

Importing and Existing dwg File into Autocad

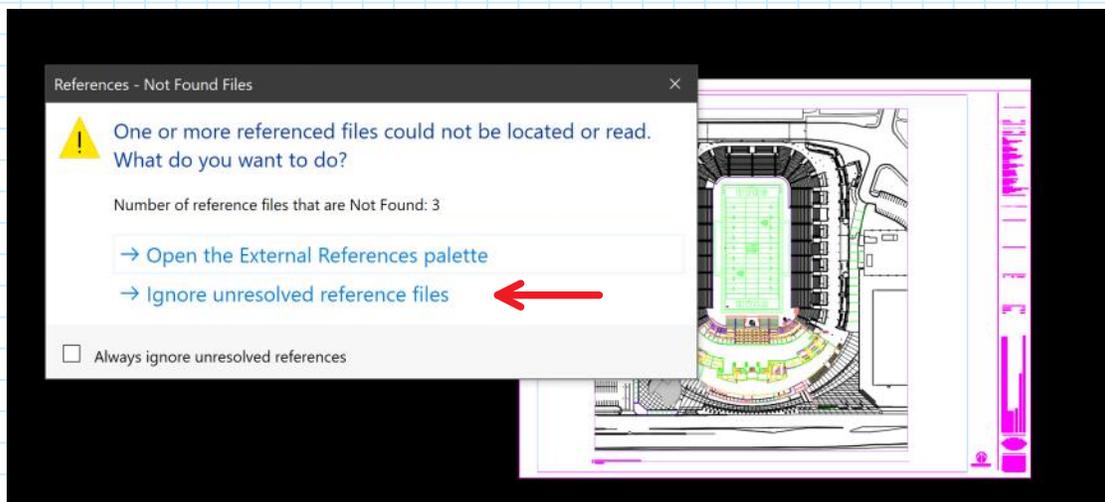
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1. This exercise using the following cad file:

19-4885_A19_Utah RES_SEZ ARCH-Sheet - A1-4 MAP - CONCOURSE LEVEL MAPPING PLAN.dwg

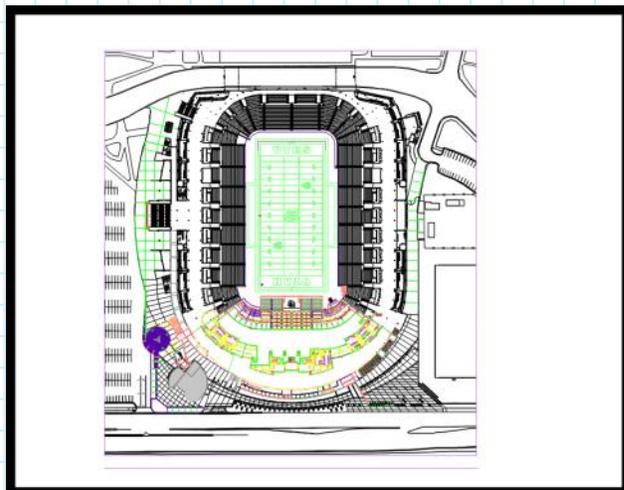
https://my.civil.utah.edu/~bartlett/AutoCADD/19-4885_A19_Utah%20RES_SEZ%20ARCH-Sheet%20-%20A1-4%20MAP%20-%20CONCOURSE%20LEVEL%20MAPPING%20PLAN.dwg

2. Download this file onto your computer and open with AutoCad



Select the unresolved reference files. These are files that existed on the computer that initiated the drawing. These are not available to us.

