

Layout Tutorial

This tutorial will explain how create a layout template, send views to a layout page, then save the document in PDF format.

In this tutorial you will learn about:

- Creating a Layout Template
- Setting up Layout Page Templates
- Creating a Border and Title Block
- Sending Floor Plan Views to Layout
- Sending Elevation Views to Layout
- Sending Details to Layout
- Sending Perspective Views to Layout
- Printing to PDF

Getting Started


Chief Architect uses two file types: plans and layouts. Plan files (.plan) are used to design a 3D model of a structure, while layout files (.layout) are used to arrange views of that model on a sheet along with text, callouts and other annotation to produce professional quality construction documents. For complete information about layouts, see “Layout” on page 1243 of the Reference Manual.

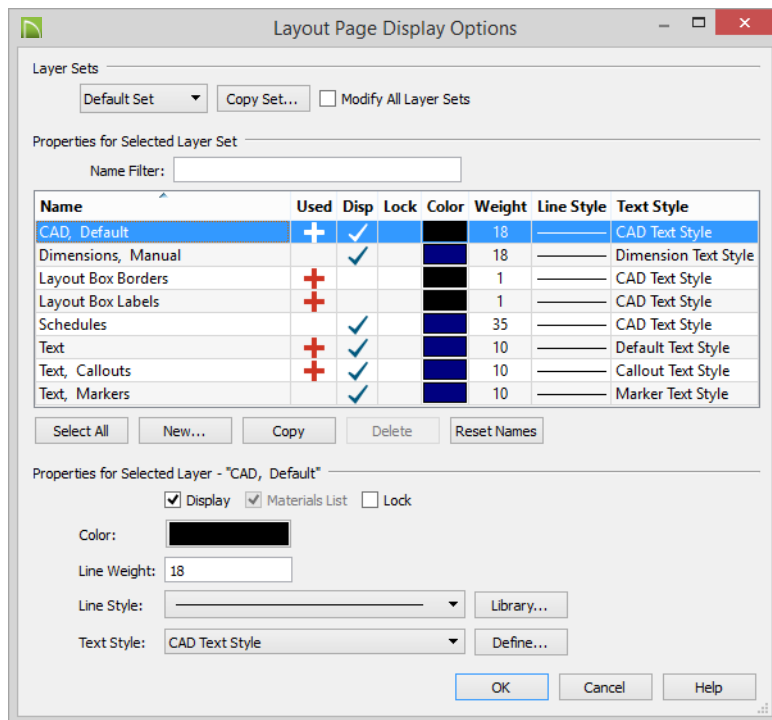
The previous tutorials explore aspects of creating a 3D model in a plan file. This tutorial will describe how to create a layout file and arrange views of the model - including floor plans, cross section/elevations, presentation views, and CAD Details - on the layout pages.


Creating a Layout Template


Template files save default, layer, and print settings and then apply them to new, blank files - saving you the time and work of specifying them every time you begin a new project. In your

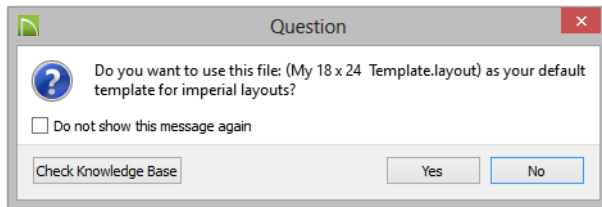
Layout Template File, you can also set up one or more Page Templates with the borders and title block information that you typically use. For more information about plan and layout templates, see “Template Files” on page 86 of the Reference Manual.

1. Create one or more Page Templates. See “Setting up Layout Page Templates” on page 3.
2. Set up your Drawing Sheet and create a title block and border for each Page Template that requires them. See “Creating a Border and Title Block” on page 8.
3. Select **Tools> Layer Settings> Display Options**  to open the **Layout Page Display Options** dialog. Here you can set up line weights, styles, and colors for the layers in your layout template. See “Layout Page Display Options” on page 1244 of the Reference Manual. These settings do not affect objects within layout views - they only affect CAD, Text, Dimensions, layout page and revision tables, and layout box borders placed on the layout pages. Click OK when you are finished.



4. Select **Edit> Default Settings**  from the menu to open the **Default Settings** dialog. Make any changes to the Text, CAD and General Layout Defaults that you may need. See “Preferences and Default Settings” on page 75 of the Reference Manual.

5. Select **File> Templates> Save as Template** . The **Save Layout File** dialog opens to the Templates directory specified in the **Preferences** dialog. For more information, see “Folders Panel” on page 103 of the Reference Manual.
6. Save your new layout template with a short, descriptive name such as "My 18 x 24 Template".
7. When prompted, click Yes, specifying that you would like to use your new template as the default.





8. Your template layout file will close and a new untitled layout file will open.
9. This tutorial will explain how to set up page templates as well as create a title block and border in your template file. Since only one layout file can be open at a time, select **File> Close** to close the new, untitled layout so you can return to work on your saved template.

Setting up Layout Page Templates

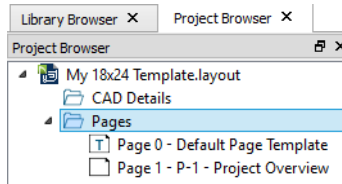
Layout Page Templates allow you to create one or more title blocks and borders and then assign them to the layout pages of your choice. Unlike regular pages with content, Layout Page Templates do not print as part of a print range. See “Layout Page Templates” on page 1269.

In this example, two Page Templates will be created: one for the cover sheet and one for the sheets that follow it.


To create multiple page templates


1. Select **File> Open Recent Files** and select your new layout template from the menu to open it. See “Creating a Layout Template” on page 1.
2. Click on the Project Browser docked to the right side of the program window to make it active.
 - If the Project Browser is not open, select **View> Project Browser**  to open it.
 - If your program version does not have the Project Browser feature, select **Tools> Layout> Page Down**  to go to Page 0 and proceed to step 3.

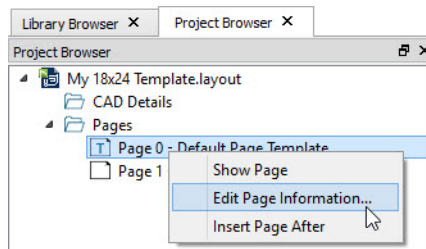
- Click the arrow next to the "Pages" folder to expand a list of the pages in the layout file that are currently in use. In a new layout, only Pages 0 and 1 will be listed.







