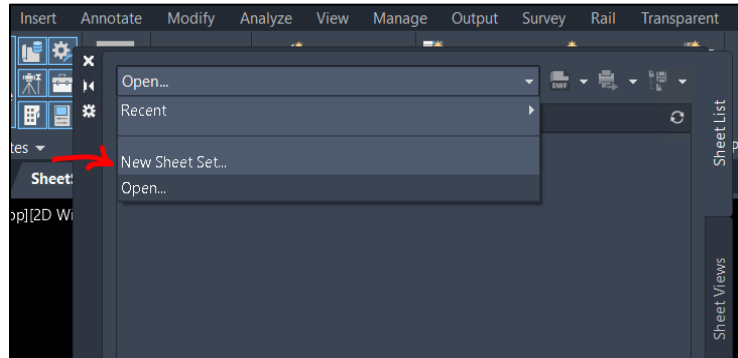
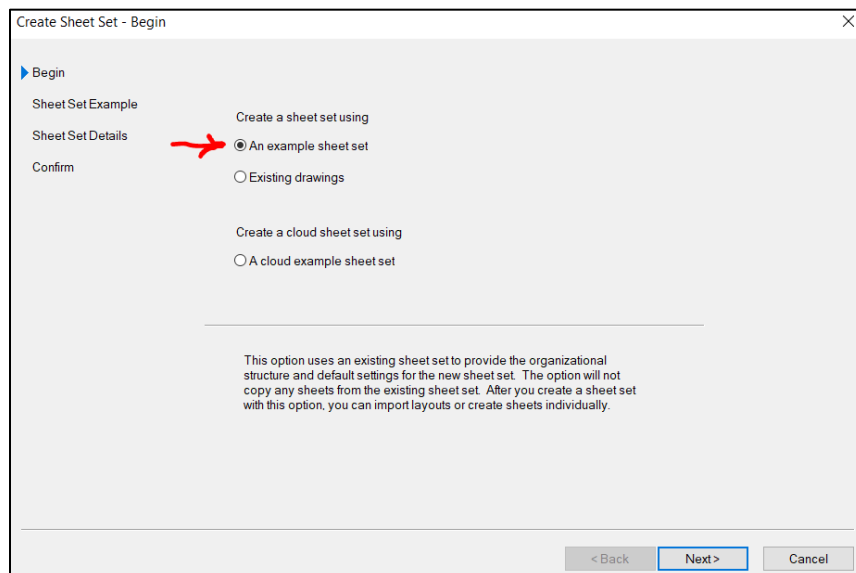


How to Create and Use a Sheet Set in AutoCAD

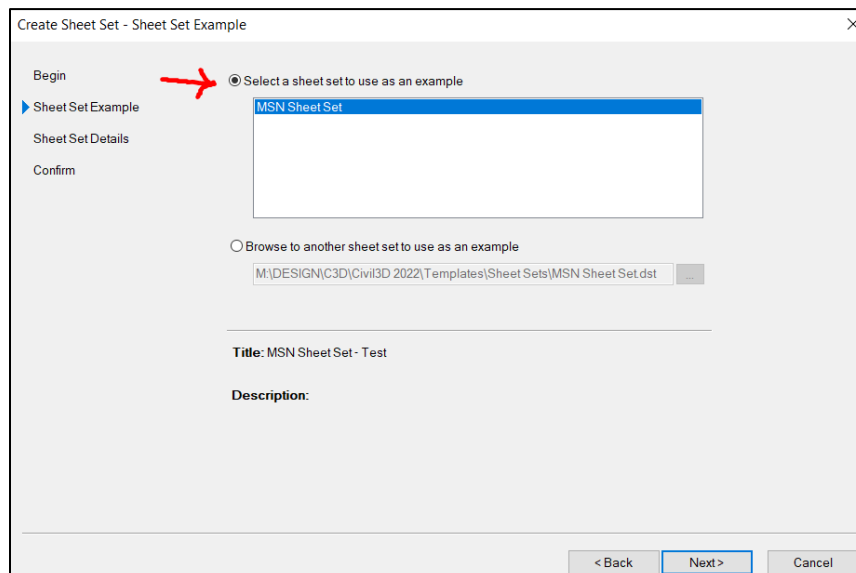
1. Open the Sheet Set Manager, using the palette ribbon in the Home Tab or type SHEETSET into the command line and press Enter.
2. Create a New Sheet Set, in the Sheet Set Manager, click the drop-down and select *New Sheet Set*.



