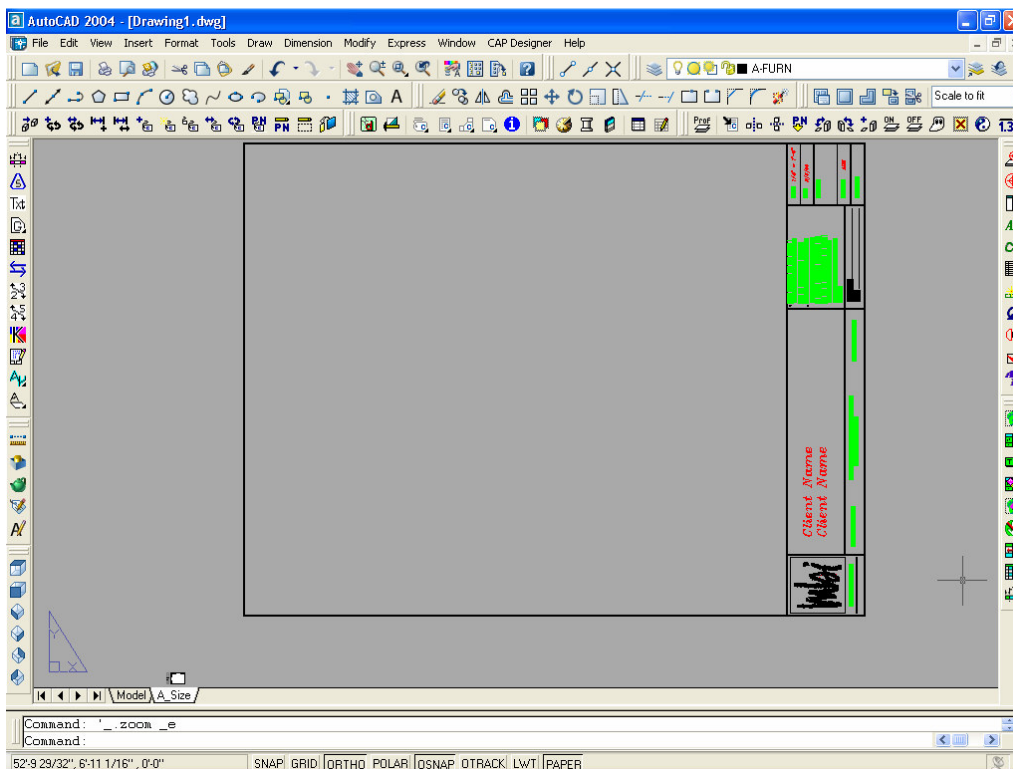
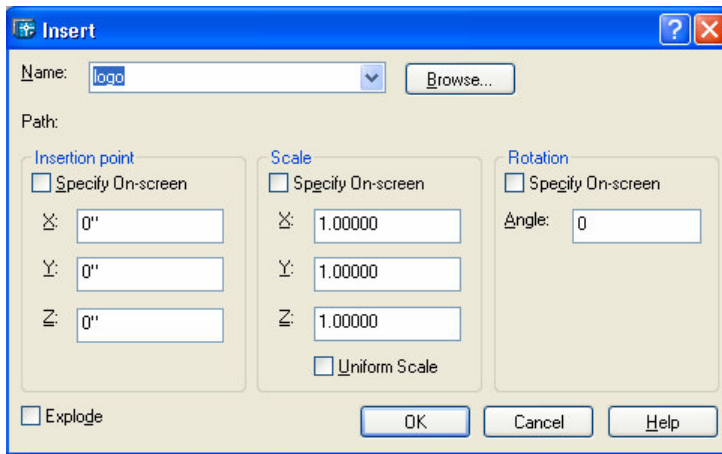


Drawing Standards Manual/KO Xpress Toolbar

Kimball®Office



- Make any necessary adjustments. Our example title block shown above had been created to work in the Model tab of a drawing set up at 1/4" scale. Notice the little white square just above the A_Size tab; that is our 8.5" x 11" sheet of paper that we want to get this title block to fit into. We had to do the following steps in order to get it to fit:
 - Rescale title block (we used a scale factor of .020833 or 1 divided by 48)
 - Change page setup to match our plotter/printer.
 - Reposition title block.
 - Explode title block & resize with the use of the Stretch command as needed.

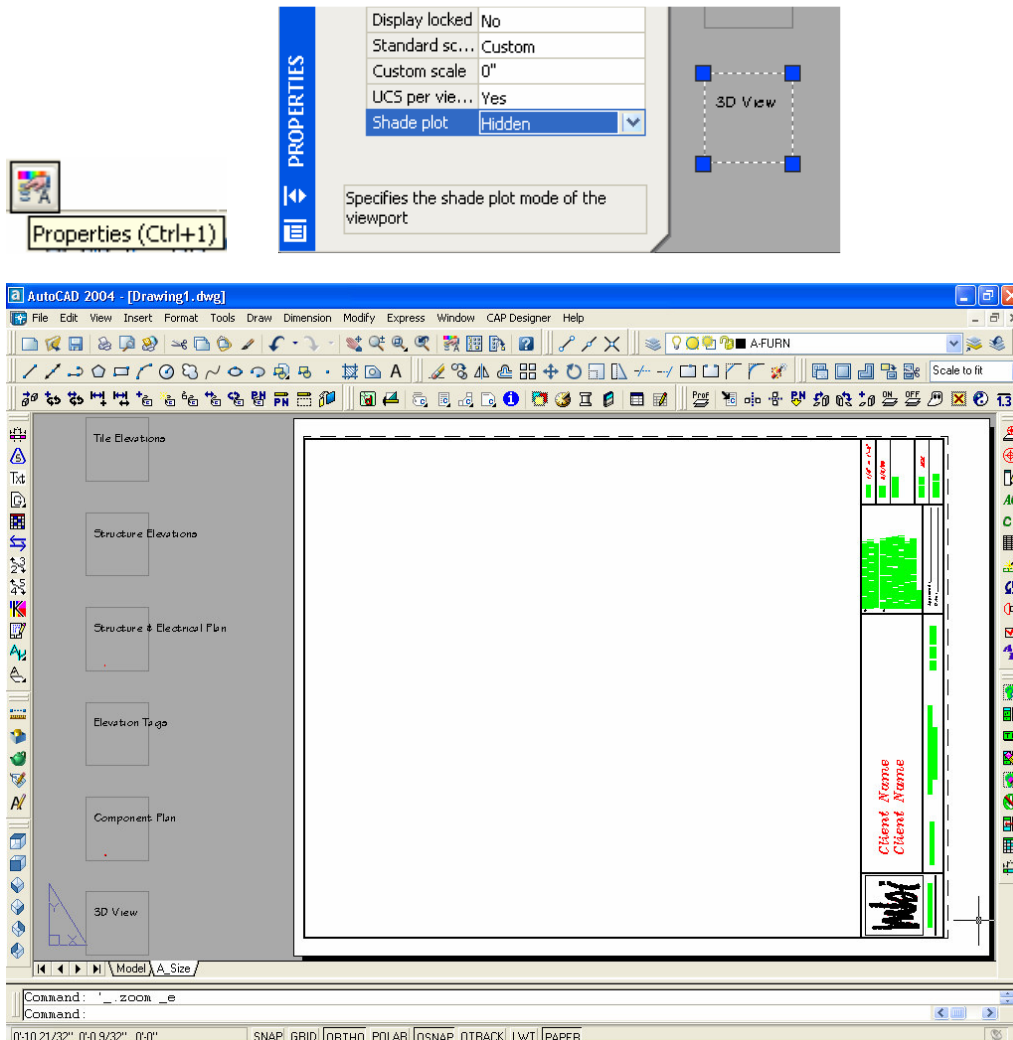
Note: If your title blocks are set for a 1 to 1 scale, you will not need to rescale them.

Drawing Standards Manual/KO Xpress Toolbar

Kimball®Office

Note: If you are working with the preset templates and deleted the blank title block with the use of a crossing window, you most likely deleted the preset viewport. If so, you will need to copy the appropriate viewport from the left hand side of the drawing area and fit it inside of your title block. Also, remember to insert your title block into each of the 6 layout tabs.

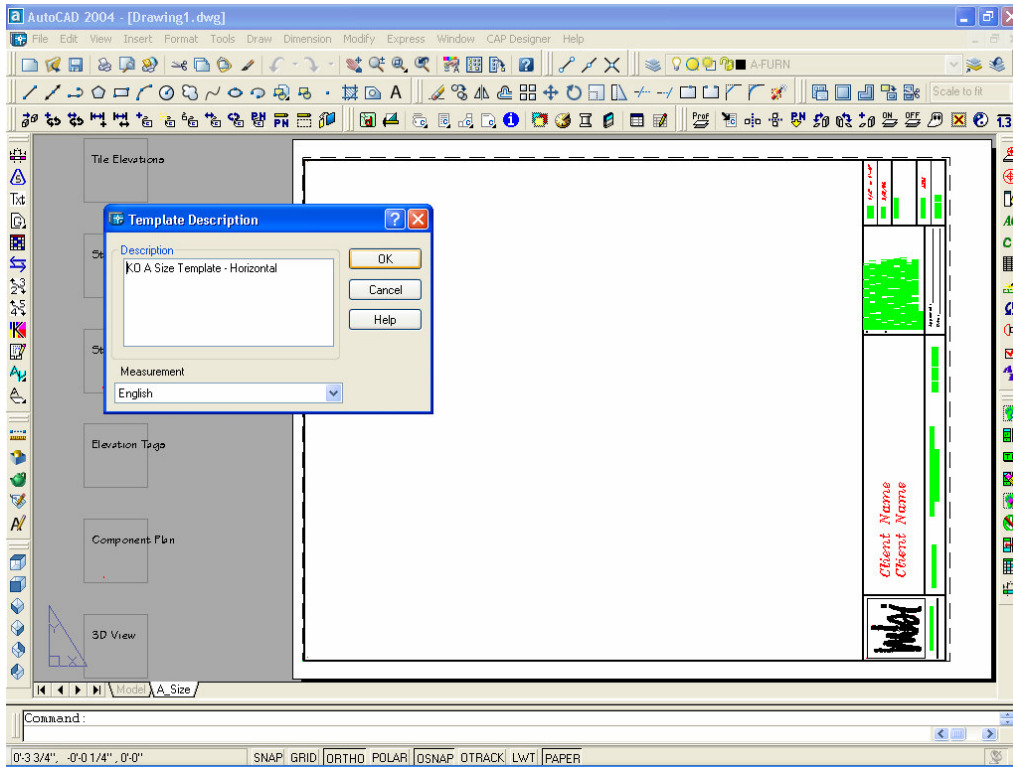
*Note: While we are here we will change the properties on the 3D View viewport from As Shown to Hidden with the use of the AutoCAD Properties window. Select the **Properties** icon. Now, select the grey box or window around the text **3D View** and then at the bottom of the properties window set Shade plot to **Hidden**.*



- On the command line type **PDMODE** and enter **0**.
- Save this customized title block as a template. You **must** use the same template name as the one we started with **KO_A_H.dwt** and it **must** be placed in the same folder; **C:\Program Files\2020\KO Xpress**. This will insure that the KO Xpress toolbar will continue to function with this updated information.

Drawing Standards Manual/KO Xpress Toolbar

Kimball®Office



- Select **OK** in the template description window.
- Close AutoCAD completely. Now we will open a drawing and with the use of the KO Xpress toolbar insert the title block that we have just customized.

