

LEARNING OBJECTIVES

After completing this lesson you will be able to:

1. Open Multiple Files.
2. Easily switch from one open drawing to another.
3. Test your current AutoCAD skills.
4. Plot from Model Space.

Note:

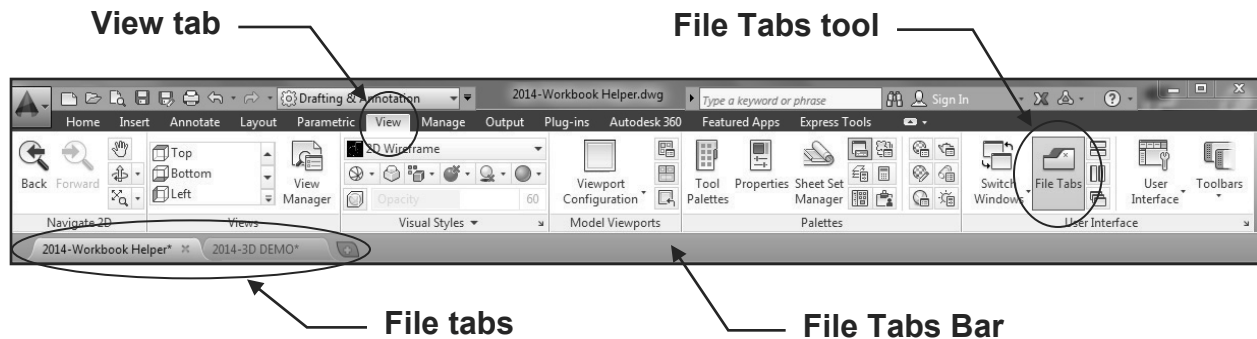
*This lesson should be used to determine whether or not you are ready for this level of instruction. If you have difficulty creating Exercises 1A, 1B and 1C you should consider reviewing the “**Exercise Workbook for Beginning AutoCAD 2014**” before going on to Lesson 2.*

LESSON 1

OPEN MULTIPLE FILES

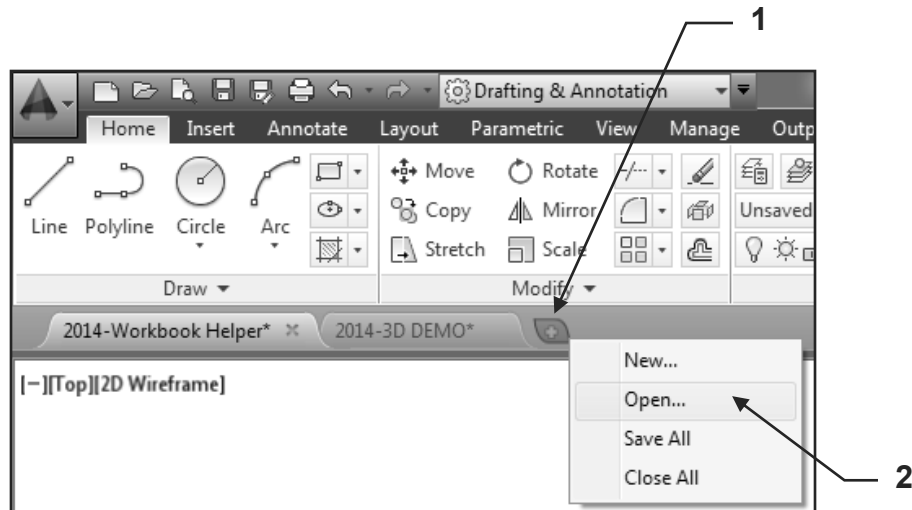
The new **File Tabs** tool allows you to have multiple drawings open at the same time. If the File Tabs tool is switched on, you can open existing saved drawings or create new ones.

The **File Tabs** tool is located on the **User Interface** panel of the **View** tab, and is a Light Blue color when switched on.



