

The Insurance Zone 7.0 Tutorial

Introduction

The Insurance Zone is the only drawing program developed specifically for loss control and fire protection specialists. This tutorial will show you just how fast and easy it is to create and modify all your diagrams with The Insurance Zone. In this tutorial you will be introduced to these four concepts:

- 1) Draw the building and surrounding site
- 2) Place Text and Dimensions
- 3) Place Symbols
- 4) Place the drawing on a pre-created form

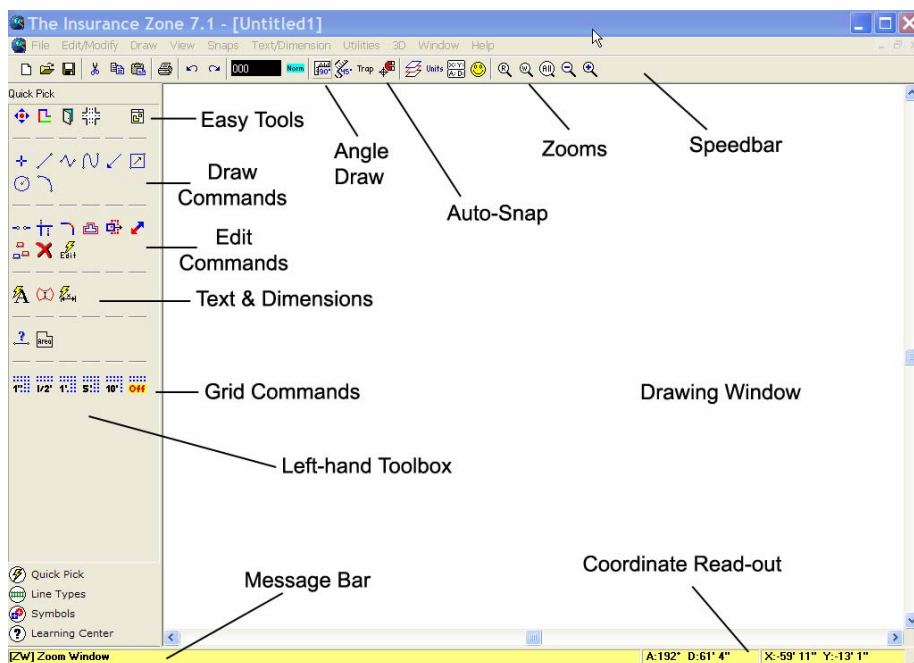
Remember that The Insurance Zone has many different ways to draw and modify objects in your diagrams. This tutorial will show you some of the easiest methods to use, but there are many others that are not discussed here. Only by experimenting with different commands and options will you fully discover the power of The Insurance Zone. As with any electronic drawing program, practice is the key to becoming faster and more efficient.

Program Screen

Throughout this tutorial we will refer to different portions of the program screen, such as the Toolbox, pull-down menus, message bar, and speedbar. All of the program features can be selected from the pull-down menus. You can also select most commands from the various icons on the left-hand toolbox and the speedbar that runs across the top of the drawing window.

It is also important that you know how to find the on-line help, movies and other program documentation. An extensive on-line help system can be accessed from the Help pull-down menu. Just select the Help menu and then select either Index or Contents to find the topic you want.

Another place to look for help is The Learning Center. Open the Learning Center by selecting it from the left-hand toolbox or from the “Let’s Get Started” dialog box that appears when you first open the program. The Learning Center contains “How Do I...” help topics, electronic tutorials, movies, and other information that will help you learn more about The Insurance Zone.



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A word about Scale and Snaps

The Insurance Zone is a “vector-based” program, meaning your diagram is defined by the actual geometry of each object – not just a bunch of pixels. For example, a line (or wall) is defined by the X, Y, Z coordinates of the line’s start point and end point. The program “knows” that a line is a line, not a circle, and knows the exact length of each line. This means you create every drawing to the actual measurements of the building and site you are drawing. There is never any need to “scale” objects as you draw, like you have to do when drawing with

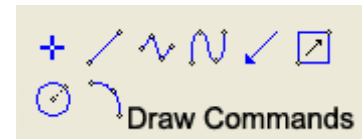
pencil and paper. Think of The Insurance Zone as giving you an unlimited size piece of paper on which to draw. The only time you need to choose a scale for the diagram is when you print it to paper, and then you can let The Insurance Zone figure out what is the best scale to use for the selected size paper.

Because The Insurance Zone is vector-based, you cannot just click on the screen near an object, like the corner of a wall, and expect to attach to it. Instead you will probably just be clicking on a point that is very near, but not exactly on, the desired point. To attach to some exact point, like the endpoint of a line, you must use a Snap command. The easiest way to do this is to click the magnet icon on the speedbar to activate the “Auto Snap” feature. Then anytime you are prompted to click in the diagram, the cursor will have a small target symbol attached to it. To attach to some existing point in the diagram, just position this cursor so the desired point is inside the target and click the mouse. This causes the program to “snap” or attach to the closest point to where you clicked.

Lesson 1 - Drawing

Drawing Basic Objects

There are basic drawing commands included in the program for drawing lines, circles, boxes, curves, and arcs. Use these tools to construct streets, driveways, parking lots, rivers, and any other features of a site. Generally, to use these tools you follow the same steps. For example, to draw a rectangle:



- 1) Select the Rectangle command from the left-hand toolbox or the Draw pull-down menu.
- 2) Click two points to define the corners of the rectangle.
- 3) Refer to the Message Bar at the bottom of the screen for instructions on what to do next.
- 4) Refer to the distance read-out (X and Y measurement) to see how far you have moved your cursor, so you know how large to make the rectangle. The X measurement is the horizontal distance and the Y measurement is the vertical distance you have moved since the last click.
- 5) Turn on Auto-Snaps (the magnet icon on the speedbar) if you want to “snap” or attach the object you are drawing to another object already in the diagram.

You will quickly see that with this method it takes a very steady hand to create an object to an exact size. Next, let’s look at some easier ways to draw accurately.

Direct Distance Method

An easy way to draw objects to exact measurements is to use the “**Direct-Distance**” method of entering distances. Let’s draw that rectangle again and use Direct Distance to specify the size:

- 1) Select the two-point rectangle command.
- 2) Click once to place the lower left-hand corner of the rectangle.
- 3) On the keyboard, type the width of the rectangle, a comma, and then the height.
- 4) Press the Enter key and the rectangle will then be drawn with the exact measurements you entered.

You can also use this method to draw other basic objects, like single line segments, continuous lines, circles, etc. For a line, you simply select the Line command, click to place the first point, move the cursor in the direction you want the line to go and type in the length of the line on the keyboard. Press Enter to finish it.

