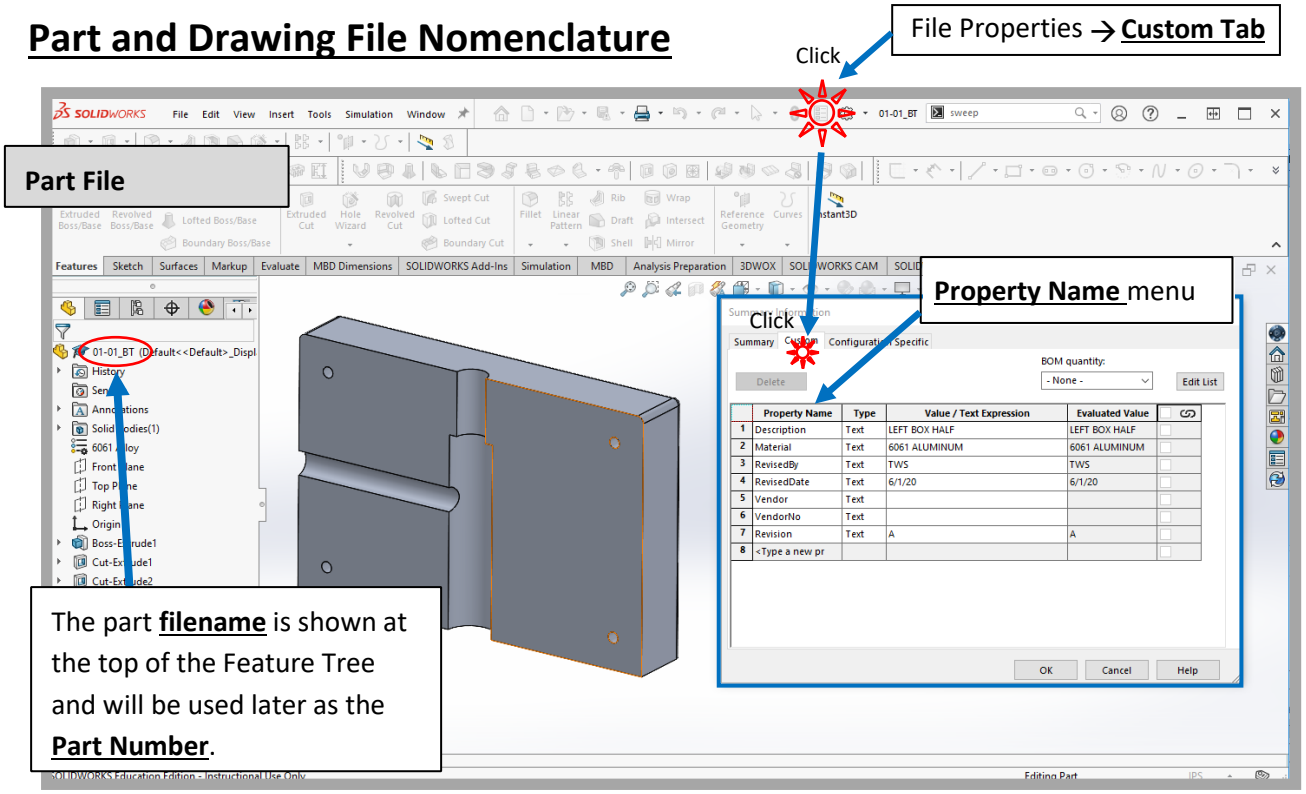
Drawing Formatting

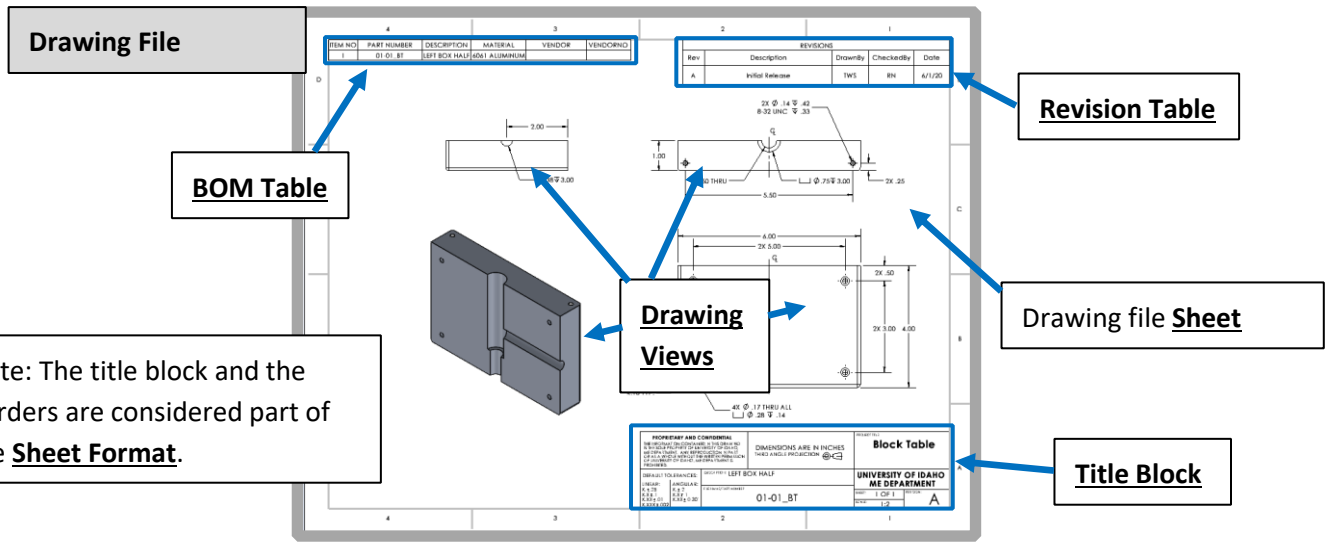
Objective:
Know how to:

1. Enter and exit the title block editing mode.
2. View which properties are dynamically linked in the title block and know where they come from.
3. Create your own dynamically linked variable in a drawing sheet.
4. Edit properties of a drawing sheet (e.g., sheet name, scale, size, and format used).
5. Save a new sheet template after you've customized it.
6. Add, delete, or rename a sheet

Properties are linked to the title block using the Property Names from the part's Custom tab.

