Answers to Chapter 10 Review Basic

1. List two ways to access the TEXT command.
   **Answer:** Pick Single Line Text from the Annotation panel on the Home tab or the Text panel on the Annotate tab of the ribbon, or enter TEXT at the keyboard.

2. Write the control code sequence required to draw the following symbols using the TEXT command:
   **Answer:** A. 30°: 30%%D B. 1.375 ± .005: 1.375%%P.005 C. Ø24: %%C24 D. NOT FOR CONSTRUCTION: %%UNOT FOR CONSTRUCTION

3. Briefly explain the function and purpose of fields.
   **Answer:** A field displays a specific property value, setting, or characteristic. Fields can display information related to a specific object, general drawing properties, or information related to the current user or computer system.

4. What is different about the default on-screen display of fields compared to that of text?
   **Answer:** By default, fields are displayed with a gray background.

5. How can you access the Field Update Settings dialog box?
   **Answer:** Pick the Field Update Settings… button in the Fields area of the User Preferences tab of the Options dialog box.

6. Explain how to convert a field to text.
   **Answer:** To convert a field to text, select the text for editing, right-click the field, and pick the Convert Field To Text option.

7. What is the quickest way to check your spelling within a current text editor?
   **Answer:** Use the Spell Check tool, which is on by default and shows a red dashed line under words that are possibly misspelled. Right-click on the underlined words to display options for correcting the word.

8. How do you change the current word if you do not think the word displayed in the Suggestions: text box of the Check Spelling dialog box is the correct word, but one of the words in the list of suggestions is the correct word?
   **Answer:** Pick the replacement word from the list and then pick the Change or Change All button.

9. Identify three ways to access the AutoCAD spell checker.
   **Answer:** Enter SP or SPELL at the keyboard, or select Check Spelling in the Text panel on the Annotate tab of the ribbon.
10. How do you change the main dictionary for use in the Check Spelling dialog box?
   **Answer:** Pick the Dictionaries… button of the Check Spelling dialog box or select the Dictionaries... option from the Editor Settings cascading menu available from the text editor shortcut menu to access the Dictionaries dialog box.

11. Why might you want to create more than one custom dictionary?
   **Answer:** You can create different dictionaries for various disciplines; for example, one for mechanical drawings and one for architectural drawings.

12. What happens if you double-click on multiline text?
   **Answer:** The mtext editor appears.

13. Briefly describe how to find and replace text when an mtext or single-line text editor is open.
   **Answer:** Select the Find and Replace… option from the shortcut menu or select the Find & Replace button on the Tools panel of the Text Editor ribbon tab to display the Find and Replace dialog box. Enter the search text and the text to substitute in the appropriate text boxes. Then pick Find Next to highlight the next instance of the search text. Pick Replace or Replace All to replace just the highlighted text or all words that match your search criteria.

14. Name the command that allows you to find text and replace it with different text in a single instance or for every instance in the drawing.
   **Answer:** FIND

15. When using the SCALETEXT command, which base point option would you select to keep the current justification point of the text object?
   **Answer:** Existing