

Exercise 9A: Creating a Border

In this exercise, you will create a master template named "**Border A-Inch**" for inch users, or "**Border A-Metric**" for metric users. This template will be used for the exercises in Lessons 9 through 25. Follow the easy steps below. **Do not skip any.**

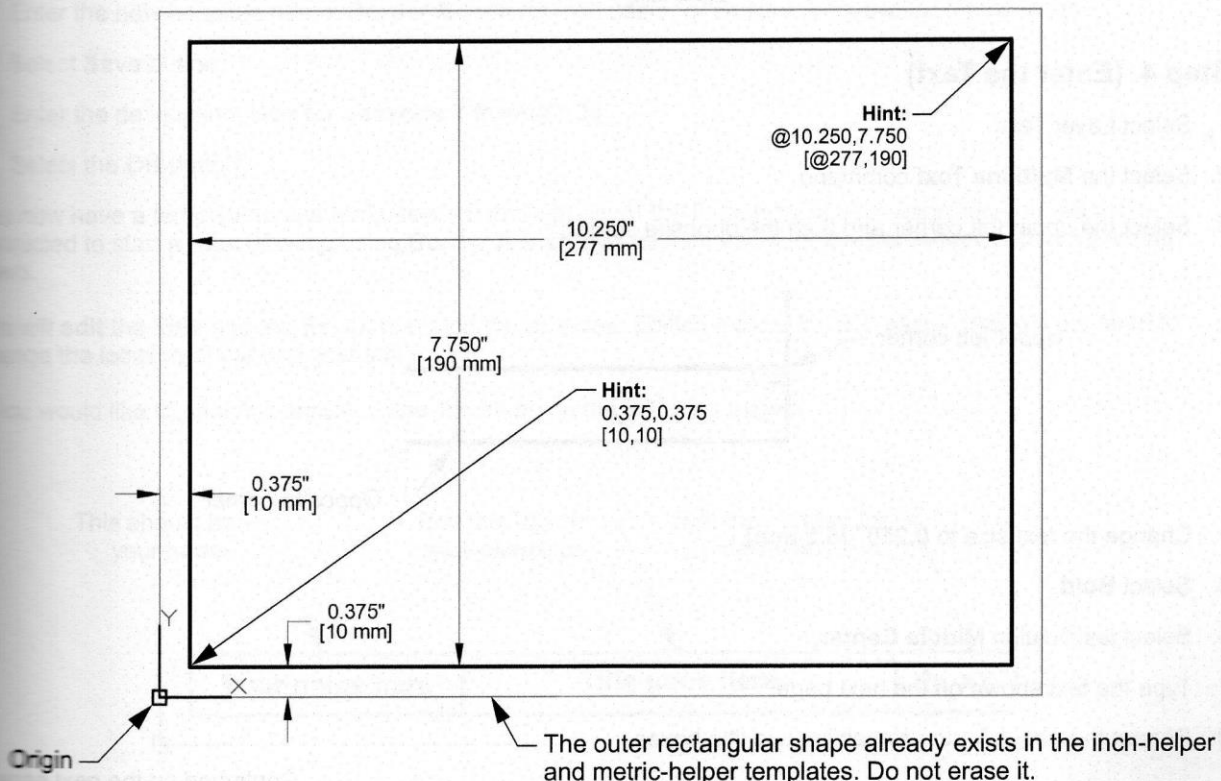
Step 1. (Select the Settings)

1. Start a **New** file using either the **inch-helper.dwt** or the **metric-helper.dwt**
2. Set **Units** (Refer to page 4-13.)
Units = Decimal
Precision = **0.000**
3. Set Drawing Limits (Refer to page 4-9.)
Lower Left Corner = **0,0**
Upper Right Corner = **11,8.5** for **inch** users. **297,210** for **metric** users.
4. Show the new limits using: (Refer to page 4-7.)
Zoom / All
5. **Important:** Change Lineweight settings to **Inches** for inch users and to **Millimeters** for metric users. Then **Adjust Display Scale**. (Refer to the bottom of page 3-10.)
6. Set **Grids** and **Snap** (Refer to page 3-5, 4-11, and 4-12.)
Snap = **0.125" [5 mm]** (This is important, it will make it easier to draw the lines.)
Grids = **1.000" [25 mm]**

Step 2. (Draw the Border Lines)

