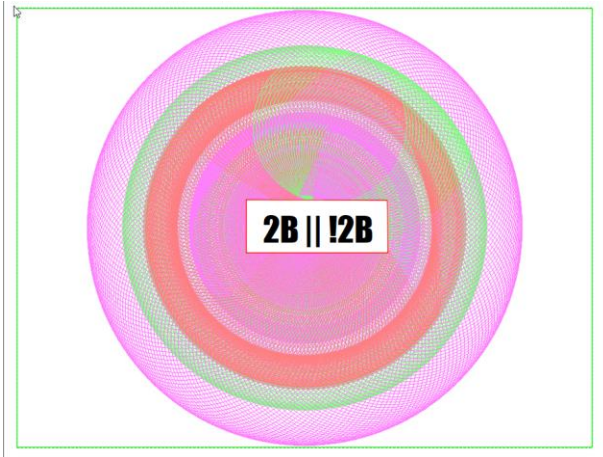
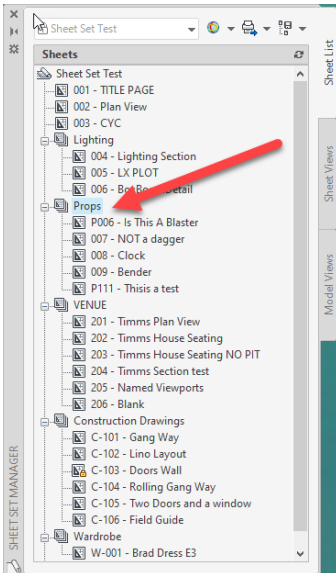


## Inserting An Existing Drawing – Step By Step on a PC

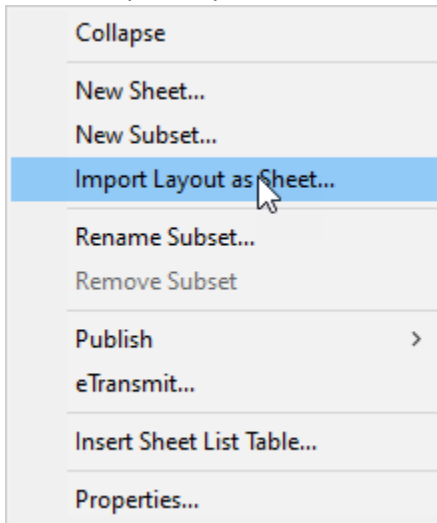
1. Prepare the drawing you want to import by copying it to the location you are building the sheet set.
2. Select the Layout you want to use and remove the existing Title Block.



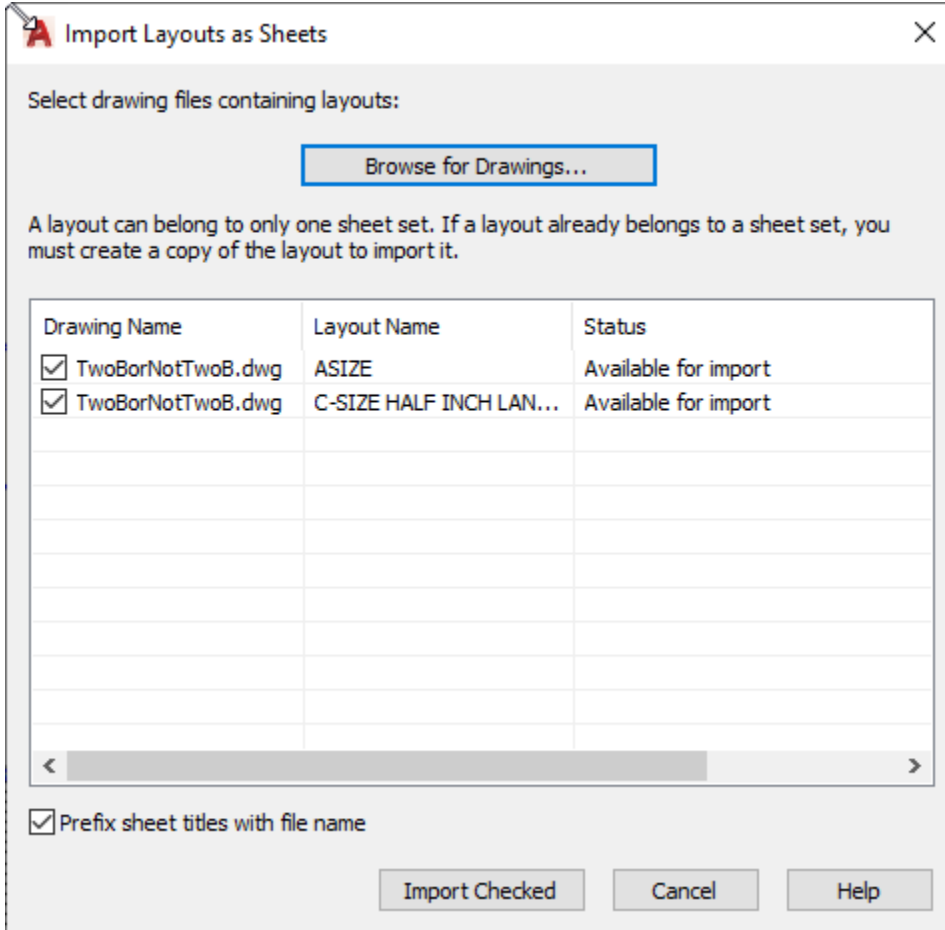
3. Resave the file.
4. Close the file.
5. Open the sheet set (make sure that you have one file open)
6. In the SSM (sheet set manager) select (or create) a sub category (optional)
7. Right click on the sub category



