ERASE

There are 3 methods to erase (delete) objects from the drawing.
They all work equally well. You decide which one you prefer to use.

Method 1
Select the **Erase** command first and then select the objects.

Example:
1. Start the **Erase** command using one of the following:

    Ribbon = Home tab / Modify panel /
    or
    Keyboard = E <enter>

2. Select objects: *Pick one or more objects*
   Select objects: *Press <enter> and the objects selected will disappear.*

Method 2
Select the Objects first and then the **Delete** Key.
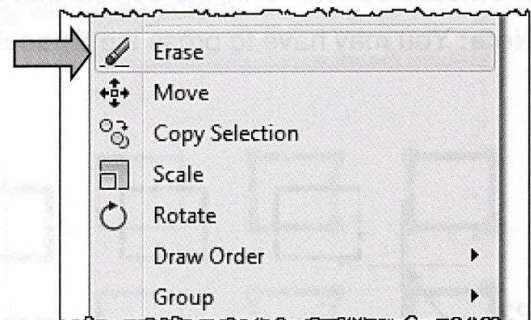
Example:
1. Select the object to be erased.
2. Press the **Delete** Key.

Method 3
Select the Objects first and then select Erase command from the Shortcut Menu.

Example:
1. Select the object to be erased.
2. Press the right Mouse button.
3. Select **Erase** from the Shortcut Menu
   using the left mouse button.

Erase
Move
Copy Selection
Scale
Rotate
Draw Order   ▶
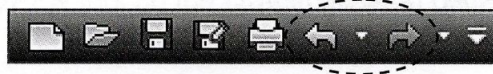Group   ▶

Note: Very Important
If you want the erased objects to return, select the **Undo tool**   from the **Quick Access Toolbar**. This will **Undo** the last command.
More about Undo and Redo on the next page.

UNDO and REDO

The **UNDO** and **REDO** tools allow you to undo or redo previous commands.
For example, if you erase an object by mistake, you can UNDO the previous "erase"
command and the object will reappear. So don't panic if you do something wrong. Just
use the UNDO command to remove the previous commands.

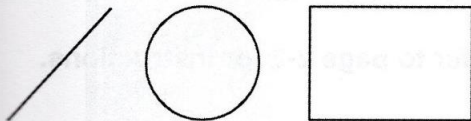The **Undo** and **Redo** tools are located in the **Quick Access Toolbar**.

Note:
You may UNDO commands used during a work session until you close the drawing.

How to use the Undo tool.

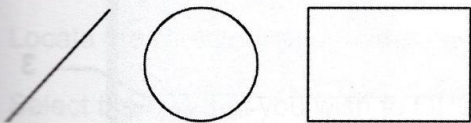1. Draw a line, circle and a rectangle.

Your drawing should look approximately like this.

2. Next Erase the Circle and the Rectangle.

   (The Circle and the Rectangle disappear.)

3. Select the **UNDO** arrow.

You have now deleted the ERASE command operation.
As a result the erased objects reappear.

How to use the Redo command:
Select the **REDO** arrow and the Circle and Rectangle will disappear again.
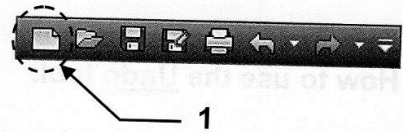
STARTING A NEW DRAWING

Starting A New Drawing means that you want to start with a previously created Template file. That is why I taught you "how to create a template" at the beginning of this lesson. You will use the **2015-Workbook Helper.dwt** template each time you are instructed to **Start a New Drawing**.

