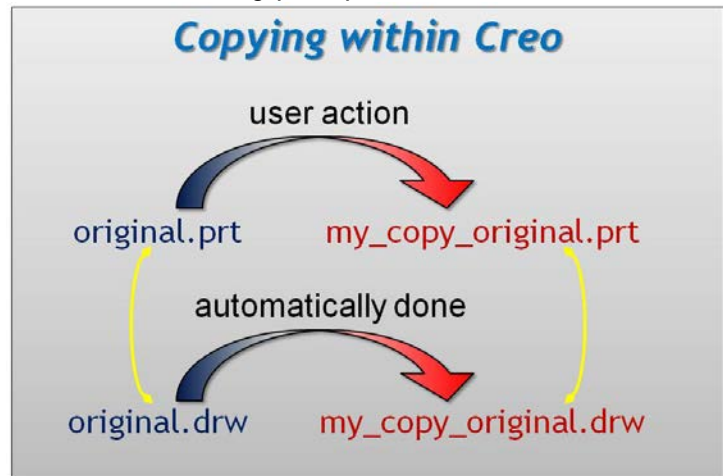# Saving Creo Files

There are several ways to do this. One is within Creo. The other is in the Workspace. And then there are the types of Save-As, you're doing...

Saving parts (*.prt) within Creo. This is pretty straightforward. If you open the part and perform a *File* - *Save As* - (*Save a Copy*), give it your new name, and hit *OK* then you have a new part. And because we have a certain config.pro option (*rename_drawing_with_object*) set to "*both*", when you copy a part in this way, Creo automatically copies the drawing along with it. Even if that drawing does not presently reside in your workspace. It drags it out of Commonspace and makes a copy of the drw because you're copying the part. And this new drawing is tied to the new part (as opposed to being associated with the original part).

Thing to remember: After you've made a copy, you're still left in the original. Get in the habit of looking at your window title (or Model Tree) to see which part you're in before you start making changes to the wrong part.

Saving parts (*.prt) within Windchill (workspace). This is also straightforward, but the aforementioned config option holds no sway in the Workspace. (And please be aware that Creo-memory may not hold the same file as your Workspace. If you've made changes to the file that you want to be propagated to the new copy, *Save* the file.)

Procedure: Here's a procedure for copying a prt from a Workspace:

1. find the file in your Workspace table

2. select it by clicking in the little box at the front of its row

3. click on the *File* dropdown that you see above your icon bar

4. select *Save As* (you may have to scroll down to find it)

5. in the window that pops up, you'll only see your .prt file. Unlike Creo, Windchill assumes you only wish to copy the .prt. You have to collect the .drw for that part file. This is

easy, even if the file doesn't presently reside in your Workspace. Just select the file (little box, front of the row), then click on the second icon over. This will check for any association your original .prt file had with any .drw, and it will bring that into your window.
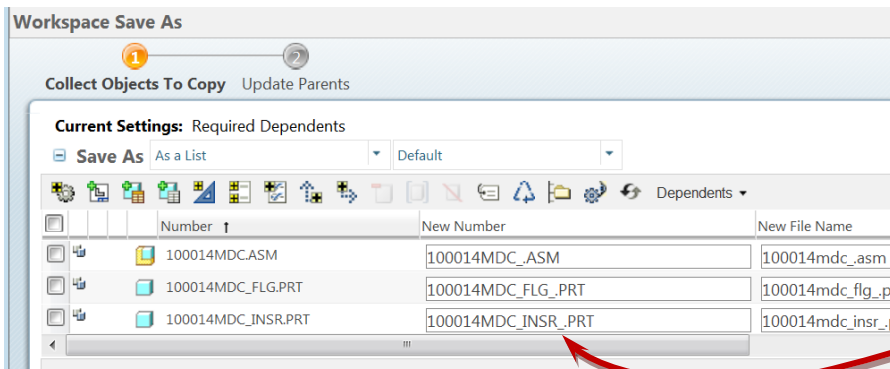
    a. drw's   may also bring formats (.frm) along with them, please select these frm's   and Remove (or Exclude   ) these items from your list. (If the row ends up struck out, don't worry about it. The format will not be copied.)

