

# AutoCAD and Its Applications **BASICS**

## Template Development—Chapter 29

### Adding Layouts

#### Template Development Objectives

*You will complete the following tasks during this stage of template development:*

- ✓ Add and set up layouts.
- ✓ Modify the plot origin setting for new layouts.
- ✓ Add a border, title block, and revision history block.
- ✓ Include general notes.
- ✓ Add a viewport.

The next stage of template development involves creating and adjusting paper space layouts. Templates often include a variety of drawing-specific layouts depending on the purpose of the template. For example, an architectural template might contain a layout for a floor plan and a separate layout for an electrical plan. This allows you to prepare two separate drawings using a single file. Another example is a mechanical drafting template that includes layouts corresponding to different sheet sizes. The templates you create in this textbook focus on specific drafting disciplines and include general-purpose layouts that correspond to sheet sizes, set according to drafting industry standards. You will have to create additional layouts for specific applications and different sheet sizes.

#### Modifying the Plot Origin

To ensure that layouts and plot settings work with a variety of printers and plotters, consider setting the plot origin at the lower-left corner of the sheet, rather than the corner of the printable area. Access the **Plot and Publish** tab of the **Options** dialog box and pick the **Edge of paper** radio button to locate the plot origin at the edge of the sheet.

#### Mechanical Drafting Template Development

Follow these steps to add layouts to the inch and metric mechanical drafting templates. The layouts are set according to ASME drafting standards and are appropriate for a variety of drawing projects. Page setup options may vary depending on the available printer or plotter.

1. Access the **Select File** dialog box to open your Mechanical-Inch template file. Remember, you are opening the existing template file using the **OPEN** command, not creating a drawing based on a template file using the **NEW** command.
2. Go to the companion website, select the **Resources** tab, and select **Download All Drawing Templates**. Open the downloaded Mechanical-Inch template file.
3. Use **DesignCenter** to add the layouts from the downloaded Mechanical-Inch template file to your Mechanical-Inch template file.
4. Resave and close your template file. Close the downloaded template file without saving.
5. Open your Mechanical-Metric template file.
6. Open the downloaded Mechanical-Metric template file.
7. Use **DesignCenter** to add the layouts from the downloaded Mechanical-Metric template file to your Mechanical-Metric template file.
8. Resave and close your template file. Close the downloaded template file without saving.

## Architectural Drafting Template Development

Follow these steps to add layouts to the US Customary and metric architectural drafting templates. The layouts are set according to appropriate drafting standards and are appropriate for a variety of drawing projects and for developing drawing-specific templates. Page setup options may vary depending on the available printer or plotter.

1. Access the **Select File** dialog box to open your Architectural-US template file. Remember, you are opening the existing template file using the **OPEN** command, not creating a drawing based on a template file using the **NEW** command.
2. Go to the companion website, select the **Resources** tab, and select **Download All Drawing Templates**. Open the downloaded Architectural-US template file.
3. Use **DesignCenter** to add the layouts from the downloaded Architectural-US template file to your Architectural-US template file.
4. Resave and close your template file. Close the downloaded template file without saving.
5. Open your Architectural-Metric template file.
6. Open the downloaded Architectural-Metric template file.
7. Use **DesignCenter** to add the layouts from the downloaded Architectural-Metric template file to your Architectural-Metric template file.
8. Resave and close your template file. Close the downloaded template file without saving.

## Civil Drafting Template Development

Follow these steps to add layouts to the US Customary and metric civil drafting templates. The layouts are set according to appropriate drafting standards and are appropriate for a variety of drawing projects and for developing drawing-specific templates. Page setup options may vary depending on the available printer or plotter.

1. Access the **Select File** dialog box to open your Civil-US template file.  
Remember, you are opening the existing template file using the **OPEN** command, not creating a drawing based on a template file using the **NEW** command.
2. Go to the companion website, select the **Resources** tab, and select **Download All Drawing Templates**. Open the downloaded Civil-US template file.
3. Use **DesignCenter** to add the layouts from the downloaded Civil-US template file to your Civil-US template file.
4. Resave and close your template file. Close the downloaded template file without saving.
5. Open your Civil-Metric template file.
6. Open the downloaded Civil-Metric template file.
7. Use **DesignCenter** to add the layouts from the downloaded Civil-Metric template file to your Civil-Metric template file.
8. Resave and close your template file. Close the downloaded template file without saving.