

203 – Civil 3D Plan Production User Guide



Prepared by:



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DRAFT

Course Description





Course 203 – Civil 3D Plan Production is the third and final course in the three-part Civil 3D Fundamentals learning path. This course will complete the foundational knowledge needed to be proficient using Civil 3D. Building on the topics discussed in the 201 and 202 courses, 203 delivers insight into Sections, Section Views, Templates, Styles, Data Shortcuts, Printing, Sheet Setup, Sheet Set Manager and Quantities.

Course Length

4 hours

User Guide Notification Icons

This User Guide contains icons to help alert and assist the user with specific tasks and content. Each icon is identified and described in the table below.

ICON	DESCRIPTION
	The EXERCISE icon identifies tasks where users are guided through a hands-on review of the instructional topic using the software.
	The TIP icon identifies software best practices and useful tips.
	The NOTE icon is used for identifying general information such as: <ul style="list-style-type: none"> • To provide additional information that is not considered to be a warning or critical. • To provide additional/alternative steps to workflow. • To provide reminders of important information previously covered that may affect specific tasks throughout the workflow process.
	The CAUTION icon is used to help identify and warn users of information and or workflow steps that should be followed or executed correctly.

Course Objectives

- Learn to efficiently navigate paper space layouts and viewports
- Using a Production Plan Template
- How to create View Frames for a project
- Leverage OLE objects to display Excel data in Civil 3D
- Utilizing the Sheet Set Manager to produce construction documents

Topics Covered

- Layouts / Viewports
- MDT Plan Production Template(s)
- View Frames
- MDT Sheet Set Template – MDT Borders and Sheets
- Working with Sheet Set Manager
- Attributes / Fields
- OLE objects

Pre-requisites

- A basic understanding of design/drafting procedures and terminology
- A working knowledge of your operating system
- 101 – AutoCAD Fundamentals for Bentley Users
- 201 – Civil 3D Fundamentals – I
- 202 – Civil 3D Fundamentals – II

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Layouts and Viewports

A layout is a 2D working environment for creating drawing sheets. The area within a layout is called paper space, where you can add a title block, display scaled views of model space within layout viewports, and create tables, schedules, notes, north arrows and bar scales. You can access one or more layouts from the tabs located at the bottom-left corner of the drawing area to the right of the Model tab. You can use multiple layout tabs to display details of the various components of your model at several scales and on different sheet sizes.

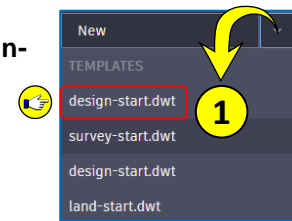
Layout viewports are objects that display views of model space. You create, scale, and place them in paper space on a layout. On each layout, you can create one or more layout viewports. Each layout viewport is like a window view of the model space at a scale and orientation that you specify.

Working with and Creating Layouts

MDT uses Tool Palettes, MDT Sheets tab, to create layout tabs from an MDT template. The template contains the desired sheets sizes and title blocks creating uniformity and standardization through MDT.

Create a new drawing 

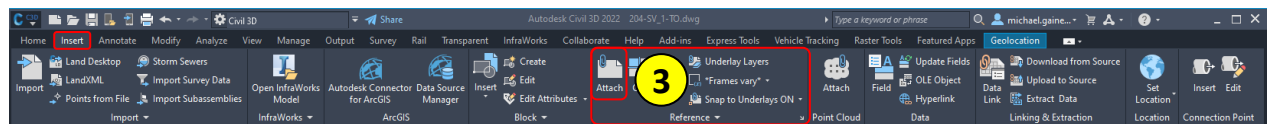
Step 1: From the **Start** tab > **Create** a new drawing using the **Standard: design-start.dwt**



Step 2: **Save** and **Name** the drawing:
203-Plan Production-USER INITIALS.dwg

 • C:\mdtapps\Autodesk_Training\203-Civil 3D Plan production\Working

Step 3: **Navigate** to the **Insert** tab > Reference panel > **Select Attach**.

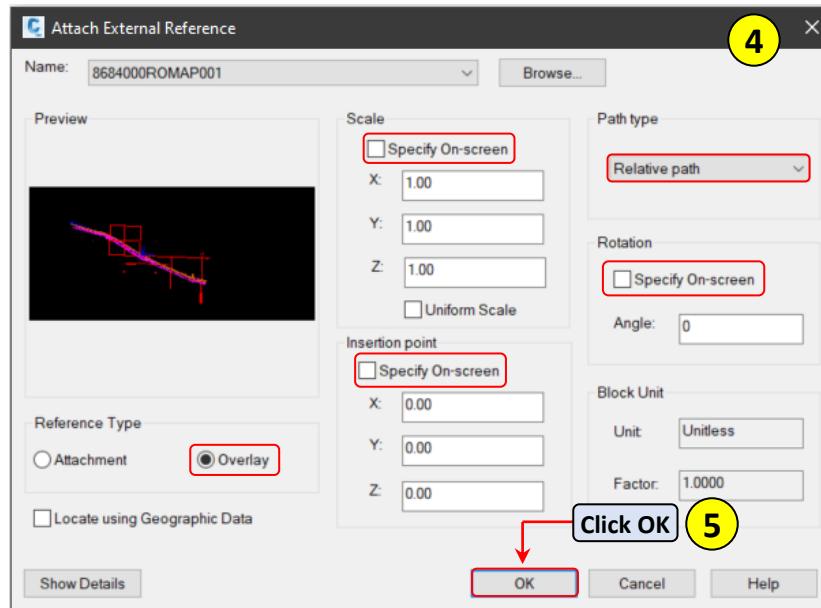


- a. **Navigate** to C:\mdtapps\Autodesk_Training\203-C3D Plan Production\References
- b. **Select** **8684000ROMAP001.dwg**
- c. **Click Open**.

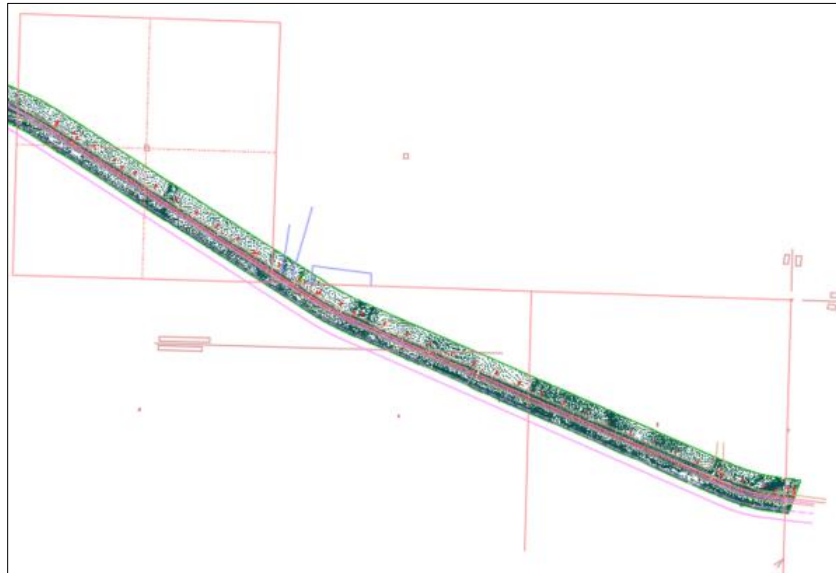
Step 4: From the **Attach External Reference** dialog box, **verify** the following **parameters**:

- **Reference Type** = Overlay
- **Scale** = Specify On-screen is unchecked
- **Insertion point** = Specify On-screen is unchecked
- **Path type** = Relative path
- **Rotation** = Specify On-screen is unchecked

Step 5: **Click OK.**



Step 6: **Type ZE**, to zoom extents.



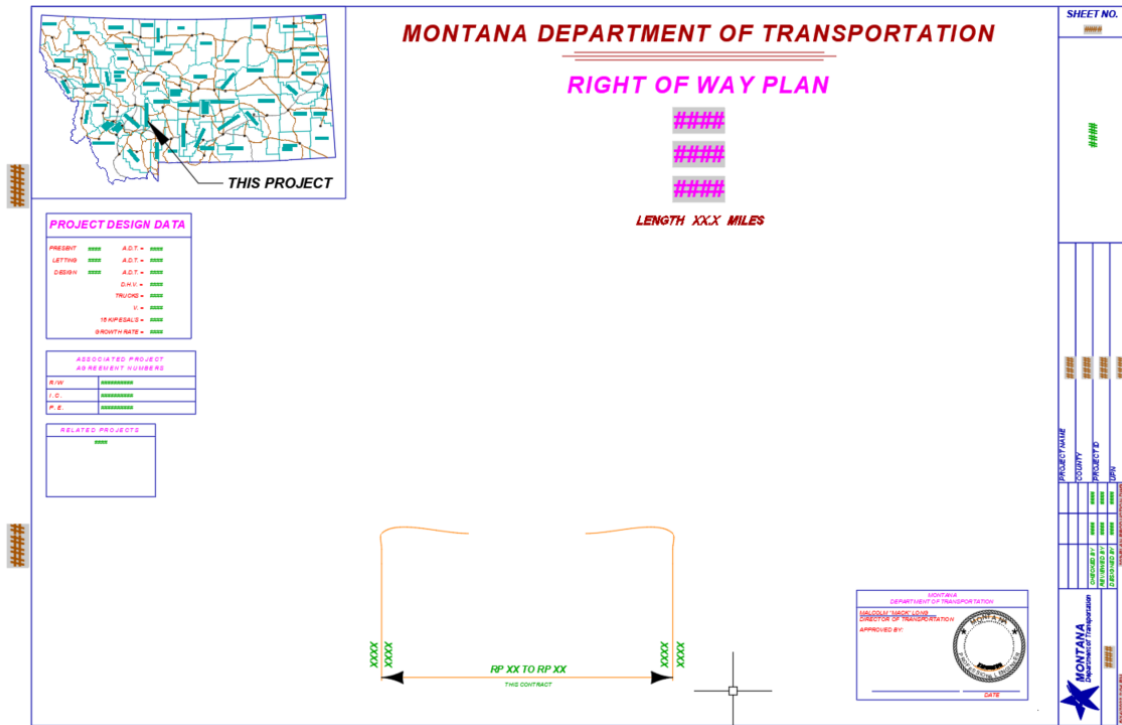
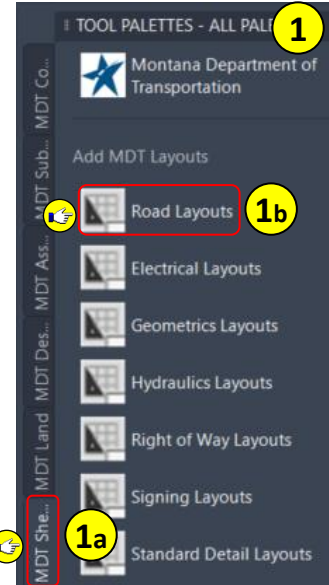
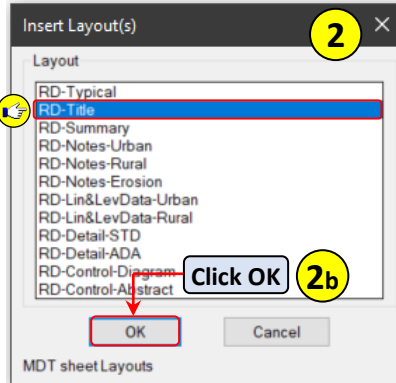
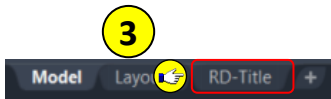
Creating a new layout

Step 1: Select **MDT Sheets** tab from the tool palette, select **Road Layouts**.

If the tool palette is not showing, select **Ctrl+3** on the keyboard to turn the tool palette on.

Step 2: Select **RD-Title** from the Insert Layout(s) dialog box, click **OK**.

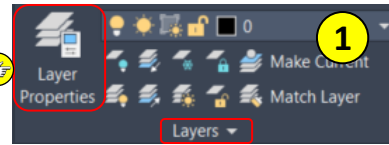
Step 3: Select **RD-Title** layout tab.



Working with and Creating Viewports

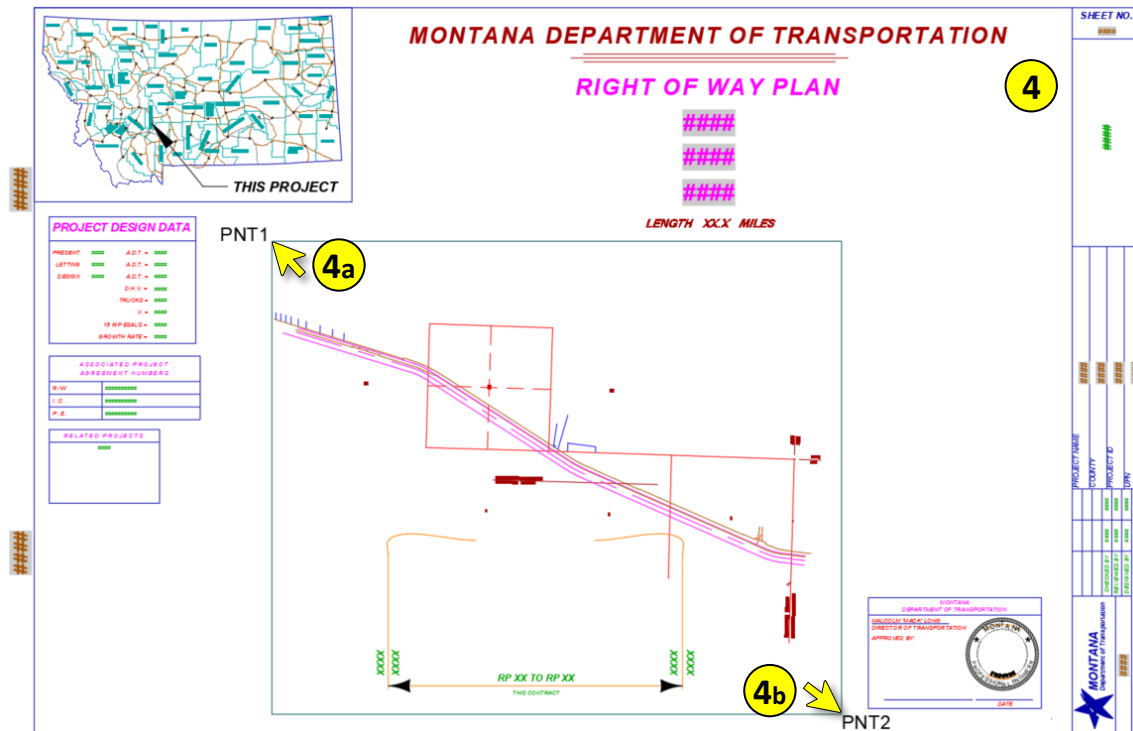
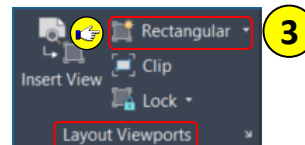
Step 1: Navigate to Home tab > **Layers** panel, select **Layer Properties**.