*Note: Do not use the **New** tool if you want to **open** an **existing drawing**. Refer to page 2-19 to **OPEN** an existing drawing file.*
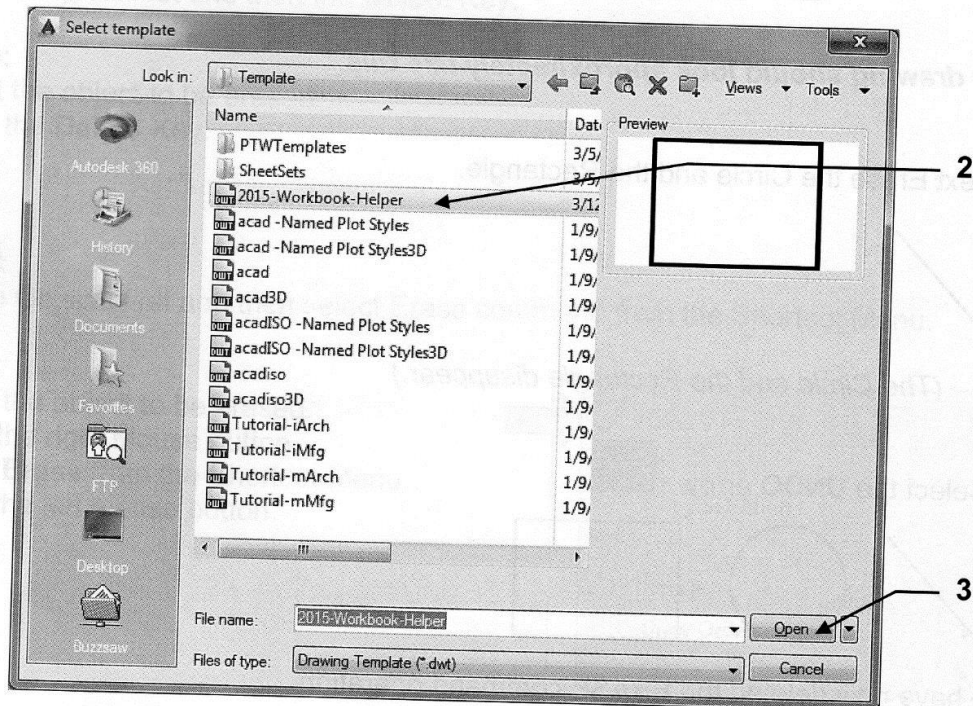
HOW TO START A NEW DRAWING

1. Select the **NEW** tool from the **Quick Access Toolbar**.

2. Select the **2015-Workbook Helper.dwt** from the list of templates.

   Note: If you do not have this template, refer to page 2-2 for instructions.
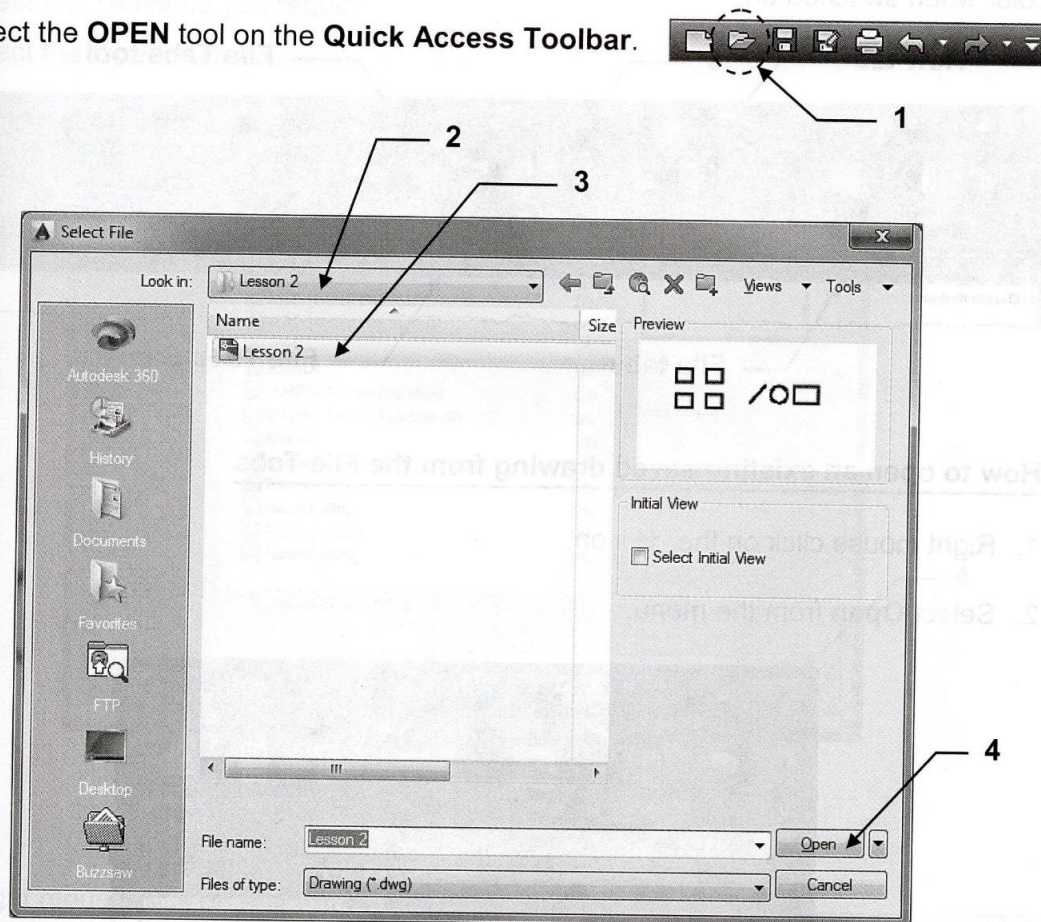

