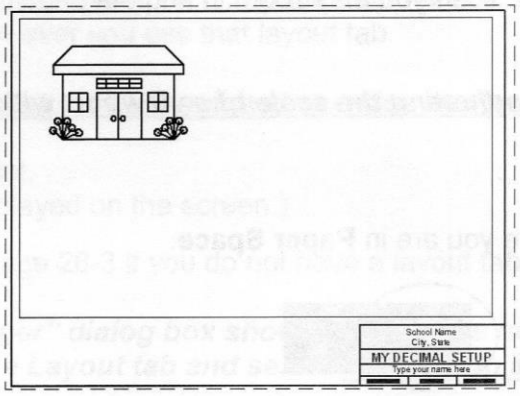
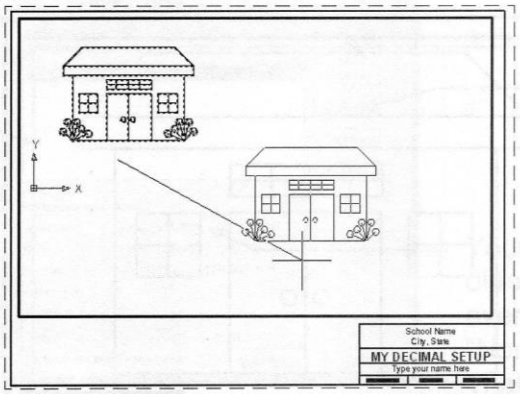
PAN….continued

Before PAN

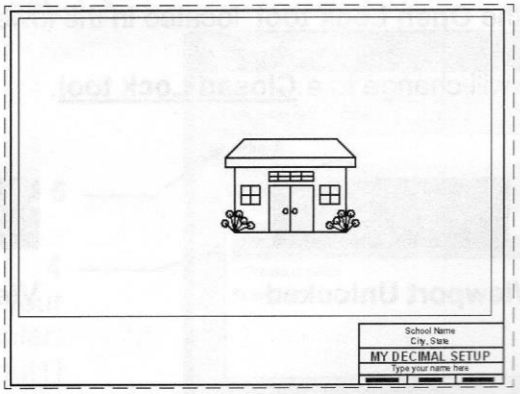


Double Click in the viewport to activate it.

Use PAN (Click, Drag, Release)



After PAN

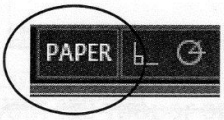


HOW TO LOCK A VIEWPORT

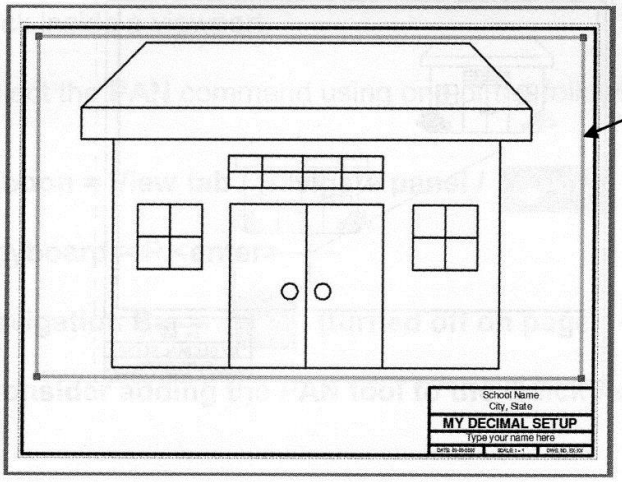
After you have manipulated the drawing within each viewport, to suit your display needs, you will want to **LOCK** the viewport so the display can't be changed accidentally. Then you may zoom in and out and you will not disturb the display.

Note:
Accurately adjusting the scale of a viewport will be discussed in detail in Lesson 27 .

1. Make sure you are in **Paper Space**.

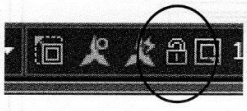


2. Click once on a **Viewport Frame.**

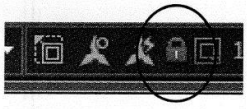


3. Click on the **Open Lock tool** located in the lower right corner of drawing area.

   The icon will change to a **Closed Lock tool**.



Viewport Unlocked



Viewport Locked

Now, any time you want to know if a Viewport is locked or unlocked just glance down to the Lock tool shown above.

