


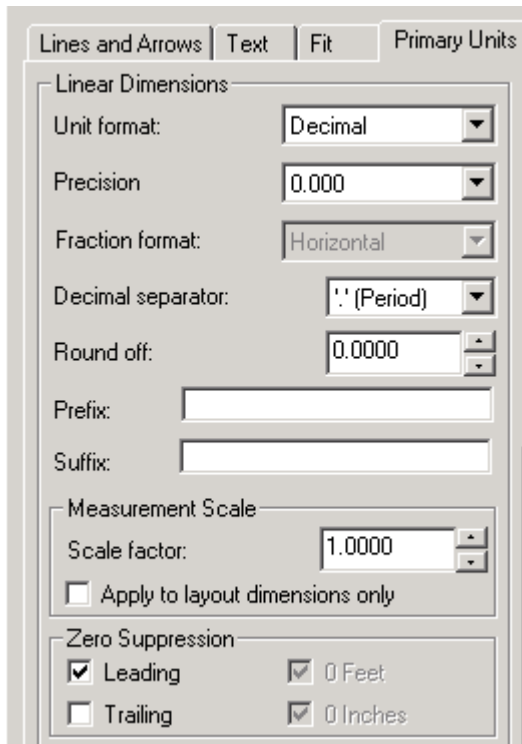
This is an excerpt from my AutoCAD2004 Mechanical Drafting for Beginners text. This text is available from Schroff Dev. Corp. at www.sdccad.com

Creating a Template

1.  Start QNEW to start a new drawing.
2. Set up your layers:

Name	On	Freeze...	L...	Color	Linetype
0				White	Continuous
dimensions				Red	Continuous
object				Green	Continuous
center				Yellow	CENTER
hidden				Cyan	HIDDEN
notes				Blue	Continuous
titleblock				Blue	Continuous

3. Set up your dimension style:



Lines and Arrows | **Text** | Fit | Primary Units

Linear Dimensions

Unit format: Decimal

Precision: 0.000

Fraction format: Horizontal

Decimal separator: !! (Period)

Round off: 0.0000

Prefix:

Suffix:

Measurement Scale

Scale factor: 1.0000

Apply to layout dimensions only

Zero Suppression

Leading 0 Feet

Trailing 0 Inches

Set the Precision to **0.000**.
Supress Leading Zeros.

Set the Fit to **Text**.

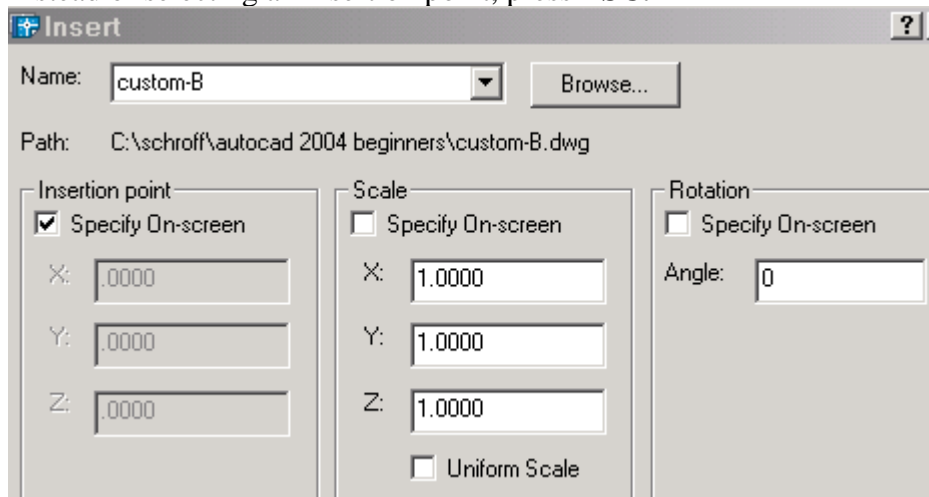
4. Set the limits.
Type **LIMITS** on the command line.
Set the lower left corner to the default.
Set the upper right corner to 34, 22.

```
Command: limits  
  
Reset Model space limits:  
Specify lower left corner or [ON/OFF] <0.0000,0.0000>:  
  
Specify upper right corner <12.0000,9.0000>: 34,22
```

5. Turn the UCSICON off.
Type **UCSICON** on the command line.
Type **OFF**.

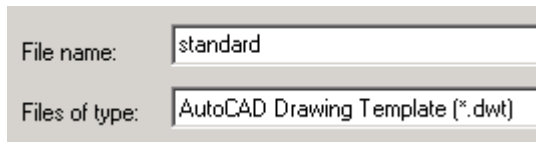
6.  Select **Insert Block**.

