

Sheet Set Manager: A Transmittal and Archiving Tool

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When I first started using Sheet Set Manager (SSM) I couldn't imagine how useful it could be. Now, I use SSM to organize my drawings, accessing them without even noticing where they are located. I also use SSM to publish several sheets to a multi-sheet DWF file or to a plotting device, placing specific views in a sheet, and so on. And, I've just discovered another use: archiving sheets and sending them as a transmittal package. In this article, I show you how you, too, can benefit from these features.

What Most People Do

Archiving drawings is nothing new. Since the first releases of AutoCAD, CAD managers, designers, and drafters have found ways to archive or create backups of drawings. Most people use operating system solutions or third-party utilities to archive drawings and related files. They use the same methods to save project files to a ZIP file that they send as a transmittal package to their customers or other stakeholders. However, with SSM and the eTransmit and Archive options, you have a built-in solution that is easy to use and effective. With the help of SSM you can

- Archive drawings and all related files to a single ZIP file or to a specific folder
- Create a transmittal package of project files and attach it to an email
- Add other relevant files such as Microsoft Word documents or images to the archive or transmittal package
- Remove unnecessary files from the archive or transmittal package

The SSM sheet management system helps you select files without having to know their names!

How to Archive a Sheet Set

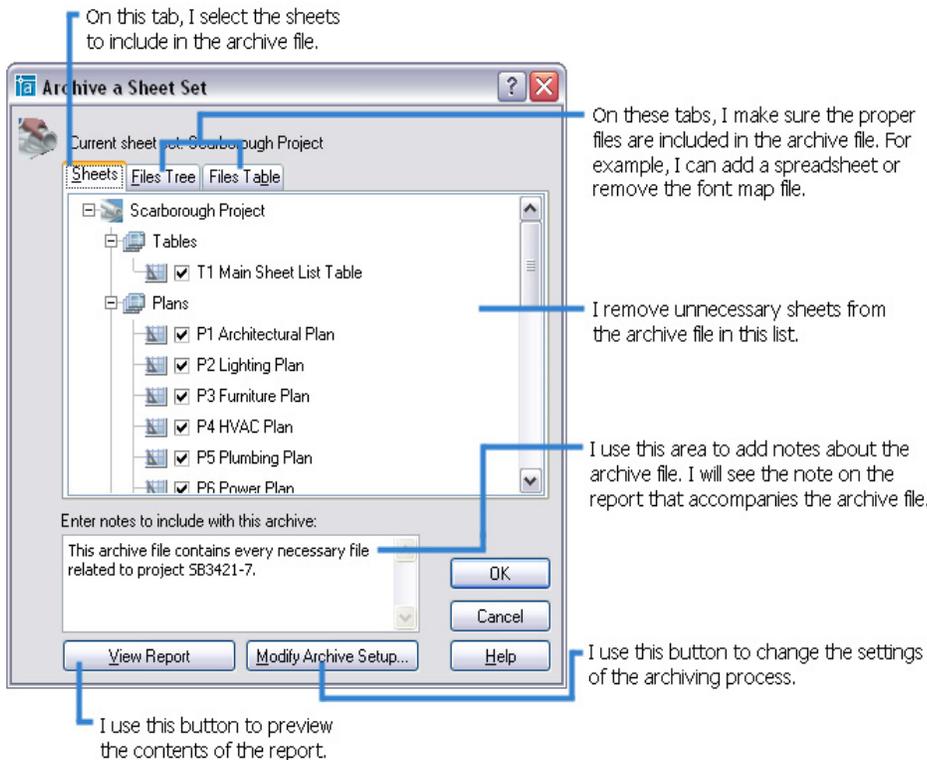
The Scarborough project is an architectural project with several drawings. We have used the project files in designing a two-story building. I would like to archive drawings to a backup tape. I prefer to save the files to a ZIP file, both to save space and to easily access everything related to the project.

There are only a few steps to achieve my goal. I open the sheet set in SSM. I right-click the sheet set title and, on the shortcut menu click Archive. The Archive a Sheet Set dialog box is displayed, and I make the necessary changes to the settings and the contents of the archive

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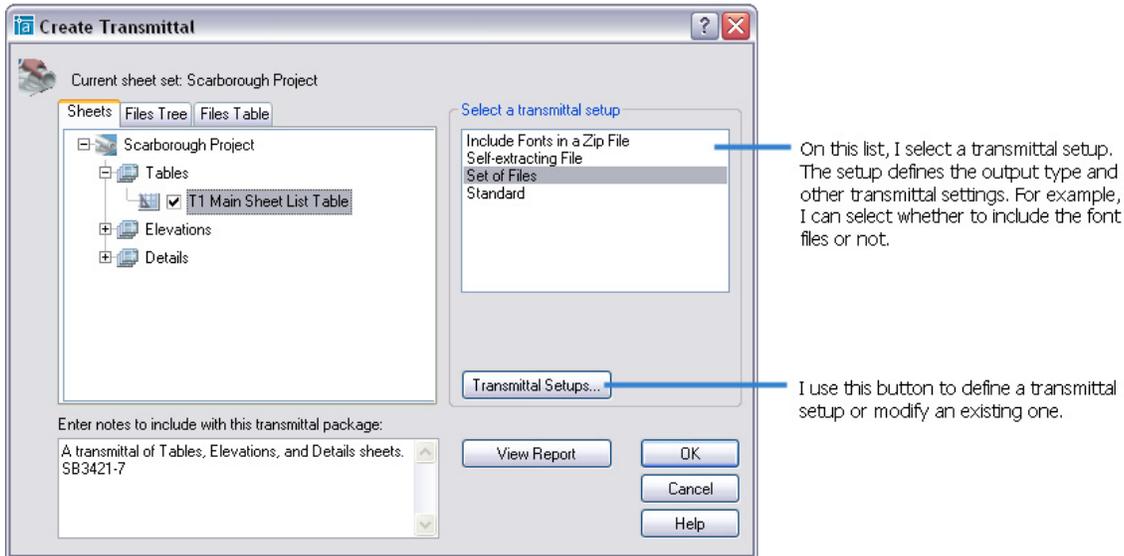
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file. I click OK to create the archive file. The following figure shows how simple it is. Note that you can view this dialog box only when a sheet set is open in SSM.



How to Create a Transmittal

I need to send some of the sheets to a client who wants a list of sheets -the elevation views and some detail sheets. The eTransmit function is independent of SSM. However, when the SSM is active and a sheet set is loaded, eTransmit gives me the chance to select the sheets rather than files. I easily select the sheets and eTransmit creates the transmittal package based on related files. The following figure shows the Create Transmittal dialog box when a sheet set is active. As you can see, the Sheets tab allows you to select sheets rather than files.



To create the transmittal I, click the Tables heading, and then press the CTRL key to select the Elevations and Details headings. I right-click one of the selected headings, and click eTransmit. In the Create Transmittal dialog box, I select one of the saved transmittal setups, and then click OK.

Note that you can also create the transmittal package based on a saved selection set of sheets. For more information, refer to the Best Practices Series article, Plot or Publish a List of Sheets Instantly.

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