

# **AUTOCAD 2014**

## **Level 1 Essentials**

**(US Imperial)**

**Sample Review**

*CyberTek Publishing • "Learning Made Easy"*



Sample for  
Review

# About this Student Guide

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This book is designed to be the basis of an instructor-led training course in AutoCAD Level 1, which includes all the fundamental material specified by Autodesk for the Essentials and Beyond topics for an AutoCAD Level 1 course. It is one in a series of AutoCAD Courseware titles available from CyberTek Publishing

This Student Guide meets the standards and objectives for Autodesk courseware as specified in Autodesk's Courseware Standards document for a class of this type and length.

We welcome any comments you may have regarding this training manual, or any of our products. To contact us please email: grw@ctpub.net.

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## Preface

The objective of *AutoCAD® Level 1 Essentials* is to enable students to create and edit basic 2D drawings in AutoCAD using the command tools that are mostly used in an everyday CAD drawing session. Even at this fundamental level, AutoCAD® is one of the most sophisticated computer applications that users are likely to encounter. Learning to use it is therefore not a trivial undertaking.

To make the student learning process easier and provide as much Hands-On experience as possible students will be participating in "hands on" lecture sessions led by the instructor followed by the completion of "hands on" exercises to reinforce the materials taught.

This Student Guide is intended for a 4 day class in the fundamentals of using AutoCAD. *AutoCAD Level 1 Essentials* covers the indispensable core topics for working with AutoCAD. The teaching strategy is to start with a few basic tools that will let the student create and edit a simple drawing. Then we continue to develop those tools, as well as introducing more advanced tools throughout the course. Not every command or option is covered, because the intent is to show the *most used* tools and concepts that apply in working with AutoCAD within the 4 day class schedule:

- Understanding the AutoCAD workspace and user interface
- Using viewing tools, coordinates, basic drafting tools and setting up drawing units
- Creating and editing 2D geometry, lines, circles, arcs, polylines and points
- Editing 2D geometry
- Managing object properties, organizing drawing objects on layers
- Using CAD construction technique tools
- Creating text, defining text styles and editing text
- Creating local and global symbol blocks
- Inserting reusable symbols blocks
- Using Symbol Tool Palettes including DesignCenter and Idrop blocks
- Using dimension tools, creating dimension styles and editing dimensions
- Introduction to hatching and editing patterns
- Plotting concepts
- Preparing a layout to be plotted in paperspace with pen assignments

### Note on "Hands-On" Lectures and Exercises

This course is designed for all lectures to be done with students participating in Instructor-Led "Hands-On" lecture sessions.

Following the lecture sessions students will perform a "hands on" exercise, or lab, on each major topic. The class schedule is designed to allow the students to complete all Hands-On exercises in the book.

Due to the number of students in class, speed and time frame to finish the class on time the Instructor may have to combine an exercise or two with the lecture to save time.

The unique "pictorial" design of CyberTek Publishing LLC training manuals is tremendously beneficial to the students in terms of learning methodology and retention of the material. In addition, our training manuals greatly enhance the teaching process for instructors as students will easily be able to navigate through the exercises, usually without any difficulties at all

### Note on Optional Hands-On Exercises & Advanced Topics

The Optional Hands-on exercises and Advanced Topics are intended as supplemental learning material and may be included, or not, as determined by the pace of the class at the discretion of the instructor.

These exercises and topics are intended for the student to learn more on their own time in reviewing the book and studying after class.

For smaller classes, or classes that are running ahead of schedule, then these exercise topics may be used to give students additional "hands on" practice.

These topics and exercises will be up to the instructor and based on the class schedule.

To download the exercise files for any CyberTek Publishing training title go to:

**<http://www.ctpub.net> > Choose Downloads from the menu bar**

If you need the current version of AutoCAD software to work with while using this training manual you can download a free 30 day trial version from Autodesk:

**Autodesk Download Site: <http://usa.autodesk.com/products/free-product-trials>**

## Notes On Symbols And Text Conventions

Throughout the pages of CyberTek Publishing LLC courseware you will encounter symbols and text conventions that you will become familiar with as you navigate the pages of our AutoCAD®, Revit®, and Inventor® courseware.

Following are the symbols and text conventions that you see in our courseware:



**Left-Click Mouse Symbol**

This mouse symbol always indicates a left mouse click action referring back to a step in a lecture or exercise sequence.



**Right-Click Mouse Symbol**

This mouse symbol indicates a right mouse click action referring back to a step in a lecture or exercise sequence.



**Double-Click Mouse Symbol**

This symbol designates a double mouse click action referring back to a step in a lecture or exercise sequence.



**Action Step Letter**

A circled letter indicates an alphabetical action step sequence referring back to a step in a lecture or exercise sequence.



**Action Step Number**

A circled number indicates a numerical action sequence referring back to a step in a lecture or exercise sequence.



**Function Key Symbol**

Keyboard symbols such as this indicate a Keyboard Function Key command.

**<Ctrl>**

**Ctrl/Alt Keyboard Commands**

This convention indicates a Ctrl or an Alt key plus a second key to execute a particulate AutoCAD command.

# Table of Contents

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## 1: Learning How to Work with AutoCAD

Starting AutoCAD.....	20
Optional Startup Menu.....	21
Startup Menu Buttons.....	21
AutoCAD Workspaces.....	22
AutoCAD Classic Workspace.....	22
Creating and Saving Workspaces.....	23
Workspaces.....	23
Icons By Default.....	25
Named Buttons When Use Icons Is Off.....	25
Using Options to Setup AutoCAD.....	26
AutoCAD Interface Overview.....	30
AutoCAD Classic.....	30
AutoCAD Ribbon Bar.....	31
Pull-down Menus.....	32
Turning the Pull-Down Menus on.....	32
Toolbars.....	33
Toolbars.....	33
Tool Palettes.....	34
Model Space vs Paper Space (Layouts).....	34
Model Space.....	34
Paper Space - Layouts.....	35
Layouts.....	35
Communicating With AutoCAD.....	36
Starting Commands.....	36
AutoCAD Command Structure and Options.....	37
Shortcut Menus.....	38
AutoCAD Text Window.....	38
Getting Out of Trouble.....	39
Canceling Commands.....	39
Undoing Commands.....	39
Redoing Commands.....	40
GETTING HELP.....	40
QSAVE Command.....	41
SAVEAS Commands.....	41
Automatic Saves.....	42

AutoCAD Releases Compatibility .....	42
<b>2: Displaying Objects within the Drawing</b>	
Drawing Scales & View Magnification .....	51
Manual Drawings & Scale .....	51
AutoCAD Drawings & Scale .....	51
Zoom Command & Options.....	52
Zoom Command .....	52
Zoom And Pan With Intellimouse .....	64
<b>3: Coordinates &amp; Basic Drawing Tools</b>	
The Cartesian Workspace .....	65
Command prompts for specifying Points.....	65
XYZ Axes In 3D.....	66
Absolute Coordinates .....	66
Inputting 2D Absolute Coordinates .....	66
Typing Precise Coordinates Using Absolute Coordinates.....	67
Relative Coordinates .....	70
Inputting 2D Relative Coordinates .....	70
Relative Polar Coordinates.....	73
Inputting Polar Coordinates .....	73
Object Snap Overrides .....	76
Using Object Snaps .....	76
Invoking Osnap Overrides .....	77
Types of Osnaps.....	77
Running Object Snaps .....	82
Using Running Object Snaps.....	82
Setting Running OSNAPS.....	83
Drawing by Distances .....	88
Direct Distance Entry.....	88
Polar Distance Entry.....	88
New Drawing Setup .....	93
Drawing Units .....	93
The Drawing Units Dialog Box.....	93
Setting Drawing Limits.....	94
Using Grid and Snaps.....	94
What Is The GRID? .....	94
What is SNAP.....	95
SNAP Spacing - Grid Snap .....	96
SNAP Spacing - Polar Snap .....	97



Introduction to Object Tracking.....	104
Using OTRACK.....	104
Object Snap Tracking.....	104
Inquiry Commands.....	110
ID Locating Coordinates.....	110
Measuring Geometry.....	110
Listing An Object.....	111
Introduction to Dynamic Input.....	111
Using Dynamic Input.....	112
Using Dynamic Input & Grips to Find Object Information.....	114
Using Dynamic Input & Grips for Editing Objects.....	114
Dynamic Dialog Settings.....	115
Turning the Command Prompt On and Off.....	115
Pointer Input Settings.....	115
Dimension Input Settings:.....	116
Tooltip Appearance Settings:.....	116
<b>4: Creating 2D Geometry</b>	
Creating Line Objects.....	119
Line Command.....	119
Line Segments.....	120
Undo Option.....	120
Close Option.....	121
Continue Option.....	121
Other Line Commands.....	122
Drawing Construction Lines.....	122
Drawing Ray Lines.....	122
Creating Circles.....	127
Starting The Circle Command.....	127
Center, Radius.....	127
Center, Diameter.....	128
2 Points.....	128
Tan, Tan, Radius.....	129
Tan, Tan, Tan.....	130
Creating Arcs.....	130
Starting The Arc Command.....	130
Counter-Clockwise ARCs.....	131
3 Points.....	131
Start, Center, End.....	132
Start, Center, Angle.....	132
Start, Center, Length.....	133

Start, End, Angle.....	133
Start, End, Direction .....	134
Start, End, Radius.....	134
Other Circular & Arc Commands.....	135
Drawing Ellipses .....	135
Drawing Elliptical Arcs.....	135
Working With LWPOLYLINES.....	140
What Are LWPOLYLINES?.....	140
Accessing the PLINE command.....	141
Pline Command Options .....	141
Editing Polylines.....	142
Breaking Polylines back to Line and Arcs.....	142
Turning Lines and Arcs into a Polyline.....	143
Other Commands That Use LWPolylines.....	143
Other Commands That Use LWPolylines.....	144
Using Points in AutoCAD .....	153
What are POINTs?.....	153
What are POINT Styles?.....	153
Using the Spline Commands With Points .....	154
Knot Parameterization Options to Splines.....	154
Using Divide Command .....	155
Using Measure Command.....	155
<b>5: Editing 2D Geometry</b>	
ERASE Command .....	161
Noun Verb Command Actions .....	162
The OOPS Command.....	162
Basic Selection Tools .....	163
Implied Window Selection Tool.....	163
Implied Crossing Window Selection Tool.....	163
De-Selecting Objects .....	164
More Tools Are Available.....	164
Selecting Preview .....	165
Settings In The Drawing Window Preview .....	165
Selection Preview Settings.....	165
Basic Edit Commands .....	171
The MOVE Command .....	171
The COPY Command.....	173
The Copy Command Enhancements.....	173
The SCALE Command .....	177
The ROTATE Command.....	177

## 6: Using Layers to Manage Object Properties

Introduction to Layers.....	183
What Are Layers? .....	183
Setting the Current Layer.....	184
Layer Control Icons .....	185
Moving Objects To Different Layers.....	186
Matching Properties .....	186
Managing Layer Properties - ByLayer .....	187
Layer Properties Manager .....	187
Layer Filter Tree .....	187
Changing Multiple Layers In The List.....	188
Making New Layers.....	188
Allowable Layer Names .....	189
Other Basic Layer Options.....	190
Turning Off Layer Columns .....	190
Assigning Layer Colors .....	191
Managing Linetypes & Lineweights.....	199
Assigning Linetypes BYLAYER.....	199
Loading More Linetypes.....	199
Linetype Manager.....	200
Assigning Lineweights BYLAYER .....	200
Overriding ByLayer Properties .....	208
Setting Object Properties Independently of Layers.....	208
Overriding Color, Linetype & Lineweight.....	208
Changing Object Properties .....	209
Object Properties Overview .....	209

## 7: CAD Construction Techniques

Offsetting Objects .....	214
OFFSET By Distance.....	214
OFFSET Through A Point .....	215
Other Offset Command Options .....	215
Trimming & Extending Objects.....	219
TRIM Command.....	219
TRIM <Select All> Option .....	219
The EXTEND Command.....	223
Using The Edge Option For Both Extend And Trim.....	223
EXTEND & TRIM at the Same Time.....	224
Other Commands that Trim & Extend .....	224
The BREAK Command .....	224
The JOIN Command.....	225

Adding A Fillet Or Chamfer To Objects.....	229
The FILLET Command.....	229
Multiple Fillets.....	230
Zero Radius Fillets.....	231
Fillet - Parallel Lines.....	232
CHAMFER Command.....	236
Two Methods.....	236
Setting Distance by Distance:.....	236
Setting Length by Angle:.....	236
Changing Between Methods.....	237
Multiple Chamfers.....	237
Zero Length Chamfer.....	238
Trim Mode.....	238
Using The MIRROR Command.....	244
Mirroring Objects.....	244
Mirrored TEXT Objects.....	244
Using the Stretch Command.....	249
STRETCH Command.....	249
Selecting Objects To Stretch.....	249
Making Multiple Copies of Objects.....	253
The ARRAY - Rectangular Command.....	253
ARRAY – Polar Command.....	257
<b>8: Creating Text &amp; Defining Styles</b>	
Creating Single Line Text.....	273
The TEXT Command Access.....	273
The DTEXT Command.....	274
Text Justification.....	274
Creating Text Styles.....	275
About Text Styles.....	275
Making New Styles.....	276
Fonts.....	276
Height.....	277
Effects.....	277
Creating MultiLine Text.....	284
The MTEXT Command.....	284
The MTEXT Command.....	285
Bounding Box & Justification.....	286
Common Attributes.....	287
Special Characters.....	288
AutoCAPS.....	288



Importing Text .....	289
Stacked Fractions .....	293
Line Spacing.....	293
Bullets and Lists .....	294
Indents & Tabs.....	295
Editing Text Objects .....	299
Double-Click To Edit.....	299
Using Properties on TEXT .....	299
Using Properties on MTEXT.....	300
Using the Spell Checker .....	300
Find and Replace.....	302
<b>9: Introduction to Blocks</b>	
Working With Blocks .....	307
What Are Blocks?.....	307
Why Use Blocks?.....	308
Creating Blocks.....	309
The Block Command .....	309
Block Dialog Box.....	309
Saving Blocks To The Hard Disk.....	310
The WBlock Command .....	310
Procedures for using WBLOCK.....	310
Inserting Blocks.....	320
The INSERT Command Access .....	320
Main Inserting Parameters.....	320
Specify On-screen .....	321
Explode.....	321
Renaming Blocks.....	322
The Rename Dialog Box.....	322
Introduction to Symbol Library Palettes.....	332
Tool Palettes .....	332
Creating and adding Blocks to Tool Palettes .....	332
Introduction to Design Center .....	333
Design Center Overview .....	333
Loading The Palette.....	334
Tree View Toggle.....	334
Palette Display Views .....	335
Open Drawings Tab.....	336
History Tab.....	337
Autodesk Seek Design Content.....	337

**10: Dimensions & Crosshatching**

Creating Basic Dimensions.....	346
Dimensions For Distance.....	346
Specifying Origins Explicitly.....	346
Using Origin Points Of Selected Objects.....	347
Dimension Text.....	347
Linear Dimension.....	348
Horizontal & Vertical Directions.....	348
Rotated Option(Specify Any Direction).....	348
Aligned Dimensions.....	349
Baseline.....	349
Continue.....	350
Angular Dimensions.....	357
Radial Dimensions.....	357
Diameter Dimensions.....	358
Center Marks.....	358
Arc Length.....	359
Jogged Radius Dimension.....	359
Dimension Linetypes.....	360
Advanced Dimensioning Topics.....	364
The DIMJOGLINE Command.....	364
The DIMSPACE Command.....	365
DIMBREAK Command Options.....	366
Creating & Using Dimension Styles.....	371
What Are Dimension Styles?.....	371
Dimension Style Manager Command Access.....	371
Dimension Style Manager.....	372
Making New Styles.....	373
Changing The Current Style.....	374
Modifying Styles.....	374
Overriding Styles.....	375
Updating Dimensions.....	375
Introduction to Trans-Spatial Dimensioning.....	383
Trans-spatial Dimensions Overview.....	383
Using Associative Dimensions.....	383
Associative Dimensioning.....	384
Legacy Drawings(Prior to 2002).....	384
Changing Dimension Properties.....	388
Matching Properties Settings.....	388
Editing Dimensions.....	389
Using Stretch On Dimensions.....	389

Stretch Dimensions Using Grip Editing Techniques .....	389
Editing Dimension Text.....	390
Editing Dimension with Properties .....	390
Editing Dimension with Shortcut Menus .....	391
<b>Introduction to Crosshatching .....</b>	<b>396</b>
Hatch Command Access.....	396
Selecting a Pattern .....	398
Setting the Hatch Angle and Scale.....	398
Create Separate Hatches.....	399
Setting the Hatch Origin.....	400
Hatches and Areas.....	400
Associative hatch Objects .....	403
Hatchedit Command Access .....	403
Hatchedit Command.....	404
<b>11: Plotting Drawings</b>	
Plotting Overview .....	409
Plotting in Model Space.....	409
Plotting With Layouts.....	410
Plotting Between Spaces - Advantages and Disadvantages.....	410
Plotting in Model Space .....	410
Plotting in Paper Space / Layouts .....	410
Attaching Plotting Devices to Layouts.....	411
Plotter PC3 Setup Files .....	411
Attaching A Device To Specific Layouts .....	411
About the DWF (.PC3) Plot Drivers .....	412
DWF6 ePlot Driver.....	412
DWFx ePlot Driver .....	412
Setting Up Layouts.....	413
Shortcut To New Layouts.....	413
Page Setup On Layouts Not Yet Set Up.....	413
Page Setups .....	414
Referencing Page Setups On The Current Layout.....	414
First Layout Viewport.....	415
Page Setup On Layouts Already Set Up .....	415
Creating Drawing Viewports .....	426
About Paper Space Viewports .....	426
Creating Single Viewports.....	426
Setting and Locking Viewport Scales .....	427
Plot Scale of Layouts.....	427
Plot Scale of Viewports.....	427

Locking Viewport .....	428
Managing Layout Tabs.....	435
Deleting Layouts.....	435
Moving Layouts .....	435
Copying Layouts.....	436
Renaming Layouts .....	436
Controlling Layers in Paper Space.....	437
Filtering Layers In Specific Viewports.....	437
Using The Object Properties Layer Control List.....	437
Using The Layer Properties Manager.....	438
Hiding Viewport Borders When You Plot.....	438
Introduction to Plot Styles.....	443
Plot Style Tables .....	443

## Command References

Basic AutoCAD & LT commands.....	449
Command Access Guide: .....	449
Command Column:.....	449
Alias .....	449
Icons .....	449
Ribbon Location.....	449
Toolbar.....	449
Pull-down Menus.....	449
Ribbon Tabs and Command Panels:.....	449
AutoCAD Toolbars .....	449
Shortcut Commands: .....	449
Special Keyboard Commands .....	450
Function Key Summary.....	450
Control Key Summary.....	450
HOME TAB.....	459
ANNOTATION PANEL.....	459
LAYERS PANEL.....	459
MODIFY PANEL.....	459
DRAW PANEL .....	459
CHIPBOARD PANEL .....	459
GROUP PANEL .....	459
UTILITIES PANEL.....	459
PROPERTIES PANEL.....	459
BLOCK PANEL.....	459
INSERT TAB .....	460
POINT CLOUD PANEL.....	460
REFERENCE PANEL.....	460



BLOCK DEFINITION PANEL .....	460
BLOCK PANEL .....	460
CONTENT PANEL .....	460
LINKING & EXTRACTION PANEL .....	460
DATAPANEL .....	460
IMPORT PANEL .....	460
ANNOTATE TAB .....	461
LEADERS PANEL .....	461
DIMENSIONS PANEL .....	461
TEXT PANEL .....	461
DRAWING VIEWS SCALING PANEL .....	461
ANNOTATION SCALING PANEL .....	461
MARKUP PANEL .....	461
TABLES PANEL .....	461
VIEW TAB .....	462
VIEWPORTS PANEL .....	462
VISUAL STYLES PANEL .....	462
VIEW PANEL .....	462
NAVIGATE 2D PANEL .....	462
WINDOWS PANEL .....	462
PALETTES PANEL .....	462
MANAGE TAB .....	463
CUSTOMIZATION PANEL .....	463
ACTION RECORDER PANEL .....	463
APPLICATIONS PANEL .....	463
PALETTES PANEL .....	463
OUTPUT TAB .....	464
PLUGINS TAB .....	464
ONLINE TAB .....	464
Index .....	467

Sample for  
Review

# 1: Learning How to Work with AutoCAD

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**Learning Objectives:** This section introduces new users to AutoCAD and familiarizes them with the software, the terminology, the command structure prompts, command options and generally how to use AutoCAD.

## SETTING UP AUTOCAD

- Choosing a Start Up Menu
- Creating a Workspace
- Setting AutoCAD Options

## USING THE AUTOCAD INTERFACE

- Using the Command Ribbon
- Using Pull-Down Menus
- Using Toolbars
- Using AutoCAD Palettes

## WORKING IN AUTOCAD'S SPACES

- Using Model Space to Draw
- Using Paper Space for Layout Plots

## COMMUNICATING WITH AUTOCAD

- Reading Command Prompts
- Using Command Options
- Right-click Shortcut Menus

## LEARN HOW TO GET OUT OF TROUBLE

- Canceling Commands
- Using the Undo & Redo Commands
- Using AutoCAD's On-Line Help

## SAVING YOUR WORK

- Using Qsave Command
- Using SaveAs Command
- Using Save Command
- Setting the Automatic Save

---

## Getting To Know AutoCAD

This chapter is intended to introduce new users to AutoCAD.

The first section of this book is to setup AutoCAD Workspaces that will be used throughout the book. This book can be used to teach AutoCAD using the new Ribbon features or for older releases using the Pull-down menus and toolbar.

The purpose of this chapter is to explain how AutoCAD works and get new users familiar with the terminology, setting up the software, the command structure, prompts and command options. *(Everything covered in this chapter will be expanded upon as the course progresses).*

### Class Instructions:

This section can be taught by Instructor/Student Hands-On Lecture or by Instructor Lecture with students completing the Examples and Hands-On Exercise.

### Self Study:

Users learning AutoCAD on their own using this course material should read the Lecture pages and complete the Hands-On Exercises.

When used as a self study manual users will find that the lectures are written in simple terms explaining the commands and the exercises are made with step-by-step instructions to walk the user through the exercises.

## Starting AutoCAD

### Windows Desktop

There should be an AutoCAD Icon Tool on your desktop after installing the AutoCAD software. Simply double-click on the Desktop Icon to launch the software.

### Windows Start Button

As with all Windows software you can use the Windows Start button. Then select All Programs in the Windows menu. In the Programs menu you can select the Autodesk program, then go to AutoCAD and select the software that you wish to open.



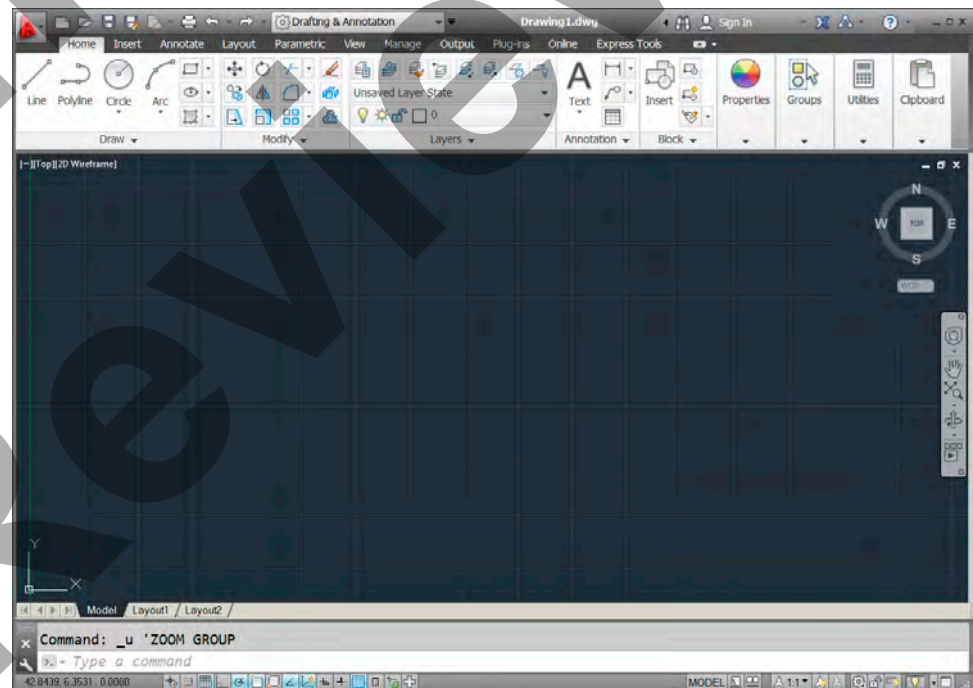
### Initial AutoCAD Default Startup.

By default when you start up AutoCAD it will go straight into AutoCAD using the ACAD.DWT template file to start a new drawing file.

AutoCAD will also open in the default 2D Drafting & Annotation Workspace.

AutoCAD does have an Optional Startup Menu that can be used. By default this menu is turned off.

Using this menu is a User Preference, each way has its benefits.





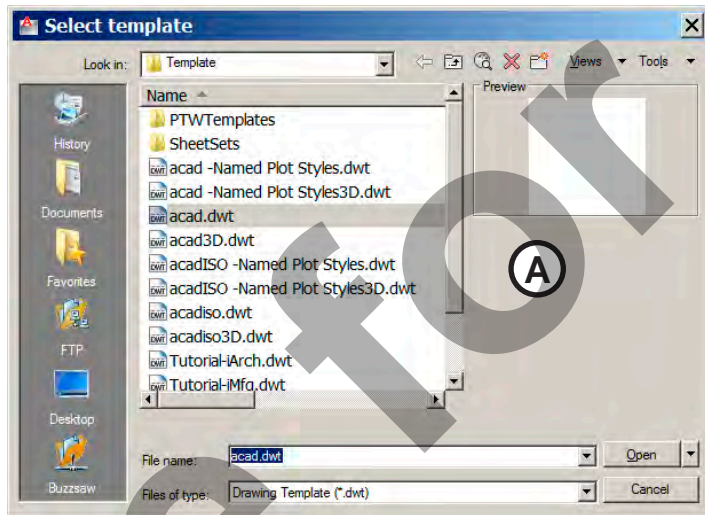
### OPTIONAL STARTUP MENU

Once AutoCAD is running and you select the New drawing command it will take you to the Template dialog box (A) so that you can select the template file to use to start a new drawing.

