

Creating Layout Sheet Sets

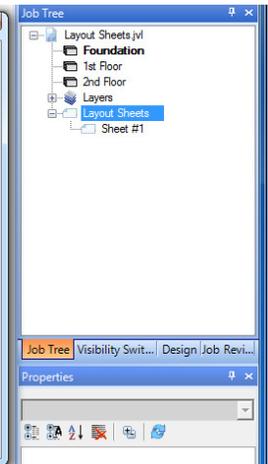
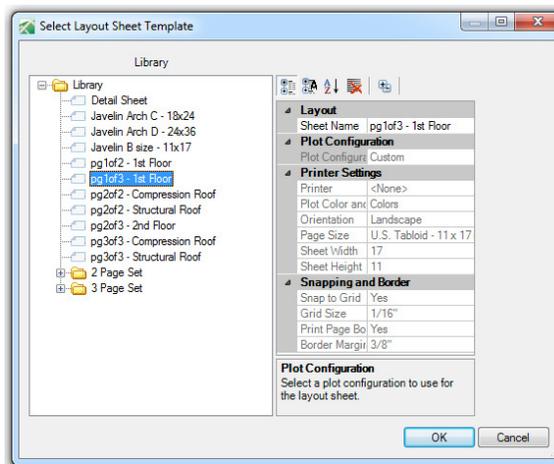
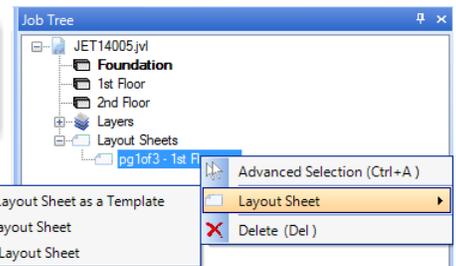
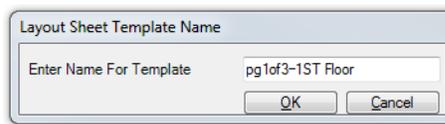
Take the extra steps out of your Layout Sheets on every job! Are you have to retype the same information on multiple or copy layout sheets and change page numbering or other level information? Add Job Information to your Layout Sheets quickly and easily (*refer to JET14006-Using.Job.Information*).

- Use your Libraries of existing Layout Sheets to create Sheets Sets.
- Create a Sheet Set to add the correct number of sheets at one time.
- Add Job information to Templates to update repeated information (*refer to JET14006-Using.Job.Information*).

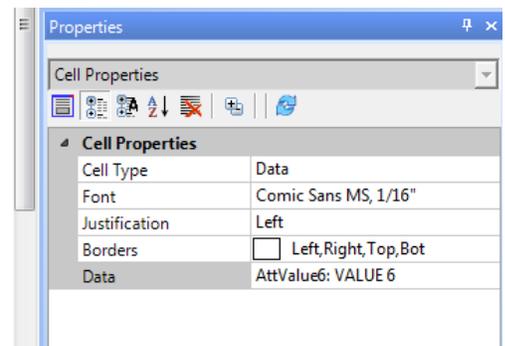
These steps will help you create a 3 page Sheet Set with Job Information that will update when the information is input after the Layout Sheet Set has been added to a job.

Steps Creating Layout Sheets:

1. Open Javelin, Start a new job
2. In the Job Tree right click over Layout Sheets select > **Layout Sheets** > **Create Layout(s) From Libraries**
3. Select the desired Layout Sheets and Click OK to add the layout sheet.
4. Make the necessary change to the sheet for page 1 of 3.
 - Logos, Standard Notes and Details...
 - Level Name
 - Page numbering (Sheet 1 of 3)
 - Job Information Attributes (*refer to JET14006-Using.Job.Information*).
5. Select the cell of an Info Block > set the Cell Type to Data in the Properties Grid.
6. Set Font to 1/16".
7. Set the Data Field for the desired Attribute.
8. Repeat Steps 5 through 7 until all desired cell are set with desired Attributes.
9. Save the Layout Sheet as a Template by right on the layout sheet in the Job tree > Layout Sheet > Save Layout Sheet as Template.
10. Enter Name of the Template *pg1of3-1ST Floor*, if the same name is used the Layout Sheet will replace the existing Layout Sheet.
11. Repeat steps 4 through 10 for additional sheets. Enter in a different template name each time (*pg2of3-2ND Floor, pg3of3-Roof*).



VALUE 6



Efficiency Tip 14007

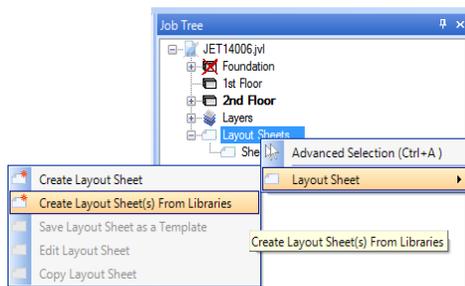
Steps Creating Sheet Sets:

12. Once you have created all of you layout sheets go into Setup > Libraries... to create a Sheet Set that can be used to insert all 3 pages at the same time.
13. Expand Layout Sheet Templates and highlight Sheet Template Sets
14. Click on **New Sheet Template Set** button and give the template a name (*WY 3pg Set 11x17*).
15. Click the **Add Sheet Template** button; provide a sheet name (*pg1of3-1ST Floor*);
16. Select the **Sheet Name** for the list of save Layout Sheets.
17. Repeat steps 15 and 16 for addition sheets (*pg2of3-2ND Floor, pg3of3-Roof*).

Note: The Sheet Name will display in the Job Tree under Layout Sheets when the sheet set is used in a job.

Steps Adding the Sheet Set to a Job:

18. In the Job Tree > right click over Layout Sheets from the context menu select **Layout Sheet > Create Layout Sheet(s) from Libraries**



19. Select the Sheet Set from the Library you created (*WY 3pg Set 11x17*) and click **OK**. You will see all 3 sheets in the Job Tree as they are name in the Library.

Steps Updating Job Information:

20. Update your Job Information by **Edit > Job Properties...** Expand **Job Setting** and Select **Job Information**; this will update all of the Layout Sheets with the new information entered.

Note: If Job Information is updated before the layout sheets are added the layout will display the Job Information from the time the template was saved.