Step 2: Select **General Sheet** from the Layer Filters, double click **GS-VPRT** to set the layer current, close the **Layer Properties**.

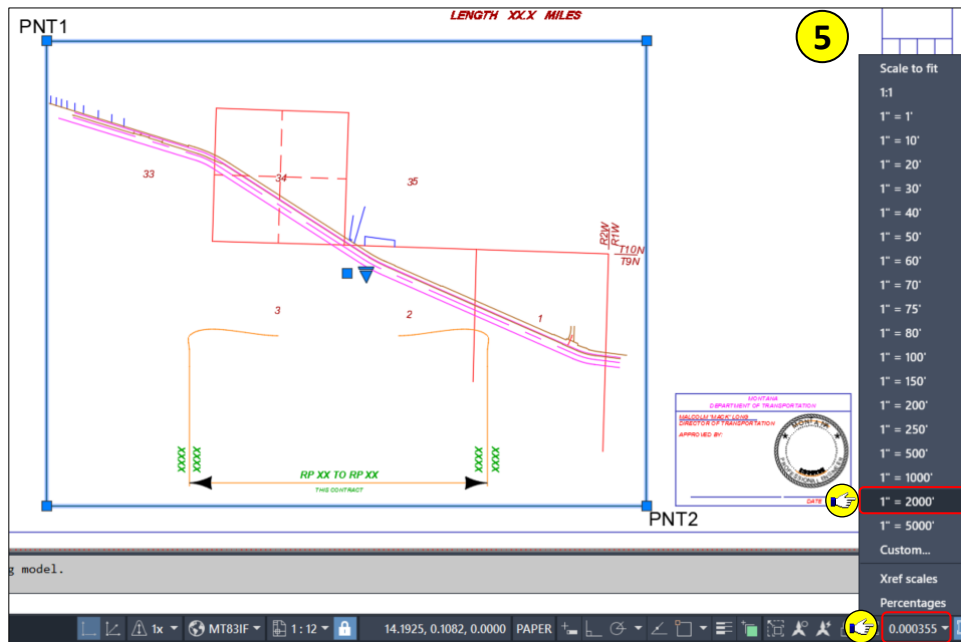


Step 3: Navigate to Layout Tools tab > **Layout Viewports** panel, select **Rectangular**.


Step 4: Select near **PNT1** when prompted to Specify corner of viewport, select near **PT2** when prompted to Specify opposite corner.

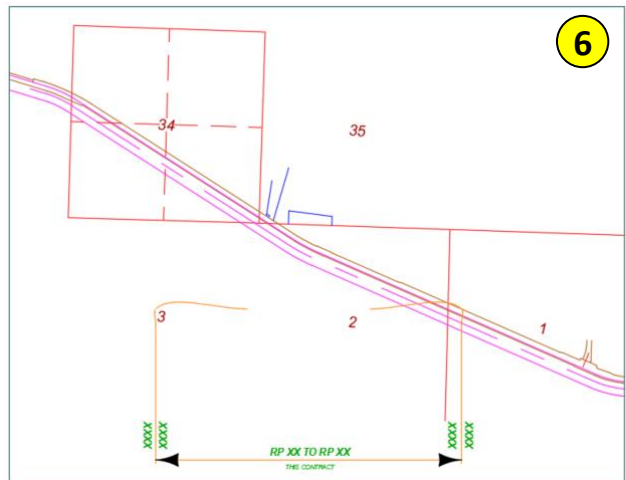



Step 5: Select the **viewport**, change the scale to **1" = 2000'**, select **Esc** to deselect the viewport.



Step 6: Double click in the viewport, pan to reposition the viewport as shown below. All of section 34 is visible.

 To pan press down on the scroll wheel located on the mouse or type PAN at the command line. If PAN is typed, Esc will need to be used to end the command.



 Use caution when panning within an unlocked viewport. If the scroll wheel is scrolled the viewport scale will change. It is good practice to lock the viewport after it is correctly positioned.

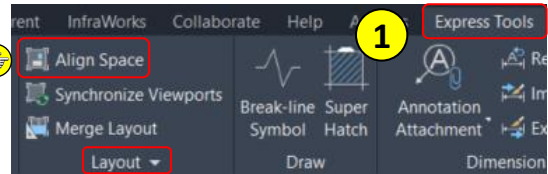
Step 7: Select the **viewport**, verify the scale is still **1" = 2000'**.



Rotating viewport to align with Model Space objects

Step 1: Navigate to Express Tools tab > **Layout** panel, select **Align Space**.

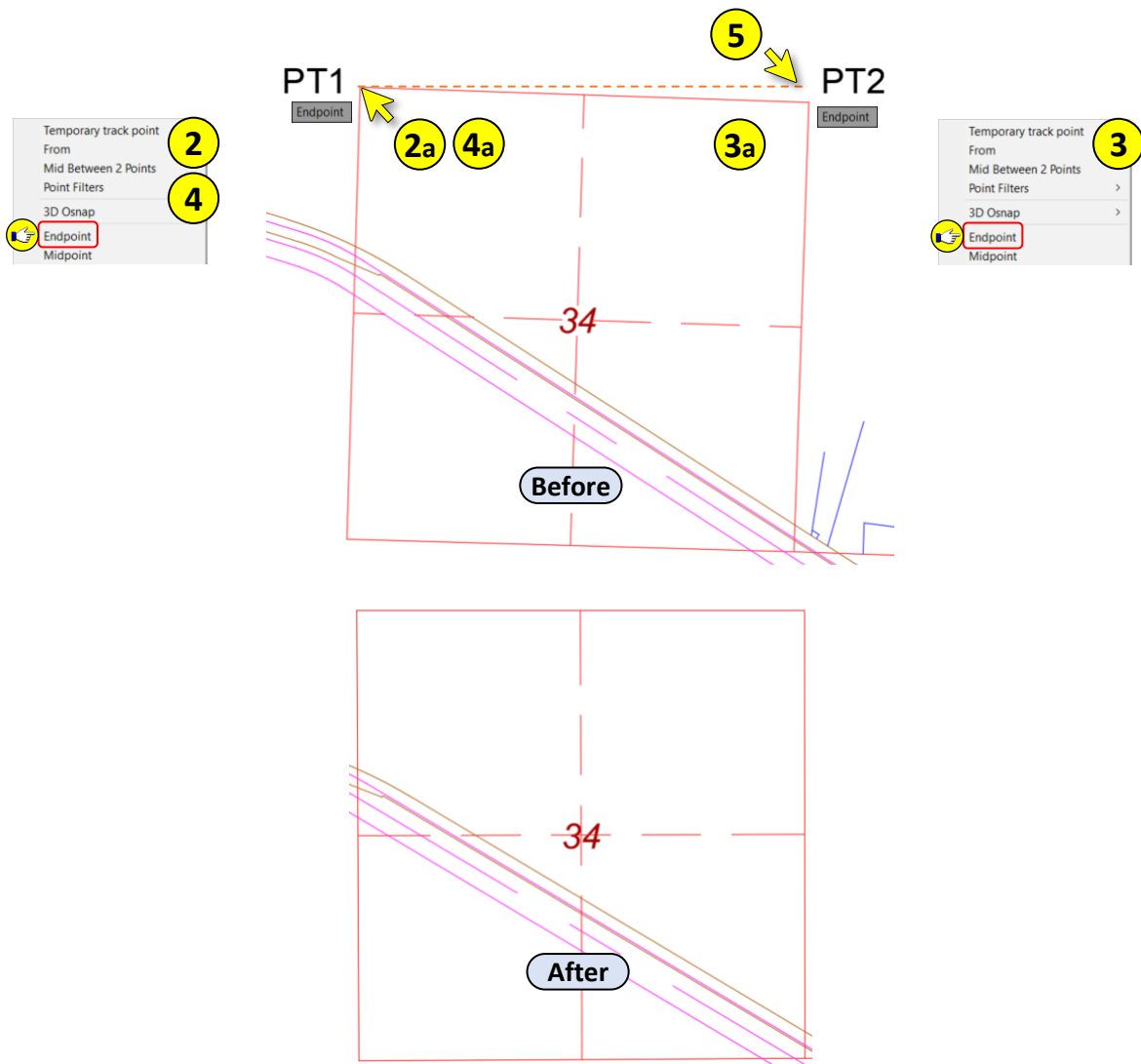
Step 2: When prompted for the first alignment point in MODEL space select **Shift + right click**, select **endpoint**, select **PT1** (NW corner of section 34).



Step 3: When prompted for the second point in MODEL space select **Shift + right click**, select **endpoint**, select **PT2** (NE corner of section 34).

Step 4: When prompted for the first alignment point in PAPER space select **Shift + right click**, select **endpoint**, select **PT1** (NW corner of section 34).

Step 5: When prompted for the second alignment point in PAPER space select **F8** on the keyboard to turn ortho ON, select a **near** PT2 (NE corner of section 34).



Paper Space objects into Model Space

Step 1: Type **CHSPACE**, select the **Project Location Label block** from Paper Space, select **Enter**.

Step 2: Double click in **Paper Space** to exit the Paper Space viewport.

Step 3: Select **Model** layout tab, verify that the **Project Location Label block** is shown.



MDT Plan Production Templates

The MDT State Kit has multiple plan production templates to choose from. There is a plan only, plan over plan, plan over profile, profile over profile and cross section template that can be used to create plan production sheets from.

Working with Templates

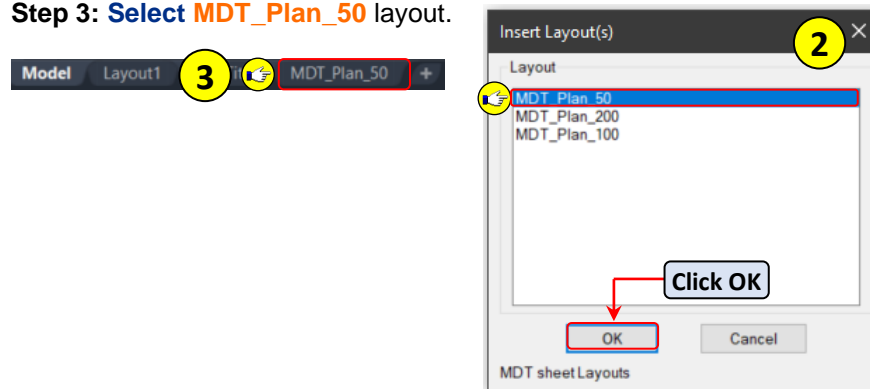
In some cases during the project lifecycle a single sheet may need to be produced for an exhibit. The MDT plan production templates can be leveraged for this scenario.

Creating a plan only layout

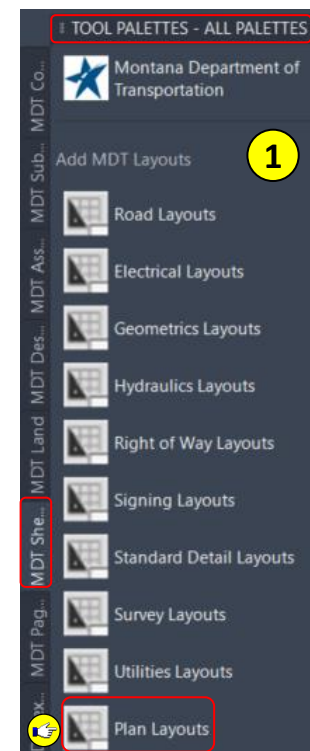
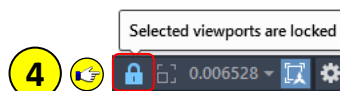
Step 1: Navigate to **TOOL PALETTES > MDT Sheets** tab, select **Plan Layouts**.

Step 2: Select **MDT_Plan_50** from the Inset Layout(s) dialog box, click **OK**.

Step 3: Select **MDT_Plan_50** layout.



Step 4: Double click inside the title block to activate the viewport, select the **pad lock** to unlock the viewport.

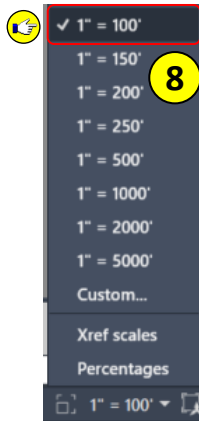
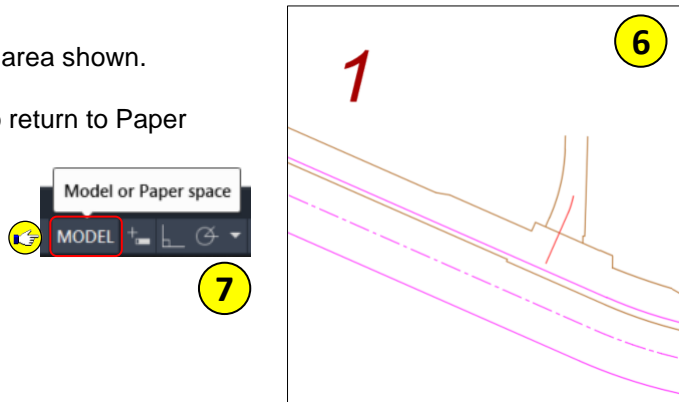


Step 5: Type **ZE**, select **Enter** to Zoom Extents. Alternatively, you can double click the center mouse button.

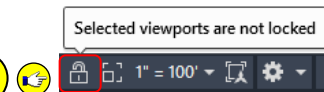
Step 6: Using the mouse, **pan** and **zoom** to the area shown.

Step 7: From the **Status Bar**, select **MODEL** to return to Paper Space. Alternatively, you can double click outside the viewport.

Step 8: Select the **viewport**, change the viewport scale to **1" = 100'**.



Step 9: From the **Status Bar**, click the **padlock** to lock the viewport. **9**



Step 10: Press **Esc** to exit the viewport and return to Paper Space.



View Frames

View frames are created based on an alignment in the drawing, and on a designated plan view or profile view viewport in a template. When creating sheets that will contain profile view data in addition to plan view data, there must be a profile in the drawing. Like other Autodesk Civil 3D objects, properties of a view frame can be edited. For example, a view frame's object name, description, object style, or the layer on which it is displayed can be edited. The properties of the view frame are saved in the drawing in which it was created the view frame.

A view frame group manages a group of view frames that are created while using the Create View Frames wizard. Each view frame group manages the view frames and match lines for a single alignment. View Frame Groups can be shared with other drawings through data shortcuts.

