

Creating a Template

Templates store fields, layers, scale and grid selections which in turn store their respective values, properties, units and spacings. A well made template that considers all of these can save many a redundant key stroke and mouse click.

Creating a template begins the same way as Setting Up a Drawing. You most likely will want to base your template off an existing one, so select ansi_a as before. Set the scale, here an Architectural 1/8"=1', and scale the title block to fill the entire page (x96).

Now that you have ansi_a block ready or the lines for your own title block placed, create the layers. If you began with ansi_a, the TITLE_BLOCK layer exists, just Change the color to Dark Cyan.

LAYER NAME	LAYER DESCRIPTION	COLOR	STYLE
TITLE_BLOCK	DWG: TITLE_BLOCK	Dark Cyan	Solid
Border	DWG: Border	Magenta	Border
Hidden	DWG: Hidden	Green	Short Dash
Center	DWG: Center	Yellow	Center
Dot	DWG: Points	Yellow	Solid
Con	DWG: Construction	Red	Solid
Dim	DWG: Dimensions	Cyan	Solid
Txt	DWG: Text	Green	Solid
Obj	DWG: Object	Black	Solid
01	DWG: Layer 01	Black	Solid
02	DWG: Layer 02	Black	Solid
03	DWG: Layer 03	Black	Solid

NOTE: Use underscores — the import of .CAD files may not support spaces.

NOTE: To change a layer name: select the layer, type a Layer Name, and click Change.

Set the grid to the grid you usually start with. For our scale, check Keep Grid Square with a 1' Snap Interval with Major Frequency at 3 (i.e. a yard) and Minor Subdivisions every 1.



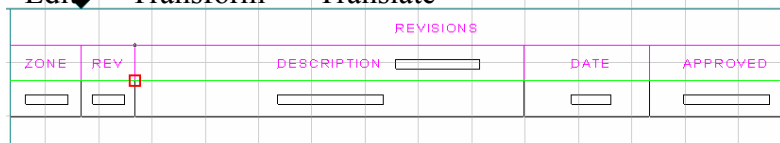
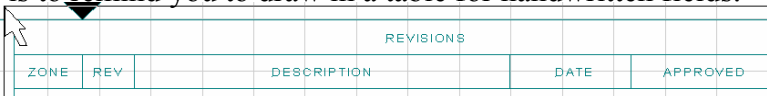
Grouped text is not editable. Select the title block Right-Click >> Explode

Some firms prefer DATE in place of the FSCM NO. Select and double click to edit.

The ansi_a has a stray line, This is to remind you to draw in a table for handwritten fields.

Click and drag a selection box as shown from corner to corner.

Edit >> Transform >> Translate



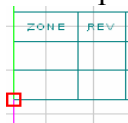
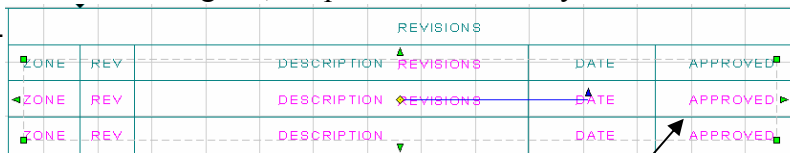
Check Specifies Copy or Move on the Edit toolbar.

Endpoint snap to lines above and below REV — this is the

distance it translates the selection from the original, Repeat with the newly translated one.

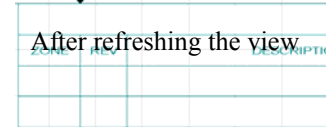
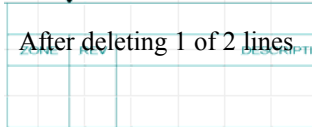
Select unwanted text individually while holding down shift.

Then press the Delete key.

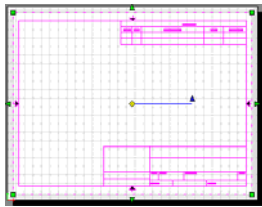


Correct the stray line by selecting it and moving its bottom handle until it snaps to the end of the bottom line. A line was copied in translation, select it and Delete.

Zoom in and out to refresh the view
 Edit >> Zoom In ;Click on screen
 Edit >> Zoom Out ;Click on screen



NOTE: The mouse's Scroll wheel zooms. To center the view click the middle button.



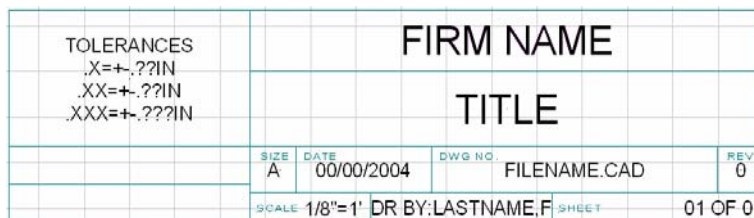
Edit >> Select >> All

Unselect text that you will modify in the future by holding down Shift while clicking on the text. N/A for ansi_a. With that done:
 Right-Click >> Group

Draw >> Text >> Rectangle



Use the Edit Bar to select .125" and Justification Center-Center.
 For the important blocks of Firm and Title use .25"



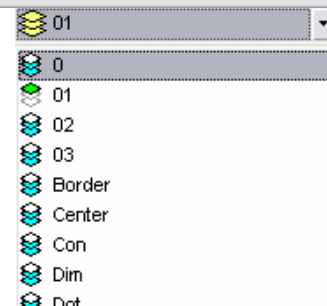
Fill in the Title Block as shown

NOTE: Save time by filling in standard items like "Firm" and "DR BY:"

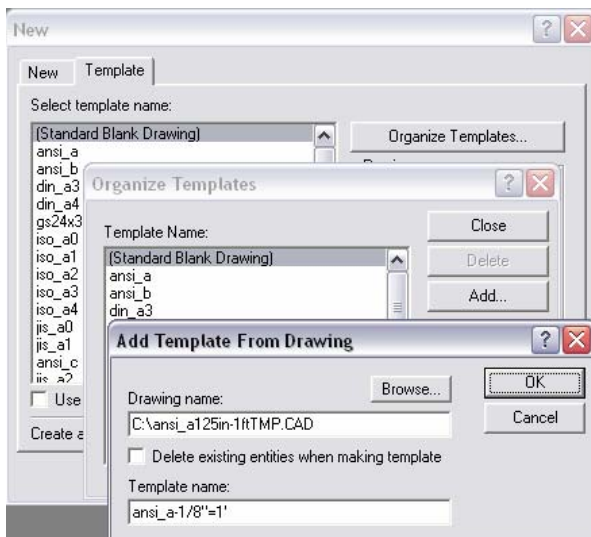
Now to organize it all.



Select All, use the Property Bar to change the layer to something other than what it is on, try 0; then change the layer to TITLE_BLOCK. All entities should now be dark cyan.



NOTE: Elements maintain their layer even though selected with another layer current. This also applies to line types. If you want a line to be By-layer and By-Layer is selected, make everything Black, Solid, and Thinnest; click OK; then make it all By-Layer.



Save it: "ansi_a125in-1ftTMP.CAD"

File >> Close

File >> New >> Template

Click Organize Templates...

Click Add...

Browse for "ansi_a125in-1ftTMP.CAD"

Un-Check the box. Name it ansi_a-1/8"=1'

OK... Close...

Select the template, and edit the text.

Start drafting.

>>End Creating a Template.