

Answers to Chapter 2 Review

1. What is a drawing template?

Answer: A drawing template is a drawing file with standard settings that are applied to new drawings.

2. What is the name of the dialog box that opens by default when you pick the **New** button on the **Quick Access** toolbar

Answer: **Select template**

3. Explain how to start a drawing from scratch.

Answer: Pick the arrow next to the **Open** button in the **Select template** dialog box. Then select **Open with no Template – Imperial** to begin a drawing with inch unit settings or select **Open with no Template – Metric** to begin a drawing with metric unit settings. To start a drawing from scratch from the **Create** page of the **New Tab**, select the **No Template – Imperial** or **No Template – Metric** option from the **Templates** drop-down list in the **Get Started** column.

4. How often should you save your work?

Answer: You should save your work at least every 10 to 15 minutes.

5. Explain the benefits of using a standard system for naming drawing files.

Answer: Using a standard naming system allows you to find drawings quickly and easily by content, category, or other criteria.

6. Name the command that allows you to save your work quickly without displaying a dialog box.

Answer: **QSAVE**

7. What command allows you to save a drawing file in an older AutoCAD format?

Answer: **SAVEAS**

8. How do you set AutoCAD to save your work automatically at designated intervals?

Answer: Using the automatic save feature, enter the amount of time (in minutes) between saves in the **Open and Save** tab of the **Options** dialog box.

9. Identify the command you would use to exit a drawing file, but remain in the AutoCAD session.

Answer: **CLOSE**

10. How can you close all open drawing windows at the same time?

Answer: Use the **CLOSEALL** command.

11. How can you set the number of recently opened files listed in the **Application Menu**?

Answer: Access the **Open and Save** tab of the **Options** dialog box and enter the number in the **Number of recently-used files** text box in the **Application Menu** area.

12. What does the term *read-only* mean?

Answer: Read-only is a file property that prevents a file from being modified and saved.

13. Describe the purpose of file tabs.

Answer: File tabs provide an effective way to see and switch between open AutoCAD files.

14. What occurs when you pick the plus (+) button to the right of the last file tab?

Answer: Picking the plus (+) button to the right of the last file tab displays the **Create** page of the **New Tab**.

15. What is the function of drawing properties?

Answer: Drawing properties identify the file and provide basic information about it.

16. What is the advantage of adding values to drawing properties?

Answer: You can reference the values contained in drawing properties for a variety of purposes, such as adding text to a title block, or creating a bill of materials or a report.

17. Name three settings you can specify in the **Drawing Units** dialog box.

Answer: (Any three) The linear units format and precision, the angular units format and precision, the angular direction, the compass orientation, and the units used when inserting objects.

18. What is *sheet size*?

Answer: The size of the paper you use to lay out and plot the final drawing.

19. Explain the benefit of using a drawing template file to create a new drawing.

Answer: Template files contain preset drawing specifications that are transferred automatically to the new drawing, which reduces setup time, increases productivity, and helps you adhere consistently to drafting standards.

20. How can you convert a drawing file into a drawing template?

Answer: Use the **SAVEAS** command to save the drawing with a .dwt extension.