

AutoCAD Planning Checklist

In order to plan your drawing sessions thoroughly and organize your thoughts, you must...

- ✓ Develop project goals, then move in that direction
- ✓ Sketch the problem or design making note of sizes and locations of features
- ✓ Decide on the number and kinds of views required
- ✓ Determine the final plotted scale of the drawing
- ✓ List the drawing commands needed in the order they are used (as much as possible)
- ✓ Follow all standards that are set
- ✓ Save your work regularly!!! (At least every ten to fifteen minutes)
- ✓ Be cautious of the tendency to want things to happen immediately!

Working Procedures Checklist

Helpful hints to help you become familiar and comfortable in AutoCAD...

- ✓ Plan all work with pencil and paper before using the computer
- ✓ Check the Layers and Properties toolbars at the top of the display screen and the status bar to see which object property settings and drawing aids are in effect.
- ✓ READ the command line at the bottom of the display screen. Check for correct commands, instructions, or keyboard entry of data.
- ✓ READ the command line after entering a command BEFORE you press ENTER
- ✓ Think ahead! Know your next move!
- ✓ Learn new commands frequently! Don't just use a few that seem to work. Find commands that speed up your work and do it more efficiently.
- ✓ SAVE OFTEN
- ✓ If stumped, ask the computer for help! The online help displays valuable info about each command on the screen...Use it!