Working with View Frames

When multiple sheets need to be created for a project that contains an alignment, the Plan production tools should be used. The Plan Production tools are used to create view frames and sheets automatically for the project.

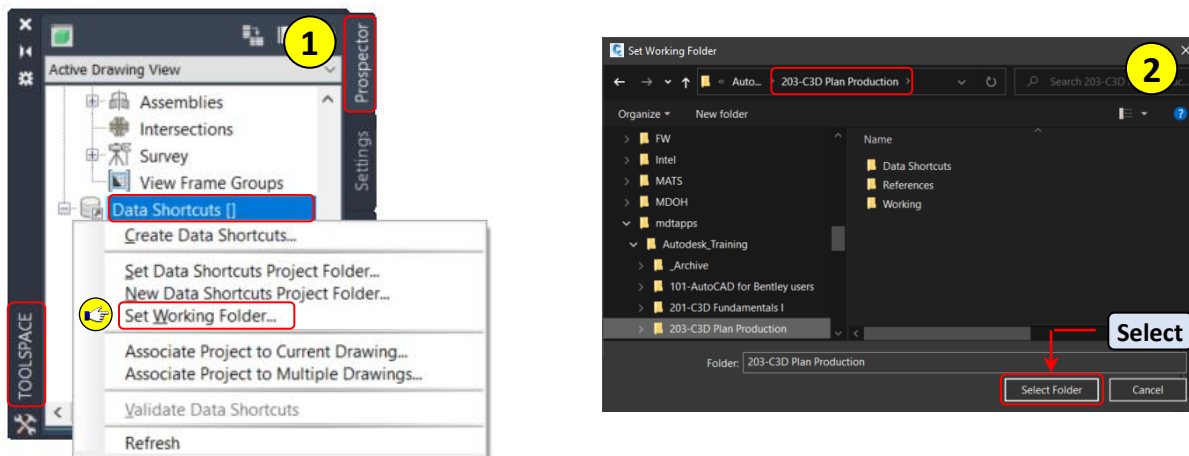
Setting up the drawing for Plan Production

Step 1: Select the Model tab, to return to Model Space.




Step 1: **Navigate** to TOOLSPACE > Prospector tab > **Data Shortcuts**, **right click** on **Data Shortcuts**, **select Set Working Folder**.

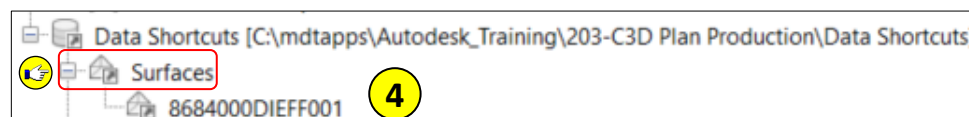
Step 2: **Browse** to **C:\mdtapps\Autodesk_Training\203-C3D Plan Production**, **select Select Folder**.



Step 3: **Verify** the Data Shortcuts **path** has been set.

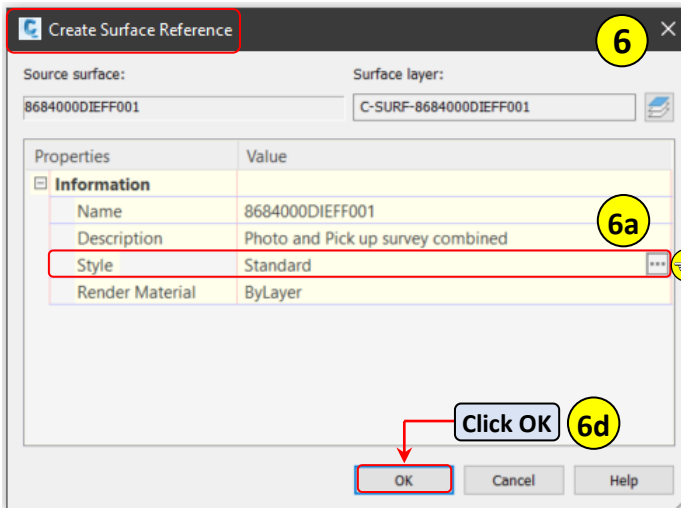
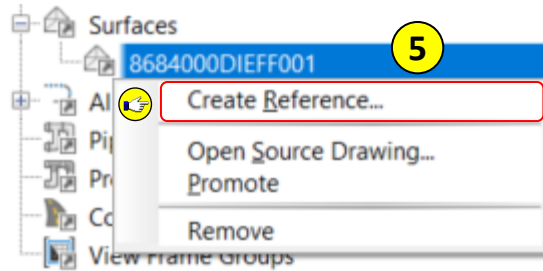
 Data Shortcuts [C:\mdtapps\Autodesk_Training\203-C3D Plan Production\Data Shortcuts]

Step 4: **Navigate** to Data Shortcuts > **Surfaces**, **expanded Surfaces**.

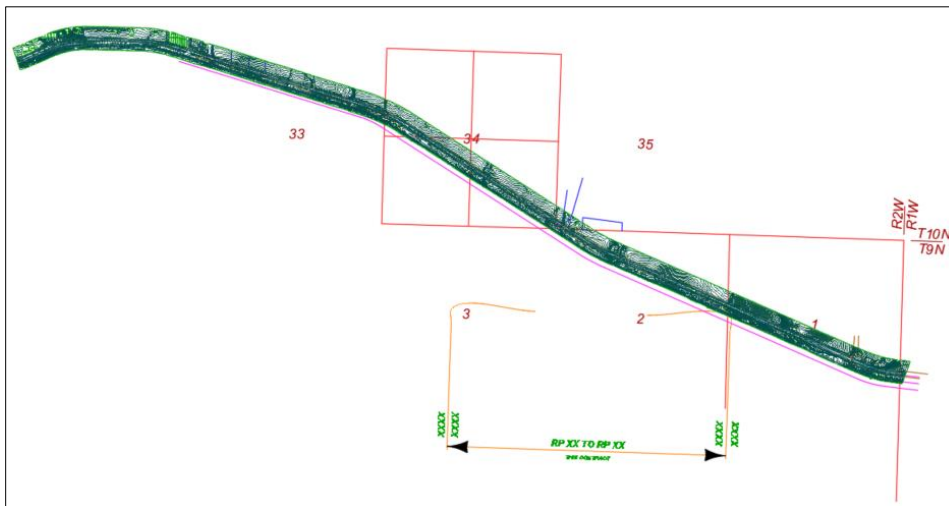


Step 5: Right click on **8684000DIEFF001**, select **Create Reference**.

Step 6: In the Create Surface Reference dialog box, change the Style to **REF Ex Contours 1-5**, select **OK** in the Select Surface Style dialog box, select **OK** in the Create Surface Reference dialog box.

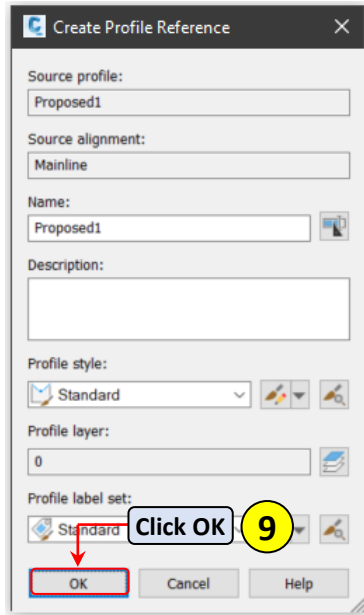
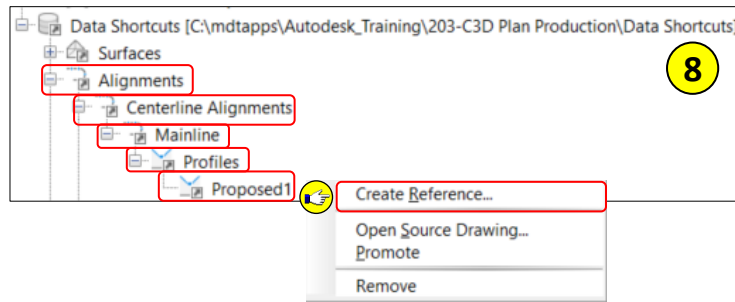


Step 7: Type **ZE**, select **Enter** on the keyboard to Zoom Extents.



Step 8: **Navigate** to Data Shortcuts > **Alignments**, **expanded** Alignments > Centerline Alignments > Mainline > **Profiles**, **right click** on **Proposed 1**.

Step 9: **Accept** the **defaults**, **click OK**.

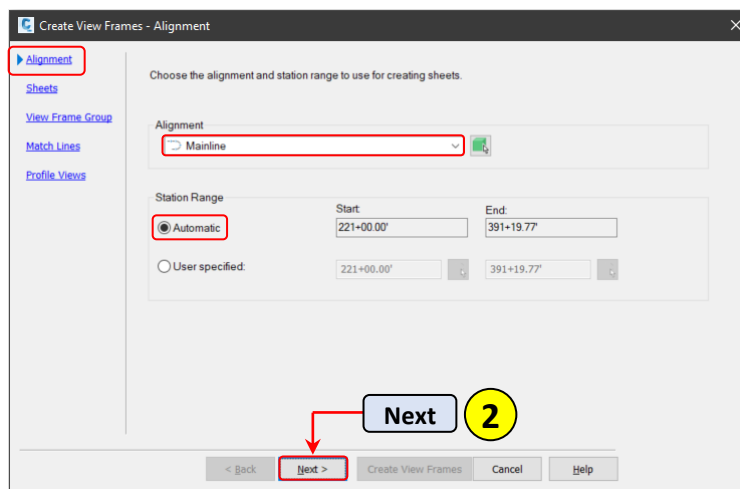
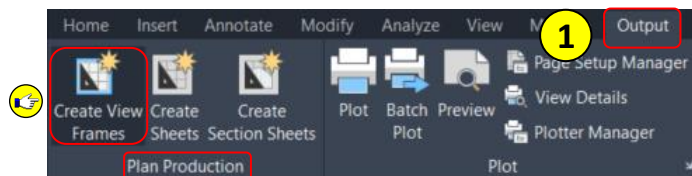


By selecting the Profile, Proposed 1, for Alignment Mainline, the Alignment and Profile are Data Referenced. The Profile is dependent of the Alignment.

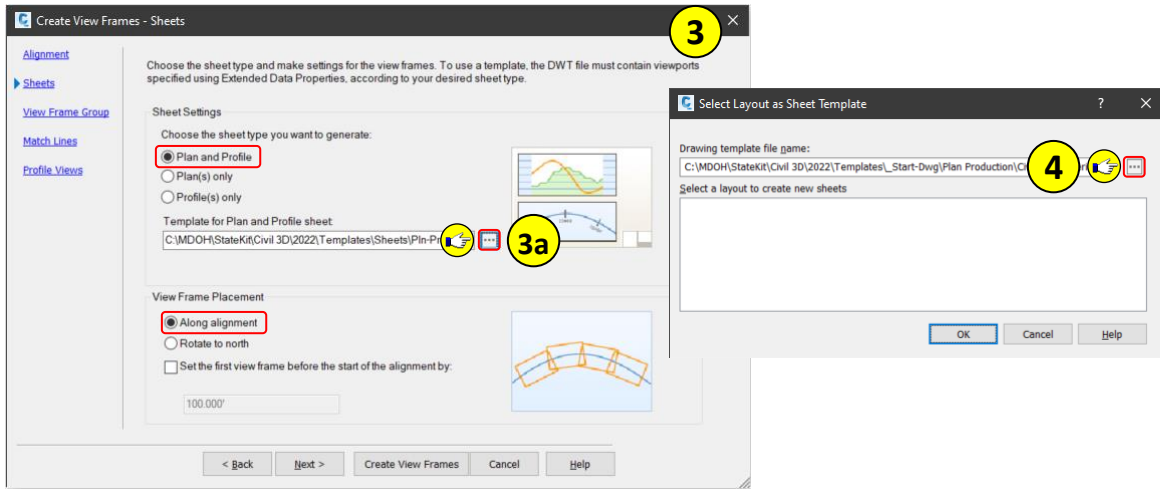
Creating View Frames

Step 1: **Navigate** to Output tab > **Plan Production** panel, **select Create View Frames**.

Step 2: **Verify** the following **settings** in the Create View Frames dialog box, **select** next to **advance**.



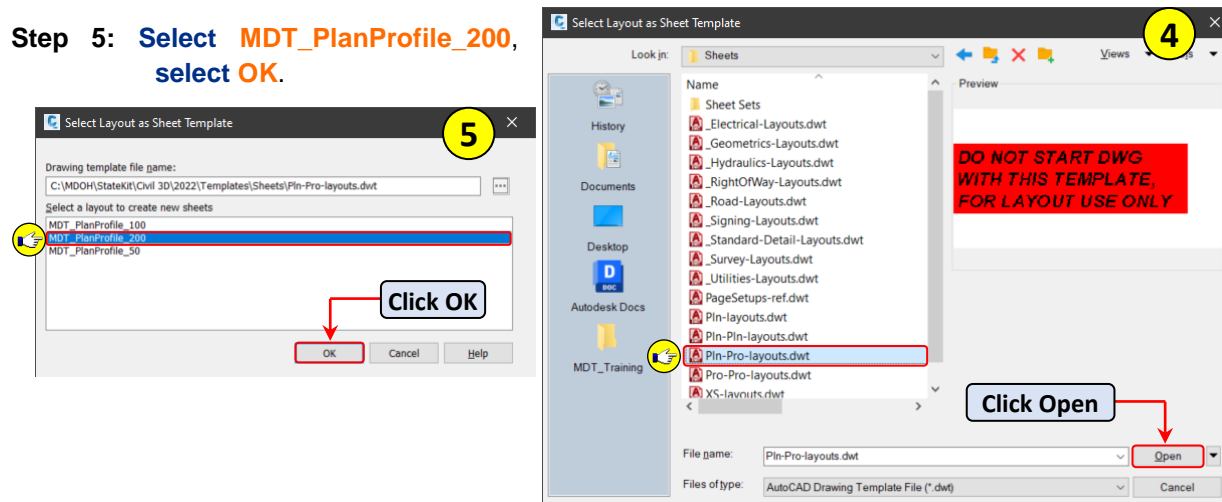
Step 3: Verify the settings below, select the browse button to navigate to the template location.



