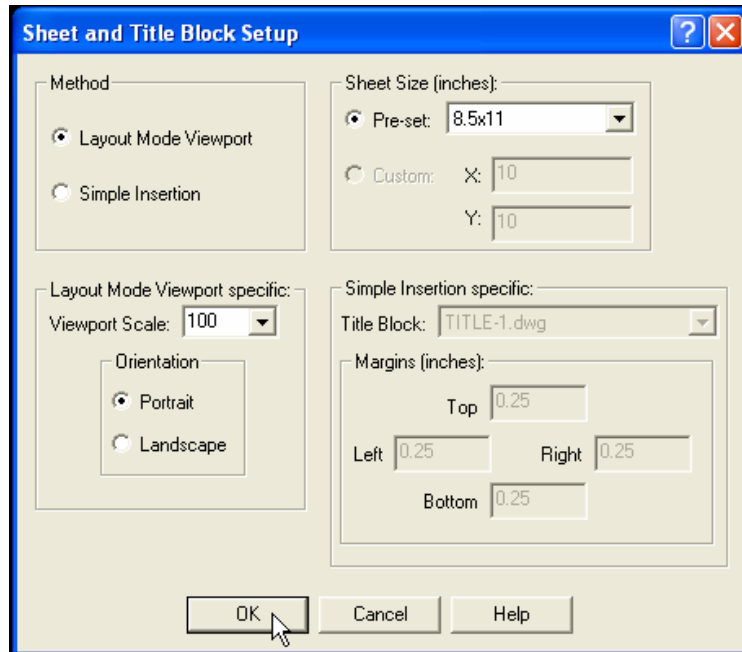


Customizing Your Layout View Title Blocks

A very handy tool for MSCAD 2005 users who like to use layout mode to simplify printing and scaling is "Add Sheet and Title Block" found in the MSAnnotate menu.

For information on using this tool please read the article "MSCAD 2002, 2004, 2005 - Title Blocks" which you can find at the MicroSurvey Helpdesk.

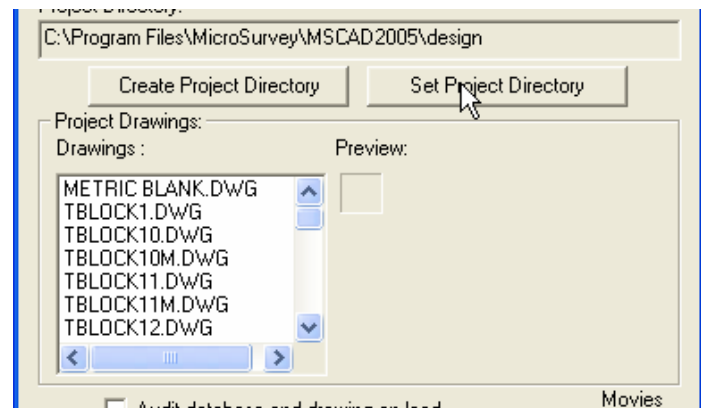


Once users have become familiar with this feature they quickly realize they can save time in the office by customizing these title blocks so common information is included in every plan. For example companies will wish to have their name, logo, favorite style of North Arrow and Scale bar and any commonly used legal text automatically inserted.

Opening the Layout Borders:

This is easy to accomplish. The title blocks are available to open and modify in C:\Program Files\MicroSurvey\MSCAD2005\design. Use the Set Project Directory button to change to the folder containing the title blocks:

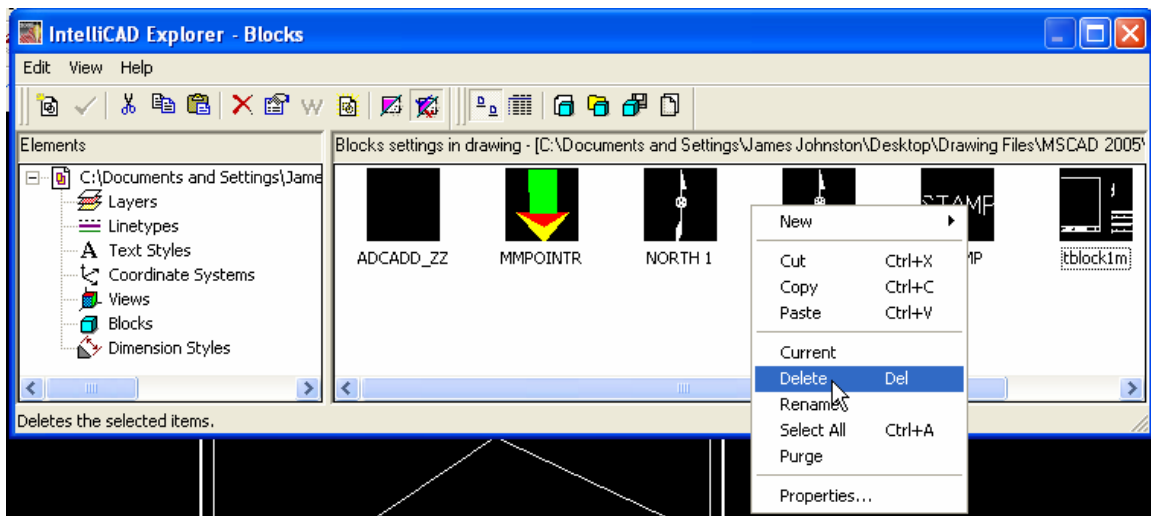
See the tables included at the end of this article for a guide as to which drawing to open for each paper size:



Modifying and Saving:

Open any of these drawings using MicroSurvey Project Manager and make any changes you wish. You must save these files with their original "TBlock" names, so save back up copies of the standard if you think you might need them in the future.

If you wish to try out your new title block as you are working on it by inserting it in a drawing, please be sure to look in IntelliCAD Explorer for any previously inserted versions of blocks with the same name and delete them, or they will prevent the insertion of a later version.

