

# Introduction to **AUTOCAD**



# Day 1

# Introduction



**MASTERS ACADEMY**

# Chapter 1

## Introduction

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# 1.1 Launching AutoCAD

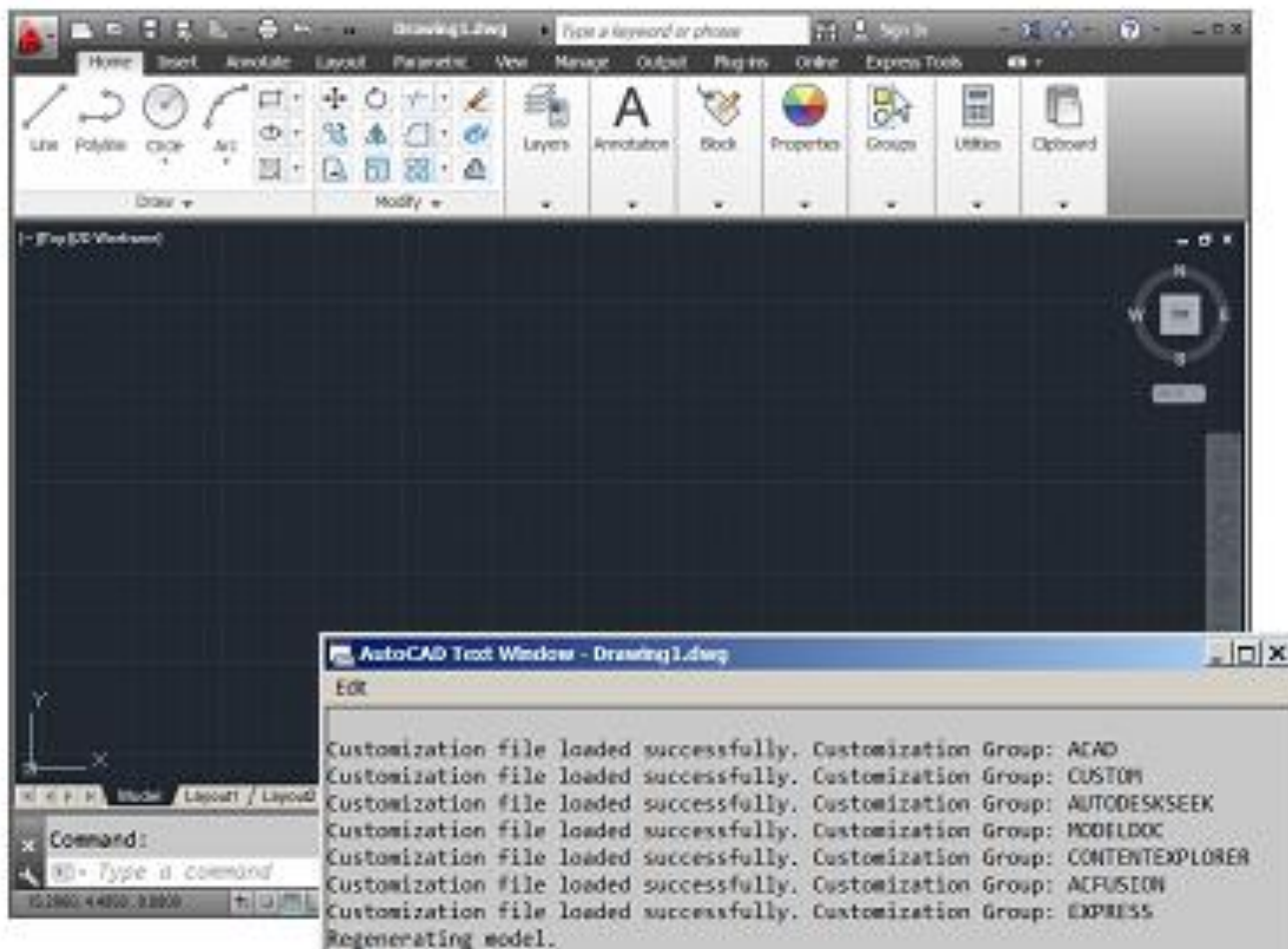
- 1. **Choose** Start from the Windows program manager.
- 2. **Choose** All Programs > **Autodesk** > **AutoCAD 2013**.
- 3. **Click** the AutoCAD 2013 for Windows icon.