Easy Lines Method

You can also use the **Easy Lines** method to draw lines to actual measurements, say for the walls of a building, and place markers for interior walls. Easy Lines lets you draw a continuous line by entering a direction and distance for each one, just as if you were pacing off the walls of a building.



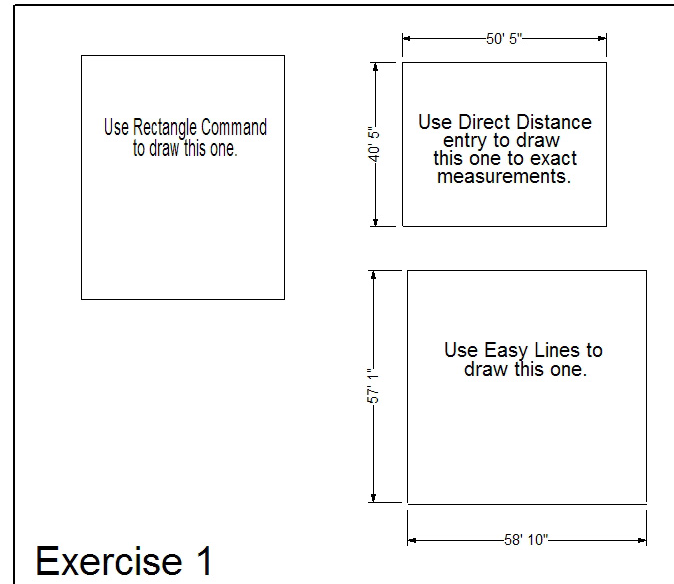
- 1) Bring up the Easy Lines toolbox by selecting it from the left-hand toolbox.
- 2) To establish the starting point, click on the Bullseye icon in the center of the Easy Lines toolbox
- 3) Click in the diagram for the starting point of the first line.
- 4) Click on the right direction arrow on the Easy Lines Toolbox.

- 5) Click 58'10" on the numeric keypad on the toolbox.
- 6) Click on the Line draw button in the lower-left of the toolbox and the line is drawn on the screen.
- 7) Now Click the down arrow to establish a new direction and type the length for the next line, 57'1" in this example.

You can continue to draw connected lines as if you were pacing around an entire building this way. Click the Back button to finish using Easy Lines.

Exercise 1 - Easy Lines & Direct Distance

- 1) Draw a rectangle using the Rectangle command. Watch the X and Y read-out at the lower-right of the screen to see how large you are making the rectangle.
- 2) Draw a rectangle using the Direct Distance method. Follow the steps outlined in the Lesson, above.
- 3) Draw a rectangle using Easy Lines. Follow the steps outlined in the Lesson, above.
- 4) Practice making some additional objects like lines, circles, curves, and so on.
- 5) **Name and Save your diagram!!**
 - a) Select the File pull-down menu, then select Save As
 - b) Type in a name for your drawing and click OK.



Lesson 1.5 - Selection & Editing

Now that you have placed some objects in the diagram, you will want to know how to select them for editing – like moving and copying.

- 1) Click on any single entity to select it. Notice that it turns pink and has eight small, blue rectangles around it. These rectangles are “handles” that can be used to drag the object to a new size.
- 2) Hold down the Shift key on the keyboard and click on another object. Notice that object is added to the selection set.
- 3) Press the Esc key on the keyboard, or click anywhere in an empty area of the drawing to de-select the object.
- 4) Position the cursor at the upper-left of the drawing. Hold down the mouse button and drag a window towards the lower-right corner of the drawing. All objects that were completely enclosed in the window are now selected.
- 5) Position the cursor at the lower-right of the drawing. Hold down the mouse button and drag a window again, but this time drag it towards the upper-left corner of the drawing. Now all objects that crossed through the window are selected.

Once you have selected the desired objects you can perform a number of editing functions on them.

To quickly move objects:

- 1) Select the desired objects.
- 2) Place your cursor anywhere within the selection handle points.
- 3) Hold down the mouse button and drag the selected objects to the new location.
- 4) Let up on the mouse button when finished.

There are a number of ways to copy objects, one easy way to copy is to use the clipboard:

- 1) Select the desired objects.
- 2) Go to the Edit/Modify pull-down menu and select Copy.
- 3) Click in the diagram where you want to place the copied objects.
- 4) Go to the Edit/Modify pull-down menu and select Paste and the copy is placed in the diagram.

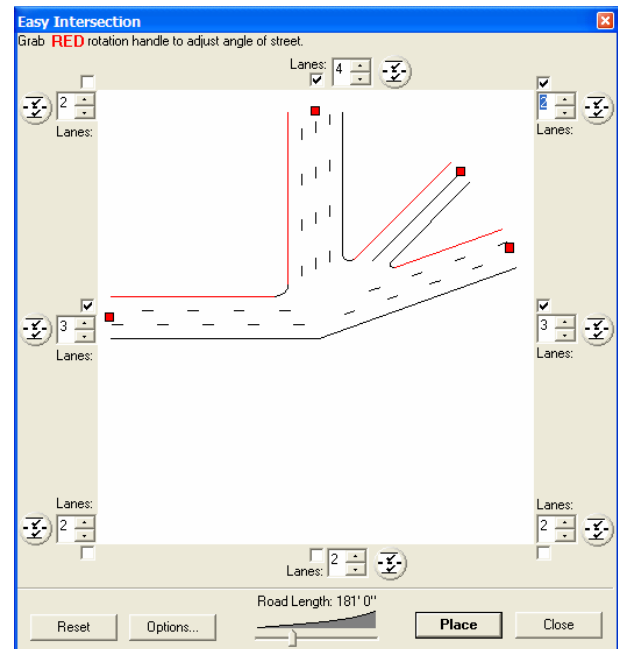
There are even more ways of moving and copying objects, especially if you want to place an object at an exact point in the diagram. There are also other editing commands available. Refer to the online help for more information on these commands.

Lesson 2 – Easy Intersection



The Easy Intersection toolbox allows you to draw road sections and intersections with just a few mouse clicks.

- 1) Select the Easy Intersection icon from the left-hand toolbox.
- 2) Click the check boxes to turn individual road sections on or off.
- 3) Click the up/down arrows by each road section to change the number of lanes.
- 4) Grab the red “handle” and drag it to rotate that road section.
- 5) Use slider bar at the bottom of the toolbox to change the size of the entire intersection.
- 6) Click the Place button to place the completed intersection in the drawing.
- 7) You will see an outline of the intersection attached to your cursor, click in the diagram where you want to place it.