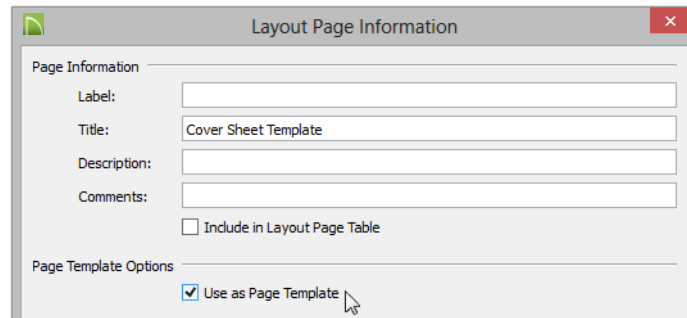
- Notice the icons beside each page. Page 0 is specified as a Page Template, while Page 1 is a page with content.

 Page 1 is listed as a page with content because it has a Layout Page Table placed on it. See "Layout Page Tables" on page 1272.

3. Right-click on Page 0 in the Project Browser and select **Edit Page Information**  from the contextual menu.



- If your program version does not have the Project Browser feature, go to Page 0 and select **Tools> Layout> Edit Page Information** .
4. In the **Layout Page Information** dialog, change the title to "Standard Sheet Template" and click **OK**.
 5. Right-click on Page 1 in the Project Browser and select **Edit Page Information** .
 - If your program version does not have the Project Browser feature, select **Tools> Layout> Page Up**  to go to Page 1 then select **Tools> Layout> Edit Page Information** .
 6. In the **Layout Page Information** dialog:





- Change the **Title** to "Cover Sheet Template".
- Check the box beside **Use as Page Template** and click **OK**.
- Notice that Page 1's icon in the Project Browser has changed and now indicates that it is a Page Template rather than a page with content.


Using the same steps, you can create additional Page Templates for every discipline and sheet type that you typically use in your own layout template file.

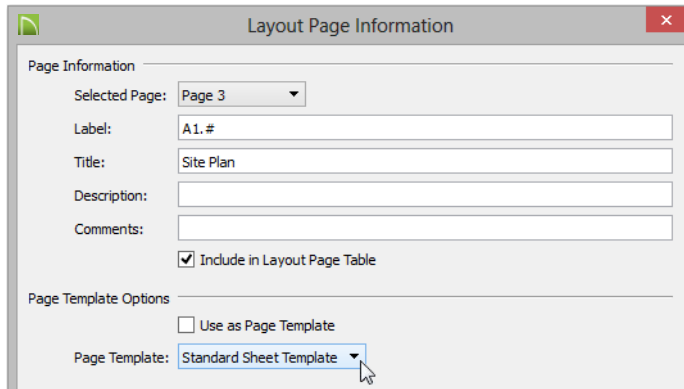
Once multiple Page Templates have been created, they can be assigned to non-template pages: either blank or with content. You can wait and do this when you actually send views to layout for a project, or you can save time and set aside pages for specific purposes beforehand.

Here, a fairly typical variation of the US National CAD Standard page numbering convention is used.


To use multiple page templates

1. Select **Tools> Layout> Change Layout Page** and go to Page 2.
2. Select **Tools> Layout> Edit Page Information** . In the **Layout Page Information** dialog:
 - Specify the **Title** as "Cover Sheet".
 - Click the **Page Template** drop-down and select "Cover Sheet Template" from the list.
 - Click **OK** and notice that page 2 is now listed as a blank page in the Project Browser.
3. Select **Tools> Layout> Page Up**  to go to Page 3.

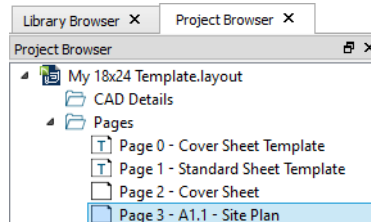
4. Select **Tools > Layout > Edit Page Information** .



- Specify the **Label** as "A1.#".

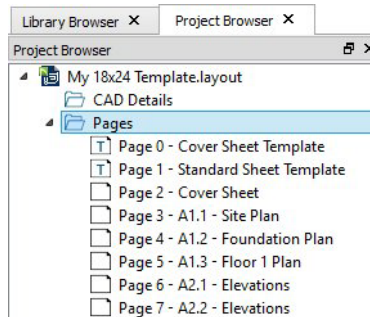
 If you type a pound sign # in the Label field, the characters before it will be treated as a numbering prefix, and the # will be replaced by the current page number. See "Layout Page Numbering" on page 1268 of the Reference Manual.

- Specify the **Title** as "Site Plan".
 - Confirm that the "Standard Sheet Template" is selected in the **Page Template** drop-down list.
5. Click **OK** and notice that in the Project Browser, Page 3 is listed now and that:



- It uses its **Label**, "A1.#", and that the # has been replaced with a 1.
- It uses its **Title**, "Site Plan".
- Note, too, that the sheet no longer has a title block and border. Instead, it displays a single revision table. This is because at the moment, the only object on its template, Page 1, is a revision table.






6. Repeat the steps above to edit Pages 4 and 5 so that they also use the "Standard Sheet Template" and the **Label** "A1.#", and have the **Titles** "Foundation Plan" and "Floor 1 Plan", respectively.
7. Modify Pages 6 and 7 so that they use the "Standard Sheet Template" use the **Label** "A2.#", and have the **Title** "Elevations".



In your own layout template file, you can assign sheet numbers that you typically use in advance and use the numbering convention of your choice.

If you need to add additional disciplines, types, and/or pages, they can be easily inserted at any time: either in a specific project or in your layout template file.

To insert new layout pages

1. Select **File> Open Layout**  and open the layout file that you wish to insert pages into.
2. Right-click on a Page Template, page with content, or blank page in the Project Browser.
3. Select **Tools> Layout> Change Layout Page** and go to the page that is either before or after the location where you wish to insert a new page.
 - Select **Insert Page Before**  to add a page before the current page. The current page number as shown in the **Change Layout Page** button will increase by one but the page number defined by its Label will not change.
 - Select **Insert Page After**  to add a page after the current page. The current page will not be affected but any pages that follow it will have their page numbers increase by one.
4. Right-click on the new page in the Project Browser and select **Edit Page Information** .
 - If your program version does not have the Project Browser feature, select **Tools> Layout> Edit Page Information** .
5. In the **Edit Page Information** dialog,
 - Specify the **Title**.

