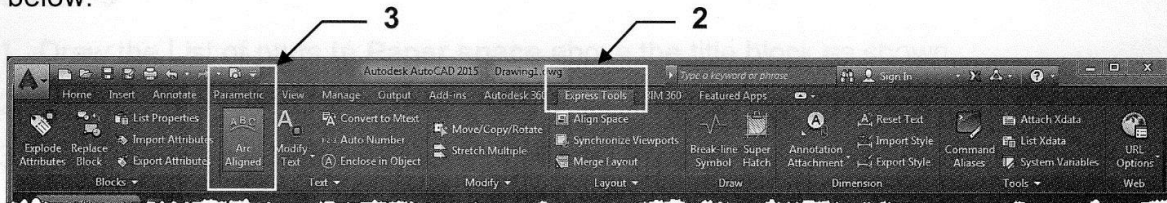


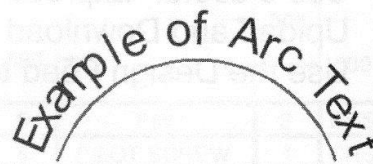
TEXT - Arc Aligned

ARCTEXT allows you to place Text along the arc's curve. You may control the appearance of the text easily using the ArcAlignedText Workshop Dialog box shown below.

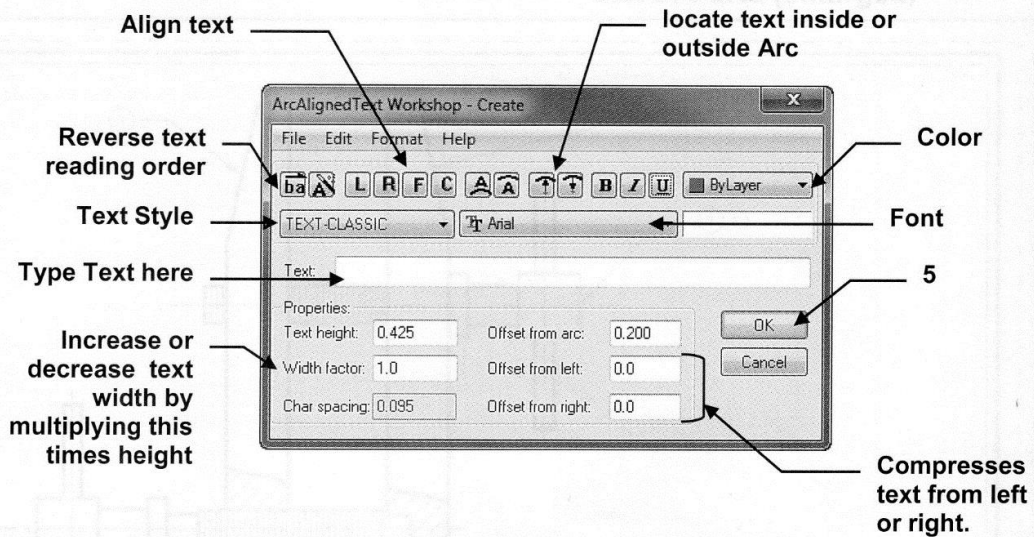


HOW TO CREATE ARCTEXT

1. Draw an Arc
2. Select **Express Tool** tab.
3. Select **Arc Aligned** tool.
4. Select the Arc.



The **ArcAlignedTextWorkshop-Create** dialog box will appear.



5. Select the options you desire and then select the **OK** button.

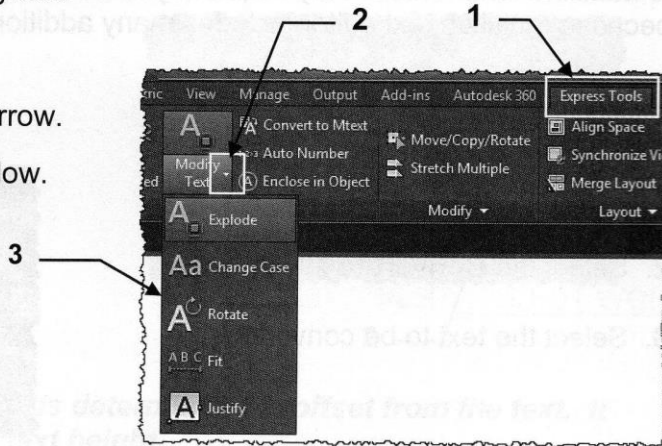
HOW TO EDIT THE ARCTEXT

1. Select the **ArcText** command.
2. Select the existing text.
The **ArcAlignedTextWorkshop - Modify** dialog box will appear
3. Make changes and select the **OK** button.

TEXT - Modify Text

MODIFY TEXT has 5 options, **Explode**, **Change Case**, **Rotate**, **Fit** and **Justify**, to increase your manipulation of existing text.

1. Select the **Express Tools** tab.
2. Select the **Modify Text** ▼ down arrow.
3. Select one of the options listed below.
4. Select the text to be modified.
5. Select <enter> to stop.



EXPLODE

Text explodes into Lines and Arcs

CHANGE CASE

Changes text case to one of the following:

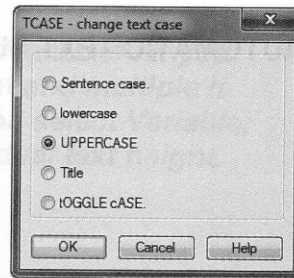
Sentence Case: The first letter of the sentence is upper case.
All others lower case.

Lowercase: All letters lower case.

Uppercase: All letters upper case

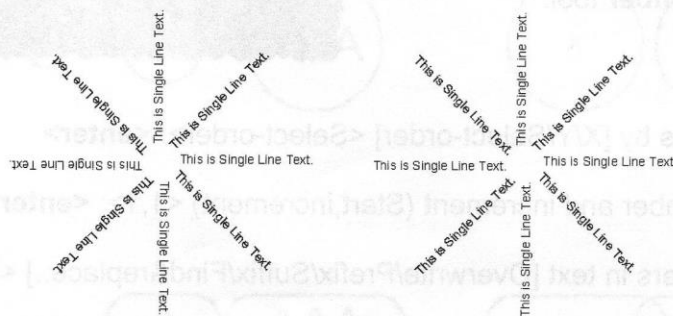
Title: The first letter of each word uppercase.

Toggle Case: Changes upper to lower and vice versa



ROTATE

Allows you to rotate the existing text "most readable" or a specific angle.

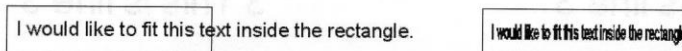


Before Rotate

After Rotate

FIT

Allows you to compress or stretch text between two points.