How to open an existing saved drawing from the Files Tab

1. Right mouse click on the '+' icon.
2. Select **Open** from the menu.

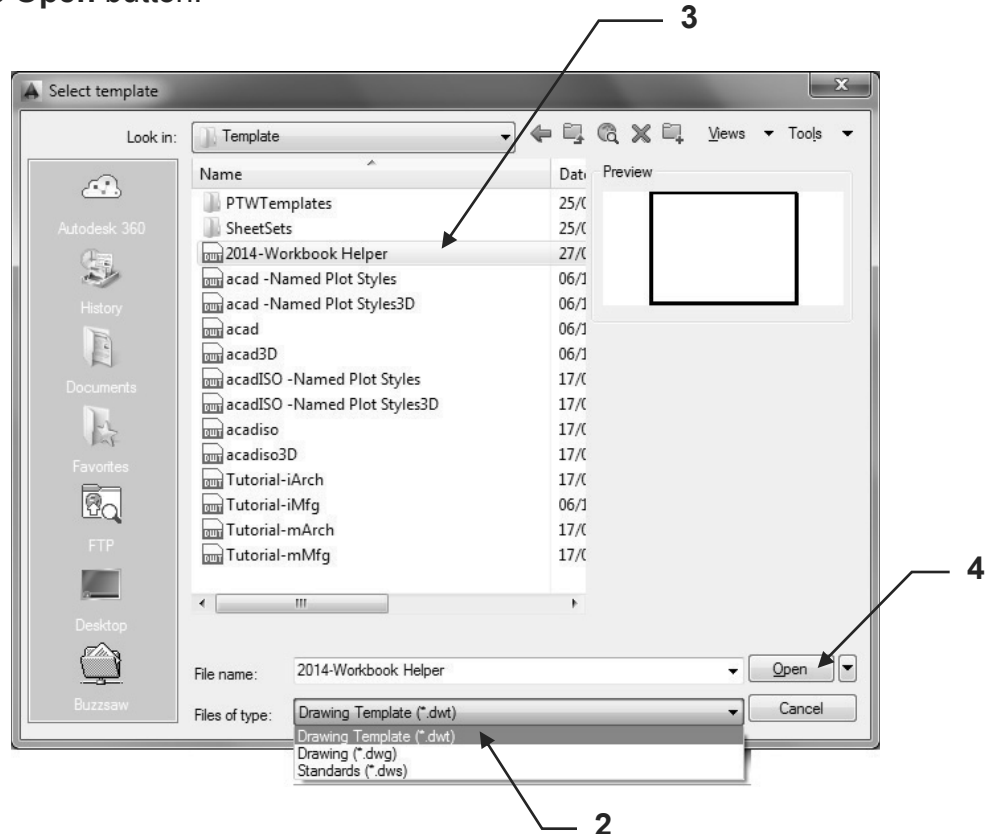


3. Locate the Directory and Folder for the previously saved file.
4. Select the File you wish to open.

OPEN MULTIPLE FILES....continued

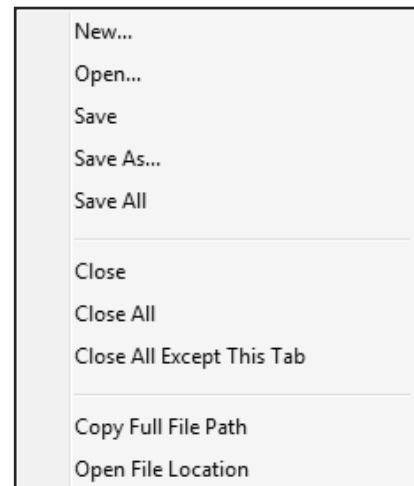
How to open a new drawing from the Files Tab.

1. Left mouse click on the '+' icon. (Refer to page 1-2)
2. Select **Drawing Template (*.dwt)** from the **Files of type** drop-down list.
3. Select the Template you require.
4. Select the **Open** button.



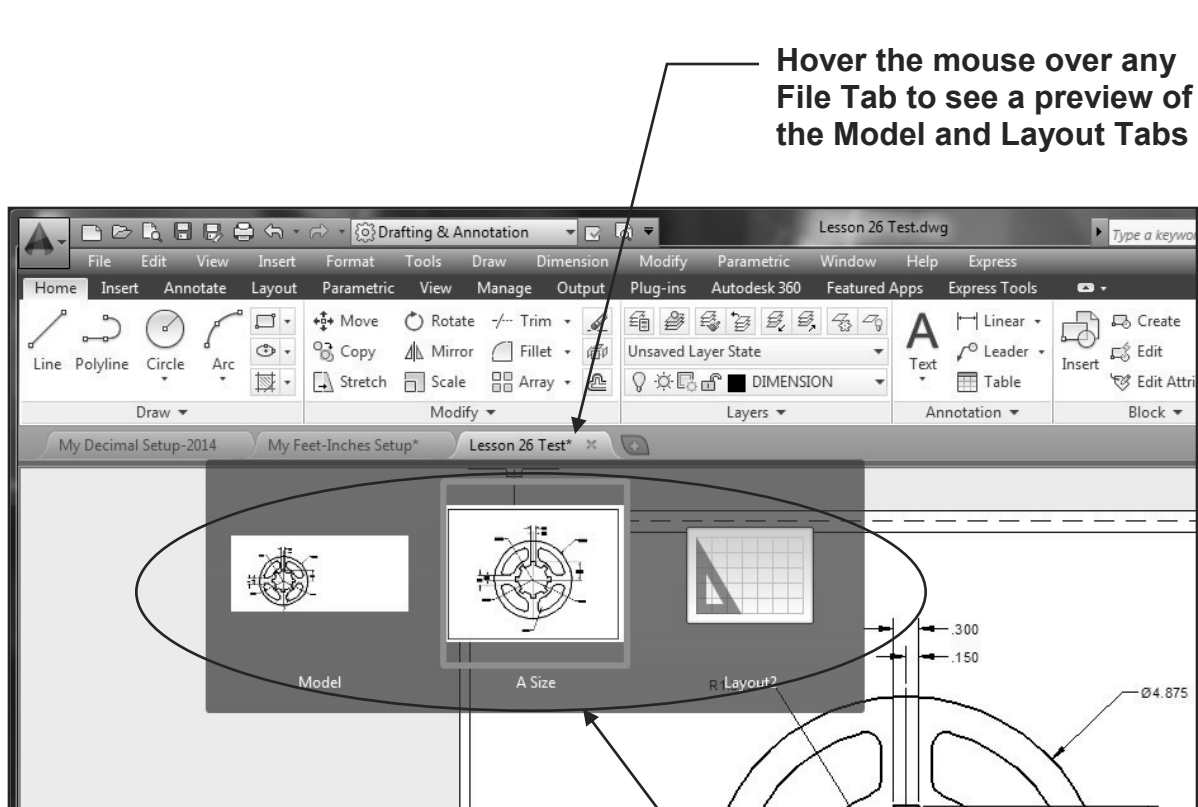
Note:

If you right mouse click on any **File Tab** a menu appears with various options, including closing all open drawing tabs except the one you just clicked on.



OPEN MULTIPLE FILES....continued

The new File Tabs drawing previews allow you to quickly change between open drawings. If you hover your mouse over any open File Tab, a preview of the Model and the Layout tabs are displayed. You can click on any of the previews to take you to that particular open drawing or view.



Hover the mouse over any File Tab to see a preview of the Model and Layout Tabs

Click on any of the previews to instantly switch to that Model or Layout Tab

If an asterisk is displayed on a file Tab it means that particular drawing has not been saved since it was last modified. The asterisk will disappear when the drawing has been saved.



These two drawings are showing the asterisk and have not been saved

WARM UP DRAWINGS

The following drawings have been included for two purposes:

First purpose: To make sure you remember the commands taught in the Beginning Workbook and to get you prepared for the new commands in this Advanced Workbook.

Second purpose: To confirm that you are ready for this level of instruction.

IMPORTANT, PLEASE READ THE FOLLOWING:

*This workbook assumes you already have enough basic AutoCAD knowledge to easily complete Exercises 1A, 1B and 1C. If you have difficulty with these exercises, you should consider reviewing “**Exercise Workbook for Beginning AutoCAD**”. If you try to continue without this knowledge you will probably get confused and frustrated. It is better to have a good solid understanding of the basics before going on to Lesson 2.*

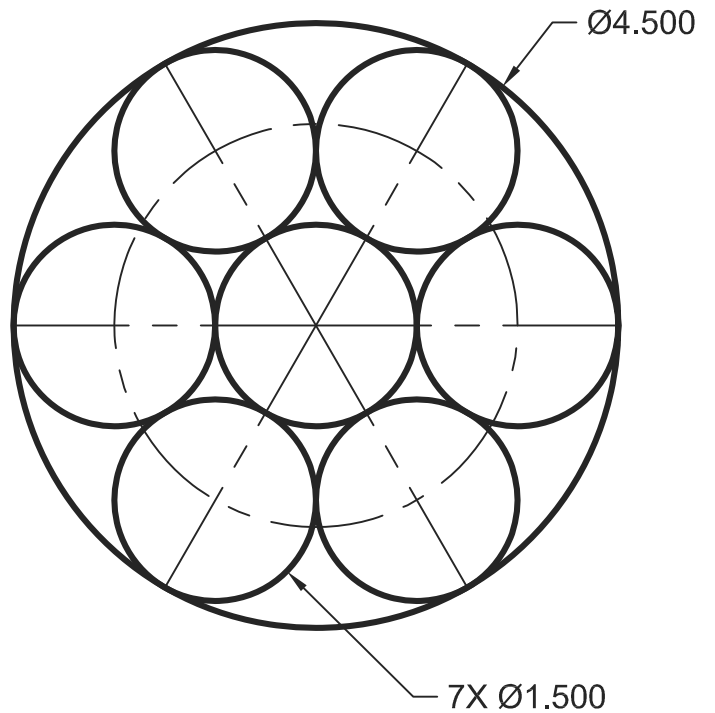
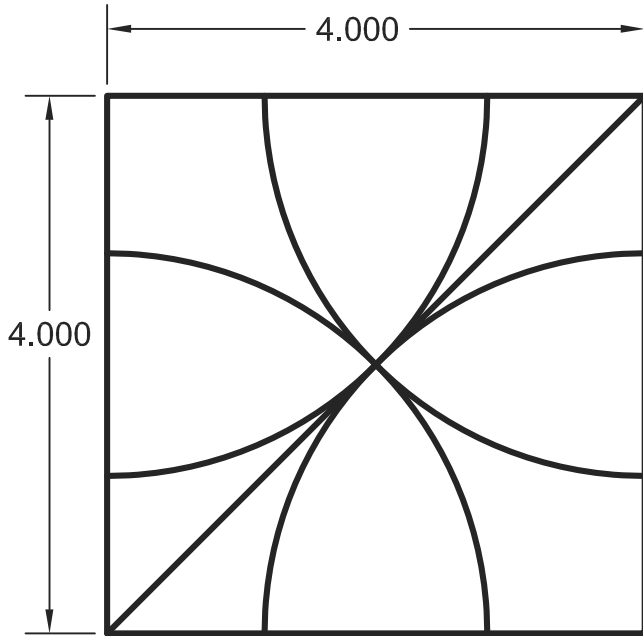
PRINTING

Exercises 1A, 1B and 1C should be printed from Model space on any letter size printer. Instructions are on page 1– 9.

