

# DCC Solidworks Templates

## *Instructions for Use and Installation*

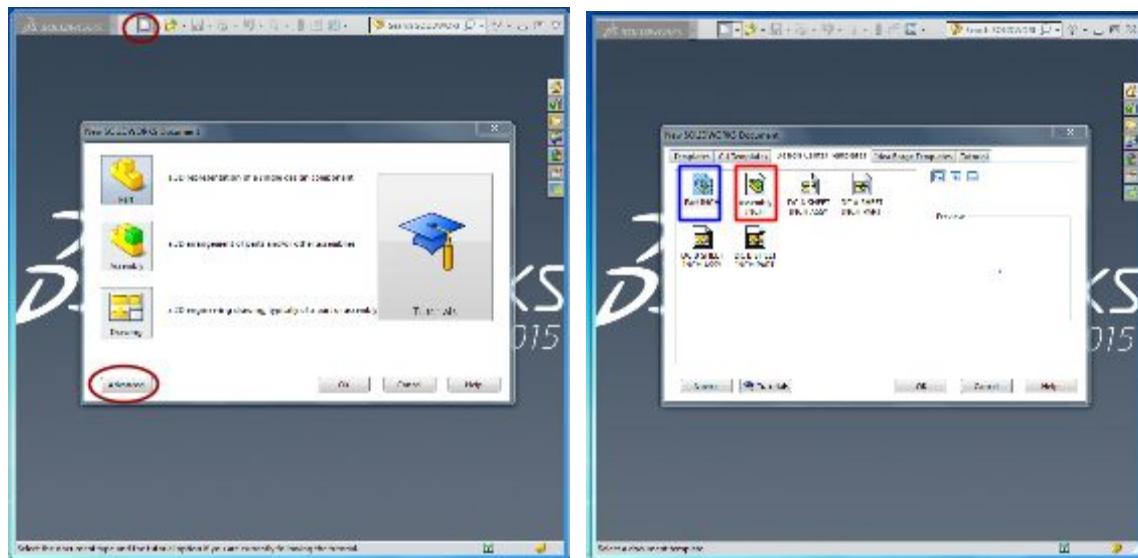
## Introduction:

Instructor Dan Riffell designed a few Solidworks templates for Design Center Colorado for students to use. They are available on the computers in the Idea Forge, and are available to download on d2l. These templates are expected to be used by students for their manufacturing review. Below are instructions on using the templates as well as instructions on installing these templates to your personal computer.

## Using Solidworks Templates:

### **Accessing Part and Assembly templates:**

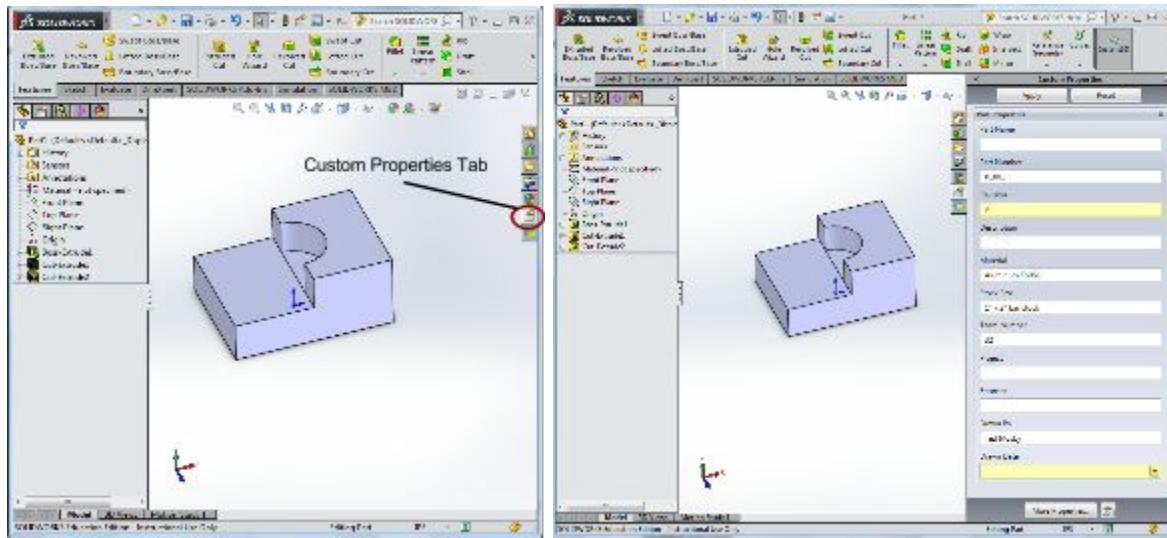
To access the DCC Solidworks templates (in the Idea Forge) simply **click** the *new document* button. Then **click** the Advance button. This will bring you to a screen with multiple template tabs. **Select** the *Design Center Templates* tab.



