

Edit a title block

In this lesson, you'll customize and apply a drawing sheet's title block.

Learning objectives:

- Modify a title block.
- Export a PDF.

| | | | |
|---------------------|--------------------------------------|----------|---------------------|
| Technical reference | Created by Matt Perez | 6/7/2022 | Approved by |
| Steel | Document type | | Document status |
| | Title blade guard assembly | | DWG No. |
| | | Rev. | Date of issue |
| | | | Sheet 3/3 |

The completed exercise

1. Continue with the *blade guard assembly Drawing* file from the previous module.

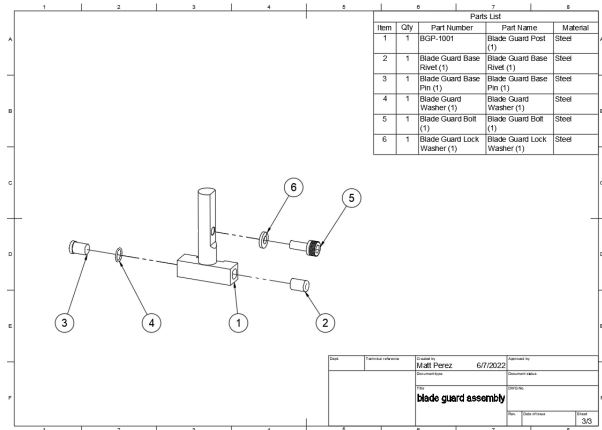


Figure 1. Continue with the file from the previous module

2. Navigate to the drawing's first sheet by clicking the first icon in the screen's lower left corner.

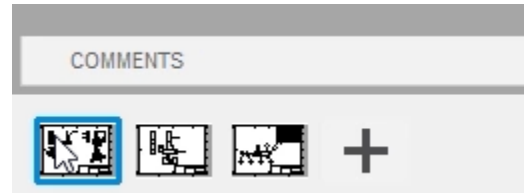


Figure 2. Navigate to the drawing's first sheet

3. The sheet's title block is in the lower right corner. Select the title block, right-click it, then choose Edit Properties from the Marking Menu.

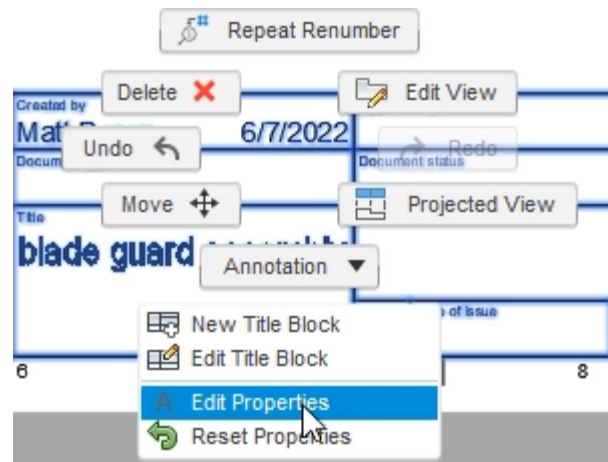


Figure 3. Edit the title block's properties

4. The title block's light blue attributes can now be modified. Click the placeholder in the Dept cell and type a department name. Press Enter to accept the new name.



Figure 4. Update an attribute

- The title block's dark blue attributes are automatically populated from your user preferences or the file's properties. Double-click a dark blue attribute to update its text. Press Enter after you finish updating the attribute.

| | |
|---------------|----|
| Created by | MP |
| Document type | |

Figure 5. Update an attribute

- Continue to update the attributes, then click the Properties dialog's Finish Properties.

| | | |
|-----------------|---------------|----------|
| Approved by | MP | 6/8/2022 |
| Document status | Prototype | |
| DWG No. | 1001 | |
| Rev. | Date of issue | Sheet |
| A | 6/10/20 | 1/3 |

Figure 6. Update more attributes

- The title block is updated with the information you entered.

