

# AutoCAD Drawing Templates – Professional Setup Masterclass

## 4-Hour Intensive Session

*Build Once. Use Forever.*

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## Session Overview

This focused 4-hour session teaches you how to build a clean, professional, reusable AutoCAD template from scratch.

Instead of working randomly in every new file, you'll learn how to create a structured **.DWT template** that includes:

- Proper layers
- Dimension styles
- Multileader styles
- Text styles
- Page setups
- Plot styles
- Libraries
- Workspace settings
- Company standards

By the end of the session, you will leave with a fully functional template file ready to use — and share.

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## Learning Objectives

Participants will:

- Understand the difference between **DWT and DWG**
- Create a structured layer system

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- Build dimension styles correctly
  - Create and manage Multileader styles
  - Set up plotting & page setups
  - Configure drawing units and annotation behaviour
  - Understand the different types of AutoCAD settings
  - Create reusable block libraries
  - Share templates properly with others
  - Avoid common template mistakes
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## Session Structure (4 Hours)

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### 1. Why Templates Matter (30 minutes)

#### The Cost of Not Using Templates

- Inconsistent drawings
- Repeated setup work
- Scaling problems
- Plotting confusion
- Team coordination issues

#### What a Good Template Contains

- Units
  - Layers
  - Styles
  - Layout setup
  - Plot configuration
  - Standard blocks
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### 2. DWG vs DWT – Understanding the Difference (20 minutes)

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### DWG

- Working drawing file
- Project-based content
- Saved drawing

### DWT

- Template file
- Clean starting point
- Contains standards only
- Prevents accidental overwriting

When to use each

How to save correctly

How to load templates automatically

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## 3. Core Drawing Setup (45 minutes)

### Units & Scale

- Units command
- Drawing at full size
- Insertion scale

### Limits & Grid (optional setup)

### Annotation Basics

- Annotative vs non-annotative overview
  - Why beginners get scaling wrong
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## 4. Layers – Building a Professional Layer System (45 minutes)

### Layer Naming Structure

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- Logical naming conventions
- Prefix systems
- Discipline grouping

#### **Layer Properties**

- Colour
- Linetype
- Lineweight
- Plot behaviour
- Transparency

#### **Best Practices**

- No drawing on Layer 0
- Using Layer 0 correctly inside blocks
- Avoiding “Layer Chaos”

#### **Layer States (Intro)**

- Saving visibility states
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## **5. Text Styles, Dimension Styles & Multileader Styles (60 minutes)**

#### **Text Styles**

- Standard text height strategy
  - Annotative setup
  - Font consistency
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#### **Dimension Styles (DIMSTYLE)**

- Creating new dimension styles
- Text height control
- Arrow sizes
- Units & precision
- Tolerances (intro)

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- Annotative setup (when appropriate)

Common mistakes:

- Hard-coded text size
  - Incorrect scale factors
  - Mixed dimension styles
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## Multileader Styles (MLEADERSTYLE)

- Creating clean multileader styles
- Text attachment options
- Arrowhead setup
- Landing distance
- Matching dimension standards
- Annotative setup

Consistency between:

- Text
  - Dimensions
  - Leaders
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## 6. Page Setups & Plotting (30 minutes)

### Model Space vs Paper Space recap

#### Page Setup Manager

- Printer selection
- Paper size
- Plot style table
- Plot area
- Scale
- Lineweights

#### CTB vs STB overview

Why page setups belong in templates.

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## **7. Settings – Understanding the Different Types (30 minutes)**

AutoCAD has multiple categories of settings:

### **1. Drawing-Based Settings**

Saved in the file:

- Units
  - Layers
  - Styles
  - Page setups
  - Annotation settings
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### **2. Profile-Based Settings**

Saved in user profile:

- Interface layout
  - Custom aliases
  - Support file paths
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### **3. System Variables**

Important beginner awareness:

- LTSCALE
- PSLTSCALE
- ANNOALLVISIBLE
- PICKFIRST
- OSNAP
- FILEDIA

How to check and adjust them.

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## **4. Workspace Customisation**

- Quick Access Toolbar
  - Command aliases
  - Saving workspace
  - Basic CUI awareness
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## **8. Libraries & Reusable Content (30 minutes)**

### **Block Libraries**

- Centralised block folders
- Using DesignCenter
- Tool Palettes overview
- Naming conventions

### **Sharing With Others**

- Support file paths
  - Shared network locations
  - Avoiding broken references
  - Packaging standards
  - ETransmit overview
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## **9. Building the Final Template (Hands-On)**

Participants will create:

- Clean layer structure
- Dimension style
- Multileader style
- Text style
- Page setup
- Basic title block (optional)
- Saved workspace

Then:

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- Save as DWT
  - Test by opening new drawing
  - Confirm standards load correctly
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## Final Outcome

By the end of this 4-hour session, participants will:

- Understand what belongs in a template
  - Know the difference between DWG and DWT
  - Create consistent dimension & leader styles
  - Set up professional layers
  - Configure plotting correctly
  - Understand where different AutoCAD settings are stored
  - Share templates confidently with others
  - Avoid the most common template mistakes
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## Key Takeaway

A template is not just a file.

It is:

- A workflow decision
- A quality control system
- A time-saving tool
- A standardisation strategy

Build it once properly — and every future drawing becomes easier.