1. Select Layer Borderline.
2. Draw the border below using the dimensions shown.

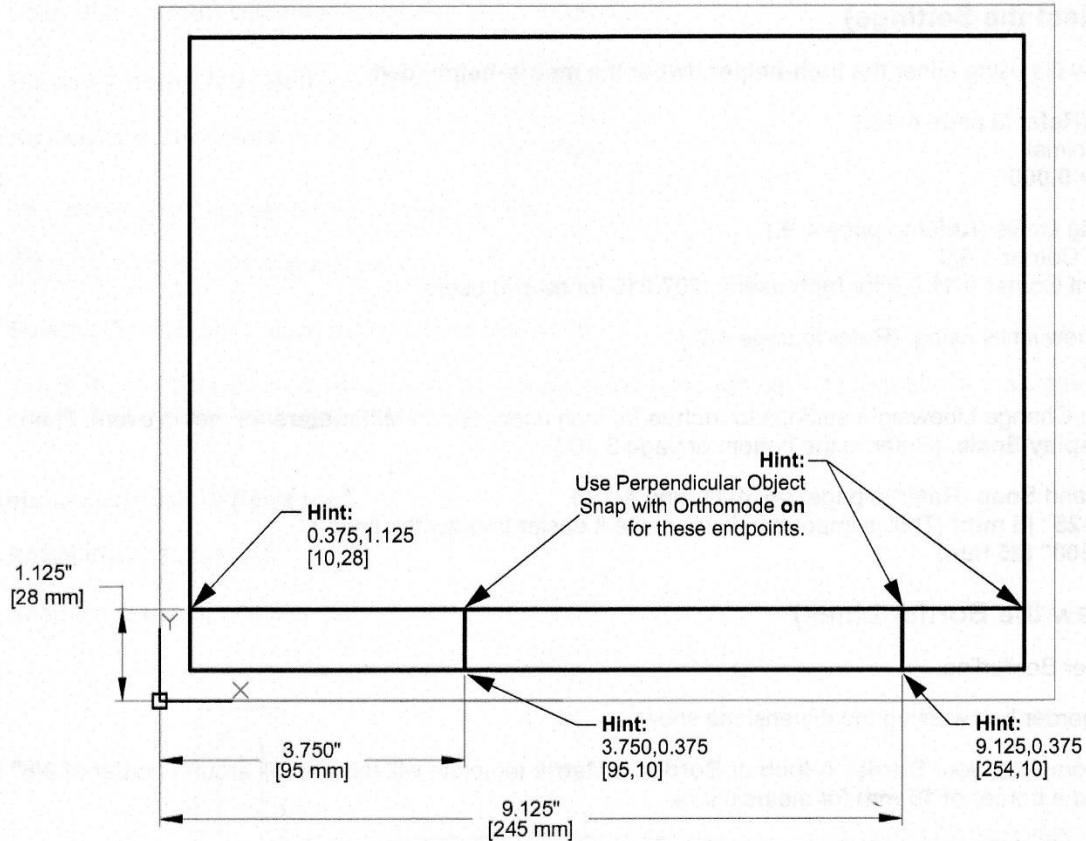
Note: When complete, your **Border A-Inch** or **Border A-Metric** template will have an all around border of **3/8"** for inch users, and a border of **10 mm** for metric users.



Exercise 9A...continued

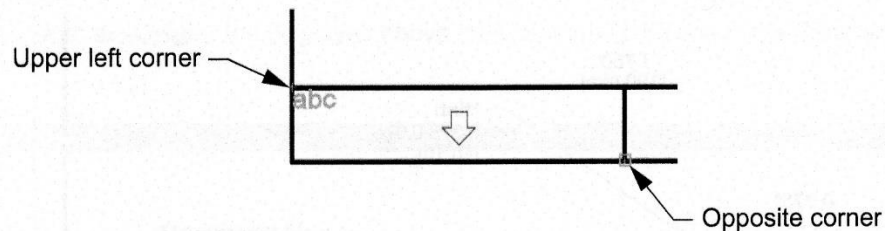
Step 3. (Draw the Title Block Lines)

1. Select Layer Borderline.
2. Draw the three **Title Block** lines as shown below using the dimensions shown.



Step 4. (Enter the Text)

