

# Contents

---

Introduction	xv
<b>Chapter 1 ■ Getting Familiar with AutoCAD</b>	<b>1</b>
Understanding the AutoCAD Window	2
Starting a Drawing	19
Panning and Zooming to Adjust Your View	23
Understanding the Layout View	25
Understanding How Command Options Work	27
Getting Help	29
Summary	32
<b>Chapter 2 ■ Understanding the Drafting Tools</b>	<b>33</b>
Understanding the AutoCAD Coordinate System	34
Setting Up a Drawing	44
Using a Digital T Square and Triangle	49
Getting a Visual Reference with the Grid Mode	52
Snapping to the Grid or Other Regular Intervals	53
Changing the Grid and Snap Settings	54
Selecting Exact Locations on Objects	57
Aligning Objects Using Object Snap Tracking and Tracking Points	63
Using the Temporary Tracking Point Feature	67
Summary	69

<b>Chapter 3 ■ Drawing 2D Objects</b>	<b>71</b>	<b>Chapter 6 ■ Creating 3D Drawings</b>	<b>151</b>
Working with the 2D Draw Control Panel	72	Getting to Know the 3D Modeling Workspace	152
Drawing Straight Lines	72	Drawing in 3D Using Solids and Surfaces	155
Drawing Circles and Arcs	73	Changing Your Point of View	168
Drawing Curves	76	Creating 3D Forms from 2D Shapes	173
Drawing Parallel Lines	82	Specifying Exact Distances in 3D Space	186
Drawing Revision Clouds	83	Controlling the Appearance of Your Model	187
Working with Hatch Patterns and Solid Fills	85	Summary	200
Drawing Regular Polygons	100	<b>Chapter 7 ■ Getting Organized with Layers</b>	<b>201</b>
Using Objects to Lay Out Your Drawing	101	Creating and Assigning Layers	202
Summary	108	Setting the Current Layer	206
<b>Chapter 4 ■ Editing AutoCAD Objects</b>	<b>109</b>	Controlling Layer Visibility	207
Selecting Objects	110	Locking Layers from Printing and Editing	212
Editing the Windows Way	113	Finding the Layers You Want	213
Changing Objects with Grips and Dynamic Input	118	Taming an Unwieldy List of Layers	214
Controlling Objects Using the Properties Palette	122	Saving and Recalling Layer Settings	219
Summary	124	Using the Layers II Toolbar for Managing Layers	220
<b>Chapter 5 ■ Editing with the 2D Draw Control Panel Tools</b>	<b>125</b>	Organizing Visual Content	
Selecting Objects	126	Using Properties	223
Erasing Objects	127	Summary	232
Joining Objects	128	<b>Chapter 8 ■ Using Blocks, Groups, Xrefs, and DesignCenter</b>	<b>233</b>
Moving and Copying	135	Using Blocks to Organize Objects	234
Scaling, Stretching, and Rotating	139	Organizing Objects Using Groups	243
Breaking an Object into Two	144	Getting Multiple Uses from Drawings	
Editing Xrefs and Blocks	145	Using External References	247
Editing Polylines	147	Keeping Track of Drawing Components with DesignCenter	251
Summary	149		

Keeping Tools on Hand with Tool Palettes Window	258	Getting the General Status of the Drawing	331
Summary	261	Finding the Time Spent on a Drawing	332
<b>Chapter 9 ■ Creating Text</b>	<b>263</b>	Adding Nondrawing Data to Store with Your Drawing	333
Adding and Formatting Text	264	Finding Text in a Drawing	333
Understanding Text and Scale	273	Locating and Selecting Named Components	334
Using Styles to Organize Your Fonts	274	Finding Missing Support Files	335
Adding Single Words with the Single-Line Text Object	277	Summary	338
Adding Tables to Your Drawing	278	<b>Chapter 12 ■ Laying Out and Printing Your Drawing</b>	<b>339</b>
Summary	292	Setting Up a Drawing for Printing	340
<b>Chapter 10 ■ Using Dimensions</b>	<b>293</b>	Printing Your Drawing	351
Understanding the Parts of an AutoCAD Dimension	294	Storing Your Printer Settings	358
Dimensioning in the Model Tab or a Layout Tab	295	Controlling Color, Lines, and Fills through Plot Styles	359
Drawing Linear Dimensions	296	Assigning Named Plot Styles Directly to Layers and Objects	366
Dimensioning Nonorthogonal Objects	299	Converting a Drawing from Color Plot Styles to Named Plot Styles	369
Adding a Note with an Arrow Using the Leader Tool	303	Summary	370
Using Ordinate Dimensions	306	Index	371
Adding Tolerance Notation	307		
Editing Dimensions	309		
Setting Up the Dimension's Appearance	313		
Summary	324		
<b>Chapter 11 ■ Gathering Information</b>	<b>325</b>		
Measuring Areas	326		
Finding the Coordinate of a Point	329		
Measuring Distances	329		
Measuring Angles	330		