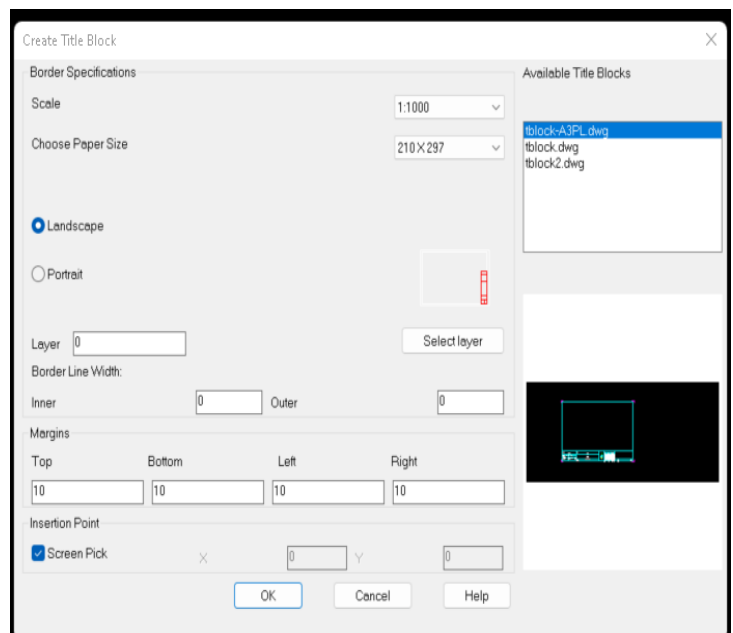
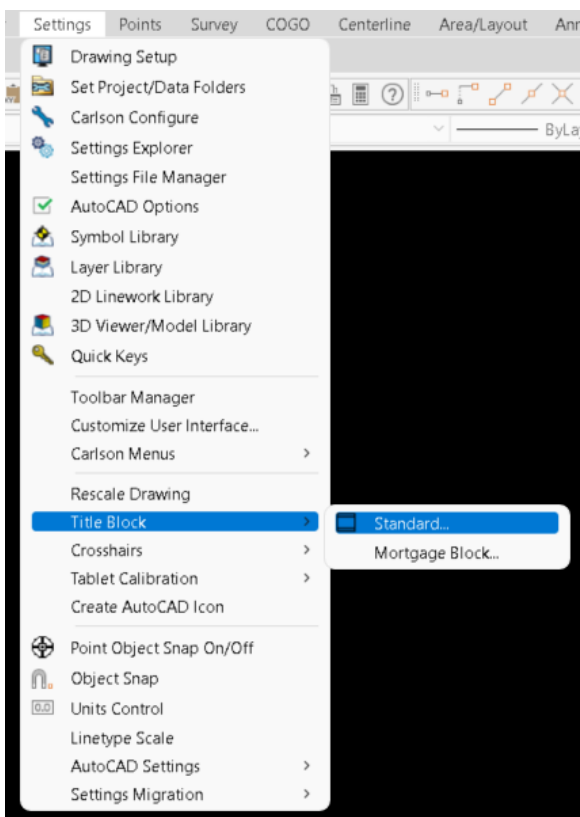


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1 Creating a Title Block from scratch

