

Approximate Site width or height to display in meters*. Try to fit to sheet so less empty space. Green shade is generally best sheet/scale combination. Always use smallest sheet possible but not necessarily A4. Generally aim for 1:200/1:250 scales.										
	1:50	1:100	1:125	1:150	1:200	1:250	1:300	1:400	1:500	1:750
A4	15	28	35	42	57	71	85	113^	142^	213^
A3	20	40	51	60	80	102	121	162	204^	306^
A2	29^	58	72	87	116	145	174	232	290	435^
A1	41^	83^	103	123	164	206	247	330	412	618
A0	58^	115^	143^	173	230	287	345	460	575	860

* based on full sheet height or width so reduce for margins, title bar etc

^ Scale/sheet combination can cause text to be very small or large.

To set a scale.

- Check units precision set to around 0.00000 type units <enter>.
- Double click inside the viewport, so its border becomes thick (this sets the viewport to model space).
- Type zoom <enter> then e <enter>
- Roughly centre/zoom to part of drawing you wish to show.
- Close mspace by double clicking outside the viewport so its border becomes normal (return to paperspace).
- If you ever get lost and cant access paperspace because you can't see the viewport edge, type `_.PSPACE` <enter> or UNDO
- Check the properties window is open.
- Select viewport by clicking on border.
- Read off custom scale value.
- Depending on the units setting of the model space drawing will decide the values shown.
- Divide 1000 by the scale you require to get custom value. So $1000/250=4$ $1000/125=8$ but again if your cad is in mm then you would use .004 or .008
- If in meters then value 4 = 1:250 5= 1:200 2=1:500
- If in mm then value .004=1:250 .005=1:200 etc.
- So as an example, if after setting the view roughly, the custom value is showing something like 3.889 then you would need to use 4 (1:250)
- So set the custom value to a 4. (if its mm then it would be .003889 so set to .004
- Select scale bar to match scale you are using.

	m	mm
1:50	20	.02
1:75	13.333	.01333
1:100	10	.01
1:125	8	.008
1:150	6.666	.00666
1:200	5	.005
1:250	4	.004
1:300	3.333	.00333
1:400	2.5	.0025
1:500	2	.002
1:600	1.666	.001666
1:750	1.333	.001333
1:1000	1	.0001