Before Fit

After Fit

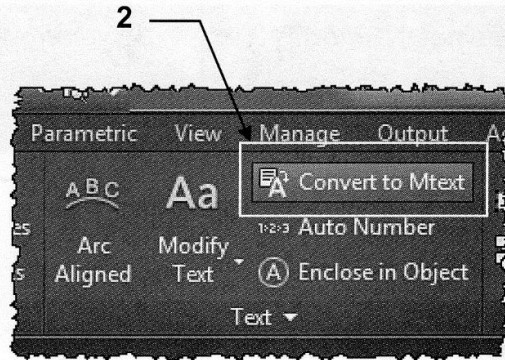
JUSTIFY

Allows you to change the justification but....you can do this with Properties also.

TEXT - Convert to MText and Auto Number

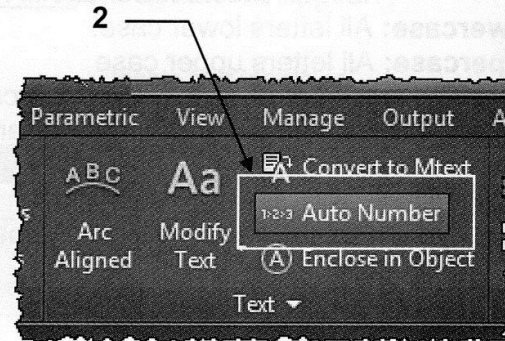
CONVERT TO MTEXT allows you to convert text created with Single Line text command to Multiline text. This is very helpful if you would like to modify the single line text because multiline text editor includes many additional editing options.

1. Select the **Express Tools** tab.
2. Select the **Convert to Mtext** tool.
3. Select the text to be converted.



AUTOMATIC TEXT NUMBERING allows you to add sequential numbers to existing text.

1. Select the **Express Tools** tab.
2. Select the **Auto Number** tool.
3. Select the text.



4. Sort selected objects by [X/Y/Select-order] <Select-order>: **<enter>**
5. Specify starting number and increment (Start,increment) <1,1>: **<enter>**
6. Placement of numbers in text [Overwrite/Prefix/Suffix/Find&replace..] < Prefix>: **<enter>**

This is line 1.
This is line 2.
This is line 3

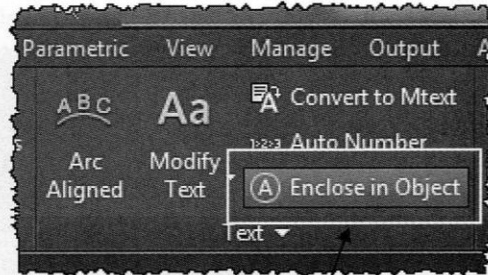
Before Auto Number

1 This is line 1.
2 This is line 2.
3 This is line 3

After Auto Number

TEXT - Enclose in Object

ENCLOSE IN OBJECT allows you to place a Circle, Slot or Rectangle around text.



1. Select the **Express Tools** tab.
2. Select the **Enclose in Object** tool.
3. Select the Text.
4. Enter distance offset factor <.350>: **this determines the offset from the text. It multiplies this number times the text height.**
5. Enclose text with [Circles/Slots/Rectangles] <Circles>: **select the enclosure**
6. Create circles of constant or variable size [Constant/Variable] <Variable>: **if you select Constant, AutoCAD will select the largest text height and multiple it times the offset distance to determine the size for all. If you select Variable, each offset distance will be calculated based on the individual text height.**

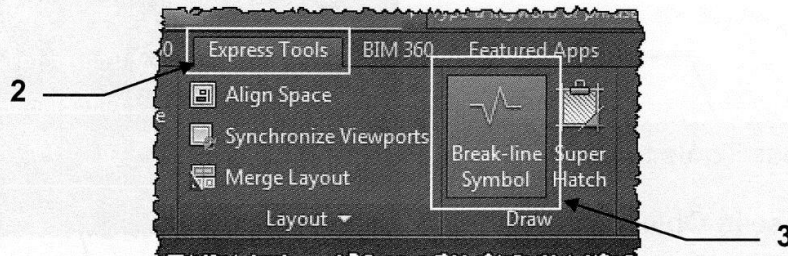
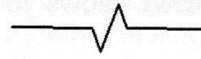
EXAMPLES:

| | | VARIABLE | CONSTANT |
|-----------|--|----------|----------|
| CIRCLE | | | |
| SLOT | | | |
| RECTANGLE | | | |

DRAW - Break-Line Symbol

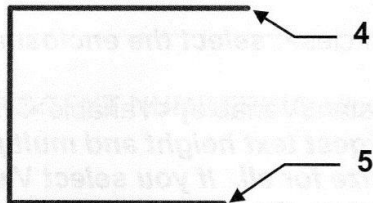
BREAKLINE

Creates a polyline and inserts the break-line symbol.



How to create a Break-Line Symbol

1. Draw 3 Lines as shown below.

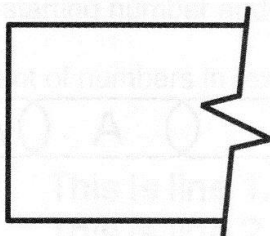


2. Select the **Express Tools** tab.
3. Select the **Break-Line Symbol** tool.

Command: breakline

Block= BRKLINE.DWG, Size= .500, Extension= .180

4. Specify first point for breakline or [Block/Size/Extension]: **snap to 1st endpoint**
5. Specify second point for breakline: **snap to 2nd endpoint**
6. Specify location for break symbol <Midpoint>: **<enter>**



Options:

Block: You may select another block to be used instead of the Break-line symbol.

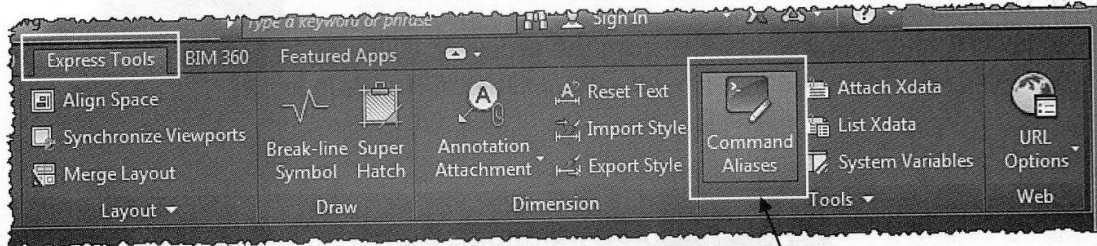
Size: You may designate the size of the Break-line symbol.

Extension: You may designate the amount the Break-line overlaps the existing line.

