

A question often asked by individuals who create working plans for clients using TurboCAD is: "How come TurboCAD doesn't have an easy way to insert the current date and time?"

Well, there is a way, but a user will require Microsoft Word to aid in the procedure.



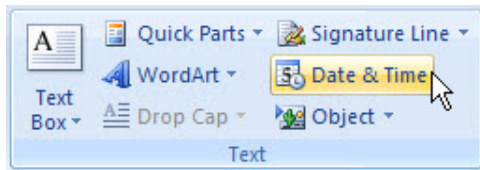
Date / Time



The process starts in Microsoft Word.

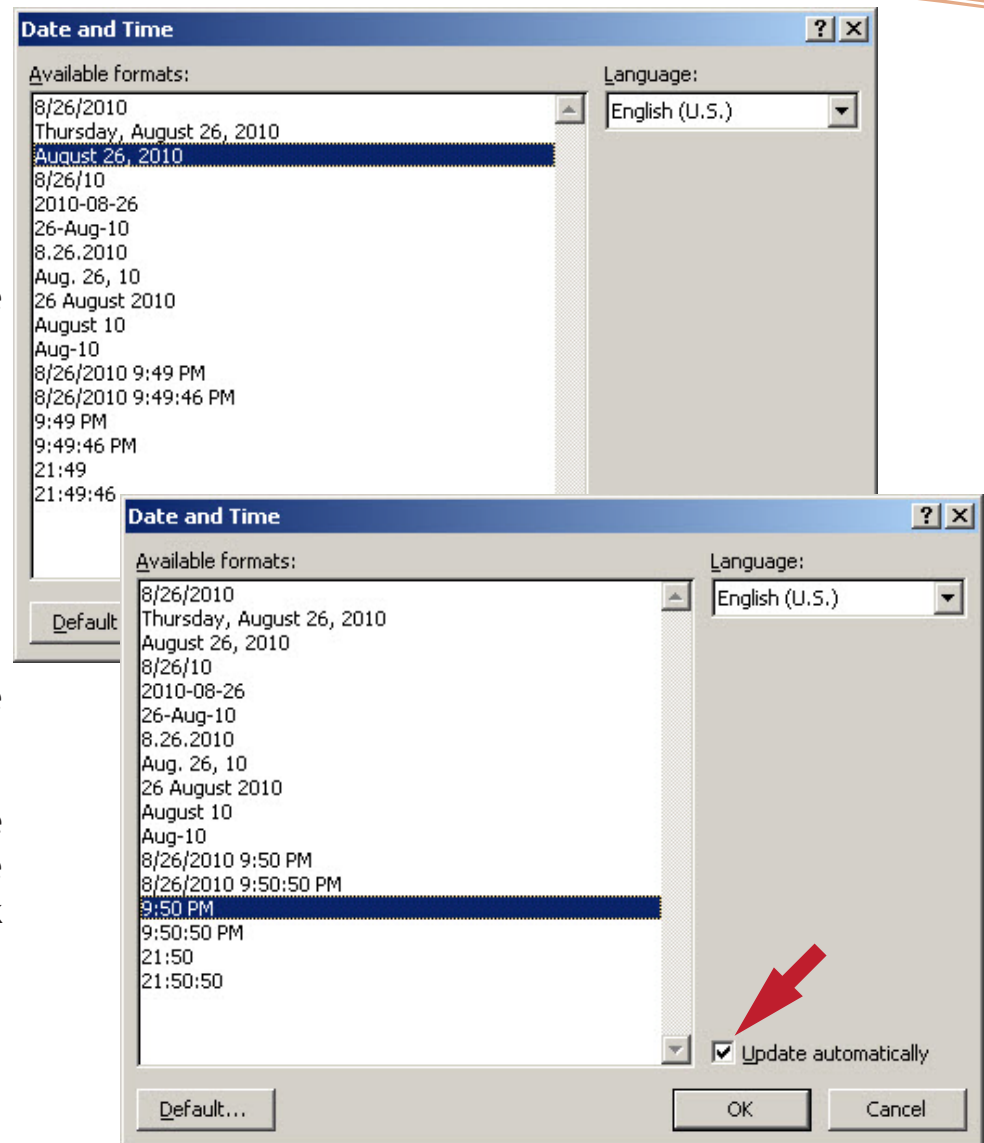
Open a new document in MS Word. The cursor will be at the beginning of the page – leave it there.

Select Date and Time from the Insert menu.

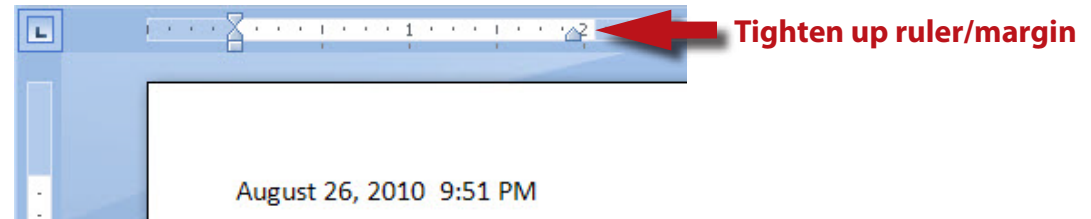


Select a Date format from the Available formats list. Make sure Update automatically is checked. Click OK.

Press the Space Bar to add spaces at the end and then repeat the two previous steps and select a Time format from the Available formats list. Make sure Update automatically is checked. Click OK.



