



AcroPlot Suite Quick Start Guide

AcroPlot Suite (Includes AcroPlot Pro, AcroPlot Matrix, and High Quality PDF Printer Driver)

AcroPlot Suite is has been one of the most advanced CAD to PDF solution available on the market since 2001. With AcroPlot Pro to convert various formats to PDF, DWF, and image formats, AcroPlot Matrix to edit and markup PDF files, and one of the highest quality PDF Printer Drivers we have all of your needs covered.

AcroPlot Pro is the next generation in digital CAD conversion software. With the capability to convert an extensive list of file formats to PDF, DWF, and images AcroPlot Pro will serve as a nexus for CAD Professionals everywhere.

Input Formats: DWG, DXF, DOC, TXT, RTF, XLS, BMP, CALS, JPG, GIF, TIFF, PLT and more.

Output Formats: PDF, DWF, BMP, CALS, JPG, GIF, GP4, PNG, TIFF

[More Information Online-->](#)

AcroPlot Matrix software enables you to easily view, comment, modify and print an extensive list of file types like PDF, DWF, TIFF, PLT, and more, that are associated with the architecture, engineering, construction, and manufacturing design workflows in today's business environment.

With a streamlined interface that makes it easy to use, yet very powerful, AcroPlot Matrix doesn't get in the way of getting work done. Users can quickly open and add comments or stamps to files, insert, reorder, rotate, or delete pages, and even merge various file types into a single PDF or DWF.

Printing files to scale at full or reduced sizes that are dimensionally accurate is now possible in AcroPlot Matrix by using the "Custom Scale" option in the printing dialogue window. While other PDF and DWF

software applications only print to either "No Scale" or "Reduce to Printable Area", AcroPlot Matrix provides the functionality to define a true reduction percentage so that output to any printer at any scale is now possible -- half-size prints are now quick, easy and accurate.

AcroPlot Matrix is quickly becoming the preferred software application for PDF communication across entire organizations because it is so flexible and easy to use, as well as, cost effective to deploy. It works well in all departments like administrative, estimating, accounting, legal, parts, maintenance, etc.!

[More Information Online-->](#)

2020

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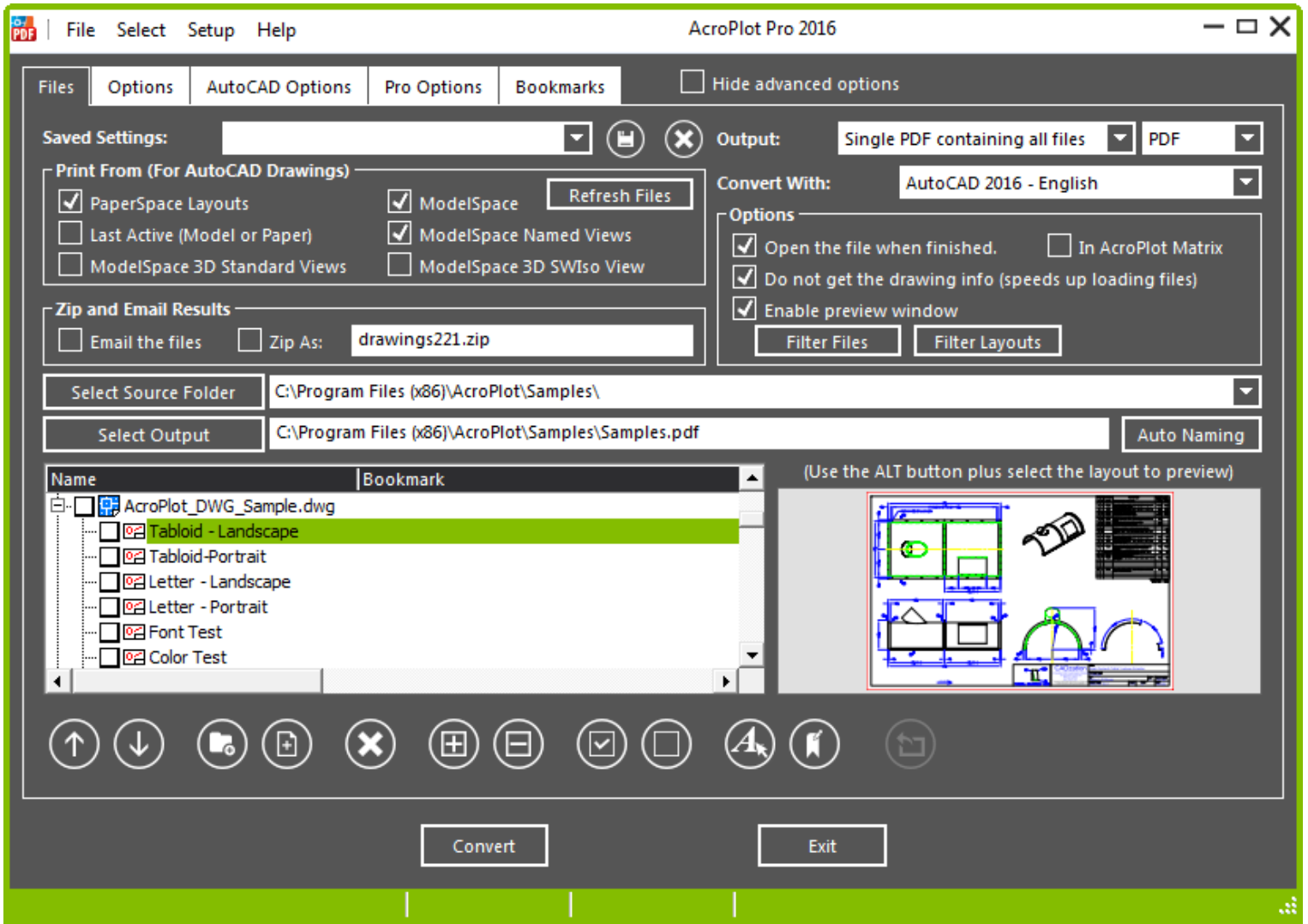
Table of Contents

AcroPlot Pro Quick Start Guide	3
Step 1: Start AcroPlot Pro.....	5
Step 2: Setup Options.....	6
Step 3: Select What to Print	7
Step 4: Select the Output File Options	8
Step 5: Select the Source Folder and Output File/Folder.....	10
Step 6: Select the Files to Convert.....	12
Step 7: Modify the Files List	14
Step 8: Set AutoCAD Plot Options	16
Step 9: Set PDF File Properties	18
Step 10: Add a Watermark	20
Step 11: Save Settings and Plot.....	22
Step 12: View the PDF Document in AcroPlot Matrix	24
Technical Support	26
Copyrights and Trademarks	27
Revision History.....	28

AcroPlot Pro Quick Start Guide

Don't like reading manuals or help files? Want to convert and print out files right now? Then this is the place to start!

No frills, no tips or tricks, no advanced topics here (*plenty of advanced features to learn later*). Just learn the basics of how to easily convert multiple AEC formats into PDF, DWF, or image files fast.



Let's get started ...

