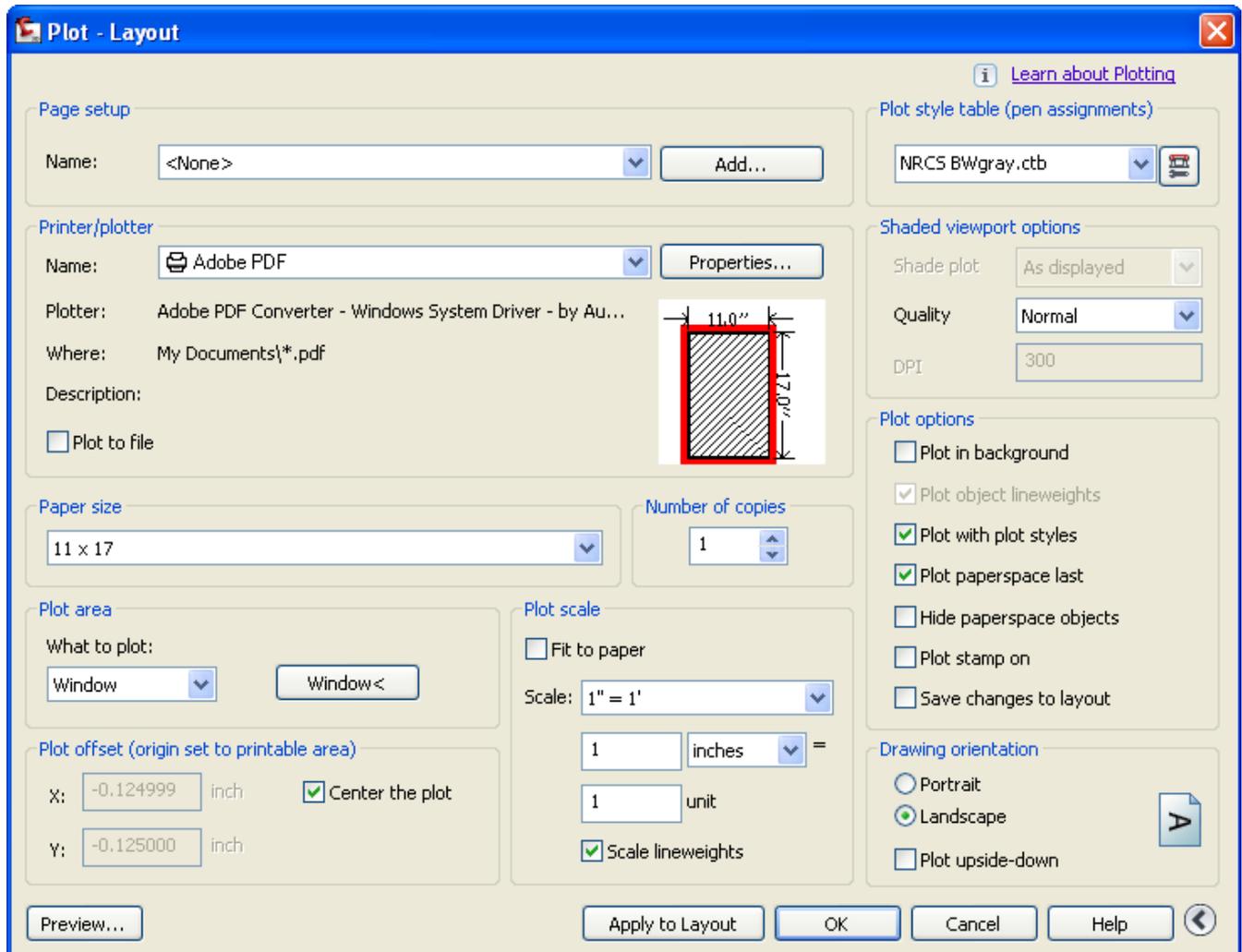


This quick reference guide covers the basic process of plotting from a Civil 3D drawing. You can either plot a specific area in the drawing's model space or from a layout.

The Plot command is located on the *Plot* panel on the *Output* ribbon. It can also be found on the *Quick Access Toolbar* at the top left hand side of the drawing.

### The Plot Window



If the sections on the right hand side of the Plot window, shown above, are missing, click on the > button at the bottom right hand corner of the window.

1. Click on the down arrow next to the printer/plotter name to bring up a list of printers available that you can plot to.
2. Click on the down arrow next to the paper size and select the size of the sheet that you want to plot.
3. Make sure the *What to plot:* option is set to *Window* and click on the *Window<* button. You will be taken to the drawing where you can window around the area that you want to plot.

The standard NRCS Title block has a rectangle around the outside of the title block that represents the edges of an 11x17 sheet of paper. Clicking on the corners of this rectangle will center the plot closely with the paper.

4. Click on the Center the plot option in the Plot offset area to center the plotting area you selected on the paper.

5. You can either specify a plot scale or select the box next to *Fit to paper* to fit the plotting area to the paper size that you selected.

Because the internal margins and plot setting of different printers vary, the plot scales may not come out exactly to an even scale if you select the *Fit to paper* option and use the corners of the plot area rectangle around the standard title block to define the plotting area. If this happens, select a plot scale from the drop down menu and click on the *Preview...* button to make sure that the edges of the plot are not cut off.

6. Select a plot style from the Plot style table drop down menu. Two commonly used plot scales are listed below.

The **acad.ctb** plot style plots objects according to the color that they are assigned in the drawing.

The **NRCS BWgray.ctb** plot style plots the drawing in black and white with line weights of varying thickness depending on the properties of the drawing objects. In other words, thicker lines are plotted with a thicker width than fine lines. Some plot styles plot fine lines as a lighter shade of gray which can cause fine lines to fade or disappear altogether when a sheet is copied.

There is a way to override the color settings in the NRCS BWgray.ctb plot style and cause specific objects or layers to plot in color. To do this, you need to assign the object or layer a color that is not a standard color listed on the *Index Color* tab of the *Select Color* window. Instead, select a color from the *Color Books* tab.

7. Select a drawing orientation from the Drawing orientation pane in the bottom right hand corner of the window.
8. After you have made selections for the settings in the Plot window, click on the *OK* button to plot the drawing.

### Plotting a Layout

The plot settings covered in this guide can be saved to a layout. When a layout has had plot settings applied to it, the objects in that layout will be overlain on the page size that was selected and the sheet will appear as it will plot to the printer. This allows you to quickly visualize how a sheet will print. For more information on assigning page settings to a layout, refer to Quick Reference Guide 260.2 *Assign a Page Setup to a Layout*.

To plot a layout to a printer, right click on the layout tab at the bottom of the drawing and select *Plot...* The plot window shown above will appear. Verify the plot settings that were assigned by the page setup and click on the *OK* button to print the sheet.