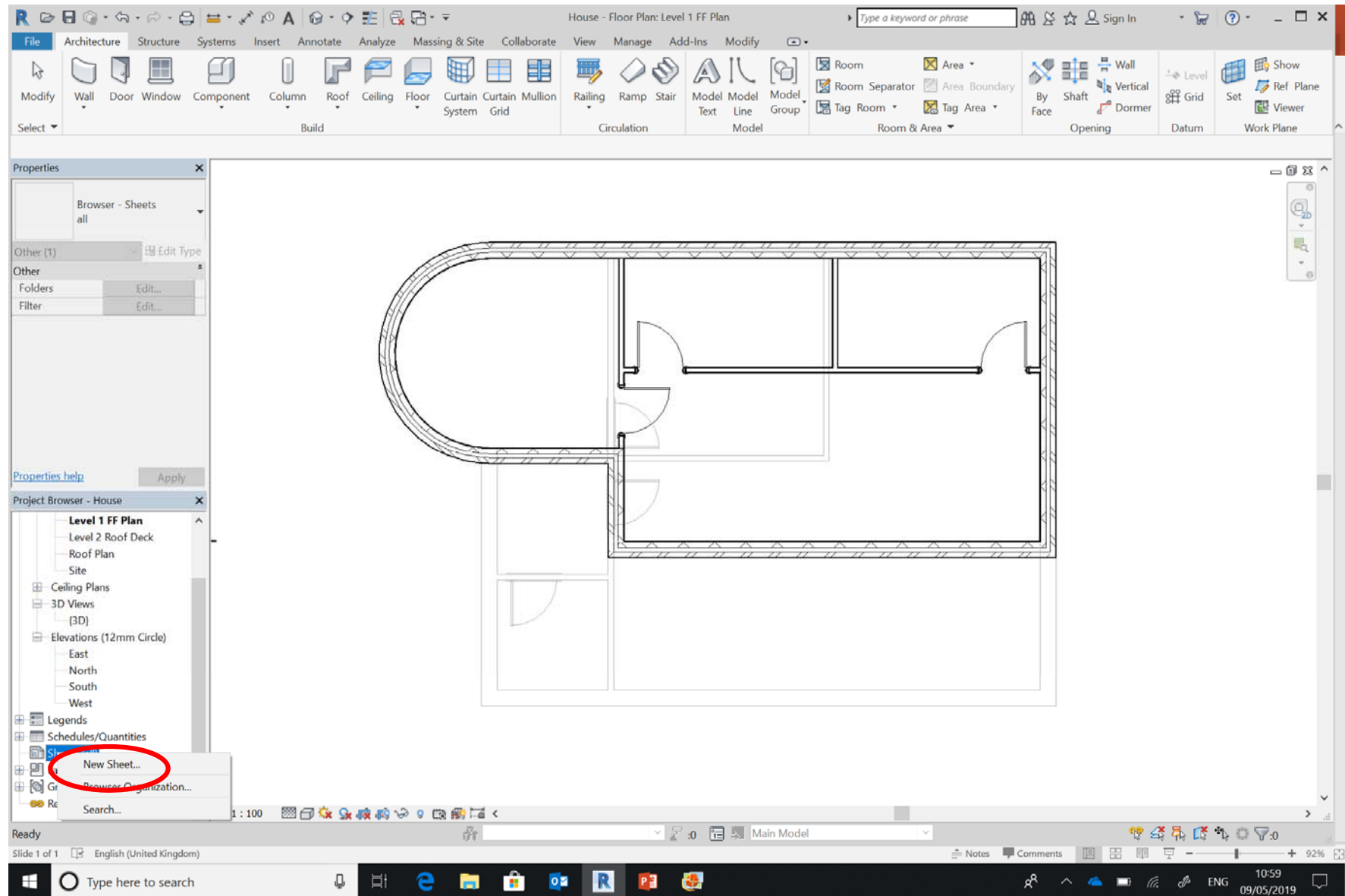
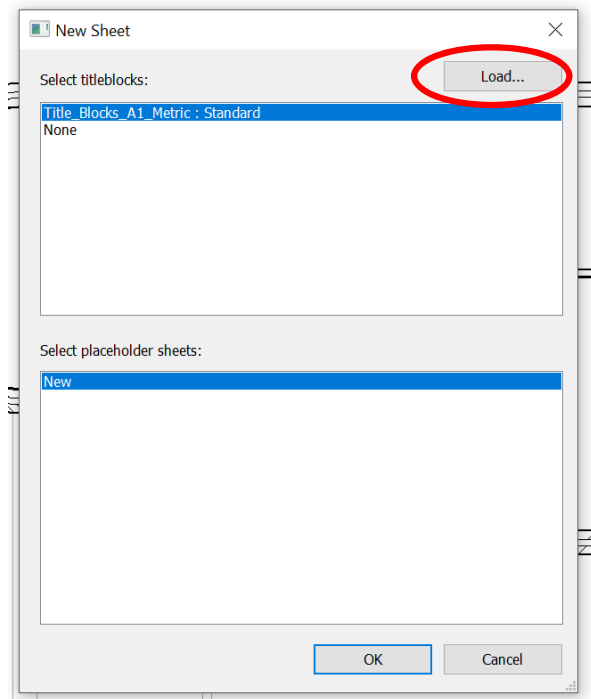


Setting up Sheets and Printing in Revit.



