CREATE A LAYOUT TAB LABELED "ANSI B"

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"
- APPLY "MONOCHROME FOR PDF" AS COLOR TABLE

FOLLOW THESE 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.   COPY THE "ANSI B" LAYOUT AND RENAME IT "ANSI A"

9.   SELECT THE "ANSI A" LAYOUT TO MAKE IT ACTIVE

10. EDIT "PAGE SETUP MANAGER" AND CHANGE PAPER SIZE TO "LETTER"

STEPS

11. STRETCH THE TITLEBLOCK TO THE LEFT BY 6"
12. STRETCH THE TITLEBLOCK TO THE BOTTOM BY 2.5"

STEPS
13. COPY THE "ANSI B" LAYOUT AND RENAME IT
"ANSI C"
14. SELECT THE "ANSI C" LAYOUT TO MAKE IT ACTIVE
15. EDIT "PAGE SETUP MANAGER" AND CHANGE PAPER
SIZE TO "ANSI C"

STEPS
16. STRETCH THE TITLEBLOCK TO THE RIGHT BY 5"
17. STRETCH THE TITLEBLOCK TO THE TOP BY 6"

STEPS
18. COPY THE "ANSI C" LAYOUT AND RENAME IT
"ANSI D"
19. SELECT THE "ANSI D" LAYOUT TO MAKE IT ACTIVE
20. EDIT "PAGE SETUP MANAGER" AND CHANGE PAPER
SIZE TO "ANSI D"

STEPS
21. STRETCH THE TITLEBLOCK TO THE RIGHT BY 12"
22. STRETCH THE TITLEBLOCK TO THE TOP BY 5"

STEPS
23. COPY THE "ANSI D" LAYOUT AND RENAME IT
"ARCH D"
24. SELECT THE "ARCH D" LAYOUT TO MAKE IT ACTIVE
25. EDIT "PAGE SETUP MANAGER" AND CHANGE PAPER
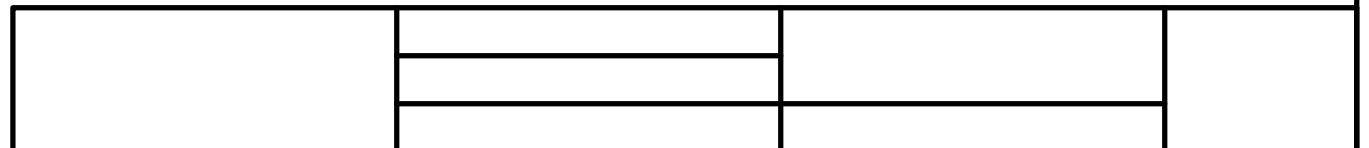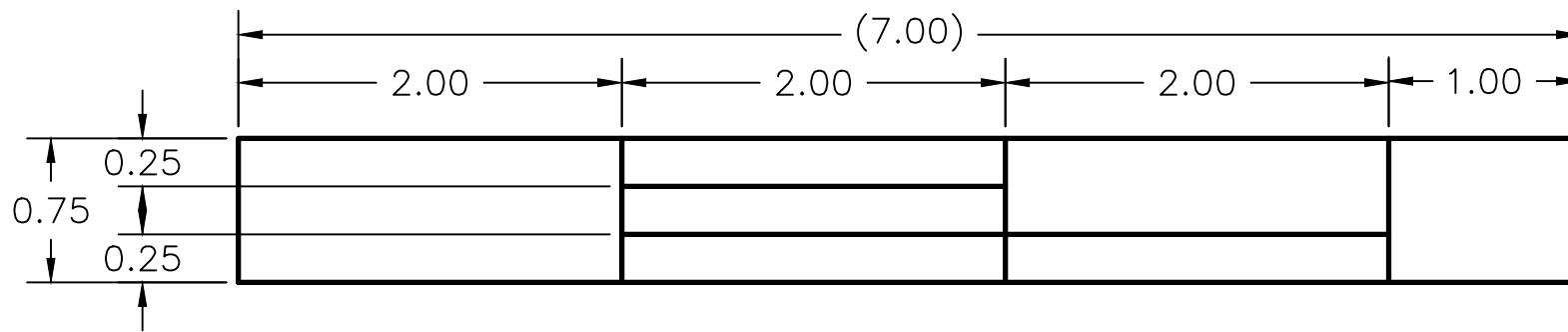SIZE TO "ARCH D"

STEPS
26. STRETCH THE TITLEBLOCK TO THE RIGHT BY 2"
27. STRETCH THE TITLEBLOCK TO THE TOP BY 2"

STEPS

28. SELECT THE "ARCH A" LAYOUT TO MAKE IT ACTIVE

29. 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.

(7.00)

2.00 — 2.00 — 2.00 — 1.00

0.25

0.75

0.25

STEPS

30. LOCK THE LAYER "TITLE BLK"

31. SET THE CURRENT LAYER TO "TITLE TXT"

32 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
33. 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 DRAWING NAME	X OF X

STEPS
34. 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	SCALE	

FINISHED TITLE BLOCK
ANSI A

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	