## 1.2 Text and Graphics Screens

The graphics screen and the text screen are two different screens available in the drawing editor.

1. **Press**      Function key **F2** on the keyboard or
2. **Type**      **TEXTSCR** at the command prompt.



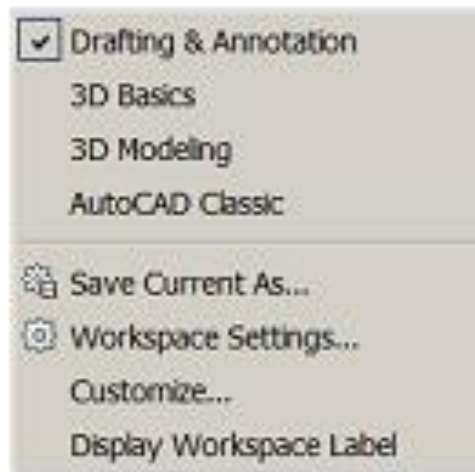
## 1.3 Workspaces

You can switch between the workspaces from the menu browser

1. Click the Workspace switching icon in the lower right corner of the screen.



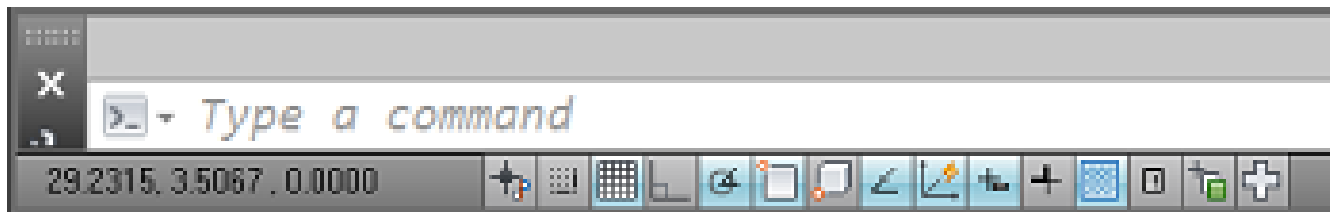
2. Click on one of the following workspace options.



## 1.4 Status Bar and Command Prompt

The Status Bar is the area below the command line that shows messages as well as coordinates, modes, and the current time.

To activate SNAP, GRID, ORTHO, OSNAP, MSPACE, PSPACE, and TILE, you must double-click on the mode to change.



# 1.5 AutoCAD Commands

## Typing Commands

All AutoCAD commands can be typed in at the command line. Many commands also have one or two letter aliases that can also be typed as shortcuts to the commands.

1. **Type** the desired command or the command's alias at the command prompt.

Command : **LINE**

Command: **L**

2. **Press** **ENTER** on the keyboard.

3. **Type** an option at the command prompt.

## Canceling a Command

1. **Press** the **ESCAPE (ESC)** key on the keyboard.



## 1.6 Dynamic Input

Dynamic Input provides a command interface near the cursor to help you keep your focus in the drafting area.

When Dynamic Input is on, tooltips display information near the cursor that is dynamically updated as the cursor moves. When a command is active, the tooltips provide a place for user entry.