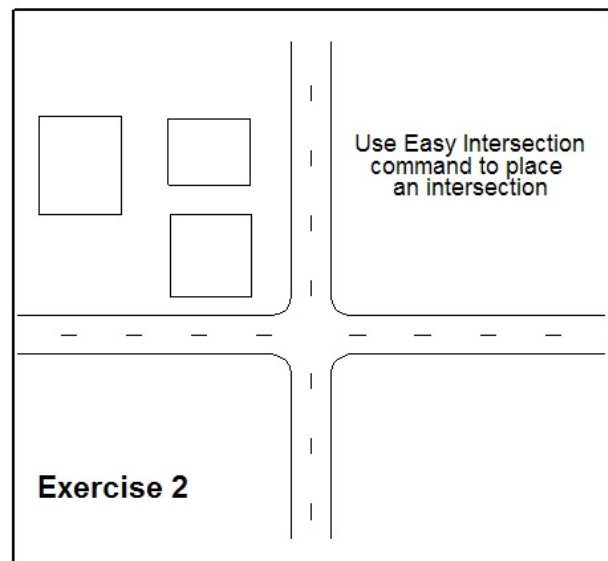
There are some other options available on the Easy Intersection toolbox, such as the ability to change the lane width and centerline of the roads. For insurance-type diagrams you will probably not need these options, but you can experiment with them if you have time.

Exercise 2 - Placing the intersection

Use Easy Intersection to place a 4-way intersection to the right of the rectangles created in the previous exercise.

Be sure to save your diagram! Click the diskette icon on the speedbar.

Tip: The Insurance Zone can also save a “back up” copy of your diagram for you automatically. Go to the Utilities pull-down menu and select Settings. Make sure Auto Backup is checked and you can also adjust the time increment for saving.



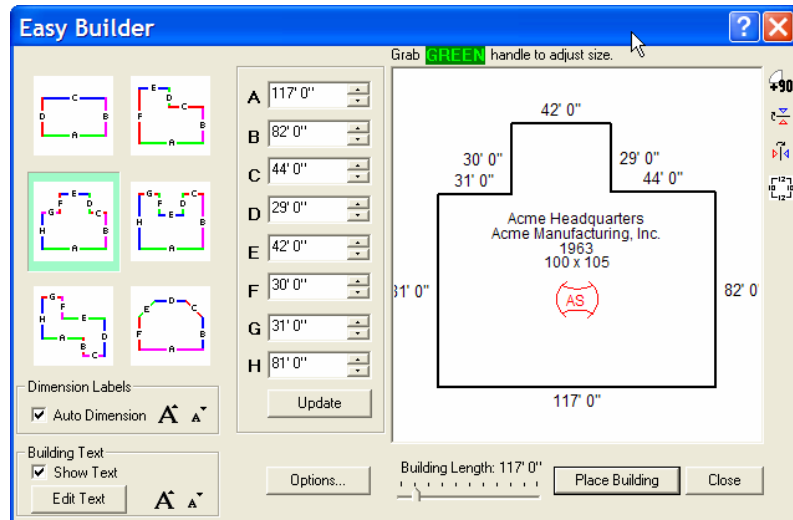
Lesson 3 – Easy Builder & Auto-dimensions

Just like the Easy Intersection toolbox makes it fast and easy to draw intersections, there is a special tool for drawing the outline of a building – Easy Builder. This toolbox lets you select a basic building shape and enter the length of each wall.



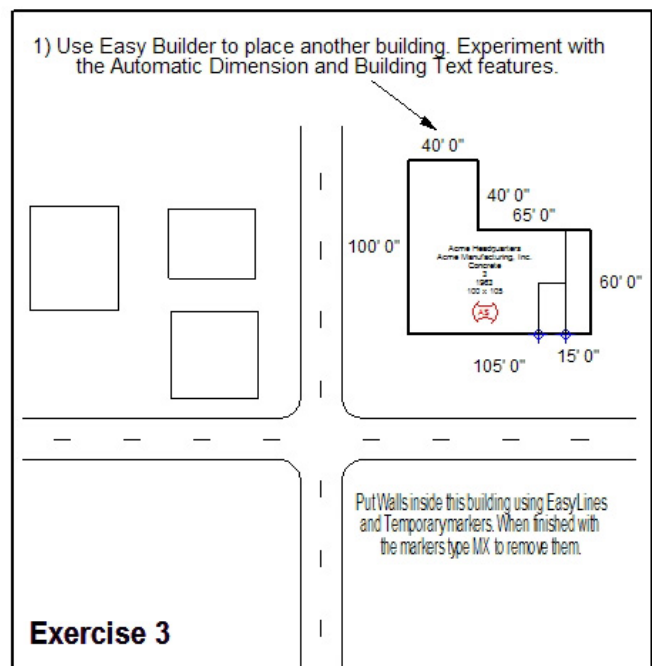
You can even select to automatically dimension the sides of the building and place text typically used in insurance drawings.

- 1) Select the Easy Builder icon from the left-hand toolbox.
- 2) Select a building shape.
- 3) To specify the length of the walls, you can either enter measurements in the text entry boxes or use the mouse in the preview window to drag the walls to a new size.
- 4) Click the “Show Dimensions” button on the right side of the toolbox to toggle between showing the dimensions or the letter labels in the preview window.
- 5) Click the Mirror and Rotate buttons on the right side of the toolbox to adjust the orientation of the building.
- 6) You can automatically dimension all of the walls by checking the Auto Dimension box in the lower-left of the toolbox. Click the big or small letter A button to change the size of the text.
- 7) Check the Show Text box to display some basic information about the building, including building name, occupancy name, construction type, number of stories, distance to insured’s building, year built, overall dimensions, and a symbol for sprinklers.
- 8) Click the Edit Text button to modify the text and leave some fields blank, if desired.
- 9) When the building looks exactly the way you want it, click the Place Building button and click in the diagram where you want it.



Exercise 3 – Drawing a Building

- 1) Use Easy Builder to draw another building with the measurements shown in the figure.
- 2) Check the Auto-dimension feature.
- 3) Check the Building Text feature and edit the text to add some typical information.
- 4) When finished, click Place Building and click to place the building in the drawing.
- 5) Use Easy Lines to place some interior walls:
 - Turn on Auto-snaps so you automatically attach to the nearest marker or line when you click.
 - Click on the 90-degree button on the Speedbar to turn on Angle Draw (ortho).



- Use Easy Lines to place temporary markers at the wall corners. To place a marker, establish the start point, click the direction arrow, enter the distance, then click the blue Marker button to place it (instead of the line button).
- Draw lines between the markers using the Line command. Click on the marker or on the wall for each point.
- When finished, type mx on the keyboard to erase all the temporary markers.

