



CADD Office Standards

Setting up Office Standards Plot Styles at home

AutoCAD provides a method to control the appearance of lines when plotting, regardless of the output device capabilities. The method uses saved Plot Styles to control the lines based upon one of two possibilities:

The colour (on-screen) (Colour Based Tables (CTB))

A selected name (Named Plot Styles (STB))

Our office uses the STB (Colour Based tables) to control the output. Using the CSA and ISO guidelines for line weights and appearance, we have chosen 3 sets of line weights based on the size of the final plot sheet. These settings work for both Imperial and Metric settings.

The files are:

Office Standard - A.ctb

Office Standard - B.ctb

Office Standard -D.ctb

To use these standards at home, you need to add these files to the folder that AutoCAD looks for Plot Style support files.

For use at home, you can copy the three files into your own Plot Style folder.

In the labs, please follow the steps in *Office Standards – Plot Styles*.

Find the files on the CADD Lab network.

Locate the folder containing the Office Standards Plot styles:

Using Windows Explorer, start with My Network Places.

If you have already created a link to eculd\Office Standards, click on the link.

Otherwise start with My network Places,

- Entire Network
- Microsoft Windows Network
- CADD (network)
- (when expanded, scroll down to the computer: ECULD)
- Office Standards
- Plot Styles

Copy the files – to your USB memory, or attach to an e-mail.

Office Standard - A.ctb

Office Standard - B.ctb

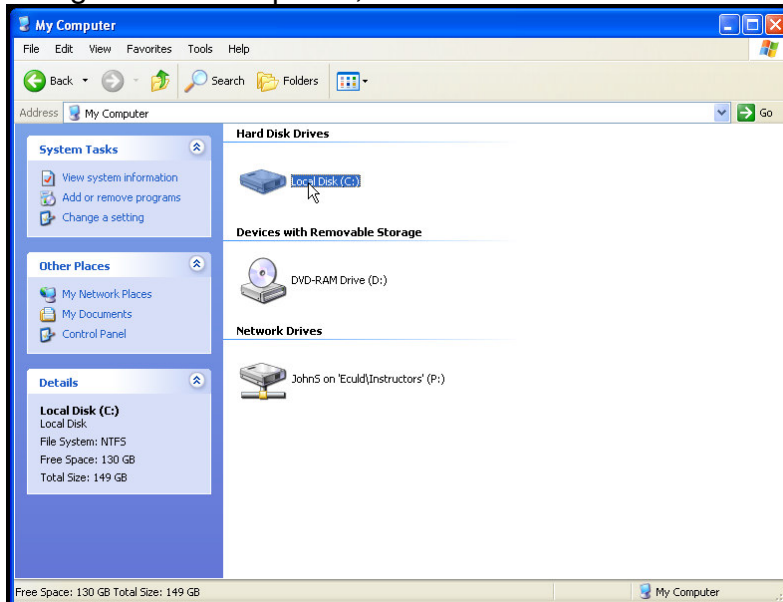
Office Standard -D.ctb

At Home, paste to your (home computer) folder:

1. Find the folder where **your** plot styles reside.

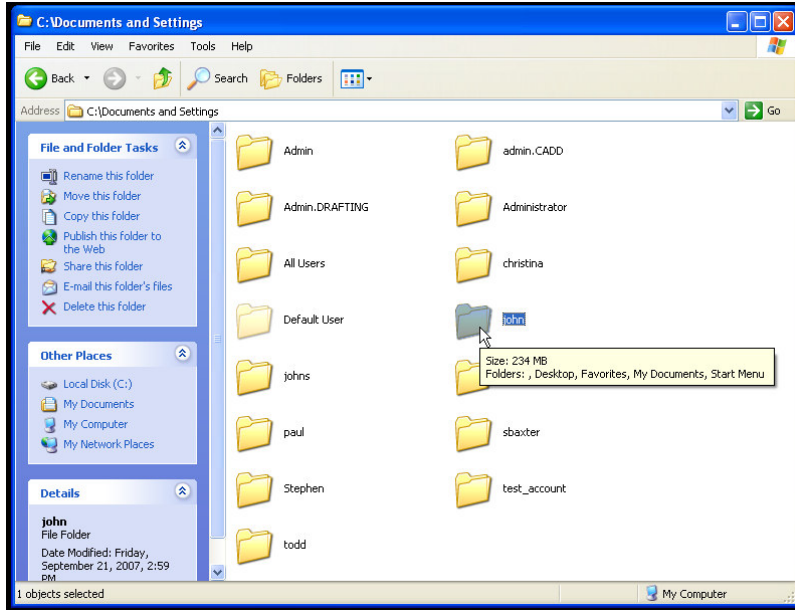
AutoCAD stores your support files/ folders under your windows login folder tree in the Application Data folder.