EXERCISE 1A

INSTRUCTIONS:

1. Start a **NEW** file using **2014-Workbook Helper.dwt** (Refer to Intro-1)
2. Draw the objects below using layers Object Line and Centerline.
3. Do not dimension
4. Save as **EX1A**
5. Plot using the instructions on page 1-9



1. DRAW CIRCLE

2. TRIM

3. MIRROR OR ARRAY

1. DRAW CIRCLES

2. DRAW 2PT CIRCLE AND LINE

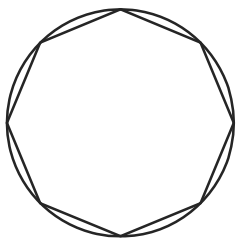
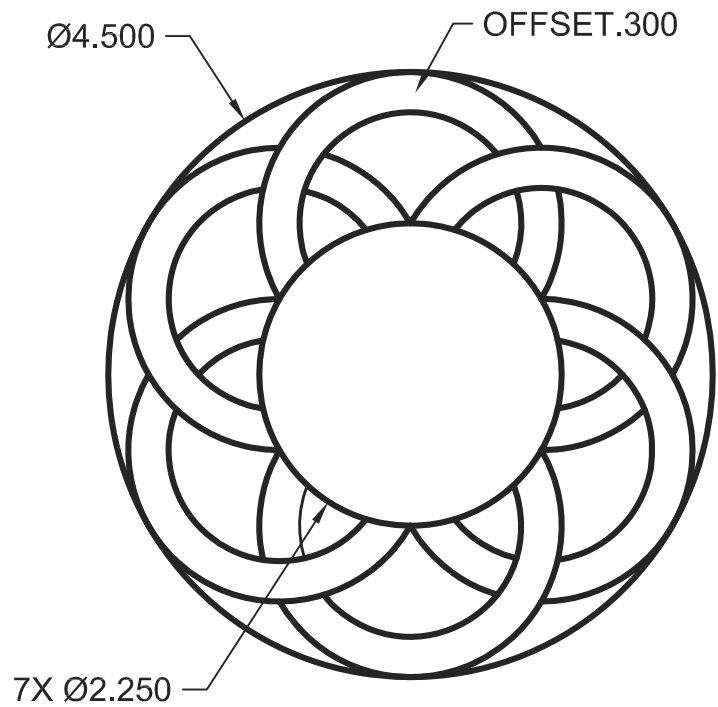
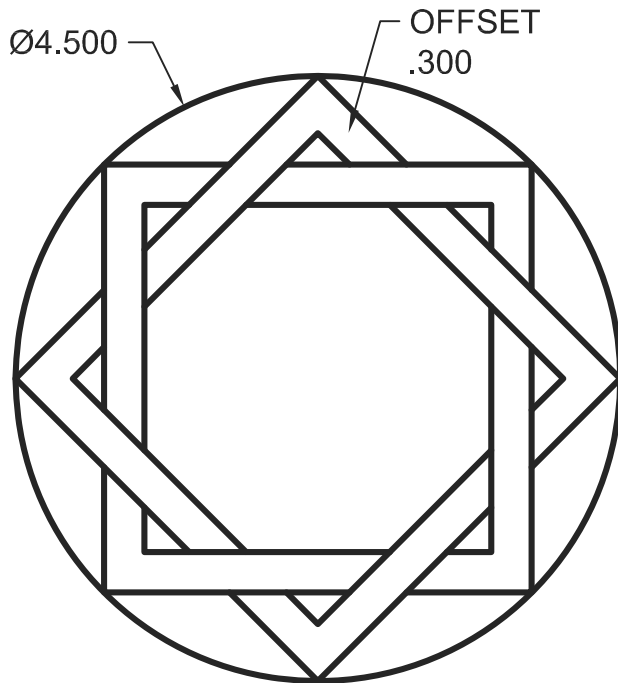
3. POLAR ARRAY

Drawing Hints

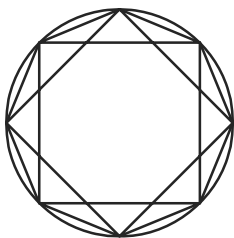
EXERCISE 1B

INSTRUCTIONS:

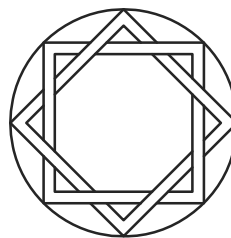
1. Start a NEW file using **2014-Workbook Helper.dwt** (Refer to Intro-1)
2. Draw the objects below using layer Object Line
3. Do not dimension
4. Save as **EX1B**
5. Plot using the instructions on page 1-9



