


AutoCAD 2021 Intro Notes

Files Setup for BHS Students

1. Go to **Desktop > This PC > One Drive > AutoCAD**
2. Be sure you have an **AutoCAD** folder in your One Drive. **SAVE ALL OF YOUR DRAWINGS HERE!!**
3. NEVER, EVER SAVE TO MY DOCUMENTS!! ALWAYS, ALWAYS SAVE TO YOUR **One Drive**.

Set up AutoCAD

1. Open **AutoCAD 2021** from your Desktop. Also, look in **Start > Programs > Autodesk > AutoCAD 2021**.
2. Click on the **Application Menu**  **>New** on the top Left.
3. This will bring you to the **Templates** folder. Choose the **“acad”** template **> Open**.
4. Go to the Command line at the bottom of the screen. Type **“grid” > enter**. Type **“off”>Enter**.
5. Go to the **Applications Menu > Options > Display > Window Elements >Color Scheme > Light**
6. While in the Display tab, go to **Window Elements > Colors (Drawing Window Color)> Color > White > Apply and Close > OK**.
7. Select the **LINE** tool. Click on the screen and type **15 > Tab> 30 > Enter**. You should have a line that is 15 inches at a 30 degree angle from the horizontal.
8. Practice drawing lines at different lengths and different angles.
9. Press **ESCAPE** to stop drawing. Press the **SPACE BAR** to reselect the **LINE** tool.
10. Press **ESCAPE** again. Place your cursor in the **top, left** of the screen. Click, creating a **Window Selection** that is blue in color. Drag the **Window Selection** to the **bottom, right**, making sure to select just **some** of the lines you have created. Notice that any lines that are **not entirely within the window** are not selected.
11. Press **ESCAPE** again. Now, click in the **bottom, right** of the screen. Drag to the top left, again making sure to cross some lines with your selection. Notice that any lines that are crossed, as well as lines that are within the window, are now selected. This is called a **Window Crossing**. The **Window Selection** and **Window Crossing** are two ways of selecting objects in AutoCAD.