

# **Basic Training**



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# Using fields in title blocks

Using drawing and sheet set properties in fields title blocks can be filled out nearly automatically.

Small projects, such as a family house, are usually drawn in a single drawing with multiple layouts. In large projects multiple drawings are used, each containing one or more layouts, which can then be grouped as sheets in a sheet set. Apart from the default drawing, sheet set and sheet properties, such as the project name and description, custom properties, such as name and address of the owner and the architect, can be defined.

The creation of a title block consists of the following steps:

- 1. Drawing the layout of the title block: borders, logos, labels, ...
- 2. Adding attributes with fields to define the variable content of the title block.

# 1.1 Title blocks in a small project

#### 1.1.1 Defining custom drawing properties

- 1. Open the drawing Template\_SmallProject.dwg.
- 2. Open the Foundation layout.

#### The title block looks like this:

Project: Site:	_	
Foundation		
Arch.:	Scale: 1/50	sheet:
-	Date: 08.08.2013	1
Owner:	Revision: 1	project
-	Remarks: None	

If the **FIELDDISPLAY** system variable is **ON**, fields display on a gray background, which is not printed.

The **FIELDEVAL** system variable defines when fields are updated. The options are: commando's REGEN, SAVE, ETRANSMIT, PLOT / PRINT and/or when opening the drawing.

The UPDATEFIELD command prompts to select the fields to be updated.

Hyphens (----) display in fields that refer to a property which is not specified yet.

- 3. In the File menu choose Drawing Properties... The Drawing Properties dialog box opens.
- 4. Click the **General** tab to see the default drawing information. Fields on the **General** tab cannot be edited.
- 5. Click the Summary tab to see the default editable drawing properties.

Fill out the following fields:

- Title: House
- Subject: Family House
- Author: Bricsys

Click the **OK** button to confirm.

Drawing Property	erties ? X
General Summa	ry Statistics Custom
Title:	House
Subject:	Family House
Author:	Bricsys
Keywords:	
Hyperlink base:	
Comments:	A
	-

6. Click the **Regen** tool ( ) in the **Redraw/Regen** toolbar or

Type **regen** in the command bar.

The content of the title block is updated.

- 7. Reopen the **Drawing Properties** dialog box.
- 8. Click the **Custom** tab to see the custom properties.
- 9. Do one of the following to edit an existing custom property:
  - Select the property, then click the Edit button.
  - Double click the property.

The Custom Property dialog box displays:

🔀 Cust	Custom Property			
Name:	Owner			
Value:	Mr. & Mrs. Smith			
	OK Cancel			

- 10. Type a new name in the Value field, then click the OK button.
- 11. Define the other custom properties as indicated in the image below.



- 12. Click the OK button on the Drawing Properties dialog box.
- 13. Choose **Settings** in the **Settings** menu, then lookup the **FIELDEVAL** system variable under **Program Options** / **User Preferences**.

The FIELDEVAL system variable defines when the fields in a drawing are updated.

The value of the FIELDEVAL system variable is saved in the drawing and therefore might vary between drawings.

	Field update mod	le	0x001F (31)	
	1		Updated on open	
	2		Updated on save	
	4		Updated on plot	
	8		Updated on use of ETRANSMIT	
	16		Updated on regeneration	Ŧ
FIELD	DEVAL Field update mode		te mode	
Short Defines the w brawing Drawing		Defines the w the sum of th	ay fields are updated. The value is stored as a bitcode using e values of all selected options.	3

- 14. Do one of the following to update the custom drawing properties fields in the various title blocks:
  - Save the drawing.
  - Execute the **REGEN** command.

# 1.1.2 Create a custom property

- 1. Open the drawing Template\_SmallProject.dwg.
- 2. Choose **Drawing Properties...** in the **File** menu. The **Drawing Properties** dialog box displays.
- 3. Click the **Custom** tab.
- 4. Click the **Add** button.

🔀 Cust	om Property
Name:	
Value:	
	OK Cancel

- 5. Type a name in the **Name** field.
- 6. Type the definition in the **Value** field.
- 7. Click the **OK** button. The new property is added and can now be used in a field.