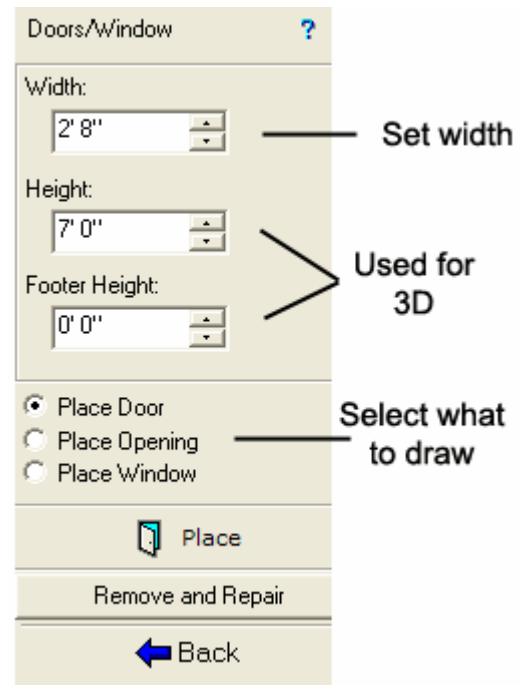
5) Save your diagram!

Lesson 4 – Doors & Windows



The Insurance Zone features a specialized tool for placing doors, windows and openings in walls. Use this tool to snap the door or window exactly onto the wall, adjust the swing when placing a door, and automatically break an opening in the wall. The procedure for placing a door, window, or opening, is essentially the same. You just select what you want to place from the buttons near the bottom of the toolbox.

- 1) Open the Doors and Windows toolbox.
- 2) Click in the radial button for “Place Door,” near the bottom of the toolbox.
- 3) Click the up or down arrow to set the door width or type in a value.
- 4) Similarly, enter values for the height and footer height or the door, if desired. These values are only used if you plan to view your diagram in 3D.
- 5) Select the Place button.
- 6) Click first on the desired wall to select it.
- 7) Click again to show the hinge point.
- 8) Move the cursor across the wall to see how it affects the door swing. When you like the swing, click to finish it.
- 9) To remove a door, window, or opening placed with this tool, click the Remove and Repair button at the bottom of the toolbox, then click on the item to remove.

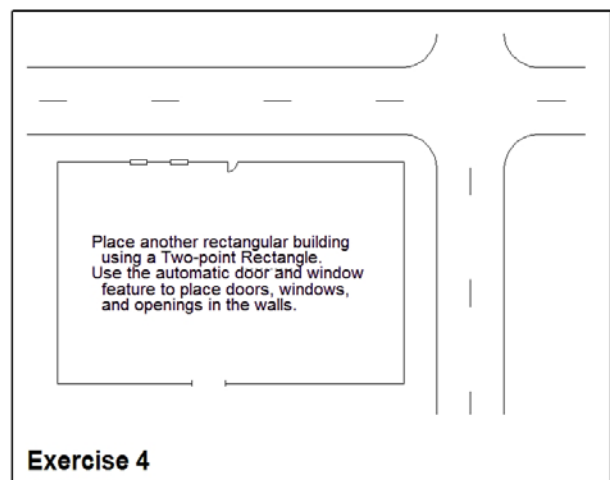


To place a window, you just repeat the above steps but select the “Place Window” radial button from near the bottom of the toolbox. Similarly, select the “Place Opening” button to place an opening in a wall. As you are placing the door, window, or opening into the wall, look at the message bar at the bottom of the screen for instructions on what to do next. These messages will explain what is expected for each mouse click.

Tip: If you do a zoom or refresh and the break in the wall seems to reappear, check to make sure there are not two lines – one on top of the other.

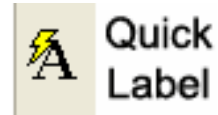
Exercise 4 – Placing Doors & Windows

Draw another large rectangle in your diagram to represent a building, then practice using the Door & Window tool to place doors, windows, and openings in the new building. Follow the steps listed in the Lesson above to place a door.



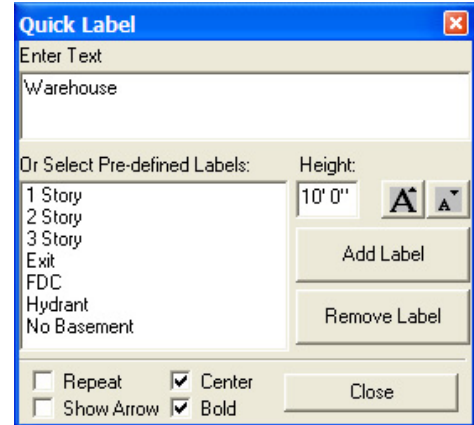
Repeat these steps to place windows and openings, just select the desired item to place from the radial buttons near the bottom of the toolbox. **Be sure to save your diagram!**

Lesson 5 – Entering & Editing Text



The Quick Label feature is used to label objects and place text in the diagram. Quick Label lets you adjust the height of the text, make it centered, make it bold, add an arrow to create a leader, and use a “Repeat” function for placing the same phrase throughout the diagram. To use Quick Label to place text:

- 1) Select the Quick Label command.
- 2) Enter the desired text in the text entry box or click on one of the pre-defined labels to place it.
- 3) Move the cursor back into the drawing window to see an outline box showing the size of the text. To adjust its size, repeatedly click the big A or small A buttons on the toolbox.
- 4) Click once to anchor the text, move the cursor to rotate it to the desired angle, click again to finish it.
- 5) Turn on “Show Arrow” to place a leader.
- 6) Turn on “Repeat” if you want to place the same text in several locations.



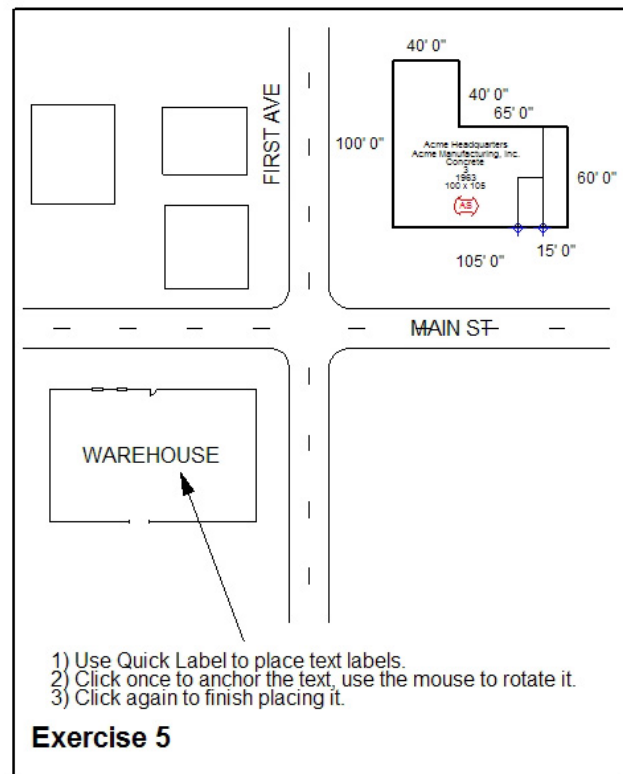
Tip: If you want all your text to be horizontal, you can click on the 90° button to turn on the Angle Draw mode. This constrains the cursor so it can only move exactly horizontally or vertically.

