

AcroPlot Suite 2025 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 <u>More Information Online--></u>

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.! <u>More Information Online--></u>

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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.

AcroPlot Pro 2024		- 🗆 X
File Select Setup Help		
Files Options CAD Options	Pro Options Bookmarl	Hide advanced options
	ModelSpace Refresh Files ModelSpace Named Views ModelSpace 3D SWIso View	Convert With: AutoCAD 2024 - English Options In AcroPlot Matrix Open the file when finished. In AcroPlot Matrix O Do not get the drawing info (speeds up loading files) Enable preview window Filter Files Hide Output File Types Filter Layouts
Select Output C:\Users\Rodney	\Documents\Samples.pdf	Auto Naming
Name CADzation-DWG-to-PDF-Bence ACAD_Composite ACAD_256_Colors ACAD_Hatch_Patterns ACAD_Hatch_Patterns ACAD_True_Type_Fonts ACAD_Linetypes	Bookmark CADzation-DWG-to-PDF-Bench ACAD_Composite ACAD_256_Colors ACAD_Hatch_Patterns ACAD_True_Type_Fonts ACAD_Linetypes	
		Exit

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.

AcroPlot Pro File Select Select Setup Help Files Options CAD Options	Pro Options Bookmarks	Hide advanced options	– – ×
aved Settings: Image: Constraint of the sector of the	ModelSpace Refresh Files ModelSpace Named Views ModelSpace 3D SWIso View	Dutput: Single PDF containing all files convert With: AutoCAD 2024 - English Options	AcroPlot Matrix
	(x86)\CADzation\AcroPlot\Samples\ Documents\Samples.pdf		Auto Naming
Vame 	Bookmark CADzation-DWG-to-PDF-Benchmar ACAD_Composite ACAD_256_Colors ACAD_Hatch_Patterns ACAD_True_Type_Fonts ACAD_Linetypes	(Use the ALT button plus select the lateral selection of the lateral	ayout to preview)
	Convert	Exit	

Step 2: Setup Options

Use the Setup->Options menu to get to the Setup Dialog in AcroPlot Pro.

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!*

Setup	×
Program Naming File Types PDF Paper Sizes Layouts, Views, Layers Direct Converter	CAD Programs
Please note that display of the PDF file type has been moved to a checkbox on the main interface	
Name	<u> </u>
*.PDF - Adobe Portable Document Format	Constitution for an and by Dec
*.DWF - Autodesk Drawing Web Format	Generic Formats Supported by Pro
🗹 *.DWFX - Autodesk Drawing Web Format	separated list that are supported by the Windows Explorer right-click "Print
🗹 *.DWG - AutoCAD Drawing	To" option. Ex. htm;html
*.DXF - AutoCAD Drawing Exchange Format	
*.DOC - Microsoft Word (Requires Microsoft Word or Open Office.)	
*.DOCX - Microsoft Word (Requires Microsoft Word or Open Office.)	└────────────────────────────────────
*.DOCM - Microsoft Word (Requires Microsoft Word or Open Office.)	Convert using Microsoft Word
★ *.TXT - Text Documents	Use A4 paper instead of letter
*.RTF - Rich Text Formatted Documents	Left Margin (in): 0.24
*.WPD - Wordperfect (Requires Microsoft Word or Open Office.)	Right Margin: 0.24
*.ODT - Open Office Text (Requires Open Office)	
SXW - Open Office Text (Requires Open Office)	Top Margin: 0.24
*XLS - Microsoft Excel (Requires Microsoft Excel or Open Office.)	Bottom Margin: 0.24
	Save Cancel

