

Plotting with Sheets and Viewports

Templates

A *Template* is the generic title block you will use on many different projects. It should include a standard border (if you want a border) and title block with general information. You'll leave the space for job name, plan date, etc. blank. You would likely have as many *Templates* as you have sheet sizes that you regularly plot on. For example you may have *Templates* for a 11x17, 24x18 and 24x36 sheets if you sometime plot on each of those size. Consider including the sheet size in the Template name.

You have two editable layers in a *Template*; sheet border (-100) and sheet template (-10).

You will use the basic drawing tools to create the Template. Pick on BuildersCAD at the top right of the main BuildersCAD menu to toggle back to the basic drawing tools.

You can place TIF or JPGs in the title block. Create a sub-folder inside the db folder and put the raster image inside that folder – so the raster file goes with the db if you move or copy the db. Note: make sure when you place the raster image that the Pen is NOT set to zero (0). If it is the image won't plot.

When you save a *Template* you will have the option to "Copy template to archive library ('styles.dir/sheetlib')?" If you copy the *Template* to the sheetlib folder inside the Styles.dir user folder you will be able to use this Template in all databases in the graphic user folder.

You can create a job/database specific *Template(s)* that includes the job name, location, etc. When you save it do not "copy template to archive."

Sheets

(Create from Main Menu or basic CAD tools so auto-layers aren't assigned.)

You use a *Template* to create *Sheets* for specific jobs (databases). You will add the sheet specific information such as page number, Titles, drawing date, etc.

You will find the same two layers you see in the *Template*, sheet border (-100) and sheet template (-10), but only sheet template (-10) is editable (can be written to).

You will select and place *Viewports* on the sheets. When you place a *Viewport* it will display at the database scale. For example if your database scale is ¼"=1'-0" any *Viewport* you cut from that database and place on a sheet will plot at ¼"=1'-0" unless you rescale the *Viewport*.

You can Rescale, Move, Rotate, Erase *Viewports* and perform other edit functions. Use the middle mouse button or F2 to view the Help information on the Place *Viewport* menu.

Make sure to save the *Sheet* after editing and placing *Viewports*.

BCAD Services

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Viewports

Make sure master.dr is loaded in BuildersCAD to cut *Viewports*. To cut a *Viewport* pick on the Viewport icon (center of the menu bar at the top of the screen) a flydown Viewport Cut Menu will display. Pick on the box next to Name and enter a name. Make the name meaningful so that when you select a *Viewport* for placement on a *Sheet* you will know what is in the *Viewports* available to select.

After you cut Viewports make sure to Save the Database before creating or attempting to place Viewports on a sheet(s). If you do not you may lose information in the database. You will at least lose the *Viewports* you cut and have to cut them again.

Plotting with Sheets and Viewports Check List

1. Load the Database.
2. Do a backup of the Database
3. Turn on whatever layers you want to go into the Viewport (these layers will be automatically updated within the VP when they are edited in Master.dr).
4. Cut Viewports (always use Dynamic)
5. Save the Database (CRITICAL!)
6. Create a Template or select an existing Template (File/New/Sheet)
7. Create a Sheet (Start-up/pick sheet size/build title block, etc.; ½ outline)
8. Place Viewport(s)
9. Save the Sheet
10. Plotting
 - Must use Window Type – Normal and Lower Left Corner of Database Origin for plotting Sheets
 - Plot to PDF or to a plotter
 - (PDF: Must use 1) normal window type; 2) lower left corner = db origin; 3) sheet must match template size created)
11. Go to the Windows Explorer to locate the PDF. (loose in user folder; move where you want)

Misc:

- Make sure you're working in sheet space
- Can delete a sheet and start over
- If you place a raster image make sure to put a copy in the db folder FIRST so path is correct (and it's always with db)
- Delete outside lines once you set border (1/2")

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