

**SESSION FOUR**

In this session we will look at linking drawings through xref's, plot style managers and 'in-house' templates.

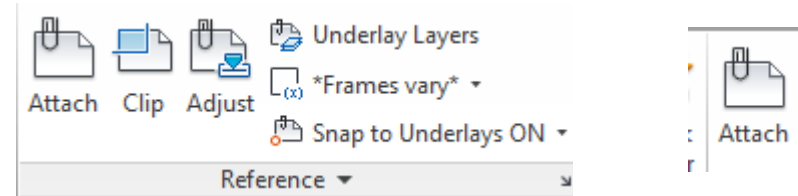
Xrefs are objects created elsewhere and then inserted into a drawing. They cannot be edited in the drawing itself but only in the original location. This is a useful way of sharing a drawing or of creating a baseplan which stays the same in a number of drawings. Any changes to the baseplan are made in the original and are updated in subsequent drawings where it has been placed as an xref.

The process is simple.

Click on the 'Insert' tab

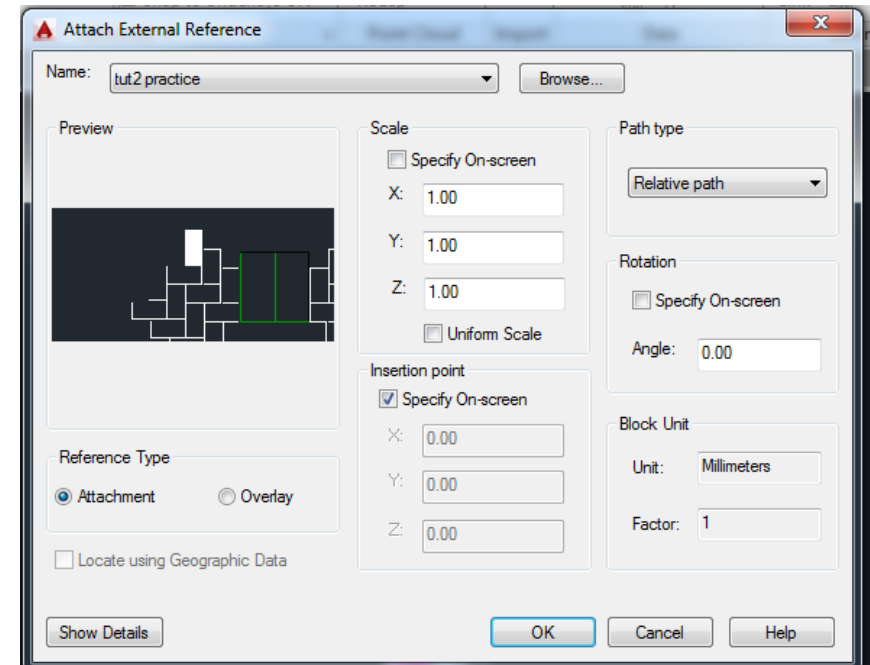
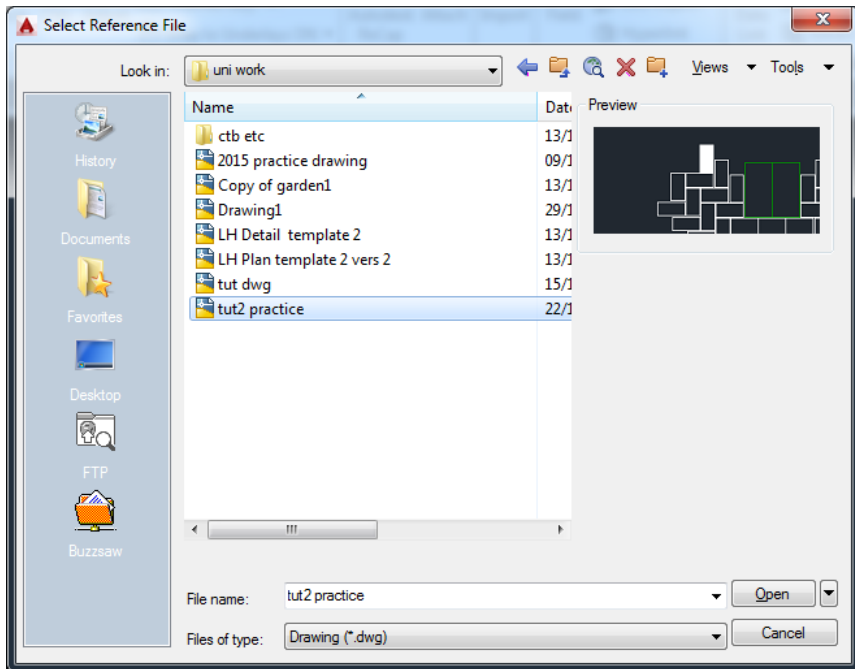


click on 'Attach'



Select the drawing to be inserted from your computer .

Click on 'Open'. The 'Attach external reference' window appears. Click on 'Okay' and then insert the drawing where you want it to be.



Alternatively click on the arrow in the bottom corner of the reference window and the file reference window opens.

If the original document needs changing.....

Open the original drawing.

Make the necessary amendments.

SAVE the changes. Any amendments have to be saved before the changes can register in the other documents.

Return to the document where the original is inserted as an xref. Open the File reference window as before.

Click on 'Refresh'.

Practice this with one of your own drawings.

