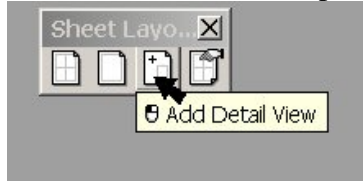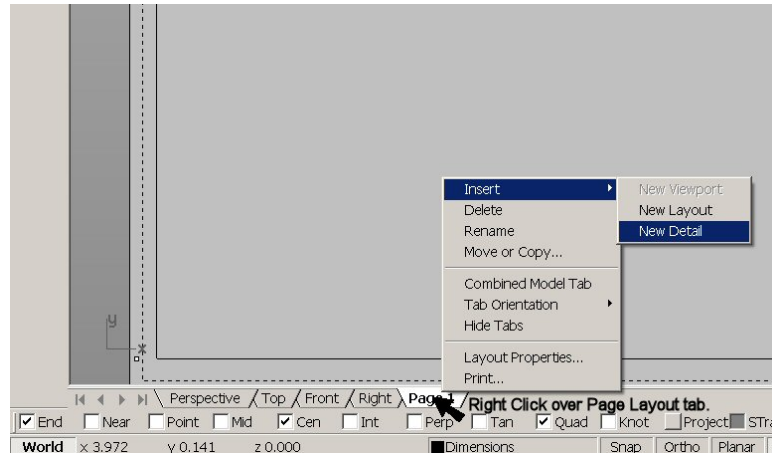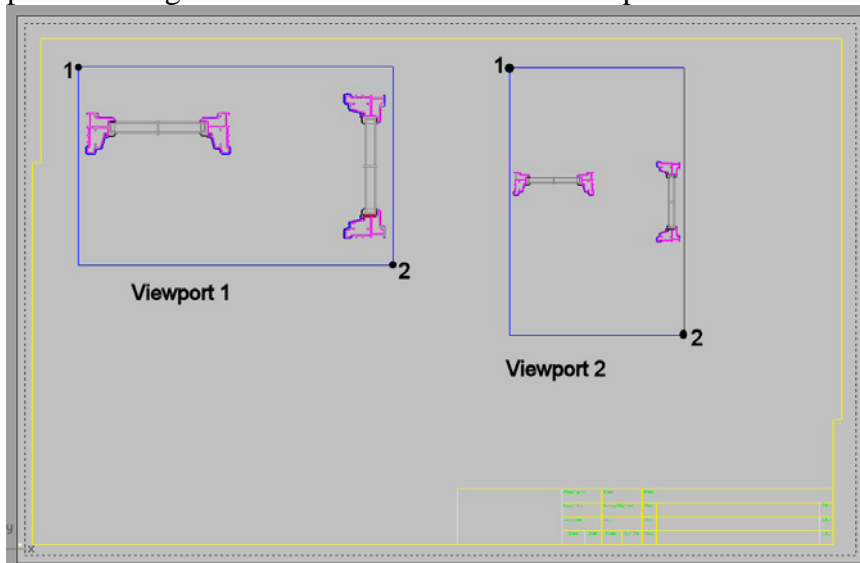# Adding and Configuring the Details

1. From the **Sheet Layout toolbar**, pick the **Add Detail** button or type **DETAIL** and the select the **Add** option.