1. 8 Sided Polygon

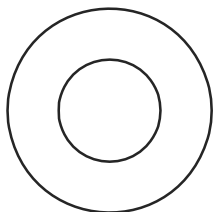


2. 4 Sided Polygons

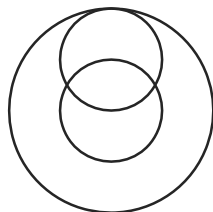


3. Offset and Trim

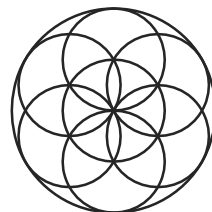
Drawing Hints



1. Circle, Cen / Rad



2. Circle, 2P

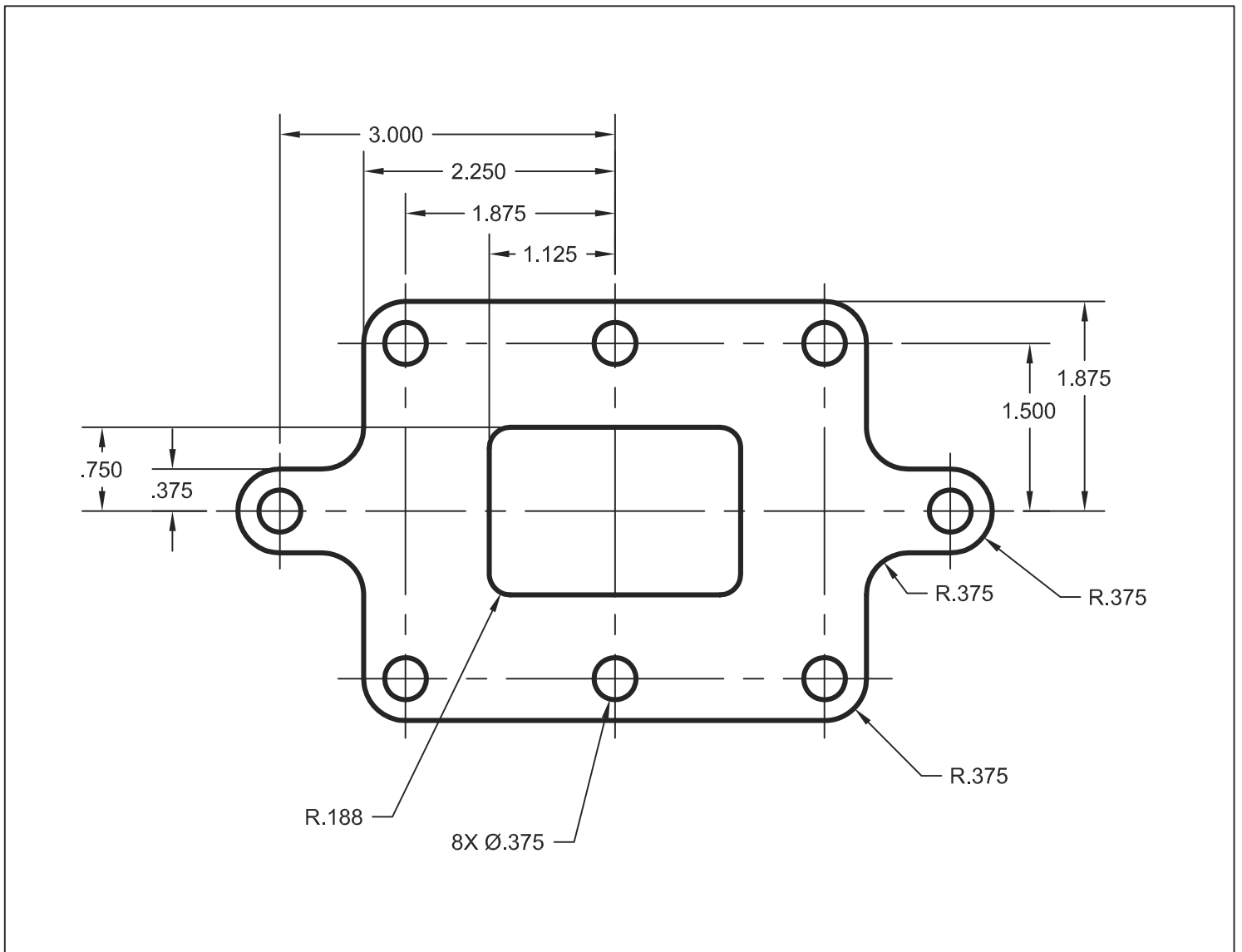


3. Array, Offset, Trim

EXERCISE 1C

INSTRUCTIONS:


1. Start a **NEW** file using **My Decimal Setup.dwt** (from the Beginning workbook)
2. Draw the objects below using layers Object Line, Centerline and Dimension
3. Dimension using: Dim-Decimal.
4. Save as **EX1C**
5. Plot using the instructions on page 1-9