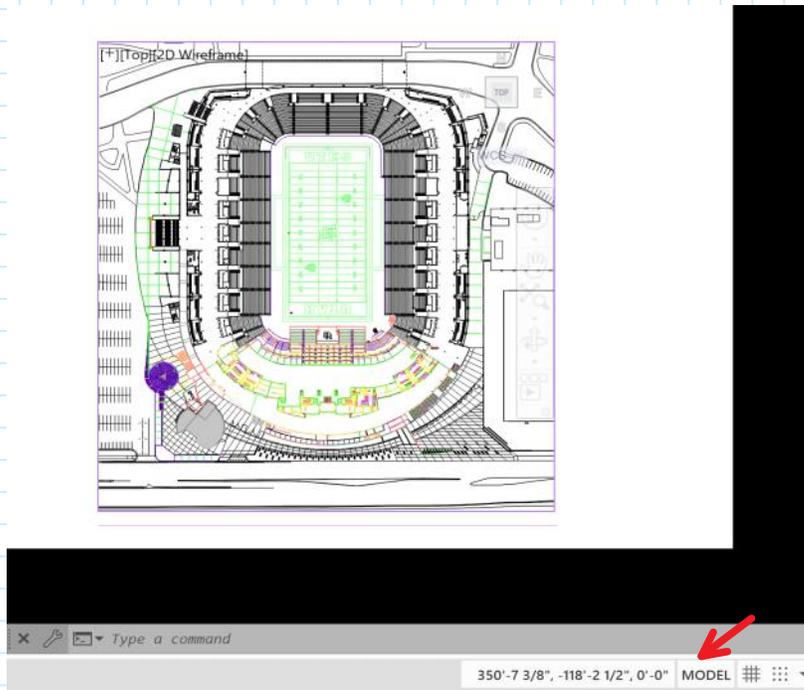
3. Clean up the drawing by deleting the existing title and other unwanted items. Use the box select command and the delete key.



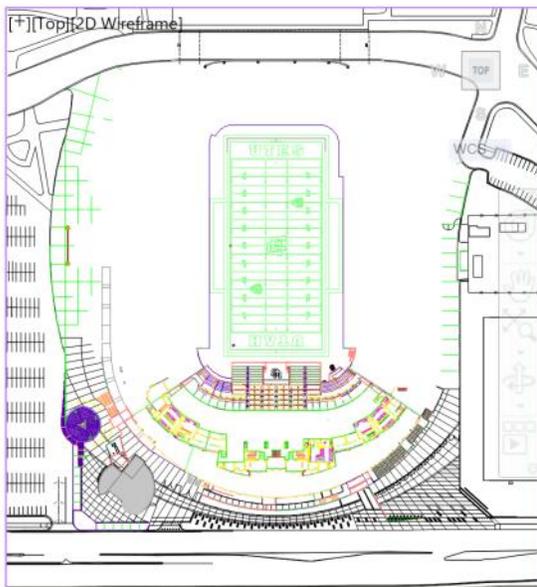
Editing an Existing Drawing

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4. As you hover over the drawing shown previously, notice that you cannot select or delete other features. To change this, you must select model space instead of paper space.



5. Re-hover over the drawing features. Note that individual layers can now be selected and deleted, as needed. However, a layer with multiple items, like the stadium seating, will be deleted as a complete layer. At this point, you do not have the ability to edit or delete lines that are the same layer.

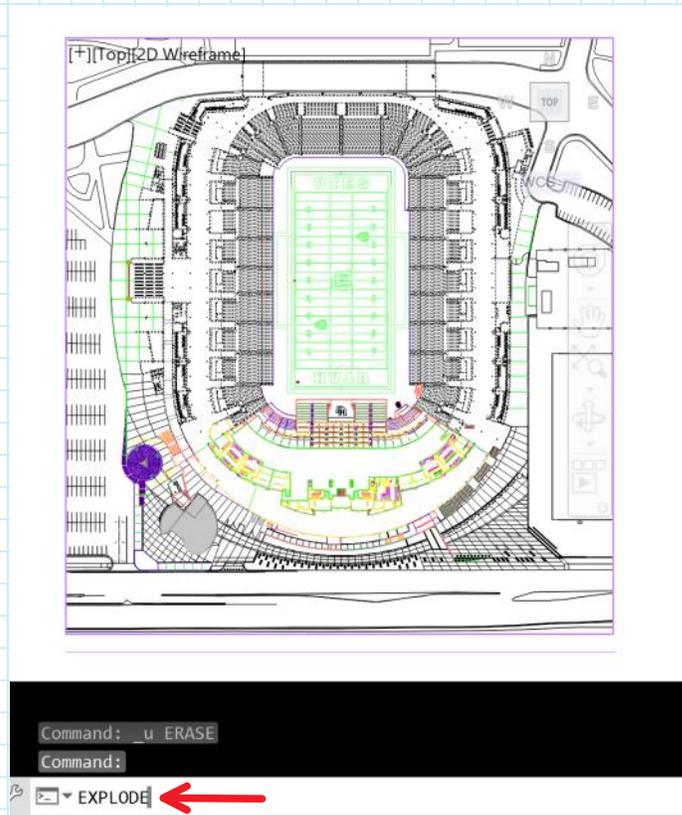


Note: In model mode, you can zoom in and out by rolling your mouse wheel. You can pan by pressing down the mouse wheel and dragging the drawing in the direction you want to move it.