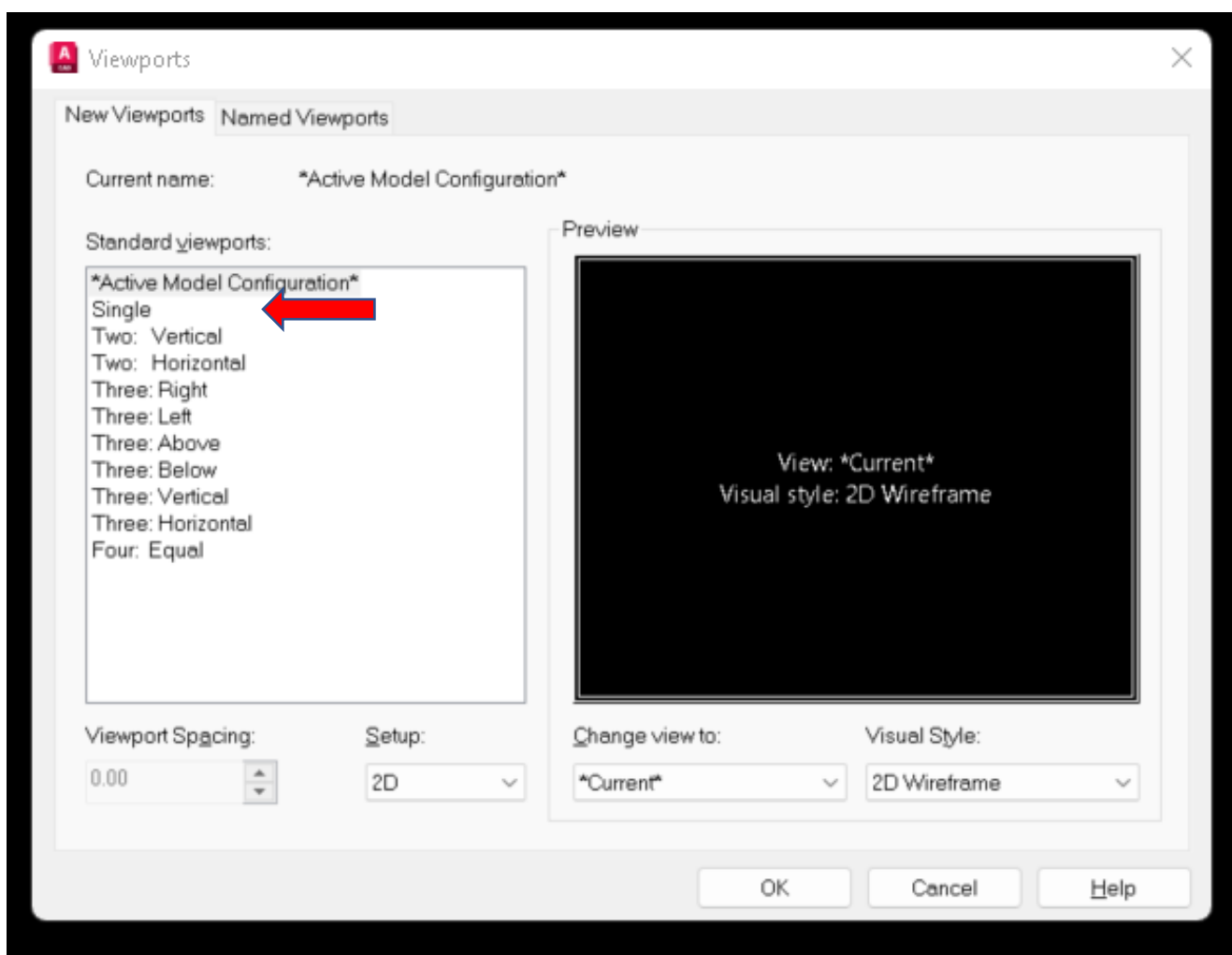
This command draws a border and **Title Blocks** for the selected sheet size. The command can be found under the **Settings** tab or by typing 'tblock' into the command line. At the top of the dialog, choose your horizontal scale and sheet size. The *other* choice at the bottom of each list will allow you to add your own scale or size if yours is not listed. Anything added to these lists will be retained for future use. Next, choose either "landscape" or "portrait" format. A blue rectangle next to this choice shows you the difference. Below this, you can choose what layer to draw the border and **Title Blocks** on. The margins to use are specified next at the bottom of the dialog. On the right hand side of the dialog, you can choose from several **Title Blocks**. As you choose each one, a preview will be shown below this list. This routine looks for all drawings named "tblock" in the \SUP directory. If you want to add your own **Title Blocks**, simply create a new drawing (or copy an existing one) in the \SUP directory and give it a name that starts with tblock. Example: tblock22.dwg and tblock-Jones.dwg are both valid names for this routine, but "MyTitleblk.dwg" is not. After you have made all your decisions in the dialog box, press OK. Depending on your current zoom level, your drawing may be zoomed out to allow you to see the entire area that will be covered by the drawing border. At this point, you have the border attached to your cursor and it is waiting for you to pick a point for insertion. As soon as you do this, a secondary dialog will appear for you to fill out the attributes associated with the particular **Title Blocks** you selected.