Six templates exist under this tab. Four drawing templates (a part and an assembly drawing templates in both 8.5" x 11" and 11" x 17" sizes), a [part template](#), an [assembly template](#). When designing a [part](#) in Solidworks **select** the [part template](#), and **select** the [assembly template](#) for [assembly](#) files.

## ***Using the Part Template:***

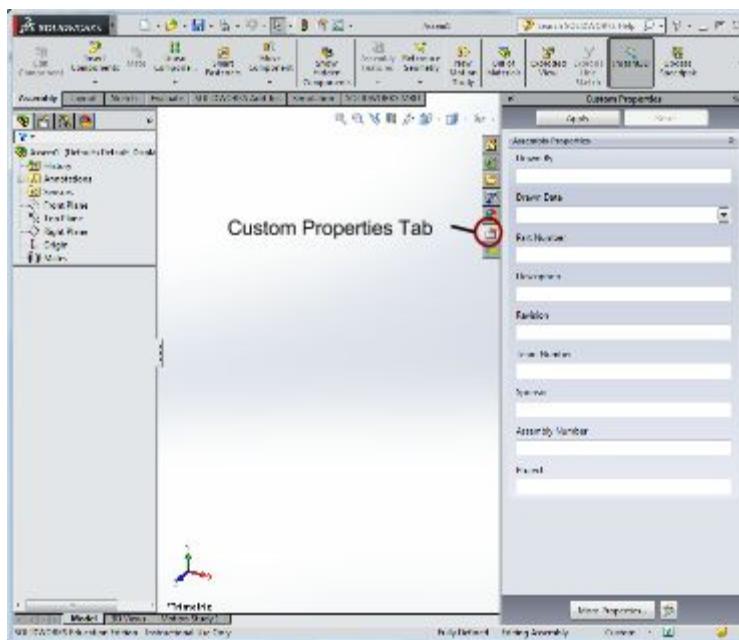
After you have created your part in Solidworks **click** the *Custom Properties tab*. This will allow you to assign the properties to the part that will be used to auto populate the part drawing.



Make sure you fill in all the part properties. If any revisions are made to a part be sure to update the revision field and the date.

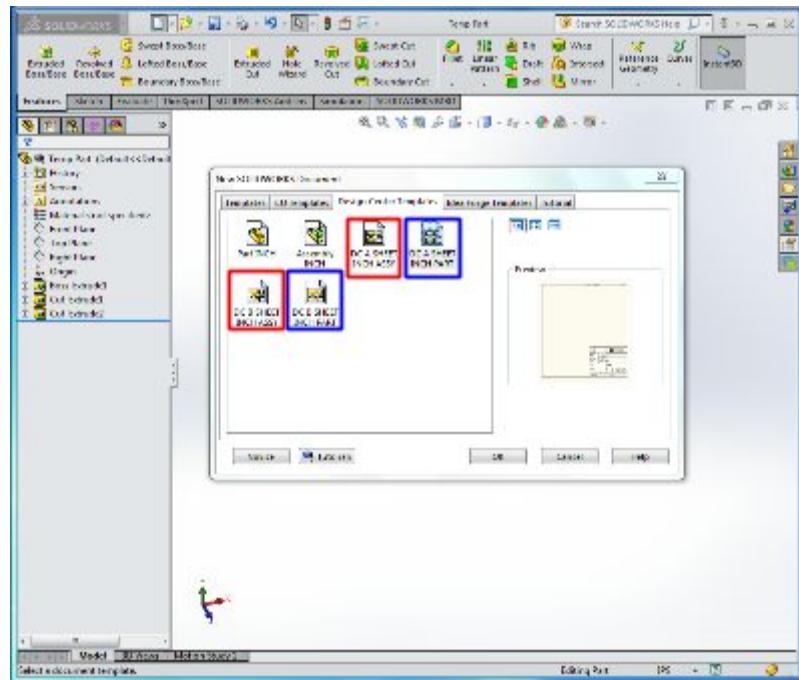
#### **Using the Assembly Template:**

When using the assembly template simply **select** the *Custom Properties tab* and fill out the properties. The properties here are different than those found in the part template.



