chapter 1

Setup

Summary

In this chapter, you learn about:

Configuration Options

Custom Toolbars

Start-in Folder

Drawing Setup

Options Dialog

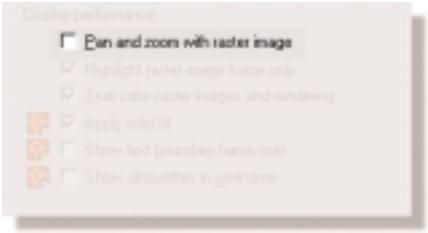
A new command, OPTIONS, replaces the Preferences and Config commands in previous AutoCAD releases. To change your AutoCAD configuration settings, click **Tools ➔ Options** from the pull-down menu. Below, we'll talk about only what's new, different or important in the Options command.

Some settings in the new Options dialog have a small icon nearby which indicates the setting is stored in the drawing. In other words, if you change settings that do not have this icon, all drawings you open will be effected.

Display

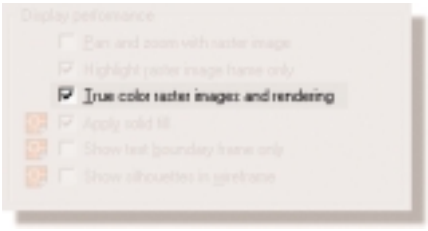
Pan and zoom with raster image

In the Options window, click the Display tab. One new feature is the "Pan and zoom with raster image" setting. If this setting is on, you can see raster images while using the real-time pan and zoom commands. For best performance, leave this setting off.



True color raster images and rendering

Selecting "True Color Raster Images and Rendering" enables AutoCAD to display images at the highest display quality available for the system (which significantly reduces performance). If this setting is turned off, images are displayed in 256 colors.



Crosshair size

This setting was new in AutoCAD R14, but it's frequently asked about. The crosshair size default is 5, which sets the screen crosshairs to 5% of your screen size.

If you want the drawing crosshairs to extend the full height and width of your drawing screen, like AutoCAD R13 and earlier, change this setting to 100.

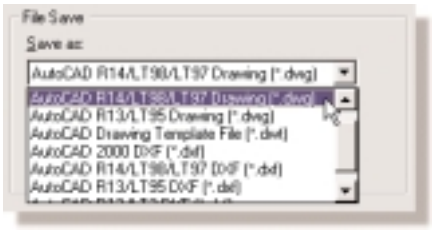
Open and Save

Save as

Using AutoCAD 2000, you can open any earlier AutoCAD format, but you cannot use an earlier version of AutoCAD to open a later version drawing. For example, if you save a drawing in AutoCAD 2000 format, you cannot open that drawing in AutoCAD R14.

By default AutoCAD 2000 saves your drawings in AutoCAD 2000 format. However, you can save your drawing in any of the following formats:

- AutoCAD 2000 drawing
- AutoCAD R14/LT98/LT97 drawing
- AutoCAD R13/LT95 drawing
- AutoCAD Drawing Template (.dwt)
- AutoCAD 2000 DXF
- AutoCAD R14/LT98/LT97 DXF
- AutoCAD R13/LT95 DXF
- AutoCAD R12/LT2 DXF



In the Options dialog, click the Open and Save tab. In the File Save box, changing the Save as type will cause AutoCAD to automatically save to the selected format. You can also use the SAVEAS command to save in any of the above formats.

> If you're exchanging files with someone using R14, consider changing your default Save as type while working with those files.

Custom Toolbars

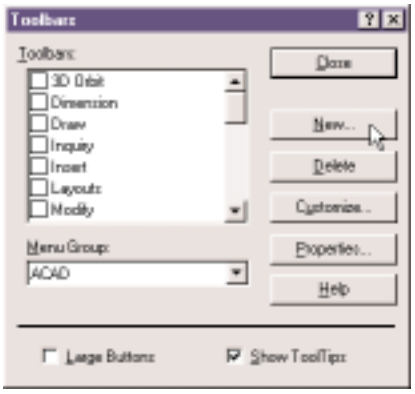
You can modify your AutoCAD toolbars, or create your own. A few words of warning - if you modify your AutoCAD toolbars, and have AutoCAD reinstalled or upgraded, or change to a different computer, your toolbar customization will be lost.