3. Select the **Open** button.

OPENING AN EXISTING DRAWING FILE

Opening an **Existing Drawing File** means that you would like to open, on to the screen, a drawing that has been previously created and saved. Usually you are opening it to continue working on it or you need to make some changes.

1. Select the **OPEN** tool on the **Quick Access Toolbar**.
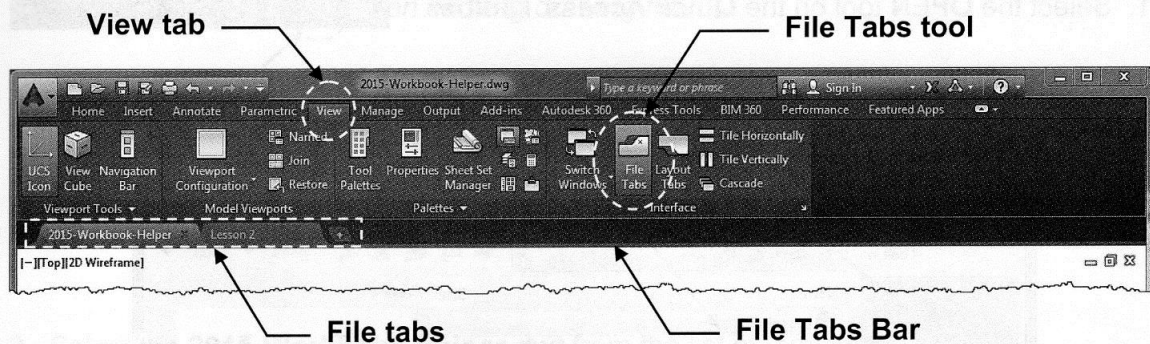

2. Locate the Directory and Folder in which the file had previously been saved.

3. Select the File that you wish to OPEN.

4. Select the **Open** button.
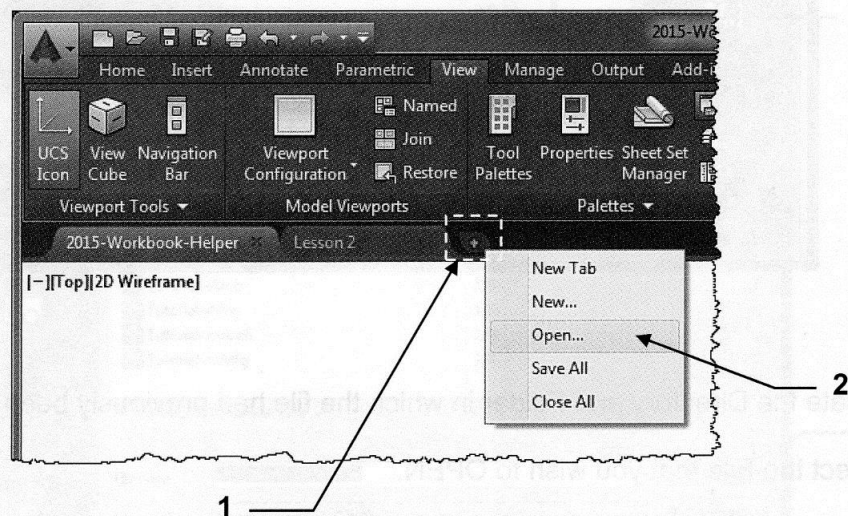
