



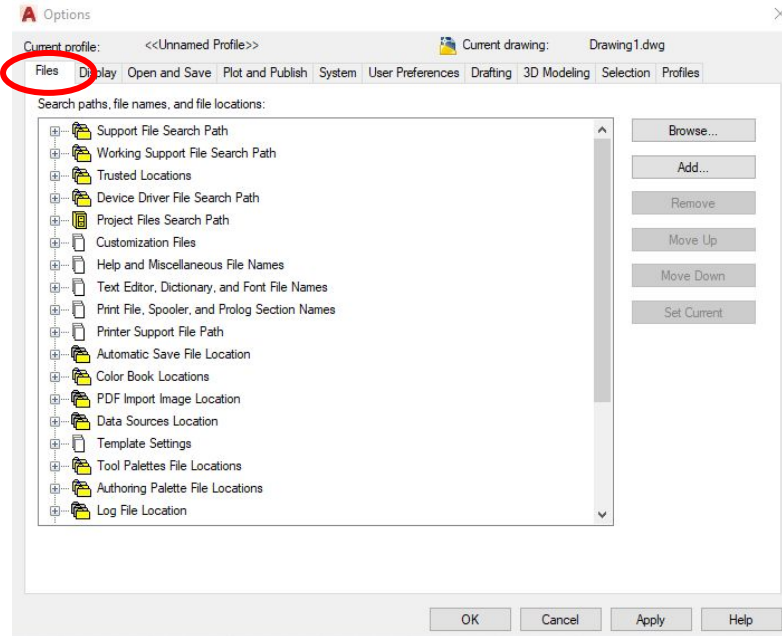
# **ARCH2331**

Autocad tips  
Printing to PDF

# **How to upload a custom CTB file**

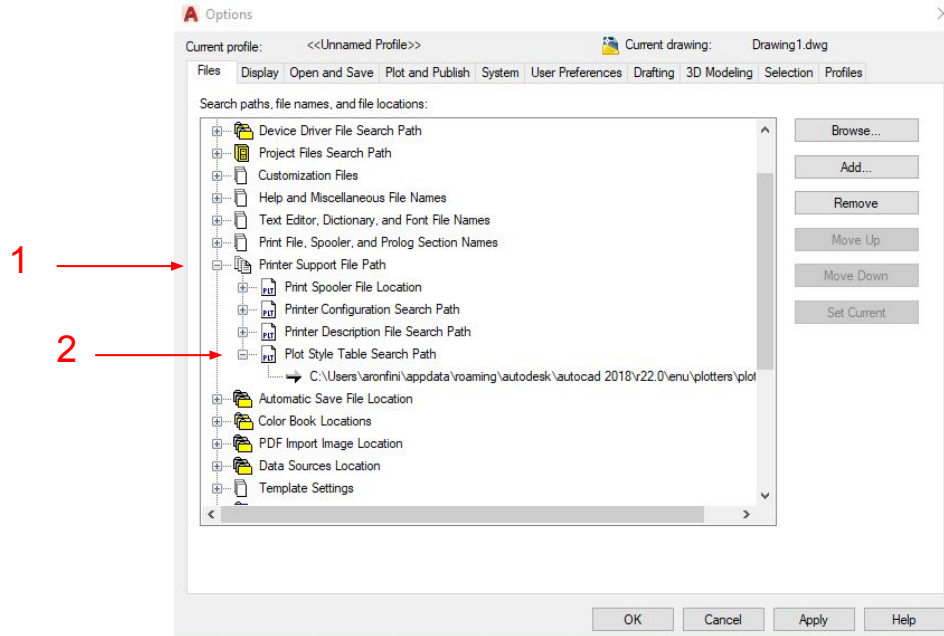
The printing style of each layer is defined in a custom CTB file.  
The CTB files dictates the printing color and thickness of each autocad layer.