<p align="center">***Do Not Make Copies of Formats!***</p>

6. Rename your new copies.

    a. by default, Windchill will provide the original file name and add an underscore to the end of it as the new name. Please change this. And change all three names (Filename, Name, and Number). (Reference document: WC_Renaming_CAD.pdf out in the procedurals directory.) Make sure the three match all the way down through the extensions.

This is the unnoticeable underscore...

7. (optional step)

    a. This is where you'll find the only advantage to doing this in your Workspace as opposed to copying a file within Creo. On the bottom of your popup window, there's a *Next* button. If you click it, you'll be sent to the next page where you can choose which parents of this particular part need to be updated with the new copy you're making as opposed to using the original part. You can't do that in Creo.

    b. If that's too convoluted, here's an example: You made a copy of an assembly and the one component part you thought was going to change. So, now the new assembly exists, and you've made copious changes to the new drawing and the piece part. Then you found out that the second component in the Model Tree list for the assembly, *bracket1.prt*, has to be modified as well. Not a Revision, but a new part that's quite similar. You need to copy the existing *bracket1.prt* and modify it. If your assembly is like most without skeletons, then doing a *Replace Component* might get a little hairy as it causes failures because the replacing component is considered brand new. It would be easier to copy *bracket1.prt* into *mybracket.prt* using the Workspace method, and then make use of the second page of the *Save As* window. When you click *Next*, you should see a list of assemblies where the original *bracket1.prt* was used, and you

can choose to put the new copy you're creating, *mybracket.prt*, into those assemblies on the fly. This is possible because, at the moment you're creating it, both *bracket1.prt* and *mybracket.prt* are exactly the same. Because of this, all the constraining characteristics of it (the holes, surfaces, planes, axes, etc.) are easily substituted on the fly and your new part ends up in your assembly with no mess, no fuss. There's even an icon on this second page to Check-Out those assemblies if they haven't been checked out at the time of the copy.

8. Click *Ok*

Saving Assemblies (*.asm) within Creo. This might not be so straightforward. The initial steps are the same (*File - Save As*), but, because an assembly doesn't have solid geometry of its own, it doesn't usually get copied by itself. There's normally at least one subcomponent that gets copied along with it. As such, the step after you assign the assembly a new name opens up a whole new window, and things get potentially confusing.
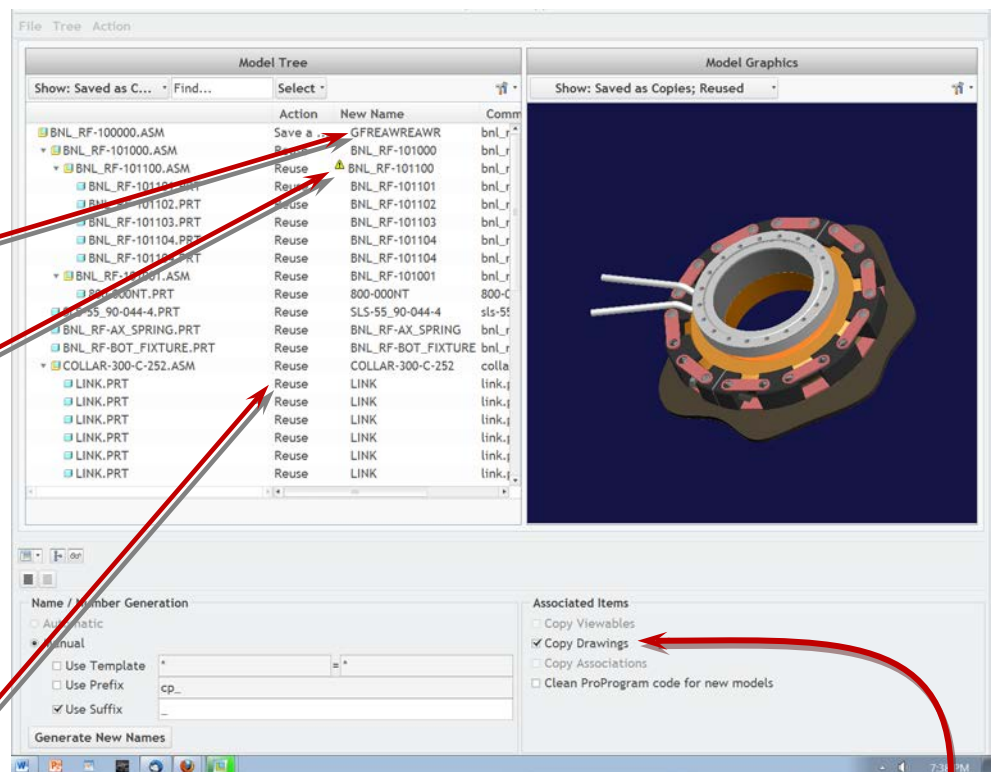
This is an example of the *Save-As* window for assemblies.

