

Creo Border and Title Block Tutorial

Brighton H.S Engineering

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Part One: Creating a Border and Title Block on A Size Paper

Step 1 Setting up the file

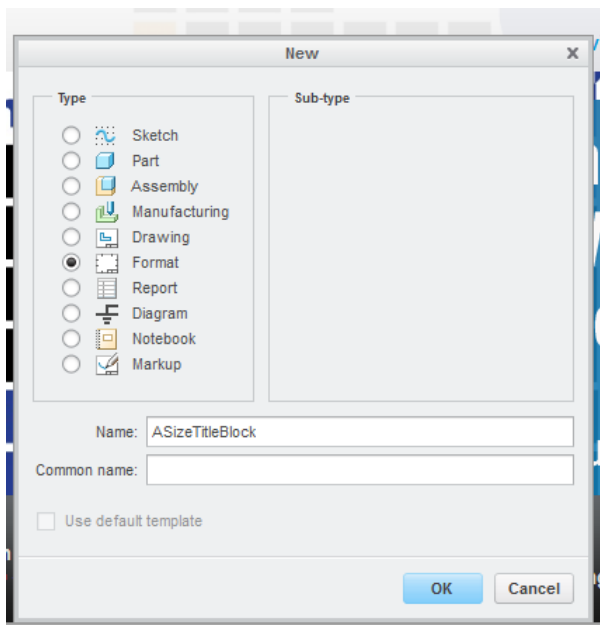
Create a New File.

File > New

In the Pop-Up Window select Format

Name your file ASizeTitleBlock

Click Ok



New Pop Up Window will appear to identify orientation of the model.

Set the following details

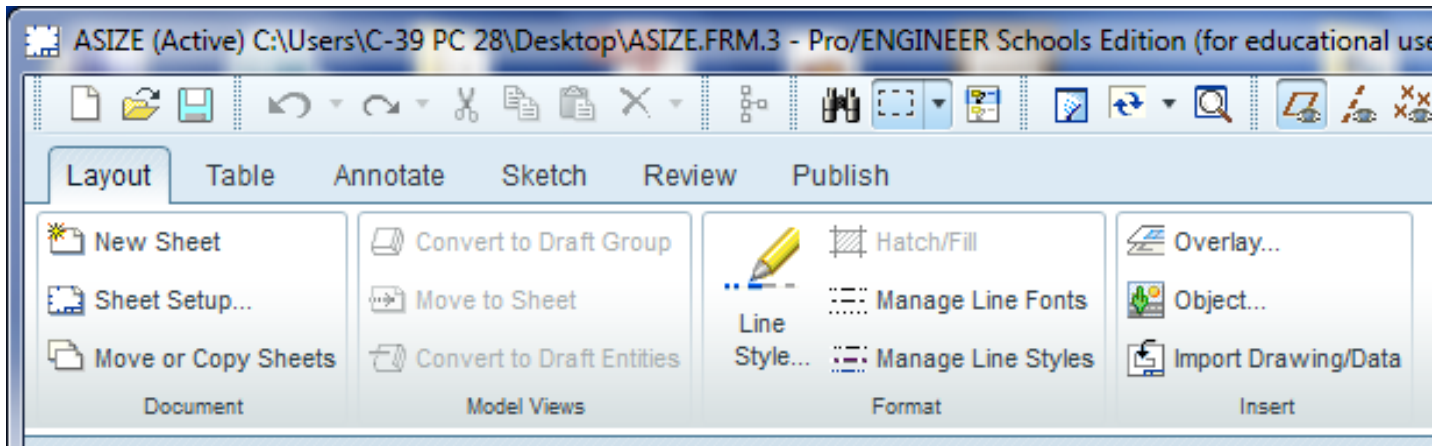
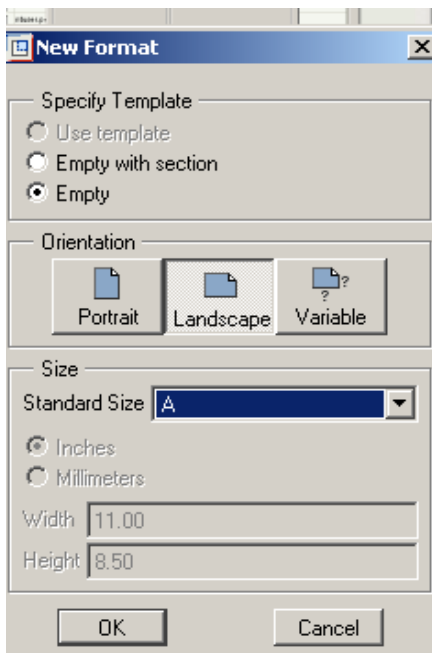
Specify Template: Empty