Quick Label has a set of pre-defined labels from which you can select and place in the diagram. You can also add and remove labels from the list.

To edit text that has already been placed, click on the text to select it and then select the Edit command on the left-hand toolbar. The text is shown so it can be edited. Make your changes and click OK to finish it.

Exercise 5 – Placing & Editing Text

Use the Quick Label command to place text in the diagram, some horizontal and some rotated. Follow the steps in the lesson, above. Select a string of text and edit it. **Save your Drawing!!**



Lesson 6 – Measure Area & Dimensions

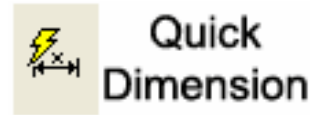
The Measure Area command is used to measure an area and place the value as text in the drawing. Before you use Measure Area, make sure Auto-Snaps is ON (magnet icon on the speedbar) so you can automatically snap to each corner.



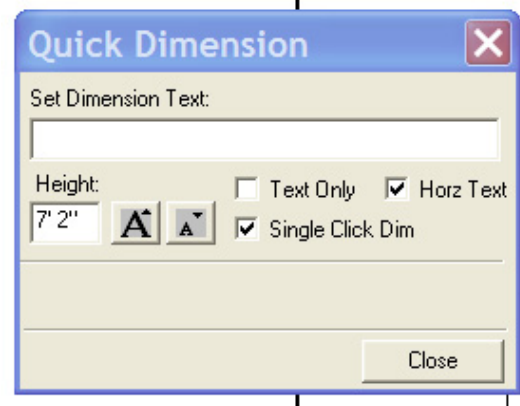
- 1) Select the Measure Area command and place the cursor on any corner of a

- building. Click to snap to that corner.
- 2) Click to snap to each corner of the building, moving consecutively around the building. Notice the area is displayed at the top-left of the screen and the value changes with each new click.
 - 3) Click again on the starting point to finish the area.
 - 4) Click the “Place Area Text” button on the speedbar and click in the drawing where you want to place the text. To change the size of the text, place it first and then edit it, as described in Lesson 5, above.

If you use the Easy Builder toolbox, you can automatically place dimensions for all the walls of a building, but what if you want to dimension something that was *not* drawn with Easy Builder? The Quick Dimension tool lets you place a dimension between any points on which you click or snap, or you can use the “single-click” mode to quickly dimension lines, such as the walls of a building. To place a dimension:



- 1) If you are dimensioning to existing points, like the corner points of the walls of a building, make sure Auto-snap is turned On.
- 2) Select the Quick Dimension command from the left-hand toolbox.
- 3) Select the desired options, like Text only (no dimension lines or arrows) and Horizontal text.
- 4) Click on the first point of the object to dimension; click again on the second point. When dimensioning a wall, be sure to snap exactly to the corner points.
- 5) Move the cursor away from the wall and notice an outline of the dimension.
- 6) Click the big A – small A buttons on the Quick Dimension toolbox to adjust the text height.
- 7) Click a final time to position the text.



You can continue to place dimensions in this manner by clicking on two new points. There is also a “single click” mode which allows you to dimension any line by just clicking once anywhere along the line. Then The Insurance Zone finds the endpoints of the line automatically for you. You finish the dimension by clicking again to position the text.

Once a dimension is placed in the diagram, it can easily be modified:

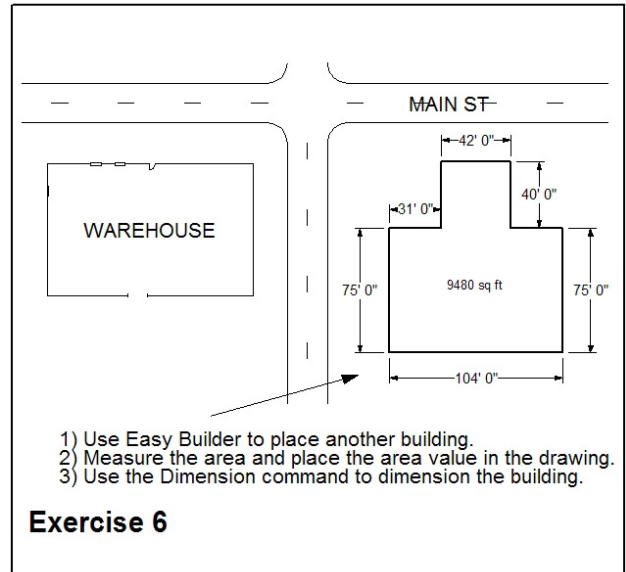
- 1) Click on a dimension to select it.
- 2) Select the Edit command from the left-hand toolbar.
- 3) Select any of the options to adjust the position of the text and the dimension lines. These options let you slide the text or move it outside of the dimension lines. This can be very helpful in situations where there is not much space for the dimensions.
- 4) Click OK to finish the changes.

Tip: When you place a dimension, The Insurance Zone calculates the distance between the points, exactly as it was drawn. Sometimes, however, you may want to “cheat” and display a dimension value that is different than how the diagram was constructed. This can be done when you first place the dimension, using the Quick Label tool, or when you edit a dimension. Just type in the desired value in the text entry box labeled “Set Dimension Text.” To change the dimension value using Quick Label, place the points of the dimension first so the distance is calculated, then delete that value and type in what you wish to be displayed.

Exercise 6 – Dimensions and Measure Area

Create another building in the lower, right-hand quadrant using Easy Builder. Use the Measure Area command to show how to measure its area and place the area as text in the drawing, following the steps in the lesson above. Use Quick Dimension and experiment with the different options. Use the Single Click feature to dimension the building (make sure Auto-Snaps is On). Select a dimension and use the Edit command to change the dimension value.

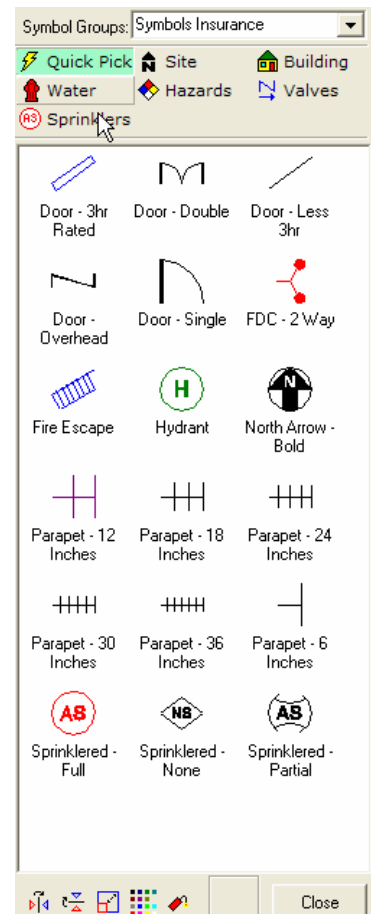
Save your diagram!