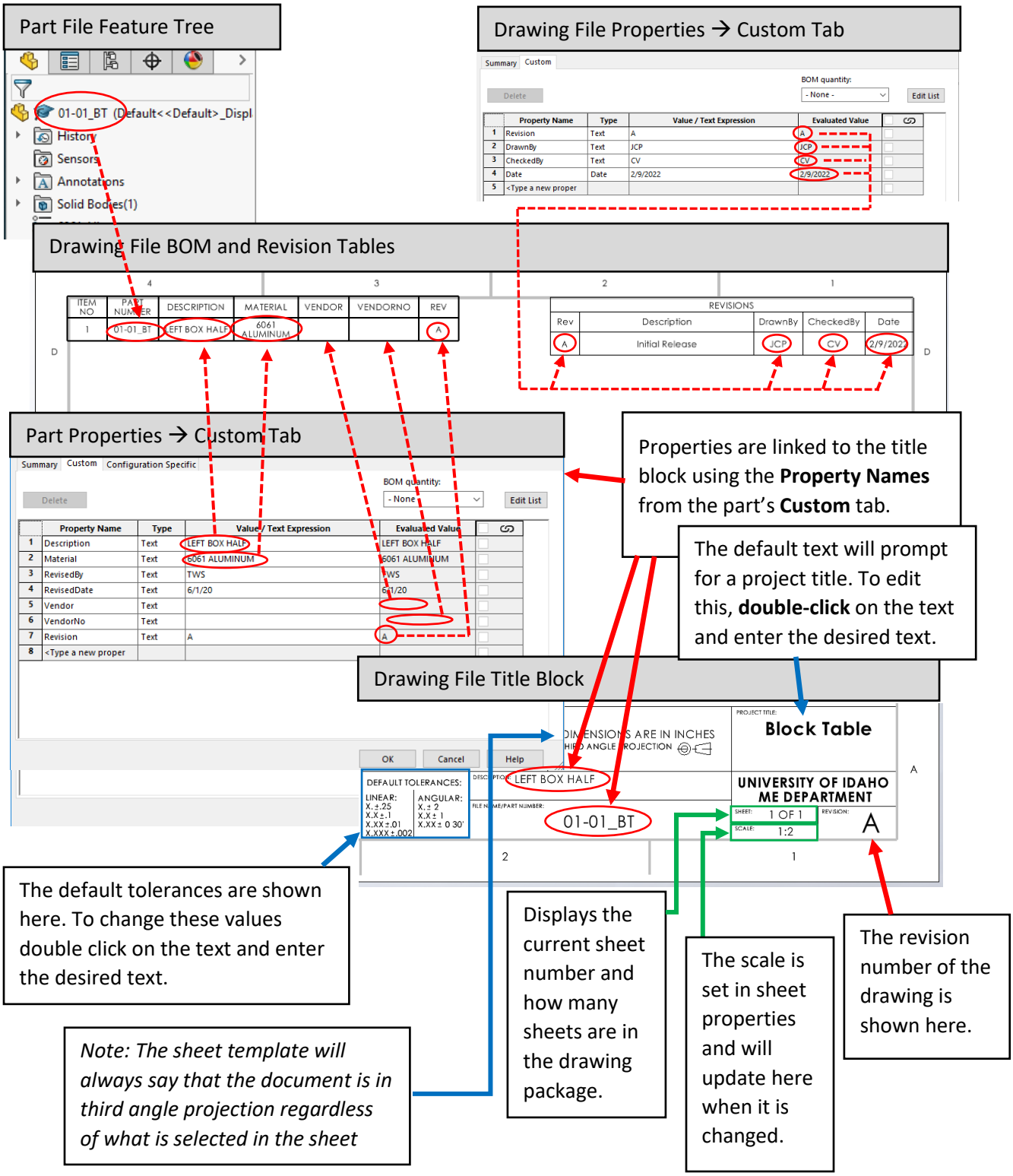
Part and Drawing File Nomenclature





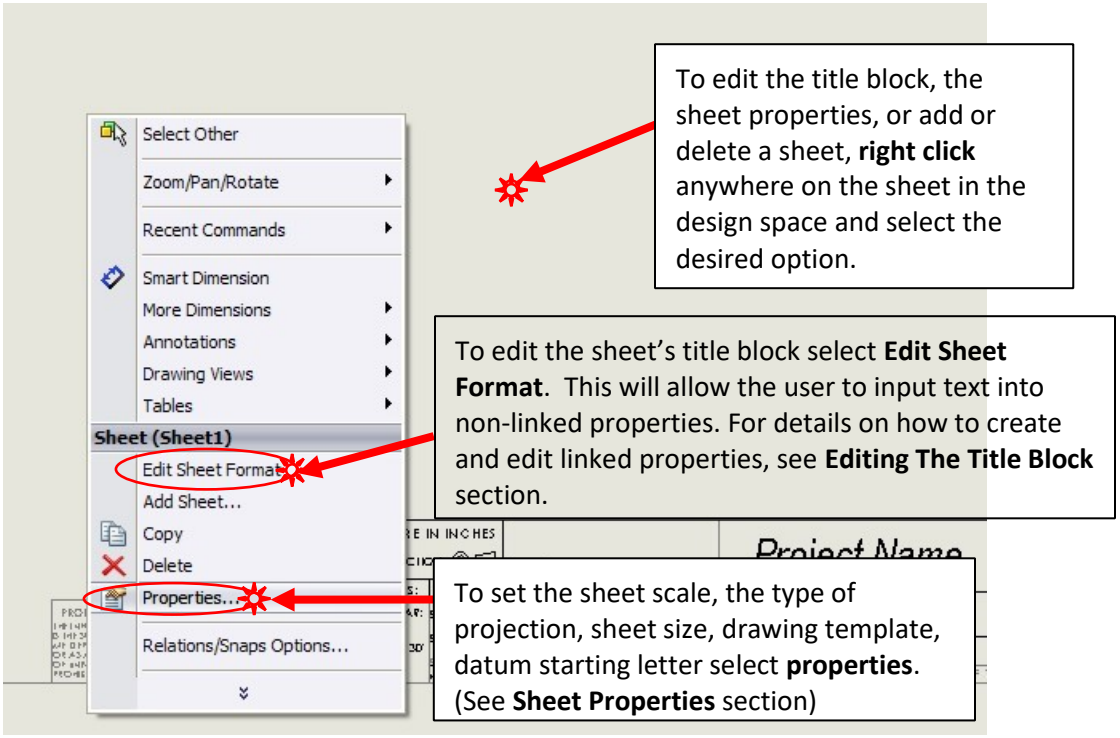
Dynamically Linked Properties

The ME drawing template that is used in the class has several properties dynamically linked from the part's file properties **Custom** tab by default. The images below show several of these dynamic links.



Editing the Sheet

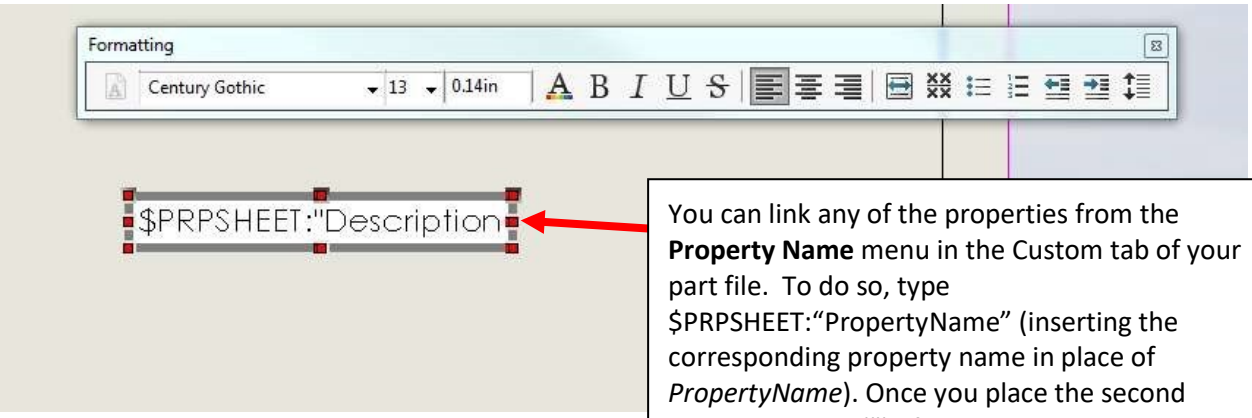
Description: The title block includes the border around the drawing document, and information regarding the quality, any administrative information, and technical information regarding the drawing. The information stored in the title block helps the drawing to be interpreted and identified using minimal, but necessary information.