TOOLS - Command Aliases

COMMAND ALIASES

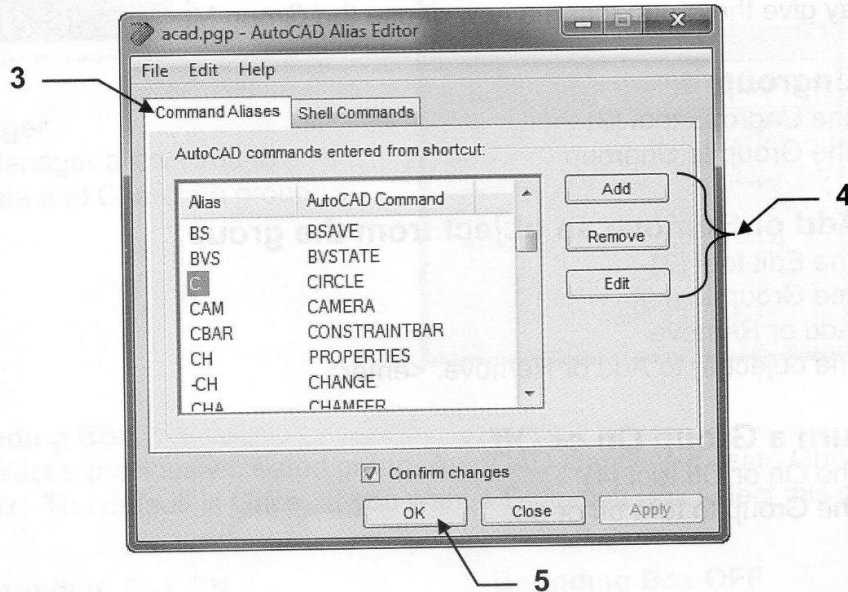
AutoCAD has many preset aliases for common commands. For example: **C** for **Circle**. These aliases are stored in the **acad.pgp** file. Using the **Command Aliases** tool you may **Add, Remove** or **Edit** an Alias.



How to use the **Command Aliases** tool.

1. Select the **Express Tools** tab.
2. Select the **Command Aliases** tool.

The acad.pgp - AutoCAD Alias Editor appears.



3. Select the **Command Aliases** tab.
4. Select the **Add, Remove** or **Edit** button.
 - Add:** You will specify an **Alias** and select the corresponding command. Then **OK**
 - Remove:** Click on the Alias and select the **Remove** button.
 - Edit:** Enter the new Alias to replace the existing Alias. Then **OK**
5. Select **OK** button.

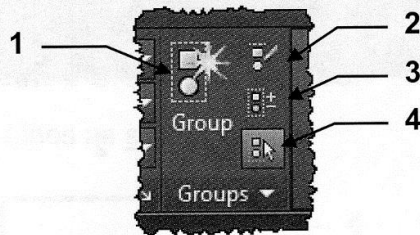
CREATING A GROUP

The Group tools allow you to group a set of objects and give them a name.

Select **Home tab / Groups panel**

You may:

1. Create a group
2. Ungroup
3. Edit: Add or remove objects from the group
4. On or Off: Temporarily turn the Group On or Off. (Blue is ON)



How to create a Group

1. Select the Create Group tool (1)
2. Select the objects to Group.
3. You may give the group a name now or use the Group Manager. (See next page)

How to Ungroup

1. Select the Ungroup tool (2)
2. Select the Group to Ungroup

How to Add or Remove an object from the group.

1. Select the Edit tool (3)
2. Select the Group to edit
3. Select Add or Remove
4. Select the object(s) to Add or Remove. <enter>

How to turn a Group On or Off.

1. Select the On or Off tool (4)
2. Select the Group to turn off or on.

Note:

You may temporarily turn off a group, make a move an object within the group and then turn the group On. The moved object will remain in group but now in a different position.

Purge a Group

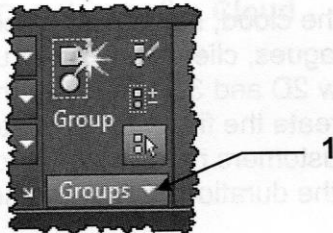
A Group, no longer needed, can be **purged**. (Refer to 29-9)

Continued on the next page...

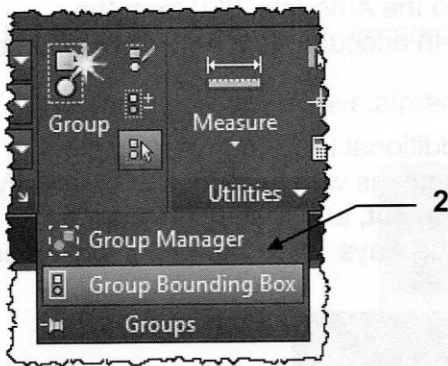
CREATING A GROUP....continued

Managing the Group

1. Select the Groups down arrow ▼



2. Select **Group Manager** or **Group Bounding Box**



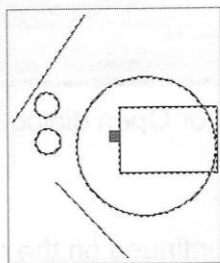
Group Manager

The Group Manager allows you to identify, create and change a group.

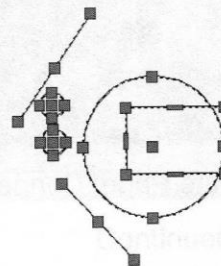
Group Bounding Box

When you select a previously created group, AutoCAD identifies it using Grips or a Bounding Box. The default is Grips. If you want a Bounding Box select this option.

Bounding Box ON



Bounding Box OFF



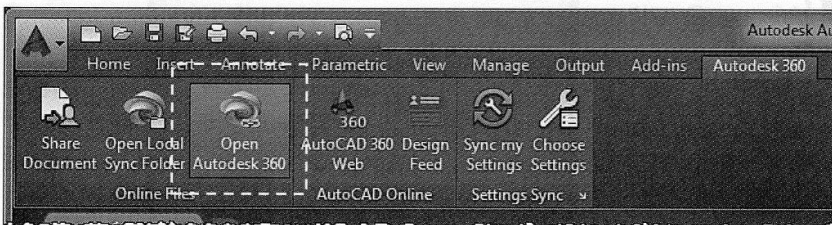
AUTODESK 360 CONNECTIVITY

Autodesk® 360 is a set of secure online servers that you can use to store, retrieve, organize, and share drawings and other documents.

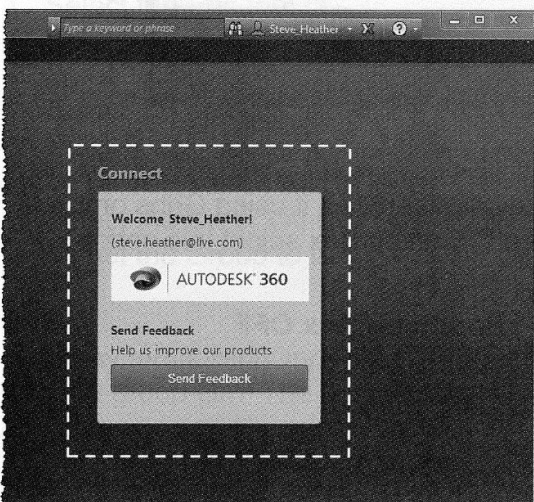
Over the next few pages the Autodesk 360 “documents” will be discussed. Use this service to store your design documents in the cloud, so you can access them anytime, anywhere and easily share them with colleagues, clients and other users. Viewing capabilities enable users to open and review 2D and 3D DWF files through a web browser, without the design software used to create the files. 5 GB of storage space is available for free. Autodesk subscription customers receive 25 GB of storage space for each seat of software on Subscription for the duration of their Subscription contract term.