You can setup AutoCAD to show a Startup dialog box when you launch AutoCAD or start a new drawing (B).

If you are new to AutoCAD it maybe easier to understand what you are doing using this approach.

**NOTE:** This is an option and not required.

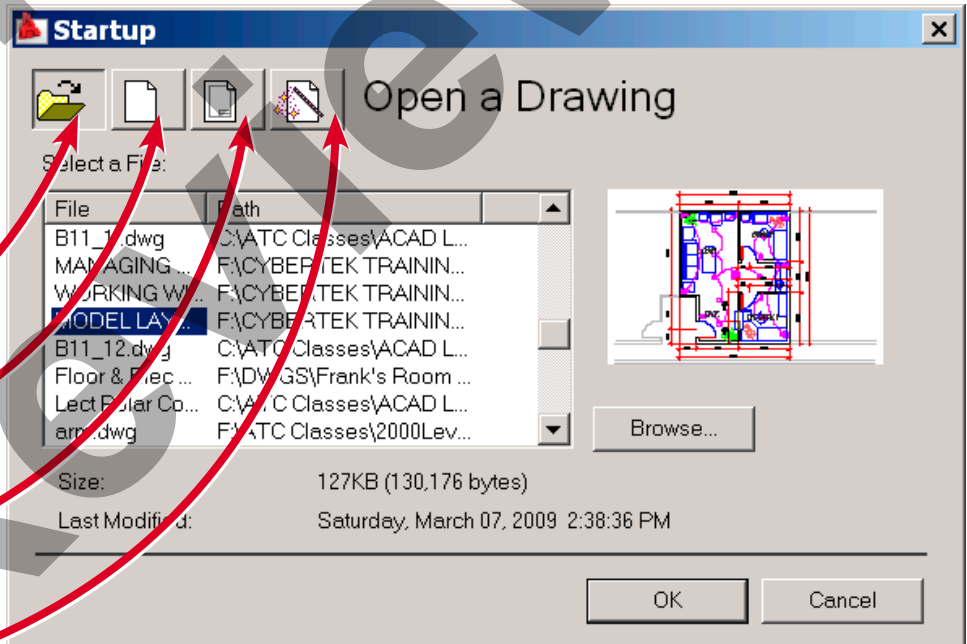


**Turning on the STARTUP Menu:**  
 At the command prompt type STARTUP <Enter>  
 At the new value prompt type 1 <Enter>

### STARTUP MENU BUTTONS

Select an appropriate button in the Startup dialog box to open existing drawings or create new drawings.

- Open a Drawing
- Start from Scratch
- Use a Template
- Use a Wizard



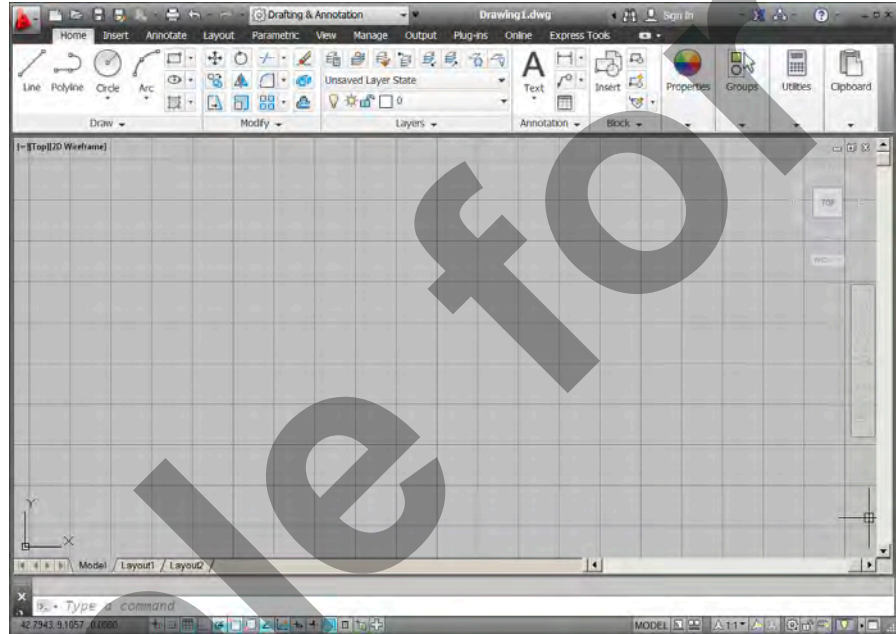
**Note:**  
 The Open a Drawing button will only appear when you first startup AutoCAD. Once inside AutoCAD you will have to use the OPEN command to open existing AutoCAD drawing files.

## AutoCAD Workspaces

### Drafting & Annotation

A default installation of AutoCAD provides a workspace that is tailored to drafting and annotation tasks. The first time you start AutoCAD, the Drafting & Annotation workspace is active.

The Drafting & Annotation-Workspace uses Ribbons (new to AutoCAD 2009).



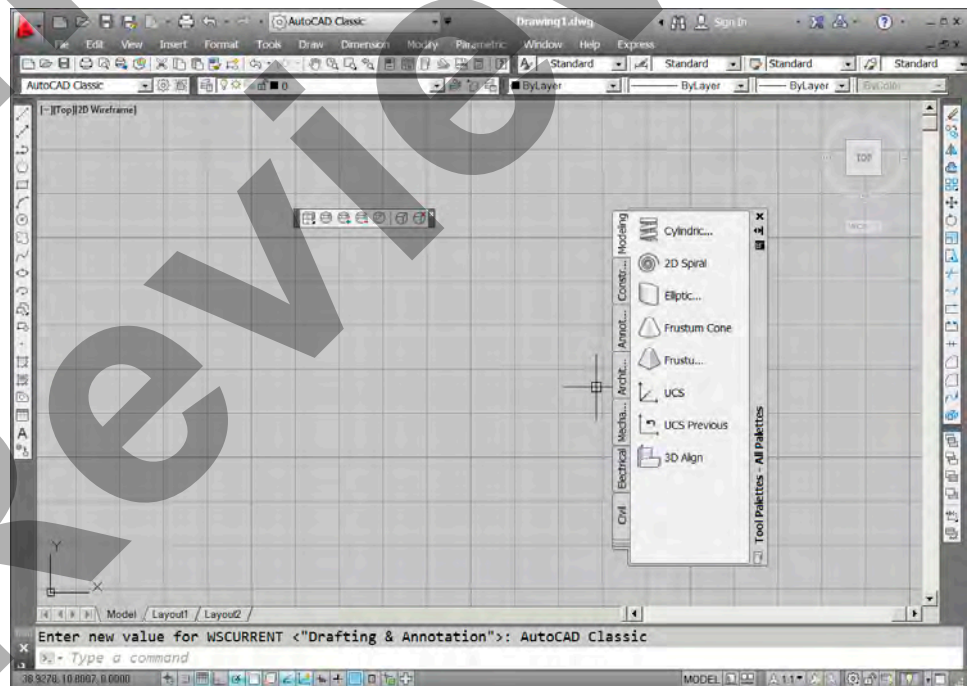
The Drafting & Annotation workspace provides most of the 2D drafting and annotation commands on panels in the Ribbon instead of on traditional toolbars. This streamlined workspace does not include toolbars such as Draw, Modify, and Styles, although all of the toolbars are available if you choose to use them.

### AUTOCAD CLASSIC WORKSPACE

The AutoCAD Classic Workspace uses the Pull-down menus and Toolbars with the same interface spanning releases from 2000 through 2008.

**Note:**

Using this Workspace will enable students using older releases to still learn AutoCAD and the command structure.

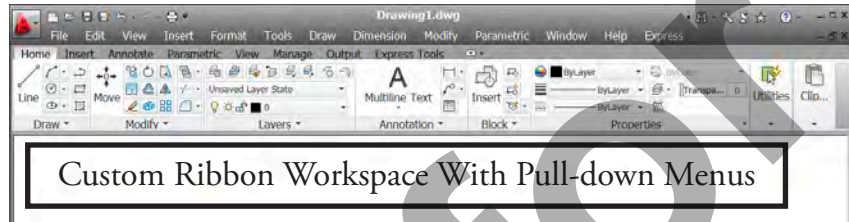


## Creating and Saving Workspaces

AutoCAD users vary greatly in the way they like to use and access commands. Some like to type hotkeys, others prefer Toolbars for quick and easy access to commands. Many users like to use pull-down menus and others prefer the Ribbons. The power of AutoCAD is that it does not limit the user to a single method for accessing commands.

### Workspaces

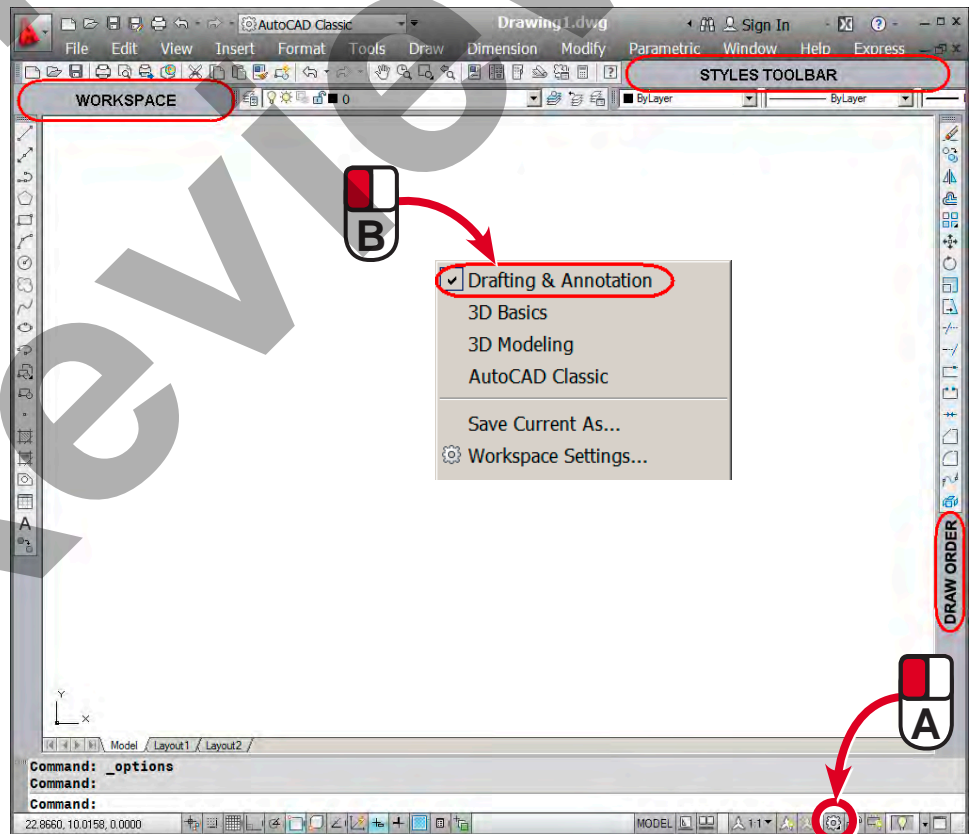
In this example you will setup a Custom Ribbon Workspace to use with this book.



### Workspaces

Creating a Custom Workspace to be used with this book.

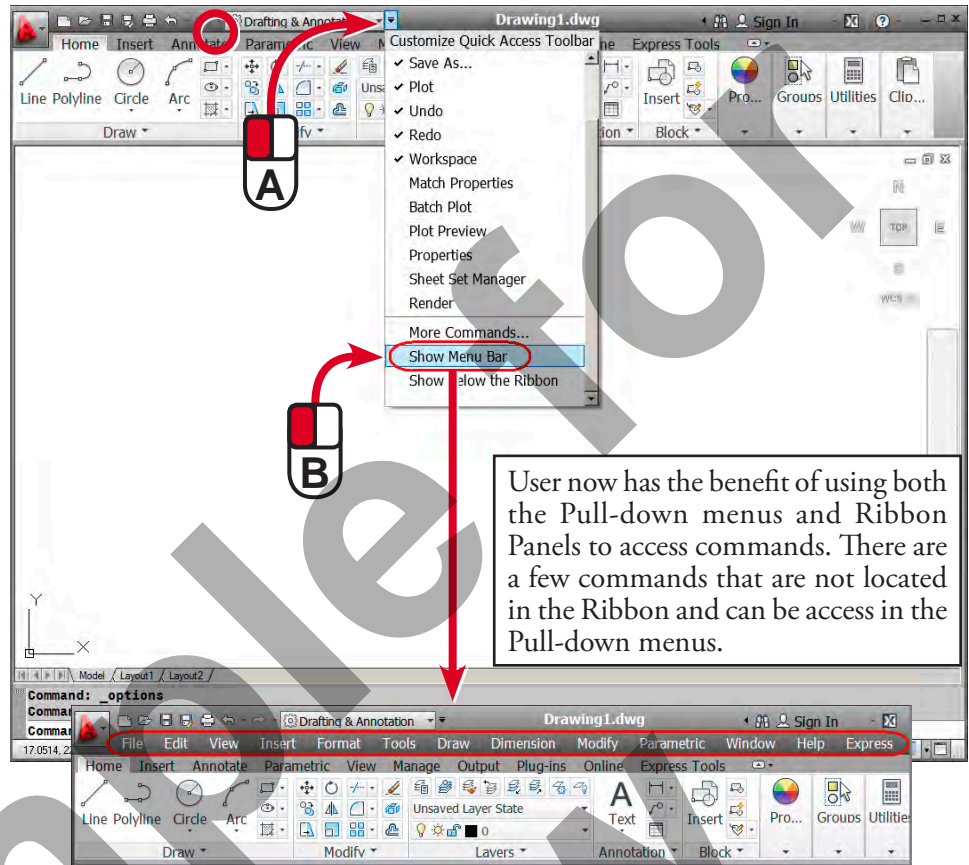
- 1) If Not in the Drafting & Annotations - Select the **Workspace Icon (A)** at the bottom right of the Status Bar.
- 2) Select the **Drafting & Annotation** workspace (B).



**Optional Hands-On**

3) Select the **down arrow** on the right of the **Quick Access toolbar (A)**.

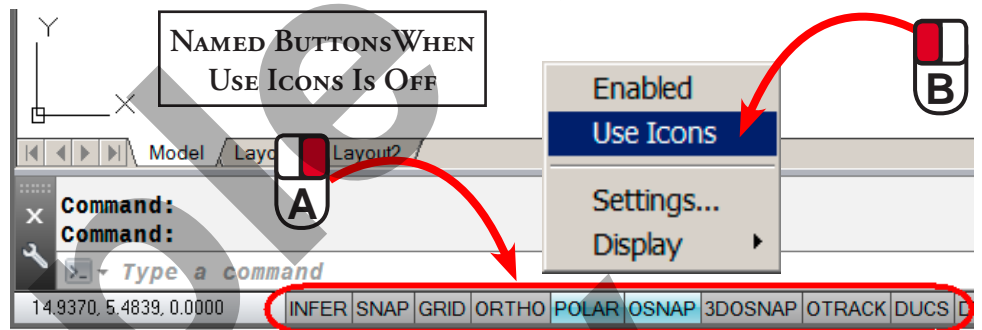
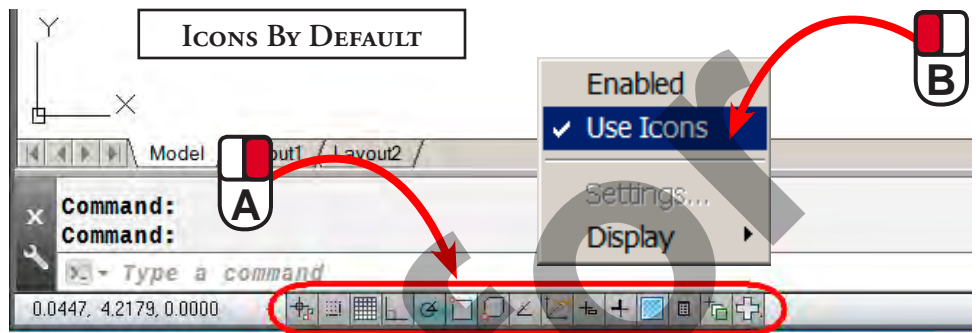
4) In the drop-down menu select **Show Menu Bar (B)** to turn on the Pull-down menus.





**Workspaces:**

7) Decide if you want to use the Icons on the Status Bar for Snap, Grid, etc or the buttons with names. **Right click** on **any icon** on the **Status Bar** and turn **on/off** the **Use Icons** (A), (B).

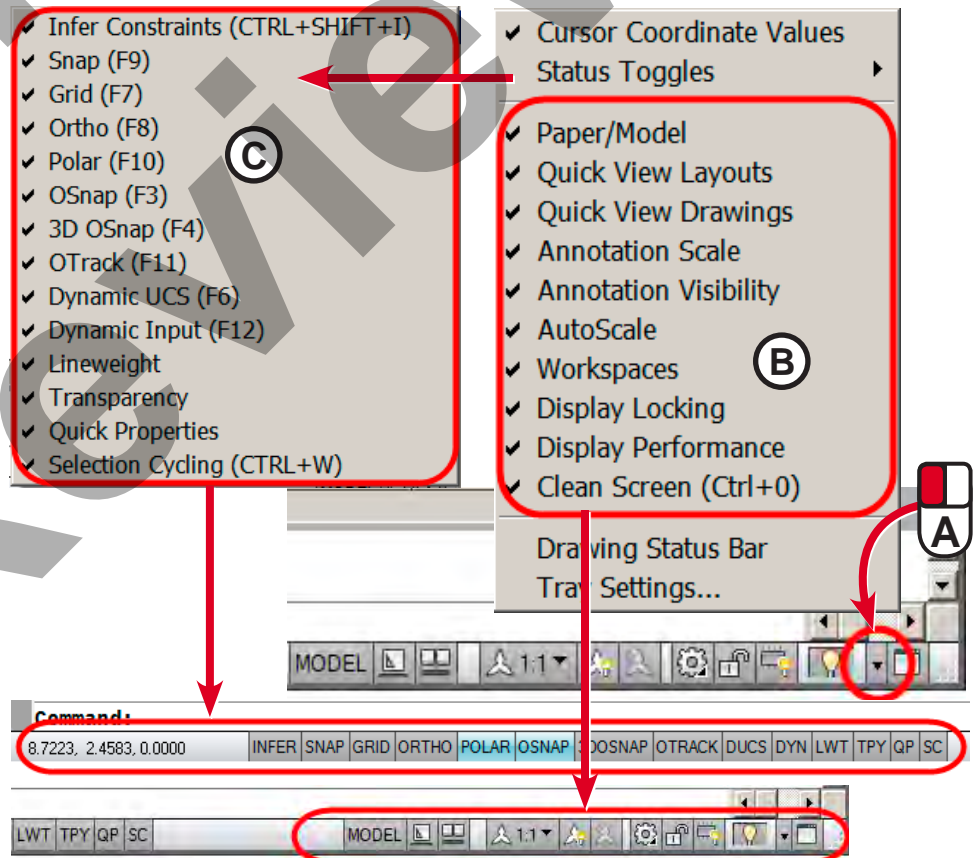


**Workspaces:**

8) **Select** the **Application Status Bar Menu** button (black triangle) at the bottom right of the status bar (A).

9) In this menu you can **turn on and off** the **Icon** tools that you will **not be using**, such as Zoom, Pan, SteeringWheel, etc (B).

10) The **Status Toggles** cascading menu lets you **turn off** the **buttons** on the left side of the status bar that **you may not need** if your work type doesn't use them (C).

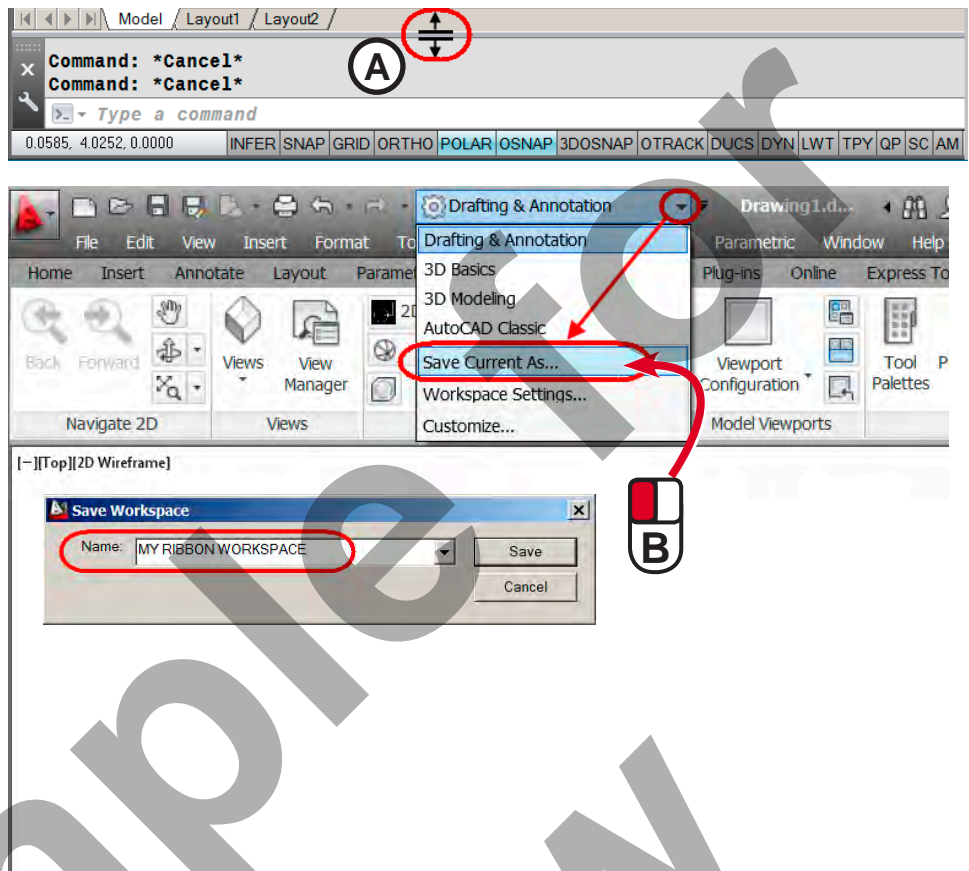


**Workspaces:**

11) **Adjust the Command Prompt** so that you have 3 lines of text. Move the cursor on the top line of the command prompt (**A**) and drag it till you have 3 lines of text.

12) On the **Quick Access toolbar** select the list arrow (**B**) to open the options menu.

13) In the drop down list **select Save Current As...** and type the name **MY RIBBON WORKSPACE (C)** and select the Save button..

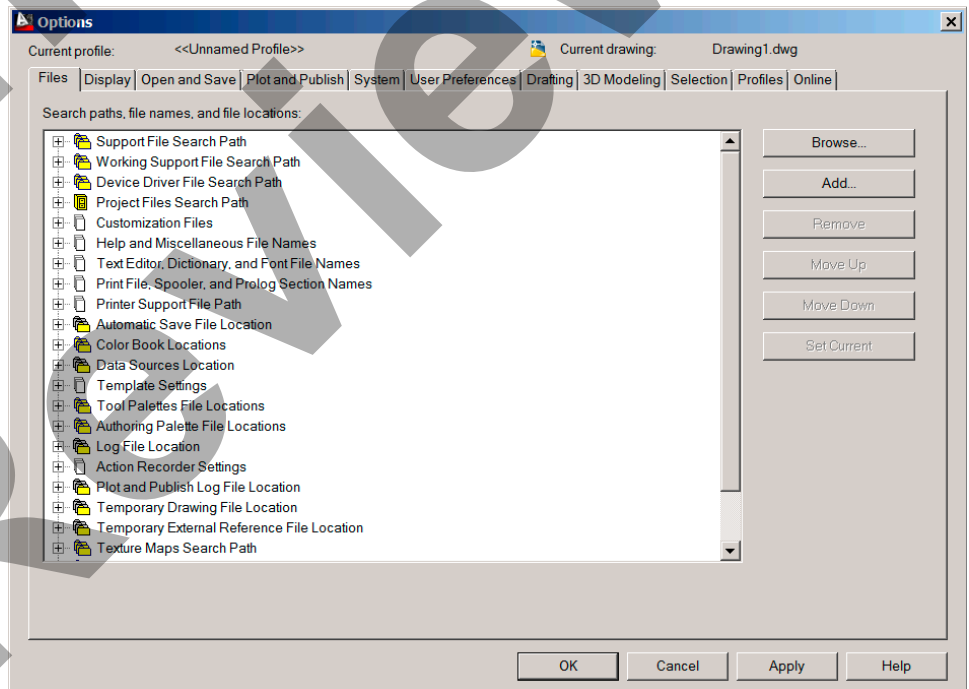


**Using Options to Setup AutoCAD**

The Options Dialog Box is where you will configure the settings for AutoCAD, such as, the color of the drawing window, etc.

You will learn some of these settings as you go through the course.

At this time it is only necessary to know about this feature and the commands settings.

