

Setting up Drawing Template File Locations

Objective: Know where to place UI ME drawing template files for easiest access.

Instructions: Download the *UI_ME_Templates_S22.zip* file from Day 6 of the course Mindworks page and extract or copy the contents to a known folder (SolidWorks will not be able to access files contained in a zipped folder). Then, follow one of the next two sections to set up file paths in SolidWorks. If you have administrator rights on your computer, follow the section called *Setup with Administrator Rights*. Otherwise, you can follow the Quick Setup approach.

| | Name | Date modified | Type | Size |
|---------------------|---------------------------------|--------------------|----------------|-------|
| BOM table templates | BOM_Template_Assembly.sldbomtbt | 6/1/2020 3:39 PM | SLDBOMTBT File | 13 KB |
| | BOM_Template_Part.sldbomtbt | 6/1/2020 3:37 PM | SLDBOMTBT File | 13 KB |
| Drawing templates | ME_A4_Landscape.DRWDOT | 2/1/2022 7:37 AM | DRWDOT File | 72 KB |
| | ME_A4_Landscape.slddrt | 2/1/2022 7:40 AM | SLDDRT File | 53 KB |
| | ME_A4_Portrait.DRWDOT | 2/1/2022 7:36 AM | DRWDOT File | 67 KB |
| | ME_A4_Portrait.slddrt | 2/1/2022 7:41 AM | SLDDRT File | 49 KB |
| Assembly template | ME_Assembly_Template.ASMDOT | 1/31/2022 11:22 PM | ASMDOT File | 33 KB |
| Part template | ME_Part_Template.PRTRDOT | 1/31/2022 11:32 PM | PRTRDOT File | 62 KB |
| Rev Table template | Revision_Template.sldrevtbt | 2/1/2022 12:05 AM | SLDREVTBT File | 13 KB |

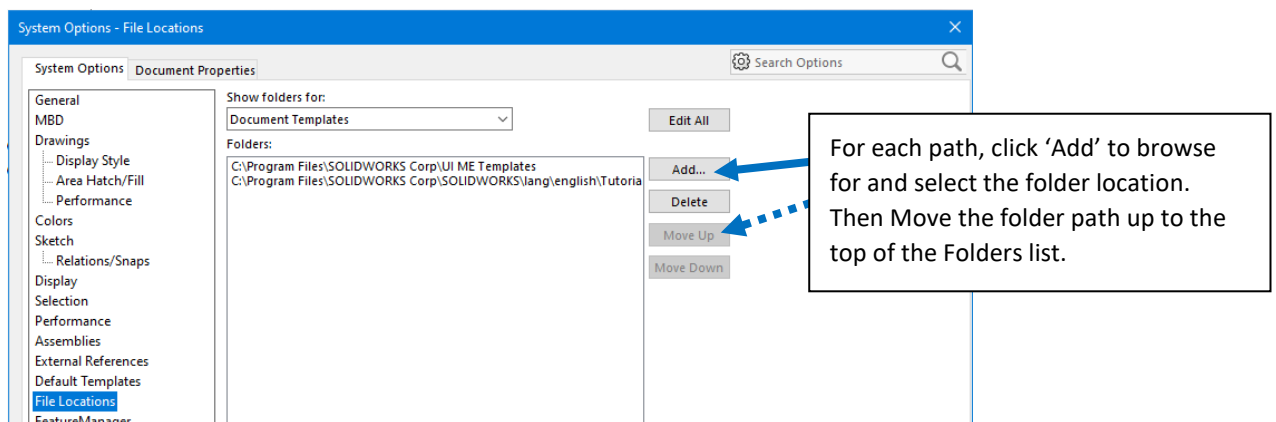
Figure 1. Downloaded and extracted files from Mindworks Day 6.

Quick Setup (no admin rights)

The following steps will allow you to access the templates in SolidWorks but will require you to browse for your new drawing templates folder when setting up a new drawing. Alternatively, if you have administrator rights on your pc, you can skip to the next section on *Setup with Administrator Rights*.

If you don't have administrator rights on the pc you are using (such as for on-campus computers), you can save the entire folder to a local or shared drive location and add the file path to SolidWorks via:

1. Tools → Options → System Options → File Locations → Show folders for: Document Templates
2. Tools → Options → System Options → File Locations → Show folders for: BOM Templates
3. Tools → Options → System Options → File Locations → Show folders for: Revision Table Templates



The next steps are only available if you have administrator rights on the CAD machine you are using.

Setup with Administrator Rights

To take advantage of the folders that SolidWorks will use by default (this will be more efficient in the long run), you can place each type of file in the location where SolidWorks will naturally look for it. This will allow you to more seamlessly use and access the customized templates.

Solidworks Part (.prt), Assembly (.asm), Drawing (.drw) Template Files

These are the files that solidworks references when you select File → New. SolidWorks looks for these at: **C:\Program Files\SOLIDWORKS Corp\SOLIDWORKS\lang\english\Tutorial**

Solidworks Drawing Sheet Format (.slddrt) Template Files

These are the files that solidworks references when you select File → New. SolidWorks looks for these at: **C:\ProgramData\SOLIDWORKS\SOLIDWORKS 2020\lang\english\sheetformat**


BOM Table (.sldbomtbt) and Revision Table (.sldrevtbt) Template Files

SolidWorks looks for these files at: **C:\Program Files\SOLIDWORKS Corp\SOLIDWORKS\lang\english**

Template Contents Overview

Part Template


When you open a part file using the part template, the part will have the following properties by default:

| | Property Name | Type | Value / Text Expression | Evaluated Value | <input type="checkbox"/> |  |
|---|-----------------------|------|----------------------------|--------------------------|--------------------------|---|
| 1 | Material | Text | "SW-Material@Part5.SLDPRT" | Material <not specified> | <input type="checkbox"/> | |
| 2 | ModelBy | Text | | | <input type="checkbox"/> | |
| 3 | CheckedBy | Text | | | <input type="checkbox"/> | |
| 4 | ModelDate | Date | | | <input type="checkbox"/> | |
| 5 | Description | Text | | | <input type="checkbox"/> | |
| 6 | Vendor | Text | | | <input type="checkbox"/> | |
| 7 | VendorNo | Text | | | <input type="checkbox"/> | |
| 8 | Revision | Text | | | <input type="checkbox"/> | |
| 9 | <Type a new property> | | | | <input type="checkbox"/> | |

Note: there is no part *Quantity* information in the part file. *Quantity* will show up in BOM tables by default based on the number of parts in an assembly.

Assembly Template


When you open an assembly file using the assembly template, the assembly will have the following properties by default:

| | Property Name | Type | Value / Text Expression | Evaluated Value | <input type="checkbox"/> |  |
|---|-----------------------|------|-------------------------|-----------------|--------------------------|---|
| 1 | AssemBy | Text | | | <input type="checkbox"/> | |
| 2 | AssemDate | Text | | | <input type="checkbox"/> | |
| 3 | Description | Text | | | <input type="checkbox"/> | |
| 4 | Revision | Text | | | <input type="checkbox"/> | |
| 5 | <Type a new property> | | | | <input type="checkbox"/> | |

Drawing Template

When you create a drawing using the drawing template, it will automatically add the revisions table. You will need to add the bill of materials table.

Note: the drawing file also has properties, but these are not the properties referenced in its tables and title block. The drawings properties are currently filled out with x's, so if you open the file properties and it looks like the image below, you know you're editing the wrong properties field.

| | Property Name | Type | Value / Text Expression | Evaluated Value | <input type="checkbox"/> |  |
|---|-----------------------|------|-------------------------|-----------------|--------------------------|---|
| 1 | Revision | Text | A | A | <input type="checkbox"/> | |
| 2 | DrawnBy | Text | | | <input type="checkbox"/> | |
| 3 | CheckedBy | Text | | | <input type="checkbox"/> | |
| 4 | Date | Date | | | <input type="checkbox"/> | |
| 5 | <Type a new property> | | | | <input type="checkbox"/> | |

Editing and Saving Template Changes

If you make customized changes to a template and want to use it for future projects, you can save each template as follows:

Part file templates:

- From the part file, go to **File → Save-As**
- Select **Part Templates (*.prtdot)** as the type.

Assembly file templates:

- From the assembly file, go to **File → Save-As**
- Select **Assembly Templates (*.asmdot)** as the type.

Drawing file templates:

- From the drawing file, go to **File → Save-As**
- Select **Drawing Templates (*.drwdot)** as the type.

Sheet Format template:

- From the drawing file, go to **File → Save Sheet Format...**
- Use **Sheet Formats (*.slddrt)** as the type.

BOM table templates:

- From the drawing file, right-click the BOM table and go to **Save-As**.
- Use **Template (*.sldbomtbt)** as the type.

Revisions table templates:

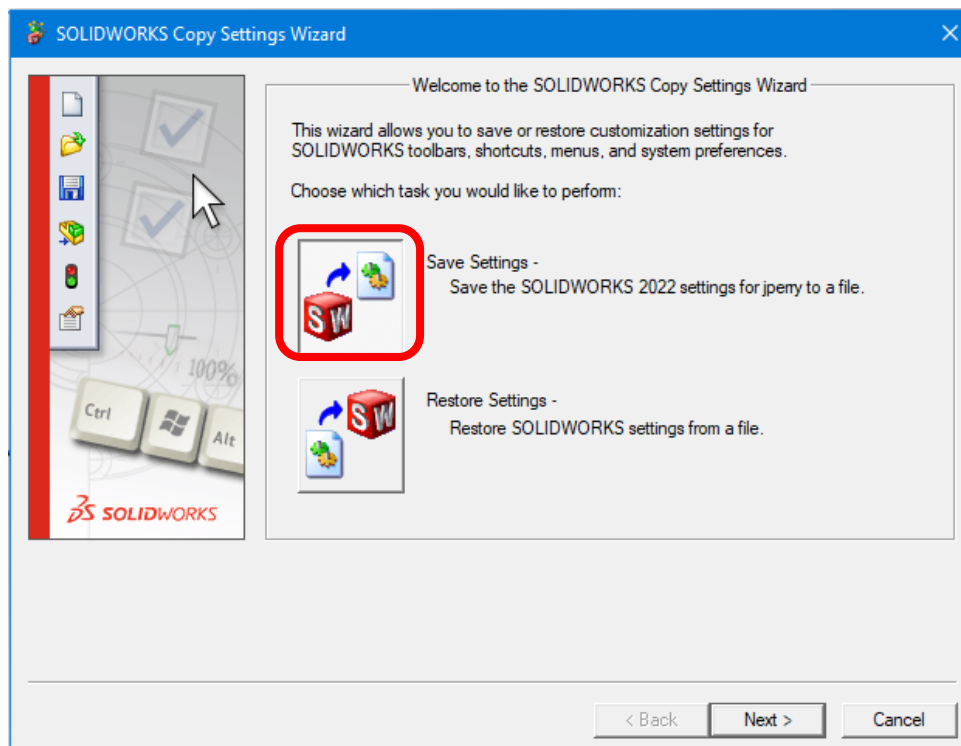
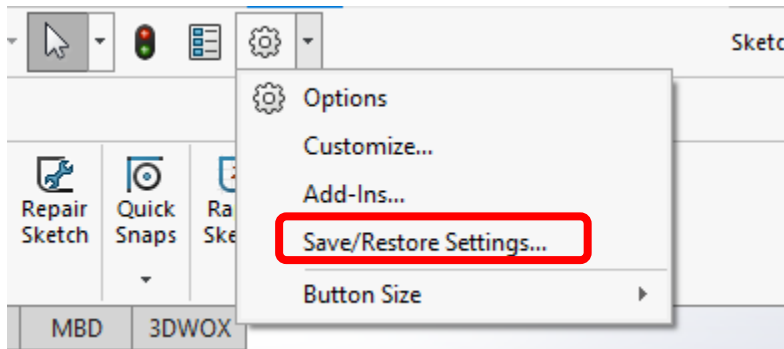
- From the drawing file, right-click the Revisions table and go to **Save-As**.
- Use **Template (*.sldrevtbt)** as the type.

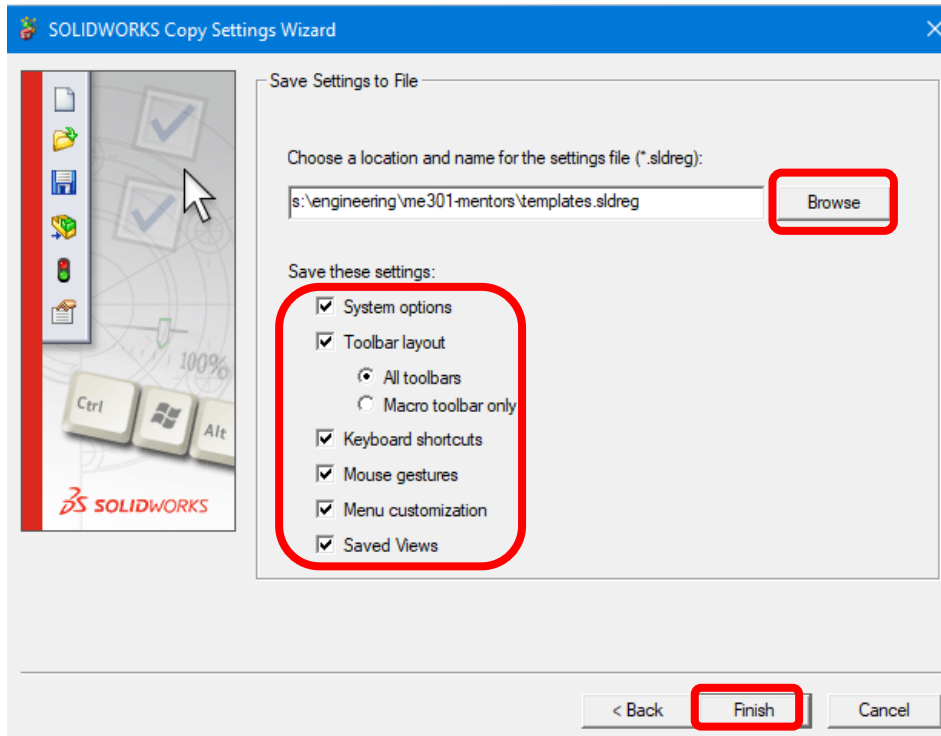
Save/Restore Customized SolidWorks Settings

After setting up your preferred user settings such as toolbar layouts, keyboard shortcuts, and template filepaths, save these to your OneDrive folder for easy access.

Note: if you don't save your settings, you'll have to reapply any customizations to each new computer you use; and even on the same computer, your settings may periodically get reset from weekly system cleaning.

To Save Settings: Click the options down-arrow → Save/Restore Settings → Save Settings





To **Restore Settings**: Click the options down-arrow → Save/Restore Settings → Restore Settings

