Printing a View to Span Multiple Pages

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The information in this article appliesto:

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QUESTION

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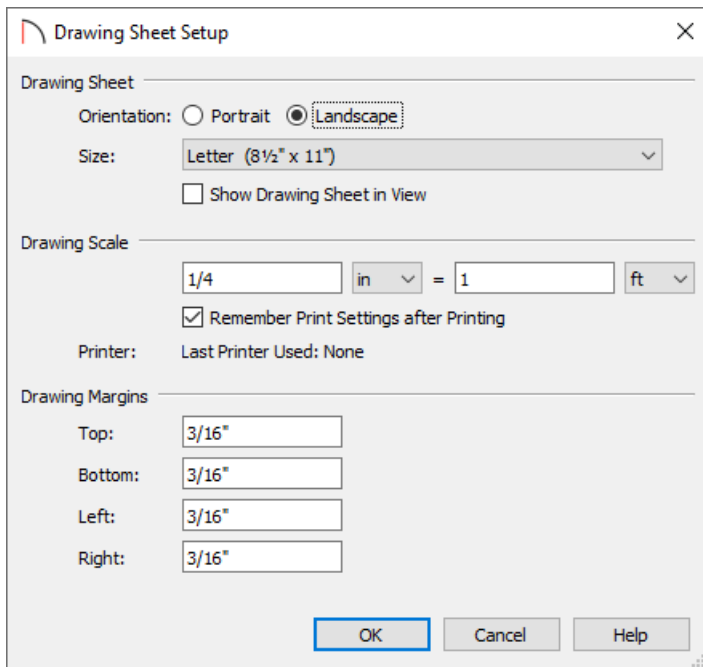
ANSWER

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.
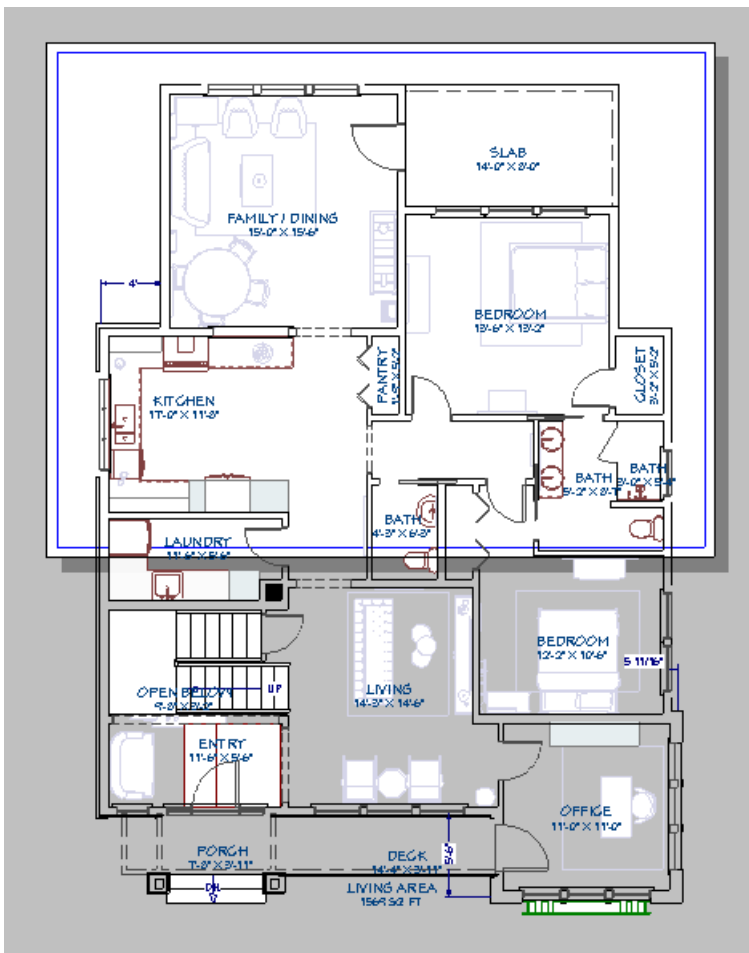
To print to multiple pages

1. Select **File> Open Plan** from 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:

- o Specify your desired Drawing Sheet **Orientation** and choose a **Size** supported by your printer.