Drag Ruler/Margin to tighten up the document.

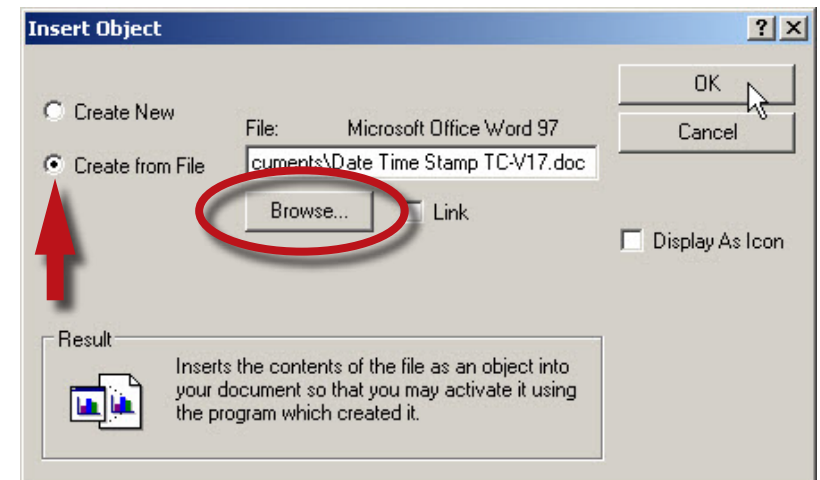


Save document to a permanent location and close Microsoft Word. If the user finds that saving in the .docx format causes errors further along in the TurboCAD portion of the process, then save the document with the older .doc format instead.



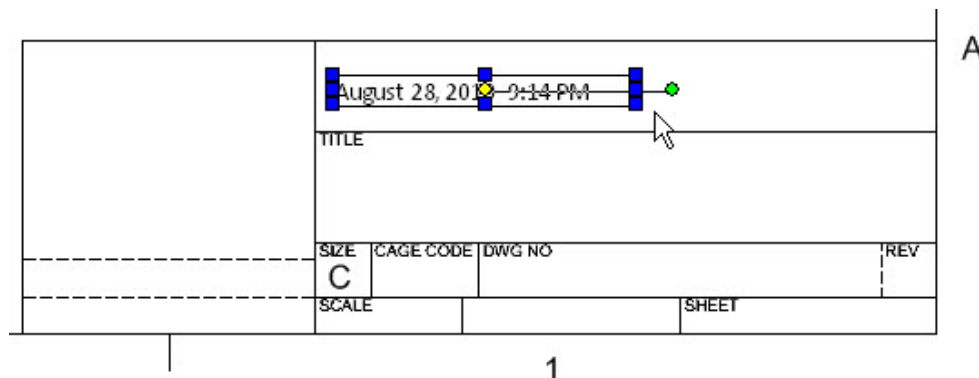
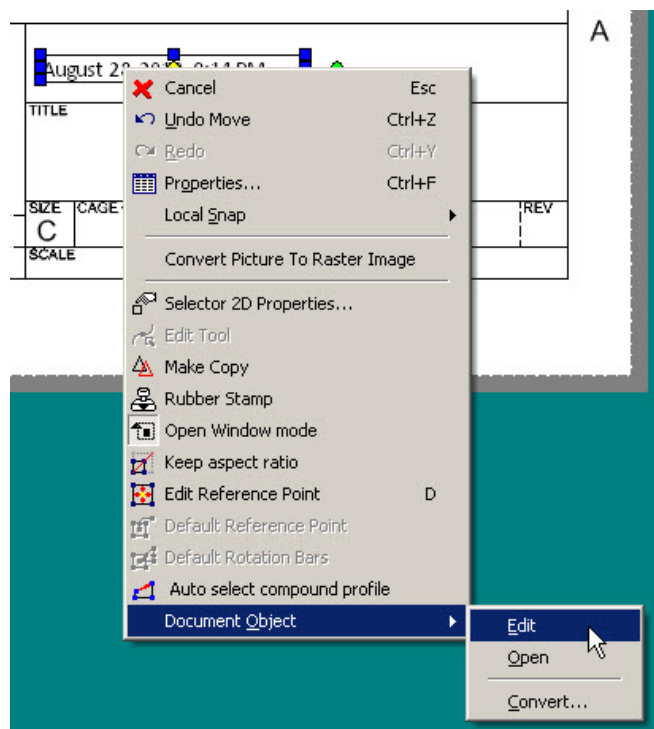
Now in TurboCAD....

With the desired file now opened and the location of the Date / Time stamp decided, the user then selects Object from the Insert menu at the top of the TurboCAD desktop. The file is located and OK is clicked.



The object can now be placed exactly where desired.

Double clicking the selected object's boundary will open it for editing and it will update to the current date and time. Press Esc to move out of edit mode. A user can also right mouse click while the object is selected and choose the various options from the local menu.



Once in Edit mode, the user can make adjustments if desired. Try not to move the document too much while editing as the process is somewhat temperamental during use in TurboCAD.

A user may find that they need to drag the selection cursor over part of the Date Time Stamp object in order to select it, as selecting it with a left mouse click may not seem to work but it should be selectable by its boundary, which when deselected is not visible.

A user may consider adding the Date Time Stamp to their Template drawing, that way it will be available in all new drawings. It will update only when edit is selected, so a user will need to keep that in mind.