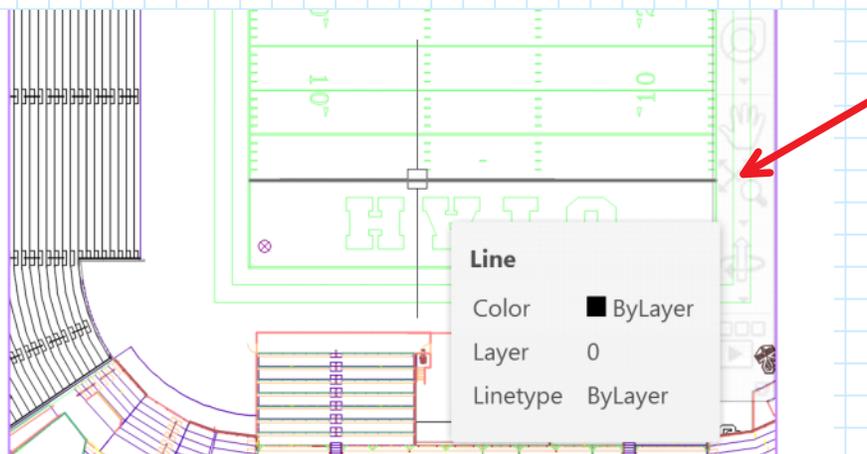
Editing an Existing Drawing (cont.)

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- To edit or delete individual lines with the layer, you should select the layer and then issue the explode command in the command line box. This will allow you to continue modify the drawing, as needed.



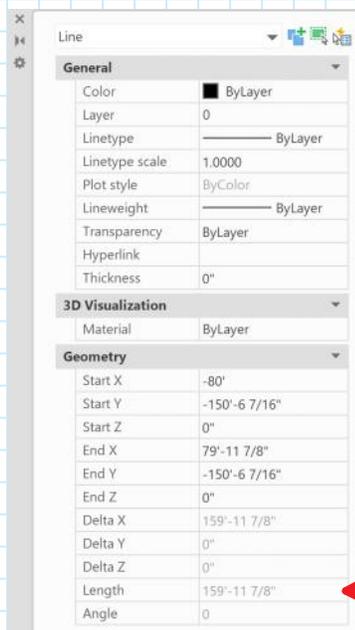
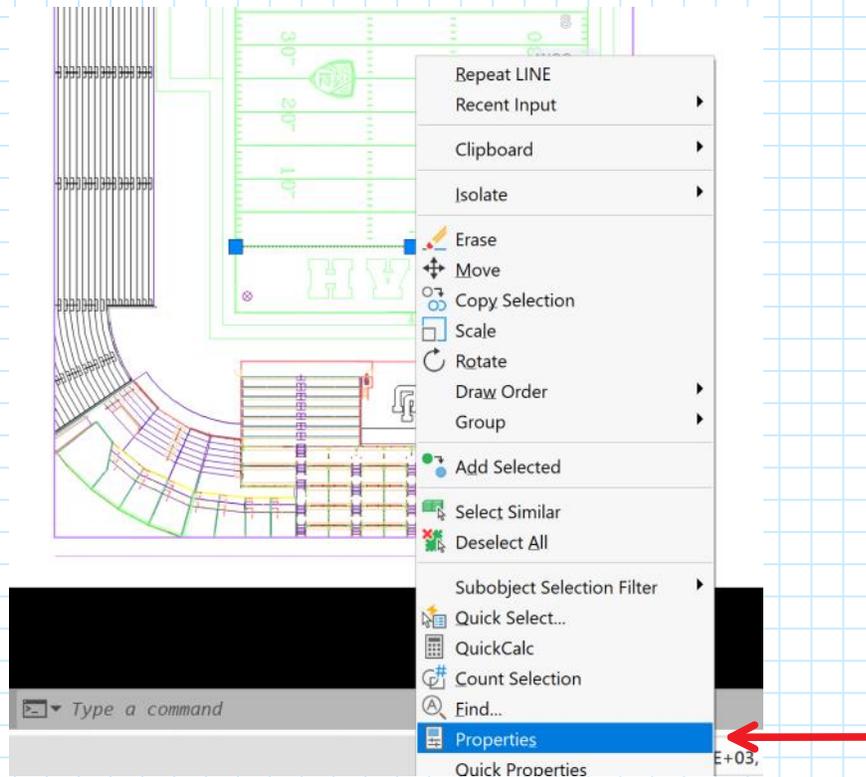
- You should verify that the drawing is to the appropriate scale. To do this, I drew a line across the width of the football field.



