

Exercise 29-4

1. Continue from Exercise 29-3 or start AutoCAD.
2. Open the A-03.dwg file from the AutoCAD 2020\Sample\Sheet Sets\Architectural folder.
3. Save a copy of A-03 as EX29-4. The EX29-4 file should be active.
4. Create a copy of the DOORS WINDOWS AND ROOMS layout. Activate the new DOORS WINDOWS AND ROOMS (2) layout.
5. Delete all of the existing floating viewports.
6. Make the PS_Viewport layer current.
7. The file includes multiple named model views. Use the **Insert View** drop-down list in the **Layout Viewports** panel of the **Layout** ribbon tab to insert each of the door frame and door type named views into the layout as shown in the DOORS WINDOWS AND ROOMS layout. Before placing the floating viewports, right-click and select the 1/2" = 1'-0" scale.
8. Use the **New View** option from the **Insert View** drop-down list in the **Layout Viewports** panel of the **Layout** ribbon tab to insert the window types as shown in the DOORS WINDOWS AND ROOMS layout. Before placing the floating viewport, right-click and select the 1/4" = 1'-0" scale.
9. Resave and close the file.
10. Keep AutoCAD open for the next exercise, or exit AutoCAD if necessary.