- If the page is to be a page with content, specify its **Label** and choose a **Page Template** from the drop-down list.
- If the page is to be a template, check the box beside **Use as Page Template**.

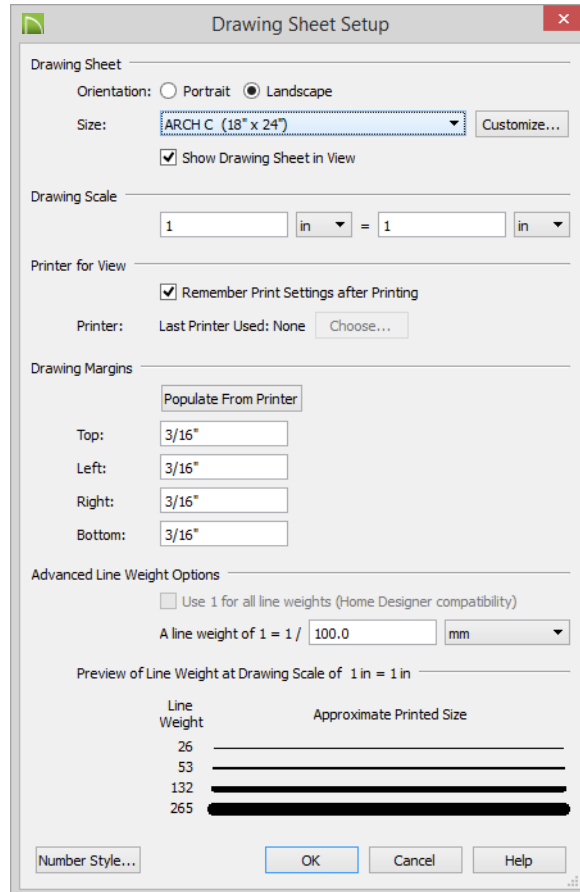
Once your Page Templates have been defined as such, you can create a border and title block for each that matches how it will be used.


Creating a Border and Title Block

Before sending views to layout, it is recommended that you set up your drawing sheet and then use the CAD, Text, and editing tools to create a border and title block for your layout pages on one or more Page Templates. For information about the Drawing Sheet, see “Drawing Sheet” on page 1228 of the Reference Manual.

To set up the layout sheet

1. Select **File> Print> Drawing Sheet Setup**  to open the **Drawing Sheet Setup** dialog.











2. Specify the **Orientation** and **Size** of the **Drawing Sheet**.
3. The **Drawing Scale** for layout files should always be 1 in = 1 in (1 mm = 1 mm in metric files). For more information, see “Drawing Sheet Setup Dialog” on page 1224 of the Reference Manual.
4. You can also specify the drawing sheet’s **Margins** if you want.
5. Click **OK** when you are finished.
6. Select **Window> Fill Window**  so that you can see the entire drawing sheet.

7. Select **File> Save** .

The layout template files that are installed with Chief Architect have a title block and border already drawn in them on Layout Page 0, which is the default Layout Page Template. You can use these as they are, modify them to suit your needs, or delete them and create your own.



You can also create multiple Page Templates, which allows you to control the appearance of the title block and border on each page. In this tutorial, two variations of the existing title block and border will be placed onto separate Page Templates. See “Setting up Layout Page Templates” on page 3.

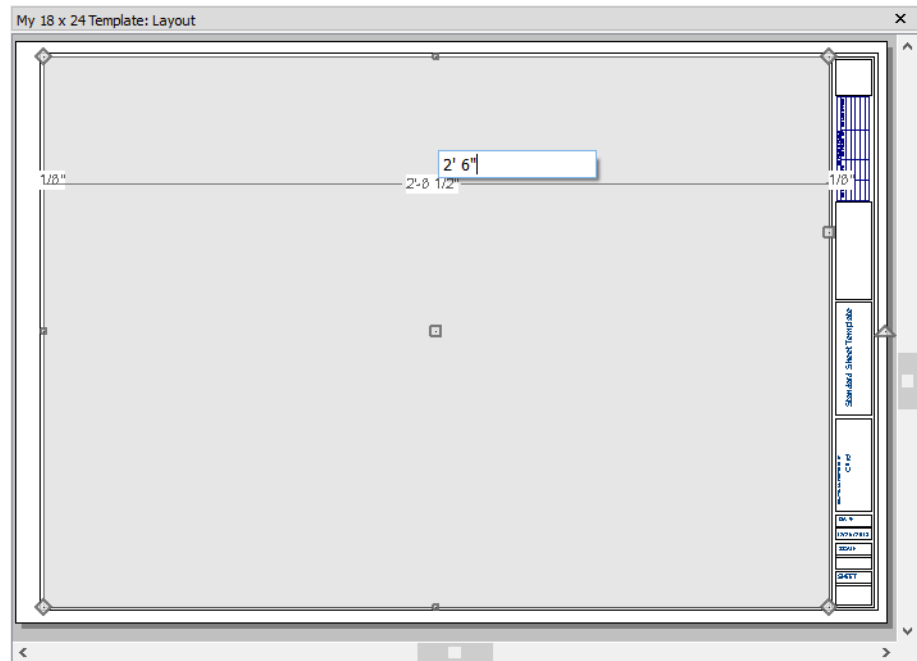
To copy a title block and border


1. Select **Tools> Layout> Page Down**  to go to Page 0, which is the Cover Sheet Template page.
 2. Select **View> Drawing Sheet**  to turn off the display of the Drawing Sheet.
 3. Select **Edit> Select All** to select all of the objects in the view.
 4. Select **Edit> Copy** .
 5. Select **Tools> Layout> Page Up**  to go to Page 1, which is the Standard Sheet Template page.
 6. Click the **Select Objects**  button, then click on the Revision Table and **Delete**  it.
 7. Select **View> Drawing Sheet**  to turn the display of the Drawing Sheet back on.
 8. Select **Edit> Paste> Paste Hold Position** .
- Note that the new title block and border is positioned inside the Drawing Sheet exactly like the original.

In this example, the Cover Sheet Template will not use the same title block and border as the Standard Sheet Template. It will instead feature general notes, a table of contents, and space for presentation views.

