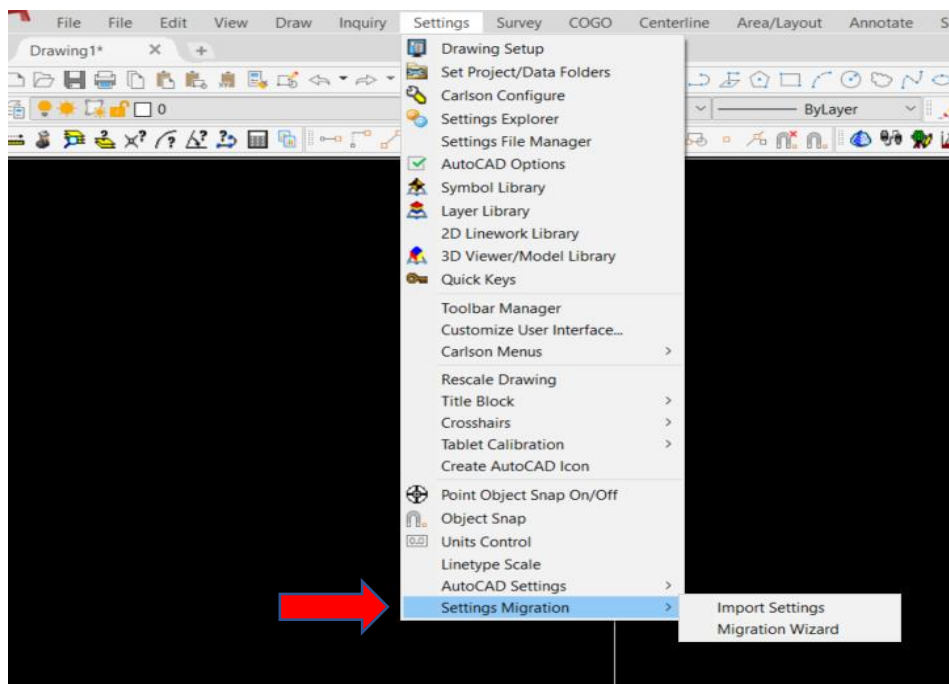


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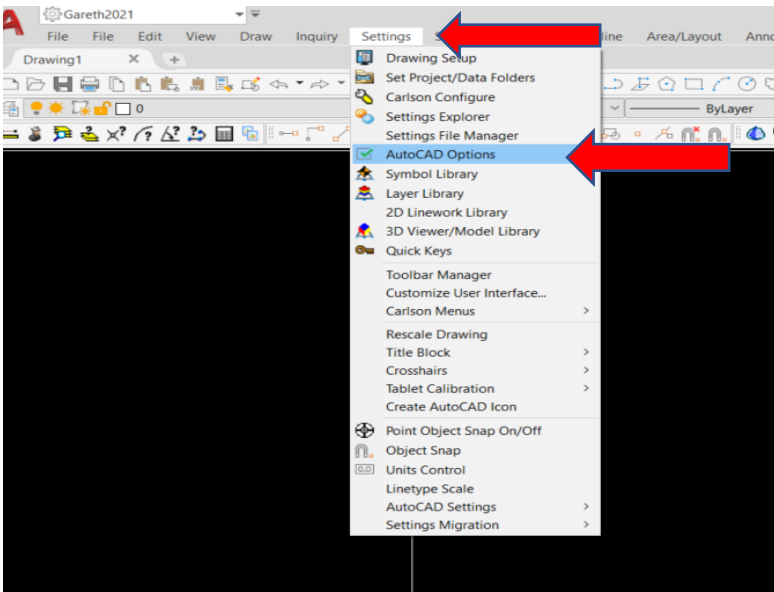
1 Introduction

AutoCAD® has default setting that can be changed. This is a beginner’s guide to change some of these setting to help it run more smoothly. As you advance you can refer back to this guide to settings you may wish to change. If you upgrade or change computers you can migrate these settings over using the ‘Migration Wizard’



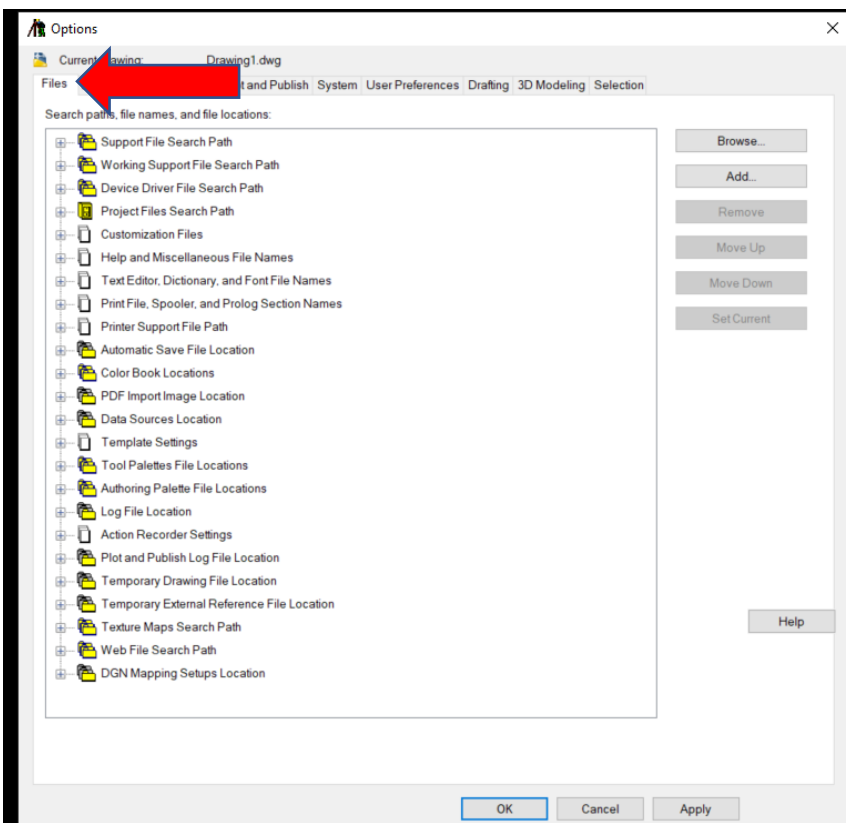
2 Settings

First you need to go into the AutoCAD® options which you will find under Settings in the drop-down menu.



3 AutoCAD® Options

We will work from left to right with the tabs.



