AUTODESK® UNIVERSITY

A Complete Guide to the Sheet Set Manager

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About the speaker

Sam Lucido

Speaker at AU for the past 8 years

- I am a CAD Services Manager and Senior Civil Designer with Haley & Aldrich, Inc.

- AutoCAD since early 1990s

- Civil 3D and Map 3D since 2007

- Technical Writer for AUGIWorld and former AUGI BoD Member

- AutoCAD and Civil 3D Certified Professional and Expert Elite Member

- Owner of CADproTips.com

- **If I can teach you one thing and make you think then I have done my job**

Summary

- In this class, you will be able to take your existing company title blocks and create a template to use on all projects, increasing your productivity and efficiency on all current and future design projects.

- **Most importantly**, you'll be able to **bring back value** to your employer and the **knowledge to help you excel** within your field.
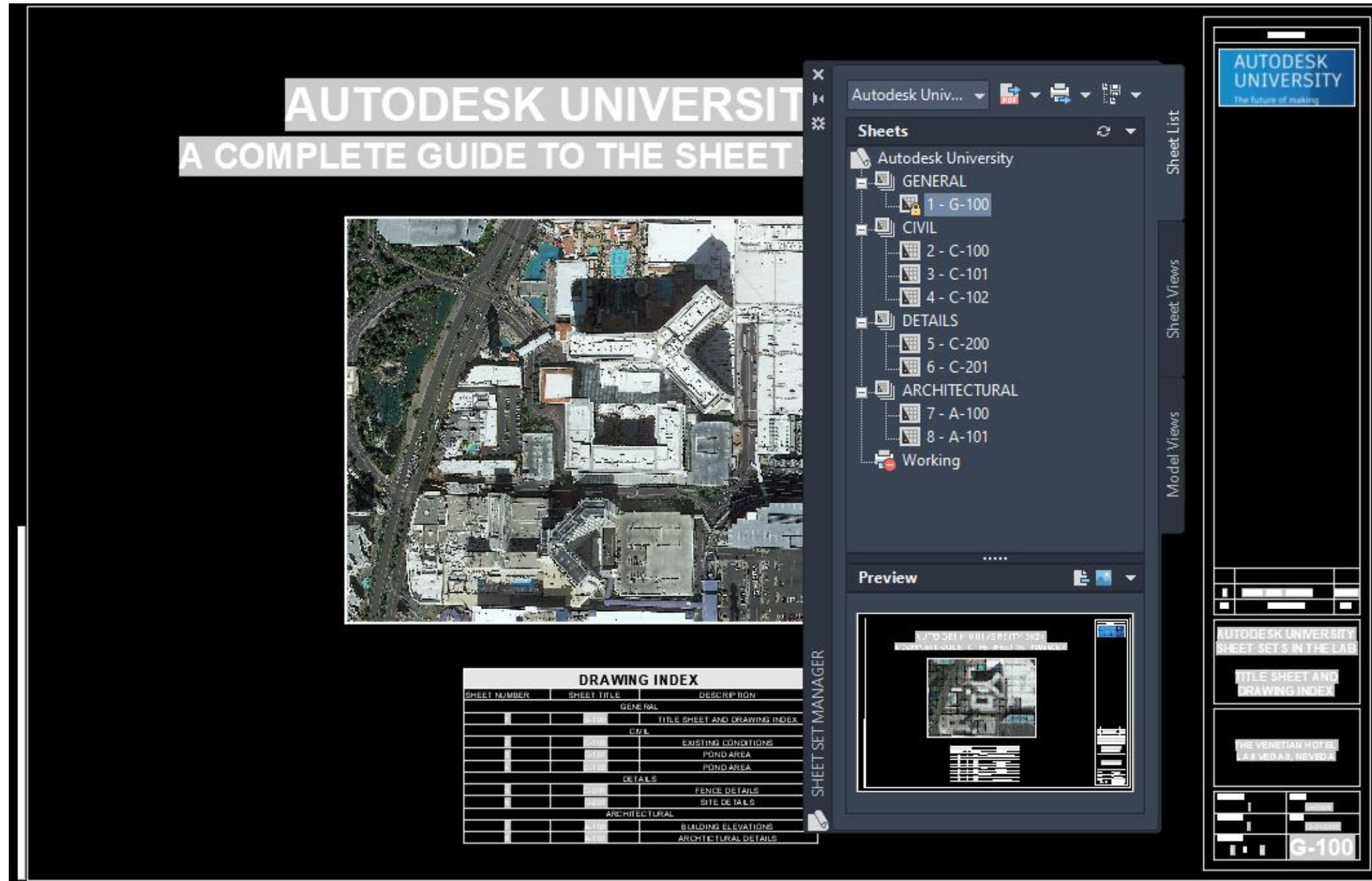
Key Learning Objectives

- Learn how to create a Sheet Set Template (.dst) file to be used as your Company Standard.
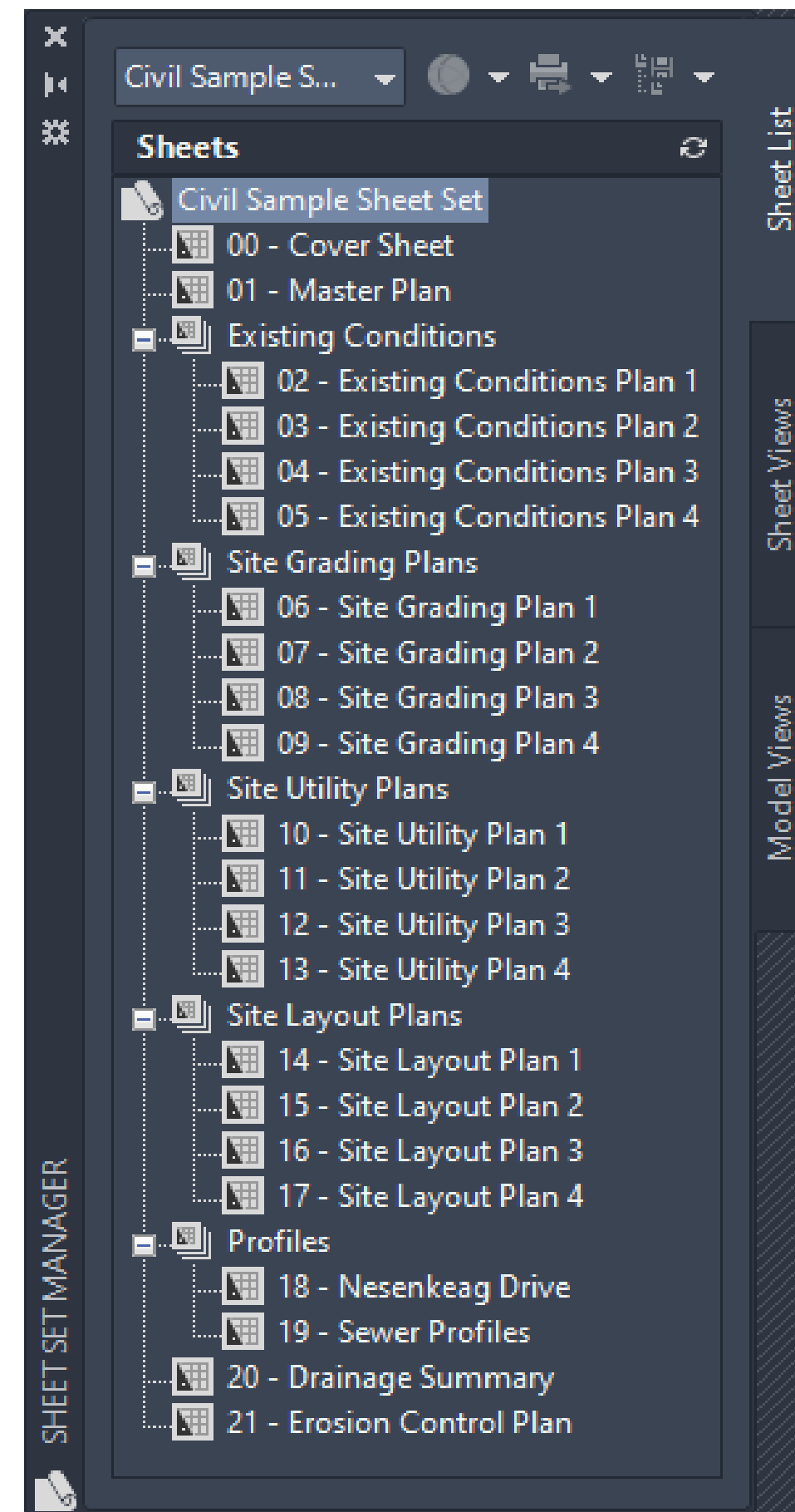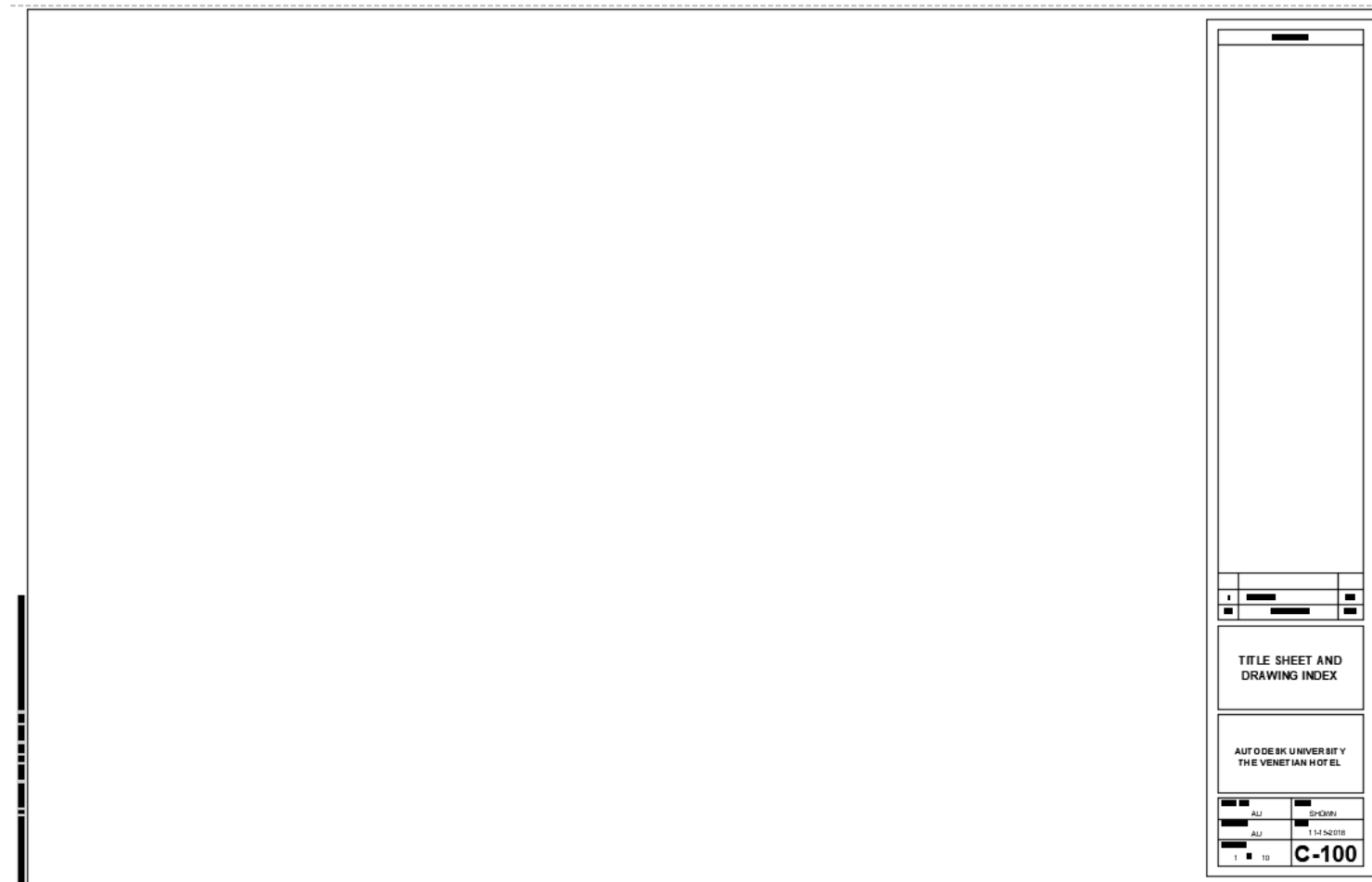
Key Learning Objectives

- Learn how to create a Standard title block linked to your sheet set template populating common project data.

