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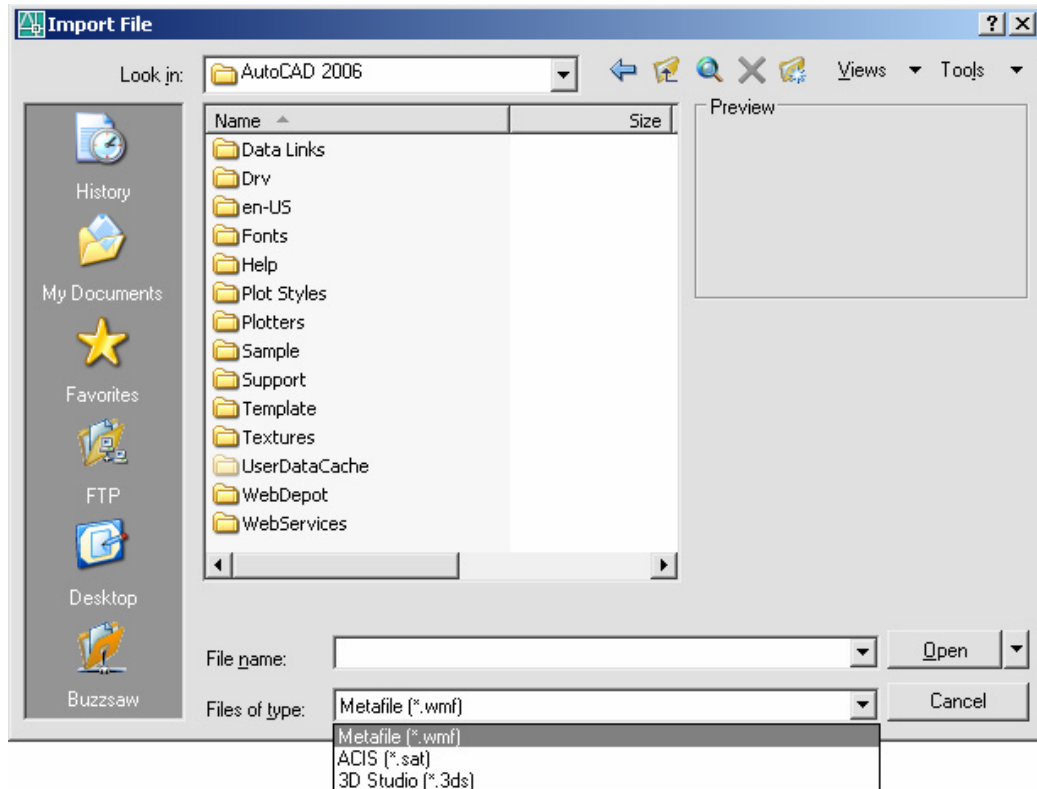
**Chapter 32**  
**Data Management**

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# AutoCAD 2D Tutorial

## Importing Files 32.1

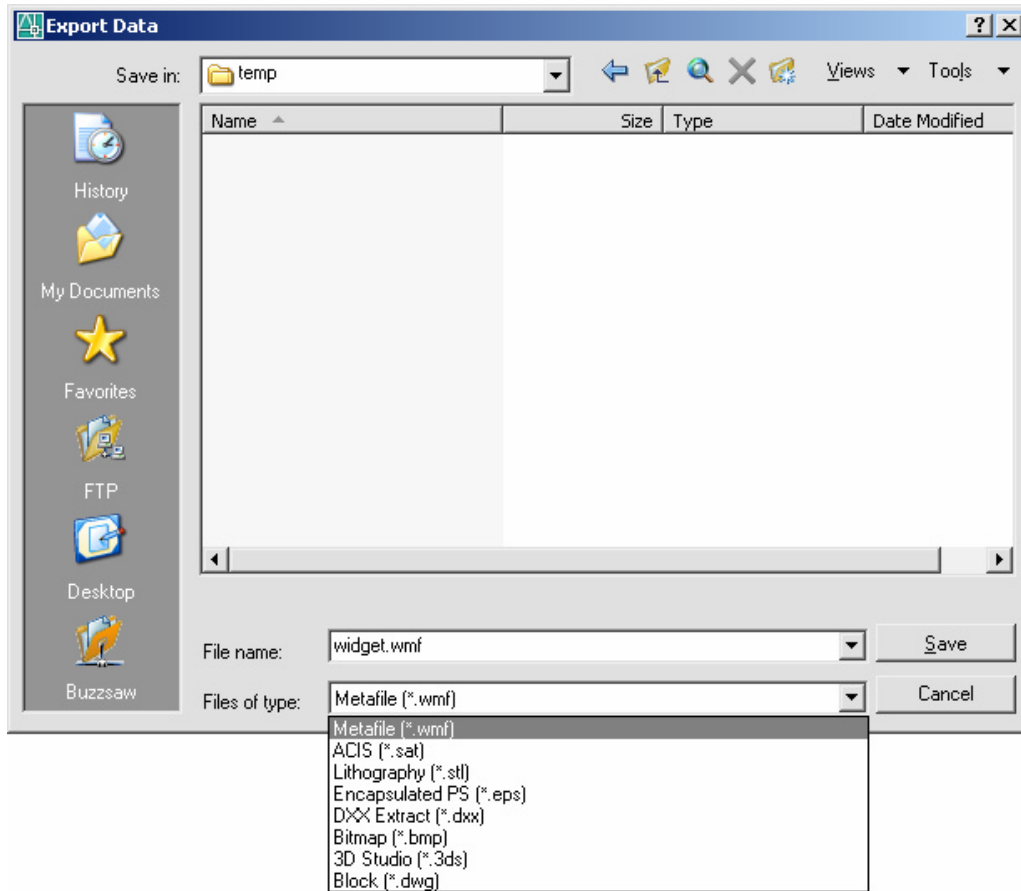
1. **Choose** File, Open  
**or**
2. **Choose** Insert, 3D Studio, ACIS, DXB, WMF, or ESP  
**or**
3. **Type** Import at the command prompt.  
Command: **Import**