Hint: You can also access the Layout and Detail command by right clicking over any viewport tab. Both model viewports and Page Layout viewport access this feature.
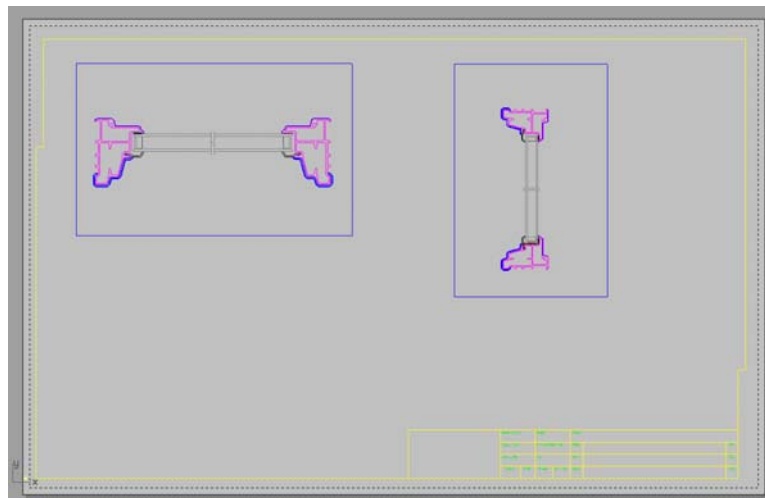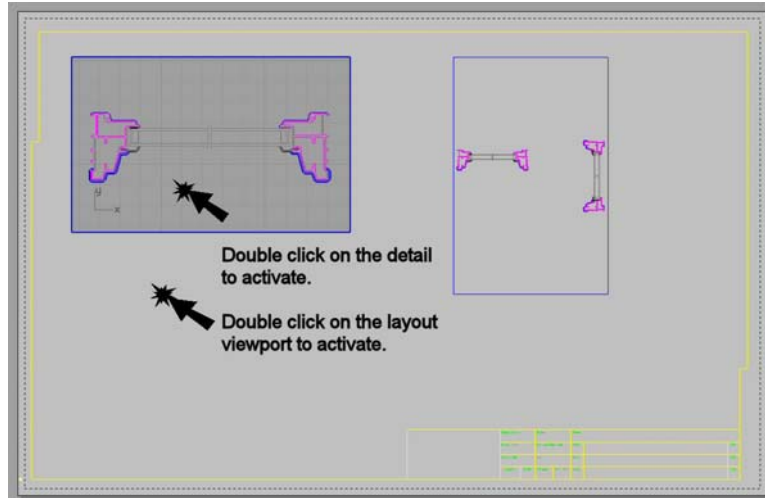

2. Pick two diagonal corners that match the location with Viewport 1 below. Next, pick two diagonal corners that match with Viewport 2 below.
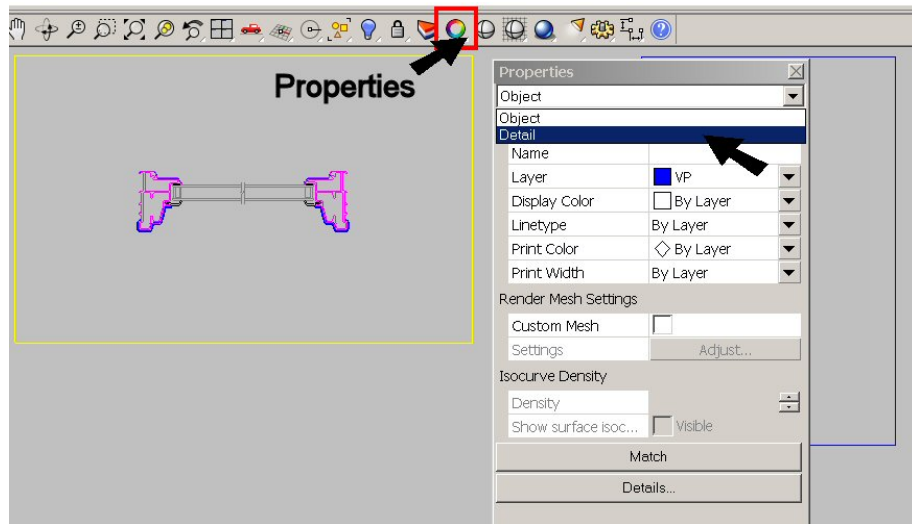

3. Activate the Detail on the left by double-clicking. Zoom in on the horizontal section. Activate the Detail on the right by double-clicking. Zoom in on the

vertical section.

Double click on the detail to activate.

Double click on the layout viewport to activate.
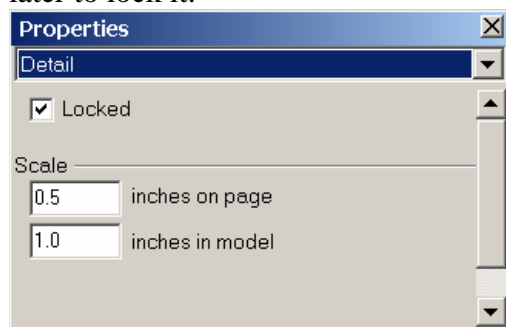

4. Next set the scale and lock the zooming on the Detail. Make the Page Layout viewport active, and highlight the edge of the Detail. *Do not double click to activate at the Detail.*

Properties

5. From the **Property dialog**, under the property type list box, select **Detail**.

6. Set the scale **inches on page** to **1** and the **inches on model** to **2**. This will automatically convert to .5 and 1, respectively. If the placement looks good, you can check "lock". Or you may prefer to pan the Detail some before returning here later to lock it.

7. Do the same for the second viewport

8. To resize or crop the Detail, turn Control Points. You can do this with the **PointsOn** command on the Toolbar or **F10** on the keyboard.

Control Points

Highlight
Control
Point and
Drag to new
size.