#### 1.1.3 Composing the title block

In a title block we will create three types of texts:

- Ordinary texts (texts)
- Attributes
- Fields

In the title block in the drawing Template\_SmallProject.dwg exist:

- 1. Attributes:
  - Remark
  - Revision
  - Number
  - Scale
  - Title

- 2. Drawing property fields:
  - Summary/Subject
  - Custom/Architect
  - Custom/ArchitectAddress
  - Custom/Owner
  - Custom/OwnerAddress
  - Custom/SiteAddress
  - Custom/SiteReference
  - Custom/ProjectNumber
- 3. Fields:
  - Date/SaveDate

# 1.2 Title blocks in a large project

A large project consists of a large number of drawings in different folders. Based on this folder structure, we will create a sheet set with layouts of the project drawings.

#### 1.2.1 Creating the sheet set

1. Click the Sheet sets... tool (2) in the Standard toolbar.

The Drawing Explorer – Sheet Set dialog box displays.

2. Click the **New Sheetset** icon (4) in the **Drawings** panel.

The Create New Sheet Set dialog box displays.

- 3. Choose Use Existing Drawings then click on the Next button.
- 4. Click on the Select Folder... button and select the folder ... Exercises House.

Create New Sheet Set		
Create New Sheet Set	Select Folder  Details  Details  Details  Constrained attraction Detail  Constrained attra	E
. 30-3	Elevation_North	-
PERM	Create subsets from folder structure	
	Prefix sheet titles with drawing file name	
	Help < <u>B</u> ack <u>N</u> ext >	<u>C</u> ancel

5. Select the layouts you want to include in the sheet set.

Do the following:

- If you immediately click the Next button, all layouts are included in the sheet set.
- Right click for a context menu:



- Keep the Ctrl-key pressed to add or remove a layout.
- 6. Click the Next button.
- 7. Type **House** in the **Save sheet set file as** field and click the **Browse** button (.....) to select a folder.

The Save new sheet set as dialog box displays.

- 8. Select the **..\Exercises\House** folder and click the **Save** button.
- 9. (Option) Type a description in the **Description** field.
- 10. (Option) Click the **Browse** button (.....) to select a template drawing for new layouts.
- 11. Click the Next button.

An overview of the structure of the new sheet set displays.

- 12. Do one of the following:
  - Click the **Back** button to make corrections in one of the previous screens.
  - Click the Finish button to create the sheet set.

The new sheet set opens in the **Drawing Explorer – Sheet Set** dialog box. Click the sheet set name to see the sheet set properties.

T Drawing Explorer			
Edit View Settings Help			
Drawings ×	Sheet Set	×	
Open Drawings Folders Sheets	<b>R × i   ⊀ fa fa</b>	2. ¢   === === ===	
	🗉 Sheet Set	A	
	Name	Family House	
End Family House	Description	Construction of a Family house	
Details	File Path	C:\BricsCAD Training\Bricscad\TrainingCD\EN\Exercises\House\House.dst	
01 - Details - DETAIL	Total Sheets	19	
02 - FoundationDetail - LAYOUT1	Sheet Set       X         S       Sheet Set         S       Sheet Set         S       Sheet Set         S       Sheet Set         Name       Family House         Description       Construction of a Family House         File Path       C:\BriscAD Training\Bricscad\TrainingCD\EN\Exercises\House\House.dst         TAIL       Project Control         Project Number       13/08         Project Number       Final Design         Project Number       Final Design         Project Millesone       Final Design         Sheet Creation       Sheet Creation         New Sheet Location       C:\BricsCAD Training\Bricscad\TrainingCD\EN\Exercises\House         Sheet Template Layout       Layout1 (C:\Layout1 (C:\Layout2)         - A4       - ArchitectAddress       Bellevue 5/201         - ArchitectAddress       123 Main Street       Contractor/Quere         Contractor/City       New Town       Owner         Owner Address       1 Church Road       Owner Address         - LAYOUT1       Steedfores       4 Brick Lane         - A4       - Owner Address       1 Church Road         - Details       - ArchitectAddress       123 Main Street         - LAYOUT1		
04 - Walls Levelo - LAYOUTT	Project Number	13/08	
05 - Walls Level 1 - LAYOUT 1	Project Name	The Carpenter House	
Elevations	Project Phase	Design	
06 - Elevation_East - LAYOUT1	Project Milestone	Final Design	
	Image: Control action back in the Control         Image: Control action back in the Control in		
08 - Elevation South	New Sheet Location	C:\BricsCAD Training\Bricscad\TrainingCD\EN\Exercises\House	
09 - Elevation_West - LAYOUT1	Sheet Template Layout	Layout1 (C:\Users\Louis\AppData\Local\Bricsys\Bricscad\V13x64\en_US\1	
Plans	🛛 Sheet Set Custom Prope	Final Design C:\BricsCAD Training\Bricscad\TrainingCD\EN\Exercises\House Layout1(C:\Users\Louis\AppData\Local\Bricsys\Bricscad\V13x64\en_US\T erties Bricsys & Partners Bellevue 5/201 9050 Gent	
11 - Plan_Level0 - A2	Architect	Bricsys & Partners	
	ArchitectAddress	Bellevue 5/201	
13 - Plan_Level0 - Details	ArchitectCity	9050 Gent	
	ArchitectPhone	09 244 01 91	
15 - Plan_Level 1 - A4	Contractor	Robert Stone ltd.	
16 - Plan_Level 1 - Details	ContractorAddress	t Set       Family House         iption       Construction of a Family house         tabh       C: \BricsCAD Training\Bricscad\TrainingCD\EN\Exercises\House\House.det         Sheets       19         ect Control       The Carpenter House         tt Number       13/08         tt Number       Final Design         tt Phase       Design         ct Milestone       Final Design         tt Creation       C: \BricsCAD Training\Bricscad\TrainingCD\EN\Exercises\House         sheet Location       C: \BricsCAD Training\Bricscad\TrainingCD\EN\Exercises\House         tt Terator       Time Jabesign         tt Creation       C: \BricsCAD Training\Bricscad\TrainingCD\EN\Exercises\House         sheet Location       C: \BricsCAD Training\Bricscad\TrainingCD\EN\Exercises\House         tt Set Custom Properties       Tecethon         tect       Bricsys & Partners         tect didress       Bellewe 5/201         tectOtry       9050 Gent         tectPhone       09 244 01 91         actor       Robert Stone Itd.         actor       Robert Stone Itd.         actor       Robert Stone Itd.         actor City       New Town         rr       Carpenter         rAddress       1 Ch	
Sections	ContractorCity	New Town	
17 - Section_AB - LAYOUT1	Owner	Carpenter	
19 - Section FE - LAYOUT1	OwnerAddress	1 Church Road	
	OwnerCity	New Town	
	OwnerTitle	Mr. & Mrs.	
	SiteAddress	48 Brick Lane	
	SiteCity	New Town	
	SiteReference	Section A no. 123 🗸	
Ready	8		

