

STARTING AUTOCAD

You can start AutoCAD in several ways. The most common way is to click the AutoCAD icon on the desktop. Another way is to click the AutoCAD icon in the Start menu. A third way is to click the AutoCAD icon in the Windows taskbar. A fourth way is to click the AutoCAD icon in the Windows Start menu.

LEARNING OBJECTIVES

After completing this lesson, you will be able to:

1. Start AutoCAD program
2. Understand AutoCAD Workspaces
3. Recognize all of the features in the AutoCAD Window



LESSON 1

Continued on the next page...

STARTING AUTOCAD

To Start AutoCAD use one of the 2 methods below.

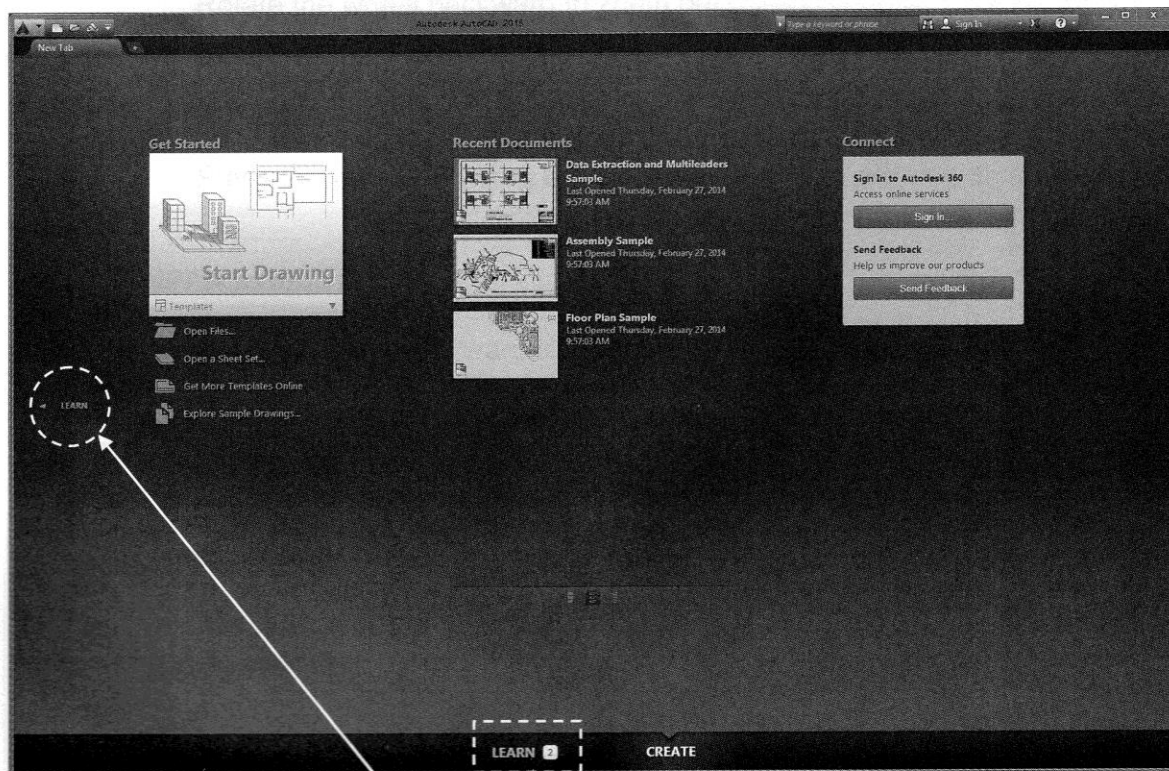
(Be patient it may take a few minutes to load. It is a large program)

1. Select **Start / All Programs / Autodesk / AutoCAD 2015**
or
Double click on the **AutoCAD 2015 desktop shortcut icon**.
2. The “**New Tab**” page should appear.

Note: Your computer should be connected to the Internet.

The **New Tab** page contains two sliding content pages called **LEARN** and **CREATE**.

CREATE: The Create page (shown below) is displayed by default and allows you to start a **New** drawing, **Open** an existing drawing or template, **Explore** sample drawings, view **Recent** documents or access **Online Services**.



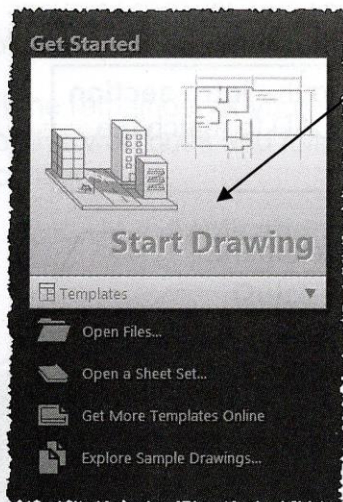
You can access the **LEARN** page by clicking on **LEARN** at the bottom of the page or on the left-hand side of the page.