# AutoCAD 2D Tutorial

## Exporting Files 32.2

1. Choose File, Saveas  
or
2. Choose File, Export

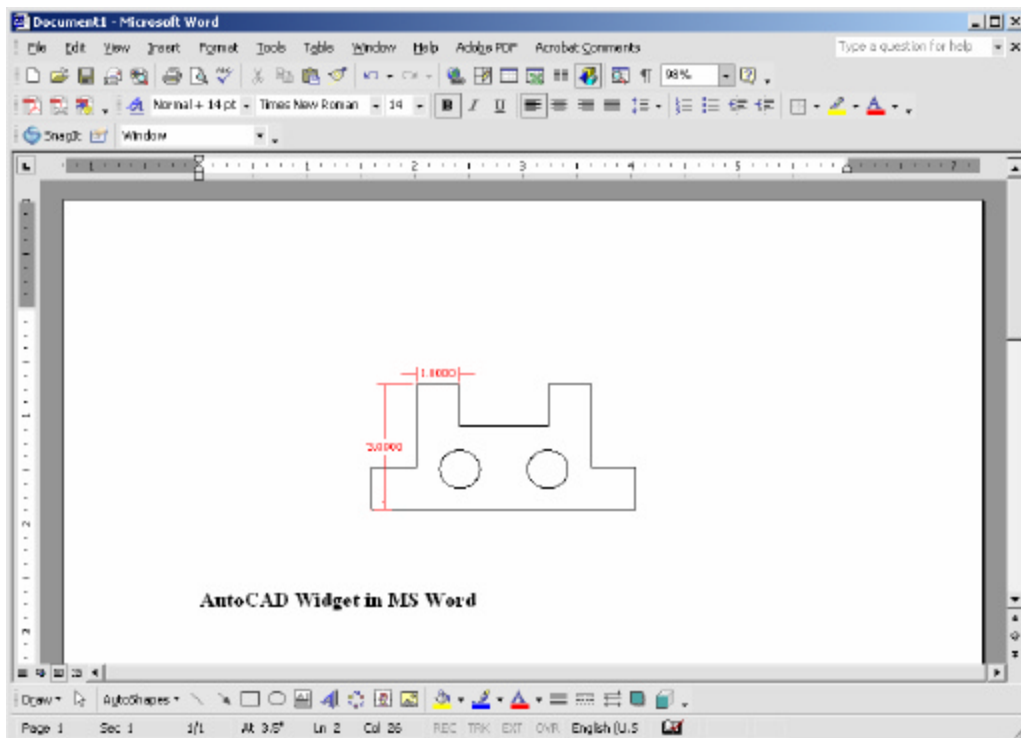


# AutoCAD 2D Tutorial

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## Copying from AutoCAD 32.3

1. **Launch** a Windows program to link to (e.g. Microsoft Word)
2. **Open** an AutoCAD drawing.
3. **Choose** Edit, Copy.
4. **Pick** the AutoCAD objects to copy.
5. **TAB** to the Window's program.
6. **Choose** Edit, Paste.