To modify a title block and border for a cover sheet

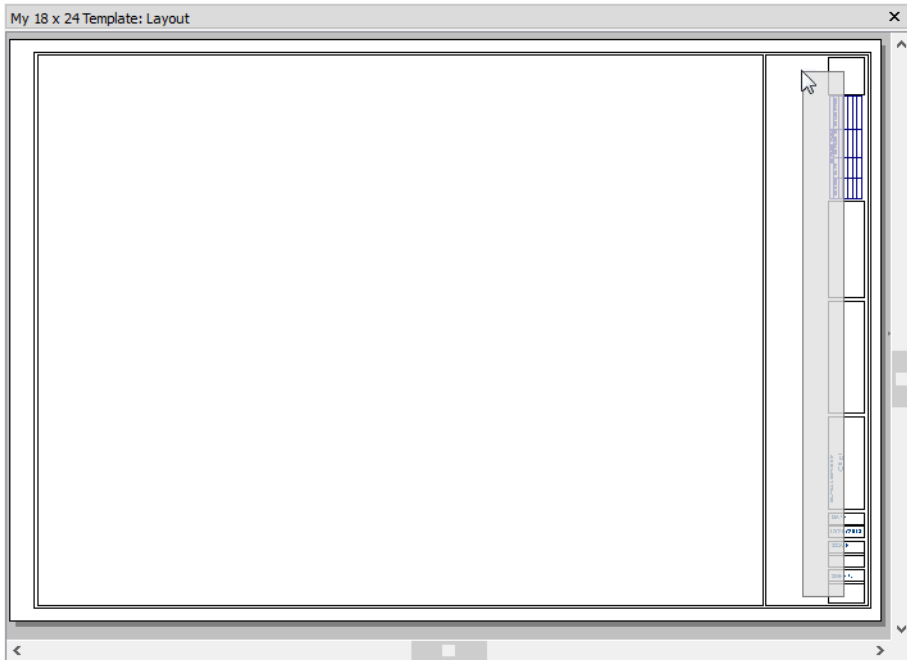
1. Select **Tools> Layout> Page Down**  to go to Page 0.
2. Click the **Select Objects**  button, then click on the border that surrounds the part of the page reserved for content to select it.
3. Click on the right vertical edge to select it, then click on the Temporary Dimension that states how far the selected edge is from the opposite edge.







- If you do not see a Temporary Dimension when the edge is selected, select **View> Temporary Dimensions**  and try again.

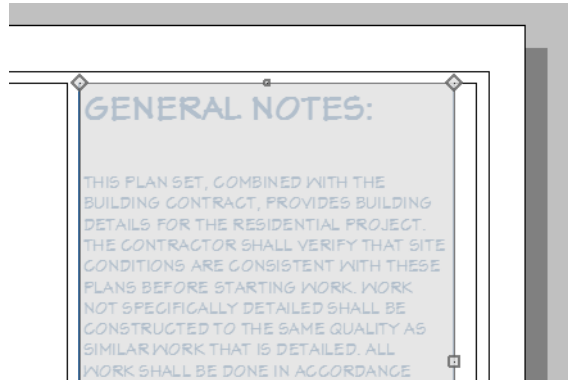
4. Type a new, smaller value and then press the Enter key to make the polyline smaller. In this example, 2' 6" is used. See "Moving Objects Using Dimensions" on page 1027 of the Reference Manual.
5. Select the left vertical edge of the rectangular polyline that surrounds the Title Block, then:
 - Click on the Temporary Dimension that states how far that edge is from the right edge of the Content Area polyline.
 - Type a new, smaller value then press Enter to make the gap smaller and the Title Block polyline, larger. In this example, 1/8" is used.

6. Click the **Select Objects**  button, then:

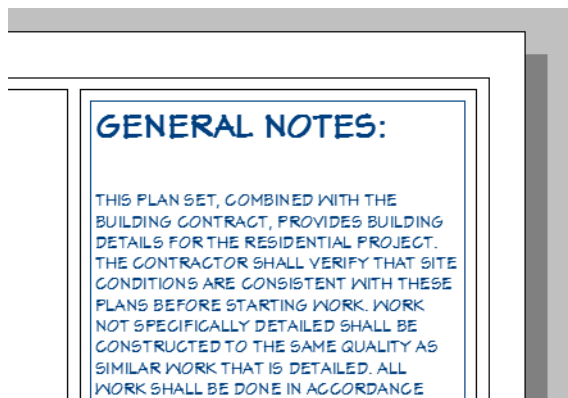


- Click and drag a rectangular selection marquee inside of the Title Block border that partially encloses each of the CAD and Text objects that make up the title block.
 - Click the **Delete**  edit button to delete the selected objects.
 - Select the left edge of the Title Block border and notice the width shown by the Temporary Dimension. In this example, it is 4 1/4".
7. Select **CAD > Text > Rich Text**  and click once in the drawing area to open the **Rich Text Specification** dialog.
- On the **TEXT** panel, type your notes.
 - On the **APPEARANCE** panel, check the box beside **Border**.
 - On the **OPTIONS** panel, uncheck **Auto Width** and specify a **Width** of 4".
 - Click **OK** to close the dialog and create the text at the object where clicked.
8. Select **Edit > Snap Settings** and make sure that **Object Snaps**  - and particularly, **Endpoint Snaps** - are enabled.

9. Click on the new text object to select it, then click the **Point to Point Move**  edit button. See “Point to Point Move” on page 223 of the Reference Manual.






- Click on the top left corner of the text object.
 - Click on the top left corner of the Title Block border polyline.
 - The text will move so its top left corner snaps to that of the border polyline.
10. With the text still selected, press the Right and Down arrow keys two times each.




- When an object is selected, you can use the arrow keys to Nudge it in any direction.
- The Nudge distance is equal to file’s the Grid Snap Unit, which is 1/8" by default in Imperial layout files. See “Nudging” on page 222 of the Reference Manual.
- The text is now centered in the Title Block border, with a 1/8" space on each side.

A table of contents is often included on the cover sheet.