To upload the class or your own CTB type “OPTIONS” in the command bar and look for the FILES tab at the top:



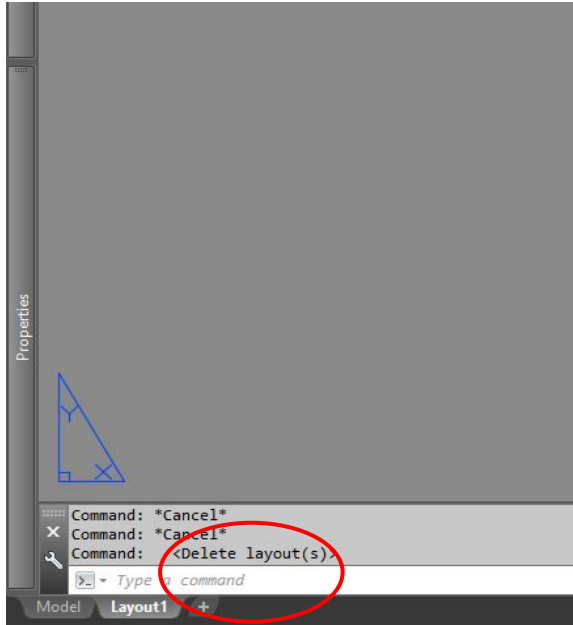
Look for (1) “PRINTER SUPPORT FILE PATH” and click on the little + next to it  
Look for the (2) “PLOT STYLE TABLE SEARCH TAB” and click on the little + next to it to see the path of the CTB folder.

On an explorer window locate that folder and paste your CTB file in there.

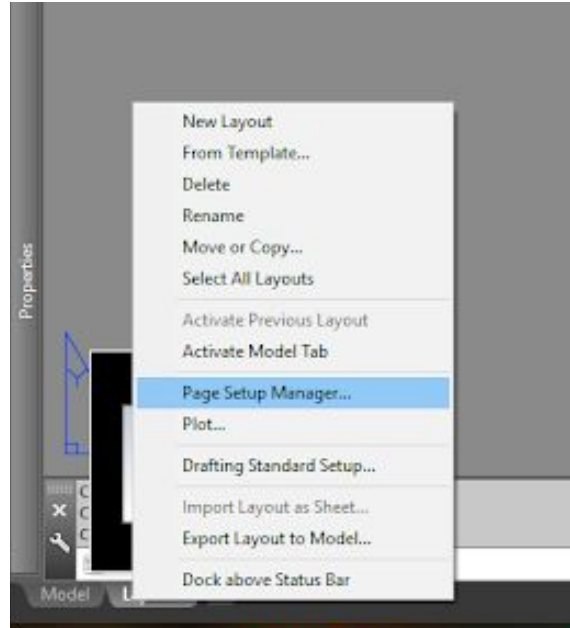


# **How to create and customize an Autocad layout**

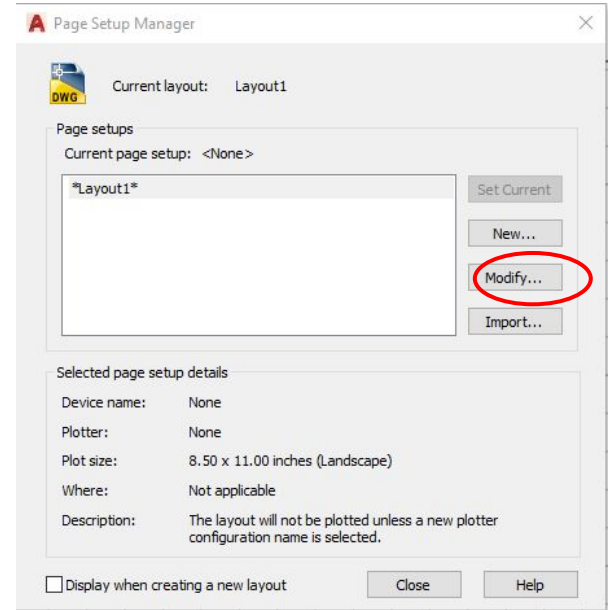
To setup a layout in autocad look for a little + next to the model tab in the bottom right of your screen:



Once you created a new layout right click on it and click on "PAGE SETUP MANAGER" to setup your virtual sheet:



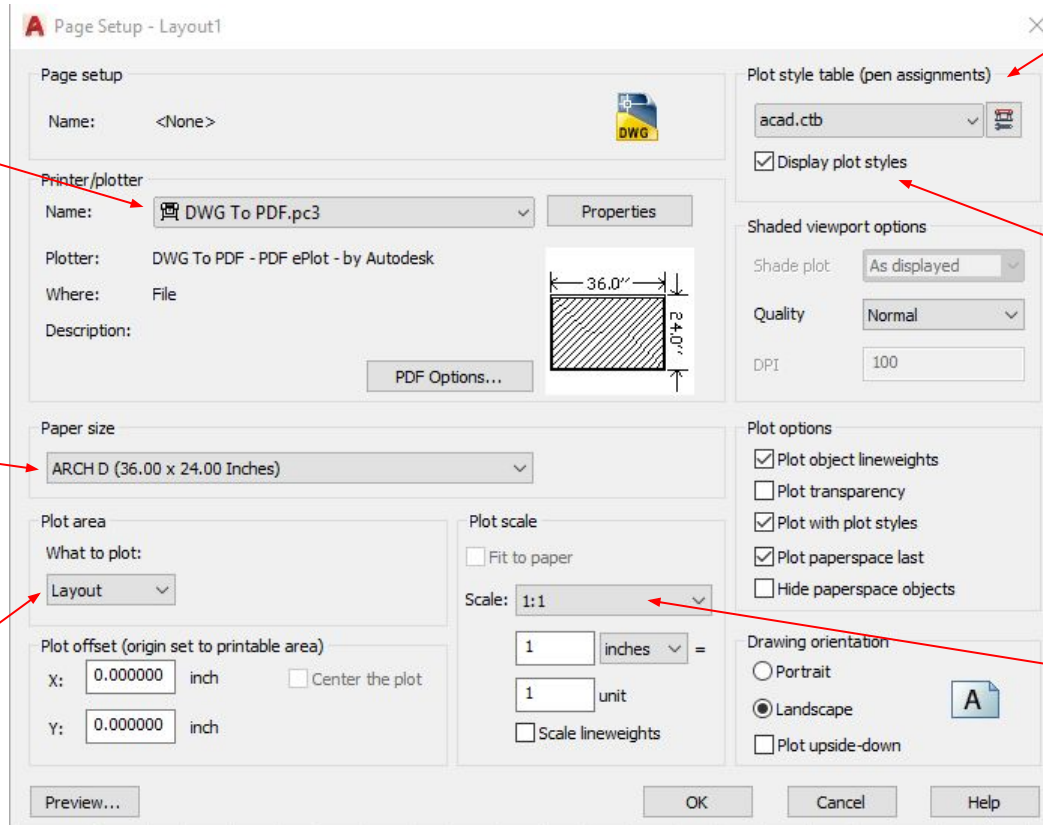
Select your layout and click on "MODIFY" to access the customization options:



Set your printer here (DWG to PDF is the preferred printer to export to PDF)

Set the size of your sheet of paper.

Remember to set the plot area as you prefer. "Layout" will print everything within the white area.



Plot style table is where you assign the CTB file. Clicking on the little icon on the right allows you to edit the CTB.

If you want to see a preview of the plot styles in your layout window select this option.