Click on the name of a subset to see the subset properties.



Click on the name of a sheet (layout) to see the sheet properties.

In the **Preview** panel a thumbnail image of the layout displays.

🗊 Drawing Explorer		
Edit View Settings Help		
Drawings ×	Sheet Set	×
Open Drawings Folders Sheets		⋧ ≉   ⅲ ⅲ №
	⊡ Sheet	A
	Number	07
E-S Family House	Title	Elevation_North - LAYOUT1
Details	Description	E
01 - Details - DETAIL	Publish	✓ Include for Plot/Publish
03 - SteelProfile - LAYOUT1	Layout	LAYOUT1 (C:\BricsCAD Training\Bricscad\TrainingCD\EN\Exercises\House\
04 - Walls Level0 - LAYOUT1	Revision Number	
05 - Walls_Level1 - LAYOUT1	Revision Date	
Elevations	Issue Purpose	
06 - Elevation_East - LAYOUT1	Category	
07 - Elevation_North - LAYOUT1	Preview	×
08 - Elevation South - LAYOUT1		
Plans		
10 - Foundation - LAYOUT1		
11 - Plan_Level0 - A2		•••
12 - Plan_Level0 - A4		
13 - Plan_Level0 - Details		
14 - Plan_Level1 - A2		
15 - Plan_Level1 - A4		
16 - Plan_Level 1 - Details		
17 - Section AB - LAYOUT1		
18 - Section CD - LAYOUT1		
19 - Section_EF - LAYOUT1		
	1	
		h.

#### 1.2.2 Defining custom sheet set and sheet properties

- 1. Open the sheet set House.dst.
- 2. Click the **Custom Properties...** icon (1) in the **Sheets** toolbar in the **Drawing Explorer** dialog box..

The Custom Properties dialog box displays.