Editing an Existing Drawing (cont.)

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8. Check the properties of this line by selecting the line, right click the mouse and show the properties of the line.



Note that this line is about 160 feet long. (The 1/8" error was due to my inaccuracy in creating it.) This is good news! This means the drawing features are at the correct scale.

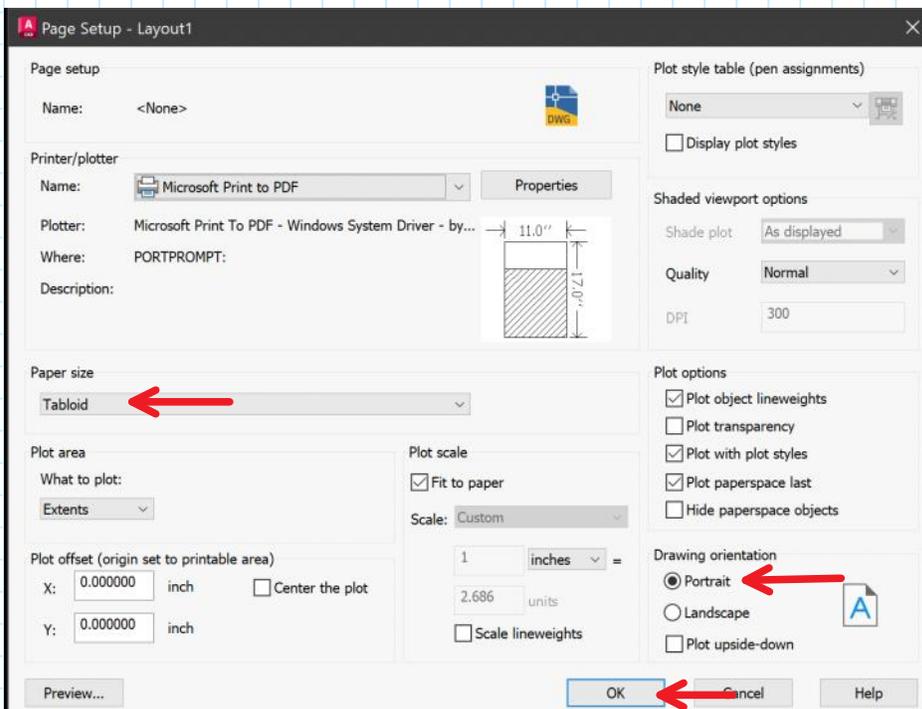
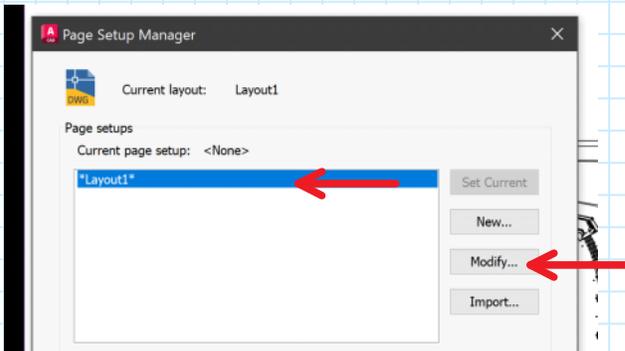
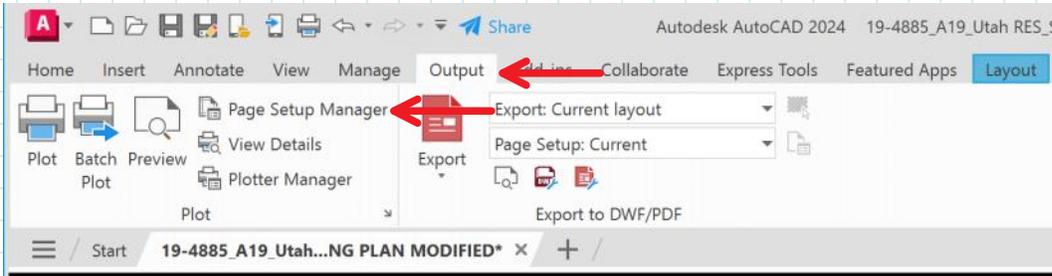
Resizing the Paper

