



This course is designed for individuals who are proficient using AutoCAD 2000-2008 and are updating to AutoCAD 2009/2010. It begins with an overview of changes to the user interface and basic drawing/editing commands and techniques. New features are introduced and explored with discussion of how to integrate the enhancements in an established AutoCAD environment.

Topics in this three day course include:

## Interfacing with AutoCAD

- Beginning AutoCAD
- Navigating The User Interface
- Choosing Commands
- Using Menu Search And Help
- Opening Drawings, Beginning New Drawings, Closing Drawings And AutoCAD

## Using accurate drawing techniques

- Using Object Snaps
- Using Dynamic Input
- Aligning Points With Object Snaps Tracking
- Locating Points Near Know Locations With From

## Displaying areas of a drawing

- Viewing The Entire Drawing
- Enlarging Or Reducing The Image On The Screen
- Viewing Adjacent Areas

## Working with object properties

- Using The Properties Palette
- Creating And Assigning Layers
- Working With Colors, Linetypes And Lineweights

## Using updated drawing and editing features

- Using Quick Select
- Trim and Extend command options
- Offset command options
- Fillet and Chamfer command options
- Filling Areas With A Pattern (Hatch)

## Adding text

- Choosing An Annotation Scale
- Adding A Note Using Multiline Text

- Creating Multiline Leaders

## Adding fields and tables

- Linking drawing properties with fields
- Organizing information using Tables

## Formatting designs using layouts and viewports

- Creating Layouts
- Setting up Viewports
- Controlling Layers in Viewports
- Working with Multiple Layouts
- Working with Page Setups
- Resolving Scale Issues

## Working with blocks

- Understanding blocks
- Making a block
- Editing a block
- Organizing a Design Center Library
- Creating Dynamic blocks
- Making a block with attributes
- Adding blocks to a tool palette
- Using the Block Attribute Manager
- Exporting a block

## Linking drawings and images

- Using External References (Xrefs)
- Linking Images in AutoCAD Drawings (BMP, JPG, PDF, GIF)

## Creating templates

- Basic Settings
- Printing
- Sheet Formats