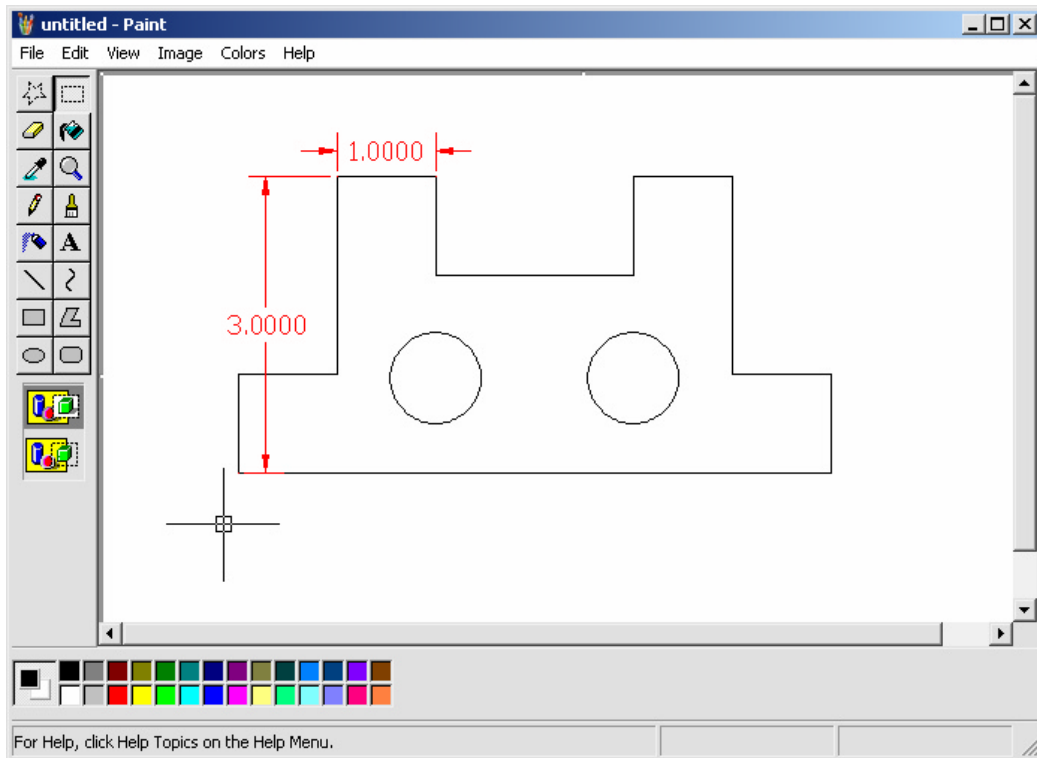


# AutoCAD 2D Tutorial

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## Print Screen 32.4

1. **Launch** a Windows program to link to (e.g. Microsoft Word)
2. **Open** an AutoCAD drawing.
3. **Press** PRINT SCREEN on the keyboard.
4. **TAB** to the Window's program.
5. **Choose** Edit, Paste.

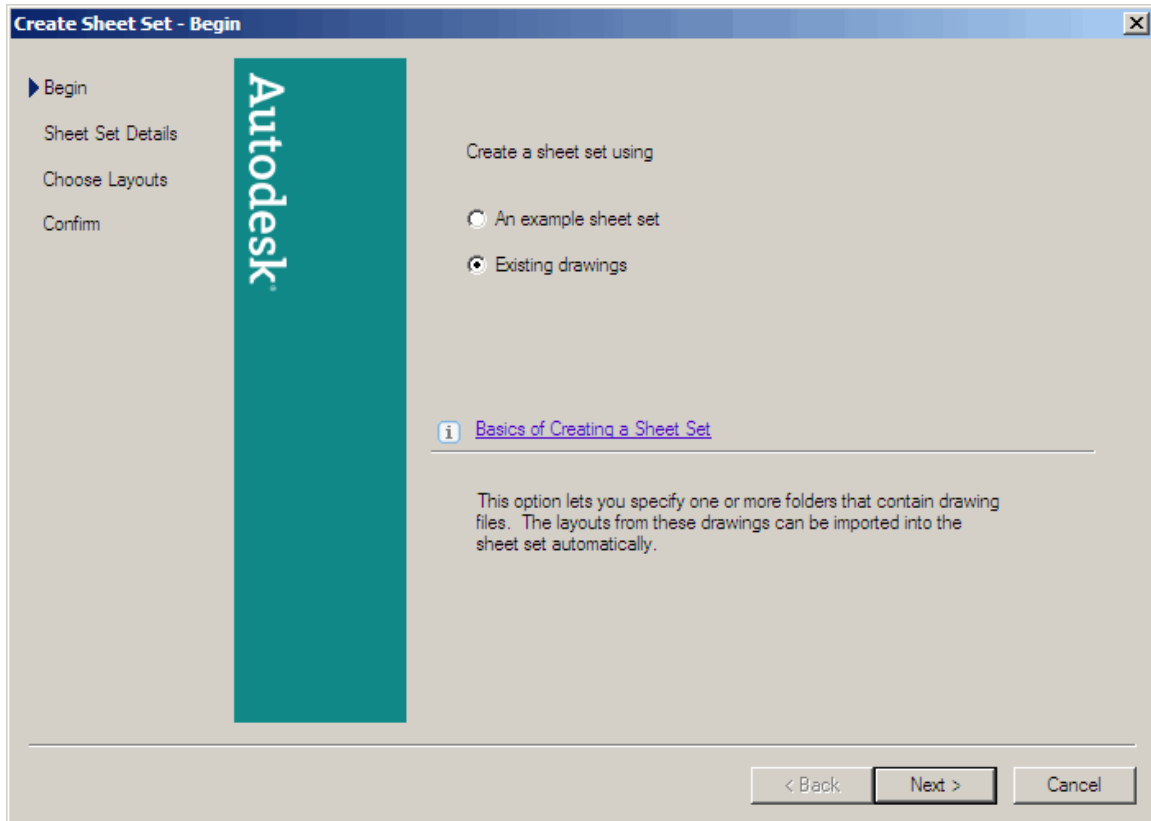


# AutoCAD 2D Tutorial

## 32.5 New Sheet Sets

You create a sheet set with the Create a Sheet Set wizard. In the wizard, you can either create a sheet set from scratch based on existing drawings or use an example sheet set as a template.

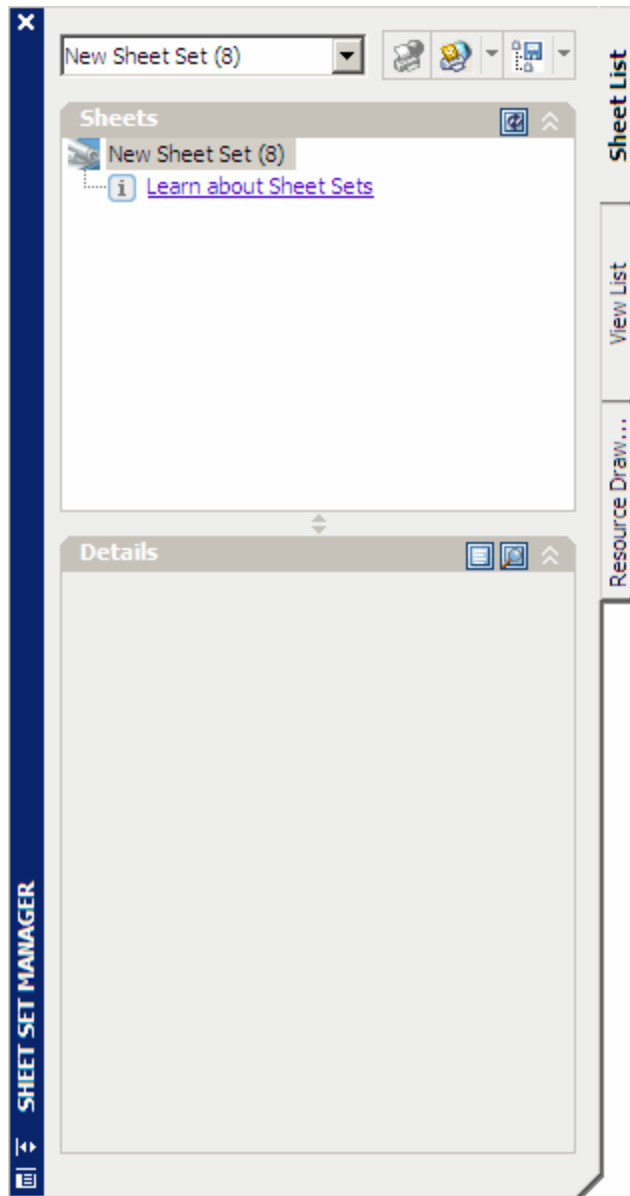
1. **Choose** New Sheet Set...from the File menu,



# AutoCAD 2D Tutorial

## 32.6 Sheet Set Manager

From the Sheet Set Manager, you can easily publish an entire sheet set, a subset of a sheet set, or a single sheet. If you want to publish a sheet set that you've set up in the Sheet Set Manager, it's much quicker to publish the sheet set directly from the Sheet Set Manager, rather than starting from the Publish dialog box.



# AutoCAD 2D Tutorial

## 32.7 Opening Sheet Sets

1. **Choose** Open Sheet Set... from the File menu.
2. **Click** a sheet set to open.