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9. After cleaning up the drawing, note that the drawing is taller than wide. The best presentation would be to switch to portrait rather than landscape view. To change this change back from model mode to paper mode.



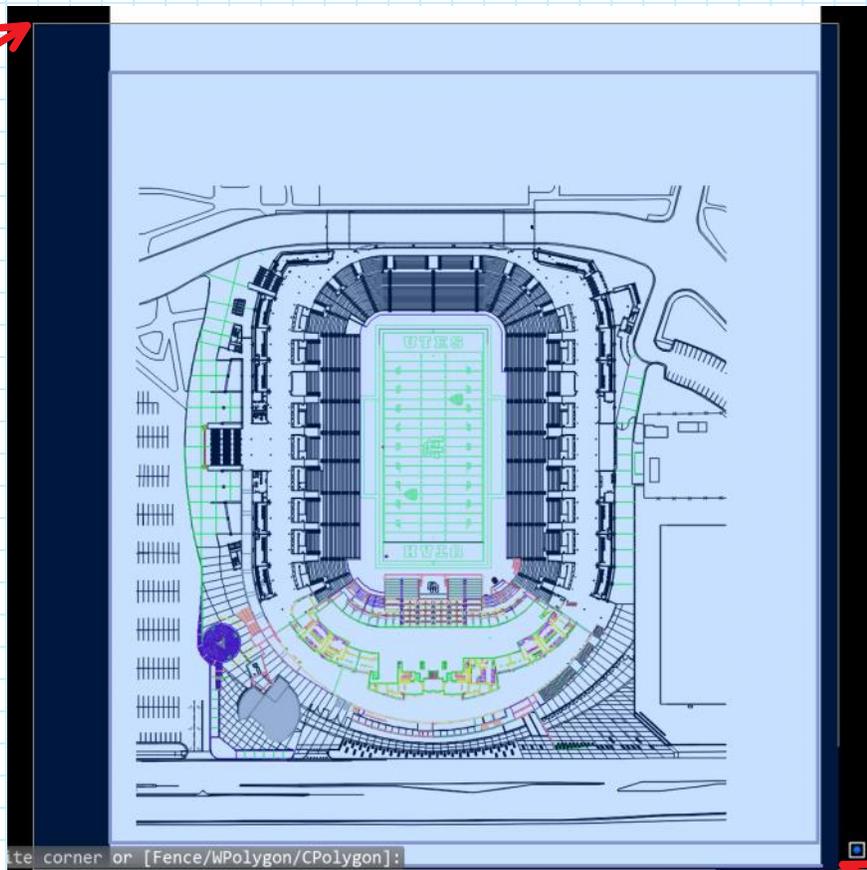
10. Change the page format by selection Output/Page Setup Manager/Modify



Centering the Drawing

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First left click here and release the button



11. To center the drawing, select all of the drawing features.

Then drag to here left click here and release the button



Hover over this center square. It will turn pink. Left-click and hold the mouse button to make the red "hot grip." Continue to depress the mouse button to move the image frame upward and to the right to center it on the page. Once you have it centered, use our ESC key to deselect the drawing.

12. Hotgrip, move and center the drawing frame.

Centering the Drawing (cont.)

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Note: This frame is the viewport frame. Remember that any drawing items (i.e., previous or what you may add later) must be in this frame.