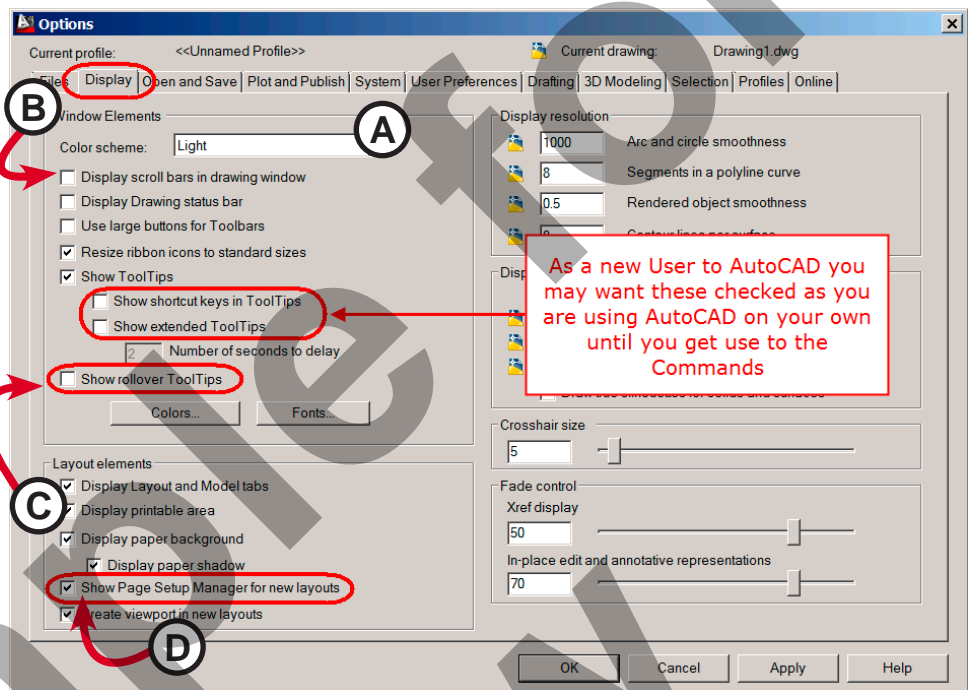


Here are some suggestions for beginning users to think about when setting up AutoCAD for their type of work.

**Display Tab:**

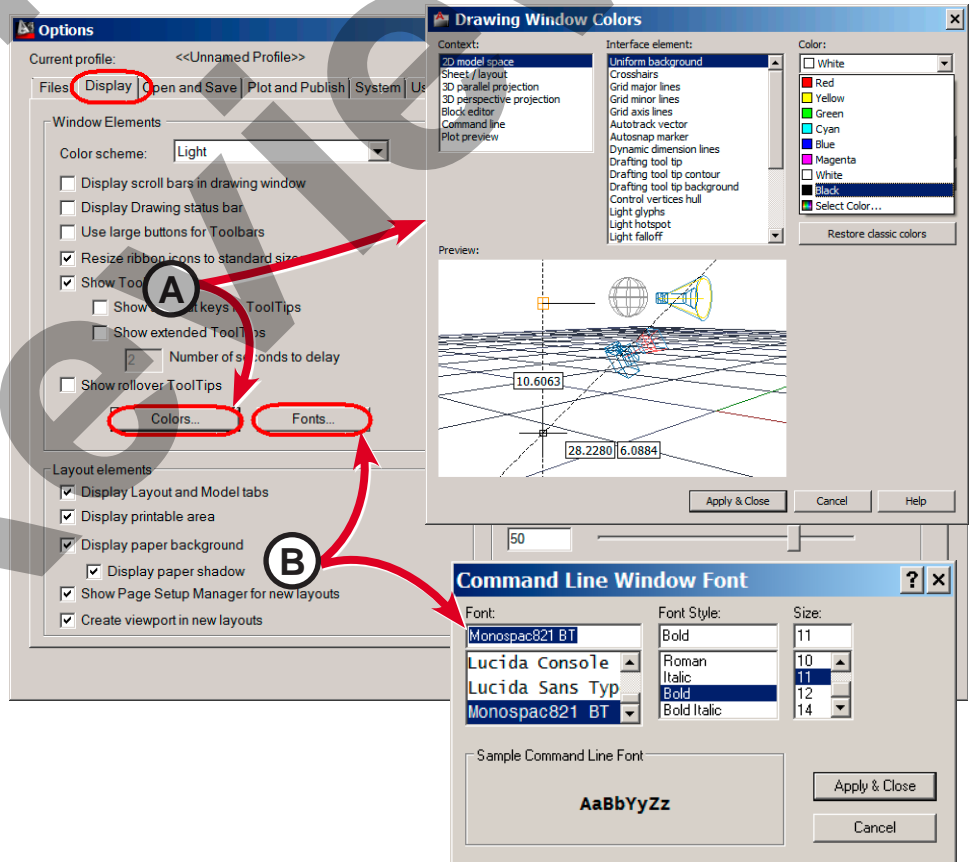
- 1) In the **Options** dialog box select the **Display** tab (A).
- 2) Under the **Show Tool Tips** section unchecked the **Show Shortcut keys & Show extended ToolTips** (B).
- 3) Unchecked the **Show rollover ToolTips** (C).
- 4) Under the **Layout Elements** section Check the **Show Page Setup Manager for New Layouts** for New Layouts (D).

*Right-click in the drawing area and select Options from the Shortcut menu.*



**Display Tab:**

- 5) **Select the Colors Button (A):**
  - Set the **2D Model Space background color**, white, black, etc.
  - Set **Sheet/Layout background color**, white, black, etc.
  - **Select Apply & Close** Button.
- 6) **Select the Fonts Button (B):**
  - Set the **font type for your Command Prompt & Text Window.**
  - **Set the Font Style and Size.**
  - **Select Apply & Close** Button.

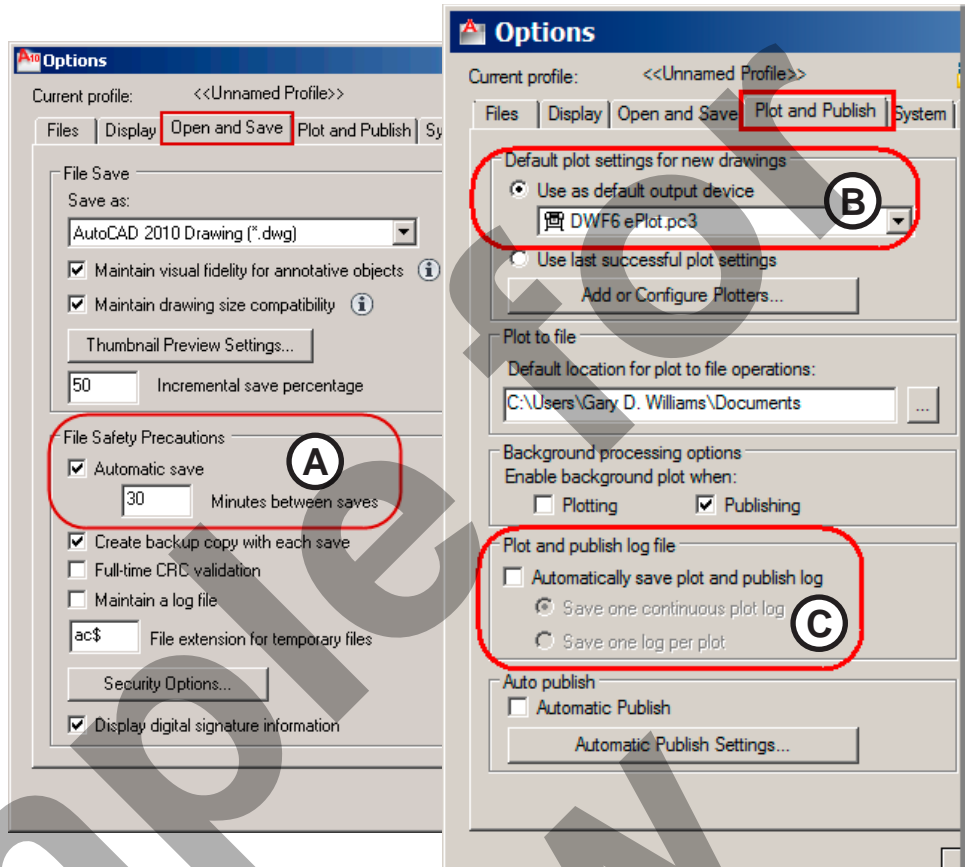


**Open & Save Tab:**

7) **Check the Automatic Save (A)** and **set the time to 30 minutes.**

**Plot & Publish Tab:**

8) **Set the Default Output Device (B)** to your **default Printer. Set the Save Plot Log (C)** to your choice.

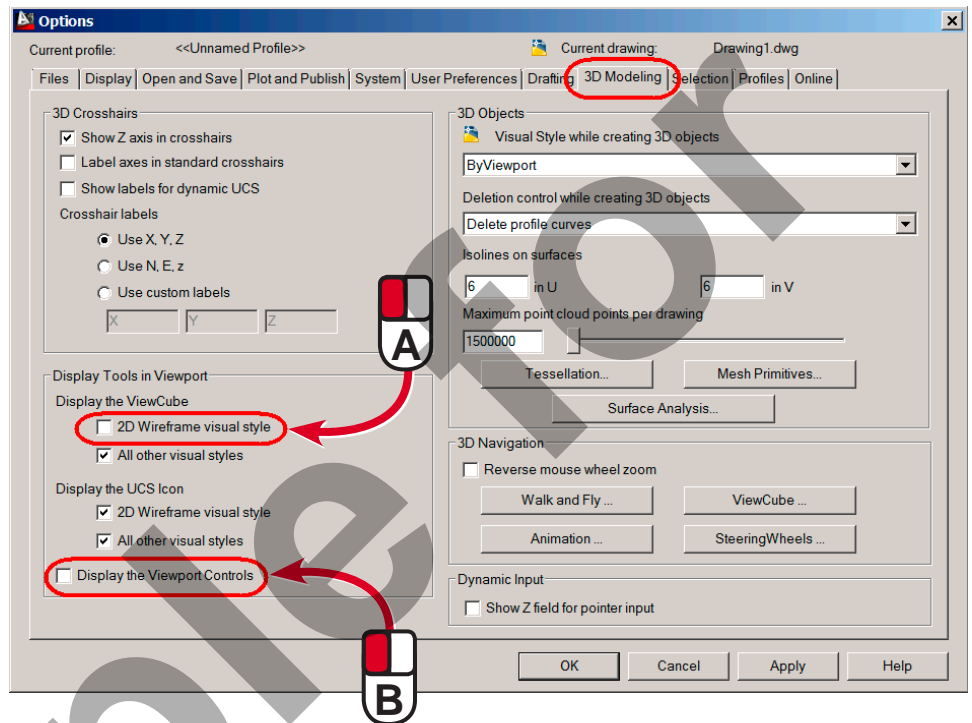




### 3D Modeling Tab

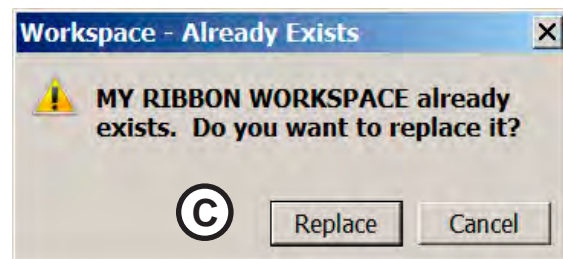
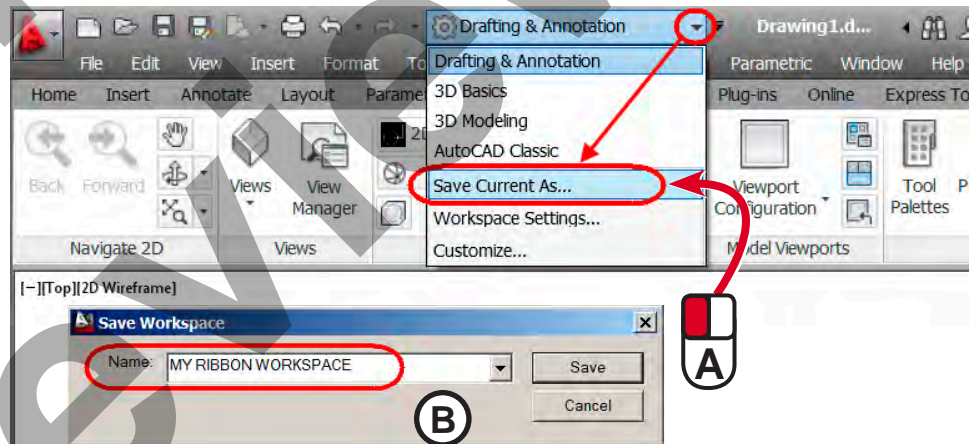
AutoCAD LT users will not have this section and continue on to the next section

- 1) **Uncheck** the **Display ViewCube (A)** in the 2D model space in the Display ViewCube or UCS Icon section.
- 2) **Uncheck** the **Display Viewport controls (B)**
- 3) **Select** the **OK** button when finish.



### Saving Changes to an Existing Workspace

- 1) On the Quick Access toolbar select the list arrow (A) to open the options menu.
- 2) Enter the same name that you gave to your workspace and select Save (B).
- 3) In the Workspace – Already Exist dialog box **select** the **Replace** button (C).



# AutoCAD Interface Overview

This illustration shows the main components of AutoCAD and the names and terms used.

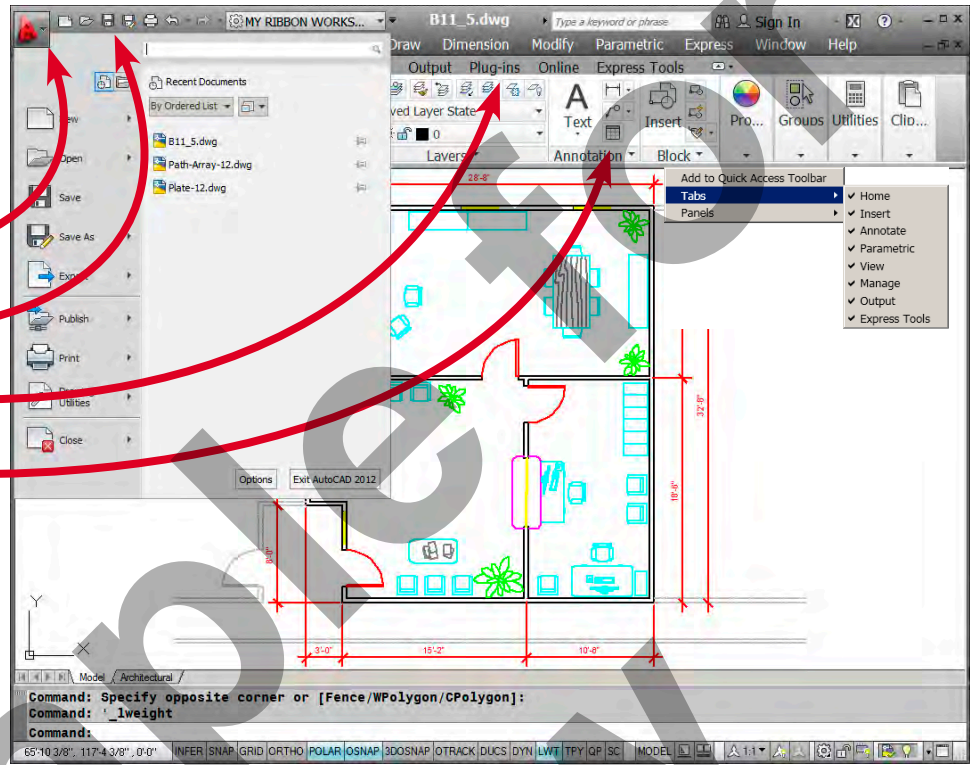
## Drafting & Annotation

Application Menu .....

Quick Access Toolbar .....

Ribbon Tabs .....

Ribbon Panels .....



## AUTOCAD CLASSIC

Windows Title Bar .....

Toolbars .....

Pull-Down Menus .....

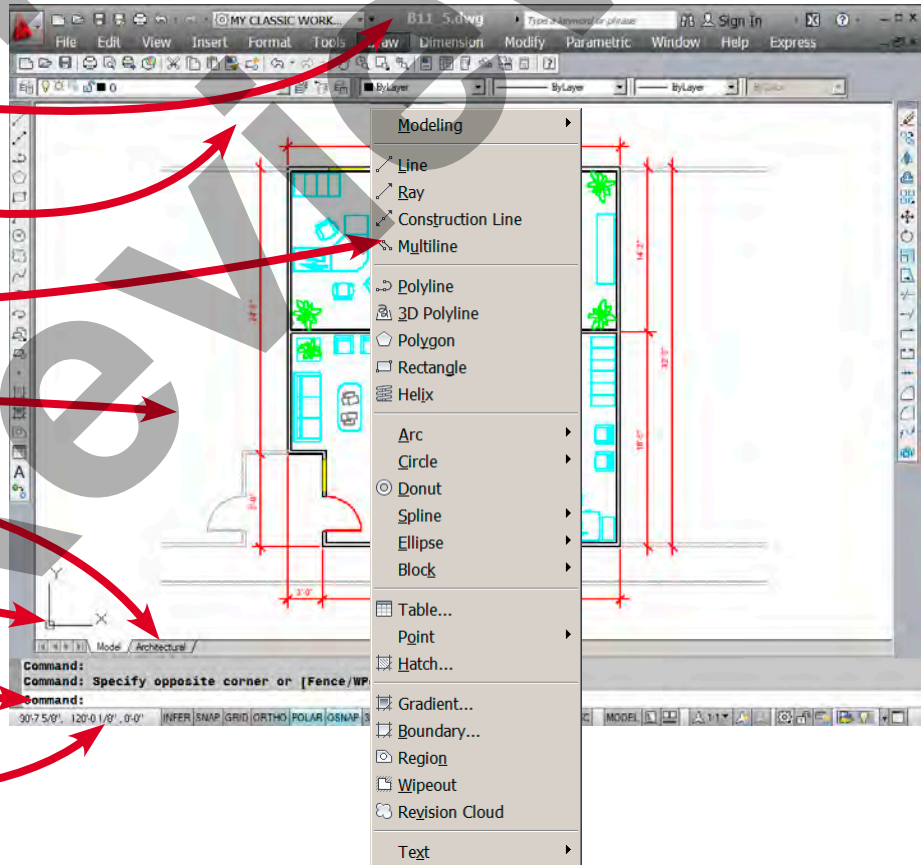
Drawing Area .....

Model & Layout Tabs .....

Ucsicon Display .....

Command Prompt .....

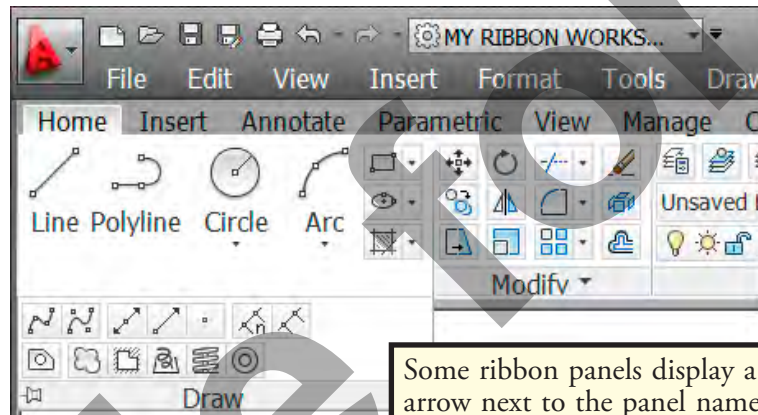
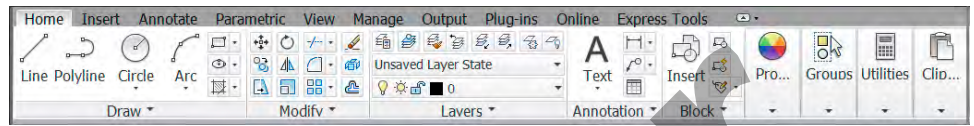
Status Bar .....





## AutoCAD Ribbon

The Ribbon provides a single, compact placement for operations that are relevant to the current workspace. It eliminates the need to display multiple toolbars, reducing clutter in the application and maximizing the area available for work using a single compact interface.



Some ribbon panels display a drop-down arrow next to the panel name. The drop-down arrow indicates there are additional commands related to that panel. Click the drop-down arrow to access the additional commands on that panel.

The Ribbon is composed of a series of Panels which are organized into Tabs labeled by Task.

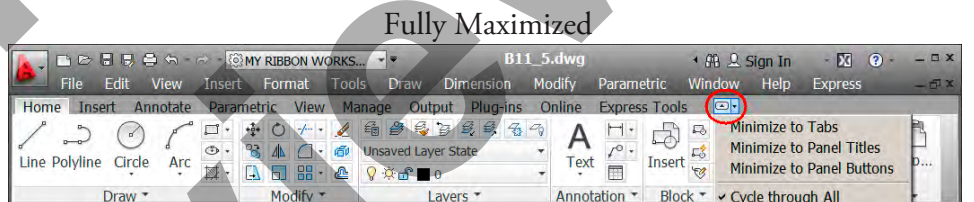
The Ribbon displays automatically when you create or open a drawing using either the Drafting & Annotation workspace. You can also open the Ribbon manually

- Click **Tools menu > Palettes > Ribbon**
- At the Command prompt, enter *ribbon*.

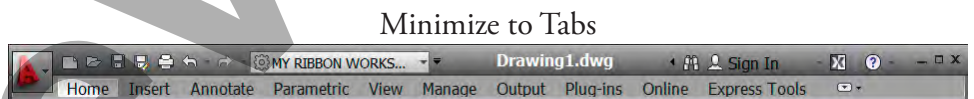
## AutoCAD Ribbon Bar

The Ribbon has four settings that can be used when working with the Ribbon.

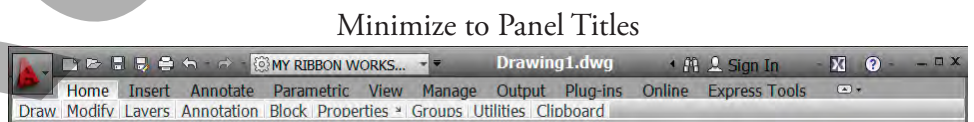
**Fully Maximized:** By default both tabs and panels are visible.



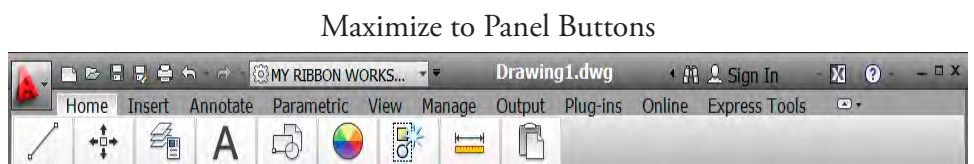
**Minimize to Panel Tabs:** Only the tabs are visible.



**Minimize to Panel Titles:** Both the tabs and panel names are visible.



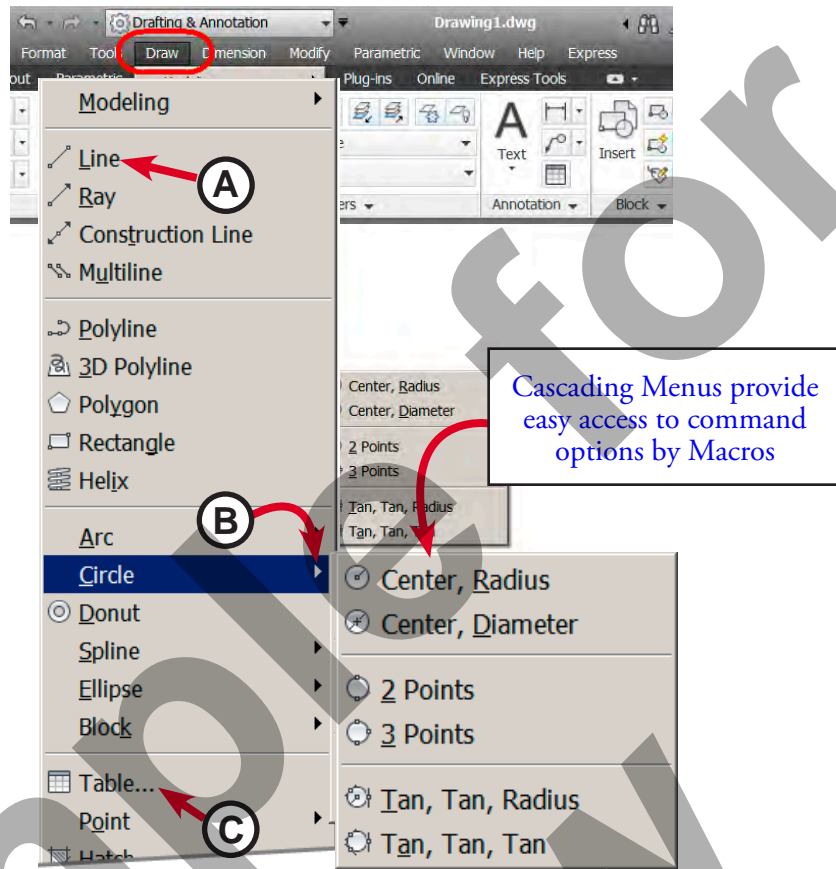
**Minimize to Panel Buttons:** Panels are shown as icons, select an icon and only that panel opens.



## Pull-down Menu

The pull-down menus provide easy access to AutoCAD commands and settings.

- Command names like Line **(A)** Ray, Polyline, etc are instance commands. When selected they will start that command.
- When you move the cursor over a command name with the block triangle on the right side **(B)** it will automatically open a cascading menu with more commands and macros.
- Command names that are followed by..., such as **Table...** and **Hatch...****(C)** will start the command and open a dialog box.

