Chief Architect®

Architectural Home Design
Software

Setting Up Layout Template Pages

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The information in this article applies to:

PREMIER   INTERIORS

QUESTION

What are layout template pages, and how can I make use of them to improve my productivity?

ANSWER

In Chief Architect, you can use Layout Page Templates, which allow you to create one or more title blocks and borders and then assign them to the layout pages of your choice.

Unlike regular pages with content, Layout Page Templates do not print as part of a print range.

In this example, two Page Templates will be created: one for the cover sheet and one for the sheets that follow it.

To create multiple page templates

1. Select **File> New Layout** [L] or **File> Templates> New Layout From Template** [TL] to select the desired Layout Template to be used.

   If a custom Layout Template needs to be created, please see the "Creating and Using Layout Templates" resource in the <u>Related Articles</u> section before proceeding.

2. Click on the Project Browser docked to the right side of the program window to make it active.

   - If the Project Browser is not open, select **View> Project Browser** [icon] to open it.

   - Click the arrow next to the "Pages" folder to expand a list of the pages in the layout file that are currently in use.
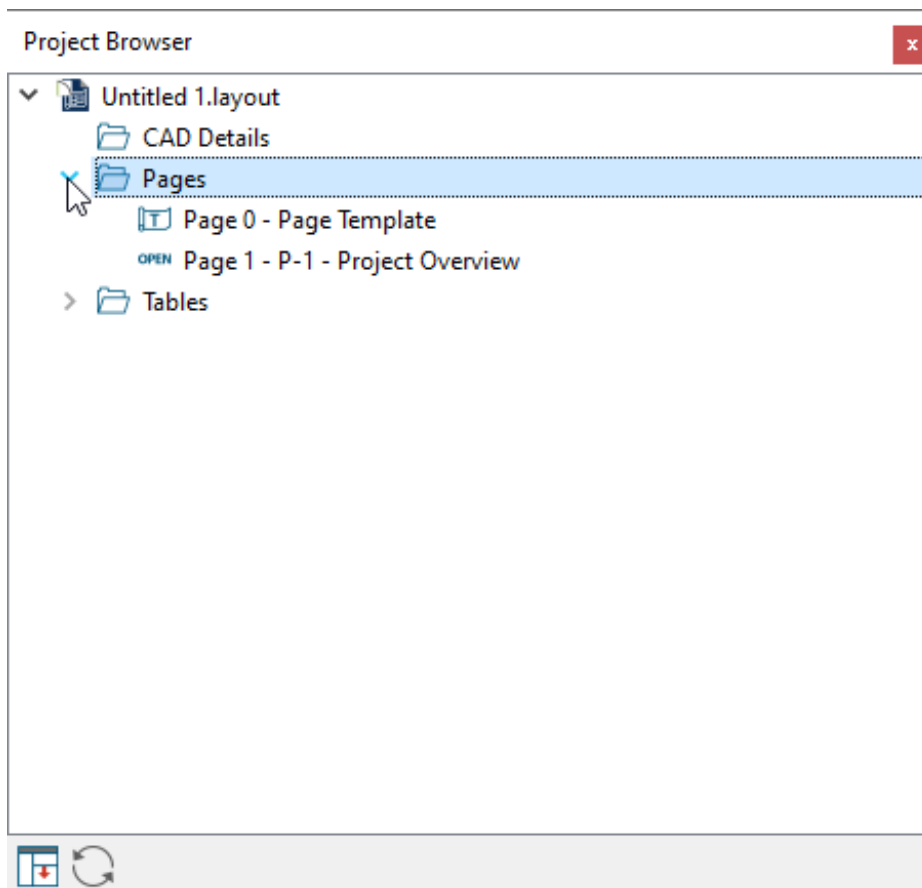
   - Notice the icons beside each page. Page 0 is specified as a Page Template.