Creating Toolbars

You can create your own toolbars in the "Mytools" group, which is saved in a file separate from where AutoCAD is installed. If your AutoCAD is reinstalled or upgraded, your "Mytools" toolbars will be intact. In addition, you can copy your Mytools toolbar files to your M: network drive for safekeeping. Try the exercise below to learn how. . .

Exercise 1 - Creating a new toolbar

1. In AutoCAD, click **View ➔ Toolbars** from the pull-down menu.

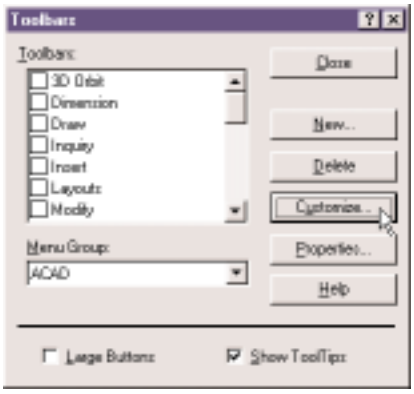


2. Click **New.**

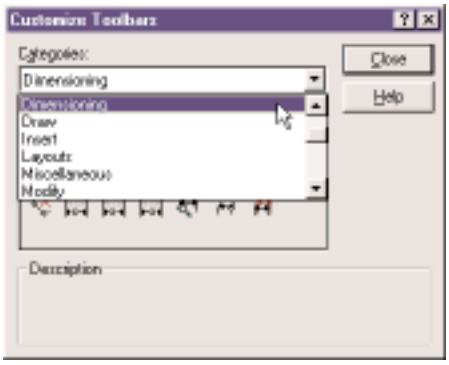
3. Enter **Toolbar1** for the "Toolbar Name" and choose **Mytools** in the "Menu Group" pull-down list.
4. Click OK. You should see an empty toolbar as shown below.

> By creating your new toolbar in the Mytools menu group instead of the Acad group, your toolbars will be stored in an external file away from the folder where AutoCAD is installed.

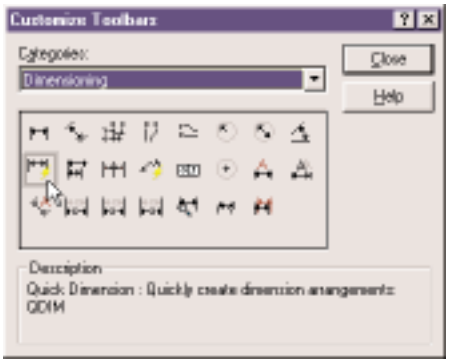
To add buttons to your new toolbar, you can either drag AutoCAD's buttons from the Customize Toolbars dialog, or drag them from existing toolbars. Additionally, you can create new buttons from scratch, which we won't discuss in this tutorial.



5. Click **Customize**.



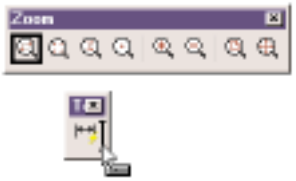
6. From the Customize Toolbars dialog, choose a Category from the pull-down list.



7. Click on one of the toolbar icons. You'll see a description at the bottom of the dialog.
8. In the Customize Toolbars dialog, click on one of the toolbar icons, and while still holding down your left mouse button, drag the toolbar button over your new toolbar, then release your mouse button.

You have just added one of AutoCAD's buttons to your toolbar. Now we'll copy a button from an existing toolbar to your new toolbar.

9. Press and HOLD the CTRL key on your keyboard.

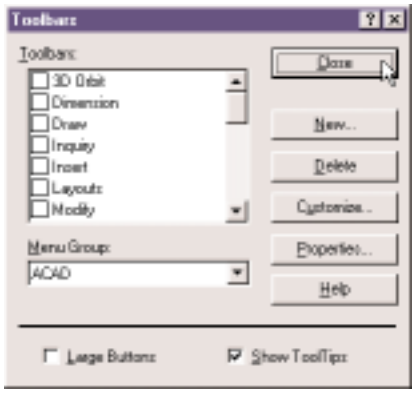


10. Drag and drop a toolbar button from another toolbar to your new toolbar.

> By holding the CTRL key during the drag and drop process, you've COPIED the button from one toolbar to another. Without holding CTRL, you would have MOVED the toolbar button.

You should have two buttons in your new toolbar:

Remember, you must click the **Customize** button in the Toolbars dialog before you can add or delete toolbar buttons, even if you're copying buttons from other toolbars.



