

# Sheet Set Manager: Introduction to the Series

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Wouldn't it be nice if an entire project consisted of just one drawing sheet, which we could simply create, plot, and hand over to our client? Unfortunately, in the real world, our projects consist of multiple drawing sheets: sometimes 10, 50, 100 or over 1,000 drawing files per project. How do most of us keep track of all those drawing files? We use Microsoft® Windows® Explorer.

## How Most People Organize Projects

The situation looks something like this:

- We map out our organizational strategy, create a client directory on the server, followed by a project sub-directory, as well as additional categorical sub-directories.
- Of course, things get more complicated when additional team members access these drawing files. We depend on the entire team to follow the directory guidelines, assign the proper page numbers, save the most recent version of the drawings back to the server in the proper location, and so on.
- On top of that, some drawing files have multiple layouts in them (comprising multiple sheets). Renumbering any of the pages along the way means poring through the entire project to ensure that all the references are updated correctly.
- Lastly, plotting all the sheets in a project is a definite time commitment because it requires that we gather up all the individual sheets and layouts, and plot them individually.
- Sending the entire drawing set electronically to our client can turn into a virtual nightmare.

Does any of this sound familiar?

Let's face it: no one wants to spend time organizing drawing sheets. We want to spend time designing! The AutoCAD® 2005 Sheet Set Manager is about to make our everyday drawing life so much easier.

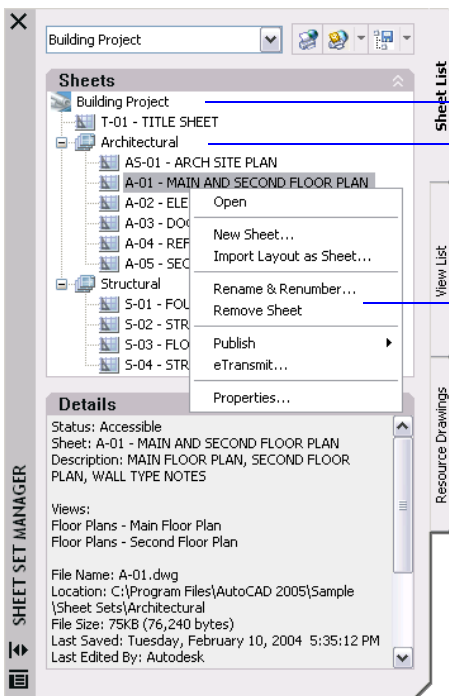
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## How the Sheet Set Manager Can Help

The Sheet Set Manager does all the organizational work for you so you can focus on the more important tasks at hand. You can use the Sheet Set Manager to quickly open files, add new sheets, and to print, archive and transmit any or all of your drawing files electronically. Imagine printing all of your sheets in a project with just two clicks!

Because all of the members of your design team will use the same sheet set when working on the project, you will only need to worry about a single file versus the many individual files that you've had to keep track of in the past.



A sheet set called "Building Project" is displayed in the Sheet Set Manager. Each of the sheets in the list points to a layout in a drawing file.

This sheet set is organized into two subsets named "Architectural" and "Structural."

Notice all the powerful options available in the shortcut menu.



## How to Use This Series

There is an assortment of tools available in AutoCAD 2005 that make the Sheet Set Manager extremely powerful: one-click plotting, automated sheet indexes, more efficient eTransmit, archiving, DWF publishing. *Whew! How am I going to learn all of that? you say. Where do I begin?* If it seems so complicated that you might just turn it off and never look at it, think again. That's where the Best Practices Series comes in.

This series provides a comprehensive introduction to the features in the Sheet Set Manager in terms that everyone who uses any version of AutoCAD can understand. Using these incremental steps, you can get yourself, or even an entire office, up and running. Soon enough, you will start to see immediate benefits.

The Best Practices Series is written by a variety of authors using clear examples, with an abundance of graphics for easy reading. It takes you from simple concepts such as using the Sheet Set Manager as an organizational tool (first in the series), to more complex issues such as implementing sheet sets in a multi-office, multi-user environment. Read and apply these ideas one at a time, or read them all to get the full picture of the power of the new Sheet Set Manager. Either way, you may become a Sheet Set addict yourself!

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