

**Ardrey Kell High School
Drafting 1
Intro to CAD Unit Test
Saving, Plotting and Uploading Instructions**

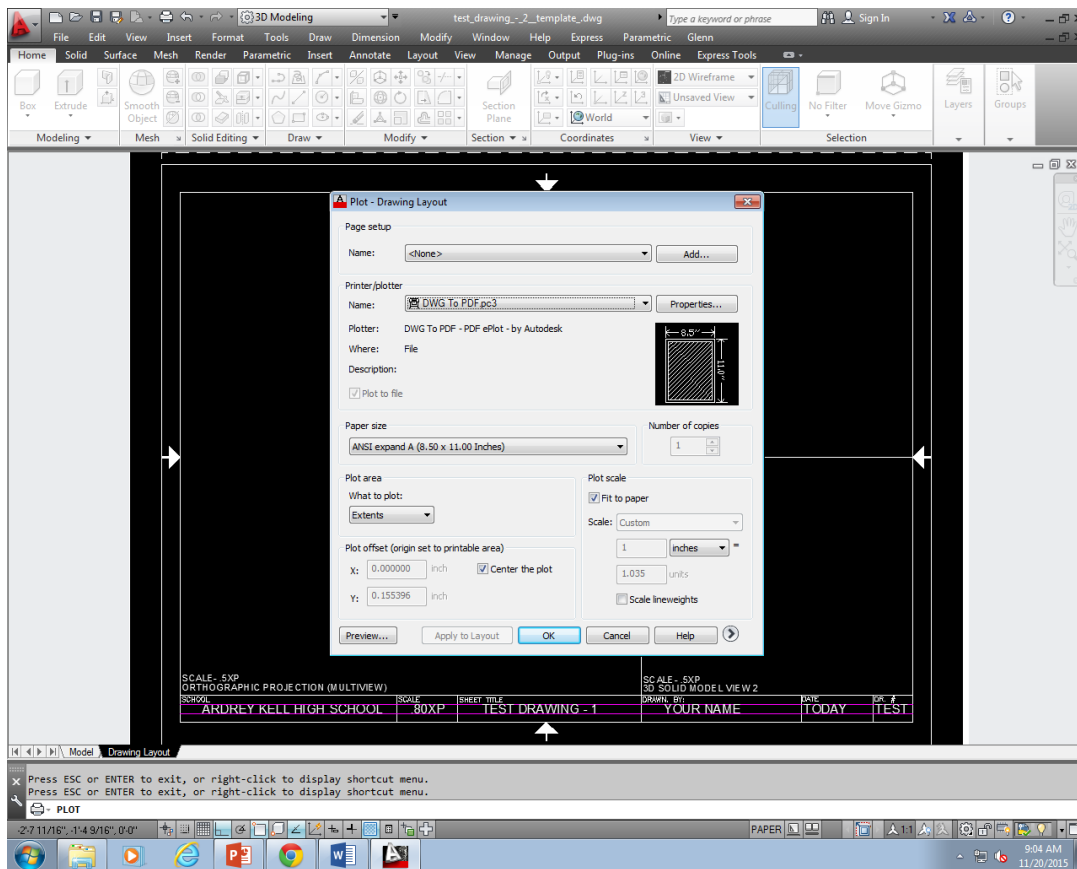
Part 1

1. Drawing will be saved as: **Test – Intro to CAD – First Name Last Name – Block 2A**
2. Complete the following steps to plot your drawing

NOTE: DON'T FORGET TO UPDATE THE TITLE BLOCK NAME/DATE BEFORE PLOTTING!!

Part 2. Plotting Instructions:

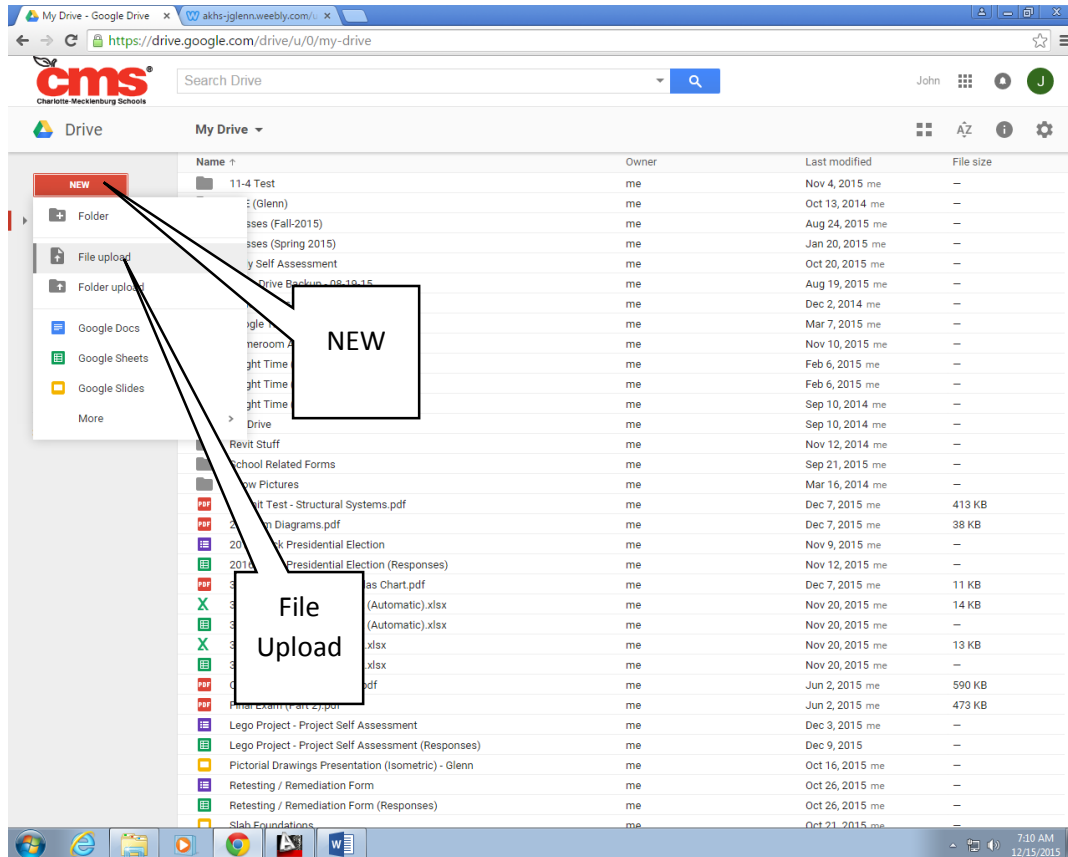
1. **Left click** on Drawing **Layout Tab**
2. **Right click** on Drawing **Layout Tab** – Select **Plot** from pop up menu
3. Make sure the pop up window appears as you see in the screen shot below:



4. When you press **OK**, a window will appear that says the operation has been cancelled. Just select **OK** and navigate to your flash drive where you will save your pdf.
5. Save the PDF file to your flash drive – **Use the same name as listed above in step 1**
6. Upload the pdf file to your shared Google Drive folder

Part 3 - Upload Instructions (Google Drive)

1. Open your Google Drive Account
2. Open your shared folder for Drafting 1 in Google Drive
3. Select the red **NEW** button as shown below, then select **File Upload** from the menu that appears.



4. Once this is done, log out of your Google Drive. Your pdf file has now been shared.