Compliance Bulletin

Creating a PDF from an AutoCAD (DWG) File

West Virginia Department of Environmental Protection – Division of Mining and Reclamation, has developed directive on easily creating a PDF from an AutoCAD (DWG) file.
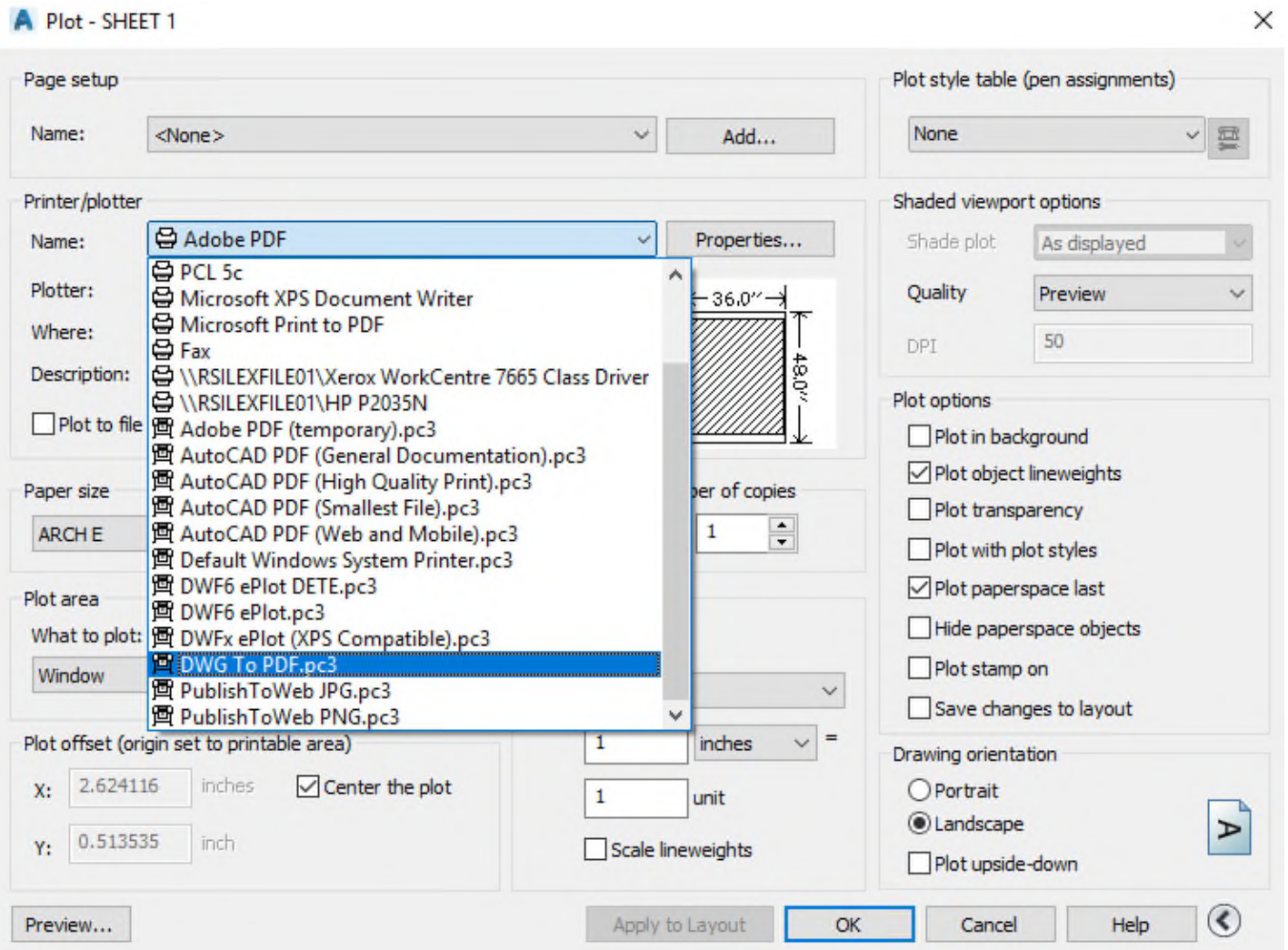
