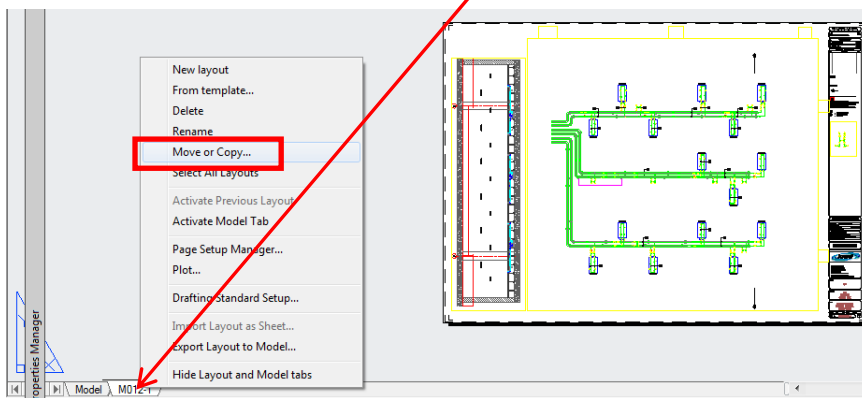


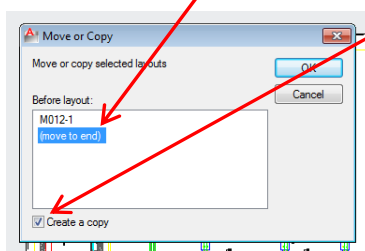
Creating a New Paper Space Layout and Page Setup in AutoCAD

AutoCAD Users

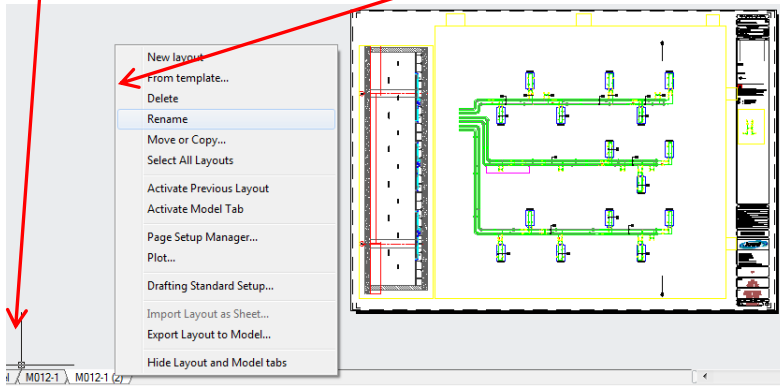
1. Right-mouse-click the existing Layout tab, and select *Move or Copy...*



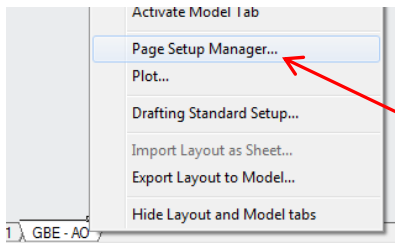
2. Click *Move to end* and tick *Create a Copy*



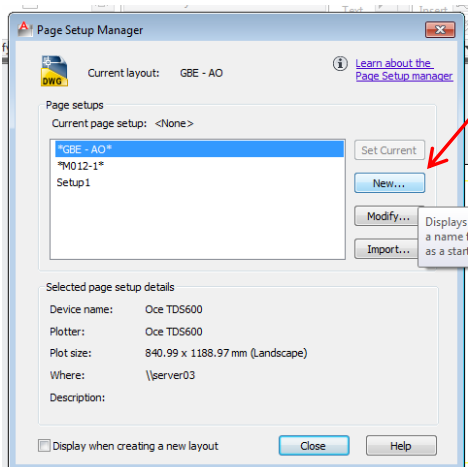
3. Right-mouse-click the new Layout (2) tab, and select *Rename...* (Or double-click the name in newer versions of AutoCAD)



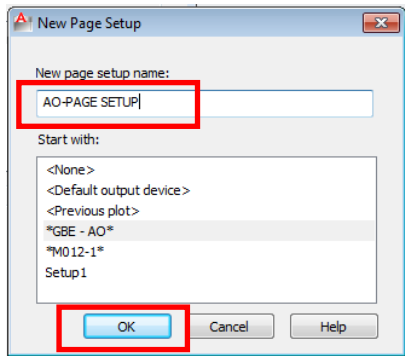
4. Enter a suitable name...for example *GBE-A0...* the layout is now renamed...



