

## Resizing a Layout Title Block and Border

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Reference Number: **KB-02862**

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The information in this article applies to:



### QUESTION

I have a layout template that I would like to copy using a different page size, but I don't want to have to redraw the entire title block and border, is there an easier method?

### ANSWER

You can quickly and easily resize a layout title block and border by selecting and resizing it.

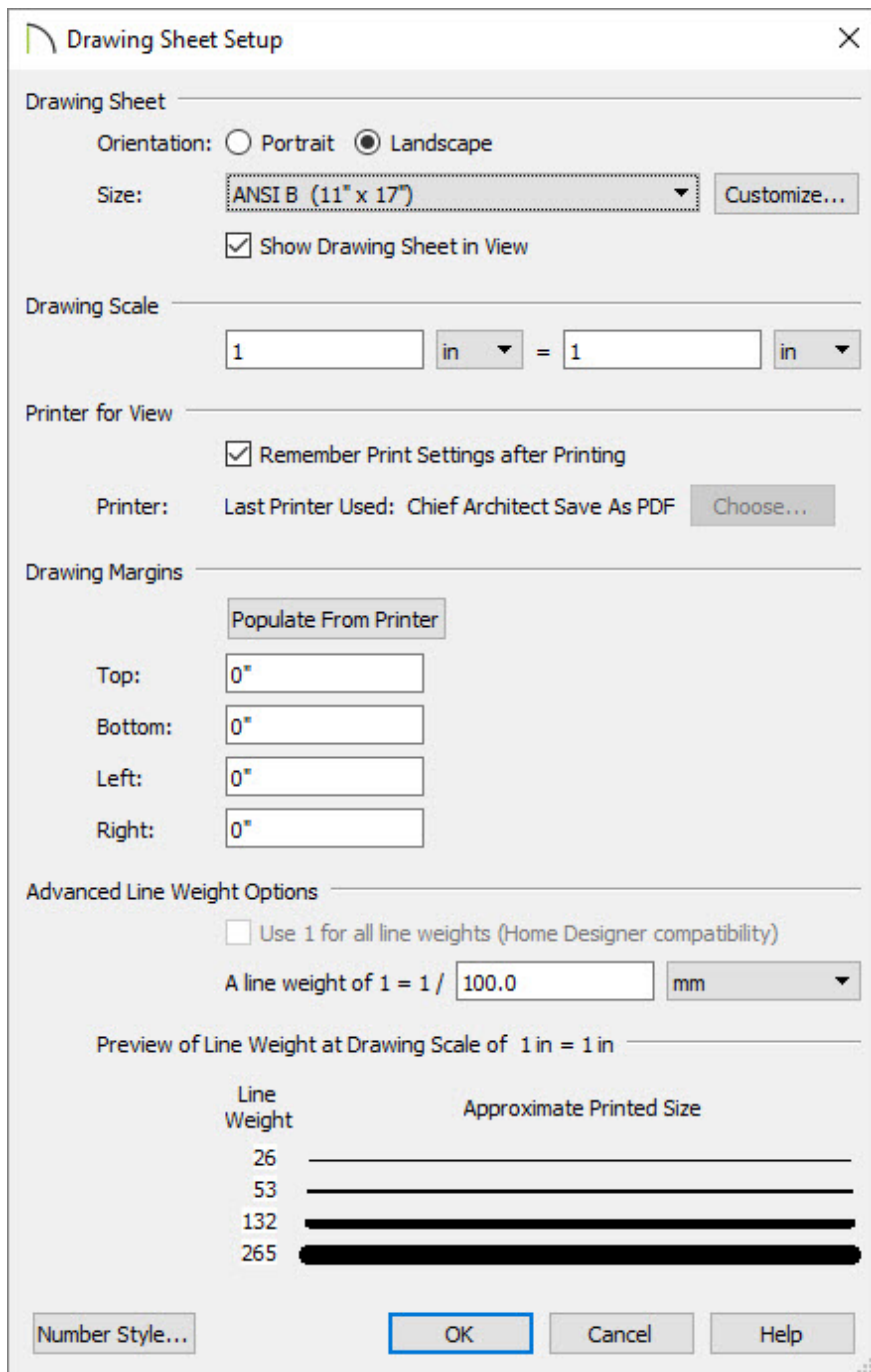
To resize a title block and border

1. Open the layout file that you would like to assign a different page size.



o In this example, the default layout template layout is used.

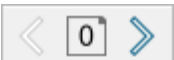


2. From the menu, select **File> Print> Drawing Sheet Setup**  .




- Specify the desired **Drawing Sheet Orientation** and **Size**.

