

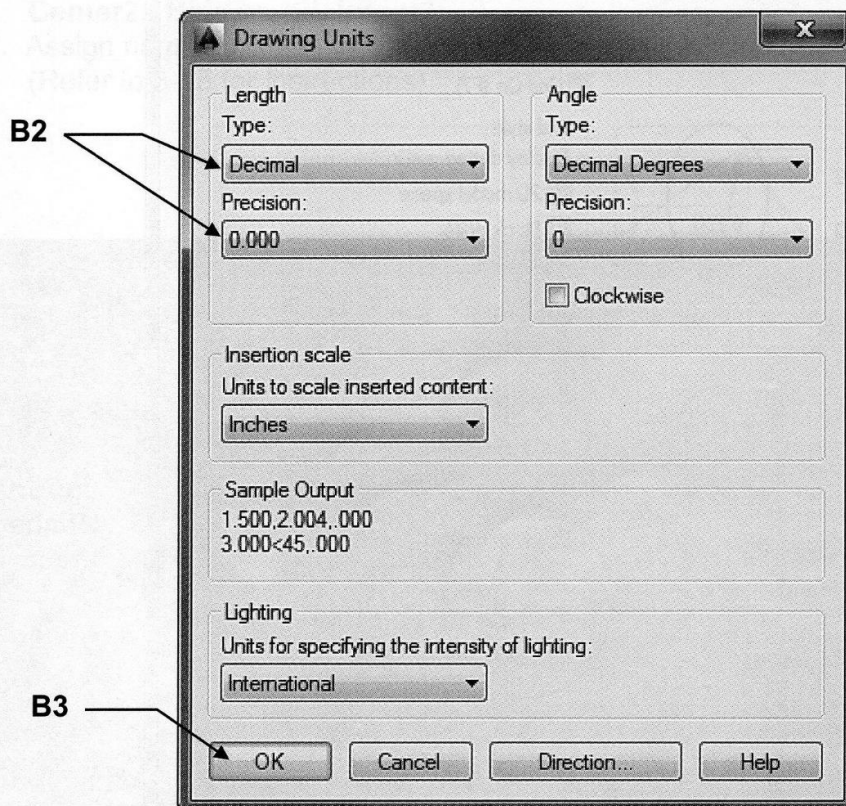
EXERCISE 26A

CREATE A MASTER DECIMAL SETUP TEMPLATE

The following instructions will guide you through creating a “Master” decimal setup template. The “2015-Workbook Helper and Border A” are examples of a Master setup template. Once you have created this “Master” template, you just open it and draw. No more repetitive inputting of settings.

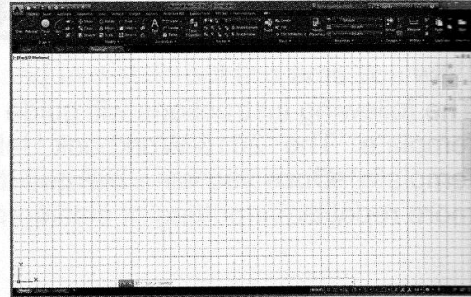
NEW SETTINGS

- A. Begin your drawing with a different template as follows:
1. Select the **NEW** command..
 2. Select template file **acad.dwt** from the list of templates.
(Note: Do not select “acad3D.dwt” by mistake)
- B. Set the drawing **Units** as follows:
1. Type **UNITS <enter>**
 2. Change the **Type: Decimal** and **Precision: 0.000** as shown below.
 3. Select **OK** button

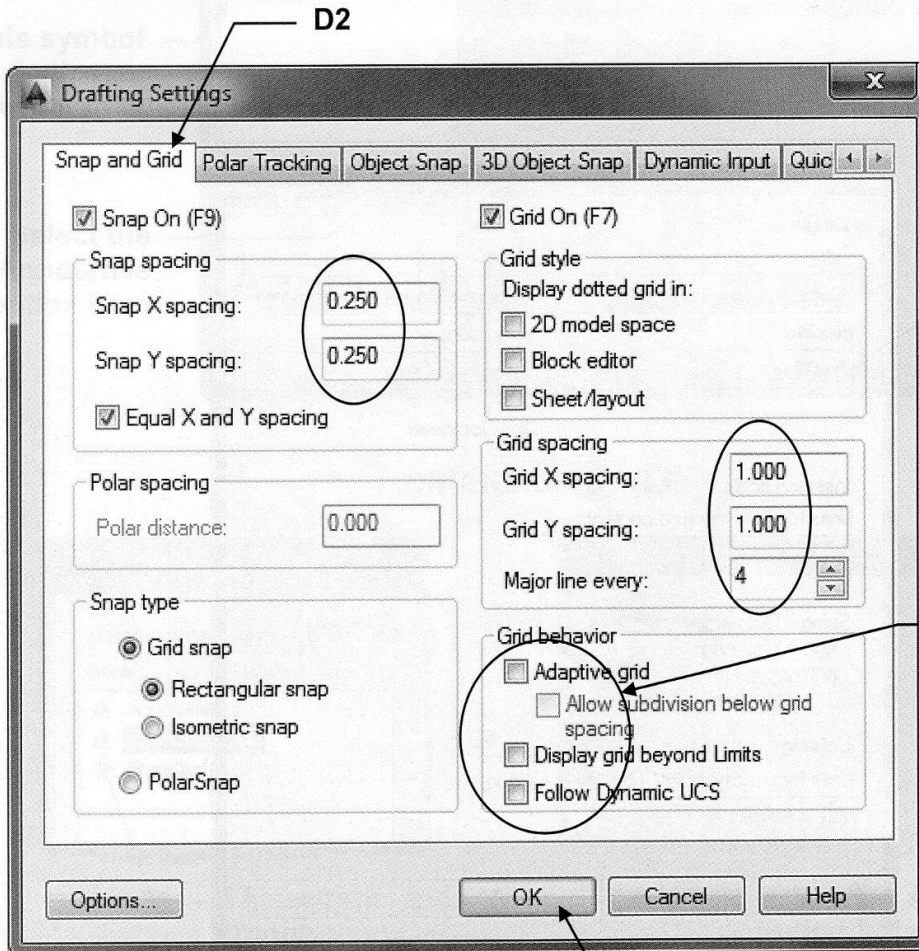
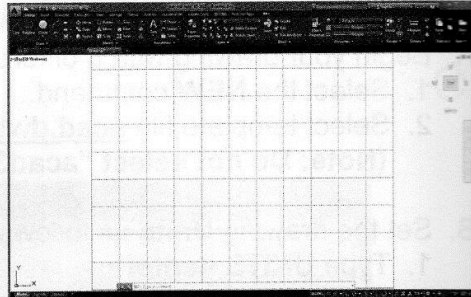