Basic Plotting from Model Space

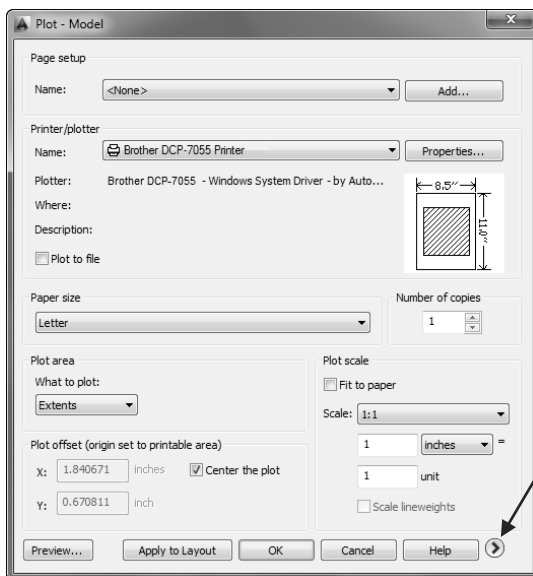
1. **Important:** Open the drawing you want to plot.
2. Select: **Zoom / All** to center the drawing within the plot area.
3. Select the **Plot** command using one of the following;

Quick Access toolbar = 

Ribbon = Output tab / Plot Panel / 

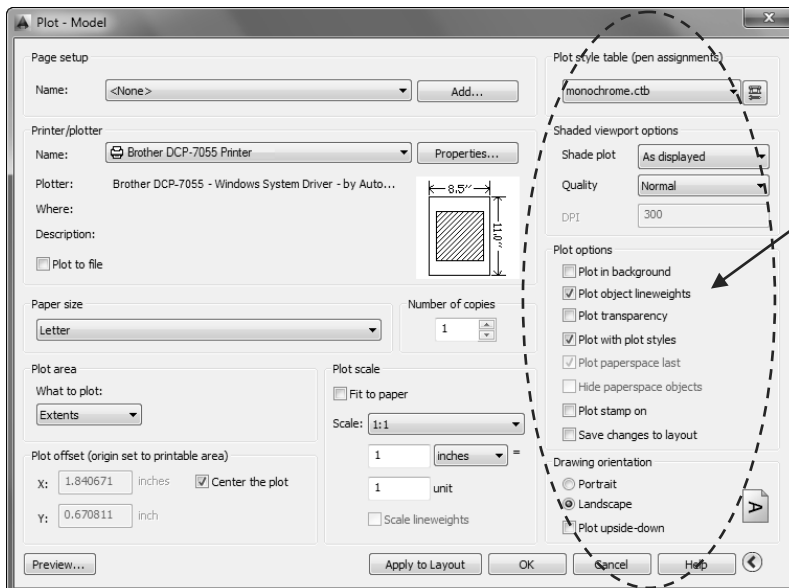
Keyboard = Plot <enter>

The Plot –Model dialog box will appear.