HOW TO CREATE A PAGE SETUP

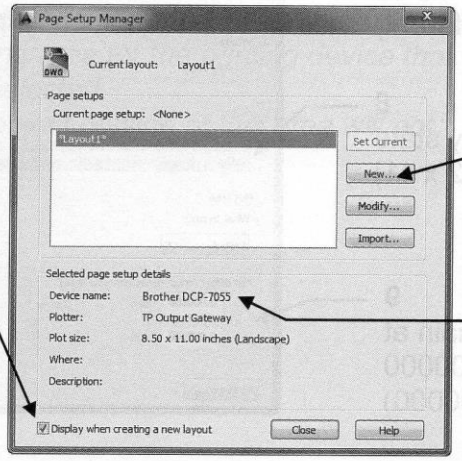
When you select a layout tab for the first time the Page Setup Manager will appear. The Page Setup Manager allows you to select the **printer/plotter** and **paper size**. These specifications are called the "**Page Setup**". This page setup will be saved to that layout tab so it will be available when ever you use that layout tab.

Note: The following is for concept only. The actual exercise starts with 26A.

1. **Open** the drawing you wish to plot.
   (The drawing must be displayed on the screen.)
2. Select a **Layout tab**. (Refer to page 26-3 if you do not have a layout tab)

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.

3. Select the **New...** button.

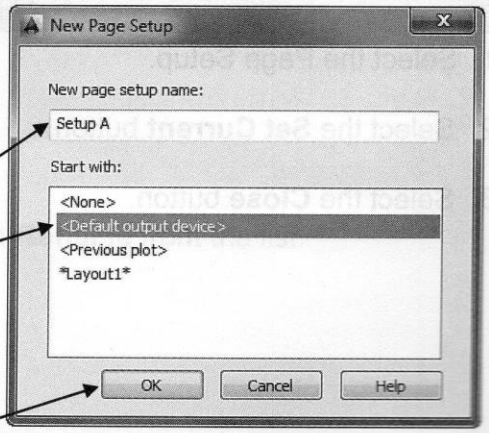


3

Check this box if the Page Setup Manager did not appear automatically when you selected a Layout tab.

Yours will be different. It may even display "None" That's OK for now

4. Select **<Default output device>** in the Start with: list.
5. Enter the New page setup name: **Setup A**
6. Select **OK** button.



5

4

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

6

Continued on the next page...

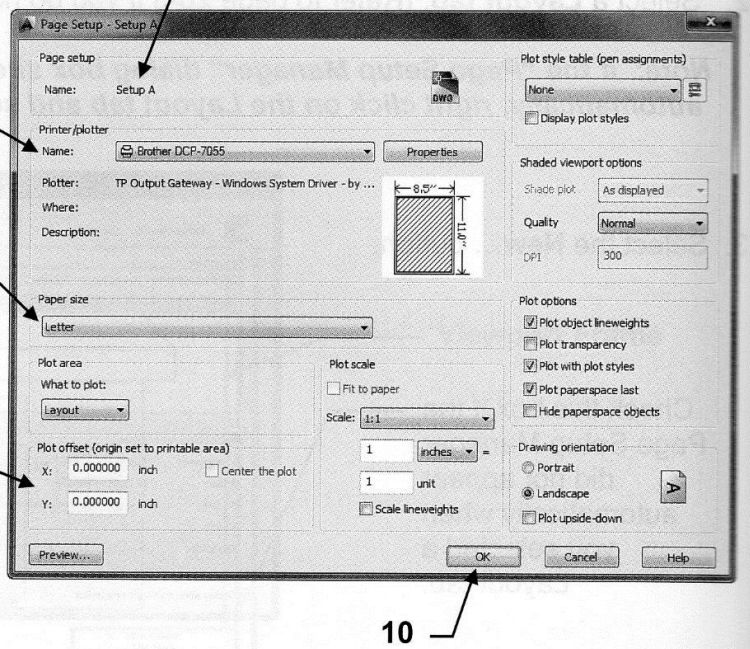
HOW TO CREATE A PAGE SETUP….continued

This is where you will select the **printer / plotter**, **paper size** and the **plot offset**.

7. 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.)