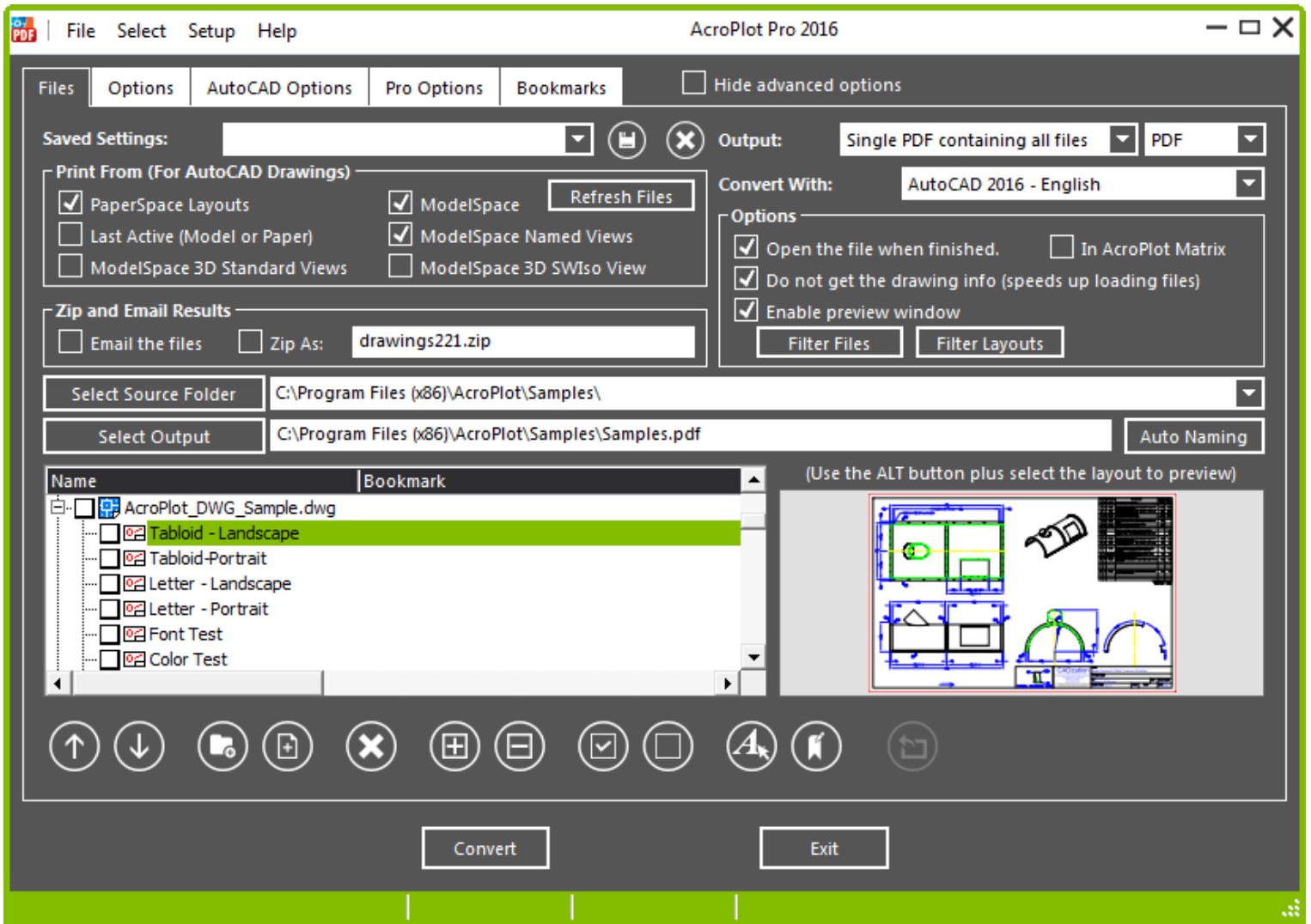


Step 1: Start AcroPlot Pro



Assuming that you have already installed the software, start AcroPlot Pro from the Windows Start menu or click on the desktop shortcut icon.

Although AutoCAD is not required to run AcroPlot Pro you can also start the program from AutoCAD with the AcroPlot Pro toolbars loaded.



