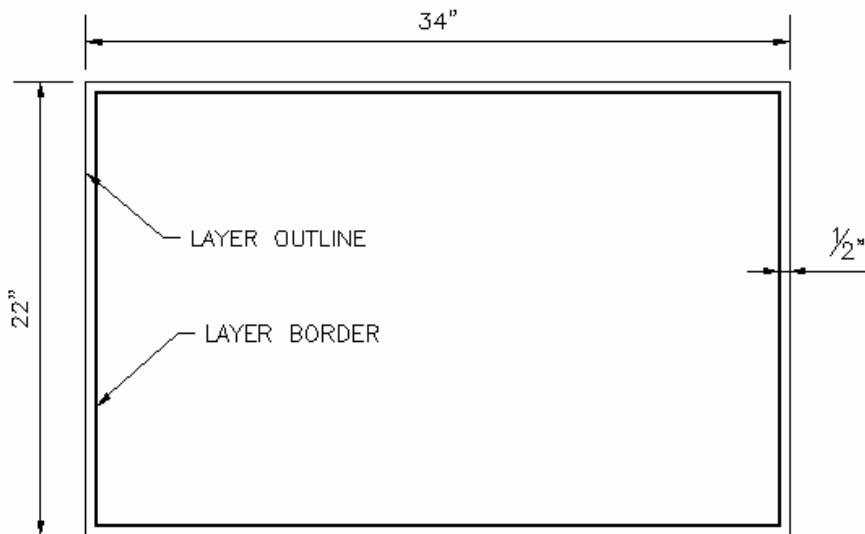
You can copy and edit our title blocks (the dwg files) if you wish to see the entities (i.e. attributes) in place. Note that because these drawings are intended to be inserted in your drawings, they have the entities in Model Space.

For each tab, and in Paper Space, create an outline and then a border. Create your title block graphics and then add the attributes. Reminder: reuse as much as possible...

Examples that follow are for the D-Size tab.

In Paper Space – draw a rectangle (REC) that is the size of the paper for D (34" x 22")

OFFSET 1/2" (inside rectangle)



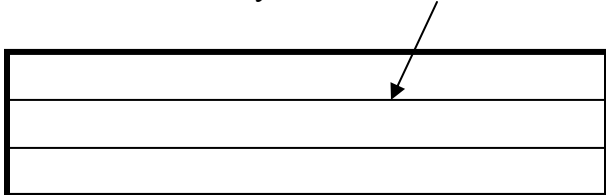
Put the outside rectangle on Layer Outline and the smaller rectangle on Layer Border

New Layers:

Make a new Layer called **Titleblock-bold** and make it **white** and **continuous**

Make a new Layer called **Titleblock-ref** and make it **red** and continuous

Draw internal lines for your Title Block putting bold lines on Layer Titleblock-bold and internal lines on Layer Titleblock-ref



Imperial Template

New Text Styles: STYLE

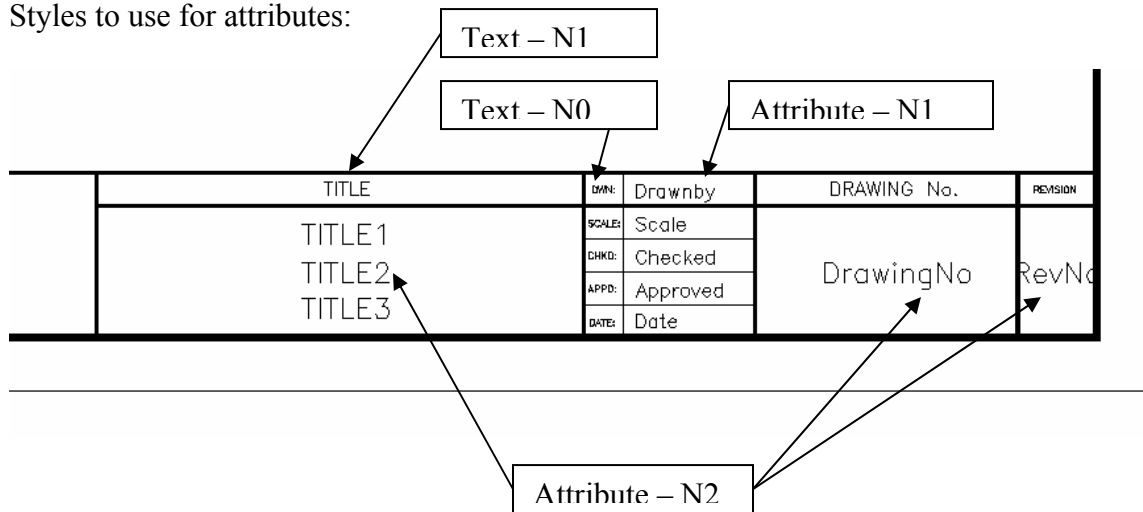
Name	Font	Height	Width Factor	Apply to:
N0	Romans.shx	1/16	1	Very small text
N1	Romans.shx	1/8	1	Normal Text
N2	Romans.shx	3/16	1	Drawing Number & Title

Apply text on Text Layer:

Create ATTRIBUTES for:

Title (3 lines – Title1, Title2, Title3)	Full title information
Drawnby	your initials when inserted.
Date	The project or start date
Scale	Scale for all viewports, or NTS, or AS NOTED
RevNo	(we will use this later)
DrawingNo	SIZE – COURSE – number
Checked	(leave blank for now)
Approved	(Leave blank for now)

Styles to use for attributes:



Repeat all the steps above for all 5 tabs and paper sizes

(you should COPY the **Text** and **Attributes** wherever possible)

Erase the original rectangle, on each tab, used as the paper size (on layer outline) - we do not need it any longer.