3.1 FILES:

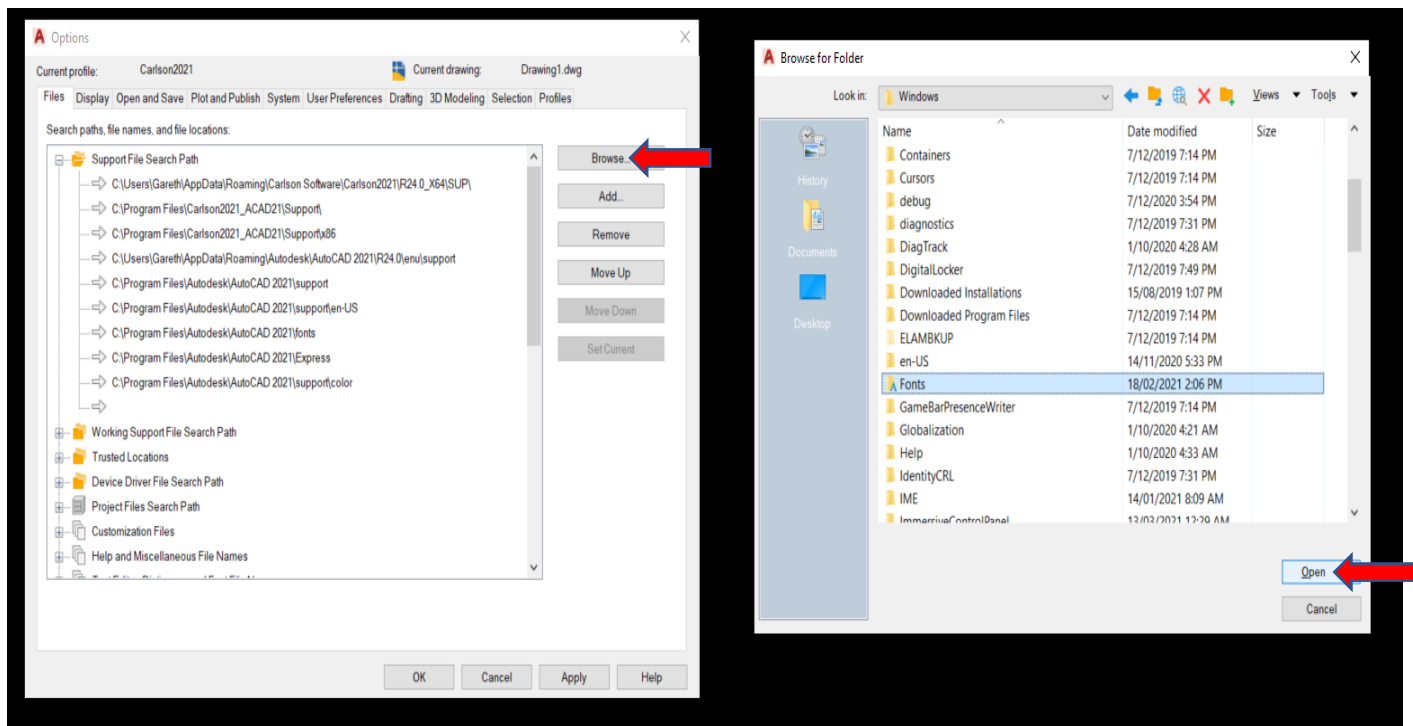
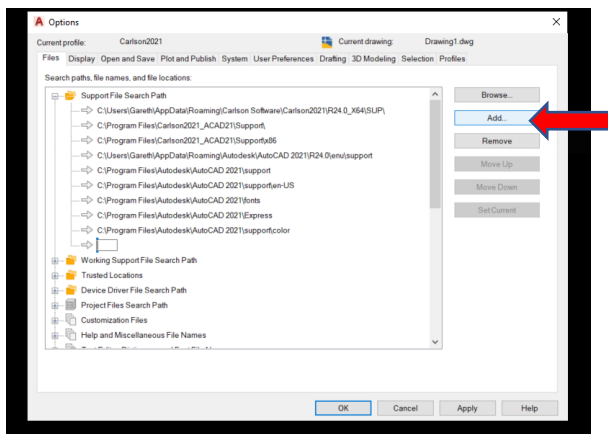
3.1.1 Support File search Path

This is for any files that will be needed to create a drawing.

It is recommended that Window Fonts be added.