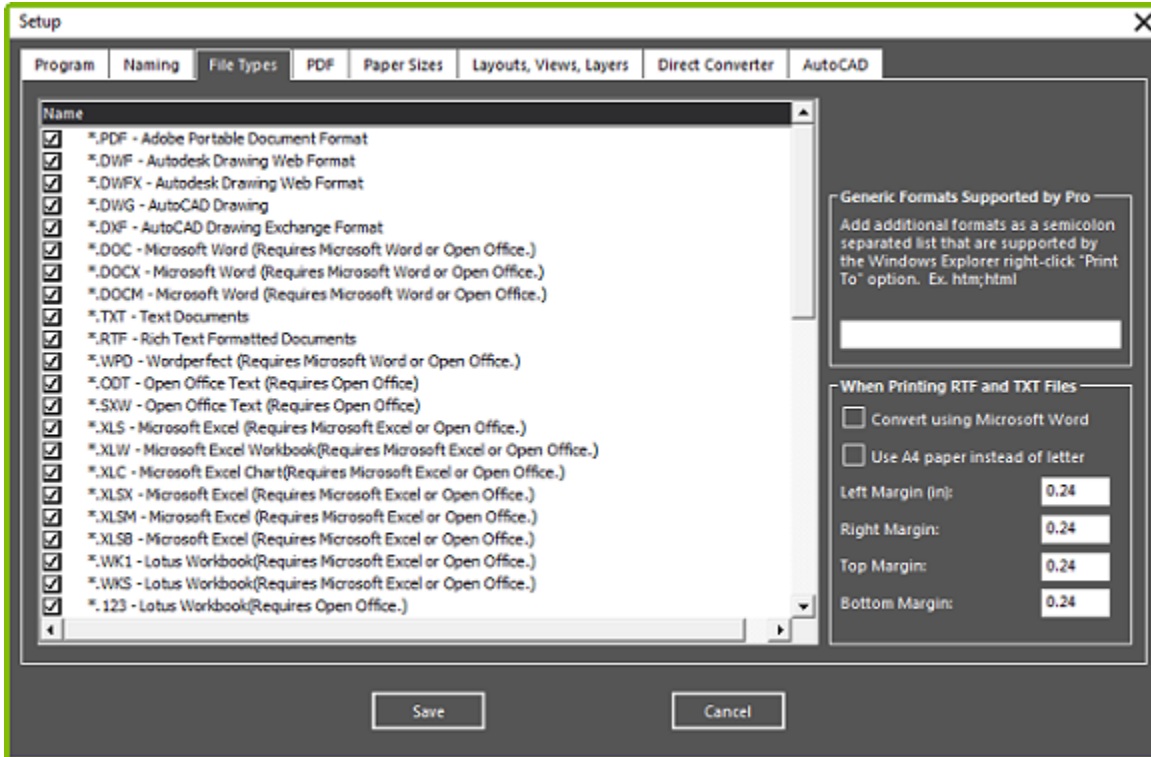
Step 2: Setup Options

Setup Help

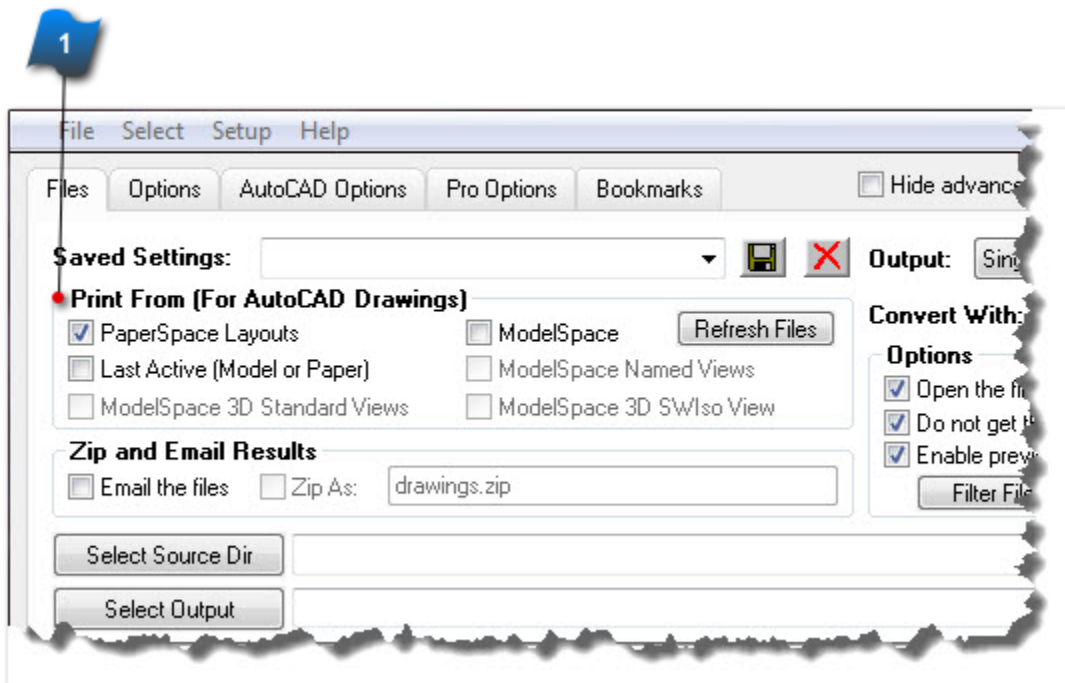
Options

From here there are several areas to set your preferences and options for AcroPlot Pro. For example, the **File Types** tab sets the file types that are displayed for conversion in the main file list window.

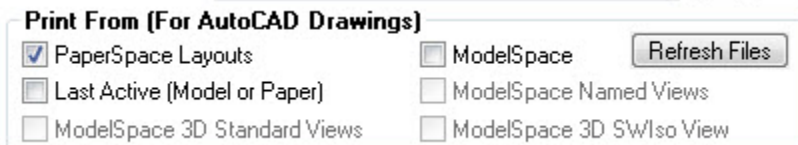
For this tutorial any of these settings are optional. But now you know where they are to tweak later!



Step 3: Select What to Print



1 Print From ...

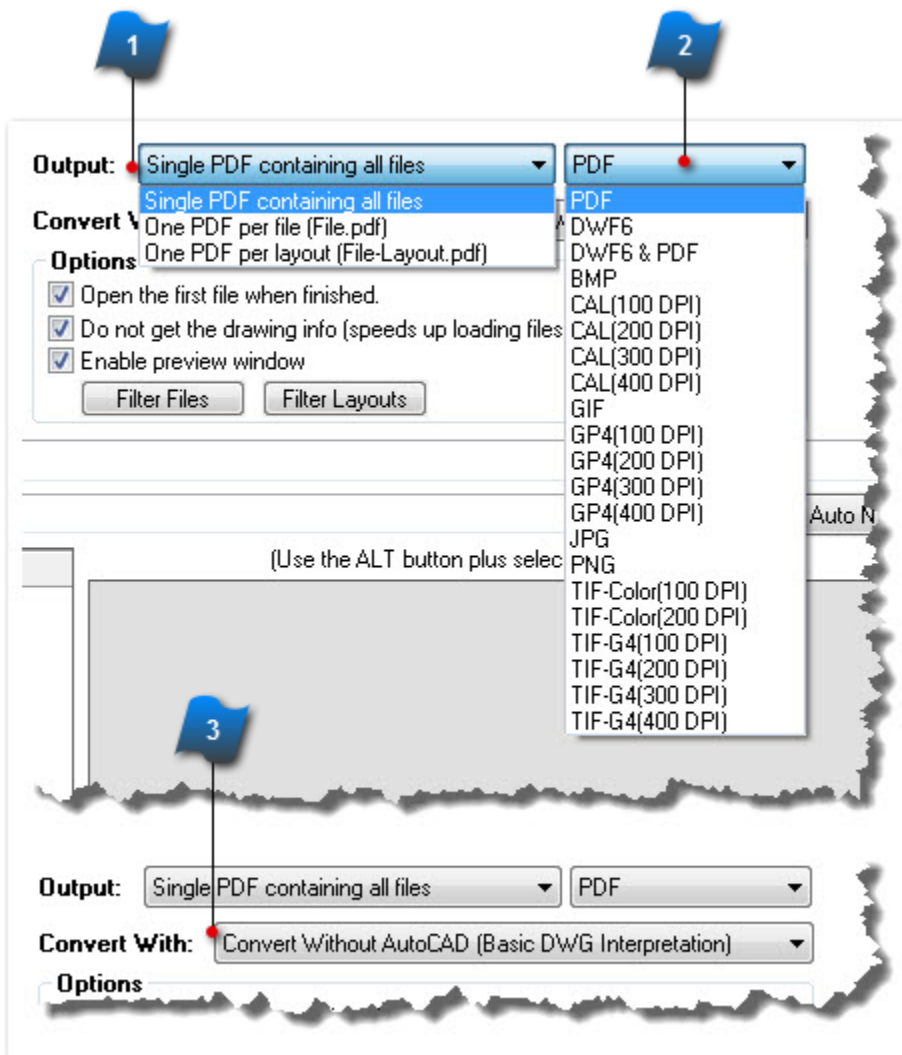


For AutoCAD drawings select what you want to print.

If you have a mixture of ModelSpace and PaperSpace drawings check "**PaperSpace Layouts**". If there are no PaperSpace layouts, ModelSpace layouts will be printed instead.

If the file list has already been generated and changes are made here, be sure to click the **Refresh Files** button to regenerate the file list with the new settings.

Step 4: Select the Output File Options



1 Output File Options

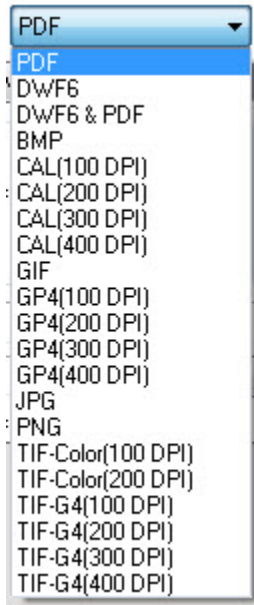


- Merge all drawings and layouts into a single PDF file
- Create a PDF file for each drawing
- Create a PDF file for each layout

Note: Individual PDF files can be merged later using the AcroPlot Pro interface.

2

Output Format Options



Convert to PDF, DWF or one of several image file formats

* Image files will always be output one image per layout

3

Convert With ...

Convert With:

- Allows the user to select which installed application with regard to AutoCAD version is to be used for converting DWG file types specifically.
- Only AutoCAD 2000 and later versions will be listed in the "Convert With" drop-down if they are already installed on the same computer as AcroPlot Pro.
- AutoCAD LT is not included due its limited functionality which does not allow AcroPlot Pro to run any batch processes using this application.

If no AutoCAD versions are found then the default is:

Convert Without AutoCAD (Basic DWG Interpretation)

Converts all supported file types including DWG's with the AcroPlot Pro embedded interpretation library.

