Guide by Pat Gillis

## → White Paper

Passion Integrity Expertise Teamwork

## Creating a New Paper Space Layout and Page Setup in AutoCAD

## AutoCAD Users

1. Right-mouse-click the existing Layout tab, and select *Move or Copy*...



2. Click Move to end and tick Create a Copy





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3. Right-mouse-click the new Layout (2) tab, and select Rename...(Or double-click the name in newer versions of AutoCAD)



4. Enter a suitable name...for example GBE-A0...the layout is now renamed...



- 5. Right-mouse-click the new GBE-A0 layout tab; and select Page Setup Manager...
- 6. In the Page Setup Manager dialogue box, click the New...button





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7. In the New Page Setup Dialogue box, enter a suitable name...e.g. A0 Page Setup and then click OK

## New Page Setup New page setup name: AO-PAGE SETUP Start with: <previous plot> %GEE - AO\* %M012-1\* Setup1 OK Cancel Help

(Note: I always recommend that you add Page Setup on the end of the name of a Page Setup, as this prevents any future confusion with layout names of the same name...it would perhaps have been better if the Page Setup Manager was divided vertically in two, with Layout Names on one side and Page Setups on the other, with a linking mechanism between them?)

8. Select the *printer* to use for the page setup - use your company/network printer etc as required. Here I have used the DWG to PDF printer:

鹶 Page Setup -	GBE - AO
Page setup	
Name:	AO-PAGE SETUP
Printer/plotter	
Name:	Pr
Plotter: Where:	
Description:	DWG To PDF.pc3     DWG To PDF.pc3     PublishToWeb JPG.pc3     PiblishToWeb JPG.pc3

9. Identify the paper size and other settings etc to save in the page setup>Click OK:

Page setup		Plot style table (pen assignments)	
Name: AO-PAGE SETUP		None 👻 🐺	
Printer/plotter		Display plot styles	
Name: DWG To PDF	pc3 Pri	operties Shaded viewport options	
Plotter: DWG To PDF - PDF	ePlot - by Autodesk 84	1 MM k Shade plot As displayed -	
Where: File		T Custor I	
Description:		Quaity Normal +	
Paper size		Plot options	
ISO A0 (841.00 x 1189.00 MM)	•	Plot object lineweights	
		Plot transparency	
Plot area	Plot scale	Plot with plot styles	
What to plot:	Fit to paper	Plot paperspace last	
Layout 🔹	Scale: 1:1	Hide paperspace objects	
Plot offset (origin set to printable	area) 1	mm v = Drawing orientation	
X: 0.00 mm	Center the plot	Portrait	
	1	unit 💿 Landscape 🏼 🏲	
Y: 0.00 mm	Scale line	eweights Plot pside-down	



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10. Select the new AO-Page Setup from the list and click Set Current...this links the page setup to the Layout...Indicated by the bracketed page setup name after the layout name(Double-clicking the Page Setup name also links if to the current Layout)

Page Setup Mana	ger		×
Current l	ayout: GBE - AO	Learn about the Page Setup mana	ger
Page setups			
Current page se	tup: AO-PAGE SETUP		-a i
*BE - AO (AO	-PAGE SETUP)*	Set Current	
*1012-1*	-		
Setup1	· · · · · ·	New Sets the current	a selected page layout. You ca
Scupi		Modif page se	tup. Set Curre
		Import	
Selected page set	tup details		
Device name:	DWG To PDF.pc3		- <b>1</b>
Device fidilie.			
Plotter:	DWG To PDF		
Plotter: Plot size:	DWG To PDF 841.00 x 1189.00 mm (Lands	scape)	
Plotter: Plot size: Where:	DWG To PDF 841.00 x 1189.00 mm (Land: File	scape)	
Plotter: Plot size: Where: Description:	DWG To PDF 841.00 x 1189.00 mm (Land: File	scape)	
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- 11. Click Close. (The Layout now displays the correct A0 sheet size and the border now fits).
- 12. The next stage would be to edit/modify/create a suitable company titleblock with viewports etc for you and your colleagues to use on this Layout.



13. End.