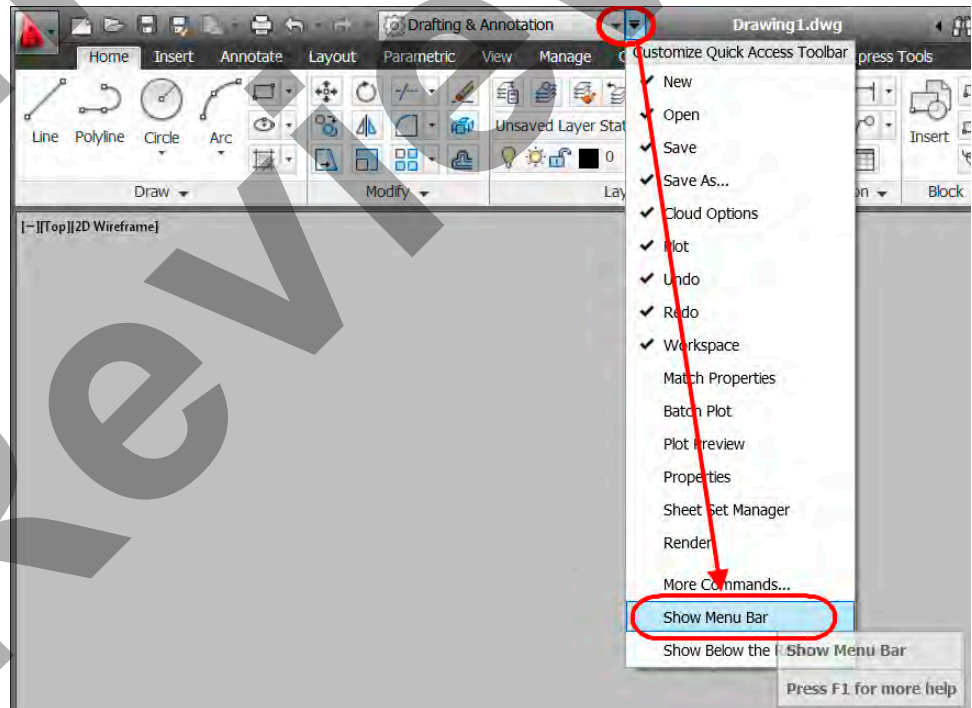


## Turning the Pull-Down Menus on

On the Quick Access toolbar and on the right side of the Work Space list left-click on the drop down list to open the Quick Access menu options.

In the list menu select the SHOW THE MENU BAR to turn on the default Pull-Down Menus on.

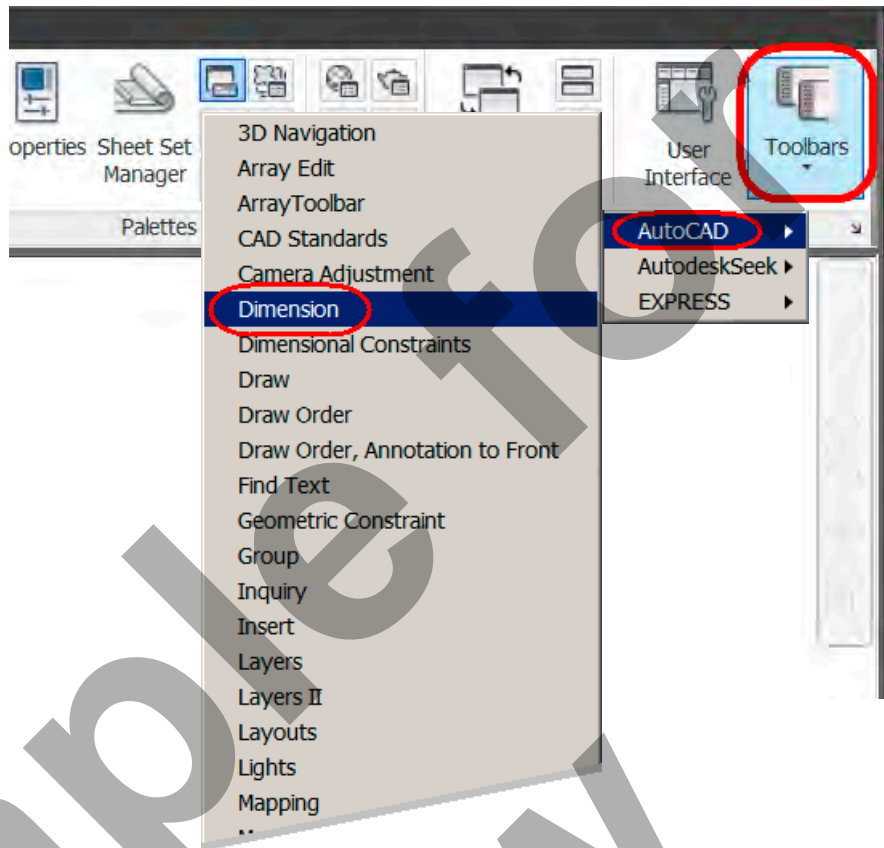
**Note:** Most commands are located in the ribbon but there are some that are not. And as a user preference you can cut down key strokes using the menus instead of having to change Ribbon Tab and then changing back to the previous tab.



## Toolbars

Toolbars provide a fast access to commands without having to open a pull-down menu or changing the Ribbon tabs and then having to open a drop down list and then select the command. Then having to changing back to the previous tab.

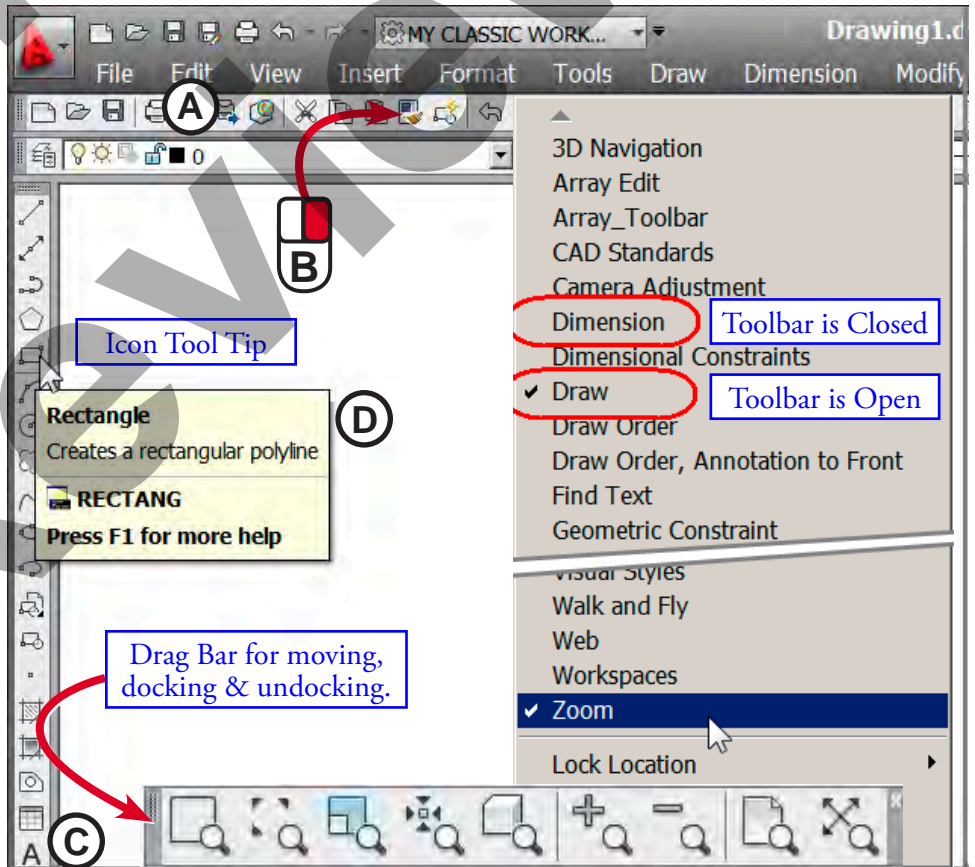
- On the Ribbon select the View tab to open the View Panels.
- On the User Interface panel select the Toolbars icon to open the drop-down list and select AutoCAD to open the Toolbars menu.
- On the toolbar menu select the toolbar to open.



## Toolbars

Toolbars provide a fast access to commands without having to open a pull-down menu and then select the command.

- Toolbars can be either free Floating or Docked to the top, sides or bottom of the drawing area (A).
- To Open a toolbars simply Right-click on any icon button (B) and select the toolbar to open.
- To move toolbars around and to dock them hold the Left-click mouse button down on the Drag Bar (C) and drag it to the location you desire.
- Hold the cursor over an Icon button to get a Tooltip for that command (D).





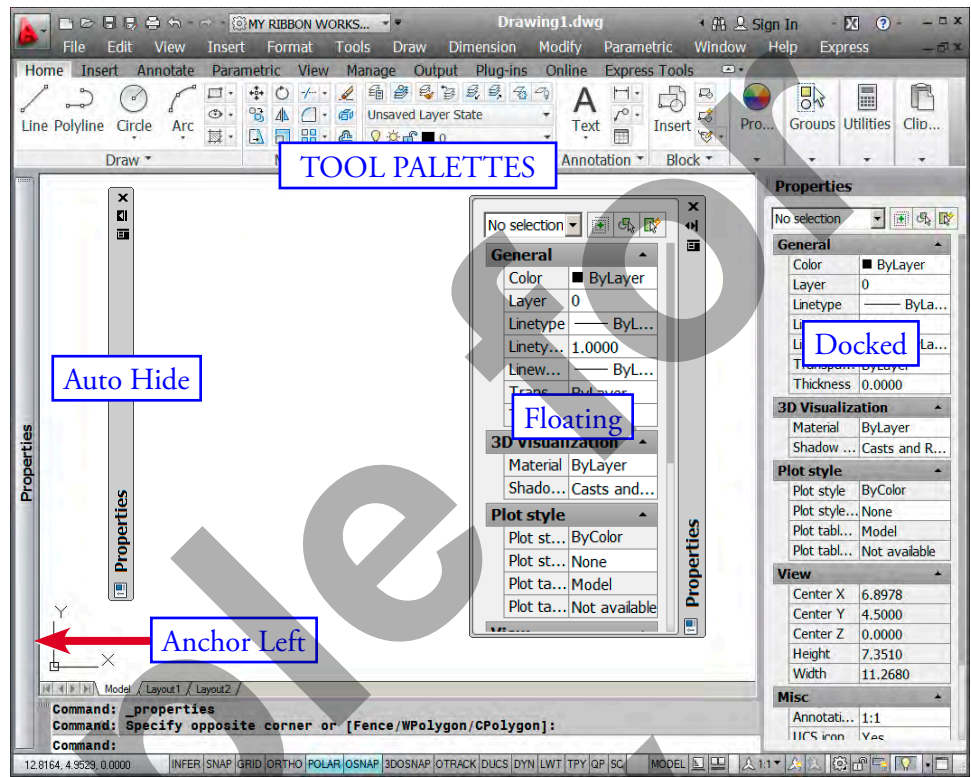
### Tool Palettes

Tool Palettes are a cross between dialog boxes and toolbars.

They can be "Floating" in the drawing area where they are not "Docked" and can be set to Auto Hide when not in use.

They can also be Docked to the side of the screen or set to be Anchored to the left or right side of the drawing area.

A list of commands that uses Tool Palettes can be found in the Tools pull-down menu under the Palettes cascading menu.



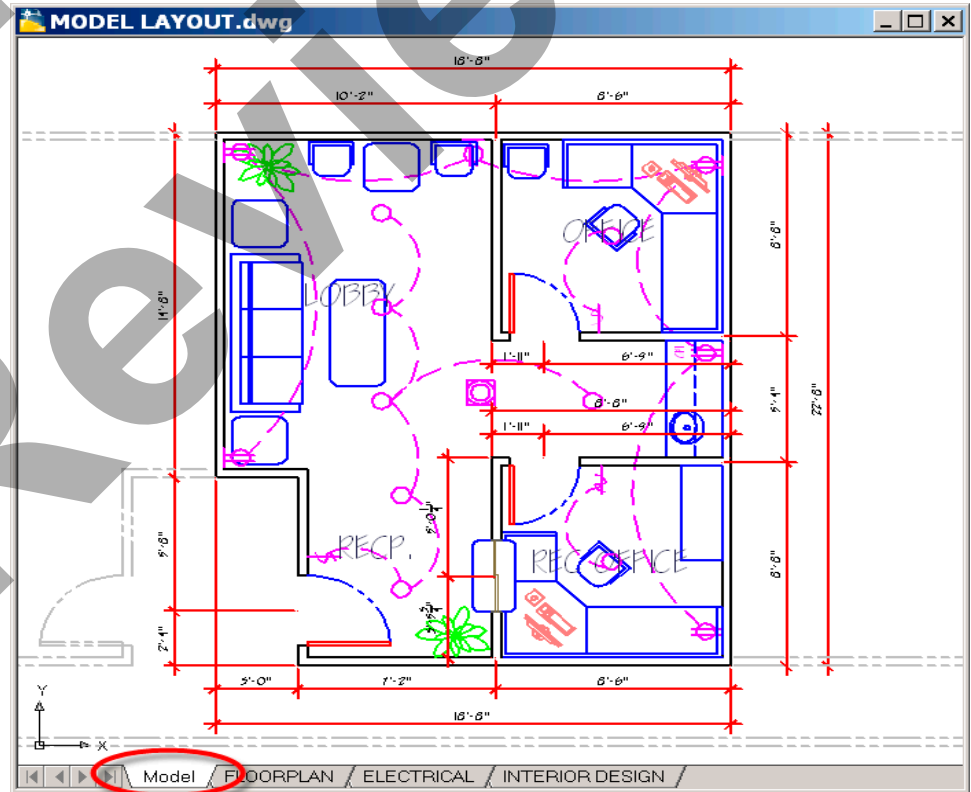
### Model Space vs Paper Space (Layouts)

#### Model Space

Model Space is where you will be doing most of your drawing work.

You will always draw geometric objects at full scale (1:1).

But, text, dimensions, and other annotation elements will be drawn at a scale that will appear at the correct size when the drawing is plotted.



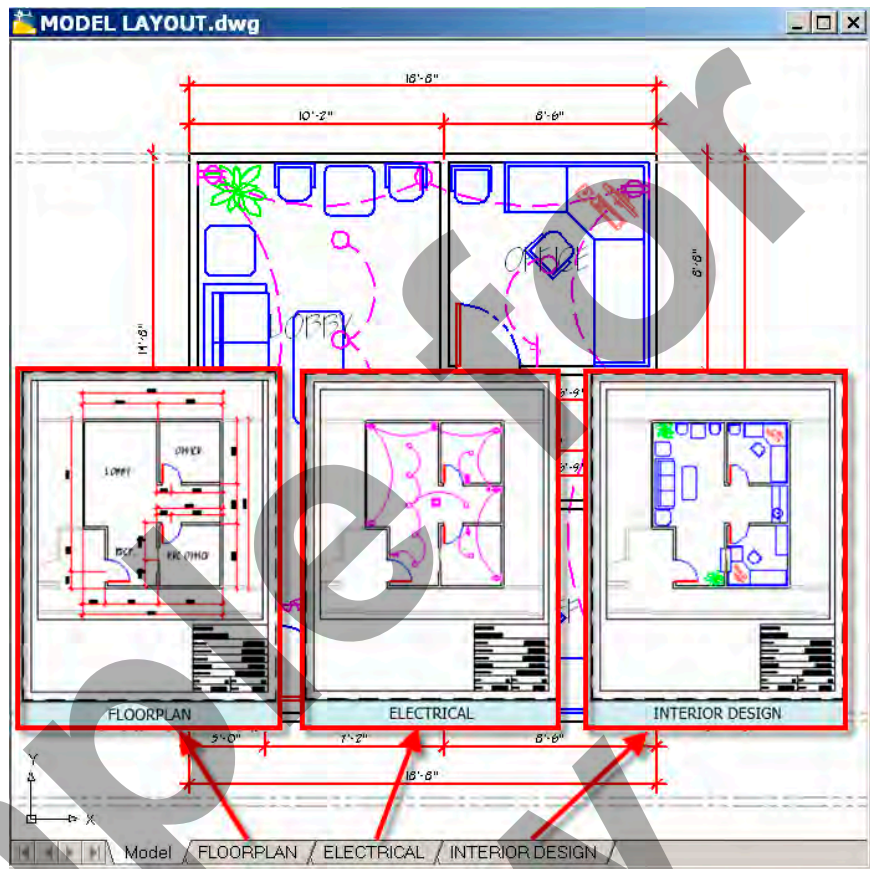
## Paper Space - Layouts

Layouts are used to prepare the model space drawing for plotting. Layouts are your Plot Sheets.

You can create multiple layouts of the model in the same drawing file and each layout can use different sheet sizes and plotting parameters and you can control layers between different layouts.

Once a layout has been setup the plot information is saved with that layout making repeat plotting fast and easy.

All layouts are plotted at a plot scale of 1:1.



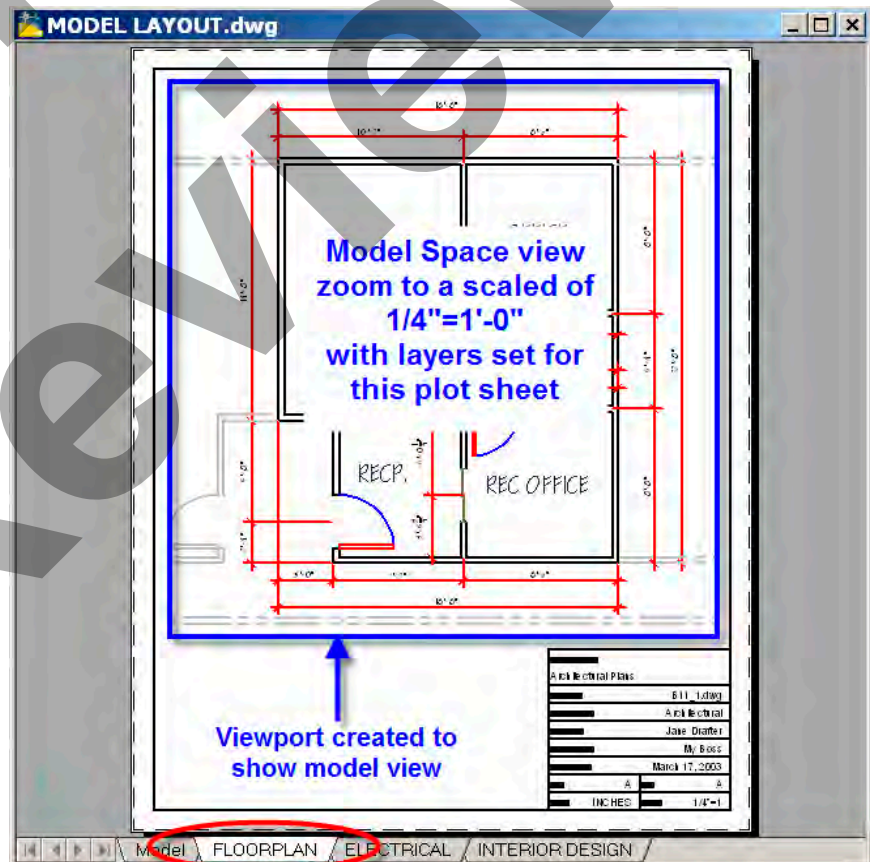
## Layouts

After you set up the plot sheet and printer, etc you then create viewports to show the model views as needed.

Viewports are then Zoomed to a scale factor for that view and then locked so that the scale of the viewports will not change when working inside of them.

You can also control layers between viewports and layouts.

This topic will be fully covered in the Page Setup and Plotting section of this book.





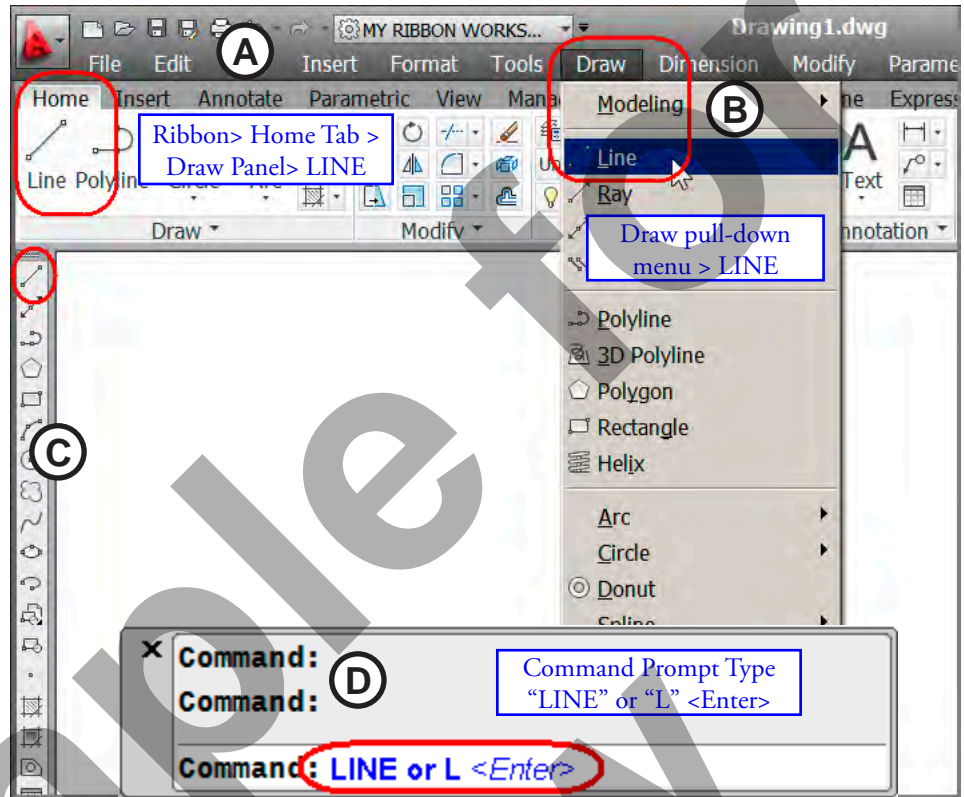
# Communicating With AutoCAD

## Starting Commands

You can start most commands in several ways using most of the menus. All commands can be typed in and most have Alias (hotkeys). There are a few commands that must be typed in.

For example the image shows the different ways to start the LINE command.

- Ribbon Bar (A)
- Pull-down Menus (B)
- Toolbars (C)
- Typing in the Command (D)



## Command Access Guide

At the back of the book is a Command References section that has a Command Access Guide for a quick reference on the different ways to activate and use AutoCAD commands.

This section also contains a list of Function Keys, Shortcut Keys, Ribbons and Toolbars.

## Command References

### Basic AutoCAD & LT commands

COMMANDS REFERENCE IN THIS COURSE IS LISTED IN THIS APPENDIX BY THE FOLLOWING INFORMATION AND ORDER:

#### Command Access Guide:

- COMMAND COLUMN:** Shows the command name. You could type this name at the Command Line Prompt and then press <Enter> to start the command.
- ALIAS:** Shows the shortcut command name you can type to invoke the command. You can type the command alias at the Command Prompt line and press <Enter> to start that command.
- ICONS:** Shows the Icon image used for that tool to start the command when using the Ribbon or Toolbars. These Icon images are universal for both with using the Ribbon or Toolbars.
- RIBBON LOCATION:** Shows where the commands are located in the Ribbon Palette. Gives you the Ribbon Tab Name and which Command Panel it is located in.
- TOOLBAR:** Gives the name of the Toolbar that the command is located in. The Icon image will be the same as the one shown in the Icon column.
- PULL-DOWN MENU:** Shows where you can invoke the AutoCAD commands if you are using the Pull-down menus.

#### RIBBON TABS AND COMMAND PANELS:

THIS SECTION WILL SHOW EACH RIBBON TABS AND ALL THE COMMAND ICON TOOLS LOCATED IN EACH COMMAND PANELS.

#### AUTOCAD TOOLBARS

LIST OF ALL THE TOOLBARS THAT CAN BE USED IN THE COMMANDS COVERED IN THIS BOOK.

#### SHORTCUT COMMANDS:

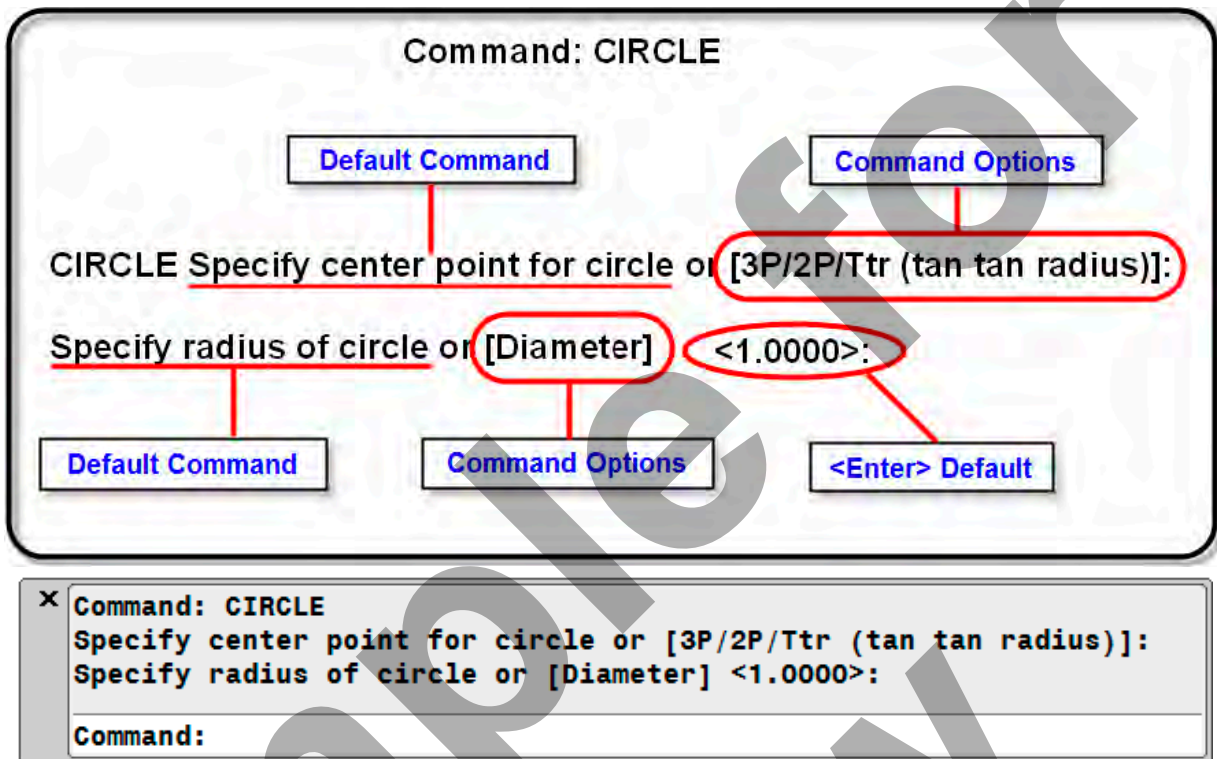
THIS SECTION WILL SHOW ALL THE FUNCTION KEYS (F-KEYS) AND THE SHORTCUT KEYS (CTRL+2).