Key Learning Objectives

- Learn how to create call out labels, named views, and a sheet list table for your project.

Key Learning Objectives

- Navigate through your sheets and publish the entire drawing package to a pdf, dwf, or plotter output.
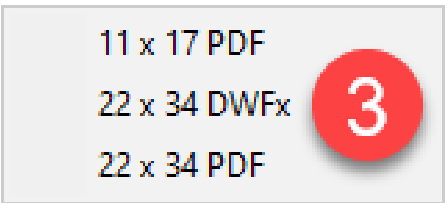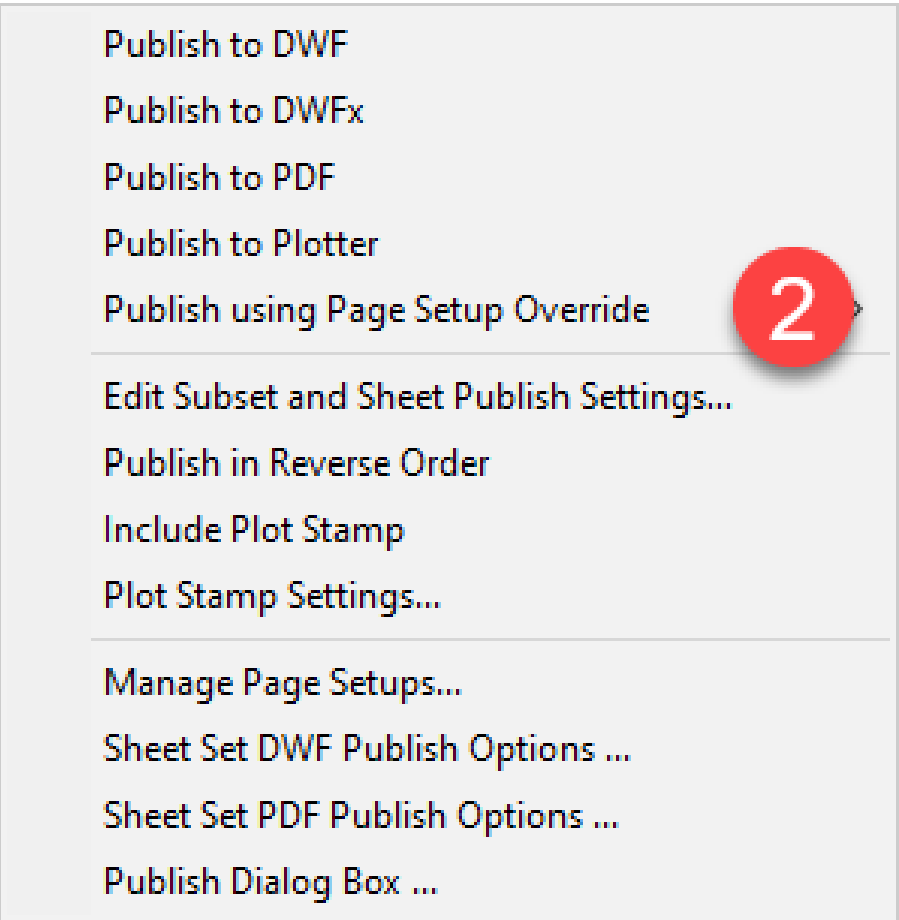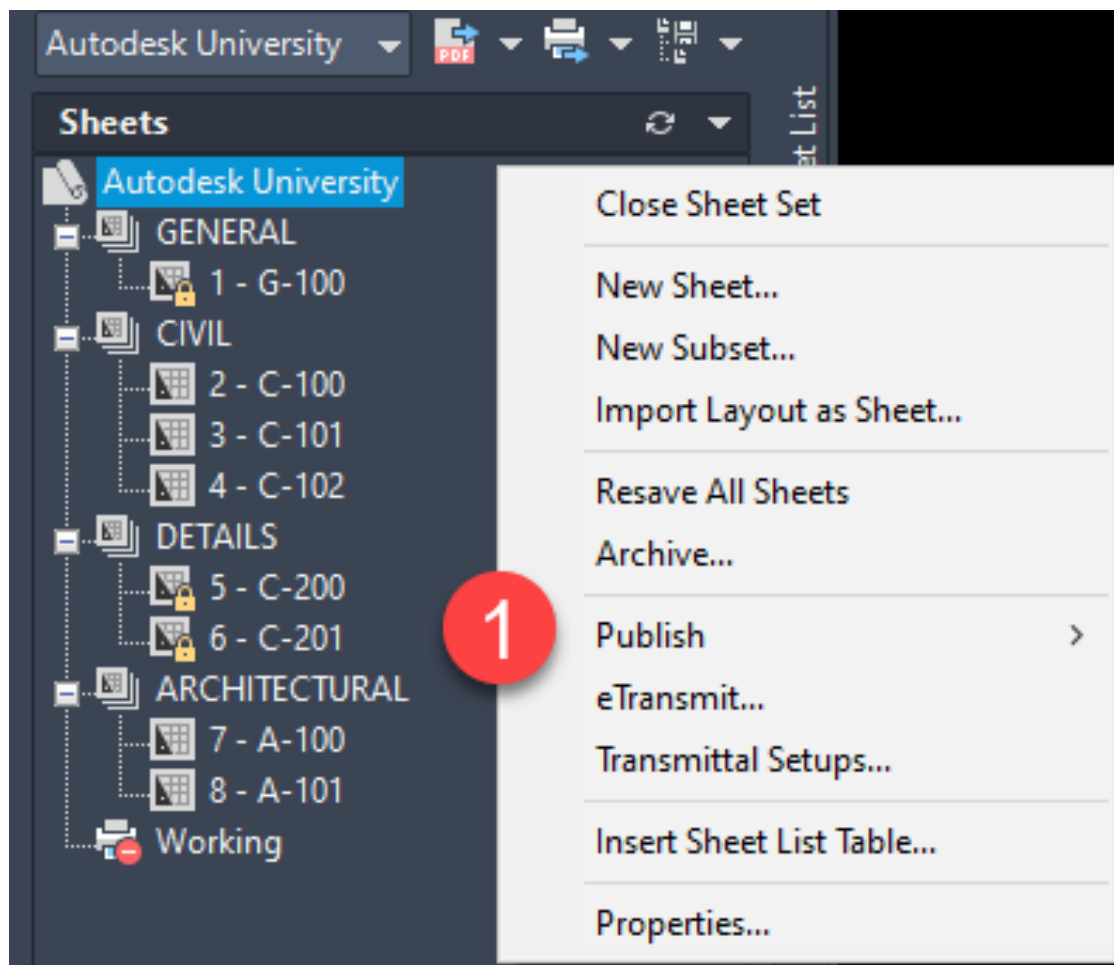
Let's Get Started
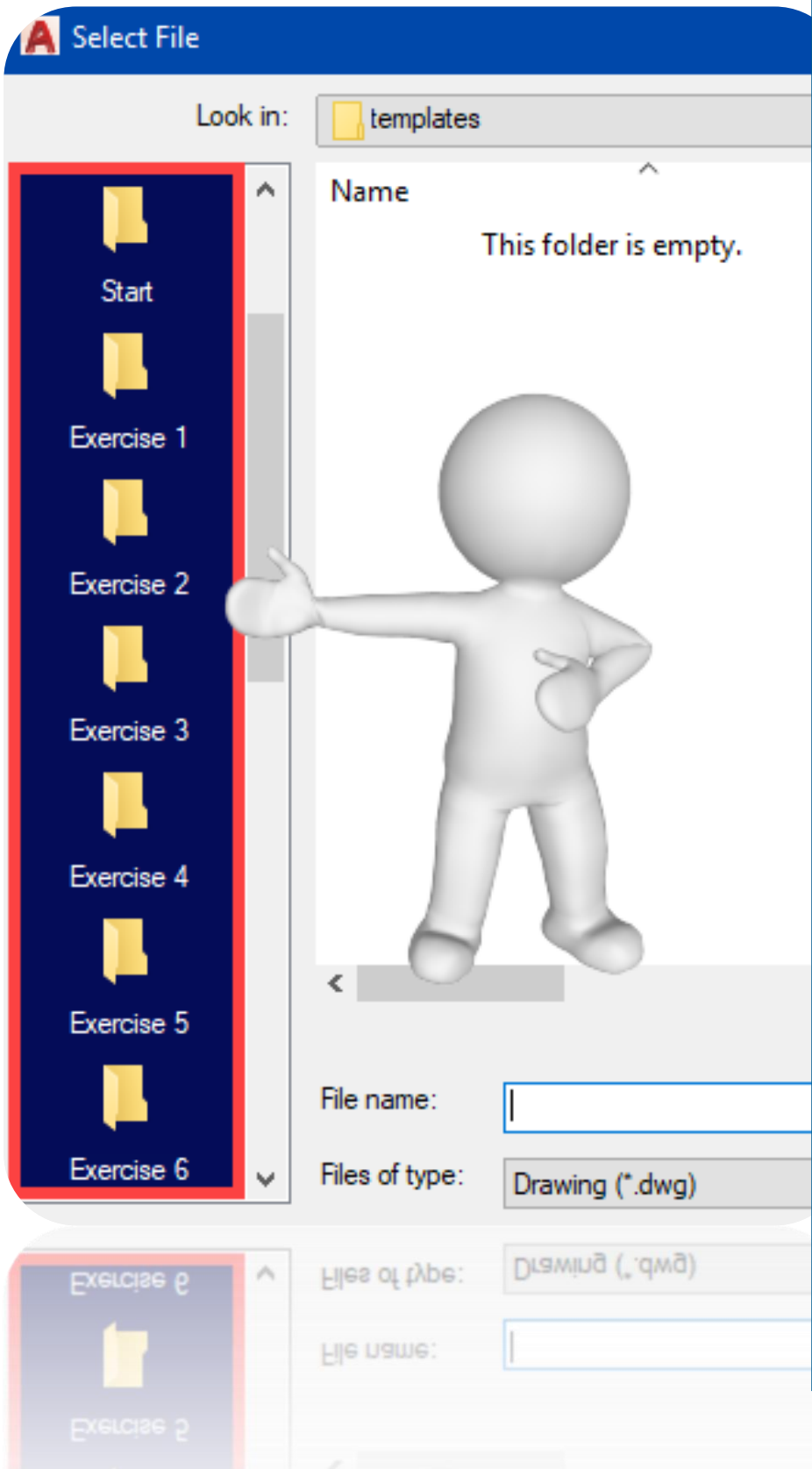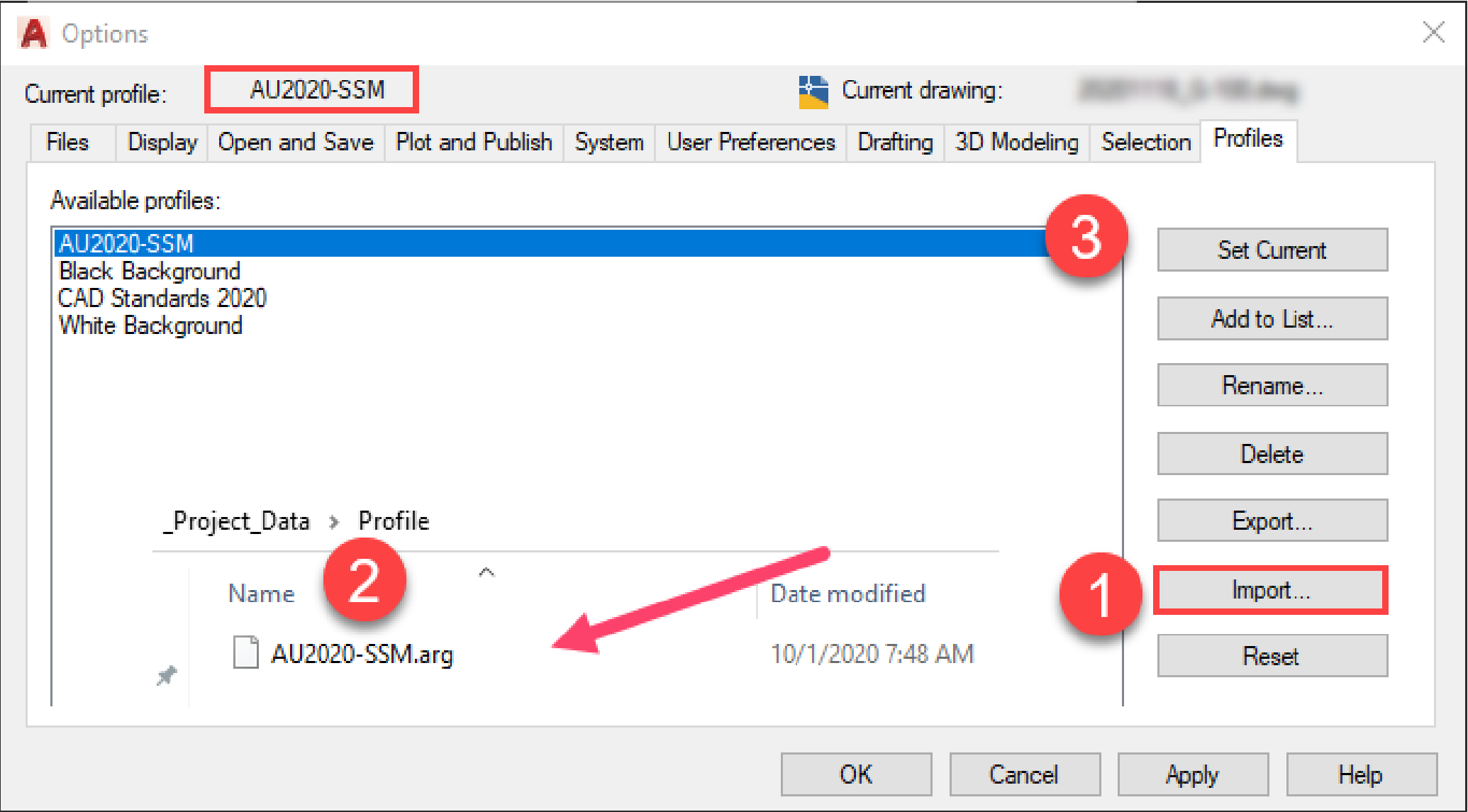
Load the Profile