This is the new name you gave it.

This usually happens when you've modified something before you tried to copy it. It's simply a warning that this component considers itself modified and must be saved. (To circumvent this, try saving your assembly before you do the *Save-As*.)

These are toggle-like choices for every single component in this assembly. If you know this one is going to change, simply give it a new name right here, and this dropdown automatically changes to "*Save a Copy*".

This checkbox is pushed in by default.   Any new sub-asm's or parts that you choose to "*Save a Copy*" of will automatically pull drawings and copy them.

Things to remember:

- If it's a sub-sub-component that needs changing (for example, a part within a sub-asm), you need to "*Save a Copy*" of the sub-asm first, before you try to give the .prt a new name. In other words, work from the top down.
- If you copy one .prt or .asm of a particular name, every single occurrence of that file will end up being the new copy. This is automatic.
- If your assembly (or any sub-asms) has a skeleton part, make sure that the skeleton part gets copied as well. (The naming convention is the asm's name with a "_skel" after it.) It is possible to reuse skeleton parts, but you usually do not want to do that.

Saving an Assembly (*.asm) in Windchill (workspace). This might be just as confusing. It would behoove you to know exactly which subcomponents of your target assembly you wish to copy before you get into the *Workspace Save-As* window.

Procedure:

1. find the files in your Workspace table

2. select them by clicking in the little boxes at the front of their respective rows

3. click on the *File* dropdown that you see above your icon bar

4. select *Save As* (you may have to scroll down to find it)

5. this pops open the *Workspace Save As* window. By default, _all_ subcomponents used in an assembly will populate this table. You need to change that. Click in the dropdown in the icon bar called "*Dependencies*". Change the setting to "*None*". This narrows your list to only those files you pre-selected.

6. Again, the config.pro option has no control here. If you want the drawings for these models, you need to collect them at this point. Select everything left in your table, and click the second icon in the icon bar ("*Collect related drawings*"). If a drawing exists for those models -whether or not it's presently in your workspace, it will show up in your table.

7. Rename your new copies. *And again*…. All three. All the way through the extensions.

8. Click *OK*

Thing to Remember: In a Workspace copy, EVERYTHING that ends up in that table creates a new file. It may look like the same name, but the default new name is the old one with a tiny underscore attached at the end (before the extension). That's the default suffix for a new file. Underscores are hard to see, and this window is all-inclusive. If the file shows up,

it's getting copied. You can't stop it by selecting only the ones for which you want new copies. This makes it dangerous. Please set the "*Dependencies*" to "*None*".

However it's accomplished (within Creo or not), copying a _drawing_ by its lonesome is not a recommended practice. All this does is create a new drawing that still details only one model, the same model that the original one detailed. Copying a drawing by itself does _not_ automatically create a new model (.prt or .asm). This isn't usually a worry when performing a *Workspace Save-As* for Windchill will populate your *Save-As* table with the affected model file as well. (The default dependency is automatically "Required". Meaning, it'll go out and grab the model file as well as the format.) But within Creo, all you'll get is another drawing detailing the same exact model.