### Turning Dynamic Input ON/OFF

1. Click the **Dynamic Input** icon on the status bar or press **F12**.



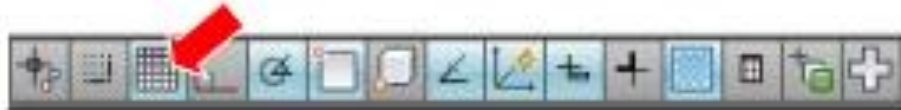
## 1.7 Visual Grid

### Turn Grid On/OFF

1. Press Function Key F7.

or

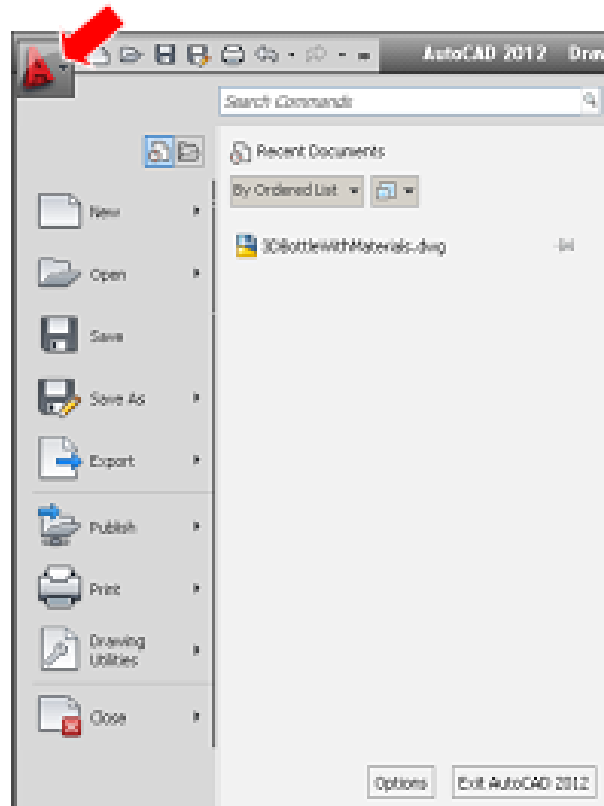
2. Double Click Grid on the Status Bar.



## 1.8 Menus, Ribbons, and Toolbars

### Menu Browser

1. **Click** the **A** icon in the upper left corner of the drawing area.
2. **Click** the desired menu.
3. **Click** the command to be executed from the menu.



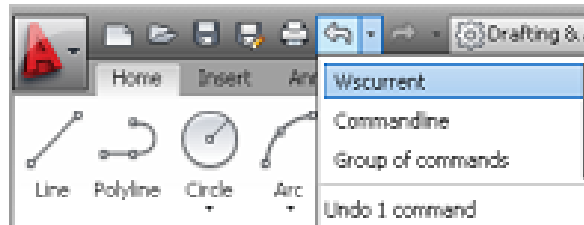
## Quick Access Toolbar

1. **Click** one of the following icons for quick access to commands QNEW, OPEN, SAVE, PLOT, and UNDO/REDO.



## Sub-menus

1. **Click** the dropdown button beside the quick access commands.



## Pulldown Menus

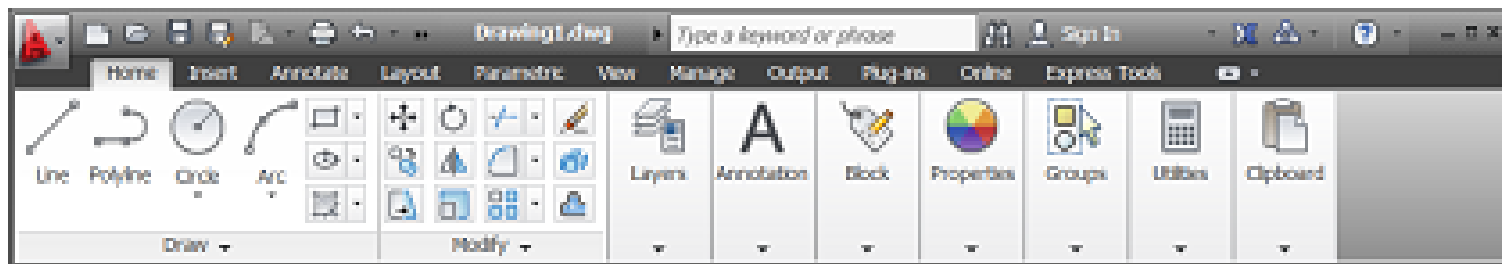


## Ribbons

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 window. The ribbon maximizes the area available for work using a single compact interface.

The ribbon can be displayed horizontally, vertically, or as a floating palette. The horizontal ribbon is displayed at the top of the drawing window by default when you create or open a drawing.

You can create your own panels to display on the ribbon; you can also modify the commands and controls on existing ribbon panels.



## AutoCAD Classic Toolbars

Toolbars can be docked on the screen or they can float about the screen.

### To Float a Toolbar:

1. **Choose** the gray border surrounding each tool.
2. **Drag** the toolbar to any area on the screen.

### To Dock a Toolbar:

1. **Choose** the title or gray border of the toolbar.
2. **Drag** the toolbar to the top, bottom, left, or right area of the graphics display.



## 1.9 Cursor and Colors

The Options dialog box controls the size of the crosshair. The allowable range is from 1 to 100 percent of the total screen. At 100% the ends of the crosshair are never visible. When the size is decreased to 99% or below, the crosshairs have a finite size, and the crosshairs' ends are visible when moved to the edge of the graphics area. The default size is 5%.

