

## Making and Using a Template

Making a template is as simple as creating a drawing that you want to use as a standard. It can and should include everything desired as a standard including but not limited to; Layers and their associated settings, text styles, title blocks, all configure settings, standard blocks, etc. Several drawing templates can be made depending on the various standards of cities, counties, or clients.

### Instructions

1. Create a typical drawing file with all the standards and settings desired. (often this is a drawing that is often used as a “save as” drawing for most projects).

**Best Practice Tip:** Do not name this drawing one of the standard Carlson drawing files names use company standard name. Doing so will prevent future updates of Carlson software from overwriting your templates.

2. Save this file as a *.dwt* by changing the file type to *.dwt* (see figure 1) from the save as dialog box. This file can be saved in a folder with all other company standard blocks, drawings, etc.

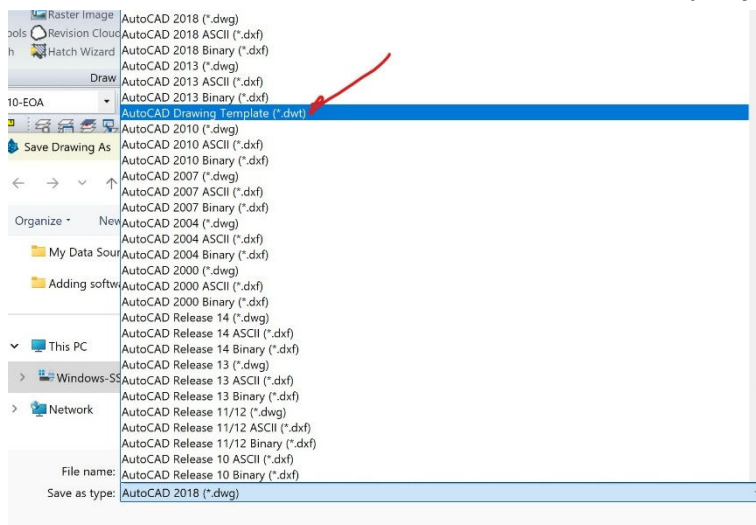


Figure 1 Setting *.dwt* file extension

Once a standard drawing has been saved as a template drawing two important steps are required to make the template more useful and efficient.

3. Placing a copy or the original of the newly created template drawing into the standard Carlson directory structure for templates. It is located as shown in Figure 2

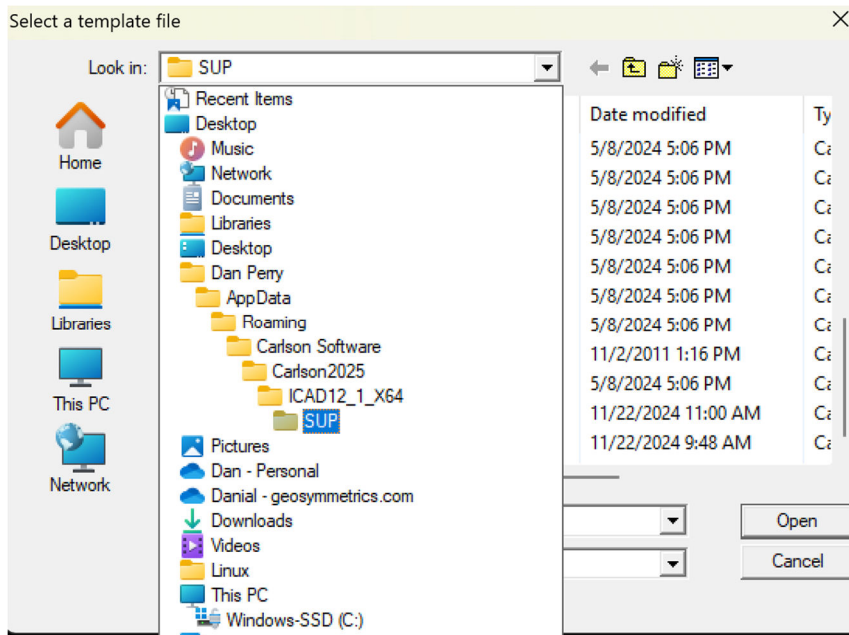


Figure 2 Location of template files

However, rather than taking the time to open this file folder up by using Windows explorer (which will work fine) it is easier to do the following:

- a. In Carlson, type options (op) on the command line and navigate to the Path/Files tab then down to Template paths (+), click on the file and select the right mouse button. Then select *Open Containing Folder* (see Figure 3).