Custom Proper	ties	×
Huis		
Sheet Set Sheet	s	
Name	Default Value	Add
		Edit
		Delete
		Close

3. Click the **Sheet Set** tab then click the **Add...** button.

Add Custom Property			
Name:			
Value:			
	OK Cancel		

- Type a name for the new property in in the **Name** field. The **Value** field can be left empty. We will fill this out later in **Drawing Explorer** dialog box.
- Add the following properties:
  - Contractor
  - ContractorAddress
  - ContractorCity
  - Architect
  - ArchitectAddress
  - ArchitectCity
  - ArchitectPhone
  - Owner
  - OwnerTitle
  - OwnerAddress
  - OwnerCity
  - SiteAddress
  - SiteCity
  - SiteReference
- 4. Click the Sheet tab then click the Add... button to add the following Sheet properties:
  - Date
  - Remark
  - PaperSize
  - Printer
  - Scale

#### 1.2.3 Specifying sheet set and sheet properties

1. Click the sheet set name to specify the sheet set custom properties:

Ξ	Sheet Set Custom Properties		
	Architect	Bricsys & Partners	
	ArchitectAddress	Bellevue 5/201	
	ArchitectCity	9050 Gent	
	ArchitectPhone	09 244 01 91	
	Contractor	Robert Stone Itd.	
	ContractorAddress	123 Main Street	
	ContractorCity	New Town	
	Owner	Carpenter	
	OwnerAddress	1 Church Road	
	OwnerCity	New Town	
	OwnerTitle	Mr. & Mrs.	
	SiteAddress	48 Brick Lane	
	SiteCity	New Town	
	SiteReference	Section A no. 123	

2. Click a sheet name to specify the sheet properties:

Ξ	Sheet				
	Number	17			
	Title	Section_AB - LAYOUT1			
	Description				
	Publish	✓ Include for Plot/Publish			
	Layout	LAYOUT1 (C:\BricsCAD Trainir			
	Revision Number	1			
	Revision Date	12/08/2013			
	Issue Purpose	Final Design			
	Category	Sections			
Ξ	Sheet Custom Properties				
	Date	09/08/2013			
	PaperSize	A1			
	Printer	PDF			
	Remark	None			
	Scale	1/50			

#### 1.2.4 Composing the title block

The title block we are composing must be useable in all drawings of different projects. Therefore we will use fields in attributes to add the sheet and sheet set properties.

In this title block we will add:

- Texts for the labels
- Attributes:
  - Text attributes
  - Fields

In the drawing **TitleBlocks.dwg** the overall layout of a title block is already prepared. To be able to add the sheet set and sheet properties, the layout of this drawing must be added to the **House.dst** sheet set first.

- 1. Open the **House.dst** sheet set.
- 2. Right click the sheet set name and choose **New Sheet(s)...** in the context menu.
- 3. Choose Import layouts from existing drawings.
- 4. Select **TitleBlocks.dwg** and click on the **OK** button.

New Sheet(s)	<u>१</u> ×
<ul> <li>Create from scratch, add new drawing</li> <li>Import layouts from existing drawings</li> </ul>	
Add drawing(s)	
Sheet titles: Drawing name - Layout name	
V Automatic numbering Leading zeroes: 2 Automatic numbering 01, 02, 03,	
	OK Cancel

5. Double click the TitleBlocks – DETAIL sheet to open the drawing TitleBlocks.dwg.

We will now add the sheet set and sheet properties as fields in attributes.

6. Choose **Attributes > Define Attributes** in the **Tools** menu.

The Define Attribute dialog box displays:

Attribute		Attribute Flags
Tag:	Name	Invisible
		Constant
Prompt:	Prompt	Verify
Default:	Value 📳	Preset
		Lock position
Text		Multiple lines
Text <u>S</u> tyle:	Standard 👻	Insert Coordinates
Justification:	Left 🔹	¢†
Annotative		<u>Х</u> : -1066
H <u>e</u> ight:	0	<u>Y</u> : 2042
<u>R</u> otation:	0.0000	<u>Z</u> : 0

- 7. Type a name for the attribute in the **Tag** field then press the TAB-key to go to the next field.
- 8. (option) Type a prompt in the **Prompt** field then press the TAB-key to go to the next field.
- 9. Delete the default text Value in the Default field.
- 10. Click the **Insert Field** button (<sup>[]</sup>) next to the **Default** field.

The **Define Attribute** dialog box closes. The **Field** dialog box displays.

- 11. Expand Sheet Set fields list.
- 12. To select a Default Sheet Set field:
  - Select the field in the list. The current definition of the selected field displays in the **Value** field in the **Field** dialog box. If the field is not specified yet, dashes (---) display in the **Value** field.

🔀 Field	2 ×
Field names:	CurrentSheetSetDescription: Family house Format: UPPERCASE lowercase First capital Title Case
Field expression: %<\AcSm SheetSet.Description>%	  

- (option) Select a format for the field in the Format options list.
- 13. To select a Custom Sheet Set field:
  - Select CurrentSheetSetCustom in the list (1).