3. Start from an Example Sheet Set, in the Sheet Set Wizard, select *An example sheet set*, then click *Next*.



4. Select a Template, choose *select a sheet set to use as an example*, then click *Next*.



5. Name (*project# & street(s)*) and save the New Sheet Set, enter a name for your new sheet set in the *Name* field.
- a. Save the file in your project directory, specifically in the following path: project folder – CAD – Sheet Set folder, click *Next*.

Create Sheet Set - Sheet Set Details

Begin
Sheet Set Example
Sheet Set Details
Confirm

Name of new sheet set:
name the sheet set use project number street name - example - 12345MainSt

Description (optional):

Store sheet set data file (.dst) here:
M:\DESIGN\Projects\11825\CAD\Sheet Set

Note: The sheet set data file should be stored in a location that can be accessed by all contributors to the sheet set.

☐ Create a folder hierarchy based on subsets

Sheet Set Properties

< Back Next > Cancel

6. Complete the setup, click *Finish* to create the sheet set.

Create Sheet Set - Confirm

Begin
Sheet Set Example
Sheet Set Details
Confirm

Sheet Set Preview:

MainSt

Note: References to sheets in the source sheet set are not copied.

Sheet Set Copied

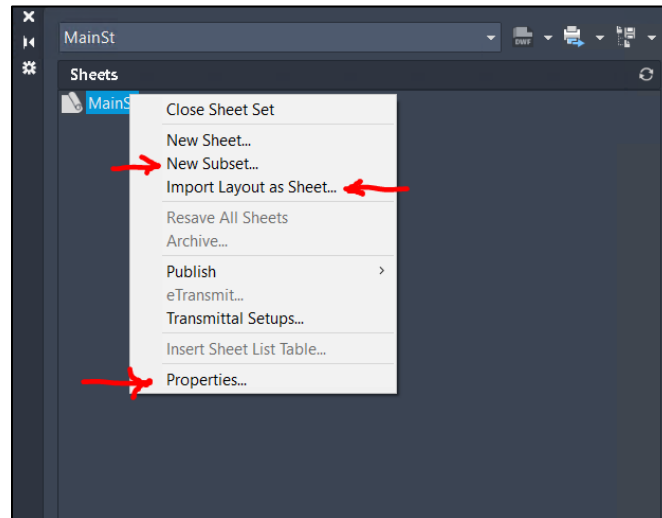
MSN Sheet Set - Test
Sheet set data file copied:
M:\DESIGN\C3D\Civil3D 2022\Templates\Sheet Sets\MSN Sheet Set.dst

New Sheet Set

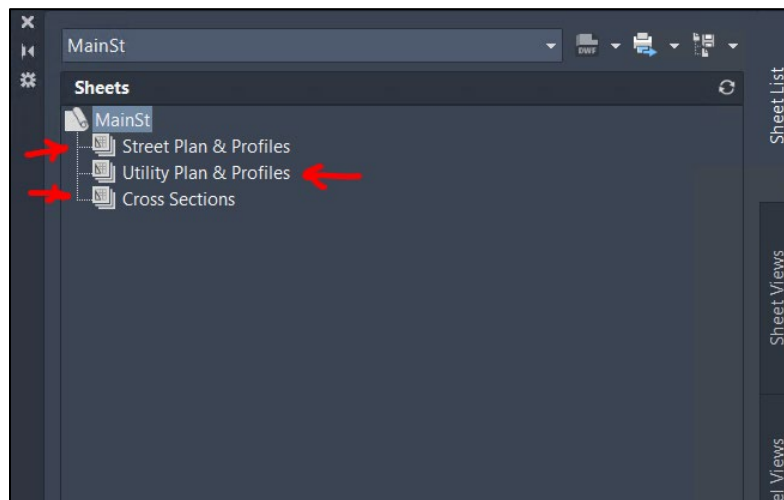
Sheet set name:
MainSt
Sheet set description:
U:\
Sheet set data file:
MainStdst
Model view:
Label block for views:
Callout blocks:

< Back Finish Cancel

7. Add sheets and organize the Sheet Set, right-click on the newly created sheet set name e.g. *MainSt*. How to add sheets on the sheet set explained further down.



- a. Create Subsets, select *New Subset* to organize the sheet set by discipline or type (e.g., *Street Plan & Profiles*, *Utility Plan & Profiles*, *Cross Sections*, etc.).



- b. Sheet Set Properties, right-click a sheet and choose Properties to enter information for the sheet border. **Important:** Do **not** manually edit sheet border elements (e.g., page number, title). Use the **Sheet Set Properties** to update these fields. Scroll through the properties dialog to complete all necessary information.

The screenshot shows the 'Sheet Set Properties - MainSt' dialog box. It is divided into three main sections: 'Sheet Set', 'Project Control', and 'Sheet Custom Properties'. Red arrows point to specific fields in the 'Project Control' and 'Sheet Custom Properties' sections.

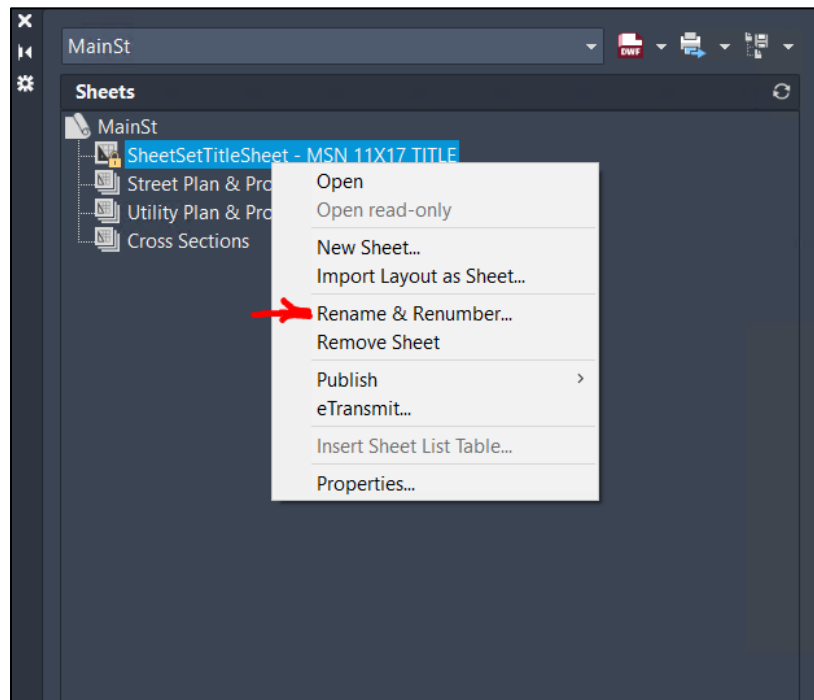
Sheet Set	
Name	MainSt
Sheet set data file	U:\MainSt.dst (v1.1)
Description	
Model view	
Label block for views	
Callout blocks	
Page setup overrides file	M:\DESIGN\C3D\Civil3D 2022\Templates\Plan Pro...