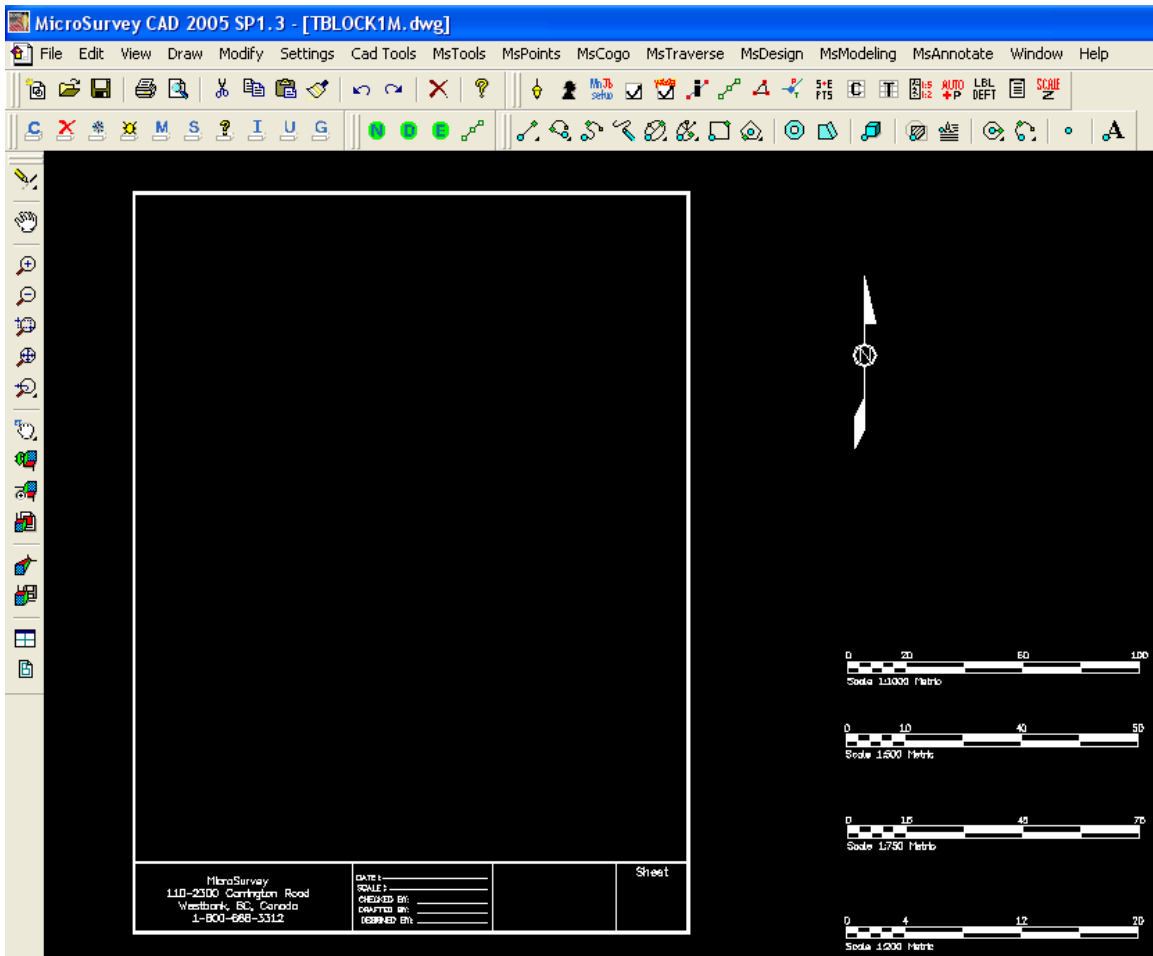


You can include raster images in these drawings; just ensure that the file is always available in its specified location when you are inserting the title block. It may be handy to keep any frequently used rasters in the design directory.

If you are including a raster file in your title block you may need to switch your view to model space and then back to layout space before the raster image is visible.

You are restricted in changes you can make to the page border, however, as the viewport size and position cannot be modified in this drawing.

In the example below I have changed some of the text, added a North Arrow off to the side, and added an assortment of scale bars off to the side.



The layout viewport is not shown in the drawing when you edit it, as it is inserted later when the Sheet and Title Block command is run. The size and position of the viewport is not adjustable until after the title block has been inserted.

NOTE: *When you plot the layout sheet, the plot scale must be 1:1 so the viewports will plot using the correct scale set in each viewport.*

Inserting:

Once you have inserted this border in a layout view of the drawing, you have the option of:

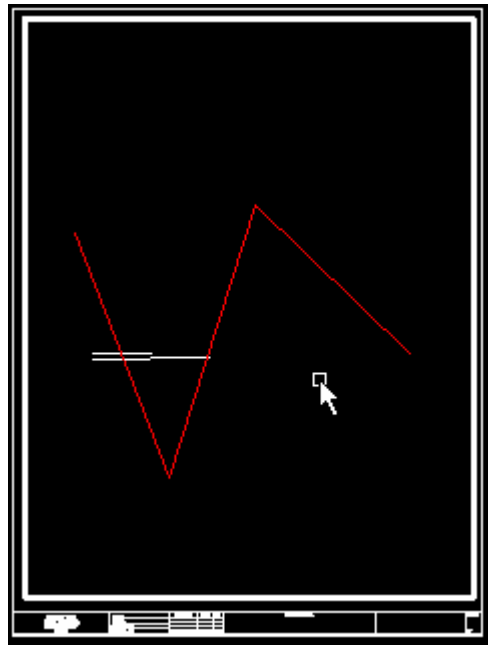
Option 1:
Modifying the viewport size. Pick on the viewport rectangle then click on the green squares to change the viewport to the desired size. The viewport must remain within the border to be plotted.



Option 2: Double-Clicking inside the Viewport to activate it and then panning and zooming the view of the drawing to roughly the orientation you desire.

If you wish to rotate the view you need to do this in model space before creating the viewport or inserting the title block.

Or you can go back to Model Space, set the orientation using our Surveyor View command, save the orientation using the command VIEW, and then switch back to the layout tab and restore the VIEW in the viewport.



Option 3: Using “Scale Layout Viewport” list the current scale and to manually set the drawing scale within the viewport:

You must double click outside the viewport to deactivate it before performing this operation.