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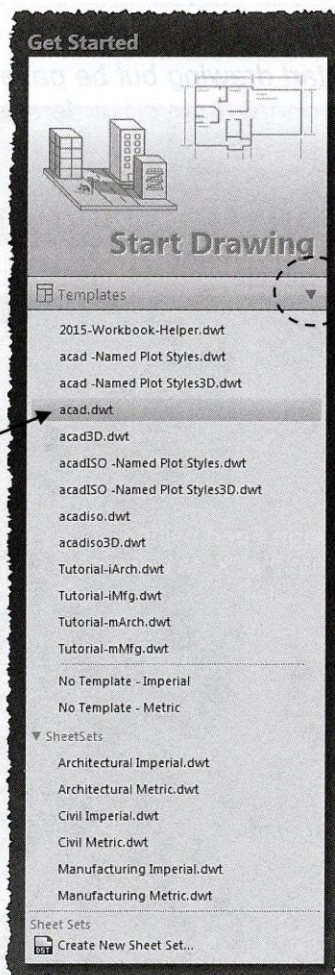
STARTING AUTOCAD....continued

You can start a new drawing using the default template by clicking on the **Start Drawing** tool, or you can access a list of available templates by clicking on the Templates down ▼ arrow.

Note: The last template you use will become the new default template and is highlighted in the template dropdown list.



Click on the **Start Drawing** tool to begin a new drawing using the default template



Click on the **down arrow** to access a list of available templates

The default template is highlighted

Note:

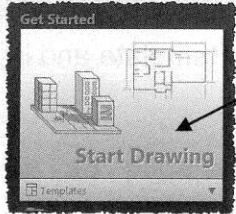
The drawing template **acad.dwt** is for imperial measurements.

The drawing template **acadiso.dwt** is for metric measurements.

Continued on the next page...

STARTING AUTOCAD....continued

Click on the **Start Drawing** tool to open the default template and to open the main AutoCAD drawing workspace.



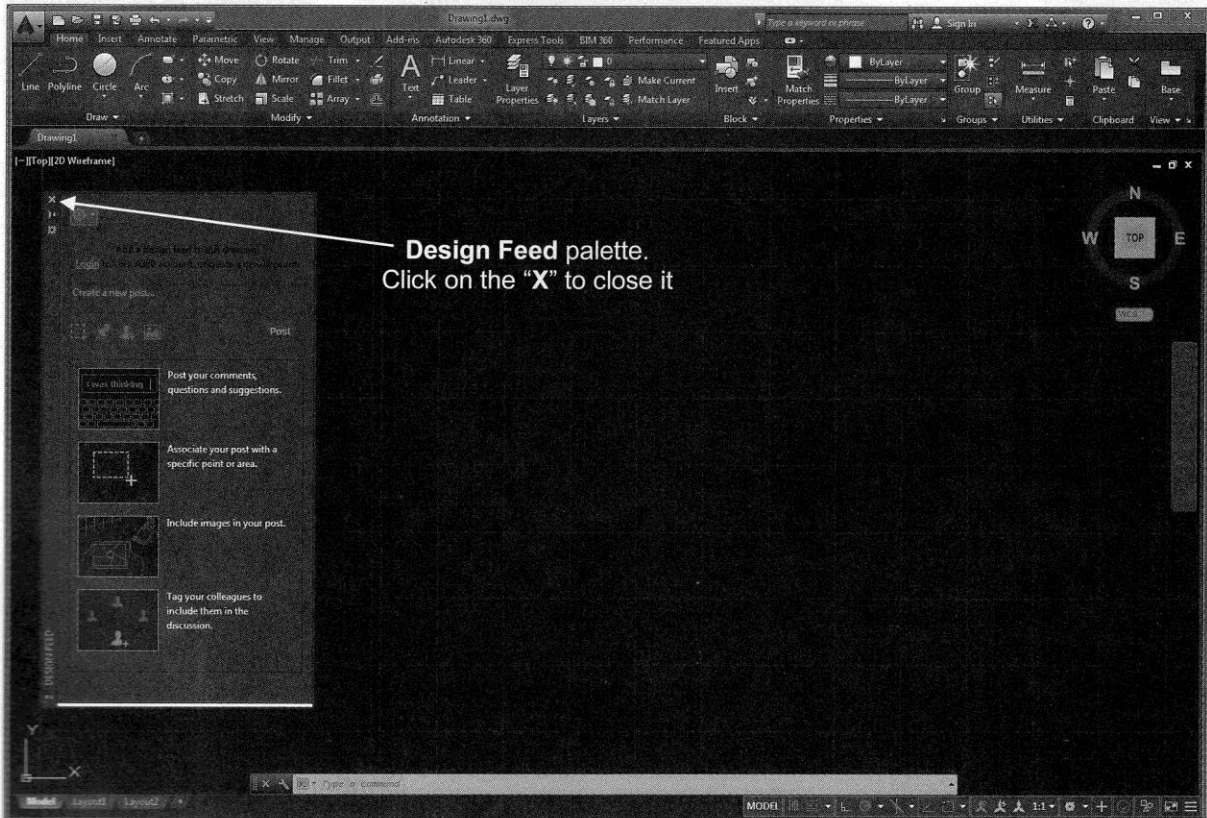
Click on the **Start Drawing** tool to open the default template

Note: If your screen does not appear as shown below go to the **Intro** section of this workbook and follow the steps for configuring AutoCAD to match the workbook configuration.