EXERCISE 26A....continued

- C. Set the **Drawing Limits**
 (Size of the drawing area) as follows:
1. Type **Limits <enter>**
 2. Enter Lower left corner = 0.000, 0.000
 3. Enter Upper right corner = 11 , 8.5
 4. Use "**ZOOM / ALL**" to view the new limits
 5. Set your **Grids** to **ON** to display the limits



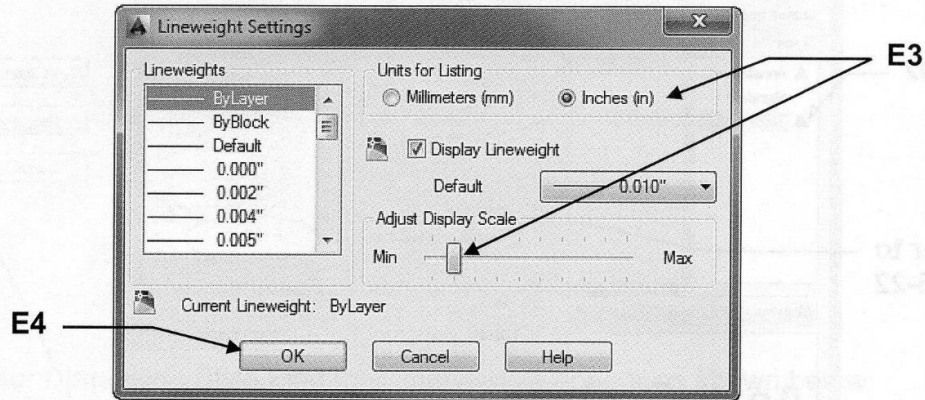
- D. Set the Grids and Snap as follows:
1. Type **DS <enter>**
 2. Select the **Snap and Grid** tab
 3. Change the settings as shown below.
 4. Select the **OK** button.



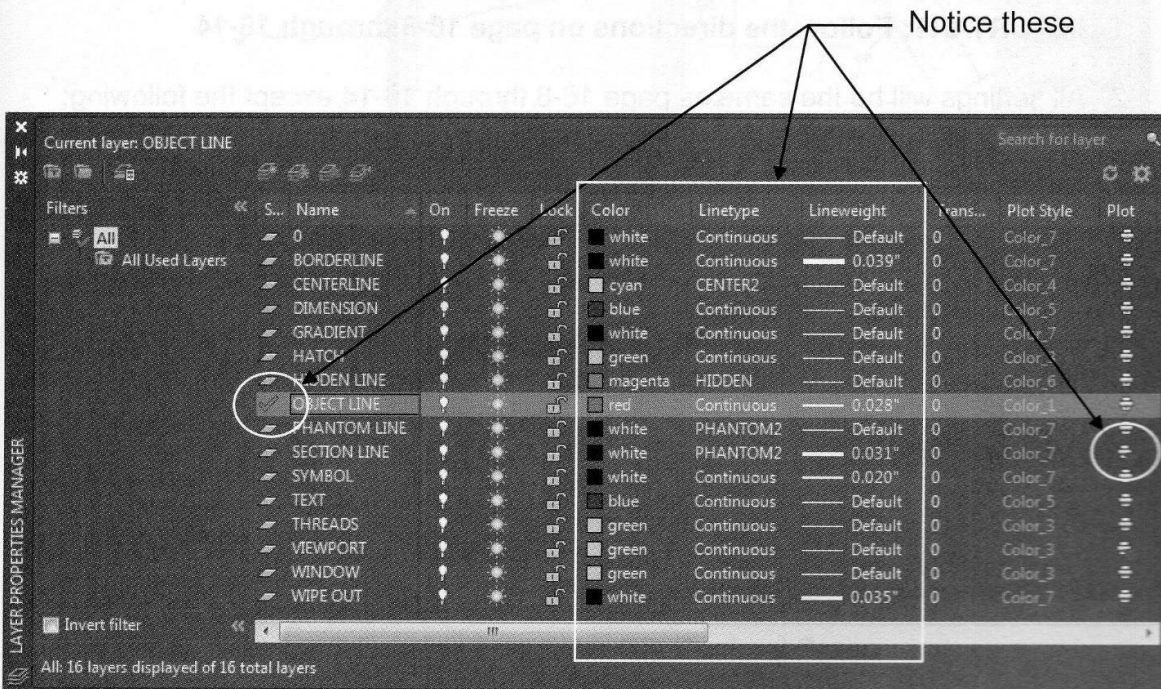
Important:
Uncheck
these

EXERCISE 26A....continued

- E. Change **Lineweight** settings as follows:
1. Left click on Lineweight button down arrow located on the status line
 2. Select **Lineweight Settings** (Refer to page 3-12 for instructions)
 3. Change to inches and adjust the Display scale as shown below.
 4. Select the **OK** button.

