

# Downloading, Setting up, and Using the SolidWorks Templates

## I. Download Templates

- A. Create a new folder on your hard drive and name it “EDG Templates”
- B. Go to Professor Conrey’s Web site <http://educate.spsu.edu/gcomrey>
- C. Click on [SolidWorks EDG Templates](#) and extract the files to the EDG Templates folder. Remember where this folder is located on your computer.

## II. Setup Solid Works to use the new templates

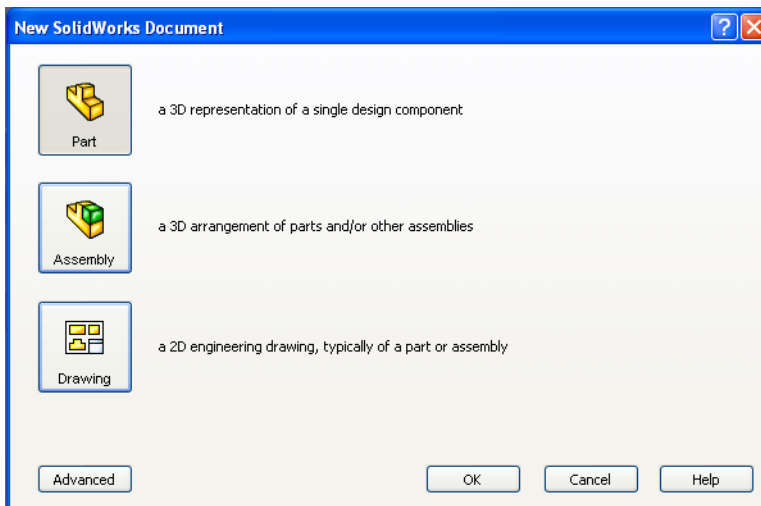
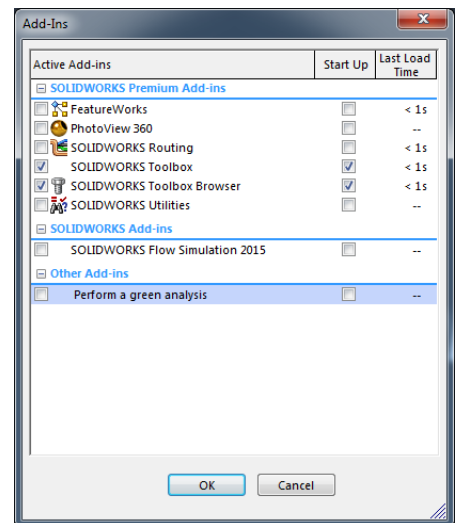
- A. Start SolidWorks
  1. Go to the “Tools” Menu and select “Options.”
  2. In the left column select “Default Templates”
  3. Make sure that “Prompt User to Select Document Template” is selected.
  4. In the left column select “File Locations”
  5. In the “Show Folders for:” area, select “Document Templates”.
  6. **Delete any folders listed**
  7. Click the “Add” button
  8. Locate and Select the “EDG Templates” folder and select “OK”
    - a) The “EDG Templates” folder should show up in the folders area.
  9. Click “OK”.
  10. In the “Show Folders for:” area, select “Sheet Formats”.
  11. **Delete any folders listed**
  12. Click the “Add” button
  13. Locate and Select the “EDG Templates” folder and select “OK”
    - a) The “EDG Templates” folder should show up in the folders area.
  14. Click “OK”.

## III. Setup Toolbox and Toolbox Browser

- A. Go to the “Tools” menu and select “Add-ins”.
- B. Select “SolidWorks Toolbox” and “SolidWorks Toolbox Browser”. Be sure to select the check boxes under Start Up as well. See the figure to the right.

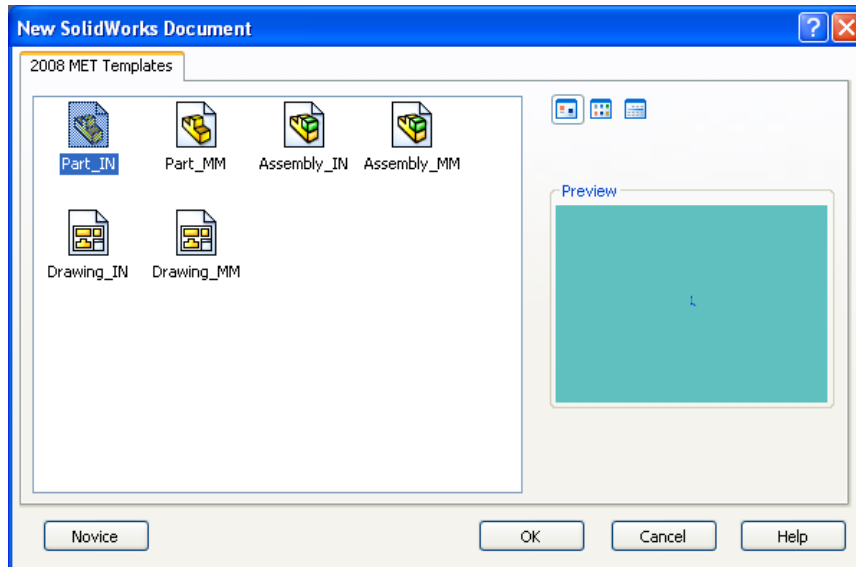
## IV. Using the EDG Templates in Solid Works

- A. Start SolidWorks
- B. Go to the “File” menu and select “New”. If the box shown below appears click the “Advanced” button. Otherwise, go to the next step.