In AutoCAD 2015 you can connect directly to the Autodesk 360 for online file sharing, customized file syncing and more. You can sign into the Autodesk 360 from the InfoCenter toolbar using your Autodesk single Sign-In account. If you do not yet have an account, you can create one.

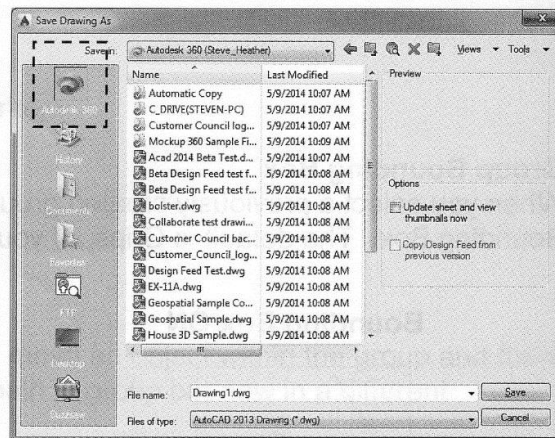
After signing in, your user name is displayed and additional tools are displayed in the drop-down menu including the option to sync your settings with Autodesk 360, specify online options, access Autodesk 360 documents, sign out, and manage account settings. You may access the Autodesk 360 in various ways. Here are a few examples.



Autodesk 360 tab/
Online Files panel/
Open Autodesk 360



New Tab Page/ Create Page/ Connect

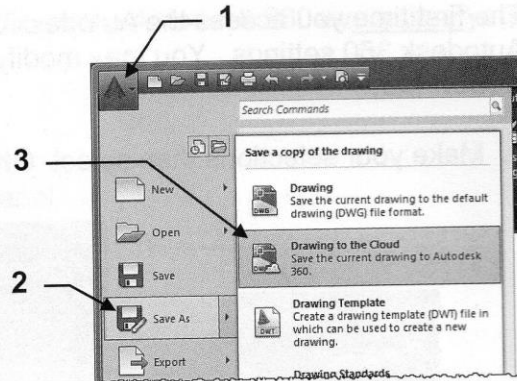


Save As or Open dialog boxes

Continued on the next page...

How to save a file to Autodesk 360

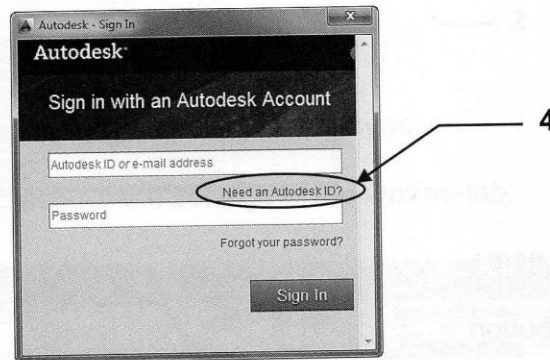
1. Select the **Application Menu**
2. Select **Save As** ►
3. Select **Drawing to the Cloud**



The **Account Sign In** box should appear.

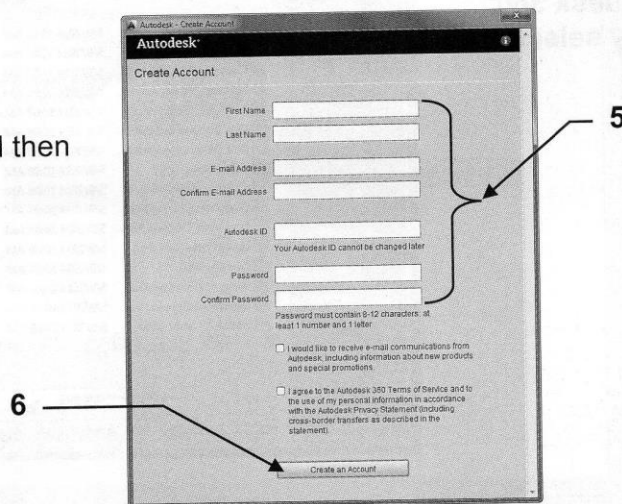
4. If you have not previously created an account select **Need an Autodesk ID?**

If you have already created an account skip to 8.



The **Create Account** box should appear.

5. Fill in the boxes
6. Select **Create Account** and then sign in.



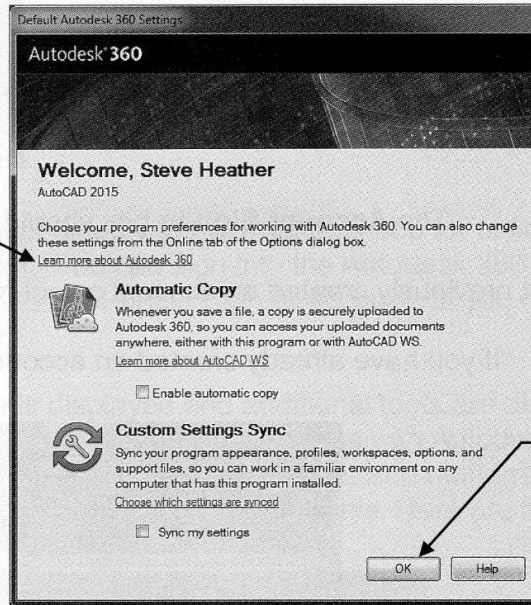
Continued on the next page...

How to save a file to Autodesk 360....continued

The first time you access the Autodesk 360, you have the opportunity to specify default Autodesk 360 settings. You may modify these selections later using the **Autodesk 360 ribbon tab**.