CurrentSheetSetCustom:	
Bellevue 5/201 Format:  (none) UPPERCASE lowercase First capital Title Case	
Custom property: ArchitectAddress 2	-
Architect ArchitectAddress ArchitectCity ArchitectPhone Contractor ContractorAddress ContractorCity Owner Ow	
	Format:

- Open the Custom property list (2).
- Select a property in the list (3).
   The current definition of the selected field displays in the Value field in the Field dialog box.
   If the field is not specified yet, dashes (---) display in the Value field.
- 14. Click the **OK** button to confirm.

The **Field** dialog box closes. The **Define Attribute** dialog box reopens.

15. Define the text properties:

- Text Style
- Justification
- Height
- Rotation
- 16. To specify the insertion point:
  - Click the Pick Point button (). The Define Attribute dialog box closes. The command bar reads: Select insertion point:
  - Specify the insertion point in the drawing. In **TitleBlocks.dwg** snap to the endpoint of the construction lines to define the insertion point of an attribute. The **Define Attribute** dialog box reopens. The coordinates of the insertion point display in the x-, y- and z-fields.
- 17. Click the **OK** button to create the attribute.
- 18. Press Enter to define the next attribute

## The complete title block:

Architect	Briceve & Part	nore 1				1. CurrentSheetSetCustom/Architect
Architect.	Bellevue 5/201	2				2. CurrentSheetSetCustom/ArchitectAddress
	09 244 01 91	4			BRICSCAD	3. CurrentSheetSetCustom/ArchitectCity
Project:	Construction o	f a Family hous	e <b>5</b>			4. CurrentSheetSetCustom/ArchitectPhone
	New To 48 Brick Lane	own 6 7		Section A	no.,123 <mark>8</mark>	5. CurrentSheetSetDescription
Owner:	M.r. & M.rs. 9					6. CurrentSheetSetCustom/SiteCity
	Carpen	ter 10				7. CurrentSheetSetCustom/SiteAddress
	1 Church Roa	i 11		New Tow	n <b>12</b>	8. CurrentSheetSetCustom/SiteReference
the owner		the architect		the contra	actor	9. CurrentSheetSetCustom/OwnerTitle
						10.CurrentSheetSetCustom/Owner
Carpenter	13	Bricsys & Par	tners 14	Robert St	one Itd. 15	11.CurrentSheetSetCustom/OwnerAddress
Plan:				1		12.CurrentSheetSetCustom/OwnerCity
						13.CurrentSheetSetCustom/Owner
	Elevati	on Soutl	h 16			14.CurrentSheetSetCustom/Architect
a data	romark					15.CurrentSheetSetCustom/Contractor
	Temark					16.CurrentSheetTitle
						17.CurrentSheetIssuePurpose
						18.CurrentSheetSetProjectNumber
						19.CurrentSheetCategory
						20.CurrentSheetCustom/Scale
						21.CurrentSheetCustom/Date
building pha	ase:		category:		paper size:	22.CurrentSheetCustom/PaperSize
Final Design 17 Elevation		19	A2 22	23.CurrentSheetNumber		
project no.:	13/08 18	3	date: 1/50	)8/2013 <b>21</b>	08231924	24.CurrentSheetSetSheetCount
			l			

# 1.2.5 Creating the title block as a dwg block

- 1. Continue working in the drawing **TitleBlocks.dwg**.
- 2. Switch off the display or freeze the **Construction Lines** layer.
- 3. Choose **Create Block** in the **Tools** menu.

The **Block definition** dialog box displays:

Block Definition		X
Name:		- -
Base Point Specify On-screen Dick point X: 0	Entities Specify On-screen Select entities No entities selected	Behavior Annotative Match block orientation to layout Scale uniformly Allow exploding
<u>Y</u> : 0 <u>Z</u> : 0	<ul> <li><u>R</u>etain</li> <li><u>C</u>onvert to block</li> <li><u>D</u>elete</li> </ul>	Settings Block <u>u</u> nit: Millimeters
		QK <u>C</u> ancel

- 4. Type **TitleBlock** in the **Name** field.
- 5. (option) Type a description in the **Description** field.
- 6. Click the **Select entities** button.
  - The **Block definition** dialog box closes.
- Select all visible entities, then right click to conclude the selection. The **Block definition** dialog box displays. The number of selected entities is indicated.
- 8. Click the **Pick point** button ((1)) to specify the **Base Point** of the block in the drawing.
- 9. Snap to the bottom right corner of the outer border of the title block.
- 10. Choose **Retain** to keep the selected entities in the drawing.
- 11. Choose Centimeters in the Block unit list button.
- 12. Click the **OK** button to create the block.