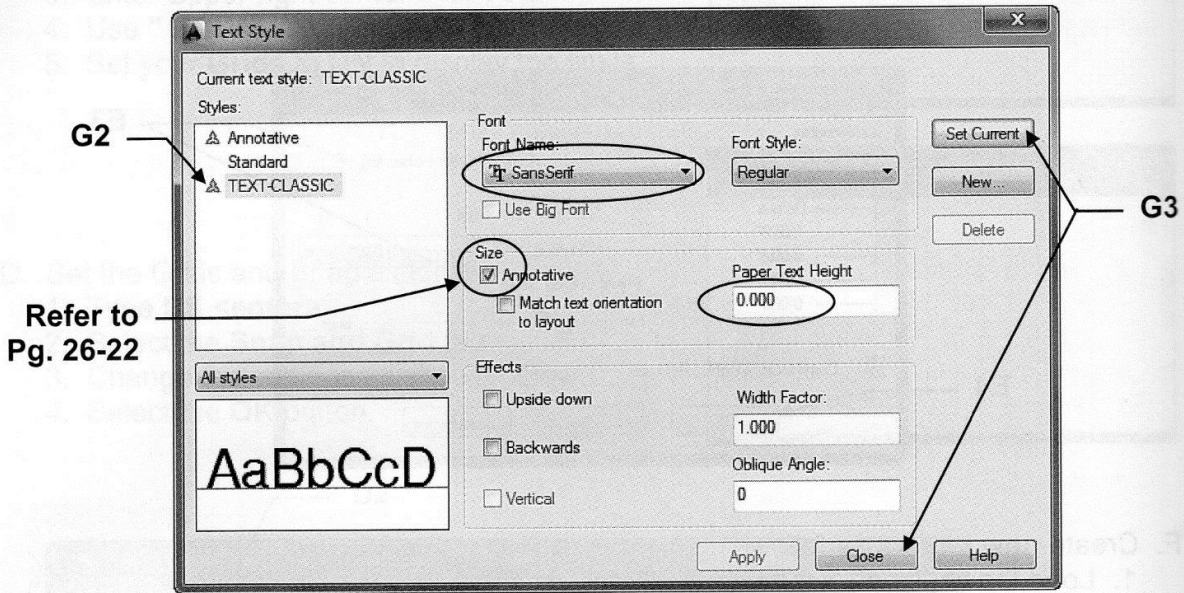


- F. Create **new Layers** as follows:
1. Load the linetypes listed below. (Refer to page 3-16 for instructions)
Center2, Hidden, Phantom2
 2. Assign names, colors, linetypes, lineweights and plotability as shown below:
 (Refer to 3-15 for instructions)

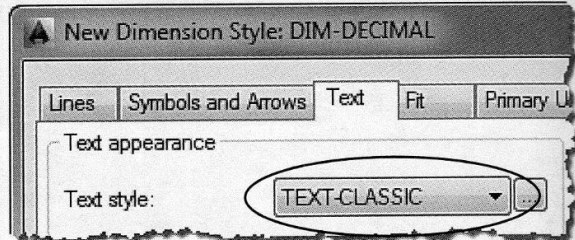
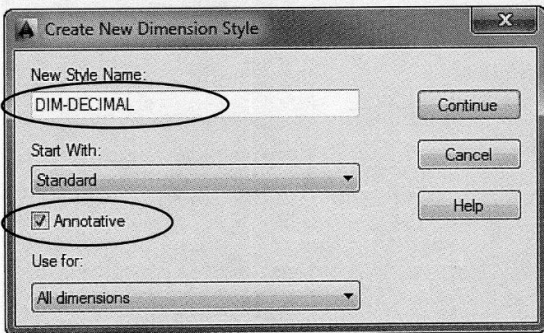


EXERCISE 26A....continued

- G. Create a new **Text Style** as follows:
1. Select **Text Style** (Refer to page 25-2)
 2. Create the text style **Text-Classic** using the settings shown below.
 3. When complete, select **Set Current** and **Close**.

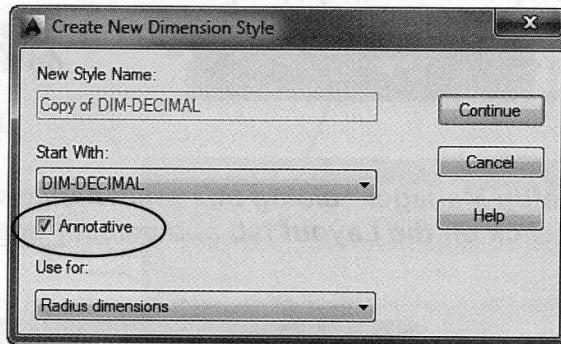


- H. Create a **Dimension Style** as follows:
1. **IMPORTANT: Follow the directions on page 16-8 through 16-14**
 2. All settings will be the same as page 16-8 through 16-14 except the following:
Name = Dim-Decimal
Annotative = this new dimension style will be Annotative (Refer to page 26-22)
Text style: = select the newly created TEXT-CLASSIC

