

# Conestoga

## ITCT

**Document Title:** How to use the Altium Template B\_size\_rev\_1

**Revision:** 2

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**Department:** School of Engineering and Information Technology

**Program:** Integrated Telecommunication and Information Technology

**Audience:** ITCT Semester 4 Students

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### Revision History

Revision	Description of Change	Effective Date
1	Initial release	January 13, 2012
2	Updated template file location	January 14, 2013

Following are the instructions for how to fill out the ITCT title block fields.

1. The title block is contained in the file  
ITCT\_template\_B\_size\_rev\_1.SchDot
2. Copy this template file into C:\Users\Public\Public Documents\Altium\AD10\Templates\
3. Set your DXP preference to reference this template. The Altium video "Using templates as default documents" shows how to set this up, you will find the video here:  
<http://videos.altium.com/trainingcenter/player.html?ep=1095>
4. Once you have the DXP preferences set, if you open a new schematic sheet the ITCT title block and sheet size should be set.
5. To fill in the title block fields on the template sheet you need to access the Document Parameters from the Design menu under Document Options, or use the shortcut DO and select the Parameters tab.
6. Fill in the value field for the parameters indicated below.
7. Sheet Name : DocumentName parameter
8. Schematic P/N and Name: Title parameter
9. Size: Will always be B and is fixed
10. Bare PCB P/N: DocumentNumber parameter
11. Rev.: Revision parameter
12. Sheet : SheetNumber parameter
13. of : SheetTotal parameter
14. Approved: ApprovedBy parameter; Approved Date: Date parameter
15. Checked: CheckedBy parameter; Checked Date: Date parameter
16. Engineer: Engineer parameter; Engineer Date: Date parameter
17. The Sheet Name field will automatically be filled in with the DocumentName parameter.
18. The Size field can't be changed, it is fixed as B.
19. The date field will be filled in automatically and is the last modified date.