Orientation: Landscape

Size: Standard Size: A

Click **Ok**

Your screen will be black with a white rectangle representing the paper edge




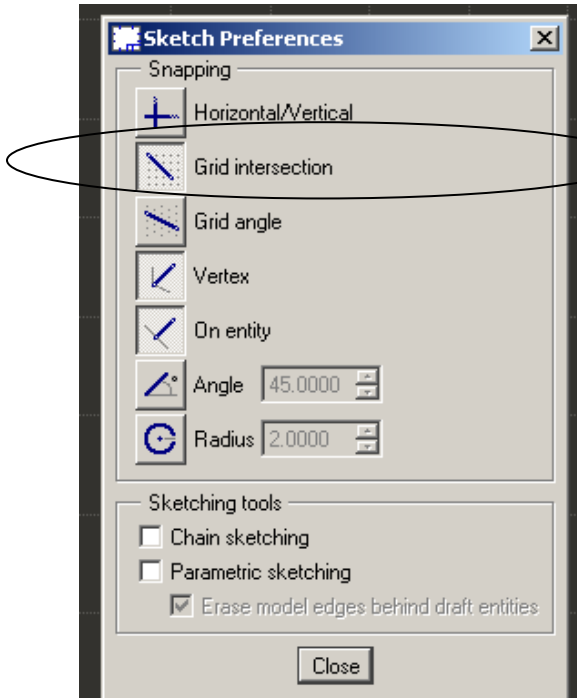
Tabs are setup to sort out different functions. You will only be allowed to select, move, delete, create, etc options within that tab.

Step 2 Setting up the Grid

Grid Setup

First turn on the Grid Snap by going through the following steps

Tab Sketch > Sketcher Preferences Icon  **> Grid Intersection > Close**

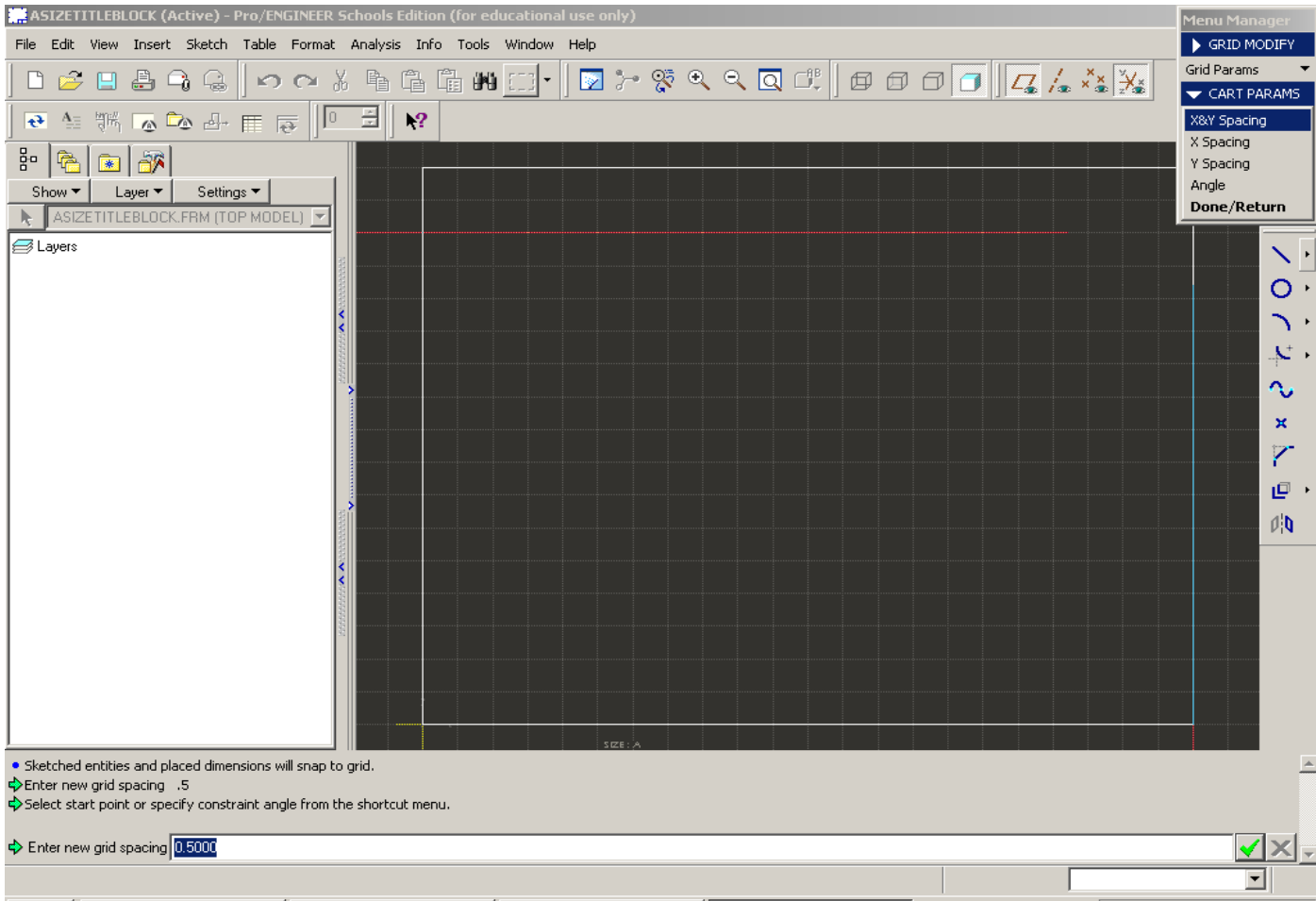


Setting up grid size and display

Sketch TAB > Draft Grid Icon



This Menu will allow you to show or hide your menu or adjust the properties of the grid. This is located under Sketch > Sketcher Preferences.



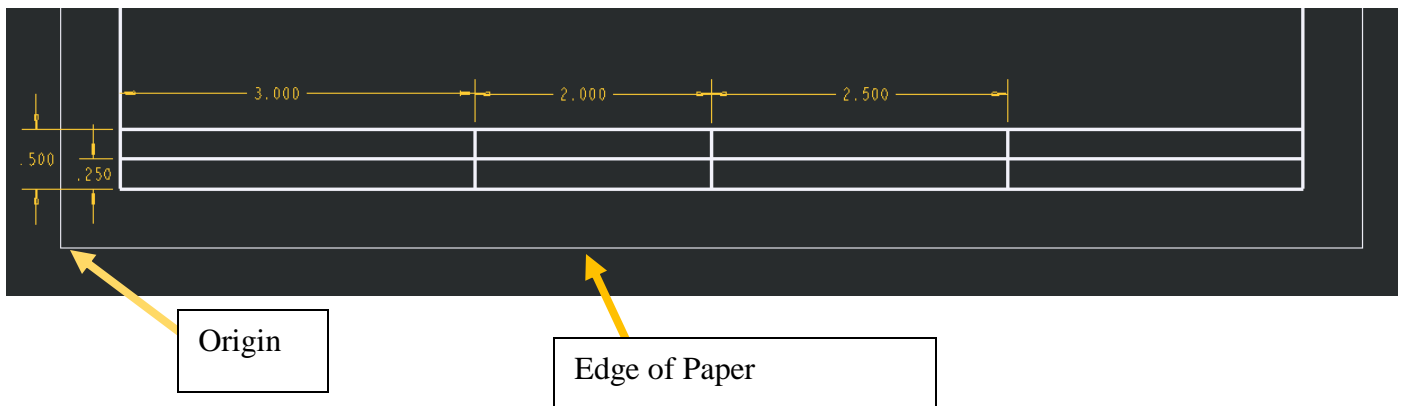
Click on Show Grid in the Menu Manager (this will turn on the grid)

Click on Grid Params > X&Y Spacing

Set the grid spacing to 0.50" (This is located on the Dashboard) (After typing in your size hit enter)

Step 3 Creating the Border and Title Block

Using the **Line Tool** Draw the Border 0.50" from the edge (Folks that's one square from the edge and on all four sides; you should end up with a rectangle inside the rectangle that represents the edge of the paper). Finish by drawing in the rest of the Title Block. You may have to readjust your grid settings to place in the 0.25" line.

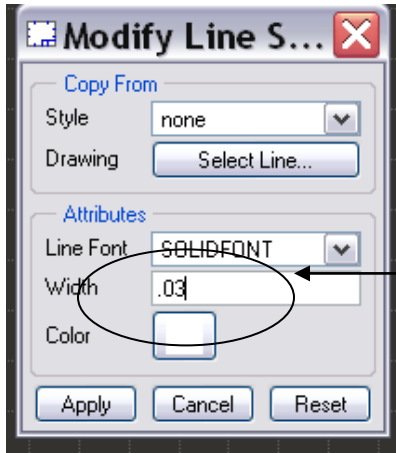


Line Thickness

Select all lines of the Border and the Title Block by holding Ctrl or creating a window (be sure not to select the edge of the paper.)

Hold down the **Right Mouse Button**

Select **Line Style**

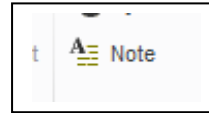


Adjust the line
thickness from this
menu.
Width =0.03”

Step 4 Filling in the Title Block

Enter the following text into the appropriate box.

To insert a note go to **Annotate Tab > Note Icon**



The program will prompt you to **pick a location for note**. You may choose anywhere on the drawing workspace.

Once the point is chosen, then in the dashboard the program will prompt you to type your note. Once note is types hit Enter.

Left Click off the NOTE to finish Typing (NOTE: you can always change by double clicking on the note to change the characters.)

Create the following notes. Place them on your workspace

NAME: (YOUR Name)

SCHOOL: BRIGHTON HIGH SCHOOL

DATE:

SCALE:

HOUR: (YOUR HOUR)

COMPUTER #: (YOUR COMPUTER #)

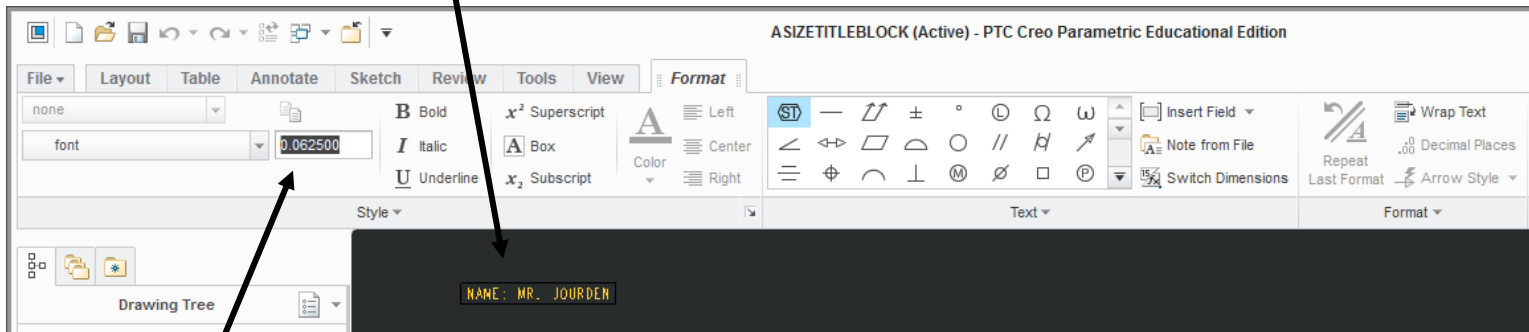
DWG NAME:

SHEET: OF

After creating all of your notes Click **Done/Return** on the **Menu Manager**

Step 5 Adjusting the Note

Double click on one of your notes. A Note Properties Menu will appear.



Height to 0.10"

Repeat steps for all notes

Place all text in appropriate box by selecting then dragging. (See Below for Proper Placement). You will probably need to turn off your snap to center the text in the box.

To turn Snap off Click on Sketch > **Sketcher Preferences** > **Grid Intersection**.

NAME: (YOURNAME)	COMPUTER # (YOUR NUMBER)	DATE:	DWG:
SCHOOL: BHS	HOUR: (YOUR HOUR)	SCALE:	SHEET: 1 OF 1

Save Format

Click on **Window** > **Close** (This will close out your current drawing and return you back to the browser menu

Click File > **Manage Session** > **Erase Not Displayed** (This will clean away the memory)

Print File

NOTE: If you click print and nothing happens it means there is not a printer attached to your profile. Go to Start (Lower Left on screen) > Devices and Printers > Right Click on the HP 5200 > Set as Default