8. Select the **Paper Size**

9. Select **Plot Offset**

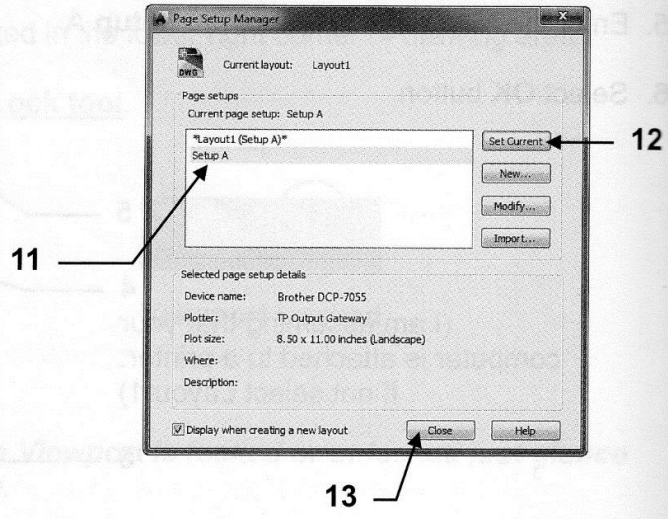


10. Select **OK** button.

11. Select the Page Setup.

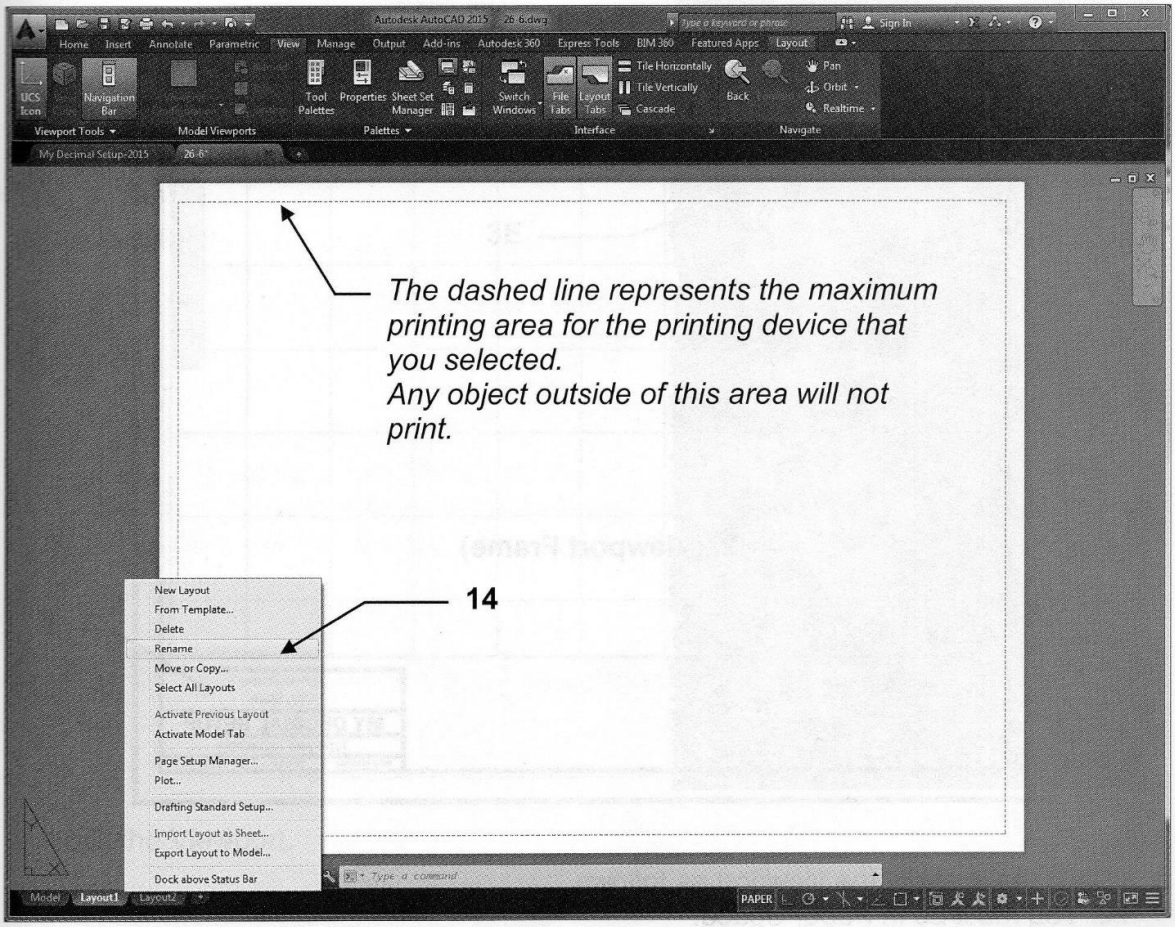
12. Select the **Set Current** button.