- Defaults to "Source Folder\SourceFolderName.PDF"

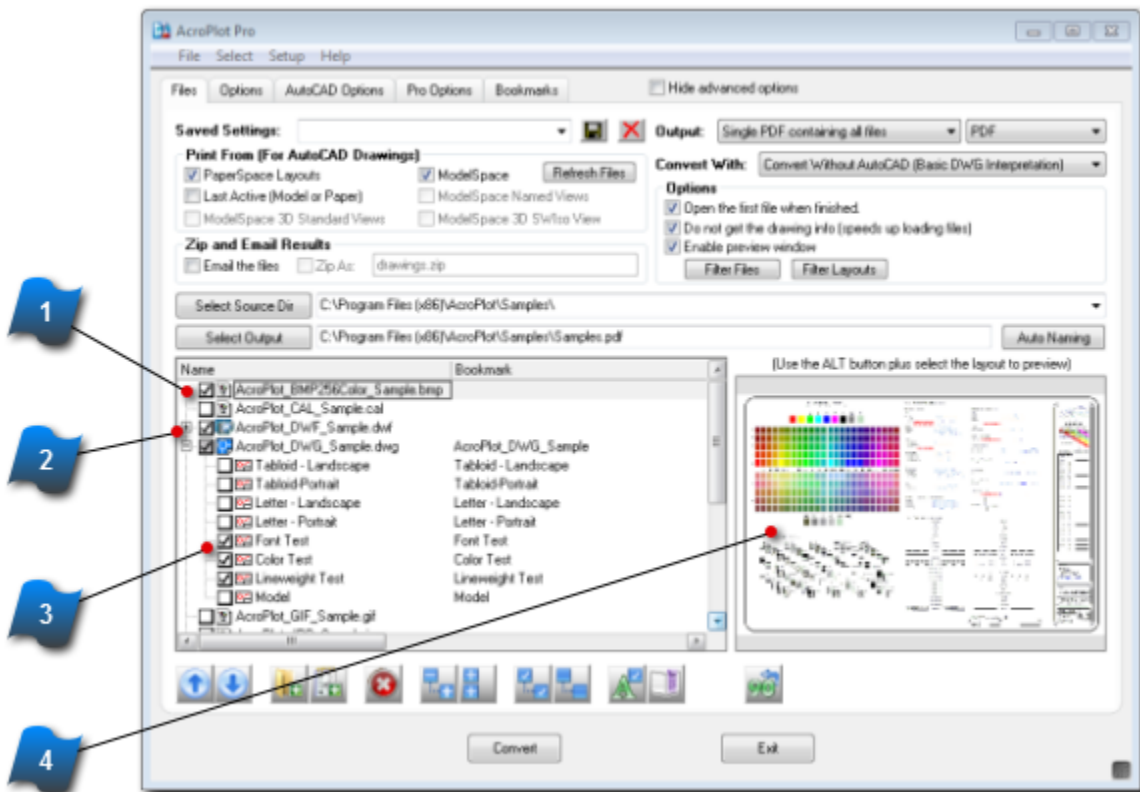


File List

Name	Bo
<input type="checkbox"/> AcroPlot_BMP256Color_Sample.bmp	
<input type="checkbox"/> AcroPlot_CAL_Sample.cal	
<input checked="" type="checkbox"/> AcroPlot_DWF_Sample.dwf	
<input checked="" type="checkbox"/> AcroPlot_DWG_Sample.dwg	
<input type="checkbox"/> AcroPlot_GIF_Sample.gif	
<input type="checkbox"/> AcroPlot_JPG_Sample.jpg	
<input checked="" type="checkbox"/> AcroPlot_PDF_Sample.pdf	
<input checked="" type="checkbox"/> AcroPlot_PLT_Sample.PLT	
<input type="checkbox"/> AcroPlot_PNG_Sample.png	
<input type="checkbox"/> AcroPlot_TIFColor_Sample.TIF	
<input type="checkbox"/> AcroPlot_TIFMono_CCITT_G3_1D_...	
<input type="checkbox"/> AcroPlot_TIFMono_CCITT_G3_2D_...	
<input type="checkbox"/> AcroPlot_TIFMono_CCITT_G4_Sa...	
<input type="checkbox"/> AcroPlot_TIFMono_Sample.tif	
<input checked="" type="checkbox"/> AcroPlot-256-Sample.dwg	
<input checked="" type="checkbox"/> CADzation-DWG-to-PDF-Benchmar...	

Displays all files in that folder that match the file type options set earlier.

Step 6: Select the Files to Convert



1 Check Boxes to Select Individual Items



2 Select All Files in a Drawing



- Click the + or - icons to expand or collapse parent drawings
- Click the parent .DWG file to select all layouts in that drawing

3 Select Only the Files You Want

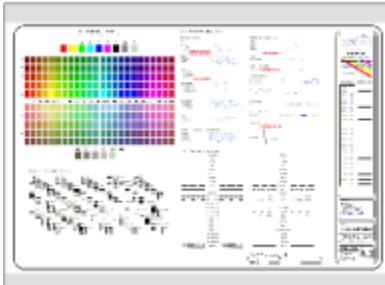


- Select only the files you want within a drawing
- A gray checkbox means only some items have been selected within that drawing file

4

Preview File Area

(Use the ALT button plus select the layout to preview)

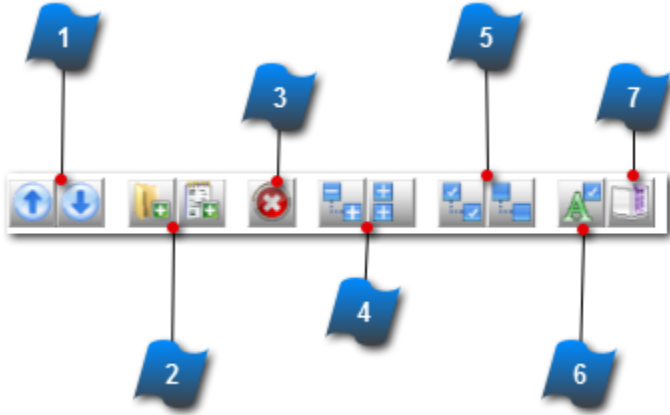


- If the "Enable Preview Window" box is checked:
- <ALT> click on the item name to see a preview of some file formats

Step 7: Modify the Files List

The toolbar below the file list includes several tools to adjust and modify the list of files to be converted.

Hint: Right-clicking in the file list displays even more commands.



1 Move Selected Item Up or Down



- Selections can also be moved by the drag-and-drop method
- Layouts may not be moved outside of their parent drawings

