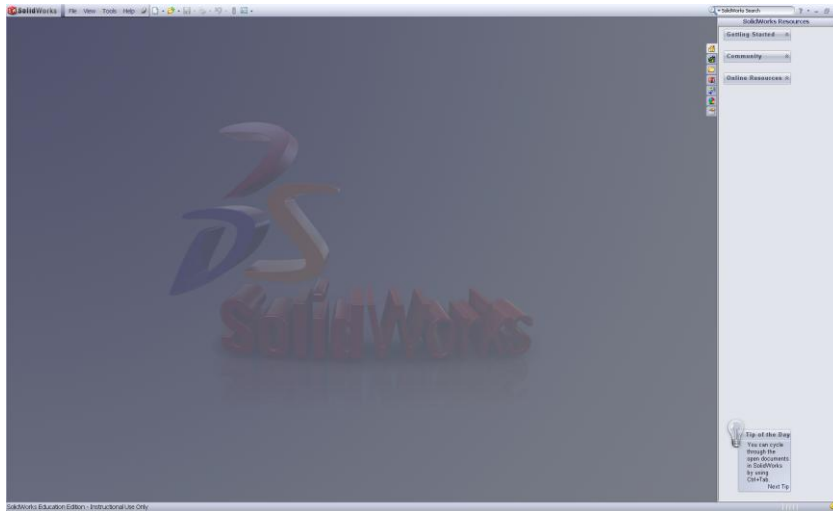


Creating a Technology tab for drawing templates

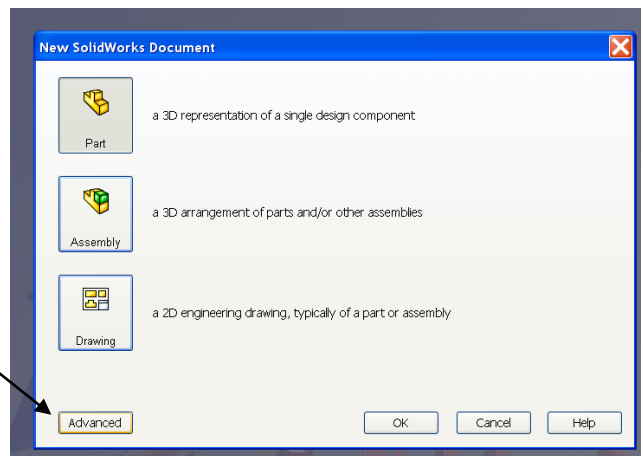
Note: You must be logged on as Administrator to create the templates etc.

1. Open the SolidWorks Software ; you will have a screen similar to the one shown below.

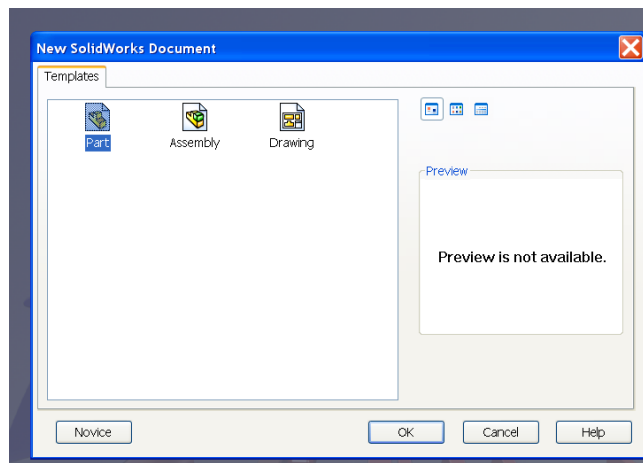


2. Click on File/New document or just New document from the menu bar. Click on the Advanced tab in the bottom left corner.