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

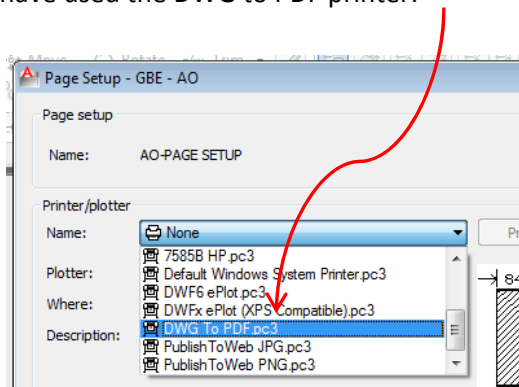


- In the New Page Setup Dialogue box, enter a *suitable name*...e.g. *A0 Page Setup* and then *click OK*

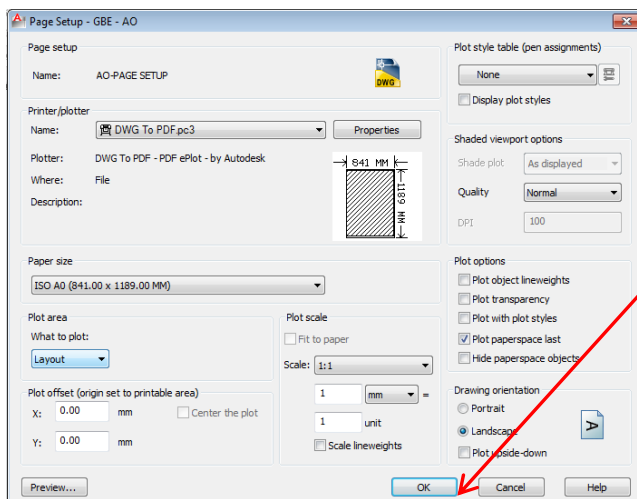


(Note: I always recommend that you add Page Setup on the end of the name of a Page Setup, as this prevents any future confusion with layout names of the same name...it would perhaps have been better if the Page Setup Manager was divided vertically in two, with Layout Names on one side and Page Setups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

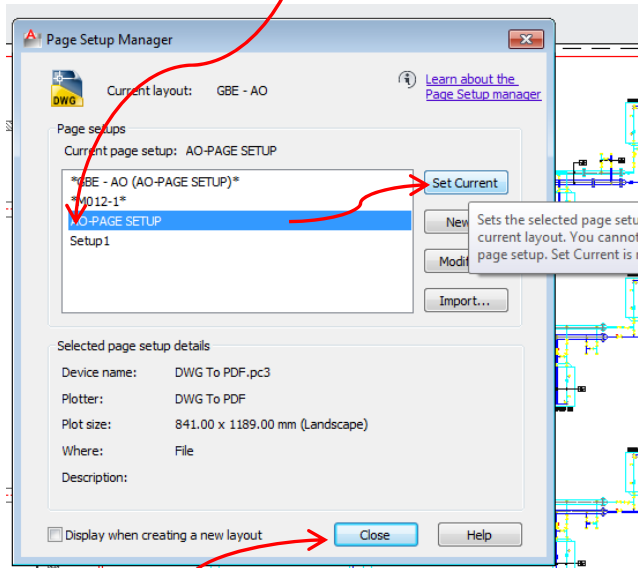
- Select the *printer* to use for the page setup - use your company/network printer etc as required. Here I have used the DWG to PDF printer:



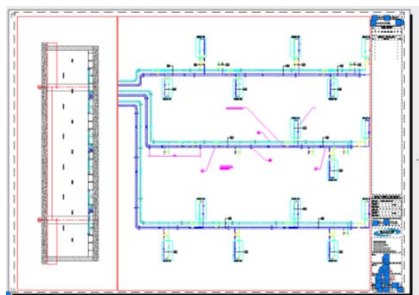
- Identify the *paper size* and other *settings* etc to save in the page setup>*Click OK*:



10. Select the new *A0-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 it to the current Layout)*



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.