Exercises

1. Start AutoCAD and use the SSM palette shown left (Ctrl+4) to open and browse through the 3 example sheet sets provided in the Example Sheet Sets folder.
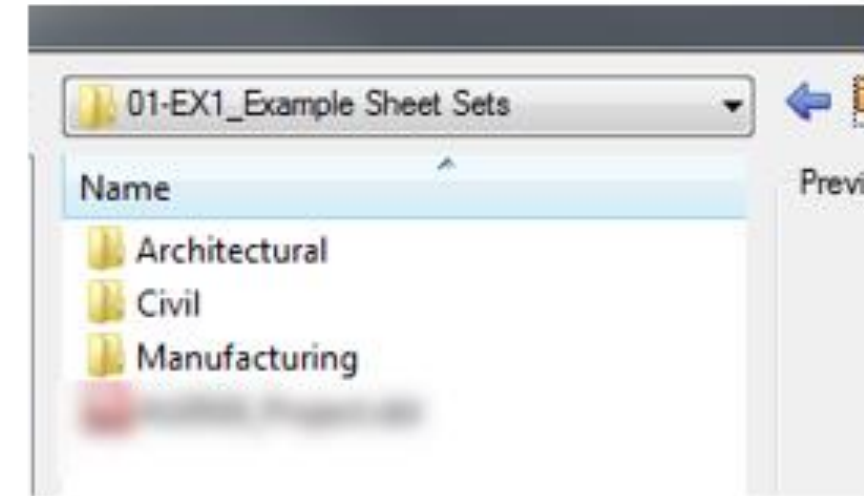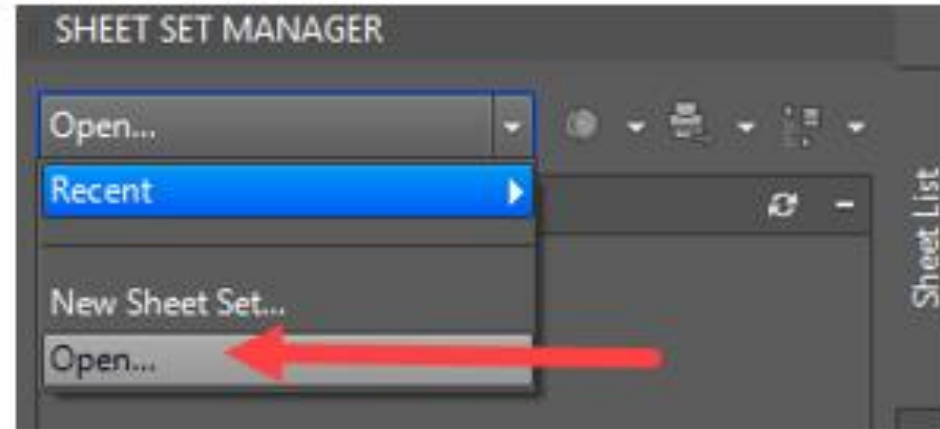
2. Under Each folder is an Example Sheet set.
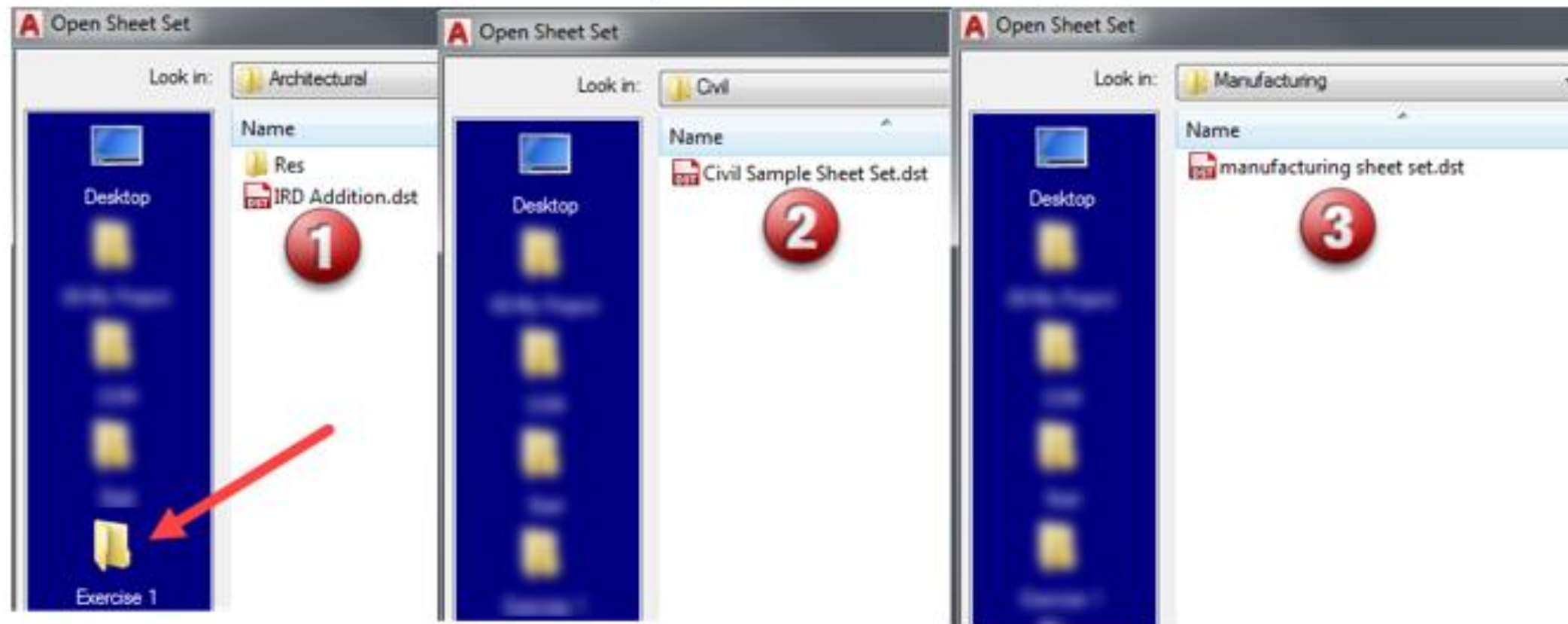
3. Open Each Sheet Set one at a time and look at all the properties of the SSM.

4. Use these as a guide and reference as you build your own sheet sets.

Exercise 1

Exercise 2

1. Start AutoCAD and open the Sheet Set in the Exercise 2 folder.
2. Notice the subsets have already been renamed to what is shown below.
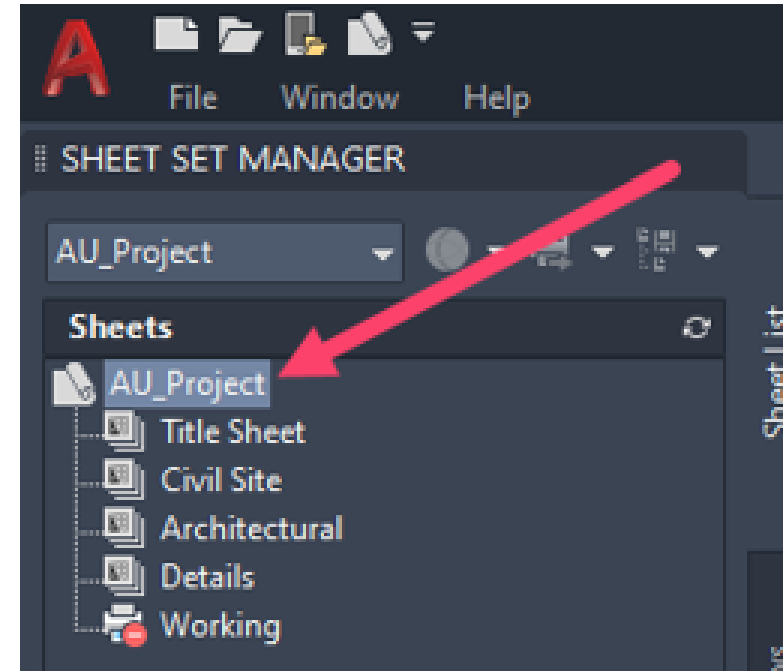
3. Open drawing **ANSID_DWG-Template.dwg** located in the start folder as shown.
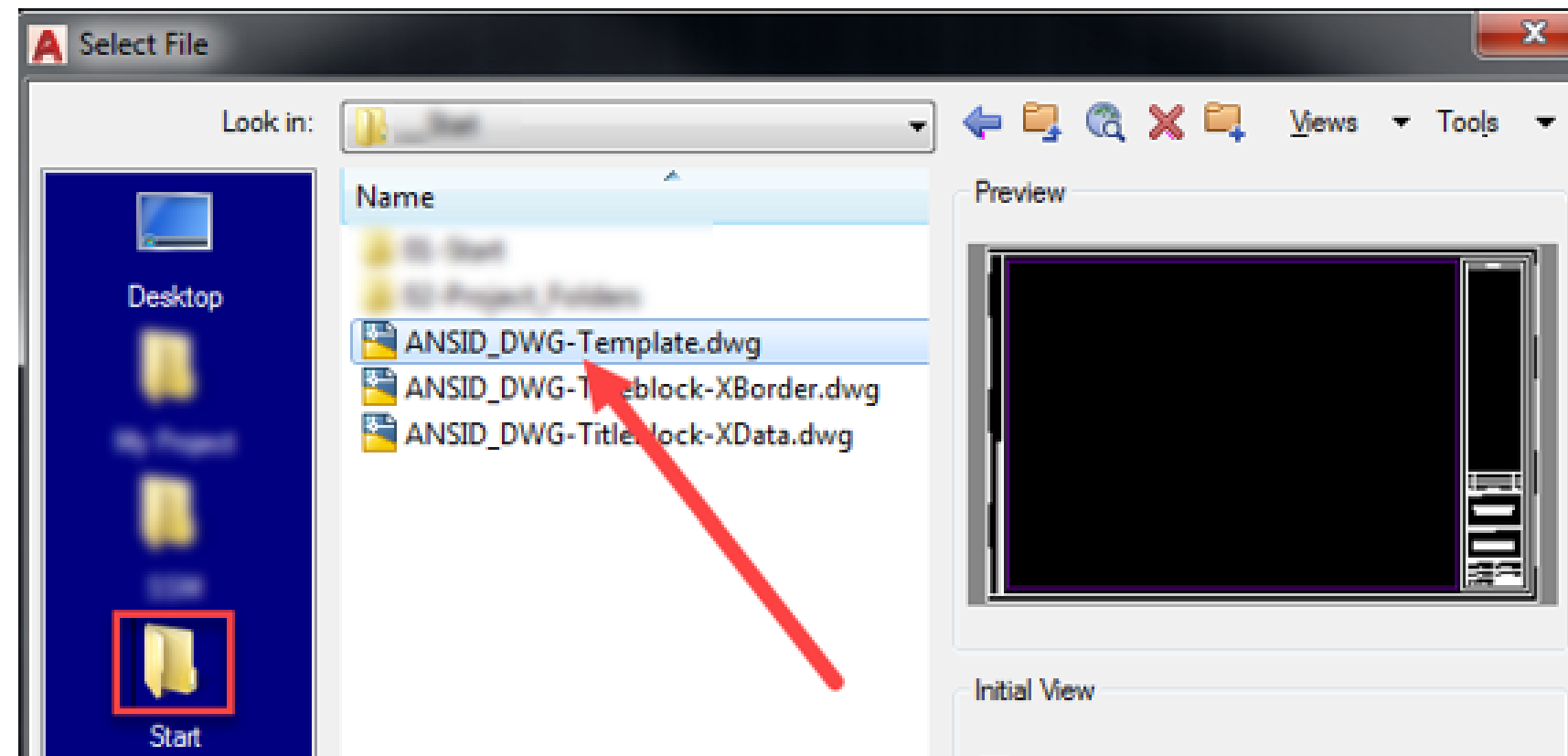
Exercise 3

Edit Custom Properties...

