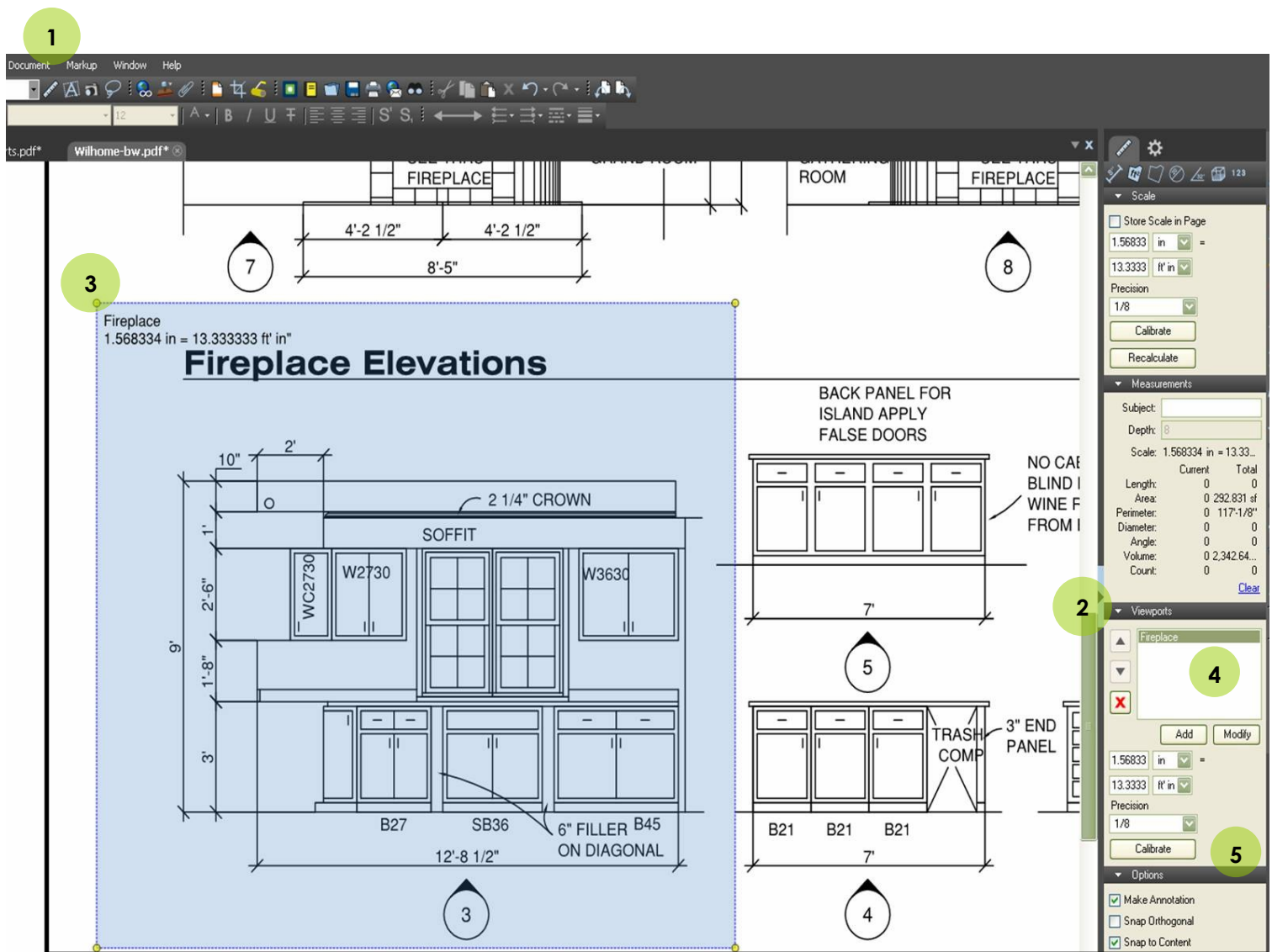


Viewports

Use Viewports to define a scale within a drawing that is different from the drawing's overall scale.



Step 1: Select the **Measure Tool**



Step 2: Locate the Viewport window within the Measurement panel and click **Add**

You will be prompted to select a region within the drawing to use the new scale.

Step 3: Using your mouse, click and drag a box to designate the region

Step 4: In the pop up window, type in a name for the Viewport, which will appear in the viewport window

Step 5: Click Calibrate and follow the prompts to calibrate this region