**Populating title block with fields (Practice7a )**

1. Open template Practice 7 and right click on PETA template under title blocks, then click on edit .



1. Select text tool and create text box in appropriate section of title block.





1. Type in required field ‘DRAWN’. Select ‘Properties – drawing’ from drop down menu (A). select AUTHOR from dropdown menu (B). Ensure text size set to 3.00mm (C)Then click on add text parameter (D). Click OK to return to Page



D

C

A

B

1. Dimension edge of text box 1mm from each corner of box.



1. Next heading in box below select properties – Type in text box ‘CHECKED’ ensure drop down menues read Properties - drawing, Checked by, and click insert parameters box.



1. Follow procedure for all boxes from list that follows:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Box No. | Column No. | No of text box | Heading | Text entered | Dropdown menu 1 | Dropdown menu 2 | Text entered |
| 1 | 1 | 1 | Drawn | Drawn: | Properties - Drawing | Author |  |
| 2 | 1 | 1 | Checked | Checked: | Properties - Drawing | Manager |  |
| 3 | 1 | 1 | MFG |  | Properties - Drawing | MFG Approved by |  |
| 4 | 1 | 1 | Approved |  | Properties - Drawing | Authority |  |
| 5 | 1 | 2 | Material | Material: | Prompted Entry |  | Change text to material |
| 6 | 1 | 2 | SUR/FINµ | SUR/FINµ: | Prompted Entry |  | Change text to SUR/FIN |
| 7 | 1 | 1 | Department | Department: | Properties of Model | Cost Centre |  |
| 8 | 2 | 1 |  |  | Properties - Drawing | Creation date |  |
| 9 | 2 | 1 |  |  | Properties - Drawing | Checked date |  |
| 10 | 2 | 1 |  |  | Properties - Drawing | MFG approved date |  |
| 11 | 2 | 1 |  |  | Properties - Drawing | Eng Approved date |  |
| 12 | 2 | 2 | Tolerance± |  | Prompted Entry |  | Change text to Tolerance± |
| 13 | 2 | 2 | DIMS |  | Prompted Entry |  | Change text to DIMS |
| 14 | 3 | 1 |  |  | Properties - Drawing | Company | Change text size to 6 |
| 15 | 3 | 2 | Title | Title | Properties - model | Title |  |
| 16 | 3 | 1 | Sheet size | Sheet: | Sheet properties | Sheet size |  |
| 17 | 3 | 1 | Scale | Scale: | Sheet properties | Initial view scale |  |
| 18 | 4 | 1 | DWG No | DWG No: | Properties - model | Part Number |  |
| 19 | 4 | 2 | Projection | Projection: | Prompted entry |  | Change text to Projection |
| 20 | 5 | 2 | Revision | REV: | Properties - Drawing | Revision Number |  |
| 21 | 5 | 2 | Sheet Number | Sheet: | Prompted entry |  | Change text to X of X |



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