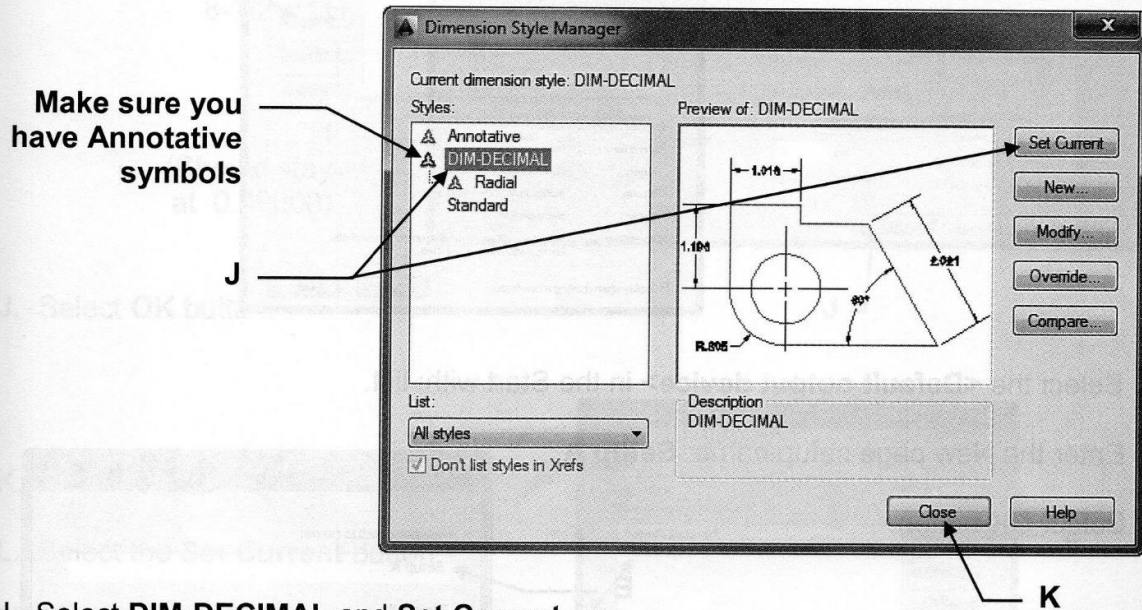


EXERCISE 26A....continued

- I. Create a Dimension Sub-Style as follows:
 1. Follow the directions on page 18-9 and 18-10
 2. All settings will be the same except the following:
Annotative = this new sub-style will be Annotative (Refer to page 26-22)



Your Dimension Style Manager should now appear as shown below:



J. Select **DIM-DECIMAL** and **Set Current**,

K. Select **Close** button.

THIS NEXT STEP IS VERY IMPORTANT

- L. **Save** all the settings you just created as follows:
 1. Save as / AutoCAD Drawing Template: **My Decimal Setup**

Now continue on to **Exercise 26B....you are not done yet.**

EXERCISE 26B

PAGE SETUP

Now you will select the printer and the paper size to use for printing.
You will use the Layout1 tab (Paper space).

A. Open **My Decimal Setup** (if not already open)

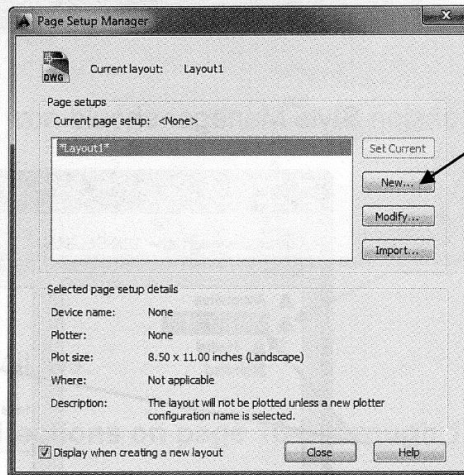
B. Select **Layout1** tab.



Refer to page 26-3 if you do not have these tabs.

Note: If the "Page Setup Manager" dialog box shown below does not appear automatically, right click on the Layout tab and select Page Setup Manager.

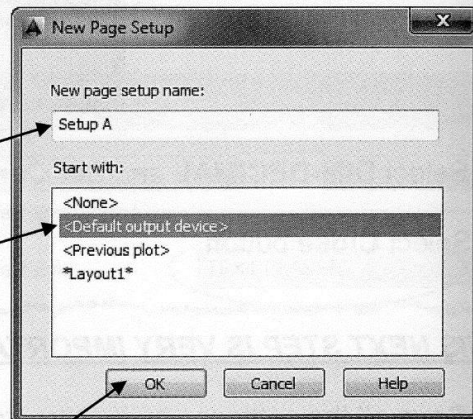
C. Select the **New...** button.



D. Select the **<Default output device>** in the Start with: list.

E. Enter the New page setup name: **Setup A**

F. Select **OK** button.



(I am assuming that your computer is attached to a printer.
If not select Layout1)

Continued on the next page...

EXERCISE 26B....continued

This is where you will select the **print device**, **paper size** and the **plot offset**.

G. Select the **Printer / Plotter**

Note: Your current system printer should already be displayed here. If you prefer another select the down arrow and select from the list. If the preferred printer is not in the list you must configure the printer. Refer to Appendix-A for instructions.)

H. Select the **Paper Size**

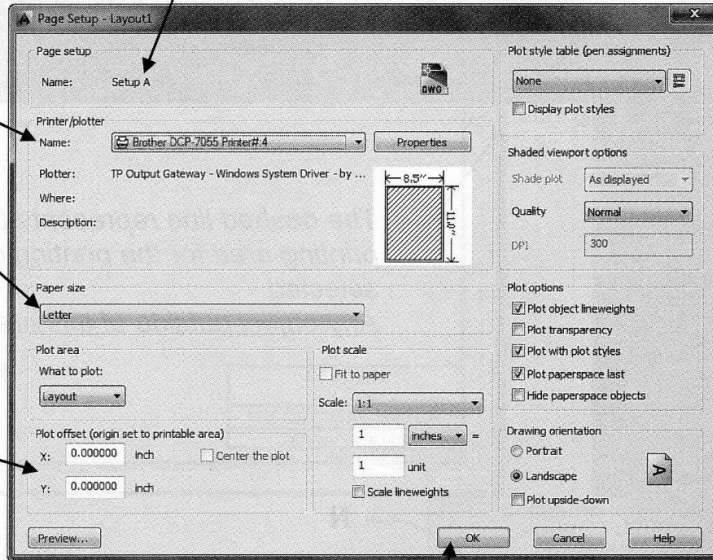
I. Select **Plot Offset**

Notice the name you entered is now displayed as the page setup name.

