

# "Must-Know" AutoCAD® Concepts for Designers



Author, Speaker, & Award-Winning Instructor

**35 Years | 6 Continents | 11 Countries | 41 States | 1000's of Students**

Apart from making me sound really old, those statistics bring some 'street cred' to what I have discovered as the fundamental skill-sets that every Designer should have.

When I sorted through the hundreds of topics in the Index of my book – *The AutoCAD Workbench, Final Edition* – I came up with seven "Must-Know" concepts from each of the six chapters of the book.

For those of you wanting to 'know-what-you-should-know' if you're a Designer at a contract furniture dealership – or in any discipline requiring fundamental AutoCAD skills – the following is a list of 42 topics that I would consider the 'Must Know' concepts and features that every Designer should know if they're using AutoCAD in a production environment.

<b>User Interface</b> Workspaces Quick Access Toolbar Ribbon management Options settings All Layer Topics Display navigation The UCS	<b>Creating &amp; Editing</b> All Object Snap features Fundamental Hatching System Variables Hide & Isolate All Reference features All Xref components Using Dynamic Blocks	<b>Annotation &amp; Dimensions</b> Text Style concepts Dimension Style concepts Single line/Multiline text EXPRESS Tools for Text Raster image options/logo Editing blocks Editing attributed blocks
<b>Customizing</b> Quick Access Toolbar Basic Ribbon editing All tool palette features Rename Keyboard shortcuts Command aliases Palette import/export	<b>Plotting &amp; Layouts</b> Viewport techniques All layout features Views in MS vs PS Batch plotting Layouts on a palette Layers in a PDF Convert Plot styles	<b>3D Stuff</b> Fundamental UCS concepts Positioning the view 3D tools on the Ribbon Solids vs. Surfaces Visual Styles 3D Clip for Interior Elevations Named views

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This collection would also be helpful to Design Managers at dealerships as they interview prospective new designers and also for getting their Design team up to the same level in their skill sets.

Of course, all of these topics are in the book, *The AutoCAD Workbench, Final Edition*, and can also be presented to your Design team in a training venue.

If you have any questions, please contact me at your convenience.

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