Warning: if you activate the viewport later and perform any zooms it will change the viewport scale.



Select viewport border to scale:

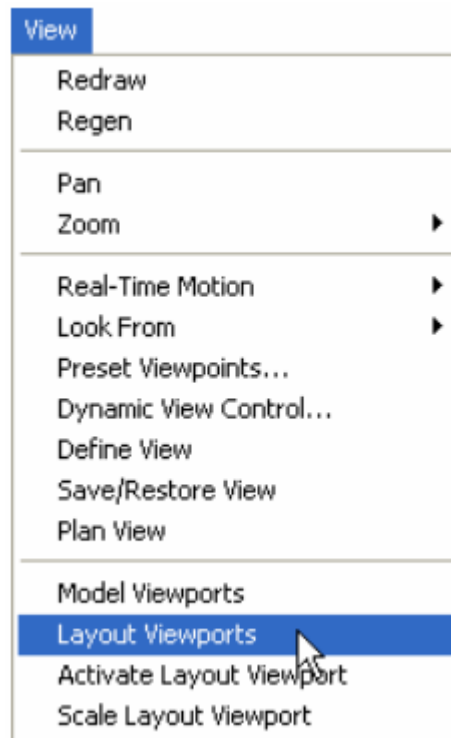
The current viewport scale is 1 = 789.474 meters.

Enter the scale for the viewport. 1 = 750

Option 4: Making additional viewports in Layout space. You can include these within the drawing if you have resized the original viewport or place the new viewport within the old viewport.

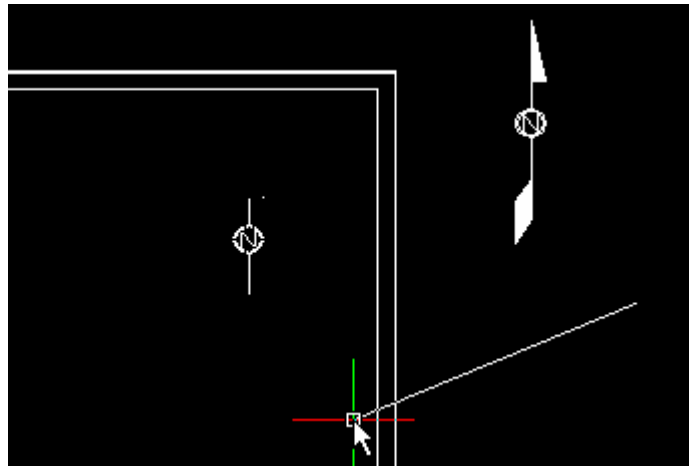
It may be helpful in some cases to make additional viewports off to the side and then move them into the final position in the sheet just prior to plotting.

You can also simply copy the current viewport to a new location, size it and set the scale as desired.

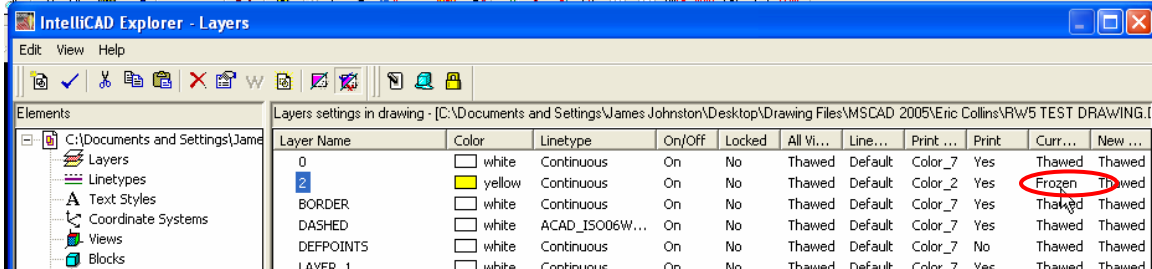


Option 5: Exploding the border and modifying the scales, text, and North Arrow of the drawing.