## Command Access Guide

Command	Alias	Icon	Ribbon Location	Toolbar	Pulldown Menu
Divide	DIV		Home tab > Draw panel > Divide		Draw > Point > Divide
Donut	DO		Home tab > Draw panel > Donut		Draw > Donut
Draworder	DR		Home tab > Modify panel > Bring to Front	Modify II	Tools > Display Order > [option]



## AUTOCAD COMMAND STRUCTURE AND OPTIONS



**DEFAULT COMMAND INPUT:** When you first start an AutoCAD command the first thing you will see in the command prompt is the Default information that AutoCAD wants from you.

Example: In the Circle command AutoCAD wants the Center Point by default. It will not accept anything but a mouse Left-click for the center point, a coordinate, or an Option Keyword typed in.

**COMMAND OPTION PROMPTS:** If a command has Options (additional things you can do within the command) they will appear within the command prompt in Brackets [Options]. To change from the Default command input to an option in the command prompt just type the capital letter as shown (not case sensitive) for that option.

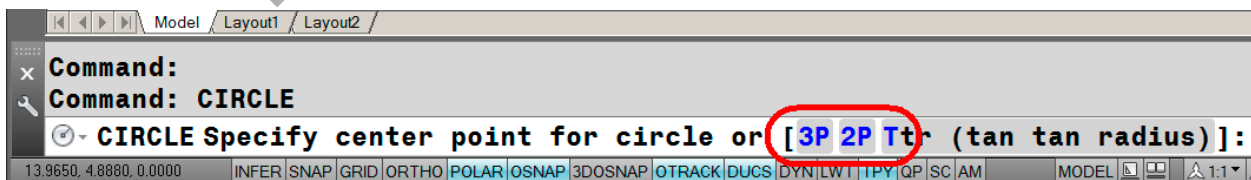
Example: In the Circle command you could type in 3P for drawing a Circle through 3 point; or 2P for drawing a Circle through 2 points; or T for drawing a Circle Tangent to two objects and centering the Radius.

**COMMAND <ENTER> DEFAULT OPTION:** Whenever anything appears in the command prompt enclosed in these brackets "<>" then this is an Enter default.

Example: In the Circle command <1.0000> appears at the Radius prompt. Press Enter and you will draw another circle with a 1.0000 radius.

**COMMAND OPTION ENHANCEMENTS:** Starting in AutoCAD 2013 you are now able to select a command options by left-clicking on the Option at the command prompt.

Example: Start the command and the options are in gray shade with options shown in Blue text for easy viewing. Left-click on the option you want to change to.

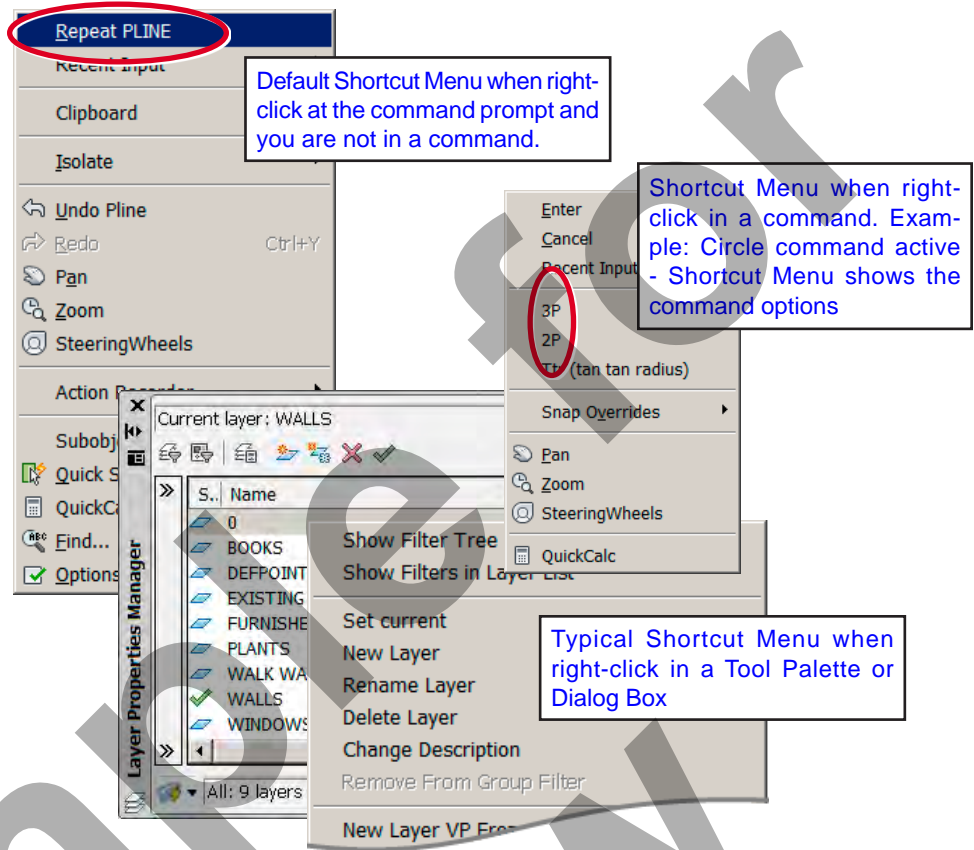


### Shortcut Menus

You get the edit shortcut when you right-click in the drawing area when a command is not running and there are objects selected.

The edit shortcut is like the default shortcut except it also has edit options. Some edit options will be specific to the type of objects selected.

If you are in a command you can Right-Click and select options for that command.



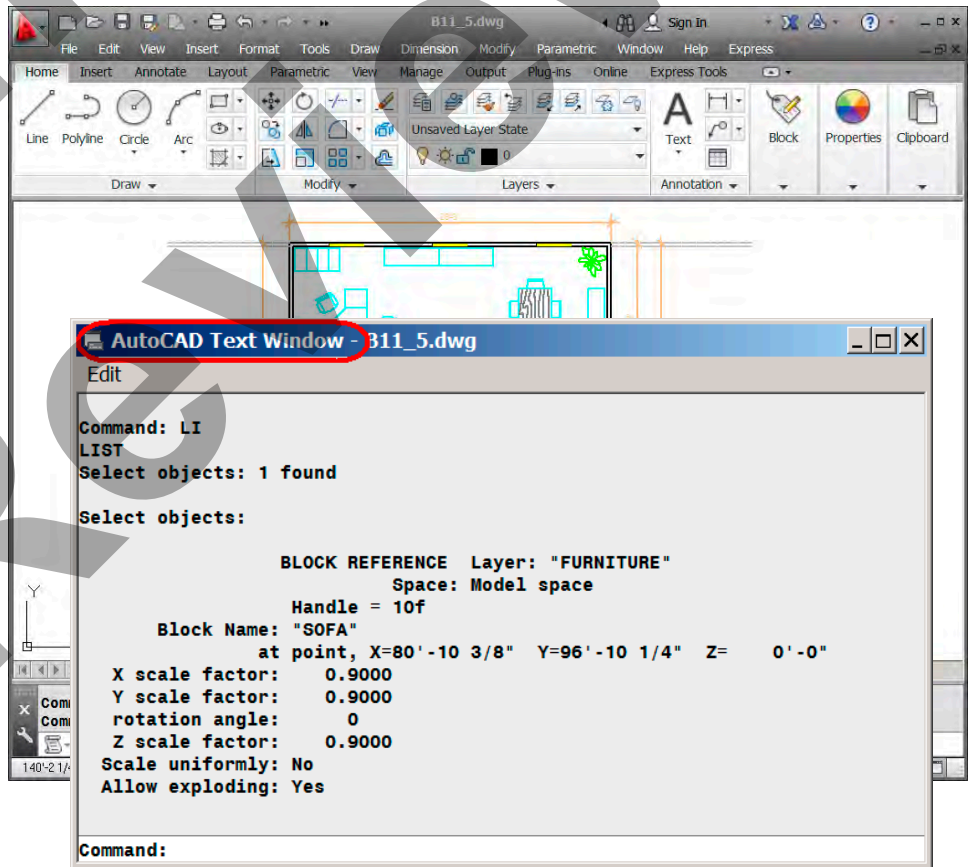
### AutoCAD Text Window

AutoCAD occasionally switches to a Text window if there is not enough space to display text of long reports in the command line area.

The text window shows the command line history and you can scroll up to review previous command activity in the current drawing session.



Use the F2 function key to toggle back and forth between these two windows.



## Getting Out of Trouble

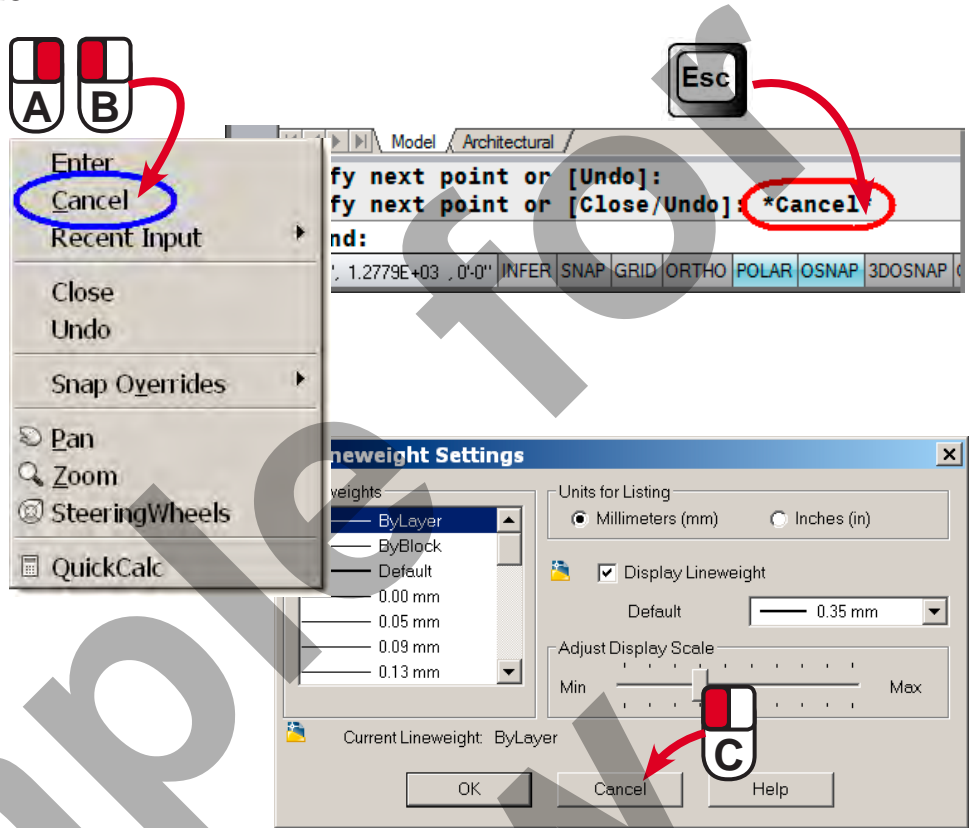
### Canceling Commands

If you get into trouble you can normally press <Esc> to cancel a command.

You can also **right-click (A)** and select **Cancel (B)** for some commands.

Pick **Cancel (C)** in a dialog box to close the box without performing any tasks associated with that dialog box.

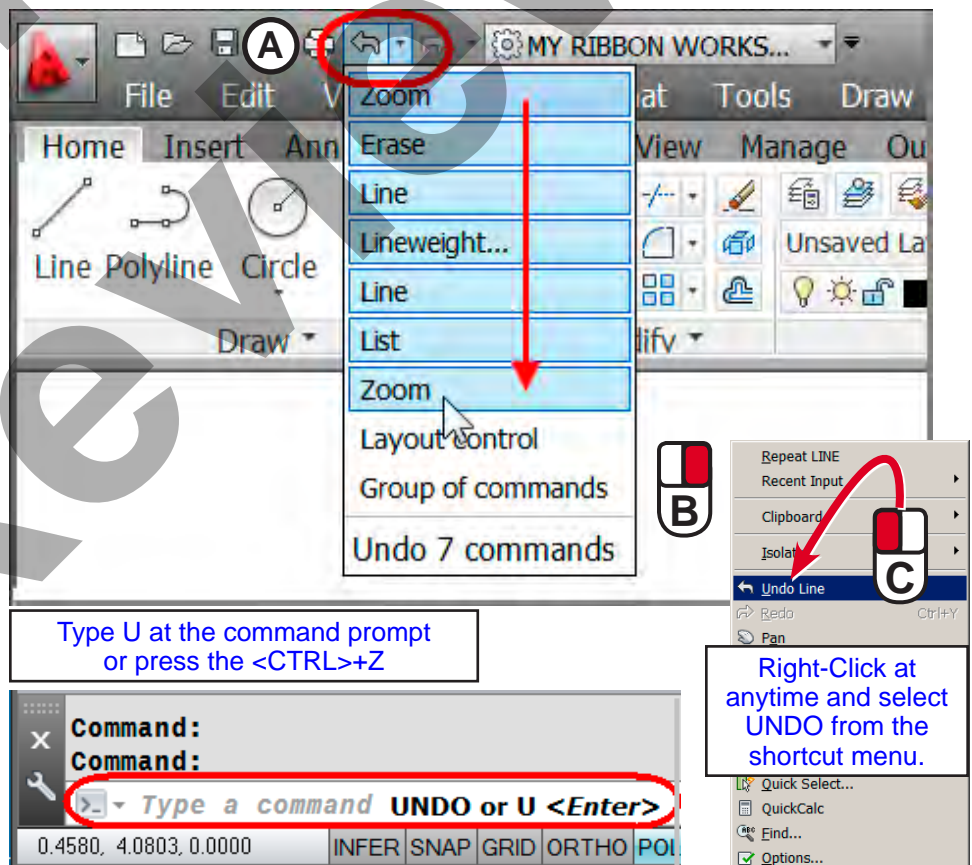
**Pressing <ESC>** will also close a dialog box and cancel the active command.



### Undoing Commands

If you are not satisfied with the results of your last command you can use the **Undo** command to undo it. There are many ways to invoke this command:

- **Type U and press <Enter>**
- **Hold <Ctrl> and press Z**
- **Quick Access toolbar button (A)**
- **Right-click (B) & select Undo (C).**
- You can repeatedly use the **U** command to **undo** commands, one command at a time, right back to the beginning of the current drawing session.



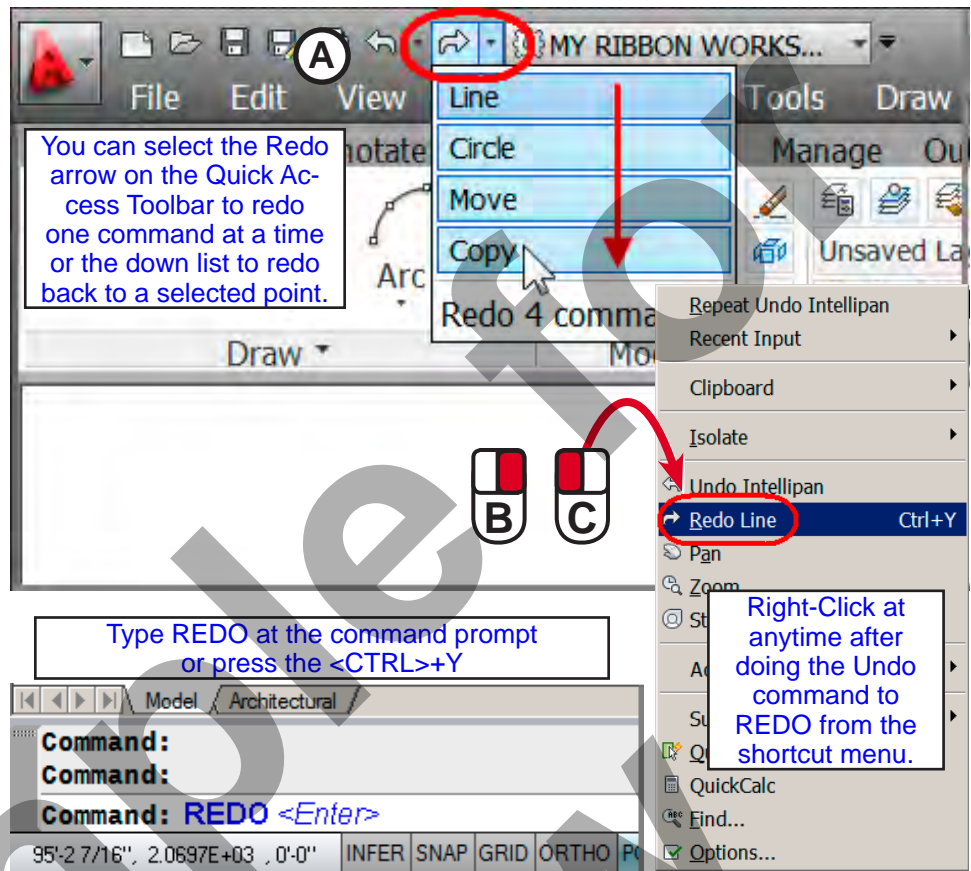


## Redoing Commands

You can use the **Redo** command to undo **U** and **Undo** commands. This is particularly helpful if you undo too many commands. However, you can only use the Redo command immediately after undoing commands.

The Redo command can be invoked several different ways:

- Type **REDO** & press **<Enter>**
- Hold **<Ctrl>** and press **Y**
- Standard and Quick Access toolbar button (A)
- Right-click (B) & pick Redo (C)

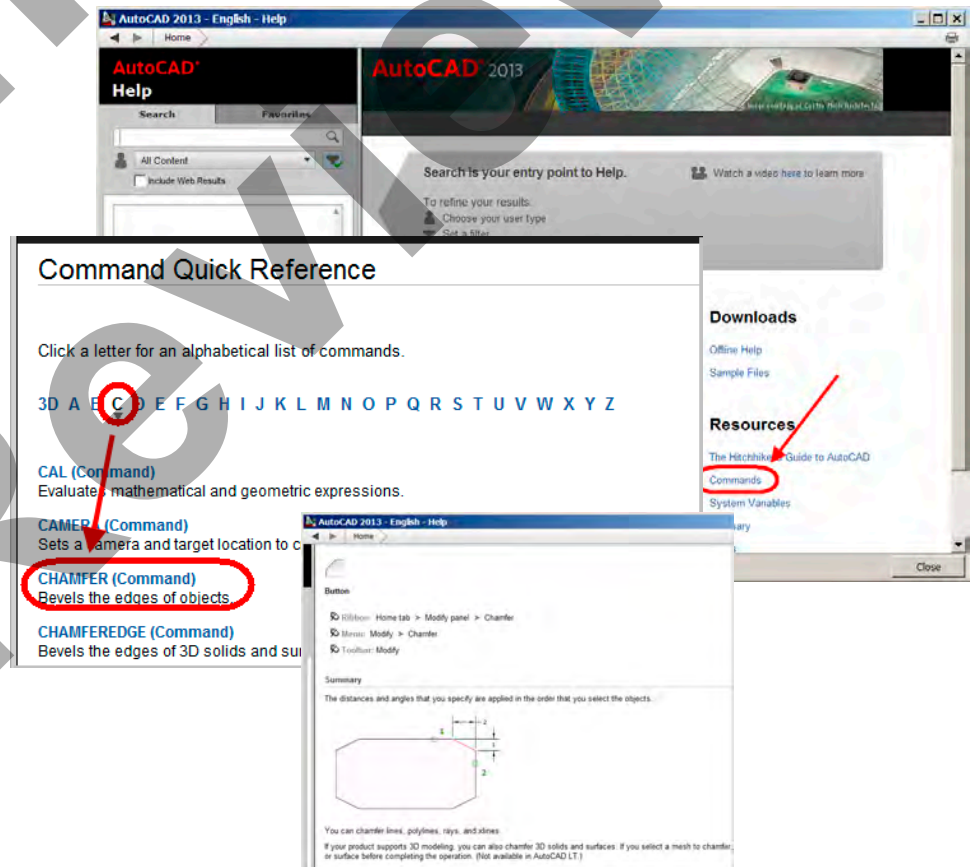


## GETTING HELP

As all software you can enter the help command by pressing F1 or use any of the menus in AutoCAD.

As all software you can search by documents, by words and phrases and a command search.

You can also start a command and press F1 and that will open the help html file to that command, as a faster way of getting help on a command.

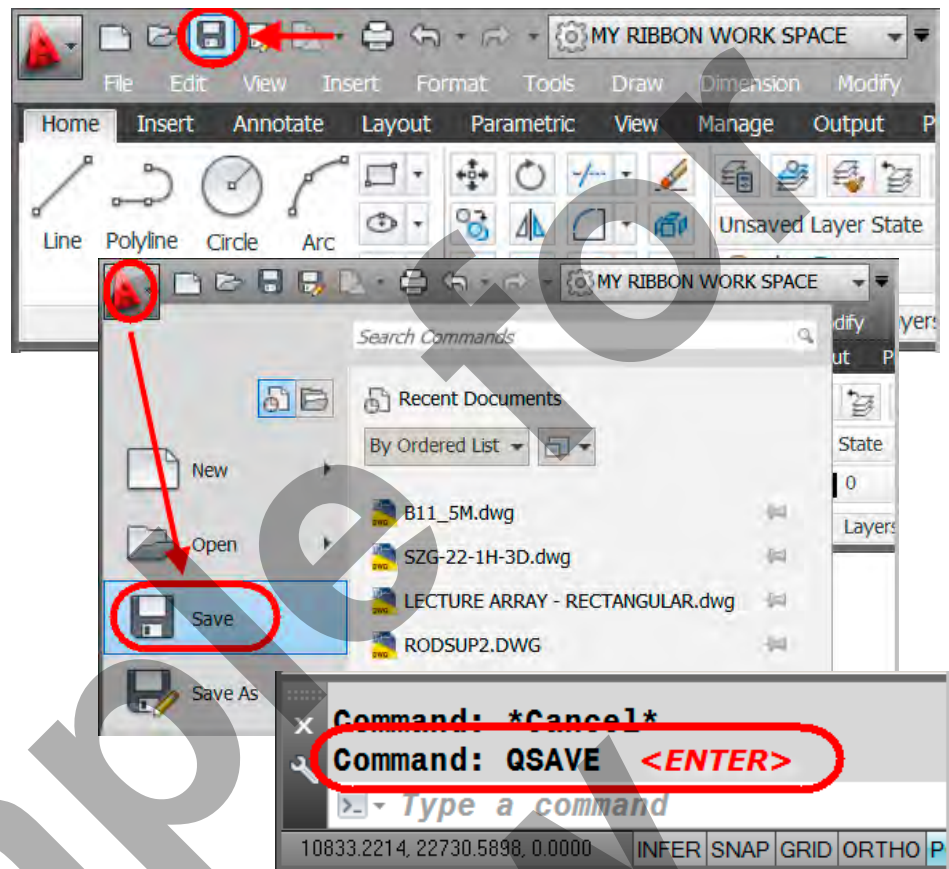


## QSAVE Command

Saving your work is vitally important. You should save your work every 10 or 15 minutes or after any process that took time to do. You should save the drawing, using the QSAVE command.

The importance of this command is that every time you do a Qsave it creates a backup file (.BAK) with the same name as the drawing file in the same location as your drawing file.

If your drawing becomes damaged and can not open do to a cash, etc. you can rename the BAK back to a DWG and retrieve your drawing back.



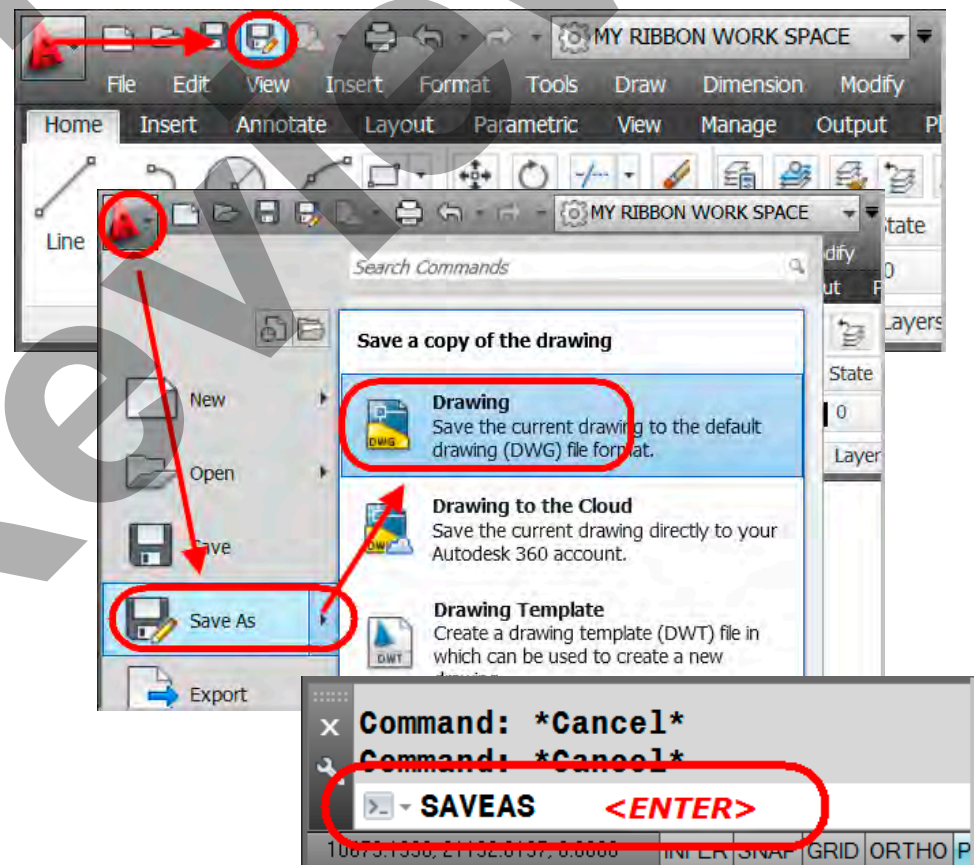
## SAVEAS Commands

If you select the SAVEAS command AutoCAD will bring up the Save Drawing As dialog box, even if the file is already named.

You can then save it under the existing name or give it a new name and another location.

Using the SAVEAS command will close the existing drawing (without saving it) and make this drawing the current file in AutoCAD.

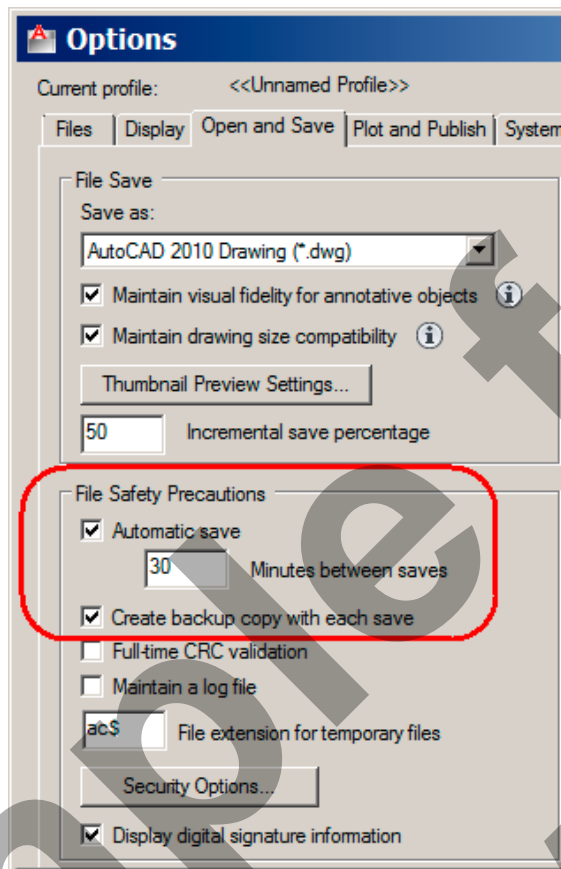
**Note:** SaveAs does not create a backup file like the QSAVE command does



## Automatic Saves

To prevent losing your day's work in the event of a power interruption, it is a good idea to save your work periodically. AutoCAD allows you to save your drawing automatically to a file with the extension SV\$. To turn this feature on or off, and control the interval between saves:

- 1) Open the Options dialog box (Tools>Options).
- 2) Switch to the "Open and Save" tab.
- 3) Check the Automatic Save check box to turn the feature on, and set to 30 minutes between saves.



**Note:**  
Make sure you have Create Backup Copy checked.

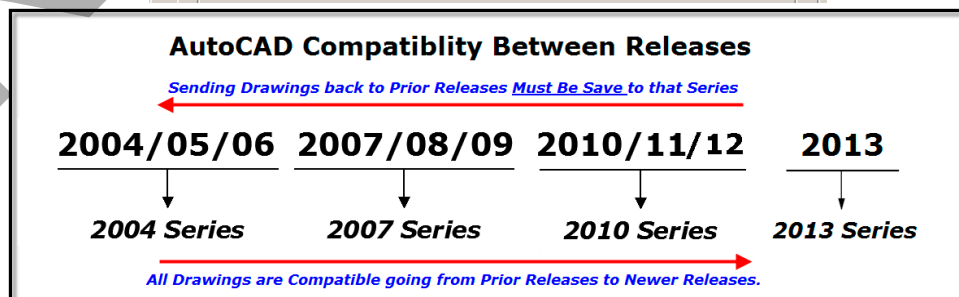
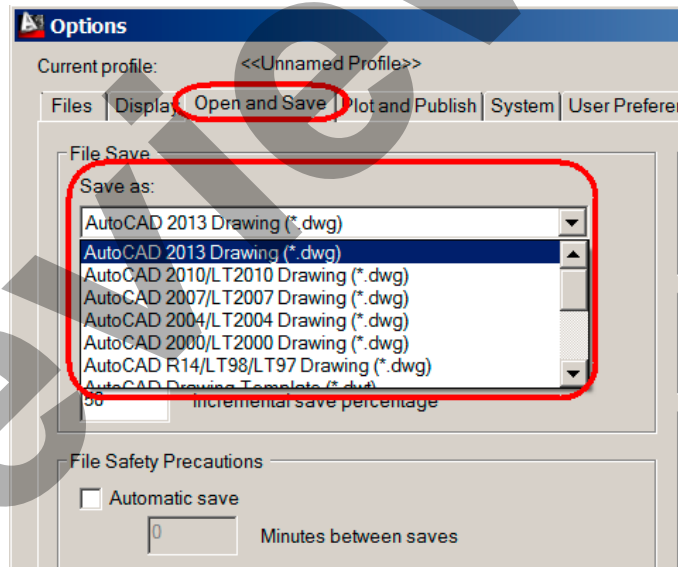
## AutoCAD Releases Compatibility

AutoCAD drawing files are only compatible within their release series.

Example: A drawing created in 2012 can be opened and edited with either 2010 or 2011. This drawing cannot be opened in earlier releases of AutoCAD.

You will need to do a SAVEAS back to older release series in order for the drawing to be opened for editing in those versions.

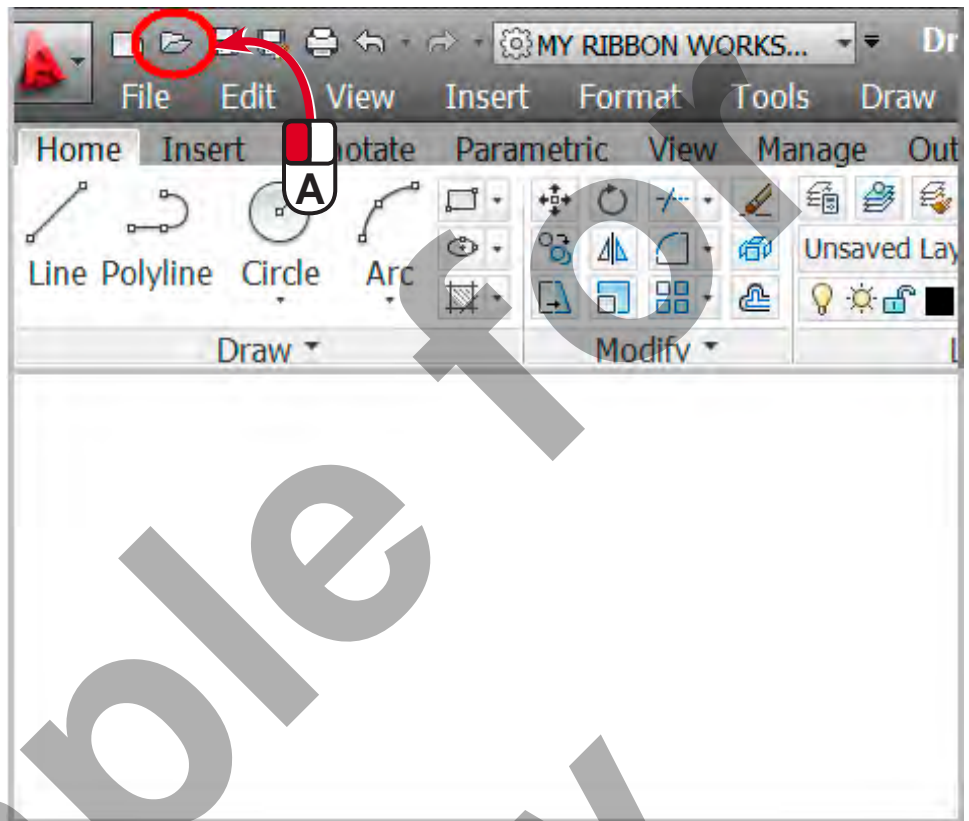
All drawings are compatible going forward. A drawing from R-2000 can be opened in the 2004 and 2007 series.





## Optional Hands-On

1) **Select** the **Open** a Drawing Icon tool (A) from the Quick Access toolbar.



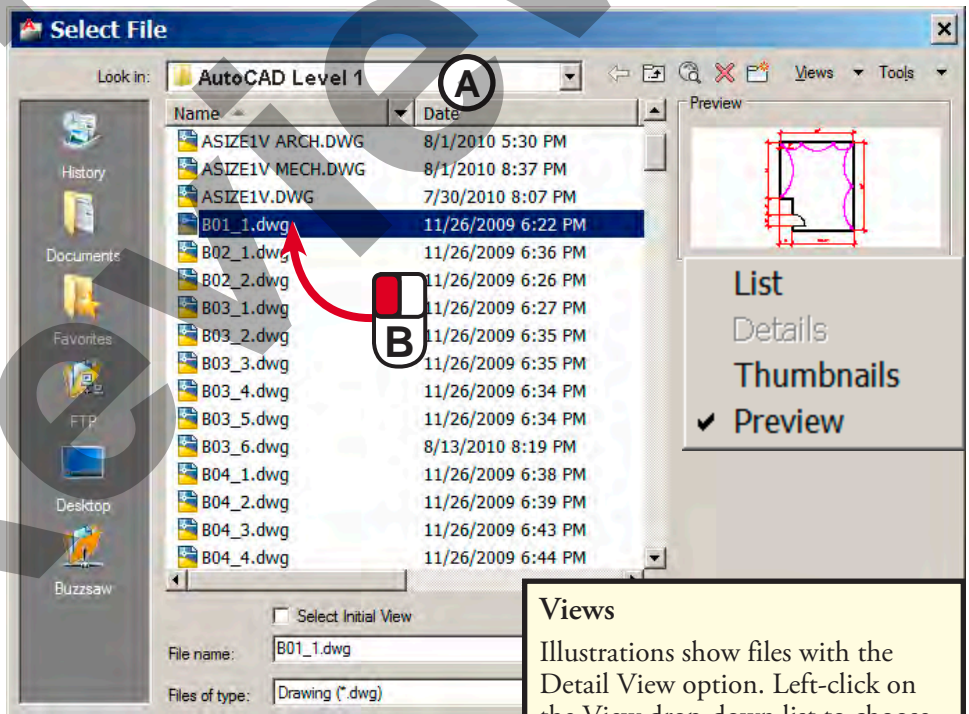
## Exercise Objectives?

This exercise will apply some of the tools that were covered in the previous lecture.

## Optional Hands-On

2) In the Select File dialog box **navigate** to your **personal folder (A)** where all the drawing files for hand-on exercises are stored.

3) **Double left-click** on **B01\_1.dwg (B)** to open this drawing.



## Views

Illustrations show files with the Detail View option. Left-click on the View drop-down list to choose other view options. You can also select Preview in the Views drop-down list to show a preview of the selected file.

## Result:

You have used the Open command to open an exercise file to be used for this hands-on.

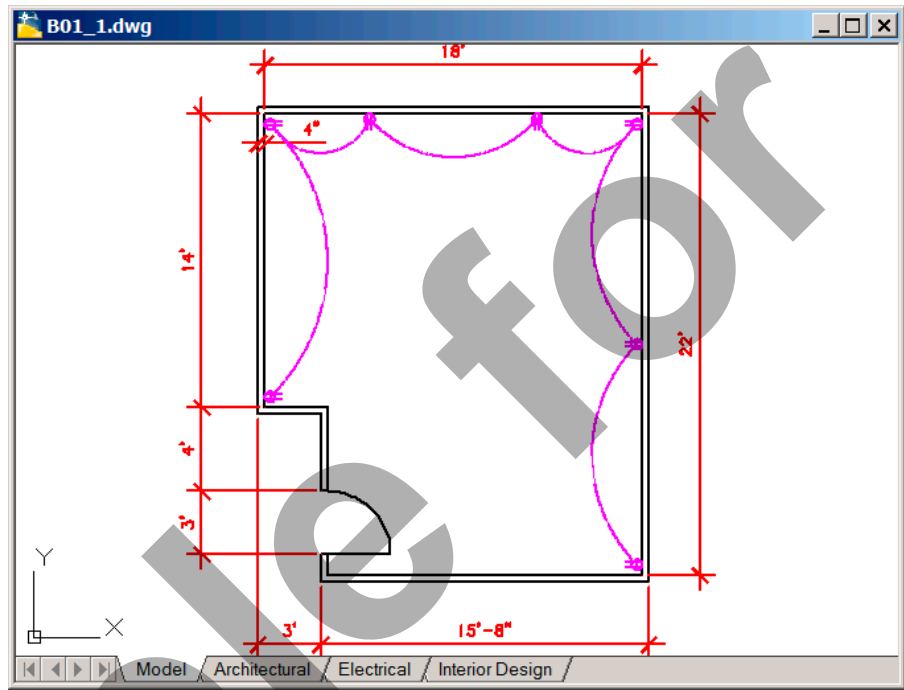
**Optional Hands-On**

Note: The drawing file opened up in the same state as it was saved and closed in from the last edit session.

- 4) At the Command prompt type **STARTUP** <Enter>.
- 5) At the *Enter new value for STARTUP* <0>: type **1** <Enter> **(A)** to turn the Optional Startup menu on.

**Result:**

You have opened the drawing file for this exercise. And you have turned on the Optional Startup menu which will be used in this course.

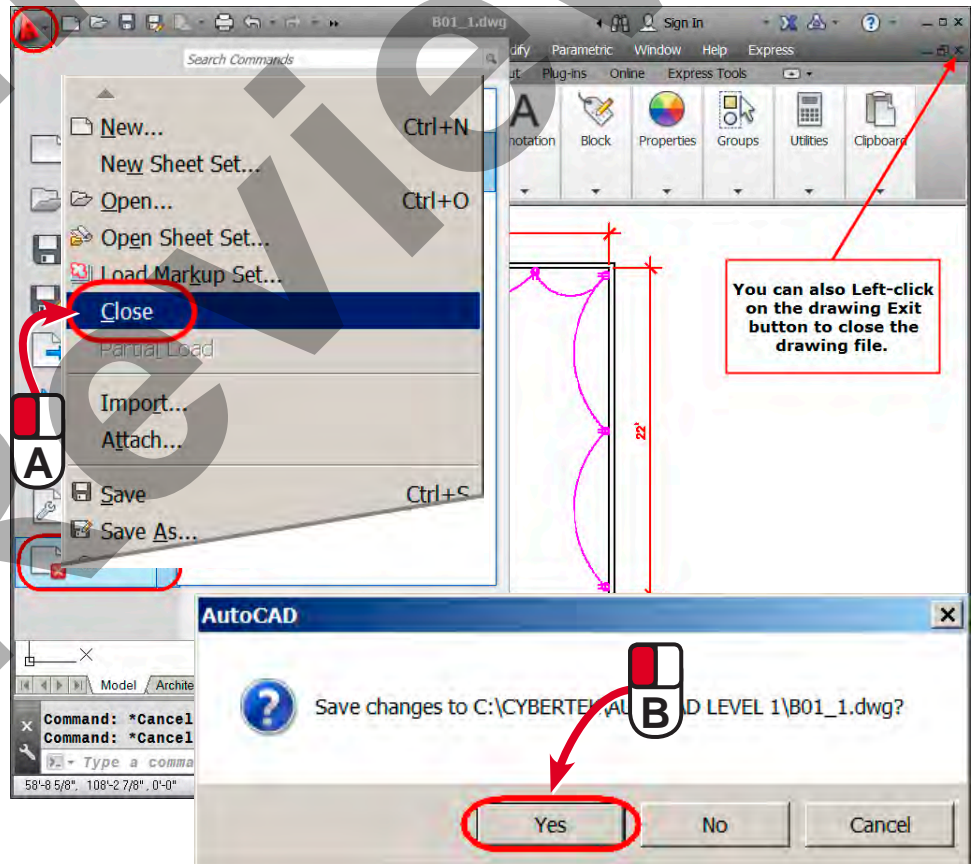


**Optional Hands-On**

- 6) **Select the Application Button** at the top left on the title bar, **select the Close option** and then **select the Close Current Drawing (A)**.
- 7) At the AutoCAD alert dialog box **select the Yes button (B)** to save changes to the drawing file.

**Result:**

You are closing AutoCAD and saving the open drawing so that it will appear in the Startup menu.

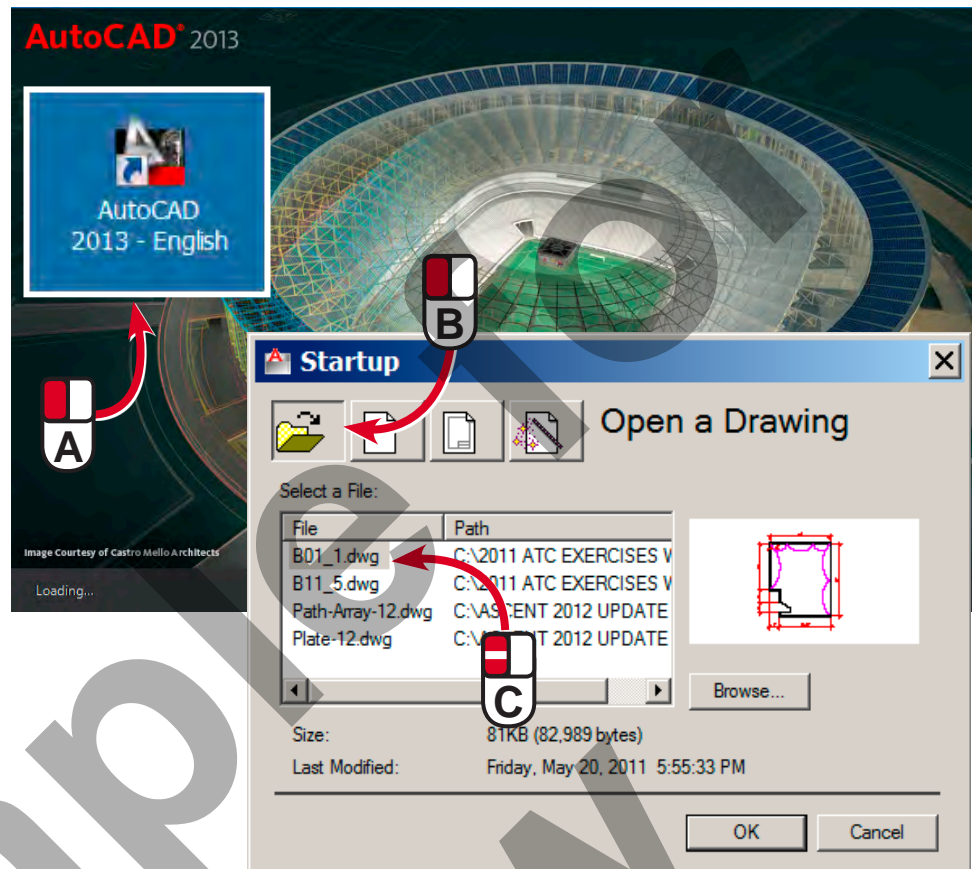


## Optional Hands-On

- 7) **Restart AutoCAD** by **double-clicking on the AutoCAD icon shortcut** on your desktop **(A)**.
- 8) At the **Startup** dialog box **select the Open button (B)**.
- 9) **Double-click** on the **B01\_1.dwg (B)** from the Select a file section **to open** that drawing.

## Result:

Using the Startup menu you are able to start AutoCAD and open the drawing you were working on in the last drawing session without going into AutoCAD and then having to use the Open command.



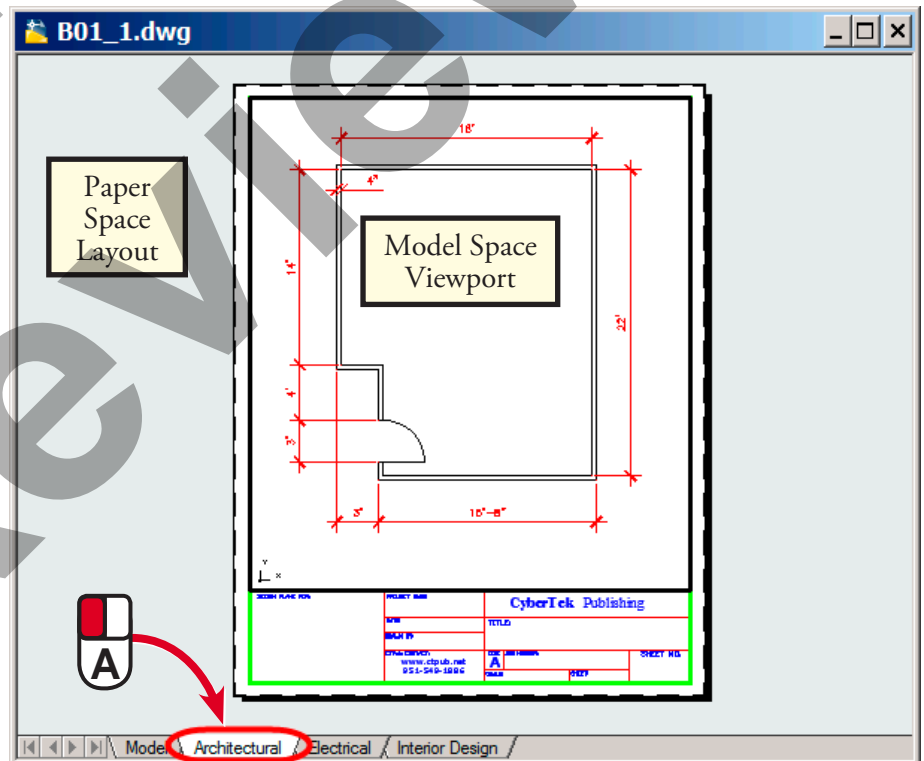
## Optional Hands-On

Notice that in the Model space you see the dimensions and electrical lines.

- 11) **Select the Architectural layout tab (A)**. Notice that in this layout you only see the dimensions.

## Result:

You changed from model space where most of the work is done to a paper space layout which is setup for the plot drawing of the Architectural sheet.





**Optional Hands-On**

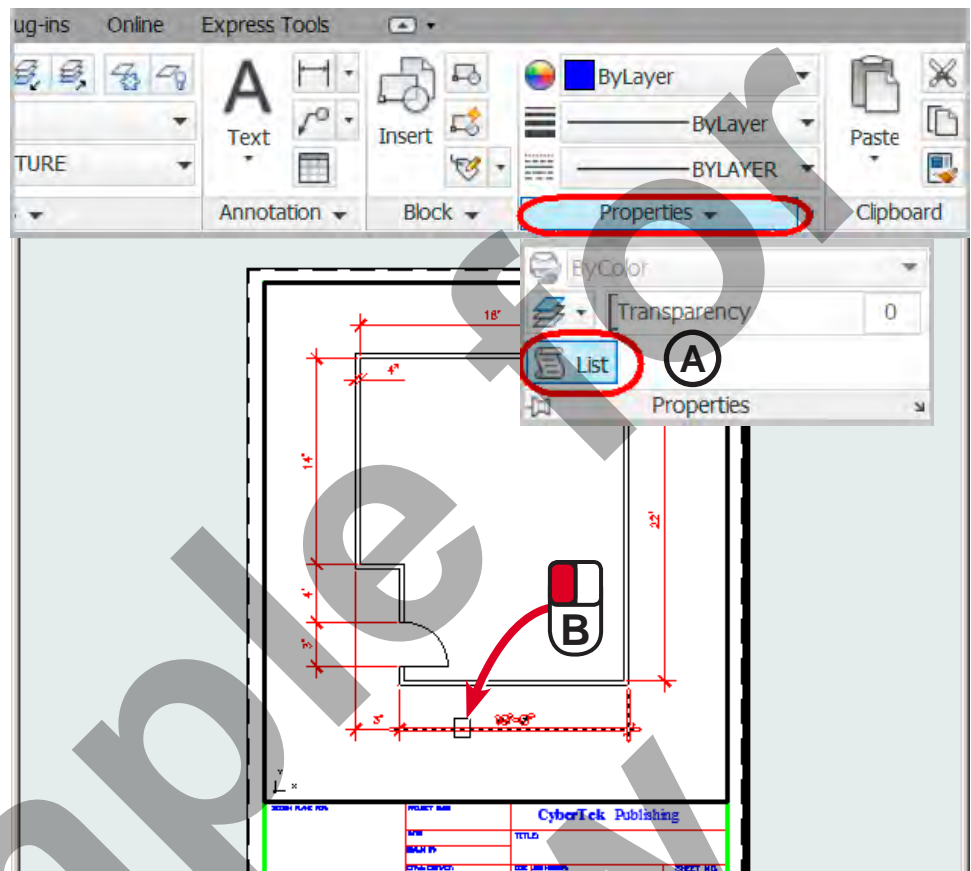
12) Go to the Home tab> Properties sub panel> and select the LIST tool (A).

13) At the select object prompt left-click on the dimension (B) as shown.

14) Press the <Enter> key to change to the Text window to see the database for this object.

**Result:**

You invoked the List command and selected an object to view the AutoCAD database for that object.



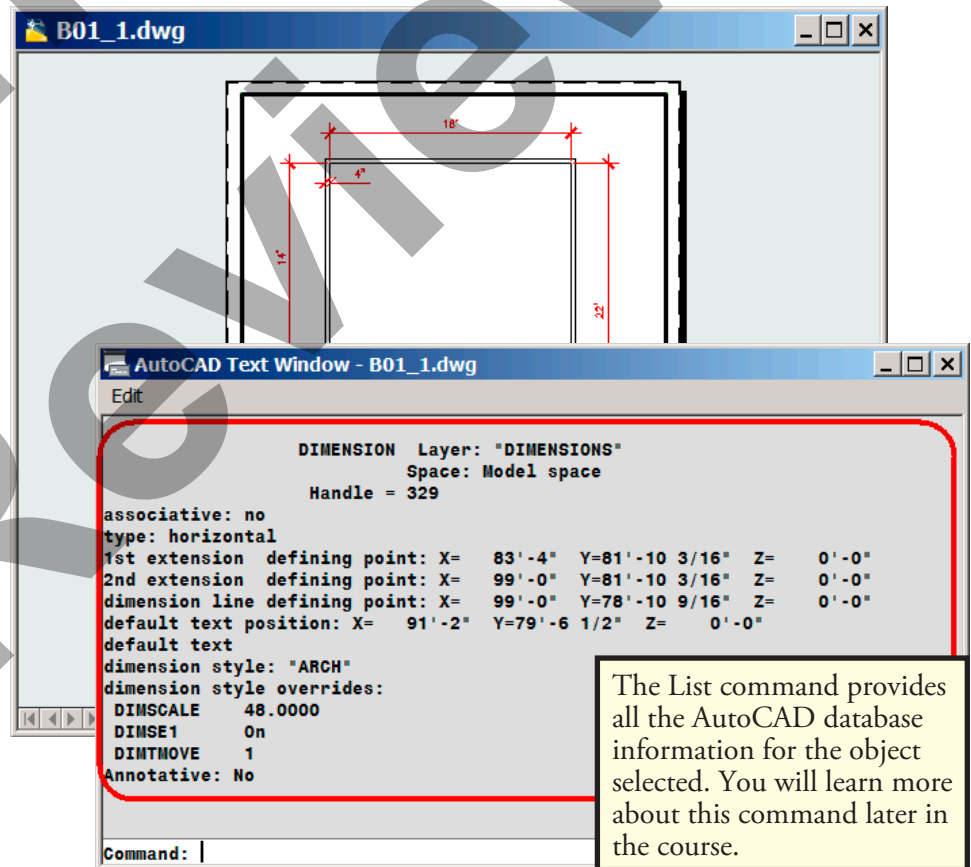
**Optional Hands-On**

Notice that the list command opened the text window so that you can read the database for the object selected.