| | | | | | |
|---------------|-----------------------------|----------|-----------------|---------------|----------|
| Created by | MP | 6/7/2022 | Approved by | MP | 6/8/2022 |
| Document type | | | Document status | Prototype | |
| Title | blade guard assembly | | DWG No. | 1001 | |
| | | | Rev. | Date of issue | Sheet |
| | | | A | 6/10/2022 | 1/3 |

Figure 7. Inspect the title block's information

8. Navigate to the drawing's second sheet by clicking on the second icon.

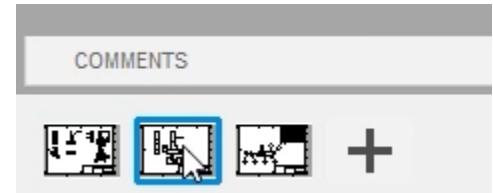


Figure 8. Navigate to the second sheet

9. Select the title block, right-click it, then choose Edit Title Block.

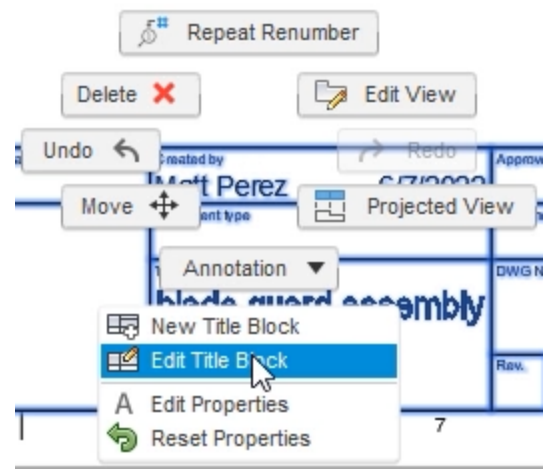


Figure 9. Open the Edit Title Block tool

10. Explore the options in the New Title Block dialog, then OK the dialog without making any changes.

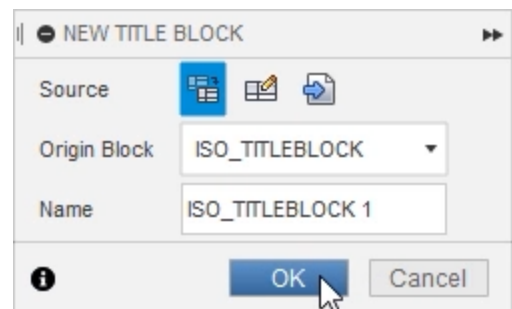


Figure 10. Create a new title block template

11. Click Modify> Trim.

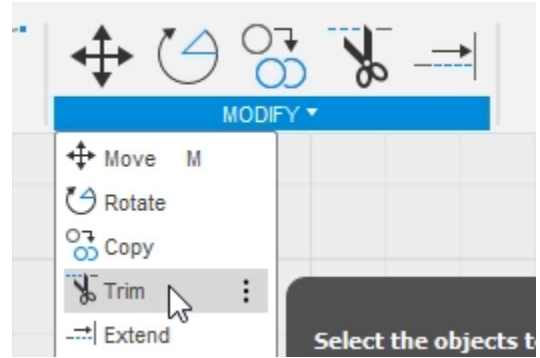


Figure 11. Open the Trim tool

12. Click the title block's lines and notice that they are trimmed up to the next intersection. Press Enter after you finish trimming the lines you want to remove.