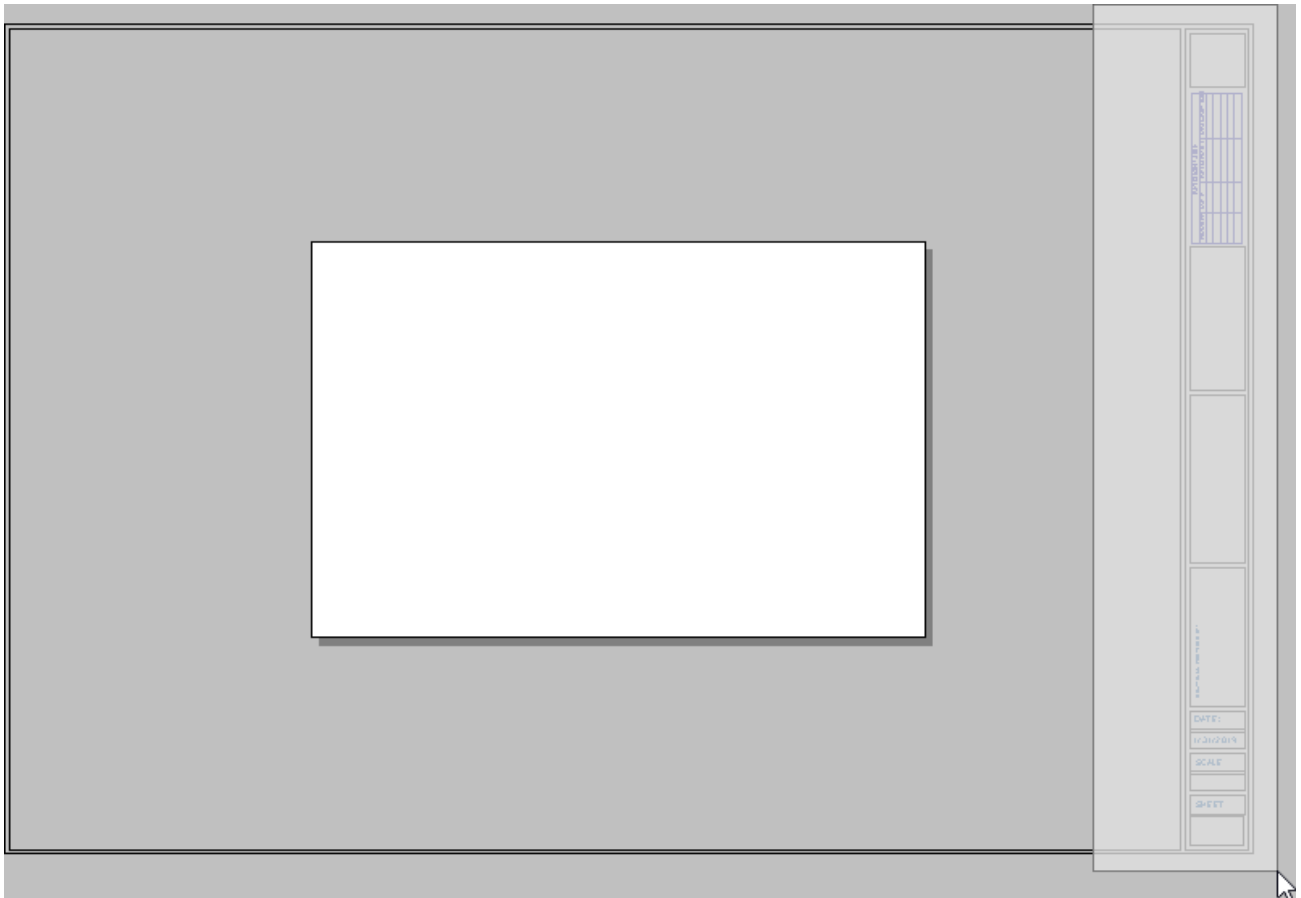
In this example, the size was changed to ANSI B (11" x 17").

- Make sure **Show Drawing Sheet in View** is checked.
- Make sure the **Drawing Scale** is 1 in = 1 in.
- Click **OK** to close the dialog and apply your changes.

3. Navigate to Page 0  and use the **Fill Window** , and/or **Zoom**  tools as needed so that you can see title block and border, along with the white, rectangular

Drawing Sheet Boundary in its entirety.