2 Add a File



Add a file from a different folder to the list

3 Remove a File



4 Expand/Collapse a Section



5 Check/Uncheck Selection



6 Use Advanced Selection Methods



To select multiple drawings and layouts by using filters

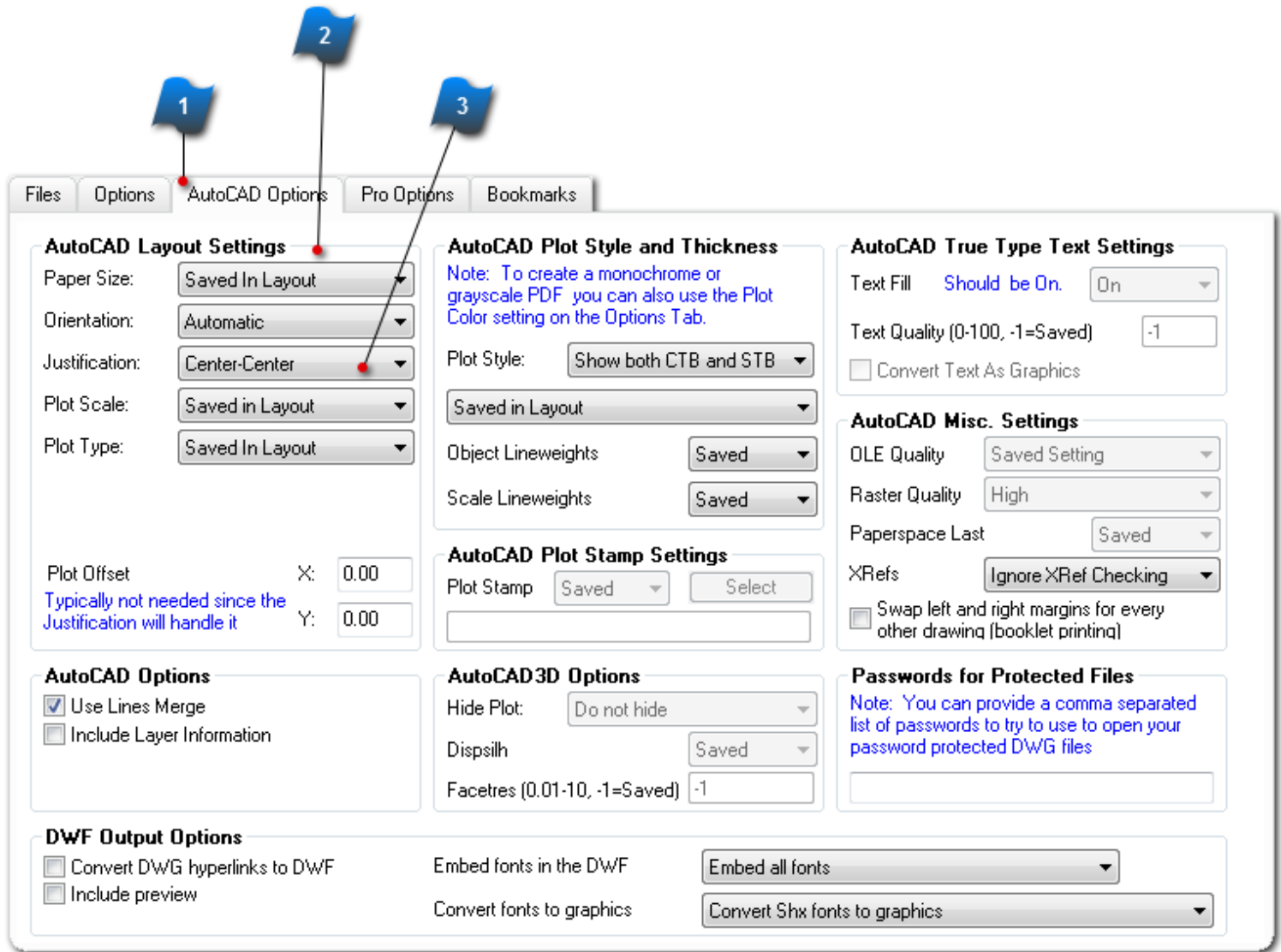
7 Edit Bookmarks



- Edit bookmarks from a detailed dialog box
- Bookmarks can be simply edited by clicking in the bookmark text and typing

Step 8: Set AutoCAD Plot Options

By default AcroPlot Pro uses the settings saved within the drawing. These settings can be overridden on the fly from the **AutoCAD Options** screen.



The screenshot shows the 'AutoCAD Options' screen with the following sections and settings:

- Files** | **Options** | **AutoCAD Options** | **Pro Options** | **Bookmarks**
- AutoCAD Layout Settings**
 - Paper Size: Saved In Layout
 - Orientation: Automatic
 - Justification: Center-Center
 - Plot Scale: Saved in Layout
 - Plot Type: Saved In Layout
 - Plot Offset X: 0.00, Y: 0.00
- AutoCAD Plot Style and Thickness**
 - Note: To create a monochrome or grayscale PDF you can also use the Plot Color setting on the Options Tab.
 - Plot Style: Show both CTB and STB
 - Plot Style: Saved in Layout
 - Object Lineweights: Saved
 - Scale Lineweights: Saved
- AutoCAD True Type Text Settings**
 - Text Fill: Should be On. On
 - Text Quality (0-100, -1=Saved): -1
 - Convert Text As Graphics
- AutoCAD Misc. Settings**
 - OLE Quality: Saved Setting
 - Raster Quality: High
 - Paperspace Last: Saved
 - XRefs: Ignore XRef Checking
 - Swap left and right margins for every other drawing (booklet printing)
- AutoCAD Options**
 - Use Lines Merge
 - Include Layer Information
- AutoCAD3D Options**
 - Hide Plot: Do not hide
 - Dispsilh: Saved
 - Facetres (0.01-10, -1=Saved): -1
- AutoCAD Plot Stamp Settings**
 - Plot Stamp: Saved | Select
- Passwords for Protected Files**
 - Note: You can provide a comma separated list of passwords to try to use to open your password protected DWG files
- DWF Output Options**
 - Convert DWG hyperlinks to DWF
 - Include preview
 - Embed fonts in the DWF: Embed all fonts
 - Convert fonts to graphics: Convert Shx fonts to graphics

1 AutoCAD Options Tab

Files | Options | **AutoCAD Options** | Pro Options | Bookmarks

From the main screen click the AutoCAD Options tab

2 Override Drawing Settings Here

AutoCAD Layout Settings

Paper Size:	Saved In Layout ▼
Orientation:	Automatic ▼
Justification:	Center-Center ▼
Plot Scale:	Saved in Layout ▼
Plot Type:	Saved In Layout ▼

- Default is to use the settings saved in the drawing
- Drawing settings can be overridden from here

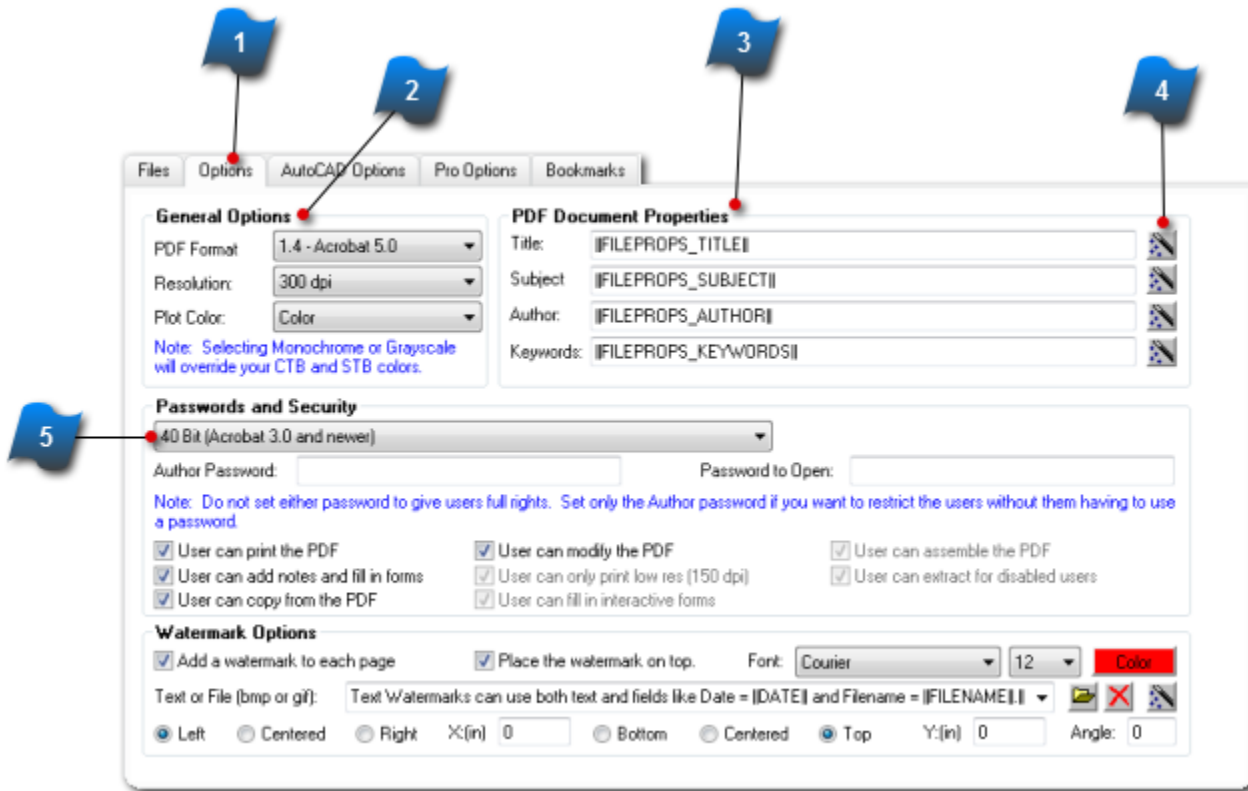
3 Example

Justification: Center-Center ▼

Example: Justification can be set to right justify so the plots can be bound like a book

Step 9: Set PDF File Properties

From the main screen click the **Options** tab to view the available settings for the eventual converted PDF file.

