

Before You Plot: AutoCAD Pre-Plot Checklist

A quick production check before PDF or physical plotting. Use it on representative sheets before a full issue set.

Drawing and Layout

- ☐ The correct Layout is active and the title block matches the intended sheet size.
- ☐ Every scale-critical viewport uses the intended scale and is locked where appropriate.
- ☐ No required layer, xref, image, hatch, text or annotation is unexpectedly hidden.

Page Setup

- ☐ The intended printer, plotter or PDF configuration is selected.
- ☐ Paper size and orientation match the Layout/title block.
- ☐ Plot Area is the intended Layout or controlled window.
- ☐ The prepared Layout is output at full size; Fit/Shrink is not changing a scale-critical sheet.

Plot Appearance

- ☐ The intended CTB/STB or output appearance standard is selected.
- ☐ Plot with Plot Styles and Plot Object Lineweights are set as required by the office standard.
- ☐ Preview shows the correct lineweight hierarchy, colors/grayscale and full border.

Final Verification

- ☐ Create one PDF checkpoint and inspect it at 100%.
- ☐ Measure one known dimension or scale bar in the PDF.
- ☐ For physical output, print the known-good PDF at Actual Size / 100% and confirm paper/roll source.

Important: A correct Preview/PDF does not guarantee identical physical output. Driver scaling, media selection and hardware printable area can still change the hardcopy.