7. Make your selections then select **OK**.

Click here to learn more about the settings

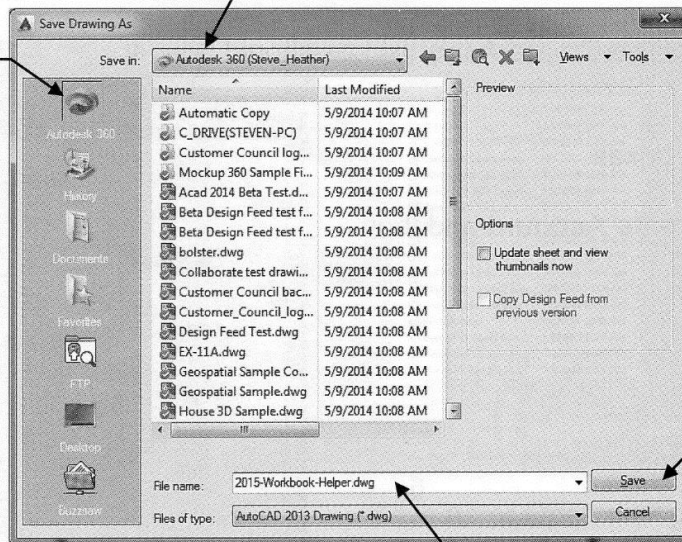


8. Enter the file name

9. Select **Save** button.


Notice "Autodesk 360" Account

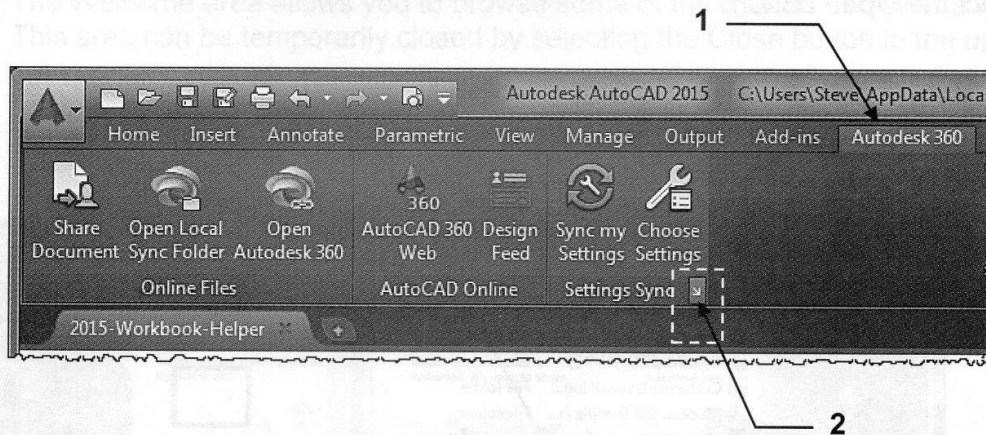
Notice "Autodesk 360" directory selected



How to save a file to Autodesk 360 automatically

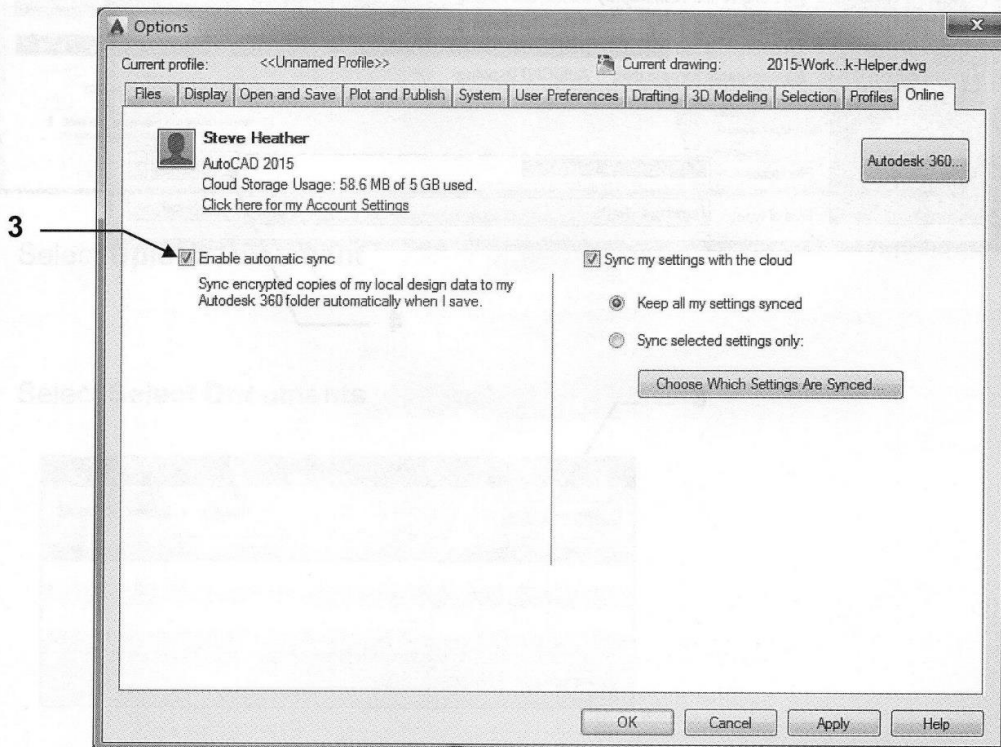
You may set AutoCAD to automatically save the file to the Autodesk 360 every time you save a file.

1. Select the **Autodesk 360** tab.
2. Select the arrow  on the **Settings Sync Panel**.



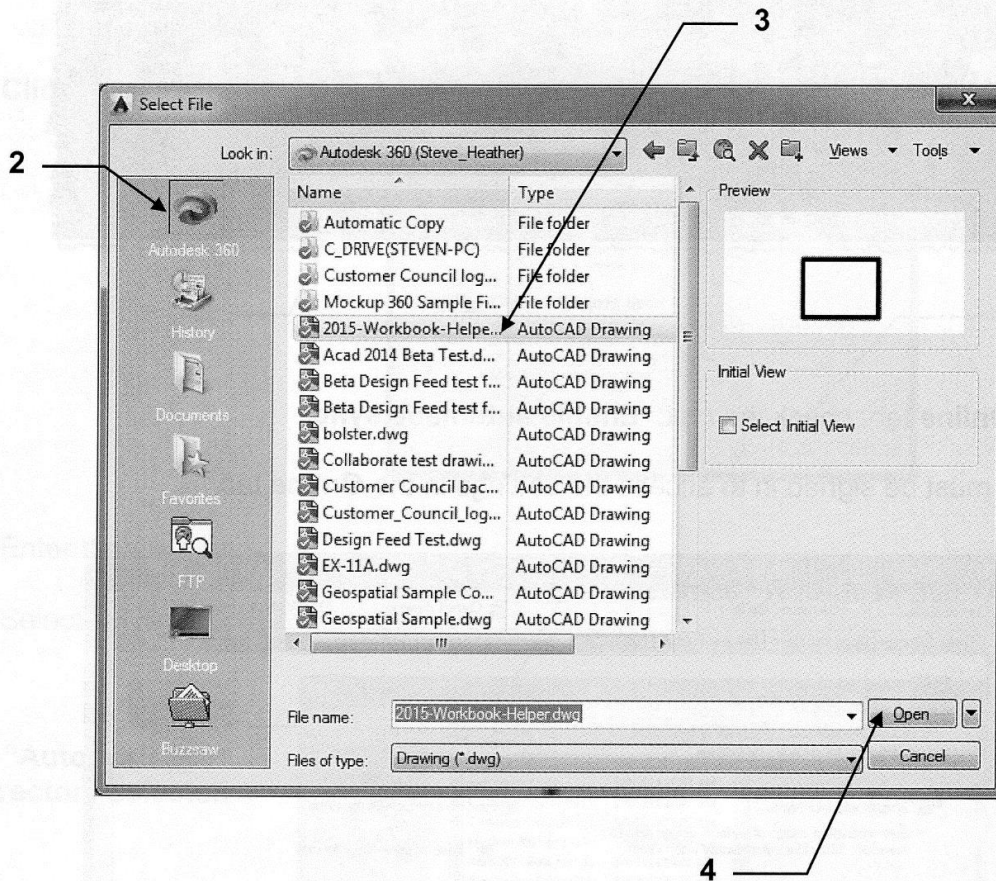
3. In the **Online** tab, check the box: **Enable automatic sync**.