This dialog box also sets the colors for the application interface.

1. **Type**            **OPTIONS** at the command prompt.  
  
                          Command: **OPTIONS**
2. **Click**            the Display tab.
3. **Click**            **Light as the color scheme.**
4. **Drag**            the slider bar in under **Crosshair size** to set the cursor size.
5. **Click**            the **Colors** button under **Window Elements** to change software interface colors.



# 1.10 Pointing Device

AutoCAD uses either a mouse or digitizing tablet to select objects in a drawing.

## Left Mouse Button

Used to pick or select objects.

1. **Click**      the left mouse button to select an object area in the drawing.
2. **Press ESC twice** to deselect an object (or to cancel a command).

## Right Mouse Button

Used to enter a command, repeat last command, or access shortcut menus.

1. **Click**      the right mouse button.

## Mouse Wheel

Some point devices such as a mouse have a middle wheel that can be used to zoom in and out of the drawing window.





## 1.12 Keyboard Shortcuts

Active	Hyperlink...	CTRL+K
Active	Toggles Infer Constraints	CTRL+SHIFT+I
Active	Toggle HIDEPALETTES	CTRL+SHIFT+H
Active	Toggle Coords	CTRL+I
Active	Toggle Dynamic UCS	CTRL+D
Active	Toggle Ortho	CTRL+L
Active	Toggles Quick Properties	CTRL+SHIFT+P
Active	CTRL+R	CTRL+R
Active	Select All	CTRL+A
Active	Copy Clip	CTRL+C
Active	New...	CTRL+N
Active	Open...	CTRL+O
Active	Plot...	CTRL+P
Active	Save	CTRL+S
Active	Save As...	CTRL+SHIFT+S
Active	Exit	CTRL+Q
Active	Paste	CTRL+V
Active	Copy with Base Point	CTRL+SHIFT+C
Active	Paste as Block	CTRL+SHIFT+V
Active	Cut	CTRL+X
Active	Redo	CTRL+Y
Active	Undo	CTRL+Z
Active	Clean Screen	CTRL+0
Active	Properties	CTRL+1
Active	DesignCenter	CTRL+2
Active	Tool Palettes	CTRL+3
Active	Sheet Set Manager	CTRL+4
Active	dbConnect	CTRL+6
Active	Markup Set Manager	CTRL+7
Active	QuickCalc	CTRL+8
Active	Command Line	CTRL+9



Active	VBA, Macros...	ALT+F8
Active	VBA, Visual Basic Editor	ALT+F11
Active	CTRL+H	CTRL+H
Active	Subobject Selection, No Filter	SHIFT+F1
Active	Subobject Selection, Vertex	SHIFT+F2
Active	Subobject Selection, Edge	SHIFT+F3
Active	Subobject Selection, Face	SHIFT+F4
Active	Solid History	SHIFT+F5
Active	Toggles Orthogonal Mode	SHIFT
Active	Toggles Object Snap Mode	SHIFT+A
Active	Toggles Polar Mode	SHIFT+X
Active	Enables Object Snap Enforcement	SHIFT+S
Active	Toggles Object Snap Tracking Mode	SHIFT+Q
Active	Object Snap Override : Endpoint	SHIFT+E
Active	Object Snap Override : Midpoint	SHIFT+V
Active	Object Snap Override : Center	SHIFT+C
Active	Disable All Snapping and Tracking	SHIFT+D
Active	Toggles Object Snap Mode	SHIFT+'
Active	Toggles Polar Mode	SHIFT+.
Active	Enables Object Snap Enforcement	SHIFT+;
Active	Toggles Object Snap Tracking Mode	SHIFT+]
Active	Object Snap Override : Endpoint	SHIFT+P
Active	Object Snap Override : Midpoint	SHIFT+M
Active	Object Snap Override : Center	SHIFT+,
Active	Disable All Snapping and Tracking	SHIFT+L
Active	Toggles Object Snap Mode	F3
Active	Toggles Orthogonal Mode	F8
Active	Toggles Snap Mode	F9
Active	Toggles Polar Mode	F10
Active	Toggles Object Snap Tracking Mode	F11
Active	Suppress Dynamic Input	F12
Active	Toggles Dynamic UCS Mode	F6
Active	Toggles Dynamic UCS Mode	SHIFT+Z
Active	Toggles Dynamic UCS Mode	SHIFT+/

# Questions...?



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