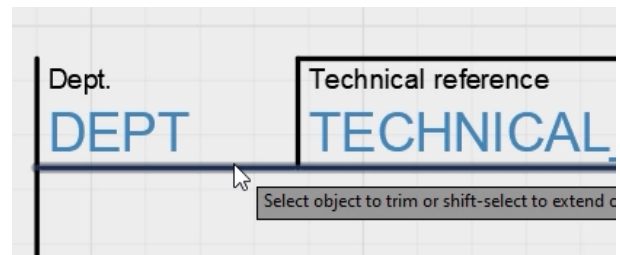


Figure 12. Trim the title block's lines

13. The title block's notion attributes can be deleted by selecting them and pressing Delete.



Figure 13. Delete notes and attributes

14. Click Text> Attribute.

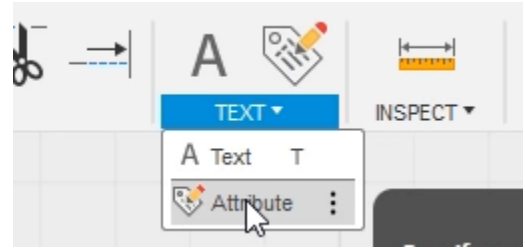


Figure 14. Open the Attribute tool

15. Click to place the new attribute onto the drawing sheet.

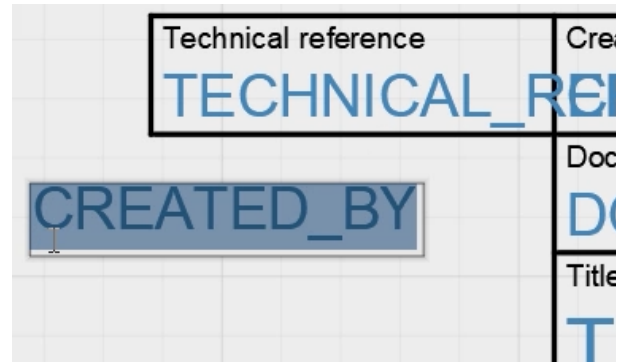


Figure 15. Place the new attribute

16. Choose the Material option from the dialog's Attribute menu and notice that the new attribute changes. Close the Attribute dialog, then click Finish Title Block in the Title Block dialog.

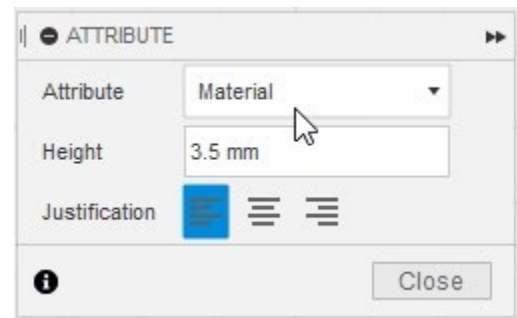


Figure 16. Choose the attribute's type

17. Notice that the material attribute you created is automatically populated using the model's properties.



Figure 17. Inspect the new attribute

18. Navigate to the drawing's third sheet and edit its title block.

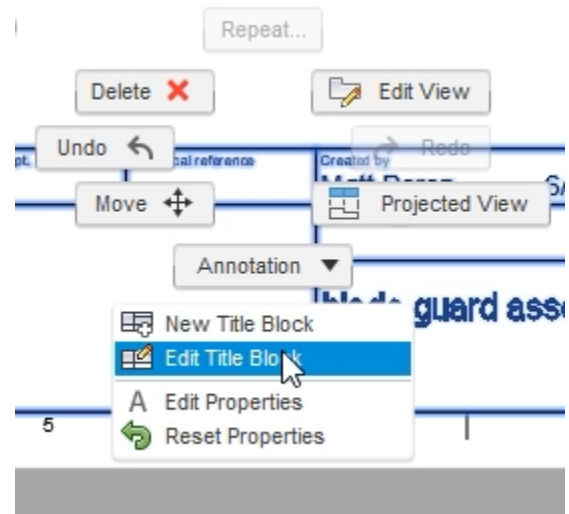


Figure 18. Edit the third sheet's title block

19. Notice that you can choose the title block you created in Step 10 as the reference for the new title block. Cancel the dialog.

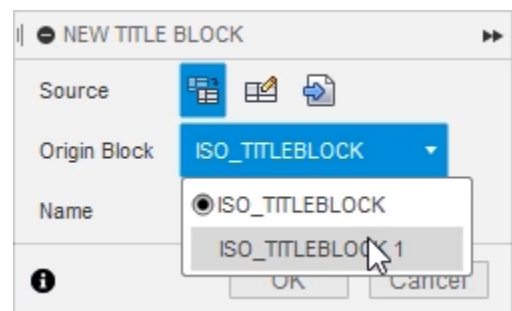


Figure 19. Change the type of title block you want to modify

20. To change the sheet's title block to the one you created in Step 10, click the Browser's Change Title Block shown in the image on right.