1. Right click on Sheets in the project browser and select 'New Sheet'

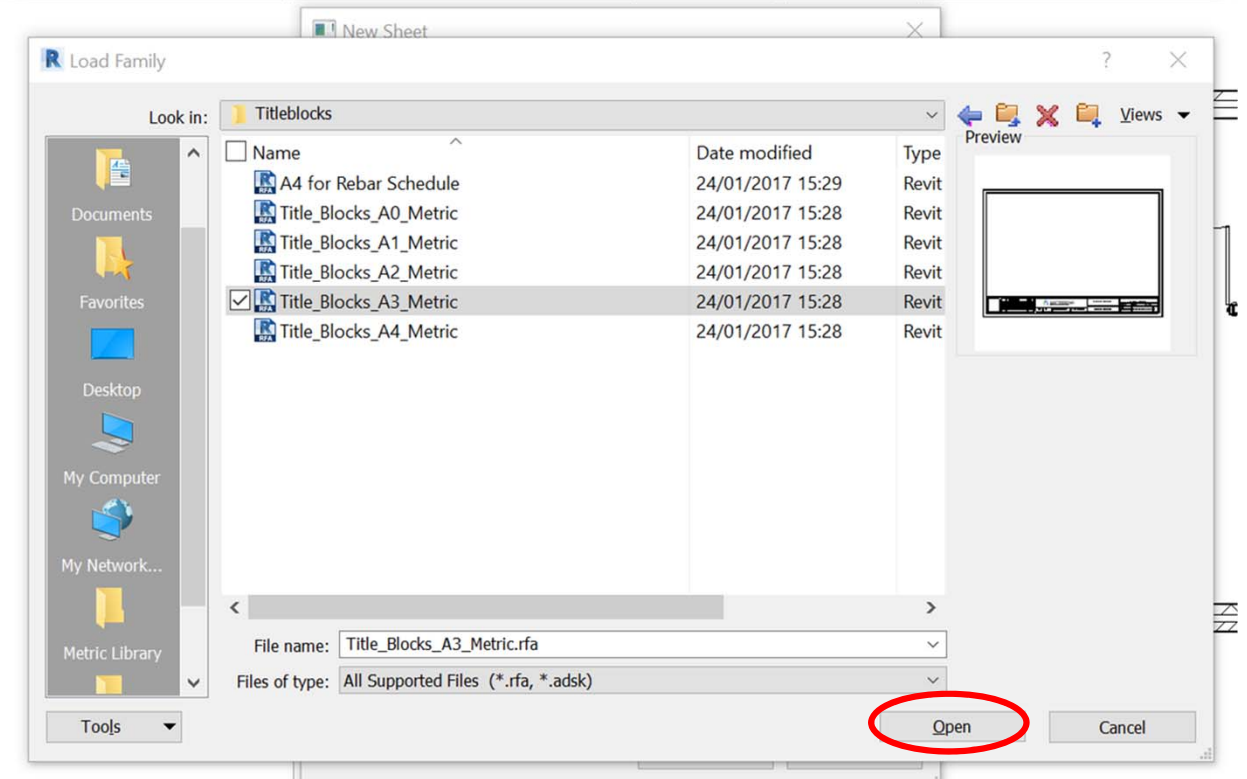
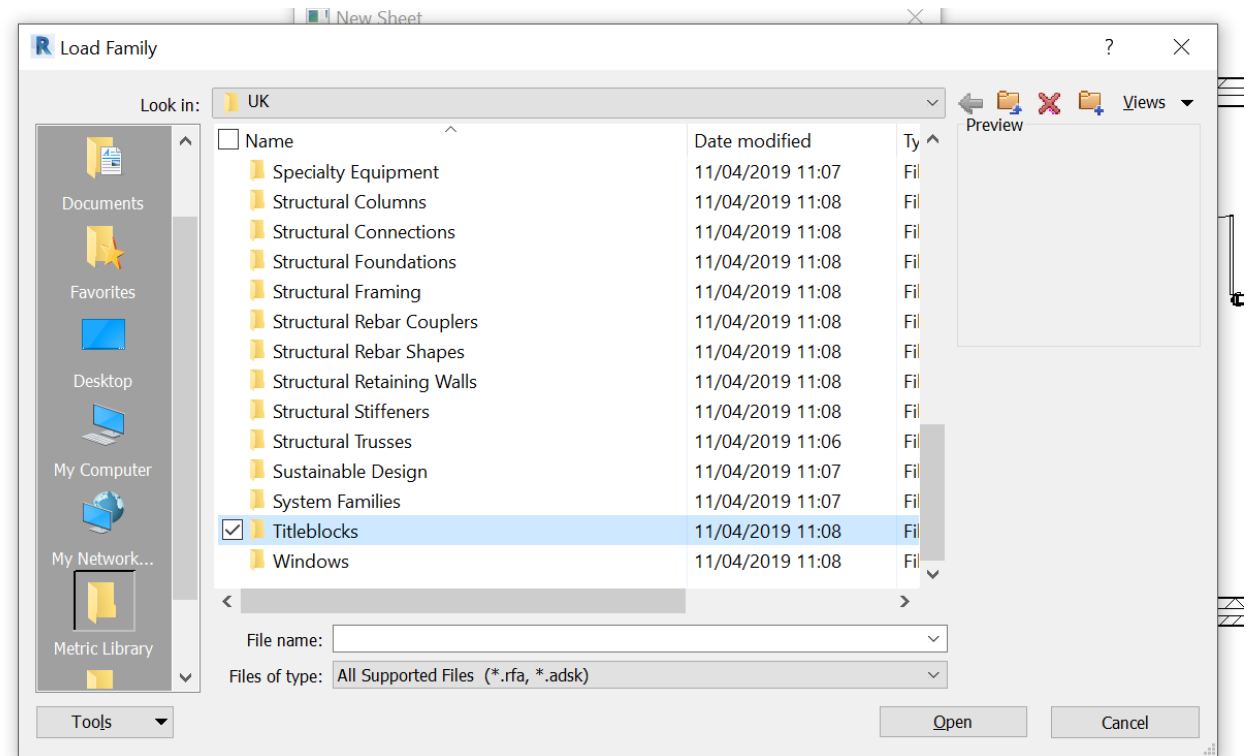


