

# Introduction to AutoCAD Features

## Learn the XYZ Coordinate System

- The XYZ coordinate system is the basic building block of any CAD drawing.
- Location of points are described with XYZ coordinate values.
- Origin= lower-left corner
- X value= distance measured horizontally from the origin
- Y value= distance measured vertically from the origin
- Z value= distance rising up from the surface of the paper
- Coordinates are entered with each value separated by a comma in the order X,Y,Z.

## Planning Your Drawing

- Drawing planning- looking at the entire process or project in which you are involved.
- Your plan determines how a project is going to be approached.
- Your plan includes the drawings to be created, the title and numbering conventions, the information to be presented, and the types of symbols needed to show the information.
- Drawing planning also applies to how you create and manage your drawings, and what AutoCAD commands you will use.
- Drafters who plan, use consistent techniques, and adhere to school or company standards are developing good drawing habits.

## Using Drafting Standards

- Standards- guidelines for operating procedures, drawing techniques, and record keeping.
- When standards are used, your drawings are consistent, you become more productive, and the classroom or office functions more efficiently.
- Drafting standards may include the following items:
  - Methods of file storage (location and name)
  - File naming conventions
  - File backup methods and times
  - Drawing templates and title blocks
  - Drawing symbols
  - Dimensioning styles and techniques
  - Text styles
  - Layer Settings
  - Plot styles