The following pages will describe each area and element.

I know you are anxious to start drawing but be patient and read the remainder of this lesson. It is very important that you understand and are familiar with AutoCAD's interface.

Note: You can close the **Design Feed** palette by clicking on the "X". This will not be used until later in the workbook.



AUTOCAD APPLICATION WINDOW

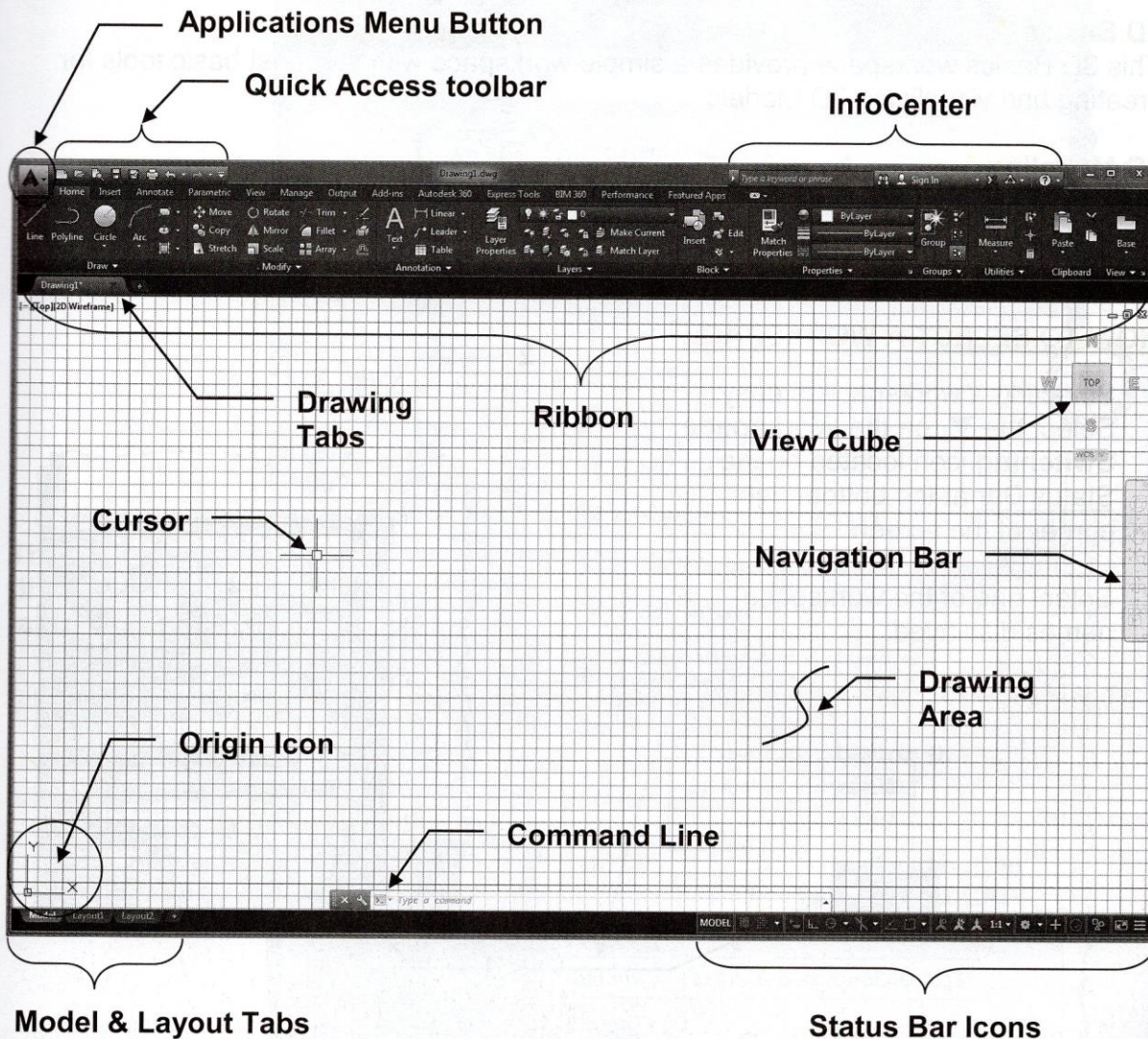
The AutoCAD Application Window default workspace **Drafting & Annotation**, is shown below.

Important: I have changed my 2D background color to white for this workbook. Yours may be another color.

