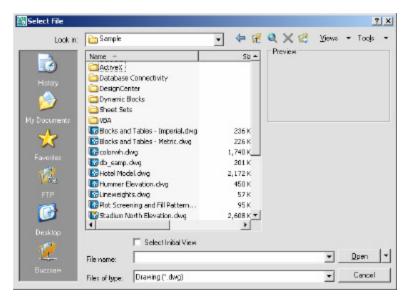
# Chapter 2 Introduction to Commands

## **2.1 Open Existing Drawings**

1.	Choose	File, OPEN.
		or
2.	Press	CTRL + O.
		or
3.	Click	the OPEN icon.
		or
4.	Туре	OPEN at the command prompt.
		Command: OPEN
5.	Press	ENTER
6.	Double Click	the desired directory to find the drawing to open.
7.	Click	the drawing name to open.
8.	Click	The OK button.



TIP:

-Preview shows a bitmap image of the drawing selected. This image is the view that was last saved in the drawing. It will not show a preview of drawings saved before R13 AutoCAD.

# 2.2 Creating a New Drawing

# **NEW Command**

Creates a new drawing file.

1.	Choose	File, New.
		or
2.	Press	CTRL + N
		or
3.	Click	the New icon.
		or
4.	Туре	NEW at the Command prompt.
		Command: NEW
5.	Choose	One of the options for creating a new drawing.
6.	Click	The OK button.
7.	Save	the drawing as another name.

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TIP:

New drawings can also be created from Template Files.

# 2.3 Saving Drawings

Saves the most recent changes to a drawing. The first time an unnamed drawing is saved the "Save As" dialog box appears. AutoCAD saves its drawings as files with extensions ending in .DWG.

- 1. Choose File, Save or Saveas. or
- 2. **Type** SAVE or SAVEAS at the command prompt. Command: **SAVE** or **SAVEAS**
- 3. Press ENTER
- 4. **Type** A new drawing name or keep the existing drawing name.
- 5. **Click** The OK button.

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	BLEZZERIA	Files of type:	AutoCAD 2004 Dray	ting (1.dwg)			•	Cancel	
Various file types the drawings can be saved as			AutoCAD 2004 Draw AutoCAD 2000ALT2 AutoCAD Drawing S AutoCAD Drawing T AutoCAD 2004 DXF AutoCAD 2004 DXF AutoCAD 2000ALT2 AutoCAD 812/LT2	000 Drawin; tandaids (*) emplate (*)d (*)dof) 000 DXF (*)	divis) hvt)				

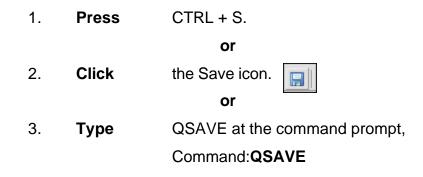
#### TIP:

Clicking the dropdown list for File type changes the format that the drawing can be saved in.

### **Quick Save**

The QSAVE command is equivalent to clicking Save on the File menu.

If the drawing is named, AutoCAD saves the drawing using the file format specified on the Open and Save tab of the Options dialog box and does not request a file name. If the drawing is unnamed, AutoCAD displays the Save Drawing As dialog box (see SAVEAS) and saves the drawing with the file name and format you specify.



#### TIPS:

Drawings can be saved as different versions of AutoCAD (e.g. R13, R14, R 2000, etc.)

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Security Options	ShowProve Information dialog box

AutoSave settings under Tools, Options...

# 2.4 File Safety Precautions

### Autosave

AutoCAD automatically saves information in .SV\$ files; however, users should save their drawings to .DWG files every 10 minutes. A value of zero (0) disables autosave.

## **Temporary Files**

These files have the extensions .ac\$ (temporary drawing file).

After a system failure, if you are on a network, you should not delete temporary files until you have verified that they are not part of an active editing session.

Other temporary files may be left in the drawing directory or the temporary file directory.

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	DijectARX Applications Demand load ObjectARX apps:
	Object detect and command invoke  Proxy images for custom objects:
	Show proxy graphics

AutoSave and SV\$ under Tools, Options...., Open and Save

**TIP:**AutoCAD creates .BAK files that can be renamed to .DWG files.

# **Security Options**

Specifies security settings to be used when your drawing is saved. The Password option adds a password to a drawing when it is saved.

renk profile: < <uninamed profile="">&gt; Nes   Display: Open and Save   Plot and Publish   Sys</uninamed>	em   User Preferences   Drafting   Selection   Profiles
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Security Options	Show proxy graphics    Show Proxy Information dialog box

🚑 Security Options		? ×
Password Digital Signature		
Password or phrase to open this drawing:	Encrypt drawing properties	
Current encryption type: Microsoft Base Cryptographic Provider v1.0		
Advanced Options		
	OK Cancel	Help

# 2.5 Exiting AutoCAD

1.	Choose	File, Exit.
		or
2.	Туре	QUIT at the command prompt.
		Command: QUIT
3.	Press	ENTER
4.	Click	Yes to save changes or No to discard changes.

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