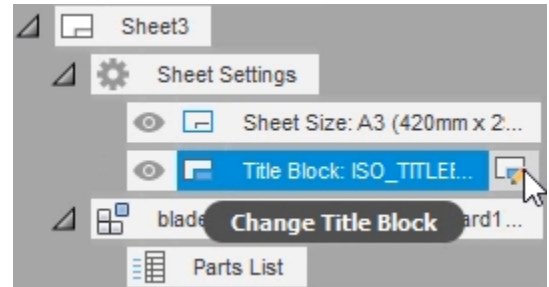


Figure 20. Choose the sheet's title block

21. Choose the title block you created in Step 10, then Close the Title Block dialog. Notice that the third sheet's title block is changed to match the title block you customized earlier in this module.



Figure 21. Choose the new title block

22. Title blocks and drawing templates can be created from scratch. Click File > New Drawing Template.

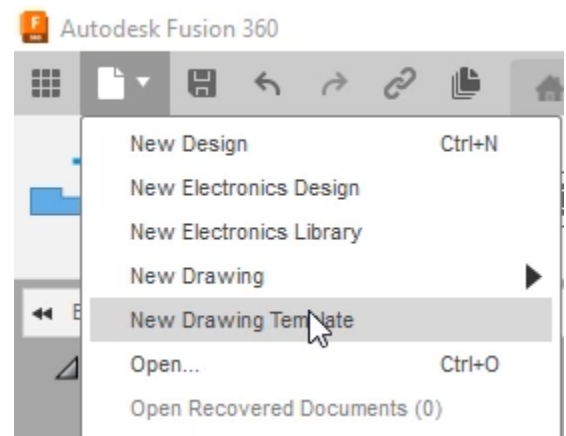


Figure 22. Create a new template

23. Note the options available in the dialog but don't make any changes. OK the dialog.

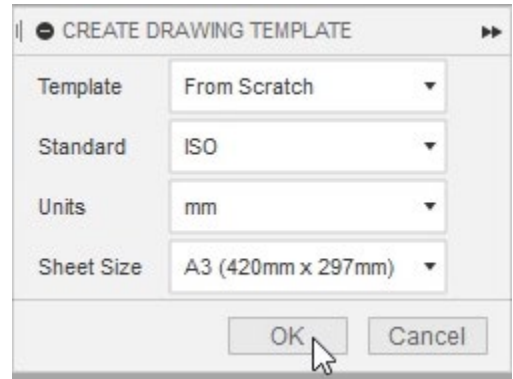


Figure 23. Configure the new template

24. Notice that you can customize the title block and create placeholder views. Explore the options then Cancel the Placeholder View dialog.

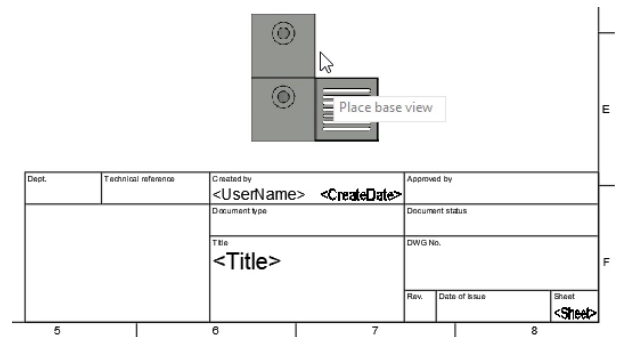


Figure 24. Explore the template options

25. Close the Untitled tab without saving the changes, then save the blade guard assembly Drawing file.



Figure 25. Close the template

26. Return to the drawing's first sheet by clicking the first icon in the screen's bottom left corner.



Figure 26. Navigate to the drawing's first sheet

27. Drawing can be exported using several different file types; expand the Export group's drop-down menu and explore the various options. Click Export> Export PDF after you finish exploring the options.