11. Click **Close** in the Toolbars dialog to save your new toolbar.

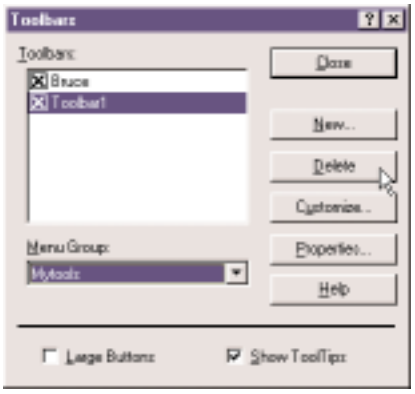
Modifying Toolbars

Exercise 2 - Deleting a toolbar button

1. Click **View ➔ Toolbars** from the pull-down menu.
2. Click **Customize**.
3. Drag and drop one of the buttons away from your new toolbar, releasing it over the AutoCAD graphics screen.
4. Click **Close** in the Toolbars dialog.

Exercise 3 - Deleting an entire toolbar

1. Click **View ➔ Toolbars** from the pull-down menu.
2. Click **Customize**.
3. In the Toolbars dialog, change to the **Menu Group** which contains the toolbar to delete, in this example **Mytools**.



4. Highlight a toolbar from the list, and click **Delete**.
5. Confirm the action by clicking **Yes**, then click **Close**.

AutoCAD's Start-in Folder

When you start AutoCAD from your Desktop icon, or from the shortcut in Start ➔ Programs. . ., AutoCAD's "start-in" folder is usually the folder where AutoCAD is installed, for example C:\Acad2000. When you use commands that look to the hard drive, such as Open, Insert, Xref etc., AutoCAD starts the browse dialog in the "start-in" folder, in this example C:\Acad2000. It can be very tedious to repeatedly change to the P: drive, then drill down multiple folders.

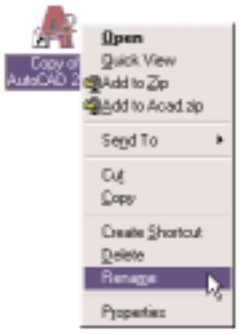
You can change the start-in folder by modifying your AutoCAD icon.

Exercise 4 - Modifying the AutoCAD icon to start in your project folder

1. Close AutoCAD if it's running, and minimize all other windows.
2. Locate the AutoCAD 2000 icon on your desktop

3. Right-click on the AutoCAD 2000 icon, while holding down the right mouse button, drag the icon to the side. Release the right mouse button, then select "Copy Here" with the left mouse button.

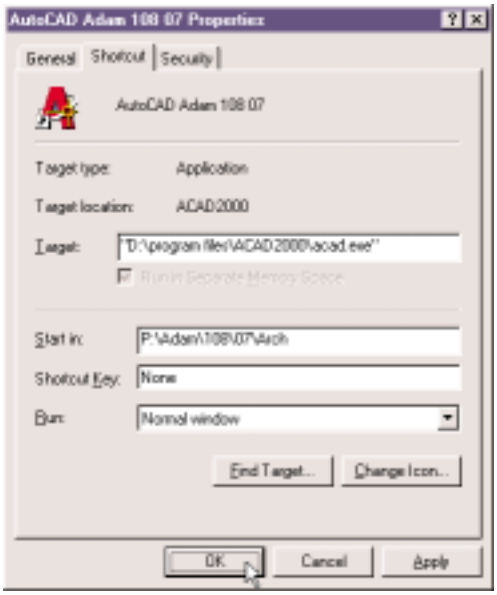
   You should have a second AutoCAD icon which is named "Copy of AutoCAD 2000".



4. To rename the new icon, right-click on it, then click **Rename** with your left mouse button.
5. Enter a more descriptive name, for example: **AutoCAD Adam 108 07**

> You cannot use the following characters in your shortcut name: \ / : * ? " < > |

6. Right-click on the new icon, then click **Properties** with your left mouse button. Click on the Shortcut tab.



7. Change the **Start-in** by entering a new path.
8. Click **OK**.

When you start AutoCAD by using your new icon, AutoCAD will default to the start-in folder. You can create additional icons by repeating steps 3 through 8.