- o Specify the desired **Drawing Scale**.

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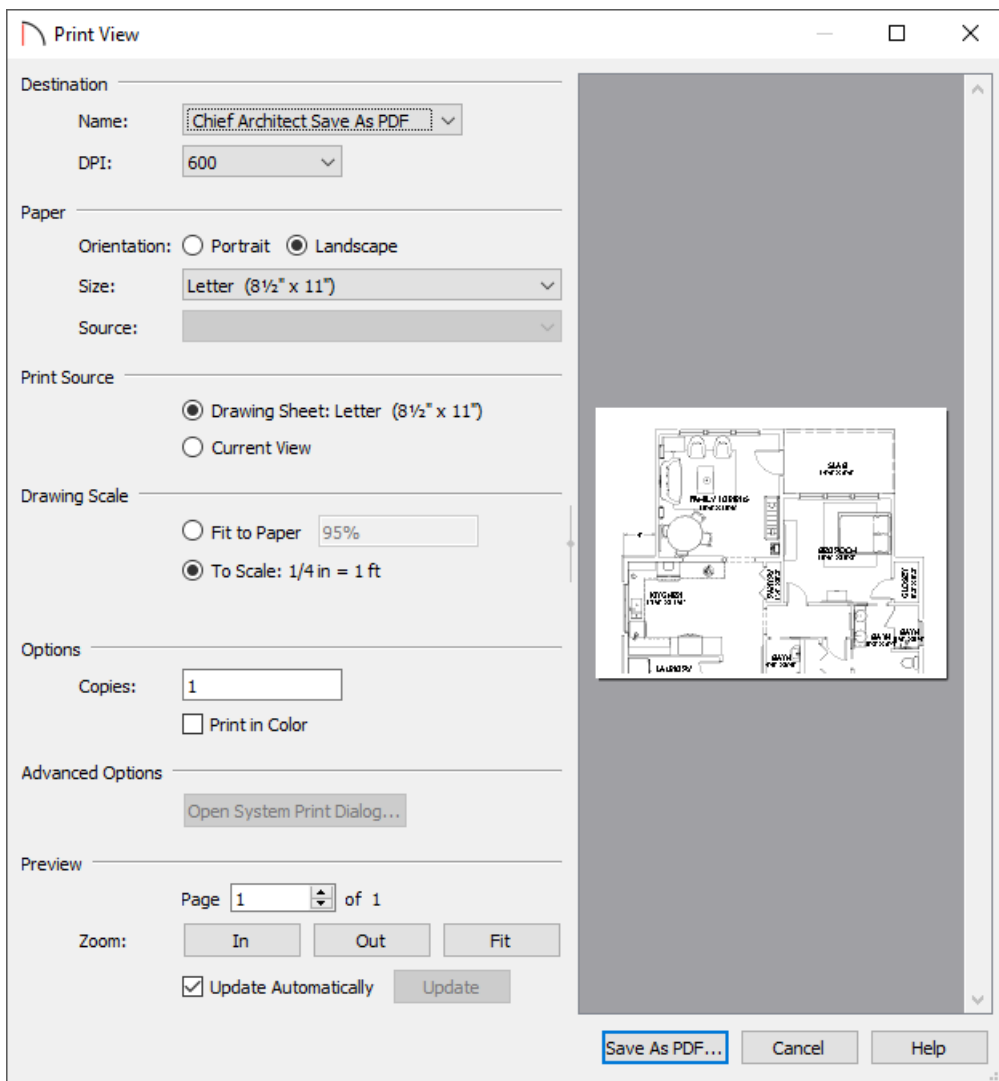
6. Using the **Select Objects** tool, click near any edge of the white Drawing Sheet to select it.

   When the Drawing Sheet is selected, an edit handle displays at its center. Click and drag the **Move** 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** from the menu.

8. In the **Print View** dialog:

- 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.

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