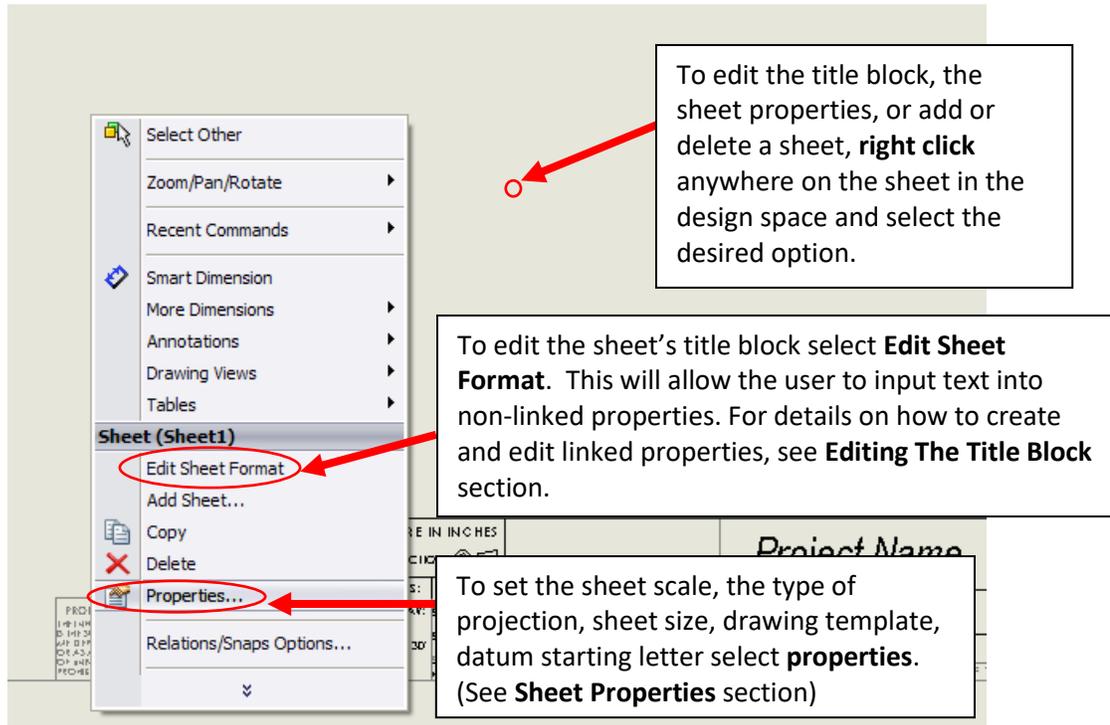


Editing the Sheet



The image shows a context menu for a sheet in a CAD application. The menu items are: Select Other, Zoom/Pan/Rotate, Recent Commands, Smart Dimension, More Dimensions, Annotations, Drawing Views, Tables, Sheet (Sheet1), Edit Sheet Format, Add Sheet..., Copy, Delete, Properties..., and Relations/Snaps Options... Two red circles highlight 'Edit Sheet Format' and 'Properties...'. Red arrows point from callout boxes to these options and to a point in the design space.

To edit the title block, the sheet properties, or add or delete a sheet, **right click** anywhere on the sheet in the design space and select the desired option.

To edit the sheet's title block select **Edit Sheet Format**. This will allow the user to input text into non-linked properties. For details on how to create and edit linked properties, see **Editing The Title Block** section.

To set the sheet scale, the type of projection, sheet size, drawing template, datum starting letter select **properties**. (See **Sheet Properties** section)

Editing The Title Block

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.

Note: Not all information in the title block has been linked from the original part or assembly document. Checked by has to be manually entered in the title block by someone other than the author (drawn by).

To edit the title block, once **Edit Sheet Format** has been selected, the title block can be edited. To edit any of the text, simply double-click the text and make the desired changes.

