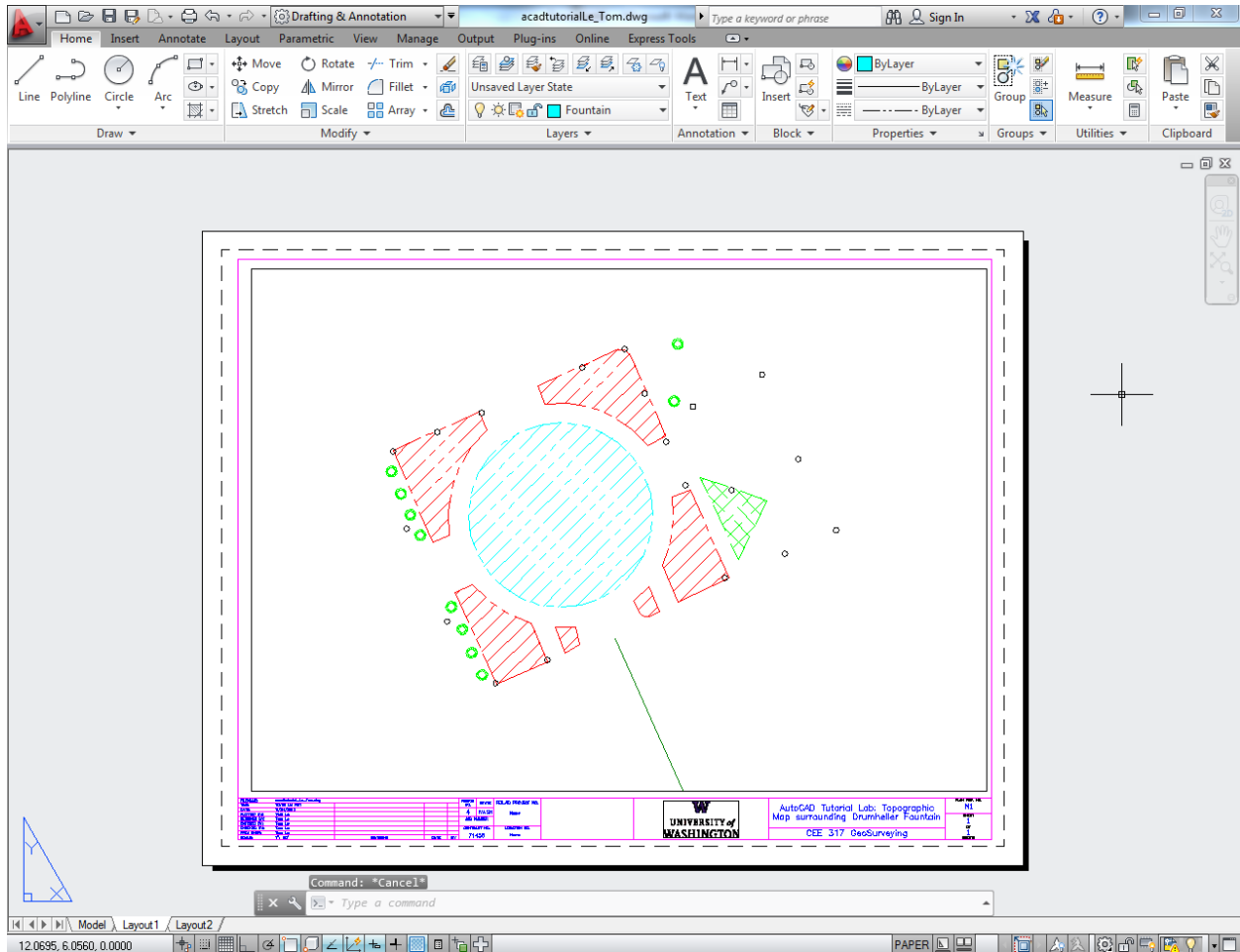


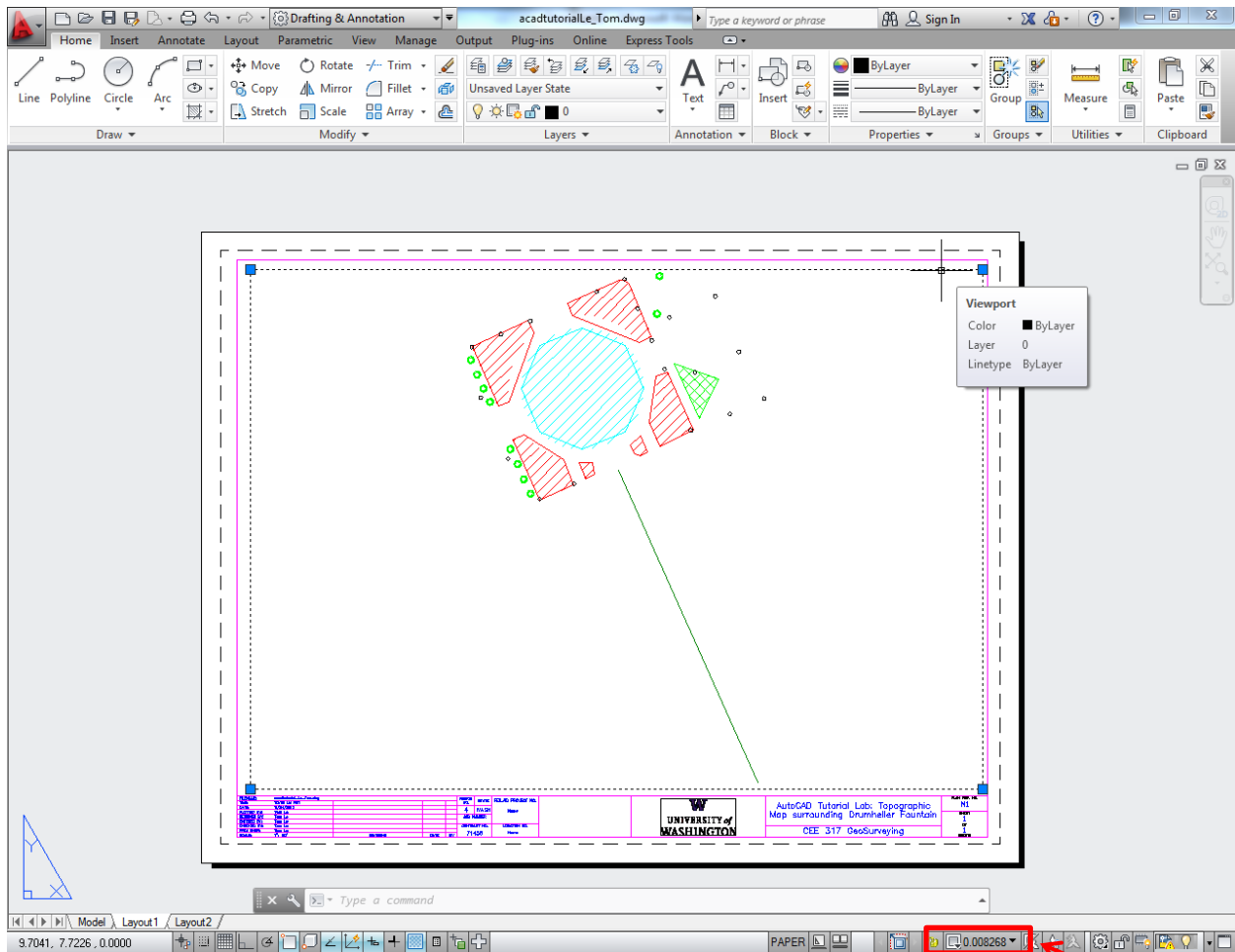
Setting the Scale on Viewport for Project 2 Map

To set a given scale for a drawing (i.e. 1" = 60'), you can use the following steps to do so:

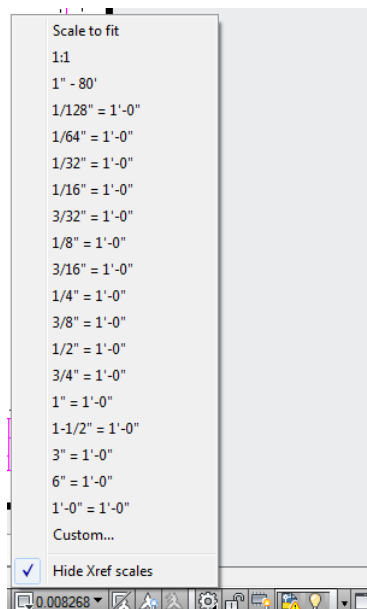
1. Go to your Paper Space view (Layout Tab)



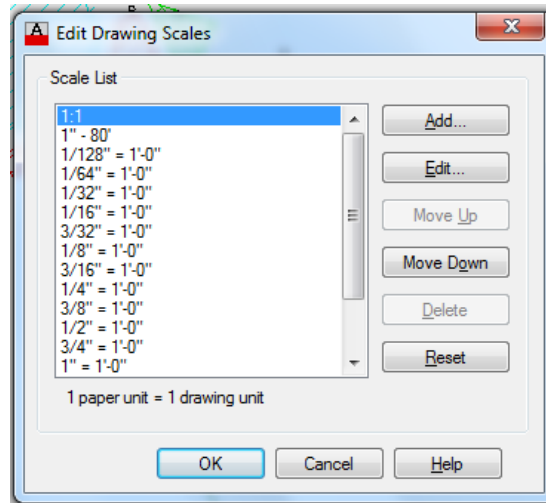
2. A reminder on definitions: A viewport is the area on the Paper Space where you can look into the Model. [Box selected below]



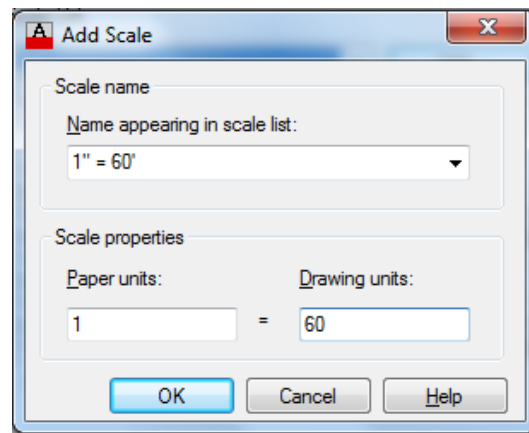
3. Notice that after selecting the viewport, a box appears with a value that represents your scale.
4. Click on the Viewport Scale button and a list of options will appear



- AutoCAD creates list of scale options for you to choose from. If you happen to need a custom scale, click the Custom... button and the Edit Drawing Scales box will appear

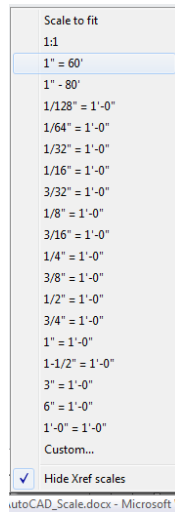


- Click the Add button and an Add Scale box will appear. Fill in the Name with any name. In this example, I chose the scale to be 1" = 60'. Your paper units are in inches due to the paper being 8.5" by 11" or whatever size you specify. The drawing units are the units for any object drawing in the Model, so for this case, the drawing units will be in feet (already specified from the Total Station to be survey feet). So for the example scale, enter the paper units as 1 and the drawing units as 60. Then click OK.



- The new scale will be entered into the list and click OK to return to the Drawing. Notice that when you return to the map, the viewport stays at the same scale.

8. Now select the viewport again, click the Viewport Scale button, and select your scale from the options.



9. The drawing will zoom into the specified scale that you've chosen. Double click on the viewport and then pan your view in Model Space to rearrange the view as necessary to show all your components of the map. **Keep in mind that to keep the scale you want, DO NOT ZOOM after panning.** Once you are done panning, double click outside the viewport to return to working Paper Space.