The purpose of this directive is to eliminate common map viewing problems, decrease the file size of attachments, and to cut down on mapping related corrections.
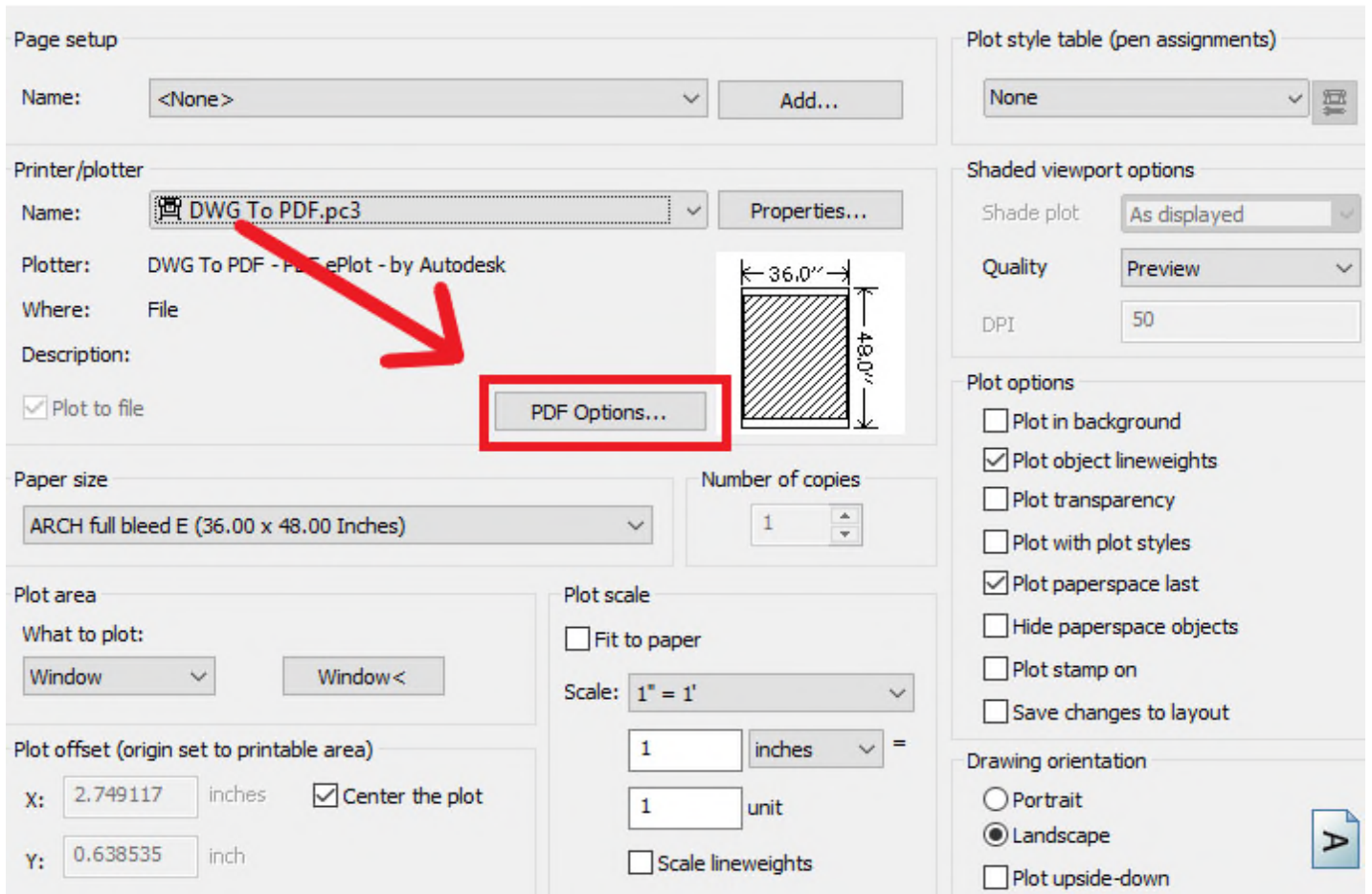
When uploading PDF maps into applications via the Electronic Submission System (eSS) please reference the directive located on page 2 of this compliance bulletin.

