



# Foot Stool Drawing

## A. Insert Views.

Step 1. Click File Menu > New, click **Drawing** and OK.

Step 2. Click **View Layout**  on the Command Manager toolbar.

Step 3. Click **Model View**  on the View Layout toolbar.

Step 4. Click **Browse** in the Property Manager.

Step 5. Select your **FOOT STOOL ASSEMBLY** file and click Open.

Step 6. In the Property Manager:  
under Orientation, **Fig. 1**

click **Front** 

check **Preview**

under Scale

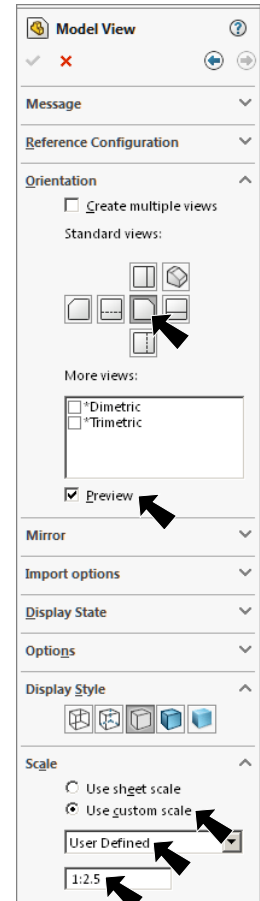
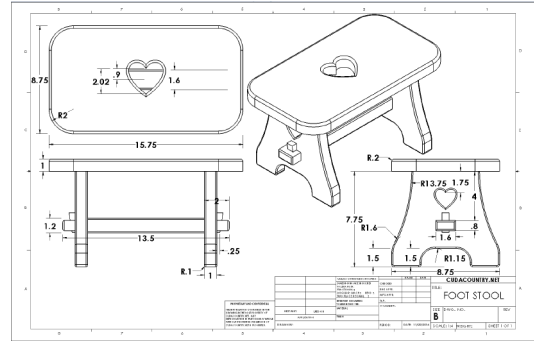
select **Use custom scale**

select **User Defined** (click down arrow and scroll up to top)

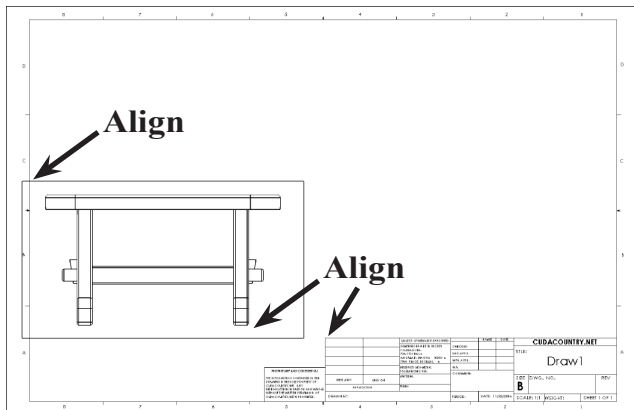
key-in **1:2.5** for scale.

Step 7. Move the cursor into the graphic area. Align the left edge of the preview with the left border line and top of the title block. Click to place as shown in **Fig. 2**.

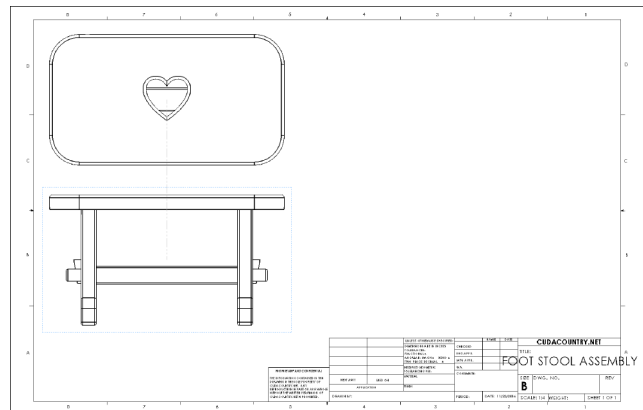
Step 8. **Move cursor straight up.** Center preview between the front view you just placed and top border line. Click to place the top view as shown in **Fig. 3**.