AutoCAD 2015 comes with new Dark and Light color themes, on some of the images within this book you may see the ribbon color showing the Light theme, this is just for clarity. You may choose the Light theme if you wish.

You may change the color of many areas using: **Options / Display tab / Colors button**

If the remainder of your screen does not appear as shown below go to the **Intro section** of this workbook and follow the steps for configuring AutoCAD to match the workbook configuration.



A description of each area is shown on the following pages.

APPLICATION WINDOW DESCRIPTIONS

WORKSPACE

Workspaces control the display of ribbons, tabs, menus, toolbars, and palettes. AutoCAD gives you the option of deciding how you would like them displayed. When you use a workspace, only the menus, toolbars, and palettes that are relevant to a task are displayed. For example if you selected the 3D Modeling workspace only 3D menus, toolbars and palettes would be displayed.

There are 3 preset Workspaces.

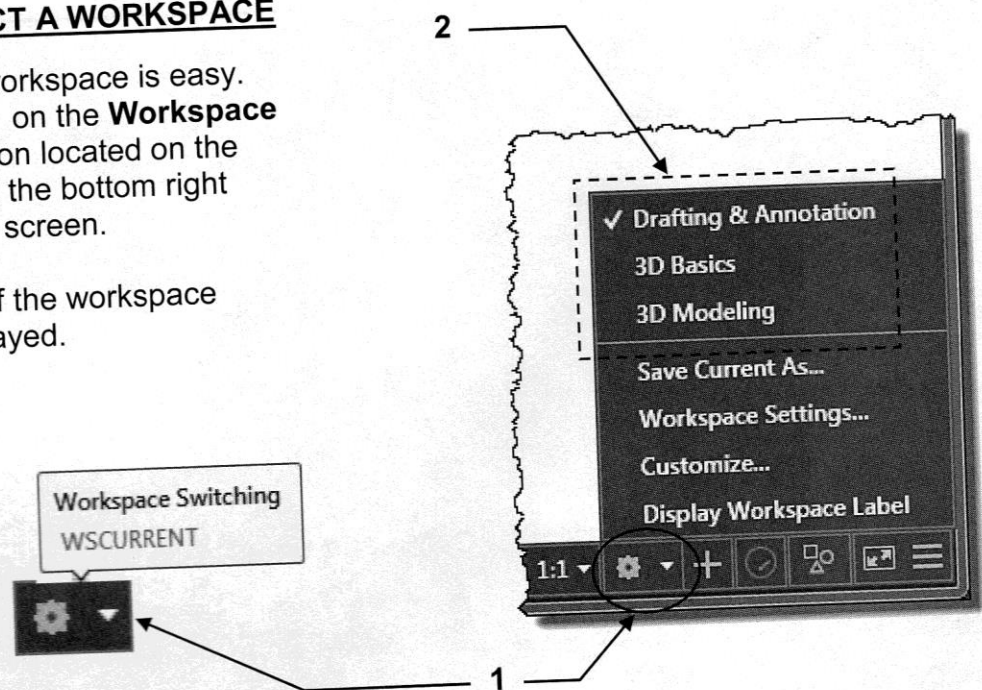
Drafting & Annotation (shown on the previous page)
This workspace is the default display. It displays the necessary ribbons, tabs, menus, tools and palettes for 2D drafting. We will be using this workspace for all lessons within this workbook.

3D Basics
This 3D Basics workspace provides a simple workspace with the most basic tools for creating and visualizing 3D Models.

3D Modeling
The 3D Modeling workspace provides access to the vast array of 3D tools in AutoCAD.

HOW TO SELECT A WORKSPACE

1. Selecting a workspace is easy. Select the ▼ on the **Workspace Switching** icon located on the Status Bar at the bottom right corner of the screen.
2. Select one of the workspace names displayed.



