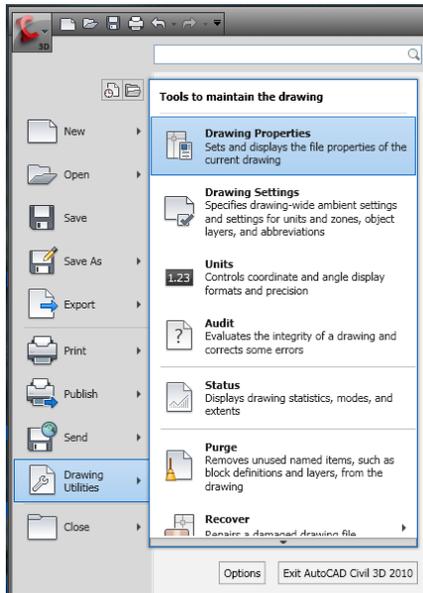


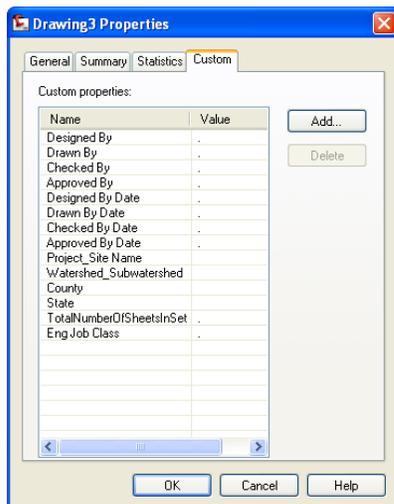
This quick reference guide covers the process for setting up and using custom document properties

Add a new custom property to the drawing

1. Go to *Drawing Utilities* on the *Application Menu* at the top left hand corner of the drawing and select *Drawing Properties*.



2. Go to the Custom tab in the Drawing Properties window



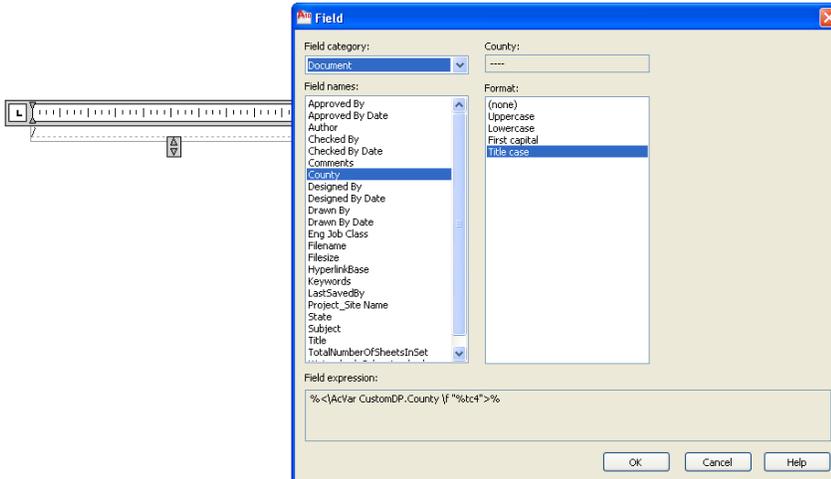
3. To add a new custom property, click on the *Add...* button
4. Provide a name for the custom property and a default value



5. Continue to add custom properties as needed. Click on the *OK* button when finished.

Link the custom property with text in the drawing

1. Insert a new single line or multiline text object in the drawing, or double click on an existing piece of text to start editing it
2. Right click in the text editor and select *Insert Field...*
3. The *Field* window will open. Select the field that you want to use to define the text and select the format that you want to use. Click on the *OK* button when finished.



HINT: Custom document property fields should be listed under the *Document* Field category.

Updating custom property fields.

1. The value for custom document properties can be changed in the Document Properties window. Again, go to *Drawing Utilities* on the *Application Menu* at the top left hand corner of the drawing and select *Drawing Properties*
2. Double click in a cell in the Value column to change that field's value. Click on the *OK* button when finished.
3. You may need to regenerate the drawing for the changes to take effect.