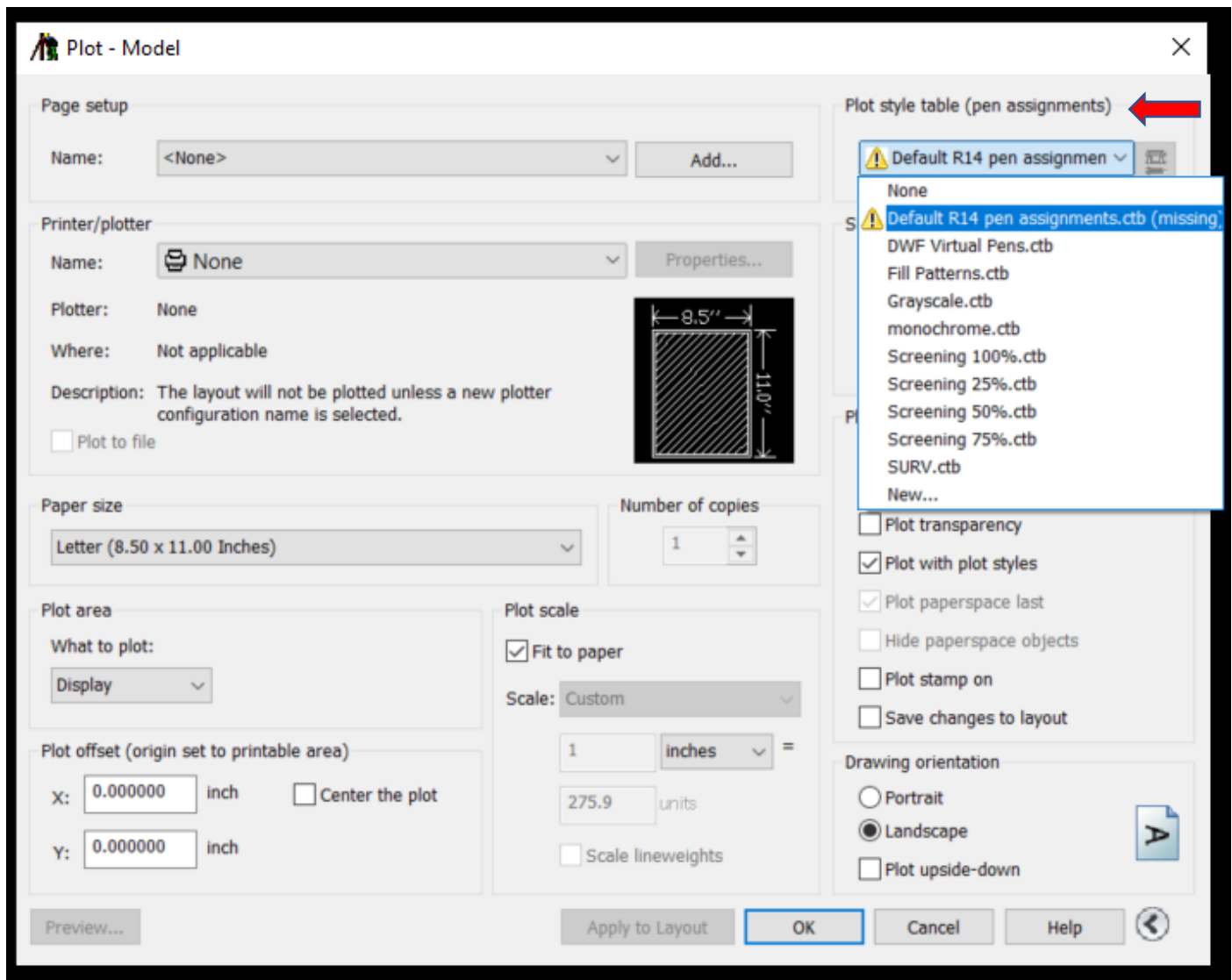
‘Add’ then ‘Browse’ to C:\Windows\Fonts

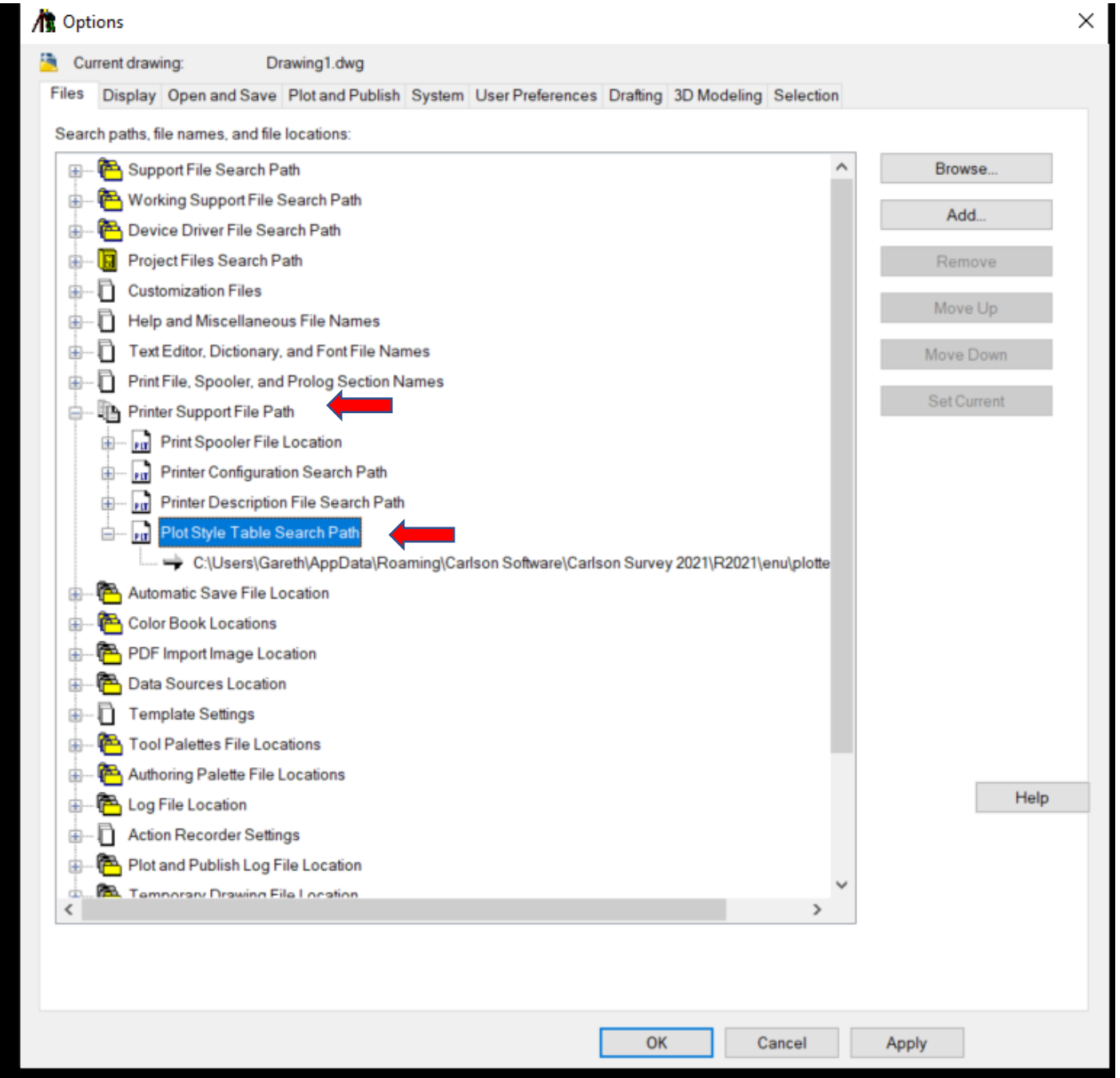
It is also worth setting up a folder on your computer to add fonts when they come from outside sources, this folder will also be need to be added under ‘Support File search Path’.