OPEN MULTIPLE FILES

The **File Tabs** tool allows you to have multiple drawings open at the same time. If the File Tabs tool is switched on (on by default), you can open existing saved drawings or create new ones.

The **File Tabs** tool is located on the **Interface** panel of the **View** tab, and is a Neon Blue color when switched on.

View tab —   **File Tabs tool**

File tabs   **File Tabs Bar**

How to open an existing saved drawing from the File Tabs

1. Right mouse click on the '**+**' icon.

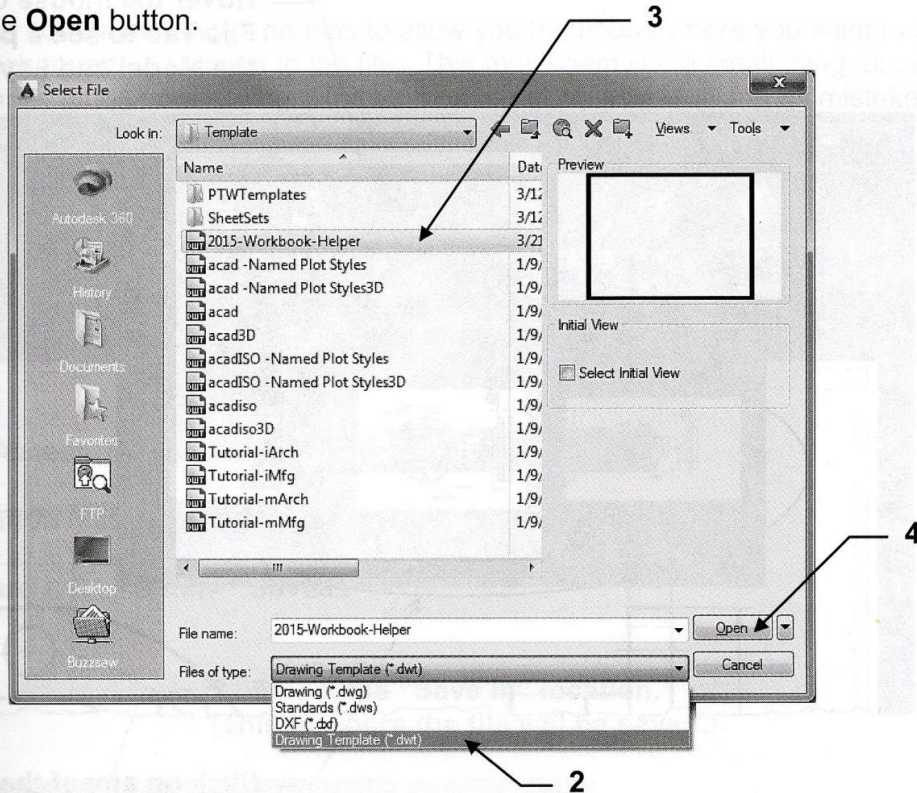2. Select **Open** from the menu.

3. Locate the Directory and Folder for the previously saved file.   (Refer to page 2-19)

4. Select the File you wish to open.

5. Select the **Open** button.

OPEN MULTIPLE FILES....continued

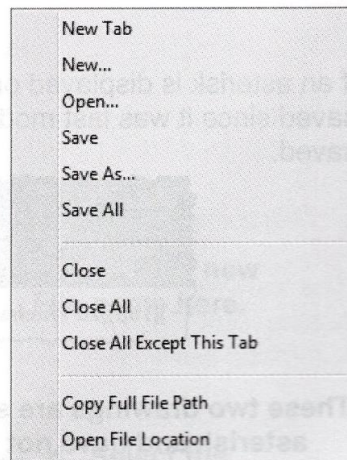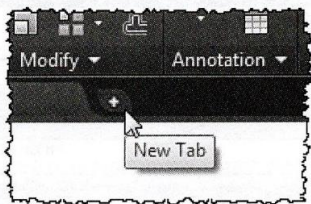**How to open a new drawing from the Files Tab**.

1. Right mouse click on the '**+**' icon.   (Refer to page 2-20)

2. Select **Drawing Template (*.dwt)** from the **Files of type** drop-down list.

3. Select the Template you require.

4. Select the **Open** button.

Note:
If you right mouse click on any **File Tab** a menu appears with various options, including closing all open drawing tabs except the one you just clicked on.
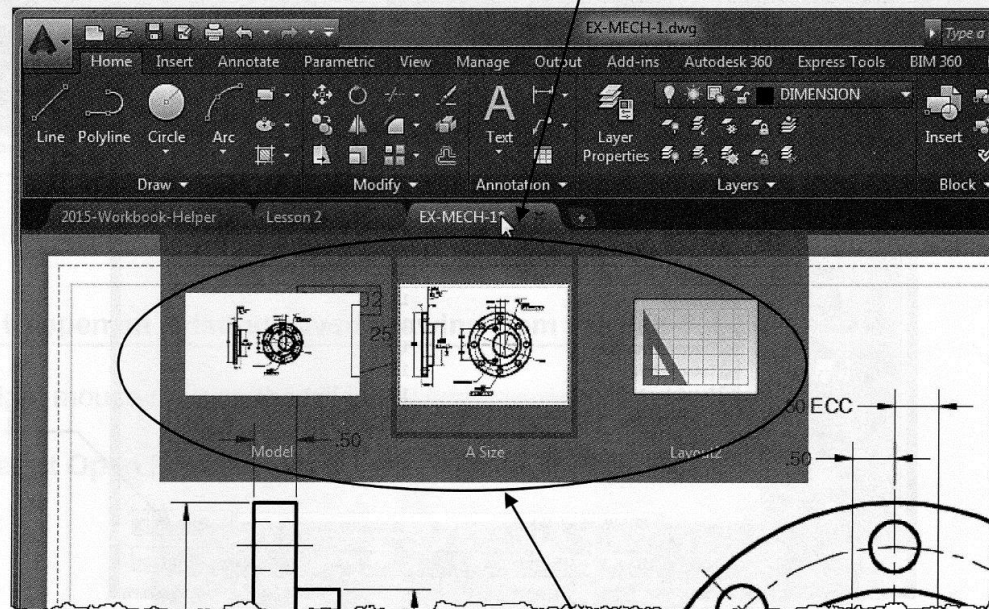
You can also select a **New Tab** page where you can access online resources and the Learn and Create pages. (Refer to page 1-2) You can also left mouse click on the '**+**' icon to access the **New Tab** page.
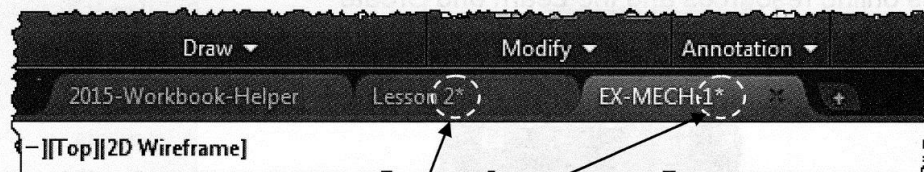
OPEN MULTIPLE FILES....continued

The File Tabs drawing previews allow you to quickly change between open drawings. If you hover your mouse over any open File Tab, a preview of the Model and the Layout tabs are displayed. You can click on any of the previews to take you to that particular open drawing or view.

Hover the mouse over any File Tab to see a preview of the Model and Layout Tabs

Click on any of the previews to instantly switch to that Model or Layout Tab

If an asterisk is displayed on a File Tab it means that particular drawing has not been saved since it was last modified. The asterisk will disappear when the drawing has been saved.

These two drawings are showing the asterisk and have not been saved

SAVING A DRAWING FILE

After starting a new drawing, it is best practice to save it immediately. Learning how to save a drawing correctly is almost more important than making the drawing. If you can't save correctly, you will lose the drawing and hours of work.
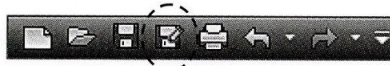
There are 2 commands for saving a drawing: **Save** and **Save As**.
I prefer to use **Save As**.

The **Save As** command always pauses to allow you to choose where you want to store the file and what name to assign to the file. This may seem like a small thing, but it has saved me many times from saving a drawing on top of another drawing by mistake.

The **Save** command will automatically save the file either back to where you retrieved it or where you last saved a previous drawing. Neither may be the correct destination. And may replace a file with the same name. So play it safe, use **Save As** for now.

1. Select the **Saveas** command using one of the following:

Quick Access Toolbar =
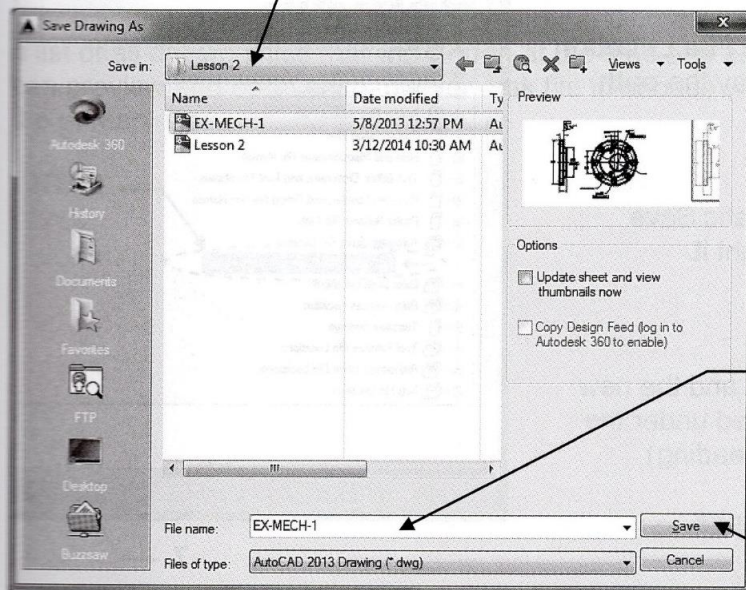or
Application Menu = Save As / Drawing
or
Keyboard = SA <enter>   Saveas