3. Right-click on Page 0 in the Project Browser and select **Edit Page Information** from the contextual menu.
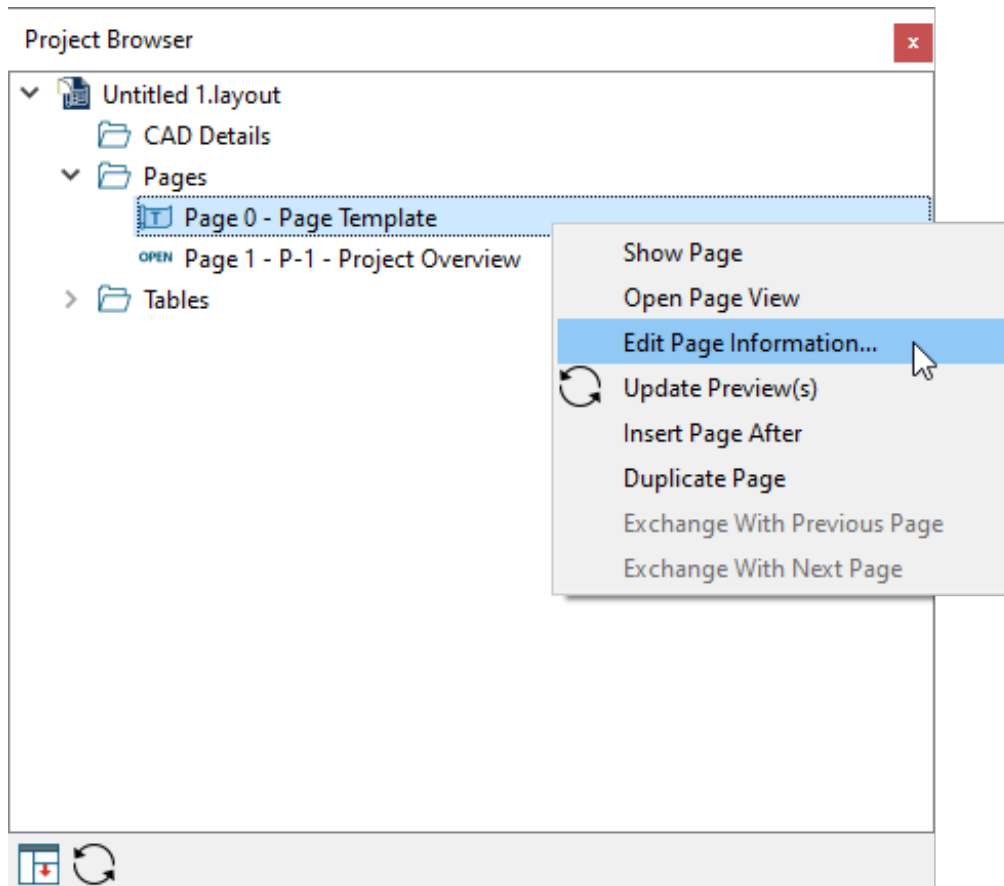
4. In the **Layout Page Specification** dialog, change the **Title** to "Standard Sheet Template" and click **OK**.

5. Right-click on Page 1 in the Project Browser and select **Edit Page Information** from the contextual menu.

6. In the **Layout Page Specification** dialog:

- Change the **Title** to "Cover Sheet Template".

- Check the box beside **Use as Page Template** and click **OK**.

- As you move off of Page 1 to a different page, notice that Page 1's icon in the Project Browser has changed and now indicates that it is a Page Template.

Using the same steps, you can create additional Page Templates for every discipline and sheet type that you typically use in your own layout template file. If you want to create a Page Template out of a page that is not displayed in the Project Browser, select **Tools> Layout> Change Layout Page**, enter the page number you wish to make a Page Template and click **OK**. Next, select **Tools> Layout> Edit Page Information** and repeat the steps outlined above.