13. Your drawing should now look like this. However, we need to adjust the size of the viewport. Using the grips. Select the viewport to create the blue grips and then hotgrip each corner and move the extents of the viewport to the limits of the page.

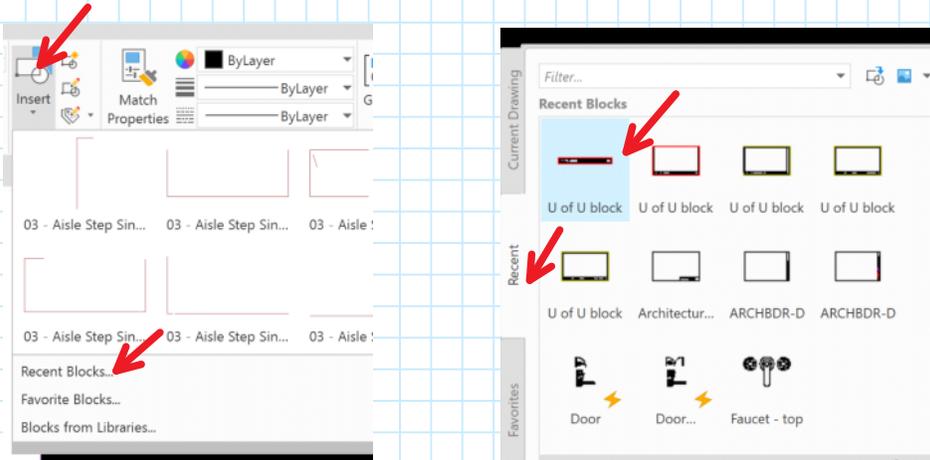


When done, use the ESC key to remove the grips.

Insert the Title Block

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14. Home/Block/Insert



Select the lower left corner of the drawing as the insert point. For all other options in the command line prompt, use the default values by striking the return key several times.



Use the scale command to rescale the title block and use the rectangle command to create a border. SAVE THE FILE WITH A DIFFERENT NAME. YOU ARE DONE!

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Managing Blocks

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Block Libraries, Recent Blocks, and Favorite Blocks



Block libraries and recent blocks provide a convenient way to access the same blocks across web and desktop. Use a supported cloud storage provider (Autodesk Docs, Autodesk Drive, Box, Dropbox, Google Drive, or Microsoft OneDrive) to access your recent blocks and block libraries.

The Recent tab displays a list of block definitions recently inserted or created in AutoCAD desktop drawings. The Libraries tab displays a list of block definitions from a single, specified drawing or a folder.

Setting up block libraries and recent blocks

Using block libraries, recent blocks on the AutoCAD web app requires some minimal setup on desktop AutoCAD. Once you've completed the set up, block libraries and recent blocks will be available whenever you use the AutoCAD web app, or whenever you're signed in to desktop AutoCAD.

Note: The folder location for recent blocks shown in the above video has changed from Blocks Recent Folder Location to Blocks Sync Folder Location. This is the folder location used for both recent blocks and favorite blocks.

To set up libraries:

1. Open desktop AutoCAD
2. In AutoCAD, open the Blocks palette
3. Click the Libraries tab
4. Specify a path. A path can be a folder or a drawing. Make sure the source of path is a supported cloud storage provider (Box, Dropbox, Google Drive, or Microsoft OneDrive). Once a path is specified, all the drawings within this drawing or folder will be accessible as blocks across AutoCAD desktop and web. The ten most recent libraries you indicate will be accessible in the libraries drop-down list.

To set up recent blocks:

1. Open desktop AutoCAD
2. In AutoCAD, open the Options dialog
3. In the Files tab, go to Blocks Sync Folder Location and specify a new folder for recent and favorite blocks. Make sure the folder is located within a supported cloud storage provider (Box, Dropbox, Google Drive, or Microsoft OneDrive).

Once a path is specified, your recent blocks will be stored in that location.

To set up favorite blocks:

1. Open desktop AutoCAD
2. In AutoCAD, open the Options dialog
3. In the Files tab, go to Blocks Sync Folder Location and specify a new folder for recent and favorite blocks. Make sure the folder is located within a supported cloud storage provider (Box, Dropbox, Google Drive, or Microsoft OneDrive).

Parent page: [Drafting and Creating](#)

Was this information helpful?

Yes

No

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