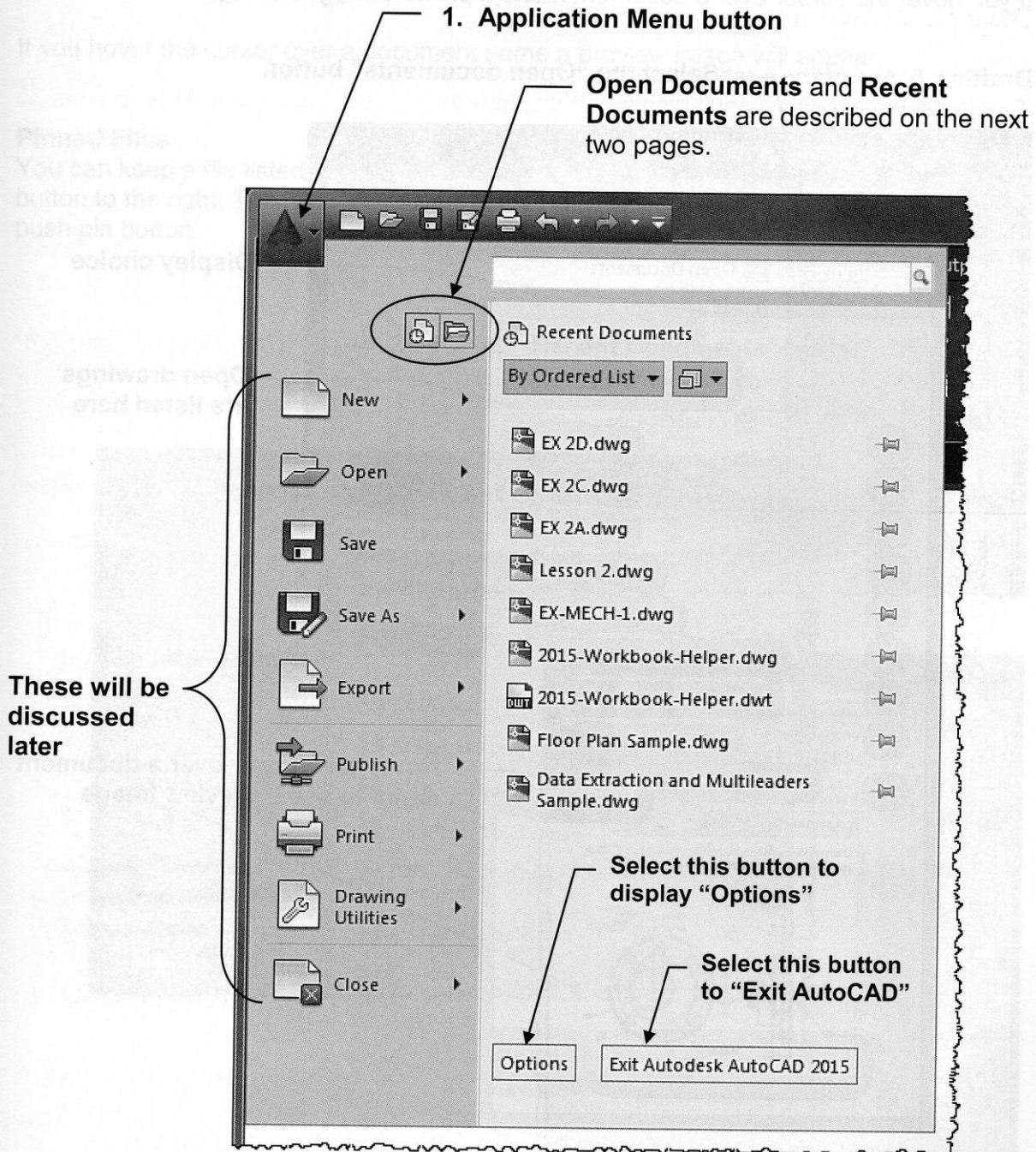
Note: We will be using the “Drafting & Annotation” Workspace.

APPLICATION WINDOW DESCRIPTIONS

APPLICATION MENU

The Application Menu provides easy access to common tools
Each of the tools will be discussed later in the workbook.

