

## Creating a PDF for ANSI A and B Sheets

The following instructions will guide you through plotting to a PDF in SurvCADD and AutoCAD.

- 1) Open the drawing in CAD that you want to plot to PDF.
- 2) Switch to the paper space tab that has the drawing that you wish to create a PDF for by clicking on the individual tabs at the bottom of the workspace
- 3) **Right click** on the current paper space tab
- 4) **Left click** "*Page Setup Manager*"
- 5) The Page Setup Manager dialog box appears. Click "**New...**"
- 6) Type in a **name** that has the paper size and PDF in it (ex. *ANSI B PDF*)
- 7) In the Page Setup window, set the following options:
  - a. Printer/Plotter Name: use the pull down list to select "**ADOBE PDF**"
  - b. Paper Size: select the paper **size** desired from the pull-down list
  - c. Plot Area: set to "**Extents**"
  - d. Plot Offset: check the "**Center the plot**" setting
  - e. Plot Scale: check that the scale is "**1"= 1"**"
  - f. Drawing orientation: set to "**Landscape**" or "**Portrait**" as appropriate
  - g. Press "**OK**" when done
- 8) Click "**Close**" in the Page Setup Manager window
- 9) **Right click** on the current paper space tab
- 10) Left click "**Plot...**"
- 11) In the Plot Dialog window, use the pull-down list to set the "*Page Setup*" **name** to the one created in **step 6** above (ex. *ANSI B PDF*)
- 12) Click "**Preview**" to preview the drawing
  - a. Hit "**Enter**" to exit the preview
- 13) Click "**OK**" to plot to PDF in the plot dialog window
- 14) In the "*Save PDF File As*" window, **navigate** to the location to save the drawing and **give it a name**.
- 15) Press "**Save**" when done
- 16) Acrobat will open and display the new PDF file. If it is incorrect modify the page setup setting from step 7 to adjust to fit on page.
- 17) Start from step 10 to plot other sheets as PDFs from the same dwg file