4. Select the value
5. Delete all default values provided within the Sheet Set.
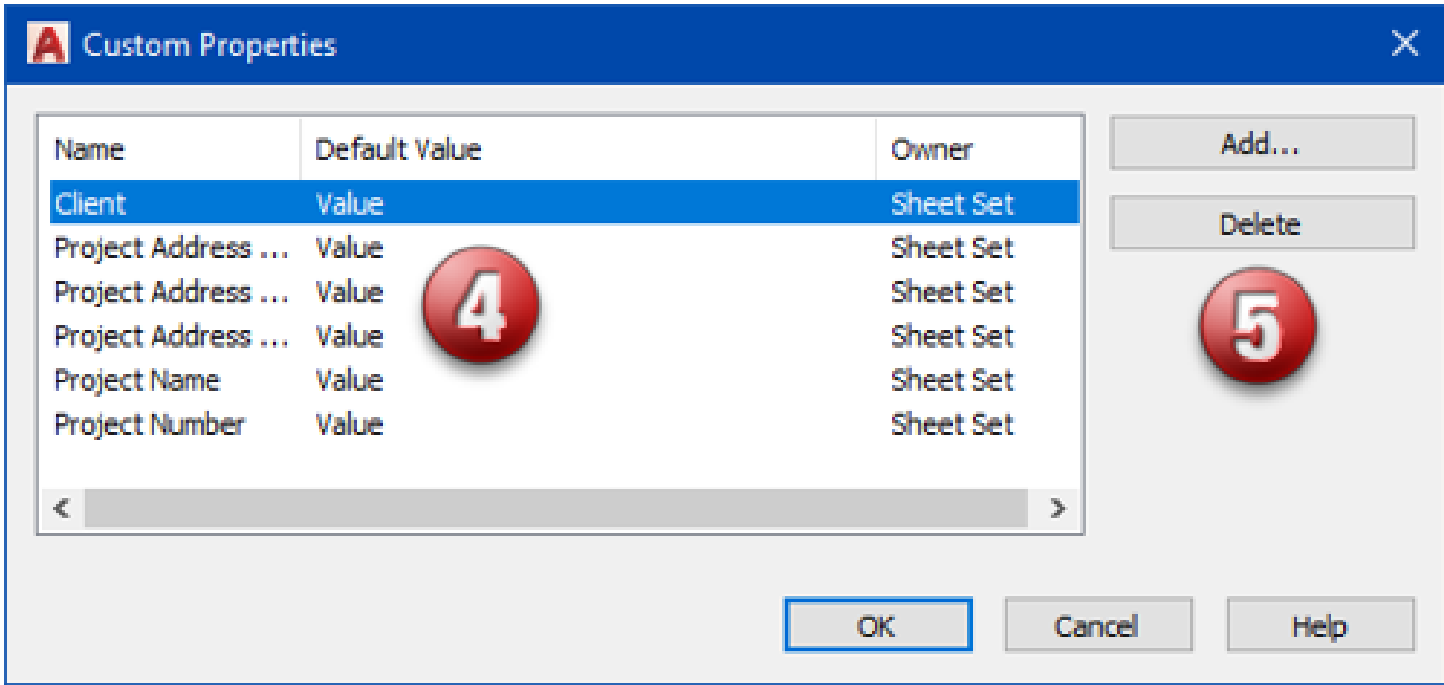
6. We are now left with Sheet Set properties that we will configure.
7. Add all the Project Control data – This will be common project data that can be used throughout the lifecycle of any project. These properties cannot be deleted or removed – only added.
8. Enter the values as shown (you may enter your own values – we want to get something in there to visually see the field when it is updated.

9. Close out of the dialog box.
10. As in Step 2 right click the main sheet set and select Properties then....

Exercise 4

1. Start AutoCAD and open the Sheet Set in the Exercise 4 folder as shown.

01-Drawing Name First
02-Drawing Name Second
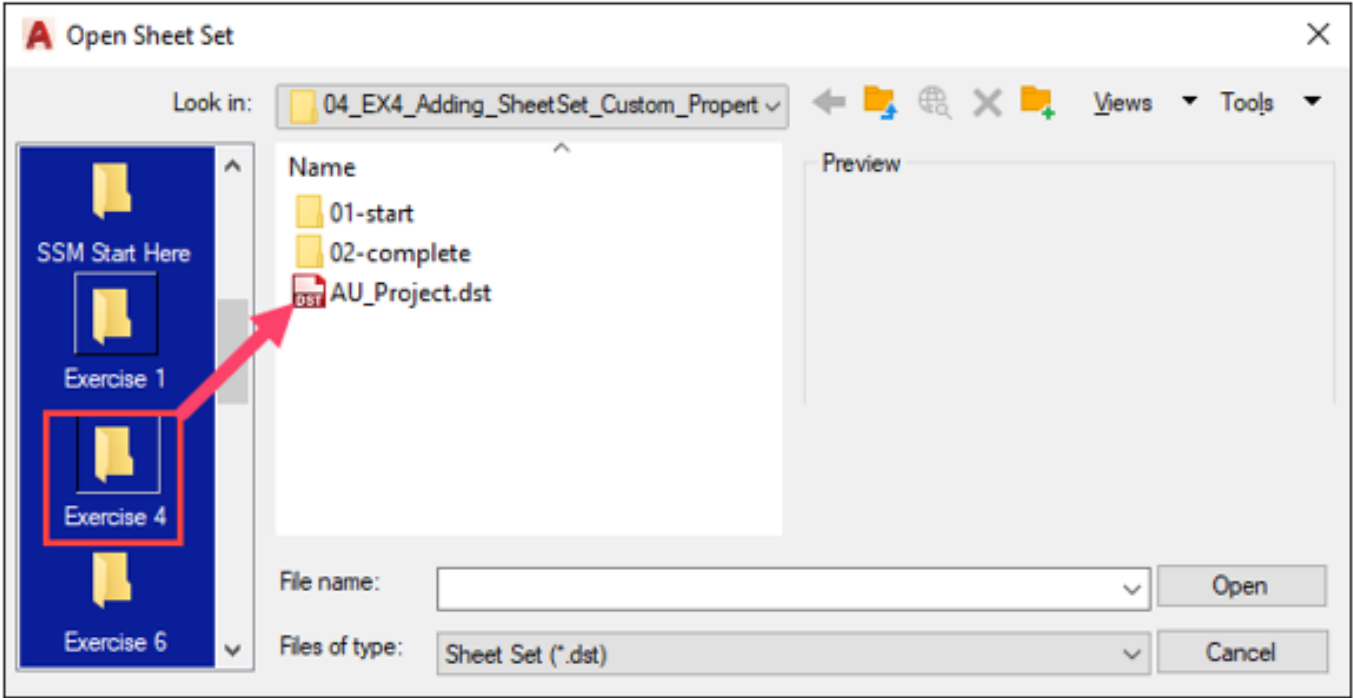
2. Double Click on 1-C-100 (1) to open the sheet set drawings. Right click (2) on the **AU_Project** and select Properties (3) on the fly out menu as shown.

03-Project Title Fist
04-Project Title Second

05-Sheet Total
06-Drawing Scale
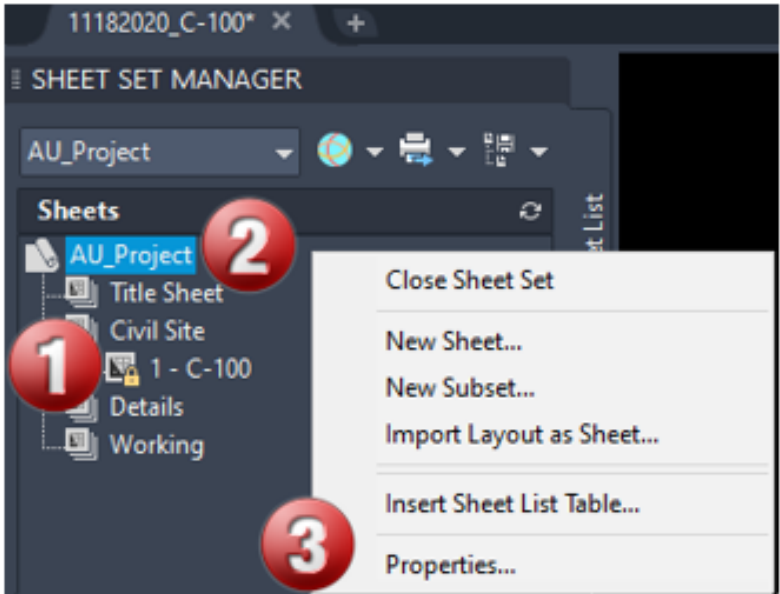
3. Select Edit Custom Properties on the lower left of the dialog [Edit Custom Properties...]

Entering a blank space.

You can use %% or %%U which enable a blank field, but we are going to use a key combination or ALT+0160 for a blank field.

 Although I find the %%U helpful since you can see the characters there are many people that prefer the blank space.

The key is to press and hold down the ALT key while you type 0160.

The 0160 code will insert a non-breaking space and appear blank when plotted as shown below.

Exercise 5

Blue lettering references a Field Name in AutoCAD
Red lettering Represents a custom property added in the Sheet Set Manager.

1. Sheet Description
   CurrentSheetDescription
2. Drawing Name Line 1
   CurrentSheetSetCustom
   01-Drawing Title First
3. Drawing Name Line 2
   CurrentSheetSetCustom
   02-Drawing Title Second
4. Project Name Line 1
   CurrentSheetSetCustom
   03-Project Name First
5. Project Name Line 2
   CurrentSheetSetCustom
   04-Project Name Second
6. Drawn by
   CurrentSheetCustom
   01-Drawn By
7. Checked by
   CurrentSheetCustom
   02-Checked By
8. Sheet number
   CurrentSheetNumber
9. Sheet total
   CurrentSheetSetCustom
   05-Sheet Total
10. Scale
    CurrentSheetSetCustom
    06-Drawing Scale
11. Date
    CurrentSheetSetProjectMilestone
12. Sheet Title
    CurrentSheetTitle
13. Revision number
    CurrentSheetSetCustom
    07a-RevNo
14. Revision description
    CurrentSheetSetCustom
    07b-RevDesc
15. Revision date
    CurrentSheetSetCustom
    07c-RevDate

13	SHEET SET 14 GEMENT	15
No.	Revision/Issue	Date

SHEET DESCRIPTION (1)
DRAWING NAME 1 (2)
DRAWING NAME 2 (3)

PROJECT NAME 1 (4)
PROJECT NAME 2 (5)

Drawn By: (6)	Scale: (10) SHOWN
Check By: (7)	Date: (11) 11-15-2019
Sheet No. (8) of (9)	C-100 (12)

Edit Attributes

Block name: ANSI D titleblock

Project Title	AUTODESK UNIVERSITY THE VENETIAN...
Drawing Title	TITLE SHEET AND DRAWING INDEX
Issue Date:	11-18-2020
Drawn By:	AU
Checked by	AU
Drawing Scale:	SHOWN
Drawing Number	C-100
Sheet Number	1
Sheet Total	10
1 - Revision Number	1
1 - Revision Description	COMPLETE GUIDE TO SSM
1 - Revision Date	12-2020

OK   Cancel   Previous   Next   Help

Exercise 5 Review

No.	Revision/Issue	Date
1	SHEET SET MANAGEMENT	12-2019

No.	Revision/Issue	Date
(13)	SHEET SET (14) GEMENT	(15)

SHEET DESCRIPTION (1)

DRAWING NAME 1 (2)

DRAWING NAME 2 (3)

PROJECT NAME 1 (4)

PROJECT NAME 2 (5)

