Competencies/Learning outcome: Follow the standard procedure to set up paper space

Paper Space
Paper space is an AutoCAD environment that represents the **limited 2-dimensional drawing space** in the form of a sheet that is used to set up and print the drafted content. Since it is a limited space the content drafted in model space (real/full scale) should be scaled (reduced or enlarged) to fit the limited sheet /page size selected for printing. The drafted objects in model space are displayed in part or whole in paper space using **'viewport'** tool.
Additional secondary information on prints like title block, scale and north symbols, notes etc. are objects typically added directly in paper space.
All the content is organized/arranged following national, discipline & firm specific CAD standards to create a final layout to be printed on identified sheet using the **plot tool** from layout space/paper space. The printed sheets may be produced for various purposed such as design reviews or as set of construction drawing etc. and are typically named and organized using national CAD standards for sheet organization.

Content and set up of paper space
Viewport/s- It is an object that acts like a window to access and display required drafted information/data in part or whole from model space to an appropriate scale.
Viewport scale
Viewport scale is used to set the relationship between number of units in model space and number of units in paper space. It is based on the limited sheet/paper size and actual size of the drafted objects to be printed

Page/sheet setup for printing
Switch to the paper space. Access the 'layout' tab from the ribbon and access 'pagesetup'.

Step 1: Printers and paper size:
Printer:
To print a soft copy/digital copy we will use dwg to pdf printer (online class, real time remote classes)
To print a hard copy we will use Lab printer (HP 5200): FRWIB1551_BW (face to face classes)
Paper size:
We will use the standard letter size for this class.
***Printer margins depend on printer selected. Once the printer is selected do not change it to avoid getting your layout content cutoff in print**

Step 2 Layout scale
Always **set and plot the layout to 1:1 scale** in the page set up.

Step 3: Plot styles
- Color-dependent plot style table .ctb **(this is what we will use in this class)**
- Named plot style table .stb

Uses of common plotstyles:
Acad.ctb: basic color plot style
Monochrome.ctb: file to plot all objects in the drawing in black and white
Grayscale.ctb: file to plot the drawing using shades of gray
Screening.ctb: file to plot the drawing using faded colors
Create new plot style tables and edit plot style properties.

*****We will use the **monochrome.ctb** option for this class. **Technical drawing** must always be printed crisp black and white.
*As per best practice, always print from the paper space using **plot command with plot stamp option**. Always check the **print preview** to confirm the content. Edit errors before sending it to print.