Note: You must be signed in to access the settings in the **Online** tab.



How to Open a file from Autodesk 360

1. Select **Open**
2. Select the **Autodesk 360** directory
3. Select the **file** to open.
4. Select the **Open** button.



How to Upload a document to Autodesk 360

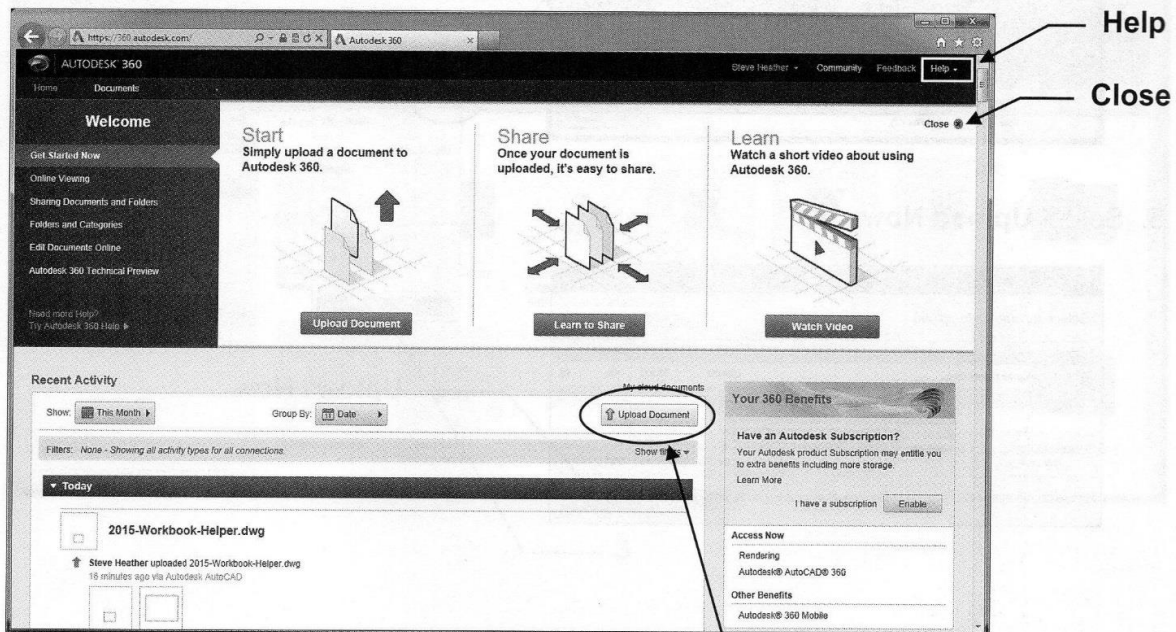
You may **upload** your files to the Autodesk 360 to share with others.



1. Select the **Autodesk 360 tab / Online Files panel / Open Autodesk 360**

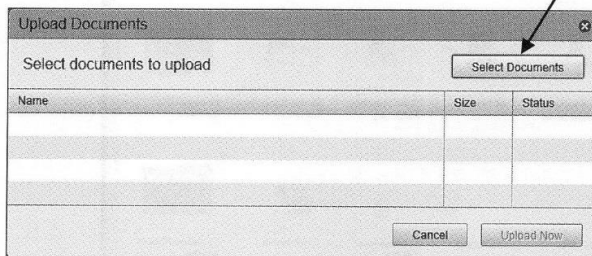
The Welcome area allows you to browse some of the options and view a video. This area can be temporarily closed by selecting the Close button in the upper right corner.

To re-open the Welcome area select the Help ▼ and select **Getting Started**.



2. Select **Upload Document**

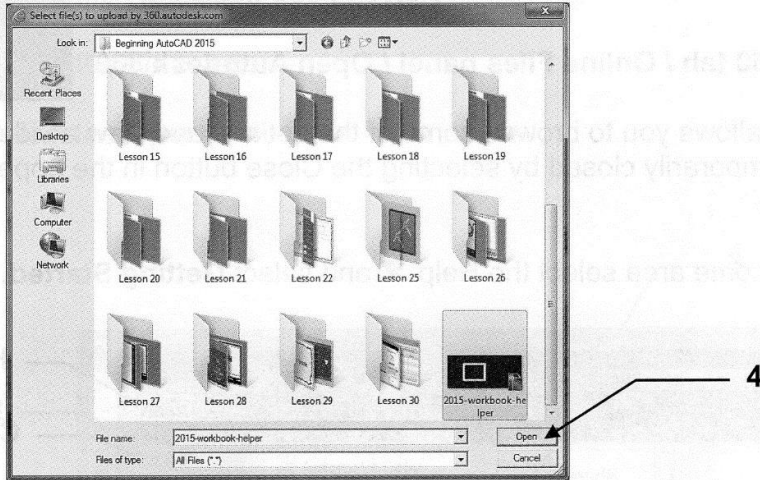
3. Select **Select Documents**



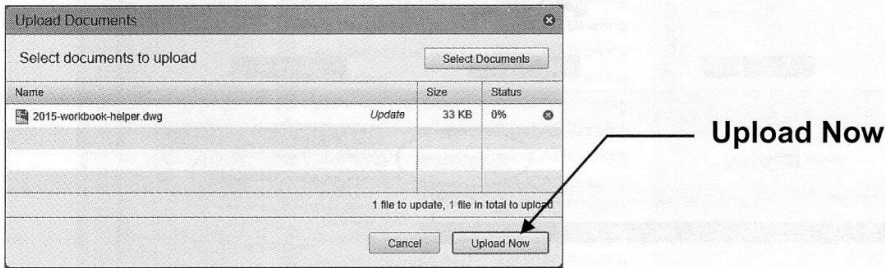
Continued on the next page...

How to Upload to Autodesk 360....continued

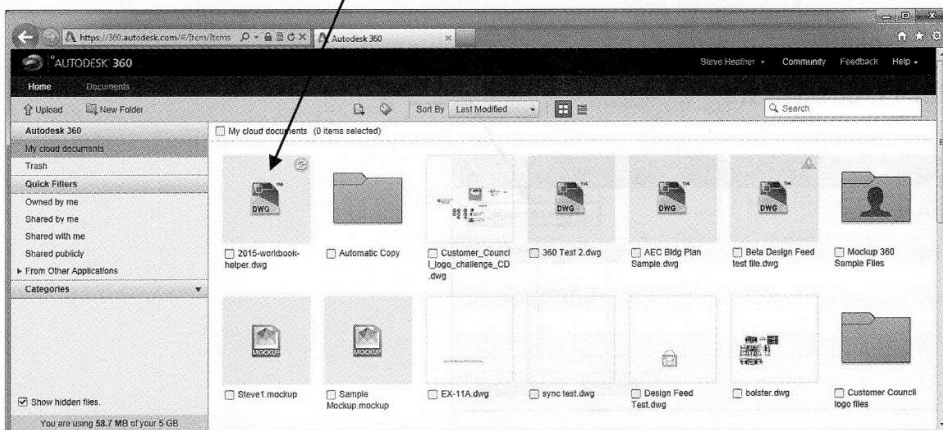
4. Locate the file to upload and select **open**



5. Select **Upload Now**



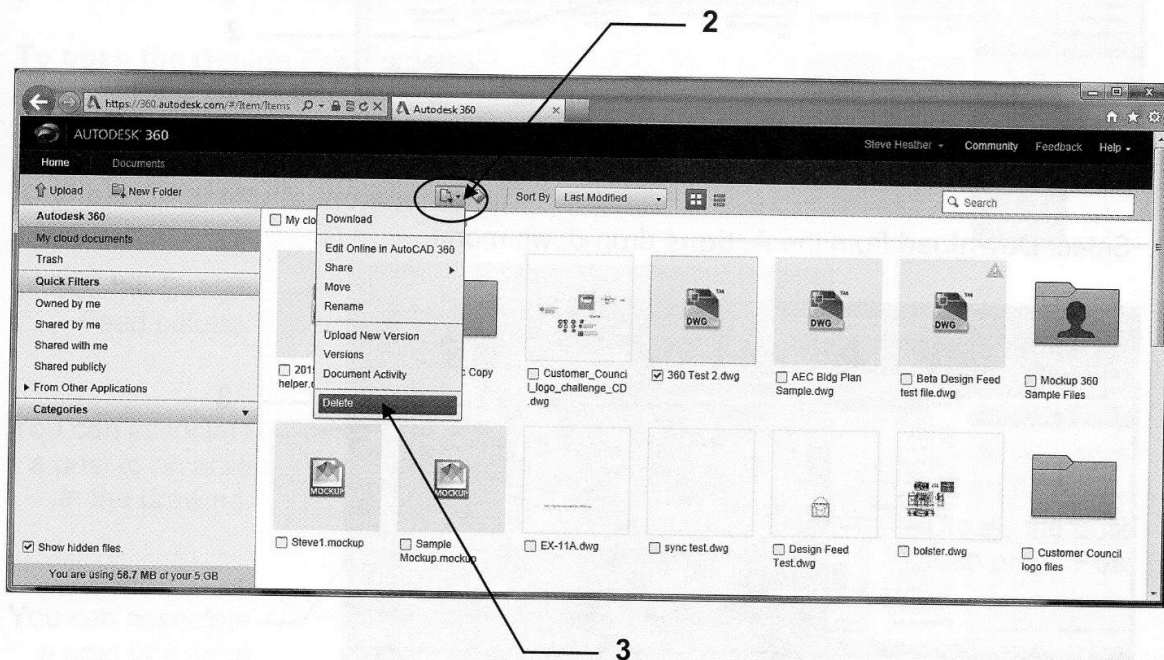
The uploaded document appears in the **My Cloud Documents** area



How to Delete an Uploaded document

How to Delete an uploaded file from My Cloud Documents

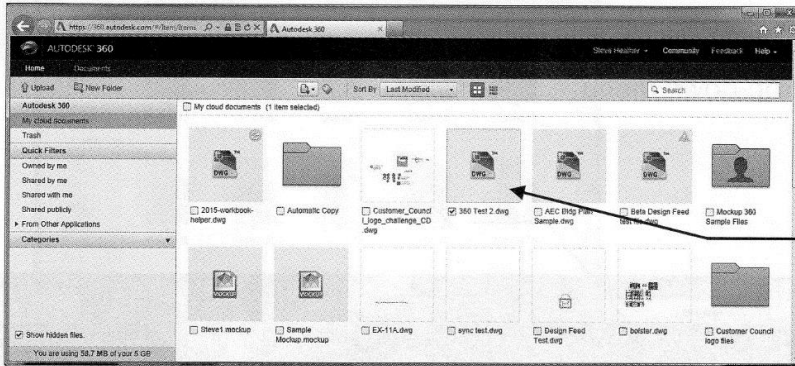
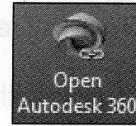
1. Select the document to be deleted
2. Select **Actions** ▼
3. Select **Delete** from the drop-down menu



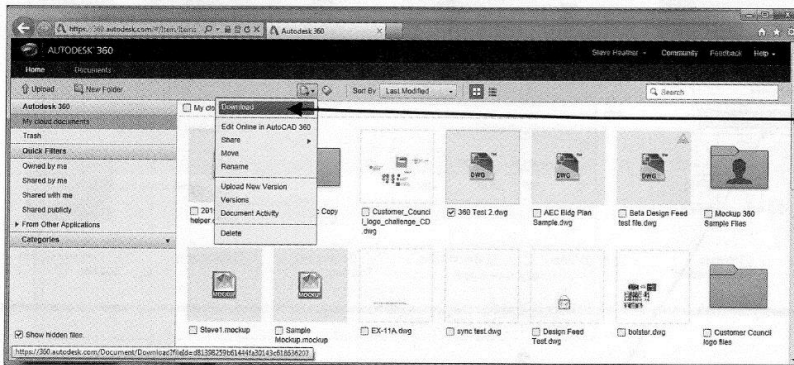
Note: You can also right-click on the document to access the same menu.

How to Download from Autodesk 360

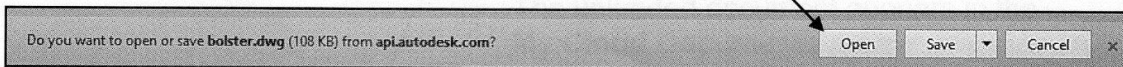
1. Select the **Autodesk 360** tab / **Online Files** panel / **Open Autodesk 360**
2. Select the document to download



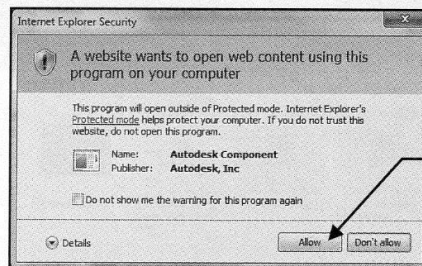
3. Select **Download** from the **Actions** drop-down menu.



4. Depending on your internet browser, select **Open**



If asked select **Allow**



The document should have opened on to the AutoCAD screen. You may view, edit, print, save etc. You may place documents in the Autodesk 360 for others to download.

Autodesk 360 Design Feed Palette

The Design Feed palette allows you to enter text messages and attach images which can then be shared online with other users who are sharing your document. You can also use the Design Feed palette to post messages and images on a document that is shared with you by another user.

You can associate a message to an area in the drawing by using a location pin or by specifying a rectangular area.

To use the Design Feed palette you must first save the drawing to the Autodesk 360, you can then tag colleagues to be included in the discussion.