Using Windows Explorer, start at the root of the C: drive.

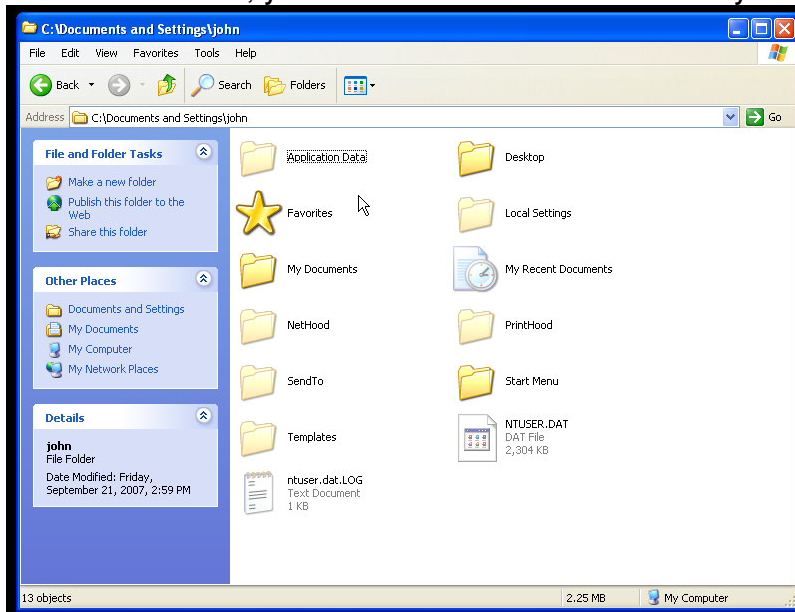


Double-Click all the way to your login.

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On the next level, you should see all the folders for your login:

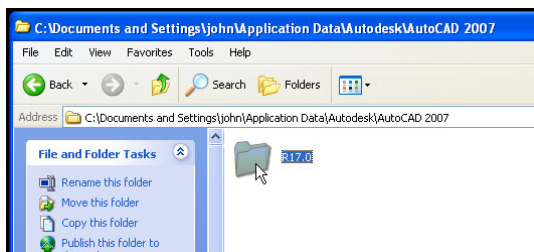
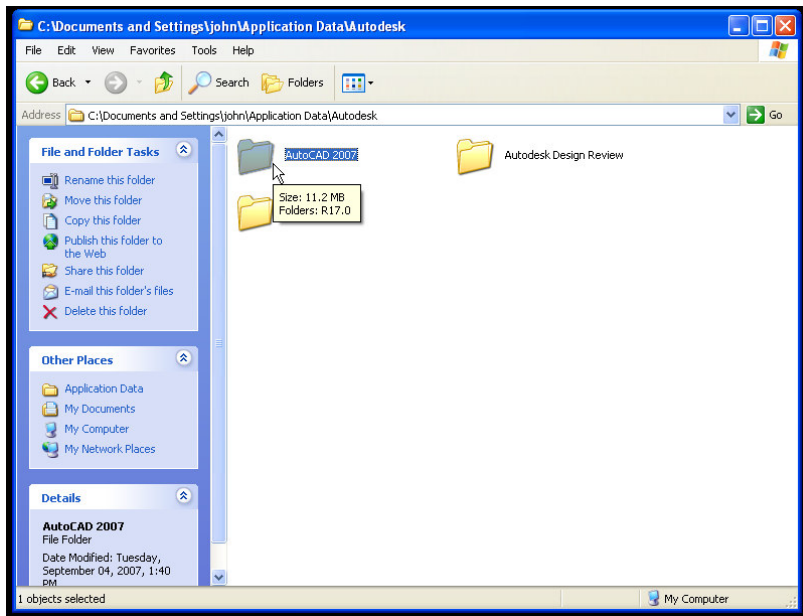
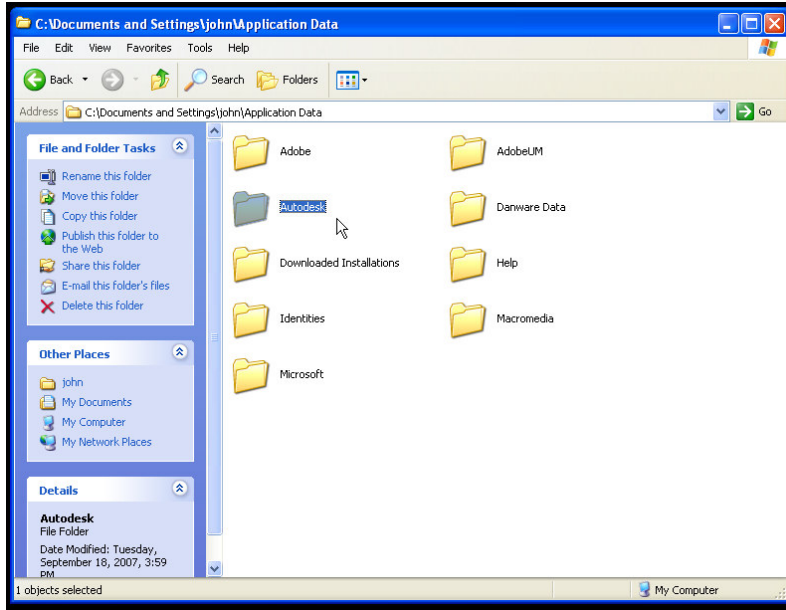