Project Control	
Project number	####
Project name	PROJECT NAME
Project phase	
Project milestone	

Sheet Custom Properties	
DESIGNED_BY	###
REVISION1	---
REVISION2	---
REVISION3	---
REVISION4	---
REVISION5	---

Buttons at the bottom: Edit Custom Properties..., OK, Cancel, Help.

8. Rename and Renumber Sheets, right-click on a sheet within the set and select Rename & Renumber.



- i. You can modify: Number, Sheet Title, Layout Name, these values will automatically update on the sheet border.

Rename & Renumber Sheet

Number: Sheet title:

Layout name:

File name:

Folder path:

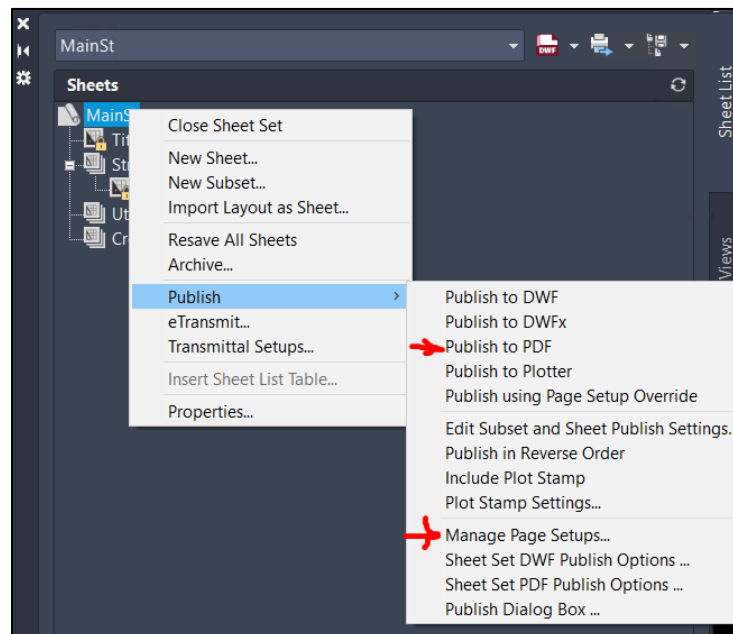
Rename options

Rename layout to match: ☐ Sheet title ☐ Prefix with sheet number

Rename drawing file to match: ☐ Sheet title ☐ Prefix with sheet number

< Previous Next > OK Cancel Help

- 9. To store a sheet within a subset, drag and drop the sheets on the subset. Note that the order in which the sheets are organized in the subset, and the order of the subsets matters.
- 10. Publish to PDF, right-click on the sheet set name (e.g., *MainSt*) and select Publish – Publish to PDF.
 - a. To finalize, save the PDF in the project folder.

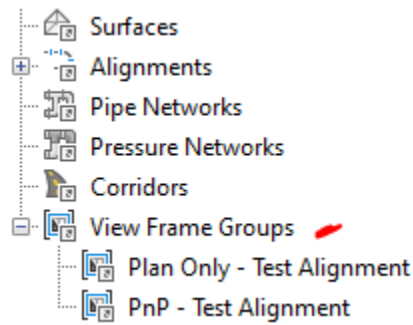


- b. Use the Manage Page Setups to verify settings such as sheet size, scale, and plotting configuration. These settings should already be configured for the example sheet set chosen in Step 4.
 - c. Note: The sheet set allows you to publish to pdf the complete sheet set, a subset, or a specific sheet.