Step 3: Select What to Print

PDF	AcroPlot Pro	I
	e Select Setup Help	l
	Files Options CAD Options Pro Options Bookmarks	
	aved Settings:	
	Print From (For DWG Drawings) Image: Convert With: PaperSpace Layouts ModelSpace Refresh Files Last Active (Model or Paper) ModelSpace Named Views Options ModelSpace 3D Standard Views ModelSpace 3D SWIso View Image: Convert With: Zip and Email Results Image: Convert With: Image: Convert With: Email the files Zip As: Image: Convert With: Image: Convert With:	i
	Select Source Folder C:\Program Files (x86)\CADzation\AcroPlot\Samples\	
	Select Output C:\Program Files (x86)\CADzation\AcroPlot\Samples\Samples.pdf	
	Name Bookmark AcroPlot BMP256Colo	J



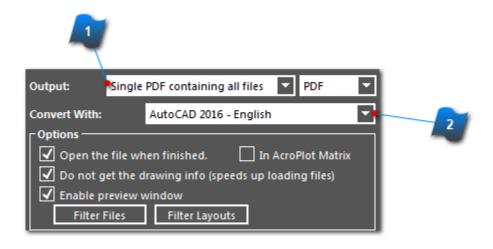
Print From ...

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





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.



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.

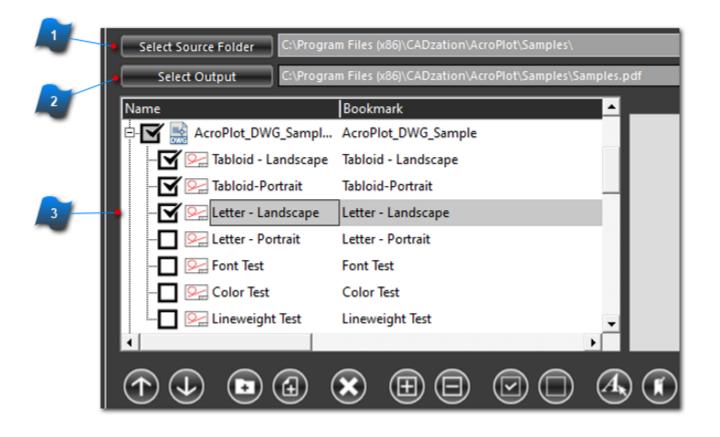
• Only AutoCAD 2000 and later versions will be listed in the "Convert With" drop-down if they are already installed on the same computer as AcroPlot Pro.

• 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 CAD (AcroPlot Direct Converter)

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

Step 5: Select the Source Folder and Output File/Folder





Select File Source Folder

• AcroPlot Pro opens each drawing to get information to list included layouts, views and layers for plotting

• Also gets information to include in PDF bookmark text



Select the Output File or Output Folder

• This is where the new converted files will be placed.

- For output "Single PDF containing all files" this will be the file name
- For output "One file per PDF or Layout" this will be the folder name

• Defaults to "Source Folder\SourceFolderName.PDF"



File List

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

Step 6: Select the Files to Convert

Files Options CAD Op	tions Pro Options Bookmarks		Hide advanced option	15	
Saved Settings:		Output:	Single PDF containing all file	s 🔻 PDF 👻	
Print From (For DWG Drawings) — PaperSpace Layouts	ModelSpace Refresh Files	Convert With:	AutoCAD 2024 - Engli	ish 🔫	
Last Active (Model or Paper)	ModelSpace Named Views	Options	file when finished. 🗸	In AcroPlot Matrix	
ModelSpace 3D Standard Views	ModelSpace 3D SWIso View	🖌 🗹 Do not ge	t the drawing info (speeds u		
Zip and Email Results		Enable pr		Filter Files	
Email the files Zip As:	drawings.zip	Hide Outp	out File Types	Filter Layouts	J
	m Files (x86)\CADzation\AcroPlot\Samples\				
Select Output C:\Progra	m Files (x86)\CADzation\AcroPlot\Samples\Sa	amples.pdf			Auto Naming
Name	Bookmark		(Use the ALT button	plus select the layout to previo	ew)
AcroPlot_DOCX_Sampl.					
AcroPlot_DWF_Sample	AcroPlot_DWG_Sample				
AcroPlot_DWG_Sampl					
Tabloid - Currait	Tabloid-Portrait			•	
Letter - Landscape	Letter - Landscape				
Letter - Portrait	Letter - Portrait				
🖳 Font Test	Font Test	-			
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Select All Layouts in a Drawing

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



Select Only the Files or Layouts You Want

- Select only the files you want within a drawing by clicking on the various checkboxes.
- A gray checkbox means only some items have been selected within that drawing file



Select Item(s) Button

Use this button to select the item(s) highlighted in the list. If you do not have any files highlighted or you only have 1 file highlighted it will select all files in the list.