4. More Options button.

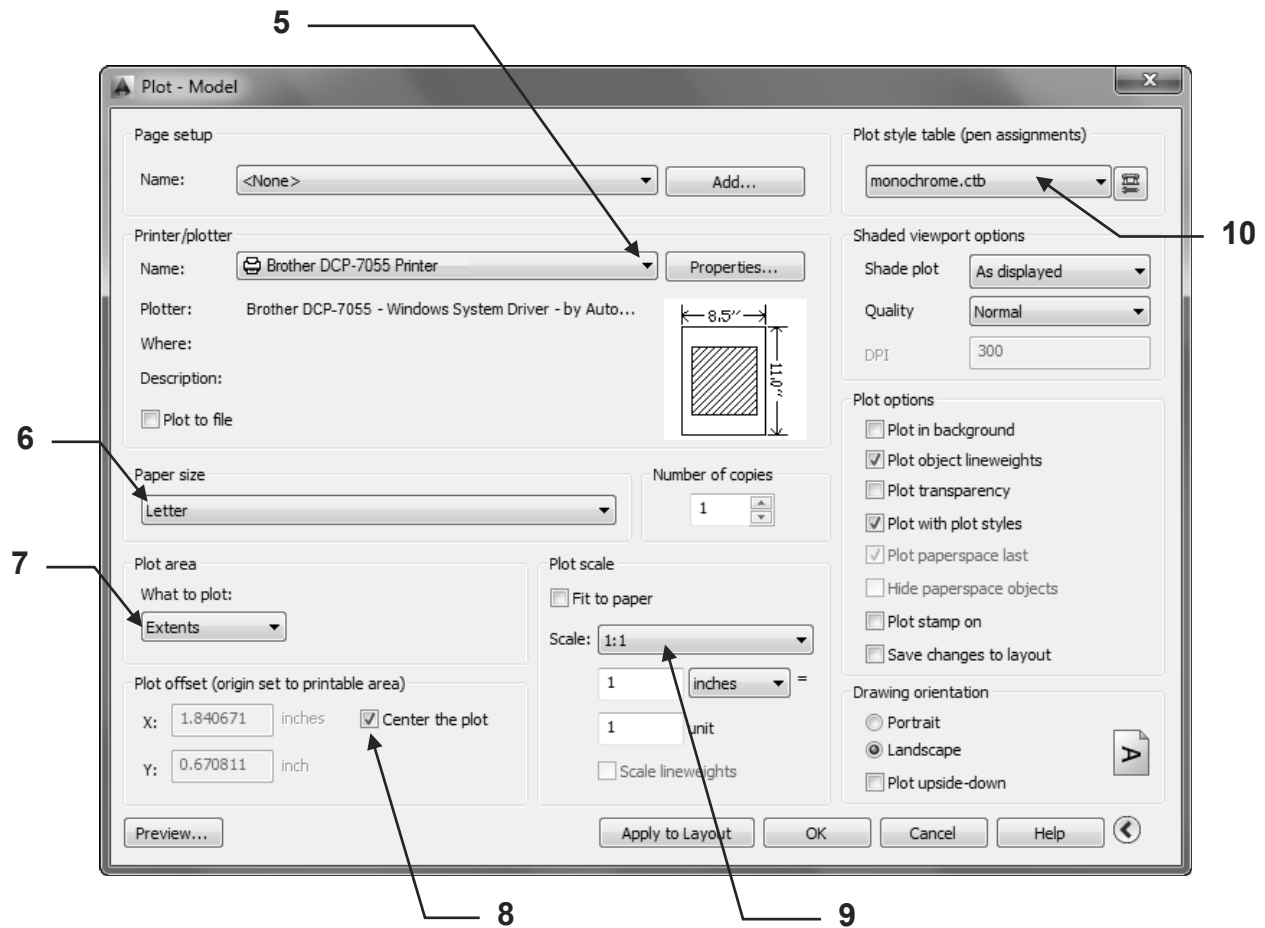
4. Select the “More Options” button to expand the dialog box.



The dialog box expands To show more options.

Continued on the next page...

Plotting from Model Space....continued

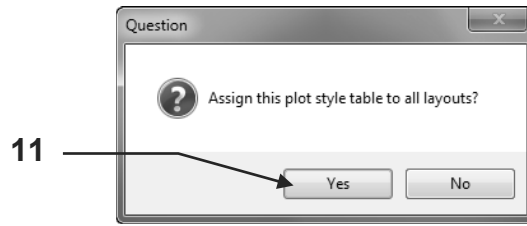


5. Select your printer from the drop down list or “Default windows system printer.pc3”
Note: If your printer is not shown in the list you should configure your printer within AutoCAD. This is not difficult. Refer to Appendix-A for step by step instructions.
6. Select the Paper size: **Letter**
7. Select the Plot Area: **Extents**
8. Select the Plot Offset: **Center the Plot**
9. Select Plot Scale: **1:1**
10. Select the Plot Style table: **Monochrome.ctb** (for all black)
Acad.ctb (for color)

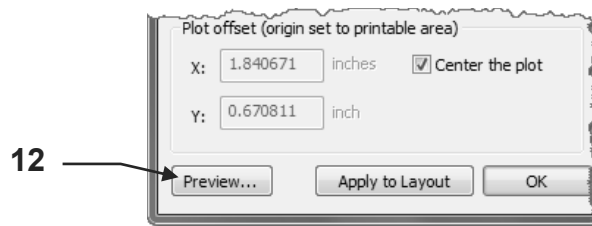
Continued on the next page...