Lesson 7 – Placing Symbols

The Insurance Zone has a large number of predrawn symbols and several options to help you quickly place symbols in your diagram.

- 1) Click on Symbols on the left-hand toolbox. This brings up the Symbol Manager toolbox.
- 2) Select from one of the Symbol Groups using the pull-down arrow at the top of the toolbox. These symbol groups include Insurance and NFPA symbols.
- 3) The buttons at the top of the toolbox represent the various Symbol categories – Quick Pick, Site, Building, Water, etc.
- 4) Click on one of the symbols shown in the symbol preview window to select it.
- 5) Move the cursor back into the drawing window and notice a preview of the symbol attached to the cursor.
- 6) Each symbol has two handles – click or snap once in the drawing to anchor the first handle. Move the cursor and notice that you can rotate the symbol around the anchor point.
- 7) When the symbol has the desired rotation, click or snap again to finish placing it.



Once you select a symbol from the Symbol Manager, there are several options that allow you to change how the symbol looks:

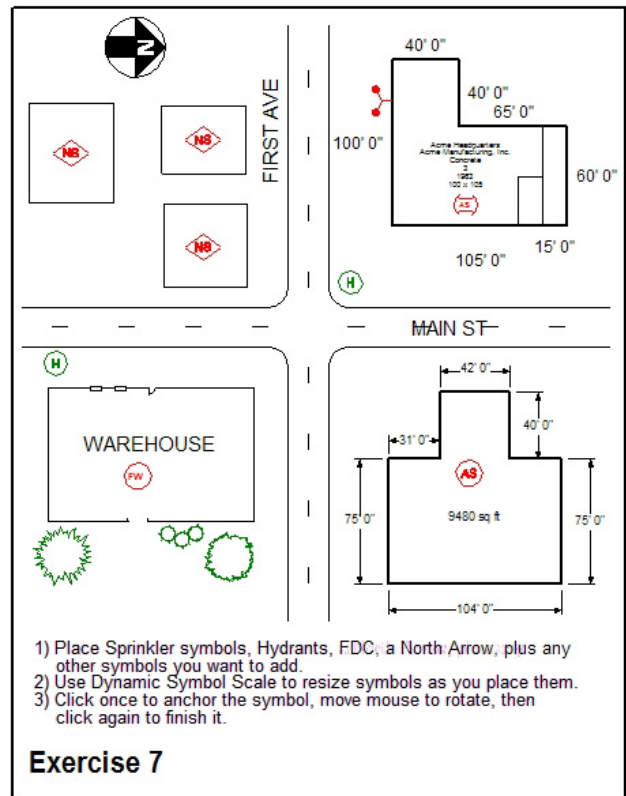
- 1) Select a symbol that is not symmetrical, like the Fire Escape. Click one of the Mirror buttons at the bottom of the toolbox. Move the cursor back into the drawing window to see the effect of the mirror on the symbol's preview. Click the mirror button again to turn it off.
- 2) All symbols are initially drawn to be a certain color. To change a symbol's color, select it from the Symbol Manager and click the color palette button at the bottom of the toolbox. When you place that symbol in the diagram it will have the new color. Click the color palette button again to return to using the default symbol colors for new symbols to be placed.
- 3) All symbols are initially drawn to a certain size. To change a symbol's size, select it from the Symbol Manager and click the Dynamic Symbol Scale button on the bottom of the toolbox. Click in the drawing to anchor the symbol and move the cursor. Now you can change the symbol's size before you finally place it. Click the Dynamic Symbol Scale button again to return to using the default symbol size for new symbols to be placed.

Most symbols are a collection of objects – lines, arcs, text, and so on. Once you place a symbol in a diagram it is treated as a single object. You only need to click once anywhere within the symbol to select it. However, this makes it impossible to edit or modify the objects that make up the symbol. To modify a symbol, you must *explode* it first. This returns it to the collection of objects and it is no longer treated as a symbol. You can explode symbols as you place them by using the Explode option at the bottom of the Symbol Manager. You can also explode a symbol after it is placed in the drawing – just select the symbol (or symbols) and select the Explode command from the Edit/Modify pull-down menu.

Exercise 7 – Placing Symbols

Place several symbols in the diagram to show sprinkler configuration, hydrant location, North arrow, trees, and so on. Make sure you try to rotate symbols, snap some into place on a wall (like an FDC), and use Dynamic Symbol Scale to change a symbol's size on placement. You should also practice moving symbols that do not get placed perfectly the first time.

- Turn On the Auto-snap command to place a symbol attached to a wall at one point, like an FDC.
- Use Auto-snap to place a symbol that is attached to a wall at two points, like a door or window. **Save your diagram!**



Lesson 8 – Using Line Types

You can use The Insurance Zone's custom Line Types to draw dashed and dotted lines, fences, railroad tracks, culverts, and more. Line types can only be used when drawing

“primitive objects” like lines, arcs, circles, and so on. They do not affect symbols. There are two ways to use line types. The first way is to select the desired line type first, then use the drawing tools to place objects with that line type, as follows:

- 1) Select Line Types from the left-hand toolbox.
- 2) Select the desired line type from the toolbox.
- 3) Select Quick Pick from the left-hand toolbox and then select the object you wish to draw, such as a line or curve.
- 4) Draw the object in the diagram and it will be drawn with the selected line type.
- 5) Continue to draw other objects and they will all have the selected line type.
- 6) Go back to Line Types on the toolbox and click the Norm button at the upper-left to return to drawing with a normal, solid line type.

The second way to use line types is to modify objects that have already been placed in the drawing:

- 1) Select some existing objects in the diagram, like lines, circles, curves, and so on (hold down the Shift key and click to select multiple objects).
- 2) Select Line Types from the left-hand toolbox.
- 3) Select one of the line types from the toolbox, like a dashed line type or a fence.