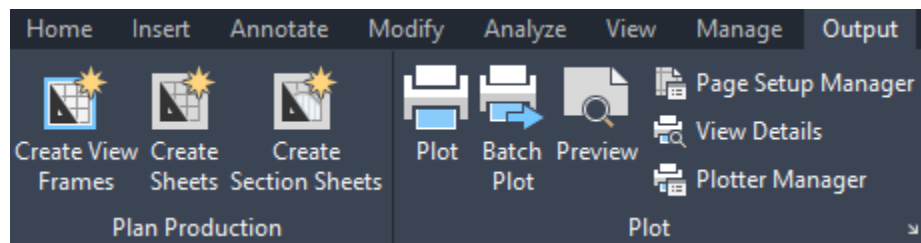
Adding sheets to the sheet set

Creating sheets from View Frames

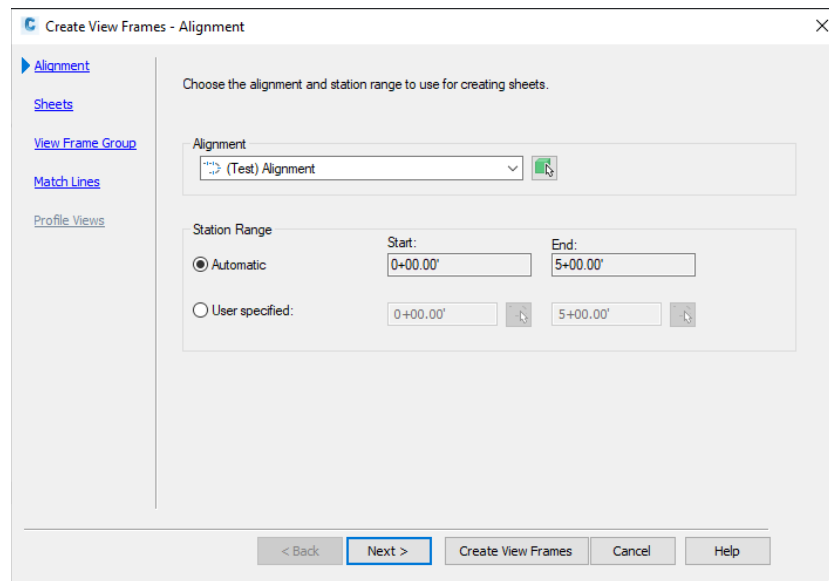
1. Check if there are view frames in the data shortcuts.



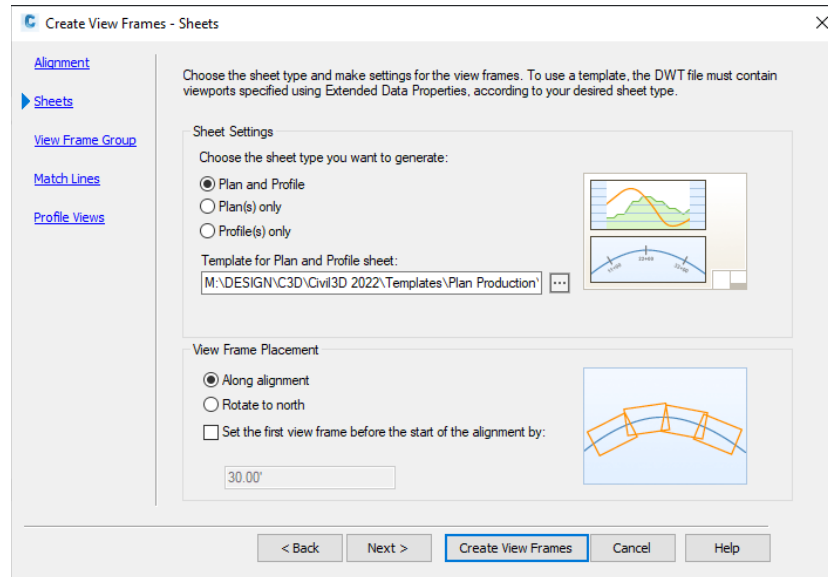
2. If there are no view frames on the data shortcuts, follow the steps below to create them.
 - a. To create view frames, go to the “Output” tab and select “Create View Frame”