**Fig. 1**



**Fig. 2**



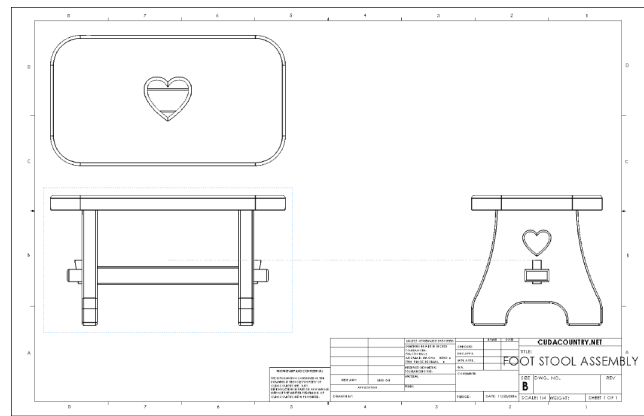
**Fig. 3**

Step 9. Move the cursor to the right of the front view. Position next to right border line. Click to place the back view as shown in **Fig. 4**.

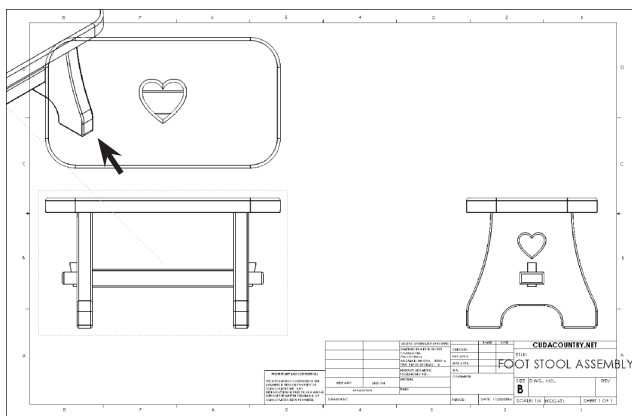
Step 10. Move the cursor to the top left corner of the drawing and click to place the Isometric view, **Fig. 5**.

Step 11. Click OK  in the Property Manager.

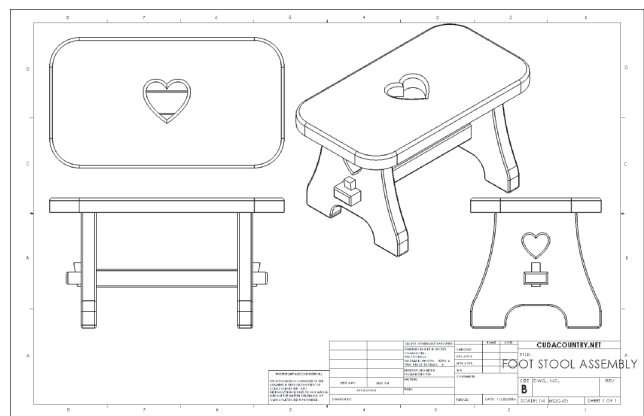
Step 12. Grab any geometry of the Isometric view and move view over into space between views, **Fig. 6**.



**Fig. 4**



**Fig. 5**




**Fig. 6**

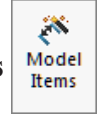
## **B. Save as "FOOT STOOL".**

Step 1. Click File Menu > Save As.

Step 2. Key-in **FOOT STOOL** for the filename and press ENTER.

## C. Display Dimensions.

Step 1. Click **Annotation**  on the Command Manager toolbar.