> **Starting AutoCAD from Windows Explorer**
>
> Creating multiple icons to start AutoCAD in various folders can be tedious. Instead, AutoCAD can be launched by double-clicking on a .dwg file in Windows Explorer. If AutoCAD is already open, close it. Start Explorer by clicking **Start ➔ Programs ➔ Windows NT Explorer**. Browse to the folder of your drawing, then double click on the .dwg file. AutoCAD will start and load the selected drawing. AutoCAD's start-in folder will always be the folder of the drawing.

Drawing Setup

Drawing Units

A new feature in AutoCAD 2000 allows you to assign a unit of measure used for block insertions from AutoCAD DesignCenter. We haven't learned about DesignCenter yet, but for now just know that if you plan to insert blocks from

other drawings, set your drawing unit of measure to the units you are working in.

Exercise 5 - Setting unit of measure

1. Open Chap1Ex05.dwg
2. Click **Format → Units** from the pull-down menu.

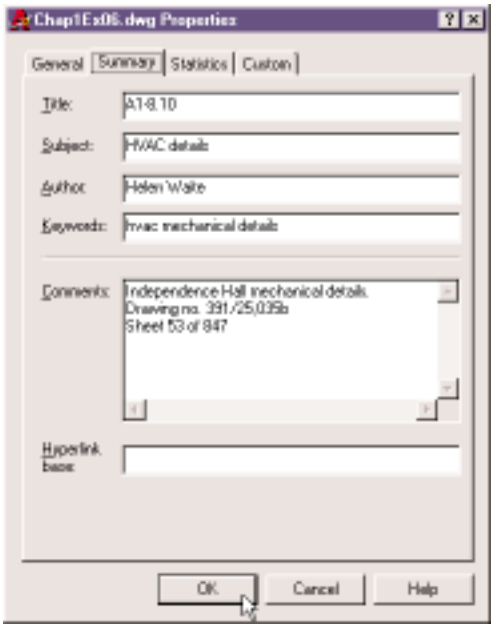
3. In the Units dialog, change the **Drawing units for DesignCenter blocks** to **Inches**.
4. Click **OK**.
5. Click **File → Save** from the pull-down menu, or click the icon on the toolbar to save your change.
6. Click **File → Close** from the pull-down menu to close this drawing.

Drawing Properties

With Drawing Properties, you can save summary information within your drawing, including title, subject, author, keywords, comments and custom fields. Using Windows Explorer, you can view this information outside of AutoCAD. Using AutoCAD DesignCenter, you can search folders and sub-folders for drawings using the summary information.

Exercise 6 - Drawing Properties

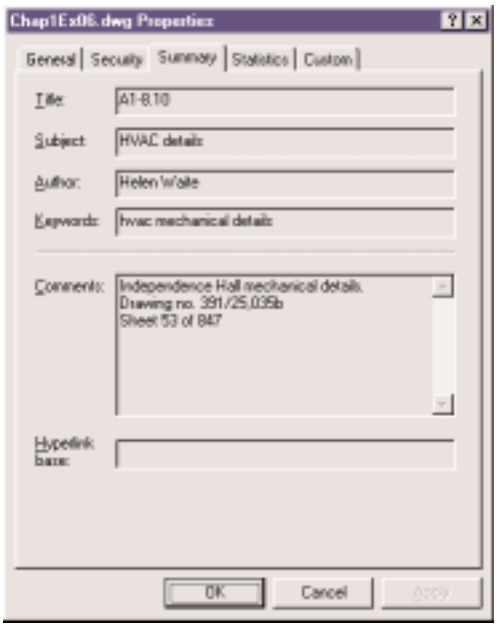
1. Open Chap1Ex06.dwg.
2. Click **File → Drawing Properties** from the pull-down menu.
3. Click the **General** tab and notice some basic file information is given: file size, created, modified, accessed times, etc.
4. Click on the **Summary** tab.



5. Enter summary information like the example above, or use your own information. In a later exercise, we'll search for this drawing using this information.
6. Click **OK** to close the drawing properties dialog.
5. Click **File → Save** from the pull-down menu, or click the icon on the toolbar to save your change.
7. Start Window Explorer by pressing + E on the keyboard.
8. In Explorer, navigate to Chap1Ex06.dwg, **right-click** on the filename and choose **Properties**.
9. Click on the **Summary** tab. (See the example image on page 1-6.)

The Statistics tab displays created and modified time, 'last saved by' information.

> Try viewing another drawing's properties from AutoCAD by using the Open command: In the Select File dialog, you can right-click on a .dwg file, then choose Properties - instead of using Windows Explorer.



This completes Chapter 1.