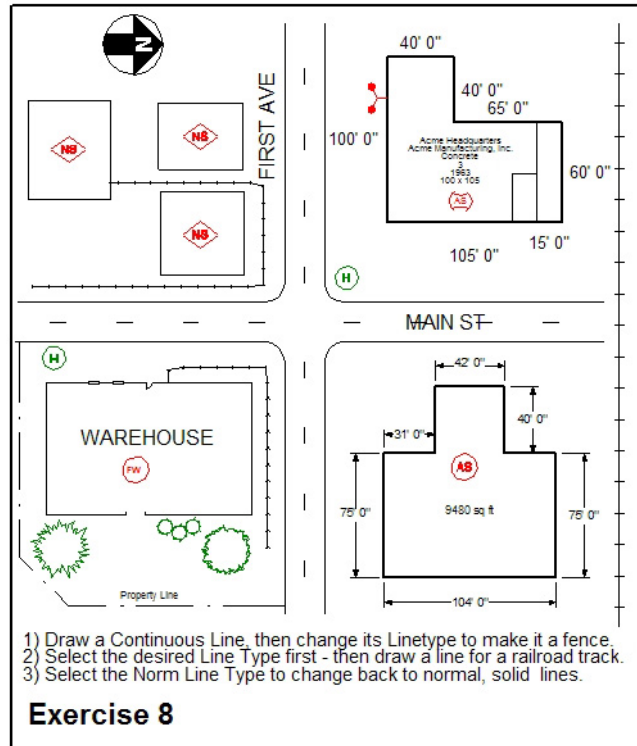
- 4) All the selected objects will be changed to the selected line type.
- 5) On the Line Type toolbox, select the Norm button to return to a normal, solid line type.

Exercise 8 – Using Line Types

Experiment with line types by placing fences, railroad tracks and property lines in the drawing.

- 1) Use the Continuous Line command to draw lines around some of the buildings for fences.
- 2) Select all the lines (hold down Shift key) and then select Line Types from the toolbox.
- 3) Click on the Fence 10' Line Type and all the selected lines will turn into fences at once.
- 4) Select another Line Type, like a dashed type or Railroad tracks. Go back to Quick Pick on the Toolbox and use the line or curve drawing tools to draw with the new line type.
- 5) On the Line Type toolbox, select the Norm button to return to a normal, solid line type.

Save your diagram!



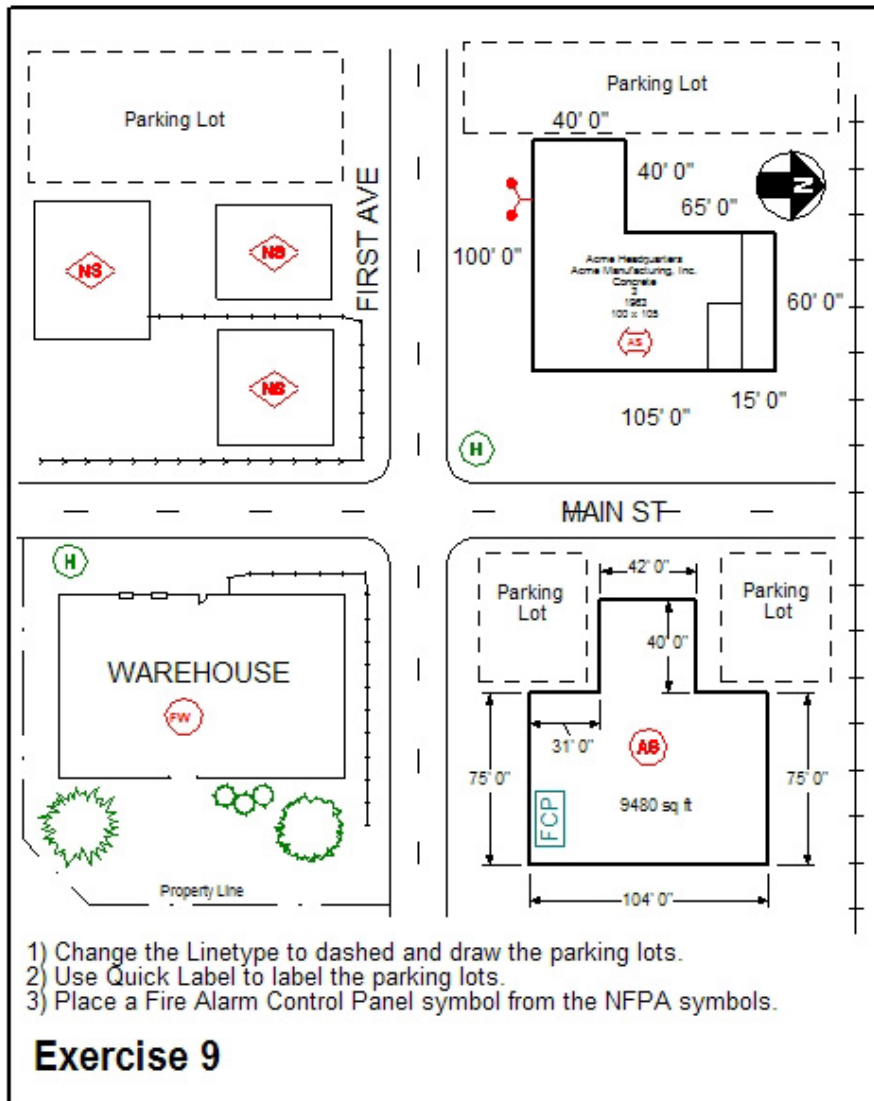
Lesson 9 – Review & Practice

The following exercise is a chance to review several of the previous lessons, including drawing, editing, using line types, and placing text and symbols. Refer to the previous exercises for more details on how to perform each step, if needed.

Exercise 9 – Line Type, Text & Symbol Review

In this exercise you will add some parking lots using a dashed rectangle, label them with Quick Label and add some additional symbols.

- 1) Change to a dashed line type and use the Rectangle tool to draw parking lots. Change back to the Normal line type.
- 2) If there is not room on the screen, zoom back or move some things around (like the North Arrow). You can also edit some of the dimensions to move them out of the way (select it and click Edit on the toolbox).
- 3) Use Quick Label to label the parking lots. Use the Repeat option to place the same phrase at multiple locations.
- 4) Open the Symbol Manager and change to the NFPA Symbol Group. Select the 5-05 Cntrl Group; select the Fire Alarm Control Panel symbol and place it in a building. Change back to The Insurance Zone symbol group.
- 5) **Save your diagram.**



Lesson 10 – Place the Form and Print

The final step is to place the customized form around the completed diagram, edit the text information on the form if necessary, save it and print.

- 1) Click the Form icon on the left-hand toolbox to place the Overland Custom Form around the diagram.
- 2) The Name, Policy number, Ticket number, and Scale are automatically inserted in the form. This information is read from the file: titleblock.ini
- 3) If you wish to change any of the text on the form
 - a. Click the text to select it.
 - b. Click the Edit button on the toolbox to bring up the Quick Label toolbox for editing
 - c. Edit the text and click OK.

Once you are satisfied with the form, save your diagram and then you are ready to Print your masterpiece.