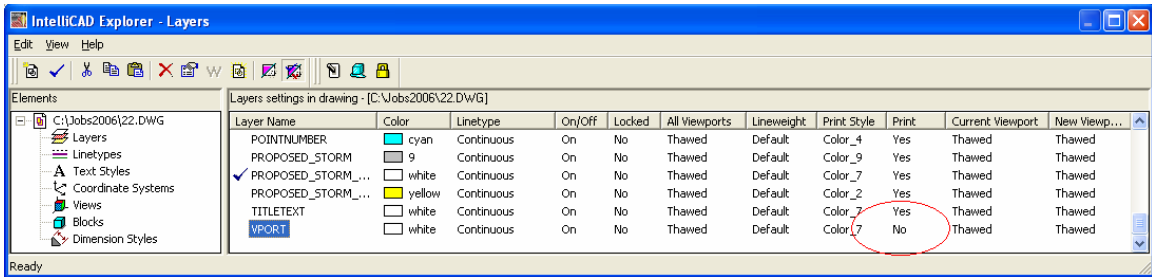
You may want to add the scale and North Arrow as a last step.



Option 6: Using Intellicad Explorer while a viewport has been activated to freeze and thaw different layers in the current viewport. This change will only affect that viewport, and will not affect model space or any other view.



Option 7. The Viewport will appear on the layer VPORT after it is inserted into the working drawing. You can freeze the layer when you are ready to plot the drawing, via the layer explorer, or the layer can be set to not plot by going into the Layer Explorer and setting the Print option to NO.



NOTE: When you plot the layout sheet, the plot scale must be 1:1 so the viewports will plot using the correct scale set in each viewport.

Standard Paper Sizes:

Block Name:	Border Height	Border Width	Margin Top/Bottom	Margin L/R	Paper
TBlock1	10	7.5	.5	.5	8.5 x 11 (Letter) Portrait
TBlock10	34.5	46	.75	1	36 x 48 Landscape
TBlock11	13	7.5	.5	.5	8.5 x 14 (Legal) Portrait
TBlock12	7.5	13	.5	.5	8.5 x 14 (Legal) Landscape
TBlock13	21	16	.5	.5	17 x 22 Portrait
TBlock14	16	21	.5	.5	17 x 22 Landscape
TBlock15	23	17	.5	.5	18 x 24 Portrait
TBlock16	17	23	.5	.5	18 x 24 Landscape
TBlock2	7.5	10	.5	.5	8.5 x 11 (Letter) Landscape
TBlock3	16	10	.5	.5	11 x 17 (Ledger) Portrait
TBlock4	10	16	.5	.5	11 x 17 (Ledger) Landscape
TBlock5	32	21	1	.5	22 x 34 Portrait
TBlock6	21	32	.5	1	22 x 34 Landscape
TBlock7	34.5	23	.75	.5	24 x 36 Portrait
TBlock8	23	34.5	.5	.75	24 x 36 Landscape
TBlock9	46	34.5	1	.75	36 x 48 Portrait

Metric Paper Sizes:

Block name:	Border Height	Border Width	Margin Top/Bottom	Margin L/R	Paper
TBlock1m	10	7.5	.5	.5	216x279 (Letter) Portrait
TBlock10m	34.5	46	.75	1	914x1219 Landscape
TBlock11m	13	7.5	.5	.5	216x356 (Legal) Portrait
TBlock12m	7.5	13	.5	.5	216x356 (Legal) Landscape
TBlock13m	21	16	.5	.5	432x559 Portrait
TBlock14m	16	21	.5	.5	432x559 Landscape
TBlock15m	23	17	.5	.5	457x610 Portrait
TBlock16m	17	23	.5	.5	457x610 Landscape
TBlock2m	7.5	10	.5	.5	216x279 (Letter) Landscape
TBlock3m	16	10	.5	.5	279x432 (Ledger) Portrait
TBlock4	10	16	.5	.5	279x432 (Ledger) Landscape
TBlock5m	32	21	1	.5	559x864 Portrait
TBlock6m	21	32	.5	1	559x864 Landscape
TBlock7m	34.5	23	.75	.5	610x914 Portrait
TBlock8m	23	34.5	.5	.75	610x914 Landscape
TBlock9m	46	34.5	1	.75	914x1219 Portrait