G
(Yours may be different)

H
(Yours may be 8-1/2 x 11)

I
(Should stay at 0.00000)

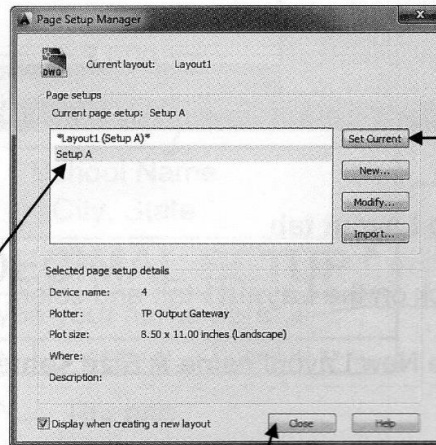


J. Select **OK** button.

K. Select **Setup A**.

L. Select the **Set Current** button.

M. Select the **Close** button.

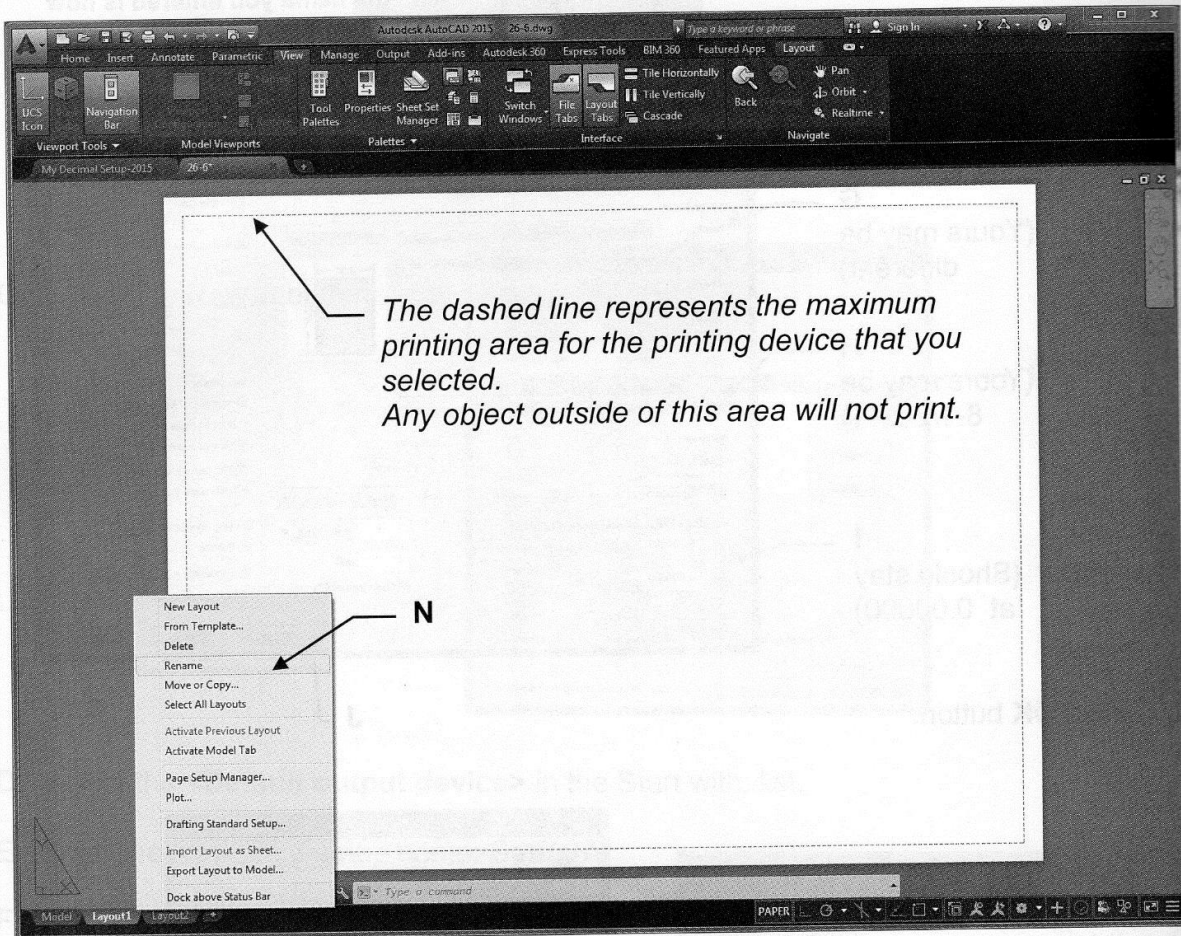
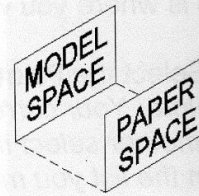


M

Continued on the next page...

EXERCISE 26B....continued

You should now have a sheet of paper displayed on the screen.
This sheet is the size you specified in the "Page Setup".
This sheet is in front of Model Space.