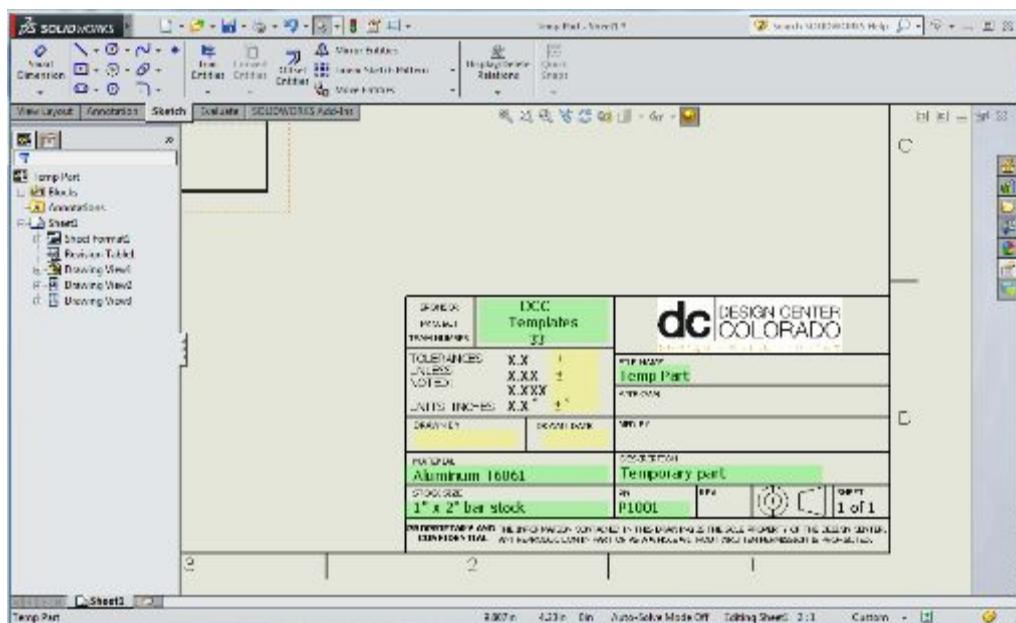
#### **Accessing Drawing Templates:**

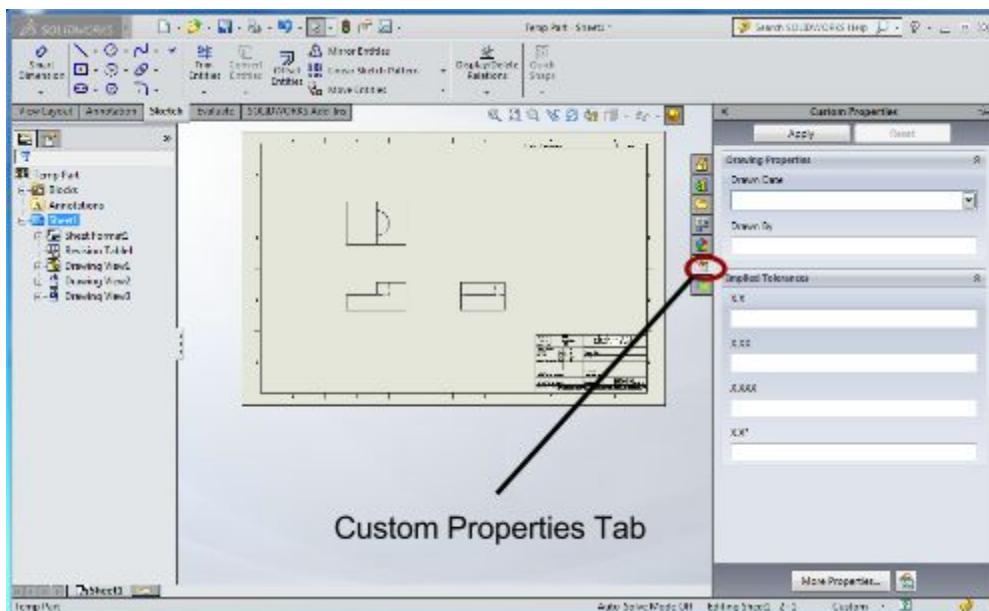
The part templates are found in the **blue** boxes and the assembly templates are found in the **red** boxes. Both templates come in either **size A** (8.5" x 11") or **size B** (11" x 17"). Student presenting a print packet for manufacturing review should use the **size B** templates.