Drawn By:	Scale:
	AS SHOWN
Check By:	Date:
	11-15-2019
Sheet No.	**C-100**
1 of 5	

Drawn By: (6)	Scale: SHOWN (10)
Check By: (7)	Date: 11-15-2019 (11)
Sheet No. (8) of (9)	**C-100** (12)

1. Start AutoCAD and open the Sheet Set in the Exercise 6 folder.
2. Make sure that the correct SSM is open along with the C-100 sheet. Double click the C-100 tab in the SSM to open if it is not open.
3. Right Click your sheet and select Remove Sheet.
4. Right-Click your Sheet Set and close it.
5. We now have a standard sheet set template. We now need to save this to our template folder, so it becomes visible when we create a new drawing. Yes, you can copy sheet sets from one folder to another, but I find this way a little better and less chance of error.
6. Right click in the command area and choose Options…
7. We are going to set the template path for Sheet Sets. Out of the box AutoCAD sets the default template folder to the path that exists in options.
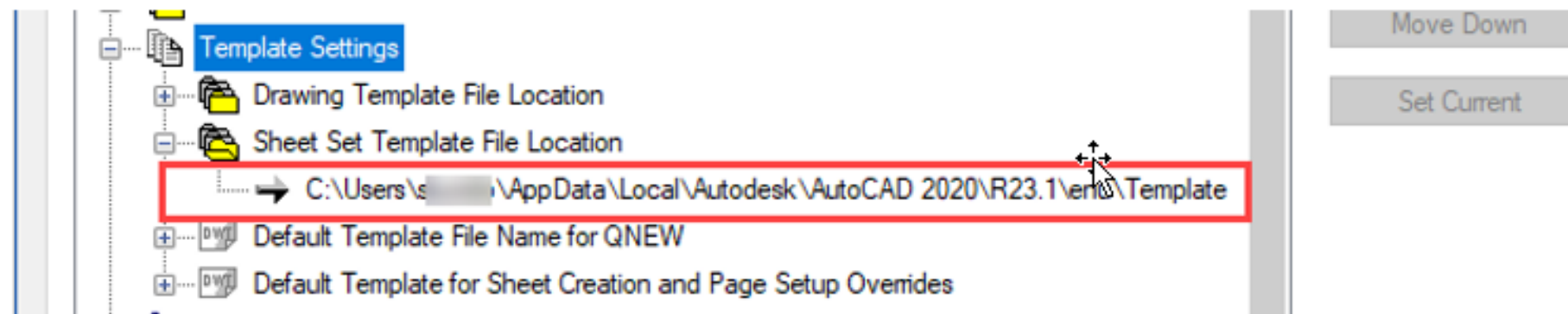
The template folder has already been changed for AutoCAD to look for standard templates. All of the existing templates were copied to this location for the dataset.

Follow the steps below to change the default template location for your CAD standard.

1. Select the Files tab as shown.
2. Expand the Sheet Set Template File location tab.
3. Left Click on the path to highlight the path and pause.
4. Right-click and select copy. You may have a specific location that you place your company standard templates; you would put the path in this location.
5. Close the dialog box and move back to AutoCAD. We are now going to copy our standard template to that folder location.

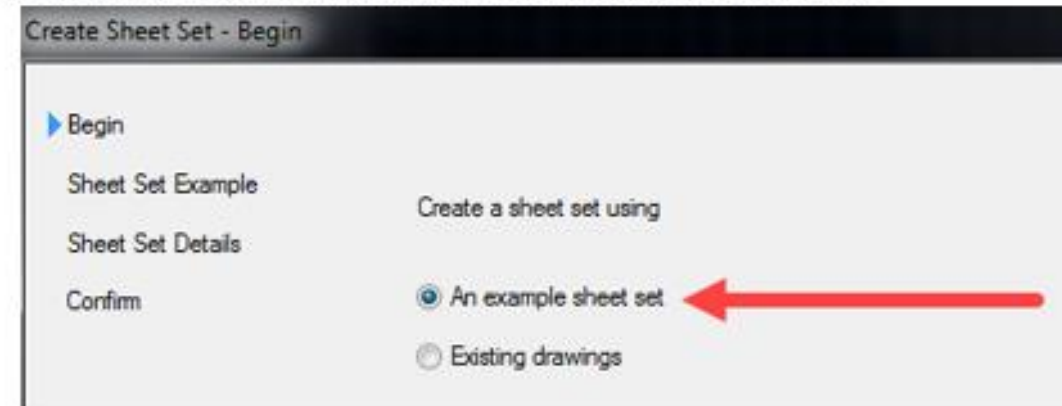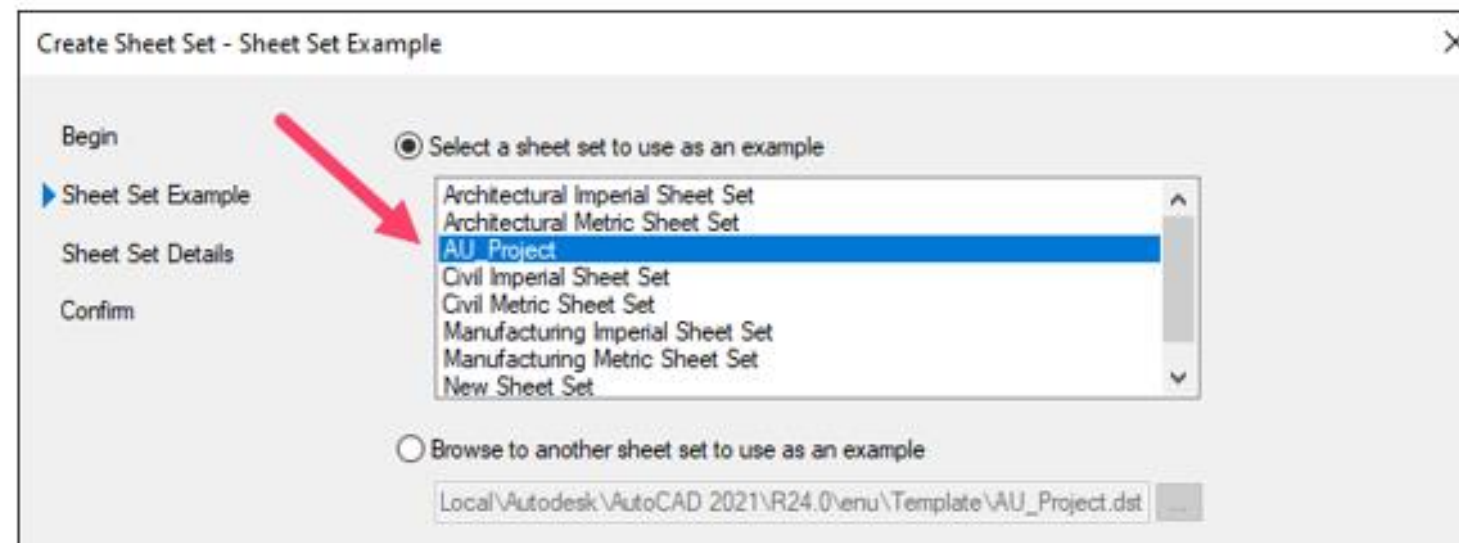# Exercise 7

1. Start AutoCAD and Create a New Sheet Set. We are going to go through the wizard using the templates we have already setup.
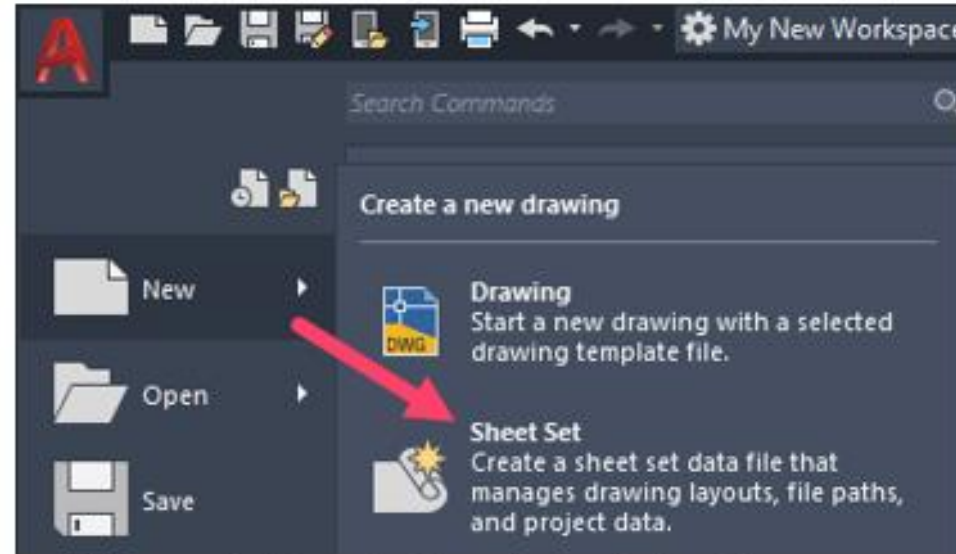
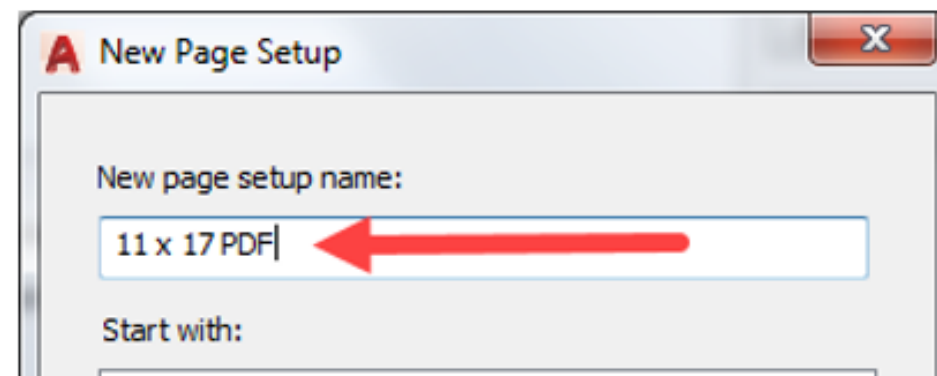2. Select the radio button An Example Sheet Set and select Next

3. Select AU_Project as shown. Our template now shows up in the default template list.

Exercise 8

1. Start AutoCAD and open the drawing file in the exercise 8 folder.
2. Notice there is a template folder highlighted in the image above.
3. Type Saveas or select saveas from the Application Menu.

   1. Select the template option. Note: you will be taken out to the default template folder.
   2. Select Exercise 8.
   3. Select the template folder.
   4. Save your DWT to your project template. You will have to fill in the following box to complete your template.
   5. You are now in your drawing template file.
   6. Type page at the command prompt. We are now going to setup page setup overrides to be used for our current
   7. project. Notice there is one-page setup already there named 22 x 34 PDF.
   8. Select New….

Follow the handout and create several page setups for your project.

Exercise 9

Import Layout as Sheet...		Publish to DWF
Resave All Sheets		Publish to DWFx
Archive...		Publish to PDF
		Publish to Plotter
Publish	**1** ▸	Publish using Page Setup Override **2** ▸
eTransmit...		
Transmittal Setups...		Edit Subset and Sheet Publish Settings...
		Publish in Reverse Order
Insert Sheet List Table...		Include Plot Stamp
		Plot Stamp Settings...
Properties...		