Rename the Layout tab

N. Right click on the **Layout1** tab and select **Rename** from the list.

O. Enter the New Layout name **A Size** <enter>



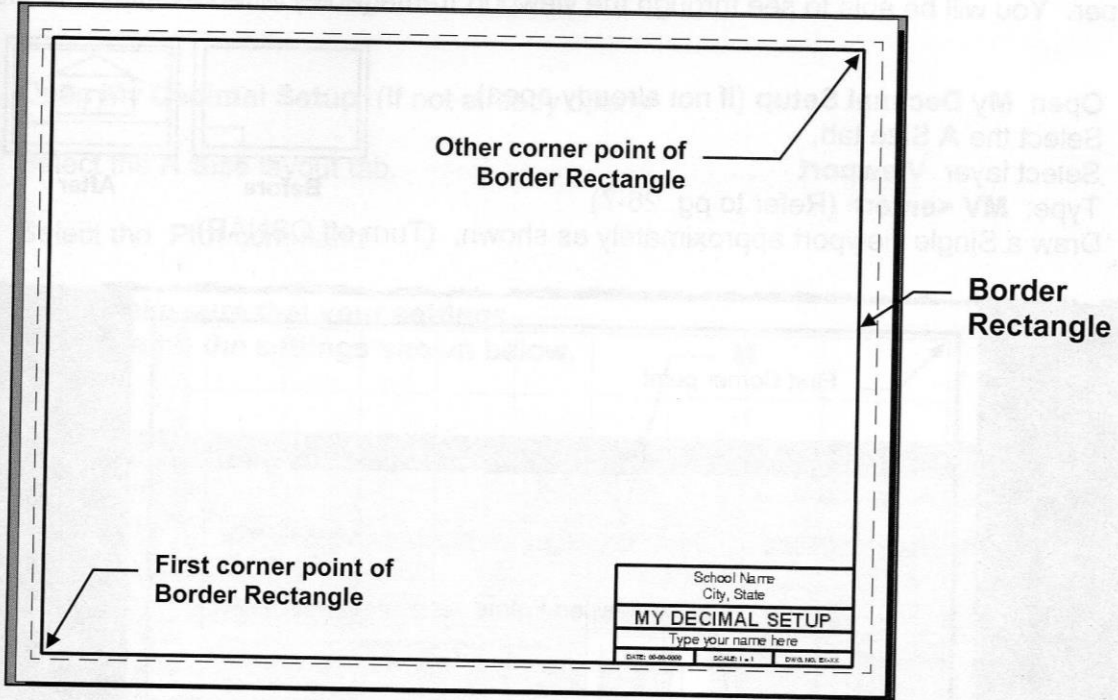
P. **Very important:** Save as / AutoCAD Drawing Template/ **My Decimal Setup** again.

Continue on to **Exercise 26C**.....you are not done yet.

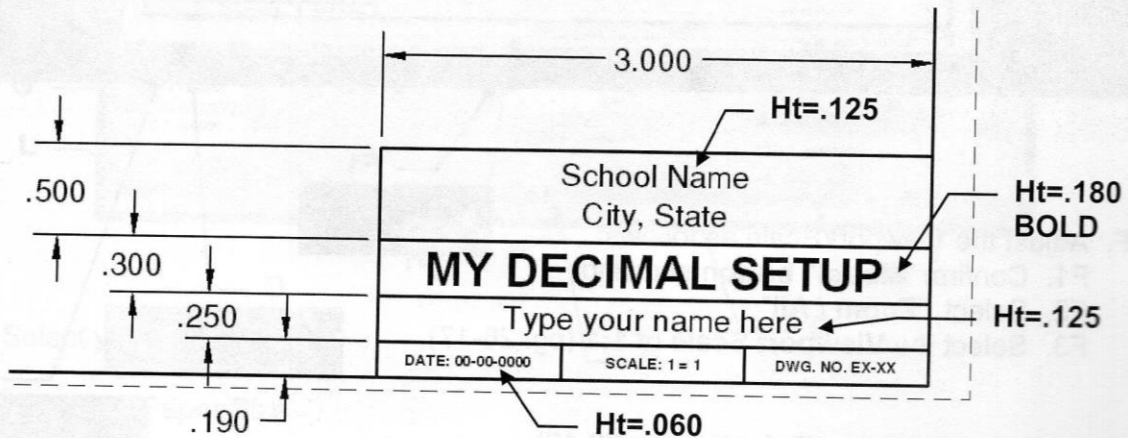
EXERCISE 26C

CREATE A BORDER AND TITLE BLOCK

- A. Draw the Border rectangle as large as you can within the dashed lines approximately as shown below using Layer BorderLine.



- B. Draw the Title Block as shown using:
1. Layers BorderLine and Text.
 2. Multiline Text ; Justify Middle Center in each rectangular area.
 3. Text Style= Text-Classic Text height varies.



- C. **Very important:** Save as / AutoCAD Drawing Template/ **My Decimal Setup** again.

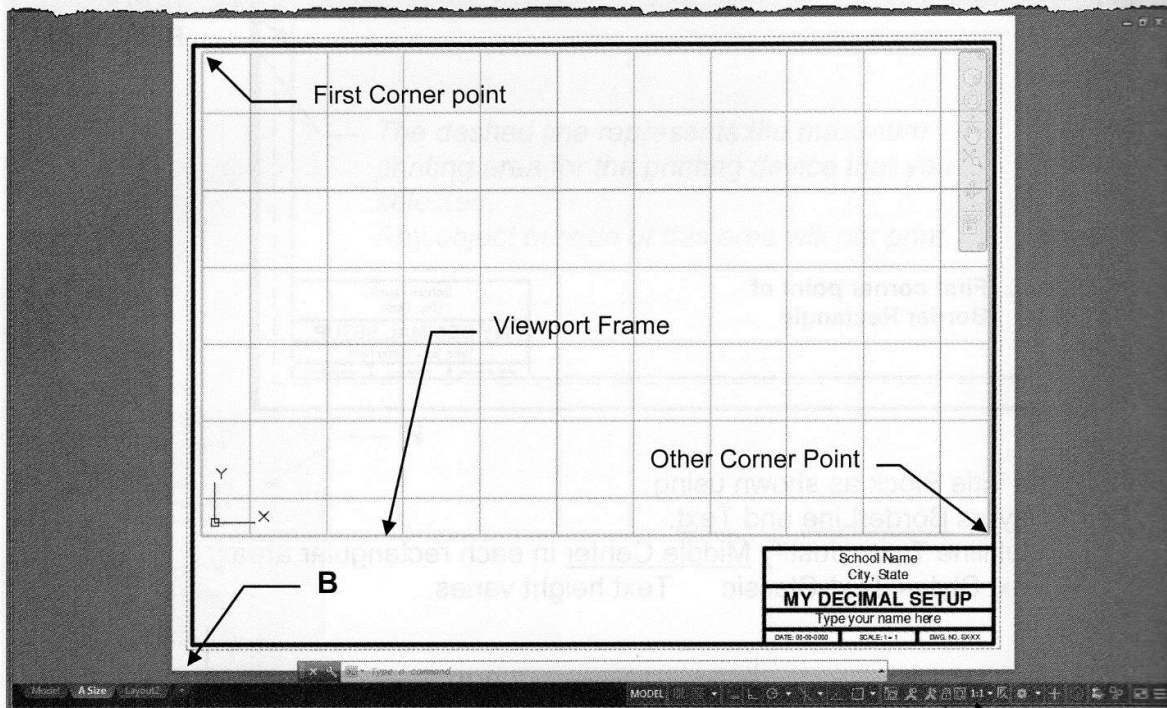
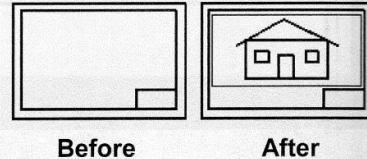
Continue on to **Exercise 26D**.....you are not done yet.