To open the Design Feed palette.

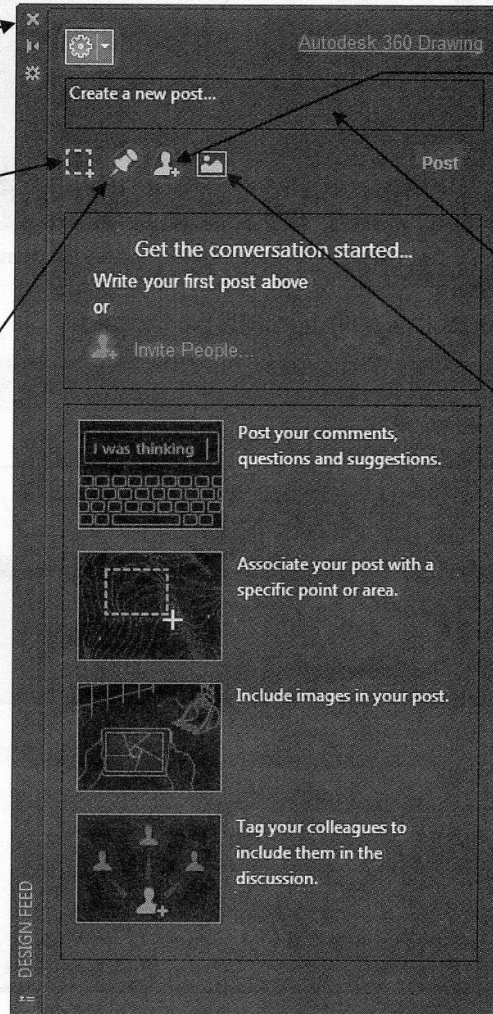
Ribbon = Autodesk 360 tab / AutoCAD Online panel / Design Feed
or
Keyboard = designfeedopen <enter>



Closes the Design Feed palette.

You can associate a post to an area in the drawing.

You can associate a post to a point in the drawing.



Tag a colleague in the post.

Create the post then press **Post**.

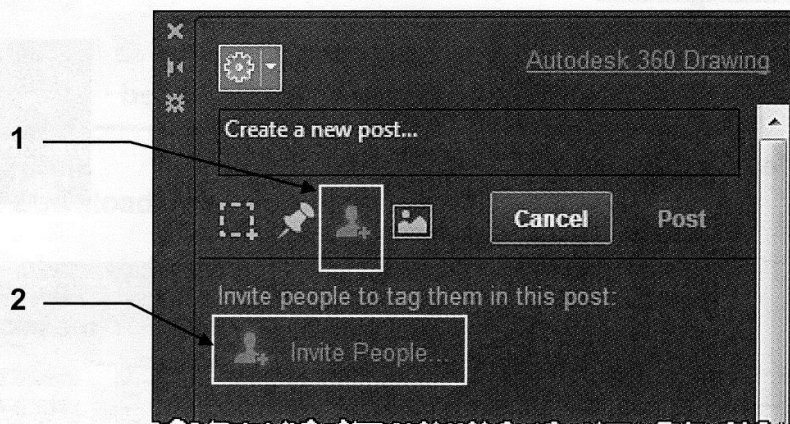
Attach an image To the post.

How to tag a colleague in the Design Feed

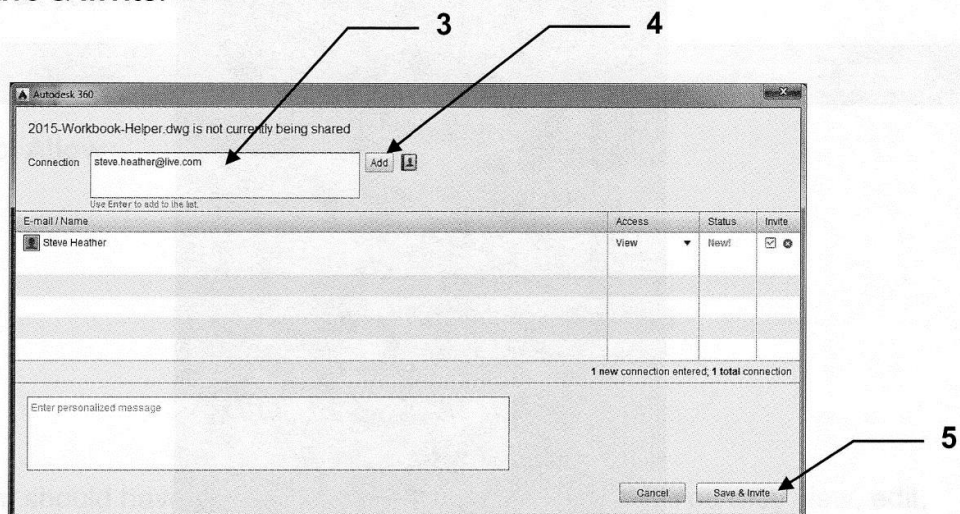
You can tag as many people as you want to the Design Feed posts within your document, they will need to have access to AutoCAD or to the online AutoCAD 360. When you tag a colleague to a post they will be notified by e-mail.

To tag a colleague in the Design Feed.

1. In the Design Feed palette, select the **Tag in this post** command.
2. Select **+ Add People**.



3. Enter the e-mail address of the colleague to be tagged.
4. Click on **Add**.
5. Select **Save & Invite**.



Continued on the next page...

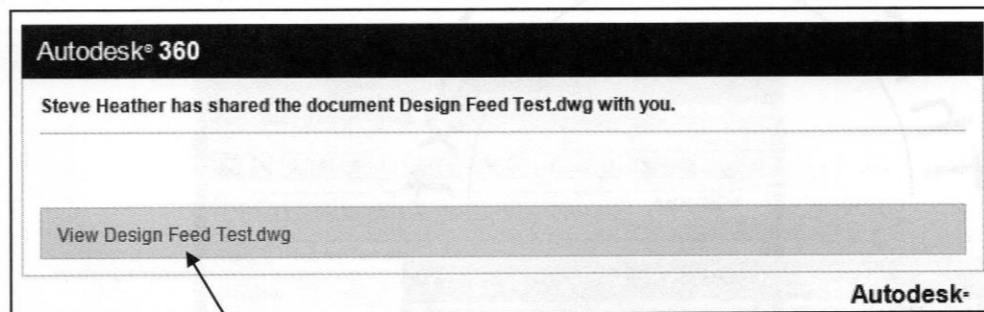
How to tag a colleague in the Design Feed..continued

After you have selected **Save & Invite**, the **Invite Sent** confirmation dialog box appears informing you that an E-mail invitation has been sent to the colleague to be tagged, also known as Connections. Select **OK** to finish.



Select **OK** to close the dialog box.

A typical e-mail notification that is sent informing a colleague of being tagged in a Design Feed post is shown below.



Clicking on the link will take the tagged colleague directly to the document at their Autodesk 360 account.