CAD Notes: The commands will be typed on the Command line located near the bottom of the workspace, and then press the Spacebar or Enter.

1. Options (OP) – Customizes the workspace.
    a. Click on **Display Tab**, Under the <u>Color Theme section</u>, click on Colors
    b. Click on 2D Model Space - Uniform Background and change the color to black
    c. Click on Sheet/Layout – Uniform Background and change the color to black, then click Apply & Close
    d. Under the <u>Layout elements section</u>, uncheck the Display printable area and Display paper background boxes
    e. Under <u>Crosshair size section</u>, resize the crosshairs to preferred size.
    f. Click on **System Tab**, Under the <u>InfoCenter section</u>, click on Balloon Notifications, uncheck the Enable balloon notification for these sources box.
    g. Click on **Drafting Tab**, Under the <u>Object Snap Options section</u>, uncheck the Ignore hatch objects box.
    h. Click on **3D Modeling Tab**, Under the <u>Display Tools in Viewport section</u>, uncheck the two boxes under the Display the ViewCube and the two boxes under the Display the UCS Icon sections.
    i. Click Apply and then OK.
2. Units (UN) – Set-up drawing units
    a. Click on **Units Tab**, Under the <u>Drawing Units section</u>, change to inches, Precision: to 1/8"
    b. Click on **Scale Tab**, Under the <u>Scale section</u>, change the scale to 1/8" = 1'-0"
    c. Click Apply and then OK.
3. Startmode – Set to Zero (0) – Hides the start tab when opening AutoCAD
4. Ctrl+1 – Opens and closes the Properties Menu
5. Ctrl+2 – Opens and closes the Design Center
6. Ctrl+3 – Opens and closes the Tool Palette
7. Ctrl+N – Opens a New Drawing
8. Ctrl+C – Copies objects to clipboard
9. Ctrl+V – Paste Objects to clipboard
10. Ctrl+Y – Redo the last command action
11. Ctrl+Z – Undo the last command action
12. Ctrl+Tab – Scrolls through multiple drawings that are opened in AutoCAD
13. F1 – Opens the Help dialog box
14. F2 – Opens the History Window
15. F3 – Turns the Object Snap on and off
16. F7 – Turns the Grid on and off
17. F8 – Turns the Ortho on and off (This is what keeps the horizontal and vertical lines straight)
18. F9 – Turns the Grid snap on and off
19. Layers (LA) – Opens the Layer Properties Manager
    a. Alt+N – Creates a new Layer
    b. LAYON – Turns Layers on
    c. LAYOFF – Turns Layers off
    d. LAYFRZ – Freezes Layers
    e. LAYTHW – Thaws frozen layers

20. Linetype (LT) – Opens the Linetype Manager, which allows for you to add various linetypes to your drawings.
21. PLOT – Opens the Plot-Model dialog window and allows for you to Plot drawings and create pen plot styles.
    a. To create customized pen setting, click on the word None under the Plot style table (pen assignments)
    b. Go down to New near the bottom. If the pens shown in the menu are in **stb** mode and not **ctb** mode, then exit out of the Plot dialog and type in the command: CONVERTPSTYLES, press enter and then press OK.
    c. Go back to New, click on Start from scratch, then click Next.
    d. Name your Pens: "NAME OF PENS" or whatever name you'd like, then click Next.
    e. Click on Plot Style Table Editor and modify your Pen colors and Lineweight.
    f. Suggested Colors and Weights:
        i. Color 1 – **Red** – Color Black – Linewieght: 0.10mm
        ii. Color 2 – **Yellow** – Color Black – Lineweight: 0.35mm
        iii. Color 3 – **Green** – Color Black – Lineweight: 0.50mm
        iv. Color 4 – **Cyan** – Color Black – Lineweight: 0.15mm
        v. Color 5 – **Blue** – Color Black – Lineweight: 1.00mm
        vi. Color 6 – **Magenta** – Color Black – Lineweight: 0.05mm
        vii. Color 7 – **White** – Color Black – Lineweight: 0.25mm
        viii. Color 8 – **Dark Gray** – Color Unuchanged – Lineweight: 0.10mm
        ix. Color 252 – **Medium Gray** – Color Unchanged – Lineweight: 0.00mm (Hatch)
        x. Color 254 – **Light Gray** – Color Unchanged – Lineweight: 0.00mm (Hatch)