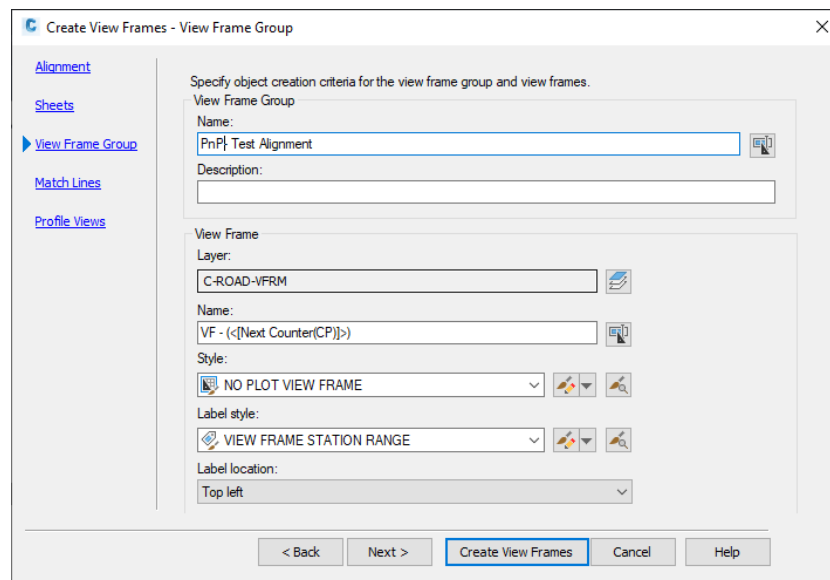
- b. On the “Create View Frames – Alignment” window, select the alignment the view frame is going to reference



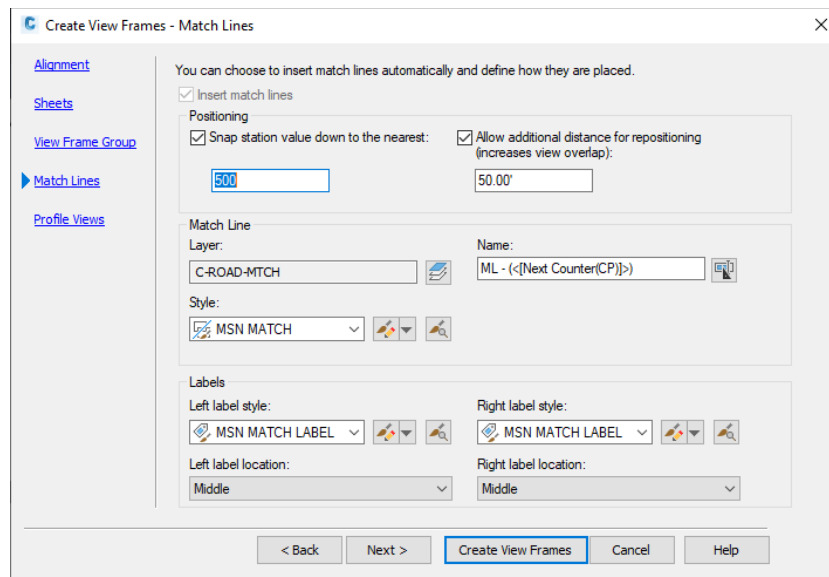
- c. Select the type of view frame needed. The most used options are “Plan and Profile” and “Plan Only”



- d. Name the view frame group appropriately.
- i. Enter the street name and type of view frame to help identify it later

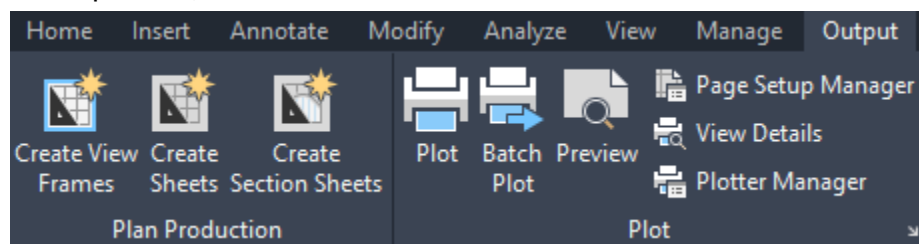


- e. Set up the match lines for the view frames. The match lines create continuity between different sheets.