11 x 17 PDF	**3**
22 x 34 PDF	
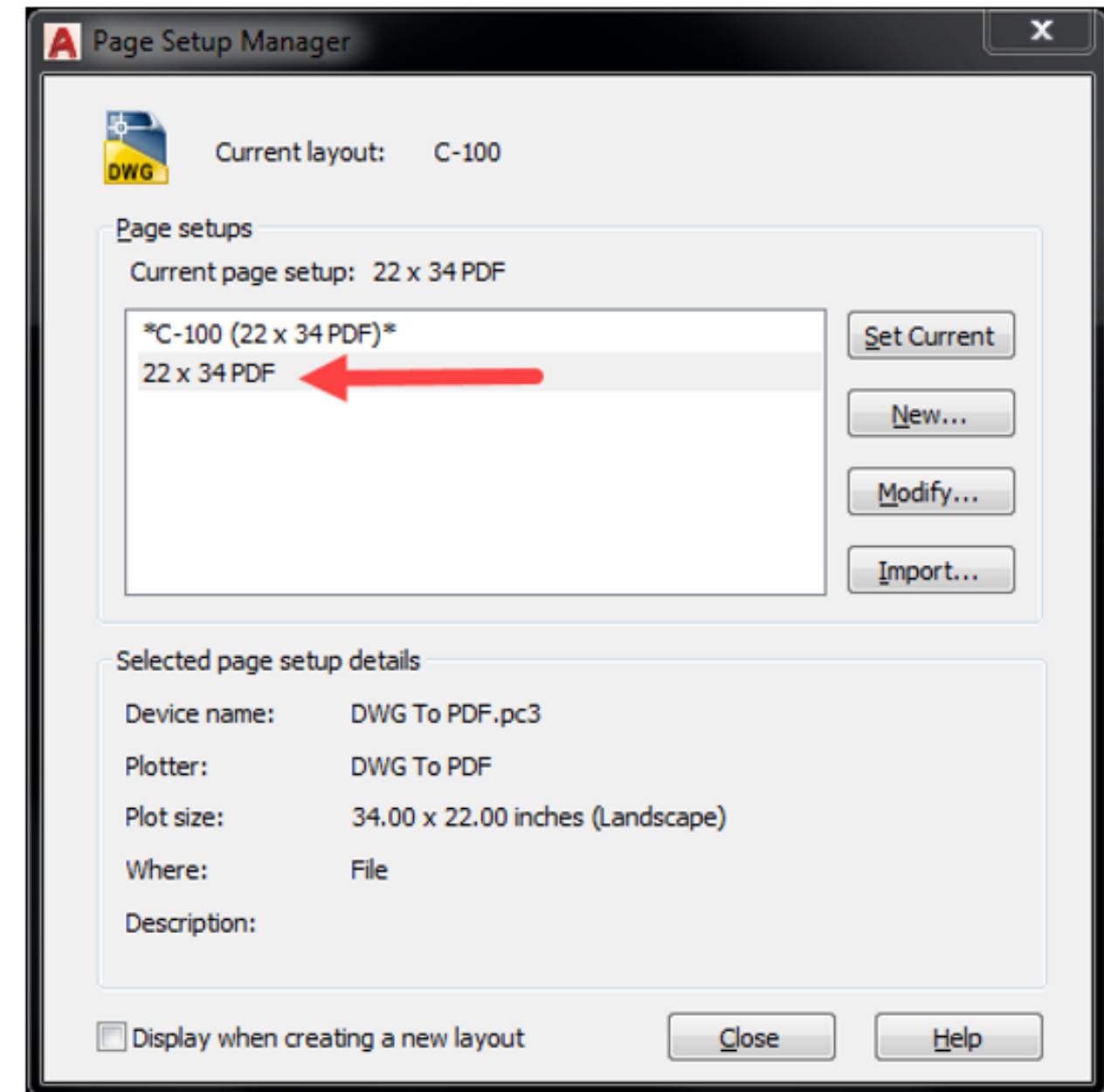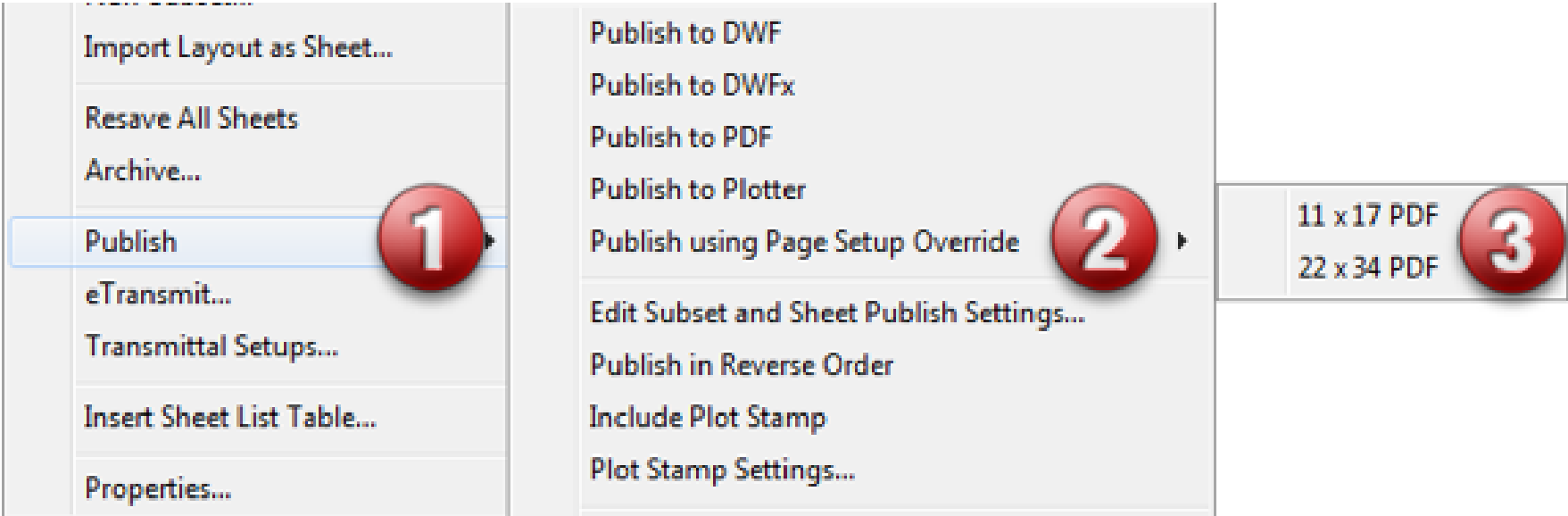
Move out to your pdf folder to see your results.

Depending on the **PUBLISHCOLLATE** system variable settings you will either be prompted for a compiled pdf name (Setting of 1) or individual sheets (setting of 2). Continue on adding your sheets to the design set.

Value	Description
0	A published sheet set is processed one sheet at a time. Separate PLT files are created for each sheet. If the sheet set is published, the sheets might be interleaved with other plot jobs.
1	A published sheet set is processed as a single job. A multi-sheet PLT file is created. If the sheet set is published, it is never interleaved with other plot jobs.

Exercise 10
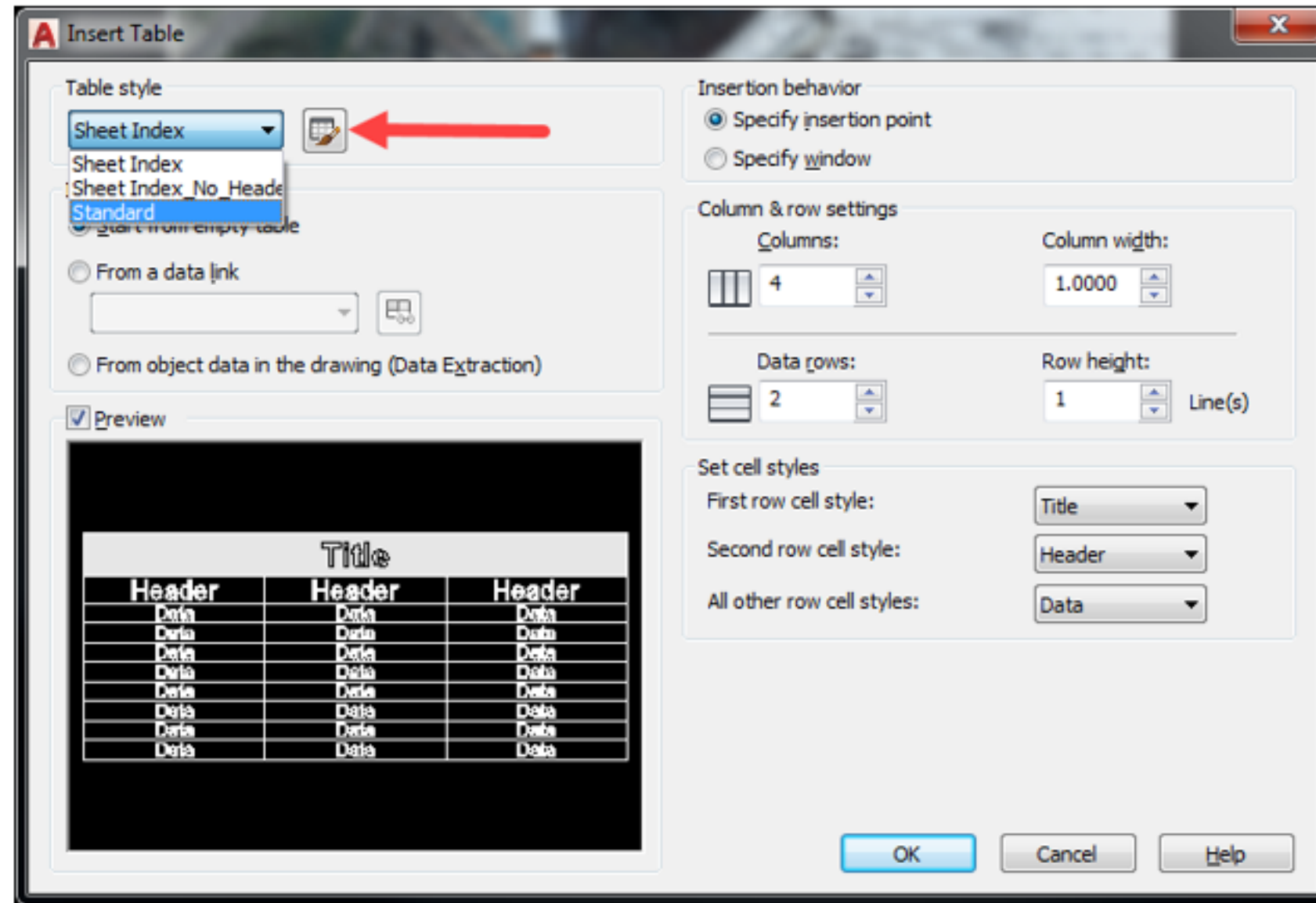
1. Start AutoCAD and open the Sheet Set in Exercise 10 folder.
2. Notice there are more sheets than before. The sheet set has been populated with data.
3. Double click or open drawing 20201118_G-100.
4. Type Table at the command prompt to bring up the table dialog box.
5. We have two types of Sheet Index Tables created for our project (one with headers and one without).


6. Select cancel and move back to your sheet. This is where you can create or import your own table style conforming to your company standard.

7. Right Click one of your sheets to display the Sheet Properties.
8. We are going to insert the Sheet Title, Sheet Number, and Sheet Description as shown.
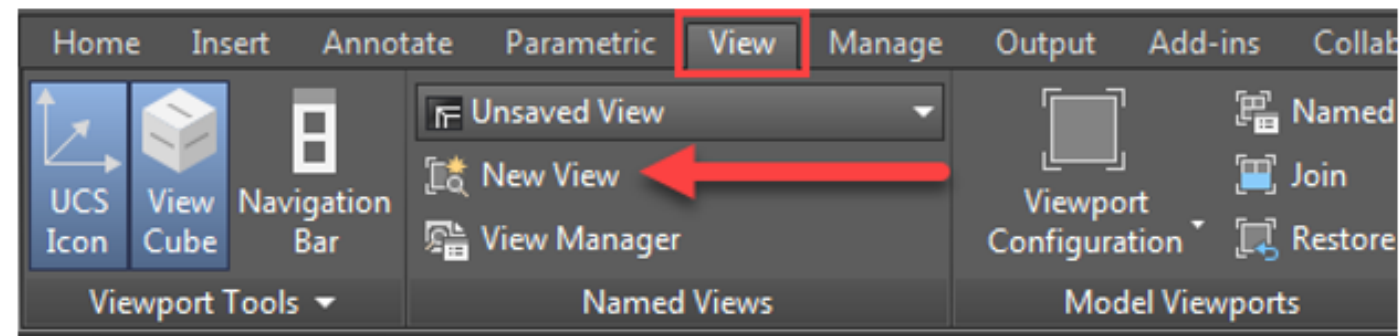
Exercise 11

1. Open X-Basemap in the exercise 11 folder as shown.
2. Notice in Model Space you have 3 named areas with markers.
3. Before making our views, check the Model space annotation scale since that is what the view will be inserted into the new drawing at.
4. Make sure the current scale is set to 1=100.

