Dean Muccio



















## **Table of Contents**

Chapter 1	Getting Comfortable with AutoCAD	
	Introduction to AutoCAD	1-2
	Hand Drawing vs. AutoCAD	1-3
	Clarifications and Ground Rules	1-3
	The AutoCAD Screen	1-5
	AutoCAD on the Mac	1-7
	Status Bar icons	1-7
	Toolbars	1-8
	Toolbars on Mac	1-8
	Command Line	1-8
	Options – Screen Color & Right-Click	1-10
	Customizing Screen Background Color	1-10
	Customizing Screen Background Color for Mac	1-11
	Customizing Right-Click	1-13
	Customizing Right-Click for Mac	1-15
	Navigation Controls:	
	UCS Icon, Navigation Bar, and View Cube	1-15
	Navigation Controls on the Mac	1-16
	AutoCAD Help	1-16
	Opening & Saving Drawings	1-16
	Using the Pull-Down Menu	1-17
	Selecting New	1-18
	Selecting Open	1-19
	Selecting Close	1-20
	Selecting Save	1-21
	Selecting Save As	1-21
	File types	1-21
	Look in:/Save in:	
	and Favorites/Where: for Mac	1-21
Chapter 2	Setting-up and Intro to AutoCAD	
	Units	2-2
	Three Easy Commands to Help Get You Started	2-5
	Line	2-5
	Circle	2-7
	Erase	2-8
	Methods of Selecting Objects	2-9
	Selection Window (LEFT to RIGHT)	2-10
	Crossing Window (RIGHT to LEFT)	2-10
	Removing Objects from the Selection Set	2-11
	Grips	2-11

	Zoom & Pan	2-12
	Zoom and Pan Using the Wheel Mouse	2-12
	Typing the Zoom Command	2-13
Chapter 3	Commands – Set 1: Drawing Construction - Getting Started	
	Rectangle	3-2
	Explode	3-5
	Offset	3-7
	Construction Line	3-9
	Construction Line Options	3-10
	Horizontal and Vertical Construction Lines	3-10
	Angled Construction Lines	3-11
	Offset Option	3-11
	Changing Object Limits	3-14
	Trim	3-14
	Extend	3-18
	Lengthen	3-20
	Object Snap – OSNAP	3-21
	OSNAP icon	3-22
	Using the OSNAP Feature	3-23
	Object Snaps – Override	3-25
	Object Snap Command Alias	3-25
Chapter 4	Hotel Suite Project – Tutorial 1	
	Hotel Suite Project	4-2
	Create the basic shell of the suite	4-5
Chapter 5	Commands – Set 2: Working with Your Drawing	
	Getting Information from Your Drawing	5-2
	Measure	5-2
	Distance	5-3
	Radius	5-5
	Angle	5-6
	List	5-9
	Fillet – Creating Round or Sharp Corners	5-10
	Setting the Fillet Radius	5-11
	Trim Option	5-11
	Selecting Objects to Fillet	5-11
	Importance of Pick Location	5-12
	Chamfer – Creating Beveled Edges	5-15
	Setting the Chamfer Distance	5-15
	Manipulating Existing Objects	5-17
	Move	5-18
	Copy	5-19
	Rotate	5-20

	Mirror	5-22
	Array Commands	5-24
	Rectangular Array	5-24
	Count Option	5-26
	Spacing Option	5-26
	Polar Array	5-30
Chapter 6	<b>Hotel Suite Project – Tutorial 2</b>	
	Create the Bathroom Walls	6-3
	Create the Closet Walls	6-13
	Create the Doors and Windows	6-20
Chapter 7	Commands – Set 3: Laying-out Your Drawing for Printing	
	Downloading Files from Publisher	7-2
	Model Space & Paper Space	7-2
	Model Space	7-2
	Paper Space	7-3
	Viewports	7-3
	Viewports Tool	7-4
	Re-Sizing a Viewport	7-7
	Access Model Space while in a Layout	7-7
	Create and Modify Model Space Objects in a Layout	7-8
	Adjust the Position and Scale of	<b>7</b> .0
	Model Space Objects in a Viewport	7-8
	Lock the Scale of Layout Viewports	7-9
	Plotting from Paper Space	7-10
	Page Setup Manager	7-10
	Plotting/Printing Your Drawing	7-15
	Model & Layout Tabs	7-15
	Renaming a Layout	7-16
	Renaming Layouts for Mac	7-17 7-17
	Adding a Layout  Adding a Layout for Mac	7-17 7-19
	Add Layout from Template	7-19
	Add Layout from Template  Add Layout from Template for Mac	7-20
	Deleting Layouts	7-22
Chapter 8	Hotel Suite Project – Tutorial 3	
-	Create a Layout for Plotting	8-3
	Create a Drawing Format	8-9
	Create a Template Drawing	8-11
Chapter 9	Commands – Set 4: Re-Using Objects and Getting Organized	
	Blocks – Treating Multiple Objects as One	9-2