Once multiple Page Templates have been created, they can be assigned to non-template pages: either blank or with content. You can wait and do this when you

actually send views to layout for a project, or you can save time and set aside pages for specific purposes beforehand.
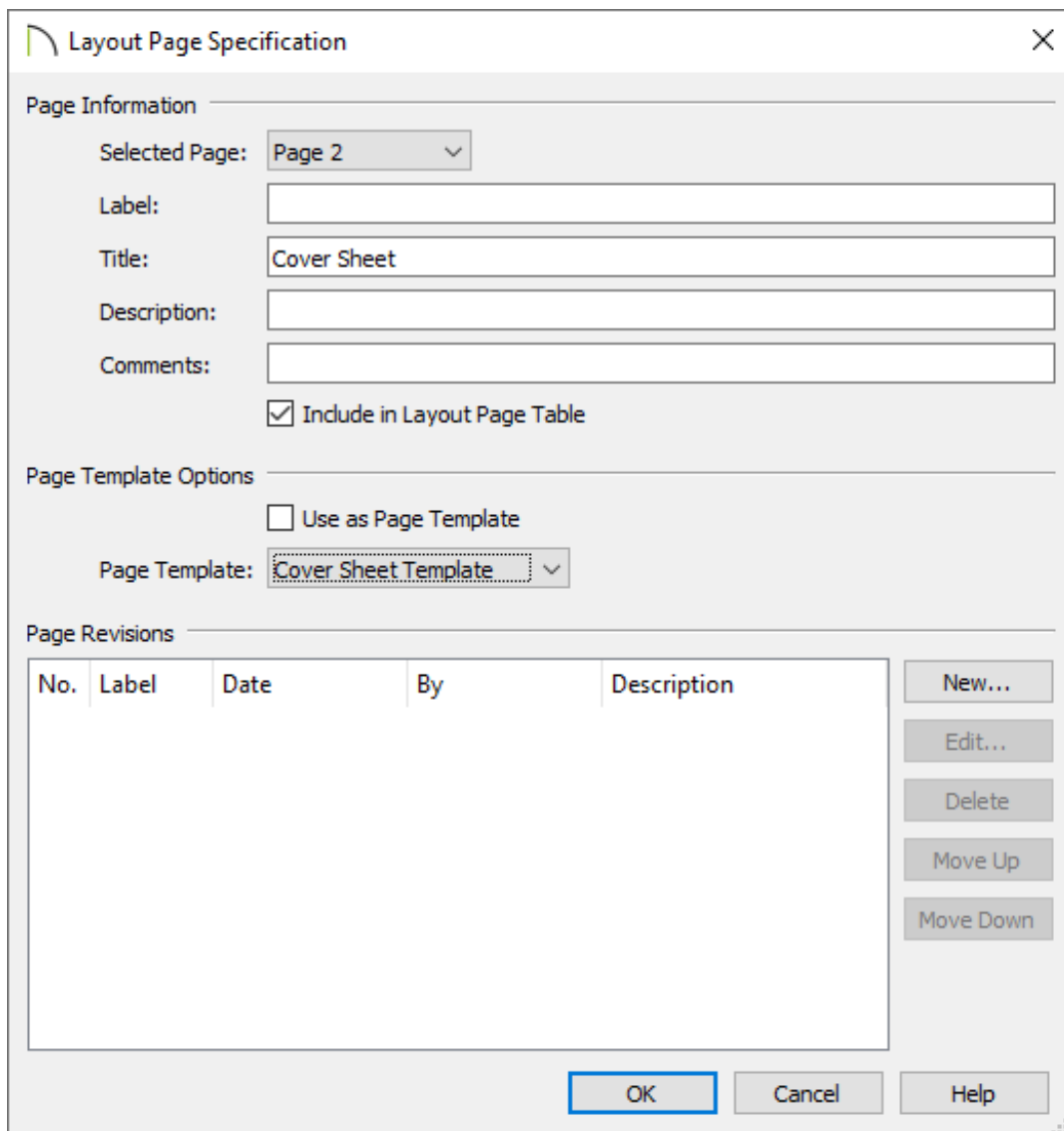
Here, a fairly typical variation of the US National CAD Standard page numbering convention is used.

To use multiple page templates

1. Select **Tools> Layout> Change Layout Page** and go to Page 2.

2. Select **Tools> Layout> Edit Page Information** .

3. In the **Layout Page Specification** dialog:
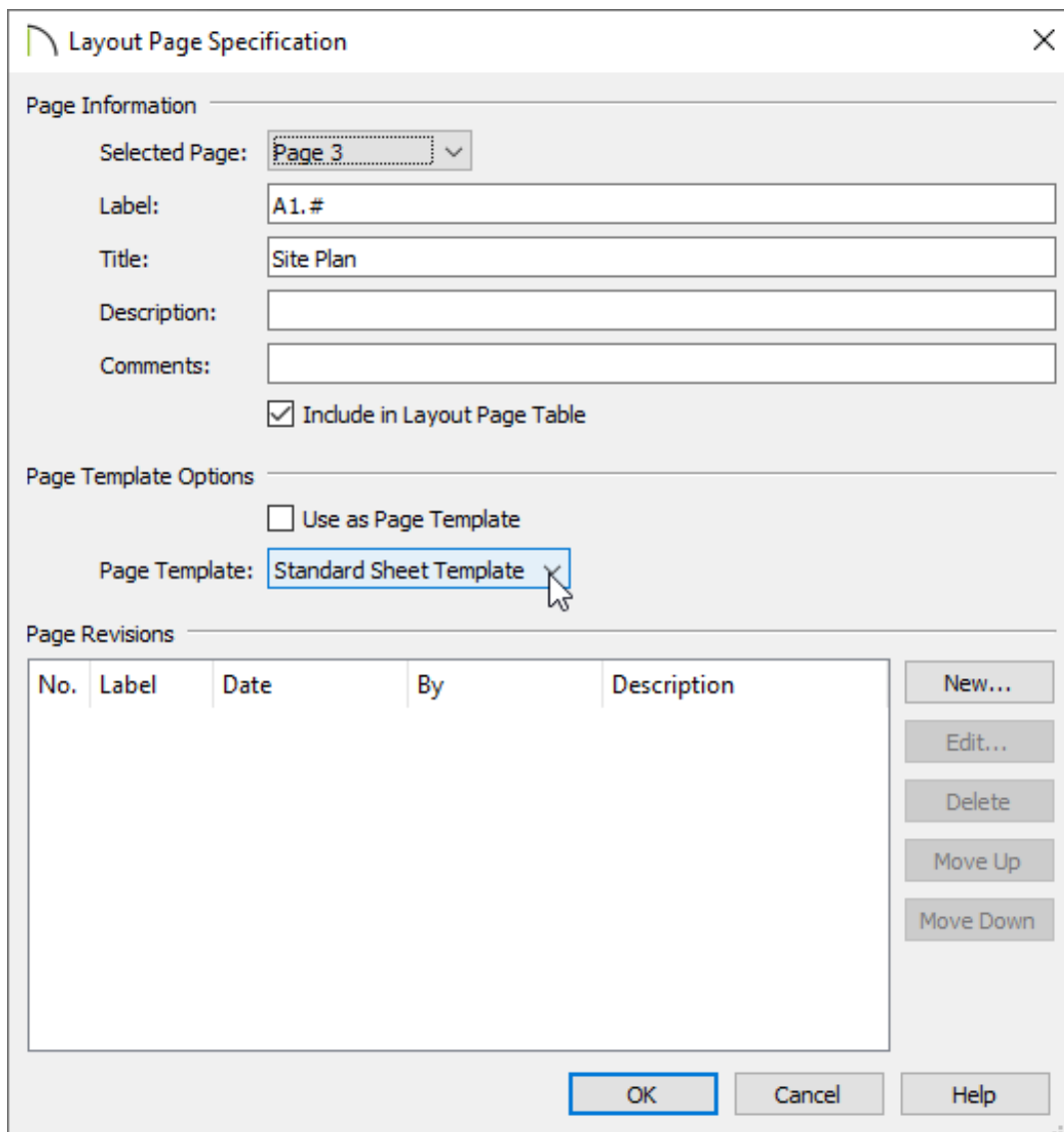
- Specify the **Title** as "Cover Sheet".

- Click the **Page Template** drop-down and select "Cover Sheet Template" from the list. Remember, this was created in Step 6 in the section above.