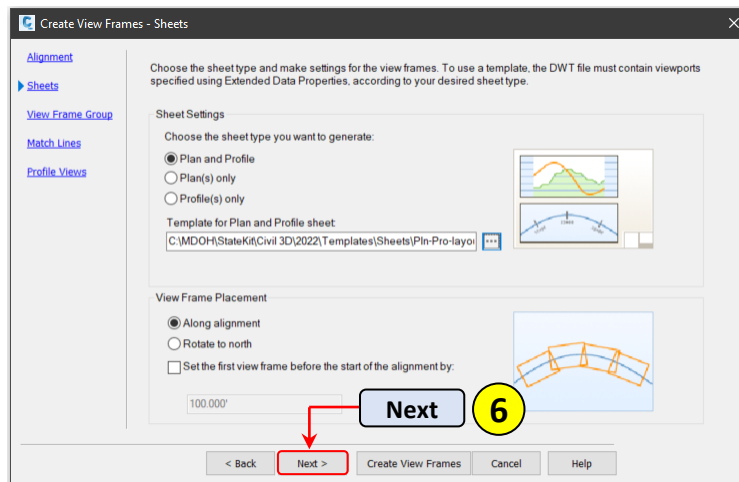
Step 4: Select the browse button in the Select Layout as Sheet Template dialog box, navigate to the template location, select Pin-Pro-Layouts.dwt, click Open.

Template location: *C:\MDOH\StateKit\Civil 3D\2022\Templates\Sheets*

Step 5: Select MDT_PlanProfile_200, select OK.

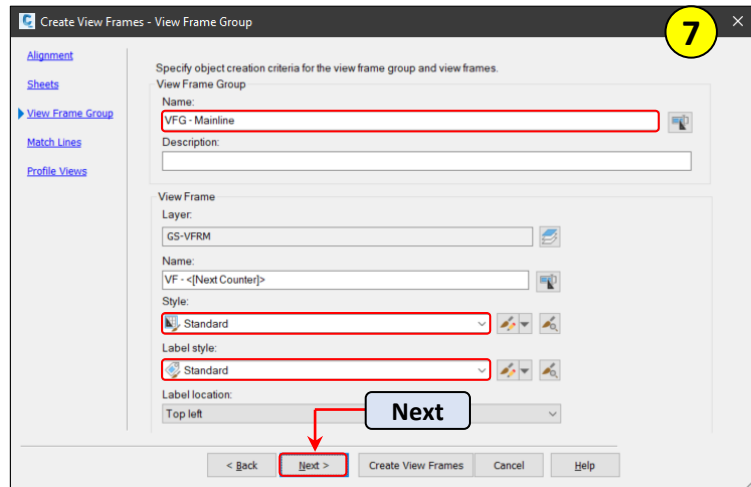


Step 6: Select Next in the Create View Frames dialog box.



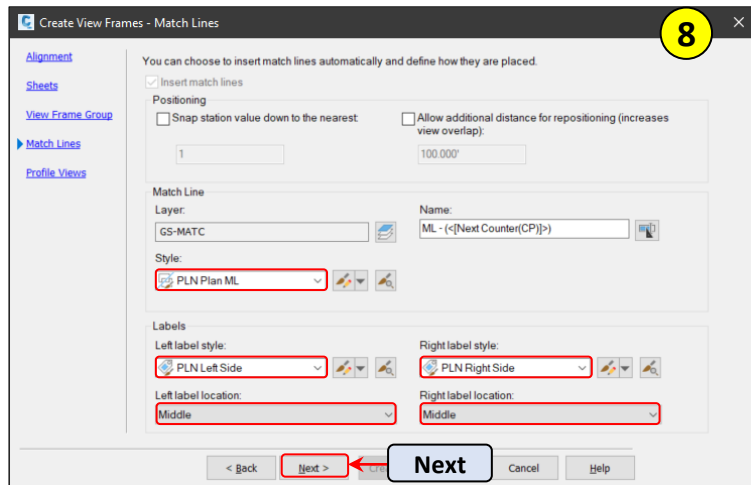
Step 7: Verify the **settings** below, **select Next**.

View Frame Group Name: **VFG-Mainline**
 View Frame Name: **VF-<[Next Counter]>**
 Style: **Standard**
 Label Style: **Standard**



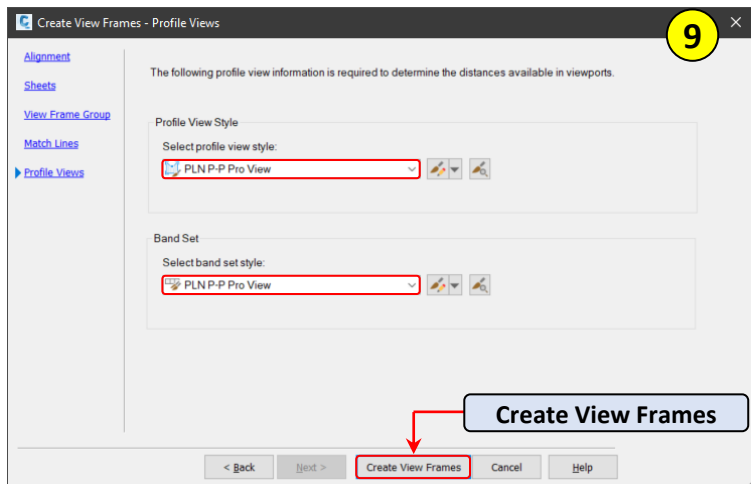
Step 8: Verify the **settings** below, **select Next**.

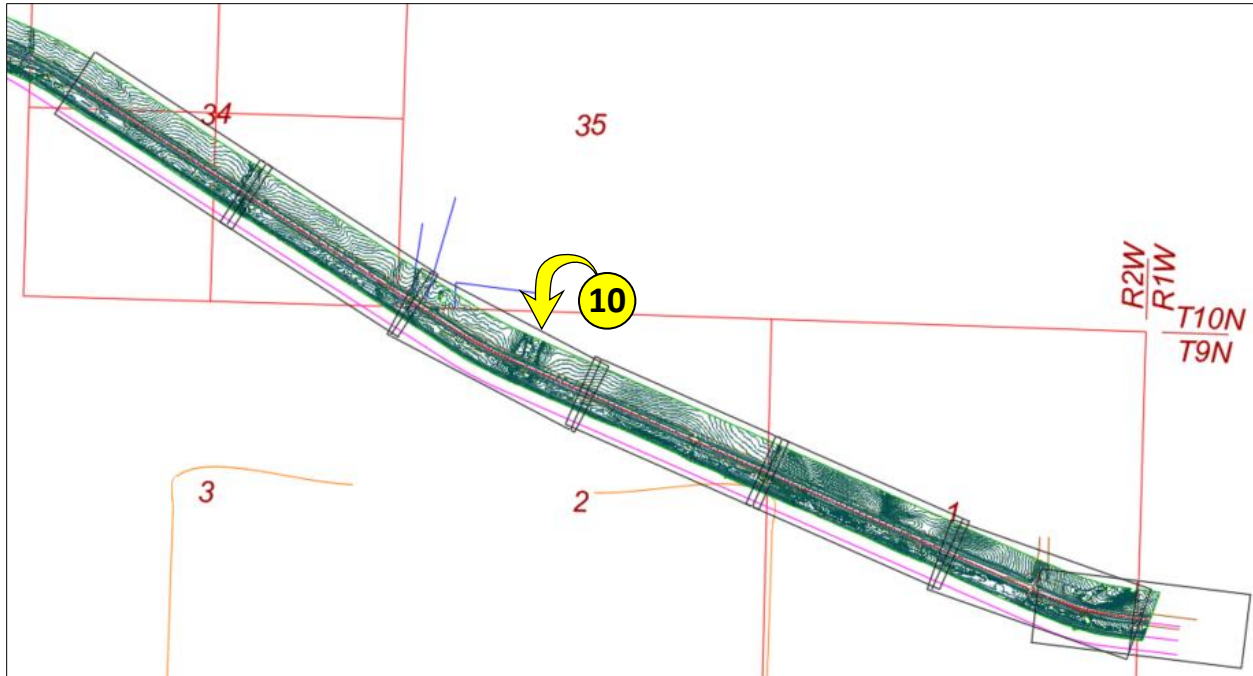
Style: **PLN Plan ML**
 Left label style: **PLN left Side**
 Right label style: **PLN Right Side**
 Left label location: **Middle**
 Right label location: **Middle**



Step 9: Verify the **settings** below, **select Create View Frames**.

Profile View Style: **PLN P-P Pro View**
 Band Set: **PLN P-P Pro View**





Step 10: From **Model** space > **See** the **View Frames** created along the alignment.

MDT Sheet Set Template – Creating Sheets

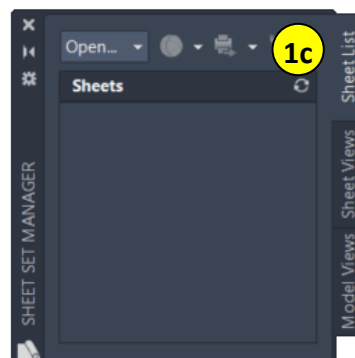
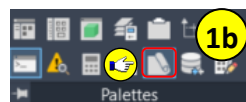
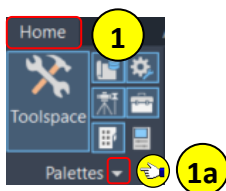
The Sheet Set Manager is a drawing organization tool. MDT has built a Sheet Set Template that can be leveraged when creating plan production sheets. It contains custom project data that can be populated and will display within the fields of the MDT title blocks.

Working with Sheet Set Manager

Accessing Sheet Set Manager

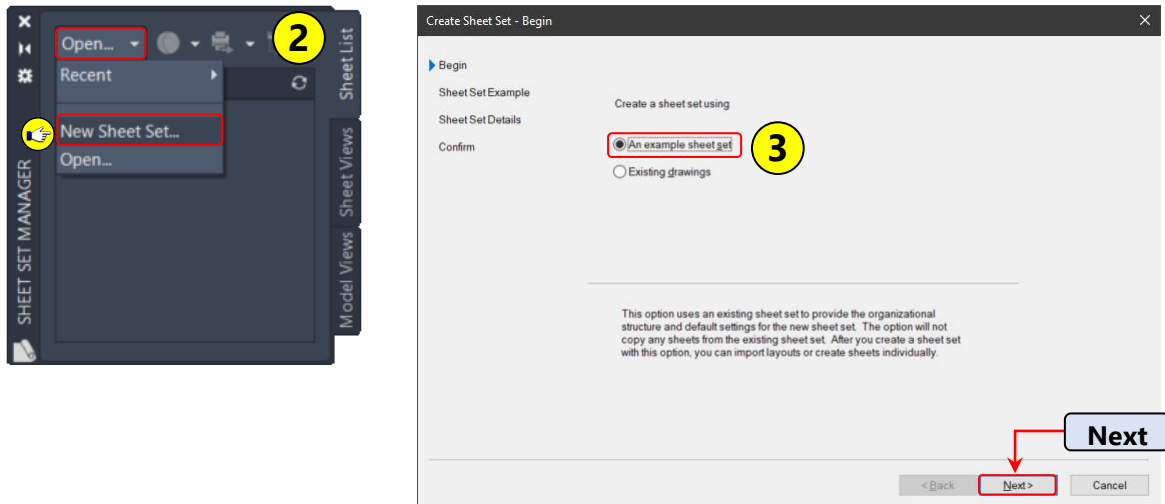
Step 1: **Navigate** to the Home tab > **Palettes** panel.

- a. **Click Palettes** drop-down.
- b. **Select Sheet Set Manager** icon.
- c. **See the Sheet Set Manager** palette.
 - Alternatively, **Ctrl+4** opens and closes Sheet Set Manager.



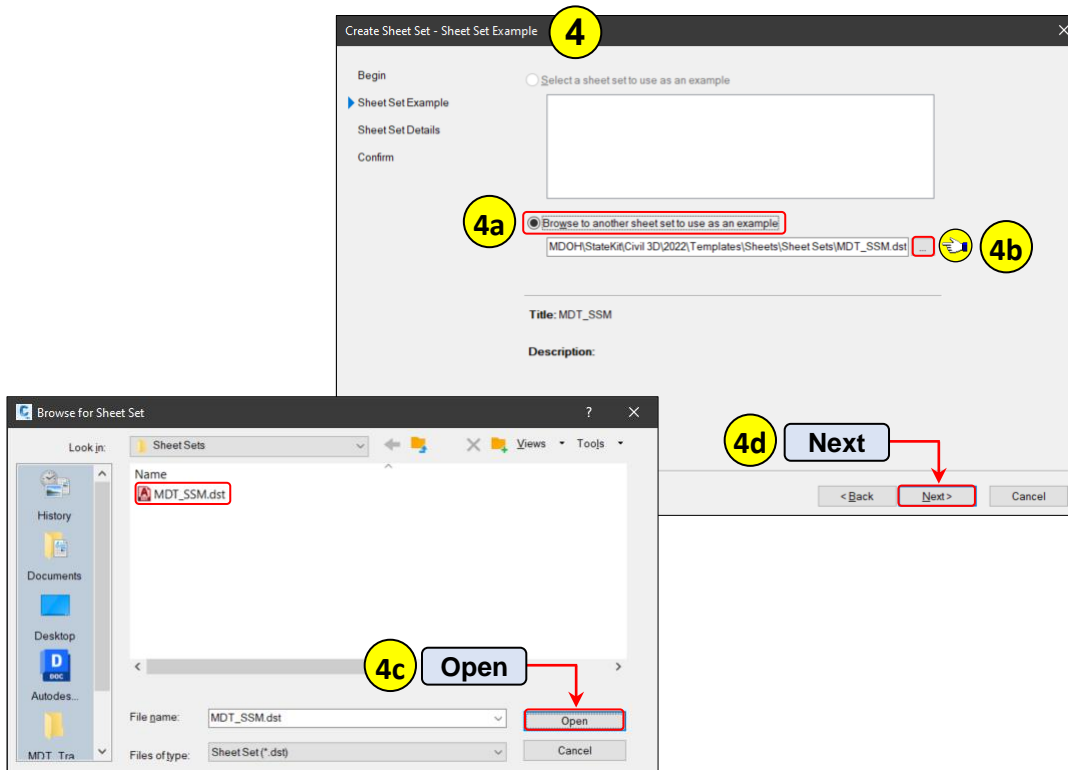
Step 2: Select the **Open** drop down, **select New Sheet Set**.

Step 3: From the **Create Sheet Set** dialog box, **select An example sheet set**, **Click Next**.