To add a table of contents



1. Select **Tools> Layout> Layout Page Table** , then click once in the drawing area to create a layout page table at that location.
2. Click on the new table to select it, then click the **Open Object**  edit button. In the **Layout Page Table Specification** dialog:
 - Specify the table's **Name**. In this example, "Table of Contents" is specified.
 - Organize and rename the **Column Headings**. In this example, the Description and Comments columns are **Removed**.
 - On the ATTRIBUTES panel, you can control the display of border and grid lines.
3. Use the **Point to Point Move**  edit button and Nudge keys to position the table as you wish.

 Because the non-template pages of the layout are currently blank, no pages are listed in the table. When views, text, or CAD are added to each page, the table will become populated.

Additional modifications to the Cover Sheet Template can be made using the CAD and Text Tools. These as well as other tools can be used to create a new border from scratch if you wish




To create a new layout border

1. Select **Tools> Layout> Page Up**  to go to an empty page.
 - Alternatively, you can group-select the title block and border on a Page Template as described in “To copy a title block and border” on page 10 and then **Delete**  the selected objects.
2. Make sure that **Object Snaps**  are enabled, particular **Endpoint**  snaps.
3. Select **Edit> Preferences** , then go to the BEHAVIORS panel of the **Preferences** dialog. For more information, see “Behaviors Panel” on page 113 of the Reference Manual.
 - Under the **Edit Type** heading, select **Concentric**.
 - Specify the **Jump** value as the distance you would like your border to be drawn from the edge of the drawing sheet.
 - In this example, 1/2" is used.
4. Select **CAD> Boxes> Rectangular Polyline** , then click and drag a rectangle beginning at one corner of the drawing sheet and ending at the opposite corner.
 - Watch for the red snap indicators that will display at each corner when Endpoint snaps are enabled.




5. Select the rectangular polyline, then click and slowly drag a corner edit handle towards its center. When you reach the your specified **Concentric Jump** distance, the polyline will resize so that its edges are that distance from the drawing sheet edges.
6. You can create a double border in a similar manner. With the polyline still selected:
 - Click the **Copy/Paste**  edit button.
 - Click and drag one of the corner edit handles towards the center. A concentric copy of the polyline is made when you reach the **Concentric Jump** distance.
7. When you are finished concentrically resizing and copying your border objects, it is a good idea to restore the **Default Edit Type**. To do this, select **Edit> Edit Behaviors> Default** .



You can adjust the line weight, style and color for any CAD object in its specification dialog. See “Line Style Panel” on page 1089 of the Reference Manual.

To create filleted corners

1. Select one of the rectangular polylines and click the **Fillet Lines**  edit button.
2. Click the **Set Fillet Radius**  edit button and in the **Fillet Radius** dialog, specify a **Fillet Radius** value and click OK. A value of 1" fillets one inch of each intersecting edge.
3. Click the **Fillet All Corners**  edit button to apply the specified fillet to all corners of the polyline.

To create a new title block

1. Select **CAD> Boxes> Rectangular Polyline** , then click at the bottom right corner of the border and drag up and to the left to create a rectangular polyline.
2. Select the new polyline and use Temporary Dimensions to resize it. In this example, a polyline 3/4" high and 1 1/2" wide is created.
3. With the polyline still selected, press the Left arrow key twice to Nudge the polyline to the left. Press the Up arrow key twice to Nudge it upward.
4. If you would like, use the **Fillet Lines**  edit tool to curve the polyline’s corners, as described above.
 - You may want to adjust the **Fillet Radius** to a smaller value before doing so.
5. With the polyline still selected, click the **Copy/Paste**  edit button, then:
 - Click and drag its Move edit handle straight upward.
 - When you release the mouse button, a copy of the original polyline is created directly above the first.
6. Use Temporary Dimensions to position the new polyline relative to the original.


7. Use Temporary Dimensions or the new polyline's edit handles to adjust the its height.
8. Select **CAD> Text> Rich Text** , then click to open the **Rich Text Specification** dialog:
 - On the TEXT panel, type the word "SHEET:".
 - Click **OK** to close the dialog and create the text at the object where clicked.
9. Select the new text object and drag it into the second to bottom Title Block box.
10. If necessary, click the **Open Object**  edit button and adjust the text's size. See "Resizing Text" on page 1053 of the Reference Manual.

Repeat these steps to produce a title block with all of the information that you require. A company logo can be added to the title block by importing and embedding an image. For more information, see "Importing Pictures" on page 1147 of the Reference Manual.




Page numbers, layout page labels and titles, the current date, drawing scale, designer and client information, and more can be inserted into text objects using Text Macros. For more information, see "Text Macros" on page 1070 of the Reference Manual.

To use a Text Macro in a title block

1. Select **CAD> Text> Rich Text**  and click once in the drawing area to open the **Rich Text Specification** dialog.
2. On the TEXT panel, click the **Insert Macro** button and select **Global> Layout Info> Layout Page Label** from the menu.
 - Notice that the characters `%layout.label%` now appear in the text field.





- Click **OK** to close the dialog and create the text at the object where clicked.
3. Position the new text object in the bottom Title Block box, under the word "SHEET:".
 4. When you are finished creating the new title block and border, specify the page that they are on as a Page Template. See “Setting up Layout Page Templates” on page 3.

When your layout template is finished, be sure to **Save**  it and then select **File> Close**.

Sending Floor Plan Views to Layout

In order to send any view to layout, first open both the destination layout file and the plan file. It is recommended that these two files have the same name and be saved in the same folder in your computer. See “Organizing Your Files” on page 55 of the Reference Manual and “Managing Layout Links” on page 1263 of the Reference Manual.