1. Click on the **Application Menu button** in the upper left corner of the AutoCAD display screen. (The big "A")



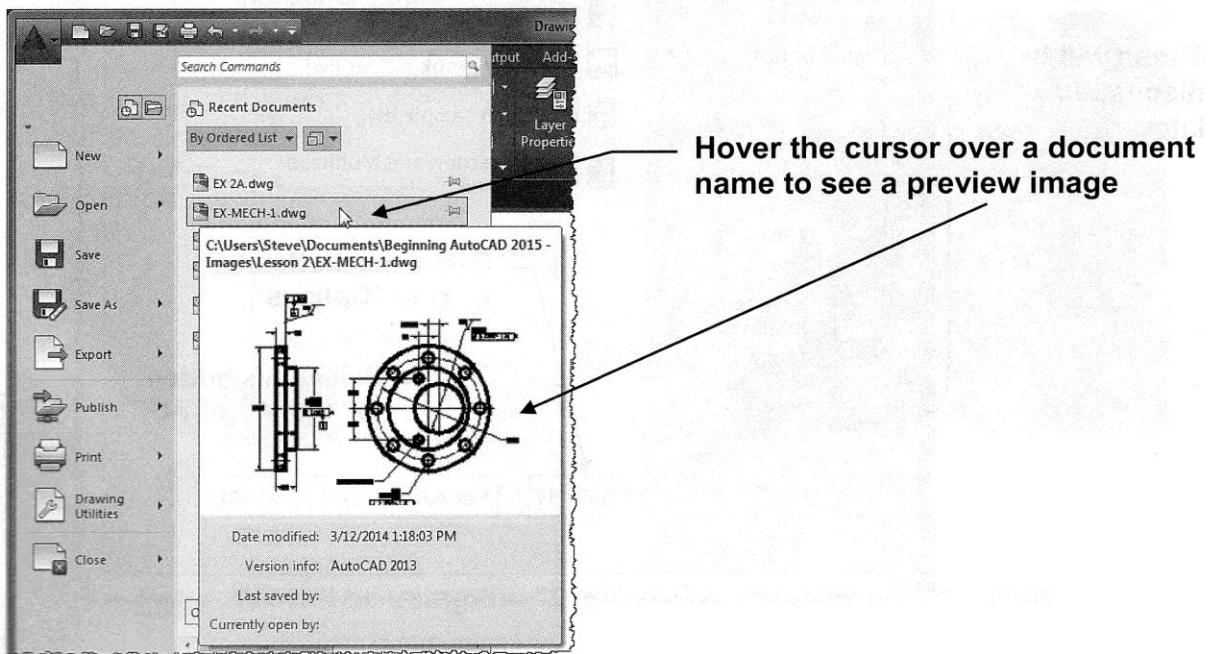
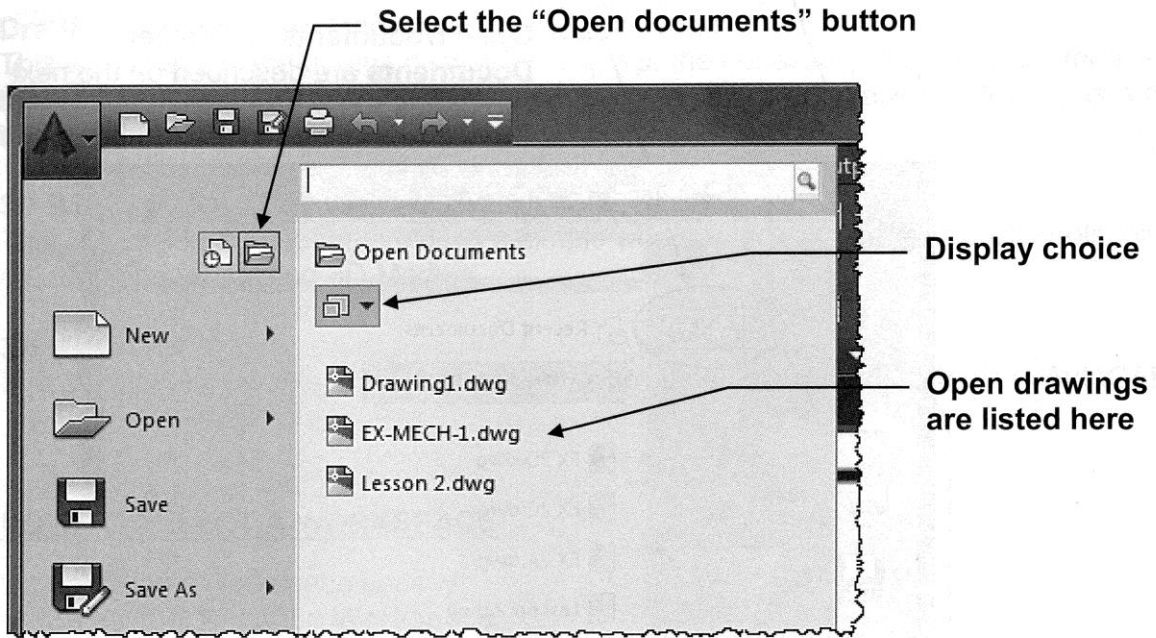
APPLICATION WINDOW DESCRIPTIONS....continued

Open Documents

First let me emphasize **this is not a method to “open” a drawing file.**

Open Documents is a list of all documents that are **already open** within AutoCAD.

Display choice: The list of documents may be displayed as icons or images. If you hover the cursor over a document name a preview image will appear.