Plotting from Model Space....continued

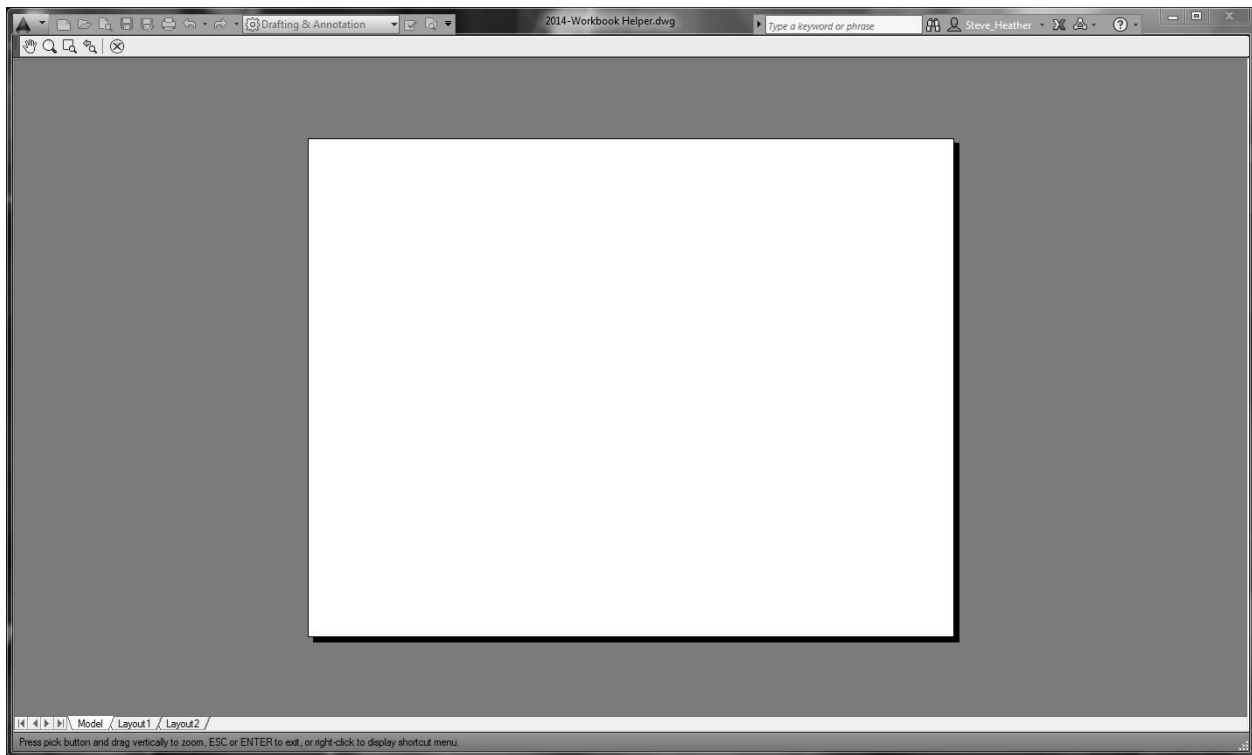
11. If the following dialog box appears, select **Yes**



12. Select the **Preview** button.



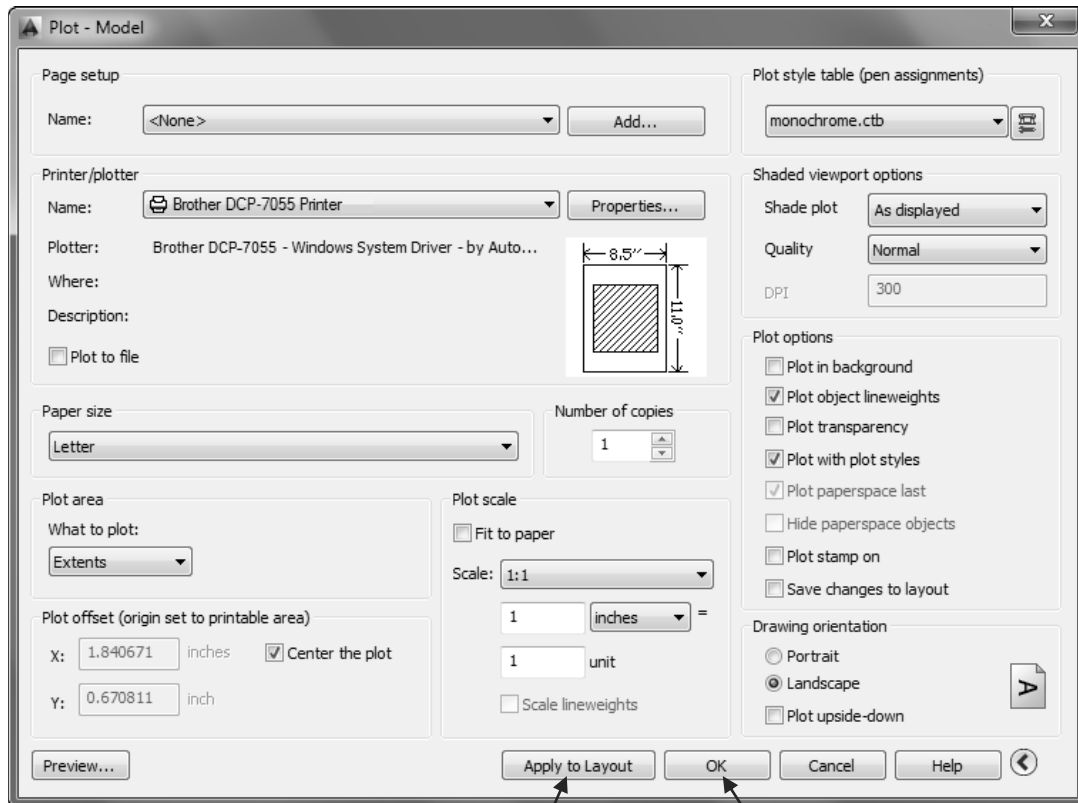
Does your display appear as shown below?
If yes, press **<enter>** and proceed to 13.
If not, recheck 1 through 11.



Continued on the next page...

Plotting from Model Space....continued

13. Select the **Apply to Layout** button.



14. Select the **OK** button to send the drawing to the printer or select Cancel if you do not want to print the drawing at this time. The Page Setup will still be saved.

15. Save the entire drawing again. The Plot settings will be saved to the drawing.