7. Locate the *custom-B* title block.
Enable **Specify On-Screen**.
Press **OK**.
Instead of selecting an insertion point, press **ESC**.



TIP: By pressing ESC you don't actually place the block. Instead you are storing it locally in the drawing, so you don't have to browse for it when you are ready to insert it.

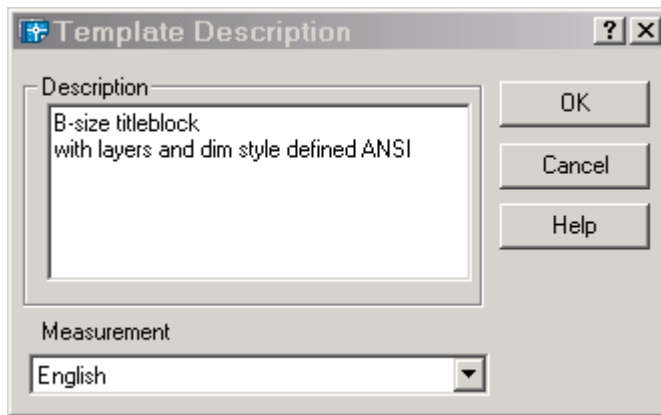
8. Go to **File**→**Save Drawing As**.



Call your template *standard*.
Under Files of Type, select *AutoCAD Drawing Template (*.dwt)*.

Store your template in a directory away from AutoCAD – NOT in the Templates subdirectory. That way you can back up and copy your template to a different work station as needed.

- 9.



Enter a description for your template.

Press **OK**.

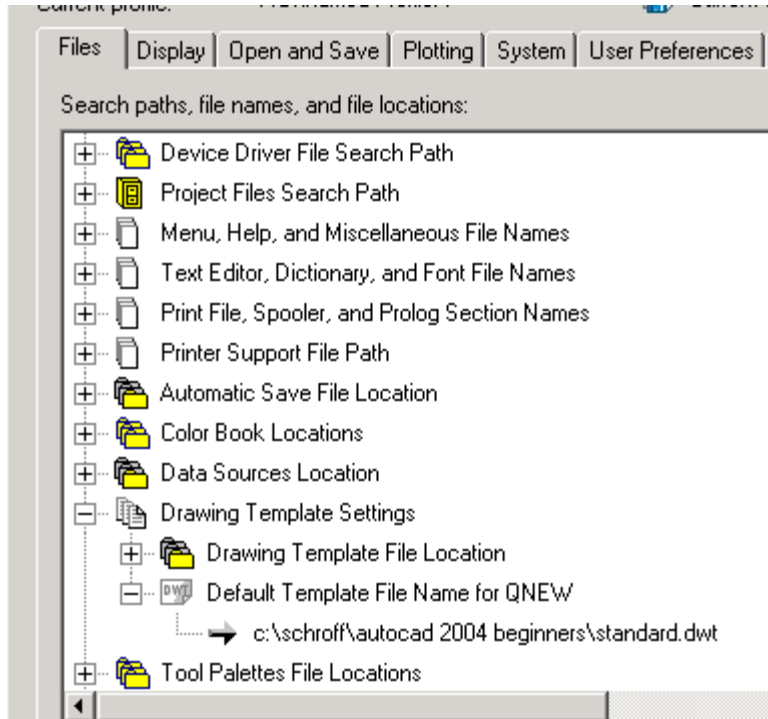


TIP: You can use the shortcut key **Ctrl+Shift+S** to perform a **File Save As**.

10. Right click in the Command line and select **Options**.



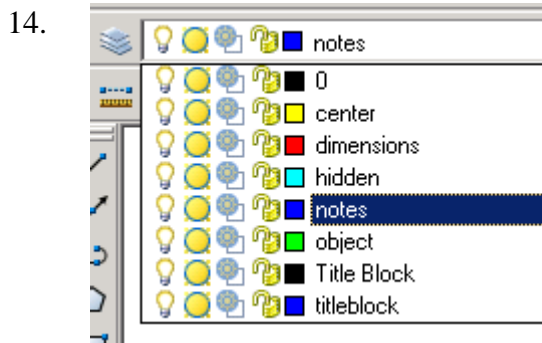
11.



Select the File tab.
Under Drawing Template Settings, set the Default Template File Name for QNEW to use the standard.dwt file you just created.

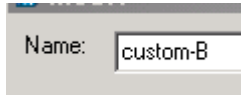
12. Save and close the template file.

13.  Start QNEW to start a new drawing.



Note your layers are already set up.

15.  Select the **Insert Block** tool.

16.  Note that your title block is already loaded and available to be placed.

Press **Cancel**.

17. Close without saving.