

Sheet Set Basic Information — GstarCAD 2027

3455 kbadmin September 25, 2026 [User Guide](#) 0 15

Sheet Set Basic Information

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Creating a sheet set

The "Sheet Set Manager" organizes, displays and manages sheet sets, a named collection of drawing sheets. Each sheet in a sheet set is a layout in a drawing (DWG) file.

Once the Sheet Set Manager is open, select the pull down box at the top and then click on New Sheet Set. A new dialog box will pop up displaying the 4 steps in creating a Sheet Set.

Begin

Under Begin there are two options for creating a sheet set.

- **An example sheet set:** Allows the use of a standard template to create the sheet set.
- **Existing drawings:** Starts a new sheet set. We are going to select the Existing Drawings option.

Sheet Set Details

This is where basic information like sheet set name, description and file location can be added.

Choose Layouts

Existing layouts can be added to the sheet set by browsing for the proper file needed in the drawing set. Once the layouts are selected, click Next to confirm.

Confirm

The confirm tab will give a summary of the layouts to be added to the set. After selecting the FINISH button the new layout will be added to the sheet set.

Import layouts to the Sheet Set Manager

To add a new sheet from an existing drawing layout, right click the title of the sheet set and select "Import Layout as Sheet". A new pop up box will appear which allows you to browse for an existing drawing to add a layout.

Managing Sheet Set

Moving and Removing Sheets from a set.

Once the sheets have been added to the Sheet Set Manager, they can be dragged and dropped to the order needed. To remove a sheet from the set, right click and select "Remove Subset".

Rename Sheets

To rename a sheet or a subset, right click on the sheet needed to be changed and select "Rename Subset".

Adding project information to a sheet set

To add project information to the sheet set, like project name, project number, and project description, right click on the sheet set title and scroll down to the sheet set Properties.

A new pop up box will display that allows the update of project information. Tips: Project information in the sheet set can be used in object such as fields.

Publishing Sheet Sets

Sheet Set Manager makes it simple to publish a full set or only select sheets of the construction documents. There are two ways to plot: Publish directly to the plotter/file or use the Publish dialog box.

Publish and Plot directly to the plotter/file. Right click on the sheet set, scroll to Publish, and then Publish to Plotter.

This method is used to plot and publish when the page setup is set per layout. The drawback to using this option is if someone plots one of the sheets using the plot command and saved the setup to the layout, the layout will not publish properly. Sheet set can also be packaged and shared through e-transmit. Publishing using Publish dialog box may not be as fast as Publishing directly to the plotter/file, but there is less of a chance the document will come out wrong.

You are also able to use Page Setups saved in the drawing to particular sheets or the full set. To pull up the dialog box, right click the Sheet Set title, scroll to Publish, and then to Publish Dialog Box. The Publish Dialog Box will display. Now with page setups, Publish Dialog Box can change the way the document is published. Now we have the options to publish to Plotter named in Page Setup, DWF, DWFx, and PDF.

Selecting the "Sheet Set Publish Options" allows the options to change information like default output location and naming.

Other versions with matching text

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