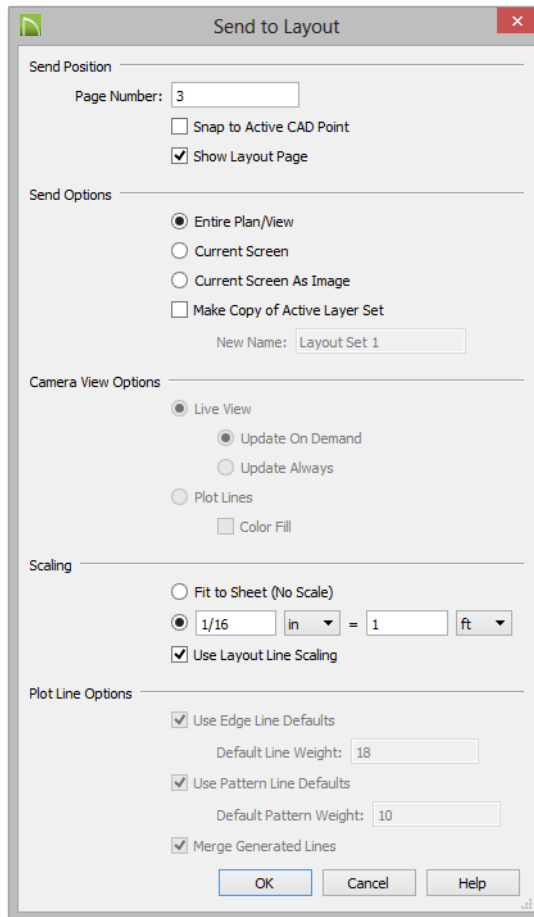
To send a floor plan view to layout

1. Select **File> Open Plan**  and open a plan such as the Walkout Basement Tutorial plan.
2. Select **File> Save As**  and save the file using a new name.
3. Select **Window> Fill Window** .
4. Click the **Active Layer Set Control** drop-down and select "Plot Plan Set" from the list. Selecting this layer set turns off the display of layers that aren't necessary for a site plan, such as cabinets, millwork and door and window labels. See “Layer Sets” on page 148 of the Reference Manual.
5. Select **File> Print> Drawing Sheet Setup**  and make sure that your **Drawing Scale** is correct in the **Drawing Sheet Setup** dialog. This will be the scale of the view once it is sent to layout. For a floor plan, 1/4 inch = 1 ft is a typical scale; for a plot plan, a scale such as 1/8 or 1/16 inch = 1 ft works well.



The information in the Drawing Sheet Setup dialog is view-specific. When you open the dialog in floor plan view, its settings only apply to floor plan views of the current file. When you open it in a cross section view or CAD detail window, its settings apply only to the current view or detail window.

6. Select **File> Send to Layout**  to open the **Send to Layout** dialog.

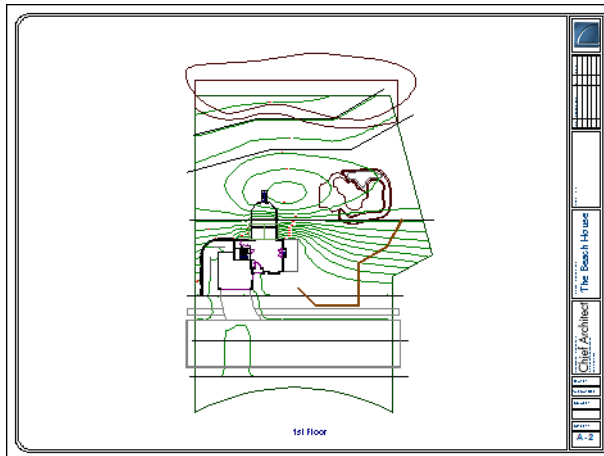


- Under **Send Position**, choose to **Send to Layout Page 3**. and leave **Show Layout Page** checked so that when you click **OK**, the layout window will become active.
- Under **Send Options**, select **Entire Plan/View**.
- Uncheck **Make Copy of Active Layer Set**. This means that once sent to layout, the view will use the Plot Plan Set and changes made to this layer set will affect the view.



For more information about Layout Layer Sets, click the Check Knowledge Base button in the Information message that displays when you click OK in this dialog.

- Confirm that the view is being sent to layout using the same **Scale** as in the **Drawing Sheet Setup** dialog.
7. Click **OK** to send the view to layout. An Information message may display with information about the layer set referenced by the new view on the layout page.
- Click **OK** to close the message box and continue working.
 - Click the **Check Knowledge Base** button to launch your default web browser to an online Knowledge base article with useful information about layout layer sets.
 - Check the box beside **Do not show this message again** to prevent this message from opening in the future. See “Message Boxes” on page 44 of the Reference Manual.



8. Once sent to layout, the view can be selected and moved using its edit handles or edit buttons, and its edges can be edited like a CAD box. See “Editing Box-Based Objects” on page 208 of the Reference Manual.
9. Select **Window > Select Next Tab** or press Ctrl + Tab to return to floor plan view.
10. Click the **Active Layer Set Control** drop-down arrow and select Default Set from the list of available layer sets. See “Active Layer Set Control” on page 150 of the Reference Manual.





It is important to switch from the Plot Plan Set so that you do not make unwanted changes to the site plan view on the layout page.




Sending Elevation Views to Layout

Cross Section/Elevation , **Backclipped Cross Section**  and **Wall Elevation**  views can also be sent to layout.

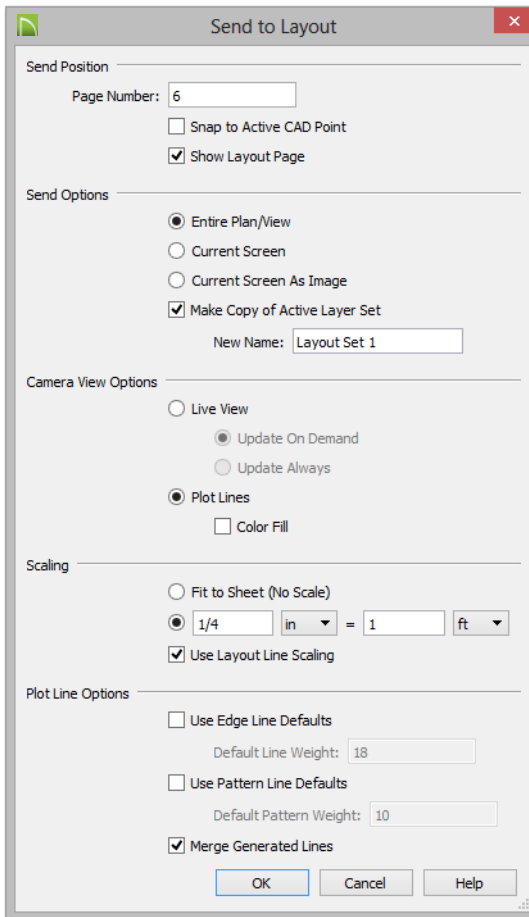
To send an elevation view to layout

1. Select **3D> Create Orthographic View> Cross Section/Elevation** , then click and drag to create a side elevation view. See “Cross Section/Elevation Views” on page 913 of the Reference Manual.
2. You may want to **Zoom**  in on the house.