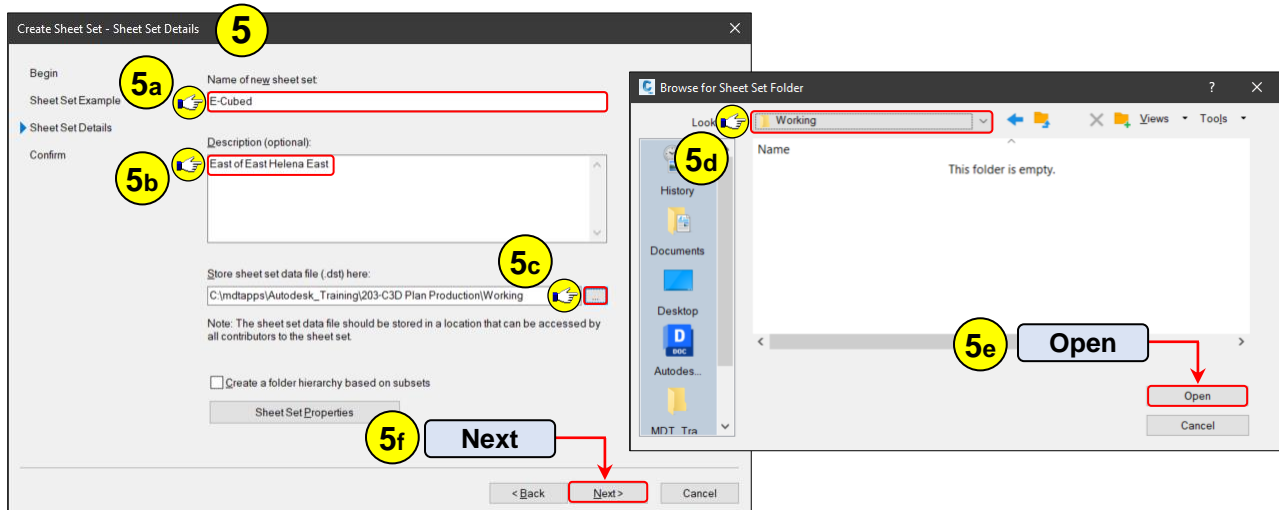
Step 4: From the **Create Sheet Set – Sheet Set Example** dialog box:

- a. **Select Browse to another sheet set to use as an example.**
- b. **Navigate** to: *C:\MDOH\StateKit\Civil 3D\2022\Templates\Sheets\Sheet Sets*
- c. From the **Browse for Sheet Set** dialog box > **Select MDT_SSM.dst**, **select Open**
- d. **Click Next**.

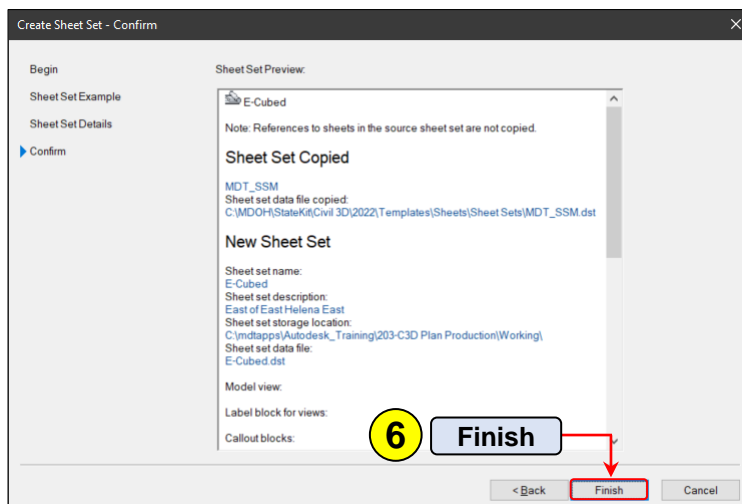


Step 5: From the **Create Sheet Set – Sheet Set Details** dialog box:

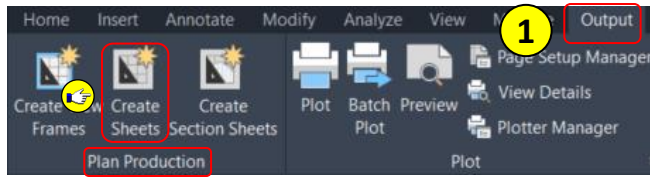
- a. **Name** the new sheet set **E-Cubed**.
- b. **Enter** a description of **East of East Helena East**.
- c. **Browse** to the sheet set storage **location**
C:\mdtapps\Autodesk_Training\203-C3D Plan Production\Working
- d. **Click Open**.
- e. **Click Next**.



Step 6: **Click Finish**.



Creating sheets



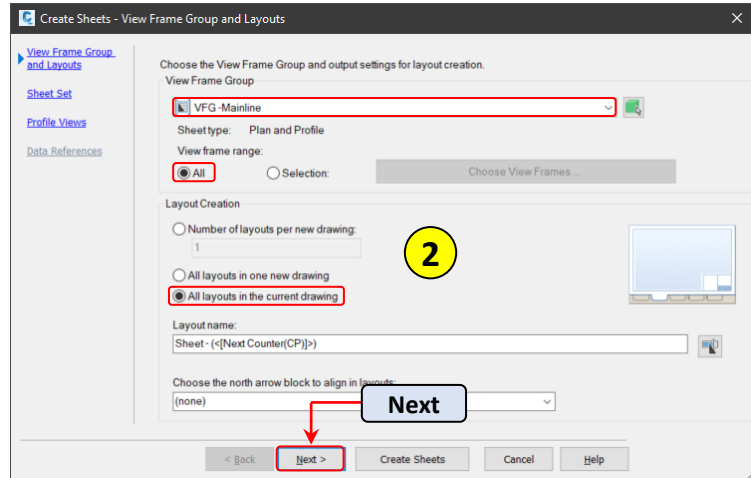
Step 1: **Navigate** to Output tab > **Plan Production** panel, **select Create Sheets**.

Step 2: **Verify** the **settings** below, **click Next**.

View Frame Group: **VFG-Mainline**

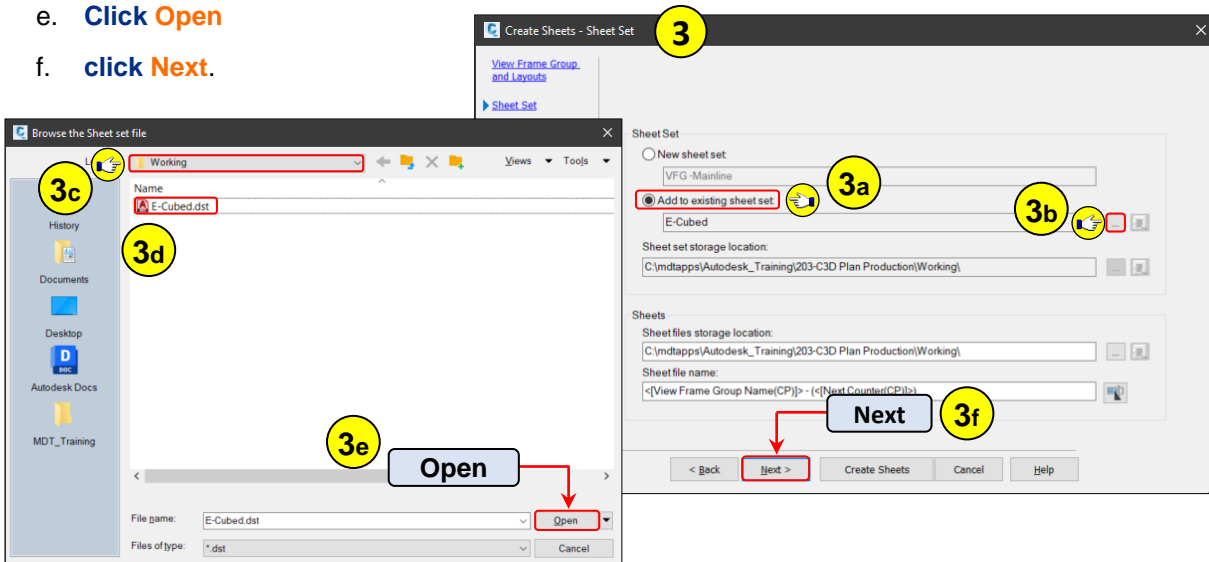
View Frame Range: **All**

Layout Creation: **All Layouts in the current drawing**



Step 3: From the **Create Sheets – Sheet Set** dialog box:

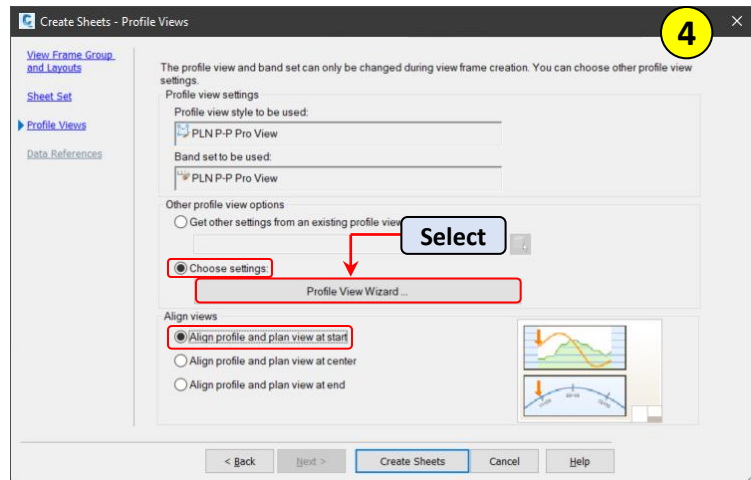
- a. **Select Add to existing sheet set.**
- b. **Click the Browse** to the folder button
- c. **Navigate** to the **E-Cubed** sheet set location
C:\vmdtapps\Autodesk_Training\203-C3D Plan Production\Working
- d. **Select E-Cubed.dst**
- e. **Click Open**
- f. **click Next.**



Step 4: Verify the settings below, select Profile View Wizard.

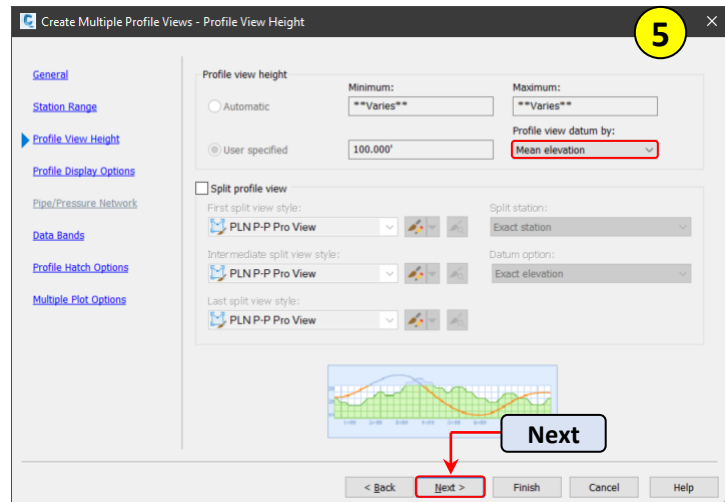
Choose settings: **Select Profile View Wizard**

Align Views: **Align profile and plan view at start**



Step 5: Verify the settings below, select Next.

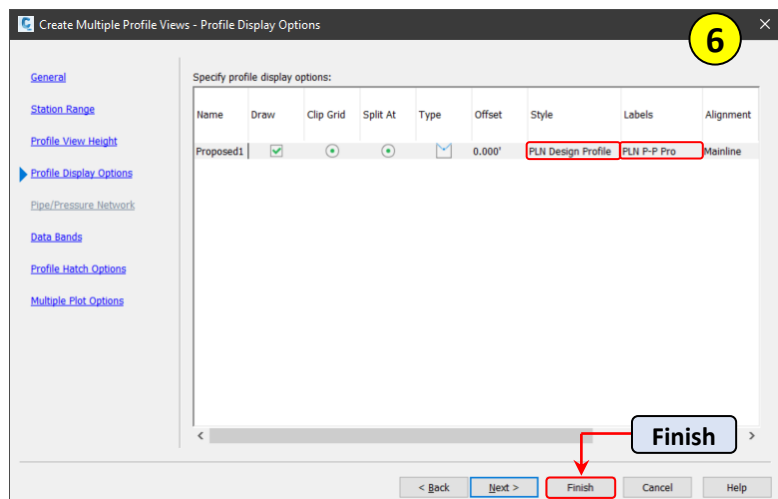
Profile view datum by: **Mean elevation**



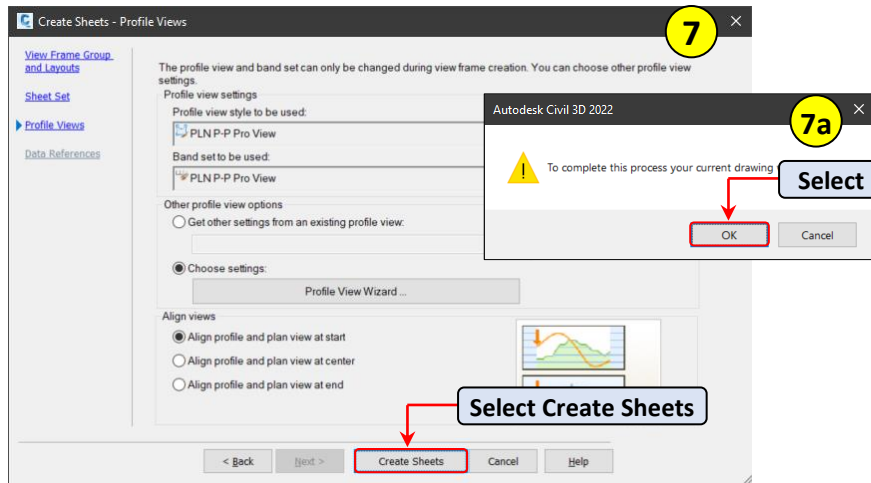
Step 6: Verify the settings below, select Finish.