Summary Information

Property Name	Type	Value / Text Expression	Evaluated Value
1 Material	Text	"SW-Material@blockex.SLDPRJT"	6061 Alloy
2 Description	Text	Block	Block
3 Quantity	Text	2	2
4 StockSize	Text	80x80mm	80x80mm
5 Source	Text	Alcobra Metals	Alcobra Metals
6 PartNo	Text	01-01	01-01

Title Block Fields:

- 6061 Alloy**: Material (linked to Property Name)
- Project Name**: Title (linked to Property Name)
- Block**: Description (linked to Property Name)
- Part #: 01-01**: Part Number (linked to Property Name)
- QTY: 2**: Quantity (linked to Property Name)
- 6/18/2009**: Date (linked to Checked By)
- Scale: 1:2**: Scale
- SHEET 1 OF 1**: Sheet number and total sheets

Callout Boxes:

- Properties are linked to the title block using the Property Names from the part's Custom tab.** (Points to 6061 Alloy, Project Name, Block, Part #: 01-01, QTY: 2)
- The default text will prompt for a project name. To edit this, double click on the text and enter the desired text.** (Points to Project Name)
- Note: The sheet template will always say that the document is in third angle projection regardless of what is selected in the sheet properties.** (Points to THIRD ANGLE PROJECTION)
- The default tolerances are shown here. To change these values double click on the text and enter the desired text.** (Points to TOLERANCES)
- Entering the author information in the summary tab enables SolidWorks to link that information here.** (Points to Checked By: Jessica Rodriguez)
- The date will update to the current date whenever the document is opened.** (Points to Date: 6/18/2009)
- The scale is set in sheet properties and will update here when it is changed.** (Points to Scale: 1:2)
- Displays the current sheet number and how many sheets are in the drawing package.** (Points to SHEET 1 OF 1)

The ME drawing template that is used in the class has several properties linked from the part properties **Custom** and **Summary** tabs by default. If it is desired to change these links, it can be done. The image below shows several of these links.

UNIVERSITY OF IDAHO ME DEPARTMENT IS	MATERIAL: \$PRPSHEET:{Material}
DESCRIPTION:	\$PRPSHEET:{Description}
CHECKED BY:	\$PRPSHEET:{Checked By} \$PRPSHEET:{SW-Part No}
DRAWN BY:	\$PRPSHEET:{SW-Author} DATE: \$PRPSHEET:{SW-Date}
FILE NAME:	\$PRPSHEET:{SW-File Name}.SLDPRT

★ 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.



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.

The screenshot shows a software interface with a 'Formatting' toolbar at the top. The toolbar includes a font dropdown set to 'Century Gothic', a size dropdown set to '13', and a height dropdown set to '0.14in'. It also contains icons for bold (B), italic (I), underline (U), strikethrough (S), bulleted list, numbered list, indent, and outdent. Below the toolbar, a text box is shown with the text '\$PRPSHEET:"Description"'. A red arrow points from the text box to the right-hand callout box.

To Link Properties from the **Summary** tab, use \$PRPSHEET:"SW-Property_Here"
For example, the DRAWN BY property is linked to the summary tab's **Author** field and is written as \$PRPSHEET:"SW-Author"