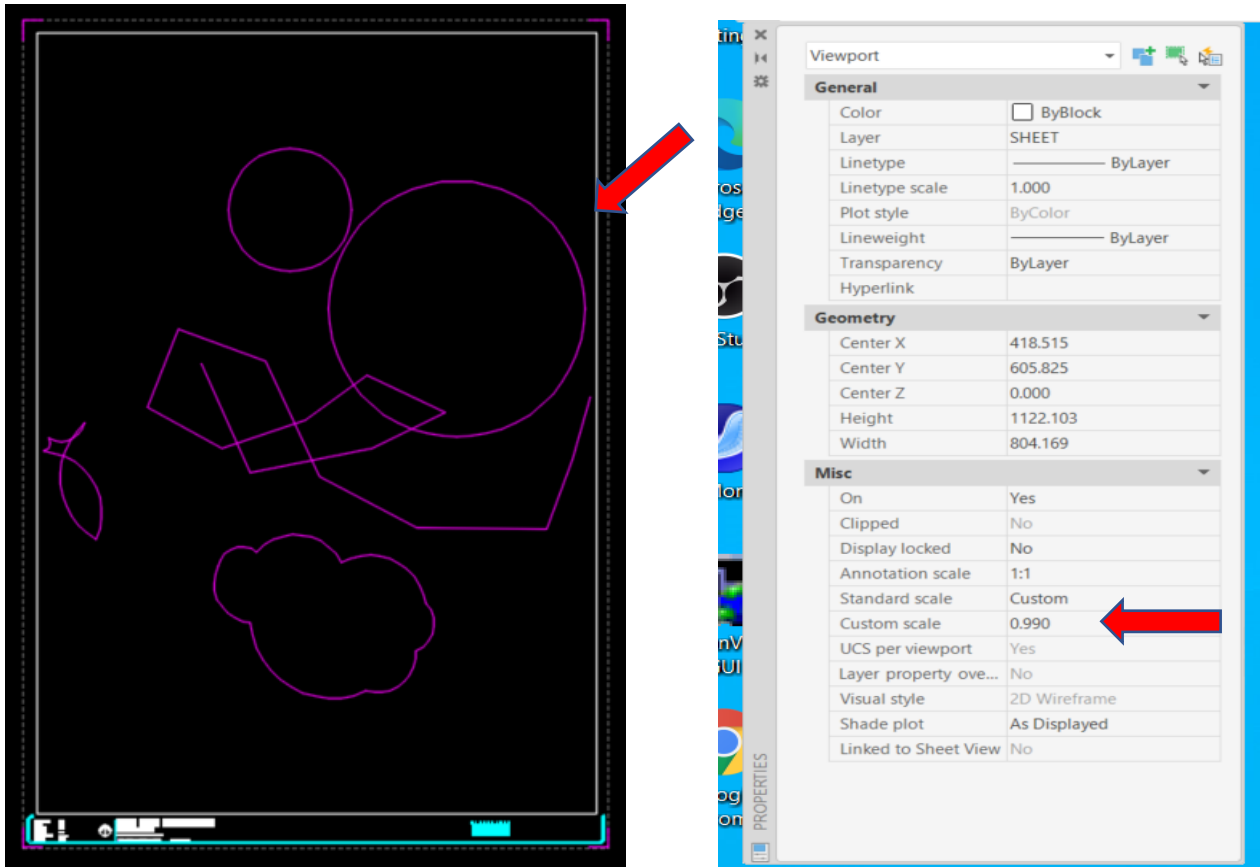
2 Using a Title Block Template

If you are new to Carlson, then attached, are two (2) styles of **Title Block Templates** for drawings from A4 to A0 in both **Landscape** and **Portrait** orientation. Once the drawing is loaded, then use the tabs along the bottom left to select which size sheet you require and **Copy** and **Paste** into the **Layout** of the drawing with you project. All work should be done in **Model Space**, with the viewport created, in the **Layout** tab.

To create a Viewport, select the **Layout** tab (where the Title Block is) create a new layer called **Viewport** then type '**Viewport**' in the command line. Next select '**Single**', this will create the viewport in the layer named '**Viewport**'. This layer should be turned off for plotting.



To create the **Viewport** use the mouse and right click inside the corner edges while avoiding the text in the title box. Anything you have in Model space will now fill the **Viewport** at a custom scale. To determine the scale, select the **Viewport** line and the scale will be displayed on the **Properties** screen.

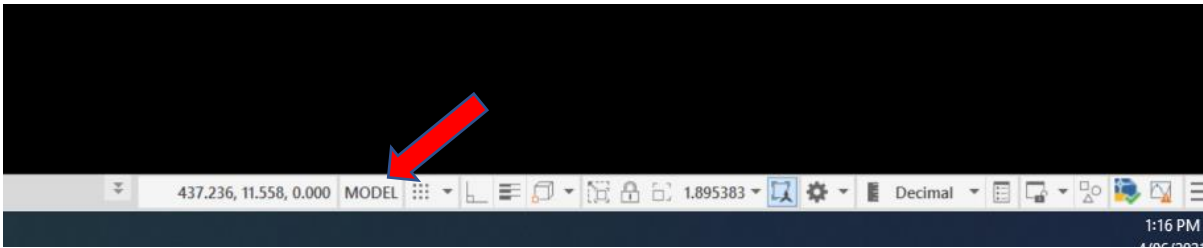


To change the magnification of a view, double clicking anywhere inside the **Viewport**, you are now in Model Space, using the mouse wheel you can zoom in or out, which is similar to zooming in and out with a camera.

Using ZOOM does not change the absolute size of objects in the drawing (**Model** space), it only changes the magnification of the view. To create a scale for plotting, while still in model space, type 'zoom' into the command line and then **n**xp where **n** is a scale factor.
 $1000/\text{scale}=\mathbf{n}$

1xp	1:1000
2xp	1:500
3.333xp	1:300
4xp	1:250
5xp	1:200
6.666xp	1:150
10xp	1:100

Once the scale is determined, go back into **Paper** space by clicking the **Model** button at the bottom right, this will then change to **Paper**.



Be extremely careful while in **Model** as any roll of the mouse wheel will change the scale and the entire process of setting the scale will need to be repeated. To avoid any accidental scale change, once it is set, the **Viewport** can be locked by selecting the Viewport and in the **Properties** screen select 'Display locked' -Yes