Style: **PLN Design Profile**

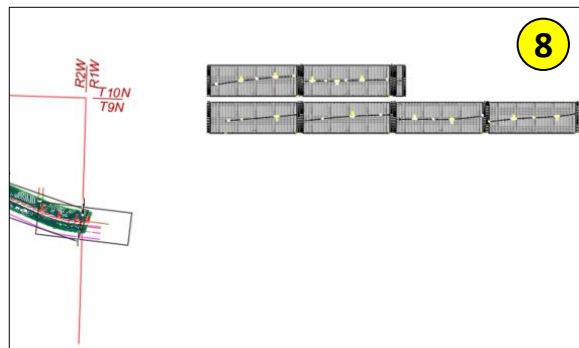
Labels: **PLN P-P Pro**



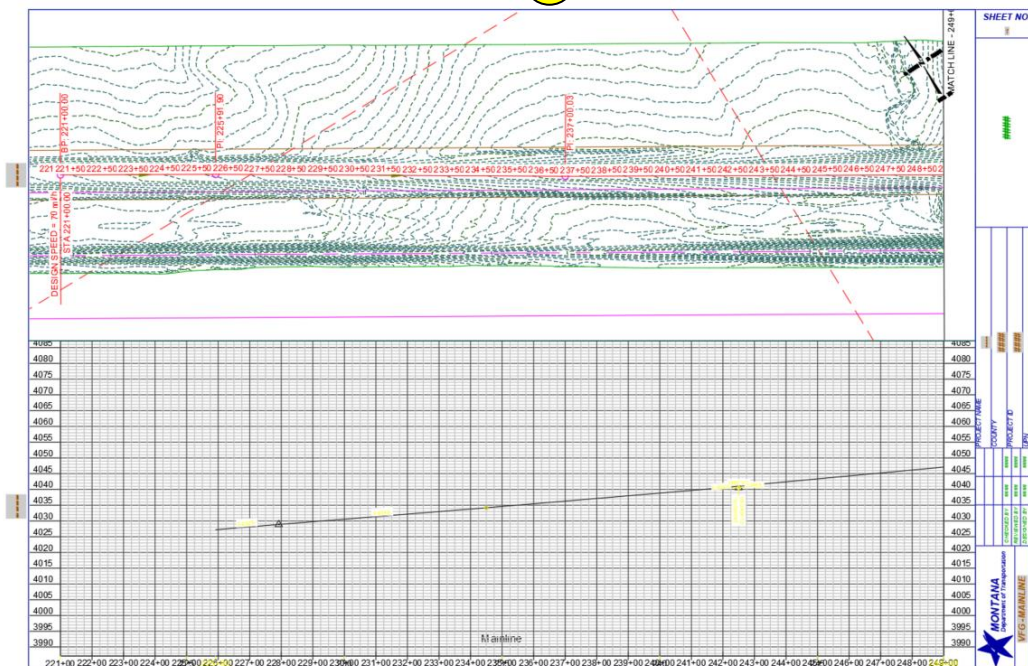
Step 7: Select **Create Sheets** in the Create Sheets dialog box, select **OK** on the warning box.



Step 8: Pick a **location** in Model Space to **place** the **profile views** when prompted to Select profile view origin, **close the PANORAMA, type RE, select Enter.**



Step 9: Select **Sheet- (1)** layout tab.

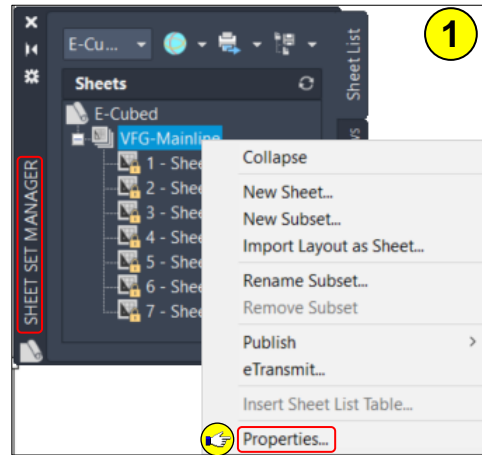
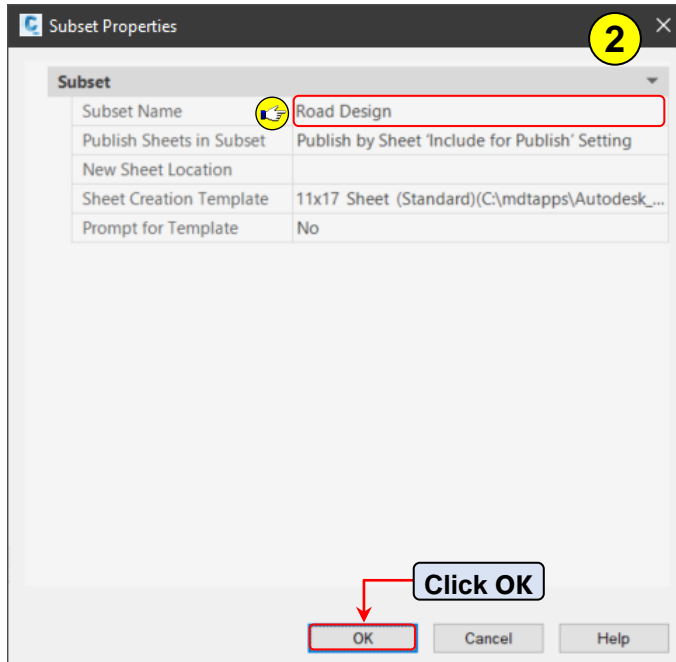


Adding Sheets

Adding, renaming and rearranging sheets.

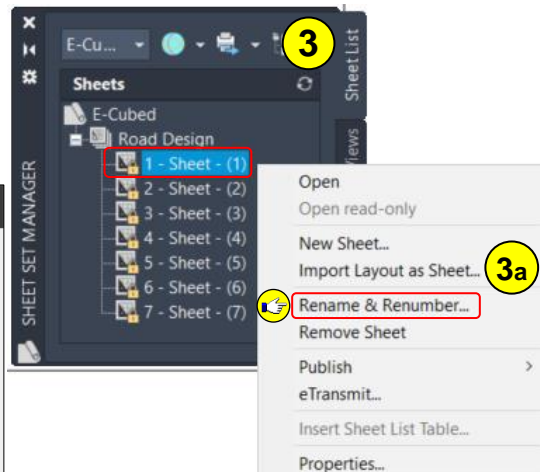
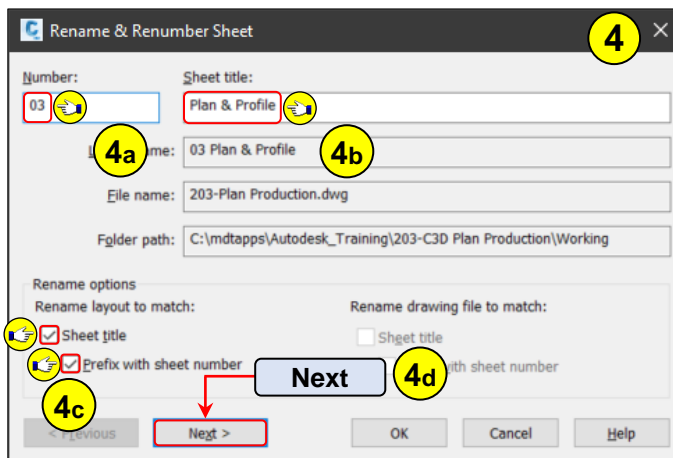
Step 1: Navigate to **SHEET SET MANAGER**, right click on **VFG-Mainline**, select **Properties**.

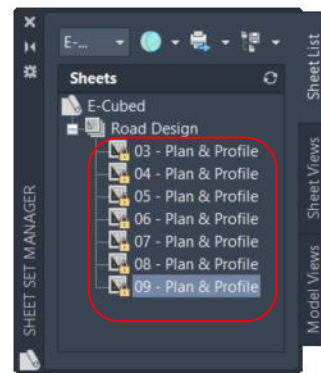
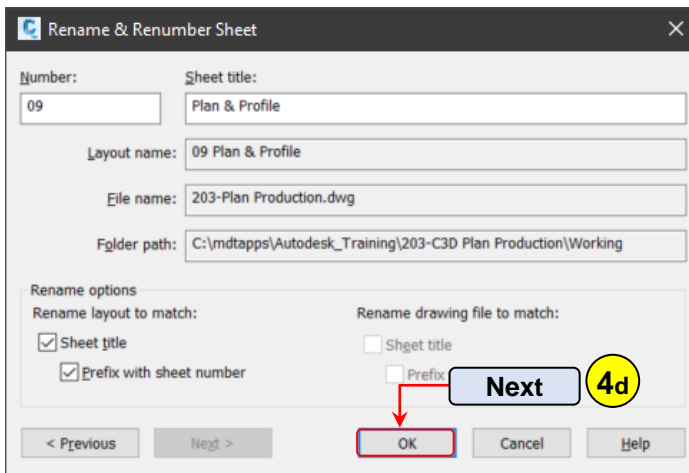
Step 2: Edit the Subset Name to **Road Design**, click **OK**.



Step 3: Right click on **1-Sheet – (1)**, select **Rename & Renumber**.

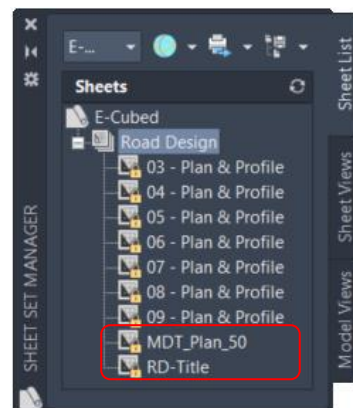
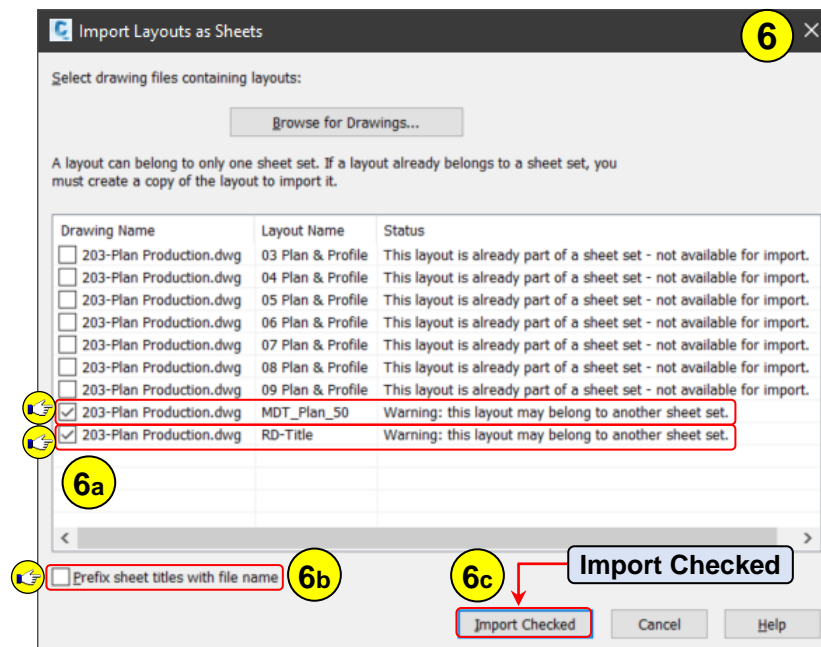
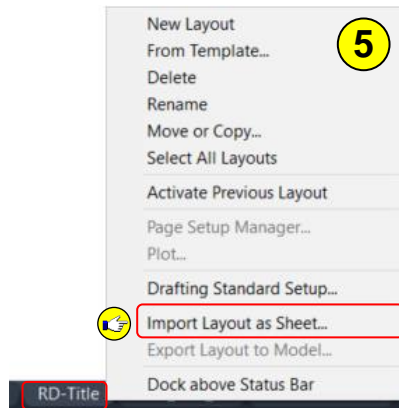
Step 4: Type **03** for Number, type **Plan & Profile** for the Sheet Title, check **Sheet title**, select **Prefix with sheet number**, select **Next**, repeat for all sheets, select **OK**.



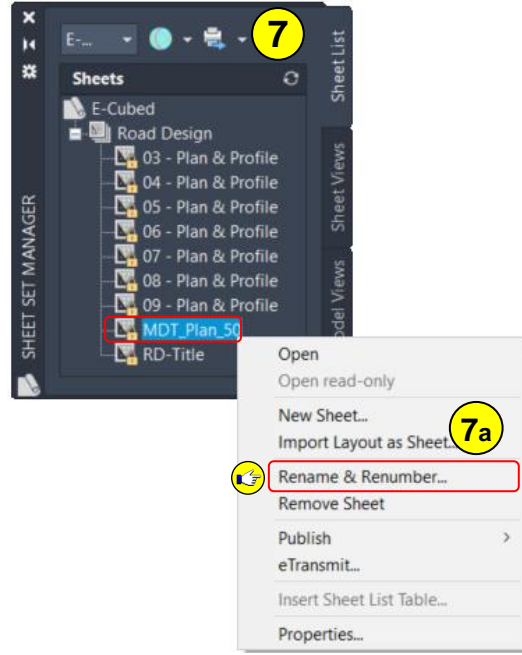


Step 5: Right click on RD-Title layout, select Import Layout as Sheet.

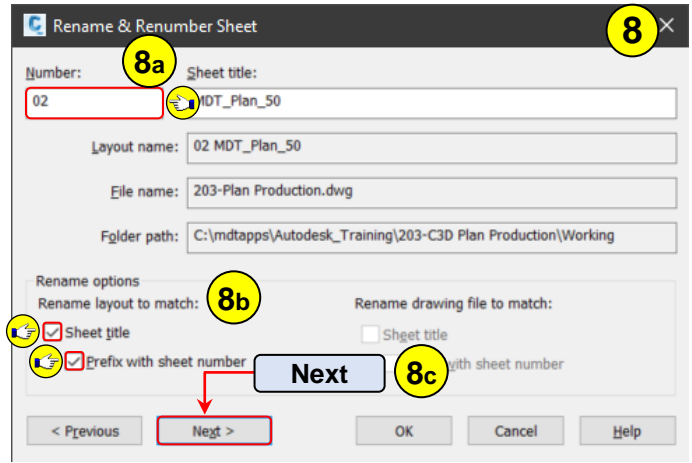
Step 6: Check MDT_Plan_50 and RD-Title, uncheck Prefix sheet titles with file names, select Import Checked.



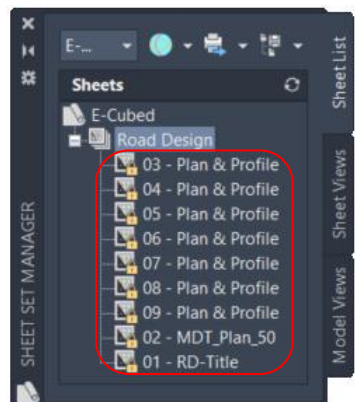
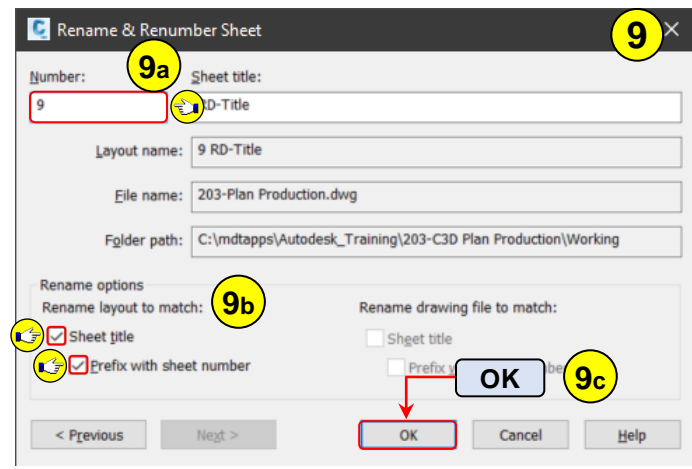
Step 7: Right click on **MDT_Plan_50** in the SHEET SET MANGER palette, select **Rename & Renumber**.



