

Making a Template

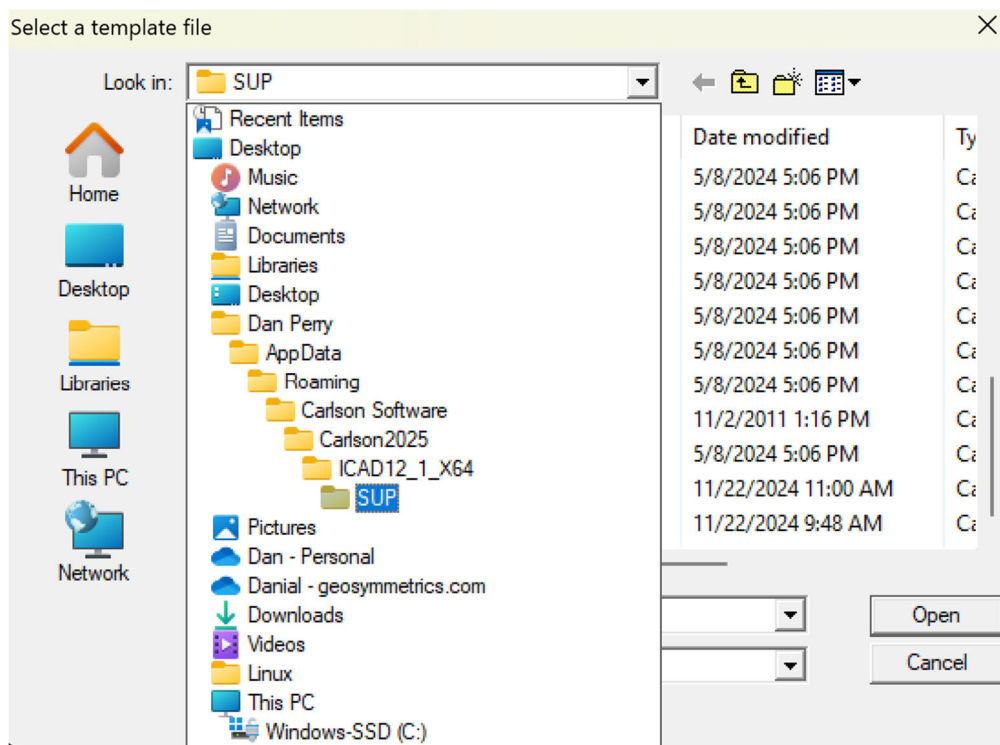
Making a template is as simple as creating a drawing that you want to use as a standard. It can and should include everything desired as a standard including but not limited to; Layers and their associated settings, text styles, title blocks, all configure settings, standard blocks, etc. Several drawing 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.
2. Save this file as a .dwt by changing the file type to .dwt from the save as dialog box.
This file can be saved in a folder with all other company standard blocks, drawings, etc.

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

1. Placing a copy or the original the template drawing in the standard Carlson directory structure.



Doing so allows the user to simply click the New Drawing icon or clicking the +tab in the top left of the drawing screen.

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. Place the template drawing in the standard startup menu structure if desired. Figure 2 and 3 show the sequence of dialog boxes to start a new drawing. Select from the drop down the desired drawing template as shown.