- C. At the top of the “New SolidWorks Document” box (shown on the next page) select the “EDG Templates” tab.

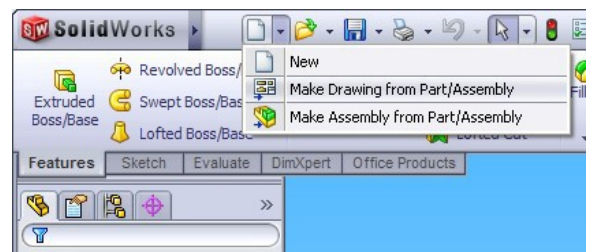
D. There should be six templates, two Part, two Assembly, and two Drawing.



1. To create a new part, select the appropriate part template.  
**Part\_IN** = English in decimal inches  
**Part\_MM** = Metric in millimeters
2. To create a new assembly, select the appropriate assembly template.  
**Assembly\_IN** = English in decimal inches  
**Assembly\_MM** = Metric in millimeters

V. To Create Drawings using the EDG Templates

- A. Open a part file.
- B. Select the “Make Drawing from Part/Assembly” icon. See figure at right.
- C. Create a new drawing using one of the following templates:

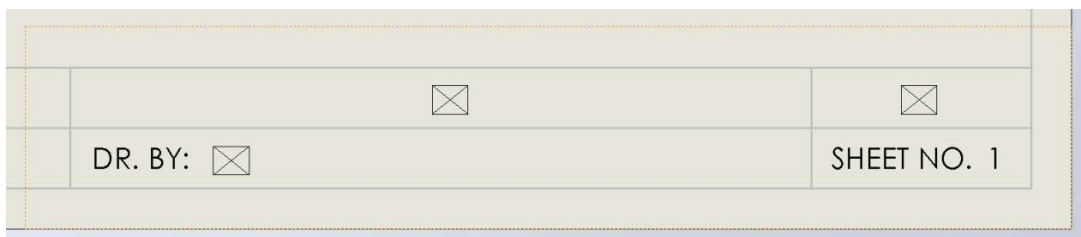
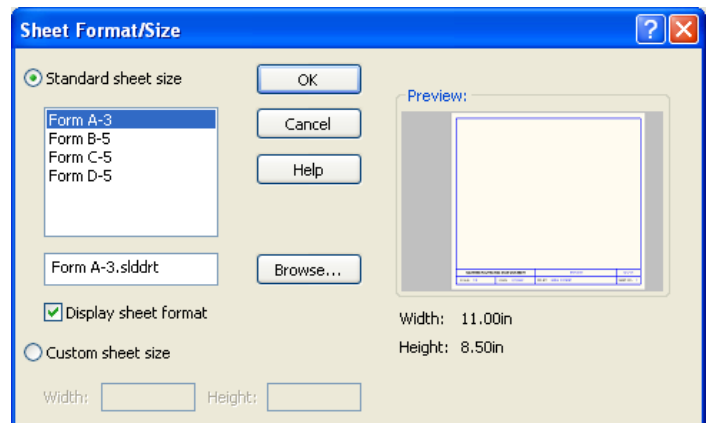


- C. Create a new drawing using one of the following templates:  
**Drawing\_IN** = English in decimal inches.  
**Drawing\_MM** = Metric in millimeters.
- D. When the file opens, you will be asked to select a Sheet format. See figure below. There are four sheet formats.

- Form A-3** = 8.5”x11”
- Form B-5** = 11”x17”
- Form C-5** = 18”x24”
- Form D-5** = 24X36”

- E. When you insert the views of the part, the line weights may look too thick. They are correct. DO NOT CHANGE THEM.
- F. To fill in the title block, use the following method:

- a. Hover over the title block until an orange fence appears and double click (See below). The text fields will appear as light blue.



b. Click in each field and type in the required information (See below).


<input type="text"/>	<input type="text"/>
DR. BY: <input type="text"/>	SHEET NO. 1

DRAWING TITLE

COURSE & SECTION #  
Ex. 1211-01

STUDENT NAME

**FORM A-3 TITLE BLOCK DATA**

		
<input type="text"/>	<input type="text"/>	Course & Section # Ex: 1212-01
DR. BY: <input type="text"/>	<input type="text"/>	SHEET NO. 1
DATE: 8/8/2015	SCALE: 1:1	OF <input type="text"/>

DRAWING TITLE

STUDENT NAME

TOTAL # OF DRAWINGS

**FORM B-5, C-5, & D-5 TITLE BLOCK DATA**