Chapter 2
Introduction to
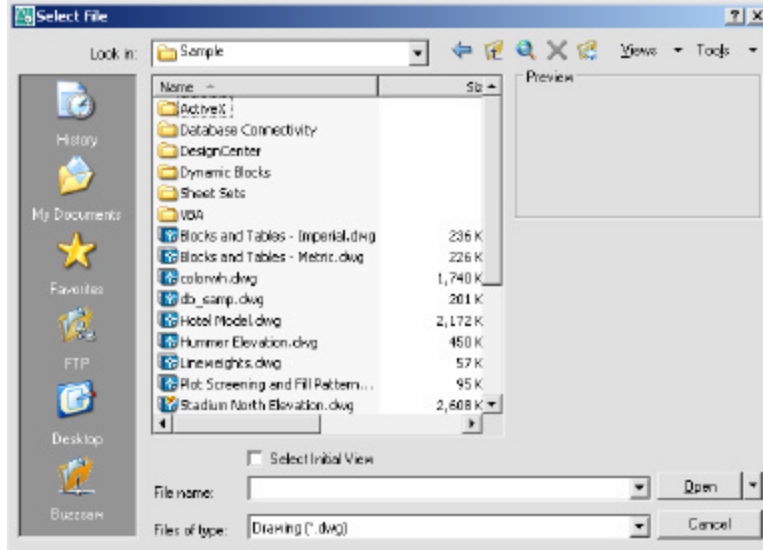# Commands

2.1 Open Existing Drawings

1. **Choose**   File, OPEN.

   or

2. **Press**   CTRL + O.

   or

3. **Click**   the OPEN icon.

   or

4. **Type**   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.
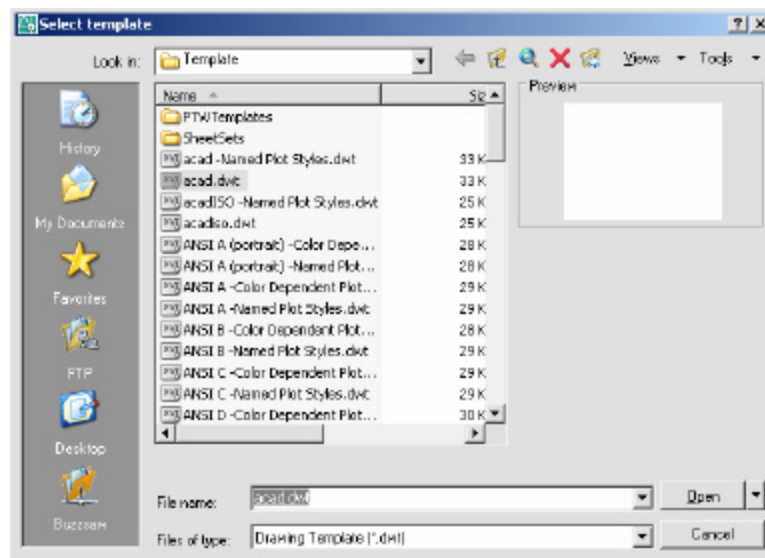
2.2 Creating a New Drawing

NEW Command

Creates a new drawing file.

1.	**Choose**	File, New.
		or
2.	**Press**	CTRL + N
		or
3.	**Click**	the New icon.
		or
4.	**Type**	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.

TIP:
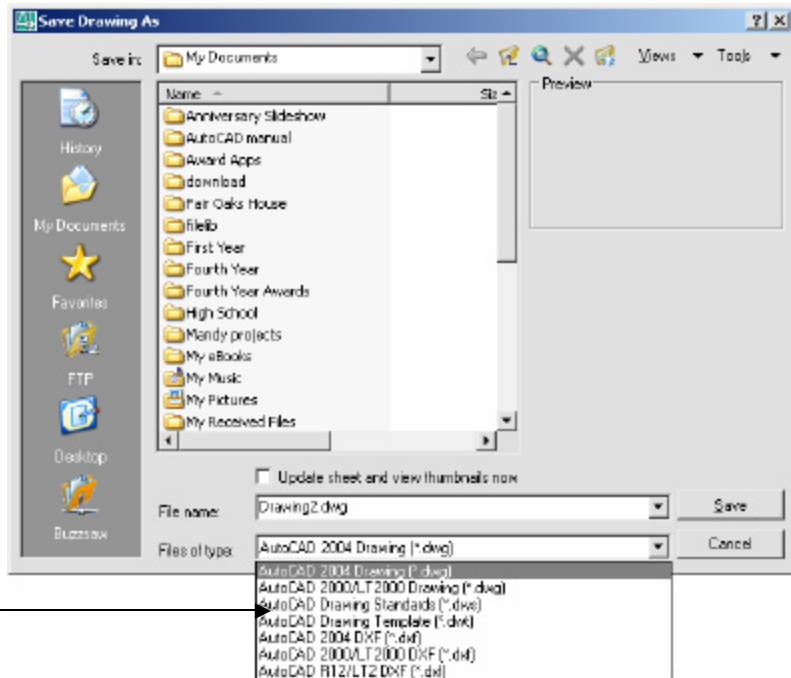
New drawings can also be created from Template Files.

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.

Various file types the drawings can be saved as

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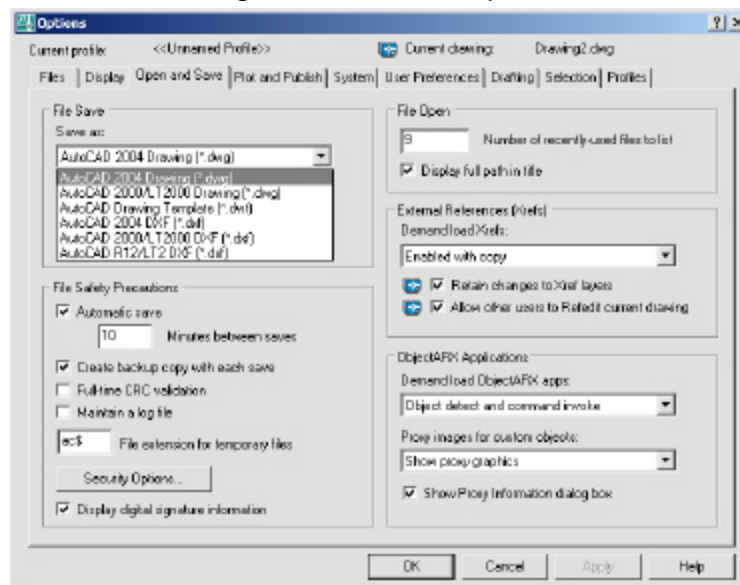
If the drawing is named, AutoCAD saves the drawing using the file format specified on the Open and Save tab of the Options dialog box and does not request a file name. If the drawing is unnamed, AutoCAD displays the Save Drawing As dialog box (see SAVEAS) and saves the drawing with the file name and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

1. **Press**   CTRL + S.

                       or

2. **Click**   the Save icon.

                       or

3. **Type**   QSAVE at the command prompt,

                  Command:**QSAVE**

TIPS:

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

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.
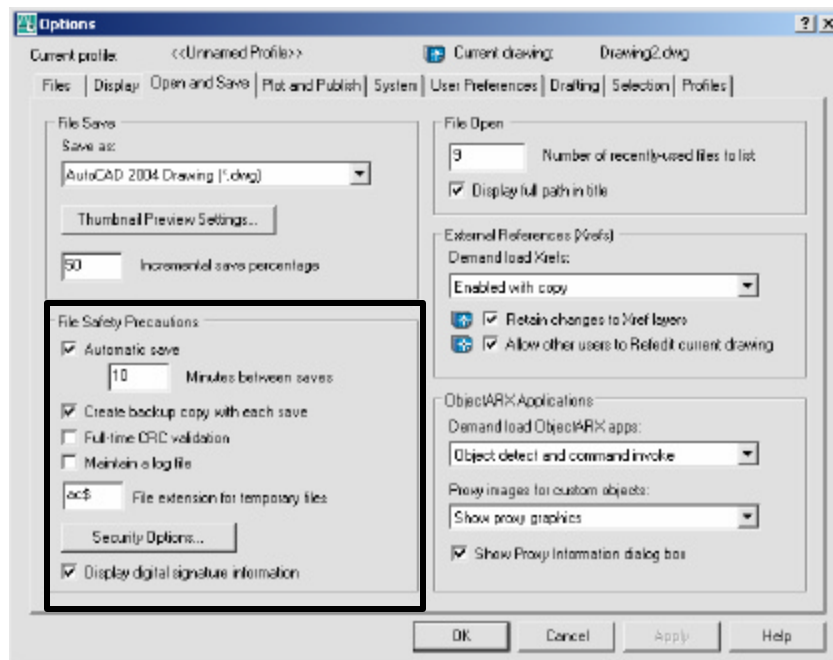
Temporary Files

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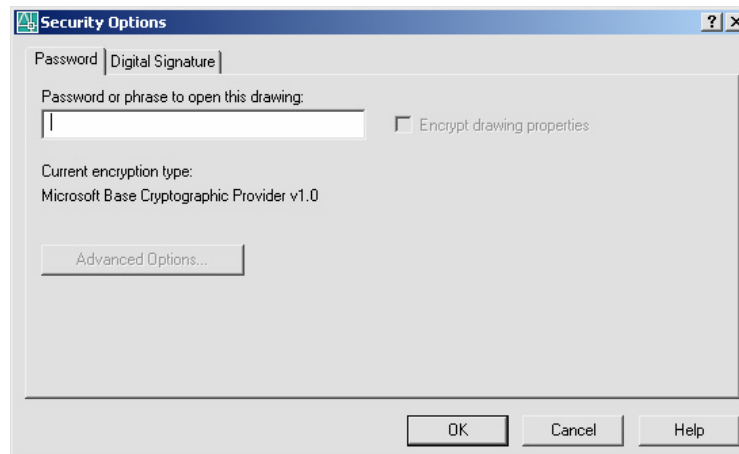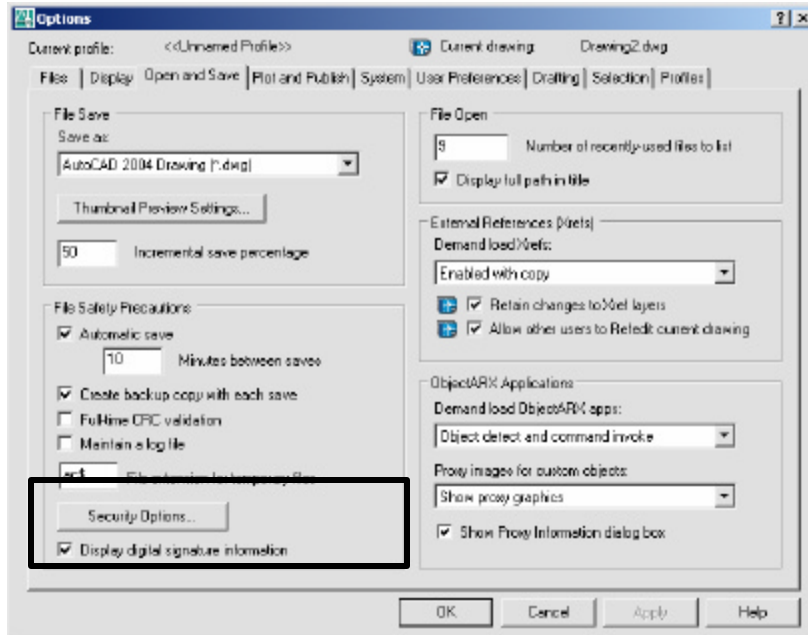
AutoSave and SV$ under Tools, Options...., Open and Save

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.

2.5 Exiting AutoCAD

1. **Choose**   File, Exit.

                    or

2. **Type**   QUIT at the command prompt.

                    Command: **QUIT**

3. **Press**   ENTER

4. **Click**   Yes to save changes or No to discard changes.