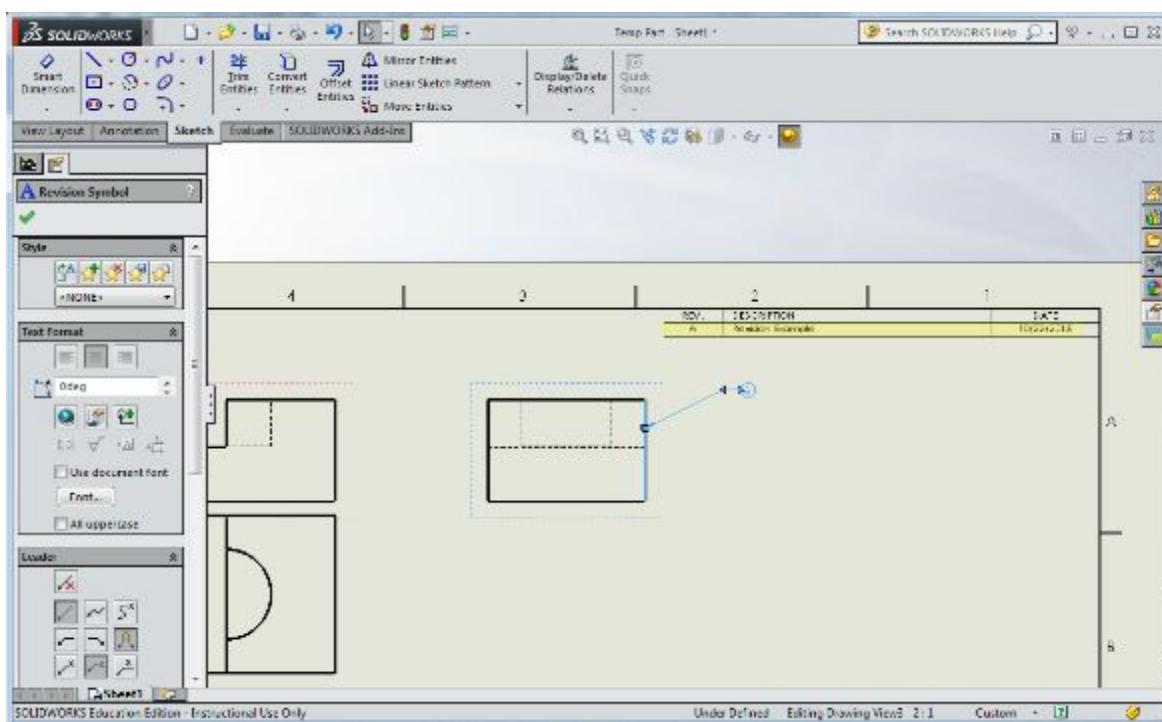
### Using Part Drawing Template:

When a part is inserted into the drawing template the *title block* automatically populates using the custom properties from the part. However, a few fields still remain blank. **Select** the *Custom Properties tab* and fill in the remaining fields.