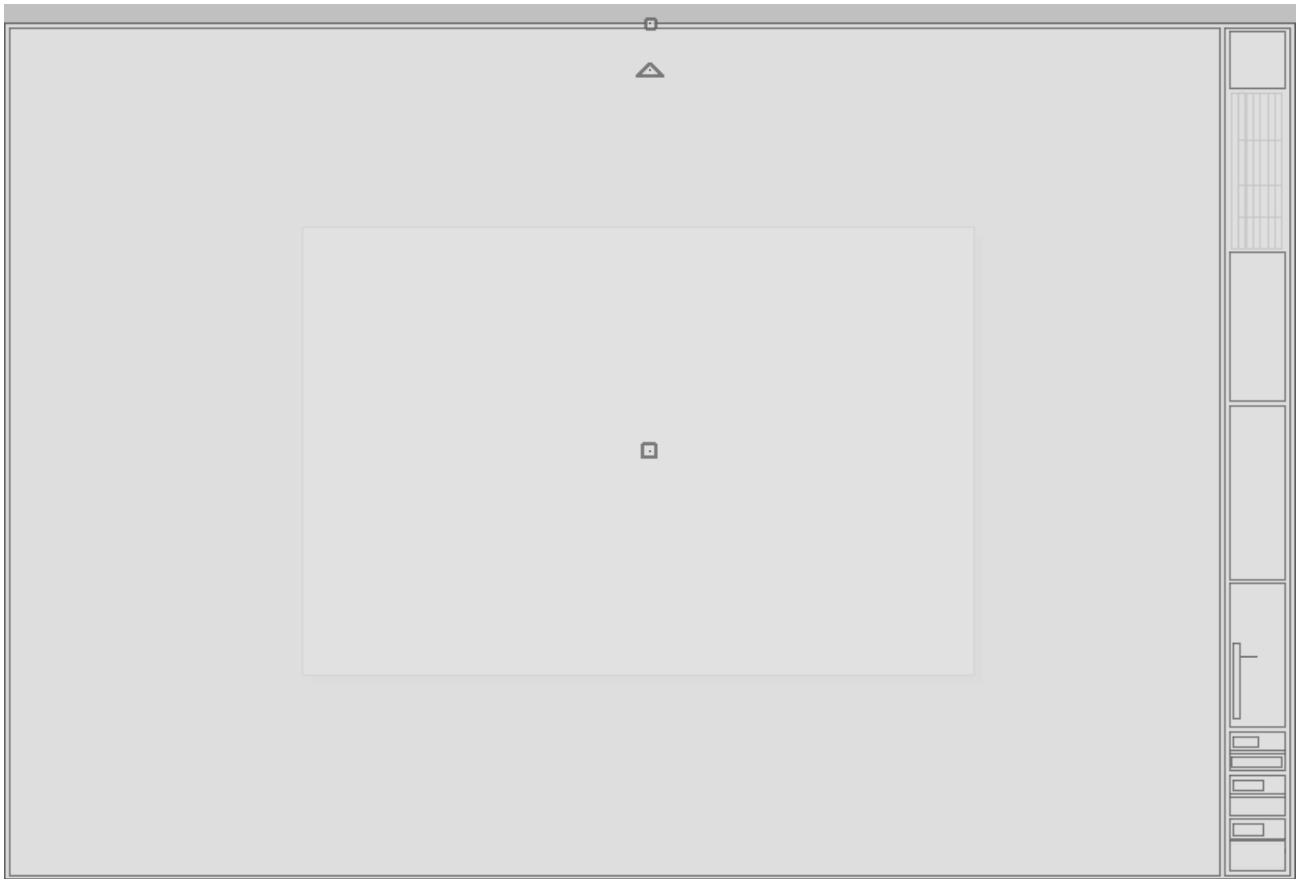
4. With the **Select Objects**  arrow selected, click and drag a selection box around the title block area.




- Be sure not to include the Drawing Sheet in the selection.


**Note:** If you're unable to select the entire title block, open your Preferences and browse to the Edit panel. Here, you'll want to ensure that under Marquee Selection, Select Intersected Objects is selected.

5. With the title block contents and the title border selected, use the topmost edit handle and drag inwards to scale the entire selection to fit within the designated Drawing Sheet area.



- If you experience difficulty with the layout border snapping to the edge of the Drawing Sheet, hold the **Ctrl/Command** key to temporarily disable snapping while positioning.
6. If necessary, adjust the title block and border further, or use **File> Print> Center Sheet**  to ensure that everything is centered properly on the Drawing Sheet.



7. To save the newly sized title block as a layout template, select **File> Templates> Save As Template** .
  - In X12 and newer program versions, you have the option to delete information prior to saving. Once the desired boxes are checked, choose whether or not you want to use this file as your default template going forward, then hit **OK**.
  - Choose an appropriate name and location, then press **Save**.

For more information on layout templates, please see the [Related Articles](#) section below.


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#### Related Articles

- [📄 Creating and Using Layout Templates \(/support/article/KB-00737/creating-and-using-layout-templates.html\)](/support/article/KB-00737/creating-and-using-layout-templates.html)
- [📄 Setting Up Layout Template Pages \(/support/article/KB-03018/setting-up-layout-template-pages.html\)](/support/article/KB-03018/setting-up-layout-template-pages.html)



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