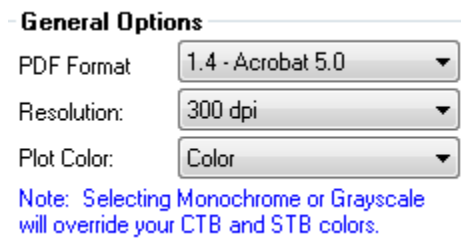


1 Set PDF Properties



Click the **Options** tab from the main screen to access the settings for the converted PDF files

2 Format, Resolution and Color Settings



Plot Color settings include **Color**, **Monochrome** or **Grayscale**

3 Automatic Extraction or Manual Input

PDF Document Properties

Title:	FILEPROPS_TITLE
Subject	FILEPROPS_SUBJECT
Author:	FILEPROPS_AUTHOR
Keywords:	FILEPROPS_KEYWORDS

- AcroPlot Pro can extract information from the drawing file
 - Title
 - Subject
 - Author
 - Keywords
- Or specific information can be typed in here to override the drawing settings

4 Wizard Buttons



Use the Wizard buttons to help setup automatic extraction of other information from the drawing files

5 Set Password Security

Passwords and Security

40 Bit (Acrobat 3.0 and newer) [v]

Author Password: Password to Open:

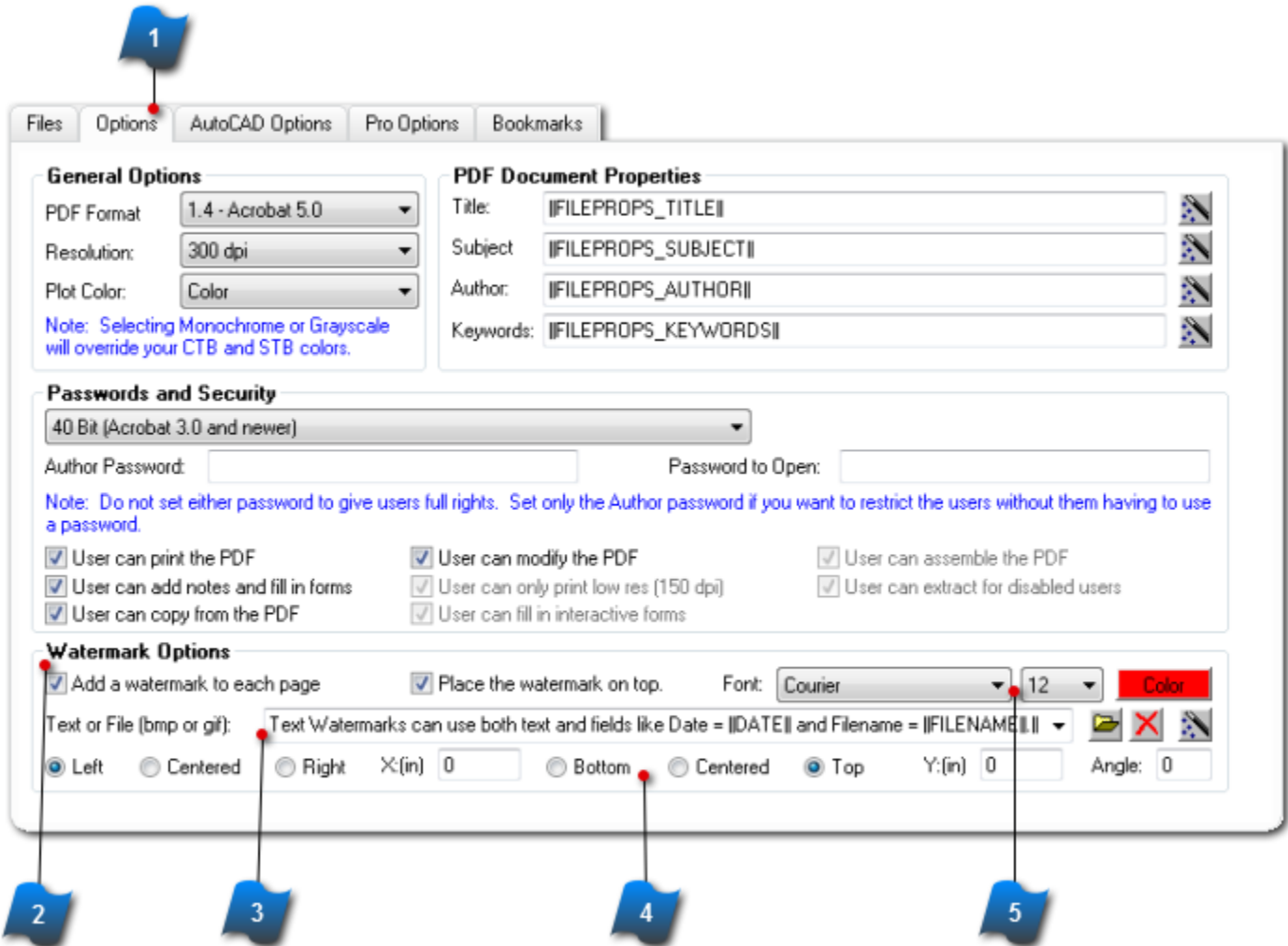
Note: Do not set either password to give users full rights. Set only the Author password if you want to restrict the users without them having to use a password.

<input checked="" type="checkbox"/> User can print the PDF	<input checked="" type="checkbox"/> User can modify the PDF	<input checked="" type="checkbox"/> User can assemble the PDF
<input checked="" type="checkbox"/> User can add notes and fill in forms	<input checked="" type="checkbox"/> User can only print low res (150 dpi)	<input checked="" type="checkbox"/> User can extract for disabled users
<input checked="" type="checkbox"/> User can copy from the PDF	<input checked="" type="checkbox"/> User can fill in interactive forms	

- Set a password to restrict access to the PDF files
- Set an Author password to restrict certain functions within the PDF file

Step 10: Add a Watermark

As an alternative to using the AutoCAD Plot Stamp use the AcroPlot Pro watermark feature instead.

