

PLEASE USE THE FOLLOWING SETTINGS IN "PAGE SETUP
MANAGER"

- PRINTER = "ADOBE PDF"
- PAPER SIZE = 11" X 17"
- PLOT AREA = "LAYOUT"
- PLOT OFFSET
 - X = .09375"
 - Y = .09375"

FIRST YOU NEED TO RESET THE STEPS

1. SET LAYER TO "TITLE BLK"
2. CREATE A RECTANGLE WITH FIRST POINT AT 0,0 AND
SECOND POINT AT 16.75,10.75

STEPS

3. EXPLODE THE RECTANGLE

4. OFFSET THE SIDES OF THE RECTANGLE TO THE
INSIDE BY .1875"

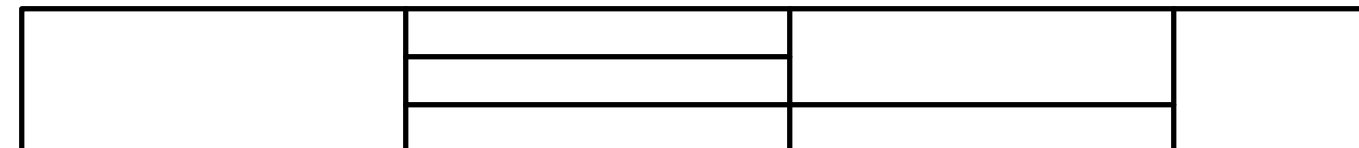
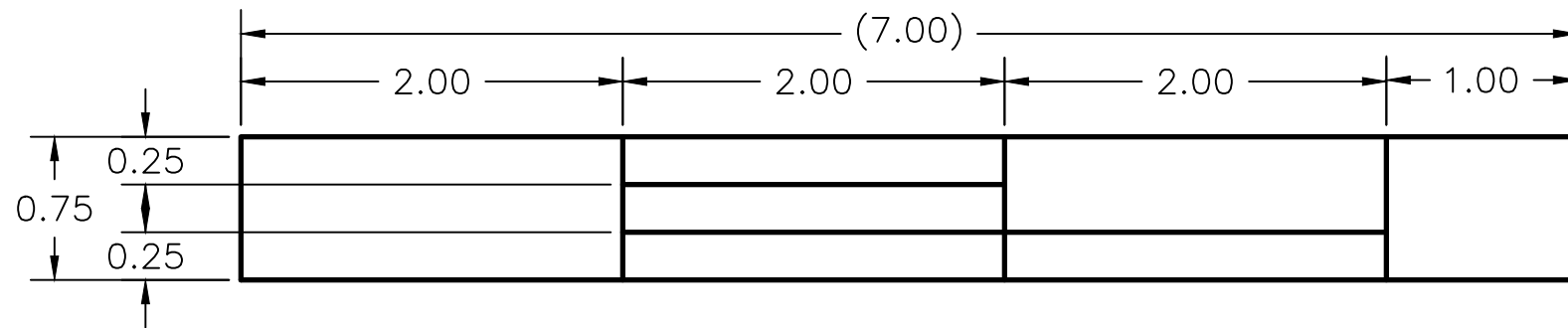
5. OFFSET THE TOP AND BOTTOM OF THE RECTANGLE
TO THE INSIDE BY .4375"

STEPS

6. DELETE THE OUTSIDE RECTANGLE
7. TRIM THE OUTSIDE CORNERS

STEPS

8. ADD THE FOLLOWING GEOMETRY PLACED IN THE LOWER RIGHT CORNER. THE DIMENSIONS ARE FOR REFERENCE ONLY. DO NOT CREATE THE DUPLICATE IN THE CENTER OF THE PAGE.



STEPS

9. LOCK THE LAYER "TITLE BLK"
10. SET THE CURRENT LAYER TO "TITLE TXT"
11. ADD THE FOLLOWING TEXT.
 - TEXT HEIGHT SHOULD BE .0625"
 - TEXT FONT SHOULD BE "romans"
 - SET JUSTIFICATION TO "TOP LEFT"
 - THE TEXT SHOULD BE .0625" AWAY FROM THE LEFT AND TOP OF THE BORDER.

	NAME:	DWG NAME:	SHEET NO:
	COURSE:		
	DATE:	SCALE:	

STEPS

12. ADD THE FOLLOWING TEXT.

- TEXT HEIGHT SHOULD BE .125”.
- TEXT FONT SHOULD BE "romans"
- SET JUSTIFICATION TO "MIDDLE CENTER"

DIGITAL DESIGN GRAPHICS TECHNOLOGY		FIG NO	X OF X
		DRAWING NAME	

STEPS

13. ADD THE FOLLOWING TEXT.

- TEXT HEIGHT SHOULD BE .125".
- TEXT FONT SHOULD BE "romans"
- SET JUSTIFICATION TO "MIDDLE RIGHT"
- THE TEXT SHOULD BE .0625" AWAY FROM THE RIGHT SIDE OF THE BORDER.

	G.STROMMEN		
	DDGT 110		
	DATE		

FINISHED TITLE BLOCK

DIGITAL DESIGN GRAPHICS TECHNOLOGY	NAME: G.STROMMEN	DWG NAME: FIG NO	SHEET NO:
	COURSE: DDGT 110	DRAWING NAME	X OF X
	DATE: DATE	SCALE: SCALE	