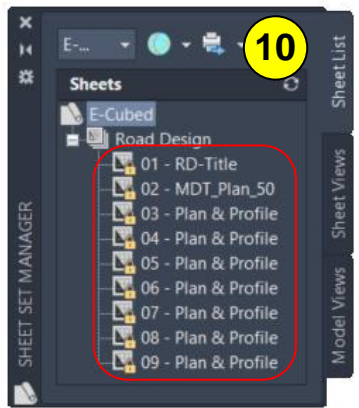
Step 8: Type **02** for the Number, check **Sheet title** and **Prefix with sheet number**, select **Next**.



Step 9: Type **01** for the Number, check **Sheet title** and **Prefix with sheet number**, select **OK**.



Step 10: Select **02 – MDT_Plan 50**, hold the left mouse button down, drag sheet to **top** of the sheet list, repeat for **01 – RD-Title**.

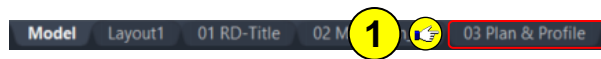


Text Attributes and Text Fields

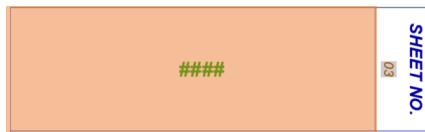
An attribute is a label or tag that attaches data to a block or drawing. Title blocks can contain attributed text that allow for typing in common project or drawing information. Fields contain instructions to display data that you expect to change during the life cycle of a drawing. When a field is updated, the latest data is displayed. For example, the value of the FileName field is the name of the file. If the file name changes, the new file name is displayed when the field is updated. Fields can be inserted in any kind of text, including text in table cells, attributes, and attribute definitions. When any text command is active, Insert Field is available on the shortcut menu. Some sheet set fields can be inserted as placeholders. For example, you can insert SheetNumberAndTitle as a placeholder. Later, when the layout is added to a sheet set, the placeholder field displays the correct sheet number and title.

Working with Text Attributes

Step 1: Select 03 Plan & Profile layout tab.



Step 2: Double click on the MDT border.




CHECKED BY	####	####
REVIEWED BY	####	####
DESIGNED BY	####	####

Sheet Set Properties

Drawing Properties

Enhanced Attribute Editor

Block: B-BorderRoad_T1x17
Tag: DSC-1

Select block 

Attribute | Text Options | Properties

Tag	Prompt	Value
DSC-1	DSC - Sheet Description	####
DSN-A1	DSN - RA C1	DESIGNED BY
DSN-A2	DSN - RA C2	####
DSN-A3	DSN - RA C3	####
DSN-B1	DSN - RB C1	REVIEWED BY
DSN-B2	DSN - RB C2	####
DSN-B3	DSN - RB C3	####
DSN-C1	DSN - RC C1	CHECKED BY
DSN-C2	DSN - RC C2	####
DSN-C3	DSN - RC C3	####
DSN-D1	DSN - RD C1	
DSN-D2	DSN - RD C2	
DSN-D3	DSN - RD C3	
DSN-E1	DSN - RE C1	
DSN-E2	DSN - RE C2	
DSN-E3	DSN - RE C3	
DSN-F1	DES - RF C1	
DSN-F2	DSN - RF C2	
DSN-F3	DSN - RF C3	
SSM-PROJPHASE	<SSM-ProjectPhase>	PRELIMINARY
SSM-PROJMILESTONE	<SSM-ProjectMilestone>	AGR
SSM-PAGENUM	<SSM-PageNumber>	03
SSM-PROJNAME	<SSM-ProjectName>	PROJ_NAME
SSM-PROJCOUNTY	<SSM-Project County>	PROJECT_COUNTY
SSM-FEDAIDNUM	<SSM-FederalAidNumber>	FED_AID_NO
SSM-PROJNUM	<SSM-ProjectNumber>	PROJ_NO
SSM-PLANSECTION	<SSM-PlanSection>	ROAD DESIGN
SYS-DATE	<SYS-Date>	6/20/2022 2:45 PM
SYS-FILENAME	<SYS-FileName>	203-PLAN PRODUCTION.DWG

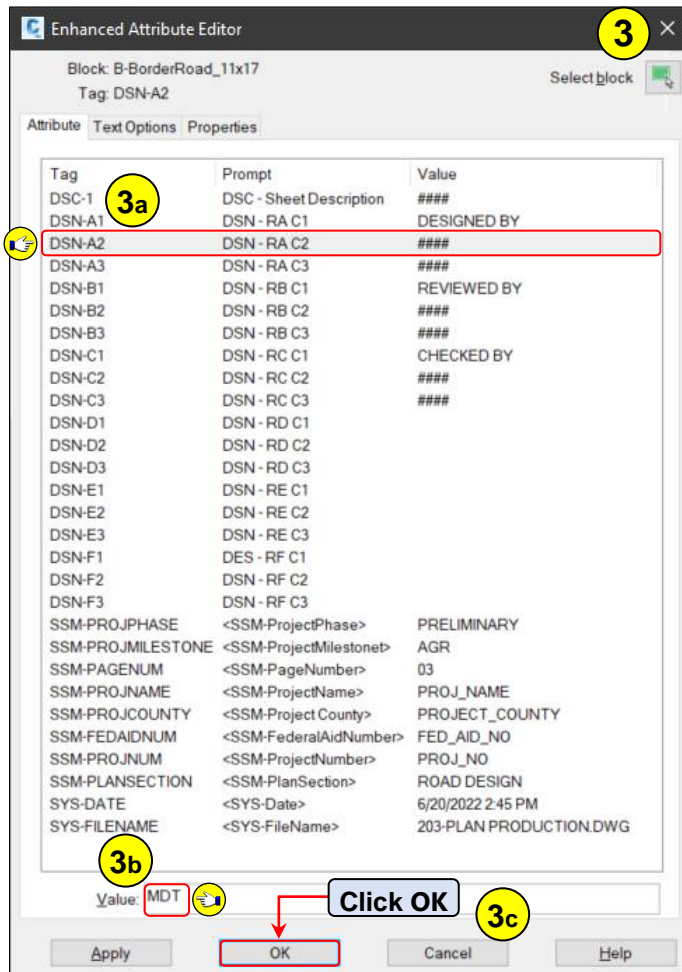
Value: ####

Apply OK Cancel Help

Step 3: Select **DSN-A2**, type **MDT** in the value field, select **OK**.

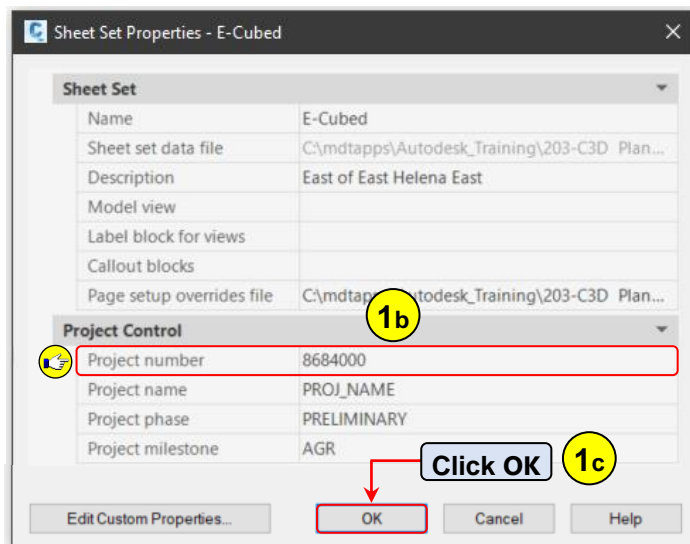
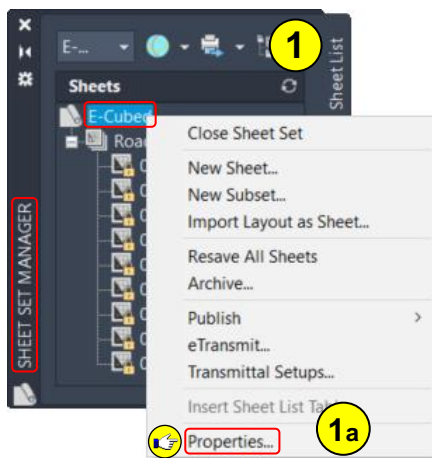
Step 4: Zoom to **DESIGNED BY**, verify **MDT** is displayed in the title block.

			4
CHECKED BY	####	####	
REVIEWED BY	####	####	
DESIGNED BY	MDT	####	



Working with Text Fields

Step 1: Navigate to **SHEET SET MANAGER**, right click on **E-Cubed**, select **Properties**, edit project number to **8684000**, click **OK**.



Step 2: Type RE (Regen), **verify** the **Project number** has updated.

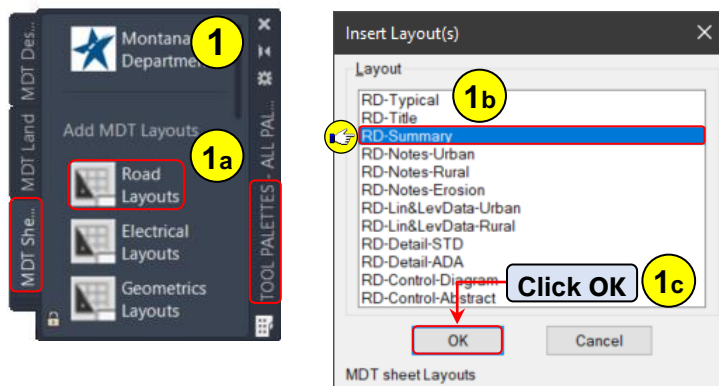
PROJECT NAME	PROJ_NAME	2
COUNTY	PROJECT_COUNTY	
PROJECT ID	FED_AID_NO	
UPN	8684000	

OLE Objects

Object linking and embedding is a way to use information from one application in another application. To use OLE, you need both source and destination applications that support OLE. Both linking and embedding insert information from one document into another document. Also, both linked and embedded OLE objects can be edited from within the destination application. However, linking and embedding store information differently. The relationship between embedding and linking is similar to that between inserting a block and creating an external reference. For example, linking a Microsoft Excel spreadsheet in Civil 3D creates a dynamic link and if the data in Excel updates the data in Civil 3D will update as well.

Working with and Understanding OLE Objects

Linking an Excel Summary Sheet



Step 1: Navigate to TOOL PALETTES > **MDT Sheets** tab, **select Road Layout**, **select RD-Summary**, **click OK**.

Step 2: Select Model layout tab to return to model space.



Step 3: Open Windows Explorer, **navigate** to C:\mdtapps\Autodesk_Training\203-C3D Plan Production\References\OLE, **open 8684000RDQMG001.xlsx**.

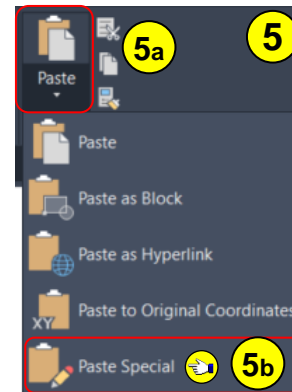
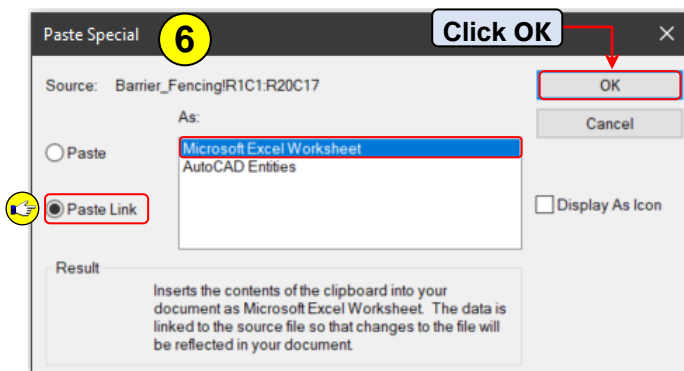
Step 4: Highlight the **data**, **Ctrl+C** to **copy** data, **return** to **Civil 3D**.

FENCING													REMARKS
STATION		linear feet					each				linear feet		
		FARM FENCE			WILD LIFE FRIEN DLY	TEMP. FENCE	FARM FENCE PANEL			DEADMAN	FARM GATE		
FROM	TO	TYPE F4M	TYPE F4W	TYPE F5W **			SINGL LE	FM	DOUBL LE		FM	TYPE G2	
225+91.90	252+53.00			2,661			6						LT.
252+53.00	252+69.00											16	LT.
252+69.00	273+99.19			2,130			5						LT.
273+99.19	276+27.88		229				4						LT.
276+27.88	276+97.85		70				2				16		LT. - 440' LT. - NW CORNER PROPERTY
276+97.85	277+70.00				719		4						LT.
277+70.00	375+47.20	1,213					10				16		LT. - PLACE FENCE ALONG EASEMENT WEST SIDE OF COUNTY ROAD
375+47.20							16						LT.
TOTAL		1,213	299	4,791	719	909	47	0	~	0	4	32	16

** TYPE 1 - WOOD POSTS (WF4-SBBS-16)

Step 5: Navigate to Home tab > Clipboard panel > **Paste**, select **Paste Special**.

Step 6: Verify the following **settings**, click **OK**.



Step 7: Select a **point** in Model space when prompted to Specify insertion point, **zoom** to the **point** selected to view the Excel data.