Division of Mining and Reclamation
601 57th Street, SE
Charleston, WV 25304

Harold Ward, Deputy Cabinet Secretary
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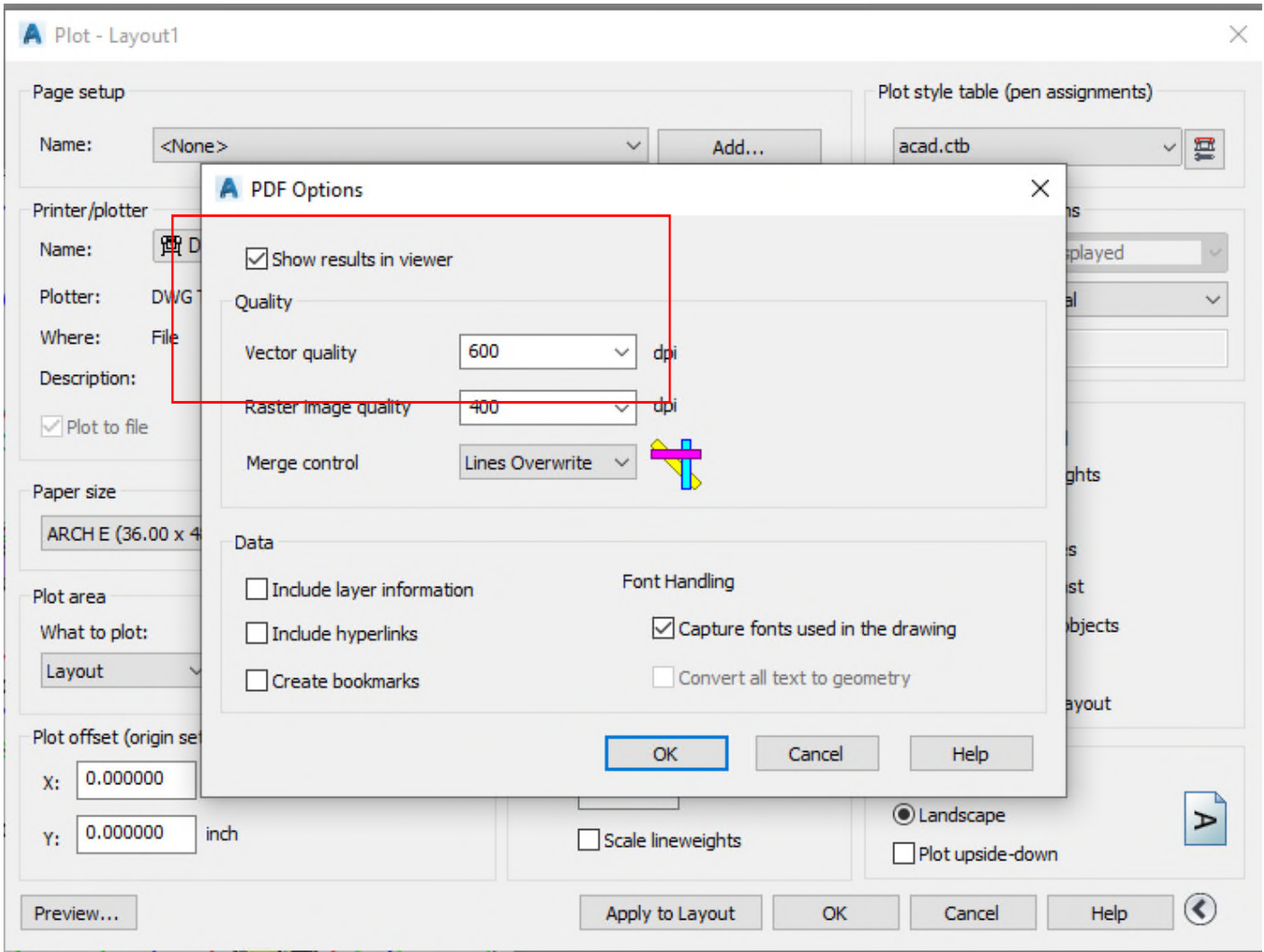# Directive on Creating a PDF from a DWG file

1. When creating/printing to a PDF, use the drive provided by AutoCAD (DWG to PDF).

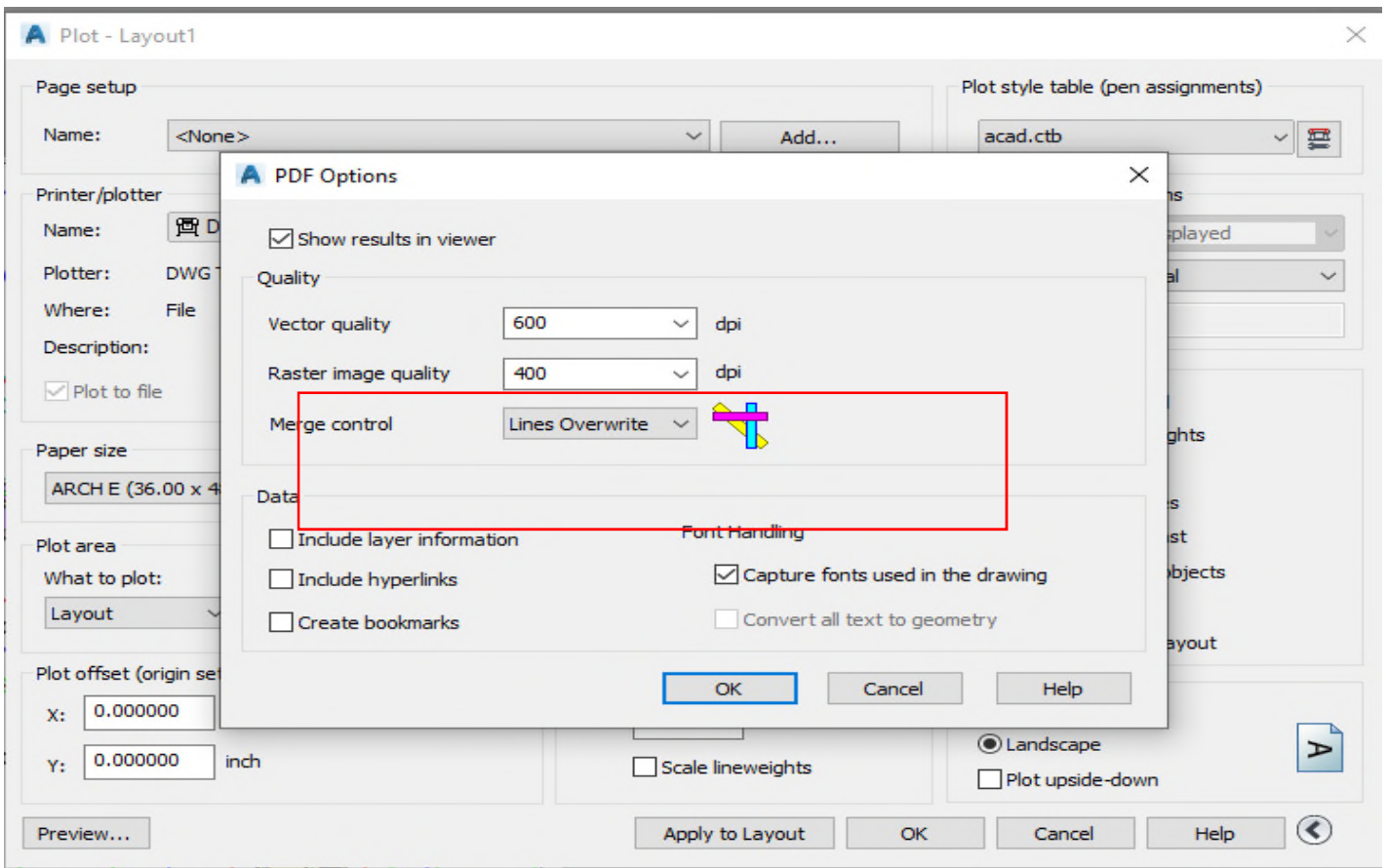2. Scroll down the Printer "Name" options and select DWG to PDF.pc3

3. After selecting the printer name, a box will appear named "PDF Options…"

Page setup

Name: `<None>`   [Add...]

Printer/plotter

Name: 🖨 DWG To PDF.pc3   [Properties...]

Plotter: DWG To PDF - ePlot - by Autodesk

Where: File

Description:

☑ Plot to file   [PDF Options...]

←36.0"→
48.0"

Paper size

ARCH full bleed E (36.00 x 48.00 Inches)

Number of copies

1

Plot area

What to plot:

Window   [Window<]

Plot offset (origin set to printable area)

X: 2.749117 inches   ☑ Center the plot

Y: 0.638535 inch

Plot scale

☐ Fit to paper

Scale: 1" = 1'

1   inches   =

1   unit

☐ Scale lineweights

Plot style table (pen assignments)

None

Shaded viewport options

Shade plot   As displayed

Quality   Preview

DPI   50

Plot options

☐ Plot in background
☑ Plot object lineweights
☐ Plot transparency
☐ Plot with plot styles
☑ Plot paperspace last
☐ Hide paperspace objects
☐ Plot stamp on
☐ Save changes to layout

Drawing orientation

○ Portrait
● Landscape
☐ Plot upside-down

A

4. After selecting "PDF options", a dialog box will appear. In the "Quality" section specify the resolution of the vector and raster images.

5. Choose vector quality 600 and raster image quality 400.

6. Turn off "Include Layer Information, Include Hyperlinks and Create Bookmarks."

7. In the "Font Handling" section, select "Capture Fonts Used in Drawing" to embed fonts with the PDF file.

8. Save PDF in your selected file. Re-open PDF in your selected viewing software and use the "Flatten PDF" feature to remove all layers.

9. Upload PDF into ESS application. Please make sure the PDF remains to scale, meets dimension requirements by WV State Regulations and is no larger than 5,000 kb.