- Click **OK** and notice that Page 2 is now listed as a blank page in the Project Browser.

- Note, too, that the sheet no longer has a title block and border from template page 0. Instead, it displays only objects on page 1.

4. Select **Tools> Layout> Page Up** ⟫ to go to Page 3.

5. Select **Tools> Layout> Edit Page Information** 🖉.

- Specify the **Label** as "A1.#".

> **Note:** If you type a pound sign # in the Label field, the characters before it will be treated as a numbering prefix, and the # will be replaced by the current page number on the layout sheet.

- Specify the **Title** as "Site Plan".

- Confirm that the "Standard Sheet Template" is selected in the **Page Template** drop-down list.

6. Click **OK** and notice that in the Project Browser, Page 3 is listed now and that:
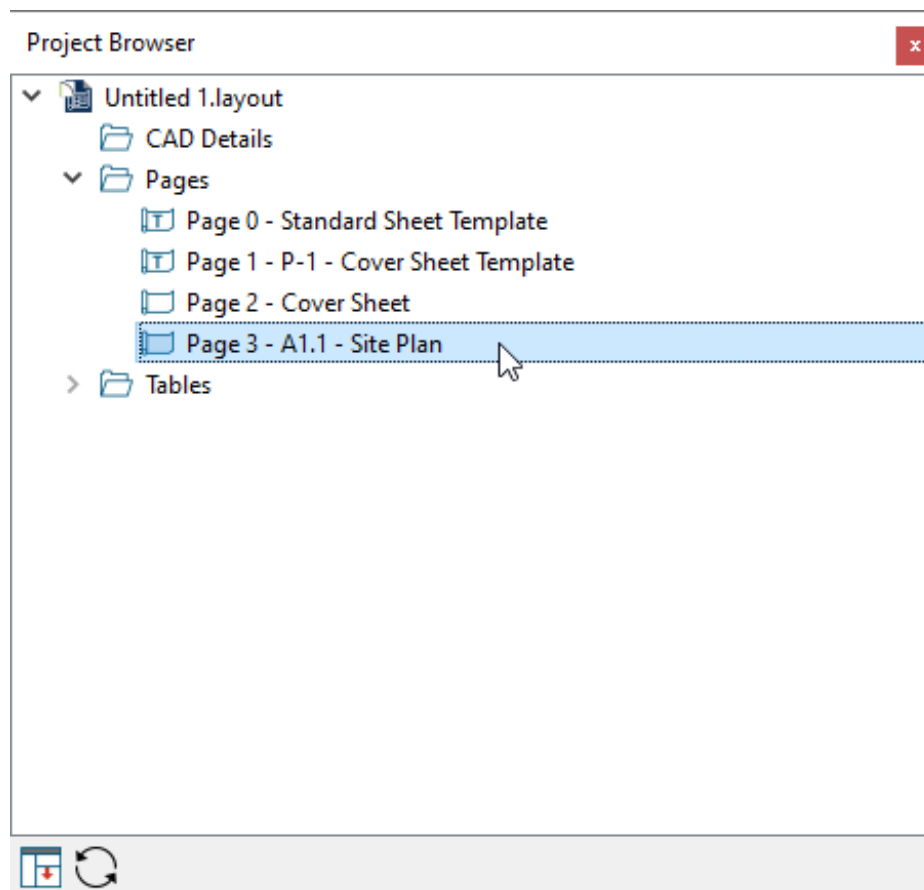
- It uses its Label, "A1.#", and that the # has been replaced with a 1.

- It uses its Title, "Site Plan".

- It has the title block and border from the template on page 0.

7. Repeat the steps above to edit Pages 4 and 5 so that they also use the "Standard Sheet Template" and the **Label** "A1.#", and have the **Titles** "Foundation Plan" and "Floor 1 Plan", respectively.

