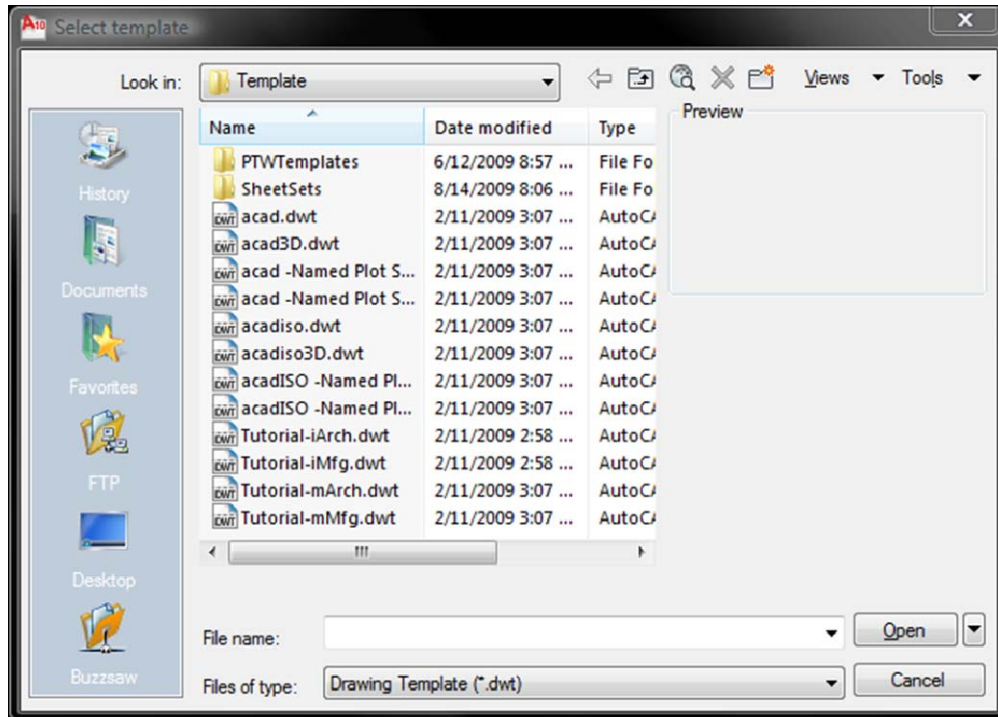


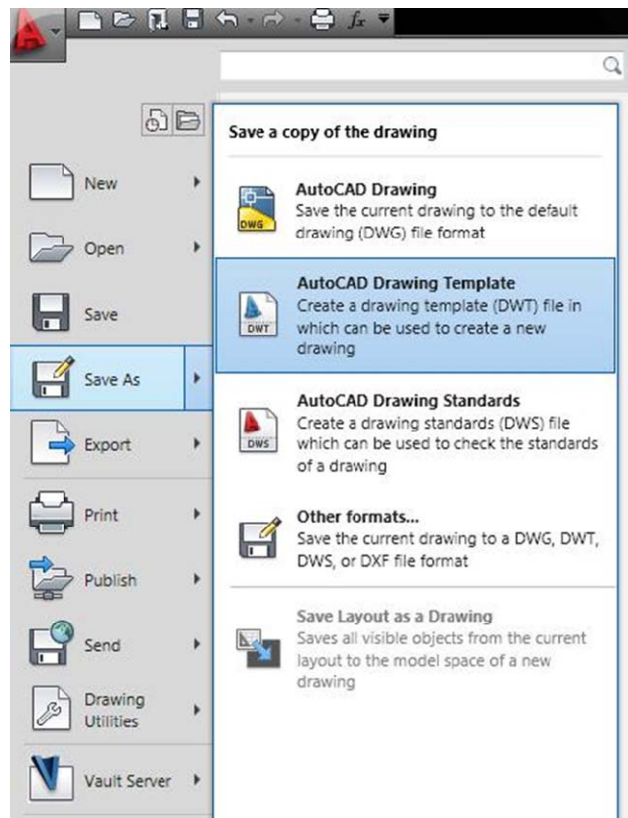
Working with Templates

A template could be called the foundation of AutoCAD. Templates are used to keep consistency in drawings by predefining styles and standards. Also, using them properly can save a tremendous amount of time setting up each drawing. When a new drawing is created that is based off an existing template, all the settings and saved options are transferred to your new drawing. Every time a new drawing is started, it is based off some sort of template, even if it is the default ones that come to you out of the box.