#### 1.2.6 Making the title block available in other sheet sets

- 1. Remove the drawing from the sheet set:
  - Select the layout of TitleBlocks.dwg in the House.dst sheet set.
  - Right click, then choose Remove Sheet in the context menu.
- 2. Save the **TitleBlocks.dwg** in a folder where you save the drawings with your default blocks (see 11.4.2 Inserting blocks from other drawings in Module 4).
- 3. You can now insert the title block in each of the layouts of a sheet set wherein the same custom sheet set and custom sheet properties exist.
  - All fields in the title block will be filled out automatically.
  - Fields that are not specified yet display with hyphens (----).

#### 1.2.7 Using a Sheet set as a template

One of the options to create a new sheet set is **Use Template**, which makes a copy of an existing sheet set and saves it to a different location. In the process all custom properties (CurrentSheetSetCustom and CurrentSheetCustom) are copied along.

#### To save a sheet set as a template

- 1. Create a folder for your sheet set templates.
- 2. Copy **House.dst** to this folder.
- 3. Rename the sheet set, e.g.: **TemplateSheetSet.dst**.
- 4. Click the Sheet Set tool ( ) in the Standard toolbar.
- 5. Click the **Open Sheet Set** icon () in the **Drawing Explorer** dialog box and open the template sheet set.
- 6. Remove all sheets from the sheet set and its subsets:
  - To select a series of sheets: select the first sheet, then press and hold the shift key and select the last sheet.
  - Right click and choose **Remove Sheets** in the context menu.

#### To define the Sheet Set Template Path

In BricsCAD the SheetSetTemplatePath user preference defines the sheet set template folder.

- 1. Choose **Settings** in the **Settings** menu.
- 2. Go to Program options/Files and select Sheet Set template path.

Ξ	Pr	Program options					
Current profile		irrent profile	Default				
		Files					
		Support File Search path	C:\Users\Louis\AppData\Roaming\Bricsys\BricsCAD\V13x64\en_L				
		Save file path	C:\Users\Louis\AppData\Local\Temp\				
		Chapoo temporary folder	C: \Users \Louis \AppData \Local \Temp \Chapoo \	Ξ			
		Local root prefix	C: \Users \Louis \AppData \Local \Bricsys \BricsCAD \V 13x64 \en_US \				
		Roamable root prefix	C: \Users \Louis \AppData \Roaming \Bricsys \BricsCAD \V13x64\en_l				
		Version customizable files	100.0.121				
		Xref load path	C: \Users \Louis \Documents \				
		Temporary prefix					
		Texture map path	C:\Program Files\Bricsys\BricsCAD V13 en_US\Textures\1\				
		Sheet Set template path	C:\BricsCAD\templates\				
		Alternate font	simplex.shx default.fmp				
		Font mapping file					
		Hyperlink base					
		Menu name	C: \Users \Louis \AppData \Roaming \Bricsys \BricsCAD \V13x64\en_L				
		Audit control	Write ADT files				
		Audit Error Count	0	-			

- 3. Click the Browse button (.....) and select your sheet set template folder.
- 4. Click the OK button.

## To create a new sheet set from a template sheet set

- 1. Click the Sheet Set tool ( $\checkmark$ ) in the Standard toolbar.
- 2. Click the **New Sheet Set...** icon (44) in the **Drawing Explorer** dialog box.
- 3. Choose Use Template in the Create New Sheet Set dialog box and choose a template sheet set.
- 4. Click the **Next** button.
- 5. Type a name for the new sheet set in the **Save sheet set file as:** field, then click the **Browse** button (....).
- 6. Select the folder to save the new sheet set in, then click the **Save** button.
- 7. (option) Type a description in the **Description** field.
- 8. Click the **Next** button then click the **Finish** button.

The new sheet set opens.

- 9. Click the name of the sheet set and define its default and custom properties.
- 10. To add sheets, right click to display a context menu. Choose:
  - New Subset to add a subset.
  - New Sheet(s)... to add sheets to the sheet set or the currently select subset.
- 11. Select each sheet and define the default and custom properties.
- 12. Open a sheet (double click or right click and choose **Open** in the context menu).
- 13. Click the **Folders** tab on the **Drawing Explorer** dialog box, then insert the title block from **TitleBlocks.dwg.**