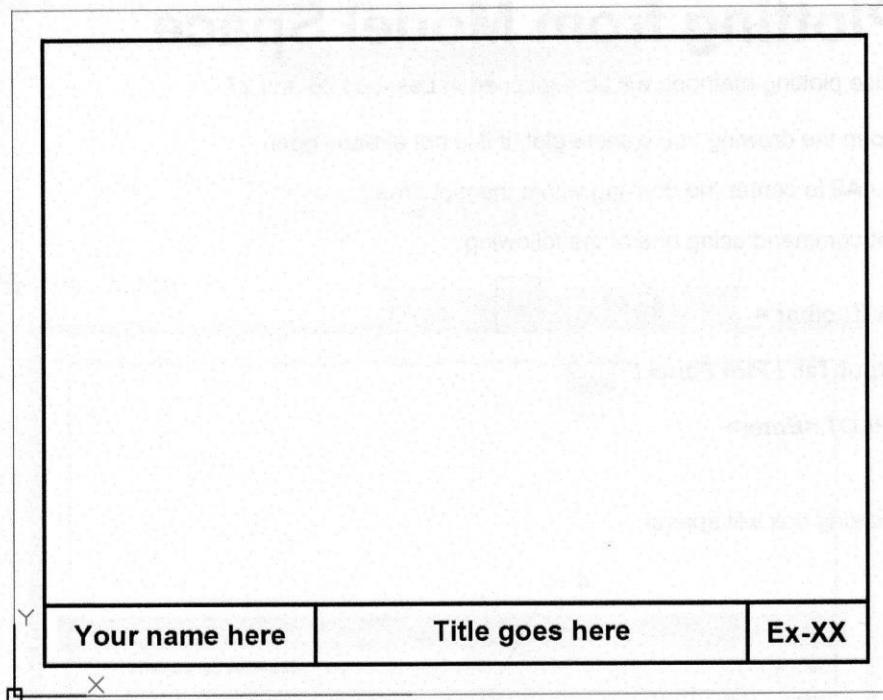
1. Select Layer Text.
2. Select the **Multiline Text** command.
3. Select the upper left corner and then the opposite corner.



4. Change the text size to **0.250" [6.5 mm]**
5. Select **Bold**.
6. Select justification **Middle Center**.
7. Type the text shown on the next page.
8. Repeat the above for the remaining two title boxes.

Exercise 9A...continued

9-11



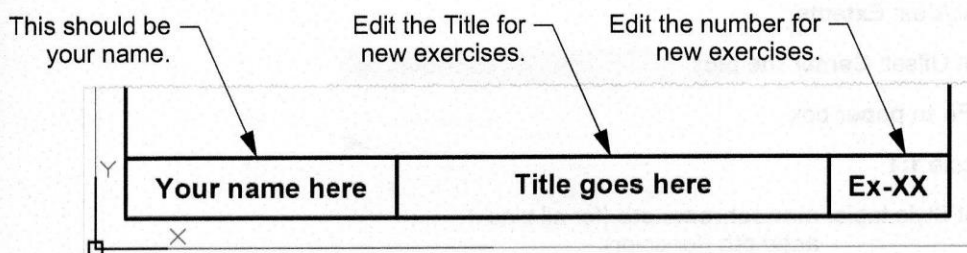
Step 5. (Save the border as a Template)

1. Select the **Application Menu**. (Refer to page 2-3.)
2. Select **Save As** ▶
3. Select **Drawing Template**.
4. Enter the new template name: **Border A-Inch** for inch users, or **Border A-Metric** for metric users.
5. Select **Save** button.
6. Enter the description: **Use for Lessons 9 through 25**
7. Select the **OK** button.

You now have a template to use for Lessons 9 through 25. At the beginning of each exercise, you will be instructed to start a **New** drawing using **Border A-Inch.dwt** for inch users, or **Border A-Metric.dwt** for metric users.

You will **edit** the **Title** and the **Ex-XX** to match the exercise. Editing makes it much easier. You will not need to change the location of the text, just edit it.

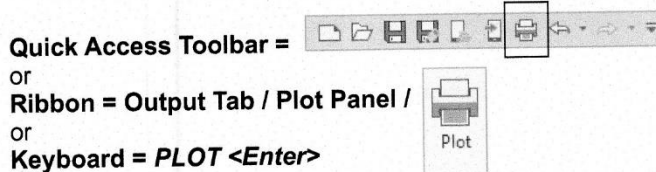
If you would like to print this border, follow the steps on the following pages.