13. Select the **Close** button.



HOW TO CREATE A PAGE SETUP….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

14. Right click on the active Layout tab and select **Rename** from the list.

15. Enter the new Layout name **A Size** <enter>

This was just the concept of Page Setup. You will actually create one in Exercise 26B.

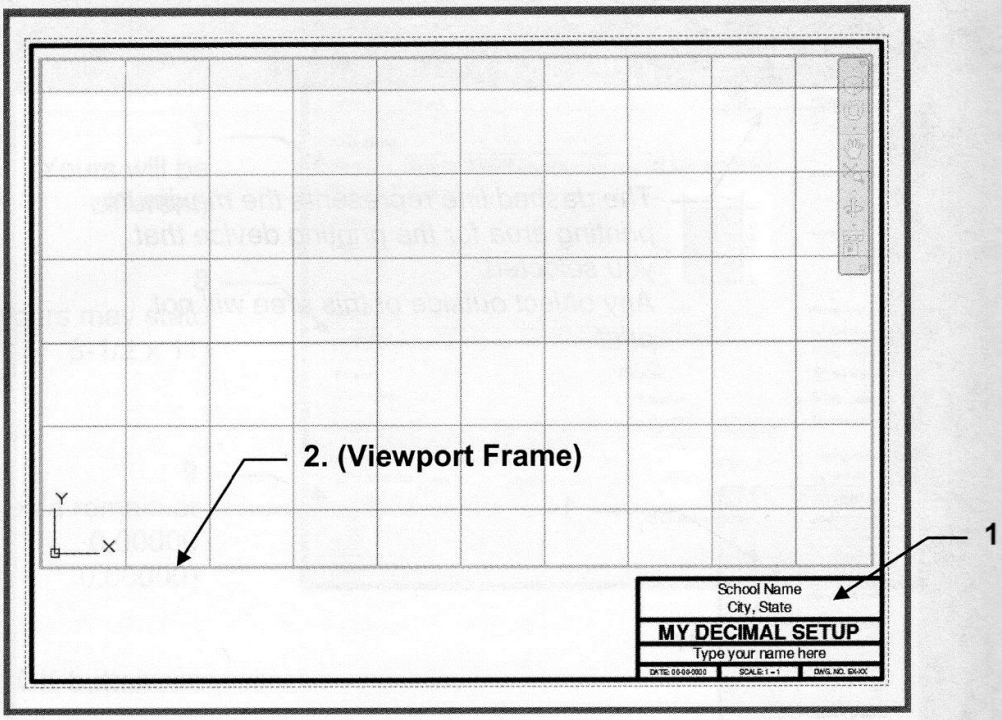
USING THE LAYOUT

Now that you have the correct paper size on the screen, you need to do a little bit more to make it useful.

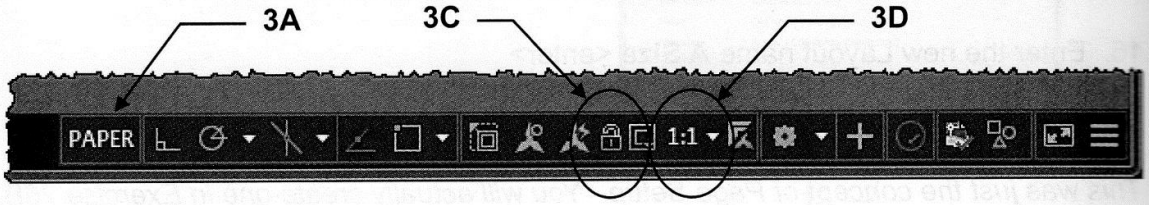
The next step is to:

1. Add a Border, Title Block and notes in Paper Space.

2. Cut a viewport to see through to Model Space. (Refer to page 26-6)

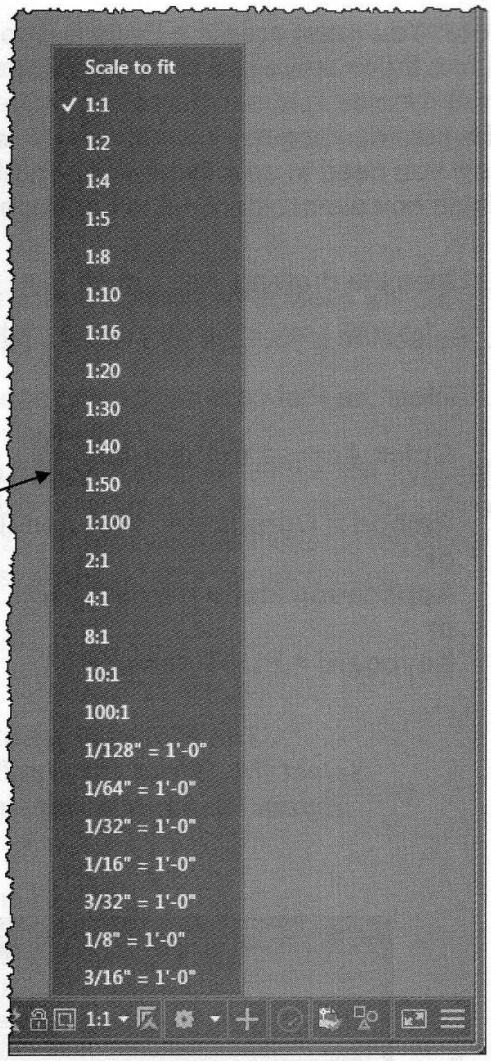


3. Adjust the scale of the viewport as follows.
   A. You must be in Paper Space.
   B. Click on the Viewport Frame.
   C. Unlock Viewport if it is locked.
   D. Select the Viewport Scale down arrow ▾.
   E. Select Scale (List shown on next page)



Continued on the next page...

USING THE LAYOUT....continued



3E

4. Lock the Viewport.

Now you may zoom as much as you desire and it will not affect the adjusted scale.

Note: Adjusting the scale of the viewport will be discussed more in lesson 27.

HOW TO PLOT FROM THE LAYOUT

Note: You must create a Page Setup before Plotting from a Layout tab.
If you have not created a Page Setup refer to pg 26-13 before proceeding.

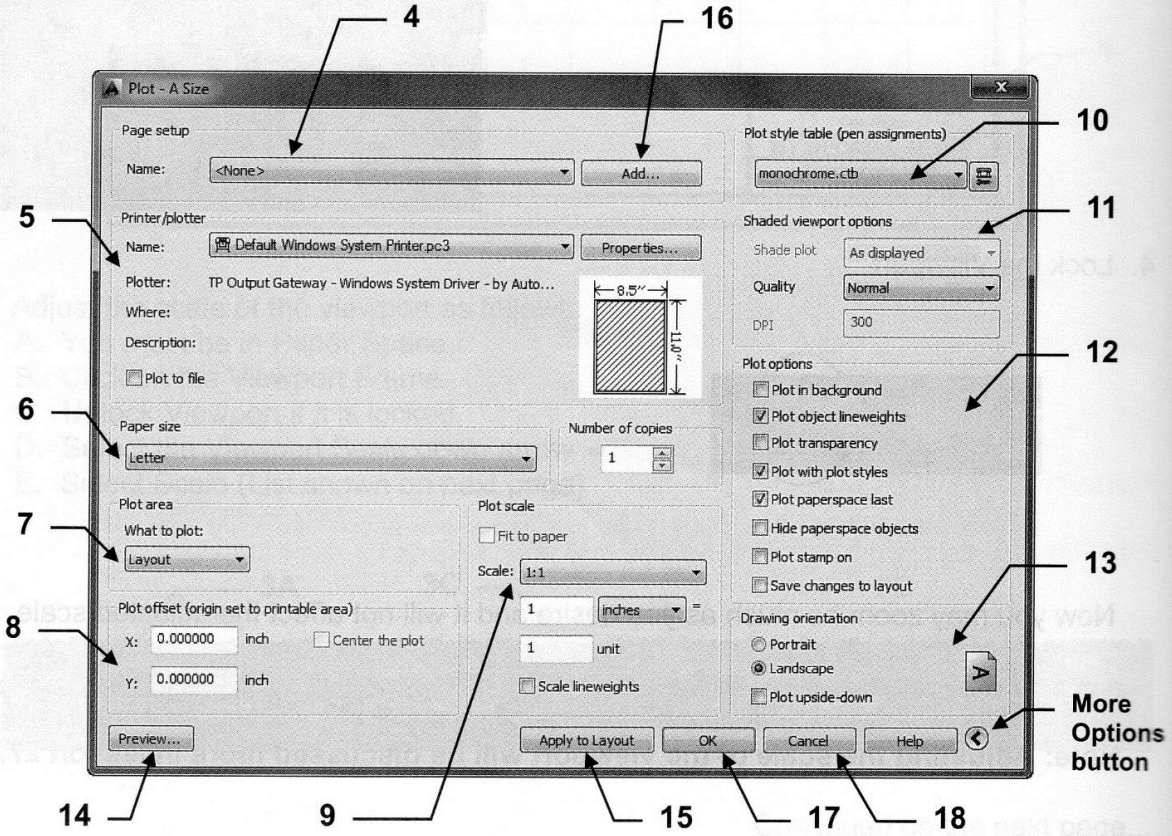
The previous page setup instructions were to select the printer and paper size. Now you need to specify how you want to plot the drawing. You will find the PLOT dialog box almost identical to the Page Setup dialog box.