	Inserting Blocks	9-5
	Inserting Blocks on Mac	9-6
	Design Center	9-7
	Using Design Center	9-9
	Bring Blocks into Your Drawing	9-10
	Bring Styles, etc. into Your Drawing	9-10
	Blocks Palette for Mac	9-11
	Adding Block Libraries for Mac	9-11
	Bring Blocks into the Drawing on Mac	9-13
	Xrefs	9-14
	Attaching a drawing as a Reference	9-14
	Clipping the visible area of a Reference	9-16
	Editing a Reference	9-18
	External Reference Manager – Reload and Detach	9-21
	Layers	9-22
	Layer Properties Manager	9-23
	Creating a New Layer	9-23
	Visibility of Layers	9-25
	Assigning a Color to the Layer	9-25
	Assigning a Linetype to the Layer	9-27
	Linetype Scale	9-29
	Current Layer	9-30
	Lineweight	9-31
	Properties	9-34
	Changing Object Properties	9-34
	Match Properties	9-36
	Purge	9-37
Chapter 10	Hotel Suite Project – Tutorial 4	
	Placing Furniture on the Floor Plan	10-3
	Adding the Blocks to the Drawing	10-8
	Adding Blocks to the Bedroom	10-9
	Adding Blocks to the Bathroom	10-14
	Adding Blocks to the Living Room	10-16
	Creating Layers	10-19
	Adding Layers to Template	10-25
Chapter 11	Commands – Set 5: Annotating Your Drawing	
	Text	11-2
	Text Style	11-2
	Multiline Text	11-5
	Single Line Text	11-6
	Editing Text	11-7
	Relocating Text	11-8
	Special Characters	11-8
	*	

	Scaling Text	11-9
	Dimensions	11-10
	Dimension Style	11-10
	Using Dimensions	11-18
	Linear Dimension	11-18
	Aligned Dimension Radius Dimension	11-19 11-20
		11-20
	Angular Dimension Diameter Dimension	11-21
		11-25
	Modifying Existing Dimensions Multileader	11-25
	Multileader Style	11-25
	Inserting a Multileader on Your Drawing	11-30
	inscring a wutileader on Tour Drawing	11-30
Chapter 12	Hotel Suite Project – Tutorial 5	
	Create an Elevation View	12-3
	Adding the Blocks to the Drawing	12-5
	Adding Blocks to the Bedroom Elevation	12-5
	Lay out the Drawing	12-14
	Annotating the Drawing	12-19
	Creating a View Symbol Block	12-20
	Add a Block and Text, Dimension, and	
	Multileader Styles to Template	12-24
Chapter 13	Commands – Set 6: Creating and Editing Schedules	
	Tables – Creating a Schedule	13-2
	Creating a Table Style	13-2
	Table Title	13-4
	Table Header	13-5
	Table Data	13-6
	Inserting Tables on the Drawing	13-7
	Editing an Existing Table	13-9
Chapter 14	Commands – Set 7: Creating Curves and Rendering	
	Arc	14-2
	Ellipse	14-5
	Polyline	14-7
	Spline	14-10
	Hatch	14-14
	Section Views	14-19
	Rendering	14-20
	Gradient Hatch	14-20

## Chapter 15 Miscellaneous – Techniques, Commands, and Options

Helpful Hints	
Finding the Center of a Rectangle	
Divide	
Break & Break at Point	15-6
Polygon	15-7
Stretch	15-8
Scale	15-11
Reference Option	15-12
Cut (or Copy)/Paste – Using the Clipboard	15-13
Changing Objects from Model Space to Paper Space	15-13
Tracing Pictures	15-14
Circle Options	15-19
Define the Circle with 3 points	15-19
Define the Circle with 2 points	15-20
Tan Tan Radius	15-21
Rectangle Options	
Chamfered Corner Rectangle	15-22
Filleted Corner Rectangle	15-22
Offset Options	
AutoCAD Calculates Distance	15-23
Through Option	15-23
Drafting Settings	15-24
Snap and Grid	15-25
Ortho and Polar	15-25
Super Hatch	
Overkill	
Customize User Interface - PC	
Customize User Interface - Mac	

## Index