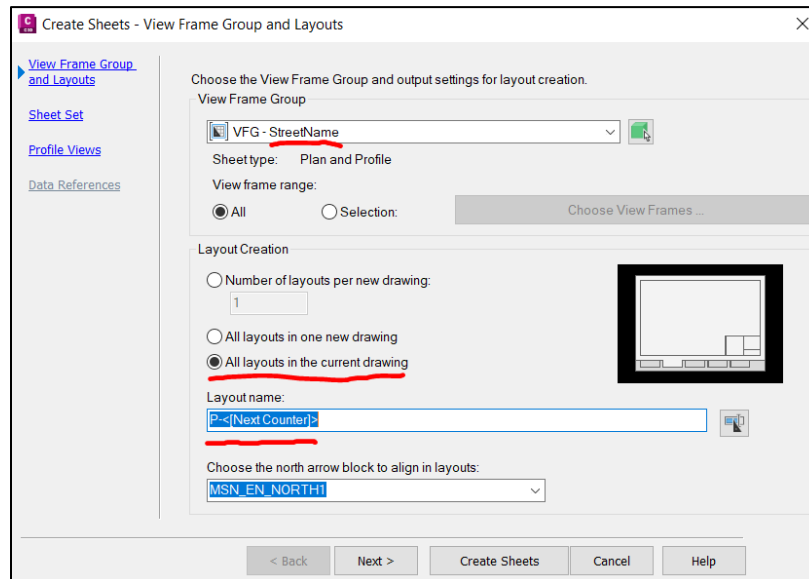


3. Creating sheets from View Frames

a. On the Output Tab, select *Create Sheets*

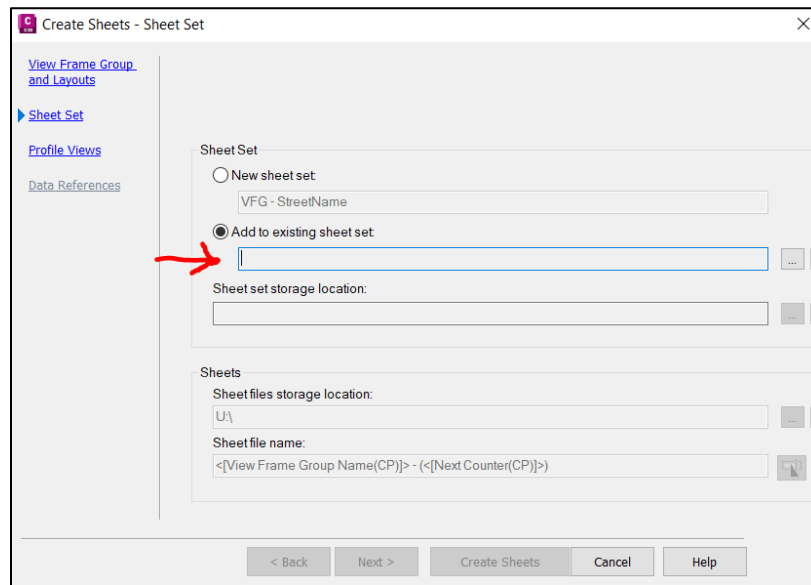


b. Set up the reference information for the sheets.



- i. Select the view frame group that the sheets are going to be displaying.
- ii. Select the layout creation method.
 1. Choose how layouts will be created. In this example, *all layouts in the current drawing* was selected.
- iii. Specify the layout naming format.
 1. Set the naming convention for layouts. In this example, *P-([Next Counter])>* was selected. This automatically assigns a unique sequential number to each layout.

