1.1 Launching AutoCAD

1. Choose Start from the Windows program manager.
3. Click the AutoCAD 2004 for Windows icon.
4. Choose the AutoCAD 2004 icon from the desktop.
1.2 Text and Graphics Screens

The graphics screen and the text screen are two different screens available in the drawing editor.

1. **Press** Function key **F2** on the keyboard.

**TIPS:**

Be sure the Model Tab is highlighted at the bottom of the drawing window. “Layouts” will be covered in a later session.

The Cursor must be in the drawing window in order to select objects.

Maximize the AutoCAD windows to be full screen. This will make the drawings bigger and easier to read.

Use ALT + TAB to move between Windows applications.
1.3 Cursor

Controls the size of the crosshair. The allowable range is from 1 to 100 percent of the total screen. At 100% the ends of the crosshair are never visible. When the size is decreased to 99% or below, the crosshairs have a finite size, and the crosshairs’ ends are visible when moved to the edge of the graphics area. The default size is 5%.

1. **Choose** Tools, Options…
2. **Click** the Display TAB.
3. **Drag** the slider bar in the lower left corner of the dialog to set the cursor size.
1.4 Canceling a Command

1. Press the ESCAPE (ESC) key on the keyboard.

TIP: Pressing ESC twice clears nested commands.
1.5 Menus and Colors

Pulldown Menus

1. Click On the desired Pulldown menu.
2. Click On the command to be executed from the pulldown.

Cascading Pulldown Menus

1. Click On a command that has a cascading menu (menus with an arrow to the right of the menu)
2. Click On the command to be executed.
1.6 Toolbars

Toolbars can be docked on the screen or they can float about the screen.

To Float a Toolbar:

1. **Choose** the gray border surrounding each tool.
2. **Drag** the toolbar to any area on the screen.

To Dock a Toolbar:

1. **Choose** the title or gray border of the toolbar.
2. **Drag** the toolbar to the top, bottom, left, or right area of the graphics display.

**TIPS:**

- Holding the CTRL key while dragging will prevent docking.
- Toolbars are often a faster way of accessing a command.
- Clicking on an icon with the right mouse button will show a list of all available toolbars.
Help Tooltips

1. **Move**  
The mouse to the toolbar but do not pick the button.

Loading Toolbars

1. **Choose**  
View, Toolbar...
   or

2. **Type**  
TOOLBAR at the command prompt
Command: TOOLBAR

3. **Choose**  
the desired toolbar to load.
1.7 Status Bar and Command Prompt

The Status Bar is the area below the command line that shows messages as well as coordinates, modes, and the current time.

To activate SNAP, GRID, ORTHO, OSNAP, MSPACE, PSPACE, and TILE, you must double-click on the mode to change.

**TIP:**

- Right click on the status bar to see the options.
1.8 Typings Command - Aliases

Typing a Command

All AutoCAD commands can be typed in at the command line. Many commands also have one or two letter aliases that can also be typed as shortcuts to the commands.

1. Type the desired command at the command prompt.
   Command: **LINE**
   
   or
   
2. Type the command’s alias.
   Command: **L**

3. Press **ENTER**.

4. Type an option at the command prompt.

**TIP**: Many AutoCAD commands require you to press ENTER to complete the command. You know you are no longer in an AutoCAD command when you see a blank command line.
Tip: Reissuing the Last Command

The last used AutoCAD command can be re-entered by one of the following three methods of ENTER. The ENTER key on the keyboard will always act as ENTER, the SPACEBAR and RIGHT MOUSE will act as enter most of the time (exceptions include placing TEXT).

1. **Press** the ENTER key on the keyboard
   or
2. **Press** the Space bar on the keyboard.
   or
3. **Click** the right mouse button.
1.9 Pointing Device (Mouse)

AutoCAD uses either a mouse or digitizing tablet to select objects in a drawing.

**Left Mouse Button**

Used to pick or select objects

1. **Click** the left mouse button to select an object area in the drawing.
2. **Press** ESC twice to deselect an object (or to cancel a command).

**Right Mouse Button**

Used to enter a command, repeat last command, or access shortcut menus.

1. **Click** the right mouse button.

- SHIFT + the right mouse button brings up the object snap menus.
- Various screen locations for the mouse brings up different menus.
1.10 Undo and Redo
Reverses the last action.
1. **Choose**  Edit, Undo.
   or
2. **Click**  the Undo icon.
   or
3. **Press**  CTRL + Z.
4. **Type**  U at the command prompt to undo the last command.
   Command: **U**

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**Redo**
Reverses the effects of a single UNDO or U command.
1. **Choose**  Edit, Redo.
   or
2. **Click**  the Redo icon.
   or
3. **Type**  REDO at the command prompt to redo the last undo command.
   Command: **REDO**

**TIPS:**
- UNDO has no effect on some commands and system variables, including those that open, close, or save a window or a drawing, display information, change the graphics display, regenerate the drawing, or export the drawing in a different format.

- REDO must immediately follow the U or UNDO command.
## 1.11 Function and Accelerator Keys

<table>
<thead>
<tr>
<th>Key</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1</td>
<td>Online Help</td>
</tr>
<tr>
<td>F2</td>
<td>Flipscreen</td>
</tr>
<tr>
<td>F3</td>
<td>Osnap ON/OFF</td>
</tr>
<tr>
<td>F4</td>
<td>Tablet On/Off</td>
</tr>
<tr>
<td>F5</td>
<td>Isoplane Toggle</td>
</tr>
<tr>
<td>F6</td>
<td>Coords On/Off</td>
</tr>
<tr>
<td>F7</td>
<td>Grid On/Off</td>
</tr>
<tr>
<td>F8</td>
<td>Ortho On/Off</td>
</tr>
<tr>
<td>F9</td>
<td>Snap On/Off</td>
</tr>
<tr>
<td>F10</td>
<td>Polar On/Off</td>
</tr>
<tr>
<td>F11</td>
<td>Object Snap Tracking ON/OFF</td>
</tr>
</tbody>
</table>

### Press
- **CTRL + A** to turn GROUPS on/off.
- **CTRL + B** to turn SNAP on/off.
- **CTRL + C** to COPYCLIP
- **CTRL + D** to turn COORDS on/off.
- **CTRL + E** to Toggle Isoplane settings.
- **CTRL + F** to turn Osnaps ON/OFF
- **CTRL + G** to turn GRID on/off.
- **CTRL + K** for Hyperlinks
- **CTRL + L** to turn ORTHO ON/OFF
- **CTRL + N** to create a NEW drawing.*
- **CTRL + O** to OPEN an existing drawing.*
- **CTRL + P** to PLOT a drawing.*
- **CTRL + S** to qsave a drawing.*
- **CTRL + T** to turn the digitizing tablet on/off.
- **CTRL + X** to cut to Clipboard.*
- **CTRL + Z** to UNDO
1.12 On-Line Help

1. Choose Help, AutoCAD Help.
   or
2. Click the Help icon.
   or
3. Type HELP at the command prompt
   Command: HELP
   or
4. Press Function Key F1