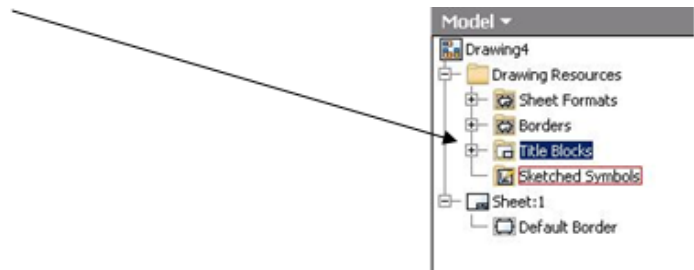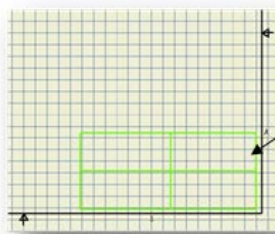# Steps for Creating a Custom Title Block

1. Open a new Drawing file (Standard.dwg).

2. Change the paper size by right clicking on Sheet 1 in the Browser, left clicking on Edit Sheet, selecting A under Size, and clicking OK.

3. Right click on the ANSI Large title block and delete.

4. Navigate to Title Blocks by clicking the + next to the Drawing Resources folder in the browser. Right click on Title Blocks and select Define New Title Block.
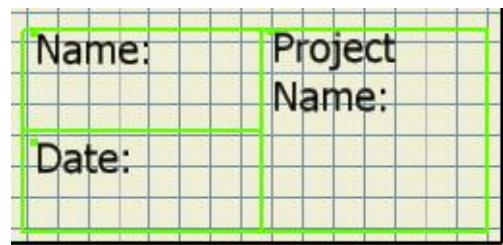

5. Now use sketching tools (rectangle, line, etc.) to create outlines of how you want the title block sections to look.
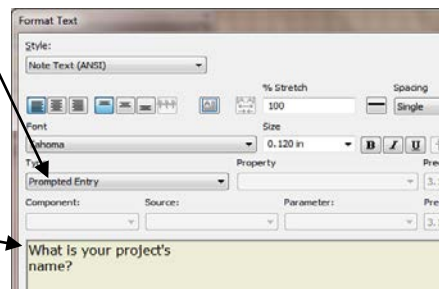

It may look like this.

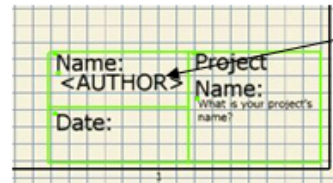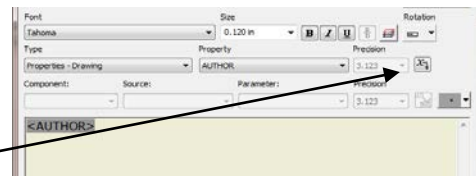6. Use the text tool to place text in your title block.

To create permanent text, left click to locate top left corner of the text. Type in the text desired. Highlight the text in order to change font size, bold, etc. Select OK.

To create Prompted Entry text, left click to locate top left corner of the text. Under Type, select Prompted Entry. Replace the text that says Enter Prompt for Field with your prompt. Highlight your prompt to change font size, etc. Click OK when done.
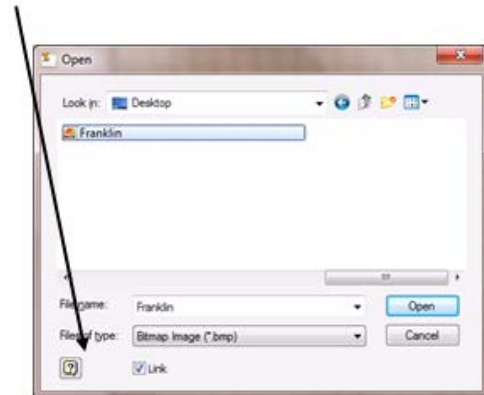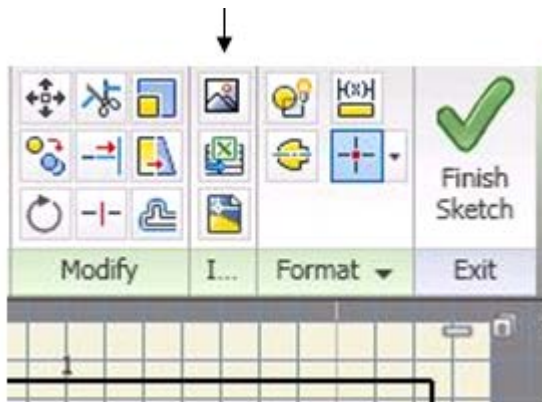
To use field text (automatic info), left click to locate top left corner of the text. Under Type, select the property you want to use, and then click the Add Text Parameter button. Do not edit the text in the text box. Highlight text to change font, bold, etc. Click OK.
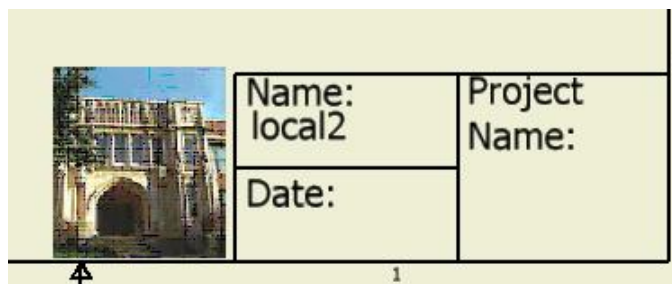
This will now appear

7. To insert an image, make sure your image is a bitmap. From Insert panel select Insert Image (icon that looks like a mountain). Left click to locate image and bring up Open pop up. Make sure to uncheck Link in the open window, or you will have to include any images that you use in the Templates folder.

8. When done creating/editing your block, right click and Save Title Block.

9. In your browser double click on the block that you have created. This action will apply the block to your drawing. If prompted entry appears, hit Cancel.

10. Under the I menu, navigate to Save As and then choose Save Copy As Template. Save file in Inventor Templates folder OR have students save this template on their network drive space. This can now be opened and used as their template for any drawing file they create. If you wish to create a new tab in the New File box, create a new folder within the Templates folder. Save any items that you want to include in that folder.