


## A. Insert Views.

- Step 1. Click File Menu > New, click **Drawing** and OK.
- Step 2. Click **Browse** in the Property Manager.
- Step 3. Select your **Spinning Top Assembly** file and click Open.
- Step 4. In the Property Manager, under Orientation, **Fig. 1**  
 click **Right**   
 check **Preview**  
 under Scale  
 select **Use custom scale**  
 set scale to **1:1**.

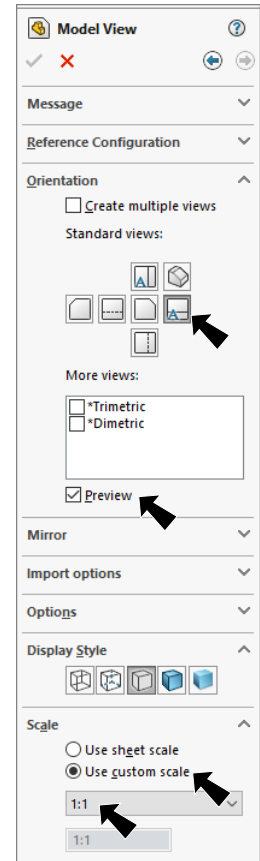
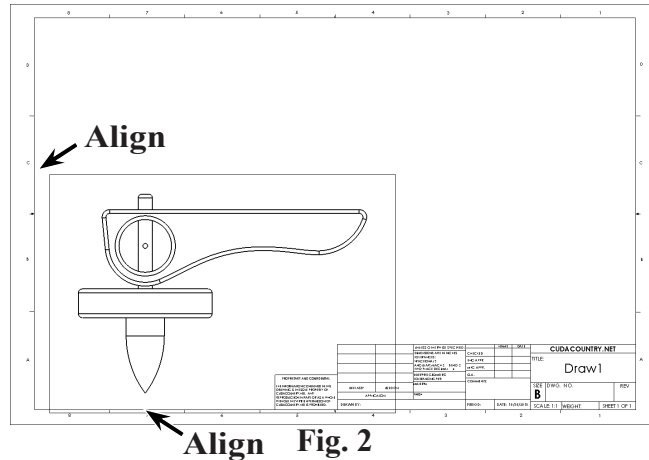


Fig. 1

- Step 5. Move the cursor into the drawing and click to place the Right Side view, **Fig. 2**.
- Step 6. **Move the cursor straight up** and click to place the Top view as shown in **Fig. 3**.



Align Fig. 2

- Step 7. Move the cursor to the top left corner of the drawing and click to place the Isometric view, **Fig. 4**.

- Step 8. Click OK  in the Property Manager.

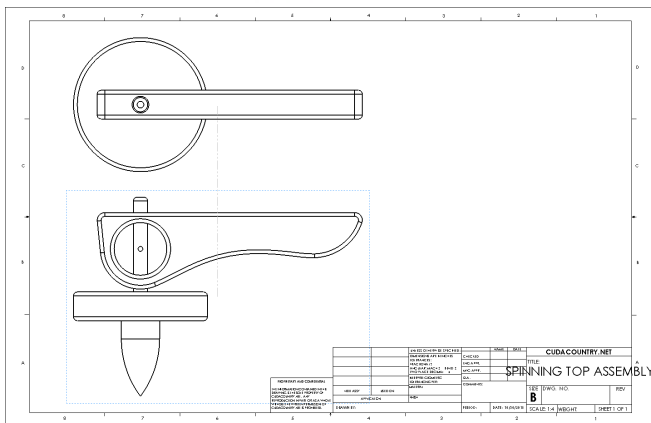


Fig. 3

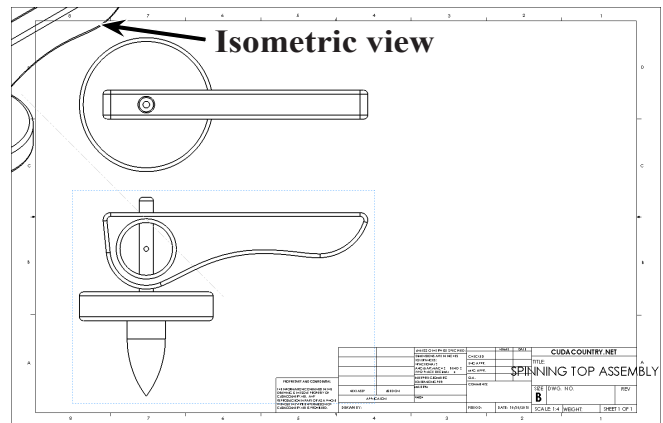
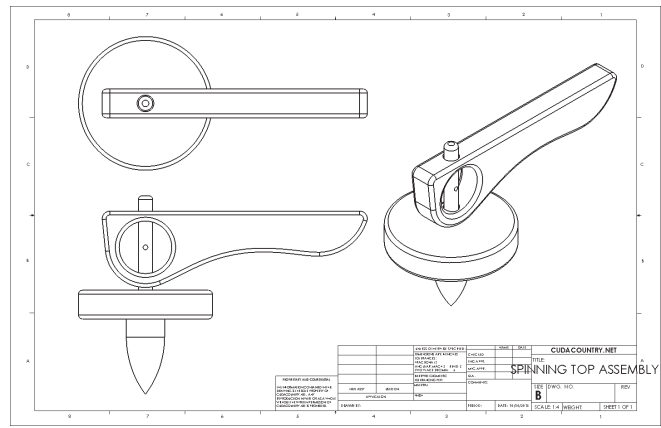


Fig. 4

Step 10. Grab any geometry of the Isometric view and move view to left of Right and Top views, **Fig. 5**.