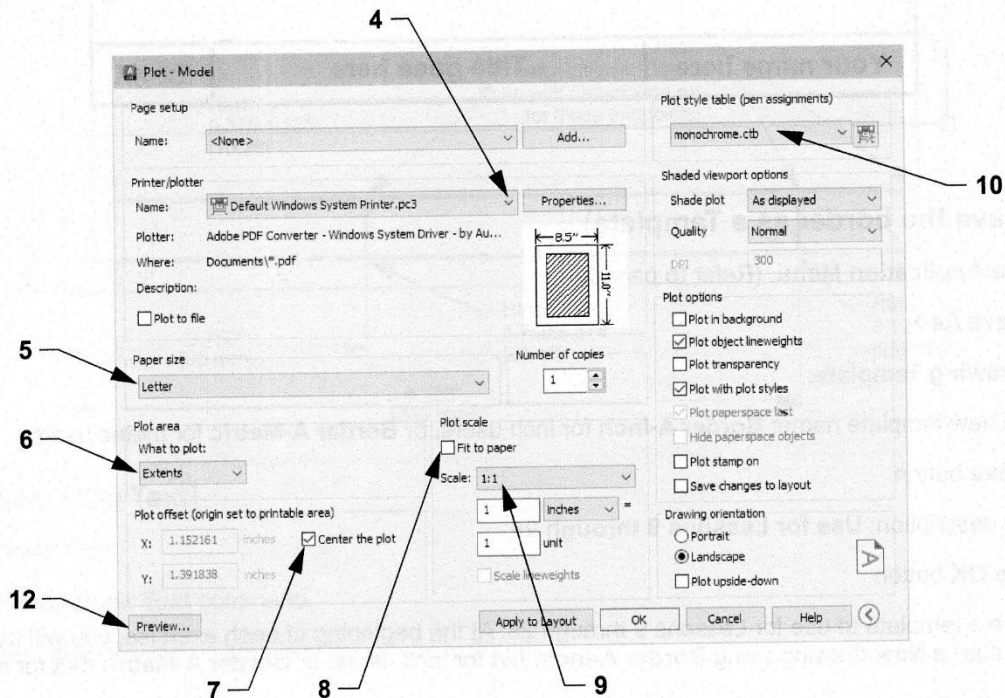
Basic Plotting from Model Space

Note: More Advance plotting methods will be explained in Lessons 26 and 27.

1. **Important:** Open the drawing you want to plot, if it is not already open.
2. Select: **Zoom / All** to center the drawing within the plot area.
3. Select the **Plot** command using one of the following:



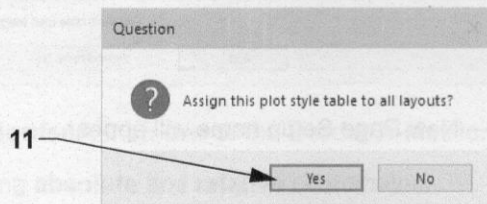
The **Plot - Model** dialog box will appear.



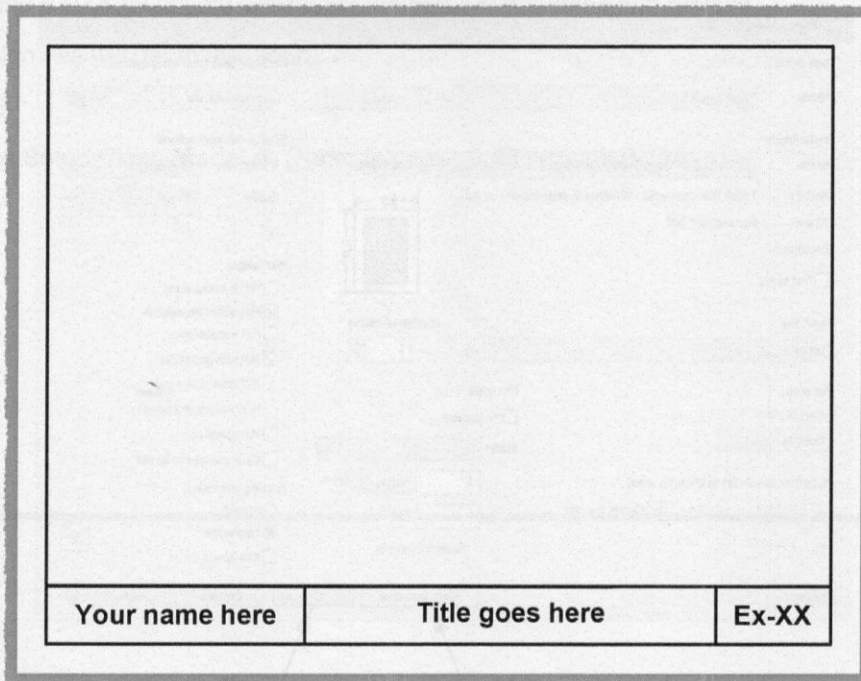
4. Select your printer from the drop-down list or use the settings for "Default Windows System Printer.pc3".
Note: If your printer is not shown in the list, you should configure your printer within AutoCAD. This is not difficult. (Refer to Appendix-A for step-by-step instructions.)
5. Select the Paper size: **Letter** for inch users or **A4** for metric users.
6. Select the Plot Area: **Extents**
7. Select the Plot Offset: **Center the plot**
8. Uncheck the **Fit to paper** box
9. Select Plot Scale **1:1**
10. Select the Plot Style table: **monochrome.ctb** (for all black)
acad.ctb (for color)