Create the block.

Use MAKE BLOCK for the D-Size title block and pick as the reference point the lower left corner of the PS area (i.e. coord 0,0). Select objects and pick all graphic entities first (lines, text) and then pick, **in the order you want to fill them in**, each attribute definition. Make sure to select the Convert to Block option and pick OK.

Imperial Template

Save the template.
Repeat for each title block size.

You have created the tabs. Now create the new text and dim styles,

Create Text Styles:

“Arch” Text Styles will be used for all **Architectural** projects.

“Eng” Text Styles will be used for the following projects:

- Process Piping
- Conveyors
- Electrical
- Structural

In your **imperial.dwt** create the following STYLES

Name	Font	Height	Width Factor	Apply to:
Arch-Notes	Comic Sans MS	1/8	1	Notes
Arch-Titles	Comic Sans MS	3/16	1	Titles
Arch-Dim	Comic Sans MS	0	0.8	Dimensions
Eng-Notes	Romans.shx	1/8	1	Notes
Eng-Titles	Romans.shx	3/16	1	Titles
Eng-Dim	Romans.shx	0	0.8	Dimensions

Create Dim Styles:

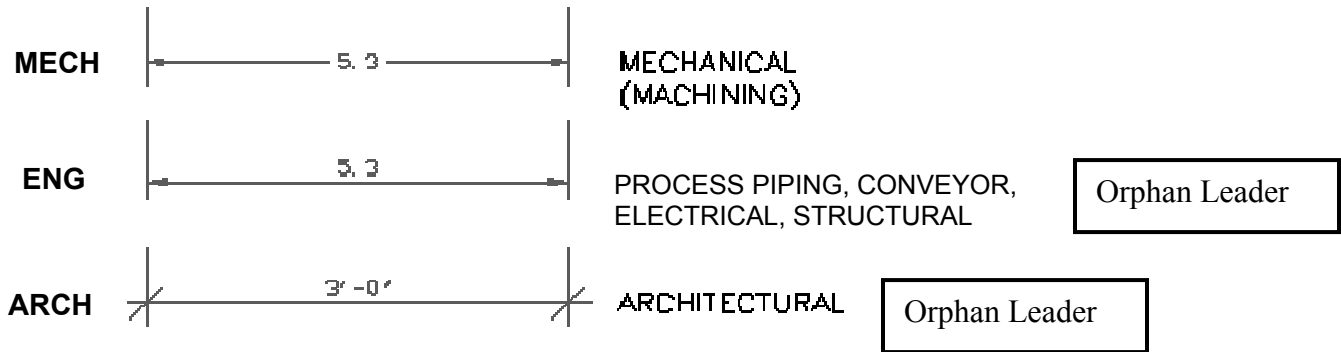
“ARCH” Dim Style will be used for all **Architectural** projects

“MECH” Dim Style will be used for **Mechanical/Manufacturing** projects

“ENG” Dim Style will be used for the following projects:

- Process Piping
- Conveyors
- Electrical
- Structural

Imperial Template



ARCH Dim Style:

Lines	Baseline spacing	3/8
	Colour	BY Layer
	Extension beyond dim line	1/8
	Offset from origin	1/16
Arrows	1 st arrow	Architectural Tick
	2 nd arrow	Architectural Tick
	Leaders	Closed filled
	Size	1/8
	Center	Mark
	Center mark size	1/16
Text	Text style	Arch-Dim
	Text height	1/8
	Text colour	Cyan
	Placement Vertical	Above
	Placements horz.	Centered
	Aligment	Aligned with dim line.
Primary Units	Format	Architectural
	Precision	1/16
	Fraction format	Diagonal
	Angular unit format	Degree Min Sec
	Angular precision	0d00'00"
Alternate units	Not used	
Tolerance	Not used	

Create the Orphan leader settings.

This will be a modification for leaders only, use the New option in Dim styles manager window and highlight ARCH. The USE FOR: should be set to **Leaders and Tolerance**.

On the text tab, set vertical placement to Centered.

Imperial Template

MECH dim style:

Lines	Baseline spacing	3/8
	Colour	BY Layer
	Extension beyond dim line	1/8
	Offset from origin	1/16
Arrows	1 st arrow	Closed filled
	2 nd arrow	Closed filled
	Leaders	Closed filled
	Size	1/8
	Center	Mark
	Center mark size	1/16
Text	Text style	ENG-Dim
	Text height	1/8
	Text colour	Cyan
	Placement Vertical	Centered
	Placements horz.	Centered
	Alignment	Horizontal
Primary Units	Format	Architectural
	Precision	1/16
	Fraction format	Diagonal
	Angular unit format	Degree Min Sec
	Angular precision	0d00'00"
Alternate units	Not used	
Tolerance	Not used	

The leader is ok for MECH.

ENG Dim style:

Similar to ARCH except to change:

- Text is ENG-DIM text style
- Arrows are all Closed filled
- Orphan leader is also required.