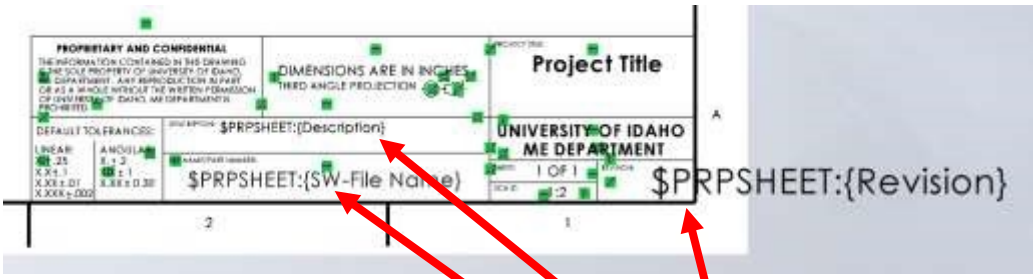
Editing The Title Block

To edit the title block, right-click on a blank area of the sheet and select **Edit Sheet Format**. To edit any of the text, simply double-click the text and make the desired changes.

To add a link, or any text to your drawing, select the Note button in the Annotation tab of your drawing. Next, click where you would like to add the text.



You can link any of the properties from the **Property Name** menu in the Custom tab of your part file. To do so, type $PRPSHEET:"PropertyName" (inserting the corresponding property name in place of *PropertyName*). Once you place the second quotation mark ("), if the link is created, your property will appear between curly brackets, { }.