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11. If the following dialog box appears, select **Yes**



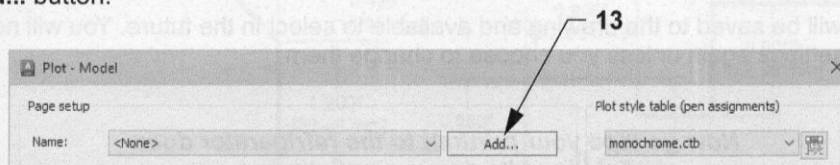
12. Select the **Preview...** button.



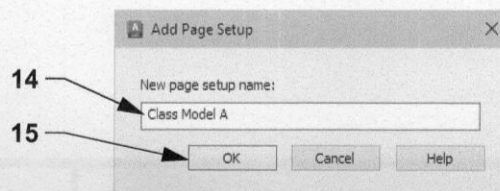
Does your display appear as shown above? If yes, press **<Enter>** and proceed to Step 13. If not, go back and review Steps 1 through 11.

You have just created a **Page Setup**. All of the settings you have selected can now be saved. You will be able to recall these settings for future plots using this Page Setup. To save the Page Setup you need to **Add** it to the Model Tab within this drawing.

13. Select the **Add...** button.

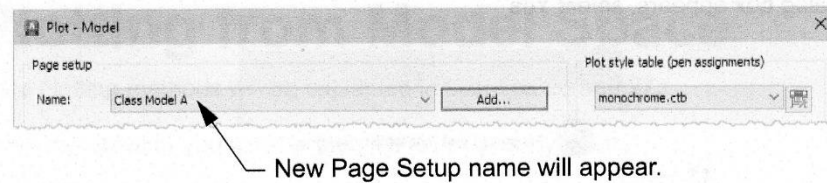


14. Type the new Page Setup name **Class Model A**

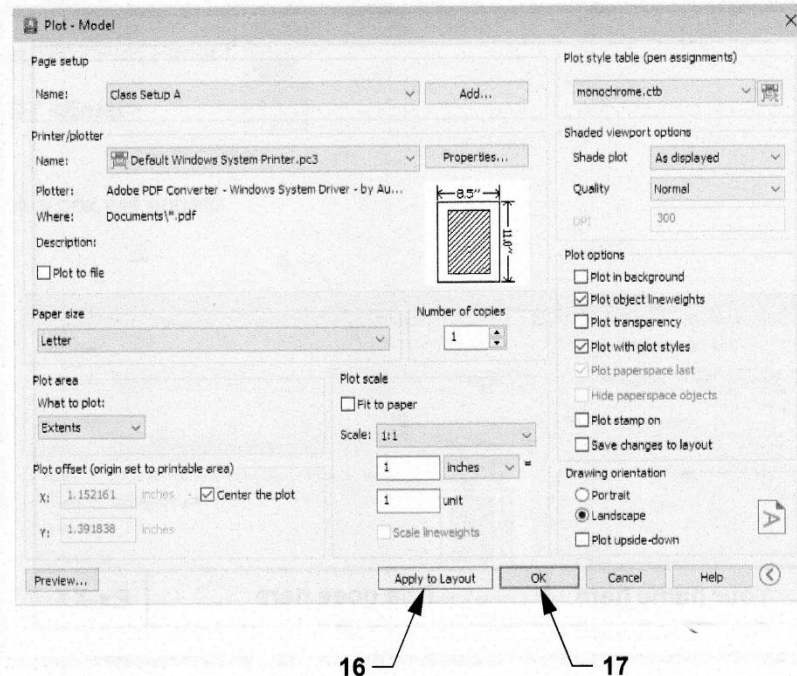


15. Select the **OK** button.

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16. Select the **Apply to Layout** button.



17. Select the **OK** button to send the drawing to the printer or select **Cancel** if you do not want to print the drawing at this time. The Page Setup will still be saved.
18. Save the entire drawing again as a template using **Save as – Drawing Template: Border A-Inch** for inch users, or **Border A-Metric** for metric users. (Refer to page 9-11.)

The Page Setup will be saved to the drawing and available to select in the future. You will not have to select all the individual settings again unless you choose to change them.

***Now go tape your printout to the refrigerator door.
This is quite an accomplishment.***