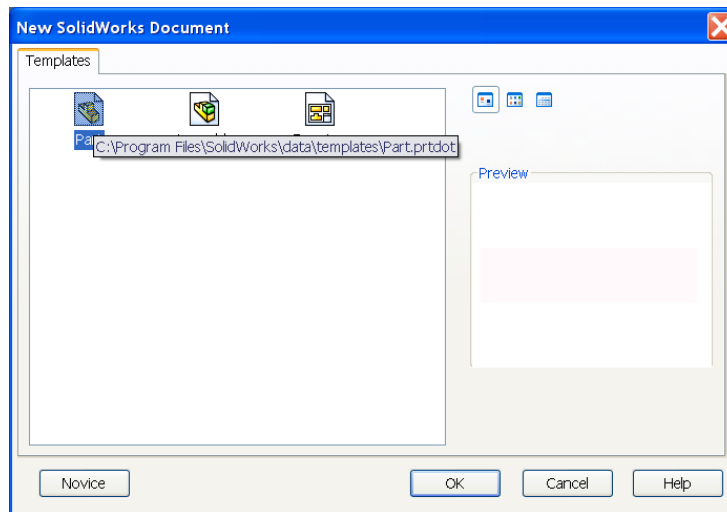
Advanced tab



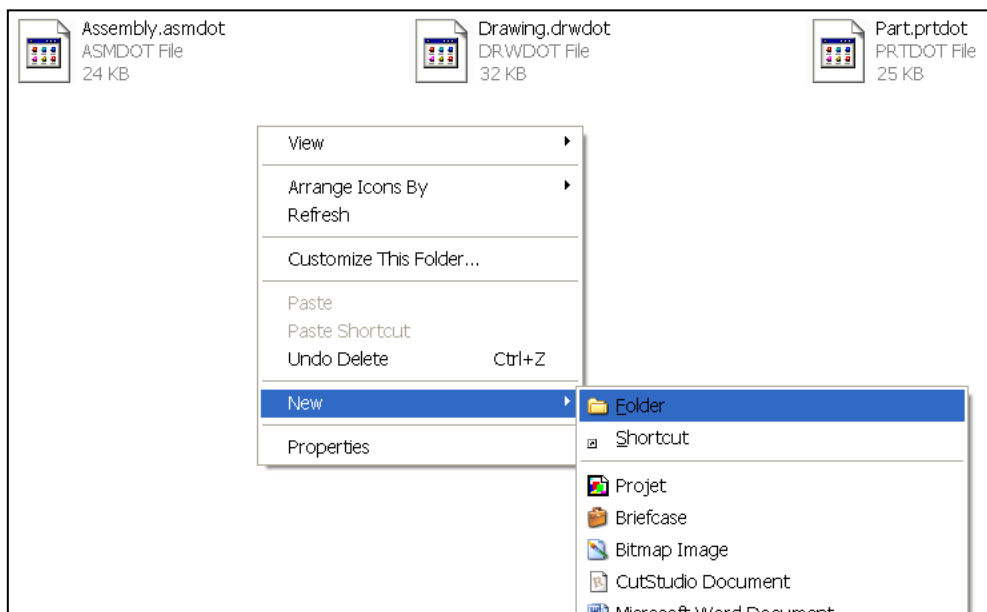
3. The window below should now be visible (you may have more templates visible).



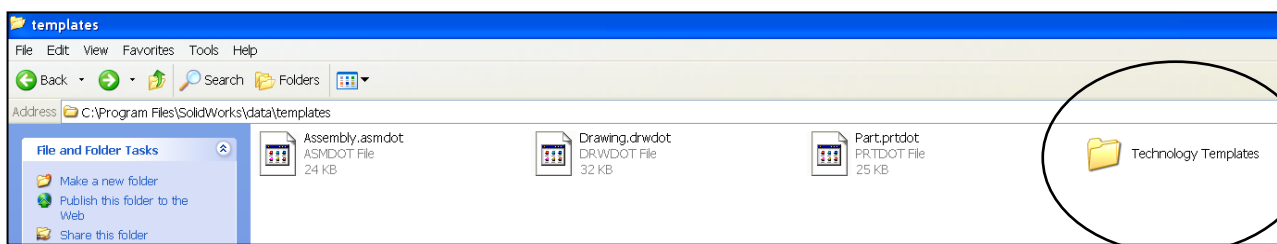
4. To find the location of the Templates folder, hold the cursor over any of the templates and the location will appear. Minimise SolidWorks.



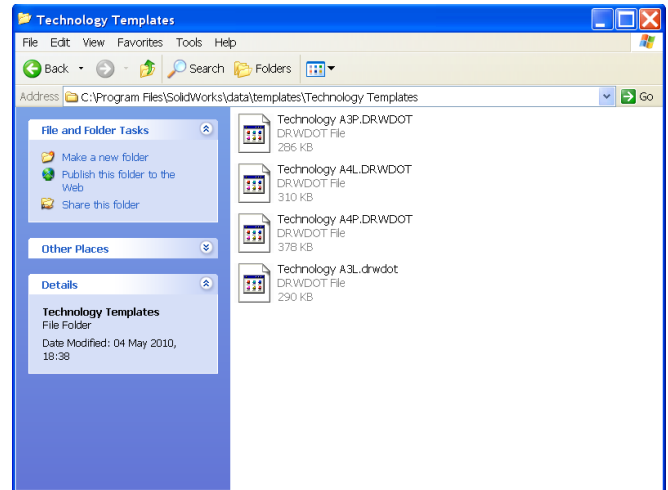
5. Browse to that location on your computer. Create a new sub folder in this location called ***'Technology Templates'***. This is where you can save all your customised templates for school work.



