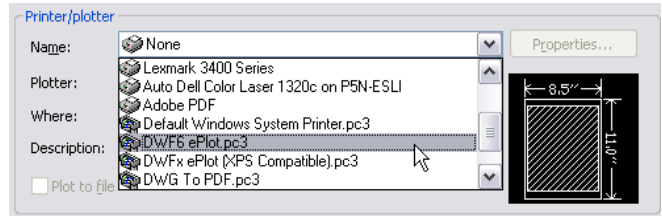# CADD 101 - PLOTTING PROCEDURE

*STEPS: (type: **PLOT**)*
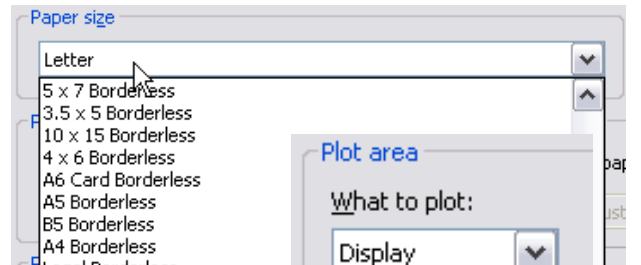
1. **SELECT HARDWARE (PRINTER/PLOTTER AREA)**
   a. \\vdcprint\\MC-T1035 unless otherwise noted
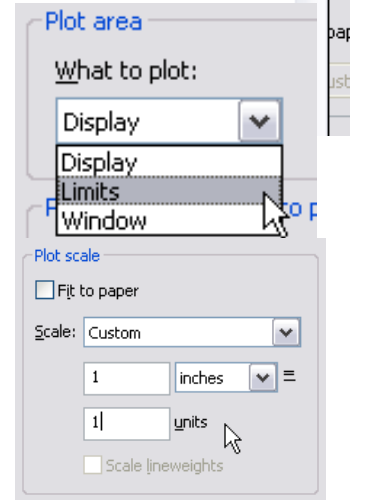
2. **PAPER SIZE**
   a. Defaults to "LETTER" which is 11 x 8.5 "A" sheet (mechanical)
   b. 11 x 17 for "B" size selection

3. **PLOT AREA (WHAT TO PLOT)**
   a. LIMITS (unless otherwise asked to use something else)
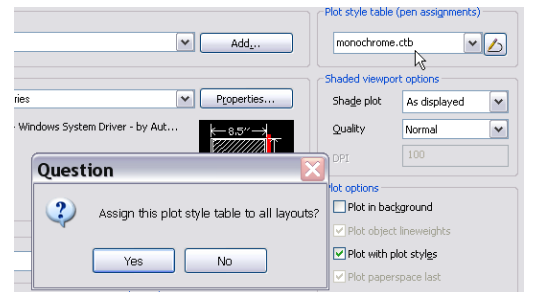   i. Remember, the LIMITS commands sets the sheet size

4. **PLOT SCALE**
   a. De-select the FIT box (NEVER use FIT unless instructed to)
   b. Enter the scale values in the boxes shown or select from the list
   c. Remember: The top box is "At the Plotter" the bottom box is "In the Drawing"
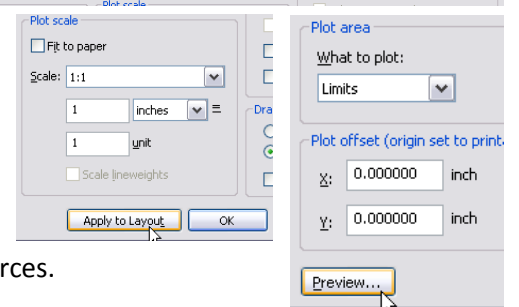
5. **PLOT STYLE TABLE (PEN ASSIGNMENTS)**
   a. Select MONOCHROME. CTB for black & white Plots or select ACAD.CTB for **color plots** (MC-T1034c)
   b. Select YES to assign this plot style table to all layouts

6. **APPLY TO LAYOUT**
   a. Select the APPLY TO LAYOUT button to record and save your choices from the PLOT dialog box so you don't have to answer them again.

7. **PREVIEW**
   a. Always select the PREVIEW button to 'review' your plot on screen before committing to hardcopy. Saves time and money and doesn't waste paper and ink resources.

**During PREVIEW right-click and select either "Exit" (to make corrections to the drawing) or "Plot" to send the drawing along to the plotter.