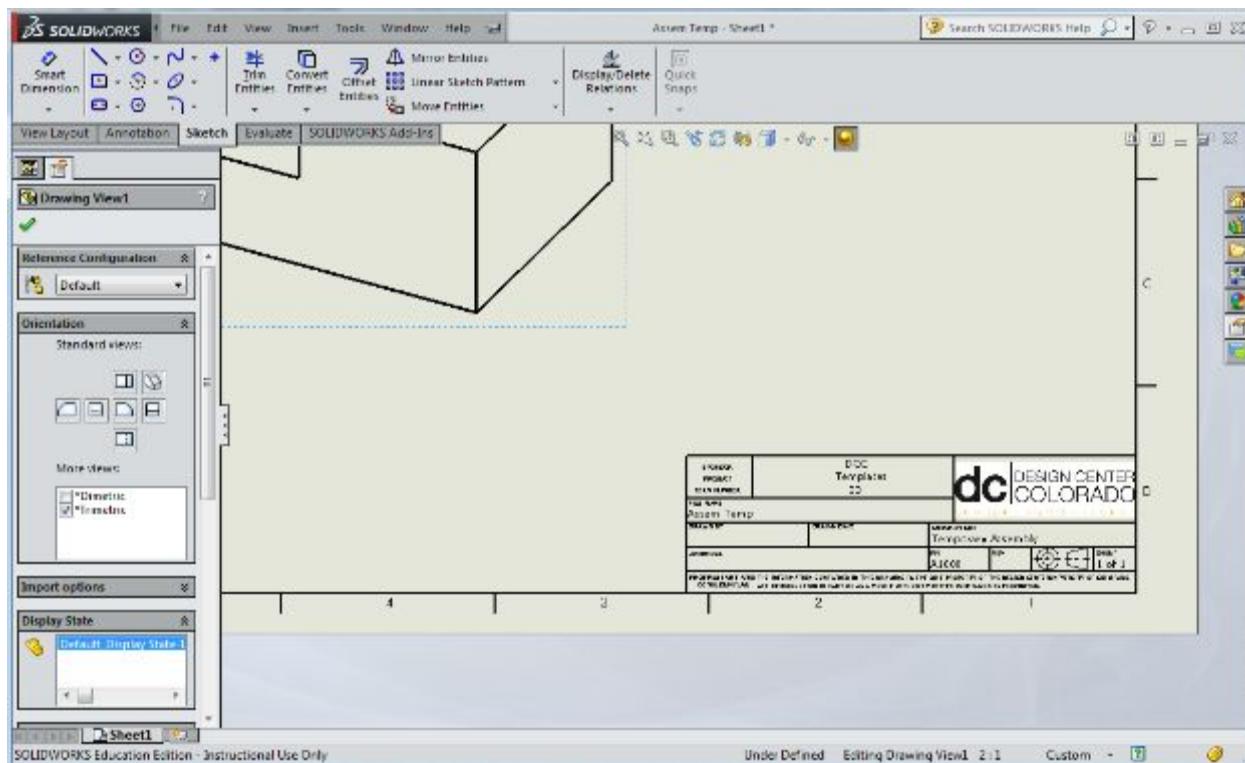


To note a **revision** in a drawing click on the revision table in the top right corner of the drawing. This will allow you to identify revisions made to the drawing and will update the *Rev.* field in the *Title Block*.



### **Using Assembly Drawing Template:**

The assembly drawing template is very similar to the part drawing template except it's title block contains less information. The assembly drawing template will still auto-populate most fields in the title block but a few will still need to be entered using the *Custom Properties tab*.



## **Installation Instructions:**

Although using the computers in the Idea Forge is a great and all not everyone can spend all their time in the Idea Forge using Solidworks. If you are interested in using the Solidworks templates on your personal computer follow the installation instructions below.