15) Review the information then when finished press ESC key then press the F2 function key to return to the AutoCAD graphic screen.

**Result:**

AutoCAD will sometimes change to the Text window to show information. You can always press F2 to see the last 400 lines of the command history.



The List command provides all the AutoCAD database information for the object selected. You will learn more about this command later in the course.

**Optional Hands-On**

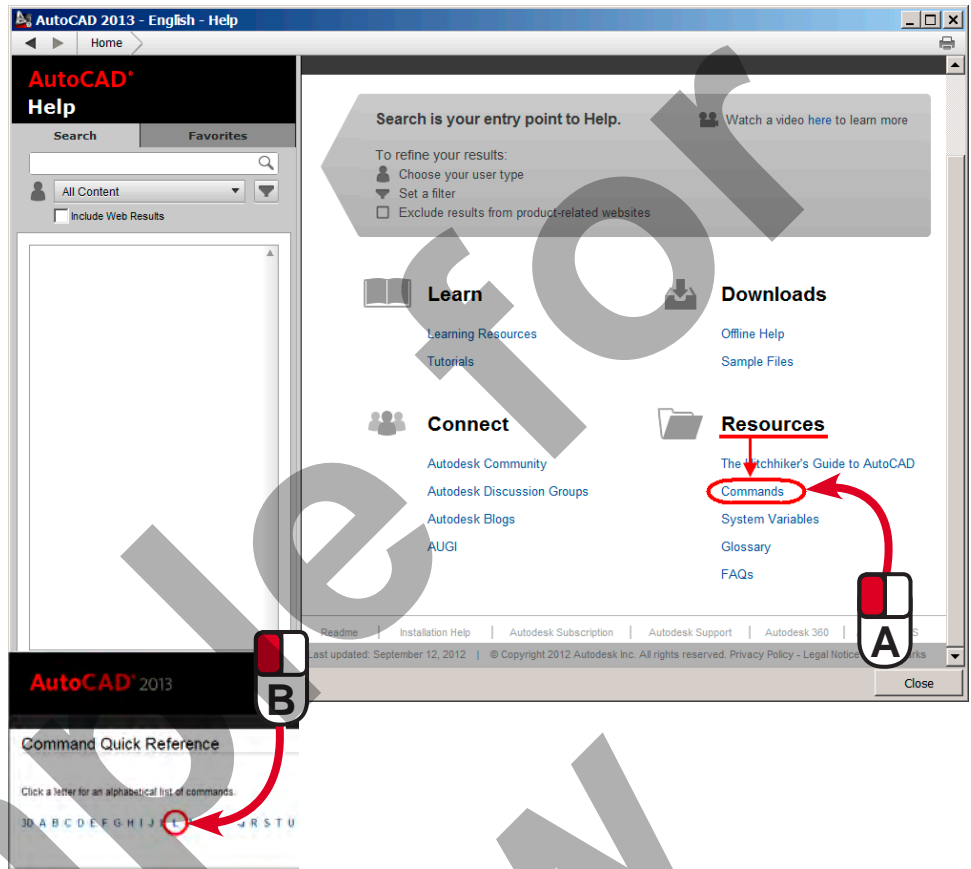
16) Press the **F1** function key to start the AutoCAD HELP command.

17) Under the Resources section select the Commands option **(A)**

18) In the next page select the first letter of the command seeking help for **(B)**.

**Result:**

You are using the AutoCAD Help command to lookup information on how to use commands and view the options to that command.



**Optional Hands-On**

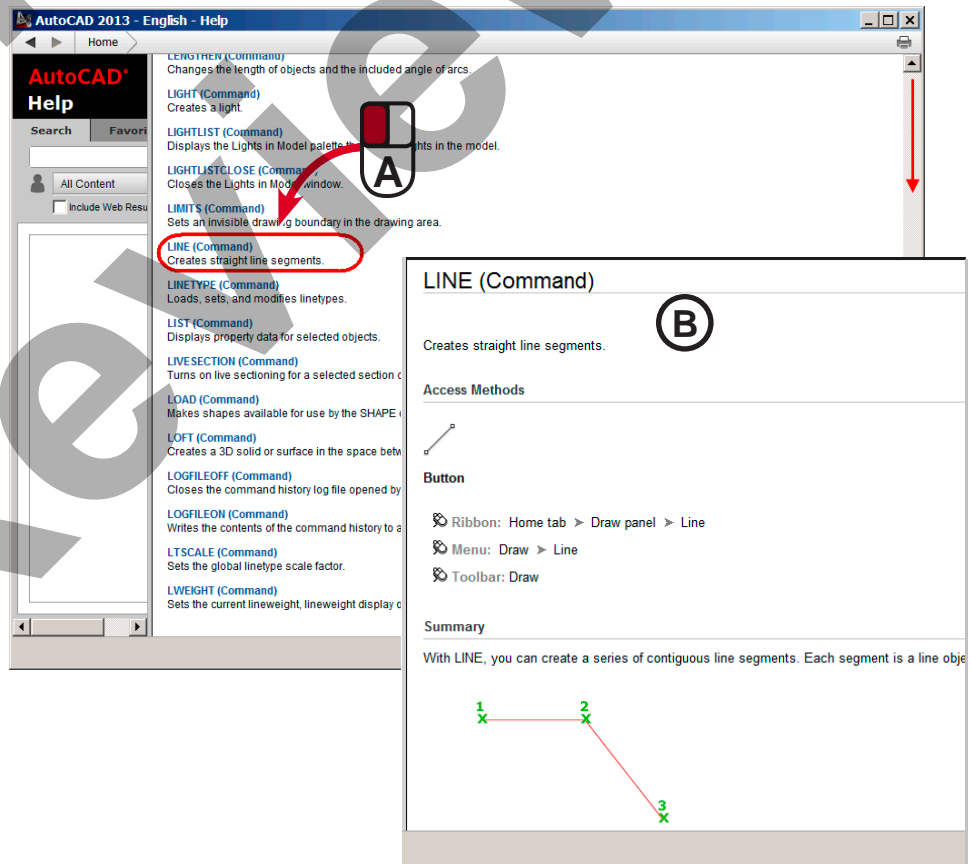
19) In the Command list scroll down and select the LINE command **(A)**.

20) Review the Help command for this command **(B)**.

21) Close the Help command window when finish.

**Result:**

You are using the AutoCAD Help command to lookup information on the LINE command and view how to use this command.





**Optional Hands-On**

22) **Left-click** on the **Interior Design** layout tab (A) to make that layout active.

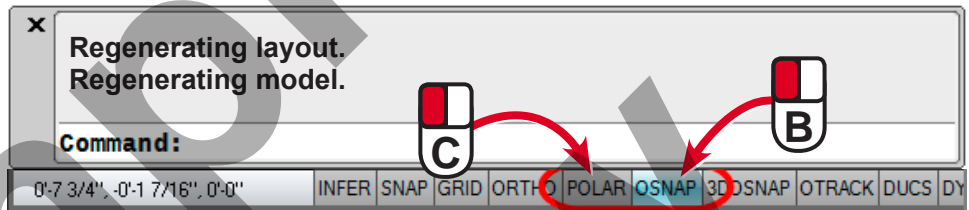
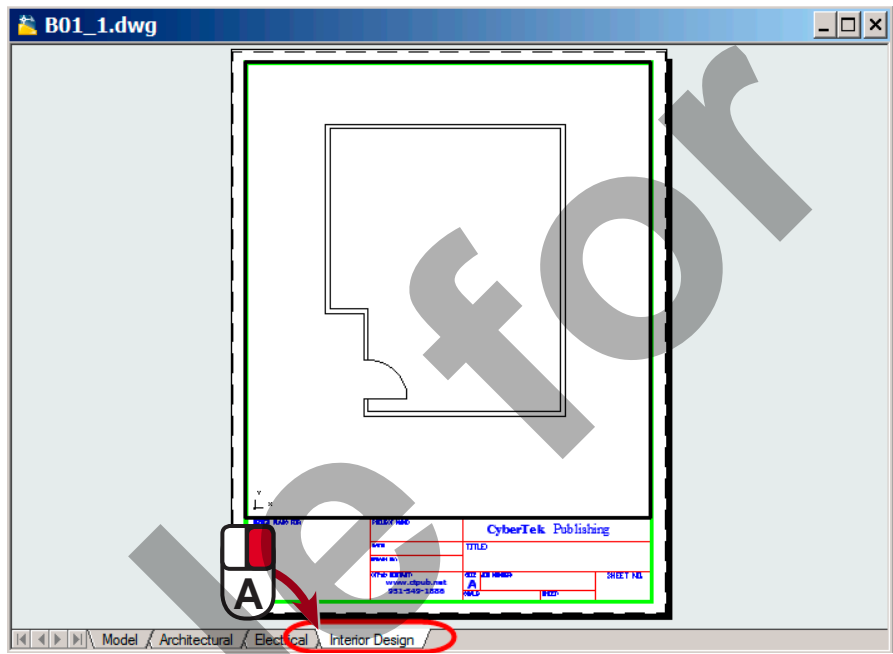
23) **Left-click** on **OSNAP** (B) on the status bar to **turn it On**.

**Note:** If the status buttons color is light blue then the button is on, if gray then they are off.

24) **Left-click** on the **POLAR** (C) on the status bar to **turn it Off**.

**Result:**

You have changed to another layout and turned on/off the status bar settings to continue with the next steps in this exercise.



**Optional Hands-On**

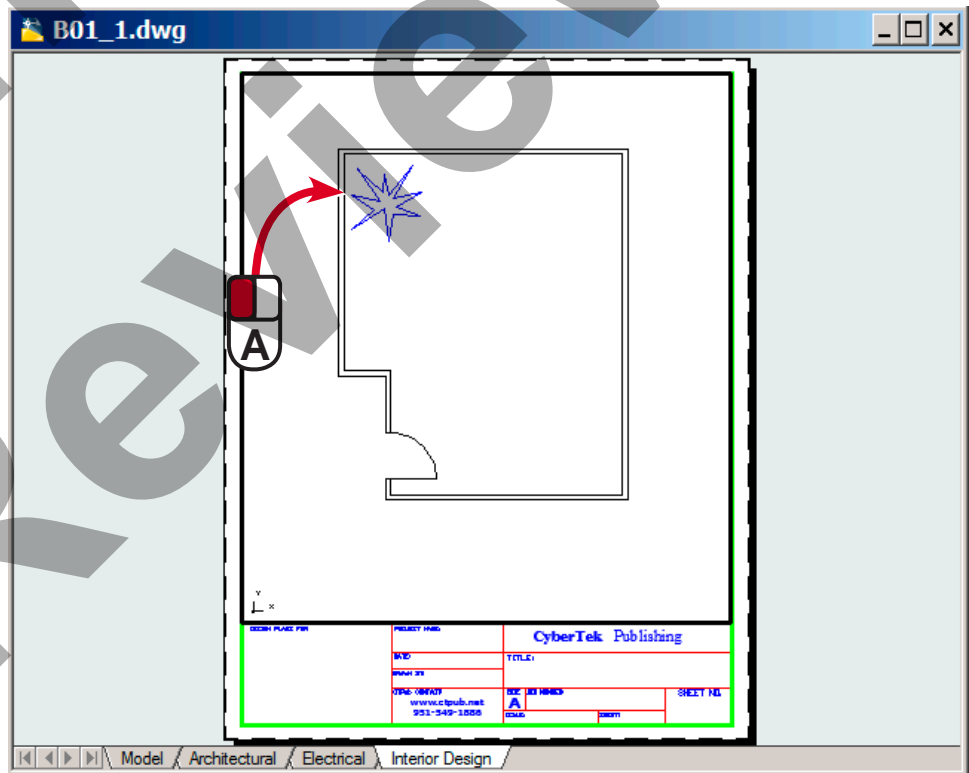
25) **Start** the **Line** command (Draw pull-down menu or the Draw panel on the Home tab for the ribbon).

26) **Left-click** toward the **top left of the room** (A) and continue to draw lines to show the sample plant as shown.

27) **When finished** drawing lines **press <Enter>** to end the line command.

**Result:**

You used the Line command to sketch a plant in the Interior Design layout inside of the Model Space viewport.



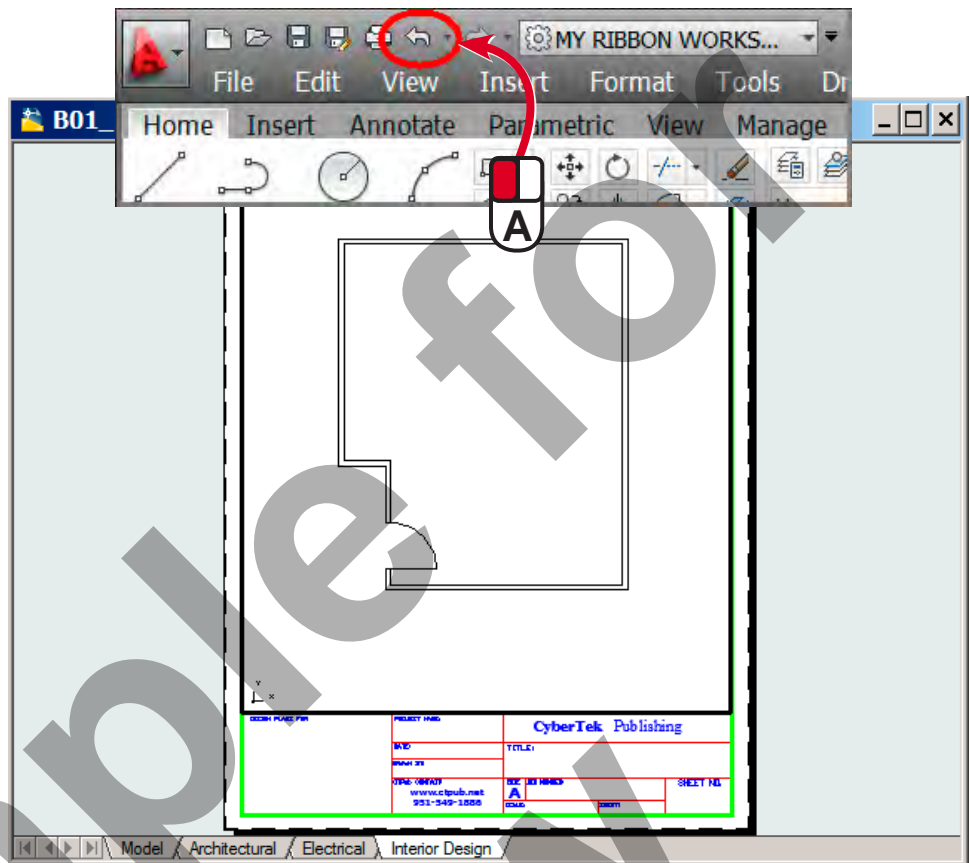
### Optional Hands-On

28) **Select** the **Undo** icon tool (A) from the Quick Access toolbar, also located on the Standard toolbar.

**Note:** You can also **Type U <Enter>** at the command prompt.

#### Result:

You used the Undo command to undo the last command which was the Line command that you used to draw the plant.



### Optional Hands-On

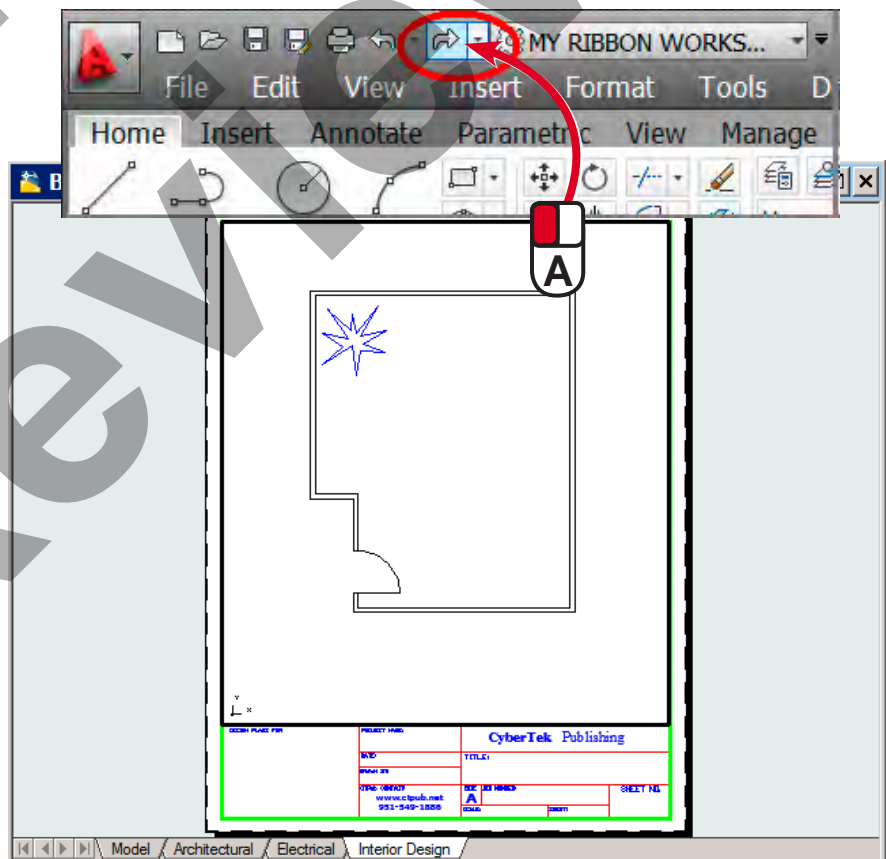
29) **Select** the **Redo** icon tool (A) from the Quick Access toolbar, also located on the Standard toolbar.

**Note:** You can also **Type REDO <Enter>** at the command prompt.

**Remember:** To use the Redo command it must be done immediately after the Undo command. If you start a command before Redo you will not be able to use this command.

#### Result:

You used the REDO command to bring back the last command that was undone.



**Optional Hands-On**

30) **Start** the **LINE** command (Draw pull-down menu or the Draw panel on the Home tab for the ribbon).

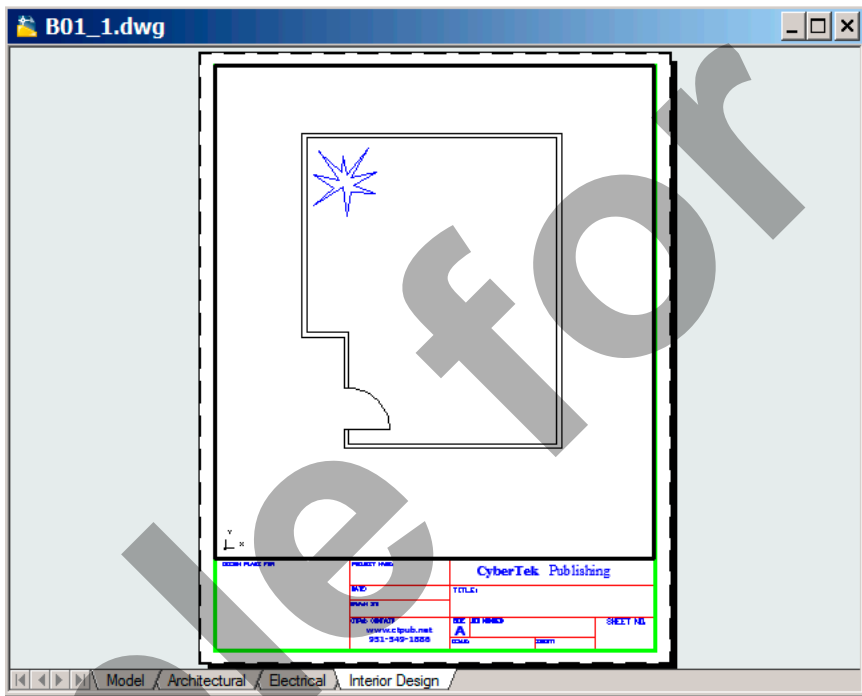
31) Then **Press <ESC>** to cancel the Line command to return back to the command prompt.

32) **Select** the **QSave** command from the Quick Access toolbar or the File pull-down menu.

33) Wait for further instructions.

**Result:**

You started a command then canceled out of it to and used the Qsave command to save changes to the drawing.



# Command References

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## Basic AutoCAD & LT commands

COMMANDS REFERENCE IN THIS COURSE IS LISTED IN THIS APPENDIX BY THE FOLLOWING INFORMATION AND ORDER:

### Command Access Guide:

#### COMMAND COLUMN:

Shows the command name. You could type this name at the Command Line Prompt and then press <Enter> to start the command

#### ALIAS

Shows the shortcut command name you can type to invoke the command. You can type the command alias at the Command Prompt line and press <Enter> to start that command.

#### ICONS

Show the Icon image used for that tool to start the command when using the Ribbon or Toolbars. These Icon images are universal for both with using the Ribbon or Toolbars.

#### RIBBON LOCATION

Shows where the commands are located in the Ribbon Palette. Gives you the Ribbon Tab Name and which Command Panel it is located in.

#### TOOLBAR

Gives the name of the Toolbar that the command is located in. The Icon image will be the same as the one shown in the Icon column.

#### PULL-DOWN MENUS

Shows where you can invoke the AutoCAD commands if you are using the Pull-down menus.

#### RIBBON TABS AND COMMAND PANELS:

THIS SECTION WILL SHOW EACH RIBBON TABS AND ALL THE COMMAND ICON TOOLS LOCATED IN EACH COMMAND PANELS.

#### AUTOCAD TOOLBARS

LIST OF ALL THE TOOLBARS THAT CAN BE USED IN THE COMMANDS COVERED IN THIS BOOK.

#### SHORTCUT COMMANDS:

THIS SECTION WILL SHOW ALL THE FUNCTION KEYS (F-KEYS) AND THE SHORTCUT KEYS (CTRL+2).