**Fig. 5**


## B. Save as "SPINNING TOP".

Step 1. Click File Menu > Save As.



Step 2. Key-in **SPINNING TOP** for the file-name and press ENTER.

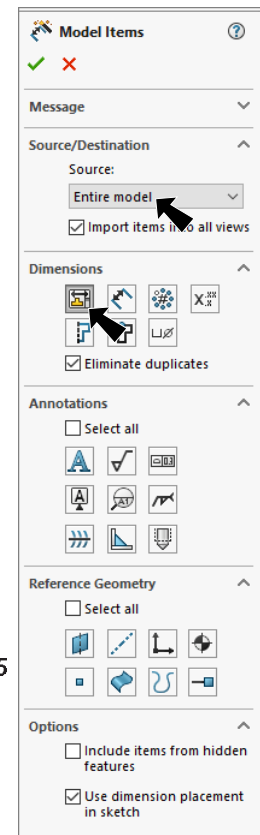
## C. Display Dimensions.

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

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

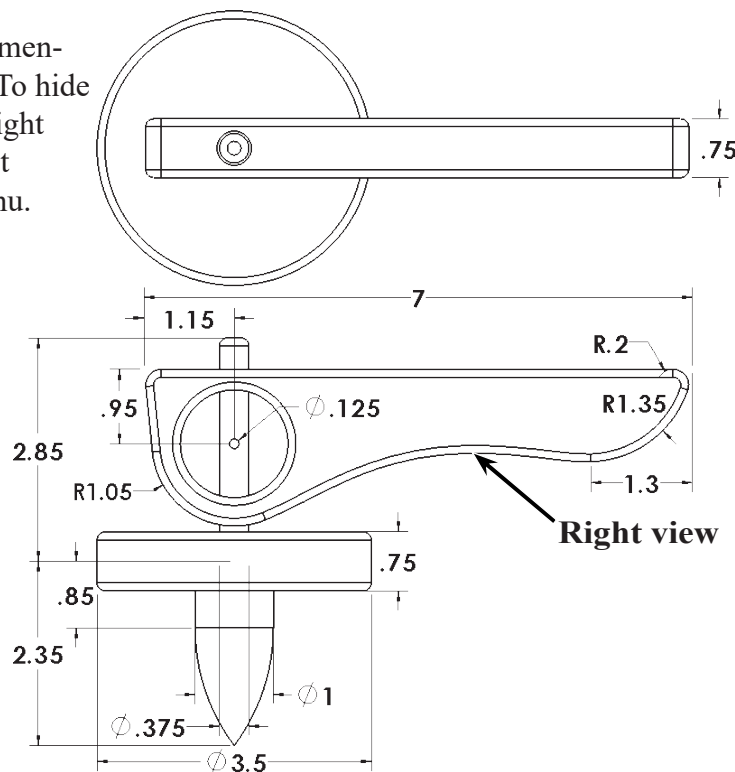
Step 3. In the Property Manager:  
under Source, **Fig. 6**  
select **Entire model**  
under Dimensions

select **Marked for drawing**   
in the graphics area click the **Right view**, **Fig. 7**  
click OK .



**Fig. 6**


Step 4. Arrange the dimensions, **Fig. 7**. To hide a dimension, right click and select Hide from menu. **You can only place dimensions here- you can not change dimensions.**

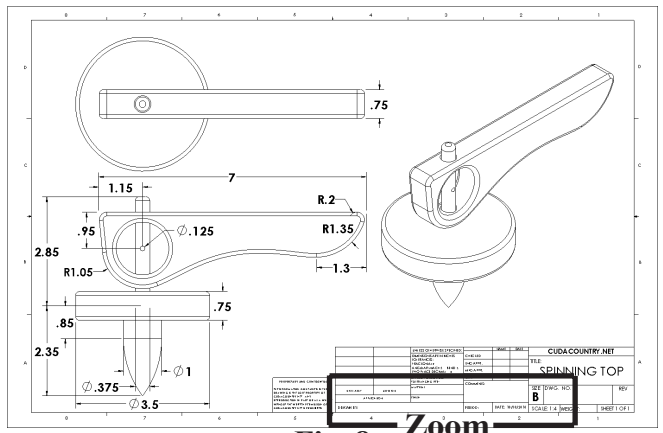


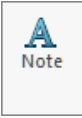
**Fig. 7**

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

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

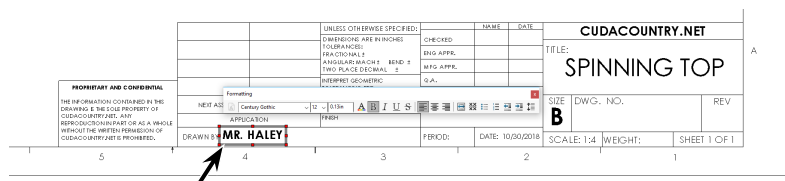
Step 1. Use the **Zoom to Area**  in the View toolbar to drag a zoom window around the **DRAWN BY** and **PERIOD** in the title block, **Fig. 8**.



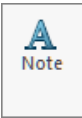
Step 2. Click **Note**  on the Annotation toolbar.

Step 3. Click just to the right of **DRAWN BY**; **Fig. 9**.

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**: and key-in **your Period number**, **Fig. 10**.

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

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