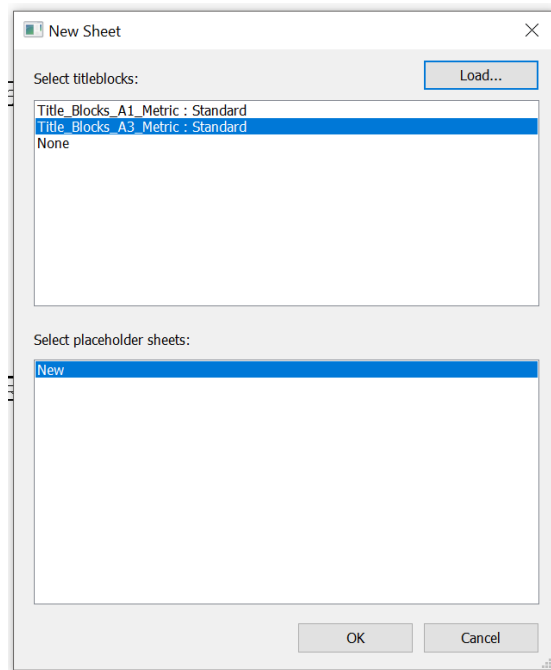
2. 'New Sheet' dialogue box will appear showing available titleblocks in the model.

3. To load a different titleblock click LOAD

4. Load Family window will appear. Scroll to Titleblock folder and double click.

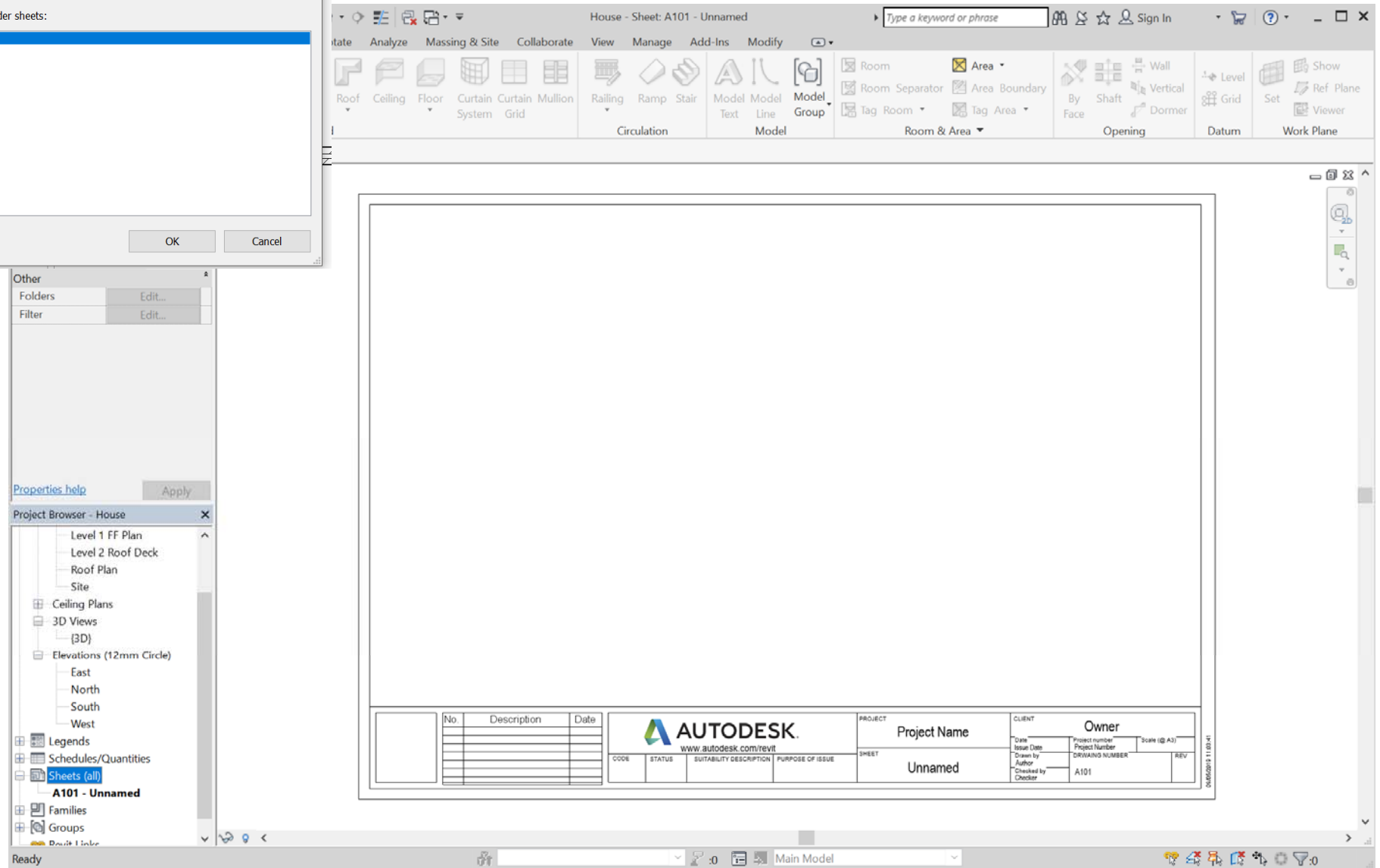
5. Select the A3 titleblock and click Open.