EXERCISE 26D

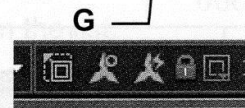
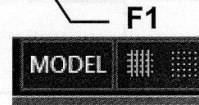
CREATE A VIEWPORT

The following instructions will guide you through creating a VIEWPORT in the Border Layout sheet. Creating a viewport has the same effect as cutting a hole in the sheet of paper. You will be able to see through the viewport frame (hole) to Modelspace.

- A. Open **My Decimal Setup** (if not already open)
- B. Select the **A Size** tab.
- C. Select layer **Viewport**
- D. Type: **MV <enter>** (Refer to pg. 26-7)
- E. Draw a Single viewport approximately as shown. (Turn off OSNAP)



- F. Adjust the Viewport Scale as follows:
 - F1. Confirm "**Model**" button showing.
 - F2. Select "**Zoom / All**"
 - F3. Select the **Viewport Scale** of 1:1 (pg. 26-17)



- G. Lock the Viewport (Refer to page 26-12)
- H. **Very important:** Save as / AutoCAD Drawing Template/ **My Decimal Setup** again

Continue on to **Exercise 26E**....you are not done yet.

EXERCISE 26E

PLOTTING FROM THE LAYOUT

The following instructions will guide you through the final steps for setting up the master template for plotting. These settings will stay with **My Decimal Setup** and you will be able to use it over and over again.

- A. Open **My Decimal Setup** (If not already open)
- B. Select the **A Size** layout tab.
- C. Select the **Plot** command

Note: Make sure that your settings match the settings shown below.

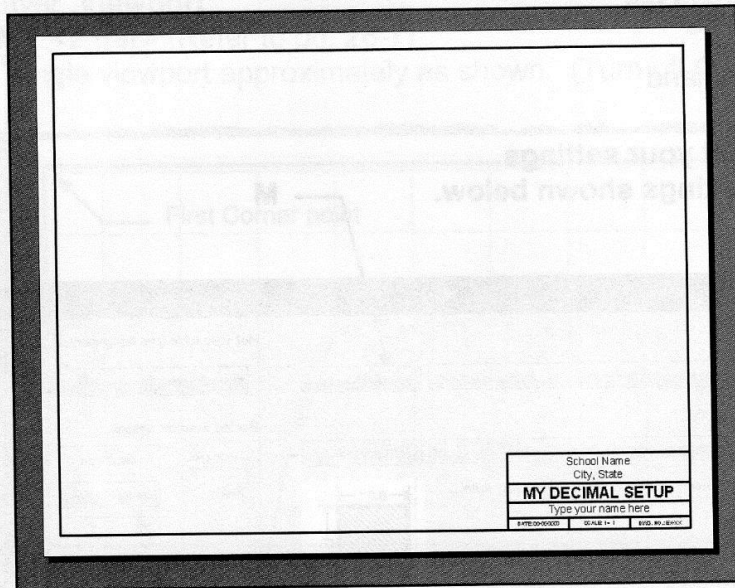
The screenshot shows the 'Plot - A Size' dialog box with the following settings and callouts:

- Page setup:** Name: <None> (Callout M)
- Printer/plotter:** Name: Default Windows System Printer.pc3 (Callout D)
- Paper size:** Letter (Callout E)
- Plot area:** What to plot: Layout (Callout F)
- Plot offset:** X: 0.000000 inch, Y: 0.000000 inch (Callout G)
- Plot scale:** Scale: 1:1 (Callout H)
- Plot style table:** monochrome.ctb (Callout I)
- Shaded viewport options:** Shade plot: As displayed, Quality: Normal, DPI: 300
- Plot options:** Plot object lineweights, Plot transparency, Plot with plot styles, Plot paperspace last (Callout J)
- Drawing orientation:** Landscape (Callout K)
- Buttons:** Apply to Layout (Callout P), OK (Callout Q), Cancel (Callout R)

- D. Select your printer
- E. Select the Paper Size
- F. Select the Plot Area
- G. Plot offset should be 0.00000 for X and Y

EXERCISE 26E....continued

- H. Select scale 1 : 1
- I. Select the Plot Style Table **Monochrome.ctb**
- J. Select the Plot options shown
- K. Select Drawing Orientation: **Landscape**
- L. Select **Preview** button.



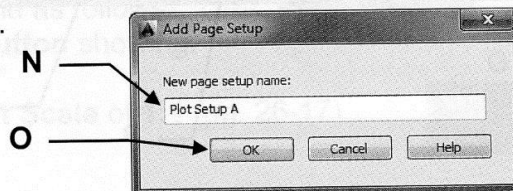
Note:

The Viewport frame and the grids will not appear in the Preview because the viewport layer is set to no plot and grids never plot.

