

AutoCAD Sheet Set Publishing Checklist

A preflight checklist for publishing a controlled AutoCAD Sheet Set to PDF or a physical plotter.

Sheet Set Structure

- ☐ The correct Sheet Set DST is open.
- ☐ Expected sheets and subsets are present and ordered correctly.
- ☐ Each sheet points to the intended Layout.
- ☐ No obsolete or duplicate sheet references remain in the issue set.

Page Setup and Overrides

- ☐ The approved named Page Setup or Page Setup Override source is available.
- ☐ Paper size, orientation and output device are correct for each sheet family.
- ☐ The intended CTB/STB is part of the controlled output standard.
- ☐ Sheets with a different paper size or output rule are intentionally separated or overridden.

Publish Test

- ☐ Publish a representative subset before the complete set.
- ☐ Include first, middle, last, one large/raster-heavy sheet and each paper size.
- ☐ If PUBLISH stops, record the exact sheet and test that sheet alone.
- ☐ PDF grouping, file naming and output location are correct.

Final QA

- ☐ Sheet count and order match the issue index.
- ☐ Representative dimensions/scales are verified.
- ☐ Borders, text, lineweights and raster content are correct.
- ☐ Only after PDF QA is complete is the set sent to physical hardware.

Important: A batch failure should be reduced to the first failing sheet or configuration before changing the entire Sheet Set standard.