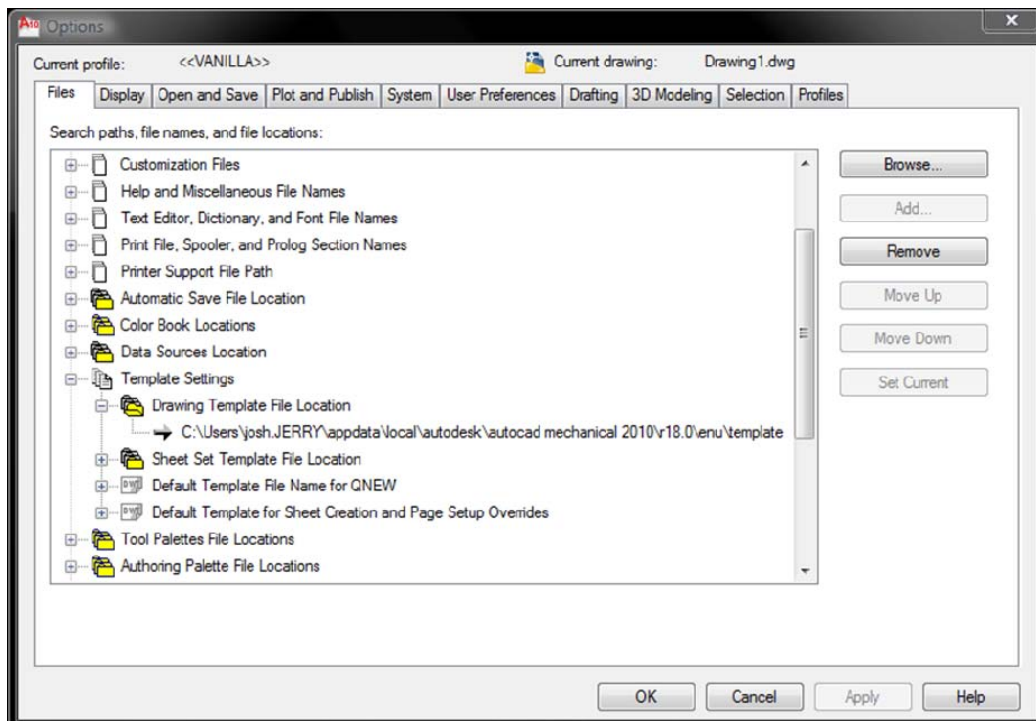
The default templates are shown below.



Some of the options users have when creating a template are creating layers, configuring drafting settings, configuring a title block and layouts, and even text or dimension styles. The idea is to save these objects and settings only one time in your template, so that every new drawing you start will have these settings. Although somewhat unknown, creating a template is not a difficult process. A template can be started from any existing template, or one of the default templates AutoCAD provides you with. Once inside the initial drawing you would go about your business as usual, create layers, layouts, viewports, and save settings. Anything you want to be start with in a new drawing. Once you have finished, the last thing to do is to actually save it as a template file. A template file differs from a drawing file, in so that once a template is used to create a drawing; it is converted to a .dwg to save you from accidentally saving over your existing template file. The extension for templates is .dwt. To save a file as a .dwt select "Save-As" and choose AutoCAD Drawing Template.



AutoCAD has a default location to save all the drawing templates. You may have noticed that every time you create a new drawing, the "New" dialog box jumps to the same location on your machine. To change the default location where these files are saved, go to Options, and select the Files tab. Under template settings expand Drawing Template File Location. You can change this file path to a desired location.



To edit an existing template, all you have to do is to open the template as if it were a regular drawing, make the changes and save it as a .dwt again.

Creating a template is a work in progress; don't expect for a perfect template to be created in an hour. Once a working template is in use you should see a significant reduction in time spent doing the tedious parts of the drawing.

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