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

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.**

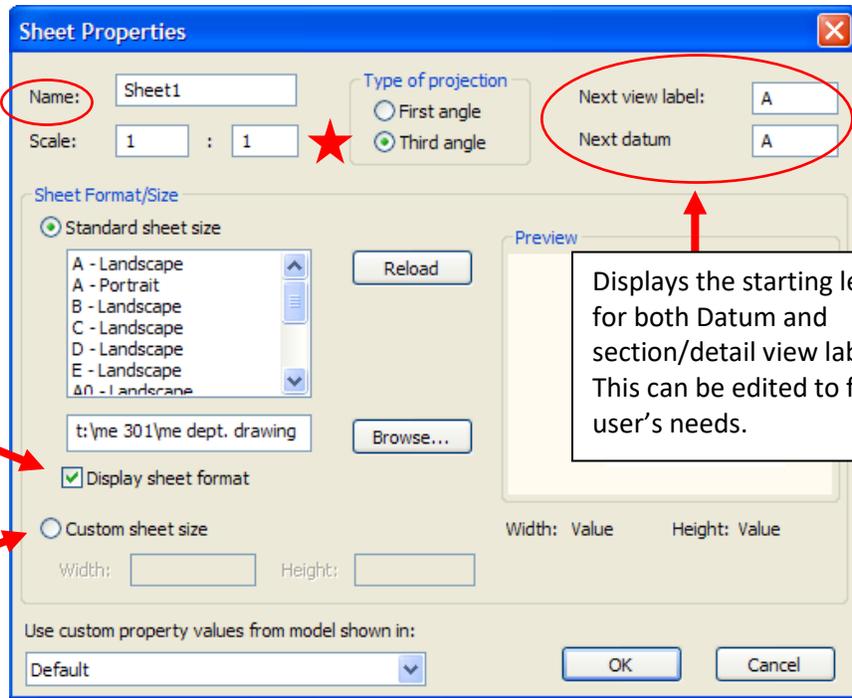
Sheet Properties

If, instead, you wish to edit sheet properties, 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.



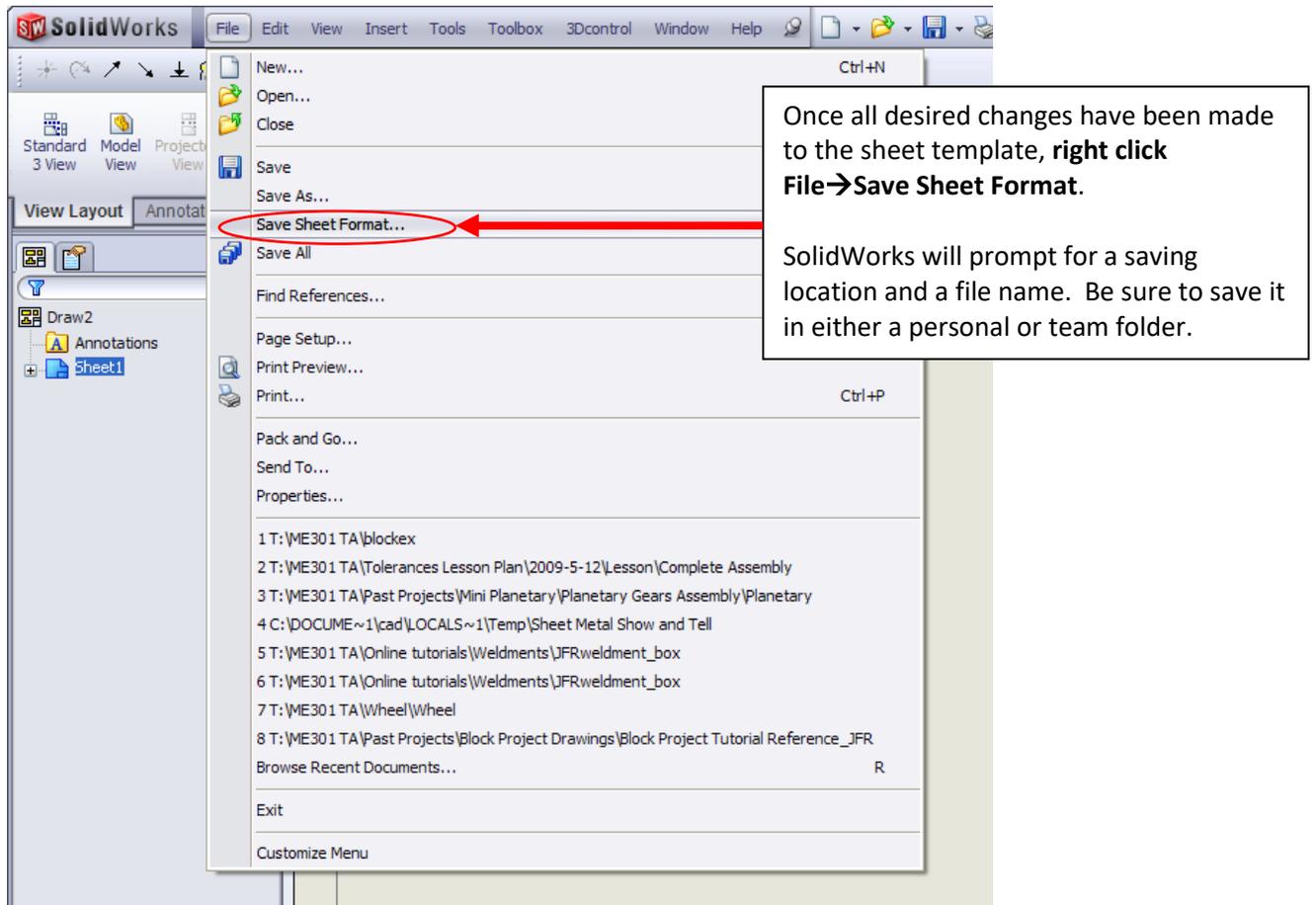
Displays the starting letters for both Datum and section/detail view labels. This can be edited to fit the user's needs.

