

Creating a PDF from Larger Sheet Sizes

The following instructions will guide you through plotting to a PDF in Carlson Software 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. *ARCH D PDF*)
- 7) In the Page Setup window, set the Printer/Plotter Name using the pull down list to select "**ADOBE PDF**"
 - a. Click "**Properties**" besides "ADOBE PDF"
 - b. Click "**Custom Properties**"
 - c. Click the "**Layout**" tab
 - d. Click "**Advanced**"
 - e. Click "**Paper Size**" and in the pull-down menu select "**Postscript Custom Page Size**"
 - f. Set the **Width** and the **Height** for the paper you are trying to print to
 - g. Make sure units are in "**inches**"
 - h. Set the feed direction to "**Long Edge First**" or "**Long Edge First (flipped)**" (note: only set the "flipped" if after creating the pdf, the drawing is rotated 90 degrees on the page)
 - i. Click "**OK**"
 - j. Click "**OK**" in the Adobe PDF Converter Advanced Options window
 - k. Click "**OK**" in the Adobe PDF Document Properties window
 - l. Click "**OK**" in the Plotter Configuration Editor window
 - m. If a "*Changed to a plotter configuration*" window appears, click "**OK**"
- 8) In the Page Setup window, set the following options:
 - a. Paper Size: **Postscript Custom Page Size**
 - b. Plot Area: set to "**Extents**"
 - c. Plot Offset: check the "**Center the plot**" setting
 - d. Plot Scale: check that the scale is "**1"= 1"**"
 - e. Drawing orientation: set to "**Landscape**"

- f. Press **“OK”** when done
- 9) Click **“Close”** in the Page Setup Manager window
- 10) **Right click** on the current paper space tab
- 11) Left click **“Plot...”**
- 12) 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. ARCH D PDF)
- 13) Click **“Preview”** to preview the drawing
 - a. Hit **“Enter”** to exit the preview
- 14) Click **“OK”** to plot to PDF in the plot dialog window
- 15) In the **“Save PDF File As”** window, **navigate** to the location to save the drawing and **give it a name**.
- 16) Press **“Save”** when done
- 17) Acrobat will open and display the new PDF file. If the pdf is incorrect, modify the page setup settings from step 7 to adjust to fit on page.
 - a. The first PDF may take a while to convert.
- 18) Start from step 10 to plot other sheets as PDFs from the same dwg file