Preview File Area

• If the "Enable preview window" box is checked then the you can <ALT> click on the item in the flies list to see a preview of most 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.





Move Selected Item(s) Up/Down Buttons

These buttons will move the selected item up or down in the conversion order which also controls the page order of how "Single File Containing All Files" mulit-paged documents are assembled.



Add Files from Other Folder Button

Add files from other directories or folders to the list



Add File to Beginning Button

Add a file to the beginning of the list. In addition, this folder is saved so this function will always take you back to the same folder.



Remove Item(s) Button

Removes the currently selected item(s) from the file list.



Expand/Collapse Item(s) Buttons

These buttons will expand/collapse all of the items or selected items in the file list.



Select/Unselect Item(s) Buttons

These buttons selects/unselects all of the items or selected items in the file list.



Use Advanced Selection Button

This button launches the Advanced Selection Dialog Box that allows the user to select drawings and/or layouts using wildcard matching for the names.



Edit Bookmarks Button

This button launches the Bookmark Editor to easily edit multiple bookmarks and to also see what the stored and calculated bookmarks are prior to conversion.

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.

Induction and the state of	AscoPlot Pro		— 🗆
Files Options Pro Options Bookmarks CAD Layout Settings CAD Plot Style and Thickness CAD True Type Text Settings Paper Size: Saved in Layout Note: To create a monochrome or grayscale PDF you can also use the Plot Color setting on the Options Tab. CAD True Type Text Settings Justification: Center-Center Plot Style: Show both CTB and S Text Fill: Should be On. On Plot Scale: Saved in Layout Sole: Saved in Layout Convert Text As Graphics Plot Offset: Saved in Layout Saved Saved Saved Saved Plot Offset: X: 0.00 Plot Stamp: Saved Select Paperspace Last: Saved Plot Offset: X: 0.00 Plot Stamp: Saved Select Paperspace Last: Saved Transparency: Saved Saved Do not hide Passwords for Protected Files Note: You can provide a comma separator of passwords to try to use to open you password protected DWG files Make Text Searchable Embed fonts in the DWF: Embed all fonts	File Select Setup Help		
Paper Size: Saved In Layout Note: To create a monochrome or grayscale PDF you can also use the Plot Color setting on the Options Tab. Justification: Center-Center Justification: Center-Center Plot Scale: Saved In Layout Saved In Layout Saved In Layout Saved In Layout CAD Plot Stamp Settings Plot Stamp: Saved Saved	Files Options CAD Options	Pro Options Bookmarks	Hide advanced options
Make Text Searchable Facetres: (0.01-10, -1=Saved) -1 CAD DWF Output Options	Paper Size: Saved In Layout Orientation: Automatic Justification: Center-Center Plot Scale: Saved in Layout Plot Type: Saved in Layout Plot Offset: X: Typically not needed since the Y: Justification will handle it Y: On Transparency:	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 S' Saved in Layout Object Lineweights: Saved Scale Lineweights: Saved CAD Plot Stamp Settings Plot Stamp: Saved CAD 3D Options Hide Plot: Do not hide	Text Fill: Should be On. On Text Quality: (0-100, -1= Saved) -1 Convert Text As Graphics CAD Misc. Settings OLE Quality: Saved Raster Quality: High Paperspace Last: Saved XRefs: Ignore XRef Checkir Swap margins for every other page Passwords for Protected Files Note: You can provide a comma separat of passwords to try to use to open your
Convert DWG hyperlinks to DWF Embed fonts in the DWF:		Facetres: (0.01-10, -1=Saved) -1	
Convert Shy fonts to graphics:		Embed fonts in the DWF: Embed al	l fonts
	Include preview	Convert fonts to graphics: Convert S	ihx fonts to graphics