IF you do not see the "hidden" folders, please see the troubleshooting section at the end of this chapter.

Double-click the Application Data folder and continue down the tree to the "enu" folder:

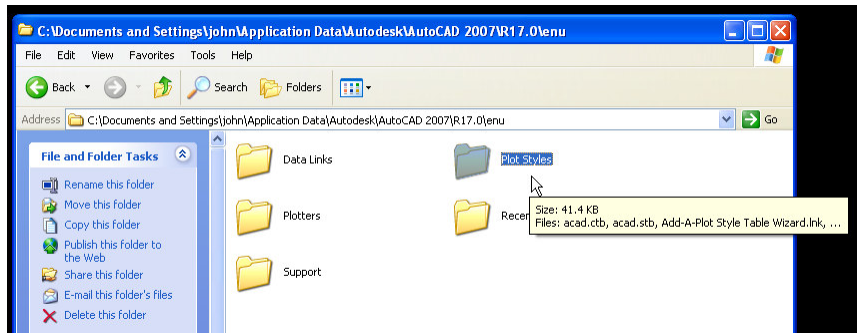
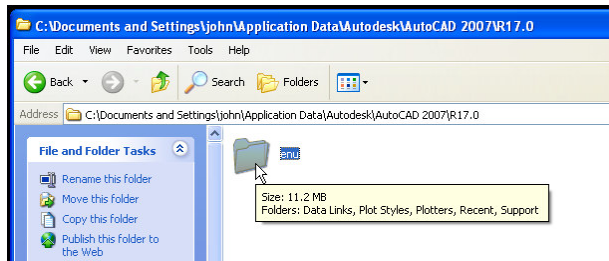
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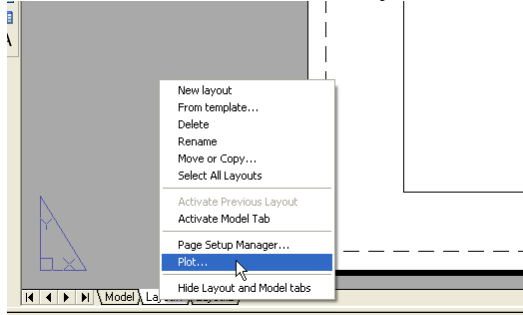
This folder has many of the support files that you can change, modify or add customized files.

Now paste in the three files to this folder.

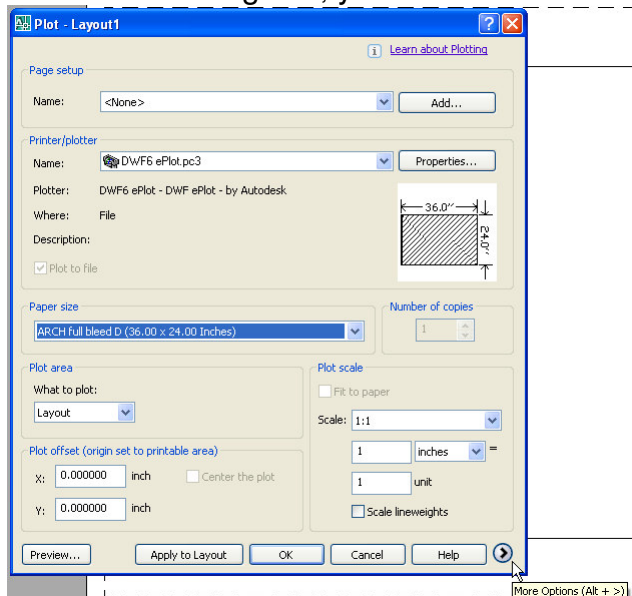
Test the settings

2. Check in AutoCAD that you can use the plot styles.

In AutoCAD, switch to a layout tab, and right-click on the tab.