3.1.2 Printer Support File Path/ PlotStyle Table Search Path

When you need to print/plot a drawing a .ctb (pen assignments) file is required, there are default ones available (see below) but as you advance you can create your own unique ones for certain drawing styles. It is recommended that you create a folder on your computer that these .ctb file can be kept, outside sources may also provide a .ctb file for you so that the drawing they supplied can be printed the same way as they intended, they should also be stored in this folder which needs to be added to the 'Plot Style Table Search Path'

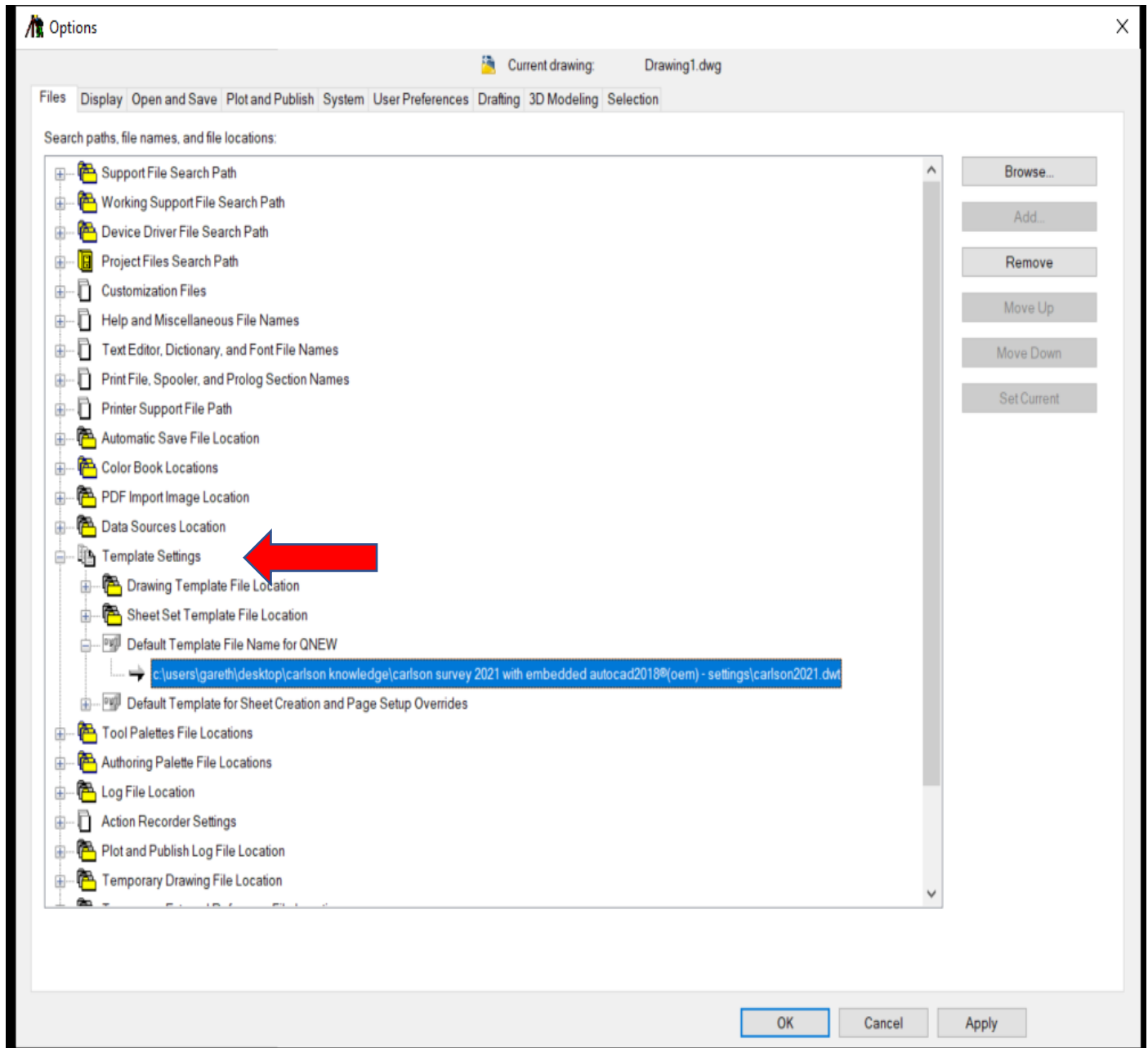




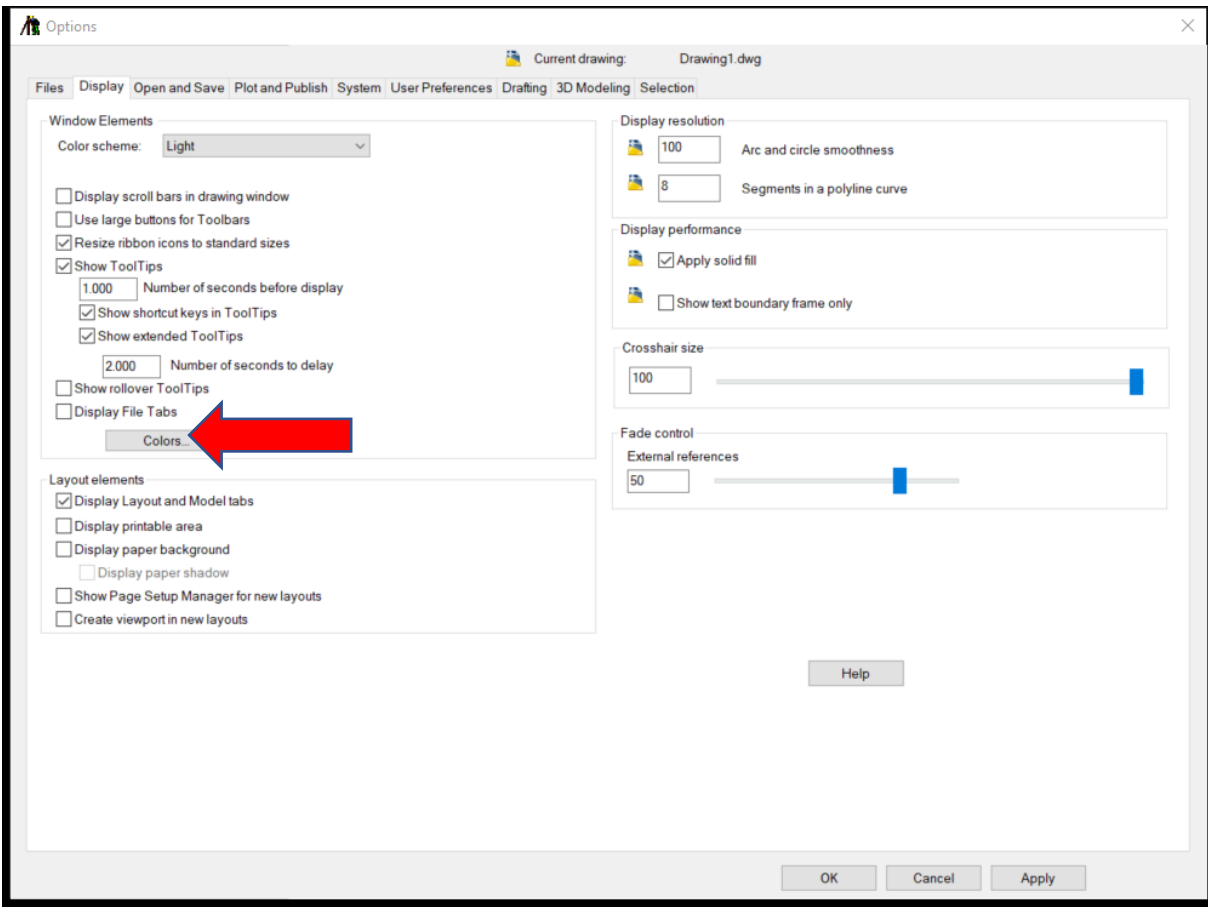
3.1.3 Template Settings/

Default Template File Name for QNEW

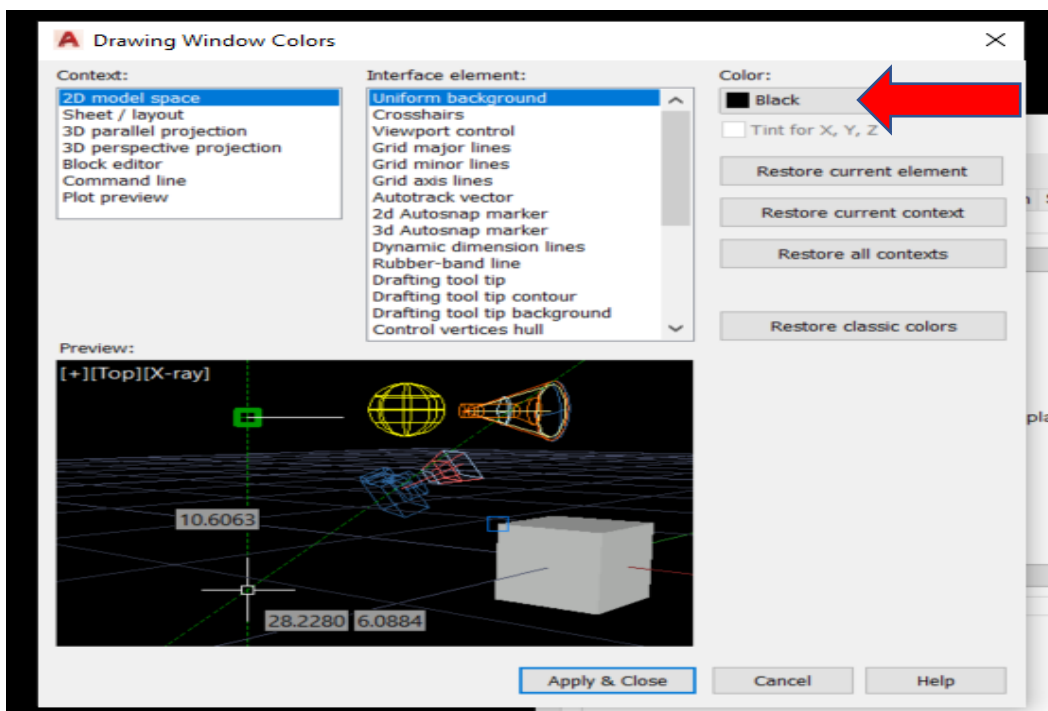
This is the area where you can add a standard drawing template for use with the QNEW button or qnew in the command line. It is recommended that you start with a blank drawing, make the amendments you require e.g set units, then save this as a .dwt (template drawing) somewhere on your computer then add this location.



3.2 DISPLAY:



It may be preferable to change the colours to Black & White depending on your computer screen resolution.



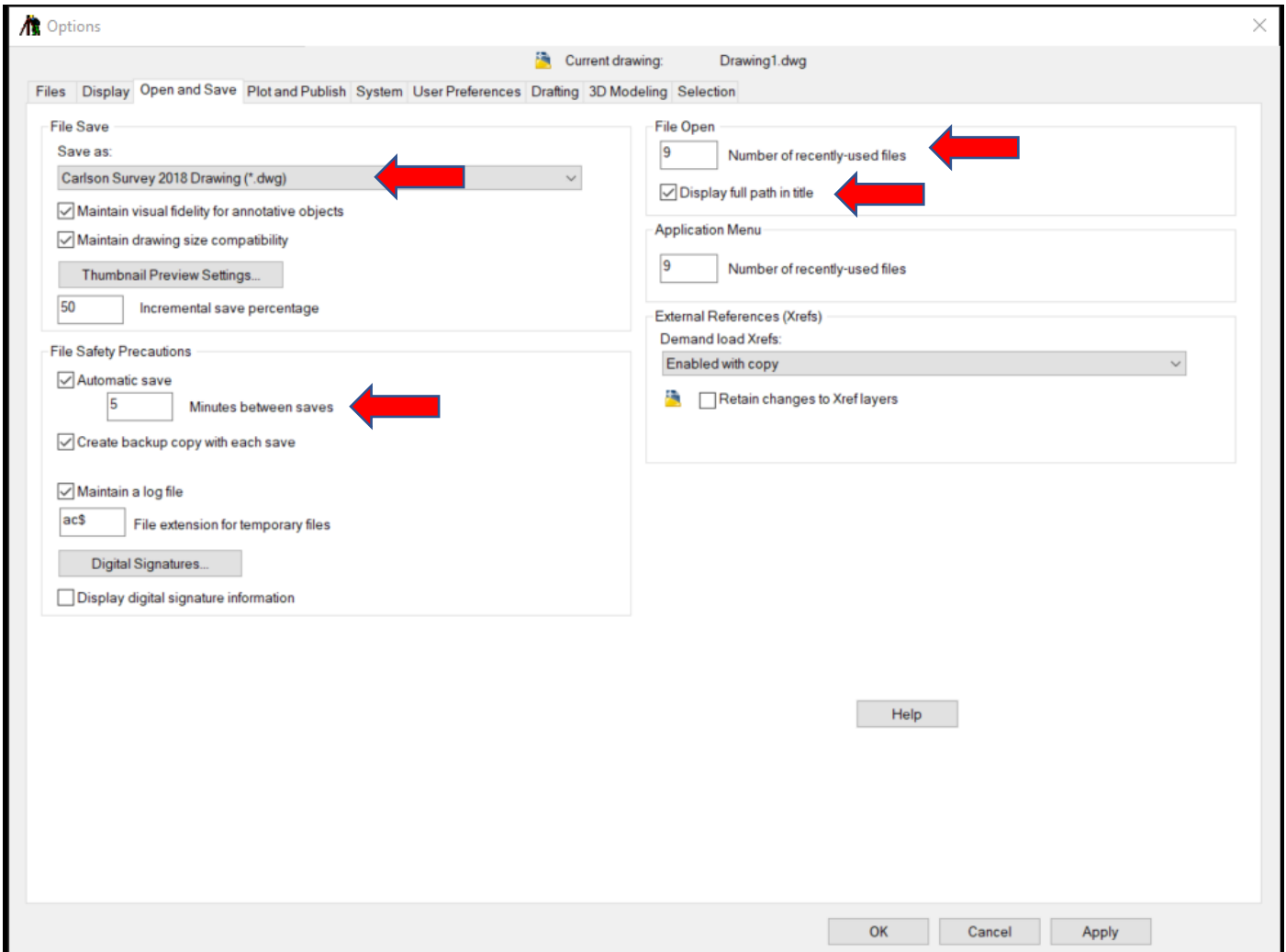
3.3 OPEN AND SAVE:

Take care as to which version you save your drawings in as others may not be able to open it if it's too recent, if you save it to 2018 and they work with 2010 they will have difficulty opening your drawing.

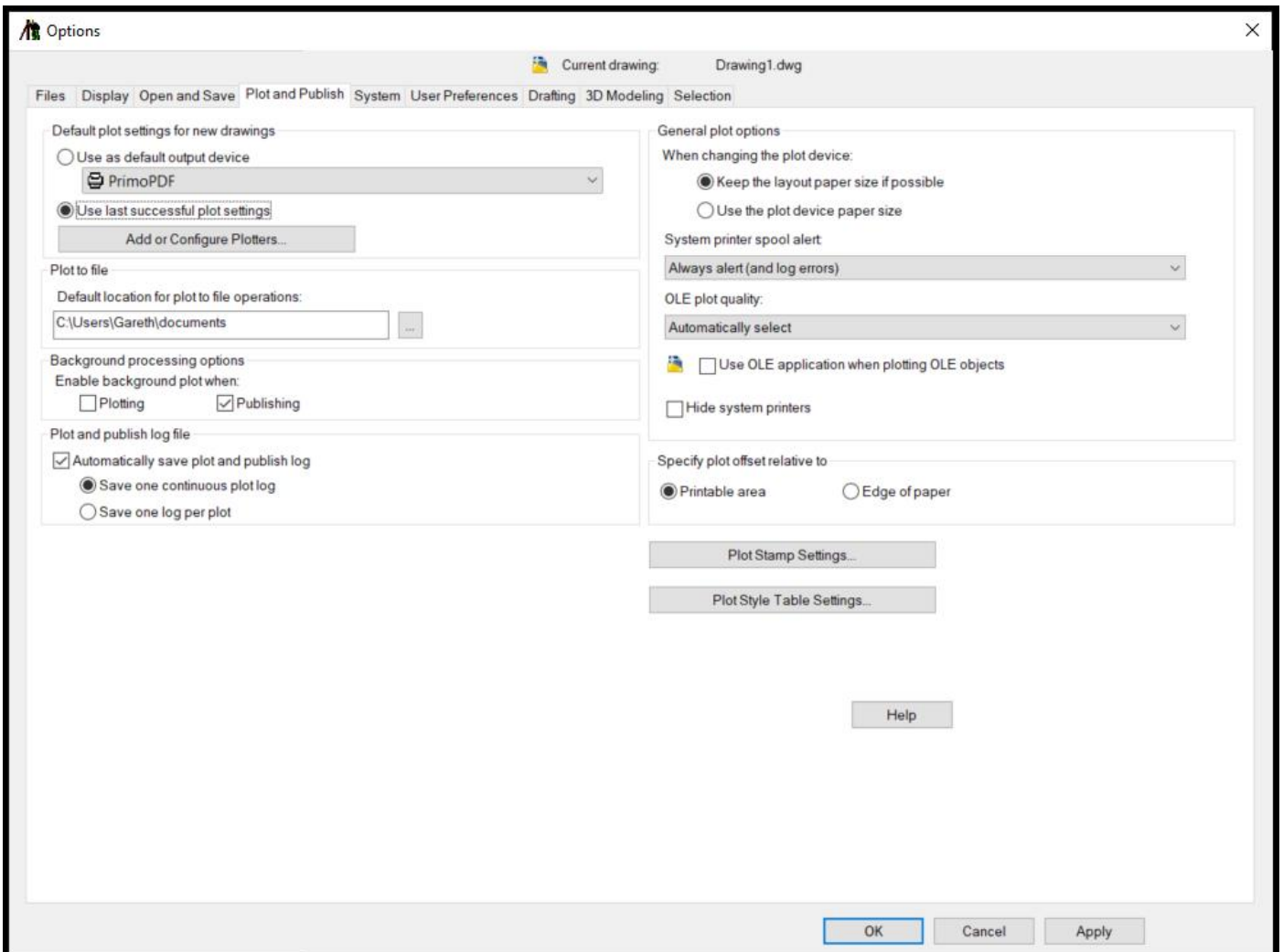
Other important fields here are 'Number of recently-used files' set to 9

'Display full path in title' ticked

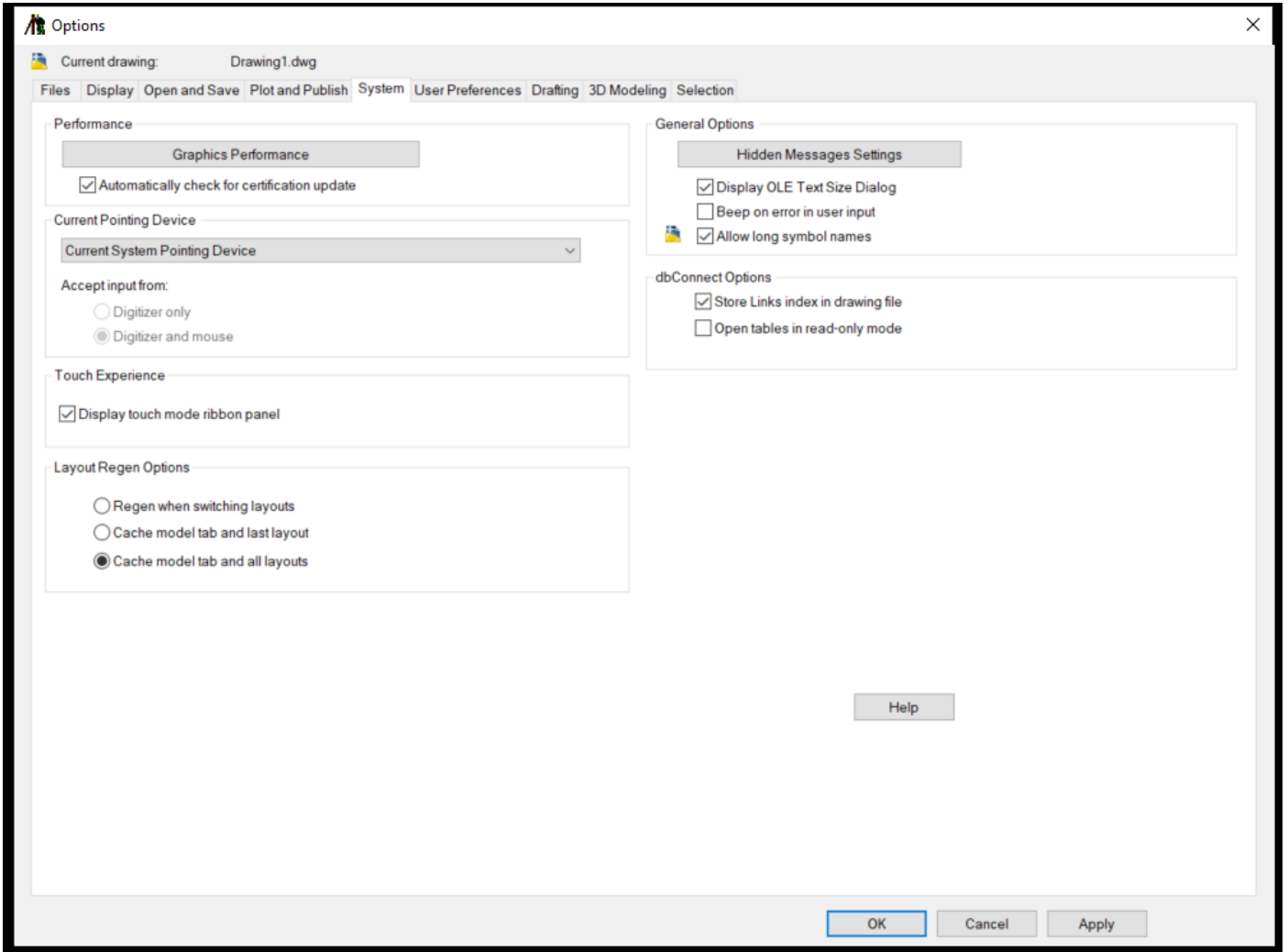
'Minutes between saves' set to 5, this will help minimise the amount of work lost if you have a crash. Temporary saved drawing can be found under Windows(C)>users>Your Name>AppData>Local>Temp they will have a .sv\$ extension so will need to be changed to a .dwg extension for viewing.



3.4 PLOT and PUBLISH:

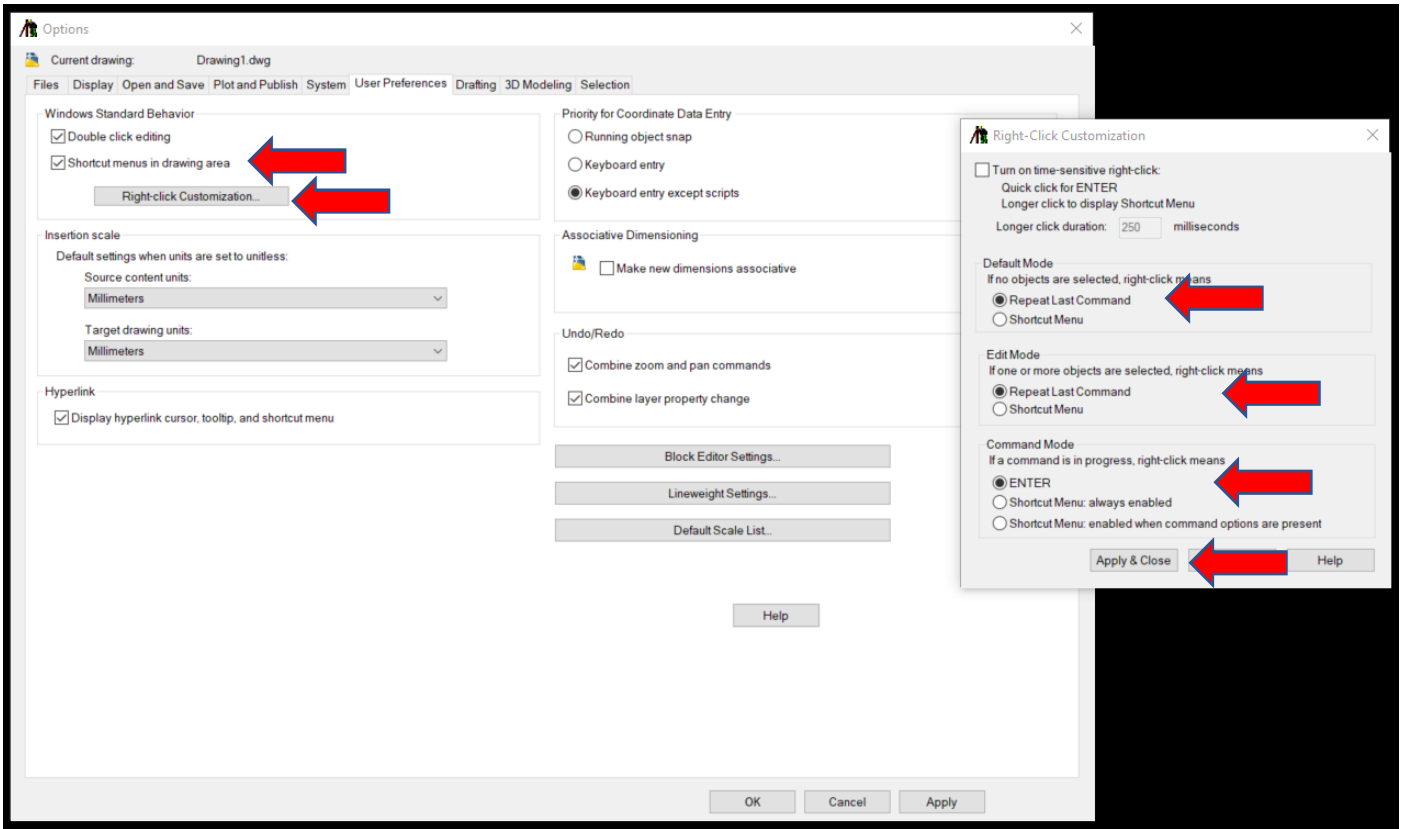


3.5 SYSTEM:

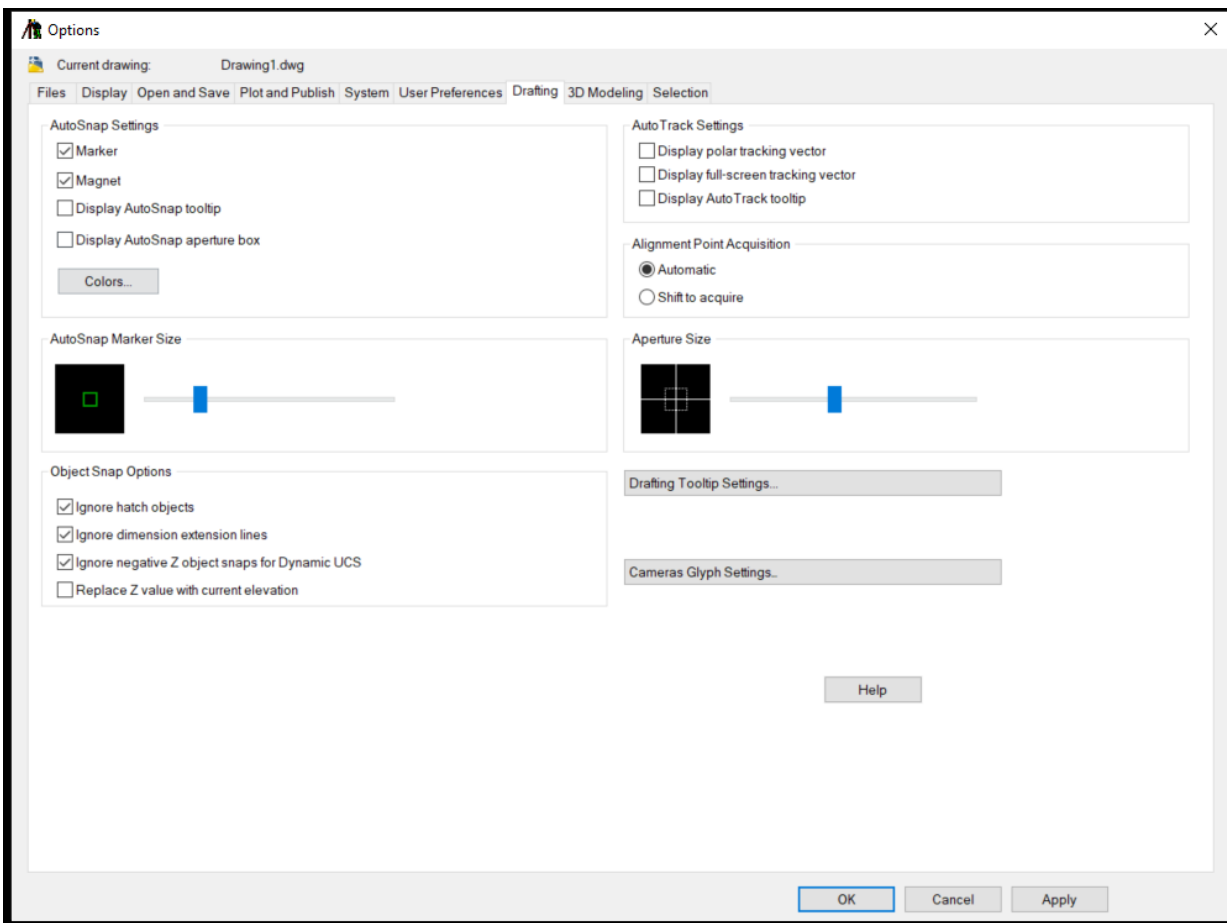


3.6 USER PREFERENCE:

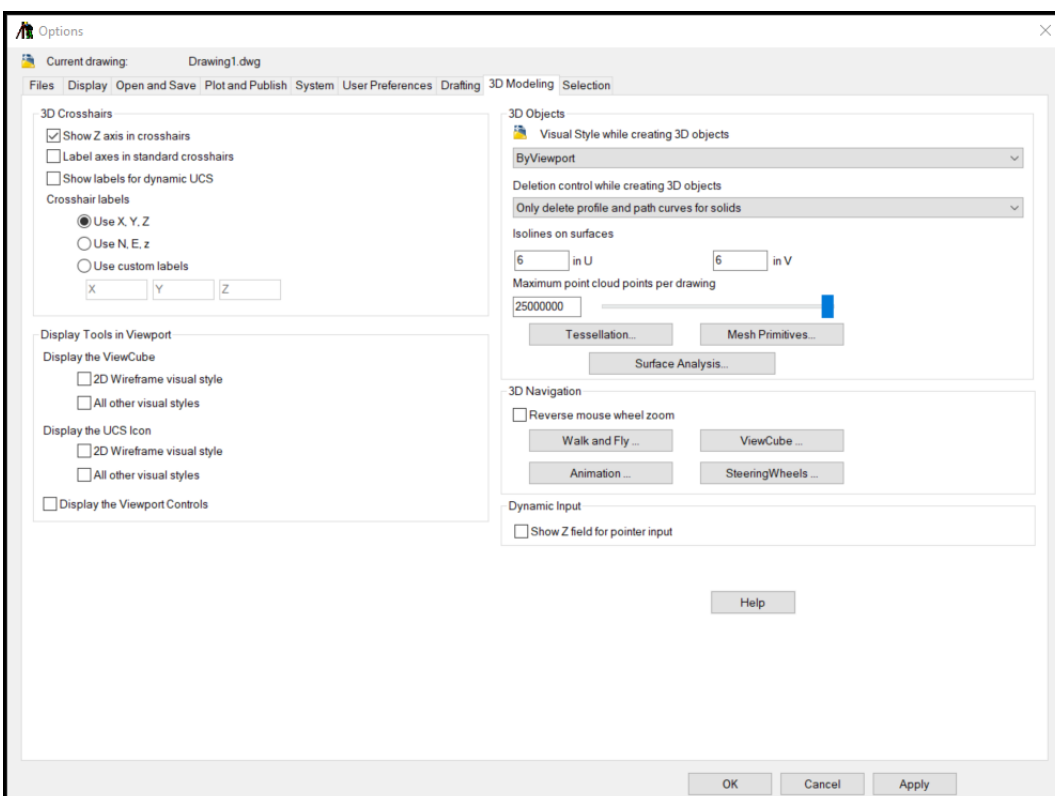
Tick 'Shortcut menus in drawing area' then select 'repeat last command', 'repeat last command', 'ENTER'
- Apply and Close



3.7 DRAFTING:



3.8 3D MODELING:



3.9 SELECTION:

