Printing a View to Span Multiple Pages

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The information in this article appliesto:



QUESTION

I would like to print my plan spanning multiple sheets of paper. How can I do this?

ANSWER

When printing your plan file, you have two scaling options: you can direct the program to scale the drawing so that it fits on your selected printer paper size, or you can specify a particular drawing scale.

If the drawing scale that you wish to use does not permit the drawing to fit on the selected printer paper, you can print to multiple pages, and even specify what prints on each page by following the steps below.

To print to multiple pages

1. Select **File> Open Plan** rom the menu and open a plan file that you would like to print.

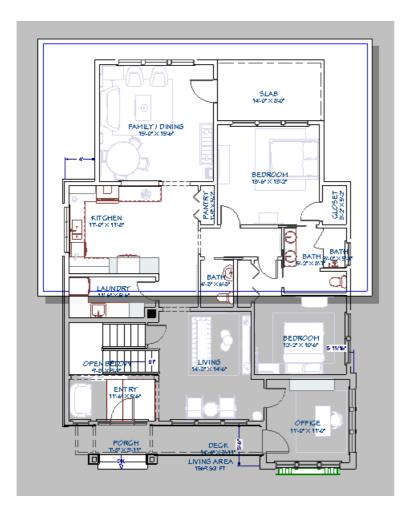
2. Select **File> Print> Drawing Sheet Setup** from the menu.

3. In the **Drawing Sheet Setup** dialog that appears:

C Drawing Sheet Setup			
Drawing Sheet			
Orientation:	O Portrait		
Size:	Letter (8½" x 11") ~		
	Show Drawing Sheet in View		
Drawing Scale			
	1/4 in ~ = 1 ft ~		
	Remember Print Settings after Printing		
Printer:	Last Printer Used: None		
Drawing Margins			
Top:	3/16"		
Bottom:	3/16"		
Left:	3/16"		
Right:	3/16"		
	OK Cancel Help		

- Specify your desired Drawing Sheet **Orientation** and choose a **Size** supported by your printer.
- Specify the desired **Drawing Scale**.
- Click **OK** to apply the changes and close the dialog.
- 4. Select **Window> Fill Window** so that the entire plan fills the drawing area.
- 5. Select **File> Print> Print Preview** . This makes the paper display as a white rectangle on a gray background.

Note: Your plan, depending on its size, may not fit on the paper at your currently set scale.



6. Using the **Select Objects** \geqslant tool, click near any edge of the white Drawing Sheet to select it.

When the Drawing Sheet is selected, an edit handle displays at its center. Click and drag the **Move** \bigoplus edit handle to move the sheet under the first portion of your plan that you would like to print.

- 7. When you are satisfied with the position of the Drawing Sheet, select **File> Print> Print** if from the menu.
- 8. In the **Print View** dialog:

Print View		— 🗆 X
Destination Name: DPI:	Chief Architect Save As PDF	^
Paper Orientation: Size: Source:	○ Portrait	
Print Source		
Drawing Scale	 Drawing Sheet: Letter (8½" x 11") Current View 	
brawing Scale	 Fit to Paper 95% To Scale: 1/4 in = 1 ft 	
Options Copies:	1 Print in Color	
Advanced Options	Open System Print Dialog	
Preview	Page 1 🔷 of 1	
Zoom:	In Out Fit Update Automatically Update	 ↓
		Save As PDF Cancel Help

- Ensure that the Destination Name, as well as the Paper Orientation and Size are setup to your liking.
- Under the Print Source section, click the radio button beside Drawing Sheet.
- Under the Drawing Scale section, click the radio button beside **To Scale**.
- Click **OK** to close the dialog and print the page.
- 9. Repeat steps 6 through 8 until the entire plan is printed.

Related Articles

Printing a Plan at a Specific Scale (/support/article/KB-00116/printing-a-plan-at-a-specific-scale.html)

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