From the main screen click the AutoCAD Options tab

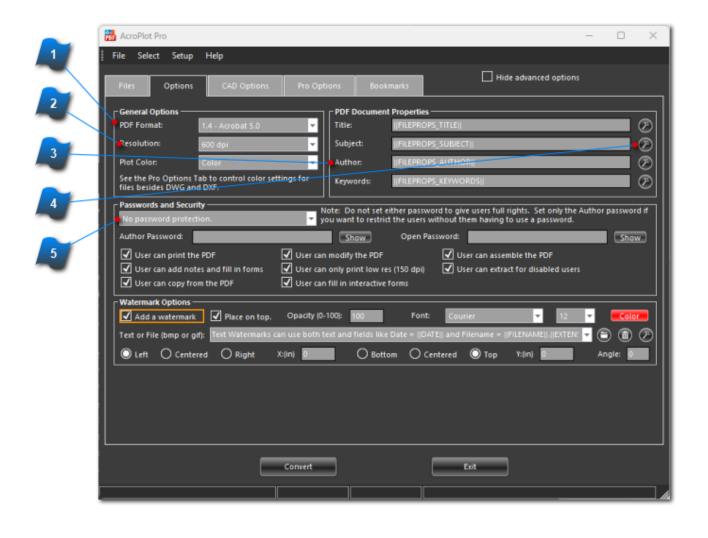


Override Drawing Settings Here

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

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.





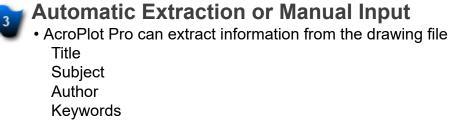
Set PDF Properties

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



Format, Resolution and Color Settings

Plot Color settings include Color, Monochrome or Grayscale



• Or specific information can be typed in here to override the drawing settings



Wizard Buttons

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



- Set Password Security
 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.

AcroPlot Pro	×
File Select Setup Help	
Files Options CAD Options Pro O	Options Bookmarks Hide advanced options
PDF Format: 1.4 - Acrobat 5.0	Title: FILEPROPS_TITLE
Resolution: 600 dpi	Subject: FILEPROPS_SUBJECT
Plot Color:	Author: FILEPROPS_AUTHOR
See the Pro Options Tab to control color settings for files besides DWG and DXF.	Keywords: FILEPROPS_KEYWORDS
Passwords and Security	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.
Author Password:	show Open Password: Show Show Show
2 User can add notes and fill in forms 🛛 User ca	can incomy une FDF Section assemble the FDF can only print low res (150 dpi)
Add a watermark Defines	r (0-100): 100 Font: Courier 🔽 12 🔽 Color
	th text and fields like Date = DATE and Filename = FILENAME . EXTEN: ▼ 😁 🔞 🖉
Left O Centered O Right X:(in)	Bottom O Centered O Top Y:(in) D Angle: D
Convert	Exit



Click on the Options Tab to Access Watermark Settings Click the Options tab from the main screen to access the settings for the watermark feature

Watermark Options Section

This section controls the watermark feature to add a watermark onto each page.



Watermark Font Controls

Select the font, size, and color for the watermark text is using a text watermark.



Enter Watermark Text

Enter Text in this box if you want to use text for the watermark.



Select Watermark Image Button

Use this button to browse for an image file to use as the watermark instead of text.