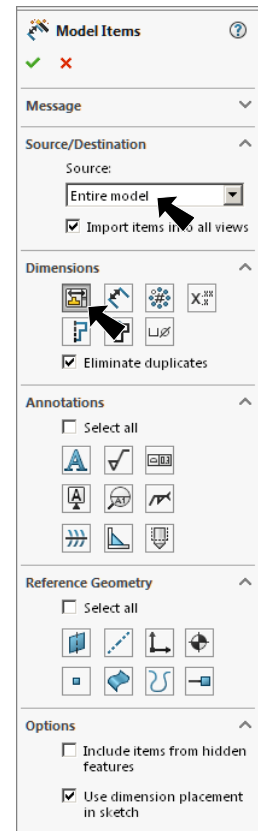
Step 2. Click **Model Items**  on the Annotation toolbar.

Step 3. In the Property Manager:  
 under Source: **Fig. 7**  
 select **Entire model**  
 under Dimensions

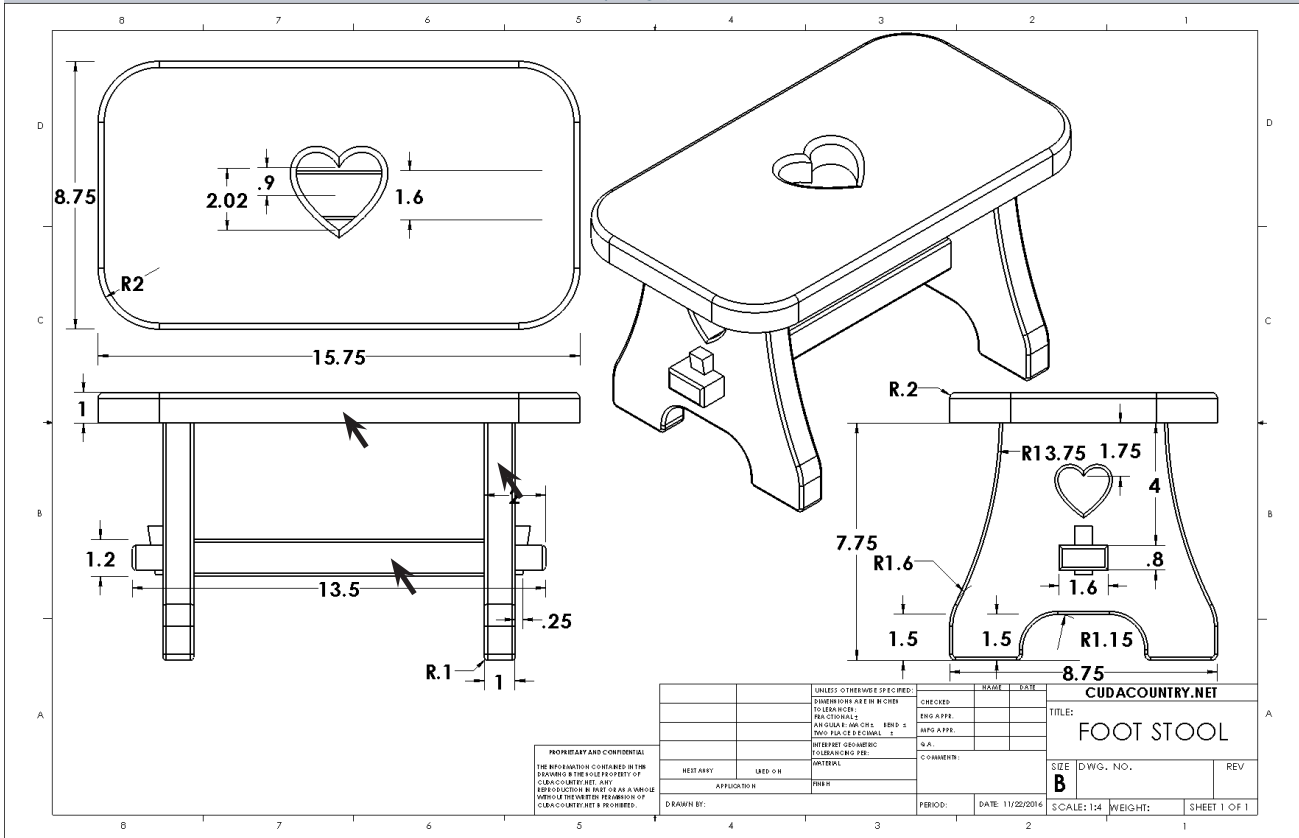
select **Marked for drawing**   
 in the graphics area click the **Top, Side and Brace**, **Fig. 8**.  
 click OK .