APPLICATION WINDOW DESCRIPTIONS....continued

View Recent Documents

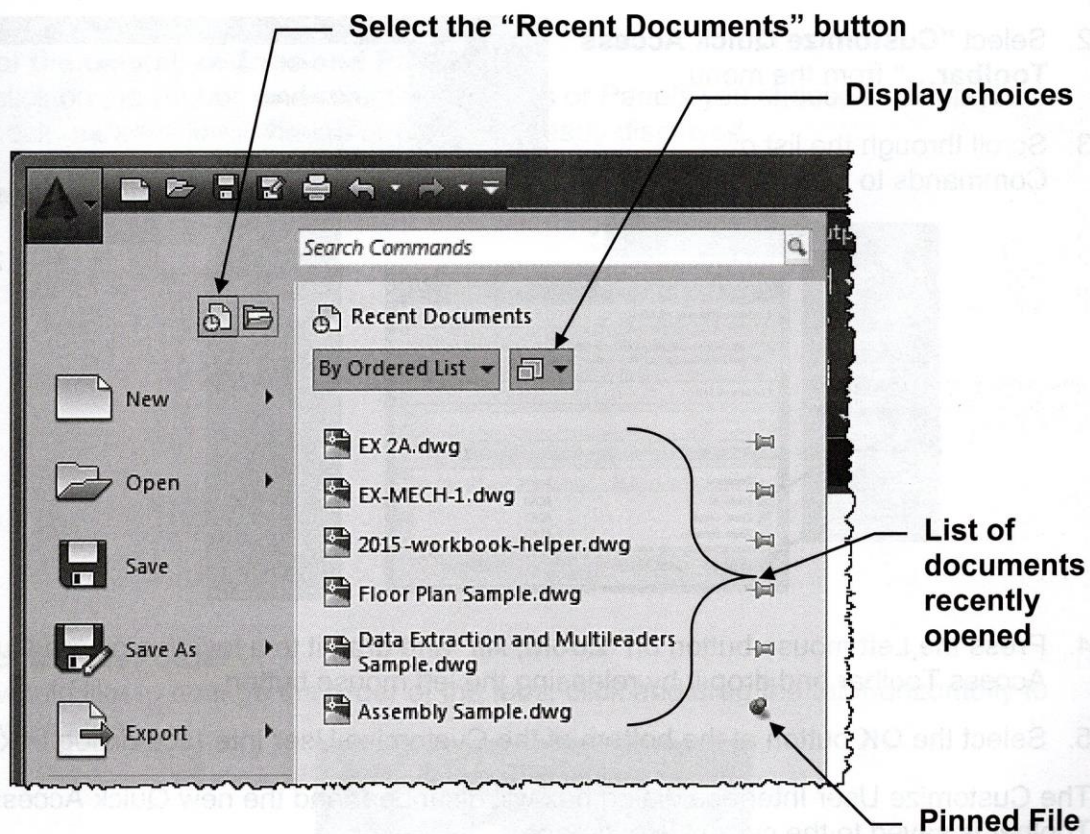
When you select **Recent Documents** a list of the recently viewed documents will appear.

Display choices: This list may be displayed as icons or images and may be sorted in an ordered list or grouped by date or file type.

If you hover the cursor over a document name a preview image will appear.

Pinned Files

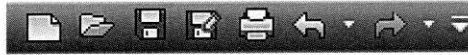
You can keep a file listed regardless of files that you save later using the push pin button to the right. The file is displayed at the bottom of the list until you turn off the push pin button.



APPLICATION WINDOW DESCRIPTIONS....continued

Quick Access Toolbar

The **Quick Access Toolbar** is located in the top left corner of the AutoCAD window. It includes the most commonly used tools, such as New, Open, Save, Save as, Print, Undo and Redo.



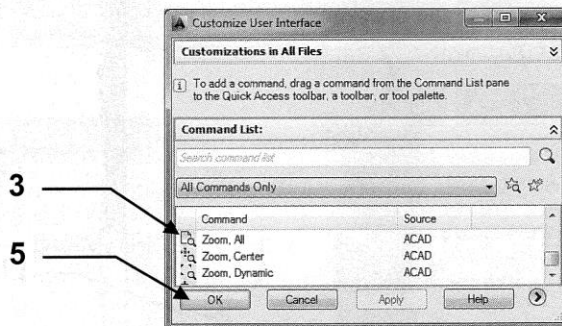
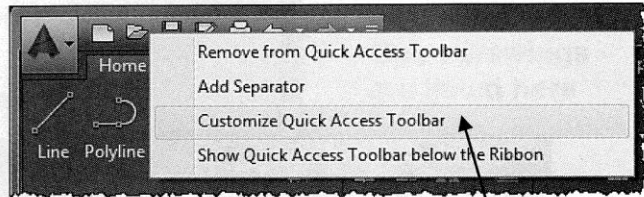
How to Customize the Quick Access Toolbar

You can add tools with the Customize User Interface dialog box.

For Example:

After you have completed Lesson 4 you will find that you will be using **“Zoom All”** often. So I add the **“Zoom All”** tool to the Quick Access Toolbar. If you would like to add the **“Zoom All”** tool, or any other tool, to your Quick Access Toolbar follow the steps below.

1. Place the Cursor on the Quick Access Toolbar and press the right mouse button.
2. Select **“Customize Quick Access Toolbar...”** from the menu.
3. Scroll through the list of Commands to **“Zoom, All”**



4. Press the Left mouse button on **“Zoom, All”** and drag it to a location on the Quick Access Toolbar and drop it by releasing the left mouse button.
5. Select the **OK** button at the bottom of the Customize User Interface dialog box.

The Customize User Interface dialog box will disappear and the new Quick Access Toolbar is saved to the current Workspace.



To Remove a tool:

Place the cursor on the tool to remove and press the right mouse button. Select **Remove from Quick Access Toolbar**.

