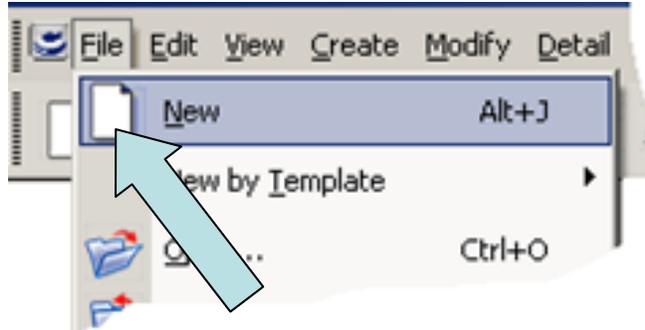


Format Note Templates [KN102] How Can I Make Different Default Dimension and Note Formats for my Drawings? (Using a Custom Template File)

If you use different dimension and note formats for different drawings, you may want to establish a unique template file for each category.

To do this, click on the **FILE NEW** Icon.



We're going to use this blank file to create a special template file that will only have settings in it.

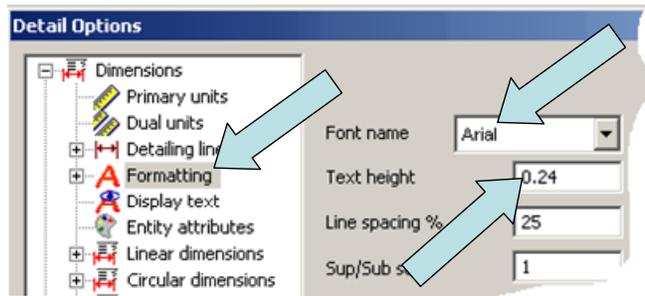
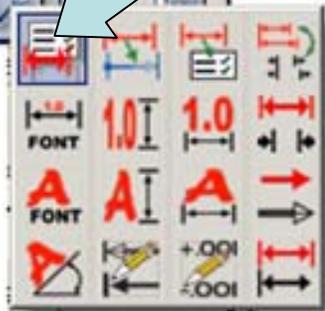


Click on the **DETAIL OPTIONS** Icon.

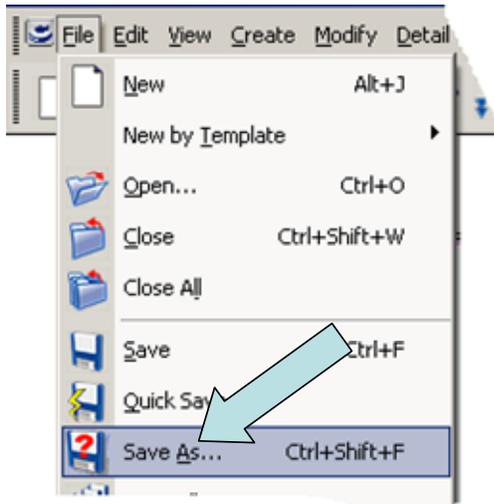
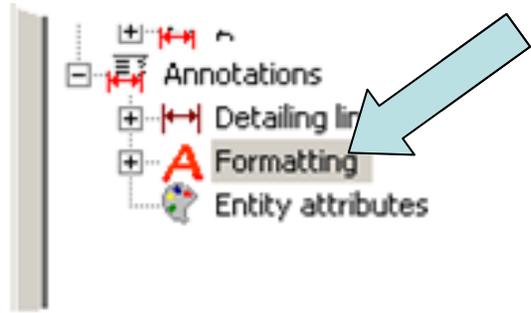
A large Dialog Box appears.

Click on the Formatting Option under Dimensions. Then select the Font Style desired and type a new Text Height. (In this illustration we've used Arial and typed 0.24 for the Height.)

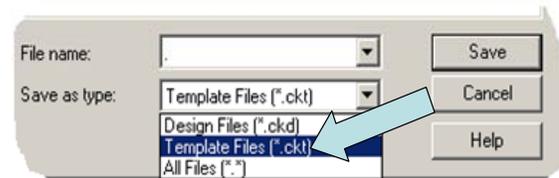
This will establish the default characteristics for all dimension text in the file.



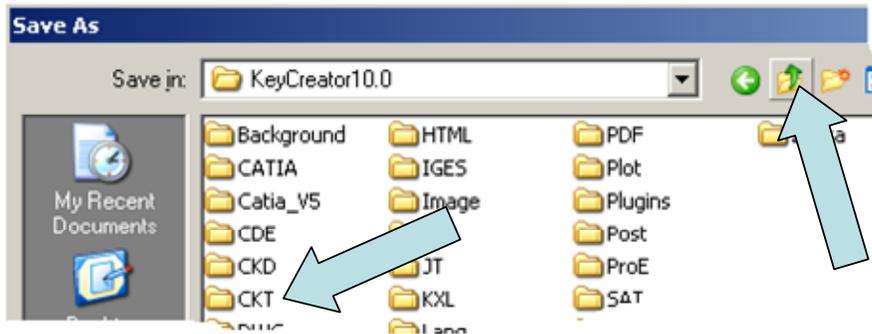
Next, click on the Formatting Option under Annotations. You can use Arial for the Font here also and type 0.24 for the Text Height.



Now, click on the **FILE SAVE AS** Icon.



Click on the Pulldown on the File Types Field at the bottom of the Dialog Box. Select the Template Files Option.



Navigate to the Template (CKT) Folder by clicking on the “Up One Level” Icon at the top of the Dialog Box and then selecting the CKT Folder.

Give the Template File a unique name like “Arial24Pt” and save the file.

Now, whenever you want to create a drawing with 24 point Arial text for notes and dimensions, you can start by clicking on the **NEW BY TEMPLATE** Icon instead of the **NEW** Icon. Select the template file “Arial24Pt” and you are set to go!