2. Select the "Save In" location.
    (This is where the file will be saved.)

3. Type the new
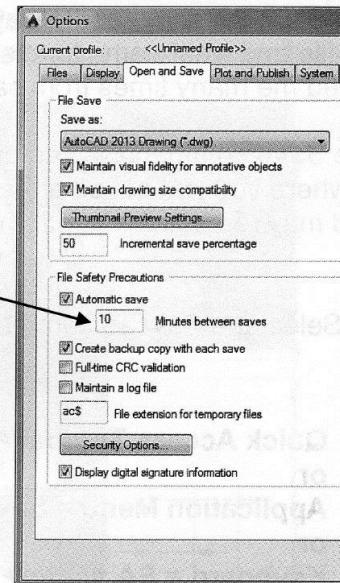   File name here.

4. Select the
    "Save" button.

2-23

AUTOMATIC SAVE

AUTOMATIC SAVE

If you turn the automatic save option ON, your drawing is saved at specified time intervals. These temporary files are automatically deleted when a drawing closes normally. The default save time is every 10 minutes. You may change the save time Intervals and where you would prefer the Automatic Save files to be saved.
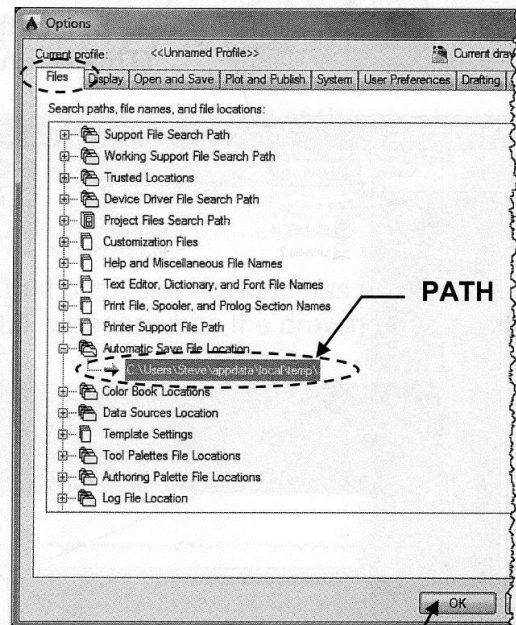
How to set the Automatic Save intervals

1. Type **options** <enter>

2. Select the **Open and Save** tab.

3. Enter the desired **minutes between saves**.

4. Select the **OK** button.

How to change the Automatic Save location

1. Type **options** <enter>

2. Select the **Files** tab.

3. Locate the **Automatic Save File Location** and click on the "**+**" to display the **path**.

4. Double click on the path.

5. Browse to locate the Automatic Save Location desired and highlight it.

6. Select **OK**.

(The browse box will disappear and the new location path should be displayed under the Automatic Save File Location heading)

7. Select **OK** to accept the change.

BACK UP FILES and RECOVER

BACK UP FILES

When you save a drawing file, Autocad creates a file with a **.dwg** extension.
For example, if you save a drawing as **12b**, Autocad saves it as **12b.dwg**.
The next time you save that same drawing, Autocad replaces the old with the new and
renames the old version **12b.bak**. The old version is now a <u>back up</u> file.
(Only 1 backup file for each drawing file is stored.)

How to open a back up file:
You can't open a **".bak"** file.
It must first be renamed with a **".dwg"** file extension.

How to view the list of back up files:
The backup files will be saved in the same location as the drawing file.
You must use Windows Explorer to locate the .bak files.

How to rename a back up file:
1. Right click on the file name.
2. Select "Rename".
3. Change the .bak extension to .dwg and press <enter>.

RECOVERING A DRAWING

In the event of a program failure or a power failure any open files should be saved
automatically. (Refer to page 2-24)

When you attempt to re-open the drawing the **Drawing Recovery Manager** will display
a list of all drawing files that were open at the time of a program or system failure. You
can preview and open each .dwg or .bak file to choose which one should be saved as
the primary file.

EXITING AUTOCAD

To safely exit AutoCAD follow the instructions below.

1. Save all open drawings.

2. Start the **EXIT** procedure using one of the following.

> **Ribbon = None**
> or
> **Application Menu =**   Exit Autodesk AutoCAD 2015
> or
> **Keyboard = Exit <enter>**

If any changes have been made to the drawing since the last **Save As**, the warning box shown below will appear asking if you want to **SAVE THE CHANGES**?

Select **YES, NO** or **CANCEL**.

AutoCAD

❓ Save changes to C:\Users\Steve\Documents\Beginning AutoCAD 2015 - Images\Lesson 2\EX-MECH-1.dwg?

Yes   No   Cancel