Note: You will not be able to see these links if you have a part view already inserted into your drawing. Be sure the drawing is empty before entering **Edit Sheet Format** if you want to view these.

Once you have the format you want, you can save the sheet format (see **Creating a New Sheet Template** later in this document). Be sure to save the template before adding your part. You don't want to have to format the sheet every time! Save your template somewhere that you can access it for the remainder of your drawings in the class. **DO NOT save over the file on the shared drive.**

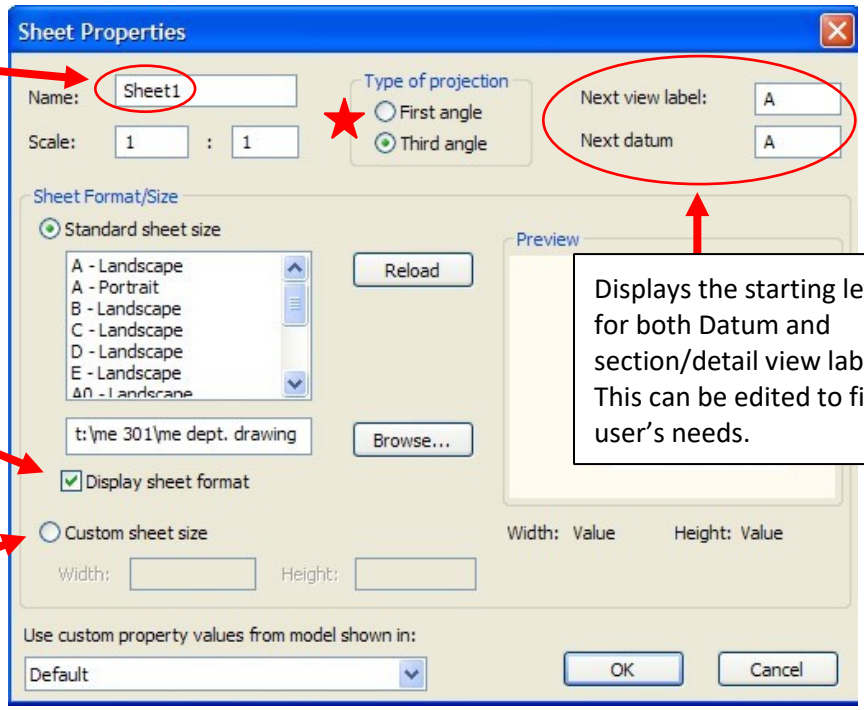
Sheet Properties

To edit sheet properties like sheet name, scale, size, and format, select the **Properties** option after right-clicking the sheet.

Change the name of the sheet to aid in finding parts, collapsed views, exploded views, etc. more quickly in large drawing packages.

Displays the sheet template being used. Use browse to select another template.

Create a custom sheet size if the default is not desired.



