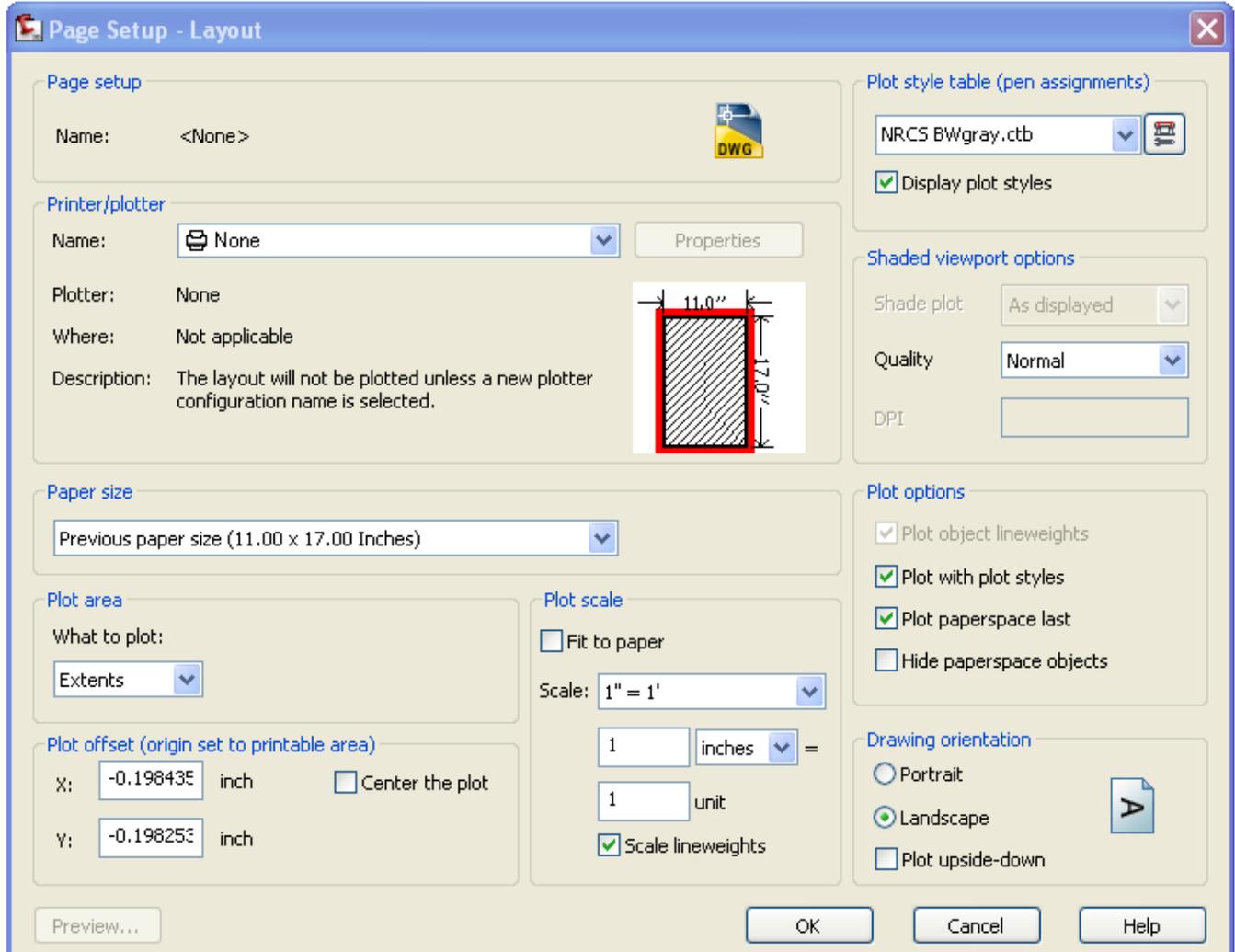


This quick reference guide covers the procedure for saving plot settings to a layout. When a layout has had plot settings applied to it, the objects in that layout will be overlain on the page size that was selected and the sheet will appear as it will plot to the printer. This allows you to quickly visualize how a sheet will print.

Plot settings are saved to a layout by modifying that layout's page setup. Right click on the layout tab at the bottom of the drawing and select *Page Setup Manager...* When the *Page Setup Manager* window appears, select the layout you want to modify (the current layout should be selected by default) and click on the *Modify...* button. The Page Setup window, shown below, will appear.



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.

Selecting the box next to Display plot styles will cause the display of the layout to appear just as the sheet will plot to the printer. This means that if you have selected the NRCS BWgray.ctb plot style in order to plot the sheet in black and white, the linework in the layout will show up as black instead of the color that is assigned to them.

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 Page Setup window, click on the *OK* button to assign these settings to the layout.