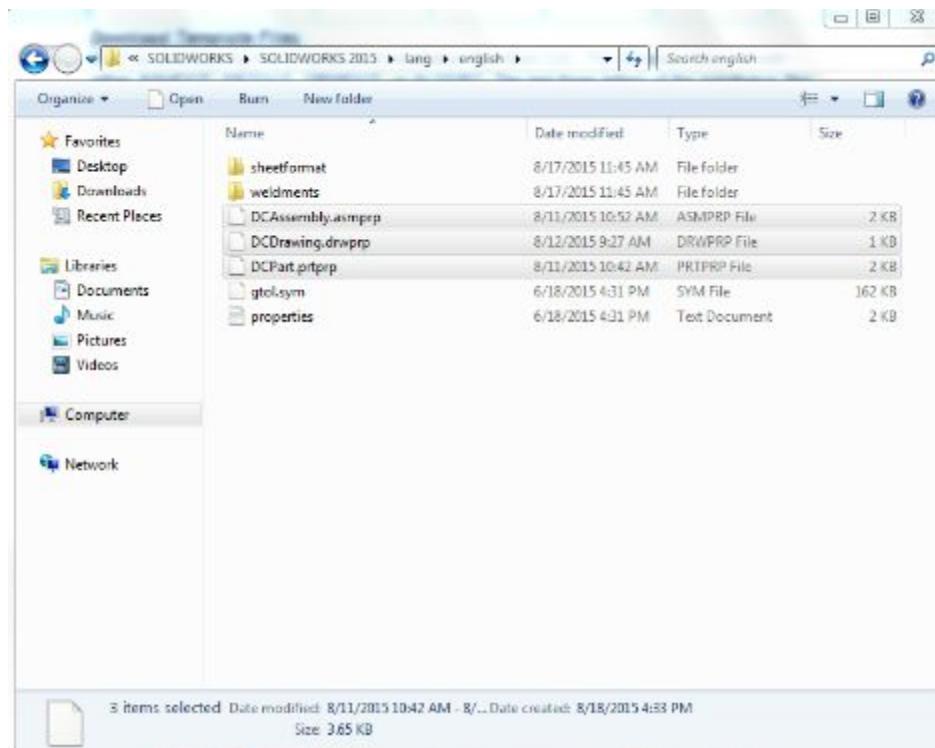
### **Download Files from D2L:**

Start by downloading the *Design Center Template* and *PRP* files from D2L. The template files end with either ASMDOT, PRTDOT, DRWDOT, or SLDDRT. The last three letters of the *PRP* files are “*prp*”.

### **Insert “prp” Files:**

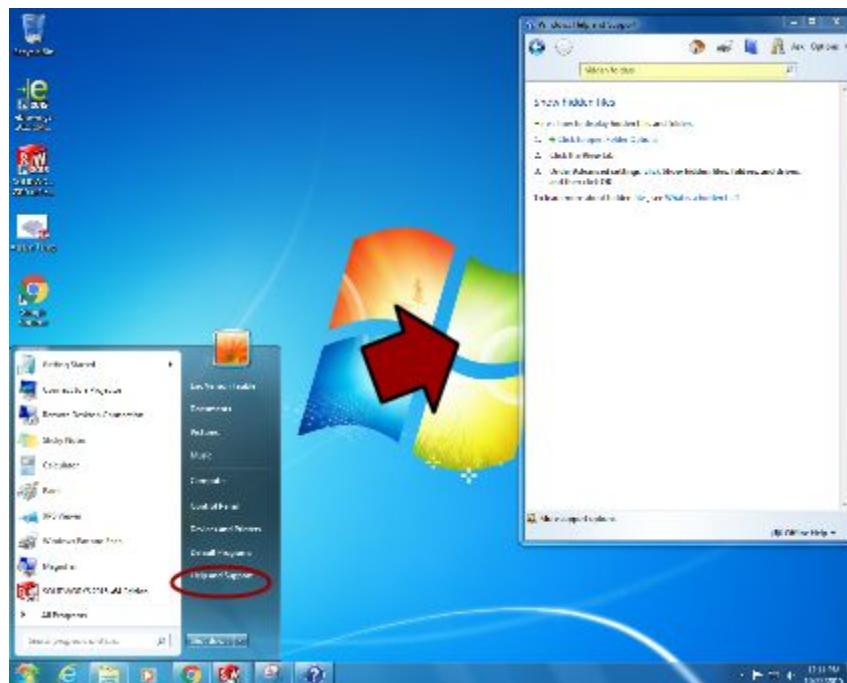
Copy and paste the .*prp* files (3) into:

**C -> ProgramData (hidden folder) -> Solidworks -> Solidworks (Yr) -> lang -> english**



If you are having trouble viewing “hidden folders”