3. Use the CAD and Text tools to add any annotations that the view might require, such as roof heights, pitches, material specifications, or other notes.
4. Select **3D> Save Active Camera**  so that the camera and your annotations are retained and listed in the Project Browser. See “Saving and Printing 3D Views” on page 933 of the Reference Manual.
5. Select **3D> Edit Active Camera** , and in the **Cross Section/Elevation Camera Specification** dialog, give the Cross Section view a short descriptive name, such as "Exterior Elevation - Right".
6. Select **File> Print> Drawing Sheet Setup**  and specify a **Drawing Scale** for the elevation view in the **Drawing Sheet Setup** dialog. 1/4 in = 1 ft should work well. Click OK to close the **Drawing Sheet Setup** dialog.

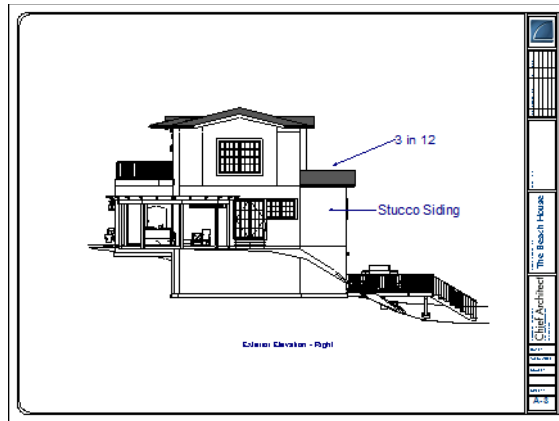
7. Select **File> Send to Layout**  to open the **Send to Layout** dialog.




- Under **Send Position**, choose to **Send to Layout Page 6** and leave **Show Layout Page** checked so that when you click **OK**, the layout window will become active.
- Under **Send Options**, select **Current Screen**.
- Under Camera View Options, select **Plot Lines** and leave **Color Fill** unchecked. See “Plot Line Views” on page 1253.
- In this example, **Make Copy of Active Layer Set** is left unchecked. Once sent to layout, the view will use the Section View Set and changes made to this layer set will affect the view.

 For more information about Layout Layer Sets, click the Check Knowledge Base button in the Information message that displays when you click OK in this dialog.

- Confirm that the view is being sent to layout using the same **Scale** as in the **Drawing Sheet Setup** dialog.
 - When Orthogonal Views such as Cross Section/Elevation views are sent to layout, you can specify line weights for surface edge lines and pattern lines. You can also leave these boxes unchecked to use the line weight settings assigned to the individual objects and patterns in the view. See “Send To Layout Dialog” on page 1249 of the Reference Manual.
8. Click OK.




9. Return to the elevation view, then select **File> Close** to close the view. In the **Update View to Layout** dialog, click OK. If you had made changes in the elevation view, clicking OK would update those changes to the layout view. In this case, no changes were made, so it doesn't matter.
10. Return to floor plan view. A camera symbol now displays, indicating the position of your saved elevation camera.
11. Repeat this process for any additional desired elevation views. If sending more than one elevation view to the same page, keep in mind that the elevation views will need to be selected and repositioned so that they are not stacked on top of one another on the page.

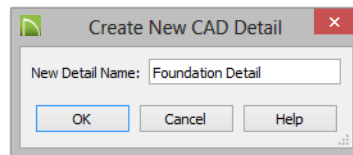
If you would like to make changes to the lines in an elevation view, select **CAD> CAD Detail From View**  to make a copy of the view that is composed of editable lines and polylines in a CAD Detail window. CAD Details can be sent to layout; note, however, that changes made to the model do not affect these views.

Sending Details to Layout

Foundation, roof, cross section, and other details play an important role in professional construction documents. The steps used to send details to layout can also be used to place schedules, legends, keys and other items on the layout page. For more information, see “CAD Details” on page 1122 of the Reference Manual.

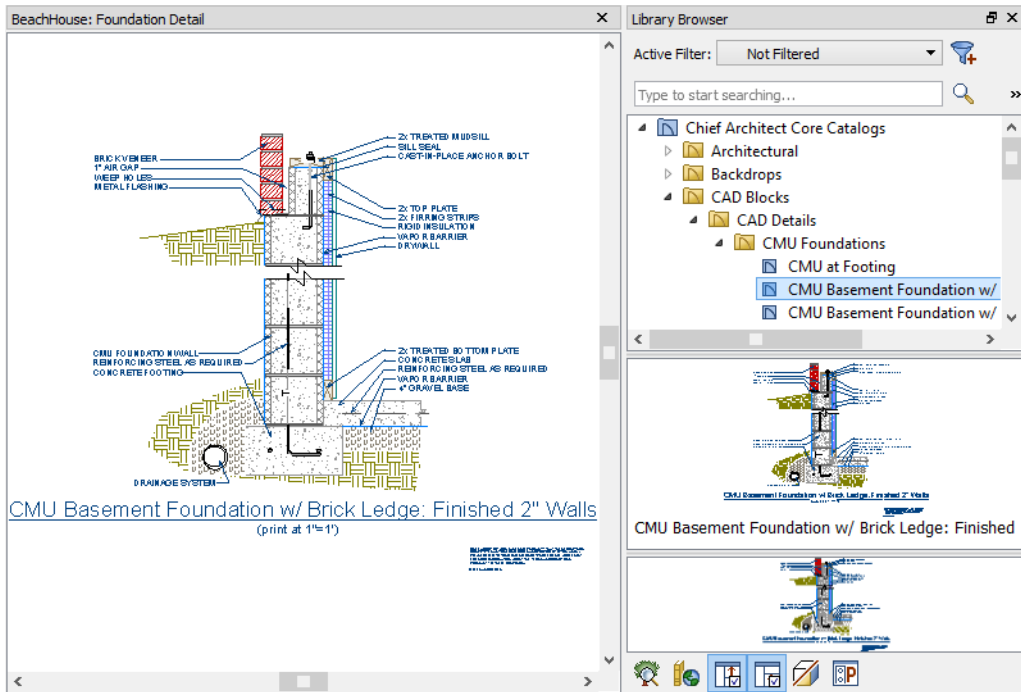
To send a detail to layout

1. Return to floor plan view.
2. Select **CAD > CAD Detail Management**  to open the **CAD Detail Management** dialog. Click the **New** button, type a short descriptive name for your detail, and click OK.