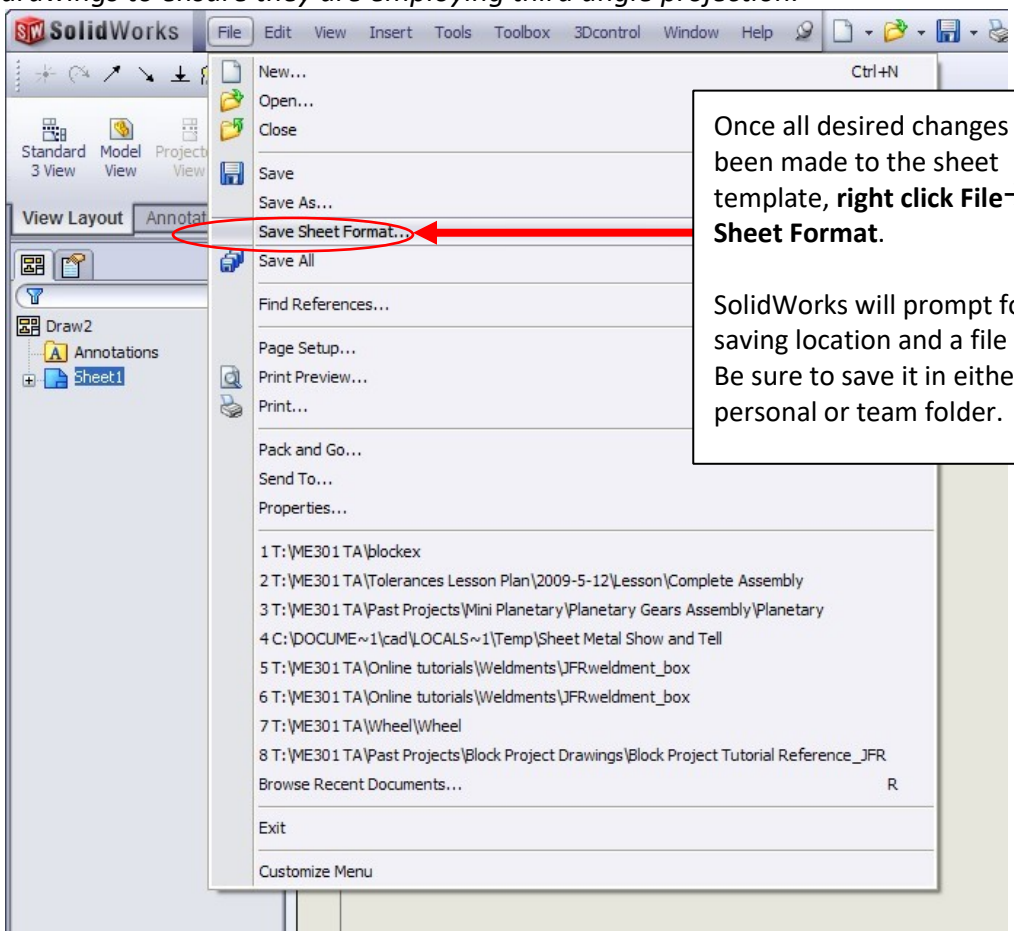
Displays the starting letters for both Datum and section/detail view labels. This can be edited to fit the user's needs.

See Third Angle VS First Angle for additional information.
Note: Third angle must always be used for this course.

Creating a New Sheet Template

Description: It is often useful to create a standard template for team projects to ensure a standard drawing package format and to eliminate the need to re-enter standard information, such as the project name.

Note: SolidWorks will not save the type of projection with the sheet format. Always check drawings to ensure they are employing third angle projection.

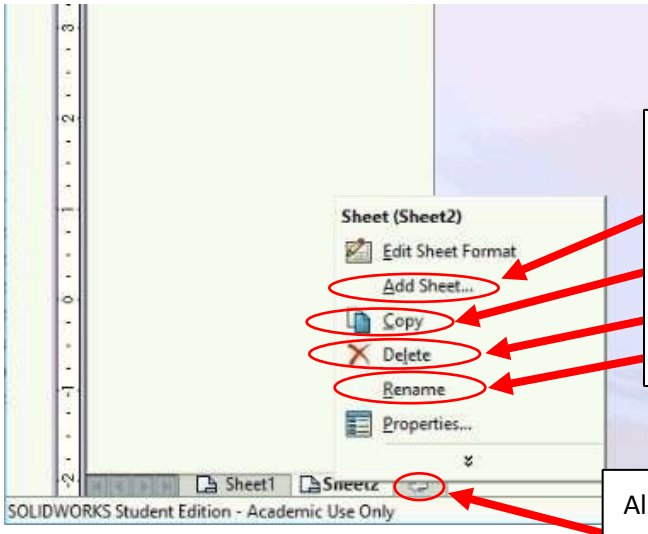


Once all desired changes have been made to the sheet template, **right click File→Save Sheet Format**.

SolidWorks will prompt for a saving location and a file name. Be sure to save it in either a personal or team folder.

Adding/Renaming/Deleting Sheets

Description: You can add, delete, and rename sheets in your drawing. Use this to create multiple sheets to better describe a part.



To change the name of the new sheet **right-click** on the sheet and **left-click** rename. Also by **right-clicking** on the sheet icon, the user can edit the sheet format, add a sheet, delete a sheet, copy the sheet, or enter the sheet properties toolbar.

All the drawings for a single part can be stored in the same file. To add sheets to a drawing, left-click on the **new sheet** icon.