Print an AutoCAD file to scale from Layout or “Paper Space”.

In Layout or “Paper Space” you can set up different layouts with title blocks and notes; and on each layout, you create layout viewports that display different views of model space. In the layout viewports, you scale the model space views relative to paper space. One unit in paper space represents the actual distance on a sheet of paper, either in millimeters or inches, depending on how you configure your page setup.

1. Change your view to Layout 1, also known as your “paper space” on the bottom left.

2. Select “Print” and then “Page Setup” option.

3. Click the “Modify” option from the first dialog box that appears.

Now you should see the Page Setup box like what is show to the left.

4. Click the drop down next to Name and select the printer, in the IMC Lab, select Front Desk (Canon iR ADV C9065). Select landscape or portrait option in the drawing orientation area.
5. To Select the part of your drawing you want to print choose from one of the options under what to plot.

**Layout** - Prints all objects within the printable area of the paper. This option is only available from a layout tab.

**Limits** - Prints or plots the current grid limits. This option is only available from the Model tab.

**Extents** - Plots all objects in the drawing.

**Display** - Plots all objects displayed in the drawing area.

**View** - Prints or plots a saved view. Select a named view from the list provided.

**Window** - Plots objects in the area you define. Select the Window option, and then respond to the prompts to define the area. Click the Window button to edit the defined area.

6. Under Plot Scale choose Fit to paper or select a type of scale you want to print at, if necessary. Click the “OK” button and then click the “Close” button.

7. Click the red “A” option from the top menu again and then click the Plot and Print. Your drawing will then print out on your printer.