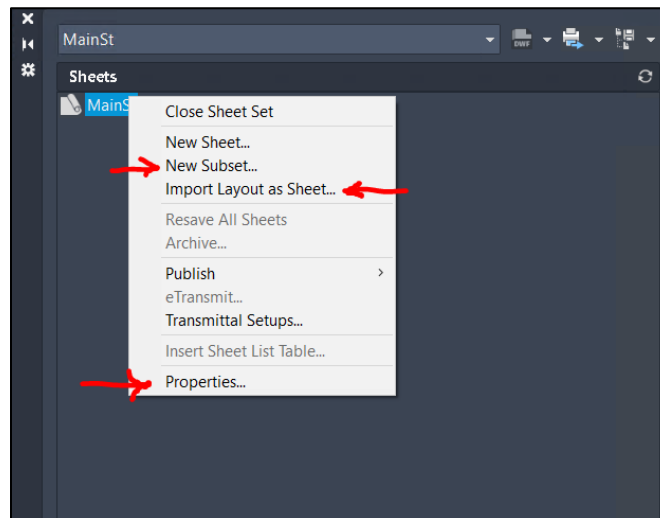
c. As you create sheets from view frames, the next step is to *add to an existing sheet set*.



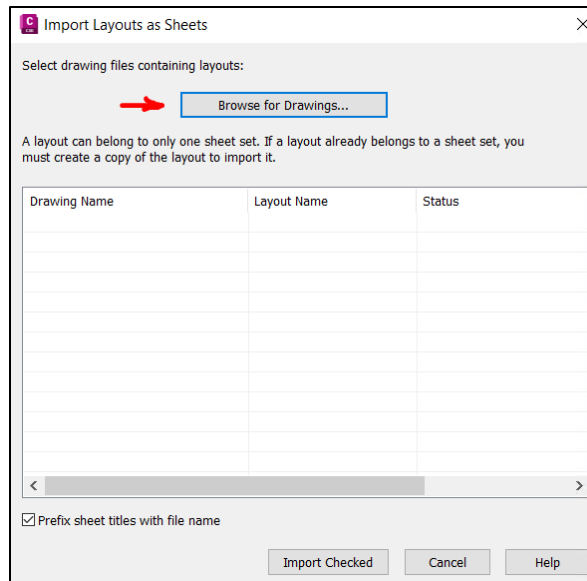
- i. Navigate to the file location where the sheet set (.dst file) is stored.
- ii. Select the appropriate sheet set to include the newly created sheets.

Import Sheets from Layout

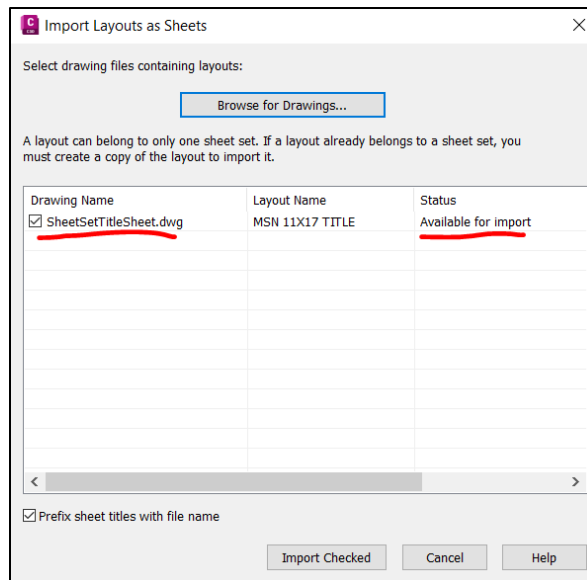
4. Right click on the sheet set and select *Import Layout as Sheet* to add drawings from your design (e.g., *Title Sheet, Details, Water Main Plan and Profiles, etc.*).



5. To import, browse to the drawing file in the project folder.



6. Check the boxes of those layouts that are needed in the sheet set. Ensure the sheet's status show Available for import.



- a. Note: If the status indicates the sheet is already part of another sheet set, it cannot be imported here.