APPLICATION WINDOW DESCRIPTIONS....continued

RIBBON

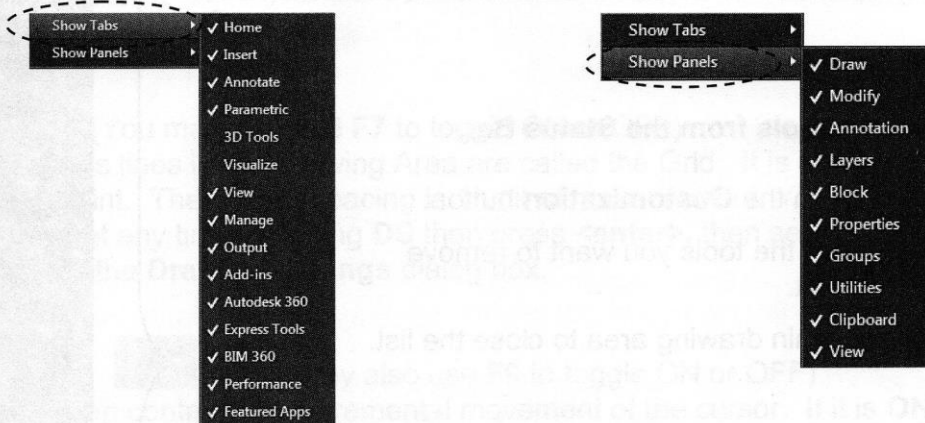
The **RIBBON** provides access to the AutoCAD tools.
 The **TABS** contain multiple **PANELS**. Each **PANEL** contains multiple tools.
 When you select a **TAB** a new set of **PANELS** will appear.



Additional Tools: If you select the ▼ symbol, at the bottom of the panel, the panel will expand to access additional tools.

Control the display of Tabs and Panels

Right click on the Ribbon and select which Tabs or Panels you choose to display. The check mark confirms the tab or panel is already displayed.



Control the TAB order

If you would like to change the order of the tabs, click and drag the tab horizontally to the new location.



Floating PANELS

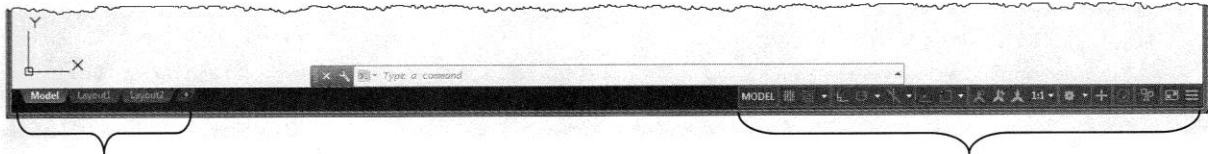
If you prefer to separate a Panel from the Ribbon you may drag the panel off the Ribbon to a new location on the screen.

APPLICATION WINDOW DESCRIPTIONS....continued

STATUS BAR

The Status Bar is located on the bottom of the screen. It displays the current settings. These settings can be turned ON or OFF by clicking on one of the buttons or by pressing a corresponding function key, F2, F3 etc.

When an icon is turned on it will display a neon blue in color.



Model and Layout Tabs
Discussed fully in Lesson 26

Status Bar Icons

Status Bar Icons

The status bar provides you with a set of commonly used drawing tools like grid display, snap, object snap and isometric drafting. You can choose to remove some or all of them, or you can choose to add more tools.

The image shows a close-up of the status bar. A dashed circle highlights the customization icon (a small square with a plus sign). An arrow labeled '1' points to this icon. Another arrow labeled '2' points to a list of settings that appears when the icon is clicked. The list includes various tools and settings, some with checkmarks indicating they are currently active.

Coordinates
<input checked="" type="checkbox"/> Model Space
<input checked="" type="checkbox"/> Grid
<input checked="" type="checkbox"/> Snap Mode
Infer Constraints
Dynamic Input
<input checked="" type="checkbox"/> Ortho Mode
<input checked="" type="checkbox"/> Polar Tracking
<input checked="" type="checkbox"/> Isometric Drafting
<input checked="" type="checkbox"/> Object Snap Tracking
<input checked="" type="checkbox"/> 2D Object Snap
LineWeight
Transparency
Selection Cycling
3D Object Snap
Dynamic UCS
Selection Filtering
Gizmo
<input checked="" type="checkbox"/> Annotation Visibility
<input checked="" type="checkbox"/> AutoScale
<input checked="" type="checkbox"/> Annotation Scale
<input checked="" type="checkbox"/> Workspace Switching
<input checked="" type="checkbox"/> Annotation Monitor
Units
Quick Properties
<input checked="" type="checkbox"/> Graphics Performance
<input checked="" type="checkbox"/> Clean Screen

To add or remove tools from the Status Bar.

1. Select and click on the **Customization** button.
2. Check or uncheck the tools you want to remove or add from the list.
3. Left click in the main drawing area to close the list.

Note: The tools on the status bar may change depending on whether you are in Model Space or Paper Space.

A brief description of each tool will be shown on the next five pages. Each tool will be discussed in more detail in future lessons.