1. Open the drawing you wish to plot.
2. Select the layout tab you wish to plot.
3. Select the Plot command using one of the following:

Quick Access tool bar = 
or
Ribbon = Output tab / Plot panel / 

or
Application Menu = Print / Plot
or
Keyboard = PLOT <enter>

The Plot dialog box shown below should appear.
Select the "More Options" ***button in the lower right corner if your dialog box does not appear the same as shown below***



HOW TO PLOT FROM THE LAYOUT….continued

4. **Page Setup name**:
   After you have selected the desired settings you will save the new page setup and it will appear here. If you have previously created a page setup you may select it from the drop down list and all of the settings will change to reflect the previously saved page setup settings.

5. **Printer / Plotter:**
   Select the Printer that you wish to use. All previously configured devices will be listed here. (If your printer / plotter is not listed, refer to "Add a Printer / Plotter" Appendix A.)

6. **Paper Size:**
   Select the paper size. The paper sizes shown in the drop down list are the available sizes for the printer that you selected. If the size you require is not listed, the printer you selected may not be able to handle that size. For example, a letter size printer can not handle a 24 X 18 size sheet. You must select a large format printer.

7. **Plot Area:**
   Select the area to plot. Layout is the default.

   Limits plots the area inside the drawing limits.
   (This option is only available when plotting from model space)

   Layout plots the paper size
   (Select this option when plotting from a Layout)

   Extents plots all objects in the drawing file even if out of view.
   (This option only available if you have a viewport)

   Display plots the drawing exactly as displayed on the screen.

   Window plots objects inside a window. To specify the window, choose **Window** and specify the first and opposite (diagonal) corner of the area you choose to plot. (Similar to the Zoom / Window command)

8. **Plot offset:**
   The plot can be moved away from the lower left plot limit corner by changing the X and / or Y offset.
   If you have select **Plot area** "Display" or "Extents", select "**Center the plot.**"

9. **Scale:** Select a **scale** from the drop down list or enter a custom scale.

   *Note: This scale is the Paper Space scale. The Model space scale will be adjusted within the viewport. If you are plotting from a "**LAYOUT**" tab, normally you will use **plot scale 1:1**. (I know this seems a little confusing right now. Scaling will be discussed more in Lesson 27)*

HOW TO PLOT FROM THE LAYOUT....continued

10. **Plot Style Table:** Select the Plot Style Table from the list. The Plot Styles determine if the plot is in color, Black ink or screened. You may also create your own.
    If you want to print in Black Ink only select Monochrome.ctb
    If you want to print in Color select Acad.ctb

11. **Shaded viewport options**
    This area is used for printing shaded objects when working in the 3D environment.

12. **Plot options**
    Plot background = specifies that the plot is processed in the background.

    Plot Object Lineweights = plots objects with assigned lineweights.

    Plot transparency = Plots any transparencies

    Plot with Plot Styles = plots using the selected Plot Style Table.