6. Select the Loaded titleblock and click OK.

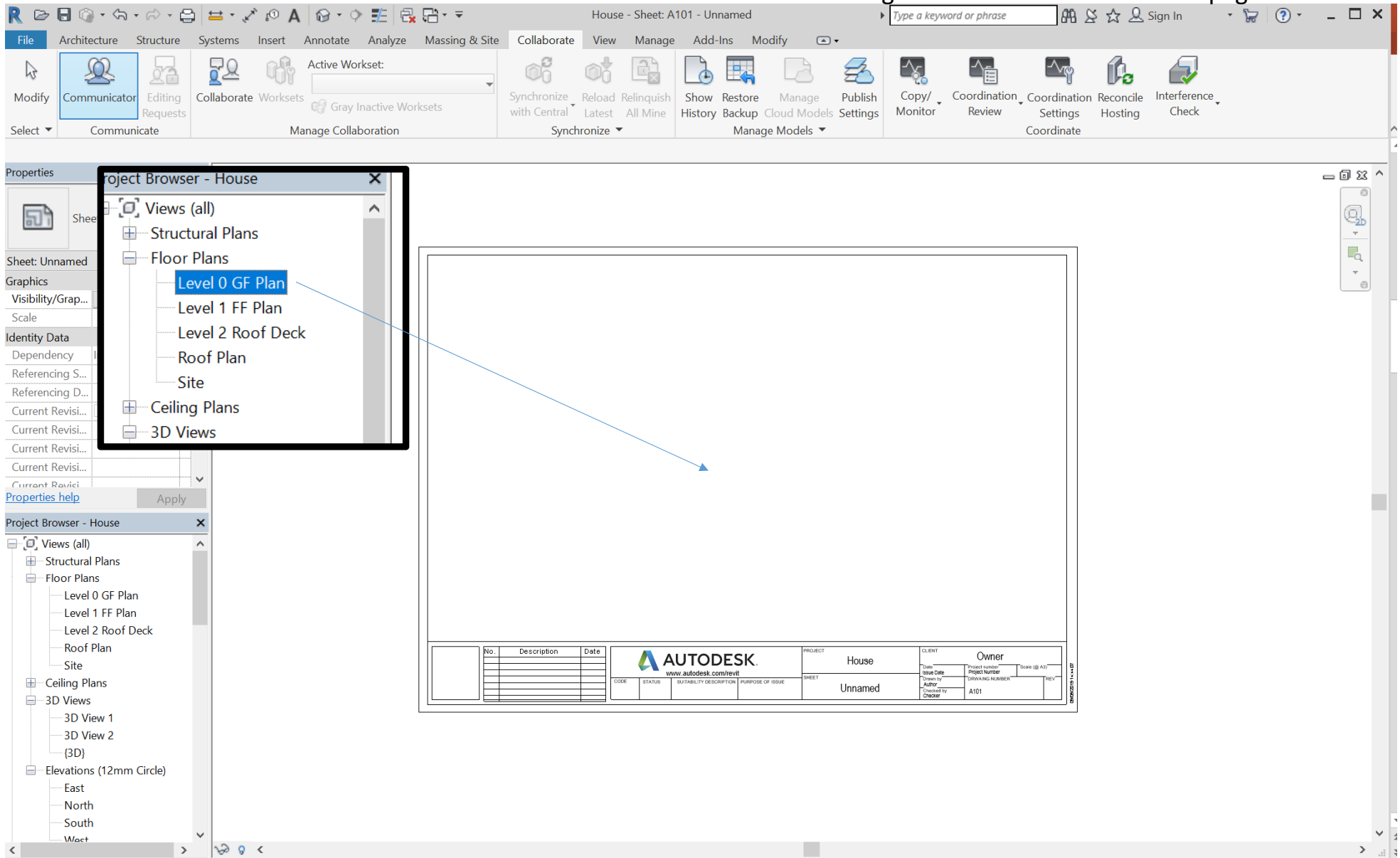
7. The new sheet will appear in the project browser.



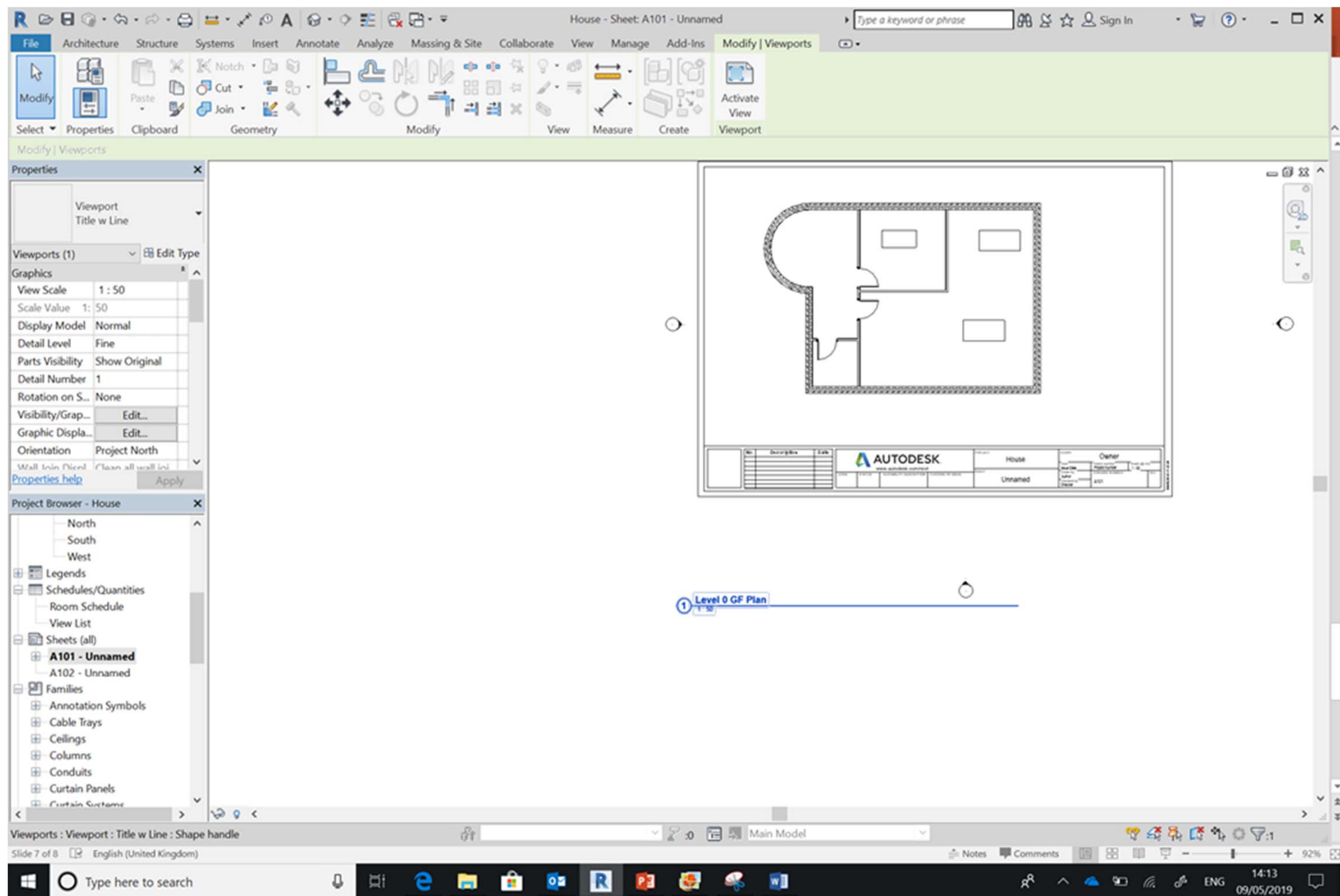
Placing Views on Sheets.

8. In the titleblock view, scroll the project browser to the View that you want to place on the titleblock.

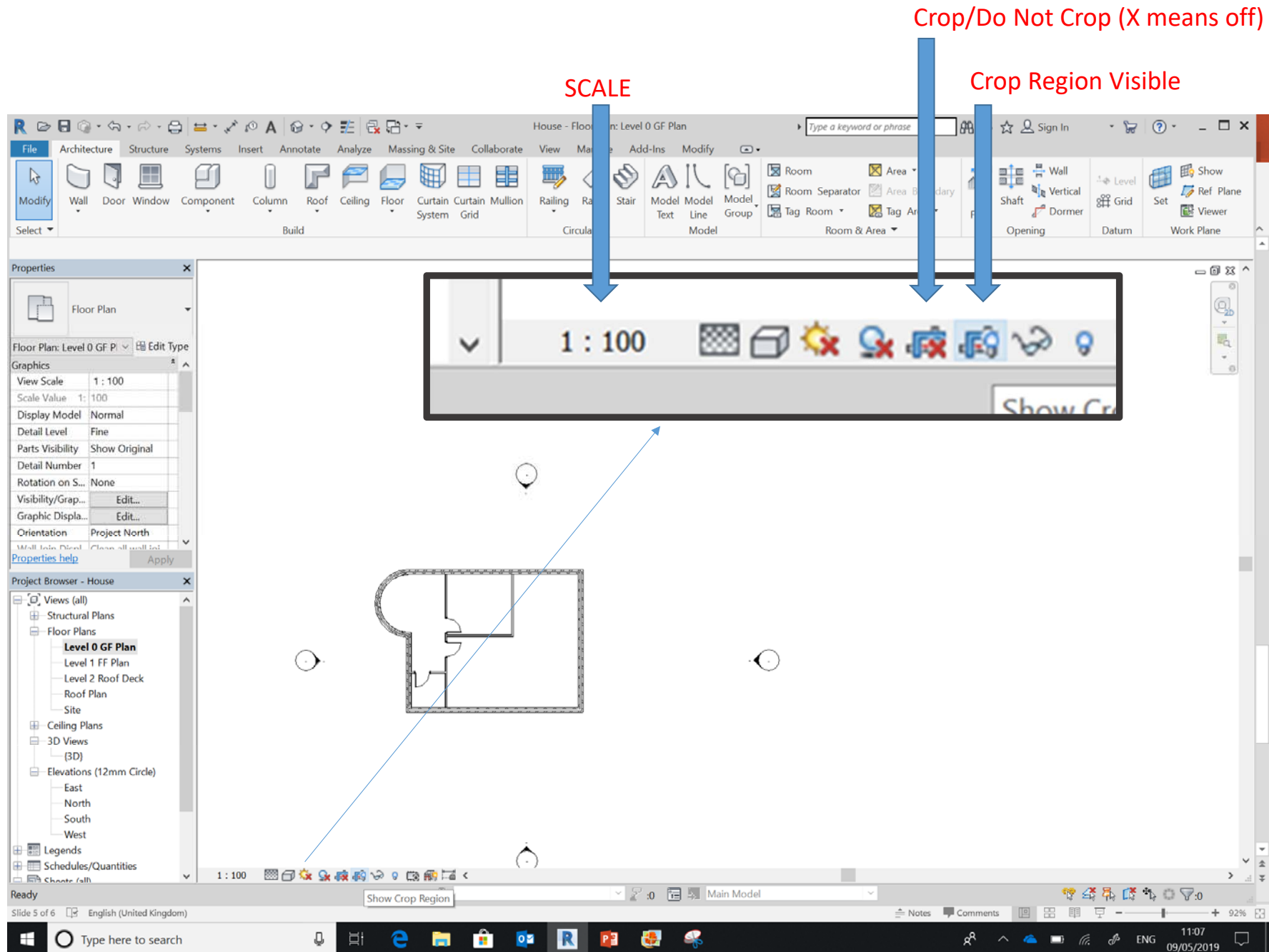
9. Click on the view – Hold – and drag the view onto the titleblock page



10. The view will appear on the titleblock page but may need editing to fit.

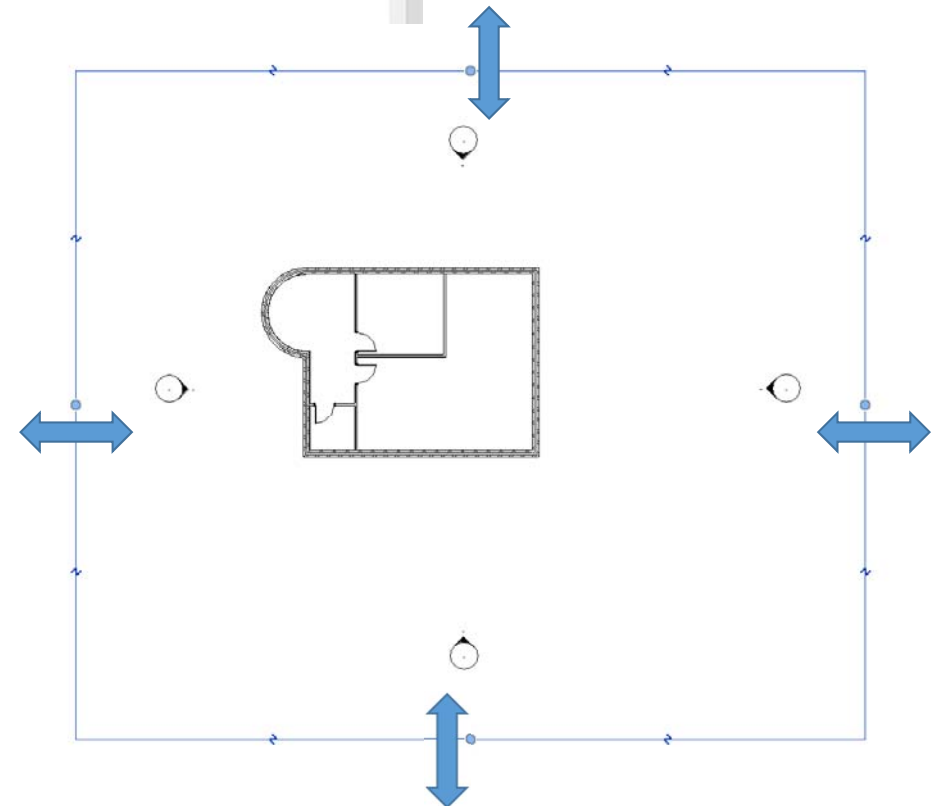
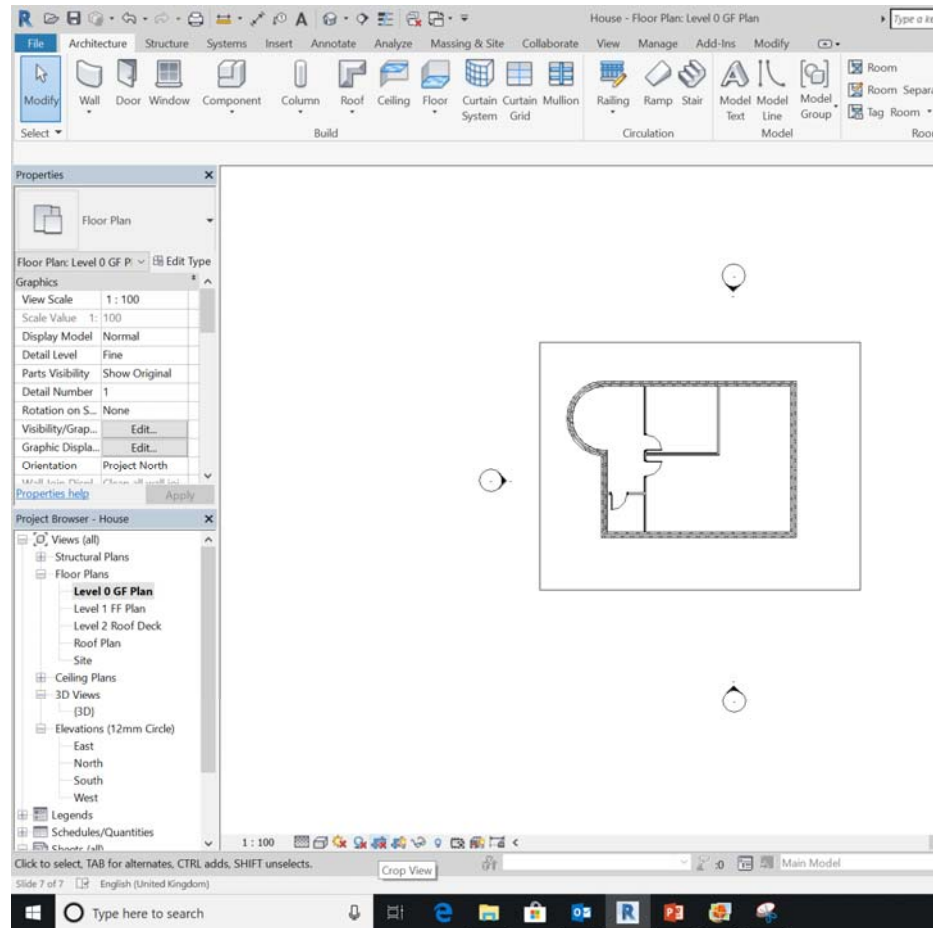


10. You can Edit but changing the Scale or Cropping the View.

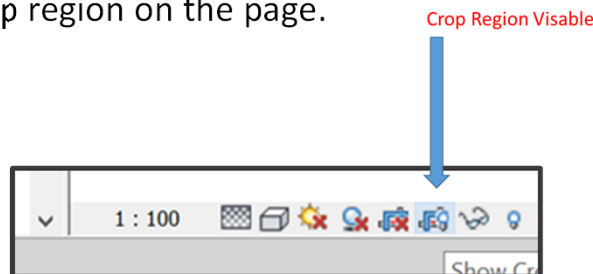


11. Switch on the crop region – it will appear as a rectangle on your screen.

12. Click on the crop region and use the Grips to move your crop region.

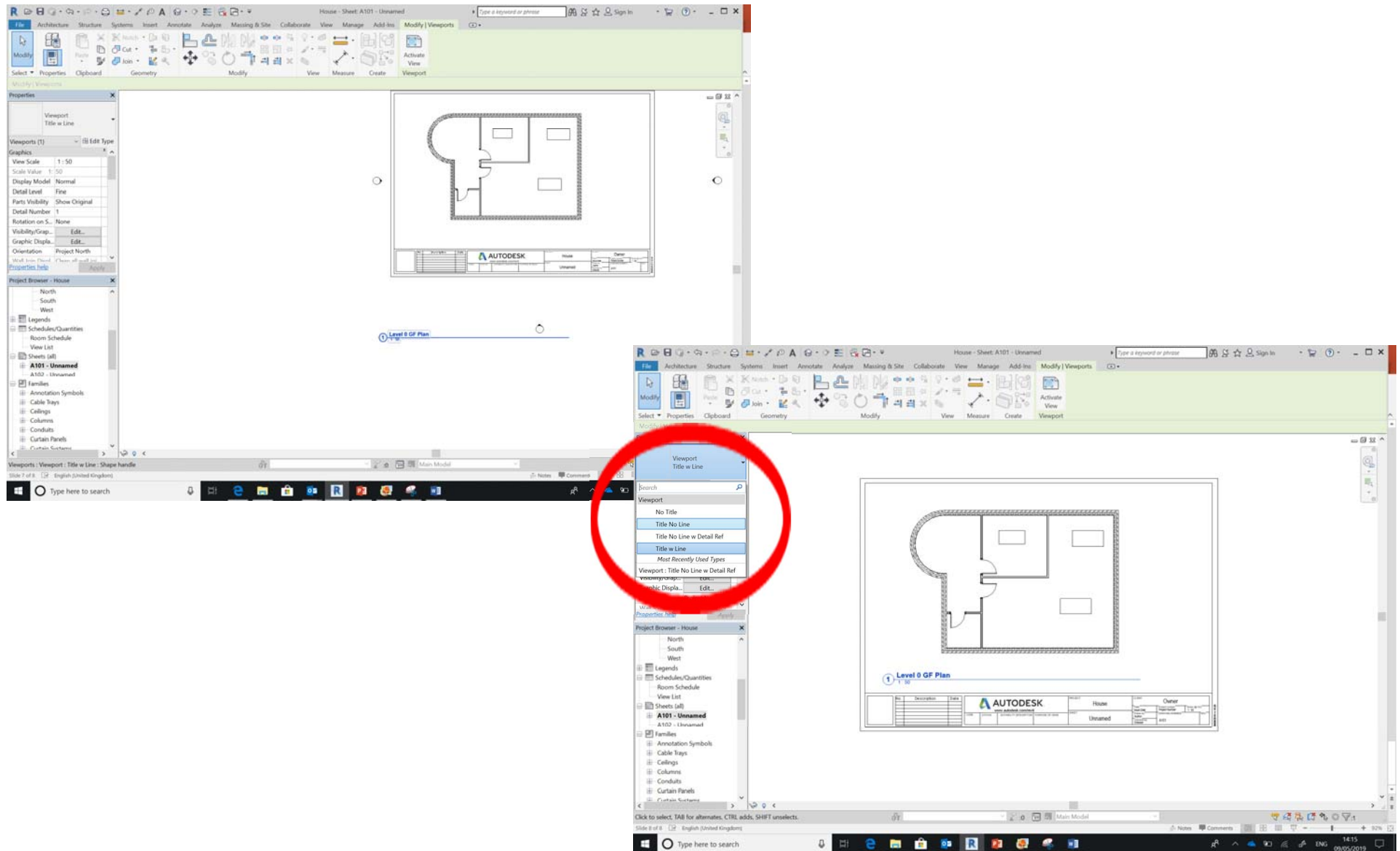


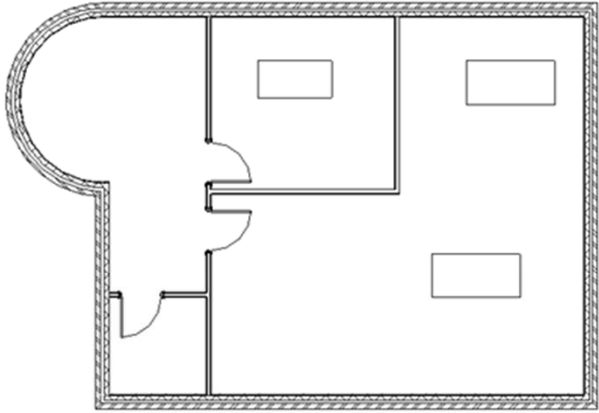
13. Once you are happy with the view. Hide the crop view to hide the crop region on the page.



14. You may also need to relocate the Title of your view. Click on it to highlight it in Blue and drag it to the location you want.

15. To change the Title (type) use the dropdown in the Properties to select Title with NO LINE





Level 0 GF Plan
1 : 50

	No.	Description	Date


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PROJECT	House	CLIENT	Owner
DATE		Issue Date	
Drawn by	Author	Project Number	
Checked by	Checker	DRAWING NUMBER	A101

CODE	STATUS	SUITABILITY DESCRIPTION	PURPOSE OF ISSUE
?	?	?	?

SHEET	Unnamed
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16. Your view should be centrally located on the sheet.

17. You can edit your titleblock to change the details by clicking on the fields.

	No.	Description	Date


AUTODESK
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PROJECT	Project Name	CLIENT	Owner
DATE		Issue Date	
Drawn by	Author	Project Number	
Checked by	Checker	DRAWING NUMBER	A101

CODE	STATUS	SUITABILITY DESCRIPTION	PURPOSE OF ISSUE
?	?	?	?

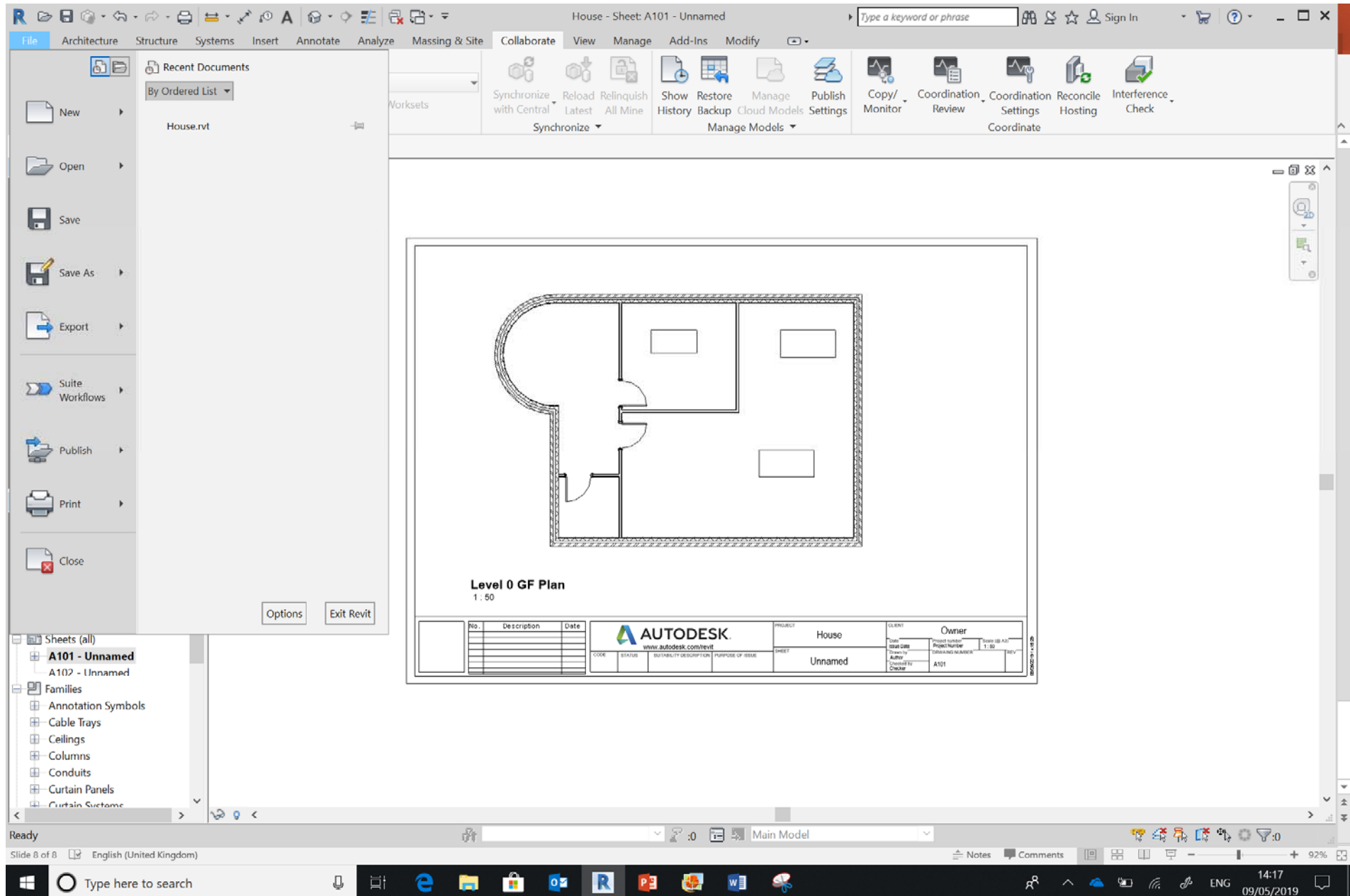
SHEET	Unnamed
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REV	?
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Printing in Revit.

18. FILE > PRINT



19. The Print Dialogue appears: Use the Setup button to change Size – ensure Zoom is set to 100%. Click OK Use Select button to select sheets to print – ensure Sheets is ticked. Click OK