If the drawing appears as you would like it, press the **Esc** key and continue on to **M**.

If the drawing does not look correct, press the **Esc** key and re-check all the settings, then preview again.

- M. Select the **ADD** button.



- N. Type the New page setup name: **Plot Setup A**

- O. Select the **OK** button.

EXERCISE 26E....continued

- P. Select the **"Apply to Layout"** button.
The settings are now saved to the layout tab for future use.
- Q. If your computer **is** connected to the plotter / printer selected, select the **OK** button to plot, then proceed to **S**.
- R. If your computer is **not** connected to the plotter / printer selected, select the **Cancel** button to close the Plot dialog box and proceed to **S**. *Note: Selecting Cancel will cancel your selected setting if you did not **ADD** the page setup as specified in **M**.*

You are almost done

- S. Select Layer **Object Line**.
(You don't want Layer Viewport to be the current layer)
- T. Now Save all of this work as a **Template** one last time.
1. Select **Application Menu / Save As / AutoCAD Drawing Template**
 2. Type: **My Decimal Setup**
 3. Select **Save** button.

Wow, I know that seemed like a lot of work but you have now completed the **Plotting Page Setup** for the **My Decimal Setup.dwt**.

Now you are ready to use this master template to create and plot many drawings in the future. In fact, you have one on the very next page.

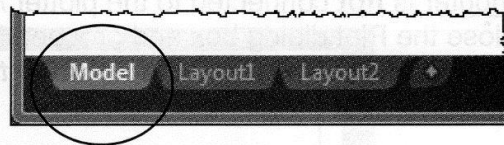
EXERCISE 26F

This exercise is in 2 parts. First you will draw the drawing in the model tab. Then you will create a layout to display parts of the drawing in 3 viewports. *Hopefully this will help you understand the differences between model space and paper space.*

Part 1

A. Select **New** and select **My Decimal Setup** template. (If it is not already open)

B. Select the Model tab.

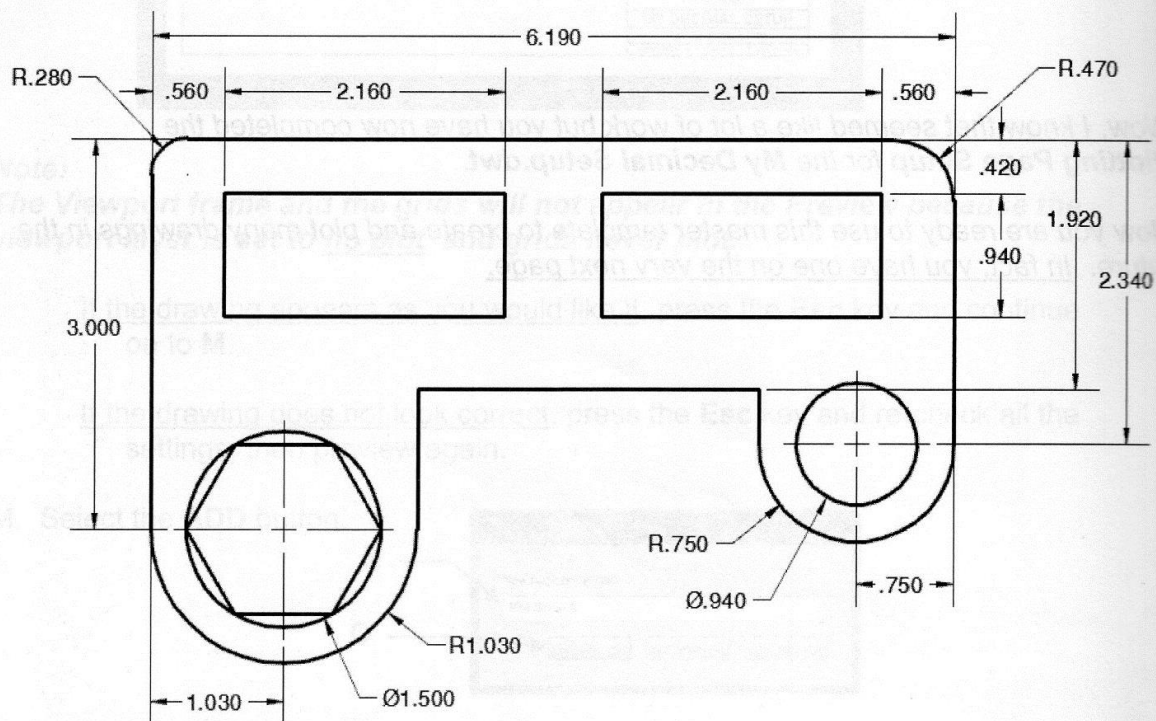


C. Draw the drawing shown below.

**Use Layer Object Line.....do not use Layer Viewport
Do not dimension.**

D. Save as: **EX-26F1**.




(Make sure that you save it as a drawing (.dwg) and not as a template.)



Continue to Part 2 on the next page.

EXERCISE 26Fcontinued

Part 2

- A. Select the **A Size** tab. 
- B. Confirm the Model / Paper button says Paper. 
- C. Erase the one existing viewport frame. (Click on the frame and select Erase)
- D. Select the Viewport Layer and create 3 new viewports approximately as shown below.
- E. Using Zoom and Pan, inside each viewport, try to display each viewport content as shown below. (Note: Scale is not critical at this time but it will be in Lesson 27.)
- F. Lock each viewport.
- G. This time I would like you to print the Viewport Frames, so you need to make the Viewport layer **plottable**.
(Remove the **no plot sign**  on the printer symbol in the Layer Properties Manager)
- H. Change the Title block: **Title:** VIEWPORTS **Scale:** NONE **Dwg no:** EX-26F
- I. Save as: **EX-26F**
- J. Plot using Plot Page Setup name: **Plot Setup A**. (Remember to view the Preview)