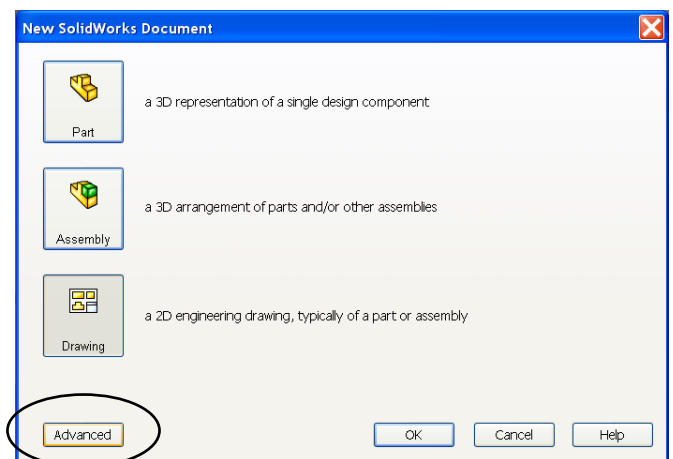
6. ***'Technology Templates'*** folder created in the ***'templates'*** folder.



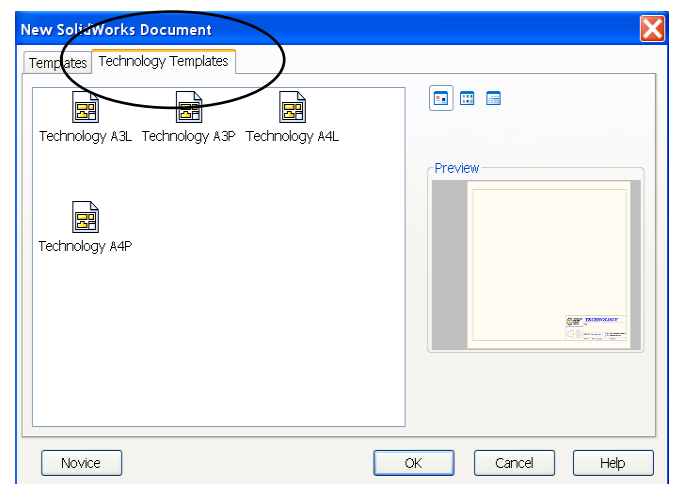
7. Open the folder from the Technology resource DVD containing the ‘**Technology Templates**’. Select all Technology template files and save to the **Technology Templates** folder already created.



8. The next time you open SolidWorks the Technology templates should be available from within SolidWorks by selecting File, New, Advanced and the Technology Templates tab.



Note: The Technology Templates tab will not appear if the ‘**Technology Templates**’ folder is empty.

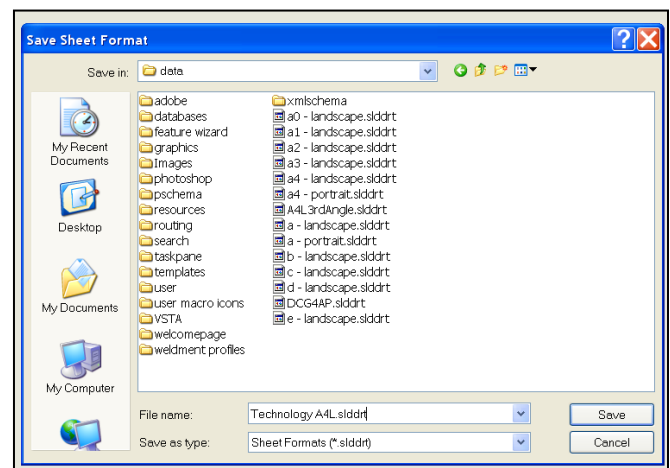
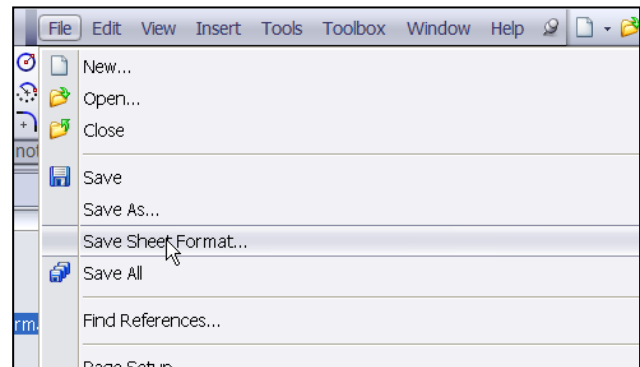


9. If you require extra sheets when using a drawing template you must also save the sheet format for each template. One of the easiest ways to do this is to open each template individually and save the sheet format for each. Here we will save the sheet format for each template in the 'Data' folder.

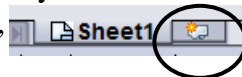
10. Open one of the new drawing templates, Technology A4L for example.
Select File/Save Sheet Format

11. The Technology A4L Sheet Format can be saved in the default 'Data' folder. If the sheet format does not automatically default to the Data folder you can browse to this location.

Repeat this process for all the new templates.



12. When adding an extra sheet for the first time, you may have to set the location by first selecting the 'Add sheet' icon,



then use the scroll bar to locate your extra sheet.