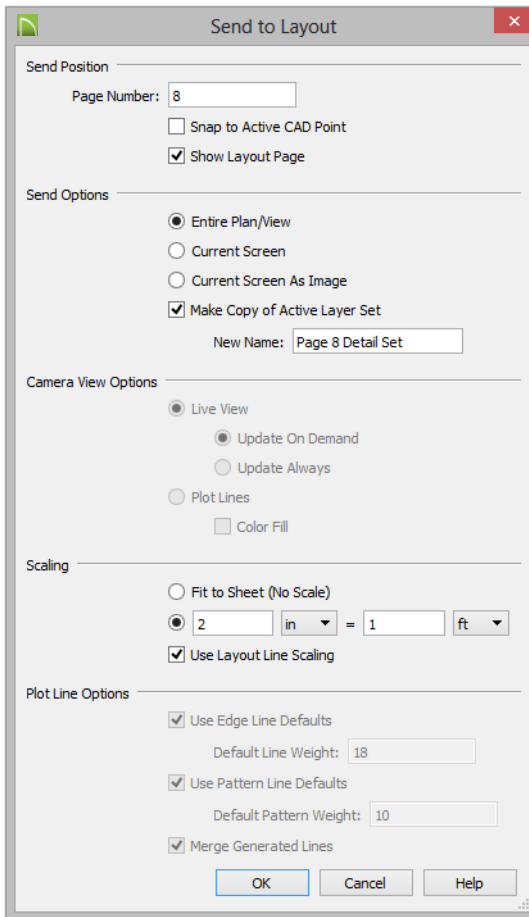
3. A new CAD Detail window opens. You can create a CAD detail from scratch using the CAD tools, or you can place a CAD block from the library.
4. In this example, a detail drawing from the CAD Blocks library category is placed. This block can be exploded and edited as needed. See “CAD Blocks” on page 1115 of the

Reference Manual.



5. Select **File> Print> Drawing Sheet Setup**  and specify a **Drawing Scale** for the CAD detail in the **Drawing Sheet Setup** dialog. 2 inches = 1 foot works well in this case.


6. Select **File> Send to Layout**  to open the **Send to Layout** dialog.



- Confirm that the view is being sent to layout using the same **Scaling** as in the **Drawing Sheet Setup** dialog.
- Select **Entire Plan/View** under **Send Options**.
- In this example, **Make Copy of Active Layer Set** is checked. Type a short, descriptive **Name** for the layer set that the layout view will use, such as "Page 8 Detail Set". Once sent to layout, the view will use this layer set, so any changes made to the Default Set will not affect it.



For more information about Layout Layer Sets, click the Check Knowledge Base button in the Information message that displays when you click OK in this dialog.


- Under **Send Position**, choose to **Send to Layout Page # 4** and leave **Show Layout Page** checked so that when you click **OK**, the layout window will become active.
7. While layout page 8 is active, select **Tools> Layout> Layout Page Information**  to open the **Layout Page Information** dialog. Specify:
- A **Label** of "A5.#" to maintain your page numbering convention. See “To use multiple page templates” on page 5.
 - A **Title** such as "Sections and Details".
 - Select "Standard Sheet Template" from the **Page Template** drop-down list.

Notes, legends, schedules, and other details can be placed into separate CAD Details and sent them to layout in the same manner.

Sending Perspective Views to Layout

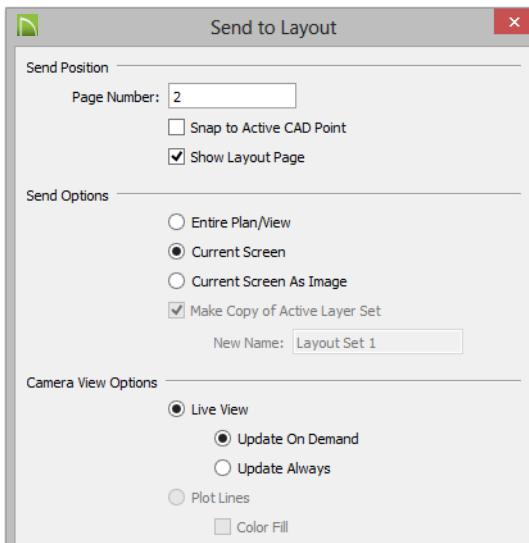
Perspective views add visual appeal and clarity to your documentation. They are converted to bitmap images when sent to layout, which means that they increase your file size considerably. As a result, you should send perspective views to layout sparingly.


To send a perspective view to layout

1. Return to floor plan view.
2. Select **3D> Create Perspective View> Full Camera**  and create a 3D view.
3. In the camera view, use the Move, Orbit and Tilt Camera tools available in the 3D menu to adjust the view to your liking. See “Editing 3D Views” on page 927 of the Reference Manual.



4. Select **File > Send to Layout**  to open the **Send to Layout** dialog.



- **Send to Layout Page # 2** and leave **Show Layout Page** checked.
 - Under Send Options, select **Current Screen**.
 - Under Camera View Options, select **Live View** and **Update on Demand**. See “Semi-Dynamic Views” on page 1252.
5. Click the **Select Objects**  button, then click on the view sent to page 2 to select it.

- Notice that in the Status Bar, it is described as a Picture File Box rather than a Layout Box.
6. Use the box's edit handles to resize and crop the image as needed:
- Click and drag a corner Resize handle to change the size of the picture box while maintaining its aspect ratio.
 - Click and drag a side Reshape handle to crop the extents of the picture within the box.
 - For more information about editing picture boxes, see “Editing Pictures, Metafiles, and PDF Boxes” on page 1156 of the Reference Manual.

Repeat this process for any other camera views you may want to send to layout, including views using artistic Rendering Techniques such as Watercolor. For more information, see “Rendering Techniques” on page 962 of the Reference Manual.



Printing to PDF

A PDF, or Portable Document Format, file saves all of the printable information associated with a document such as a layout and makes it available for both viewing and printing without using the software originally used to create it. PDFs are easy to create and provide you with an efficient way to share your work with others or send documents to a print service.

Chief Architect has a built-in PDF writer, which you can select as your printer in any of the program's Print dialogs. Alternatively, you can print to PDF using a PDF writer installed on your computer. For more information, see “Printing to a PDF File” on page 1230 of the Reference Manual.