

Creating and Using Templates

By default, every new project you start is based on a template. A template determines what settings new projects will have, such as the unit of measure, and building location settings. You can even include building elements in a template, or a complete set of worksheets with custom title blocks.

You can create a template out of any drawing by simply saving it in your Templates directory. To use the template in new drawings you need to select the template in your Startup options.

Creating a Template

1. Unless you have already created the drawing you want to use as a template, start a new project (**File > New**).
2. Specify the settings you want to save with the template, such as your building locations and program settings. Note that any elements in your drawing will be saved as well, so unless you want these elements to appear in new projects, you should delete the elements from your drawing.

TIP: You can insert a border and title block (in a Model View or Worksheet View) and fill in the text portions to save time.

3. Select **File > Save As**.
4. In the **Save As** dialog, navigate to the program's Templates folder. By default, this is found in the following location:

In Windows 7 and Vista

C:\ProgramData\Cadsoft\Envisioneer 6\Templates

In Windows XP

C:\Documents and Settings\All Users\Application Data\Cadsoft\Envisioneer 6\Templates

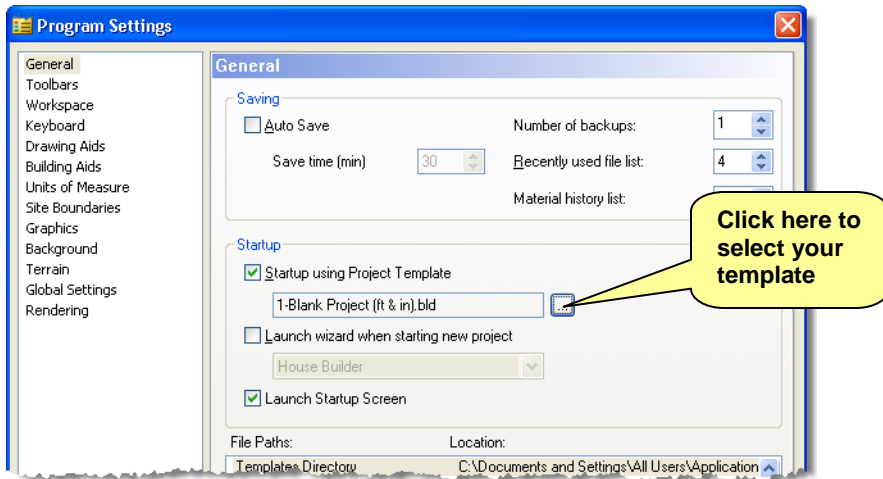
5. In the **File name** edit box, type a name for the template.
6. Click **Save**.

Using a Template for New Projects

Once you have created a template you can start applying it to new projects.

1. Select **Settings > Program Settings**.
2. On the General page, make sure that the **Startup using Project Template** check box is enabled.

3. Click the browse button next to the template drop box.



4. In the **Open** dialog, select the template that you would like to use, then click **Open**.
5. Click **OK** in the **Program Settings** dialog. Now when you start a new project, it will be based on your new template.