

Guidelines for preparation of the application file (.apz file)

Step 1: Building plans are prepared by Architect / Engineer in AutoCAD software.

Step 2: Architect / Engineer prepare a AutoPlan Author Project in which details of project such as drawing details, Ownership Details, Land Details, Building Details, etc., shall be entered and the prepared Building Plan shall be attached to the project.

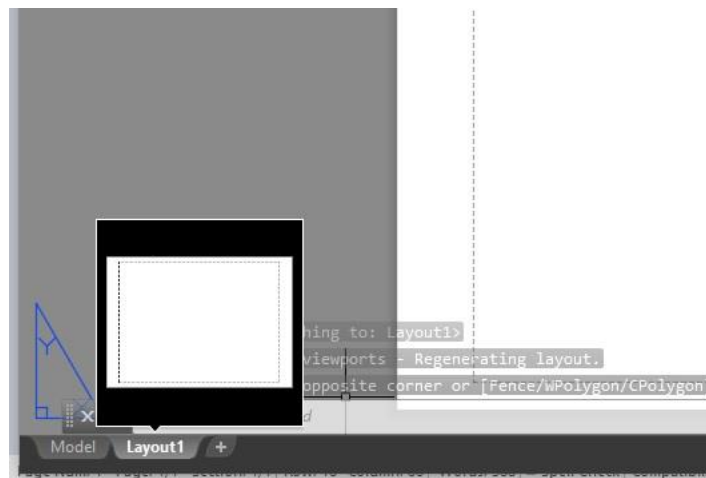
Step 3: The prepared Building Plan shall be marked through various marking forms in AutoPlan Author.

Step 4: Application file (.apz file) shall be generated from AutoPlan Author.

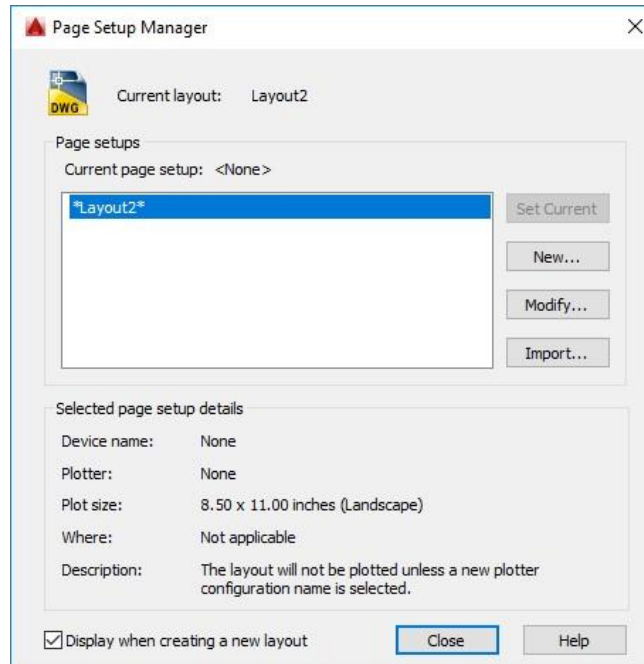
Complete Help manual is available along with Author download.

Guidelines for setting Layout:

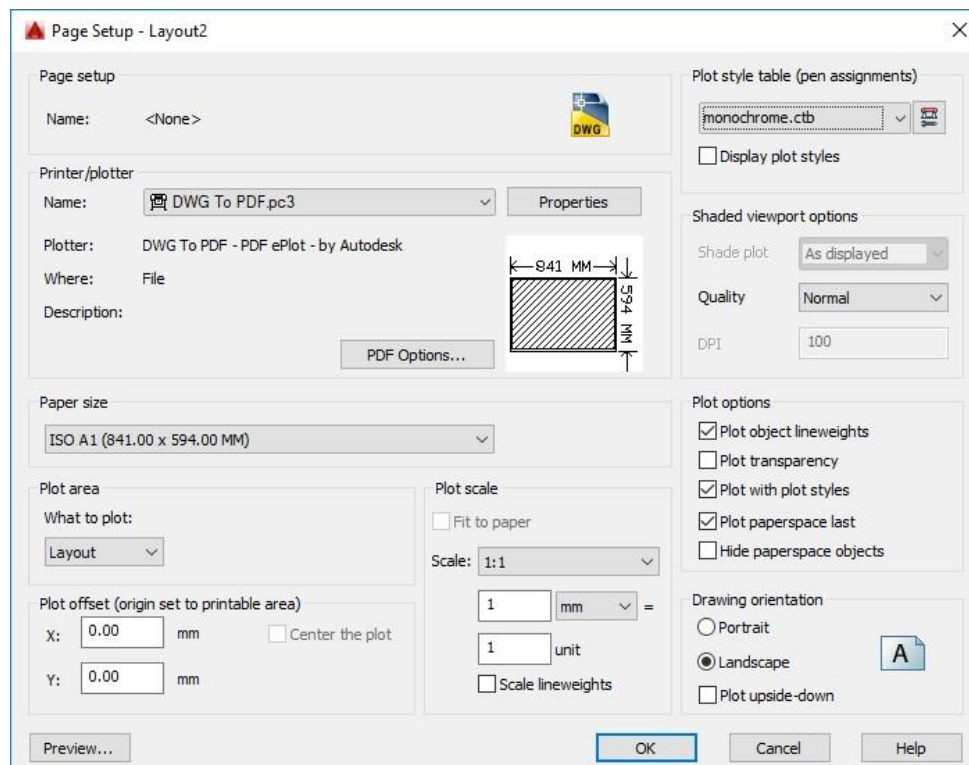
- i. Select **Layout** tab (at bottom left corner) and clear all the contents (if available)



- ii. **Right click** on the **Layout tab Name** and select **Page Setup Manager**. *Page Setup Manager* window will open.



- iii. In the **Page Setup Manager** window, select the **Layout Name** and click **Modify** button. **Page Setup** window will open.



- iv. In **Page Setup** window,
 - a. Select '**Drawing to PDF.pc3**' from **Name** dropdown list
 - b. Select the paper in which the drawing is to be plotted as per standard paper size from **Paper Size** dropdown list

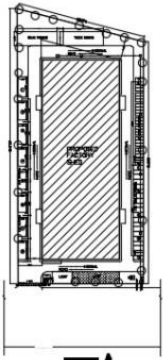
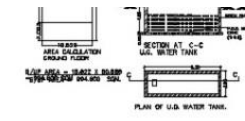
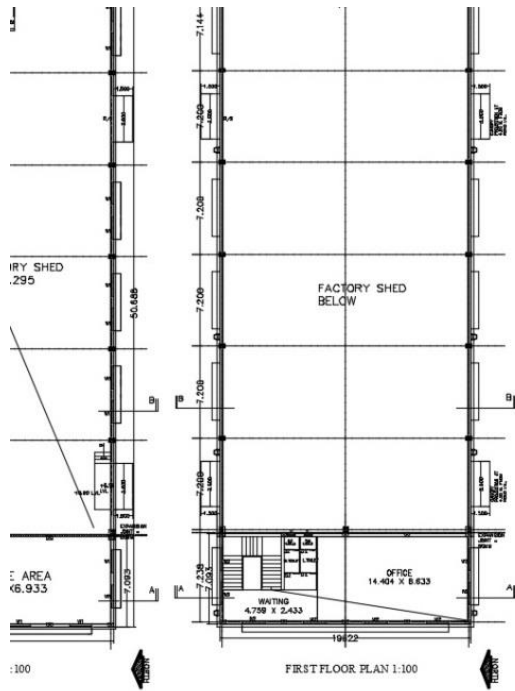
Note: Standard size of drawing sheet as per NBC 2016 is


<u>Sl.N</u> <u>o.</u>	<u>Designation</u>	<u>Trimmed Size mm</u>
1	A0	841 x 1189
2	A1	594 x 841
3	A2	420 x 594
4	A3	297 x 420
5	A4	210 x 297
6	A5	148 x 210

- c. Select '**Layout**' in **What to plot** dropdown list
 - d. Select **1:1** in **Scale** dropdown list
 - e. Select '**mm**' in dropdown list next to **Scale**
 - f. Select '**Monochrome.ctb**' in **Plot Style Table** dropdown list
 - g. Select '**Land Scape**' in **Drawing Orientation** radio button selection
 - h. Click **OK** button
- v. Close **Page Setup Manager** window by clicking Close button (Clear the Layout area if required)
 - vi. If the user has not prepare layout for all the drawing to be printed in Model space, follow the below step:

Select the drawing Layout from the workspace (default drawing Layout from CAD application source path) and copy it (**Ctrl + C**) and go to **Layout** tab and paste it (**Ctrl+V**). Set the full size layout within dotted line in order to print the drawing.

Note: Design your own layout with in dotted space as per standards and an empty space at **bottom right corner shall be left free for office use. Size of the empty space should be 8 X 8 unit.** In the finished layout it should come as shown below.



[GRADER (CALCULATED)]		0.000										
[TYPICAL EXISTING ELEVATIONS]												
[PROVISION OF UTILITIES]												
[PROVISION OF PUBLIC UTILITIES]												
AREA												
TOTAL PERMISSIBLE AREA												
B/LUP AREA OF GROUND FLOOR												
B/LUP AREA OF FIRST FLOOR												
TOTAL B/LUP AREA												
[FIR CONSIDERED]												
LEGENDS												
PLAT BOUNDARY SHOWN IN	1-	2074.00 SQM.										
B/LUP AREA SHOWN IN	1-	2074.00 SQM.										
WATER LINE SHOWN IN	1-	964.60 SQM.										
DRAINAGE LINE SHOWN IN	1-	136.178 SQM.										
SCHEDULE OF OPENINGS												
DOOR	1-	0.548 SQ										
DOOR	1-	1.80 X 2.40										
DOOR	1-	0.80 X 2.10										
DOOR	1-	0.78 X 2.10										
DOOR	1-	1.20 X 2.10										
PLAN OF PROPOSED FACTORY SHED ON												
SIGN OF OWNER												
SIGN OF ARCHITECT												
 K&K ASSOCIATES ARCHITECTS & ENGINEERS												
<table border="1"> <tr> <td>DATE</td> <td>BY</td> <td>CHKD BY</td> <td>APP. BY</td> <td>SCALE</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>			DATE	BY	CHKD BY	APP. BY	SCALE					
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1.1.1 How to set the drawing in layout using View Port:

- i. Type **MVIEW** command and click **Enter** key.
- ii. Select the boundary up to which drawing has to be printed in Sheet.
- iii. Now **View Port** is created and the drawing in Model tab will come in Layout
- iv. Double click on the drawing in **View Port** and type **ZOOM** command and click **Enter** key
- v. Type **SCALE** and click **Enter** Key
- vi. Type **1000/100xp** and click **Enter** key (*if you wish to print your drawing in 1:100 and drawing unit is in meter*)

Note: **1000/100xp** is for plotting a plan drafted in **Metre** to **1:100** scale. For plotting the other combinations, refer the table below

<u>Sl.No.</u>	<u>Unit of Drawing</u>	<u>Plotting Scale</u>	<u>Command</u>
1	Metre	1:100	1000/100xp
2	Metre	1:200	1000/200xp
3	Metre	1:500	1000/500xp
4	Millimetre	1:100	1/100xp
5	Millimetre	1:200	1/200xp
6	Millimetre	1:500	1/500xp
7	Centimetre	1:100	10/100xp
8	Centimetre	1:200	10/200xp
9	Centimetre	1:500	10/500xp

- vii. Now do not zoom the drawing but pan the drawing to fit in as required for print
- viii. Double click outside the View Port to lock it

1.1.2 How to set a new View Port with different scale in the same layout:

- i. Create a new View Port using **MVIEW** command in the same layout outside the existing **View Port**

- ii. Double click on the new View Port and type **ZOOM** command and click **Enter** key
- iii. Type **SCALE** and click **Enter** Key
- iv. Type **1000/200xp** and click **Enter** key
- v. Now do not zoom the drawing but pan the drawing to fit in as required
- vi. Double click outside the View Port to lock it
- vii. Select this View Port and resize the ViewPort by Select and Drag the corners to Site Plan only and
- viii. Move the new Viewport over the old Viewport by **MOVE** command and place it in position as required