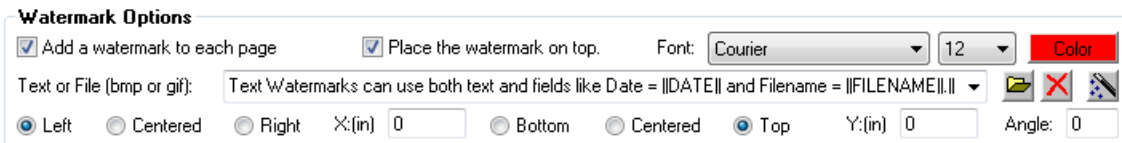


1 Watermark Feature Located in Options Tab






Click the **Options** tab from the main screen to access the settings for the watermark feature

2 Watermark Feature Section





Enter Text or Select Graphic

Text or File (bmp or gif):   

- Graphics can be BMP or GIF
- Use the Wizard button to automatically pull text from fields in the drawing information



Place Watermark Anywhere on the Plot

Left Centered Right X:(in) Bottom Centered Top Y:(in) Angle:

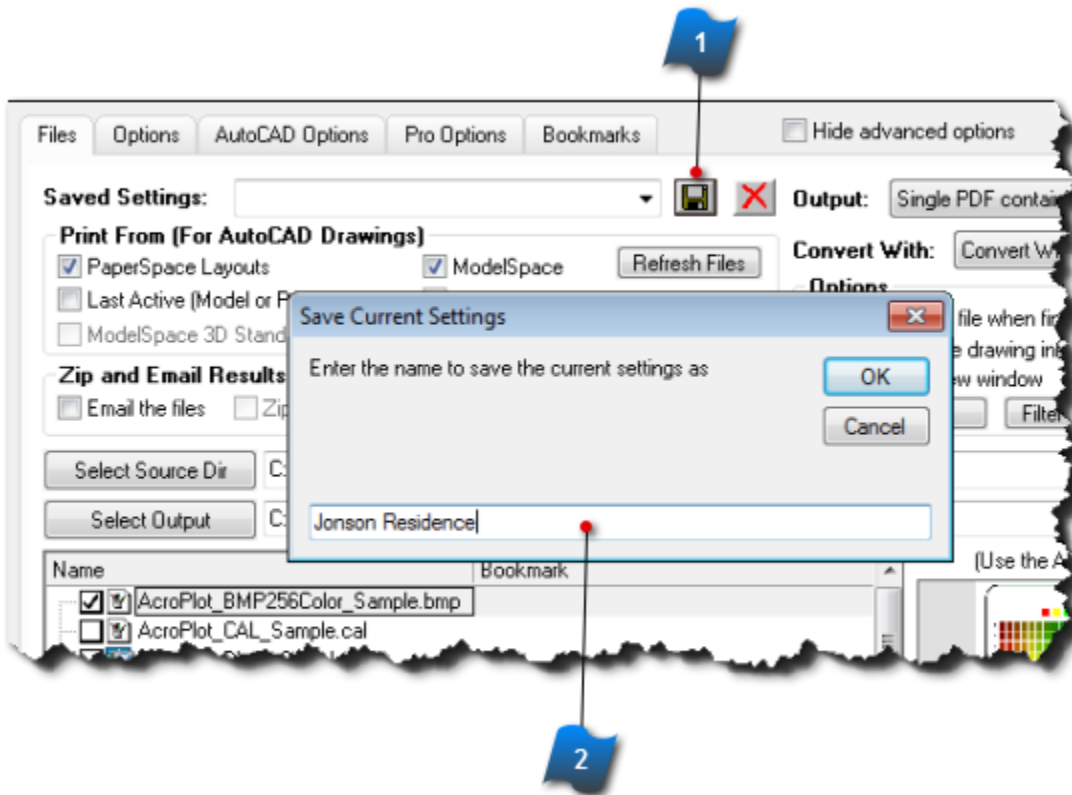


Format Watermark Text

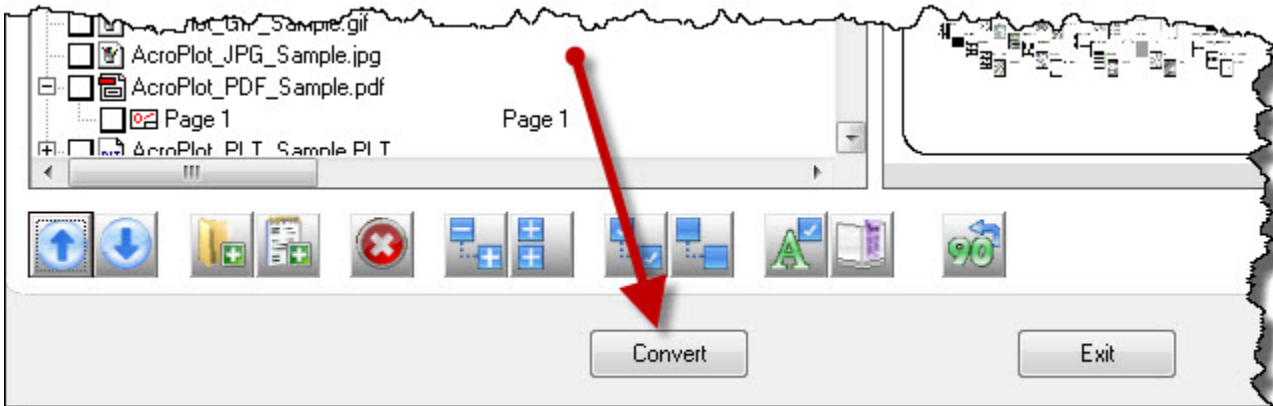
Font:

Step 11: Save Settings and Plot

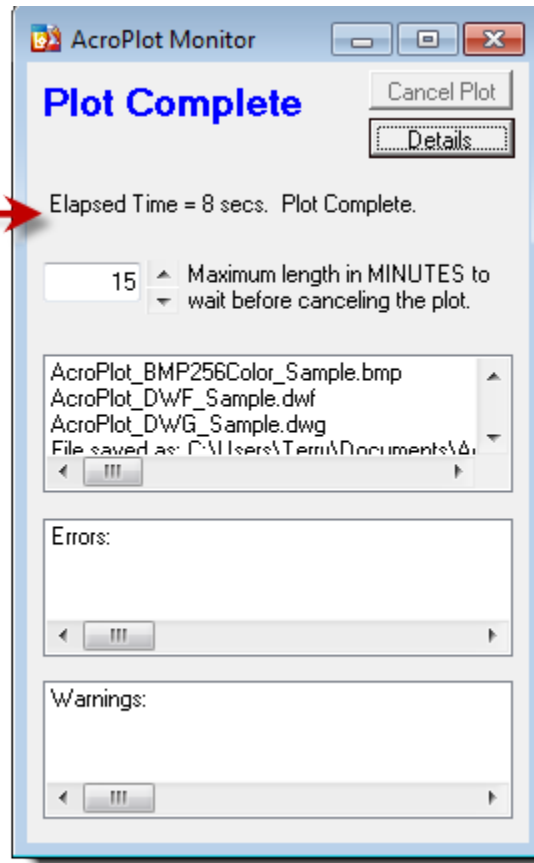
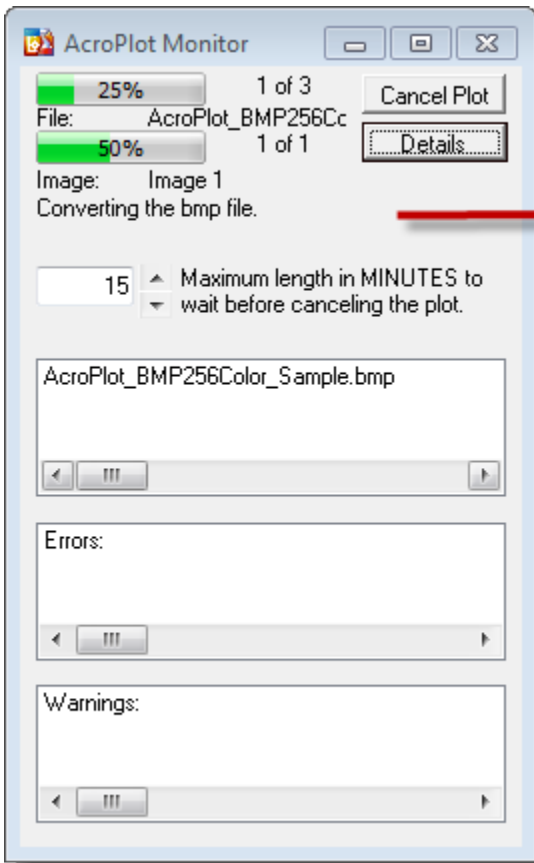
If you anticipate that these drawings may be plotted out again, save the settings and drawing list for later use.