Watermark Text Wizard

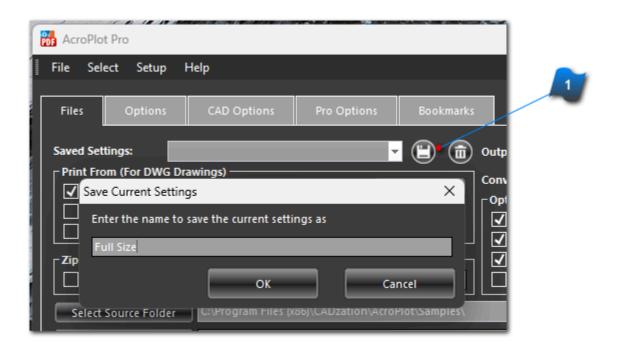
This button will open up the Watermark Text Wizard which will list fields (date, time, file properties) that you can use in the text string.

Place Watermark Anywhere on the Plot

Use the controls here to control horizontal and vertical placement of the watermark text or image on the PDF page.

Step 11: Save Settings and Plot

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

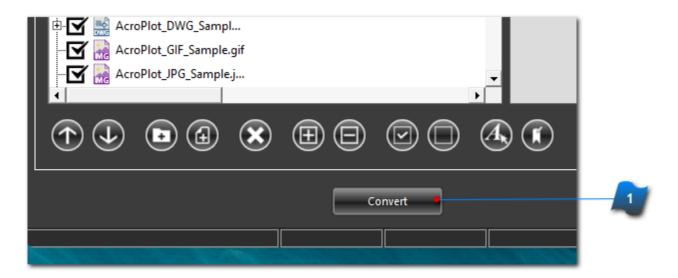




Save Settings Button

This button allows you to save the current settings to a specified name to be used at a later time.

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





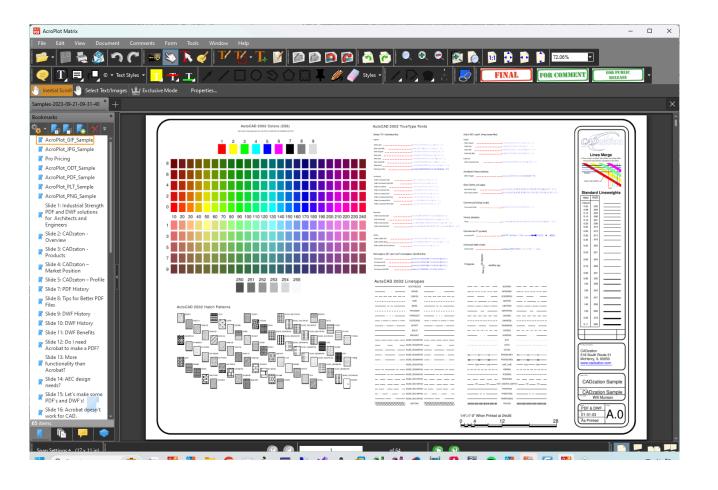
The AcroPlot Monitor window is displayed showing the progress of the conversion process.

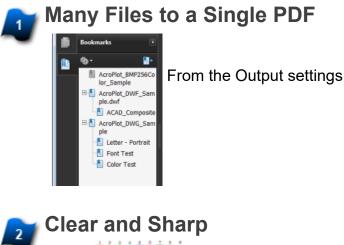
🎦 AcroPlot Mon — 🛛	×
4 <mark>3%</mark> 9 of 20 Cancel File: AcroPlot_PPTX_Sam Detai	
Powerpo Document Optimizing the PDF. Please wait.	
15 (MINUTES to wa canceling the p	
AcroPlot_GIF_Sample.gif Image: Image 1 AcroPlot_JPG_Sample.jpg Image: Image 1 AcroPlot_ODS_Sample.ods	I
Errors:	^
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Warnings:	^
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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.

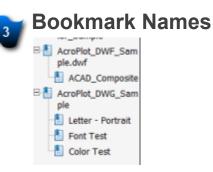
If the PDF file does not open in AcroPlot Matrix you can start AcroPlot Matrix and then use the **Edit->Set File Associations** menus to set AcroPlot Matrix as the default viewer for the various file types.







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



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 <u>www.cadzation.com/revisions.htm</u> for a listing of the major revision history.