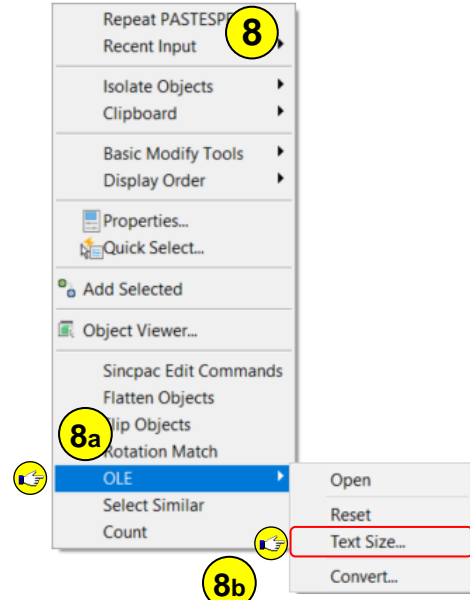
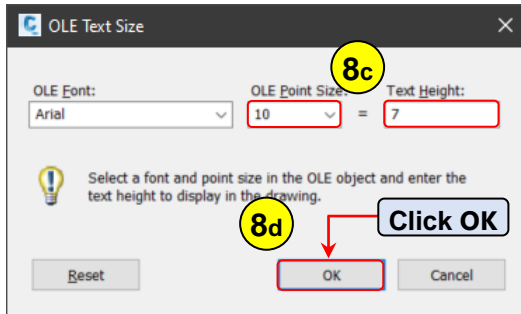
FENCING													REMARKS
STATION		linear feet					each				linear feet		
		FARM FENCE			WILD LIFE FRIEN DLY	TEMP. FENCE	FARM FENCE PANEL			DEADMAN	FARM GATE		
FROM	TO	TYPE F4M	TYPE F4W	TYPE F5W **			SINGL LE	FM	DOUBL LE		FM	TYPE G2	
225+91.90	252+53.00			2,661			6						LT.
252+53.00	252+69.00											16	LT.
252+69.00	273+99.19			2,130			5						LT.
273+99.19	276+27.88		229				4						LT.
276+27.88	276+97.85		70				2				16		LT. - 440' LT. - NW CORNER PROPERTY
276+97.85	277+70.00				719		4						LT.
277+70.00	375+47.20	1,213					10				16		LT. - PLACE FENCE ALONG EASEMENT WEST SIDE OF COUNTY ROAD
375+47.20							16						LT.
TOTAL		1,213	299	4,791	719	909	47	0	~	0	4	32	16

** TYPE 1 - WOOD POSTS (WF4-SBBS-16)

Step 8: Select the **OLE object** and **right click**, select **OLE**, select **Text Size**, change the **values** as shown below, **click OK**.

OLE Point Size = 10

Text Height = 7

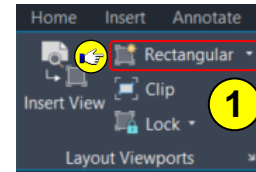


Step 9: Select **RD-Summary** layout



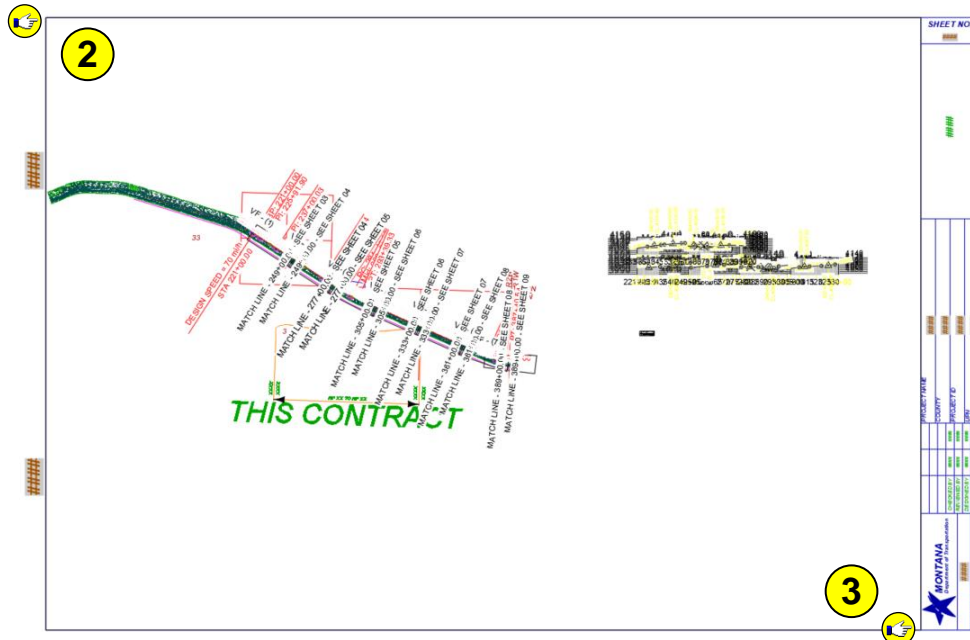
Creating a viewport

Step 1: Navigate to **Layout Viewports** panel, select **Rectangular**.

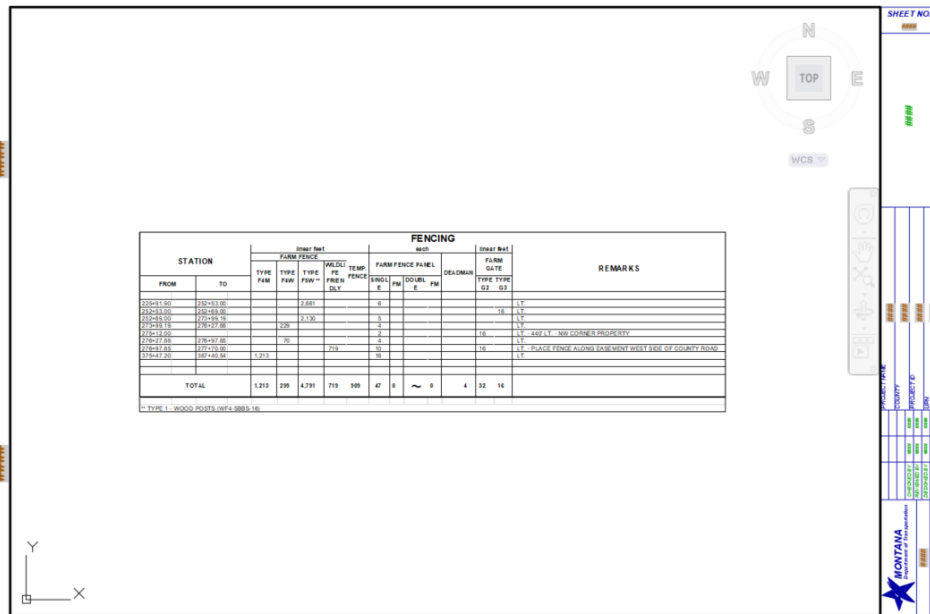


Step 2: Type **END**, select the **upper left corner** of the title block, when prompted to Specify corner of viewport.

Step 3: Type **END**, select the **lower right corner** of the title block, when prompted to Specify opposite corner.



Step 4: Double click within the **viewport** to activate it, **zoom** to the **OLE object**, **type PS** to return to paper space.

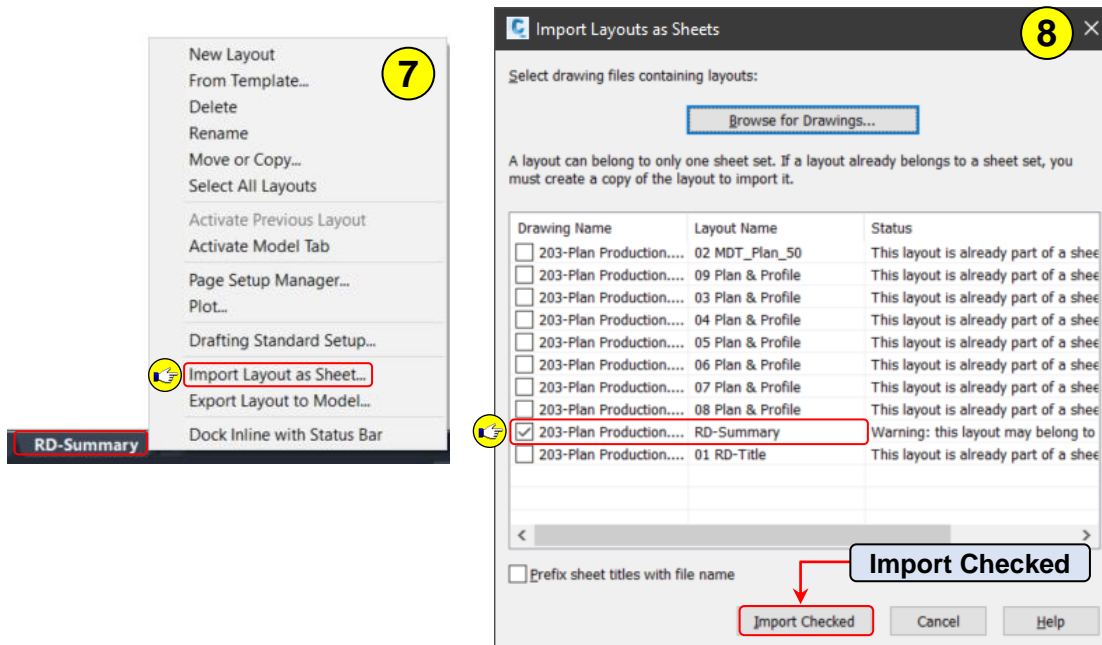


Step 5: Select the **viewport**, change the viewport scale to **1" = 100'**, select **Esc** to deselect the viewport.

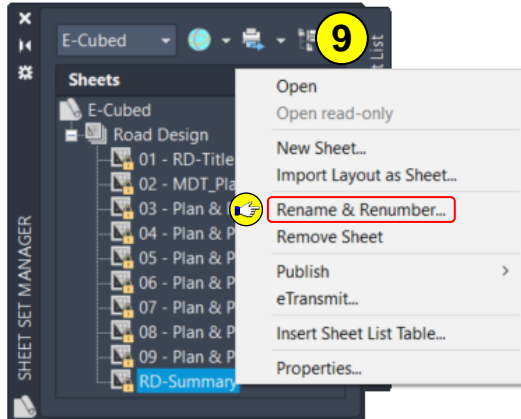


Step 6: Save the **drawing**.

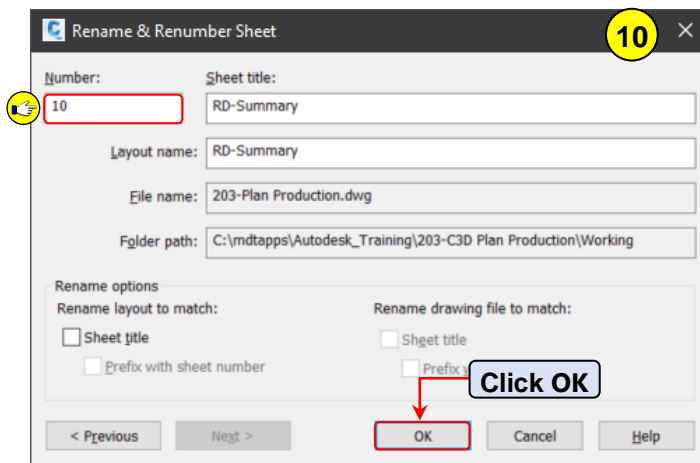
Step 7: Right click on **RD-Summary** Layout tab, select **Import Layout as Sheet**.



Step 8: Check **RD-Summary**, uncheck **Prefix sheet titles with file names**, select **Import Checked**.



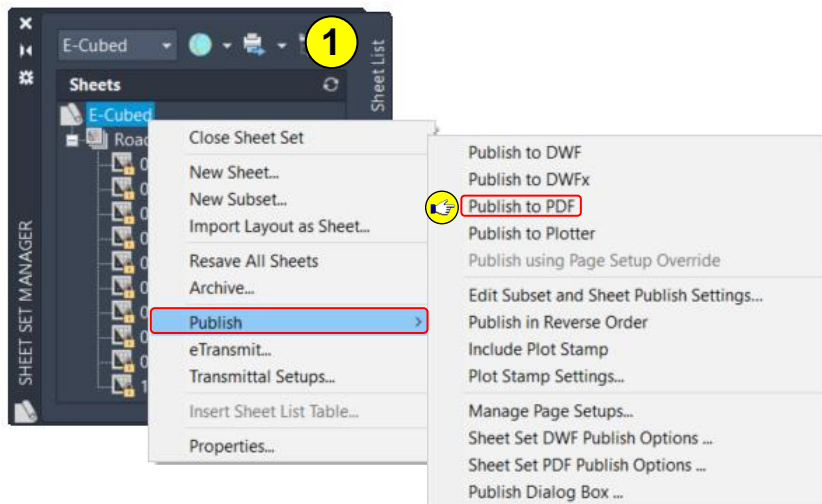
Step 9: Navigate to **Sheet Set Manager**, right click on **RD-Summary**, select **Rename & Renumber**.



Step 10: Type **10** for the Number, select **OK**.

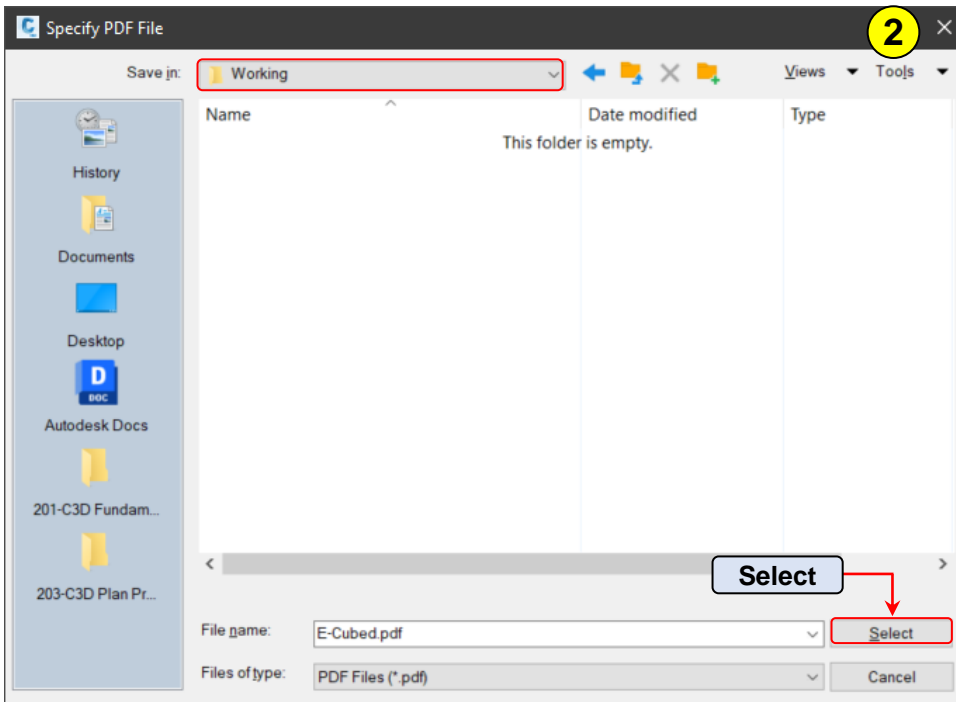
Step 11: Save the **drawing**.

Create a PDF set of plans



Step 1: Navigate to **Sheet Set Manager**, right click on **E-Cubed**, select **Publish to PDF**.

Step 2: Browse to C:\mdtapps\Autodesk_Training\203-C3D Plan Production\Working, select **Select**.



Review the created pdf.