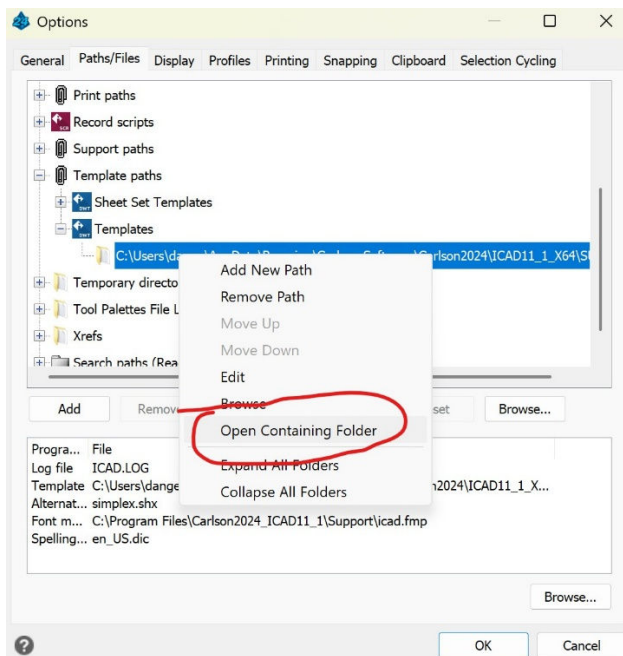


Figure 3 Open Containing Folder

- b. This command opens a file explorer in the default folder used by Carlson for storing templates and other files used in the program.
- c. Once this is done then a simple copy/cut and paste to transfer the newly created template file into the Carlson default template folder.

Doing the above steps allows the user to select the newly created template from the pulldown menu as shown in Figure 4a and b.

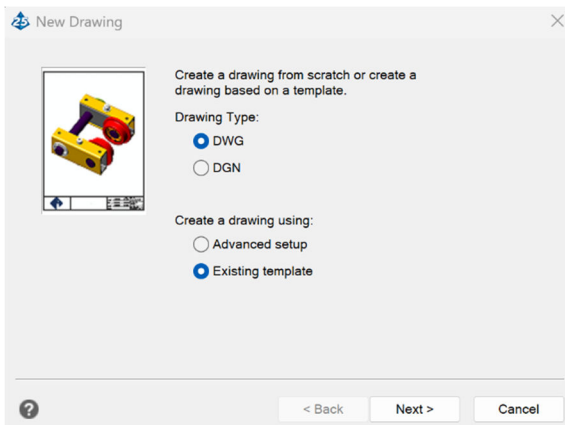


Figure 5a Create New Drawing

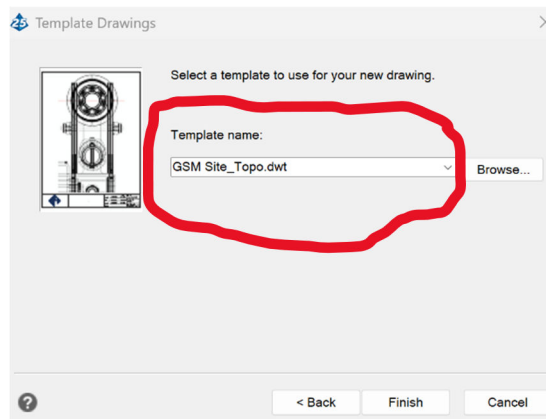


Figure 4b Select a Template

4. Place the template drawing in the standard startup menu structure if desired. See Figure 5.

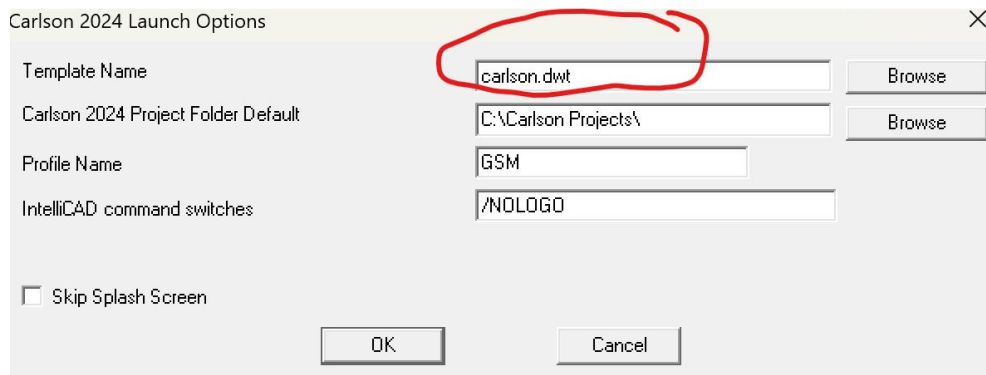


Figure 6 Launch Options (from Settings menu/General Config/Startup settings)