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

Creating a New Sheet Template

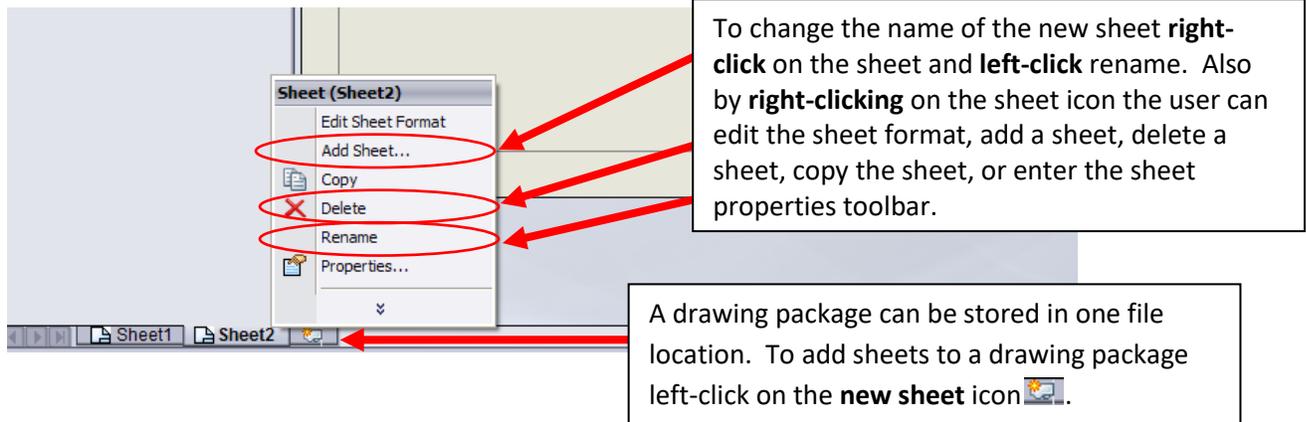
Description: It is often useful to create a standard template for team projects to ensure a standard drawing package format and to eliminate the need to re-enter standard information, such as the project name.

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



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, or to add several part drawings into a drawing package (see **Using Multiple sheets for Dimension Different Parts**)



Using Multiple Sheets to Dimension Different Parts

Description: On some installations of SolidWorks, the default setting keeps the same **Custom Property** entries from the first sheet on all sheets of a drawing package. If you want to include multiple parts in the same drawing file on different sheets, follow these instructions.

