

## Plotting a Drawing

The following instructions will guide you through plotting in Carlson Software and AutoCAD. Carlson modules are displayed as {**Survey**}, main menus are displayed as [**Points**], and submenus and menu commands are displayed as <**Edit Points**>.

- 1) Open the drawing in CAD that you want to plot.
- 2) Switch to the paper space tab that has the drawing that you wish to plot by clicking on the individual tabs at the bottom of the workspace
- 3) If you have not previously setup the page using the "Page Setup Manger", do so now with the following (if you have done this, skip to step 9):
- 4) **Right click** on the current paper space tab
- 5) **Left click** "Page Setup Manager"
- 6) The Page Setup Manager dialog box appears. Make sure the layout name (ex. "Layout1") is highlighted and click "**Modify...**"
- 7) In the Page Setup window, set the following options:
  - a. Printer/Plotter Name: use the pull down list to select the **desired plotter**
  - b. Paper Size: check the paper size to make sure it matches the **desired sheet size**.
  - 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. 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, double check the following settings:
  - a. The correct printer is shown in the plotter/printer area
  - b. The correct paper size is displayed in the paper size area
  - c. Plot area is set to extents
  - d. The plot offset area has "Center Plot" checked
  - e. The scale is set to "**1" = 1**"
- 12) Click "**Preview**"
- 13) If the printer preview appears correct on screen, press "**Enter**" and continue to step 15.

- 14) If the print preview was not correct, hit **“Enter”** and do the following:
  - a. To adjust the position on the paper: in the “Plot Area” section, set the pull down menu to **“Layout”** and click **“Preview”**
  - b. To adjust position on the paper: in the “Plot Area” section, set the pull down menu to **“Window”**
    - i. **Select a corner** of the title block or drawing
    - ii. **Select the opposite corner** of the title block or the drawing
    - iii. Check the **“Center the Plot”** in the plot offset area
  - c. If the scale of the plot is not important, select **“Fit to Paper”** in the plot scale area (note: this is **not recommended**)
  - d. Change the paper size if need be
  - e. Cancel out of the plot command and fix what is preventing from proper plotting in the drawing
- 15) Press **“OK”** in the “Plot” dialog box when the preview appears correct