8. Modify Pages 6 and 7 so that they use the "Standard Sheet Template" use the **Label** "A2.#"., and have the **Title** "Elevations".
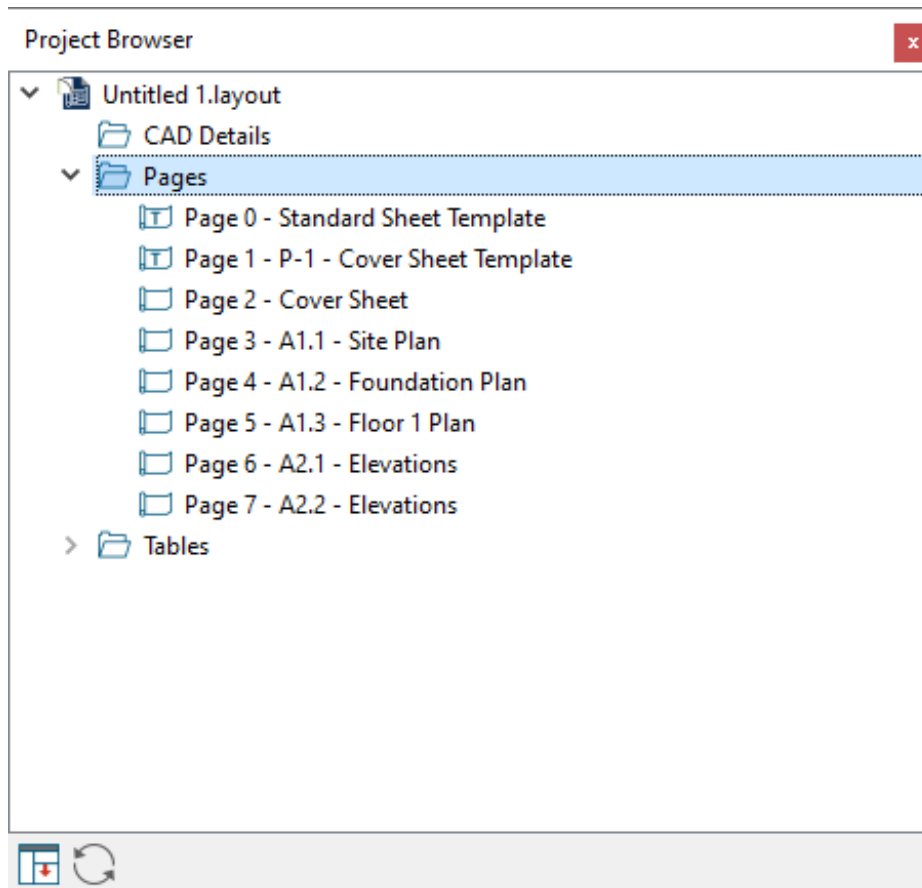
In your own layout template file, you can assign sheet numbers that you typically use in advance and use the numbering convention of your choice.

If you need to add additional disciplines, types, and/or pages, they can be easily inserted at any time: either in a specific project or in your layout template file.

To insert new layout pages

1. Select **File> Open Layout** and open the layout file that you wish to insert pages into.

2. Select **Tools> Layout> Change Layout Page** and go to the page that is either before or after the location where you wish to insert a new page.

    ○ Select **Tools> Layout> Insert Page Before** to add a page before the current page. The current page number as shown in the Change Layout Page button will increase by one but the page number defined by its Label will not change.

    ○ Select **Tools> Layout> Insert Page After** to add a page after the current page. The current page will not be affected but any pages that follow it will have their page numbers increase by one.

3. Right-click on the new page in the Project Browser and select **Edit Page Information** .

4. In the **Layout Page Specification** dialog:

    ○ Specify the **Title**.

    ○ If the page is to be a page with content, specify its **Label** and choose a **Page Template** from the drop-down list.

    ○ If the page is to be a template, check the box beside **Use as Page Template**.

Once your Page Templates have been defined as such, you can create a border and title block for each that matches how it will be used

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Related Articles

Creating and Using a Plan Template (/support/article/KB-00463/creating-and-using-a-plan-template.html)
Creating and Using Layout Templates (/support/article/KB-00737/creating-and-using-layout-templates.html)
Resizing a Layout Title Block and Border (/support/article/KB-02862/resizing-a-layout-title-block-and-border.html)

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