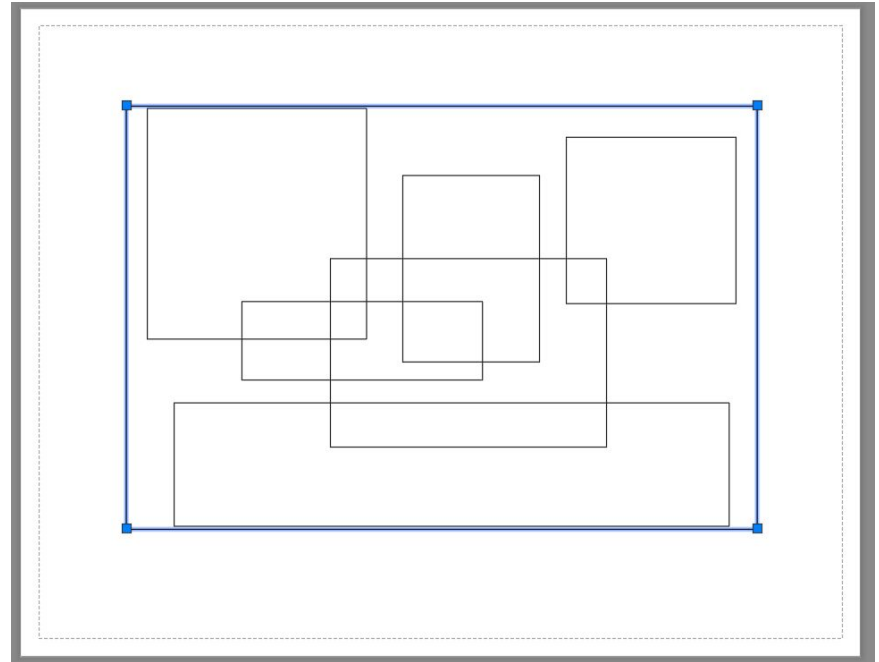
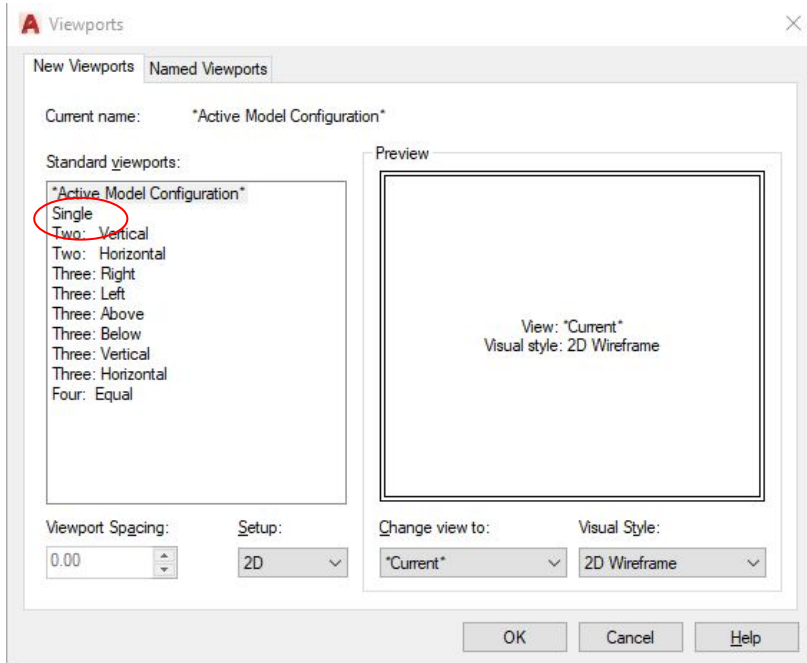
Leave the plot scale to 1:1