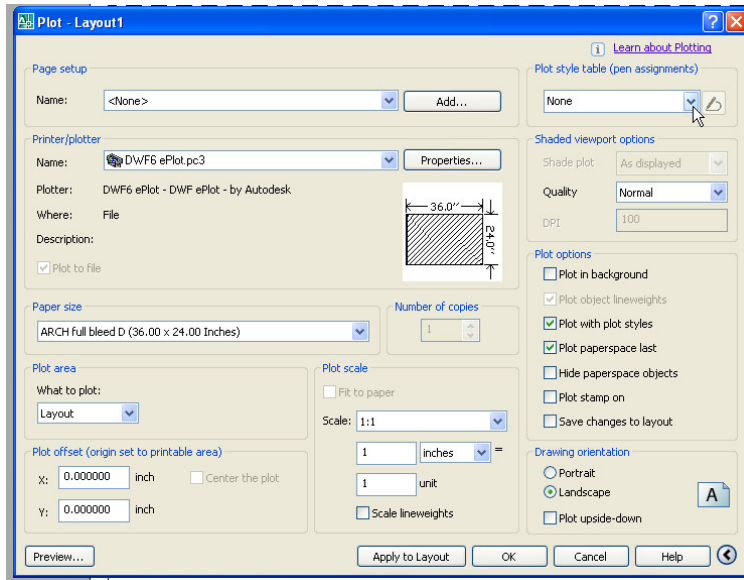
In the Plot Dialog box, you will see the basic setup information, and the “more options”.



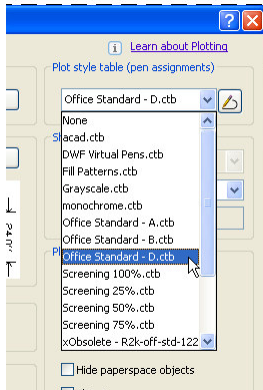
More Options (Alt + >) indicator at the bottom right:

The expanded view contains the Plot styles selection.

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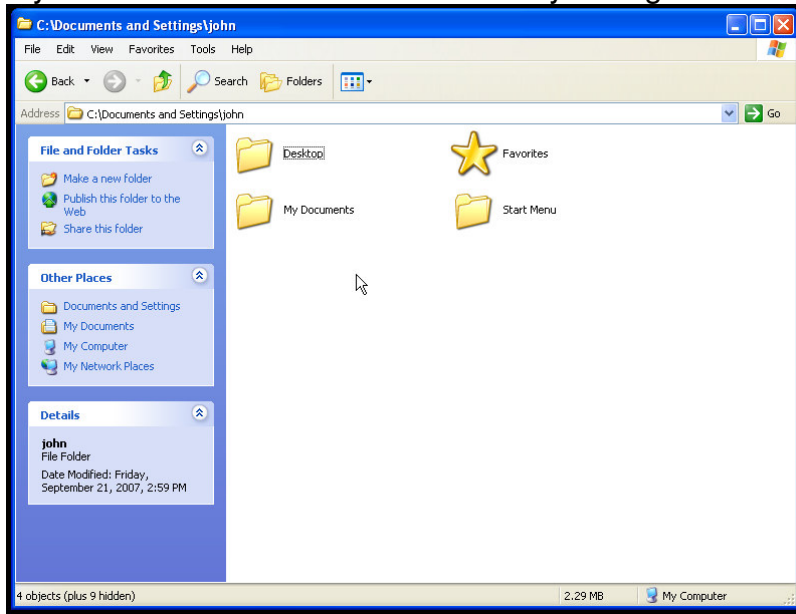


Pick on the combo list box (upper right) to check the available list of Plot Styles. If the list contains the 3 Office Standard A/B/C files, the setup is working.

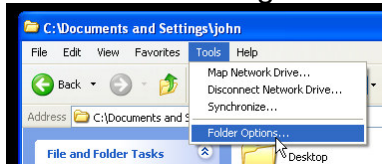


Troubleshooting

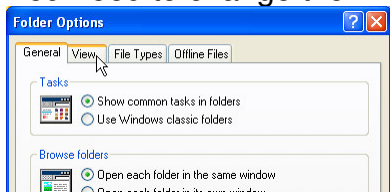
If you do not see the hidden folders in your login folder:



You need to change the settings for the folder. Click on Tools – Folder Options:

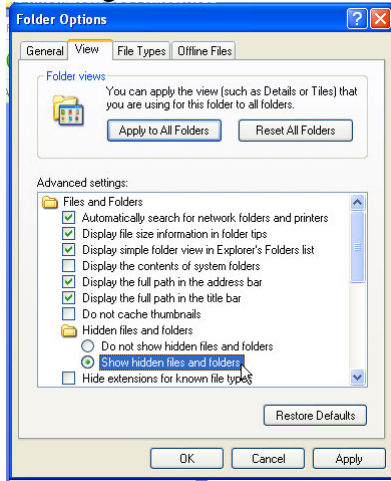


You need to change the VIEW settings, on the VIEW tab:



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In the Advanced settings area, change the settings to see the hidden folders. This is also a good time to turn off the *hide extensions of known applications* as well.



Pick OK, and return to the login folder:

