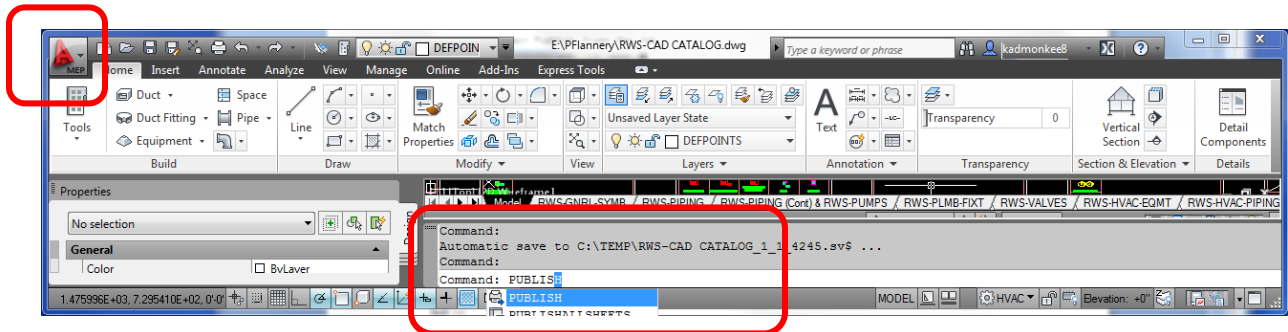# AutoCAD Plotting / Publishing to PDF

Publishing is a quick, simple (and preferred) method for producing PDF's for a project.
First step is to confirm your project has been set up properly and page setups are configured for each layout tab.
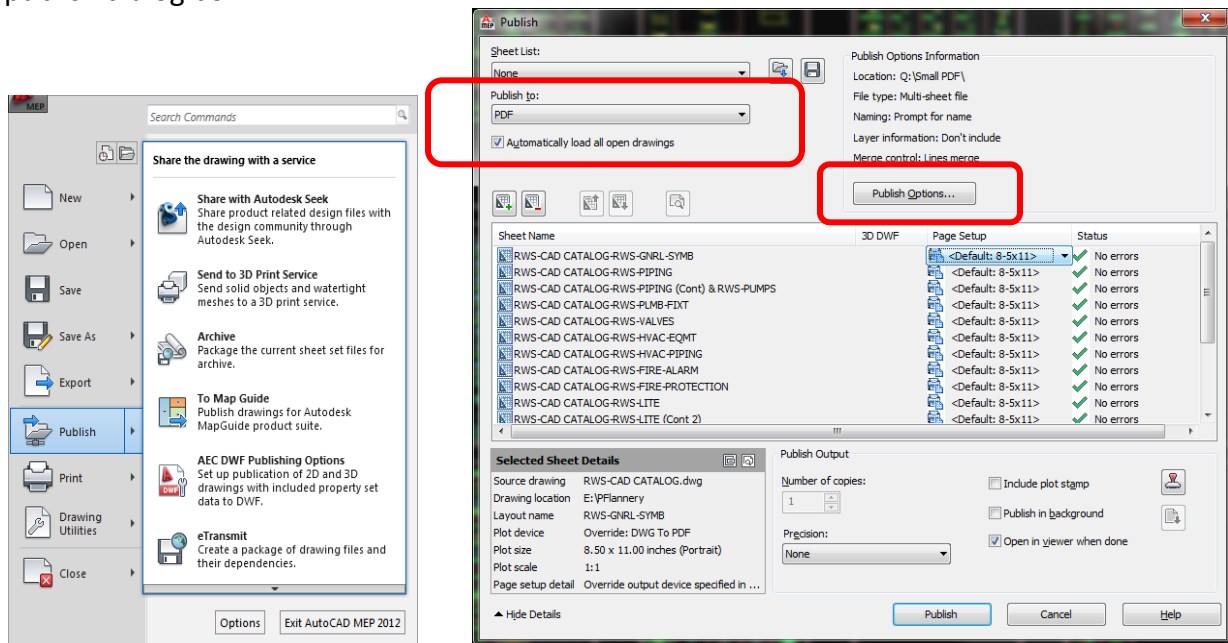
See **RWS-Importing Page Setup Layout Tabs in AutoCAD**.

G:\~RWS-Resources\~RWS Best Practices AutoCAD

At the command line type Publish or from the AutoCAD Icon in the top left corner or the Application select Publish from the list.

Each method will get you to the next window showing the available options and settings in the publish dialog box.
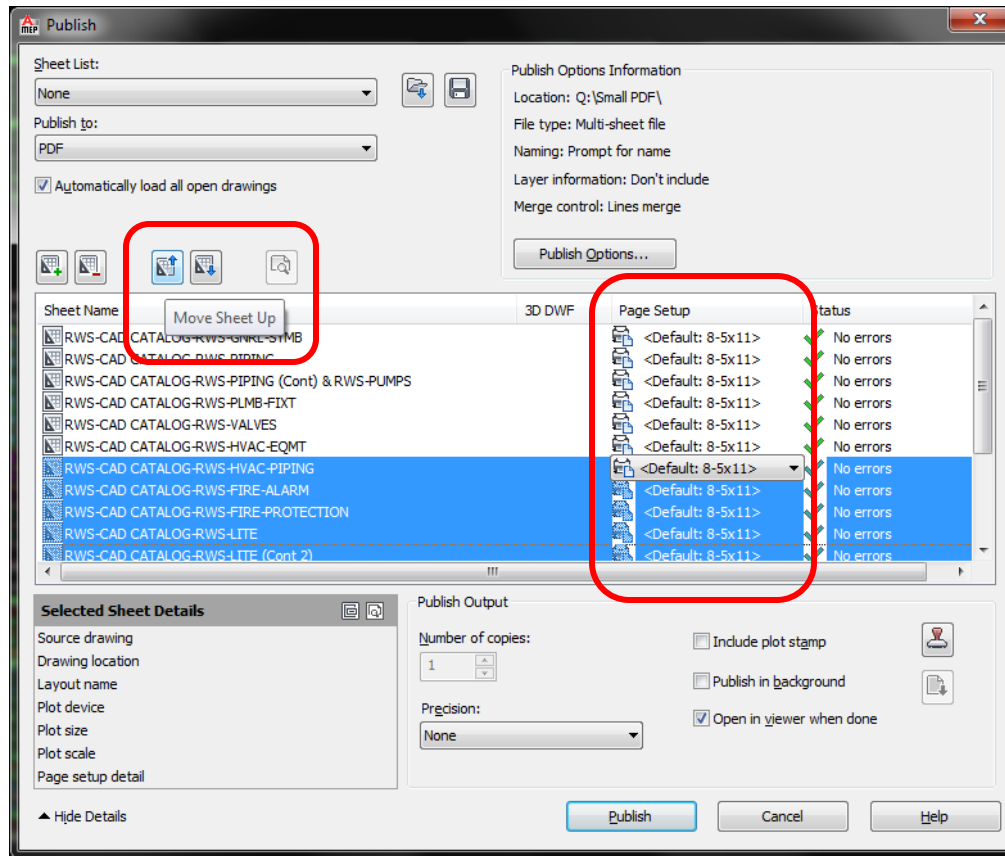

Select PDF in the option for Publish to.
AutoCAD only needs to be opened to launch the Publish command; the files you will be publishing do not need to be opened.
Select the Publish Options button in the Publish Dialog box to view your options and make any adjustments.

Location: Q:\Small PDF
Type: Multi Sheet File creates 1 PDF with multiple pages
      Single Sheet File creates 1 PDF per page
Layer Information: Don't Include

Select ok

If you don't see the files you need to publish to PDF you can select the add Files button in the dialog box and browse to the project folder and select.

Options are there to select what you want to include (Layout, Model & Layout, and Model)
Typically just select Layout only.

After selecting your files to be published you can reorder them by selecting files in the window and using the up / down arrows to position them sequentially.

It is recommended that you use page setups for all projects, layout tabs etc.
See **RWS-Importing Page Setup Layout Tabs in AutoCAD.pdf**.
G:\~RWS-Resources\~RWS Best Practices AutoCAD

After you have organized your files you can now define the correct page setup to use.
This example and the templates provided will cover all sheet sizes with pagesetup associated with each size on a layout tab.
Select all files in the window, under Page Setup select the top file and assign the page setup desired and this will set all files for the same settings.

When using the following locations it is important to relocate your pdf files to the correct project folder location, and remove them from the original folders listed below.
Q:\Plots
Q:\Small PDF