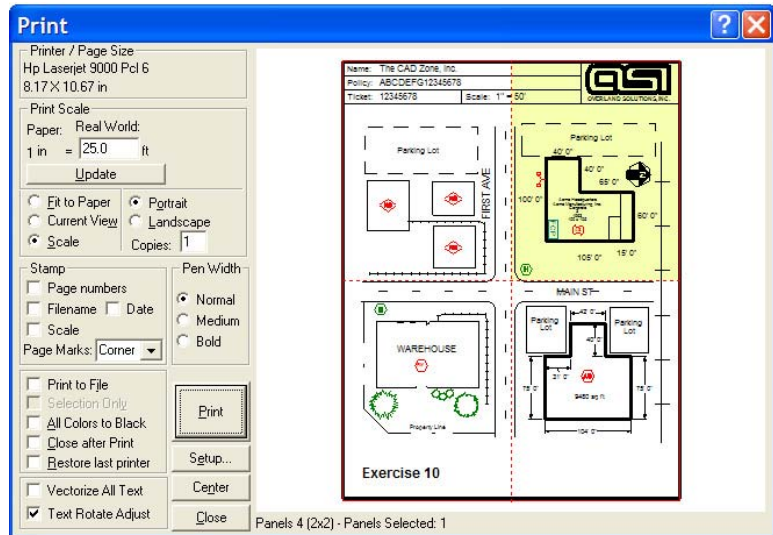
Printing and Print Tiling

When you are ready to print your diagram, just click the printer icon on the Speedbar, or select Print from the File Pull-down menu. There are a number of different options on the Print dialog box. There are three basic ways to determine how your diagram will be printed:

- 1) Fit to Paper fits the entire diagram on a single sheet of paper.
- 2) Current View prints the current zoomed view of the diagram on a single sheet.
- 3) Scale allows to enter an exact scale to use for printing. This scale is entered in the format:
X inches on paper = Y feet in the real world

Other options include the ability to change the paper orientation from portrait to landscape, add page “stamps”, change line widths to be bolder, and Setup your printer.

Two options at the bottom of the toolbox help adjust the rotation of text on the print. Some printers seem to rotate all text in the diagram by 90°. If you notice this happening, select Text Rotate Adjust and see if this solves the problem.



Printing Tiling

When printing diagrams to an exact scale, it is possible to specify a scale that does not allow the diagram to fit on one sheet of paper. In this case the program automatically uses Print Tiling to divide the drawing up so it can be printed on multiple sheets. If you don't have access to a large-scale plotter, print tiling gives you the ability to print your diagrams on multiple sheets and tape them together to construct a larger print.

To use Print Tiling:

1. Select the Print
2. Click in the Scale radial button to select printing to an exact scale. The other two selections do not allow tiling. Fit to Paper will fit the entire diagram on a single sheet of paper. Current View will display the current zoomed view of the diagram on the drawing screen and print out on a single sheet.
3. Set the Print Scale value to some scale that requires more than one sheet of paper to print the drawing. As the scale value decreases, the number of required panels increases. For example, it takes more panels to print a diagram at a scale of 1" = 20' than at a scale of 1" = 50'.
4. After setting the scale, click on the Update button to see your results. You will need to click Update each time you enter a new scale to see the effect that scale value has on the print.
5. Once the panels are shown in the preview window you click on individual panels to select them for printing. You can choose to put a page number and corner marks on each panel so you can easily tape them together to create a large size print.

Exercise 10 – Placing the Form

- 1) Click the Custom Overland Form button on the toolbox and the form is inserted around the diagram.
- 2) Select and edit the text as desired.
- 3) Save the diagram.
- 4) Select Print and experiment with the printing options.

This completes the Insurance Zone 7.0 Training!!

Name: The CAD Zone, Inc.

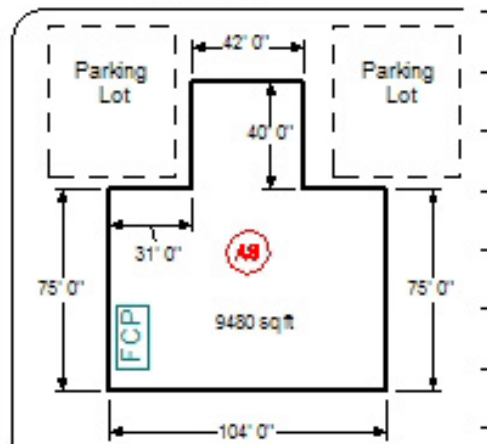
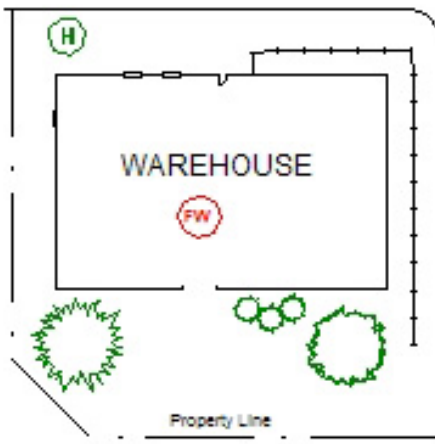
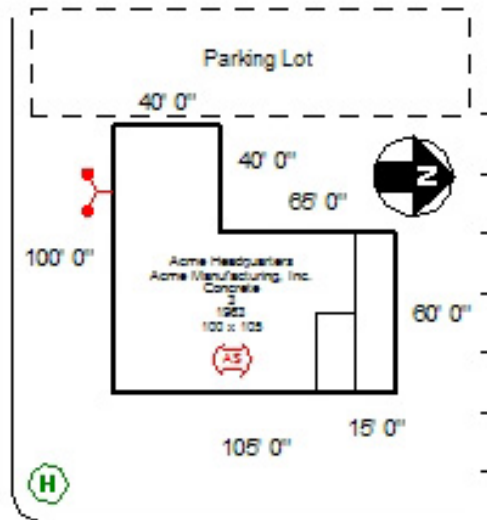
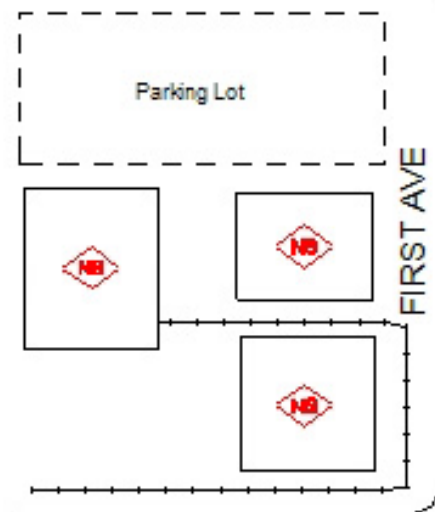
Policy: ABCDEFG12345678

Ticket: 12345678

Scale: 1" = 50'



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- 1) Click the Overland Custom Form icon on the toolbox.
- 2) The form is inserted and filled out automatically.

Exercise 10