Step 4. Arrange the dimensions as shown in **Fig. 8**. You can add more dimension using Smart Dimension. To hide a dimension, right click and select Hide from menu. **You can only place dimensions here- you can not change dimensions.**

Step 5. Save. Use **Ctrl-S**.




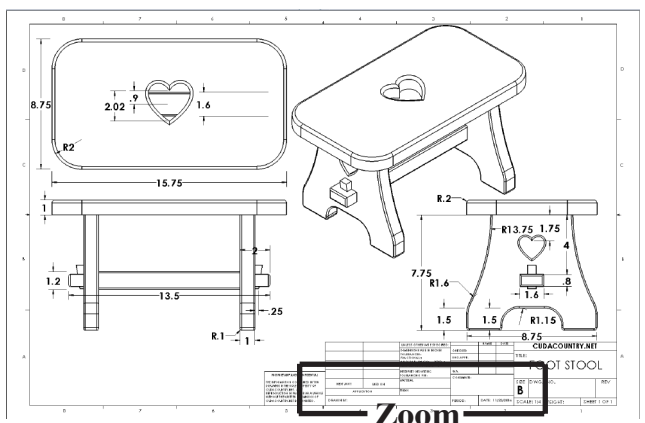
**Fig. 7**



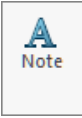
**Fig. 8**

## D. Add Your Name and Period to Title Block.

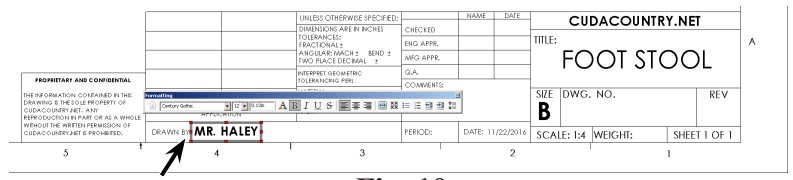
Step 1. Use the **Zoom to Area**  in the View toolbar to drag a zoom window around the **DRAWN BY** and **PERIOD** in the title block, **Fig. 9**.



**Fig. 9** Zoom

Step 2. Click **Note**  on the Annotation toolbar.

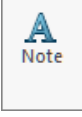
Step 3. Click just to the right of **DRAWN BY**., **Fig. 10**.



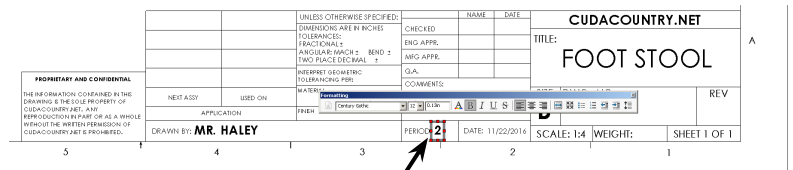
**Fig. 10**

Step 4. Lock the Caps and key-in **your first and last names**, **Fig. 10**.

Step 5. Click **OK**  in the Property Manager.

Step 6. Click **Note**  on the Annotation toolbar.

Step 7. Click just to the right of **PERIOD**., key-in **your Period number**, **Fig. 11**.



**Fig. 11**

Step 8. Click **OK**  in the Property Manager.

Step 9. Save. Use **Ctrl-S**.