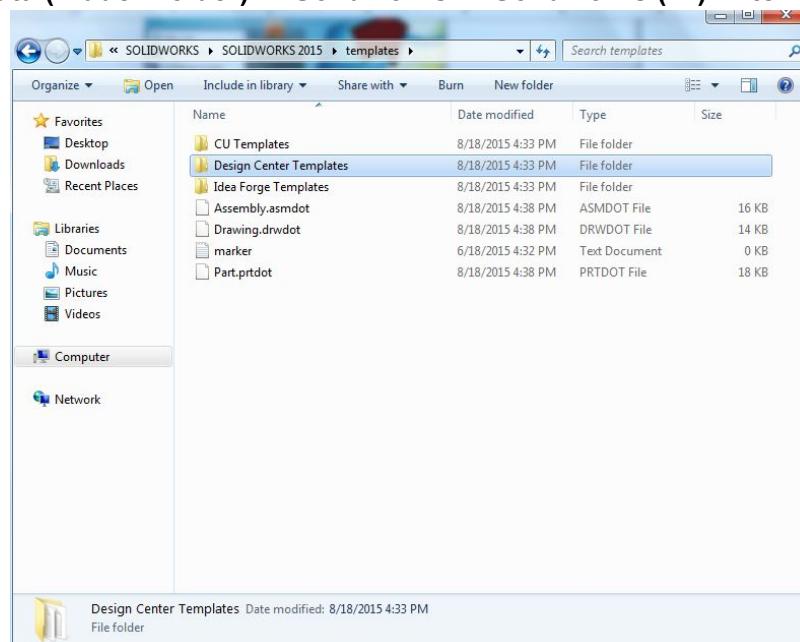
The easiest way to view hidden folders is to click the start menu -> click Help and Support then in the window that opens search Hidden Folders. This will provide you instructions to allow you to view your hidden folders.



### Insert Template Files:

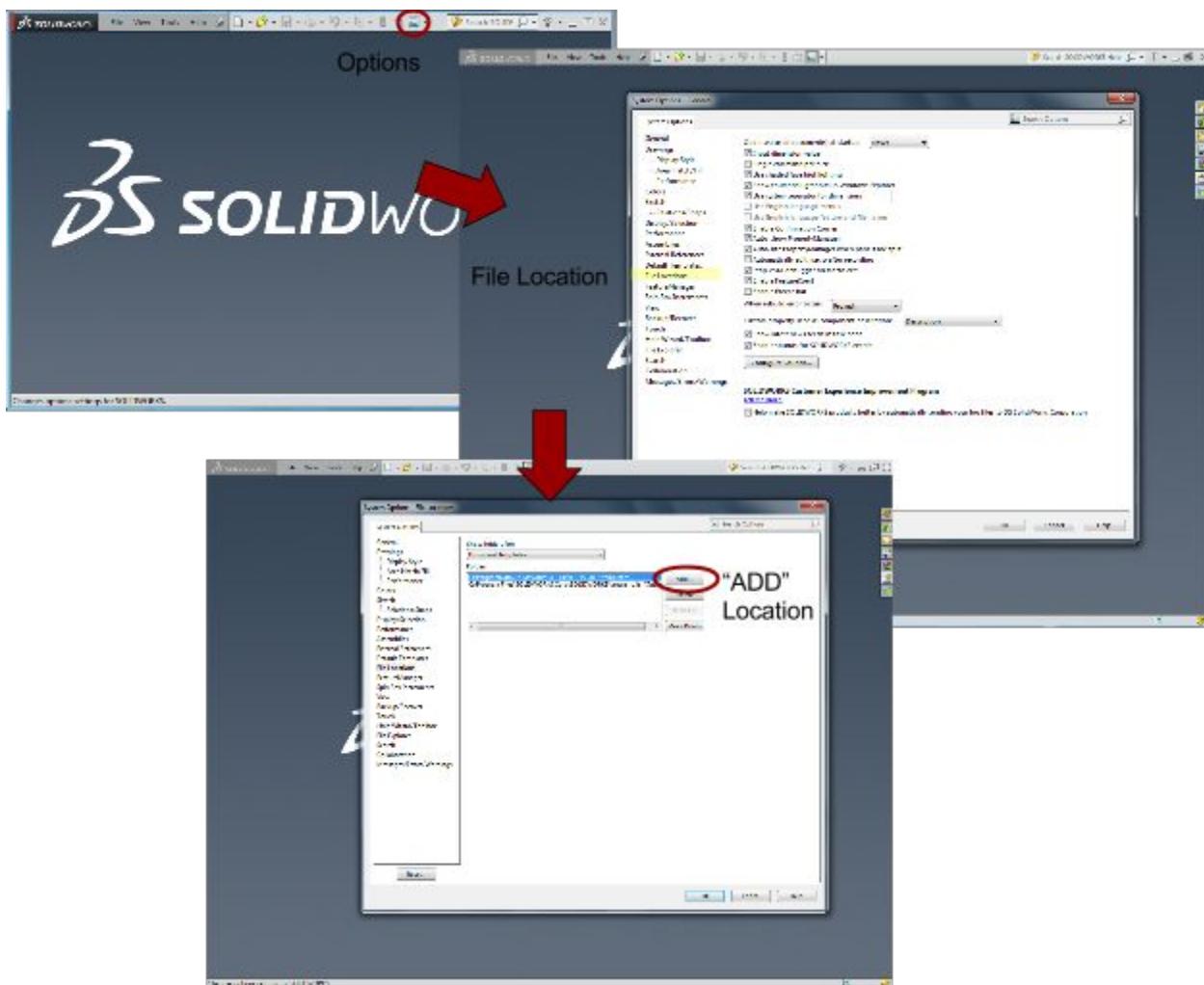
Copy and Paste entire “Design Center Template” folder into :