Click the **Convert** button at the bottom of the screen to plot the drawings and files to the output folder.



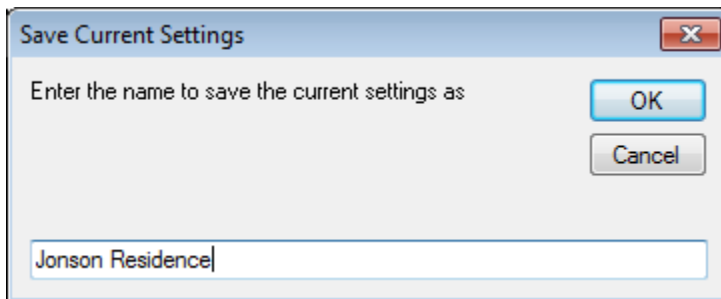
This window is displayed showing the progress of the conversion process.



1 Save Current Settings



2 Name the New Plot Setting

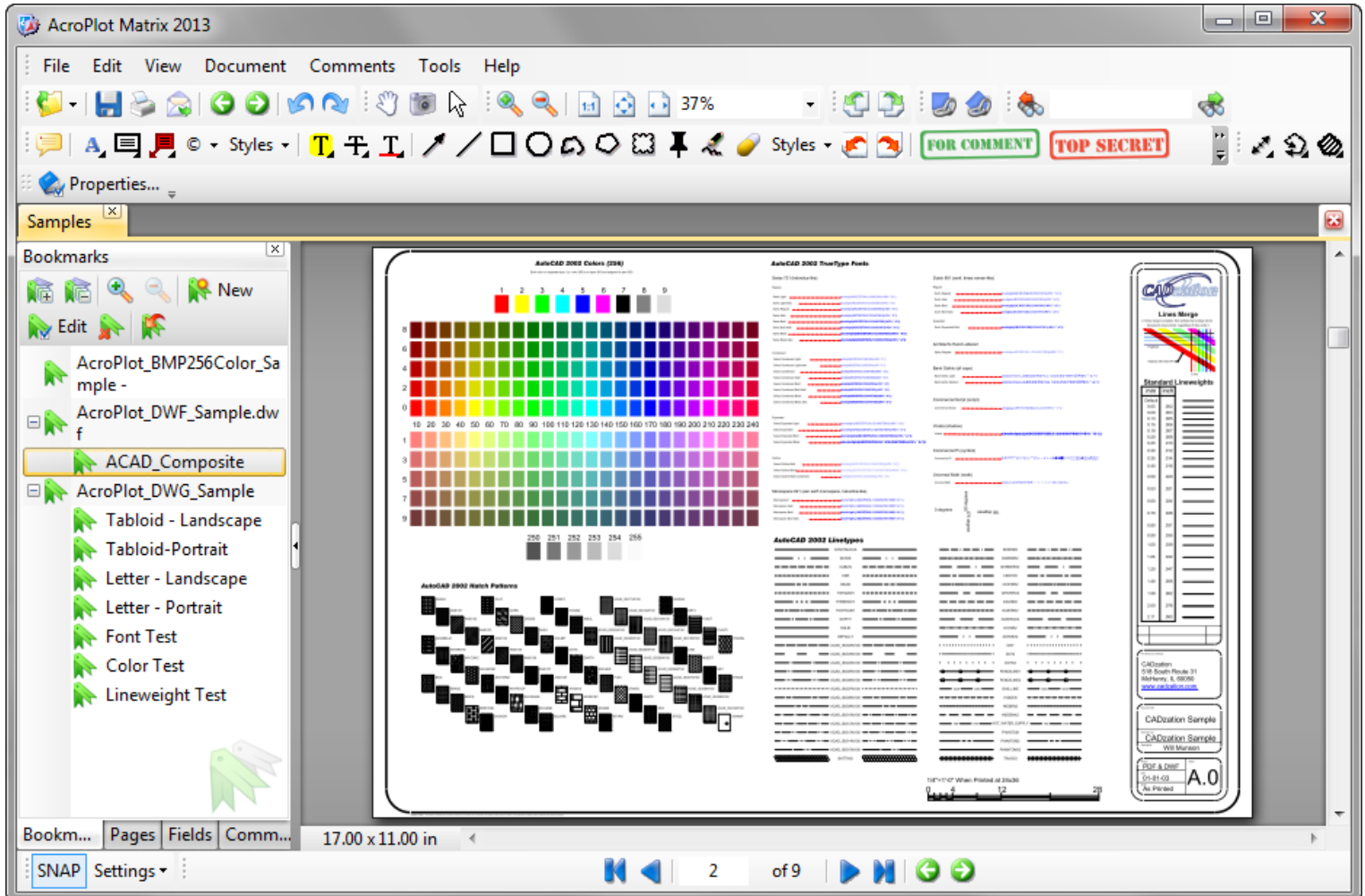


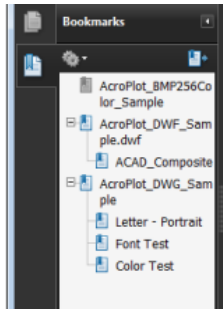
- Enter a name for the new plot settings
- Click **OK**
- This setting will be saved to your local settings

Step 12: View the PDF Document in AcroPlot Matrix

With your AcroPlot Pro purchase you also get AcroPlot Matrix which is one of the premier viewer and markup tools for AEC PDF Files. Plus you can view, convert, or append multiple file types in AcroPlot Matrix to PDF also. AcroPlot Matrix is a clean easy to use interface with the major functions that you need for PDF manipulation and markup without all of clutter of tools you will never use.

If the PDF file does not open in AcroPlot Matrix you can start AcroPlot Matrix and then use the **Edit->Set File Associations** menus to set AcroPlot Matrix as the default viewer for the various file types.

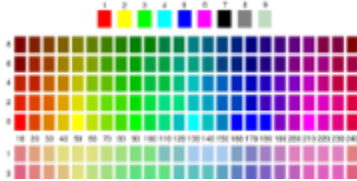




From the Output settings

2

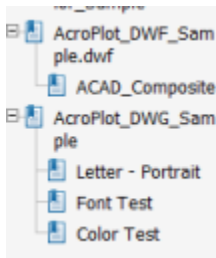
Clear and Sharp



The PDF files are so clear and sharp that some users will use AcroPlot to convert drawings to a PDF then plot the PDF to a large format printer

3

Bookmark Names



These could have been customized in **AcroPlot Pro** in the file list window

Technical Support

Technical support for AcroPlot Pro is best handled by visiting our online helpdesk at:
www.cadzation.com/support.htm

From there you can both search our knowledgebase and also submit a new support request. You can also upload any files that you may be having problems with as long as they are under 6 MB in size.

We have found in the past that pure email support is too unreliable with customer's email servers filtering out our emails at times. The online helpdesk allows you to log in and check the status at any time in case you do not receive our emails.

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Revision History

Please visit our website at www.cadzation.com/revisions.htm for a listing of the major revision history.