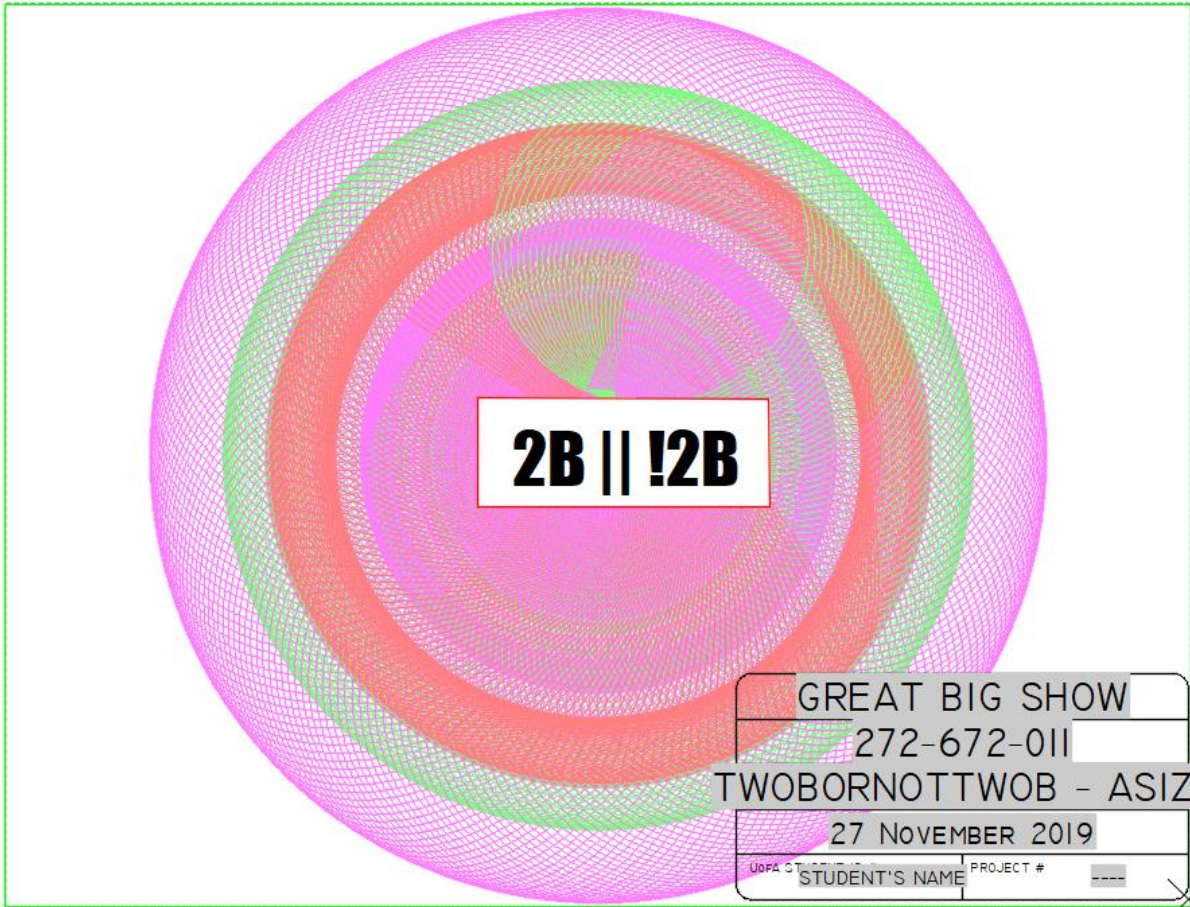
8. Select "Import Layout as Sheet..."



9. Browse to the drawing you modified in steps 1 through 4 above and select the layout you want.



10. Cut and paste your sheet set title block onto your layout.
11. TIP You probably don't want to have "Prefix the sheet title with the file name" checked because it causes some very long names!



**2B || !2B**

GREAT BIG SHOW

272-672-011

TWOBORNOTTWOB - ASIZE

27 NOVEMBER 2019

UOPA STUDENT'S NAME PROJECT # ----