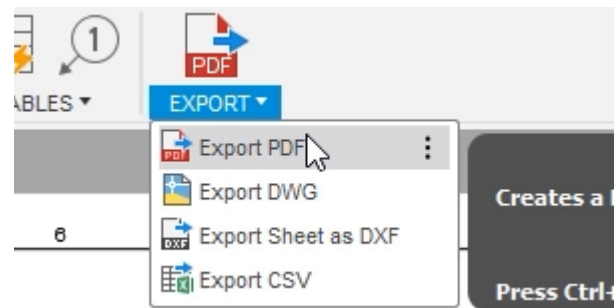


Figure 27. Explore the export options

28. Notice that the dialog's Sheets menu allows you to customize how much of the drawing you export. Choose the All Sheets option.

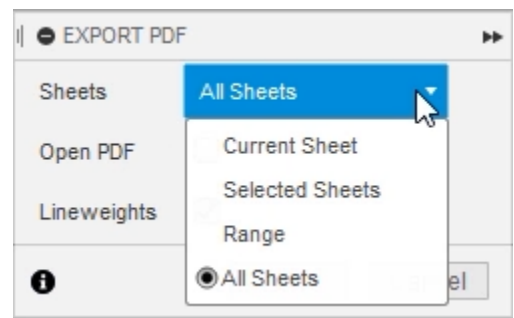


Figure 28. Choose the sheets you want to export

29. Activate the dialog's Open PDF option so that the PDF opens automatically after it is created, then OK the dialog. You can find more information about exporting PDFs by clicking the small i icon in the dialog's lower left corner.

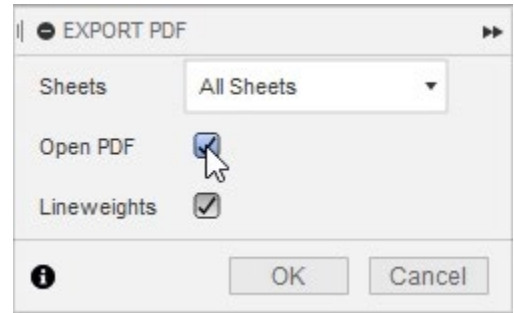


Figure 29. Activate the Open PDF option

30. Choose the location to save the PDF file, then click Save.

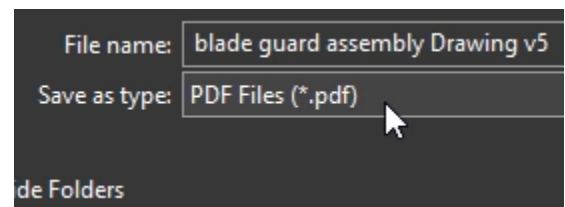


Figure 30. Save the PDF

31. Since you activated the Open PDF option, the PDF opens in your PDF viewer.

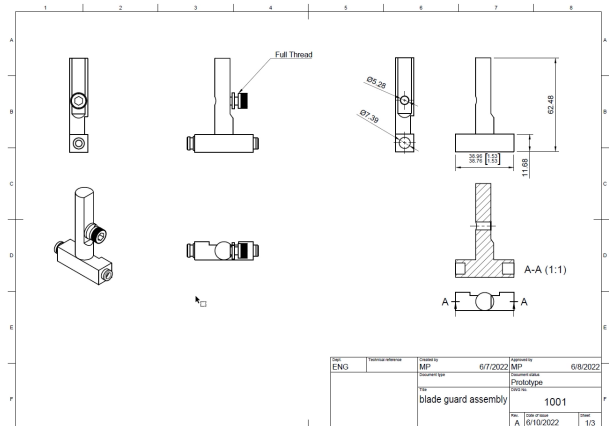


Figure 31. Explore the PDF

32. Notice that you can navigate to the drawing's various sheets. Close the PDF, save the blade guard assembly Drawing file, then continue to the next module.

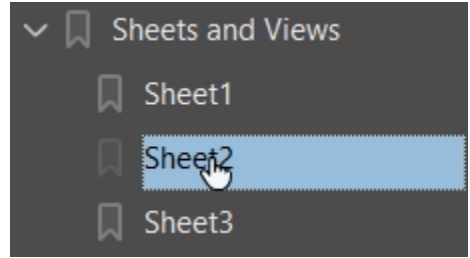


Figure 32. Explore the drawing's sheets