C -> ProgramData (hidden folder) -> Solidworks -> Solidworks (Yr) -> templates



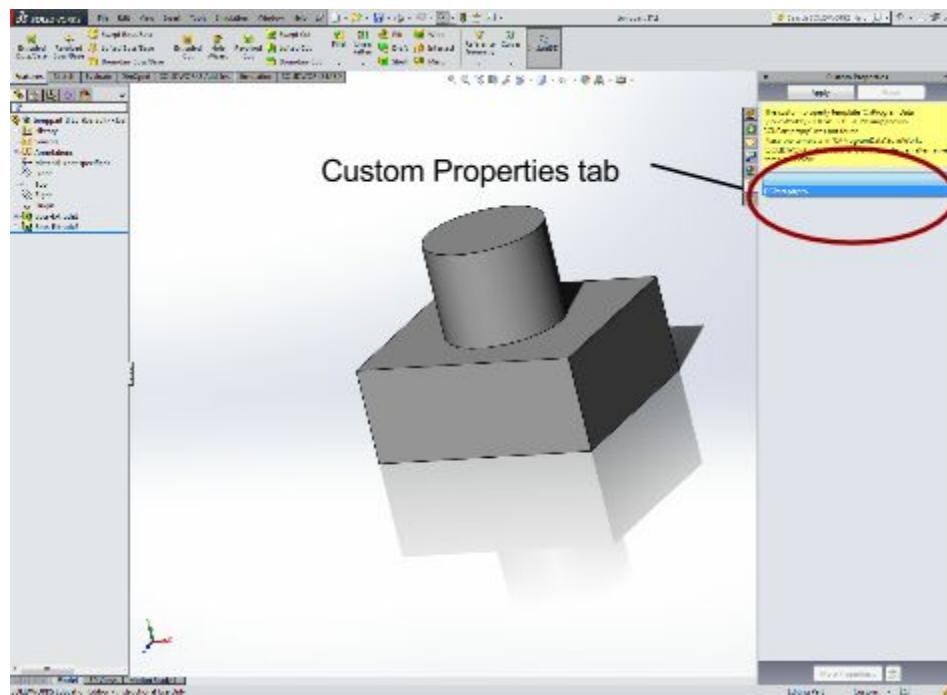
### **Locate Templates in Solidworks:**

Now that you have successfully placed the template files onto your computer you must now tell Solidworks where to look. **Open** Solidworks on your computer. In Solidworks **click** the **Options** button then **select File Locations** **select** templates and finally **click ADD Destination**. Browse and **select** the *Design Center Templates*.



## Retroactively using Design Center Templates:

If you designed a part **not** using the Design Center part template. You can still use the Design Center drawing template, but have one extra step. **Click the Custom Properties tab** on the part you designed.



Then **select** from the drop down menu *DCPart.prtprp*. This will allow you to fill in the part properties from the DC Part Template.