    Plot paperspace last = plots model space objects before plotting paperspace objects. Not available when plotting from model space.

    Hide Paperspace Objects = used for 3D only. Plots with hidden lines removed.

    Plot Stamp on = Allows you to print information around the perimeter of the border such as; drawing name, layout name, date/time, login name, device name, paper size and plot scale.

    Save Changes to Layout = Select this box if you want to save all of these settings to the current Layout tab.

13. **Drawing Orientation**.
    Portrait = the short edge of the paper represents the top of the page.

    Landscape = the long edge of the paper represents the top of the page

    Plot Upside-down = Plots the drawing upside down.

14. Select **Preview** button.
    Preview displays the drawing as it will plot on the sheet of paper.

(Note: If you cannot see through to Model space, you have not cut your viewport yet)

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

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

Note: If you have any of the layers set to "no plot" they will not appear in the preview display. The Preview Display only displays what will be printed.

HOW TO PLOT FROM THE LAYOUT....continued

15. **Apply to Layout** button
    This applies all of the settings to the layout tab. Whenever you select this layout tab the settings will already be set.

16. **Save the Page Setup**
    At this point you have the option of saving these settings as another page setup for future use on other layout tabs. If you wish to save this setup, select the **ADD** button, type a name and select **OK.**

17. If your computer **is** connected to the plotter / printer selected, select the **OK** button to plot, then proceed to **19**.

18. If your computer is **not** connected to the plotter / printer selected, select the **Cancel** button to close the Plot dialog box and proceed to **19**.

    *Note: Selecting Cancel will cancel your selected setting if you did not save the page setup as specified in **16** above.*

19. **Save the drawing**
    This will guarantee that the Page Setup you just created will be saved to this file for future use.

Note: This is the concept only.
The step by step instructions are shown in Exercise 26E

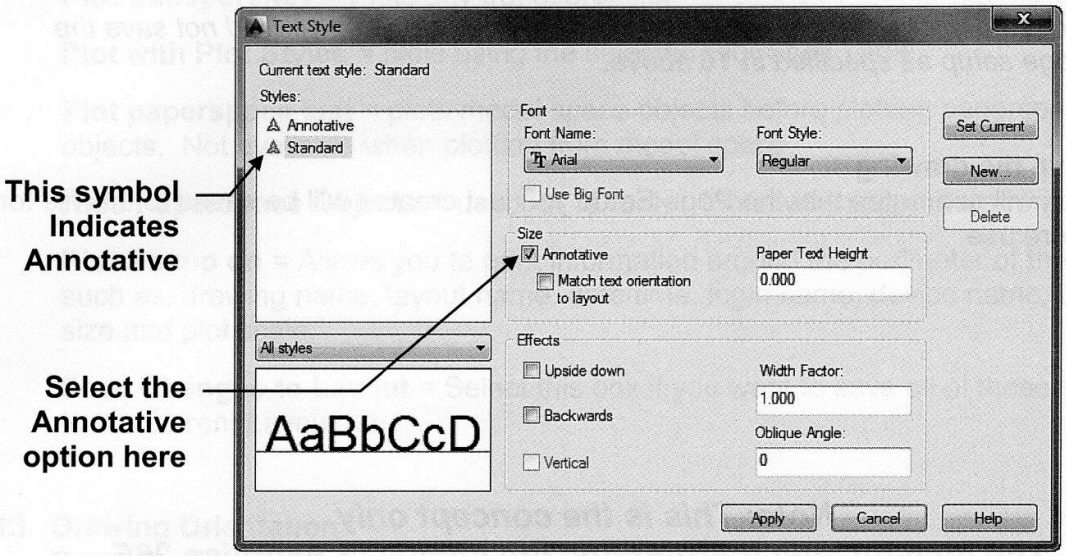
ANNOTATIVE PROPERTY

In Lesson 16 you learned to create a dimension style.
In Lesson 25 you learned to create a text style.
In this Lesson you will create a new dimension style and text style but this time you will include the **Annotative property** in both.

The Annotative property automates the process of scaling text, dimensions, hatch, tolerances, leaders and symbols. The height of these objects will automatically be determined by the annotation scale setting.

This will be discussed more in Lesson 27.
For now I just want you to know how to select it when creating your new styles.

TEXT STYLE



DIMENSION STYLE