5. On the view tab of the ribbon select New View
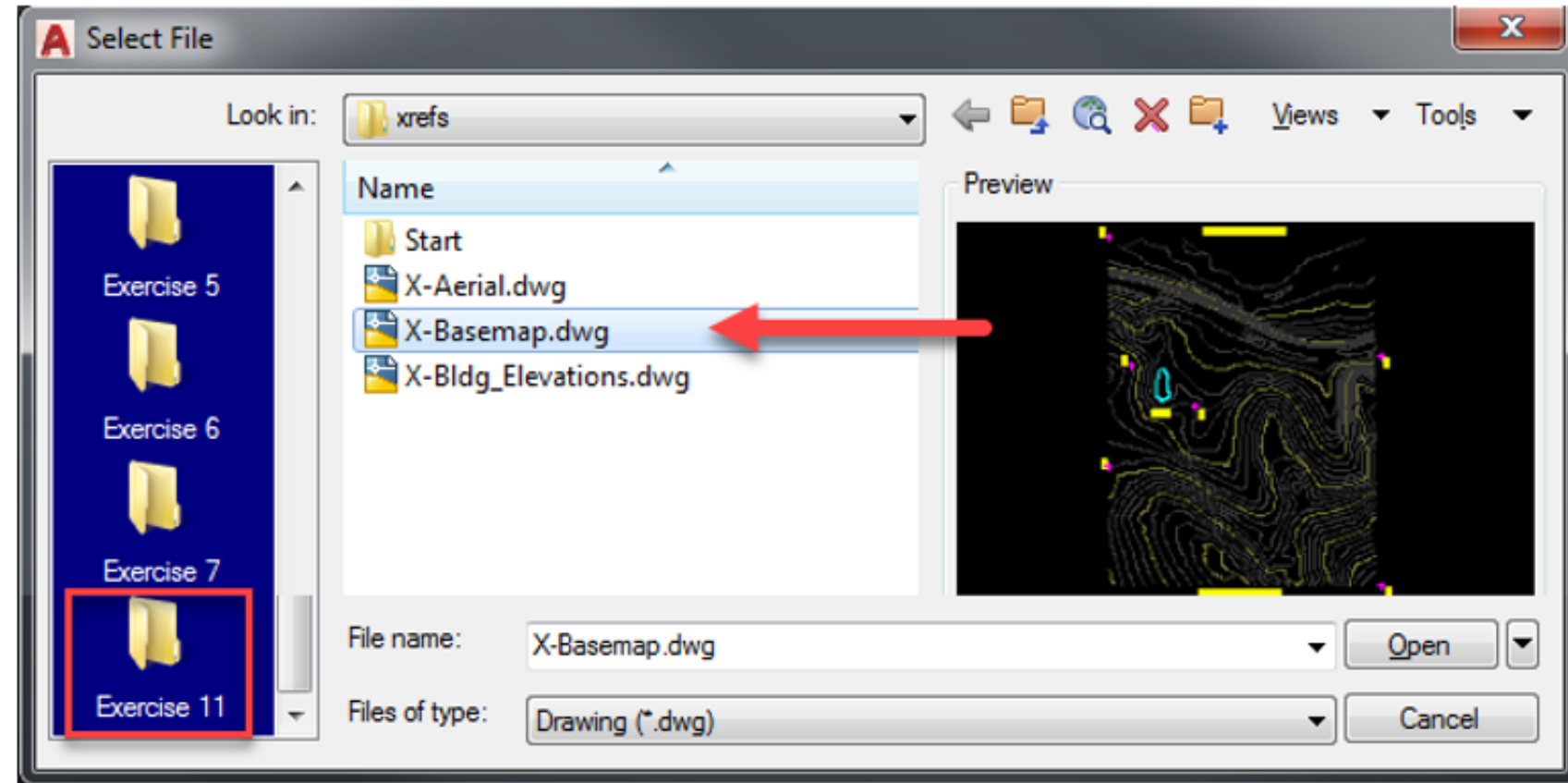
6. The New View properties dialog box will appear.
    1. Enter the view name: NORTH TOPOGRAPHY
    2. Enter the view category: CIVIL (this is more for organizational purposes)
    3. Select the window button.
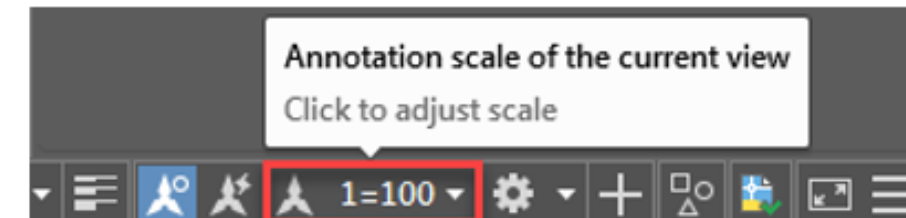
7. You will be taken back out to AutoCAD to select the two corners of your view.

8. Select the intersections of the point markers shown at 1 and 2.

9. Select OK and your view will be placed within your drawing as shown. – Follow the handout and continue creating 2 additional views.
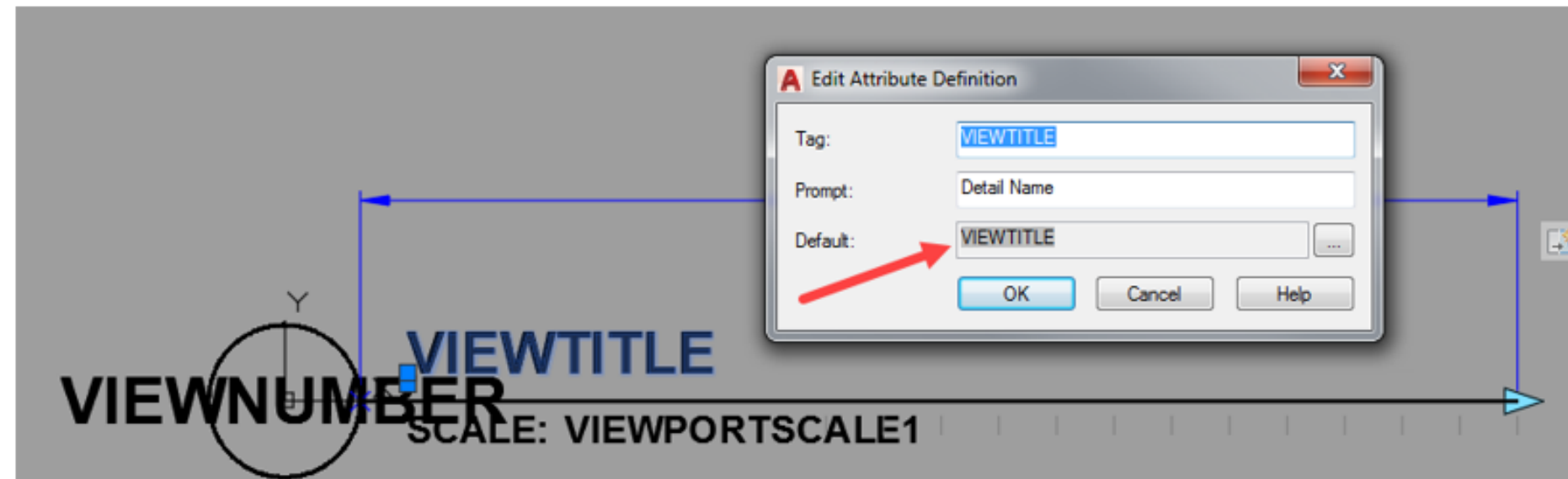
Exercise 12

1. Open the Sheet Set located in the Exercise 12 folder.
2. Move to the Model View Tab and select add a location.
3. Select Exercise 12 on the Start pane then select Open.
4. We now have our Model Space view setup.
5. We need to create and link our View Label Block.
6. Expand the details folder to see contents.
7. Double-click and open the drawing **View_Label_Block**.
8. Notice how the block has fields associated with the block. If you have an alternate way of labeling views you can customize your block by adding the same fields and referencing the text.

9. To view one of the fields right click the block and enter the block editor.


10. Click on the ellipse to enter the block and double-click the field.
    1. Enter Field Category
    2. Select placeholder type
    3. Select Uppercase Text
   4. Associate hyperlink.
    5. Select OK

Exercise 13

1. Open the Sheet Set located in the Exercise 13 folder.
2. Navigate through the sheet set and notice that all the fields and data are populated.
3. Right click your project and select properties.
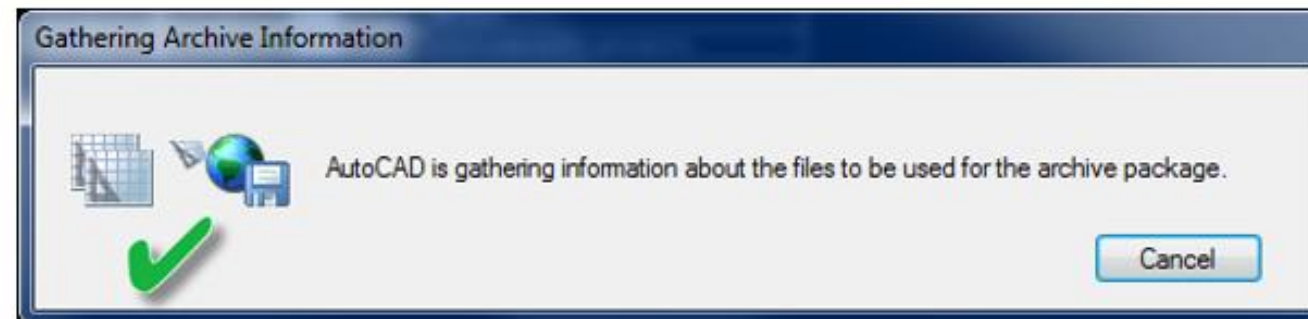4. Select the window on the right.
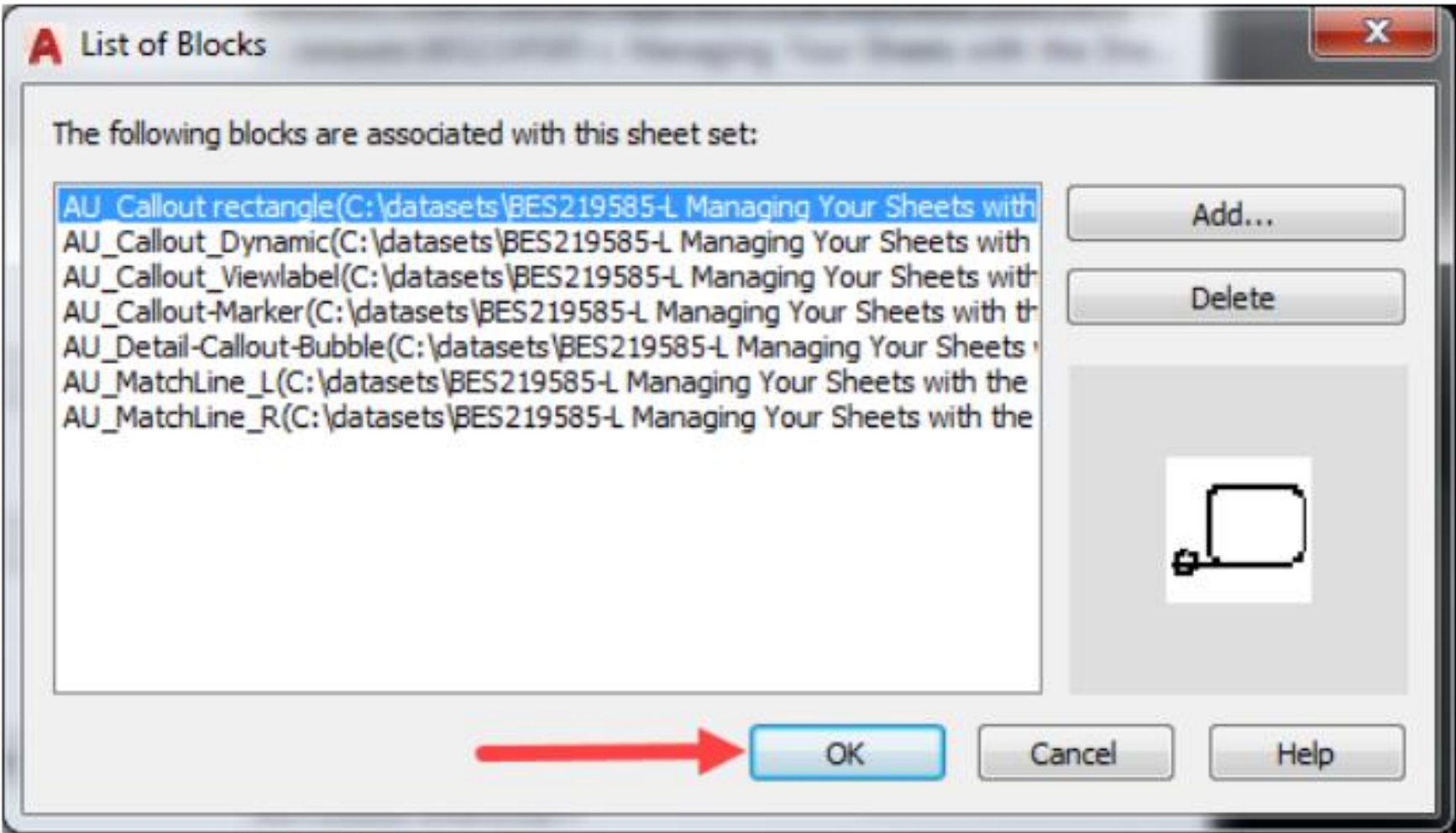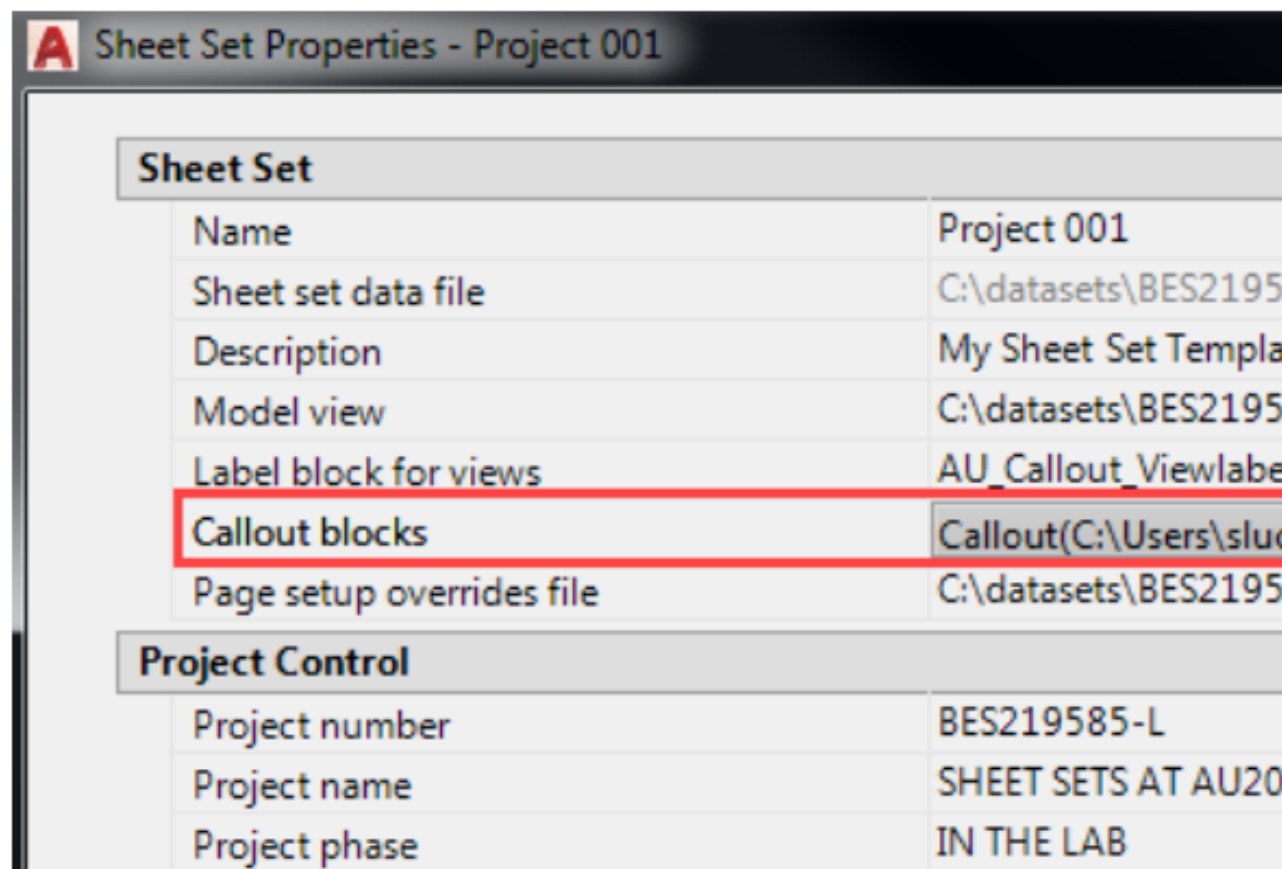
Exercise 14