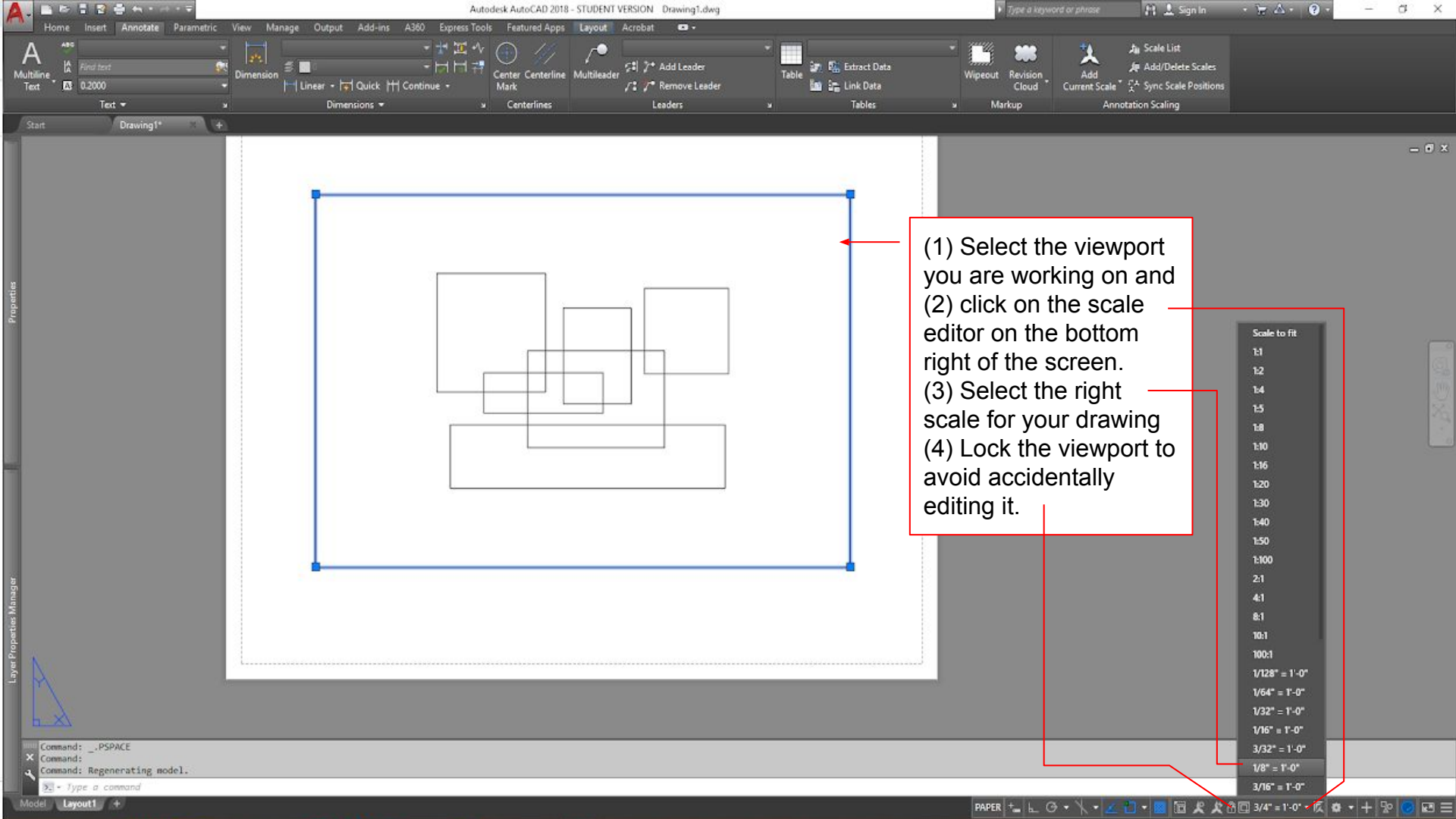
**Create a viewport and set its scale**



Click on your layout tab at the bottom right of the screen. Type “VIEWPORT” to create a viewport, then select the single one to create a rectangular viewport.

Draw the rectangular viewport. You can always edit its size it by selecting it and moving its edges.





(1) Select the viewport you are working on and  
(2) click on the scale editor on the bottom right of the screen.  
(3) Select the right scale for your drawing  
(4) Lock the viewport to avoid accidentally editing it.

- Scale to fit
- 1:1
- 1:2
- 1:4
- 1:5
- 1:8
- 1:10
- 1:16
- 1:20
- 1:30
- 1:40
- 1:50
- 1:100
- 2:1
- 4:1
- 8:1
- 10:1
- 100:1
- 1/128" = 1'-0"
- 1/64" = 1'-0"
- 1/32" = 1'-0"
- 1/16" = 1'-0"
- 3/32" = 1'-0"
- 1/8" = 1'-0"
- 3/16" = 1'-0"

Command: \_PSPACE  
Command:  
Command: Regenerating model.  
Type a command

# **Useful commands**

**PLINE** - Create a polyline. A polyline is a connected sequence of line or curve segments

**RECTANGLE** - Create a rectangle. The resulting rectangle is a polyline.

**EXPLODE** - Explode a polyline into individual lines/curves

**COPY** - Allows you to create a serie of instances of a geometry. You can input the distance between each copy.

**TRIM** - Trim lines and polylines using other lines and polylines as references. Click on SHIFT in order to extend the lines instead of trimming them.

**OFFSET** - Offsets a line/geometry.

**STRETCH** - Select a control point of a geometry to stretch it along a straight line.

**F3 (button)** - Click once to activate/deactivate all the snaps in the model space. Click again to reactivate.

**F8 (button)** - Activate/deactivate the ortho mode (cursor only moves vertically and horizontally)

**PROPERTIES** - Open the properties toolbar, you can dock it to the side of your screen

**LAYER** - Open the layer properties toolbar, you can dock it on the side of your screen

**OSNAP** - Open the snapping options to select what you want your cursor to snap to