Chief Architect®
Architectural Home Design Software

Setting the Print Scale

Reference Number: **KB-00651**

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The information in this article applies to:

PREMIER INTERIORS

QUESTION

When I try to print my plan file, the Drawing Scale is set at 1/4" = 1'. I would like the scale to be something different. How do I change this?

> If you have already sent a view to your layout file at a specific scale, and are printing from the layout, the Drawing Scale should remain at a 1:1 scale, and should not be changed.
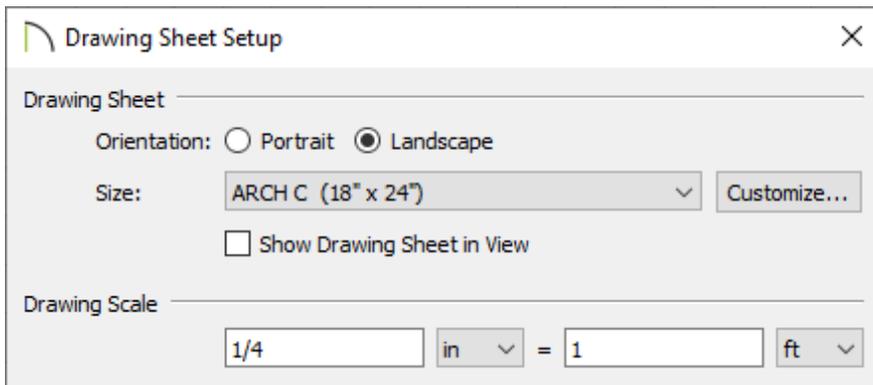
ANSWER

When the Print View dialog is opened, the scale can be seen, but cannot be changed. To change the Drawing Scale in a plan file, access the Drawing Sheet Setup dialog.
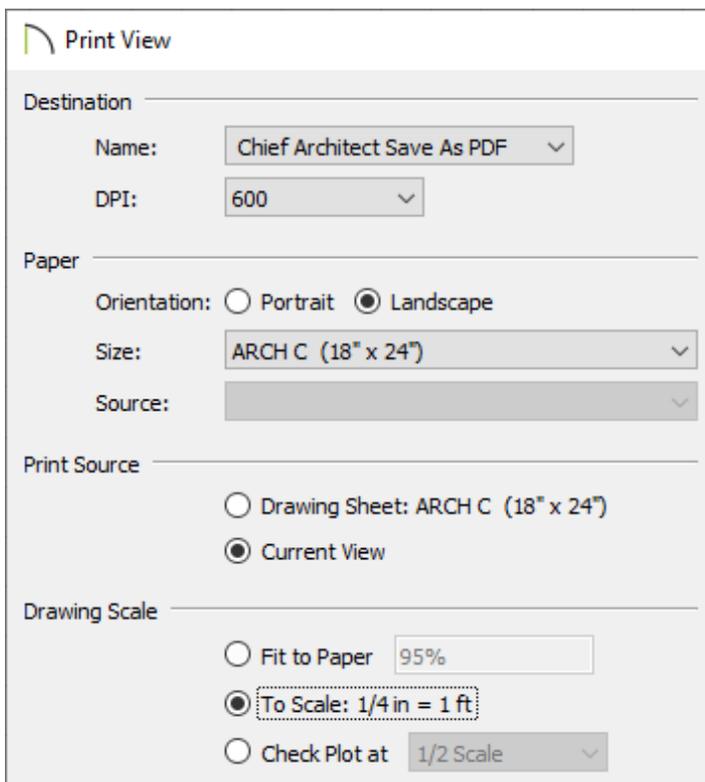
To set the Drawing Scale for a plan file

1. While in a plan, select **File> Print> Drawing Sheet Setup** ↕ .

2. In the **Drawing Sheet Setup** dialog that opens, specify your desired **Drawing Scale**, then click **OK**.

3. Select **File> Save** to save the changes with the current plan.

4. When you're ready to print, select **File> Print> Print** .

5. In the **Print View** dialog that opens, make sure the **To Scale** radio button is selected under the Drawing Scale heading, and that the scale you specified in Step 2 above is listed.

6. You can now click **Print** to print your plan to scale, or click **Save As PDF** to create a scaled PDF file.

To learn more about printing at a specific scale in Chief Architect, navigate to Help> Launch Help in your program, and search: Printing to Scale.

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📄 Troubleshooting Printing Issues (/support/article/KB-00085/troubleshooting-printing-issues.html)

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