## Special Keyboard Commands












### FUNCTION KEY SUMMARY






- F1 Help
- F2 Toggles Text & Graphics Windows
- F3 Toggles OSNAP
- F5 Toggles Isoplanes
- F6 Toggles coordinate readout display
- F7 Toggles GRID
- F8 Toggles ORTHO
- F9 Toggles SNAP
- F10 Toggles POLAR
- F11 Toggles Snap Tracking






### CONTROL KEY SUMMARY

- Ctrl+0 Toggles display of ALL toolbars
- Ctrl+1 Toggles Properties
- Ctrl+2 Toggles DesignCenter
- Ctrl+3 Toggles Tool Palettes
- Ctrl+A Selects All
- Ctrl+C Copy to clipboard
- Ctrl+K Hyperlink
- Ctrl+N Create new drawing
- Ctrl+O Opens a drawing Plots drawing
- Ctrl+P Plots drawing
- Ctrl+Q Closes AutoCAD
- Ctrl+S Saves Drawing / Ctrl+Shift+S Save as new drawing
- Ctrl+X Cuts to clipboard / Ctrl+V Pastes from clipboard
- Ctrl+Y Redo a command that was undone
- Ctrl+Z Undo a command













Command	Alias	Icon	Ribbon Location	Toolbar	Pull-down Menu
Adcenter	ADC		Home Tab > Draw Panel > Line	Draw	Draw > Liner
Arc	A		Home Tab > Draw Panel > Arc Flyout	Draw	Draw > Arc > [option]
Array	AR		Home Tab > Modify Panel > Array	Modify	Modify > Array
Attdef	ATT		Insert Tab > Attributes Panel > Defining Attributes		Draw > Block > Define Attributes
Attedit	ATE		Insert Tab > Attributes Panel > Edit Attributes	Modify, II	Modify > Object > Attribute > Single (in LT only)
Bhatch	H or BH		Home Tab > Draw Panel > Hatch	Draw	Draw > Hatch
Block	B		Home Tab > Block Panel > Create	Draw	Draw > Block > Make
Chamfer	CHA		Home Tab > Modify Panel > Fillet Flyout Tool > Chamfer	Modify	Modify > Chamfer
Checkstandards			Manage Tab > CAD Standards Panel > Check	CAD Standards	Tools > CAD Standards > Check
Circle	C		Home Tab > Draw Panel > Circle Flyout	Draw	Draw > Circle > [option]
Copy	CO		Home Tab > Modify Panel > Copy	Modify	Modify > Copy
Ddedit	ED		Modify > Object > Text > Edit	Text	











Command	Alias	Icon	Ribbon Location	Toolbar	Pull-down Menu
DdPtype			Home tab > Utilities panel > Point Style		Format > Point Style
Dimaligned	DAL		Annotate tab > Dimensions panel > Aligned	Dimension	Dimension > Aligned
Dimangular	DAN		Annotate tab > Dimensions panel > Angular	Dimension	Dimension > Angular
Dimbaseline	DBA		Annotate tab > Dimensions panel > Baseline	Dimension	Dimension > Baseline
Dimcenter	DCE		Annotate tab > Dimensions panel > Center Mark	Dimension	Dimension > Center Mark
Dimcontinue	DCO		Annotate tab > Dimensions panel > Continue	Dimension	Dimension > Continue
Dimdiameter	DDI		Annotate tab > Dimensions panel > Diameter	Dimension	Dimension > Diameter
Dimlinear	DLI		Annotate tab > Dimensions panel > Linear	Dimension	Dimension > Linear
Dimordinate	DOR		Annotate tab > Dimensions panel > Ordinate	Dimension	Dimension > Ordinate
Dimradius	DRA		Annotate tab > Dimensions panel > Radius	Dimension	Dimension > Radius
Dimreassociate	DRE		Annotate tab > Dimensions panel > Reassociate	Dimension	Dimension > Reassociate Dimensions
Dimstyle	DST		Annotate tab > Dimensions panel > Dimension Style	Dimension	Dimension > Style






Command	Alias	Icon	Ribbon Location	Toolbar	Pulldown Menu
Dist	DI			Inquiry	Tools > Inquiry > Distance
Divide	DIV		Home tab > Draw panel > Divide		Draw > Point > Divide
Donut	DO		Home tab > Draw panel > Donut		Draw > Donut
Draworder	DR		Home tab > Modify panel > Bring to Front	Modify II	Tools > Display Order > [option]
Dtext or Text	DT		Home tab > Annotation panel > Single Line Text	Text	Draw > Text > Single Line Text
Eattedit			Home tab > Block panel > Edit Single Attribute	Modify II	Modify > Object > Attribute > Single (not in LT)
Ellipse	EL		Home tab > Draw panel > Center	Draw	Draw > Ellipse > [option]
Erase	E		Home tab > Modify panel > Erase	Modify	Modify > Erase
Explode	X		Home tab > Modify panel > Explode	Modify	Modify > Explode
Extend	EX		Home tab > Modify panel > Extend	Modify	Modify > Extend
Fillet	F		Home tab > Modify panel > Fillet	Modify	Modify > Fillet
Find			Annotate tab > Text panel > Find Text	Text	Edit > Find











Command	Alias	Icon	Ribbon Location	Toolbar	Pulldown Menu
Hatchedit	HE		Home tab > Modify panel > Edit Hatch	Modify II	Modify > Object > Hatch
Id			Menu: Tools > Inquiry > ID Point	Insert	Tools > Inquiry > ID Point
Insert	I		Insert tab > Block panel > Insert	Insert	Insert > Block
Justifytext			Annotate tab > Text panel > Justify	Text	Modify > Object > Text > Justify
Layer	LA		Home tab > Layers panel > Layer Properties Manager	Layers	Format > Layer
Laytrans			Tools tab > Standards panel > Layer Translator	CAD Standards	Tools > CAD Standards > Layer Translator
Limits					Format > Drawing Limits
Line	L		Home tab > Draw panel > Line	Draw	Draw > Line
Linetype	LT		Home tab > Properties panel > Linetype		Format > Linetype
Lweight	LW		Home tab > Properties panel > Lineweight		Format > Lineweight
Matchprop	MA		Home tab > Properties panel > Match Properties	Standard	Modify > Match Properties
Measure	ME		Home tab > Draw panel > Measure		Draw > Point > Measure



Command	Alias	Icon	Ribbon Location	Toolbar	Pull-down Menu
Mirror	MI		Home tab > Modify panel > Mirror	Modify	Modify > Mirror
Move	M		Home tab > Modify panel > Move	Modify	Modify > Move
Mtext	MT or T		Home tab > Annotation panel > Multiline Text	Text	Draw > Text > Multiline Text
New					File > New
Offset	O		Home tab > Modify panel > Offset	Modify	Modify > Offset
Oops					
Open				Standard	File > Open
Options	OP				Tools > Options
Pagesetup			Output tab > Plot panel > Page Setup		File > Page Setup
Pan	P		View tab > Navigate panel > Pan	Standard	View > Pan > Realtime
Pedit	PE		Home tab > Modify panel > Edit Polyline	Modify II	Modify > Object > Polyline
Pline	PL		Home tab > Draw panel > Polyline	Draw	Draw > Polyline

Command	Alias	Icon	Ribbon Location	Toolbar	Pull-down Menu
Plot			Output tab > Plot panel > Plot	Standard	File > Plot
Plottermanager			Output tab > Plot panel > Manage Plotters		File > Plotter Manager
Point	PO		Home tab > Draw panel > Multiple Points	Draw	Draw > Point > Single Point
Polygon	POL		Home tab > Draw panel > Polygon	Draw	Draw > Polygon
Preview	PRE		Output tab > Plot panel > Preview	Standard	File > Plot Preview
Properties	PROPS		View tab > Palettes panel > Properties	Standard	Tools > Properties
Qleader	LE			Dimension	Dimension > Leader
Qnew				Standard	
Rectang	REC		Home tab > Draw panel > Rectangle	Draw	Draw > Rectangle
Rotate	RO		Home tab > Modify panel > Rotate	Modify	Modify > Rotate
Save				Standards	File > Save
Saveas					File > Save As

Command	Alias	Icon	Ribbon Location	Toolbar	Pull-down Menu
Scale	SC		Home tab > Modify panel > Scale	Modify	Modify > Scale
Scaletext			Annotate tab > Text panel > Scale	Text	Modify > Object > Text > Scale
SheetSet			View tab > Palettes panel > Sheet Set Manager	Standards	Tools > Sheet Set Manager
Spell	SP		Annotate tab > Text panel > Check Spelling		Tools > Spelling
Spline	SPL		Home tab > Draw panel > Spline	Draw	Draw > Spline
Standards			Tools tab > Standards panel > Configure	CAD Standard	Tools > CAD Standards > Configure
Stretch	S		Home tab > Modify panel > Stretch	Modify	Modify > Stretch
Style	ST		Home tab > Annotation panel > Text Style	Text	Format > Text Style
Stylesmanager					File > Plot Style Manager
Table	TB		Home tab > Annotation panel > Insert Table	Draw	Draw > Table
Tablestyle			Annotate tab > Tables > Table Style	Standard	Format > Table Style
Text or Dtext	DT		Home tab > Annotation panel > Single Line Text	Text	Draw > Text > Single Line Text

Command	Alias	Icon	Ribbon Location	Toolbar	Pull-down Menu
Toolpalettes			View tab > Palettes panel > Tool Palettes	Standard	Tools > Tool Palettes Window
Trim	TR		Home tab > Modify panel > Trim	Modify	Modify > Trim
Units	UN				Format > Units
Vports			View tab > Viewports panel > Named Viewports	Layouts	View > Viewports > [option]
Xref	XR			Reference	Insert > Xref Manager
Zoom Extents				Zoom/Standard	View > Zoom > Extents
Zoom Object				Zoom/Standard	View > Zoom > Object
Zoom Previous				Standard	View > Zoom > Previous
Zoom Realtime			View tab > Navigate panel > Realtime	Zoom/Standard	View > Zoom > Realtime
Zoom Scale				Zoom/Standard	View > Zoom > Scale
Zoom Window				Zoom/Standard	View > Zoom > Window

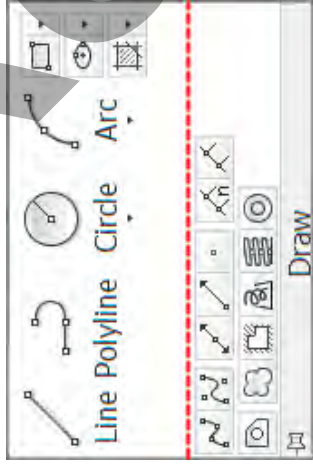


# Ribbon Tabs and Command Panels

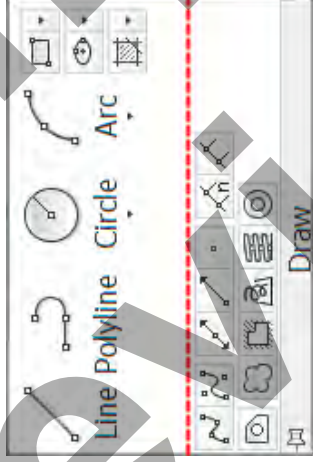
## HOME TAB



DRAW PANEL



MODIFY PANEL



LAYERS PANEL



ANNOTATION PANEL



BLOCK PANEL



PROPERTIES PANEL



UTILITIES PANEL



GROUP PANEL



CHIPBOARD PANEL



# Ribbon Tabs and Command Panels

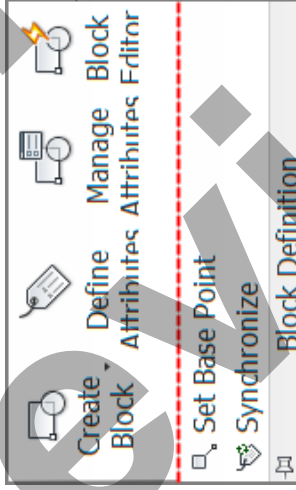
## INSERT TAB



**BLOCK PANEL**



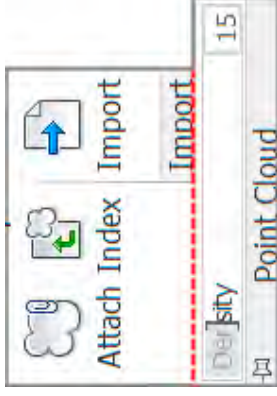
**BLOCK DEFINITION PANEL**



**REFERENCE PANEL**



**POINT CLOUD PANEL**



**IMPORT PANEL**



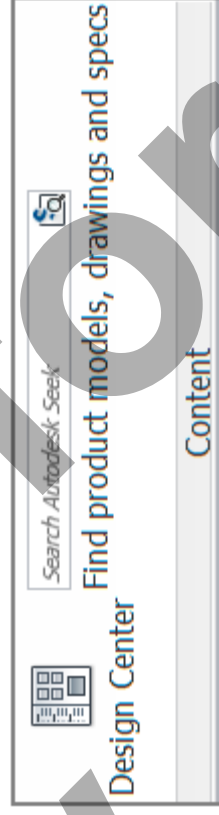
**DATA PANEL**



**LINKING & EXTRACTION PANEL**



**CONTENT PANEL**

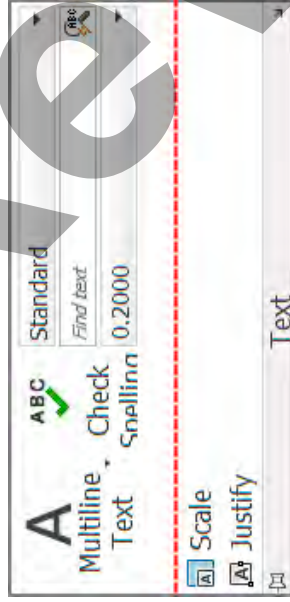


# Ribbon Tabs and Command Panels

## ANNOTATE TAB



TEXT PANEL



DIMENSIONS PANEL



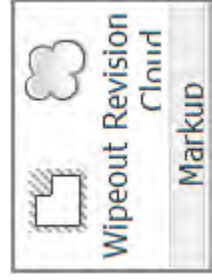
LEADERS PANEL



TABLES PANEL



MARKUP PANEL



ANNOTATION SCALING PANEL



DRAWING VIEWS SCALING PANEL



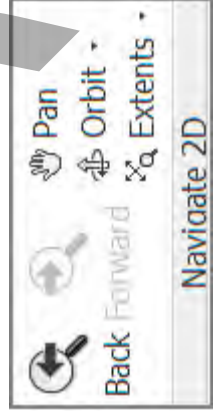


# Ribbon Tabs and Command Panels

VIEW TAB



NAVIGATE 2D PANEL



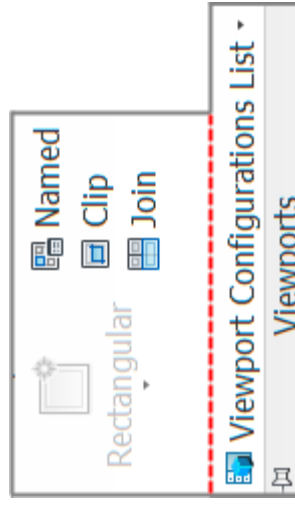
VIEW PANEL



VISUAL STYLES PANEL



VIEWPORTS PANEL



PALETTES PANEL



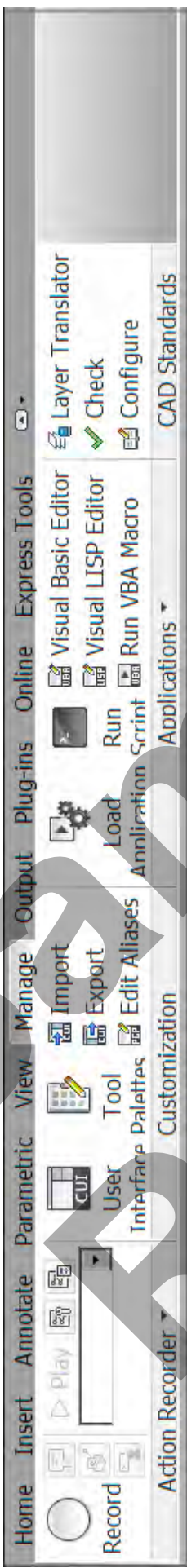
WINDOWS PANEL



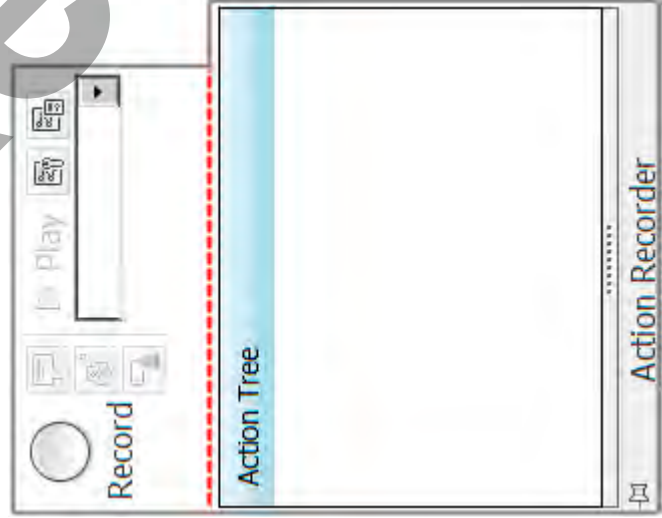


# Ribbon Tabs and Command Panels

## MANAGE TAB



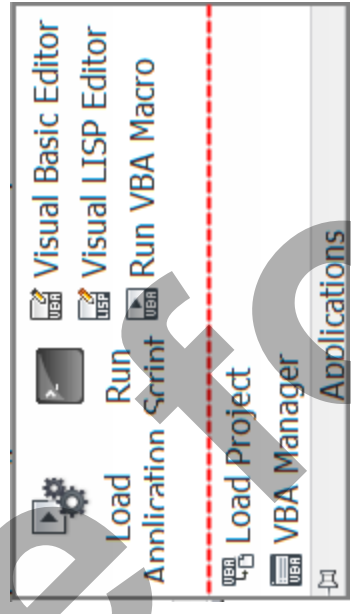
ACTION RECORDER PANEL



CUSTOMIZATION PANEL



APPLICATIONS PANEL



PALETTES PANEL



# Ribbon Tabs and Command Panels

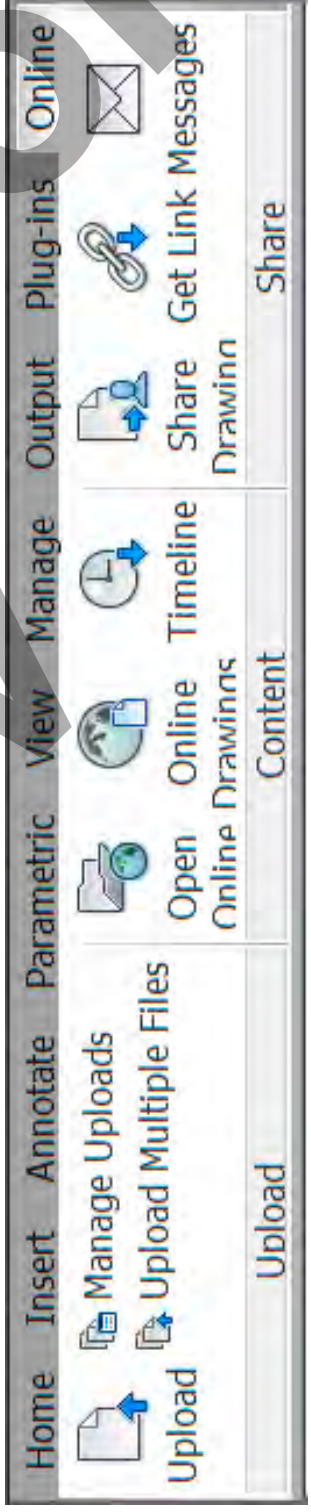
OUTPUT TAB



PLUGINS TAB



ONLINE TAB



Sample for  
Review

Sample for  
Review



# INDEX

2 Points 128  
3 Points 129, 131

## A

Absolute Coordinates 66, 67, 68  
Advanced Dimensioning Topics 364  
Aligned Dimensions 349  
Allowable Layer Names 189  
Angular Dimensions 357  
Arcs 130, 135, 145  
Arc Command 130  
Arc Length 359, 362  
Assigning Linetypes 199  
Associative Dimensioning 384, 386, 387  
Associative HATCH Objects 403  
Attaching Plotting Devices to Layouts 411  
AutoCAD Interface 30  
AutoCAD Ribbon 31  
AutoCAPS 288  
Automatic Saves 41

## B

Baseline 349, 356, 368, 452  
Basic Edit Commands 171  
Block Dialog Box 309  
Bounding Box 285, 286  
Bullets and Lists 294

## C

CAD Construction Techniques 213  
Canceling Commands 38  
Cartesian Work Space 65  
Center, Diameter 128, 138, , 311  
Center, Radius 127  
Center Marks 358  
CHAMFER Command 236  
Changing Dimension Properties 388  
Changing Multiple Layers 188  
Changing Object Properties 209  
Changing Snap Types 96  
Check Spelling Dialog Box 301  
Circles 127  
Close Option 121  
Command Options Using Dynamic Input 113  
Command Prompt 30, 115  
Common Attributes 287  
Compatibility 41  
Construction Lines 122  
Continue Option 121  
Controlling Layers in Paper Space 437  
Coordinates & Basic Drafting Tools 65

Copying Layouts 436  
COPY Command 173  
Counter-Clockwise ARCs 131  
CPolygon 164  
Creating 2D Geometry 119  
Creating Arcs 130  
Creating Basic Dimensions 346  
Creating Blocks 309  
Creating Block Types 308  
Creating Circles 127  
Creating Line Objects 119  
Creating Text & Defining Styles 273  
Creating Viewports 426  
Crosshatching 345, 396, 403

## D

Deleting Layouts 435  
Design Center 333  
Diameter Dimensions 358  
DIMBREAK Command 366  
Dimensions & Crosshatching 345  
Dimensions For Distance 346  
Dimension Input 111, 116  
Dimension Input Settings 116  
Dimension Linetypes 360  
Dimension Styles 371  
Dimension Style Manager 371, 372, 373, 374, 380  
Dimension Text 302, 347, 390  
DIMJOGLINE Command 364  
DIMSPACE Command 365  
Direct Distance Entry 88  
Dist command 174, 349  
Dist Finds Distance 110  
Divide 155, 453  
Donut 145, 453  
Drawing by Distances 88  
Drawing Ellipses 135  
Drawing Elliptical Arcs 135  
Drawing Scales 51  
Drawing Units Dialog Box 93  
DTEXT Command 274  
Dynamic Dialog Settings 115  
Dynamic Input 111, 112, 113, 116  
Dynamic Input Values 112

## E

Edge Option 223  
Editing 2D Geometry 161  
Editing Crosshatching 403  
Editing Dimensions 389  
Editing Text Objects 299  
Ellipses 135

*Elliptical Arcs* 135  
*Enhanced Object Selection* 165  
*Explode* 145, , 150, 321, 453  
*Exploding Polylines* 145  
*Extend command* 226, 227

## F

*F2 function key* 37, , 433, , 151,  
*Fence* 164, 221  
*Fillet - Parallel Lines* 232  
*Fillet command* 230, 235, 238  
*Find and Replace* 302  
*Fonts* 276  
*Freezing layers* 185

## G

*Getting Help* 39  
*Grid and Snaps* 94

## H

*Hatches and Areas* 400  
*Hatch Origin* 400  
*Height in text styles* 277  
*Help* 39, , 450, 451, 452, 453, 455, 456, 457, 458  
*Hiding Viewport Borders* 438  
*Horizontal & Vertical Directions* 348

## I

*Importing Text* 289  
*Indents & Tabs* 295  
*Inquiry Commands* 110  
*Inserting Blocks* 320  
*Introduction to Blocks* 307  
*Introduction to Layers* 183, 184

## J

*Jogged Radius Dimension* 359  
*JOIN Command* 225  
*Justification* 286

## L

*Layer Control Icons* 185  
*Layer Filter Tree* 187  
*Layer Properties Manager* 187, 197, 204, 438  
*Layouts* 33, 34, 411, 413, 415, 416, 427, 435, 436, 458  
*Legacy Drawings* 384  
*Linetypes & Lineweights* 199  
*Linetypes Manager* 200  
*Lineweights BYLAYER* 200  
*Line Command* 119  
*LINE Segments* 120  
*Line Spacing* 293  
*Listing An Object* 111  
*LIST command* 111

*Locking Viewport* 427, 428  
*Lock or Unlock* 185  
*Long Layer Names* 189  
*LWPOLYLINES* 140

## M

*Making New Layers* 188  
*Managing Layout Tabs* 435  
*Matching Properties* 186, 388  
*Measure* 155, 454  
*Mirrored TEXT Objects* 244  
*Mirror Command* 244  
*Model Space* 33  
*MOVE Command* 171  
*Moving Layouts* 435  
*Moving Objects* 186  
*Multiple Chamfers* 237  
*Multiple Copies of Objects* 253  
*Multiple Fillets* 230  
*Multiple Running Osnaps* 83

## N

*New Styles* 276, 373

## O

*Object Color* 443  
*Object Snap* 76, 77, 78, 104,  
*Object Snap Overrides* 76, 78  
*Object Snap Tracking* 104  
*Object Tracking* 104  
*Offsetting Objects* 214  
*OFFSET By Distance* 214  
*Offset Command* 214  
*OFFSET Through A Point* 215  
*OOPS* 162, 170  
*Options Dialog Box* 26  
*Osnap Marker* 76  
*OSNAP Status Bar* 82  
*OTRACK* 104, 105, 106, 107, 108, 109  
*Overriding ByLayer Properties* 208  
*Overriding Color, Linetype & Lineweight* 208

## P

*Page Setup & Plotting* 385  
*Palette Display Views* 335  
*Pan Real Time* 56  
*Paper Space* 33, 34, 437  
*Paragraph Dialog Box* 295  
*Pline Command* 141  
*Plotter PC3 Setup Files* 411  
*Plotting With Layers* 410  
*Plot Scale of Viewports* 427  
*Plot Styles* 443, 448  
*Plot Style Tables* 443  
*Pointer Input Settings* 115

Points 95, 107, 128, 129, 131, 153, 346, 347, 348, 354  
 POINT Styles 153  
 Polar Distance Entry 88  
 Polygon 145, 456  
 Precise Coordinates 67  
 Pull-down Menus 32

## Q

QSAVE Command 40  
 Quick Save. 40

## R

Radial Dimensions 357  
 Ray Lines 122  
 Real Time Zoom & Pan 56  
 Rectang 145, 230, 237, 456  
 Redo command 39  
 Relative Coordinates 70, 71  
 Rename Dialog Box 322  
 Renaming Blocks 322  
 Renaming Layouts 436  
 Revision Cloud 145  
 ROTATE Command 177  
 Running Object Snaps 82, 84

## S

SAVE 40  
 SAVE & SAVEAS 40  
 Saving Blocks 310  
 SCALE Command 177  
 Selecting Objects 249  
 Selection Preview Settings 165  
 Setting and Locking Viewport Scales 427  
 Setting Drawing Limits 94  
 Setting Running OSNAPS 83  
 Setting Up Layouts 413  
 Shortcut 37, 231, 238, 413  
 Single Line Text 273, 453, 457  
 SNAP Spacing 96, 97  
 Snap Types 96  
 Spacing Dimensions 365  
 Special Characters 288  
 Spell Checking 300  
 Stacked Fractions 293  
 Start, Center, Angle 132, 317  
 Start, Center, End 132, 136  
 Start, Center, Length 133  
 Start, End, Angle 133, 137, 218  
 Start, End, Direction 134, 138  
 Start, End, Radius 134  
 Startup Dialog Box 68, 98  
 Startup Menu Buttons 21  
 Stretch Dimensions 389  
 Style Command 275  
 Symbol Library Palettes 332

## T

Tan, Tan, Radius 129  
 Tan, Tan, Tan 130  
 Text Formatting Toolbar 287  
 Text Window 37  
 Toolbars 30, 32  
 Tooltip 32, 76, 112, 116, 438  
 Tooltip Appearance 116  
 Tool Palettes 33, 332, 450, 458  
 Trans-Spatial Dimensioning 383  
 Tree View Toggle 334  
 Trimming & Extending Objects 219  
 Trim Command 219  
 Trim Mode 231, 238  
 Types of Osnap 77

## U

Undoing Commands 38  
 Undo Option 120  
 Updating Dimensions 375  
 Using Divide 155  
 Using Dynamic Input 112, 113  
 Using Grid and Snaps 94  
 Using layers 183  
 Using Measure 155  
 Using Object Snaps 76  
 Using OTRACK 104  
 Using Points 153

## V

Viewport Display (or Plot) Scale 428  
 View Magnification 51

## W

WBlock Command 310  
 What Are Blocks? 307  
 Why Use Blocks? 308  
 WPolygon 164

## X

XYZ Axes In 3D 66

## Z

Zero Length Chamfer 238  
 Zero Radius Fillets 231  
 Zoom And Pan With Intellimouse 64  
 Zoom Command 52  
 Zoom Extents 54, 458  
 Zoom Object 54, 458  
 Zoom Previous 53, 58, 59, 318, 458  
 Zoom Realtime 55, 56, 62, 63, 458  
 Zoom Scale 55, 61, 458  
 Zoom Window 52, 67, 458

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