1. Open the Sheet Set located in the Exercise 14 folder.
2. Right click on your sheet set. Access the Archive command by right clicking your project and selecting archive as shown below.
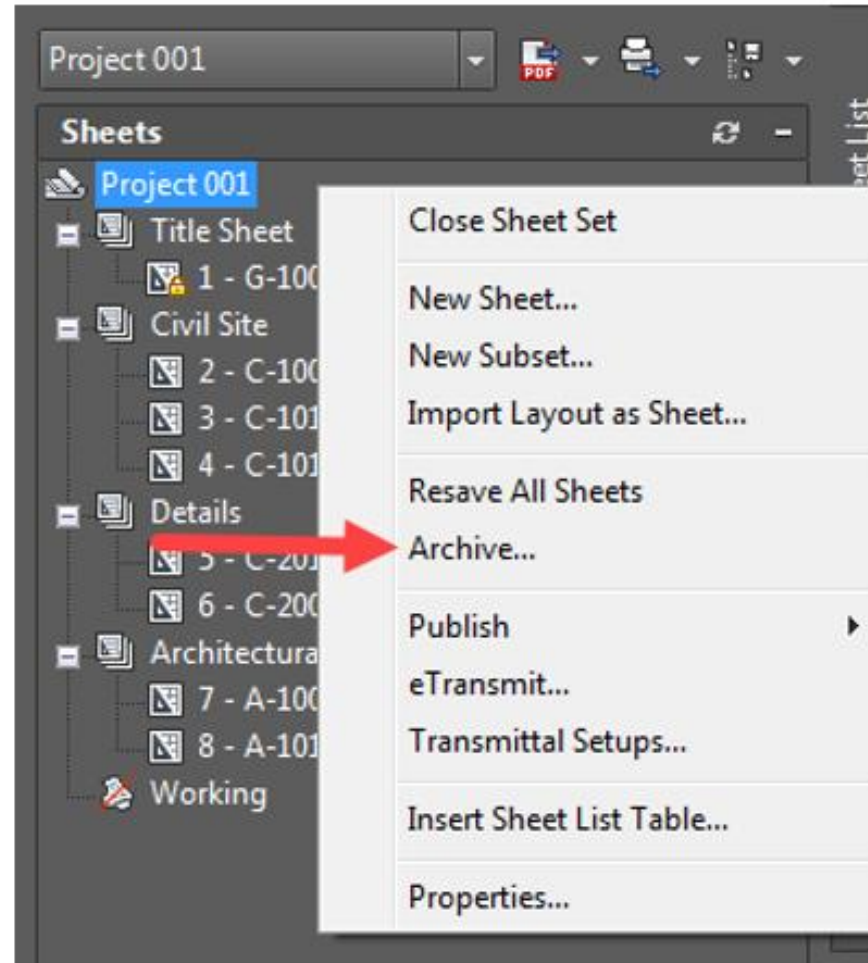
3. AutoCAD will gather the information from the sheet set, including images, xrefs, fonts, and templates.

Exercise 15

Note: Remember to set the PublishCollate system variable to your preference.

Publishing sheets as a single job requires a plot driver that supports the multi-sheet plotting or printing option.

1. Open the SSM in the Exercise 15 folder.

0	A published sheet set is processed one sheet at a time. Separate PLT files are created for each sheet. If the sheet set is published, the sheets might be interleaved with other plot jobs.
1	A published sheet set is processed as a single job. A multi-sheet PLT file is created. If the sheet set is published, it is never interleaved with other plot jobs.

2. Right click on your project and follow the 4 steps as shown.
3. Publish
4. Publish using Page Setup Override
5. Select your paper size.
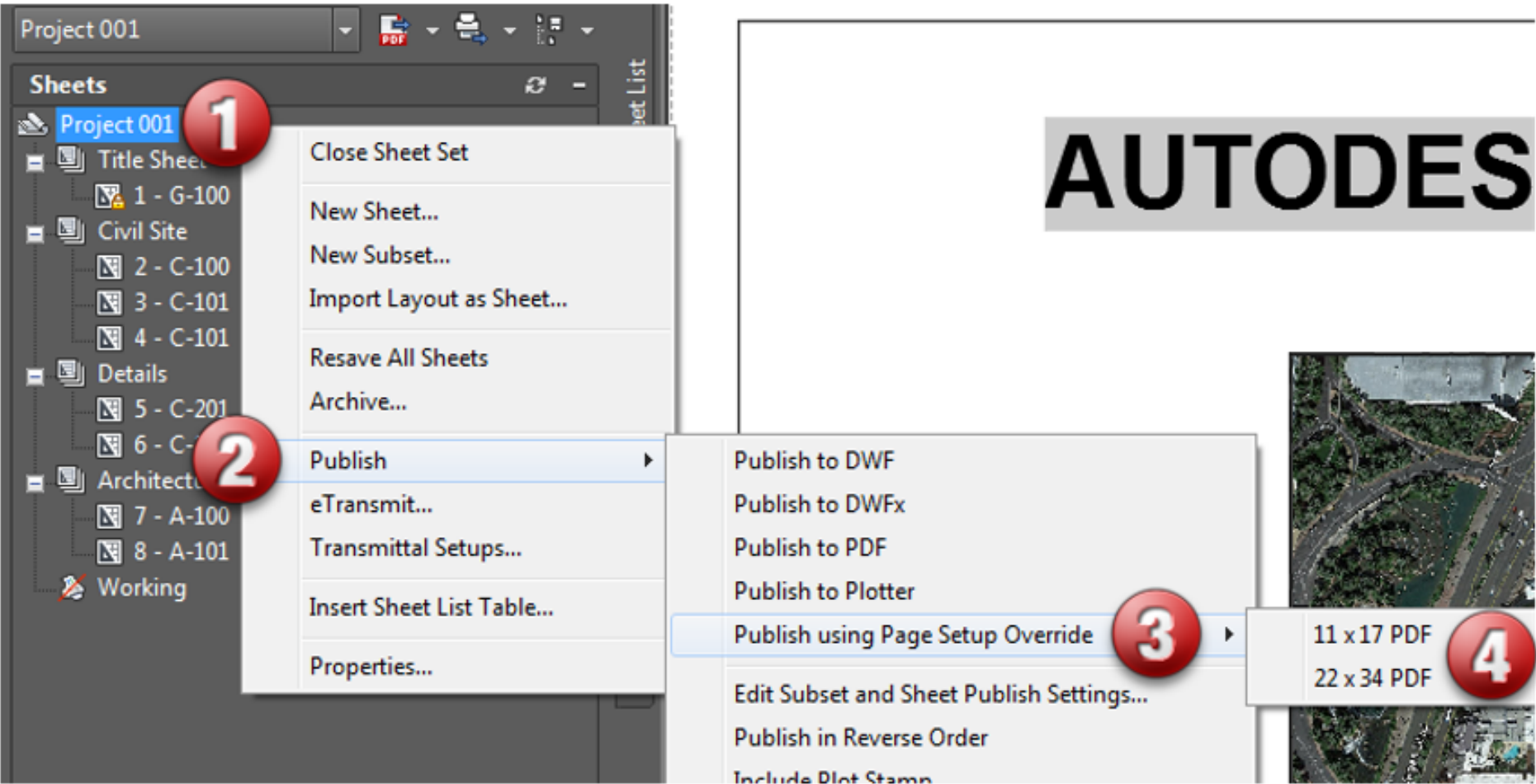
Mastering AutoCAD Sheet Sets

An Expert Guide

FREE EBOOK!

Whether you design manufactured parts, maps, or buildings, the sheet set functionality in AutoCAD enables you to efficiently create, manage, and share your entire set of sheets from one convenient location. At first glance, the powerful functionality offered by the Sheet Set Manager may seem overwhelming, but the good news is you don't have to learn and implement all the functionality simultaneously.

We have developed this 60-page free e-book so you can immediately begin reaping the benefits of Sheet Set functionality. The eBook is structured to be self-paced, allowing you to progress through each level of implementation from the simplest to the most complex at your own speed. Spend just a few minutes each week or at your own pace until you've created a fully functional sheet set with minimum disruption to your current workflow.

The e-book is conveniently organized into 17 chapters with step-by-step instructions on how to create a new sheet set, how to transition to sheet set master and how to implement sheet sets for maximum efficiency.

In addition to the expert guide and this class you will find many resources on the Sheet Set Manager at Autodesk University. While each class may be different, they all contain excellent information on the sheet set manager and tricks on how the author uses it efficiently within their design role.

Thank you!

My name is Sam Lucido and I am CADproTips

AUTODESK